

12 PUBLISHING FEATURES

The publish tab allows a user to print, save an image and PDF any work they have created via Maverick.

12.1 HOW TO PRINT

The print function allows a user to print the active chart within the open active desktop.

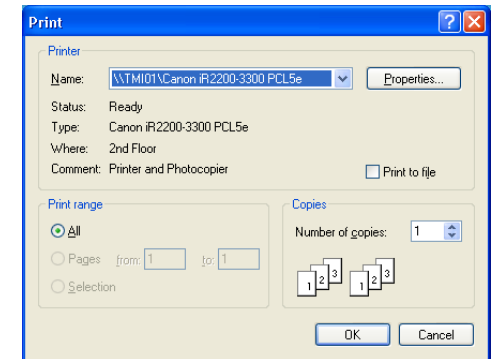
To print charts follow the steps below:

Go to **Publish** Tab

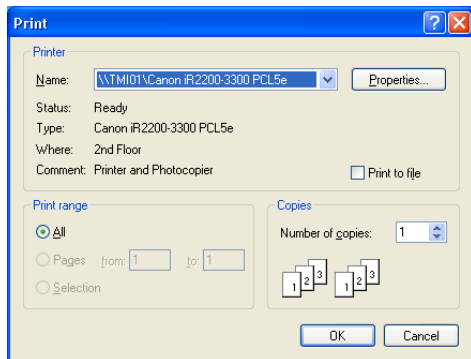
Under the *Publish* Section select  Icon

When the Icon is selected the following box will appear:

Customise the print Settings to your requirements and select 'Ok'



12.2 HOW TO PRINT DESKTOP



The print desktop function allows a user to print the active desktop from the application along with however many charts contained.

To print a desktop follow the steps below:

Go to **Publish** Tab

Under the *Publish* Section select  Icon

When the Icon is selected the following box will appear:


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12.3 HOW TO SAVE AN IMAGE

The save image function allows a user to save a chart and store it on their pc. It will save the active chart within the open active desktop

To save images follow the steps below:

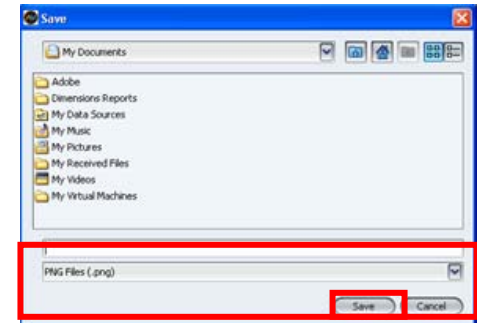
Go to **Publish** Tab

Under the *Publish* Section select  Icon

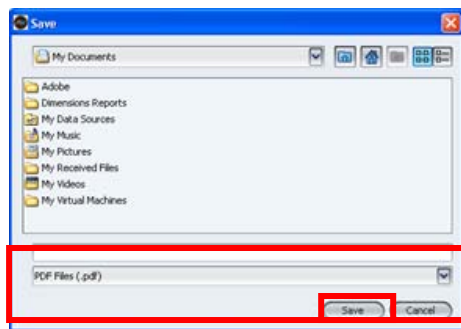
When the Icon is selected the following box will appear:

Input the name you would like to call the image in the white area (as shown in the image)

Select the folder of where you would like it to be stored and select **Save**.



12.4 HOW TO CREATE PDF



The PDF option allows a user to save a chart as a PDF incase they wanted to send it to someone via email or publish the image.

To PDF a chart follow the steps below:

Go to **Publish** Tab

Under the *Publish* Section select  Icon

When the Icon is selected the following box will appear:

Input the name you would like to call the PDF in the white area (as shown in the image)

Select the folder of where you would like it to be stored and select **Save**.

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12.5 HOW TO AMEND THE PAGE SETUP

The purpose of the page set up feature is to allow a user to amend the layout of how their chart/desktop image will appear when printing, saving or PDF.

To amend the layouts of the page follow the steps below:

Go to **Publish** Tab

Under the *Publish* Section select  Icon

When the Icon is selected the following box will appear:

Input the name you would like to call the PDF in the white area (as shown in the image)

Select the folder of where you would like it to be stored and select *Ok*.

