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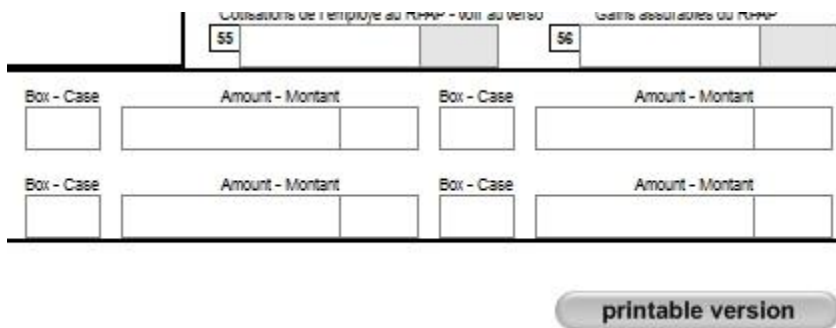
This document will also be placed on the services.gdins.org webpage. Please check for revisions

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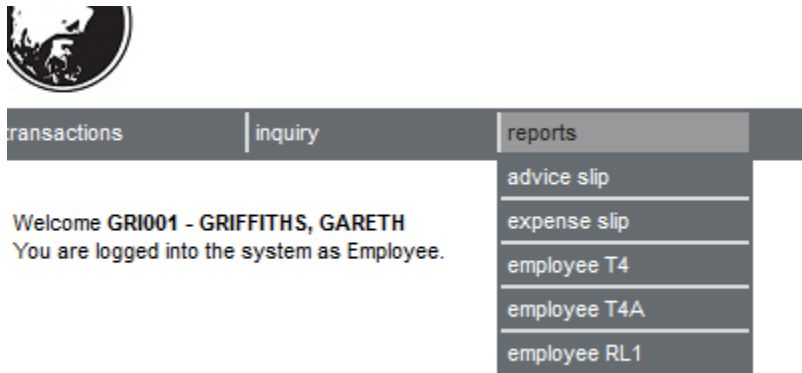
- At the bottom of the screen, click Printable Version:

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](#)
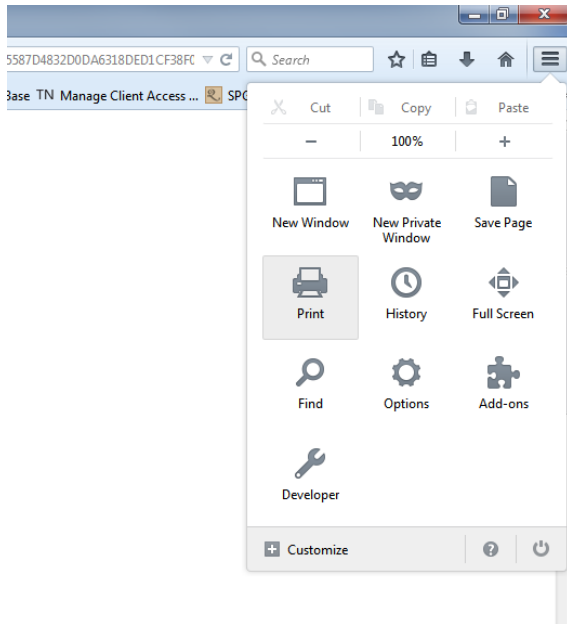
Chrome, [Click Here](#)

Apple MacOS

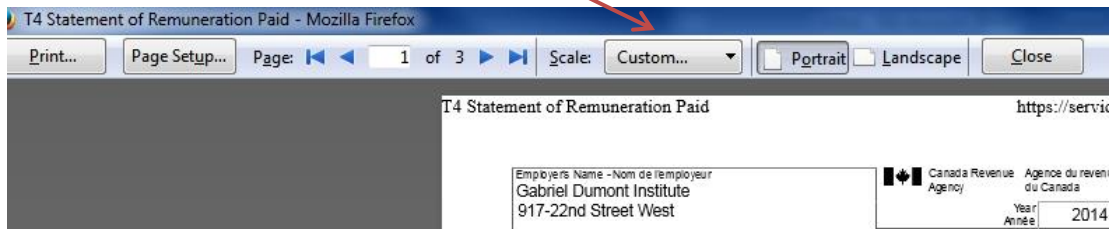Safari**,** [Click here](#)

Firefox**,** [click here](#)

Chrome**,** [Click here](#)

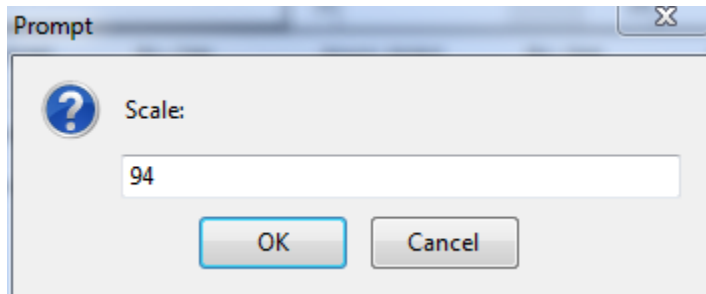**Firefox on Windows 7, Vista, 8 & 10**

After pressing Printable Version, Select Settings, and print:

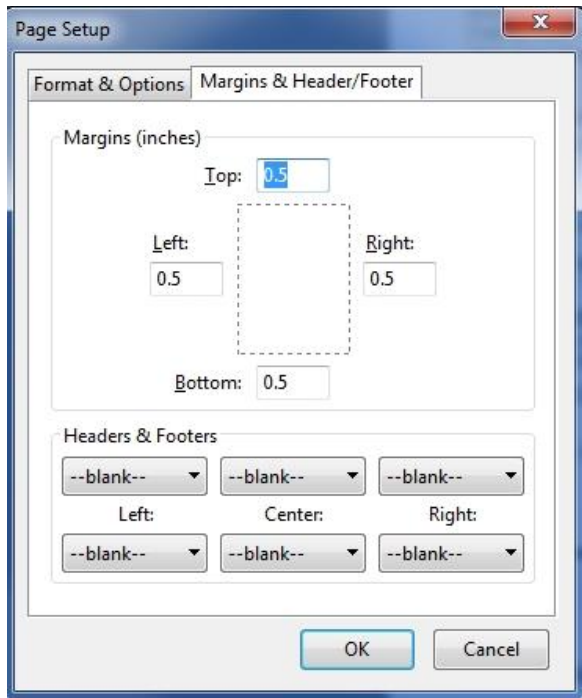
In the scale box, select Custom

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
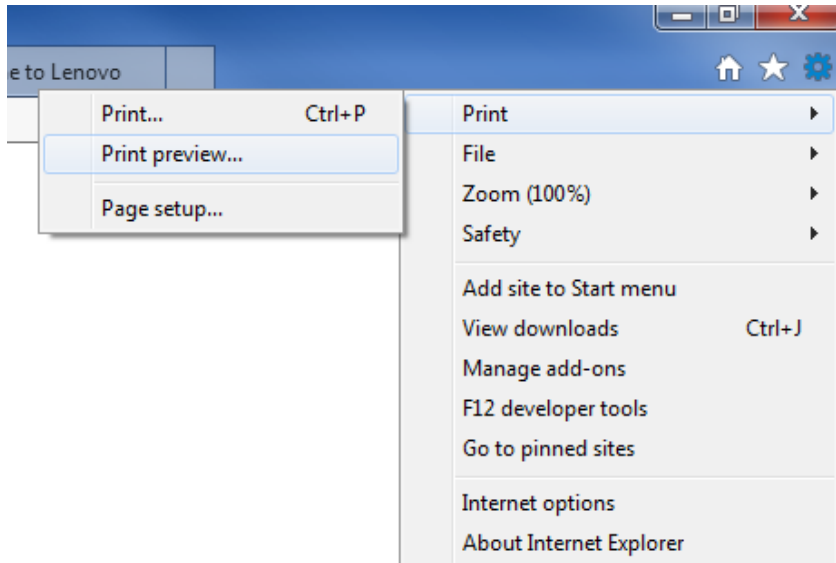

Go to Margins & Header/Footer. Change the 6 Headers & Footers boxes to –blank— as shown below
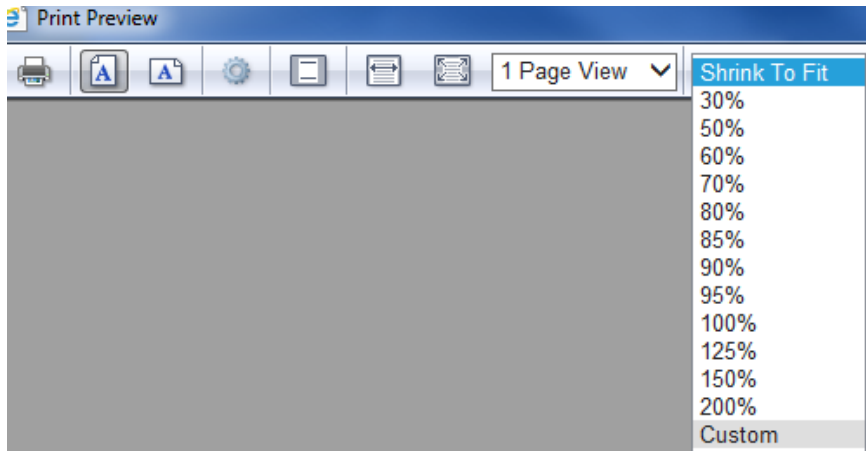

T4 should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

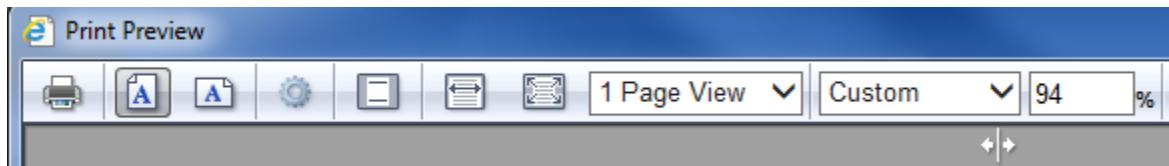**Internet Explorer on Windows 7, Vista, 8 & 10**

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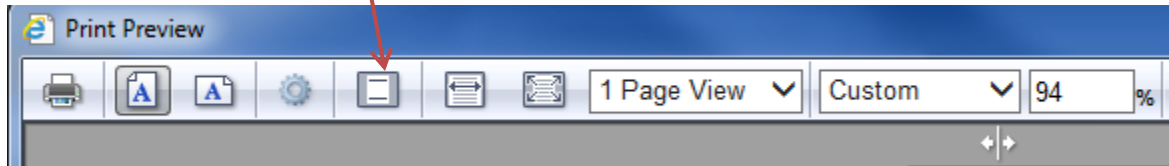

Change "Shrink to Fit" to "Custom"

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
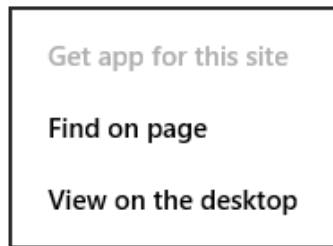

T4 should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

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:
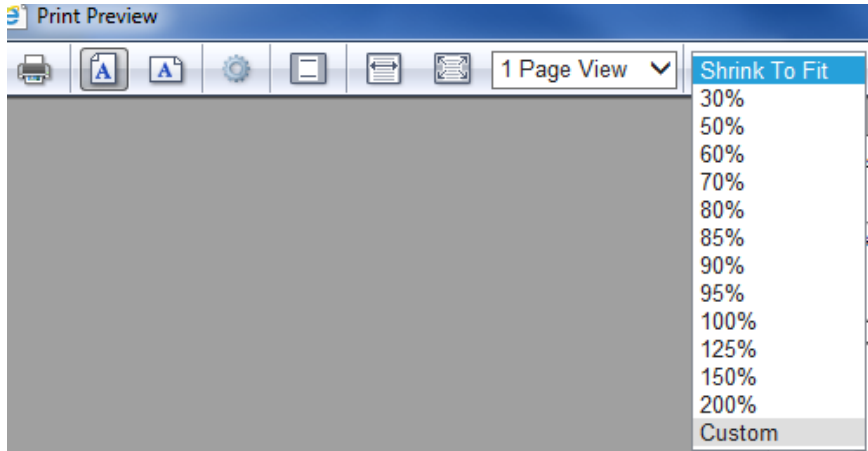

Click on the Page tools button (wrench), and select View on the Desktop. It will then look like Internet Explorer for Windows 7.
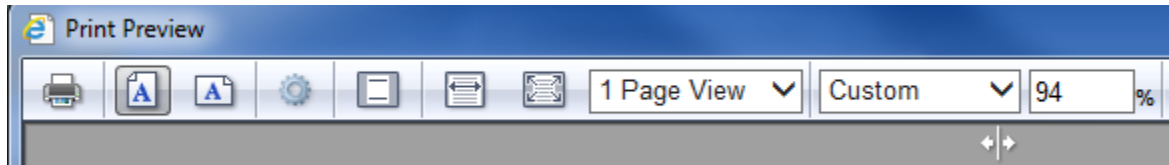

After pressing Printable Version, Go to Settings (gear icon), Print and Print Preview
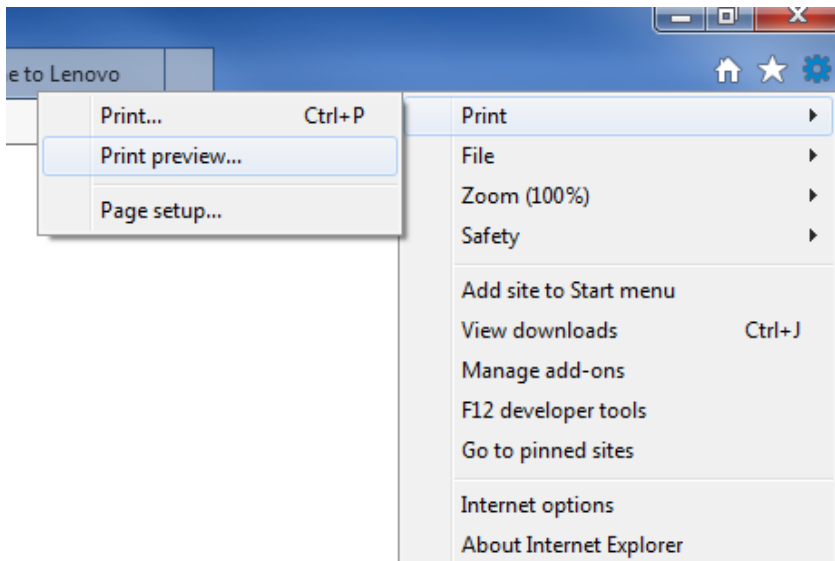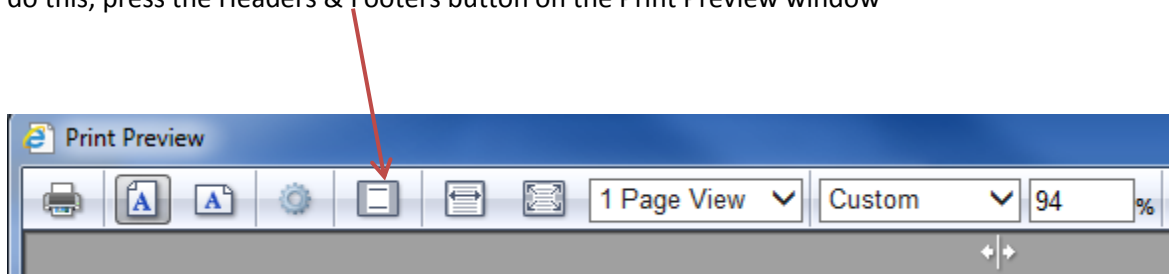
Change "Shrink to Fit" to "Custom"


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
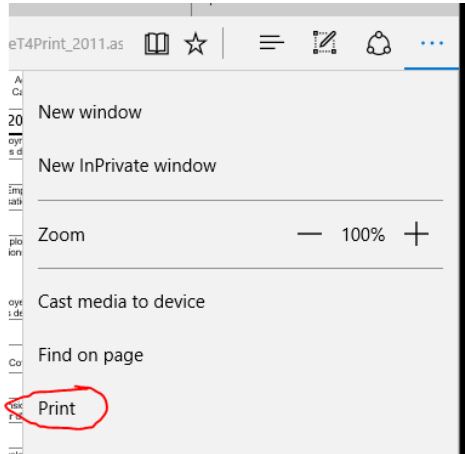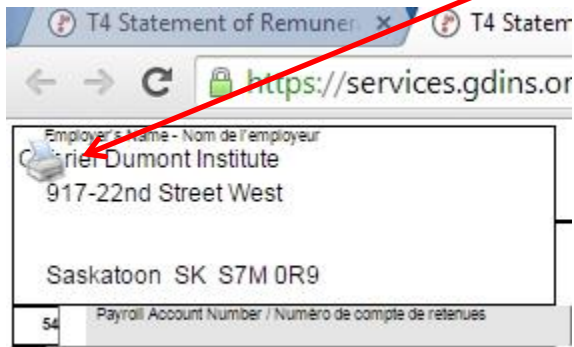

On printer menu, change Scale to 100% and Margins to Narrow. There is also a benefit to changing Headers and Footers to Off to make it look like a preprinted sheet
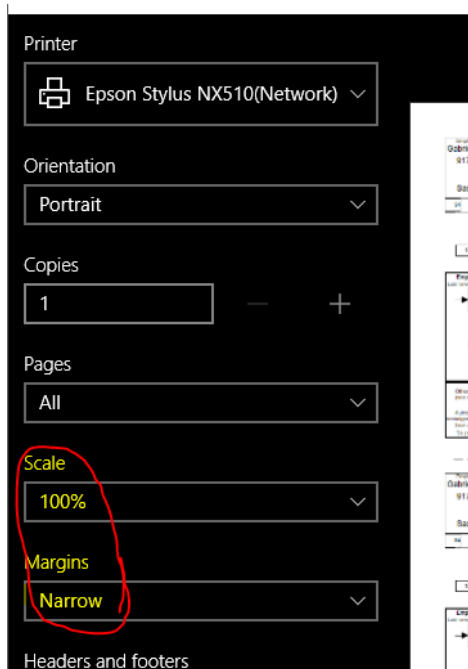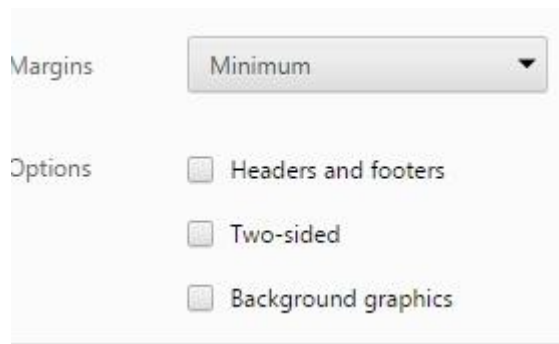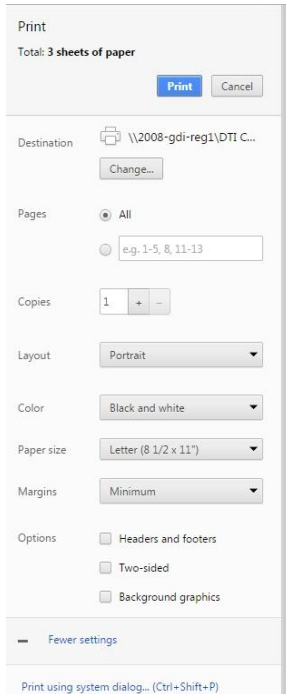
Chrome on Windows 7, Vista, 8, 10 and Mac OSX

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

Click "Show Details"

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

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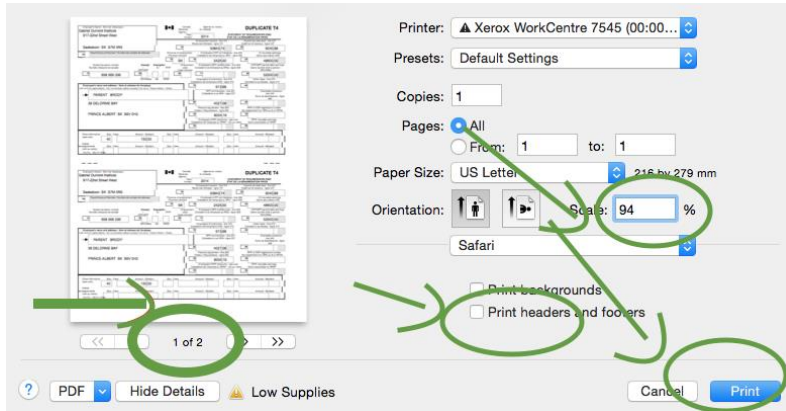
T4 should now fit page properly after pressing the Print button on this page. Please note that different configurations of machines may cause these setting to be slightly off. You may need to adjust the scaling % or margins until it fits the page successfully

Firefox on MacOS

After pressing Printable version, Click on the printer icon
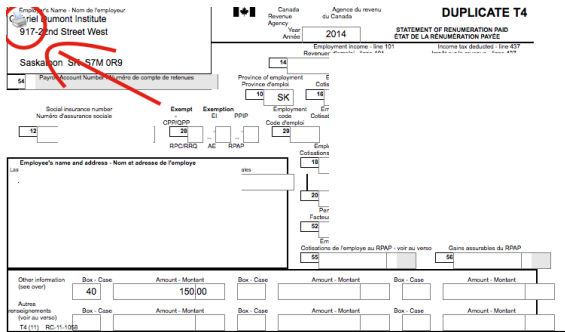
Click "Show Details"
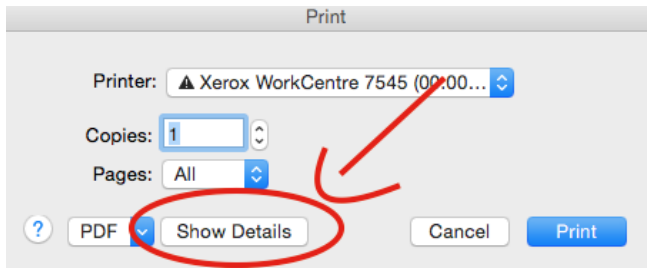
Change all headers to "Blank" and then click print