

ClickBook



Version 3

User's Guide

for

Macintosh OS X

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Printed: December 2004

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Special thanks to:

Blue Squirrel Software would like to acknowledge all of the Blue Squirrel staff (Web and Product Development, Sales, Customer Service, Technical Support, and Marketing) that made this program possible.

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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1 Introduction

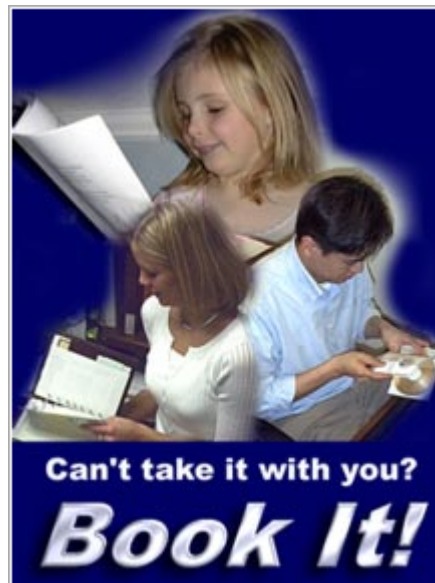


This manual introduces you to ClickBook and guides you through the installation process and setting up your printer. It gives step-by-step instructions for printing and assembling example booklets, as well as generalized steps for printing any document.

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 works with any version of OS 10. If you have version 10.2.4 or higher, you can enable PDF Work flow to make using ClickBook for Macintosh easier. If you have an earlier version of the Macintosh operating system, you will print to PDF and then drag the PDF to ClickBook to create your booklet.

2 Getting Started



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 customized printed portable publications.

2.1 What Does ClickBook Do?

ClickBook prints files, documents, graphics, spreadsheets, or web pages from 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 69 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 3.0?

Below is a list of the new features we have added to ClickBook 3.0.

- OS X Support.
- New Layouts - over 30 new layouts to choose from.
- Layout Descriptions - displays a short explanation for the selected Layout at the bottom of the [Layouts](#).
- Import/Export Layouts from other platforms.
- Choose Metric or U.S. units.
- New and improved interface.
- Printer Setup Wizard - simple process to setup printers to work with ClickBook.
- Avery Labels - addition of Avery's top label formats.
- PDF document support - save as PDF or print as PDF.

3 Installation

A summary of what the installation process does:

- Drag and drop installation.
- When ClickBook is run it installs a control panel (called ClickBook Setup) in your Control Panel folder. (For printing in classic applications.)

System Requirements

- A minimum of 64MB of RAM
- System OS X or higher
- At least 5.5 MB of free disk space
- A laser, or inkjet printer
- An application to print from.

3.1 Run the Setup Program

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 manual 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. Double-click on the ClickBook icon in your Applications folder to run the program.
4. When ClickBook is run the first time you will see the Welcome to ClickBook dialog.
5. Click Next to setup the Classic /OS 9 support. For Classic Applications, ClickBook will install a Control Panel when it is run the first time. You'll need to restart your computer 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.)
6. Click Next to setup OS X support. Choose Activate PDF WorkFlow so that you can print from other Applications directly into ClickBook.
7. Click Next to learn how to setup your printer(s) to work with ClickBook.
8. Click Done.

Installing ClickBook from the Internet:

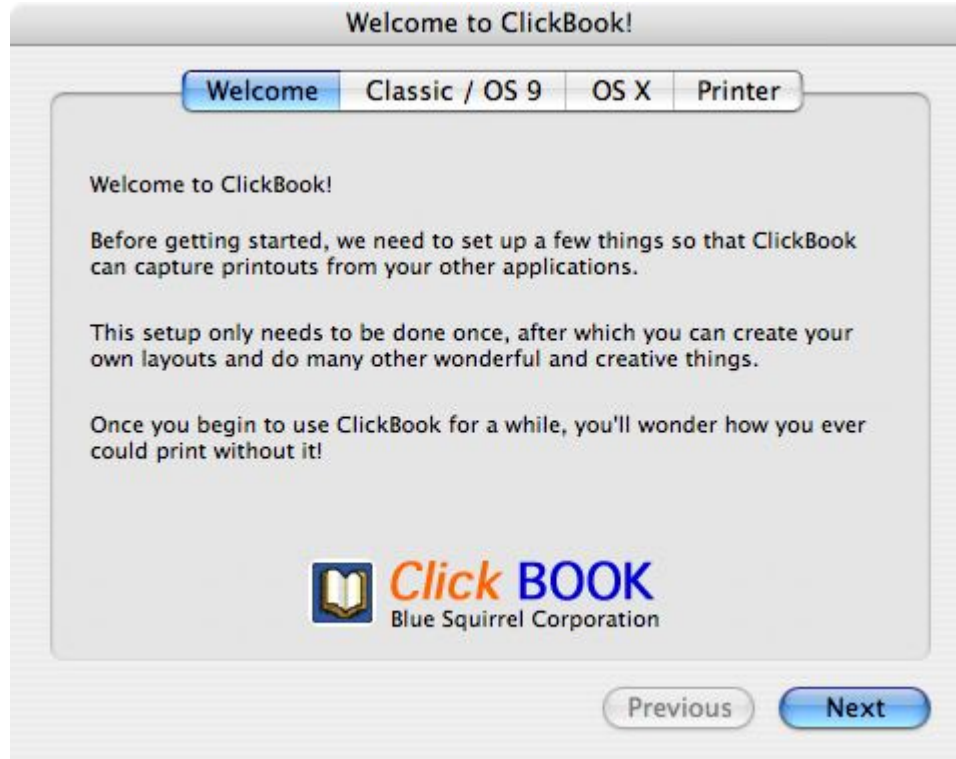
1. Download the ClickBook.dmg file from the Blue Squirrel Web Site.
2. Double-click on the ClickBook.dmg file. A virtual drive will mount on your desktop.
3. Drag and drop the ClickBook into your Applications folder on your hard drive.
4. Double-click on the ClickBook icon in your Applications folder to run the program.
5. When ClickBook is run the first time you will see the Welcome to ClickBook dialog.
6. Click Next to setup the Classic /OS 9 support. For Classic Applications, ClickBook will install a Control Panel when it is run the first time. You'll need to restart your computer 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.)
7. Click Next to setup OS X support. Choose Activate PDF WorkFlow so that you can print from other Applications directly into ClickBook.
8. Click Next to learn how to setup your printer(s) to work with ClickBook.
9. Click Done.

Note: If you want to have ClickBook readily available you can drag and drop the ClickBook icon onto your Dock.

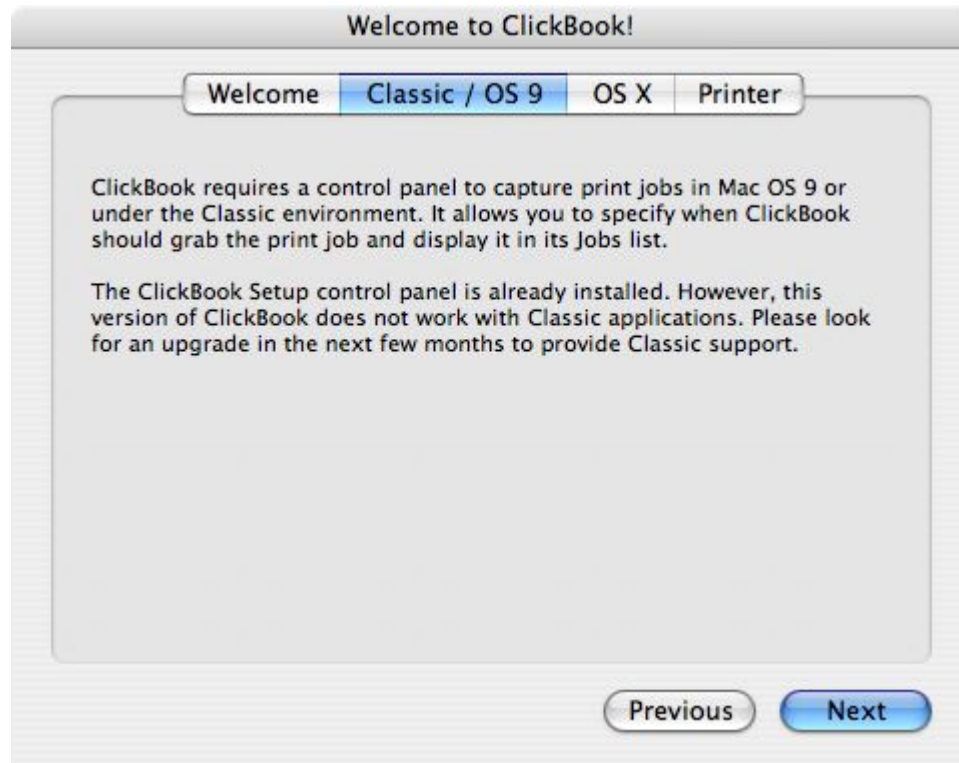
When the Setup program is completed, you will need to setup your printer(s) to work with ClickBook, and then you're ready to print with ClickBook. See [Printer Setup](#) for instructions.

3.2 The First Time You Run ClickBook

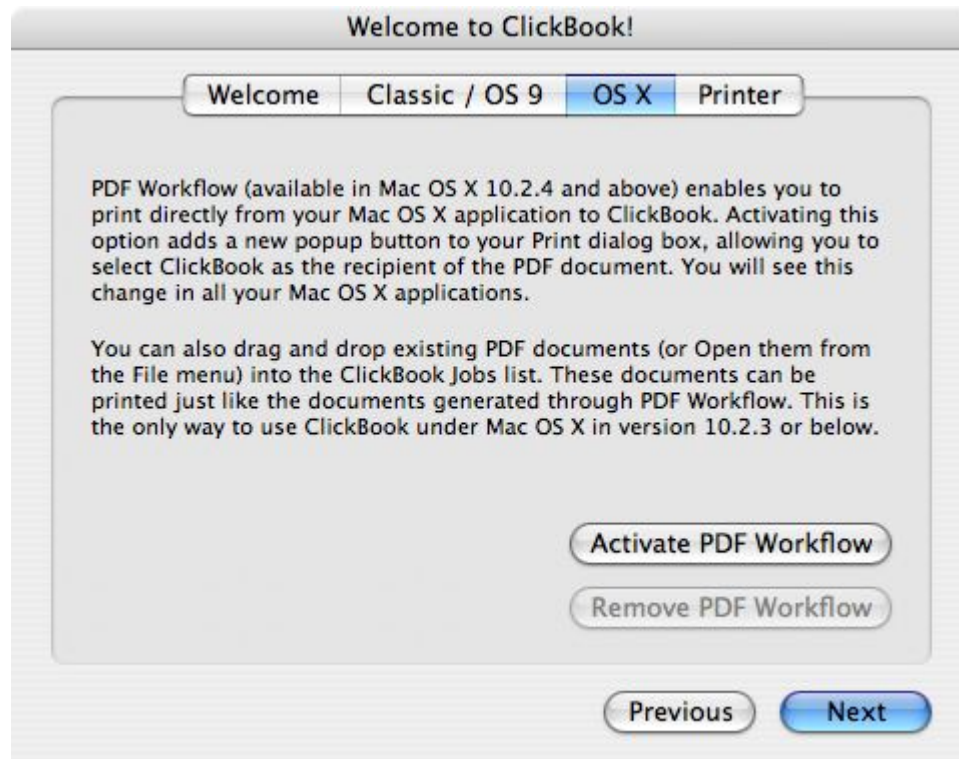
The first time you run ClickBook the Welcome to ClickBook screen will open requiring you to setup the software to work with your operating system and printer.



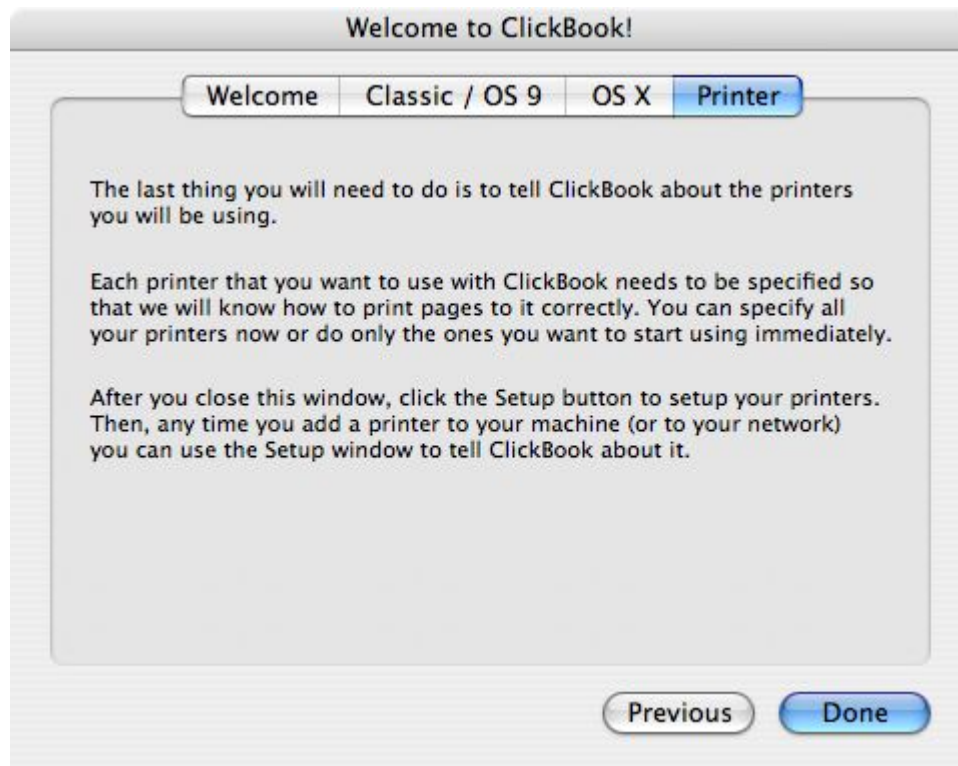
1. Please click Next to proceed.
2. The Classic / OS 9 tab will be displayed. Please follow the directions to restart Classic if you wish to print applications with ClickBook.



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.



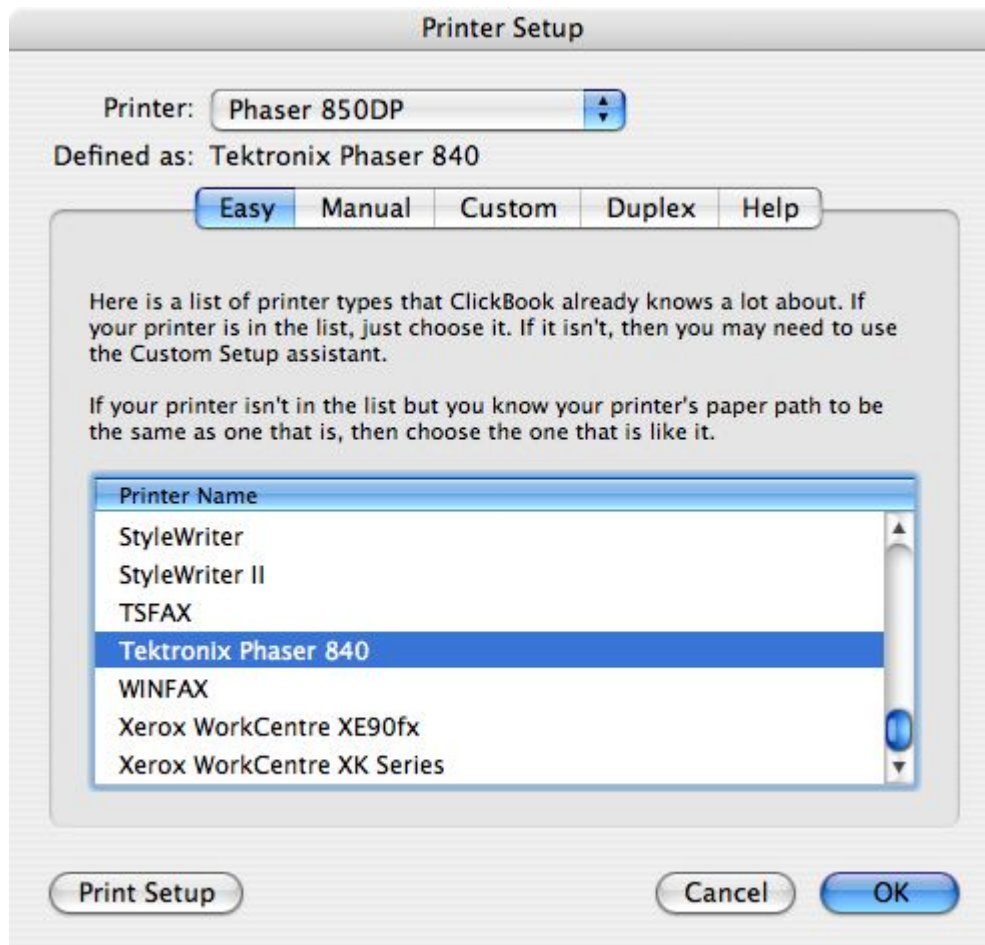
5. Please click Next to proceed.
6. The Printer tab appears giving you directions to setup your printers to work with ClickBook.



7. Press Done to close the Welcome dialog and begin using ClickBook.
8. Refer to Easy [Printer Setup](#) to setup your printers.

3.3 Printer Setup

After installation, you may need to set up your printer in ClickBook. The paper path of many printers is automatically recognized by ClickBook. If yours is not, then you need to run the option in ClickBook:



EASY Printer Setup:

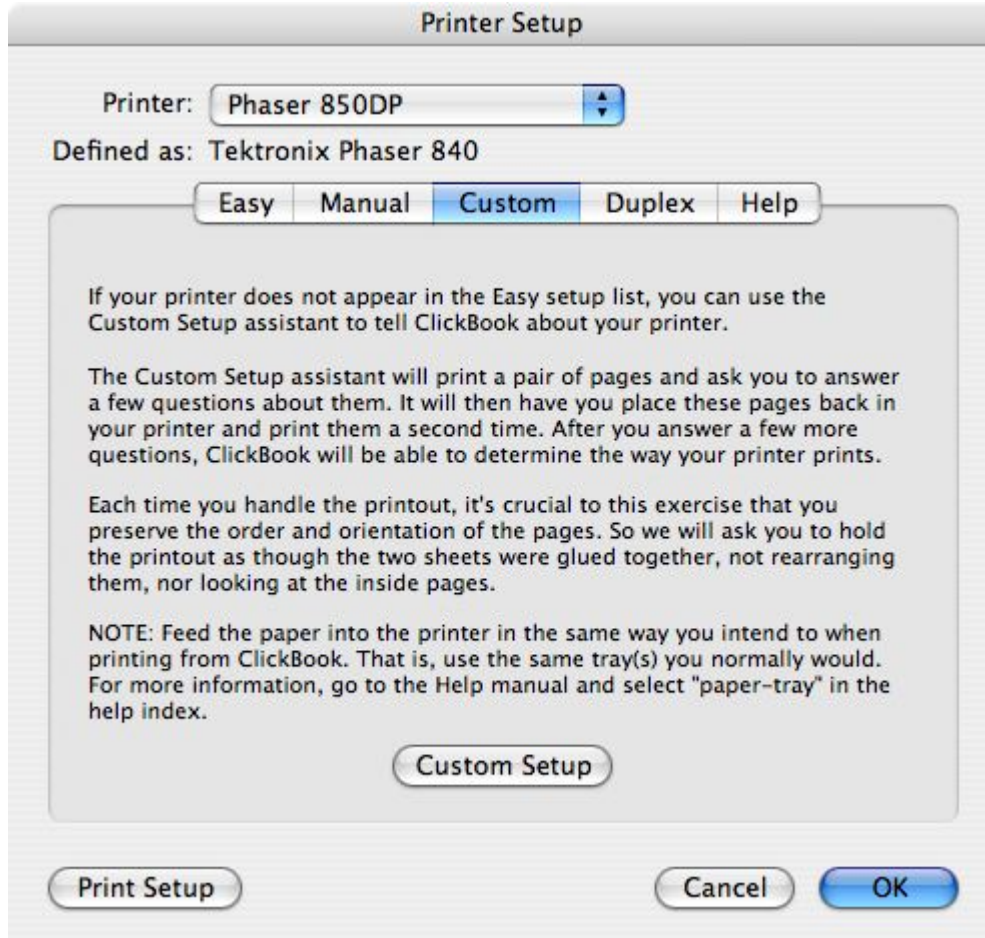
1. Make sure the printer you wish to set up is ready to print (turned on, on-line, paper loaded, defined in the OS X Print Setup, etc.)
2. Launch the ClickBook application (this can be done from your Hard Drive, or by printing to ClickBook from an application).
3. Select the Setup button on the ClickBook 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.

3.4 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.

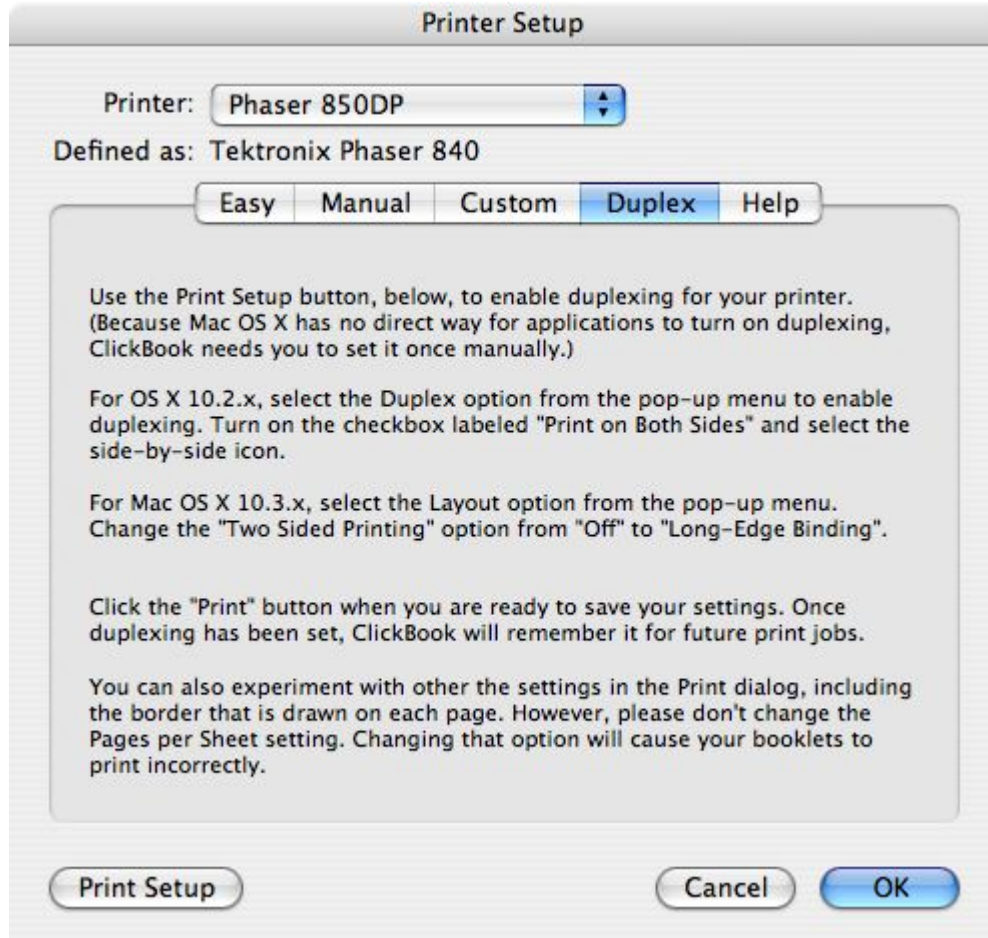


CUSTOM Printer Setup

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.

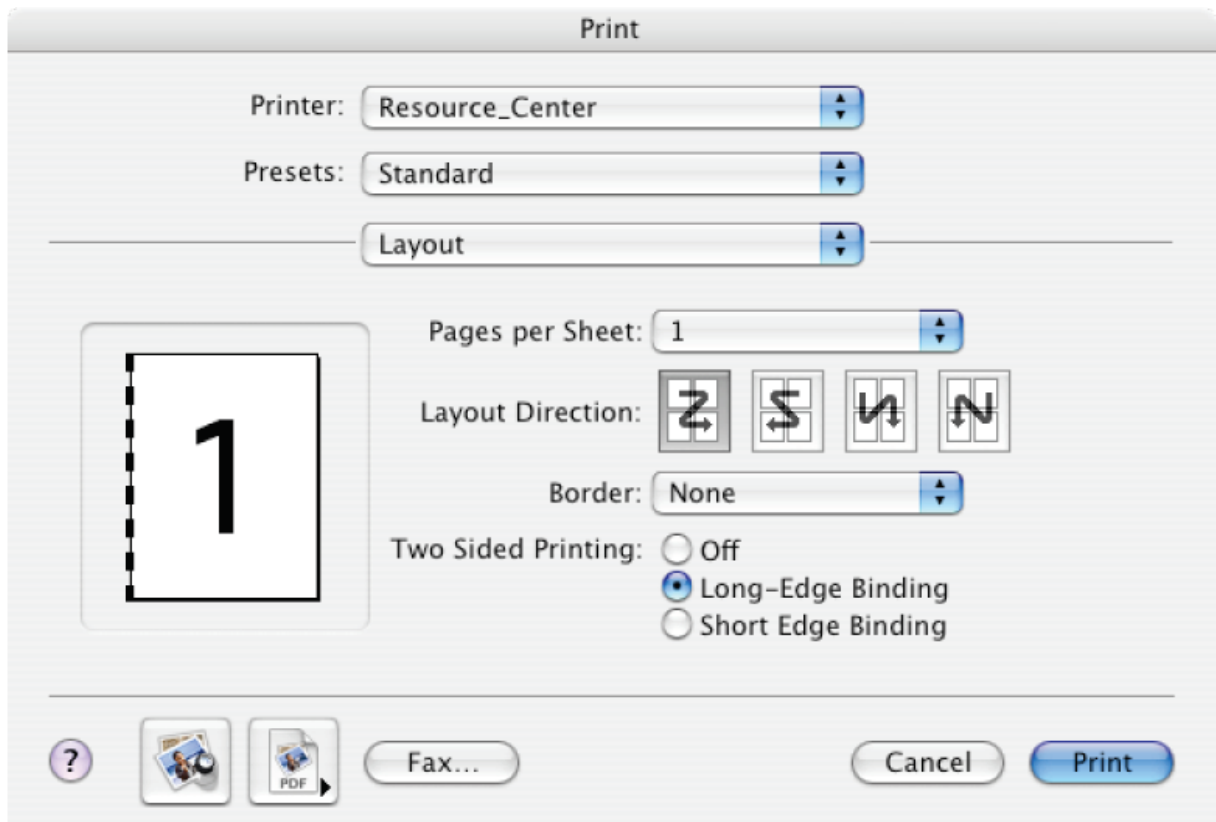
3.5 Setup Duplex Printing

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.



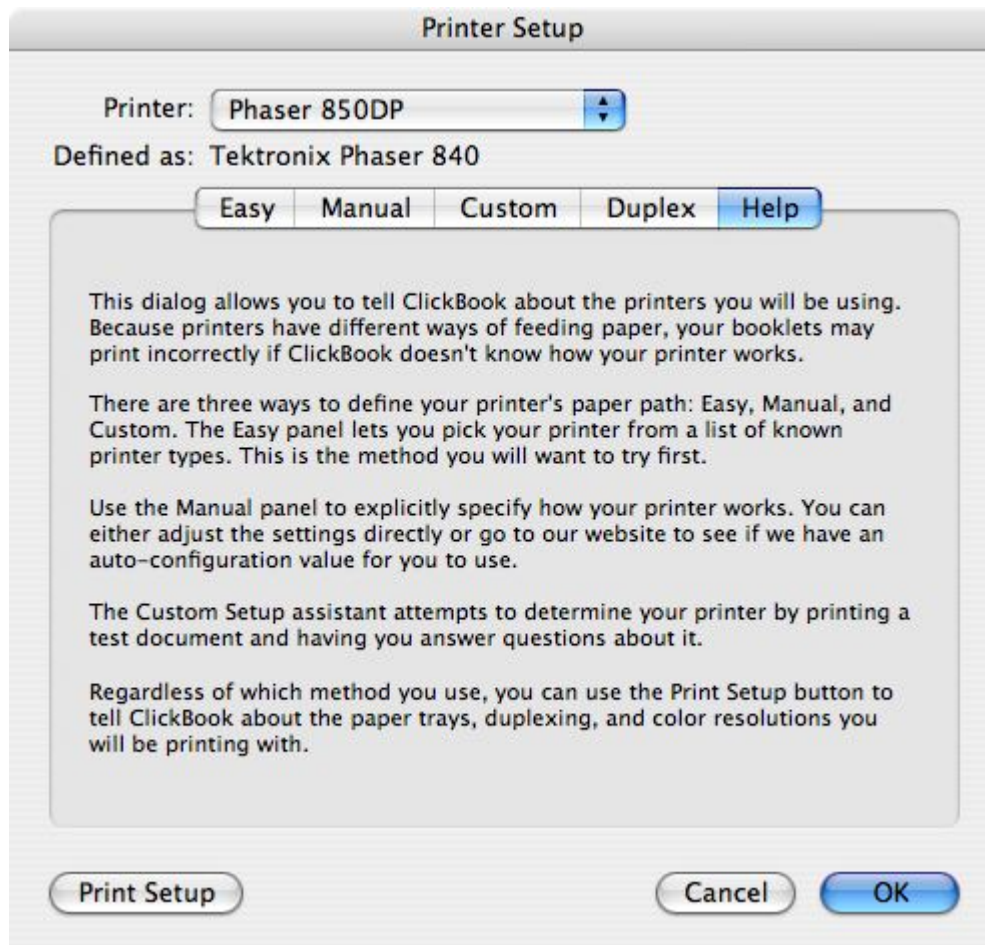
After you have setup a printer using the Easy [Printer Setup](#) or [Custom Printer Setup Wizard](#) follow these steps:

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.



3.6 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.

3.7 Update ClickBook

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

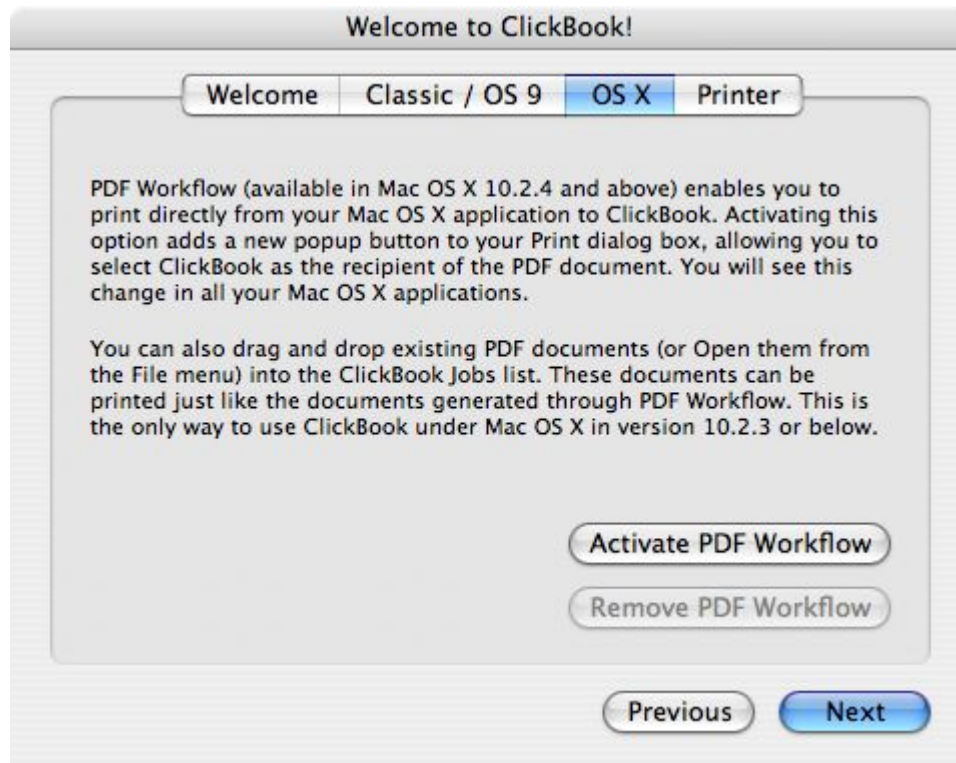
3.8 Uninstalling ClickBook

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.



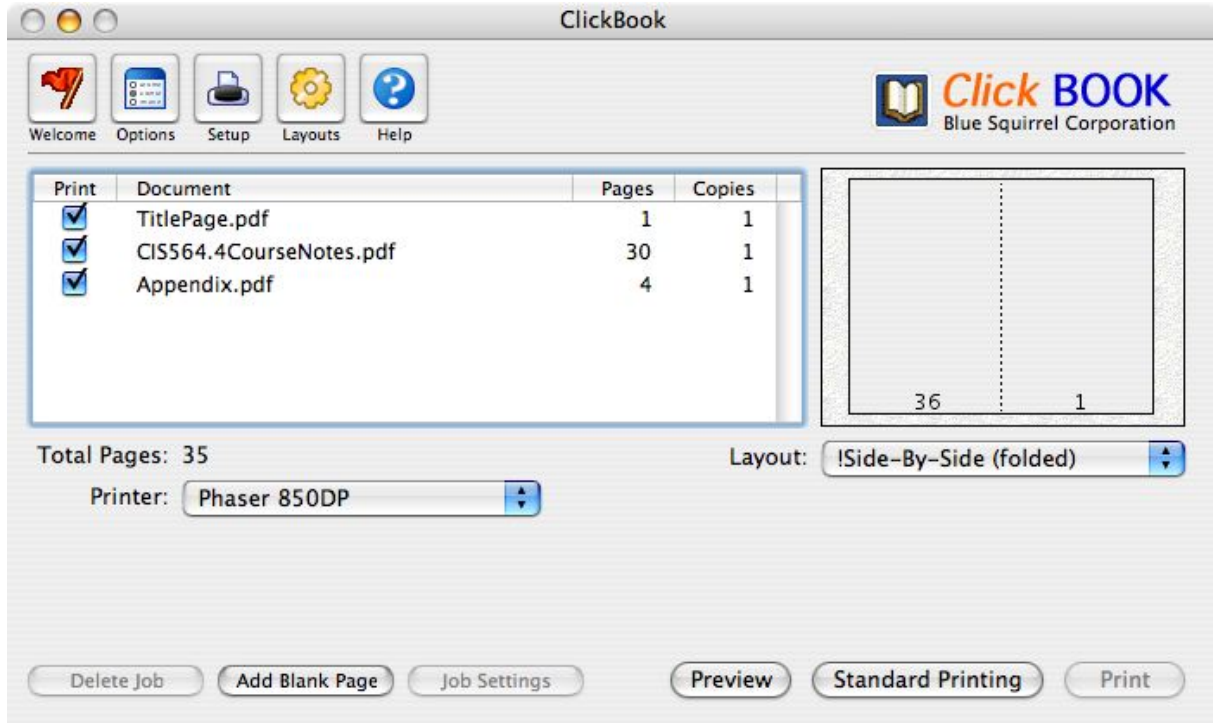
If you want to uninstall PDF WorkFlow select **Welcome** from ClickBook's main screen. The Welcome dialog will appear. Select the OS X tab and choose Remove PDF workflow.



4 Tour ClickBook

4.1 ClickBook's Main Screen

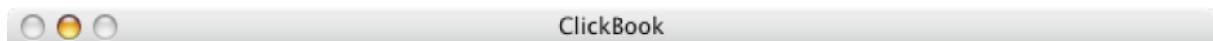
ClickBook's main window is divided into five separate parts: Title bar , Toolbar , Print Jobs, and Print Preview.



- 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 applications are going to be printed, the total amount of pages received, how many copies you want to print, which printer will receive the print job, and allows you to remove unwanted applications.
- [Print 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 an application in the Print Jobs window, add blank pages in between files, preview the print jobs, and send the applications to the printer.

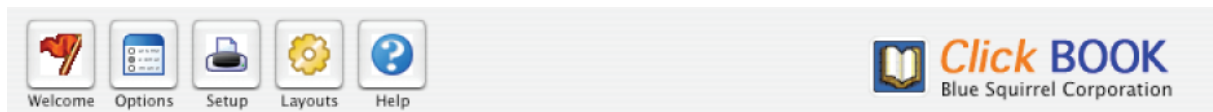
4.2 Title Bar

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.



**Welcome**

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](#).

**Options**

Opens the [Preferences](#) dialog box where you can change print settings and program settings.

**Setup**

The [Printer Setup](#) dialog box appears, allowing you to setup printers to work with ClickBook.

**Layouts**

Launches the Layouts list window. See [Select A Layout](#).

**Help**

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
<input checked="" type="checkbox"/>	TitlePage.pdf	1	1
<input checked="" type="checkbox"/>	CIS564.4CourseNotes.pdf	30	1
<input checked="" type="checkbox"/>	Index+References.pdf	66	1

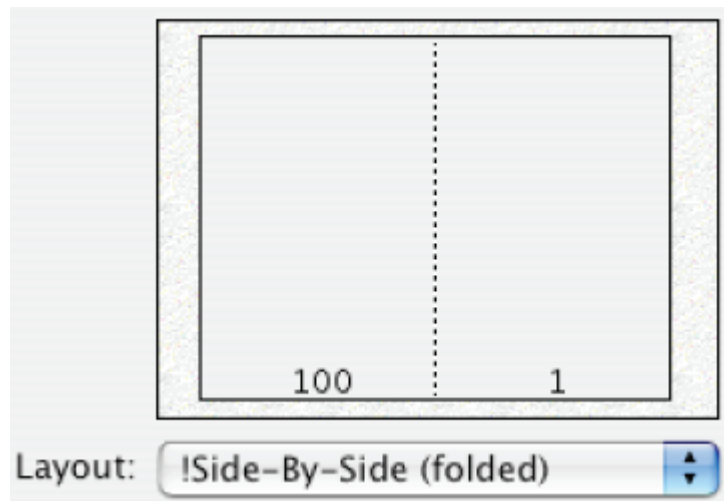
Total Pages: 97

Printer:

- 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 Print Preview

The Print Preview screen displays the following:



- 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 Status Bar

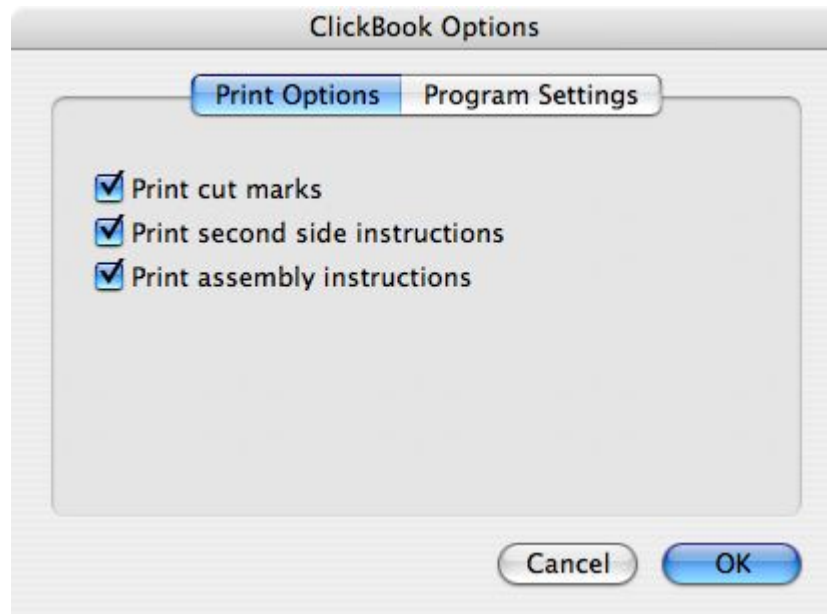
The Status Bar provides information pertaining to the current Print Jobs.



- Delete Job removes a file received in the Print Jobs window.
- [Add Blank Page](#) inserts a blank page in between files listed in the Print Jobs Window.
- [Preview](#) prints the print jobs to a PDF in the temp folder and opens the Apple's Preview application. You can view how each page will actually appear before sending it to the printer.
- Job Settings launches the Job Settings dialog box where you can specify the number of copies, and change the name of the item shown in the list.
- Standard Printing sends the print jobs to the printer without applying any layouts.
- Print sends the current files that are listed in the [Print Jobs](#) to the printer.

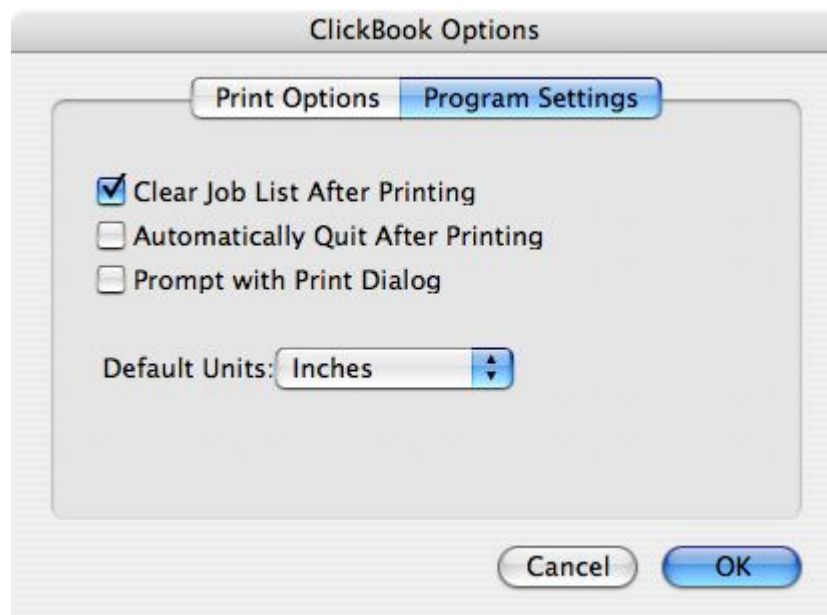
4.7 Options

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

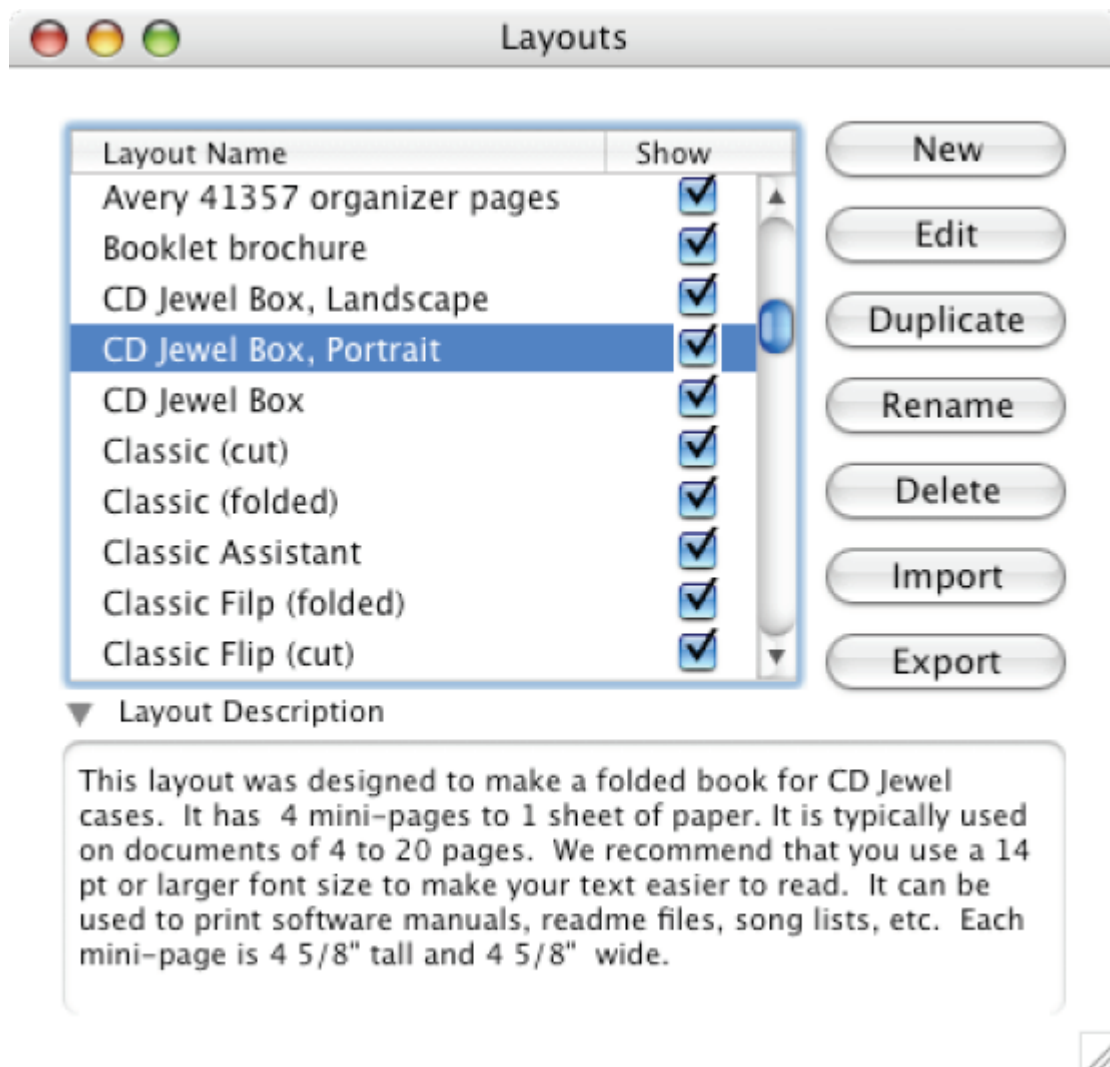
boxes.

- 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.

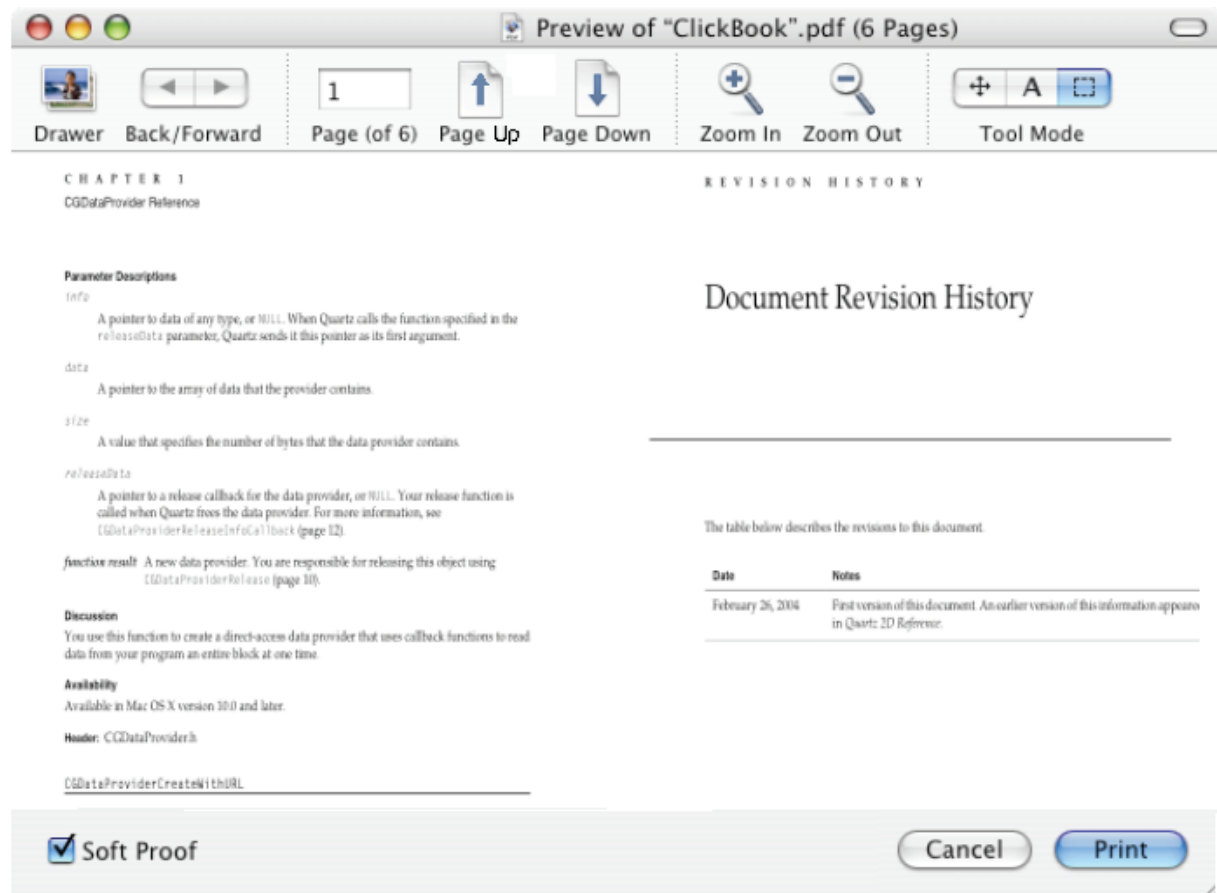
- Edit - launches the [Modify Layout](#) dialog and allows you to alter an existing layout.
- Duplicate - builds an identical copy of an existing layout.
- Rename - changes the name of a layout.
- Delete - removes a layout from ClickBook.
- Import - add custom layouts from other users. Visit <http://www.bluesquirrel.com/clickbook/layouts.asp> 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 Printing With 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 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.

5.5 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.

5.6 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.

5.7 Stapling and Paper cutting recommendations

STAPLING



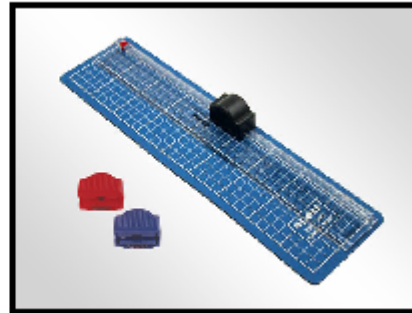
Problem: Standard staplers may not reach the fold on larger booklets, or the staples may go in crooked.

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 remove the shingling effect from folded books. Call 800-403-0925 for information, or visit: <http://www.bluesquirrel.com/so/trimmer/>.

5.8 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.

6 Layouts

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 six booklet styles: Cut book, Folded book, French fold, Planner pages, 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.

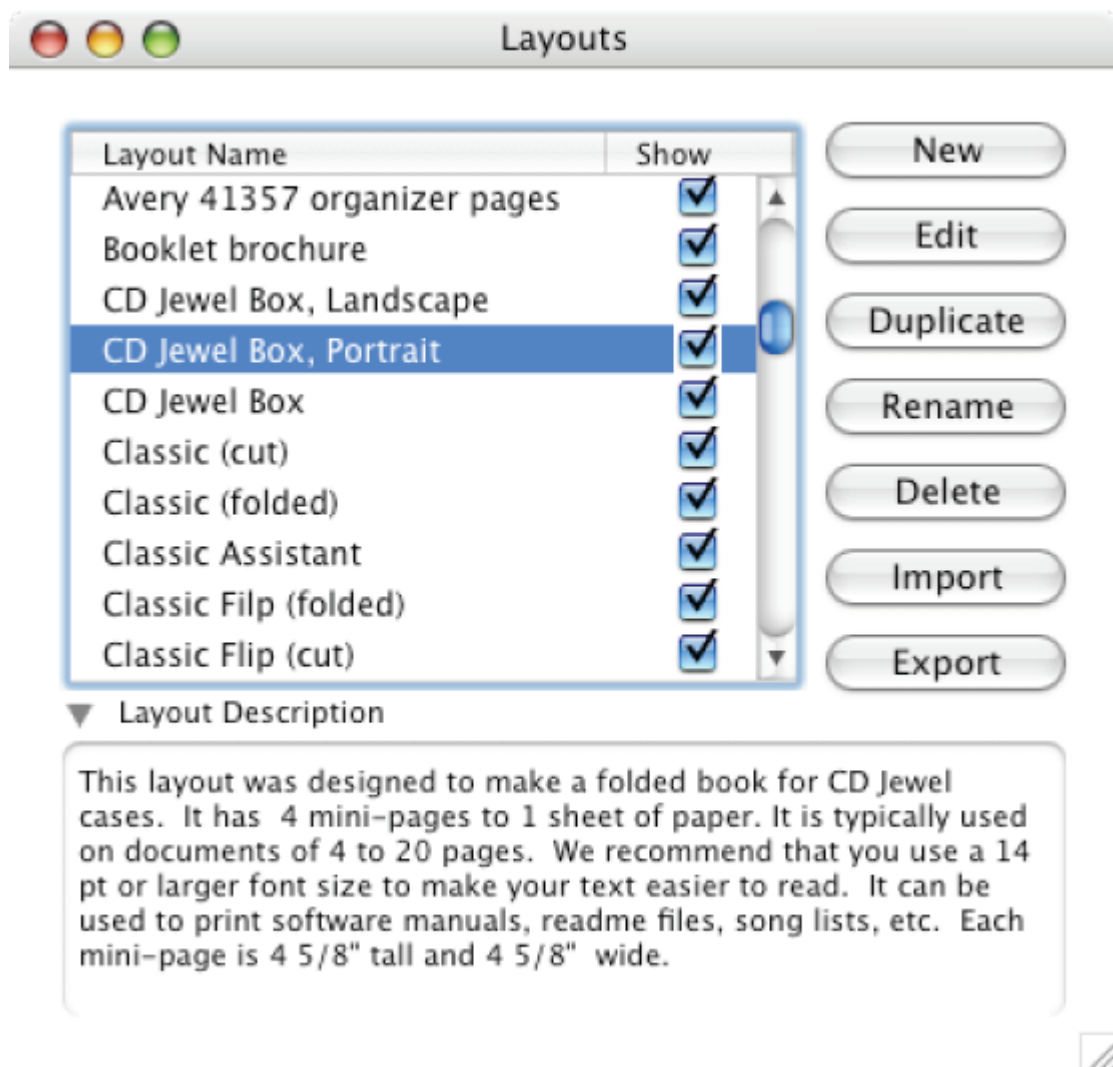
- What size do you want your fonts and graphics to appear? Small booklets usually require that you enlarge the fonts and graphics, unless you choose to use No Scaling. If you choose No Scaling enlargement must be done in your application program and then print the document to ClickBook again. If you 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:

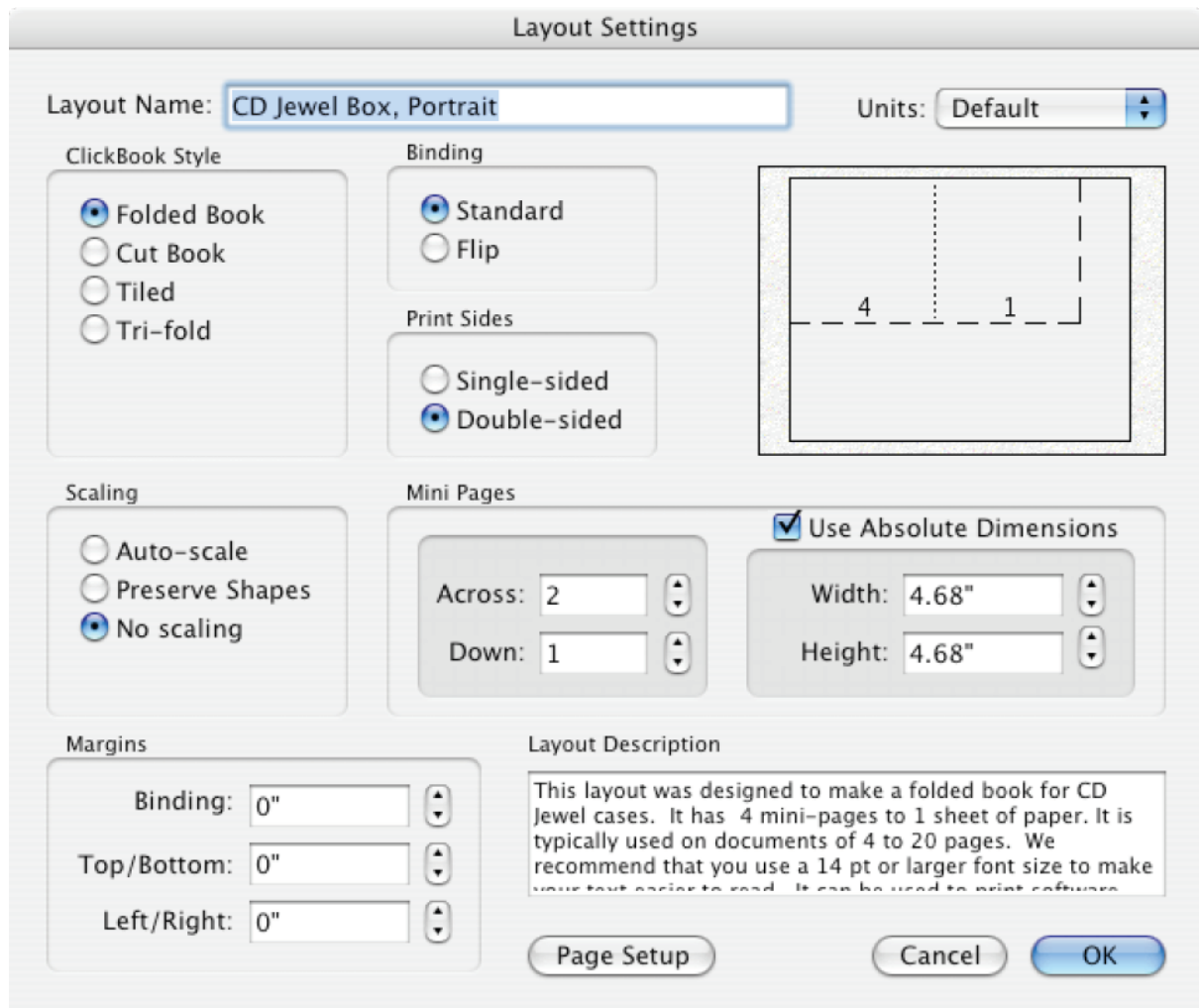
1. Follow Steps 1-6 in the [Printing Any Document](#) section.
2. Click on the Layouts button on the Toolbar.
3. The Layouts dialog appears.



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 Name** - Displays the name of the layout selected.
- **Units** - Choose measurement type as inches, centimeters, points, and picas.
- **ClickBook Style:**
 - **Booklet Type** - Select a booklet style such as Cut book, Folded book, Tiled, and Tri-fold.
- **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.
- **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.
- **Scaling**
 - **Scaling** - Choose the type of scaling to use, either Auto-Scale (stretch-to-fit), Preserve Shapes (One to One), No Scaling.
- **Margins**
 - **Binding Edge** - Choose how you want the binding edge:
 - **Paper Margins** - Allows you to change the margins for a sheet of paper.
- **Layout Description** - Provides you with common uses for the selected layout.
- **OK** - Saves any changes made to the current Layout.
- **Cancel** - Closes the Modify Layouts dialog.

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 [Modify Layout](#) 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 scaling 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 (portrait or landscape). 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.

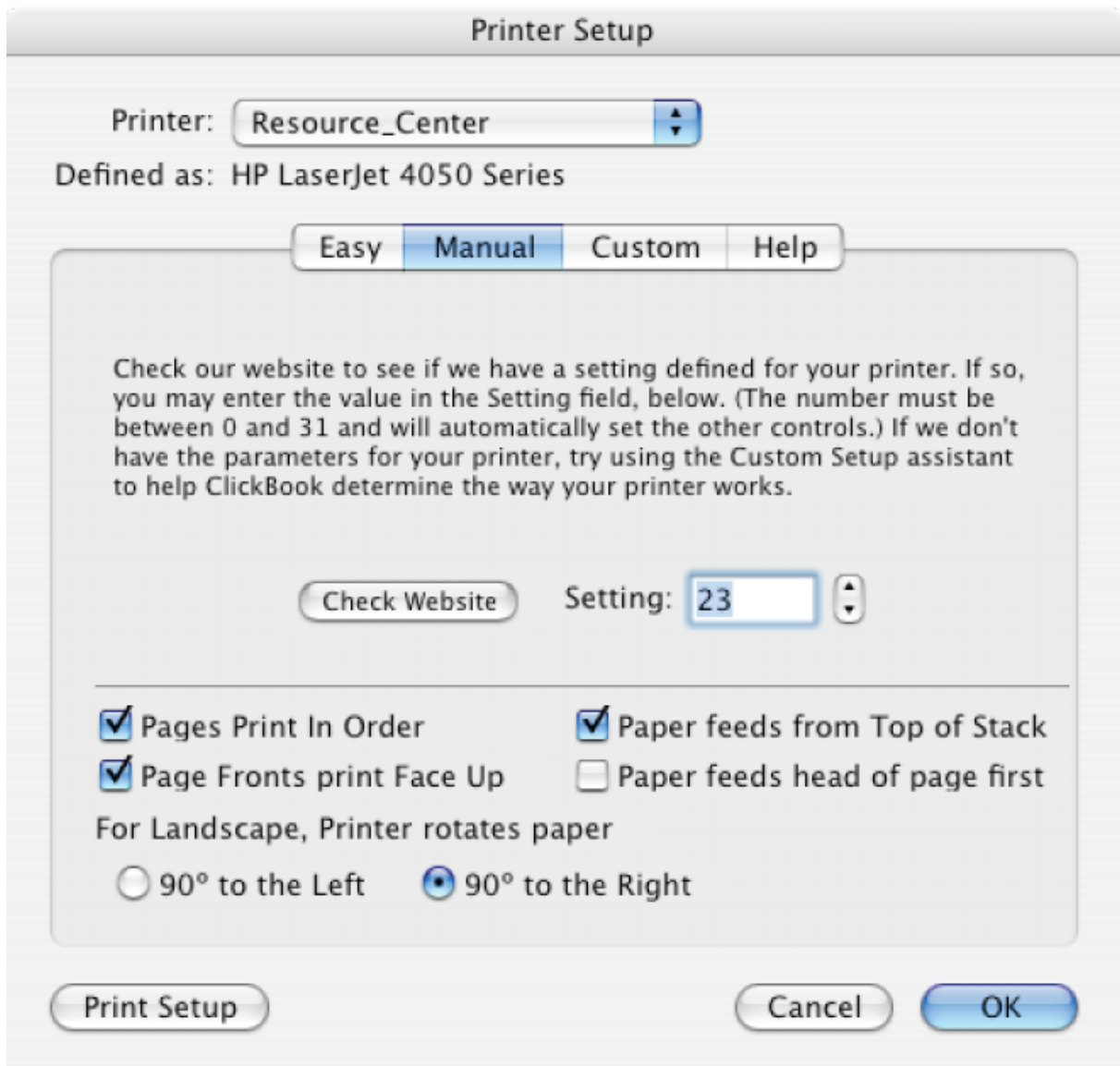
7 Advanced

7.1 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.

7.2 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.



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.

7.3 Add Blank Page

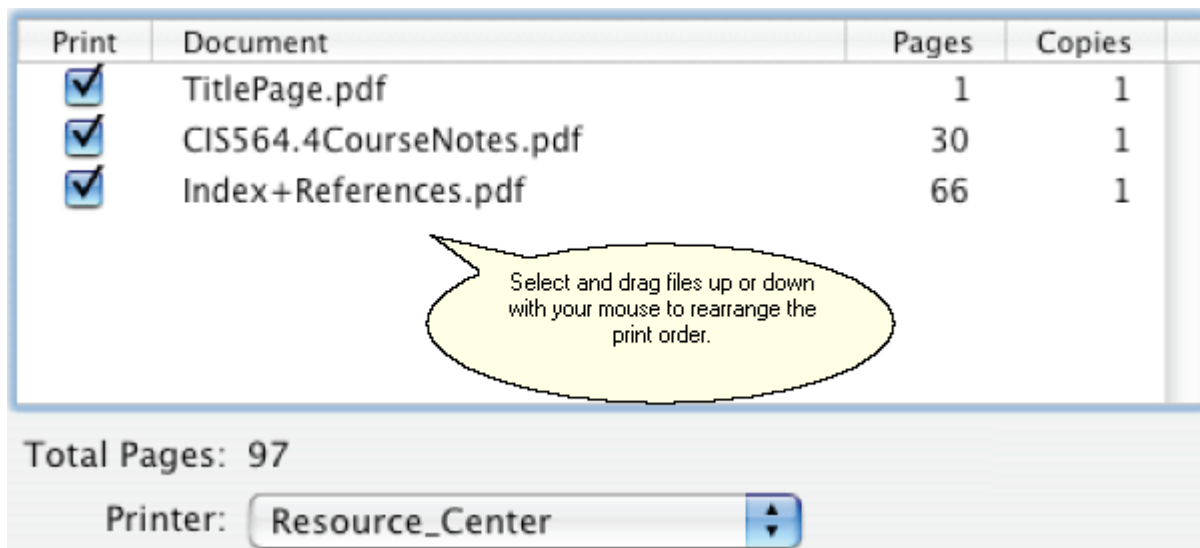
This feature may come in handy when you want to add a blank page in between print jobs. You can easily do so by clicking on the Add Blank Page button on the [Status Bar](#).



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.

7.4 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.



7.5 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:

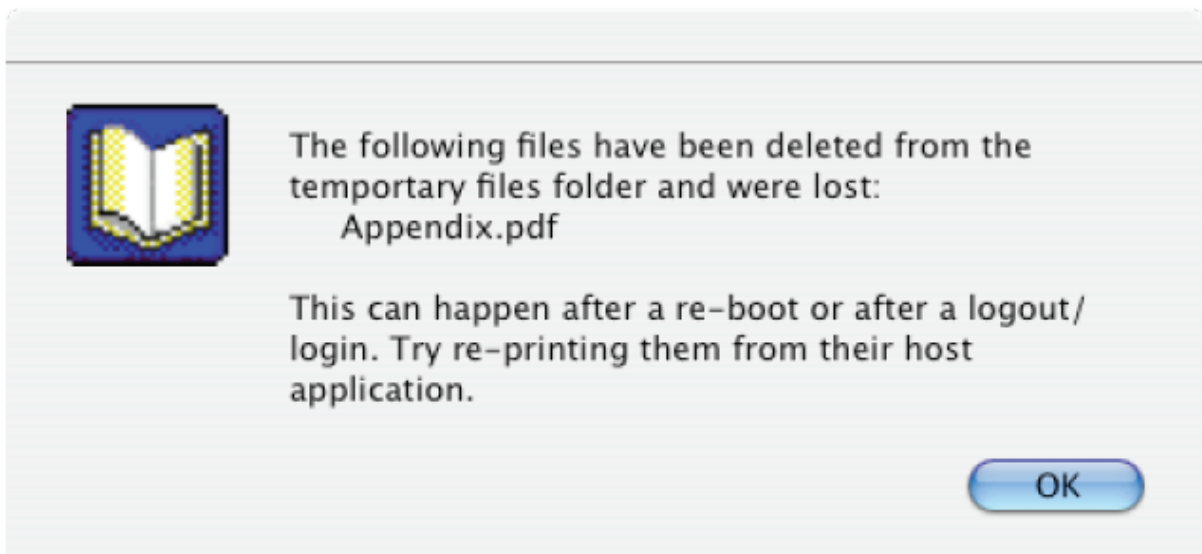
- Set fonts to the actual size you want them in the printout.
- Set the document's page size (in the application program) to match the mini-page size (of the ClickBook layout you plan to use).

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.

7.6 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.



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

8 Glossary

- **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 Portrait.
- **Layout** - A specific configuration of ClickBook that turns a print out 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 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.

9 Support



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 Windows? If so, you need Windows technical support.

Browse through the accompanying program help file for any late breaking information about ClickBook,

and using ClickBook with specific software or hardware. You can access the Help file by going to ...

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

E-mail: sales@bluesquirrel.com

Note: Hours are: 8:00 a.m. to 5:00 p.m. Mountain Standard Time.

Mailing address

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Sandy, UT 84070

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