



# **MTE Print CE Manual made by Inesoft**

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**Inesoft / MTE Print Office**

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## Introduction

On Pocket PC devices is missing the possibility to print out documents directly to a printer unassisted with a desktop PC. Print Office avoids this disadvantage and allows printing of Pocket Word, RTF and Text documents, Pocket Excel spreadsheets, e-mails, as well as Contacts, Tasks, Calendar and Inbox programs' data. Also you can use Print Office as a management center of your documents, it allows to open, delete files, or create copies.

## Installation of Print Office

To install Print Office on your Pocket PC please make the steps as follows:

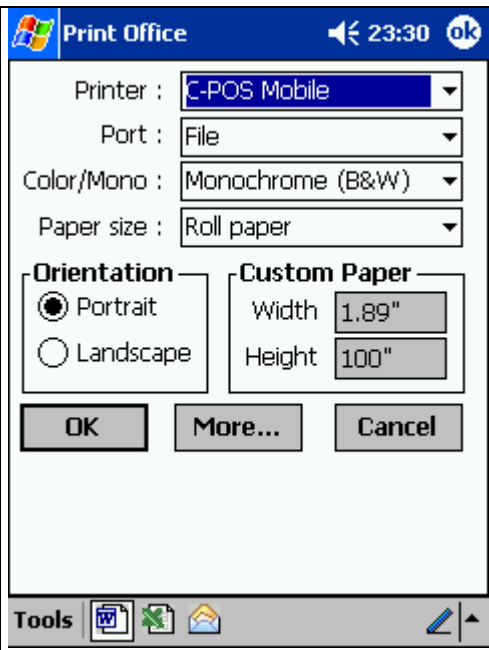
1. Install Microsoft ActiveSync on your computer (see instructions on Microsoft ActiveSync installation disc delivered with your device);
2. Connect your Pocket PC to USB-port of the desktop computer using a patch cord in order to set connection between them;

**Note.** *To get sure that PC and PPC are connected in a proper way, look at the Task Board, the ActiveSync icon must be green.*

3. Run the installation program;
4. Press "Install" in the opened window "Install Inesoft Print Office";
5. While the installation program is running, several dialog boxes will appear on the screen. Click "OK" each time to continue installation process;
6. When installation is successfully completed, Print Office icon will appear in "Programs" of the "Start" menu.

## Setup

Before you start printing you will need to setup the program's adjustments. To do this, open Tools/Print Setup menu.



**Printer** - select from drop-down list a compatible driver (see table below) for printer to print to.

**Port** - select a connection between Pocket PC and printer.

**Color/Mono:**

- Monochrome (B&W) - for non-color printers;
- 4 Color CMYK - for color printers with a separate black ink cartridge;
- 3 Color CMY - for color printers without a separate black ink cartridge.

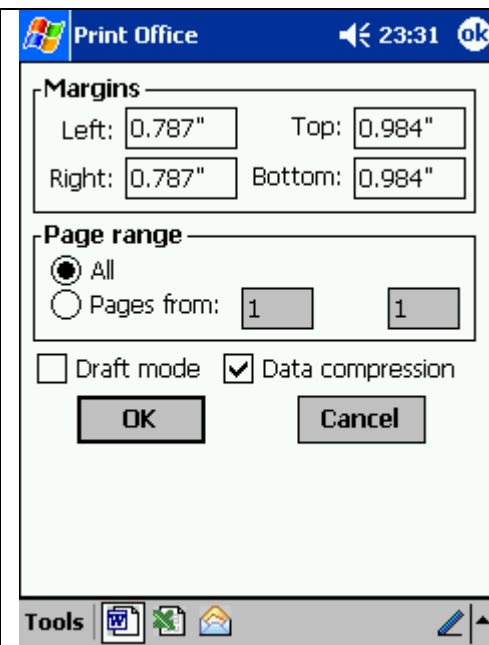
**Note:** *If you do not wish to print in color, select "Monochrome" option.*

**Paper size** - select a paper size for use. If selected "Custom" option, enter special paper sizes in the "Custom Paper" Width and Height boxes.

**Orientation** - selection between portrait and landscape modes.

Driver	Supported Printers
C-POS Mobile	mobile      Spectrum,      Basic,      Advance

"More" button allows setup options as follows:



**Margins** - custom values of left, right, top and bottom margins of the printed page.

**Page Range** - selection between a complete print out and custom page range.

**Draft** - mark this check box to setup your printer to lower resolution (if available), documents will be printed faster but with lower quality.

**Data Compression** - if checked speeds up data communication between your device and printer. However some older printers do not support compressed printing.

On having finished all adjustments tap "OK" button to save and exit.

## Printing

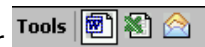
Printing from main screen

Print Office segregates all files on three groups:


1. Pocket Word documents (including \*.txt, \*.rtf and Pocket Notes files);
2. Pocket Excel spreadsheets;
3. E-mails.

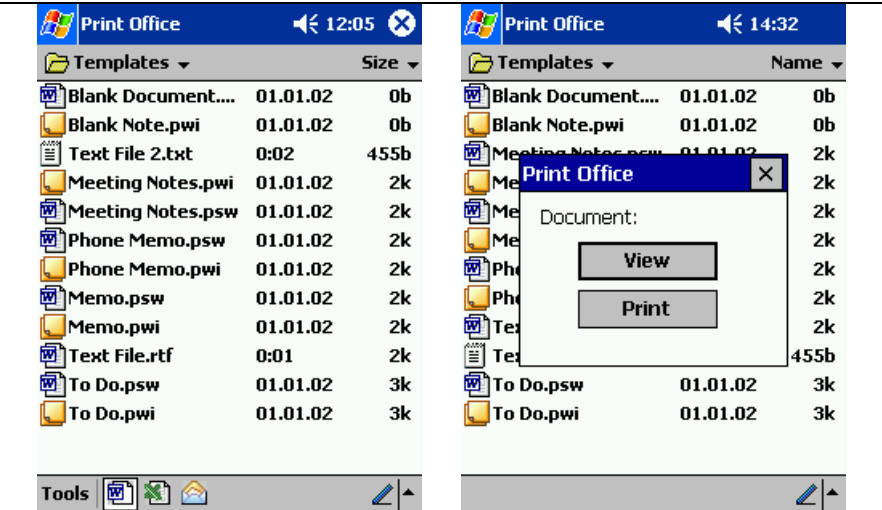
**Note:** *Print Office's lists include files located in "My Documents" folder only.*

To move to the necessary list tap on the selection icon in the menu bar



### Pocket Word, Pocket Notes and text files

 - tap this icon to get a list of Pocket Word documents, Pocket Notes and text files. To start printing or open required document simply tap on it, selection window will be opened.




Print Office			Time: 12:05
Templates		Size	
	Blank Document....	01.01.02	0b
	Blank Note.pwi	01.01.02	0b
	Text File 2.txt	0:02	455b
	Meeting Notes.pwi	01.01.02	2k
	Meeting Notes.psw	01.01.02	2k
	Phone Memo.psw	01.01.02	2k
	Phone Memo.pwi	01.01.02	2k
	Memo.psw	01.01.02	2k
	Memo.pwi	01.01.02	2k
	Text File.rtf	0:01	2k
	To Do.psw	01.01.02	3k
	To Do.pwi	01.01.02	3k

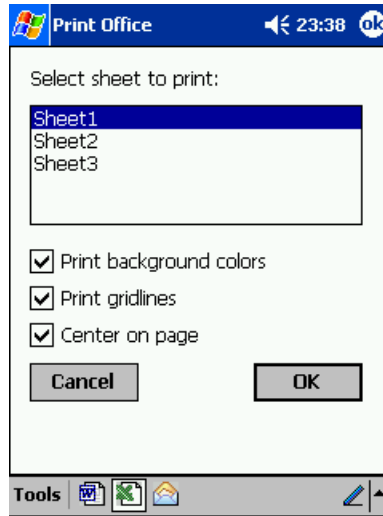
Print Office			Time: 14:32
Templates		Name	
	Blank Document....	01.01.02	0b
	Blank Note.pwi	01.01.02	0b
	Meeting Notes.psw	01.01.02	2k
	Me		2k
	Me		2k
	Me		2k
	Ph		2k
	Ph		2k
	Text		455b
	To Do.psw	01.01.02	3k
	To Do.pwi	01.01.02	3k

### Pocket Excel Spreadsheets

1.  - tap this icon to get a list of Pocket Excel files.



2. Tapping on spreadsheet will open a window where you can choose View or Print option, this will take you to Option screen:



**Select sheet to print** - highlight sheet you wish to print by tapping on it.


**Print background colors** - if checked, cells' background colors will be printed.

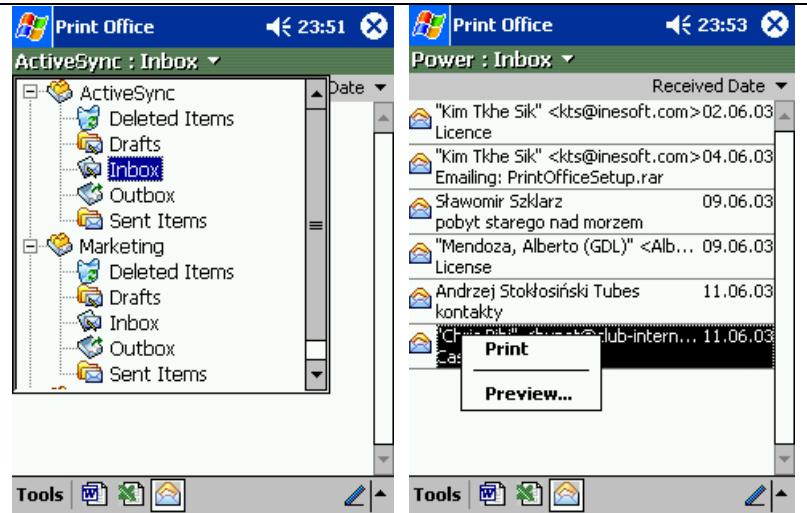
**Print gridlines** - if checked, gridlines will be included for spreadsheet.

**Center on page** - check this option if spreadsheet should be placed on the center of the page (at top left otherwise).

3. To start printing press "OK" button.

### E-Mails

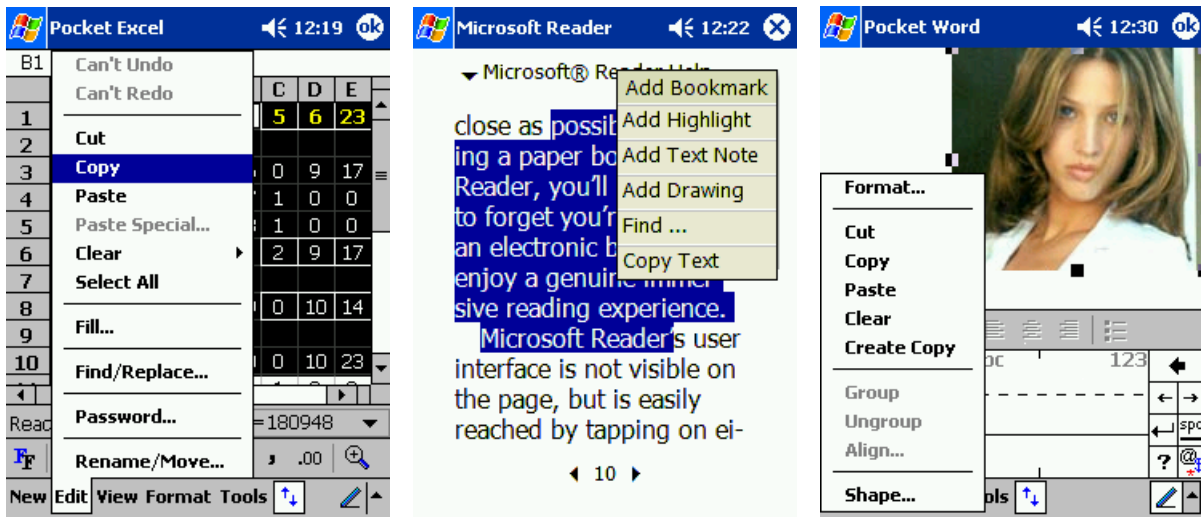
 - tap this icon to get a list of e-mails to print. The list includes only e-mails from the currently active folder. To move to the folder containing e-mails you wish to print tap on the folder's name field and select needed one from the list. Use Tap & Hold technique (tap on e-mail and hold until context menu will appear) to print or get a preview.



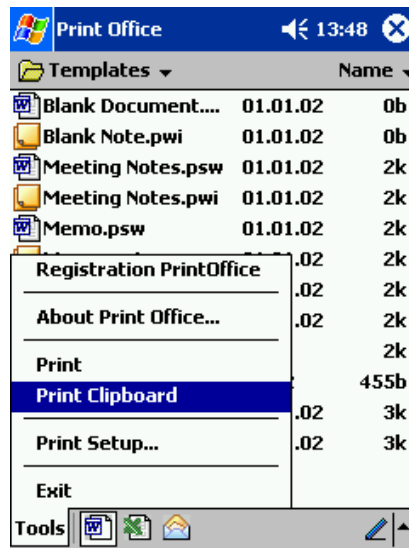
### Printing data from Clipboard

Print Office supports printing of text and graphics (Text, Unicode, Rich Inc, Bitmap) from the clipboard. To use it, copy data from any program (if available), run Print Office and tap Tools/Print Clipboard menu.

- Step 1 - copying



-Step 2 – printing



**Printing from the other programs**

During installation Print Office adds a print option to the programs listed below:

- MS Contacts
- MS Tasks
- MS Calendar

To print data (tasks, contacts, appointments or e-mails) make the steps as follows:

<p>1. Run appropriate program</p>	
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2. Select item(s) to print;
3. Tap on selection and using Tap & Hold technique open context menu and tap Print to start printing.

