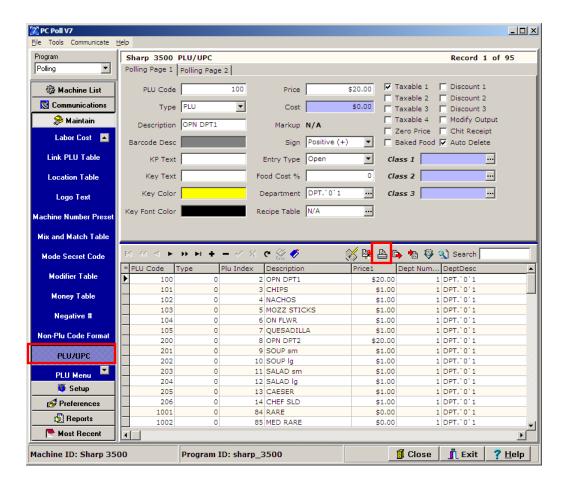
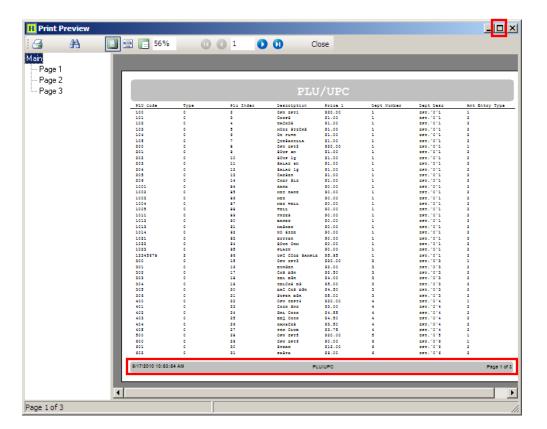
## **Printer Setup**

## Print button

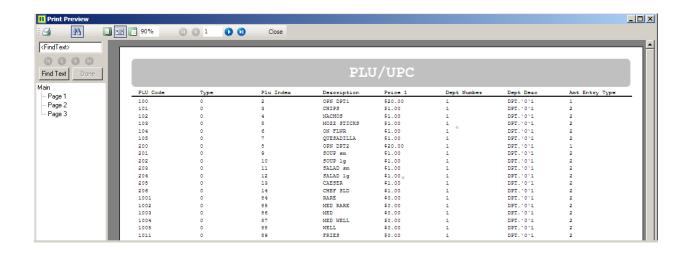


1. The printer button on the toolbar (in red box) prints a summary of the current program, which in this case is the PLU/UPC. The first eight fields are printed.



- 2. The summary of the PLU/UPC program will open in a in a full screen preview showing the first eight columns of data. To reduce the size of the screen, click the **Minimize** button at the top right of the screen.
- 3. The heading on the first page shows what the program the preview is showing. The legend at the bottom of the report shows a date and time stamp, what program the preview is of, and what page is showing and the total number of pages.
- 4. To close the preview screen, click the Close button.

## **Print Preview Toolbar**



The Print Preview page has the following toolbar buttons:



Print: This button brings up the Printer Setup screen.

**Find Text button**: This button activates and deactivates the Find Text Toolbar. For more information on the Find Text Toolbar, see below.

Whole Page View: This button will resize the viewing area so that one page will fit completely on the screen.

Page Width View: This button alters the picture so the width of the displayed paper will equal the width of the screen.

100% View: This button will resize the image so that the picture on the screen is the actual size of the report that will print.

**Percent box**: To change the size of the report on the screen, type in the new screen size here.

First Page: Scrolls to the first page of the report.

Prior Page: Scrolls back one page.

Page Number box: To see a specific page number, enter the page number in the box.

Next Page: Scrolls forward one page.

Last Page: Scrolls to the last page in the report.

Close: Closes the Print Preview screen.



Find Text toolbar: This toolbar can be toggled on in Print Preview mode by

clicking the **Find Text** button. It allows the user to search for a specific segment of text. To search a specific string of text, simply type in the **Find Text** window and click the **Find Text** button. The cursor will go to the first found matching text in the print preview. If more than one matching text string exists, then the arrow buttons will activate, allowing the user to go to the First, Previous, Next and Last matching strings as one wishes. When finished searching for a specific segment of text, click the **Done** button to quit the search. The Find Text Toolbar will still show unless toggled off. Click the **Done** button when finished.

Main
Page 1
Page 2
Page 3

The **Page Numbers**, on the left side of the Print Preview screen, can be clicked on to view another page of the program summary.