


Contents

 Pre-destination Dialog (before the report)

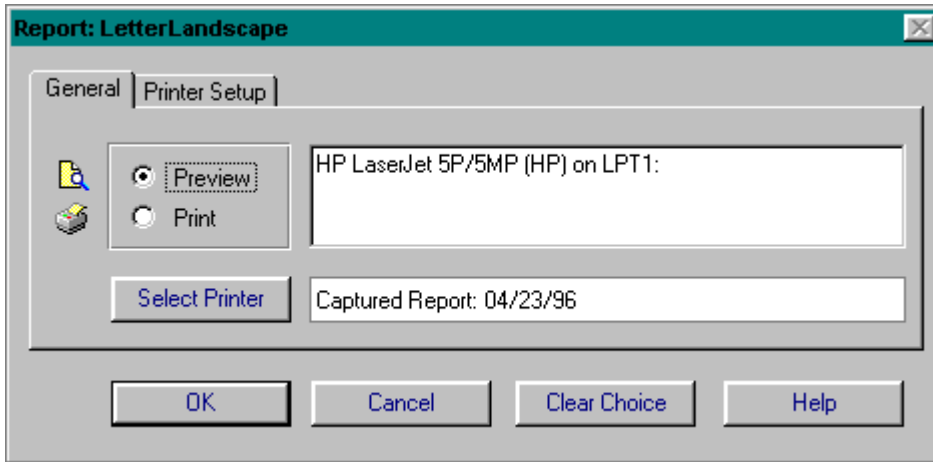
 Final Destination Dialog (after the report)

 Report Preview

 Preview "Hot Keys"

Predestination Dialog

Depending on the options designed into your software you may have access to this predestination dialog.



The GENERAL tab:

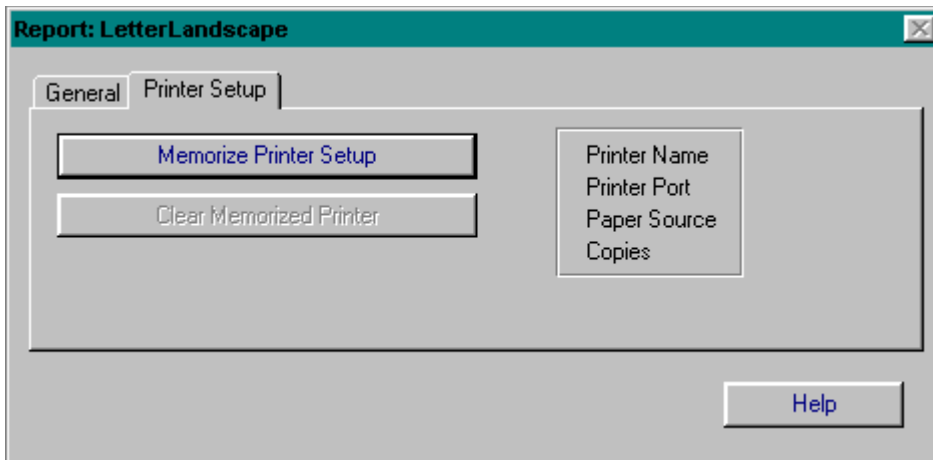
As shown above, this user has already retrieved an archived report to reprint ... [SEE: Retrieve Archived Report](#) .

You may decide whether to <preview> or <print> this report as desired.

This tab displays the printer, print to file and number of copies selected prior to generating the report.

You have the option to select a different print by pressing [Select Printer].

If the Archive function has been activated for this report and archived reports exist, the button displayed above as [Clear Choice] will display as [Retrieve]. Once a report has been retrieved the button changes to [Clear Choice] which will allow you to clear the current retrieved report and either retrieve another or print a new report.



The PRINTER SETUP tab:

This tab is provided for those reports which you would prefer to send to a printer other than the default printer, or where you wish to direct the report to a specific paper source (tray) on the default or other printer.

Once you have selected the printer setup you desire (see GENERAL tab above), select this tab and press [Memorize Printer Setup].

If, at a later time, you decide you would prefer to use the default printer simply press [Clear Memorized Printer] and selection of this report from that time on will use the current default printer.

Use of a "memorized" printer may produce a slight delay between selecting a report and the display of

this dialog.

Left Mouse
Right Mouse
Gray +
Gray -

Zoom IN
Zoom OUT
Zoom IN
Zoom OUT

Up Arrow
Down Arrow
Left Arrow
Right Arrow

Scroll Top
Scroll Bottom
Scroll Left
Scroll Right

Report Preview Options



(press a button above or select a topic listed below)

Zooming Options

Thumbnail Options

Page Navigation

Searching For Text

Marking Pages

Deleting A Page

Preview Setup Dialog

Fitting Page To Window

Thumbnails

Printing: One Page

Printing: Report

Exiting The Preview



Page Navigation



These buttons may be used to navigate from page to page or page group to page group while in thumbnail views.

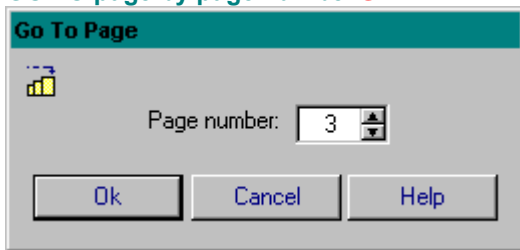
First page (or group) **HOME** or **Ctrl+PgUp**

Previous page (or group) **PgUp**

Next page (or group) **PgDn**

Last page (or group) **END** or **Ctrl+PgDn**

GO TO page by page number **G**



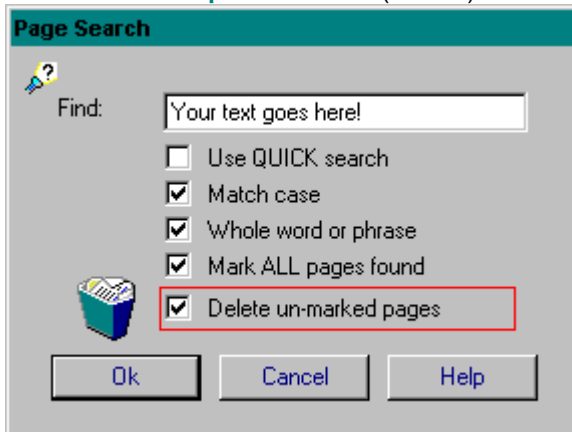
Searching For Text



These buttons are used to perform text searches within your report.

Find previous occurrence **Shift+F3**

Set text search options **F** (for find)



"Use QUICK search" may or may not be available as a search option. If it is available in your application then please note the restrictions listed below.

"Match case" forces a character by character case sensitive search.

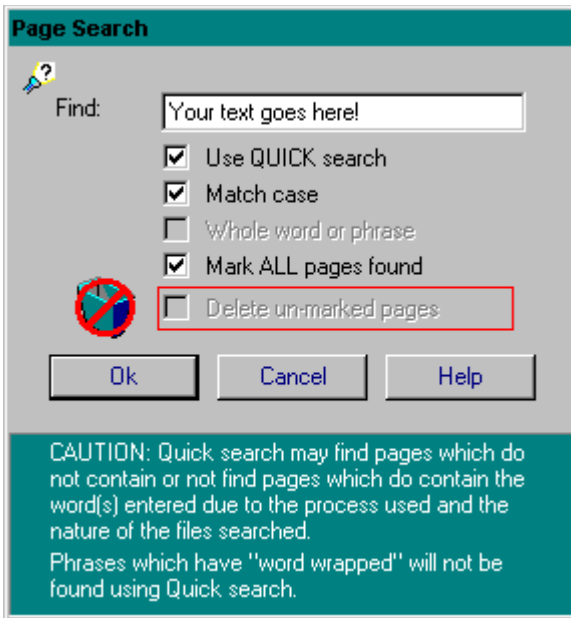
"Whole word or phrase" will check the preceding and following characters when a match is found. If these characters exist and are not in the allowable list of punctuation characters then the search will not return a find.

"Mark ALL pages found" will do just that. All pages which contain a match to the search text will be flagged.

"Delete un-marked pages". Be careful using this option since it will remove all pages NOT having a match. If no pages are found which contain a match to the search text then no pages will be deleted.

Find next occurrence **F3**

Using the "QUICK search" option:



When using "QUICK search" you will see this change in the screen which reminds you that this option, although MUCH faster, may not always be 100% accurate. Since the possibility of an inaccurate find (or no find) exists, the option to "Delete un-marked pages" is not supported.

The process used to speed up the text search, along with the type of file being searched, decreases the time required to locate text but introduces the possibility of errors in that search. This option will NOT find word phrases which have wrapped onto multiple lines within the report so be careful when searching for a multi-word phrase.

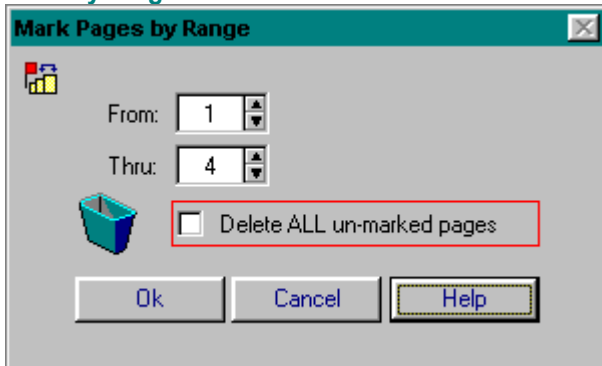
Marking Pages



These buttons provide a means to mark(flag) and unmark pages which you want to print.

Mark by range.

R



"Delete ALL un-marked pages". Be careful using this option since it will remove all pages NOT in the indicated range.

Unmark all.

U

Mark all.

A

Mark this page (single page view only).

Spacebar(toggle)

This option is active when in full (single) page view.
You may delete a single page by pressing this button or **DELETE**.

Thumbnails



These buttons toggle between 2 pages, 4 pages or 6 pages displayed on screen at once.

2 pages. **2** (again will return to 1 page view)

4 pages. **4** (again will return to 1 page view)

6 pages. **6** (again will return to 1 page view)

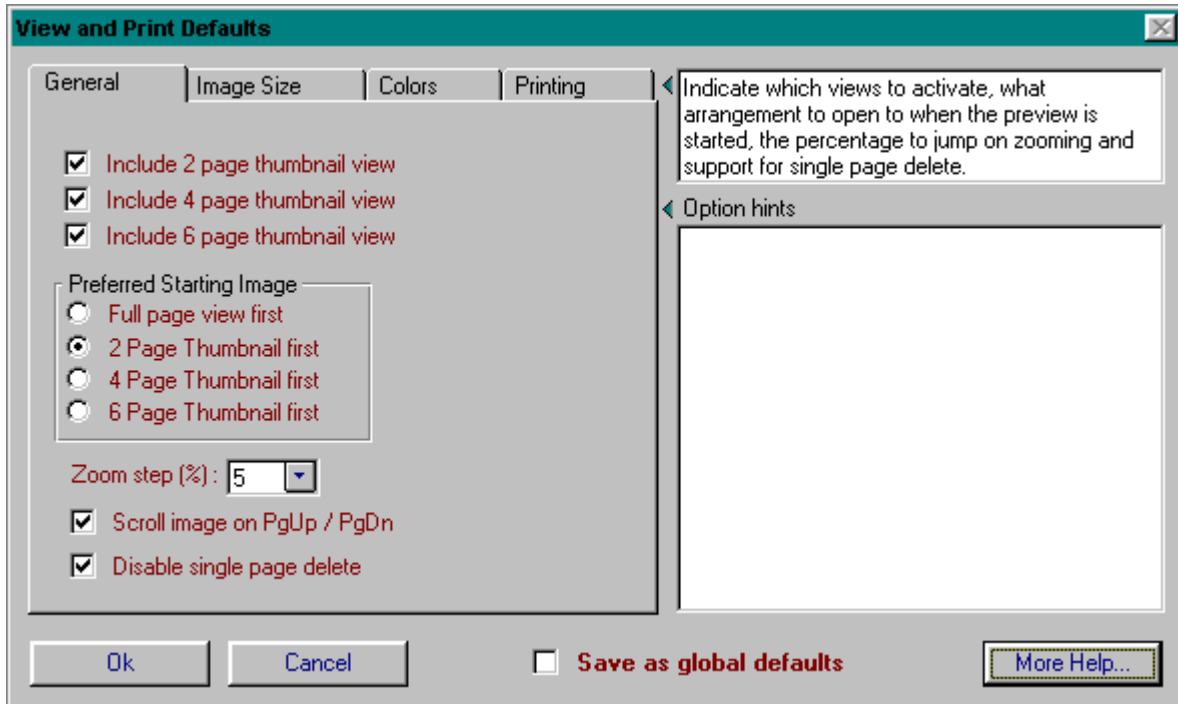
1 **will also return to 1 page view while in any thumbnail view.**

T **will toggle between all selected views as set in Preview Setup Dialog.**

Preview Setup Dialog



This button or **V** (for **V**iew/Print Defaults) allows you to preset your viewing and printing preferences.



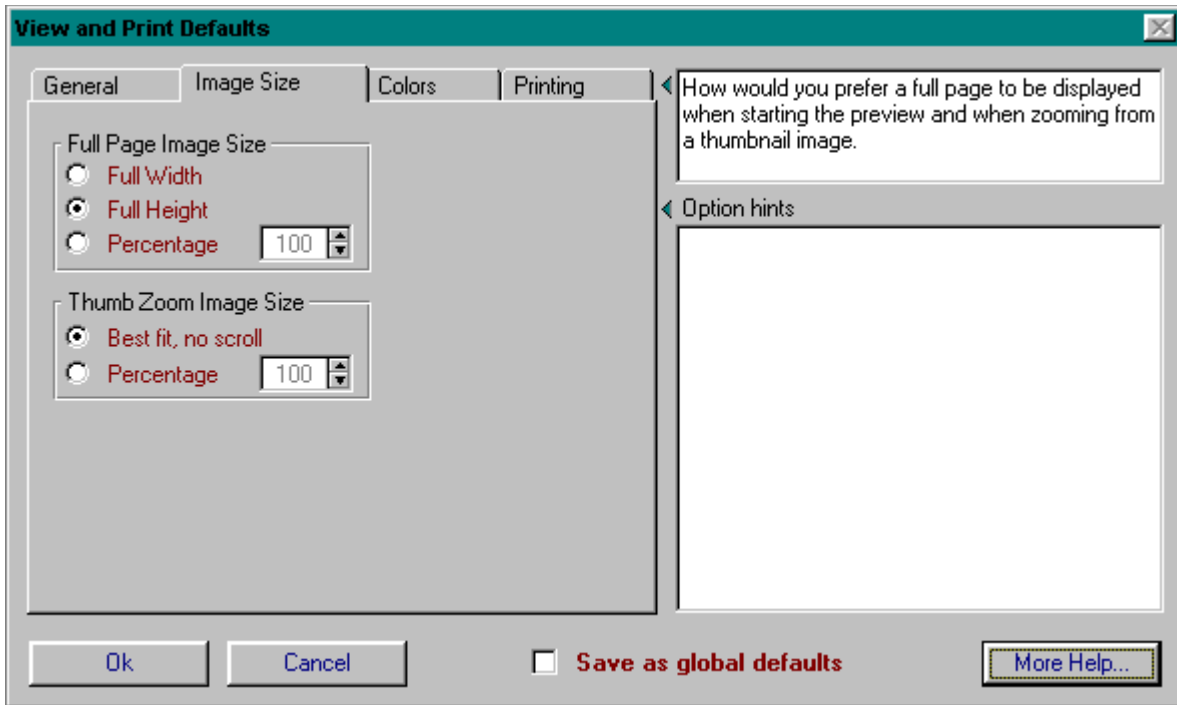
The GENERAL tab:

"Include 2 page ... Include 6 page thumbnail view". These options determine which views will be toggled by use of the **ALT+T** hotkey. If you prefer to only toggle between single page and 2 page views then check "Include 2 page thumbnail view" only.

"Preferred Starting Image" will set the view which is active when the preview is opened. Options available will depend on which "Includes" you selected above.

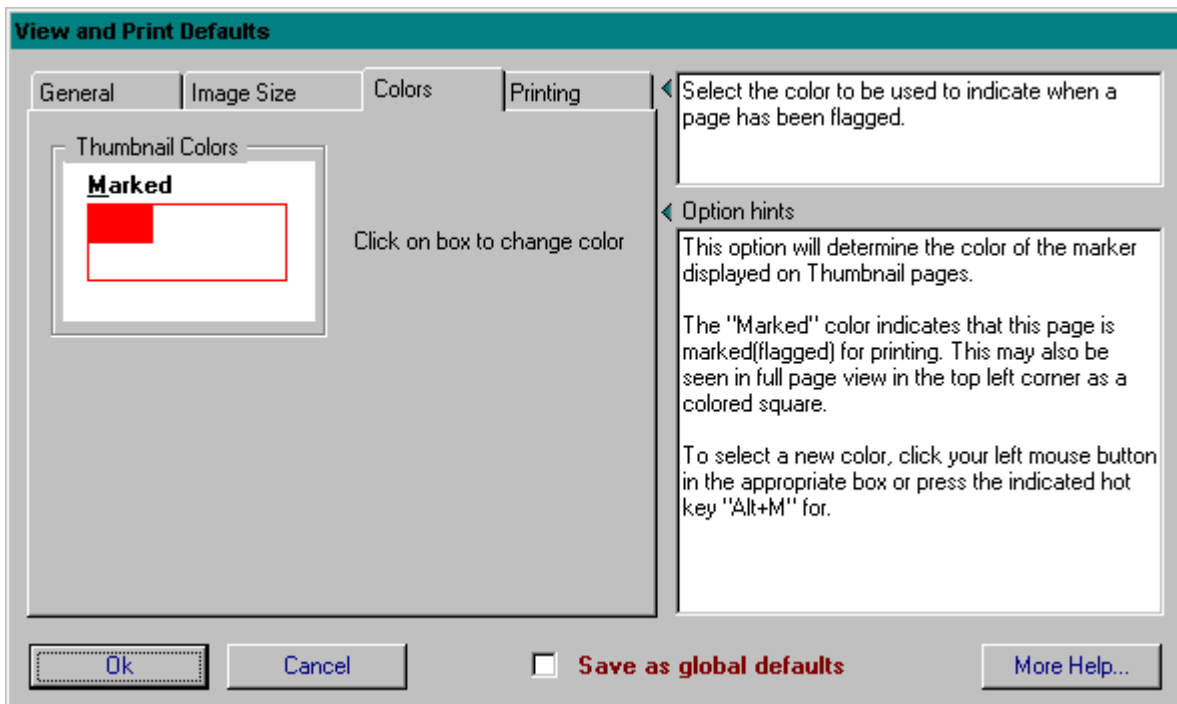
"Zoom step (%)" sets the increment of zoom available from **Mouse Left, Mouse Right, Gray +** and **Gray -** keys.

"Disable single page delete" turns off the ability to delete a page while in single page view.



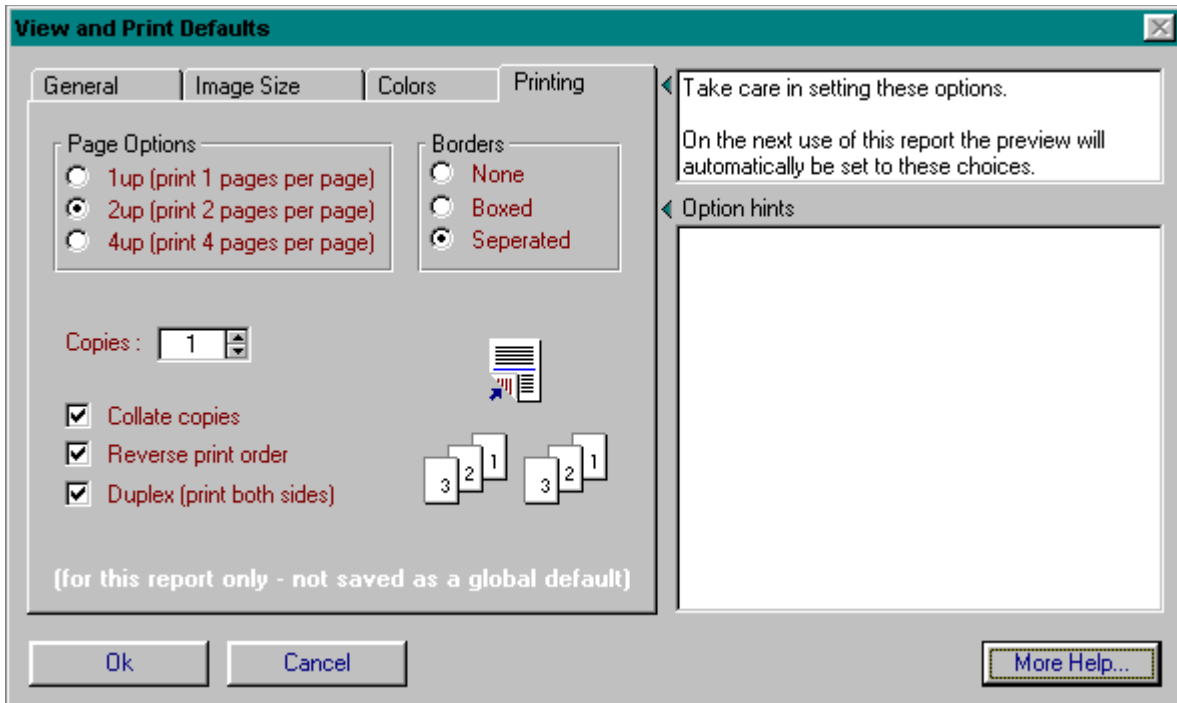
The IMAGE SIZE tab:

These options determine the initial size of a page when the preview is first opened.



The COLORS tab:

Provides options to select the colors of the boxes displayed around each thumbnail image when marked or unmarked.



The PRINTING tab:

Lots of possibilities here . . . These options allow you to preset the print options when printing the report.

"Page Options" provides a preset for how many "pages" are printed on each physical page. The default (what we are all use to) is **1up** which prints one page per page. The **2up** and **4up** options will print 2 or 4 "pages" per page and allow selection of border type.

"Borders". This option is only available following selection of 2up or 4up page options. You may preset this option to provide NO separation between page images or if you desire either BOX individual images or SEPARATE each image with a line.

"Copies" allows you to preset the number of copies which will be printed.

"Collate copies" will print multipage reports in collated order, 1-2-3-4, 1-2-3-4, 1-2-3-4 as opposed to 111,222,333.

"Reverse print order" is primarily for use with those printers, like most ink jets, which leave a finished report in an unnatural page order...

"Duplex" provides a means to print reports using BOTH sides of the paper. This option, however, will require that you feed the pages through the printer twice as opposed to once. On the first pass only half of the report pages are printed. The remainder of the report pages are then printed during the second printer pass using both sides of the paper. **SEE: Duplex Printing**

Fitting Page To Window



Active only during single page view or thumbnail zoom these buttons will zoom the current page to full available width or full available height of the viewing window.

Fit to width. **press W key**

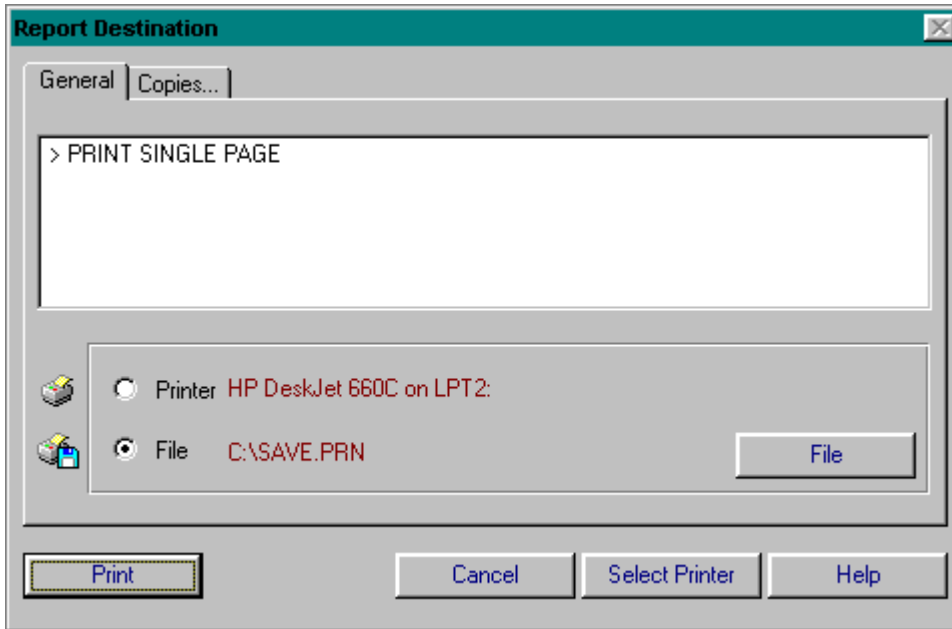
Fit to height. **press H key**

Printing: One Page



This button, or **Ctrl+P**, will open the printing dialog to print the current page.

If you are in any thumbnail view, each thumbnail image will display a button to provide you a way to select which page to print - if you decide you do not want to print a page at this time simply press **ESCAPE** to cancel.



This is the Single Page Printing Dialog.

This dialog, depending on what options are supported by your software package and this specific report, may appear slightly different.

The second tab, Copies, may be accessed by pressing **Ctrl+Tab**. This tab provides the ability to print multiple copies of this single page.

Once your preferences have been set, quite possibly as is, press [Print] to send this page to your printer.

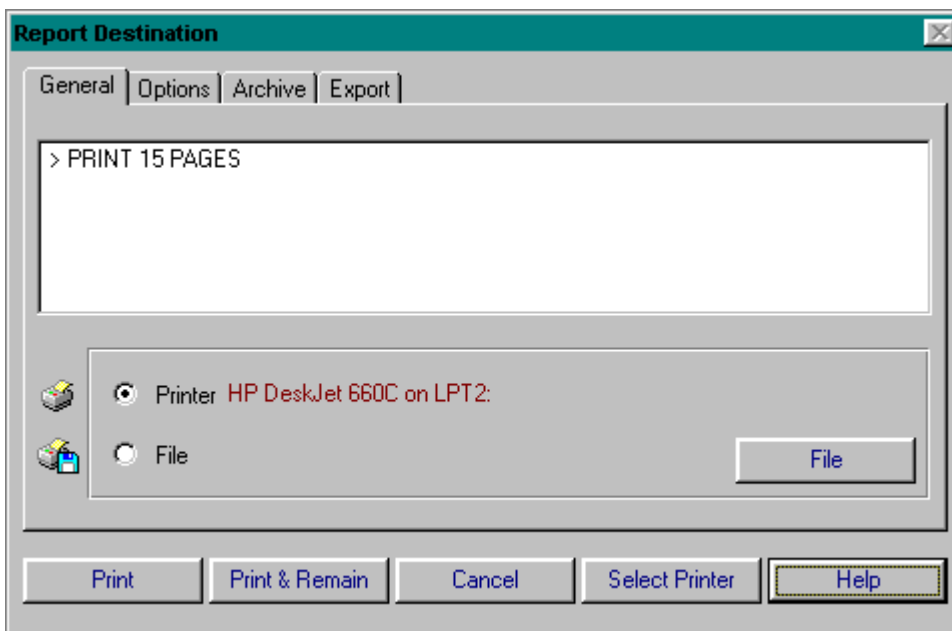
Printing: Report



This button, or **ENTER**, will open the printing dialog to print the current report. If any pages have been marked, only these pages will be printed.

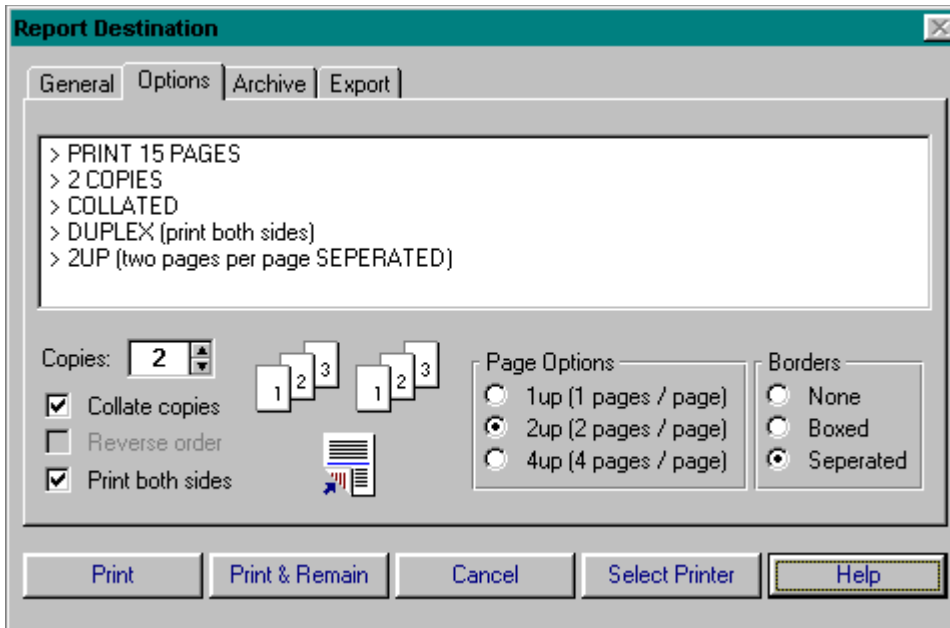
Unlike printing a single page, when printing a report you may have many, many more options from which to select. Don't let these options overwhelm you they are provided for your convenience. You may find that once you have preset your preferences for each report using the [Preview Setup Dialog](#) you may never change your options. But when you would like to, they are available.

This dialog, depending on what options are supported by your software package and this specific report, may appear slightly different.



The GENERAL tab:

This tab provides options to select the target of your report, whether to a printer or to a file.



The OPTIONS tab:

This tab is the most complicated of all tabs since it provides all the available printing options in one location. It appears far more complicated than it really is since quite much of it is graphics which display your selections.

"Copies" indicates the number of copies of this report you require.

"Collate copies" controls the order in which copies are printed. When selected multiple pages will be arranged as 1-2-3, 1-2-3, 1-2-3 as opposed to 111, 222, 333.

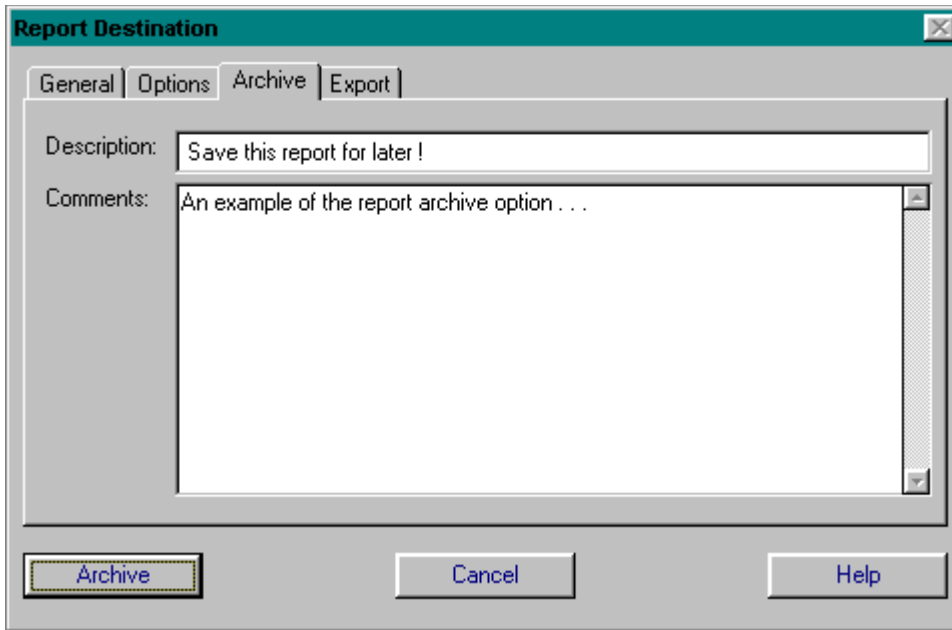
"Reverse order" (shown here as disabled) will reverse the page print order for those printers, such as ink jets, which do not print in a "natural" page order.

"Print both sides" when selected will provide duplex printing ... report is printed on both sides of paper.

SEE: Duplex Printing

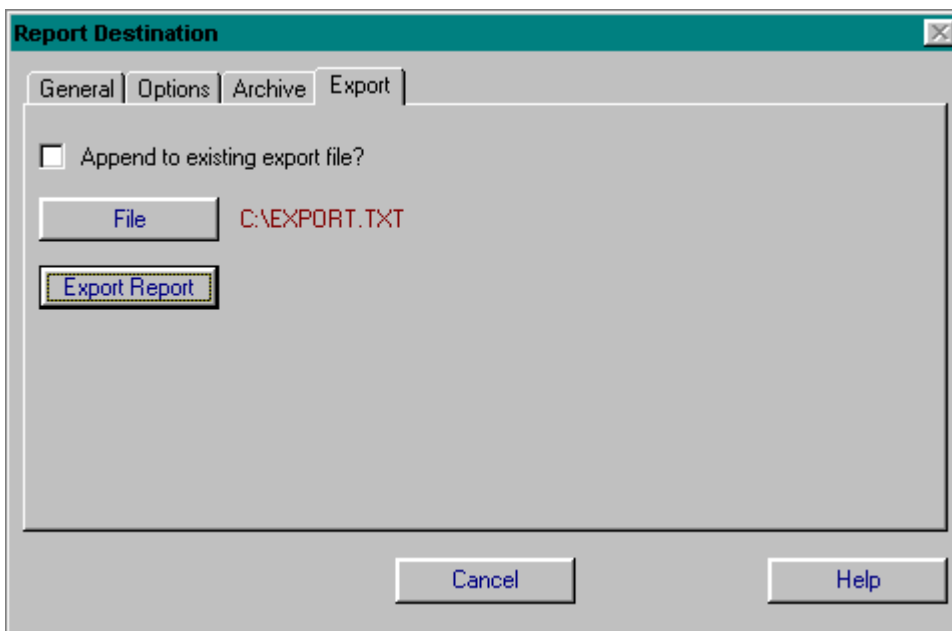
"Page Options" can be a good way to save paper on reports. 1up is the "normal" way we expect a report to print, one page per page. 2up will actually print two pages on each physical page and 4up will print 4 small "pages" per page. Be careful using 4up printing, it can be very hard to read and requires a good printer to be legible.

"Borders". This option is only available when printing 2up and 4up. It provides you three options for separating multiple pages on a page. BOXED places a box around each page image and SEPERATED draws a line between each page.



The ARCHIVE tab:

If this option has been activated for this report this tab provides entry field to describe the current report for archiving. Archived reports may be retrieved at a later time and viewed and printed as usual. The purpose for this option may be many fold: reports which take long periods to generate but may be needed again can be archived and then retrieved as required ... reports which are very time oriented may be archived ... reports which must be distributed to other locations ... the list is long. The "Description" entry is the entry which you will see listed in the retrieval browse, so keep it clear and short. The "Comments" can be used to expand on this description as required and they too will be displayed on the retrieval browse. Once you have described your report, press [Archive] to store it ... once completed you will be returned to the GENERAL tab.



The EXPORT tab:

This option will export the current report to an ASCII (readable character) file.
You may APPEND this report to a file which already exists by checking the "Append to existing export file?" option.
Press [File] to select your file and file location.
Once a file has been selected the [Export Report] button will be available to perform the text export.
This option will only export text from a report it will not export any graphics or special characters.

Pressing this button or pressing **ESCAPE** will exit this report.

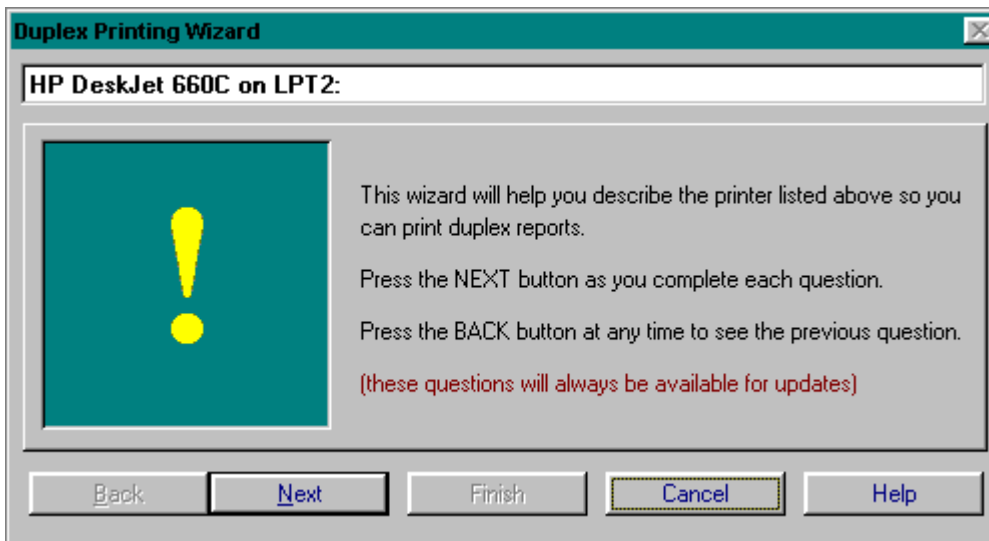
Opens this online help file!

Duplex Printing

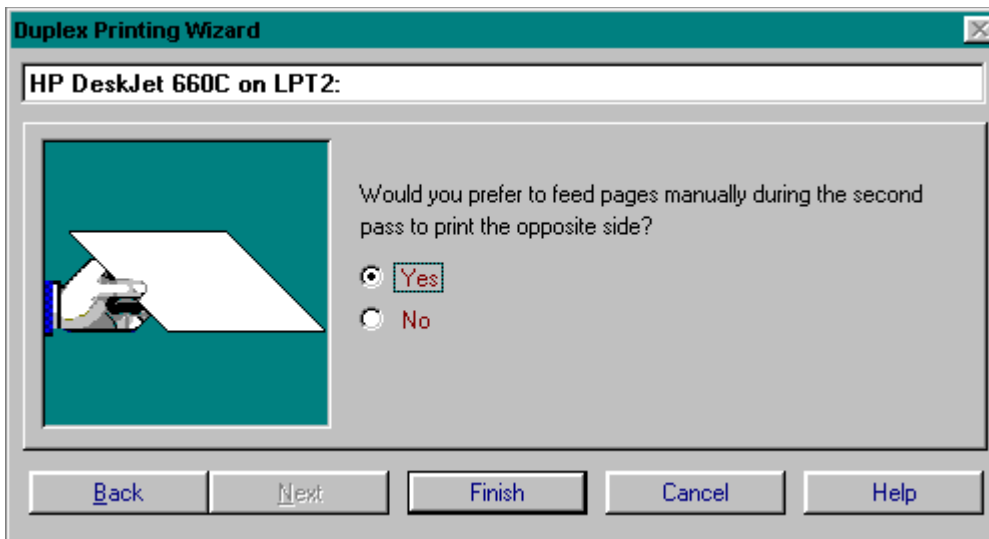
Duplex printing allows reports to use BOTH sides of your paper. This option provides "forced" duplex printing and should not be used on printers which already support duplex printing as an available option.

When this option is selected during printing a report you will be presented with the "Duplex Wizard" to determine how the report will be printed. Below are the wizard screens and an explanation of their use...

SEE: [Duplex: Second Pass](#)

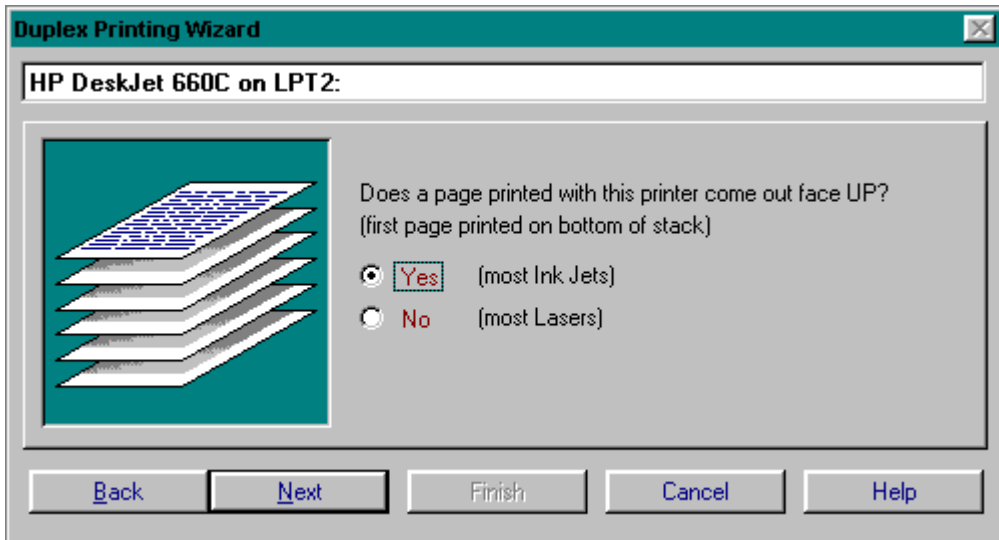


The FIRST time you use the duplex option for a specific printer you will see this window which provides directions for use.

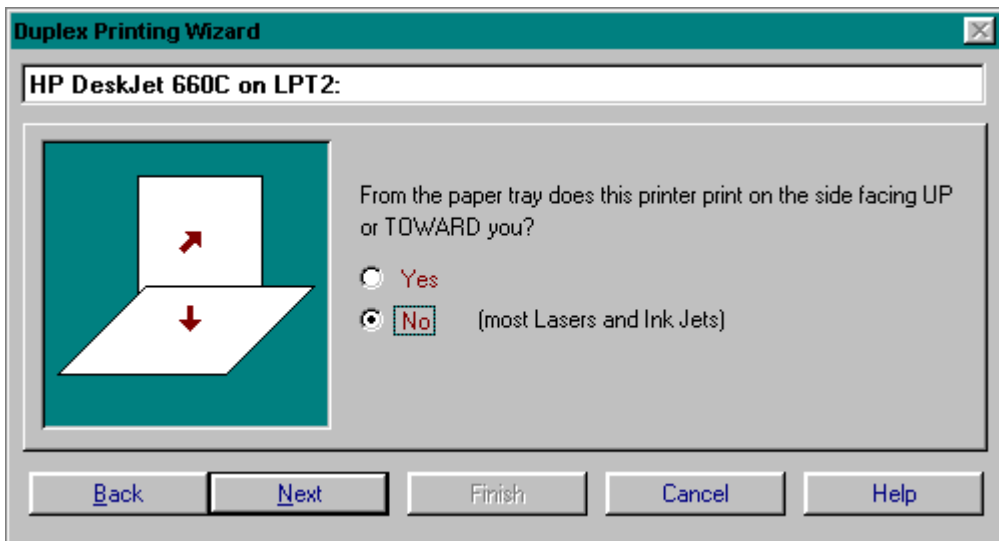


This step provides you with the option to hand feed each page of the second pass or feed as a stack. Some printers do not feed well with pages which have already been printed or you may only have a few pages which will need to be printed again ... the choice is yours. **SEE: [Duplex: Second Pass](#)** This will be the first step displayed after initially setting up the Duplex Wizard. If you select manual

feed, as is the case shown here, you will notice that the [Next] button is disabled and the [Finish] button is ready to press ... with this choice you need not answer any additional questions.



If you choose not to use manual feed you will move on to step three. This question determines the page order of the report after it has completed printing. On most laser printers this will result in a "natural" page order where page one(1) is seen as the first readable page. On the other hand most ink jet printers, as well as a few of the newer lasers, reverse the natural page order leaving page one(1) face up on the bottom of the stack. If you have a printer which prints page 1 face up with page two laying on top and then page three then answer YES to this prompt.



The last question which is asked determines the order in which the first pass stack of pages will be fed through the printer during the second pass. This is used to select the proper page and printing sequence during the first pass to result in a natural page order once completed ... no matter what kind of printer you are using.

What this is asking is which side of the paper as it is inserted is actually printed on. For most lasers and ink jets this will be NO, meaning the side of the paper you see in the paper tray, whether laying down or standing up is not the side which is printed. If on the other hand you have a printer which does print on the side you can see, then answer YES.

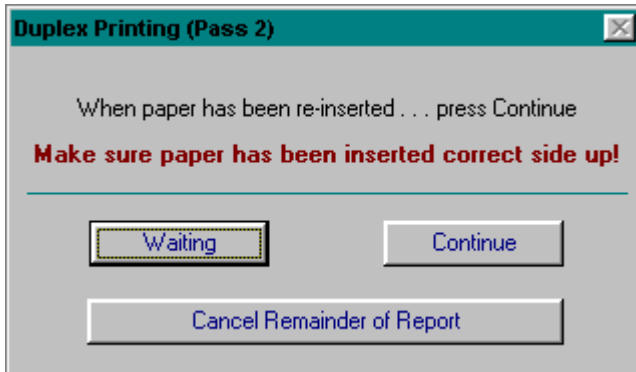
Following the second printing pass, at least the first time duplex printing is used for this printer, you will be asked if the result printed correctly. If the answer is yes then the next use of duplex printing for this printer will have all these questions answered correctly and you may [Finish] from the first wizard prompt. If, however, you answer no, that the report did not print correctly, or change any settings during the next use of duplex printing, you will be prompted once again following completion.



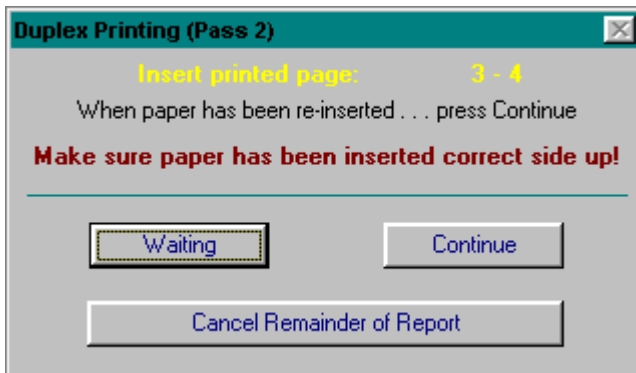
To begin printing a duplex report press [Finish] and you will be prompted when it is time to begin the second printing pass. Keep in mind that your program will probably be ready before your printer is . . .

Duplex: Second Pass

Since this option is for use on printers which do not natively support duplex printing, you will be required to pass the pages printed during the first pass back through the printer for the opposite side to be printed. Depending on the choice to feed manually you will be prompted to begin the second pass with one of these two dialogs shown here:



This is the second pass dialog for stack feeding. Once the first pass has completed (at the printer), place the results back into the paper tray - making sure it is correct side up - then click or tab to [Continue] to begin the second pass. If for some reason you do not wish to finish the process click on [Cancel Remainder of Report] and the print job will be deleted.



For those times you select to feed the second pass manually you will see this dialog which will prompt you for the page needed. "Insert printer page:" will display a page range which was printed on the first pass, these may be in a natural order or reversed so pay close attention to the page number(s) requested.

The dialog displayed here is indicating that the report being printed is a 2up report with "pages" three(3) and four(4) printed on one physical page during the first printing pass. If it had been a 4up report this screen might say something like: Insert printed page: 5 - 8.

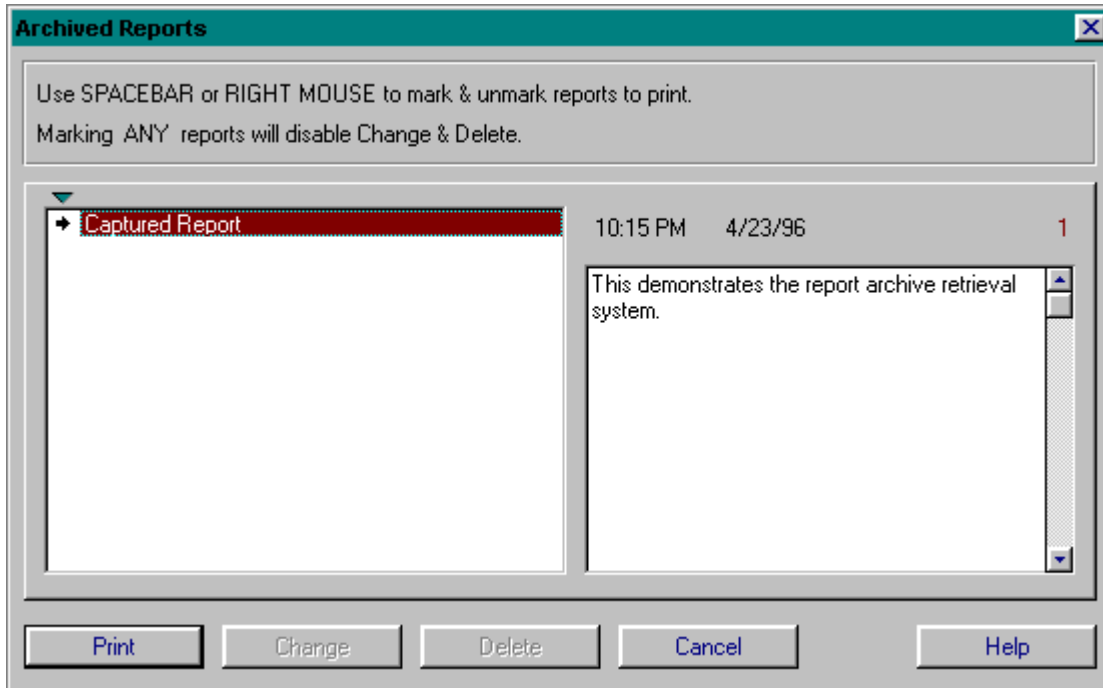
Hot Keys

Home or Ctrl + PgUp	First page or page group.
PgUp	Previous page or page group.
PgDn	Next page or page group.
End or Ctrl + PgDn	Last page or page group.
G (for Go To)	Go To page by page number (jump)
Shift+F3	Find previous occurrence of text search.
F (for Find)	Begin a new text search.
F3	Find next occurrence of text search.
R (for Range)	Mark a range of pages.
U (for Unmark)	Unmark all pages.
A (for All)	Mark all pages.
Spacebar	Mark current page in single page view.
Delete	Delete current page in single page view.
V (for View)	PreVIEW setup dialog.
F1	This online help.
W (for Width)	Fit single page into available window width.
H (for Height)	Fit single page into available window height.
1	Toggle to single page view.
2	Toggle to 2 page view, again to return to single page view.
4	Toggle to 4 page view, again to return to single page view.
6	Toggle to 6 page view, again to return to single page view.
T	Toggle through all preset views (see Preview Setup Dialog).
Ctrl+P	Print single page. In thumbnail view then press button on preferred image.
Enter	Print report or if any pages are marked, print marked pages only.
Esc	Exit report preview.
(gray) + or -	Zoom (in single page or thumbnail zoom)
Cursor Keys	Scroll Left/Right/Up/Down

Retrieve Archived Report

This is the built-in report retrieval browse. It provides three functions:

- 1) Allows changes to existing archives
- 2) Allows deletions (unless restricted)
- 3) Provides selection of archives for reuse.
(you may mark one or multiple reports)



The example above shows one archive report which has been "marked" for printing.

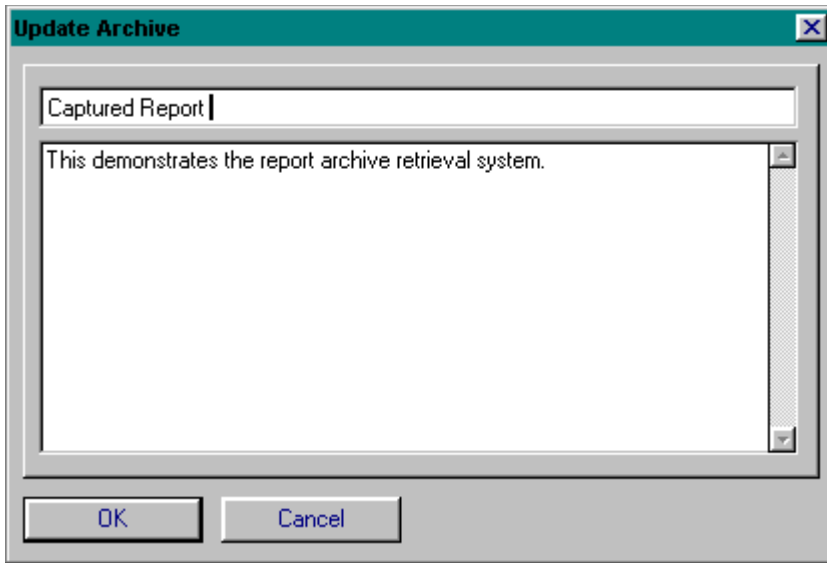
As described above, once one report has been marked the options to [Change] or [Delete] an archived report are no longer available.

After marking the report(s) you require simply press **ENTER** or [Print] to continue. You will then see a progress indicator showing the retrieval status.

If more than one report is marked they will be appended to the end of the previous report.

The original print Date and Time are displayed above the comments which were entered for the currently highlighted report.

The "1" appearing to the far right indicates the number of currently marked reports.



This is the update form called by pressing [Change] on the browse described above. Make changes required and press [OK] or press [Cancel] or **ESCAPE** to quit.

ZOOMING:

Double Click Left Mouse

MARKING:

Right Click

