

Click the **Color** button, and choose a color for the chosen text.

Lets you select a heading level or HTML style.

Displays a heading level or HTML style.

Lets you choose how characters in the chosen font are sized relative to other characters.

Enable the **All** button to place a continuous line underneath the text. Your changes are displayed in the **Preview** box.

Enable the appearance to apply to the chosen text.

Lets you choose a font size. Sizes are in points, 72 per inch. The larger the number, the larger the font.

Lets you choose a line style.

Click the **Color** button, and choose a color for the chosen text.

Lets you choose a line style.

Lets you choose how dark to make the font color.

Click the **Color** button, and choose a color for the chosen text.

Lets you choose how characters in the chosen font are positioned relative to other characters.

Enable the **Same as text** box for the chosen font in order to have the same color as the text.

Enable to bold the font.

Enable to italicize the font.

Enable to underline the font.

In WordPerfect, enable to outline the font.

In WordPerfect Web Page View, enable to display text with equal white space between characters.

In WordPerfect, enable to shadow the font.

In WordPerfect Web Page View, enable to strikeout the text.

In WordPerfect, enable to have font in small caps.

In WordPerfect Web Page View, enable to have text blinking.

Enable to have font in red.

Enable to strikethrough the font.

Enable to hide the font.

Lets you choose the darkness of text color you want to apply to the chosen font.

Click the **Color** button, and choose a color for the chosen text.

Lets you choose the darkness of text color you want to apply to the chosen font.

Font settings change the appearance of text. Your changes are displayed in the **Preview** box.

Lets you choose how characters in the chosen font are sized relative to other characters.

Lets you choose how characters in the chosen font are positioned relative to other characters.

Enable the **Text only** button in order to have a continuous line underneath the text. Your changes are displayed in the **Preview** box.

Enable the **Text & Tabs** button in order to have a continuous line underneath the text. Your changes are displayed in the **Preview** box.

Enable to the **Text & Spaces** button in order to have a continuous line underneath the text. Your changes are displayed in the **Preview** box.

Displays a list of all installed fonts.

Lets you choose a font size. Sizes are in points, 72 per inch. The larger the number, the larger the font.

Shows how your current selections will appear.

Page Setup CS Help

Add new form and Edit form dialog boxes

Lets you type the name for a new page definition.

Displays the name of the page definition.

Displays the name of the page definition.

Lets you choose the type of paper to use for the current page size.

Lets you choose the type of paper to use for the current page size.

Lets you choose a paper size.

Lets you choose a paper size.

Lets you specify the width of your page size.

Lets you specify the width of your page size.

Lets you specify the length of your page size.

Lets you specify the length of your page size.

Lets you choose how the paper is fed into the printer.

Lets you choose how the paper is fed into the printer.

Lets you choose the direction of the vertical printing adjustment.

Lets you choose the direction of the vertical printing adjustment.

Lets you specify the amount of vertical printing adjustment.

Lets you choose the direction of the horizontal printing adjustment.

Lets you choose the direction of the horizontal printing adjustment.

Lets you specify the amount of horizontal printing adjustment.

Enable to display page size definitions for all the printers installed on you machine.

Enable to display page size definitions for the currently selected printer.

Page setup dialog box/WordPerfect/Page setup tab

Opens the **Add new form** dialog box that lets you create a page definition.

Opens the **Edit form** dialog box that lets you modify the properties of a page definition.

Lets you delete a page definition from the list.

Lets you restore the default page definitions. If you choose Standard page types, only the Windows standard options are restored.

Lets you select page setup options.

Lets you view the available ranges.

Lets you view the available ranges.

The minimum range value.

The maximum range value.

The range increment value.

Lets you enter the full value.

Lets you choose a page orientation.

Lets you choose print options.

Lets you choose position and size options.

Lets you choose advanced options.

Lets you choose a page definition.

Lets you choose page setup options.

Lets you choose page setup options.

Lets you generate a list of predefined page sizes that are available for the printers you have installed.

Lets you toggle between the list of predefined page sizes that are accepted by most printers and list of predefined page sizes that are available for the printers you have installed.

Lets you choose a page definition.

Lets you choose to which pages the page definition will be applied.

Enable to apply the page definitions to the current and following pages.

Enable to apply the page definitions to the current page only.

Enable to apply the page definitions to the entire document.

Enable to print on pages that have a higher length than width.

Enable to print on pages that have a higher width than length.

Displays a preview of the page orientation.

Lets you specify how the paper is fed into the printer.

Lets you set the margins.

Lets you set all margins equal to the last margin value edited.

Lets you set all margins to the minimum size allowed by the current printer.

Lets you specify the width of the left margin.

Lets you specify the width of the right margin.

Lets you specify the height of the top margin.

Lets you specify the height of the bottom margin.

Page setup dialog box/WordPerfect/Layout tab

Enable to turn two-sided printing off.

Enable to print the document for binding at the side of a page, for example the binding of a book.

Enable to print the document for binding the top of a page, for example the binding of a flip chart or a tablet.

Enable to place the binding on the left edge of the page. This is used for binding one-sided documents.

Enable to place the binding on the right edge of the page. This is used for binding one-sided documents.

Enable to place the binding on the top edge of the page. This is used for binding one-sided documents.

Enable to place the binding on the bottom edge of the page. This is used for binding one-sided documents.

Lets you specify how far text is moved for binding.

Lets you specify how far text is moved for binding. The text is adjusted by the amount you specify, plus the current margin.

Lets you specify how far text is moved for binding. The text is adjusted by the amount you specify, plus the current margin.

Enable to alternate page binding between left and right or top and bottom.

Enable to specify the amount of space for binding on the inside margin.

Enable to specify the amount of space for binding on the outside margin.

Lets you set the binding for a two-sided document.

Lets you specify the amount of space for binding.

Lets you specify the amount of space for binding.

Lets you divide the page by specifying a number of columns.

Lets you divide the page by specifying a number of rows.

Enable to print a document as a booklet.

Page setup dialog box/Presentations/Page setup tab

Opens the **Add new form** dialog box that lets you create a page definition.

Opens the **Edit form** dialog box that lets you modify the properties of a page definition.

Lets you delete a page definition from the list.

Lets you generate a list of predefined page sizes that are accepted by most printers.

Lets you generate a list of predefined page sizes that are available for the printers you have installed.

Lets you toggle between the list of predefined page sizes that are accepted by most printers and list of predefined page sizes that are available for the printers you have installed.

Lets you choose a page definition.

Enable to print on pages that have a higher length than width.

Enable to print on pages that have a higher width than length.

Displays a preview of the page orientation.

Lets you specify how the paper is fed into the printer.

Lets you set the margins.

Lets you set all margins equal to the last margin value edited.

Lets you set all margins to the minimum size allowed by the current printer.

Lets you specify the width of the left margin.

Lets you specify the width of the right margin.

Lets you specify the height of the top margin

Lets you specify the height of the bottom margin.

Page setup dialog box/Presentations/Page layout tab

Lets you set the binding.

Enable to place the binding on the left edge of the page. This is used for binding one-sided documents.

Enable to place the binding on the right edge of the page. This is used for binding one-sided documents.

Enable to place the binding on the top edge of the page. This is used for binding one-sided documents.

Enable to place the binding on the bottom edge of the page. This is used for binding one-sided documents.

Lets you specify how far text is moved for binding. The text is adjusted by the amount you specify, plus the current margin.

Lets you specify how far text is moved for binding. The text is adjusted by the amount you specify, plus the current margin.

Enable to alternate page binding between left and right or top and bottom.

Page setup dialog box/Paradox/Page setup tab

Opens the **Add new form** dialog box that lets you create a page definition.

Opens the **Edit form** dialog box that lets you modify the properties of a page definition.

Lets you delete a page definition from the list.

Lets you generate a list of predefined page sizes that are accepted by most printers.

Lets you generate a list of predefined page sizes that are available for the printers you have installed.

Lets you toggle between the list of predefined page sizes that are accepted by most printers and list of predefined page sizes that are available for the printers you have installed.

Lets you choose a page definition.

Enable to print on pages that have a higher length than width.

Enable to print on pages that have a higher width than length.

Displays a preview of the page orientation.

Lets you specify how the paper is fed into the printer.

Lets you set all margins equal to the last margin value edited.

Lets you set all margins to the minimum size allowed by the current printer.

Lets you specify the width of the left margin.

Lets you specify the width of the right margin.

Lets you specify the height of the top margin.

Lets you specify the height of the bottom margin.

Page setup dialog box/Central/Page setup tab

Opens the **Add new form** dialog box that lets you create a page definition.

Opens the **Edit form** dialog box that lets you modify the properties of a page definition.

Lets you delete a page definition from the list.

Lets you generate a list of predefined page sizes that are accepted by most printers.

Lets you generate a list of predefined page sizes that are available for the printers you have installed.

Lets you toggle between the list of predefined page sizes that are accepted by most printers and list of predefined page sizes that are available for the printers you have installed.

Lets you choose a page definition.

Enable to print on pages that have a higher length than width.

Enable to print on pages that have a higher width than length.

Displays a preview of the page orientation.

Lets you specify how the paper is fed into the printer.

Lets you set the margins.

Lets you set all margins equal to the last margin value edited.

Lets you set all margins to the minimum size allowed by the current printer.

Lets you specify the width of the left margin.

Lets you specify the width of the right margin.

Lets you specify the height of the top margin.

Lets you specify the height of the bottom margin.

Printing cs help

Close button

Closes the dialog box.

Named settings dialog box

Lets you specify a name for the settings you want to save.

Displays existing named settings. Select a setting to update, delete, or retrieve.

Enable to use the default print settings for your printer.

Enable to retrieve the properties assigned to the currently selected printer.

Enable to save the properties of the currently selected printer when you save the named setting.

Replaces the contents of the selected named setting with the current print settings. The **Replace** button becomes the **Add** button when you type a new name in the **Name For Current Settings** text box.

Closes this dialog box and saves any changes you have made.

Retrieves the selected named setting. The setting remains in effect until you select another named setting, the default settings, or the driver properties for your printer.

Deletes the selected named setting.

Opens the Online help of this dialog box.

Print dialog box/Layout tab

Enable to print the document as a booklet. The physical page must be divided into two logical pages.

Enable to have the printed size and position as in the document.

Enable to have the printed size and position as in the document.

Enable to adjust the printed document to fit the currently selected page size.

Enable to adjust the printed document to fit the currently selected page size.

Opens the **Page setup** dialog box that allows you to view or to modify the currently selected page definition.

Opens the **Page setup** dialog box that allows you to view or to modify the currently selected page definition.

Displays the page definition selected in the **Page setup** dialog box.

Displays the page definition selected in the **Page setup** dialog box.

Enable to scale or tile a print job.

Enable to scale or tile a print job.

Lets you specify the maximum width when printing the print selection.

Lets you specify the maximum width when printing the print selection.

Lets you specify the maximum width when printing the print selection.

Lets you specify the maximum width when printing the print selection.

Lets you adjust the length and width of the print selection.

Lets you adjust the length and width of the print selection.

Lets you specify the maximum length when printing the print selection.

Lets you specify the maximum length when printing the print selection.

Lets you specify the maximum length when printing the print selection.

Lets you specify the maximum length when printing the print selection.

Lets you adjust the percentage of the print scaling.

Lets you adjust the percentage of the print scaling.

Lets you adjust the percentage of the print scaling.

Lets you adjust the percentage of the print scaling.

Lets you adjust the percentage of the print scaling.

Lets you adjust the percentage of the print scaling.

Lets you specify the percentage to increase or decrease the width of text on a printed page.

Lets you specify the percentage to increase or decrease the width of text on a printed page.

Lets you specify the percentage to increase or decrease the length of text on a printed page.

Lets you specify the percentage to increase or decrease the length of text on a printed page.

Lets you set the number of tiles in a row or column.

Lets you set the number of tiles in a row or column.

Lets you specify the number of tiles in a row.

Lets you specify the number of tiles in a row.

Lets you specify the number of tiles in a row.

Lets you specify the number of tiles in a row.

Lets you specify the number of tiles in a column.

Lets you specify the number of tiles in a column.

Lets you specify the number of tiles in a column.

Lets you specify the number of tiles in a column.

Enable to maintain the aspect ratio of a print selection.

Enable to maintain the aspect ratio of a print selection.

Enable to print the tiled pages.

Enable to print the tiled pages.

Enable to print miniature pictures of the individual pages of your document on one piece of paper. You can print up to sixty-four pictures on one page.

Lets you specify the number thumbnails you want to display on a printed page horizontally.

Lets you specify the number thumbnails you want to display on a printed page vertically.

Lets you print thumbnails down or across the page.

Enable to print thumbnails down the page.

Enable to print thumbnails across the page.

Enable to show page border when you print your thumbnails.

Enable to show page numbers when you print your thumbnails.

Lets you print on both sides of the paper.

Lets you print on both sides of the paper.

Enable to turn two-sided printing off.

Enable to turn two-sided printing off.

Enable to display how the document appears on the printed page.

Enable to display how the document appears on the printed page.

Lets you perform two-sided printing manually.

Lets you perform two-sided printing manually.

Enable to print the odd pages of your document. After the odd pages are printed, turn the pages over, reload them into the printer, and print the even pages.

Enable to print the odd pages of your document. After the odd pages are printed, turn the pages over, reload them into the printer, and print the even pages.

Enable to print the even pages of your document. Click this option after you have printed the odd pages, have turned the pages over, and have reloaded them into the printer.

Enable to print the even pages of your document. Click this option after you have printed the odd pages, have turned the pages over, and have reloaded them into the printer.

Lets you perform two-sided printing automatically.

Lets you perform two-sided printing automatically.

Enable to print the document for binding at the side of a page, for example the binding of a book.

Enable to print the document for binding at the side of a page, for example the binding of a book.

Enable to print the document for binding the top of a page, for example the binding of a flip chart or a tablet.

Enable to print the document for binding the top of a page, for example the binding of a flip chart or a tablet.

Enable to print information about the document.

Enable to print information about the document.

Lets you choose the file information to print.

Lets you choose the file information to print.

Enable to print crop or fold marks on the document.

Enable to print crop or fold marks on the document.

Presentations/print dialog box/main tab

Lets you choose a printer.

Displays the name of the current printer or the type of the current driver.

Displays the printing status of the current printer.

Displays the port (network or local) assigned to the current printer.

Displays the comment assigned to the printer's **Properties** dialog box.

Opens the **Properties** dialog box for the current printer, where you can specify the printer settings.

Opens the **Printer** folder that displays the printers that have been installed on your system.

Opens the **Print status and history** dialog box.

Enable to print to a file on disk rather than to a printer.

Enable to print all pages in the current document.

Enable to print the current view

Enable to print only the selected objects in a drawing or slide.

Enable to print slides.

Enable to print handouts.

Enable to print speaker notes.

Enable to print audience notes.

Lets you specify the range of pages to print for slides, speaker and audience notes.

Lets you specify the number of slides to print per page.

Lets you specify the number of slides to print per page.

Lets you specify the number of copies to print.

Enable to assemble multiple copies of a document in the correct order. The assembling is done by this application, rather than by your printer.

Displays the order in which each page prints.

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Displays the order in which each page prints.

Displays the order in which each page prints.

Enable to print a document beginning with the last page. Select this option if your printer stacks pages face up as they are printed.

Lets you choose a printing setting.

Opens the **Named settings** dialog box that lets you adjust the printer setting.

Presentations/print dialog box/advanced tab

Enable to print in color.

Enable to print the slide background.

Enable to adjust the image to print in black and white.

Enable to print text items as graphics.

Enable to print slide titles.

Enable to print slide numbers.

WordPerfect/print dialog box/main tab

Lets you choose a printer.

Displays the name of the current printer or the type of the current driver.

Displays the printing status of the current printer.

Displays the port (network or local) assigned to the current printer.

Displays the comment assigned to the printer's **Properties** dialog box.

Opens the **Properties** dialog box for the current printer, where you can specify the printer settings.

Opens the **Printer** folder that displays the printers that have been installed on your system.

Opens the **Print status and history** dialog box.

Enable to print to a file on disk rather than to a printer.

Enable to print all pages in the current document.

Enable to print the current page.

Enable to print only the selected text.

Enable to print a selection of pages.

Lets you specify a selection of pages to print.

Enable to print a document summary.

Lets you specify the number of copies to print.

Enable to assemble multiple copies of a document in the correct order. The assembling is done by this application, rather than by your printer.

Displays the order in which each page prints.

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Displays the order in which each page prints.

Displays the order in which each page prints.

Enable to print a document beginning with the last page. Select this option if your printer stacks pages face up as they are printed.

Lets you choose a printing setting.

Opens the **Named settings** dialog box that lets you adjust the printer setting.

WordPerfect/print dialog box/advanced tab

Lets you specify a range to print or select from the list of range examples.

Lets you specify a page range to print or select from the list of range examples.

Lets you specify a range to print or select from the list of range examples.

Lets you specify a range to print or select from the list of range examples.

Enable to print in color.

Enable to print only the text in a document.

Enable to print text as graphics rather than printed as fonts downloaded to the printer.

Enable to print the document summary, (this option is available only if a document summary has been written for the document.)

Enable to make the background of graphics transparent.

Enable to store the print history for reference.

Enable to reset the number of copies you want to print each time you print.

Lets you choose where the paper is fed into the printer.

Enable to print a document from a disk.

Lets you specify a file to print from a disk.

Opens the **File save** dialog box and lets you browse for a file.

Paradox/print dialog box/main tab

Lets you choose a printer.

Displays the name of the current printer or the type of the current driver.

Displays the printing status of the current printer.

Displays the port (network or local) assigned to the current printer.

Displays the comment assigned to the printer's **Properties** dialog box.

Opens the **Properties** dialog box for the current printer, where you can specify the printer settings.

Opens the **Printer** folder that displays the printers that have been installed on your system.

Opens the **Print status** and history dialog box.

Enable to print to a file on disk rather than to a printer.

Enable to print all pages in the current document.

Lets you specify the number to print on the first page.

Enable to print specific pages in the current document.

Lets you specify which pages to print.

Lets you specify the number of copies to print.

Enable to assemble multiple copies of a document in the correct order. The assembling is done by this application, rather than by your printer.

Displays the order in which each page prints.

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Displays the order in which each page prints.

Displays the order in which each page prints.

Enable to print a document beginning with the last page. Select this option if your printer stacks pages face up as they are printed.

Lets you choose a printing setting.

Opens the **Named settings** dialog box that lets you adjust the printer setting.

Paradox/print dialog/advanced tab

Enable to print in color.

Enable to print text as graphics rather than printed as fonts downloaded to the printer.

Enable to print line numbers.

Enable to print page headers.

Lets you choose an overflow handling option.

Lets you choose an overflow handling option.

Central Memos/print dialog box/main tab

Lets you choose a printer.

Displays the name of the current printer or the type of the current driver.

Displays the printing status of the current printer.

Displays the port (network or local) assigned to the current printer.

Displays the comment assigned to the printer's **Properties** dialog box.

Opens the **Properties** dialog box for the current printer, where you can specify the printer settings.

Opens the **Printer** folder that displays the printers that have been installed on your system.

Opens the **Print status and history** dialog box.

Enable to print to a file on disk rather than to a printer.

Enable to print all pages in the current document.

Enable to print the current page

Enable to print a selection of pages.

Lets you specify the number of copies to print.

Enable to assemble multiple copies of a document in the correct order. The assembling is done by this application, rather than by your printer.

Displays the order in which each page prints.

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Displays the order in which each page prints.

Displays the order in which each page prints.

Enable to print a document beginning with the last page. Select this option if your printer stacks pages face up as they are printed.

Lets you choose a printing setting.

Opens the **Named settings** dialog box that lets you adjust the printer setting.

Central Memos/print dialog box/advanced tab

Enable to print in color.

Enable to print the slide background.

Enable to adjust the image to print in black and white.

Enable to print text items as graphics.

Enable to print slide titles.

Enable to print slide numbers.

Central Calendar/print dialog box/main tab

Lets you choose a printer.

Displays the name of the current printer or the type of the current driver.

Displays the printing status of the current printer.

Displays the port (network or local) assigned to the current printer.

Displays the comment assigned to the printer's **Properties** dialog box.

Opens the **Properties** dialog box for the current printer, where you can specify the printer settings.

Opens the **Printer** folder that displays the printers that have been installed on your system.

Opens the **Print status and history** dialog box.

Enable to print to a file on disk rather than to a printer.

Enable to print a day at a time.

Enable to print a week at a time.

Enable to print a months at a time.

Lets you specify the date at which to start the print job.

Lets you specify the number of days weeks or months to include in a print selection.

Lets you specify the number of copies to print.

Enable to assemble multiple copies of a document in the correct order. The assembling is done by this application, rather than by your printer.

Displays the order in which each page prints.

Displays the order in which each page prints.

Displays the order in which each records prints.

Displays the order in which each page prints.

Displays the order in which each page prints.

Displays the order in which each records prints.

Enable to print a document beginning with the last page. Select this option if your printer stacks pages face up as they are printed.

Lets you choose a printing setting.

Opens the **Named settings** dialog box that lets you adjust the printer setting.

Central Calendar/Print dialog box/Advanced tab

Enable to print in color. This option is available only if you have a color printer installed.

Enable to print text as graphics rather than printed as fonts downloaded to the printer.

Central Card file/Print dialog box/main tab

Lets you choose a printer.

Displays the name of the current printer or the type of the current driver.

Displays the printing status of the current printer.

Displays the port (network or local) assigned to the current printer.

Displays the comment assigned to the printer's **Properties** dialog box.

Opens the **Properties** dialog box for the current printer, where you can specify the printer settings.

Opens the **Printer** folder that displays the printers that have been installed on your system.

Opens the **Print status and history** dialog box.

Enable to print to a file on disk rather than to a printer.

Enable to print all cards in a group.

Enable to print the current card.

Enable to print a selection of cards.

Lets you specify which cards to include in a print selection.

Lets you specify which cards to include in a print selection.

Lets you specify the number of copies to print.

Enable to assemble multiple copies of a document in the correct order. The assembling is done by this application, rather than by your printer.

Displays the order in which each card prints.

Displays the order in which each card prints.

Displays the order in which each records prints.

Displays the order in which each card prints.

Displays the order in which each card prints.

Displays the order in which each records prints.

Enable to print a document beginning with the last page. Select this option if your printer stacks pages face up as they are printed.

Lets you choose a printing setting.

Opens the **Named settings** dialog box that lets you adjust the printer setting.

Central Card file/Print dialog box/Advanced tab

Enable to print in color. This option is available only if you have a color printer installed.

Enable to print text as graphics rather than printed as fonts downloaded to the printer.

Lets you choose a format in which to print a card file.

Central Address book/Print dialog box/main tab

Lets you choose a printer.

Displays the name of the current printer or the type of the current driver.

Displays the printing status of the current printer.

Displays the port (network or local) assigned to the current printer.

Displays the comment assigned to the printer's **Properties** dialog box.

Opens the **Properties** dialog box for the current printer, where you can specify the printer settings.

Opens the **Printer** folder that displays the printers that have been installed on your system.

Opens the **Print status and history** dialog box.

Enable to print to a file on disk rather than to a printer.

Enable to print all records.

Enable to print the current record.

Enable to print a selection of records.

Lets you specify which records to include in a print selection.

Lets you specify which records to include in a print selection.

Lets you specify the number of copies to print.

Enable to assemble multiple copies of a document in the correct order. The assembling is done by this application, rather than by your printer.

Displays the order in which each records prints.

Displays the order in which each records prints.

Displays the order in which each records prints.

Displays the order in which each records prints.

Displays the order in which each records prints.

Displays the order in which each records prints.

Enable to print a document beginning with the last page. Select this option if your printer stacks pages face up as they are printed.

Lets you choose a printing setting.

Opens the **Named settings** dialog box that lets you adjust the printer setting.

Central Address book/Print dialog box/Advanced tab

Enable to print in color. This option is available only if you have a color printer installed.

Enable to print text as graphics rather than printed as fonts downloaded to the printer.

Lets you choose a format in which to print an address book.

WordPerfect Office Printing Help

WordPerfect Office gives you a variety of printing and page setup options. For information on the specific printing and page setup options available in your application, click on the relevant link below.

WordPerfect

[Printing in WordPerfect](#)

[Formatting pages](#)

Quattro Pro

[Printing in Quattro Pro](#)

Corel Presentations

[Printing in Corel Presentations](#)

[Printing and publishing slide shows](#)

[Setting page size definitions and orientation](#)

[Editing and deleting page size definitions](#)

[Setting the page fill for slide shows and drawings](#)

[Setting styles for binding](#)

Paradox

[Printing data models](#)

[Printing a database diagram](#)

[Printing forms](#)

[Printing reports](#)

[Printing to a file](#)

[Setting printer options](#)

[Printing report designs](#)

[Printing SQL code](#)

