

# ***Distributing & Printing the Award***



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## ***Electronic Distribution & Printing***

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When the award is ready for distribution, you will need to print a copy of the award for the folder, and create and distribute an electronic copy for distribution to the PI and the department manager, and the head of the SPA (Sponsored Project Accounting) office.

The electronic copy of the award is a PDF file, which is created by setting your default printer as Acrobat Distiller.

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## Printing an Award

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You can print an award at any point during the creation of the award, but it is essential that you print a copy of the award for the file as soon as it is completed, and every time you make a change to the award. The Print option is available when the award is displayed in display mode, correction mode, or new entry mode.


The award is printed on your default Windows printer, unless you change the default printer in COEUS. To change the default printer, select **Printer Setup** from the **File** menu (see page 4 for complete instructions).

## Printing the Award

The award must be open before you can print it, and will print on the default Windows printer. The Print Notice window allows you to select one or more items to print. All selections except the address list will print as one file. The address list will print as a separate file.



### To print an award:

1. If the award is not already open, open it.
2. Click on the Print Award Notice  button to display the Print Notice window. By default, the items are all selected.

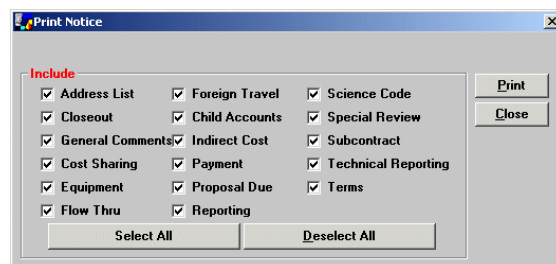


Figure 1: The Print Notice Window

3. All checked items will be printed when you click on the Print button. If the default settings are not what you want, you can change the selections in three ways:
  - Click on the checkbox to the left of the item to deselect it if it is checked, or to select it if it is unchecked.

- Click on the **Select All** button to check all the items.
- Click on the **Deselect All** button to uncheck all the items. This is useful when all items are checked, but you only want to print one or two items. After deselecting all items, you can then check the items you want to print.



**Tip!** If nothing is selected, the first page of the NOA will print.

4. Click on the **Print** button to print the selected items. They will be printed on your default Windows printer.

## Changing the Default Printer

COEUS uses your default Windows printer when you print an award. If your current default is not the printer you want to use, you will have to change the default printer. The printer you select will remain the default Windows printer until you change it back.

You can change the default Windows printer from within COEUS, or by selecting **Settings, Printers** from the Windows **Start** menu. You can also change the printer options, such as duplexing or input tray. The options that can be set depend on the printer you have selected.



**To change the default printer or printer options in COEUS:**

1. Select **File, Print Setup...** from the menu to display the Printer Setup window.

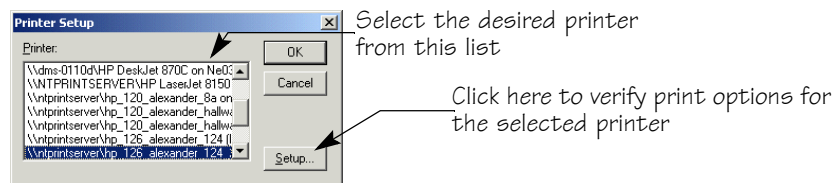



Figure 2: The Printer Setup Window

2. Select the desired printer from the *Printer* list. This list will include all printers that you currently have set up on your PC.
3. If you want to verify the print options selected for the printer, and change them if needed, you can click on the **Setup** button to display your printer's setup dialog box. This will vary with each printer. Select the desired options and click on the **OK** button to close the setup dialog box and return to the Printer Setup window.

4. Click on the OK button to set the printer as the default. This default will apply both within COEUS and outside of COEUS, until you change it.



**To change the default printer from the Start menu:**

1. Click on the Start  button to display the Windows Start menu.
2. Select **Settings, Printers** from the Start menu to display the Printers window.

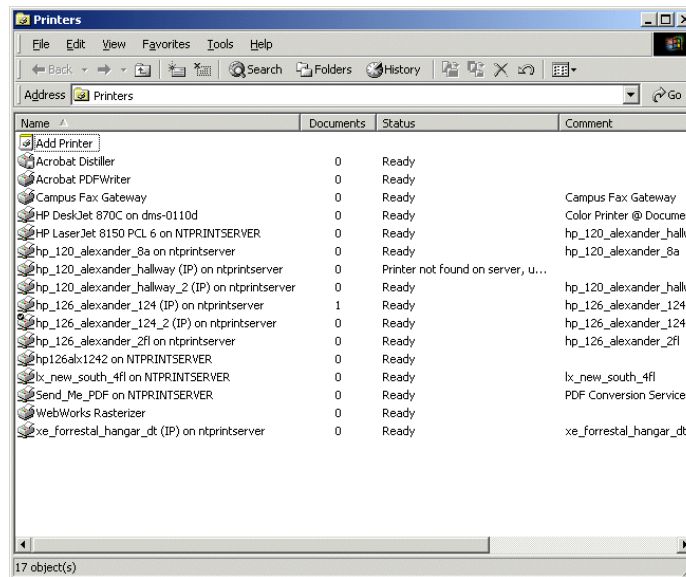


Figure 3: The Printers Window

3. Right click on the desired printer, and select **Set as Default Printer** from the shortcut menu.

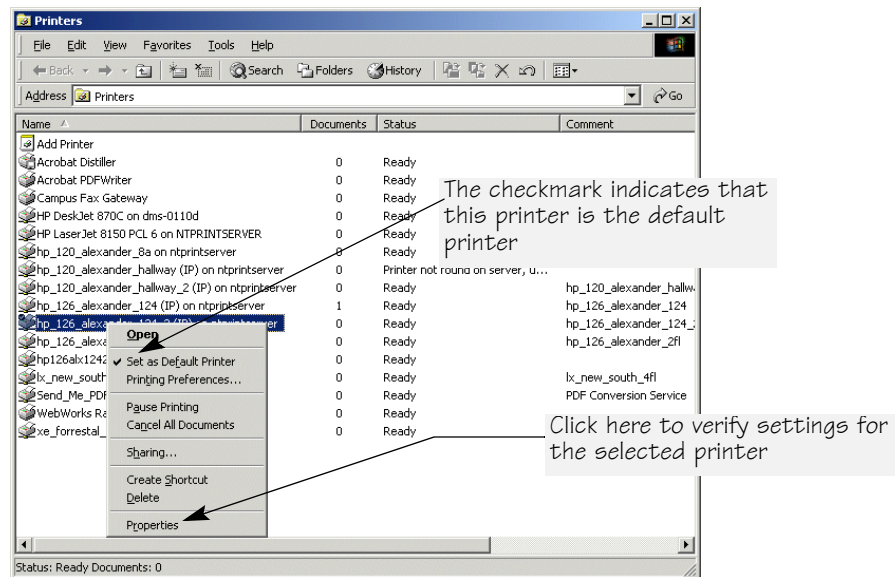


Figure 4: The Shortcut Menu for Printers

4. If you want to verify the printer's properties, select **Properties** from the shortcut menu. The Properties window will be displayed.

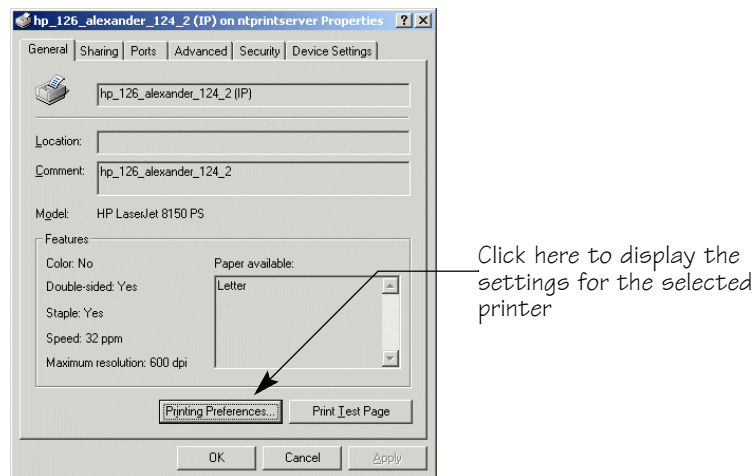
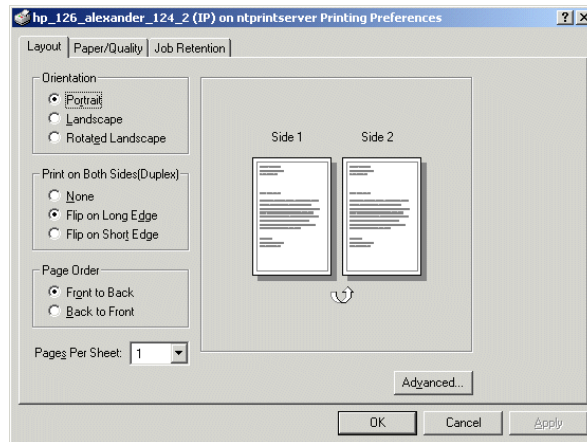



Figure 5: The Properties Window

5. Click on the Printing Preferences button to display the settings for the selected printer. The options on the Printing Preferences window will vary, depending on the printer.



*Figure 6: Printing Preferences*

6. Make any changes you prefer, and click on the OK button to save them and return to the Printers window.
7. Close the Printers window by clicking on the Close  button. The selected printer will be your default printer for all your Windows applications until you change it.

## Distributing Electronic Copies of the Award

When the award is ready for distribution, you will create and email a PDF copy of the award to the PI, the department manager, and the head of the SPA (Sponsored Project Accounting) office.

Before you can create a PDF of the award, you must set your default printer to the Acrobat Distiller. You can do this either in COEUS, or by selecting **Settings, Printers** from the **Start** menu.

### Creating the Electronic Copy

The electronic copy of the award that you will distribute is a PDF file, created by printing to Acrobat Distiller, which must be installed on your PC.



#### To create the electronic copy of the award:

1. Change your default Windows printer to **Acrobat Distiller**, as described in “Changing the Default Printer,” on page 4.
2. In COEUS, if the award is not already open, search for the award by typing the Project/Grant number in the *Account Number* field.

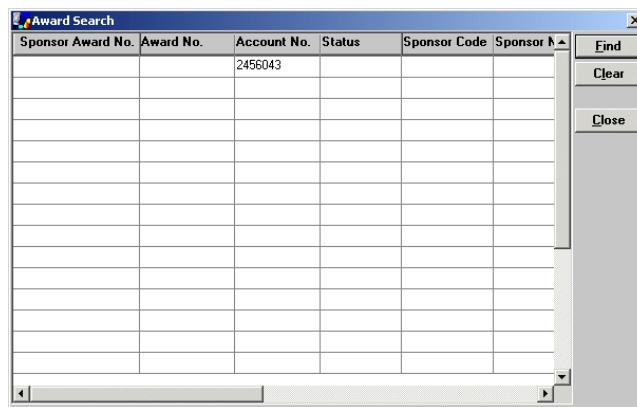



Figure 7: Searching by Project/Grant Number

Click on the Find button to display the award in the Award List window.

3. Open the award in Display-Only mode by double-clicking on the award or by highlighting the award and clicking on the Display  button.

- Click on the Print Award Notice  button, or select **File, Print Award Notice...** to display the Print Notice window.

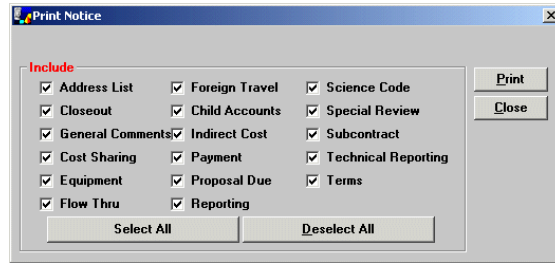


Figure 8: The Print Notice Window

- Select the items to include in the award notice.
- Click on the Print button to send the file to the Acrobat Distiller. The Save PDF File As dialog box will be displayed, so you can indicate where you want the file saved, and provide a name to save it under.

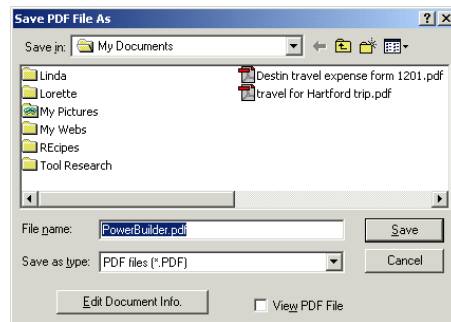


Figure 9: The Save Dialog Box for Saving the PDF File

- In the *Save in* field, select **Common on Arundel/NOAs/Maureen** or **Common on Arundel/NOAs/Davina**.
- In the *File name* field, type the Project/Grant number.
- If the *View PDF File* checkbox is not checked, click on it to select it.
- Click on the Save button to save the file.
- If you are also printing the address list, the Save PDF File As dialog box will pop up again for the address list. Take the following steps to insert the address list into the Award Notice PDF file:
  - In the *File name* field, type **Rolodex**.

- b) If the *View PDF File* checkbox is checked, you can uncheck it, since you don't need to see the Rolodex PDF file.
- c) Click on the **Save** button to save the file. The Save dialog box will close, and the award document will be displayed in Acrobat.

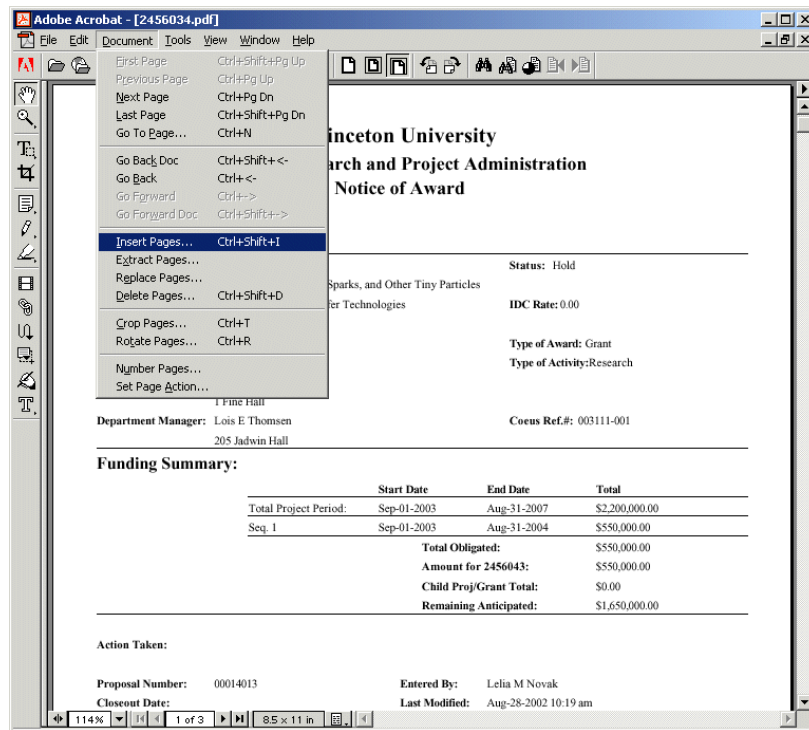


Figure 10: The Document Menu in Acrobat

- d) Select **Document, Insert Pages...** from the menu to insert the address list. The Select File to Insert dialog box will be displayed.

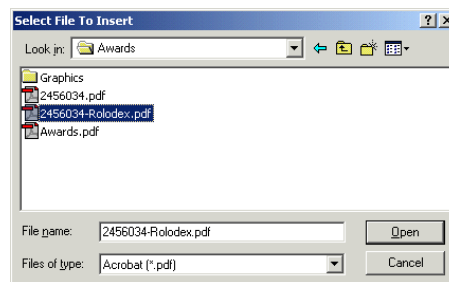


Figure 11: The Select File to Insert Dialog Box

- e) Locate and highlight the Rolodex file, and click on the Open button to proceed. The Insert dialog box will be displayed, so you can indicate where the address list should be placed in the award document.

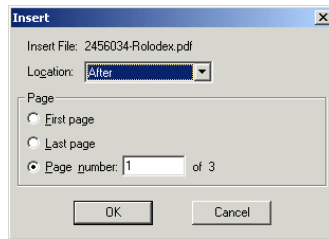



Figure 12: The Insert Dialog Box

- f) Select **After** in the *Location* field, click on **Last Page** in the *Page* area, and click OK to place the inserted file at the end of the document.
- g) Click on the Save  button in Acrobat to save the award PDF file with the address list included.
- h) You can now delete the Rolodex file in either Explorer or My Computer.

***Tip!** Pressing the Window + E key will open the Explorer on top of any other open applications, so you can delete the file and close the Explorer to return to your application.*

12. Change the printer setting back to your standard default setting, as described in “Changing the Default Printer,” on page 4.

## Distributing the Award Notice

The award notice is distributed by emailing the PDF award file and the original award letter from the sponsor to the PI, the department manager, and the head of the SPA office. After you have sent the documents, you can move them from your NOA folder to the Administrator’s NOA folder.



### To distribute the award notice:

1. Open your e-mail software.
2. Click on the New Message button to open a new message composition window.
3. Address the e-mail to the PI, the department manager, and the head of the SPA office.
4. Attach the award document PDF file and the award letter from the sponsor:

- a) Click on the Attach button.
  - b) Select the folder **Common on Arundel/NOAs/Maureen** or **Common on Arundel/NOAs/Davina**.
  - c) Click on the award document PDF file, hold down the Ctrl key, and click on the award letter from the sponsor, locating the files by the Project/Grant number.
  - d) Click on the Open button to attach the files. You will be returned to the e-mail window, and the two attachments will be displayed in the area where the addresses are normally shown.
5. Send your e-mail.



**To move the files to the Administrator's folder:**

1. In My Computer or Explorer, move the document files from your NOA folder to the Administrator's NOA folder. You can move the files by cutting and pasting, or by dragging and dropping.
2. Select **View, Refresh** from the menu to redisplay the contents of the folder, including the newly moved files.
3. Locate the award document PDF file, and rename it by adding the appropriate number (-01, -02, -03, etc.) after the Project/Grant number. For example, if the new file is for Project/Grant number 126-4000, and there is already a file named 126-4000-01, you would rename the new file 126-4000-02.



**Tip!** You can rename a file by right-clicking on the file name, selecting **Rename** from the shortcut menu, and typing the new name over the old name. Press the Enter key when you have finished typing the name.