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**MODULE 8**

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**PRINTING ON THE XEROGRAPHIC PRINTER**

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This module explains the print menu and how to print a document.

When you come to the indented paragraph with a check mark, follow the instructions.

**PREREQUISITES**

Completion of Module 7: DISPLAY MODES FOR THE SCREEN.

**OBJECTIVES**

At the end of this module, you will have learned:

1. How to open the Print menu.
2. What the xerographic printer options on the Display menu do when applied.

## PRINTING

This module will teach you how to print a document using the options available in the print menu. Before you can begin, you must be in the Editor and have a document on the screen (to print).

- ) Enter the Editor.
- ) Open the document directory; Get PRINTING.
- ) Begin reading from the screen. The heading below (THE PRINT MENU) should be on the screen. If it is not on the screen, check to see if the title in the document menu is correct.

If you have not selected the proper title, open the document directory, select the proper title and get the correct document.

## THE PRINT MENU

There is a menu in the Editor which provides options for printing a document. This menu is not visible until you open it (like the Display mode menu). To open the Print menu:

- ) Hold down the COM key while you type the letter h. Release the COM key.
- ) You may also open the Print menu by marking the word Print in the document menu.

### Print Menu

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Print menu                               Detail  Apply
Options: Duplex Time stamp Preview  Copies: <1>
Print format: Normal Landscape Two-Up Signature size: <16>
Limits: start at page: <> end at page: <> Store: on file: <>
Print on: Printer HyTYPE 10 12 PS
Printer name:<Penguin> printed by:<UserName>Footnotes: Renumber
Paper feed: Manual Continuous

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The Print menu should be visible above the document window. Yours does not look the same as the one above. Your menu contains more information than is currently displayed, but you need to move the bottom boundary of the Print menu to see all the options.

## MOVING MENU BOUNDARY LINES

Once a menu is opened (displayed above the document window), it may be necessary to pull the bottom line of the menu downward to display all available options. This is known as moving (expanding) the menu boundary line.

There are two ways to expand the menu. The first way is to mark Detail. The second way is to use the left mouse button. You are going to use the mouse button.

There is a special region of the screen for moving boundary lines called the window bar. The window bar is located at the extreme right edge of the document window.

- ) Move the cursor to the window bar (at the extreme right edge of the screen) until the cursor shape looks like a box ( []).
- ) Position the cursor in the window bar directly underneath the heavy black line separating the Print menu from the document window. (The top of the cursor box should be just touching the line to be moved.)
- ) Hold down the LEFT mouse button while slowly moving the cursor down one inch to expose all lines of the Print menu.
- ) Release the LEFT mouse button.

As long as you hold down the LEFT mouse button, you may move the boundary line up or down.

When you release the mouse button, the boundary line will freeze at its current location. This means that while holding the LEFT mouse button down, you may move the cursor up or down to adjust the boundary line.

If there is a lot of white space underneath the last menu option, move the boundary line up (using the procedure above).

To move a boundary line, you must use the LEFT mouse button.

## PRINT OPTIONS

Look at the Print menu. The first line shows Detail and Apply. The Print menu must be applied for the document to be sent to the printer.

The second line of the menu begins with Options: If you mark Duplex, the printer will print two-sided copies. If you mark Time stamp, the system will print the date and time the document was printed. If you mark Preview, the system will preview the document on the screen as it will print. If you need more than 1 Copy, you will change the number in the brackets after Copies:

The third line begins with Print format: Normal is the preset option and indicates printing will be done on 8 1/2 x 11 paper in the normal manner. Landscape tells the printer that you want the material typed across the 11 inch side rather than the 8 1/2. Two-up tells the system you are printing material landscape in two columns. Signature tells the printer you are doing a booklet and 4 pages will be printed per sheet of paper.

Limits: allows you to tell the printer at which page to begin printing and at which page to stop printing. You fill in numbers in the brackets.

Print on: tells the system what type Printer to use. The preset option is Printer, which is the xerographic printer. If you are using a HyType, you need to mark HyType and the pitch - 10, 12, PS.

Printer name: is the name of the xerographic printer you want the document printed on. That name is typed in the brackets. Printed by: will be your name and you will type your last name in the brackets. If you are using Footnotes: and want them renumbered, you would mark Renumber.

Paper feed: is preset to Manual. You only mark this option if you are using the HyType printer. Continuous means you have continuous form paper.

) Locate the words Print on on the fifth line of the Print menu.

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Print on:.....Refers to the printing device you want to use (to print the document). The options which follow on this line are the available printers.

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) Which options on this line of the menu are highlighted in black? Printer and 10.

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Printer.....This is the preset option. Unless you specify another printing device, your document will be printed on the xerographic printer after Apply is marked.

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How many copies of the document will be printed?

- ) Look at the second line of the Print menu, the one beginning with Options:.  
Scan across this line until you come to Copies: <1>.

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Copies: <1>.....This is the preset option. Unless you change it,  
only a single copy of the document will be printed.

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TO PRINT TWO OR MORE COPIES OF THE DOCUMENT:

- ) Replace the number currently appearing in the brackets Copies: <1> with the  
number of copies you want to print <2>.

On which printer will this document be printed? Look at the sixth line of the Print menu  
beginning with Printer name <Penguin>.

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Printer name:.....Refers to the name (or number) of the workstation  
which operates the xerographic printer.

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Some companies will have more than one xerographic printer available. If there is more  
than one xerographic printer available, you may send your document to either one. See  
your administrator for the name(s) of the xerographic printer(s) available on your site.

TO CHANGE THE PRINTER NAME:

- ) Select the name currently appearing in the menu brackets:  
Printer name: <Penguin>.
- ) Replace it with the name of your printer.
- ) Delete <Penguin> and insert <YourPrinterName>.
- ) Look at the words "Printed by" following "Printer name".

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Printed by:.....Refers to the name of the individual printing the  
document. Use your last name only.

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- ) If your last name does not appear in the brackets (Printed by: <LAST NAME>),  
select the name currently appearing in the brackets and replace it with your last  
name.

REMEMBER: Nothing happens until you mark Apply. Continue reading before you mark anything else.

After you mark the desired options and mark Apply, the screen will turn black (except the status window). A series of messages will display in the status window:

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Formatting page 1
Formatting page 2 (these messages will continue until all pages have been transmitted)
Transmission completed
Last page printed ... 5

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Formatting page #: Indicates which page is being formatted (into a code which only the printer understands). As the system formats each page of the document, it sends an electronic copy of that page to the printer (referred to as transmitting). Formatting and transmitting take about 5 seconds per page.

Transmission completed: Means the document has been formatted and transmitted to the printer (transmission is complete).

Last page printed ... x: Indicates the number of the last page printed. The system automatically numbers each page of the document.

The last page of the document is printed first. You will get collated copies automatically from the printer. If you have multiple copies, each copy will be collated and the copies will be stacked one on top of the other.

) Mark Apply.

Watch the status window for messages.

The xerographic printer has a sorter bin. Printed documents are separated alphabetically according to the "Printed by: <user name>". The sorter bin has 20 slots.

Each slot on the bin has a letter of the alphabet designated to it. A range of letters (M N O, for example) could be associated with a single slot.

When a document is printed, it comes out of the printer into one of the labeled sorter slots (using the name appearing in the Printed by brackets).

Regardless of the number of copies printed, each document will have a title page on top of the first page. This page includes the following information.

Printer: Printer Name or Number

Version: Software

File: Name of the document printed.

Creation date: Date and time the document was printed.

For: Name appearing in the Printed by brackets.

Total Sheets: Number of pages printed plus one cover sheet.

If you want to print only a few pages rather than the entire document, you fill in the information on the Limits: line.

) Locate Limits: Start at page: < > End at page: < >.

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Start at page:.....Refers.to.the.first page you want printed.

If you have a 20-page document and only want to print pages 15 through the end of the document: Insert the number 15 into the start at page: <15> brackets.

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End at page:.....Refers.to.the.last page you want printed.

If you have a 20-page document and only want to print pages 1 through 6: Insert the number 6 into the end at page: <6> brackets.

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Do the following:

- ) Print a copy of pages 1 3 of this document.
- ) Print a copy of pages 2 4 of this document.
- ) Print two copies of this document using Duplex and Time Stamp.
- ) Return to the beginning of the document.
- ) Mark Preview to view the document on the screen.
- ) Press Next to move to the next page.

) View the entire document.

) Close the Print menu.

Pick up your printed copies.

) Quit. If you intend to continue with the next module today, do not turn off your system.

If you are not comfortable with the information, DO NOT CONTINUE WITH THE NEXT MODULE.

Return to the modules you do not understand and read them again. It is important that you understand the information covered before you continue with the next training module.

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SUMMARY    PRINTING

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To open the Print menu.....Hold down the COM key while typing the  
letter h. (COM h) or mark Print.

To close the Print menu.....Mark. X.....

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TO PRINT:

A single copy of the document. Mark. Print, Apply.

Multiple copies of the document. Insert a number in the Copies: <#>  
brackets, Apply.

Start print with a page other than the first. Insert a number in the Start at page: <#>  
brackets, Apply.

End with a page other than the last. Insert a number in the End at page: <#>  
brackets, Apply.

Specify a different printer... Insert a name or number in the Print on:  
<printer name> brackets, Apply.

Change the user name..... Insert a name in the Printed by: <user name>  
brackets, Apply.

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