When Documents Appear Too Large

When attaching documents to a purchase requisition and the full width of the document cannot be viewed within the window without using the scroll bar, follow these steps:

1. Click on your desktop start menu:

![Start Menu](image1.png)

2. Click on Devices and Printers

![Devices and Printers](image2.png)

3. Right click on your ImageNow Printer

![Printers and Faxes](image3.png)
4. Select Printing Preferences

5. Select the Paper/Quality tab

6. Select Black & White and click OK