

Printing

SUMMARY

Printing from the system is achieved by clicking on the **Print** button or right-clicking and selecting **Print**. You can choose to print anything from a single page to an entire cabinet, depending on what you have selected when you click Print – note that if you try to print lots of pages/files/folders in a single action, this can take considerable time to compile.

MORE INFORMATION

The Print feature prints out the preview image that is displayed on screen, using your web browser's printing functionality. Many browsers, including Internet Explorer, add a header and footer to each printed page by default – you can remove these by changing your browser's print setup – you may also want to clear the margins to get a fuller page printout.

If the quality of the printout is insufficient, or the file is of a format that can not be displayed, you will need to download or email yourself the original file out of the system, and open the file up on your PC to print it from there.

Last Modified By: II Customer Services, 4th August 2009

<http://www.instantintelligence.com/knowledgebase/KnowledgebaseArticle50001.aspx>

9th September 2010