

Instructions for printing PaperDirect Layouts

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Bookmarks

There are 2 layouts for Bookmarks in ClickBook.

*Bookmarks (No Scaling)

*Bookmarks

In your word processor, such as, Word or WordPerfect your pages will line up using either of the Layouts as follows:

Page 1 – Front side of the 1st bookmark

Page 2 – Front side of the 2nd bookmark

Page 3 – Front side of the 3rd bookmark

Page 4 – Front side of the 4th bookmark

Page 5 – Front side of the 5th bookmark

Page 6 – Backside of the 5th bookmark

Page 7 – Backside of the 4th bookmark

Page 8 – Backside of the 3rd bookmark

Page 9 – Backside of the 2nd bookmark

Page 10 – Backside of the 1st bookmark

Bookmarks (No Scaling)

(No Scaling) – indicates that ClickBook will not reduce and realign your document.

ClickBook will print the document exactly the way you see it in your word processor.

Using the Bookmarks (No Scaling) layout will make your bookmark look more proportioned.

You can open one of the example Microsoft Word files provided, and edit the document, or you can create your own from scratch.

To open a ClickBook Example File in Microsoft Word choose the File Open command, and go to: **C:\Program Files\Blue Squirrel\ClickBook 2000\Example Files\Bookmark paper**. From the Folder, select a sample file. This is the default location, if you stored ClickBook in another directory, you'll need to browse to that location.

To create your own document you'll need to adjust the margins on the ruler bars. On the Horizontal ruler set the left margin approximately .25 inches from the edge, and set the right margin ruler to 1.75 inches. On the Vertical ruler set the top approximately .25 inches from the edge, and set the bottom to approximately 6.5 inches. Format the document exactly as you want it to appear, and print to a ClickBook printer.

If you print to ClickBook and the text is cut off on the bottom in the print preview, it will not show up when you print. If text is running off to the side in ClickBook's print preview it will show up on the printout.

To create a bookmark that is aligned sideways refer to the example file:
C:\Program Files\Blue Squirrel\ClickBook 2000\Example Files\Bookmark paper\sideways-home-business samples.doc

To create your own **sideways** aligned bookmarks in Microsoft Word. Adjust the margins on your ruler bars as mentioned above. Then insert a table into Microsoft Word and realign the text orientation to sideways. To do this, select the text in the table, and then go to Format, and select Text Direction on the menu bar.

Graphics – depending on how you want your graphics to appear, you may need to rotate or flip them. To do this copy the graphic into Microsoft Paint, and flip or rotate the graphic as you wish. Then copy the edited graphic from Paint, and paste it back into your word processor.

Bookmarks

Your Bookmarks will look more proportioned when you use the Bookmarks (No Scaling) layout. If you choose the "Bookmarks" layout ClickBook will reduce, and realign your computer file so it may look distorted in comparison to the files original size.

Business Cards

There are 2 layouts for Business Cards:

- *Bus cards (no scaling, different cards)
- *Business cards 2 (no scaling)

To open a ClickBook Example File in Microsoft Word choose the File Open command, and go to: **C:\Program Files\Blue Squirrel\ClickBook 2000\Example Files\Business cards**. From the folder select a sample file. This is the default location, if you stored ClickBook in another directory, you'll need to browse to that location.

To create your own document you'll need to adjust the margins on the rulers. On the Horizontal ruler set the left margin approximately .25 inches from the edge, and set the right margin ruler to 3 inches. On the Vertical ruler set the top approximately .25 inches from the edge, and set the bottom to approximately 1.75 inches. Format the document exactly as you want it to appear, and then print to ClickBook and select one of the following Business card layouts.

***Business cards 2 (no scaling)**

This Layout is the most commonly used, because of its repeat function. Meaning that you create a single business card, and ClickBook places that same information on all of the business cards (10 cards to a page).

***Bus cards (no scaling, different cards)**

Use this layout if you want to print different types of cards on a single sheet of paper. For example, if you want to print coupons, awards, name tags for gifts, scriptures, announcements, etc on 1 sheet of miniature cards.

If you want to print several different formatted miniature cards then edit your document to have 10 pages. Place information on page 1 that you want to go on the 1st miniature card, the 2nd page of your document needs to include the information that you want printed on the 2nd card, and so forth. Do this for all 10 pages, and then print the entire file into ClickBook.

Certificates (3 to a page)

To open a ClickBook Example File in Microsoft Word choose the File Open command, and go to: **C:\Program Files\Blue Squirrel\ClickBook 2000\Example Files\Certificates**. From the folder choose one of the sample files. This is the default location, if you stored ClickBook in another directory, you'll need to browse to that location.

In the Example files you'll see that page 1 contains all of the information that will appear on the 1st certificate, page 2 is formatted for the 2nd certificate, and so forth. Simply edit the document, and print to ClickBook.

To create your own document you'll need to adjust the margins on your rulers. On the Horizontal ruler set the left margin approximately .25 inches from the edge, and set the right margin ruler to 7 inches. On the Vertical ruler set the top approximately .25 inches from the edge, and set the bottom to approximately 2.5 inches. In your word processor the information on page 1 will appear on the 1st certificate, the 2nd page information will be placed on the 2nd certificate, and so forth. Setup the document exactly as you want it to look, and then print to ClickBook and select the Certificate layout.

Holiday Pre-Folded Paper

Tis the Season! I always wonder if anyone actually reads these help files, are you? I sure hope so. If you are that is great!

Any way, we've put together some great ideas for Holiday greeting cards.

To check out our Microsoft Word Example Files open any of the documents located at: **C:\Program Files\Blue Squirrel\ClickBook 2000\Example Files\Christmas paper**. This is the default location, if you stored ClickBook in another directory, you'll need to browse to that location.

Pages will print as follows:

Page 1 – Cover

Page 2 – Left-hand page inside the card

Page 3 – Right-hand page inside the card

Page 4 – Back

In the Example files you'll see that page 1 contains all of the information that will appear on the Cover, page 2 is formatted for the 1st page inside the card, and so forth. Simply edit the document, and print to ClickBook.

If you're using the pre-folded Holiday paper from PaperDirect remember to leave room and adjust margins if needed for the angel, heart, Santa Clause, birdhouse, and snowman unless you want to print over them.

*Cover - Start your text at the 2-inch mark on the Vertical ruler, and end the text at the 7.5 inch mark on the bottom.

*Left-hand page inside – The first and last paragraphs need to be positioned at the 1 inch mark on the horizontal ruler.

*Right-hand page inside – Set the right hand margin to 5.25 for the second half of the page.

*Back – The second half of the page needs to have a 1-inch left margin.

Door Hangers

These are so fun to make, so be sure to check out our jazzy door hangers!

To open a ClickBook Example File in Microsoft Word choose the File Open command, and go to: **C:\Program Files\Blue Squirrel\ClickBook 2000\Example Files\Door Hangers**, and open one of the files. This is the default location, if you stored ClickBook in another directory, you'll need to browse to that location.

To create your own document you'll need to create a document with 4 pages. Increase the font size, and graphics so that it fills up the whole page.

Page 1 – Will print on the left front side.

Page 2 – Will print on the right front side.

Page 3 – Is the backside of page 2.

Page 4 – Is the backside of page 1.

When you're finished editing your document, print the entire file to ClickBook, and select the Door Hanger layout.

Invitations (4 to a page)

If you want to print invitations, thank you cards, table-setting placement cards, or business cards, here's a great format to use.

There are 2 Layouts you can pick from:
Invitations (no scaling, no repeat)
Invitations

***Invitations** - ClickBook will reduce, and realign your files, as well as, print the same information on all 4 cards.

Pages in your document will print as follows:

Page 1 – Front side Cover

Page 2 – Top inside

Page 3 – Bottom inside

Page 4 – Back

***Invitations (no scaling, no repeat)** - ClickBook will not reduce, and realign your files, and it will print different information on each card.

Pages in your document will print as follows:

Card #1 Top left-hand card

Page 1 – Front cover

Page 2 – Top inside

Page 3 – Bottom inside

Page 4 – Back

Card #2 Top right-hand card

Page 5 - Front cover

Page 6 – Top inside

Page 7 – Bottom inside

Page 8 - Back

Card #3 Bottom left-hand card

Page 9 – Front cover

Page 10 – Top inside

Page 11 – Bottom inside

Page 12 – Back

Card #4 Bottom right-hand card

Page 13 – Front Cover

Page 14 – Top inside

Page 15 – Bottom inside

Page 16 – Back

All of the example files are designed to print different information on each card. If you want to print the same information on all 4 cards, shorten one of the sample files to 4 pages. You can open one of the example Microsoft Word files provided, and edit the document, or you can create your own from scratch.

To open a ClickBook Example File in Microsoft Word choose the File Open command, and go to: **C:\Program Files\Blue Squirrel\ClickBook 2000\Example Files\Invitations**. From the folder select a sample file. This is the default location, if you stored ClickBook in another directory, you'll need to browse to that location.

To create your own document you'll need to adjust the margins on the ruler bars. On the Horizontal ruler set the left margin approximately .25 inches from the edge, and set the right margin ruler to 3.25 inches. On the Vertical ruler set the top approximately .25 inches from the edge, and set the bottom to 2 inches. Format the document exactly as you want it to appear, and print to ClickBook.

Stickers (6 to a page)

To open a ClickBook Example File in Microsoft Word choose the File Open command, and go to: **C:\Program Files\Blue Squirrel\ClickBook 2000\Example Files\Flower Stickers**. From the folder select a sample file. This is the default location, if you stored ClickBook in another directory, you'll need to browse to that location.

To create your own file, design a document with 6 pages. Increase the font size, and graphics until it fills up the whole page.

Each page will print on a different sticker. If you want to print the same sticker on a whole sheet, print the file to ClickBook. Then inside the program select the sticker layout, and go to Layouts, and Modify Layouts from the menu bar. Select the Repeat function under Sub-Booklets and press done.

Table-Top (Laying and Standing)

Standing Table-Tops create a fun atmosphere, and can be used in any occasion. Use Table-tops for Birthday parties, anniversaries, weddings, banquets, group meetings, business meetings, name tags, and more.

Our crew had so much fun designing the example files, so be sure to take a look at them. To open a ClickBook Example File in Microsoft Word choose the File Open command, and go to: **C:\Program Files\Blue Squirrel\ClickBook 2000\Example Files\Table Top**. This is the default location, if you stored ClickBook in another directory, you'll need to browse to that location. From the folder select a sample file. Edit the file with your information, and print to ClickBook.

***Table-Top (Standing)**

To create your own document you'll need to adjust the margins on the rulers. On the Horizontal ruler set the left margin approximately .25 inches from the edge, and set the right margin ruler to 2.5 inches. On the Vertical ruler set the top approximately .25 inches from the edge, and set the bottom to approximately 7.5 inches. Format the document

exactly as you want it to look, and then print to ClickBook, and select the Table-Top Standing layout.

***Table-Top (Laying)**

To create your own document you'll need to adjust the margins on the ruler bars. On the Horizontal ruler set the left margin approximately .25 inches from the edge, and set the right margin ruler to 6.5 inches. On the Vertical ruler set the top approximately .25 inches from the edge, and set the bottom to approximately 2.75 inches. Format the document exactly as you want it to look, then print to ClickBook, and select the Table-Top (Laying) layout.

PLEASE NOTE: ClickBook will not flip the first page upside down. You'll need to take a screen capture of the first page. Then inside of Microsoft Paint rotate the part that you want to turn upside down, and paste the selection back into your word processor.

Tri-Fold

C:\Program Files\Blue Squirrel\ClickBook 2000\Example Files\Tri-Folds

I never knew there were so many useful ways to use tri-folds until I had to come up with some ideas to share with you! To open a ClickBook Example File in Microsoft Word choose the File Open command, and go to: **C:\Program Files\Blue Squirrel\ClickBook 2000\Example Files\Tri-Folds**. This is the default location, if you stored ClickBook in another directory, you'll need to browse to that location. From the folder select a sample file. Edit the file with your information, and print to ClickBook.

To create your own document please open one of the Tri-fold macros located in:
C:\Program Files\Blue Squirrel\ClickBook 2000\Macros.

Page 1 – Cover right-hand front page
Page 2 – Left-hand inside page
Page 3 – Middle section inside
Page 4 – Right-hand inside page
Page 5 – Back left-hand page
Page 6 – Back middle section

Trip-Fold

Wow – what a relief to know that this is the last paper type I have to tell you about. It's been a pleasure writing to you, I hope you enjoy using ClickBook as much as the Squirrel's do.

To open an Example File in Microsoft Word choose the File Open command, and go to: **C:\Program Files\Blue Squirrel\ClickBook 2000\Example Files\Trip-folds**. This is the default location, if you stored ClickBook in another directory, you'll need to browse to that location. From the folder select a sample file. Edit the file with your information, and print to ClickBook.

To create your own document please open one of the Trip-fold macros located in:
C:\Program Files\Blue Squirrel\ClickBook 2000\Macros.

Page 1 – Cover bottom of the front page

Page 2 – Top inside page

Page 3 – Middle section inside

Page 4 – bottom inside page

Page 5 – Back top of page

Page 6 – Back middle section

I hope you enjoy using ClickBook!

Happy Printing,
Squirrel staff