

Printing

COLLABORATORS

	<i>TITLE :</i> Printing	
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>
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<i>SIGNATURE</i>		

REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

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Chapter 1

Printing

1.1 Printing Files

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The first time you print, you will need to make sure that Wordworth and your printer are set up correctly.

- Copying a printer driver onto your Wordworth disk
- Setting Up Your Printer

Once setup, the document can be printed in different ways:

- Printing Your Document

1.2 Printing Files

Setting Up Your Printer

The "Print Setup" requester is used to configure the settings for your printer, including the printer driver used by Wordworth when printing. The driver can be changed by selecting the appropriate name from the list gadget.

If there are no drivers in the list you will need to copy a printer driver onto your Wordworth disk .

Paper Type:

Determines what type of paper is used for printing.

- \textdegree{} Continuous - Assumes continuous paper and so does not ask for more

paper.

`\textdegree{}` Cut sheet - Asks for more paper and may need "Print Border" settings.

`\textdegree{}` Sheet feeder - Assumes multiple sheets and so does not ask for more paper. May need "Print Border" settings.

Print Border:

Sets the unprintable area of your printer to avoid blank sheets of paper being ejected between each printed page.

Print borders, however, are unnecessary with Continuous paper.

If you are not sure about the print borders of your printer, set the Top, Left and Right to 0.25 inches and the Bottom to 1.0 inches.

Buttons:

`\textdegree{}` Click OK~to accept the settings in the "Print Setup" requester

`\textdegree{}` Click Cancel to ignore any changes

1.3 Printing Files

Printing Your Document

Choose Print (Project menu) to print your document. If you have not already setup your printer, you must do first.

From this requester you can select:

`\textdegree{}` Range of pages to print

`\textdegree{}` Number of copies to print

`\textdegree{}` Arrangement of the pages

`\textdegree{}` Draft mode

`\textdegree{}` What shade to print (Colour, Black & White or Grey)

NOTE: Black & White mode is the quickest way to print a document.

To print a range of pages:

Select the Range radio button and type the page range in the adjacent text gadget (for example, type '2-5' if you wish to print pages 2 to 5 of your document).

To print a single page:

Select the Range radio button and type the

page that you wish to print into the adjacent text gadget (for example, type '5' if you wish to print page 5 of your document).

Buttons:

\textdegree{} Click Print to start printing
\textdegree{} Click Setup to go to the "Print Setup" requester
\textdegree{} Click Cancel to ignore any changes and exit the Print requester

NOTE: If a printout is stopped whilst printing, you may notice a delay before you are able to edit your document. This is due to the Amiga printing system and not Wordworth.