

Printing

Printing is a key way for you to communicate property information to your prospects and others that need data contained in Paragon. This Quick Start Guide focuses on how to print Paragon listing data.

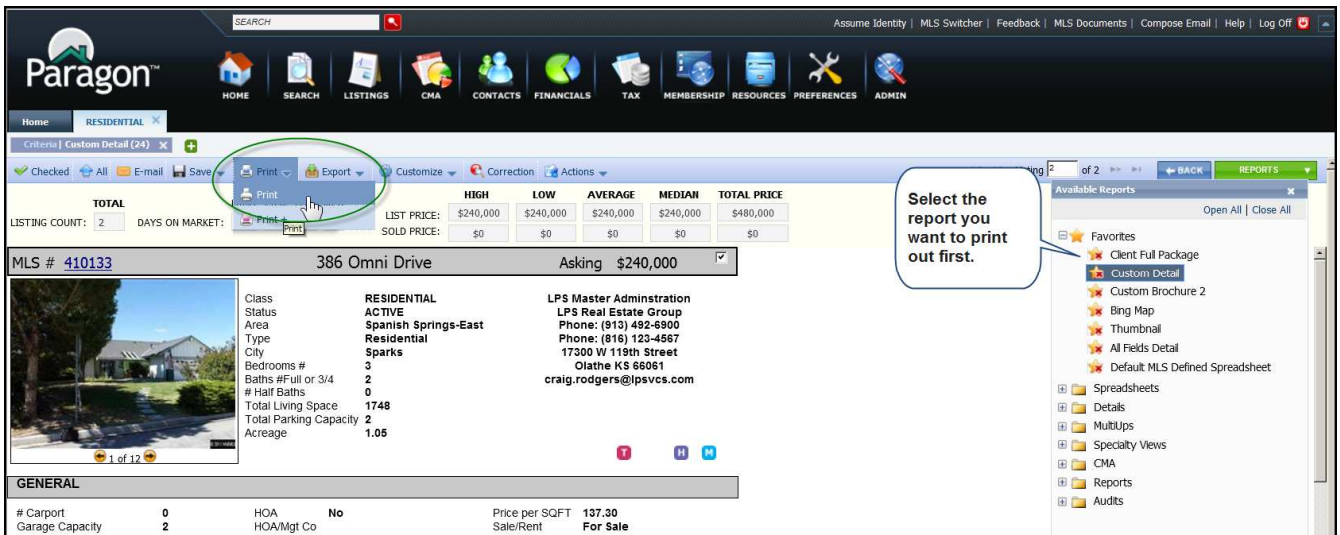
In Paragon there are 2 types of printing:

1. **Print**, this type of printing will print the report, brochure, detail sheet or result grid that is displayed on your screen. You can only print one report/one listing at a time.
2. **Print +**, this type of printing allows you to select multiple reports and print them in a single print job. You do not have to print what is displayed on your screen. I.E. you can be on a data grid and print detail reports.

Print

Using the Available Reports container on the right hand side of any results page, select the report you want to print. (Fig 1)

After that report loads in Paragon, hover over Print and click on **Print** in the dropdown menu.

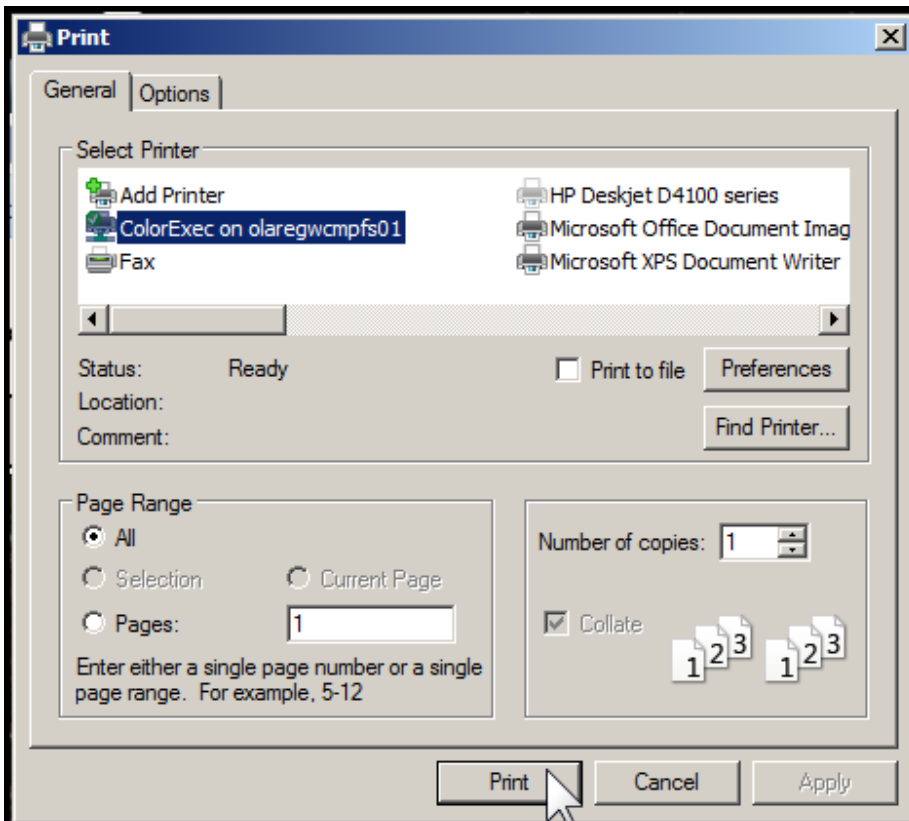


(Fig. 1)

Note: You will want to check your computer’s print page set up to insure that you have the correct print margins set and have the “print background colors” enabled. There are instructions at the end of this guide to help you find and set up these print options for your computer and for the different browsers that you may use.

Clicking Print will launch your print utility panel. (Fig. 2)

Note: Your computer's print utility panel may look slightly different from the one shown here.



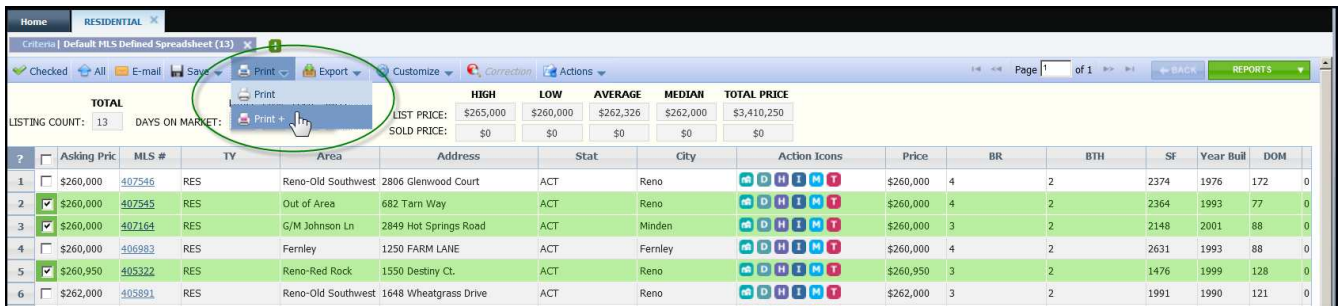
(Fig. 2)

From there, print out this listing report as if it were a document on your computer. To print another listing in Paragon, go to the next listing and follow the same steps. Print is designed to do a single quick print of a listing in a specific report. This print option is not for printing out multiple listings in multiple reports. The Print + printing is designed for that type of print output.

Print +

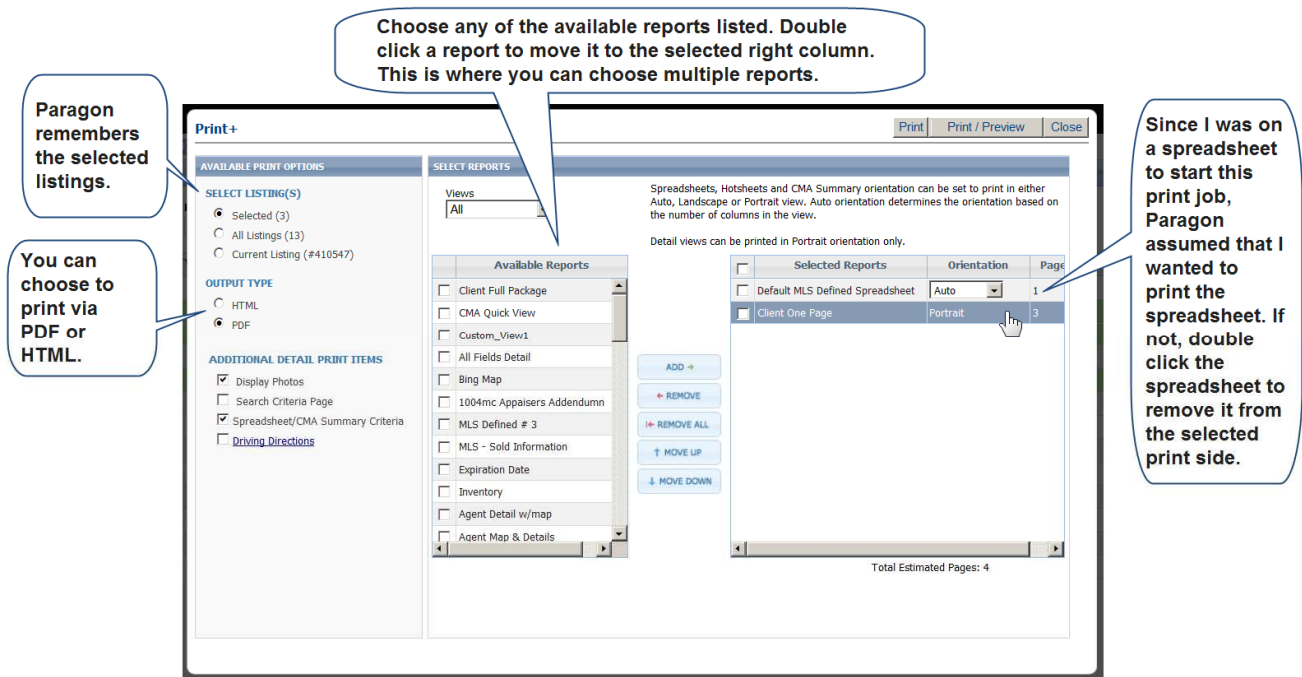
The Print + option of printing is designed to allow multiple listings to be printed out in multiple reports within the same print job. With Print + you do not have to be on the report that you want to print out. You can print out from the spreadsheet a customer report and an agent report at the same time. For this example we will start from a spreadsheet with 3 listings selected.

From there we hover our mouse over Print in the tool bar and in the drop down click on **Print +**. (Fig. 3)



(Fig. 3)

This will open a modal screen with options to finalize our print or to preview the print before we send it to the printer. (Fig. 4)

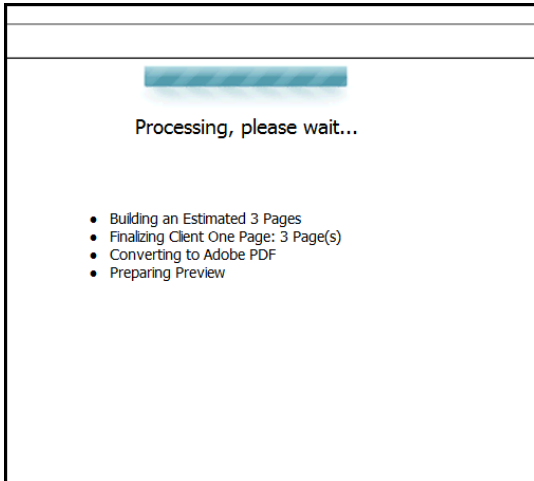


(Fig. 4)

Note: Output Type - PDF uses the PDF reader utility to send the print out through your computer to your printer. The PDF converter takes your choices to the PDF format to complete the print. PDF is a more universally accepted format to cover the different browser use. HTML uses your computer to complete the print out.

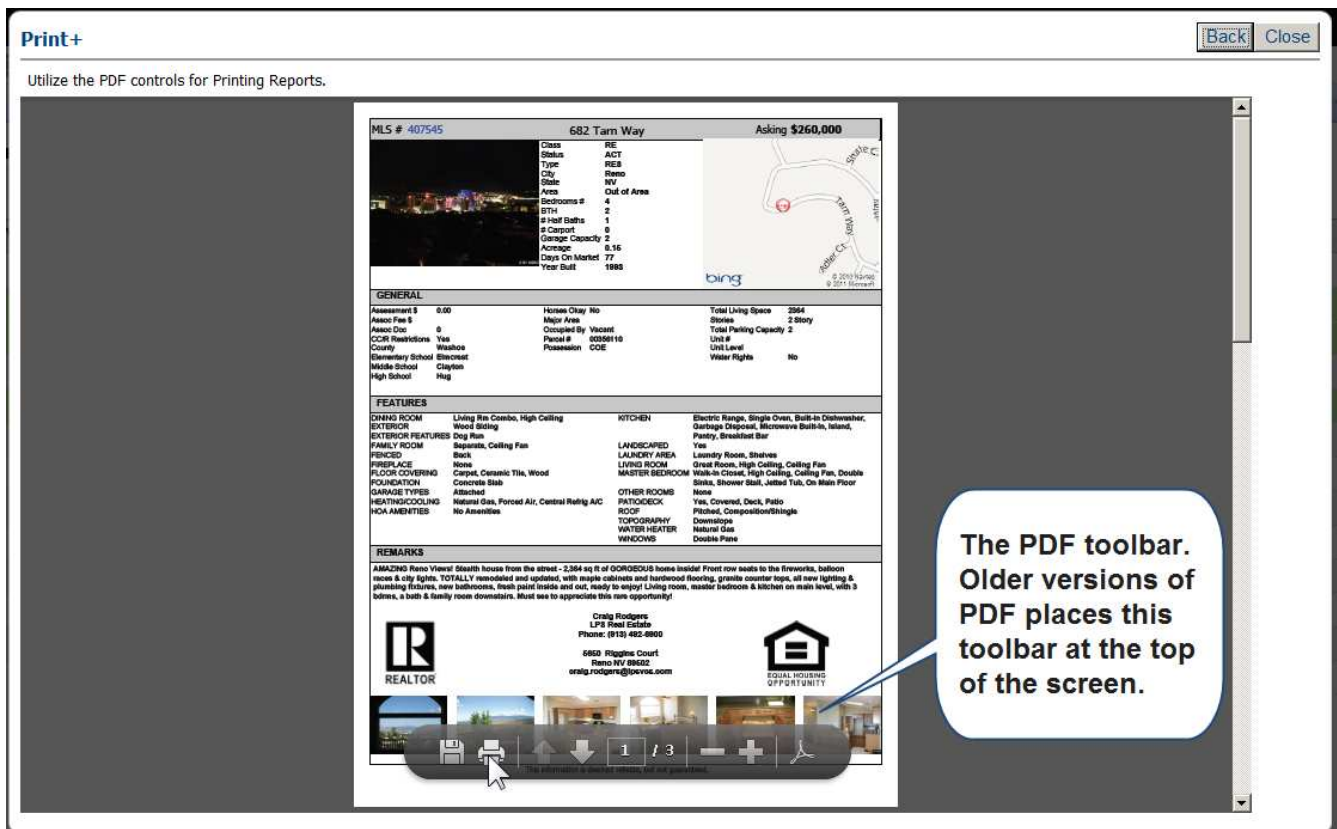
Note2: Output Type is defaulted to PDF, if you change it to HTML, your change becomes the default.

The Print/Preview will look different between the PDF and the HTML print formats. First, the PDF will launch the PDF Reader with the print controls common with the PDF format. The first panel you see will be the PDF processing of the print output. (Fig. 5)



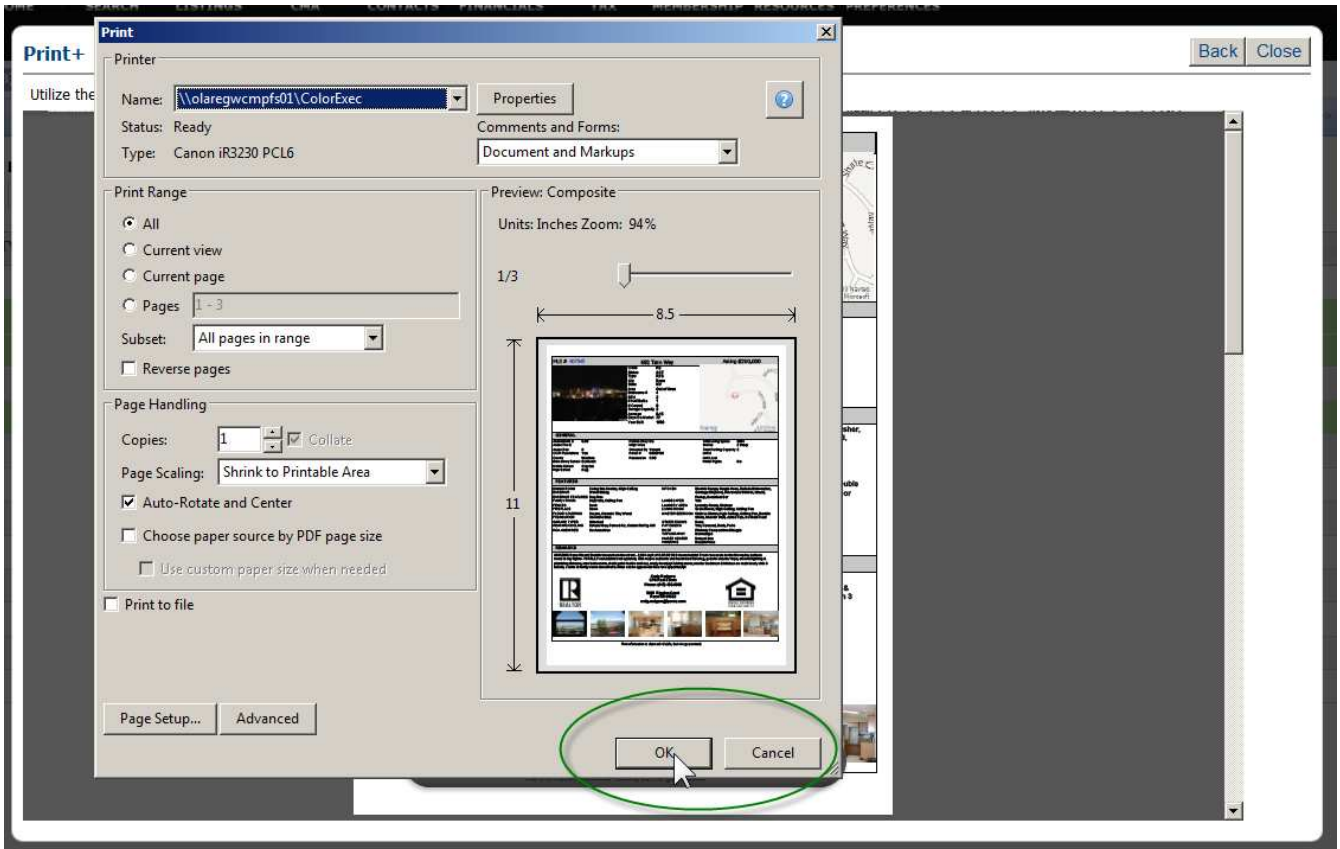
(Fig. 5)

When the PDF processing is done the modal screen presents the print for you to preview. This also launches the PDF toolbar for you to start your final print out. (Fig. 6)



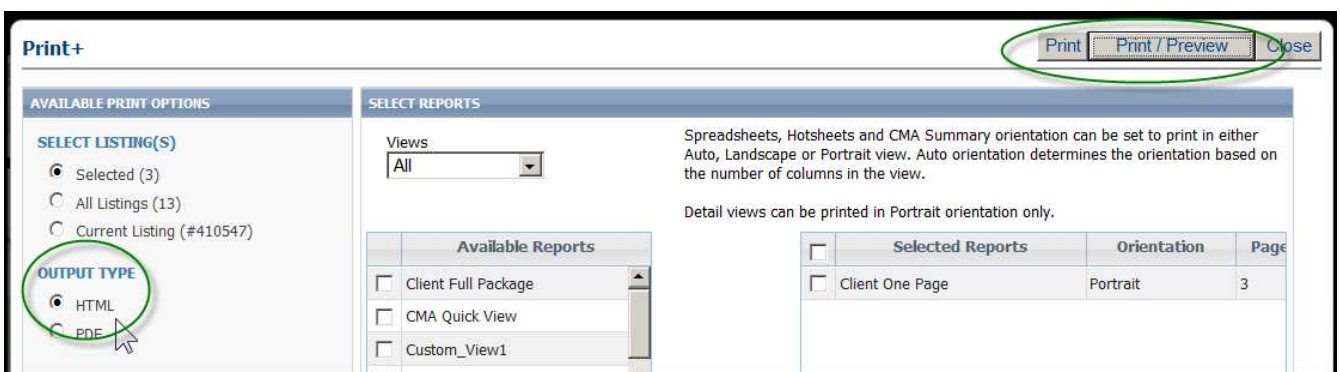
(Fig. 6)

Clicking the **Print** on the PDF toolbar starts your computer's print utility panel. When you are ready to print, click **OK**. (Fig. 7)



(Fig. 7)

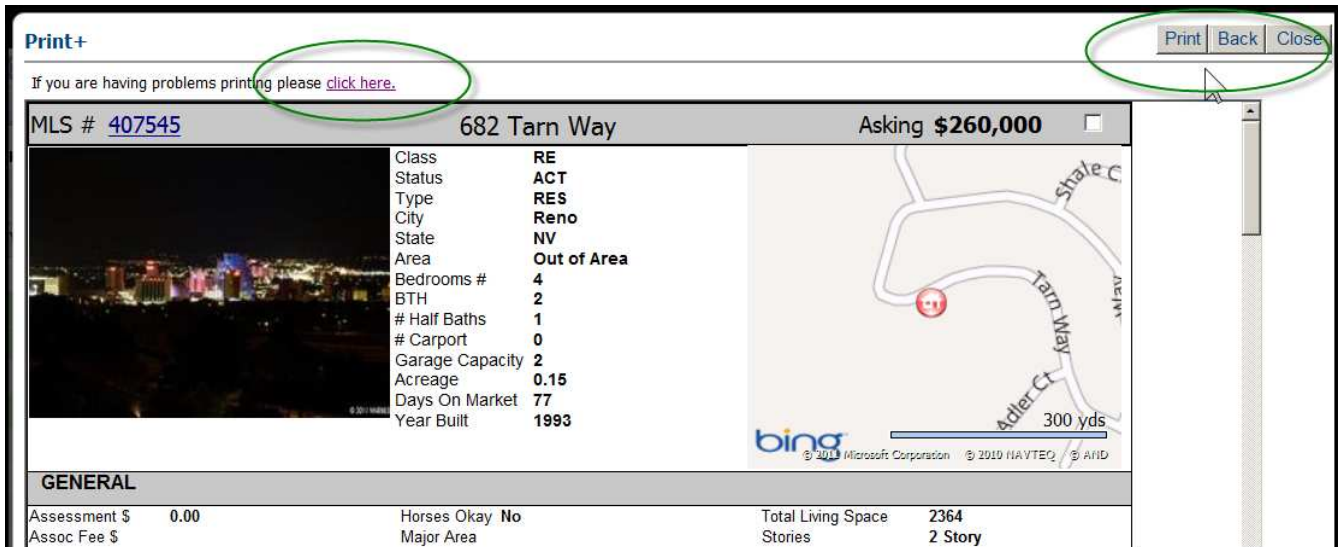
Now let's look at the HTML print process. If you choose the Output Type HTML, you can Print/Preview your print work or go straight to the print out. (Fig. 8)



(Fig. 8)

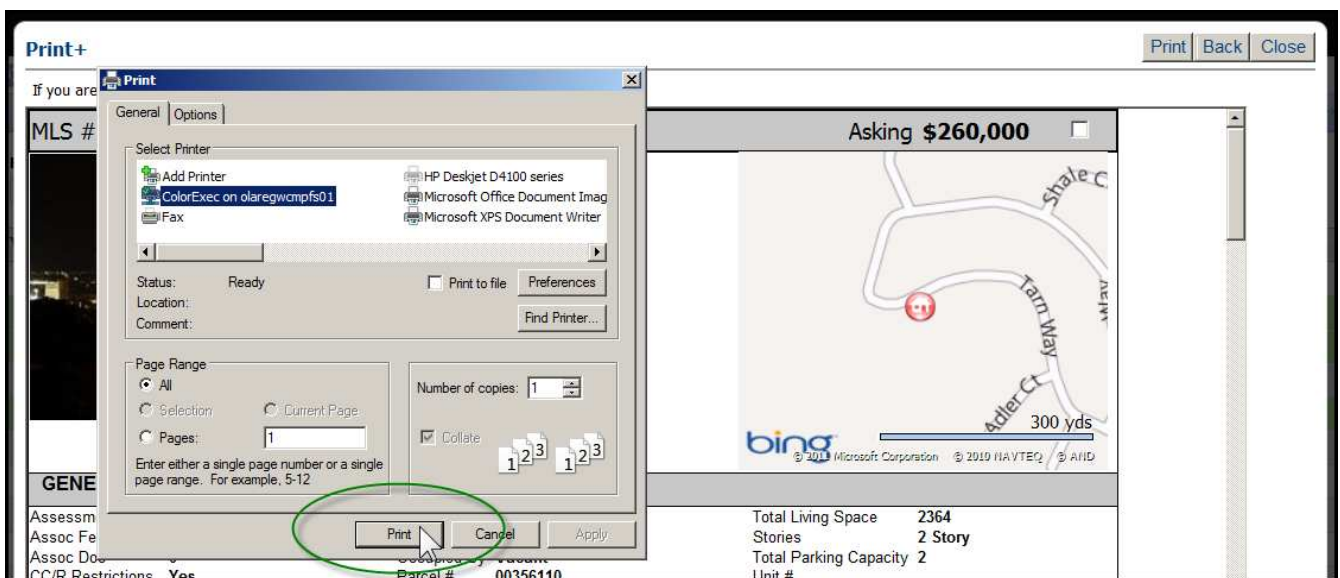
In the Print/Preview step, you can look over your print out before sending it to your printer or go back and make changes. (Fig. 9)

Also, if you are having problems printing out single page reports, there is a link to help you with setting up your print margins and enabling your system to print background colors. We have included those page set up instructions at the end of this guide.



(Fig. 9)

When you are ready to print, click the **Print** button and your computer's print utility panel will appear for you to finish out the print job. (Fig. 10)



(Fig 10.)

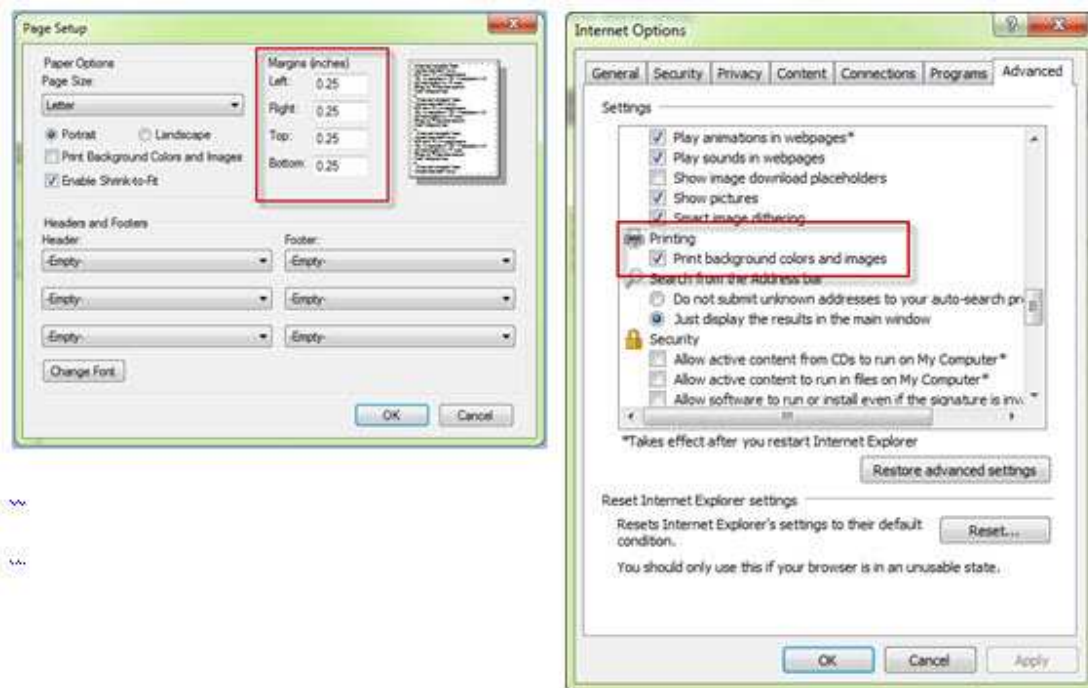
Print Help

Browser Print Settings for Paragon 5

Paragon 5 is now compatible with five of the most popular internet browsers in the market. Accurate printing of report views from the system still requires that the browser's print margins are set to .25 so that the report data can fill the page properly.

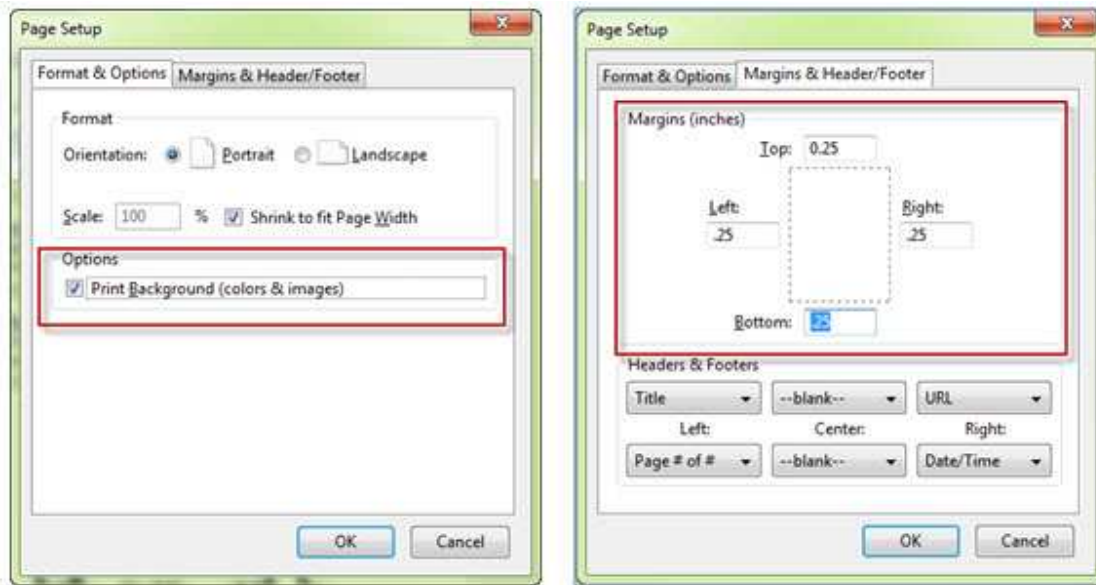
Internet Explorer

File>Page Setup: Set all four margins to .25. Tools>Internet Options>Advanced Tab: Scroll down to close to the bottom of the list for Printing, make sure that the checkbox for "Print background colors and images" is checked.



Firefox

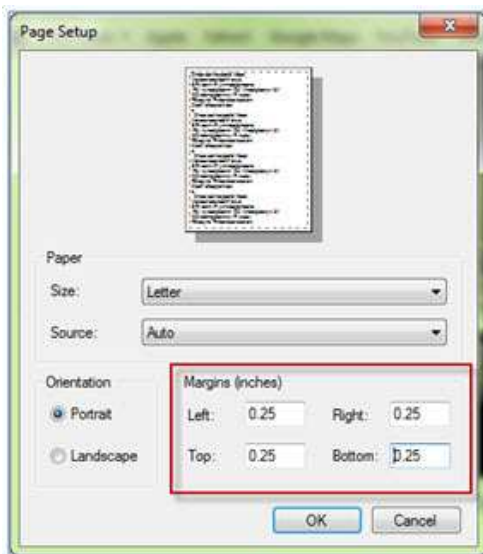
File>Page Setup>Margins & Header/Footer: Set all four margins to .25 for versions previous to Firefox 6. File>Page Setup> Format & Options: Check Print Background (colors & images). Note that Firefox 6 does now rounds the margin values in this version set the margins to .2.



Safari

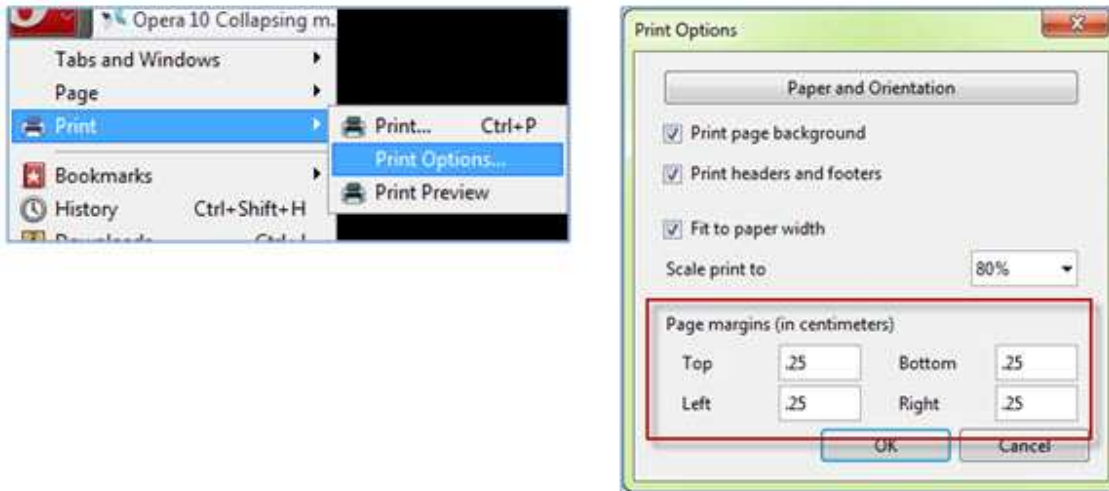
File>Page Setup: Set all four margins to .25.

Safari prints background colors and images by default. Safari does not offer a control to modify this feature.



Opera

From the Opera logo in the upper left corner of the browser select Print>Print Options.



Chrome

Google Chrome currently does not offer Page Setup margin controls. Chrome prints from the margin settings for your local printer. Review those settings if you are having issues with printing.

Chrome does not support printing of Background Colors which causes issues with the print output of Paragon report views.