

*Click*Book

Version 5 for Windows
README file

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Hello

Thank you for your interest in *ClickBook*. We hope you'll enjoy all of the uses *ClickBook* has to offer, and that it meets all of your printing needs. Once you've used it a few times we're very confident that you'll get hooked on printing easy-to-handle, attractive books, brochures, greeting cards, day planners, etc.!

What's new in *ClickBook* Version 5?

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.

Print Watermarks (bitmap)

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.

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. We explain how to do this in MS Word in the section titled “How do I lighten up my watermark graphics in MS Word?” listed in Troubleshooting.

Start printing Headers Footers and Watermarks on the page of your choice

This feature allows you to begin 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.

Stop printing Headers Footers and Watermarks on the page of your choice

This feature allows you to stop printing headers, footers, and watermarks on the mini-page of your choice. This is useful for when you have an index page at the end of your print job page and you don’t want the page number to be printed on that page. The number 0 is used to represent the last page of the print job, effectively turning off this feature. For example if you wanted the page numbers to print to the last page of your print job type 0 in the “Stop printing headers, footers, & watermarks on page” edit box. To stop on page 10 type in 10.

All of the features above are found in the Options dialog under the “Headers, Footers, and Watermarks” tab. These features can be permanently shut off by unchecking the “Print Headers, Footers, & Watermarks ” checkbox. To temporarily turn on or off these features go to the Temporary Job Setting dialog and check or uncheck the “Print Headers, Footers, & Watermarks ” checkbox.

Print Second Side Button

If you have a non-duplexing printer the “Print Second Side” button will automatically be highlighted after the first side of the pages has been printed. This allows you to just press the enter key when you are ready to print the second side.

ClickBook 2000 features.

NOTE:

* *ClickBook* 2000 VIP keys will not work with *ClickBook* Version 5.

Easier-to-use User Interface

You’ll find *ClickBook*’s new interface very easy to use because it offers a Windows 98 look and feel.

Wizards

ClickBook offers a Layout Creation Wizard, and a Printer Setup Wizard. Both of which are very intuitive and will guide you through the steps to setup your printer(s), and customize a layout to meet your needs.

Improved PDF printing

ClickBook is now compatible with Adobe Acrobat 4.0!

Page Numbers

ClickBook gives you the ability to add Page Numbers to your print job, and will place the number in the bottom/center position of each page.

Borders

You can select from dashes, lines or frames to add as a Border. You can also elect the thickness of the Borders such as, small, medium and large.

Temporary layout formatting

You can temporarily change the settings in *ClickBook* to easily customize your print job(s).

Easy Access to ClickBook files

You can easily access the last four .CB2 files that you've opened or saved from *ClickBook*'s File menu.

More Layouts

We've added new Franklin Day Planner Layouts, which include the Planner Classic, Planner Monarch, and the Planner Compact! All of these are located in the "Franklin Covey" categories. We've also added a new booklet type, "Planner Pages". This type is for printing booklets on day planner laser paper that has the holes on the left and right hand side of the paper. See the "Franklin Planner Perforated Paper" category for examples.

We have also added Paper Direct layouts for printing on Paper Direct paper. For instructions on how to use these layouts check the "Instructions for printing PaperDirect Layouts.doc". NOTE: the sample documents are not included with the online version. If you want these documents go to www.clickbook.com/docs

Exchange Layouts

From the *ClickBook* Community, www.clickbook.com, you can submit, and find new Layouts from other users around the globe!

Drag & Drop

Once you've created a shortcut on your desktop or on your Windows task bar to a ClickBook Printer you can easily select files, and Drag and Drop them onto the ClickBook 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. Please note, in order to create a shortcut on your Windows Taskbar you must have version I.E. 4.0 or later.

Instant Printing

1 Step Printing - You can setup *ClickBook* so that it automatically starts the printing process when you elect to print from a program (No *ClickBook* program 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 to print the job.

Control for each printer

You can setup customized settings for each printer! Prior to *ClickBook* 2000 your printer setup settings were global, and now you can customize settings to tailor to each printer.

Redesigned Print Preview

The Print Preview window has been redesigned to be easier to use. It is now activated as soon as you launch *ClickBook* and remains up as long as you use the program. “Sheet Selection” and “Num of copies:” have been placed in the preview window for easier access. The red lines on the preview window represent the layout. The red numbers are there to show you what mini-page you are viewing. The red lines and numbers are there for your convenience and will not be printed out.

Layouts

The Layouts have been organized into two lists, Categories and Layouts. This will allow you to find a layout much quicker and easier. The “Categories” list breaks the layouts into logical groups, such as Favorites, Books, Brochures, etc. The “Layouts” list contains the layouts from the category that is selected. For example, if you look in the Books category the Layout lists Layouts for a 4-up book, Side by Side book, CD Jewel Box, etc.

Printer Setup

Printer Setup is similar to the one from our previous version (2.2). We have added a list box that contains the printers that are setup to use in *ClickBook*. This will take your headaches away if you have more than one printer, because the list box shows you each printer that is setup. We have also added a shortcut to the Printer Setup for easy access. Which can be found on your Windows Start Menu/Programs/Blue Squirrel/ClickBook directory.

New

A new menu item on the File menu is “New”. “New” performs the same task as the "Clear All" button from earlier versions. “New” enables you to "delete" all of your documents from the Print Job list without having to quit *ClickBook* and then restart.

Set Default Layouts (formerly Layout List Tab)

You can now set two Default Layouts: one for Portrait-oriented documents, the second for Landscape. To set a Default Layout, select "Layout" from the menu bar and select "Set Default Layout". In the dialog box choose a Layout and click the "Set Default Layout" button. The page orientation of the Layout determines which Default is reset.

CLICKBOOK 2.2 Features

Word 97 / 2000 Macro

This new macro file, Cb97.dot, enables the "Print Using ClickBook" command and toolbar item in Word 97 and Word 2000. For more information, refer to the "Customized *ClickBook* commands in popular application programs" section below.

Multiple documents in one booklet

You can print multiple documents together as a single booklet. They can even be from *different applications!* For example, you could print a pretty front cover from your graphics program, then documents from your word processor, spreadsheet, and graphics programs, mixed with a file found by your network browser.

You just send each document to the same *ClickBook* printer. *ClickBook* pops up and collects the documents. When you click the Print button, *ClickBook* prints the booklet.

Booklet files

Now you can *save* your booklets for future reprinting. The File menu contains the controls for saving and loading *ClickBook* booklet files as .CB files. Also, you can reorder the list of documents in a multi-document booklet by selecting and dragging the document name on the Print Job bar. Documents can be deleted by clicking on the check box (unchecked) and undeleted (checked). A deleted document will still be visible (unchecked), but will not be saved or printed.

NOTE: .CB files will only work on the same printer they were created with and .CB files created with earlier versions of *ClickBook* will not work with the latest version of *ClickBook*. Also a .CB created with *ClickBook* in Windows 95/98 will not work with *ClickBook* that is installed on Windows NT and vice-versa.

Layouts

Greeting cards: Now you can print your own greeting cards! *ClickBook* offers a variety of greeting card layouts, designed for printing on standard paper or heavy stock, mailmerge, and portrait (standard) or landscape (flip) styles. To try them, go to the Categories dropdown and select “Cards”.

NOTE: On greeting cards, you still need to rotate the page even if you have a duplexing printer.

Business cards: Enter your business card content once, and then print a whole sheet of them. The Business card layout utilizes our Repeat feature.

CD jewel box: For any document you want to store with your computer or audio CDs.

FAX: A layout that saves you money on faxes you send. The Fax layout is single-sided, with two pages per sheet, to cut your transmission time in half.

Avery organizer pages: Layouts for three different models of Avery organizers are now included.

And more: Check out the layout list for a few more new layouts!

Windows 95 / 98 / ME / NT 4.0 / 2000 support

ClickBook works with Windows 95, Windows 98, Windows ME, Windows NT 4.0, and Windows 2000. NOTE: *ClickBook* Version 5 will not work under DOS, Windows NT 3.51, or Windows 3.x. *ClickBook* 2.06 will work under Windows 3.x and can be purchased separately.

ClickBook supports Windows 95/98/NT features, such as the following:

Friendly Printer Names

Windows 95 allows you to rename your printers. So, you can rename your "HP LaserJet 4" to "My printer". *ClickBook* now fully supports friendly printer names. You can change both your real printer's name and your *ClickBook* Printer's name, without confusing *ClickBook*.

Long filenames

The *ClickBook* file open/save dialog boxes support long filenames and allow for universal naming convention navigation.

Round Font Size Down

The "Round Font Size Down" feature enables you to adjust the way that *ClickBook* calculates the scaled font sizes. A small number of applications have sensitive 'clipping regions' for text. This results in text being clipped on the right in certain circumstances, when printing through *ClickBook*. If this occurs, try turning on "Round Font Size Down". *ClickBook* may then use a slightly smaller font and the text should not be clipped.

Sheet Selection

The "Sheet Selection" feature enables you to print a subset of a print job. For instance, you could print just sheets 17 and 18 out of a 30 sheet (120 page) book. You can also select fronts or backs only.

Sheet Selection is extremely useful along with the "Return to *ClickBook* after printing" feature: If your printer jams, you can return to *ClickBook* and use Sheet Selection to continue your job.

Repeat

Repeat allows you to fill all of the mini-sheets on a physical sheet of paper with the same application pages. The Business Card layout uses this feature so that you only have to type the contents of your card once. If you want double-sided business cards, you simply type two pages into your application and let *ClickBook* handle the rest! Repeat also works with folded books. Check out the "Greeting Card (heavy stock)" layouts, which print two identical cards on one sheet.

Sub-booklets

The sub-booklets feature has two uses. 1) It reduces "shingling" by allowing you to divide a big booklet into smaller sub-booklets. 2) It can be used to generate mailmerged booklets. Most applications generate mailmerged documents as one big print job -- *ClickBook* doesn't know that it is actually composed of many little documents. With sub-booklets, however, you can specify how many pages per mailmerged document and *ClickBook* will divide up the print job properly.

Booklet Style, Booklet Type

In the Modify Layout dialog box the Booklet Style section is located at the top. The Booklet Type setting is organized as a drop-down list with several choices to choose from, such as Cut Book, Folded Book, Tiled, etc. The "French Fold" type is for greeting cards from standard paper, folded for double thickness. See the "Greeting Card" layouts for examples.

Paper Margins

Some pre-perforated papers have a throw-away strip around the edges. The "Paper Margins" settings enable you to design layouts that reflect this. See the Business Card layouts for examples.

Default Paper Size

You can now change the default paper size (used by any layouts that don't specifically indicate a paper size).

Overview: What *ClickBook* does

ClickBook prints your documents -- from any Windows application -- in book form or other easy-to-handle formats. It prints multiple pages on both sides of a single sheet of paper. When you choose a book layout, *ClickBook* arranges the book pages on the printed sheets so that after you cut and bind the printout, you have a correctly paginated book.

You prepare your document as usual in your application program and choose the print command to print to a *ClickBook* Printer. After you click OK in the Print dialog box, *ClickBook* pops up.

In *ClickBook*, you select a layout and then click the Print button. That's all there is to it!

How to print this document as a booklet

For detailed instructions, see the *ClickBook* help system (bring up *ClickBook* and click on the Help button). Double-click the left mouse button on the "Getting Started ..." and select the "Printing the example book (step-by-step)" topic.

After printing this document as a booklet, if the back sides of the sheets did not print correctly, check the "Troubleshooting" section of this readme file.

Customized *ClickBook* commands in application programs

We have macros with the capability for a "Print Using *ClickBook*" command to be added to the menus of several popular applications. This command is a shortcut that enables you to print a booklet without being concerned whether the *ClickBook* printer driver is currently selected.

This special command can be installed into Microsoft Word (versions 2.x, 6.x, 7.x, or 97), Excel (versions 2.x, 6.x, or 7.x), Access (versions 2.x or 7.x), and AmiPro. NOTE: This special command cannot yet be installed in Excel 97 or Access 97. To add this command follow the instructions below. You will need to first download and unzip the macros from the www.clickbook.com/macros website.

If you install the Office applications after *ClickBook* is installed, you should reinstall the macros.

For Microsoft Word (2.x or 6.x):

After starting Word, open **CLIKBOOK.DOT**. Word will automatically close after performing some installation processing. The next time you start Word, the "Print Using *ClickBook*" command will be available in the File menu.

For Microsoft Excel (2.x or 6.x):

Copy **CLIKBOOK.XLA** to your **\EXCEL\XLSTART** directory (create this directory if it does not exist). Next time you start Excel, the "Print Using *ClickBook*" command will be available in the File menu.

For Microsoft Access (2.x):

Copy **CLIKBOOK.MDA** to your **\ACCESS** directory. Then use Windows' Run command to start Access with the following command line:

```
access \clickbook\cbinst2.mdb /X installcb
```

Access will automatically close after some installation processing. The next time you start Access, the "Print Using *ClickBook*" command will be available in the Help menu.

Note: In Word 7.x and Excel 7.x the "Print Using *ClickBook*" command will be available in the File menu. In Access 7.x the "Print Using *ClickBook*" command will be available in the Tools menu under Add-ins.

For Word 97/2000:

The Word 97/2000 macro can be found in the directory created by the self-extracting install. You specify the location of this directory when you start the self-extracting install. To install the Word 97/2000 macro copy **CB97.DOT** to your **C:\PROGRAM FILES\MSOFFICE\OFFICE\STARTUP** folder. Your path may differ but you should find a startup folder beneath the office folder in your Office 97/2000 installed directories (not to be confused with the Win95 Startup folder, which is typically in the Windows folder). Once the file is copied, it will automatically load each time you start Microsoft Word 97. Next time you start Word, the "Print Using *ClickBook*" command will be available in the File menu. To remove the macro simply delete or move the macro file **Cb97.dot**.

For AmiPro:

1. Copy **CLIKBOOK.SMM** into your **AMIPRO** working directory.
2. From the Tools menu in AmiPro, choose the Macros-Playback menu option.
3. From the list AmiPro presents, choose **AMIMENUS.SMM**. This macro, provided by Lotus, allows you to modify menu items.

4. Once **AMIMENUS** is running, follow these steps:
5. Choose the "&File" menu from the list of menus.
6. Choose the "Add an Ami Pro Function or Macro" button.
7. In the "Name for Menu" text box, enter "Print Using *Click&Book*".
8. In the "Insert before" combo, choose "Printer Setup...".
9. Choose the "Macro" button, and select **CLIKBOOK.SMM** from the list of files presented.
10. In the optional help text, enter "Print document using *ClickBook*".
11. Press the OK button.
12. When asked whether you want to "Keep Settings for Next Session?", respond "Yes".
13. Once Ami Pro records the changes and returns you to **AMIMENUS**, choose the "Done" button.

Now "Print Using *ClickBook*" should appear in your File menu.

InstantX - Registration

InstantX is *ClickBook*'s registration system. InstantX also performs several functions that enhance the usability of *ClickBook*. InstantX can also work behind a Firewall.

Through InstantX you can:

- 1- Print your Registration and/or V.I.P. Key Form.
- 2- Register electronically with an Internet connection.
- 3- Instantly buy *ClickBook* online with a credit card without needing to call our office.
- 4- Unlock trial versions of *ClickBook* with a VIP key.
- 5- Automatically receive updates and bug fixes to the software.

How to register ClickBook

To register *ClickBook* electronically:

- 1- Connect to the Internet.
- 2- Launch *ClickBook*.
- 3- Read through the License Agreement form, and click the "I Agree" button.

- 4- On the Registration tab, enter all pertinent information and press the “OK” button.

InstantX does not require an Internet connection to register ClickBook.

To register *ClickBook* if you don’t have an Internet connection:

- 1- Launch *ClickBook*.
- 2- Read through the License Agreement form, and click the “I Agree” button.
- 3- On the Registration tab, enter the pertinent information and press the “Print” button. This will launch your text editor with your registration information.
- 4- Print the registration form from your text editor and fax or mail the completed form.
- 5- On InstantX dialog box press the “OK” button.

How to buy ClickBook online with a credit card.

- 1- Register *ClickBook* electronically.
- 2- Exit and restart *ClickBook*.
- 3- Click the “Purchase Online” button on the Evaluation Notice form.
- 4- Have your credit card number ready and follow the instructions on the form in your Internet browser.

How to unlock trial versions of ClickBook with a VIP key

Trial versions of *ClickBook* print a trial stamp in the header and footer of each page that *ClickBook* prints. To remove the trail stamps and unlock *ClickBook* you need to get a VIP key.

- 1- To get a VIP key do one of the following:
 - a- Purchase *ClickBook* online within InstantX by following the steps listed above in “How to buy ClickBook online with a credit card”.
 - b- Call our office at (801) 523-1063, (800) 403-0925 and purchase *ClickBook*.
 - c- Go to our Web site at: www.clickbook.com.
- 2- To enter the VIP key and unlock *ClickBook*:
 - a- If you have an Internet connection then connect to the Internet, otherwise go to step (b).

- b- Launch *ClickBook*.
- c- Click the “Enter VIP Key” button on the Evaluation Notice form.
- d- On the “Purchase / VIP Key” tab enter the VIP Key and press the “OK” button. Press the “Print” button if you don’t have an Internet connection.

How to receive bug fixes and updates

NOTE: In order to receive bug fixes and updates online you must have an Internet connection.

- 1- Once connected to the Internet launch *ClickBook*.
- 2- Click on the “Tools” menu and select the InstantX menu option.
- 3- Click on the “Update Now!!!” menu option. This will check for any upgrades.

How do I setup InstantX if I am behind a Firewall?

If you are behind a Firewall you can still use InstantX on the Internet by entering your proxy information.

- 1- Launch *ClickBook*.
- 2- Click on the “Tools” menu and select the InstantX menu option.
- 3- Click on the “Settings” menu option.
- 4- Click on the “InstantX Settings” tab.
- 5- Check the “Enable Proxy” checkbox
- 6- Enter your proxy information.
- 7- Click on the “OK” button.

Uninstalling *ClickBook*

Uninstalling *ClickBook* is a simple process. To do this use the Add/Remove Programs wizard found in the Windows Control Panel.

- 1- Click on the “Start” button in the task bar and highlight “Settings”.
- 2- Click on the “Control Panel” menu item.
- 3- Double click on the “Add/Remove Programs” icon.
- 4- On the “Add/Remove Program Properties” dialog click on the “Blue Squirrel ClickBook” item to select it.
- 5- Click on the “Add/Remove...” button and follow the instructions that the uninstall program gives you.

Troubleshooting

The environments in which *ClickBook* runs are constantly changing, but we are doing our best to keep up...

How do I lighten up my watermark graphics in MS Word?

Follow these steps:

- 1- Launch Word
- 2- Click the "View-> Header and Footer" menu item.
- 3- Click the "Insert->Picture->From File" menu item.
- 4- Select the picture to use for your watermark
- 5- Right click on the picture and click the "Format Picture" from the pop-up menu.
- 6- On the Picture tab, under Image control, select Watermark from the Color box to format the picture with preset brightness and contrast settings that work well for watermarks and press the OK button .
- 7- Right click on the picture and click "Copy" from the pop-up menu.
- 8- Launch Paint
- 9- Click the "Image->Attributes" menu item.
- 10- Set the Width and Height to 10, Units to Pels, and Colors to Colors and press the OK button.
- 11- Click the "Edit->Paste" menu item.
- 12- Paint will ask if you want the image enlarged. Press the Yes button
- 13- Press the "File->Save As..." menu item to save the watermark graphic

The watermark graphic can now be used in ClickBook.

Registration Problems

On a few systems, the electronic registration package does not function correctly. If this happens to you, please register by mail. To do this, edit the file *Cb_reg.rtf* (located on your ClickBook CD or in the directory from which you installed ClickBook), print it out, and mail it to the address on that form.

Windows 95 error

If you have an HP LaserJet 4M Plus with the automatic duplexing option, make sure you choose the "HP LaserJet 4 Plus" printer in Win 95. The HP

LaserJet 4M Plus driver does not know that it can duplex. This is not a *ClickBook* bug.

Overriding the Duplex Setting

Because we are finding more and more print drivers that do not correctly handle automatic duplexing (such as the Windows 95 error noted above) we have implemented a method for forcing the duplex setting off and on for specific printers. The problem we run into is that some printer drivers do not correctly indicate their duplexing capabilities. For instance the HP LaserJet 5si driver reports that it cannot duplex, even though it can and the HP DeskJet 600/800 series drivers always indicate they can duplex even though they can't.

If you have a printer driver(s) that is not duplexing correctly with *ClickBook* then try this procedure.

- 1- Launch the "ClickBook Printer Setup"
- 2- Select the printer to setup
- 3- Click the "Printer Settings" button.
- 4- Under "Duplex Settings" select either "Automatic duplexing", to force duplexing on, or "Manual duplexing", to prevent *ClickBook* from duplexing with this printer.

Surf 'n' Print layouts

The two "Surf 'n' Print" layouts in *ClickBook* have a special property: They try to guarantee that you never have any text clipped out because of your printer's "unprintable region". This feature is perfect when you're surfing the 'net or printing from a CD-ROM and don't have control over any of the document's margins.

This feature currently cannot be turned on for other layouts.

Latest versions of printer drivers

ClickBook does not interact well with early versions of some Windows drivers. If you are having problems using *ClickBook* with a driver older than those shown below, please call Microsoft, Hewlett-Packard, or your printer manufacturer for the latest versions. The increase in printing speed and

compatibility provided by newer drivers can be dramatic in *ClickBook* and in most other Windows applications.

Additionally, we are finding that drivers designed for Windows 3.x do not always work well when used in conjunction with *ClickBook* and Windows 95. If you are using a Windows 3.x driver with Windows 95 you should contact your printer vendor to find out if a Windows 95 driver is available.

To find the version number of your printer's driver in Win95:

1. Choose Settings from the Start menu and click on Printers.
2. In your Printers folder right-click your printer and select Properties from the pop-up menu.
3. On the Paper tab of the Properties dialog you will usually find an About button, clicking on this button will reveal the driver version. This varies from driver to driver so look around some, for instance some drivers have the About button on the Details tab.

Microsoft offers the Windows Driver Library (WDL), which includes drivers for many displays, sound cards, and printers not provided with the various release versions of Windows. This library is available, via modem, on the services listed below. There's no charge for the drivers, but you will be charged long-distance telephone rates, if applicable, and on most services, standard connect-time fees.

All services: Read the WDL.TXT file first. It gives downloading instructions and a list of devices supported in the Windows Driver Library. (To find WDL.TXT, search on S13345).

Microsoft Download Service: Access (via modem) sample programs, device drivers, patches, software updates, and programming aides (1200, 2400, 9600, or 14,400 baud; no parity; 8 data bits; 1 stop bit). In the United States, call (206) 936-6735. In Canada, call (905) 507-3022. Internet: Access the Microsoft Knowledge Base and Microsoft Software Library. The Microsoft World Wide Web site is located at <http://www.microsoft.com>. The Microsoft Gopher site is located at <gopher.microsoft.com>. The Microsoft FTP site is located at <ftp.microsoft.com> and can be accessed via anonymous login.

CompuServe, America Online, and Genie: On CompuServe, go to msl to access the Microsoft Software Library. To access the Microsoft Knowledge Base on America Online, click the Go To menu, type microsoft in the Keyword box, and then click Knowledge Base in the Microsoft Resource Center. To access the Microsoft Knowledge Base on GENie, type m505 at the GENie system prompt.

For information on additional resources for specific drivers, as well as recommended driver versions for some common printers please contact the printer manufacturer. We have compiled a small list of printer/printer driver manufacturers and their contact information below:

Adobe
408-986-6520
www.adobe.com
GO Adobe

Brother
714-859-9700
714-859-2610
www.brother.com

Canon
800-423-2366
714-438-3328
www.canon.com
GO Canon

Epson
800-922-8911
310-782-4531
www.epson.com
GO Epson

Hewlett-Packard
303-339-7009
208-344-1691

www.hp.com
GO HPPER

Lexmark/IBM
606-232-3000
606-232-5238
www.lexmark.com
GO Lexmark

Microsoft
206-637-7098
206-936-6735
www.microsoft.com
GO Microsoft

NEC
800-388-8888
508-635-4706
www.nec.com

Okidata
609-273-0300
www.okidata.com

Panasonic
800-222-0584
201-863-7845
www.panasonic.com

Here is a list of printers and the minimum compatible driver version.

Canon LBP-4/8 v. 2.32
HP LaserJet Series II Printers v. 2.0
HP LaserJet Series III Printers v. 2.0
HP LaserJet Series 4 Printers v. 1.35
HP LaserJet Series 5 Printers v. 1.00
HP DeskJet 500 Series (b & w) v. 2.10

HP DeskJet 500 Series (color)	v. 4.00
Adobe Postscript Driver	v. 2.1.2
Windows PostScript Driver	v. 3.53
Lexmark 4039 Print Accelerator	v. 14.09.93

Notes about Specific Printers

LaserMaster WinDirect

ClickBook does not work with this printer in “Win direct” mode. You must use this printer in PostScript mode.

Most non-Postscript drivers

If your driver has a “Print TrueType as Graphics” option, this should be turned off when you are using *ClickBook*. (To find this Windows printer setup option, open the Windows Control Panel, then the Printers icon, and choose Setup, then Options. To find this option on most Windows 95 drivers choose Settings then Printers from the Start menu, locate your printer in the Printers folder and access the properties dialog. Go to the Fonts tab and ensure that “Print TrueType as graphics” is not selected. With this option off, *ClickBook* prints significantly faster and produces better-looking printouts.

HP LaserJet 4 (and up)

If Graphics Mode is set to RASTER, this makes printing with *Click-Book* very slow. (You may even think the system is hung.) For normal *ClickBook* performance, you should set it to HP-GL/2 this is also referred to as Vector mode graphics.

To find this Window’s printer setup option, open the Windows Control Panel, then the Printers icon, and choose Setup, then Options. To find this option on most Win95 drivers choose Settings then Printers from the Start menu, locate your printer in the Printers folder and access the properties dialog. Choose the Graphics tab and ensure that “Raster graphics” is not selected.

Hewlett Packard 4/4M or 4/4M Plus printers

The default setup in *ClickBook* for these printers assumes that the second sides are going to be put in the MP flip-down tray. If you put the second sides back in the lower cassette tray your books will not come out in order and in most cases will overprint. There are several reasons to use the MP Tray for second sides, it is more convenient then opening the lower tray and the

printer is less prone to paper jams. If you prefer to use the lower tray then you must go to Printer Setup in *ClickBook* standalone mode and run either Custom Printer Setup or Easy Printer Setup (in Easy printer setup choose one of the printer designations that includes “Lower Tray” in the title) so that *ClickBook* will recognize that you are using the lower tray.

Hewlett Packard 4MV printers

This printer features tabloid size page printing and works very well with *ClickBook*. This printer feeds standard letter size pages in a sideways manner, which has caused some confusion regarding *ClickBook*’s arrow page. For this style of printer the arrow should point in the direction of the top of a normal page. In other words feed the arrow sheet in the same direction that you would place letterhead paper in the printer.

HP DeskJet 1100C and 1200C

This printer works fine with *ClickBook* for single-sided printing. For recommendations on double-sided printing with this printer, please call Hewlett-Packard or contact our tech support.

Old Windows Printing System and HP LaserJet III printer drivers

There is an error in these drivers that will cause the back sides of landscape-oriented printouts to be upside-down. This error is not present in new drivers for this printer, namely, the Universal Printer Drivers from Microsoft. To fix this problem in *ClickBook*:

1. Open CLIKBOOK.INI (stored in the WINDOWS directory) in an editor. An easy way is to double-click on that filename from the Windows File Manager. By default, this opens the file in Notepad.
2. Search for the section heading [Printers].
3. In that section, find the line with the printer’s name. At the end of the line is a string of 5 Y’s and/or N’s.
4. Change the last letter. If it was Y, make it N. If it was N, make it Y.
(What does this letter mean? It’s the answer to the question, “Does this printer rotate 90 degrees from portrait orientation to get landscape orientation?”. Y means “Yes, 90”, and N means “No, 270”.)
5. Save the file.

Notes about Specific Duplexing Printers

ClickBook works great with duplexing printers (printers that can automatically print on both sides of a piece of paper). If you have a duplexing printer, you need to make sure that “Automatic duplexing” is turned on.

- 1- Launch the “ClickBook Printer Setup”
- 2- Select the printer to setup
- 3- Click the “Printer Settings” button.
- 4- Under “Duplex Settings” select “Automatic duplexing” to force duplexing on.

This informs *ClickBook* that you want to take advantage of your printer’s duplexing capabilities. Normally, this option can remain on even if your printer cannot duplex. See immediately below for the exception.

Printers with a Duplexing Option

Some printers are normally sold without duplexing capabilities, but can be upgraded by purchasing a duplexing option (the HP LaserJet 4/4M Plus, for example). The printer drivers for these printers indicate to *ClickBook* that the printer will duplex, even if the duplexing option has not been installed. In this case, you must ensure that “Manual duplexing” is selected. If your printer does not offer a duplexing option (the vast majority) or you have the duplexing option, “Automatic duplexing” can remain selected.

Current Hewlett Packard DeskJet drivers

The printers that use the latest Hewlett Packard DeskJet drivers, including the 6.1d for Windows and the 7.0 drivers for Windows 95, indicate to *ClickBook* that the printer will duplex. In this case, you must ensure that that “Manual duplexing” is selected.

PostScript Duplexing Printers

The Adobe 2.1.1 PostScript driver has an incompatibility with *ClickBook*. When printing through *ClickBook* to this PostScript driver while using the duplexing feature of your printer, the backsides of your booklet will be printed upside-down. Hopefully this will be fixed in a future version of the PostScript driver. In the meantime, there is a “work-around” that will allow *ClickBook* to work properly with this driver.

- 1- Launch the “ClickBook Printer Setup”

- 2- Select the printer to setup
- 3- Click the “Printer Settings” button.
- 4- Under “Duplex Settings” check “Style 2”.

Remember, you only need to this if the backsides of your booklets are being printed upside-down on your PostScript duplexing printer.

Notes about Duplexing Printer Drivers

Printer drivers implement duplexing based on different factors that can only be determined by inspection. There are 4 possible duplex styles that we are aware of. Each has been provided to give *ClickBook* maximum flexibility. If you are having problems with *ClickBook* printing the backsides of your booklets upside-down or out of order check the next topic titled “Lists of Specific Duplexing Printers” to see if your printer is listed. The correct style to use will be noted next to it. When you know the style to use follow these steps

- 1- Launch the “ClickBook Printer Setup”
- 2- Select the printer to setup
- 3- Click the “Printer Settings” button.
- 4- Under “Duplex Settings” check the appropriate style.

If your printer is not listed try each style, one at a time, until the correct results are viewed. An explanation of each of the styles will be given to assist you.

Style 1 – The most common duplex style. This one is used by default. Duplexing is based on the orientation of paper where short edge represents the horizontal edge.

Style 2 – The reverse of “Style 1”. Commonly used by PostScript drivers. Duplexing is based on the orientation of paper where long edge represents the horizontal edge.

Style 3 – This style is independent of the orientation of the paper. Duplexing is based on the horizontal axis representing the horizontal edge. This is the way the Windows API expects printer drivers to duplex.

Style 4 – This style is the reverse of “Style 3”. It is also independent of the orientation of the paper. Duplexing is based on the horizontal axis representing the vertical edge.

List of Specific Duplexing Printers

HP LaserJet 4 series	- Style 1
HP LaserJet 5 series	- Style 1
HP LaserJet 4000 & 4500 series	- Style 2
HP LaserJet 8000	- Style 3
HP DeskJet 970C	- Style 4
HP PhotoSmart P1100	- Style 4
Adobe 2.1.1 PostScript Driver	- Style 2

Notes about Printing under Windows NT 4.0

To use *ClickBook* under Windows NT 4.0 the printer driver MUST support Metafile Spooling. When you setup a printer for use in *ClickBook* 2000, under Windows NT 4.0, the “ClickBook 2000 Printer Setup Help” pops up and launches the “Printer Advanced Document Properties” dialog for the specific driver. Be sure to select “Document Options” and turn on Metafile Spooling.

If you can’t find this option then it is possible that the driver does not support Metafile Spooling. A common symptom of this is that the document prints normally instead of popping up *ClickBook* even though you printed to the CB printer. If this happens you should try another printer driver such as the one provided on the Windows NT CD or try a printer driver that is similar to the printer you are using. For example you can use the HP LaserJet 5 driver with the HP LaserJet 6 printer. If all else fails contact the printer manufacturer for drivers that support Metafile Spooling.

Notes about Printing with Windows 2000

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 document chosen.
- * 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.

Notes about Specific Application Programs

Microsoft Word

For important information on using *ClickBook*'s no-scaling layouts with Microsoft Word please refer to on-line help in the help index under "Shifting (mini-pages too far right or down)."

If you are using one of *ClickBook*'s tri-fold layouts, you should use the tri-fold or tri-flip template in MS Word. Please refer to *ClickBook*'s on-line help for more information. Look in the help index under "Tri-fold brochures."

When using *ClickBook*, make sure that the "Reverse Print Order" option is Off. (It's found in: Tools menu, Options, Print section.)

Symptom: Mini-pages shifted to the right

Please refer to *ClickBook*'s on-line help in the help index under "Shifting (mini-pages too far right or down)." If you encounter the following symptom: In the printout, the mini-pages are shifted to the right, while the right-hand edge is clipped. This can occur if, rather than having *ClickBook* scale down your pages, you create the mini-pages yourself in your application program. That is, you set the page size to the desired printed size, smaller than the paper size, and then you choose *ClickBook*'s No Scaling option. (Doing this works fine in most application programs, but the shifting mini-pages symptom has been reported with WordPerfect, PageMaker, and Word.)

Adobe Type Manager (ATM)

ClickBook works with versions of ATM below 2.6, but prints quite slowly. Version 2.6 prints much faster with *ClickBook* and produces better-looking printouts.

If you have ATM version 2.5, updating to 2.6 will greatly increase *ClickBook*'s printing speed. The update from ATM 2.5 to 2.6, supplied by Adobe, is available on CompuServe in Adobe Forum's ATM/PC Library. The file to download is 25TO26.ZIP. If you have a version of ATM below 2.5, you must first upgrade to 2.5, and then get the upgrade from 2.5 to 2.6.

If you are using ATM 3.02 in Windows 95 with the Postscript driver you may experience difficulties with some Windows 3.1x applications in conjunction with *ClickBook*. Programs that we have noted difficulties in are MS Access 2.0 and Novell Word Perfect 6.1. If you find that *ClickBook* is unstable with ATM 3.02 you should turn off ATM and restart before using *ClickBook*. We are continuing to look into these problems with Adobe.

The recently Adobe Type Manager 4.0 for Windows 95 is compatible with *ClickBook*.

WordPerfect 6.0a/6.1 and PostScript Driver Problem

There is a serious incompatibility between *ClickBook*, WordPerfect 6.0a documents with .WPG graphics, and the Adobe PostScript 2.1x driver. When printing using *ClickBook* with WPG graphics from WordPerfect 6.0a, a General Protect Fault (GPF) will occur in the Adobe Postscript 2.1x driver. If this happens, you should do the following:

1. Save your work (save any files that have been modified)
2. Exit Windows (this is a good idea whenever a GPF occurs)
3. Go to your \Windows directory and delete the file WPCSET.BIF
4. Go to your TEMP (might be \Windows or \Windows\temp or \temp) directory and delete any files named ~CB_*.TMP (these are *ClickBook* temporary files)
5. Restart Windows

There are various ways of working around this problem:

Install a non-PostScript driver for your printer and set up *ClickBook* for that driver.

Install a different PostScript driver. It appears that this problem has been corrected with the latest release of the Adobe PostScript driver (version 3.01).

Avoid using .WPG graphics in your document. Any other style of graphic works fine.

Technical Support

We have provided many support options for your convenience.

Visit our online support Web page at:

http://www.clickbook.com/support/cb2000_faq.asp

for a list of Frequently Asked Questions (F.A.Q.).

You can e-mail questions or problems to: support@bluesquirrel.com

Please call Technical Support at: 801-523-1065

ClickBook Help System

The help system in *ClickBook* is really an on-line manual. It contains all of the information traditionally found in a printed manual, but is much easier to use. Give it a try. It just might surprise you!

How to setup a Custom Paper size

The “How to setup a Custom Paper size.pdf” contains a step by step guide on how to do this. It is located in the directory where you installed ClickBook. You will need to install the Adobe Acrobat Reader to view this file.

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