1. Printers and Faxes
2. Right click and select Set as Default Printer
3. Right click and select Properties
4. Click Printing Preferences
5. Click Advanced
6. Select 30256 Shipping from the paper size drop down list
Select **Page Setup** inside of Internet Explorer

1. Clear out the Header and Footer fields
2. Change the values of the Margins to 0.1 from 0.75 (Top will default back to 0.233 as shown)