print_guide

COLLABORATORS

	TITLE : print_guide		
ACTION	*NAME*	*DATE*	*SIGNATURE*
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REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

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print_guide

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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)

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

>   Sysnopsis: 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.

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.