

## Q-Pulse Tip- Q-Pulse Print Preview Screen Controls

Did you know that the Q-Pulse Print preview screen has some great controls that allow you to change the way your document looks?



The Print Direct button sends the current print directly to the default printer.



The Page Setup button allows you to change page settings such as orientation (portrait or landscape) and margins.



Clicking the Report Designer icon sends you to the Report Designer screen, which changes everything about the format of the report (select which fields to display, change the layout, make changes to the Base Report, etc.).



The zoom controls allow you to zoom in and out. Tip: The zoom control on the left is a toggle between zoom-in and zoom-out.



The navigation controls allow you to scroll through one page at a time or fast-forward to the end.



The Background tool allows you to change the background color for the document.




The Hand Tool allows you to grab the zoomed-in page and move it around.



Two options are available for you to export the document into a variety of file types (pdf, html, txt, csv, mht, xls, rtf, or a graphic file). The envelope icon on the left triggers the export to be attached to an email, and the file icon on the right saves the document into the desired format locally.

 The Search tool allows you to search the document for any string of text.

 The Watermark tool allows you to apply a text or graphic to the print. A variety of options are available:

