



Printing WiTS Forms

Printing lengthy WiTS forms can be troublesome for users - because of the frames and scroll bars, when you use the 'Print' option, only what is visible on the screen is printed.

Route this action: Save | Save and Close | Exit without saving

Appointment NIH National Institutes of Health Office of Management

Transaction Information	Appointment Information	Approvals Information	Pay Information	Orientation Information	Final Process Authorization
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*** Required Fields**

NIH Employee?*: No

First Name*: MI:

Last Name*:

Appointee Email Address*:
(Optional for Pay Plans ED, EE, EF, EG, and EI)

Related Recruitment WITS#: Announcement #:

Certificate #: Relationship to Recruitment Action:

Certificate Type:

Cap HR Job Requisition #:

Position Title*: Pay Plan*: Series*: Grade:

FPL *: Step: Pay Tier: Pay Band:

Job Code: Position Number:

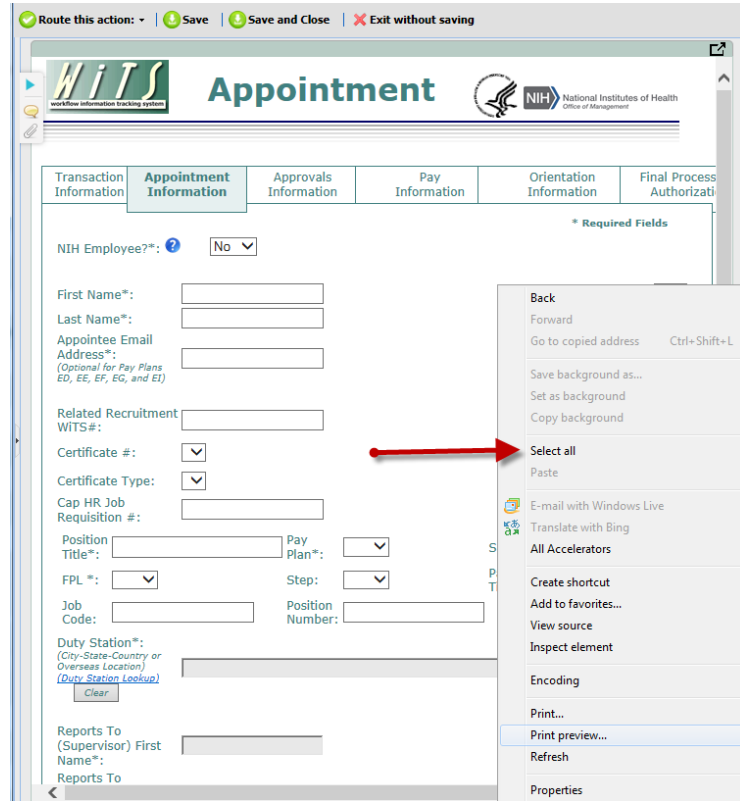
Duty Station*: Duty Station Code*:
(City-State-Country or Overseas Location)
(Duty Station Lookup)

Reports To (Supervisor) First Name*: Supervisory Status:

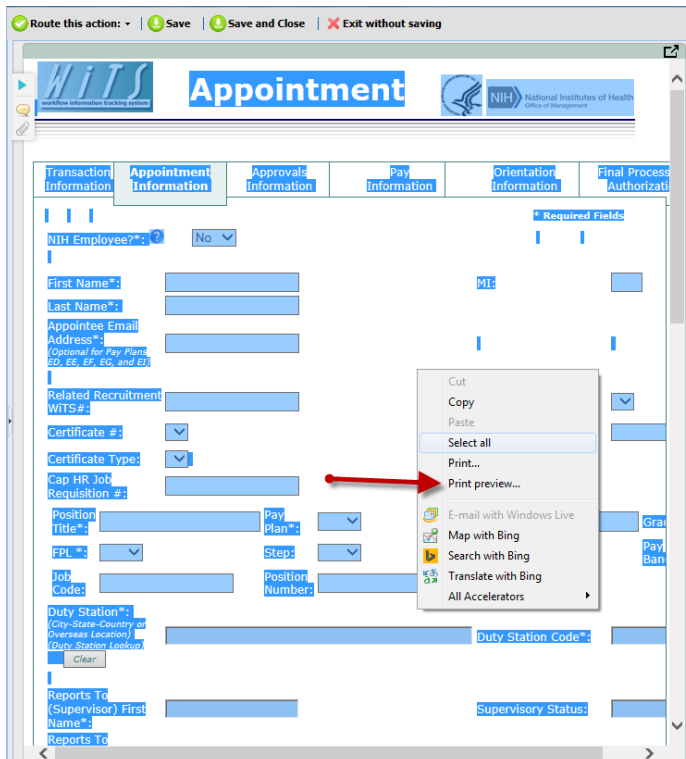
Reports To

Following are steps explaining how to print all of the information contained in a WiTS form using the 'right-click' button.

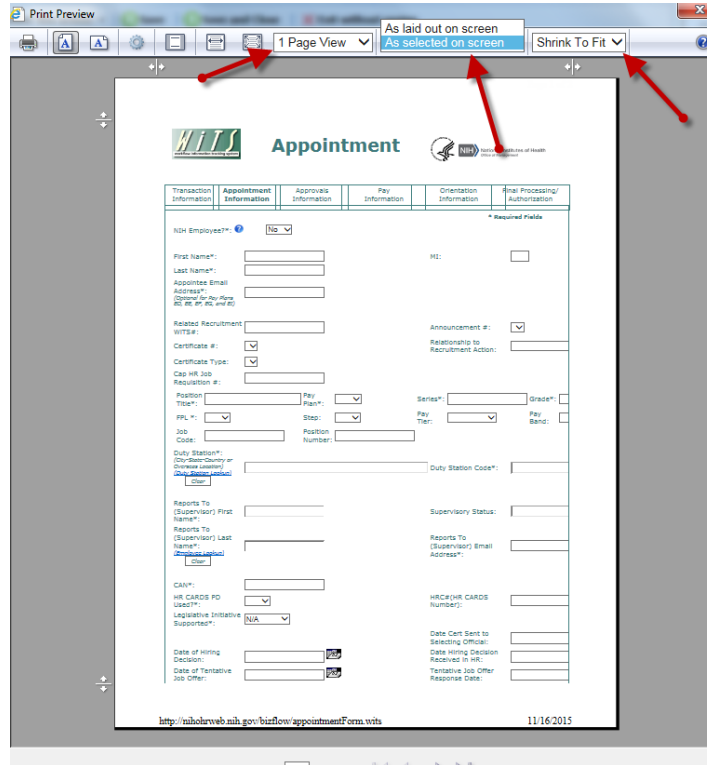
1. *Right-click* within the form you would like to print, and then choose 'Select All':



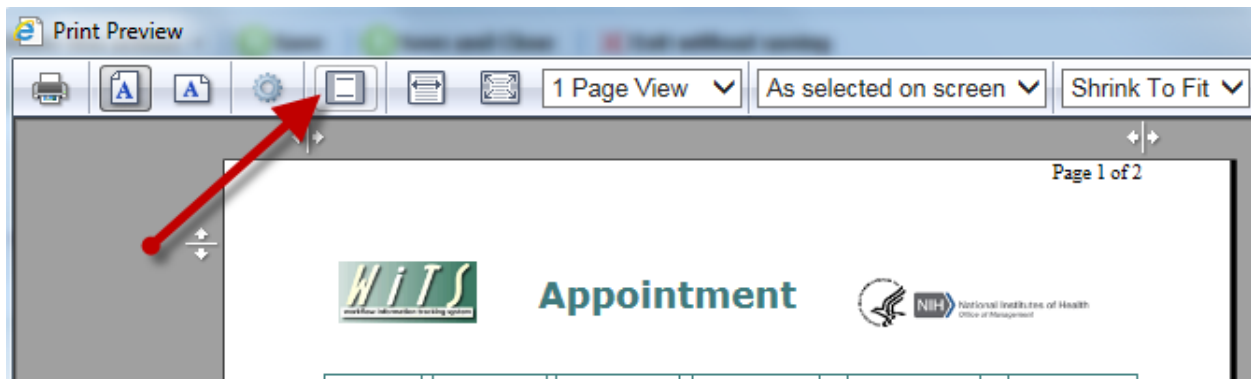
2. After confirming that all fields you wish to include in the printed view of the form are highlighted, *right-click* again within the form, and then select 'Print Preview':



3. Select '1 Page View', 'As selected on screen', & 'Shrink To Fit' from dropdown menus.



4. You can use the 'Header/Footer' icon to remove the page numbers at the top and the form's URL at the bottom if you wish:



5. When your form looks the way you would like it to, click on the Print icon in the top left corner:

