ClickBook

Version 4
User's Guide
for
Macintosh OS X

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Special thanks to:

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Table of Contents

This manual introduces you to ClickBook and guides you through the installation process and setting up your printer. It gives step-by-step instructions for printing and assembling example booklets, as well as generalized steps for printing any document.

To learn about ClickBook, please explore the many ClickBook options. Refer to the on-line Help system for a thorough explanation of all that ClickBook has to offer and how to utilize its many features.

Note: ClickBook *for Macintosh requires Mac OS X version 10.3.9 or higher.*
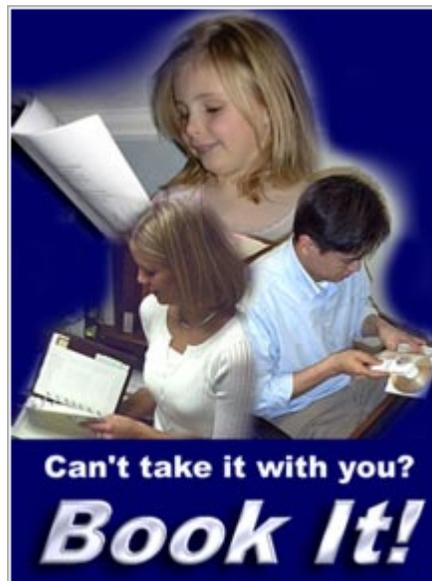
Make your information as mobile as you are. Book it! ClickBook is a powerful yet easy-to-use printing utility that lets you gather information from different sources to create custom-printed, portable publications.

2.1   What Does ClickBook Do?

ClickBook prints files, documents, graphics, spreadsheets, or web pages from nearly any Macintosh application:

- As Double or Single sided.
- As Books of any size.
- As brochures or leaflets.
- As greeting cards.
- As CD Jewel Cases.
- As Day Planners.
- As business cards.

- As Zip Cases.
- As Avery Labels.

Top Uses for ClickBook:

- Print double-sided without a duplexing printer.
- Print organization charts or schedules on large posters
- Fit a large spreadsheet on one page with several pages on each sheet of paper.
- Combine documents, Web pages, and other files into a single print job.
- Print an address book to fit in your day planner, purse, wallet, etc.
- Create a list of songs and artists and print a booklet that will fit in a CD Jewel Case.
- Design Greeting Cards or print electronic greeting cards received.
- Clip coupons and make a coupon book.
- Gather a collection of recipes and print them as a wallet booklet.
- Sales & Marketing Managers use ClickBook to print media, product information, press kits, news, etc.
- Educators print handouts, assignments, lessons, ebooks, etc.

About printing books
Printing books requires a special arrangement of the pages. ClickBook takes care of this, giving you instructions each step of the way so that the back sides are printed correctly relative to the front sides, and so that after you cut and assemble the book, the pages come out in the right order.

ClickBook has over 103 layouts to choose from, and you can create your own so the variety is endless. The layouts that come with ClickBook enable you to print books with the following characteristics:

- Sizes from full-sheet down to credit card size.
- Suited for folding and stapling or for cutting and binding by any method.
- Two "binding orientations": for binding in the left margin (and turning pages in the standard way) or in the top margin (and flipping pages up).
- Pages of book oriented either as portrait or as landscape.

2.2   How Does ClickBook Work?
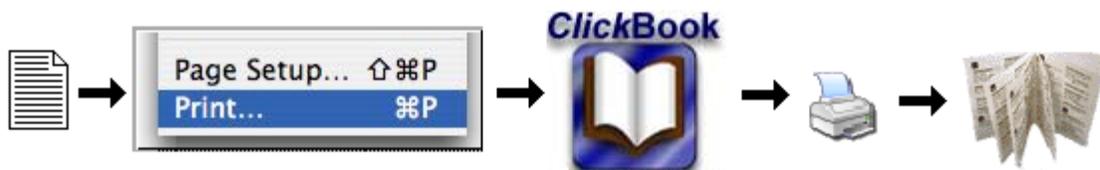
ClickBook takes the output of your application program's print command – exactly what would print if you were not using ClickBook – and shrinks and rearranges the pages to fit the layout you choose.

ClickBook does not change any formatting done by the application program. Each page is preserved exactly as the application sent it, including margins, page numbering, headers/footers, and all paragraph formatting – everything.

ClickBook formats your document in some or all of the following ways, depending on the printout layout you select and any modifications you may make to it:

- Shrinking to fit several pages ("mini-pages") on one sheet of paper, or to fit an oversized page on the desired paper size.
- Arranging the mini-pages so that they come out in numerical order after cutting and assembling.
- Printing double sided.
- Adding ClickBook margins.
- Adding extra space for binding.

2.3   What's New in ClickBook 4.0

Below is a list of the new features we have added to ClickBook 4.0.

- Universal Binary.
- Drag/drop support for adding png, tiff, jpeg images to your jobs list.
- Improved Printer Setup.
  - Choose from hardware or software duplexing, or print single-sided layouts only.
  - PDF Workflow support - send your ClickBook-processed document to other applications.
  - Printer Presets - save collections of settings (borders, ColorSync, paper trays, etc.).
- Improved Layout capabilities
  - Page Margins - set the absolute printable area of your paper.
  - Subbooklets - print folded books in sections for easier folding.
  - Apply watermark - create virtual stationary.
  - 34 additional layouts.
- Watermarks
  - Predefined watermarks: Draft, Final, Confidential, etc.
  - Create your own watermarks with text and graphic elements.
- Enhanced Document support
  - View/Print protected PDFs (requires you to provide an unlocking password).
  - Page Manager - select and rearrange pages prior to printing.
- Custom pages - combine text and images to create your own pages. Useful for title pages and chapter dividers.

A summary of the installation process:

- Drag and drop installation. Simply drag ClickBook to your Applications folder (or to wherever you want to place it).
- If Classic is installed on your machine, ClickBook installs a control panel (called ClickBook Setup) in your Control Panel folder. (This is for printing to ClickBook from classic applications.)

System Requirements

- A minimum of 256MB of RAM
- System OS X 10.3.9 or higher
- At least 6 MB of free disk space
- A laser, or inkjet printer
- An application to print from.

3.1   Basic Installation

To use ClickBook you need to understand and be able to use standard Macintosh operations like double-clicking and dragging. If you need help with basic Macintosh operations check the manuals that came with your Macintosh.

Installing ClickBook from a CD:
1.   Load the ClickBook CD-ROM into your computer's CD-ROM drive.
2.   Drag and drop the ClickBook program into your Applications folder on your hard drive.
3.   Eject the program CD and set it aside for safekeeping.
4.   If you want to have ClickBook readily available you can drag and drop the ClickBook icon onto your Dock.

Installing ClickBook from the Internet:
1.   Download the ClickBook.dmg file from the Blue Squirrel Web Site.
2.   Double-click on the ClickBook.dmg file. A virtual drive will mount on your desktop.
3.   Drag and drop the ClickBook into your Applications folder on your hard drive.
4.   Eject the disk image and set the dmg file aside for safekeeping.
5.   If you want to have ClickBook readily available you can drag and drop the ClickBook icon onto your Dock.

Note: Although you can run the application from read-only media (your CD or the .dmg file), ClickBook works better from your hard drive.

3.2   Welcome to ClickBook

ClickBook needs you to supply a few basic settings before it can print booklets for you. This consists of the Welcome and the Print Setup steps.

1.   When ClickBook is run the first time you will see the Welcome to ClickBook dialog.
2.   (Optional) If your machine supports the Classic environment, click Next to setup the Classic support. For Classic Applications, ClickBook requires both an extension and a Control Panel to be installed before it can capturing your printouts. You'll also need to restart Classic before ClickBook can print. To restart your computer use the Restart command on the Classic Control Panel in your System Preferences. (You do not need to restart the entire computer, just the Classic environment.)
3.   Click Next to setup OS X support. Choose Activate PDF WorkFlow so that you can print from other Applications directly into ClickBook. (Note: restart is not required for the OS X environment.)
4.   Click Next to learn how to setup your printer(s) to work with ClickBook.
5.   Click Done.

When the Setup program is completed, you will need to setup your printer(s) to work with ClickBook, and then you're ready to print with ClickBook. See Printer Setup for instructions.

3.3   The First Time You Run ClickBook

The first time you run ClickBook the Welcome to ClickBook screen will open requiring you to setup the software to work with your operating system and printer.
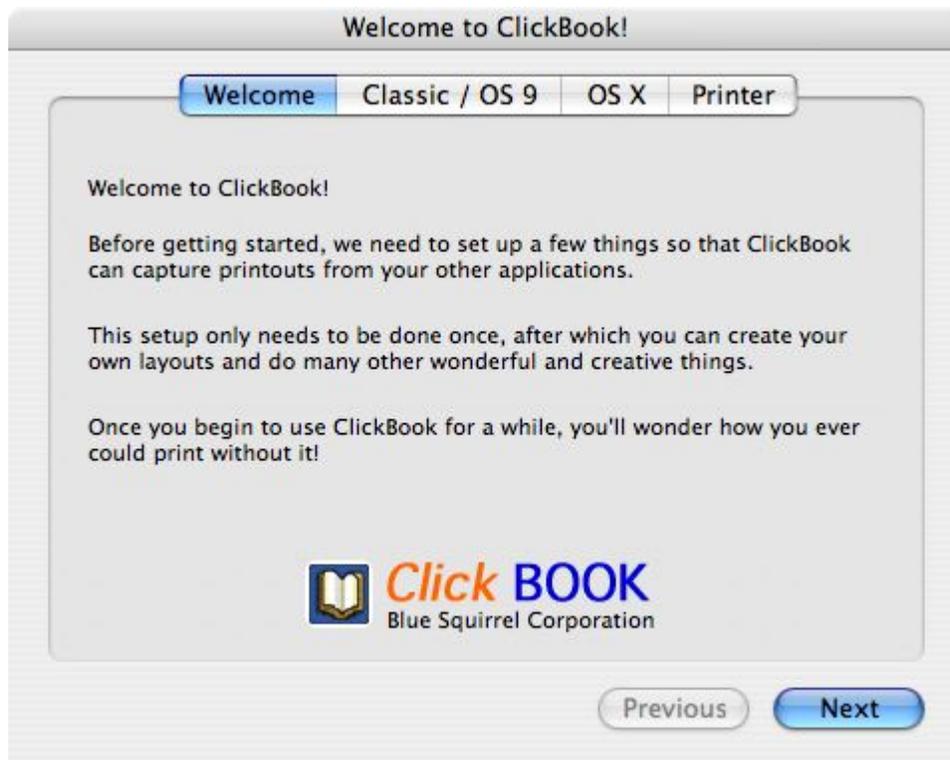
1. Please click Next to proceed.
2. The Classic / OS 9 tab will be displayed. Please follow the directions to restart Classic if you wish to print applications with ClickBook.
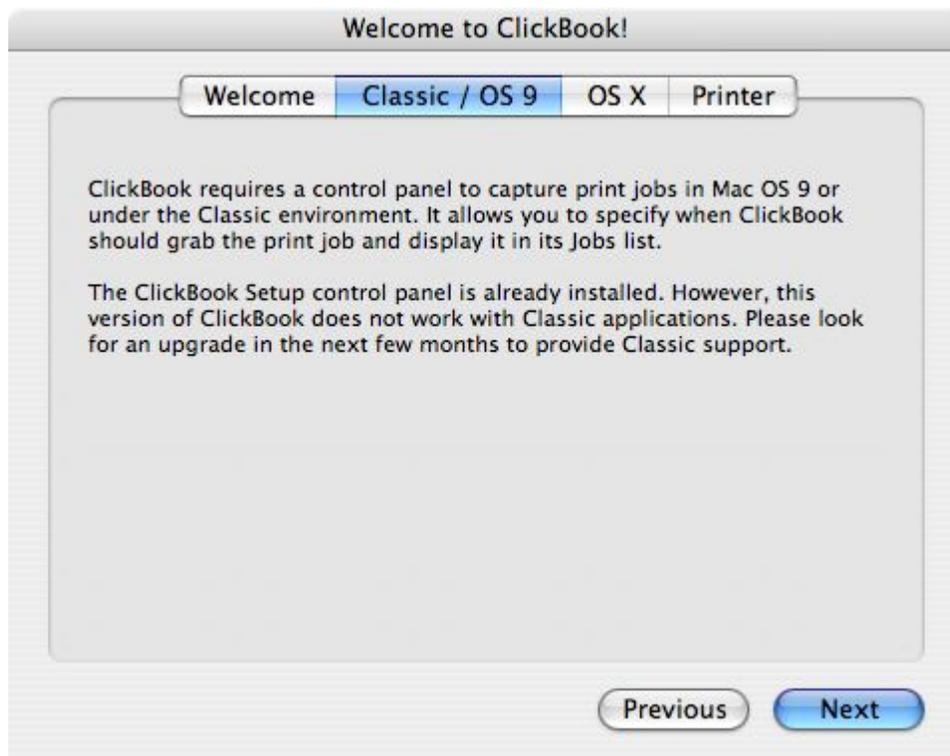
3. Please click Next to proceed.
4. The OS X tab will be displayed. Click the Activate PDF WorkFlow button to setup ClickBook to capture files from Mac OS X programs.
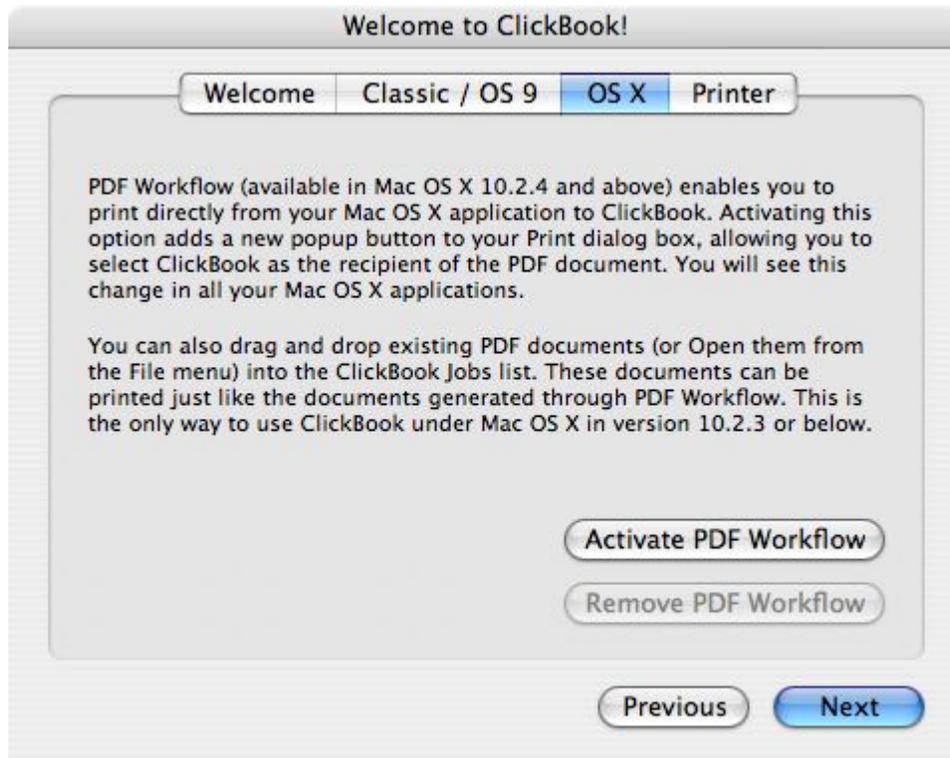
5. Please click Next to proceed.
6. The Printer tab appears giving you directions to setup your printers to work with ClickBook.
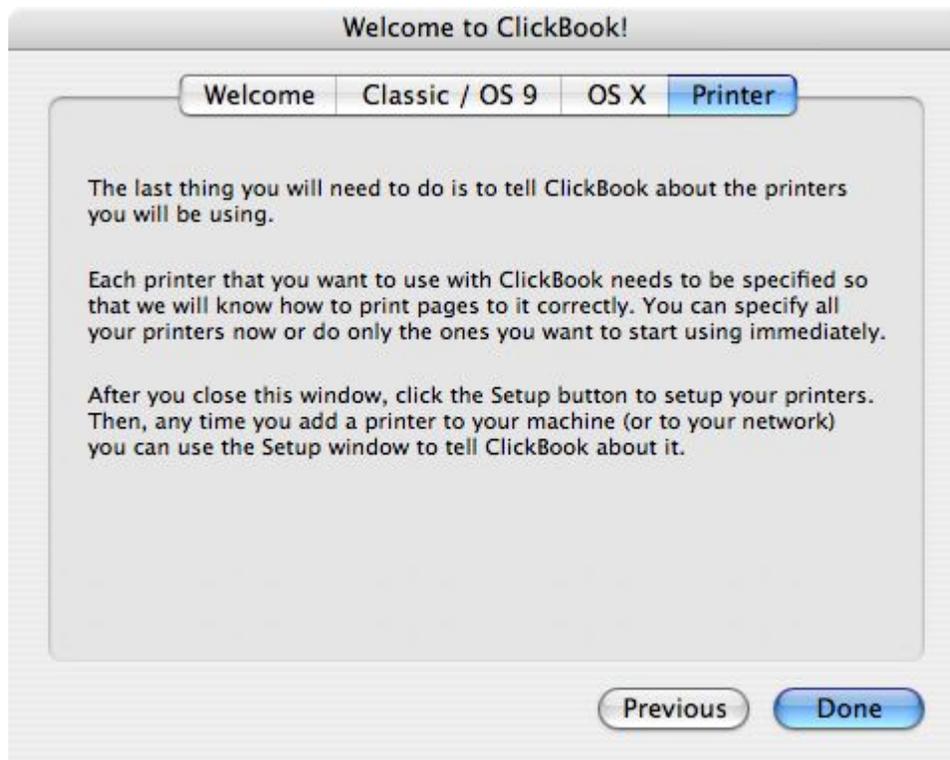
7. Press Done to close the Welcome dialog and begin using ClickBook.
8. Refer to Easy Printer Setup to setup your printers.

3.4 Printer Setup

Single-sided printing is enabled by default for all of your printers. But the ability to print booklets (and to use most of the additional layouts) is only available after you perform the Printer Setup step. Before you can print two-sided layouts, you need to tell ClickBook how your printer will duplex (print on both sides of a page).

To get started, click the Setup button on the Toolbar.
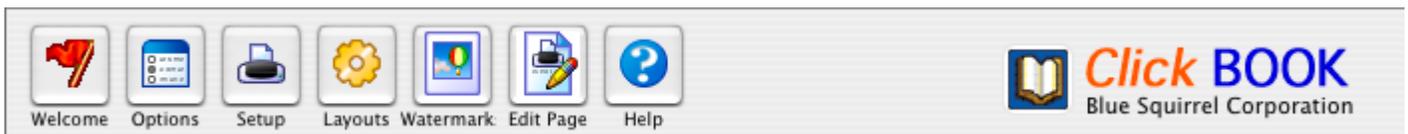
When you do this, the Printer Setup dialog will appear. As you can see in the following screen-shot, Single-Sided is selected as the default duplexing option:
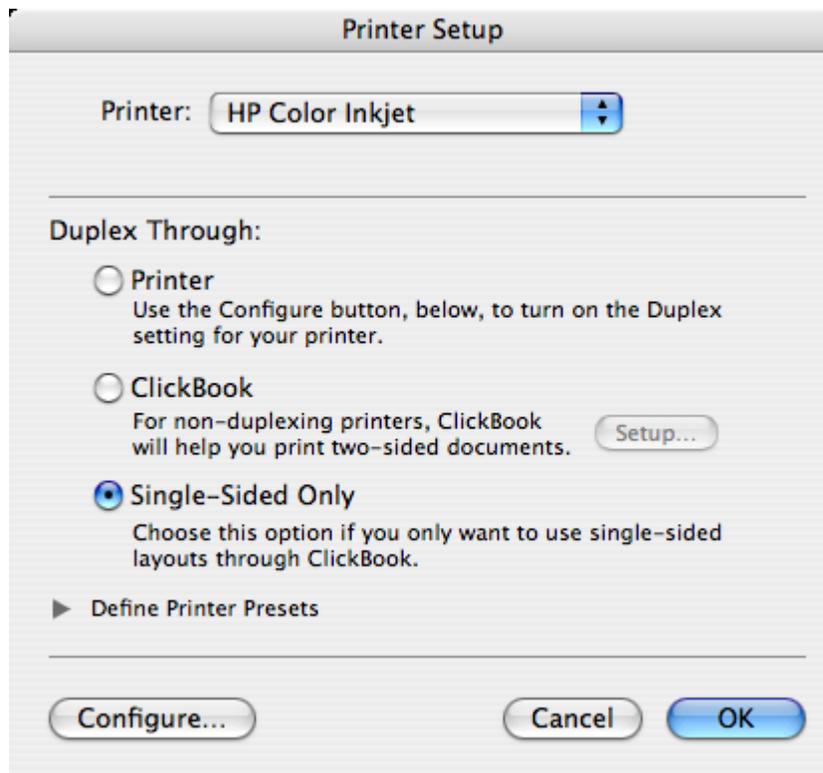
Use the Printer popup menu to select the printer you want to configure. You can configure just a single printer to start with, or configure all of the printers you have access to. Then for each printer, pick one of the three duplexing options.

■ If your printer supports it, you can enable hardware duplexing. This is the most convenient option because you won't have to worry about printing one side of your document, reinserting the sheets, and printing the second. However, this option not supported on every printer. (Check your printer's documentation to see if hardware duplexing is available to you.) To use this option, select it and then use the Configure button to turn on duplexng for your printer. Please see Hardware Duplexing for more details.

■ Duplexing through ClickBook is available if your printer lacks the ability to duplex by itself. To use this option, select it and then click the Setup button. A new dialog will appear allowing you to specify how ClickBook should print pages for the backsides of your documents. See Software Duplexing for more details.

■ Finally, you can choose to forego printer setup altogether and use your printer to print only single-sided layouts through ClickBook. This would be most appropriate for printers that hold single-sided media, but can also be used if you are in a hurry and need only a simple layout. For example, maybe you are printing photographs on a photo-quality printer where you would only print on one side of the page anyway. This option requires no further configuration.

After you make your selection, you can pick another printer from the popup menu and repeat the process. When you have selected duplexing options for all of the printers you care about, click the OK button to go back to the main ClickBook window.

3.4.1   Hardware Duplexing

To use the duplexing capability built-in to your printer, you will need to enable duplexing for your printer through the Mac OS X print dialog. First select Setup from the Toolbar to bring up the Printer Setup dialog, then select the Printer option to tell the program you want to duplex through your printer:

Now click the Configure button at the bottom of the Printer Setup window to bring up the standard Mac OS X print dialog.

The dialog you see will depend on which version of the OS you are running. Under 10.4 and later, the dialog shown below will appear for you, where the Layout option is already selected. Under 10.3.9 or earlier, you will see the usual print dialog and will have to select the Layout option yourself.
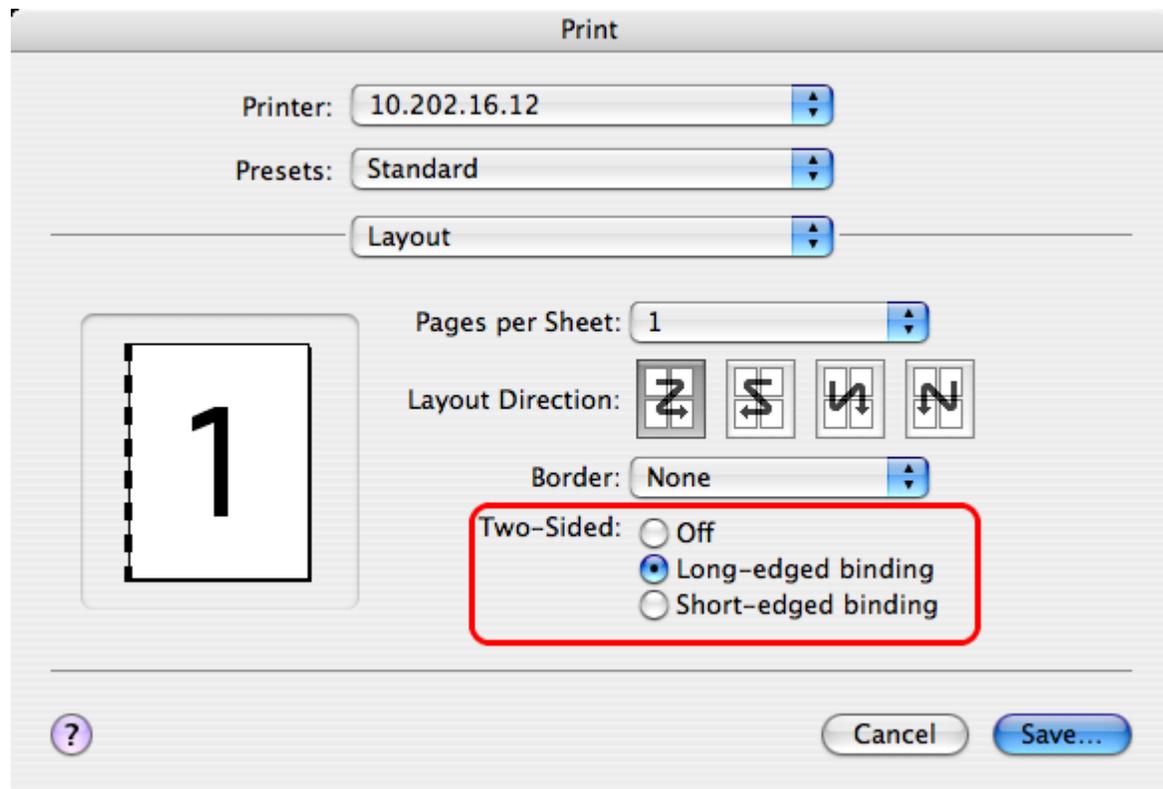
To enable duplexing in the Mac OS Printer Settings dialog, select either the Long-edged binding (the most common option) or the Short-edged binding from the Two-Sided options that are presented to you. Then Save the settings to return to the ClickBook Printer Setup dialog.

Once you have finished setting up your printers, click the OK button to return to the main window. When you do this, ClickBook will perform a validation check to see if you have really turned on duplexing for the printers you claimed were capable of printing on both sides of a page. If something doesn't seem to be correct, an error alert will appear to let you know what problems were found. Once you fix the problems, click the OK button to try again.

3.4.2   Software Duplexing

If your printer cannot duplex by itself, you can simulate this feature through software. With software duplexing, ClickBook prints the front sides of your document, prompts you to insert the pages back into your printer, and then prints the other sides.

In order to print on both sides of a page, ClickBook needs to know how paper moves through your printer. Of course printing the first side of any document is easy. The trick is knowing how to put the paper back into your printer to print the backs of each page. Once the "paper path" has been set, ClickBook can print a special page to tell you how to reinsert the sheets.

The paper path of many printers is automatically recognized by ClickBook. If yours is not, then you need to run theption in ClickBook:
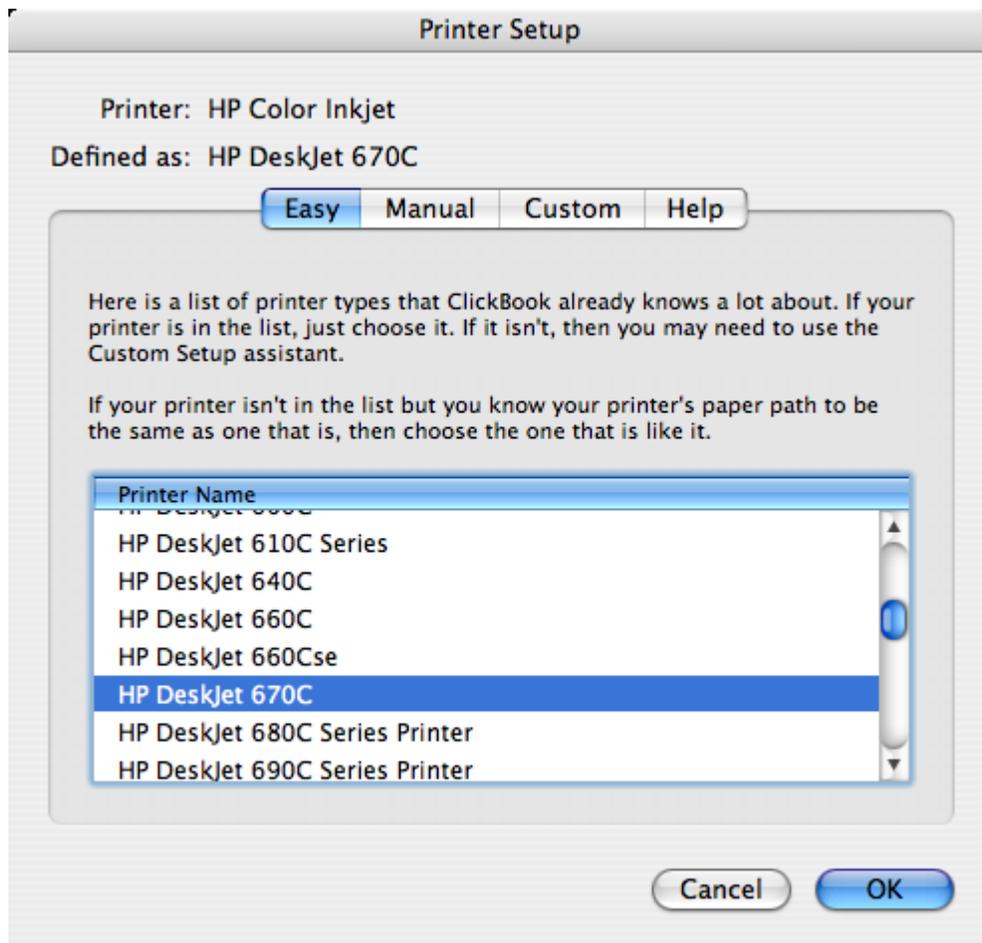
EASY Printer Setup:
1. Make sure the printer you wish to set up is ready to print (turned on, on-line, paper loaded, defined in the OS X Print Setup, etc.)
2. Launch the ClickBook application (this can be done from your Hard Drive, or by printing to ClickBook from an application).
3. Select the Setup button on the ClickBook toolbar.
4. Read the text displayed on the tab.
5. Choose the printer you want to setup from the Printer drop-down list. (If you have more than one printer they will be displayed in the Printer drop-down list.)
6. Select the Easy Printer Setup button.
7. Highlight the name of your printer and select the OK button.
8. If you have a duplexing printer, click on the Print Setup button, choose Layout from the drop down menu and choose the radio button for Two Sided Printing.
9. Please repeat steps 3 through 8 to setup a second, third, or fourth printer.

If your printer is not in the list, select the Custom Printer Setup Wizard
or Manual Printer Setup and follow the instructions.

Some printers rotate landscape print jobs backwards. If you use a layout and the back-sides are not correct (typically, upside down), go to the Manual tab of ClickBook's Printer Setup. In the For Landscape, Printer rotates paper section choose the opposite radio button: 90 degrees to the left, or 90 degrees to the right.
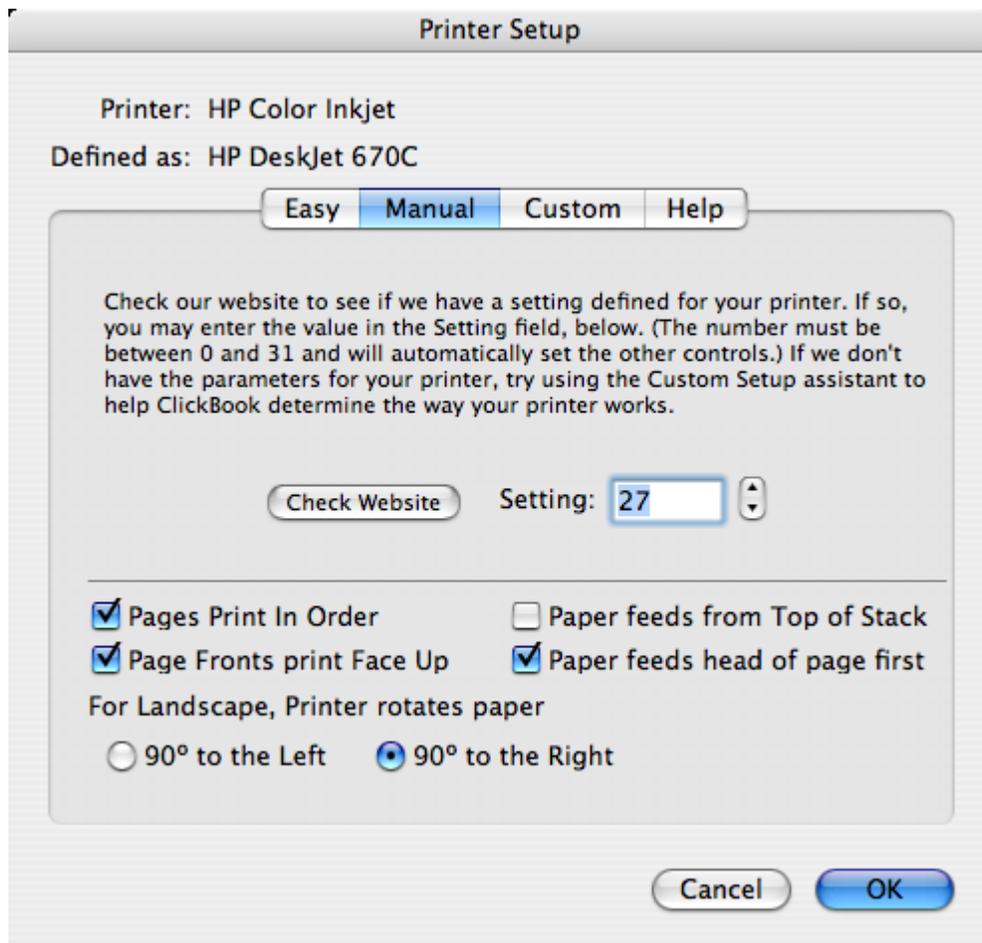
MANUAL Printer Setup:

3.4.2.1 Custom Printer Setup Wizard

If you are unable to setup a printer using the Easy Printer Setup, we recommend using the Custom Printer Setup Wizard to assist you.
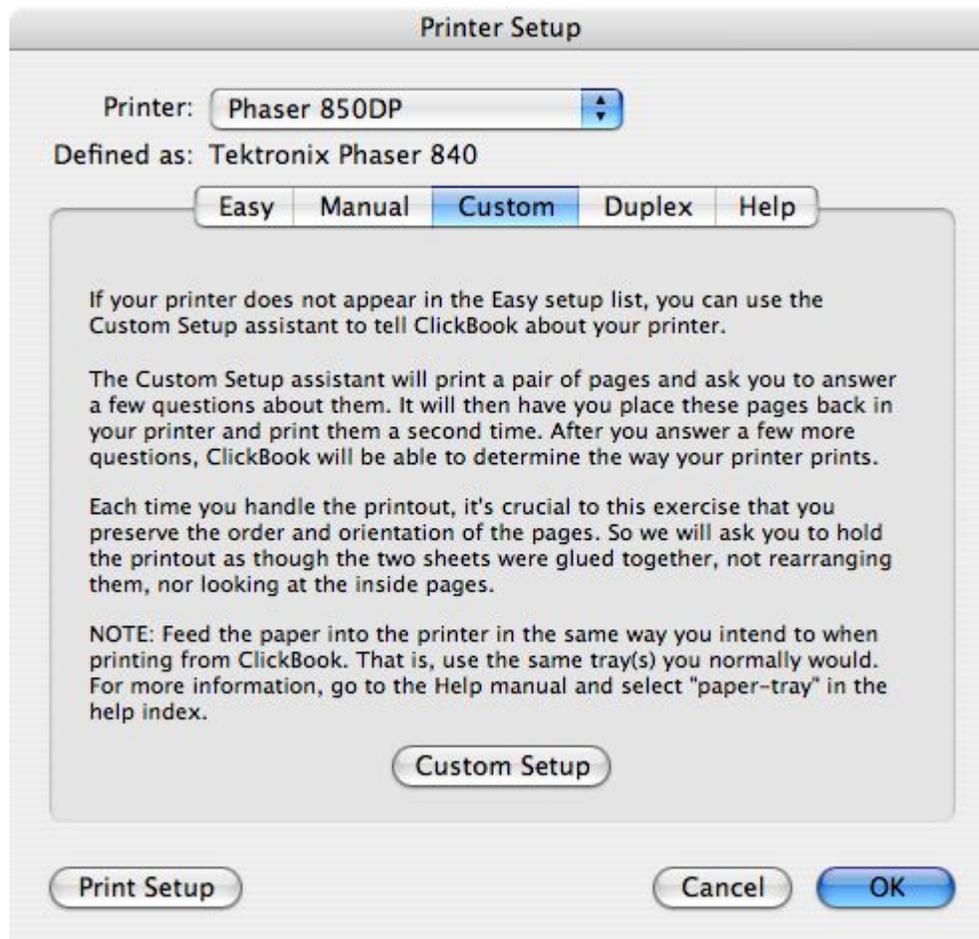
CUSTOM Printer Setup
1. Make sure the printer you wish to set up is ready to print (turned on, on-line, paper loaded, defined in the OS X Print Setup, etc.)
2. Launch the ClickBook application (this can be done from your Hard Drive, or by printing to ClickBook from an application).
3. Select the Setup button on the ClickBook toolbar, the Printer Setup dialog appears.
4. Read the text displayed on the tab.
5. Choose the printer you want to setup from the Printer drop-down list. (If you have more than one printer they will be displayed in the Printer drop-down list.)
6. Select the Custom Printer Setup tab, and the Custom Setup button. You will be guided through the custom printer process.
7. Carefully follow the steps and press Done when you have completed the process.
8. If you have a duplexing printer, click on the Print Setup button, choose Layout from the drop down menu and choose the radio button for Two Sided Printing.
9. Please repeat steps 3 through 8 to setup a second, third or fourth printer.

3.4.2.2 Setup Duplex Printing

If you have a Duplex Printer you'll need to setup ClickBook to recognize that your printer can automatically print double-sided with no human intervention.

Printer Setup

Printer: Phaser 850DP ⬍

Defined as: Tektronix Phaser 840

| Easy | Manual | Custom | **Duplex** | Help |

Use the Print Setup button, below, to enable duplexing for your printer. (Because Mac OS X has no direct way for applications to turn on duplexing, ClickBook needs you to set it once manually.)

For OS X 10.2.x, select the Duplex option from the pop-up menu to enable duplexing. Turn on the checkbox labeled "Print on Both Sides" and select the side-by-side icon.

For Mac OS X 10.3.x, select the Layout option from the pop-up menu. Change the "Two Sided Printing" option from "Off" to "Long-Edge Binding".

Click the "Print" button when you are ready to save your settings. Once duplexing has been set, ClickBook will remember it for future print jobs.

You can also experiment with other the settings in the Print dialog, including the border that is drawn on each page. However, please don't change the Pages per Sheet setting. Changing that option will cause your booklets to print incorrectly.

Print Setup   Cancel   OK

After you have setup a printer using the Easy Printer Setup or Custom Printer Setup Wizard follow these steps:

1. Launch the ClickBook application (this can be done from your Hard Drive, or by printing to ClickBook from an application).
2. Select the Setup button on the ClickBook toolbar.
3. Click on the Print Setup button, choose Layout from the drop down menu and choose the radio button for Two Sided Printing.
4. Press Print to save your changes.

3.4.2.3   Printer Setup Help

The Help tab provides assistance with setting up your printer to work with ClickBook.
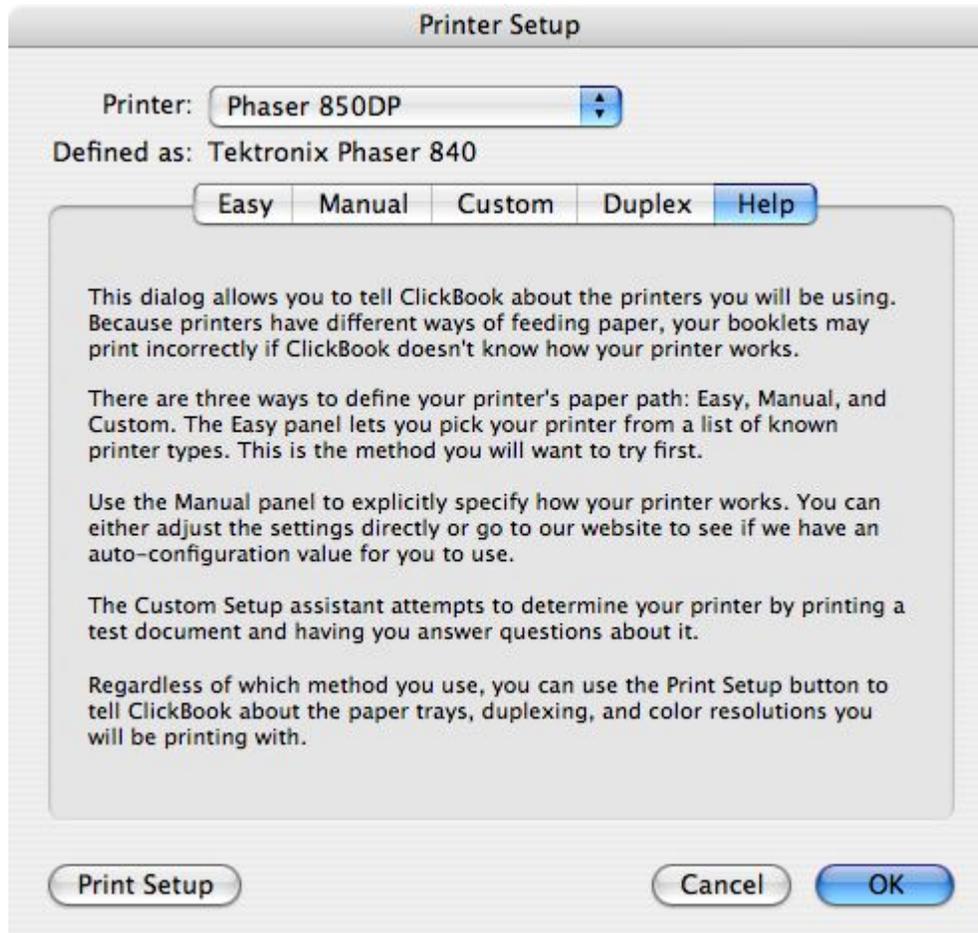
To access the Printer Setup Help menu follow these steps:
1.   Launch the ClickBook application (this can be done from your Hard Drive, or by printing to ClickBook from an application).
2.   Select the Setup button on the ClickBook toolbar, the Printer Setup dialog appears.
3.   Choose the Help tab and read the text displayed for guidelines on setting up a printer to work with ClickBook.
4.   Press OK when you are finished, or Cancel to close the dialog.

3.4.3   Single-Side Only Printing

Single-Sided printing is available for all printers by default, and is the appropriate choice for specialized media, such as labels, envelopes, and photo-quality paper. The following layouts are available for single-sided mode:

```
      16 to a sheet, Landscape
      16 to a sheet, Portrait
      2 to a sheet, Landscape
   ✓  2 to a sheet, Portrait
      2-Up (FAX)
      25 to a sheet, Landscape
      25 to a sheet, Portrait
      36 to a sheet, Landscape
      36 to a sheet, Portrait
      4 to a sheet, Landscape
      4 to a sheet, Portrait
      9 to a sheet, Landscape
      9 to a sheet, Portrait
      Certificates
      Envelope
      Stickers
      Table Top laying
      Table Top laying (no scaling)
      Table Top standing
      Table Top standing (no scaling)
```

3.5   Update ClickBook

Please check the Blue Squirrel Web Site for updates to newer versions of ClickBook.
Visit: http://www.bluesquirrel.com/cd_maccb/.

3.6   Uninstalling ClickBook

To uninstall ClickBook from your computer please follow these steps:

1.   Open your Applications folder and locate the ClickBook icon.
2.   Drag and drop the ClickBook icon to your trash can.

If you want to uninstall PDF WorkFlow select Welcome from ClickBook's main screen. The Welcome dialog will appear. Select the OS X tab and choose Remove PDF workflow.

Welcome to ClickBook!

Welcome | Classic / OS 9 | OS X | Printer

PDF Workflow (available in Mac OS X 10.2.4 and above) enables you to print directly from your Mac OS X application to ClickBook. Activating this option adds a new popup button to your Print dialog box, allowing you to select ClickBook as the recipient of the PDF document. You will see this change in all your Mac OS X applications.

You can also drag and drop existing PDF documents (or Open them from the File menu) into the ClickBook Jobs list. These documents can be printed just like the documents generated through PDF Workflow. This is the only way to use ClickBook under Mac OS X in version 10.2.3 or below.

(Activate PDF Workflow)

(Remove PDF Workflow)

(Previous) (Next)

4.1 ClickBook's Main Screen

ClickBook's main window is divided into five separate parts: Title bar, Toolbar, Print Jobs, Printing Controls, and Layout Preview.
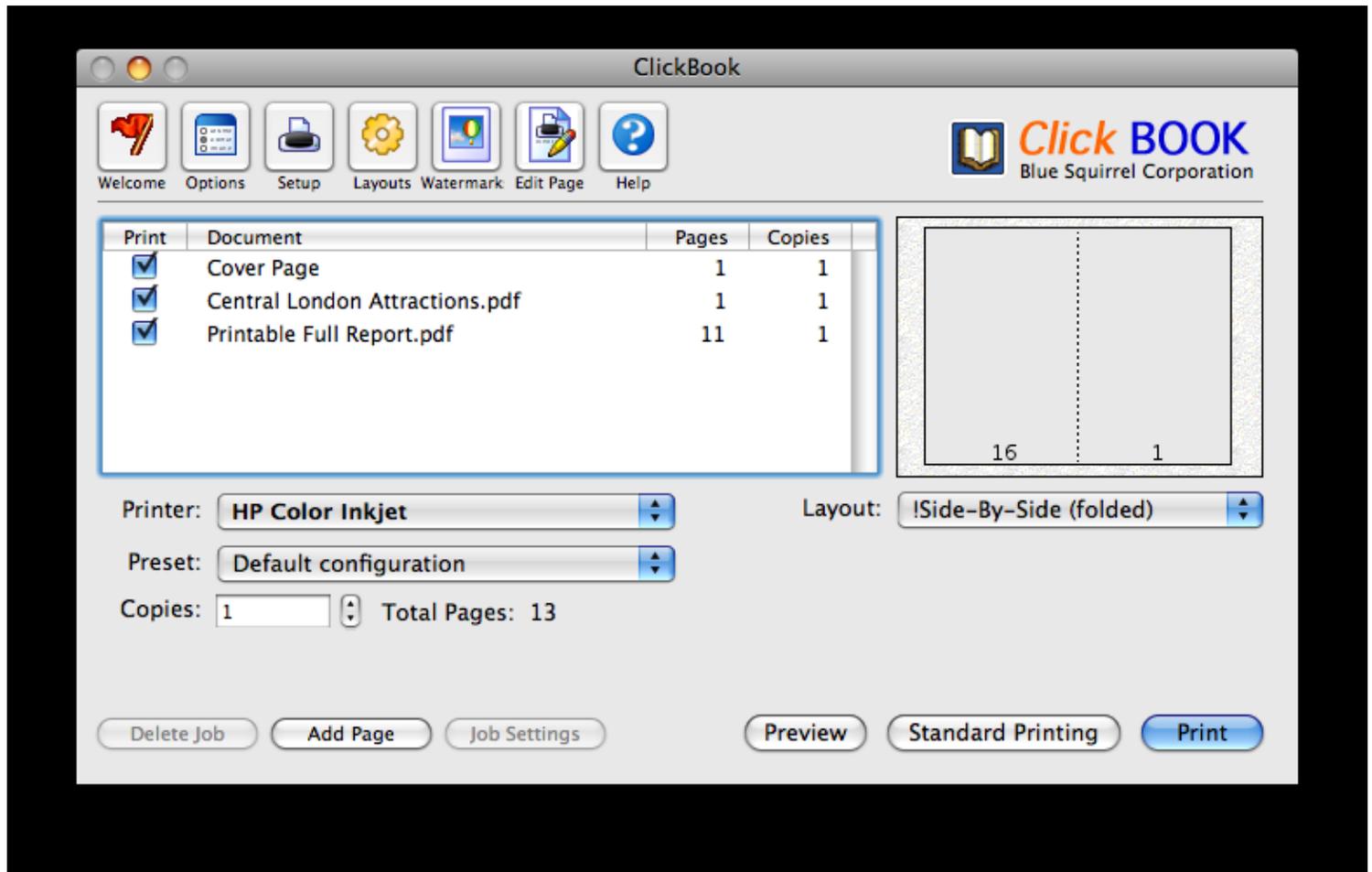
- The Title Bar displays the program title and offers access to minimize and close ClickBook.
- Toolbar offers one-click access to the most commonly used commands.
- Print Jobs displays which documents are going to be printed, the total amount of pages received, and how many copies you want to print.
- Print Controls include which printer will receive the print job and, optionally, the preset to use while printing. (Set Presets for more information). Options are also available to allow you to add a page or to remove unwanted documents.
- Layout Preview provides an idea of what the document will look like when it is printed for the chosen layout.
- Status Bar allows you to delete a document in the Print Jobs window, add pages in between files, preview the print jobs, and send your documents to the printer.

4.2 Title Bar

The Title Bar displays the program title and offers access to minimize and close ClickBook.
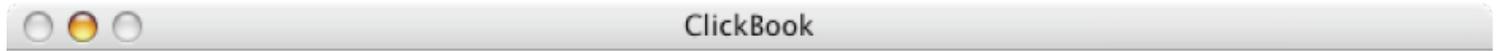
4.3 Toolbar

The ClickBook Toolbar offers one click access to frequently used commands.
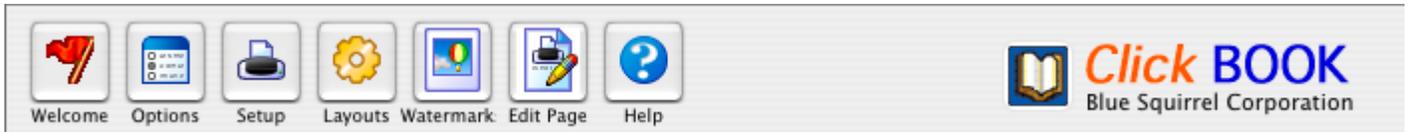
The Welcome to ClickBook dialog box appears asking you to setup ClickBook to work with your applications and printers. See The First Time You Run ClickBook.

Opens the Preferences dialog box where you can change print settings and program settings.

The Printer Setup dialog box appears, allowing you to setup printers to work with ClickBook.

Launches the Layouts list window. See Select A Layout.

Opens the Watermarks list window. See Managing Watermarks.

Provides a quick way to open the Page Setup (Layout Settings) for the currently selected layout.

Opens the ClickBook Help File where you can learn how to use ClickBook, and find answers specific questions on ClickBook functions.

4.4　Print Jobs

Print Jobs displays information pertaining to the files received from their corresponding applications. It also allows you to choose which printer will receive the print job.
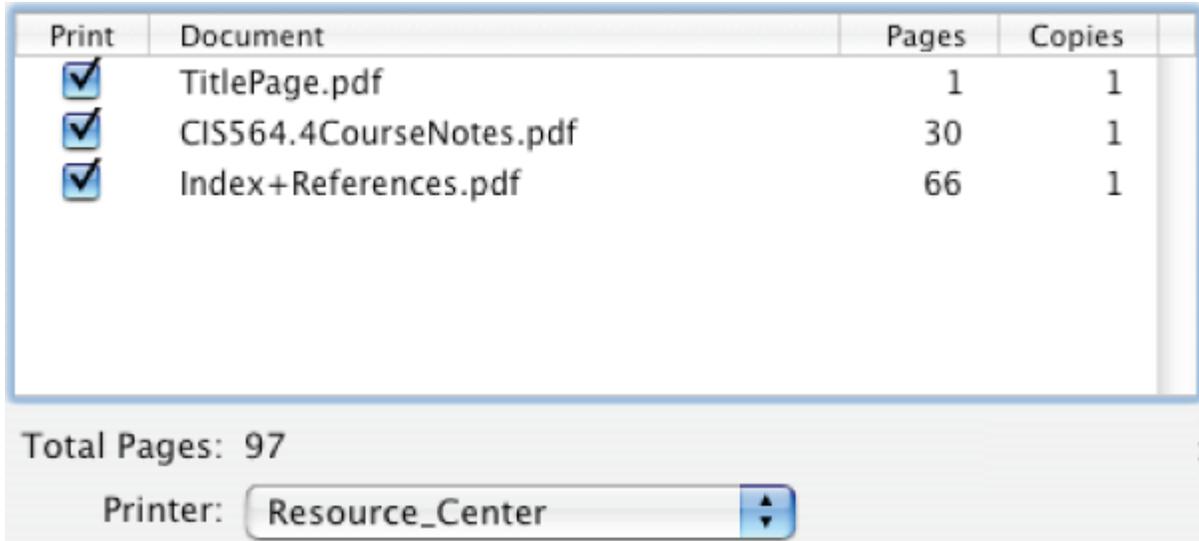
Print	Document	Pages	Copies
☑	TitlePage.pdf	1	1
☑	CIS564.4CourseNotes.pdf	30	1
☑	Index+References.pdf	66	1

Total Pages: 97

Printer:　Resource_Center

- The window lists the title and amount of pages, and copies received for each file.
- Use your mouse to select a file and click-and-drag the file to rearrange the print order.
- Uncheck items in the check mark boxes to remove files from the project.
- Total Pages displays the total amount of pages received from all applications.
- The Printer drop down menu lists the printers you have setup to work with ClickBook, and the current chosen printer will receive the print job.

4.5　Layout Preview

The Layout Preview screen displays the following:

100　　1

Layout:　!Side-By-Side (folded)
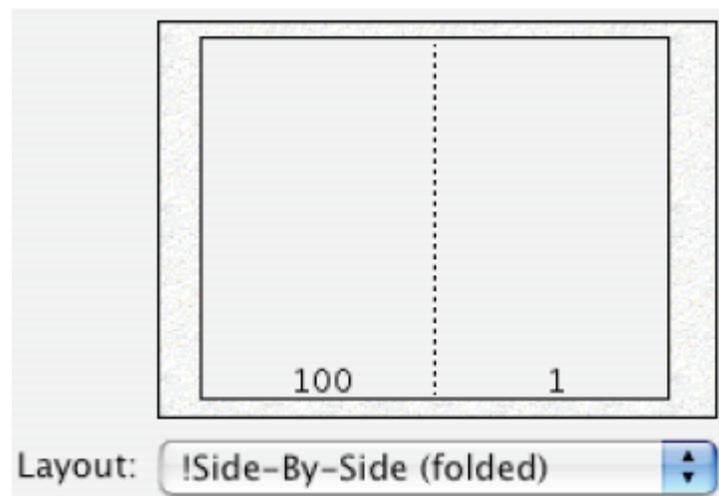
- Shows you how the selected layout for the Print Jobs will look once it is sent to the printer.
- Drop down menus allow you to select various Layouts.

4.6   Commands

The buttons at the bottom of the Main Screen allow you to customize your print order and to preview or print the items contained in the current Print Jobs list.

- Delete Job removes the items selected in the Print Jobs list.
- Add Page inserts a blank page in between files listed in the Print Jobs list.
- Job Settings opens the Job Settings dialog box where you can specify the number of copies, and change the name of the item shown in the list.
- Preview prints the print jobs to a PDF and opens Apple's Preview application. You can view how each page will actually appear before sending it to the printer.
- Standard Printing sends the print jobs to the printer without applying any layouts.
- Print applies the current layout to the items that are cntained in the Print Jobs list and sends it to the printer specified in the Printer popup.

4.7   Options

Select the Options button on the toolbar. The Options dialog appears.
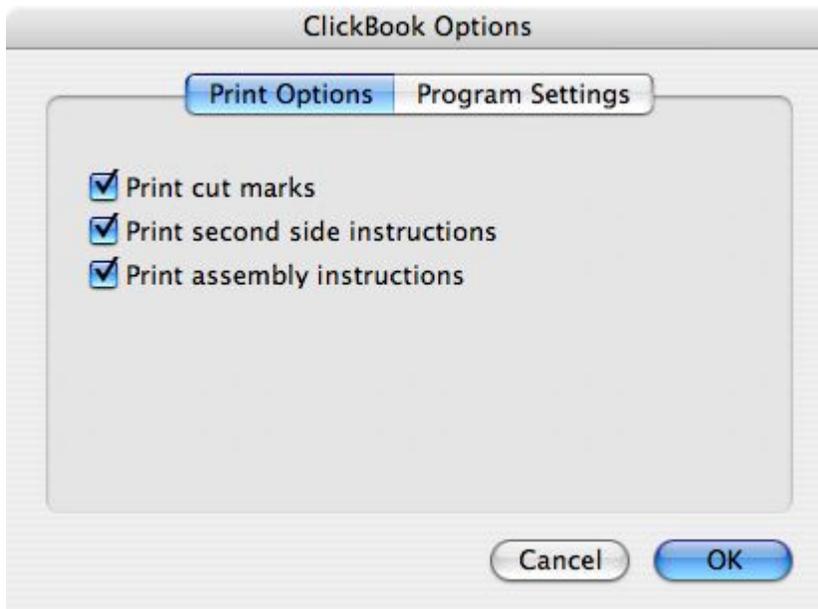
From the Print Options tab you can enable or disable the following features by marking the check boxes.
- Print Cut Marks - prints cut marks on the printout to use as a guideline for cutting between mini-pages.
- Print Second Side Instructions - prints out an instruction sheet to reinsert the printout for second-side printing. This feature comes in handy if you're using a non-duplexing printer.
- Print Assembly Instructions - prints out an instruction sheet with guidelines for cutting, folding, and stapling a printout.
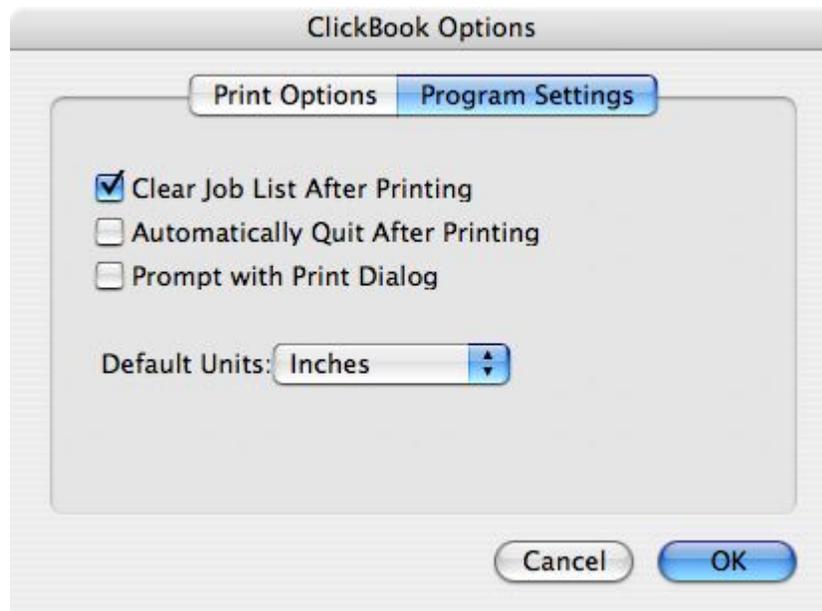
From the Program Settings tab you can enable or disable the following features by marking the check boxes.
- Clear Job List After Printing - enabled by default, removes the list of files in the Print Jobs section of the Main Screen.
- Automatically Quit After Printing - closes ClickBook after the print jobs have been sent to the printer.
- Prompt with Print Dialog - presents the standard Print dialog where you can adjust settings for the paper tray, borders, and color correction. All of these settings can be set in the Printer Setup area, so this is useful mostly for people who have a lot of different job types.
- Default Units - chooses a preferred measurement type: centimeters, inches, picas, and points.

Close the Options dialog to save changes.

4.8   Layouts

Select the Layouts button on the toolbar. The Layouts dialog appears.
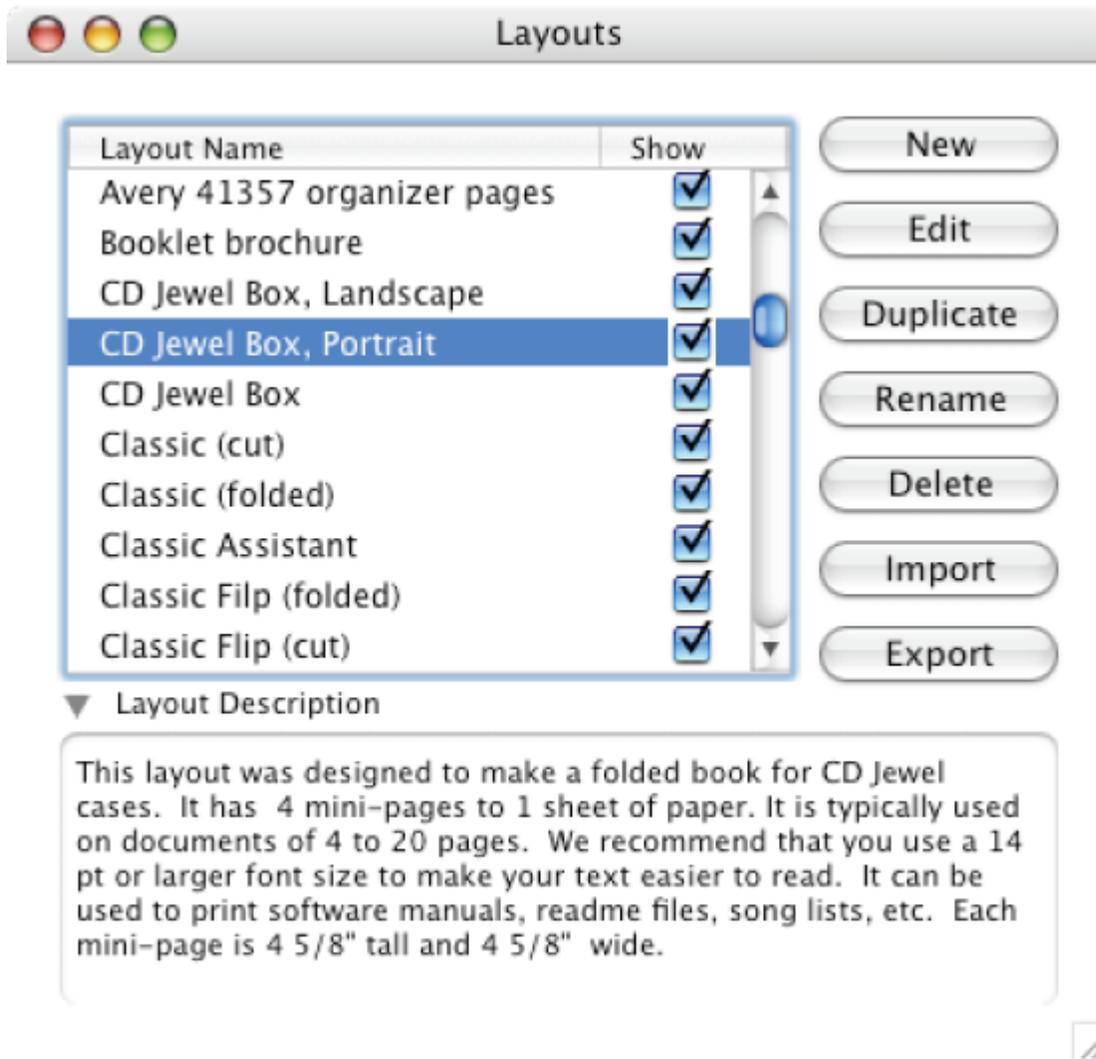
From the Layouts dialog you can:
- Layout Name/Show - mark/unmark check boxes for Layouts you would like to see displayed in the scroll list located under the Print Preview.
- Layout Description - provides you with common uses for the selected layout.
- New - launches the Modify Layout dialog and allows you to create a new layout.
- Edit - launches the Modify Layout dialog and allows you to alter an existing layout.
- Duplicate - builds an identical copy of an existing layout.
- Rename - changes the name of a layout.
- Delete - removes a layout from ClickBook.
- Import - add custom layouts from other users. Visit http://www.bluesquirrel.com/products/clickbook/layouts.asp for a list of new layouts.
- Export - send layouts to other users.

4.9 Preview

Preview, located on the Status Bar prints the print jobs to a PDF in a temporary folder and opens Apple's Preview application. You can view how each page will actually appear before sending it to the printer.

Select Preview on the Status bar, Apples Preview application opens.
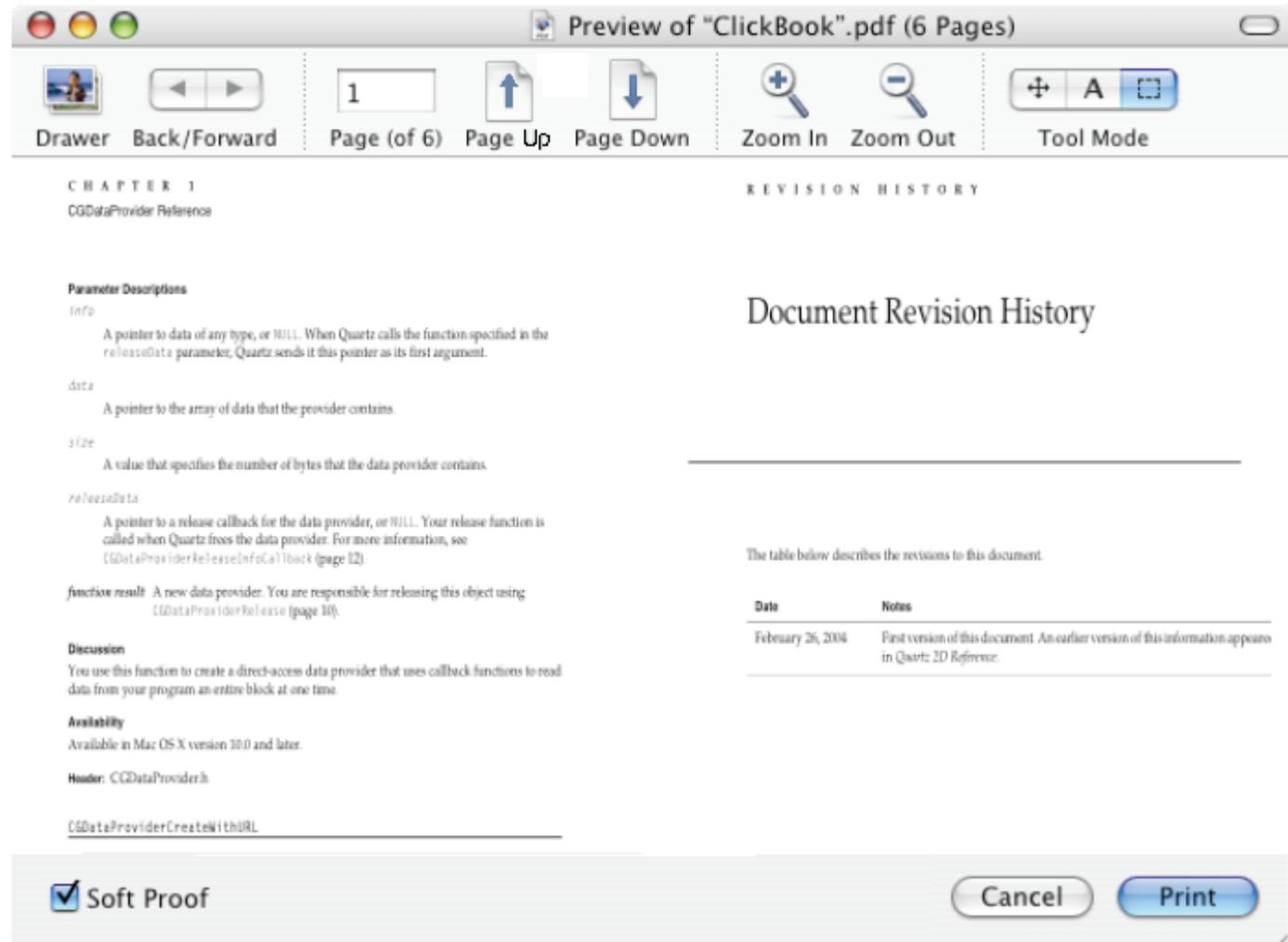
- Drawer - opens a sliding side panel showing a preview of all the pages in the document.
- Back/Forward - scroll through each page.
- Zoom In and Zoom Out - increase or decrease the documents magnification.
- Page textbox - enter a page number to view a particular page.
- Page Up and Page Down - move to the next physical page.
- Tool Mode - insert text in the document, select an area of the document for copying, or navigate the page.
- Soft Proof - mark or unmark the checkbox to view and print a gray scale version of the document.
- Print - send the print job to the printer.
- Cancel - closes the Preview dialog.

Note: If you have a duplex printer the Preview screen will combine the fronts and backs into a single file.

If you have a non-duplexing printer the fronts will go into one file and the backs will go into another, allowing you to print double-sided independent of ClickBook.

5.1   Printing Any Document

The instructions below tell how to print any document with ClickBook. If you select a layout with small mini-pages, you may wish to enlarge the document's fonts in your application program.

These instructions include all the steps necessary for printing double-sided small books, the most complicated kind of booklet. The layout you're using may be simpler.

1.   Prepare your document as you normally would in your application program.
2.   Print the document to ClickBook by proceeding with the following steps.
3.   Ensure that ClickBook is active. This can be done by seeing if the "Use ClickBook" check box in the Page Setup dialog is checked, or by choosing the "ClickBook Always Active" option in the ClickBook Setup control panel.
4.   Select Print from the File menu. The Print dialog will appear.
5.   In the Print dialog select the PDF button. A pop up menu appears, choose Open PDF with ClickBook.
6.   After you have given the print command from your application program, your application will print your document to ClickBook. Once your application has finished printing, the ClickBook software will pop up.
7.   Choose a layout in ClickBook to specify the appearance of your printed booklet.
8.   Then click Print from ClickBook to print your document as a booklet.
9.   The first sides will begin to print. *If you're using a duplexing printer you will not need to follow the proceeding steps.*
7.   When the last sheet of paper has printed, remove the printout stack carefully, without rearranging the sheets. Discard any extraneous sheets (such as separator sheets on a shared network printer), but leave the instruction sheet as part of the printout.
8.   Read the instruction sheet -- without lifting it off the other sheets and place the printout back into the printer according to the instructions. *If this printer prints an extraneous sheet before each print job, place a blank sheet on top of the printout stack.*
9.   Click on the Print Second Side button to begin printing the second sides.
10. When printing is completed, remove the printout. Discard extraneous sheets, if any, and set aside the instruction sheet. Do not rearrange the rest of the printout stack in any way.
11. Fold and/or bind the booklet.

ClickBook reduces the document to fit the selected layout and sends it to the printer. If you chose a double-sided layout, an optional instruction sheet may be printed, telling you how to reinsert the printout stack for printing the second side.

Optionally, you can print instructions for cutting paper and assembling the booklet that will print on the reverse side of the instruction sheet. These will instruct you to cut and assemble for a wallet size layout, and can be applied generally for other cut-booklet layouts. Binding and stapling or any other method is your choice. (To print the instructions, turn on the "Print assembly instructions" option on the Printing Options tab before printing your booklet.)

5.2   Printing A Booklet

We recommend that you work through the following ClickBook exercise before exploring ClickBook on your own.

"Printing a booklet", leads you through the whole process of printing a booklet. The document it prints is the ClickBook Readme (Text) file, which contains important information about ClickBook. It is simple to print because it is short in length and its fonts are pre-sized for the default layout. This layout is also simple to assemble -- you just fold and staple.

This document will print double-sided, with two pages on each side of a sheet of paper. You will fold it once to make a half-size

booklet. Follow these steps:

1. Ensure your printer is on-line and ready to print with letter-size (8-1/2" x 11") paper.
2. Open the file ClickBook Readme (Text) that was copied into your ClickBook folder when you installed ClickBook.
3. Make sure that ClickBook is active. This can be done by seeing if the "Use ClickBook" check box in the Page Setup dialog is checked, or by choosing the "ClickBook Always Active" option in the ClickBook Setup control panel.
4. Select Print from the File menu. The Print dialog will appear.
5. In the Print dialog select the PDF button. A pop up menu appears, choose Open PDF with ClickBook.
6. Note that the Side-by-Side (folded) layout is already selected on the Layout list. ClickBook remembers the most recent layout selected for each document, and we pre-selected Side-by-Side (folded) when we created this document. (You can see what all of the layouts look like by clicking repeatedly on the illustration, the layout's name is shown below its picture in the layout list.)
7. Click the Print button. The first sides will begin to print. *If you're using a duplexing printer your printout will come out of the printer finished.*
8. When the last sheet of paper has printed, remove the printout stack carefully, without rearranging the sheets. Discard any extraneous sheets (such as separator sheets on a shared network printer), but leave the instruction sheet as part of the printout.
9. Read the instruction sheet -- without lifting it off the other sheets and place the printout back into the printer according to the instructions. If this printer prints an extraneous sheet before each print job, place a blank sheet on top of the printout stack.
10. Click on the Print Second Side button to begin printing the second sides.
11. When printing is completed, remove the printout. Discard extraneous sheets, if any, and set aside the instruction sheet, but do not rearrange the rest of the printout stack in any way.
12. Fold in half, and staple.

5.3 Drag and Drop Printing

The instructions below tell you how to quickly print PDF files with *ClickBook*. Depending on the layout you choose, your document may require special formatting in your application program to look its best.

1. Ensure your printer is on-line and ready to print with letter-size (8-1/2" x 11") paper.
2. Drag the PDF file you desire to print onto the ClickBook Dock icon. You may also Drag the PDF file onto ClickBook's job list.
3. ClickBook will open.
4. Note that the Side-by-Side (folded) layout is already selected on the Layout list. ClickBook remembers the most recent layout selected for each document, and we pre-selected Side-by-Side (folded) when we created this document. (You can see what all of the layouts look like by clicking repeatedly on the illustration, the layout's name is shown below its picture in the layout list.)
5. Click the Print button. The first sides will begin to print. *If you're using a duplexing printer your printout will come out of the printer finished.*
6. When the last sheet of paper has printed, remove the printout stack carefully, without rearranging the sheets. Discard any extraneous sheets (such as separator sheets on a shared network printer), but leave the instruction sheet as part of the printout.
7. Read the instruction sheet -- without lifting it off the other sheets and place the printout back into the printer according to the instructions. If this printer prints an extraneous sheet before each print job, place a blank sheet on top of the printout stack.
8. Click on the Print Second Side button to begin printing the second sides.
9. When printing is completed, remove the printout. Discard extraneous sheets, if any, and set aside the instruction sheet, but do not rearrange the rest of the printout stack in any way.
10. Fold in half, and staple.

Note: You'll need to ensure that ClickBook is setup on your Dock. Refer to Run the Setup Program.

5.4 Printing Protected PDFs

Documents that are encrypted or protected require a password to view or print. When such a document is added to the jobs list, ClickBook invites you to supply the password so you can view and print the pages.

There are three ways to deal with the dialog:
- **Cancel Import** - use this option if you do not know the document password and have no hope of obtaining it. Note that ClickBook cannot guess the password for you.
- **Wait** - use this option if you cannot remember the password and want to try to obtain it from other sources. ClickBook will add the document to the documents list, but will turn off printing. Click the Print checkbox in the jobs list or the Enable Printing checkbox in the Document Settings window to display the Password dialog again.
- **Check** - this option takes the password supplied in the in the edit box and checks it against the document. If the passwords match, the document is unlocked and added to the jobs list.

Although ClickBook can save your documents list from one session to the next, document passwords are not saved to disk. You will have to resupply the password the next time you try to print the document.

5.5   Reinsterting The Printout Stack Before Printing The Second Side

The critical step of double-sided printing is correctly reinserting the first-side print out correctly into the printer so the second side can be printed. Each detail of this process is important:

- When you are certain that all of the sheets from the first-side printout are done, remove the printout stack from the printer without rearranging the pages. Make certain. If any other print jobs were sent to this printer, that you are holding only your intended printout. If you're on a network and a printer prints an extra sheet (blank, or with network user id, for example) between printouts, throw out that sheet.
- Turn the stack over if necessary to find the instruction sheet. Read the instruction sheet without lifting it off the stack.
- Reinsert the stack with the instruction sheet still on it.
- If your printer puts out an extraneous sheet before each print job (e.g. printout separator sheets on network printer), place a blank sheet on top after reinserting the stack. If the printer went offline when you reinserted the stack, put it back online.

5.6   Assembling A Book

To turn on the Assembly Instructions:

Open ClickBook.
Choose Options from the toolbar.
Select the Print Options tab and mark the check box next to Print Assembly Instructions.
Close the Window to save your changes.

Note: by default, ClickBook will automatically print the Assembly Instructions with your printout.

5.7   Assembling And Cutting A Book

For layouts that require cutting and assembling the printout to form a book, instructions can be printed with your printout. The same instructions are given below. Note to print these instructions with each booklet, click on the Options button and turn on the Print assembly instructions option.

The cut marks on the printout are guidelines that show between which mini-pages to cut. Their position is accurate to about 1/16", which is not high precision for very small mini-pages. Use your eye or measure, in order to cut precisely halfway between mini-pages.

The marks themselves tell you the order of the cuts. The solid line indicates the first cut, the line composed of two dashes indicates the second, the line composed of three dashes indicates the third, and so on.

The instructions below, or those printed with the printout, include the important information about how to re-stack the cut sheets after each cut. They give the general rules for cutting and assembling any book of any layout.

1. If the mini-pages do not fill the sheet (that is, if you specified absolute mini-page dimensions), the first step is to cut away the extra paper. If there is no extra to cut away, skip to step 4.
2. Cut at the "one-dash" cut mark, which indicates a vertical cut to eliminate extra paper on the right. Discard the extraneous strips.
3. Cut at the "two dash" cut mark, which indicates a horizontal cut to eliminate extra paper at the bottom. Discard the extraneous strips.
4. Make the leftmost vertical cut. (Look for the next cut mark. Depending on whether you did steps 1.a. and/or 1.b., this may be composed of one, two or three dashes.)
5. Now your printout is split into two stacks. Place the one with page 1 on top of the other, aligning the top left corners.
6. Make the leftmost remaining vertical cut, if any.
7. Again, place the page 1 stack on top of the other, with top left corners together.
8. Continue in the same way until all vertical cuts have been made.
9. Make the top horizontal cut.
10. Place the page 1 stack on top of the other, with top left corners together.
11. Make the topmost remaining horizontal cut if any.
12. Place the page 1 stack on top of the other, with the top left corners together.
13. Continue in the same way until all horizontal cuts have been made.
14. Be sure to fold and/or bind on the edge indicated by your choice of layout, namely binding on the left for a Standard book, or on top for a Flip book. For a folded booklet layout: Remove blank mini-sheets, if any, from the middle. Fold in half and staple. For a cut book layout: Remove blank mini-pages, if any from the end. Then bind.

5.8   Stapling and Paper cutting recommendations

STAPLING

Problem: Standard staplers may not reach the fold on larger booklets, or the staples may go in crooked.

Solutions
- A "long-reach" stapler, available from Blue Squirrel, provides a good solution. We've used the Stanley-

Bostitch Long Reach Stapler with excellent results on all our folded layouts.
- Another good solution is the Stanley-Bostitch Booklet "saddle" stapler. A folded booklet (up to 8-1/2" x 11" when flat) slips into place on the stapler and staples straight every time.

Tip: Be careful to staple with outside of the booklet facing you, so that the sharp side of the staple will be on the inside! Call 800-403-0925 or visit http://www.bluesquirrel.com/clickbook/staplers.asp for information about staplers.

PAPER CUTTING
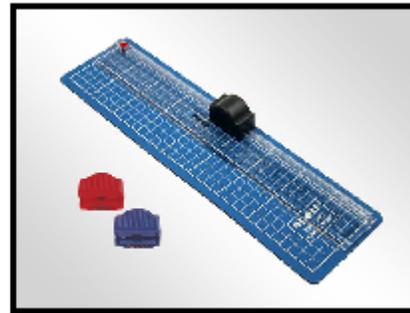
Problem:
- On most paper cutters, there is some play (sideways motion) in the cutting arm, which makes it hard to cut a perfectly squared edge (making right angles at the corners).

Solutions
- As you lower the cutting arm, press slightly inward (to the left) to keep the blade tight against the base of the paper cutter.
- A rolling-blade paper cutter does an excellent job of trimming booklets. Visit Blue Squirrel for information about the Dahle 507 Hobby Trimmer, and Dahle 360 Trim Ruler. Both allow you to precisely cut booklets with clean-crisp, burr-free cuts. Includes blade covers for safety, self sharpening blades, and comes in handy when you want to neatly removes the shingling effect from folded books. Call 800-403-0925 for information, or visit: http://www.bluesquirrel.com/so/trimmer/.

5.9   Setting Margins And Binding Space

Margins
Paper margins allow you to change the margins for a sheet of paper, and Mini-Page margins allow you to change the mini-page margins for the current Layout.

- ClickBook's margins are in addition to the margins set in your application program.
- Unlike the application program's margins, which gets scaled down along with the contents of your document, ClickBook's margins print at the exact size specified.

Binding
The Binding margin is extra space only on the side where the book will be bound. You can adjust the following:
- Printer Paper Size - Select the size of paper you want to use.
- Binding - Choose how you want the binding edge.

To change either margins or binding follow these steps:

1. From the Toolbar select Layouts, the Layouts dialog appears.
2. Under the Margins section alter the settings to your liking by using up and down arrows on the number boxes.
3. When you are finished, press OK.

Note: Usually you should set your application program's page margins or ClickBook's Top/Bottom and Left/Right Mini-page Margins. If you choose to set ClickBook's we recommend that you first print a part of your booklet and measure the exact of

margin you want to add. Then print the entire document with the Mini-page margins set correctly.

Note: Set the Paper Margins to match the cut-away or pre-perforated tear-off areas around the edges of some custom papers.

What is a Layout?
A layout is a blueprint for a particular booklet, which is defined by a group of detailed settings that tell ClickBook how to arrange the mini-pages on a sheet of paper. Some of the essential details are whether the paper orientation is portrait or landscape, how many mini-pages are printed across and down on one sheet, whether to print single or double-sided, margin sizes, and added space for binding.

Booklet Styles
Each layout also has a certain booklet style. This relates to how you intend to assemble and bind the booklet, and tells ClickBook the order to print the mini-pages so they will end up in the right order in your finished booklet. There are four booklet styles: Cut book, Folded book, Tiled, and Tri-fold. You can determine a layout's booklet style by its name, the corresponding picture, and by looking at the Booklet Style in the Modify Layouts tab.

- Cut book Layouts are for methods of binding that require cutting between facing pages. Most of the cut book layouts shipped with ClickBook are designed for paper that's pre-perforated for a custom appointment-book page.
- Folded book Layouts are designed for folding between facing pages, and stapling. Examples include the "Address book (folded)", "Wallet book (folded)", and "Side-by-side (folded)" layouts.
- French fold layouts are for making greeting cards from standard paper by folding the printed sheet in fourths.   The French fold style expects exactly four pages per sheet.
- Planner page Layouts are designed for day planner paper that has holes on the left and right hand sides.
- Tiled layouts are designed for multiple pages on a sheet but not cutting the sheet. The sheets that come out of the printer are the final sheets. There are two sequences in which the mini-pages can be printed in a tiled layout. These are controlled by the Binding Orientation options in the Modify Layout dialog.
  - Row-wise means page 2 prints to the right of page 1. For row-wise order, select the Standard binding orientation.
  - Column-wise means pages 2 prints below of page 1. For column-wise order, select the Flip binding orientation.
- Tri-fold Layouts are for printing single-sheet brochures or leaflets which are folded twice, making three panels (mini-pages) on each side of the paper.   The tri-fold style expects exactly six pages per brochure, since this style of brochure is a single sheet of paper, folded. Tri-fold pagination places pages 5, 6, and 1 on one side, and pages 2, 3, and 4 on the other side. The front panel is thus page 1, and the reader opens up the brochure to see pages 2, 3, and 4 inside, and then turns the sheet over to read pages 5 and 6.

6.1   Select A Layout

Answering the following series of questions will help you decide which layout you want.

- Is your document oriented as portrait or landscape? You should choose a layout that orients the mini-pages in the same way. Look at the picture for each layout to determine its mini-page orientation. (ClickBook will warn you if you choose a layout that doesn't match.
- What sort of booklet do you want to print?
- How large do you want your finished mini-pages to be? Mini-pages determine how many sheets of paper you want to include on a single sheet of paper, and how to fit them on the size of paper you're using. For examples look through the tiled or booklet layouts. To choose a layout with an appropriate number of mini-pages, look at the print preview picture.
- What size do you want your fonts and graphics to appear? Small booklets usually require that you enlarge the fonts and graphics, unless you choose to use No Scaling. If you choose No Scaling enlargement must be done in your application program and then print the document to ClickBook again. If you want to enlarge the fonts we recommend adjusting the mini-pages.

Note: Refer to Scaling Options for helpful hints on scaling booklets.

See Create New/Edit/Delete Layouts for instructions on altering a Layout.

To Select a Layout follow these steps:
1. Follow Steps 1-6 in the Printing Any Document section.
2. Click on the Layouts button on the Toolbar.
3. The Layouts dialog appears.
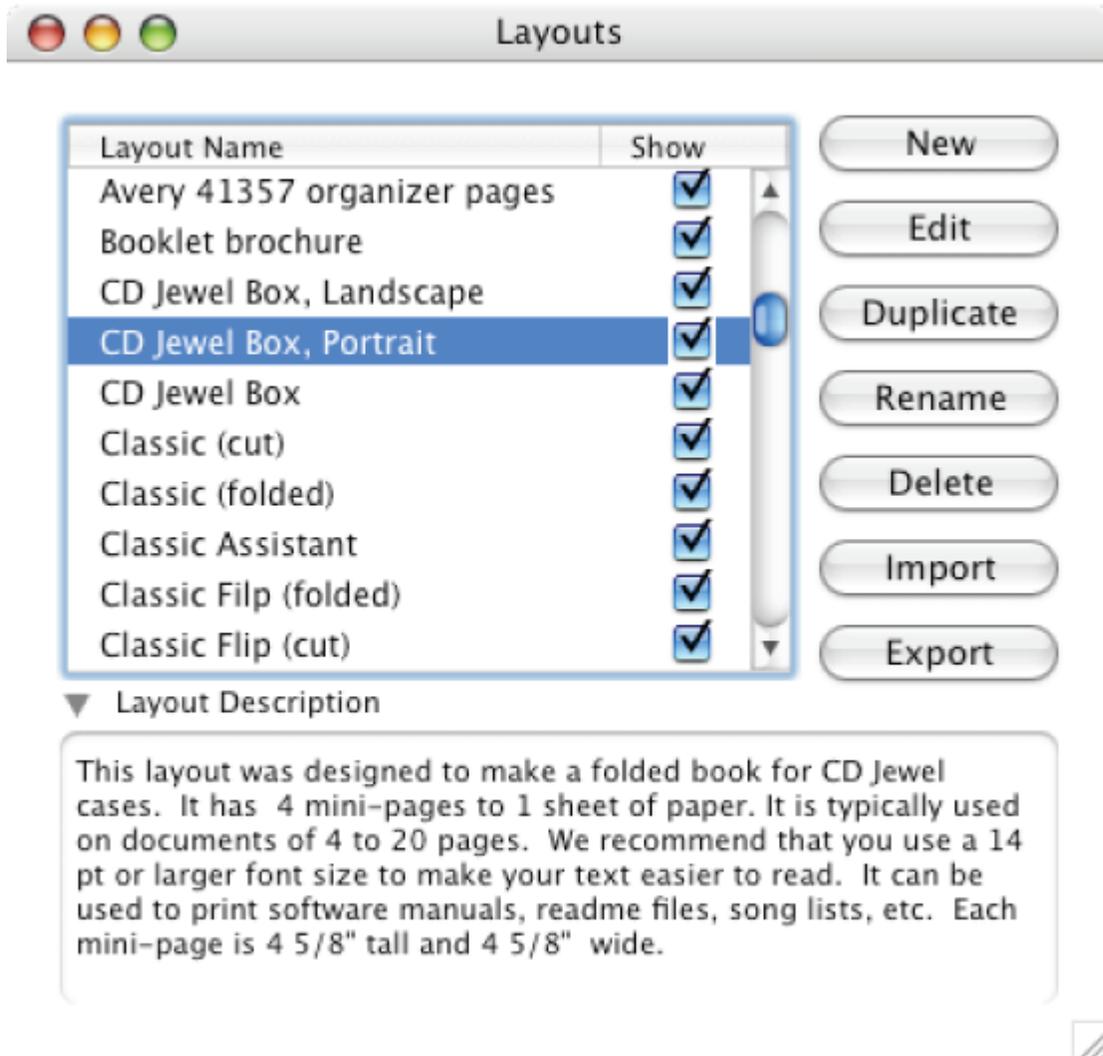
4. Scroll through the list to determine which layout you would like to print. As you select layouts the Layout description displays common uses for that particular layout.
5. Close the dialog to save your changes.

6.2   Layout Settings

The Layout Settings dialog box allows the user to make permanent changes to any layout format. It also allows the user to save their changes as a new layout by selecting Save As or to save their changes over an existing layout by clicking done.
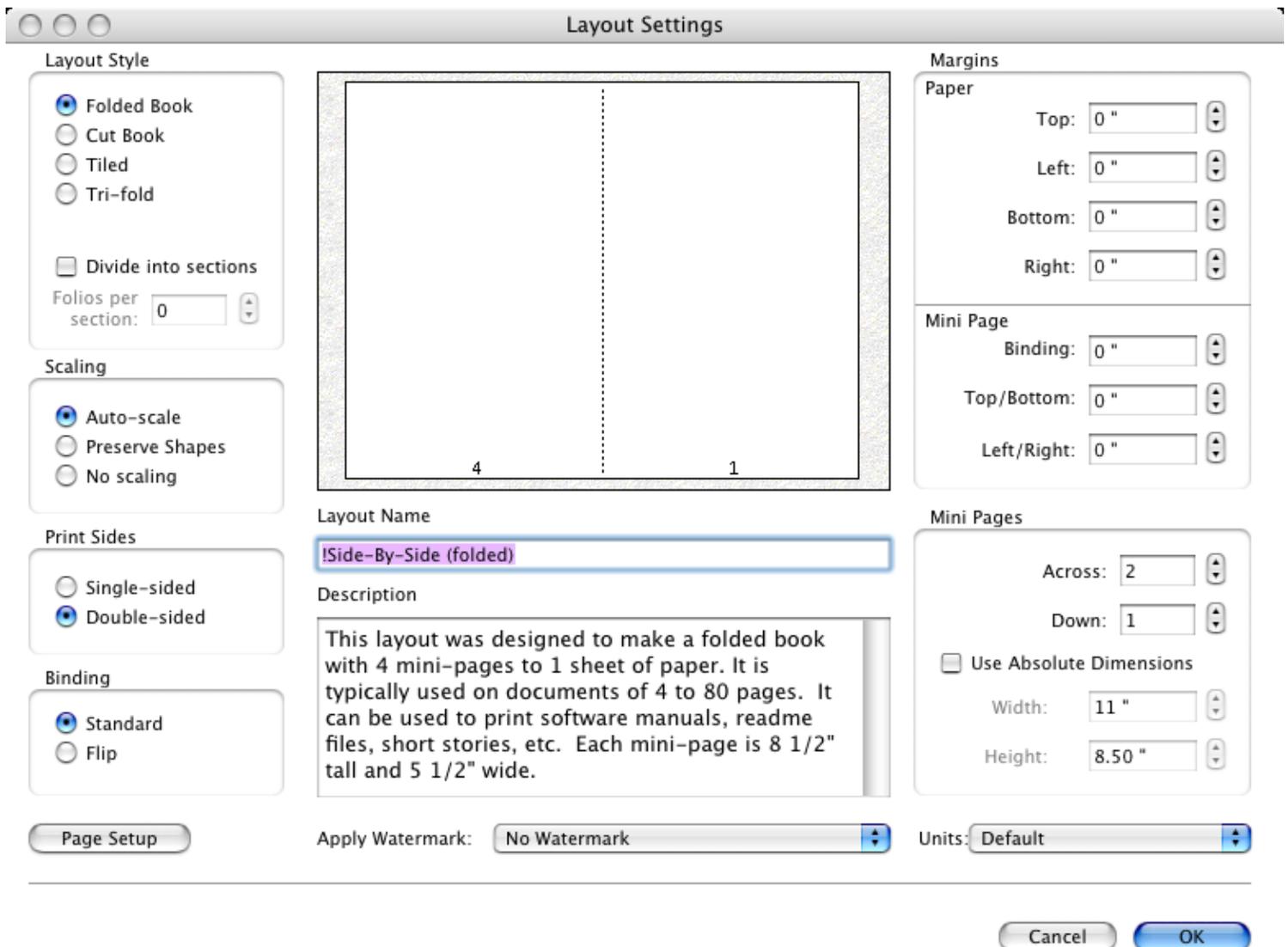
- **Layout Style:**
  - **Booklet Type** - Select a booklet style such as Cut book, Folded book, Tiled, and Tri-fold.
  - **Divide into sections** - For Folded books, this setting allows you to specify that your printouts should be divided into separate sections. Fold each section separately, then join them together for the finished book.
  - **Folios per section** - This specifies the number of pages (folios) per section. Although you can provide a large number for this setting, keep in mind that the higher the number of pages, the more difficult it will be to fold the resulting booklet.
- **Scaling**
  - **Scaling** - Choose the type of scaling to use, either Auto-Scale (stretch-to-fit), Preserve Shapes (One to One), No Scaling.
- **Print Sides**
- **Binding**
  - **Standard** - Pages of book will turn side to side.
  - **Flip** - Pages of book will flip up.
- **Page Setup**
  - **Sheet Orientation** - Select if you want the sheet to print in Portrait or Landscape Orientation.
  - **Printer Paper Size** - Select the size of paper you want to use. This will override the default setting that is under Tools-

>Options.
- **Layout Nam**e - Displays the name of the layout selected.
- **Layout Description** - Provides you with common uses for the selected layout.
- **Apply Watermark -**
- **Margins**
  - **Binding Edge** - Choose how you want the binding edge:
  - **Paper Margins** - Allows you to change the margins for a sheet of paper.
- **Mini Pages**
  - **Mini-pgs. on Sheet** - Select how many pages to put on a single sheet of paper.
  - **Absolute Dimensions** - ClickBook sets the Mini-page dimensions to fill a sheet of paper. You can set the dimensions by turning on Absolute Dimensions.
  - **Width** - Specify the width to match a custom page size.
  - **Height** - Specify the height to match a custom page size.
- **Units** - Choose measurement type as inches, centimeters, points, and picas.
- **Cancel** - Closes the Modify Layouts dialog without saving your changes.
- **OK** - Saves the changes you made to the current Layout.

6.3   Create New/Edit/Delete Layouts

To edit, duplicate, or create a new Layout follow these steps:

Making a backup
For backup purposes, you may want to save all the original layouts before making many changes to them. You can do this by exporting the ones that you are going to change. Then, if you ever need to revert to the originals, just import the layouts.

It's best to save a changed layout with a new name if you may want the original version in the future. The following steps overwrite the original.

To Edit a Layout:
1. Open the ClickBook application.
2. Choose the Layouts button on the toolbar.
3. The Layouts Dialog will appear.
4. Choose the desired layout and press Edit. The Layout Settings dialog appears.
5. Make the changes you want.
6. Save the layout under its current name by clicking the OK button.

After making changes but before saving them, you can click **Cancel**. This reverses all changes made since you last saved the layout.

To Duplicate a Layout:
1. Open the ClickBook application.
2. Choose the Layouts button on the toolbar.
3. The Layouts Dialog will appear.
4. Select desired layouts and press Duplicate.
5. The Duplicated Layouts will appear in the list. You can edit and rename them as you wish.

To create a New Layout:
1. Open the ClickBook application.
2. Choose the Layouts button on the toolbar.
3. The Layouts Dialog will appear.
4. Click the New option. The Layout Settings dialog appears.
5. Type the name in the Layout Name text box.
6. Make the changes you want.
7. Save the layout under its current name by clicking the OK button.

Notes on specific settings

Some important details about particular settings are given below. See **<u>Modify Layout</u>** for a descriptions of all the settings.

Mini-pages Across and Down, and absolute mini-page Width and Height
- If you have selected No scaling, then you must make sure that the page size setting in your application exactly matches (or fits within) the mini-page size. With **No scaling** on, ClickBook prints one application page on one mini-page without shrinking the data, leaving you to set up the application page exactly as you want it to print and to match the mini-page size.

- You must set the number of mini-pages Across and Down.

- ClickBook automatically sets the mini-page **Width** and **Height** to the maximum size that will fit on a sheet. Optionally, you can turn on **Use Absolute Dimensions**, and then decrease **Width** and **Height** to fit a custom page size.

Paper size (in the Page Setup dialog)
This is the size of paper (physical sheets) you're using. Note: This is not to be confused with the application program's paper size setting, which is unrelated (when **<u>scaling</u>** is used).

Note about mini-page orientation
The selected layout's mini-pages and your document's pages (in its application program) should have the same orientation (<u>portrait</u> or <u>landscape</u>). If ClickBook must scale the document's pages to fit an extremely different page shape, the shape of the text or graphics will end up very distorted. Therefore ClickBook warns you if a layout is selected whose mini-page orientation doesn't match your document pages.

However, you can ignore this warning if you're sure you want to use the selected layout. For example, you may have defined your document's page size in the application program to be almost square (but just barely portrait), while the layout's mini-pages are also almost square (but just barely landscape). This will work okay.

Note that the mini-page/document page orientation is independent of the orientation of the sheet of paper (the **Sheet Orientation**).

6.4   Import/Export Layouts

Import and Export
If you want to add an existing layout to ClickBook, or if you have a favorite layout that you would like to share, you can use the **Import** and **Export** buttons.

Import:
1. To import a layout choose the Layout button on the toolbar.
2. The Layouts dialog will appear.
3. Click the **Import** button.
4. Navigate to the location of the layout that you want to add to ClickBook (floppy, hard disk, server, etc.), and then click Open. You can immediately start using the new layout.

Export:
1. To export a layout choose the Layout button on the toolbar.
2. The Layouts dialog will appear.
3. Select the one you wish to export, and then click the **Export** button.
4. Navigate to where you want to save the layout (floppy, hard disk, server, etc.), and then click Save. You can change the name of the saved layout, if you wish.

Note: You can import/Export by dragging and dropping files from the ClickBook Layout list.

What are Watermarks?
A watermark is a collection of text or graphic items that can be superimposed on a page in order to personalize or distinguish a document. One familiar example of this is the "Top Secret" designator seen in all of the classic spy movies.
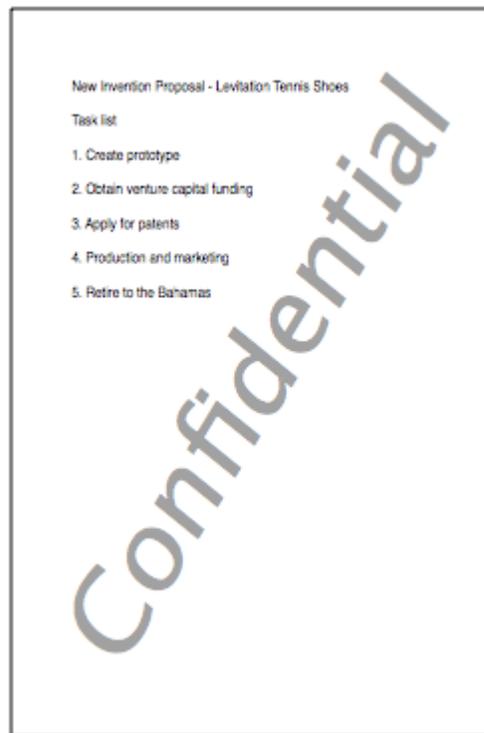
Watermark Styles
A watermark is a composition of individual items. You can incorporate text, graphic files, or even an entire page from a PDF document into your watermarks. In addition, you can set the position, rotation, and transparency level of each item, as well as the font and text styles that are used.

Limitations
ClickBook does not actually embed external graphic files or PDF pages into the watermarks you create. Instead, it places a link to the source document to refer back to. If you move or delete this document, the watermark will break. (We don't like this limit either, and are working on ways to correct it.)

7.1   Applying A Watermark

You can add a single watermarks to the pages of your document

7.2   Managing Watermarks

Watermarks that appear in the Watermarks popup menu in the Document Settings window are defined in the Watermarks Manager.
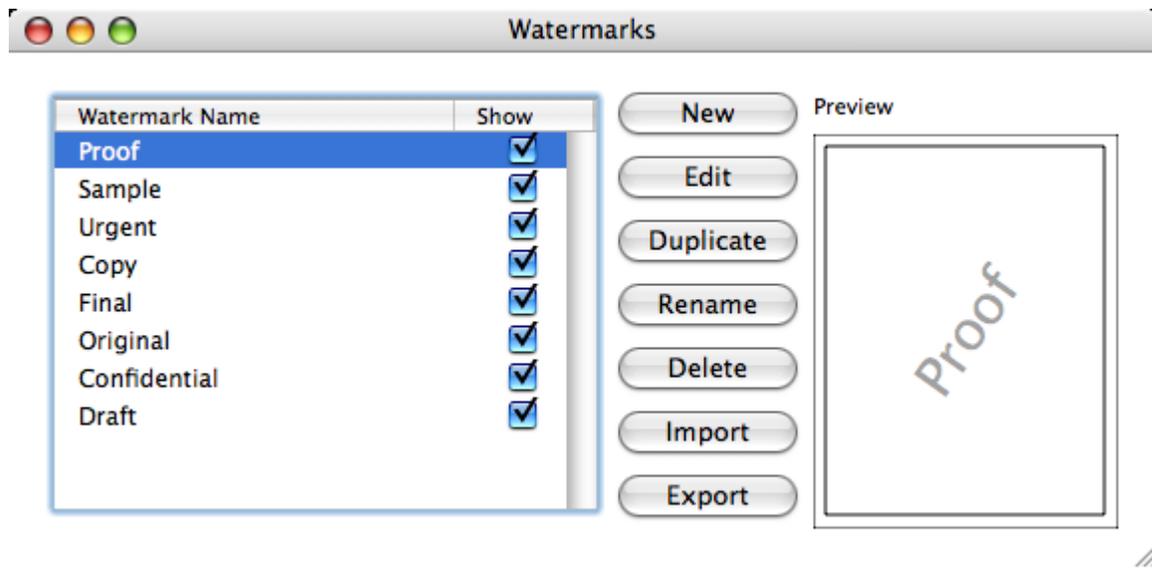
The manager gives you several options for dealing with your watermarks. See the sections that follow for additional information.

7.3   Creating a Watermark

To edit, duplicate, or create a new Watermark follow these steps:

Making a backup
For backup purposes, you may want to save all the original watermarks before making many changes to them. You can do this by exporting the ones that you are going to change. Then, if you ever need to revert to the originals, just import the watermarks.

It's best to save a changed watermark with a new name if you may want the original version in the future. The following steps overwrite the original.

To Edit a Watermark:
1.   Open the ClickBook application.
2.   Choose the Watermark button on the toolbar.
3.   The Watermark Manager window will appear.
4.   Choose the desired watermark and press Edit. The Watermark Settings dialog appears.
5.   Make the changes you want.
6.   Save the watermark under its current name by clicking the OK button.

After making changes but before saving them, you can click **Cancel**. This reverses all changes made since you last saved the watermark.

To Duplicate a Watermark:
1.   Open the ClickBook application.
2.   Choose the Watermark button on the toolbar.
3.   The Watermark Manager window will appear.
4.   Select desired watermarks and press Duplicate.
5.   The duplicated Watermark will appear in the list. You can edit and rename them as you wish.

To Create a New Watermark:
1.   Open the ClickBook application.
2.   Choose the Watermark button on the toolbar.
3.   The Watermark Manager window will appear.
4.   Click the New option. The Watermark Settings dialog appears.
5.   Type the name in the Watermark Name text box.

6.   Make the changes you want.
7.   Save the watermark under its current name by clicking the OK button.

See the Page Editor documentation for instructions on creating and editing Watermark elements.

7.4   Import/Export Watermarks

Import and Export
If you want to add an existing watermark to ClickBook, or if you have a favorite watermark that you would like to share, you can use the **Import** and **Export** functions.

Import:
1.   To import a watermark choose the Watermark button on the toolbar.
2.   The Watermark Manager window will appear.
3.   Click the **Import** button.
4.   Navigate to the location of the watermark that you want to add to ClickBook (floppy, hard disk, server, etc.), and then click Open. You can immediately start using the new watermark.

Export:
1.   To export a watermark choose the Watermark button on the toolbar.
2.   The Watermark Manager window will appear.
3.   Select the one you wish to export, and then click the **Export** button.
4.   Navigate to where you want to save the watermark (floppy, hard disk, server, etc.), and then click Save. You can change the name of the saved watermark, if you wish.

Note: You can also import/export by dragging and dropping files from the ClickBook Watermark list.

You can create custom pages within ClickBook to serve as fillers, section dividers, or cover pages. Pages can be as simple as a blank sheet inserted between documents, or as complicated as you care to make them. The Page Editor is also used to build watermarks, so the concepts presented here will help you to build them as well. (In fact, if you have a page you want to use over and over again, you can create it as a watermark and then apply it to a blank page in the Page Manager.)

To access the Page Editor, first use the Add Page button on the ClickBook main screen. Then either double-click the "(Blank Page)" line, or select it from the list and click the Job Settings button to open the Page Editor dialog. The picture below shows what you would see if you were to open the editor for a new page created in the jobs list.
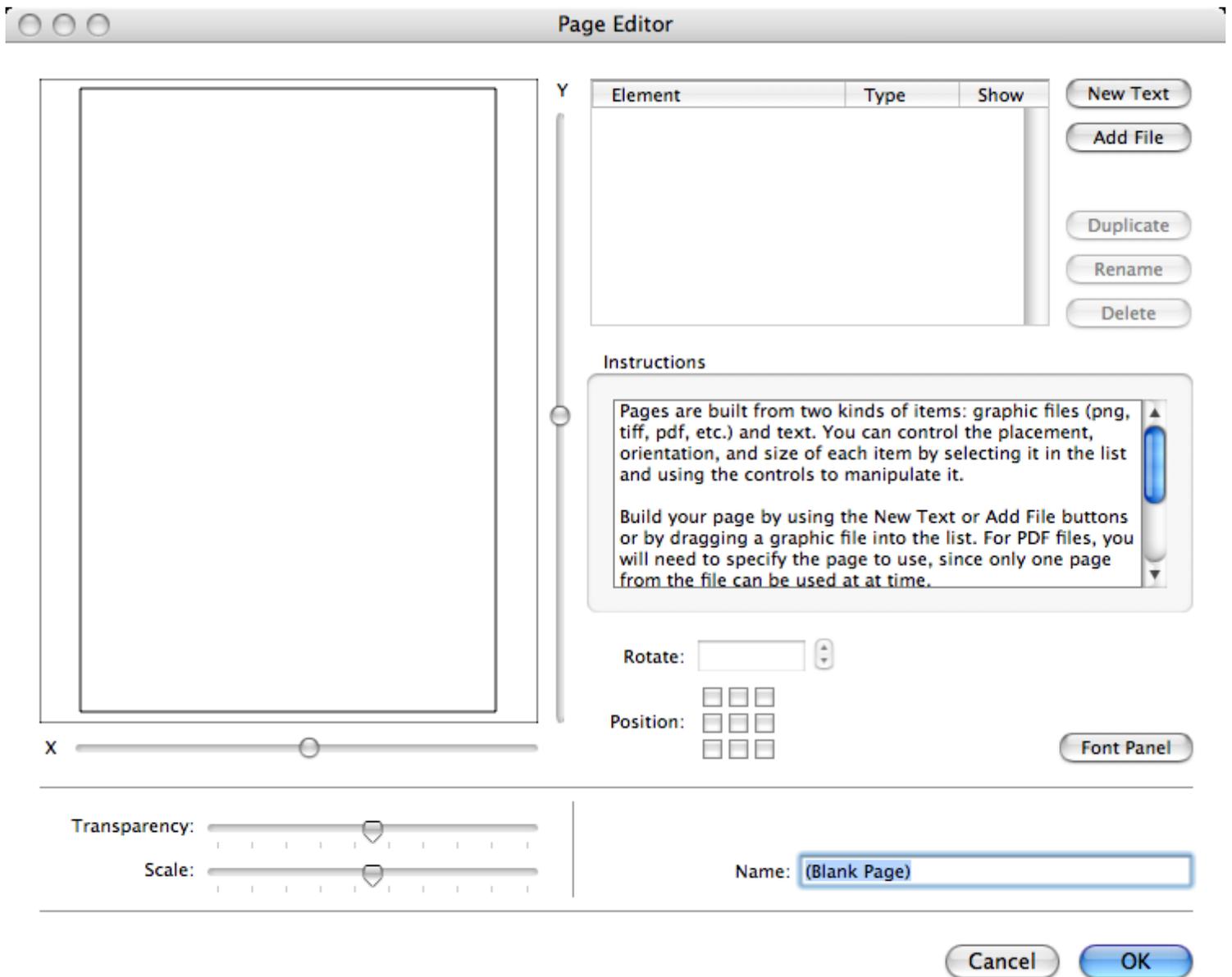
The Page Editor contains a preview area for the page you are editing, a list of elements contained on that page (initially empty), and controls for editing the elements on the page. The Instructions box is displayed when nothing is selected in the Elements list. Otherwise it displays additional controls for the item you have selected (text, image, or PDF).

Element List

The element list displays an entry for each item on your page. There are two kinds of elements you can use to build a page: text items, and files. For file items, ClickBook can display image files and selected single pages from a PDF document.
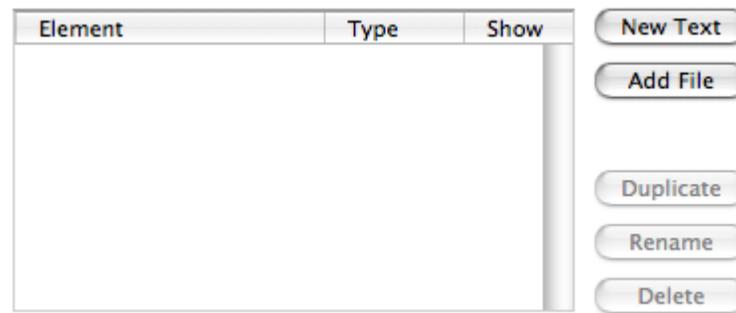
Use the New Text button to create a text element for the page, or the Add File button to add an image or PDF element. You can also drag images or PDFs from the Finder into the element list.

The Duplicate, Rename, and Delete buttons work as expected to duplicate an element, rename the name of an element, or to delete an element from the page you are building.

File Elements

The following picture displays how the Page Editor might look after dragging an old Apple 10Q PDF document into the Elements list. The instruction area has changed to display details about the document and the selected PDF page to be used in the construction.
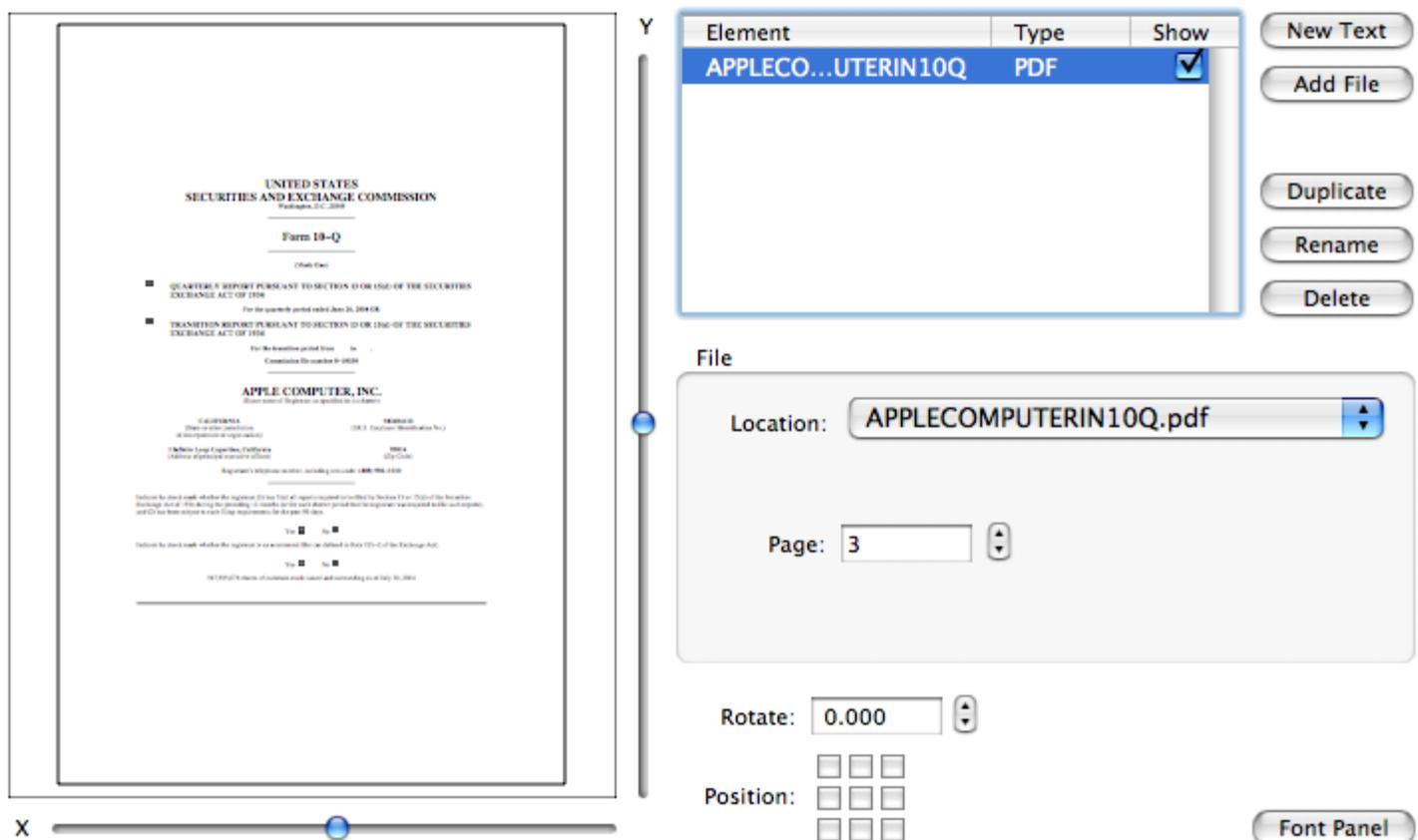
The location popup serves only to show you the location of the file in your file system. It doesn't actually take you to the item were you to select one of the menu entries.
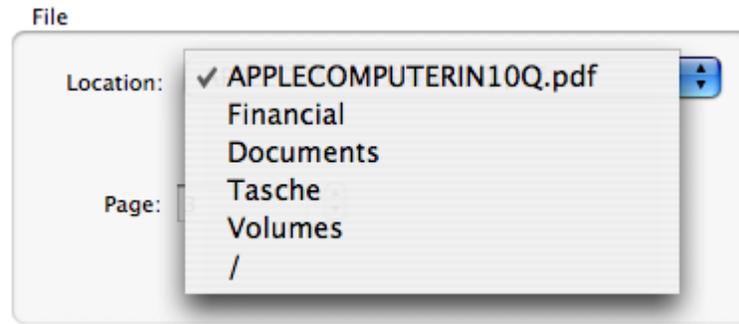
Image files used as page elements are similar to PDF file elements, except that the Page section control is not present.

Text Elements

Text elements can contain multiple fonts and styles, and can span multiple lines. To add a text element to your page, click the New Text button. When a text element is selected, the Instruction area changes to contain a text entry area. In the following diagram, the existing PDF element has been made slightly transparent, and the text title has been positioned above the page miniature. Note that the text color has been changed and the Center alignment option chosen. Also note that one of the words is underlined by the built-in spell-checker (available in Mac OS X 10.4 and higher).
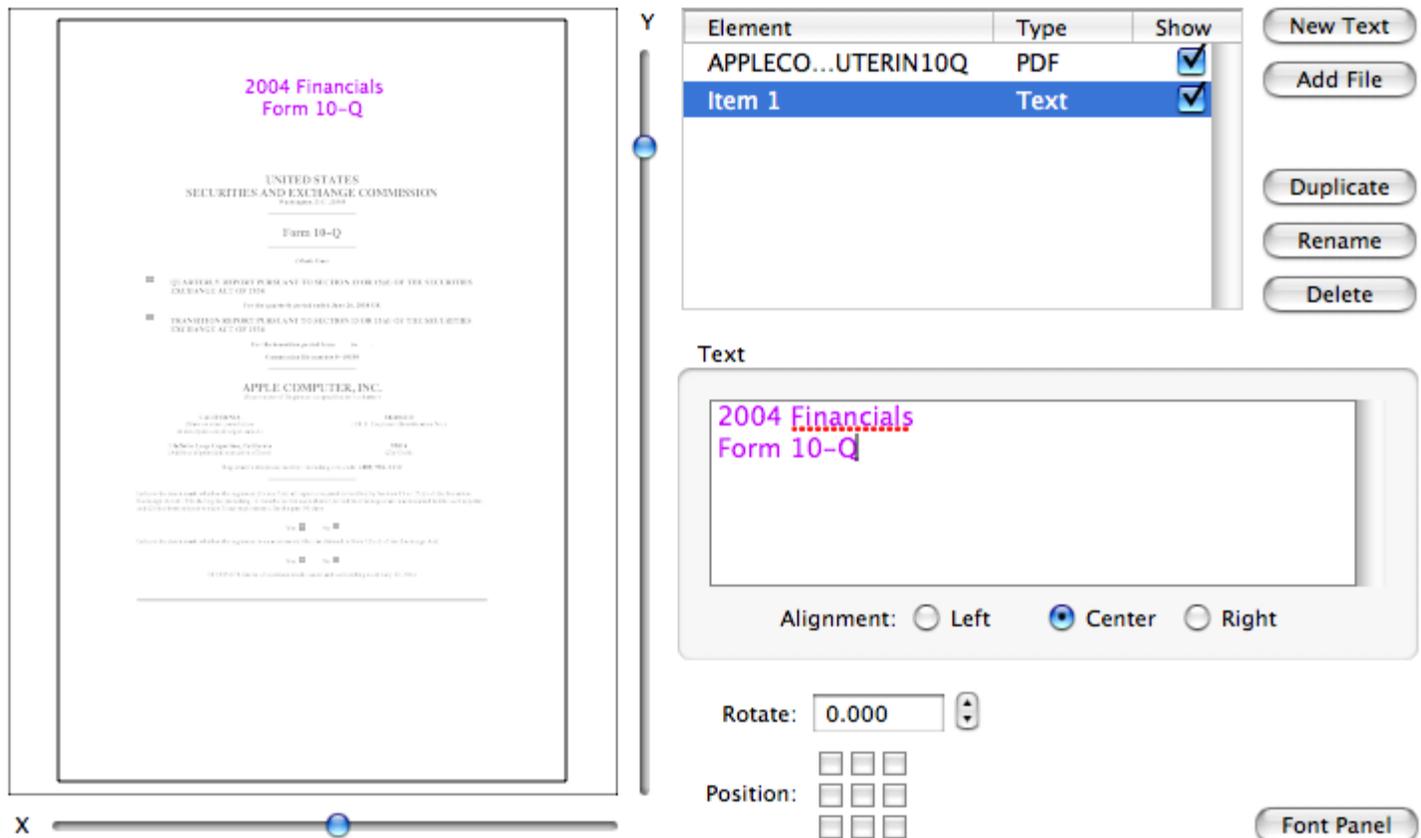
The key to customized text lies in the Font Panel. Click the Font Panel button to bring up the standard Mac OS X Font Panel window. Then select the text in the Page Editor text entry area and apply your changes.
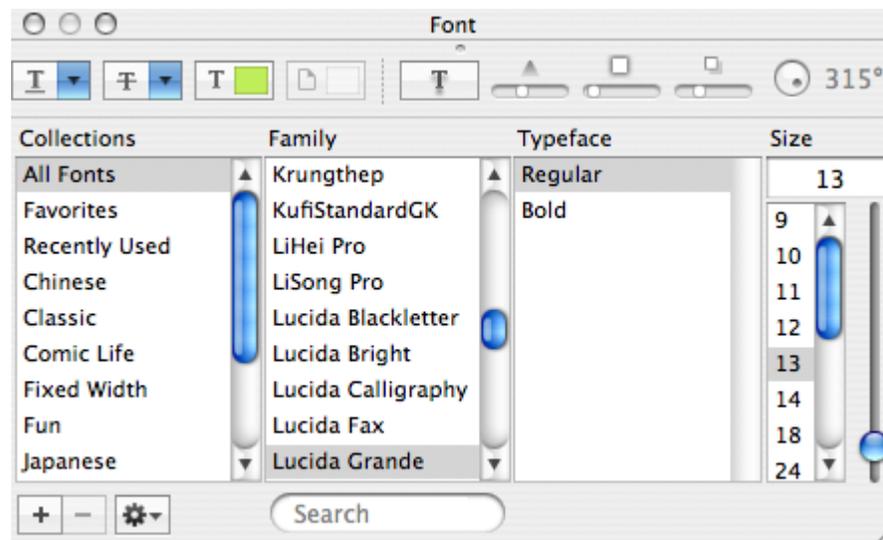
A description of using the Font Panel is beyond the scope of this manual. If you need additional details, Apple has prepared an in-depth usage guide in PDF format available from their website. Please refer to the following document:

Apple Font Panel PDF

Placement Controls

Once you have a set of elements on a page, use the placement controls to adjust the size, position, and orientation of each element. These controls are described below:

X - positions the element along the X (horizontal) axis.
Y - positions the element along the Y (vertical) axis).
Transparency - adjusts the transparency level between completely see-through and opaque.
Scale - magnify/shrink the size of the element.
Rotate - change the angle of rotation of the element.
Position - use one of the nine miniature buttons to position the element in the top, middle, bottom, left, middle, or right of the page.

Saving your Page

Once you have finished editing your page, click the OK button to save it back to your documents list. If for any reason you do not wish to keep your changes, click Cancel to discard them.

With ClickBook's Page Manager feature, you can specify exactly which pages of a long document you want to print. In addition, you can rearrange the pages to be in the order you want. To access the Page Manager, you can either select a PDF document in the ClickBook Jobs List and click the Job Settings button, or simply double-click a PDF file in your Jobs List. A dialog similar to the following will appear:

The page manager contains several controls used to change your document properties and to specify which pages are to be printed. Controls are in three sections. Those at the top control the Document name, whether it is scheduled to be printed, and the number of consecutive copies to print. These settings are also displayed in the Jobs List on the main ClickBook window.

The middle section of the dialog contains the preview area and a list of pages in the document. You can choose to view the pages list either as line items (as displayed in the illustration) or as miniature page previews. The Show Previews option at the bottom of the dialog controls this feature. (Page previews are off by default because they take longer to draw and are sometimes hard to tell apart. But they can be useful depending on the document you are dealing with.)

The control group towards the bottom of the dialog work on the selection in the pages list. Use the All or None buttons to create or clear a selection, optionally Cmd-Clicking on each line you want to add or remove from the selection. The controls on the left apply themselves to whatever is selected in the pages list. Detailed descriptions of these controls appears below.

The bottom-most controls control how the pages list is displayed. In addition, status information appears here to report the number of pages enabled for printing and the total number of pages in the document.

Document Attributes

As mentioned above, the Document, Enable Printing, and Copies settings control aspects about the entire document.

- **Document** - use this to change the name of the document as it appears in the Jobs list. This does not affect printing, but can help you organize your jobs list better. For example, instead of seeing the 100_0122.jpeg name provided by your digital camera, you can rename the image to something more descriptive. Perhaps something like "beach - sand castles". (Note that the actual disk name of the file is not affected by this operation.)
- **Enable Printing** - use this setting to enable or disable this document for printing. This acts the same as the checkbox in the main ClickBook window.
- **Copies** - this control sets the number of consecutive copies of the document.

Selection Controls

- **All** - select all pages in the document.
- **None** - unselect all pages.
- **Printing On** - checks all of the checkboxes for the selected pages.
- **Printing Off** - unchecks all of the checkboxes for the selected pages.
- **Group Pages** - group all of the pages of a discontiguous page selection together. The first selected page serves as the anchor of the group command.
- **Reverse Pages** - reverses the pages in the selection.
- **Apply Watermark** - Applies the watermark to each page of the selection. Also serves as a status indicator when you select pages that have different watermarks applied.

Other Controls

- **Show Previews** - controls displaying of a miniature page in the pages list.
- **Hide non-Printing pages** - removes all unchecked pages from the pages list.
- **Cancel** - exit the Page Manager diaog without saving any changes.
- **OK** - save all changes and return to the main ClickBook window.

Note that in addition to the group and reverse commands, you can also arrange your pages by dragging them around the pages list.

10.1   Borders

1. Launch the ClickBook application (this can be done from your Hard Drive, or by printing to ClickBook from an application).
2. Select the Setup button on the ClickBook toolbar.
3. Choose the printer you want to setup from the Printer drop-down list. (If you have more than one printer they will be displayed in the Printer drop-down list.)
4. Click on the Print Setup button, choose Layout from the drop down menu.
5. Select the type of Border you want from the drop down menu, i.e., single hairline, single thin line, double hairline, double thin line.
6. To save your changes press the Print button (Save button in Mac OS X 10.4 or higher).
7. Dismiss the Setup dialog using the OK button to save your border setting.

10.2   Manual Printer Setup

The Manual Printer Setup option lets you answer some questions to provide information to ClickBook about your printer and how it handles paper. If you click on the Check Website button you'll be directed to http://www.bluesquirrel.com/clickbook/printersetup/ where other ClickBook users have provided the configuration that worked for their printer.

Printer Setup

Printer: Resource_Center

Defined as: HP LaserJet 4050 Series

Easy | **Manual** | Custom | Help

Check our website to see if we have a setting defined for your printer. If so, you may enter the value in the Setting field, below. (The number must be between 0 and 31 and will automatically set the other controls.) If we don't have the parameters for your printer, try using the Custom Setup assistant to help ClickBook determine the way your printer works.

(Check Website) Setting: 23

☑ Pages Print In Order   ☑ Paper feeds from Top of Stack
☑ Page Fronts print Face Up   ☐ Paper feeds head of page first

For Landscape, Printer rotates paper

○ 90° to the Left   ⦿ 90° to the Right

(Print Setup)   (Cancel)   (OK)

1. Make sure the printer you wish to set up is ready to print (turned on, on-line, paper loaded, selected in your Chooser, etc.)
2. Launch the ClickBook application (this can be done from your Hard Drive, or by printing to ClickBook from an application).
3. Select the Setup button on the ClickBook toolbar.
4. Read the text displayed on the tab.
5. Choose the printer you want to setup from the Printer drop-down list. (If you have more than one printer they will be displayed in the Printer drop-down list.)
6. Select the Manual Printer Setup button.
7. Click the Check Website button, which will launch your Web browser and open the Blue Squirrel Web Site http://www.bluesquirrel.com/clickbook/printersetup/. The online list contains several user contributed printers. Choose your printer and press the Lookup button to see a value displayed.
8. Enter the value in the Setting text field.
9. You may also answer the questions if you understand how your printer prints.
10. If you have a duplexing printer, click on the Print Setup button, choose Layout from the drop down menu and choose the radio button for Two Sided Printing.
11. Press OK when you are done.

10.3   Add Page

This feature may come in handy when you want to add a blank page in between print jobs. You can easily do so by clicking on the Add Blank Page button on the Status Bar.

Add Blank Page

When you click on the Add Blank Page button a file will appear in the Print Jobs window. You can drag and drop files to rearrange the print order, and you can uncheck files you do not wish to print.

10.4   Printer Presets

You can configure ClickBook to use different workflow patterns for each printer you use. To access the workflow feature, click on the twist-down control in the Printer Setup dialog:
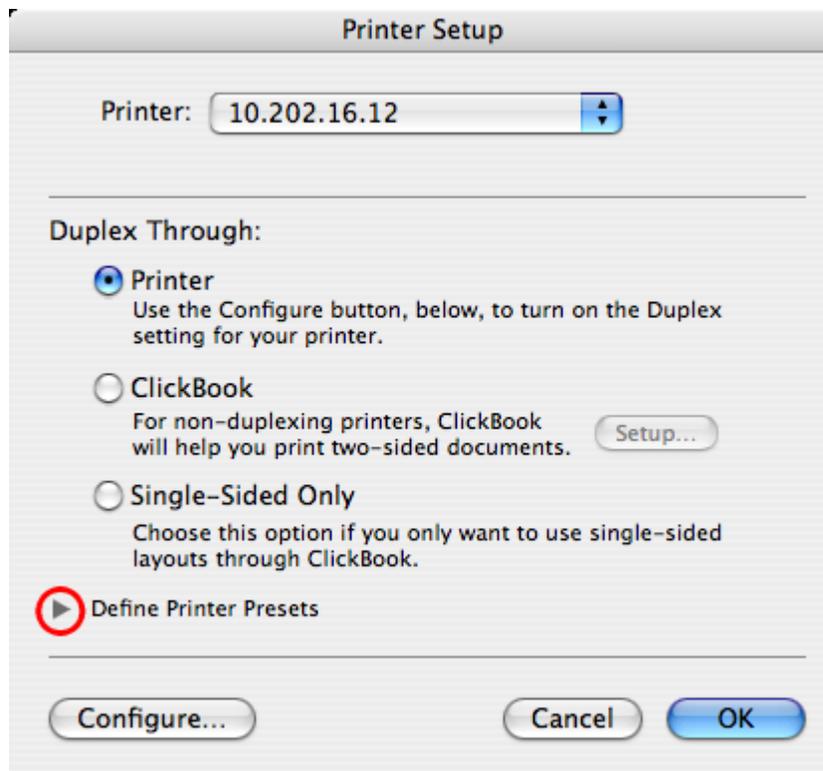
This will reveal the advanced presets features contained in the dialog box:
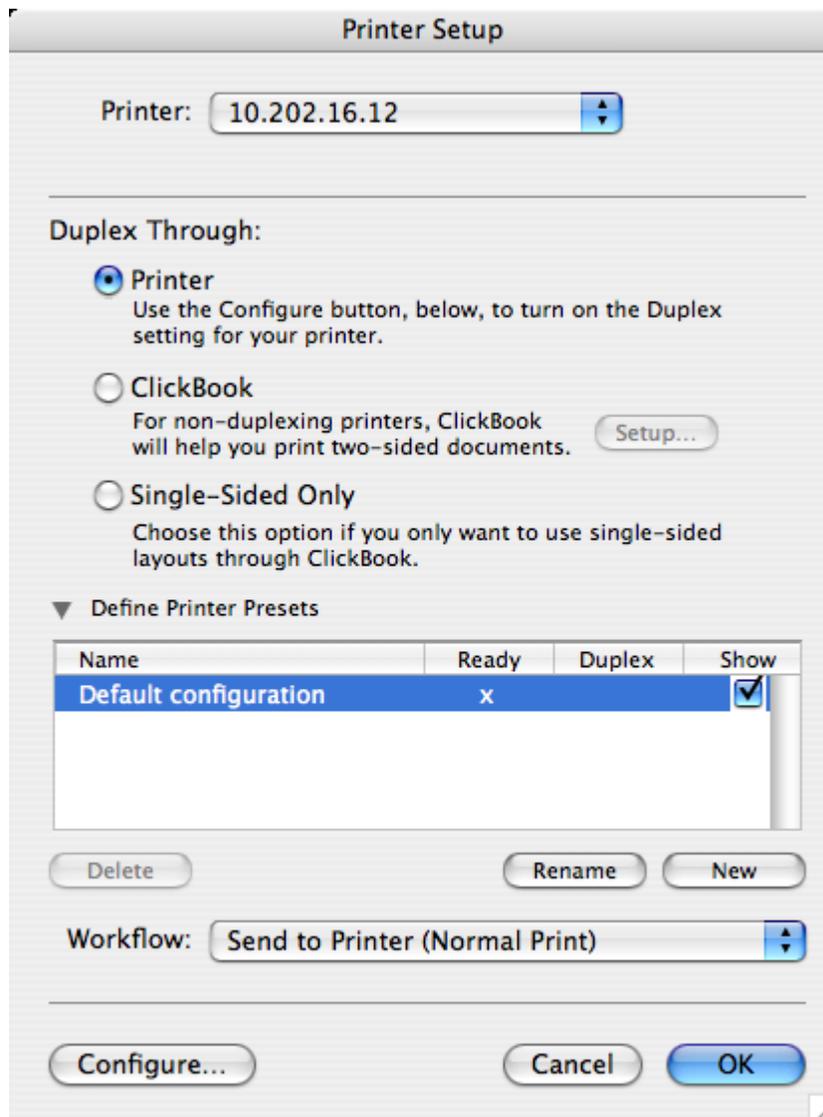
Every printer has at least one preset, the default preset, which cannot be deleted. This preset defines the settings used for basic print tasks. However, you can define additional presets for specialized tasks. Some examples may include:

- Workflow options - send your ClickBook-processed jobs on to additional PDF software.
- Alternate Printer configurations - define source paper trays, ColorSync options, or printer-specific options, or anything else you can set in the standard Mac OS X printer setup dialog.

Ready / Duplex columns

The Ready and Duplex list columns show the status of your presets. The Duplex column shows that duplexing has been turned on for the printer, and the Ready column shows that a Mac OS Print Record has been configured for the printer. Both of these options require that you use the Configure button at the bottom of the dialog to define and save your options in the standard Print dialog.

Using Presets

Once you have defined additional presets, ClickBook will display them in a popup menu on the main window. This makes it available for your print jobs. Simply choose the preset you want to use and click the Print button.

10.5   Rearrange print order

We recommend printing from the applications in the order you want ClickBook to print. You can drag & drop files up and down to rearrange the print order. If you drag upwards, the moved items are placed before the dropped-on item. If you drag downwards, the moved items are placed after the dropped-on item. You can also unmark the check box next to the corresponding file you do not want sent to the printer.
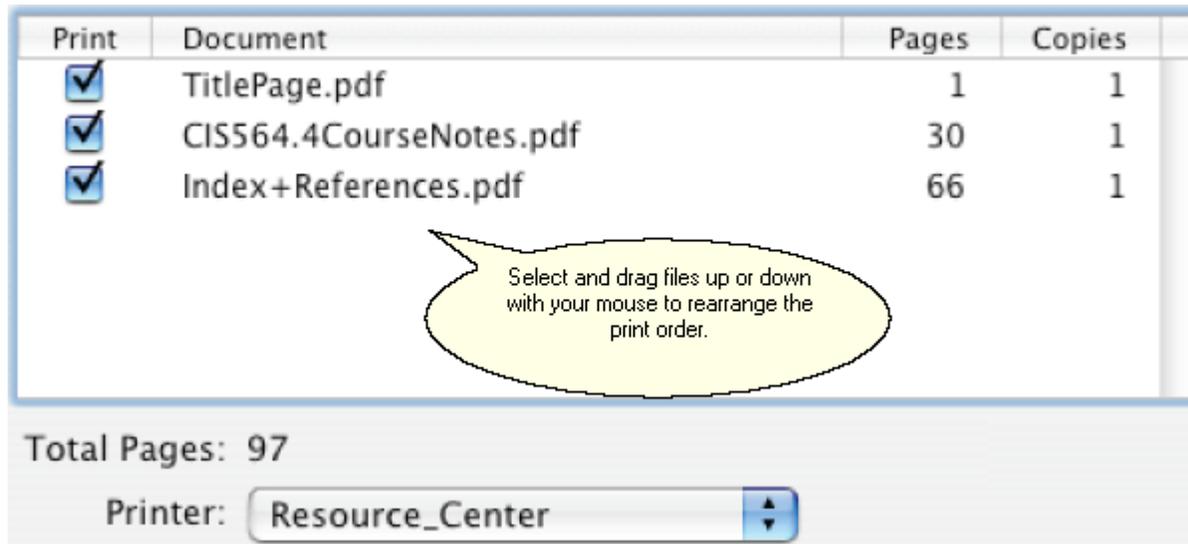
10.6   Scaling Options

The three scaling options in the Layout Settings dialog box enable you to control how and whether ClickBook shrinks (scales) the pages of your document. The Scaling options are: Auto-Scale, Preserve Shapes, and No Scaling.

Auto-Scale
Auto-Scale is the scaling setting for most of the ClickBook layouts. When a layout has Auto-Scale on, ClickBook receives the document pages from your application program and scales (shrinks) as necessary to fit on the layout's mini-page size. When you use Auto-Scale, be sure to set the fonts large enough in the application program to be readable after they're scaled down.

Preserving the shape of graphics and text
As ClickBook shrinks the pages of your document down to the mini-page dimensions of the selected layout, the shape of the page may change substantially. In such cases, the shape of the fonts and graphics may be excessively changed.

Preserve Shapes
To prevent this, select the One-to-one option in Modify layout. ClickBook will then shrink the pages proportionately without altering their shape. The resulting text or graphics will be somewhat smaller than with Auto-Scale, and each mini-page will have some extra white space.

No Scaling
Do-it-yourself: The No Scaling option
If you wish to print text and graphics at exactly the size you've prepared them in the application program, select the No scaling option. With No scaling on. ClickBook prints one application page on one mini-page without shrinking the data, leaving you to set up the application page exactly as you want it to print.

This option often solves problems that may occur with scaling.

Before printing a document with No scaling, prepare it as follows in the application program:

- Set fonts to the actual size you want them in the printout.

- Set the document's page size (in the application program) to match the mini-page size (of the ClickBook layout you plan to use).

You must make certain that the document's page size is smaller than or the same as the layout's mini-page size. Unless you have a reason to do otherwise, set the page size to exactly match the mini-page size. You can set it by either setting the page dimension settings, or by changing the margins so that the data area has the desired dimensions.

Note: In some applications it is necessary to use margin settings to accomplish this.

10.7   Missing Files Screen

If you receive the following dialog when you open ClickBook, it is because the print jobs are stored in a temporary folder, and tend to be deleted by the system when you login, logout, or reboot your computer. You may also see this dialog if you drag a document into the print job list and delete, move, or rename the file. Simply press OK to close the dialog.

The following files have been deleted from the temporary files folder and were lost:
    Appendix.pdf

This can happen after a re-boot or after a logout/login. Try re-printing them from their host application.

OK
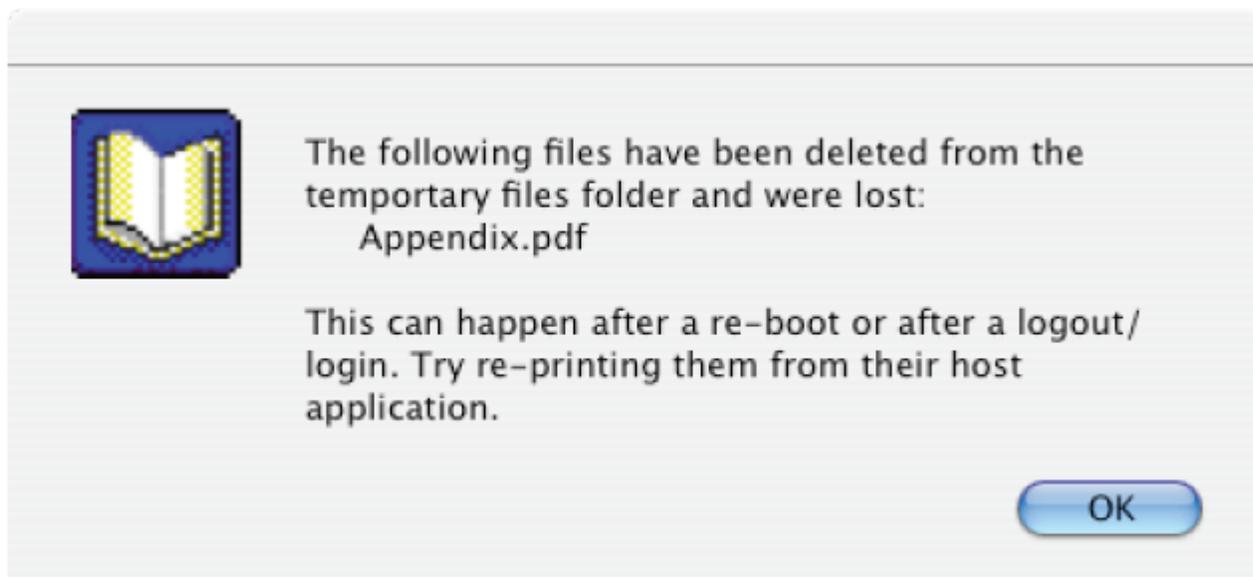
Note: You will need to resend the files to ClickBook in order to print.

- **Aspect Ratio** - The ratio of width to height. If the aspect ratio changes then photographs can appear stretched or squeezed.
- **Auto-Scale** - Stretches the source document to fit the new area. If the area is not the same shape, the document may need to be stretched more in one direction. This is usually fine for text, but leads to photos that may look stretched or squeezed.
- **Binding Edge** - A standard binding edge is for right/left. A flip binding edge is for folding top/bottom.
- **Crop** - Cropping chops off portions of a document.
- **Duplex** - Printing on both sides of the paper. Many printers include a duplexer that allows the printer to print on both sides of the paper without human intervention. ClickBook supports printers with duplexers.
- **Landscape** - A paper orientation where the words on the page are going across the long edge of the paper. See also Portrait.
- **Layout** - A specific configuration of ClickBook that turns a printout in to a poster, booklet, card, brochure, etc.
- **Mini-Pages** - The area on a piece of paper that the source document pages will be placed. Example: One piece of paper would have 4 mini-pages for a folded booklet. Two mini-pages on each side of the piece of paper.
- **Portrait** - A paper orientation where the words on the page are going across the short edge of the paper. See also Landscape.
- **Preserve Shapes** - A Scaling option that keeps the shape. This scaling option is better for photos.
- **Sample Document** - A document that works with a set of layouts. The many samples included with ClickBook show how the document works with ClickBook to create a print out.

- **Scaling** - Stretching or shrinking a document to fit an area on a piece of paper. One-to-one scaling will keep the aspect ratio.

If you are having difficulties using ClickBook, please check the following:

The problem may be with the printer. See whether the problem still occurs when you (A) print without ClickBook, or (B) print on a different printer. If the problem still occurs in case A, or goes away in case B, the problem is with your printer or its driver. The first possible solution is to get a newer printer driver. If no newer driver is available, or using the latest one does not solve the problem, contact the manufacturer or vendor of your printer.

Frequently, problems observed in applications actually are based in the operating system. Does your problem occur in other applications as well? Do any other symptoms suggest that the problem may be in the Mac OS? If so, you need Mac OS technical support.

Browse through the accompanying program release notes file for any late breaking information about ClickBook, and using ClickBook with specific software or hardware. You can access the release notes file by going to your distribution CD or disk image (.dmg) file.

Visit Our Web Site

If you cannot find the information you need in any of the preceding sources, contact us at our Web site. Please refer to ClickBook's support and FAQs for frequently asked questions. http://www.bluesquirrel.com/support/

Contact Us
If you would like to speak with a Blue Squirrel representative regarding a non-technical question please call Customer Service at:

Customer Service
Toll Free: 800-403-0925
Telephone: 801-352-1551
Fax: 801-912-6032
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Index