

ClickBook



Version 5.0

User's Guide
for
WINDOWS 95/98/NT/2000

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1. Getting Started

The Basics.....	7
System Requirements.....	7
What Can I Do With <i>ClickBook</i> ?.....	7
Books, Books, and More Books.....	8
About the User's Guide.....	8
Note for Windows 2000 Users.....	8
Setting Up <i>ClickBook</i>	9
Installation	9
To Run the Setup Program	9
Registering Electronically	10
Registering Manually	10
Setting Up an Unrecognizable Printer	10

2. Using *ClickBook*

Printing Booklets.....	13
Description of the <i>ClickBook</i> Process	13
Step-by-Step	13
Printing to a <i>ClickBook</i> Printer	13
Cautionary Tips	14
More on Using <i>ClickBook</i>	15
Multi-Document Booklets	15
Standalone and Printing Modes	15
The Main Window	16
Printing With or Without <i>ClickBook</i>	16

3. Advanced Features

Custom Printer Setup Wizard	19
Layout Wizard	19
Page Numbers.....	19
Temporary Job Settings.....	20
Table of Contents.....	20
Instant Printing.....	20
Exchange Layouts.....	20
Combine Landscape and Portrait Documents.....	21
Borders.....	21
Drag & Drop.....	21

4. What's New

Print Headers, Footers, and Watermarks.....	25
Headers.....	25
Footers.....	26
Watermarks	27



5. Getting Help

Customer Support.....	31
Wherever You Need It Help	31
ClickBook's Online Help.....	31
Technical Support.....	32
Visit Our Web Site.....	32
Contact Us	32





1. Getting Started

The Basics.....	7
System Requirements.....	7
What Can I Do With <i>ClickBook</i> ?.....	7
Books, Books, and More Books.....	8
About the User's Guide.....	8
Note for Windows 2000 Users.....	8
Setting Up <i>ClickBook</i>	9
Installation	9
To Run the Setup Program	9
Registering Electronically	10
Registering Manually	10
Setting Up an Unrecognizable Printer	10

Getting Started



The Basics

Make your information as mobile as you are. Book it!
ClickBook is a powerful yet easy-to-use printing utility that lets you gather information from different sources to create customized printed portable publications.

System Requirements

- Pentium 100 or faster machine
- 16 MB of RAM
- 5.5 MB of free disk space
- Laser or DeskJet printer

What Can I Do With *ClickBook*?

Using *ClickBook*, you can turn any Windows, CD-ROM or Internet files into:

- Books of many sizes and styles
- Day Planner Pages
- Greeting Cards
- CD Jewel Cases
- Brochures or Leaflets
- Business Cards
- Tiled printouts (several pages on each sheet of paper) For example, for an artist, as a 'proof sheet' of thumbnail graphics. Or for an analyst, to compare several tables or spreadsheets.
- Double-sided or single-sided, ready for photocopying to double-sided

You can print a "booklet" composed of one document or several collected from different application programs.

Note: *ClickBook* lists the layouts in Categories, such as Books, Favorites, Brochures, Cards, etc.

Visit our *ClickBook* Community online at, <http://www.clickbook.com> for more creative ideas on product usage. Our Community has scores of links to online e-Books, short stories, recipes, valuable coupons, day planners, housing, and much more valuable information that can be easily produced with *ClickBook*.



Getting Started



Books, Books, and More Books

In the Books Category alone, *ClickBook* offers many different formats or layouts. (Since you can create your own layouts, the variety is really endless!) The list below gives you an idea of the variety of *ClickBook*'s Books layouts.

- Sizes from half a sheet of paper down to credit card size
- Booklets suited for folding and stapling, or for binding by any method
- Booklets ready for binding in the left margin (so pages turn in the standard way) or in the top margin (so pages flip up)
- Pages of books oriented either as portrait or as landscape

About the User's Guide

This manual introduces you to *ClickBook*, and guides you through the installation process, setting up your printer(s), and gives you step-by-step instructions for printing booklets.

After you've read this booklet, learn more about *ClickBook* by exploring and using the program itself. Please refer to *ClickBook*'s ReadMe file and online Help system for in depth details about using the program.

Note for Windows 2000 Users

At this time, *ClickBook* Version 5 under Windows 2000 cannot accomplish the following tasks:

- * Insert a blank page.
- * Create a Table of Contents.
- * Accept multiple documents into one print job.
- * Demonstrate a print preview of the specified document.
- * Read or save print jobs as .cb files. *ClickBook* Version 5 under Windows 2000 cannot read the same files as *ClickBook* Version 5 under another type of Windows. *ClickBook* Version 5 under Windows 2000 can only open and print .cb2 files.



Setting Up *ClickBook*

Installation

The installation setup program is called *cb5.exe* or *cb52k.exe* depending upon which operating system you are using. You must run the setup program to install *ClickBook* to your hard disk. So that you know what to expect, here's a summary of what the setup program does:

- Copies the *ClickBook* System files to your hard disk.
- Creates a *ClickBook* program group and icons.
- Once it's finished installing *ClickBook* launches the Printer Setup dialog box to set up the printer(s) you want to use with *ClickBook*. You can choose from the Easy Printer Setup Wizard or the Custom Printer Setup Wizard to set up a *ClickBook* printer. If you select the Easy Printer Setup Wizard, and *ClickBook* tells you that it does not recognize your printer you need to run Custom Printer Setup Wizard. See "Setting Up an Unrecognized Printer", on the adjacent page.
- At the end of the installation process *ClickBook* presents you with the option to view the README.RTF. We recommend looking this document over because it contains more advanced information about *ClickBook*, and the changes that have taken place from previous versions. *ClickBook*'s online help file provides you with detailed instructions to print the README.RTF as a booklet. To perform this action please open the online help file and go to "How Do I" then select "Print the readme.rtf".
- When you first start the *ClickBook* program the InstantX registration dialog box will appear. To fully register your copy of *ClickBook* please fill out the form, and send it electronically, or print the form and mail it back to Blue Squirrel. If you don't register *ClickBook* the InstantX dialog box will pop up every time you run the program. Once you have registered, you'll see your License Key code in the About *ClickBook* box.
- Places a customized Print Using *ClickBook* command into a menu of your application program. This feature is available for several leading application programs.

To Run the Setup Program:

1. If you have *ClickBook* on a CD insert the CD into an appropriate drive. Or if your copy of *ClickBook* is a zipped (*.ZIP) or self-extracting executable (*.EXE) file, copy it into an empty folder. Double-click or use a zip manager to expand the file. You can obtain a copy of the self-extracting executable from our Web site, <http://www.bluesquirrel.com>.
2. If you have the Blue Squirrel Sampler CD, its AutoStart function will load the CD and present you with an opening screen. To start the installation process, click on the picture of the *ClickBook* box.

If you have the program in another format, click the Windows Start button, choose Settings, and the Control Panel. Double-click Add/Remove Programs. On the Install/Uninstall page, choose Install, and then Next. Use the Browse button to navigate to the folder into which you copied or expanded your *ClickBook* files and click Finish.

3. Follow the prompts on the next screens of the InstallShield Wizard.

When the Setup program is completed, you will need to setup your printer(s), enter registration information, and then you're ready to use *ClickBook*.



Registering Electronically

Make sure you have an active connection to the Internet so you can submit your registration online.

1. The first time you run *ClickBook*, the InstantX Registration dialog box appears. If the InstantX Registration dialog box does not appear you can access it by selecting Tools, InstantX, and Settings from the *ClickBook* Menu Bar.
2. Enter in your customer information, and your **VIP key**. Then press the OK button to submit your information over the Internet.

Note: You must insert your **VIP key** in the appropriate field of the Registration information screen to fully enable *ClickBook*. If you do not enter your VIP key, your program will run as an evaluation copy that continually requests the **VIP key**, and eventually expires.

Users for whom the electronic registration does not work please register manually.

Registering Manually

If you are unable to register electronically, please follow these steps to Register Manually.

1. Access the InstantX Registration Screen by selecting Tools, InstantX, and Settings from the *ClickBook* Menu Bar. Enter in your customer information, and your VIP key and then Print the form instead of sending it over the Internet.
2. Either fax the printout to us at 801-523-1064, or send it via post mail to Blue Squirrel, Attn. Customer Service, 170 West Election Drive, Suite 125, Draper, UT 84020.

Setting Up an Unrecognized Printer

If *ClickBook* is unable to identify your printer after you've tried the Easy Printer Setup Wizard, you need to setup the printer using the Custom Printer Setup Wizard, which takes about five minutes.

To use Custom Printer Setup:

1. Make sure the printer you wish to set up is ready to print. (powered on, online, with paper loaded, etc.)
2. Launch *ClickBook* directly from Windows (using its icon or shortcut).
3. Select File on the Menu bar.
4. Click on CB Printer Setup.
5. Choose the Custom Printer Setup Wizard button. Follow the instructions.





2. Using *ClickBook*

Printing Booklets.....	13
Description of the <i>ClickBook</i> Process	13
Step-by-Step	13
Printing to a <i>ClickBook</i> Printer	13
Cautionary Tips	14
More on Using <i>ClickBook</i>	15
Multi-Document Booklets	15
Standalone and Printing Modes	15
The Main Window	16
Printing With or Without <i>ClickBook</i>	16



Printing Booklets

Detailed instructions will follow, but first please read the following overview of the process of printing with *ClickBook*.



Description of the *ClickBook* Process:

You begin, typically, by opening a document in its application program and printing it to a *ClickBook* printer. This causes *ClickBook* to pop up.

In *ClickBook*, you choose a layout, perhaps set some of the options, and then click the Print button. This sends the print job to the printer.

What is *ClickBook* doing meanwhile? After receiving your application program's print output *ClickBook* shrinks and rearranges the pages to fit the layout you have chosen, and then sends them to the printer.

ClickBook gives you instructions at each step of the way, including how to re-insert the paper to print the second sides. Following the instructions ensures that the backsides are printed correctly relative to the front sides, and that after you cut and assemble the booklet, the pages are in the right order.

Step-by-Step

The instructions below explain how to print any document with *ClickBook*.

Preparing:

Make sure your printer is on-line and ready to print.

In your application program open the document, or open your Web browser and go to the Web page you want to print.

Note: If you're printing a document that you plan to use a layout that shrinks the pages considerably, such as a wallet book layout, you should enlarge the fonts. Make them large enough to be readable after *ClickBook* scales them down to a wallet book page size.

Printing to a *ClickBook* Printer

1. Make sure a *ClickBook* printer is selected. If not, select one in your application program's printer setup dialog. (*ClickBook* printer names begin with "CB".)
2. In your application use the print command under the File, Print menu.
3. If a print dialog box appears, verify that the correct *ClickBook* printer is selected and that all options are set, as you want. Then click OK to 'print' the document to *ClickBook*.

ClickBook appears.

4. In *ClickBook*, choose a layout by any of the following methods:



- A. Under the Categories drop down list pick one, such as Books. This will list all of the layouts in the Books folder. Then select the desired Layout from the Layouts drop down box.
- B. To create a customized Layout, select Layouts on the Menu bar and then click on the Layout Wizard, and follow the steps.
- C. From the Menu bar select Layouts, and click on Modify Layouts... Make changes as desired.

5. Duplexing Printers

If you are using a duplexing printer: Make sure that Automatic Duplexing is selected. If you do not have a duplexing printer, skip to step 6. To check or change the duplex settings:

- A. From Windows open *ClickBook* without giving it a document to print. (This is called standalone mode.)
- B. On the Menu Bar Select File and click on CB Printer Setup. This will open the *ClickBook* printer setup.
- C. Choose the Printer Settings button.
- D. Now, select Automatic Duplexing if it isn't already selected.

Printing From *ClickBook*

- 6. Click on the Print button. The first sides begin printing.
- 7. If you're using a duplexing printer, skip to step 12!
- 8. When the last sheet of paper has printed, remove the printout stack carefully, without rearranging the sheets.

Cautionary Tips:

Be careful not to pick up any other print jobs along with this one.

If you're printing on a shared network printer, it may print separator sheets between print jobs. Discard any such extraneous sheets.

Make sure you have taken only the intended document and the instruction sheet (with a large arrow). Then read the instruction sheet -- without lifting it off the other sheets.

- 9. Place the printout back into the printer according to the instruction sheet.
- 10. If you're printing on a shared network that prints a separator sheet before each print job, place a blank sheet on top of the printout stack.
- 11. Click on the Print Second Side button to begin printing the backsides.
- 12. When printing is completed, remove the printout. Set aside the instruction sheet, but do not rearrange the rest of the printout stack in any way.



13. Again, if your printing on a shared network printer that printed an extraneous sheet, discard it.
14. If you've printed a booklet that requires multiple cuts to separate the mini-pages, follow its instructions.
15. Fold or bind the booklet. Congratulations, you've completed the steps to print with *ClickBook*!

Quick Steps:

1. Open the document in its application program
2. Print the document to a *ClickBook* printer.
3. When *ClickBook* pops up, select a layout.
4. Click *ClickBook*'s Print button. (Skip to step 8 now if you're not using a duplexing printer.)
5. When the first-side print job is completely finished, remove the printout stack carefully -- do not rearrange the sheets.
6. Without lifting it off the stack, read the instruction sheet. Following the instructions, reinsert the stack into the paper tray.
7. Click *ClickBook*'s Print Second Side button.
8. When the second-side print job is completed, retrieve the printout and remove the instruction sheet.
9. Assemble the booklet according to its layout.

More on Using *ClickBook*

Multi-Document Booklets

To print a booklet from several documents -- even if they're from different application programs -- simply wait to click the Print button until you've sent all the documents to *ClickBook*. (Also make sure you send them all to the same *ClickBook* Printer.) *ClickBook* "collects" the documents until you Click Print, and then prints them together as a single booklet.

Standalone and Printing Modes

As you may have noticed already, there are two ways to run *ClickBook*. You used one of them -- printing mode -- when you printed a document according to the instructions in the Printing Booklets section on page 12. The other way to run *ClickBook* is called standalone mode. This means running *ClickBook* from Windows, without giving it any documents to print.

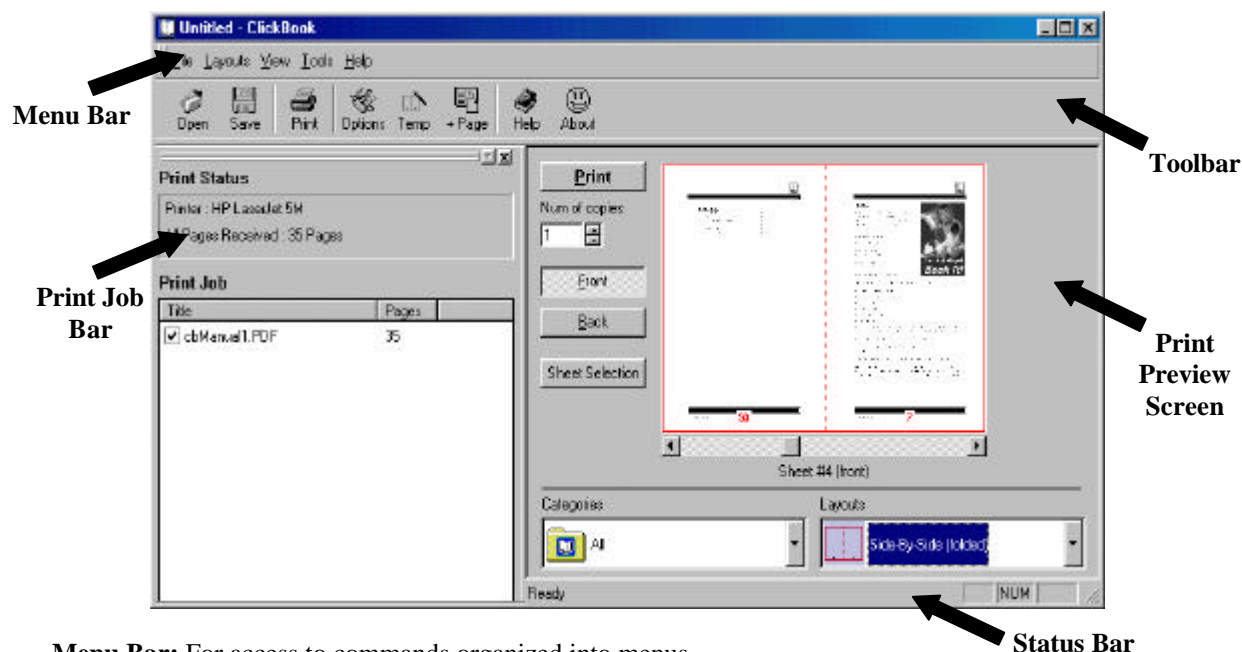
In order to setup a printer or change the settings of a printer in *ClickBook* you need to run the program in standalone mode. To print files with *ClickBook* you must start the application in the printing mode.

Printing Booklets



The Main Window

ClickBook's main screen is separated into five different parts. Each part provides information and/or options for a certain group of activities. Their names and purposes are listed below.



Menu Bar: For access to commands organized into menus.

Toolbar: Offers one click access to the most commonly used commands.

Print Job Bar: Lists information on how many pages were received from the application program, and which printer *ClickBook* will use. And allows you to de-select unwanted documents in a print job.

Status Bar: As you wave your mouse over the different features in *ClickBook* the status bar displays a corresponding mini description.

Print Preview Screen: Allows you to:

- View the front, and backsides of your print job before printing.
- Elect which pages you want to print by clicking on the Sheet Selection button.
- Choose the number of copies you want to print.
- Select different Categories and Layouts.

Printing With or Without *ClickBook*

In an Application With the “Print Using *ClickBook*” Command

To print with *ClickBook*, choose the Print Using *ClickBook* command from the File menu. To print without *ClickBook*, choose the Standard Print Command.



In an Application Without the “Print Using *ClickBook*” Command

1. Select a printer. (The printer is usually found by selecting the Printer Setup dialog from the File menu.)
 - To print with *ClickBook*, you select a *ClickBook* printer. *ClickBook* printer names begin with “CB”.
 - To print without *ClickBook*, you select a non-*ClickBook* printer.
2. Choose the applications Print command.



Advanced Features

Custom Printer Setup Wizard	19
Layout Wizard	19
Page Numbers	19
Temporary Job Settings	20
Table of Contents	20
Instant Printing	20
Exchange Layouts	20
Combine Landscape and Portrait Documents	21
Borders	21
Drag & Drop	21



Custom Printer Setup Wizard

The Custom Printer Setup Wizard was created to make setting up a printer that *ClickBook* does not recognize, easier. This is a summary of what Custom Printer Setup does: First, the program prints two (single-sided) pages, and asks you how they printed. Next, you're instructed on how to reinsert the printout, and begin printing the second pass. Afterward, you're again asked to report on what the printout looks like. Here's a step-by-step process that will guide you through the Custom Printer Setup Wizard to help you set up your printer properly:

1. Make sure the printer you wish to set up is ready to print. (turned on, on-line, paper loaded, etc.)
2. Start *ClickBook* in standalone mode. Which means to open *ClickBook* without giving in any documents to print. (Refer to page 15 for more information on standalone mode.)
3. From within the *ClickBook* program select File on the Menu Bar and click on CB Printer Setup.
4. Select your printer in the Printer to Set Up drop down menu.
5. Click the Custom Printer Setup button when you're ready to start. The Wizard will take you through 5 simple steps, please follow the instructions you're presented with. When you've completed the wizard *ClickBook* will create a "CB version of this printer.

Layout Wizard

We developed the Layout Wizard to make creating a layout simpler. This intuitive wizard will take you through a step-by-step process to help you produce a layout that you want.

1. Open the Layout Wizard by clicking Layouts, on the Menu bar and selecting Layout Wizard.
2. Follow the steps, and make the changes you want, and click on Next.
3. When you come to the last step of the wizard click the Save As button and save the layout under a different name. If you click Save at the end of the wizard, it will save over the layout you started with.

Note: If, at any time, you want to quit the Layout Wizard, click Cancel.

Page Numbers

ClickBook allows you to add page numbers to your print jobs. You can position a page number in the header or footer, and select left, right, or center justification.

1. Click on the Options button on the toolbar. This will bring up the Options dialog box.
2. Click on the Headers, Footers, and Watermarks tab & check the Print Headers, Footers, & Watermarks to enable all of the options.
3. Select Header, or Footer from the drop down menu. Then click the Page button. This will insert <#> in the text field.
4. Click OK. Page numbers will now be placed on your print job.



Temporary Job Settings

Temporary Job Settings allows you to add borders, or change the scaling to your current *ClickBook* print job without making changes to the default settings.

You can access the Temporary Job Settings dialog box by clicking on Tools from the Menu Bar, and then selecting Temporary Job Settings.

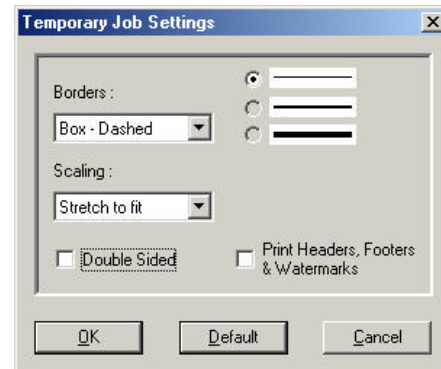


Table of Contents

You can elect to have *ClickBook* add a Table of Contents to your printout, which lists all of your print jobs (up to 31 print jobs), and the page numbers that each print job starts on.

1. Click on the Options button on the Toolbar. This will bring up the Options dialog box.
2. On the Print Settings tab, and select Print a Table of Contents page.
3. Click OK. A Table of Contents will now be added to your list of print jobs at the beginning.

Instant Printing

Instant Printing, or 1-step printing automatically starts the printing process when you elect to print from a program (No *ClickBook* intervention). If you've already printed a document once, and print it again using *ClickBook* it will use the same layout settings previously, such as, double-sided portrait to print the job. If you elect to print a different document *ClickBook* refers to the default layout settings, which is double-sided booklet to print the job. To enable Instant Printing please follow these steps:

1. Click on the Options button on the Toolbar.
Or
Click Tools on the Menu bar and select Options.
2. In the Options dialog box click on the Program Settings tab.
3. Mark the Instant Printing check box.
4. Click OK. Instant Printing is now enabled.

Exchange Layouts

From the *ClickBook* Community, <http://www.clickbook.com>, you can submit and find more layouts from other users around the globe!

To Submit a layout: Please send it as an attachment to: layouts@clickbook.com.

To download a layout:

1. From the <http://www.clickbook.com/layouts.asp>, Web site select a layout you wish to download, and click on it. The File Download Dialog Box appears.



2. Mark the Save File To Disk radio button.
3. Select OK. The Save As dialog box appears.
4. Browse to the folder you would like to store the file in, and click OK.

The File is saved as a ZIP file, which you will need to open and extract to *ClickBook*'s Layout folder. The Default Layout folder is in C:\Program Files\Blue Squirrel\ClickBook\Layouts\Favorites. You must select a sub-folder (Favorites, All, Booklets, etc.) to store the file in, DO NOT store the file in the layout folder.

The .CBL file is now stored in your layouts! When you open up *ClickBook* you will be able to print using this layout!

Combine Portrait and Landscape Documents

Now you can combine both orientations into one print job. In *ClickBook* 2.2 you could combine them in a print job together, but *ClickBook* would only print in one orientation, either landscape or portrait.

To combine landscape and portrait orientation files into one print job:

1. Go to Tools on the Menu Bar, and select Temporary Job Settings.
2. Now the Temporary Job Settings dialog box will pop up.
3. Select One to one from the Scaling drop down menu.

Borders

Make eye-catching documents by adding Borders to your print jobs! *ClickBook* gives you several Borders to pick from, such as, shadowed, frame, box, or dashes, and you can even select the thickness.

1. Click on the Options button on the toolbar. This will bring up the Options dialog box.
2. Click on the Paper, Borders tab.
3. In the Borders box select the type of border and the thickness of the lines.
4. Click OK. A border will now be placed on your print job.

Drag & Drop

Once you've created a shortcut on your desktop or on your Windows taskbar to a CB printer you can easily select files, and drag and drop them onto the CB printer icon. Then *ClickBook* will automatically launch the program the file was created in, and print the file to *ClickBook*. This is a great way to speed up the printing process.

To place a CB Printer Shortcut on your desktop please follow these steps:



1. From the Start Menu select Settings, and then Printers. The Printer dialog box appears with a list of your printers.
2. Select the CB Printer you frequently use, right click, and click on Create Shortcut.
3. Windows will ask you if you want to create the shortcut on your desktop. Click Yes.

If you do not receive the Windows message simply activate your desktop, right click, and select paste shortcut.

Wonderful! Now you can simply drag documents onto the CB printer icon and print quickly with *ClickBook*.

To place a CB Printer Shortcut on your taskbar please follow these steps:

Note: in order to create a shortcut on your Windows Taskbar you must have version I.E. 4.0 or later.

1. From the Windows Desktop click My Computer, and select Printers.
Or
From the Start Menu select Settings, and then Printers. The Printer dialog box appears with a list of your printers.
2. Select the CB Printer you frequently use.
3. Click and drag the file onto your taskbar.

Congratulations! Now you can easily Drag & Drop files onto your CB Printer on the taskbar to print with *ClickBook*!





What's New?

Print Headers, Footers, and Watermarks.....	25
Headers.....	25
Footers.....	26
Watermarks	27



Print Headers, Footers, and Watermarks (text)

This new feature allows you to add a line of text to the top, bottom and/or diagonal position of each mini-page. You can select a separate font, color and size for each type. We have also provided 4 buttons that will insert the print job name, date, time and page number into the header, footer, and/or watermark.

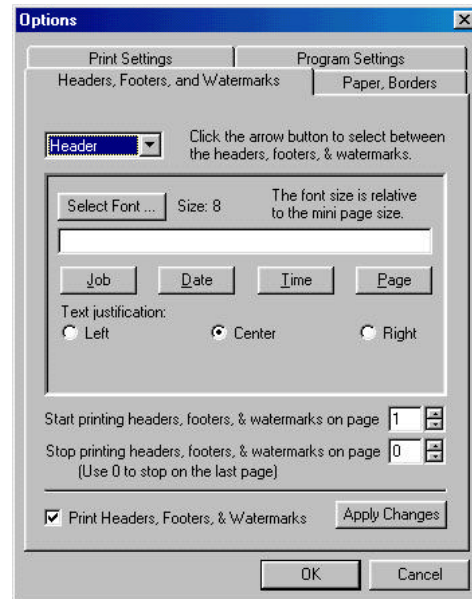
Job – <job> inserts the name of the first job listed in the Print Job bar

Date – <date> inserts the current date the job was printed using this format “month dd, yyyy”

Time – <time> inserts the current time the job was printed using this format “hh:mm AM/PM”

Page – <#> inserts the current mini-page number

The fonts are scaled to match the mini-page they are used on; for example a 36 point font would be scaled down by a factor of 4 when used on a mini-page that is 4 times smaller than a regular sheet of paper. This makes it easy to set up a header, footer, or watermark that can be used for different booklet types as the text will be automatically sized for each booklet.



Headers

To place a Header on your current print job follow these steps:

1. Click the Options button on the toolbar. This will bring up the Options dialog box.
2. Select the Headers, Footers, and Watermarks tab.
3. In order to print a header a check must be placed next to the Print Headers, Footers, & Watermarks field.
Note: Header, Footers, and Watermarks can be permanently shut off by un-checking the “Print Headers, Footers, & Watermarks ” checkbox.
4. From the drop down menu select Header.
5. Type your message in the text field box and/or select any of the following buttons:
Job: places the title of the first print job listed in the Print Job window.
Date: Places today’s date.
Time: Places the current time.
Page: Places the page Numbers.
6. To change the look and feel of the Header click the Select Font button. The Font window will open, and from here the Font, Font Style, Size, Effects, Color, and Script can all be changed. The Sample window will demonstrate how the changes will appear.
7. The Text justification allows you to choose where the Header will be placed: right, left, or center. Place a mark next to the desired position.
8. The Start printing Headers, Footers, and Watermarks on page option allows you to choose which page



the Headers, Footers, and Watermarks will begin.

Note: This feature allows you to start the process of printing Headers, Footers, and Watermarks on the mini-page of your choice. This is useful for when you have a cover page and you don't want the page number to be printed on that page. Please note that the page numbering will start on the page you choose. For example if you start on page 3 it will be numbered as 1, page 4 will be 2 and so on.

9. The Stop printing Headers, Footers, and Watermarks on page option allows you to choose which page the Headers Footers, and Watermarks will end.
Note: The default setting of 0 will end the printing of Headers, Footers, and Watermarks on the last page.
10. Click Apply Changes to view any modifications you have made in your headers, footers or watermarks. These changes will appear in the print preview window. If the changes are acceptable Click OK. Headers will now be placed on your print job.
11. To temporarily turn on or off these features, for the current print job only, go to the Temporary Job Setting dialog and check or uncheck the "Print Headers, Footers, & Watermarks " checkbox.

Footers

To place a Footer on your current print job follow these steps:

1. Click on the Options button on the toolbar. This will bring up the Options dialog box.
2. Select the Headers, Footers, and Watermarks tab.
3. In order to print a header a check must be placed next to the Print Headers, Footers, & Watermarks field.
Note: Header, Footers, and Watermarks can be permanently shut off by un-checking the "Print Headers, Footers, & Watermarks " checkbox.
4. From the drop down menu select Footer.
5. Type your message in the text field box and/or select any of the following buttons:
Job: places the title of the first print job listed in the Print Job window.
Date: Places today's date.
Time: Places the current time.
Page: Places the page Numbers.
6. To change the look and feel of the Footer click the Select Font button. The Font window will open and from here the Font, Font Style, Size, Effects, Color, and Script can all be changed. The Sample window will demonstrate how the changes will appear.
7. The Text justification allows you to choose where the Footer will be placed: right, left, or center. Place a mark next to the desired position.
8. The Start printing Headers, Footers, and Watermarks on page option allows you to choose which page the Headers, Footers, and Watermarks will begin.
Note: This feature allows you to start the process of printing Headers, Footers, and Watermarks on the mini-page of your choice. This is useful for when you have a cover page and you don't want the page number to be printed on that page. Please note that the page numbering will start on the page you choose. For example if you start on page 3 it will be numbered as 1, page 4 will be 2 and so on.



9. The Stop printing Headers, Footers, and Watermarks on page option allows you to choose which page the Headers Footers, and Watermarks will end.
Note: The default setting of 0 will end the printing of Headers, Footers, and Watermarks on the last page.
10. Click Apply Changes to view any modifications you have made in your headers, footers or watermarks. These changes will appear in the print preview window. If the changes are acceptable Click OK. Headers will now be placed on your print job.
11. To temporarily turn on or off these features, for the current print job only, go to the Temporary Job Setting dialog and check or uncheck the “Print Headers, Footers, & Watermarks ” checkbox.

Watermarks

This new feature allows you to insert a graphic watermark, such as a company logo, into the center of each mini-page. *ClickBook* uses a point for point system for sizing the graphic and will allow you to scale the watermark from 10 times its original size to 1/10 its original size. For example a 600 by 600 pixel graphic would be 1 inch on a mini-page using a 600 dpi (dots per inch) printer. To make the graphic 2 ½ inches or 2 ½ times bigger enter 2.5 in the edit box below the Graphic button.

Note: Watermark graphics must be in bitmap format.

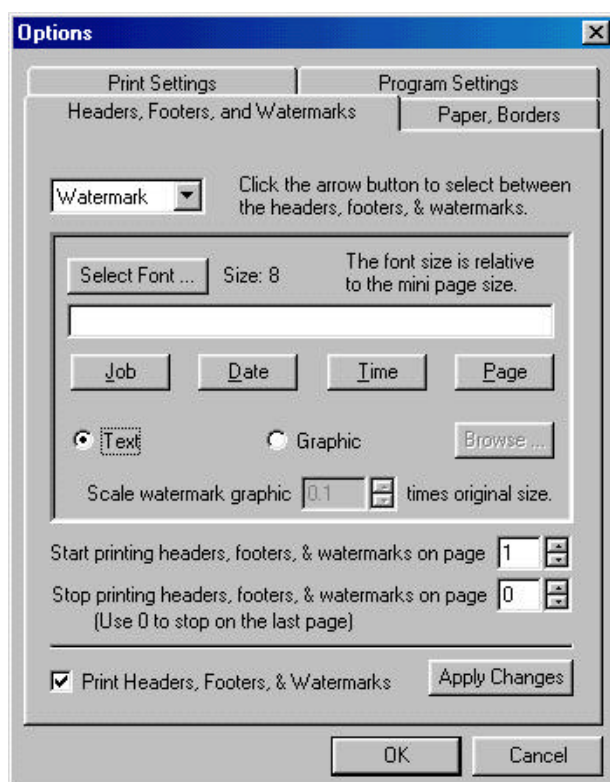
Please note that the graphic colors will not be changed in any way and will appear the same way it does in your graphic editor. You may want to lighten up the graphic before using it as a watermark so the text in front of it does not get washed out. You can do this with most graphic editors and word processors. The readme.doc explains how to do this using MS Word in the section titled “How do I lighten up my watermark graphics in MS Word?” listed in Troubleshooting.

To place a Watermark on your current print job follow these steps:

1. Click on the Options button on the toolbar. This will bring up the Options dialog box.
2. Select the Headers, Footers, and Watermarks tab.
3. In order to print a header a check must be placed next to the Print Headers, Footers, & Watermarks field.
Note: Header, Footers, and Watermarks can be permanently shut off by un-checking the “Print Headers, Footers, & Watermarks ” checkbox.
4. From the drop down menu select Watermark.
5. Now place a mark next to Text or Graphic depending on which is desired for the Watermark.
- 6a. If Text has been chosen you may now decide what information is to be placed in the Watermark. Options include placing the following:
Job: places the title of the first print job listed in the Print Job window.
Date: Places today’s date.
Time: Places the current time.
Page: Places the page Numbers.
Whatever you type in the textbox.



- 6b. To change the look and feel of the Watermark click the Select Font button. The Font window will open and from here the Font, Font Style, Size, Effects, Color, and Script can all be changed. The Sample window will demonstrate how the changes will appear.
7. If Graphic has been chosen you can browse to the location of the image and select it or type the location of the image in the text field.
8. The Scale watermark graphic times the original size field allows you to make the image larger or smaller as desired.
9. The Start printing Headers, Footers, and Watermarks on page option allows you to choose which page the Headers, Footers, and Watermarks will begin.
Note: This feature allows you to start the process of printing Headers, Footers, and Watermarks on the mini-page of your choice. This is useful for when you have a cover page and you don't want the page number to be printed on that page. Please note that the page numbering will start on the page you choose. For example if you start on page 3 it will be numbered as 1, page 4 will be 2 and so on.
10. The Stop printing Headers, Footers, and Watermarks on page option allows you to choose which page the Headers Footers, and Watermarks will end.
Note: The default setting of 0 will end the printing of Headers, Footers, and Watermarks on the last page.
11. Click Apply Changes to view any modifications you have made in your headers, footers or watermarks. These changes will appear in the print preview window. If the changes are acceptable Click OK. Headers will now be placed on your print job.
12. To temporarily turn on or off these features, for the current print job only, go to the Temporary Job Setting dialog and check or uncheck the "Print Headers, Footers, & Watermarks " checkbox.







Getting Help

Customer Support.....	31
Wherever You Need It Help	31
ClickBook's Online Help.....	31
Technical Support.....	32
Visit Our Web Site.....	32
Contact Us	32



Customer Support

Since we know that “no one reads manuals,” we haven’t given you a printed manual. Rather this User’s Guide focusing on your specific needs, supplying only what you need to know to get productive with *ClickBook*. Below we have listed several options to choose from to assist you with any help you may need using *ClickBook*. Extensive information about *ClickBook* can be found in the ReadMe file, and our online Help file.

Wherever You Need It Help

Help is available for every user interface item in *ClickBook*.

For a quick description of any *ClickBook* button, list box, check box, etc., position the mouse pointer on that item, and read the status bar at the bottom of the *ClickBook* print preview window.

Our wizards, Custom Printer Setup, Easy Printer Setup, and Layout offer a step-by-step approach to complete a task effortlessly in *ClickBook*. All of which, customers found to be very complex to set up in previous versions of *ClickBook*.

ClickBook’s Online Help

To access the online help file open *ClickBook*, and choose the Help button on the Menu Bar. We encourage you to use *ClickBook*’s online help, because it’s a complete, informative reference system. In addition, Help offers several advantages over printed manuals:

In the Help Index, you can type in a keyword, and the program automatically looks it up for you. While reading the Help file you can click on a “hot” phrase to jump to a related topic. And later you can retrace your steps; flipping backwards through the topics you jumped from. Or you can read topics in order, like turning the pages of a book, either forward or backward.

To use Help, you begin with *ClickBook*’s Help button. Read the section below (“How to find specific topics from the Help file”) for details. From the Help file, you access the standard Windows Help interface. If you aren’t familiar with Help systems in other Windows applications, read about this interface in your windows documentation.

How to find specific topics from the Help system

The Help system displays both the Contents and Index lists, providing alternative ways to get information pertaining to a specific topic.

The list of Contents shows the major categories of Help. When you choose a category, you’ll be presented with Help text directly, or a pop up menu of topics from which to narrow your choice. The index allows you to look up a word or phrase you have in mind. Either type in the word or phrase, or look in the alphabetical list for your topic, select it, and click Display.

Clicking on the highlighted word or phrase brings up a list of Associated Topics. Double click on any associated topic to read the contents. Or double click on the word or phrase to go directly to its first associated topic.

If you prefer to browse or read straight through Help, go to any topic as a starting point. From there, use the >> and << buttons to move through topics forward or backward. You can read through the entire Help system in this way.



Technical Support

If you are having difficulties using *ClickBook*, please check the following:

The problem may be with the printer. See whether the problem still occurs when you (A) print without *ClickBook*, or (B) print on a different printer. If the problem still occurs in case A, or goes away in case B, the problem is with your printer or its driver. The first possible solution is to get a newer printer driver. If no newer driver is available, or using the latest one does not solve the problem, contact the manufacturer or vendor of your printer.

Frequently, problems observed in applications actually are based in the operating system. Does your problem occur in other applications as well? Do any other symptoms suggest that the problem may be in Windows? If so, you need Windows technical support.

Read the accompanying ReadMe.rtf file for any late breaking information about *ClickBook*, and using *ClickBook* with specific software or hardware. You can access the ReadMe file by going to your Windows Start Menu. Then Select Programs, Blue Squirrel, and CB ReadMe. Please note this is the default location, your ReadMe file may be stored elsewhere.

Visit Our Web Site

If you cannot find the information you need in any of the preceding sources, contact us at our Web site. Please refer to *ClickBook*'s support and FAQs for frequently asked questions.

<http://www.bluesquirrel.com/support/supportSystem.html>

You can also email Technical Support at:
support@bluesquirrel.com.

Contact Us

You're more than welcome to contact us via telephone. If you would like to speak with a Blue Squirrel representative please call Customer Service at:

Customer Service

Phone: 801-523-1063

Toll Free: 800-403-0925

Fax: 801-523-1064

E-mail: sales@bluesquirrel.com

Note: Hours are: 8:00 a.m. to 5:00 p.m. Mountain Standard Time.

Mailing address

Blue Squirrel
170 West Election Drive
Suite 125
Draper, UT 84020





A

About the User's Guide 8

B

Blue Squirrel 32

Books, Books, and More Books 8

Borders 21

C

Cautionary Tips 14

ClickBook's Online Help 31

Combine Landscape and Portrait Documents 21

Contact Us 32

Custom Printer Setup Wizard 19

Customer Support 31

D

Description of the *ClickBook* Process 13

Drag and Drop 21

E

Exchange Layouts 20

F

Footers 26

G

Getting Help 30

Getting Started 6

H

Headers 25

I

Instant Printing 20

Installation 9

L

Layout Wizard 19

M

More on Using *ClickBook* 15

Multi-Document Booklets 15

P

Page Numbers 19

Printing Booklets 13

Printing Headers, Footers and Watermarks 25

Printing Modes 15

Printing to a *ClickBook* Printer 13

Printing With or Without *ClickBook* 16

R

Registering Electronically 10

Registering Manually 10

S

Setting Up an Unrecognized Printer 10

Setting Up *ClickBook* 9

Standalone Printing Mode 15

Step-by-Step 13

System Requirements 7

T

Table of Contents 20

Technical Support 32

Temporary Job Settings 20

The Basics 7

The *ClickBook* Process 13

The Main Window 16

To Run the Setup Program 9

U

Using *ClickBook* 12

V

VIP Key 10

W

Watermarks 27

Web Site 32

What Can I Do With *ClickBook* 7

What's New 24

Wherever You Need It Help 31



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