



Print

Guides for Merlin Project

© 2020 - ProjectWizards GmbH

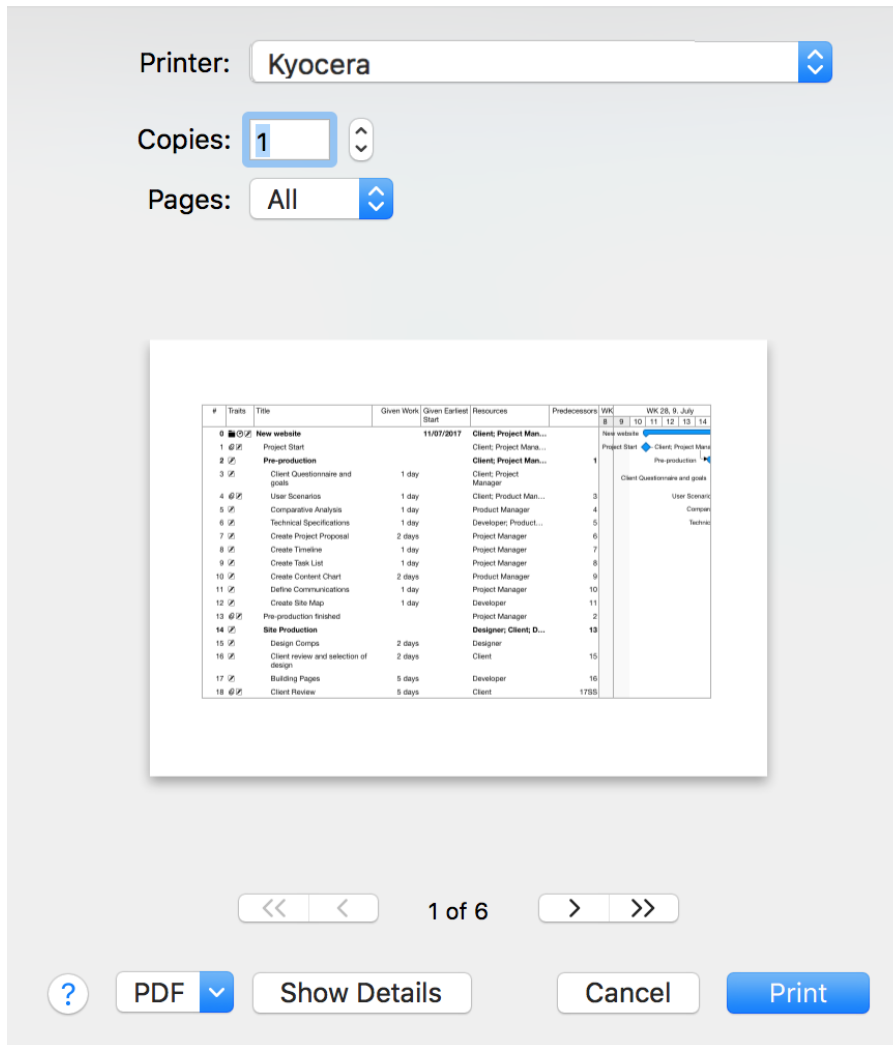
Print - as of November 2020

Print project content	1
Content	3
Page distribution	4
Printing the project on a single sheet	5
Header and Footer	6
Borders	6
Watermark	7

You can print from Merlin Project via the **File** → **Print** menu item. This uses the standard **print dialog** integrated into *macOS*. The **Page Setup** settings can be found there.

Print project content

The *macOS* print window has two views: One with fewer details and one with **more details**.



This **basic view** only offers a few options. Click the **Show Details** button. This opens the **advanced print view**. Here you will find the options described in the following.

#	Title	Client Work	Client Content	Resources	Predecessors	MS	WS	ES	EF
1	New website								
2	Project Start								
3	Client Questionnaire and brief	1 day		Client Project Manager					
4	User Scenarios	1 day		Client Project Manager					
5	Comparative Analysis	1 day		Product Manager					
6	Technical Specifications	1 day		Developer Product...					
7	Create Project Proposal	2 days		Project Manager					
8	Create Timeline	1 day		Project Manager					
9	Create Task List	1 day		Project Manager					
10	Create Content Chart	2 days		Product Manager					
11	Define Communications	1 day		Project Manager					
12	Create Site Map	1 day		Developer					
13	Pre-production Briefing	1 day		Project Manager					
14	Site Production	2 days		Designer/Client D...					
15	Design Content	2 days		Designer					
16	Client review and selection of content	2 days		Client					
17	Building Pages	8 days		Developer					
18	Client Review	3 days		Client					

Printer:

Presets:

Copies:

Pages: All
 From: to:

Paper Size: 210 by 297 mm

Orientation: Portrait Landscape

Print area:

- Print background
- Print gradients
- Print shadows
- Repeat header columns on every page
- Smart column page break
- Smart row page break

<< < 1 of 6 > >>

? PDF
Cancel



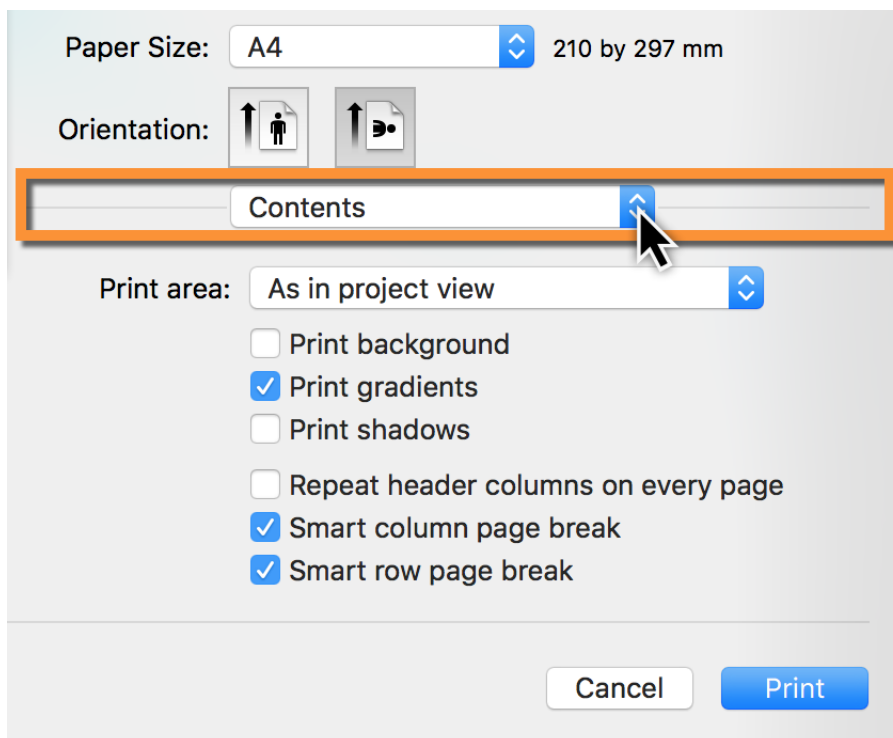
The **page setup** and **orientation** settings depend on the printer used.

Content

The **Content** drop-down menu offers options for configuring the content to be printed.

For example, you can configure the **print area**:

- **As in project view**
- **Outline and Gantt chart**
- **Outline only**
- **Gantt chart only**

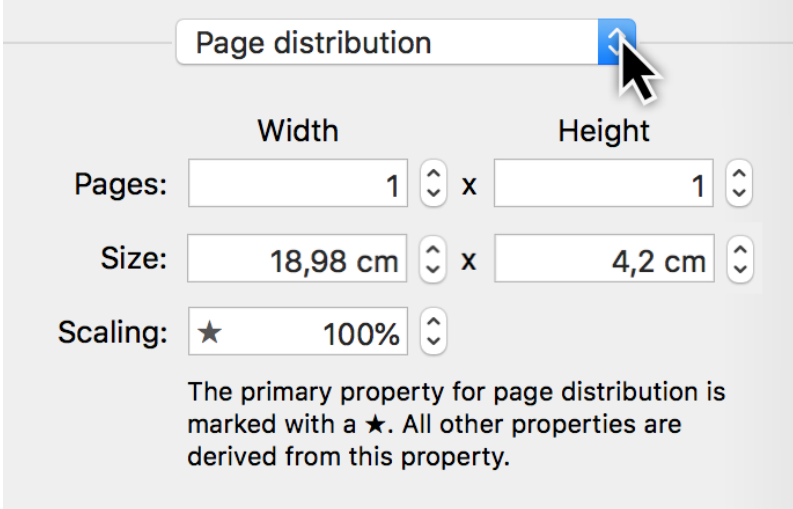


The other options control how the project is **printed graphically**:

- **Print background**
- **Print gradients**
- **Print shadow**
- **Repeat header columns on every page** (*useful for printing over several pages*)
- **Smart column page break** (*useful for printing over several pages*)
- **Smart row page break** (*useful for a printout over several pages*)

Page distribution

Under **Page distribution** you set the **scaling** of the project to the configured **paper format**. If you want to output a **large** project on **A4** paper, it may come out looking very **small**.



Page distribution

	Width		Height
Pages:	1	x	1
Size:	18,98 cm	x	4,2 cm
Scaling:	★ 100%		

The primary property for page distribution is marked with a ★. All other properties are derived from this property.

The **number** of pages, based on the **width** or **height** of the selected paper format, determines the size of the output.



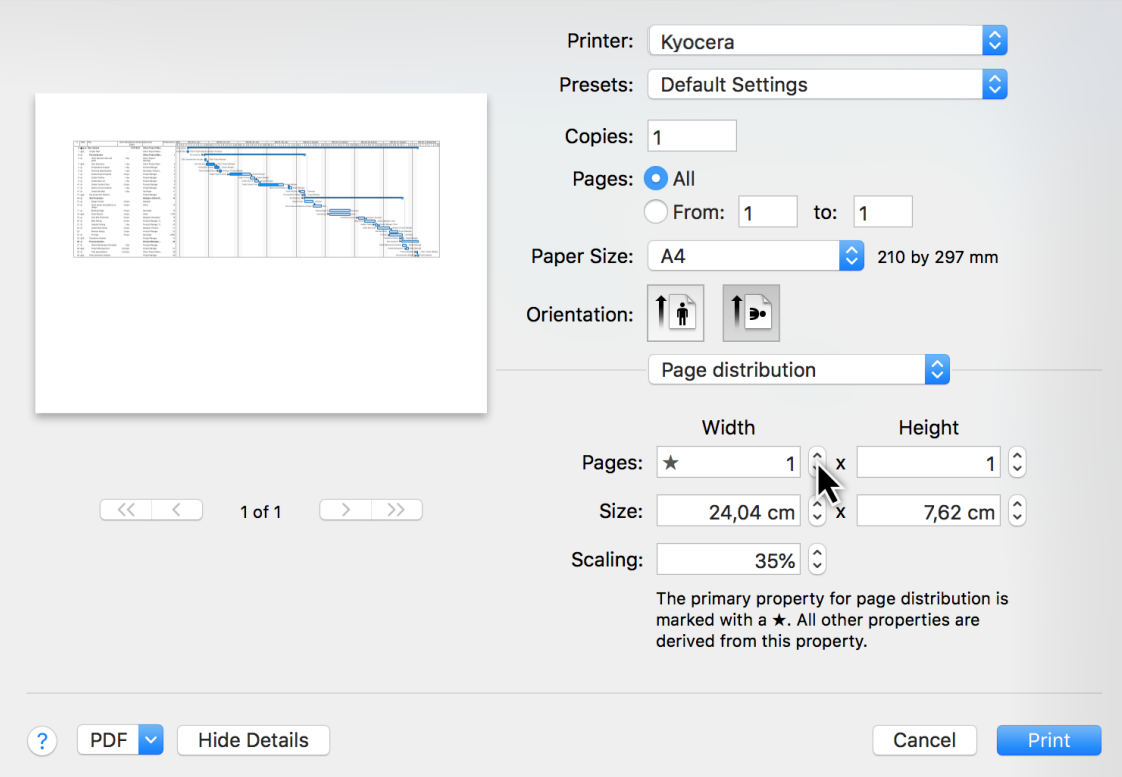
If you set the width to one **page**, the project will be scaled to fit the width of the sheet. See the following section.

Printing the project on a single sheet

Click the paper **orientation** option to select whether you want your project content printed in **portrait** or **landscape** format.

Then select **Page distribution** from the drop-down menu. If, for instance, you have selected **landscape**, set the **width** to one page.

This resizes the **entire project** to fit the full **width** of **one sheet**.



Printer:

Presets:

Copies:

Pages: All
 From: to:

Paper Size: 210 by 297 mm

Orientation: Portrait Landscape

Page distribution

	Width	Height
Pages: ★	<input type="text" value="1"/>	<input type="text" value="1"/>
Size:	<input type="text" value="24,04 cm"/>	<input type="text" value="7,62 cm"/>
Scaling:	<input type="text" value="35%"/>	

The primary property for page distribution is marked with a ★. All other properties are derived from this property.

1 of 1

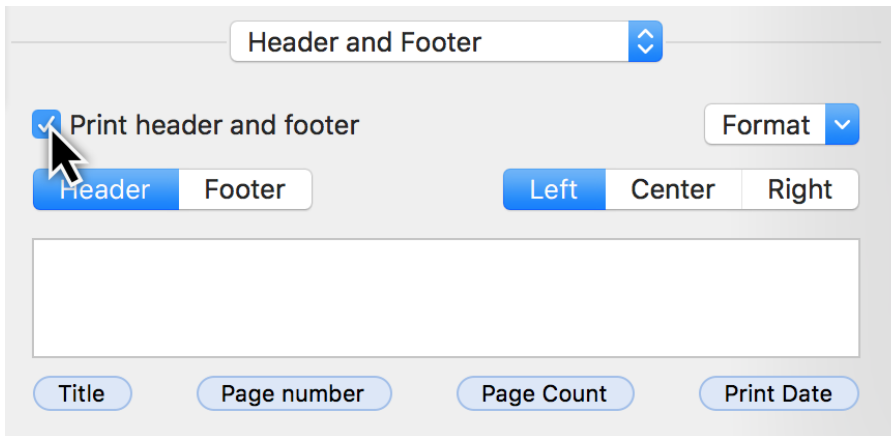
PDF Hide Details Cancel Print



This setting is marked with a **star**. All other values are derived from this setting.

Header and Footer

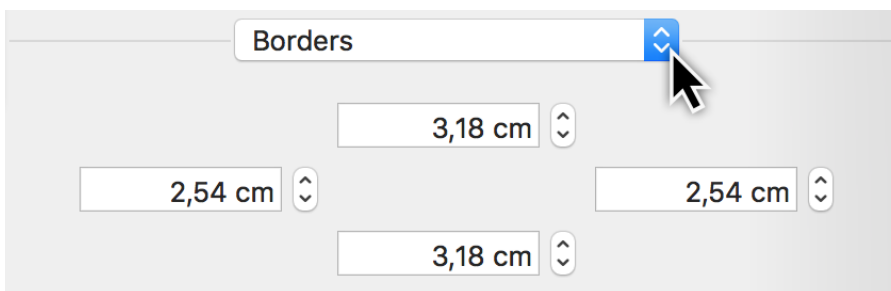
The options for the **header and footer** offer a variety of settings. You will find **pre-defined entries** arranged at the bottom. The **Format** drop-down menu contains **text formatting** options.



Select the information you want to appear in the **header and footer**, and select the **alignment** in the row (*left, center, or right*). Following that, you can drag & drop the **entries** in the field to move them around. You can also enter your own text to expand on the entries.

Borders

The **Borders** option can be used for **headers and footers** as well as a **watermark**.



Enlarge the **borders** if the **header and footer** as well as the **watermark** are covered when printing out project content.

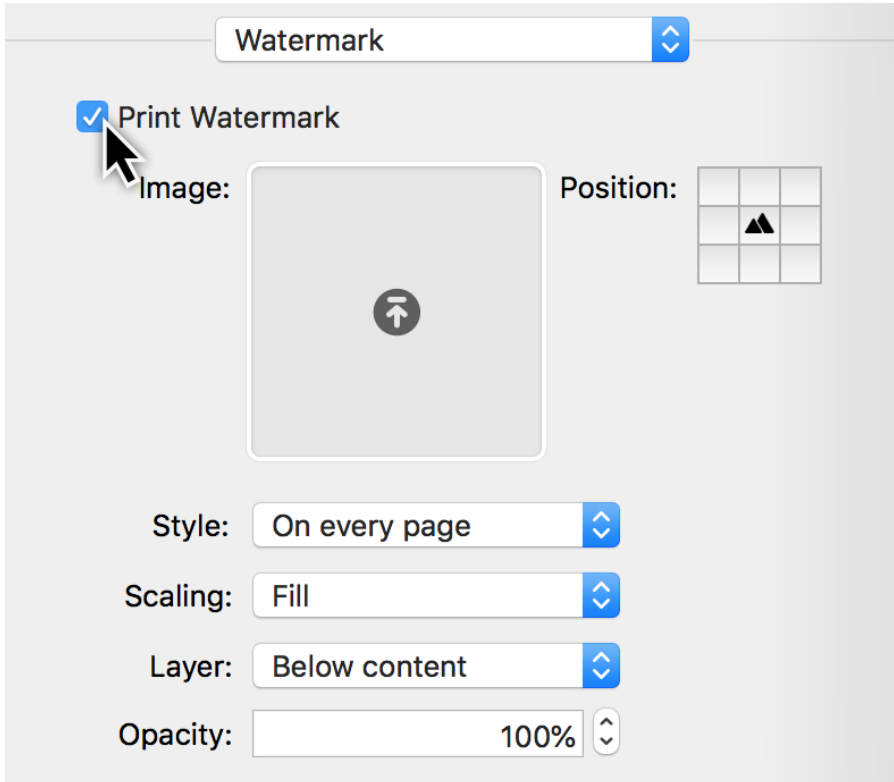


The **distance** from the **paper margin** varies depending on the printer model.

Watermark

The **Watermark** option lets you include a graphic in the printout. This allows you to include custom **company logos** in the printout.

The various options control the **position, size, and opacity** of the image in the printout.

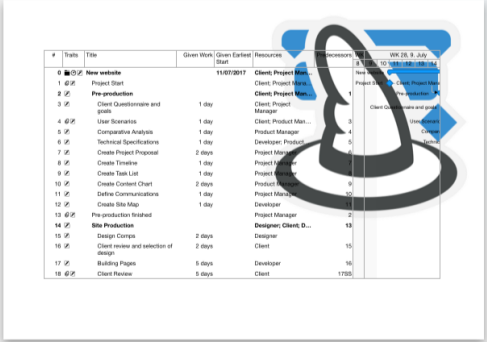


The screenshot shows a dialog box titled "Watermark" with a dropdown arrow on the right. Inside the dialog, there is a checked checkbox labeled "Print Watermark" with a mouse cursor pointing to it. Below this is an "Image:" field containing a large square placeholder with a circular icon of an upward-pointing arrow. To the right of the image field is a "Position:" field with a 3x3 grid; a small black triangle is positioned in the center cell. Below the image and position fields are four settings, each with a dropdown arrow: "Style:" set to "On every page", "Scaling:" set to "Fill", "Layer:" set to "Below content", and "Opacity:" set to "100%".

First tick the checkbox next to **print watermark**.

Then move a **graphic file**, which you want to use as a **logo** for the **watermark**, into the **image** field.

Next, set the **position, style, scaling, layer, and opacity** of the **watermark**.



1 of 6

Presets: Default Settings

Copies:

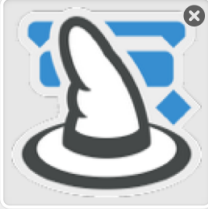
Pages: All
 From: to:

Paper Size: A4 210 by 297 mm

Orientation: Portrait Landscape

Watermark

Print Watermark

Image:  Position:

		▲

Style: On every page

Scaling: Manual

Layer: Below content

Opacity:

Set the **scaling** to **manual**, so that the **size** of the image can be changed in percentage terms.

In the **mini preview** you can see the result of the changes in real time.



Any **graphic format** supported by **macOS** and **Preview** can be used for the **watermark** (*JPEG, GIF, TIFF, PNG* and others).