Page Setup Settings for Printing CMS 1500 Forms

NOTE: Instructions below are known to work only with laser printers.

1. Open Internet Explore and navigate to Page Setup...

2. Apply the settings below to your Page Setup settings:
   a. Uncheck Shrink-to-Fit
b. Margins
   i. Left: 0.16
   ii. Right: 0.2
   iii. Top: 0.3
   iv. Bottom: 0.2

c. Headers and Footers drop downs should all be –Empty–

3. In some instances, if you are still having issues, bring up a claim, right-click on it, and select ‘Print Preview.’ Double check the zoom, make sure it is set to 100% and not set to ‘Shrink-to-Fit.’

   Internet Explorer can sometimes override the setting.