

Tips & Tricks

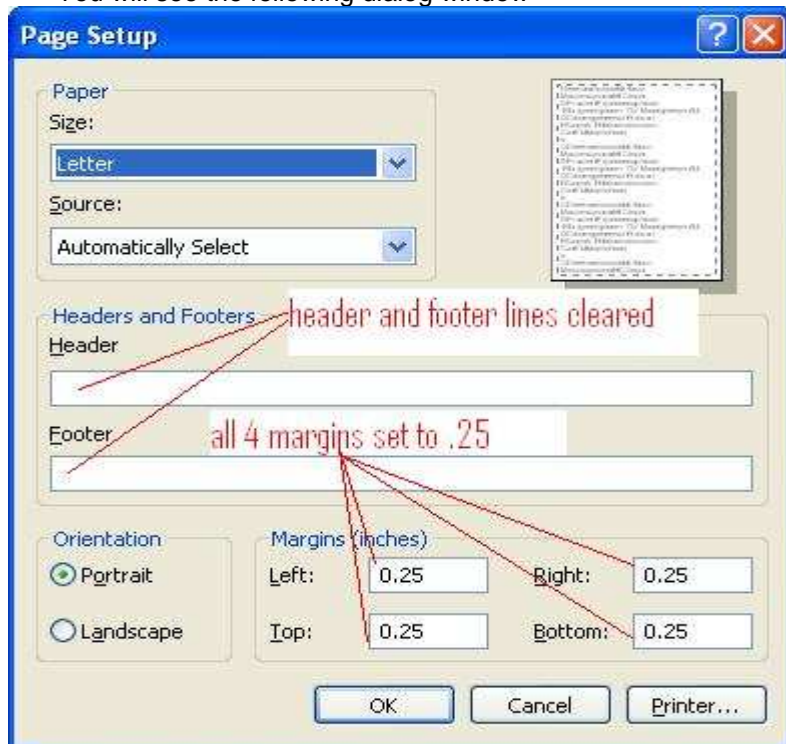
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Setting up your printer margins

Most of the listing views and reports from Paragon can be printed to a single page. If you are experiencing a 2nd page coming from the printer, it is usually caused by print margins that are too large which take away from the printable area of the page.

The following steps should correct this.

- Open up Internet Explorer. (If you are already in paragon then you should already be in Internet Explorer)
- Click on File>Page Setup
- You will see the following dialog window



- Clear all text out of the “header” and the “footer” lines
- Set all 4 margin boxes to .25

(note, some printers will not be able to be set to .25 on the bottom margin, as long as the bottom margin can be set to .50 or less with the top and sides at .25 then there should not be a problem)

Those settings should allow paragon to print listings on a single page with no blank pages. Some reports are 2 pages so there may be cases where you get more than one page per listing but you should not receive blank pages from the printer.

Fidelity MLS Systems Division

If you have a suggestion for Tips & Tricks, please email mlsinfo@fnis.com or call 877.657.4357.

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