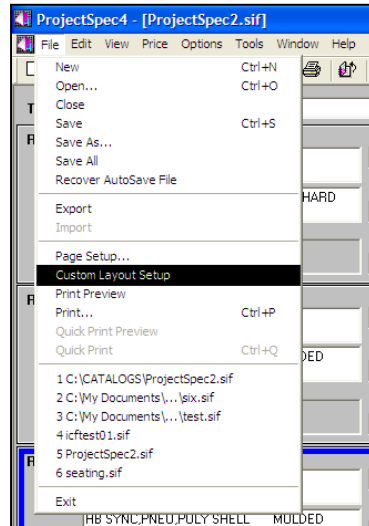
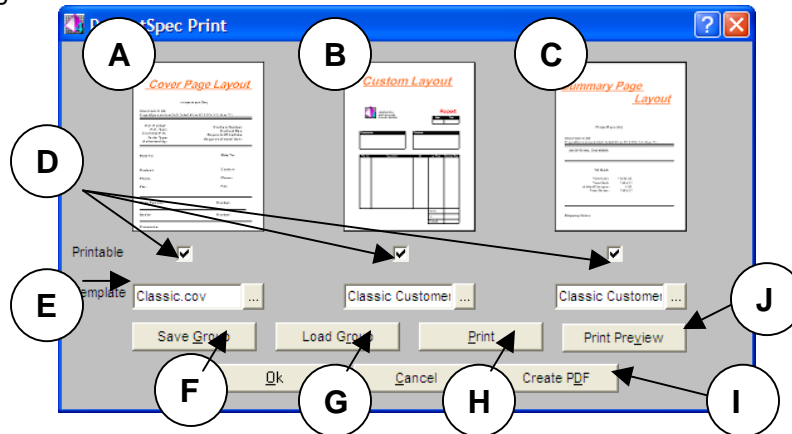


Custom Printing In ProjectSpec 4.X

Step 1.) Under the **File** pull down menu, select **Custom Layout Setup**.



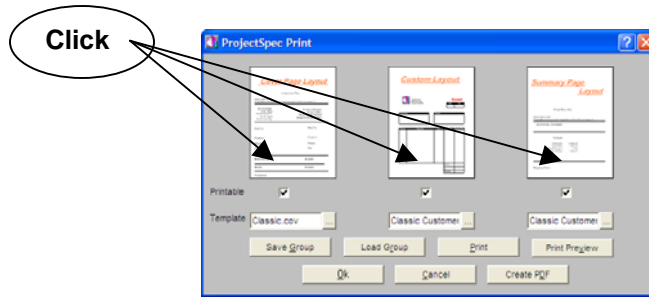
Step 2.) Selection and customizing of the report to Print. Cover Page, Detail, and or the Summary page.



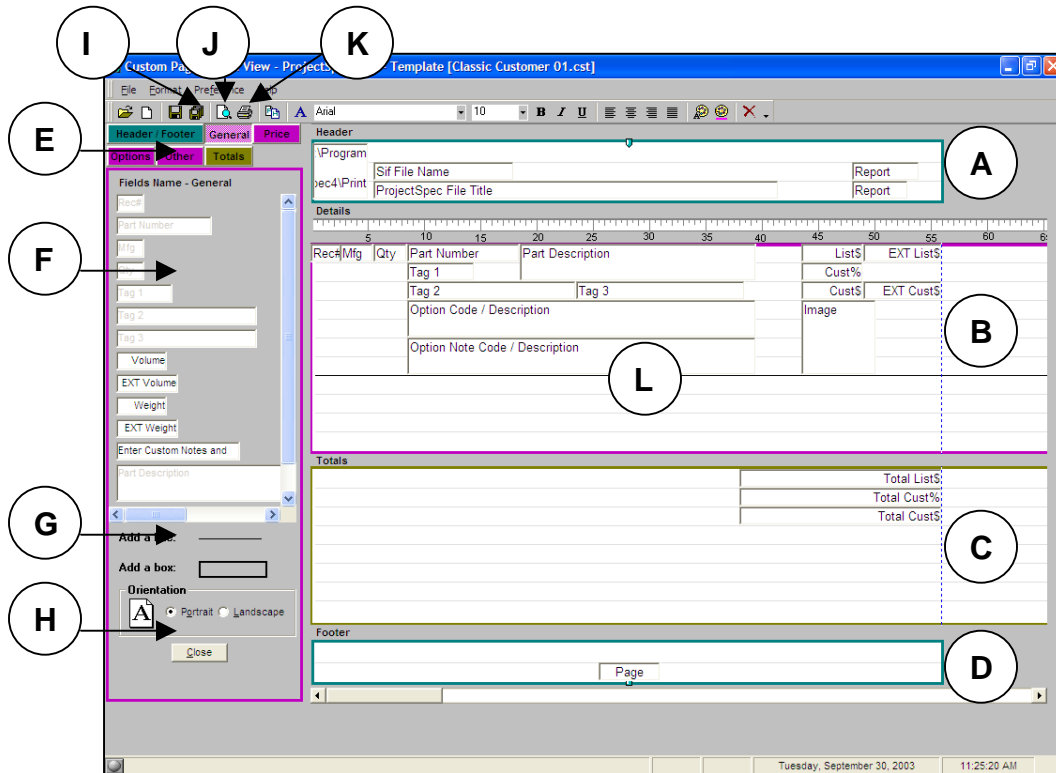
- A.) Cover Page contains customer information, Shipping Information, and Top Notes.
- B.) Detail Page contains the BOM
- C.) Summary Page contains the summary of Cost, Added Charges, Taxes, Totals, and Shipping Notes.
- D.) On/Off Check box will enable or disable the printing of the related pages.
- E.) The Page Templates are used to recall a saved template for each of the above page types (Cover, Detail, or Summary).
- F.) The [**Save Group**] button is used to save or define a group of three templates that are to be used together to generate a report coating all three pages.
- G.) The [**Load Group**] button is used to recall a group that was saved earlier.
- H.) The [**Print**] button will launch the print process for the currently loaded group and data.
- I.) The [**Create PDF**] will print the report into a PDF viewer. Use the save function in the PDF viewer to save the PDF file to the hard drive. PDF is a useful format to email reports to customers, co-workers, or manufacturers.
- J.) The [**Print Preview**] button will launch the report to a screen view only.




Step 3.) Customize a template by clicking on any one of the pages (Cover, Detail, or Footer).




Step 4.) Select Portrait or Landscape mode (H). Arrange the Header (A), the Body (B), Totals (C), and the Footer (D) of the page by moving, adding or deleting fields. Hold down the left mouse button to reposition fields. Click on or drag fields of the screen to remove them.



Step 5.) To add new fields to the report, use the tabs (E) to select the type of field to be added. Select the field from the storage area (F) hold the left mouse button, drag it onto the page area (A,B,C,D) and position it. The record separator line (L) may also be repositioned or deleted like any other field. After making modifications, use the Print Preview  button to test your results.

Step 6.) Add lines or boxes by selecting in area (G). Drag onto the page and adjust size.

Step 7.) Print a test of your template by pressing the print button (K). 

Step 8.) Save your template by pressing the save as button (I). Save as will allow you to assign a new name to the template without over writing the original template. 

Step 9.) Once your template has been saved, Press [**Close**] to return to the previous page to print, preview, or make a PDF file.

Other Useful Tips:

Customizing Fonts:

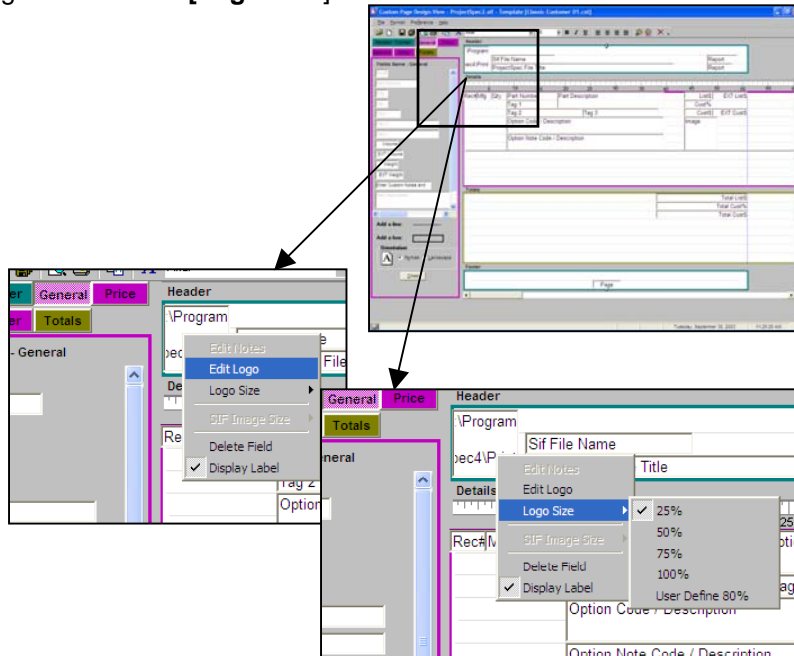
Select the information that you wish to change **fonts / alignment / colors**.

After selecting part of or all the information you wish to change go to **FORMAT** pull down to select the new font.

After you have organized the page to your preference you may go to **FILE** pull down and **SAVE AS** a new template name to use in the future.

Add your logo to the letterhead:

Right click on the graphic field in the upper left corner of the header filed (A). Select [**Edit Logo**]. Brows to your BMP or JPG Image file and select it. To adjust the size of the image, right click again and select [**Logo Size**].



Adding Custom Notes and labels:

Select the [**General**] Tab (E). With the left mouse button, drag the [**Enter Custom Notes and Labels**] field onto the page. Type the text and press [**OK**]. This may be useful for adding standard boilerplate or **“Approved by: _____ Date: _____”** lines to any template.

