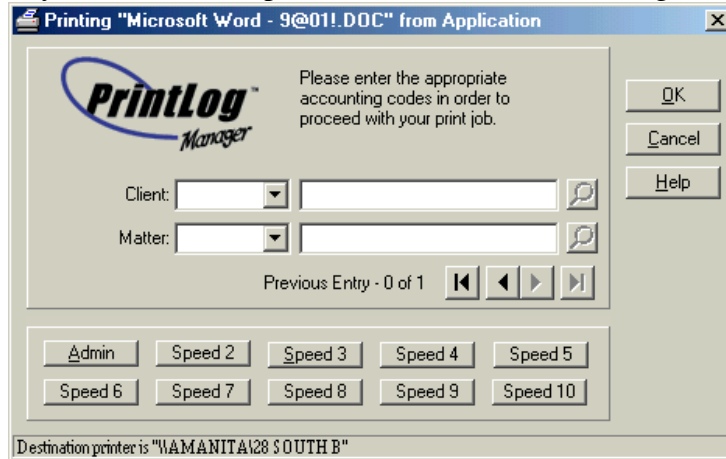


# Welcome to PrintLog

This program will allow us to track and bill all printing by using a simple interface. The program remains dormant on your computer until you send a job to one of the printers. When you send the job, a dialog box will pop up. In this box you can enter the Client and Matter numbers to differentiate between multiple cases you are working on. At first this may seem cumbersome and time-consuming, but this problem is alleviated by the 10 “speed-dial” buttons on the bottom that allow you to save your most frequently used Client/Matter numbers for quick and easy retrieval. The picture below is what PrintLog looks like.

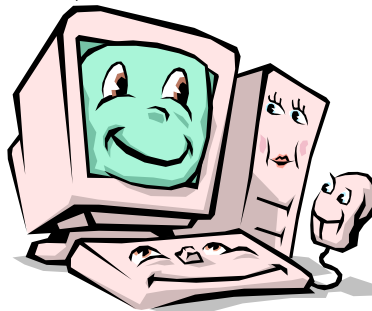


There are a few things to notice that will help you while using this program. First is on the very bottom where it says “Destination Printer is...” This will serve as a reminder to tell you which printer you are sending the job to. If you find that it is the wrong one, you can click “Cancel” and then choose the correct printer.

Next, you will notice the 10 buttons on the bottom. These are the “speed-dial” buttons. The directions for setting these up are on the back of this paper.

To enter your Client/Matter number, type it into the boxes directly next to “Client” and “Matter”. After you have successfully used a number once, it will show up in the pull-down menu when you click the Down arrow next to the box. You can also use the Back and Forward arrows to move between Previous Entries.

Once you have both of the fields filled in, just click “OK” and it will send the job to the printer. If you have any questions, feel free to contact someone from the I.S. Department.



## Creating Speed Buttons

Speed buttons provide one-step access to predefined Client/Matter numbers to quickly process your frequent print jobs. To customize a speed button with your **PrintLog** program, select one of the following options: **Assign**, **Rename**, or **Reset to Default**. Follow the instructions below for the option:

**Assign:** Enables you to assign the speed button to a different Client/Matter number.

1. In each data field on the Popup Window, enter the Client/Matter number you want to assign to the speed button.
2. Right-click on the speed button.
3. Click on “Assign”.
4. Type a new label for the speed button, and click “OK”.

**Rename:** Enables you to rename the speed button without changing the codes assigned to it.

1. Right-click on the speed button.
2. Click on “Rename”.
3. Type a new label for the speed button, and click “OK”.

**Reset to Default:** Sets the speed button’s setting back to blank.

1. Right-click on the speed button.
2. Click on “Reset to Default”.

## Assigning Shortcuts for Keyboard Users

If you prefer to send your job to print without using the mouse, you can do so. When the pop-up box appears, type in the client and matter numbers with nothing in between. Press Enter twice, and the document will be sent to print.

You can also assign keyboard shortcuts to the speed buttons. When you give a name to the button, type an ampersand (&) in front of the letter you want to use in combination with the Alt key for your shortcut. For example, when you name a button “&Smith” the button will appear with an underline under the “S” (like “Smith”). You can then use Alt+S to fill in the Smith client and matter number.

To send a job to print using only the keyboard, you would do the following:

Ctrl+P (for print)

Alt+S (to assign the client number of Smith in the above example)

Enter, Enter (to tell PrintLog OK)