

ShipHazmat[®] Tutorials & Helpful Hints

Printing with or without red borders on your declaration

ShipHazmat offers users the ability to print declaration forms with or without red borders.

If the user wants to print with red borders, a color printer properly connected to the user's computer is required for ShipHazmat to send the declaration form with the red borders to print.

Users who already have pre-printed red-bordered paper can print the declaration form without the red borders onto this type of paper. DG Supplies offers specially designed red-bordered paper made for this purpose that can be purchased either by visiting www.DGSupplies.com or contacting sales@DGSupplies.com.

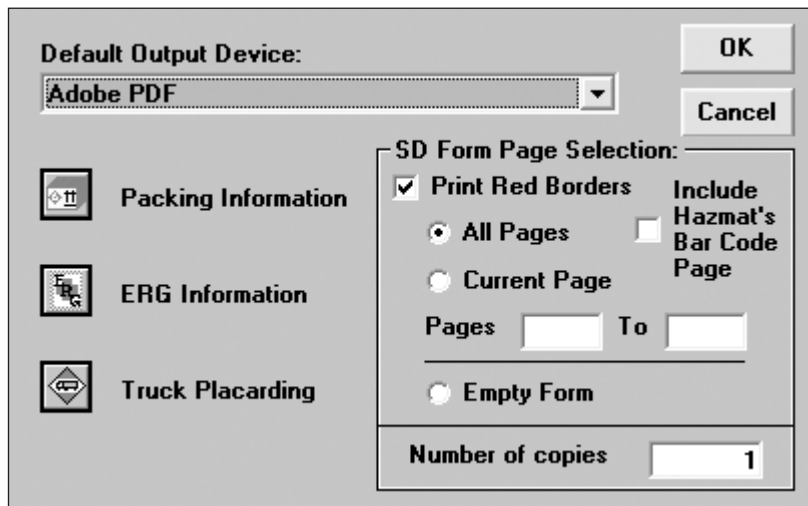


Figure 1 - Printing options window allows users to print with or without red borders

After opening the **Print** dialog box in ShipHazmat, by going to the **Shipment** menu and selecting **Print**, select the desired printer from the drop-down list provided. To print with red borders, verify that the checkbox for **Print Red Borders** is checked. To print without red borders, verify that this checkbox is not checked.

Select any additional informative options from the icons listed on the left of Figure 1, enter the number of copies desired and click on the **OK** button to print the declaration form(s).