Printing a CAPPS Earnings Statement

Just wanted to share a quick tip for printing an earnings statement out of CAPPS.

**Have you ever had any trouble printing all the information on your earning statement at one time?**

**Have you ever wished that the print was larger and a little easier to read?**

Then try the steps below…

1. Click on **My Pay** from the main menu.
2. Click **View/Print Earnings Statement**.
3. Click on the Check Date for the paycheck you wish to print.
4. Press the **Ctrl** and **A** keys to highlight all text.
5. Right-click on the statement and choose **Print**.

**HINT:** Notice that the entire earnings statement will now display on your print preview.

**HINT:** If you want the print to be a little larger, change your Orientation option from Portrait to Landscape. It will print on 2 pages.

1. Click the **Print** button.

Hope this is helpful for some of you out there!