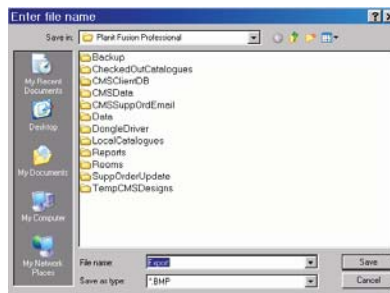


A dialog window will appear to allow any setting changes. Make changes to the settings and click **OK**.

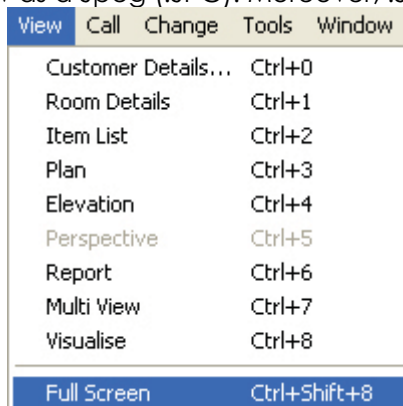
The Enter File Name window will allow the user to select a file location and name. Browse to a location to save the file. Enter a name for the file in the File Name field.



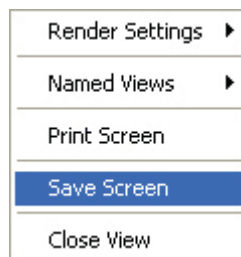
Click **Save** to save the file in the chosen format.

JPEG Option For Save Screen Within Full Screen View

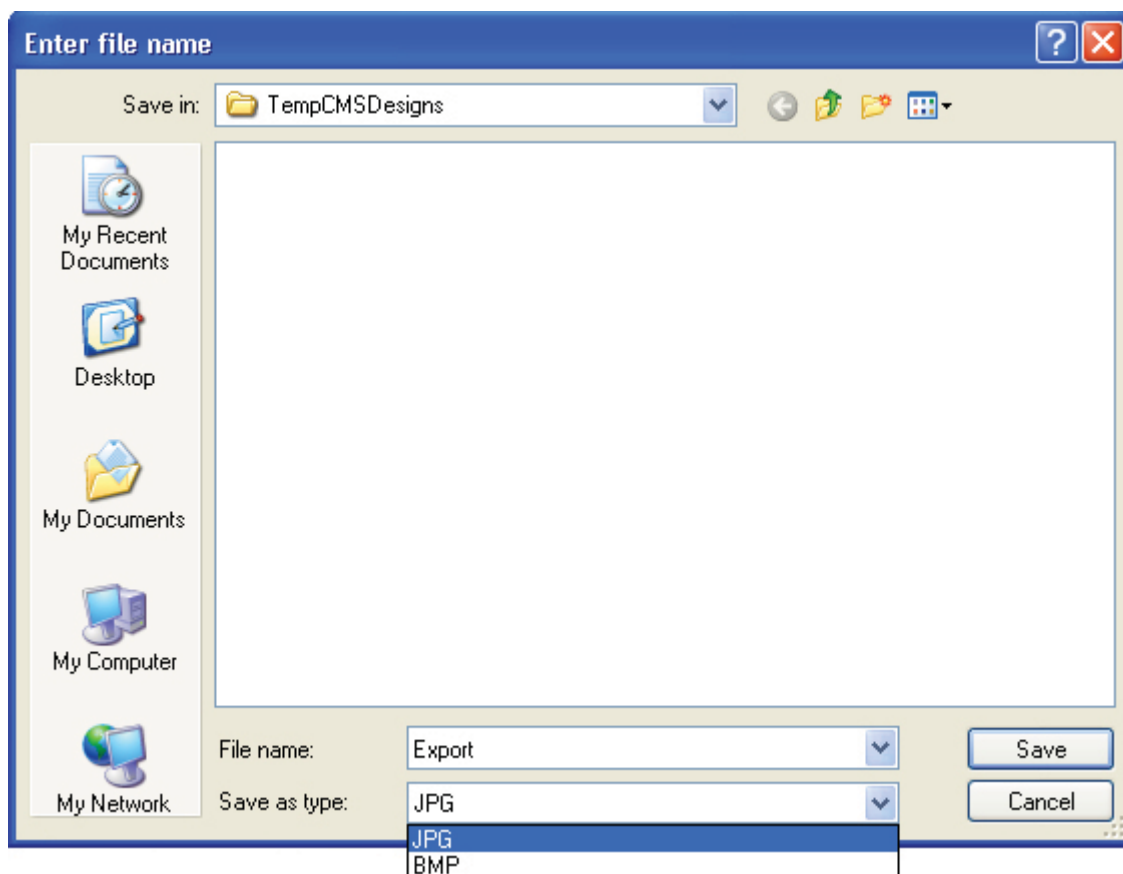
Planit only previously allowed the user to save bitmaps (.BMP) when in full screen view. Now, the user also has the option to save the view as a Jpeg (.JPG). Moreover, .JPG is now the default choice.



Select **Full Screen** from the **View** menu.



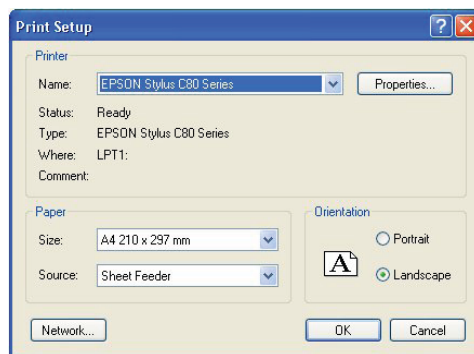
In the Full Screen mode right hand mouse click and select **Save Screen**.



In the Save dialog the options of saving as a **BMP** (Windows Bitmap) or **JPG** (Joint Photographic Experts Group) are available.

Page Setup allows the user to set the page properties.

Before printing any view, the Page Setup can be configured. Select **Page Setup** from the File menu.



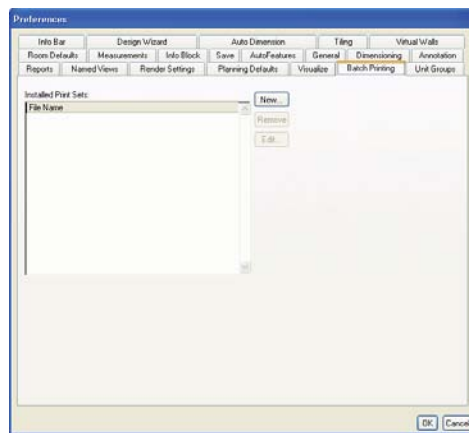
Select the Printer from the list. The properties of the printer may be changed by clicking **Properties**. The page orientation may be change from portrait to landscape by selecting the appropriate radio button. Paper size and output source may be selected by clicking the dropdown arrow and selecting from the menu.

Note: selections in these areas will be dependant on the features of the printer.

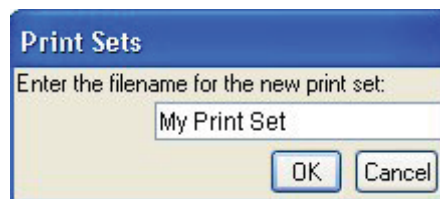
Click **OK** to complete the page setup.

The render setting **MUST** be defined for each named view in order to print the view as part of a set.

Select **User Preferences** from the Edit menu.

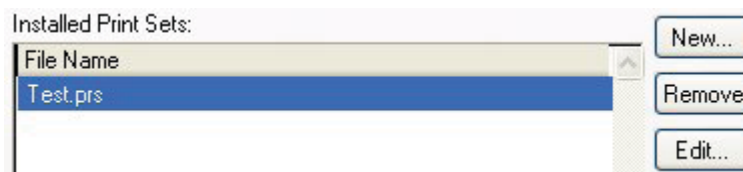


Click the **Batch Printing** tab. Click the **New** button.



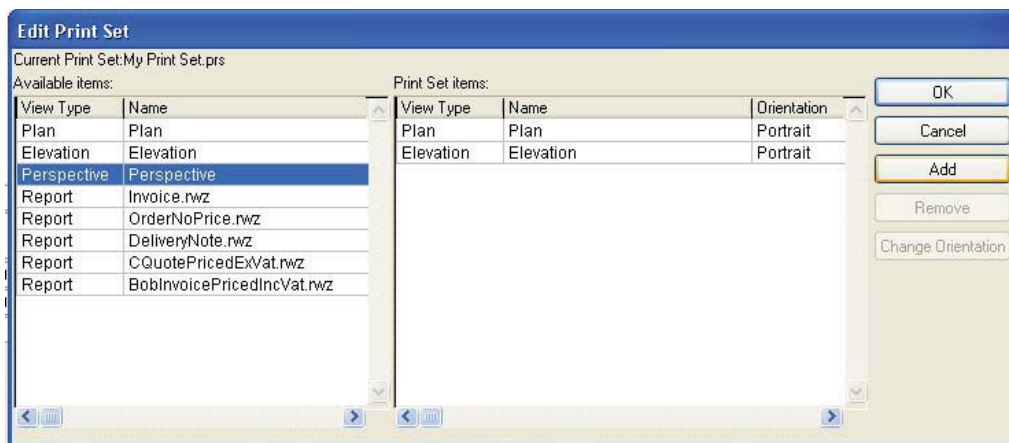
Type in a name for the print set name and click **OK**.

The print set name will now appear under the file name.



Highlight the print set and click the **Edit** button.

The Edit Print Set dialog will appear.



Build a list to be batch printed by selecting a Named View or a report by name from the left column and click the **Add** button. Multiple items may be added to each print set.

The Change Orientation button will set the orientation direction for each item in the batch set. Highlight the item in the right column then click the **Change Orientation** button to switch between portrait and landscape.

To remove a single item from the batch set, highlight the item in the right column and click the **Remove** button.

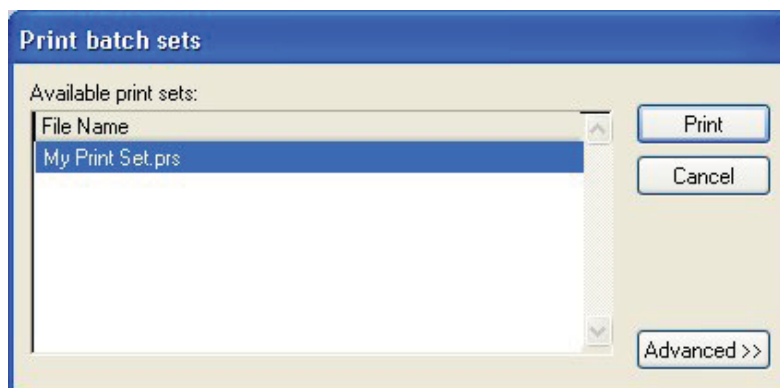
Click the **Cancel** button to exit the Edit print Sets dialog without saving changes.

Click **OK** to exit the Edit Print Set dialog and save the changes.

Click **OK** to exit the User Preference window.

Printing Batch Set

To print the batched set, Select **Print Preview Batch Set** from the File menu.



Highlight a print set then click the **Print** button.

Exit The exit option from the File menu acts like the close option, but will exit all designs simultaneously. Each design that has had changes will prompt to close the design with or without saving changes. The prompts will appear in the order that the designs were opened.