Xspouse browser preview and printing

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1.1 Overview

A "Browser Preview and Printing" feature has been added to Xspouse and Xarrears. The feature is implemented in the following:

- All of the items on the main print menu in the Support module of Xspouse.
- All of the items on the main print menu in the Property module of Xspouse.
- The annual bonus income report.
- The variable bonus income report.
- All of the items on the main print menu in Xarrears.

The "Browser Preview and Printing" feature allows you to view documents in your browser instead of sending them directly to the printer. You can print the document from the browser, if you choose to do so.

The normal print feature (that sends the document directly to the printer) remains unchanged.

The "Browser Preview and Printing" feature brings significant advantages over the normal print facility. The advantages include:

- The ability to have multiple documents open for viewing in your browser. This effectively allows you to have multiple, simultaneous views of an Xspouse case.
- Significantly enhanced appearance of reports that are printed via the browser preview and print feature. (Note: printing from the Xspouse and Xarrears main print menu directly to the printer retains the existing appearance of reports; the enhanced appearance reports are available only via the browser preview and printing feature).
- The ability to print from the browser. This will also resolve any printing problems that users have occasionally encountered when printing directly from Xspouse or Xarrears.

1.2 How to invoke browser preview

The Browser Preview and Printing feature is available in both Xspouse and Xarrears. The following diagrams show how to use the feature in the various places where it is available.

On the main print menu of both the Support module and Property module of Xspouse, there are 2 buttons located below the print options, as shown in the following diagram. The function of the 2 buttons is explained below the diagram.



By default, clicking on the "OK" button will send the selected documents to the printer. If you select the "View in browser" button before clicking on "OK", then the selected documents will be

displayed in your browser, instead of being sent directly to the printer. You can then print the documents from your browser, if you wish to do so.

Select "Set view in browser as default" if you wish to change the default behavior of the "OK" button so that documents are displayed in the browser instead of being sent to the printer. The setting will remain in effect until you unselect the "Set veiw in browser as default".

On the Xarrears main print menu, selecting the "View in browser" button before clicking on the "OK" button will display the selected documents in your browser, instead of sending them directly to the printer. You can then print the documents from your browser, if you wish to do so. The Xarrears main print menu is shown below:

Print Sel	lections
Summary Accumulated Totals	Browser preview
All items Information for Form E Settings	EJ-130
View in Browser	
ОК	Cancel

1.3 Bonus Income Reports

The Browser Preview and Printing feature has also been implemented for the Annual and Variable Bonus Income reports in Xspouse. A "Browser" button has been added to each of the reports, as shown in the diagrams below. Clicking on the "Browser" button will display the report in the browser, instead of sending it directly to the printer. You can then print the report from the browser, if you wish to do so.



Important note: The bonus income reports require JavaScript to run. By default, Internet Explorer may pop up the following warning message. Click on "Allow blocked content" to allow the bonus income report to display.



The use of JavaScript permits the Bonus Income Reports to be interactive, allowing the user to select viewing and printing ranges.

Range of bonus values to disp Minimum: 14000 • Cost is an increase in support pair - Rome income may make in support pair	blay in table: Maximum:	15000	Refresh table			
Cost is an increase in support pai Popus income may reverse direct	d or a decrease in sunr			·		
 R = recipient of support 	ion of CS and/or SS	port received by th	is spouse	Annua	I bonus paid to Father: Prior relationship(s):	10000 OFF
	A	dditional Cos	at to Mother			
	Child Suppor	rt	Spousal Suppo	rt	Total CS	Total SS
Mother's Bonus %	of bonus	\$	% of bonus	\$		(adjusted)
13,800	5.2	723	30.2	4,173	12,586 R	5,582 R
14,100	5.2	736	30.3	4,273	12,572 R	5,481 R
14,400	5.2	750	30.4	4,375	12,559 R	5,379 R
14,700	5.2	763	29.5	4,335	12,546 R	5,419 R
15,000	5.2	776	29.6	4,437	12,532 R	5,317 🖪
15,000	5.2	776	29.6	4,437	12,532 R	5,317

The browser version of the variable bonus report (shown below) has a separate tab for each spouse. When the variable bonus report first opens in the browser, the anticipated bonus for each spouse is automatically displayed as the 2nd line on table (light blue background for the first spouse and light red background for the 2nd spouse).

The anticipated bonus for the other spouse is displayed at the top right of the browser version of the variable bonus report as shown on the next page.

+	ł	Variable Bon Fa	us Income (r ther - April	nonthly)	Anticipated by for other spou is shown at to	onus use op
Father M	lother					
Range of bonus valu Minimum:	es to display in tab	le: kimum: 75000	0 Refresh	table		
 Cost is an increase in s Bonus income may rev R = recipient of support 	support paid or a decrease rerse direction of CS and/o t	e in support received by this or SS	s spouse	Antici	pated bonus for Mother: Prior relationship(s):	13650 OFF
		Additional Cos	t to Eather			
	Child S	Additional Cos support	t to Father Spousal Sup	port	Total CS	Total SS
Father's Bonus	Child S % of bonus	Additional Cos upport \$	t to Father Spousal Sup % of bonus	port \$	Total CS	Total SS (adjusted)
Father's Bonus 24,000	Child S % of bonus 11.9	Additional Cos support \$ 2,853	t to Father Spousal Sup % of bonus 31.4	port \$ 7,528	Total CS 2,175	Total SS (adjusted) 0
Father's Bonus 24,000 24,300	Child S % of bonus 11.9 11.9	Additional Cos support 2,853 2,881	t to Father Spousal Sup % of bonus 31.4 31.0	7,528	Total CS 2,175 2,202	Total SS (adjusted) 0
Father's Bonus 24,000 24,300 25,000	Child S % of bonus 11.9 11.9 11.8	Additional Cos support 2,853 2,881 2,945	t to Father Spousal Sup % of bonus 31.4 31.0 30.1	7,528 7,528 7,528 7,528	Total CS 2,175 2,202 2,267	Total SS (adjusted) 0 0 0
Father's Bonus 24,000 24,300 25,000 25,500	Child S % of bonus 11.9 11.9 11.8 11.7	Additional Cos support 2,853 2,881 2,945 2,991	t to Father Spousal Sup % of bonus 31.4 31.0 30.1 30.0	7,528 7,528 7,528 7,528 7,650	Total CS 2,175 2,202 2,267 2,312	Total SS (adjusted) 0 0 0 122
Father's Bonus 24,000 24,300 25,000 25,500 26,000	Child S % of bonus 11.9 11.9 11.8 11.7 11.7	Additional Cos support 2,853 2,881 2,945 2,991 3,036	t to Father Spousal Sup % of bonus 31.4 31.0 30.1 30.0 30.2	7,528 7,528 7,528 7,528 7,650 7,863	Z,175 Z,202 2,267 2,312 2,358	Total SS (adjusted) 0 0 0 122 335
Father's Bonus 24,000 24,300 25,000 25,500 26,000 26,500	Child S % of bonus 11.9 11.9 11.8 11.7 11.7 11.7 11.6	Additional Cos support 2,853 2,881 2,945 2,991 3,036 3,082	t to Father Spousal Sup % of bonus 31.4 31.0 30.1 30.0 30.2 30.5	7,528 7,528 7,528 7,528 7,650 7,863 8,076	Total CS 2,175 2,202 2,267 2,312 2,358 2,404	Total SS (adjusted) 0 0 0 122 335 548
Father's Bonus 24,000 24,300 25,000 25,500 26,000 26,500 26,500 27,000	Child S % of bonus 11.9 11.9 11.8 11.7 11.7 11.6 11.6	Additional Cos support 2,853 2,881 2,945 2,991 3,036 3,082 3,128	t to Father Spousal Sup % of bonus 31.4 31.0 30.1 30.0 30.2 30.5 30.7	7,528 7,528 7,528 7,528 7,650 7,863 8,076 8,289	Total CS 2,175 2,202 2,267 2,312 2,358 2,404 2,449	Total SS (adjusted) 0 0 0 122 335 548 761

1.4 How to print from browser preview

1.4.1 Chrome

In Chrome, either press "Ctrl + P" or click on the vertical ellipsis at the top right of the browser window, as shown below:



The print setup panel will appear on the left of the browser window, as shown below:

Print Total: 2 sheet :	s of paper Print Cancel
Destination	Adobe PDF
5	Change
Pages	 All e.g. 1-5, 8, 11-13
Color	Color
+ More set	ttings
Print using sys	stem dialog (Ctrl+Shift+P)

In the print panel, you can select the print destination, as well as other settings. Click on 'More settings...' to see additional settings.

When you ready to print, click on the 'Print' button.

You may also wish to refer to the topic *How to configure headers and footers* <u>below</u> for an explanation of how to remove Chrome headers and footers.

1.4.2 Internet Explorer

In Internet Explorer, you can either press "Ctrl + P" or you can click on the 'File' menu and then select 'Page setup...', 'Print...', or 'Print preview...', as shown below:



Each of these options will allow you to configure various aspects of printing.

You may also wish to refer to the topic *How to configure headers and footers* <u>below</u> for an explanation of how to configure or remove Internet Explorer headers and footers.

When you are ready to print, either click on the 'Print' button in the dialog that comes up in response to the 'Print...' menu item, or click the printer icon that is located at the top-left of the 'Print preview' window.

1.4.3 Microsoft Edge

To print from Micrsoft Edge, you can either press "Ctrl + P", or, alternatively, you can click the ellipsis icon at the top-right of the browser window, as shown below:



A drop-down menu will appear on the right of the browser window. Click on the print icon, as shown below:



The 'Print' dialog will appear. In the 'Print' dialog, click the 'Print' button to print, as shown below:

New tab - Print		\times
Printer		
Microsoft Print to PDF V	\langle 1 \rangle	
Orientation		
Portrait ~		
Pages		
All ~		
Scale		
Shrink to fit \checkmark		
Margins		
Normal ~	Click the 'Print' button	
Headers and footers	Click the Philt Button	
Off ~	/	
More settings		
	Show top sites Show top sites and my news feed Customise	
Print Cancel		

You may also wish to turn off headers and footers in the 'Print' dialog as shown below.

1.4.4 Firefox

To print from Firefox, you can either press "Ctrl + P", which will bring up the 'Print' dialog:

Print	×
Printer	
Name: Adobe PDF	<u>P</u> roperties
Status: Ready	
Type: Adobe PDF Converter	
Where: Documents*.pdf	
Comment:	Print to file
Print range	Copies
● All	Number of <u>c</u> opies:
O Pages from: 1 to: 1	
○ <u>S</u> election	123 123 Collate
	OK Cancel

or, alternatively, you can click the menu icon at the top-right of the browser window, as shown below:



A drop-down menu will appear on the right of the browser window. Click on the print icon, as shown below:



In the print preview window that appears, you can click on 'Print' or 'Page Setup...', as shown below:

실 Mozilla Fi	refox							
<u>P</u> rint	Page Set <u>u</u> p	P <u>a</u> ge: 🖊	◀	1 of	1 🕨	<u>S</u> cale:	Shrink To Fit	\sim
about:bla	* 'Print' and '	Page Setu	up' bu	ttons]			

You may also wish to refer to the topic *How to configure headers and footers* <u>below</u> for an explanation of how to configure Firefox headers and footers.

1.5 How to configure headers and footers

When you print an Xspouse report from your browser, Xspouse adds a header and footer to the report. In addition to the Xspouse header and footer, browsers may add an extra header and footer of their own, which will over write the Xspouse headers and footers. These browser default headers and footers can be easily switched off with the browser.

This section explains how to change the settings in your browser to exclude, or modify, the extra browser header and footer. Chrome, Internet Explorer, and Firefox are used as examples.

1.5.1 Chrome

In Chrome, you can turn headers and footers on or off in print settings. To view the print settings, either press "**Ctrl** + **P**" or click on the vertical ellipsis at the top right of the browser window, as shown below:



The print setup panel will appear on the left of the browser window. Click on 'More settings', as shown below:

Print Total: 2 sheet :	s of paper Print	Cancel
Destination	Adobe PDF	
	Change	Click on 'More settings'
Pages	 All e.g. 1-5, 8, 11-13 	
Color	Color	•
+ More set	ttings	
Print using sys	stem dialog (Ctrl+Shift+F	2)

You can then turn headers and footers on or off by checking or unchecking 'Headers and footers'. For example, to turn off headers and footers, uncheck the box as shown below:

Color	Color
Paper size	Letter
Margins	Default Uncheck 'Headers and footers'
Quality	1,200 du 1
Options	 Headers and footers Background graphics
- Fewer set	ings
Print using syste	em dialog (Ctrl+Shift+P)

Your settings will remain in effect for all printing from Chrome (until you next change the settings).

1.5.2 Internet Explorer

Internet Explorer allows you to turn headers and footers on or off, and also allows you to configure the contents of headers and footers. Each of these is explained in this topic.

To turn headers and footers on or off just for this print only, click on 'Print preview...' in the 'File' menu, as shown below:



In the print preview window, click on the icon that toggles headers and footers on and off (you will see the headers and footers disappear/appear in response), as shown below:



That will turn headers and footers on or off only for this particular print job. To either turn headers on or off for all print jobs, or to configure the content of headers and footers, click on 'Page setup...' on the 'File' menu, as shown below:

File Edit View Fa	vourites Tools Help
New tab	Ctrl+T
Duplicate tab	Ctrl+K
New window	Ctrl+N
New session	
Open	Ctrl+O
Edit	
Save	
Save as	Ctrl+S
Close tab	Ctrl+W
Page setup	
Print	Ctrl+P
Print preview	
Send	>
Import and exp	ort
Properties	
Exit	

In the page setup panel, you can configure what appears in each section of headers and footers (headers and footers are each divided into three sections; left, middle, and right). To turn headers and footers off, set each section to '-Empty-'. In the following example, all sections of the header have been set to empty, and the footer has been configured to show time of print on the left, page count in the middle, and date on the right.

Paper Options Page Si <u>z</u> e: A4 ✓ Portrait □ Landscape Print Background <u>C</u> olours and Images ✓ Enable <u>S</u> hrink-to-Fit	Margins (millimetres) Left: 19.05 Right: 19.05 Jop: 19.05 Bottom: 19.05
Headers and Footers Header: -Empty- -Empty-	Eooter: Time Page # of total pages
-Empty- Change fo <u>n</u> t	 ✓ Date in short format

1.5.3 Microsoft Edge

In Micrsoft Edge, you can turn headers and footers on and off in the 'Print' dialog. To open the 'Print' dialog, either hold the Ctrl button down and press 'P', or, alternatively, you can click the ellipsis icon at the top-right of the browser window, as shown below:



A drop-down menu will appear on the right of the browser window. Click on the print icon, as shown below:

	New window			
	New InPrivate window			
	Zoom		150%	+
	Cast media to device			
	Find on page			
	Print			
× 1	Pin this page to Start			
Click the 'Print' button	Developer Tools			
	ו with Internet Explorer			
	Send feedback			
	Extensions			
	What's new and tips			
	Settings			

The 'Print' dialog will appear. In the 'Print' dialog, turn headers and footers on or off, as shown below:

New tab - Print		×
Printer		
Microsoft Prir	nt to PDF 🛛 🗸	< 1 >
Orientation		
Portrait	~	
Pages		
All	~	
Scale		
Shrink to fit	~	
Margins		
Normal	~	
Headers and footers		
Off	~	
More settings		
		Show top sites Show top sites and my news feed Customise
Print	Cancel	

1.5.4 Firefox

Firefox allows you to configure the contents of headers and footers, optionally setting the content to blank. To configure headers and footers, click the menu icon at the top-right of the browser window, as shown below:



A drop-down menu will appear on the right of the browser window. Click on the print icon, as shown below:



In the print preview window that appears, click on 'Page Setup...', as shown below:

😺 Mozilla Fire	fox		
<u>P</u> rint	Page Set <u>u</u> p	P <u>a</u> ge: 📕 ┥ 🚺	
		×	
		\sim	
		Click 'Page S	Setup'

In the 'Page Setup' dialog that appears, click on the 'Margins & Headers/Footers' tab, as shown below:

Page Setup	×
Format & Options Margins & Header/Footer	
Format Orientation:	cape
<u>S</u> cale: 100 % ✓ Shrink to fit Page <u>W</u>	ridth
Options Cli	ck 'Margins & Header/Footer'
ОК	Cancel

In the 'Margins & Headers/Footers' tab, you can configure what appears in each section of headers and footers (headers and footers are each divided into three sections; left, middle, and right). To turn headers and footers off, set each section to '-blank-'. In the following example, all sections of the header have been set to blank, and the footer has been configured to show date/time of print on the left, blank in the middle, and page count on the right as shown below.

Page Setup X
Format & Options Margins & Header/Footer
Margins (millimetres)
<u>I</u> op: 12.7
<u>L</u> eft: <u>R</u> ight: 12.7 12.7
<u>B</u> ottom: 12.7
Headers & Footers
blank ×blank ×
Left: Centre: Right:
Date/Time \checkmark blank \checkmark Page # of # \checkmark
OK Cancel