

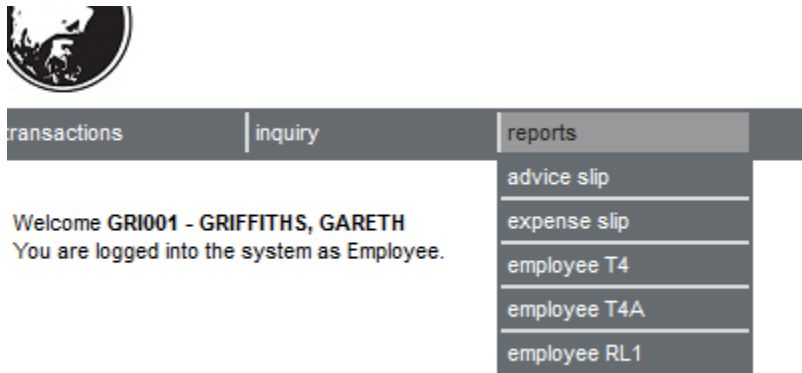
**GABRIEL DUMONT INSTITUTE – IT DEPARTMENT
ONLINE PAYSLIPS (PENNY) - T4 PRINTING**

Due to browser updates and quirks, certain issues exist with printing T4's in Penny (Online Payslips). This may cause the bottom of Page 1 to spill over onto Page 2, or in some cases cause text to overlap. Most browsers can be made to print in an acceptable way with some adjustments to the print settings. Attached are workarounds for popular browsers on both Windows and MacOS machines.

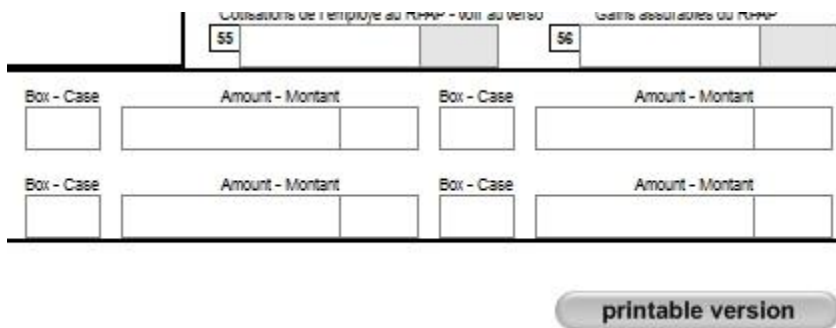
This document will also be placed on the services.gdins.org webpage. Please check for revisions

Note: all of these fixes start from the same screen in Penny, which is after pressing the Printable version button on the T4, e.g.

- Go to Reports-Employee T4



- At the bottom of the screen, click Printable Version:



Instructions for the various popular OS/browser configurations can be found from the following links:

Windows 7/Vista

Firefox, [click here](#)

Internet Explorer, [click here](#)

Chrome, [click here](#)

Safari: There is no workaround found for Safari on Windows. It is recommended to use other browsers for this

Windows 8

Internet Explorer, [Click here](#)

Firefox, [click here](#)

Chrome, [click here](#)

Windows 10

Microsoft Edge, [Click Here](#)

Firefox, [Click Here](#)

Chrome, [Click Here](#)

Apple MacOS

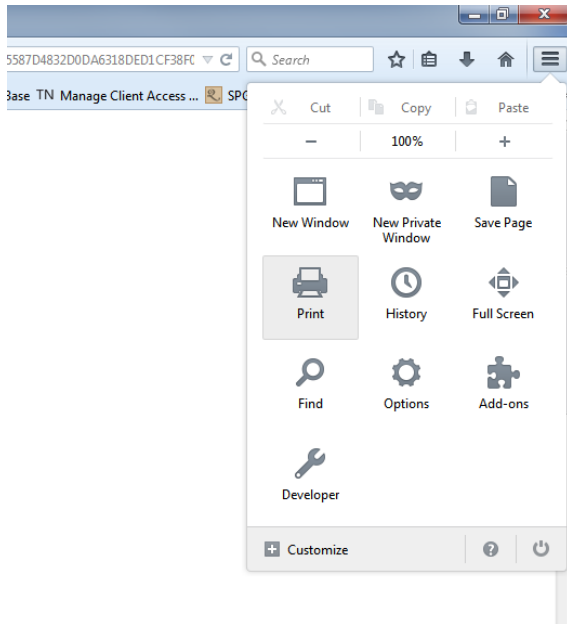
Safari, [Click here](#)

Firefox, [click here](#)

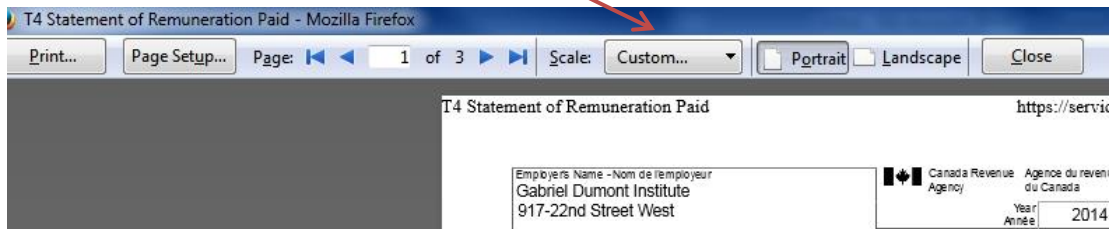
Chrome, [Click here](#)

Firefox on Windows 7, Vista, 8 & 10

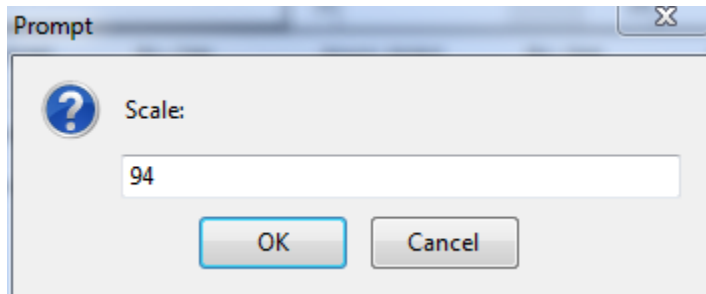
After pressing Printable Version, Select Settings, and print:



In the scale box, select Custom



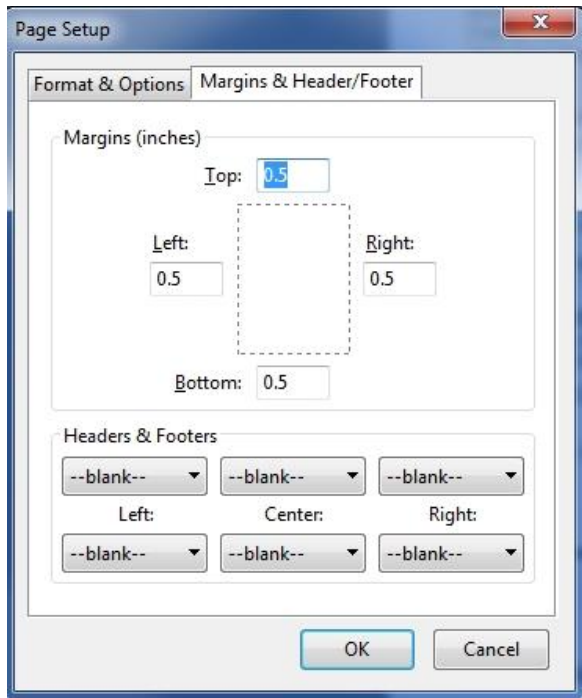
Type 94% in window



Note: For best appearance when printing the T4, it may be worth removing the headers and footers from the print view. This will then make the document look almost the same as the preprinted form. To do this, press the Page Setup button on the Print Preview window



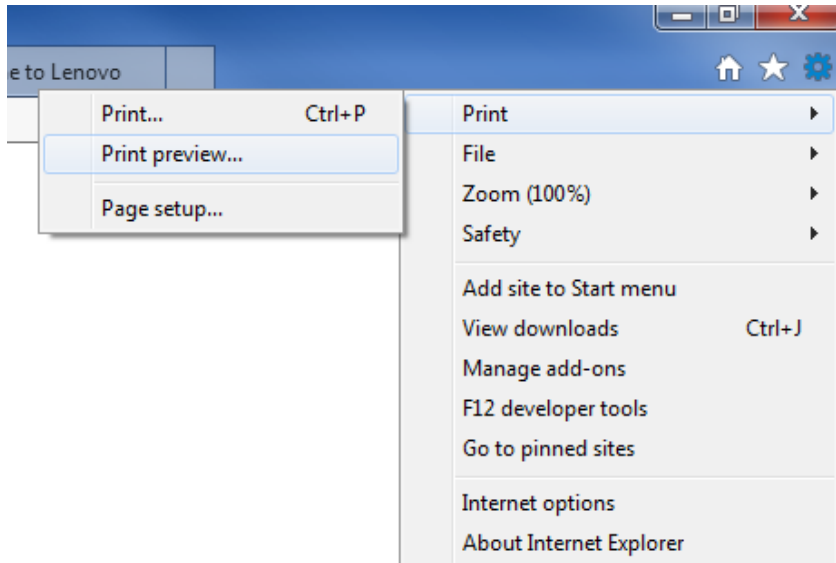
Go to Margins & Header/Footer. Change the 6 Headers & Footers boxes to --blank-- as shown below



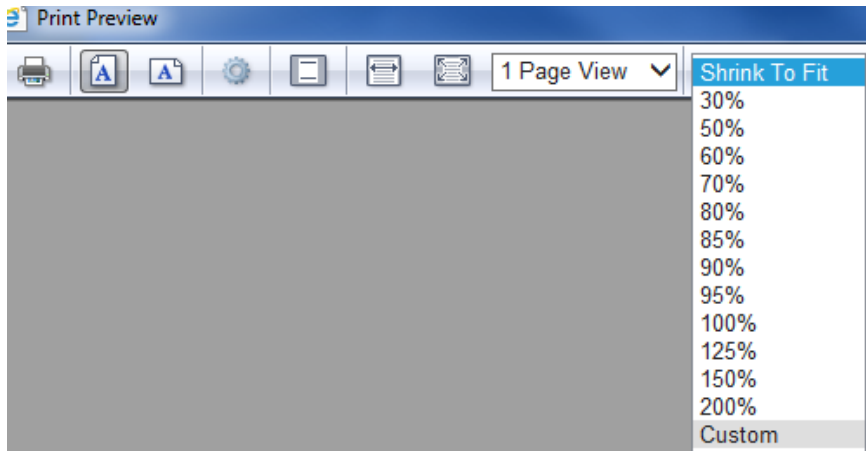
T4 should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

Internet Explorer on Windows 7, Vista, 8 & 10

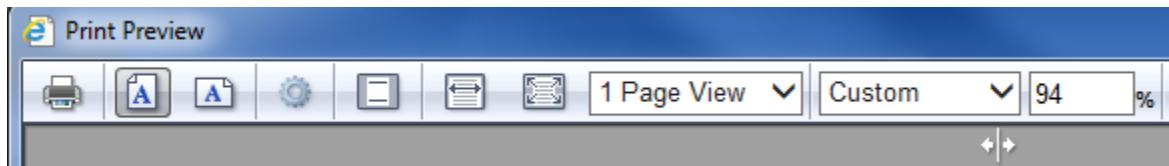
After pressing Printable Version, Go to Settings (gear icon), Print and Print Preview



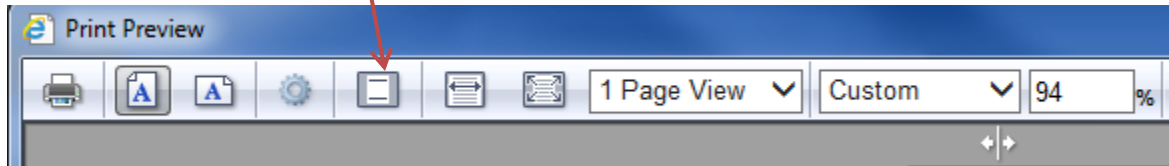
Change "Shrink to Fit" to "Custom"



Enter 94% in the window and press OK



Note: For best appearance when printing the T4, it may be worth removing the headers and footers from the print view. This will then make the document look almost the same as the preprinted form. To do this, press the Headers & Footers button on the Print Preview window



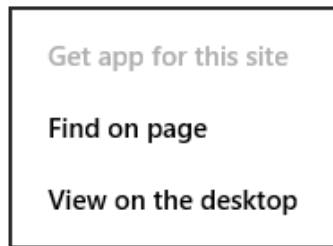
T4 should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

Windows 8 – Internet Explorer

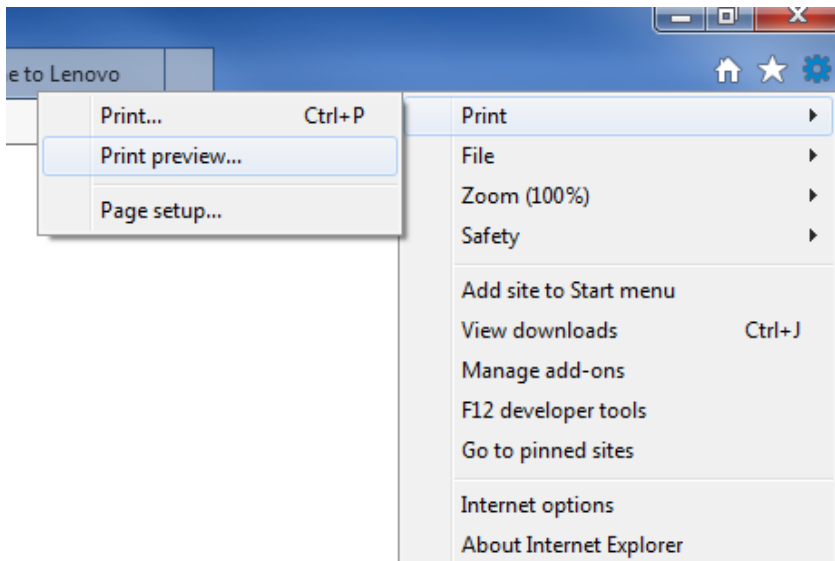
Penny and T4s will work on Windows 8 and Internet Explorer, but to correct printing, proceed as follows. If you launched Internet Explorer through the tile:



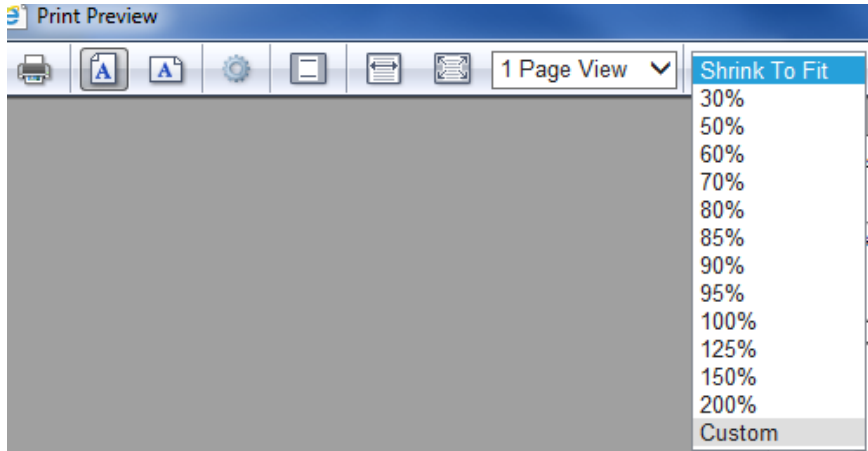
Click on the Page tools button (wrench), and select View on the Desktop. It will then look like Internet Explorer for Windows 7.



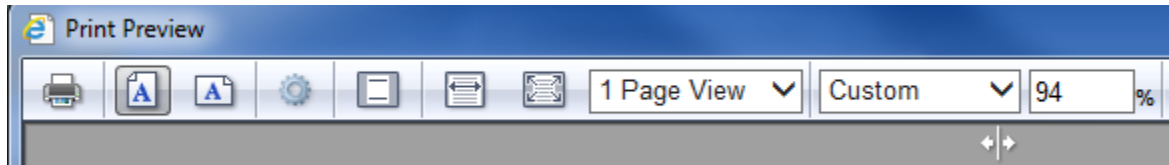
After pressing Printable Version, Go to Settings (gear icon), Print and Print Preview



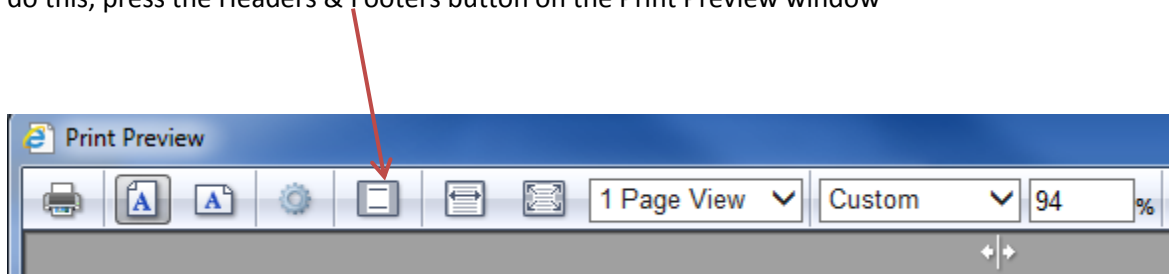
Change “Shrink to Fit” to “Custom”



Enter 94% in the window and press OK



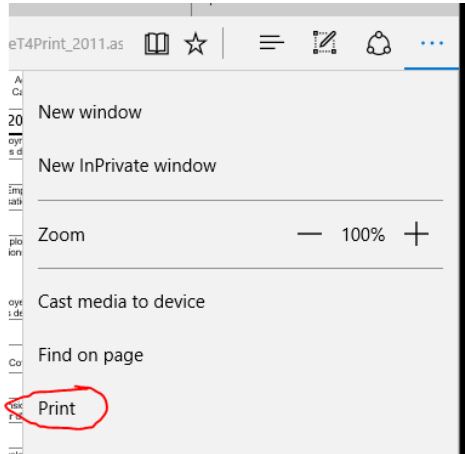
Note: For best appearance when printing the T4, it may be worth removing the headers and footers from the print view. This will then make the document look almost the same as the preprinted form. To do this, press the Headers & Footers button on the Print Preview window



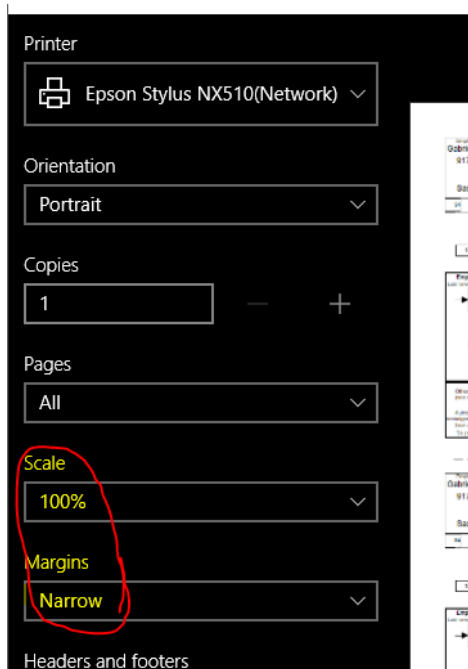
T4 should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

Microsoft Edge on Windows 10

Windows 10 sees a new browser launched – Microsoft Edge. After pressing Printable Version, Go to Settings (...) & Print

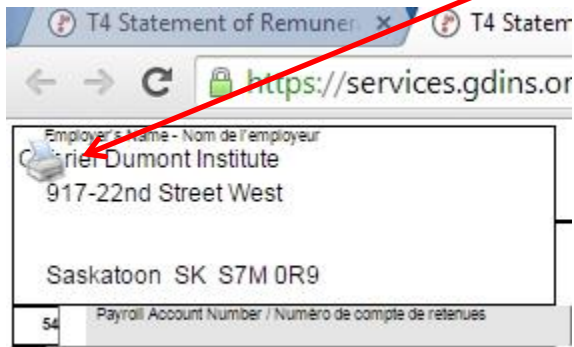


On printer menu, change Scale to 100% and Margins to Narrow. There is also a benefit to changing Headers and Footers to Off to make it look like a preprinted sheet

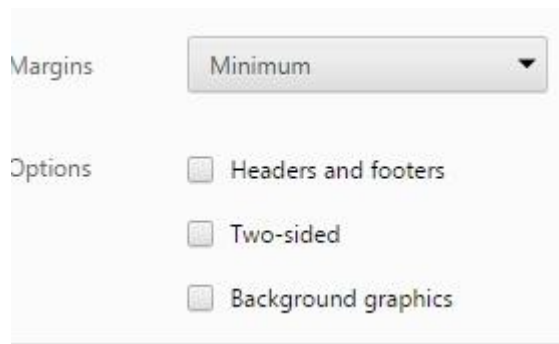
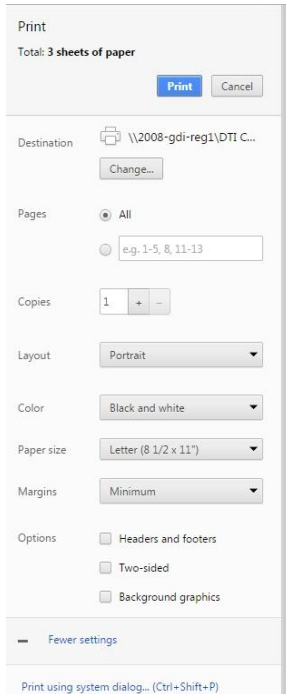


Chrome on Windows 7, Vista, 8, 10 and Mac OSX

After pressing Printable Version, press the Print icon



In the side menu, click more settings, uncheck Headers and Footers and set Margins to Minimum



T4 should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

MacOS – Safari

After pressing Printable version, Click on the printer icon

The image shows a duplicate T4 tax form from the Canada Revenue Agency for the year 2014. The form is titled "DUPLICATE T4" and "STATEMENT OF REMUNERATION PAID / ÉTAT DE LA RÈMUNÉRATION PAYÉE". It includes fields for Employer Name (Saskatoon - STM OR9), Social Insurance Number (12), and various tax-related information. A red circle highlights the printer icon in the top left corner of the document.

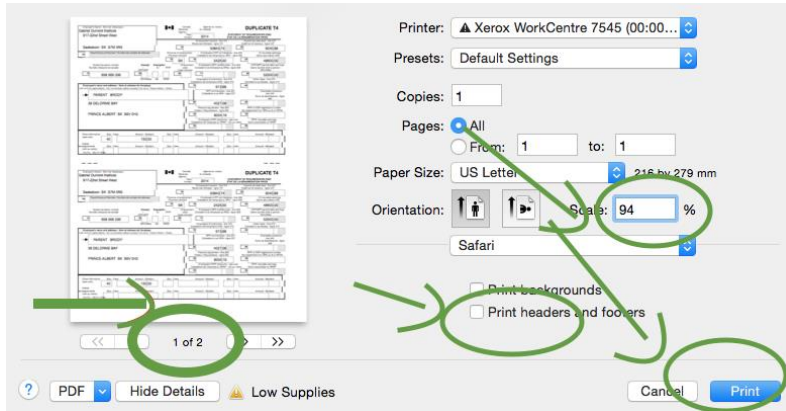
Click “Show Details”

The image shows the print dialog box in Safari. The printer is set to "Xerox WorkCentre 7545 (00:00...)". The number of copies is 1, and the pages are set to "All". A red circle highlights the "Show Details" button at the bottom of the dialog box.

Uncheck “Headers and Footers” and change the scale until the document is only 2 pages and printing the correct area. Should be approximately 94%

The image shows the print dialog box in Safari with the "Show Details" button expanded. The printer is set to "Xerox WorkCentre 7545 (00:00...)". The number of copies is 1, and the pages are set to "All". The paper size is "US Letter" (216 by 279 mm). The orientation is set to "Portrait". The scale is set to 94%. The "Print backgrounds" checkbox is unchecked, and the "Print headers and footers" checkbox is checked. A red circle highlights the "Print headers and footers" checkbox.

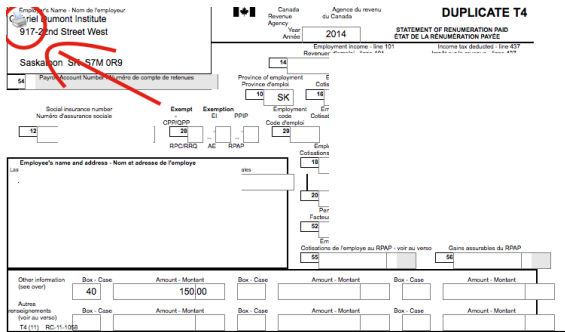
Confirm the proper area is set to print and click print



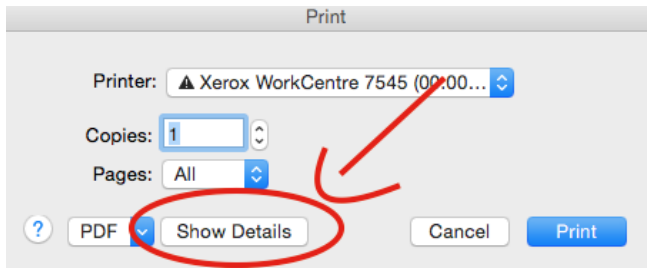
T4 should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

Firefox on MacOS

After pressing Printable version, Click on the printer icon



Click "Show Details"



Change all headers to "Blank" and then click print

