

Printing from Workflows

There are two ways of printing using the Java client. One is to click the *Print Wizard* from the **Common Tasks** Wizard Group. Depending on which function you are in, the *Print Wizard* may not be available; for those instances, the *Print Screen* option from the *File* menu should be used.

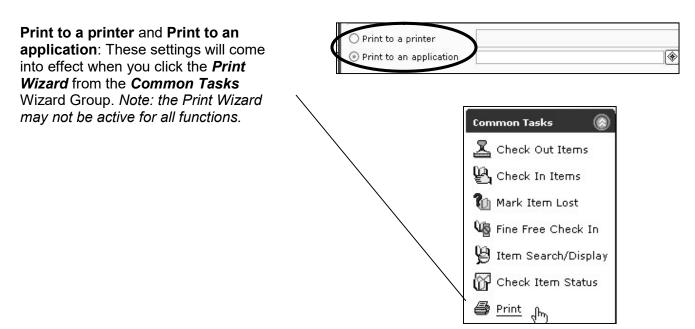
To set up your printing preferences, choose *Print Setup* from the *File* menu.



The Print Setup window will display.

🔤 Print Setup			×
Application to dump screen:		*	
Print to a printer Print to an application			×
	OK Cancel		

Using the Print Wizard Function



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Print to a printer: If you've chosen the *Print to a printer* option, when you click the *Print Wizard*, the information from the active wizard will automatically print out on your printer – *you will not have the opportunity to view or edit your document*. Complete the "Print to a printer" field by using the drop down arrow to choose your local/network printer.

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Print to an application: If you've chosen the *Print to an application* option, when you click the *Print Wizard*, the information from the active wizard will display in the application of your choice (e.g. Microsoft Word, Notepad, TextEdit, etc.), where **you** *have the opportunity to check/edit before printing.*

Where available, use the gadget to enter your information.

Print to an application

Use the 'Look in' drop down menu to navigate to the Microsoft Word application on your computer.

On a **PC** this application is typically located here:

C:\Program Files\Microsoft Office\OfficeXX\WINWORD.exe

🐨 Gadget : Sele	ct File	
Look in	C OFFICE11	*
My Recent Documents	 My Computer 3½ Floppy (A:) ✓ Local Disk (C:) △ Program Files △ Microsoft Office 	▲ ===
B	DVD/CD-RW Drive (D)	

On a **MAC** this application is typically located here:

● ⊖ ⊕		Ga	dget : Select File
	Microsoft Office	x	•
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🔋 Getting Starte	ed Book.pdf	Friday, Octob	er 19, 2001 4:00 AM
Icon		Friday, Octob	er 19, 2001 4:00 AM
C Microsoft Ento	ourage	Thursday, Ju	y 3, 2003 3:00 AM
Microsoft Exc	el	Wednesday,	July 2, 2003 3:00 AM
P Microsoft Pow	erPoint	Monday, June	30, 2003 3:00 AM
Microsoft Wor	d	Wednesday,	July 2, 2003 3:00 AM
MSN Messeno	ler	Friday May 1	7 2002 4.00 AM



Using the Print Screen Function

For cases when the *Print Wizard* is not available, you may use the *Print Screen* option from the *File* Menu.

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Before you can use the *Print Screen* option, you must set your *Application to dump screen* from Print Setup. When you click *File →Print Screen*, the information from the active wizard will display in the application of your choice (e.g. Microsoft Word, Notepad, TextEdit, etc.).

1	W Print Setup	
Q	Application to dump screen:	*

PC final setup view:

	2
crosoft Office\OFFICE11\WINWORD.EXE	
noacsc-s1\HP LaserJet 4000 INFOhio	Y
\Program Files\Microsoft Office\OFFICE:	
	crosoft Office\OFFICE11\WINWORD.EXE

MAC final setup view:

$\Theta \cap \Theta$	Print Setup	
Application to dump screen:	plications/Microsoft Office X/Microsoft Wor	*
 Print to a printer Print to an application 	/Applications/Microsoft Office X/Microsoft '	*