

## **CA-RET Help Contents**

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## **Cascade**

Stacks all open CARET windows one behind the other. CARET resizes and layers all open windows so that each title bar is visible.

## **Close All**

Closes all CARET print preview windows.

## Windows Menu

Cascade

Tile

Close All

## **Tile**

Displays all open CARET windows next to each other. CARET moves and sizes all open windows so that they are visible and do not overlap.

## **Close**

**Ctrl+F4**

Closes the Print Preview window and returns.

## **Print Report**

### **Ctrl+Shift+F12**

Prints the report. When you select this command, CARET displays the Print dialog box.

### **Printer**

Identifies the printer and printer port defined in your Windows environment

### **All**

Prints the entire report.

### **Selection**

Is a standard Microsoft Windows print option that does not apply..

### **Pages**

Prints a selected page range. Enter the page to start printing from (the default is the start of the report) and the page to stop printing at (the default is the end of the report).

### **Print Quality**

Specifies the number of dots per inch to use when printing. For more information about print quality, see the documentation provided with your printer.

### **Print to File**

Prints the report to a file. When you turn on this option, CARET displays this dialog box when you select OK.

Enter any valid name for the output file.

### **Setup**

Displays the Printer Setup dialog box, allowing you to set up or modify your printer settings.

### **Copies**

Specifies the number of copies of the report to print. The default is 1.

## **Printer Set Up**

Sets or modifies your printer settings. When you select this command, CARET displays a dialog box that indicates the printer that is currently selected under the Windows environment. It allows you to select additional printer options, such as orientation, paper format, and print quality.

For information about these settings, refer to your Microsoft Windows documentation.



## **Export To File**

Runs the report and puts the output in a Rich Text Format (.RTF) or ASCII (.TXT) file. When you select this command, CARET displays the Export Report to File dialog box.

### **File Name**

Enter or select the name of the file in which to export the report. Save File as Type Displays the type of files currently listed in the File Name combo box. The options are Rich Text Format (\*.RTF) and ASCII (\*.TXT) files.

### **Directories**

Displays the current path and all available directories. Select a directory to display or select from other available subdirectories.

### **Drives**

Displays the current drive. Click a drive displayed in the drop-down list box to select it.

**Exit**

**Alt+F4**

Exits CARET and returns.

## **File Menu**

Close

Print Report

Printer Set Up

Export To File

Exit

## **Normal**

Scales the screen report image to full size.

## **Page View**

Displays the report page layout, scaled to the size of the window (maximum reduction to 25% of window size).

## **Center Page**

Adjusts the screen scrolling position so that the report is centered horizontally in the definition window.

## **First Page**

### **Ctrl+Home**

Re-reads the report and displays the first page of the report.

## **Last Page**

**Ctrl+End**

Re-reads the report and displays the last page of the report.



## **Next Page**

**Ctrl+PgDn**

Displays the next page of the report.

## **View Menu**

Normal

Page View

Center Page

First Page

Next Page

Last Page

## **Page Size Does Not Match**

### **Problem**

The page height and width defined for the printer does not match the height and width of the report definition.

### **Solution**

Select Yes to have CA-RET adjust the report definition to match the printer. Select No to ignore the discrepancy. If the printer page size is wrong, you can change it using Printer Setup from the File menu. Non-printable area changes are only relevant for some printers and then only for some reports.