


# Using the PRINT DIRECT Utility

The Print Direct utility will allow you to print a PeopleSoft SQR report to any installed HP or HP compatible printer that is installed on your computer. To use Print Direct, run the SQR report to a file on your hard drive. This will create a text file (with the extension .lis) that can be viewed using either Notepad or Wordpad and can be printed with Print Direct.

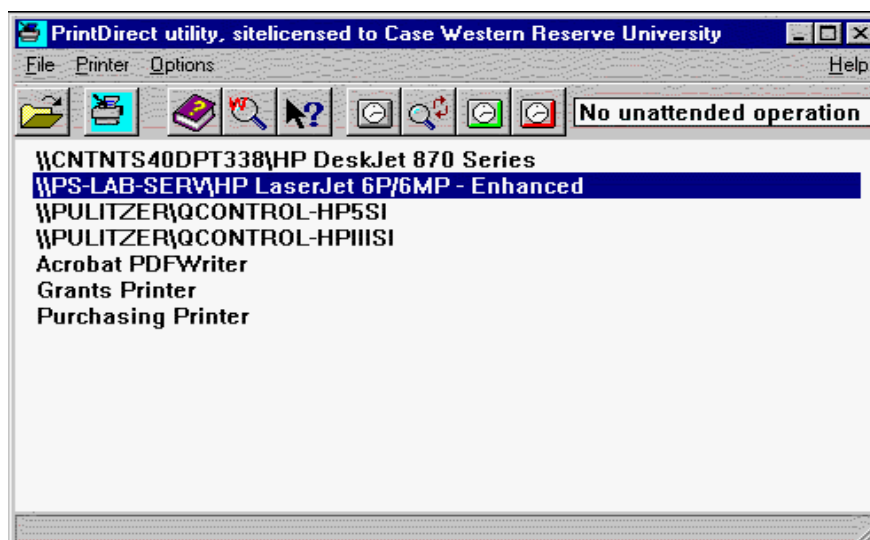
## *Installing the Print Direct Utility*


To use Print Direct, you will need to create a shortcut on your desktop to the program which resides on the Nobel Netware server. Follow the steps below to install Print Direct icon:

1. From your desktop, open *My Computer*
2. Open the *K:* drive (labeled *Vol3 on 'Nobel'*)
3. Open the *AIS* folder
4. Open the *PS750* folder
5. Open the *Print Direct* folder
6. Using the **RIGHT** mouse button, click and drag the printer icon  to your desktop.
7. Choose **Create Shortcut(s) Here**
8. Close all open windows used above.

## *Using the Print Direct Utility*

The Print Direct utility can be used one of two ways. The easiest way to print to your Windows default printer is to click and drag the report to the Print Direct icon on your desktop. You can also print to your default printer or to any other installed printers by double clicking on the Print Direct icon to open the utility:



Once it is open, you can select the printer you want to use and then open the SQR print file using the Open File icon  . Be sure to change the file type from PRN to All files and navigate to your report file:



Opening the file will send it directly to the printer highlighted in the installed printer list.