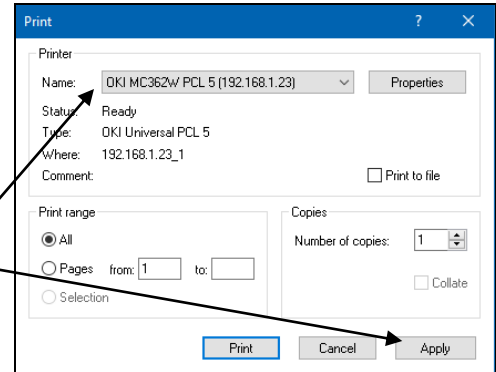# Appendix E
Format and Print Documentation

Although users can "quick print" a screen image from any mode by clicking the **Print** 🖨 toolbar button, only **Print View** 🖼 mode offers the ability to combine, compose, annotate, scale and format screen images before they are printed. Printing from **Print View** mode is addressed in this Appendix and in the following AGTEK web training resources:

> **www.agtek.com/video.html?id=387** (comprehensive functional overview video)
> **www.agtek.com/video.html?id=236** (older but adds some good additional details and functions)
> **https://bit.ly/4bFtjQE** (good detailed instructions for printing AGTEK documentation to a PDF file)
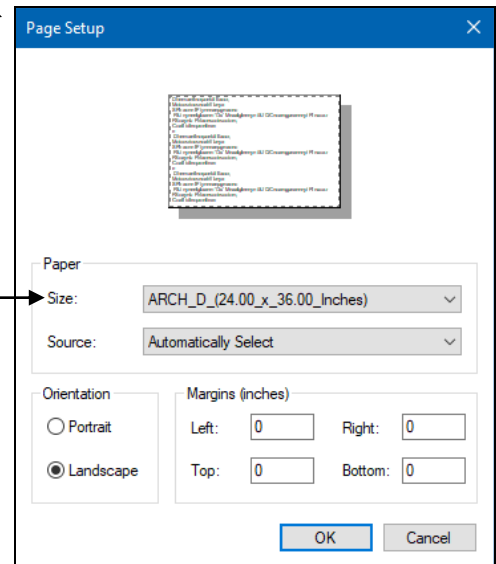> **www.agtek.com/printers.html** (AGTEK's *Printer Compatibility* web page)

Warning: To print from AGTEK's **Print View** mode with print settings different from the current Windows default settings, ***complete Steps 1 - 2 below <u>before</u> any formatting and printing*** . . .

For the best print results, it is <u>***very important***</u> that Steps 1 and 2 below are completed ***before*** sending any images to the **Print Page** (if the following printer settings are changed *after* spending time formatting a detailed **Print Page** most of the formatting will be lost). Okay, two warnings should be enough!

Step 1: To verify/change the desired printer switch to **Edit** ✏ mode and select **File > Print** from the menu. In the resulting *Print* dialog, under *Printer Name*, select the desired printer then click **Apply** to save the selection and close the dialog.

Step 2: To verify/change the selected printer's settings, select **File > Page Setup** (**File > Print Setup** in AGTEK 3D) from the menu to access the *Page Setup* dialog. Select the desired *Paper Size* (see table below) and *Orientation* (**Portrait**/**Landscape**) then click **OK** to save the settings and close the dialog.

Common Paper Sizes		
Paper Size	**Inches**	**Millimeters**
Desktop Printers		
Letter	8.5 x 11.0	216 x 279
Legal	8.5 x 14.0	216 x 356
Tabloid	11.0 x 17.0	279 x 432
Ledger	17.0 x 11.0	432 x 279
Large-Format Plotters		
ARCH D	24.0 x 36.0	610 x 914
ARCH E	36.0 x 48.0	914 x 1219

Tip: If **Windows 7 / 8 / 10 / 11** users are unable to print from AGTEK they may need to modify their Windows permissions (see *Software Installation Notes* on page 25).

Step 3: Transfer, format, and print a **Volume Report** (pages 294-295), **3D Views** (page 296), **Cut-Fill Map** (page 297-298), **Profile Views** (page 300) and span multiple printed pages (page 301). *[Also see other print options (pages 302-304) and publishing documentation to Google Earth (pages 305-307).]*

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