

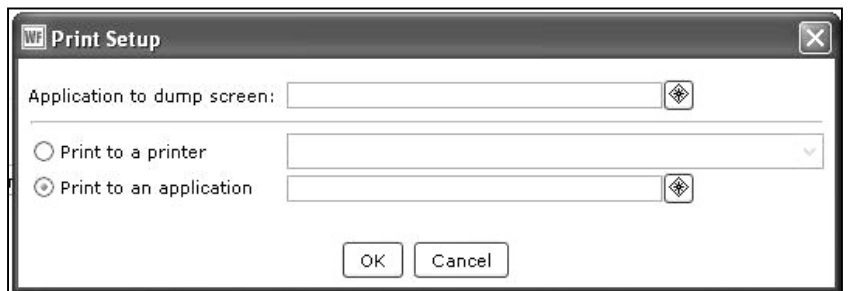
## Printing from Workflows

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.

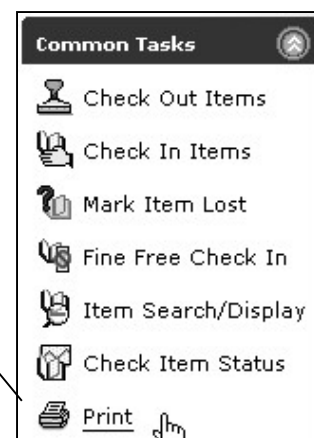
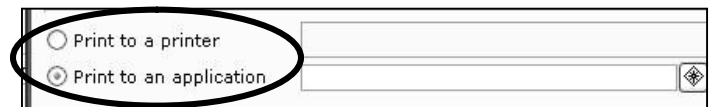


The **Print Setup** window will display.

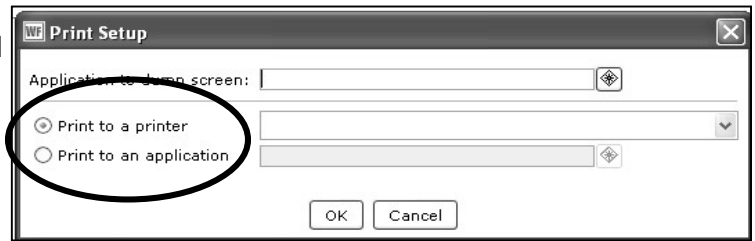


### Using the Print Wizard Function

**Print to a printer** and **Print to an application**: These settings will come into effect when you click the **Print Wizard** from the **Common Tasks** Wizard Group. *Note: the Print Wizard may not be active for all functions.*

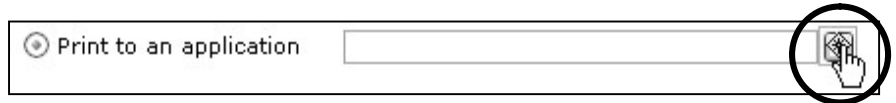


**Print to a printer:** If you've chosen the *Print to a printer* option, when you click the *Print Wizard*, the information from the active wizard will automatically print out on your printer – ***you will not have the opportunity to view or edit your document.*** Complete the "Print to a printer" field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



**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.***

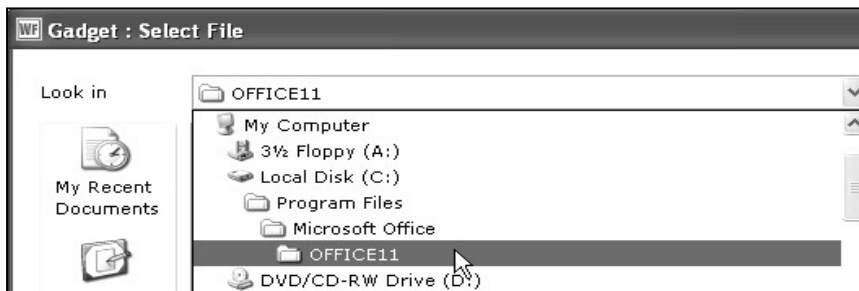
Where available, use the gadget to enter your information.



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

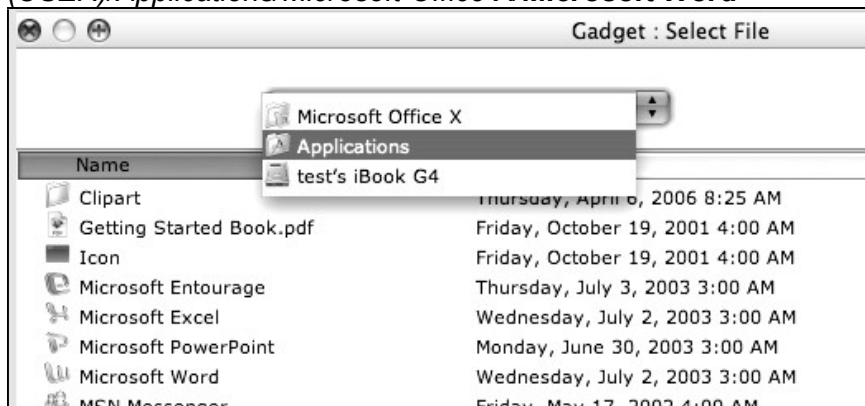
On a **PC** this application is typically located here:

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



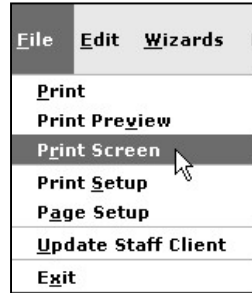
On a **MAC** this application is typically located here:

*(USER)/Applications/Microsoft Office X/Microsoft Word*

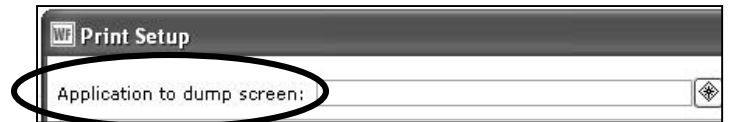


### Using the Print Screen Function

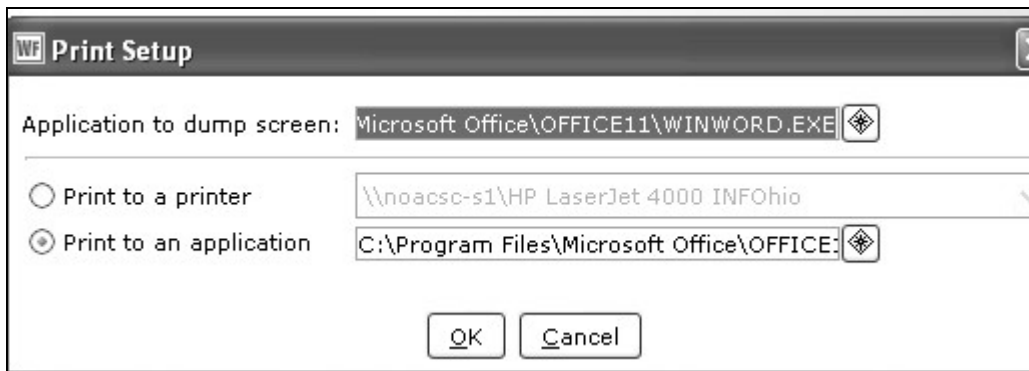
For cases when the *Print Wizard* is not available, you may use the *Print Screen* option from the *File* Menu.



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.).



PC final setup view:



MAC final setup view:

