

## Fine Print

Fine Print is printer driver that provides advanced printing functions from within any Microsoft Windows application. It allows for multiple document pages to be printed on a single sheet of paper and creates electronic stationery on which your documents can be printed.

Currently, a Fine Print electronic stationery consists of the *header* which appears at the top of the page, the *footer* which appears at the bottom of the page and the *watermark* which is superimposed across the center of the page at a 45 degree angle.

### Features:

**Multi-up printing:** allows 2, 4 or 8 document pages to be printed on a single sheet of paper, saving paper costs and printing time.

**Borders:** allows page borders to be turned on or off.

**Stationery:** allows creation and saving of predefined formats and text for header, footer and watermark.

### Benefits:

**Saves paper:** Fine Print cuts paper consumption by at least 50% while preserving readability and line layout.

**Saves time:** fewer pages means less printer time, especially for slower printers. If you are printing to a fax modem, phone costs can be significantly reduced.

**Reduces printing costs:** since the number of printed pages is reduced using Fine Print, printer wear and tear is reduced.

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## Stationery Tab

This tab allows you to edit and create new electronic stationery.

### **Stationery Combo Box**

This box allows you to select the stationery to edit. Simply select the stationery you want to edit and it will be shown in the preview window.

### **New button**

Select this button when you want to create a new blank stationery. A dialog box will appear prompting you for the stationery name.

### **Delete button**

Select this button when you want to delete the currently selected stationery. Note that the "Blank" stationery cannot be deleted.

### **Rename button**

Select this button when you want to rename the currently selected stationery. Note that the "Blank" stationery cannot be renamed.

### **Save button**

After you have made changes to the selected stationery, press the save button. You can save it under the same name or use a different name to create a new stationery.

### **Header button**

Displays the header (the text at the top of the preview window) and allows it to be edited.

### **Footer button**

Displays the footer (the text at the bottom of the preview window) and allows it to be edited.

### **Watermark button**

Displays the watermark (the text at the center of the preview window) and allows it to be edited.

### **Date button**

Inserts the current date into the text. The date will be updated whenever the document is printed.

### **Time button**

Inserts the current time into the text. The time will be updated whenever the document is printed.

### **Page Number button**

Inserts the page number of the printed sheet of paper. This can be used for documents that do not have the page number as part of the document page.

### **Change Font button**

Changes 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.

## Layout Tab

The Layout group allows you to set the number of pages to be printed on a single sheet of paper. For example, 2 up means that two pages will be printed on a single sheet of paper.

### **1 up**

Use this setting when you want to print a document in the same size as it would print without Fine Print but want to print on Fine Print electronic stationery.

### **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. 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 usage is 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.

### **8up**

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.

### **Borders group**

**Smart:** draws the borders depending on the page ordering setting. Indicates the order in which pages should be read in 4 or 8 up mode.

**On:** turns borders on

**Off:** turns borders off

### **Page Ordering Group**

**Across:** orders the document pages in 4 or 8 up mode so that they are printed across the page before they are printed down. For example, in 4 up mode the ordering would look like this:

```
1  2
3  4
```

**Down:** orders the document pages in 4 or 8 up mode so that they are printed down the page before they are printed across. For example, in 4 up mode the ordering would look like this:

```
1  3
2  4
```

### **Stationery Combo Box**

This combo box allows you to select from a list of existing stationery. When you select a

stationery, the preview display will update to show you how the page will appear when printed.

**Printer Combo Box**

This combo box allows you to select the printer device to which the document will be printed. This is usually a laser printer or a fax device.

