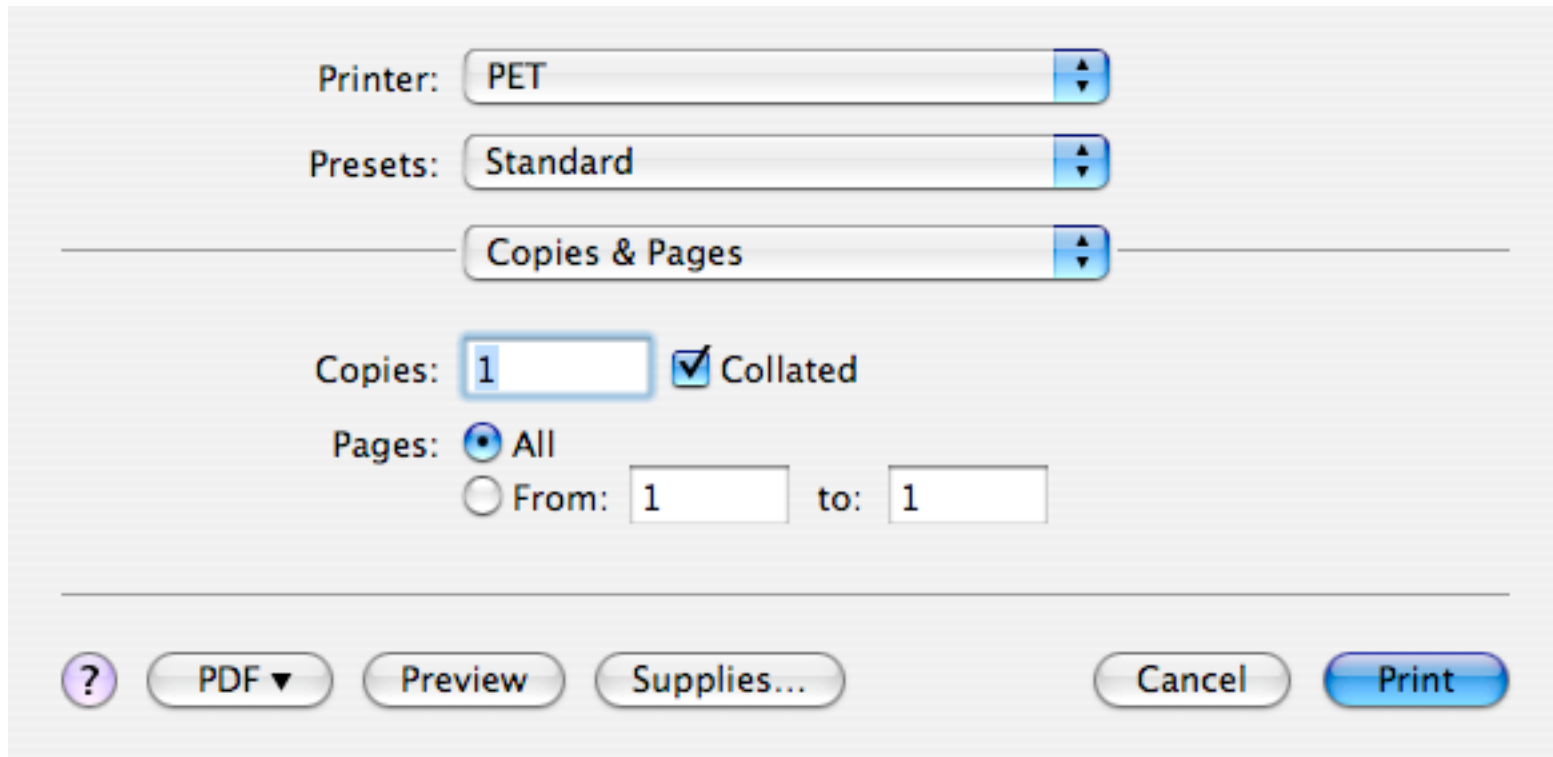


Functions of the Print Window

When you use enter a printer command, by way of, either the application menu, or the Command P command, you are presented with a Print Function (Box) Window.

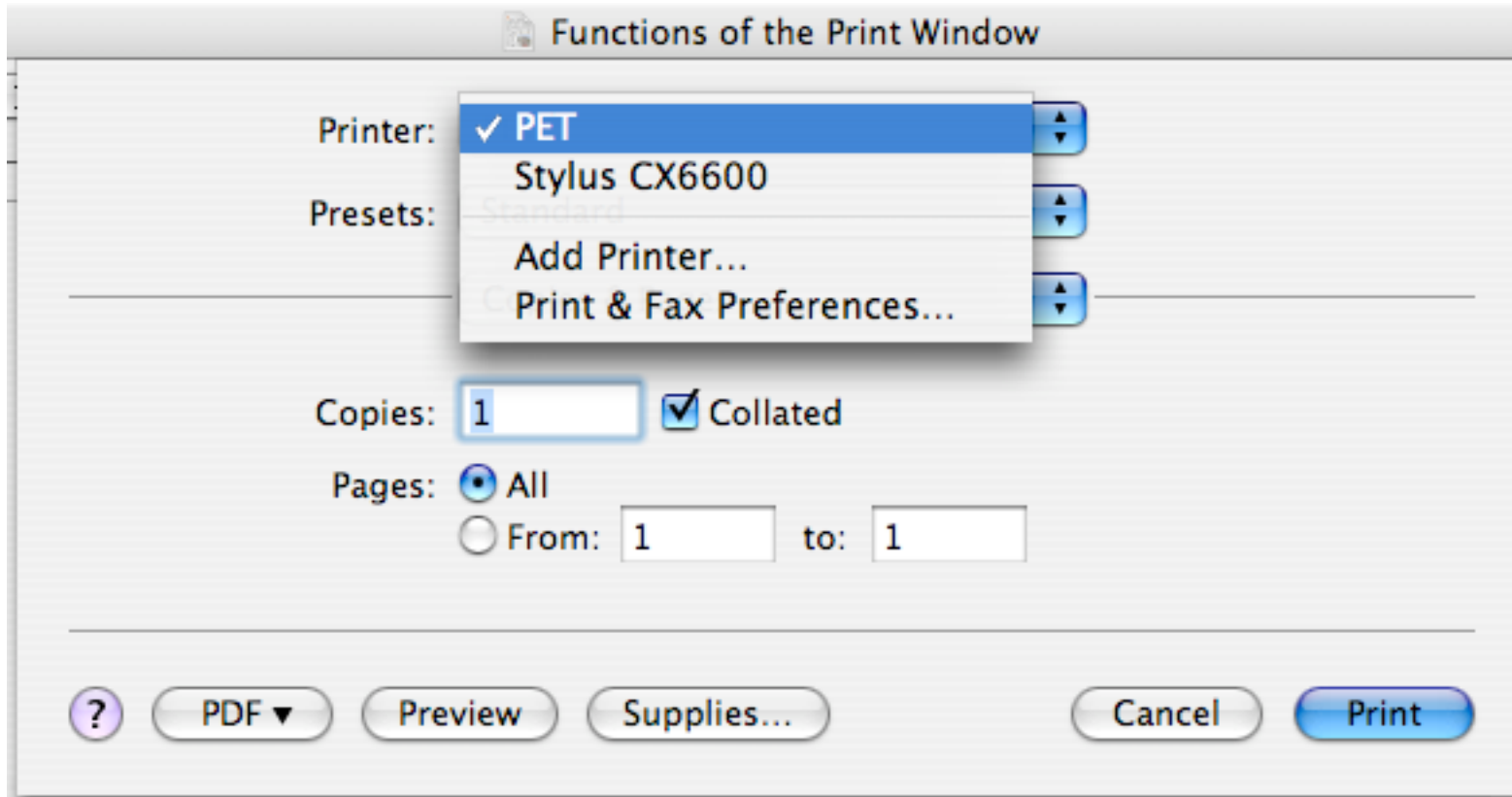


The screenshot displays a print dialog window with the following elements:

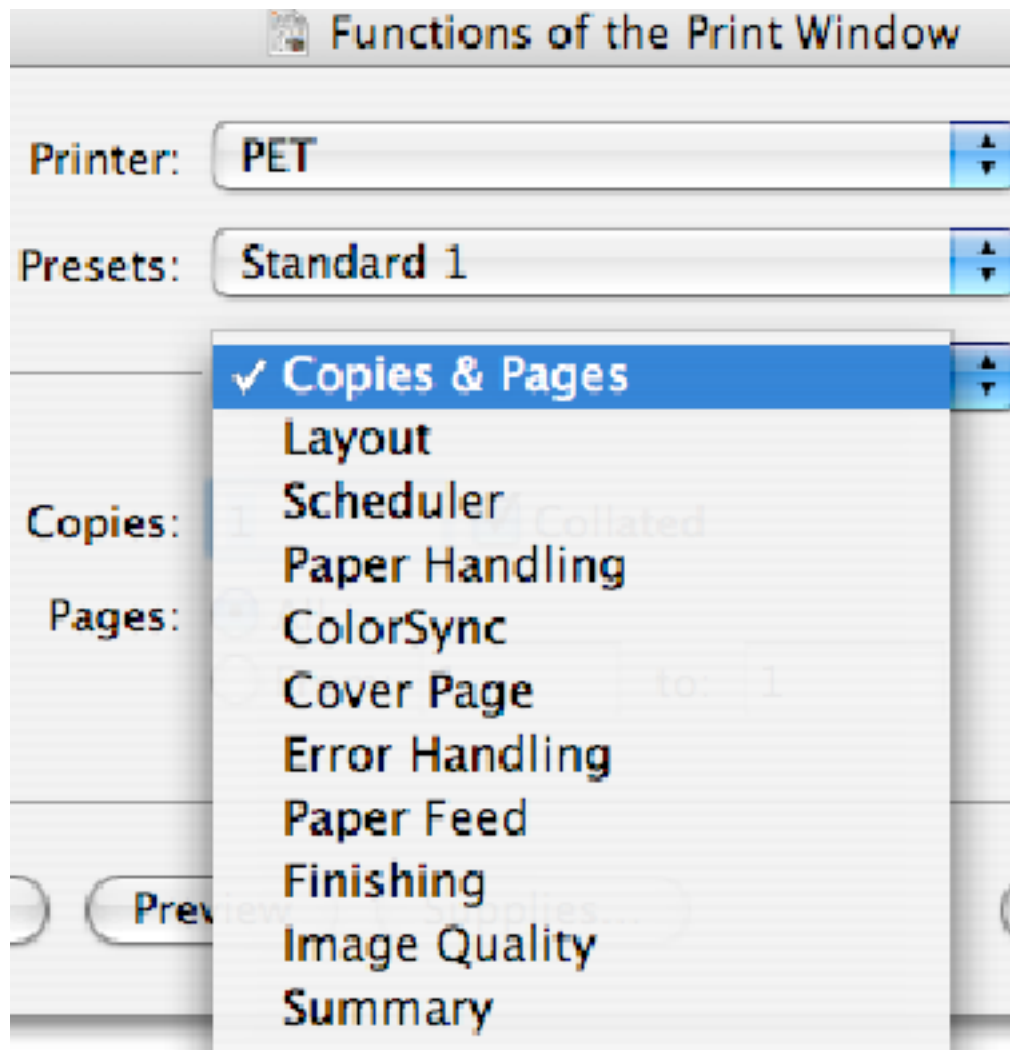
- Printer:** A drop-down menu showing "PET".
- Presets:** A drop-down menu showing "Standard".
- Copies & Pages:** A drop-down menu showing "Copies & Pages".
- Copies:** A text input field containing "1" and a checked checkbox labeled "Collated".
- Pages:** Radio buttons for "All" (selected) and "From: 1 to: 1".
- Buttons:** A help icon (?), a "PDF" button with a downward arrow, "Preview", "Supplies...", "Cancel", and "Print" buttons.

Here are many choices of different functions that are controlled using the various drop-down menus, radio buttons, check-boxes, or data-entry fields.

The following is a quick look at some of the functions and features that are available in this box...

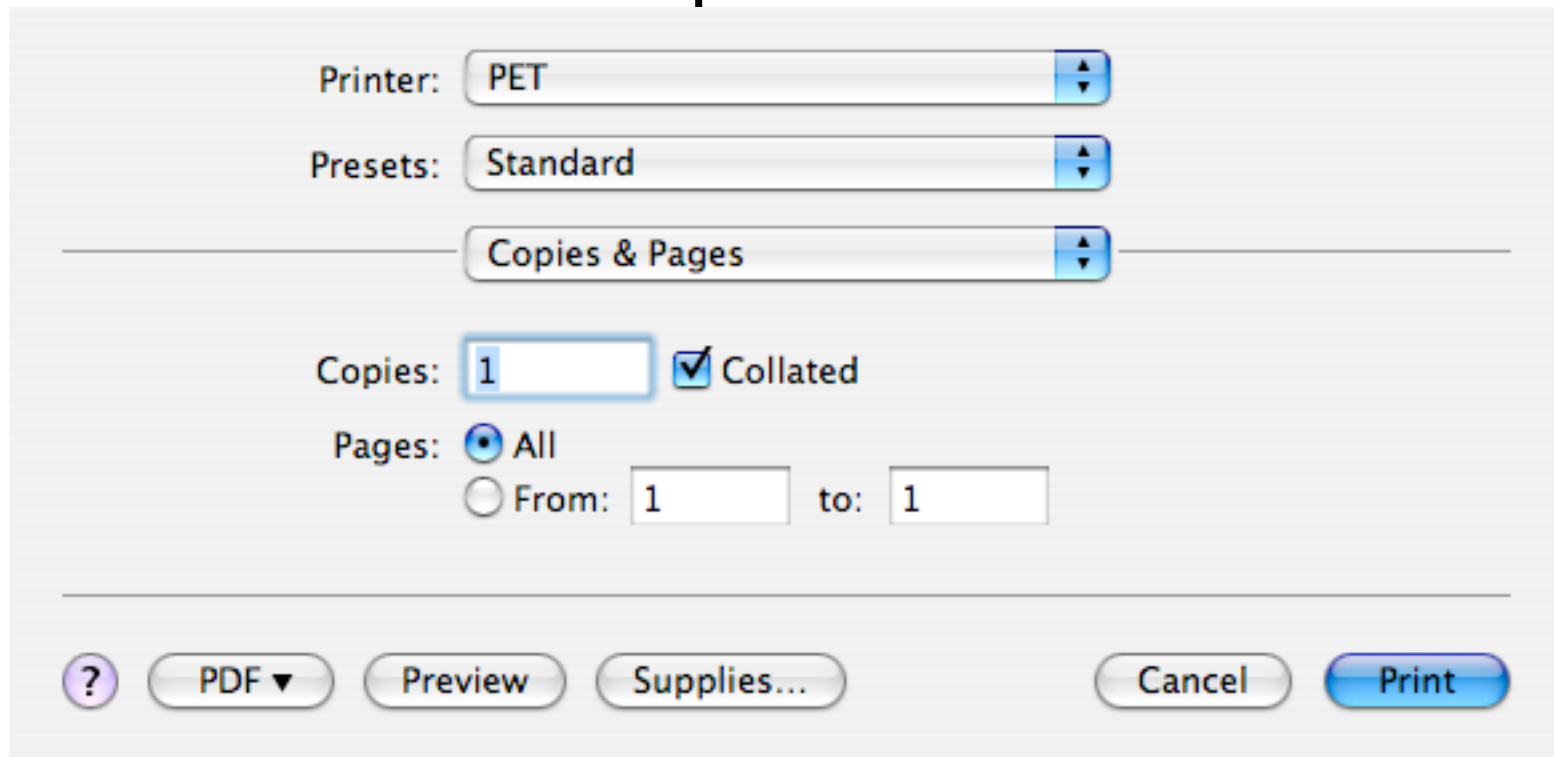


You can 1. Select which printer to use; 2. Add another printer, or 3. Select and open the Print and FAX Preferences.



The "Copies and Pages" drop-down menu contains many other optional functions. Most of these will never be used by many of our 'Club-members.'

The "Copies" entry block lets you set the number of documents to be printed.



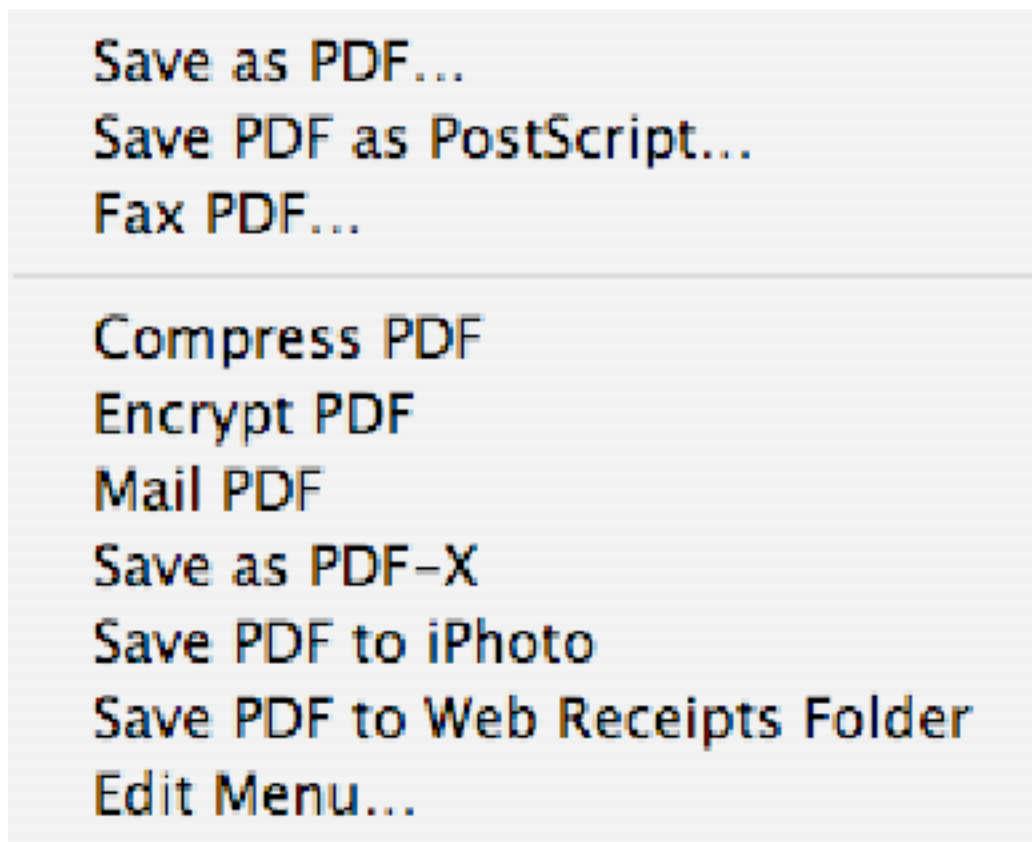
The image shows a print dialog box with the following elements:

- Printer: PET
- Presets: Standard
- Copies & Pages (selected preset)
- Copies: 1 (text input field)
- Collated
- Pages: All
- From: 1 to: 1
- Buttons: ? (help), PDF (dropdown), Preview, Supplies..., Cancel, Print (highlighted in blue)

Place a ✓ mark in the box if you want each copy collated. Otherwise, you may have to hand collate your document.

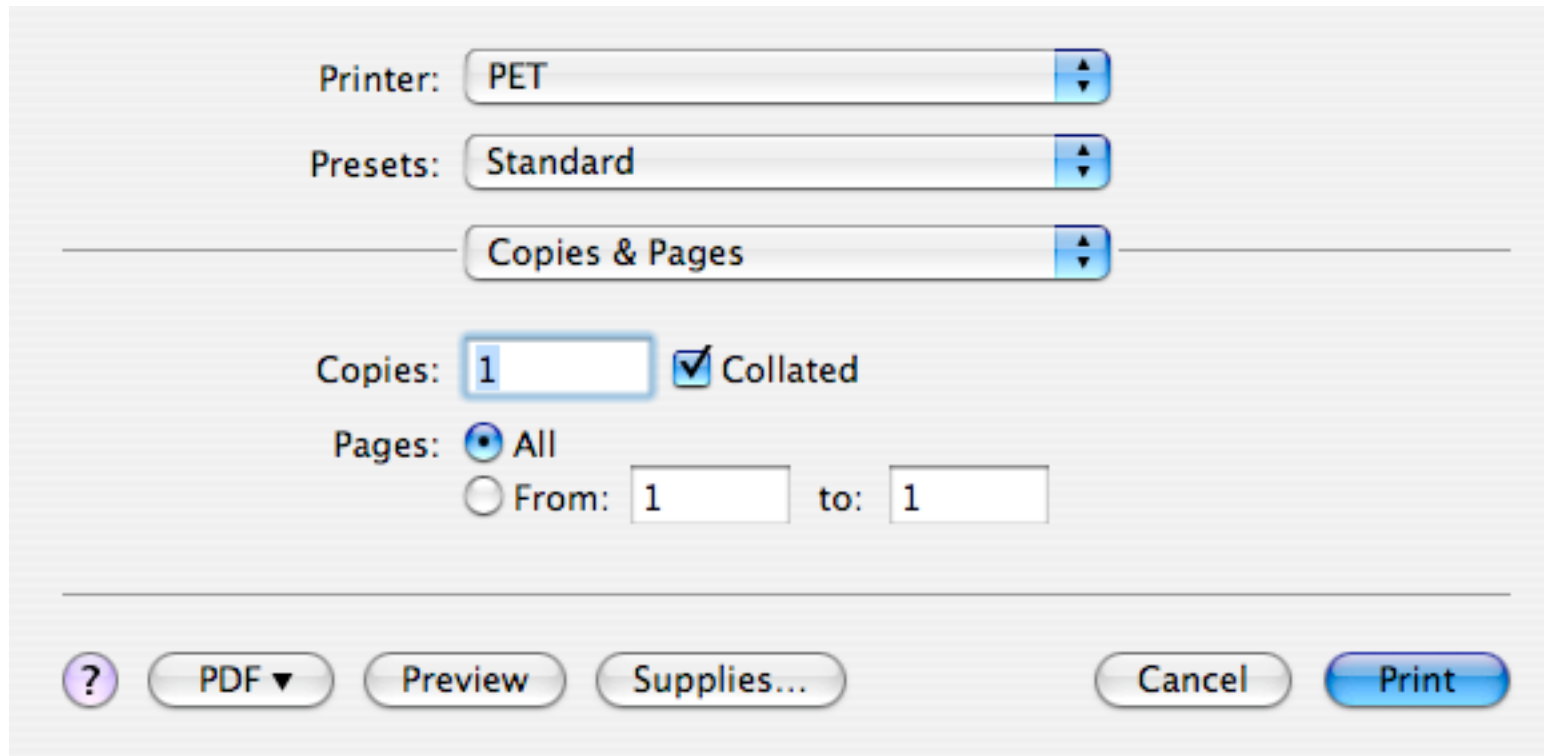
- TIP - Notice that the Print Button is Highlighted in Blue. Simply press the Return key or the Enter Key to proceed with the print command. Use of the mouse is not required.

The "PDF" drop-down provides a number of choices for selecting the type of PDF FILE to be created.



Most of the time , the top item in this example, "Save as PDF" is the correct choice. Information in the "Help" menu may provide more guidance.

The Preview Button



The Preview button allows viewing of a document as it will look if printed. Use this button to see if any changes need to be made to the document prior to printing.

The Cancel button and Print are self explanatory.

- TIP - Notice that the Print Button is Highlighted in Blue. Simply press the Return key or the Enter Key to proceed with the print command. Use of the mouse is not required.