

### 1. Introduction

With this option you will be able to change the settings per document, like on which printer the document should be printed or the left or top margins of the document.

### 2. Overview settings

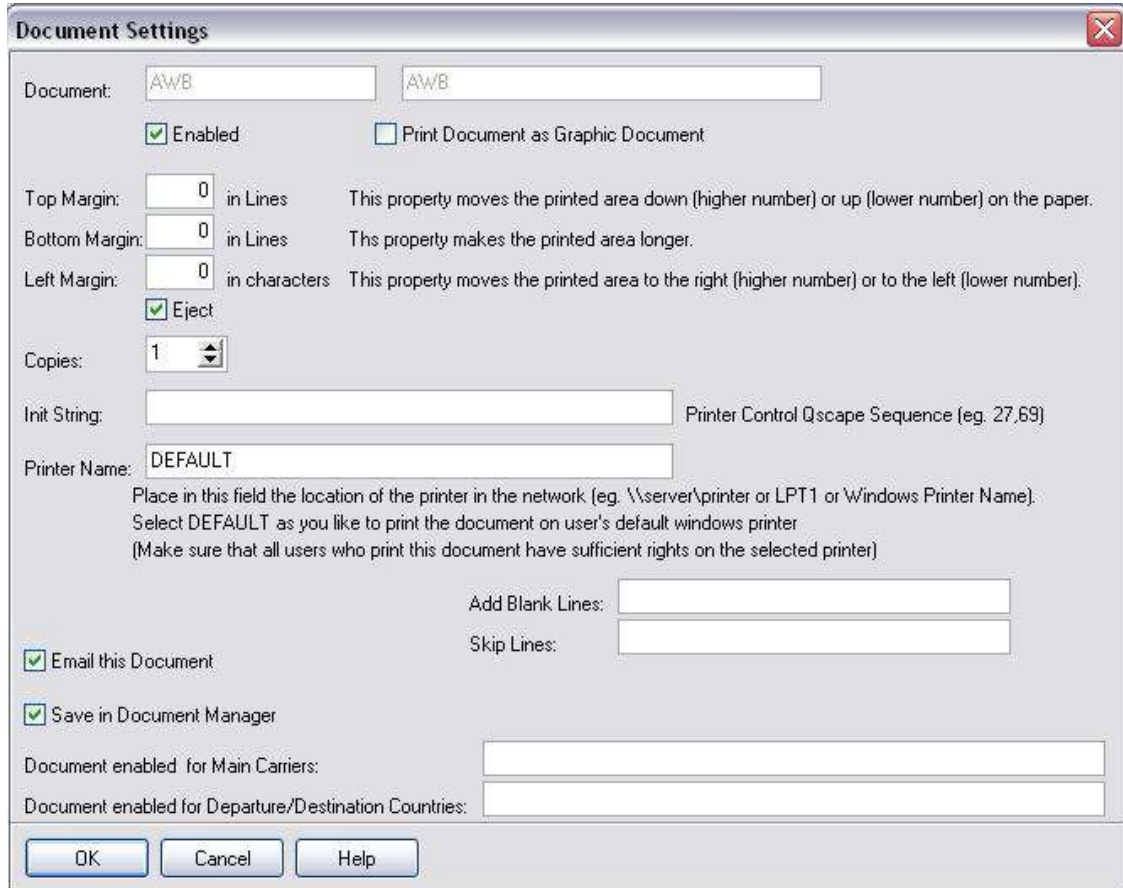
Go to: System > Document Settings

The following screen appears:



Select the required document and press adjust to change the settings for the document.

The following screens pops up:



**Enabled:**

Tick this option if you need this document, if you do not need this document un-tick this option.

**Print Document as a Graphic Document:**

Enable this option when you want to print the document in a graphic windows way and not as standard ASCII text. Some printers (DeskJet and laser) can not handle standard ASCII text. In this case not comes out of the printer and you do not get an error message. If so enable this option.

**Warning:** This option slows down the printing speed on matrix printers. This should never be used on a matrix printer.

Top Margin:

Top Margin is the number of blank lines printed on top of the document. Increasing this number lowers the document on the print-out. Decreasing this number moves the document up on the print-out. – *Values below 0 are not possible* -

Bottom Margin:

This number represents the number of blank lines printed after the document. This option can be useful when you can not set the paper length on your printer correctly. Otherwise leave to 0. – *Values below 0 are not possible* -

Left Margin:

With the left margin you can move to document to the right or left on the print-out. Increasing this number moves the document to the right. Decreasing moves the document to the left. – *Values below 0 are not possible* -

Eject:

When a form feed is needed, tick this option. A form feed is a command for the printer. Feed the printer to next page.

Copies:

The number of copies printed of this document.

Init String:

Some printers require an extra init string before starting to print the document. See your printer documentation for instructions. The init string is entered using decimal numbers separated by commas. Example: 27,69

Printer Name:

Enter or select the printer where this document should be printed on. When using a network printer and you have to enter the printer location use the following notation. \\computer\printername. You can also enter the name of the printer as it is installed on the workstation, for example HP500). When you enter the name of the printer, the name must be the same on all the workstations which need to print this document.

*Examples:* when you enter a printer name: LPT1, LPT2, \\andre\hp

*Examples:* when you select a printer name: HP LaserJet 2100

Preview before print:

Tick this option if you want to display the document on the screen first before printing.

*This option is not applicable for every document.*

Show Printer Dialog:

Tick this option if you want to display the printer dialog screen first before printing. This enables you to change the printer or paper bin before printing.  
*This option is not applicable for every document.*

Output Bin:

The output bin is the bin from which the printer should take the paper. When no bin is selected the bin is set to **auto**. Which means it should take the default bin, most of the time this will be the bin with the blank paper.  
Not all mentioned bins will be available with your printer.

Add Blank Lines:

This option is only applicable for dot-matrix based documents such as CMR, AWB etc.

Enter the lines numbers after which the system must print a blank line. Separate the lines numbers with commas. Example: 22,34,42 (no spaces)  
The example means that after lines 22, 34 and 42 a extra blank line will be printed.

To see which line number to use you can turn on the line number option in System->Options. Select the line PR\_LINENRS and tick the logic option.

**Do not forget to untick the option when you are done.**

Skip Lines:

This option is only applicable for dot-matrix based documents such as CMR, AWB etc.

Enter the lines numbers of the lines the system must skip and so not print. Separate the lines numbers with commas. Example: 22,34,42 (no spaces)  
The example means that the lines 22, 34 and 42 are skipped.

To see which line number to use you can turn on the line number option in System->Options. Select the line PR\_LINENRS and tick the logic option.

**Do not forget to untick the option when you are done.**

Email this Document:

Tick this option if you want to email this document. Please notice that the email option is not available for all documents.

Fax this Document: (requires FaxSprinter)

Tick this option if you want to fax this document. Please notice that the fax is not available for all documents.

A document will **not** be emailed **and** faxed. When both options are enabled, the system will first try to email the document and when this is not possible it will try to fax it.

Save in Document Manager:

When ticked, the document will be saved into the Document Manager of the corresponding shipment.

*This option is only applicable when you have a license for the Document Manager.*

Document enabled for Carrier:

Fill in the Alfa search codes for which this document is enabled. Leave empty or enter an asterisk (\*) to enable this document for all carriers.

Separate all codes with a semi-colon (;)

To exclude a carrier, place an exclamation mark (!) in front of the carrier Alfas each code.

Examples:

\*;!KL means all carriers except KL

MP;KL means only the carriers MP and KL

Document enabled for Departure/Destination Countries:

Fill in the destination (export) or departure (import) country codes for which this document is enabled. Leave empty or enter an asterisk (\*) to enable this document for all countries.

Separate all codes with a semi-colon (;)

To exclude a country, place an exclamation mark (!) in front of the country code.

To include all countries of the European Community enter the code EU

Examples:

\*;!NL means all countries except NL (The Netherlands)

NL;BE means only the countries NL and BE