



Instal-mat

Software for computer-aided listing and costing of materials for heating and sanitary system design

Version 4

© InstalSoft 2005

Rev. 2005-06-02

Foreword

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1. PURPOSE

Instal-mat is designed for drawing up and editing bills of materials based on data files (referred to as the *calculation files*) of the InstalSystem software package. These bills may be modified and appended and consequently transformed into material orders or offers and printed. The bills are saved to Instal-mat files, referred to as the *projects*. You can also compile bills of materials by selecting products from material catalogues without using the calculation files.

Each bill of material can be edited by changing the quantities of products, prices, discounts (discount group) and VAT, and the currency, if necessary.

Instal-mat requires the use of material catalogues that provide information on products expanded in relation to that included in catalogues used by calculation software. Such expanded information includes, for instance, available versions (e.g. radiator colours) and delivery units. In addition, material catalogues contain descriptions of products that cannot be found in calculation catalogues, e.g. accessories, optional equipment, etc. Material catalogues are developed by InstalSoft.

Prices for the products are specified in price catalogues, which are linked to the material catalogues. Several price catalogues may be associated with one material catalogue. Lack of a price catalogue is admissible – the user can enter prices, and upon completing a project, he or she is prompted to save these prices to the user's price catalogue.

Instal-mat makes no changes in bills of materials in calculation files – these are only read.

Instal-mat consists of four main tabs:

- Customer data
- General data
- Edit bill
- Print and export

There are two ways in which you can move from one tab to another:

- by selecting the tab directly in the upper part of screen,
- by using the "Back" and "Next" buttons in the upper right part of screen.

An additional button  in the upper part of screen is used for saving the project in its current status in any location (tab) of the program.

2. CREATING A PROJECT

2.1. Customer data tab

This tab includes three sub-tabs: “Project”, “Developer” and “Designer”, the contents of which are printed on the order and should be filled in by the user.

When entering “Customer data” follow the suggestions given above the entry fields (on grey background), as the printout will include both the field names and the text entered. To move from one field to another you can use the **Tab** key.

“Customer data” are associated with the defined project. The data entered on the project, the developer and the designer are saved to the project file. When opening a new project the data fields on these sub-tabs will be empty.

Then you should choose which of the addresses entered on the sub-tabs is the address of the ordering party and which is the address for delivery. Indicate the appropriate address by checking the box on the screen.

The screenshot shows a software window titled "Customer data" with four main tabs: "Customer data", "General data", "Edit bill", and "Printout and export". The "Customer data" tab is active and contains three sub-tabs: "Project", "Project developer", and "Designer". The "Project" sub-tab is selected. The form contains the following fields:

- Project number: 1
- Description: (empty)
- Street: (empty)
- Postal code and city: (empty)
- Country: (empty)
- Telephone: (empty)
- Fax: (empty)
- WWW: (empty)
- E-mail: (empty)
- Delivery address

If the contents of the fields on subsequent sub-tabs are not changed, the default settings will be retained, which means that the address of the ordering party is that assigned to the Developer and the address for delivery is that assigned to the Project.

When project data are imported from calculation files the data are automatically taken from the first file loaded.

2.2. General data tab

The “General data” tab is used for defining basic options and for managing the project. It is divided into three basic groups of data (windows) to be filled in:

- Project title – to be entered by the user. To help identify unambiguously the contents of the project file
- Calculation files selected to import materials – names of files imported by the user to transfer data to the bill of materials

- Manufacturers/Suppliers, Currencies, Discount groups, VAT – sub-tabs used to manually add manufacturer/supplier catalogues, new currencies or discount groups to be used in the project and to decide whether VAT rates are to be taken from price lists.

2.2.1. Selection of calculation files for transfer of data to bill of materials:

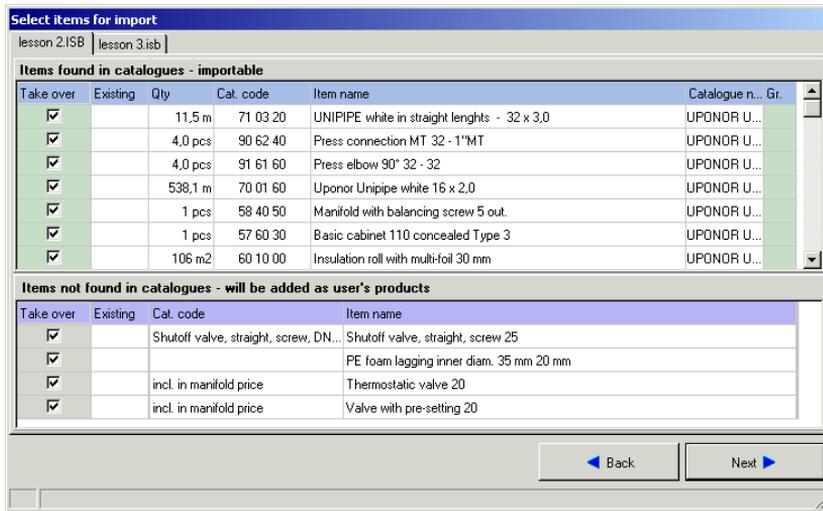
The middle window displays a list of files imported by the user from InstalSoft software package into the project. Data for the bill of materials are transferred from these files. The bill of materials may be compiled from several calculation files generated by various applications by adding up the quantities of products.

! A “No material information in this file” message displayed upon importing data from calculation files into the bill of materials indicates that the version of InstalSoft software used does not feature the function enabling co-operation with Instal-mat and requires updating from the InstalSoft Web site.



The button on the right side of the window enables reading the quantities of materials from calculation files and importing them into the project. Upon clicking on this button an “Add calculation files to project” window appears with the options: “Add files” and “Cancel”. The “Cancel” button closes the file add window, while the “Add files” button enables selection of calculation files from various InstalSoft package software to be included in the bill of materials. Upon making the selection, information on the selected files (file name, access path, file type (name of file type) and date of last change in current project) is displayed in a table.

Other buttons are also available: “Delete files” and “Next”. The “Delete files” button removes the selected file from the list. The “Next” button moves you to the subsequent window “Select items for import”. Here the list of items taken over from individual files is displayed and grouped into separate tabs. Each tab is divided into two parts. The upper part lists items found in catalogues (items that can be imported), the lower part lists items that have not been located in available material catalogues (these products will be imported as user components and included in the bill of materials).



The window with the list of items that can be imported includes the following columns:

- Take over – products to be taken over from imported calculation files to the bill of materials are marked in the first column. By default all products are marked. You can unmark boxes beside the products you don't want to put into the bill of materials. By pressing the right mouse button you gain access to “unmark all” / “mark all” functions that facilitate removing and selecting products.
- Existing – indicates these components, which have been assigned “existing” status in the imported calculation files. By default the existing components are not imported into the bill.
- Quantity – the quantity of products read from calculation files. At this stage the quantities of the same product taken from separate calculation files are not summed as the data from each file is placed on a separate tab.
- Cat. code – catalogue code of the product, assigned to the product in the material catalogue of a manufacturer/supplier.
- Item name – exact name of the product given in the material catalogue.
- Catalogue name – name of the catalogue of a manufacturer/supplier.
- Gr. – selection of the product target group. Items highlighted in yellow are present in more than one catalogue group of the given manufacturer/supplier. These items should be allotted to appropriate groups “manually”. This is done in a separate window “Select target groups for product”, which you can open by clicking on .

Instal-mat makes use of the available material catalogues that provide expanded data and additional descriptions of products. The structure of products and groups in these material catalogues may differ from that in catalogues utilized in calculation programs. Therefore, one product imported into the bill of materials may sometimes be in several Instal-mat product groups. Such a situation is accounted for and it is possible to separate out these items when importing.

! If the user does not allocate the products to appropriate groups, and the list includes products highlighted in yellow, it will not be possible to complete the import.

When such situation occurs, a red exclamation mark  and warning: “Not all products allocated to groups” are displayed in the status bar at the bottom of the window. In addition, the “Finish” button on the “Summary” tab will be inactive. Use the “Back” button to go back to the tabs with products not allocated to appropriate groups (highlighted in yellow) and allocate these products or unmark them to disable their import. Upon allocating the quantities of individual products on each tab, the yellow highlighting disappears and the process of taking data over to the bill of materials can be completed.

In the lower part of the window is a list of components, which could not be located in the available material catalogues. These components can be imported as user components. By default all parts are marked for import. When removing or selecting products you can use the right mouse button to “Deselect all” or “Select all”.

2.2.2. Manual selection of manufacturer’s/supplier’s catalogues and specification of currencies and discount groups:

The lower group of data is a window with four sub-tabs:

- Manufacturers/Suppliers.
- Currencies.
- Discount groups.
- VAT.

Selecting catalogue groups of products/suppliers:

The “Manufacturers/Suppliers” sub-tab includes available lists of product catalogue groups introduced by the user into the project used to create bills of materials. Catalogue groups are sorted by categories:

- Manufacturers,
- Suppliers,
- Product categories (broken up depending on product type – provides information in which group or groups is included an item of specified type).

The left-hand window displays a list of sorted catalogue groups, the right-hand window displays a table with a list of selected groups. To add a group mark it in the left-hand window by double clicking on it and drag and drop it with the mouse or move it to the right-hand window by clicking on the  button. The only way to delete a group in the right-hand window is by clicking on the  button. Another button between the windows () enables finding previously selected group in the tree in the left-hand window.

The window with the list of selected catalogue groups includes the following columns:

- Used – informs whether the given group is used in the bill. This is indicated by ,

! You cannot delete a group that is used in the bill.

- Group name – exact name of catalogue group, includes the name of the manufacturer/supplier
- Def. price source – default price source, usually manufacturer's/supplier's price list. You can change the default source using the button to the right of the column. Determine whether the prices are to be taken from the manufacturer's/supplier's catalogue or from user's catalogue
- Dis. group – discount group related to given catalogue group. By default the discount is taken from manufacturer's/supplier's price list. You can change the default discount group using the button to the right of the column. Each catalogue group can have no discount assigned, can have a discount group assigned by the user or from price list.

Specifying currency:

In the "Currencies" sub-tab you can enter and delete currencies and their conversion factors to be used in the bill of materials. The window on the left side displays a table with existing currencies and factors for converting into basic currency (highlighted in orange). Buttons for managing the currencies are located to the right of the window.

The "Currency rate update over Internet" button enables refreshing exchange rates of currencies assigned to the project by downloading information from a Web page listing daily mean exchange rates.

When you click the "Add new currencies to project" button, a new window is opened displaying a list of currencies downloaded from the Web, which can be appended to the project. Upon clicking OK the new currencies are loaded into the project and conversion is made from basic currency.

If your connection to the Web is through a proxy server, then the proxy settings should be entered into the window, which is opened by clicking the "Proxy server settings" button.

By default proxy connection is disabled. If your computer is linked to a HTTP proxy server, you should select "Standard proxy server" and enter the address of the server (four digits separated with periods or domain address). Check the proxy port, if it is not standard.

If the proxy port requires authorization, check the appropriate box and enter user name (may be other than Windows user name) and password.

Similar settings are required for SOCKS type proxy servers.

Below is the field for specifying currencies for displaying prices in the project. If the currency in the price list is other than the basic currency, then the prices can be displayed in the project either in the basic currency only or in both currencies (price list and basic).

121,36 PLN	121,36 PLN
	25,00 EUR

To add a new currency click on the “Add currency” button and enter the three-letter symbol of the currency (upper case letters, numbers not allowed) and basic currency conversion factor. To delete a currency in the table, mark it and click on the “Delete selected currency” button. To make the selected (marked) currency the basic currency, click on the “Set currency as basic” button.

! It is not possible to delete the basic currency. Changing the basic currency causes recalculation of other currencies in relation to the new basic currency.

Creating discount groups:

In the “Discount group” sub-tab you can enter and delete user’s discount groups to be used in the project. The window on the left side displays a table with groups entered (or the window is empty if no group has been declared). Buttons for managing the groups are located to the right of the window.

To add a new discount group, click on the “Add discount group” button and enter the name of the group, or a longer description and assign per cent discount to it. To delete a group marked in the table, click on the “Delete discount group” button. The first column provides information whether the given group is used in the project. This is indicated by **U**.

Manufacturer’s/supplier’s discount groups, if included in price list, are automatically appended to the list of groups when used in the bill.

! You cannot delete discount groups that are used in the bill.

VAT:

The “VAT” sub-tab includes a “Get VAT from price lists”. By default this field is checked, which means that the bill will be appended with VAT taken from catalogue price lists.

When this field is not checked, you can specify any VAT rate that will be valid globally for all products in the bill.

2.2.3. Standard functions:

Instal-mat can save the bill of materials to a disk and load it later in order to modify or print it. Buttons with standard functions for managing the project files assigned to them are on the right side of the screen:

- “New” – create new project
- “Open” – open an existing project
- “Save” – save the edited project
- “Save as” – save the edited project in other location on disk or under other name
- “Help” – open help window
- “Exit” – exit the program. If an open file has not been saved before or if changes have been made, you will be prompted to save the changes.

File name consists of two parts: proper name, which under the Windows operating system may comprise up to 255 characters, and extension “.IM”. When opening files the file list includes only files with the “.IM” extension. Therefore you should not change this extension.

The “About” button in the lower right part of the screen is used to display information on the version of the software used.

2.3. Edit bill tab

The “Edit bill” tab is used for creating bill of materials or for editing and appending existing bills. It consists of two windows:

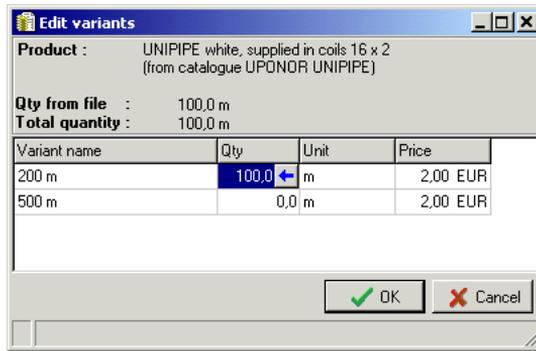
The left window displays a tree of products sorted in catalogue groups from which products may be taken to the bill of materials. By default the tree includes only the catalogue groups selected in the “General data” tab in the “Manufacturers/Suppliers” sub-tab.

The table with the bill of materials is displayed in the main window of the tab. Three types of fields may appear in this window: light grey background indicates items imported from calculation files, dark grey background indicates items that were entered “manually” by the user. None of the grey fields may be edited (some of them may be expanded by means of buttons located beside the fields). White fields fully editable. Descriptions and values may be entered directly from the keyboard or, if possible, selected from a list.

The bill of materials window includes the following columns:

- # – item number in the bill of materials
- Quantity from file – quantity of the product taken from calculation files generated by InstalSystem package software. Upon importing items into the bill, the products of each manufacturer/supplier are grouped on separate tabs; additionally user products are grouped on a separate tab.
- Quantity – actual quantity of a product. Upon importing items into the bill, the value from the “Quantity from file” column is automatically copied here. You can change the quantity of any given product – such change is automatically introduced into the bill. In such case the values in both product quantity fields are displayed in red. You can restore the product quantities so that they correspond to the quantities in imported calculation files ( button in the lower part of window). Then, the quantities specified by the user are replaced by quantities from the calculation files.
- Name / Size / Variant / Catalogue code – parameters that characterize the product in detail and unambiguously. Name – exact name of the product as used in the catalogue. Size – additional information on the product (e.g. diameter or description). Variant – some products are available in several designs (variants).

You can select the variant. Then  (**Ctrl+Enter**) button appears to the right of the field with which you can open the “Edit variants” window. In this window the name of the product, the catalogue from which the product was taken, the quantity imported from the calculation file and the total quantity of the product are displayed. You can assign appropriate quantities of the product to individual variants. If the total quantity is not equal to the initial quantity, then a warning and a red exclamation mark appear on the bottom of the window (apart from that, the product quantity values in the main window are displayed in red). Catalogue code – code assigned by the manufacturer/supplier to identify the product.



- Price – net price of the product. By default the price from the price source selected previously is displayed. You can enter your own price, confirming it by pressing the **Enter** key. Then “User price” caption appears in the “Price source” field and the price is automatically appended to the User’s price list. On saving or exiting the program, you will be prompted to save the changed prices in the User catalogue. When specifying the price “manually”, you can select the currency in which it is to be expressed ( button to the right of the field). If the price is entered with a three-letter name of a new currency, you will be prompted to specify the conversion factor of the new currency in relation to the basic currency, and the new currency will be automatically entered into the list of currencies in the “General data” tab on the “Currencies” sub-tab. Price summaries for individual groups are always displayed in the basic currency.
- Price source – price catalogue from which the price of the product is derived. By default the value displayed here is the one defined as the default price source in the “General data” tab on the “Manufacturers/Suppliers” sub-tab. You can select from among all available price lists (using the  button to the right of the field), the one with the price that suits you best (the list also includes the user’s price list, if such was created and includes the price for the given product). You can also restore the default price source setting (defined for the product group in “General data”).
- Discount/dis. group – discount in per cents or name of discount group. By default the value and the name of the default group specified in the “General data” tab on the “Discount groups” sub-tab is displayed here. You can specify the discount rate (in %) by entering the value and pressing the **Enter** key or you can select a discount group from the list available. You can also delete the discount assigned previously to the product.
- Net value – net value of the product with discount, if any (quantity x price x discount).
- VAT % – VAT tax rate. By default the value displayed is consistent with selection made on the “General data” tab, (i.e. in accordance with the price list indicated for the product or with the value specified globally by the user). If you select the user’s price list, you can specify the VAT rate. You can enter any value between 0 and 100 % or specify that the product is exempt from VAT by deleting the value and pressing the **Enter** key (letter **ZW** appears in the field).
- Gross value – gross value of the product. The net price is augmented by VAT.

You can add products to the bill of materials window by importing new calculation files from InstalSystem package software on the “General data” tab or from the products tree in the left-hand window either by double clicking the product on the tree or by dragging it from there and dropping it into the right-hand window. In each case one basic unit of the selected product is added. To change the quantity of the item, enter the required value into the “Quantity” column. The order in which the products are added is always accordant with the sequence of products in the tree.

You can add several products at a time by marking the items on the same level in the tree with the **Shift** key depressed and dragging them to the window with the bill of materials table.

! If you enter a product into the bill manually, and later the same product is imported from a calculation file, the quantities of that product (imported and entered manually) will not be totalled. The quantity adopted is the one specified by the user. Of course, the quantity from the calculation file can be adopted, but then the quantity specified by the user will be deleted.

You can also add user-defined products to the bill of materials. At the top of the products tree there is a “(User Product)”, which you can add to the bill by double clicking it or by dragging it from the left-hand window to the right-hand window. A new product is automatically entered into the tab for user products (this tab is created when the first user component is entered or when components are imported and cannot be located in available material catalogues). There you can edit product data.

You can fill in the white fields: product quantity, name and size or additional description for identifying the item (without catalogue code), price, discount rate or discount group (if necessary), VAT. The grey fields “Quantity from file” and “Price source” cannot be edited, whereas the “Net value” and “Gross value” fields are for information only. A summary of the entire group in basic currency is displayed under the table.

Buttons in the lower part of the window have additional options assigned to them:



– find and mark the item with specified catalogue code in the tree and the bill. Enter the code or its starting digits and the item with the corresponding code will be highlighted. If no such item is found, a “Matching items not found” message is displayed.



– delete a product or its variant from the bill. To delete a product, mark it first, then click on the waste-bin button or press the **Ctrl+Delete** key combination. Alternatively, you can press the right mouse button and select “Delete” from the menu.

- ! To mark a single item, click on it with the left mouse button or move to it using the cursor up and down keys. The item will have its “Name / Size / Variant / Catalogue code” field highlighted in green.**
- ! To mark more than one item, press and hold the Ctrl key and click on the required items. Items that are next to each other can alternatively be selected by pressing the Ctrl key and using the cursor up and down keys. Lines of the marked items are highlighted in green.**
- ! To mark all items in the bill, press the Ctrl+A key combination. To unmark items double click anywhere within the bill.**



– find in the products tree product marked in the bill. Mark a product in the bill of materials and click on the button or press the **Ctrl+F** key combination. The product is then located in the tree and highlighted. . Alternatively, you can click on the product with the right mouse button and select “Find product in tree” from the menu.



– copy product quantities from calculation file. If after importing files, the quantities of products were changed in the bill, and then by clicking this button you can restore them. You will be prompted to confirm the change and the message “Product quantities copied from data quantities from calculation files. All products are now in “default variant” is displayed.



– copy prices from price catalogue. If prices of products have been changed, or if a previously saved file, for which new price catalogues exist, has been opened, you can use this button to assign prices from catalogue to all products found. You will be prompted to confirm the change and a message will be displayed informing for how many products prices have been found in available catalogues, and for how many products prices have not been found.



– toggles between views: quantities in basic units - quantities in delivery units. The bill of materials may be displayed in one of two ways. By default the material quantities are expressed in basic units. **BU** – is the smallest quantity of product used in the process of design (e.g. 1 valve, 1 metre of pipe), **DU** - is the quantity of product offered by the manufacturer/supplier (e.g. box of 10 pieces, 10-metres coil of pipe). The delivery unit is usually a multiple of the basic unit.

! When DU display is set, none of the fields may be edited and no changes can be made. You can add a product to the order (double clicking the product in the tree), its quantity, however, will be expressed in basic units and the display will be automatically set to BU and the message “Quantities currently specified in basic units”.



– add up identical products derived from different groups to one common group. Enables totalling identical products of the same size (e.g. diameter) derived from various groups in the bill of materials and placing them in one common group. The additional group appears at the end of the bill with highlighted caption “Product group after adding up”. If the products added up include variants, then these variants are also added up; each variant, however, is treated separately. If an item is moved to a new group, it is not deleted in its previous location and a “Product has been moved” caption is displayed in the “Quantity” column. Fields associated with that item cannot be edited. Deleting moved products is not possible – first they have to be ungrouped. After adding up the products, default prices are adopted for these items. If during the time the products are grouped their quantities are changed (the user enters new quantity), then when groups are separated a message is displayed – “Product quantities may not match after this operation” – and the quantity that was valid before adding is restored.



– enable change of tab sequence. When there are a number of tabs with bills of materials of various manufacturers/suppliers, their order in the window may be changed. This order is then reflected in the printout. Upon clicking on this button, a “Tab sequence” window is opened where the order of the tabs displayed can be changed by means of arrows.



– refresh bill editing screen.



– display list of components with no prices. When you click this button, a new window is opened displaying list of components for which prices have not been found in catalogues. By double clicking a product in this list enables editing the list.

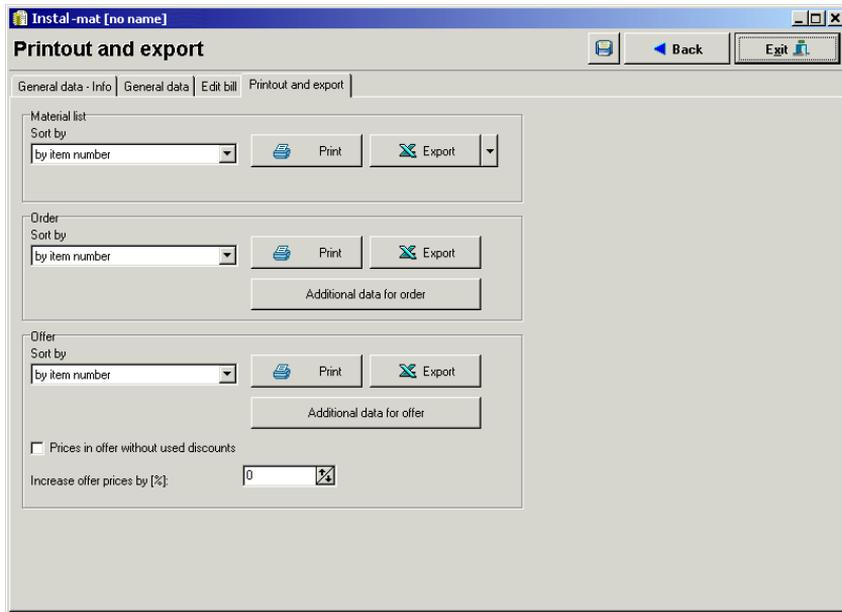
Total net and gross values (in basic currency) of all items (of all groups and tabs) are displayed in the lower right corner of the window.

2.4. Print and export tab

The “Print and export” tab is used to print or export to MS Excel the complete list of materials in the form of a bill, order or offer. The window consists of three parts: “Bill”, “Order” and “Offer”. Each part has two buttons assigned, “Print” and “Export”, to perform appropriate operations.

You may enter additional data to appear on printouts of an order or offer. You may also indicate that prices in the offer are to be calculated without discounts and specify additional margin for prices.

Fields on the left side of the window enable selection of the sort criterion for products (by item number, by catalogue number, by name). The list remains grouped according to manufacturers/suppliers and each group has its name shown in the header. The order of the groups follows the one specified in the “Edit bill” tab. The appearance of the bill of materials is also retained in the printout (delivery units or basic units). To change the appearance, use the “Delivery units” button in the edit bill tab.



Clicking the „Print” button in one of the three parts opens the print preview window. Here you can print the bill, order or offer. The page preview is on the left side, while buttons on the right side are used to configure print options. You can set here the print layout (contents), style and margins. To move between pages use the **PageUp**, **PageDown** keys or function buttons on the right-hand side of the window.

See more on printout configuration.

It is also possible to export tables with the bill of materials to a Microsoft Excel spreadsheet. To do this, click the “Export” button. You will be prompted for the name of the .xls file to which the bill, order or offer is to be saved. Then the data are exported.

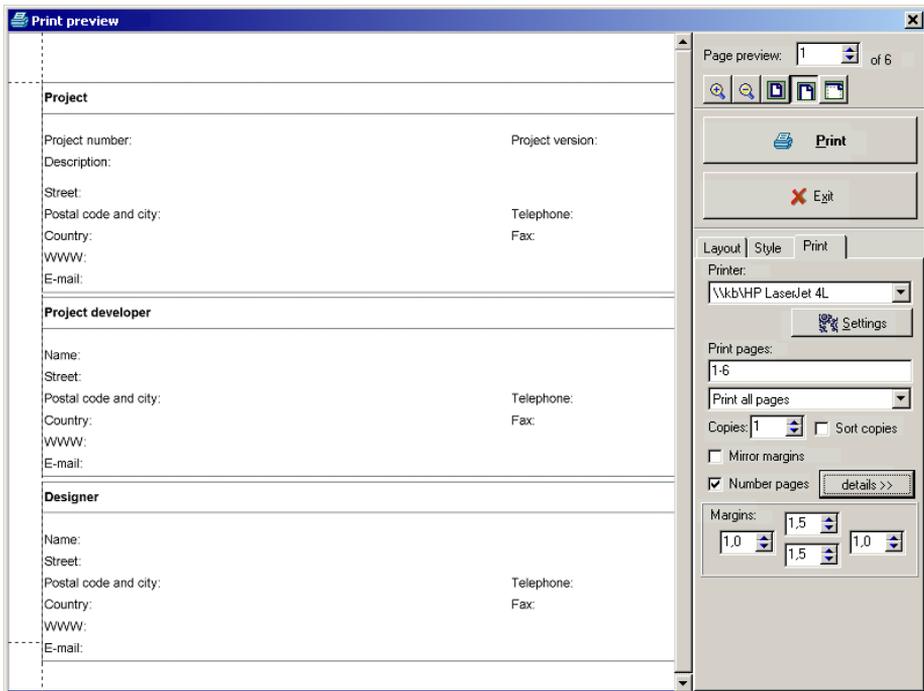
3. PRINTING AND PRINT OPTIONS

You can print tables with the fields of your choice.

- ◆ To print out the results:
 1. Click the “Print” button. The print preview and print options window is displayed.
 2. Determine the layout (page orientation, components to be included in the printout) and the style of the printout in the “Layout” and “Style” tabs on the right side of the window.
 3. Set margins for the printout page on the “Print” tab.
 4. Make sure that all the above settings are correct and in accordance with your intentions.
 5. Determine general settings on the “Print” tab, such as printer type, range of pages to be printed, number of copies, page numbering, etc.
 6. Click the “Print” button in the main configuration window to start printing.

Print preview and print options window

After clicking “Print” the print preview and print options window is displayed:



The print preview and print options window consists of two parts and enables printout configuration in a broad scope. The left side of the window is the print preview part. The displayed print preview reflects the current settings of print style and layout.

If only part of the page is displayed in the print preview, you can display other portions of the page by moving it using sliders. Alternatively, you can move the displayed part of the page with the “grabber hand” – when you position the mouse

pointer in the print preview part of the window, it takes on the appearance of the “grabber hand” with which you can drag the displayed page of the printout.

The bar on the right side is used for setting print options. The bar has three tabs: “Layout”, “Style” and “Print”. The components of this bar are described below.

Change page displayed and preview scale

At the top of the print configuration tab there is a set of buttons and fields for changing the print preview scale:



The field “Preview pages ... of ...” enables previewing the next / previous page of printout and informs about the current total number of pages. The buttons below this field, from left to right, are used to:

- increase preview scale (zoom in),
- decrease preview scale (zoom out),
- specify scale enabling preview of entire page,
- specify scale to fit the width of the page, including margins, to the width of preview area,
- specify scale to fit the width of the page, excluding margins, to the width of preview area.

Printing

The “Print” button below is used to start printing.

Using this button effects in printing of the results in a previously declared scope and print style.

Revert to calculations

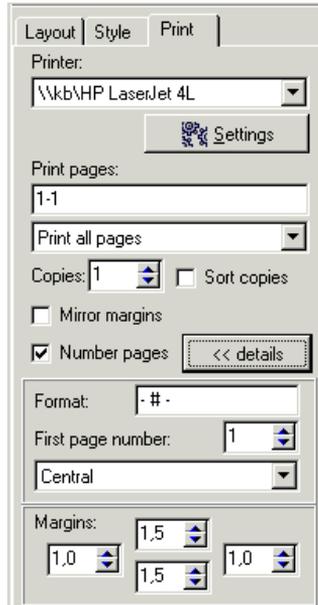
The “Exit” button below is used to complete the print settings and go back to the display of the results tables and calculation options:

The lower part of the print settings bar includes three tabs: “Layout”, “Style” and “Print”.

3.1.1. General printout settings:

After opening the print preview and print settings window, the “Print” tab is selected, where you can change the general printout settings.

The “details” button opens and closes additional fields for configuring page numbering. These additional fields are displayed in the figure below:



The image shows a screenshot of a print settings dialog box with three tabs: 'Layout', 'Style', and 'Print'. The 'Print' tab is active. The settings are as follows:

- Printer: \\kb\HP LaserJet 4L
- Print pages: 1-1
- Print all pages: Print all pages
- Copies: 1
- Sort copies:
- Mirror margins:
- Number pages: (with a '<< details' button)
- Format: . # .
- First page number: 1
- Central: Central
- Margins: Top (1,5), Bottom (1,0), Left (1,5), Right (1,0)

Change margins

The fields in the lower part of the “Print” tab are used to set the widths of margins: left, upper, right and lower, respectively:

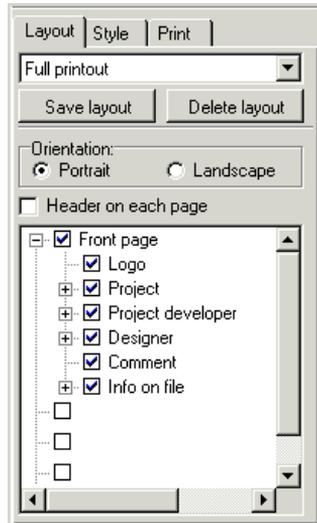


The image shows a close-up of the 'Margins' section of the print settings dialog. It contains four spinners for setting margin widths:

- Top margin: 1,5
- Bottom margin: 1,0
- Left margin: 1,5
- Right margin: 1,0

3.1.2. *Printout layouts – specify the range of results printed:*

In the “Layout” tab you can specify exactly which calculation results tables and fields you want to print:



In the upper part of the tab is a field where you can select one of the predefined printout layouts. In the list in the lower part you can review or modify the selected layout. The changes made are introduced in real time in the left part of the screen.

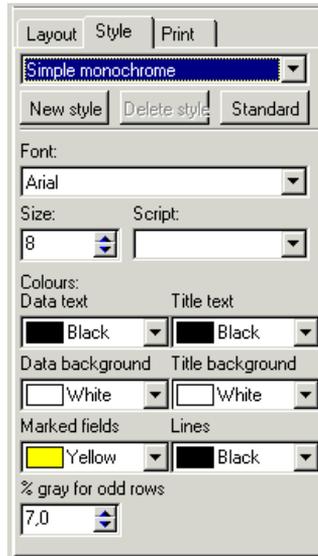
After modifying any of the layouts you can save it under a new name to use not only for the current printout, but also in future. To do this click on the “Save layout” button and enter the name of the new layout. Existing layouts may be deleted by clicking on the “Delete layout” button. Standard layouts cannot be deleted.

In the middle of the tab is a field for changing the orientation of the printout (page).

! The landscape orientation often produces good results when printing result tables. The rows of the table fit into the printed page. Another way of avoiding the splitting of table rows in the printout is to specify narrower margins, provided that the printer allows you to do that.

3.1.3. *Printout styles – specify colours, fonts, etc.:*

In the “Style” tab you can specify the size and type of font used and the colour of background and letters, separately for individual types of fields in the result tables:



As was the case with printout layouts (see above), there is also a set of predefined printout styles, and new styles created by the user may also be saved. Predefined styles cannot be deleted.

To improve legibility of the results, every second line is grayish. It is possible to declare the grayness ratio for the odd lines in per cents.

4. KEY SHORTCUTS

List of available key shortcuts:

Tab	Move to next field or button.
Shift+Tab	Move to previous field or button.
Ctrl+C	In the "Edit bill" window – add up items.
Ctrl+D	In the "Edit bill" window – toggle between basic units and delivery units.
Ctrl+F	In the "Edit bill" window – find the marked item in the products tree.
Ctrl+Enter	In the "Edit bill" window – invoke window for editing variants when the "Name / Size..." column is marked for the item.
Ctrl+Delete	In the "Edit bill" window – remove the marked product from the bill upon confirming.
Ctrl+"up-down" cursor control keys	In the "Edit bill" window – mark subsequent items in the bill.
Ctrl+left mouse button	In the "Edit bill" window – mark a number of selected products.
F1	Invoke the help window.
F3	In the "Edit bill" window – toggle the table display between variants display and summary display (applies to products with variants only).