## Printing a page

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There are three ways to invoke the command of printing the current page in the window:

□ Click the Print Button ", on one of the above tool bars.

□ Choose the "File>Print" menu.

□ Simply press CTRL+P (on Windows and Linux) or APPLE+P (on Mac OS X).

The Printer Dialog will show up. For example, on Windows 2000, the following dialog will appear:

Print				
	Printer —			
	<u>N</u> ame:	\\CRACKER\80 Thoreau 16/6	600 PS	
	Status:	Ready		
	Туре:	Apple LaserWriter 16/600 PS		
	Where:	4.19.234.22:BELLOW		
	Comment:		🥅 Print to file	
	– Print range		Copies	
	• <u>A</u> II		Number of <u>c</u> opies: 1	
	C Pages	from: 1 to: 1		
	C <u>S</u> electi	on	1 2 3 3	
			OK Cancel	

[This is a screenshot.]

Choose the print range and number of copies. Click OK.

## **Printing settings**

The sizes of font, images and embeeded components on a page will be different on a piece of paper than on the computer screen. They have to be properly rescaled to fit the paper size before printing. The scaling factors for different types of elements may be different. You can adjust them from the "Printing" tab of the "Preferences" Dialog, as is shown in the following image:

🐝 Preferences				
General Connection Recorder Printing Cache				
Scale characters:	0.75			
Scale images:	0.75			
Scale embedded components:	0.75			
Scale paragraph indents:	0.25			
The sizes of text, images and components on a page will be differently on a piece of paper than on a computer screen. Therefore, they have to be rescaled to fit the size of paper before printing. The scaling factors for different types of elements may be different. You may change them from the above fields.				
	OK Close			

[This is a screenshot.]

Note: You may find that the printed images on the paper are somehow blurred. This is caused by problems in the current scaling method.

## Page format settings