

Printing Setup

Printing – Used to create and maintain all available Xebra documents. While Xetex Xebra provides pre-developed documents for both standard and pre-printed applications, you do have the ability to edit these documents to fit your individual needs. You may also develop documents from scratch to replace those already provided for you.

- Initially, the most important task to perform in Document Setup is the addition of your company logo to each document. The Xetex Xebra document editor will accept artwork in *.JPG; *.PNG or *.BMP formats.
- **Document Setup** – When reviewing or updating the configurations of your documents, you will first have to choose the document you wish to address.
 - **Document Configurations** – This dialog will list all configurations for a chosen document and their current status, as well as, give you the ability to change a document's availability and make additional page templates available to the user.
 - **Edit** – Will activate the Document Configuration Editor for the configuration highlighted in the list box.
 - **Add** – Initiates the Document Configuration Editor when creating a new configuration.
 - **Delete** – Removes any highlighted configuration from the list box. You will be asked to confirm this action.
 - **Disable** – If a configuration is currently available, you can disable access to this configuration without deleting it from the system. General users will not be able to view or use the configuration until it is once again enabled. Configurations in the process of development can be saved and left disabled until they are complete and ready for general use.
 - **Enable** – Once the development of a configuration is complete, it must be enabled before it is accessible by general users.
 - **Set As Default** – For every document type, there MUST be one configuration set as the default. If a configuration has been designated as the default it CANNOT be disabled until another default has been assigned. In the event there are multiple configurations available for a particular document, the default will be the first option to appear in the dropdown box before proceeding to Xebra Print Preview. If there is only one configuration enabled for a document, no dropdown box will appear and the enabled configuration will be used to generate the Xebra Print Preview.
 - **Additional Page Templates** – Used to create and manage additional page options for any of the documents listed in setup. This feature is most often used when providing lengthy terms or clauses in addition to a standard quote, invoice, etc.
 - **Document Configuration Editor** – From the Document Configurations screen, double-click on the document you would like to edit. You are now in the Document Configuration Editor, it is through this dialog that you will create and edit any document in Xetex Xebra.
 - **Menus**
 - **File**
 - **Save and Save As** – While you will be prompted to save any changes when exiting from the editor, you may manually save changes at anytime using these standard save functions.

- **Import and Export** – Mostly used for diagnostic and custom purposes, these standard functions will allow you to load a configuration from or to your desktop.
 - **Edit**
 - **Standard Windows Functionality** – Cut, Copy, Paste, Delete & Select All are available as well as their related keystrokes.
 - **Options** – Basic page options for the document include:
 - Page width and height – Size initially defaults to 8.5 X 11 for all new documents.
 - Page Orientation – Defaults to portrait.
 - Default Copies – Defaults to one (1).
 - Optimize for Continuous Printers – Default is off. If you are using a Dot-Matrix printer, you will need to turn this on by clicking the checkbox.
 - **Commands** – Navigation between page types when document type allows.
 - **Insert**
 - **Rectangle** – Allows the placement of a basic rectangle for purposes of borders, tables, etc. Icon also available on the task bar.
 - **Line** – Used to place single lines for page separation, signature lines, etc. Icon also available on the task bar.
 - **Data Field** – Provides field to be used for both static and variable data. Represented in the configuration editor by a blue outline. Icon also available on the task bar.
 - **Image** – Solely for images such as logos or product pictures. Icon also available on the task bar.
 - **Detail Area** – Used as the main body in documents such as invoices, allowing for repetitive variable data such as line items and corresponding information.
 - **Specifications Area** – Allows the input of a specifications mask when activated through the line item.
 - You will want to, at minimum, import your organization's logo before going live. On the document you have opened, you will see a gray box labeled "Logo & Address". This is an Image Field and double-clicking on this field will open the Image Properties dialog.
 - **Size & Positioning** – Entering measurements based on the relationship between the Image Field and the document's dimensions, you can alter both the size and the overall position of the field. Measurements must be entered in inches and each measurement corresponds to its equal on the document (i.e. an entry of .25 in the left data field will move the left edge of the image field .25 inches from the left most edge of the document.) Disabling mouse moves will remove your ability to change size and position by clicking and dragging.
 - **Hide On** – You may want to limit the visibility or inclusion of the image depending upon the method chosen to send. For instance; the document may be printed on letterhead or stock already bearing your logo so you would want the image hidden on Printed Document but not on faxes or email where the logo is still necessary.
 - **In Print Preview Enable** – Once a document has been created and enabled by the System Administrator, it is rare that general staff should need to alter that document; however, you may provide the ability to Edit & Delete or Move & Resize.
 - **Horizontal and Vertical Alignment** – Your adjustments for the placement of the
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image within the Image Field that you have created.

- **Hide On First, Middle, Last pages** – In the event you have a multi-page document but do not want to represent a particular field on every page, you have the ability to choose which, if any, pages you would like to remove the field from.
 - **Load Image** – When activated, Xetex Xebra will open a desktop explorer dialog so that you may find and load the desired image. Remember: You may use *.JPG; *.PNG or *.BMP formats only.
- **AP Checks** - There is no set style or type of AP Check required, so you can continue to order them from your current vendor if you wish.

Our Document Editor allows you to customize the AP Check's print setup to fit your needs. This can be done by: GO > Setup > Printing > Document Setup > AP Check > View. Double-click on your default AP Check Document to open it in the Document Editor. Make any necessary changes, and save them.

We have found a considerable variation between laser printers in the placement of the printing on a check. Even printers with the same model number can vary as much as ¼ inch up and down. If possible, request samples from the vendor so that you can run a check or two to make sure everything lines up properly.

While it is possible to print checks using an Ink-Jet printer, we don't recommend it. The variability is much greater, the reliability is down, and the cost of printing is quite high. Ink-Jet printers are designed for occasional home use.
