



Kappris Print for Microsoft Outlook

Kappris Print

CTRL+P or File > Print

The screenshot shows the Kappris Print dialog box with the following elements and callouts:

- 1**: Copies field (set to 1)
- 2**: Print Mode dropdown (set to Mono Duplex)
- 3**: Advanced Edit link
- 4**: Printer dropdown (set to Ghostscript PDF)
- 5**: Promote and Reorder buttons
- 6**: Print selected parts dropdown
- 7**: Print parts field (set to 1 of 1 Parts)
- 8**: Email Content section (Printable Item Selection)
- 9**: Items only dropdown
- 10**: Attachments use different print mode checkbox (checked)
- 11**: Print Mode dropdown (set to Mono Simplex)

No Suitable Printer Found

The screenshot shows the Kappris Print dialog box with the Printer dropdown menu open, displaying "NO SUITABLE PRINTER FOUND". The Print Mode is set to Mono Booklet.

NB! The Kappris icon will lose its colour

This alerts you to the fact there is no printer in your list physically capable of producing the chosen **Print Mode** (e.g. Booklet).

Kappris Print

1	Copies. Determined by Imprint . <i>See Imprint and Advanced Edit [3].</i>
2	Drop down list of Print Modes . <i>See Print Mode [2].</i>
3	Ad-hoc changes to Imprint for this print job only. <i>See Imprint and Advanced Edit [3].</i>
4	Automatically selected based on the first printer in your list of printers capable of meeting all the criteria . <i>See Printer [4].</i>
5	You can Promote a printer or Reorder to suit. <i>See Promote or Reorder Printers [5].</i>
6	Print Parts . Choice of printing entire conversation; only most recent message(s); or a selection. <i>See Print Parts [6].</i>
7	You can opt for each email on a separate page and/or print emails in reverse (chronological order).
8	Printable Item Selection . Tally of Items and Attachment(s). <i>See Printable Item Selection [8].</i>
9	Print Items and/or Attachments . <i>See Printable Item Selection [8].</i>
10	Optional. <i>See Attachment Print Mode [10].</i>
11	To by-pass Kappris entirely and display the Native Print menu. <i>See Native Print [11].</i>

2 Print Mode

The **Print Mode** is key and has a meaningful name. Associated with the Print Mode are one or more **Imprints** (see below).

Imprint

An **Imprint** represents a single print request. An imprint has a meaningful name and is pre-configured to include number of copies; type of paper; watermark (if any); features such as duplex or colour; finishing such as hole punch, booklet printing etc. To see these features <CLICK> on **Advanced Edit**.

3 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. Blue, Plain, A3, etc.

4 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 [5].*

5 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.

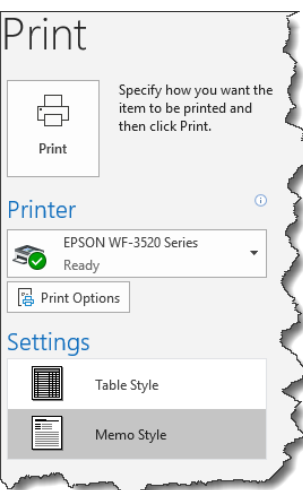
Select a printer and use the Move Up or Move Down buttons. Finish with OK.

10 Attachment Print Mode

You can choose a different print mode for the attachments. This may result in a different printer being selected.

See also Print Mode [2] and No Suitable Printer Found.

11 Native Print



You can elect to bypass Kappris entirely and complete the Native Outlook Print Menu.

Definition of a Conversation

A conversation includes all messages in the same thread with the same subject line. Each time a recipient <CLICKS> Reply, Reply All or Forward they are contributing a Part to the Conversation.

6 Print Parts

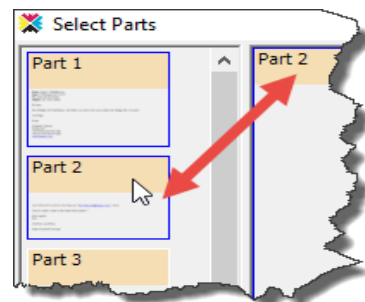
When it comes to printing these are your options:

- **Include all parts** (the whole conversation).



Given Part 1 is the most recent message you might want to opt to print the parts in reverse (chronological) order.

- Print selected parts e.g. 1-2, or 3,5-7
- **Select parts to print.** You will be offered thumbnails of all the Parts and a preview of the Part your mouse pointer is currently on (see right).



<CLICK> on first and Shift <CLICK> on last Part to select *contiguous* Parts. CTRL+<CLICK> to select each individual, *non-contiguous*, Part.

- **Page Range** e.g. 2-4 (pages 2 through 4); 2- (page 2 to end of email); 2 (only page 2).

8 Printable Item Selection

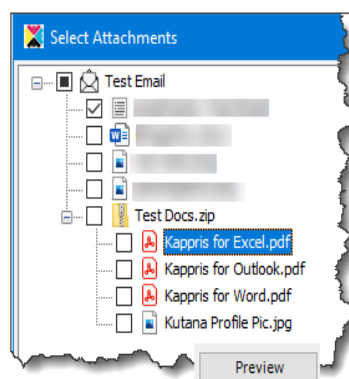
A tally of items, unrestricted and restricted attachments is displayed.

Restricted file types are determined by your Administrator but may include .jpg and .txt. You are not prevented from printing restricted items, just required to view the list and consciously select those you want.

Sometimes logos (for example) come adrift from the body of the email during multiple transmissions between disparate email systems and appear as separate (and arguably unwanted) attachments which could be safely ignored.

You can elect to print All Items (default); All Items plus all (unrestricted) attachments; only (unrestricted) attachments; or your own selection (including restricted, if required).

To help you decide, you can **Preview** any of the files – with the **exception** of EXCEL workbooks – even though they may be zipped.



A **zip** file will be automatically unzipped and printed.

A DMS **NRL link** to a document on the system can be followed and printed.