

Printing

Introduction

This chapter presents the various options available when you're ready to print in MaxLoad Pro. MaxLoad Pro allows you to print various databases and multiple reports, each giving specific information regarding the load. You can preview your work before printing, which allows you to make adjustments before actually sending your work to the printer.

As with viewing and editing, printing is a standard function that does not change regardless of the type of manifest. We've attempted to make the print process as generic as possible; thus, this chapter covers printing in a generic manner. Whenever we reference printing a truck manifest, the same principles apply to a pallet manifest, single-SKU manifest or tote.

The various topics outlines in this chapter are:

- ❖ Printer Setup
 - Print to File/Create PDF Documents
- ❖ Printing Options
 - Reports/Solutions
 - Databases
- ❖ Print Preview
- ❖ Annotate Printouts
 - Adding Text
 - Adding Arrows

Printer Setup

The first step to printing in MaxLoad Pro is to find which is your default printer and where it is printing. This information is available through the Print Setup Dialog Box.

Click on Print Setup under the File menu.

System Response: The Print Setup dialog box appears.

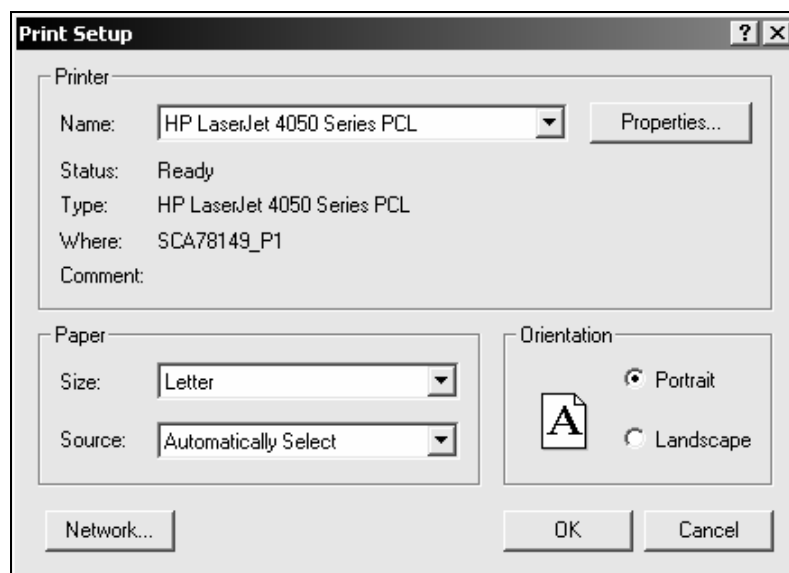


Figure 10.1 Print Setup dialog box

This dialog box allows you to set a default printer and other print parameters, which are inherent to your Windows operating system.

Select the local or network printer and click OK.

System Response: The software prints the selected report or database.

Print to a File/Create PDF Documents

Printing to a file is useful if you want to share your calculations with other users electronically or if you have a document to be printed by a commercial printing service that uses higher-resolution printers. In that case, you can print the document to a file, and then take that file to the commercial printer.

To create PDF documents from MaxLoad Pro you should have a licensed copy of Adobe Writer installed. The Adobe Writer or Distiller should be the selected default printer, in the Print Setup dialog box.

For more details, contact TOPS Technical Support.

Printing Options

MaxLoad Pro allows you to print a number of diagram views, reports, and databases.

Reports/Solutions

You can print a report/solution at any time, provided you've already opened an existing manifest. To print a new manifest, you first have to calculate the load before printing. Regardless of the type of report you wish to print — the same procedures will apply.

Depending on the manifest, there are two ways a solution can be printed.

- ❖ **Print:** Print feature from the File menu is used when you have a manifest that fits in one container or on one pallet.

To print a solution, follow these instructions:

1. From the Menu Bar, open the File menu and select Print

System Response: A submenu appears with a list of print options – Load, Manifest, Summary, etc.

2. Select the type of report or diagram view you want to print. For example, to print the load diagram, select Load.

System Response: The Print Parameters dialog box appears.

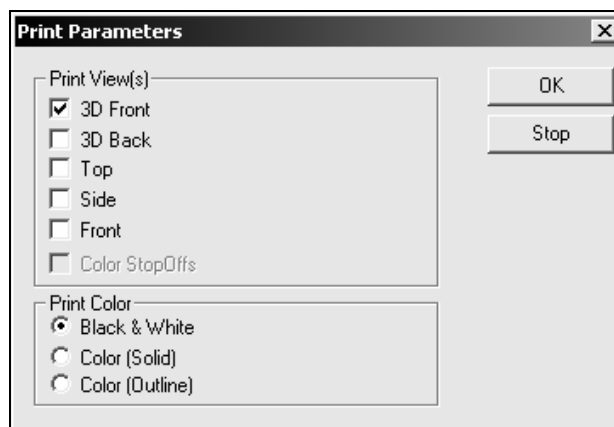


Figure 10.2 Print Parameters Dialog Box

3. Select the view you want to use in your printout – 3D Back, Top, etc.

Note: You can select more than one view option. Each view will be printed on a subsequent page.

4. Select the print color- Black & White, Color(Solid), or Color(Outline).
5. Click on OK.

System Response: The Print dialog box (as pictured in figure 10.1) appears.

6. Select the printer and click OK.

System Response: The software prints the selected report.

- ❖ **Multi Print:** Multi Print option is useful in analyses which have big manifests going in more than one container or on more than one pallet. Similar to the Print option this option can also be accessed from the File menu.

To multi print, follow these instructions:

1. From the Menu Bar, open the File menu and select Multi Print.

System Response: The Multi Print Parameters dialog box appears

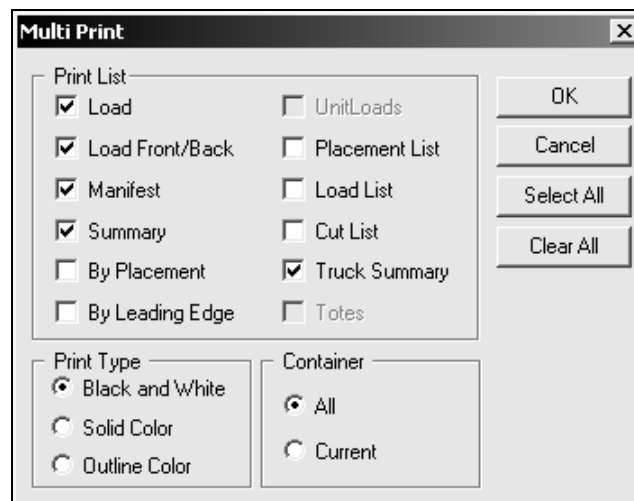


Figure 10.3 Multi Print Dialog Box

2. Select the report to print.

Note: You can select more than one report. Each report will be printed on a subsequent page.

3. Click Select All button to select all reports and Clear All button to undo report selection.
4. Select the print type – Black & White, Color Solid, or Color Outline.
5. Select the containers. Select All for all containers for that manifest or Current to print report for a selected container and click on OK.

System Response: The Print dialog box (as pictured in figure 10.1) appears.

6. Select the printer and click OK.

System Response: The software prints the selected report(s).

The views allow you to view the load at various stages of the loading process, while the reports display relevant information regarding the active manifest. The various printing options that you can preview or print from the File menu is as listed below:

- ❖ **Load:** Prints the load diagram as it appears on your screen.
- ❖ **Load Front/Back View:** Prints a report with both the front and back view of the loaded container or pallet.
- ❖ **Manifest:** Prints the manifest pick list and associated options selected for each SKU.
- ❖ **Summary:** Prints a summary of the load.
- ❖ **Load By Placement:** Prints a diagram of the vehicle/pallet being loaded one placement at a time. This report indicates SKUs, SKU quantities, and the load configuration for each step.
- ❖ **Load By Leading Edge:** Prints the load showing each successive leading edge.
- ❖ **Load By Stop Off:** Prints a diagram of the container/pallet being loaded one stop off at a time.
- ❖ **Unit Loads:** Prints each individual unitload loaded into the vehicle.
- ❖ **Placement List:** Prints a text report broken down by placement.
- ❖ **Cut List:** Prints a list of SKU's that were not able to be loaded onto the vehicle/pallet.
- ❖ **Load List:** Prints a breakdown of the solution by SKU Number.

- ❖ **Mixed Pallets:** This report is only available for Truck Manifest. It lists the contents of various mixed pallets in the container.
- ❖ **Unit Load:** Prints an enlarged view of a unitload that has been created through the Create Unitload function in the Define SKU screen. This view is only active after an SKU has been created as a unitload from the Define SKU screen.
- ❖ **Truck Summary:** Prints a breakdown of SKU's loaded onto a truck.
- ❖ **Totes:** Prints a breakdown of SKU's included in a tote.

Databases

- ❖ The various databases that can be printed from MaxLoad Pro are as follows:
- ❖ **SKUs:** Prints all the saved SKUs from the database including shipcases, drums, tote SKUs, pallet SKUs, and palletloads.
- ❖ **Pallets:** Prints all the saved pallets from the database including slipsheets, europallets, strings, etc.
- ❖ **Vehicles:** Prints the various containers saved in the databases. Including trucks, sea vans, rail cars, etc.
- ❖ **Totes:** Prints the possible totes saved in the database.
- ❖ To print the MaxLoad Pro databases, follow these instructions:
 1. From the File menu, click Print Databases.
 2. Select the database to be printed.

System Response: The Print dialog box (as pictured in Figure 10.1) appears.

3. Select the printer and click OK.

System Response: The software prints the selected database.

Note: Unlike reports, the MaxLoad Pro database cannot be previewed before printing.

Print Preview

As with most other Windows programs, MaxLoad Pro allows you to preview your work before you actually print it. From the Print Preview screen, you can add annotations to your printout and customize your work. Remember, a diagram or report will print out exactly as it appears in the Print Preview screen.

To access the Print Preview screen, follow these instructions:

1. From the Menu Bar, open the File menu and select Print Preview or Multi Preview, respectively.
2. Select the type of report or diagram view you want to display a print preview. For example, to display the print preview of the load diagram, select Load.

System Response: The print preview for the selected item appears, as pictured below.

Note: The print preview displays either in color or in black-and-white, depending on the selected printing method.

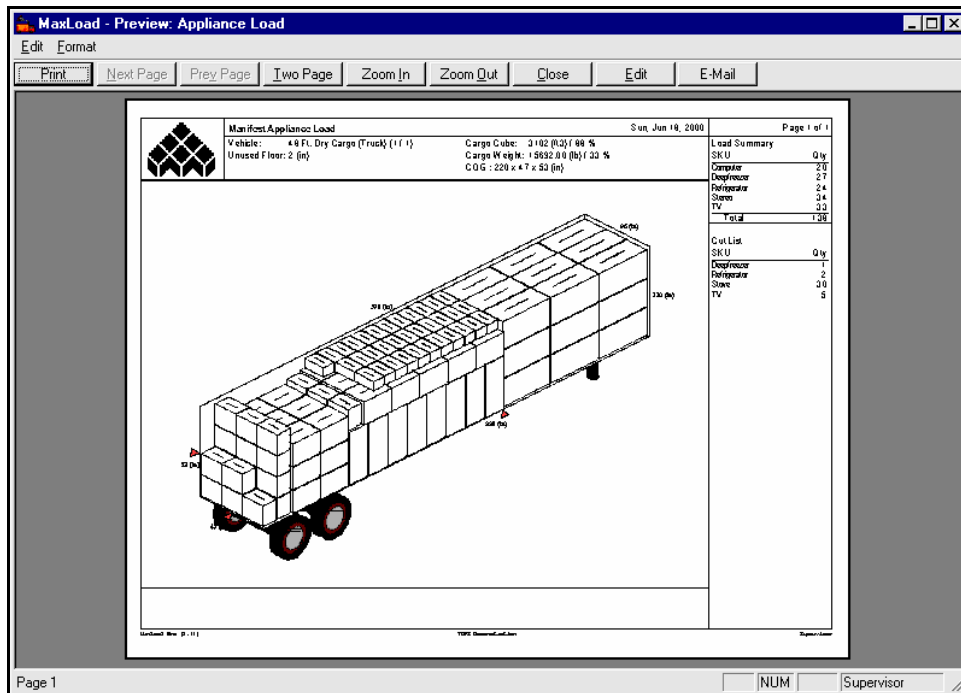


Figure 10.4 Print Preview Screen

Notice the Toolbar, pictured below, at the top of the Print Preview screen.

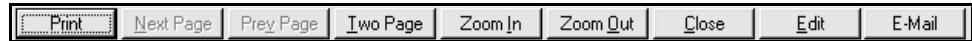


Figure 10.5 Print Preview Toolbar

The Toolbar contains the following buttons:

- ❖ **Print:** Prints the diagram/report
- ❖ **Next Page:** Displays the second page of the printout. If there is no next page, this button will be grayed out.
- ❖ **Previous Page:** Displays the previous page of the printout as you view the second page. If there is no previous page, this button will be grayed out.
- ❖ **Two Page:** Displays a split-screen view of a multi-page printout. If there is only one page, this button will be grayed out.
- ❖ **Zoom In:** Displays a magnified view of the previewed document. MaxLoad Pro allows you to zoom in twice.
- ❖ **Zoom Out:** Displays a reduced view of the previewed document. This feature works if you've zoomed in.
- ❖ **Close:** Closes the Print Preview and returns you to the point where you initiated the preview process.
- ❖ **Edit:** Initiates the annotation process and makes your mouse pointer "live."
- ❖ **Email:** Launches your default e-mail application and allows you to e-mail any of the print reports directly from MaxLoad.

Note: For more information on the Email feature, please refer to Chapter 2, The Basics.

Annotate Printouts

MaxLoad Pro allows you to annotate printouts by letting you add text and arrows thus making it easy to add last-minute notes to your diagram.

Adding Text

To add text to the output, start from the Print Preview panel and follow these instructions:

1. Click on the Edit button.
2. Click on the area of the output where you want to enter text.

System Response: MaxLoad Pro displays a four-cornered entry field with the cursor positioned inside the field. Notice that you can "drag" the entry field to any position on the screen.

3. Enter the text that you want to appear in the selected area.

Note: At this time, you cannot mix fonts within a single annotation.

4. To change the font and/or font size, open the Format menu and select Font.

System Response: The Font dialog box appears.

5. Use the Font dialog box to select the font, font style and/or size, and then click on OK.

System Response: The Font dialog box closes. MaxLoad Pro returns you to the Print Preview panel.

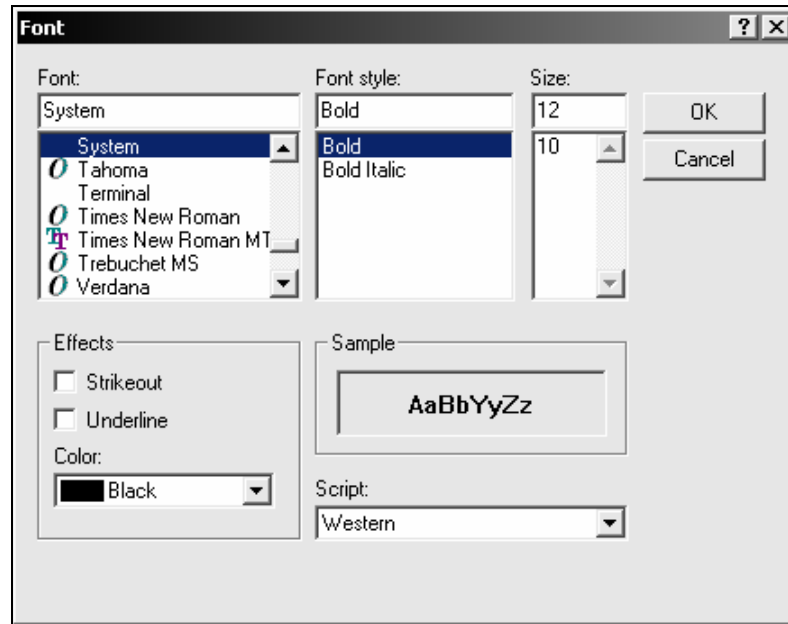


Figure 10.6 Font Dialog Box

6. Drag the text fields so they're positioned where you want them.
7. If the added text is correct, click on the Print button.

System Response: MaxLoad Pro sends the analysis output to the printer.

Adding Arrows

From time to time, you might want to enhance a printout with some well-placed arrows. In MaxLoad Pro, inserting an arrow on a printout involves a little-known keyboard trick – using the Alt key and the numeric keypad to insert keystrokes that are not usually available. This method offers an advantage over using bitmaps – these arrows have transparent backgrounds and won't obliterate the area on the printout where they're placed.

Most fonts have more symbols than the normal 26 letters, 10 numbers and punctuation symbols. A font often includes arrows, trademark symbols, accented characters, etc. In most word processors, you use the application's Insert Symbol feature and selecting from a range of symbols. Microsoft Word also allows you to choose which font symbols you want to use.

At this time, MaxLoad Pro does not have an Insert Symbol feature, so in lieu of that you'll use the Alt-keypad routine. In Microsoft Word, if you open the Insert menu and select Symbol, the Symbol dialog box appears,

as pictured on the next page. You can also use the Windows Character Map feature, located in the Accessories folder.

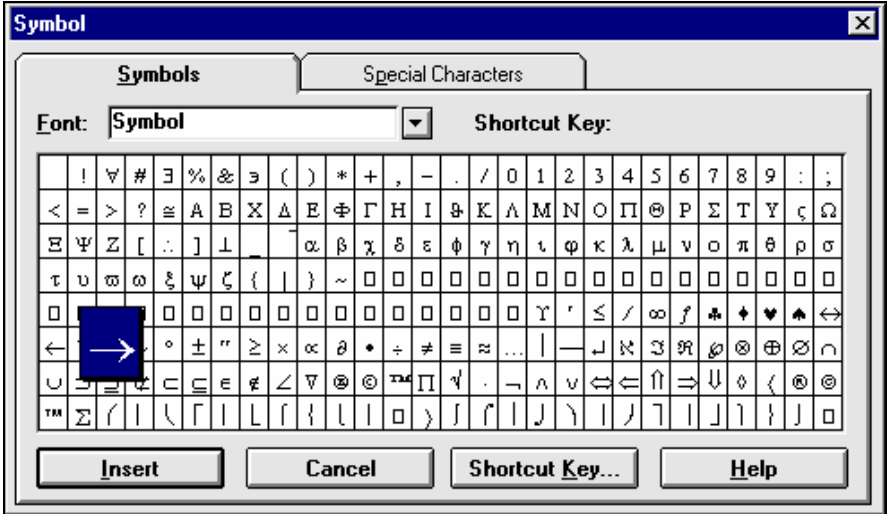


Figure 10.7 Symbol Dialog Box

If you highlight a symbol – such as the right arrow (→) – a number appears on the status bar; for example, 174. This number represents the ASCII code for the selected symbol and the selected font.

The following steps allow you to insert these characters into most programs, even if they don't have an Insert Symbol feature. To insert characters into a MaxLoad Pro printout, follow these instructions:

1. Go to the Print Preview Screen and zoom in.
2. Click on the screen to insert text.
3. Make sure the keyboard's Num Lock light is on.
4. Open the Text menu and select Font to display the Font dialog box.
5. Select the font you want to use.

Note: To insert arrows onto the printout, you'll probably want to use the Symbol or Wingdings font. If you want to simply bold or italicize the text, the active font should be sufficient.

6. Hold down the Alt key on your keyboard.
7. While holding down the Alt key, type the ASCII number for the symbol you want to insert with a zero (0) in front; for example, type 0172. Use the table on the next page as a guide.

Common Ascii Codes for Symbols

Symbol Font		Wingdings Font		
0171 ↔	0219 ⇔	0223 ←	0231 ←	0239 ⇐
0172 ←	0220 ⇐	0224 →	0232 →	0240 ⇨
0173 ↑	0221 ↑	0225 ↑	0233 ↑	0241 ⇩
0174 →	0222 ⇒	0226 ↓	0234 ↓	0242 ⇩
0175 ↓	0223 ↓	0227 ↖	0235 ↖	0245 ↖
1076 °	0226 ®	0228 ↗	0236 ↗	0246 ↗
	0227 ©	0229 ↘	0237 ↘	0247 ↘
	0228 ™	0230 ↙	0238 ↙	0248 ↙

Note: To change the font, you must first key in a letter or any text, and then highlight it. Then you'll be able to change the font for that text and any additional text.

8. After you type in the ASCII number, release the Alt key.

System Response: MaxLoad Pro inserts the selected symbol onto the printout. You might need to adjust the font size to make it more legible.

