

CDOL Tip of the Week. August 13, 2012, Printing the Summary Page

This tip was suggested by a Feedback that came in through CDOL. The user experienced image size variations when sending the summary pages of numerous organizations to the printer. The cause and possible work-arounds are discussed below.

The CDOL summary page is not necessarily intended to be printed as formatted, but is more for electronic browsing. The information displayed on the summary page is sized based on the length of the character strings used to populate the data for the organization (the fields do not necessarily "wrap" when the window size is adjusted) and therefore the image size from one organization to the next can vary, but is not as noticeable on screen (because of dynamic resizing and scroll bars) as when printing to a fixed page size.

If the user needs the information printed, but not necessarily in the format that is displayed, one of the best options is "Make a Directory," found on each summary page above the organization name. Click on "Make a Directory" and then create a template for the organization type by following the prompts (for more information on making a directory, click on the User Manual link in the application window and see the instructions and prior Tips of the Week on this topic). Once a template has been created and saved, the template will appear on the first screen each time Make a Directory is clicked, so long as it is for a compatible organization type. Make a directory allows the user to easily create a printable organization PDF for each organization.

If only the visible portion of the screen needs to be printed, using the active window screen capture option (usually ALT+ Print Screen) copies the visible contents of the window to the clipboard so that it can be pasted into another application, such as Microsoft Word[®], and from there can be adjusted so that it fits on a page format that can be printed. If the entire contents need to be printed then another option would be to get a screen capture utility, like SnagIt[®] (which allows the user to capture the entire contents of a window even if it has scroll bars), then capture the screen and paste the contents into another application.

Additionally, by using advanced search to find the organizations, the shaded bar that appears on the results page gives the user the option to export the details of the data to a spreadsheet file (Export to file).