

Printing a RW Map (Video Transcript)

In this video, I will be showing you how to print in AutoVue. Now to print in AutoVue click on the “File” in your AutoVue browser, don’t click on “File” in your internet browser. File→Print. The *Print Properties* window will open. Click on the “Modify” button. Now, under *Printer*→*Name*, click to get the pulldown menu. Select the printer you want to use. This pull down menu of the list of printers is going to look different than what you have, because we have different printers connected to our computers.

Click the printer you want to use. Click on “Properties” the *Printer Properties* window will open. Again, this will look different than what you have, because of the printers we are using. We are using different printers, but it will look close. This is where you will setup your orientation, if you want it portrait or landscape. This will be your paper size, so you can select what paper size you want to use. Also, if you wanted it [your map] in color you might have a color tab or image tab and this is where you will be able to select the color you want to use. All of our .TIFs are in black on white, unless you are looking at our .DGN. Our .DGN will be in color.

Once you have the color, the paper size that you want to use, and the orientation size that you want to use click “OK” and then click “OK” in this window [*Properties* window] as well. Then you are back to the main printing window [*Print Properties* window].

Here you should see the printer name you are going to use. If you don’t see it click on the “Modify” button and check the printer again. It [your computer] does not always take it [your printer] the first time and sometimes it may take it a few seconds to load in this screen [*Print Properties* window]. Wait a few seconds and if you don’t see it [your printer] click on the “Modify” and try selecting the printer again. Same with the paper size, sometimes it [your computer] does not take it [the setting] so you might have to select the paper size again. The same thing with the orientation. It [your computer] doesn’t always take it [the setting] so you may have to select your orientation again.

Once you have this setup (your printer, your paper, and your orientation), you can go to scale. If you want, you can set it [the map] to scale. Just to let you know our maps are at different scale sizes, so you would have to check the map that you are making prints of to see what the scale size it’s in. You can do “Fit to Page” and it will put the whole map on the page. If you want to do just a section of the map you have different options. What you can do is “Extents”, which will be the whole map or you can do “Displayed”. Displayed is what is shown on your screen. If I were to zoom in, so I would hit cancel [to exist the *Print Properties* window] and zoom in on a location. Say I just want this, right here. I go back to my printing window [*Print Properties* window]. Then if I select “Displayed”, everything you see on the screen will get printed or if you want to, you can select the “Select” button.

When you select the “Select” button, the window will disappear and you will just see the map. Then what you can do is left click and hold the left mouse button down and drag it kiddie corner and everything you see inside the blue box will get printed. To exist out or to get back to the print window just lift off the left mouse key and you get your *Print Properties* window back.

If you hit the “Partial Preview” [button], you can see what it will look like on the paper. Click “OK” and then “OK” again [In the *Print Properties* window] if it is what you like. One more thing, I have these three checked [Force to black, Output a single page, Skip Blank Pages] so it won’t print out any blank pages, so you don’t waste paper.

Once you have all this set, you have the section you want or the area you want, you clicked the Partial Preview [button], and it looks good, click the “OK” button. That will send your print to the printer and that is how you print in AutoVue.