



Travel Manager Help Sheet

Printing from Travel Manager

Introduction

Since Travel Manager v1.60, the built in facility to display reports on the screen has been replaced with a third-party product called **V FileViewer** which is integrated with Travel Manager.

This introduced significant new features, including:

- More flexible way to view reports on screen
- Print Invoices or Reports to **any printer**
- Print Invoices or Reports to a PDF file creation utility
- Copy and Paste the contents of an Invoice or Report to another application e.g. Word

The facility to print directly to a printer was subsequently removed as this used an older technology which had become increasingly difficult to support and it only allowed printing to a limited number of printer models which are becoming more difficult to obtain. All printing must now be done using the **Screen** option which uses via the **V FileViewer**.

Print Options

When you select a Print option in Travel Manager (e.g. Invoice or Report) you will be given the option to choose **Screen** or **File**.

Screen

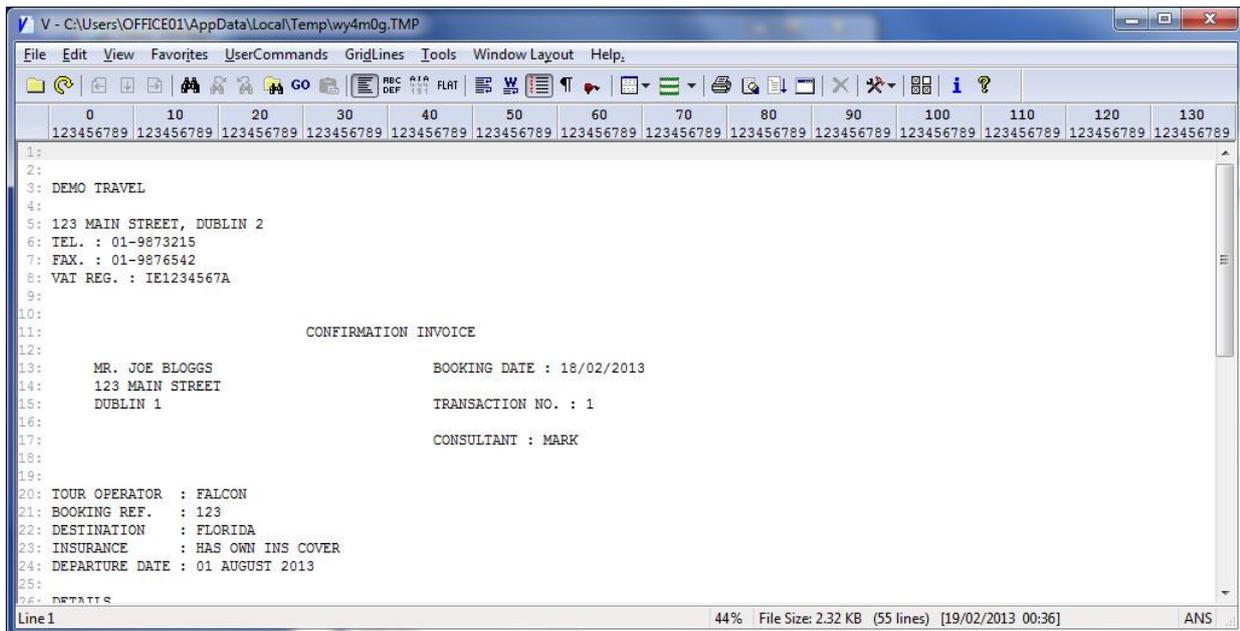
The **Screen** option uses the integrated **V FileViewer** program to display the printed output and provide the option to print to any printer. This is described in further detail below.

File

The **File** option allows you to save the printed output to a file which can then be opened in another application e.g. Excel. However, the Copy feature in **V FileViewer** will also allow you to transfer printed output to certain other applications quicker and easier e.g. Word but the **File** option is still the best way to transfer printed output to Excel as it ensures that the report is separated into columns.

Using the “Screen” option

When you choose to send a Report or Invoice to “Screen”, it will be displayed on the screen using the **V FileViewer** program.

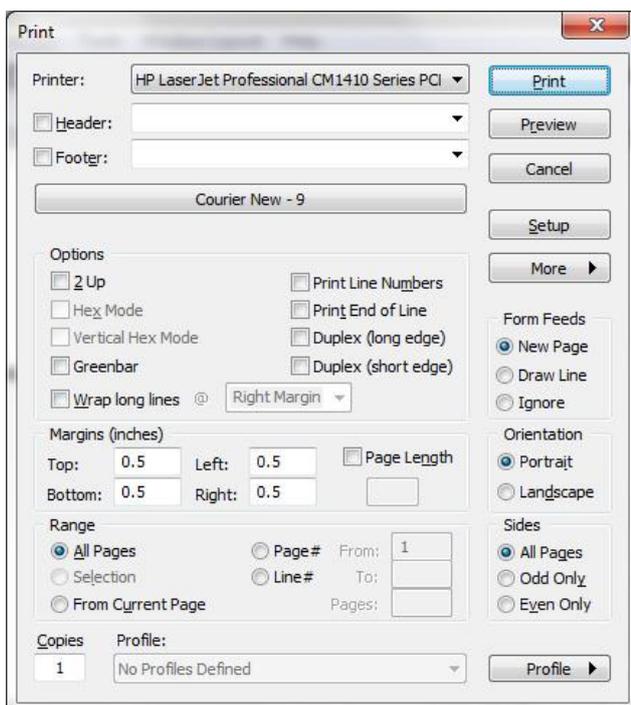


You can scroll up and down, left and right as required. You can also use the Page Up & Down keys and the Home and End keys will allow you to move to the top or the bottom of the report.

You can Print the report, using **any** of the following options:

- Click on **File, Print**
- Click on the Printer Toolbar icon
- Press Ctrl-P
- Right-click and select **Print**

Whichever option you use, you will be presented with the following screen:



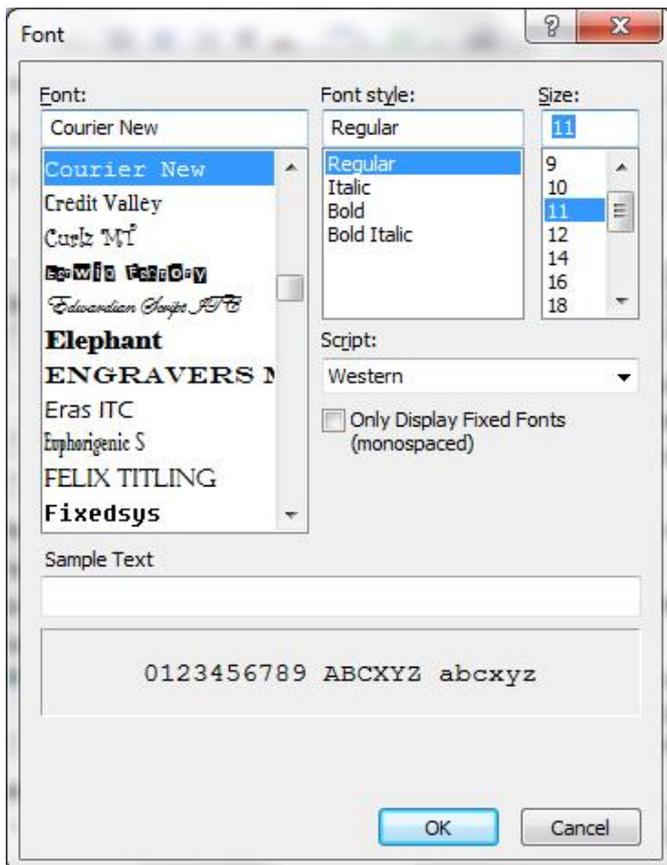
Printer

Your default windows printer will be selected but you can change this to any available printer.

Font and Point Size

The default font and point size will be “Courier New – 9”. However, this is generally too small and the recommended optimum setting is “Courier New - 11”. To change the point size from 9 to 11, do as follows:

1. Click on the button which displays “Courier New – 9”
2. Select “Add Font”
3. Select Size “11”
4. Click “OK”



Orientation – Landscape or Portrait

If your report is wide and needs to be printed in Landscape you must set the Orientation to Landscape but please note that the setting will remain at Landscape on your computer and you will need to change it back to Portrait next time you require to print in Portrait. Most reports will need to be printed in Landscape and Invoices will need to be printed in Portrait.



Copy & Paste to another application

You can Copy the contents of the Report or Invoice and then Paste it to another application e.g. Microsoft Word.

To Copy, do as follows:

- Press Ctrl-A on the keyboard to select the entire text
- You can Copy the text using **any** of the following options:
 - Select **File, Copy to Clipboard, Copy Selected Text**
 - Press Ctrl-C on the keyboard
 - Right-click and select **Copy to Clipboard**
- To Paste the report into another application (e.g. Word) if you do not know where to find the Paste option – you can usually right-click and select Paste from the menu or on the keyboard press Ctrl-V which is the Windows shortcut key for Paste.
- Once you have pasted the report contents into the required application you must select the entire report text (Ctrl-A) and set the Font to **Courier New** and the Point Size to **9**. This is essential in order for columns to be correctly lined up. The Font used should always be Courier New which has the unique characteristic of being a proportional font on character height while being of fixed width ensuring that all columns are correctly aligned.

Closing V FileViewer

While the Report or Invoice is displayed the Travel Manager program will be running in the background but it will be inactive. To return to Travel Manager you must press the Esc key to close the V FileViewer. You will then be returned to Travel Manager and you can continue using it.

If you do minimise the V FileViewer you will not be able to continue using Travel Manager and it will appear frozen until you close the V FileViewer.

V FileViewer Settings

There are two setting within the V FileViewer that you should change to make the screen easier to use – Ruler and Line numbers. To turn these options off, click on **View** and turn off the **Ruler** and **Line Number** settings. You should do this on all computers. Other than these settings, no other settings should be changed.

Note

The V FileViewer program is integrated directly with Travel Manager and cannot be used outside Travel Manager in conjunction with any other software or files.

Mercury Software will not provide any support for the use of the V FileViewer program in any manner other than for viewing and printing Travel Manager reports as described above.