

Printing

Introduction

One of the most important aspects of the program is its ability to print documents. There are a few things that can be tweaked to get a nice print.

Print preview

Note that in all documents before printing you can preview how the print will look. To do so click on the "Preview" button. Click on the "Configure" button in the preview to change the printing options.

AWB

AWBs can be printed on regular blank sheets using a laser printer or on preprinted forms using a dot matrix/impact printer.

Both types of AWBs should be accepted by all airlines, but it is very much simpler to print on blank sheets as almost no adjustments are needed to get a perfect print.

Printing on blank sheets

All IATA airlines should accept AWBs printed on blank A4 or US Letter paper, the print can be in blank or in color. A laser printer is recommended as there are no problems with the ink if the AWB gets some water. Note that for the AWBs to be accepted this way the conditions of contract should be printed on the bank for the 1st, 2nd and 3rd print. The program able to print that when selecting the proper value in "Prints conditions on back"

This is the simplest way to print AWBs in the program, to do so click on "Print" and select the following:

- First on the left select to print on "Blank paper"
- In the "Printer configuration" section select the printer to use and the size of the paper
- Print adjustments: this will let you move what you print in any direction in the paper, only modify these values if you have issued with the position of the print.
- Content: in this section select if you would like to include a barcode in the AWB. The barcode will contain the AWB number.
- Air waybill Form: in this section you will be able to select multiple options:
 - Print conditions on bank: this will print the IATA's condition of contract on the back of the AWBs, the suggested option is "Print only on originals 1, 2 and 3"
 - Duplex: this is the duplex method to use, the suggested value is "automatic", this will let the printer's drive do the duplex. Select "manual" is you have issued with the "automatic" option
 - Print in color: this will print the AWBs in color, note that airlines should accept AWBs even printed only in black.
 - Copies: select which copies to print, in general copies 1 to 8 are needed. If you need more copies select the option "Print more extra copies" and enter how many additional copies you need.

- Print USA EAR Statement in Handling Information Box: this will print the text “These commodities, technology or software....” In the handling information box
- Print AWB in Spanish: this will print the AWB both in English and Spanish.

After selecting all the options click on “Print”.

Print on preprinted forms

If you prefer to print on preprinted forms using a dot matrix/impact printer you can perfectly do it. To do so, do the following after clicking on “Print”

- On the left select the “Pre-printed form” option
- Printer: select the printer to use
- Mode: this will change the way the program prints, change this value if you have issued with the print, for example text deformed or totally off its location. The options are:
 - Text: this will print the same way programs printed in the '80 by sending the text to the printer. This will make the printer work very fast but the size of the text is fixed. If you tend to write a lot in the AWBs then select the “Formatted” option
 - Formatted: this will print in the same way MS Word and other programs print. Some printers will not work in this mode or the result will be unusable. The size of the text will be smaller and will let you write more in the AWB. If your printer works in this mode then it is a good idea to use it.
 - Epson ESC/P: this is similar to Text but using some ESC/P codes that will put the printer in the right mode if it was not. Use this option if you would like to print in Text mode but have issued getting it to work.
 - Text (auto CR-LF): just like Text mode but assumes that the printer will change the line and go to the beginning of the page after a line is filled. Use this option if you would like to print in Text mode but sometimes there are blank lines.
- Paper: the size of the paper to use
- Copies: select 2 if you have two sets of forms, for example 4 and 4.
- Print adjustments: this will let you adjust the position of the print and the space between copies to achieve a nice print. The options are:
 - Horizontal adjustment: this will move the print left or right. Enter a positive value to move right or a negative to move left.
 - Vertical adjustment: this will move the print up or down. Enter a positive value to move down and a negative to move up
 - Extra space between copies: if the second copy is off position then change this value to make it right. Enter a positive value to move the print on the second copy down or negative to move it up.
 - Vertical scale: on “Formatted” mode you can scale the print vertically. This is useful in case the first few lines are in position but at the bottom they are too high or too low.
- Content:
 - AWB Number: if your forms already contain some of the part of the AWB number then change this option as not to print them. This is useful if you are using airline-specific forms.
 - Barcode: lets you print the barcodes when using the “Formatted” mode

Resolving issues with printing using preprinted forms

The print just does not look good or it does not print anything

Change the “Mode”, try both “Text” and “Formatted” and choose the one that looks the best or that works.

I cannot write so much in the AWB – the text is too big

Change the mode to “Formatted”

The text do not fit the boxes, it is all moved

Adjust the position by changing the values in “Print adjustments”.

You can play with the values or measure how much things should be moved. For example if the text is moved to the left, measure how many cm, inches or characters is moved, then in the “Horizontal adjustment” enter that number. Positives values will move things right/down and negative values left/up.

The text in the second copy is off location

Adjust the value in “Extra space between copies”.

Measure how much the text should be moved and enter that value in the box.

The top of the form is OK, but on the bottom the text is moved

Select in mode “formatted” then adjust the value in “Vertical scale”. A 1% will move things down on the bottom 0.3cm or 0.1inches.

For example if at the bottom text is 1cm too high then in vertical scale enter 103.

Will my X dot matrix work?

Most likely yes. When printing in Text mode the program just sends plain text that all printers should recognize. The best thing is to try and see.

Printing labels

The program can print labels in two modes: one is using a label printer and the other using a regular laser printer and a sheet with labels. For both modes there are several options available to improve the output.

The options are:

- Printer: select the printer to use
- Paper: the type of paper
 - Label: select this if you are using a label printer
 - A4, A5, etc: select one of these if you are printing on a laser printer on a sheet with labels. Select the size of the sheet.
- Label: the size of the label, you may select a custom label size
- Copies/ Print from piece number X to Y: this option will vary depending on the label type
 - Barcoded label: as in barcoded labels the bar code will contain the piece number it is very important to specify the label for which piece to print as they will be unique. Most of the time, for example if the MAWB has 10 pieces you will print the labels from package 1 to 10.
 - Cargo pouch label: enter the number of labels to print

- Custom label: if you have selected to print a custom label then enter the size of the label
- Adjustments:
 - Horizontal/Vertical adjustment: this will let you move the print left/right/up/down in the label. You may enter negative values in these options.
 - Scale: this will reduce the size of the label. It is suggested to reduce the size a little bit as not to print the label too close to the border of the sticker. A 95% should be fine, but you can reduce it if you need to
- Layout: if printing on a label printer this option will be disabled, if printing on a sheet with labels here you will enter the following information:
 - A, B, C, D: this will adjust the separation between the stickers in the sheet
 - First label available on sheet: if you have already used some stickers from a sheet then select the first sticker available to be used. Use the layout image as guide.

Supported label printers

The program should support any label printer – the program does not use any printer-specific code, it just prints using the driver. Note that this might make the printing speed a bit slow.

Printing other documents

Printing other documents is in general simple as they have to be printed on a blank paper. In general you will just select the printer to use and the number of copies. However some documents have some additional options:

Dangerous goods declaration

You can select if to print the side stripes or not. This is useful if you have a blank sheet but with the side stripes already preprinted.

You can also just print the content in case you would like to use a preprinted form, however note that as there is no standard size for this sheets the content might not get printed in the right position.

Bill of lading

You can select if to print the UNCTAD/ICC rules on the back

Print as PDF

If you need to generate a PDF document instead of printing the document, then as printer select “Print as PDF” and enter the location where to save the PDF.

Custom fonts

If you do not like the standard fonts or if they do not look good in your printer then you can change them. To do so go to File->Configuration and then on the left select on “Forms”. Then modify the values in the table on the right as this:

1. Select the type of document/font
2. Click on “Modify”
3. Select “Custom” or “Default” to reset the font to the default
4. Select the font, style and enter the size

5. Click on "Accept" to save the font option