CompuWorks Banners Help Index

Commands

[File menu](#)
[Edit menu](#)
[View menu](#)
[Insert menu](#)
[Format menu](#)
[Print menu](#)
[Options menu](#)
[Window menu](#)
[Help menu](#)

File menu commands

The File menu offers the following commands:

New   Creates a new document.
Open   Opens an existing document.
Close   Closes an opened document.
Save   Saves an opened document using the same file name.
Save As   Saves an opened document to a specified file name.
Reload As   Reloads an opened document, discarding all changes since it was last
               loaded.
Delete   Deletes one or more files from disk.
Print Setup   Selects a printer and printer connection.
Exit   Exits CompuWorks Banners.

Edit menu commands

The Edit menu offers the following commands:

Undo	Reverse previous editing operation.
Cut	Deletes the selected item from the document and moves it to the clipboard.
Copy	Copies data from the document to the clipboard.
Paste	Pastes data from the clipboard into the document.
Paste Into	Pastes data from the clipboard into the selected region box, overwriting data which is already in that region box.
Duplicate	Duplicates the selected item.
Delete	Deletes the selected item.
Clipboard	Invokes the clipboard viewer.
Lock	Locks the selected item, so that it cannot be moved or resized.
Unlock	Unlocks a locked item, so that it can be moved or resized.
Bring to Front	Brings the selected item to the front (or top), so that all objects beneath it are partially obscured.
Bring to Back	Brings the selected item to the back (or bottom), so that all objects beneath it can be seen.
Bring Higher	Brings the selected item one level higher (closer to the front or top).
Bring Lower	Brings the selected item one level lower (closer to the back or bottom).
Alignment	Aligns the selected item with the left, right, top, or bottom edges of the document. Alternatively, this menu will allow you to center the item horizontally, vertically, or both.

View menu commands

The View menu offers the following commands:

Fit In Window	View the entire document within a maximized window.
Zoom 25%	View the document at 25 percent of its printed size.
Zoom 50%	View the document at 50 percent of its printed size.
Zoom 75%	View the document at 75 percent of its printed size.
Zoom 100%	View the document at its full printed size.
Inside	Display the inside face of a greeting card or postcard within the currently active window.
Outside	Display the outside face of a greeting card or postcard within the currently active window.
Toolbar	Shows or hides the toolbar.
Status Bar	Shows or hides the status bar.

Insert menu commands

The Insert menu offers the following commands:

Picture	Select a graphics image file (in TIFF, PCX, BMP, GIF, DIB, WMF, or TARGA format) to insert into the selected frame.
Text	Enter text to insert into the selected frame. Also, set justification, font, font style, effects, and color for the text.
Border	Specify a border (circle, rectangle, triangle, hexagon, etc.) to place within the selected frame. These shapes can be used as stand-alone design elements or enlarged to serve as frames for text or pictures. Select Maximize from the Format menu to outline a border for the entire banner.

Format menu commands

The Format menu offers the following commands:

Dimensions	Specify the page size for the currently active banner.
Background Color	Select a color for the entire background of the currently active banner.
Justification	Specify left, right, or center line justification for text or picture in the currently selected frame.
Font	Change the font, font style, effects, point size, or color of the text in the currently selected frame.
Flip Horizontal	Turn the selected picture 180 degrees horizontally. A right-facing object, for example, will be facing left. This option applies only to picture elements, not text or borders.
Flip Vertical	Turn the selected picture 180 degrees vertically. An object, for example, will be turned upside down. This option applies only to pictures, not text or borders.
Shape	Apply a design shape to the item in the currently selected frame. Shapes are unavailable for Windows metafiles.
Maximize	Resize the selected element to completely fill the banner window.

Print menu commands

The Print menu offers the following commands:

<u>Inside</u>	Print the inside of the card in the currently active window. This option is enabled only for cards; if you select a different type of document the Inside option will be dimmed.
<u>Outside</u>	Print the outside of the banner shown in the currently active window. The term "outside" refers to the cover of a card or the design area on any other type of document; consequently, this option is available for all types of document.
<u>Folding Card</u>	Print a one-sided greeting card, which you can then quarter-fold to complete the card. This option is available only for greeting cards.
<u>Print Setup</u>	Selects a printer and printer connection.

Options menu commands

The Options menu offers the following commands:

<u>Embed Graphics</u>	Print the inside of the card in the currently active window. This option is enabled only for cards; if you select a different type of document the Inside option will be dimmed.
<u>Snap-To-Grid</u>	Print the outside of the documentt shown in the currently active window. The term "outside" refers to the cover of a card or the design area on any other type of document; consequently, this option is available for all types of document.
<u>Preferences</u>	Print a one-sided greeting card, which you can then quarter-fold to complete the card. This option is available only for greeting cards.

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

Cascade	Arranges windows in an overlapped fashion.
Tile	Arranges windows in non-overlapped tiles.
Arrange Icons	Arranges icons of closed windows.
Window 1, 2, ...	Goes to specified window.

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

Index	Offers you an index to topics on which you can get help.
Using Help	Provides general instructions on using help.
About	Displays the version number of this application.

New command (File menu)

Use this command to create a new document in CompuWorks Banners.

You can open an existing document with the <u>Open command</u>.

Open command (File menu)

Use this command to open an existing document in a new window.   You can open multiple documents at once.   Use the Window menu to switch among the multiple open documents. See Window 1, 2, … command.

You can create new documents with the New command.

Shortcuts

Toolbar:

Keys: CTRL+O

File Open dialog box

The following options allow you to specify which file to open:

File Name
Type or select the filename you want to open.   This box lists files with the extension you select in the List Files of Type box.

List Files of Type
Select the type of file you want to open:

Drives
Select the drive in which CompuWorks Banners stores the file that you want to open.

Directories
Select the directory in which CompuWorks Banners stores the file that you want to open.

Network...
Choose this button to connect to a network location, assigning it a new drive letter.

Close command (File menu)

Use this command to close the window containing the active document.   CompuWorks Banners suggests that you save changes to your document before you close it.   If you close a document without saving, you lose all changes made since the last time you saved it. Before closing an untitled document, CompuWorks Banners displays the <u>Save As dialog box</u> and suggests that you name and save the document.

You can also close a document by using the Close icon on the document's window, as shown below:

Save command (File menu)

Use this command to save the active document to its current name and directory.   When you save a document for the first time, CompuWorks Banners displays the <u>Save As dialog box</u> so you can name your document.   If you want to change the name and directory of an existing document before you save it, choose the <u>Save As command</u>.

Shortcuts

Toolbar: 🖫
Keys: CTRL+S

Save As command (File menu)

Use this command to save and name the active document.   CompuWorks Banners displays the <u>Save As dialog box</u> so you can name your document.

To save a document with its existing name and directory, use the <u>Save command</u>.

Reload command (File menu)

Use this command to reload the active document, discarding all changes since the document was last loaded.

Shortcuts
Keys: CTRL+R

Delete command (File menu)

Use this command to delete one or more files from disk.

File Save As dialog box

The following options allow you to specify the name and location of the file you're about to save:

File Name

Type a new filename to save a document with a different name.   A filename can contain up to eight characters and an extension of up to three characters.   CompuWorks Banners adds the extension you specify in the Save File As Type box.

Drives

Select the drive in which you want to store the document.

Directories

Select the directory in which you want to store the document.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

1, 2, 3, 4 command (File menu)

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed.   Choose the number that corresponds with the document you want to open.

Exit command (File menu)

Use this command to end your CompuWorks Banners session.   You can also use the Close command on the application Control menu.   CompuWorks Banners prompts you to save documents with unsaved changes.

Shortcuts
    Mouse: Double-click the application's Control menu button.

Keys: ALT+F4

Undo command (Edit menu)

Use this command to reverse the last editing action.   The name of the command changes, depending on what the last action was.

Shortcuts
    Keys: CTRL+Z

Cut command (Edit menu)

Use this command to remove the currently selected data from the document and put it on the clipboard.   This command is unavailable if there is no data currently selected.

Cutting data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar:
Keys: CTRL+X

Copy command (Edit menu)

Use this command to copy selected data onto the clipboard.   This command is unavailable if there is no data currently selected.

Copying data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar:
Keys: CTRL+C

Paste command (Edit menu)

Use this command to insert a copy of the clipboard contents at the insertion point.   This command is unavailable if the clipboard is empty.

Shortcuts

Toolbar:
Keys: INS

Paste Into command (Edit menu)

Insert the contents of the Clipboard into the selected frame. The Clipboard contents will replace any element already in the frame.

Shortcuts

Toolbar:

Keys: I

Duplicate command (Edit menu)

Make an identical copy of the selected element. Duplicate, which combines the copy and paste functions in one step, pastes the identical copy in the center of the active banner window. (If you need to copy an element from one banner window to another window, use the "Copy" and "Paste" options.)

Shortcuts
   Toolbar: ×2
Keys: 2

Delete command (Edit menu)

Remove the contents of a selected frame. This option only applies to a single element   a picture, border, or text. It does not affect the rest of the banner.

Shortcuts
    Keys: DEL

Clipboard command (Edit menu)

View the contents currently held in the Clipboard file. The stored elements will appear enlarged. Once an element is cut or copied to the Clipboard, it can be saved as part of the Clipboard and accessed at a future time. To save an element in the clipboard, select Clipboard from the Edit menu. When the Clipboard Viewer appears, select the its File menu, then choose Save As. When needed, the element can be opened from the Clipboard Viewer's File menu..

Shortcuts
Toolbar:

Lock command (Edit menu)

Hold a selected frame so it can't be moved or resized. This option is useful if you have a complex drawing, with elements layered on top of each other. By locking them in place, you avoid the risk of moving them accidentally.

Shortcuts
    Keys: + (plus sign)

Unlock command (Edit menu)

Release the hold on a locked frame so the element can be moved or resized.

Shortcuts
Keys: - (minus sign)

Bring to Front command (Edit menu)

Move a selected frame to the top of other overlapping frames.

Shortcuts
Keys: F

Bring to Back command (Edit menu)

Move a selected frame to the bottom of other overlapping frames.

Shortcuts
Keys: B

Bring Higher command (Edit menu)

Move a selected frame to a higher position within a stack of overlapping frames.

Shortcuts
    Keys: H

Bring Lower command (Edit menu)

Move a selected frame to a lower position within a stack of overlapping frames.

Shortcuts
    Keys: L

Alignment command (Edit menu)

Line up a selected frame with the left, right, top or bottom banner border. You also can choose to center your selected frame vertically, horizontally or directly in the center of the banner window.

Shortcuts
  Toolbar: ➤◄   (centers horizontally)

▼ (centers vertically)

※ (centers horizontally and vertically)

Keys: Left Arrow   (aligns the frame to the left)
Right Arrow   (aligns the frame to the right)
Up Arrow   (aligns the frame to the top)
Down Arrow   (aligns the frame to the bottom)

C   (centers horizontally and vertically)

Fit In Window command (View menu)

View the entire document within a maximized window.

Zoom 25% command (View menu)

View the document at 25 percent of its printed size.   For small documents, this command may not be available.   Use the Zoom 50% command instead.

Zoom 50% command (View menu)

View the document at 50 percent of its printed size.   For small documents, this command may not be available.   Use the Zoom 75% command instead.

Zoom 75% command (View menu)

View the document at 75 percent of its printed size.   For small documents, this command may not be available.   Use the Zoom 100% command instead.

Zoom 100% command (View menu)

View the document at its full printed size.   For small documents, this command may not be available; use the <u>Fit In Window</u> command instead.   For very large banners or posters, this command may not be available; use the <u>Zoom 75%</u> command instead.

Inside command (View menu)

Display the inside face of a greeting card or postcard within the currently active window. This command is available only for greeting cards and postcards.

Outside command (View menu)

Display the outside face of a greeting card or postcard within the currently active window. This command is available only for greeting cards and postcards.

Toolbar command (View menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in CompuWorks Banners, such as File Open.   A check mark appears next to the menu item when the Toolbar is displayed.

See Toolbar for help on using the toolbar.

Toolbar

The toolbar is displayed across the top of the application window, below the menu bar.   The toolbar provides quick mouse access to many tools used in CompuWorks Banners,

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

Click	To

Open an existing document.   CompuWorks Banners displays the Open dialog box, in which you can locate and open the desired file.

Save the active document or template with its current name.   If you have not named the document, CompuWorks Banners displays the Save As dialog box.

Remove selected data from the document and stores it on the clipboard.

Copy the selection to the clipboard.

Insert the contents of the clipboard as a new item.

Insert the contents of the clipboard in the selected frame.

Duplicate the contents of the selected frame.

Display the contents of the clipboard.

Center the selected frame horizontally.

Center the selected frame vertically.

Center the selected frame horizontally and vertically.

Insert a picture.

Insert text.

Insert a border.

Modify font properties of the selected text.

Left justify text or graphics within the selected frame.

Center text or graphics within the selected frame.

Right justify text or graphics within the selected frame.

 Get help on a selected topic.

Status Bar command (View menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See Status Bar for help on using the status bar.

Status Bar

The status bar is displayed at the bottom of the CompuWorks Banners window.   To display
or hide the status bar, use the Status Bar command in the View menu.

The status bar describes actions of menu items as you use the arrow keys to navigate
through menus.   This area similarly shows messages that describe the actions of toolbar
buttons as you depress them, before releasing them.   If after viewing the description of the
toolbar button command you wish not to execute the command, then release the mouse
button while the pointer is off the toolbar button.

Picture command (Insert menu)

Select a graphics image file (in TIFF, PCX, BMP, GIF, DIB, WMF, or TARGA format) to insert into the selected frame.

Shortcuts
    Toolbar:
Keys: CTRL+P inserts a picture.

Text command (Insert menu)

Enter text to insert into the selected frame. Also, set justification, font, font style, effects, and color for the text.

Shortcuts
　　Toolbar:　　ABC
Keys:　CTRL+T inserts text.

Border command (Insert menu)

Specify a border (circle, rectangle, triangle, hexagon, etc.) to place within the selected frame. These shapes can be used as stand-alone design elements or enlarged to serve as frames for text or pictures. Select Maximize from the Format menu to outline a border for the entire banner.

Shortcuts
  Toolbar: ▭
Keys: CTRL+B inserts a border.

Dimensions command (Format menu)

Specify the page size for the currently active banner. This option is also offered each time you select a new banner from the File menu.

Background Color command (Format menu)

Select a color for the entire background of the currently active banner.

Justification command (Format menu)

Specify left, right, or center line justification for text or picture in the currently selected frame.

Shortcuts
Toolbar:　　▤　　(left justify in frame)

▤　　(right justify in frame)

▤　　(center in frame)

Keys:　ALT+L (left justify in frame)
ALT+R (right justify in frame)
ALT+C (center in frame)

Font command (Format menu)

Change the font, font style, effects, point size, or color of the text in the currently selected frame.

Shortcuts
   Toolbar:
Keys: CTRL+F changes font information.

Flip Horizontal command (Format menu)

Turn the selected picture 180 degrees horizontally. A right-facing object, for example, will be facing left. This option applies only to picture elements, not text or borders.

Shortcuts
    Keys: CTRL+H

Flip Vertical command (Format menu)

Turn the selected picture 180 degrees vertically. An object, for example, will be turned upside down. This option applies only to pictures, not text or borders.

Shortcuts
    Keys: CTRL+V

Shape command (Format menu)

Apply a design shape to the item in the currently selected frame.   Shapes are unavailable for Windows metafiles.

Maximize command (Format menu)

Resize the selected element to completely fill the banner window.

Shortcuts
    Keys: M

Inside command (Print menu)

Print the inside of the card in the currently active window. This option is enabled only for cards; if you select a different type of banner the Inside option will be dimmed.

Outside command (Print menu)

Print the outside of the document shown in the currently active window. The term "outside" refers to the cover of a card or the design area on any other type of document; consequently, this option is available for all types of document.

Folding Card command (Print menu)

Print a one-sided card, which you can then quarter-fold to complete the card. This option is available only for cards.

Embed Graphics command (Options menu)

Determine if pictures inserted into the banner should be made a part of the file. Embedding the pictures into the file allows them to be displayed on a different computer or printed from a different printer, even when the graphics and fonts used are not loaded on the other computer.   This option toggles the feature on and off.   A check mark is displayed in the menu if the "embed graphics" option is toggled on.

Snap-To Grid command (Options menu)

Align the elements of your banner precisely by enabling an invisible grid. You can adjust the grid, which is generated by two rulers which appear when you select one of the zoom options from the View menu. The snap-to option, which is operational even from the Fit in Window view, can be set to half, quarter or eighth-inch markers. If the grid is set to half-inch, for example, when you move or resize an element, it will "snap to" the nearest half inch mark on the ruler(s).

Preferences command (Options menu)

Selects default operational settings for the program, and default options for new documents.

Cascade command (Window menu)

Use this command to arrange multiple opened windows in an overlapped fashion.

Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Tile Horizontal command (Window menu)

Use this command to vertically arrange multiple opened windows in a non-overlapped fashion.

Tile Vertical command (Window menu)

Use this command to arrange multiple opened windows side by side.

Window Arrange Icons Command

Use this command to arrange the icons for minimized windows at the bottom of the main window.   If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

1, 2, ... command (Window menu)

CompuWorks Banners displays a list of currently open document windows at the bottom of the Window menu.   A check mark appears in front of the document name of the active window.   Choose a document from this list to make its window active.

Index command (Help menu)

Use this command to display the opening screen of Help.   From the opening screen, you can jump to step-by-step instructions for using CompuWorks Banners and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Using Help command (Help menu)

Use this command for instructions about using Help.

About command (Help menu)

Use this command to display the copyright notice and version number of your copy of CompuWorks Banners.

Context Help command

Use the Context Help command to obtain help on some portion of CompuWorks Banners. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark.   Then click somewhere in the CompuWorks Banners window, such as another Toolbar button.   The Help topic will be shown for the item you clicked.

Shortcut
    Keys: SHIFT+F1

Title Bar

The title bar is located along the top of a window.   It contains the name of the application
     and document.

To move the window, drag the title bar.   Note: You can also move dialog boxes by dragging
     their title bars.

A title bar may contain the following elements:
- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Scroll bars

Displayed at the right and bottom edges of the document window.   The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document.   You can use the mouse to scroll to other parts of the document.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut
Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

Shortcut
   Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the CompuWorks Banners window to an icon.

Shortcut

    Mouse: Click the minimize icon on the title bar.
Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a document window.

Next Window command (document Control menu)

Use this command to switch to the next open document window.   CompuWorks Banners determines which window is next according to the order in which you opened the windows.

Shortcut
    Keys: CTRL+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open document window.   CompuWorks Banners determines which window is previous according to the order in which you opened the windows.

Shortcut
    Keys: SHIFT+CTRL+F6

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time.   You can close all windows at once with the Close command on the File menu.

Shortcuts
    Keys: CTRL+F4 closes a document window
                    ALT+F4 closes the active window or dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications.   Use this "Task List" to switch to or close an application on the list.

Shortcut
Keys: CTRL+ESC

Dialog Box Options
When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List
Select the application you want to switch to or close.

Switch To
Makes the selected application active.

End Task
Closes the selected application.

Cancel
Closes the Task List box.

Cascade
Arranges open applications so they overlap and you can see each title bar.   This option does not affect applications reduced to icons.

Tile
Arranges open applications into windows that do not overlap.   This option does not affect applications reduced to icons.

Arrange Icons
Arranges the icons of all minimized applications across the bottom of the screen.

Choose Font dialog box

Select the typeface and characteristics for your text.   The **Autosize** option disables character pitch option, and allows the program to automatically select a character pitch based on the height of the frame or region box.

Choose Color dialog box

Select a color.

Format Dimensions dialog box

Select the orientation, paper size, and the height and width of your document, expressed in inches.   Select the **Folding Card** option if you wish to print a greeting card on one side of the paper, which can be quarter-folded.

Insert Border dialog box

Select the border shape and pen width, which is expressed in points, or 1/72" units.

Select the **Stretch** option if you wish the border to completely fill the frame or region box. Select the **Opaque** option and an **Interior Color** if you wish the interior of the border to be painted.   These options are unavailable for horizontal lines and vertical lines.

Insert Picture dialog box

Select the image file you wish to insert in the frame or region box.   The **Proof** option selects a size for the image which is the same as when the image was first created or scanned. The **Stretch Proportional** option sizes the image to the largest size possible within the region box, while keeping the horizontal and vertical dimensions proportional.   The **Stretch Fill** option sizes the image to completely fill the region box.

The **Display** and **Auto-Display** buttons allow you to preview images.

Insert Text dialog box

Enter the text you wish displayed in the region box.   You may also select the font and justification for the text.

Preferences dialog box

Select operational characteristics for CompuWorks Banners.

Modifying the Document

After creating a new document, use the mouse to draw a box where you wish a new item to be inserted.   Then use the Insert menu to insert text, pictures, or borders within the box.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Print command (File menu)

Use this command to print a document.   This command presents a <u>Print dialog box</u>, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Shortcuts

Toolbar:
Keys: CTRL+P

Print dialog box

The following options allow you to specify how the document should be printed:

Printer
   This is the active printer and printer connection.   Choose the Setup option to change the printer and printer connection.

Setup
   Displays a <u>Print Setup dialog box</u>, so   you can select a printer and printer connection.

Print Range
   Specify the pages you want to print:
All	Prints the entire document.
Selection	Prints the currently selected text.
Pages	Prints the range of pages you specify in the From and To boxes.

Copies
   Specify the number of copies you want to print for the above page range.

Collate Copies
   Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality
   Select the quality of the printing.   Generally, lower quality printing takes less time to produce.

Print Progress Dialog

The Printing dialog box is shown during the time that CompuWorks Banners is sending output to the printer.   The page number indicates the progress of the printing.

To abort printing, choose Cancel.

Print Setup command (File menu or Print menu)

Use this command to select a printer and a printer connection.   This command presents a Print Setup dialog box, where you specify the printer and its connection.

Print Setup dialog box

The following options allow you to select the destination printer and its connection.

Printer
Select the printer you want to use.   Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box.   You install printers and configure ports using the Windows Control Panel.

Orientation
Choose Portrait or Landscape.

Paper Size
Select the size of paper that the document is to be printed on.

Paper Source
Some printers offer multiple trays for different paper sources.   Specify the tray here.

Options
Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...
Choose this button to connect to a network location, assigning it a new drive letter.