Getting Started With ClickBook®



Macintosh Version 2.0

BLUE SQUIRREL

Don't Use this Manual . . .

*Click*Book has an on-line help system that is easier to use and more complete than those typically found in other software programs.

The on-line help system built into *Click*Book contains 4 to 5 times more information than is contained in this "Getting Started" manual. It answers virtually any question you may have about features or how to use *Click*Book. We recommend that you spend a few minutes browsing in the help system and review the available topics. We think that you will agree, on-line help makes utility products like *Click*Book far more useable.

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Blue Squirrel Software would also like to acknowledge Brother International Corporation, Epson, Hewlett Packard, and Lexmark International for their assistance. Thanks to their assistance, we can fully support the printer products produced by these companies and offer you, our mutual customer, the highest possible level of compatibility and user support.

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Welcome to *Click*Book

System Requirements

To run ClickBook, your system must include:

- System 6.0.7 or higher*
- A minimum of 2MB of RAM**
- At least 5MB free on your Hard Drive
- A laser, ink jet, or bubble jet printer
- An application to print from

*For users who are using System 6 and not running MultiFinder, there is no way for the *Click*Book application to automatically launch. Without MultiFinder you can only run one application at a time. Your printing is still captured by *Click*Book. However, after printing from your application, quit the application and launch *Click*Book by double-clicking on its icon in the Finder. *Click*Book will have the print job waiting and you can continue to use *Click*Book as usual.

**In low-memory situations (for example, when running System 7 with less than 4MB of RAM available), the *Click*Book application may not appear. However, *Click*Book will capture the printed pages the same as for System 6 above. If you quit your application and launch *Click*Book, you will be able to continue to use *Click*Book as usual.

What does ClickBook do?

ClickBook turns Macintosh files into:

- Booklets
- Tri-fold brochures or leaflets
- Tiled documents, with several pages on each sheet of paper For example: for an artist, as a 'proof sheet' of thumbnail graphics
- Double-sided booklets (or single-sided, ready for photo-copying to double-sided)
- Booklets that are reduced in size

For example: to fit a large spreadsheet on one page

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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 have chosen. You can even combine different documents (from different applications if you wish) into one booklet or print job.

*Click*Book provides instructions at each step of the way to ensure that the back sides are printed correctly relative to the front sides. After you cut and assemble the booklet, the pages come out in the right order.

About this manual

This manual introduces you to *Click*Book 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 *Click*Book, please explore the many *Click*Book options. Refer to the on-line Help system for a thorough explanation of all that *Click*Book has to offer and how to utilize its many features.

Setting Up ClickBook

Installation

Recommendation: Before installing *Click*Book, restart your computer without loading any extensions or inits. (To do this hold down the shift key on your keyboard and select Restart from the Special menu on your desktop.)

To use *Click*Book 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 manual that came with your Macintosh.

- 1. To de-compress and install *Click*Book, just double-click on the file "*Click*Book.sea" on your *Click*Book floppy.
- 2. You will be asked to choose a location on a hard-disk on your computer for the *Click*Book folder and files. Please choose a location on a system drive and click the 'Save' button.

- 3. Open the *Click*Book folder that was just installed onto your hard-disk and double-click on the *Click*Book application icon. *Click*Book will install a Control Panel and Preferences for you.
- 4. Close the warning dialog from *Click*Book that reminds you to restart your Macintosh.
- 5. Restart your computer. Until you restart your computer, *Click*Book will not be able to capture printed output from your applications. To restart your computer use the Restart command on the Special menu.

A summary of what the installation process does:

- Create a ClickBook folder on your Hard Drive
- Copy the *Click*Book application and other files to the ClickBook Folder on your Hard Drive
- Install a control panel (called ClickBook Setup) in your Control Panel folder
- Install a file called ClickBook Preferences in a folder called ClickBook Prefs Folder which you will find in your Preferences folder (in the System folder).
- [System 6 users: The ClickBook Setup control panel and ClickBook Prefs Folder are placed into your System folder.]

We recommend that you look through the "Important Notes" booklet included with *Click*Book and read it. It will contain information that became available after this manual was completed and important information regarding printer and application compatibility.

Setting up your printer after installation

After installation, you may need to set up your printer in *Click*Book. The paper path of many printers is automatically recognized by *Click*Book. If yours is not, then you need to run the Printer Setup program in *Click*Book:

- 1. Make sure the printer you wish to set up is ready to print (turned on, online, paper loaded, selected in your Chooser, etc.)
- 2. Launch the *Click*Book application (this can be done from your Hard Drive, or by printing to *Click*Book from an application)
- 3. Select the Printer Setup tab
- 4. Read the text displayed on the tab

Getting Started with *Click*Book

- 5. Select the Easy Printer Setup button
- 6. Highlight the name of your printer and select the OK button.

If your printer is not in the list, select the Cancel button. Then select the Custom Printer Setup button. Follow the instructions.

Getting Started with *Click*Book

Some printers rotate landscape print jobs backwards. If you use a layout and the back sides are not correct (typically, upside down), check the Reverse Landscape Backsides check box.

This operation must be repeated after each time Printer Setup is run.

If you have any questions, or problems printing, please see the *Click*Book Help topic "Solutions to Possible Problems."

Basics of Using ClickBook

Starting ClickBook for printing

First, prepare your document as you normally would in your application program.

Then, print the document to *Click*Book. Here's how:

- 1. Make sure that *Click*Book is active. This can be done by seeing if the "Use *Click*Book" check box in the Page Setup dialog is checked, or by choosing the "*Click*Book Always Active" option in the *Click*Book Setup control panel.
- 2. Select Print from the File menu and make your selections. When you are ready, click OK to print this document to *Click*Book.

After ClickBook pops up

After you have given the print command from your application program and selected the OK button, your application will print your document to *Click*Book. Once your application has finished printing, the *Click*Book application will pop up.

- 1. Choose a layout in *Click*Book to specify the appearance of your printed booklet.
- 2. Then click Print from *Click*Book to print your document as a booklet.

*Click*Book 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 by 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.)

Tutorial: Creating A Booklet

We recommend that you work through the following *Click*Book exercise before exploring *Click*Book on your own.

"Printing a booklet", leads you through the whole process of printing a booklet. The document it prints is the *Click*Book Readme (Text) file, which contains important information about *Click*Book. 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.

Printing a booklet

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. Here is how to print it:

- 1. Make sure your printer is on-line and ready to print with letter-size (8-1/2" x 11") paper.
- 2. Open the file *Click*Book Read Me (Text) that was copied into your *Click*Book folder when you installed *Click*Book. (If you prefer, you may open the Readme file.)
- 3. Make sure that *Click*Book is active. This can be done by seeing if the "Use *Click*Book" check box in the Page Setup dialog is checked, or by choosing the "*Click*Book Always Active" option in the *Click*Book Setup control panel.
- 4. Choose Print. Make your choices in the Print dialog and click OK. The application will print the document pages to *Click*Book. Before actual pages print out of the printer the *Click*Book application will pop up.
- 5. Note that the Side-by-Side (folded) layout is already selected on the Layout list. *Click*Book 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.)

Getting Started with *Click*Book

If you are using a duplexing printer, please see the section "Duplexing Printers" later in this manual before continuing.

- 6. Click the Print button. The first sides will begin to print.
- 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.

Read the instruction sheet -- without lifting it off the other sheets.

8. 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, but do not rearrange the rest of the printout stack in any way.
- 11. Fold in half, and staple.

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Printing Your Own Booklet

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

Preparing

- 1. Make sure your printer is on-line and ready to print.
- 2. In your application program, open the document you want to print with *Click*Book.

If you plan to use a layout that shrinks the pages considerably, you should enlarge the fonts. For more information, please see the Help topic "Recommended Font Sizes."

3. Make sure that *Click*Book is active. This can be done by seeing if the "Use *Click*Book" check box in the Page Setup dialog is checked, or by choosing the "*Click*Book Always Active" option in the *Click*Book Setup control panel.

Printing

- 4. Choose Print. Make your choices in the Print dialog and *Click* OK. The application will print the document pages to *Click*Book. Before actual pages print out of the printer the *Click*Book application will pop up.
- 5. Side-by-Side (folded) is the default layout for any document that has not been printed by *Click*Book before. Once *Click*Book prints a document, *Click*Book will remember the last layout used and show that layout. You may select a different layout by pulling down the Layout list and double-clicking on the desired layout.

If you are using a duplexing printer, please see the section "Duplexing Printers" later in this manual before continuing.

6. Click the Print button. The first sides will begin to print.

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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.

Read the instruction sheet -- without lifting it off the other sheets.

8. 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.

More on Using ClickBook

The tabs

ClickBook appears on the screen as a notebook containing several pages, which are labeled on tabs at the bottom. Each tab is like a menu or dialog box, providing sets of options for certain functions. To access these functions in *Click*Book, you must click on the various tabs. The names and purposes of the tabs are listed below.

- Main: For selecting a layout, previewing the printout, and printing.
- Printing Options: For changing global settings, and printing multiple copies.
- Modify Layout: For viewing all settings of any layout, modifying an existing layout, and creating a new one.
- List Management: For changing the names of layouts, hiding any you are not using, and importing new layouts.
- Printer Setup: For setting up a printer for use with *Click*Book.
- Help: For finding information about any option or task.

Printing to a duplex printer

Using a duplex printer (one that handles double-sided printing) with *Click*Book is easy. *Click*Book sends out a single print job for both the front and back sides of the sheets, so you don't have to reinsert the printout stack as you normally do during double-sided printing on a simplex printer. Custom Printer Setup works in simplex mode only, so you'll have to reinsert your test sheets manually. After doing the Printer Setup, however, you'll be able to take full advantage of duplex mode. You also need to tell *Click*Book that you are using a duplex printer. There are three steps:

- 1. Open *Click*Book. Go to the Modify Layout tab. Select (in turn) each layout you plan to use in duplex mode.
- 2. For each layout, select the "Print Sides: Duplex" option, found in the center of your screen.
- 3. Save each modified layout before going on to another.

For more information on modifying layouts see the Help topic "Modifying a layout."

Print Multiple Documents as one booklet

ClickBook is capable of putting multiple documents together in one booklet. For example, you could have a booklet that consists of multiple chapters, each in its own separate word processor file. These can all be printed, in the correct order, as a single booklet. You're not even restricted to a single application. You can add spreadsheets and graphics files directly from other applications right into your booklet.

All the documents you wish to group together must be formatted in the same orientation, i.e. all landscape, or all portrait.

Printing multiple documents is easy.

- 1. Start by opening the first document in your application.
- 2. Print this document to *Click*Book as you normally would.

When ClickBook comes up, Do Not select Print or Cancel!

3. Switch to or Launch your next document or application to be printed.

If you are using System 6 without MultiFinder or System 7 with a low-memory configuration select Quit from the File menu to close the ClickBook application.

4. Print the next document to *Click*Book.

Repeat steps 3 and 4 until all documents are printed to ClickBook.

- 5. All of the documents will be listed in the order that they were printed to *Click*Book. To change the print order, select an item and drag it to a new position.
- 6. When your documents are in the order you want them printed in, select the layout you want to use from the layout list.

- 7. After making all other selections in *Click*Book, click on Print. The first side of your booklet will print.
- 8. Follow the instructions for reinserting the pages into your printer. Click on Print Second Sides.
- 9. Bind your document according to the layout selected.

ClickBook's On-line Help

*Click*Book has an on-line help system that is easier to use and more complete than those typically found in other software programs.

The on-line help system built into *Click*Book contains 4 to 5 times more information than is contained in this "Getting Started" manual. It answers virtually any question you may have about features or how to use *Click*Book. We recommend spending a few minutes browsing in the help system and review the available topics. We think that you will agree that on-line help makes utility products like *Click*Book far more useable.

Context-sensitive Help

Help is available for every tab and user-interface element in *Click*Book.

- For a quick description of any *Click*Book element (button, list box, etc.), position the cursor on it and read the line of text at the bottom of the *Click*Book window.
- Each tab offers What to Do Next text, either automatically displayed or available by clicking a button.

Balloon Help and Fast Balloons

Balloon Help will pop up a box of Help text about what the element does or how to use it.

- Fast Balloon Help is quickly available to both System 6 and System 7 users. Hold down the Control and Shift keys and move the mouse over any *Click*Book element.
- System 7 users can also turn Balloon Help on using the Show Balloons command of the Help.

How to find specific topics

You may not have used on-line Help much before. We encourage you to use *Click*Book's, because it is a complete, informative reference system.

- In the Help Index, you can type the first letter of a key word and *Click*Book Help will automatically highlight the first topic that begins with that letter. You can then scroll through the list with the mouse. Highlighting a topic in the Help Index will list all Associated Topics below. To read an Associated Topic, double click on that topic.
- You can also double click on a category in the Help Contents to see a list of related Help Topics.

Using ClickBook's Help

Once you are looking at a Help topic, there are several advantages to *Click*Book Help over printed manuals.

- While reading Help you can click on "hot" text to jump to a related topic. To return to a previous topic, select Back.
- Some special words and phrases are underlined. If you select that text, you will see a pop up with a definition of that word or phrase.
- You can read the topics in order, like turning the pages of a book, either forward or backward. To do this, select the forward or backward arrow.

A complete reference tool

This manual covers approximately the first portion of Help, "Introduction to *Click*Book." Help is a more extensive, in-depth source of information. We recommend that you read at least the following topics in Help. These will help you understand how to lay out your booklet as you want and avoid some possible problems.

- Types of layouts
- The layout list and picture
- Selecting a layout
- Tips for double-sided printing
- Important tips
- Cutting and assembling a booklet
- Stapling and paper cutting recommendations

Customer Service

Technical Support

If you are having difficulty in using *Click* Book, please check the following:

1. The problem may be with your printer. Make sure that your printer is connected, has paper, is turned on, etc. To determine if the problem is your printer try printing without *Click*Book. If the problem continues to occur, without the use of *Click*Book, the problem may be your printer. Your printer may be using an out dated printer driver. For the latest information regarding printer driver incompatibilities and notes regarding problems in specific applications, please refer to the "Important Notes" booklet and/or the Readme. Your problem could be easily solved by obtaining an updated driver. Customer service phone numbers for some common printer manufacturers are listed below.

Apple (800) 767-2775

Hewlett Packard (208) 323-2551

Epson (800) 922-8911

NEC (800) 388-8888

- 2. Frequently, problems may be related to the application being used. Once again, try printing without *Click*Book. If the problem continues to occur, please check your application setup. Another suggestion is to try printing with a different application, your problem may be at the operating system level.
- 3. Try turning background printing off. (This has been known to give *Click*Book problems in the past.)

Common questions regarding *Click* Book:

1. If the *Click*Book option in Page Setup does not seem to work, try using the "*Click*Book Always Active" option in the ClickBook Setup control panel. Not all applications use the standard Macintosh Page Setup and Print dialogs, so the *Click*Book option in Page Setup may not work, or even be visible.

2. If the right edge of your text or document is cut off, go to *Click*Book's Help tab and in the Help Contents, click on "Solutions to possible problems..." Then click on the topic "text or graphics gets clipped near the paper edges."

For technical support on using *Click*Book, call Blue Squirrel at:

Technical Support: (801) 523-1065 Mon-Fri 8am-5pm (Mountain Standard Time)

Or send us a fax (801) 523-1064. If you send a fax, please include a description of your computer system, printer, application software, and a description of the problem. You can also reach Blue Squirrel on the Web at: http://www.bluesquirrel.com/support/support.html

We welcome suggestions

We at Blue Squirrel welcome your suggestions for improving *Click*Book. Write us at the address on the back cover of this manual, send email to feedback@bluesquirrel.com, or send us a facsimile at (801) 523-1064.

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