



# How to Print InterSystems Documentation

Version 5.1  
15 June 2006

*How to Print InterSystems Documentation*  
Caché Version 5.1 15 June 2006  
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# How to Print InterSystems Documentation

This article describes how to print documents from the InterSystems documentation set.

## 1 What You Can Print

Some documents are user guides, some are reference manuals, and others are brief articles on topics of special interest. When printed, the individual documents vary in size from 10 to 100 to more than 1,000 pages long. However, in each case, the instructions for printing the documents are the same.

## 2 A Sample Print Request

The following table illustrates a simple, but complete print request for an InterSystems document.

Choice	Sample Entry
File name	ObjectScriptReference.pdf
Page count	716
Double or single	Double
Ink color	Black-and-white
Covers	None
Paper size	Letter
Paper type	Standard
Binding	3–ring (punch)
Special instructions	Image size is smaller than paper size. DO NOT expand image to fit page. DO auto-rotate and center pages.

For details about each choice, see the next topic.

## 3 Print Options

The following table lists all the choices you can make when printing an InterSystems document. There is some flexibility, but for many of these options there is a clear “best” choice that we suggest.

Choice	The “Best” Choice
File	You can the book at your office, or upload the file to a local print or copy vendor for printing.
Page count	While viewing the book in Adobe Acrobat, you can see the total page count in the lower left corner of the display.
Page range	Include all pages in the print job.

Choice	The “Best” Choice
Double or single	Choose double-sided printing if possible, otherwise single-sided.
Ink color	<p>You can print the books in color, but they print equally well in black-and-white. When printing black-and-white, allow the normal shading options for gray tones. DO NOT request any specialized print option that outputs gray tones in all black ink.</p> <p>When printing the books in your office, if your output printer has a color option, you can ensure that it prints the book in all-black ink as follows: While viewing the book in Adobe Acrobat, choose <b>File</b>, then <b>Print</b>. The Print dialog displays. Click the <b>Properties</b> button, click the <b>Paper/Layout</b> tab, choose the option entitled <b>Black &amp; white</b>, then click <b>OK</b>.</p> <p>If you want to print the book in color, consult your print vendor for the correct color options to choose.</p>
Quality	Select the highest quality available (not “draft” ).
Resolution	Choose 600 dots per inch (dpi) or more.
Paper size	<p>Finished book pages are designed to be 7 inches wide and 9 inches high, as seen on screen. However, you can easily print these pages onto A4 or letter-size paper as follows:</p> <p>When printing the books in your office, while viewing the book in Adobe Acrobat, choose <b>File</b>, then <b>Print</b>. The Print dialog displays. Enable (check) <b>Auto-rotate and center pages</b>. Disable (uncheck) <b>Expand small pages to paper size</b>. Then you can print the book.</p> <p>When printing with a vendor, find the space marked Special Instructions or Additional Comments on their print request form. Provide a note: “Image size is smaller than paper size. DO NOT expand image to fit page. DO auto-rotate and center pages.”</p>
Paper type	Choose the standard white paper for black-and-white. Some print shops require high-quality laser paper for color; this affects cost, so check before you run the job.
Binding	Choose any type of binding you prefer: 3-ring, color coil, plastic comb, or other. Stapling is not suitable for these documents.
Covers	Many vendors offer a choice of cover colors and styles.

Choice	The “Best” Choice
Cutting	<p>You can ask the print vendor to cut the printed pages to 7 by 9 inches, as seen on screen in Adobe Acrobat. Cutting is not necessary, but it offers an inexpensive way to create a more professional-looking result.</p> <p>If you want the pages cut, you <i>must</i>:</p> <ul style="list-style-type: none"><li>• Print the book double-sided, <i>and</i></li><li>• Use the complete “Paper Size” instructions above, <i>and</i></li><li>• Specify how to cut pages, as below.</li></ul> <p>To achieve the intended 7 by 9 inch size, instruct the printer to cut pages by equal amounts top and bottom, and by equal amounts left and right. That is, for letter size paper, cut 1 inch from top, 1 inch from bottom, 0.75 inches from left and 0.75 inches from right.</p>