



MAGIC Printing Information

Training Information – Printing in MAGIC:

The NAV101 MAGIC Overview and Navigation for WebGUI and NAV801 MAGIC Overview and Navigation – WebGUI eLearning courses included the following steps for printing in MAGIC:

- Click Print on the Toolbar to open the Print window
- Enter LOCL in the Printer field to assign your Windows default printer

Updated Information - Printing in MAGIC:

When users are created in MAGIC, the default *Time of printing* parameter will be set to **Print out immediately** and the default *Output Device* will be set to **WEBGUI Print**. You do not need to do anything to set this up. The MAGIC Project Team will complete this as part of setting users up in the system.

WEBGUI Print is the correct output device (not LOCL) that will allow you to print to your Windows default printer or other printers available on your computer. Print output will be generated as PDF files.

Use the print icon  in the Adobe toolbar (at the bottom of the screen) to print the document.



Use the save icon  to save the document.

These print options and the instructions above should allow you to print in MAGIC. If you need assistance with printing from MAGIC, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.