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# Printing

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## Chapter 1

# Printing Overview

If you've properly set up your printer and computer, printing reports and forms using MYOB Accounting Plus usually takes only a few clicks of your mouse. This section contains important information about setting up your printing environment so you can successfully print your MYOB Accounting Plus information.

### Preparing your printer

If you plan to print documents on paper using a printer, keep in mind that your printer must be configured properly before the information can be printed. MYOB Accounting Plus is compatible with most popular printers, but each type of printer on the market today is different from the next. If you're unsure about how your computer works with your printer or if you've had printing problems in the past, be sure you understand the capabilities of your printer before you attempt to print MYOB documents.

When you're ready to begin printing:

1. Be sure that your printer is properly hooked up to your computer.
2. Turn your printer on.
3. Load the paper you want to use, and be sure it's loaded properly.

### Preparing your computer

A great deal of the printing process is controlled by software used to send information to your printer. This software, commonly known as *printer driver* software, is normally supplied by your printer's manufacturer. Printer drivers play a large part in determining how—and *whether*—information is printed using your printer. In many cases, printer drivers are already installed on your computer when you purchase it, or are supplied on media when you purchase your printer. Printer drivers are *not* included in the MYOB software package.

Printer drivers are often the cause of printing problems. If a printer driver isn't working properly, any number of situations may occur. Some results of printer driver problems include incorrect-looking documents, missing pages, the inability to print multiple copies of a document, and the inability to print altogether.

Occasionally, printer manufacturers update their printer driver software. MYOB Accounting Plus is designed to take advantage of the most recent printer drivers; as a result, if you experience printing problems, your printer's printer driver may not be up to date.

**Idea: Another possible culprit—your fax software**

If you send faxes using your computer, the software used to send those faxes may cause printing problems. If you're sure your printer drivers are installed and up to date, contact your fax software's manufacturer for information about possible incompatibilities between their software and your printer driver software.

## Checking your Windows printer driver software

Check your Printers control panel; the printer drivers currently installed on your computer are shown there. If you're having printing problems, check the Printers control panel to be sure that your printer exists there and that no problems appear to be occurring.

If your printer is displayed in the Printers control panel, you should consider contacting your printer's manufacturer for information about their printer driver software for your printer.

If your printer isn't displayed in the list, click the Add Printer icon to begin the process of installing a printer driver for your printer.

More information about setting up your printer with your computer is located in the documentation for your computer and printer.

## Choosing printer settings that affect all reports and forms

You've got a number of options within MYOB Accounting Plus with which you can personalise your printed documents, as well as the process by which you print reports and forms. Some options can be chosen that affect all reports and other options can be chosen that affect specific reports.

The following printer settings affect all reports. See "Choosing settings for a specific report" on page 978 in the Reports Overview for information about choosing settings for specific reports. See "Customising forms" on page 1017 in the Forms Overview for information about choosing settings for specific forms.

### Choosing page setup options

The selections you make in the Print Setup window determine how your documents will look on paper and on the screen.

The Print Setup window varies, depending upon the printer and printer driver software you use. Usually, however, these windows allow you to choose options such as your page orientation, paper size and print quality.

#### **Note: A word about page orientation**

All MYOB Accounting Plus reports are designed to fit in *portrait mode*—that is, on a piece of paper whose height is greater than its width—on your printer. If you change some report settings, such as page orientation, font or font size, an alert message may appear, explaining that you can't print the report using the current report settings. To print the report, you must make some changes to the report. Usually, this situation is remedied by changing the page orientation in the Print Setup window.

*See the following step-by-step procedure:*

*"To choose print setup options" on page 1056*

### Choosing a default font for reports and forms

You can choose to use any fonts that are installed on your computer for your reports and forms. If you wish, you can set up a single font to use for all reports and forms you print, or you can designate specific fonts for individual parts of each report or form.

Every report and form in MYOB Accounting Plus is assigned a *default font*—that is, a font that’s automatically designated for your use by MYOB Accounting Plus—when you begin using a new company file. Until you change the default font, the default font assigned when you created the company file will be the default font for all your reports and forms.

**Warning: Onscreen fonts may look different when they’re printed**

Keep in mind that some fonts appear less clear on printed documents than when they’re displayed on your computer screen. In most MYOB Accounting Plus windows where fonts are chosen, information about a font’s probable print quality is provided when you select the font.

*See the following step-by-step procedure:*

*“To choose a default font for all your reports and forms” on page 1056*

## Chapter 2

# Choosing printer settings

## Choosing printer settings that affect all reports and forms

### ▶ To choose print setup options

If you haven't already read the Printing Overview, see "Choosing page setup options" on page 1054 for more information.

From the File menu, choose Print Setup. The settings you choose here are used when displaying and printing both reports and forms.

### ▶ To choose a default font for all your reports and forms

If you haven't already read the Printing Overview, see "Choosing a default font for reports and forms" on page 1054 for more information.

#### **Note: Customised reports aren't affected**

If you've already chosen settings that affect specific reports and forms, any changes you make using the following instructions won't affect the documents you've already customised.

1. From the File menu, choose Default Fonts to open the Default Font Selection window.
2. In the Default Font Selection window, click either the Reports button or the Forms button, depending upon the type of document whose default font you want to change.

3. Choose the font style and size for the printed characters on your documents. When you choose a font style and size for forms, use the box in the bottom half of the window to preview how the font looks.
4. When you've chosen your new default font, click OK.

See also:

"To choose a font for a specific report" on page 993

