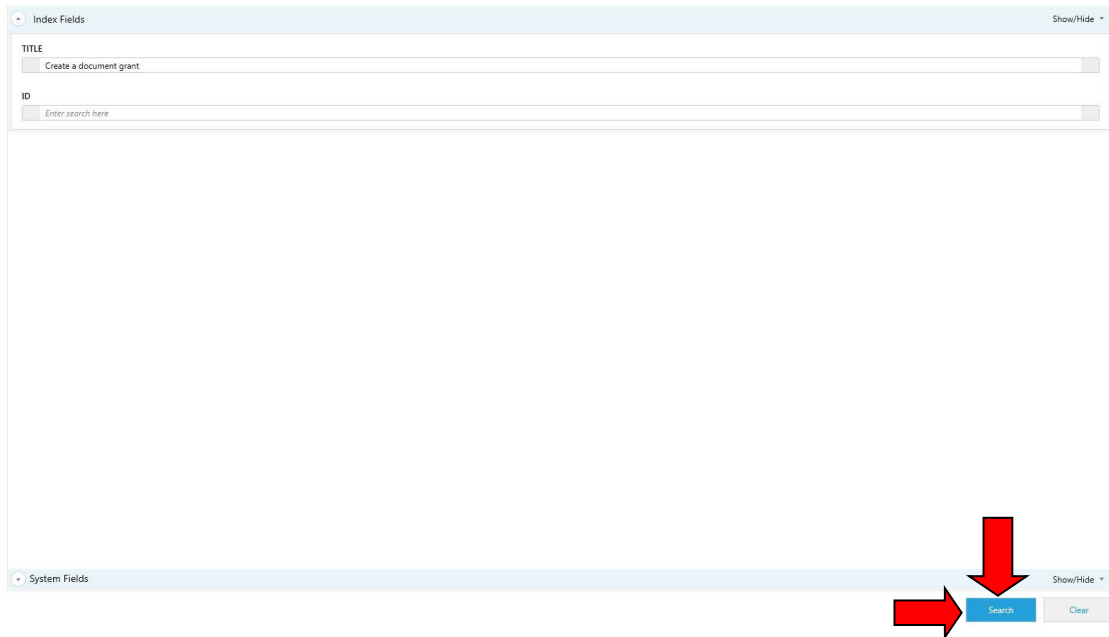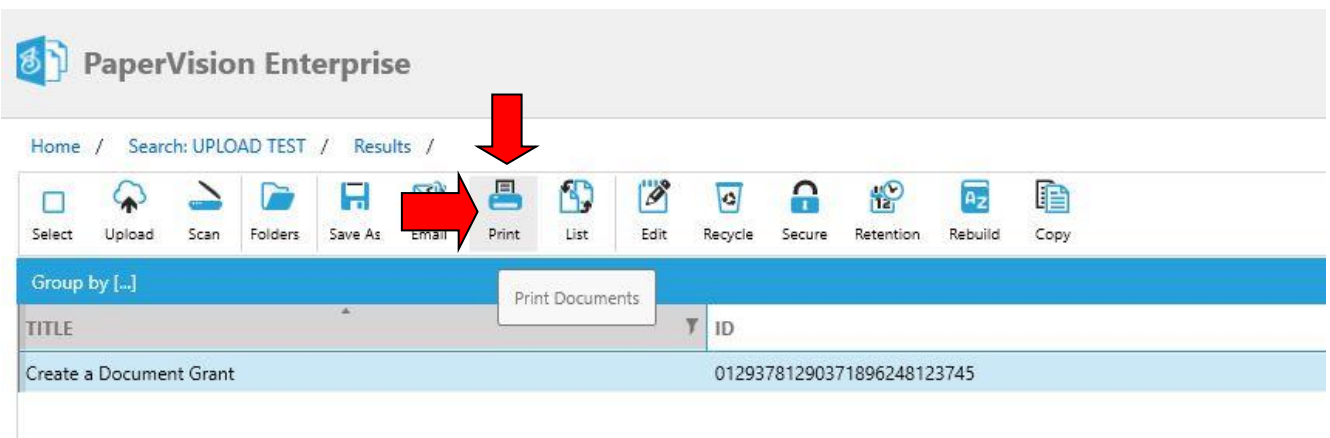# How to Print a Document from the PaperVision Client

1. Please search for the document that you would like to print and click/select the "Search" button to complete the search and pull up the results.


2. Now on the results page, you will click/select the document that you wish to save, and will click/select the "Save As" button at the top as seen below.

3. The print dialogue popup will now appear, the first thing to do will be to set the number of copies you wish to print, then select the printer that you wish to utilize.
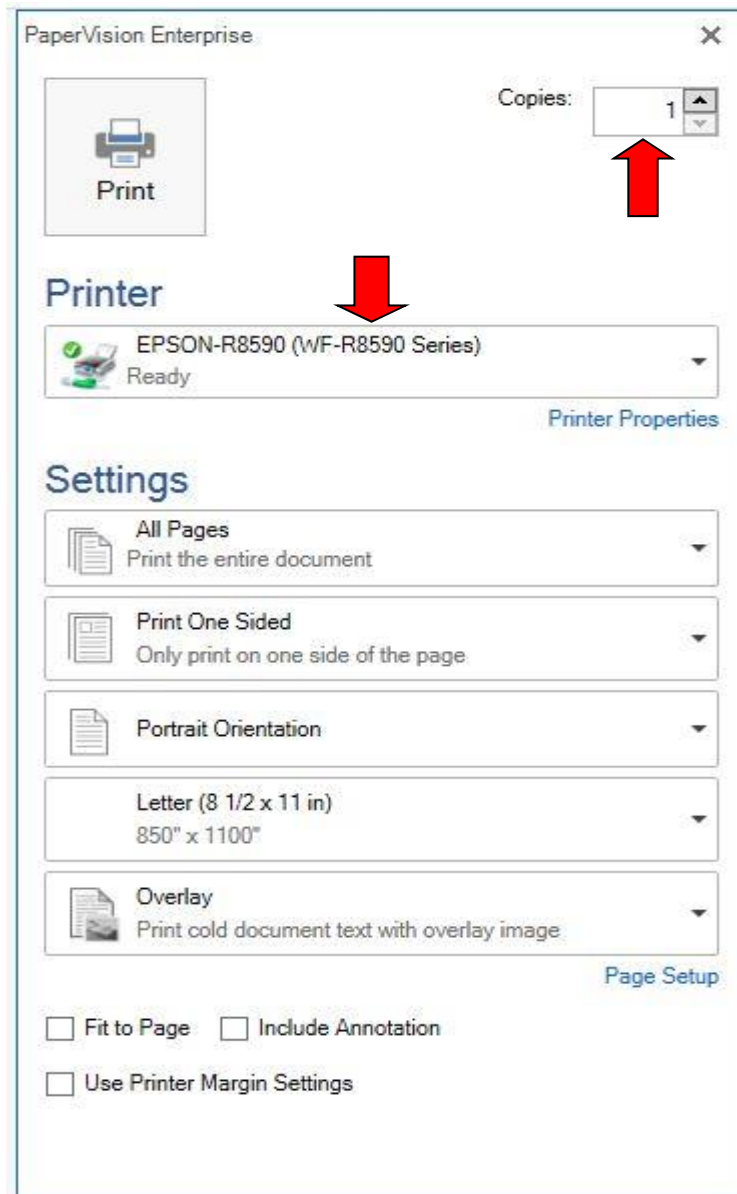

4. In the "Settings" section of the print settings, you will have options to from the 1st dropdown select the pages to print, a page range, or all the pages of the current document as seen below. "All Pages" will be the default value.
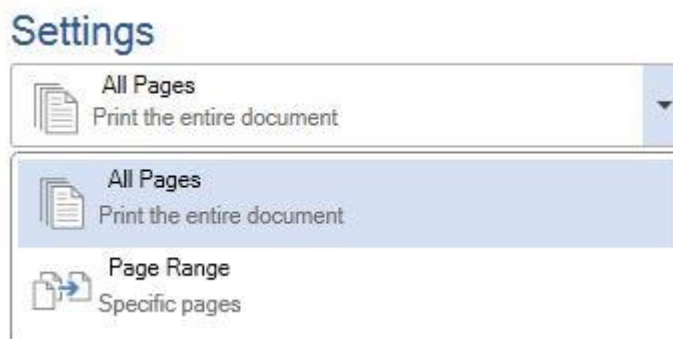
5. In the "Settings" section the 2nd dropdown will allow you to "Print One Sided", or to "Print On Both Sides" with either flip pages on long or short edge options differentiating the Both Side print options. "Print One Sided" is the default option selected.


6. The 3rd dropdown will allow you to select either "Portrait Orientation", "Landscape Orientation", or "Auto Detect Orientation". "Portrait Orientation" will be selected by default and is used for most printing.
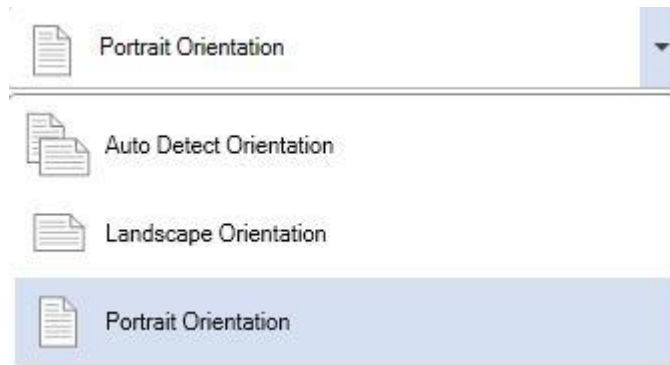

7. The 4th dropdown will have the option for you to select the size and type of paper that you would like to print the document on as seen below. The default value will be "Letter (8 ½ x 11 in)."
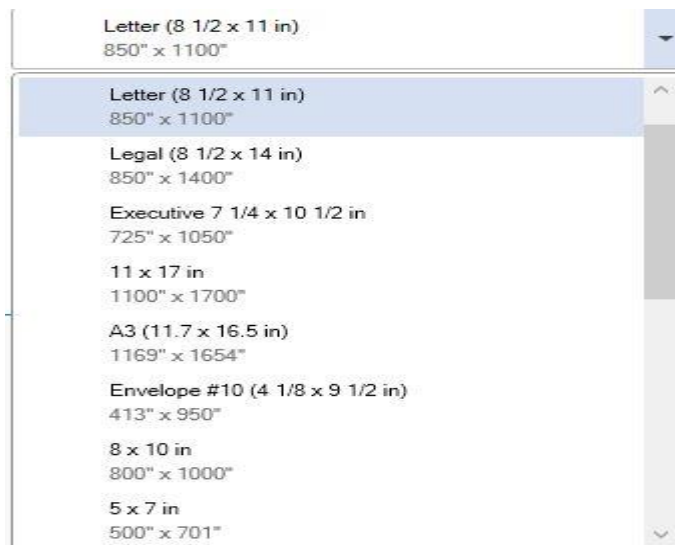
8. The 5th dropdown usually does not need to be changed, the "Overlay – Print cold document text with overlay image" only affects what are referred to as Computer Output to Laser Disk documents, which are fairly rare.
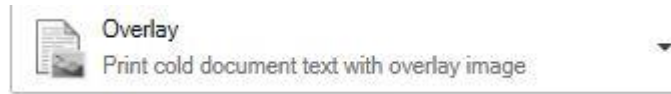
9. Below all of the dropdowns you will have 3 checkboxes, "Fit to Page", "Include Annotation", and "Use Printer Margin Settings". "Fit to Page" can be utilized to ensure that the document will fit on the paper you are printing on. "Include Annotation" will be utilized if you wish to include annotations you have put on a document when it is printed, this can be used to block out information you don't want to be seen. "Use Printer Margin Settings" can be utilized if a document is being cut off, when attempting to print.
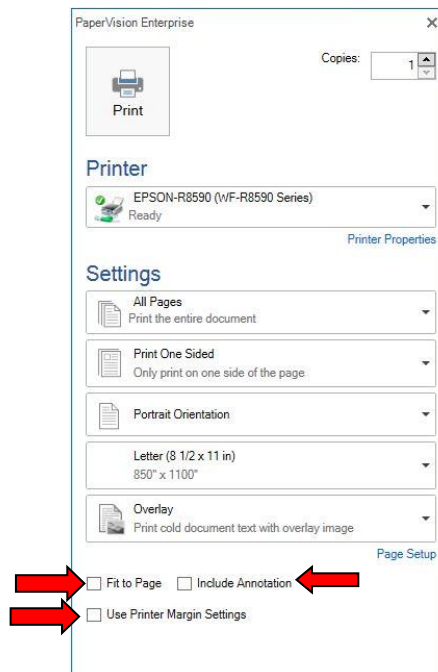
10. Once you have selected all of the options that you prefer, please click/select the "Print" button at the top of the dialogue to complete the process.
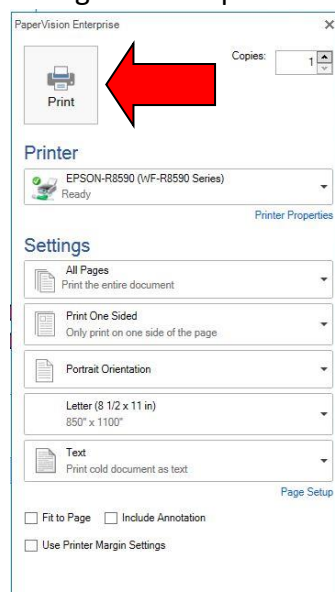
11. A "Print Pages" popup will appear to let you know the status of the document being printed with 2 green status bars, once both show 100% status complete, please click/select the "Finish" button to complete the process.