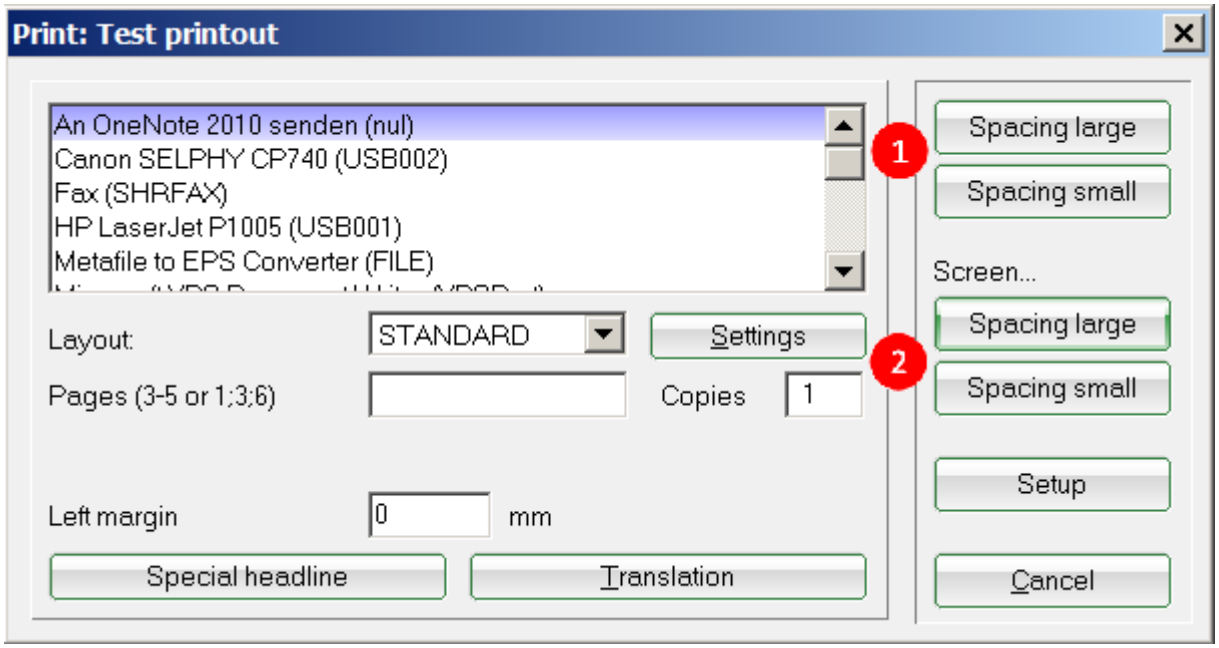
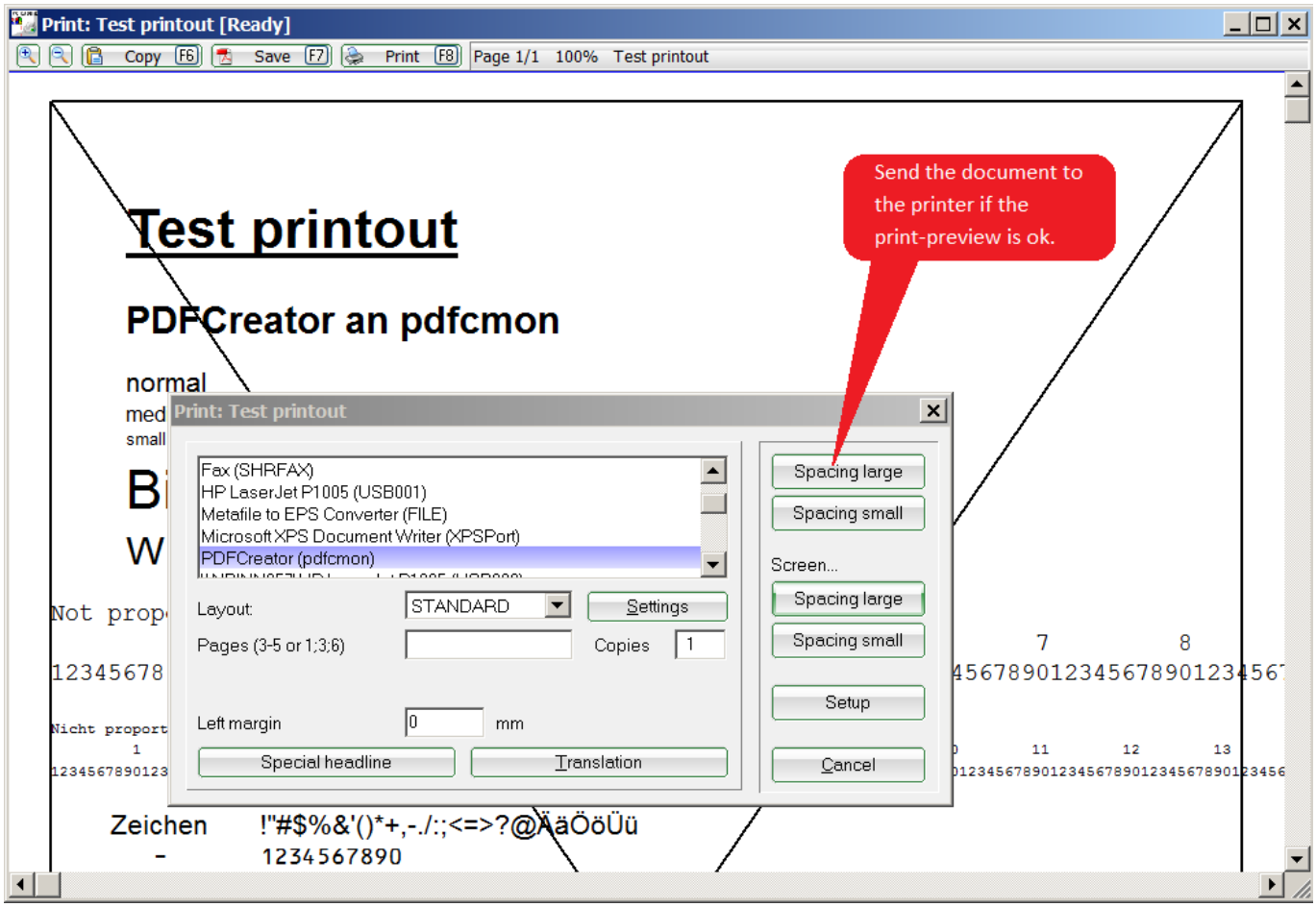
Printer

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



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

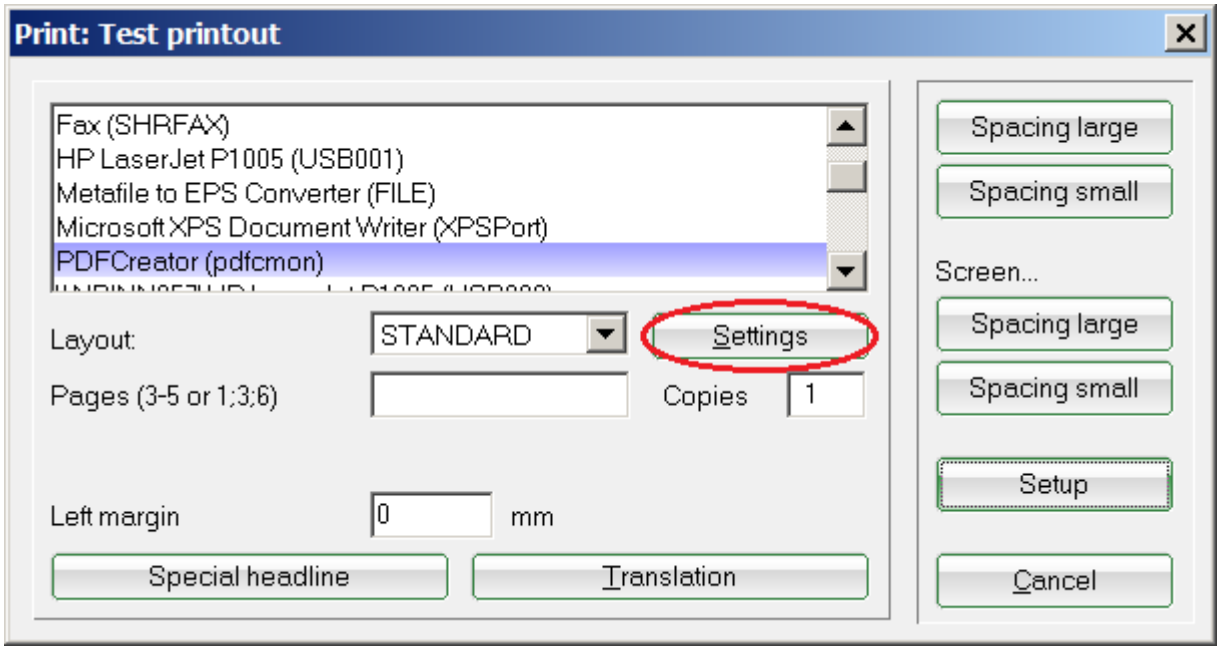
TIP Here you can quickly and easily test printing from PC CADDIE:



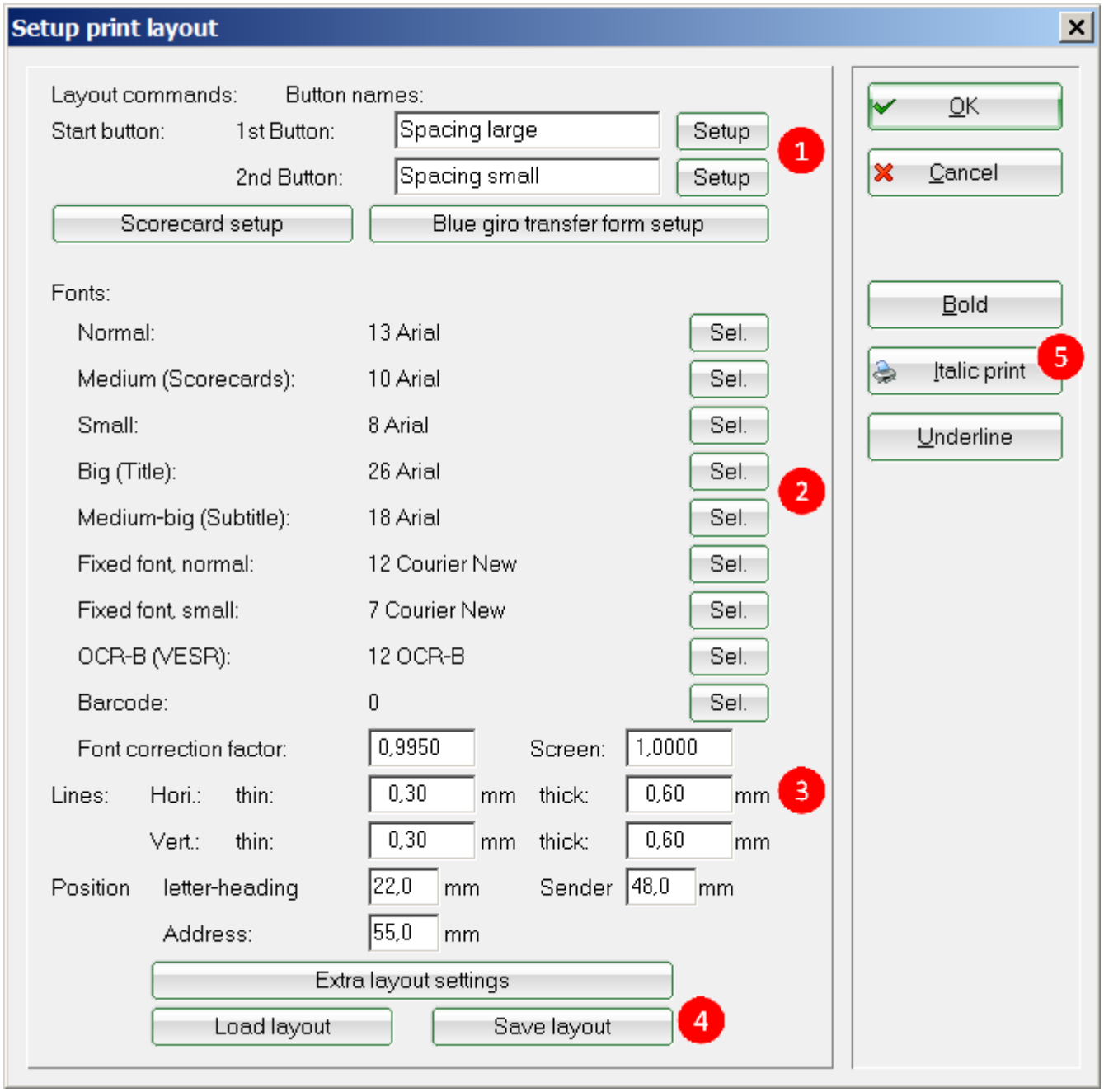
A separate implementation is generally not necessary with PC CADDIE. However, if you always want to control a specific printer for bag tag printing, for example, you could store this in the template. Please contact the PC CADDIE Support

Create new layout

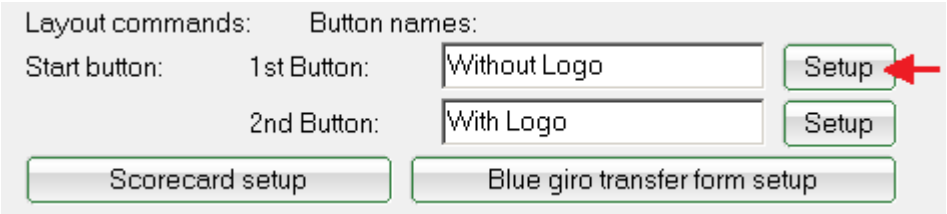
PC CADDIE offers you the option of working with various different layouts (e.g. a clear, legible font for lists, an elegant, slightly larger font and a logo for invoices etc.). You can find and make these settings in the printer dialogue under ***Settings/Printer.***



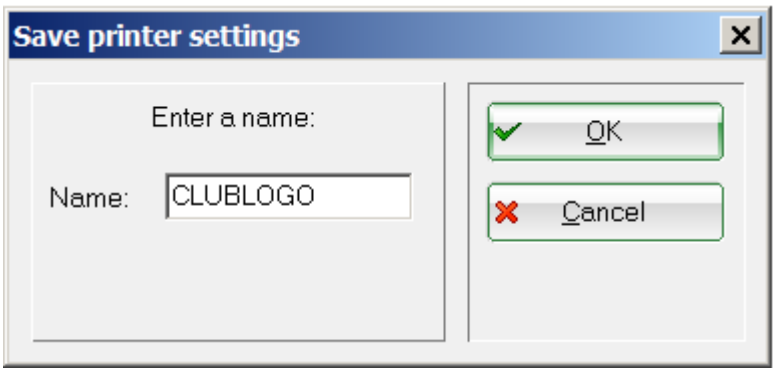
Via the button ***Settings*** button takes you to the basic settings of the selected layout. The desired changes can be customised, modified and saved here.



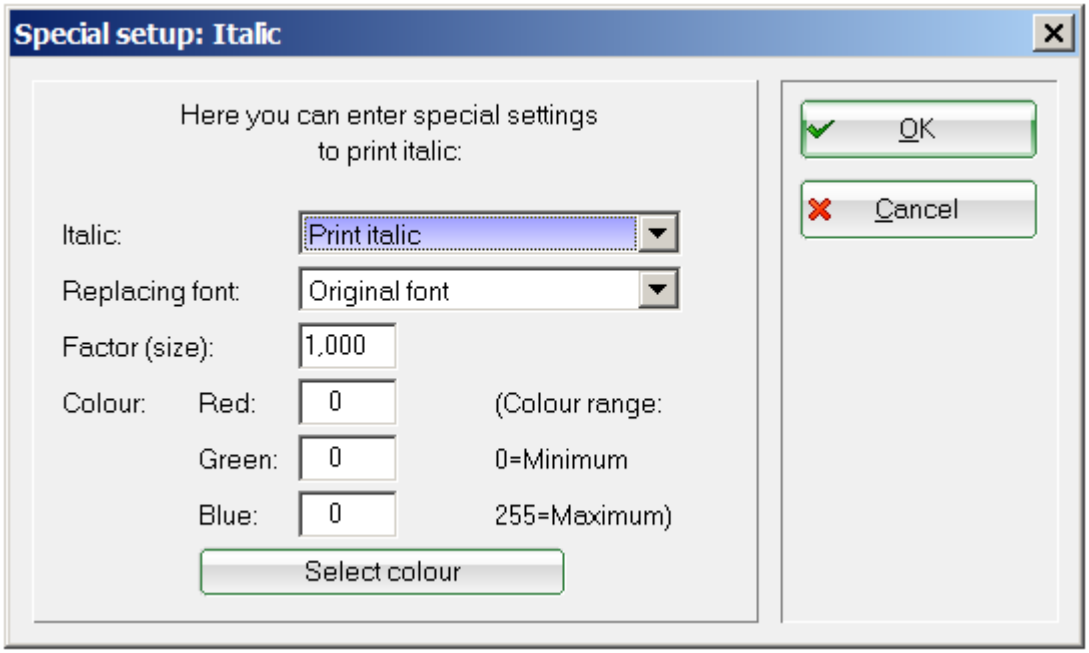
1. Name the buttons that are to appear on the printer or screen for printing.
   TIP Give them clear names so that people understand what is behind them (e.g. Arial and Courier / With logo and Without logo etc.).



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



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

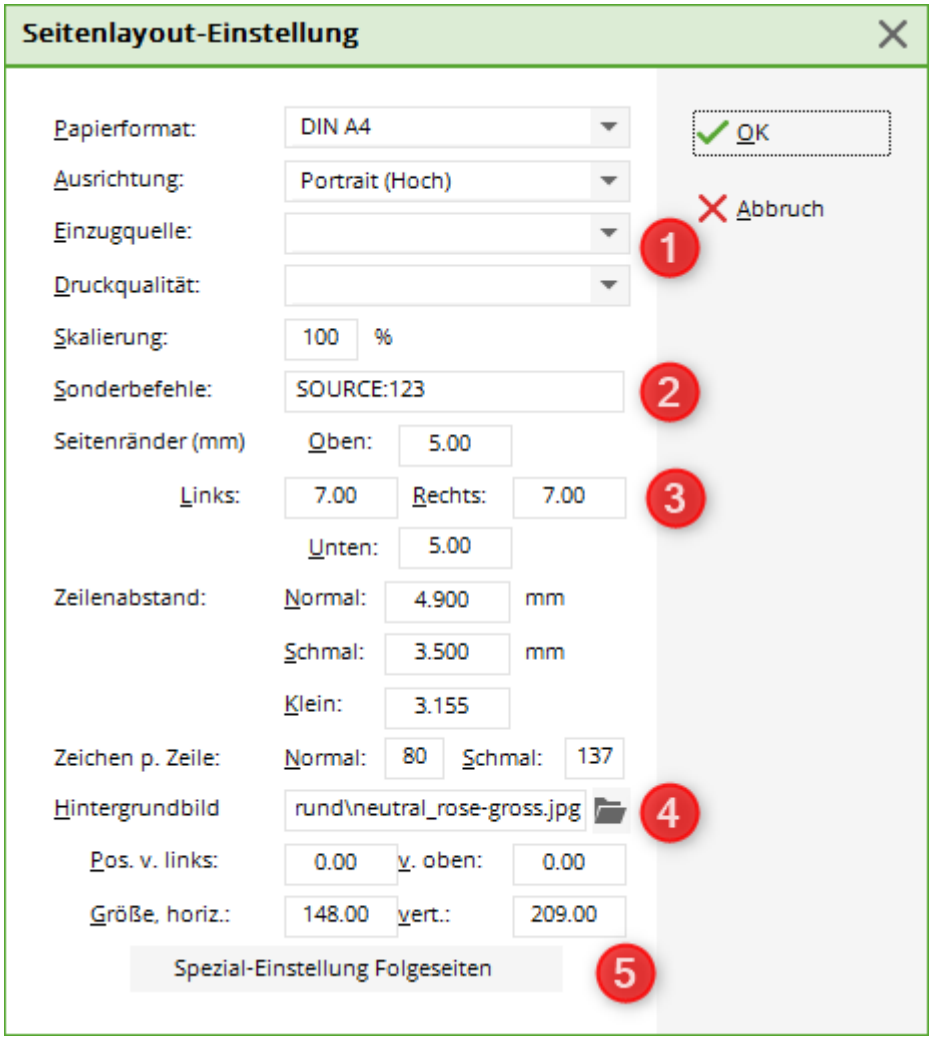


To define the special properties of the two buttons described under point (1), click on the respective button ***Set.***

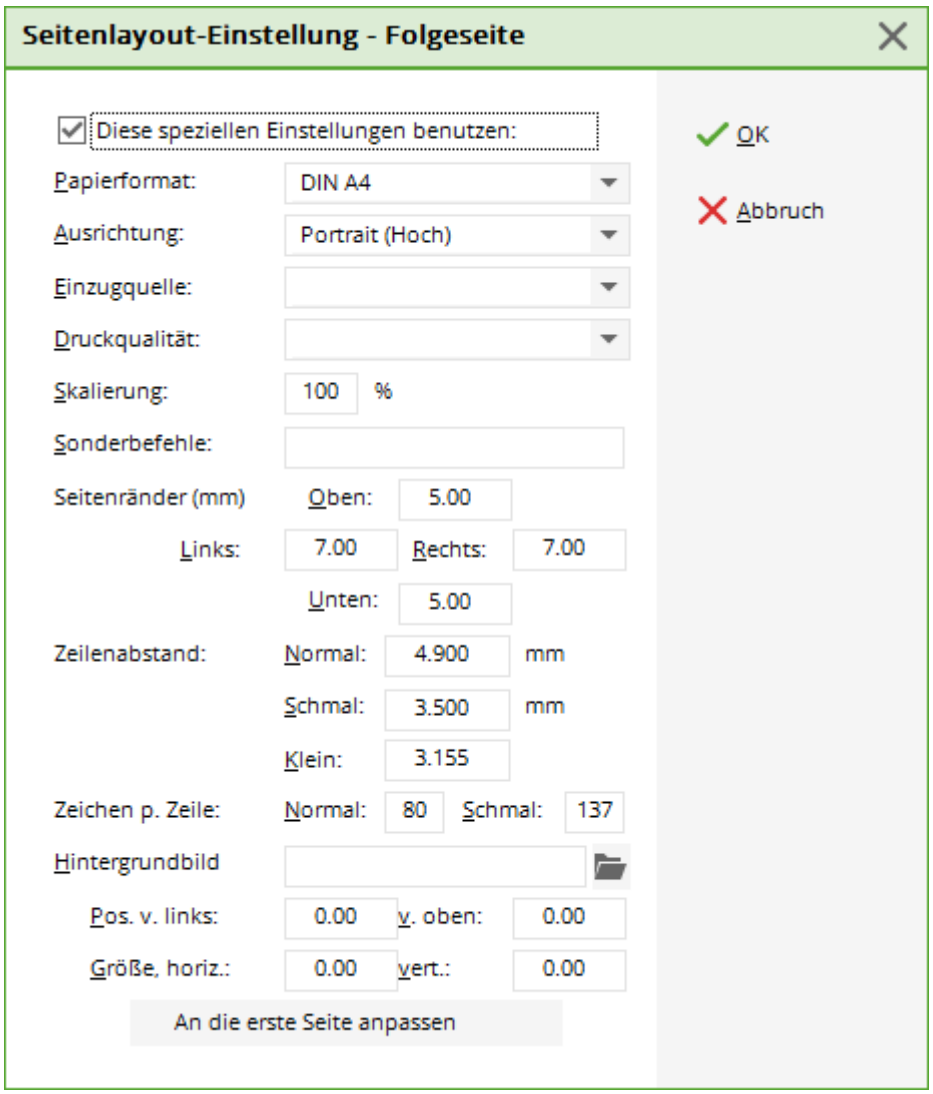
The two options can be installed independently of each other and do not need to have anything in common.



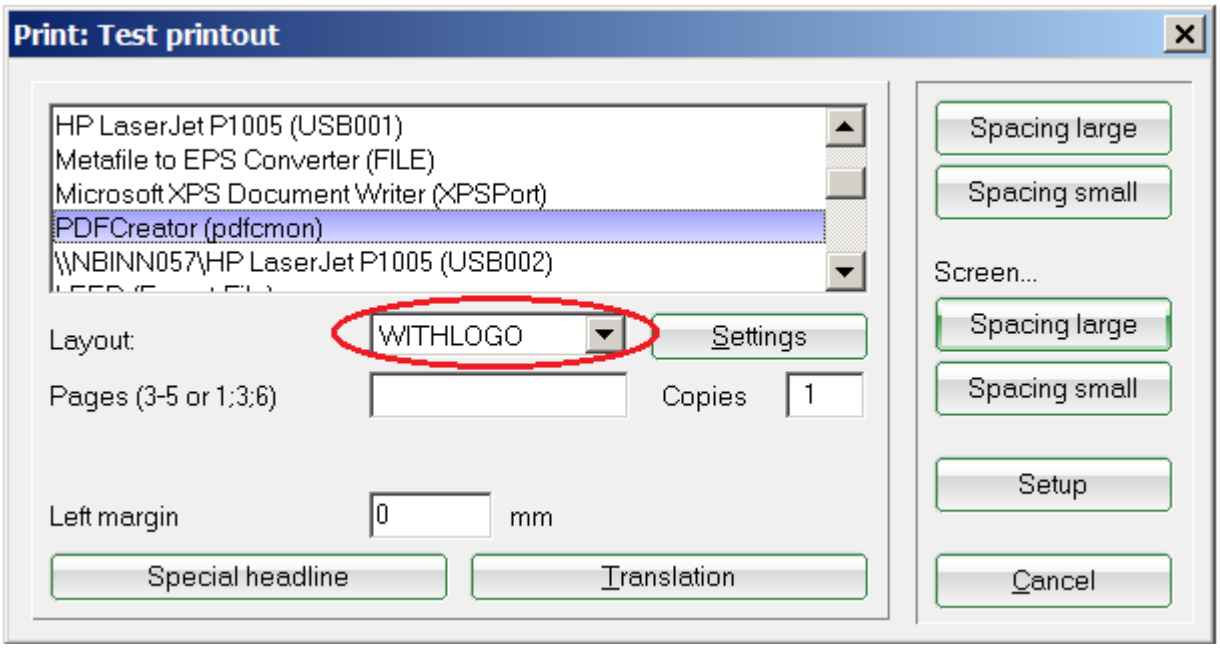
You will now be taken to the main menu for the setting or the selected print layout:



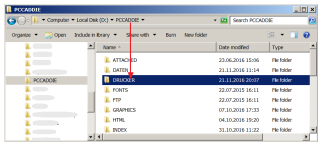
1. Specify the basic information such as format, feed source or orientation.
2. To control special paper formats (scorecards etc.) or special print trays, you have the option of working with special commands. Please contact PC CADDIE Support for this.
3. Define the margins of the current layout.
4. You have the option of adding a logo or image to the print layout. Select the graphic and place it using the corresponding position fields.
   The desired graphic must be saved in a location where everyone has access, i.e. the „My Documents“ folder is not suitable, use a shared network drive instead.
5. If required, the formatting can be installed differently for subsequent pages (e.g. no logo on subsequent pages).

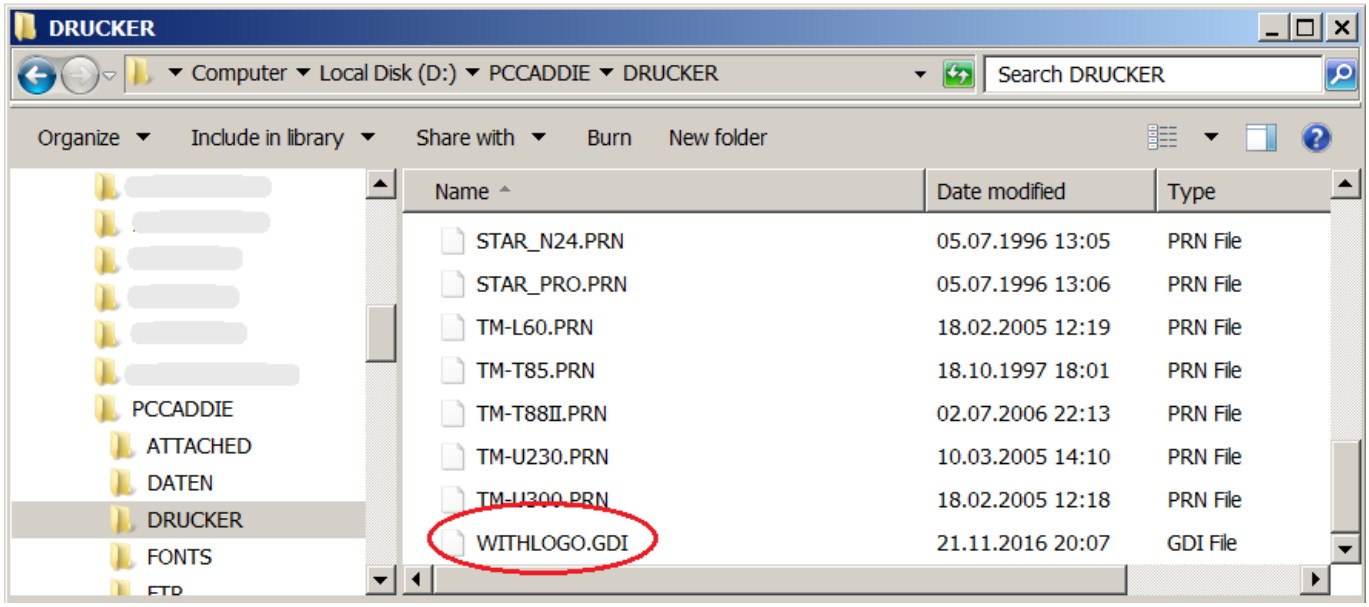


Delete old layout



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





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

Print text translation

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

Mr.
Paul Member
StreetName 11
54333 CityName Date: 21.11.2016

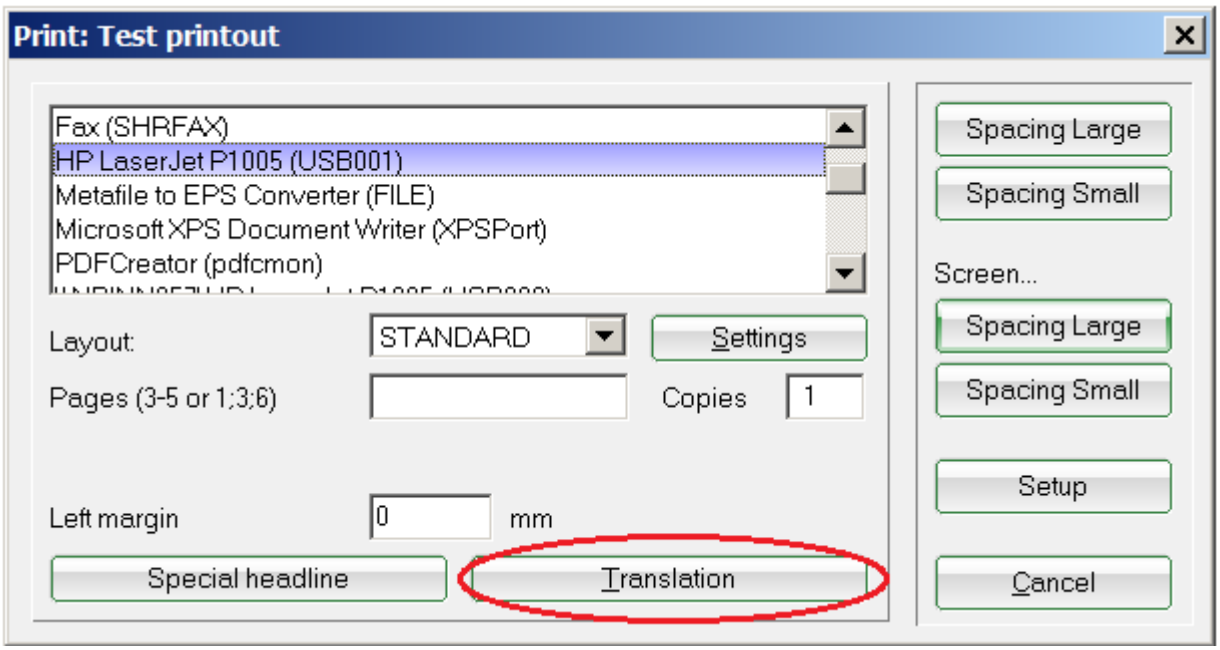
Invoice 20160096

Dear Mr. Member

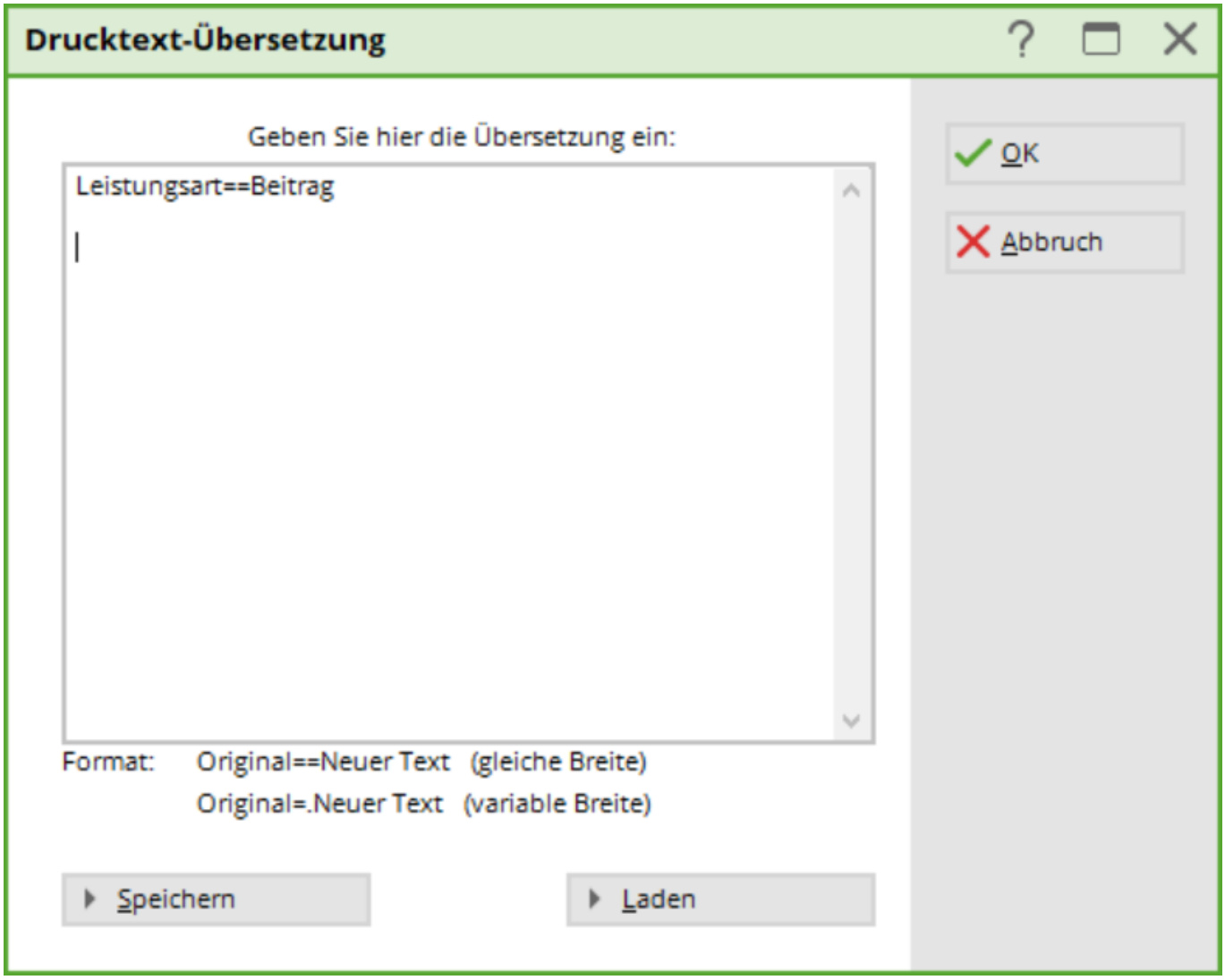
We hereby present you the club fee balance.
In detail, the following contributions are made

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

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



The following window opens:



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

Mr.
Paul Member
StreetName 11
54333 CityName Date: 21.11.2016

Invoice 20160096

Dear Mr. Member

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

Contribution	VAT	Net/CHF	Gross/CHF
Paul Member			
Annual contribution teenagers <M>	8.0%	925.93	1000
Annual contribution teenagers <M>	8.0%	925.93	1000

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

=.

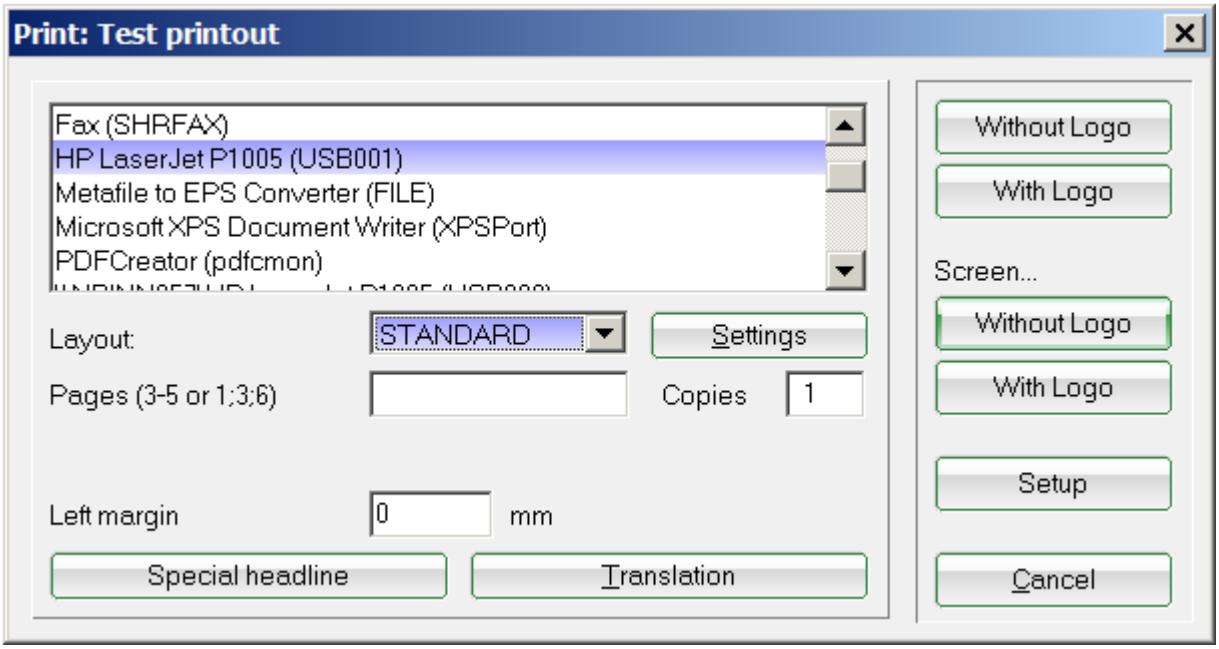
Please note that this translation affects all areas in PC CADDIE. For example, if you translate the word „Bar“ to „Cash“, a „Barbara“ will become a „Cashcasha“ . Remove temporary translations after use or be aware that not everything can be controlled via the print text translation.

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

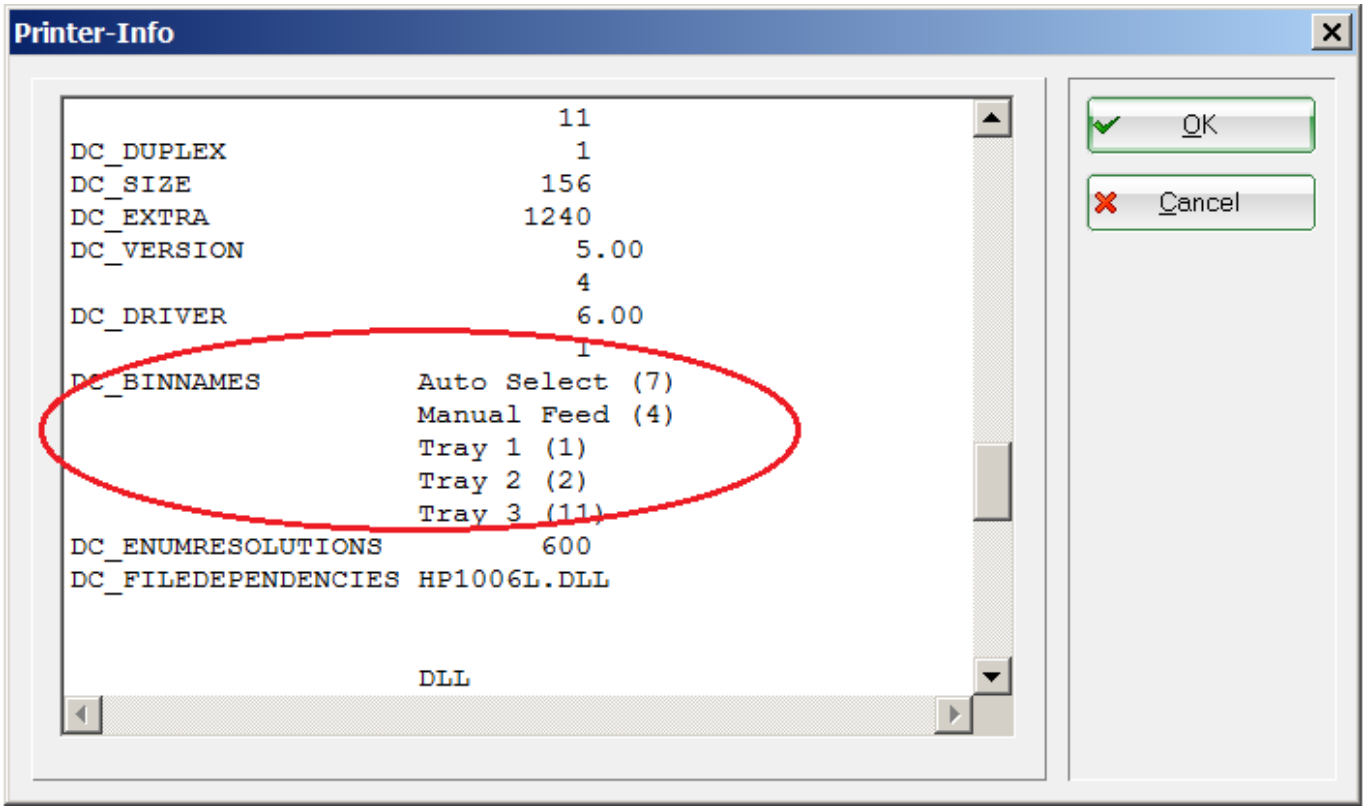
Tray selection

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

Settings/Printer



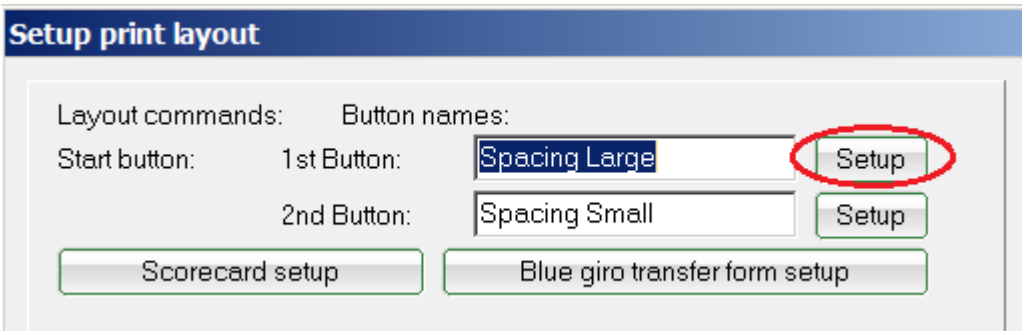
Select the desired printer. **Shift (ctrl) + F11** Press . The following window opens:



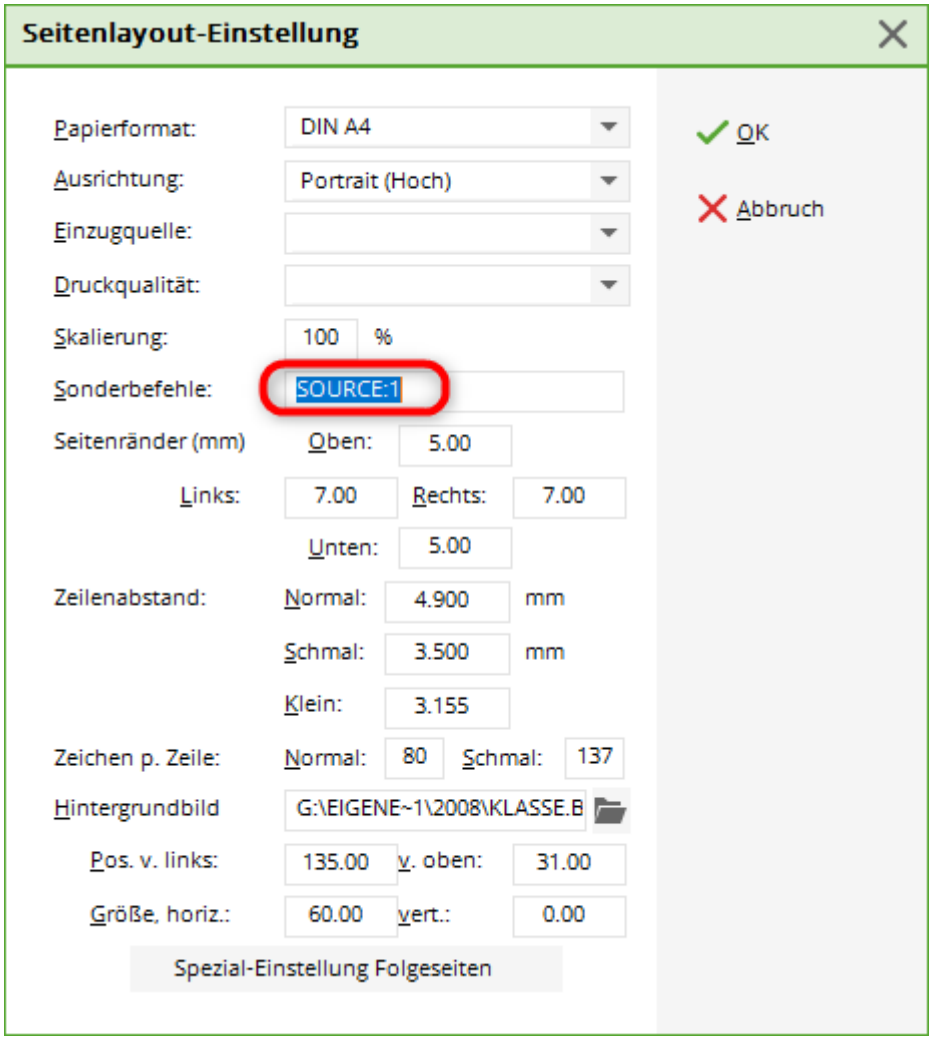
Scroll to DC_BINNAMES

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

Then click on ***Set*** button.



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


Seitenlayout-Einstellung
Papierformat:
DIN A4
Ausrichtung:
Portrait (Hoch)
Einzugquelle:
Druckqualität:
Skalierung:
100
%
Sonderbefehle:
SOURCE:1
Seitenränder (mm)
Oben:
5.00
Links:
7.00
Rechts:
7.00
Unten:
5.00
Zeilenabstand:
Normal:
4.900
mm
Schmal:
3.500
mm
Klein:
3.155
Zeichen p. Zeile:
Normal:
80
Schmal:
137
Hintergrundbild
G:\EIGENE~1\2008\KLASSE.B
Pos. v. links:
135.00
v. oben:
31.00
Größe, horiz.:
60.00
vert.:
0.00
Spezial-Einstellung Folgeseiten
OK
Abbruch