

Print

<i>Speech</i>	<i>Cursor Actions</i>
The print button is in almost every list window.	Show Contacts window.
When you click print, you see this window.	Click Print. Click OK.
The first step in printing is to choose what information you want to print.	Point to number 1.
You can drag any fields from “Available Fields” into the list of “Fields to Print.”	Drag field from Available Fields to Fields to Print.
You can also remove any unwanted fields to exclude the information from the printing.	Drag a field back from Fields to Print.
To rearrange your fields in a different order in the printed document, you can drag the fields up or down in the list.	Drag fields up and down in list.
The second step is to format your page so that your printed document prints the way you want.	Point to number 2.
Notice the thick red line. Anything to the right of this line will not be printed.	Hover over red line.
To make your information fit on one page, remove columns that are not necessary,	Drag more columns back from Fields to print.
narrow your columns, increase your row heights, or change your paper size and orientation.	Drag to adjust column widths. Increase row height. Click landscape and change paper size.
When you are satisfied, click print and Sumac sends the document to your printer.	Click Print.
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