

**Printing**

<b>COLLABORATORS</b>
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# 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 A PostScript Printer
- Setting Up Your Printer
- HP LaserJet Printing

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

- Printing A Landscape Document
- 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.

#### Print Method:

Determines what fonts are available when editing (the default is Normal):

```
\textdegree{} Normal          - Agfa Compugraphic, Adobe  
                             PostScript Type 1, TrueType  
                             and Amiga fonts with  
                             graphics.
```

`\textdegree{}` Printer Font - Internal printer fonts only and no graphics.  
`\textdegree{}` PostScript - PostScript printers only, see also PostScript Options .

#### 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 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 Postscript to set options for PostScript printing (if you have an expensive Type 1 PostScript printer).  
`\textdegree{}` Click OK~to accept the settings in the "Print Setup" requester  
`\textdegree{}` Click Cancel to ignore any changes

#### LaserJet 3/4/5 Options:

Use the pop-up gadget to specify the font download option when using a HP LaserJet printer.

## 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:

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

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).

To print your document in the background:

Turn on the Background Printing option to allow you to continue editing a document while it is being printed. When this option is selected, Wordworth will make a copy of your document which it will use when printing. You should ensure you have sufficient free memory to do this before selecting this option.

NOTE: When background printing, most of the computer's processing power will be used for the printing operation. You will therefore notice a reduction in the speed of the program whilst printing is in progress.

Buttons:

```
\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
```

## 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

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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.

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.

## 1.6 Printing Files

### Printing A Document In Landscape

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To print a document in Landscape, you must first choose Document (Format menu) and select the Landscape option (you will notice that the Width and Height measurements are swapped to produce a page on its side, a 'Landscape' page). Then print the document as normal.

Unfortunately, Landscape printing takes a while longer than Portrait.

NOTE: You cannot print Landscape documents in the "Internal Printer Font" method.

If you have Landscape turned on before changing to "Internal Printer Font" method, you will be warned that the page will be formatted back to Portrait.

## 1.7 Printing Files

### PostScript Printer Options

Before you can print to a PostScript printer you must first change the "Print Method" ("Print Setup", Project menu) to PostScript.

When editing the document you will find that you have eleven special 'PS\_' fonts available to you in the Font requester. These fonts are the standard PostScript fonts internal to most PostScript printers and, with combinations of Bold and Italic versions, gives you 35 typefaces to use.

On screen, these printer fonts are displayed using the outline fonts available. For example, if you have a Times outline font installed, Wordworth will use this for display. If an appropriate font does not exist, the 'Shannon Book' font will be used instead.

To change the PostScript print options, choose "Print Setup" (Project menu) and ensure you are using the PostScript "Print Method". Click the PostScript button at the bottom of the requester to reveal the "PostScript Setup" requester.

This requester will allow you to output the print job to a file or to the printer. If you are sending the printout to a Print Bureau, it is best to print to a file and then send the file on disk to be printed.

From this requester, you can also Scale the output, Offset the position or Rotate it by changing the values in the appropriate text gadgets.

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NOTE: When using the rotate option, the PostScript page is rotated anti-clockwise around the bottom left corner. You may, therefore, need to Offset the page to see any printout.

#### Downloading Fonts

The gadget "Download Fonts" informs Wordworth to send all the PostScript fonts in your document to the printer before printing. This is used when using fonts which are not internal to the printer.

Only PostScript Type 1 fonts can be downloaded to a printer and therefore, if you wish to use any of your Agfa Compugraphic fonts in a document, you will have to convert them to PostScript format before editing.

Text will be printed in Courier if the font does not exist and is not one of the inbuilt fonts.

The options on "Download Fonts" are as follows:

\textdegree{} "Once Only" - Any new fonts are downloaded to the printer once only.

If the printer is turned off, you will need to re-download the fonts using the "Every Time" option.

\textdegree{} "Every Time" - All fonts are downloaded to the printer every time the document is printed.

\textdegree{} "Never" - Fonts are never downloaded. If a font is not internal, and it has not been downloaded, the text will be printed in Courier.

## 1.8 Printing Files

#### HP LaserJet Printing

If you have an HP LaserJet 3, or higher, compatible printer, you can download any Compugraphic fonts used in your document to the printer and use them as printer fonts. This option is available from the Print Setup requester.

The options on "Download Fonts" are as follows:

\textdegree{} "Once Only" - Any new fonts are downloaded to the printer once only.

If the printer is turned off, you will need to re-download the

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fonts using the "Every Time" option.

`\textdegree{}` "Every Time" - All fonts are downloaded to the printer every time the document is printed.

`\textdegree{}` "Never" - Fonts are never downloaded.

This system can only be used if the page being printed meets certain requirements. There are a number of cases when it will not be possible for Wordworth to use downloaded fonts, and it will therefore print the page using the normal graphics method. However, Wordworth will work on a page-by-page basis, and determine how each page can be printed.

To print using downloaded fonts, the page must consist of only Agfa Compugraphic fonts. These will be downloaded the first time you print a document (or each time you print, depending on the "Download Fonts" setting). Wordworth will use these fonts whenever possible, and any new fonts will be downloaded if required.

Wordworth will print using a normal graphics method if any particular page contains any of the following:

- `\textdegree{}` TrueType or Postscript fonts.
- `\textdegree{}` Graphics or objects (e.g. lines, circles).
- `\textdegree{}` Fonts which have been italicised by Wordworth, or have the kerning or tracking options set.
- `\textdegree{}` Fonts which use any of the FontEffects.
- `\textdegree{}` Underline, superscript or subscript text styles

The normal print method will also be used if there is insufficient memory to download the required fonts.

NOTE: Wordworth will try to download fonts regardless of the selected printer driver. If you any printer other than a HP LaserJet 3/4/5 (or compatible) you should ensure that the "Download Fonts" option is set to Never.

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