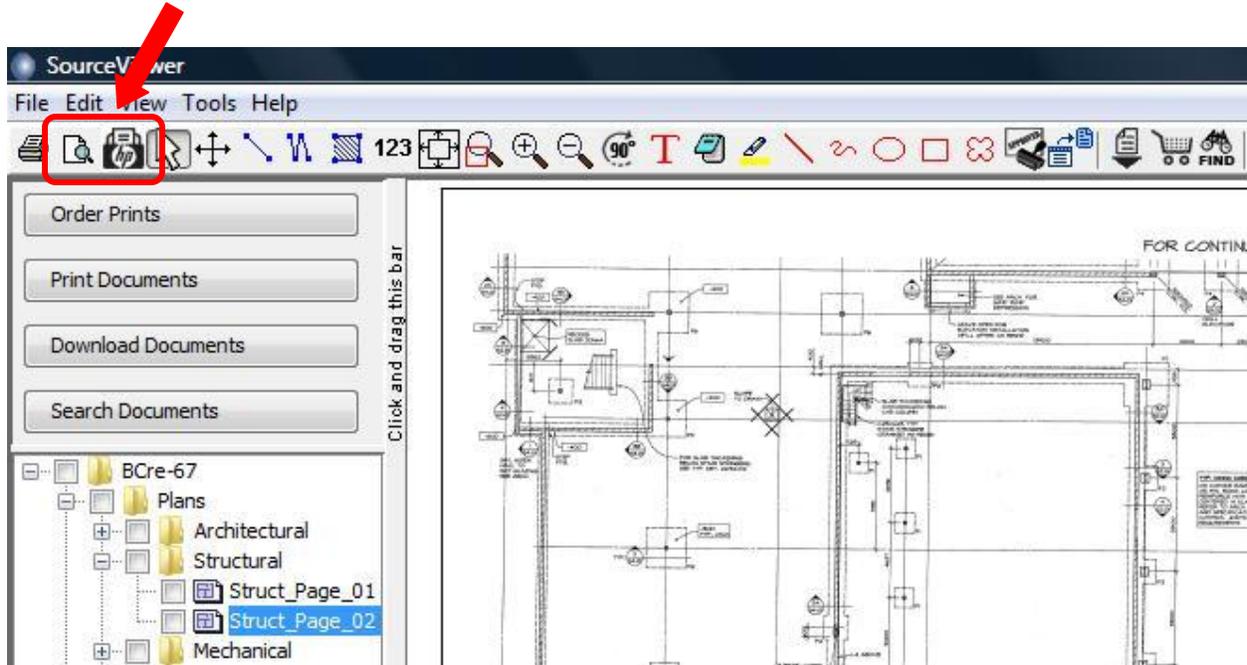


Printing to Scale

To print a drawing to scale, open the SourceViewer where there are two print options for you to work with.

Print Preview and HP Instant Print

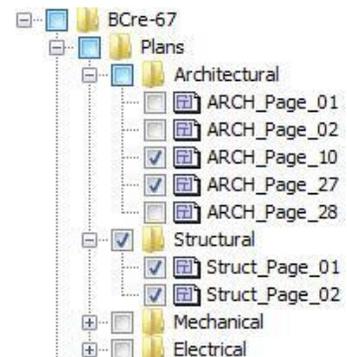


Option 1 – Batch Printing with HP Instant Print

- Like the name suggests, in order to use this print function, you must have an HP printer linked to the computer you are working from.
- Using HP Instant print, you can print multiple drawings and/or multi-page PDF documents at once.

Step 1 – Select the Documents to Print

- Using the check boxes next to the folders and documents in the document tree, select the documents you want to print.
- Clicking on the check box again will remove the check mark.



Step 2 – Install HP Instant Print

- Now that you have the documents selected, click on the HP Print icon 
- A new window will open and the HP Instant print software will start to download. You may need to authorize the program or alter your security settings to allow the software to download.

Subscription Level:

Project Information

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HP Printing

Printed TIFF files:

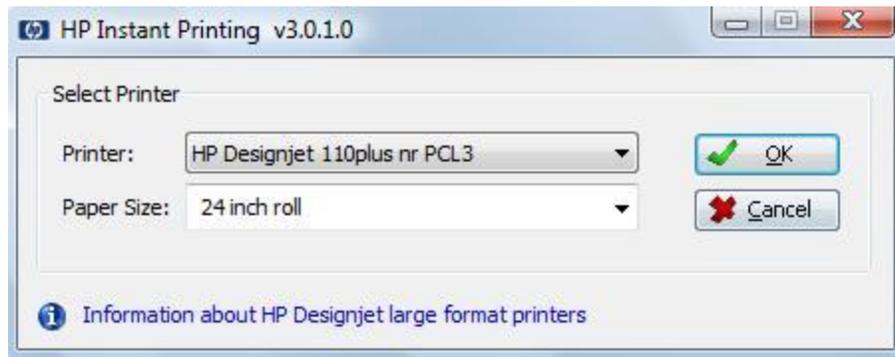
- /Plans/Architectural/ARCH_Page_01_V1.tif



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Step 3 – Select Printer

- When the install is complete, a new window will ask you to select which printer you would like to send the job to.
- Using the drop-down list, select the correct printer and page size settings and click OK.

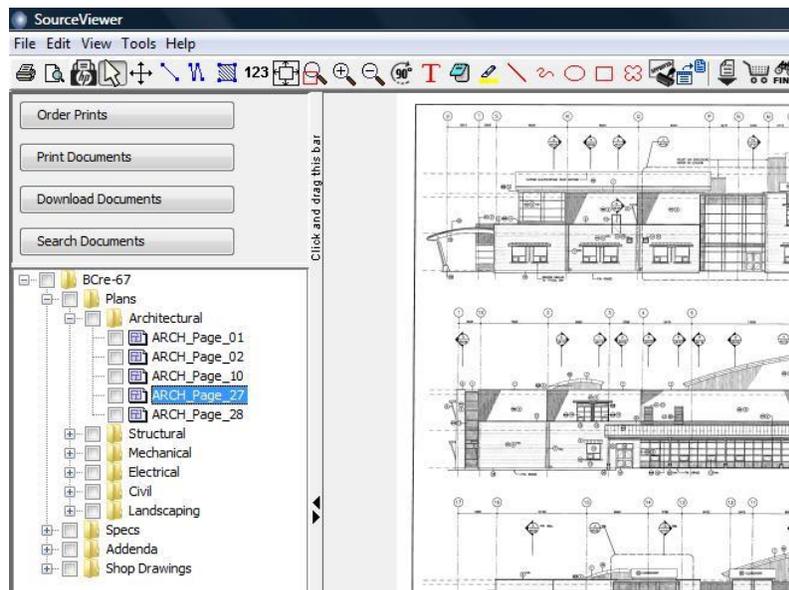


Option 2 – Standard Printing

- With the standard printing option, any brand of printer can be used.
- Only one page can be printed at a time.

Step 1 – Select the Document to Print

- Using the document tree in the SourceViewer, navigate to the document to print
- Click on the document to view it in the right hand window, this is the document that will be printed.



Step 2 – Print the Document

- With the correct document selected, click on the Print Preview icon in the toolbar. 
- Check or un-check the Print Annotations box to print the correct version of the document.
- To change the page size, orientation and margins, click on Page Setup in the preview window.
- Choose the scale and click print.

