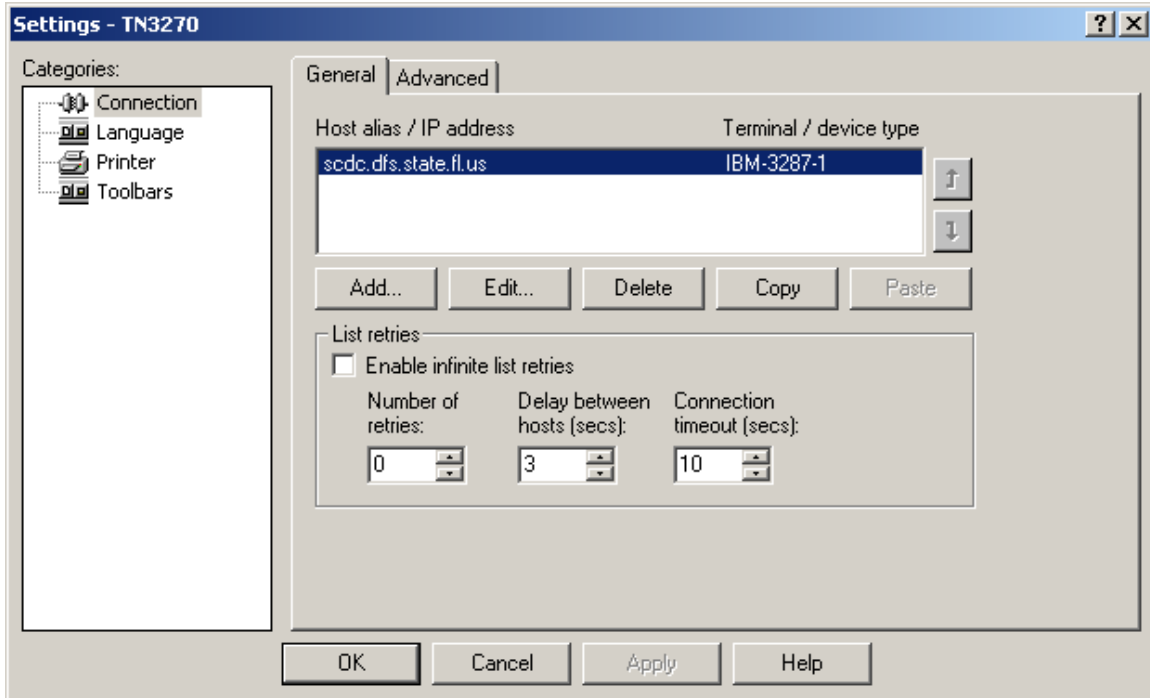
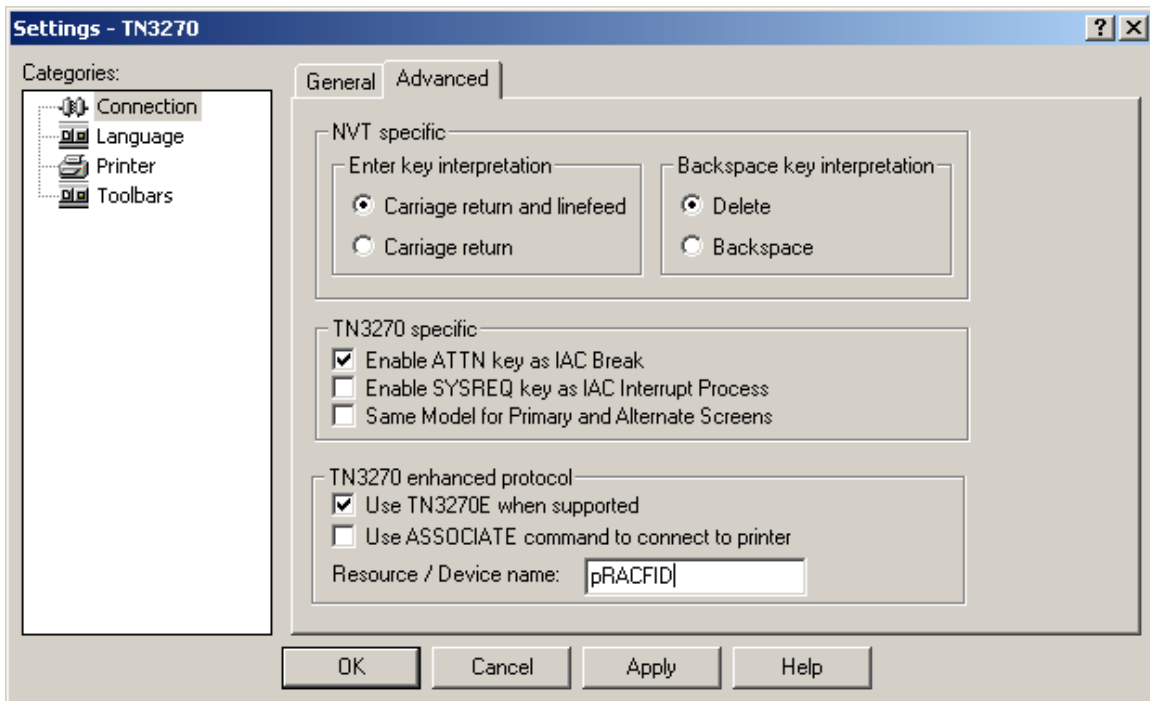


How to setup a Print Session in EXTRA for FLAIR Printing

This step by step instruction begins after a print session has been setup in EXTRA on your desktop or a server. The instruction was created using Extra Version 7.0 Setup steps for other versions of Extra should be similar.

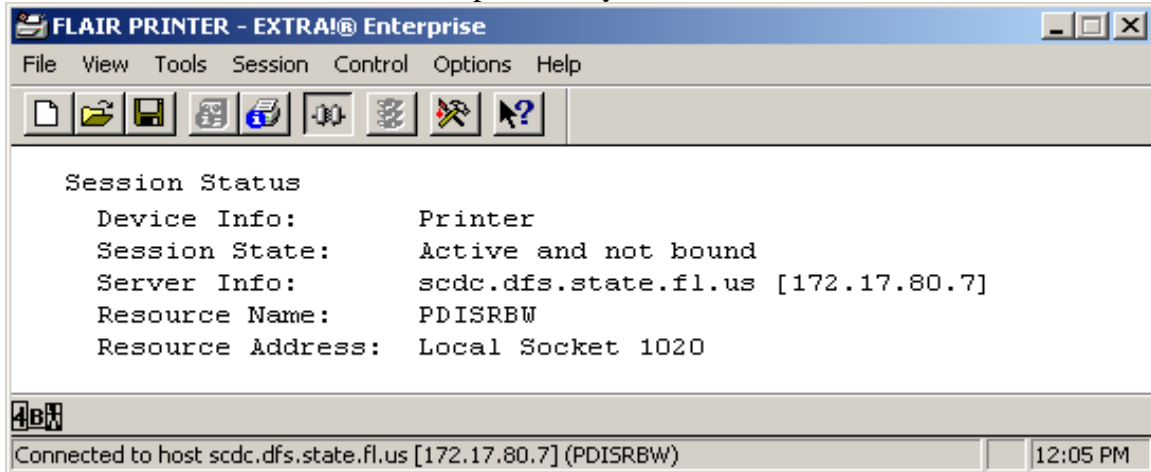


1. Host alias/IP Address must be setup as 'sdc.dfs.state.fl.us'

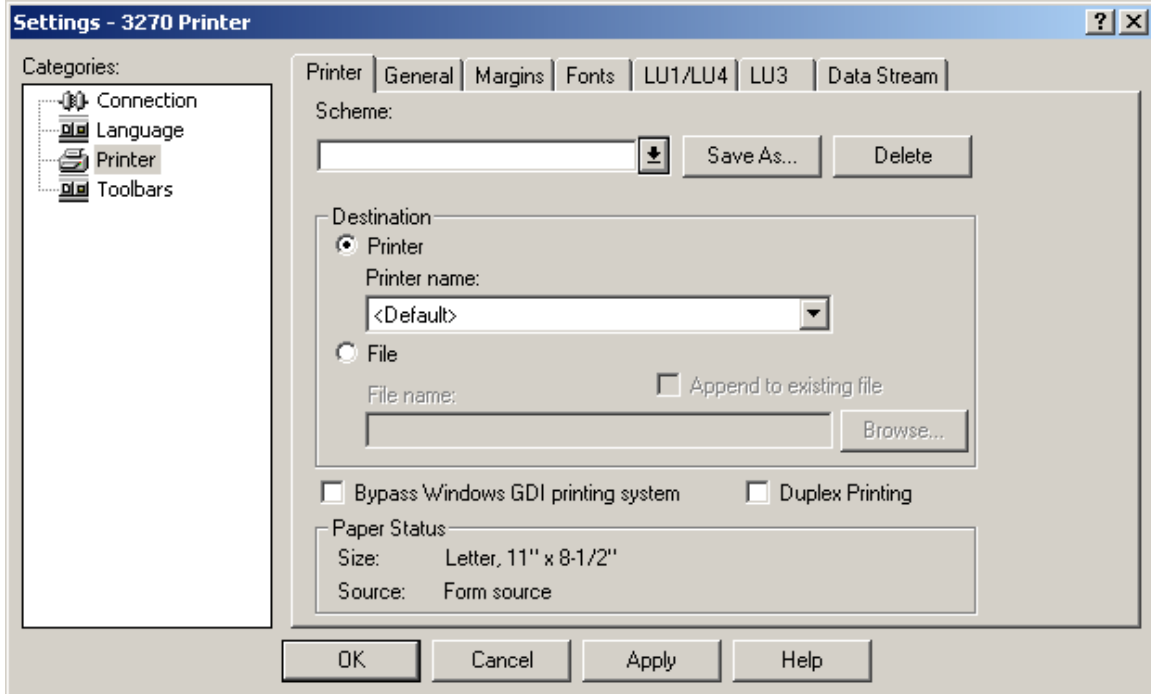


2. The Resource / Device Name equals the FLAIR Printer id, which is your RACF ID preceded by the letter P. This Printer id must be setup in the FLAIR

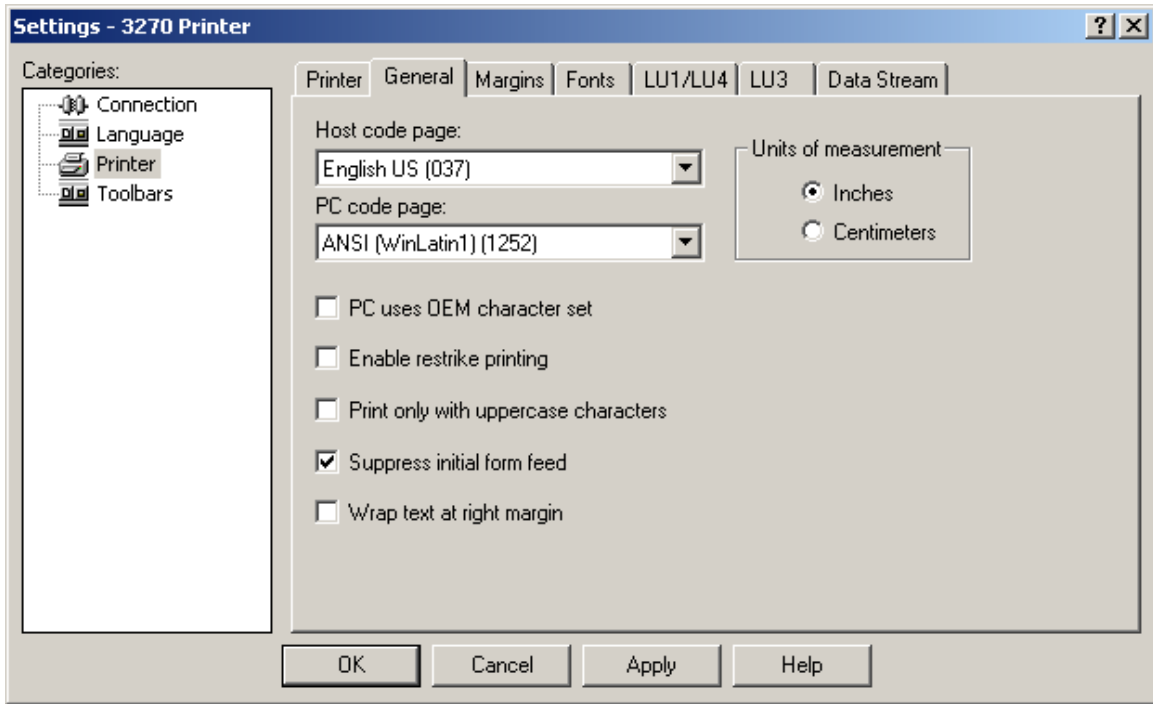
System by the CFO/DIS Help Desk. You can contact the help desk at 850 413-3190 or email helpdesk@myfloridacfo.com



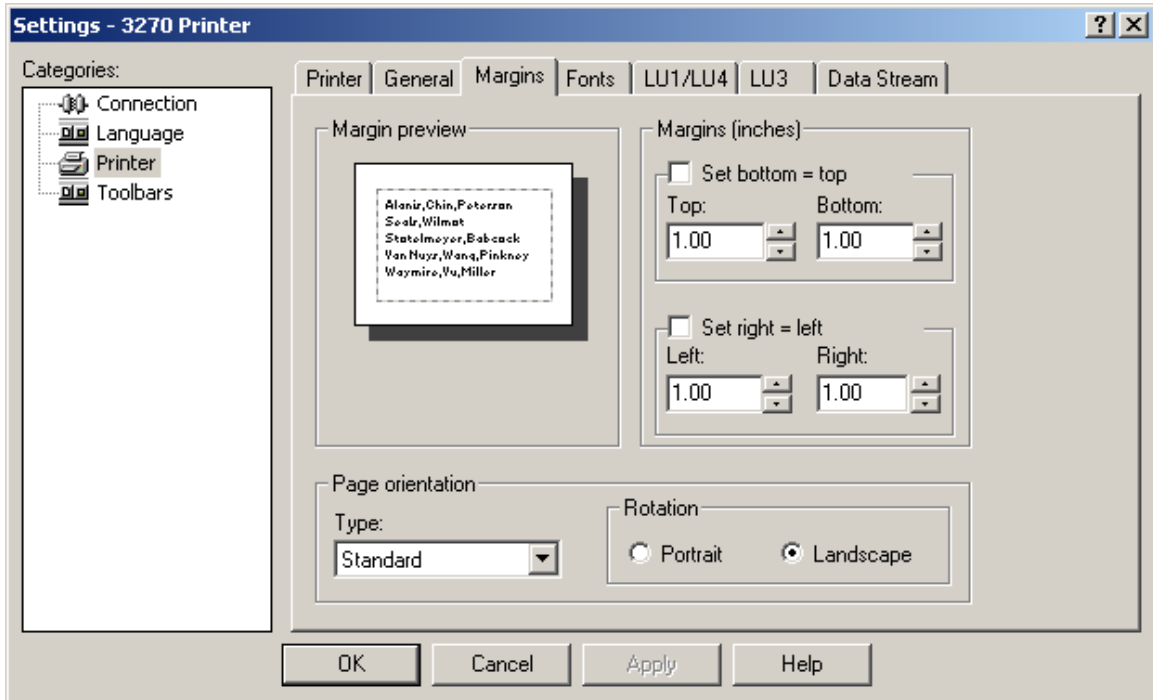
3. When your print session is setup, it should look like this screen.
4. Click OPTIONS, then SETTINGS to get to the Printer Settings screen



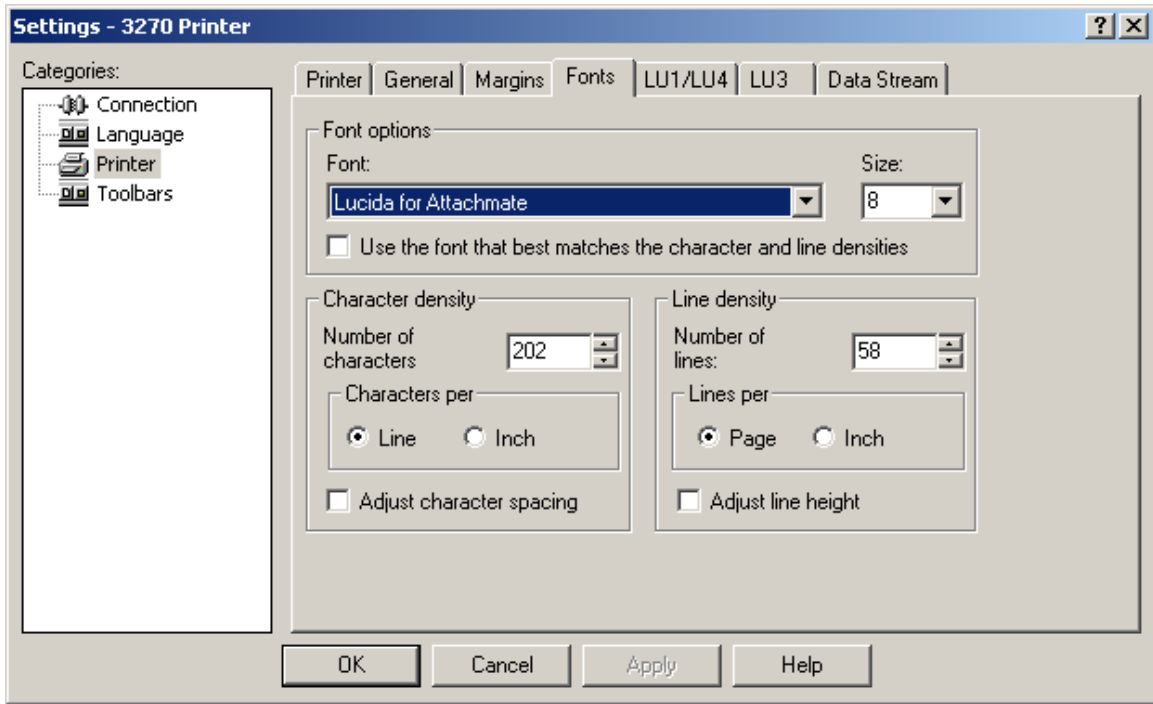
5. On the Settings Screen, in the Categories window, Click PRINTER.
6. In the Destination section, select Default or another printer name from the drop-down



7. Click the General Tab and setup like this screen



8. Click the Margins Tab and setup like this screen.

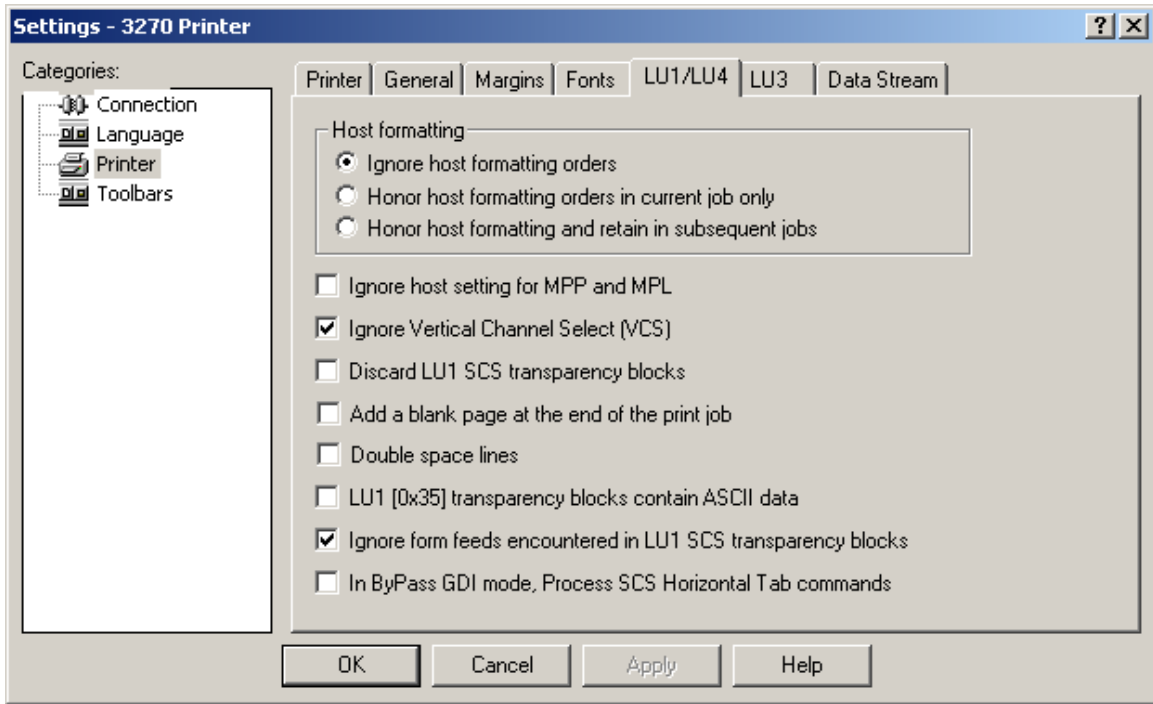


9. Click the Fonts Tab and setup accordingly.

a. Set Font Options according to the report width being printed:

	Size	Number of Characters	Number of Lines
1. 202 Width CFO Ledgers	8	202	58
2. 132 Width Trial Balances, SABs, Certified Forward	12	134	39
3. 80 Width Standard Reports	12	80	66

b. All other fields should appear as on this screen



10. Click the LU1/LU4 Tab and setup screen as shown
11. The LU3 and Data Stream Tabs should not be modified
12. Click Apply
13. Click OK
14. Printer should now be ready for printing
15. If you have any questions, please contact the help desk at 850 413-3190 or email helpdesk@myfloridacfo.com