

Print Preview Settings (Set Default - Edit)

This article describes how to set the default or edit the Print Preview Settings. The Default Print Preview Settings set at Company Settings will populate as the Default Print Preview Settings when creating a new Contact (Customer). The Default Print Preview Settings can be over-riden and set at the CONTACTS (Customer) Window., then at the final document.


To set default, or edit Print Preview Settings;

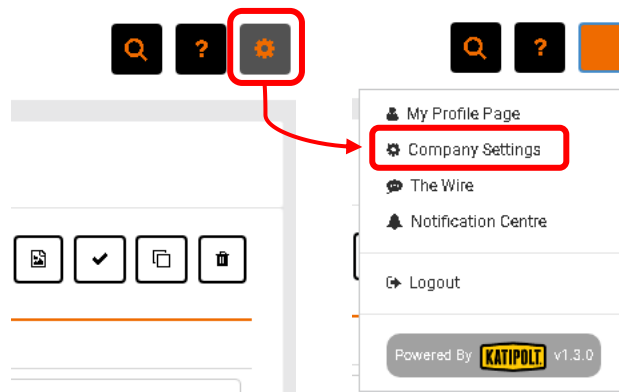
Setting the default or editing a Print Preview Settings is done from the PRINT PREVIEW SETTINGS Subnav of the Company Settings Editing Window OR the CONTACTS (Customer) Editing Window.

Quick Flow;

To Set Default Payment Term

Company Settings OR **CONTACTS** Window > **[Edit]** > **PRINT PREVIEW SETTINGS** Subnav > **Select & Tick** > **[Save]**

1. Press on the **Settings** button  to display the Options Menu, then Press on the **Company Settings** option to display the Company Settings window



OR

Press on the **CONTACTS** Tab to display the Contacts Library, then Press on a Contact (Customer) to display the Customer's **CONTACTS** Window



2. From the Company Settings Window OR CONTACTS Window, Press on the **[Edit]** button  to display the Company Settings OR CONTACTS Editing Window, then scroll down and Press on the **PRINT PREVIEW SETTINGS** Subnav to display the Print Preview Settings



- From the PRINT PREVIEW SETTINGS Subnav **Select & Tick** a Default Print Preview Settings

^ INVOICE PREVIEW


INVOICE PDF SETTINGS

	INVOICE INFO	SHOW PRICING
Payment Claim Text on Invoice	<input type="checkbox"/>	
Sections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Section Lines	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

^ QUOTE PRINT PREVIEW SETTINGS

QUOTE PDF SETTINGS

	QUOTE INFO	PRICING
Site File Only	<input type="checkbox"/>	
Front Page Summary Only	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>
Format By Layer	<input type="checkbox"/>	<input type="radio"/>
Format By Section	<input type="checkbox"/>	<input type="radio"/>
Show Kitsets / Misc Works	<input type="checkbox"/>	<input type="checkbox"/>
Show Misc Works Products	<input type="checkbox"/>	<input type="checkbox"/>
Include Plans	<input type="checkbox"/>	

- Press the **[Save]** button  of the Company Settings OR Contacts Editing Window or to save the selection

