

# ClickBook



# Enterprise

*for*  
**WINDOWS 2000/XP/2003**

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## **Special thanks to:**

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# 1 Getting Started

ClickBook Enterprise is so easy to use. Just choose File / Print from any program and choose the shared "ClickBook Printer" when printing.

ClickBook Enterprise only needs to be installed on your print server. Other workstations will print to a shared "ClickBook Printer" to use ClickBook Enterprise.

## 1.1 What Does ClickBook Enterprise Do?

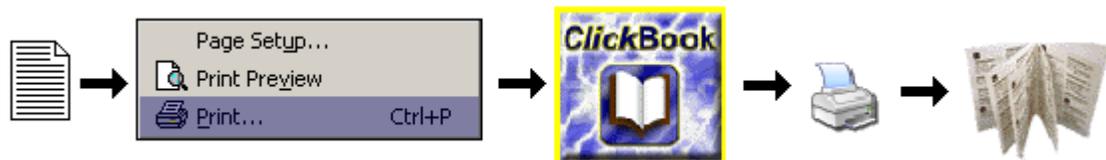


ClickBook Enterprise uses your shared duplexing printer to create booklets and flip-books.

An entire organization can use a single shared duplexing printer to create their booklets. The program is installed on the print server only.

With the default settings, a portrait document will be printed as a booklet, and a landscape document will be printed as a flip-book. If you wish to use the other layouts like 4-up, you can change the default layouts.

## 1.2 How Does ClickBook Enterprise Work?



ClickBook Enterprise takes what you print from your application – exactly what would print if you were not using ClickBook Enterprise – and shrinks and rearranges the pages to fit the layout you choose.

ClickBook Enterprise 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 Enterprise 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 on one sheet of paper.
- Arranging the mini-pages so that they come out in numerical order after cutting and assembling.
- Printing double sided.
- Adding extra space for binding.
- Adding Headers, Footers or Watermarks (if desired).

### 1.3 Configuring a Workstation

To configure a workstation to use ClickBook, connect to the shared ClickBook Printer on the server. You do not need to install any software on each workstation. You simply connect to the shared ClickBook Printer on the server.

**Steps:**

1. Start -> Settings -> Printers and Faxes -> Add Printer
2. Choose "A Network Printer" when prompted for which type of printer to add.
3. Enter the server name like \\MYSERVER\ClickBook Printer (replace MYSERVER with the name of your server)

### 1.4 Printing With ClickBook Enterprise

The ClickBook Enterprise printing process begins in your application program. You prepare your document as usual, and then you give the print command. Choose the shared "ClickBook Printer" and press Print button to send the print job to the shared printer.

If you have not added the shared printer to your workstation, see Configuring a Workstation.

### 1.5 Preparing A Document In Its Application Program

Prepare your document as you usually do, but keep in mind that ClickBook Enterprise will usually shrink the pages. (ClickBook Enterprise will scale them down unless the layout is full-sized or uses the No scaling setting.)

If you plan to use a layout that shrinks the pages considerably, enlarge your fonts accordingly. They should be large enough to be readable at the mini-page size. Normally, no other special preparation is needed for printing with ClickBook Enterprise. But in some cases you may want to adjust the document in the following ways:

- Use a different font that may scale better. We recommend True Type fonts, which are fully scalable.
- When printing a multi-document booklet, modify or add headers/footers that are appropriate for the booklet. In particular, you may want to adjust page numbering to be continuous throughout the whole booklet. See... Headers/footers for a multi-document booklet.
- Turn off right justification of text if the right edge came out uneven on the printout.
- Adjust the margins (or set margins in ClickBook Enterprise).
- Select No scaling and then set everything at exactly the size you want it to print. This includes setting fonts at desired sizes, and setting the page size to be equal to the mini-page size in the intended ClickBook Enterprise layout ClickBook Enterprise usually assures that the pages fit the mini-pages, but with scaling off, this is your responsibility.

## 2 Installation

The installation setup program for Windows is called ClickBook EnterpriseSetup.exe. You must run the setup program to install ClickBook Enterprise on your print server. You do not need to install ClickBook Enterprise on each workstation. See *Configuring a Workstation* for more information on setting up each workstation to use ClickBook Enterprise.

### 2.1 Registering Electronically

Make sure you have an active connection to the Internet so you can submit your registration online.

InstantX

Purchase / VIP Key | InstantUpdate | InstantX Settings

Name: Wilma Raye  
Company:  
Address: 12565 South 1200 West  
Address2:  
City/State/Postal: Naples FL 85657  
Country: USA  
Telephone: 702-695-4078 Fax:  
e-mail: wilmara@internet.net

Notify me of new products and upgrades

To receive a VIP key please purchase the program.

Purchase Online Print

Enter the VIP key to unlock the software.

Enter VIP Key Here

VIP Key: CB7R - JKDS - - - -

Click Here

OK Cancel

The first time you run ClickBook Enterprise, the InstantX Registration dialog box appears. If the InstantX Registration dialog box does not appear you can access it by selecting Tools, and VIP Key... from the ClickBook Enterprise Menu Bar.

Enter in your customer information, and your VIP Key. Then press the OK button to submit your information over the Internet.

Note: You must insert your VIP Key in the appropriate field of the Registration information screen to fully enable ClickBook Enterprise. If you do not enter your VIP Key, your program will run as an evaluation copy that continually requests the VIP Key, and eventually expires.

Users for whom the electronic registration does not work please register manually.

## 2.2 Registering Manually

If you are unable to register electronically, please follow these steps to Register Manually.

1. Access the InstantX Registration Screen by selecting Tools, and VIP Key... from the ClickBook Enterprise Menu Bar.
2. Enter in your customer information, and your VIP Key and then Print the form instead of sending it over the Internet.
3. Either fax the printout to Blue Squirrel at 801-912-6032, or send it via post mail to Blue Squirrel, Attn. Customer Service, 686 E. 8400 South, Sandy, UT 84070.

## 2.3 Duplexing Printer

ClickBook Enterprise requires a duplexing printer. A duplexing printer is a printer that is capable of printing on both sides of a piece of paper without the operator manually flipping the paper over.

## 2.4 Changing the Default Layouts

With the default settings, a portrait document will be printed as a booklet, and a landscape document will be printed as a flip-book.

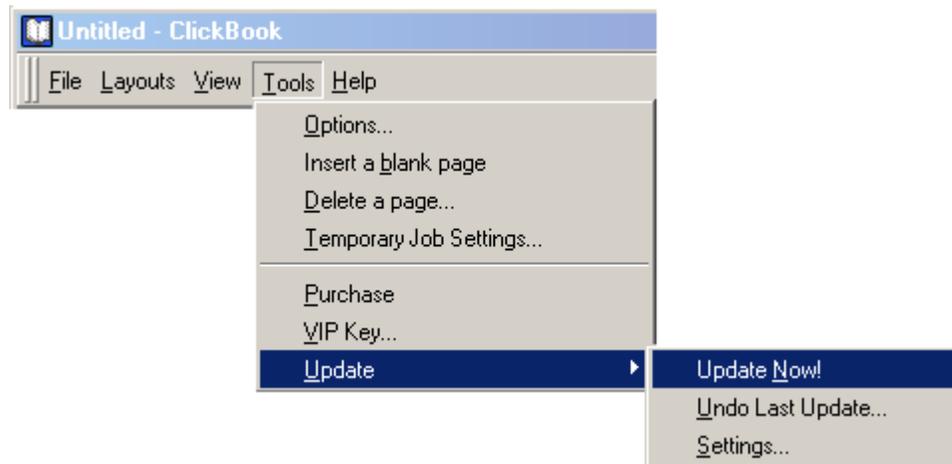
If you would like to use a different layout for portrait, open ClickBook Enterprise on the print server and choose *Layouts->Set Default Layouts*.

Choose the layout you would like when the workstations print a portrait document. Then choose a layout you would like when the workstations print a portrait document. Hit the Set Defaults button to save your settings.

## 2.5 Update ClickBook Enterprise

If you are connected to the Internet ClickBook Enterprise will automatically check for, and download available updates. By default, ClickBook Enterprise will go online and check every 30 days.

To check for a new version, and download an update follow the steps below:



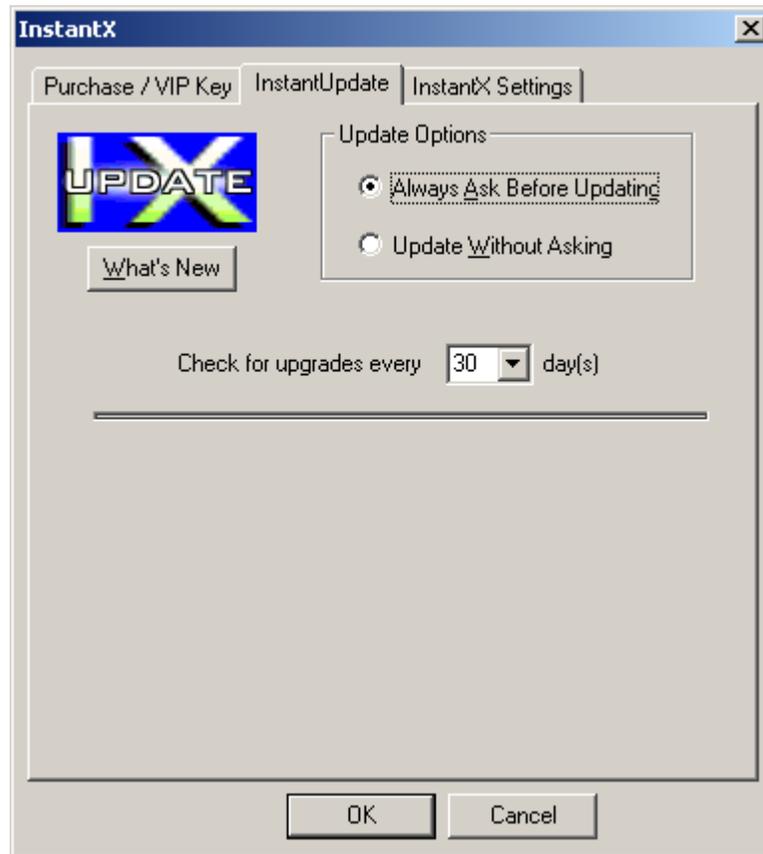
1. Open ClickBook Enterprise from the Microsoft Window's Start menu, select Programs, Blue Squirrel, and ClickBook Enterprise.
2. From the Menu Bar go to Tools, select Update, and choose Update Now.

3. ClickBook Enterprise will go online and look for available updates.
4. If there are available updates you'll be presented with the option to download the newest version.

## 2.6 Change Update Settings

By default ClickBook Enterprise checks for available updates every 30 days.

You can alter the Update settings to your liking by following these steps.



1. Open ClickBook Enterprise from the Microsoft Window's Start menu, select Programs, Blue Squirrel, and ClickBook Enterprise.
2. From the Menu Bar go to Tools, select Update, and choose Settings.
3. The Instant X dialog appears. Click on the InstantUpdate tab.
4. Select a preferred radio button for Ask Before Updating or Update Without Asking.
5. Choose how often to check for updates.
6. When you are finished press OK.

## 2.7 Uninstalling ClickBook Enterprise

To uninstall ClickBook Enterprise from your computer please follow these steps:

1. Click the Microsoft Windows Start button on and select Settings, Control Panel from the Start Menu.
2. Double click the Add/Remove Programs Icon, and the Windows Add/Remove Programs Properties dialog box appears.
3. Select Blue Squirrel ClickBook Enterprise in the list of software available, and click the Add/Remove button.

4. The following dialog confirms your request to uninstall.
5. If you are certain you want to uninstall ClickBook Enterprise click the Yes button.

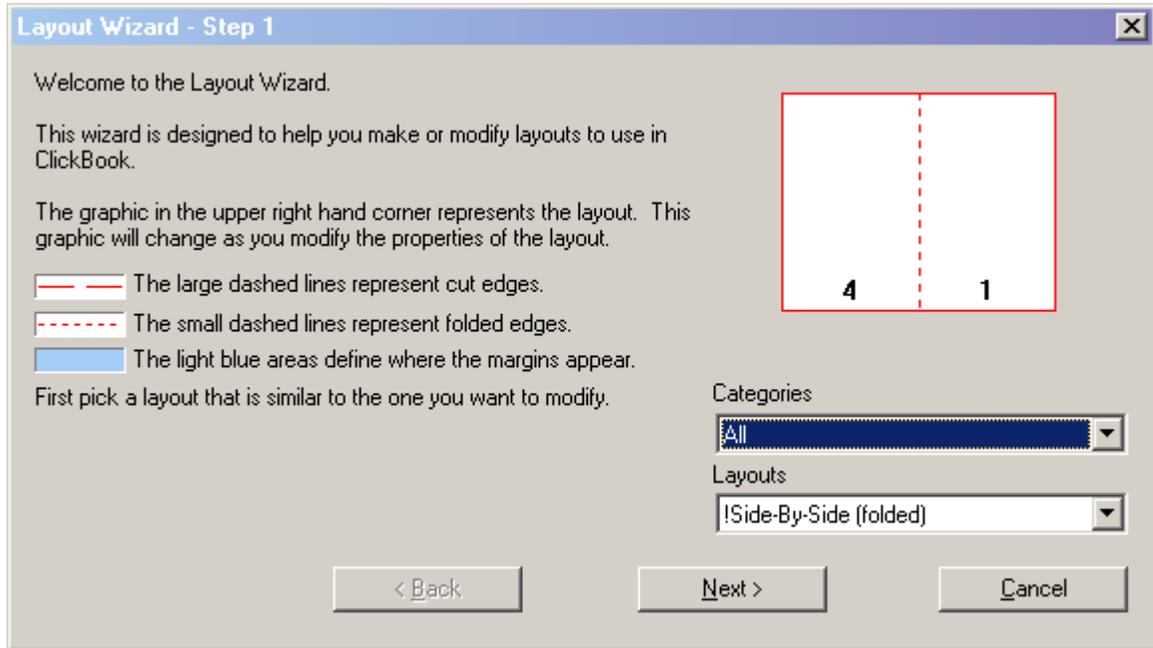
### **3 Printing with ClickBook Enterprise**

## 3.1 Layout Wizard

The Layout Wizard is a simplified process to change settings for a particular Layout.

To use the Layout Wizard proceed as follows:

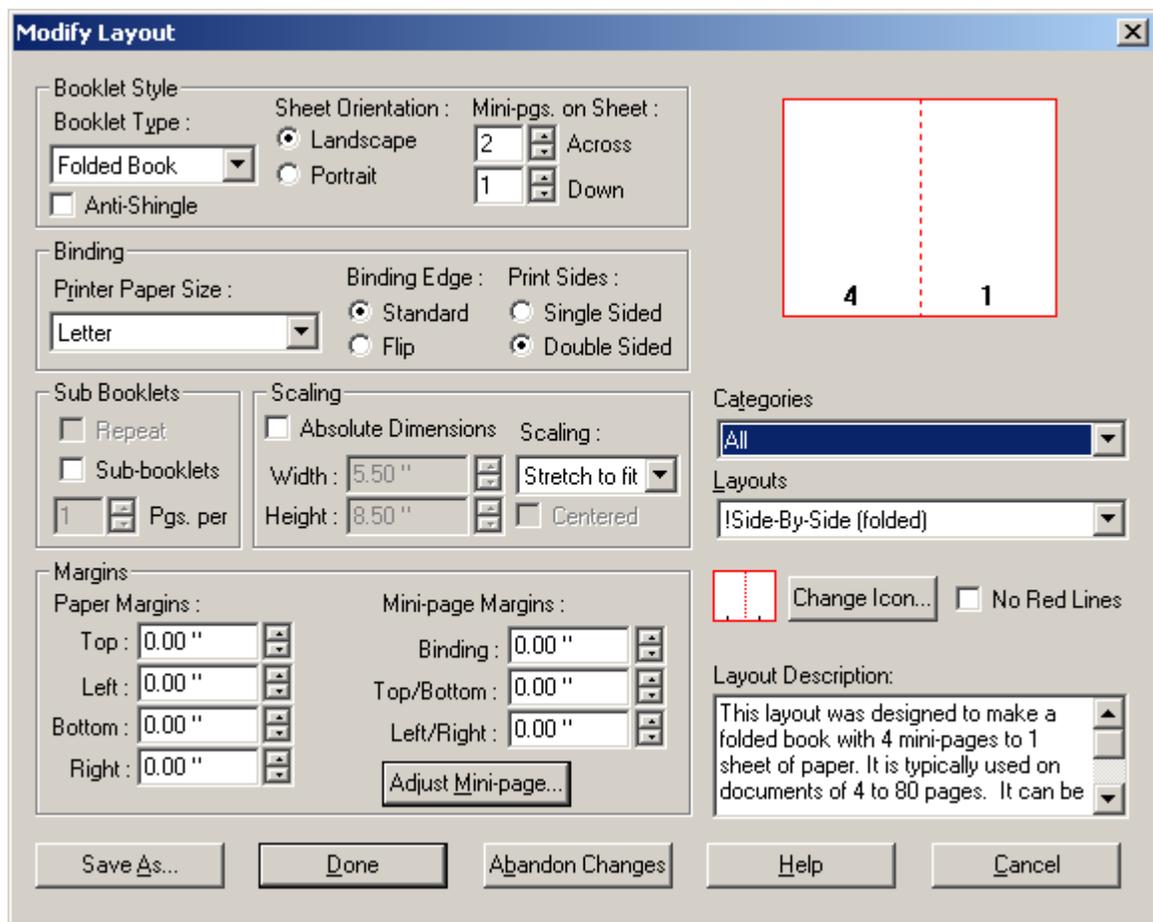
1. Open the Layout Wizard. From the Menu Bar select layouts and click on the Layout Wizard.
3. Make desired changes and click Next to proceed through the steps.
4. If, at any time, you want to quit the Layout Wizard click Cancel.



## 3.2 Modify Layout

The Modify Layout 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.

To access the Modify Layout dialog go to Layouts on the menu bar, and select Modify Layouts.



- **Booklet Style:**
  - **Booklet Type** - Select a booklet style such as Cut book, Folded book, French fold, Planner pages, Poster, Tiled, and Tri-fold.
  - **Anti-Shingle** - In large folded booklets with more than 10 sheets of paper the edges start to creep out in the center until the edge looks like a V. We call this shingling. ClickBook Enterprise can move the page towards the center so you can cut off excess paper without cutting into printed text.
  - **Mini-pgs. on Sheet** - Select how many pages to put on a single sheet of paper.
  - **Sheet Orientation** - Select if you want the sheet to print in Portrait or Landscape Orientation.
- **Binding**
  - **Printer Paper Size** - Select the size of paper you want to use. This will override the default setting that is under Tools->Options.
  - **Binding Edge** - Choose how you want the binding edge.
  - **Print Sides** - Select to print on one side or both sides of paper.
- **Sub Booklets**
  - **Repeat** - The effect of Repeat depends on the current Layout. Repeat can be used to print more copies when there aren't enough mini-pages to fill the sheet. Repeat can also be used, alternatively, to avoid the step of assembling multiple booklets.
  - **Sub-Booklets** - Rather than folding a whole booklet together, you may wish to print and fold sub-booklets separately, and then bind them together. Mark the check box to activate sub-booklet printing. Then set Pages-per to the number of pages you want each sub-booklet to contain.
- **Scaling**
  - **Absolute Dimensions** - ClickBook Enterprise 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.
  - **Scaling** - Choose the type of scaling to use, either One to One, No Scaling, or Stretch to fit.
  - **Margins**
    - **Paper Margins** - Allows you to change the margins for a sheet of paper.
    - **Mini-Page Margins** - Allows you to change the mini-page margins for the current Layout.
  - **Save As...** - Opens the Save As dialog box to save the layout with a new name.
  - **Done** - Saves any changes made to the current Layout.
  - **Abandon Changes** - Reverts to the layout's previous settings.
  - **Cancel** - Closes the Modify Layouts dialog.

If you set the *Booklet Type* to *Poster* (Windows XP, 2000, 2003 only), you get other options:

- **Paper Orientation** - This lets you choose the orientation of the pages in the poster.
- **Pages on Poster** - This specifies how many pages will be printed per poster. Across specifies the number of pages going horizontally, and Down specifies the number of pages going vertically.
- **Poster Margins** - The top and left margins specify how far over the poster will begin printing from the upper-left corner of the first piece of paper. In most cases it makes sense to leave these at 0, unless you are missing part of your poster because of the non-printable area of your printer.
- **Poster Cropping** - This will stretch your document to fit the poster in one direction and crop off the other dimension if the document does not fit exactly.
- **Scaling (Width/Height)** - This is the total width and height of the poster after assembly.
- **Overlap** - This specifies how much overlap in each poster page. The pages intentionally overlap because most printers cannot print to the edge of the paper so there would be white gaps on the poster. You should trim off the white non-printable area before taping the poster together.

### 3.3 Assemble a Booklet

To turn on the Assembly Instructions:



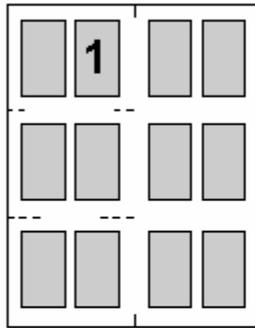
1. Click the Options button  on the toolbar. This will bring up the Options dialog box.
2. Choose the Print Settings tab and click in the box next to Print assembly instructions.
3. Click OK.

### 3.4 Cutting And Assembling a Booklet

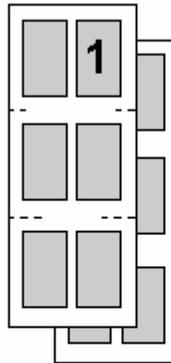
#### Cutting and Assembling

**GENERAL INSTRUCTIONS:** You will make a series of cuts, first any vertical cuts, starting with the leftmost one, and then horizontal cuts starting with the top one. After each cut, you will place the page 1 stack on top of the other, matching the upper left corners.

**EXAMPLE:** Below are specific instructions for the Wallet layout, which requires several cuts. Your printout may be simpler to cut and assemble.

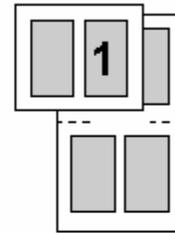


1. Make vertical cut.



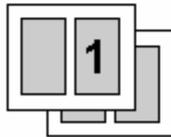
2. Place the page 1 stack on top.

3. Make the top horizontal cut.



4. Place the page 1 stack on top.

5. Make the bottom horizontal cut.



6. Place page 1 stack on top.

7. Fold and staple.

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.

Cutting options:

Paper Trimmer - See our paper trimmers at <http://www.bluesquirrel.com/so/trimmer/>

Binding options:

Staple (also called a saddle stitch) - See our specialized staplers at <http://www.bluesquirrel.com/clickbook/staplers.asp>

## 4 Advanced Options

## 4.1 Insert A Header

You can add a header to the top position of each mini page. You can select a separate font, color and size for each type. We have also provided four buttons that will insert the print job name, date, time and page number into the header.

Job – <job> inserts the name of the first job listed in the Print Job bar

Date – <date> inserts the current date the job was printed using this format "month dd, yyyy"

Time – <time> inserts the current time the job was printed using this format "hh:mm AM/PM"

Page – <#> inserts the current mini-page number

The fonts are scaled to match the mini-page they are used on; for example a 36 point font would be scaled down by a factor of 4 when used on a mini-page that is 4 times smaller than a regular sheet of paper. This makes it easy to set up a header, footer, or watermark that can be used for different booklet types as the text will be automatically sized for each booklet.

To place a Header on your current print job follow these steps:

1. Click the Options button on the toolbar. This will bring up the Options dialog box.
2. Select the Headers tab.
3. In order to print a header a check must be placed next to the Print Headers field. Note: Header can be permanently shut off by un-checking the "Print Headers" checkbox.
5. Type your message in the text field box and/or select any of the following buttons
  - Job: places the title of the first print job listed in the Print Job window.
  - Date: Places today's date.
  - Time: Places the current time.
  - Page: Places the page Numbers.
6. To change the look and feel of the Header click the Select Font button. The Font window will open and from here the Font, Font Style, Size, Effects, Color, and Script can all be changed. The Sample window will demonstrate how the changes will appear.
7. The Text justification allows you to choose where the Header will be placed: right, left, or center. Place a mark next to the desired position.
8. The Start printing Headers on page option allows you to choose which page the Headers will begin. Note: This feature allows you to start the process of printing Headers on the mini-page of your choice. This is useful for when you have a cover page and you don't want the page number to be printed on that page. Please note that the page numbering will start on the page you choose. For example if you start on page 3 it will be numbered as 1, page 4 will be 2 and so on.
9. The Stop printing Headers on page option allows you to choose which page the Headers will end. Note: The default setting of 0 will end the printing of Headers on the last page.
10. Click Apply Changes to view any modifications you have made to your headers. The changes will appear in the print preview window. If the changes are acceptable Click OK. Headers will now be placed on your print job.

Note: Headers are not printed on posters.

## 4.2 Insert A Footer

Adding a Footer will place a line of text in the bottom position of each mini-page. You can select a separate font, color and size for each type. We have also provided 4 buttons that will insert the print job name, date, time and page number into the footer.

- Job – <job> inserts the name of the first job listed in the Print Job bar
- Date – <date> inserts the current date the job was printed using this format "month dd, yyyy"
- Time – <time> inserts the current time the job was printed using this format "hh:mm AM/PM"

- Page – <#> inserts the current mini-page number

The fonts are scaled to match the mini-page they are used on; for example a 36 point font would be scaled down by a factor of 4 when used on a mini-page that is 4 times smaller than a regular sheet of paper. This makes it easy to set up a header, footer, or watermark that can be used for different booklet types as the text will be automatically sized for each booklet.

To place a Footer on your current print job follow these steps:

1. Click on the Options button on the toolbar. This will bring up the Options dialog box.
2. Select the Headers, Footers, and Watermarks tab.
3. In order to print a header a check must be placed next to the Print Headers, Footers, & Watermarks field. Note: Header, Footers, and Watermarks can be permanently shut off by unchecking the "Print Headers, Footers, & Watermarks " checkbox.
4. From the drop down menu select Footer.
5. Type your message in the text field box and/or select any of the following buttons:
  - Job: places the title of the first print job listed in the Print Job window.
  - Date: Places today's date.
  - Time: Places the current time.
  - Page: Places the page Numbers.
6. To change the look and feel of the Footer click the Select Font button. The Font window will open and from here the Font, Font Style, Size, Effects, Color, and Script can all be changed. The Sample window will demonstrate how the changes will appear.
7. The Text justification allows you to choose where the Footer will be placed: right, left, or center. Place a mark next to the desired position.
8. The Start printing Headers, Footers, and Watermarks on page option allows you to choose which page the Headers, Footers, and Watermarks will begin. Note: This feature allows you to start the process of printing Headers, Footers, and Watermarks on the mini-page of your choice. This is useful for when you have a cover page and you don't want the page number to be printed on that page. Please note that the page numbering will start on the page you choose. For example if you start on page 3 it will be numbered as 1, page 4 will be 2 and so on.
9. The Stop printing Headers, Footers, and Watermarks on page option allows you to choose which page the Headers Footers, and Watermarks will end. Note: The default setting of 0 will end the printing of Headers, Footers, and Watermarks on the last page.
10. Click Apply Changes to view any modifications you have made to your headers, footers, or watermarks. The changes will appear in the print preview window. If the changes are acceptable
11. Click OK. Footers will now be placed on your print job.

Note: Footers are not printed on posters.

## 4.3 Insert A Watermark

Adding a Watermark will add a graphic or text in the diagonal position of each mini-page. You can select a separate font, color and size for each type. We have also provided 4 buttons that will insert the print job name, date, time and page number into the watermark.

- Job – <job> inserts the name of the first job listed in the Print Job bar
- Date – <date> inserts the current date the job was printed using this format "month dd, yyyy"
- Time – <time> inserts the current time the job was printed using this format "hh:mm AM/PM"
- Page – <#> inserts the current mini-page number

The fonts are scaled to match the mini-page they are used on; for example a 36 point font would be scaled down by a factor of 4 when used on a mini-page that is 4 times smaller than a regular sheet of paper. This makes it easy to set up a header, footer, or watermark that can be used for different

booklet types as the text will be automatically sized for each booklet.

Note: Watermark graphics must be in bitmap (.bmp) format. The graphic colors will not be changed in any way and will appear the same way it does in your graphic editor. You may want to lighten up the graphic before using it as a watermark so the text in front of it does not get washed out. You can do this with most graphic editors and word processors. ClickBook Enterprise uses a point for point system for sizing the graphic and will allow you to scale the watermark from 10 times its original size to 1/10 its original size. For example, a 600 by 600 pixel graphic would be 1 inch on a mini-page using a 600 dpi (dots per inch) printer. To make the graphic 2 ½ inches or 2 ½ times bigger enter 2.5 in the edit box below the Graphic button.

To place a Watermark on your current print job follow these steps:



1. Click on the Options button  on the toolbar. This will bring up the Options dialog box.
2. Select the Headers, Footers, and Watermarks tab.
3. In order to print a header a check must be placed next to the Print Headers, Footers, & Watermarks field. Note: Header, Footers, and Watermarks can be permanently shut off by unchecking the "Print Headers, Footers, & Watermarks " checkbox.
4. From the drop down menu select Watermark.
5. Now select the desired radio button to include a Text or Graphic Watermark.
6. If Text has been chosen you may now decide what information is to be placed in the Watermark. Options include placing the following:
  - Job: places the title of the first print job listed in the Print Job window.
  - Date: Places today's date.
  - Time: Places the current time.
  - Page: Places the page Numbers.
  - Textbox: Type text as you want it to appear.
7. To change the look and feel of the Watermark click the Select Font button. The Font window will open and from here the Font, Font Style, Size, Effects, Color, and Script can all be changed. The sample window will demonstrate how the changes will appear.
8. If Graphic has been chosen you can browse to the location of the image and select it or type the location of the image in the text field.
9. The Scale watermark graphic times the original size field allows you to make the image larger or smaller as desired.
10. The Start printing Headers, Footers, and Watermarks on page option allows you to choose which page the Headers, Footers, and Watermarks will begin. Note: This feature allows you to start the process of printing Headers, Footers, and Watermarks on the mini-page of your choice. This is useful for when you have a cover page and you don't want the page number to be printed on that page. Please note that the page numbering will start on the page you choose. For example, if you start on page 3 it will be numbered as 1, page 4 will be 2 and so on.
11. The Stop printing Headers, Footers, and Watermarks on page option allows you to choose which page the Headers Footers, and Watermarks will end. Note: The default setting of 0 will end the printing of Headers, Footers, and Watermarks on the last page.
12. Click Apply Changes to view any modifications you have made to your headers, footers, or watermarks. The changes will appear in the print preview window. If the changes are acceptable click OK. A Watermark will now be placed on your print job.

Note: Watermarks are not printed on posters.

## 4.4 Add Page Numbers

To Add Page Numbers to your ClickBook Enterprise printouts follow these steps:



1. Click on the Options button on the Toolbar, or click Tools on the Menu bar and select Options.
2. In the Options dialog box click the box next to Print Headers, Footers, & Watermarks.
3. Click the Page button. ClickBook Enterprise will place the code <#> in the text box. You can add any additional text you want to appear before or after the page number.
4. Click OK. Page numbers will now be placed in the top center position on each mini page for your print job.

## 5 Layouts

### 5.1 Types Of Layouts

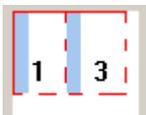
This topic will be easy to understand if you read it while looking at ClickBook Enterprise's Print Preview screen. Select various layouts in turn, and compare each one.

#### 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 Enterprise 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 Enterprise 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.



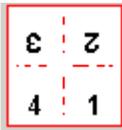
Cut book Layouts are for methods of binding that require cutting between facing pages.

Most of the cut book layouts shipped with ClickBook Enterprise are designed for paper that's pre-perforated for a custom appointment-book page.

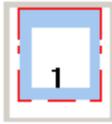


Folded book Layouts are designed for folding between facing pages, and stapling.

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.



Posters are designed to expand one page onto multiple pages to make it larger. It requires some trimming and taping, but you can make some impressive posters.



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 Layouts 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.

## 5.2 Selecting 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 Enterprise 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 pages 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 Enterprise again. If you want to enlarge the fonts in ClickBook Enterprise refer to adjustable Mini-

pages.

To Select a Layout:

1. Print your document to ClickBook Enterprise. For step-by-step instructions refer to Printing Your First Booklet.
2. In the Print Preview screen Browse through the Category drop down menu to quickly find layouts that match your document type. For example, if you're printing a side-by-side folded booklet choose the Books category. Or if you're printing your contact list to insert in your Day Planner, choose Personal Organizers, or Franklin Covey Paper.
3. Use the Layout drop down menu to browse through the available Layouts, and select one that matches your document.
4. To see the settings for a particular layout, select Layouts on the Menu bar and click on Modify Layouts.

### 5.3 Creating Or Modifying A Layout

To create a custom layout you will modify, rename, and save an existing one by following these steps:

1. Print your document to ClickBook Enterprise. For step-by-step instructions refer to Printing Your First Booklet.
2. From the menu bar open layouts and select either Layout Wizard or Modify Layout. Please refer to either topic for more details.
3. Choose a layout that is similar to what you want.
4. Change any settings to create just the layout you want.
5. When you are finished making adjustments click the Save As button and save the new layout with a different name.

To modify an existing Layout proceed with the following steps:

1. Print your document to ClickBook Enterprise. For step-by-step instructions refer to Printing Your First Booklet.
2. From the menu bar open layouts and select either Layout Wizard or Modify Layout. Lets choose Modify Layout for this particular exercise.
3. The Modify Layout dialog appears. Choose a Category and Layout from the drop down menus that are similar to what you want.
4. Make desired changes by adjusting margins, scaling, mini-page margins, how many mini-pages you would like to appear on a single sheet of paper and so forth.
5. Click Save As to save your changes to a new layout or Done to replace the old one. Click Abandon Changes to undo all of the changes you haven't yet saved. The Layout will revert back to its original settings.
6. Examine your changed Layout in the Print Preview picture to see how your document is affected. If you are satisfied with how the booklet looks, click Print. If you are not satisfied repeat steps 2 through 4 to further adjust the layout.

Note: Blue Squirrel recommends making a backup of your Layouts before altering them. You can do this by copying the Layouts folder to a new name or to a backup disk. The default directory is C:\Program Files\Blue Squirrel\ClickBook Enterprise\Layouts. Then, if you ever need to revert to the default Layouts, just restore the original files.

## 6 Glossary

- **Aspect Ratio** - The ratio of width to height. If the aspect ratio changes then photographs can appear 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.
- **Header** - Text that will be printed at the top of every mini-page. It may include page numbers, job name, date, etc.
- **Footer** - Text that will be printed at the bottom of every mini-page. It may include page numbers, job name, date, etc.
- **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.
- **One-to-One** - A Scaling option that keeps the shape. This scaling option is better for photos.
- **Overlap** - When printing Banners or Posters, some extra is printed on each page to allow easy alignment of the pages when assembling the poster or banner.
- **Portrait** - A paper orientation where the words on the page are going across the short edge of the paper. See Landscape.
- **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.
- **Stretch-to-Fit** - 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.
- **Sub-booklets** - Breaking a full booklet print job into smaller booklets that can be individually folded, stacked and bound.
- **VIP Key** - A key that removes the trial stamps and fully activates the software.
- **Watermark** - A graphic that is printed on every mini-page. This can be used for document authenticity, or to print a company logo.
- **Workstation** - A computer that does not have a printer attached, but prints to the shared ClickBook Printer to create booklets.

## 7 Support



### Technical Support

If you are having difficulties using ClickBook Enterprise, 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.

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.

Read the accompanying ReadMe.rtf file for any late breaking information about ClickBook Enterprise, and using ClickBook Enterprise with specific software or hardware.

### 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**  
Blue Squirrel  
686 E. 8400 South  
Sandy, UT 84070

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