

Printing and Saving your myPay LES without a Mouse

There are several options available to save your LES to your computer within myPay without using a mouse. Near the beginning of browser screens displaying your LES, you'll find buttons labeled as Save, Print and Printer Friendly Version.

SAVE Button

After tabbing to the Save Button and then pressing Enter the 'Save As' dialog box appears. This gives you the option of saving your LES to your computer as a HTML or text file. Users with screen reader software such as JAWS For Windows can use the application to read back the LES saved as either HTML or text.

PRINT Button

Provides normal functionality to print your LES on an available printer.

PRINTER FRIENDLY VERSION Button

Pressing Enter on the Printer Friendly Version Button gives you several options to consider. If you have the Adobe accessibility turned on in Adobe Acrobat, the program will try to read the LES. Acrobat may or may not display the "Reading untagged Document" Dialog box. If you want to print your LES you need to answer cancel to this dialog. Acrobat will then go ahead and display the LES on your screen without performing the accessibility features of the program. Users of Jaws for Windows may hear the words "document not available." In fact the LES is really on the screen at this time. To go ahead and print, select print (Alt f) from the dropdown menu or just press (Ctrl + p). The windows printer dialog will appear. Select OK and your LES will print.