

## **Contents**

DDP (Drag & Drop Printer) is a utility to print ASCII text files. DDP allows you to drag file on top of it's icon and then it will print the file.

To learn how to use Help press F1

### **How To...**

Print Files

Change Fonts

Set up Margins, Headings & Footings

Set up the Printer

To move an item on the screen by selecting the item and then pressing and holding down the mouse button while moving the mouse.

## **Printing Files**

To print files with DDP, just drag the file from the file manager (or any application which allows files to be dragged) on top of the DDP icon. DDP will then print the file to the currently selected printer.

## Setting Fonts

You can use the Fonts menu option to display the Fonts dialog. The Fonts dialog allows you to modify the Font, Font Style and Font Size for the entire document. These changes only apply to the documents being printed, they do not actually modify the file contents.

To change the Font, Font Style or Font Size using the Fonts Dialog

- 1 In the Font box, type or select a Font Name.
- 2 In the Font Style box, type or select a style for the text.
- 3 In the Size box, type or select a font size.
- 4 Choose the OK button.

## Page Setup

The Page Setup dialog allows you to set the Headings and Footings, the Top, Bottom, Left and Right margins for printing.

To add Headings or Footings

1 Enter the desired text in the Heading or Footing box.

2 Select the Check Box to the right of the Heading or Footing box to select the text to be printed. If the Heading or Footing Check Box is not selected, the Heading or Footing text will not be printed.

The following special characters may be used in the Headings or Footings:

%d	Current date
%t	Current time
%f	Full file name, including path
%p	Current page number

The Vertical Bar character separates the headings and footings into text to be left justified, centered and right justified. Any text to the left of the first Vertical Bar will be left justified. Any text to the right of the first Vertical Bar will be Centered. Any text to the right of a second Vertical Bar will be right justified. The Vertical Bar must be separated by at least one space.

For example:

Left justified text | Centered text | Right justified text

will print

Left Justified text Centered text Right justified text

## Heading

A Heading is a line printed at the top of each page.

## Footing

A Footing is a line printed at the bottom of each page.

Vertical Bar

A Vertical Bar is the character '|'.



## Printer Setup

The Printer Setup dialog allows you to select a printer (other than the default), change paper orientation, size and source. The Options... button will allow you to further configure your printer. The options available on Options... depends on the specific printer.

To modify the printer click on either the Default Printer or on the Specific Printer. If you select Specific Printer, a list of your installed printers will be displayed. Select one from the list.

To modify the paper orientation select either Landscape or Portrait.

To modify the Paper Size or Source click on the appropriate box. A list of the available sizes or source will be displayed. Select one from the list.

Landscape



Portrait

