

## 17. Printing edDesk content

edDesk allows you to print views and individual articles. You can select various print formats and inclusions. Printing views is often used for printing details of articles for a particular issue of a publication.

### 17.1 OBJECTIVES

By the end of this chapter you should be able to:

- change the most commonly used print settings to ensure that your printout is formatted as required
- print an edDesk article
- print the list of articles returned by non-expandable views
- print the list of articles returned by expandable views
- print a list of some of the articles in expandable views.

### 17.2 PRINTING EDDesk ARTICLES

You can print articles from different places in edDesk. These are:

- when the article is in **Edit** mode
- when the article is in **Preview** mode
- when you are in a view, and the required article is selected (clicking once on the article will select it without opening it).

The **Print Document** dialogue box displays when you print from an article, or from a view where you have not selected any articles.

The **Print View** dialogue box displays when you print from a view where you have selected at least one article.

## i Printing from an open article

1. Press <Ctrl>+p OR select the **File** menu then *Print*.
2. The **Print Document** dialogue box opens. This lets you set the printing options. The options you see depend on the type of printer you have.

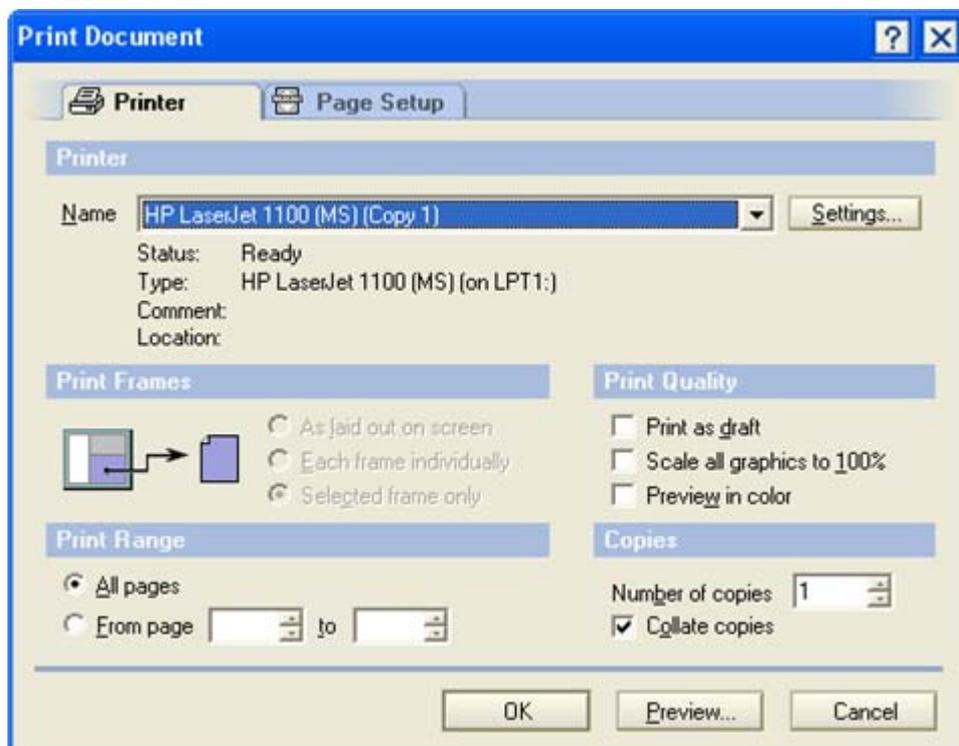


Figure 165: Print document dialogue box as displayed from an article

### Print Frames

This option is only available when printing from a view. It is greyed out if you are printing from an article.

3. Set your printing options as required.
4. Click on <Preview...> to check how your article will look when it is printed. A **Print Preview** opens. Make sure that your article will print as you need.  
Click on <Done> to close the **Print Preview**. The **Print Document** dialogue box displays.
5. Repeat steps 3 and 4 until you are satisfied with the print settings.
6. Click on <OK>. Your article is printed.

## ii Printing from a view where you have selected an article

1. Go to the view that lists the required article.
2. Click once on the article you want to print.
3. Press <Ctrl>+p. The **Print View** dialogue box opens.

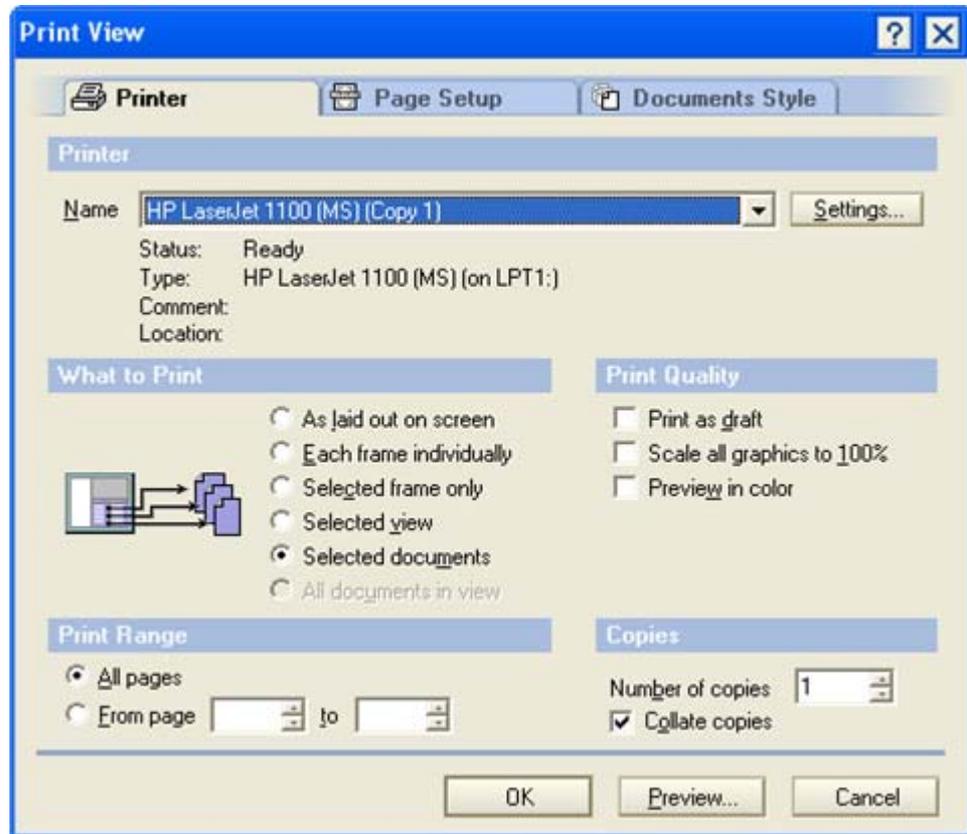


Figure 166: Print View dialogue box with default settings selected

4. Set your printing options as required.
  - ① see [section 17.4: Printing options](#) for more information.
5. Click on <Preview...> to check how your article will look when it is printed. A **Print Preview** opens. Make sure that your article will print as you need.
  - Click on <Done> to close the **Print Preview**. The **Print Document** dialogue box displays.
6. Repeat steps 4 and 5 until you are satisfied with the print settings.
7. Click on <OK>. The article is printed.

## iii Printing several articles from a view

Expandable views let you select several articles for printing. Non-expandable views only let you select one article at a time.

Expandable views have a toolbar along the top of the view.

① see [section 4.4ii: Expanding and collapsing your results](#) for more information on expandable views.

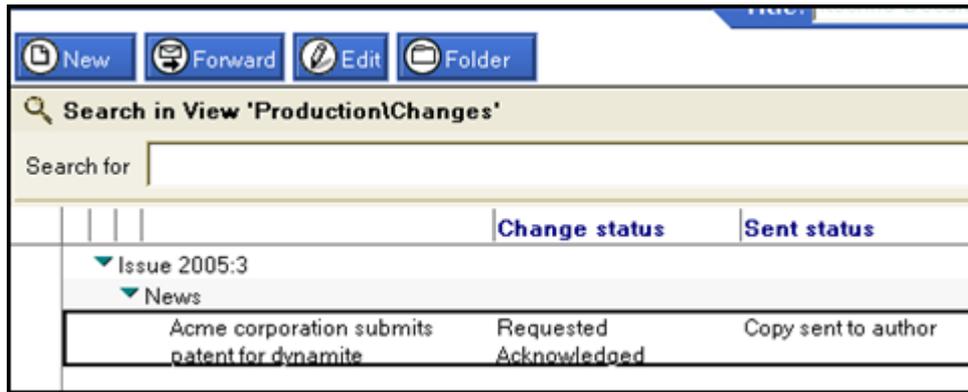


Figure 167: Expandable view. This type of view lets you select several articles to print.

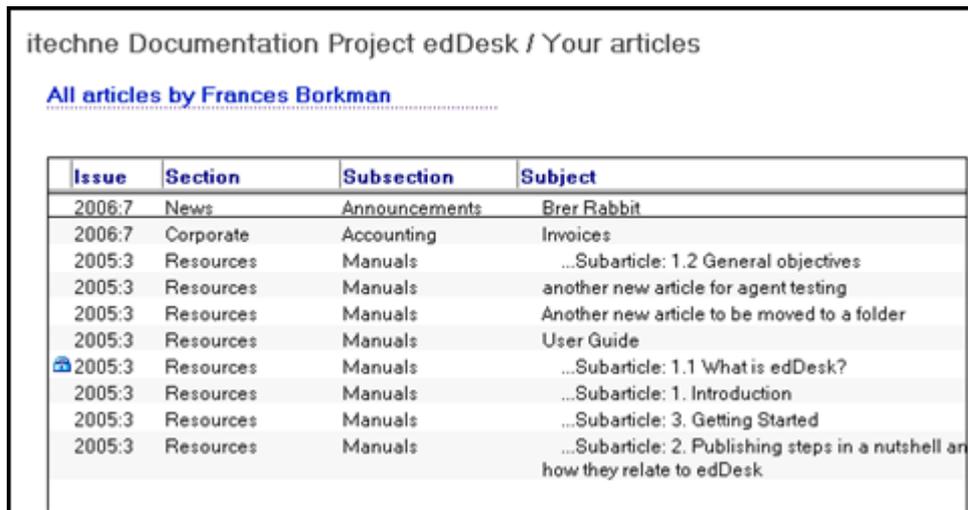


Figure 168: Non-expandable view. This type of view lets you select only one article at a time to print.

1. Go to the required view (it must be an expandable view).
2. Click once to the left of each article you want to print. A tick appears next to that article.

Search in View 'Dynamic SelectLate Copy'			
Search for			
	2006:7	Marketing	Public Relations: Re
	2005:4	Corporate	Human Resources: - Job advertisement
	2004:12	Corporate	Human Resources: Junior Office Assista
	2004:12	Corporate	Human Resources: Part-time Office Mar
✓	2004:11	Marketing	Awards: IBM Partner edDesk Newsletter f nomination working
✓	2004:10	Marketing	Exporting: Australian Application Form
	2004:9	News	Tender announcem Modifications and n Management System Office
✓	2004:9	Corporate	Information Technol and network analysi

Figure 169: Selected articles are indicated with a tick.

3. Select the **File** menu then *Print* OR press <Ctrl>+p. The **Print View** dialogue box displays.
4. What to Print. Click on *Selected documents*.
5. Click on <OK> to print, or <Preview...> to see how your articles will print.

### 17.3 PRINTING VIEWS

Views are often printed and used as summaries of how articles are progressing in relation to publishing an issue of a publication.

Expandable views allow you to print part of the view. Non-expandable views print the entire list of articles returned by the view.

#### i Printing non-expandable views

1. Go to the view you want to print.
2. Click once on any article listed in the view. (This ensures that the **Print View** dialogue box displays when you select Print.)
3. Select the **File** menu than *Print* OR press <Ctrl>+p. The **Print View** dialogue box displays.
4. What to print: Click on *Selected view*.
5. Click on the **Page Setup** tab.

6. Orientation: select *Landscape*.
7. Click <OK> to print.

## ii Printing the entire list of articles in an expandable view

1. Go to the view you want to print.
2. Click on <Expand>. The view expands, to list all articles matching the view criteria.
3. Select the **File** menu than *Print* OR press <Ctrl>+p. The **Print View** dialogue box displays.
4. What to print: Click on *Selected view*.
5. Click on the **Page Setup** tab.
6. Orientation: select *Landscape*.
7. Click <OK> to print.

## iii Printing part of the list of articles in an expandable view

1. Go to the view you want to print.
2. Click on <Collapse>. The view collapses.
3. Drill down through the categories in the view until you have listed all **required articles**. For example, in the Production Directions view you may wish to print only articles for the coming two issues of a publication – Volume 2006, Issue 8 and Issue 9. You would need to drill through each of these categories until all relevant articles are listed.
4. Select the **File** menu than *Print* OR press <Ctrl>+p. The **Print View** dialogue box displays.
5. What to print: Click on *Selected view*.
6. Click on the **Page Setup** tab.
7. Orientation: select *Landscape*.
8. Click <OK> to print.

## 17.4 PRINTING OPTIONS

Only the most common printing options are discussed in this User Guide. If you are curious about some of the other options then select the options and click on <Preview...> to see the results of those settings.

Most of the settings are in the **Printer** tab of the **Print Document** and **Print View** dialogue boxes.

### i **Printer tab**

Most of the options in this tab are for when you have selected to print a view, not an individual article.

#### ***What to Print / Print Frames***

When you are in a view that has a toolbar your options are in the field **What to Print**. When you are in a view that has NO toolbar your options are in the field **Print Frames**.

- *As laid out on screen* – your view prints as it is displayed on the screen. Screen items such as the navigation pane and tab bar print.
- *Each frame individually* – NOT GENERALLY USED. Each frame of the screen prints on a separate page. If you select this option use <Preview...> to see how your printouts will look before you print!
- *Selected frame only* – Only the frame that your cursor is in will print. Usually this is the body of the page (and this is where you want it to be!). USEFUL.
- *Selected view* – Prints the view that you are in. This option is not listed in the **Print Document** dialogue box. VERY USEFUL.
- *Selected documents* – Prints the article(s) that you have selected. If you select this option the **Print View** dialogue box displays the **Documents Style** tab that lets you control how the selected articles are printed. This option is not listed in the **Print Document** dialogue box. VERY USEFUL.

#### ***Print Range***

- *All pages* – select this option to print all pages in an article or view.
- *From page... to* – if you only want to print some pages, enter the numbers in the **From page** and **To** fields. You will probably need to go to <Preview...> to determine which pages to print (as they are not numbered in the article or in the view). This option is not widely used in edDesk.

#### ***Print Quality***

- *Print as draft* – prints quickly, but at lower quality. (Good way to save printer ink).

- *Scale all graphics to 100%* - Select this option to print your images at their **original** size. If you have imported an image into your article, then resized the image your resizing is ignored when this option is selected.
- *Preview in colour* – select this to do a print preview in colour – as you see the article or view on screen. If you do not select this, your preview will be in black and white.

### Copies

- *Number of copies* – enter the numbers of printouts you want.

**Note**

It is cheaper to use a photocopier than a printer for extra copies.

- *Collate* – Only relevant if you want more than one copy. This option is selected by default. This option keeps each copy together. If you deselect this option, you will get all page 1 together, all page 2 together so on.

## ii Page setup tab

This is mainly used to set your paper size, page margins and page orientation.

You will probably only use this to change the paper orientation from portrait (default) to landscape. This is useful when you are printing a view, so that your printout is not truncated.

	Change status	Sent status	Changes
Issue 2005:3 News Acme corporation submits patent for dynamite	Requested Acknowledged	Copy sent to author	Please write about why the Acme corporation want to blast all coyotes away

Figure 170: View with page set to landscape so that the text is not truncated.

	Change status	Sent status	Changes
Issue 2005:3 News Acme corporation submits patent for dynamite	Requested Acknowledged	Copy sent to author	Please write about why the Acme

Figure 171: Same view with page set to portrait. See that the text is truncated.

## iii Document styles tab

This tab only displays when you have chosen *Selected documents* in the Print Frames field of the **Printer** tab of the **Print View** dialogue box.

### How To Print Each Document

- *Print each document on a new page* – prints each article on a separate page.
- *Print each document as a separate print job* – Each article is printed separately. This is a good idea if you are printing a lot of

articles and are sharing a printer with other people (their jobs can go between your printing articles and they don't have to wait as long for their printouts).

- *Print each document continuously with a blank line between each document* – adds a blank line between articles, but does not put articles on separate pages.
- *Print continuously with no blank lines between documents* – the only indication that you are printing separate articles is the header information that is printed at the top of each article.

### ***Format Each Document Using***

You will not need to change anything in this field.

### ***Page Numbering***

These options are only available if you have selected *Print each document on a new page* in the How To Print Each Document field.

- *Reset page number to 1 for each document* – each document will start with its first page numbered as 1.
- *Page range applies to each document* – page numbers are incremented. Only the first page of the first article will be numbered as page 1.