

Basic Instructions for Print Boy

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Getting to Know Your Printing Software

WHAT IS PRINT BOY?

?? Print Boy is a program that allows you to BEAM a print job straight to a printer. We have equipped the laser printers in the seventh grade to be able to accept print beams.

WHAT CAN IT PRINT?

?? Print Boy can print any of your Documents that are found in DOCUMENTS. It can also print appointments (by the day, week, or month). You can also print To-Do's, memos addresses, mail, and notes.

GREAT! NOW HOW DO I PRINT?

ADVANCED SKILL

1. First let's make a document. Go to **WORDVIEW**. Let's name our file "firstprint". Open "firstprint" and let's just write a simple message: "This is my first Print Boy job." Now click **DONE** to save.
2. Make sure that you are near a Printer that is equipped with the Print Boy infrared port. The laser printers should be the only ones equipped.
3. Now to print, you need to make sure that you have the software loaded onto your Palm. If you do, you should see a little face icon labeled **PRINT BOY**. Click this icon. You will bring up the Print Boy Menu.
4. In this menu, you will see a list of different applications that have printable files. Click on **DOCUMENTS**. "firstprint" should be in your documents list (if you do not see any documents listed or do not see "firstprint" make sure that you have **DOCS TO GO** selected in the upper right hand menu). Select it. Now click **PRINT**. When you do make sure that you are beaming your file towards the printer infrared just like you would to beam to another Palm.
5. You should now see a screen that says that the print job is sending or completing. The printer should begin to print now.

NOTE - Keep the infrared port lined up until the whole print job is finished. Some jobs take more than one page and if you disengage the infrared connection, then the whole job may not be sent.

WILL I PRINT A FULL SIZED DOCUMENT OF JUST A LITTLE PALM SCREEN?

?? Your files will all be printed as a full sized document. Do not worry, you will not have to read the tiny Palm screen when you print.

OK, I PRINTED, BUT IT DOESN'T LOOK EXACTLY RIGHT. DID I DO SOMETHING WRONG?

?? YES, you did something very wrong. Actually no, you did nothing wrong. Print Boy is not meant to be your default means of printing. If you have a very complicated document that has a lot of tab settings or bullets, then they may not print out exactly correct. Still, for quick print jobs on simple files, print boy saves the time of Hot Syncing and opening the document and then printing.

CAN MY STUDENTS ALL USE PRINT BOY?

?? Yes, they can. They have the software and should be able to use it. But before they do, you need to take them through a quick set up.

1. Have the students open up the **PRINT BOY ICON**. Here they should all see the **SETUP** button. Have them select it.
2. Have them click on the **TRIANGLE** under printer. Select **HP LASER JET & COMPATIBLES**.
3. Now have them click on the **TRIANGLE** under Default Printer. Select **HP LASER JET & COMPATIBLES**.
4. Click **OK** to finish. Now they should all be ready to print just as you have.