Kappris Print for Microsoft WORD

Kappris Print | CTRL+P *or* File ➤ Print

Kappris Print
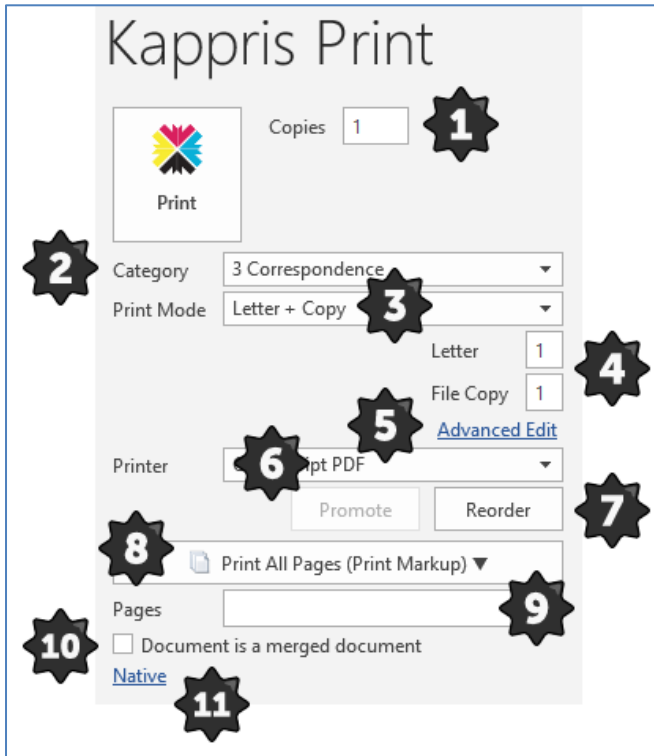
1	Specified in Print Mode (exception see Letter + Copy). *See Print Mode* [3].
2	Drop down list. *See Category* [2].
3	Drop down list. *See Print Mode* [3].
4	Example of Print Mode offering choice of copies on the fly. *See Imprints.*
5	Advanced Edit. Ad-hoc changes to Imprint defaults **for this print job** *only.*
6	Automatically selected. First printer in your list of printers **capable of meeting all the criteria**. *See No Suitable Printer & Printer* [6].
7	**Promote** a printer or **Reorder** the list to suit you. *See Promote or Reorder* [7].
8	Page(s) to be printed. *See Print Pages* [8].
9	Specific pages. *See Print Pages* [8].
10	Specific to **Merge**. *See Merge Printing* [10].
11	**Native Print**. *See Native Print* [11].

2 Category

All the organisation's print requests are initially divided into broad, generic, **Categories**. Within each category there will be multiple Print Modes. *See Print Mode* [3].

3 Print Mode

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.

Category	Correspondence
Print Mode	New Client Letter
2 x Letter	1st = Letterhead Other = Plain
1 x File Copy	1st = Plain Other = Plain

Category	Correspondence
Print Mode	Memo
2 x File Copy	1st = Plain Other = Plain
Duplex	
Hole Punch	

Category	Correspondence
Print Mode	Conveyancing Charges
1 x Letter	1st = Letterhead Other = Plain
1 x File Copy	1st = Plain Other = Plain

Note: The same Print Mode may appear under multiple categories.

5 Advanced Edit

You may edit the individual features of the pre-configured Imprint on an ad hoc basis **for this print run (only)**. *See also Paper below.*

Paper

Paper corresponds to the types physically present in the printer trays e.g. Letterhead, Continuation, Plain, A3, etc.

No Suitable Printer

Printer	NO SUITABLE PRINTER FOUND ▾

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

Imprints

Category = Correspondence
Print Mode = New Client Letter
Imprint = Letter
Imprint = File Copy

Each **Imprint** is pre-configured to include number of copies; type of paper (for 1st sheet and remainder); watermark (if any); features such as duplex, colour; finishing such as hole punch, booklet printing etc.

*For full description of Imprint features <CLICK> **Advanced Edit**. See Advanced Edit [5].*

6 Printer

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

7 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 re-order the printers in your list. <CLICK> on **Reorder**.
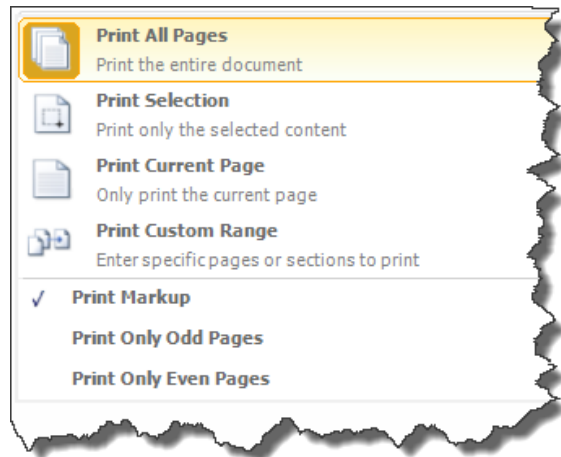
Select a printer and use the Move Up or Move Down buttons. Finish with OK.

10 Merge Printing

Select **only** when Merge Printing. Kappris handles the print requirements unique to merge such as repeating the Imprint (Letter + File Copy) at each section break in the document to create separate letters.

8 Print Pages

These are your options when it comes to printing the document. **Note** Print Markup (redlining) is set by default – however you can toggle it off.

Print Custom Range

Enter the page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5-12.

To specify a range of pages within a section, type **p#s#** *e.g.* p1s2, p1s3-p8s3. To print an entire section, type **s#** *e.g.* s3.

Alternatively, simply enter the page(s) or range(s) in the field below (and the field above will automatically change to read Print Custom Range).

11 Native Print

You can elect to by-pass Kappris entirely and use the Native Print Menu: