

SAP - Defining Print Parameters Defaults

Issue

Clients might need to adjust print parameters in order to print only some section of documents by default, for example whenever they print any document they get a cover page and a second page to show the number of records printed before - this will cause a waste of paper and unnecessary info.

Resolution

*This is actually a how-to problem and not a system flaw.
Provide the steps below in order to configure the printing output as desired.*

1. *In the print screen, select properties:*

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2. *You will get the screen below, where you will be able to make changes for your default print settings.
In this example we will set defaults to not print the **cover sheet**. All you need to do is expand "Cover Sheets" folder, select the page you don't need to print, expand the menu and select "Do not print".*

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3. *When complete, the pages/ sheets you selected "do not print" should be showing just as in below example:*

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