### **Contents**

DDP (Drag & Drop Printer) is a utility to print ASCII text files. DDP allows you to <u>drag</u> file on top of it's icon and then it will print the file.

To learn how to use Help press F1

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#### How To...

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Change Fonts
Set up Margins, Headings & Footings
Set up the Printer
Set up Preferences

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Contacting FLFSoft, Inc.

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Address: FLFSoft, Inc.

PO. Box 306

Oak Creek, WI 53154-0306

CompuServe: 75010,237

Internet: 75010,237.@compuserve.com

# **Printing Files**

To print files with DDP, just drag the file from the file manager (or any application which allows files to be dragged) on top of the DDP icon. DDP will then print the file to the currently selected printer.

## **Setting Fonts**

You can use the Fonts menu option to display the Fonts dialog. The Fonts dialog allows you to modify the Font, Font Style and Font Size for the entire document. These changes only apply to the documents being printed, they do not actually modify the file contents.

To change the Font, Font Style or Font Size using the Fonts Dialog

- 1 In the Font box, type or select a Font Name.
- 2 In the Font Style box, type or select a style for the text.
- 3 In the Size box, type or select a font size.
- 4 Choose the OK button.

## Page Setup

The Page Setup dialog allows you to set the <u>Headings</u> and <u>Footings</u>, the Top, Bottom, Left and Right margins for printing.

To add Headings or Footings

- 1 Enter the desired text in the Heading or Footing box.
- 2 Select the Check Box to the right of the Heading or Footing box to select the text to be printed. If the Heading or Footing Check Box is not selected, the Heading or Footing text will not be printed.

The following special characters may be used in the Headings or Footings:

- %d Current date
- %t Current time
- %f Full file name, including path
- %p Current page number

The <u>Vertical Bar</u> character separates the headings and footings into text to be left justified, centered and right justified. Any text to the left of the first Vertical Bar will be left justified. Any text to the right of the first Vertical Bar will be Centered. Any text to the right of a second Vertical Bar will be right justified. The Vertical Bar must be separated by at least one space.

For example:

Left justified text | Centered text | Right justified text

will print

Left Justified text Centered text Right justified text

## Heading

A Heading is a line printed at the top of each page.

## Footing

A Footing is a line printed at the bottom of each page.

### Vertical Bar

A Vertical Bar is the character '|'.

## **Printer Setup**

The Printer Setup dialog allows you to select a printer (other than the default), change paper orientation, size and source. The Options... button will allow you to further configure your printer. The options available on Options... depends on the specific printer.

To modify the printer click on either the Default Printer or on the Specific Printer. If you select Specific Printer, a list of your installed printers will be displayed. Select one from the list.

To modify the paper orientation select either Landscape or Portrait.

To modify the Paper Size or Source click on the appropriate box. A list of the available sizes or source will be displayed. Select one from the list.

## Landscape



### Portrait



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			down the mouse

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(This section written by Paul Mayer, the author of GRAB Plus, and provided courtesy of the Association of Shareware Professionals.)

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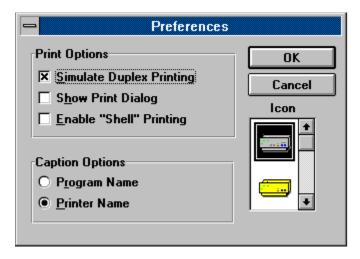
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also see Order Form

## **Preferences**

You can use the Preferences menu option to select several parameters for the program. Use the mouse to select items from the dialog below or from the list below.



## **Printing Options**

Simulate Duplex Printing
Shell Printing
Show Print Dialog

### **General Options**

<u>Set Program Icon</u> <u>Set Program Description</u>

## What's New in Version 2.0?





**Enhanced Installation** 

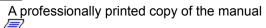


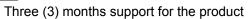
Removed Unnecessary Items from DDP Main Menu

# **Registration Benefits**

When you register your copy of Drag and Drop Printing you will receive the following benefits:









Notification of future releases / bug fixes



An introductory membership to CompuServe and a \$15 usage credit

## **Simulated Duplex Printing**

Duplex printing allows you to save paper by printing on both sides of the paper. Simulated duplex printing allows you to do <u>duplex printing</u> on printers that do not internally support duplex printing.

#### **Duplex Printers**

If you have a printer that internally supports duplex printing you must change the duplex printing option from the Printer Setup option. From the Printer Setup dialog box, choose the Options button. In the Duplex Printing group box, select the option you want to use. Choose the OK button and print as normal.

### Simplex Printers

Drag and Drop Printing implements duplex printing by first printing the odd pages, pausing to allow you to re-insert the pages and then printing the even pages. After the odd pages are printed a dialog will appear requesting you to re-insert the pages in the printer.

When the dialog appears you will need to re-order the paper and put it back into the printer. Depending on how your printer feeds paper you will have to turn the paper over and/or re-order the sheets of paper.

Experiment with duplex printing with a small file until you determine the correct method to put the pages back in the printer.

**Note:** Some printer manufactures recommend that you do not print on both sides of the paper. Please refer to your printer manual for more details.

Duplex printing is to print on both sides of the paper.

## **Shell Printing**

"Shell" printing allows you to print files created with your favorite programs to be printed easily by just dropping the file on top of the Drag and Drop Printing icon. This process of "Shell" printing is implemented in two phases. The first phase is when you install applications in Windows. As an option, applications may add information to a special Windows file call the "REGISTRATION DATABASE". The second phase is when you use the File Manager Associate command to associate a file extension with a program. Once this association is completed, Drag and Drop Printing can retrieve information about the application that is associated with the file and determine if the application can be run to print the file. If there is no program associated with the program then Drag and Drop Printing will just print the file as ASCII text.

## **Show Print Dialog**

You can use the Show Print Dialog option to determine if Drag and Drop Printing will show the Print Dialog before printing. The following options are available on the print dialog.

### Range Options

All This will print all pages of the file

Pages This option will only print the pages entered in the To and From edit boxes.

**Note:** You cannot use Pages when you have the <u>Simulated Duplex Printing</u> selected.

### **General Options**

Print to File This option will cause your file to be printed to a file rather than your printer. You

will be prompted for a file name when printing begins.

Setup This button will bring up the <u>Printer Setup</u> dialog.

# **Set Program Icon**

The Set Program Icon allows you to change the icon that is displayed when Drag and Drop Printing runs on your system. To change the icon scroll through the list and select the icon of your choice.

## **Set Program Description**

The Set Program Description allows you to change the description of the program when it is running under Windows. There are two options for the program description:

### Program Name

This option will display the program name (DDP v2.0) as the description of the program.

#### Printer Name

This option will display the printer and port name as the description of the program. The format of the description is 'printer name' on 'port name'. Printer name is the name of the printer when you installed the driver. Port Name is the name of the port that the printer is connected to. An example is 'HP LaserJet III' on 'LPT1:'

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