

Removing headers & footers when printing invoices on SortMyBooks Online

If you are using Firefox or Internet Explorer you need to do the following:

1. Click on File (top left of screen) and select Page Setup.
2. Click on Margins & Header/Footer and change all the Headers & Footers to --blank--.
See attached screenshot.

The screenshot displays two overlapping 'Page Setup' dialog boxes. The Firefox dialog is in the foreground, showing 'Margins (millimeters)' with Top, Bottom, Left, and Right all set to 12.7. Under 'Headers & Footers', the Header, Left, Center, and Right fields are all set to '--blank--'. The Explorer dialog is partially visible behind it, showing 'Margins (millimeters)' with Top, Bottom, Left, and Right all set to 19.05. Under 'Headers & Footers', the Header, Left, Center, and Right fields are all set to 'Empty'. A text overlay on the right side of the dialog boxes reads 'set firefox headers and footers to blank and set explorers to empty'. Below the dialog boxes, an invoice table is visible with columns: Item, Description, Nominal, Margin %, VAT rate, Quantity, Price, Net, VAT, Job, and Gross. The table contains two rows of 'Training' items and a summary row for 'Amount due: €0.00'. The Windows taskbar at the bottom shows the Start button and several open applications including Gmail, BookIt, and SortMyBooksOnline.

Item	Description	Nominal	Margin %	VAT rate	Quantity	Price	Net	VAT	Job	Gross
Training	Training Course	Sales	100	21%	1	5,000.00	5,000.00	1,050.00	Any Company	6,050.00
Training	Training	Training		21%	1	0.00	0.00	0.00	Any Company	0.00
								Subtotal:		5000.00
								VAT total:		1050.00
								Total:		6050.00
								Amount due:		€0.00