Index of Help Topics

Registration Information

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What is WOPR 2x4?

Two-by-Four or **2 X 4** is a Word 6.0 macro add-in with several multi-page printing features worth crowing about. **WOPR 2 X 4** implements Duplex, 2Up, 4Up, TriFold Pamphlet, Greeting Cards, Thumbnails and Booklet printing. The multi-path printing options in **2 X 4** can save you reams of paper and there's even an option to save toner. You can save 25, 50 or 75 percent of the toner a regular document page would require.

Unlike a Wizard where you would have to start from scratch with a blank document and compose your thoughts as you go along, TwoByFour always works with an existing document that you have already written.

If **2 X 4** needs to reformat something, **2 X 4** will make a temporary copy of your original, shuffle things around, and then delete the temporary copy when everything has been printed. The beauty of this approach is that **2 X 4** never touches your document (in other words, no worries).

The **2 X 4** add-in began as a duplex-printing macro and over time has evolved into what you see today. If you have anything you'd like to see in **2 X 4**, just drop us a line. Don't be bashful.

Where's the Manual?

In order to do our bit for the Ecology the Manual with this version is not on paper but on disk. You will find it in the file 2X4DOCS.DOC. You can of course print it out yourself - perhaps even use 2x4 to make it into a booklet...

Installing 2x4

You install **2 X 4** using 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!

1. Open WOPRINST.DOC (*the WOPR Installer*) and double-click on the sentence at the top of the document.

2. Select **Two-By-Four 6.0** from the list box of WOPR utilities and click the Install button.

3. Choose whether to install the **Two-By-Four** toolbar button and click the OK button.

4. That will bring you to the initial installation dialog box of **2 X 4** Installer. Choose the OK button to continue.

5. The **2 X 4** Installer will prompt you for a working directory. The default directory is \2X4 off of your \ WinWord local directory. Accept the path suggestion or type a new path and click the OK button.

6. The language you are using will be determined and the local translations of words **2 x 4** needs will be saved.

6. Next you will be taken to the Customizer

7. When you return the Installation will be wrapped up and everything will be ready to run.

After you've finished installing **WOPR** utilities, choose **TwoByFour6** from the File menu to start using **2 X 4**. Even more simple - click on the SmileyFace button that **2 X 4** added to your **WOPR** ToolBar. To recustomize **2 X 4** at any time, simply choose **TwoByFour6** from the File menu and click the Customize button.

If you clobber the **TwoByFour** macro, just re-install. It takes a few minutes, but **2 X 4** is smart enough to get everything squared away and clean up after itself.

Removing 2 X 4 from your System

If you need to uninstall **2 X 4** or any other **WOPR** utilities, open the WOPRINST.DOC file, select the utility to remove and click the Uninstall button.

Duplex printing

Duplex printing is simply 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. 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, except the odd pages are printed on the front of each sheet and even pages on the back. **2 X 4** gets the sequencing right so your document comes off the printer properly collated, ready to rush to the boss.

1. From the File menu, choose **TwoByFour6**.

2. In the **Two-By-Four 6.0** dialog, choose Duplex from the group of layout options.

3. At the bottom of the dialog choose the folding/binding location. Choose from either Side or Top (i.e. choose Side for vertical pages).

4. Click the OK button.

5. In the **How to Print?** dialog, select the appropriate print options and choose the OK button.

For those who have printers capable of duplex printing, **2 X 4** can print both sides of the page without requiring you to touch the printer (**2 X 4** is smart enough to switch the printer into Duplex mode).

What, you don't have a duplex printer? Not to worry. 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   the OK button, and try to keep from grinning as your document emerges - properly collated, in the output tray of your printer.

2-Up Page Printing

2-Up is essentially the same as <u>4-Up printing</u> but only one side of each sheet is used. It's an important option if your printer has a bad habit of eating paper that's been fed through twice.

4-Up page printing

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, or 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....

1. From the File menu, choose TwoByFour6.

2. In the Two-By-Four 6.0 dialog, choose 4-Up from the group of layout options.

3. At the bottom of the dialog choose the folding/binding location. Choose from either Side or Top (i.e. choose Side for vertical pages).

4. Click the OK button.

5. Select a <u>Paper Size</u> by clicking on the appropriate button (Letter, A4, Legal, Executive, and Custom).

6. **2 X 4** proposes some minimum margins settings (the closest you can print to the edge of the page). You can accept these values or enter your own margins.

7. Choose to shrink fonts, graphics, indents, frames, tables, and/or tabs.

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. **2 X 4** runs through and deletes all the hard page breaks and section breaks, replacing them with column breaks. And your precious headers and footers are deleted. To partially compensate for this rudeness, **2 X 4** does let you construct custom headers and footers (see step 10).

8. Now, **2 X 4** prepares the document to your exact specifications. This may take some time so hold on (Word can be minimized so that you don't have to watch **2 X 4** work).

9. A message box appears letting you know that you can now make final adjustments to the document. Once you are happy with the formatting, click the **RETURN to 2X4** button in the upper left.

10. You are asked what number to start page numbering at and prompted for header/footer text.

11. In the **How to Print?** dialog, select the appropriate print options and choose the OK button.

And that's all there is to it. The incredible shrinking machine laid to rest, **2 X 4** prints your document, then deletes the working copy (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), Word for Windows 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, if you format your original document with any hard font that your printer (or its cartridges) can handle. If you have an LaserJet 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** may 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!)

Booklet Printing

This is essentially the same technique as used for 4-Up printing except that the pages are pasted up in correct booklet order before the rotating operation Then the page numbers and headers/footers are added. 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 inch and height 8.5 inch, Portrait. You can use paper of ANY size including Custom. Set up the margins exactly as you want them to look on each mini "page" in 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 fonts, graphics, tables, frames, even indents and tabs. You'll be told when and how to <u>turn</u> the paper over and finally you simply fold the whole stack down the middle, staple or stitch down the center, and presto, you have a half-size booklet.

See the <u>4-Up Printing</u> steps for more information (substitute Booklet for 4-Up in step 2).

When the **2 X 4** macro pauses (step 9 of 4-Up printing), carefully look over the document that **2 X 4** prepared 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. By pausing at this point, **2 X 4** makes it easy to adjust complicated documents. Once you are happy with the formatting, click the **RETURN to 2X4** button in the upper left.

The **How to Print** dialog includes an option to save a formatted copy of the document. Mark this option so that you can edit and tweak things to your satisfaction before printing. If you later need to print the saved copy, you can open the saved file and choose **TwoByFour6** from the File menu (during installation **2 X 4** prompts you for a file storage location: \WinWord\2X4 is the proposed location. This is the directory where your saved **2 X 4** files are stored. The file name for the files will be the name of your document with a file extension indicating the type of **2 X 4** document. For example, TEST.4UP is the 4UP version of the TEST document).

Booklet Hints

Technical notes:

Set up your original document (before starting 2x4) with the measurements you want for each mini half-size "page" of your booklet. For example if you are going to use letter size paper and fold it in half, then the page setup you want will be 5.5 inch width and 8.5 inch height, Portrait. Set your original document up this way and give it the margins you want each virtual "page" of your booklet to have. For example 1 inch top and bottom and 0.5 inch left and right.

Position your Frames **relative to column** instead of relative to page. and do nor have a frame as the very first thing on any page - insert a paragraph mark before it if you need to.

Do not use Multiple columns in your original document. For the look of multiple columns use a Table instead.

All your Footnotes will be moved to the end of the document because the pages are rearranged and the numbering would be wrong otherwise.

Don't set up your document for Facing Pages OR for Multiple Headers and Footers.

Don't set up Page Numbering in your original document. You will be given an opportunity to add them during the processing.

2 X 4 can only grab the   plain 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 using the **print a saved copy** option.

Squished Booklets

If you liked the ol' squished booklets that previous versions of **2 X 4** created or would like to save paper, you can use the **TwoByFour** Booklet option as usual and choose to shrink fonts, graphics, indents, frames, tables or tabs. Alternatively, 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 Thumbnails options.

Ideas

You can make greetings cards, place cards, gift tags, even a thicker card cover for your Booklets.

Because you can start page numbering at any number, you can make a fatter book by doing it in several sections. Start the numbering of the second folio with the number after the last page of the first - and so on. Fold each batch seperately. When they are all done you can then stack them (some people call this **perfect binding**) and make a cover to go over the whole thing.

Pamphlets

1. In a new document, 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.

2. From the File menu, choose **TwoByFour6**.

3. In the **Two-By-Four 6.0** dialog, choose Pamphlet from the group of layout options.

4. At the bottom of the dialog choose the folding/binding location. Choose from either Side or Top and click the OK button.

5. Select a Paper Size by clicking on the appropriate button (Letter, A4, Legal, Executive, and Custom).

6. **2 X 4** proposes some minimum margins settings (the closest you can print to the edge of the page). You can accept these values or enter your own margins.

7. Choose to shrink fonts, graphics, indents, frames, tables, and/or tabs.

8. You can edit or reformat the document text if needed, and then click the **RETURN to 2X4** button in the upper left.

9. Choose the OK button to continue processing.

10. Choose whether you would like to include page numbers and whether to put foldmarks inside, outside or not at all.

11. In the **How to Print?** dialog, select the appropriate print options and choose the OK button.

12. **2 X 4** lets you stay and watch the processing or have **2 X 4** shrink into the background so that you can continue working in Microsoft Windows.

If you are using a duplex capable printer, the pamphlet text is printed on both sides of the page. If you are not using a duplex capable printer, **2 X 4** will pause and show you how to feed the printed page through the printer a second time.

Greeting Cards

With this option you can make four-fold cards such as Christmas and Birthday cards.

1. In a new document, type your greeting card text. The document should include a maximum of four pages (one page for each card page). Insert a new page break to separate the document/card pages.

2. From the File menu, choose **TwoByFour6**.

3. In the **Two-By-Four 6.0** dialog, choose Greetings from the group of layout options and click the OK button.

4. Select a <u>Paper Size</u> by clicking on the appropriate button (Letter, A4, Legal, Executive, and Custom).

5. **2 X 4** proposes some minimum margins settings (the closest you can print to the edge of the page). You can accept these values or enter your own margins.

6. Next a message box appears indicating a pause in the macro. You can edit or reformat the document text if needed, and then click the **RETURN to 2X4** button in the upper left.

7. Choose the OK button to Continue Processing.

8. Choose which way the card will fold: top or side.

9. Hold on while **2 X 4** rearranges the document text to appear on the same document page. Click the **RETURN to 2X4** button in the upper left to continue processing.

10. Choose the appropriate print options and click the OK button.

WOPR 2 X 4 prints the greeting card. Remove the document page and fold the page to create the greeting card.

Thumbnails

For those of you who are really into saving paper, **2 X 4** has 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. Choose to Duplex print the pages and double the space is saved.

1. From the File menu, choose **TwoByFour6**.

2. In the **Two-By-Four 6.0** dialog, select 2, 4, 8, 16, or 25 from the Thumbnails box. Mark the Both Sides check box if you want to print the thumbnails on both sides of the pages. Mark the Borders check box if you want a border around each thumbnail. Choose the OK button.

3. In the How to Print dialog, select the appropriate options and choose the OK button.

Two-By-Four always assembles the Thumbnails on a page the same Page 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 format the finished document to the size you want and then rearrange your thumbnail graphics to fit the new size before printing.

Be warned that your printer may not be able to handle a lot of Thumbnails.
For details see:Limitations of WOPR 2x4

Registration Information

The WOPR 2 X 4 add-in is just a small part of Woody's Office POWER Pack product or WOPR for short. WOPR (pronounced as *whopper*) includes a collection of Word for Windows macros and add-ins such as Enveloper, Two by Four (2 X 4), File New, WOPR File Manager and TBEdit. WOPR 6.0 is brought to you by Pinecliffe International and can be yours for the low, low price of $49.95 plus a $4.50 shipping and handling charge ($9.50 outside the USA). Registered users of WOPR 2.0 can update to WOPR 6.0 for $24.95.

Benefits for registering the WOPR product include the following:

A diskette with the latest versions of the WOPR 6.0 macros and add-ins without any pesky nag screens.

Getting Started Newsletter

On-disk User's Manual.

Enveloper cheat sheet to keep envelopes from wrinkling.

Full source code for WordBasic routines.

Product Support via CompuServe (GO WOPR) or the telephone (314 965-5630).

Personal Help from the author of 2X4   - contact Eileen Wharmby on Compuserve 71320,147

Discounts on autographed books from WOPR contributors Woody Leonhard, Vince Chen, Lee Hudspeth, Scott Krueger and Jim Lee.

Offbeat WOPR goodies catalog offering unique WOPR baseball caps and our WOPR Power Putty hand exerciser.

Discounts on other fine Word for Windows add-ons, including PRIME, WinBreak PRO, FileWare and others.

Our internationally famous guarantee: If WOPR ever fails to live up to your expectations -- doesn't matter what you expected, or why -- simply return it to us and tell us how much you paid. You will received a full refund, immediately. Period.

and most importantly, our sincere thanks for making all of this possible.

To order WOPR call 1-800-659-4696 or 1-314-965-5630 if you reside outside of the United States.

Site licenses and discounts for multiple product purchases (i.e. 10+ units) are available for WOPR 6.0. Call one of the above phone numbers for more information.

Limitations of 2x4

2 X 4 isn't perfect. But what is? Here are some of the known limitations and problems, and a few suggestions for making things work better:

Printer Limitations

Precautions have to be taken to use 2x4 with the <u>Windows Printing System</u>

This may be also 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. The simplest solution 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 LaserJet upgrades, and it'll be cheaper by the time you read this.

You may find too that if you have very densely packed pages and use the 16 or 25 Thumbnails options, your printer may not be able to process the information quickly enough to keep up with the speed of the paper passing through the printer. Your printer will scream Error 21 and refuse to play. There is nothing that can be done in this case except put fewer Thumbnails on your page. Sorry.

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.

Windows Priority Limitations

This is probably the most frustrating part of using **2 X 4**. We've figured out how to shrink **2 X 4** into the background if you choose, 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!).

You can help improve Word for Windows printing 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.

If you choose to have **2 X 4** shrink in the background during printing, a Word message box will not appear. If you have another application maximized (i.e., hogging the whole screen), Word demurely sits in the background and waits for you to summon it. Ho-hum. You only have two choices: keep checking the Word icon, and click on it when it starts blinking (Word's way of saying Feed Me!); or keep an eye on your printer, and resuscitate Word with a 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......

Customizing 2x4

A series of dialogs allows you to customize **2 X 4**. These settings can be easily changed at any time by simply clicking the Customize button in the main **2 X 4** dialog.

1. **Customizer Screen**

   PaperFeed. Depending upon how paper is handled by your printer, select an option from the <u>How does your Printer feed the Paper</u> box.

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

   Shrink into the Background. This option will save you from watching **2 X 4** do its thing. If you'd like to watch **2 X 4**, choose the Never or Ask each time option.

   Dual Feed. This check box is for those people who wish to do the first run from the lower paper cassette and the second run (the other side) from the MultiPurpose tray.

2. **TonerSaver**. Next, the **2 X 4** Installer asks if your printer can print shades of gray. Select Yes, No or Test Printer if you aren't sure.

3. **Minimum Margin**. Finally, a dialog appears with a suggested minimum margin setting. Accept the value or edit it to whatever is appropriate for your printer driver. **2 X 4** gives you complete control over your margins but this minimum setting will be remembered and if you enter anything below it when preparing a document, the value will be adjusted to your chosen minimum.

PaperFeed Options

When you are asked **How does your Printer feed the Paper** there are several options to choose from. When you click on an option a picture showing the feed sequence for that option will be displayed.

OPTION 0

The original LJ and similar printers use this sequence.
The paper is printed on the TopSide as it goes in and comes out with the printed side Up.
Even pages are printed first in Reverse order.
You <u>turn</u> the stack of paper over. A diagram will be displayed showing you how to put it back into the IN Tray.
On the second trip through the printer the Odd pages are printed in Reverse order.

OPTION 1

Some printers similar to the LJ II, III and IV use this sequence. (See also Option 2)
The paper is printed on the TopSide as it goes in and comes out with the printed side Down.
Even pages are printed first in Reverse order.
You turn the stack of paper. A diagram will be displayed showing you how to put it back into the IN Tray.
On the second trip through the printer the Odd pages are printed in Normal order.

OPTION 1 with DUAL FEED

By checking the Dual Feed box, Option 1 can also be used by printers with a MultiPurpose Tray   and an optional Lower Drawer to take the paper from the Lower Tray for the first pass and from the MP Tray for the second.
The paper is printed on the TopSide as it goes in from the Lower Drawer and comes out printed side Down.
Even pages are printed first in Normal order.
You put the stack back this time into the MultiPurpose Tray as shown in the diagram.
On the second trip through the printer the Odd pages are printed in Normal order.

OPTION 2

Some Printers similar to the LJ II, III and IV use this alternative sequence.
The paper is printed on the UnderSide as it goes in and comes out with the printed side Down.
Even pages are printed first in Normal order.
You turn the stack of paper. A diagram will be displayed showing you how to put it back into the IN Tray.
On the second trip through the printer the Odd pages are printed in Normal order.

OPTION 3

Printers similar to the DeskJet use this sequence.
The paper is printed on the UnderSide as it goes in and comes out with the printed side Up.
Even pages are printed first in Normal order.
You turn the stack of paper. A diagram will be displayed showing you how to put it back into the IN Tray.
On the second trip through the printer the Odd pages are printed in Reverse order.

OPTION 4

Printers such as a DotMatrix   with tractor or continuous form feed use this sequence.
The paper is printed on the TopSide as it goes in and comes out with the printed side Up.
Even pages are printed first in Normal order.
You tear the paper off. A diagram will be displayed showing you how to put it back into the printer.
On the second trip through the printer the Odd pages are printed in Reverse order.

DotMatrix type printers with Cut Sheet Feeder

Assuming that your printer prints on the top side of the paper as it goes in and deposits the finished page still printed side on top, then you can still choose Option 4. All the even pages will go through the printer in normal order and you'll end up will a stack, printed side up, with the last even page on top. Ignore the picture of continuous feed paper and turn the whole stack over and start feeding again. (Make sure the top margin of the pages is still at the top.) This time the odd pages will be printed, in reverse order so that the last odd page goes on the back of the last even page (which will be fed first) and you'll end up with

Page 1 on top of the newly printed second stack. (If your printer doesn't handle the paper this way then have a look at Option 0 and see if that works better for you.)

OPTION 5

Duplex Printers which print on both sides of the paper at the same time use this option.
If you select this option you are taken to a further screen where codes to put your printer into Duplex mode are shown. If your codes are different you may enter them here.

Odd and Even Options

On the right of the Main screen are listed 4 single pass options that allow you to print all the Odd pages or all the Even pages in your document in Normal order or in Reverse order with one single button click instead of wading your way through all the steps involved otherwise.

These options can also be used if you wish to stagger a printing job when your time and access to the printer may be limited.

Staggering a Print Job.

For example if you have a saved Booklet and chose Option 1 but you only have time to print half of the job, simply refer to the Help on   Paper Feed Options. Make a note - Option 1 prints the Even Pages in Reverse order first and then after turning the stack over, it prints the Odd pages in Normal order.   So... You can print the first part of your job by hitting the Even Pages / Reverse Order button. You can then go off and have lunch. Later, whenever you're ready, you reload the stack and hit the Odd Pages / Normal Order button.

Paper Sizes

2x4 works with the exact paper size you tell it.

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.

Windows Printing System

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
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. TwoByFour checks to see if you are using WPS and will disable the animated graphic display until you are finished with 2x4. It then switches it back on again, if that is how you had it.

Turning the Paper
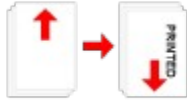
 TwoByFour pauses when it has finished printing the 1st side of all the pages and shows you how to turn the paper and put it back ready to print the other side. The left of the diagram shows how the stack looks after coming out of the printer. The arrow points to the top. If your printer deposits the paper printed-side up then the word PRINTED will be shown in the same orientation as the print. If the paper comes out with the blank side on top, then there will be no word. You pick up the whole stack and turn it so it looks like the right of the diagram. If the printing should be on top, the word PRINTED will shown. If the arrow now points down you should rotate the stack so that what was the top, as shown on the left, now goes to the bottom.