Easy Match QC Lesson 9

Setting Up a Print Job

To choose to print data to a specific format, use the following lesson. The first will configure a print job containing two pages of data, the first displaying the Color Data Table, 2D Color Plot, and Spectral Plot, and the second showing the Spectral Data Table. Each page will be configured to show a header.

1. From Windows, access the properties page for your default printer. This is done by clicking the **Start** button and choosing **Printers and Faxes**. Right-click on your default printer and choose **Properties**. Consult Windows Help for more information.

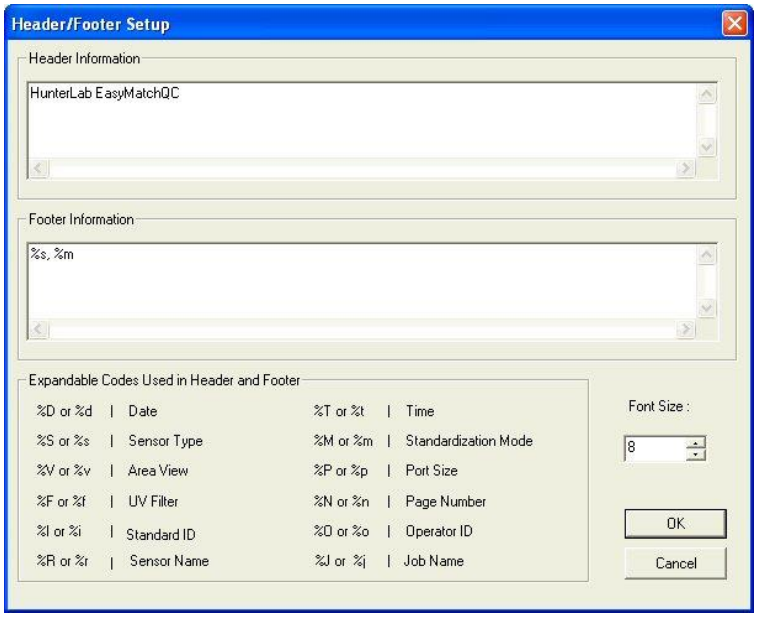
    a. For the paper size and orientation for your printer, choose Letter (8 ½ x 11") and Portrait for use in this example. In the future, you may use any paper size and orientation you desire. Accept these settings and exit the printer properties pages.

2. In EasyMatch QC, choose **File**/**Configure Company Logo**. The Configure Company Logo screen appears.

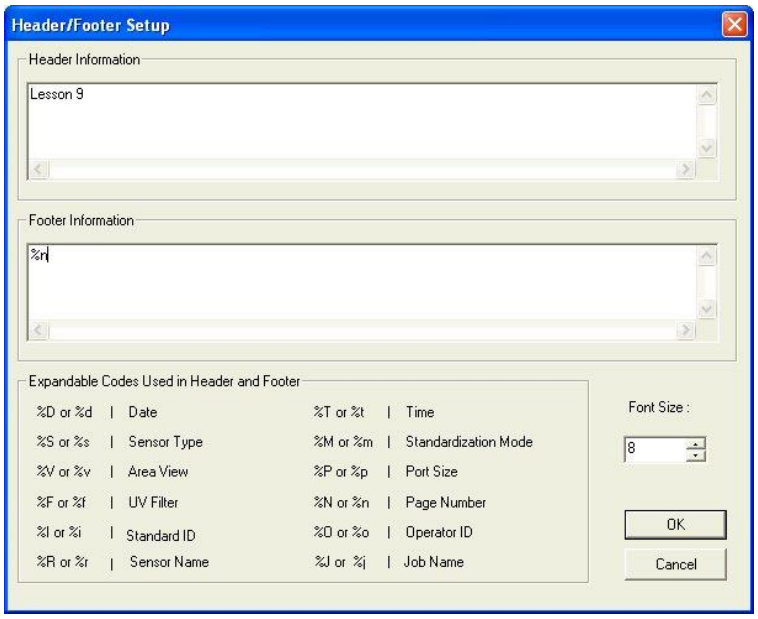
    a. Use the "**...**" (browse) button to locate your company logo file. This file must be in bitmap (.BMP) format. Once you select the file, a preview will be shown so you can make sure you chose the proper file.

    b. Click **OK** to exit the Configure Company Logo screen.

    c. Choose **Header/Footer Setup** from the **File** menu. The Header/Footer Setup screen appears.

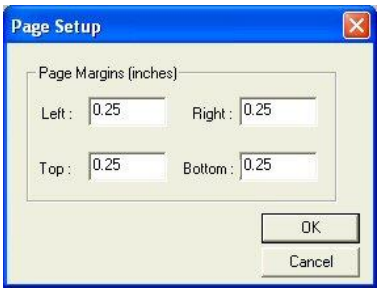


d. In the Header Information box, delete the current text and type in “Lesson 9” as your header text. In the Footer Information box, delete the current text and type in “%n” to use the page number as the footer. Increase the font size to 12.

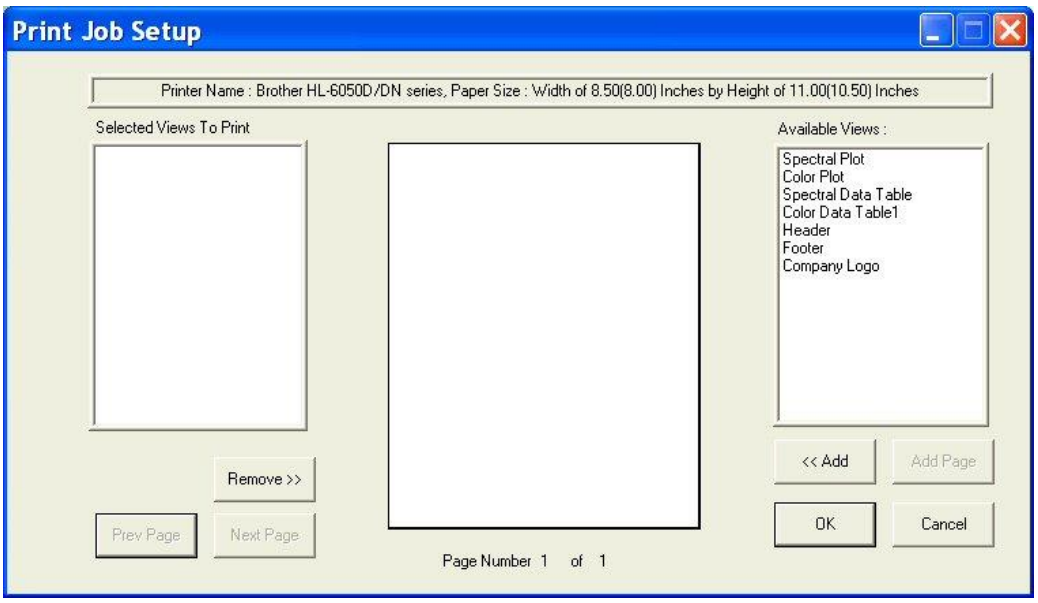


e. Click **OK** to accept the new header and footer.

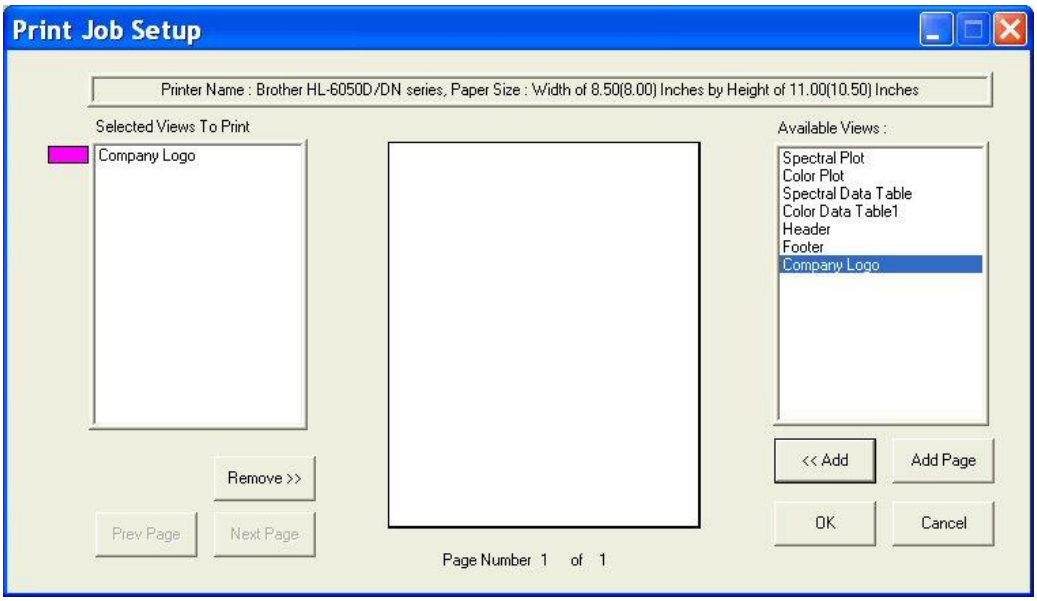
f. Choose **Page Setup** from the **File** menu. The Page Setup screen appears. Indicate the size of the margins you would like to leave at each edge of your paper. 0.25-inch (6.4 mm) is sufficient for most printers. Click **OK** to accept these margins.



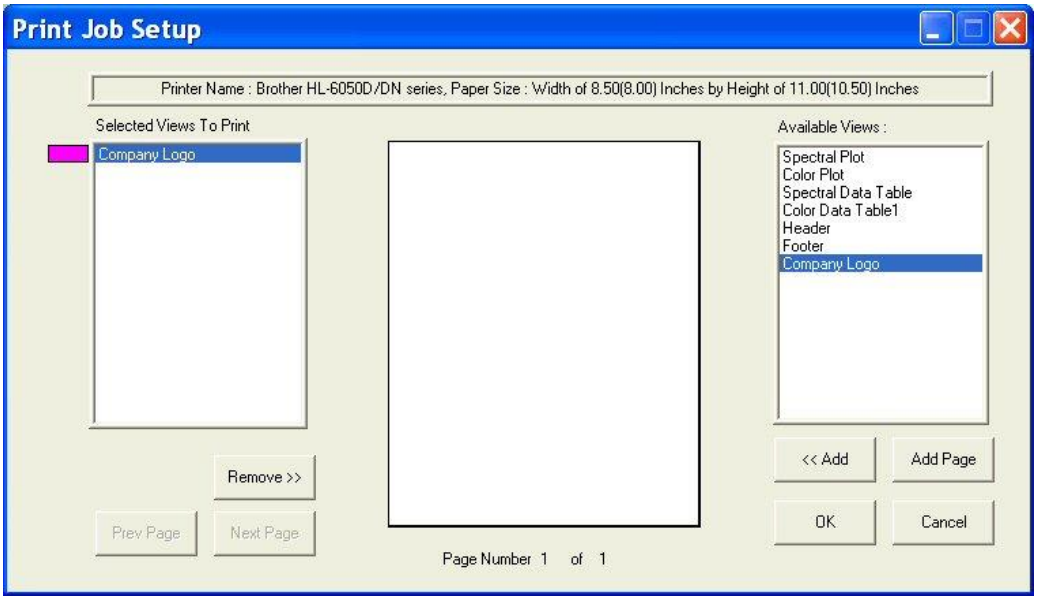
g. Choose **Print Job Setup** from the **File** menu. The Print Job Setup screen appears. Note that the name of the default printer and the dimensions of the page and the printable area on the page are indicated at the top of the screen. The data views listed under "Available Items" are the ones that are included in the current job, plus your company logo, header, and footer. If the Color Data Table, 2D Color Plot, Spectral Plot, and Spectral Data Table are not included in the current job, you will not see them in the list and you will not be able to add them to your print job. In that case, exit this screen and open a job containing all of these data views, or add the needed views to the current job.



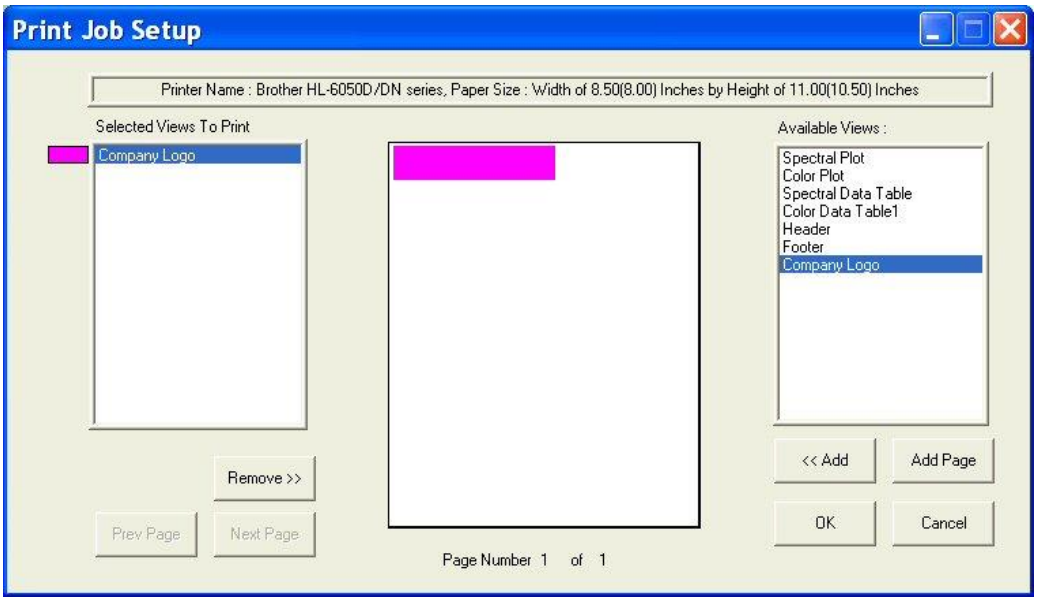
h. Insert your company logo by clicking on "Company Logo" in the Available Items box on the right side of the screen and then clicking the **Add** button. Company Logo is added to the Selected Items box on the left side of the screen.



i. Click on the Name “Company Logo” in the Selected Items box so that it is highlighted. Note the color that will be used to represent the logo (magenta in this example).

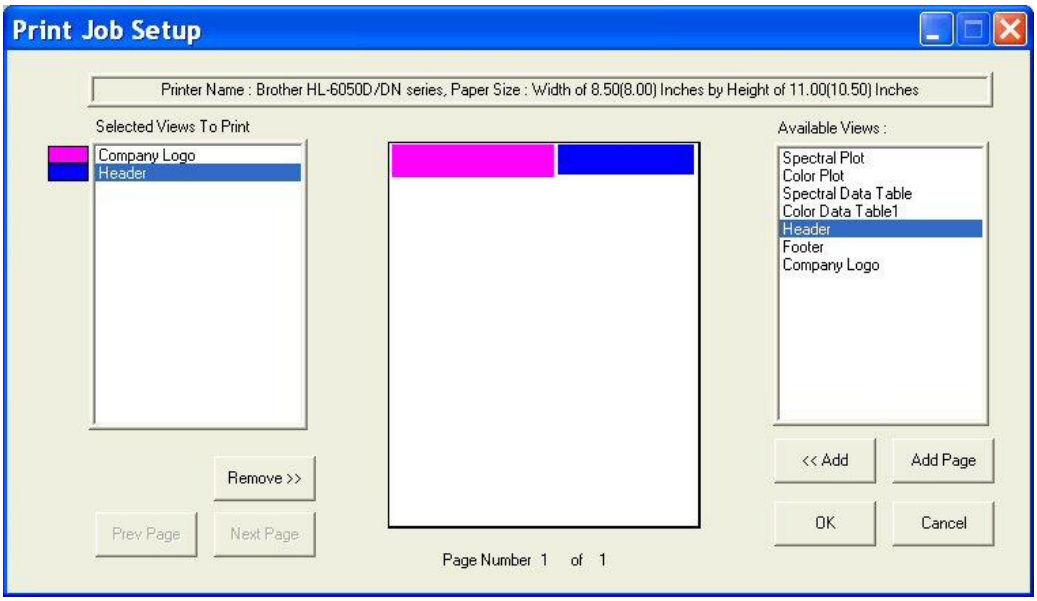


j. Move your mouse over the page representation in the middle of the screen. Click where you would like to locate one of the top corners of the logo box, drag the mouse across the page to where you would like to locate the opposite bottom corner of the logo box, and then release the mouse button. A magenta box will be shown on the page, indicating where the logo will be printed. If you make a mistake in your positioning or sizing, simply start over by clicking and dragging from the top corner again. The first box will be replaced by your corrected box.



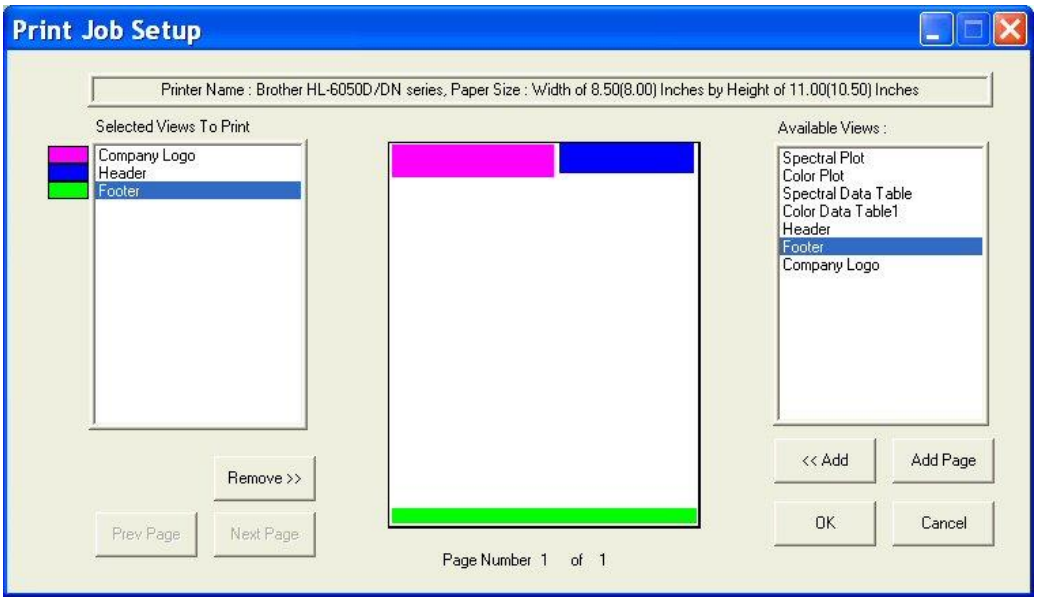
k. Highlight “Header” in the Available Items box and click Add to add a header to your printout.

l. Highlight Header in the Selected Items box and click and drag on the piece of paper to place the header on the page.

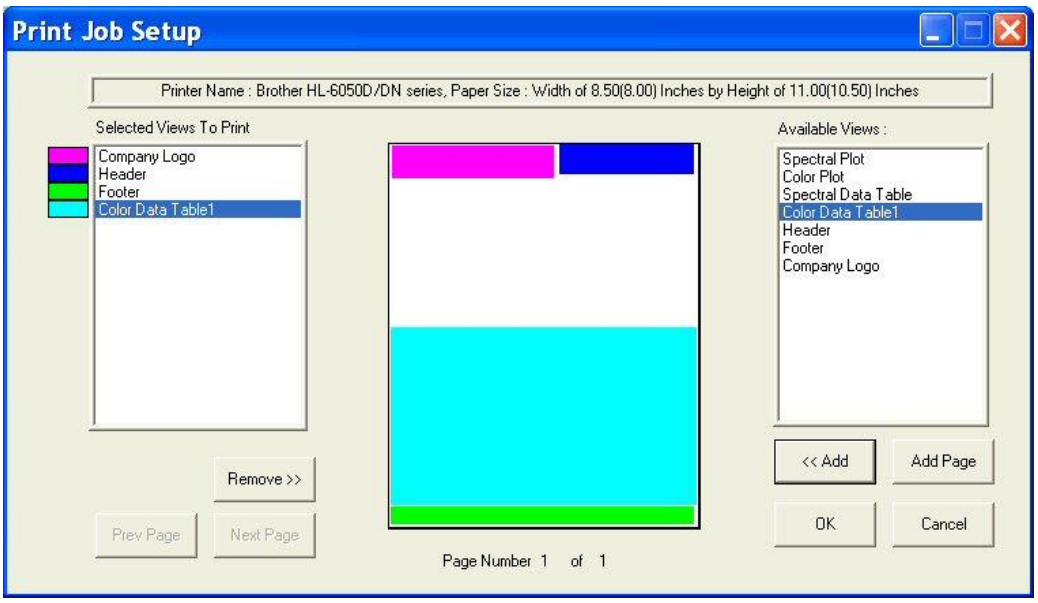


m. Highlight “Footer” in the Available Items box and click **Add** to add a footer to your printout.

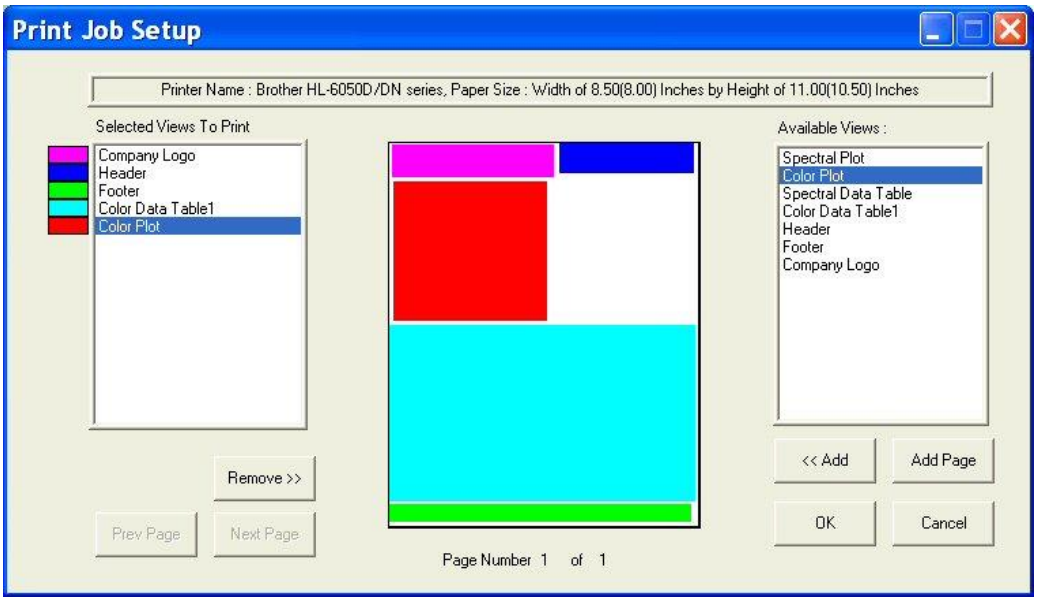
n. Highlight Footer in the Selected Items box and click and drag on the piece of paper to place the footer on the page.



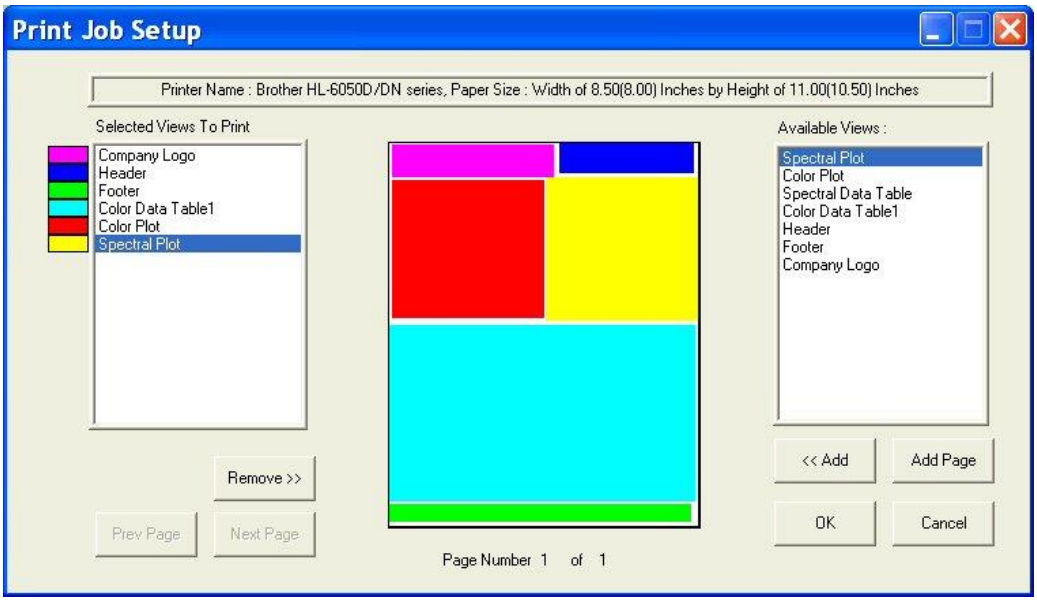
o. Add the Color Data Table to the display across the bottom half of the page.



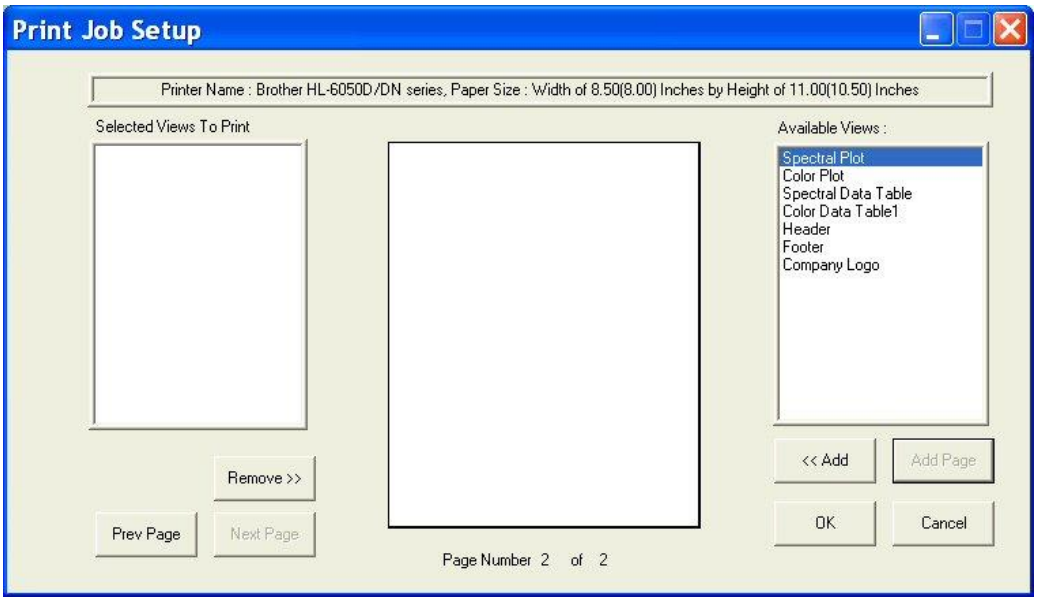
p. Add the 2D Color Plot to the printout in the left half of the remaining blank space.



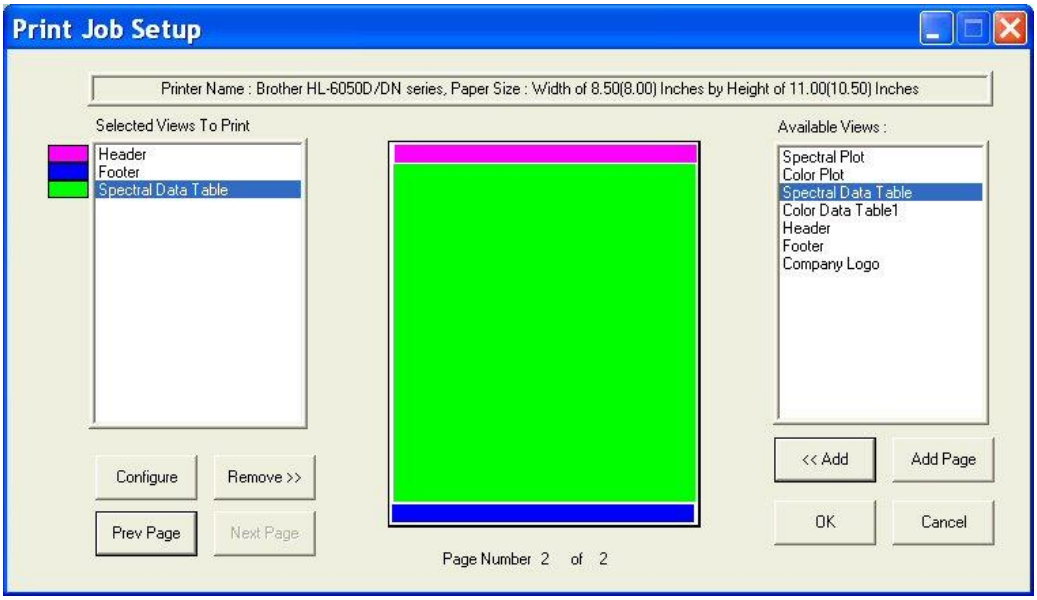
q. Add the Spectral Plot to the printout in the remaining blank space. The completed print layout for the first page of your printout appears as follows:



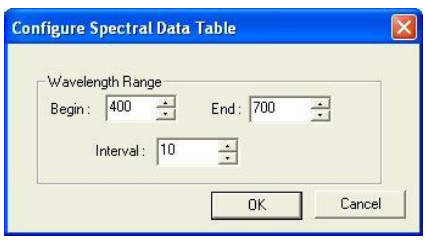
r. Click **Add Page** to add the second page to your report. You will receive a blank page on the Print Job Setup screen. Also, the Page Number indicator at the bottom of the screen will change to "Page Number 2 of 2" and the **Prev Page** and **Next Page** buttons will activate.



s. Add the header and footer to your page, and then fill the rest of the page with the Spectral Data Table. The completed print layout for the second page of your printout appears as follows:



t. Click the **Configure** button.



u. The screen that appears allows you to select the spectral range that will be printed on this page in the area you just designated for the Spectral Data Table. Many times, the data for the entire available spectral range of the instrument will not fit on one page. In that case, you may select one range to be printed on this page (i.e., 400-550 nm) and then add and configure a Spectral Data Table on another page to print the rest of the range (i.e., 560-700 nm). Click **OK** to accept this spectral range.

v. Click **OK** to exit the Print Job Setup screen.

3. **Configure your data views** as you desire to view them both on your computer screen and on your printout. If you need help, refer to Lesson 1.

4. **Read or recall the sample and standards** you wish to view and print and select (highlight) them in the Job Tree.

5. Choose **Print Job** from the **File** menu. Your two report pages will print to your Windows default printer.

Note: If data views are truncated or overlap, adjust the sizes and positions for your data views as needed. You may also change the font for spreadsheets using the ***Configure*** *command in the right-mouse menu for the Color Data Table and Spectral Data Table. The optimal print job setup will vary for each printer brand and model, as well as for the number of samples displayed and your data view configurations.*