

# Choose Layout and Template code when printing

Phase	Description	Navigation
Choose Layout and Template code when printing	<ul style="list-style-type: none"><li>• Open the document</li><li>• Click on <b>Print</b></li> <li>• Select Report Template</li> <li>• Select Layout Code</li> <li>• Click on</li><li>• <b>Preview</b> -if you just want to see the print</li><li>• <b>Print</b> – if you want to send to a printer</li><li>• <b>Send to..</b> – if you want to send to PDF</li></ul>	 <p>The screenshot shows a 'Print...' dialog box. At the top left is a printer icon. Below it are two dropdown menus: 'Report Template' and 'Layout Code', each followed by a three-dot menu icon. At the bottom are three buttons: 'Send to...', 'Print', and 'Preview'.</p>