- 1. Select **Print** or press Ctrl+P on the keyboard
- 2. For Chrome only go to Print using system dialog... or press Ctrl+Shift+P on the keyboard. If using Internet Explorer or any Microsoft Office software proceed to step 3



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3. Click on **Preferences** to open Printing Preferences



4. Click on the Detailed Settings tab

5. Set the Document Size to A3



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6. Click on the **Print On** drop down menu

7. Select A3 from the list of options



8. Click OK to return to the Print screen

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			OK	Cancel	Help