

# PROCESS HOW-TO'S

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## Printing in Colleague

Sending reports to the Printer can be a challenge at times. This document provides some tips in navigating the Reports/ Printers function in Colleague. More complete documentation and training, including screen shots and examples are available on [Colleague Online Training](#).

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### **Understanding Printers and Codes**

The names given to CCAC Network Printers are "smart-coded" to make it easier for you to remember:

#### **als212a**

The first two letters signify your location

#### **als212a**

The next group signifies the building/ room number

#### **als212a**

The next letter signifies which printer; a building/room may be equipped with printers a,b,c

Colleague printers:

#### **als212a**

In Colleague, printer names have one more set of letter(s):

l - landscape

p - portrait

lb - label

po - purchase order

### **How to Print a Report**

On the second report screen, select P – Printer Spooler after Output Device.

The next field prompts you for a printer name. Enter the appropriate code as described above.

Entering "als212al" will tell the system to print to the Allegheny Campus, Student Service Center Room 212, Printer A, Landscape format.

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If you do not know the correct code, type your location code followed by ... (al...) or the location code and building letter (als...) to narrow down to the building, or the location code, building letter and floor number (als2...) to narrow down the search even further. A listing of printers that match your entry will appear in the resolution screen. Choose the correct printer.

Note that Remote Printing is possible anywhere in the CCAC system, so if you need to print down the hall, down the street, or to another Campus/ Center, you just need to ask for the other location's printer code and you can print any report to that location.

### **How to Email a Report**

On the second report screen, select E- Electronic Mail Delivery after Output Device.

A screen will appear that prompts you to type Email Subject and Email Recipients. Type the subject that you wish to appear for the emailed report. Type the email addresses of the person (people) to whom you wish to email the report. Save and proceed as usual.

The report will be emailed to the person as plain text; it will not be formatted very nicely, but will provide the actual content of the report.

### **How to Use the Report Browser**

On the second report screen, select H - Hold/Browse File Output after Output Device. After you save from this screen and the last screen, the Report Browser will appear, which shows you on the screen how your report will look.

Use the buttons in the top left corner of the report browser to navigate through the report. You can use these buttons to navigate: Exit Browser, Import Report, Page Down, Page Up, First Page, Last Page, Local Printer, Remote Printer. In the middle of these buttons, you can see Page # of #, so you can navigate the report more easily. Verify that the output is what you want BEFORE you send it to the printer.

### **Local vs. Remote Printing**

If you click on Local Printing, the report will print to any printer that is set up in Windows on your PC. A print dialog box will appear (much the same as when you print in Word/ Excel), which will give you the opportunity to select a printer. Use local printing for simple reports. If your report is very large, you should use Remote Printing, since you will need more PC resources to print a large report. This will also save performance on your own PC.

To use Remote Printing, click on the remote print button. This will return you to screen 2 in Colleague. At this point, type P – Print Spooler after Output Device. Then type the remote printer name in the second field. Save as usual.

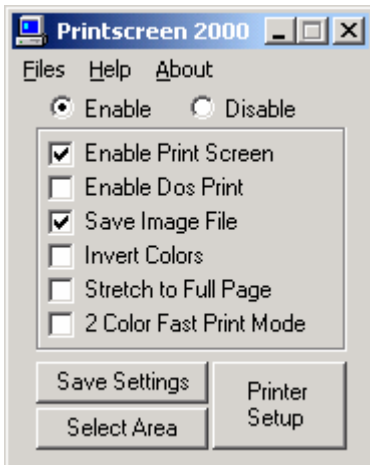
### **Importing a Report to your PC**

You can import any report from the Report Browser to a text file. Remember that formatting a text file in Word is possible, but requires time and effort to make it look better.

To import a report, click the import button on the top left corner of the Report Browser. A dialog box will appear that gives you the opportunity to set the path and name of the file.

For further documentation and help, see the ITS web site at [www.ccac.edu/its](http://www.ccac.edu/its).

## PrintScreen Options



All employee PC's include an installation of Printscreen 2000. To view or change your settings, choose Start/ Programs/ Printscreen 2000/ Printscreen 2000 v8.0.

Make sure that the Enable button is selected, and that the Enable Print Screen is checked. (Do **not** check "Save Image File", unless you wish to create an electronic image of the file whenever you print.) If you use the "Stretch to Full Page" option, you will lose the date/ name stamp option described below.

Printscreen will be set up to work with your default Windows printer. To change this setting, click on Printer Setup.

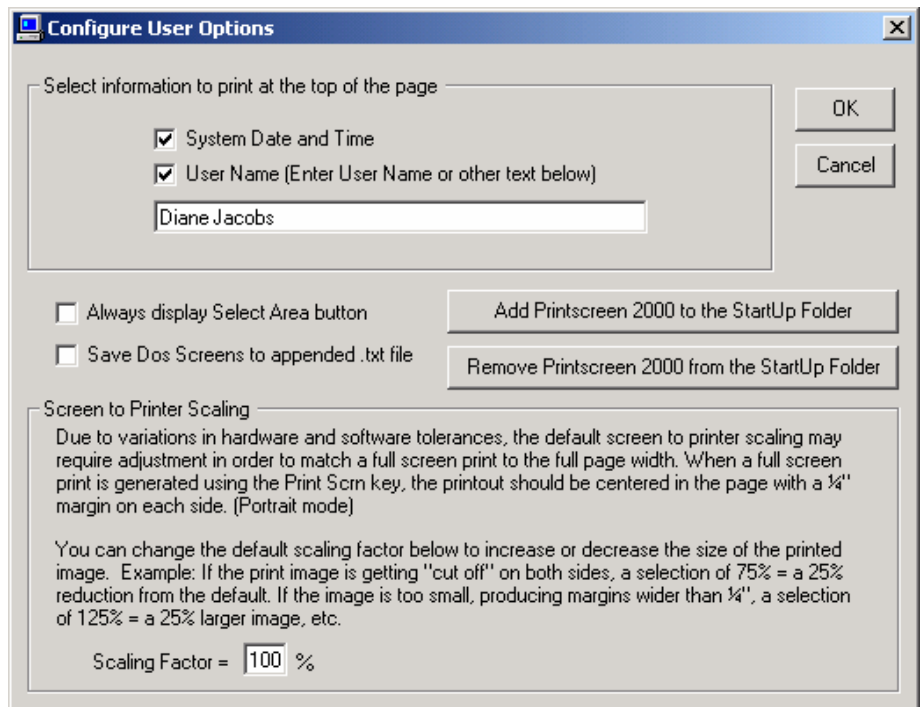
To configure your user options, click on Files, Configure User Options.

First, select information to print at the top of each print screen:

**System Date and Time:** will date-stamp all your screen prints.

**User Name:** check and type your name in the space provided; your name will print at the top of all your screen prints.

**StartUp:** If you want Printscreen to always be active, click on "Add Printscreen 2000 to the StartUp Folder". If it is in StartUp, then you only need to press the PrintScrn key on the keyboard to print a screen. If you choose NOT to have Printscreen activated at StartUp, then you will click Start/ Printscreen Now!, or Print Active Window Now! in order to print a screen from your desktop.



When you're done, click on Save Settings. Important: if you have opened the Printscreen program, you must minimize (rather than close) the program to keep it active on your PC. A printer icon will appear in your System Tray (bottom right hand side of your status bar). You can right-click on this icon to see available functions.

Printscreen Help (Click on Help to see more information)

To print the full screen, click PrintScrn key or Ctrl+Alt+P.

To print just the active window, click Alt+PrintScrn, or Ctrl+Alt+A.

To print a specific portion of the screen, click on the Select Area button.