Banner 9 Chrome Printing Extension Installation Instructions

The printing extension allows you to print any page from Banner 9. It is only available through Chrome.

1. To access the extension, go to

   https://printer-helper.astate.edu:4443/

2. Install the extension in Chrome by clicking on the link that says, "For Chrome, click here":

🖨 Help is Here!

Use the Banner 9 Printer Helper extension to print Forms from Banner 9.

This helper requires a browser extension to work. For Chrome, click here.

3. The Chrome add on installs a little 🖨 printer icon in the menu bar (top right).

Banner 9 Chrome Printing Extension First Time Use Instructions

1. Click the icon when you are on a Banner 9 page that you would like to print.
2. Chrome will prompt you to allow the popup - you have to allow the popup for it to work. You will only have to instruct Chrome to allow the pop-up once – it will appear on its own after the first time that the extension is used.
3. Chrome will open a new web page with a printer friendly table.
4. Reorder columns by clicking on the arrows at the top of the columns, or hide columns by clicking on the printer icon at the top of the column.
5. Print the page by clicking on the 3 dots at the upper right corner of your screen, then selecting "Print".
6. Select portrait or landscape output in the print dialog. Click the Print button to print the page.