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Printing in eScribe

The procedure to print documents in eScribe is changing to prevent problems that occur when documents are zoomed in the browser. The new procedure is described below for each browser type.

Since printing now requires that “popups” (small web browser windows that appear on top of the website being viewed) are allowed in the browser, instructions for allowing popups are also included in this document.

Printing from Mozilla Firefox

1. Click a Printer icon  to open the Print window.

Note: If the browser displays a popup/printing alert instead of the Print Display, skip to “Allowing Popups in Mozilla Firefox” below and then return to this procedure.

2. Click the Print button to print the document.

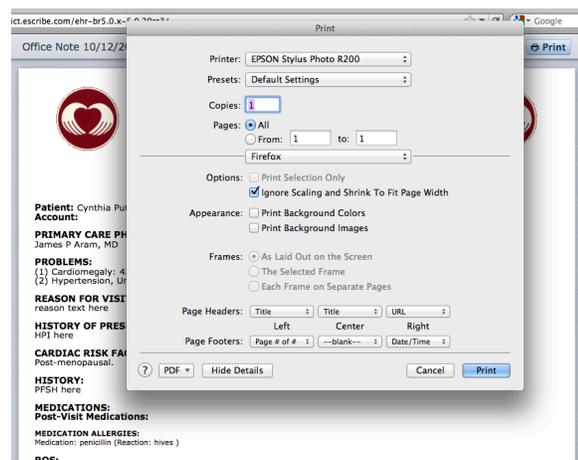


Figure 1: Print Dialog Box

3. Click the X in the upper corner (Figure 3) to close the Print display and return to eScribe.

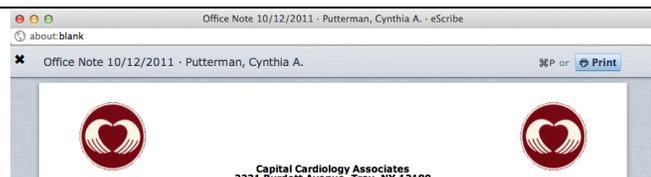


Figure 2: Print Display (X to close)

Allowing Popups in Mozilla Firefox

The Printing Blocked dialog box (Figure 1) opens when Mozilla Firefox is set to block popups. Popups must be allowed to print from eScribe. Perform this procedure to allow popups.



Figure 1: Printing Blocked Dialog Box

1. Click the Preferences button at the right of the yellow alert bar (Figure 2).



Figure 2: Yellow Alert Bar

2. Click “Allow pop-ups...” in the Preferences choice list.

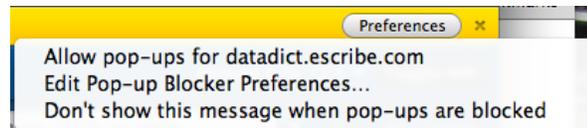


Figure 3: Preferences Choice List

3. Click Popups Allowed – Try Again on the Printing Blocked Dialog Box (Figure 1).

You can now continue the printing procedure.

Printing from Google Chrome

1. Click a Printer icon  to open the print display (Figure 1).

Note: If the browser displays a popup/printing alert instead of the Print Display, skip to “Allowing Popups in Google Chrome” below and then return to this procedure.

2. Click the Print button on the print display (Figure 1) to open the Print window (Figure 2).

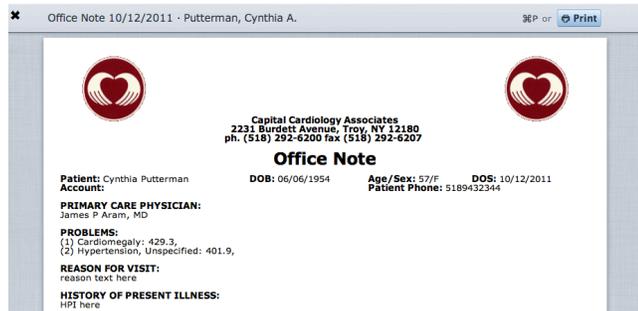


Figure 1: Print Display

3. Click the Print button to print the document.

Note: This new print window allows you to select:

- destination printer
- pages to print
- number of copies
- layout
- color/b&w
- whether to print headers and footers

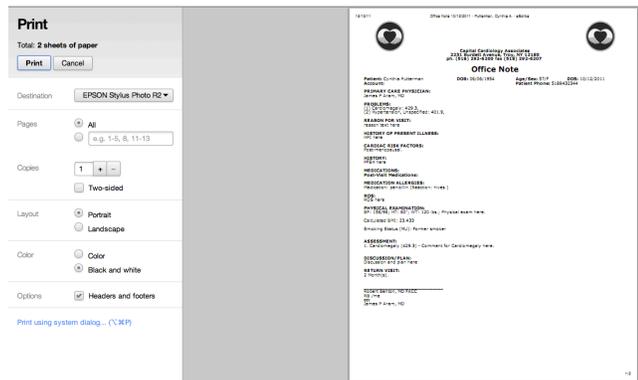


Figure 2: Print Window

4. Click the X in the upper corner (Figure 3) to close the print display and return to eScribe.

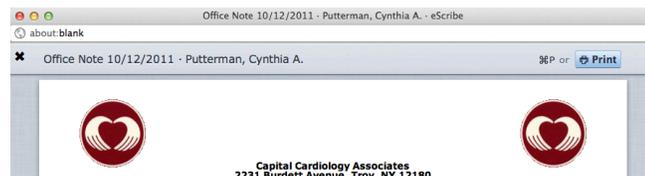


Figure 3: Print Display (X to close)

Allowing Popups in Google Chrome

The Printing Blocked dialog box (Figure 1) opens when Google Chrome is set to block popups. Popups must be allowed to print from eScribe. Perform this procedure to allow popups.



Figure 1: Printing Blocked Dialog Box

1. Click the “blocked popups” icon  on the right side of the url line at the top of the browser window. This opens the popup dialog box (Figure 2).

2. Select “Always allow pop-ups from ...” to allow printing.

3. Click Done.

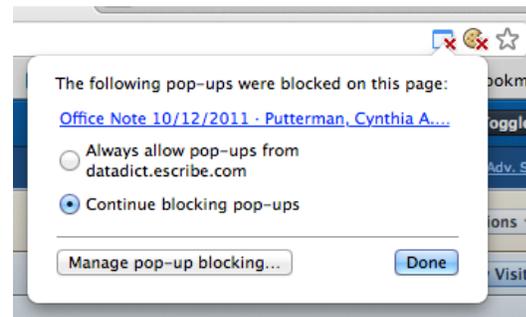


Figure 2: Popup Dialog Box

4. Click Popups Allowed – Try Again on the Printing Blocked Dialog Box (Figure 1).

You can now continue the printing procedure.

Printing from Apple Safari

1. Click a Printer icon  to open the print display (Figure 1).

Note: If the browser displays a popup/printing alert instead of the print display, skip to “Allowing Popups in Apple Safari” below and then return to this procedure.

2. Click the Print button to print the document.

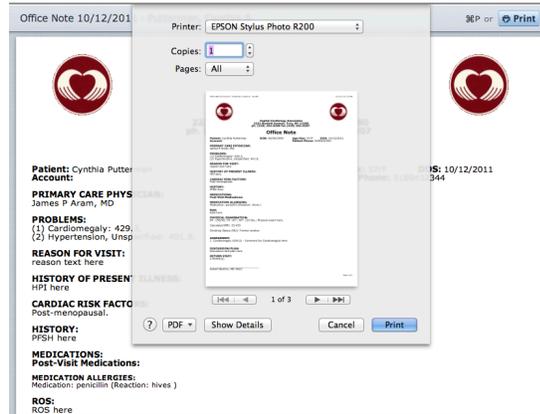


Figure 1: Print Display

3. Click the X in the upper corner (Figure 2) to close the print display and return to eScribe.

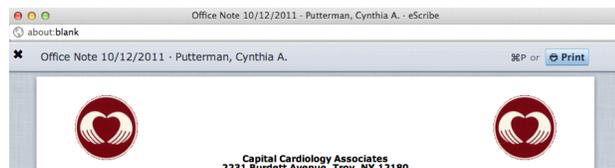


Figure 2: Print Window (X to close)

Allowing Popups in Apple Safari

The Printing Blocked dialog box (Figure 1) opens when Apple Safari is set to block popups. Popups must be allowed to print from eScribe. Perform this procedure to allow popups.

1. In the menu bar at the top of the browser window, click Safari in the menu bar and then click “Block Pop-Up Windows” to remove the checkmark.

2. Click the Popups Allowed – Try Again button

You can now continue the printing procedure.

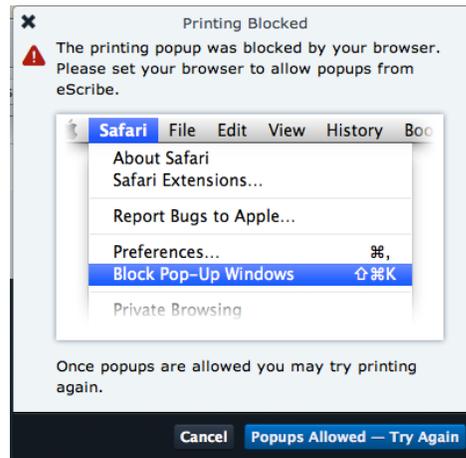


Figure 1: Printing Blocked Dialog Box

Printing from Microsoft Internet Explorer

1. Click a Printer icon  to open the print display (Figure 1).

Note: If the browser displays a popup/printing alert instead of the print display, skip to “Allowing Popups in Microsoft IE” below and then return to this procedure.

2. Click the Print button to print the document.



Figure 1: Print Display

3. Click the X in the upper corner (Figure 2) to close the print display and return to eScribe.

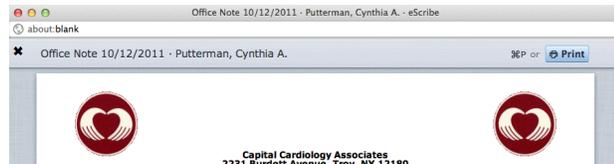


Figure 2: Print Display (X to close)

Allowing Popups in Microsoft Internet Explorer

The Printing Blocked dialog box (Figure 1) opens when Internet Explorer is set to block popups. Popups must be allowed to print from eScribe. Perform this procedure to allow popups.



Figure 1: Printing Blocked Dialog Box

1. Click the “Pop-up blocked” bar (Figure 2) just above the eScribe window.

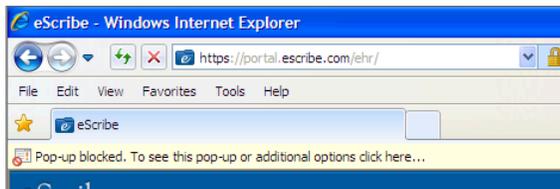


Figure 2: Pop-Up Blocked Bar

2. Click “Always Allow Pop-ups from This Site...” in the choice list (Figure 3).

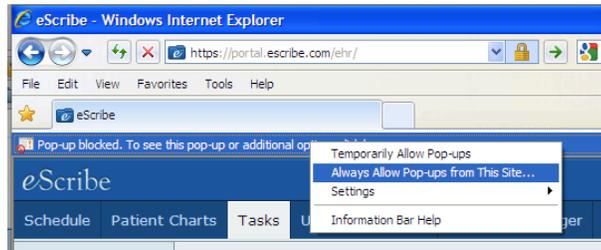


Figure 3: Pop-Up Choice List

3. Click Yes to confirm your action to allow pop-ups (Figure 4).



Figure 4: Pop-Up Allow Confirmation

4. Click Cancel to return to eScribe (Figure 5).

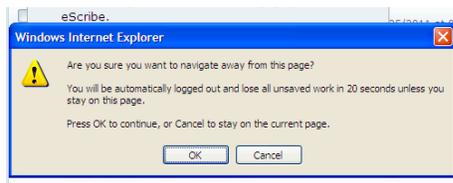


Figure 5: Auto Logout Alert (IE)

5. Click Don't log me out! to return to eScribe (Figure 6).

You can now continue the printing procedure.



Figure 6: Auto Logout Alert (eScribe)