

Judicial Information Systems

Probate Court System

Printing the Quick Reference Guide

The quick reference guide is provided in .pdf format. This document can be easily printed. The following steps provide the details for printing the Quick Reference Guide.

Step 1

Open the document

Step 2

Select *File*

Step 3

Select *Print*

The print dialog box should display

Step 4

Select the *Preferences* (or *Properties*) box

Step 5

Select *Two-sided Printing*

Step 6

Select *Flip on Short Edge*

Step 7

Select *Print*

NOTE: Your system's description of fields and printing options may be slightly different than described here. If you need further assistance, we recommend that you contact your local I.T. Department.