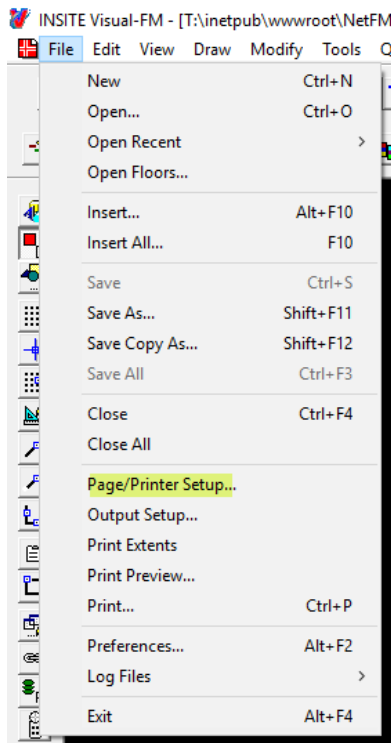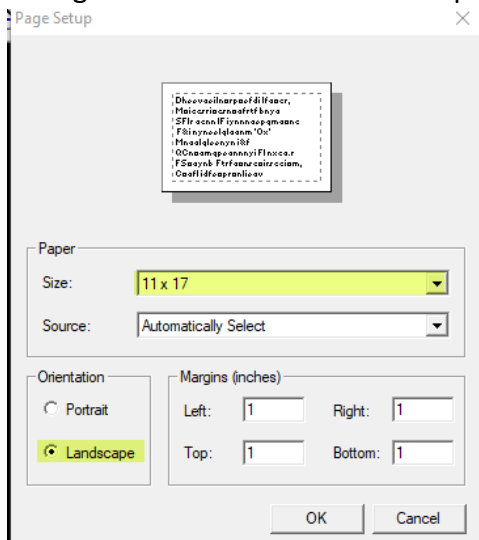# View FM Printing Instructions
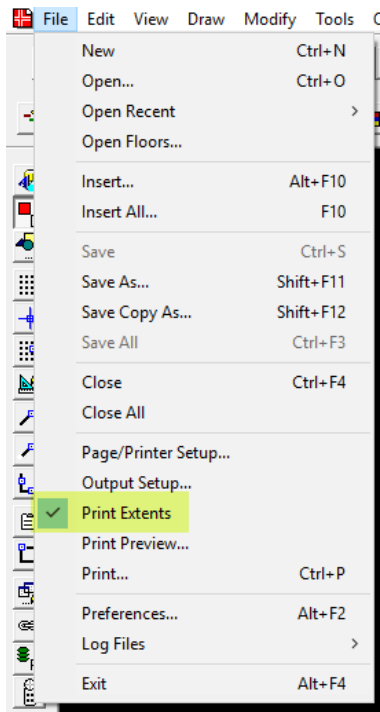
Printing an Entire Floor

- Go to File – Page/Printer Setup
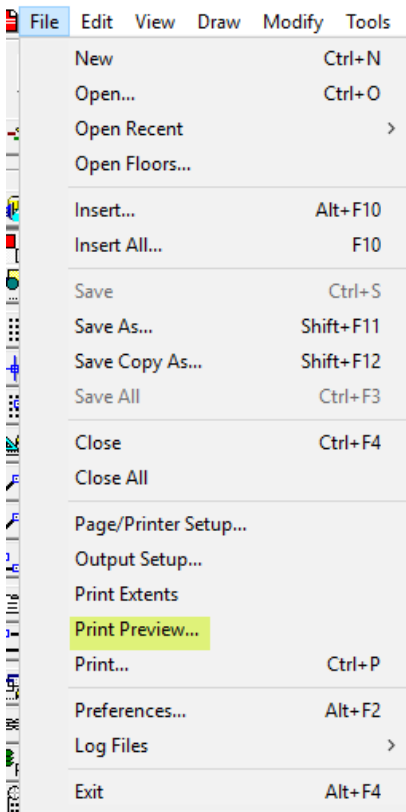

- If you have the ability to print to 11x17, change the paper size. If not, leave the paper size as 8x11.
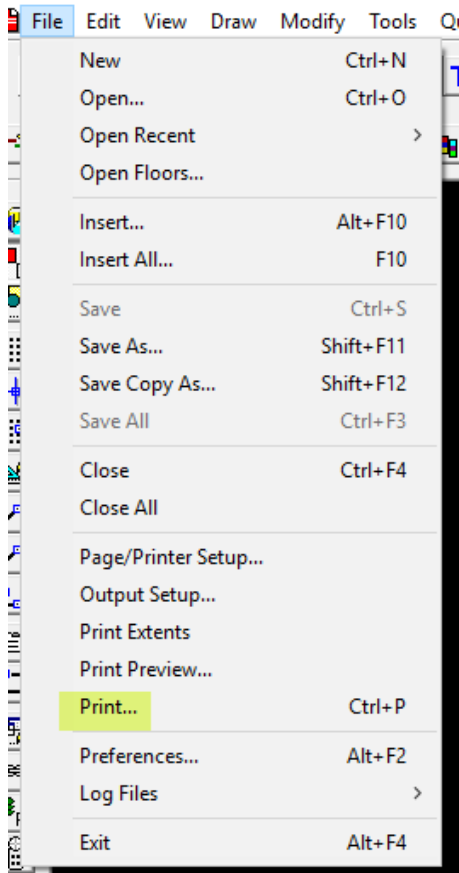- Change the orientation to Landscape.

- The easiest way to print an entire floor is to go to File – Print Extents

- Before printing, go to File – Print Preview to verify that printed page will be correct.

- If the page looks correct, close the print preview and go to File-Print

File	Edit	View	Draw	Modify	Tools	Q

New	Ctrl+N
Open...	Ctrl+O
Open Recent	>
Open Floors...	
Insert...	Alt+F10
Insert All...	F10
Save	Ctrl+S
Save As...	Shift+F11
Save Copy As...	Shift+F12
Save All	Ctrl+F3
Close	Ctrl+F4
Close All	
Page/Printer Setup...	
Output Setup...	
Print Extents	
Print Preview...	
Print...	Ctrl+P
Preferences...	Alt+F2
Log Files	>
Exit	Alt+F4

Printing a Section of the Floorplan

- Click the left mouse button and hold down. Drag a box around the section of floorplan that is to be printed.
- Go to File – Page/Printer Setup

- If you have the ability to print to 11x17, change the paper size. If not, leave the paper size as 8x11.
- Change the orientation to Landscape.

- Before printing, go to File – Print Preview to verify that printed page will be correct.

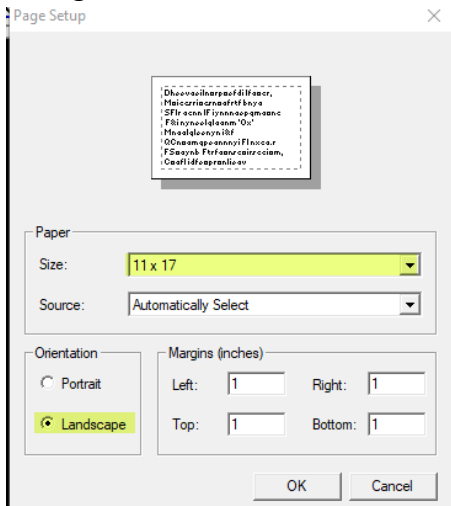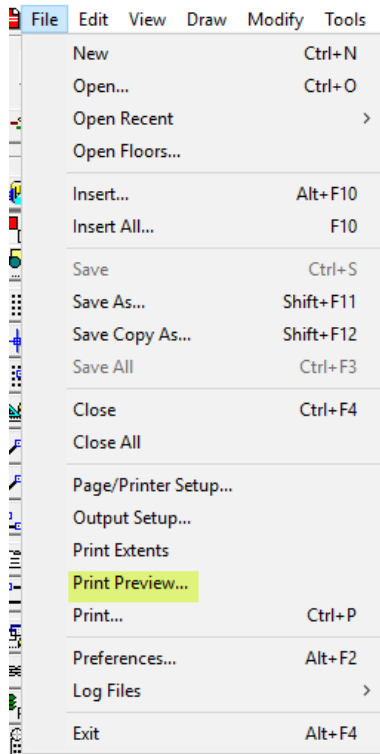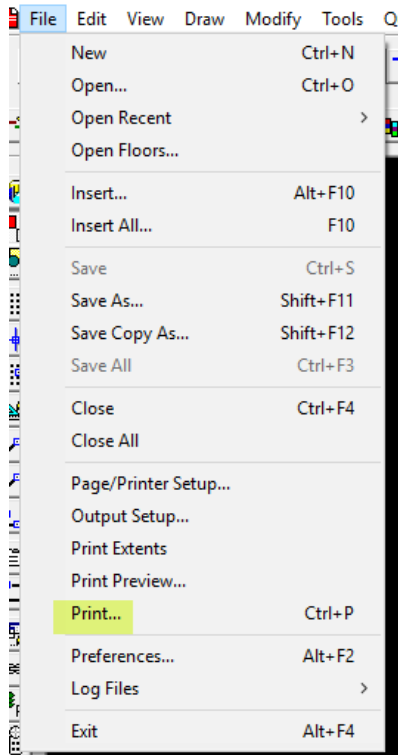| File	Edit	View	Draw	Modify	Tools
New				Ctrl+N	
Open...				Ctrl+O	
Open Recent				>	
Open Floors...					
Insert...				Alt+F10	
Insert All...				F10	
Save				Ctrl+S	
Save As...				Shift+F11	
Save Copy As...				Shift+F12	
Save All				Ctrl+F3	
Close				Ctrl+F4	
Close All					
Page/Printer Setup...					
Output Setup...					
Print Extents					
Print Preview...					
Print...				Ctrl+P	
Preferences...				Alt+F2	
Log Files				>	
Exit				Alt+F4	

- If the page looks correct, close the print preview and go to File-Print

File	Edit	View	Draw	Modify	Tools	Q
New				Ctrl+N		
Open...				Ctrl+O		
Open Recent				>		
Open Floors...						
Insert...				Alt+F10		
Insert All...				F10		
Save				Ctrl+S		
Save As...				Shift+F11		
Save Copy As...				Shift+F12		
Save All				Ctrl+F3		
Close				Ctrl+F4		
Close All						
Page/Printer Setup...						
Output Setup...						
Print Extents						
Print Preview...						
Print...				Ctrl+P		
Preferences...				Alt+F2		
Log Files				>		
Exit				Alt+F4		

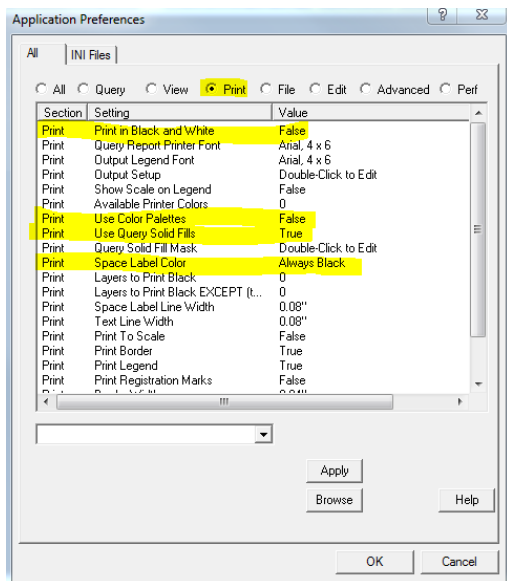## Printing and Hatching Preferences

The following Application Preferences should be applied if the text or the solid fill of the queries is too light.
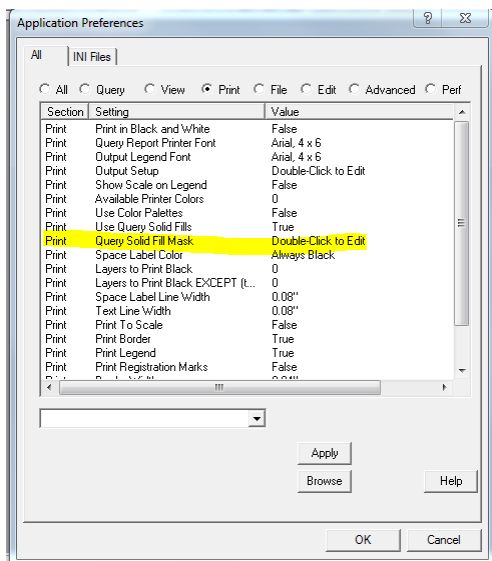
Space Labels

- Set: "Print in Black and White" to False
- Set Space Labels to be "Black Always" or "Black in Queries"

Query hatching fill

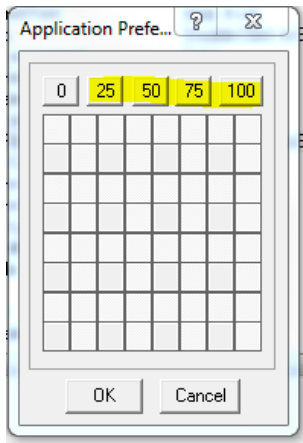- Set: "Use Color Palettes" when printing to False.

- Select Query Solid Fill Mask for printing queries to print with solid fill rather than hatching.
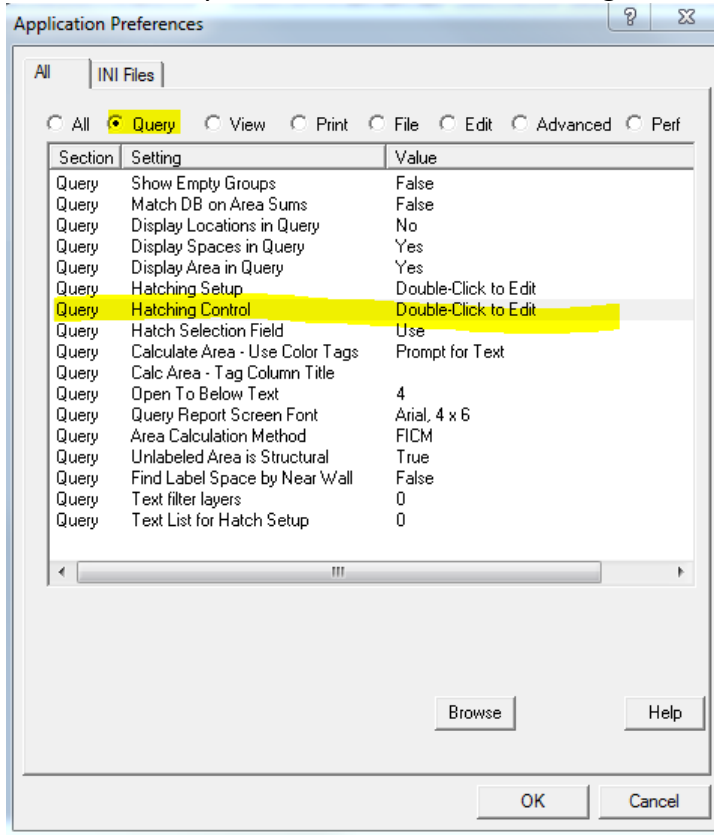

Important: To prevent excess ink use, click the 25% button in the box to the right. If your printer prints the fills too light, bump up the fill percentage to a desirable level.

- If the solid fill is too light, increase the Print Solid Fill Pattern to 50, 75 or 100.

If these do not remedy this issue please follow the below steps.

- Go to Application Preferences
- In the Query section, double click Hatching Control.

- Make sure your preferences match the below.

Application Preferences

Printer

Colors	Patterns	Hatch By
○ User	○ User	○ User
● Screen	● Screen	● Screen
○ Auto		

Screen

Colors	Patterns	Hatch By
● User	● User	● User
○ Printer	○ Printer	○ Printer

OK   Cancel