TOPS

Contents

TOPS MENU

File - Print Preview

Sheet Number:
  Enter the Sheet Number you want the screen preview to display. This is the fastest
  way to preview different pages of very large documents.

Approximate Image:
  Creates the screen image based on a 140 dots per inch device. The Zoomed in image
  will not look exactly like your printed output, but it will give you a very good idea what
  to expect. This choice generates images much faster than the Exact option.

Exact Image:
  Creates the screen image based on the dots per inch *(up to 300 dpi)* print device
  selected in the TOPS Printer Setup. If this happens to be a Laser Printer, this will be
  300 dpi. A Fax is usually about 200 dots per inch. The preview generated by Exact
  image will be precisely the same image which is sent to your print device.
  To create an exact image of a letter sized sheet of paper at 300 dpi requires over
  1Meg of ram. The computer then takes more time to create the 200% image from this
  1Meg exact image. That is the reason exact images take much more time to create
  than approximate images.

Hint: You can use Print Preview to bring an on screen preview back to life if it was
  erased.

How to erase an on screen preview:
  1 - Press ESC when the TOPS Main Window has keyboard focus, and a preview is
     visible.
  2 - Press the Left Mouse Button on the Minus Box in the Peview Zoomtools Box.

We try to help you by creating a little list of commonly used file "masks" inside this pull down listbox. You may find the file mask you need right here in this list, instead of typing it in every time. Hint: unless you know exactly what the last 3 characters of your filename is (past the "." in the file name), you had better use the "*.*" (match anything) file mask, or you may never find your file, even though your file is there. (somewhere).

TOPS Getting Started

NOTE: This is an early release, more items will be added
to this Topic soon. - Val Patterson March 6th 1995

What TOPS is all about
Before using TOPS to print your documents

about ascii text files

The terms *ascii*, *text*, *text file*, *ascii text* and *dos text* are interchangeable. Text files serve the basic purpose of transferring text documents from one program to another. These generic computer files contain only text, spaces, carriage returns and page break characters. ASCII (pronounced "askee") stands for "American Standard Code for Information Interchange", and equates to characters that can be written by a typewriter.

This little box is called an "edit field". It is the only box in the dialog which will accept typewritten characters. The funny word you see here is called a "filter mask". The little "star" character is called a wild card. The wild card tells Windows to "match any characters" when searching for a file. If you see two wild cards separated with a period, Windows will search for any file starting with "anything" and ending with "anything".

   Example: to search for any file ending with the letters ".TXT", you would type "*.TXT" into this field, then press Enter.

The sentence below the word "Directories" is called the "current search path". This means that the files listed to the left are inside the Disk Drive and Subdirectory shown in this sentence. You will normally have many subdirectories on your "C:" drive, and you may have to look in each subdirectory to find your file!

Rule 1: a disk drive is always 1 letter (A-Z), followed by a colon. Your "C" drive would be "C:".

Rule 2: a subdirectory will always be preceded by the "\" (backslash) character.

This little box is called a "listbox" in Windows terminology. This box will contain a list of all files which Windows could find, which match the following criteria:

 1 - Match the filename "mask" above.
 2 - Are in the currently selected disk drive.
 3 - Are in the currently selected subdirectory on that drive.

If you see the file you want inside this listbox, simply double click the left mouse button on the filename, and you have completed your task. Your file just been selected when you have done that!

whitespace: Blank characters or lines in a document. The space character between words would be whitespace. Lines which contain only a carriage return create 1 line of whitespace. Tabs characters create a variable amount of whitespace, depending upon their position in the line.

File - View File in Memory

This Window allows you to view your text file in it's raw <u>ascii text</u> format.

This View File Window is the only item in TOPS that can be minimized away from the main program window. If you leave it minimized and Exit TOPS, it will be automatically cleaned along with TOPS.

Note: If a file has not been opened yet, the View File option will be grayed-out, and you cannot select the View option.

Note: The red line numbers to the left are not part of your file, they are only artificial guides to assist you in counting lines.

Note: If your file contains Page Breaks at the end of a line, the TOPS View File Window will add an artificial Carriage Return / Line Feed pair immediately before the Page Break character. This forces the Page Break to be shown on the next line down, (on a line by itself) creating an extra line in the View Window which is really not in your Text File. Don't worry about this, because if your file contains Page Breaks, the TOPS engine will separate your pages like a champ.
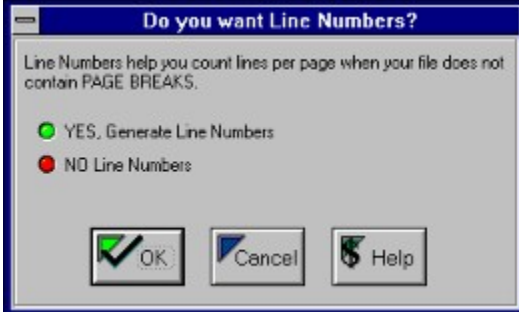
Line numbering in file viewer

Line number guides

The red line numbers which appear in the left side of the viewer are not actually part of the ascii text file, but are simulated by the viewer. Use these line numbers as guides when you need to force page breaks every X number of lines. These red numbers help you count how many lines tall a page is inside your text file. Remember, blank lines matter when counting lines!

```
 Setup...   Help
167>
168>
169>
170>
      [PAGE BREAK]---------
171>
172>
```
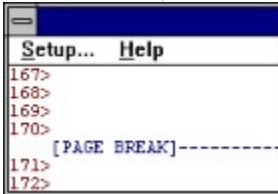
NOTE: Use the SETUP... dialog at the top of the window to turn these line numbers on or off.

```
           Do you want Line Numbers?

Line Numbers help you count lines per page when your file does not
contain PAGE BREAKS.

  ● YES, Generate Line Numbers
  ● NO Line Numbers


      ✔ OK      ▌Cancel     ❦ Help
```

Windows will show you every available subdirectory in the disk drive and subdirectory which is currently selected. If you are having trouble here, it's most likely that you can't find a subdirectory which makes sense.

To cure that problem:

1 - double-click the left mouse button on the small "C:\" word at the top of the list. That will force Windows to look in the "root" or "main" directory of drive C. That is the only place where all of your Major subdirectories can be found.

2 - next, you will see a list of your major subdirectories, which will start to make more sense. As a clue -- most intelligent software companies will name the subdirectory for their programs with the same name as the program itself. It's a fairly new concept to some companies, but it's becoming more popular.

3 - then, look through the list of subdirectories to try to find the most likely one which your file may be saved into, then double click on the subdirectory name when you have found a likely candidate.

4 - lastly, if your file was not in that subdirectory, go back to step 1 of this little pop up.

This little thing is called a listbox. To get the listbox to open up, press on the little arrow to the right. Every disk drive connected to your system will appear, and you can pick which disk drive to search from the list of disk drives shown.

TOPS Common Questions

NOTE: More Questions will be added to this topic
in the near future - Val Patterson, ETS March 6, 1995

I can't find my file.

My file does not contain embedded page breaks.

My page numbers are wrong.

Print is smearing on back sides.

HP4 printing problem

Options - Header and Footer

You may choose to print one header and one footer line.

The header and/or footer may be disabled by selecting **None**, or by erasing all text in the associated edit box.

These lines may be **Left**, **Center** or **Right** justified.

TOPS will clip any line that is too wide or tall to fit onto your paper.

You can print headers and footers with any true type font which is available on your system.

Line Styles:

Don't alter (clip) long lines: unusually wide lines will be kept as is. This will sometimes make your print a lot smaller than you would like. It is sometimes wise to clip long lines at somewhere near 80 characters.

Clip long lines at: to clip or truncate long lines, type a number into the edit box, then be sure that the corresponding button is active. The number you enter here will relate with the left margin trimming from the Text Margins dialog. **Example:** if you have Left Margins set to "ignore", then the "ignored" count of left spaces in the file will not be included in the number you type here.

Tabs:

Tab characters in your file will be expanded out to the number of blanks which you have checked here.

Page Break Handling:

Use Embedded: TOPS will automatically figure out this setting for you each time you open a new file. You can override TOPS by checking this box, but if your file really doesn't have page breaks, TOPS will try to squeeze your entire file into the first panel on the first sheet, resulting in the tiniest font you have ever seen!

Simulated: If your file doesn't contain embedded page breaks, you will need to set this edit field equal to the number of lines you wish to appear inside each panel of your printed output. An average letter sized document will contain 60 to 66 lines per page, but this number is strictly up to you. TOPS cannot automatically decide the best number for you.

Sheet and Page Numbering:

Page Numbering: refers to the artificial numbers which TOPS will place above every panel in your job. TOPS will always start with the number "1" unless you edit the "starting with page" field with a different number. If you type in a negative number, TOPS will not number the first (x) number of pages equal to the positive amount in this field. You have the option to turn this feature off.

Sheet Numbering: refers to the artificial numbers which TOPS places only at the upper left-most panel on each sheet of paper. Example: "SHEET 1   PAGE 1". You have the option to turn this feature on or off.

Ignore Blank Lines:

By turning this feature on, TOPS will completely ignore all blank lines in your file. Normally, to get the largest font possible, you will leave this setting on.
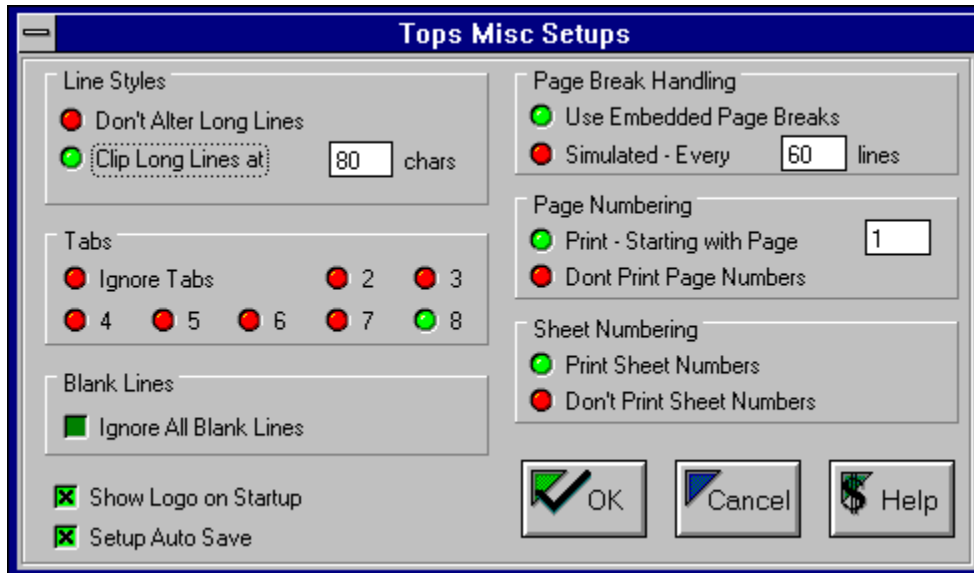
Show Logo on Startup:

The Logo is the small window which appears for a few seconds just prior to the TOPS main window appearing. This same logo screen can be seen at any time by selecting About, then About again from the TOPS main menu.

Setup Auto Save:

TOPS (by default) will always write a file named "TOPS.OVL" into the same directory

where TOPS is installed to on your disk drive. If, for some reason, you choose not to
save your setups each time you quit the program, then turn this automatic feature
off.

Tops Misc Setups

Line Styles
- 🔴 Don't Alter Long Lines
- 🟢 Clip Long Lines at [80] chars

Tabs
- 🔴 Ignore Tabs   🔴 2   🔴 3
- 🔴 4   🔴 5   🔴 6   🔴 7   🟢 8

Blank Lines
- ☐ Ignore All Blank Lines

- ☒ Show Logo on Startup
- ☒ Setup Auto Save

Page Break Handling
- 🟢 Use Embedded Page Breaks
- 🔴 Simulated - Every [60] lines

Page Numbering
- 🟢 Print - Starting with Page [1]
- 🔴 Dont Print Page Numbers

Sheet Numbering
- 🟢 Print Sheet Numbers
- 🔴 Don't Print Sheet Numbers

OK   Cancel   Help

Options - Page Layout

Choose your Print Style

Flat Styles:

Print from 1 to 256 pages per sheet in any combination up to 16 rows and 16 columns. Normally printing more than 16 pages per sheet requires an output device of 1200-2450 dpi.

Booklet:

Print in standard booklet form, where 4 pages will be printed to each sheet of paper.

TOPS MENU Options - Font

TOPS will let you choose any Windows True-Type font you wish.

(Note: When spacing is critical, use a Fixed Pitch font, such as Courier New)

Below are samples of some of the fonts which come with Windows:

Arial Regular
Arial Italic
Arial Bold
Arial Bold Italic

Times New Roman Regular
Times New Roman Italic
Times New Roman Bold
Times New Roman Bold Italic

THE PROBLEM FIXER FONT:

```
Courier New (below) is the FIXED PITCH font which comes with
Windows.
If you ever have trouble with the way your horizontal spacing
looks
in TOPS, this font should repair the problem!
```
(notice how all of the characters in this paragraph line up!)
```
Courier New Regular
Courier New Italic
Courier New Bold
Courier New Bold Italic
```

Options - Sheet Margins

You can set the blank space around the edges of your printed sheets of paper.
Minimum =**.25** inches --   Maximum = **2.00** inches in each edit field.
Please enter your margins in inches. The program does not support metric or pixel entry fields, since this dialog is rather less used.
The edit fields in the dialog boxes will only accept numbers and periods.
HINT: Sometimes setting the margins to a lower amount than you are normally used to will result in a more readable font. When printing reduced, you have to pay more attention to the things which will give you the largest font possible!
FAX HINT: If you are planning to **FAX** your document from TOPS, set all of the margins to .25 (1/4 inch), since this will yield a better looking received fax.
NOTE: Laser printers do not have the ability to print closer than one quarter of an inch from the edge of a sheet of paper. That is why .25 inches is the lowest number allowed here.

I can't find my file:
This is a very common problem for you people who are new to computers.
These questions may spark your memory...
 1 - Have you created a file?
 2 - Do you know what name you gave it?
 3 - Do you know what disk drive it is on?
 4 - Do you know which directory it was placed in?
 5 - Do you know which subdirectory (if any) it was placed in?
I cannot help you answer these questions... but you can look
in the Help topic "File - Open" to find out how to go look for
your file!

TOPS

TOPS Options - Text Margins

Purpose: To get the largest (most readable) font, you need to eliminate as many blank lines and spaces from your text file as possible. TOPS automatically ignores as many blank lines and spaces as possible, and gives you the option to override the built-in margin eliminators.

Text Margins: Defined here as the blank spaces (whitespace) surrounding the printable text in each page of your text file.

Left Margin Elimination

Ignore Blank Characters on Left: TOPS will scan the entire file, looking for the smallest count of blank characters before any blackspace characters are found on a line. These "blank left margin" characters should be thrown away, because doing so yields the largest possible font. The default is "Ignore" blank characters on the left.

Keep Left Margins: You can force TOPS to keep blank characters on the left, he will not mind. You may need to do this sometimes if your font is too wide, and you need to squish it in horizontally.

Top Margin Elimination

Ignore Blank Lines on Top: TOPS will scan the entire file, looking for the smallest count of blank lines before any printable lines are found in a file. These "blank lines on top" should be thrown away, because doing so yields the largest possible font. This choice is on by default.

Keep Top Margins: You can force TOPS to keep blank lines on top. You may need to do this if your font is too tall. This could help make the font shorter.

Ignore Top (n) Lines: You can force TOPS to ignore the first (count) lines on each page, regardless of their contents. This is useful for eliminating headers, page numbers, etc.

Right Margin Elimination

Ignore Blank Characters on Right: Normally, text files don't have any spaces after the words at the end of a line, but I have seen some programs commit this... Normally, leave this set to "Ignore".

Keep Right Margins: Again, you can keep the blanks at the end of a line. Exception: If Clip Long Lines is set in the Misc Setups menu, that setting will override this one.

Bottom Margin Elimination

Ignore Blank Lines on Bottom: TOPS scans the entire file, and finds out how many blank lines are always at the bottom of each page. He then ignores those lines, by default. This helps yield the largest possible font.

Keep Bottom Margins: You can force TOPS to use all blank lines at the bottom of each page. This would be useful if you ever need to make the font shorter.

Ignore Bottom (n) lines: You can force TOPS to always ignore the last (count) lines on each page. This is useful for clipping off footers, page numbers, or whatever you don't want.

TOPS

TOPS Options - Border Styles

Borders: Defined as the black rectangle drawn around reduced pages on the sheet of paper. You will notice that this dialog contains little pictures of each border style to demonstrate the desired output.

Shadows: Defined as the Thick, Dark lines drawn on the Right and Bottoms of each Border. The Shadows are intended to make your output look more attractive, and give a 3-D look.

HINT: Click the mouse on the little check box below each picture.

Clicking the mouse on the little pictures will not change your selection.

TOPS Options - Recall / Save Setups

Recall a Setup:
   Loads one of the 20 setups into memory, all defaults will change to this new setup.
Save Current Setup:
   Causes TOPS to write his setup file (**TOPS.OVL**) to disk immediately.
Copy Current Setup:
   Makes a duplicate copy of your current settings into another setup.
Rename Current Setup:
   Allows you to enter a personalized text string which will help you remember what this setup is used for.
Reset Current Setup to Default:
   Resets the current setup to the factory default settings. These are the same settings which were in effect when you ran TOPS for the very first time.
HINT: If you use TOPS to **FAX**   from time to time, you might want to create a special setup called "Fax Setup" (or something more clever) that has all of the Sheet Margins set to .25 inches. (looks great when faxing, but sort of weird on paper printers).
TECHNICAL INFORMATION:
   TOPS stores his setups in an overlay file named TOPS.OVL every time you exit the program. When you run TOPS for the very first time, he looks for the file TOPS.OVL in the directory where TOPS is installed. If he does not find the .OVL file, he will create a fresh default overlay file. The file is in binary format, and contains a header followed by 20 binary images of the TOPS setups. Do not attempt to edit this file. If this file becomes corrupted somehow, TOPS could behave very badly, and you may have to delete this file to force TOPS to behave properly again.

TOPS

TOPS Options - Change Window Looks

Background Color: The color that TOPS uses to paint the client area of his main window.

Hint: Blue is beautiful.

TOPS

Background Shade: Solid or Blended.

Hint: Blended is both fun and beautiful.

Dialog Styles: There are currently four
dialog styles to choose from.
The guy that wrote the white one is the
most wealthy guy.

Hint: Custom 2 is Val's favorite.

#0   #1   **#2**   #3

Print F
● All
○ Se
○ Pa

Print Qu
☐ Print

Print R
● All
○ Se
○ Pa

Print Qua
☒ Print

Print R
● All
● Se
● Pa

Print Qua
☒ Print

Print R...
- All
- Sel
- Pa

Print Qua...
- Print t

blackspace: any character, which when printed, that produces at least 1 black dot on a piece of paper. The line you are reading right now contains a goodly amount of "blackspace".
Note: space characters and carriage returns produce no "blackspace" whatsoever.

If you need to call TOPS Customer Support:
    1 - Please be running TOPS when you call.
    2 - Load the file which is giving you trouble into TOPS.
    3 - Please have a specific question prepared.
    4 - Faxing a problem sample before calling helps a lot!
       (A Cover Page is not necessary when Faxing)

ETS Customer Support   (801) 265-2490   8am-3pm MST
FAX   (801) 265-8921

MENU

Support Hours are 8am to 3pm Mountain Standard Time.

ETS is usually busy developing new software programs.
The programs listed below were designed over the period from 1992-1995.
Please call Toll Free 800-387-7003 for more information on any of our products.
For DOS:

      Court Reporter Pro - Transcript Condensing $99.95
      Court Reporter Index - Transcript Indexing $99.95
      Laser Printer Envelope - Envelope Addressing $29.95
      SKIP - Label Printing/Addressing $10.00
      CASEY - Calendars the Easy Way $10.00

For WINDOWS:

      Protext - Transcript Condensing $249.95
      ProDEX - Transcript Indexing $149.95
      TOPS - Text Output Paper Saver $ 39.95
      ArTEL - Artistic Envelopes and Labels   .. future

Page Breaks Error

Topic not completed in this early version.

Toll Free ORDERS   **8am - 6pm** 800-387-7003
Outside USA   **8am - 6pm** 801-265-2497
SUPPORT   **8am - 3pm** 801-265-2490

(Please Note: TOPS does not have toll free support)

FAX   801-265-8921
BBS   801-265-0919   Hi Speed modems
               801-265-2496   Hi Speed modems

   Our BBS (Bulletin Board) is FREE to all callers, and contains
   the latest **Free** and Registered versions of all ETS software.
   If you want to know if there is a newer version of this program,
   call the BBS (via modem) any time, and look in the File areas
   for the latest version, then Download the program if you wish!

TOPS is a specialized <u>ascii text</u> file printing program. While just about any program can print documents full size, TOPS can print or fax up to 256 pages on one sheet of paper, giving a tremendous advantage in paper saving! You will normally need a high resolution print device to print much beyond 16 per sheet, such as a Linotronic or other rather expensive photo printer or photo plotter.

Before printing your document using TOPS, you must have first created your document using another program, and saved your document as an ascii-text file. TOPS does not create your documents, it's only purpose is to print the documents you have created.

MENU About your File

This TOPIC is not yet completed in this version. I think that this dialog will go through some changes in the near future, so I am leaving it unfinished.
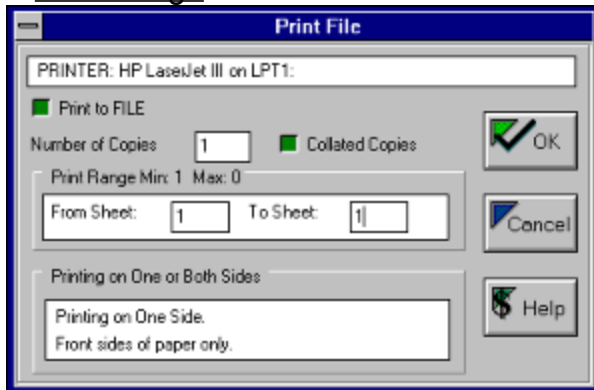-Val Patterson, March 6th 1995

MENU

MENU File - Print

[Print to FILE](#)
[Number of Copies](#)
[Collated Copies](#)
[Print Range](#)

Print File

PRINTER: HP LaserJet III on LPT1:

■ Print to FILE

Number of Copies [1] ■ Collated Copies

Print Range Min: 1 Max: 0

From Sheet: [1]   To Sheet: [1]

✔ OK

▶ Cancel

Printing on One or Both Sides

Printing on One Side.
Front sides of paper only.

🖐 Help

File - Printer Setup

Use this common Windows Dialog to choose the print device that you will be printing on. This menu is called a Common Windows Dialog because it is common to most all Windows programs. You may already be familiar with this dialog because most Windows programs use this very same dialog for selecting printers.
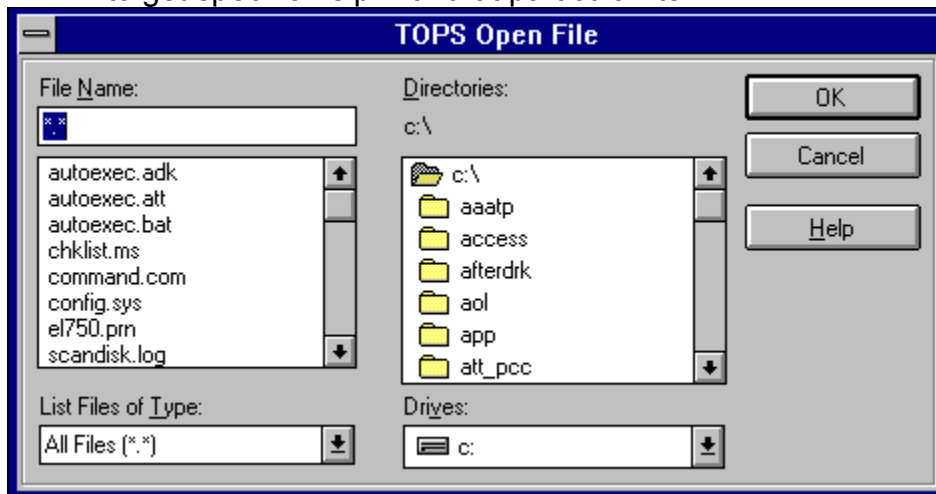
MENU

MENU File - Open

Finding your file can be the most difficult task of all to new users.
It is difficult to explain, but I will try to help you as much as I can...

How to use this particular HELP Topic.
   1 - Move the mouse over the items in the picture below.
   2 - If a little "Hand" cursor appears, press the Left Mouse button
        to get specific help with that particular item.

TOPS Open File

File Name:

`*.*`

autoexec.adk	
autoexec.att	
autoexec.bat	
chklist.ms	
command.com	
config.sys	
el750.prn	
scandisk.log	

Directories:

c:\

- 📂 c:\
- 📁 aaatp
- 📁 access
- 📁 afterdrk
- 📁 aol
- 📁 app
- 📁 att_pcc

OK

Cancel

Help

List Files of Type:

All Files (*.*)

Drives:

💾 c:

Print to File: from the File - Print dialog, checking this box forces the Windows Print Manager to send the document to a binary file on disk, rather than to your print device. You may choose any filename you wish for the newly created file, but you should normally give these files an extension of **.BIN** (meaning: binary). The binary file created could later be copied directly to the print device from DOS. Example: **C:\COPY MYJOB.BIN LPT1:**[enter]. This file cannot be copied to a fax driver, only to normal printers. The file must have also been created using the driver for the intended destination printer.

Number of Copies: accessible from the File - Print dialog, allows you to select how many copies you want to print. Some print devices (such as faxes and dot-matrix printers) do not support multiple copies. Laser Printers normally support multiple copies.

Collated Copies: When printing more than 1 copy of a document, this option will put all of the pages of each complete document in the proper order. This option will usually take a lot longer to print, since the computer has to download each sheet image data for each copy.

Print Range allows you to print any range of sheets throughout the document.

MENU

File - One or Both Sides

One Side Only:

Used when you intend to print on only one side of your paper. Remember that a lot of print devices can only print on one side, such as Fax drivers and dot-matrix printers.

Both Sides:

Print Front Sides and Stop:

TOPS will print all of the front sides of your 2-sided job, then stop. You will then be required to wait for the Print Manager to finish sending the job to your printer, and place the paper back into the paper tray in your printer. After you have done this, you will need to select this dialog again, but this time: print all of the Back Sides.

Print Back Sides and Stop:

This is usually the 2nd step after printing all of the front sides of your job. After following the steps above, TOPS will ask you if you want to print from sheet 1 or the last sheet in your job. You will have to be the judge here, and notice whether the back side of the first sheet printed during the first pass will be the first sheet printed again, or the last sheet printed previously will be the first sheet printed on the second pass. The computer cannot decide this automatically, it's up to you!

Duplexing Printer:

Duplexing printers have the ability to print on both sides of a sheet of paper. They are usually much more expensive, and print both sides beautifully. If you have a duplexing printer, and want to print both sides, select this option.

Disclaimer: Both Sided printing is not recommended for non-duplexing (simplex) laser printers. If you choose to print on both sides, you will do it at your own risk. While many people who live in dry climates can get away with it, people in the southeastern USA can rarely print their back sides without smudging. There is no sure fix for this, humidity can really ruin the back sides of your print job! The only thing you can try is to switch to a paper which has a higher cotton content.

Our Mailing Address:

ETS Inc.
1115 East Brigadoon Court
Salt Lake City, UT   84117-4969

My File has no embedded Page Breaks.
This can be a real problem for the following reasons:

    1 - Without Page Breaks, the computer must guess where pages start and stop, and computers are not very good guessers.

    2 - TOPS can simulate Page Breaks every (n) lines, but needs your help to determine what number to type for (n).

Solution:

 You can use a program called "Write" which came with Windows to add Page Breaks to documents. I didn't say it was easy, I said you can. Write is located in "Accessories", and it's logo has a picture of a pen and an "A" in it. If you load your text file into Write, select "No Conversion". To create a Page Break in Write, position the cursor to where you want a break, then press "Shift + Enter", and a row of dots will appear (Writes' way of saying "Page Break" here). If you use Write, do NOT be tempted to even think of changing the font. Repeat: do not change any fonts in your document. Ascii Text files do not have fonts built in to them, you will RUIN your file. You can edit all you want, and Save your file, but don't change any fonts.

The Printer is smearing when printing on the back sides:
We hear this all the time: The front sides look perfect, but there are gray smudges on the back sides!
Possible Solutions:

 1 - A duplex printer will not smear the backs as badly.
 2 - Use a paper with a higher cotton content.
 3 - Don't even think Copy Bond will solve your problem.
 4 - Put your paper in the microwave on high for 2 minutes before printing side 1.
 5 - Keep your paper supply away from any humidity (not easy).

disclaimer: ETS Inc. does not recommend printing on both sides unless you are using a duplexing (more expensive) printer. Programs cannot send a command like "Smear Paper" to a printer. It is NOT the programs' fault. If you live in a dry climate, you can get away with both sides printing on simplex printers. If you live in the South (Fla, Ga, Ms, Tx, to name a few), good luck. The extra humidity will some days make it absolutely impossible to get good looking back sides. The longer the paper cools before printing side 2, the worse the problem becomes.

Turn Paper Over

Background Info: You have (most likely) just finished printing all of the front sides of your document.

Your Goal: To put all of your printed sheets back into the printer tray to prepare to print all of the back sides.

How to Do It:

Step 1: Put your printed sheets of paper back into the paper tray of your printer. Make sure to place the stack so that blank sides will be the next to receive the ink. Header always goes toward the printer, footer side always goes away from the printer.

Step 2: Before putting the paper tray back in the printer, look at the sheet on top. Is this the back side of Sheet 1, or the back side of the Final Sheet?

Step 3: The next dialog will ask you for the information you remembered from Step 2 (above).

TOPS can print Side 2 normal (Sheet 1 backs get printed first) or reversed (Back of Last Sheet gets printed first) order.

See Also: Print - One or Both Sides

Note: It is ridiculous to use this feature on Dot-Matrix and Fax print devices. Please don't call our customer support with complaints that your Dot-Matrix printer prints poorly when printing the back sides.

Disclaimer: Both Sided printing is not recommended for non-duplexing (simplex) laser printers. If you choose to print on both sides, you will do it at your own risk. While many people who live in dry climates can get away with it, people in the southeastern USA can rarely print their back sides without smudging. There is no sure fix for this, humidity can really ruin the back sides of your print job! The only thing you can try is to switch to a paper which has a higher cotton content.

HP4 Old Driver Warning

The old versions of the LaserJet 4 printer driver will cause my fonts to print too wide. The words will not fit inside the panels when printing. The Screen Preview will look fine, but the Hard Copy will look terrible.

If you own an HP Laser Jet 4 (any style) you must use the HP Driver **Version 31.V1.50 or newer**.

The older versions of this HP Driver do not allow this program to calculate font widths properly.

 To find out which version you have now:
  1 - Go to **Printer Setup**
  2 - Select your HP4 Printer, then select the **Options** button.
  3 - Select the **About** button.

To obtain the new driver from **CompuServe**:
Go to the **HPPER** forum, look under the HP4 section

To obtain the new driver from HP, contact:
Hewlett-Packard Driver Distribution Center
Voice: (303) 339-7009   Monday thru Saturday 24hrs
Fax: (303) 330-7655

Twenty Setups

Topic not completed in this early version.

Setup Name

Topic not completed in this early version.

MENU Ordering TOPS

TOPS can be purchased for $39.95.

Regular Shipping and Handling is FREE.
Outside USA - add $5.00
FedEX Shipping - add $10.00.
You are entitled to an immediate Unlock after you place your order!
(If you send a check, you must wait until we receive the check...)
All Orders are Shipped the Same Day Received.
Note: *TOPS does not come with a printed manual (at this time: March 1995). Should a manual be printed for TOPS in the future, it will be sent to you at no charge. The manual would be a printed version of the HELP Topics.*
Note: Remember, You can FAX this order form directly by selecting your FAXModem as the print device from Windows! **Our FAX Number is: (801) 265-8921**.

See Also: Copyright Notice

MENU Copyright Notice

TOPS comes in two flavors:

The Demo copy you can give to others:
The version which prints the TOPS logo at the bottom of each sheet is called a Shareware copy. This is for evaluation only, and may be freely distributed to any person or electronic media with no restrictions whatsoever.

The Purchased copy you cannot give to others:
The version which has been purchased from ETS Inc. (does not print the logo at the bottom of each sheet) is called a Registered copy. This version carries a strict restriction.

1 - Only YOU can use it. You can install it on YOUR own personal computers.

2 - You cannot allow others to copy or "borrow a copy" of it.

MENU

It is a federal offense to copy software that is protected under the copyright laws (17 USC 106). Penalty for this offense is a fine up to $250,000 and imprisonment for not more than five years depending on the severity of the violation (18 USC 2319). To identify and help in prosecuting violations, the Software Publishers Association has established a toll-free number (1-800-399-PIR8) to report copyright violations.

MENU Booklet

Use the Booklet layout to create little booklets. Booklets should be printed on both sides of the paper, assembled, folded and stapled down the middle.

Orientation:
   Portrait - Produces a Tall and Narrow Booklet.
   Landscape - Produces a Normal Sized Booklet.

Note: If you are not sure, choose Landscape; which is the normal orientation for
         booklets.

MENU   **Note:** This setting overrides any orientation setting in your
Printer Setup menu.