

CHAPTER
13

LOOKUP: UTILITIES

cur • ric • u • lum (ke-rik'ye-lem)

n.pl. **cur • ric • u • la** (-le) or **cur • ric • u • lums**

1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.

[Latin, *course*, from *currere*, *to run*.]

A. Lookup: Utilities

Printer Selection

Use and Function: To direct output to the screen, a file, or specified printer.

Note: The information given in this chapter is also valid for the <SELECT PRINTER> function key that you see at the bottom of the screen when under the Lookup/Reports Menu.

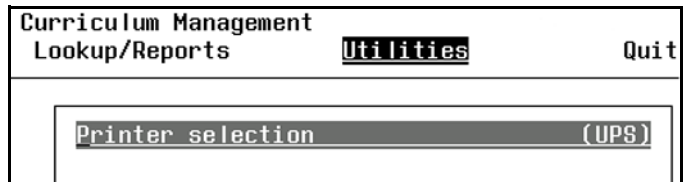
Let's assume that when you choose to print, you want all output to go to a specified printer. The steps below illustrate how to do this:

Exercise A-1: Specify a Printer for Output

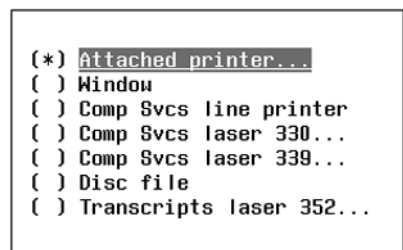
Step

Illustration

1. Choose Utilities> Printer Selection. You can also type in 'UPS' and then press <ENTER> as a shortcut.



2. <TAB> to the 'attached printer' field and press <ENTER>. An asterisk will appear indicating that this option has been selected.



3. Press the <ACCEPT> function key to process your selection.

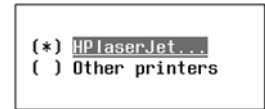
Accept

Exercise A–1: Specify a Printer for Output

Step

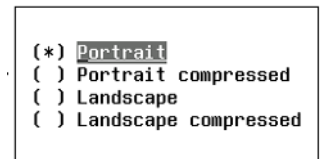
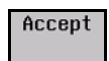
Illustration

4. An submenu appears where you can indicate a 'HP Laserjet Printer' for output or 'other printers'. In this example, we chose to print to the HP Laserjet Printer. Use the <TAB> key to highlight that field and press <ENTER> to move the asterisk.



Note: If you are using a Macintosh, always select 'Other printers', even if your printer is a laserjet.

5. Press the <ACCEPT> function key to process your selection.
6. Lastly, choose the page setup for the printer. We chose 'Portrait' for this example.



Note:

If you choose a printer and you get an informational message like the one below, you have chosen a printer that which you may not access. Not all printers shown in Step Two are available to all users.

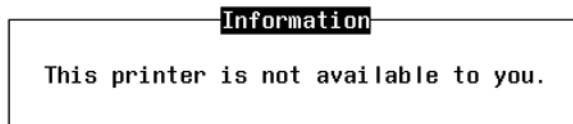


Figure 13.2 "This printer is not available to you."

The Utilities Menu is not the only place to select a printer. The introductory screen of the curriculum program has a <SELECT PRINTER> function key at the bottom of the screen. By pressing this key you will also be prompted with the same message boxes as seen in Exercise A-1.

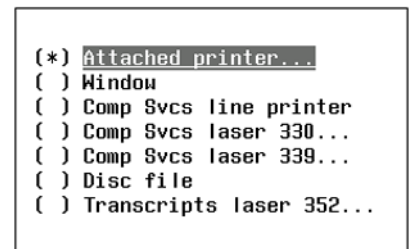
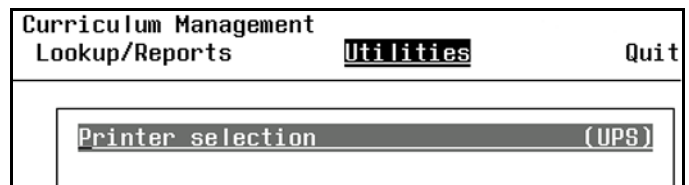
Below is another method of printing: Printing to a File. After you complete the steps below, when you choose to print, a file will be created with the filename you chose in step 6.

Exercise B-2: Printing to a File

Step

1. Choose Utilities> Printer Selection. You can also type in 'UPS' and then press <ENTER> as a shortcut.
2. <TAB> to the 'attached printer' field and press <ENTER>. An asterisk will appear indicating that this option has been selected.
3. Press the <ACCEPT> function key to process your selection.

Illustration



Accept

Exercise B–2: Printing to a File

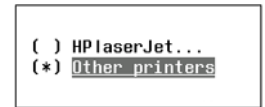
Step

- An submenu appears where you can indicate a 'HP Laserjet Printer' for output or 'other printers'. In this example, we chose to print to the 'Other printers'. Use the <TAB> key to highlight that field and press <ENTER> to move the asterisk.

Note: When printing to a file, you must pick 'Other printers'.

- Press the <ACCEPT> function key to process your selection.
- In Reflections, choose: File > Print Setup. Check the 'Print to File' checkbox and give the file a name. Press the <OK> button.

Illustration



Accept

