

Paper Outlines – How To: Printing

1. PURPOSE

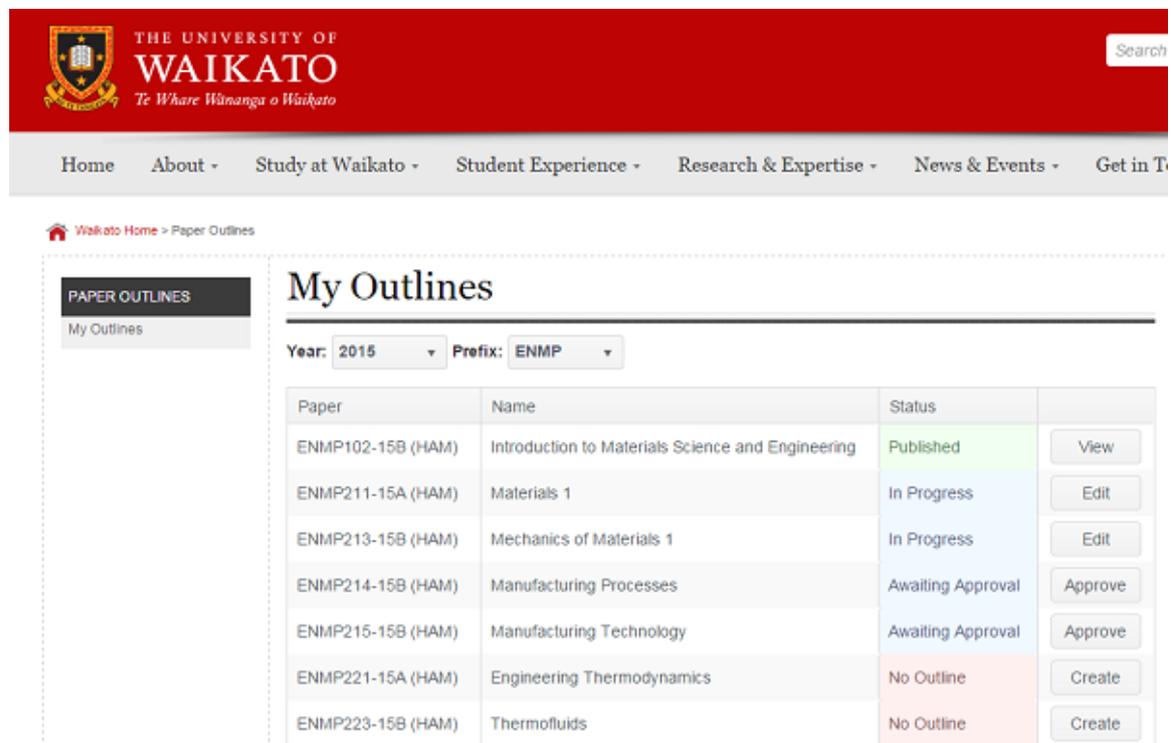
The Paper Outlines System is an online application which was created to provide a simple to use environment that would reduce time spent on the administration of paper outline related activities. It is designed to provide a centralised repository where outlines can be created, maintained, reviewed, presented and stored. It allows for outlines to be pre-populated with University-wide information to reduce the risk of duplication, increasing accuracy and improving consistency, while allowing for Faculty-specific information to be incorporated.

The system presents a condensed outline to those not enrolled in a paper, with the full outline available to students who are enrolled in the paper.

2. LOG IN

You can access the system at URL: <https://paperoutlines.waikato.ac.nz>

Once you have signed in, you will be taken to your initial My Outlines landing page, where you will be able to access all the paper outlines that you are associated with.



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Waikato Home > Paper Outlines

My Outlines

Year: 2015 Prefix: ENMP

Paper	Name	Status	
ENMP102-15B (HAM)	Introduction to Materials Science and Engineering	Published	View
ENMP211-15A (HAM)	Materials 1	In Progress	Edit
ENMP213-15B (HAM)	Mechanics of Materials 1	In Progress	Edit
ENMP214-15B (HAM)	Manufacturing Processes	Awaiting Approval	Approve
ENMP215-15B (HAM)	Manufacturing Technology	Awaiting Approval	Approve
ENMP221-15A (HAM)	Engineering Thermodynamics	No Outline	Create
ENMP223-15B (HAM)	Thermofluids	No Outline	Create

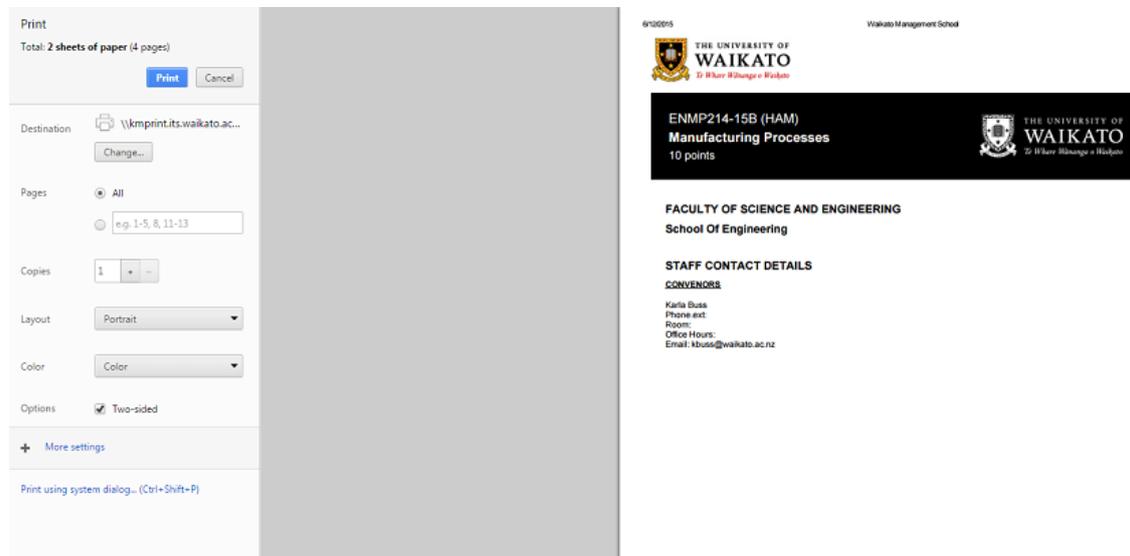
The Status column shows you where in the process the outline is and the associated button shows you what actions you can take.

Papers that have the Status of Published and are at View, can be printed via the Print to PDF button. Those at Edit or Create are not ready for publication, but can be printed by pressing Ctrl-P.

3. PRINTING AN UNPUBLISHED OUTLINE

Click on Edit or View to open the Unpublished paper outline.

Press Ctrl-P on the keyboard which will open the printing dialog box:



Print
Total: 2 sheets of paper (4 pages)
Print Cancel

Destination: \\kmp\prints.waikato.ac...
Change...

Pages: All
e.g. 1-5, 8, 11-13

Copies: 1

Layout: Portrait

Color: Color

Options: Two-sided
+ More settings
Print using system dialog... (Ctrl+Shift+P)

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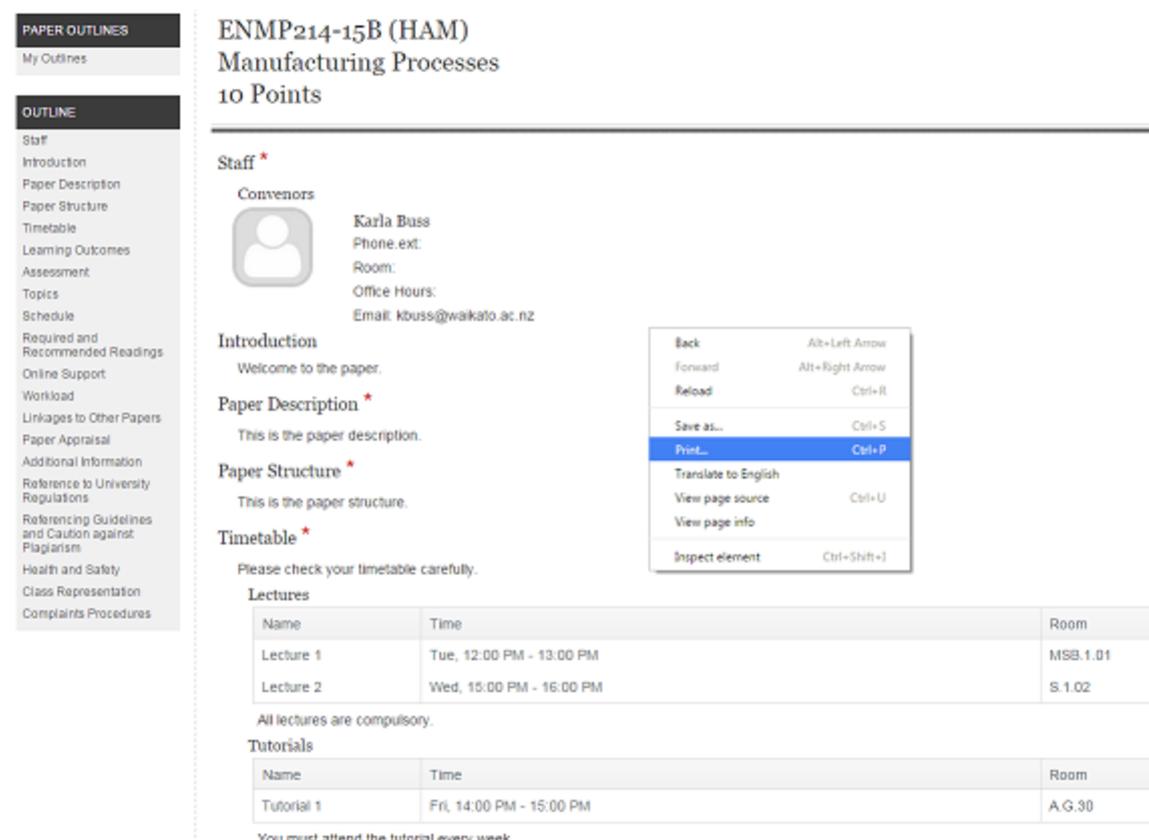
ENMP214-15B (HAM)
Manufacturing Processes
10 points

THE UNIVERSITY OF WAIKATO
Te Whare Wānanga o Waikato

FACULTY OF SCIENCE AND ENGINEERING
School Of Engineering

STAFF CONTACT DETAILS
CONVENORS
Karla Buss
Phone ext:
Room:
Office Hours:
Email: kbuss@waikato.ac.nz

Alternatively, if using Google Chrome, you can right-click and select Print from the pop-up box:



PAPER OUTLINES
My Outlines

OUTLINE
Staff
Introduction
Paper Description
Paper Structure
Timetable
Learning Outcomes
Assessment
Topics
Schedule
Required and Recommended Readings
Online Support
Workload
Linkages to Other Papers
Paper Appraisal
Additional Information
Reference to University Regulations
Referencing Guidelines and Caution against Plagiarism
Health and Safety
Class Representation
Complaints Procedures

ENMP214-15B (HAM)
Manufacturing Processes
10 Points

Staff *
Convenors
Karla Buss
Phone ext:
Room:
Office Hours:
Email: kbuss@waikato.ac.nz

Introduction
Welcome to the paper.

Paper Description *
This is the paper description.

Paper Structure *
This is the paper structure.

Timetable *
Please check your timetable carefully.

Lectures

Name	Time	Room
Lecture 1	Tue, 12:00 PM - 13:00 PM	MSB.1.01
Lecture 2	Wed, 15:00 PM - 16:00 PM	S.1.02

All lectures are compulsory.

Tutorials

Name	Time	Room
Tutorial 1	Fri, 14:00 PM - 15:00 PM	A.G.30

You must attend the tutorial every week.

Back Alt+Left Arrow
Forward Alt+Right Arrow
Reload Ctrl+R
Save as... Ctrl+S
Print... Ctrl+P
Translate to English
View page source Ctrl+U
View page info
Inspect element Ctrl+Shift+I

4. PRINTING A PUBLISHED OUTLINE

Click on View to open the Published paper outline.

Click on the Print to PDF button at the bottom right-hand corner.



This action reformats the outline to a printable template and converts it to a PDF. You can either elect to send the outline to a printer or save the PDF, which will allow you to email the paper outline as an attachment.

Please Note:

Google Chrome is the preferred browser.

5. CONTENT OWNER

Academic Office, Office of the Vice-Chancellor

6. REVIEW DATE

October 2019