

**Printing**

<b>COLLABORATORS</b>
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	<i>TITLE :</i> Printing		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
WRITTEN BY		December 2, 2024	

<b>REVISION HISTORY</b>
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NUMBER	DATE	DESCRIPTION	NAME

# Contents

<b>1</b>	<b>Printing</b>	<b>1</b>
1.1	Printing Files . . . . .	1
1.2	Printing Files . . . . .	1
1.3	Printing Files . . . . .	2
1.4	Printing Files . . . . .	3
1.5	Printing Files . . . . .	3

# Chapter 1

## Printing

### 1.1 Printing Files

#### CONTENTS

The first time you print, you will need to make sure that Wordworth and your printer are set up correctly.

Setting Up Your Printer

Once setup, the document can be printed in different ways:

Printing Your Document  
Mail Merging Documents

### 1.2 Printing Files

#### Setting Up Your Printer

The "Print Setup" requester is used to configure the settings for your printer, including the printer driver used by Wordworth when printing. The driver can be changed by selecting the appropriate name from the list gadget.

#### Paper Type:

Determines what type of paper is used for printing.

\textdegree{} Continuous - Assumes continuous paper and so does not ask for more paper.

\textdegree{} Cut sheet - Asks for more paper and may need "Print Border" settings.

\textdegree{} Sheet feeder - Assumes multiple sheets and

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so does not ask for more paper. May need "Print Border" settings.

#### Print Border:

Sets the unprintable area of your printer to avoid blank sheets of paper being ejected between each printed page.

Print borders, however, are unnecessary with Continuous paper.

If you are not sure about the print borders of your printer, set the Top, Left and Right to 0.25 inches and the Bottom to 1.0 inches.

#### Buttons:

\textdegree{} Click OK~to accept the settings in the "Print Setup" requester  
\textdegree{} Click Cancel to ignore any changes

## 1.3 Printing Files

### Printing Your Document

Choose Print (Project menu) to print your document. If you have not already setup your printer, you must do first.

From this requester you can select:

\textdegree{} Range of pages to print  
\textdegree{} Number of copies to print  
\textdegree{} Arrangement of the pages  
\textdegree{} Draft mode  
\textdegree{} What shade to print (Colour, Black & White or Grey)

NOTE: Black & White mode is the quickest way to print a document.

To print a range of pages:

Select the Range radio button and type the page range in the adjacent text gadget (for example, type '2-5' if you wish to print pages 2 to 5 of your document).

To print a single page:

Select the Range radio button and type the page that you wish to print into the adjacent text gadget (for example, type '5' if you wish to print page 5 of your document).

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Buttons:

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\textdegree{} Click Print to start printing
\textdegree{} Click Setup to go to the "Print Setup"
requester
\textdegree{} Click Cancel to ignore any changes and exit
the Print requester
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## 1.4 Printing Files

Mail Merging Documents

This command allows you to combine a document with information from a database.

You can 'merge' Wordworth documents with any database that can export its data as an ASCII or DIF (Data Interchange Format) file.

Wordworth also allows you to use special commands that can control how data is merged with the document.

## 1.5 Printing Files

Advanced Mail Merging

There are several selective commands which you can use while mail merging. These commands are enclosed in chevrons (« or ») and are preceded by a colon (:) to distinguish them from normal fields.

«:NEXT»

This skips on to the next record in the database. It is useful when printing more than one record on a page, as in a document to print a sheet of labels.

«:SKIP» and «:ENDSKIP»

These two command precede and follow a group of field names where you want the empty fields to be filled with the contents from the following field. This is useful for addresses where some fields in the address could be empty and you don't want gaps in the middle of the address.

«:IF "field" = "value" NEXT» and

«:IF "field" = "value" STOP»

These two commands allow conditional checks of the data in fields to allow the printing of only selected records.

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The first command will skip to the next record if the "field" contents match the "value". The second command will stop the printing of the document if the "field" matches the "value".

Other operators that can be used in place of the equals:

OPERATOR	MEANS
<= (or =<)	Less than or equal to
>= (or =>)	Greater than or equal to
<>	Does not equal
<	Less than
>	Greater than

NOTE: All comparisons are case insensitive.