Printing a Time Sheet screen

1. With the desired page open on the screen, right click within the page
2. Choose Print Preview
3. From the middle of the top of the screen, choose **Only the Selected Frame**

4. Choose the **Landscape** layout, then the **printer** to print

5. Remember to **Sign Out**
Summary: Print a Time Sheet

- Time sheet on screen
- Right click somewhere in time sheet
- Print Preview
- Only the Selected Frame
- Landscape
- Print

**Note: These steps work to print any screen in PeopleSoft.**