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Printouts from Persona for Windows display headers and footers by default. How can headers and footers be removed from printouts?

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Printouts in Persona for Windows display header- and footer information by default. This is the same type of header- and footer information that displays by default on pages printed with a printout from Internet Explorer or FireFox.

Header and footer information appears with all of the following types of printouts:

- **Printouts of characters**, from Create view mode.
 - Printouts of a single character (with File > Print)
 - Printouts of all characters (with File > Print All...)
- **Printouts of character interactions**, from Interact view mode.

This article provides information on how to remove this header- and footer information from printouts.

How to remove header- and footer information

It should be possible to remove headers and footers from printouts by following these steps:

1. Use File > Print (or Ctrl-P) to display a printable view window.
2. Within the printable view, select Print Preview from the File menu.
3. Within the Print Preview window, click the Print Options button in the toolbar:

This will display options for printing the printable view currently displaying in Print Preview.

4. In the Print Options menu, set values for each header and footer to -Empty-.
5. Save setting in the Print Options menu by clicking the OK button.

After following these steps, header and footer information should not appear either for the current printout or any subsequent printouts of any printout type.