

Copying & Printing

How to copy text from LEGENDcom into another application

The Windows Copy function allows you to quickly copy sections of text from LEGENDcom to any other Windows based applications, for example, Microsoft Word (note, however, that not all applications support the transfer of text formatting from LEGENDcom).

Simply select the text you would like to copy and then:

- copy the text using your mouse (right button), the Edit menu or your keyboard (Ctrl + C),
- open the application you wish to copy into (eg. Word), place the cursor in the position you would like to insert the text, and
- paste using your mouse (right button), the Edit menu or your keyboard (Ctrl + V).

How to print from LEGENDcom

To print selected text from a Document

Simply select the text you would like to print and then:

- open the Print Dialogue Box using your mouse (right button), the 'File' menu or your keyboard (Ctrl + P),
- choose the Selection button under 'Print Range',
- click the OK or Print button (as appropriate to your dialogue box) to print.

Note: That using the print button on the Web Browser toolbar is not recommended as errors may occur in the content or formatting of the output.

To print an entire Web page of information

The documents held in LEGENDcom are displayed a Web page at a time. To print an entire Web page:

- open the Web page you want to print
- choose the Print button from the Document Toolbar.

When you use the Print button on the Document toolbar a print dialogue box does not appear. Your printout will include all text included on the open Web page and will print to your default printer.

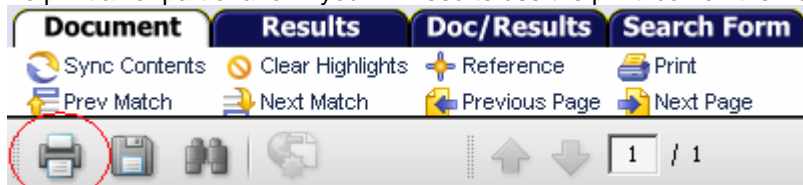
To print an entire document

If you want to print the entire document you will need to enter each of the relevant Web pages (using the 'next page' or 'previous page' buttons on the Document toolbar) and print the content of each individually.

Note: That for technical reasons, larger documents are split across a number of web pages (eg. MSIs).

To print a form

To print all or part of a form you will need to use the print icon on the Acrobat Reader toolbar.



Printing text from a Popup Box

If you choose print text that includes a popup link the content of the popup box will not print automatically.

To print the content of a popup:

- open the relevant popup box,
- if you only want to print a selection of the text in the popup box, select the text you would like to print,
- open the Print Dialogue Box using your mouse (right button) or your keyboard (Ctrl + P),
- click the OK or Print button (as appropriate to your dialogue box) to print.

Identifying the source of pages printed from LEGENDcom

Pages printed from LEGENDcom include a header which identifies the folder that the information was printed from, for example R.1/04/2008 – 26/04/2008.