

Printing a PILs & DILs Entry

1. From the PILs & DILs, search for and highlight an entry in the left-hand side section of the window. The entry's contents display on the right-hand side.



- 2. Press **[F3 Print]**.
- 3. The Print window displays.



Print X					
General Options					
Select Printer					
PRN018 on MANCHESTER Send To OneNote 2013 PRN019 on manchester PRN053 on MANCHESTER					
•		4			
Status: Location: Comment:	Offline Sunningdale - Pharmacy Dep Brother HL-5380DN series	Print to file Preferences artment Find Printer			
Page Range					
 All Selection 	© C <u>u</u> rrent Page	Number of <u>c</u> opies: 1			
Pages: Enter either a si page range. Fo	1 ngle page number or a single or example, 5-12	Collate			
Print Cancel Apply					

- 4. Ensure the selected options are correct or amend accordingly.
- 5. Click [Print].

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	30 March 2020		Joanne Hibbert-Gorst

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