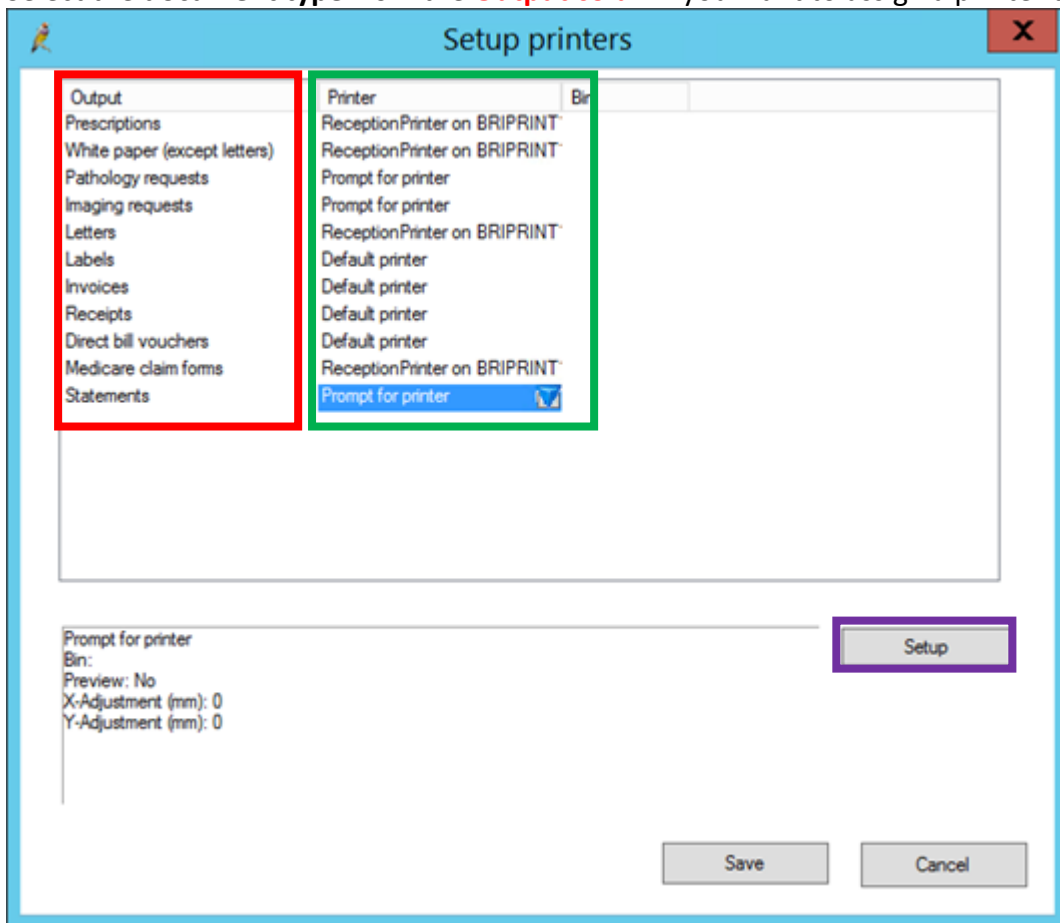


Setting up printing and user printing preferences in Best Practice

Set up printers

NOTE Only users with the Printers permission set to Allow access can set up printers.

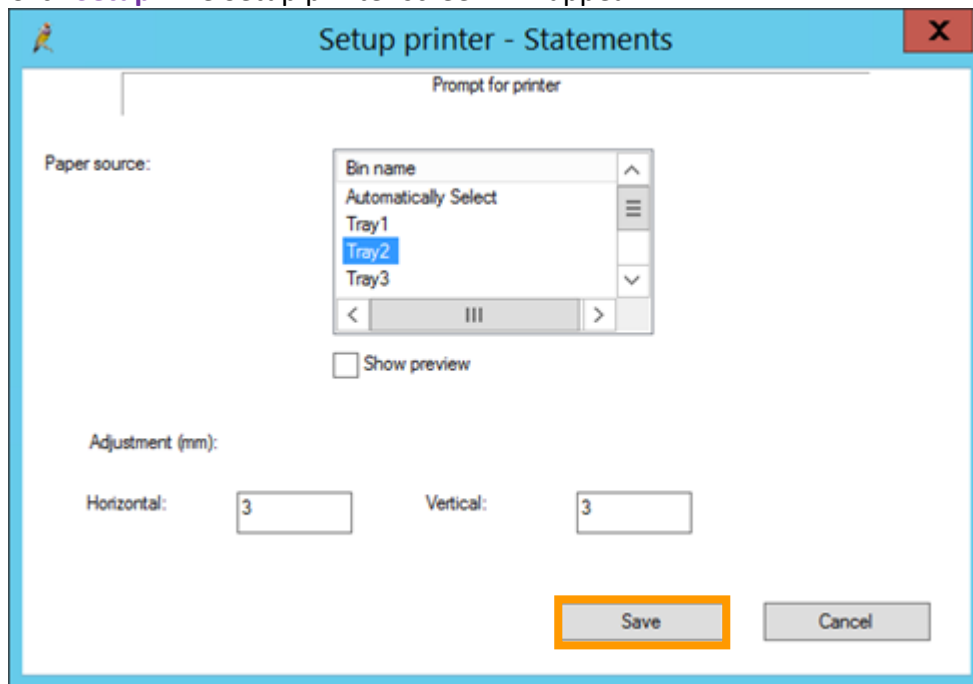
1. From the Bp Premier main menu, select **Setup > Printers**.
2. Select the **document type** from the **Output column** you want to assign a printer to.



3. Select the **Printer column** for that document type and click the blue down arrow that appears.
 The list of installed local and network printers will be displayed.
4. **Select a printer** from the Printer column or **select Prompt for printer** to prompt with the windows Printer screen each time the document type is printed.

NOTE Prompt for printer is suitable for document types used by staff without a fixed workstation, for example, who need to be able to print to any printer.

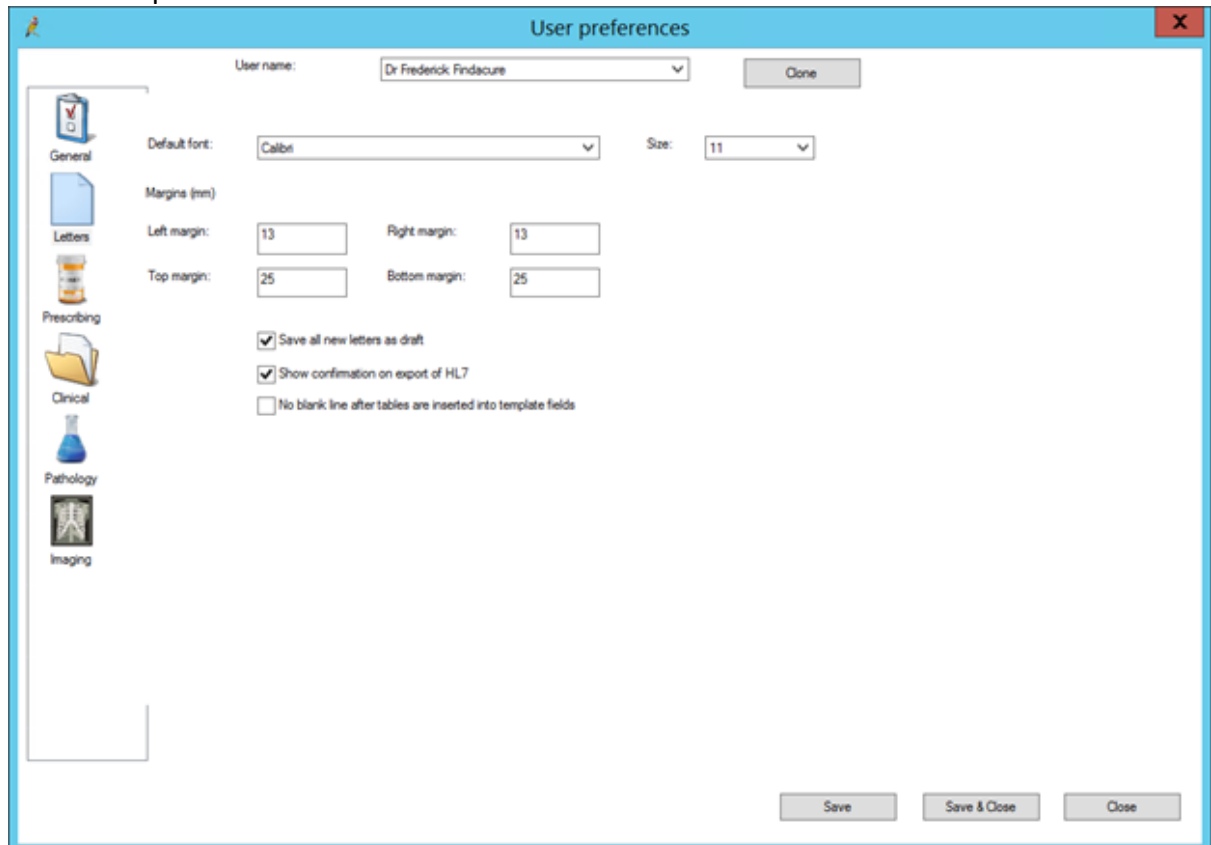
5. Click **Setup**. The Setup printer screen will appear.



6. Select the **Paper source** to use from the selected printer.
7. Tick **Show preview** to display a print preview before printing.
8. Enter **Horizontal or Vertical adjustments** from the left and top if required for the printer.
The horizontal and vertical settings allow negative values if the printer prints the margins too far to the right or from the top.
9. Click **Save**.

Set word processor user preferences

1. Select Setup > Preference > Letters.

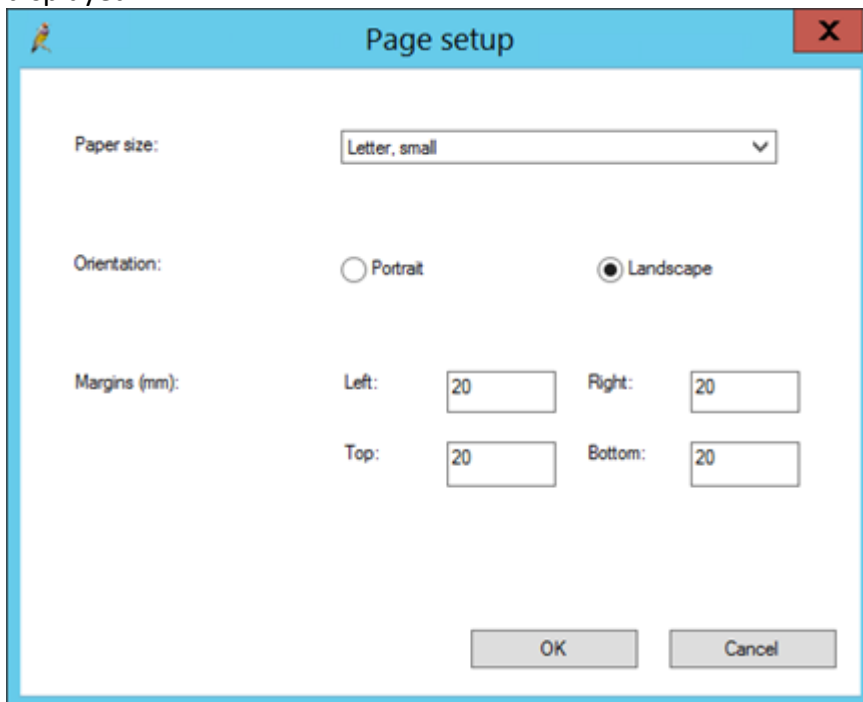


2. Select the **Default font** and **Size**.
3. Set the **default margin** spacing.
4. Tick **Save** all new letters as draft to default to saving all new letters as drafts and not final documents. Saving as a draft allows the letter to be opened and modified later.
5. Tick **Show** confirmation on export of HL7 if you want Bp Premier to prompt a confirmation when a document is successfully exported using HL7.
6. Tick **No blank line** after tables are inserted into template fields if you do not want a blank line automatically inserted after a table is inserted into a template field.
7. Click **Save & Close**.

Set page size and orientation

You can change the page orientation for open documents.

1. From the word processor, select File > Page setup. The Page setup screen will be displayed.



2. Select the **Paper size** and **paper Orientation**.
3. Enter the **margin spacing** for the current document.
4. Click **OK**.

Print in colour

If you wish to print in colour, select the Prompt for printer option from the Setup Printers screen, and select the properties option from the Windows Printer screen.