Printing SAPgui Reports with Multiple Pages per Sheet

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See also:
SAPgui printing - Configure SAPgui to print to my preferred printer

Background

When printing documents from SAPgui, the print job can be sent to your printer in two ways:

- the print job can be sent directly from the SAP backend system to an SAP print queue.
- the print job can be set to your computer's default printer, even if it doesn't have its own SAP print queue, using the %FE1, MLOC, or WLOC queues.

Printing Reports With Multiple Pages Per Sheet

If you want to print your SAP reports to your computer's default printer, you should use **%FE1** as your default output device under most circumstances.

However, the %FE1 queue cannot take advantage of some of the special features that your printer may have, such as the ability to print multiple pages per sheet.

If you need to use those features, and your printer and printer driver support them, you can set your default output device to **WLOC** (for Windows) or **MLOC** (for Mac).

Known Issues

1. There is a known bug in the MLOC queue that causes DTRs to print in portrait orientation instead of landscape, and cutting off the right side of the report. For this reason, IS&T does not recommend using the MLOC print queue unless you need to use these expanded print options. The WLOC queue for Windows is not affected. For more information and a work-around, see:
   DTRs Print in Portrait When I Print to the MLOC Print Queue in SAPgui

2. The WLOC and MLOC queues print your SAP document without showing you your operating system's print dialogs. In order to take advantage of these features, you'll need to configure your printer settings to use those options by default. This means that the options you select will apply by default to **all** print jobs that you send to the printer, not just documents printed from SAPgui.

Configuration Instructions

In order to use the expanded print options with the MLOC or WLOC queue, you'll need to:

- set your default output device in SAPgui to MLOC or WLOC
- configure the printing options on your computer to use the special printing options by default

Here's how:

1) Configure the Default Output Device in SAPgui

Set your default output device in SAPgui to "MLOC" if you're using a Mac or "WLOC" if you're using a PC. You can find instructions at: How Do I Set the Default SAP Output Device?

2) Configure the Default Printing Preferences on Your Computer

(WLOC and MLOC only)

Windows 7:

1. Go to **Start > Control Panel**.
2. Under the **Hardware and Sound** section, click on **Printer**.
3. Select your default printer (the one with the green checkmark) and go to **File > Properties**.
4. In the **General** tab, click on the **Printing Preferences** button.
5. Make any desired changes to the default printing options, such as the number of pages per sheet.
6. Click **OK** to save your changes.

Mac OS:

1. In your browser, go to http://localhost:631/
   Result: This will take you to the common unix printing (CUPS) administrator interface.
2. Click on the **Printers** link at the top of the page.
3. Click on the **Configure Printer** button for your default printer.
4. You will be prompted for a username and password. Enter the account name and password for one of your computer's administrator accounts.
5. Make any desired changes to the default printing options, such as the number of pages per sheet.
6. Click on the **Continue** button to save your changes.