

# Reducing Print Size and Printing to PDF Instructions

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Created by Rebecca Gouty, WV SHIP/SMP/MIPPA State Director



## How to Reduce Print size, i.e. print fewer pages:

### **Mozilla Firefox**

To reduce the print size of a document, for example a plan comparison so it prints on fewer pages, you can reduce the percentage size of the document prior to printing (this applies to all print types such as printing a hard copy or saving the document as a PDF). Usually after making this change once, the changes will save so you do not have to adjust the percentage every time. If using Mozilla Firefox as your web browser, click on the 3 bar/line icon in the upper, right hand corner of the window.





10-13-2021

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A side window/drop down list will appear. Select the "Print" option from the drop down list.

Once "Print" selected, a pop-up window will appear displaying a print preview of your document before you print (either a hard copy or to pdf). Select the "Scale" dropdown box and choose a percentage that you would like to reduce the document to. I find 50% or 60% to work well for the current version of the Plan Finder.

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In this example, the original document was 7 pages (see previous screenshot), by reducing the scale to 60% it is now 4 pages.

#### Page 1 of reduced scale document

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			Levemir 100unit/ml s injector	olution pen	\$490.03	\$11.00	\$11.00	\$11.00	\$24.50				
			Monthly totals		\$1,077.69	\$57.00	\$57.00	\$160.35	\$57.27				
			COSTS BY DRUG TIER										
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Once you are satisfied with the scale ratio, select the Print button at the top of the page. Here you may select whether to print to a regular printer (print hard copy) or Print to PDF. You do not have to adjust the percentage every time you want to print. It will save to the percentage you selected.

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WVR Microsoft Print to PDF Microsoft XPS Document Writer	🖃 Money 🛱 OneNote (Deskt 🕞 Ship	Retail	Cost before deductible	Cost after deductible	Cost in coverage gap	Cost after coverage gap	
<	>	\$6.28	\$4.00	\$4.00	\$4.00	\$3.70	
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	Print Cancel Learn more about drug tiers.	rug costs below s	how how much you'll pay for	drugs in each tier based o erage phase [1]	n the coverage phase you're		
	Preferred Generic	\$4.00 copay	\$4.00 cop	ау	Generic drugs: \$3.70 copay or 5% (whit	shever costs more)	
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Example of Side by Side comparison before and after changing percentage size.

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	Health premium	\$0.00	\$0.00	\$0.00	
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#### After – 2 pages

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Health premium	\$0.00	\$0.00	\$0.00	
Drug premium	\$0.00	\$0.00	\$25.00	
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## How to Reduce Print size, i.e. print fewer pages:

### **Google Chrome**

To reduce the print size of a document, for example a plan comparison so it prints on fewer pages, you can reduce the percentage size of the document prior to printing (this applies to all print types such as printing a hard copy or saving the document as a PDF). Usually after making this change once, the changes will save so you do not have to adjust the percentage every time. If using Google Chrome as your browser, when you select the Print button, you will be able to change the scale in the pop-up window.



1



Once the pop-up window is open, Select More Settings to adjust the "Scale". Change the "Scale" from "Default" to "Custom". Enter the percentage you would like to print at in the "Scale" box. I find 50% to 60% to work well for the current version of the Plan Finder. Once you are satisfied with the scale ratio, select the "Print" or "Save" button at the bottom of the page. You do not have to adjust the percentage every time you want to print. It will save to the percentage you selected.

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#### Page 3 of document after changing scale.

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Example of Side by Side comparison before and after changing percentage size.

#### Before – 5 pages

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	Maximum you pay for health services	\$6,700 In-network	\$11,300 In and Out-of- network \$7,550 In-network	\$10,000 In and Out-of- network \$7,550 In-network	Paper size	Letter	-	Irug mont	hly	
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	Diagnostic radiology services (like MIR)	\$35-295 copay	In-network: \$0-325 copey Out-of-network: 40% coinsurance	In-network: \$340 copay Out-of-retwork: \$350 copay						
Star rating	Outpatient a-rays	\$5-95 copay	In-network: \$25 copay Out-of-network: 40% coinsurance	In-network: \$25 copay Out-of-retwork: \$35 copay			60			
	Emergency care	\$PD copay per visit (always covered)	\$90 copay per visit (always covered)	\$P0 copay per visit (always covered)						
	Urgent care	\$5-35 copay per visit (always covered)	\$50 copay per visit (always covered)	\$50 copay per visit (always covered)					4	
Health deducti	Inpatient hospital coverage	\$295 per day for days 1 through 6 \$0 per day for days 7 through 90 \$0 per day for days 91 and beyond	In-metwork: \$195 per day for days 1 through 9 \$0 per day for days 10 through 90 Out-of-metwork: 40% per stay	In-celtwork: \$450 per stay Out-of-retwork: \$500 per stay	Ţ		Save	Cancel		



## How to Reduce Print size, i.e. print fewer pages:

Microsoft Edge

To reduce the print size of a document, for example a plan comparison so it prints on fewer pages, you can reduce the percentage size of the document prior to printing (this applies to all print types such as printing a hard copy or saving the document as a PDF). Usually after making this change once, the changes will save so you do not have to adjust the percentage every time. If using Microsoft Edge as your browser, when you select the "Print" button, you will be able to change the scale in the pop-up window.





1

Once on the Pop-up window, use the scroll bar to scroll down until you see More settings and click on the link. Additional options will appear once selected including changing the scale of the document.



In the "Scale" section click on the box below "Actual Size" to adjust your scale. Enter the percentage you would like to reduce to. I find 50% or 60% to work well for the current version of the Plan Finder. Once you are satisfied with the scale ratio, select the "Print" button at the bottom of the page.

In this example page size reduced from 8 pages (see above screenshot) to 4 pages.

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#### Example of page 3 of reduced scale document

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	(%) it to printable area ctual size		COSTS BY DRUG TIER Plans group their drug lists into ties Learn more about drug tiers.		ts below show h		r drugs in each tier based on th overage phase <sup>[1]</sup>	e coverage phase you're in. Catastrophic coverage p	phase	h
<b>O</b> Pages	60 per sheet		Preferred Generic	\$4.00 copa	ау	\$4.00	сорау	Generic drugs: \$3.70 copay or 5% (whichev Brand-name drugs: \$9.20 copay or 5% (whichev		
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Example of Side by Side comparison before and after changing percentage size.

Before – 5 pages

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#### After – 2 pages.

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		Part B premium	\$148.50	\$148.50	\$148.50	
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М	aximum you pay for health services	\$6,700 In-network	\$11,300 In and Out-of \$7,550 In-network		\$10,000 In and Out-of-network \$7,550 In-network	



## How to Reduce Print size, i.e. print fewer pages:

### **Microsoft Internet Explorer**

Use of Internet Explorer is not recommended. It is no longer supported and many functionalities of different websites including Medicare.gov do not work properly on Internet Explorer.



# How to Print to PDF – allows you to save plan comparisons and email to a beneficiary or to save cost tracking information to upload to STARS:

### **Mozilla Firefox**

Click on the Printer icon located in the upper righthand corner of the page – this could be on the plan results page, plan compare (side-by-side) page, plan details page, or enrollment confirmation page.





A pop-up print box will appear. Use the scroll bar below the "Select Printer" box to select a different printer. Look for "Microsoft Print to PDF" or "Print to PDF". See next screenshot.

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Once "Microsoft Print to PDF" is selected, select "Print". A pop-up box will appear where you can save the file. See next screenshot.

🖶 Print	× – 6
General	Nan-compare/#/plan-details/2021-S5617-251-0?plan_type=PLAN_TYPE_PDP&fip: 🚥 🗸 🖬 🕅 🖽 🖉
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A pop-up window will appear allowing you to save the file on your computer. You may want to save the file in another location than the default, select the appropriate location such as desktop or a specific folder. Once you have the appropriate location selected, name the file so you can find it later, for example: John Doe Cigna Secure-Extra Rx 2021 PDP or John Doe 2021 enrollment confirmation. Once named, click save.





# How to Print to PDF – allows you to save plan comparisons and email to a beneficiary or to save cost tracking information to upload to STARS:

### **Google Chrome**

Click on the Printer icon located in the upper righthand corner of the page – this could be on the plan results page, plan compare (side-by-side) page, plan details page, or enrollment confirmation page.





Once you click on the "Print" button, a pop-up window will appear. Here you may change the "Destination" from a hard copy printer to "Save as PDF". See next screenshot.

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edicare.gov		Retail cost	Cost before deductible	Cost after deductible	Cost in coverage gap	Cost after coverage gap	<b>X</b>		^ric	es∨ →
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Cigna S	COSTS BY DRUG TIER Plans group their drug lists into tiers. The o	ing costs below show?	ow much you'll pay for dru	gs in each tier based on th	te coverage phase you're in		Copies	1		Print
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Once Save as PDF is selected, the "Print" button will switch to "Save" button - click the "Save" button.

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A pop-up window will appear allowing you to save the file on your computer. You may want to save the file in another location than the default, select the appropriate location such as desktop or a specific folder. Once you have the appropriate location selected, name the file so you can find it later, for example: John Doe Cigna Secure-Extra Rx 2021 PDP or John Doe 2021 enrollment confirmation. Once named, click save.

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# How to Print to PDF – allows you to save plan comparisons and email or to save cost tracking information to upload into STARS:

### Microsoft Edge

Click on the Printer icon located in the upper righthand corner of the page – this could be on the plan results page, plan compare (side-by-side) page, plan details page, or enrollment confirmation page.







Once you click on the "Print" button, a pop-up window will appear. Here you may change the "Printer" from a hard copy printer to "Microsoft Print to PDF".

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Pli Microsoft Print to PDF Ready	What you'll pay         Total monthly premium         Retail pharmacy: 2021 estim           \$45.60         \$171.00           Covers \$ of 3 drugs	nated total drug costs	
MED WVR <u>Pla</u> Printer offline	Overview		
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e.g. 1-5, 8, 11-13	Drug deductible	\$100.00	
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Print Cancel	Plan address	P 0 Box 269005 Weston, FL 33326	
PREMIUMS			

Once "Print to PDF" is selected, select "Print". A pop-up box will appear where you can save the file. See next screenshot.



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A pop-up window will appear allowing you to save the file on your computer. You may want to save the file in another location than the default, select the appropriate location such as desktop or a specific folder. Once you have the appropriate location selected, name the file so you can find it later, for example: John Doe Cigna Secure-Extra Rx 2021 PDP or John Doe 2021 enrollment confirmation. Once named, click save.



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# How to Print to PDF – allows you to save plan comparisons and email or to save cost tracking information to upload into STARS:

### Microsoft Internet Explorer

Use of Internet Explorer is not recommended. It is no longer supported and many functionalities of different websites including Medicare.gov do not work properly on Internet Explorer.