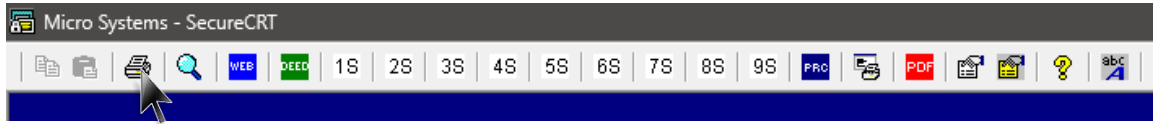


## How to Change the Font Size of Documents Printed in Legacy



By default, the font size used for printing your screen in our Legacy system may be quite large:

```
PRESS(Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove,
(O)utput (B)ye
(S)creen ** 1: prc
file**
-----
-----Screen:1 of 5
  0201 Block: 101 Lot: 1 Q: M
  Prior Block: Lot: Q:
    12/10/25
Loc: 35 LINDA DRIVE 01 ALLENDALE, NJ
    07401
Owner: PERRIN, ANDREW & PHYLLIS Billing
Code: 00000
Street: 35 LINDA DR Account
Num: 000100
Town: ALLENDALE, NJ Zip: 07401 Mtg Acc
t#:
Class: 2 Deductions:S 0 V 0 W 0 R 0 D 0 Own
: 0 Amt: 0
SaleD: 05/12/08 Bk: 9566 Pg: 499 Price: 10 NU#:
4 Cd: R: *****

          2026          2027          Taxes 2025 Exemption
s/Abatements
Land: 568800 568800 (57): 34051.22 1
0
Impr: 1317000 1317000 2026 2
0
0 0 (58): 0.00 3
Net: 1885800 1885800 Partial: 4
0

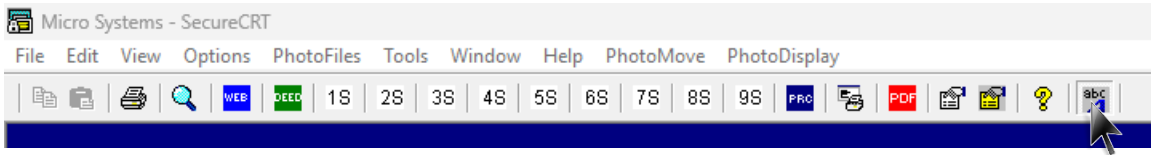
Land Dim: 1.75AC Class4Cd: YrBlt:
1998 Neigh: 302
Bldg Desc: BldgClass: 19 SF:
4845
Addl Lots: Type/Use: 1 PrcSF
4845 UCd: 2
Style: CL Zone:

Map: 1

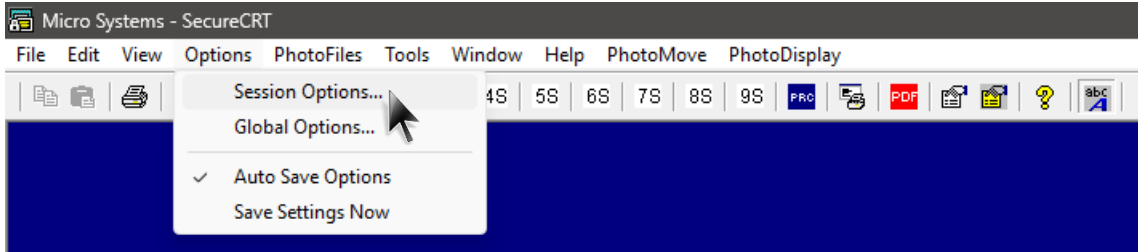
2540 record(s) found
```

However, you can reduce the font size by following these steps:

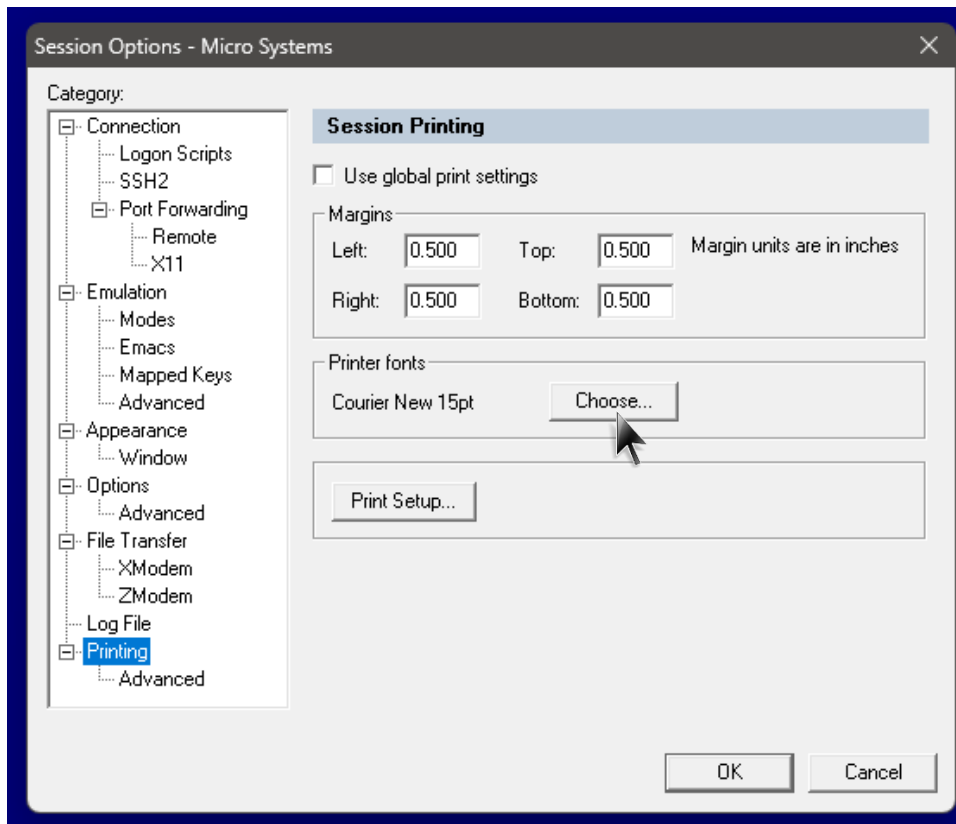
**Step 1:** Click on the “abc” button to reveal the upper toolbar



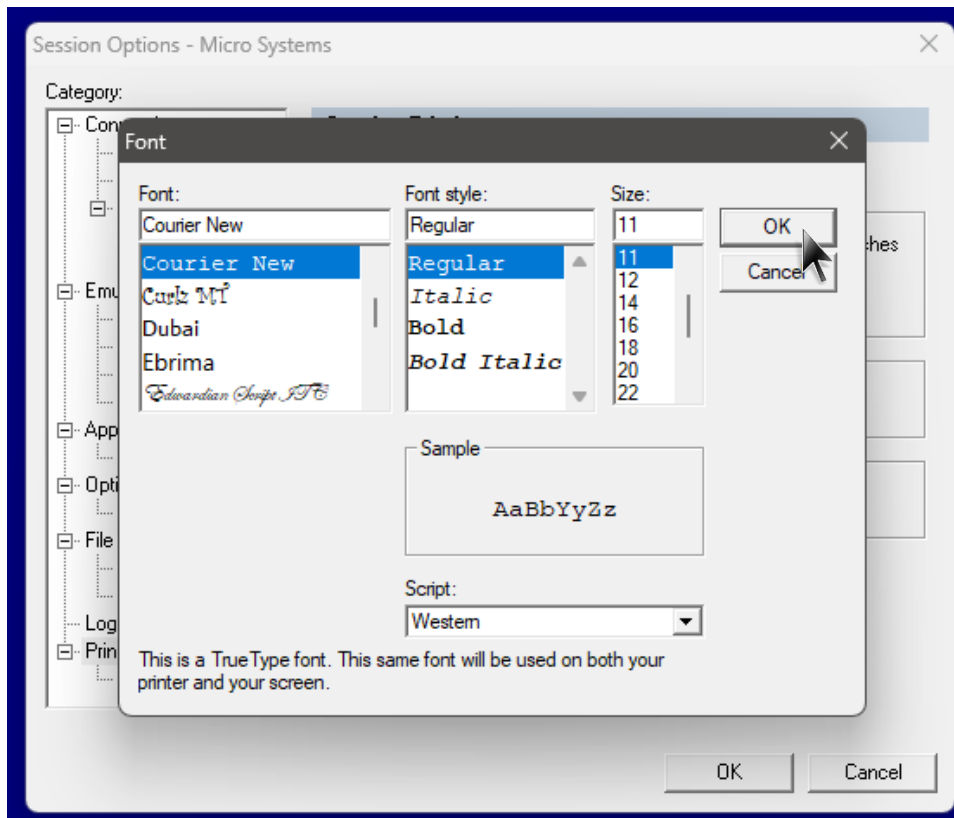
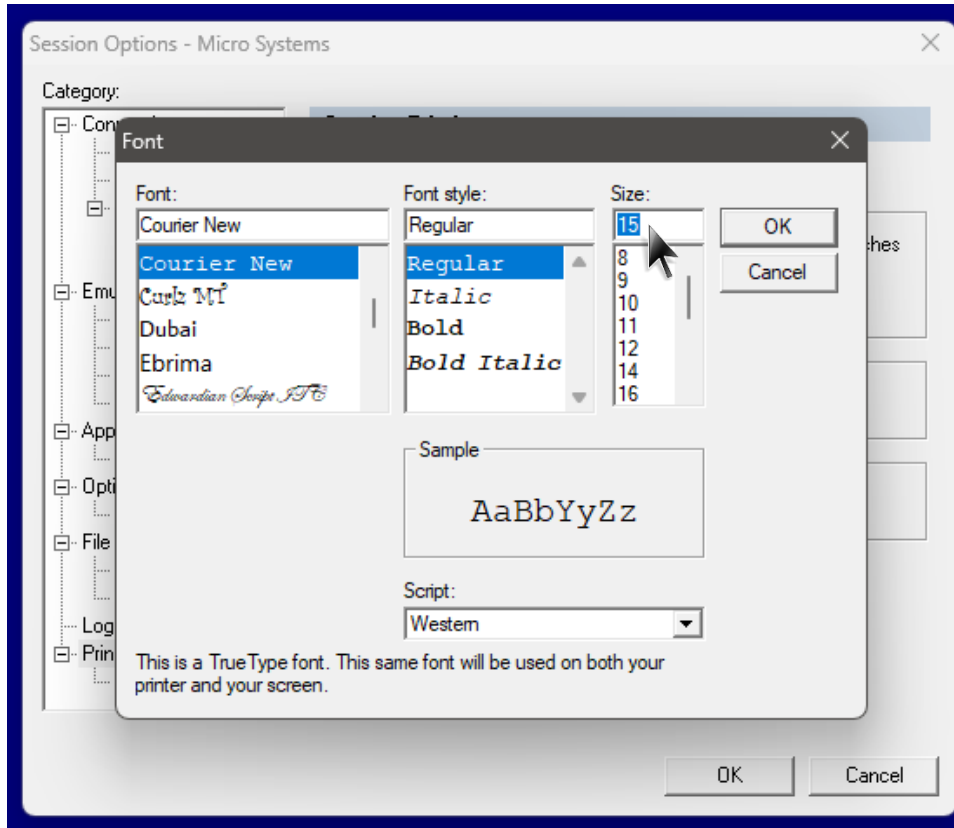
**Step 2:** Click on “Session Options...”



**Step 3:** Click on “Printing” and then the “Choose” button



**Step 4:** Change the font size from “15” to “11” (or whatever size you prefer)



Step 5: Click "OK" and then "OK". The next document you print should look something like this:

```
PRESS(Q)uery, (N)ext, (P)revious, (A)dd, (U)pdate, (R)emove, (O)utput (B)ye
(S)creen ** 1: prc file**
-----Screen:1 of 5
 0201 Block: 101 Lot: 1 Q: M
Prior Block: Lot: Q: 12/10/25
Loc: 35 LINDA DRIVE 01 ALLENDALE, NJ 07401
Owner: PERRIN, ANDREW & PHYLLIS Billing Code: 00000
Street: 35 LINDA DR Account Num: 000100
Town: ALLENDALE, NJ Zip: 07401 Mtg Acct#:
Class: 2 Deductions:S 0 V 0 W 0 R 0 D 0 Own: 0 Amt: 0
SaleD: 05/12/08 Bk: 9566 Pg: 499 Price: 10 NU#: 4 Cd: R: *****

      2026      2027      Taxes 2025 Exemptions/Abatements
Land: 568800 568800 (57): 34051.22 1 0
Impr: 1317000 1317000 2026 2 0
      0 0 (58): 0.00 3 0
Net: 1885800 1885800 Partial: 4 0

Land Dim: 1.75AC Class4Cd: YrBlt: 1998 Neigh: 302
Bldg Desc: BldgClass: 19 SF: 4845
Addl Lots: Type/Use: 1 FrcSF 4845 UCd: 2
Style: CL Zone: Map: 1

2540 record(s) found
```