

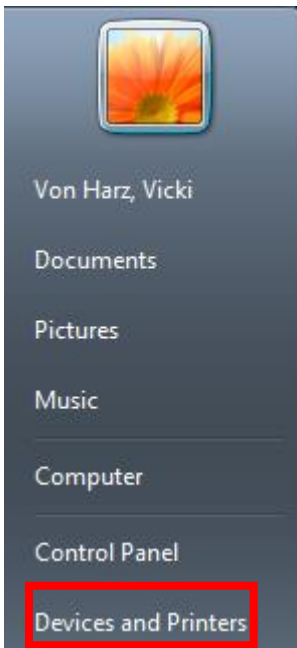
When Documents Appear Too Large

When attaching documents to a purchase requisition and the full width of the document cannot be viewed within the window without using the scroll bar, follow these steps:

1. Click on your desktop start menu:



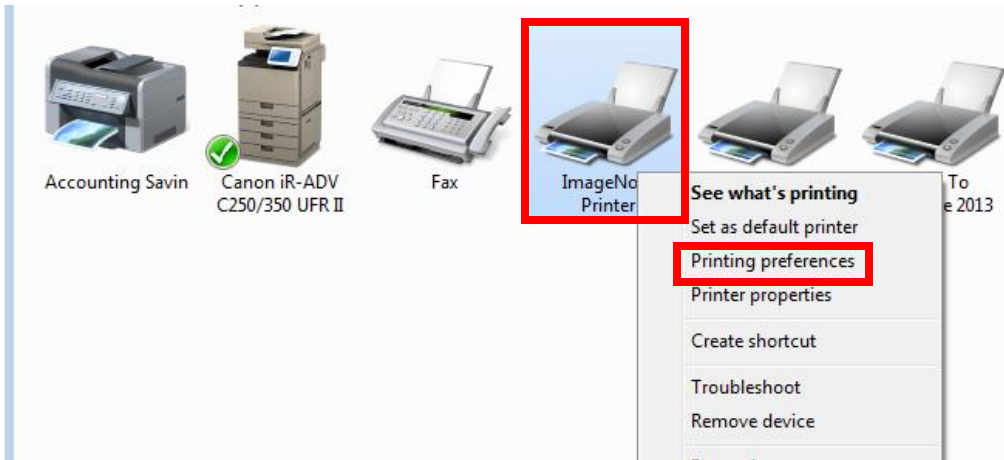
2. Click on Devices and Printers



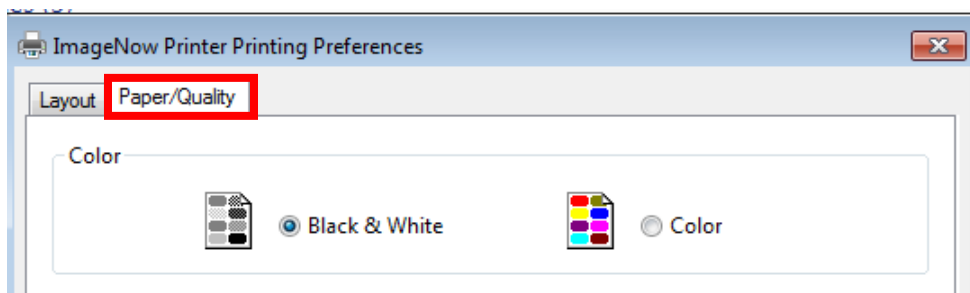
3. Right click on your ImageNow Printer



4. Select Printing Preferences



5. Select the Paper/Quality tab



6. Select Black & White and click OK

