

## ClickBook for macOS Version 5.0

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Instructions and useful tutorials to help you get the most out of ClickBook!

# ClickBook for macOS

## Instructions and reference manual

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*by Blue Squirrel*

*ClickBook is a powerful yet easy-to-use printing utility that lets you print booklets, customized day planner pages, brochures, greeting cards, zines, artist books, and more... from any macOS application!*



# ClickBook for macOS Version 5.0

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Printed: June 2024 in Stockholm, Sweden.

## **Publisher**

*Blue Squirrel*

## **Sales, Marketing, and Support**

*Emerging Ecommerce*

## **Development**

*Pyrotactics, Inc.*

## **Special thanks to:**

*All our devoted users and beta testers. This one has been a long time coming and we appreciate your loyalty and support!*

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## Foreword

*A mind needs books as a sword needs  
a whetstone, if it is to keep its edge.  
-- George R.R. Martin*

# ClickBook for macOS Version 5.0

Introduction

**Part**



# 1 Introduction



This manual introduces you to ClickBook and guides you through the installation process and setting up your printer. It gives step-by-step instructions for printing and assembling example booklets, as well as generalized steps for printing any document.

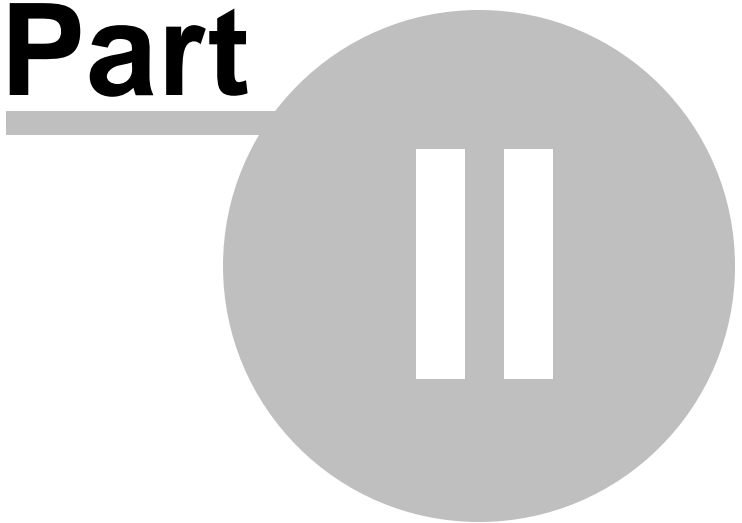
To learn about ClickBook, please explore the many ClickBook options. Refer to the on-line Help system for a thorough explanation of all that ClickBook has to offer and how to utilize its many features.

*Note: ClickBook 5.0 for Macintosh requires Mac OS X 13.9 or higher.*

# ClickBook for macOS Version 5.0

Getting Started

# Part



## 2 Getting Started



**Make your information as mobile as you are. Book it! ClickBook is a powerful yet easy-to-use printing utility that lets you gather information from different sources to create custom-printed, portable publications.**

### 2.1 What Does ClickBook Do?

ClickBook prints files, documents, graphics, spreadsheets, or web pages from nearly any Macintosh application:

- As Double or Single sided.
- As Books of any size.
- As brochures or leaflets.
- As greeting cards.
- As CD Jewel Cases.
- As Day Planners.
- As business cards.
- As Zip Cases.
- As Avery Labels.





#### Top Uses for ClickBook:

- Print double-sided without a duplexing printer.
- Print organization charts or schedules on large posters
- Fit a large spreadsheet on one page with several pages on each sheet of paper.
- Combine documents, Web pages, and other files into a single print job.
- Print an address book to fit in your day planner, purse, wallet, etc.
- Create a list of songs and artists and print a booklet that will fit in a CD Jewel Case.
- Design Greeting Cards or print electronic greeting cards received.
- Clip coupons and make a coupon book.
- Gather a collection of recipes and print them as a wallet booklet.
- Sales & Marketing Managers use ClickBook to print media, product information, press kits, news, etc.
- Educators print handouts, assignments, lessons, ebooks, etc.

#### About printing books

Printing books requires a special arrangement of the pages. ClickBook takes care of this, giving you instructions each step of the way so that the back sides are printed correctly relative to the front sides, and so that after you cut and assemble the book, the pages come out in the right order.

ClickBook has over 100 layouts to choose from, and you can create your own so the variety is endless. The layouts that come with ClickBook enable you to print books with the following characteristics:

- Sizes from full-sheet down to credit card size.
- Suited for folding and stapling or for cutting and binding by any method.
- Two "binding orientations": for binding in the left margin (and turning pages in the standard way) or in the top margin (and flipping pages up).
- Pages of book oriented either as portrait or as landscape.

## 2.2 How Does ClickBook Work?



ClickBook takes the output of your application program's print command – exactly what would print if you were not using ClickBook – and shrinks and rearranges the pages to fit the layout you choose.

ClickBook does not change any formatting done by the application program. Each page is preserved exactly as the application sent it, including margins, page numbering, headers/footers, and all paragraph formatting – everything.

ClickBook formats your document in some or all of the following ways, depending on the printout layout you select and any modifications you may make to it:

- Shrinking to fit several pages ("mini-pages") on one sheet of paper, or to fit an oversized page on the desired paper size.
- Arranging the mini-pages so that they come out in numerical order after cutting and assembling.
- Printing double sided.
- Adding ClickBook margins.
- Adding extra space for binding.

## 2.3 Special note About ClickBook AppStore

The regular version of ClickBook makes it very easy to set up printing directly from your favorite applications into ClickBook. Unfortunately, the hook we used for this feature is restricted for applications distributed through the AppStore. While you can still use ClickBook to open and print PDF documents, you will not be able to print directly to ClickBook (as described in this manual) without some additional configuration.

The instructions for linking ClickBook to the printing dialog are described in a separate document. To read this document, go to the Welcome panel and select the Setup tab. This panel describes the issue in greater detail and includes a Tutorial that will guide you through the necessary setup steps.

Once you have completed the workaround described in the Setup guide, the method for printing documents directly to ClickBook will be similar to the process described for the regular version of ClickBook described here.

## 2.4 What's New in ClickBook 5.0

Below is a list of the new features we have added to ClickBook 5.0.

- Rewritten as a modern macOS app using the Swift programming language and all the latest frameworks.
- You can now create projects that combine several document sources together for your book, and save everything as a re-loadable file. Project files contain all of your source files in a single place and can be shared with your friends and colleagues. You can open and use saved projects even after the source documents are gone.
- Large layout preview display, allowing you to see fronts, backs, or even both sides of all of the pages in your book at once.
- You can use the same source document multiple times in your project without increasing the project's storage size.
- Specify multiple page ranges for your source documents. Pages can be in order, reversed, or repeated in your printout.
- Enhanced support for password-protected PDF files. Simply supply the document password and it is stored securely in your keychain.

## 2.5 What's New in ClickBook 4.0\_2

Below is a list of the new features we have added to ClickBook 4.0.

- Universal Binary.
- Drag/drop support for adding png, tiff, jpeg images to your jobs list.
- Improved Printer Setup.
  - Choose from hardware or software duplexing, or print single-sided layouts only.
  - PDF Workflow support - send your ClickBook-processed document to other applications.
  - Printer Presets - save collections of settings (borders, ColorSync, paper trays, etc.).
- Improved Layout capabilities
  - Page Margins - set the absolute printable area of your paper.
  - Subbooklets - print folded books in sections for easier folding.
  - Apply watermark - create virtual stationary.
  - 34 additional layouts.
- Watermarks
  - Predefined watermarks: Draft, Final, Confidential, etc.
  - Create your own watermarks with text and graphic elements.
- Enhanced Document support
  - View/Print protected PDFs (requires you to provide an unlocking password).
  - Page Manager - select and rearrange pages prior to printing.
- Custom pages - combine text and images to create your own pages. Useful for title pages and chapter dividers.

## 2.6 What's New in ClickBook 3.0?

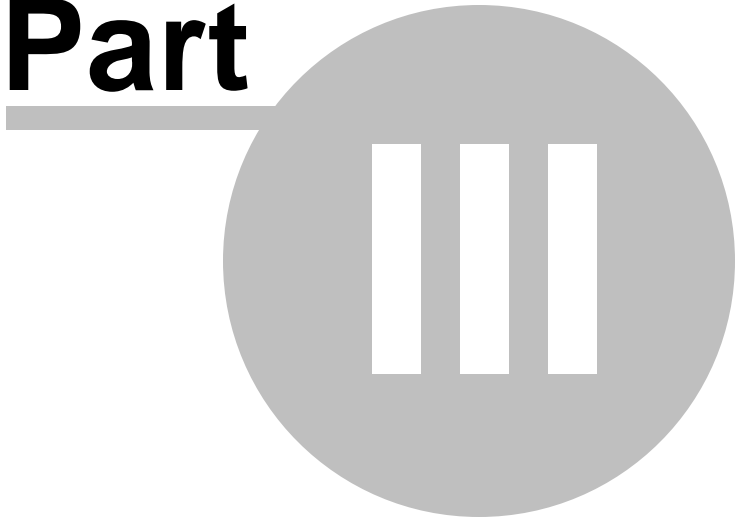
Below is a list of the new features we have added to ClickBook 3.0.

- Mac OS X Support.
- New Layouts - over 30 new layouts to choose from.
- Layout Descriptions - displays a short explanation for the selected Layout at the bottom of the [Layouts](#).
- Import/Export Layouts from other platforms.
- Choose Metric or U.S. units.
- New and improved interface.
- Printer Setup Wizard - simple process to setup printers to work with ClickBook.
- Avery Labels - addition of Avery's top label formats.
- PDF document support - save as PDF or print as PDF.

# ClickBook for macOS Version 5.0

Installation

# Part



## 3 Installation

### A summary of the installation process:

- Drag and drop installation. Simply drag ClickBook from the disk image to your Applications folder (or to wherever you want to place it).

### System Requirements

- A minimum of 4GB of RAM
- Mac OS X 13.9 or higher
- At least 50 MB of free disk space
- A laser or inkjet printer
- An application to print from.

## 3.1 Basic Installation

To use ClickBook you need to understand and be able to use standard Macintosh operations like double-clicking and dragging. If you need help with basic Macintosh operations check the manuals that came with your Macintosh.

Installing ClickBook from the Internet:

1. Download the ClickBook.dmg file from the Blue Squirrel Web Site.
2. Double-click on the ClickBook.dmg file. A virtual drive will mount on your desktop.
3. Drag and drop the ClickBook into your Applications folder on your hard drive.
4. Eject the disk image and set the dmg file aside for safekeeping.
5. If you want to have ClickBook readily available you can drag and drop the ClickBook icon onto your Dock.

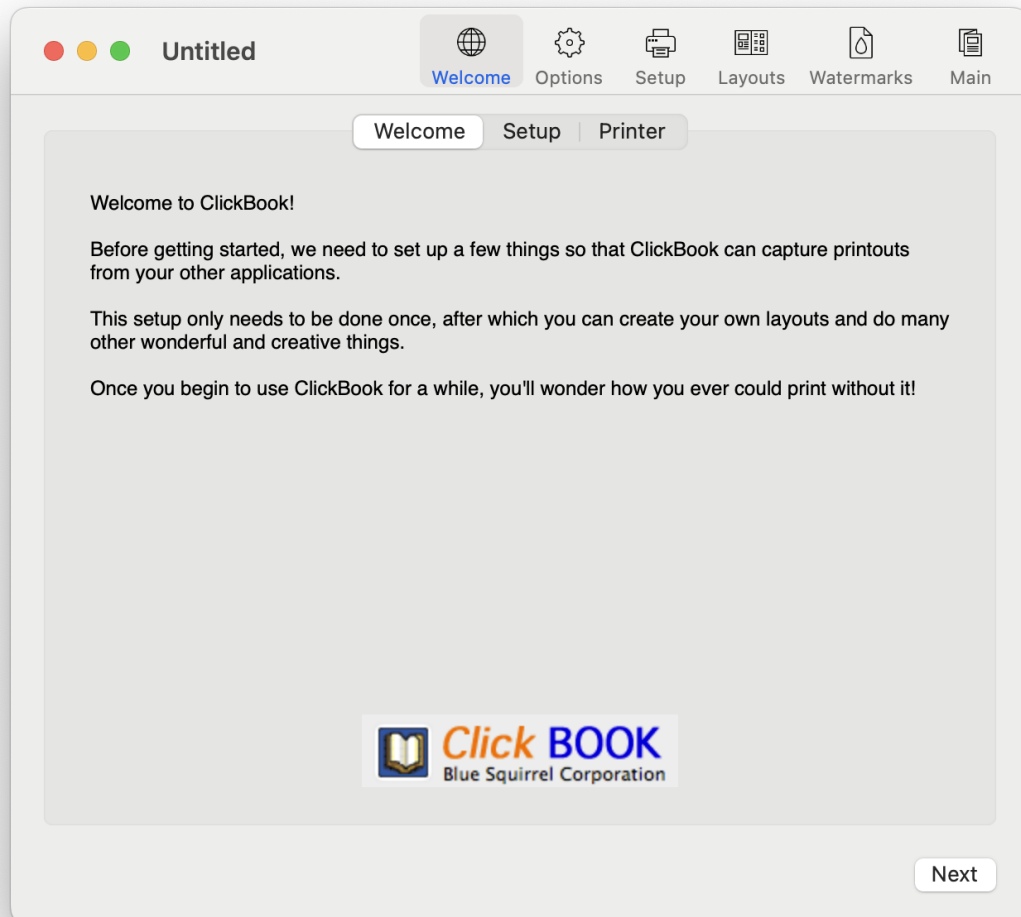
## 3.2 Welcome to ClickBook

ClickBook needs you to supply a few basic settings before it can print booklets for you. This consists of the Welcome and the Print Setup steps.

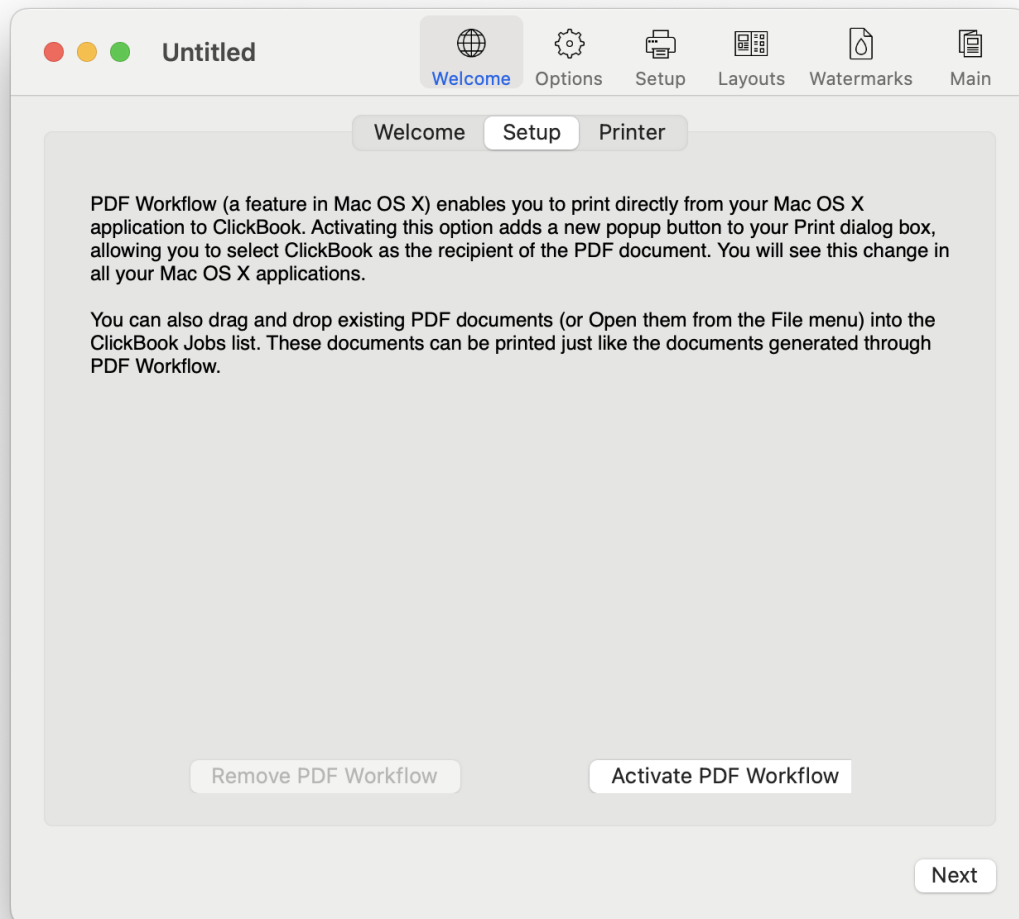
1. When ClickBook is run the first time you will see the Welcome to ClickBook panel.
2. Click Next to advance to the Setup tab. Choose Activate PDF WorkFlow so that you can print from other Applications directly into ClickBook. (Note: this takes effect immediately; restarting the app is not required.)
3. Click Next to learn how to setup your printer(s) to work with ClickBook.
4. Click the Setup toolbar item and continue with your printer setup. See [Printer Setup](#) for instructions.

### 3.3 The First Time You Run ClickBook

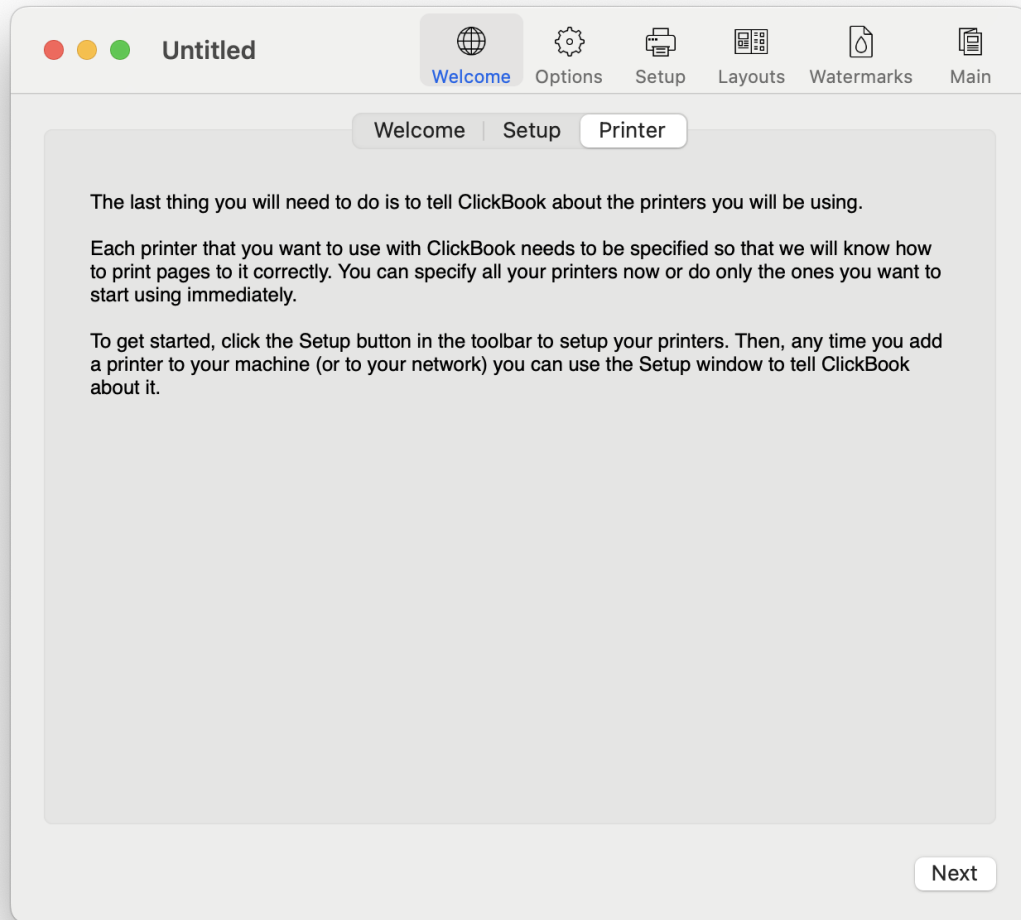
The first time you run ClickBook the Welcome to ClickBook panel will open requesting you to setup the software to work with your operating system and printer.



1. Please click Next to proceed.
2. The Setup tab will be displayed. Click the Activate PDF WorkFlow button to setup ClickBook to capture files from other Mac OS X applications.



3. Please click Next to proceed.
4. The Printer tab appears giving you directions to setup your printers to work with ClickBook.



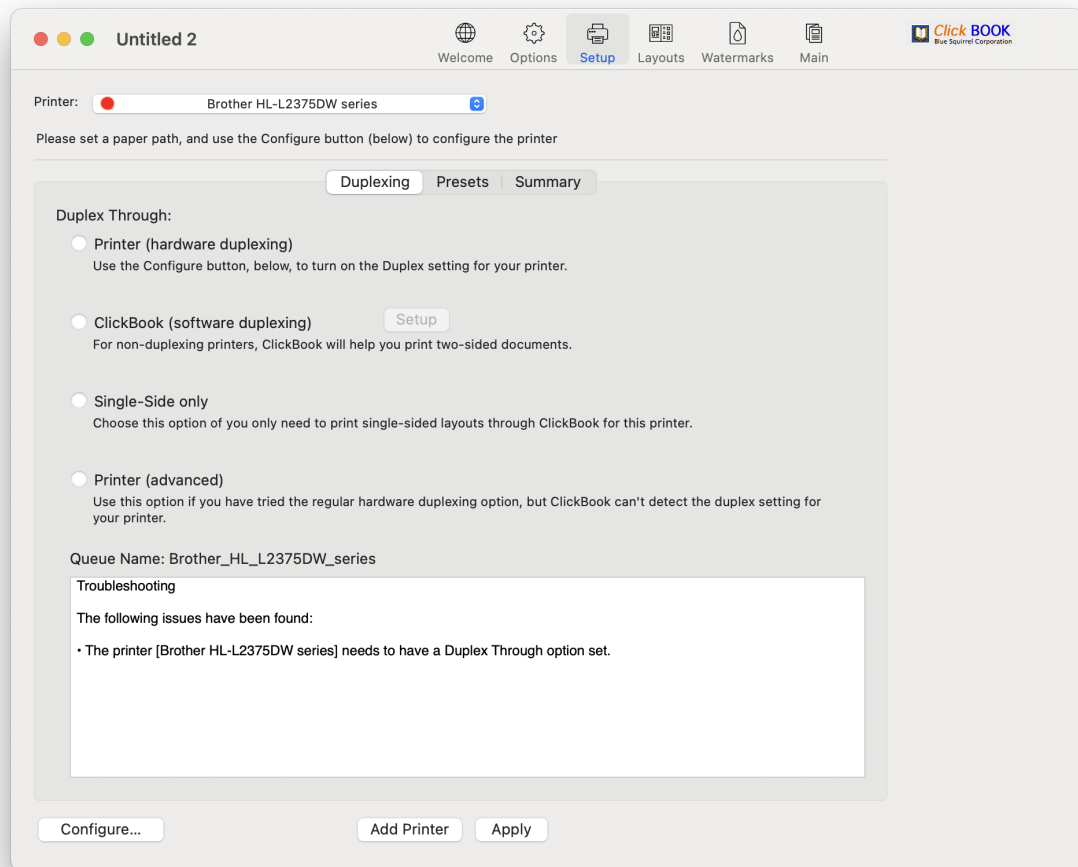
5. Press the Setup toolbar icon to configure ClickBook for your printer. Refer to Easy [Printer Setup](#) to setup your printers.
6. Finally choose Main in the toolbar to begin using ClickBook.

### 3.4 Printer Setup

Single-sided printing is available by default for all of your printers. However the ability to print booklets (and to use most of the additional layouts) is only available after you perform the Printer Setup step. Before you can print two-sided layouts, you need to tell ClickBook how your printer will duplex (print on both sides of a page).

To get started, click the Setup button on the Toolbar to reveal the Printer Setup panel:





At the top of the panel is a pop-up menu containing all of the printers you have available through Mac OS. If this list is empty, go to the System Settings application to define or add printers to your machine. (You can use the Add Printer button at the bottom of the panel to go there directly.) Otherwise you will see the printer name next to a coloured dot. This dot is red when the printer settings need to be adjusted, and green when you are ready to print. There is a diagnostic section at the bottom of the panel that tells you what needs attention for the selected printer. The rest of the panel options (Duplexing and Presets) also only apply to the printer selected in the menu.

Use the Printer popup menu to select the printer you want to configure. You can configure just a single printer to start with, or configure all of the printers you have access to. Then for each printer, pick one of the four duplexing options.

- If your printer supports it, you can enable hardware duplexing. This is the most convenient option because you won't have to worry about printing one side of your document, reinserting the sheets, and printing the second. However, this option not supported on every printer. (Check your printer's documentation to see if hardware duplexing is available to you.) To use this option, select it and then use the Configure button to turn on duplexng for your printer. Please see [Hardware Duplexing](#) for more details.
- Duplexing through ClickBook is available if your printer lacks the ability to duplex by itself. To use this option, select it and then click the Setup button. A new dialog will appear allowing you to specify how ClickBook should print pages for the backsides of your documents. See [Software Duplexing](#) for more

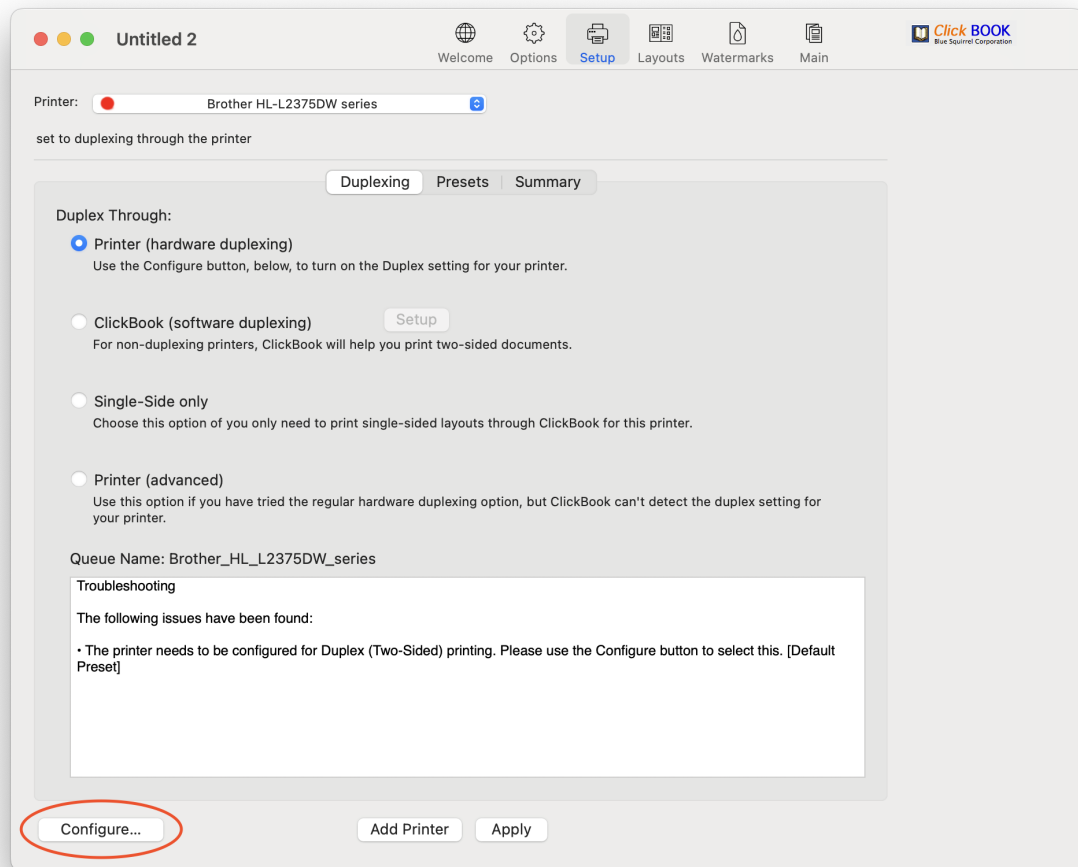
details.

- Alternatively, you can choose to forego printer setup altogether and use your printer to print only single-sided layouts through ClickBook. This would be most appropriate for printers that hold single-sided media, but can also be used if you are in a hurry and need only a simple layout. For example, maybe you are printing photographs on a photo-quality printer where you would only print on one side of the page anyway. This option requires no further configuration.
- Finally, there is an advanced option for hardware duplexing. Use this selection when you enable hardware duplexing (as in the first option), but your printer does not tell Mac OS that the duplex setting is active. Using this option will suppress the checks ClickBook uses to make sure things are set correctly, so be sure to use it with care.

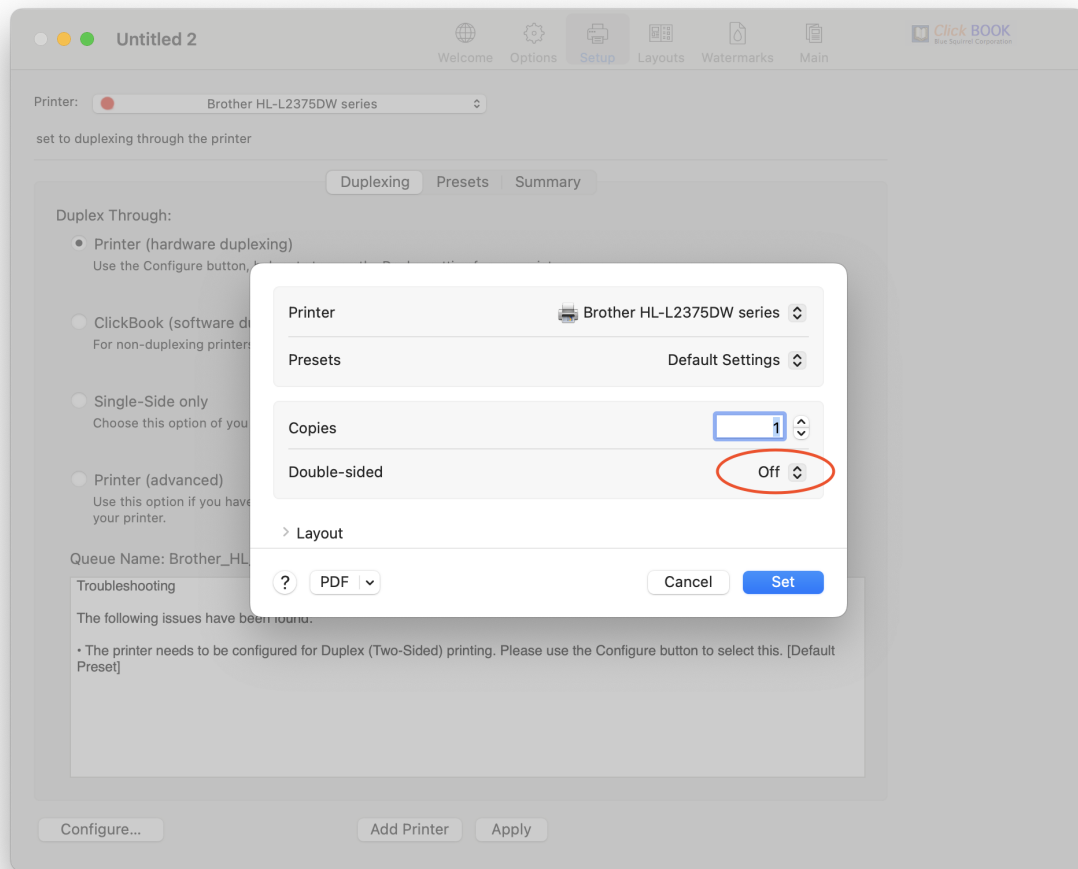
After you make your selection, you can pick another printer from the popup menu and repeat the process. When you have selected duplexing options for all of the printers you care about, click the Main toolbar button to go back to the main ClickBook window.

### 3.4.1 Hardware Duplexing

To use the duplexing capability built-in to your printer, you will need to enable duplexing for your printer through the Mac OS X print dialog. First select Setup from the Toolbar to bring up the Printer Setup panel, then select the Printer option to tell the program you want to duplex through your printer:



Now click the Configure button at the bottom of the Printer Setup panel to bring up the standard macOS print dialog. Set the Double-sided option to ON:



Note that there are two options to enable duplexing in the macOS Printer Settings dialog, "On" (long-edge binding) and "On (Short Edge)". The Long-edged binding is the most common option but some printers need the Short-edged binding option instead. (If your booklet backsides print upside down, try changing the binding edge option to fix the problem.) Then use the Set button to return to the ClickBook Printer Setup panel. You should see a green dot next to your printer name and the troubleshooting panel should give an "everything's good" message.

You can now continue setting up your other printers (select one from the Printer pop-up menu) or click the Apply button to return to the main panel.

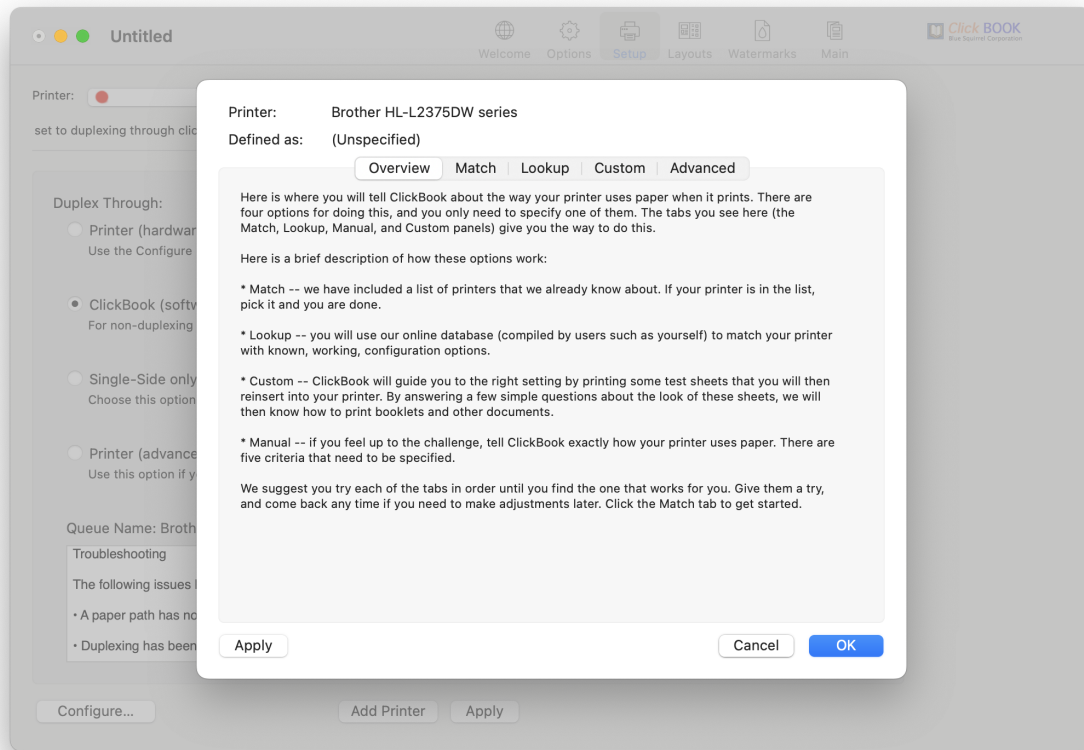
### 3.4.2 Software Duplexing

If your printer cannot duplex by itself, you can simulate this feature through software. With software duplexing, ClickBook prints the front sides of your document, prompts you to insert the pages back into your printer, and then prints the other sides.

In order to print on both sides of a page, ClickBook needs to know how paper moves through your

printer. Of course printing the first side of any document is easy. The trick is knowing how to put the paper back into your printer to print the backs of each page. Once the "paper path" has been set, ClickBook can print a special page to tell you how to reinsert the sheets.

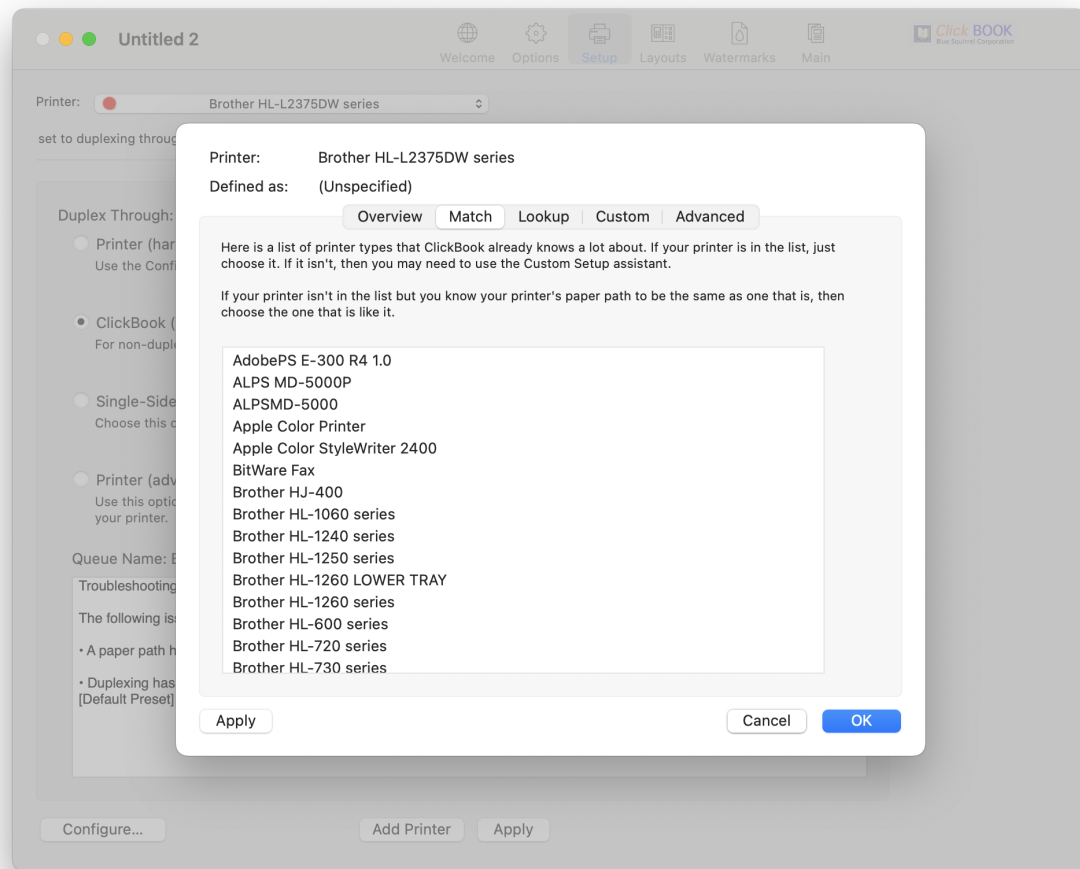
To use the software duplexing feature, select ClickBook from the choices in the Setup panel and then click the Setup button next to it. You will see the Overview screen first:



Please refer to the following sections for how each of these options are used.

### 3.4.2.1 Match from list

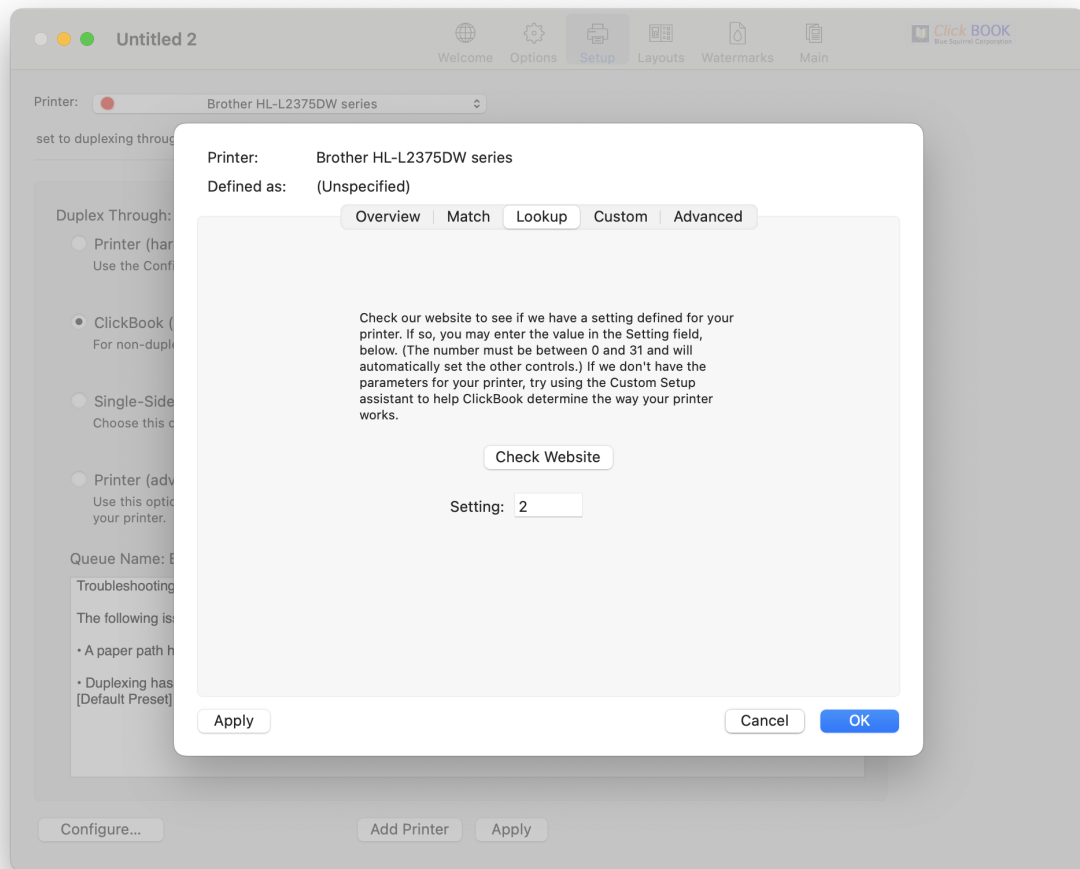
The paper path of many printers is automatically recognized by ClickBook. Check the list to see if it contains your printer:



Scroll the list and look for your printer model. If you find it select that entry and hit the OK button to confirm. You can also click Apply and switch to the Advanced tab first to see what settings have been applied, then OK to dismiss the Software Duplexing panel.

### 3.4.2.2 Lookup

If your printer is not available from the Match panel, try looking online through the Lookup tool. The company website contains a crowd-sourced database of printer path definitions. To get started, click the Check Website button:



You will switch to your web browser where you will see the lookup page. Select Macintosh OS X from the pop-up menu and then find your printer (or the closest match) in the Choose Printer menu.


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Choose your printer from the list. If you cannot find your exact printer, then choose one that is close.

Example:

If your printer is an **HP DeskJet 1250**, and it isn't listed, you could choose **HP DeskJet 1200** and it would work just fine. Most printers belong to a family of printers that use the same driver.

Choose Operating System:

Choose Printer:



## What do the letters mean?

**1st letter** - In reference to the paper tray; does the printer print on the top of the paper (Face Up) or the bottom of the paper (Face Down)? **N**=Face up **Y**=Face down

**2nd letter** - When the page comes out of the printer, is the printed text face up or face down? **N**=Face up **Y**=Face down

**3rd letter** - Does the input paper tray feed the paper from the top or bottom of the stack? **N**=Bottom **Y**=Top

**4th letter** - In reference to the paper tray; does the head of the paper get printed first or last? **N**=Last **Y**=First

**5th letter** - How does the printer rotate the paper to print landscape? **N**=90 degrees to the left **Y**=90 degrees to the right

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Hit the Lookup button to search the database. A screen similar to the following will appear:





Choose your printer from the list. If you cannot find your exact printer, then choose one that is close.

Example:

If your printer is an **HP DeskJet 1250**, and it isn't listed, you could choose **HP DeskJet 1200** and it would work just fine. Most printers belong to a family of printers that use the same driver.

Choose Operating System: **Macintosh OS X**

Choose Printer:

## Results for Brother HL-2400C series

The higher the count, the more people have selected these settings.  
If your operating system isn't listed, use one from another operating system.

**26** - Count:1 OS: Windows NT/2000/XP  
**30** - Count:1 OS: Windows NT/2000/XP

Enter the number into ClickBook for Macintosh Manual Printer Setup and the proper settings will be set for you.  
This information is copyright Blue Squirrel and is not to be used for any purpose other than to configure ClickBook.

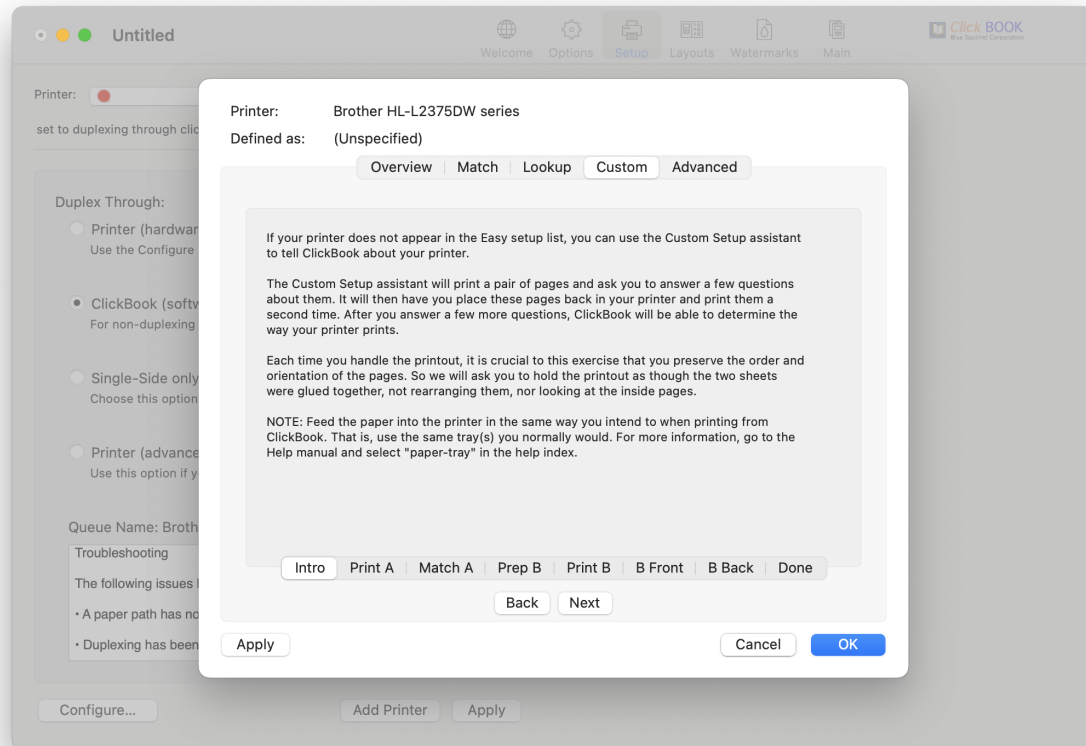


Pick the numerical value that has the best count to try. (This will usually be a setting reported by a PC user of the program.) Then switch back to ClickBook and supply that value in the text entry area. Hit the OK button to return to Printer Setup or the Apply button to set the value and view the effect that value had on the Advanced panel.

### 3.4.2.3 Custom Printer Setup Wizard

If you are unable to setup a printer using the Match or Lookup options in [Printer Setup](#), we recommend using the Custom Printer Setup Wizard to assist you.

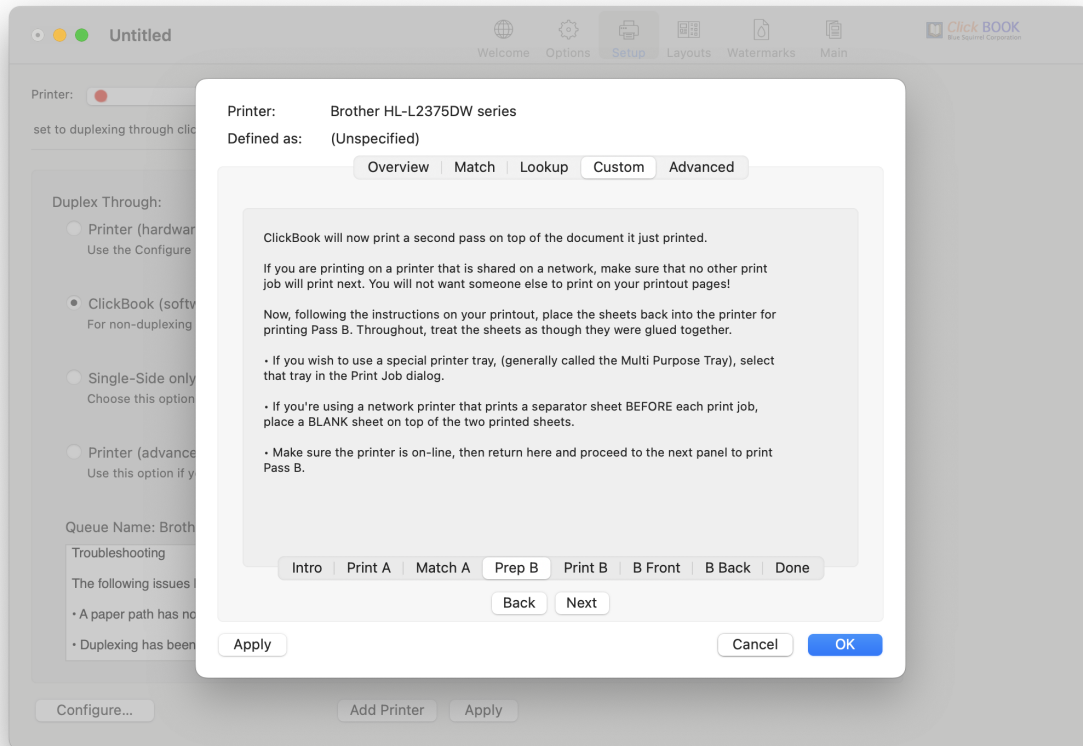
To use this feature, switch to the Custom tab of the Software Duplexing dialog box. You will see the following screen:



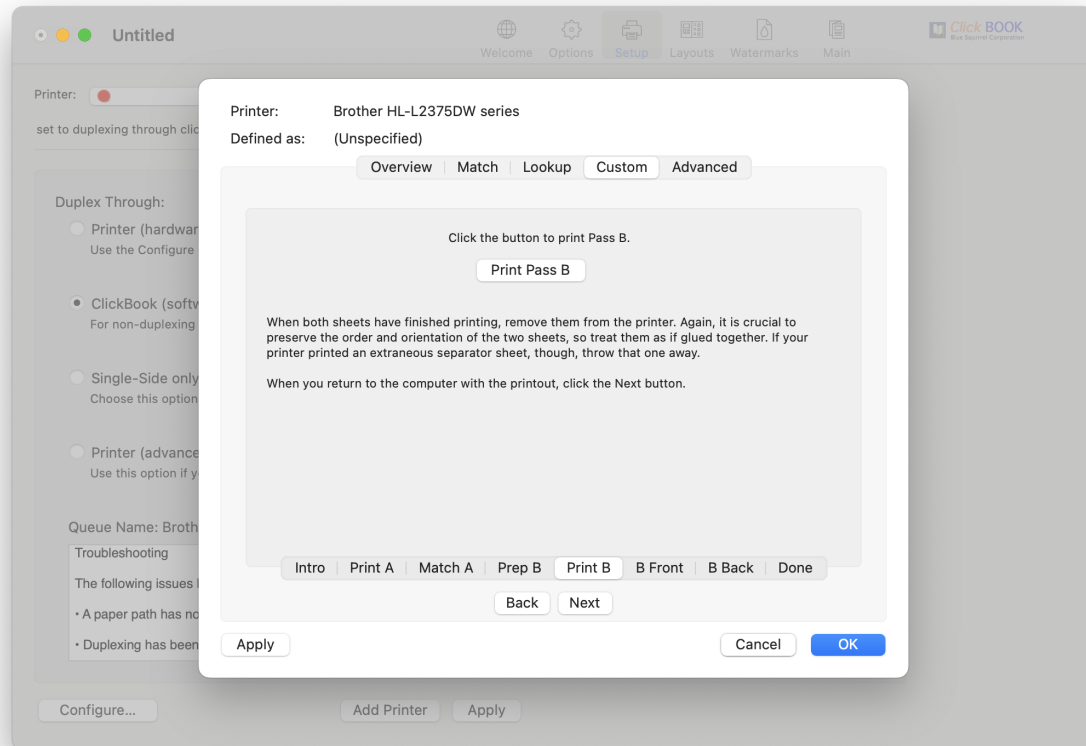
There are several steps you will need to perform, but they are relatively simple and straightforward. The on-screen instructions will guide you through the process and help you know what to do at each step. Refer to the following two sections for additional details and screenshots of the process.

#### 3.4.2.3.1 Print and match side B

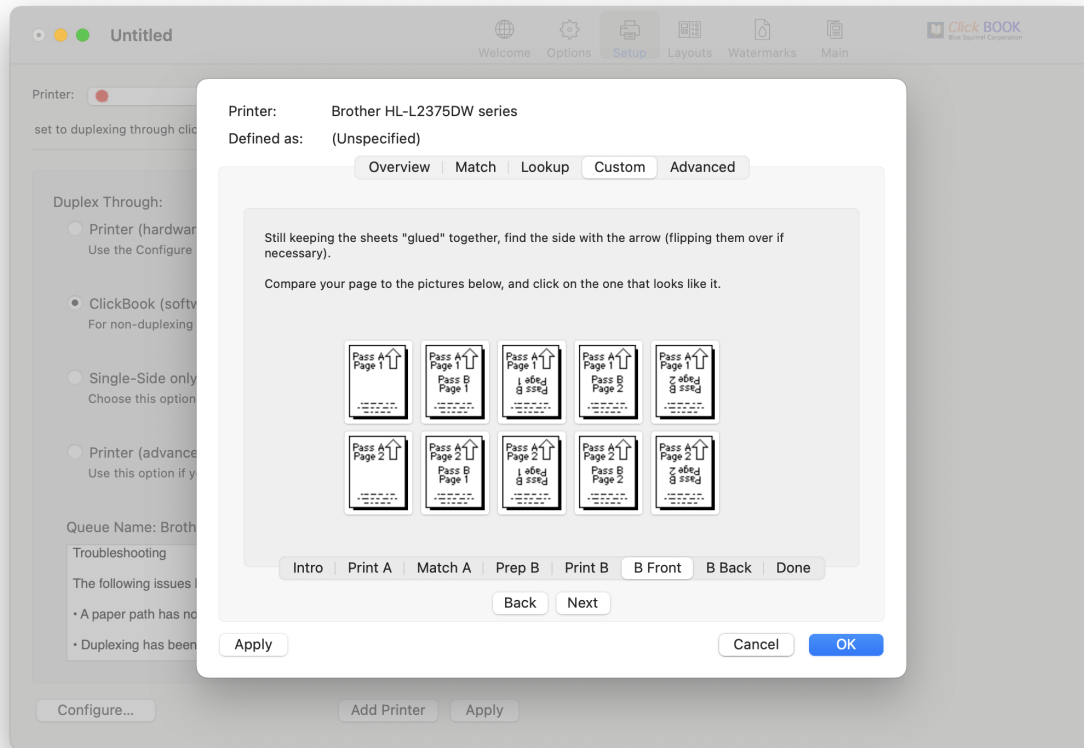
You will need to reinsert the first printout into your printer before performing this step. Follow the instructions on the Prep B panel for how to do this:



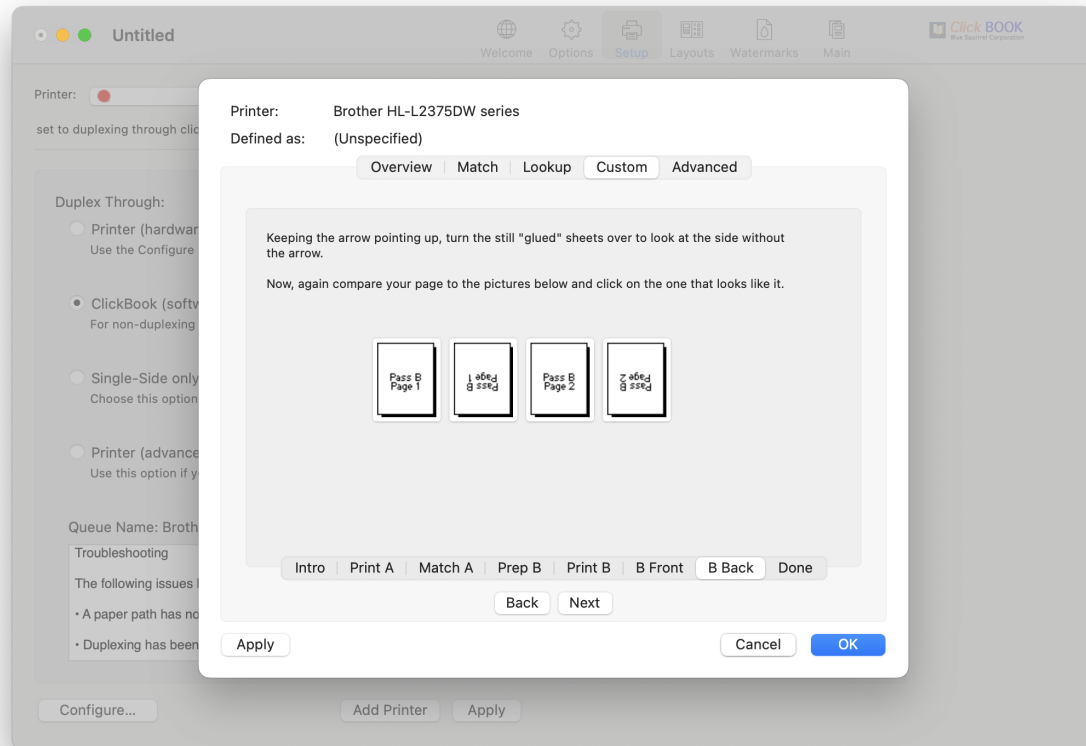
Once back from the printer hit the Next button to continue to the printing step:



Print the pages with the Print Pass B button and then hit Next to advance to the matching section:



Select the picture button that matches what you see on your printout and then hit Next to continue. Note that if your printout only shows Pass A information, there is one more step to perform before you are done. Hit next to see the B Back panel, and then turn the printout over and select the options that match the back of the printout:

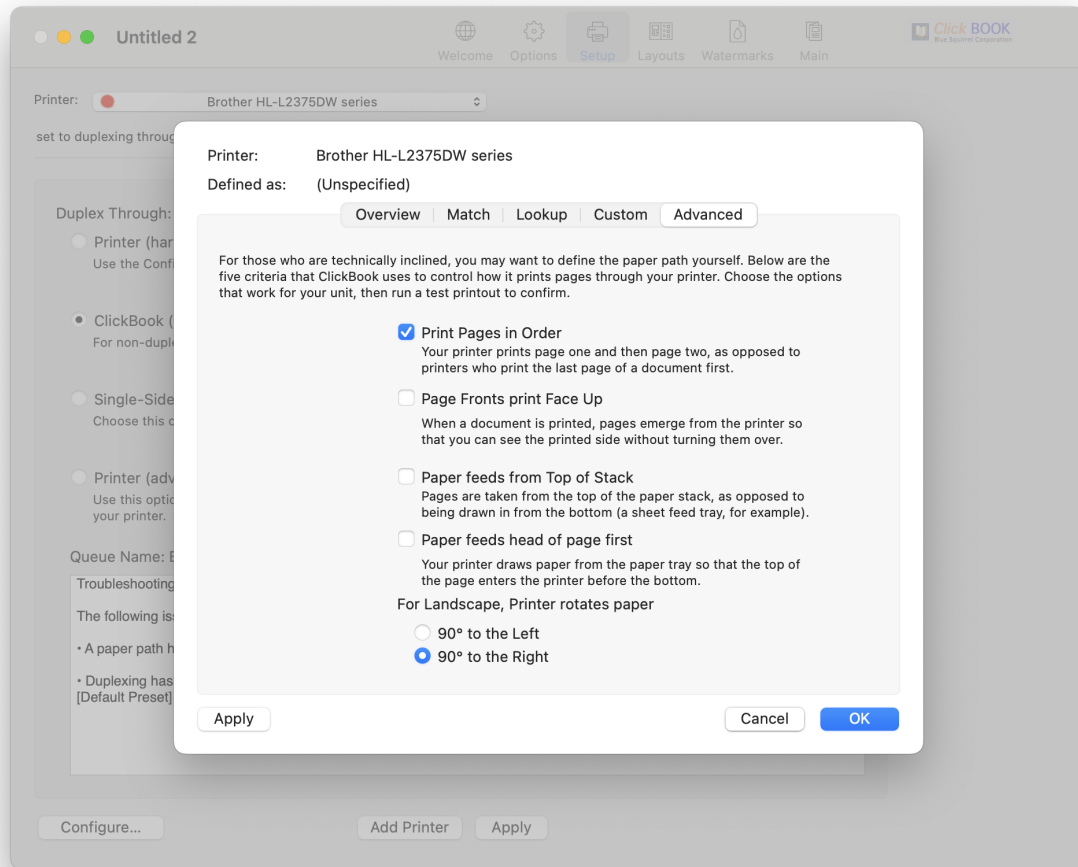


Hit Next to advance to the Done panel.

At this point you can click the Apply button to see the definition you have defined, or simply click OK to apply the definition and return to the Print Setup screen.

#### 3.4.2.4 Advanced setup

Use the Advanced setup option to specify precisely how your printer feeds paper during the printing process. There are five options to set to determine how the back sides of the pages will print:



Read the description beside each checkbox and select the value appropriately. Note that this will require you to think about what happens when your printer actually prints out a document! Try printing a simple two-page file and watching what happens as you do so. No letting your mind wander while it's happening or you will miss seeing something important! Keep in mind the following questions you will need to reply to:

- do the pages print in order or reversed?
- do I see the print side of the page when it exits the printer, or do I see the back (blank) side?
- which sheet was fed first? From the top of the stack or from the bottom?
- when the sheet is drawn into the printer, does the leading part of the paper end up at the top or the bottom of the printed page? (Here it could help to draw a small mark on the paper before you print, then observe where it ends up after passing through the printer.)
- which way are landscape printouts rotated? Unfortunately, this is kind of a trial and error thing. Pick something reasonable and test a sample document. If the backsides of your double-sided book end up upside down, come back and pick the other direction.

### 3.4.3 Single-Side Only Printing

Single-Sided printing is available for all printers and is the appropriate choice for specialized media, such as labels, envelopes, and photo-quality paper. The following layouts are available for single-sided mode:



### 3.4.4 Printer (Advanced) Duplexing

This option is available when your printer uses a non-standard setting for duplex printing. That is, if you know you have selected two-sided printing in the Configure step but ClickBook is unable to detect two-sided printing is selected. This may be the case for specialised printer hardware, which may use its own internal settings values rather than the standard ones provided by Apple.

When the Advanced option is selected ClickBook will trust you and not report any errors it finds in the configuration. You will be able to print as expected, without a warning getting in the way. You will have to do your own trouble-shooting if the printout does not match what you are expecting, but at least you will be able to work through the issues instead of being blocked.

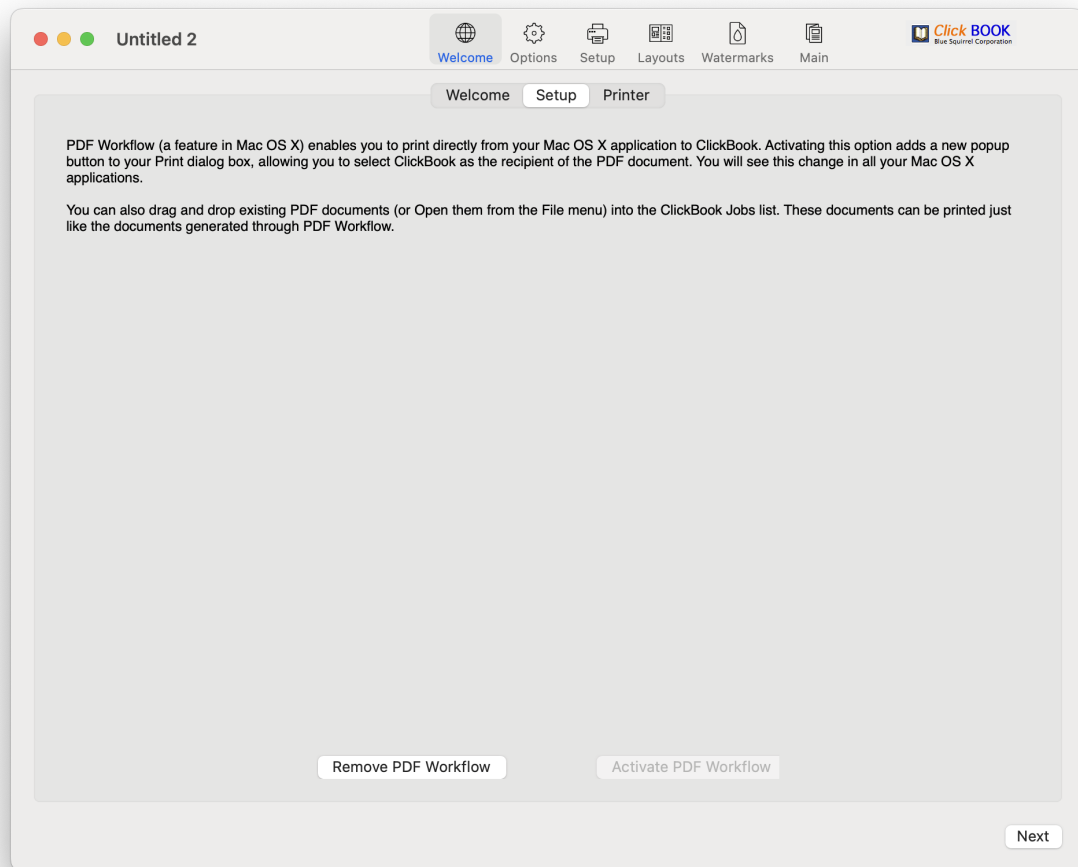
## 3.5 Update ClickBook

Please check the Blue Squirrel Web Site for updates to newer versions of ClickBook.  
Visit: [http://www.bluesquirrel.com/cd\\_maccb/](http://www.bluesquirrel.com/cd_maccb/).

## 3.6 Uninstalling ClickBook

If you wish to uninstall ClickBook, you should first uninstall PDF WorkFlow before removing the ClickBook application:





To remove PDF Workflow, do the following:

1. Select Welcome from ClickBook's toolbar and go to the Setup panel.
2. Click the Remove PDF Workflow button.
3. Quit ClickBook'.

After this, you can safely drag the application icon to the Trash.

# ClickBook for macOS Version 5.0

Tour ClickBook

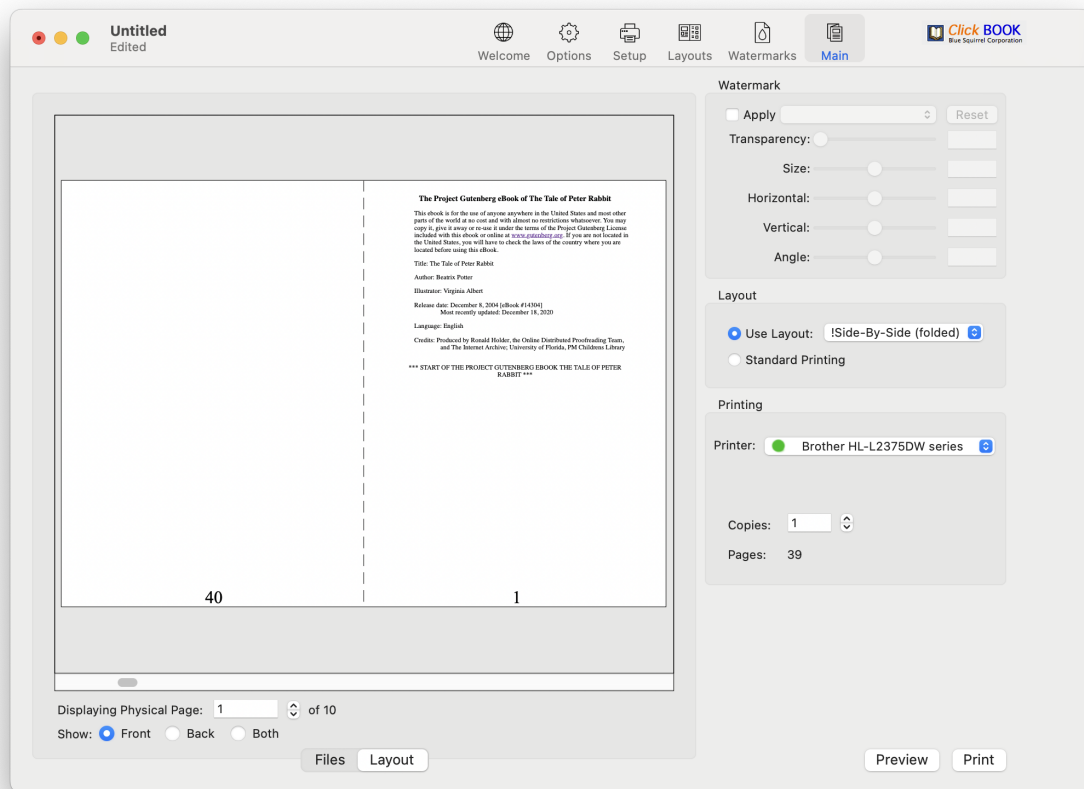
**Part**



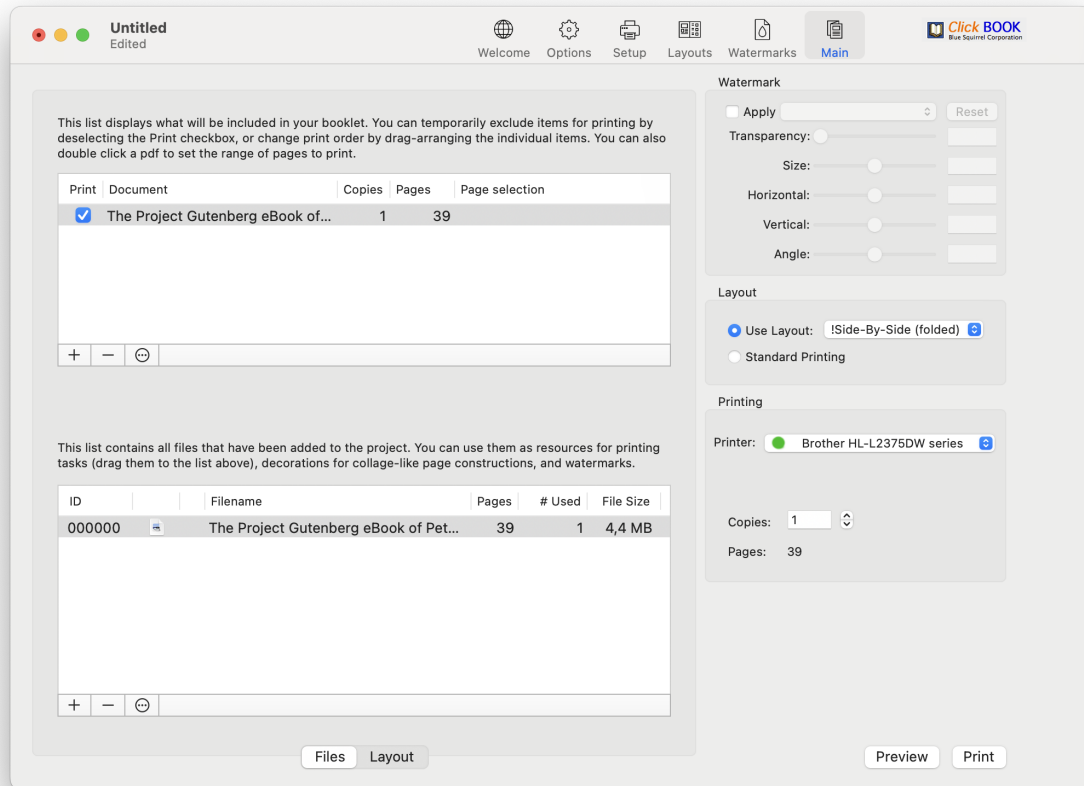
## 4 Tour ClickBook

### 4.1 ClickBook's Main Screen

ClickBook's main window is divided into seven separate parts: Title bar / Toolbar, Files list, Layout preview, Watermark, Layout selector, Printer selector, and Printing Controls. Here is a screen from a project in progress:

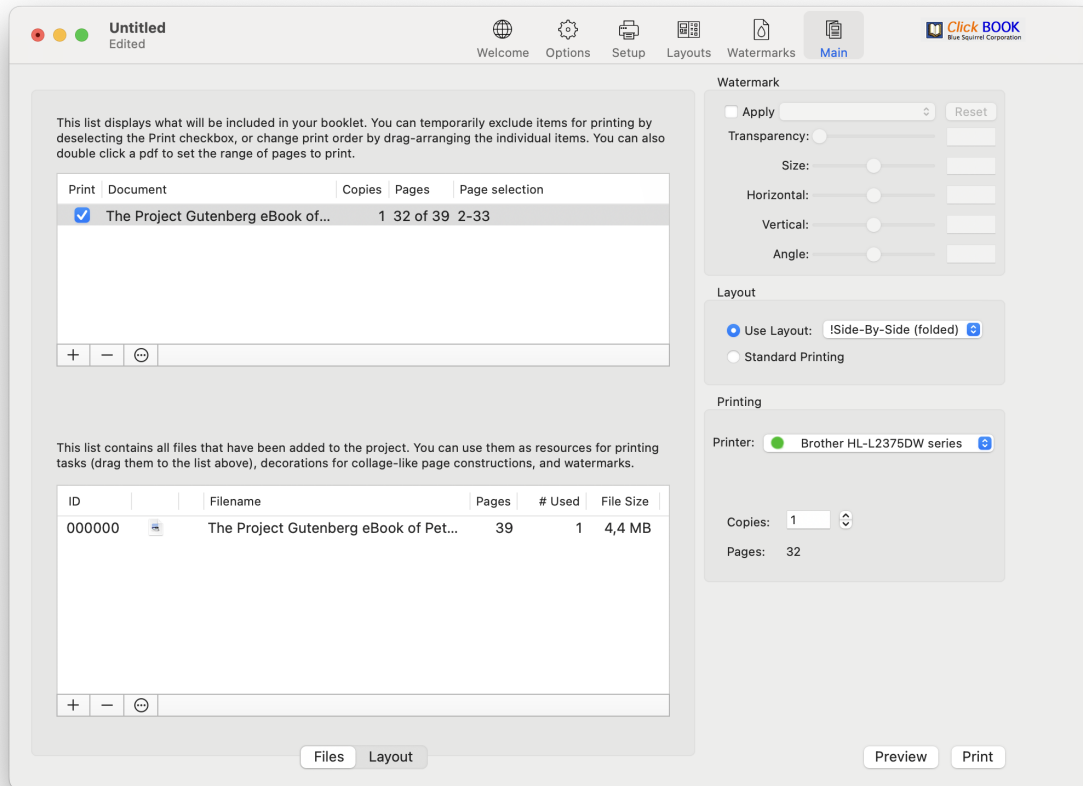


The typical view of the Main screen is with the Layout panel active. Here you can see what will actually be printed, on each sheet of paper, including margins, mini-pages, and front/back sides. You can drag files into the preview area to add source documents to your project, and use the page and front/back controls to select which page(s) are shown. Alternatively you can build your project in the Files view:

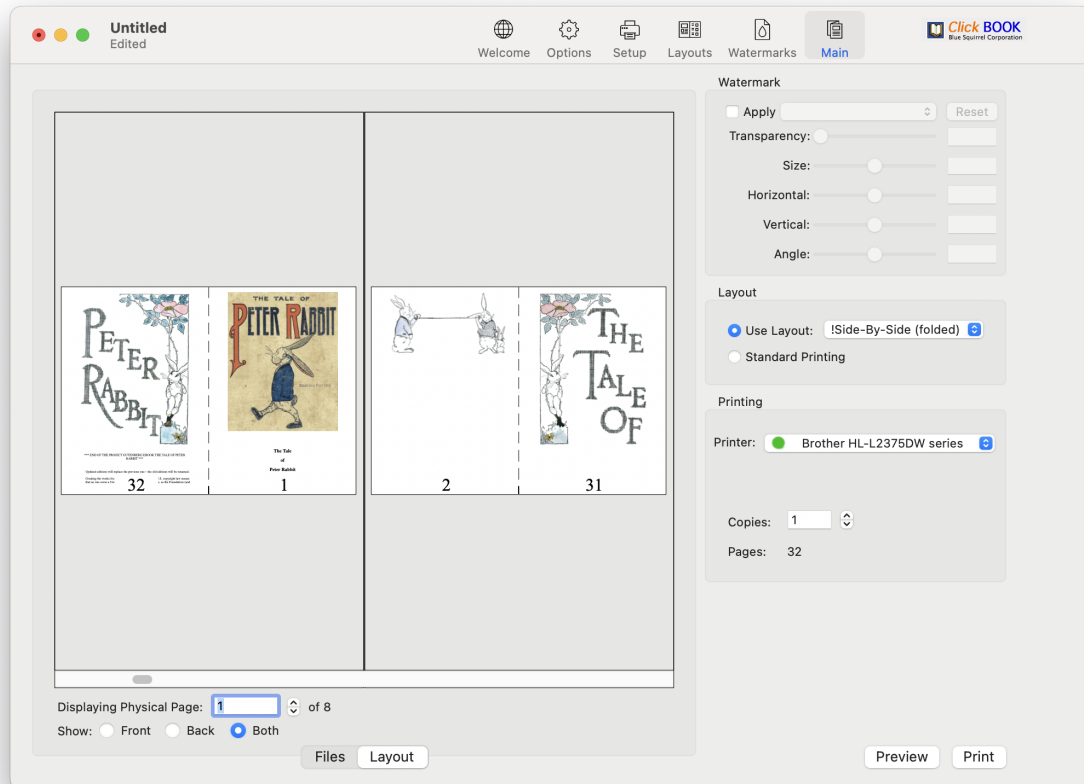


The Files panel contains two lists. The bottom list contains all the source items that have been added to your project (the "resources list") while the top area is where you tell ClickBook which of these resources to use and in what order to include them in the layout (the "task" or "jobs" list). You can drag/drop files from the Finder to either list to add them to your project. You can also drag items from the resources list up to the task list in order to add them to the "to be printed" part of your book. Note that dragging an item to the resources list adds the document but does NOT automatically add it to be printed. Simply drag the item from the resources list up to the top list to include it for printing.

For each item in the top list, you can specify the range of pages to be used in your book. For example, here we have restricted our ebook to include only pages 2-32 of the source pdf. (To remove the license pages from the Project Gutenberg source file... not something that we want to inflict upon an innocent six year old!). Here's how that might look:




Now that the page range is right, we select the Layout tab to check the results. Here is the project viewed in both-sides mode:






On additional thing to note: you can include resource items (those in the bottom list of the Files view) more than once in the actual project, For example a pdf of a photobook might be included twice surrounding another document... like to use a selected page as the cover and back side of the program of a piano recital handout. Here is a complex project with three source documents and an added cover page, where you can see that the miso-18 source file (a Swedish newspaper pdf) is included twice:

This list displays what will be included in your booklet. You can temporarily exclude items for printing by deselecting the Print checkbox, or change print order by drag-arranging the individual items. You can also double click a pdf to set the range of pages to print.

Print	Document	Pages	Copies	
<input checked="" type="checkbox"/>	Blank Page	1	1	
<input checked="" type="checkbox"/>	000000-miso-18.pdf	3	1	
<input checked="" type="checkbox"/>	Transmitter Schematic.pdf	1	1	
<input checked="" type="checkbox"/>	000000-miso-18.pdf	7	1	

+ - ☰

This list contains all files that have been added to the project. You can use them as resources for printing tasks (drag them to the list above), decorations for collage-like page constructions, and watermarks.

ID	Filename	Pages	# Used	File Size
000000	 000000-miso-18.pdf	16	5	14,7 MB
000001	 Numbered lists.pdf	1	0	181 KB
000002	 Transmitter Schematic.pdf	1	2	181 KB

+ - ☰

Note that the "# Used" field reflects the number of references used in your document, not necessarily the number of times the document is listed in the top list.

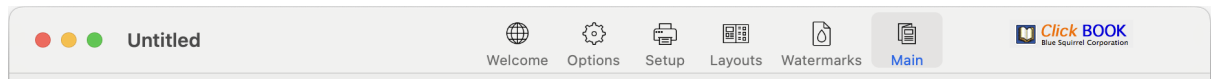
Other things to observe in the Main panel (described in the following chapters):

- The [Title Bar](#) displays the program title and offers access to minimize and close ClickBook.
- Toolbar offers one-click access to the most commonly used commands.
- [Print Jobs](#) displays which documents are going to be printed, the total amount of pages received, and how many copies you want to print.
- [Print Controls](#) include which printer will receive the print job and, optionally, the preset to use while printing. (Set Presets for more information). Options are also available to allow you to add a page or to remove unwanted documents.
- [Layout Preview](#) provides an idea of what the document will look like when it is printed for the chosen layout.

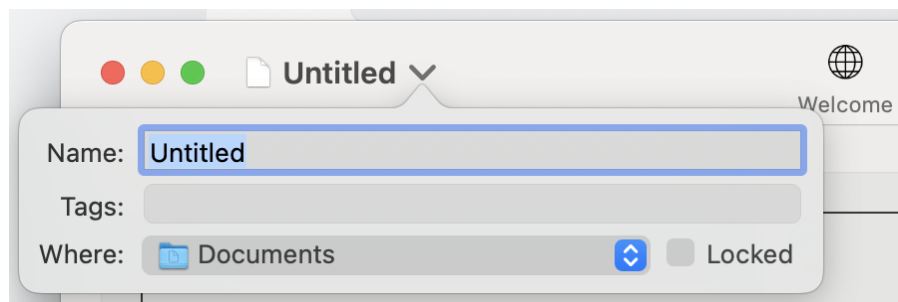
- [Status Bar](#) allows you to delete a document in the Print Jobs window, add pages in between files, preview the print jobs, and send your documents to the printer.

## 4.2 Title Bar

The Title Bar displays the project name (shown as "Untitled" until it is saved) and contains both the toolbar and the standard Mac OS windowing controls:



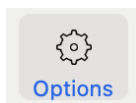
You can use the standard "stoplight" buttons to close, enlarge, or minimize the window. There are also shortcuts to change the document name/destination by clicking on the filename area:



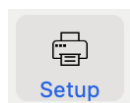
The toolbar buttons take you to frequently-used areas ClickBook:



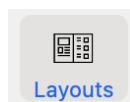
The Welcome to ClickBook panel appears asking you to setup ClickBook to work with your applications and printers. See [The First Time You Run ClickBook](#).



Opens the [Preferences](#) panel where you can change print settings and program settings.



The [Printer Setup](#) panel appears, allowing you to setup printers to work with ClickBook.

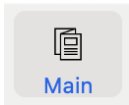


Opens the Layouts panel. See [Select A Layout](#).



Opens the Watermarks panel. See [Managing Watermarks](#).





Displays the project panel ([Printing With ClickBook](#)) where you create and edit your document for printing as a booklet. This is where you will spend most of your time in ClickBook.

## 4.3 Print Jobs

Switch to the Files panel on the Main screen to view which files have been added to your project. As mentioned previously, this panel contains two lists: the actual files that are contained, and the way those files have been specified to be utilized.

Here is an example of a quick project put together for an Art History presentation. We started with a huge source volume of Impressionist Painting (Project Gutenberg) and added Wikipedia articles for Max Liebermann and Édouard Manet. All three source pdfs were added into the resources list:

This list contains all files that have been added to the project. You can use them as resources for printing tasks (drag them to the list above), decorations for collage-like page constructions, and watermarks.

ID		Filename	Pages	# Used	File Size
000000		Impressionist Painting: Its Genesis an...	137	2	45,6 MB
000001		Max Liebermann - Wikipedia.pdf	20	1	6,2 MB
000002		Édouard Manet - Wikipedia.pdf	21	1	15,5 MB

+ - ⋮

Files Layout

However, in this case we are only using the large reference pdf for two pages, one each to serve as an example work for our two featured painters. Briefly, we added the three resources to the task list via drag and drop and arranged them, then added the reference pdf a \*second time\* between the two Wikipedia articles. Since we don't want the whole book printed, we restrict the page to print to the relevant painting that we are featuring. The result looks like this:

This list displays what will be included in your booklet. You can temporarily exclude items for printing by deselecting the Print checkbox, or change print order by drag-arranging the individual items. You can also double click a pdf to set the range of pages to print.

Print	Document	Copies	Pages	Page selection
<input checked="" type="checkbox"/>	Impressionist Painting: Its Gene...	1	1 of 137	5
<input checked="" type="checkbox"/>	Max Liebermann - Wikipedia.pdf	1	20	
<input checked="" type="checkbox"/>	Impressionist Painting: Its Gene...	1	1 of 137	39
<input checked="" type="checkbox"/>	Édouard Manet - Wikipedia.pdf	1	21	

+ - ⋮

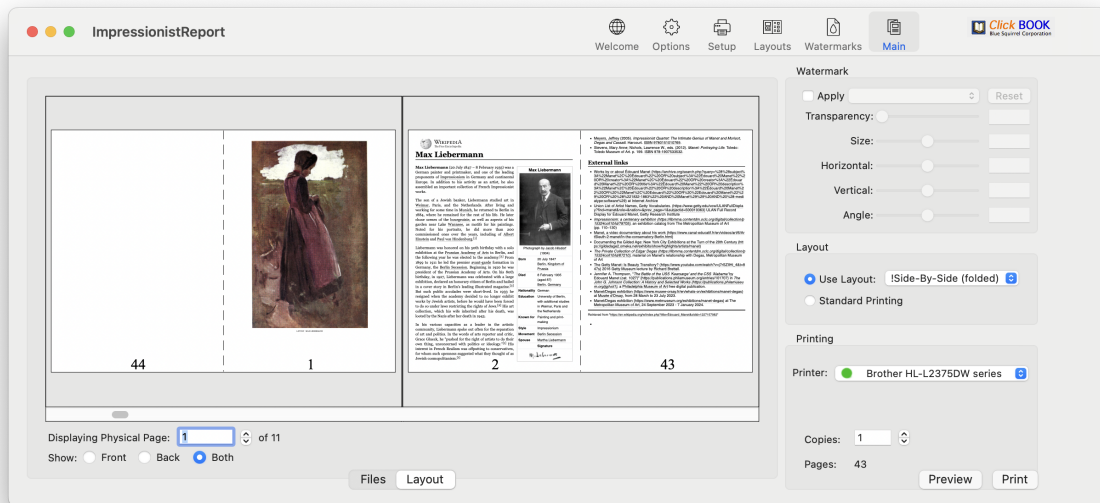
This list contains all files that have been added to the project. You can use them as resources for printing tasks (drag them to the list above), decorations for collage-like page constructions, and watermarks.

ID	Filename	Pages	# Used	File Size
000000	Impressionist Painting: Its Genesis an...	137	2	45,6 MB
000001	Max Liebermann - Wikipedia.pdf	20	1	6,2 MB
000002	Édouard Manet - Wikipedia.pdf	21	1	15,5 MB

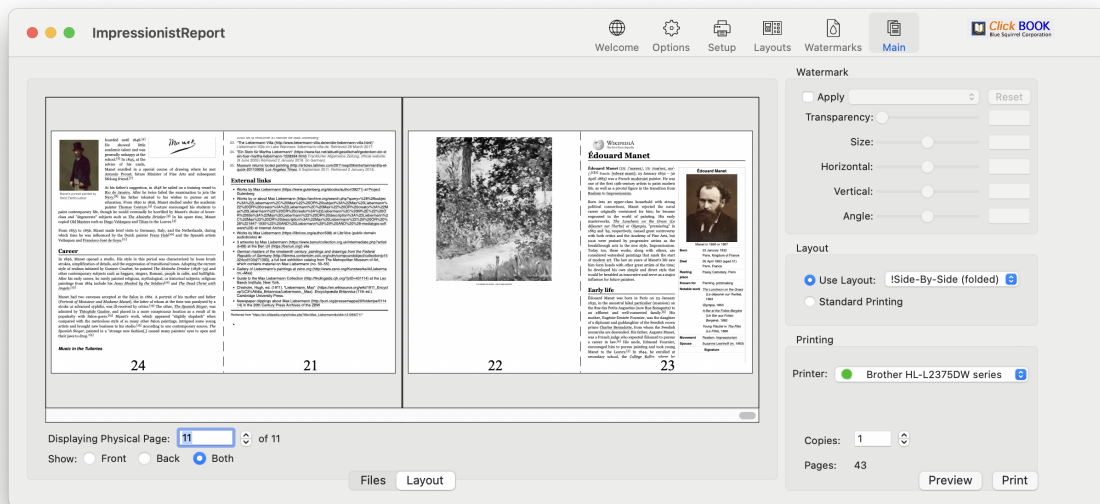
+ - ⋮

Files Layout

This gives us a single page (a representative Liebermann painting), the Liebermann article, another single page (example painting for Manet), then his Wikipedia article. Now switching over to the Layout tab we can scroll through the project and make sure everything looks ok:



Yes! The transition between the two documents is just what we wanted. Also for the second artist report, below:



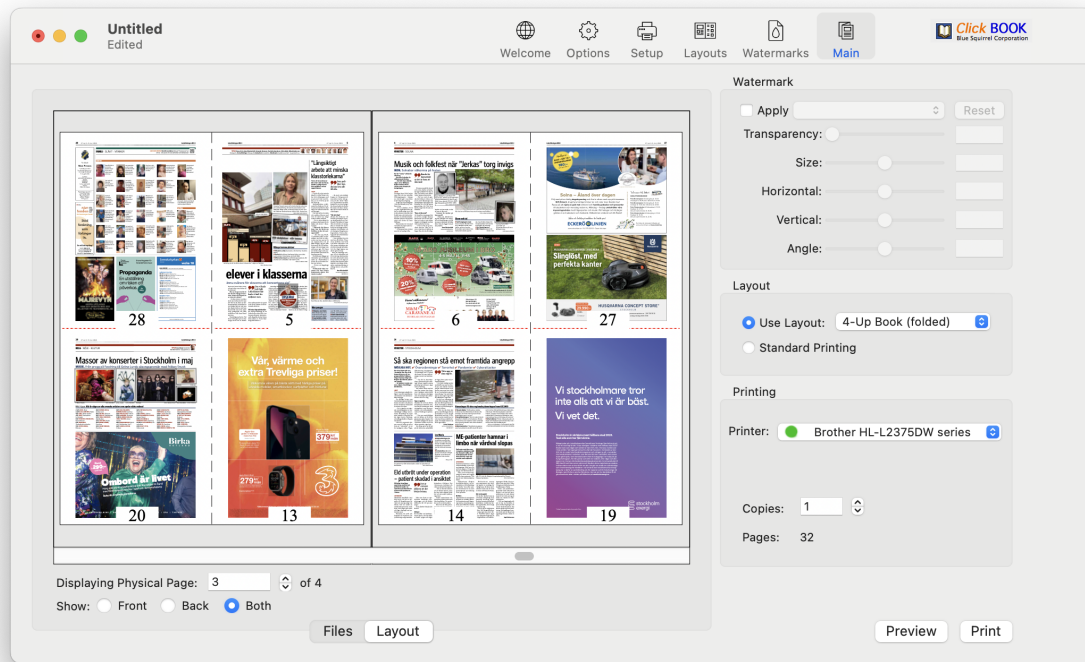
Very nice, we were able to use the reference book for both of our featured artists without including it twice in our project! (Which is good, because it is HUGE!)

Before we move on, here are a few additional details about using the Files panel:

- The window lists the title and amount of pages, and copies received for each file.
- Use your mouse to select a file and click-and-drag the file to rearrange the print order.
- Uncheck items in the check mark boxes to remove files from printing in the project.
- Total Pages displays the total amount of pages received from all applications.
- The Printer drop down menu lists the printers you have setup to work with ClickBook, and the current chosen printer will receive the print job.

## 4.4 Layout Preview

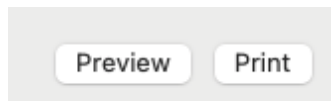
The Layout Preview panel displays a representation of your booklet in its printed state:



- You can cycle through the pages of your project either through the scrollbar at the bottom, or through the Page Up / Page Down arrows next to the page number control. Of course you can also specify a specific page in the edit field to go there directly.
- Pages increment depending on the radio button selected under the page number field. Select Front to see the front side of the page, Back to see the back side, or Both to see both views at once.
- Changing the layout re-flows the page ordering and updates the display in real-time.

## 4.5 Commands

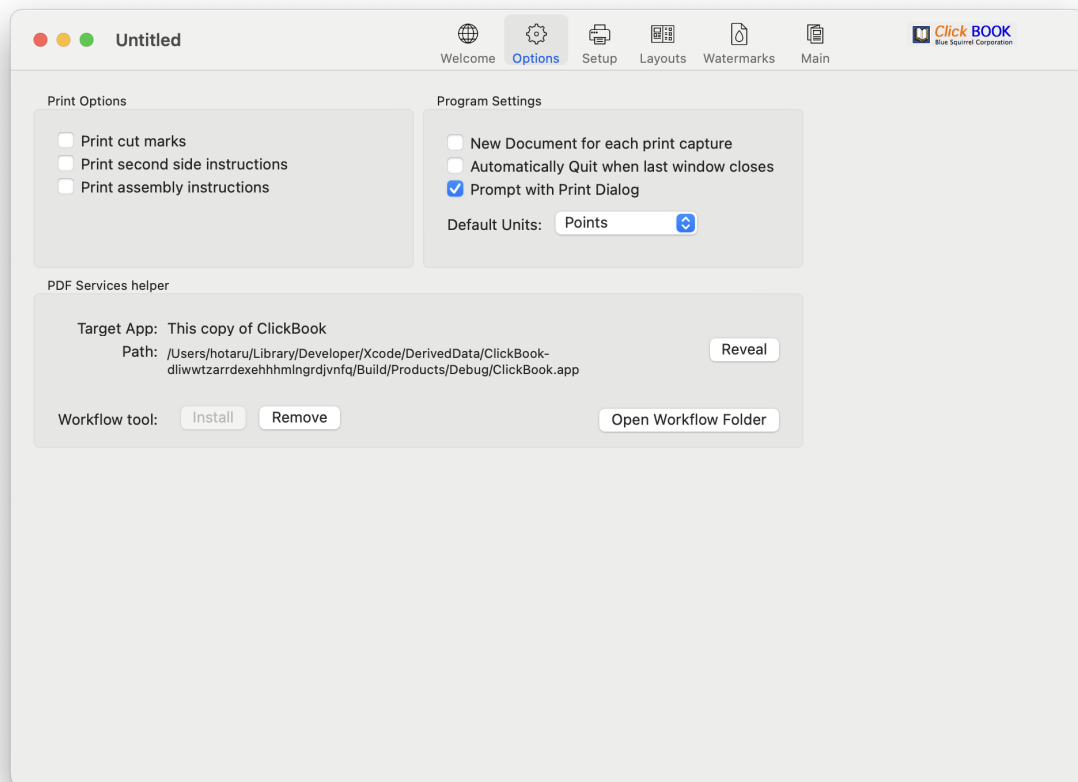
Use the buttons at the bottom of the Main Screen to preview or print your project.



- [Preview](#) prints the print jobs to a PDF and opens Apple's Preview application. You can view how each page will actually appear before sending it to the printer.
- Print applies the current layout to the items that are contained in the [Print Jobs](#) list and sends it to the printer specified in the Printer popup.

## 4.6 Options

Select the Options button on the toolbar. The Options panel appears.



Use the Print Options area to enable or disable the following features:

- Print Cut Marks - prints cut marks on the printout to use as a guideline for cutting between mini-pages.
- Print Second Side Instructions - prints out an instruction sheet to reinsert the printout for second-side printing. This feature comes in handy if you're using a non-duplexing printer.
- Print Assembly Instructions - prints out an instruction sheet with guidelines for cutting, folding, and stapling a printout.

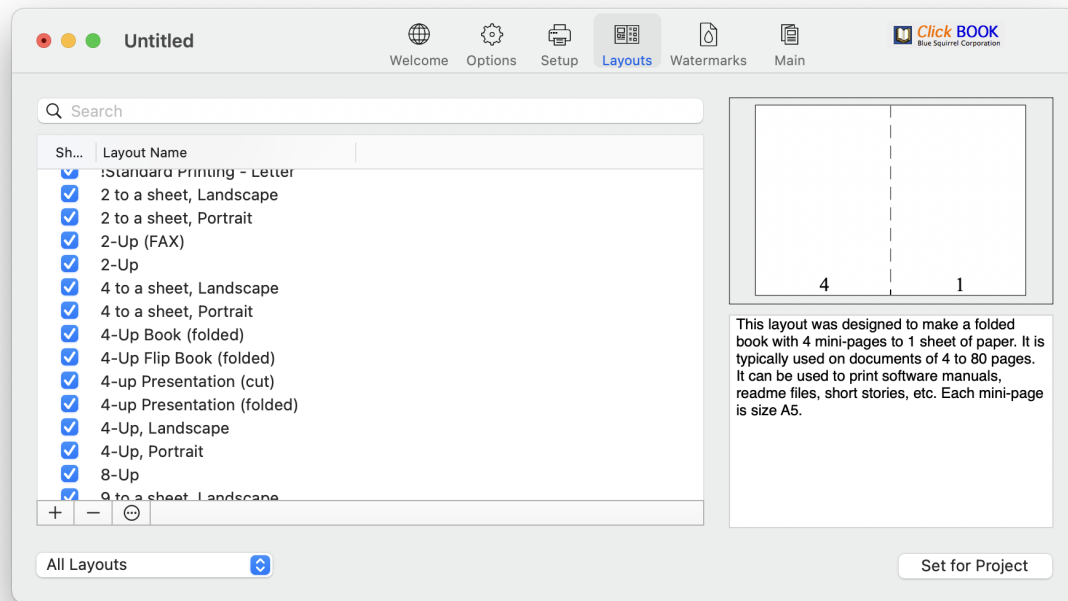
Use the Program Settings area to enable or disable the following features :

- New Document for each print capture - disabled by default, creates a new Untitled window each time you Print from another application to ClickBook. In the default "off" state, each time you print the document goes into the topmost project window, allowing you to consolidate multiple source documents into your project.
- Automatically Quit when last window closes - closes ClickBook when all document windows close.
- Prompt with Print Dialog - presents the standard Print dialog where you can adjust settings for the paper tray, borders, and color correction. All of these settings can be set in the Printer Setup area, so this is useful mostly for people who have a lot of different job types.
- Default Units - chooses a preferred measurement type: centimeters, inches, picas, and points.

Use the PDF Services area to manage the "workflow" helper used to print to ClickBook from other applications. Here you can see which copy of ClickBook will be launched when you Print a document. You can also Install or Remove the workflow helper from this panel.

## 4.7 Layouts

Select the Layouts button on the toolbar. The Layouts panel appears.

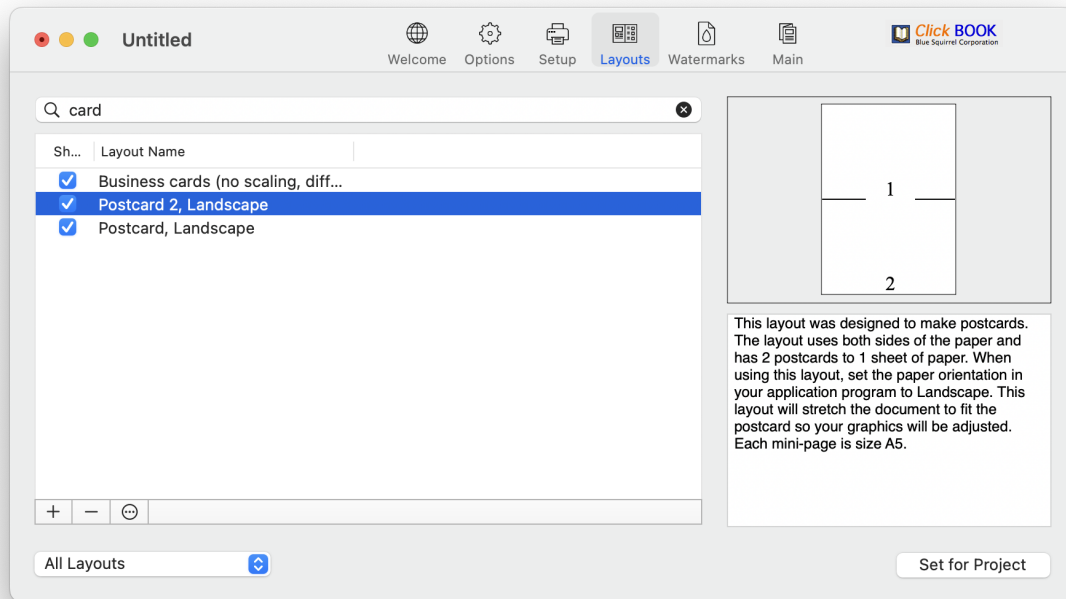


From the Layouts panel you can:

- Toggle the Layout Name/Show - mark/unmark the Layouts you would like to see displayed in Layouts menu list located on the [Main Panel](#).
- See the Layout Description - information about the selected layout and ideas uses for using it.
- Search for specific layouts by name or description text.
- Restrict layouts by geographic region (paper size): US (Letter/Legal), International (A-series), or All
- Add, remove or perform actions on layouts in the list.
- Set the currently selected layout for use in your project.

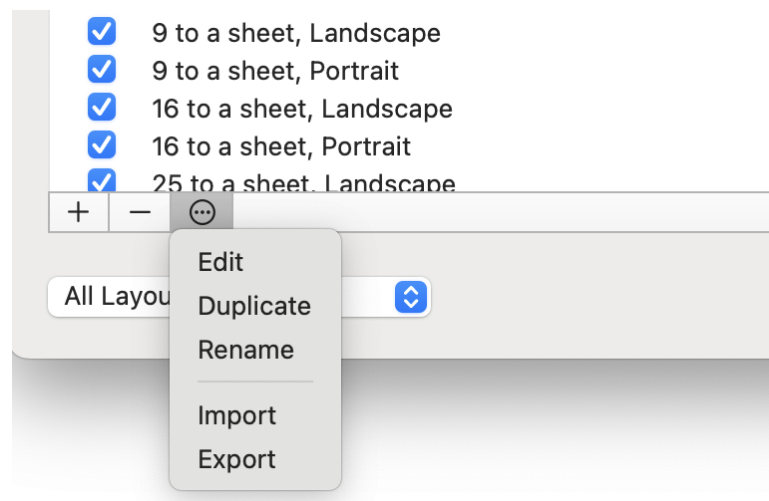
### Search Filtering:

If you are having trouble locating a particular layout, use the search filter to help find it. Here is an example looking for a postcard layout:



Note that applying a filter here does not affect the Layouts menu in the Main panel.

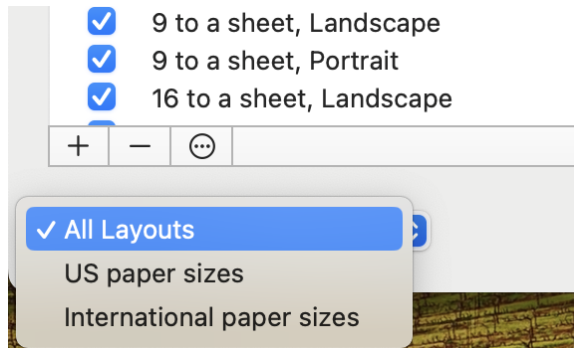
### Layout Actions:



The bottom of the list contains the usual controls for adding, removing, or performing actions on the layouts in your list. A brief description of these actions follows:

- New ("+" button) - launches the [Modify Layout](#) dialog and allows you to create a new layout.
- Delete ("- " button) - removes a layout from ClickBook.
- Edit - launches the [Modify Layout](#) dialog and allows you to alter an existing layout.
- Duplicate - builds an identical copy of an existing layout, giving it a name of "<original name> (copy)". Use the Edit function on the new layout to change its settings and give it a more descriptive name.

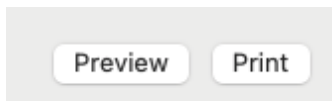
- Rename - changes the name of a layout.
- Import - add custom layouts from other users. Visit <http://www.bluesquirrel.com/products/clickbook/layouts.asp> for a list of new layouts.
- Export - send layouts to other users.

**Paper options:**

Although there are many layouts that work everywhere, some (mostly US) are designed for a specific paper size. You can use this menu to restrict layouts by the paper type you use most often, or leave it at All Layouts to see everything.

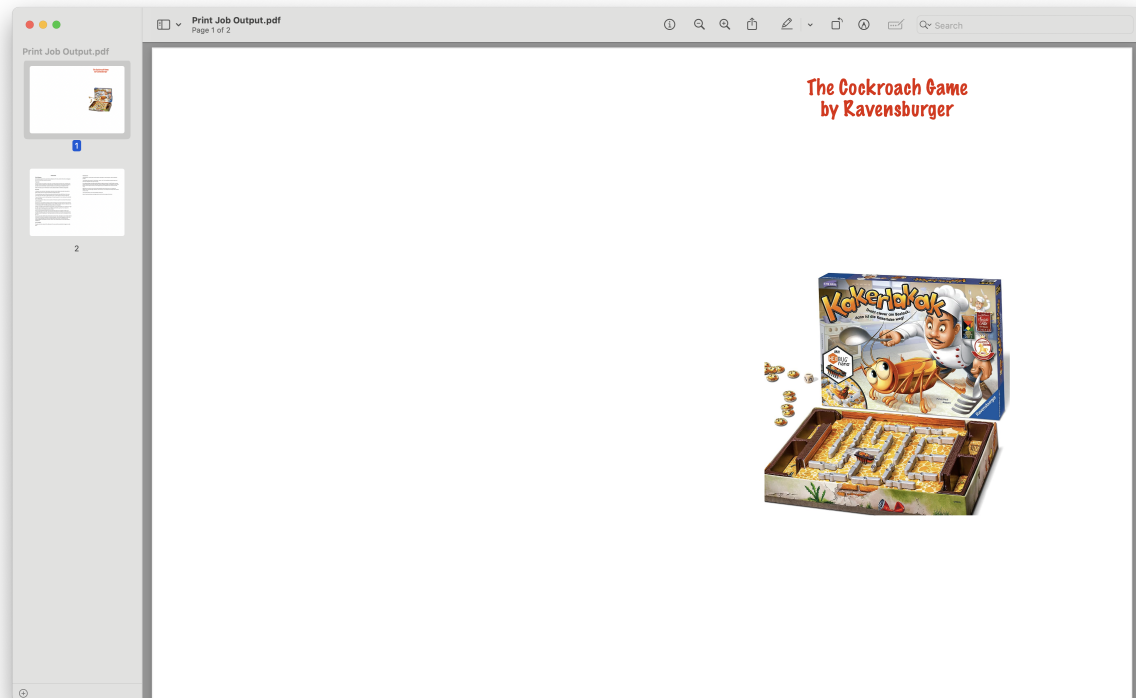
## 4.8 Preview

Preview, one of the [Command Buttons](#), prints the project to a PDF in a temporary folder and opens Apple's Preview application. You can view how each page will actually appear before sending it to the printer.



Select Preview, and ClickBook creates the PDF and opens Apple's Preview application:





What you actually see here depends on which version of macOS you are running. The above picture was taken from a system running Sonoma (14.3.1), though the basic controls are fairly typical from one OS to another. Here is a brief description of what you can do (see Apple documentation for more details):

- Drawer - shows a side panel of all the pages in the document.
- Toolbar items - Inspector, Zoom Out, Zoom In, Share, Highlight, Annotation, Rotate, Markup, Forms, and Search.

Additional Toolbar details:

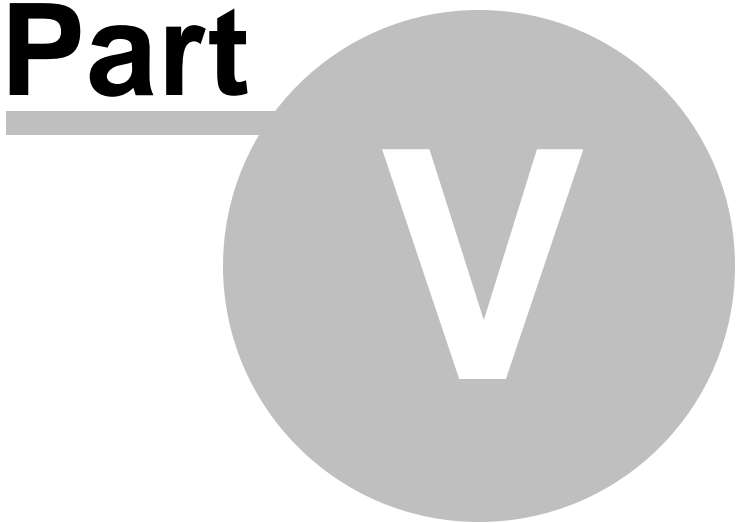
- Inspector - displays a small window with details about the document. This will be empty for a pdf produced by ClickBook.
- Zoom In and Zoom Out - increase or decrease the documents magnification.
- Share - brings up the usual macOS Share window so that you can share the pdf with friends or colleagues.
- Highlight - if you select text in the document you can highlight it with this tool.
- Rotate - changes the page orientation.
- Markup - displays a sub-toolbar where you can draw on the pdf.
- Search - supply text for Preview to search for. Any found instances are highlighted.

Note: If you have a duplex printer the Preview screen will combine the fronts and backs into a single file. If you have a non-duplexing printer the fronts will go into one file and the backs will go into another, allowing you to print double-sided independent of ClickBook.

# ClickBook for macOS Version 5.0

Printing With ClickBook

**Part**



## 5 Printing With ClickBook

### 5.1 Printing Any Document

The instructions below tell how to print any document with ClickBook. If you select a layout with small mini-pages, you may wish to enlarge the document's fonts in your application program.

These instructions include all the steps necessary for printing double-sided small books, the most complicated kind of booklet. The layout you're using may be simpler.

1. Prepare your document as you normally would in your application program.
2. Print the document to ClickBook by proceeding with the following steps.
3. Ensure that ClickBook is active. This can be done by enabling the PDF Workflow feature in the Welcome panel the first time you run ClickBook.
4. Select Print from the File menu. The Print dialog will appear.
5. In the Print dialog select the PDF button. A pop up menu appears, choose Open PDF with ClickBook.
6. After you have given the print command from your application program, your application will print your document to ClickBook. Once your application has finished printing, the ClickBook software will pop up.
7. Choose a layout in ClickBook to specify the appearance of your printed booklet.
8. Then click Print from ClickBook to print your document as a booklet.
9. The first sides will begin to print. *If you're using a duplexing printer you will not need to follow the proceeding steps.*
7. When the last sheet of paper has printed, remove the printout stack carefully, without rearranging the sheets. Discard any extraneous sheets (such as separator sheets on a shared network printer), but leave the instruction sheet as part of the printout.
8. Read the instruction sheet -- without lifting it off the other sheets and place the printout back into the printer according to the instructions. *If this printer prints an extraneous sheet before each print job, place a blank sheet on top of the printout stack.*
9. Click on the Print Second Side button to begin printing the second sides.
10. When printing is completed, remove the printout. Discard extraneous sheets, if any, and set aside the instruction sheet. Do not rearrange the rest of the printout stack in any way.
11. Cut, fold, and/or bind the booklet.

ClickBook reduces the document to fit the selected layout and sends it to the printer. If you chose a double-sided layout, an optional instruction sheet may be printed, telling you how to reinsert the printout stack for printing the second side.

Optionally, you can print instructions for cutting paper and assembling the booklet that will print on the reverse side of the instruction sheet. These will instruct you to cut and assemble for a wallet size layout, and can be applied generally for other cut-booklet layouts. Binding and stapling or any other method is your choice. (To print the instructions, turn on the "Print assembly instructions" option on the Options tab before printing your booklet.)

## 5.2 Printing A Booklet



We recommend that you work through the following ClickBook exercise before exploring ClickBook on your own.

"Printing a booklet", leads you through the whole process of printing a booklet. The document it prints is the ClickBook Readme (Text) file, which contains important information about ClickBook. It is simple to print because it is short in length and its fonts are pre-sized for the default layout. This layout is also simple to assemble -- you just fold and staple.

This document will print double-sided, with two pages on each side of a sheet of paper. You will fold it once to make a half-size booklet. Follow these steps:

1. Ensure your printer is on-line and ready to print with letter-size (8-1/2" x 11") paper.
2. Open the file ClickBook Readme (Text) that was copied into your ClickBook folder when you installed ClickBook.
3. Make sure that ClickBook is active. This can be done by enabling the PDF Workflow feature in the Welcome panel the first time you run ClickBook.
4. Select Print from the File menu. The Print dialog will appear.
5. In the Print dialog select the PDF button. A pop up menu appears, choose Open PDF with ClickBook.
6. Note that the Side-by-Side (folded) layout is already selected on the Layout list. ClickBook remembers the most recent layout selected for each document, and we pre-selected Side-by-Side (folded) when we created this document. (You can see what all of the layouts look like by going to the Layouts panel and clicking repeatedly on the items in the list. The mini representation will update, and the layout's name and description will be shown below its picture in the layouts panel.)
7. Click the Print button. The first sides will begin to print. *If you're using a duplexing printer your printout will come out of the printer finished.*
8. When the last sheet of paper has printed, remove the printout stack carefully, without rearranging the sheets. Discard any extraneous sheets (such as separator sheets on a shared network printer), but leave the instruction sheet as part of the printout.
9. Read the instruction sheet -- without lifting it off the other sheets and place the printout back into the printer according to the instructions. If this printer prints an extraneous sheet before each print job, place a blank sheet on top of the printout stack.
10. Click on the Print Second Side button to begin printing the second sides.
11. When printing is completed, remove the printout. Discard extraneous sheets, if any, and set aside the instruction sheet, but do not rearrange the rest of the printout stack in any way.
12. Fold in half, and staple.

## 5.3 Drag and Drop Printing

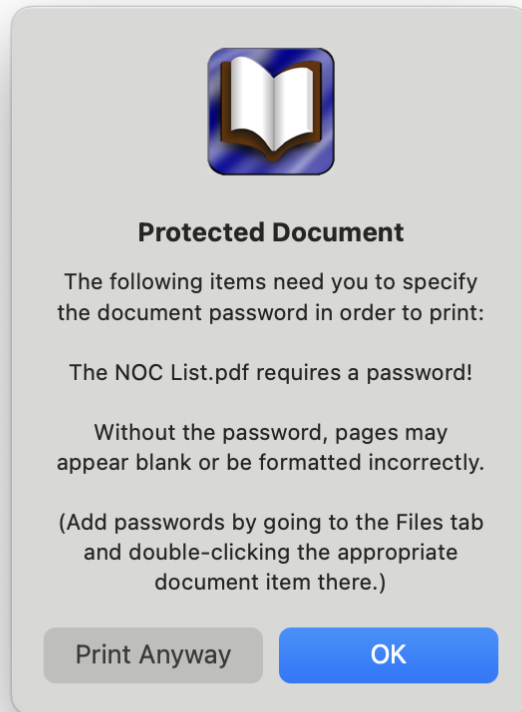
The instructions below tell you how to quickly print PDF files with *ClickBook*. Depending on the layout you choose, your document may require special formatting in your application program to look its best.

1. Ensure your printer is on-line and ready to print with letter-size (8-1/2" x 11") paper.
2. Drag the PDF file you desire to print onto the ClickBook Dock icon. You may also Drag the PDF file onto ClickBook's job list.
3. ClickBook will open.
4. Note that the Side-by-Side (folded) layout is already selected on the Layout list. ClickBook remembers the most recent layout selected for each document, and we pre-selected Side-by-Side (folded) when we created this document. (You can see what all of the layouts look like by clicking repeatedly on the illustration, the layout's name is shown below its picture in the layout list.)
5. Click the Print button. The first sides will begin to print. *If you're using a duplexing printer your printout will come out of the printer finished.*
6. When the last sheet of paper has printed, remove the printout stack carefully, without rearranging the sheets. Discard any extraneous sheets (such as separator sheets on a shared network printer), but leave the instruction sheet as part of the printout.
7. Read the instruction sheet -- without lifting it off the other sheets and place the printout back into the printer according to the instructions. If this printer prints an extraneous sheet before each print job, place a blank sheet on top of the printout stack.
8. Click on the Print Second Side button to begin printing the second sides.
9. When printing is completed, remove the printout. Discard extraneous sheets, if any, and set aside the instruction sheet, but do not rearrange the rest of the printout stack in any way.
10. Fold in half, and staple.

Note: It's helpful to ensure that ClickBook is setup on your Dock. You can do this by running the program and long-clicking on the Dock icon. A menu will appear; choose Options / Keep in Dock to make it easier to drag and drop files into ClickBook.

## 5.4 Printing Protected PDFs

Documents that are encrypted or protected require a password to view or print. You are free to add such files to your project, but will need to supply the password before they will print or preview correctly. In this case you will see an alert similar to the following:



There are two ways to deal with the dialog:

- **Print Anyway** - use this option if you want to see how your book will print without including pages from the protected document. (Protected pages will produce blank min-pages.) This is useful if you have multiple source documents, most of which are not protected, and you want to see how the book looks in general. Or if you want to distribute a redacted book for some of the members of your group, and then supply the password for copies distributed to the officers.
- **OK** - use this option to cancel the print job. You can then go to the Files list and supply the password there.

Although ClickBook can save your documents list from one session to the next, document passwords are saved to your keychain rather than to disk. You will have to provide the password to anyone who receives a copy of the project.

See the chapter [Locked PDFs](#) to learn how to supply passwords to your source documents in ClickBook.

## 5.5 Reinsterting The Printout Stack Before Printing The Second Side

The critical step of double-sided printing is correctly reinserting the first-side print out correctly into the printer so the second side can be printed. Each detail of this process is important:

- When you are certain that all of the sheets from the first-side printout are done, remove the printout

stack from the printer without rearranging the pages. If you are using a shared printer, make certain (if any other print jobs were sent to this printer) that you are holding only your intended printout. If you're on a network and a printer prints an extra sheet (blank, or with network user id, for example) between printouts, recycle that sheet.

- Turn the stack over if necessary to find the instruction sheet. Read the instruction sheet without lifting it off the stack.
- Reinsert the stack with the instruction sheet still included on it.
- If your printer puts out an extraneous sheet before each print job (e.g. printout separator sheets on network printer), place a blank sheet on top after reinserting the stack. If the printer went offline when you reinserted the stack, put it back online.

## 5.6 Assembling A Book

To turn on the Assembly Instructions:

Open ClickBook.

Choose Options from the toolbar.

Select the check box next to Print Assembly Instructions in the Print Options area.

Close the Window to save your changes.

Note: by default, ClickBook will automatically print the Assembly Instructions with your printout.

## 5.7 Assembling And Cutting A Book

For layouts that require cutting and assembling the printout to form a book, instructions can be printed with your printout. The same instructions are given below. Note to print these instructions with each booklet, click on the Options button and turn on the Print assembly instructions option.

The cut marks on the printout are guidelines that show between which mini-pages to cut. Their position is accurate to about 1/16", which is not high precision for very small mini-pages. Use your eye or measure, in order to cut precisely halfway between mini-pages.

The marks themselves tell you the order of the cuts. The solid line indicates the first cut, the line composed of two dashes indicates the second, the line composed of three dashes indicates the third, and so on.

The instructions below, or those printed with the printout, include the important information about how to re-stack the cut sheets after each cut. They give the general rules for cutting and assembling any book of any layout.

1. If the mini-pages do not fill the sheet (that is, if you specified absolute mini-page dimensions), the first step is to cut away the extra paper. If there is no extra to cut away, skip to step 4.
2. Cut at the "one-dash" cut mark, which indicates a vertical cut to eliminate extra paper on the right. Discard the extraneous strips.
3. Cut at the "two dash" cut mark, which indicates a horizontal cut to eliminate extra paper at the bottom. Discard the extraneous strips.
4. Make the leftmost vertical cut. (Look for the next cut mark. Depending on whether you did steps 1. a. and/or 1.b., this may be composed of one, two or three dashes.)
5. Now your printout is split into two stacks. Place the one with page 1 on top of the other, aligning the top left corners.
6. Make the leftmost remaining vertical cut, if any.
7. Again, place the page 1 stack on top of the other, with top left corners together.

8. Continue in the same way until all vertical cuts have been made.
9. Make the top horizontal cut.
10. Place the page 1 stack on top of the other, with top left corners together.
11. Make the topmost remaining horizontal cut if any.
12. Place the page 1 stack on top of the other, with the top left corners together.
13. Continue in the same way until all horizontal cuts have been made.
14. Be sure to fold and/or bind on the edge indicated by your choice of layout, namely binding on the left for a Standard book, or on top for a Flip book. For a folded booklet layout: Remove blank mini-sheets, if any, from the middle. Fold in half and staple. For a cut book layout: Remove blank mini-pages, if any from the end. Then bind.

## 5.8 Stapling and Paper cutting recommendations

### STAPLING



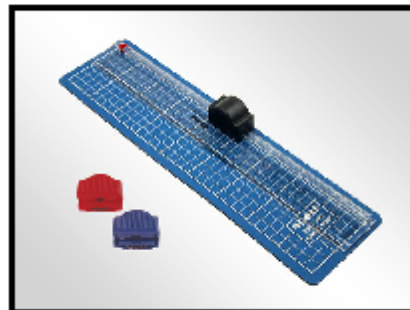
Problem: Standard staplers may not reach the fold on larger booklets, or the staples may go in crooked.

### Solutions

- A "long-reach" stapler, available from [Blue Squirrel](#), provides a good solution. We've used the [Stanley-Bostitch Long Reach Stapler](#) with excellent results on all our folded layouts.
- Another good solution is the [Stanley-Bostitch Booklet "saddle" stapler](#). A folded booklet (up to 8-1/2" x 11" when flat) slips into place on the stapler and staples straight every time.

Tip: Be careful to staple with outside of the booklet facing you, so that the sharp side of the staple will be on the inside! Visit <http://www.bluesquirrel.com/products> for information about staplers.

### PAPER CUTTING



Problem:



- On most paper cutters, there is some play (sideways motion) in the cutting arm, which makes it hard to cut a perfectly squared edge (making right angles at the corners).

#### Solutions

- As you lower the cutting arm, press slightly inward (to the left) to keep the blade tight against the base of the paper cutter.
- A rolling-blade paper cutter does an excellent job of trimming booklets. Visit Blue Squirrel for information about the [Dahle 507 Hobby Trimmer](#), and [Dahle 360 Trim Ruler](#). Both allow you to precisely cut booklets with clean-crisp, burr-free cuts. Includes blade covers for safety, self sharpening blades, and comes in handy when you want to neatly removes the shingling effect from folded books.

## 5.9 Setting Margins And Binding Space

### Margins

Paper margins allow you to change the margins for a sheet of paper, and Mini-Page margins allow you to change the mini-page margins for the current Layout.

- ClickBook's margins are in addition to the margins set in your application program.
- Unlike the application program's margins, which gets scaled down along with the contents of your document, ClickBook's margins print at the exact size specified.

### Binding

The Binding margin is extra space only on the side where the book will be bound. You can adjust the following:

- Printer Paper Size - Select the size of paper you want to use.
- Binding - Choose how you want the binding edge.

To change either margins or binding follow these steps:

1. From the Toolbar select Layouts, the Layouts dialog appears.
2. Under the Margins section alter the settings to your liking by using up and down arrows on the number boxes.
3. When you are finished, press OK.

Note: Usually you should set your application program's page margins or ClickBook's Top/Bottom and Left/Right Mini-page Margins. If you choose to set ClickBook's we recommend that you first print a part of your booklet and measure the exact of margin you want to add. Then print the entire document with the Mini-page margins set correctly.

Note: Set the Paper Margins to match the cut-away or pre-perforated tear-off areas around the edges of some custom papers.

# ClickBook for macOS Version 5.0

Layouts

**Part**



## 6 Layouts

### What is a Layout?

A layout is a blueprint for a particular booklet, which is defined by a group of detailed settings that tell ClickBook how to arrange the mini-pages on a sheet of paper. Some of the essential details are whether the paper orientation is portrait or landscape, how many mini-pages are printed across and down on one sheet, whether to print single or double-sided, margin sizes, and added space for binding.

### Booklet Styles

Each layout also has a certain booklet style. This relates to how you intend to assemble and bind the booklet, and tells ClickBook the order to print the mini-pages so they will end up in the right order in your finished booklet. There are four booklet styles: Cut book, Folded book, Tiled, and Tri-fold. You can determine a layout's booklet style by its name, the corresponding picture, and by looking at the Booklet Style in the Modify Layouts tab.

- Cut book Layouts are for methods of binding that require cutting between facing pages. Most of the cut book layouts shipped with ClickBook are designed for paper that's pre-perforated for a custom appointment-book page.
- Folded book Layouts are designed for folding between facing pages, and stapling. Examples include the "Address book (folded)", "Wallet book (folded)", and "Side-by-side (folded)" layouts.
- French fold layouts are for making greeting cards from standard paper by folding the printed sheet in fourths. The French fold style expects exactly four pages per sheet.
- Planner page Layouts are designed for day planner paper that has holes on the left and right hand sides.
- Tiled layouts are designed for multiple pages on a sheet but not cutting the sheet. The sheets that come out of the printer are the final sheets. There are two sequences in which the mini-pages can be printed in a tiled layout. These are controlled by the Binding Orientation options in the [Modify Layout](#) dialog.
  - Row-wise means page 2 prints to the right of page 1. For row-wise order, select the Standard binding orientation.
  - Column-wise means pages 2 prints below of page 1. For column-wise order, select the Flip binding orientation.
- Tri-fold Layouts are for printing single-sheet brochures or leaflets which are folded twice, making three panels (mini-pages) on each side of the paper. The tri-fold style expects exactly six pages per brochure, since this style of brochure is a single sheet of paper, folded. Tri-fold pagination places pages 5, 6, and 1 on one side, and pages 2, 3, and 4 on the other side. The front panel is thus page 1, and the reader opens up the brochure to see pages 2, 3, and 4 inside, and then turns the sheet over to read pages 5 and 6.

## 6.1 Selecting A Layout

Answering the following questions will help you decide which layout you want.

- Is your document oriented as portrait or landscape? You should choose a layout that orients the mini-pages in the same way. Look at the picture for each layout to determine its mini-page orientation. (ClickBook will warn you if you choose a layout that doesn't match.)
- What sort of booklet do you want to print?
- How large do you want your finished mini-pages to be? Mini-pages determine how many sheets of paper you want to include on a single sheet of paper, and how to fit them on the size of paper you're using. For examples look through the tiled or booklet layouts. To choose a layout with an

appropriate number of mini-pages, look at the print preview picture.

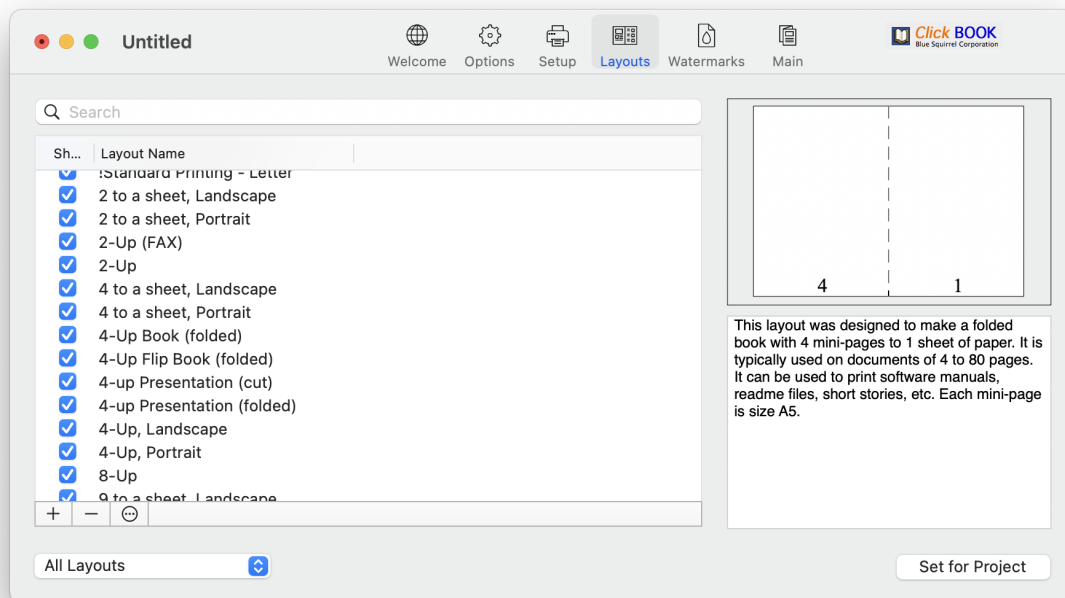
- What size do you want your fonts and graphics to appear? Small booklets usually require that you enlarge the fonts and graphics, unless you choose to use No Scaling. If you choose No Scaling enlargement must be done in your application program and then print the document to ClickBook again. If you want to enlarge the fonts we recommend adjusting the mini-pages.

Note: Refer to [Scaling Options](#) for helpful hints on scaling booklets.

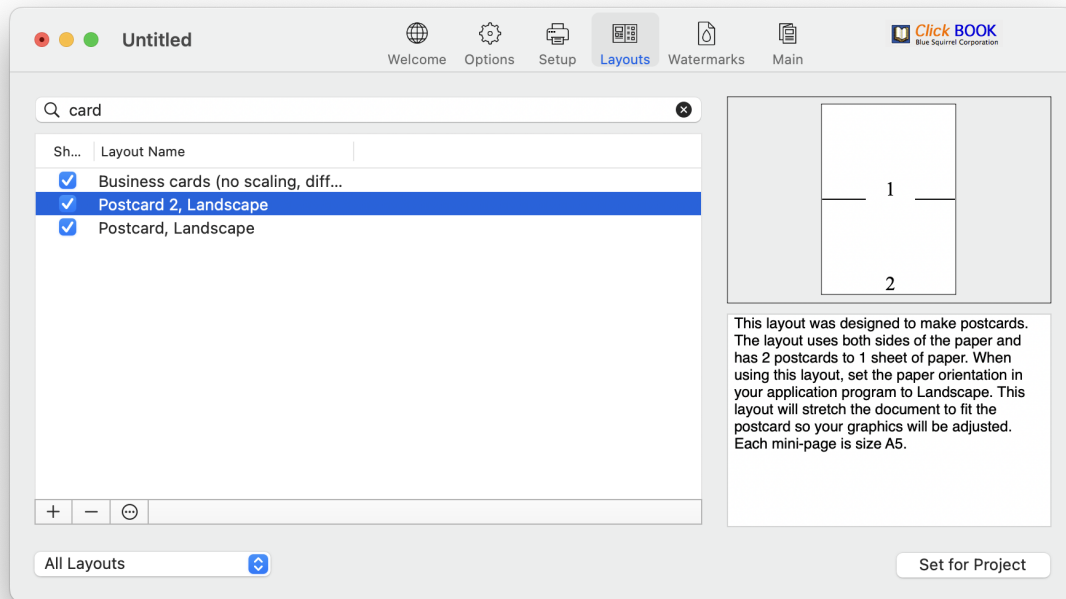
See [Create New/Edit/Delete Layouts](#) for instructions on altering a Layout.

To Select a Layout follow these steps:

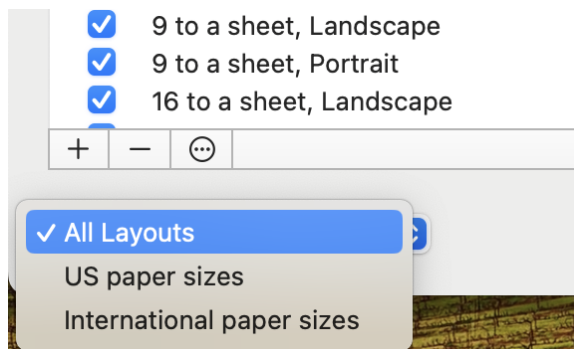
1. Follow Steps 1-6 in the [Printing Any Document](#) section.
2. Click on the Layouts button on the Toolbar.
3. The Layouts panel appears.



4. Scroll through the list to determine which layout you would like to print. As you select layouts the side panel displays a representation of the layout as well as a description of how it may be used.
5. You can also filter the list by supplying a keyword in the Search field:



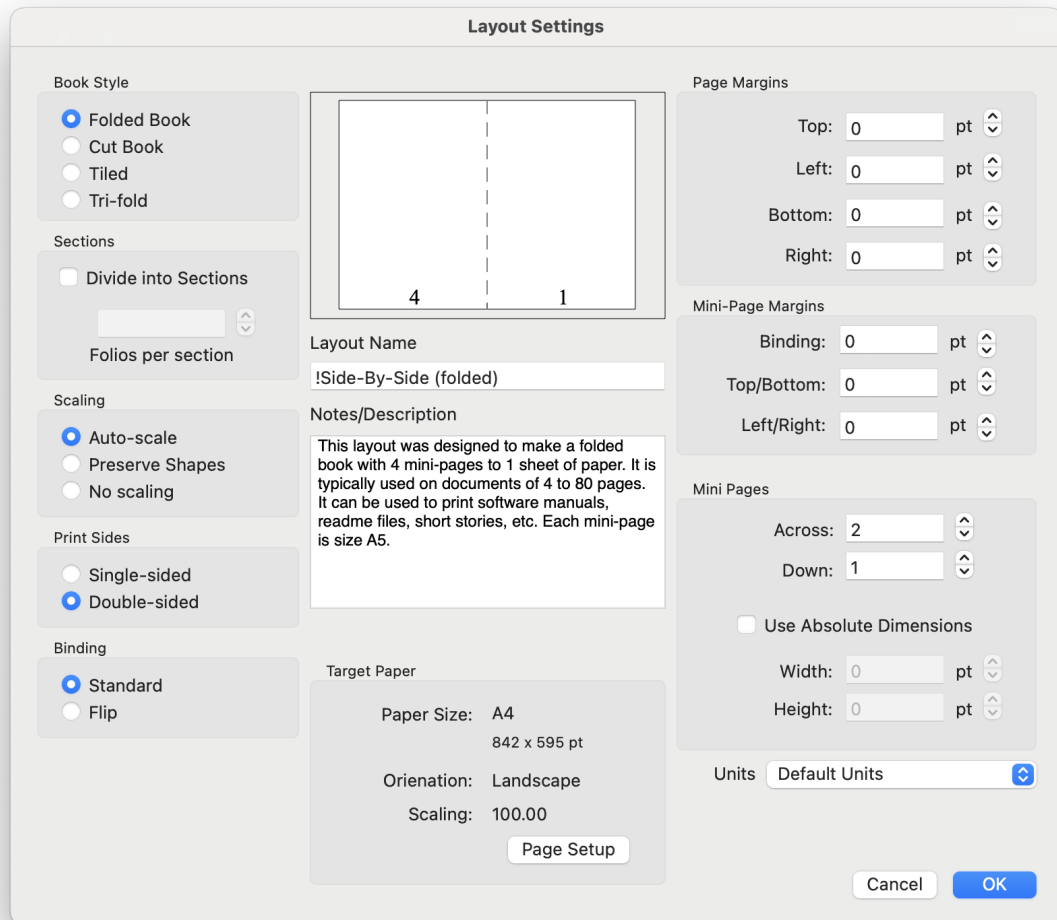
6. To restrict layouts for the paper size you are using, choose the appropriate option from the menu at the bottom of the window:



7. Click the "Set for Print Job" button to apply the selected layout to your document. The display changes back to the main document view.

## 6.2 Layout Settings

The Layout Settings dialog box allows you to make permanent changes to any layout format. It also allows you to save your changes as a new layout by selecting Save As or to save their changes over an existing layout by clicking done.



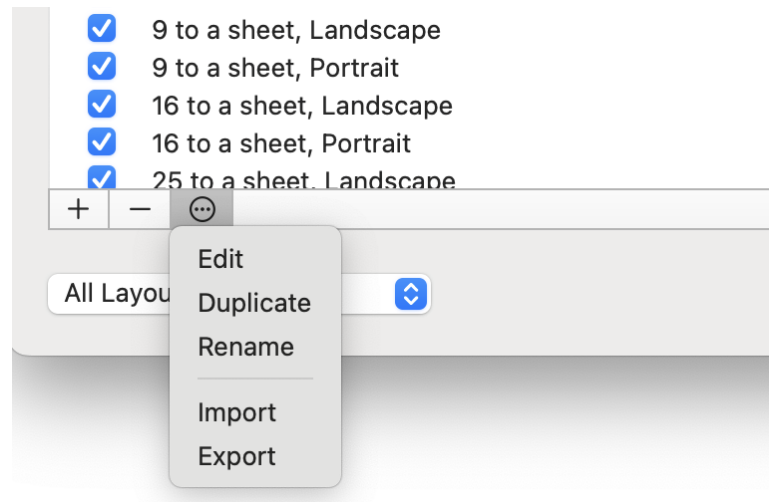
- **Book Style:**  
Select a booklet style such as Cut book, Folded book, Tiled, and Tri-fold.
- **Sections**
  - **Divide into sections** - For Folded books, this setting allows you to specify that your printouts should be divided into separate sections. Fold each section separately, then join them together for the finished book.
  - **Folios per section** - This specifies the number of pages (folios) per section. Although you can provide a large number for this setting, keep in mind that the higher the number of pages, the more difficult it will be to fold the resulting booklet.
- **Scaling**  
Choose the type of scaling to use, either Auto-Scale (stretch-to-fit), Preserve Shapes (One to One), No Scaling.
- **Print Sides**  
Specify if the layout should print on both sides of the paper.

- **Binding**
  - **Standard** - Pages of the book will turn side to side.
  - **Flip** - Pages of the book will flip up.
  
- **Layout Name** - Specifies the name of the layout selected.
- **Layout Description** - Describes common uses for the selected layout.
  
- **Target Paper**
  - **Sheet Orientation** - Select if you want the sheet to print in Portrait or Landscape Orientation.
  - **Printer Paper Size** - Select the size of paper you want to use.
  
- **Page Margins**

Allows you to change the printing margins for a sheet of paper (top, left, bottom, and right edges)
  
- **Mini-Page Margins**
  - **Binding** - Sets the margin for the binding edge of the layout.
  - **Top/Bottom** - Sets the margin for the top/bottom of each mini-page.
  - **Left/Right** - Sets the margin for the left/right of each mini-page.
  
- **Mini Pages**
  - **Across/Down** - Select how many pages to put on a single sheet of paper.
  - **Absolute Dimensions** - ClickBook normally sets the Mini-page dimensions to fill a sheet of paper. You can set specific dimensions by turning on Absolute Dimensions.
  - **Width** - Specify the width to match a custom page size.
  - **Height** - Specify the height to match a custom page size.
  
- **Units** - Choose measurement type as inches, centimeters, points, and picas.
  
- **Cancel** - Closes the Modify Layouts dialog without saving your changes.
- **OK** - Saves the changes you made to the current Layout.

## 6.3 Create New/Edit/Delete Layouts

The Layouts list contains controls at the bottom for working with your layouts. You can use these buttons and menu to add, remove, or manipulate layouts in the list:



To edit, duplicate, or create a new Layout follow these steps:

### **Making a backup**

For backup purposes, you may want to save all the original layouts before making many changes to them. You can do this by exporting the ones that you are going to change. Then, if you ever need to revert to the originals, just import the layouts.

It's best to save a changed layout with a new name if you may want the original version in the future. The following steps overwrite the original.

### **To Edit a Layout:**

1. Open the ClickBook application.
2. Choose the Layouts button on the toolbar.
3. The Layouts panel will appear.
4. Choose the desired layout and either double-click the list line or select Edit from the Action menu. The Layout Settings dialog appears.
5. Make the changes you want.
6. Save the layout under its current name by clicking the OK button.

After making changes but before saving them, you can click **Cancel**. This reverses all changes made since you last saved the layout.

### **To Duplicate a Layout:**

1. Open the ClickBook application.
2. Choose the Layouts button on the toolbar.
3. The Layouts panel will appear.
4. Select desired layouts and select Duplicate from the Action menu.
5. The Duplicated Layouts will appear in the list. You can edit and rename them as you wish.

### **To create a New Layout:**

1. Open the ClickBook application.
2. Choose the Layouts button on the toolbar.
3. The Layouts panel will appear.
4. Click the + button. The Layout Settings dialog appears.
5. Type the name in the Layout Name text box.
6. Make the changes you want.



7. Save the layout under its current name by clicking the OK button.

### Notes on specific settings

Some important details about particular settings are given below. See [Modify Layout](#) for a descriptions of all the settings.

### Mini-pages Across and Down, and absolute mini-page Width and Height

- If you have selected No scaling, then you must make sure that the page size setting in your application exactly matches (or fits within) the mini-page size. With **No scaling** on, ClickBook prints one application page on one mini-page without shrinking the data, leaving you to set up the application page exactly as you want it to print and to match the mini-page size.
- You must set the number of mini-pages Across and Down.
- ClickBook automatically sets the mini-page **Width** and **Height** to the maximum size that will fit on a sheet. Optionally, you can turn on **Use Absolute Dimensions**, and then decrease **Width** and **Height** to fit a custom page size.

### Paper size (in the Page Setup dialog)

This is the size of paper (physical sheets) you're using. Note: This is not to be confused with the application program's paper size setting, which is unrelated (when **scaling** is used).

### Note about mini-page orientation

The selected layout's mini-pages and your document's pages (in its application program) should have the same orientation (**portrait** or **landscape**). If ClickBook must scale the document's pages to fit an extremely different page shape, the shape of the text or graphics will end up very distorted. Therefore ClickBook warns you if a layout is selected whose mini-page orientation doesn't match your document pages.

However, you can ignore this warning if you're sure you want to use the selected layout. For example, you may have defined your document's page size in the application program to be almost square (but just barely portrait), while the layout's mini-pages are also almost square (but just barely landscape). This will work okay.

Note that the mini-page/document page orientation is independent of the orientation of the sheet of paper (the **Sheet Orientation**).

## 6.4 Import/Export Layouts

### Import and Export

If you want to add an existing layout to ClickBook, or if you have a favorite layout that you would like to share, you can use the **Import** and **Export** options.

Import:

1. To import a layout choose the Layout button on the toolbar.
2. The Layouts panel will appear.
3. Select the **Import** command from the Actions menu.
4. Navigate to the location of the layout that you want to add to ClickBook (disk, server, etc.), and then click Open. You can immediately start using the new layouts.

Export:

1. To export a layout choose the Layout button on the toolbar.
2. The Layouts panel will appear.

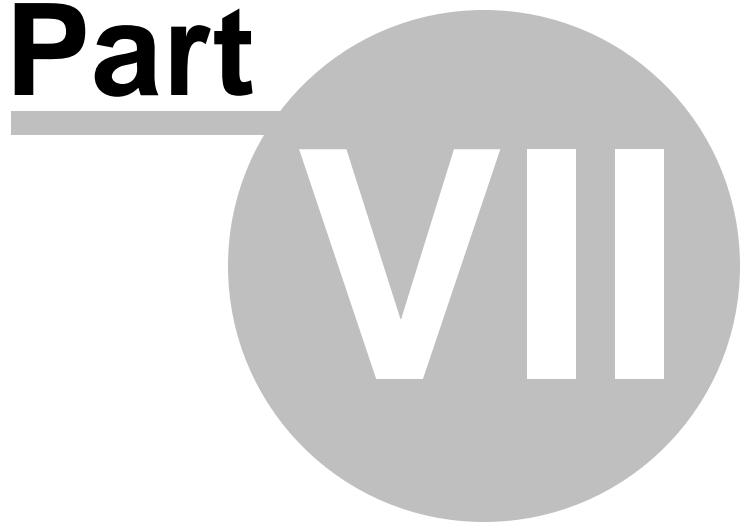
3. Select the one(s) you wish to export, and then select the **Export** command from the Actions menu.
4. Navigate to where you want to save the layouts (hard disk, server, etc.), and then click Save. You can change the name of the saved layout, if you wish.

Note: You can also import/Export by dragging and dropping files from the ClickBook Layout list.

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Watermarks

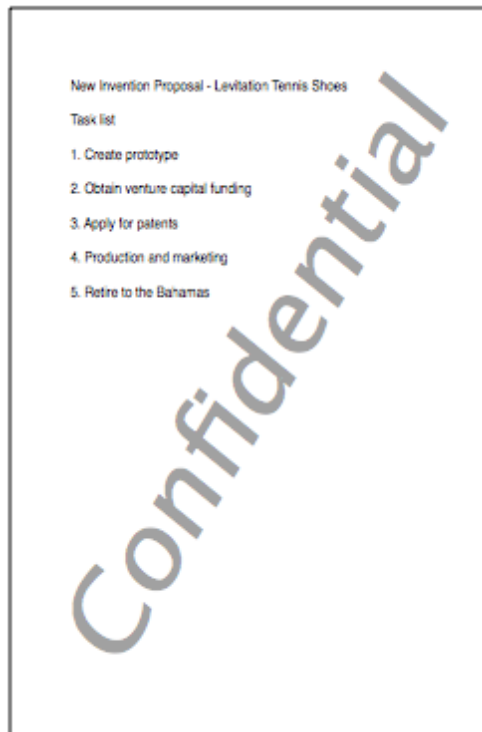
**Part**



## 7 Watermarks

### What are Watermarks?

A watermark is a collection of text or graphic items that can be superimposed on a page in order to personalize or distinguish a document. One familiar example of this is the "Top Secret" designator seen in all of the classic spy movies.



### Watermark Styles

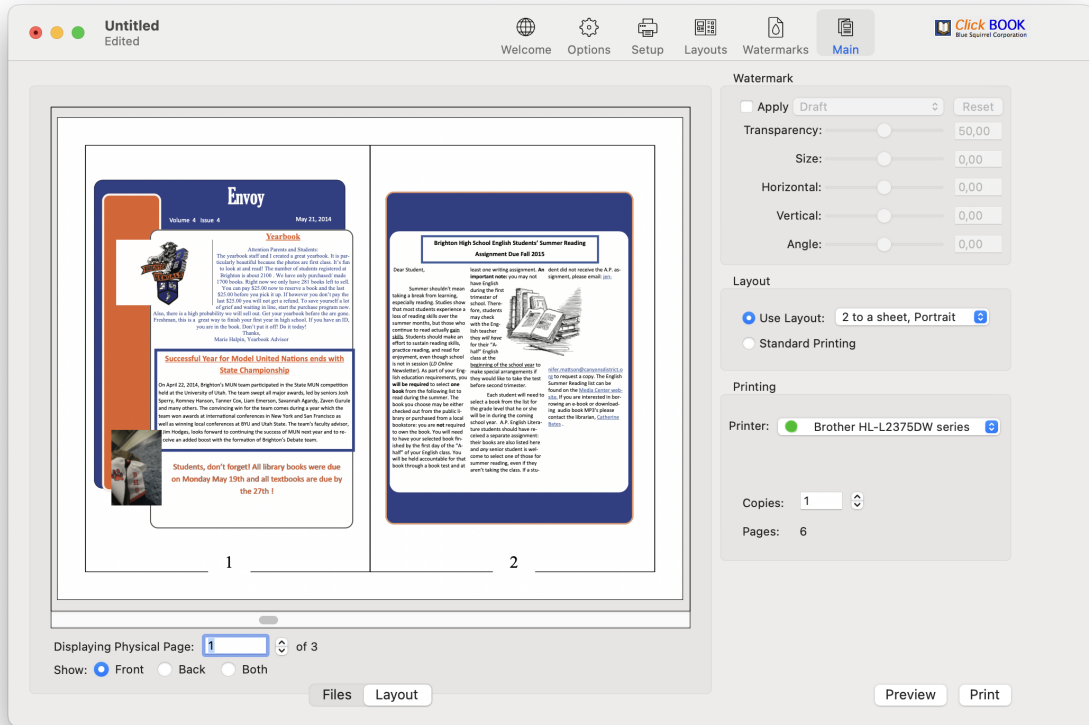
A watermark is an image that is superimposed on each page of your document. You can use any image you like, as long as it is displayable by macOS.

### 7.1 Applying A Watermark

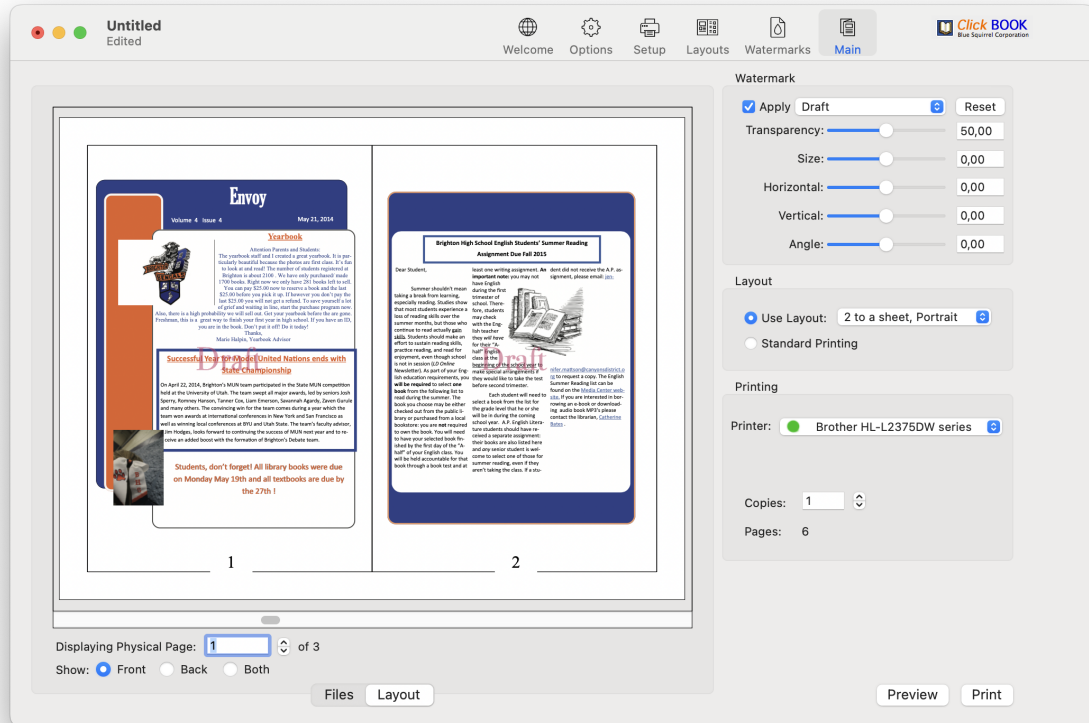
You can add a single watermarks to the pages of your document. The watermark you select will apply to all pages in your project.

Here's how to add one to your project.

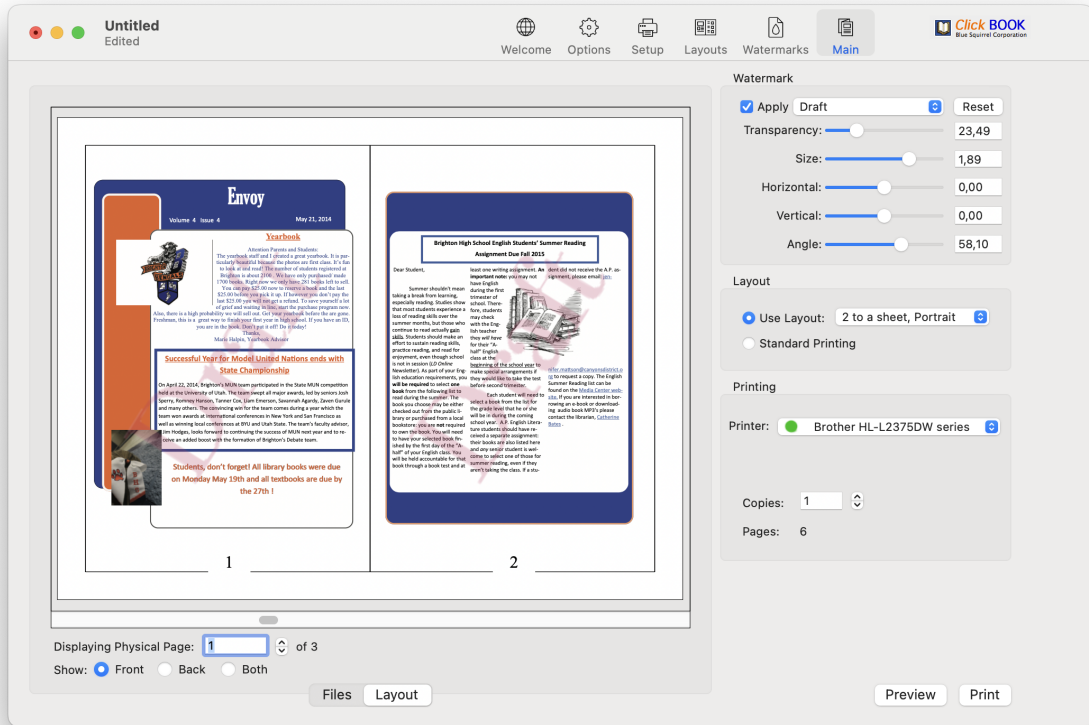
First, we create a new Untitled project and drag a draft copy of a newsletter pdf into the layout area:



Next, we click the checkbox to enable watermarks and pick the Draft selection. This will let the committee members know that what they are reading a rough copy of the newsletter not ready for publication.



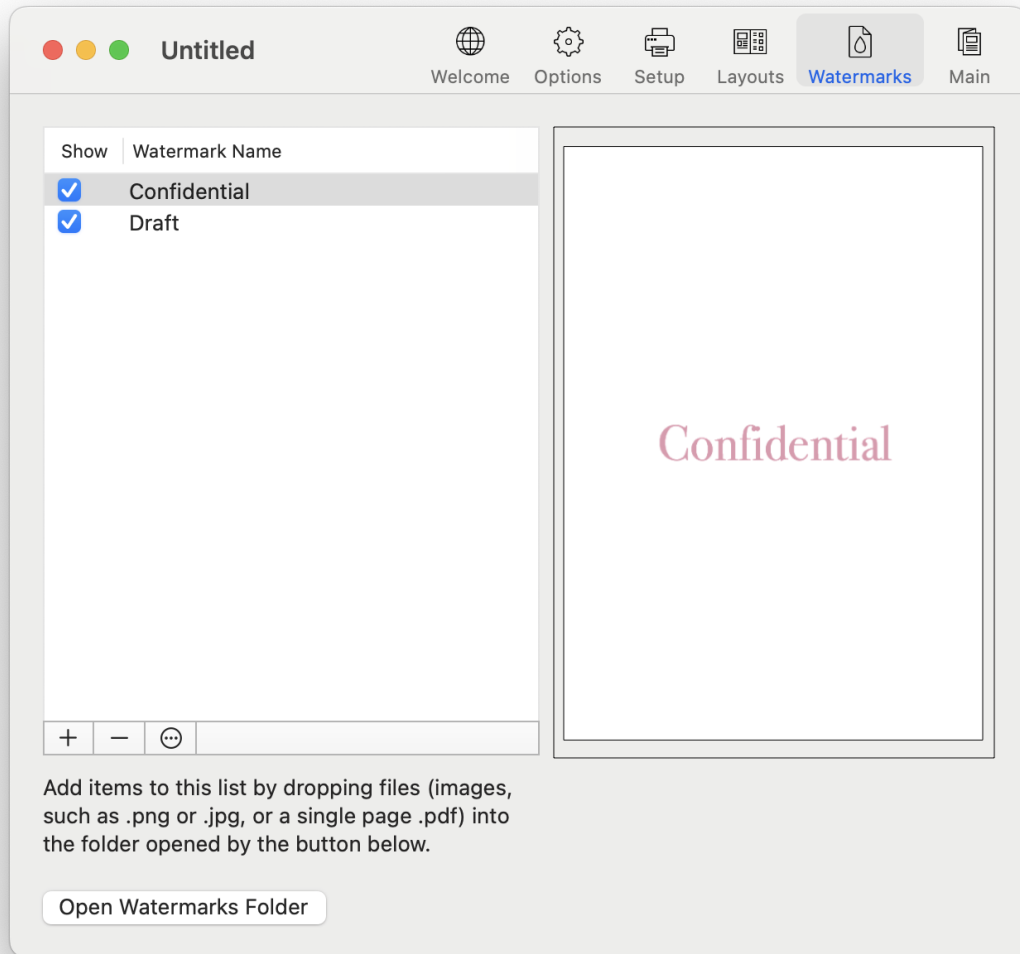
Ok so far, but we can do better! Adjust the controls to rotate the text along the diagonal, enlarge it, and reduce the transparency.



Perfect! We can now go ahead and print a copy to pass around in our next meeting.

## 7.2 Managing Watermarks

Watermarks that appear in the Watermarks popup menu are defined in the Watermarks Manager. Select the Watermarks tab in the toolbar to access this panel:



The manager gives you several options for dealing with your watermarks. Each image that appears in the list can be turned on or off via the Show checkbox, and the preview area on the right shows a sample of what it looks like on the page.

### Adding Watermarks

The Confidential and Draft images are included for you by default. Others you can add in either of three ways:

1. The "+" button - this presents the standard file picker so you can browse for the image you are planning to add.
2. Drag & Drop - you can select the image in the Finder and drag it to the list.
3. The Watermarks Folder - use the Open Watermarks Folder button to reveal the folder in your User account that ClickBook uses to store watermarks. We suggest adding a **copy** of your source image there, rather than your only copy of the file.



---

In the first two methods, ClickBook will copy the file you drag and place that copy in the Watermarks Folder. The original is left untouched.

In the third method you are responsible for managing the contents of the folder yourself. You can copy files, modify them, drag images in or out... when you return to ClickBook the list will update to reflect the current contents of the storage folder.

### **Image Considerations**

For best results, you should use an image file with a transparent background. This is hard to determine when you are grabbing random pictures off the Internet, but you will be able to tell because your document will be hidden behind the image rather than blending through it. If you are creating your own images, make sure your paint program has the background set to off/transparent.

### **Advanced Watermarks**

You can also use a pdf as a watermark. You add it the same way as an image watermark, and ClickBook will use page 1 as the watermark template to draw on each page.

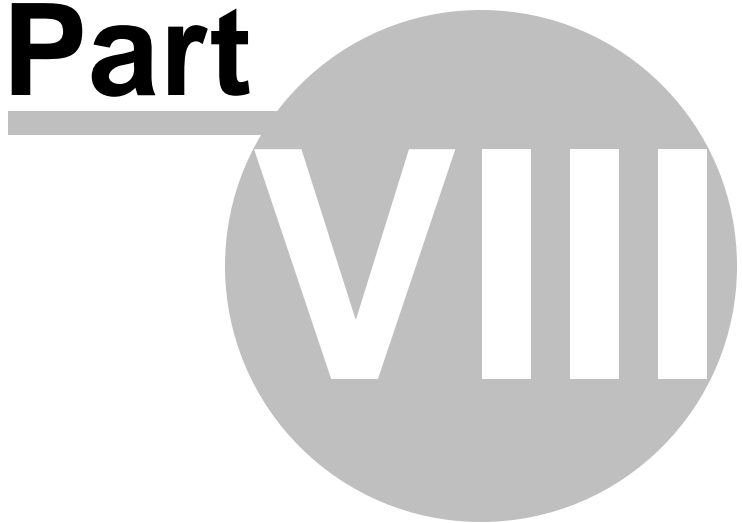
However, there are issues with this approach. As with image watermarks, you will need to make sure the page has a transparent background or the content of your page will be invisible behind the watermark. In addition, the transparency control doesn't work when the pdf background is opaque. Such pdfs are still usable, but you should probably shrink them down and place them in the corner of a page where they won't obscure the rest of the content.

Feel free to play around and experiment with the feature, and remember: you can always use ClickBook to create a single page collage of text and images, then use the Preview command to generate as a pdf. Grab that copy and place it in the Watermarks list/folder and go wild!

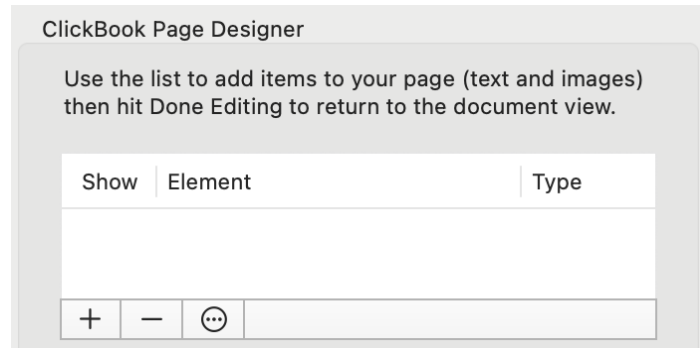
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Page Designer

**Part**

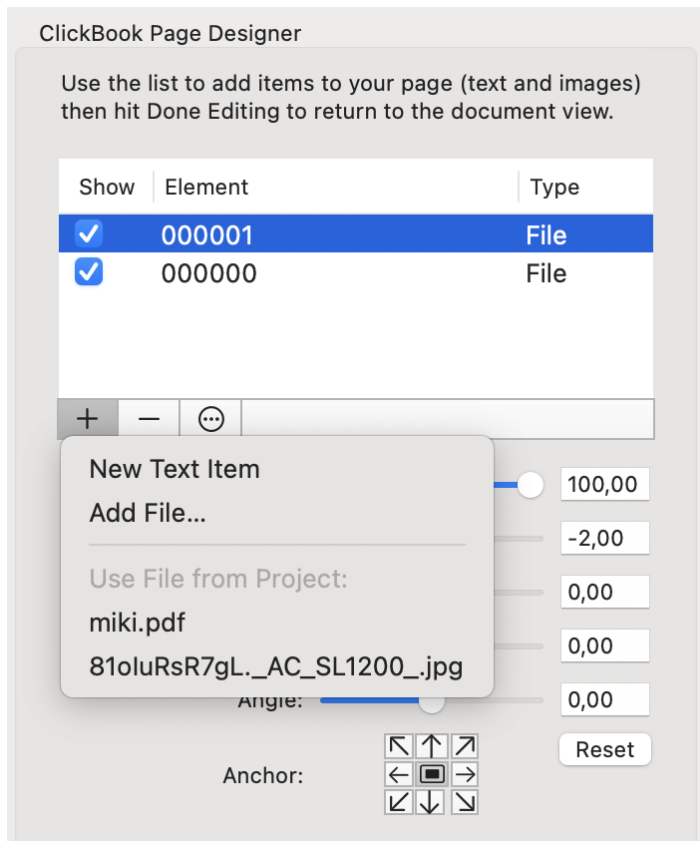






There are two ways to add items here:

1. You can drag images or PDFs from the Finder into the element list or onto the page builder area. Any files you add there are also added to the Resources section of the project (the lower list in the Files panel).
2. You can use the "+" menu to create a text element for the page, or choose a file from either the Finder (Add File...) or select one that is already in the project:

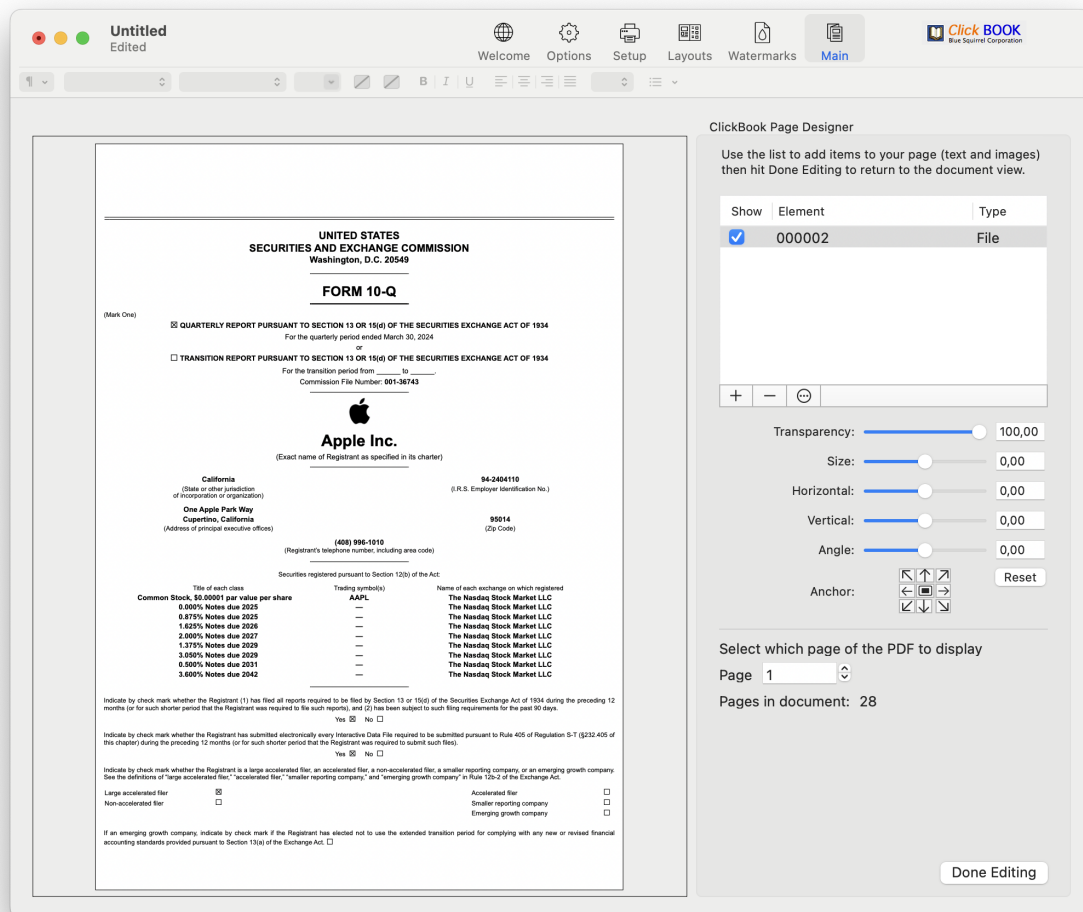


The Action menu contains the Edit, Duplicate, and Rename options, and you also can use the "-" button to delete an element from the page you are building.

### File Elements

The following picture displays how the Page Editor might look after dragging a recent Apple 10Q PDF document into the Elements list. The instruction area has changed to display details about the

document and the selected PDF page to be used in the construction.

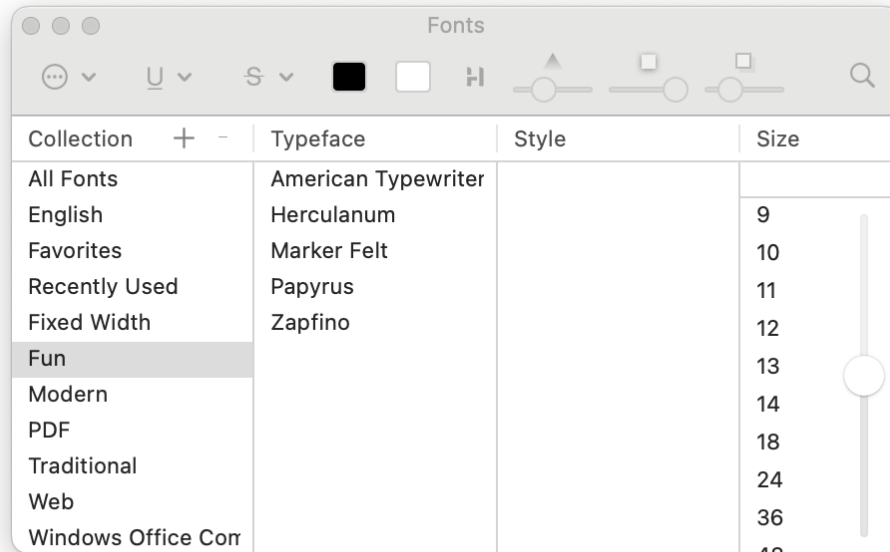


As mentioned, Image files used as page elements have no additional options at present. You will see the instructions box when one is selected, though the positioning controls are still active.

## Text Elements

Text elements can contain multiple fonts and styles, and can span multiple lines. To add a text element to your page, select the New Text item from the "+" menu. When a text element is selected, the Instruction area changes to contain a text entry area. In the following diagram, title text has been added to the existing PDF element. It has been positioned at the top of the page. Note that the text color and font that is selected on the editing controls below the toolbar). You can select sections of your text and choose different fonts, colors, or sizes, as well as centering or edge positioning for multi-line text. Feel free to be as creative as you desire!



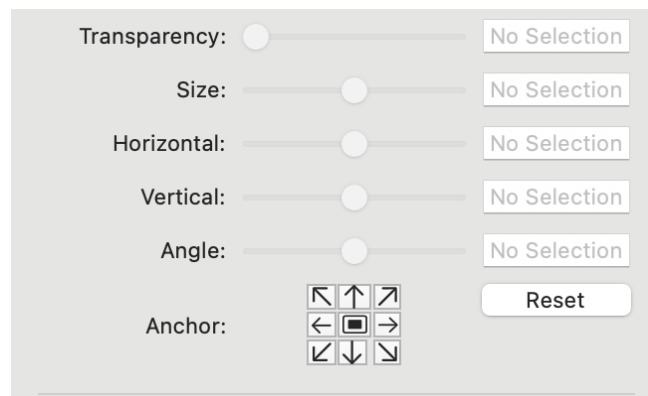


A description of using the Font Panel is beyond the scope of this manual. If you need additional details, Apple has prepared an in-depth usage guide in PDF format available from their website. Please refer to the following website:

[Apple Font Panel](#)

### Placement Controls

Once you have a set of elements on a page, use the placement controls to adjust the size, position, and orientation of each element. These controls are described below:



Transparency - adjusts the transparency level between completely see-through and opaque.

Size - magnify/shrink the size of the element. The value represents a logarithmic scaling factor, so "0" is actual size, "1" is quad size (double size in both X and Y), "-1" is quarter size (half size in both X and Y), and other values behave similarly.

Horizontal - positions the element along the X (horizontal) axis.

Vertical - positions the element along the Y (vertical) axis).

Angle - change the angle of rotation angle of the element. Range is between -180 degrees and +180 degrees.

Anchor - use one of the nine miniature buttons to position the element in the top, middle, bottom, left, middle, or right of the page.

### **Saving your Page**

Once you have finished editing your page, click the Done Editing button to save it back to your Project.

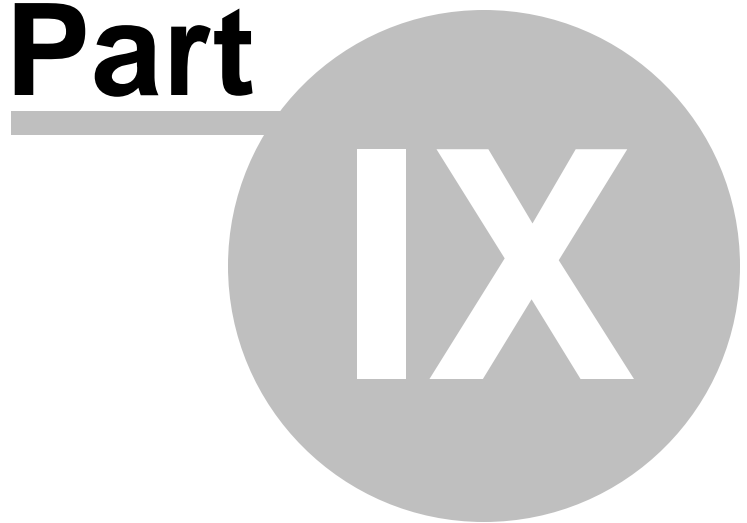
For an example of using the Page Designer, please see the chapter [Multi-document Projects](#) in the Advanced section of this manual.



# ClickBook for macOS Version 5.0

Advanced

**Part**



## 9 Advanced

### 9.1 Borders

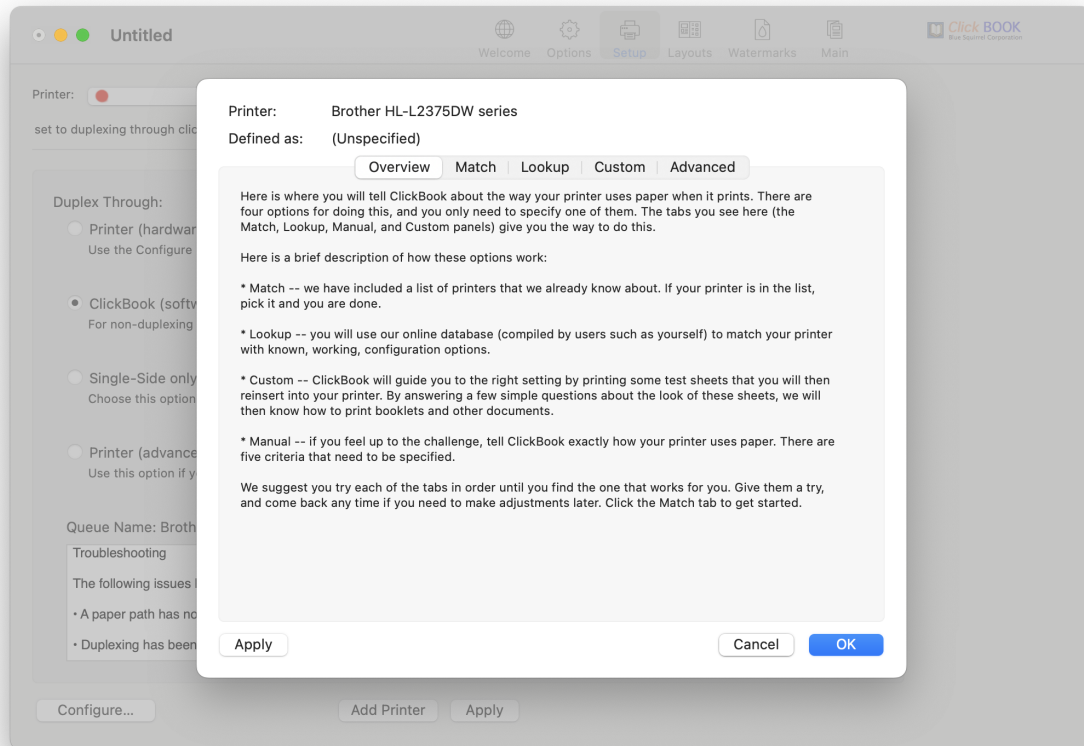
1. Launch the ClickBook application (this can be done from your Hard Drive, or by printing to ClickBook from an application).
2. Select the Setup button on the ClickBook toolbar.
3. Choose the printer you want to setup from the Printer drop-down list. (If you have more than one printer they will be displayed in the Printer drop-down menu.)
4. Click on the Configure button at the bottom of the panel, then open the Layout disclosure triangle in the controls list.
5. Select the type of Border you want from the drop down menu, e.g. single hairline, single thin line, double hairline, double thin line.
6. To save your changes press the Set button.

### 9.2 Manual Printer Setup

The Manual Printer Setup feature lets you answer some questions and provide information to ClickBook about your printer and how it handles paper.

Here's how to get started:

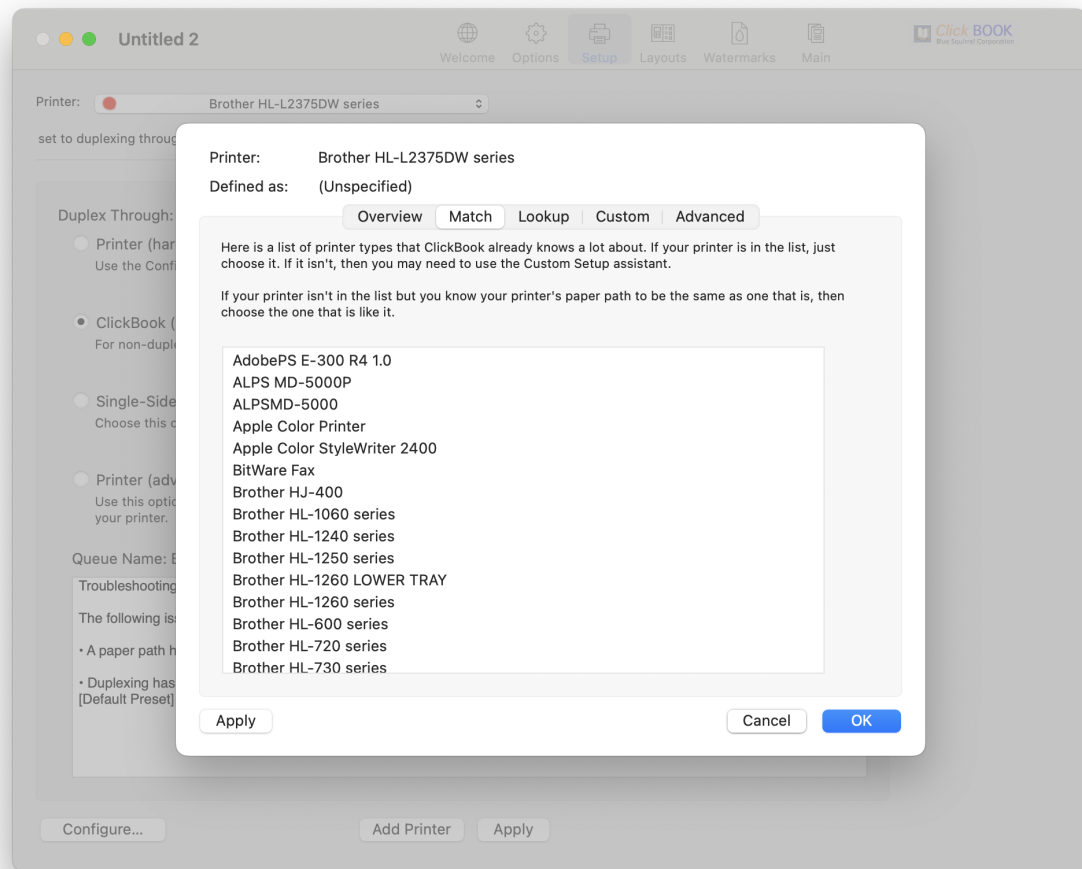
1. Make sure the printer you wish to set up is ready to print (turned on, on-line, paper loaded, etc.)
2. Launch the ClickBook application (this can be done from your Hard Drive, or by printing to ClickBook from an application).
3. Select the Setup button on the ClickBook toolbar.
4. Choose the printer you want to setup from the Printer drop-down list. (If you have more than one printer they will be displayed in the Printer drop-down menu.)
5. Select the " ClickBook (software duplexing)" option, then click the Setup button right next to it.
6. The Software Duplexing dialogue is displayed, describing the different ways you can define your printer and how it prints.



See the following several sections for a description of using each option.

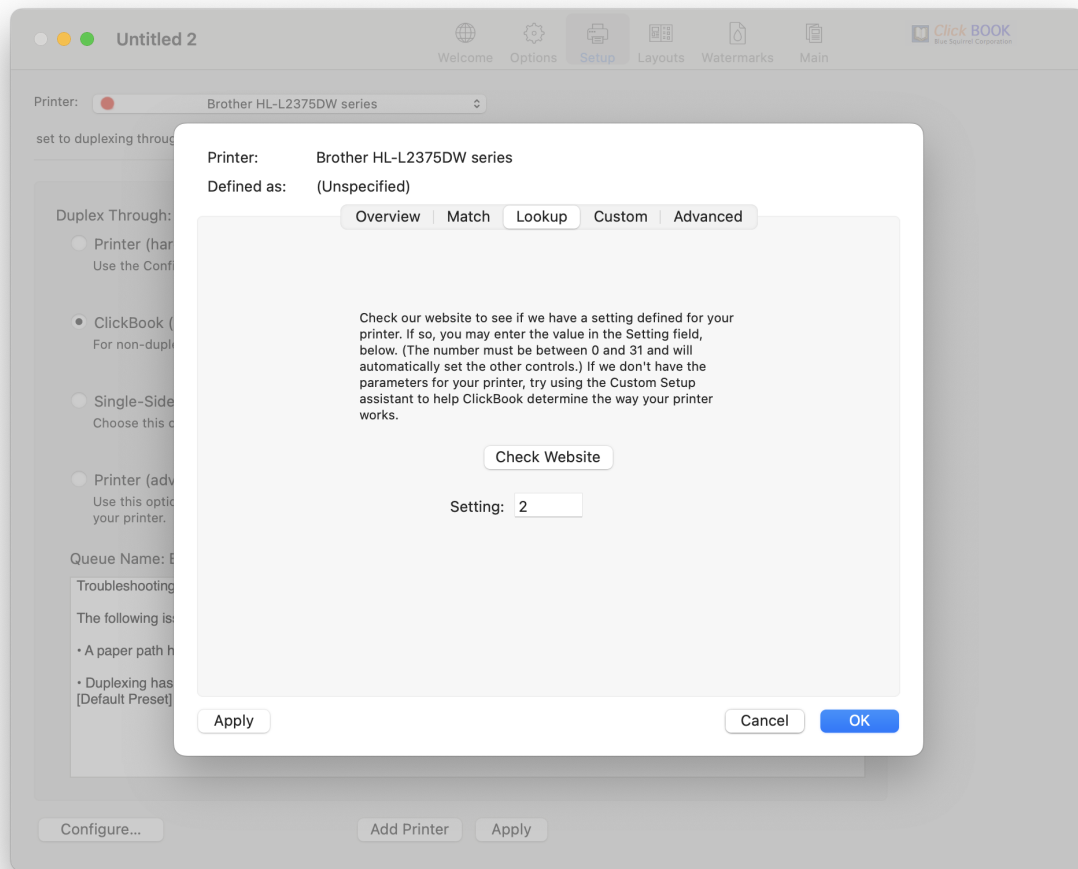
### Match Option

This panel displays a list of printers that ClickBook already knows how to print to. If your printer appears in the list, select it there and hit the OK button. (A similar printer from the same manufacturer will often work as well.)



### Lookup Option

You can check the Blue Squirrel Web Site [<http://www.bluesquirrel.com/clickbook/printersetup/>] to see if anyone in the ClickBook community has used your printer before.



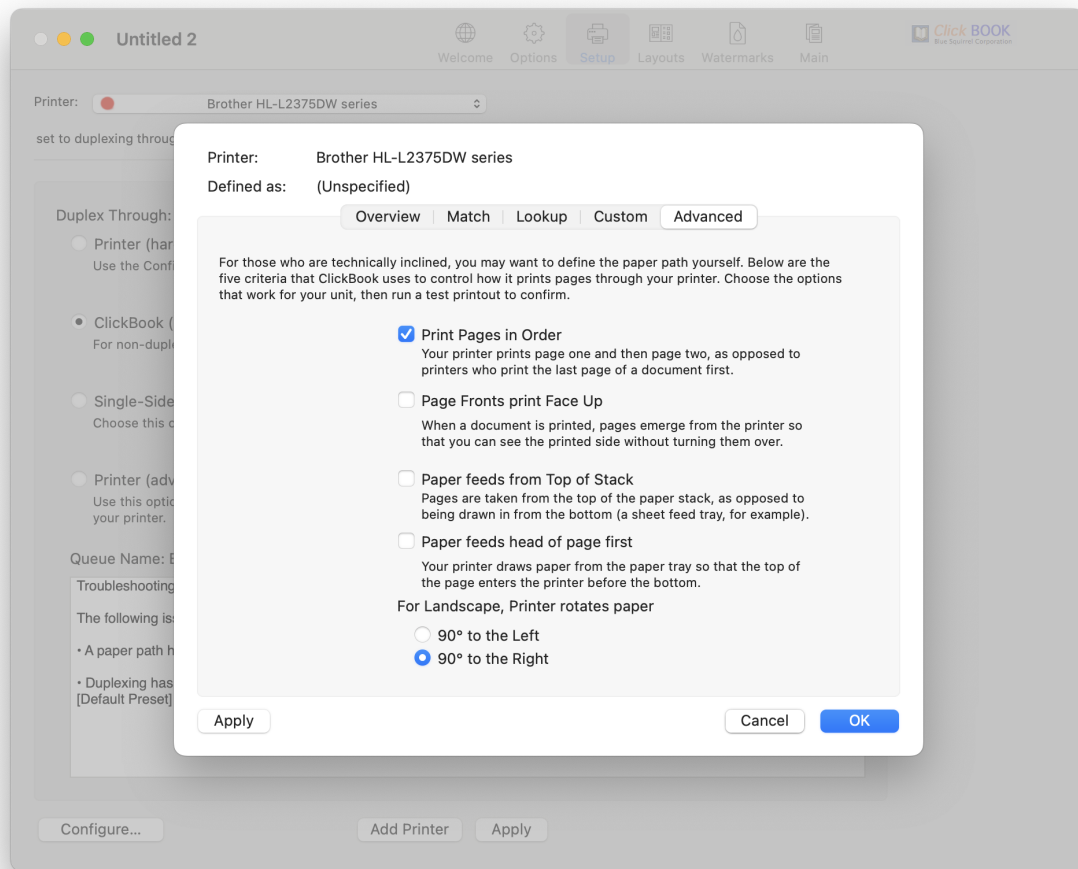
1. Click the Check Website button, which will launch your Web browser and open the Blue Squirrel Web Site. The online list contains several user contributed printers. Choose your printer and press the Lookup button to see a value displayed.
2. Enter the value in the Setting text field.

### Custom Option

This option involves printing two sheets of paper and answering some questions about what was printed. See the next chapter for the step-by-step guide for using this method.

### Advanced Option

Use this option to define the paper-path yourself: four check-boxes and a radio button selection are enough to tell Blue Squirrel everything it needs to know for double-sided printing:



Check the boxes according to how your printer prints. This will require some observation -- most of us simply pull a document from the paper tray without thinking, but here you need to note what your printer is actually doing with the pages when it prints.

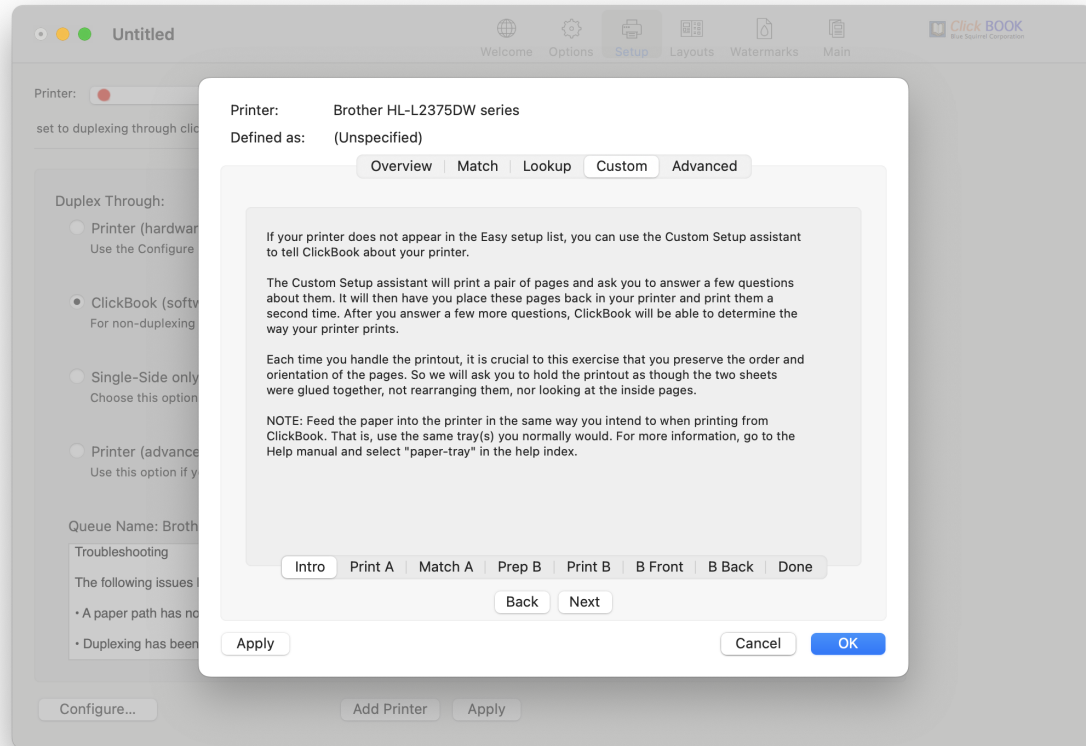
Read the description of each checkbox and either select it or leave it off, as appropriate. For the Rotate radio buttons, this primarily affects the second printing pass of the documents you print. That is, when you print the front sides and then turn the pages over and put them back into the printer for printing the back sides of each page. If the back-sides appear upside-down, come here to the Advanced tab and select the other direction.

## 9.3 Custom Printer Setup

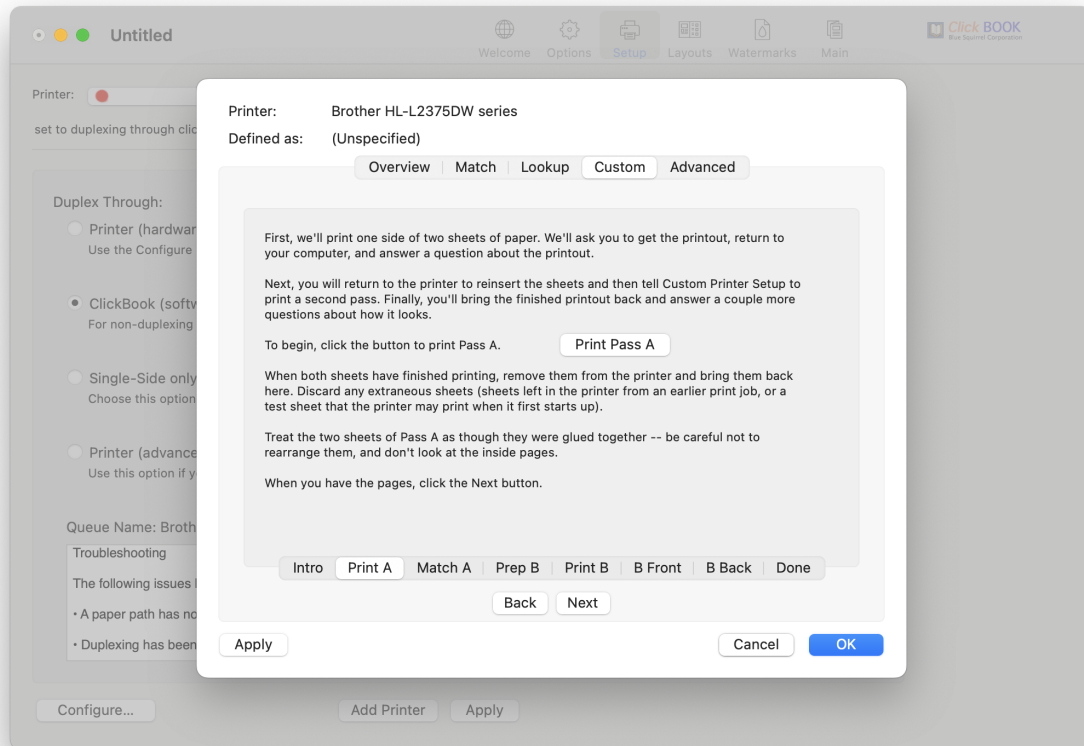
The Custom Printer Setup feature guides you through the setup process to tell ClickBook about your printer and how it handles paper.

Remember your High School science classes? You do an experiment and observe what happens, then record your results. Custom Setup is just like that, only here the experiment is to print two sheets of paper, carefully handle them and observe what shows on the page. You then tell ClickBook what you see and put the pages back into the printer to run the experiment a second time.

To use this option, first select the Custom tab from the Software Duplexing window (see the previous chapter: Manual Printer Setup)



Hit Next to advance to the **Print A** panel:

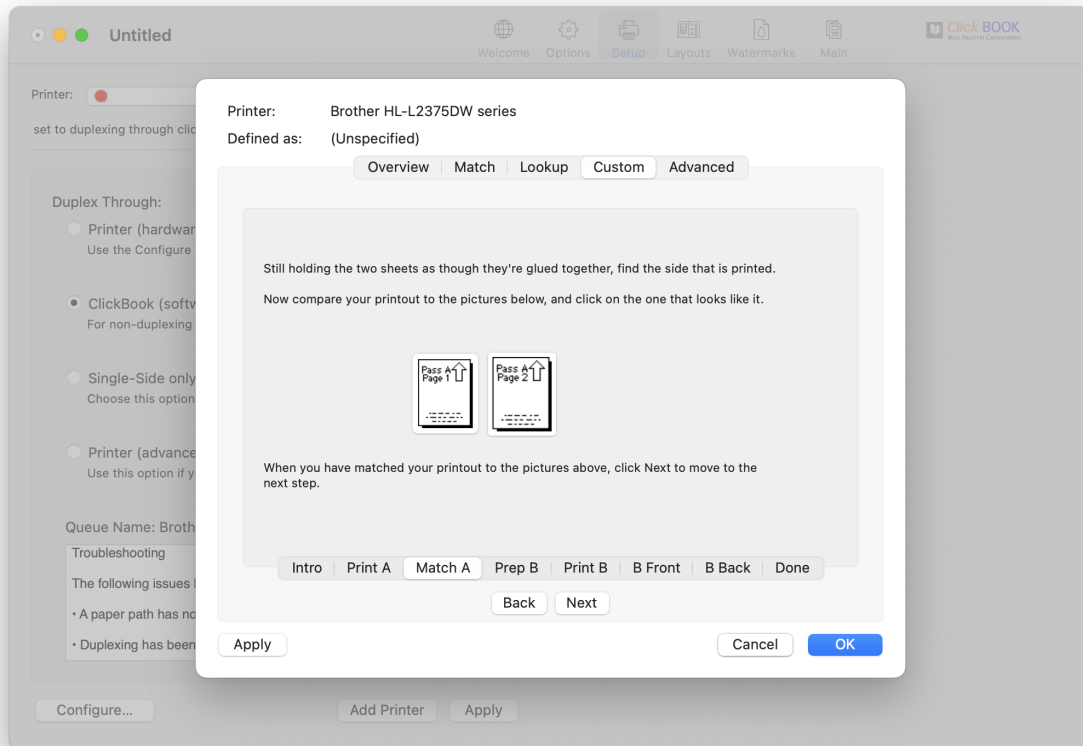


Here you will prepare your printer and then print two sheets of paper. These two sheets need to be held together while the experiment is running -- if they become separated you will need to start over beginning at this step.

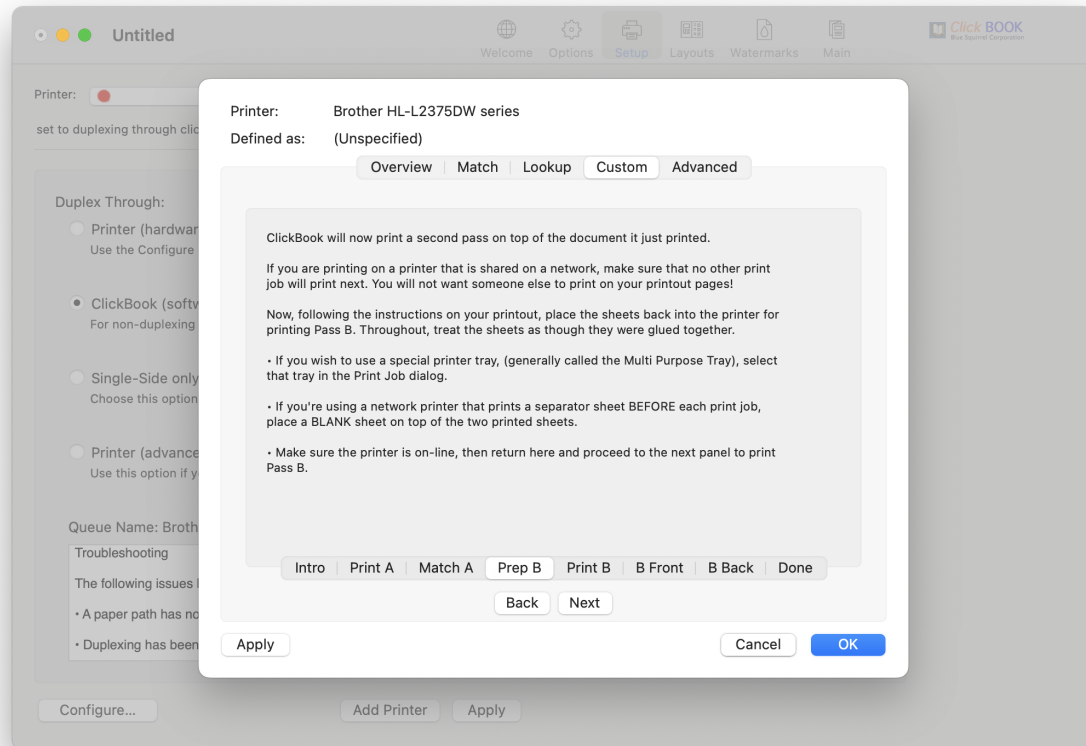
Hit the Print Pass A button, wait for the print job to complete (the standard system print dialog may appear first; just hit the Print button if it does) and grab the sheets from your printer.

Now hit the Next button to advance to the **Match A** panel:

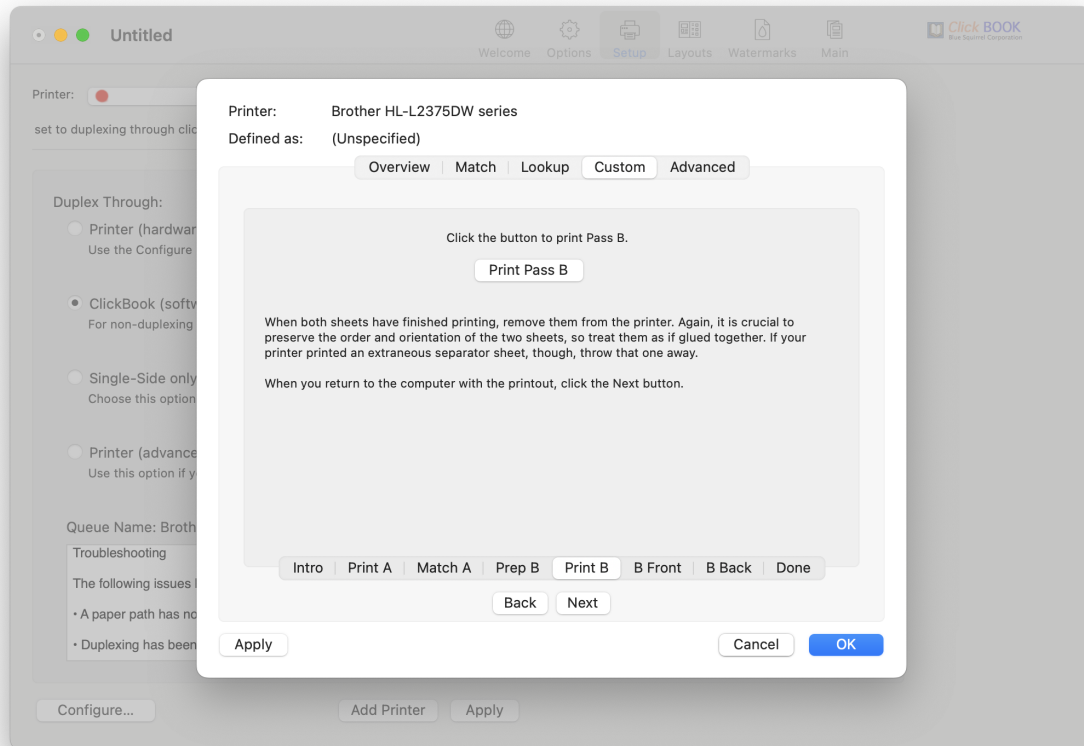




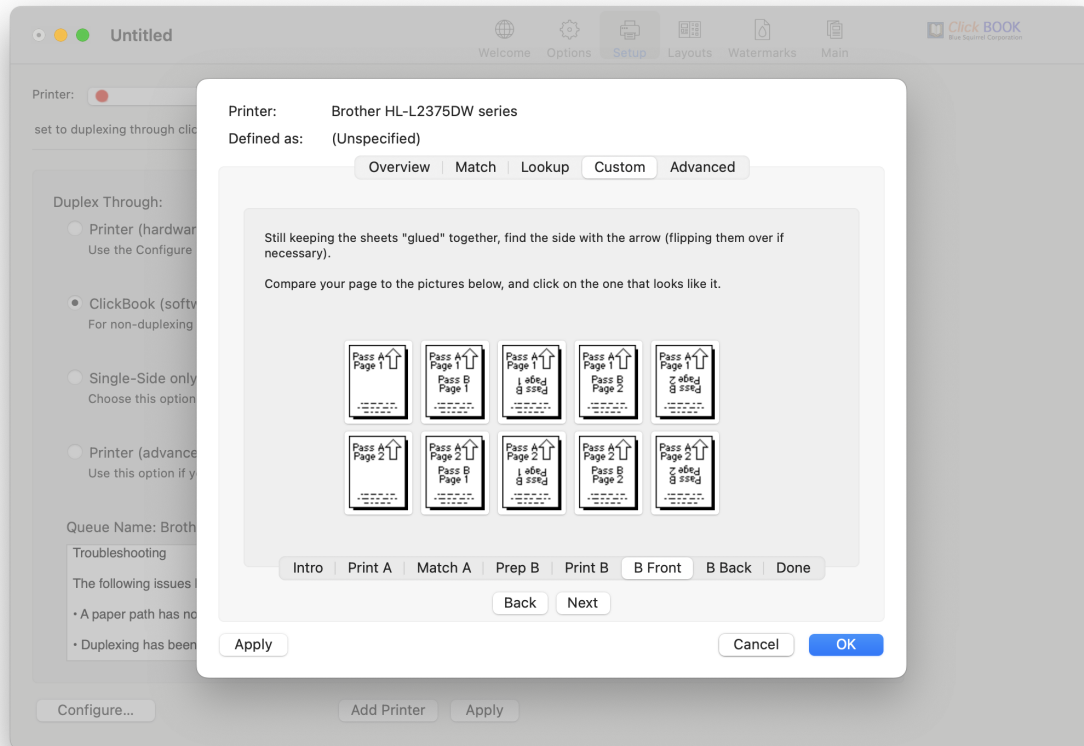
Select the picture corresponding to what your pages look like, then hit the Next button to move on to the **Prep B** panel:



Follow the onscreen instructions and return after placing your sheets back into the printer. Then hit Next to advance to **Print B**:



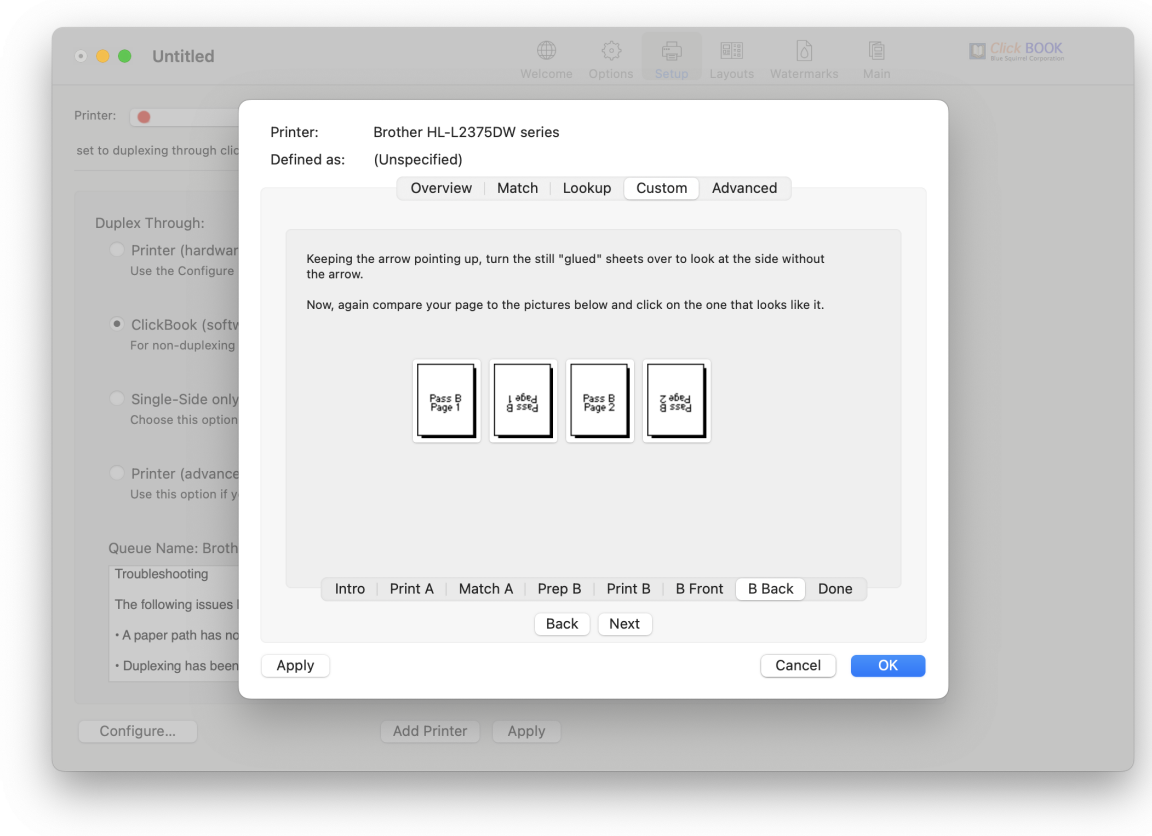
Just as with the first side, hit the **Print Pass B** button and wait for your pages to print. Get them and return here, and hit the **Next** button to go onto the **B Front** panel:



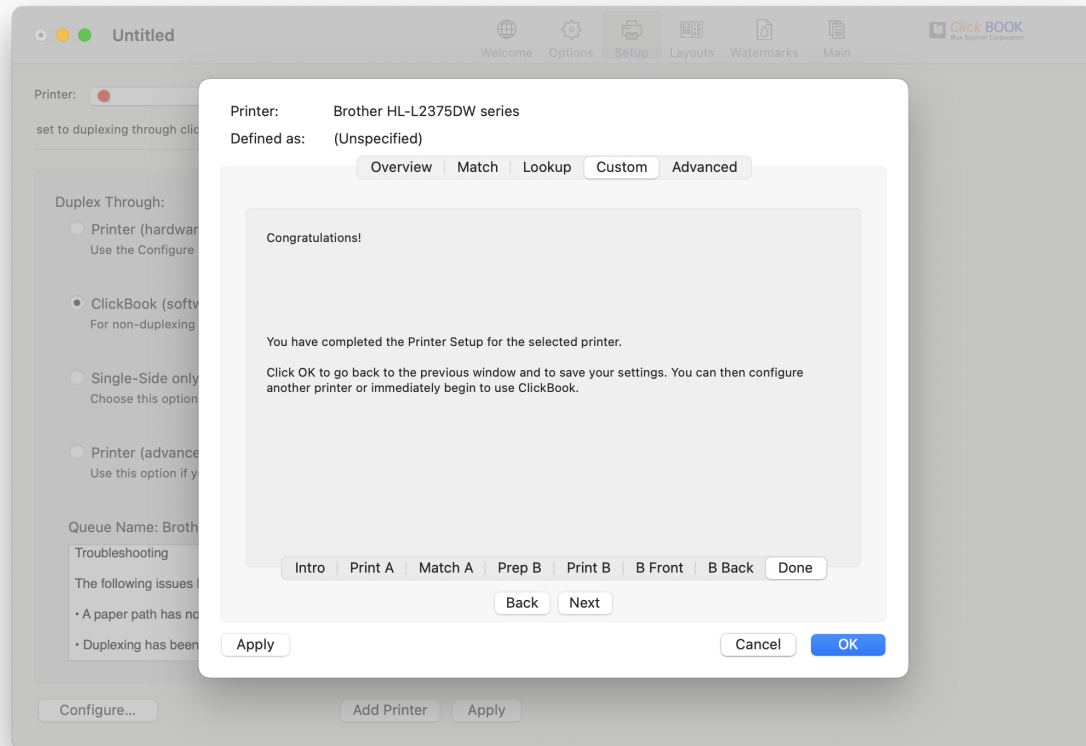
There are now ten possibilities to match against. Pick the one that matches what you see and hit the Next button. Depending on what you selected, you will go to one of two places.

1) Did you notice how the eight rightmost options showed both A and B printing? This means that both passes printed on the same side of the paper. Now that ClickBook knows this it will instruct you to turn the pages upside down when you do a real printing job. That was the last bit of data it needed to know, so you are **Done**. (We will skip the "B Back" step because it is not needed in your case.)

2) Otherwise your printout only had "Pass A" information on the front side. We still need to tell ClickBook about the other side, so you will go on to the B Back panel:



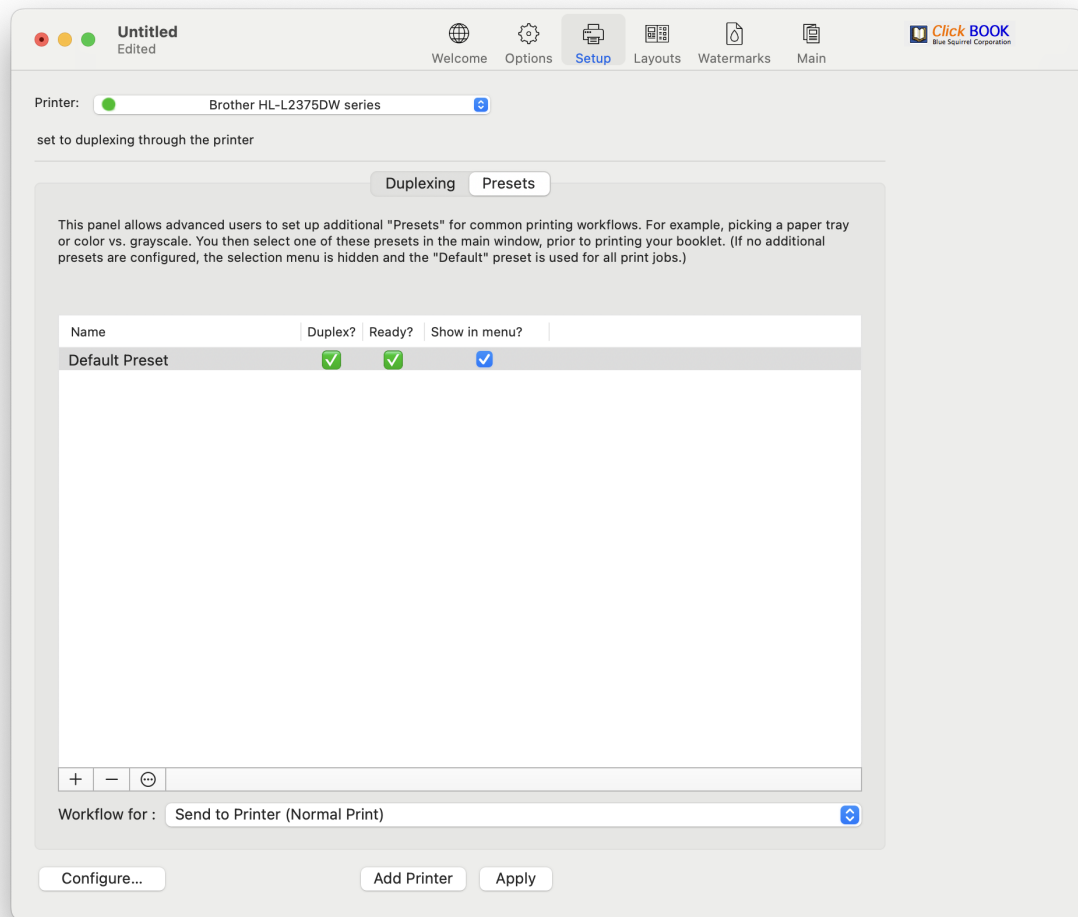
Pick the representation that matches the back of your sheets and hit the Next button:



That's it! Hit the OK button at the bottom of the Software Duplexing dialogue box and you will return to the Printer Setup window.

## 9.4 Printer Presets

You can configure ClickBook to use different workflow patterns, as well as define different presets specific to your printer. For example, you can create a workflow to publish your output pdf to an email, or define one preset for high-resolution printouts and another for day-to-day jobs. Both of these options are configured in the Presets tab on the Printer Setup panel:

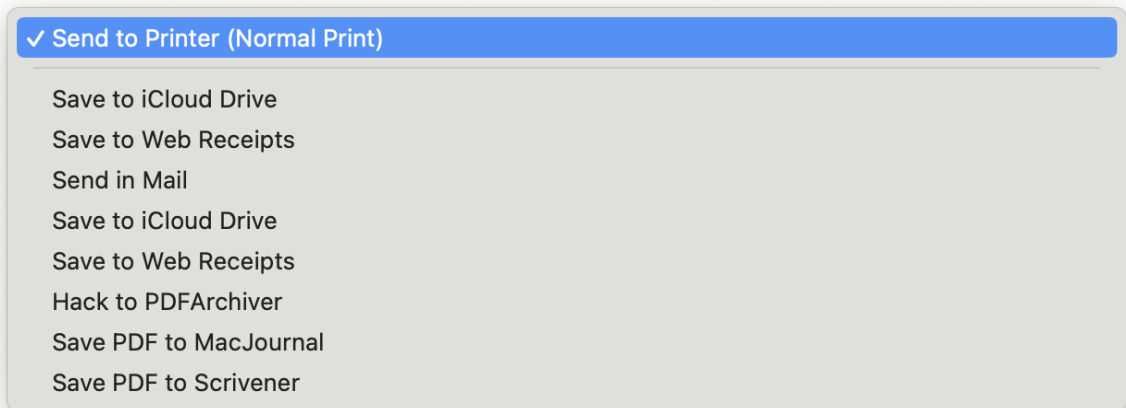


Every printer has at least one preset -- the default preset -- which cannot be deleted. This preset defines the settings used for basic print tasks. However, you can define additional presets for specialized tasks. Some examples may include:

- Workflow options - send your ClickBook-processed projects on to additional PDF software.
- Alternate Printer configurations - define source paper trays, ColorSync options, printer-specific options, or anything else you can set in the standard macOS printer setup dialog.

### Workflows

There are several options in the Workflow menu already defined by Apple. Others have been added by software installed on your machine. For example, in this list



the final three items were installed by PDFArchiver, Mac Journal, and Scrivener to allow applications to send pdfs to those applications. The top five came with macOS, but note that your list may differ depending on which version of the OS you are running. (This picture was from a system running Sonoma 14.3.1)

### **Presets**

When you define a new preset it will appear in the list. You can give it a descriptive name and use the checkbox to control whether or not it shows in the presets menu on the main document panel. We'll go through a quick tutorial (below) for how you can do this yourself.

### **Ready / Duplex status**

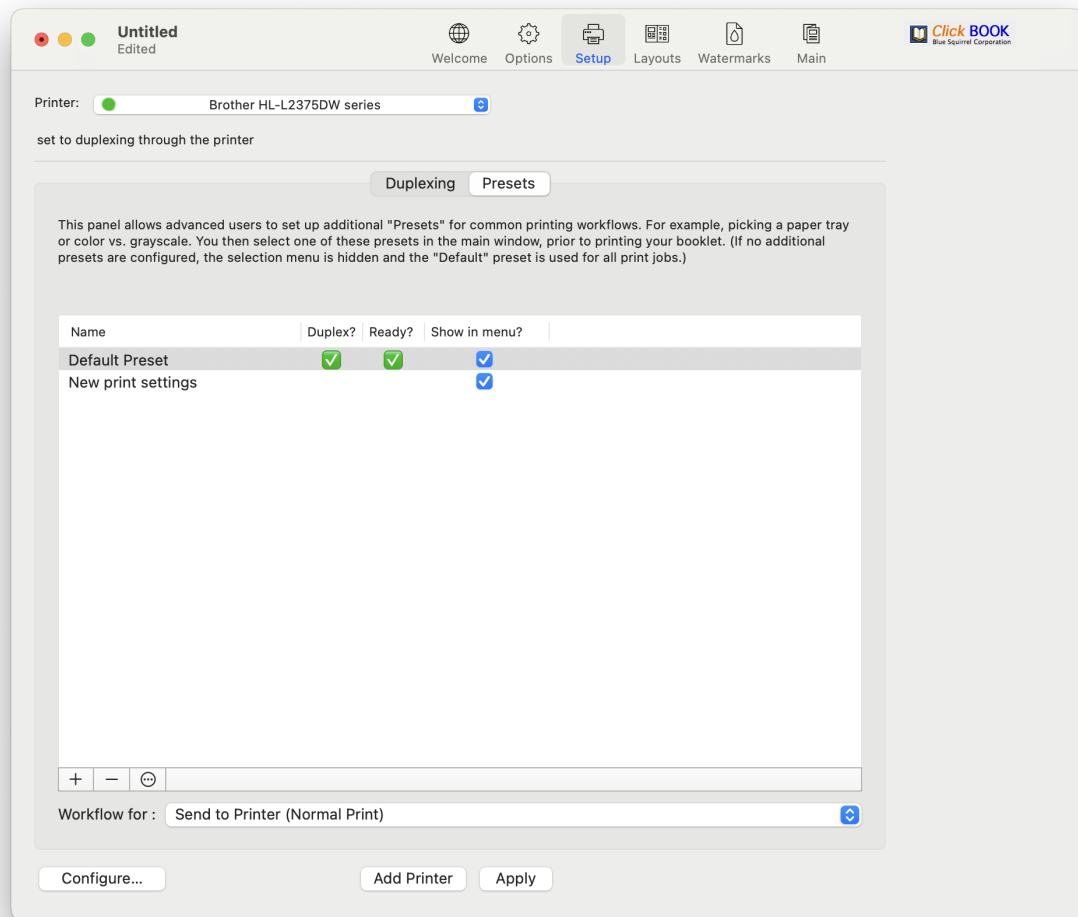
The Ready and Duplex list columns show the status of your presets. The Duplex column shows that duplexing has been turned on for the printer, and the Ready column shows that a macOS Print Settings have been configured for the printer. Both of these options require that you use the Configure button at the bottom of the dialog to define and save your options in the standard Print dialog.

### **Adding a Preset**

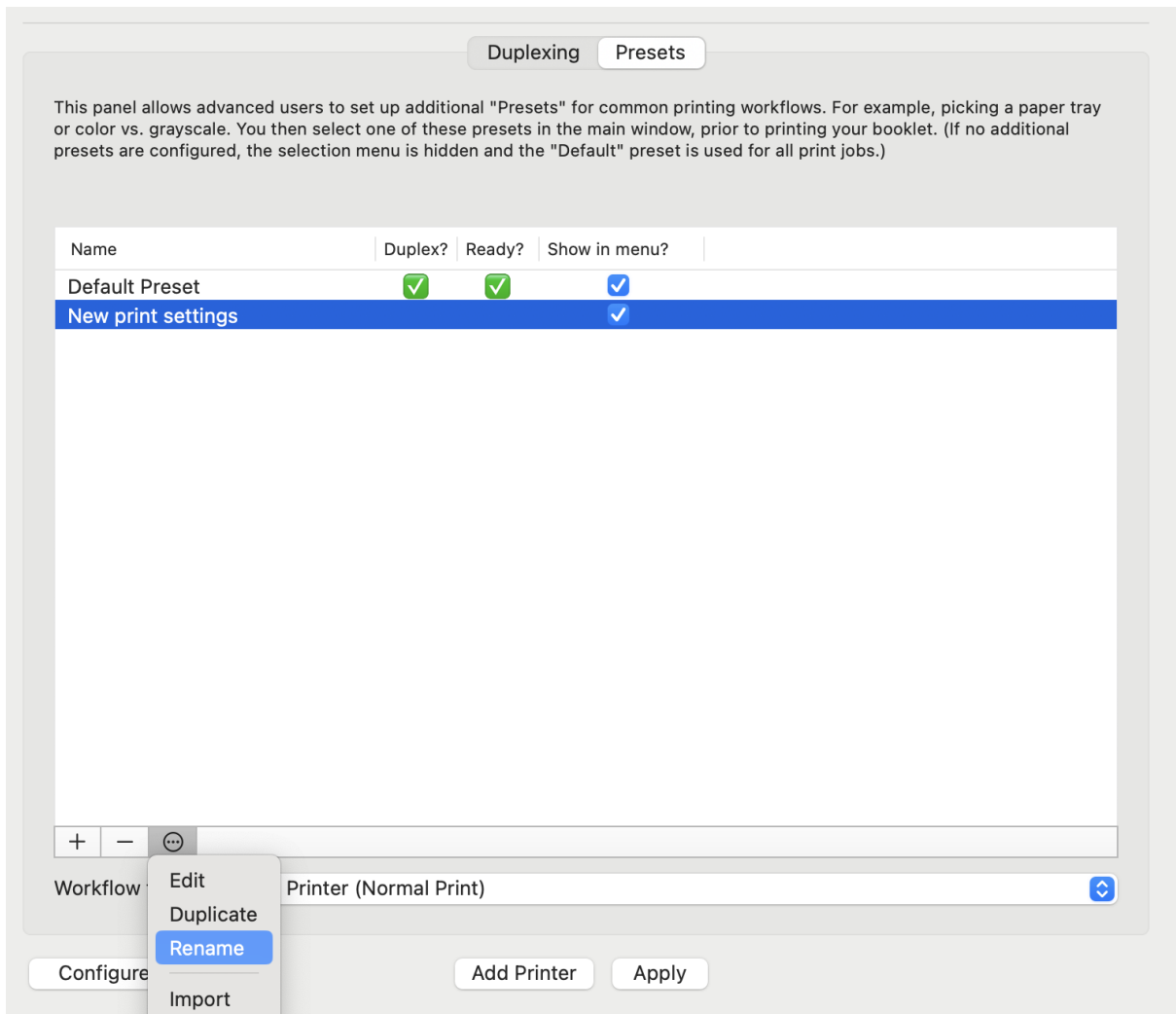
Here we will define a preset for high-resolution printing. This way we can use the Default preset for our draft copies, and then turn on the Hi-res preset for the production-quality book.

To get started, hit the "+" button at the bottom of the list. You will get a new list item that you can work with:





Nothing has been defined in this preset yet, but we can go ahead and rename it by selecting the Rename option from the Action menu:



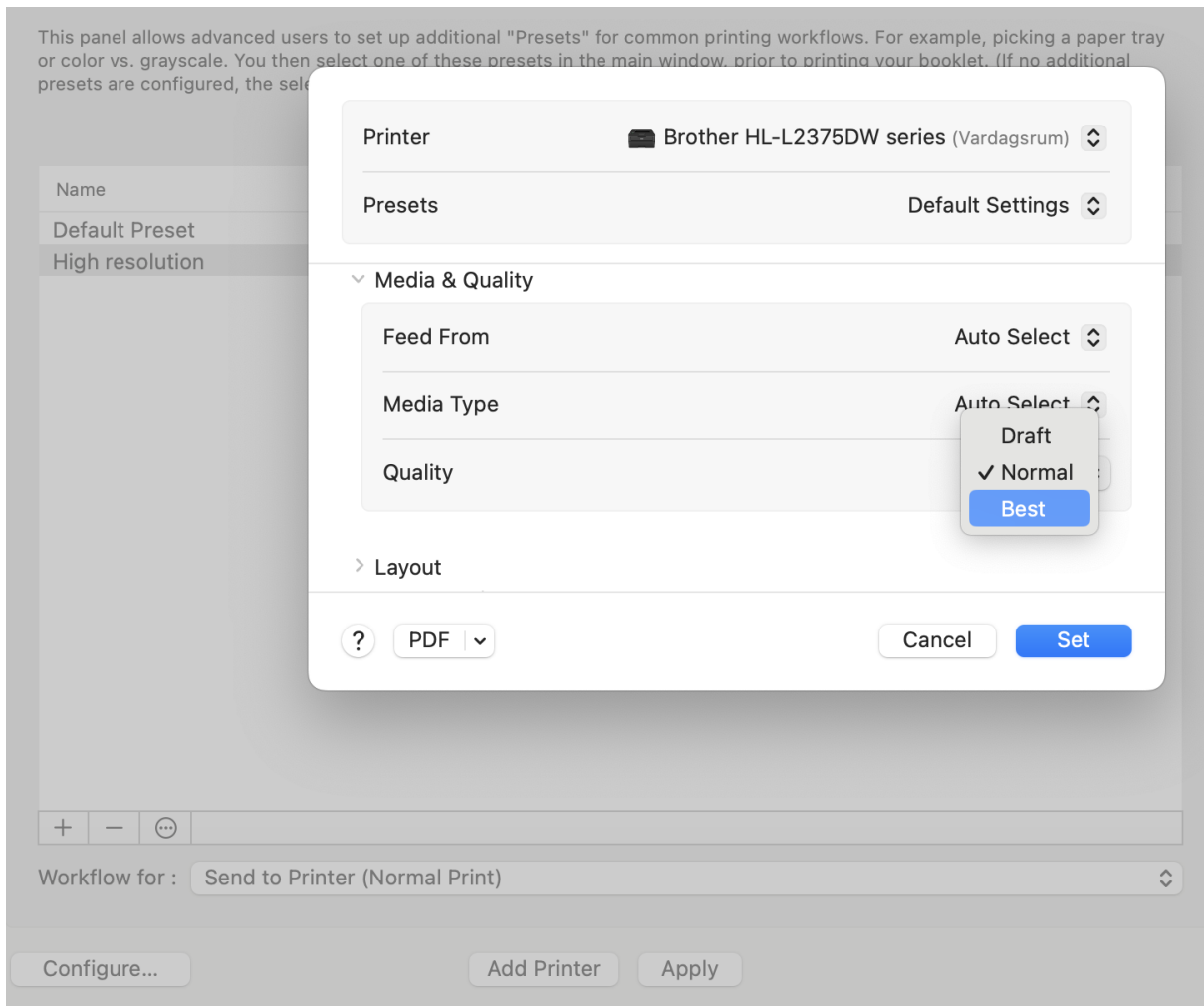
Here we gave it the name "High resolution":

Name	Duplex?	Ready?	Show in menu?
Default Preset	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High resolution			<input checked="" type="checkbox"/>

+ - ☰

Workflow for :

Now let's configure the preset. Do this by selecting it in the list and hitting the Configure button at the bottom of the screen. (You can also use the Edit menu item from the Action menu at the bottom of the list.) In the picture below, we have scrolled the controls list down to the Media disclosure area and found the Resolution popup menu:



(Note: different printers will have different controls in this list. The above example is for a Brother monochrome laserwriter; your printer may have different ways of specifying these settings. Be sure to consult your printer's documentation for help.)

Make whatever changes you want for the preset you are defining. Perhaps you need to also specify a different paper tray that contains better quality paper for your high-resolution prints? Or you need to pick a color profile along with the paper you are using? Make all these choices according to what you are trying to do.

However, before you hit the Set button to save your settings, take a look at the Double-sided selection:

Printer Brother HL-L2375DW series (Vardagsrum) ▾

Presets Default Settings ▾

Copies  ▾

Double-sided **On** ▾

> Media & Quality

? PDF ▾ Cancel Set

It should match the choice you made in the Duplexing panel: it should be On for "Printer" or "Printer (advanced)", and Off for the "ClickBook" and "Single-Side only" duplexing methods.

Once everything is right, hit the Set button to save your settings to the Preset.

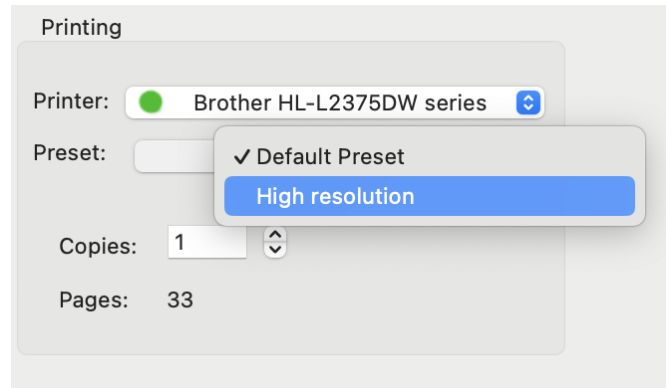
Name	Duplex?	Ready?	Show in menu?
Default Preset	✓	✓	✓
High resolution	✓	✓	✓

+ - ...

Workflow for : Send to Printer (Normal Print) ▾

## Using Presets

Once you have defined additional presets, ClickBook will display them in a popup menu on the main window. (Note: this menu only appears if you have more than just the default Preset present for the printer you pick from the Printer menu.) This makes it available for your print jobs. Simply choose the preset you want to use and click the Print button to print.



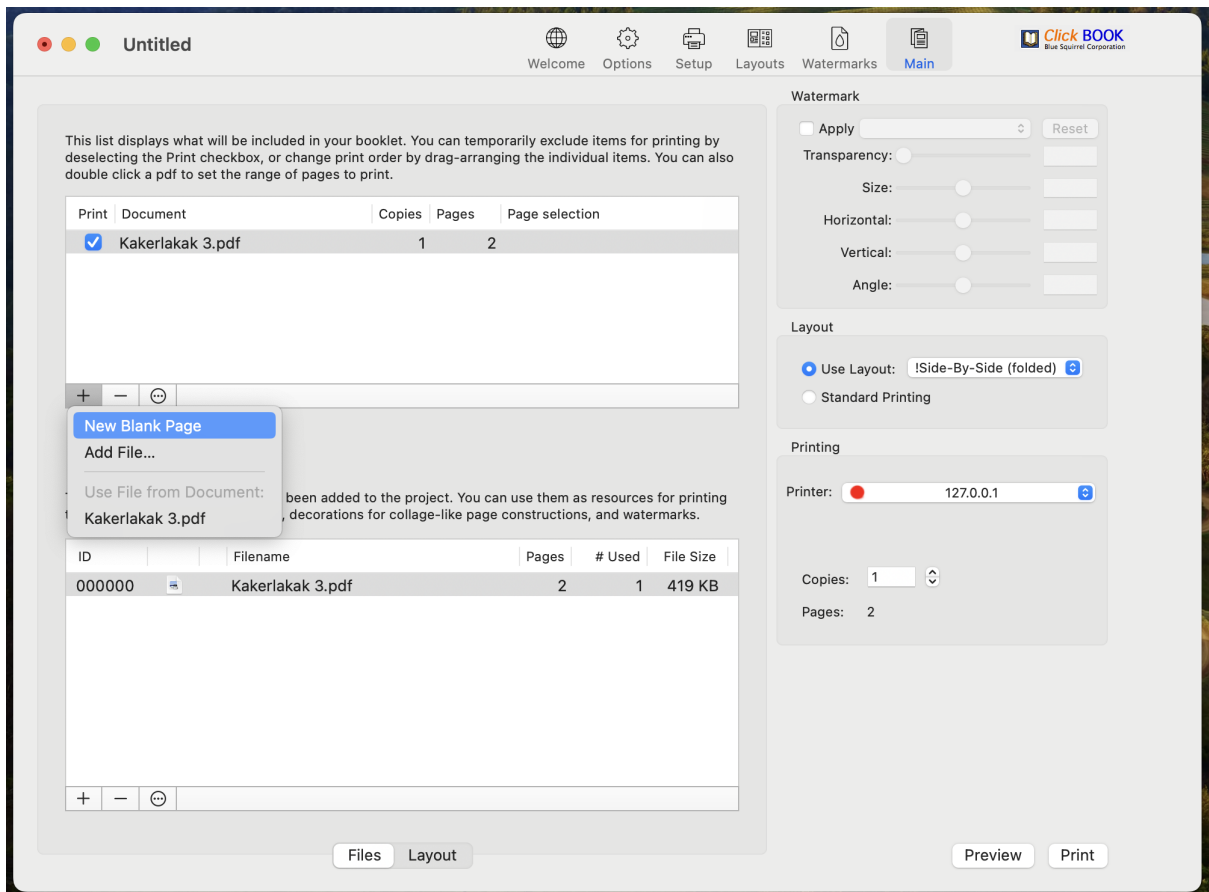
## 9.5 Multi-document Projects

You can use ClickBook to compose projects from several different source documents. Here's an example project that was created for my son's 2024 birthday present.

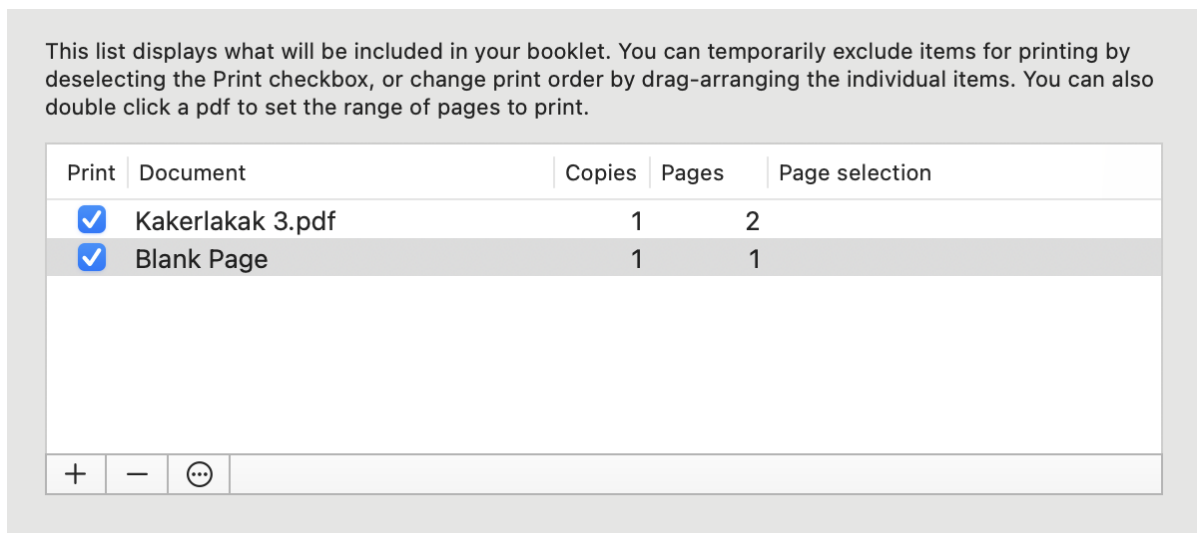
It was a board game that came directly from Amazon in Sweden. The instructions were in German, but since he can't read yet and his mother doesn't know German...

Luckily there were English instructions available from the web: a two-sheet pdf that looked pretty boring. So let's use ClickBook to spice it up!

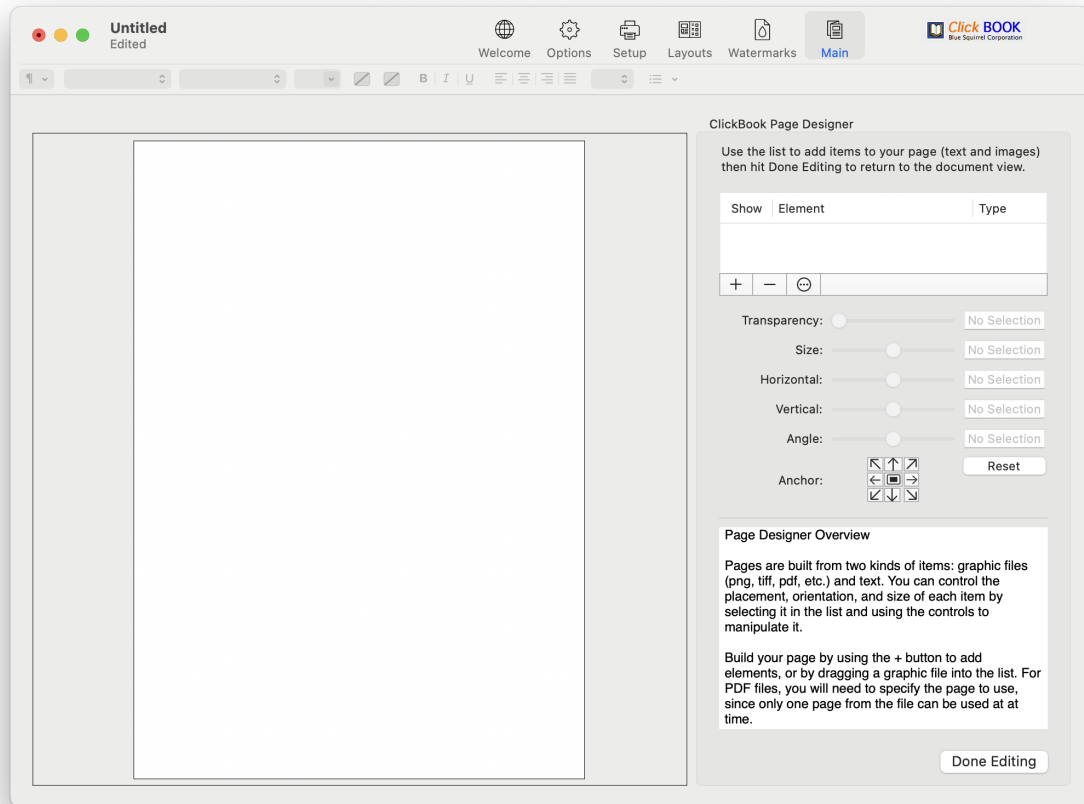
First we have the Untitled project window with the document already added. We've switched to the Files tab to work on it and hit the "+" menu to get the menu to add our cover page:



Select New Blank Page to get a sheet to work on:

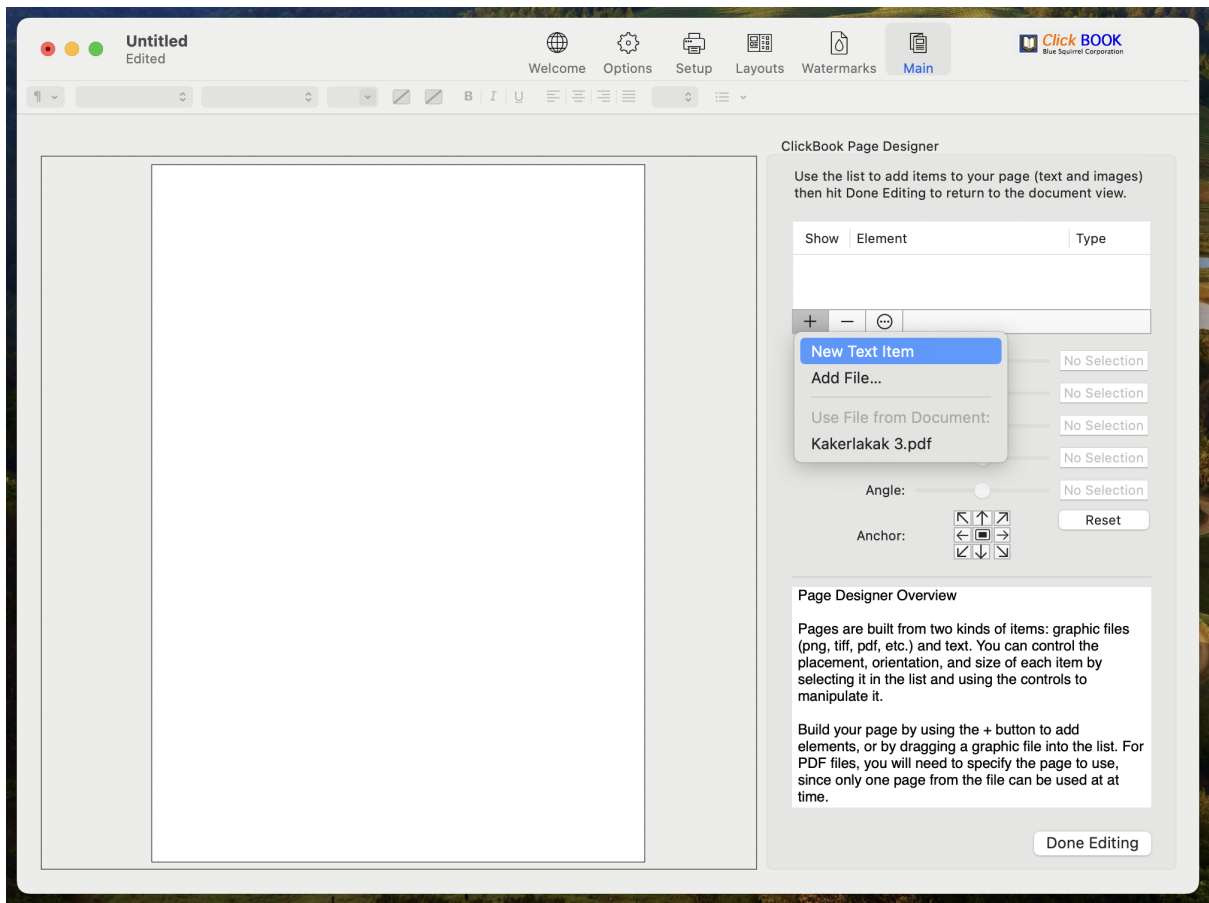


Double click the Blank Page to bring up the editor window:



Let's first add some title text. Hit the "+" button and select New Text Item:

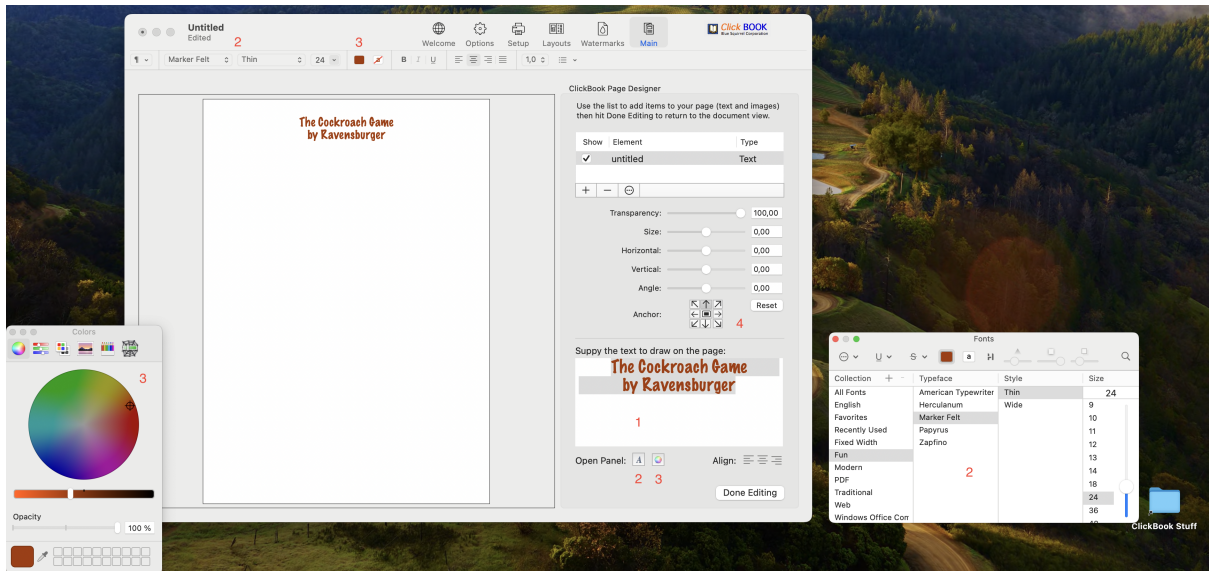




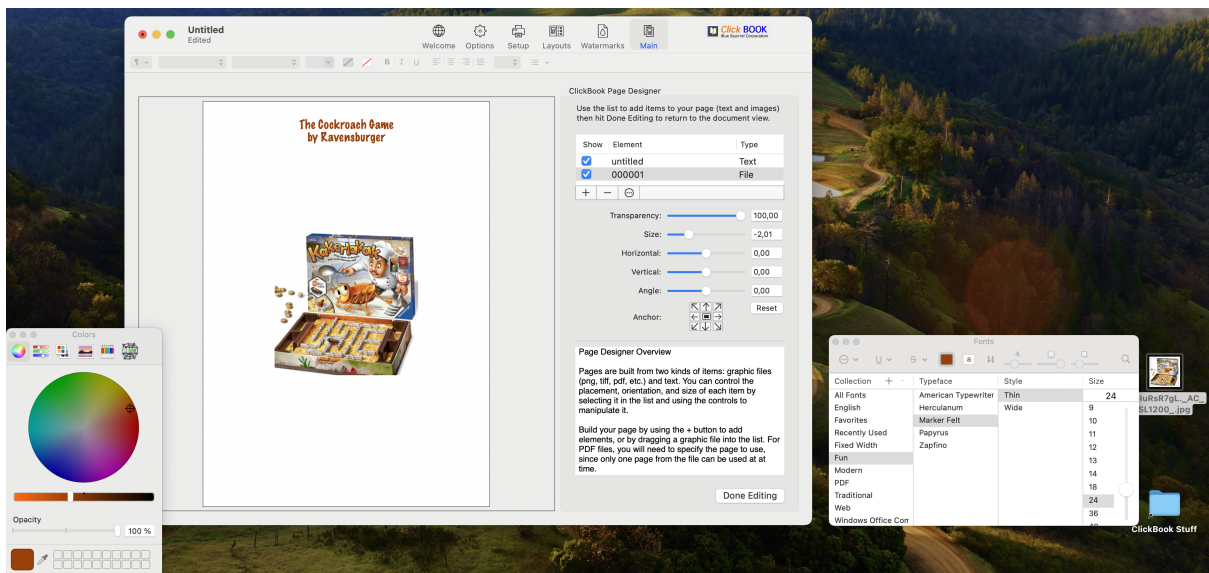
The instructions box in the window is replaced with an area to type in. In the picture below, we have completed several formatting steps:

1. Supplied a title
2. Used the font panel to change the typeface and font size
3. Used the color palette to set the font color
4. Used the top Anchor to position the text at the top of the page

The numbers in red show where you can accomplish each step. Note that there are two ways to set color and font style for your text: the edit ribbon underneath the toolbar and the pop-out panels.



Now let's add a picture. We stole the sales picture off of the Amazon website and placed it on the desktop. Once there, drag the image onto the design area of the window, like so:



The picture was way too big, so we shrunk it using the Size control to roughly quarter size (divided by two in both X and Y). The center (default) position is good, so we're done with this part.

Hit the Done Editing button to return to the Files panel. The next step is to rename the item so we know what it is. This is not really necessary in our example here, but will be helpful if you add several extra pages like this one. Select the Blank Page item from the list and then select Rename from the Action menu:



This list displays what will be included in your booklet. You can temporarily exclude items for printing by deselecting the Print checkbox, or change print order by drag-arranging the individual items. You can also double click a pdf to set the range of pages to print.

Print	Document	Copies	Pages	Page selection
<input checked="" type="checkbox"/>	Kakerlakak 3.pdf	1	2	
<input checked="" type="checkbox"/>	Blank Page	1	1	

+ - ...

Edit  
Duplicate  
Rename  
Import  
Export

This list contains items that have been added to the project. You can use them as resources for printing tasks (drag items above), decorations for collage-like page constructions, and watermarks.

ID	Filename	Pages	# Used	File Size
000000	 Kakerlakak 3.pdf	2	1	419 KB
000001	 81oluRsR7gL._AC_SL1200_.jpg	1	1	290 KB

+ - ...

Supply a name and then hit the return key to make it stick.

This list displays what will be included in your booklet. You can temporarily exclude items for printing by deselecting the Print checkbox, or change print order by drag-arranging the individual items. You can also double click a pdf to set the range of pages to print.

Print	Document	Copies	Pages	Page selection
<input checked="" type="checkbox"/>	Kakerlakak 3.pdf	1	2	
<input checked="" type="checkbox"/>	Cover page	1	1	

+ - ⋮

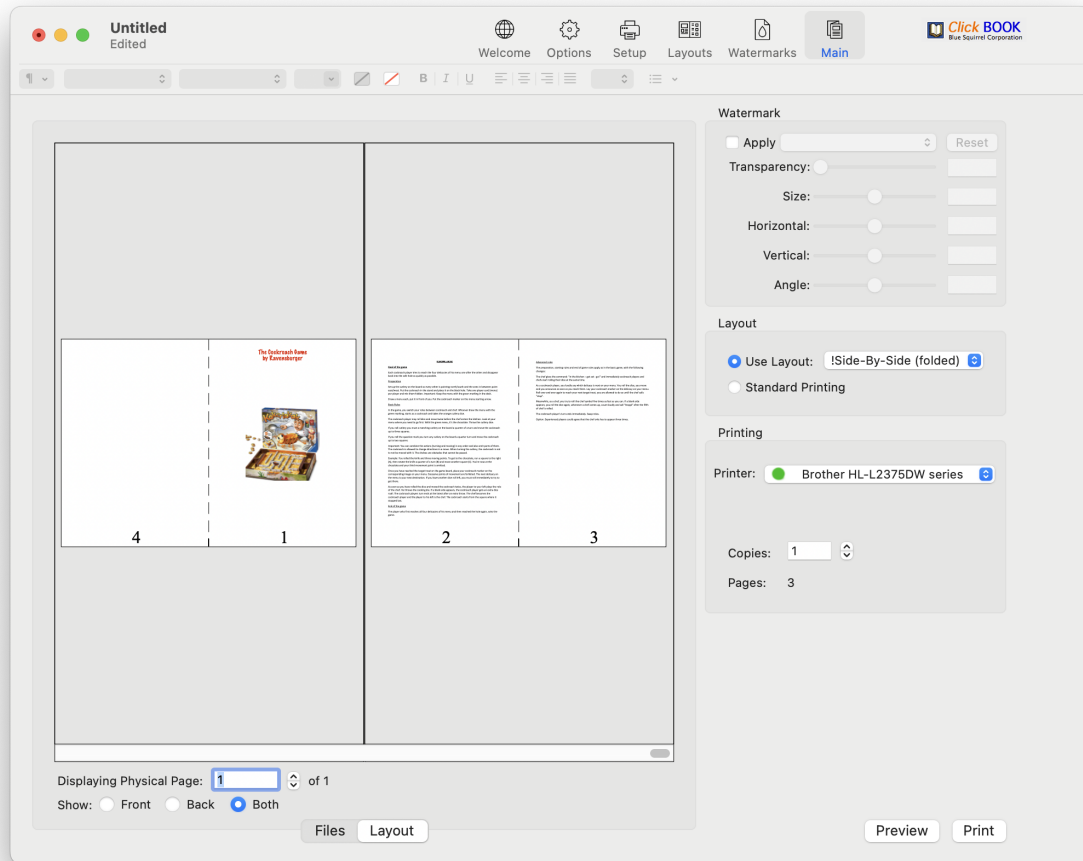
Now we want to set the cover sheet to print first, rather than after the instructions are already on the page. To change the order, select and drag the Cover Page to sit above the instructions pdf.

This list displays what will be included in your booklet. You can temporarily exclude items for printing by deselecting the Print checkbox, or change print order by drag-arranging the individual items. You can also double click a pdf to set the range of pages to print.

Print	Document	Copies	Pages	Page selection
<input checked="" type="checkbox"/>	Cover page	1	1	
<input checked="" type="checkbox"/>	Kakerlakak 3.pdf	1	2	

+ - ⋮

Now switch back to the Layout panel using the tab button at the bottom of the window. You can now preview your project on screen and make sure it looks right.



Perfect! The cover sheet is on the top page of the folded brochure and the instructions are nicely in the center where they belong.

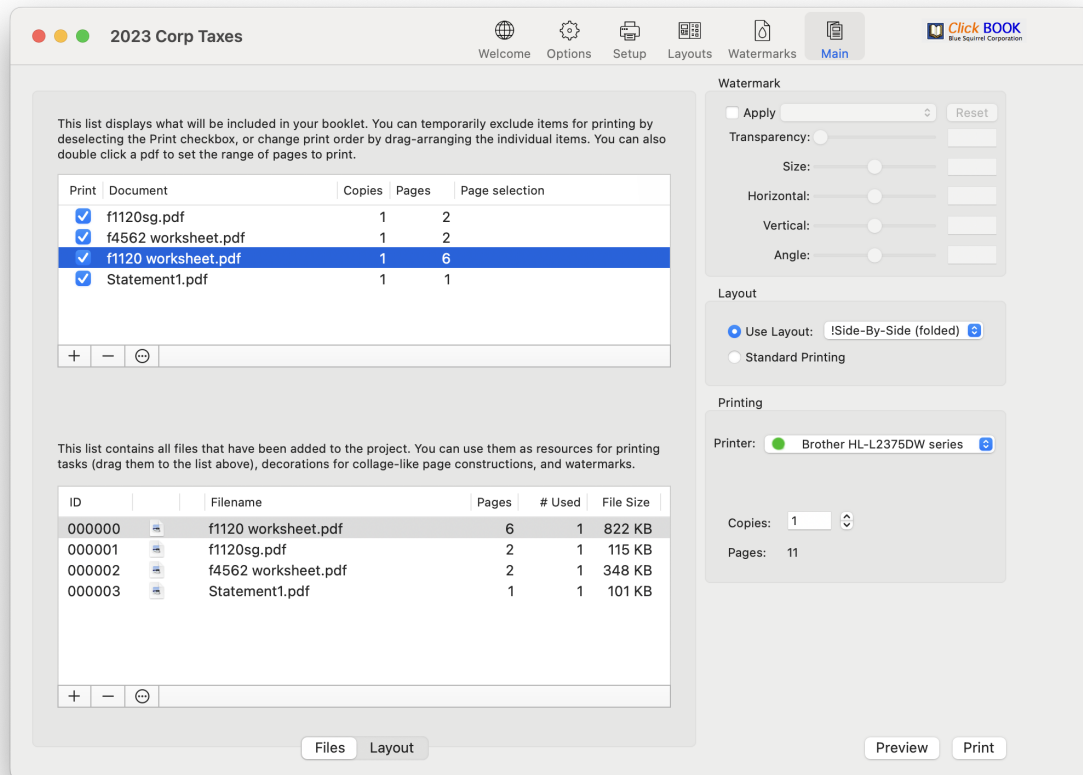
This was a simple example, but hopefully illustrates some of the many things you can do with ClickBook. You could go further, for example by creating several cover pages and selecting which one to print by using the Print checkboxes in the files list. Or keep the same cover page (for example, the crest for a school or club) and change the pdf that is printed depending on the audience for that day. That's easy as well: just add all the pdf inserts into the file list and use the checkboxes to select which one is printed at the time.

When you are done, remember to Save the document for later use. You can then re-open it in ClickBook and pick up where you left off.

## 9.6 Rearrange print order

When you have several source documents in your project, ClickBook assembles your book taking the pages from each document in the order listed in the Files list. But sometimes the file order in the list is not the way you want your pages to print. Here is an example of compiling a tax return for the 2023 tax year that illustrates changing the project to print pages in the correct order.

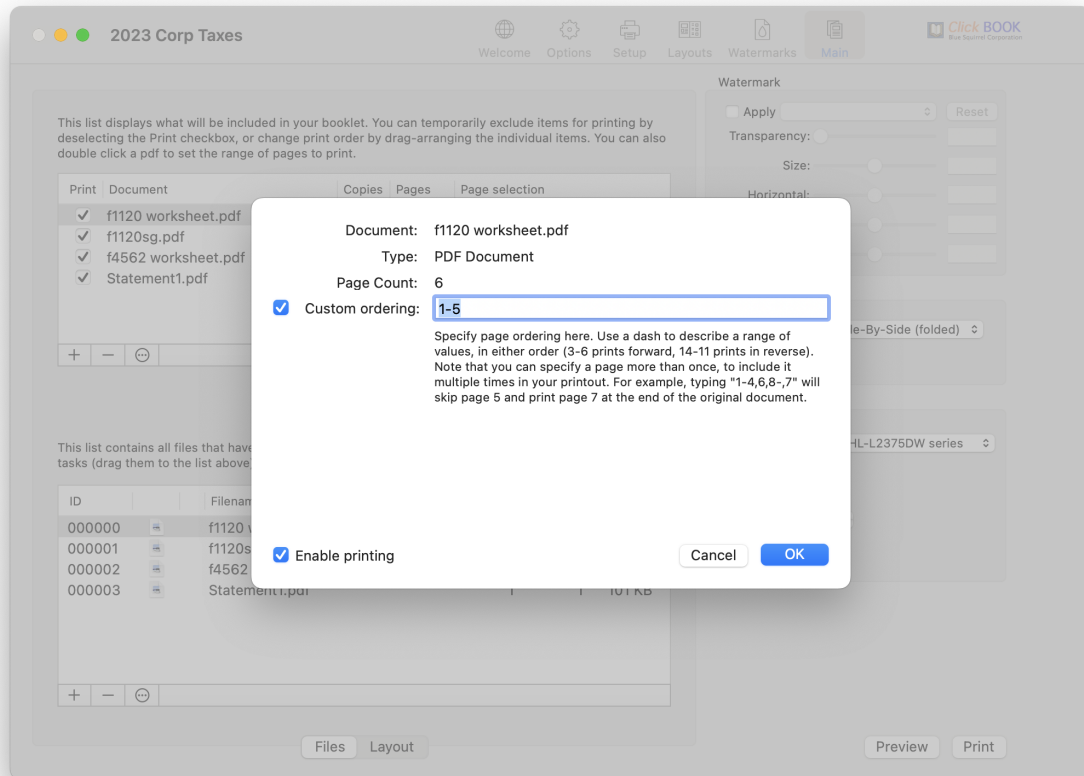
We started by downloading the pdf forms from the IRS and filling them out in Preview. We had form 1120, schedule G, the depreciation form (4562), and finally a schedule with miscellaneous business expenses. These were saved as pdfs in Preview once the forms were complete. Then when all the forms were done they were dragged into an Untitled ClickBook window:



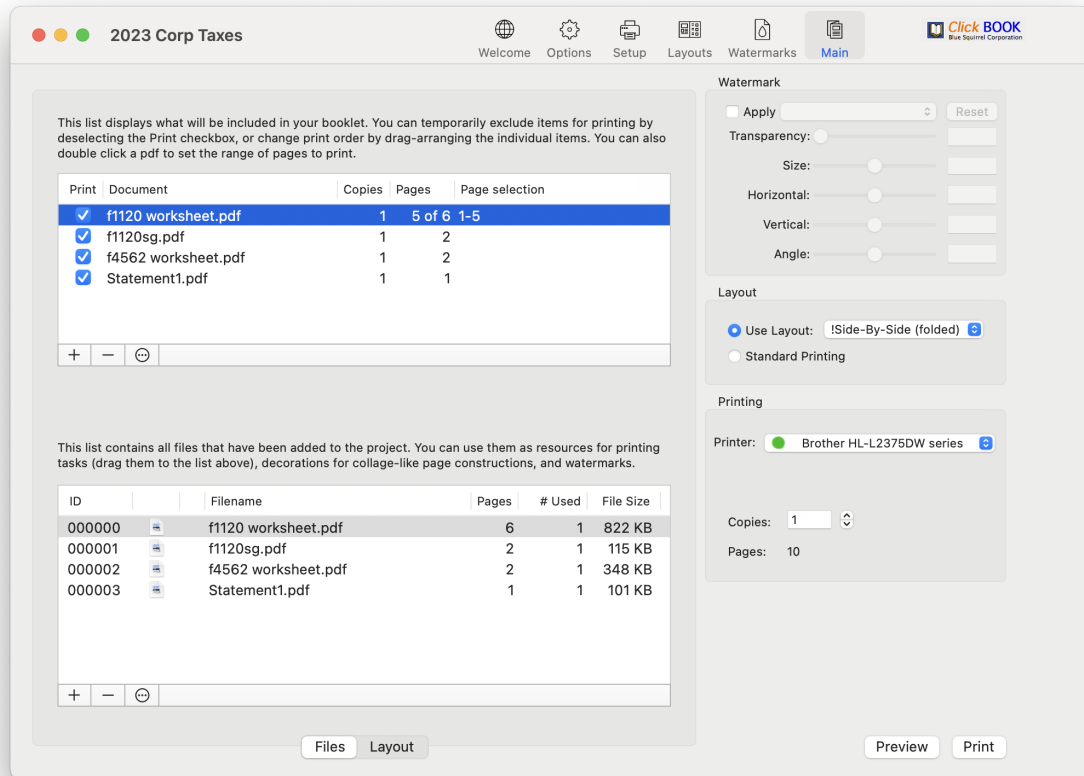
As it turns out, the IRS has very specific requirements for ordering for the pages it receives. In addition, our 1120 only needed the first five (of six) pages to be returned. To fix this, we need to perform two steps: move the 1120 to the top of the list, and then set its pages to print.

Re-arranging the ordering is done in the usual macOS way: selecting the item you want to move and then using the mouse to drag it to where you want it to go. Note that you can only drag-arrange the items in the \*top\* list, not those in the bottom list (the Resources list).

Now after arranging the print order, double-click on the 1120 pdf (in the files list) to bring up the document details dialog box:



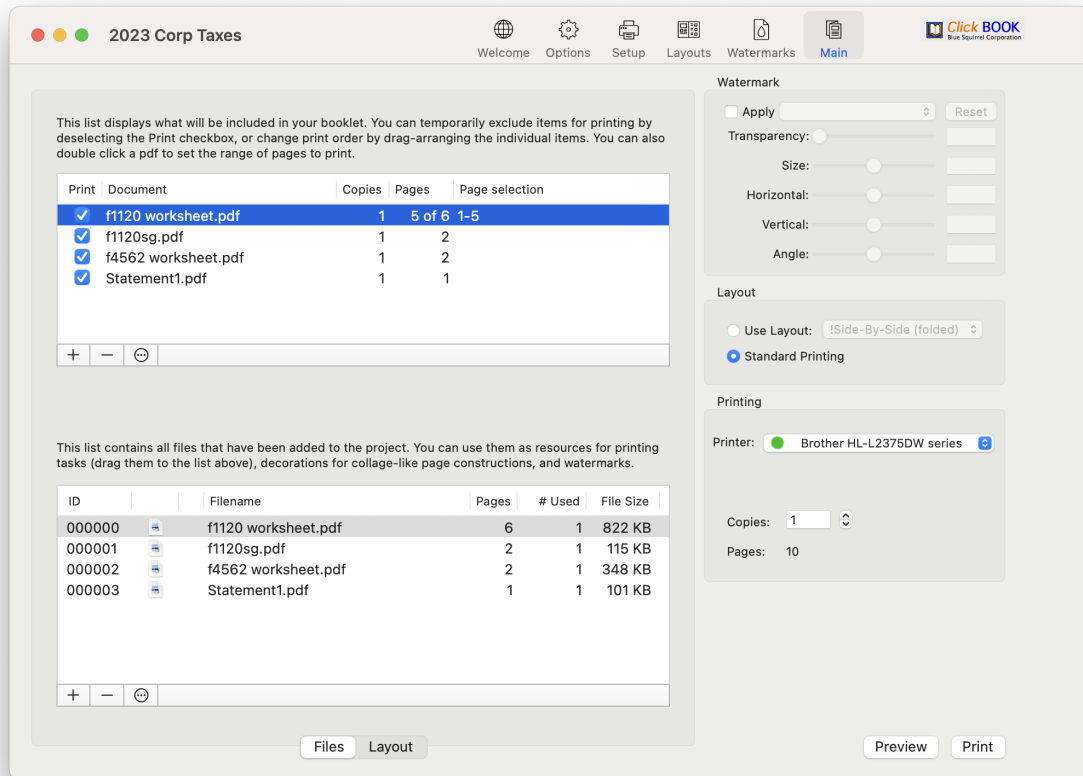
Here we have restricted ClickBook to using only the first five pages, as you can see in the Custom ordering line. This is as easy as selecting the checkbox and typing in the pages you want included. At this point we OK the changes and get the results we need:



So far, so good. But there's one more thing we need to do!

The IRS doesn't like documents printed as a booklet, so we need to print just one sheet per page. Do this by using the Standard Printing radio selection on the main window:



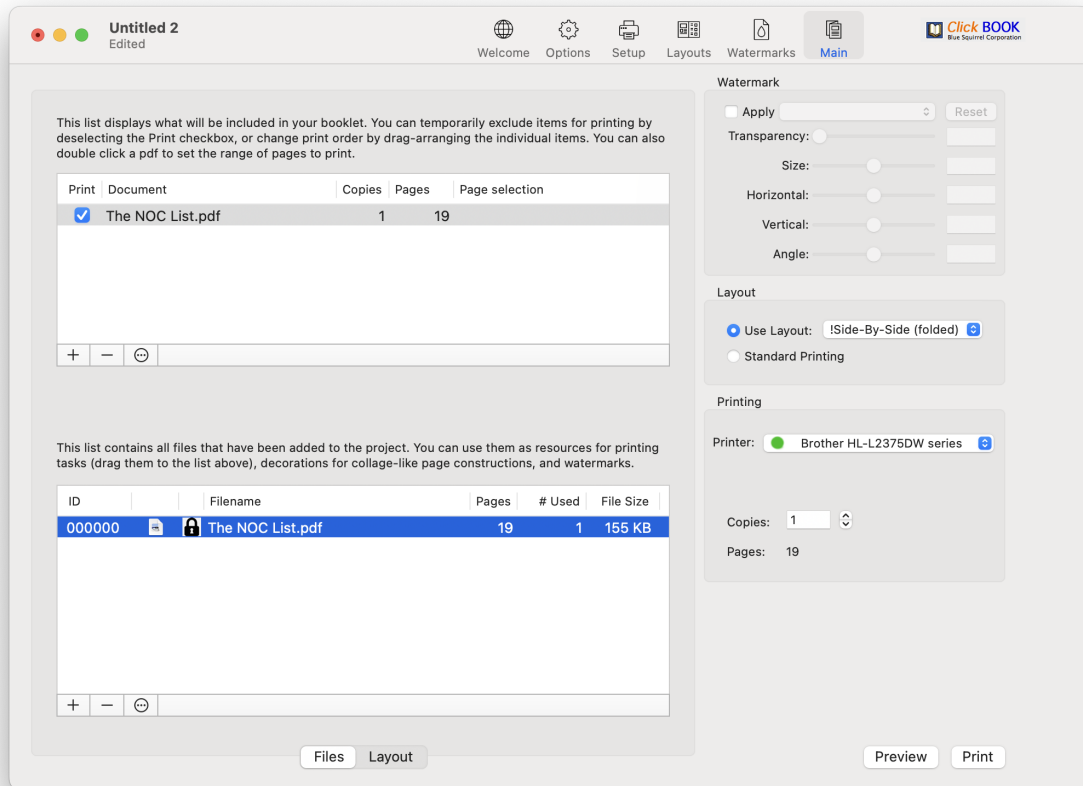


Just be sure that Duplexing is OFF when you print. As I understand it, the IRS doesn't like double-sided printouts either! (Specifically, they don't like two forms on the same sheet of paper. In this case the 1120 has five sheets and printing duplex would put schedule G on the back-side of the last page of the 1120 printout. You could fix this by adding a blank sheet between the two source documents, but given it's the government it's better to play it safe and use single-side all the way!)

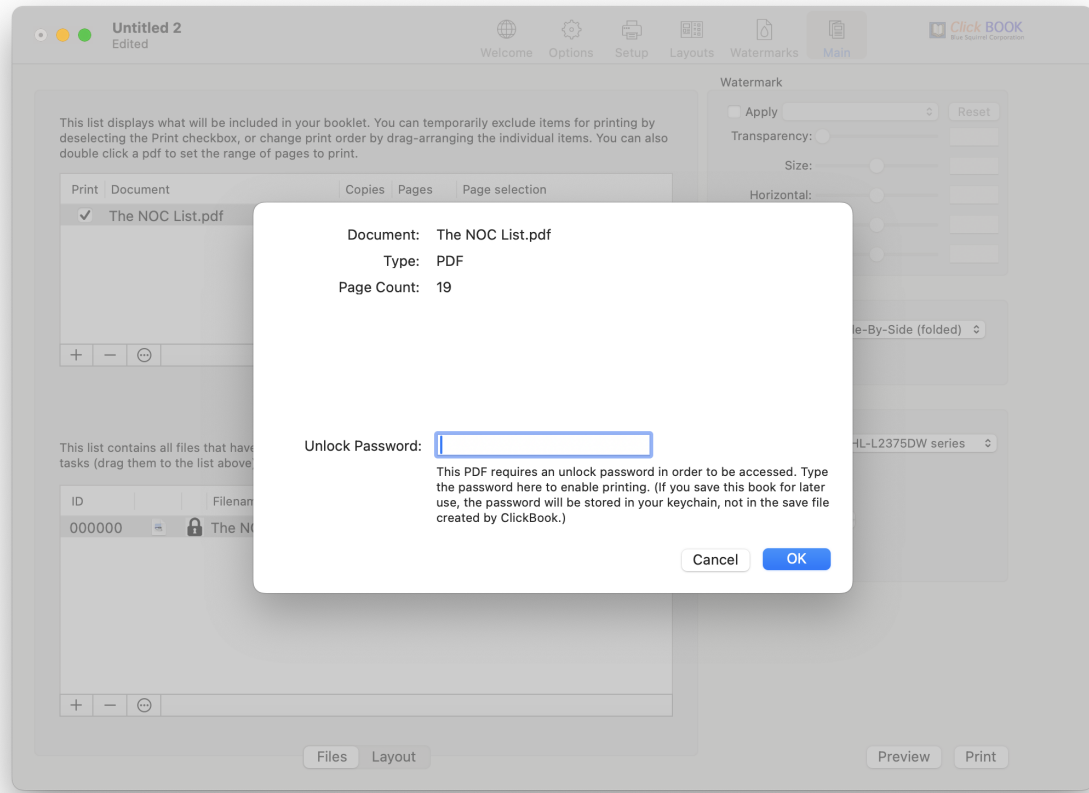
## 9.7 Locked PDFs

ClickBook is capable of dealing with locked PDF documents. You will need the password to use the document, but once supplied, ClickBook stores the password in your keychain so you won't have to supply it again.

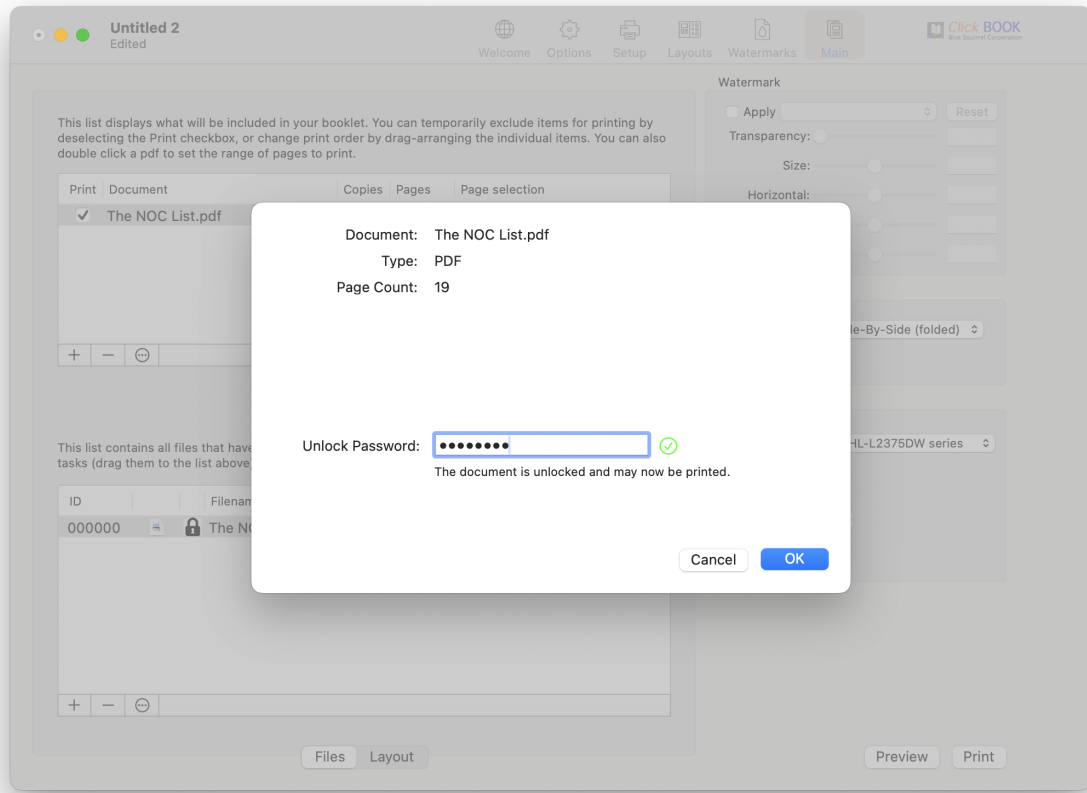
To use a locked document, add it to ClickBook as usual. Switch to the Files listing on the Main panel and you will notice a Lock icon in the list display:



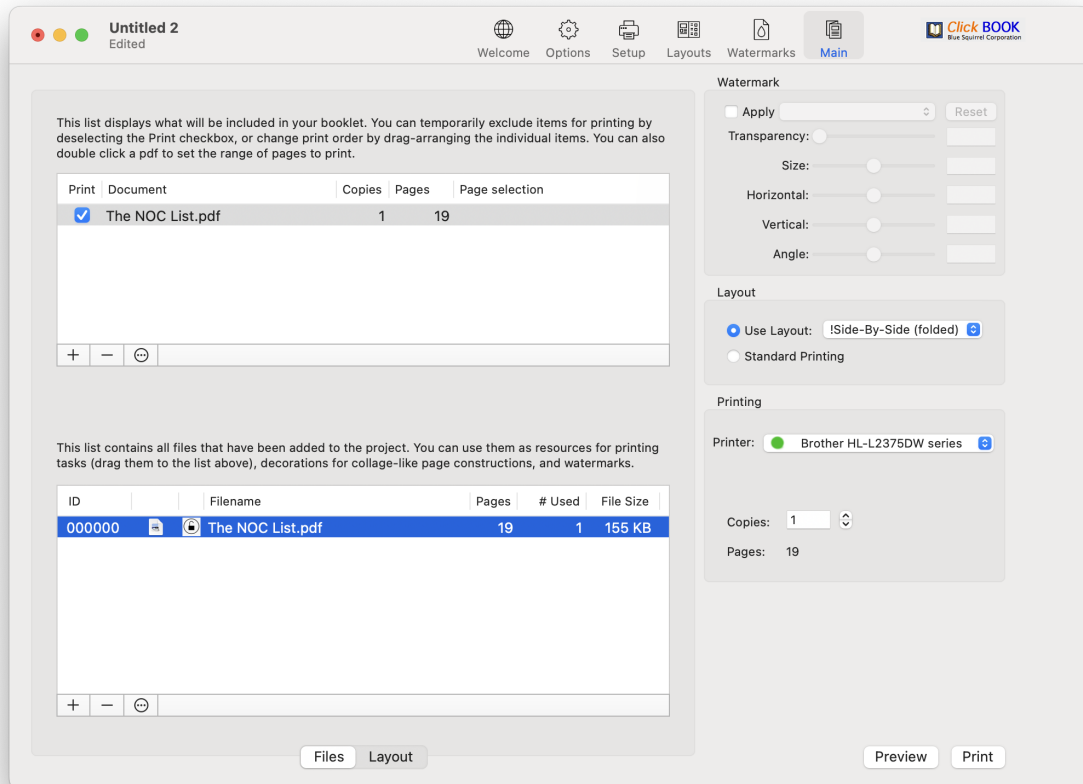
Double-click the list entry in the second list, or select Edit from the Action menu at the bottom of the list. The document editor panel will appear:



Supply the unlock password to enable the document for printing:

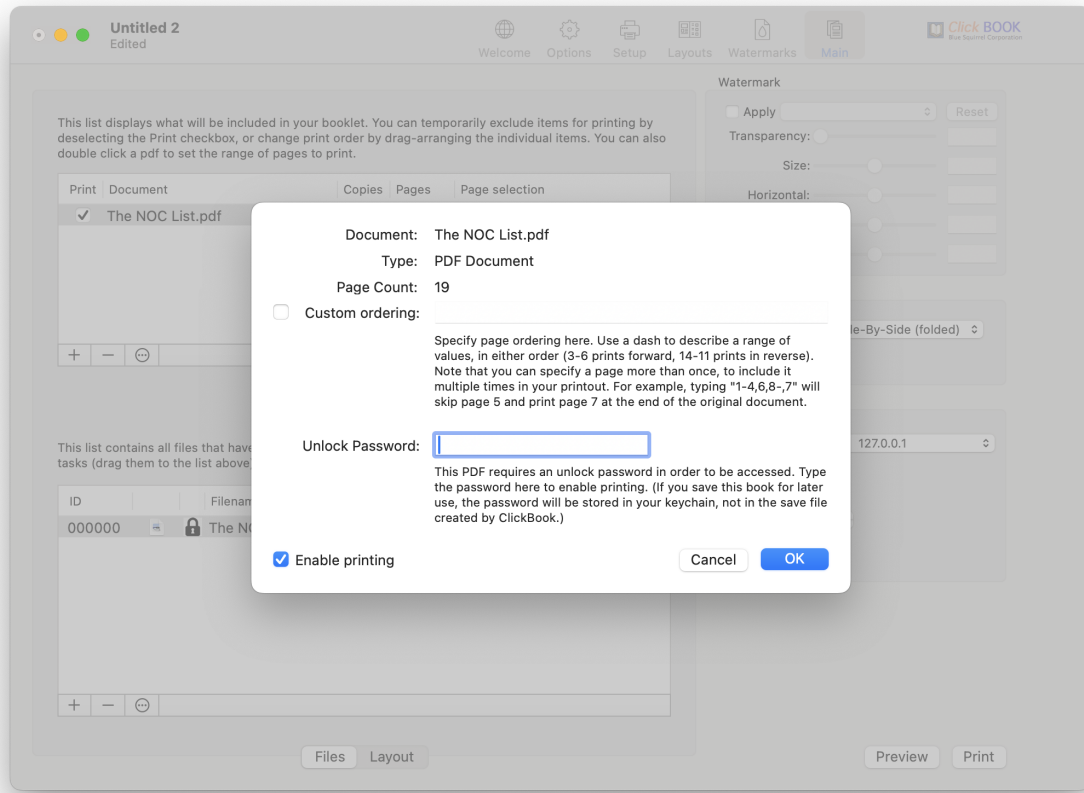


Select OK to save your changes. The document is now ready to use within ClickBook.

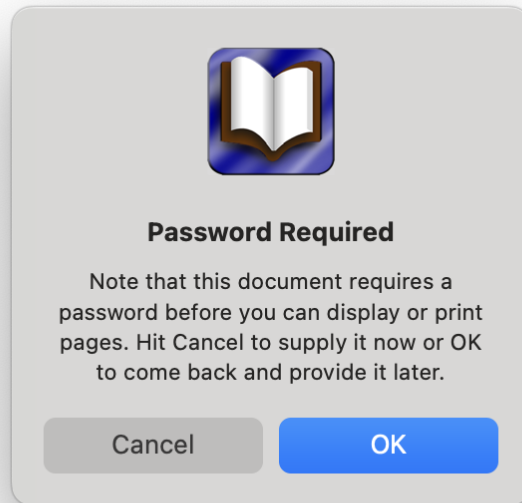


Note: Projects you create in ClickBook do not store the passwords of the locked PDFs they contain. Because document passwords are stored in your keychain and not within the saved project file, anyone who you share the project with will also need to know the password to preview or print booklets.

Alternatively, you can supply the password in by editing the item in the upper files list. This is useful when you are trying to add a page range for printing, and want to supply the password at the same time. The dialog in this case appears slightly different:



If you know the password, you can supply it now. If you don't, but just want to specify a Custom ordering and come back later, you will see a reminder warning when you hit the OK button.



You can OK to return to the project window if you don't know the password. ClickBook will remind you again when you go to print or preview.

## 9.8 Scaling Options

The three scaling options in the [Layout Settings](#) dialog box enable you to control how and whether ClickBook shrinks (scales) the pages of your document. The Scaling options are: Auto-Scale, Preserve Shapes, and No Scaling.

### Auto-Scale

Auto-Scale is the scaling setting for most of the ClickBook layouts. When a layout has Auto-Scale on, ClickBook receives the document pages from your application program and scales (shrinks) as necessary to fit on the layout's mini-page size. When you use Auto-Scale, be sure to set the fonts large enough in the application program to be readable after they're scaled down.

Preserving the shape of graphics and text

As ClickBook shrinks the pages of your document down to the mini-page dimensions of the selected layout, the shape of the page may change substantially. In such cases, the shape of the fonts and graphics may be excessively changed.

### Preserve Shapes

To prevent this, select the One-to-one option in Modify layout. ClickBook will then shrink the pages proportionately without altering their shape. The resulting text or graphics will be somewhat smaller than with Auto-Scale, and each mini-page will have some extra white space.

### No Scaling

Do-it-yourself: The No Scaling option

If you wish to print text and graphics at exactly the size you've prepared them in the application program, select the No scaling option. With No scaling on, ClickBook prints one application page on one mini-

page without shrinking the data, leaving you to set up the application page exactly as you want it to print.

This option often solves problems that may occur with scaling.

Before printing a document with No scaling, prepare it as follows in the application program:

- Set fonts to the actual size you want them in the printout.
- Set the document's page size (in the application program) to match the mini-page size (of the ClickBook layout you plan to use).

You must make certain that the document's page size is smaller than or the same as the layout's mini-page size. Unless you have a reason to do otherwise, set the page size to exactly match the mini-page size. You can set it by either setting the page dimension settings, or by changing the margins so that the data area has the desired dimensions.

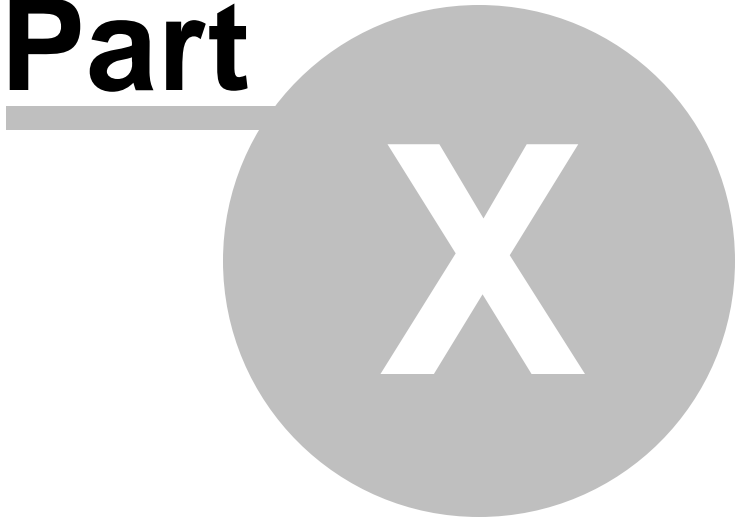
Note: In some applications it is necessary to use margin settings to accomplish this.



# ClickBook for macOS Version 5.0

Glossary

**Part**



## 10 Glossary

- **Aspect Ratio** - The ratio of width to height. If the aspect ratio changes then photographs can appear stretched or squeezed.
- **Auto-Scale** - Stretches the source document to fit the new area. If the area is not the same shape, the document may need to be stretched more in one direction. This is usually fine for text, but leads to photos that may look stretched or squeezed.
- **Binding Edge** - A standard binding edge is for right/left. A flip binding edge is for folding top/bottom.
- **Crop** - Cropping chops off portions of a document.
- **Duplex** - Printing on both sides of the paper. Many printers include a duplexer that allows the printer to print on both sides of the paper without human intervention. ClickBook supports printers with duplexers.
- **Landscape** - A paper orientation where the words on the page are going across the long edge of the paper. See also Portrait.
- **Layout** - A specific configuration of ClickBook that turns a printout in to a poster, booklet, card, brochure, etc.
- **Mini-Pages** - The area on a piece of paper that the source document pages will be placed. Example: One piece of paper would have 4 mini-pages for a folded booklet. Two mini-pages on each side of the piece of paper.
- **Portrait** - A paper orientation where the words on the page are going across the short edge of the paper. See also Landscape.
- **Preserve Shapes** - A Scaling option that keeps the shape. This scaling option is better for photos.
- **Sample Document** - A document that works with a set of layouts. The many samples included with ClickBook show how the document works with ClickBook to create a print out.
- **Scaling** - Stretching or shrinking a document to fit an area on a piece of paper. One-to-one scaling will keep the aspect ratio.

# ClickBook for macOS Version 5.0

Support

**Part**



**XI**

## 11 Support



If you are having difficulties using ClickBook, please check the following:

The problem may be with the printer. See whether the problem still occurs when you (A) print without ClickBook, or (B) print on a different printer. If the problem still occurs in case A, or goes away in case B, the problem is with your printer or its driver. The first possible solution is to get a newer printer driver. If no newer driver is available, or using the latest one does not solve the problem, contact the manufacturer or vendor of your printer.

Frequently, problems observed in applications actually are based in the operating system. Does your problem occur in other applications as well? Do any other symptoms suggest that the problem may be in macOS? If so, you need macOS technical support.

Browse through the accompanying program release notes file for any late breaking information about ClickBook, and using ClickBook with specific software or hardware. You can access the release notes file by clicking the link in the ClickBook About box (select "About ClickBook" in the application menu).

### Visit Our Web Site

If you cannot find the information you need in any of the preceding sources, contact us at our Web site. Please refer to ClickBook's support and FAQs for frequently asked questions. <http://www.bluesquirrel.com/support/>



# ClickBook for macOS Version 5.0

License

# Part



XII

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*Creativity is Intelligence having Fun*  
*-- Albert Einstein*