

**print\_guide**

**COLLABORATORS**

	<i>TITLE :</i> print_guide		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
WRITTEN BY		July 1, 2022	

**REVISION HISTORY**

NUMBER	DATE	DESCRIPTION	NAME

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# Chapter 1

## print\_guide

### 1.1 Print Section

```
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### 1.2 Print While Searching

Searching

Synopsis: Will send data to printer when you use the search function.

ShortCut- p (LowerCase)

You have the option to Output To Printer or a File. If you elect to output to a file you can select the Path and Filename with a requester. The data will Output to the screen and the file.

Selecting this function any data output from the next search will be output to the screen and to the printer in the format you have selected, Table View or Record View.

### 1.3 Print Envelope

Envelope

Synopsis: Will output the selected fields to a Label or Envelope.

ShortCut- e (LowerCase)

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You will be asked for the tab position and then it will print the current record Selected Fields.

See Select Fields from Organise Section.

## 1.4 Print All Records

All Records

Synopsis: Prints all the records.

ShortCut- a (LowerCase)

This function will print all the records in the format that you have selected.

## 1.5 Print Current Record

Current Record

Synopsis: Prints Current Record

ShortCut- c (LowerCase)

Prints Current Record in the format you have chosen

## 1.6 Table View

Table View

Synopsis: Print Format

ShortCut t (LowerCase)

Prints selected fields horizontally accross the Paper. After reaching 65 lines you will be asked to insert a new sheet of paper. If you use tractor feed then set your printer to the top of the next page.

## 1.7 Record View

Synopsis: Print Format

ShortCut r (LowerCase)

Prints Selected fields vertically down the paper.

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## 1.8 Form View

Synopsis: Print Format

Shortcut f (LowerCase)

Prints all fields as they appear on the screen. Saying that it will not display Bevel Boxes etc just the field Text and Data.