Print

Guides for Merlin Project

Print – as of November 2020

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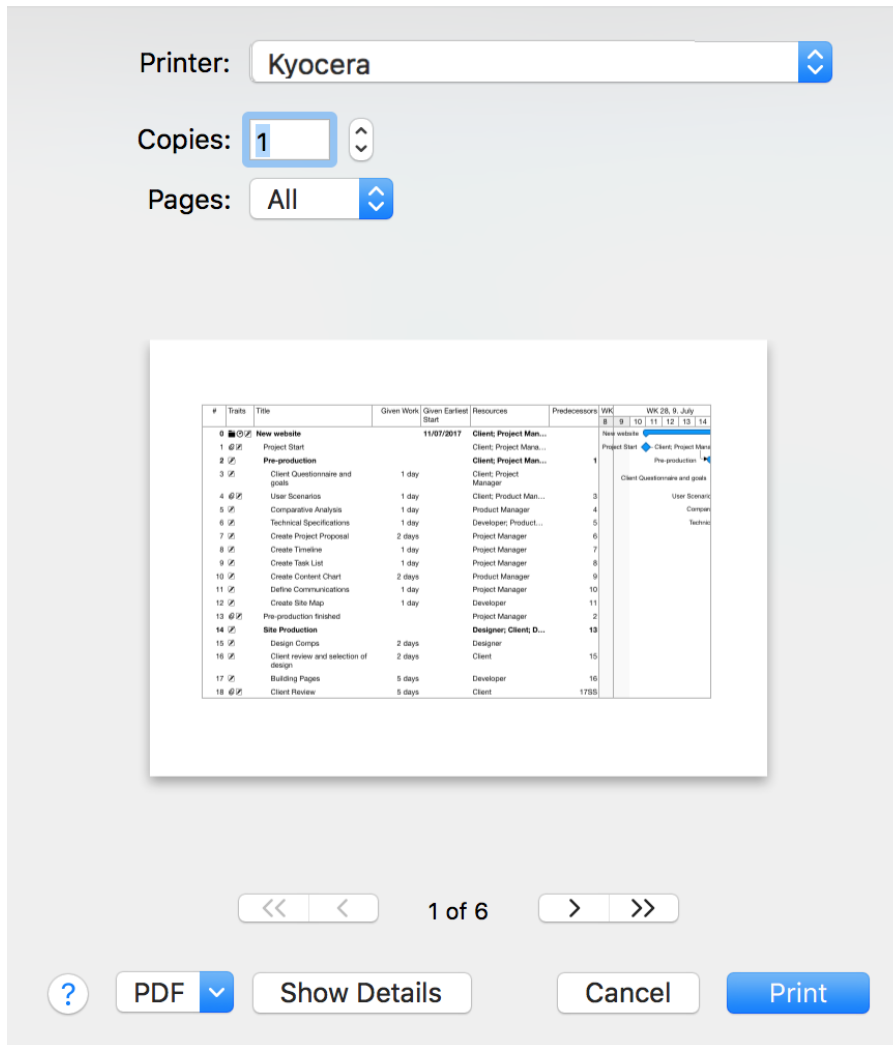
This **basic view** only offers a few options. Click the **Show Details** button. This opens the **advanced print view**. Here you will find the options described in the following.

Printer:	Kyocera
Presets:	Default Settings
Copies:	1
Pages:	● All
	○ From: 1 to: 1
Paper Size:	A4 210 by 297 mm
Orientation:	

Contents

| Print area: | As in project view |

☐ Print background
☑ Print gradients
☐ Print shadows

☐ Repeat header columns on every page
☑ Smart column page break
☑ Smart row page break

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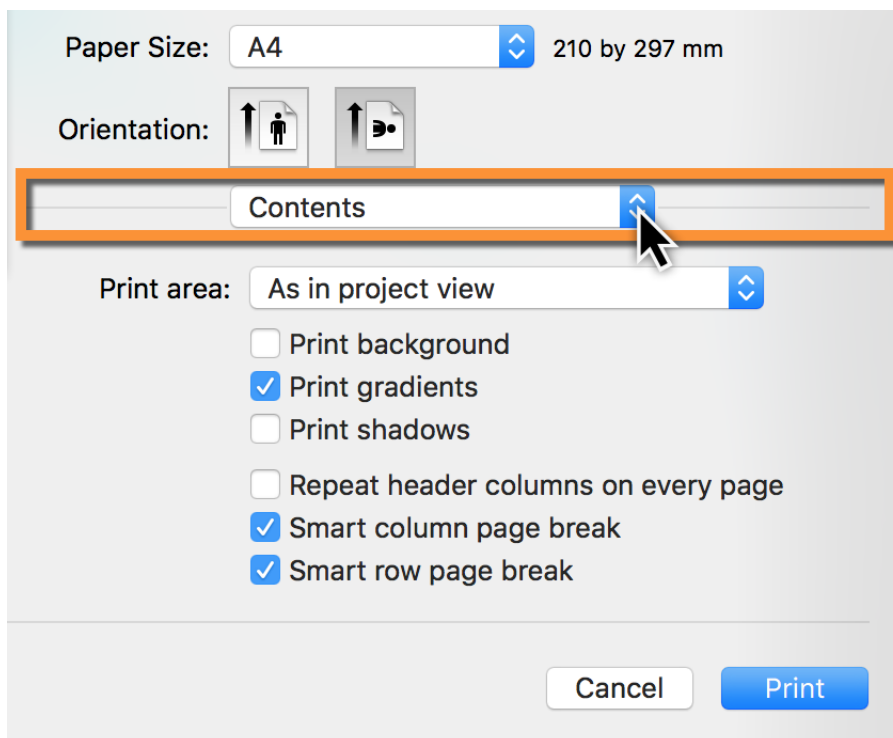?   PDF   Hide Details   Cancel   **Print**

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**
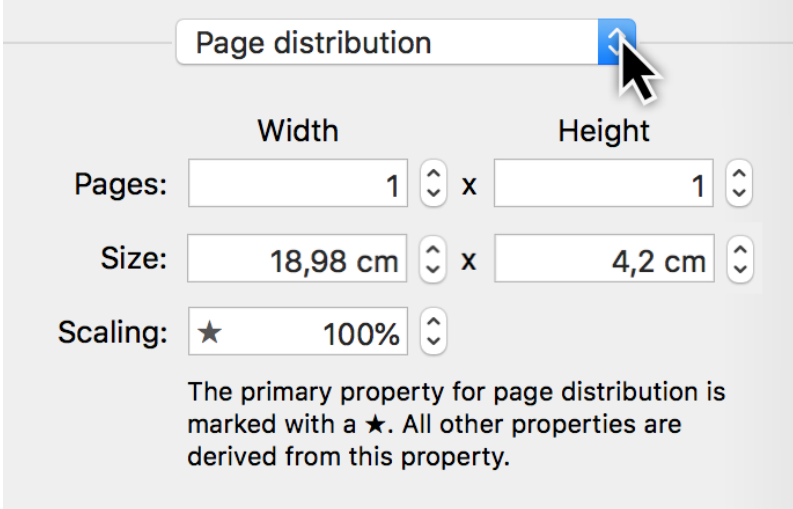
- **Gantt chart only**

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**.

The **number** of pages, based on the **width** or **height** of the selected paper format, determines the size of the output.
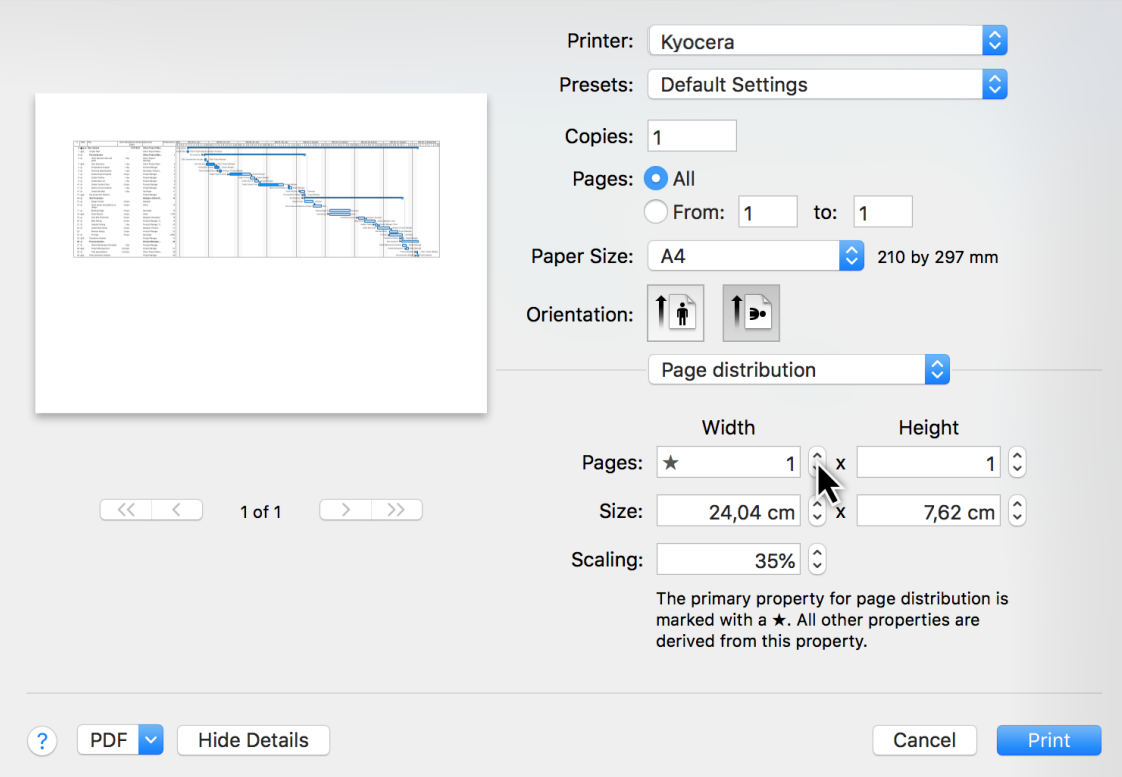
> ℹ️ If you set the width to one **page**, the project will be scaled to fit the width of the sheet. See the following section.

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.

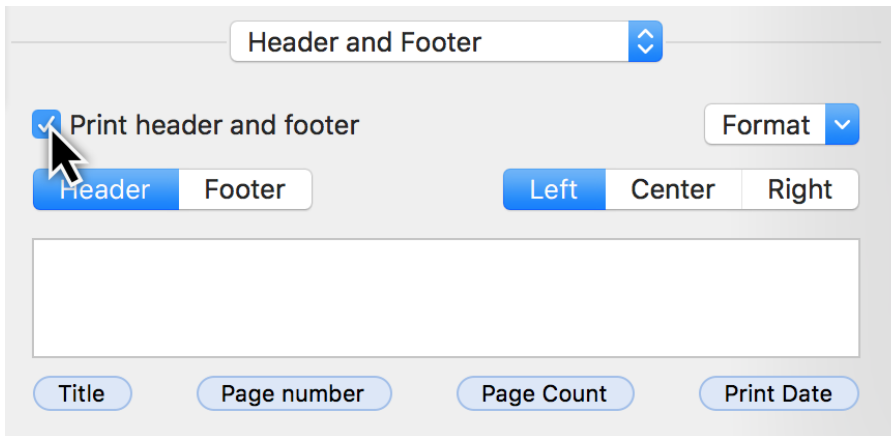This resizes the **entire project** to fit the full **width** of **one sheet**.

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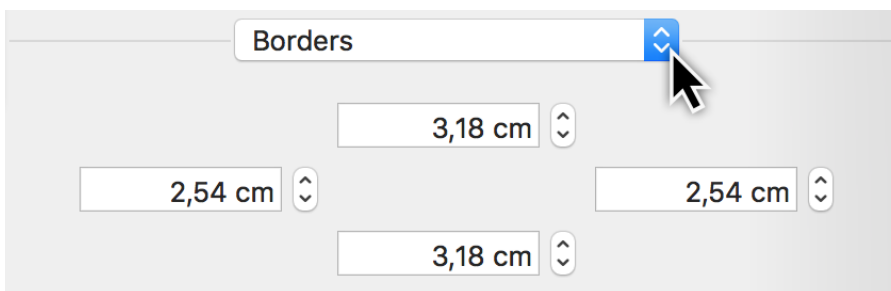
Header and Footer

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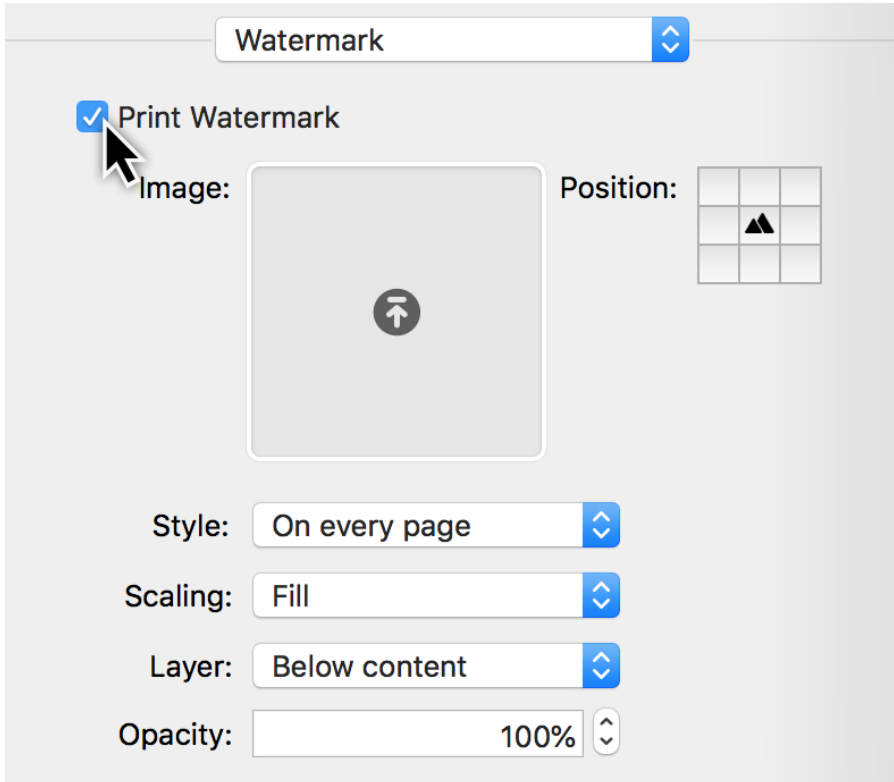
> The **distance** from the **paper margin** varies depending on the printer model.

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.
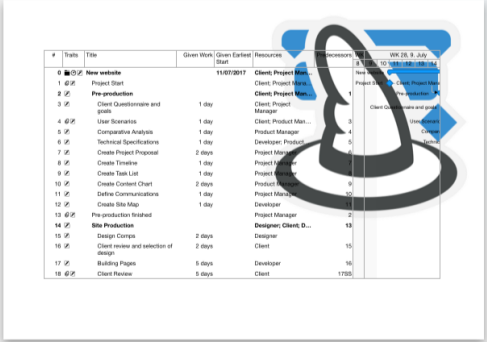

First tick the checkbox next to **print watermark**.

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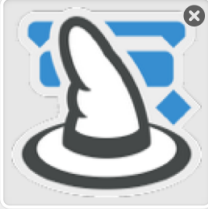
Set the **scaling** to **manual**, so that the **size** of the image can be changed in percentage terms.

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).