



## #<sup>1</sup>K<sub>2</sub> \$<sub>3</sub> **Print command (File menu)**

Use this command to print a document. This command presents a Print dialog box, 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 fileprnt.bmp}

Keys: CTRL+P

1# HID\_FILE\_PRINT

2<sup>K</sup> 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 Print Setup dialog box, 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.

### **#<sup>5</sup>Print 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<sup>7</sup> \$<sup>8</sup> **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 print preview toolbar 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\$ File Print Preview command

## #<sup>9</sup>K<sub>10</sub> \$<sup>11</sup> **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<sup>K</sup> printing and print preview

11\$ print preview toolbar

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

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

12# HID\_FILE\_PRINT\_SETUP

13<sup>K</sup> printing and print preview

14\$ File Print Setup command

## #<sup>15</sup>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.



#<sup>16</sup>~~\$~~<sup>17</sup> **Page Setup command (File menu)**

<< Write application-specific help here. >>

16# HID\_FILE\_PAGE\_SETUP  
17\$ File Page Setup Command