

## FINEPRINT

### What you can do with Fineprint

1. Combining Print Jobs ( Word , EXCEL, Html ..etc)
2. Inserting Pages ( eg. Blank page )
3. Delete pages ( eg. Remove confidential information page )
4. Duplex printing ( print on both sides )
5. Create your own forms
6. Use multiple fineprint printers to multiple format controls
7. Save Fineprint files for later use
8. Scaling between paper sizes ( eg. scaling A4 to letter, legal to letter, or other specifications )
9. Adjusting to printer feature

In the following you will find the step-bystep approach to achieve the above functions

### 1. Combining Print Jobs

FinePrint can combine print jobs from any application so you can print and save them together. This is useful for web pages and email.

**Step 1:** Print a job to FinePrint and leave the preview window on the screen.

**Step 2:** You can now go back to your application or another application and print again. FinePrint will continue to collect all jobs for you.

### 2. Inserting Pages

FinePrint can insert pages before or after any page in the FinePrint preview window.

**Step 1:** Print a job to FinePrint.

**Step 2:** Right click on the page where you want to insert a blank page and select the Insert blank page option, and the Before This Page or After This Page option.

FinePrint will display the change in the preview window.

To delete the inserted pages, click the Delete this Page from the menu.

### 3. Deleting Pages

FinePrint can easily delete pages from any job. This is useful for unwanted web and email pages.

Step 1: [Print a job](#) to FinePrint

Step 2: Right click on the page you want to delete and select "delete this page".

You may also use the page delete mode to delete pages simply by clicking on them.

## 4. Duplex Printing

FinePrint can print on both sides of the paper (duplex) even with printers that do not support it directly by printing on the front sides followed by the back sides. This requires setting up FinePrint so that it knows something about how your printer handles paper. The instructions below demonstrate setting the duplex properties.

**Step 1:** **Print a job** to FinePrint.

Click the Double sided checkbox.

Click the Options button

**Step 2:** In the options dialog box, select the correct duplex option for your printer.

After selecting your options, click the OK button and then print from the layout tab as shown in Step 1.

The manual duplex modes will prompt you to reinsert the paper in your printer to print on the back sides.

**Note for Inkjet users:** Most inkjets require that the "reverse order" checkbox is checked.

After selecting your options, click the OK button and then print from the layout tab as shown in Step 1.

## 5. Creating Forms

With FinePrint you can create your own electronic forms instead of purchasing pre-printed letterhead and forms. A few forms are included in FinePrint but you can create your own.

**Step 1:** Create your desired form in any application.

**Step 2:** **Print to FinePrint.**

**Step 3:** Click the FormFactory tab, select the New button and name your form. Click the OK button and then click the Cancel button at the bottom of the FinePrint window.

**Step 4:** Print a job that you want to be printed on your form. Select your form using the Form combo box.

## 6. Multiple FinePrinters

You can create multiple "FinePrinters" each with different settings. With this feature you could create a "letterhead printer" that always prints to your color printer in 1 up layout, with no borders using your letterhead stationery to your color printer, all without having to change settings or even see the FinePrint preview window.

You can create as many FinePrinters as you need, one each for different sets of commonly used print options.

**Step 1:** Print a job to FinePrint. Select the layout, form, stationery and other settings you want, then click the Settings tab.

**Step 2:** Click the Create new FinePrinter button and name it in the dialog box shown at right.

Your new FinePrinter will contain all the current settings of the original printer.

After your printer is created, click Cancel

## 7. Saving Files

With FinePrint, you can save your jobs to a file so that you can open them later and add to them. You can also email TIFF or FP files to those who have a copy of FinePrint.

**Step 1:** **Print to FinePrint.**

**Step 2:** Click the Jobs tab in the preview window.

**Step 3:** All jobs that are not deleted can be saved by clicking the Save button.

FinePrint documents can be opened either by clicking the Open button as shown or using the Explore FinePrint files in the FinePrint Program group in the Start menu.

## 8. Scaling Between Paper Sizes

FinePrint can scale from one paper size to another. This is useful for scaling A4 to letter, legal to letter, or other specifications. The example below illustrates scaling a large web page to a letter size sheet.

**Step 1:** From the web browser Page Setup dialog (located in the File menu) , select a paper size that is large enough to accommodate the contents of the page

**Step 2:** Print to FinePrint. The FinePrint preview will show the larger output scaled to the currently selected FinePrint paper size.

## 9. Printer corrections

FinePrint supports all printers but there are some instances where adjustments are required for particular printer brands and models. To make the corrections for colored text, pdf files, and landscape duplex and rotation, use the Options dialog box as shown below.

**Step 1:** **Print a job to FinePrint.** Click the Options button

**Step 2:** In the options dialog box, select the correct duplex option for your printer.