STEP 1:
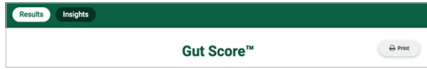
Select the "Print" button at the top right of the report on the portal or press CTRL + P to bring up the Print menu.
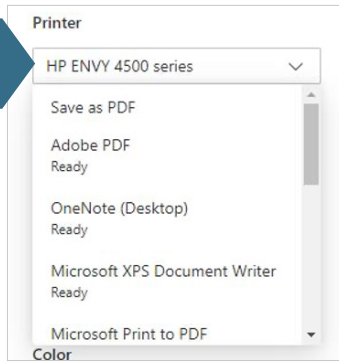
STEP 2:

Select your Print Destination (or save as PDF, if preferred) from the printer options.

STEP 2

STEP 3:

Select More Settings from the printer options.

STEP 3

STEP 4:

Scroll down to Options and ensure that both the Headers and Footers & Background Graphics check boxes are selected.

STEP 5:

Select the Print button to either Print/Save as PDF.
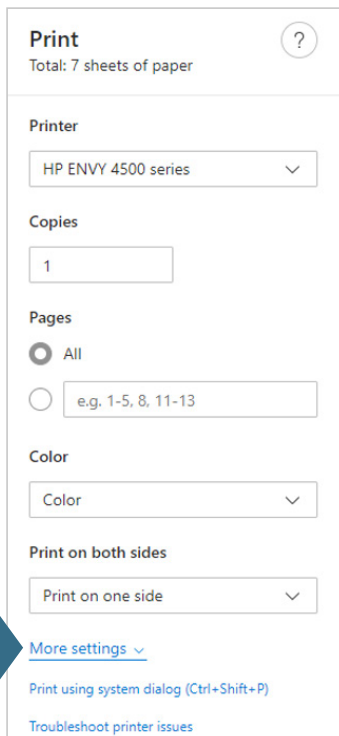
STEP 4
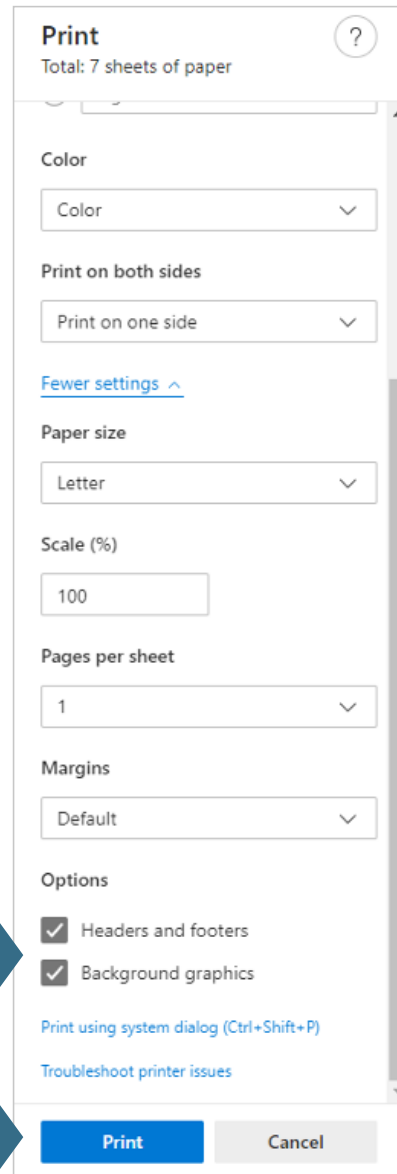
STEP 5

Scroll to next page for Mac instructions.

STEP 1:
Select the "Print" button at the top right of the report on the portal

Results | Insights
Gut Score™   🖨 Print

STEP 2:
Select your Print Destination (or save as PDF, if preferred) from the printer options.

STEP 3:
Scroll down to Options and ensure that both the Headers and Footers & Background Graphics check boxes are selected.

STEP 4:
Select the Print button to either Print/Save as PDF.

Print	12 sheets of paper
Destination	🖨 HP LaserJet MFP M22 ▾
Pages	All ▾
Copies	1

More settings ⌃

Paper size	Letter ▾
Pages per sheet	1 ▾
Margins	Minimum ▾
Scale	Custom ▾
	96
Two-sided	☐ Print on both sides
Options	☑ Headers and footers
	☑ Background graphics

Cancel | Print

STEP 2

Print	7 pages
Destination	📄 Save as PDF ▾
Pages	All ▾
Pages per sheet	1 ▾
Margins	Minimum ▾
Options	☑ Headers and footers
	☑ Background graphics

Print using system dialog... (⌥⌘P) ↗
Open PDF in Preview ↗

STEP 2

STEP 3

STEP 4

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