CA-RET Help Contents

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Cascade

Stacks all open CARET windows one behind the other.   CARET resizes and layers all open windows so that each title bar is visible.

Close All

Closes all CARET print preview windows.

Windows Menu

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Tile

Displays all open CARET windows next to   each other.   CARET moves and sizes all   open windows so that they are visible and   do not overlap.

Close

Ctrl+F4

Closes the Print Preview window and returns.

Print Report

Ctrl+Shift+F12

Prints the report.   When you select this command, CARET displays the Print dialog box.

Printer

Identifies the printer and printer port defined in your Windows environment

All

Prints the entire report.

Selection

Is a standard Microsoft Windows print   option that does not apply..

Pages

Prints a selected page range.   Enter the page to start printing from (the default is the start of the report) and the page to stop printing at (the default is the end of   the report).

Print Quality

Specifies the number of dots per inch to use when printing.   For more information about print quality, see the documentation provided with your printer.

Print to File

Prints the report to a file.   When you turn on this option, CARET displays this dialog box when you select OK.

Enter any valid name for the output file.

Setup

Displays the Printer Setup dialog box,   allowing you to set up or modify your printer settings.

Copies

Specifies the number of copies of the report to print.   The default is 1.

Printer Set Up

Sets or modifies your printer settings.   When you select this command, CARET   displays a dialog box that indicates the   printer that is currently selected under the   Windows environment.   It allows you to   select additional printer options, such as   orientation, paper format, and print   quality.

For information about these settings,   refer to your Microsoft Windows   documentation.

Export To File

Runs the report and puts the output in a   Rich Text Format (.RTF) or ASCII (.TXT) file.   When you select this command,   CARET displays the Export Report to   File dialog box.

File Name

Enter or select the name of the file in   which to export the report.   Save File as Type Displays the type of files currently listed   in the File Name combo box.   The   options are Rich Text Format (*.RTF)   and ASCII (*.TXT) files.

Directories

Displays the current path and all available directories.   Select a directory to display or select from other available subdirectories.

Drives

Displays the current drive.   Click a drive displayed in the drop-down list box to select it.

Exit

Alt+F4

Exits CARET and returns.

File Menu

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Print Report
Printer Set Up
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Normal

Scales the screen report image to full size.

Page View

Displays the report page layout, scaled to   the size of the window (maximum reduction to 25% of window size).

Center Page

Adjusts the screen scrolling position so that the report is centered horizontally in the definition window.

First Page

Ctrl+Home

Re-reads the report and displays the first page of the report.

Last Page

Ctrl+End

Re-reads the report and displays the last page of the report.

Next Page

Ctrl+PgDn

Displays the next page of the report.

View Menu

Normal
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Page Size Does Not Match

Problem

The page height and width defined for the printer does not match the height and width of the   report definition.

Solution

Select Yes to have CA-RET adjust the report definition to match the printer.   Select No to ignore the discrepancy.   If the printer page size is wrong, you can change it using Printer Setup from the File menu.   Non-printable area changes are only relevant for some printers and then only for some reports.