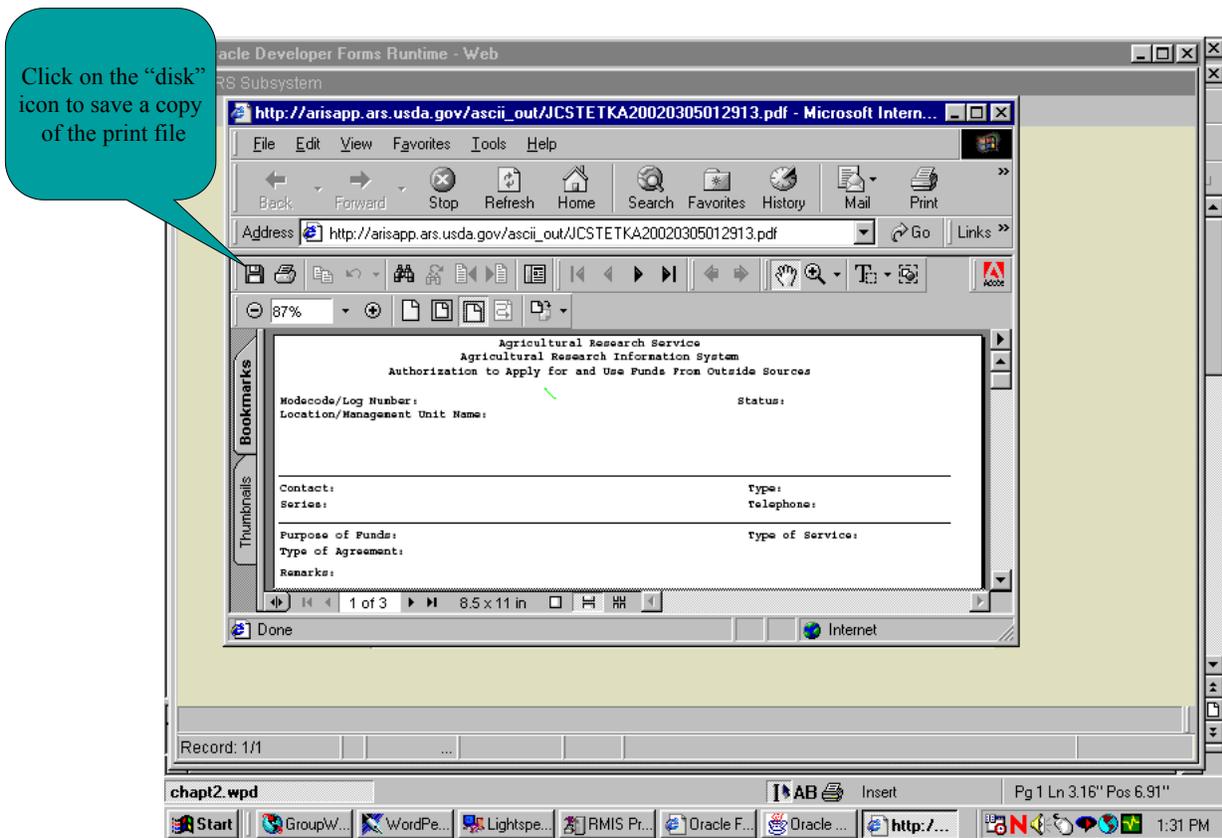


Chapter 2. Printing

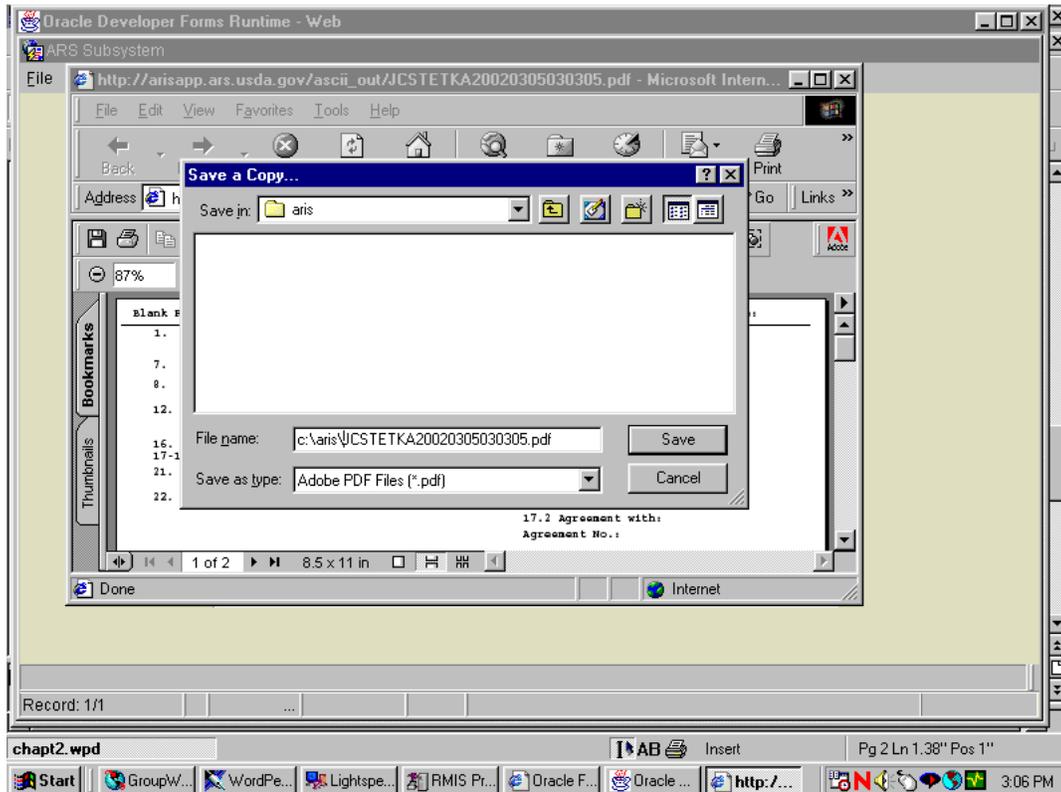
Printing Files

In order to print in ARIS, you need to first create your print file. The system will automatically launch Adobe Acrobat at the time you create the file and the print file will be displayed immediately on your screen. To print at that time, you click on the Printer icon on the toolbar, or click on “File” and then “Print.”

If you would like to print your file at a later time, you can save it to a designated directory for later printing. Once you have created the print file and it is displayed on your screen through Adobe, click on the “Disk” icon (fig. 1) on the toolbar and then save the copy in your directory (fig. 2).



(Fig. 1 - Adobe viewing/printing options)



(Fig. 2 - Saving print file)

Once you have entered the appropriate directory and named the file accordingly, click on “Save.” The file will now be in your specified directory.

NOTE: At this time, you can only open up these files as Adobe files. The files cannot be imported into other software packages. This is currently being worked on and updates will come shortly.

Screen Print

ARIS also has the capability to do screen prints. From the toolbar, click on the Printer icon and the Printer screen will be displayed. Click on “OK” and the screen print will be printed. You can also click on “File” and then “Print” and the system gives you the same print screen.

If you want to print the screen to insert it (the actual copy of the screen) into a document, you can click on the Print screen key on your keyboard. You then go to the document you want to paste it in, such as a word processing document, and click on “Paste.” The actual screen will be inserted in your document.