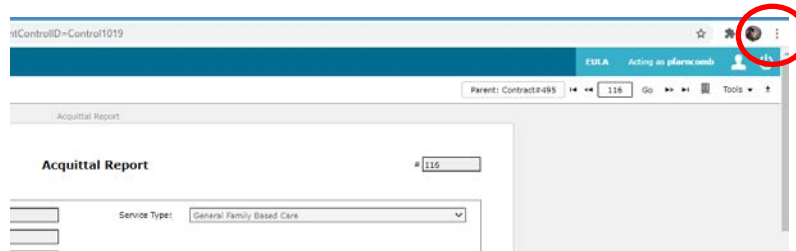


CMLS Guide: Print from CMLS

Printing reports

CMLS does not provide a print function, however users can print various screens through Google Chrome.

1. Log into CMLS and navigate to the page that you wish to print (i.e. Acquittal Report).
2. Click the **three dots** in the top right hand corner of the Google Chrome screen.



3. Choose the **Print option**.
4. Check that the Destination is the right **printer** or choose **Save as PDF**.
5. Click **More Settings**.
6. In the **Scale** drop down select **Custom**.
7. Reduce the scale number until the screen fits within the page margin.
8. Click **Print** or **Save**.

