

## ***Printing Essentials***

Follow a few simple guidelines to let Enable and your printer combine to produce professional-looking documents. Enable's printing versatility, including the ability to produce Enable Fonts even when your printer does not support fonts, helps you to create printed material that best presents your work. Use Enable's flexible design to customize the printing process to accomplish your tasks, and to modify that customization as your needs dictate.

### **Know Your Printer**

Since design specifications vary by manufacturer, all printers are not the same. How well your printer reproduces an Enable document depends on the type of printer you have and how well that printer supports Enable's features. Some printers may have limited support for Enable's text formatting features, such as boldface, italics, and special characters. Others may require particular settings in order to print a desired format.

It is crucial that you familiarize yourself with your printer's manual and understand your printer's capabilities and limitations to best use Enable's printing features.

### **Installing Printers**

Achieving maximum productivity from Enable and your printer begins during the installation process when you select the printer(s) you will be using. See the Installation booklet, and PR:Printer Drivers.

If you use Enable with a single printer, and do not share files with someone using Enable on another printer, you only need to install the printer you will be using with Enable.

If you print Enable files on more than one printer, or if you share files with someone using another printer, we recommend that you install any printers you use, in addition to any printers that are used by those with whom you share files. Thus, if you share files with someone using the Desk Jet printer (even if you do not have the Desk Jet), installing the Desk Jet lets you create, edit, and save a file using the fonts available with the Desk Jet. Your colleague can then print the file, using the Desk Jet printer, with your modifications, keeping the Desk Jet fonts and formatting intact.

You can print a document on a printer other than the one saved with the file. If the printer is installed, but not selected, a message displays allowing you to either select the printer saved with the file, or print the file using the currently designated printer. See PR:Printing Essentials:Printer/Hardware Form Mismatch and PR:Printing Essentials:Printer Not Installed.

During Enable installation you can install all supported printers by responding to a single prompt. Users with ample disk space, who print using a wide variety of printers, as well as those working in a LAN environment, may find it convenient to accept this option.

Use the partial install option in the installation procedure to add or delete printers from the list of installed printers. See the Installation booklet for details on the partial install process.

In addition to any printers you select, the Generic Printer is automatically installed. The Generic Printer allows you to create and edit documents even if you have not selected a

printer. Results will vary when printing a document using the Generic Printer. For example, Postscript printers cannot use output generated with the Generic Printer. See PR:Hardware Form.

### **Printers and Profiles**

When you sign on to Enable, select a profile. The profile may be the profiles supplied with Enable: DEFMONO, the monochrome profile; DEFAULT, the color profile; or a profile that you have created and named. See REF2:IN:Profiles. For any of these profiles, you should designate a default printer.

The default printer (the printer that is automatically invoked when you open a new file) for any profile is the printer selected in the Hardware section of the profile. If you do not select a printer, the Generic Printer is designated as the default printer.

Select an installed printer as the default printer by modifying the printer selection in the Hardware section of the profile creation/revision process. Changing the printer selection in the Profile settings changes the default printer for any file created using that profile. See REF2:IN:Profiles:Description of Profile Options:Hardware.

Since you can create as many profiles as you choose, you may find it convenient to create a series of profiles, each designating a different printer as the default printer. For example, if you use both the Hewlett Packard LaserJet and the Epson LQ850 dot matrix, and share files with someone using the Panasonic 1624, you may find it convenient to create three profiles, each one with a different printer designated as the default printer. Sign on to Enable with the profile that accesses the printer on which the file will be printed.

### **Printers and the Hardware Form**

If you have installed the printer with which a file was saved, even if you have not selected that printer in the profile, you can modify the file keeping the existing fonts and formatting intact. However, before printing, be sure to check the file's Hardware Form to determine with which printer the file was saved. Printing the file on a printer other than the one indicated on the file's Hardware form can produce unpredictable results. If you attempt to print a file saved with a printer other than the one you are using, a message displays.

### **Profile/Hardware Form Mismatch**

Font and formatting information, along with the printer selection is saved with the file. Therefore, printing the file on a printer other than the one designated in the profile can produce unpredictable results. If Enable detects a mismatch between the printer listed on the file's Hardware form, and the one designated in the profile, a message displays: File formatted to print on:(printer name). Printer can be changed from the topline menu by selecting File-Print-Hardware Continue printing? Yes No. Select Yes to print the file. Select No to cancel the printing command. You can then access the Hardware form from the Top Line Menu to change to the printer listed on the Hardware form.

### **Printer Not Installed**

If the printer saved with a Word Processing file is not one you installed during program installation, the following message displays when you access the file:

Document Printer Not Installed:(name of document printer)

Currently Selected Profile Printer: (name of selected profile printer)

Proceed and do a best fit font substitution and reformat.

Enable will substitute fonts available from the active profile printer and reformat the document to accommodate the fonts.

Proceed and do a best fit font substitution without reformat.

Enable will substitute fonts available from the active profile printer but will not reformat the document.

Proceed and ignore any font changes in the document

Enable will remove all fonts from the document and replace them with the currently selected default font.

If the printer saved with a Spreadsheet file is not one you installed during program installation, the following message displays when you retrieve the file:

No printer driver installed for document.

Document printer:[name of printer saved with spreadsheet]

The profile printer and default font then become the printer and font for the spreadsheet.

### Font Compatibility

If you are using a file containing fonts created in a previous version of Enable, you are familiar with fonts created with attribute combinations, called diamond attributes. When you access a pre-4.5 Enable file in Enable 4.5, the most common diamond attribute fonts are automatically best-fitted to the fonts available in the printer installed in the current profile.

To see the names of the fonts that have been applied, access Reveal Codes. See REF1:WP:Reveal Codes.

### Saving an Enable 4.5 File Containing Fonts to a Previous Enable Format

If you are saving an Enable 4.5 file containing fonts to an earlier version of Enable, Enable will automatically best-fit the fonts in the Enable 4.5 file to the corresponding diamond attribute fonts in the earlier version of Enable.

### Page Preview

We strongly recommend displaying a file in page preview before printing the file. Use page preview to view the format of the page(s) before printing the file. In page preview, a representation of the page displays, allowing you to scan the document for possible edits, and to review the document layout. View the placement of headers, footers, footnotes, endnotes, page numbers, margins, and other formatting features. Additionally, page preview is especially useful when using a laser printer. Since laser printers have non-printable areas, access page preview to be certain that text is not truncated because it is in the non-printable area. Adjust the ruler accordingly to accommodate the text.

The accuracy of page preview is dependent on the capabilities of the printer. For example, if the printer does not support bold or italic, the printed output will not have bold or italic, even

if those attributes display in page preview. See REF1:WP:Page Preview and REF1:SS:Print:Page Preview.

## Cancel Printing

Cancel a printing operation in progress from anywhere in the system by pressing **Ctrl/F2**. You also can cancel a printing operation from the Main Menu, or from the Word Processing, Spreadsheet or Database Top Line Menu.

To cancel a printing operation:

1. From the Enable Main Menu, select **P**rint, **C**ancel.

*or*

From the Word Processing, Spreadsheet or the Database Top Line Menu, select **F**ile, **P**rint, **C**ancel.

Depending on the size of the printer's buffer, the printer may not halt printing immediately when you issue a Cancel command. Some printers will continue to print until the buffer is empty.

## Embedded Commands

Embedded commands provide you with increased flexibility over the way files print. Embedded commands are entered as text into the file, and execute only when the file is printed. Additionally, some commands can be inserted automatically using the Word Processing Top Line Menu. See REF1:WP:Embedded Commands for a description of each embedded command and its use.

All embedded commands are preceded by the percent symbol (%). Most embedded commands must be typed at the document's left margin, with the percent symbol in the first column of the line, and the command, with any associated components, must be on the line by itself. The embedded commands, %date, %numdate, and %time can be inserted anywhere in a document. Embedded commands, except for %bin, take effect from the line on which the command is entered.

There are several embedded commands: %alt, %bin, %control, %date, %density, %fnum, %gr color, %gr landscape, %gr portrait, %include, %landscape, %lines, link and linkend, %lnum, %numdate, %pages and pagee, %pause, %portrait, %reset, %time, %uni, %vcenter, and %vtab. Each of these is listed in the Index under the Symbols heading, as well as in the description of the feature to which the embedded command applies. Thus, %bin is in the Index under both the Symbols, and Paper Tray headings.

Many of the embedded print commands can be inserted in a document using commands from the Word Processing Top Line Menu. These commands are grouped under the headings: Text; Graphics; Printer, and Paper Tray. Text % Commands includes %Include, %Landscape and Portrait, and %Lines. Graphics %Commands includes %Density, %Gr Color, and %Landscape and Portrait. Printer Control %Commands includes %Uni, %Control, %Pause, and %Reset. The Printer Tray Options lists the %Bin command. To use each of these options, see the specific % command, listed in the Index under the heading, Symbol.

## **Enable Print Files**

An Enable print file is a file in Enable 4.5 word processing format that contains all the print specifications needed to print the file, including print range, document layout, fonts and any print features selected on the file's Hardware and Setup Page Forms.

Enable print files can be printed from the Enable Main Menu. Since a print file already contains the settings you need to print the file, a print file can be sent directly to the printer from the Main Menu.

### **Print Files from the Main Menu**

To print a file from Enable's Main Menu, the file must be an Enable print file. All Enable 4.5 word processing files are Enable print files and can be directly printed from the Main Menu, or from the word processing window. You must, however, create an Enable print file of any spreadsheet or database report you wish to print from the Main Menu.

### **Create Spreadsheet Print Files**

To create an Enable print file from a spreadsheet:

1. Display the spreadsheet on screen.
2. Check the Hardware and Page Forms of the spreadsheet to ensure that the appropriate print specifications are selected.
3. From the Top Line Menu, select **File, Print, Design Sheet**.
4. In addition to any other selections you make on this screen, select the **Print to disk** option.
5. Enable displays the current spreadsheet file name with its full directory path. This is the name that will be assigned to the print file when it is created. You may change this name by typing a different file name.

When you accept the options on screen, an Enable print file of the current spreadsheet will be created. This print file will have the file name entered on the Design Sheet Screen. If you did not include a file name extension with the name, the new file will be assigned a .SSP file extension.

### **Create Database Report Print Files**

To create an Enable print file from a database report:

1. On the Database Report Command Screen, at the **To** prompt, select **Disk**. Respond to the prompt for a file name.
2. Enter a file name of your choice. If you do not include a file name extension, Enable assigns a .WPF extension.
3. Respond appropriately to the other prompts on the Report Command Screen. The Hardware Form displays.
4. Select any options desired on the Hardware and Page Forms, and issue the print command.

The database report will be generated to an Enable print file that you can now print from the Main Menu.

### Print Enable Print Files

Print any Enable 4.5 print file from the Main Menu.

To print an Enable print file:

1. From the Main Menu, select **P**rint, **P**rint A File.
2. The Print Files box displays; select the appropriate module or application.
3. The list of files in the current directory displays. Select the Enable 4.5 print file you wish to print, or enter the file name at the **F**ile name prompt.

Enable prints the file according to the Hardware and Page Form specifications saved with the file.

If you attempt to print a file from the Main Menu and the file is not an Enable print file, the message: File not in Enable Print format. Printing aborted. displays.

### Fonts

Fonts are obtained from three sources: resident or internal fonts; font cartridges; and soft (downloadable) fonts. Only some printers are equipped for font cartridges and soft fonts. Check the printer's manual for the printer's font capability, including the ability to handle cartridges and soft fonts.

Resident or internal fonts are built into the printer, and are accessed automatically when the printer is activated.

A font cartridge, an external font source, is inserted into a slot in the printer. Printers may have one or two cartridge slots. Fonts obtained from the cartridge are accessible when the cartridge is inserted in the slot.

Soft or downloadable fonts, also an external font source, must be downloaded to the printer before you can use them.

When designating cartridges and soft fonts on the Hardware Form, be sure to select only those cartridges that are currently installed in the cartridge slots, or soft fonts that have been downloaded to the printer.

In the Word Processing module, all fonts available from the printer, including soft fonts, and fonts obtained from cartridges are supported by Enable. For instructions on accessing and applying fonts in a word processing document, see WP:Fonts.

In the Spreadsheet module, Enable does not support multiple fonts. Select a font for the entire spreadsheet by designating a default font in the profile creation/revision process, or on the Hardware Form. The spreadsheet will be printed in the default font; proportional fonts are not available for spreadsheet. Generally, a font name followed by (pt) indicates that it is a proportional font. For information on the fonts supported by your printer, see your printer's, (or cartridge's) manual. For instructions on accessing and applying fonts in a spreadsheet, see SS:Print.

In the Database module, Enable does not support multiple fonts in "Put It Here" reports, and Add/Edit Forms (\$.SRF, \$.SIF). Select a font for the entire form by designating a default font in

the profile creation/revision process, or on the Hardware Form. Proportional fonts are not available for database. Generally, a font name followed by (pt) indicates that it is a proportional font. For information on the fonts supported by your printer, see your printer's, (or cartridge's) manual. See IN:Profiles, IN:Print Forms, and PR:Hardware Form.

Additionally, Enable does not support multiple fonts on Print Forms (,\$PF). Select a font for the entire Print Form by designating a default font in the profile creation/revision process, or on the Hardware Form. The Print Form will be printed in the default font; proportional fonts are not available for the Print Form. Generally, a font name followed by (pt) indicates that it is a proportional font. For information on the fonts supported by your printer, see your printer's, (or cartridge's) manual.

If your printer has limited font capability, but can print in graphics mode, Enable (S) Fonts offers a selection of three scalable typefaces: Courier, Helvetica and Times Roman. (In spreadsheet, only Courier and Courier 10cpi are available.) See PR:Hardware Form:Cart/Font.

## **Graphics Production**

Depending on the capabilities of your printer, the text graphic density prompt displays at the orientation section of the Setup Page form. Use this setting to determine the resolution of text. Graphic density (1-4) is defined as dots per inch (dpi). Graphic density is designated in a range of 1-4: single (1), double (2), triple (3) and quadruple (4). Generally, single density is 60 - 80 dots per inch, quadruple density is 160 - 300 dots per inch, with double and triple densities falling between those ranges. Consult your printer's manual for complete details on the graphics support provided by your printer.

The higher the density setting, the slower the printing process will be. However, the text quality improves with a higher density setting. Again, the densities supported are printer dependent.

In Enable's Hardware form, set graphs to print in color, shades or black and white. If you designate shades (shades of black and white), you must know what densities will print shades on your printer. Generally, shading is only available at higher (triple and quadruple) densities. In a Word Processing document, use the %Density command to set the appropriate density for graphs you want to print in shades.

If your printer supports color, you can print graphs in color, shades or back and white. If your printer does not support color, and you set graphs to print in color, your graphs will print in shades (if the current density supports shades). If you select shades with a density that does not support shades, your graphs will print in black and white.

Some printers do not support graphics for the entire width of the printer carriage. Even though a printer has a wide carriage, it may only print graphics for part of that width. For example, a printer may print text up to 13 inches wide, but only support graphics up to 8 inches wide. The graphics you produce can not exceed the maximum graphics width supported by your printer. Consult your printer's manual for the maximum graphics width supported by your printer.

## Hardware Form

Set the hardware options, including the printer and printer port, for all newly created files by modifying the profile. See REF2:IN:Profiles. Additionally, you can change the hardware options for a word processing or spreadsheet file displayed in an active window by accessing the Hardware Form through the Top Line Menu. In the Database module, you can modify the Hardware Form for a report you are generating to the printer.

To display the Hardware Form:

1. From the Word Processing or Spreadsheet Top Line Menu, select **F**ile, **P**rint, **H**ardware.

*or*

From the Database Report Command Screen, at the To prompt, select **P**rinter and enter the appropriate responses to the other prompts.

The Hardware Form displays; make the selections that are appropriate for the file you wish to print:

**Printer Selection.** The Generic Printer is first in the list of installed printers; the remaining list is in alphabetical order; the name of the currently selected printer is highlighted. To change to another printer, select the name of the printer you want to use. The name of the printer associated with the current file and its corresponding driver number displays on the bottom of the form.

During the installation process, a printer named Generic Printer is automatically installed. The printer is listed first in the list of printers; the driver number is P000000. If you select the Generic Printer, Enable will print text in the font that is active when the printer is activated. No other fonts will print. The Generic Printer also recognizes carriage returns and line feeds; it can not be used with Postscript printers.

**Verify Connection.** Select this option if you want Enable to automatically check the connection between the computer and the connected printer. If Enable detects an error in the connection, an error message displays. Do not select this option if the printer has a large buffer, such as a laser printer. A printer with a large buffer has a slow response time, which may cause a message to display stating that the printer is improperly connected.

**Unidirectional.** Select this option if you are using a dot matrix printer, and if the printer supports unidirectional printing. If you do not select this option the file will print in bidirectional mode. Note that while bidirectional mode is faster, unidirectional printing can produce sharper copy.

**Continuous Form.** Select this option if the paper you are using is continuous form feed. Do not select this option if you are using single sheet feeding. Laser printers use continuous paper feed and should be set to Continuous Form.

**Print Graphs In.** Choose whether graphs will print in color, shades, or black and white. See PR:Graphics Production. Check your printer's manual for information about which shading densities your printer supports:

**Color.** Print in color if your printer supports color.

**Shaded.** Print graphs created with color settings in shades of gray.

**Black/White.** Print graphs in black and white.

**Interface.** If you are sending output directly to the printer, indicate whether your printer uses a parallel or serial interface:

**Serial.** Respond to the prompts for the serial port, baud rate and other serial transmission information.

**File.** Do not send output directly to the printer; create a print file to be printed later. See PR:Enable Print Files.

**Parallel.** Indicate which of the printer's parallel ports you are using. In most cases, the printer will be connected to LPT1.

After modifying the the Hardware Form, select one of the options which displays at the bottom of the form:

**Save.** Save the new settings when you save the file.

**Print.** Print the file using the current settings.

**Cancel.** Cancel the changes made to the form.

**Cart/Font.** Display a list of cartridges and soft fonts available for the selected printer. Select the cartridge(s) currently installed in the printer, (maximum 2) and any soft fonts downloaded to the printer. Font and cartridge names display as designated by the vendor. See PR:Fonts.

If you select Enable Fonts (Enable (S)), you cannot select any other cartridges or soft fonts. If your printer has limited font capability, but can print in graphics mode, Enable Fonts offers a selection of three scalable typefaces: Courier, Helvetica and Times Roman. (In spreadsheet, only Courier and Courier 10cpi are available.)

Additionally, if the printer supports graphics, printing in graphics mode allows your printer to print in landscape (sideways) orientation, even if the printer does not support landscape orientation. Graphics printing is available in all applications. See REF1:WP:Fonts.

**Help.** Display the Printer book, including printer specification information.

**Def. Font.** The default font is the active font when you open a new or previously saved file. The default font is applied to text until another font is specified. Select Def. Font to display the Default Font box. The box indicates the currently installed default font as designated in the current profile, and a list of fonts available with the installed printer, cartridge(s) or downloaded fonts. In Word Processing, all available fonts display; in Spreadsheet, and Database only non-proportional fonts display. Designate any font from the list to be the default font. See REF2:IN:Profiles.

**Page.** Display the Setup Page Form.

## ***Page Preview***

We recommend displaying a file in page preview before printing the file. While you can not edit the document in page preview, use page preview to view the format of the page(s) before printing the file. In page preview, a representation of the page displays, allowing you to view the placement of headers, footers, footnotes, endnotes, page numbers, margins, and other

formatting features. Additionally, page preview is especially useful when using a laser printer. Since laser printers have non-printable areas, access page preview to be certain that text is not truncated because it is in the non-printable area. Adjust the ruler accordingly to accommodate the text.

The accuracy of page preview is dependent on the capabilities of the printer. For example, if the printer does not support bold or italic, the printed output will not have bold or italic, even if those attributes display in page preview. While page preview accurately represents the page layout, it does not display font design.

Graphs will display. However, a graph that displays as a shaded area indicates that page preview is unable to display the graph. For example, a graph will display as a shaded area when you have the maximum number of windows open (8), and switch to page preview mode in a document containing a graph. Since it is necessary for page preview to open a window to display the graph in the file and the maximum number of windows is currently open, it is not possible for page preview to display the graph. Simply close a window to allow the graph to display in the document.

Page preview is available in the Word Processing and Spreadsheet modules.

## **Pause Printing**

If you are printing a file from Enable's Main Menu or from the Word Processing, Database or Spreadsheet modules, you can temporarily halt the printing operation. Printing can be resumed at the point where it was halted.

To pause printing of a file:

1. From the Enable Main Menu, select **P**rint, **I**nterrupt.

*or*

From the Word Processing, Spreadsheet or the Database Top Line Menu, select **F**ile, **P**rint, **I**nterrupt.

The printer will temporarily stop printing the file until you cancel or resume printing. Depending on the size of the printer's buffer, printing may not halt immediately. When you issue an Interrupt command, the printer will print all the data held in the buffer before pausing the printing operation.

## **Print Settings**

By modifying Enable's Hardware and Setup Page Forms, you can change the specifications used to print Enable files. One way to modify these forms is to change them in the profile settings. Note, however, that the print specifications set in the profile are the default print settings for each file you create. To change the print settings for an individual file, modify the Hardware and Setup Page Forms for that individual file. These modifications will override the print specifications set in the profile you are using. See PR:Hardware Form and PR:Setup Page Form.

## **Printer Codes**

For some printers, we have assigned printer codes (club commands) that allow you to apply color to text in a word processing file. For example, use Enable's special printer codes to

make one word green and another word blue when they print. These special printer codes are called club commands. When you insert a club command into a word processing file, a club symbol (♣) followed by a letter from A–Z displays.

For any given printer, we assign the commands needed by the printer to perform the special feature. Not all printer drivers have club commands. Club commands are printer–driver specific. Thus, the club command that activates a color in one printer may not be the club command that activates the color if you are using another printer.

### Using and Inserting Club Commands

Before you use a club command, first check to see what commands are supported by your printer. For a list of club commands that are available for your printer, refer to the on–line printer specification section of the on–line Printer book. See PR:Hardware Form.

To insert a Club command:

1. Position the cursor at the point in the word processing file where you want the new color to begin.
2. From the Top Line Menu, select Layout, Charakter, Printer Codes.  
*or*  
Press **F9 P**.
3. Enable prompts you to enter the letter assigned to the Club command. Enter the appropriate letter. The Club symbol (♣), followed by the letter you typed, is inserted into the text at the cursor position.

To deactivate a Club command:

1. Position the cursor at the point in the file where you want the Club command function to end.
2. From the Top Line Menu, select Layout, Charakter, Printer Codes.  
*or*  
Press **F9 P**.
3. Enable again prompts you for the Club command letter. Enter the appropriate letter. Enable inserts the new Club command into the text.

When you print the file, the text following each Club command will have the appropriate printer function applied.

For example, if you use the printer driver for the NEC P5, insert the following club commands to print the word “green” in the color green.

This word is ♣ G green ♣ B

The club command ♣G turns on the printer code for green, and the club command ♣B resets the color to black.

Club commands are printer specific. If you change printers, the club commands already in your file may not work or may produce different printer functions from that of the original printer.

## **Printer Drivers**

When you install Enable for the first time, you are asked to select the printers you will be using from a list of printers supported by Enable. You can also perform a partial install of Enable to deselect printers already installed or install new printers. For each printer selected during the installation process, Enable installs a printer driver, consisting of codes and settings that allow the printer to work effectively with Enable files. See PR:Printing Essentials.

The driver used for your printer is designed to achieve maximum performance from your printer. It allows Enable to make use of your printer's built-in features. Several printers may have the same printer driver, which means that they use the same set of codes to print Enable files.

## **Printer Specifications**

The on-line printer specifications listed in the on-line Printer book describe conditions particular to a printer family and its use with Enable. The specifications for the printer family include settings or adjustments that can facilitate your printer's performance.

Not all printer families have specification information. Check the alphabetical listing of printer families in the on-line specifications to see if your printer is included.

To access the on-line printer specifications:

1. From the Top Line Menu, select **F**ile, **P**rint, **H**ardware.
2. Select **H**elp. The Printer book displays; select the Printer Specification section.
3. Select the appropriate printer family.
4. To exit the on-line help, press F10; **E**xit.

The on-line printer specifications include information on:

### **Emulation**

Enable supports printers in their default emulation. Any exceptions to this convention are noted in the on-line specifications.

### **Settings**

Enable supports the default switches, and other control settings on printers. Any necessary adjustments to these defaults are indicated in the on-line specifications.

### **Support for Enable Features**

Not all printers support the text attributes and features available in Enable. Some printers may not be able to reproduce italics or boldface type. You should know which Enable features you should expect your printer to produce, and whether any conditions are necessary to obtain these features.

Enable's special character sets may be fully supported, partially supported or not supported at all. Some symbols may be totally different from what you see on screen. If you are not sure

which special characters will be printed by your printer, run a test print of each set and use the results for reference.

### Club Commands (Printer Codes)

Not all drivers have club commands, expert commands used in an Enable Word Processing file to apply color to text. If a printer family supports club commands, the printer specification information will indicate this. See PR:Printer Codes.

## Printer Ready Files

Print Enable files from the operating system by converting them to printer ready files, files which can be printed from the operating system. Create a printer ready file from any word processing file, spreadsheet or database report displayed in an active window. Once you have created printer ready files from Enable files, you can print these files directly from the operating system. Use the appropriate operating system print command to send the printer ready files to a connected printer.

Creating Enable printer ready files is particularly useful if you are working on a system that does not have a printer connected. You can create printer ready files and print them later from a system that has a printer. Printer ready files are also useful for printing Enable files from a system that does not have Enable installed.

Since printer ready files are considered transient files, Enable stores them in a directory called /TMP. If /TMP does not exist, the files are stored in your data directory.

### Word Processing Printer Ready Files

To create a printer ready file from a word processing file:

1. Display the word processing file on screen.
2. From the Top Line Menu, select **F**ile, **P**rint, **H**ardware.
3. At the Interface prompt, select **F**ile. Set any other print specifications on the Hardware and Setup Page Forms that you wish to use with the current file.
4. Issue a print command by pressing **Alt / F2** or selecting **P**rint.

*or*

Select **Save Setup** to save the print specifications on the Hardware and Page Forms. Then, save the file and print it from the Main Menu. See PR:Enable Print Files.

A printer ready file, located in the current directory, will be created with the same name as the original file, and a .WPD file extension.

### Spreadsheet Printer Ready Files

To create a printer ready file from a spreadsheet file:

1. Display the spreadsheet on screen.
2. From the Top Line Menu, select **F**ile, **P**rint, **D**esign Sheet. Set those printing options you want to use to print the spreadsheet.

3. From the Top Line Menu, select **F**ile, **P**rint, **H**ardware.
4. At the **I**nterface prompt, select **F**ile. Set any other print specifications on the Hardware and Page Forms that you wish to use with the current file.
5. Issue the print command by pressing **Alt/F2** or selecting **P**rint.

A printer ready file, located in the current directory, will be created with the same name as the original file, and a .PPD file extension.

You can also create a printer ready file of a spreadsheet file by printing an Enable print file of a spreadsheet (.SSP extension) from the Main Menu. If the **I**nterface prompt is set to File on the Hardware Form, Enable creates a printer ready file with the .SSD extension.

### Database Report Printer Ready Files

To create a printer ready file from a database window:

1. From the Database Report Command Screen, select **P**rinter at the **T**o prompt.
2. Respond appropriately to the other prompts on the screen. The Hardware Form displays.
3. Select **F**ile at the **I**nterface prompt.
4. Set any other print specifications on the Hardware and Setup Page Forms that you want to use with the current report.
5. Press **Alt/F2** to issue the print command, or select **P**rint.

The database report will be generated to a printer ready file, located in the current directory, with the same file name as the database and a .PPD extension.

### Other File Extensions

If you create a printer ready file from a file that has a file extension that begins with .WP, the printer ready file is assigned a .WPD extension. A file with a .SSP file extension will result in a print file with a .SSD extension. A printer ready file created from a file with any other extension is assigned a .PPD file extension.

## Printers

Your printer's manual provides essential information for setting up your printer. Reading the manual helps you to understand the ability of your printer to support Enable features. Be sure to check the emulation mode, available fonts, switch settings, attribute support, orientation and graphics support.

You need to know whether your printer uses a parallel or serial interface and to what port your printer is connected. Also, check your printer's manual for information on cables, configuration switches, protocol and modes that may be required for your printer.

### Setting Up Enable to Use Your Printer

To print from Enable, you must provide correct information about your printer interface and port. If you are using a serial interface, you will also have to set the baud rate, parity, word

size and stop bits. These settings are entered in the Hardware section of the profile or on the Hardware Form of the file you are printing. See PR:Printing Essentials and PR:Hardware Form.

Before you print directly from a file (**Alt/F2**), you should check the Hardware Form to see whether the current printer listed is the one you wish to use. You can select any one of the printers you have installed in Enable. Make sure the other settings on the Hardware and Setup Page Forms are appropriate for the printer you have selected. For an explanation of the options on the Hardware and Setup Page Forms, see PR:Hardware Form and PR:Setup Page Form.

## **Queued Printing**

Print queue allows you to print a number of Enable 4.5 print files in succession while working on other tasks. Since all word processing files are print files, they can be queued with no adjustments; you must create Enable print files for Spreadsheet and Database files you want to send to the queue. The print queue always uses the profile printer. See PR:Enable Print Files.

Using this feature, you can issue a print command for a file, even if the printer is currently active. If your printer is currently unavailable, and the print queue is activated, Enable stores the information needed to print the file, and prints the file when the printer becomes available.

To queue files for printing, Enable creates a system file called PRINTQ.TSG. The PRINTQ.TSG file stores a list of the files that have yet to be printed. Each time you issue a print command and the printer is busy, the name of the file to be printed is placed at the end of the print queue. As soon as the printer becomes available, it will begin printing the first file in the print queue. When the first file in the queue has finished printing, Enable removes that file name from the queue. The printer then starts printing the next file in the queue. Unless you cancel printing, this process continues until all files in the print queue have been printed, and the PRINTQ.TSG file is empty. Each file is printed according to the Hardware and Page Form specifications that were set when the file was originally sent to the print queue. Note that your current printer selection is always the active one, and will override the printer selection that was set when the file was sent to the queue.

### **Activate the Print Queue**

To have Enable queue the files you send to the printer, you must activate Enable's print queue. If you want to activate the print queue as a default setting, select the print queue function under the System options in your current profile. All files you send to print will then be queued, unless you deactivate the print queue.

If print queue has not been selected in your profile, you can still queue the files you send to the printer for the current session. Activate the print queue from Enable's Main Menu or from the Word Processing, Spreadsheet or the Database Top Line Menu.

To activate print queue after you have signed on to Enable:

1. From the Enable Main Menu, select **P**rint, **Q**ueue Options, **U**se ENABLE Print Queue.

*or*

From the Word Processing, Spreadsheet or the Database Top Line Menu, select **File, Print, Queue Options, Use ENABLE Print Queue.**

The Use ENABLE Print Queue option is now activated. The print queue will remain active for the session unless you cancel it or exit the current session of Enable.

### Print Files in the Print Queue

Whenever you issue a print command for a file, the printer will first print any files remaining in Enable's print queue file. If PRINTQ.TSG is empty, the current file is immediately printed. You can also print the files in the print queue by printing the PRINTQ.TSG file.

To print the entire print queue:

1. From the Main Menu, select **Print, Print** a file.
2. Enter *printq.tsg* as the name of the file to be printed. All the files in the print queue will be printed in the order the file names are listed in the PRINTQ.TSG file.

For a printed list of the file names in the PRINTQ.TSG file, you can either copy the file to a different file name, or assign it a name with a .WPF extension. You can then print the file as a word processing file.

### Override the Print Queue

If you want a file to be printed before the files that are already in the queue, you can have the file placed at the beginning of the queue. In this way, the current file will be the next file to be printed. To place a file at the start of the queue, press **Shift/F2**, rather than **Alt/F2**, to send the file to the printer. Your printer will print this file first and then print the files that were already in the queue. Note that Shift/F2 does not work with database reports you generate to the printer. Shift/F2 also does not work if you are running Enable in a UNIX environment.

### Editing the Print Queue

If the print queue is activated, and a file is sent to the printer when the printer is not available, the file is automatically added to the end of the queue. As soon as a queued file is printed, it is automatically deleted from the queue. You can also add and delete files from the print queue by editing the PRINTQ.TSG file.

To edit the PRINTQ.TSG file:

1. From the Main Menu, select **Use System, Word Processing.**
2. Enter *printq.tsg* as the name of the file to be opened.

The PRINTQ.TSG file displays on screen; use word processing features to edit the file. The PRINTQ.TSG file lists all the files that are yet to be printed. If the PRINTQ.TSG file is empty, no files are queued for printing.

### Add Files

Once you have displayed the PRINTQ.TSG file, you can add the names of files you want to be printed, in the order you want them to be printed. All file names must be entered with a

full directory path and file extension. Each file name must be entered on a separate line. Only actual print files may be added to the print queue in this way. All word processing files are print files. However, you must create an Enable print file of any spreadsheet or database report you want to manually add to the print queue. See PR:Enable Print Files.

### Delete Files

If you do not want to print a file that is in the print queue, delete the file name from the PRINTQ.TSG file. Before you delete a file from the queue, note the following:

In order for Enable to queue a file that is printed from Word Processing, Spreadsheet or Database, Enable first creates a temporary print file of the file. This temporary file has the same file name as the original file, but is assigned a file extension that begins with the At sign (@), followed by a two-digit number, in the form .@xx. The number is based on the order in which the file is sent to the print queue. Therefore, if the second file to be queued is a word processing file called SAMPLE.WPF, Enable makes a temporary print file called SAMPLE.@02. The file name SAMPLE.@02 is then placed in the PRINTQ.TSG file.

When Enable has finished printing any one of these temporary files, the file name is removed from the queue and the temporary file is deleted from the directory. If you choose to delete files from the print queue by deleting file names from the PRINTQ.TSG file, you should also delete the corresponding temporary files from your directory.

### Reset the Print Queue

Reset the print queue by deleting all the files that are currently in the PRINTQ.TSG file. You can reset the print queue either from the Main Menu, or from the Word Processing, Spreadsheet or the Database Top Line Menus.

To reset the print queue:

1. From the Enable Main Menu, select **P**rint, **Q**ueue Options, **P**urge Queue.

*or*

From the Word Processing, Spreadsheet or the Database Top Line Menu, select **F**ile, **P**rint, **Q**ueue Options, **P**urge Queue.

Enable then erases all the file names in the print queue.

### Cancel Printing the Print Queue

If a file is being printed from the print queue, cancel printing by pressing **Ct.r1/F2**. The printer stops printing the file, and Enable removes the file name from the PRINTQ.TSG file. When you next issue a print command, Enable will begin printing with the next file in the queue.

### Deactivate the Print Queue

If the Enable print queue is activated in the profile, you can deactivate it for the current session without changing the profile setting. Deactivate the print queue either from Enable's Main Menu, or from the Word Processing, Spreadsheet or the Database Top Line Menu.

To deactivate the print queue:

1. From the Main Menu, select **P**rint, **Q**ueue, **U**se ENABLE Print Queue.

*or*

From the Word Processing, Spreadsheet or the Database Top Line Menu, select **F**ile, **P**rint, **Q**ueue, **U**se ENABLE Print Queue.

The Use ENABLE Print Queue option should now be deselected. This setting will remain in effect until the print queue is reactivated or the session is ended.

## Quick Print

Print any word processing or spreadsheet file that is in an active Enable window. In the Database module, print database definition files or generate reports directly to the printer. You can also use the Database module to print data from SQL files. If you are working in the Communications module under the DOS operating system, you can print telecommunicated data as you receive it.

With the exception of incoming telecommunications data, any file you send to the printer will be printed according to the specifications in the file's Hardware and Setup Page Forms. The printer listed in the file's Hardware form is the printer selected in the profile, or the printer that was saved with the file. Before printing, check the file's Hardware form to see which printer is indicated. If the printer indicated on the Hardware form is not the printer on which the file will be printed, a message displays in the Word Processing and Spreadsheet modules. The Database modules uses the printer specified in the Hardware Form. See PR:Printing Essentials:Profile/Hardware Form Mismatch.

## Print From Word Processing and Spreadsheet

To print a word processing or spreadsheet file that is on screen, use one of the following methods:

Press **Alt/F2**.

*or*

From the Top Line Menu, select **F**ile, **P**rint, **P**rint Now.

## Print from Database

To print a database definition:

1. From the Database Top Line Menu, select **F**ile, **P**rint, **D**efinition. You will be prompted to specify the name of the database containing the definition.
2. Enter the name of the appropriate database.

To print a report:

1. From the Top Line Menu, select **D**isplay, **R**eport. The Report Command Screen displays.
2. At the **To** prompt, select **P**rinter. Enter the appropriate responses to the other prompts. The printer Hardware Form displays.

3. Press **Alt/F2**.

### Print SQL Data

Use the Database Report Command Screen to print data from SQL files. Either embed SQL statements in a procedural language report or use DBMS interact commands to run a report on an SQL data table. See the SQL book for further details on reading SQL files in DBMS.

### Print from Communications

Print telecommunicated data in one of two ways: send incoming data directly to the printer, or capture the data and print it from the Word Processing module.

To print incoming data immediately:

1. From the Communications Top Line Menu, select **File, Set**. A list of printer ports displays.
2. Select the port to which your printer is connected.
3. From the Top Line Menu, select **File, Activate, Print Capture**.

While these switches remain selected, all incoming data will be sent directly to the printer. Since the incoming data is not in Enable format, you cannot set specifications for printing the data. Data will be printed as it is received, in ASCII file format. See REF1:CM:Capture Data.

### Resume Printing

If you have paused a printing operation, you can resume printing the document by using the Resume option.

To resume printing a file:

1. From the Enable Main Menu, select **Print, Resume**.

*or*

From the Word Processing, Spreadsheet or the Database Top Line Menu, select **File, Print, Resume**.

The printer will continue printing the file at the point that printing was interrupted.

### Setup Page Form

The Setup Page Form contains settings that determine the appearance of the page(s) in the file, such as paper size, margins, and page numbering.

To display the Page Form from Word Processing, Spreadsheet or Database:

1. From the Word Processing or Spreadsheet Top Line Menu, select **File, Print, Setup Page**.

*or*

From the Database Report Command Screen, select **Printer** at the To prompt and enter the appropriate responses to the other prompts. When the Hardware Form displays, select **Page** at the bottom of the form.

Select the settings you wish to use to print the current file. The Setup Page Form options display on two screens. Select **Next Screen** to move between screens.

**Number Of Copies.** Enter the number of copies of the file to be printed.

**Range.** Designate how much of the file will print.

**Entire.** Print the entire file.

**Blocked Text.** Print the blocked portion of the file. Block text using Enable's blocking feature. See REF1:WP:Blocking and Marking Text.

**Marked Text.** Print marked text. Mark text using Enable's mark attribute. See REF1:WP:Blocking and Marking Text.

**Selected Pages.** Print contiguous and/or noncontiguous pages of the file.

Enter the numbers of the pages you wish to print. Separate the numbers of noncontiguous pages with a comma (.). To specify a range of pages, enter the first and last pages of the range separated by a hyphen (-). Each entry should be separated by a comma. For example, to print page 1, pages 4 through 6, and page 9 of a document, enter *1, 4-6, 9*.

Specify whether page numbers are absolute or relative. Select **Absolute** if the file uses page numbering. Pages will be printed according to the page numbers you have assigned them. Select **Relative** to print pages relative to the first page of the document, regardless of how pages are numbered. For example, if the first page of your document is numbered Page 5, and you specified an absolute page range of 5, the first page of your document will print. If you specified a relative page range of 5, the fifth page of your document (numbered Page 9) will print.

**Print Features.** Select the print features you want to apply to your printed file.

**Draft version of doc.** Print the file exactly as it appears on screen, including rulers, comments, paper clips and other formatting entries. This feature is available only in word processing files.

**Widow/orphan repaginate.** Automatically adjust page breaks to avoid a widow line (the first line of a paragraph printed as the last line of a page) and an orphan line (the last line of a paragraph printed as the first line of the next page).

**Lines Per Inch.** Determines the number of lines to be printed on each vertical inch of paper. Enter an integer to specify the number of lines, or enter 0 to automatically adjust the line height to accommodate whatever fonts are used in the document. The line height is determined by the height of the largest font on that specific line. If you enter a number, Enable will set the lines per inch at the number you designate regardless of the font(s) used. The %lines command allows you to override the lines per inch designation, and specify a number up to two decimal places. See REF1:WP:Embedded Commands.

**Top Margin.** Enter the number of inches (xx.xx), of blank space between the top of the paper and the first line of the text.

**Bottom Margin.** Enter the number of inches (xx.xx), of blank space between the last line of the text and the bottom of the paper.

**Left Offset.** Enter the number of inches (xx.xx), of blank space between the left edge of the paper and the start of the text. If you are printing a word processing file, the left

margin setting will be added to the left offset. For example, if you set a left offset of 2 inches and your left margin begins at 2 inches, the text will be offset by 4 inches.

**Spacing (lines) between.** Determine the default line spacing for the document.

**Header And Text.** Enter the number of inches of blank space between the the header and the first line of text on the page. If the document contains no headers, the space you designate will be added to the top margin setting of your document.

**Text And Footer.** Enter the number of inches of blank space between the footer and the last line of the text on the page. If the document contains no footers, the space you designate will be added to the bottom margin setting of your document.

**Lines of text.** Specify the number of blank lines between lines of text in the document. Do not use decimal values. The height of the blank line is determined by the height of the text line preceding it. If the lines per inch is set to 0 (automatic line height adjustment), the blank line height is determined by the height of the largest font on the line. If you have entered a number at the lines per inch prompt, the blank line height is the same height as the text line preceding it. For example, if you enter a setting of 1, then one blank line will be inserted between each text line when your file is printed. If you have specified 0 at the lines per inch prompt, the font on the text line preceding the blank line is 10 pt., and you specify 2 lines at the lines of text prompt, a blank space equivalent to 20 points will be inserted. Note that any line spacing you set within the file, for example, using the %lines command, will override this setting.

**Orientation.** The term orientation describes the direction in which a document prints. Generally, in portrait mode, the paper is oriented so that it is taller than it is wide (vertical). This page is printed in portrait mode. In landscape mode, the paper is oriented so that it is wider than it is tall (horizontal). Printing in landscape mode prints the document sideways across the page. The options that display at the orientation prompt are dependent on the capabilities of the printer you have installed.

For printers that support graphics, use Enable (S) to give the printer the capability to print in landscape orientation, even if the printer does not support landscape orientation. Additionally, using Enable(S) gives printers with limited font capability, the use of three scalable typefaces: Helvetica, Courier, and Times Roman. To use Enable (S), select the Enable (S) option in the Cart/Font section of the Hardware form. See PR:Hardware Form.

#### **Orientation Prompts**

Depending on the capabilities of the selected printer, a prompt for orientation, and a prompt for text graphic density will display at the orientation section.

If the printer does not support graphics or landscape, no prompt will display. The printer will always print in portrait orientation, and Enable (S) fonts are not available.

*or*

If the printer does not support graphics, but supports landscape orientation, the prompt: **portrait; landscape** displays. Enable (S) fonts are not available.

*or*

If the printer supports graphics, but does not support landscape orientation, the prompt: **portrait; landscape** displays. Select the appropriate orientation; select landscape only

if you have selected Enable(S) fonts on the Hardware form. Enable (S) gives the printer the ability to print in landscape orientation. Enable (S) fonts are available in both orientations. Respond to the text graphic density prompt to designate the quality of the Enable (S) fonts:

**Text Graphic Density: (1-4)** Use this setting to determine the resolution of text. Choose 1 for single density, 2 for double density, 3 for triple density, 4 for quadruple density. The higher the density setting, the slower the printing process will be. However, the text quality improves with a higher density setting. See:PR:Graphics Production.

*or*

If the printer supports graphic and landscape orientation, the prompt: **portrait;** **landscape** displays. Select the appropriate orientation. Fonts supported by the printer are available in both orientations; Enable (S) fonts are also available in both orientations if you have selected Enable (S) fonts on the Hardware form. Respond to the text graphic density prompt to designate the quality of the Enable (S) fonts. See the previous section: **Text Graphic Density (1-4)** for details on density selection.

**Include.** Select optional pages you want to include with the file when it is printed.

**Title Page.** Print the document's title page as a separate page.

**Leading Blank Page.** Insert a blank page before printing the document.

**Print Statistics.** Print the document's print statistics on a separate page at the end of the document.

**Number Pages.** Select this setting to number pages in your document.

**Start with page:** Enter the starting page number.

**Vertical position:**

**Top of page.** Page numbers will be placed at the top of the page.

**Bottom of the page.** Page numbers will be placed at the bottom of the page.

**Horizontal position:**

**Center.** Page numbers will be centered.

**Flush right.** Page numbers will be placed flush with the right margin.

**Flush left.** Page numbers will be placed flush with the left margin.

**Alternate/Start Right.** Alternate the page number position, beginning with the first number at the right margin.

**Alternate/Start Left.** Alternate the page number position, beginning with the first number at the left margin.

**Paper Size.** Set the length and width in inches of the paper on which you are printing. You may enter decimal numbers. For letter size paper, the default setting is a length of 11 inches and a width of 8.5 inches. For legal size paper, the default setting is a length of 14 inches and a width of 8.5 inches. The maximum paper size you can set is 21 inches long by 21 inches wide.

Once you have modified the Page Form, select one of the following options:

**Save Setup.** Save the new settings when you save the file.

If you issue a print command from the Hardware Form, even if the print specifications you set are not saved, they remain in effect until you change them or exit the file.

You cannot save the Blocked Text or Marked Text options selected at the Range prompt.

**Print.** Print the file using the current settings.

**Cancel.** Cancel the changes you have made to the form.

**Next Screen.** Display a second screen of options for the Page Form.

**Hardware Setup.** Display the Hardware Form.

