

# 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** input fields.
- Delivery Options** section with checkboxes for System Printer, Print to File, Download (checked), Email, Archive, Local Printer, and a **Queueing** section with a Submit Batch Job checkbox.
- Document Locale** section with a dropdown menu set to 'As Generated'.
- Pages** section with checkboxes for All (checked) and Print Cover Page (checked), and a text field for page numbers (e.g., 1,4,10-15).
- System Printer** tab selected, showing **Printer** section with fields for Printer Name, Printer Type, and Location.
- Advanced Options (PostScript)** section with fields for Resolution, Scale, Paper Source, Print on Both Sides, Color Printing, Number of Copies (set to 1), and Collate.
- Ok** and **Cancel** buttons at the bottom right.

### 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 'System Printer' tab is selected. It contains fields for 'Printer Name' and 'Printer Location'. Below this 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 'File Options' tab is selected. It contains fields for 'File Type' (set to PDF), 'File Name', and 'Alternate File Location'. '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 'Email' tab is selected. It contains fields for 'To', 'Cc', and 'Subject'. Below is a table for 'Additional Attachments' with columns for '#', 'File Name', and 'Alternate File Location'. There is also a 'Text' field with a checkmark icon. '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 'Archive' tab is selected. It contains fields for 'Archive ID' and 'Description'. There are radio button options for 'Never Delete', '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.