

## **The Print Que for Windows Version 2.0**

### **Purpose:**

The normal procedure for printing a document in Microsoft Excel and Word for Windows involves waiting for the application to send the entire document to the Print Manager before the next document can be created or loaded. This program is designed to allow the users of these programs to create a list of the documents and/or spreadsheets to be printed, which THE QUE will then print.

### **Hardware/Software Requirements:**

- IBM Compatible 286 or Higher Computer
- Microsoft Windows version 3.0 or higher, running in Standard or 386 Enhanced Mode.
- Microsoft Excel version 3.0 or higher
- Microsoft Word for Windows version 1.1 or higher
- MS DOS version 3.3, 4.01, or 5.0 (untested on other versions)

### **Installation:**

Copy the QUE.EXE and VBRUN100.DLL files into the WINDOWS directory.

### **Operating Conventions:**

THE QUE, like other Windows applications, is made up of Drive, Directory, File, and Text Boxes, and Command Buttons. These controls can be operated in several ways, including mouse, keyboard, or a combination of the two.

Mouse operation:

To operate a Drive List Box click on the down arrow on the right side of the box to make the list appear below the box. If there are more drives than can be shown, use the scroll bars to advance the list. To select the correct drive click on it.

Selecting directories and file names uses a similar process, except that the lists are visible without using the down arrow. After a directory is selected, its icon will change from an image of a closed file folder to one of an open folder, and the icons for any parent directories will also be shown as open folders.

To operate the different command buttons, click on them.

### **Keyboard Operation:**

Operation of the controls with the keyboard is done by first selecting the control to be operated on, using the "TAB" key to move among the program controls.

(Combining "SHIFT" and "TAB" causes backward movement through the controls.)

When a box is "active," the first item in its list will be highlighted and have a dashed line around it. When a button is "active," a dashed line will appear around the command in the center of the button.

To operate the Drive List Box after selecting it, hold down the "ALT" key while pressing the "DOWN ARROW" key. When the list of drives appears below the box, use the arrow keys to highlight the desired drive and press the "ENTER" key to

register your selection.

As in mouse operation, directories and files are selected in the same way as drives, except that there is no drop-down list.

To operate a Command Button after selecting it, press the "ENTER" key to start the command.

### **Mouse/Keyboard Combination:**

The Text Boxes on the setup screen are the only controls that can be operated using a combination of the mouse and the keyboard. To enter the program path, click the mouse cursor on the line where a directory path is to be entered, then type in the desired path.

### **Initializing THE QUE:**

If this is the first time that you are using "The Que" or if you are upgrading a previous version, you will have to run the setup portion of the program. To do this select the "Change Setup" Menu from the "Options" menu or by pressing the "CTL-S" key combination.

If using a mouse, click on the round "button" next to one of the application names, then either type in the appropriate directory path or select the drive, directory(s), and file name for the application as explained above. Repeat the process for the other application.

If not using a mouse, Select the button for one of the applications as explained above. Either type in the directory path for the application or select the drive, directory(s), and file name for the application as explained above. Repeat the process for the other application.

After entering the correct paths for "Microsoft Word for Windows" and "Microsoft Excel " press the "Ok" button to save the changes. An additional dialog box will open to ask what version of "Microsoft Word for Windows" is installed. It is important to have the correct version installed as "The Que" handles the printing differently between version 1.x and 2.0 of "Microsoft Word for Windows". If this is not set up correctly there is a good possibility that you could lose data.

### **Program Operation:**

Use the mouse or keyboard to select the drive, directory, and file names of the documents and/or spreadsheets that are to be printed. Select a file either by double-clicking on its name or by clicking once on the file name and pressing the "Add" button on the right side of the screen. Files can be removed from the que by selecting the filename in the "Files in the Que" box and pressing the "Delete" button. When the list in the "Files in the Que" box is correct, press the "Start Que" button to put THE QUE into operation. NOTE: If files in the que are saved on a floppy disk, that disk must be in the drive while THE QUE is operating. Timed execution is operated by the menus or the "CTL-T" key combination. First select the files that you want to have printed and then start the timed execution. When the the time entry

box opens up enter the time that the printing is to start. (There are examples on the screen for the correct entry format.) Approximately three minutes before printing is to start, another dialog box will open up and give the operator the option of delaying printing or starting it. If there is no one at the keyboard the window will close and printing will start.

**Limitations:**

- File access in this version is limited to the default filename extensions that are created by the programs (ie ".xls" or ".doc").
- If Windows is run in conjunction with any of the popular screensavers, those must be disabled before "The Que" will run properly.
- If THE QUE is being run on a machine that has low memory (1 megabyte), close or disable all possible applications and remove wallpaper or complex patterns from the desktop to improve efficiency. ("The Que" will open and close all necessary applications as it operates.)
- The biggest limitation at this time is that the paper orientation selected under printer setup must match the formatted orientation of the document. (This limitation does not apply to spreadsheets using printers that allow the paper orientation to be set in the Page Setup dialog box in EXCEL 3.0. One such printer is the HP Laserjet III printer.)
- The unregistered version of this program is limited to a maximum of three files in the que at a time.
- The "Timed Execution Facility" has been disabled in the unregistered version.
- If printing with "Word 2.0" print only 2.0 files unless you have turned off the file conversions prompt.

**Registration:**

The author requests that shareware users limit their trials of this program to 30 days. To register this program send \$30.00 to:

Arthur S Chadbourne  
133 Parker Street  
Lowell MA 01851

For international orders please include an additional \$2.50 for postage and handling.

Upon registration of this program the owner will receive a floppy diskette containing a serialized version of "The Que". This version will include the ability to list twenty-five files for printing and will no longer present the author's "commercials".

**Enhancements:**

There have been a number of enhancements between version 1.x and 2.0, of which the most important, is the enhanced support for printing under "Word 2.0". (Thank you Microsoft for doing something the same in two different applications.) In this version the WFIND.DLL is no longer needed as the functions that it supplied are now part of the program, so if you are upgrading this file can be deleted.

#### Future Enhancements:

In the future I am going to expand support to WordPerfect for Windows, Lotus for Windows, Windows Write, CardFile, Works for Windows and others. In the next version I hope to include a set of macros that can be installed into "Word" and Excel that will add menu choices to those programs allowing the user to place the current file being worked on into "The Que". This will allow users to develop thier print queues more easily as they work. Several people have asked me for the ability to select print quality and the ability to print multiple copies, so I am currently exploring these possibilities.

#### **Acknowledgements:**

I would like to thank several people for their support and advice. These people have been vital to the successful completion of this program and its documentation. The first person that I have to thank is my wife Gini for the original idea for the program. Next I want to thank Andy Tarbell for all of his suggestions for improvements and enhancements to the program (I'll probably be old and bald before I get them added). I want to thank Ken Tarbell who kept asking me for the program before it was done and for always finding one more bug.

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