Printer

Under **Settings/Printers** you will find all the printers that are installed on your computer.

Print: Test printout				×
An OneNote 2010 sende Canon SELPHY CP740 (Fax (SHRFAX) HP LaserJet P1005 (USE Metafile to EPS Converte Layout: Pages (3-5 or 1;3;6)	n (nul) JSB002) r (FILE) STANDARD] <u>S</u> ettir Copies	ngs 2	Spacing large Spacing small Screen Spacing large Spacing small
Left margin	0 mm			Setup
Special headline		ranslation		<u>C</u> ancel

- 1. Use the top two buttons to send the document to the printer.
- 2. You can view the printout on the screen using the two buttons at the bottom.

TIP Here you can quickly and easily test printing from PC CADDIE:

🔛 Print: Test print	out [Ready]		×
🔍 🔍 🖺 Copy (원] 🔁 Save [72] 🕋 Print [18] Page 1/1 100% Test printout		
PD norm med small	St printout Creator an pdfcmon	Send the document to the printer if the print-preview is ok.	
Bi	Fax (SHRFAX) HP LaserJet P1005 (USB001) Metafile to EPS Converter (FILE) Microsoft XPS Document Writer (XPSPort) PDFCreator (pdfcmon)	Spacing large Spacing small Screen	
Not prop 12345678	Layout: STANDARD Settings Pages (3-5 or 1;3;6) Copies 1	Spacing large Spacing small 7 8 4567890123456789001234567890012345678900123456789001234567890012345678900123456789000000000000000000000000000000000000	-
Nicht proport 1 1234567890123	Left margin 0 mm Special headline <u>T</u> ranslation	Setup 11 12 13 Cancel 012345678901224567890122456789012245678901224567890122456789012245678901224567890122456789012245678901224567890122456789000000000000000000000000000000000000	i
Zeich	en !"#\$%&'()*+,/:;<=>?@ÄäÖöÜü 1234567890		-

A separate implementation is generally not necessary with PC CADDIE. However, if you always want to control a specific printer for bag tag printing, for example, you could store this in the template. Please contact the PC CADDIE Support

Create new layout

PC CADDIE offers you the option of working with various different layouts (e.g. a clear, legible font for lists, an elegant, slightly larger font and a logo for invoices etc.). You can find and make these settings in the printer dialogue under **Settings/Printer.**

Print: Test printout		×
Fax (SHRFAX) HP LaserJet P1005 (U) Metafile to EPS Conve	SB001) rter (FILE)	Spacing large
PDFCreator (pdfcmon) Layout: Pages (3-5 or 1;3;6)	STANDARD Copies 1	Screen Spacing large Spacing small
Left margin Special headli	0 mm	Setup Cancel

Via the button **Settings** button takes you to the basic settings of the selected layout. The desired changes can be customised, modified and saved here.

Setup print layout				×
Layout command Start button: Scorecard	ls: Button r 1st Button: 2nd Button: setup	names: Spacing large Spacing small Blue giro trans	Setup Setup sfer form setup	1 <u>X C</u> ancel
Fonts: Normal: Medium (Score Small: Big (Title): Medium-big (S Fixed font, norr Fixed font, sma OCR-B (VESR Barcode: Font correction Lines: Hori.: Vert.: Position letter- Addre	ecards): (ubtitle): mal: all:): factor: thin: thin: heading ess: Extra Load layout	13 Arial 10 Arial 8 Arial 26 Arial 18 Arial 12 Courier New 7 Courier New 12 OCR-B 0 0,30 mm 0,30 mm 22,0 mm 3 layout settings	Sel. Sel. Sel. Sel. Sel. Sel. Sel. Sel.	2 Bold Italic print Underline

- 1. Name the buttons that are to appear on the printer or screen for printing.
 - TIP Give them clear names so that people understand what is behind them (e.g. Arial and Courier / With logo and Without logo etc.).

Layout commar	nds: Buttonina	ames:	
Start button:	1st Button:	Without Logo	Setup 🔶
	2nd Button:	With Logo	Setup
Scoreca	rd setup	Blue giro transfer form s	etup

- 2. Define the desired fonts, sizes etc. here.
- 3. Specify how thick lines should be printed (e.g. after headings) and position the letterhead for letters.
- 4. Give the newly created layout a clear name.

Save printer settings	×
Enter a name:	
Name: CLUBLOGO	X <u>C</u> ancel

5. If you want to print in colour (e.g. eclectic lists), you can define the desired colours individually.

Sp	oecial setu	p: Italic				×
		Here you	ı can enter speci to print italic:	al settings		<u>OK</u>
	Italic:		Print italic	_	×	<u>C</u> ancel
	Replacing	g font:	Original font	•		
	Factor (sia	ze):	1,000			
	Colour:	Red:	0	(Colour range:		
		Green:	0	0=Minimum		
		Blue:	0	255=Maximum)		
			Select colour			
_						

To define the special properties of the two buttons described under point (1), click on the respective button **Set.**

The two options can be installed independently of each other and do not need to have anything in common.

Layout commar	nds: Buttonin	ames:	
Start button:	1st Button:	Without Logo	Setup 🔶
	2nd Button:	With Logo	Setup
Scoreca	rd setup	Blue giro transfer form	i setup

You will now be taken to the main menu for the setting or the selected print layout:

Seitenlayout-Eins	tellung				×
				,	
<u>P</u> apierformat:	DIN A4		•	<u>✓ о</u> к	
<u>A</u> usrichtung:	Portrait ((Hoch)	-		
Einzugquelle:			-		
<u>D</u> ruckqualitāt:			-	•	
<u>S</u> kalierung:	100 %	i			
Sonderbefehle:	SOURCE:	123		2	
Seitenränder (mm)	Oben:	5.00		_	
<u>L</u> inks:	7.00	<u>R</u> echts:	7.00	3	
	<u>U</u> nten:	5.00		-	
Zeilenabstand:	<u>N</u> ormal:	4.900	mm		
	<u>S</u> chmal:	3.500	mm		
	<u>K</u> lein:	3.155			
Zeichen p. Zeile:	<u>N</u> ormal:	80 <u>S</u> chr	nal: 137		
<u>H</u> intergrundbild	rund\neu	itral_rose-gr	oss.jpg 🖿	4	
Pos. v. links:	0.00	<u>v</u> . oben:	0.00	-	
<u>G</u> röße, horiz.:	148.00	<u>v</u> ert.:	209.00		
Spezial-	Einstellung F	olgeseiten	5		
			-		

- 1. Specify the basic information such as format, feed source or orientation.
- 2. To control special paper formats (scorecards etc.) or special print trays, you have the option of working with special commands. Please contact PC CADDIE Support for this.
- 3. Define the margins of the current layout.
- 4. You have the option of adding a logo or image to the print layout. Select the graphic and place it using the corresponding position fields.

The desired graphic must be saved in a location where everyone has access, i.e. the "My Documents" folder is not suitable, use a shared network drive instead.

5. If required, the formatting can be installed differently for subsequent pages (e.g. no logo on subsequent pages).

Seitenlayout-Einst	ellung -	Folgeseit	e		\times
Diese speziellen E	instellunge	n benutzen	1:	🗸 ок	
Papierformat:	DIN A4			-	
<u>A</u> usrichtung:	Portrait ((Hoch)	•	X Abbruch	
<u>E</u> inzugquelle:			•		
<u>D</u> ruckqualitāt:			•		
<u>S</u> kalierung:	100 %	i			
Sonderbefehle:					
Seitenränder (mm)	Oben:	5.00			
<u>L</u> inks:	7.00	Rechts:	7.00		
	<u>U</u> nten:	5.00			
Zeilenabstand:	<u>N</u> ormal:	4.900	mm		
	<u>S</u> chmal:	3.500	mm		
	<u>K</u> lein:	3.155			
Zeichen p. Zeile:	<u>N</u> ormal:	80 <u>S</u> chr	nal: 137		
<u>H</u> intergrundbild					
<u>P</u> os. v. links:	0.00	<u>v</u> . oben:	0.00		
<u>G</u> röße, horiz.:	0.00	<u>v</u> ert.:	0.00		
An die ers	te Seite an	passen			

Delete old layout

Print: Test printout	×
HP LaserJet P1005 (USB001) Metafile to EPS Converter (FILE) Microsoft XPS Document Writer (XPSPort) PDFCreator (pdfcmon) WNBINN057\HP LaserJet P1005 (USB002) Layout: WITHLOGO	Spacing large Spacing small Screen Spacing large
Pages (3-5 or 1;3;6) Copies 1	Spacing small
Left margin 0 mm	Setup
Special headline <u>Translation</u>	<u>C</u> ancel

These layouts are saved in the Explorer in the PCCADDIE/DRUCKER folder.

Computer + Loc	al Dek (Dr.) • PCCAQOE •	• D Search PCCAD	C4:
Organize • 🔛 Open Indu	denibrary • Share with • Dam Nex	r folder	8 · 3 0
1	▲ Name ^	Date modified	Type
1	ATTACHED	23.06.2016 15:06	File folder
	L DATEN	21.11.2016 11:14	File folder
A PCOADORE	RECENCE A		The Folder
1	PORTS	22.07.2015 16:11	File folder
L	👢 enp	22.07.2015 16:11	File folder
	L GAAMES	07.10.2016 17:33	File Folder
	🗼 HTML	04.10.2016 19:20	Pile Folder
	INDEX	31.10.2016 11:22	The Folder 5
	* A		

🕤 🖓 🗸 🔻 Computer 🕶 Local Di	ER 🔎					
Organize ▼ Include in library ▼ Share with ▼ Burn New folder 🔠 ▼						
	Name A	Date modified	Туре			
	STAR_N24.PRN	05.07.1996 13:05	PRN File			
	STAR_PRO.PRN	05.07.1996 13:06	PRN File			
	TM-L60.PRN	18.02.2005 12:19	PRN File			
	TM-T85.PRN	18.10.1997 18:01	PRN File			
📜 PCCADDIE	TM-T88II.PRN	02.07.2006 22:13	PRN File			
ATTACHED	TM-U230.PRN	10.03.2005 14:10	PRN File			
L DATEN	TM-U300 PRN	18.02.2005 12:18	PRN File			
	WITHLOGO.GDI	21.11.2016 20:07	GDI File			

Right-click on the GDI files and remove them using the "Delete" menu item

Print text translation

In PC CADDIE there are predefined texts and dialogues that cannot be changed. For example, in the layout of the annual statement, the list of contributions is displayed in a fixed format:

Mr. Paul Member StreetName 11 54333 CityName Date: 21.11.2016

Invoice 20160096

Dear Mr. Member

We hereby present you the club fee balance. In detail, the following contributions are made

Type of service 🔫	VAT	Net/CHF	Gross/CHF
Paul Member			
Annual contribution teenagers <m></m>	8.0%	925.93	1000
Annual contribution teenagers <m></m>	8.0%	925.93	1000

Via the button *Translation* button in the print dialogue takes you to the print text translation:

Print: Test printout			×
Fax (SHRFAX) HP LaserJet P1005 (U Metafile to EPS Conve Microsoft XPS Docum PDFCreator (pdfcmon Layout: Pages (3-5 or 1;3;6)	SB001) rter (FILE) ent Writer (XPSPort) STANDARD	▲	Spacing Large Spacing Small Screen Spacing Large Spacing Small
Left margin Special headli	0 mm	Translation	Setup Cancel

The following window opens:

	?			ung	t-Übersetz	ucktext
	✓ <u>о</u> к	~	ersetzung ein:	Sie hier die Ü	Geben sart==Beitrag	Leistung
1	Appro					
		>	iche Breite)	VeuerText (g	Original== Original= N	Format:
		~	iche Breite) iable Breite) I Laden	Neuer Text (g leuer Text (v	Original==I Original=.N	Format:

Define the text to be changed here and enter the replacement text behind it.

Mr. Paul Member			
StreetName 11			
54333 CityName Date: 2	21.11.20	016	
Invoice 20160096			
Dear Mr. Member			
We hereby present you the club fee ba In detail, the following contributions a	alance. re made		
Contribution 🔫	VAT	Net/CHF	Gross/CHF
Paul Member			
Annual contribution teenagers <m></m>	8.0%	925.93	1000
Annual contribution teenagers < M>	8.0%	925.93	1000

The original text is now replaced by the new text. As shown in the image at the bottom, you can choose whether the new word should have the same width as the old one (then separate the entry

with = \bigcirc or whether the new word/text should have the required length, then separate the entry with =.

Please note that this translation affects all areas in PC CADDIE. For example, if you translate the word "Bar" to "Cash", a "Barbara" will become a "Cashcasha" . Remove temporary translations after use or be aware that not everything can be controlled via the print text translation.

TIP You can access this via *Settings/Programme settings/Print text translation* directly to the Print-text translation.

Tray selection

The following setting can be made so that PC Caddie automatically selects a slot.

Settings/Printer

Print: Test printout	×
Fax (SHRFAX) Image: Converter Place HP LaserJet Pl005 (USB001) Image: Converter (FILE) Microsoft XPS Document Writer (XPSPort) Image: Converter (Place PDFCreator (pdfcmon) Image: Converter (Place Layout: STANDARD Settings Pages (3-5 or 1;3;6) Copies 1	Without Logo With Logo Screen Without Logo With Logo
Left margin 0 mm	Setup
Special headline <u>T</u> ranslation	<u>C</u> ancel

Select the desired printer. Shift (ctrl) + F11 Press . The following window opens:



Scroll to DC_BINNAMES

The shaft number must be entered in the marked brackets ().

Then click on **Set** button.

Se	etup print layou	ıt		
	Layout comma Start button:	nds: Buttonin 1st Button:	ames: Spacing Large	Setup
		2nd Button:	Spacing Small	Setup
	Scorecard setup		Blue giro transfer f	orm setup

Enter SOURCE: for special commands and the desired shaft number, which was entered previously. In this example 1.

Seitenlayout-Einst	ellung				×
<u>P</u> apierformat:	DIN A4		•	<u>✓ о</u> к	
<u>A</u> usrichtung:	Portrait ((Hoch)	•	Abbaich	
<u>E</u> inzugquelle:			•		
<u>D</u> ruckqualität:			-		
<u>S</u> kalierung:	100 %	i .			
Sonderbefehle:	SOURCE:				
Seitenränder (mm)	<u>O</u> ben:	5.00			
<u>L</u> inks:	7.00	Rechts:	7.00		
	<u>U</u> nten:	5.00			
Zeilenabstand:	<u>N</u> ormal:	4.900	mm		
	<u>S</u> chmal:	3.500	mm		
	<u>K</u> lein:	3.155			
Zeichen p. Zeile:	<u>N</u> ormal:	80 <u>S</u> chr	mal: 137		
<u>H</u> intergrundbild	G:\EIGEN	E~1\2008\K	LASSE.B 📂		
<u>P</u> os. v. links:	135.00	<u>v</u> . oben:	31.00		
<u>G</u> röße, horiz.:	60.00	<u>v</u> ert.:	0.00		
Spezial-Ei	nstellung F	olgeseiten			