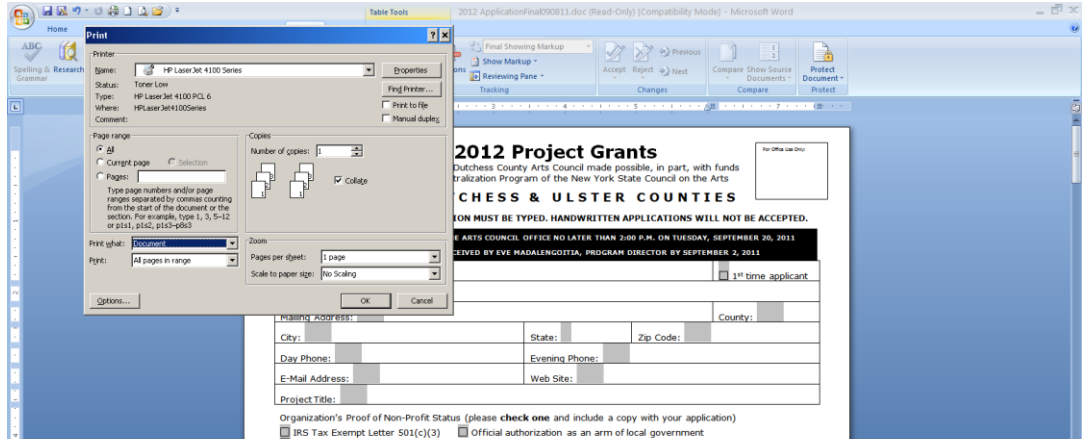


If your cover page does not print as a full page, or you see balloons to the right of the page, your document might be tracking changes. To print without these changes, do the following:

From the Print Dialog box, at the bottom left in the option:

Print What – choose Document from the drop down menu



This should make the document print without any tracked changes or balloons to the side.

If that doesn't work, you can also try to change the Track Options in your document. In Word 2007, under the Review menu, choose: Track Changes, and Change Tracking Options from the drop down menu.



Then, choose: Insertions: (none); Deletions: (none); Changed Items: (none)

Formatting: uncheck the Track Formatting box. Balloons: Use Balloons: choose Never from the drop down menu

