Local Printing Overview

The local print screen allows you to specify the pages that you wish to print, the page margins, and page orientation (portrait or landscape).

Data transmitted via the local print option is transmitted unencrypted. You should take this into consideration when choosing to print.

A one time print plug-in must be installed before printing for the first time.

Instructions for Printing

Step 1: Click “Local Print” located in the pink header. This will cause another window to open.
Step 2: Select your print options. This is where you would specify the page(s) that you want to print, the page orientation, the page margins, and where you would change the font.
Step 3: Click “Print” located in the pink header.
### Step 1

**PageCenter Web Access**


**UNIVERSITY OF CALIFORNIA -- BERKELEY**

**REVIEW: ZPS RTS DISP SCHEDULE/DEPT.**

**PROCESS MONTH: APRIL**

**DISTRIBUTION OF PAYROLL EXPENSE**

**ST MT: 0710 P**

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**MAIL TO:** YAVEP

**UC ENERGY INSTITUTE**

**YAVEP 2547 CRAWFORD**

**RETIRED**

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**BFS/ACCOUNT 80018**

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Step 2

PageCenter Web Access (VWSD)

Print | Cancel

Application: ***
Pageant PFF303B41
Generation: 05/14/2007 10:45:51.04
Page Count: 22
Record Length: 192

*** The Local Print may take a significant amount of time to create. The creation time depends on the total number of pages requested. ***

- All
- Current Page (1)
- Pages: Enter page numbers and/or page ranges. For example, 1, 3-5, 10

Col Range: 1 to 132
Change Font for Print: □
Font: century gothic - 9

Top Margin: 0.5 in.
Left Margin: 0.5 in.

- Fit to Printable Area
- No Form Feed

○ Portrait
○ Landscape

This is where you select the page(s) you would like to print. If you choose to print specific page numbers or a range of pages, please note that this is the PageCenter page number and not the page number on the report.

This is where you would change the page orientation.

This is where you would change the page margins.
*** The Local Print may take a significant amount of time to create. The creation time depends on the total number of pages requested. ***

- All
- Current Page (1)
- Pages: [Enter page numbers and/or page ranges. For example: 1,3,5-10]
- Column Range: [1 to 132]
- Change Font for Print: [ ]
- Font: century gothic - 9
- Top Margin: [0.5 in.]
- Left Margin: [0.5 in.]
- Fit to Printable Area: [ ]
- Portrait: [ ]
- Landscape: [ ]
- No Form Feed: [ ]