$\#^1K_2 \; \$_3$ **Print command (File menu)**

Use this command to print a document.    This command presents a <u>Print dialog box</u>, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

**Shortcuts**
    Toolbar:     {bmc hlp\fileprnt.bmp}
    Keys:       CTRL+P

1# HID_FILE_PRINT
2[K] printing and print preview
3[$] File Print command

# #⁴**Print dialog box**

The following options allow you to specify how the document should be printed:

**Printer**
> This is the active printer and printer connection.   Choose the Setup option to change the printer and printer connection.

**Setup**
> Displays a <u>Print Setup dialog box</u>, so   you can select a printer and printer connection.

**Print Range**
> Specify the pages you want to print:
>
> **All**              Prints the entire document.
> **Selection**     Prints the currently selected text.
> **Pages**         Prints the range of pages you specify in the From and To boxes.

**Copies**
> Specify the number of copies you want to print for the above page range.

**Collate Copies**
> Prints copies in page number order, instead of separated multiple copies of each page.

**Print Quality**
> Select the quality of the printing.   Generally, lower quality printing takes less time to produce.

4# AFX_HIDD_PRINT

# #⁵Print Progress Dialog

The Printing dialog box is shown during the time that <<YourApp>> is sending output to the printer.   The page number indicates the progress of the printing.

To abort printing, choose Cancel.

#<sup>6</sup>K<sub>7</sub> $<sub>8</sub> **Print Preview command (File menu)**

Use this command to display the active document as it would appear when printed.   When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format.   The <u>print preview toolbar</u> offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

6# HID_FILE_PRINT_PREVIEW
7<sup>K</sup> printing and print preview
8<sup>$</sup> File Print Preview command

#[9]K[10] $[11] **Print Preview toolbar**

The print preview toolbar offers you the following options:

**Print**
Bring up the print dialog box, to start a print job.

**Next Page**
Preview the next printed page.

**Prev Page**
Preview the previous printed page.

**One Page / Two Page**
Preview one or two printed pages at a time.

**Zoom In**
Take a closer look at the printed page.

**Zoom Out**
Take a larger look at the printed page.

**Close**
Return from print preview to the editing window.

9# AFX_HIDW_PREVIEW_BAR
10[K] printing and print preview
11[$] print preview toolbar

\#<sup>12</sup>K<sub>13</sub> $<sub>14</sub> **Print Setup command (File menu)**

Use this command to select a printer and a printer connection.   This command presents a <u>Print Setup dialog box</u>, where you specify the printer and its connection.

12# HID_FILE_PRINT_SETUP
13<sup>K</sup> printing and print preview
14<sup>$</sup> File Print Setup command

#15**Print Setup dialog box**

The following options allow you to select the destination printer and its connection.

**Printer**
Select the printer you want to use.   Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box.   You install printers and configure ports using the Windows Control Panel.

**Orientation**
Choose Portrait or Landscape.

**Paper Size**
Select the size of paper that the document is to be printed on.

**Paper Source**
Some printers offer multiple trays for different paper sources.   Specify the tray here.

**Options**
Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

**Network...**
Choose this button to connect to a network location, assigning it a new drive letter.

15# AFX_HIDD_PRINTSETUP

#[16]$[17]**Page Setup command (File menu)**

<< Write application-specific help here. >>

16# HID_FILE_PAGE_SETUP
17$ File Page Setup Command