Changing the Size or Type of Print Font

**Popular Use:** Printing reports that print on two pages such as Residential Income or when your Personalized Printer Output (includes your personal photo and comments) is turned on. Making this change should make these reports now only print on one page.

1. Open PC Access, select **Setup Menu** and then **Advanced Setup for Experienced Users**
2. Select **Printer(s)**
3. Select **Add**
4. In the **Name** field, enter a name such as “small font”
5. In the **Printer** field, click on the arrow and select the printer you normally print with
6. In the **Choose Fonts** field, select **Normal**
7. In the font edit window, change the font size/type as desired (to fit a Residential Income report on page, select 10)
8. Click on **OK** to accept the font change
9. If you have reduced your font size, in the **Print Offsets** field, change the **Inches from left:** from 0.00 to .50 and click **OK** to go back to the **Add Printer** window.
10. Click on **OK**.
11. A new printer called “small font” (or whatever you named it) will now appear in your **List of Printers**. Highlight this printer and click on **Set**.
12. From now on, when logged into Maestro™ through PC Access you will be using this “new” printer (although it is the same printer, it has different settings and a different name). You have the ability to toggle back and forth between this printer and the “regular” printer you originally set up. To do this, at the top of the PC Access toolbar, click on **Printing** and choose **Select Printer**. You will now have the option to use your regular settings or “new” settings. The lower right hand corner of the PC Access window will display the currently selected printer.

Find answers to frequently asked questions about Maestro™ and PC Access on our website:
Go to http://www.scwmls.com

Revised 6.22.01