

Deltek Costpoint 8.1 Setting Up Printers Quick Reference Card

Print Options

The Print Options dialog box provides you with various options for printing reports, documents, or Costpoint data. You can create a hard copy via a system or local printer, save as a file, archive, or email the report or document.

Delivery Options

Use this group box to select the delivery option for your report.

- **System Printer:** Select this check box to send the report to a printer attached to your local network.
- **Print to File:** Select this check box to print your report as a file in Costpoint.
- **Download:** Select this check box to save your report as a file on your computer.
- **Email:** Select this check box to email the report, which is included as a file attachment.
- **Archive:** Select this check box to archive your report for a specific period of time.
- **Local Printer:** Select this check box to send your report to a printer directly connected to your computer.

Document Locale

Use the **Locale** drop-down list box to select your report locale. The locale determines how report data is formatted in terms of language, numbers, and date/time preferences.

Tabs

See the next page for more details on the tabs.

Use the **Parameter ID** and **Description** fields to create a new or retrieve a previously saved parameter ID. After you have saved a parameter ID and its related parameters, you can retrieve them using **Query**.

Select the **Submit Batch Job** check box to submit your report as a batch job to the process server. This check box is unavailable when you select **Download** or **Local Printer** as your delivery option.

The screenshot shows the 'Print Options' dialog box with the following sections and fields:

- Parameter ID** and **Description** text boxes at the top.
- Delivery Options** section with checkboxes: ☐ System Printer, ☐ Print to File, ☒ Download, ☐ Email, ☐ Archive, ☐ Local Printer.
- Queueing** section with checkbox: ☐ Submit Batch Job.
- Document Locale** section with a dropdown menu showing 'As Generated'.
- Pages** section with checkboxes: ☒ All, ☒ Print Cover Page. A text box next to 'Print Cover Page' says '(Enter page numbers and ranges separated by comma(s), e.g.:1,4,10-15)'. There is also a 'Pages' label and a text box.
- Tabs** at the bottom: System Printer (selected), File Options, Email, Archive.
- Printer** section with fields: Printer Name, Printer Type, Location.
- Advanced Options (PostScript)** section with fields: Resolution, Scale, Paper Source, Print on Both Sides, Color Printing, Number of Copies (set to 1), Collate.
- Buttons** at the bottom right: Ok, Cancel.

Callouts from the text blocks point to the following elements in the dialog:

- Parameter ID and Description fields.
- Delivery Options checkboxes.
- Queueing checkbox.
- Document Locale dropdown.
- Pages checkboxes and text box.
- System Printer tab.
- Printer fields.
- Advanced Options (PostScript) fields.
- Ok and Cancel buttons.

Pages

Use this group box to specify the range of pages in the report you want to print.

Click **Ok** to save your preferences and exit the Print Options dialog box. Click **Cancel** to exit the Print Options dialog box without saving your changes.

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Accessing Print Options

You can access the Print Options dialog box from the Global Toolbar, which can be found on almost all of the Costpoint screens.

Click this icon on the Global Toolbar to access the Print Options dialog box.



Tabs

Use the tabs on the Print Options dialog box to specify additional details on printing reports, documents, or Costpoint data.

 The screenshot shows the 'System Printer' tab selected. It contains fields for 'Printer Name' and 'Printer Location'. Below these is the 'Advanced Options (PostScript)' section with fields for 'Resolution', 'Color Printing', 'Scale', 'Paper Source', 'Number of Copies' (set to 1), 'Print on Both Sides', and 'Collate'. 'Ok' and 'Cancel' buttons are at the bottom.

System Printer Tab

If you selected the **System Printer** delivery option, use this tab to select the network printer to use and other options.

- **Printer:** Use this group box to specify the system printer to use.
- **Advanced Options:** Use this group box to specify the resolution, scale, paper source, and number of copies to print. You can also specify whether to print in color, print on both sides, or collate your printouts.

 The screenshot shows the 'File Options' tab selected. It includes a 'File Type' dropdown menu (currently set to PDF), a 'File Name' field, and an 'Alternate File Location' field. 'Ok' and 'Cancel' buttons are at the bottom.

File Options Tab

If you selected the **Print to File**, **Download**, or **Email** delivery options, use this tab to select the format of the file to create and other options.

You can save your report as an Excel, PDF, Word, or PowerPoint file.

 The screenshot shows the 'Email' tab selected. It contains fields for 'To', 'Cc', and 'Subject'. Below these is a table for 'Additional Attachments' with columns for '#', 'File Name', and 'Alternate File Location'. A 'Text' area with a checkbox is also present. 'Ok' and 'Cancel' buttons are at the bottom.

Email Tab

If you selected the **Email** delivery option, use this tab to specify options for sending your report as an email.

Use the File Options tab to select the format of the file and provide a file name.

 The screenshot shows the 'Archive' tab selected. It includes fields for 'Archive ID' and 'Description'. There are three radio button options: 'Never Delete' (selected), 'Delete When Older Than' (with a date field), and 'Delete After' (with a date field). 'Ok' and 'Cancel' buttons are at the bottom.

Archive Tab

If you selected the **Archive** delivery option, use this tab to specify options for your report for later viewing.

To print an archived report, use the Print Archived Reports screen.