

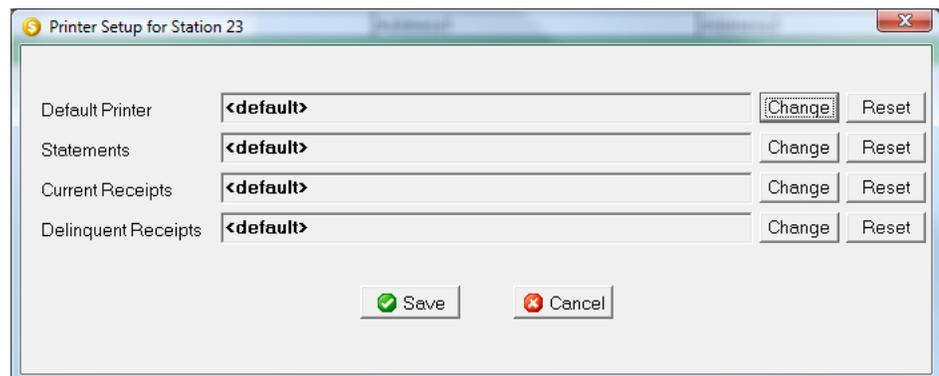
Controlling Where Documents Print

A computer with Microsoft Windows can be setup to connect to multiple printers at the same time. These printers can be viewed by going to the *Start* menu, selecting *Control Panel*, and then clicking on the *Printers* icon. At any given moment, one of those printers is designated as the *default* printer, which means that this is the printer that all print jobs will be sent to unless the user intervenes and directs it elsewhere.

The first time you run WinCollect, it will be configured to send all documents and reports to your default printer. If you change your default printer, WinCollect will automatically follow that setting with no other action required.

However, there are times that you may want to control which documents go where. It may be that you want Tax Statements to be sent to the high-speed network printer, or receipts to go to a different printer that has pre-printed receipt paper loaded.

These options can be set by going to the *File* menu and selecting *Printer Setup*. The Printer Setup window will open a screen like this:



There are four options: Statements, Current Receipts, Delinquent Receipts, and then Default Printer, which refers to everything else printed by WinCollect such as reports. When the option for a document type says <default>, that means it will print to whatever is the currently selected default printer in Windows.

To change a document type to another printer, click the Change button that is next to that document type. The Windows Print Setup window will appear. The appearance of this window will vary depending on your version of Windows, but at the top should be a drop-down list of installed printers. Simply select the printer you want and click OK. It is not necessary to set any of the other options, as the reports and documents usually set these to the appropriate values anyway. Once you click OK, the name of that printer will now appear next to the document type, and WinCollect will now send all documents of that type to that named printer, regardless of what your default printer is set to in Windows.

If you wish to change your selection to a different printer, simply click the Change button again and select the new printer. If you wish to set a document type to follow the Windows default printer, click the Reset button, and it will set the document type back to <default>.

Note that these settings are unique to your workstation, and will not effect any other users. These options provide a high degree of flexibility when it comes to printing documents from WinCollect.