

Printing

Printing

Since printing is an essential step in completing each report – whether generating a hard copy or creating a PDF using the PDF creation tool now included with WinTOTAL - the essentials are covered in this user guide. You can either print your report using WinTOTAL's **Print** button or through the **File** menu. Here's a brief description of the print options in WinTOTAL's **File** menu:

Print – Acts just like the **Print** button in WinTOTAL.

Print to PDF – Generates a PDF copy of your report.

Print Current Form – Prints the current form on your screen.

Print Setup – Allows you to select your main and photo printers.

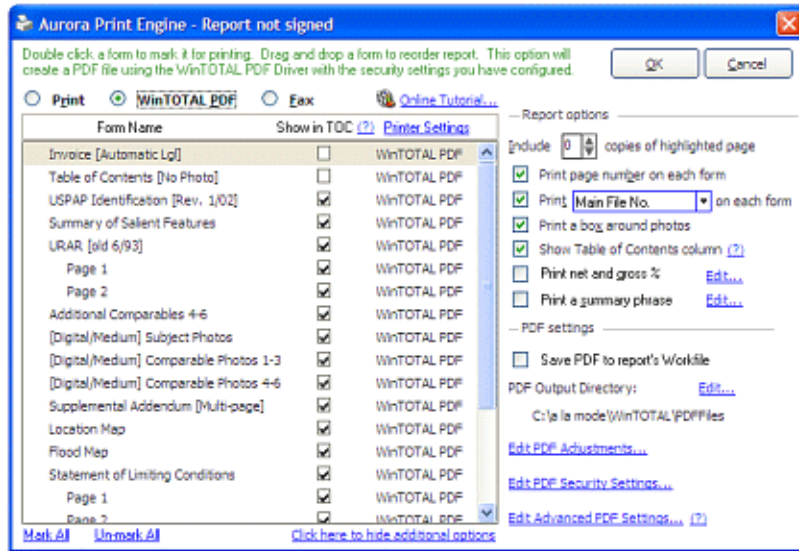
Print Reports

Depending on where you print in WinTOTAL, you have different options. When printing from WinTOTAL, you can print a hard copy or PDF copy of any pages in your report. But when you print from the Appraisal Desktop, you have the option to print a reports list, invoice only, or just a "quick print" copy of your report. To print a report...

1. From inside a report or from the Appraisal Desktop, click **Print** in the top toolbars or go to the **File** menu and choose one of the print options.
2. If you're printing from the Appraisal Desktop, mark your preferred printing option and click **OK**. Otherwise, skip this step. Options are:

- **Print Report** – This option opens the standard WinTOTAL **Print** screen, from which you can choose which pages and forms you'd like to print, as well as choosing the printer to which you'd like to send them.
 - **Auto print report** – This option automatically prints the report based on the default settings you've chosen for that report in the past, so you can skip the remaining steps in this process.
 - **Print invoice only** – If you just need to send out a new invoice, choose this option. Any invoice form found in the report is sent directly to your default printer, so you can skip the remaining steps in this process.
 - **Print reports list** – The final option doesn't print the actual report. Instead, it sends the report list directly to your default printer, so you can skip the remaining steps in this process.
3. When the **Aurora Print Engine** appears, you should see a list of the forms in your report and other options. Mark the option for the format you want for your print job: **Print**, **WinTOTAL PDF** or **Fax**.

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4. Double-click each form you want to print or click **Mark All** to print everything. An icon appears next to forms you've marked. To "unmark" a form and omit it from printing, double-click it again.
5. You can also select the target printer on a form by form basis. If you have just one printer hooked up to your PC, you can leave this at the default. If you have separate printers for color printing or photos and B&W printing, click **Printer Settings** in the upper left corner of the screen under your **Online Tutorial** link to tell WinTOTAL which printers you use.



Note: You can also change the printer settings by using **Edit Printer Settings** in the additional print options.

6. If you see the column titled TOC you can mark whether or not a form is listed on WinTOTAL's dynamic **Table of Contents** form. When this box is cleared for a form, it is skipped when printing as well as page number. This feature is handy for comps pages included for analysis, but not necessary for the final report, invoice forms, and other photo pages.



Note: By default this column does not appear in the print window. To enable it, click the **Click here for more printing options** link in the lower left corner of the screen, check the **Show Table of Contents column** option, and ensure that you've added a **Table of Contents** form to your report.

7. Once you've selected your options, click **OK** to begin the print job.

Print Options

When you're printing, there's a link at the lower right of the forms list for additional options. These options change depending on whether you are printing to hard copy printers or creating a PDF. To apply special print options while you're printing...

1. [Print your report](#) in the typical way.
2. In the Aurora Print Engine, click the link at the bottom to open the additional printing options.
3. Set your preferred options using the check boxes and links in the pane on the right. Options include.

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- **Include # copies of highlighted page** – Allows you to specify a different number of copies on a page by page basis.
 - **Print # on each form** - Overlays the main file number at the top right of each form and print the page number at the bottom of each form. This is handy for forms that don't have a place for a file number.
 - **Show numbering as X of XX** - When page numbering is enabled along this option, page numbers are formatted as 1 of 10 (for example). Otherwise, WinTOTAL just prints the page number at the bottom of each page of your report.
 - **Print page number on each form** - Prints the page number on each form. Or course, a page number gives your report a more professional appearance and keeps pages from being misplaced.
 - **Print a box around photos** - Select whether or not you want a border around photos.
 - **Show Table of Contents column** – Toggles whether the TOC column is hidden in the print window. When enabled, you can remove forms from the printed TOC by unchecking them.
 - **Print net and gross %** - Controls whether or not the net and gross adjustments print on the major form.
 - **Print a summary phrase** – Allows you to print a summary phrase about each form in the top left corner of the page
 - **Select main printer for all forms** – Prints all form pages using your designated main printer allowing you to print photo pages and form pages on separate printers.
 - **Select photo printer for all photo pages** – Prints all photo pages using your designated photo printer allowing you to print photo pages and form pages on separate printers.
 - **Send all pages to printer as one job** – Sends the entire print job to the printer as one job rather than breaking up the print job into a batch of individual print jobs. This option is handy when you're having difficulty printing certain sections of your report.
 - **Use printer profiles** – Using this option you can create and use separate combinations of photo and main printers. This option can be particularly handy when you have both a set of network printers and local printers and would like to alternate between them.
 - **Edit Printer Settings** – This option is equivalent to the **Printer Settings** option that appears in the upper left hand corner of the **Print** window. It allows you to select your main and photo printers and make adjustments to the arrangement of the print job on the page.
4. When finished, click **OK** to apply your changes and print your report.

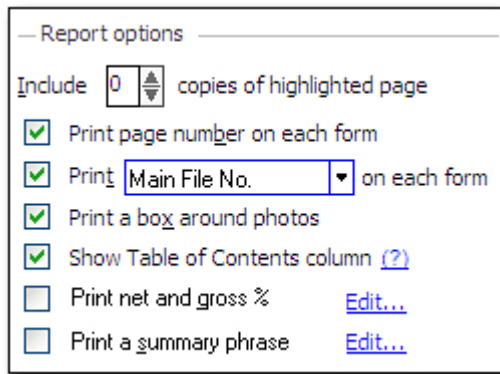
Print Net & Gross Adjustments

Most forms themselves don't have specific fields for net and gross adjustments; however, many appraisers prefer to have them overlaid in the sales comparison approach. If you wish to have the net and gross percentages printed,

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you can set WinTOTAL to print them on your forms. To do so...

1. [Print your report](#) in the usual way.
2. When the Aurora Print Engine appears, check the **Print Net and Gross %** box in the **Report Options** pane on the right. The **Edit** link beside this option then enables you to specify how they are labeled.



3. When finished, click **OK** to accept your changes and print your report.

Print Summary Phrases

To identify the appraisal and report type, many appraisers prefer to overlay the words "Summary Appraisal Report" at the top of the form. If you want to overlay a phrase on your appraisal report...

1. [Print your report](#) in the usual way.
2. When the Aurora Print Engine appears, check the **Print a Summary Phrase** box in the **Report Options** pane on the right. The **Edit** link beside this option then

enables you to specify the phrase you want to overlay on your report.

3. When finished, click **OK** to apply your changes and print your report.



Note: Instead of overlaying a summary phrase, you may wish to use our USPAP identification form. It provides more detail on the appraisal and report as well as room for comments and other disclaimers.

Remove Pages from the TOC

If you need to prevent certain pages of your report from being listed in your Table of Contents, WinTOTAL provides a simple way to remove them when you print your report. To prevent certain pages from appearing in the TOC...

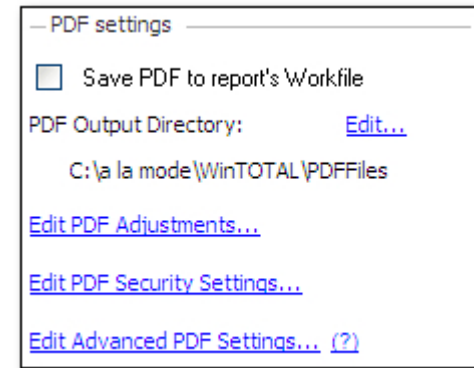
1. [Print your report](#) as usual.
2. When the Aurora Print Engine appears, if the print options aren't displaying to the left, click the **Click here** link to the lower left of the screen to show the advanced printing options.
3. In the printing options, check the **Show Table of Contents column** box to display a list of check boxes beside each form in your report.
4. Finally, uncheck each page of your report that you wish to hide in the TOC and proceed with printing. WinTOTAL will leave any pages you unchecked out of the Table of Contents.

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PDF Options & Security

WinTOTAL provides a wealth of options you can apply as you print your PDF files so that you can ensure that the PDF's include all of the information and protection that you need. To apply PDF options or add security to your PDF so that others cannot copy or tamper with your data...

1. [Print your report](#) as usual.
2. When the Aurora Print Engine appears, make sure you mark the **PDF** option and then apply your PDF options using the **PDF Settings** pane on the right. Options include:
 - **Save PDF to Report's Workfile** – Copies an original version of your report PDF into your workfile so that you have a time-stamped copy of your original PDF in case you need it.
 - **Change Your PDF Output Directory** – By default, WinTOTAL saves a copy of your PDF files to C:\a la mode\WinTOTAL\PDFFiles. If you want WinTOTAL to save your PDF files elsewhere, click **Edit** and browse out to the directory you want.
 - **Edit PDF Adjustments** – Allows you to control print margins, scaling, and more.
 - **Edit PDF Security Settings** – Allows you to password protect your PDF or lock it to keep it safe from copying or tampering.
 - **Edit Advanced PDF Settings** – Helps you control the format of PDF to ensure that the maximum number of clients can open the PDF files you produce.



Note: If you don't see these settings to the right, you may need to click the link at the bottom of the Aurora Print Engine to see the additional printing options.

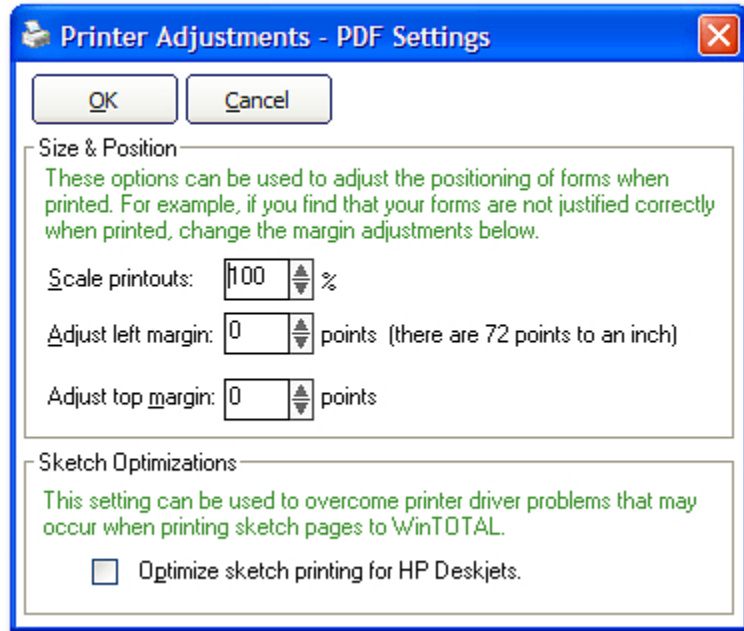
3. Once you've applied your PDF options, click **OK** in the Aurora Print Engine to accept your preferences and create your PDF.

Edit PDF Adjustments

WinTOTAL's PDF options help you control the print scaling, margins, and optimization settings for the PDF's you create. To change your PDF adjustments...

1. From the [Aurora Print Engine PDF options](#), click the **Edit PDF Adjustments** link.

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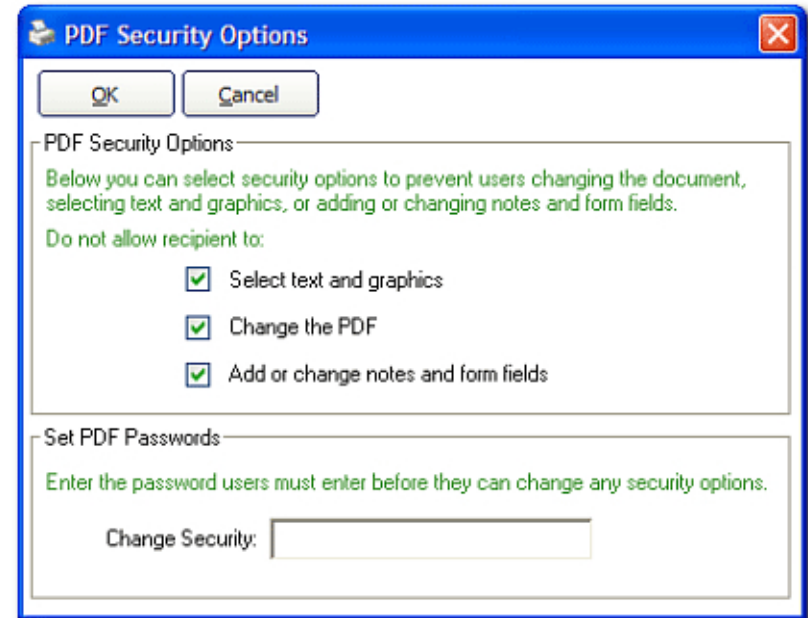
2. Determine whether you would like to scale your PDF or adjust the PDF margins and use the corresponding fields to make your adjustments.
3. You should also notice another setting that pertains to sketch printing with HP DeskJets. If you are experiencing difficulties printing hard copies of your sketch pages using your HP DeskJet, check this option.
4. Finally, click **OK** when you're finished making your adjustments.

Edit PDF Security Settings

WinTOTAL's built-in PDF creation tool can assist you in securing your PDF's so that no one can tamper with your

PDF or copy data out of it for any reason. To apply security settings to your PDF's...

1. From the [Aurora Print Engine PDF options](#), click **Edit PDF Security Settings**.



2. Then, determine whether you want to permit your clients to:
 - o Select text and graphics in the PDF
 - o Change the PDF
 - o Add or change notes and form fields



Note: PDF files aren't protected by your digital signature and can be edited unless you specify otherwise by checking the **Change the PDF** box.

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3. Check the corresponding boxes to prevent your clients from changing any of these features.
4. If you'd like to password protect your PDF so that a password is required to change the PDF security options, enter a password in the **Change Security** field. Keep in mind that this settings affects all PDF's that you create so you should be careful when using this feature.
5. When finished, click **OK** to accept your changes and click **OK** again in the Aurora Print Engine to create your PDF.

open the PDF. In general, unless a technician specifies otherwise, it's better to leave this at the default setting.

5. When finished, click **OK** to save your options and click **OK** again in the Aurora Print Engine to create your PDF file.

Edit Advanced PDF Settings

The Advanced PDF settings allow you to control the process that WinTOTAL uses to print your report to PDF. Here, you can toggle whether WinTOTAL should prompt you for a PDF file name or simply name the PDF file using its own naming conventions. You can also toggle whether the PDF should appear in your PDF Viewer once it has been created, or change the compatibility settings for your PDF's. To change your advanced PDF settings...

1. From the [Aurora Print Engine PDF options](#), click **Edit Advanced PDF Settings**.
2. In the screen that appears, indicate whether you want WinTOTAL to prompt you for a PDF file name when creating PDF's.
3. Mark or unmark the checkbox to indicate whether you want WinTOTAL to launch your PDF viewer so you can see the PDF when it is complete.
4. Choose a PDF specification option from the drop-down list. This option controls the compatibility mode for your WinTOTAL PDF's. By default, WinTOTAL uses the Adobe Acrobat 4.x option to ensure that all of your clients can