

NuMan Pro 5.0: Printing fields in numerical order

Introduction Depending on how you entered fields into *NuMan Pro*, the printing feature of the program may not automatically print the fields in numerical order. The instructions in this document will help you arrange the fields appropriately for printing a variety of reports.

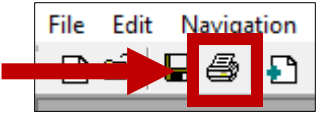
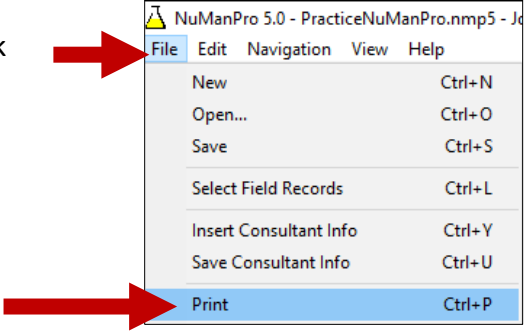
For more information on printing reports in general, please refer to the ANMP website (<https://extension.umd.edu/anmp>), and then navigate to the Software tab -> NuMan Pro 5.0 -> *NuMan Pro* Help Guides -> "Introduction to the *NuMan Pro* Software" Help Guide.

Contents In this document, you will find instructions for:

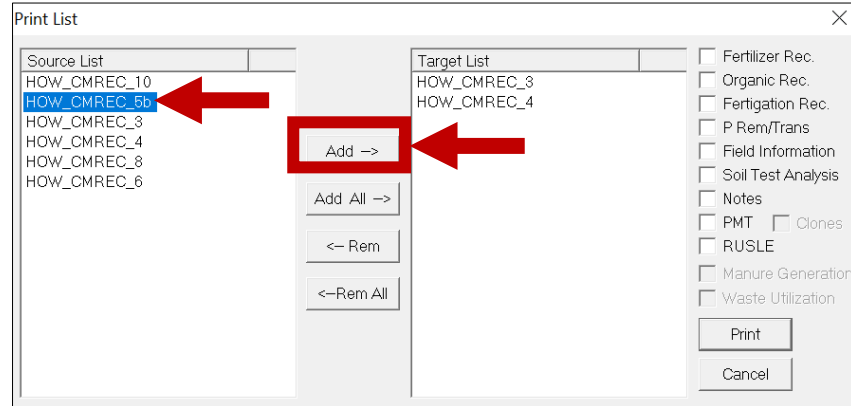
- [Printing fields in numerical order](#)

Printing Fields in Numerical Order

Instructions

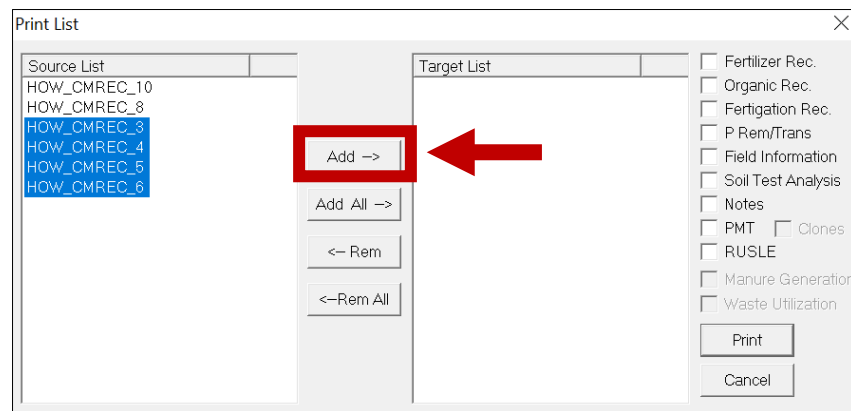
Step	Action
1	<p>First, do one of the following:</p> <p>A. Click on the "Print" icon on the Tool Bar.</p>  <p>OR</p> <p>B. On the Menu Bar, click on "File" then "Print".</p> 
2	A Print List dialogue box will open, showing the list of currently available fields on the left in the "Source List".

Choose fields *individually* for printing by clicking on them, then clicking on the “Add ->” button to move them from the “Source List” on the left into the “Target List” on the right. Do this in the order you wish them to print.

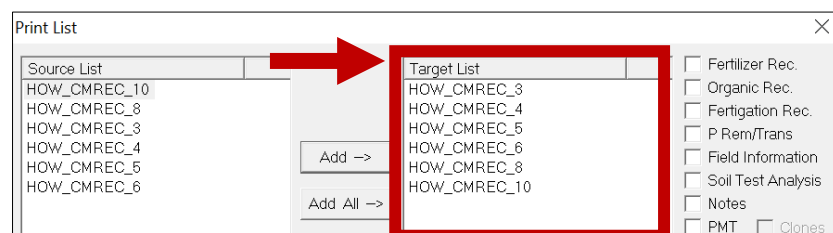


OR

If several fields in a row are in numerical order, hold the shift button while clicking on them. Once highlighted, click on the “Add ->” button to move them from the “Source List” on the left into the “Target List” on the right. Continue to do this in the order you wish them to print.

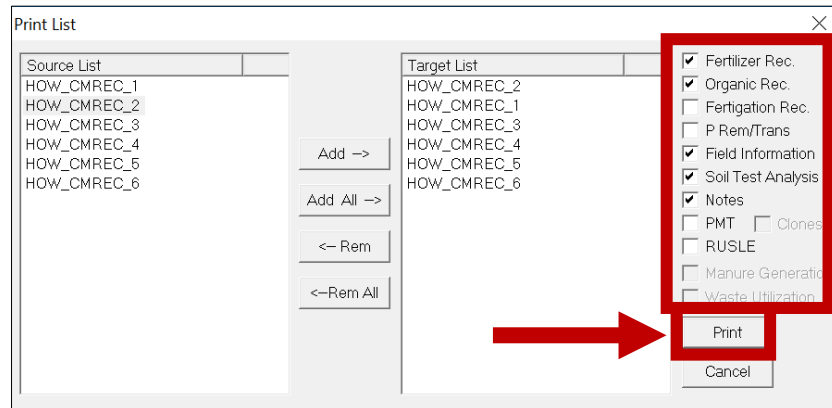


3 Once you have chosen all the fields you wish to print, double check that they are in numerical order in the “Target List”.



4

Click the **check boxes** on the right to **print some or all of the reports**. Then click “Print”.



****Be aware that if you checked a box that does not have recommendations, it will not print.**

- For example, if you checked the “Organic Rec.” box but there is no manure used on the farm, the organic recommendations will not print nor will they be saved as a PDF file.