

Two-By-Four 6.0

User Manual Two-By-Four 6.0b

A Word for Windows 6.0 Add-In

To implement Duplex, 2Up, 4Up, Tri-Fold Pamphlet, Greetings Card, Thumbnails and Booklet Printing.
Now works with all localized Language versions of Windows and WinWord

2 X 4 is part of the Word for Windows Office POWER Pack — **WOPR** — the world's largest WinWord add-on. In the interests of Ecology there is no printed Manual this time. Everything in this manual is also available in the online Help, but you can of course print out this document yourself if you want hard copy. Why not use **2 X 4** to do it. The document is presently formatted for US Letter size paper. If you use A4 paper simply reformat it to A4 before printing.

You may scan through this **2 X 4** documentation sequentially, but if you know which section you want to read, or if you just want to pop around a bit to get more comfortable with **2 X 4**, double-click on one of the [Green](#) sections below.

DocCruiser

Acknowledgments

Special thanks to Vince Chen and Scott Kreuger who always came up with some magic code to perform the tricks I wanted.

And thanks to all the beta testers, worldwide, for their patience and kind assistance.

Overview

TwoByFour is now a WinWord6 Add-In, which means it no longer clutters up your Normal.Dot but instead lives quietly in its own template in your WOPR6 Directory. The WOPR General Installer puts a TwoByFour entry in your File Menu and, if you like, a Yellow Smiley Face button on your WOPR Toolbar. All you need to do is click on either of these for TwoByFour to leap to your command.

Unlike a Wizard where you are presented with a blank sheet and expected to compose your thoughts as you go along, TwoByFour always works with an existing document that you have already written. You open your document, start **2 X 4**, choose an option on the Main Menu and from there you are guided

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every step of the way through the production of your heart's desire; Duplex, 2Up, 4Up, Trifold Pamphlet, 4-fold Greetings Card, Thumbnails, Booklet. Your printer will print one side of all the sheets. You pull the pages out of the output bin (or tear them off the tractor if you have a dot matrix printer), turn 'em over, stick them back in the "in" side of the printer, click "OK", and try to keep from grinning as your document emerges -- properly collated, in the output tray of your printer.

Those who have Duplex printers can print both sides without ever touching the printer. **2 X 4** is even smart enough to switch the printer into Duplex mode....

That's all there is to it!

Terminology

There doesn't appear to be much uniformity in terminology surrounding multi-page printing. In fact, the problem is so great, it's tough to describe **2 X 4** in a few comprehensible sentences. So let's take a second here, right up front, to get the words straightened out.

Duplex

When we say "Duplex printing", we just mean printing on the front and back of each sheet of paper. None of the printing is squished, rotated, or changed in any way. You just use half the amount of paper — and have a chance to see what your document would look like if it were bound like a regular book. Hewlett Packard calls this kind of printing "Duplex", and charges fancy prices for fancy printers that do "Duplex" printing. **2 X 4** gives you the same effect, except you get to flip the paper over all by yourself. Not a bad way to save a thousand bucks.

2 X 4 prints "Duplex" documents exactly as they appear in the original: the program just prints odd pages on the front of each sheet, even pages on the back, and gets the sequencing right so your document comes off the printer properly collated, ready to rush to the boss. (The original **2 X 4** was the first Word for Windows macro to ever accomplish this seemingly simple "print all odd pages, pause, then print all even pages" task.)

4Up

4-up printing crams four pages on a single sheet of paper. Pages 1 and 2 appear side-by-side, with the paper in landscape mode (long side on the top; what some people call "horizontal"). Then pages 3 and 4 appear on the back of that same sheet of paper. Pages 5 and 6 are on the front of the next sheet of paper, 7 and 8 on the back, and so on....

2Up

2-Up printing is the same as 4-up, except it doesn't print on the back of each sheet. It's an important option if your printer has a bad habit of eating paper that's been fed through twice.

Booklets

After trying over and over to get WinWord to print booklets, we finally cracked the secret. It looked like it should be easy, but the hard part of printing booklets with WinWord isn't the page-number sequence (that came as a shock) — the hard part is "pasting" a page and its headers and footers onto half a sheet of paper. Once we could do that we went further and added:

TriFold Pamphlets and 4-Fold Greetings

Our users told us they didn't always just want to save paper - they wanted more control over the layout, so we went to work ...

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The Original TwoByFour squished everything piecemeal to a fixed size of 8 points. With this new version we now give you almost complete control over every aspect of your document. You can retain the exact proportions of your original or you can shrink each element; fonts, graphics, tables, tabs, indents individually to your taste.

(This unique capability means that even users of ClickBook will find TwoByFour invaluable in the preliminary preparation of their documents.)

Thumbnails

Or you can go mad and put as many as 25 tiny thumbnails on one side of a sheet of paper (then get out your magnifying glass.) This capability of cramming huge amounts of information onto one page may prove too much for your printer to handle. Some Laser printers cannot process the data fast enough to keep up with the speed of the paper feeding through the printer and everything stops with an error 21. Ironically, this may be where the humble DotMatrix comes into its own!

Finally, to complete the range, we give a choice of

Side-Binding/Fold as in a conventional book or

Top-Binding/Fold - the “flip” variety, where the pages turn up and over.

Do You *really* need 2 X 4?

Be forewarned: if you're looking for a *fast* method of printing documents, you're probably better off with ClickBook. **2 X 4** makes up for its sluggishness by allowing you complete control over the preparation of your document and then automatically melting into the background, so you can go do something worthwhile (Solitaire, anybody?) while it's formatting and printing. But **2 X 4** is no speed demon. No way.

TwoByFour will also print macro listings just as easily as regular WinWord documents — not to mention the odd user manual, database dump, or spreadsheet print-file. If saving paper is what you're after, how about 50 “pages” on one sheet? There's also an option to save toner by printing in shades of grey if your printer can do that.

Think of all the paper you'll save by using **2 X 4**. You'll get perfectly formatted Duplex prints, as easy as normal printing. (Well, OK, you *do* have to turn the paper over.) And there's a potentially huge reduction in the size and weight of printouts. Imagine storing all of your correspondence in a fraction of the space! Imagine how much you'll save on paper — not to mention toner, binders, file folders, and on and on...

This version of **2 X 4** has been tested on a wide array of computers, Windows setups, localized versions of Winword, exotic fonts, etc., and it seems to work quite well with all of them. However, sometimes there are strange things that happen, and documentation is never complete. Please, if you encounter a problem — no matter how major or minor — let us know!

When you get in touch, tell us exactly which printer you're using, and describe your problem as precisely as possible. That way, you'll not only get your problem solved, but you may solve many others' problems as well....

Features

2 X 4 v 6 has several features worth crowing about:

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First, **2 X 4** is the only program we know about that'll shrink to your precise specifications . Other programs that make booklets do them all the same way... If you want it done right, **2 X 4** is *the* choice.

Second, **2 X 4** never touches your document. If it needs to re-format something, **2 X 4** will make a temporary copy of your original, shuffle it around, and then delete the copy when everything has been printed. No muss. No fuss.

Third, the Duplex print option of **2 X 4** produces a document that is *identical* to your original; it's just printed on both sides of each sheet of paper. Some companies pay a thousand bucks extra for a fancy Duplex printer, just to get that effect. You'll get it as part of a \$49.95 package! (Well, yes, you *do* have to flip the paper over manually. But, really, for the \$950.05 difference, you could *hire* somebody to do the flipping. And you would be getting the Toolbar Editor, Enveloper, FileNew, FileManager, and all the other WOPR programs free.)

Fourth, **2 X 4** is sensitive to the type of printer you use. If you are accustomed to flipping out the output rack on your LaserJet to accommodate the idiosyncrasies of certain print programs (and we won't mention 4Print by name), well, **2 X 4** won't put you through that anymore. Everything comes out collated and stacked, ready to use. We don't put you through the agony of printing out complicated test sheets to find out how to put your paper into the printer, we give you clear onscreen diagrams to make it simple. Online Help is also available to remind you what to do.

Fifth, **2 X 4** will work with any printer supported by WinWord. Duplex print is easy. All options can be done in any point you wish; you can use any font that your printer can handle. Even dot-matrix continuous feed printers can use the routines.

Sixth, **2 X 4** is smart enough to detect if you have macros attached to a WinWord document or template and let you either attach or print separately listings of all the macros — with just one click. It's a huge time-saver for those who need to save hardcopy listings of macros.

Seventh, the **2 X 4** macro installs with just a few mouse clicks, using a technique pioneered in **Enveloper**. The installer takes a while tailoring itself to your system, but that's not such a big deal because you only install once. You can also Uninstall just as easily.

If you have anything you'd like to see in **2 X 4**, just drop a line. Don't be bashful.

Limitations

2 X 4 isn't perfect. (But what is?) We hope to add to **2 X 4**'s abilities as we all gain experience with this kind of printing in the WinWord environment — in other words, we're all blazing some new ground here, so don't be too surprised if something doesn't work the way you think it should!

Here are some of the known limitations and problems, and a few suggestions for making things work better (yeah, three pages of "Limitations" is pretty daunting, but you're gonna get the straight scoop, no sugar coating):

Printer Limitations:

The Windows Printing System has an option to Display the Printer Status while printing. This display prevents 2x4 from working properly. In order to use the two together successfully you need to turn off the printer-animation display in WPS:

1. Use the Windows Control Panel, Printer utility
2. Select "Windows Printing System" from the list and click on Setup
3. Click on the "Display" button

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4. UnCheck the box labeled "Display Printer Status While Printing"

Once this is done you can safely Install, Customize and Run 2x4.

Don't worry; 2x4 checks for this and disables the display until you have finished using 2x4, then it puts it back on if that's how you had it.

This may also be the first time you blow your LaserJet's memory. Watch out! If you are printing with a soft font, there's an enormous quantity of data sent to your laser printer (each itty-bitty dot — it's a process called "rasterizing", and man is it s-l-o-w.....). If you have less than 1 MB of printer memory, don't be too surprised if you hit a "Printer Memory Overload". The reason is simple — and frustrating. A full page of graphics (and a soft font squished ten ways from Tuesday *is* a full page of graphics!) can occupy more than 1 MB of printer memory.

Fortunately there are a couple of things you can do. Simplest is to re-format your document to use one of your printer's "hard" (built-in) fonts. If you can't bring yourself to do that, add a bunch of white space to the document. White space doesn't get sent to the printer (there are no itty-bitty dots to send). The ultimate solution, of course, is to buy more memory: it isn't as expensive as it used to be — Peripheral Outlet 800-332-6581, for example, is advertising cheap 2 MB LJ upgrades, and it'll be cheaper by the time you read this. If you start printing full-page graphics, in WinWord, CorelDRAW, or whatever, you're going to want more than 1 MB sooner or later. May as well be sooner, eh?

On a different note, some laser printers have a nasty habit of "eating" paper that's been fed through more than once. If your printer gets the munchies, you can do a couple of things. First, try using a slightly heavier paper — 24 lb instead of 20 lb, for example. Second, wait for the paper to cool between runs. Don't know why that works, but it does. Third, try curling the paper back to "normal" after it's been through once, and fan it with the rest of the stack. (If all else fails, you can try playing Grateful Dead at full volume, but so far that only seems to work on *humans* with the munchies..... we'll keep experimenting for ya, though.) If you come up with any tips on curing the printer munchies, let us know!

Windows Priority Limitations: This is probably the most frustrating part of using **2 X 4**. We've figured out how to toss **2 X 4** into the background, so it can go play by itself in the corner while you do "real work" like Solitaire. Unfortunately, we haven't found a good way to tell **2 X 4** to let go. That means you'll probably sit there clicking away at Windows icons or Solitaire cards, wondering why your favorite programs won't pop immediately to life. (Sometimes Windows won't even warn you by turning the cursor into an hourglass!)

The problem is in the time-slicing. **2 X 4** is a greedy sucker: it grabs onto all the computer time it can get, your mouse clicks notwithstanding. We're *still* trying to find a workaround, but nothing seems to work just yet. In the meantime, rest assured that the computer stores up all your mouse clicks and then replays them when it decides it's good and ready — typically when **2 X 4** finishes spooling things to the PrintMan.

You can help improve WinWord printing for **2 X 4** — and WinWord printing in general — by going into Print Manager, clicking on "Options", and setting the print priority to "Low". That lets you get the most out of your computer while it hassles the slow print times all by itself, way back in the background where a good print manager belongs.

Along the same lines, we haven't found a way (yet) to have WinWord notify you when it needs your assistance — flipping over the paper in the output bin, for example. Ideally, WinWord would toss a big dialog box up in the middle of your ... uh ... executive Klondike game ... and tell you to stop flipping cards and hop-to. That's what PrintManager does, for example, when it discovers that you've run out of paper.

WinWord doesn't seem to work that way. If you have another application maximized (i.e., hogging the whole screen), WinWord demurely sits in the background and waits for you to summon it. Ho-hum. You only have two choices: keep checking the WinWord icon, and click on it when it starts blinking (WinWord's way of saying "Feed Me!"); or keep an eye on your printer, and resuscitate WinWord with a

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double-click when the printer stops. Actually, all in all, that isn't too bad. It gives you a chance to concentrate on your game.....

You'll find several other limitations — for instance **2 X 4** can't pick up anything more than the plain ASCII text of your existing headers or footers for the reduced routines. Most of these limitations exist because we couldn't find a way around them, short of scanning every character in your document, and the speed penalty was just too great!

The general solution to most of these problems is to try the new Booklet options or print in Duplex mode. Perhaps in a future version of **2 X 4** and **WOPR** we'll be able to iron out the shortcomings without doubling or tripling the print times. In the meantime, let us know what you *don't* like: that's how we learn what you'll put up with.....

Installation

You install and customize **2 X 4** by using the WOPRINST.DOC. Various questions are asked about your setup and preferences and they are recorded into WOPR.INI. If you don't understand this stuff, don't worry. Just click and stand back!

2 X 4 will add itself to your File menu, if you wish and it isn't already there. Once installation is complete, you run **2 X 4** by simply clicking on "TwoByFour". Even more simple - click on the SmileyFace button **2 X 4** can add to your WOPRToolBar. That's as complicated as it gets...

If you clobber the "TwoByFour" macro — just re-install. It take a few minutes, but **2 X 4** is smart enough to get everything squared away, and clean up after itself. If your preferences change simply rerun the Customizer by clicking Customize on the **2 X 4** main menu.

Installation Sequence and Settings

Now let's step through the installation process, one screen at a time.

You start installing **2 X 4** by running the WOPRINST.DOC. So far, so good.

The WOPRInstaller will do a few preliminary steps — and you will be passed over to the 2x4 Installer. It will ask you a few questions about your setup. You get to name a safe local directory to store working files - no more getting thrown by the network! **2 X 4** will check your system to see what localised version of WinWord you are using. Then you will be presented with a CUSTOMIZE screen where you can customize **2 X 4** to your own specifications. This screen is also callable from the Main Options Menu and you can change any setting at any time to suit your needs.

2 X 4 asks you how your printer feeds the paper. Your response is used to figure out how to tell *you* to turn the pages around (!), what minimum margins to use, and to decide which sequence of printing will result in a stack of pages sitting in your output hopper, properly collated and ready for stapling, punching or binding. The important distinction among the printer choices is the way in which they handle paper — not fonts or built-in "emulation modes" or anything fancy like that. Pick the option that matches the way your printer handles paper. If you've jury-rigged your ancient LaserJet + so paper always comes out upside-down and in order, choose option 1. Or if you always run your LJ III with the back paper-catcher flipped out, and your paper is always deposited face-up and in reverse order, pick Option 3. (Ever wonder what people mean when they say their printer "flipped out"? Now you know the rest of the story....)

You also choose your unit of measurement (Inches, centimeters, points or picas).

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The rest of the installation goes along nicely. Sit back a few seconds, and **2 X 4** will take care of everything by writing all this information to WOPR.INI where it is stored without cluttering up your system. Any time you wish to change any of your settings simply hit the CUSTOMIZE button on the Main menu.

If you need help working through the selections, drop us a line and we'll try things with your print driver, and give you instructions in excruciating detail. If it's any consolation, you can breathe a little easier when you're done: once you've slogged through these screens, you'll never have to go through this hassle again -- unless you WANT to!

Once you are all safely installed and customized you are presented with the Main Menu.

Here you can choose from a veritable plethora...

Duplex Printing

Winword 6 can now print Odd pages and Even pages and Normal order and Reverse order, but there's a lot of button clicking involved. We've made it a one-click process.

The printed document is exactly like your original, odd pages on the front, even pages on the back. And it's delivered to you collated and ready to use.

2 X 4 starts by poking around your document, trying to figure out what it is. If you're printing a macro, **2 X 4** will prompt you for character formatting (macros haven't any formatting of their own — usually). Your macro is copied into a document and a reasonable header and footer are slapped on.

If you're printing a WinWord document with attached macros, **2 X 4** asks you if you want to print the macros, too. Say yes and you'll go through the steps of creating and formatting a new document, a copy of the old one with the macros tacked onto the end. Or you can print only the macros, without the document.

Finally (finally!) **2 X 4** is ready to go to work. If you wish, it shrinks into the background and only surfaces when you need to help with the paper. You may have problems getting **2 X 4** (and WinWord) to let go of your cursor while it's in the background. Be sure you read for all sorts of warnings and suggestions for getting things done while **2 X 4** is soaking' up computer cycles in the background.

Paper Sizes

Here would be a good place to point out that 2x4 works with the exact paper size you tell it. With all of the following options, if you choose the Custom option on the Paper Size screen and enter a size of 9 inches by 6 inches, 2x4 will expect paper of that size to be put into the printer. If any cutting down needs to be done you should do it first before you feed the paper.

4Up Printing

4-Up printing in WinWord is a strange combination of guesses, approximations, and trade-offs. There's a lot going on beneath the surface, so forgive us if we go into some great detail.

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The first part of 4-Up processing is identical to Duplex; you should read the preceding section to get a good idea of how **2 X 4** treats macros and the like. The difference comes when you tell WinWord that you're printing 4-Up instead of Duplex.

When you pick 4-Up print, **2 X 4** **takes you to a template** and presents a screen where you select your formatting. **2 X 4** then prepares the document to your exact specifications, stops to let you do further editing if you wish and then returns to the main menu where this time you choose to continue processing. You can now also choose what number to start numbering at.

Next comes the most controversial part of **2 X 4**.

Which is all by way of explaining that **2 X 4** blasts the living daylights out of your document ... er ... a *copy* of your document <heh, heh>. It runs through and deletes all the hard page breaks, replacing them with column breaks. It converts section breaks to column breaks, too. And it tosses your precious headers and footers into the bottomless bit bucket, never to be seen again.

To partially compensate for this rudeness, **2 X 4** does let you construct custom headers and footers.

The incredible shrinking machine laid to rest, **2 X 4** prints your document, then deletes it (unless you've told it to save it.)

If your original document is primarily composed of soft fonts (i.e., fonts that are not native to your printer or its cartridges), WinWord has to generate an enormous amount of data to print just one 8-point landscape page — this page, for example, would take about 200K bytes of data with a hard font, and about 500K bytes of data in an Adobe Type Manager soft font. That's a lot of dots. And a lot of calculating!

You can speed things up nicely, though, if you try to format your original document with any hard font that your printer (or its cartridges) can handle. If you have an LJ III or IIID, try CG Times or Univers; on other printers, Courier may do the trick. Those fancy soft fonts look nice, but you'll sure pay the price in processing time!

What? A Blank Page? Be forewarned: **2 X 4** will often spit out a blank page at the very beginning. That's intentional! **2 X 4** will print on the *back* of that sheet. We used to ignore that extra sheet, but changed things around when we discovered that the curling can make a difference in how sheets are fed. Just a little touch to show you that we care about your printer jams. (And *our* printer jams, too!)

2Up Printing

This is essentially the same as 4-Up but only one side of each sheet is used.

With both these options you have the added choice of having them laid out for binding at the Side or at the Top.

Booklet Printing

Essentially the same technique is used as for 4-Up printing except that **2 X 4** makes yet another copy of your document and the pages are pasted up in correct booklet order before the rotating operation. For best results, set up your original document exactly as you want each mini -“page” to appear in the finished booklet. For example, for Legal paper use width 7” and height 8.5”, Portrait. You can use paper of ANY size including Custom. Set up the margins exactly as you want them to look on each “page” of the finished booklet and prepare your booklet in normal page sequence. Don't worry, **2 X 4** will prepare this formatted copy of your document for you. You can choose to shrink graphics, tables, frames, even indents and tabs. You'll be told when and how to turn the paper over and finally you simply fold the

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whole stack down the middle, staple or stitch down the center, and presto, you have a half-size booklet. Again you can choose the orientation in case you want the kind of book that “flips over from a Top fold.

NOTES: In your original document, position Frames relative to column instead of page. For multiple columns use a Table. Do NOT set up for Facing Pages NOR for Multiple Headers and Footers. Do NOT set up Page Numbering. (2x4 will allow you to add it later) **2 X 4** can only grab the text and formatting of your Headers and Footers at present so if there are any {field}s that you want in your Header/Footer it would be best to add them manually to a saved copy and then print that later using the “print a saved copy” option.

You should carefully look over the document that 2X4 prepares for you and adjust any page breaks that now fall wrongly; a heading may have become stranded at the bottom of a page or a graphic may be the wrong size.

Footnotes are always placed at the end of the document because the pages are rearranged. Don't be alarmed by an empty duplicate last page. This contains the HIDDEN ORIGINAL Foot/EndNOTES and will not print.

By pausing at this point, **2 X 4** makes it easy to adjust complicated documents. You can even make a “hard cover” for your booklet by making a four-page booklet with a rough-out of where you want the title etc., maybe a graphic, and then adjust the sizing and placement before printing this on perhaps colored card.

Squished BOOKLETS.

If you liked the old squished booklets and would like to save paper you can use the **TwoByFour** BOOKLET option as usual and choose what size you want to squish it to, or you could reformat the whole document to say 8pts *before* running **2 X 4**. However, if saving paper is your main concern you will find it much faster to use one of the Thumbnail options.

2 X 4 has a KeepCopy option so that you can also edit and tweak things to your satisfaction before printing. There is also an option to print these saved formatted copies quickly for reprints and multiple runs. If you share a printer and need to stagger your time you can do it in three sessions: 1) Format and save it, 2) Print the first pass using the Odd/Even only option corresponding to the sequence order for your printer (check it out in the Online Help under “PaperFeed Options”), and 3) come back later for the second pass.

Because you can now chose what number to start numbering at, the creation of multi-signature books (some people call this “perfect binding”) is easy; you simply continue the numbering of each successive folio with the next number after the last “page” of the previous one.

Tri-Fold Pamphlet.

Format your PageSetup for one of the six panels. For example, if you're using Letter Paper set the width to 3.67”, the height to 8.5” and select Portrait orientation. Set say 0.5” margins for Top, Left and Right. The Top and Bottom margins need to be more than the Distance from Edge setting for the Header and Footer in the ViewHeader/Footer dialog box, so if you set the Bottom margin at 0.5” then have the Distance from Edge of the Footer at 0.3” OR leave the Footer setting at the default 0.5” and set your Bottom margin at 0.8”. If you're worried about getting it wrong, don't be - **2 X 4** will do it all for you.

Type the contents of the six panels in normal sequence (1-6). **2 X 4** will rearrange them to produce the Tri-Fold Pamphlet. Don't use Headers or Footers, they will be removed during processing.

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TriFolds can also be oriented either portrait or Landscape to fit your needs.

Greetings

With this option you can make four-fold cards such as Christmas and Birthday cards. Illustrations are shown to guide you through the selection and completion of the type you require.

Thumbnails

For those of you who are really into saving paper, we have a series of Thumbnail options. You can choose to put, 2, 4, 8, 16 or even 25 highly reduced images of your pages on one side of a sheet of paper. This can further be printed Duplex so that double the space is saved.

Two-By-Four always assembles the Thumbnails on a page the same Paper Size as your original document. If you have used a Custom paper-size in your original document, this is what your printer will expect to be fed. If you want to have those custom Thumbnails on perhaps standard A4 paper instead, you should check the "don't print yet" box. Use File PageSetup to reformat the finished document to the size you want and then rearrange your thumbnail graphics to fit the new size before printing.

Copy saved PrinterFiles to port

You can now print any of the formats to file.

We even have an option to copy these saved PrinterFiles to the port of your choice.

Odd pages Normal Order

Not to be sneezed at, we have assembled all the Odd pages Normal Order etc options so that they can be easily accessed with one neat click

Delete Old Saved Files

Just to keep things tidy, there's an option to empty your 2x4 Safe Directory of all the old files you have accumulated, meaning to print later and then forgotten.

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