

### Printer Setup & Printing

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#### Printer configuration issues

An **iProjects** goal is to achieve a consistency in presentation: PDF files and printouts that look good regardless of the tools used to generate them. Despite many hundreds of hours in trying various approaches and settings, it has proven to be an elusive goal – no “silver bullet” solutions!

Printer drivers all work slightly differently, in that they set edge margins, including top and bottom margins, differently. In addition, PC and Macintosh computers read fonts slightly differently; that is, the same font will be a slightly different size on different platforms.

Many fonts are also platform-specific. If a font is not installed on your computer, it will try to match it with some other similar font. The Arial font is widely considered to be the most “platform neutral” sans serif font (that is, it looks the same if printed on either a Mac or a PC). In fact, the PC will convert Arial to Arial Unicode MS for display on the PC screen. The fonts are very similar, but the leading (space between the lines) of Arial Unicode MS and considerably larger than that of Arial.

This means that a text box in a layout sized to suit Arial will not be large enough when displayed on screen on a PC, so the bottom row or rows of text will not be visible. However, when the PC sends the document to the printer, it strips out this extra space, and the printed output is fairly close to Arial.

Accordingly, it is impossible to create printer settings that will print out exactly the same on different platforms, with a wide variety of printers. We have tried to find the best balance in all of these issues, by using a combination of Arial and Arial Unicode MS; the latter where text boxes of more than two lines of text are used. We have also scripted the forms in **iProjects** to be set to “format for any printer”. This configuration presumes a “worst case” printer handling of header and footer margins; as a result, there will be about a 1cm margin at the top of printed forms, and a 2cm margin at the bottom – depending on your printer!

Because we have scripted printer settings, it is important to follow this rule:

**ALWAYS USE THE PRINT COMMANDS ON THE FORMS, RATHER  
THAN THE PRINT FUNCTIONS YOUR COMPUTER PROVIDES**

#### Binding margins

Assuming that you will need to put some printouts in binders, we have allowing a left side margin of about 16mm, enough so that binding should obscure form content. Depending on your printer, right side margins will be 8-12mm. Landscape pages have the binding margin at the top.

### Your printer setup

The way you set up your printer can over-ride the built in settings. You might experience different margins, depending on your printer settings.

### Resolving printer issues

<b>PROBLEM</b>	<b>LOOK FOR</b>
Bottom margin wider than 2.5cm	Printer is probably set for US (8.5x11 inch) paper; change to A4.
Top and left margins are very narrow	Your printer may be set for borderless printing; change it to A4.