

**Standalone mode:  
Main Tab**

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Click here for Printing mode browse group:    @Printing mode@

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## **HOTSPOTS FOR TESTING: R-click Help**

While printing: prtq status Help button

Print Preview Help button

## **STANDALONE AND PRINTING MODES**

### **Main Tab**

#### **Printing Options tab**

Cut marks

Second side instructions

Assembly instructions

What to Do Next

#### **Modify Layout tab**

Modify Layout tab

Layout

Save as

Save

Abandon Changes

# Across, # Down

@Mini-pages: Landscape/Portrait@

Width, Height

Page Ordering (folded/cut/sequential)

Standard/Flip book

Single-sided/double

Scaling

Binding space

Top margin

Left margin

Sheet size

Sheet orientation

@Special paper@

Inches/cm

@Show layout@

#### **List Management tab**

List Management tab

Layout list (mention reordering)

Delete

Rename

Hide

Unhide

#### **Help tab**

Help tab

Help Contents

Help Index

Assoc'd Topics

What to Do Next

## **STANDALONE ONLY**

### **Main tab**

Main tab (welcome)

Exit

#### **Printing Options tab**

Printing Options tab

**Modify Layout tab**

**List Management tab**

**Printer Setup tab**

Printer Setup tab

Printer to Set Up

Printer Setup button

**Help tab**

## **PRINTING ONLY**

**Main tab**

Main tab (printing stuff)

Print button

Cancel (on Main tab)

Cancel (on popup menu)

Print (on popup menu)

Return (on popup menu)

Layout picture (incl Bk View, Layout View)

Layout (list)

Printing to

Printing Status

Print Preview

While printing

**Printing Options tab**

Printing Options tab

Number of Copies

**Modify Layout tab**

**List Management tab**

**Help tab**

**Exit**

Quits ClickBook.

## Layout

The selected layout, shown in the picture, determines how your document will print. As you select different layouts, the picture changes.

A layout is a specification of many settings, which you can see by going to the **Modify Layout** tab. An important setting is the **Clickbook Style**, which is indicated in some layout names:

- "Tiled" designates a tiled layout: designed for no cutting.
- "Cut" designates a cut-book layout: designed to be cut and bound as a book.
- "Folded" designates a folded-book layout: designed to be folded and stapled.
- "Tri-Fold" and "Tri-Flip" are brochure layouts: a single sheet, meant to be folded twice, forming three panels.

For much more information about layouts, go to the **Help** tab.

**Layout picture**

Shows the currently selected layout. Clicking repeatedly on the picture cycles through all the layouts.

The picture shows how many pages are printed on one paper sheet and how they are arranged and numbered. (The pagination shown is for a document that fills only one sheet. Your printout may be different.)

Dashed lines show where to cut, and dotted lines where to fold.

**What to do next**

Offers suggestions for how to proceed. For complete information about using ClickBook, go to the **Help** tab.

**Main tab**

Introduction to ClickBook, plus option to **Exit** ClickBook.



**Modify Layout tab**

Offers options to create and modify layouts.

**List Management tab**

Offers options for managing the list of layout names on other tabs.

**Layout list**

Shows all the layouts in your system, whether hidden or not. Hidden layouts are shown here as dimmed.

Select a layout in the list, and then choose whether to rename, hide/show, or delete it.

**Delete**

Permanently deletes a layout from your system. Choose **Hidden** instead if you don't want the layout now but might want to use it again someday.

**Rename as:**

Enables you to enter a new name for the layout. Note that layout names can be much longer than filenames.

**Hidden**

Makes a layout 'invisible' in the layout list on other tabs. You can make it visible again by choosing **Shown**.

**Shown**

Makes a hidden layout visible again in the layout list on other tabs.

**Printing Options tab**

Offers options to change global settings, that is, options that apply to ClickBook generally rather than to a specific layout.



### **Printing Options tab**

Offers options to change global settings (those that apply to ClickBook generally rather than to a specific layout), *plus* **Number of copies** to print of this print job.

**Help tab**

Offers complete information about using ClickBook. You can choose a category of Help or a specific topic, or browse through the text.

Standalone:

Printing Options tab

**Print cut marks**

If on, each printout that requires cutting will include marks to indicate the location and order of the cuts.

**Print second side instructions**

If on, double-sided printouts will include an instruction sheet that tells you how to reinsert the printout stack before printing the second sides.

**Print assembly instructions**

If on, each printout that requires cutting will include an instruction sheet that shows how to cut and assemble the book.

Standalone:

Modify Layout tab

## Layout

Shows the layout to be modified. Select the layout you want to change *before* changing any settings.

To create a new layout, select a layout close to what you want, and then modify settings and save it with a new name. You can modify any or all of the settings, so the choice of which layout to start from makes no difference except convenience.



**Save**

Saves the layout as changed, using the name in **Save as**.

**Abandon Changes**

Restores the selected layout to the settings it was last saved with.

**Save as:**

The name the changed layout will be saved with. If you keep the original name, the original layout will be overwritten when you click **Save**. If you change the name, saving will create a new layout and preserve the original.

### **Mini-Pages on Sheet**

How many mini-pages to print on one sheet of paper, given as the number of mini-pages **Across** and the number of mini-pages **Down**.

If you specify these, ClickBook will calculate the size of each mini-page. You can then decrease the size, if you wish, by turning on **Use Absolute Dimensions** and then setting **Width** and **Height**.

### **Use Absolute Dimensions**

Turn *on* this option if you wish to specify the actual **Width** and **Height** of a custom mini-page (final clickbook page) size. When it is *off*, ClickBook sets **Width** and **Height** to the maximum size that will fit on the paper.

**Width, Height**

The dimensions of each mini-page. ClickBook calculates these automatically to the maximum size that will fit on the sheet of paper. You can decrease these after turning on **Use Absolute Dimensions**, for example to match a custom page size exactly.

### **Sheet Orientation**

Orientation of the sheet of paper. This is independent of the mini-page orientation. To see what **Portrait** and **Landscape** mean, click on each in turn and watch the layout picture.

### **Clickbook Style**

The four basic types of clickbooks (ClickBook printouts). Choose **Folded Book** if you will fold between facing pages (for thin, usually stapled books). Choose **Cut Book** if you will cut between facing pages before binding (for example, to punch holes and use a ring or spiral binding).

Choose **Tiled** if you wish to print several mini-pages to a sheet but not to cut the sheets. Choose **Tri-fold** for a single-sheet brochure, to be folded twice, making three panels.



**Binding Orientation**

Choose **Standard** if you will bind the book on the left (and turn the pages in normal book fashion), and **Flip** if you will bind it on top (and flip the pages up).

### **Print Sides**

Choose whether to print one or both sides of the paper. In **Double-sided** printing, ClickBook will print one side, then instruct you how to reinsert the paper, and then print all the second sides.

*Note: **Single-sided** printing is not available for all types of layouts. If unavailable for the currently selected layout, it's displayed as dimmed.*

## Scaling

Choose **Auto-scale** to let ClickBook decide how to shrink your document's pages to fit on the mini-pages. Choose **Preserve shape** to shrink proportionally, in order not to distort the shape of graphics or fonts.

Choose **No scaling** if you have prepared your document at exactly the size you want it to print. In this case, you must make certain that the mini-page size accommodates the page size as defined in your application program.

### **Binding margin**

This is extra white space, in addition to standard margins, at the page edges where you will bind the book. (Also known as a "gutter".) The space will be added on the appropriate side of each page, according to whether it's a **Folded** or **Cut book**, and whether **Normal** or **Flip**.

**Left/right margin**

The size of ClickBook margins on the left and right sides of the mini-pages. These are in addition to the margins you set in your application program -- but remember that those margins will shrink as ClickBook shrinks the pages to fit several to a sheet of paper.

**Top/bottom margin**

The size of ClickBook margins on the top and bottom of the mini-pages. These are in addition to the margins you set in your application program -- but remember that those margins will shrink as ClickBook shrinks the pages to fit several to a sheet of paper.

### Paper Size

The size of the paper you'll use with this layout. The **Width** and **Height** of the currently selected paper size are shown for your information, but you cannot reset them.

## Units

The unit of measure for numeric settings on this tab, namely, mini-page dimensions and margins.



**Layout picture**

Shows the currently selected layout. Clicking repeatedly on the picture cycles through all the layouts.

The picture shows how many pages are printed on one paper sheet and how they are arranged and numbered. (The pagination shown is for a document that fills only one sheet. Your printout may be different.)

Dashed lines show where to cut, and dotted lines where to fold.

Standalone:

Printer Setup tab

**Printer Setup tab**

Run **Printer Setup** to set up an additional printer for use with ClickBook, or to set up a ClickBook printer again if it is not printing properly.

**Printer to Set Up**

Select the printer you wish to **Run Printer Setup** on. Printer Setup will create (or modify) the ClickBook version of that printer driver.

### **Run Printer Setup**

Analyzes your printer through a print exercise. This gives ClickBook information about your printer that is necessary for double-sided printing. Run **Printer Setup** if there's no ClickBook driver for that printer, or if printouts are coming out "double-exposed" or upside-down.

Standalone:

Help tab

## **Help Contents**

Lets you choose a category of Help information. This will cause either another menu or a Help topic to display.

If you have a specific topic in mind, use the **Help Index** instead. It allows you to find Help by keywords or phrases and topic titles.

## **Help Index**

Offers key words and phrases you can look up to find the Help topic you need. Browse through them and single-click on a keyword to see its **Associated Topics**. Double-clicking on the keyword goes to the first associated topic listed.

You can go to any topic listed in the **Associated Topics** box by double-clicking on it.



### **Associated Topics**

Lists topics relating to the currently selected keyword. Double-click any **Associated Topic** to go to it.

**What to do next**

Offers suggestions for how to proceed.

Print mode:

Main tab

**Main tab**

Offers options to select a layout and print the current print job using the selected layout, and other related options.

**Printing to:**

Shows the printer selected in your application program. If it's not the one you wish to print to, you must cancel the print job and then, in your application, select the desired printer and give the print command again.

### **Printing Status**

Advises you of the progress of the printing job.

Before you begin printing, it indicates how many pages of your document have been received from the application program. Click the **Print** button whenever you are ready. You don't need to wait for all the pages to be received.

**Print**

Begins formatting your print job according to the selected layout and sending it to the printer.

Click the **Print** button when all ClickBook settings are as you want them and you are ready to begin printing the current document. Especially be sure that you have selected the layout you wish to use.

**Print Preview**

Shows generally how your document will look when printed in the layout currently selected.



## Help

Provides information about using **Print Preview**.

**Front/Back**

Indicates which side of the printout is currently shown. Changing between **Front** and **Back** flips the sheet over and shows the other side.

**Next**

Displays the same side of the next sheet.

If you're looking at the front side, click **Back** to see the back of the current sheet.

**Previous**

Displays the same side of the previous sheet.

If you're looking at the back, click **Front** to see the front of the current sheet.

**Last**

Jumps to the last sheet of the printout. Note: If the **Front** side is currently displayed and you want to see the back of the last sheet, you must click **Last**, and then **Back** .

**First**

Jumps to the first sheet of the printout. Note: If the **Back** side is currently displayed and you want to see the front of the first sheet, you must click **First** and then **Front**.

**Return**

Exits the **Print Preview** and returns to the **Main** tab of ClickBook.

**Print**

Click **Print** if you're ready to begin printing.



**Cancel**

Offers alternatives in case you don't want to print right now, or don't want to use a ClickBook layout.

**Cancel**

Cancels the print job and returns to your application program.

**Print**

Prints as though you had printed directly from your application -- *not* in a ClickBook layout.

**Return**

Exits the **Cancel** menu, returning to ClickBook's **Main** tab.

Print mode: Printing Options

**Number of copies**

If you wish to print multiple identical printouts, set the desired number.

Wait till the first sides of *all* copies have printed before removing and reinserting the printout stack. There will be just one instruction sheet. Handle the stack as a single printout.

When *all* second sides are done, separate the copies and then cut and assemble each individually.

Print mode:

Layout options

Print mode:

Printing options



Print mode:

Help tab

[Blank Page]

### What to do next

1. In the list below the layout picture, select the layout to modify. To create a new layout, select an existing one that's similar to what you want.
2. If you don't want to overwrite the original layout, enter a new name in the **Save as:** box.
3. Make the changes you want. Right-click on any option for information about it.  
To see the effect of changing any setting, watch the layout picture as you change the setting.
4. When you're done, click either **Save** or **Abandon Changes**.

## What to do next

There are two ways to find information in Help:

- To choose a major Help category, click on it in the **Help Contents** box.
- To choose a specific Help topic, click on a pertinent word or phrase in the **Help Index**. Then double-click on the desired topic in the **Associated Topics** box.

After you choose a Help topic, the Help window will appear. *To return to ClickBook* from there, choose the **Exit** option from the **File** menu.

## What to do next

*Explore ClickBook.* Help is available in several places:

- Right-click on any box or button, etc., for information about it, and
- Read the one-line description at the bottom of the ClickBook window.
- Go to the **Help** tab for the complete Help system.

*Use ClickBook:*

- To print, choose a layout for your printout, and then click **Print**.
- If you didn't want ClickBook for this print job, click **Cancel**.
- To create or modify layouts, go to the **Modify Layout** tab.
- To change global settings or print multiple copies, go to the **Printing Options** tab.

## Previewing a printout

**Print Preview** is not accurate in every detail, and your printout will look better than the preview. Use your application program's print preview to view each (mini-)page in detail. Use ClickBook's to see generally how the printed sheets will look, including: how the mini-pages are positioned, the relative sizes of margins and data, how many sheets will print, and how many blank mini-pages will be printed at the end.

Choose **Front** or **Back** to flip the sheet over and see the other side.

Click **Next** or **Previous** to see the next or previous sheet. Note that **Print Preview** shows printed sheets. So if you want to look at the mini-pages in order, you may have to alternately click **Next** and switch between front and back sides.

Click **Last** or **First** as shortcuts to go to the last or first sheet.

Click **Return** to exit **Print Preview** and return to the **Main** tab of ClickBook.

Click **Print** if you're ready to begin printing.

### **Important tips for preparing to print the second side**

- Be sure that all pages of the first side have printed before removing the printout stack.
  
- Remove the printout stack from the printer without rearranging the pages. Make certain, if any other print jobs were sent to this printer, that you are holding only your intended printout. If you're on a network and the printer prints an extraneous separator sheet between printouts, throw out that sheet.
- Turn the stack over if necessary to find the instruction sheet. Read the instruction sheet without lifting it off the stack.
  
- If you're sharing a network printer: Before reloading your printout stack into the printer, you must assure that your second-side job will print next. Do this through your network software, by talking with all other users, or by being the sole user on the network.
  
- Reinsert the stack with the instruction sheet still on it.
- If your printer puts out an extraneous sheet before each print job (e.g. printout separator sheets on network printer), place a blank sheet on top after reinserting the stack.
- If the printer went off-line when you reinserted the stack, turn it back on-line.

### **Print Second Side**

After the last page of the first side has printed, and you've reloaded the printout stack into the printer according to the instructions, and the printer is ready to print... then click **Print Second Side** to begin printing the back side.



**Help**

Gives important tips to ensure that the back side of your printout is printed correctly.

**Cancel**

Cancels the print job!

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