Office of the Registrar

Printing from MyUCSC or AIS

Firefox (on Mac or PC)
1   Right-click (or control click) in the area you wish to print.
2   Select **This Frame**.
3   Select **Print Frame…**
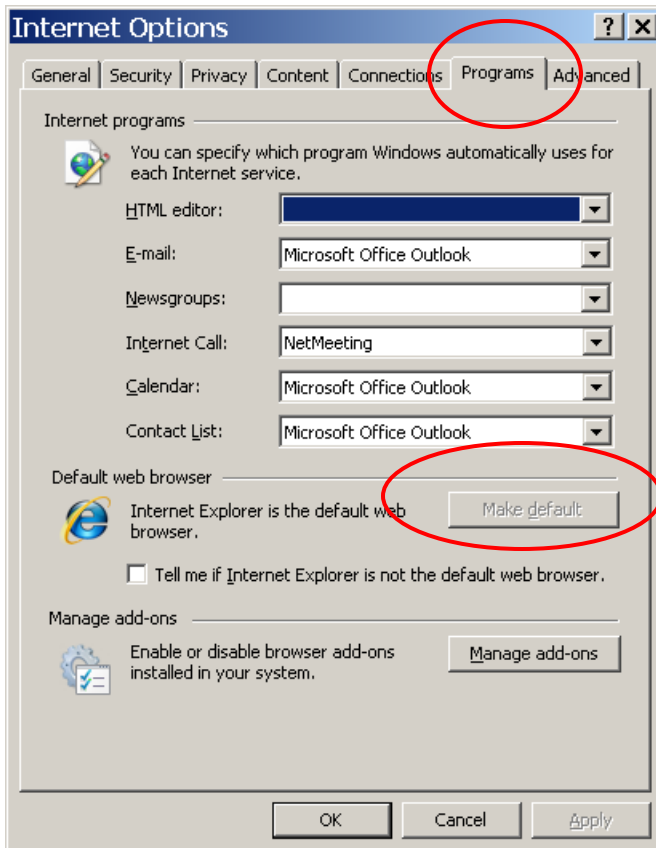4   Click **OK**.

Internet Explorer
1   Click in the area you wish to print.
2   Under the **File** menu, select **Print**.
3   Click the **Options** tab.
4   Click the button next to "Only the selected frame."
5   Click the **General** tab.
6   Click **OK**.
7   Click **Print**.

While trying to print certain pages in MyUCSC with Internet Explorer, a page is printed with header and footer information and main body of the page remains blank.
In order to solve this problem, Internet Explorer must be set as the default browser in your computer.

To set Internet Explorer as the default browser:
1   Open Internet Explorer.
2   From the **Tools** menu, select **Internet Options**.
3   Click **Programs** tab.

4 Click **Make default** button.
5 Click **OK**.
6 Close Internet Explorer.
7 Open Internet Explorer.
8 Log into MyUCSC and print the pages.

If you can successfully print a MyUCSC page using Internet Explorer 8, you might notice that the print size is too small compare to the page size.

To increase the print size:
1 Open Internet Explorer.
2 From the **File** menu, select **Page Setup**.
3 In the Paper Options section, uncheck the box next to "Enable Shrink-to-Fit."
4 Reduce the left and right margin to 0.25" each.
5 Print the page.