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**MODULE 18****ADVANCED PRINTING**

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This module explains how to send several documents as one long document to the printer; how to directly print on the HyType II Impact Printer; and how to create a print-only (press) file.

**PREREQUISITES**

Completion of Module 8: Printing

**OBJECTIVES**

At the end of this module you will have learned:

1. How to print several files as one long document.
2. How to print directly on the HyType II printer.
3. How to create a print-only (press) file.
4. How to print print-only (press) files directly from the Alto Executive.

## SENDING LONG DOCUMENTS TO THE PRINTER

The Long Document Printing feature is used to print several separate documents as one long document. Although the maximum size of a document is 60,000 characters (or 20 pages of typed text), the long document printing feature makes it possible to print several documents as one long document.

In a blank document window, create one paragraph with the names of all the documents to be printed. The documents will be listed in the order in which they will print. When you do this, the first page of the second and subsequent documents will be positioned appropriately on the last page of the previous document. If you do not want this to occur, you must apply a page break Before or After (Paragraph menu) to the appropriate file.

The paragraph should look like this:

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File: PRINTING
File: EDITING
File: EXERCISE-SCREEN
File: SORTING
```

You may name up to 30 files to be printed as one document. Remember to press SHIFT RETURN at the end of each file name except the last.

) Type the above four document titles in a blank document window. End with a regular carrier return.

) Select the paragraph.

) PRESS COM LOOK.

) MARK Detail.

) Mark Profile on the Misc line of the Paragraph menu.

) MARK Apply.

Dismiss the Paragraph menu.

) Assign a title to the document.

) MARK Save all.

- ) MARK Print to display the Print menu.
- ) Select the desired print commands.
- ) MARK Apply.

The set of documents included named in the paragraph you created are combined and transmitted to the xerographic printer for printing as one long document.

#### DIRECT TYPING

You may use the HyType II Impact Printer as a typewriter. When you mark Type in the Main menu, the Typewriter menu is automatically displayed. You must expand the Main menu to see Type.

- ) MARK Detail to expand the Main menu.

The Type menu appears.

- ) MARK Mode (print wheel option).

The blinking caret is after Typewriter in the Type menu.

- ) TYPE your name and address on the keyboard.

Typing is done directly on the printer and does not appear on the screen.

If you prefer to type the material, then print it, move the cursor into the screen, type material, select it, then mark Type Selection.

- ) TYPE a short paragraph on the screen.
- ) MARK Detail to expand the Main menu.
- ) MARK Type.
- ) Mark Mode.
- ) Select the text.
- ) MARK Type Selection.

## CREATING PRINT-ONLY (PRESS) FILES

Documents may be saved in a specially formatted version so they can be sent directly to the printer from the Alto Executive. This is called making a press file. A press file only be printed, it cannot be edited. Press files are created to allow for simplicity printing directly from the Alto Executive. To create a press file:

- ) In the Document catalog, Get the document <EDITING>.
- ) MARK Print to display the Print menu.
- ) MARK Detail to expand the Print menu..

On Limits: line, locate Store: on file: <>

- ) TYPE <EDITING.PRESS>.
- ) MARK Apply.

To print the press file:

- ) Return to the Alto Executive.
- ) TYPE Empress
- ) PRESS the SPACE BAR
- ) TYPE EDITING.PRESS
- ) PRESS the RETURN KEY.

Pick up the document from the printer.

To print more than one copy of a press file:

- ) TYPE Empress
- ) PRESS the SPACE BAR
- ) TYPE EDITING.PRESS

- ) PRESS the SPACE BAR
- ) TYPE 2/C (or any other number )
- ) PRESS the RETURN KEY.

To print on a different printer:

- ) TYPE Empress
- ) PRESS the SPACE BAR
- ) TYPE EDITING.PRESS
- ) PRESS the SPACE BAR
- ) TYPE NameOfPrinter/H
- ) PRESS the RETURN KEY.

An example would be:

Empress EDITING.PRESS 3/C PrinterName/H