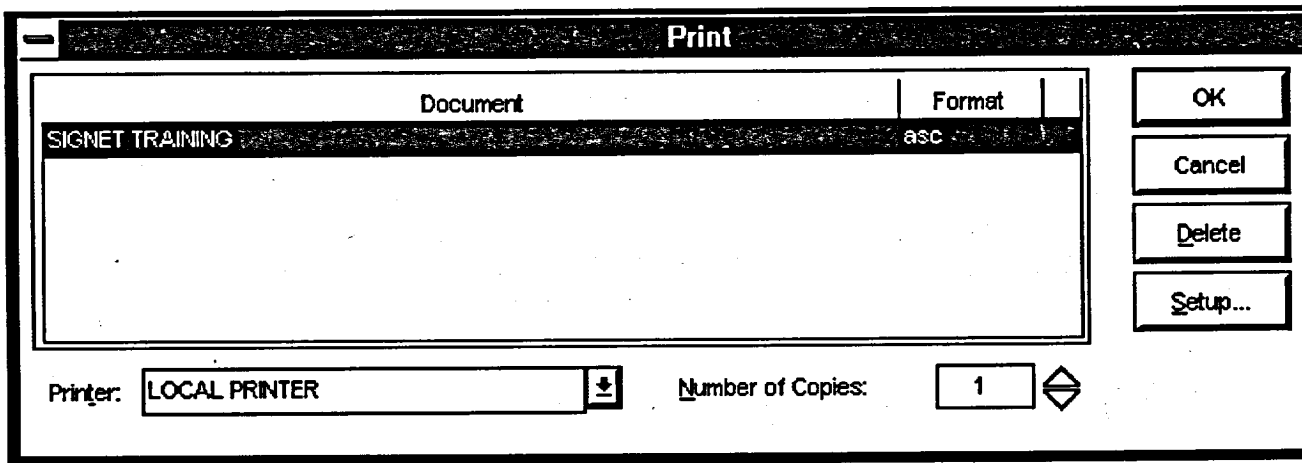# PRINTING MESSAGES

You can print messages from both the Mail Manager and Browse windows. From the Mail Manager, you will print the message in its complete format, including date, sender and all information present in the message header. From the Browse window there are two options. You can select to print the entire message, or simply the note itself.

	Print		
Document	**Format**		**OK**
SIGNET TRAINING	asc		Cancel
			Delete
			Setup...

Printer: **LOCAL PRINTER**   Number of Copies: 1

Method

To print a message from the Mail Manager window:
1. Select the message(s) to be printed.
2. Click on the **DEFPRT** button on the Tool Bar
NOTE: The above allows you to print one or more messages without the interruption of the Print dialog box.

OR

1. Click on **FILE** in the Menu Bar and
2. Select the **PRINT** option. *(The Print window will be displayed.)*
3. Confirm the information in the Print dialog box and click on Ok

When printing from the Browse window there are two possibilities.

To print the entire message from the Browse window
1. Browse the message to be printed.
2. Select **MESSAGE** in the Menu Bar.
   Click on **PRINT**.

OR

   Click on the **PRT/MSG** button.
3. Confirm the information in the Print dialog box and click on Ok.