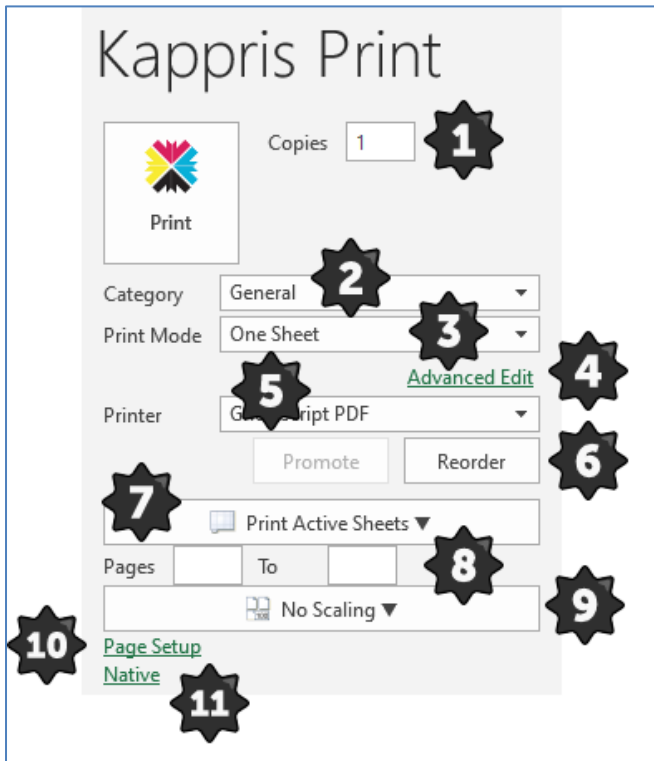




# Kappris Print for Microsoft EXCEL

## Kappris Print

CTRL+P or File > Print



|           |   |
|-----------|---|
| <b>1</b>  | Specified in Print Mode. <i>See Print Mode [3].</i>   |
| <b>2</b>  | If there are a lot of Print Modes, they may be divided into generic <b>Categories</b> .   |
| <b>3</b>  | Drop down list. <i>See Print Mode [3].</i>  |
| <b>4</b>  | Ad-hoc changes to Imprint defaults <b>for this print job only</b> . <i>See Advanced Edit [4].</i>   |
| <b>5</b>  | Automatically selected. First printer in your list of printers <b>capable of meeting all the criteria</b> . <i>See No Suitable Printer &amp; Printer [5].</i> |
| <b>6</b>  | <b>Promote</b> a printer or <b>Reorder</b> the list to suit you. <i>See Promote or Reorder [6].</i>   |
| <b>7</b>  | Page(s) to be printed. <i>See Print Active Sheets [7].</i>  |
| <b>8</b>  | Specific pages. <i>See Print Active Sheets [7].</i>   |
| <b>9</b>  | <i>See Scaling [9].</i>   |
| <b>10</b> | Displays Page Setup. <i>See Page Setup [10].</i>  |
| <b>11</b> | <b>Native Print</b> . <i>See Native Print [11].</i>   |



## Print Mode

The organisation's print requests may initially be divided into broad, generic, **Categories**. Within each category there will be multiple **Print Modes**. *Note: The same Print Mode may appear under multiple categories.*

The **Print Mode** is key and given a meaningful name to describe the **entire print job**, (regardless of how many **Imprints**, or separate print requests, are involved).

The Imprint (*see Imprints below*) determines number of copies, paper type(s), watermarks, special finishing, etc.

Please contact your Administrator if you find the Print Modes and/or Imprints do not meet your requirements.

## Imprints

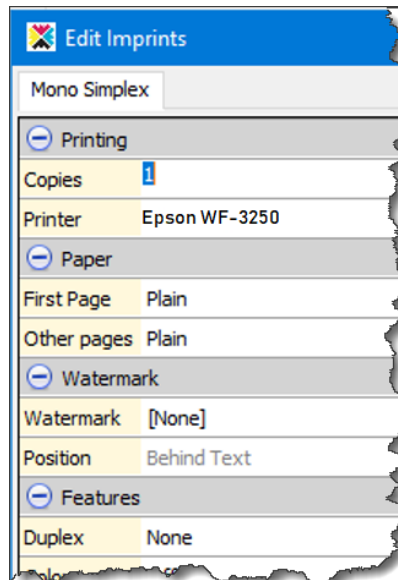
An **Imprint** represents a single print request, has a meaningful name and is pre-configured to include number of copies; type of paper; watermark (if any); features such as duplex, colour; finishing such as hole punch, stapling etc.



For full description of Imprint features <CLICK> **Advanced Edit**. *See Advanced Edit [4].*



## Advanced Edit



You may edit the individual features of the pre-configured Imprint on an ad hoc basis. **NB! will only affect this print run.**

*See also Paper below.*

## Paper

Corresponds to the paper types physically present in the printer trays e.g. Bill, Plain, A3, etc.

Kappris Print is highly customisable. As an end user you have an important role in identifying errors and omissions and feeding them back to the Administrator.

## 5 Printer

A drop-down list contains all the printers to which you have access. The printer displayed is the first in that list **capable of meeting all the current print mode criteria** (e.g. Plain, Duplex, Colour etc).

See also [Promote or Reorder Printers \[6\]](#) & [No Suitable Printer](#).

## 6 Promote or Reorder Printers

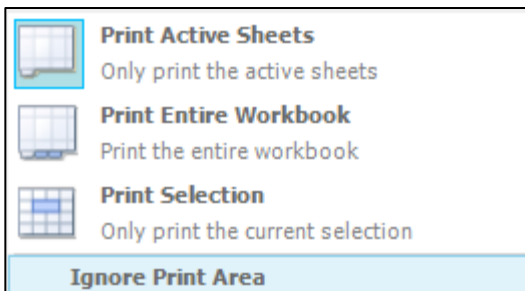
There may be a more convenient printer equally capable of meeting the criteria, but which appears further down the list. If you would like *that* printer to be at the top of your priority list in future, select it from the list and <CLICK> **Promote**.



You have the option to **Reorder** the printers in your list. <CLICK> on Reorder.

Select a printer and use the Move Up or Move Down buttons. Finish with OK.

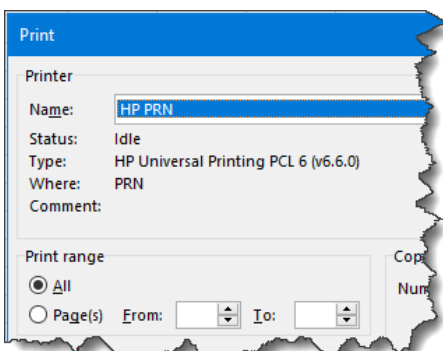
## 7 Print Active Sheets



These are your options when it comes to printing the worksheet(s). If your worksheet is large, it may be spread across multiple pages. You can specify a start and end page for printing:

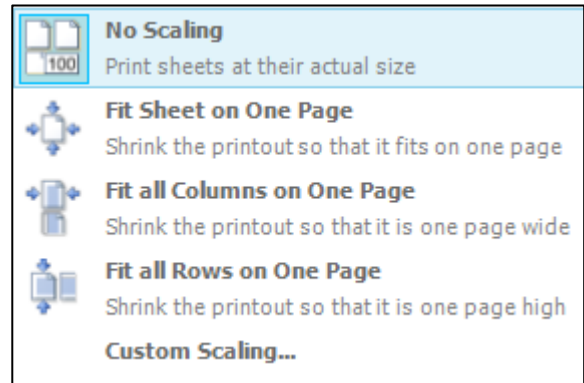
Pages  To

## 11 Native Print Menu



You can elect to by-pass Kappris entirely and complete the Native Print Menu.

## 9 Scaling

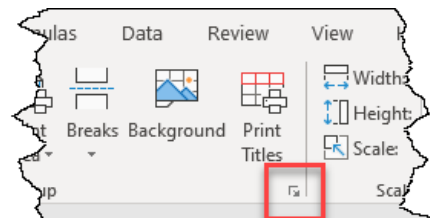
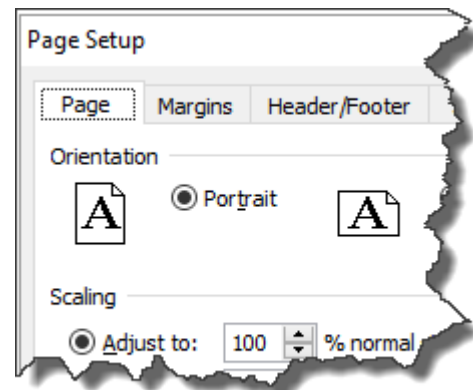


EXCEL will reduce the font size in order to accommodate all the columns (**Fit all Columns on One Page**) or rows (**Fit all Rows on One Page**).

If you choose **Fit Sheet on One Page**, it will attempt to accommodate all the rows **and** all the columns.

Alternatively, you can opt for **Custom Scaling** which will display the Page Setup menu. See [Page Setup \[10\]](#).

## 10 Page Setup



Displays same dialog box as Page Layout > Page Setup > Dialog Launcher.

## No Suitable Printer



Alerts you to the fact there is no printer in your list physically capable of producing the chosen **Print Mode** (e.g. Duplex or Hole Punch).