

English Documentation

Print4OL prints out single items (Memo style) or multiple items (Table style, Report style, Label style) on Word/Excel Templates (*.dot/*.xls), which are stored in the folder
C:\Documents and Settings\All Users\Application Data\Print4OL\

Additional features are: Autosave attachments in the folder <my documents>\AttachmentsPrint4OL\ with "unique" filename yyyyMMdd-hhmm_<attachment name> (date=creationtime) .

The attachments can be linked to the word document (#AttachmentsLINK).

The attachments can be automatically printed to the default printer (#AttachmentsPRINT)... please read the "how to" at the end of this document!

Contact pictures can be shown in the Word document (#ContactPicture in a "frame").

All Outlook Items are supported, e.g. Mail, Post, Contact, Distributionlist, Appointment, Task, Journal, Note.. and also special "formats" like Document, Invitation, Response.

Installation

The setup program will install the COM-Addin for ALL Users (Outlook XP/2003). You need administrator rights to install! If the Addin is not working, you'll find some useful registry files (double-click and confirm!) for changing the load behaviour:

Addin_Remove.reg Removes the Addin for ALL (and active) users.

Use this file if the COM-Addin is not working. After that, you can install the COM-Addin for the active user in Outlook itself (restart PC), or use:

Addin_Add_this_User.reg (activates Addin for active user Outlook XP/2003)

Addin_Add_all_Users.reg (activates Addin for ALL users Outlook XP/2003)

See also <http://ical.gutentag.ch/faq.html#F8> for general troubleshooting...

C:\Documents and Settings\All Users\Application Data\PrintOL\

Here the templates *.dot are stored. Edit, duplicate them for your needs - in explorer by right click and "open", or from Print4OL by double-click or edit button. The naming convention is simple.

The first letter defines the **type** (object class) of the template:

- A** → Appointment e.g. "ATable English.dot"
Table, Memo, Report, Label are possible → see further down
- C** → Contacts
- D** → Distribution list - are treated separately
(first selected item in Outlook explorer will tell Print4OL, if Contacts or Distribution lists should be selected and shown)
- J** → Journal
- M** → Mail (also Post/Document/Response Items etc.)
- N** → Note
- T** → Task

Note:

During items processing the clipboard is used - do not access the clipboard while the word documents are created (copy/paste).

Table Templates (e.g. „ATable xxx.dot“ an Appointment Template)

The file name must contain “table”..!

“ATable myTemplate pagebreak.dot” will do a new page for every day (contains “pagebreak”).

“MTable myTemplate pagebreak.dot” will do a new page for every day, too.

The table style templates must have a table with 2 or more rows. First row is for the header (use “repeat header row on every page” option), second and additional rows are for the #Fields of one item.

In Header and Footer no #Fields are allowed, use a frame instead (not a textarea).

Feel free to change or duplicate the provided templates.... With button [Edit]

If more than one row is used per item, the processing gets slow. Word forgets to copy/paste border properties and shading - this is (has to be) done programmatically.

→ Text **pagebreak** in template name:

You can re-sort items by e.g. clicking on the column title “Categories”.

This way a pagebreak is done for every category – but only the first 8 characters are compared!

Report Templates (e.g. „CReport xxx.dot“ a Contact Template)

The file name must contain “report”..!

The Report style templates have tags <% %> (with a carriage return at the end)

This are the “starting and ending points” for one item. This range will be copied to the next line for the next item (so the template must “end” with a carriage return).

Lines beginning with ^ and “staying empty” are suppressed (e.g. if both fields are empty):

^#WebPage #Profession

Label Templates (e.g. „CLabel AveryC2160.dot“ a Contact Template)

The file name must contain “label”..!

Those templates are best generated in Word itself. Use menu Tools - Letters and Mailings - Envelopes and Labels - Options

Use same tags <% %> like in report templates (with no carriage return at the end).

If more than one label page is needed, a second label word document will be automatically added.

The starting row on the first page, and the number of copies can be chosen (after you select a label template).

Memo Templates (e.g. „DMemo English.dot“ for Distribution Template)

The text “table”, “report”, “calendar” or “label” are not allowed in the filename!

Feel free to change or duplicate the provided templates.

With “frames” (converted text areas) you may position #Fields wherever you like.

Lines beginning with ^ and ending with {Tabulator} and 0 to 3 spaces are deleted, if e.g. the field “Location” is empty:

^Where: #Location

Empty lines beginning with ^ are deleted, if there is already an empty line above.

^

Calendar Templates (7 days on one row) e.g. „ACalendar Sunday AMPM Loc.dot“

The file name must contain “calendar”..! If its containing “Sunday”, the week starts with Sunday (otherwise Monday). If its containing “AMPM”, times are shown as e.g. 13PM; with “Loc” in name, the Location will be shown in parenthesis; and with “X” in name, enddates are not added.

→ **ACalendar X Sunday AMPM Location.dot**

With the Calendar Control on the Print4OL-Window you have to choose first the weeks (e.g. month) and find the items. After that the template can get filled (programmatically) by day. The templates must have one table (first) on it, with 2 rows, 7 cells each (day header + items). Page-Header and Footer may be changed freely.

Excel Templates (new in 1.2.0) e.g. „AList.xls“ – open it as example!

This provides a new possibility to show items on a “basic” Excel Sheet List. Especially useful for showing calculated fields or totals at the bottom of the list.

The first Excel Column „A“ is reserved for control characters – you may hide this column.

<empty> => before #,^ .. for header lines.

You may want to repeat the header lines for second page on.

in Column „A“ => Will always print/show

^ in Column „A“ => Will only print/show, if cells are not empty (empty fields)

<empty> => below #,^ ... for footer lines (end of list).

The #,^ lines are repeated for every item (added). Therefore you should include in footer cell formulas like SUM, the first line of the footer, too.

One (or several “normal”) fields are possible inside a cell. Ideally just one...(must be visible).

#RTFBody => does need several cells! Add ^ lines below the cell “#RTFBody” for 2nd and following lines. See example for Notes **NList.xls**

#Body => does need one cell only, but the text format will be lost.

You must activate the “Cell Word Wrap” for both fields, to wrap very long lines, too!

#ContactPicture => does work. Add # lines below, considering max. height of picture.

#AttachmentsLINK => does work. Add ^ lines below for multiple attachments. One cell can only contain one hyperlink (will use cell below for next hyperlink).

Distributionlists can only be printed without Contacts => use the Word Templates instead.

How to use Excel Formulas to e.g. re-calculate #DurationMin. Add field #DurationMin in

- a cell with text color WHITE, or
- use a hidden Column... (Note: format “;;;” does not work)

Mostly fields can’t be entered in a formula directly.

xPossibleFields Doc.dot (x=Type of Item)

The file „PossibleFields Doc.dot“ contains all possible fields for a item **type**. User defined properties are supported as well. Select this file as template (lower left on Print4OL window) and [Show] a complex item, to get a good example. Then you know, what #Fields to choose.

#Fieldname Additional some other fields are allowed and explained in those documents/templates.

#Fieldname#Fieldname is “mostly” not allowed, there must be at least a space between:
#Fieldname #Fieldname (as words..)

Selecting & Sorting Items

Before clicking on the symbol for Print4OL, mark one or more items in outlook explorer window. Use the mouse with SHIFT/CTRL to mark a range of items.

Those items are then shown in the same order on the Print4OL window.

Use mouse again with SHIFT/CTRL for “changing the selection” in Print4OL window.
Click on a header for changing the sort order (for descending sort order click again).

Use the monthly calendar on the Print4OL window for marking several days and finding (and selecting) the corresponding items.

You can change the sort order by clicking on a header column,

For Contacts or Distributionlists the button [Find] will find all in the same folder. **Attention: if the first selected item in the outlook explorer window is a contact, then only contacts are shown and not distributionlist (and visversa).**

[Print] or [Show]

First choose your desired template - then

[Print] ... on the default printer (START-System-Printer- „as Default“)

[Show]... in MS Word Window(s)...

Attention:

- If you [Show] more than 10 items in memo style, a warning message will show up every 10 items.
- with **[Cancel]** you can stop the task (some delay..)
- during items processing the clipboard is used - do not access the clipboard while the word documents are created (copy/paste).

Used Paths and ini-Files

For compatibility with Windows Vista, the folders are:

C:\Programs\Print4OL\

- The Addin and necessary program files

C:\Documents and Settings\All Users\Application Data\PrintOL\

- with the templates and this documentation
- **Print4OL.ini** is the language file

C:\Documents and Settings\\Application Data\PrintOL\

- **Print4OL.ini** with the last selected template by type

<my Documents>\AttachmentsPrint4OL\

- the saved attachments of the items
- Local attachments (path known) are not "duplicated" to this folder

#AttachmentsPrint

The path for the attachments see above...

From Version 1.0.13 on:

Please install "**Irfan View**", if the autoprnt of pictures is not working (use default installation path)

Please install "**Foxit Reader**", if the autoprnt of .PDF is to slow or not working (use default installation path)

=> You don't have to associate the doc-types e.g. .pdf, .jpg ... to those programs, if you wish to use another program for daily use..

On tab "Options"...

...You may add a delay for printing next item, if the sortorder of the printout is not correct (first mail, then all attachments...).

...You may exclude own pictures in replies e.g. signatur.gif,signature.jpg, too.

Body (Text/) printing

There are 3 different placeholders:

#HTMLBody

This field only works for mails.... Images will be printed, too

#RTFBody

Valid for all Outlook items

The text is pre-formated, but some styles can be "overridden"....

..in Email/Journal/Notes: the font of the template is used.

..in Calendar/Tasks: the font, font-size, bold, italic, center or right align of the template is used.

#Body

Pure text, which accepts all format definitions from the template.

Global Fields

From version 1.1.3 on, they can be in headers and footers, too.

#User => Name of Outlook user e.g. „Roland Scherrer“
#Folder => Name of folder e.g. „Calendar“
#Caption => Name of Outlook explorer window e.g. „Calendar – Microsoft Outlook“

#SelStart => From-Date, if buttons [Find] or [>=<] have been used.
#SelEnd => To-Date, if buttons [Find] or [>=<] have been used.

Element fields are not allowed in headers and footers.

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