How to Print Invoices?

Printing invoices with Chrome

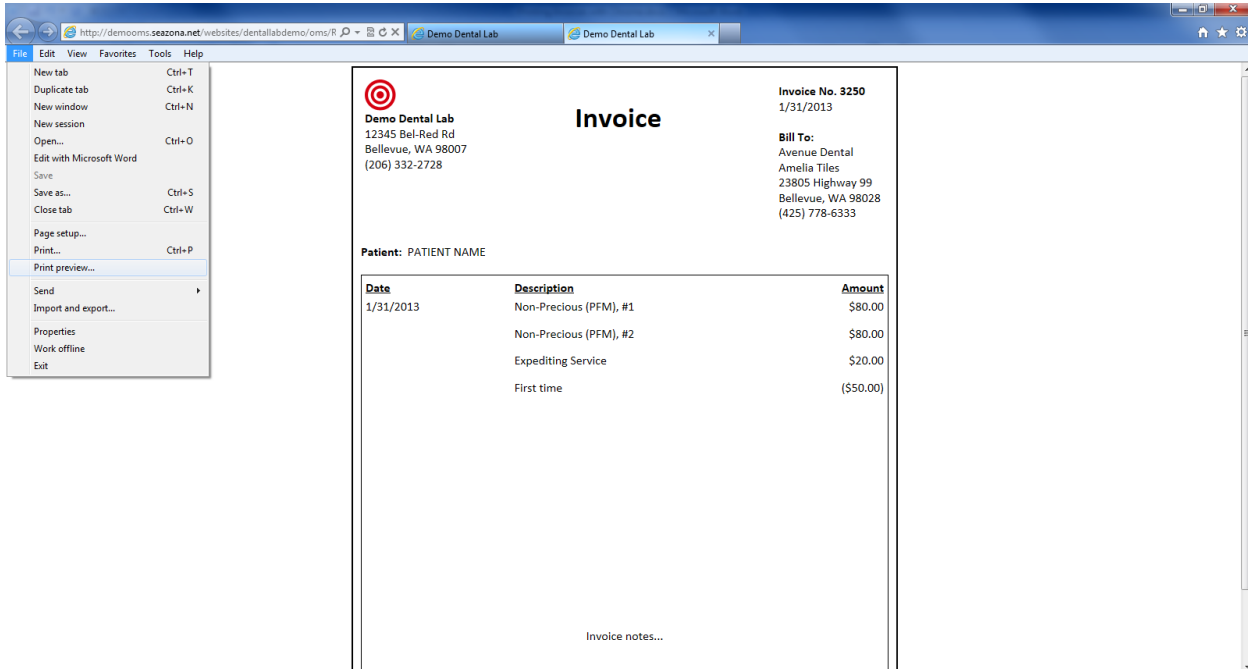1. Click on the invoice number to open the invoice
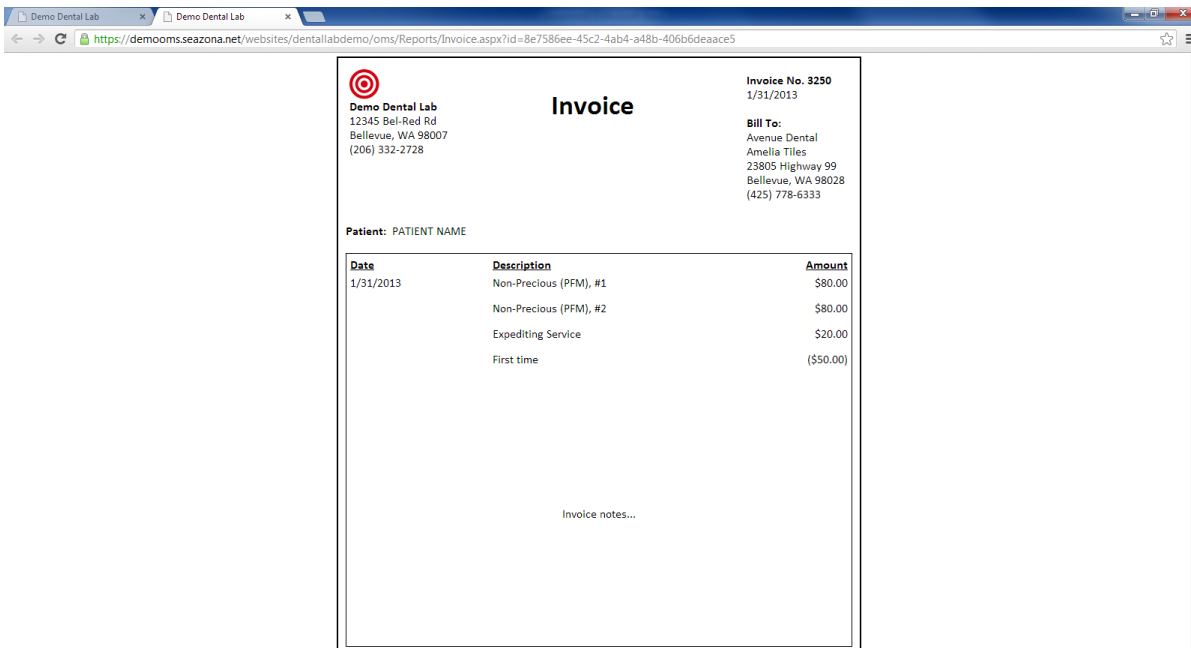
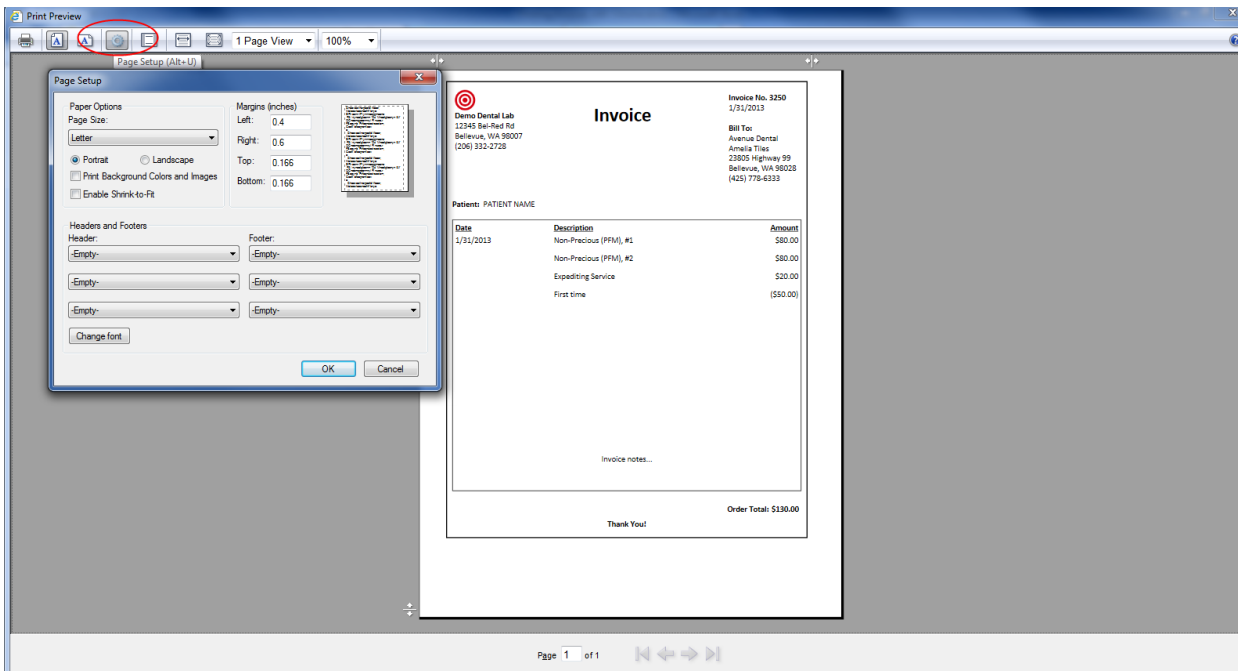2. Hold down the **ctrl** key and press the **P** key (a print preview window will open)
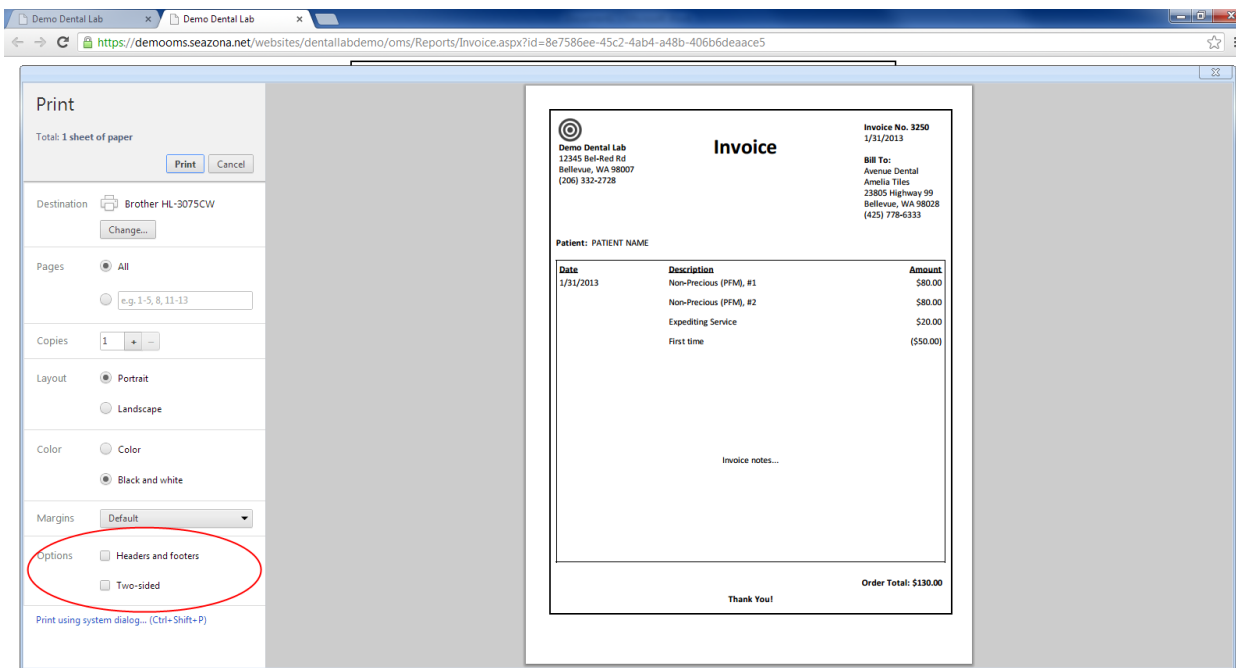
3. Click on the **Print** button to print

Printing invoices with IE

1. Click on the invoice number to open the invoice
2. From the menu, click on **File** > **Print Preview** (a new window will open)

3. Click on the **Page Setup** icon (circled in red below) and make sure all drop-downs are set to **Empty**. Click on the Ok button.

4. Click on the Print icon in the upper left corner to print