



FinePrint

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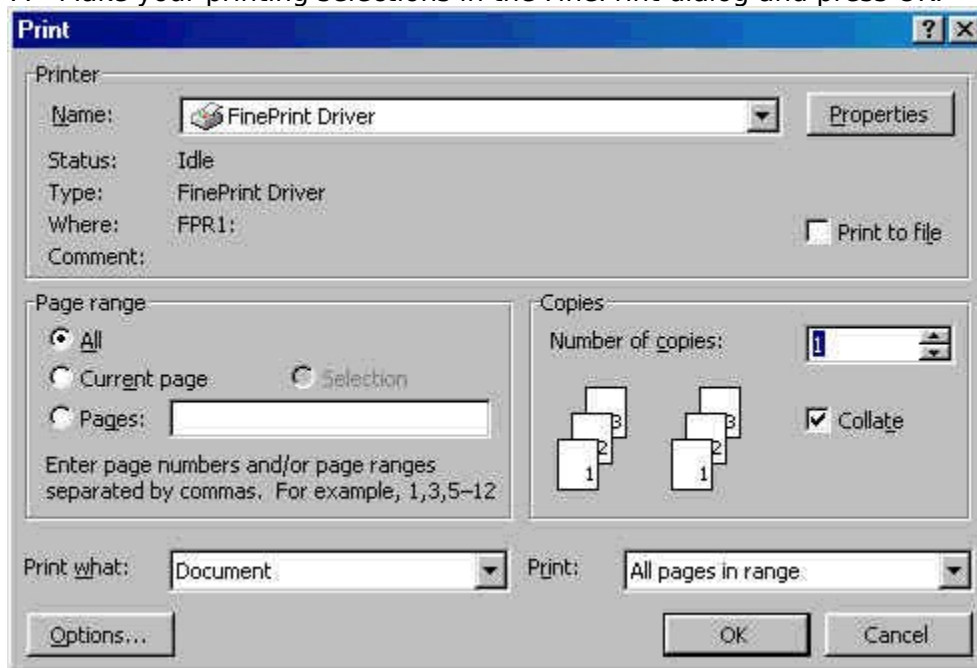
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How FinePrint Works

FinePrint is a printer driver that sits between an application and a physical printer. The FinePrint printer driver captures output from the application, scales it, applies [stationery](#) or forms if desired and then sends it to the destination printer.

To operate:

1. Open any application
2. Load your documents as normal
3. Select the Print command from the File menu
4. Select the "FinePrint driver" item from the printer list in the Print dialog box
5. Click OK
6. Wait for the FinePrint preview dialog box to appear.
7. Make your printing selections in the FinePrint dialog and press OK.



Definitions

Sheet - a physical sheet of paper. A sheet may contain multiple pages.

Page - a single page as output by an application

Job - a set of pages output as a unit by an application

Side - single side of a sheet

Duplex - double sided printing

FinePrint Uses

Saving paper:

Using 2, 4, or 8 up layout options can save a significant amount of paper when printing drafts, transcripts, computer source code, contracts, email, web pages or any other internal document. It is particularly good for saving paper when printing photographs.

Watermarks

[Watermarks](#) can be used to identify particular document properties or mark documents for archival storage. Examples are Confidential, Draft, etc. Custom watermarks can also be created.

Archival Document Storage

Documents printed 4 or 8 up can be stored in a much smaller space than documents printed in standard 1 up mode.

Booklets

The [booklet](#) feature can be used to create compact 2 up, double-sided booklets.

Scaling

FinePrint can scale a document to any size sheet of paper. For example, legal size document content can be printed on letter size paper or A4 content can be printed on letter size paper.

Forms

Forms can be created from any application. You can create a form and then print other content on top of the form as you would with pre-printed letterhead. See [FormFactory](#) for further information.

Document Transfer

FinePrint files can be saved in a number of industry standard formats making transfer of printed output very easy. See the [jobs](#) tab for details.

Combining Documents

With FinePrint it is possible to combine different print jobs together to be printed as a single job. See [deferred printing](#) for details.

Layout tab

The Layout options allow you to set the number of pages to be printed on a single sheet of paper as well as apply [stationery](#) and [forms](#).

Bypass

Use this setting if you want the output to go directly to the printer without any FinePrint modifications or scaling. With this feature, it is convenient to set FinePrint as your default printer driver and use the Bypass option when you want output to go directly to your destination printer.

1 up

Use this setting when you want to print a document in the same size as it would print without FinePrint but want to apply FinePrint electronic stationery or forms.

2 up

This is the default setting and is the most commonly used option. Almost all documents are readable printed at 2 up which results in a 50% reduction in printed paper and toner. Document drafts, legal briefs, email, computer source code, etc. can be printed at 2 up with excellent results. It is also the best setting for printing to a fax modem. Note that fax users should use the high-resolution (200dpi) setting on the fax modem software before printing.

4 up

This is an excellent choice for those documents which contain text in sizes larger than 10 points. The text is generally readable and paper and toner usage are reduced by 75%. Review copies of large manuals may be printed using 4 up as well as court transcripts and presentations. 4 up is also a good choice for archiving documents that must be stored in printed form. In 4 up mode, the page ordering feature is available.

8 up

This setting is a good choice for handouts of presentations or any other document where the point sizes are larger than 14. 8 up offers the maximum paper compression and is suitable for archival documents. In 8 up mode, the page ordering feature is available.

Booklet

This setting will create a 2 up double sided booklet. Booklets are useful for presentations, brochures, or other applications where a compact format is desired. If you have problems printing booklets, take a look at the [booklet troubleshooting](#) section.

Repeat

Checking this box will repeat each the same page in each available slot on a sheet. For example, if the layout is set to 4 up, 4 of the same page will appear on the sheet.

Borders

Smart - draws borders according the Ordering setting (see below).

On - draws borders around each page

Off - turns borders drawing off

Ordering

Down - draws the pages down before drawing them across the sheet of paper in 4 and 8 up modes. For example, in 4 up mode, the page ordering would be:

1 3
2 4

Across - draws the pages across before drawing them down the sheet of paper in 4 and 8 up modes. For example, in 4 up mode, the page ordering would be:

1 2
3 4

PDF - use this check box if you are printing landscape Acrobat (PDF) documents with Acrobat versions less than 4.0.

R to L - this option appears when a Middle Eastern or bidirectional language version of Windows is being used. Selecting this option will reverse the ordering of pages within a page and will also make booklets begin open on the left side instead of the right side.

Margins

This combo box allows you to adjust the white space around the content within a page. The options are:

none - no margins at all, provides the largest output

small - small amount of margin. This is the default setting and gives a bit of space between pages

medium - medium margins

large - large margins

original - the margins that are used by the original document. No scaling is done with this setting. This setting is automatically selected for use with forms where alignment is important.

Printer

Select the destination printer from this combo box. Network printers, fax drivers and other types of printer drivers can be selected here.

Note: FinePrint emulates the printer that was selected in this combo box at the time printing occurred. If you want to ensure that no scaling occurs to make output fit into printers with different hardware margins, select your destination printer before printing. You can select the destination printer by setting the [defaults](#).

Copies

Set the number of complete, collated copies here. Default is 1 copy.

Gutter

Reserves space for hole punching for placing the printout in a binder. Options are:

- off - no gutter
- short side - gutter is on short side of the paper
- long side - gutter is on long side of the paper

It is recommended that the gutter setting match the long side/short side setting in Duplex Orientation setting in the [Options](#) dialog

Separate jobs

When printing multiple jobs, it is sometimes useful to have each job begin on a new sheet so that is easier to determine where each job begins. The options available in the Separate job combo box are:

- off - pages are packed as tightly as possible with new jobs flowing into the first available space on a sheet
- by side - new jobs will begin on a new side of the paper.
- by sheet - new jobs will begin on a new sheet of paper. FinePrint will print extra blank pages to ensure

Note that if double sided printing is not being used, the by side and by sheet settings are equivalent.

Example: 2 three page jobs printed using a 4 up layout.

Separate jobs off

<u>Sheet 1</u>	<u>Sheet 2</u>
1 2	2 3
3 1	

Separate jobs on

<u>Sheet 1</u>	<u>Sheet 2</u>
1 2	1 2
3	3

Page functions - previewing, inserting and deleting pages

Previewing

FinePrint will display the actual pages of the print job, allowing a preview of the pages before they are printed. The scroll bar to the right of the page display view in the [Layout](#) tab can be used to scroll through the document. Pages and sheets can be zoomed using either the magnifier cursor or by using the context menu by right clicking the pages.

Printing the selected sheet

Right click on the preview and select "Print sheet". This will print the currently displayed sheet. It will not print the back side of the sheet for double-sided printing. Booklet pages will be printed as displayed on the preview and not in booklet printing sequence.

Deleting and undeleting pages

You can delete a single page or an entire job from the set of pages to be printed. This is useful for deleting empty web pages from a web browser print job or deleting pages that were accidentally printed. Simply right-click the page you want to delete and select one of:

- Delete this page - deletes the current page
- Delete this job - deletes the current page and all other pages in the job that contains the page.
- Enter delete page mode - enters Delete page mode (see below)

- Undelete all - undeletes all previously deleted pages and jobs.
- Show deleted - displays deleted pages with a red "X" drawn over them. In this mode, the following options are available by right-clicking on a page:
 - undelete this page - undeletes the page
 - undelete this job - undeletes the job containing the page
 - hide deleted - hides the deleted pages

Delete Page Mode

If you have a lot of pages to delete, Delete page mode can help. While in Delete Page mode, clicking on page deletes it, showing a red "X" over it. To undelete the page, click it again.

To enter Delete page mode, right click anywhere on the preview pages and select "Enter Delete page mode".

To exit Delete Page mode, right click anywhere on the preview pages and select "Exit Delete Page mode".

To select a **range of pages to delete**, click on the start page, move the cursor or scroll to the end page, hold the Shift key and click on the end page. All pages in the range will be deleted and displayed with the red X.

Note: if "show deleted pages" option is selected, deleted pages are drawn on the screen but they are not printed.

Inserting pages

Blank pages can be inserted before or after any page in the document. Right click on a [page](#), select "Insert blank page", then select either "before this page" or "after this page".

It is possible to change the appearance of the blank pages you insert. This may be useful if you want a blank page that says, "This page intentionally left blank". In order to change the appearance of blank pages, create a [form](#) and name it "blank". The contents of the "blank" form will be used for inserted blank pages.

Deferred Printing - Combining jobs

FinePrint can defer the printing of jobs so that you can print multiple print jobs as a single FinePrint job. This is useful for short items such as web pages or email where single jobs might not be long enough to print at 2 or 4 up.

In order to print multiple jobs together, press the Defer button at the bottom of the FinePrint window. When the Defer button is pressed for the first time, a window will appear in the Task Bar that indicates the number of deferred jobs. When you want to print the deferred jobs, simply double-click the FinePrint icon in the Task Bar and the FinePrint dialog will appear allowing you set the print options.

When deferring jobs, it is sometimes useful to not have the FinePrint dialog appear each time you print from your application. You can disable the display of the FinePrint dialog box by pressing the Defer All button. The Defer/Defer All button is toggled by pressing the Shift key in while in the Layout tab.

The [Separate Jobs](#) feature is useful when using the defer function to control how different jobs are printed on different sides or sheets.

To see a list of all your print jobs, click the [Jobs](#) tab in the preview window.

Stationery tab - Creating and using Stationery

A saved collection of header, footer and watermark is referred to as a *stationery*. Stationery can be saved and applied to any print job. FinePrint comes with a few pre-defined stationery items but you can also create custom stationery. Click the Stationery tab located at the top of the FinePrint window to edit and create stationery.

Stationery Combo Box

This box allows you to select the stationery to edit. Simply select the stationery you want and it will be shown in the yellow preview area. All further manipulations will be applied to the selected stationery and saved when the stationery tab is exited.

Adding and editing stationery names

- New - Select this button when you want to create a new blank stationery. A dialog box will appear prompting you for the stationery name.
- Delete - Select this button when you want to delete the currently selected stationery.
- Rename - Select this button when you want to rename the currently selected stationery.

Editing the header, footer and watermark

- Header - displays the header (the text at the top of the preview window) and allows it to be edited.
- Watermark - displays the watermark (the text at the center of the preview window) and allows it to be edited. The watermark angle and density can be adjusted when the Watermark radio button is selected.
- Footer - displays the header (the text at the bottom of the preview window) and allows it to be edited.

Adding system variables to stationery can be done by pressing the Insert Variable button and selecting from the following menu choices:

- Job Name - Inserts the name of the print job into the text. The job name is dependent on the application but typically it is the name of the application followed by the file name. An example of a job name is: Microsoft Word - MyFile.doc.
- Date - Inserts the current date into the text. The date will be updated whenever the document is printed.
- Time - Inserts the current time into the text. The time will be updated whenever the document is printed.
- Page x of y - Inserts the page number and the total number of printed sheets. This can be used for documents that do not have the page number as part of the document content.
- User - Inserts the computer user name
- Printer - Inserts the name of the currently selected printer
- Computer - Inserts the network name of the workstation currently running

- Left - characters after this marker will be left justified
- Center - characters after this marker will be centered
- Right - characters after this marker will be right justified
- Newline - inserts a new line in the text

The Font button allows you to change the font of the currently selected stationery header, footer or watermark. The font displayed in the preview window is not the same size as it will appear on the paper when printed.

Stationery settings

The "Apply to" combo box allows selection of stationery printing to one of:

- first page only
- each page
- first sheet only
- each sheet

The "Layer" combo box determines where the stationery will be placed in relation to the document content. The choices are:

- bottom - stationery is printed underneath the document content
- middle - stationery is printed below text and on top of graphics
- top - stationery is printed on top of the document content

Printer driver options - setting defaults

These options are available from the FinePrint printer driver icon in the Printers folder. The Printers folder is on the Start menu, Settings option.

Right-click the FinePrint icon and select Properties on Windows 95/98 systems and Document Defaults on Window NT to set the following options:

Paper size

This option sets the default paper size. FinePrint supports a large number of paper sizes as well as custom paper sizes. Custom paper sizes can be created by using the Custom button which is next to the list of available stock sizes.

Orientation

Set this option to either portrait or landscape.

Show Fine Print Dialog

- After spooling (preview on)

This is the default mode. The FinePrint dialog box is displayed after the application has completed spooling the job to the printer. In this mode, the output is available for preview. There may be a delay between the time that the application finished the job and the FinePrint dialog appears.

- Before spooling (preview off)

Use this mode if you have a long print job and you do not want to wait until the job finishes before leaving your computer. Preview is not available in this mode.

- Not at all

This mode is useful if you never or rarely change your print settings. The FinePrint dialog will not appear and the job will be sent to the printer using the previously defined settings. This mode is also useful when creating [multiple FinePrint drivers](#).

Double Sided Printing

FinePrint supports printing on both sides of the paper. This procedure is referred to as duplex or double-sided printing. Set the correct paper handling for your printer in the [Options](#) dialog box.

Options Dialog

This dialog allows changing the settings for each of the available printers. Since printers have different methods of paper handling, this dialog allows you to have different settings for each. This dialog box is available by clicking the Options button on the FinePrint preview window.

Printer Wizard

The Wizard helps you determine the capabilities of your printer and sets the correct options for duplex printing. It can also help you determine if there are special corrections that FinePrint needs to supply to support your printer. Click the Wizard button at the bottom of the Options dialog box and follow the sequence of screens and test prints and your printer will be properly configured.

You can also change the printer settings directly without using the Wizard if you prefer by using the controls described below.

Duplex Type

Use this combo box to tell FinePrint how you want to have your pages oriented when doing duplex printing. Changing this setting determines the page insertion instructions given by FinePrint during duplex printing. In cases where there is a single "correct" orientation such as when booklets are printed, FinePrint will override this setting.

- long side - prints duplex where you flip the pages along the longer side of the paper. This is useful for standard 3 hole binding.
- short side - prints duplex where you flip the pages along the shorter side of the paper. This choice is useful when you are binding a group of pages from the short side.
- printer default - uses the long or short side setting as selected in the printer driver. This setting applies only to automatic duplex printers.

Reverse Printing

This option is useful for inkjet or other printers that require manual reverse collation of pages when printing is complete. Note that this option may be required for proper operation of double-sided printing if you have such a printer. If your printer delivers pages in the reverse order, you should check this option before attempting double-sided printing. Checking this option would, for example, print the pages of a 5 page document in the following order: 5, 4, 3, 2, 1.

Collate multiple copies - turns collation on or off. If your printer supports hardware collation, FinePrint will optimize its output to take advantage of this capability. (Coming soon)

Printer duplex capabilities

- **Printer has automatic duplex**
Some printers have special hardware that supports double-sided printing. Select this option if your printer has duplex hardware. If your printer is not capable of automatic duplex printing, select Manual duplex. Automatic duplex printers sometimes do not orient the back sides according to standard conventions and there are two check boxes (portrait/landscape produces vertical flipping) available here to correct this. It is recommended that the wizard be used to help select the correct settings.

- **Printer requires manual Duplex**

Use this choice if your printer does not have special duplex hardware. If you do not use the Wizard, you will need to determine if your printer requires you rotate or flip the paper. Check the appropriate options for your printer.

In the Manual Duplex mode, after FinePrint is done printing all of the front sides of the sheets, a dialog box will appear asking you to re-insert the pages into the printer for printing on the backside (side that has not yet been printed) of the sheets. Press OK on the dialog box when the sheets have been re-inserted into the printer.

Orientation

FinePrint will automatically calculate the most efficient page layout in most cases. In cases where you need to override how FinePrint orients the sheet, use these options.

- Portrait - formats all layouts using portrait orientation
- Landscape - formats all layouts using landscape orientation
- Smart - automatically selects portrait or landscape based on the current layout (default)

Printer Corrections

While FinePrint works correctly on most printers, some printers require a correction. For this reason, FinePrint provides corrective measures. They are:

Landscape duplex correction

Some printers, notably the HP Laserjet 4000, require an adjustment in order to have the back sides of the sheets print in the proper orientation. If you are printing booklets and the back sides are reversed, check this box. This option applies only to printers that have automatic duplex.

PDF font correction

Check this box if your fonts are not printed correctly from Adobe Acrobat.

Colored Text Processing

This combo box has options to control how colored text is processed.

- Draw Normally
In most cases, colored text will print correctly with this option.
- Color correction
This option should be selected if colored text is missing or if watermarks do not print or are printed in black.
- Convert to black
Select this option if you prefer that all colored text be drawn as black.

Rotated Pages

This combo box has options to control how pages are rotated in the case where a document or group of documents has pages in both landscape and portrait orientations.

- Rotate entire page
Use this option if your computer has a lot of memory and can rotate large graphics in a single operation.

- **Rotate in pieces**
This is the default option and it uses memory most efficiently by rotating smaller sections of a page.
- **Do not rotate**
Select this option if you do not want pages rotated. This will "letterbox" the page within the available area of the standard page rectangle.

Extra Margins

Set this option if you are missing any borders or are experiencing truncation of content when printing. This adjustment increases the margin from the sheet by the specified number of pixels. Print a Test Page to determine the correct number of pixels.

Test Page

FinePrint will print a test page showing how many pixels to apply to the margin correction.

Custom settings

This button displays the properties dialog associated with the currently selected printer. From here, you can create custom settings for your printer to be used when using FinePrint.

Restore default settings

This button will restore the default settings for your printer when used with FinePrint. This dialog allows changing the settings for each of the available printers. Since printers have different methods of paper handling, this dialog allows you to have different settings for each. This dialog box is available by clicking the Options button on the FinePrint preview window.

Registration Information

FinePrint is shareware, which means that you are expected to pay for it if you decide to use it. Registering with us entitles you to receive all future maintenance releases and unlimited technical support via email.

You may register online with a credit card, by phone fax or mail. The single copy price is \$39.95 and quantity discounts are available. Please see our web based ordering system at www.fineprint.com for more information.

When payment is received, you will receive a registration key which you then enter into FinePrint after clicking the [Register](#) tab. Once you have entered your key, three things will happen:

1. The registration reminder message printed on each page will be removed.
2. The 8 page limit will be removed.
3. The Register tab becomes the Information tab.

Your registration entitles you to use the product on operating systems installed on the same computer.

[Click here](#) for our web based order form.

Technical Support

We are committed to providing excellent technical support for our customers. Answers to frequently asked questions can be found on the [Technical Support page of our website](#). Please check this page before sending a support request.

If you do not find your answer on our web site, email us at support@fineprint.com. Include the following information with your support request:

1. Version of FinePrint you are running.
2. Whether you are using Windows 95 or Windows NT.
3. An exact description of your problem including any error messages displayed.
4. Whether the problem appears in both the FinePrint preview and the printout.
5. If you are having problems with a specific document, send an attachment containing the smallest part of the document that demonstrates the problem. This will help us reproduce and fix the problem.

FormFactory tab - Creating and using forms

FinePrint can save a job as a **form**, on top of which other print jobs are placed. For example, a letterhead may be saved as a form and subsequent jobs placed on top of them. Using FormFactory, it is no longer necessary to print, store and load pre-printed forms.

Creating a form

1. Create the form (letterhead, stock form, etc) in any application and select the Print command from the File menu. Select the FinePrint driver when the Print dialog box appears.
2. When the FinePrint preview dialog appears when the application is done printing, click the FormFactory tab. Your document will appear in the preview window.
3. Select the New button and name your form. Examples might be, "My letterhead", or "Invoice form".
4. Set the printing option. The form pages will be repeated in sequence with any document pages unless either of the two options are selected:

Print on first page only - this option applies to single page forms only and signifies that the form will be printed on the first page of the document and not on subsequent pages.

Repeat second page - this option applies to 2 page forms only. It signifies that instead of repeating the sequence of two pages, that the second page of the form should be used for all document pages other than the first.

5. That's it! Now, go back to the [Layout tab](#). You will see your new form in the Form combo box. If you want you can print your form by clicking OK or Print or you can exit by clicking the Cancel button.

Using Forms

Now that the form is created, you can print other jobs on top of it. This is done as follows:

Print the job in the normal FinePrint method. When the FinePrint dialog box appears, select the name of the form you want from the Form combo box. The preview window will display your current print job on top of the selected form.

Note that Original margins will be automatically selected when forms are being used. This is to ensure consistent alignment between the form and the job to be placed on top.

Editing the Form List

Rename button - renames the selected form.

Delete button - deletes the selected form.

Jobs tab - view, arrange and save jobs

This tab allows you to rename, save, open, rearrange and delete entire jobs.

The following functions apply to the currently selected job in the job list. The job list shows the current set of jobs with the number of pages, file size and name of the job.

Move up - moves the job forward in the sequence of print jobs. Drag and drop can also be used.

Move down - moves the job further back in the sequence of print jobs. Drag and drop can also be used.

Delete - deletes the job, indicating the deleted state by changing the page count to "0 of x" where x is the number of pages contained in the job.

Undelete - undeletes the selected job, if it has been previously deleted

Open - opens a previously saved .FP file. TIFF and text files cannot be opened with FinePrint.

Save - saves all non-deleted jobs in one of three formats:

FP - saves the jobs in their original state, without any [stationery](#) or [forms](#)

TIF - saves the jobs as a TIFF file in the current layout with any form, stationery or border applied

JPEG - saves a series of JPEG files, one file for each page

TXT - extracts the text from the jobs and saves a TEXT file, either with line breaks or without.

Show deleted jobs - checking this box displays jobs that have been deleted. This is useful jobs need to be undeleted. If this box is checked, deleted jobs are saved in FP files when using the Save button and when .FP files are auto saved.

Renaming jobs

Jobs can be renamed by clicking on the job and waiting a second for the edit cursor to appear. Edit the name and press Enter. The new job name will be reflected in the jobs list and also in any stationery that refers to the job name.

Settings tab - set global attributes

The Settings tab allows to you set global settings for the operation of FinePrint.

Show Tool Tips - controls the display of tooltips, which are small help windows that appear when the cursor is passed over a control. The choices are all, some and none.

Maintain column alignment - in some cases, especially with fixed pitch fonts that rely on extra spaces to create columns, FinePrint will adjust spacing incorrectly. Checking this box fixes the problem.

Enable right to left page ordering - some languages such as Hebrew require right to left page ordering. In some cases, FinePrint will automatically include the R to L checkbox in the Layout tab. If FinePrint did not add the checkbox, checking this box forces the R to L checkbox to appear in the Layout tab.

Skip bitmap output - checking this box indicates that bitmaps should not be displayed in the preview nor printed. Skipping bitmaps reduces time and ink usage when printing, especially on inkjet printers.

Left click zooms to - this sets the zoom level that will occur when you click using the magnifier cursor. See the [zoom](#) section for descriptions of the choices

The **AutoSave** feature saves previous the entire contents of FinePrint sessions automatically. This is useful in case you need to get back to something you printed previously or if you suffer a system crash while printing.

You can set the number of complete sessions to save using the spin control provided. The files are saved in My Documents\FinePrint files\AutoSave as FP files by default. Default file locations for manual and auto saved files can be set using the "Folder locations" button. The AutoSave files can be deleted using the "Delete autosaved files" button.

Allow SHIFT key for quick bypass - turns quick bypass on or off. Quick bypass is activated when the SHIFT key is pressed while an application print command is invoked. The SHIFT key can be released when the FinePrint icon disappears from the System Tray.

Show "Order supplies" button - turns the Order supplies link on or off. Available only in the registered version.

Create new FinePrinter - clicking this button allows the creation of a new FinePrinter that has a copy of the settings in the current FinePrint session. Creating multiple FinePrinters allows for easy access to a pre-defined set of printing attributes. Some examples of other FinePrinters are:

- FP source code printer with 2 up, stationery with date and time that is automatically sent to the high speed printer and has the FinePrint user interface turned off
- FP letterhead printer with 1 up, a letterhead form, uses the heavy stock paper tray, to the color printer with the user interface on for preview purposes.
- FP Draft printer with 2 up, stationery with DRAFT watermark on regular paper.

To create another FinePrinter, click the button and name your new FinePrinter. The new

printer will then be available in the list of printers available in the Print dialog boxes of all applications.

Once the new FinePrinter is created, the dialog box display setting can be modified by using the [printer properties](#) in the Printers folder.

Register/Information tab

Entering the Serial number

In order to remove the limitations of the trial version, your name and serial number should be entered in the fields on the Register tab. Make sure you copy and paste the registration number from your confirmation email. Once you have entered your name and serial number, click the Register button and FinePrint will be fully enabled.

If the serial number is entered correctly, this tab becomes the Information tab and contains:

- Copyright and version information
- Links to support web site
- Statistics on the amount of paper saved using FinePrint. The paper counting statistics can be reset to zero using the Reset button.

See our [web site](#) for further details.

License

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Zooming

It is possible to zoom in on the pages so get more detail or to check the printing accuracy.

When the mouse is moved over a page in the [Layout](#) tab, the cursor will change to a zoom (+) cursor. Clicking on the page will open a zoom window. Right clicking on a page and selecting one of the zoom levels accomplishes the same task.

The ESCAPE key always goes back to normal mode.

The default zoom level can be changed in the [Settings](#) tab. The following zoom options are available:

- normal - shows entire sheet with layout options
- fit page - fits entire page in the available window size
- 100 percent mode - full size of page as it would be printed
- 200 percent mode - double scaling
- 400 percent mode - quadruple scaling
- fit sheet - zooms the sheet to fit page mode.

Troubleshooting

Troubleshooting information can be found on www.fineprint.com/techsupport.html. Here are a few solutions to common problems:

Why do watermarks print in black or not at all?

On some printers, colored text is drawn in black text or not at all. If your printer does this, click the [options](#) button on the FinePrint dialog box and select the "color correction" option in the "colored text" combo box.

Double sided print troubleshooting

Problem: Pages are printed upside down on backs of pages on duplex printers.

Solution: check the "landscape produces vertical flipping" box in the Options dialog.

Problem: The pages are correct but I have to re-order them manually when the booklet is finished printing.

Solution: check the "print pages in reverse" option in the Options dialog. You should only need to do this if you are using an inkjet or other printer where the pages must be re-ordered when printing completes.

Problem: When doing manual duplex, the backsides of the sheets do not have the correct pages.

Solution: Try reversing the "paper must be flipped over" option and try again. Use a 4 page document to as a test document.

Multiple FinePrint drivers

It is possible to install FinePrint multiple times, each installation with a different set of layout, printer or other options. All of the "FinePrinters" will appear in the Print dialog box of your applications.

For example, it is possible to create a printer named "FinePrint letterhead printer" that is set up to print on your letterhead form on your color printer, [without showing the FinePrint dialog box](#).

Or you could create a "FinePrint source code printer" that prints 2 up with a page numbering [stationery](#) to your high speed printer.

To create a new FinePrinter, click the Create new FinePrinter item in the [Settings](#) tab.

Tips

Delete unwanted web pages

Do you ever print a web page and find out after you printed that the last page is blank or contains a single line copyright notice? With FinePrint, you can delete that page or any other by right clicking on the page in the preview window and selecting the "delete this page" item.

Eliminate web page truncation

Do you ever print a web page and find out after you printed that the right side of the page is cut off? With FinePrint, you can eliminate that problem. Go to the Page Setup item in the File menu of your browser and choose a larger paper size, such as 11x17 or A3. Your browser will have a larger area on which to print and FinePrint will scale it down to fit on your letter size paper. This can be done with any application where the size of the content exceeds that of the paper. Spreadsheets, CAD output, data flow diagrams, etc. can be scaled to fit on a single sheet with FinePrint.

Print two of the same page side by side

If you need to print multiple instances of the same page, use the Repeat checkbox in the Layout tab.

Create a travelogue

Going on vacation and using the web to do research? You can create a booklet travelogue that contains all your flight information, hotels, activities, etc. Just use the [Defer](#) feature in FinePrint to collect your web pages as you are browsing. When you are done, simply print the whole collection as a booklet. If you want to get fancy, use your word processor to create a cover page for your booklet and print it before you start collecting your web pages. You can save your work by using the [Jobs](#) tab.

Use the Defer All button when printing a large number of web pages

You can toggle the Defer button to the Defer All button by pressing the Shift key while in the Layout tab. Defer All will keep the FinePrint dialog box from appearing when you print so that you can move from page to page without clicking the Defer button.

Clipboard Operations

FinePrint can copy the currently displayed sheet on the layout tab to the clipboard. Simply right click anywhere on the sheet to get the context menu, select the Copy sheet to clipboard item and then one of the following format choices:

- text - ignores all graphics and places the sheet text on the clipboard for searching and editing by your favorite word processor.
- monochrome bitmap - a monochrome bitmap rendition of the sheet. The bitmap is created at screen resolution. This option is useful when the size of the resulting file is important as it results in smaller files than the color bitmap option.
- color bitmap - an exact bitmap replica of the sheet with all stationery and forms applied. The bitmap is created at screen resolution. This option is useful to send a copy of the document via email or for further editing by graphics software. It requires more clipboard memory than the monochrome bitmap option.
- metafile - a scalable rendition of the sheet. This option is useful if scaling the document is important. This format can result in large files when saved from another application.

If a single page is desired instead of the sheet, change the layout tab options to 1 up and use the clipboard operations.

If you want to save the entire contents of the current FinePrint session to a file with any of the above formats (bitmaps will be converted to TIFF or PCX), please see the [Jobs](#) tab.

