

## How to print screen data in the GUI

- **Article Type:** General
  - **Product:** Aleph
  - **Product Version:** 20
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### Description:

How can I print screen data in the Aleph client? {I thought it was F11, but I find (in Cataloging) that F11 is for Unicode mode. Activating the function key F12 also does not work.}

### Resolution:

As described in section 1.1 ("Print Workflow") of the "Staff User's Guide – Printing" document:

Printing in ALEPH is generated by one of the following actions:

- Clicking the Print button in a GUI window;
- Pressing F11 when a list (for example, the Search list of headings, the Acquisitions list of orders) is in focus;
- Performing a transaction that triggers printing;
- Running a service that produces printouts such as reports and call slips.

The lists referred to occur in Acquisitions, Cataloging, and Circulation. There are a few places (such as the upper right panel in Cataloging) where, as you note, the F11 key serves a different function (switch to Unicode), but generally it is the print function.

Note: generally, the F11 is not used for printing in Cataloging, but it *is* used, for instance, to print a list of Browse results.

In the information displays in the *bottom* right panel of the GUI, printing is universally done by right-clicking and selecting "Print".

(If you are unable to print in any other way, you can, of course, press the "Print screen" key on the keyboard to capture the screen, which you can then paste into a Word document.)

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