

IBM InfoPrint Manager for AIX



User's and Operator's Guide

Version 3 Release 1

IBM InfoPrint Manager for AIX



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Version 3 Release 1

Note

Before using this information and the product it supports, be sure to read the general information in "Notices" on page xi.

First Edition (October 1998)

This edition applies to IBM InfoPrint Manager for AIX Version 3 Release 1 Modification 0 and to all subsequent releases and modifications until otherwise indicated in new editions or technical newsletters. Be sure to use the correct edition for the level of the product.

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About This Publication

This publication describes how to use IBM InfoPrint Manager for AIX (InfoPrint) to print, manage, and archive jobs.

Who Should Use This Publication

This publication is for InfoPrint end users and operators.

About the Documentation for InfoPrint

InfoPrint provides the following types of documentation:

- InfoPrint library in portable document format (PDF) or hard copy
- InfoPrint documentation on the World Wide Web
- Online help for InfoPrint Submit, InfoPrint Scan, the InfoPrint job and printer management graphical user interface (GUI), the InfoPrint administrator's GUI, the InfoPrint SMIT administrator's interface, and the InfoPrint SMIT operator's GUI
- Manual (man) pages
- InfoPrint online message catalog
- **readme** files

The InfoPrint Publication Library

InfoPrint provides the following publications in PDF format on a CD-ROM supplied with the product. Unless otherwise specified, you can order printed copies of these publications from IBM by requesting the form number for the publication:

- *IBM InfoPrint Manager for AIX: Information Map*, G544-5661. This publication describes where to find information about InfoPrint tasks in the InfoPrint publication library and on the World Wide Web.
- *IBM InfoPrint Manager for AIX: Administrator's Guide*, S544-5595. This publication describes the primary administrator tasks necessary for setting up an InfoPrint environment.
- *IBM InfoPrint Manager for AIX: User's and Operator's Guide*, S544-5596. This publication describes submitting jobs from InfoPrint Submit, InfoPrint Scan, InfoPrint Select, and the InfoPrint AIX client, scheduling jobs, and managing the print environment.
- *IBM InfoPrint Manager for AIX: Reference*, S544-5475. For administrators, operators, and application programmers with the need to perform command-line functions, this publication describes the commands, utilities, transforms, attributes, and attribute values associated with InfoPrint.

Note: This publication is available only in PDF format.

- *PSF Direct Network Configuration Guide for System/370*, S544-5486. For system administrators or network specialists responsible for configuring a system for Print Services Facility (PSF) Direct. PSF Direct is a function of IBM InfoPrint Manager for AIX that allows another PSF program (PSF/VM, PSF/MVS, or PSF/VSE) to print remotely, using the SNA LU 6.2 protocol, on printers supported by InfoPrint. The PSF program sends the print data stream directly to the InfoPrint printer.

- *IBM InfoPrint Manager for AIX: Configuring and Using PostScript Extreme*, S544-5488. For administrators responsible for configuring the parallel raster image processing (RIP) system. The parallel RIP system uses the Adobe PostScript Extreme technology to create a combined hardware and software solution for transforming and printing PostScript input data quickly and efficiently.
Note: This is an optional feature of InfoPrint.
- *IBM PSF for AIX: AFP Upload Configuration Guide Using SNA Server/6000*, S544-5422. For system administrators, this publication describes how to configure AFP Upload on both AIX (client) and MVS (server) to send files to the JES spool on the MVS server, using a SNA Server/6000 protocol.
- *IBM PSF for AIX: AFP Upload Configuration Guide Using TCP/IP*, S544-5423. For system administrators, this publication describes how to configure AFP Upload on both AIX (client) and MVS (server) to send files to the JES spool on the MVS server, using a TCP/IP protocol.

Other Publications Related to InfoPrint

The following publications contain information you might find useful while installing, administrating, and using InfoPrint:

- *AIX Version 4 Release 1 Commands Reference*, SBOF-1851, or *AIX Version 4 Release 3 Commands Reference*, SBOF-1877. For administrators, operators, and end users, these publications provide complete information about AIX commands.
Note: InfoPrint requires AIX Version 4.2.1 or 4.3. Users of AIX Version 4.2.1 should refer to *AIX Version 4 Release 1 Commands Reference*.
- *PSF/MVS MVS Download Guide*, G544-5294. For administrators and job submitters, this publication provides instructions for setting up the MVS Download support on PSF/MVS so that data can be transmitted from the Job Entry Subsystem (JES) spool on MVS for printing on an InfoPrint system.
- *Printing for Fun and Profit under AIX*, GG24-3570. For administrators and systems engineers, this publication provides instructions for installing printer devices and configuring AIX print queues.
- *IBM Page Printer Formatting Aid: User's Guide*, S544-5284. For administrators and job submitters, this publication provides instructions for creating form definitions and page definitions with Page Printer Formatting Aid for AIX (PPFA).
Note: This is an optional feature of InfoPrint.
- *Advanced Function Presentation: Font Summary*, G544-3810. For administrators and job submitters, this publication provides information on IBM fonts.
- *Advanced Function Presentation: Printer Information*, G544-3290. For administrators and job submitters, this publication provides information on IBM printer devices.
- *IBM Data Stream and Object Architectures: Bar Code Object Content Architecture Reference*, S544-3766. For administrators and job submitters, this publication provides information on bar codes.

- *IBM Data Stream and Object Architectures: Font Object Content Architecture Reference*, S544-3285. For administrators, this publication provides information on coded fonts.
- *IBM Data Stream and Object Architectures: Graphics Object Content Architecture Reference*, S544-5498. For administrators and job submitters, this publication provides information on printing graphics.
- *IBM Data Stream and Object Architectures: Image Object Content Architecture Reference*, SC31-6805. For administrators and job submitters, this publication provides information on the IOCA data stream.
- *IBM Data Stream and Object Architectures: Mixed Object Document Content Architecture Reference*, SC31-6802. For administrators and job submitters, this publication provides information on the MOD:CA data stream.
- *TCP/IP Tutorial and Technical Overview*, GG24-3376. For networking specialists, this publication provides an overview of the Transmission Control Protocol/Internet Protocol (TCP/IP) and its uses in heterogeneous networks.

Manual (man) Pages for InfoPrint Commands, Utilities, and Transforms

Online information, in manual (man) page format, is available for all InfoPrint commands and utilities. You can use the AIX **man** command to view man pages for the following InfoPrint commands:

lprafp	pdpromote
mkfntmap	pdq
pdclean	pdreorder
pdcreate	pdresubmit
pddelete	pdresume
pddisable	pdrm
pdenable	pdset
pdls	pdshutdown
pdmod	pdspace
pdpause	psfstat
pdpr	

For example, to view online information for the **pdpr** command, enter:

```
man pdpr
```

You can use the AIX **man** command to view the following man page for the **-o** flag, which is used to pass information to InfoPrint on AIX print commands:

oflag

You can use the AIX **man** command to view man pages for the following InfoPrint utilities:

admingui
afpsplit
ainupod1
ainupod2
ainupod3
ainurpt1
ainurpt2
ainurpt3
ainurpt4
ainurpt5
ainurpt6
cfu
ipguiadv
ipguibasic
ipguidist
jsmigr
opergui
pdadmin

pdcr cds
pdcrdflt
pdcrmed
pdinitports
pdmigpp
pdmincfg
pdmsg
pdnetifspri
rc.pd
sense
setup
startppo
start_server
startsv
stop_server
tdump
tlist
t2file

You can use the AIX **man** command to view man pages for the following InfoPrint daemon utilities:

mvsprsd
pcl2afpd

ps2afpd

You can use the AIX **man** command to view man pages for the following InfoPrint transform commands:

db2afp
d2afp
gif2afp
jpeg2afp
line2afp

pcl2afp
pdf2afp
ps2afp
sap2afp
tiff2afp

For information about the flags that you can use with the **man** command, refer to the **man** man page or to the AIX Version 4.2 *Commands Reference*.

Manual (man) Pages for InfoPrint Attributes

InfoPrint also provides you with online information about the attributes that each object supports. To view the various attributes, enter the following command:

```
man pd_att
```

A list displays containing file names of attribute man pages. You can then display the desired file and view the information about specific attributes.

Use the AIX **man** command to view the following InfoPrint man pages for attributes:

pd_att_act_dest
pd_att_aux_sheet
pd_att_document
pd_att_job
pd_att_log

pd_att_log_dest
pd_att_medium
pd_att_queue
pd_att_res_context
pd_att_server

InfoPrint Online Message Catalog

InfoPrint supplies a message catalog for the messages that are issued during its operation. For each message, the message catalog includes the text of the message, an explanation, a system action, and a response. You can view all information for a specific InfoPrint error message by issuing the InfoPrint **pdmsg** utility followed by the message number.

For example, from the command line enter:

```
pdmsg 5010-096
```

Messages issued by InfoPrint have the following prefixes:

0420	0424
0421	0425
0422	5010
0423	

See the InfoPrint **pdmsg** man page for a complete description of the **pdmsg** utility.

To view information about an AIX message, issue the AIX **info** command with the **-h** flag, followed by the message number. For example, from the command line enter:

```
info -h MessageNumber
```

where *MessageNumber* is the number of the AIX message.

readme Files

The **readme** files on the InfoPrint product CD-ROM contain last-minute information about InfoPrint that the hardcopy publications or the online information do not contain. You can use the AIX **more** command or a text editor, such as **dtpad** or **vi** on AIX, EPM on OS/2, or Notepad on Windows, to view the contents of the **readme** files.

Viewing PDF Publications

InfoPrint provides software and hardware publications in PDF files on the publications CD-ROM. To view or print these publications:

1. Log in to AIX as **root** or as a member of the **system** group.
2. Insert the InfoPrint publications CD-ROM into the drive.
3. To determine the identifier of your CD-ROM drive, enter on the AIX command line:

```
lsdev -C -c cdrom
```

4. Then enter:

```
mount -v cdrfs -r /dev/cdn /cdrom
```

where *cdn* is the identifier of your CD-ROM drive, and */cdrom* is the file system that was created to install InfoPrint.

5. Read the **readme.txt** file in the **/cdrom/books** directory.
6. The publications reside in the **/cdrom/books/language** directory. Use the Adobe Acrobat Viewer to view the publications, or use InfoPrint to print them.

7. To use the Adobe Acrobat Viewer, enter:

```
cd /usr/lpp/Acrobat3/bin
./acroexch
```

Click on the **Help** button to learn how to view or print a publication.

8. If you have installed InfoPrint Submit or the Adobe Acrobat Viewer on Windows, you can print or view the InfoPrint PDF publications from your Windows system. On Windows, the publications directory is called *d:\books*, where *d:* is the identifier of your CD-ROM drive.

The Organization of This Publication

This publication describes job submission from workstation clients to InfoPrint, InfoPrint operator tasks performed either at the workstation or on the AIX server, and archiving InfoPrint jobs. It contains the following parts:

Part 1, Submitting Jobs to InfoPrint

This part describes how to submit jobs to InfoPrint. It describes how to create a job ticket with InfoPrint Submit and how to include scanned images and variable data in the job ticket. It also describes how to use InfoPrint Select to submit jobs from workstation applications or from the Disk Operating System (DOS) command line. Finally, it describes how to use the InfoPrint AIX client to submit jobs from the AIX command line.

Part 2, Operator Tasks

This part describes the two graphical user interfaces (GUIs) that operators use for most tasks: the InfoPrint job and printer management GUI and the InfoPrint administrator's GUI. It gives detailed instructions for using the InfoPrint administrator's GUI to manage queues, actual destinations, and jobs.

Part 3, Archiving Jobs

This part describes how to use InfoPrint Library to archive jobs.

An appendix describes the InfoPrint SMIT operator's GUI. Some InfoPrint installations use this interface for specialized tasks.

This publication also contains a glossary and an index.

Conventions Used in This Publication

This publication uses conventions for the following:

- Highlighting
- InfoPrint keyword notation
- Special characters in commands

Highlighting

This publication uses four different types of highlighting:

- Bold** In this publication, bold highlighting identifies commands, attributes, files, directories, and other items whose names the system predefines, such as **pdpr** and **/usr/lpp/psf**.
- Italic* When used in running text, italic highlighting identifies a variable item whose actual name or value you supply, such as *locale* or *FileName*. Italics also identify publication titles.
- Italic** Combined bold and italic highlighting identifies a specific keyword name that you enter exactly as shown and a variable value that you supply with the attribute. For example: "**copy-count=number**"
- Monospace When used in command examples, information in a monospaced font identifies the exact wording of the command. Titles of windows in graphical user interfaces also appear in monospaced font.

InfoPrint Keyword Notation

Keyword syntax notation uses symbols to show specific conditions. Do not enter the following symbols, unless specifically instructed to do so, when actually entering an InfoPrint keyword:

Bar |
Braces { }

Note: There are some situations in which you will actually type the brace characters. See "Special Characters That Are Included in Commands" on page xx.

Brackets []
Underlining –
Ellipsis ...

These symbols have the following meanings when used in the publications and in the online information:

- A vertical bar, | , between values means that you can enter only one of the values with the keyword or flag. For example:
job-hold={true | false}
means that when you set the **job-hold** attribute, you can specify either **true** or **false**, but not both.
- Braces, { } , around values identify required items that you must supply with the command. For example:
job-hold={true | false}
means that you must enter either **true** or **false**.
- Brackets, [] , around values indicate that they are optional. For example:
resource-context=directory[:directory...]
means that you do not have to enter more than one directory, but that you can have two or more directories, each separated by a colon, : .
- An ellipsis, ... , means that you can supply more than one occurrence of a keyword or value with the command. For example:

resource-context=*directory[:directory...]*

means that you can enter more than one directory name.

- Underlined text identifies the default fixed value that InfoPrint uses if you do not specify a value. For example:

default-printer-resolution={240 | 300 | 480 | 600}

means that **240** is the default value.

Special Characters That Are Included in Commands

When colons, dashes, the equal sign, double quotation marks, single quotation marks, and braces are shown in command syntax notation, you will include them when you issue the command in most cases. These special characters have the following meanings:

- A colon, :, separates related values. For example:

```
pdpr -f file1 -x "page-select=3:6" file2
```

means that only pages 3 through 6 of file2 are to print.

- A dash, -, always precedes a flag, for example, **-x**.
- The equals sign, =, separates attribute and value pairs. For example:

```
pdmod -x "sides=2" DivSpool12:1011230045
```

means that **2** is the value assigned to the **sides** attribute.

- Double quotation marks, " ", surround multiple attribute and value pairs, such as:

```
-x "sides=2 print-quality=draft"
```

For consistency, this publication also shows double quotation marks around single attribute and value pairs in all command examples, although they are not required. For example:

```
-x "document-format=ascii"
```

- Double quotation marks, " ", surround text strings that contain spaces, such as:

```
-m "Down for maintenance"
```

- Single quotation marks, ' ', surround a text string that contains spaces inside another string that is enclosed in double quotation marks. An example is:

```
-x "sides=2 job-print-after='08:00:00 10/09/98'"
```

- Braces, { }, surround a value in a notification profile. An example is:

```
-x "notification-profile={delivery-method=electronic-mail}"
```

Global Character Used in Examples and Shell Information

Examples using the asterisk (*) as a global character, and other examples that are shown within this InfoPrint publication relate to the Korn shell. Depending on the shell you are using, the examples shown may or may not work. The examples may also show control characters that other shells do not require. Adjust the examples as necessary for the shell you are using.

Examples of Commands and Attributes

This publication shows examples of commands in a format designed for ease of reading. When entering the command, allow the command to wrap characters from one line to the next.

Many examples in this publication use spacing of attributes and values for ease of reading and formatting considerations. When entering the attributes and their values on the command line or in attributes files, use the correct syntax.

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Chapter 1. Using InfoPrint Submit to Process a Job

IBM InfoPrint Submit is used through the life cycle of a job. A print shop uses InfoPrint Submit on a Windows 95, Windows NT, or Macintosh system to create a job ticket for the job, submit the job to the InfoPrint server on AIX for printing, and track and archive the job.

This chapter describes the following:

- Job tickets
- Working with jobs

Job Tickets

An InfoPrint job consists of a job ticket and all the files that are associated with that job. A job ticket contains all the specifications for a job. You can create a job ticket by using InfoPrint Submit. InfoPrint creates the job ticket in electronic format, but you can print a hard copy if you need one. The job ticket refers to the customer's job data and resources and pulls them together in a job bundle.

You can print any part of the data by submitting a print job.

Working with Print Jobs

When using InfoPrint Submit to create the job ticket, you must consider a number of things as you work with a job to prepare it for printing. Primarily, however, during this phase of the process, you will identify and organize the printable files and other resources that make up the job. As you complete the job ticket, InfoPrint Submit provides a format in which you can specify the details necessary to process a job effectively.

Creating Files for Printing

You generate the printable files that you submit to InfoPrint, file by file, from the application that you use for authoring. You can use the Adobe PostScript driver and IBM InfoPrint PPDs to convert files to PostScript. You can use InfoPrint Scan to create printable files from hardcopy.

Creating a Job Ticket

Once you have installed the InfoPrint Submit application on your Macintosh, Windows 95, or Windows NT system, you can begin creating job tickets that support the orders you receive from customers.

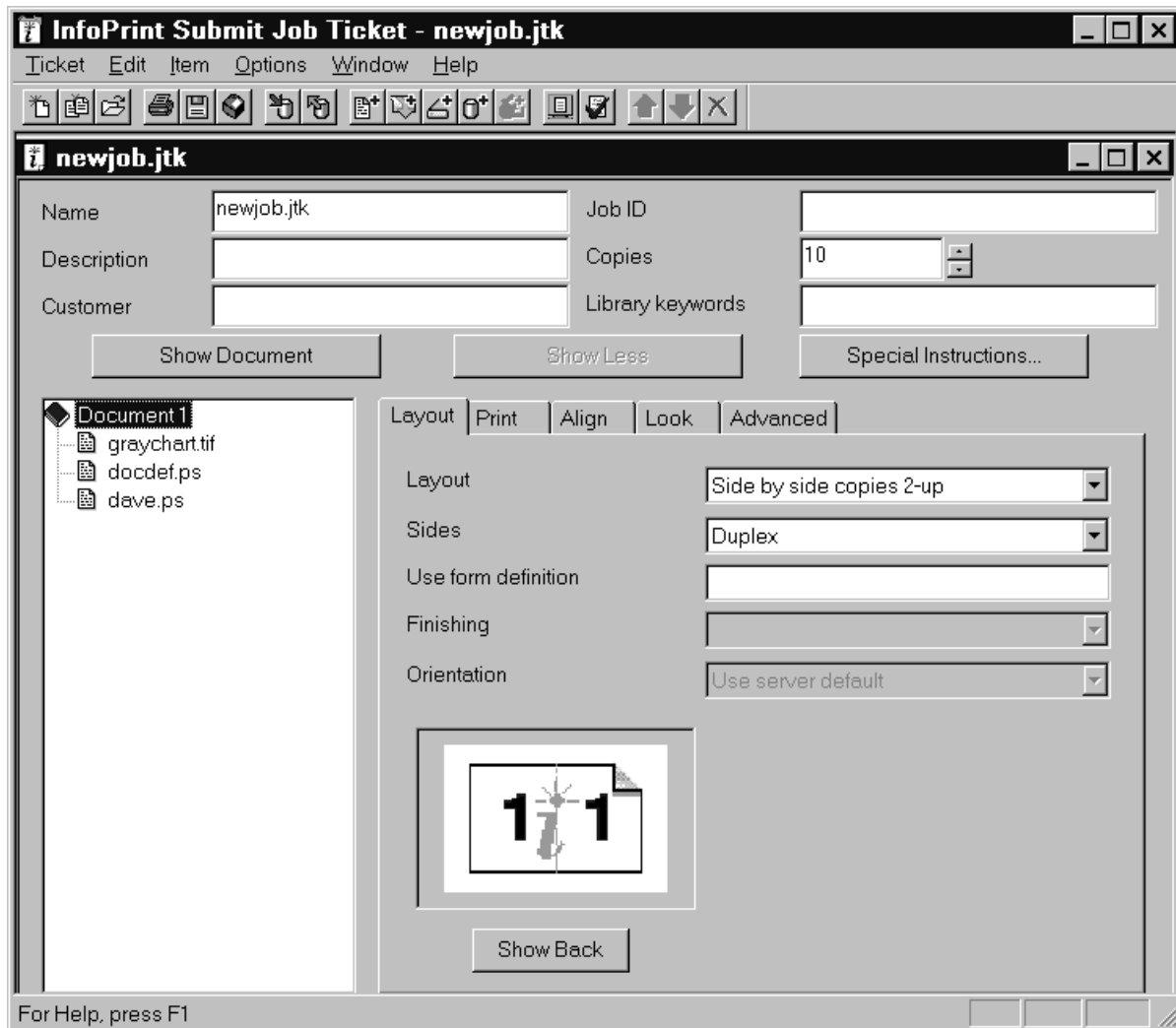


Figure 1. An Example of an InfoPrint Submit Job Ticket

Figure 1 shows an InfoPrint job ticket.

To begin working on a new ticket, you start InfoPrint Submit and the Job Ticket window displays.

As you create the job ticket, use the **Help** menu from the Job Ticket window or the **Help** button on the dialogs to guide you.

You can create a new job ticket or use a previously created job ticket as a template (using **New Like...**) for your new job ticket. You can print the job as represented by your job ticket, any of the items or files listed in the ticket, or just the ticket itself.

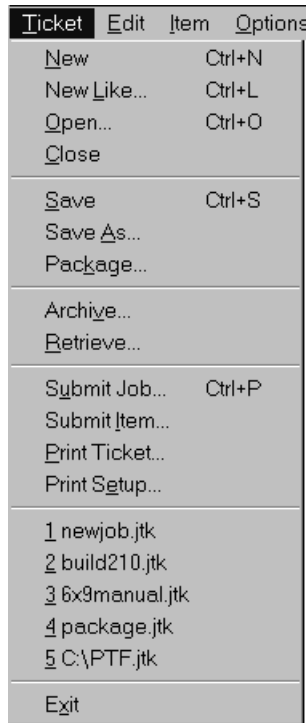


Figure 2. InfoPrint Submit Job Ticket List

Figure 2 shows the Ticket menu, which contains general tasks that you can perform as you work with job tickets. Notice that you can access the most recently edited tickets from this menu.

Describing Your Job

Using an InfoPrint Submit Job Ticket window, you can describe your job. The description can include a job name, an ID, the customer name, special instructions, and other information that will assist you as you refer to the job ticket.

Specifying How You Want the Job to Print

You can describe the layout of your document and specify alignment values, instantly viewing a graphical representation of the alignments and layouts you select. You can dynamically adjust characteristics such as the front to back alignment of your document without having to print the job to verify the page placement.

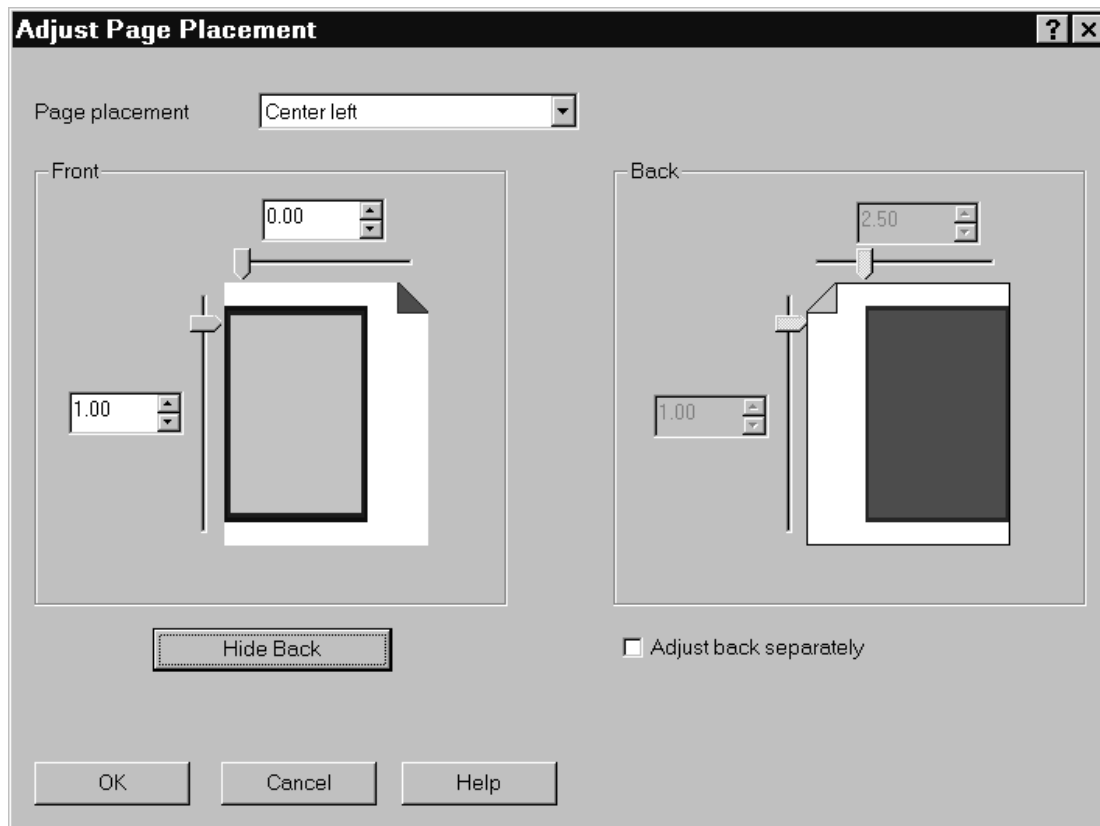


Figure 3. The Adjust Page Placement Window

Figure 3 shows the Adjust Page Placement window. If the image is smaller than the page, you use this window to adjust the position of the image on the page.

Working with Files in a Job Ticket

You build job tickets by adding items that refer in the correct order to the files that you are printing. The files you print may be printable text or graphic files, or variable data definition files. Graphic files may include printable files that were created from hard copy by using the optional InfoPrint Scan feature. Files may reside on your hard disk, or in a shared directory on another system; or they may be archived in the optional InfoPrint Library system.

Working with Scanned Items in Job Tickets

InfoPrint Scan is integrated with the ticket creation process of InfoPrint Submit. With the InfoPrint scanner and software, you can create source files and include them in your job ticket while you are building the job ticket.

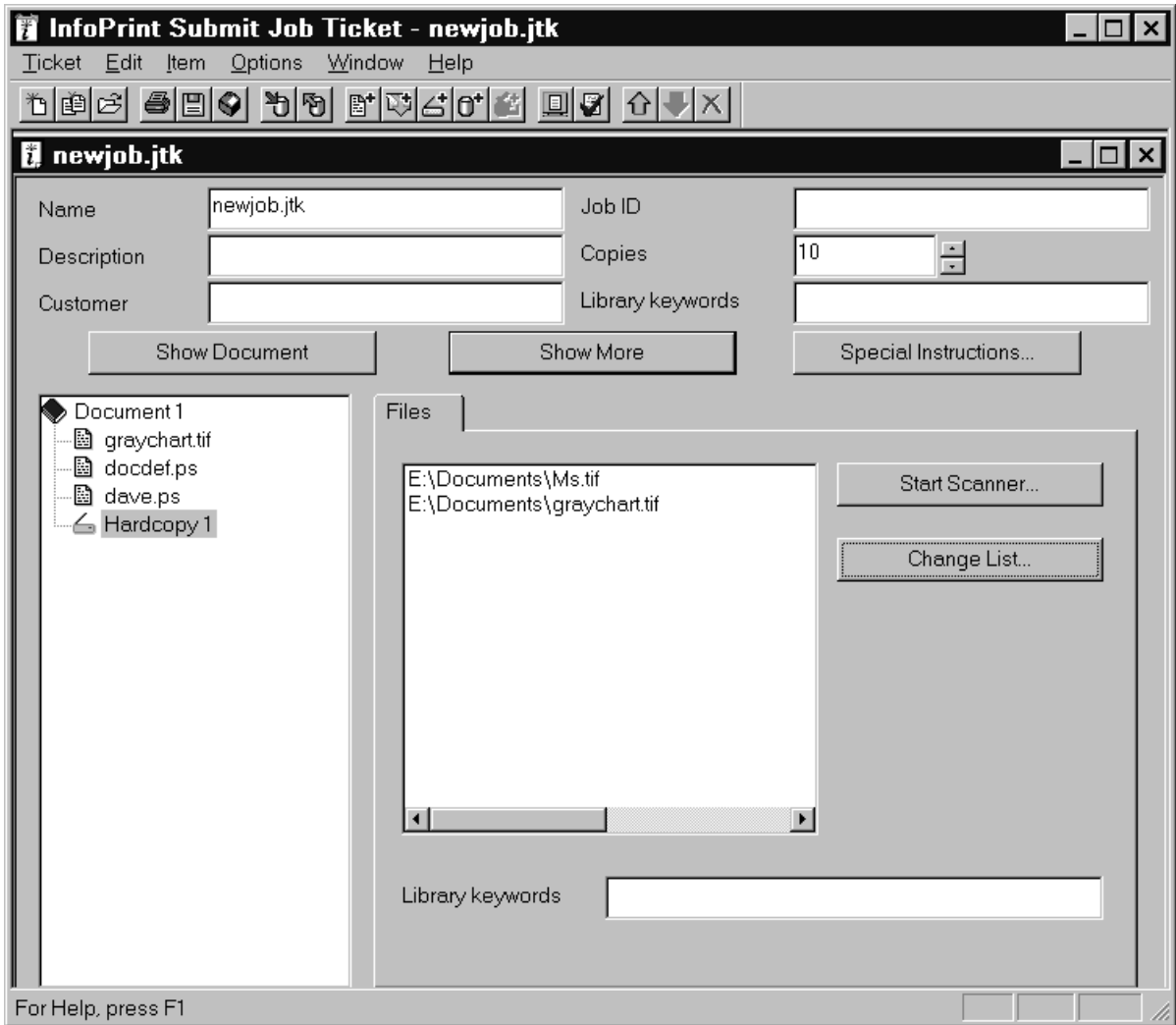


Figure 4. InfoPrint Submit Job Ticket

Figure 4 shows a hardcopy item that is selected in a job ticket and its associated scanned files. You can start the scan application and create additional files to add to the job from this screen. See Chapter 2, “Managing Scanners” on page 15 for an overview of InfoPrint Scan and refer to the InfoPrint Scan online help for instructions for scanning files.

Adding Variable Data Items to Job Tickets

Variable Data is another item that you can add as you build the job ticket. This feature gives you the ability to customize information in a PostScript file so that each copy of the file that you print is unique.

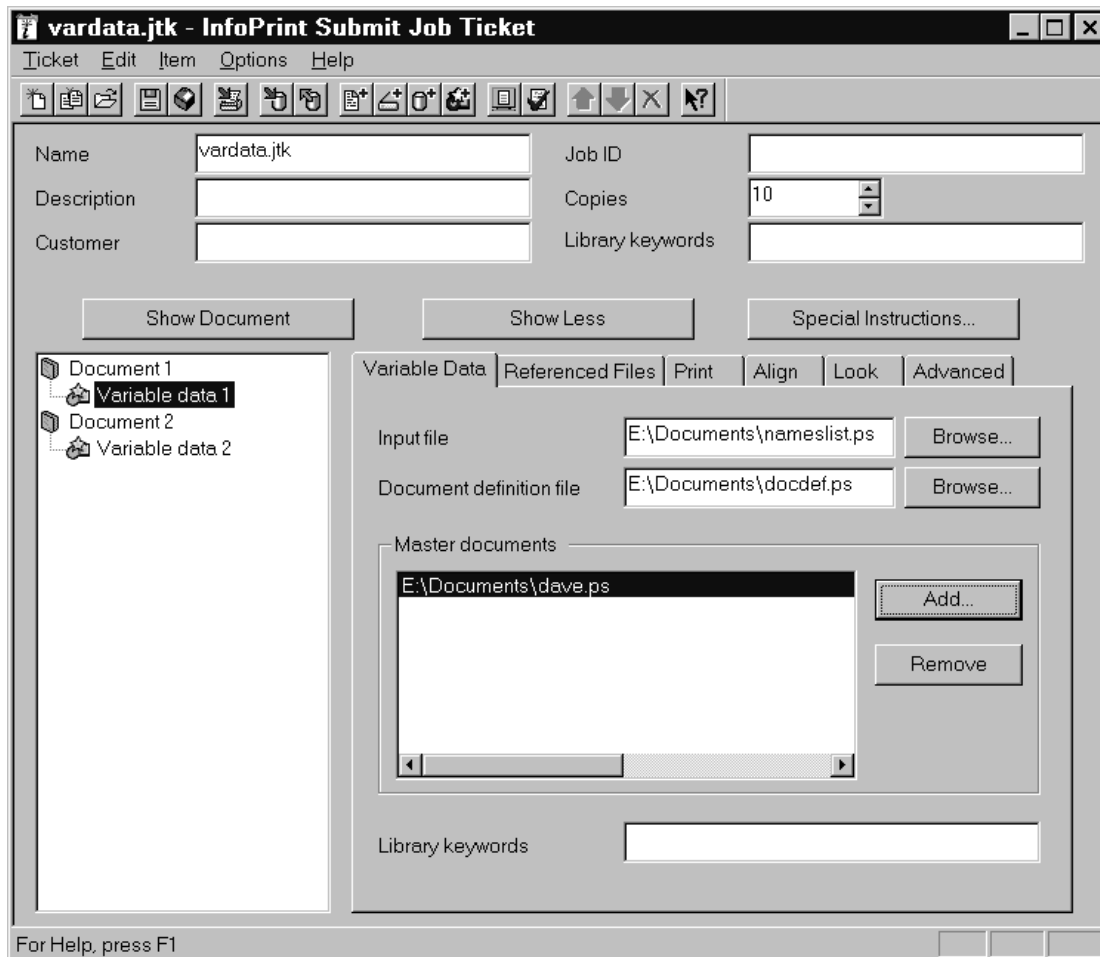


Figure 5. The Variable Data Tab of a Job Ticket

Figure 5 shows a selected variable data item in a job ticket and its associated master file, input file, and document definition file. Notice that the input file `nameslist.ps` is a list of names that will be inserted into the `dave.ps` master file as specified by the document definition file, `docdef.ps`.

Viewing and Preflighting Your Files

If the appropriate viewers are installed, you can preview the printable files that you are adding to your job ticket. By default, InfoPrint Submit uses the Adobe Acrobat Reader, which you can use to preview PostScript, PDF, and TIFF files. If you select the AFP Workbench viewer as your RIPPed file viewer, you can view AFP, GIF, and JPEG RIP files before printing them as well.

Submitting a Print Job

When you select **Submit Job** from the Ticket menu, you can indicate which files to print and how to schedule and process your job.

From the **Files** tab, you can choose the printer from a list of printers on your servers. You can specify what to print, how many copies to print, and whether to use a previously processed (RIPPed) file or RIP the source file for printing (re-RIP).

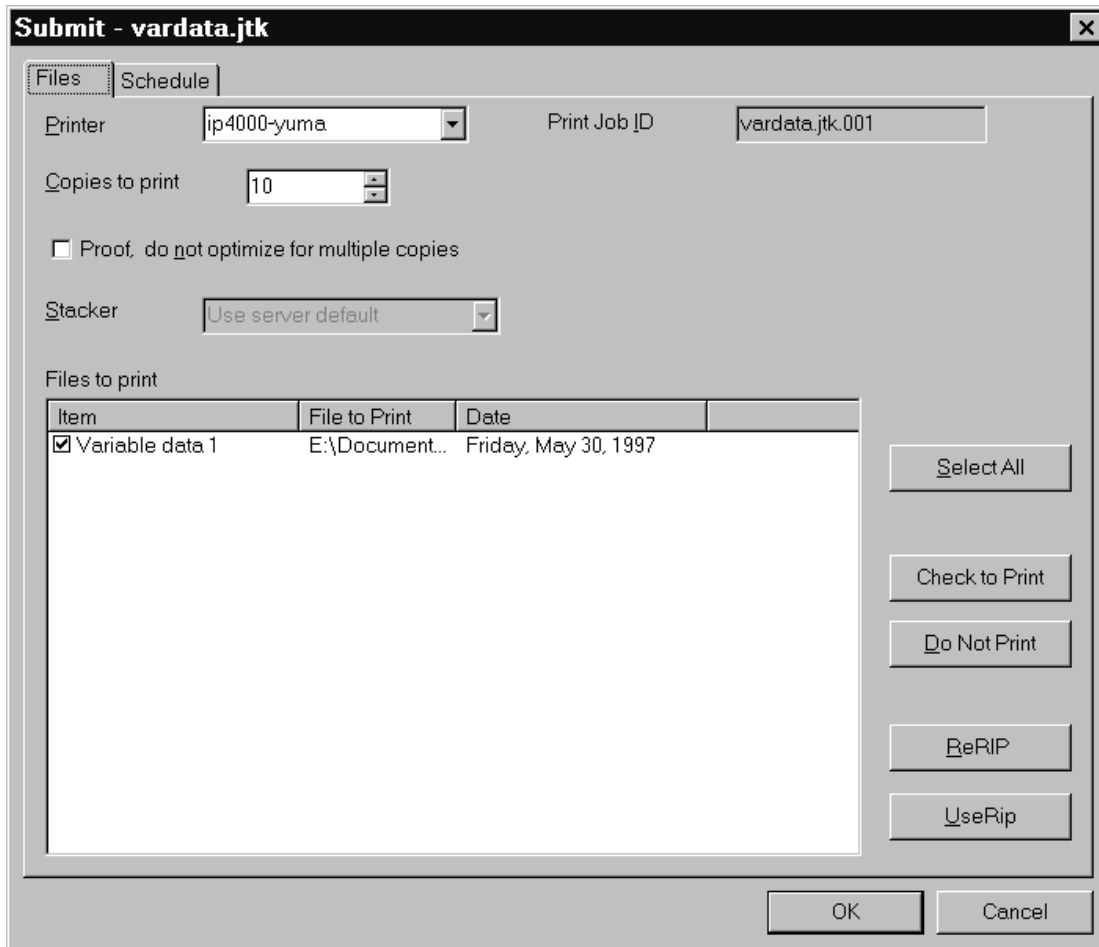


Figure 6. The Files Tab for Job Submission

Figure 6 shows the **Files** tab that displays when you choose to submit a job. In this case a variable data item has been selected for printing on a logical printer named ip-4000-yuma.

Figure 7 on page 10 shows the **Schedule** tab, where you indicate when and how you want your job to be processed. Because the time it takes to print a job includes both the processing (RIPping) and the actual printing, you may want to control these activities separately to optimize the flow of paper through your printers. You may want your job to be held in the print queue before being RIPped and printed. You may want to RIP it now, but print it later. You can specify how long you would like your job to be retained on the AIX server so that it can be printed again. And, you can choose to specify a time by which the job should be printed.

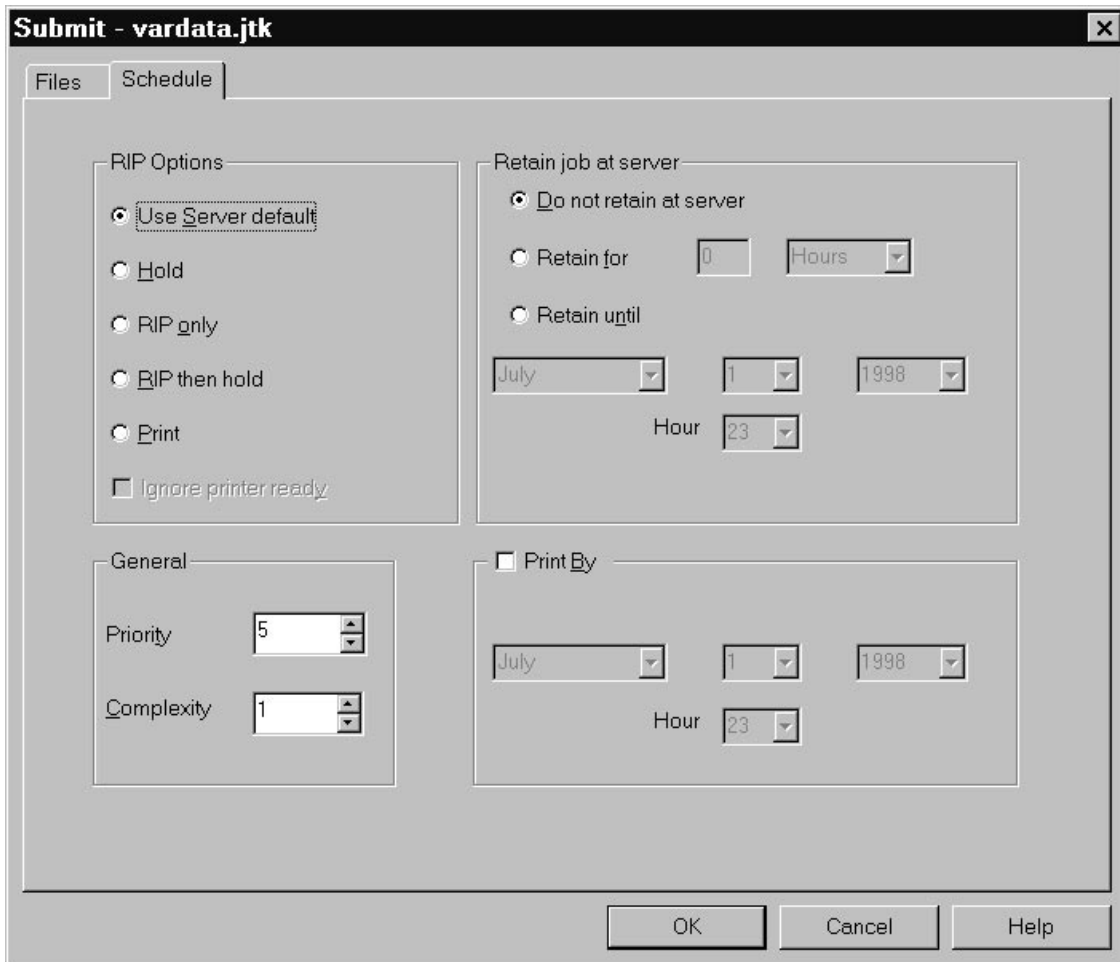


Figure 7. The Scheduling Tab for Job Submission

If you select **Print** in the **RIP Options** box on the **Schedule** tab, the job will be added to the print queue and will RIP and print automatically. An AIX operator will not have to release the job.

Retrieving a Job from the Library

With an installed InfoPrint Library system, users can access customer jobs and specific files that have been archived on an external tape storage device. Here, InfoPrint lets you use your PC and Macintosh systems that have been set up to communicate with the InfoPrint server on AIX and an attached tape storage device system to gain fast access to large quantities of archived jobs and their files.

Before you can use InfoPrint Library, you must connect to the AIX system where the InfoPrint server is running. To connect, follow this procedure:

1. Ask your InfoPrint administrator for the following information:
 - The name of the AIX system
 - If the AIX system is in a different domain from your workstation, the domain name
 - Your AIX user ID and password

2. Double-click on the **Network Neighborhood** icon on your Windows desktop.
3. If the AIX system is in a different domain, double-click on the **Entire Network** icon, then on the icon for the domain.
4. Double-click on the icon for the AIX system.
5. When prompted, enter your AIX user ID and password.

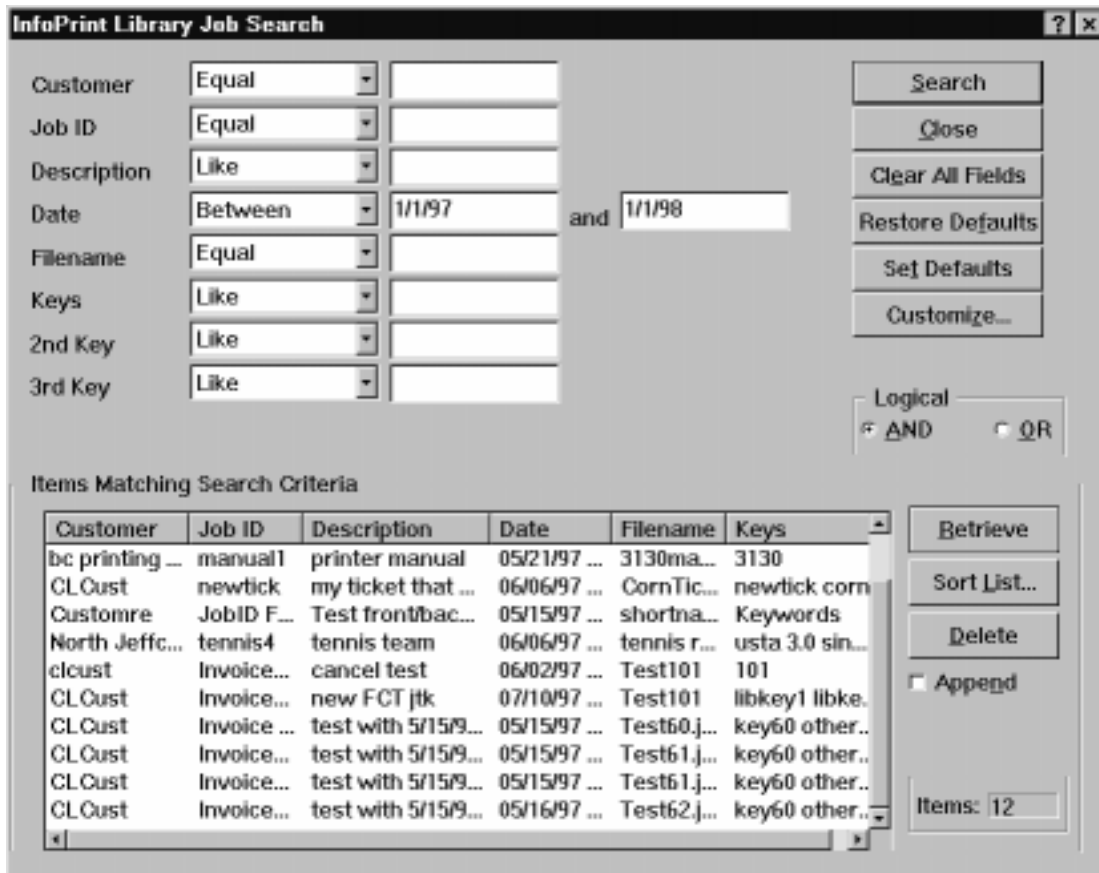


Figure 8. A Library Job Search

Figure 8 shows an InfoPrint Library job search screen, in this case, a list displaying all customer jobs created between 1/1/97 and 1/1/98. From this list a user can retrieve selected files.

Saving the RIP Output

The raster image processor (RIP) file is generated during the print process. Because PostScript to RIP processing can be costly, you may want to save your RIP files for re-printing jobs to avoid having to RIP them again. To set up the RIP directory, use the following directions.

The RIP file can be saved in the **/ipdata** file system, which is shared by the AIX system and an InfoPrint Submit machine.

When you add a file to your job ticket, you use the **Save Ripped files** check box option on the **Print** tab.

Verifying that PostScript Jobs are Ready to Print

If your InfoPrint system receives a PostScript job from a personal computer system, you must ensure that the Type 1 fonts required to print are either:

- Contained within the job (inline)
- Available on AIX

If the fonts are contained inline, you should have no problem in printing the output. However, if the fonts are not available on AIX, by default a job will be cancelled.

To verify that all fonts are available on AIX and contain the **.pfa** or **.pfb** extensions necessary for printing PostScript, preflight the job before sending it to the printer. To preflight the job from InfoPrint Submit, refer to the “Viewing and preflighting files” help topic.

Note: For preflighting to work correctly, you must have enabled font substitution on the AIX server. To perform this task, add the following lines to the **/var/psf/ps2afp/UserInit** file:

```
%!  
turnFontSubstitutionOn
```

Missing Fonts in PostScript Jobs

If a PostScript job is missing fonts, you can correct the problem in these ways:

- Add those fonts to IBM InfoPrint Control (refer to *IBM InfoPrint Manager for AIX: Administrator's Guide*)
- Use the following procedure to create a font conversion table for the PostScript print driver. The font conversion table maps the True Type fonts used on PC programs to the Type I PostScript fonts required on the AIX server.

Note: The options might differ slightly on other PostScript drivers. This selection can come from the Acrobat Exchange 2.0 window, or an equivalent panel for Adobe PageMaker, Quark Xpress, or a similar application.

1. Select the **Print Setup** option.
2. From the Print Setup window, select the appropriate IBM InfoPrint driver.
3. From the Options pane on this same window, select **Advanced.....**
4. From the Advanced... window, select **Use Substitution Table**.
5. From the Substitution window, identify the TrueType font in the PostScript job from the list on the left. Identify an appropriate Adobe Type I font for conversion from the list on the right.

For example, you might create the following mappings:

TrueType	Adobe Type I
Arial	AvantGarde
WingDings	ZapfDingbats

6. From the Advanced... window, select **OK**.
7. From the Advanced... window, avoid potential storage concerns by specifying the **Clear memory per page** field.

This value ensures that the PostScript driver does not exceed the memory units available on your PostScript interpreter.

8. From the Graphics pane on the Advanced . . . window, specify **600** in the **Resolution (DPI)** field. This provides the correct resolution for all InfoPrint jobs.
9. From the Graphics pane on the Advanced . . . window, specify the **Print PostScript Error Information** value. This option ensures that you receive a record of any font problems or fonts that still do not convert to Adobe Type 1.

You can take the default for all other fields.

10. From the Print window, specify the correct level of PostScript under the PostScript Options panel.

If you are not sure, specify **level 2**, which contains both level 1 and level 2 PostScript.

11. From the Print window, specify **600** in the **Print Quality** field.

This value should correspond to the **Resolution (DPI)** field on the Advanced . . . window. If a discrepancy exists, the driver uses the value on the **Print Quality** field.

12. From the Print window, select **Options**.

13. From the Print to File window, specify the output file for the PostScript job:

`c:\data\sample.ps`

where *sample.ps* is the PostScript file with which you are working.

If you receive any font errors, PostScript fonts might be resident on your PostScript driver but not supplied with the AIX system and IBM printer.

Note: Do not attempt to change PostScript data files unless you have a thorough knowledge of the PostScript language.

Chapter 2. Managing Scanners

When you integrate a scanner with the InfoPrint system, you must consider the following questions:

- What features are necessary on the scanner?
- How will the scanner fit into the network?
- How will the files be scanned, accessed, and printed?

Figure 9 shows how you might add a scanner an InfoPrint network.

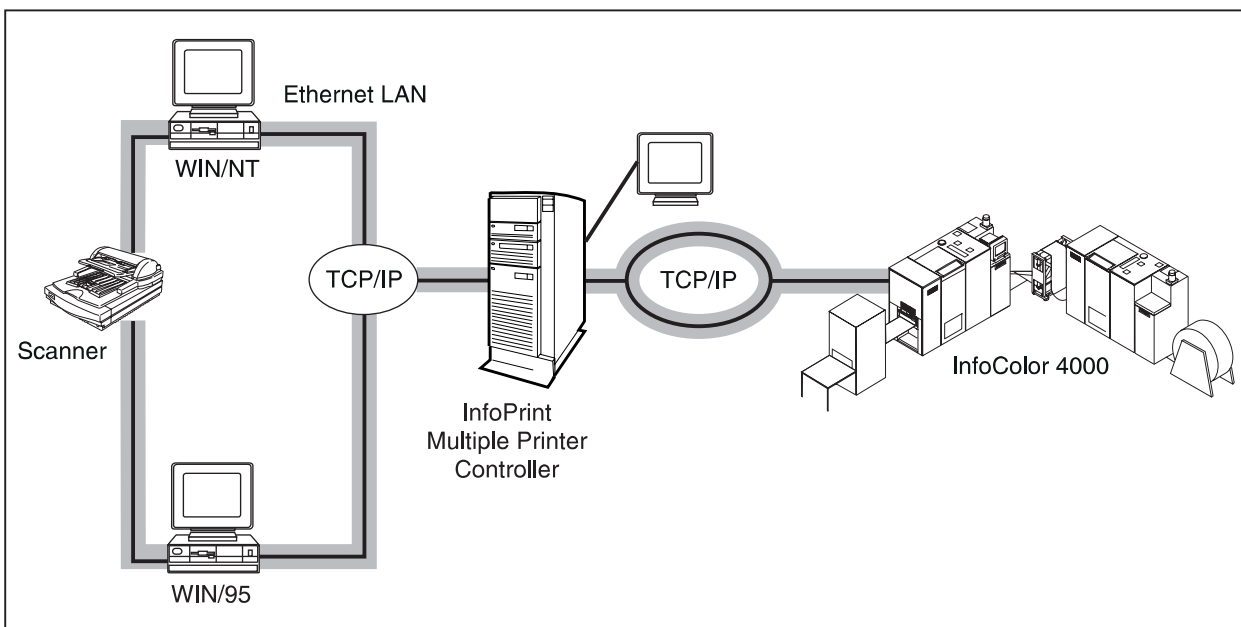


Figure 9. Adding a Scanner to an InfoPrint Network

This chapter describes the following:

- Prerequisite considerations
- InfoPrint Scan
- Network considerations and the scanner
- Working with a scanner

Prerequisite Considerations

Before installing a scanner in your InfoPrint operating environment, you will find a basic understanding of the following helpful:

- The local area network (LAN) to which you are attaching
- Characteristics of client platforms
- The print quality range of your printer

Verify that you can save and submit TIFF files in a job ticket through your InfoPrint system.

InfoPrint Scan

InfoPrint Scan is the optional component of IBM InfoPrint Manager for AIX that manages a scanner, for example, the Xerox DocuImage 620S or Ricoh IS420. InfoPrint Scan runs on Windows 95 or Windows NT. For most functions, InfoPrint Scan replaces the software that is supplied with the scanner.

You can start InfoPrint Scan by clicking the **Start Scanner...** button in the InfoPrint Submit Job Ticket window or by clicking the **Scan** icon on the Windows desktop.

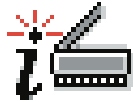


Figure 10. Scan Icon

InfoPrint Submit also supports files that are generated by scanners that are not managed by InfoPrint Scan.

Network Considerations and the Scanner

Install InfoPrint Scan or the supported scan driver on a Windows system that is part of a configured, operational network. Be aware of whether you are building onto a Microsoft or Novell network.

Because all systems that print scanned TIFF files need access to the scanned data, you must set up a shared drive on the PC attached to the scanner. See the Windows online help for instructions.

Working with a Scanner

With a scanner attached to an IBM InfoPrint Submit machine and the related scan software application, you can save TIFF images and point to them from your job ticket. When you submit a job, your scanned images will be printed in the page sequence specified. See “Creating a Job Ticket” on page 3 for details about creating a job that includes scanned files.

Calibrating the Scanner

Typically, you will scan data and calibrate your image types to the output device. In other words, you will want to verify that you can achieve high-quality halftones, line data, and photos on each printer in your shop. You should do this calibration by using the software for your scanner.

Depending on the usability of your scan software package, calibrating your scanner for your typical jobs and printers is straightforward. Using the publication provided with your scan package as a guide, you will simply follow a trial and error process of scanning data, displaying it on the screen, and sending output to the printer until you achieve the image quality you want. For the Xerox DocuImage 620S, see “Calibrate Scanner” in Chapter 5, “Scanning Images,” of the *Xerox DocuImage User Guide*.

In general, you should attempt to create a TIFF file that prints cleanly and easily. If the TIFF image is not good, for example, if the image was captured at less than 600 dpi, the print quality will not be good, either.

Image quality can also be affected by variables that are not related to the quality of the actual TIFF file. No amount of calibration will darken output when a printer is low on toner. No amount of calibration will fix an image that is resized when the job is submitted.

Most scanners have their own calibration chart as well as instructions for calibrating for different image and text combinations. Be sure to create and preserve the scanning profiles as you calibrate for each type of job.

Standard Types of Jobs

InfoPrint can print the following types of scanned images:

- *Text* and *line art* are made up of lines and solids with no gray tones.
- A *halftone* is an image type that adds gray shades through the use of large and small dots. If you highlight and display the lightest part of a halftone image, the highlighted area will be made up of the smallest dots or no dots.
- *Color halftone* images use large and small dots to represent colors.
- *Text and halftone* images combine text or line art with halftone images on the same side of the page.
- *Continuous tone* images or photographs appear to have a continuous scale of shades from black to white, with all the intermediate grays.

Zoning

If you have more than one type of data in a single image, you can attach different calibration settings to different sections, or zones, of the page. You can scan a photograph with the picture setting and text with the text and halftone setting to generate an accurately scanned TIFF page that has been calibrated for high quality production.

Using Scan Techniques to Reorient a Page

Page direction can be specified at job submission, but it also can be reflected in the image that is scanned. For some jobs, you may decide to scan pages both backwards and forwards so that the tumble sequence is preserved in the files.

Aligning Images on the Page

Scanned images are sometimes not perfectly aligned, especially when you scan a two-sided document. You can reposition a scanned image so that all the pages of a scanned document are aligned in reference to a common reference point, such as a page number.

Enhancing Scanned Images

You can enhance an image after you have scanned it. You can correct skew, remove speckles, crop the image, or adjust the margin.

Editing Scanned Images

InfoPrint Scan allows some simple page editing. You can remove spots and smudges or small areas of text, such as a running head or page number.

Cutting and Pasting Scanned Images

InfoPrint Scan allows you to combine scanned images by cutting out part of one image and pasting it into another image.

Annotating Scanned Images

InfoPrint Scan allows you to add text in a variety of typefaces and styles to scanned images.

Creating Templates for Scanning

InfoPrint Scan allows you to create templates so that you can save scanner settings to use again. You may want to create a template for each type of scanned image.

Chapter 3. Creating and Printing Variable Data Jobs

Data that can change from one copy of a document to another is called *variable data*. For example, you can merge a form letter (constant data) with variable data, such as a customer's name and address, to produce personalized copies of documents.

This chapter describes how to create variable data source files by using IBM's QuarkXPress XTensions or IBM's Adobe PageMaker Plug-Ins.

To create a new document that contains variable data, use IBM's QuarkXPress XTensions or IBM's Adobe PageMaker Plug-Ins to perform the following tasks:

- Create a page layout with sample variable data and the static elements
- Define variable data fields
- Create variable data boxes or objects
- Produce variable data jobs

You can then print the files.

Guidelines for Creating Variable Data Jobs

The variable data input file is a text or database report file that contains the variable data. You may need to change the variable data input file or the placement of your variable data objects for the layout of your documents. The following are guidelines to assist the document designer in successfully creating variable data jobs.

- The variable data input file can contain only the variable data text and graphics. Remove formatting controls, headers, footers, and extra blank lines.
- Start each record on a new line or separate records by delimiters. A single record can extend over several lines.
- Add a delimiter character, such as a comma, or a delimiter line such as @@SEP, after each field or verify that the fields have fixed field lengths.
- Variable data text can only use fonts resident in the printer device or on the AIX system. If the variable data text uses another font, that font must be mapped to a resident font.
 - If you are using the Adobe PageMaker Plug-Ins, map the font to a font in the **ibmvdata.vda** file in the **\PM6\RSRC\USEGLISH\PLUGINS** directory.
 - If you are using the QuarkXpress XTensions, map the font to a font in the **\XPress\XTension** directory. The font that you select for text variable data must support the characters in the variable data input file. For example, if the variable data contains any double-byte characters, you must select a double-byte font.
- Variable data from a particular record may not always fill a variable data object to its boundaries. Do not design a document that requires the variable data record to fill the object to its boundaries. For example, including variable data text within a paragraph may cause the paragraph text to leave too much space for a partially filled text box or object. Consider including the entire paragraph in each record of the variable data file.
- Variable data objects may not be rotated or skewed.

- Variable data text cannot contain the following type features:
 - Hyphenation
 - Kerning
 - Reverse print
 - Small capital letters
 - Subscripts
 - Superscripts
 - Strikethroughs
 - Tracking
 - Underscores

Using IBM's QuarkXPress XTensions

You can use IBM's QuarkXPress XTensions on a Windows workstation to add variable data to your publication.

When the XTensions are installed, a QuarkXPress sample document (**samp_qx.qxd**) that contains variable data is copied into the **c:\ibm_tmp** directory.

Online help is available by selecting the **Help** button on any of the IBM QuarkXPress XTension windows.

Attention: The example in this section shows how the sample file was created. If you open a new file with a unique file name, you can follow this example to create a file like the sample file. If you open the existing sample file, you will not be able to do some steps because they have already been done.

Creating the Page Layout

Create the master file by adding static text and a sample of variable data. When creating sample text variable data, use the appropriate font, font size, leading, alignment, and color to determine the size of the text box.

Figure 11 on page 21 shows the page layout of the provided sample file. The title and boxes are static elements. The text in the boxes is the sample variable data. If your variable data contains graphics, add a picture box with a sample of graphic variable data. The bounding box of the graphic determines the size and shape of the variable data picture box. Variable data graphics will be scaled proportionally to fit in this area.

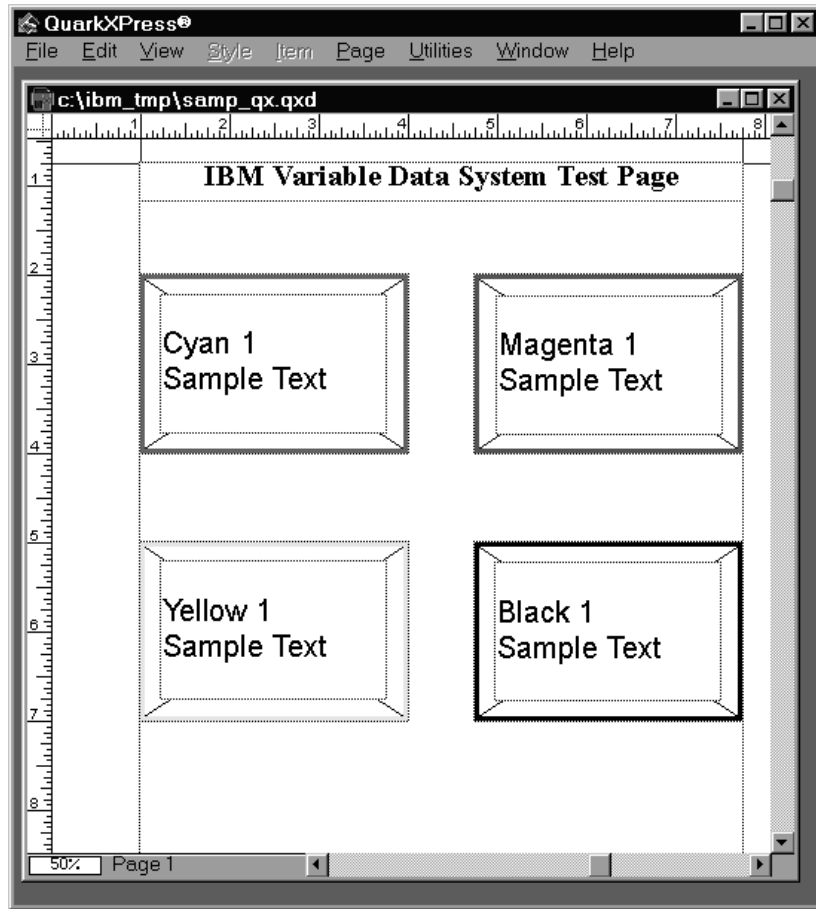


Figure 11. Document with Text Boxes Added from QuarkXPress

Defining Variable Data Fields

After creating a page layout with the static elements and the sample variable data, define the variable data fields, as follows:

1. From the menu bar, select **Utilities**, then **IBM Variable Data**, then **Define Variable Data Fields...**

This opens the IBM Variable Data Input File window.

2. Select the input file that contains the variable data for this job.

This opens the Select Data for One Copy window.

Note: To open the input file for the sample job, select **sample.fil** in the **c:\ibm_tmp** directory.

3. In the Select Data for One Copy window:

- a. Select all the data that you want to include in one copy of the job, including the delimiters. In the sample file in Figure 12 on page 22, you would highlight from Cyan 1 up to, but not including, Cyan 2.

- b. Select **OK**.

This opens the Define Variable Data Fields window.

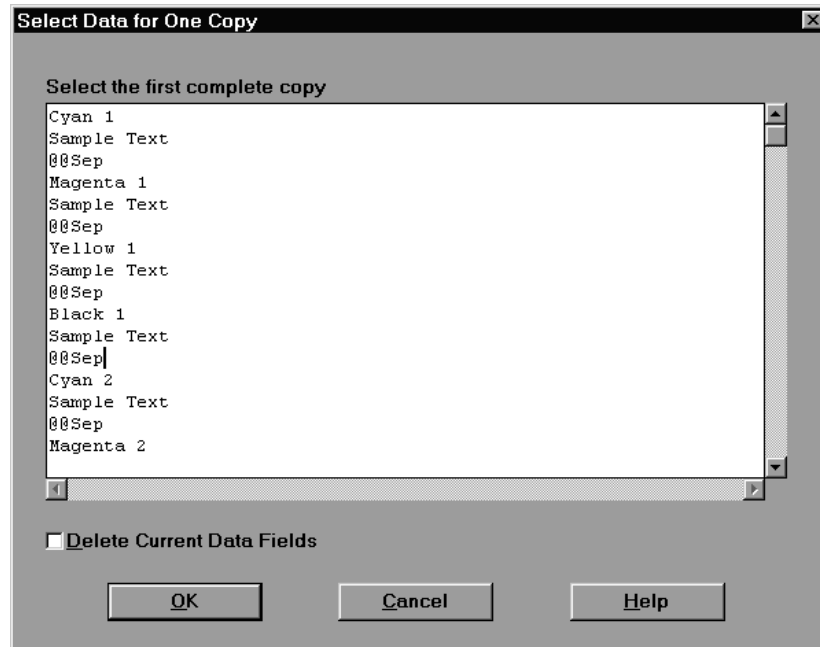


Figure 12. Select Data for One Copy Dialog

4. In the Define Variable Data Fields dialog:
 - a. Select the entire first field, up to but not including the separator field as shown in Figure 13.

Note: In the sample, the separator field is @@Sep.
 - b. Select the **Add...** button.

This opens the Name Variable Data Field window.



Figure 13. Define Variable Data Fields Dialog

5. In the Name Variable Data Field window:

- a. Enter a name for the data field and specify field type information to describe the type of variable data and its length.
- b. Select **OK**.

This closes the window and returns you to the Define Variable Data Fields window. The name of the first field should appear in the **Data Field** panel in the Define Variable Data Fields window.

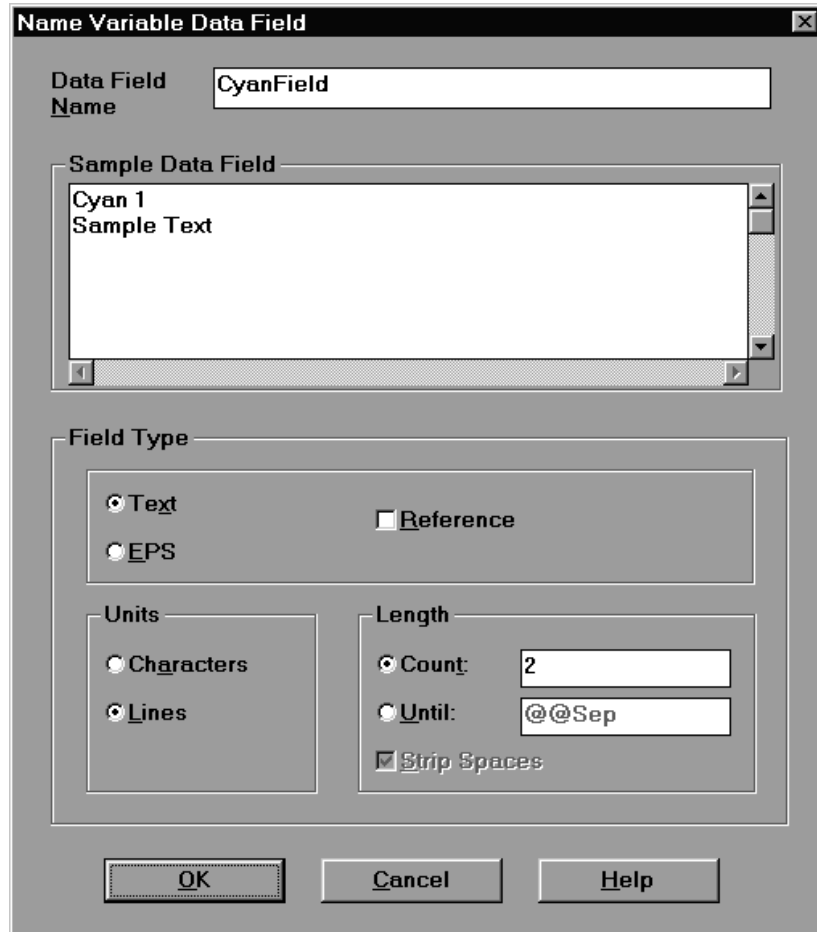


Figure 14. Name Variable Data Field Dialog

6. Repeat steps 4 and 5 on page 22 until you have selected the last data field in the list and you have defined all data fields.

Creating Variable Data Boxes

After you have defined all of the variable data fields, follow these steps to create the variable data boxes in your document:

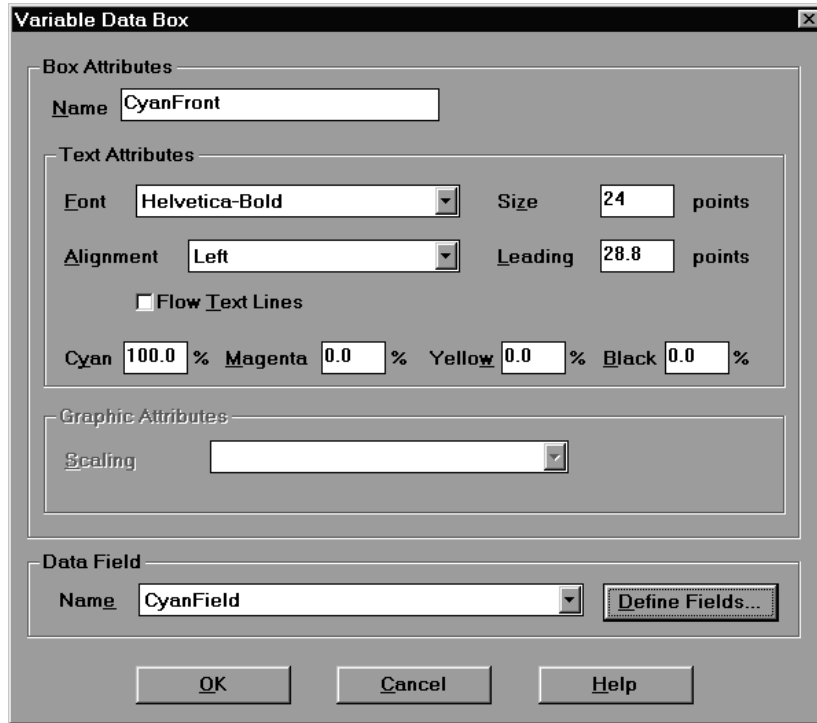
1. Select the picture or text box of sample variable data. If you are using the sample document, select the top-left text box.
2. From the menu bar, select **Utilities**, then **IBM Variable Data**, then **Create Variable Data Box**.

This opens the Variable Data Box window.

3. Enter a name for the box and specify the attributes of the text variable data or graphic variable data.

4. Select the data field whose contents belong in this box. Figure 15 on page 24 shows the **CyanFront** text box.
5. Select **OK** to create the variable data box.

Note: In your document, the variable data box will be gray and labelled with the name, as shown in Figure 16 on page 25.



The image shows a dialog box titled "Variable Data Box" with a close button in the top right corner. The dialog is organized into several sections:

- Box Attributes:** A text field labeled "Name" contains the text "CyanFront".
- Text Attributes:**
 - A "Font" dropdown menu is set to "Helvetica-Bold".
 - A "Size" text field is set to "24" with the unit "points" to its right.
 - An "Alignment" dropdown menu is set to "Left".
 - A "Leading" text field is set to "28.8" with the unit "points" to its right.
 - A checkbox labeled "Flow Text Lines" is currently unchecked.
 - Color settings are shown as: Cyan 100.0 %, Magenta 0.0 %, Yellow 0.0 %, and Black 0.0 %.
- Graphic Attributes:** A "Scaling" dropdown menu is currently empty.
- Data Field:** A dropdown menu labeled "Name" is set to "CyanField". To its right is a button labeled "Define Fields...".

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Figure 15. Variable Data Box Dialog

6. Repeat steps 1 through 3 on page 23 for the remaining variable data objects in the document. After you have finished creating all of the variable data boxes, you are ready to produce the variable data job.

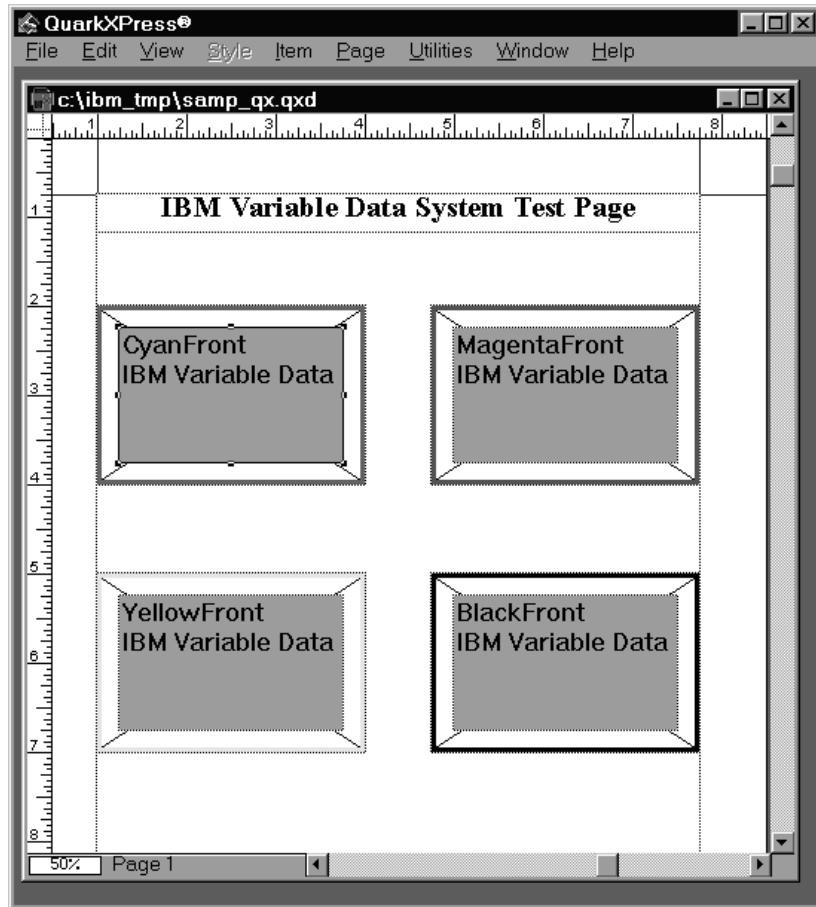


Figure 16. Final Sample QuarkXPress File

Producing the Variable Data Job

Before you produce variable data files, make sure that you have installed the PostScript printer description (PPD) files and device drivers for the printer.

To produce your variable data files, follow these steps:

1. From the menu bar, select **File**, then **Printer Setup**.

This opens the Printer Setup window.

2. In the Printer Setup window, set the field values. Table 1 on page 26 shows values for printing on the InfoColor 70.

<i>Table 1. Quark Xpress Printer Setup Window</i>	
Field	Value
Printer	IBM InfoColor 70 on FILE
Use PDF for	IBM InfoColor 70
Efi Color Profile	None
Halftone Freq	170
Resolution	600
Data	ASCII
Image: Flip Horizontal	Not checked
Image: Flip Vertical	Not checked
Image: Invert	Not checked
Orientation	Portrait

Note: When making a selection in the **Use PDF for:** pull-down, hold down the shift key, click the down arrow, and select the printer model in normal font. This ensures that you are using the printer description file (PDF), not the PPD, so that Quark trapping will be available in the PostScript output.

Note: **ASCII** is recommended for **Data**; however, the file size will be larger than either **Binary** or **PC Binary**, and it will take longer to RIP.

- For a web-fed printer, for example, the InfoColor 70, enter the **Paper width**. Calculate the **Paper width** as follows:

$$(\text{Width} \times \text{Number of pages in widest spread}) + (2 \times (\text{Reg Mark Offset} + \text{Reg Crop Length}))$$

Notes:

- The **Reg Crop Length** default value is **24pt**.
 - If you are using **Reg Mark Offset**, IBM recommends that you specify the paper width in points.
- Select the **Options** button to display the Print Setup Options window.
 - In the Print Setup Options window, select the **Device Options** tab and set **SetOverPrint** and **QuarkTrapping** to **On**.
 - In the Printer Setup Options window, select the **Graphics** tab and set **Scaling** to **100%**.
 - Select **OK** to save the settings and return to the document.
 - From the menu bar, select **File**, then **Print**.
This opens the Print window.
 - In the Print window, set the field values as shown in Table 2 on page 27 .

<i>Table 2. Quark Xpress Print Window</i>	
Field	Value
Copy	1
Pages	All
Cover Page	None
Page Sequence	All
Separation	Off
Include Blank Pages	Checked
Collate	Off
Back to Front	Off
Thumbnails	Off
Tiling	Off

10. Select **Edit**, then **Preferences**, then **Application** from the menu bar.
This opens the Application Preferences window.
11. In the Application Preferences window, set the **Reg. Marks Offset**.
Note: The application does not permit crop length adjustment.
12. Select the **Save** button to save the settings.
13. Select **OK** to save the settings and return to the document.
14. From the menu bar, select **Utilities**, then **IBM Produce Variable Data Job**.
This opens the IBM Produce Variable Data window.
15. Copy the name of the PostScript file to the clipboard.
16. Select **OK** to create the printable files.
17. In the Print to File window, paste the name of the PostScript file from the clipboard to the **File name** edit box.

Using IBM's Adobe PageMaker Plug-Ins

You can use IBM's Adobe PageMaker Plug-Ins on a Windows workstation to add variable data to your publication.

When the Plug-Ins are installed, an Adobe PageMaker sample document (**samp_pm.pm6**) that contains variable data is copied into the **c:\ibm_tmp** directory.

Online help is available by selecting the **Help** button on any of the IBM Adobe PageMaker Plug-In windows.

Attention: The example in this section shows how the sample file was created. If you open a new file with a unique file name, you can follow this example to create a file like the sample file. If you open the existing sample file, you will not be able to do some steps because they have already been done.

Creating the Page Layout

Create the master file by adding static text and a sample of variable data. When creating sample text variable data, use the appropriate font, font size, leading, alignment, and color to determine the size of the text box.

Figure 17 shows the page layout of the provided sample file. The title and boxes are static elements. The text in the boxes is the sample variable data. If your variable data contains graphics, add an object with a sample of graphic variable data. The bounding box of the graphic determines the size and shape of the variable data picture object. Variable data graphics will be scaled proportionally to fit in this area.

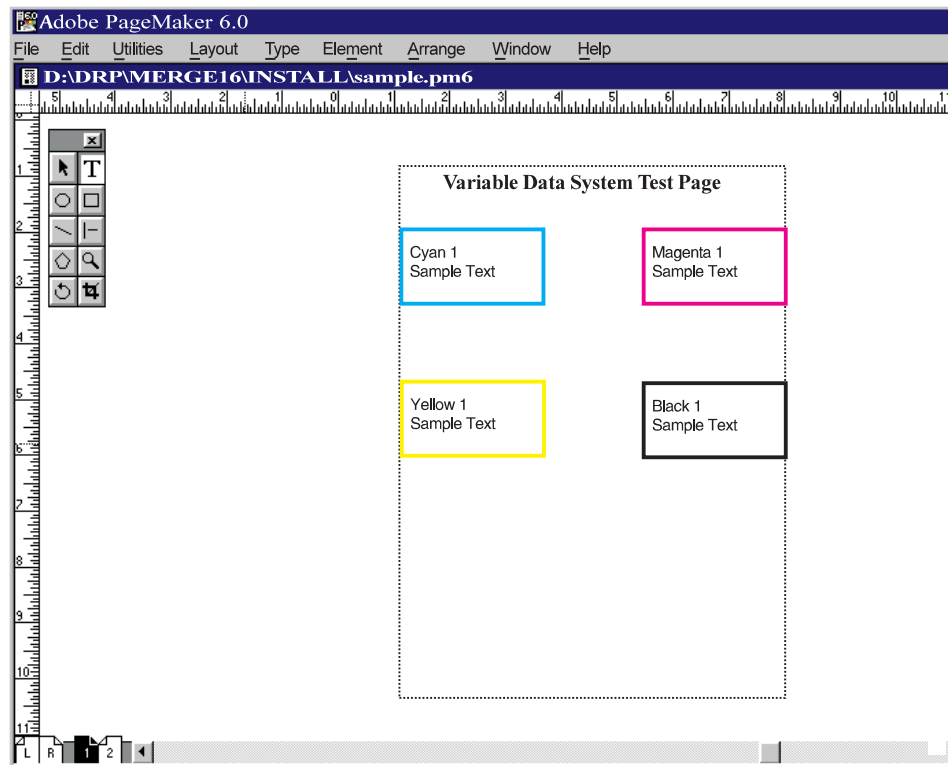


Figure 17. Publication with Text Objects Added from Adobe PageMaker

Defining Variable Data Fields

After creating a page layout with the static elements and a copy of the sample variable data, define the variable data fields, as follows:

1. From the menu bar, select **Utilities**, then **PageMaker Plug-Ins**, then **IBM Define Variable Data Fields**.

This opens the IBM Variable Data Input File window.

2. Select the input file that contains the variable data for this job.

This opens the Select Data for One Copy window.

Note: To open the input file for the sample job, select **sample.fil** in the **c:\ibm_tmp** directory.

3. In the Select Data for One Copy window, select all the data that you want to include in one copy of the job, including the delimiters. In the sample file in

Figure 18 on page 29, you would highlight from Cyan 1 up to, but not including, Cyan 2.

4. Select **OK**.

This opens the Define Variable Data Fields window.

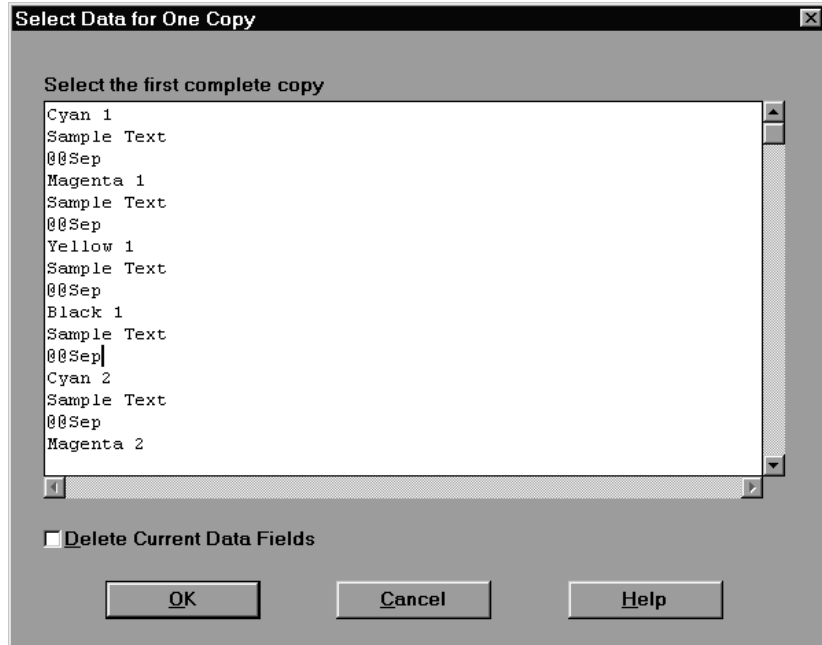


Figure 18. Select Data for One Copy Dialog

5. In the Define Variable Data Fields window, select the entire first field, up to but not including the separator field as shown in Figure 19 on page 30.

Note: In the sample, the separator field is @@Sep.

6. Select the **Add...** button.

This opens the Name Variable Data Field window.

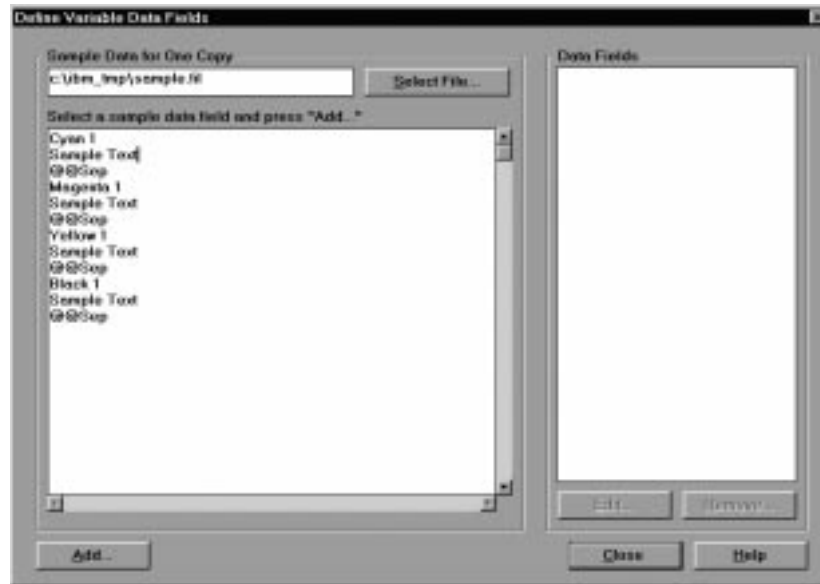


Figure 19. Define Variable Data Fields Dialog

7. In the Name Variable Data Field dialog, enter a name for the data field and specify field type information to describe the type of variable data and its length.

Select the **Help** button for more information about this dialog.

8. Select **OK**.

This closes the dialog and returns you to the Define Variable Data Fields window. The name of the first field should appear in the **Data Fields** list in the Define Variable Data Fields window.

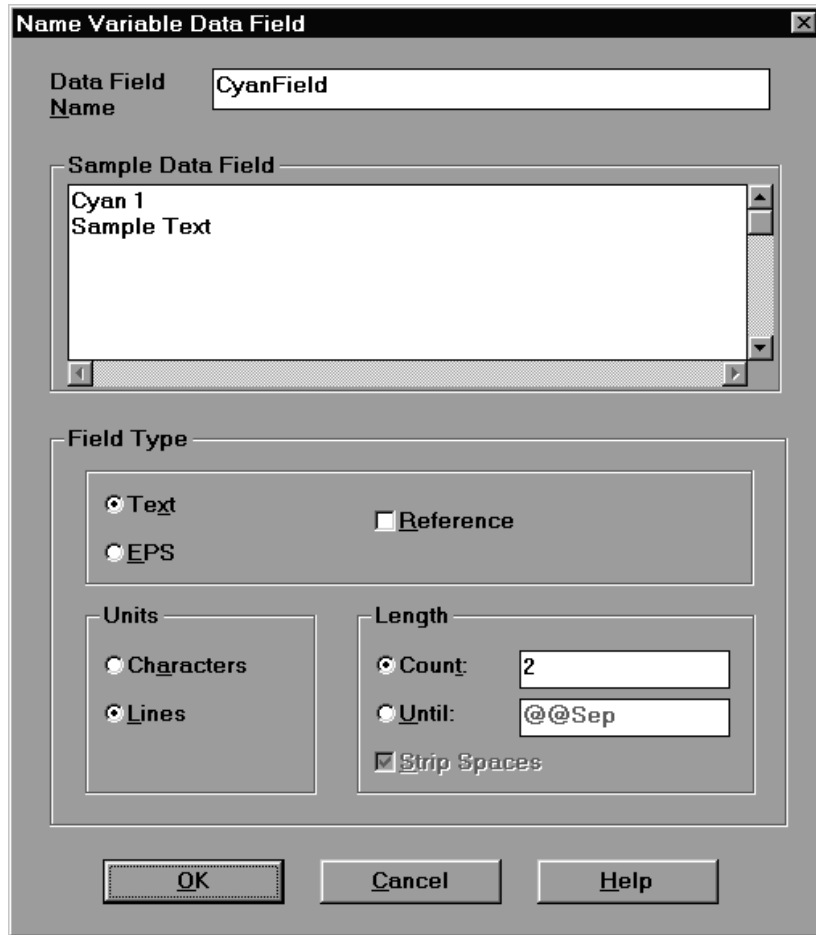


Figure 20. Name Variable Data Field Dialog

9. Repeat steps 5 and 7 on page 30 until you have selected the last data field in the list and you have defined all data fields.

Creating Variable Data Objects

After you have defined all of the variable data fields, follow these steps to create the variable data objects in your document:

1. Select the text or graphic object of sample variable data. If you are using the sample document, select the top-left text object.
2. From the menu bar, select **Utilities**, then **PageMaker Plug-Ins**, then **IBM Create Variable Data Object** from the menu bar.
This opens the Named Object window.
3. Enter a name for the object and specify the attributes of the text variable data or graphic variable data.
4. Select the data field whose contents belong in this object. Figure 21 on page 32 shows the CyanFront text object.
5. Select **OK** to create the variable data object.

Note: In your document, the variable data object will be gray and labelled with the name, as shown in Figure 22 on page 33.

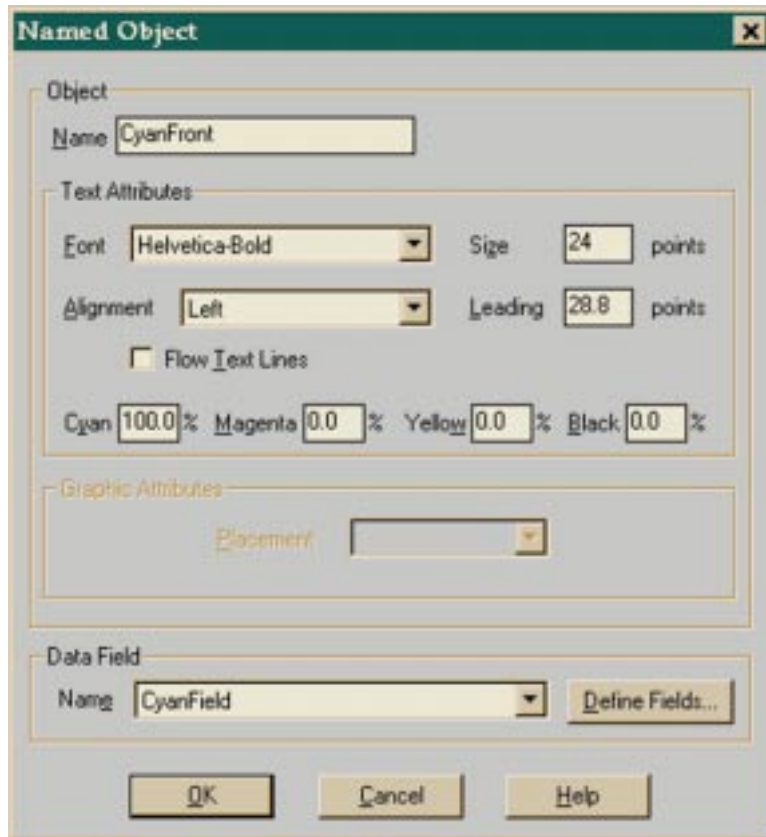


Figure 21. Named Object Dialog

- Repeat steps 1 through 3 on page 31 for the remaining variable data objects in the document. After you have finished creating all of the variable data objects, you are ready to produce the variable data job.

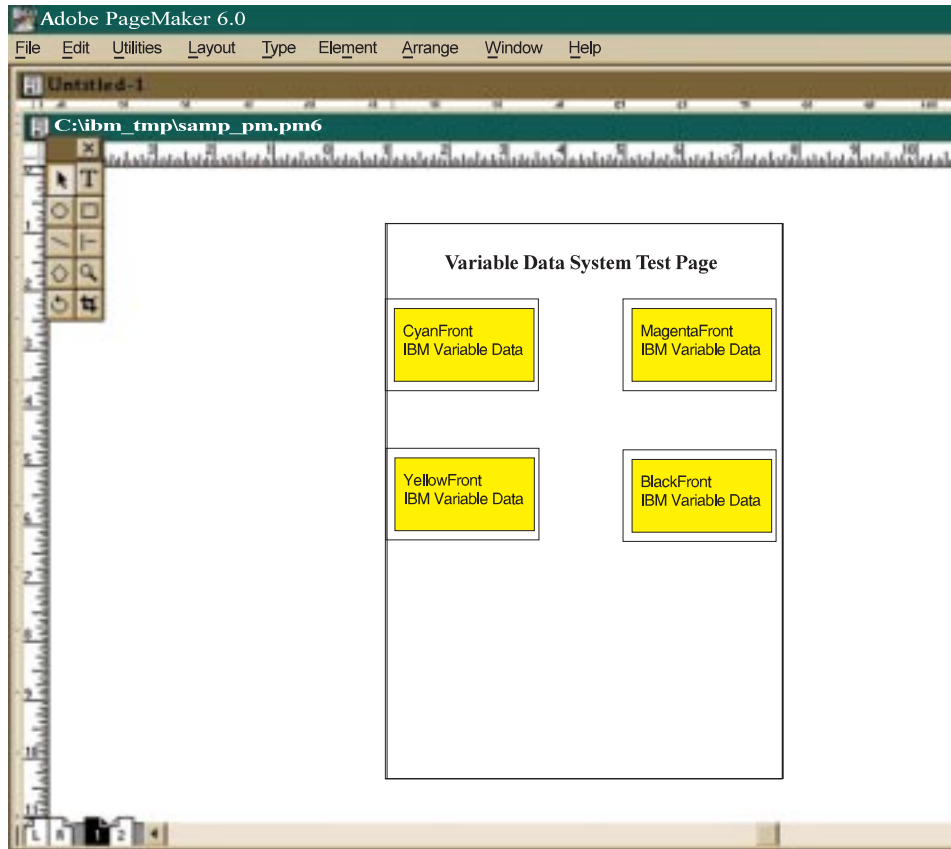


Figure 22. Final Sample Adobe PageMaker File

Producing the Variable Data Job

Before you produce variable data files, make sure that you have installed the printer PPDs and device drivers.

To produce your variable data job, follow these steps:

1. From the menu bar, select **File**, then **Print Document** from the menu bar.
This opens the Print Document window.
2. Select **IBM InfoColor 70** from the pull-downs for both **Printer** and **PPD**, and the **Portrait** icon for **Orientation**.
3. Select the **Options** button to close the Print Document window and open the Print Options window.
4. Check the **Write PostScript to File** check box and set the scale to **100%**.
5. Select the **Save** button to save the settings.
6. Select **Utilities**, then **PageMaker Plug-Ins**, then **IBM Produce Variable Data Job** from the menu bar.
This opens the IBM Produce Variable Data window.
7. Verify the name of the document definition file and PostScript files that should have the same name as your publication.
8. Select **OK** to create the printable files.

Providing Variable Data Files to the Print Shop

After the variable data job is produced, the files are ready to be transferred to the IBM InfoPrint Submit system. You must transfer the following files:

- Variable data input file
- Document definition file
- Master PostScript file
- Text and graphic files that the variable data input file references

Creating a Variable Data Job Using InfoPrint Submit

After your customer has generated the files necessary for a job that will contain variables, you will assemble the job when you create the job ticket.

To add a variable data item to the job:

1. In InfoPrint Submit, open or create a job, highlight the part (body or cover) of the job that will contain variable data, and select the **Add item...** icon.
2. The **Add item** pull-down menu displays. Select **Variable data** to add a Variable Data item to your job ticket.
3. In the **Files** tab that displays, complete the following fields by adding the appropriate files:

Input File

This may be a single file that contains the variable data to use with the master PostScript file. The field can also specify a file that lists the names of other files that contain the variable data.

The file type used for the variable input file may vary, but look for files with an extension of **.fil**.

If your variable input file contains the names of other files (encapsulated PostScript or text files), use the **Reference files** tab to add the files that contain the actual variable data.

Note: You must add the correct fonts to the AIX system. For instructions about adding fonts, refer to *IBM InfoPrint Manager for AIX: Administrator's Guide*.

DDF File Contains instructions for mapping the variable data from the variable input file to the master file. This file was created when you produced your variable data job using the Quark XPress XTensions or Adobe PageMaker Plug-Ins. Typically, this file will have a **.ddf** extension.

Master Documents

The main document into which variable data will be added when the job prints. This file was created when you produced your variable data job. Typically this file will have a **.ps** extension.

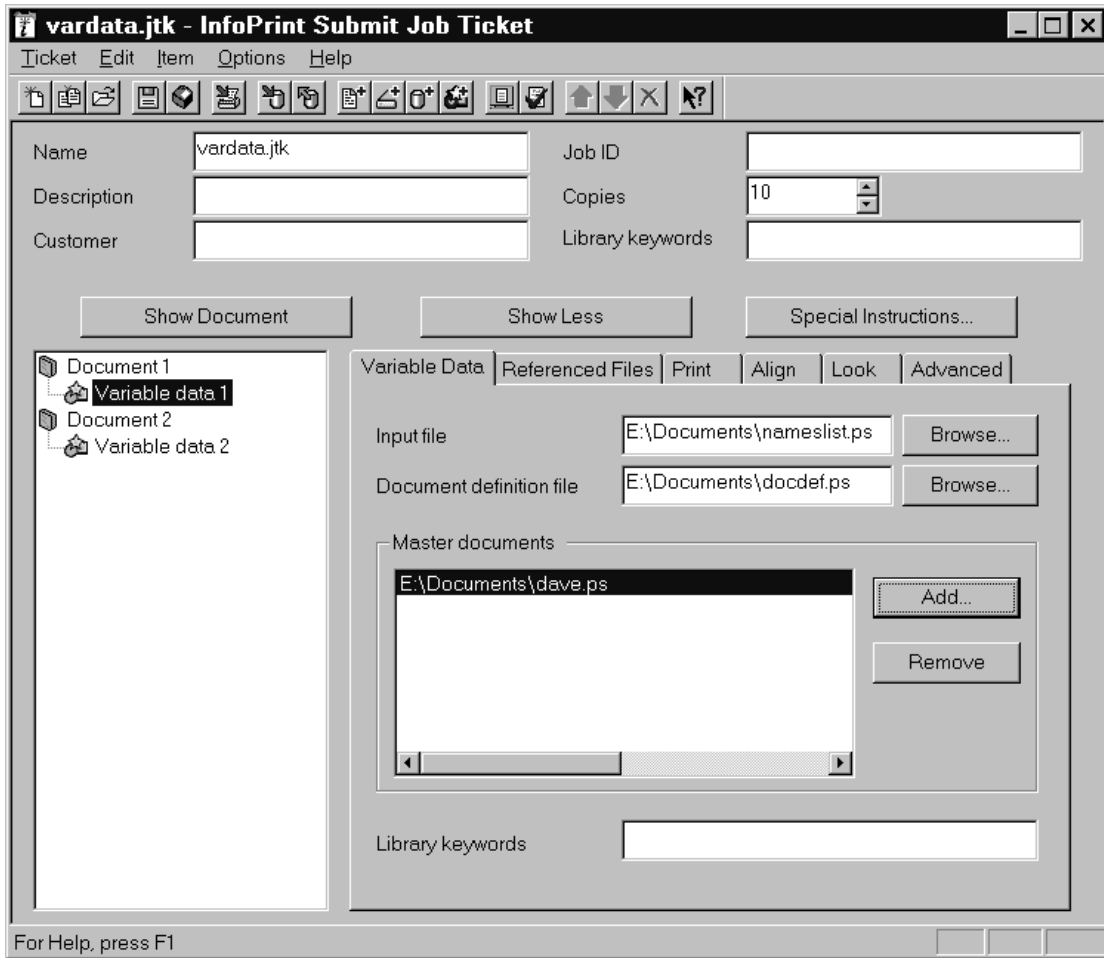


Figure 23. Adding Variable Data to a Job

Printing a Job Containing Variable Data

After you have created a job containing variable data, you can print it as you would other jobs.

You may, however, want to print just a subset of your print run to verify that data is being inserted correctly and uses the correct fonts. You can edit the variable input file to include only a subset of the variables. When you print, only these variables will be inserted into pages for the number of copies you specify. When you make the smaller input file, be sure to include only complete records.

Chapter 4. Using InfoPrint Select to Submit a Job

InfoPrint Select allows you to submit jobs from an IBM Operating System/2 (OS/2) or Windows workstation to a printer that is managed by InfoPrint. You can print from applications or from the DOS command line.

Adding a New Printer

Before you can use InfoPrint Select to submit a job to a printer, you must define the printer to your operating system.

OS/2

To define a new printer to OS/2, follow these steps:

1. Click on the **InfoPrint Manager Client** icon on the desktop.
2. Select **InfoPrint Connections**.
3. From the **Connection** menu, select **Add...**
4. Fill in the **Host Name** and **Socket** fields and click on the **Add** button.
5. Close the **InfoPrint Connections** window.
6. In the **InfoPrint Manager Client** window, select **Network**.
7. Select **InfoPrint** to open a window that shows server icons.
8. Select a server icon to open a window that shows printer icons.
9. Drag and drop a printer icon onto the desktop. The printer definition is complete.

Windows 3.1.1 or WIN-OS/2

To define a new printer to Windows 3.1.1 or WIN-OS/2, follow these steps:

1. Start InfoPrint Select.
2. From the **Edit** menu, select **Settings**.
3. On the **Connection** tab, fill in the **Host Name** and **Port Number** fields.
4. On the **Printers** tab, select **InfoPrint Manager** in the **Server Name** field and click on the **OK** button.
5. In the InfoPrint Select window, click on the button with a plus sign in the toolbar; or select the **Printer** menu, then **Add**.
6. Select a printer and click on the **Install** button. The printer definition is complete.

Windows 95

To define a new printer to Windows 95, follow these steps:

1. From the **Start** menu, select **Settings**, then **Printers**.
2. Click on the **Add Printer** icon.
3. Select **Local Printer** and click on the **Next** button.
4. Click on the **Have Disk** button.

5. Select the directory where InfoPrint Select is installed and click on the **OK** button.
6. Select a printer model from the list and click on the **Next** button.
7. In the list of available ports, select **InfoPrint** and click on the **Configure Port** button.
8. Fill in the **Host Name** and **Host Port** fields.
9. In the **Print Server** field, select **InfoPrint Manager**; then click on the **Refresh Printer List** button.

Note: Windows 95 saves your entries in the **Host Name**, **Host Port**, and **Print Server** fields for future printer definitions.
10. Select a printer from the list and click on the **OK** button.
11. Click on the **Next** button.
12. Either accept the default name for the printer or enter a name of your choice. This name will appear under the printer icon.
13. If you want applications to use this printer as the default printer, select **Yes**. Otherwise, select **No**.
14. Refer to the Microsoft documentation to help you select the **Share** or **Not Share** option.
15. When you are prompted to print a test page, select **No**.
16. Click on the **Finish** button.
17. Open the **Properties** dialog for the new printer.
18. On the **Details** tab, click on the **Spool Settings...** button.
19. Select **Disable bi-directional support for this printer**, then click on the **OK** button. The printer definition is complete.

Windows NT

To define a new printer to Windows NT, follow these steps:

1. From the **Start** menu, select **Settings**, then **Printers**.
2. Click on the **Add Printer** icon.
3. Select **My Computer** and click on the **Next** button.
4. In the list of available ports, select **InfoPrint** and click on the **Configure Port** button.
5. Fill in the **Host Name** and **Host Port** fields.
6. In the **Print Server** field, select **InfoPrint Manager**; then click on the **Refresh Printer List** button.

Note: Windows NT saves your entries in the **Host Name**, **Host Port**, and **Print Server** fields for future printer definitions.
7. Select a printer from the list and click on the **OK** button.
8. Click on the **Next** button.
9. Click on the **Have Disk** button.

10. Select the directory where InfoPrint Select is installed and click on the **OK** button.
11. Select a printer model from the list and click on the **Next** button.
12. Either accept the default name for the printer or enter a name of your choice. This name will appear under the printer icon.
13. If you want applications to use this printer as the default printer, select **Yes**. Otherwise, select **No**.
14. Refer to the Microsoft documentation to help you select the **Share** or **Not Share** option.
15. When you are prompted to print a test page, select **No**.
16. Click on the **Finish** button. The printer definition is complete.

Printing from Applications

InfoPrint Select works with the print facility of each application, so printing from every program is a little different. A typical application may allow you to specify a printer other than the default, the number of copies, or a range of pages. For example, Figure 24 shows the File Print dialog for Lotus Notes.

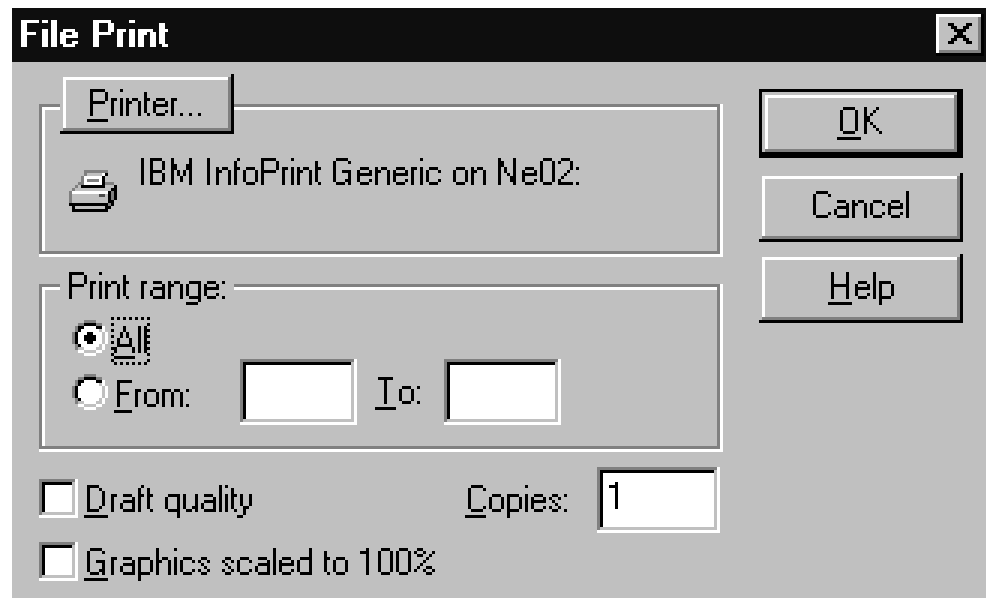


Figure 24. Printing from Lotus Notes

Printing from the Command Line

InfoPrint Select allows you to enter the following InfoPrint commands on the DOS command line:

- pdls** Lists selected attribute values for a job, destination, or other InfoPrint object
- pdpr** Submits a job to a logical destination

pdq Queries the status of selected jobs, of all jobs that have been submitted to a logical destination, or of all jobs that have been assigned to an actual destination

The *IBM InfoPrint Manager for AIX: Reference* provides information about InfoPrint commands and attributes and shows several examples of each command that you can issue from InfoPrint Select. This section contains examples of using the commands to perform some common tasks.

Querying Destination Attributes

To determine whether the logical destination london is ready to receive jobs, enter:

```
pdls -c destination -r "destination-state" london
```

Submitting a Job

To submit the file myjob.ps to the logical destination london and request two-sided printing, enter:

```
pdpr -d london -x "sides=2" myjob.ps
```

Querying Jobs

To query all the jobs that you submitted to logical destination london, enter:

```
pdq -d london
```

InfoPrint returns information similar to the following:

Job ID	Name	State	Intervening Jobs	Destination Requested	Destination Assigned
13	Serv1:1104221000 report.ps	printing	0	london	caxton
14	Serv1:1104221023 myjob.ps	pending	8	london	morris

Chapter 5. Using the InfoPrint AIX Client to Submit a Job

The InfoPrint AIX client allows you to enter InfoPrint commands on the AIX command line. It has no graphical user interface.

Commands You Can Use from the InfoPrint AIX Client

On any AIX system, the InfoPrint AIX client allows authorized users (normally all users) to use the following InfoPrint commands:

- pdls** Lists selected attribute values for a job, destination, or other InfoPrintobject
- pdpr** Submits a job to a logical destination
- pdq** Queries the status of selected jobs, of all jobs submitted to a logical destination, or of all jobs assigned to an actual destination

If the InfoPrint AIX client and server are in the same namespace, or if the value of the server **security-level** attribute is **none**, authorized users can also use other InfoPrint commands. By default, all users are authorized to use the following commands:

- pdmod** Modifies the attributes of submitted jobs or of the documents in them
- pdrm** Deletes jobs

Note: For more information about InfoPrint commands and attributes, refer to *IBM InfoPrint Manager for AIX: Reference* or to the man pages. Command man pages have the same name as the command. For a list of attribute man pages, enter:

```
man pd_att
```

Examples of Using the InfoPrint AIX Client

The *IBM InfoPrint Manager for AIX: Reference* and the command man pages show several examples of each command that you can issue from the InfoPrint AIX client. This section contains examples of using the commands to perform some common user tasks.

Filtering Destinations

To find a destination near you that can print two-sided PostScript jobs, enter:

```
pdls -c destination -f "destination-realization==actual
document-format-supported==postscript sides-supported==2"
-r "destination-location" \*:
```

The **-f** flag specifies that you want to list only actual destinations that support PostScript format and two-sided printing. The **-r** flag specifies that you want to know where the actual destinations are. The asterisk means that you want to check every server. The blank after the colon means that you want to check every destination in every server. The backslash prevents the shell from interpreting the asterisk as a special character.

InfoPrint returns information similar to the following:

```
caxton: destination-location = 3rd floor E
elzevir: destination-location =
morris: destination-location = 1st floor W
```

You decide to print your job on morris. To determine a logical destination that routes jobs to morris, enter:

```
pdls -c destination -f "destination-associated-destinations==morris" \*:
```

Querying Destination Attributes

To determine whether morris is ready to receive jobs, enter:

```
pdls -c destination -r "destination-state" morris
```

Submitting a Print Job

To submit the file myjob to the logical destination london, requesting two-sided printing on the actual destination morris, enter:

```
pdpr -d london -x "destination-name-requested=morris sides=2" myjob
```

Submitting a Fax Job

To submit the cover sheet faxcover and the file Memo1 to the logical destination faxout for transmission to fax number 1-709-123-4567, enter:

```
pdpr -d faxout -x "fax-number=17091234567 document-type=cover-sheet"
-f faxcover -x "document-type=printable" Memo1
```

Querying Jobs

To query all the jobs that you submitted to logical destination london, enter:

```
pdq -d london
```

InfoPrint returns information similar to the following:

Job ID	Name	State	Intervening Jobs	Destination Requested	Destination Assigned
13	Serv1:1104221000 report	printing	0	london	caxton
14	Serv1:1104221023 myjob	pending	8	london	morris

Modifying Job Attributes

After submitting myjob, you decide that you want to print two copies and that you want to retain it for one hour after it prints. When you queried the jobs that you submitted to london, you saw that the local job ID is 14. You also saw that the job is still pending, so it can still be modified. Enter:

```
pdmod -n 2 -x "job-retention-period=1:00" 14
```

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Chapter 6. Using the InfoPrint Job and Printer Management GUI

The InfoPrint job and printer management GUI is an operator interface for managing InfoPrint jobs and physical printers. It runs on multiple platforms, so you can use it either from a workstation client or from the AIX server.

Tasks You Can Do with the InfoPrint Job and Printer Management GUI

You can use the InfoPrint job and printer management GUI to perform the following operator tasks:

- Support hundreds of jobs and printers
- Support a simple view of jobs and printers
- Check printer status
- Show the status of Simple Network Management Protocol (SNMP) printers
- Recover from printer device errors
- Change the media ready on a physical printer
- Enable or disable a physical printer
- Check job status
- Recover from job errors
- Retain jobs
- Resubmit retained jobs
- Hold and release jobs
- Search for jobs
- Assign jobs to another physical printer
- Change the media for a job

While the InfoPrint job and printer management GUI allows you to perform the most common operator tasks, it does not allow you to perform every task you may need to do. You must use the InfoPrint administrator's GUI, which runs only on AIX, to perform the following operator tasks:

- Work with fax and email destinations
- Shut down actual destinations
- Clean (delete) all jobs from actual destinations
- Forward space or backspace a physical printer
- Interrupt the job printing on a physical printer
- Pause and resume actual destinations (advanced InfoPrint administrator's GUI only)
- Set print quality
- Change the separator sheet
- View job tickets (basic InfoPrint administrator's GUI only)
- View job logs
- Check the progress of a job

The Three Views of the InfoPrint Job and Printer Management GUI

The InfoPrint job and printer management GUI offers three different views: basic, advanced, and distributed. Although you can display any view, each one is most suitable for a particular situation.

- Use the *basic* view if your InfoPrint server is configured to support:
 - Print on Demand (commercial) printing
 - Assignment of jobs to actual destinations when they are submitted
 - PostScript, TIFF, and variable data jobs
 - Jobs submitted from InfoPrint Submit, InfoPrint Scan, or InfoPrint Library
- Use the *advanced* view if your InfoPrint server is configured to support:
 - Data center (production) or distributed mission printing
 - Printer pooling for workload balancing
 - PostScript, TIFF, and variable data jobs
 - Jobs submitted from the command line, from workstation applications through InfoPrint Select, or from other application programs
- Use the *distributed* view if you are a customer service representative at a help desk who needs to locate jobs and assist customers.

Starting the InfoPrint Job and Printer Management GUI

How you start the InfoPrint job and printer management GUI depends on:

- The platform you are running on
- On AIX, the way the server is configured
- Whether you start the InfoPrint job and printer management GUI from the desktop or the command line

Starting the InfoPrint Job and Printer Management GUI from the Windows Desktop

To open the InfoPrint job and printer management GUI from the Windows desktop, select one of the InfoPrint icons.

- Select **InfoPrint Basic** to open a view similar to Figure 25 on page 49.
- Select **InfoPrint Advanced** to open a view similar to Figure 26 on page 50.
- Select **InfoPrint Distributed** to open a view similar to Figure 27 on page 51.

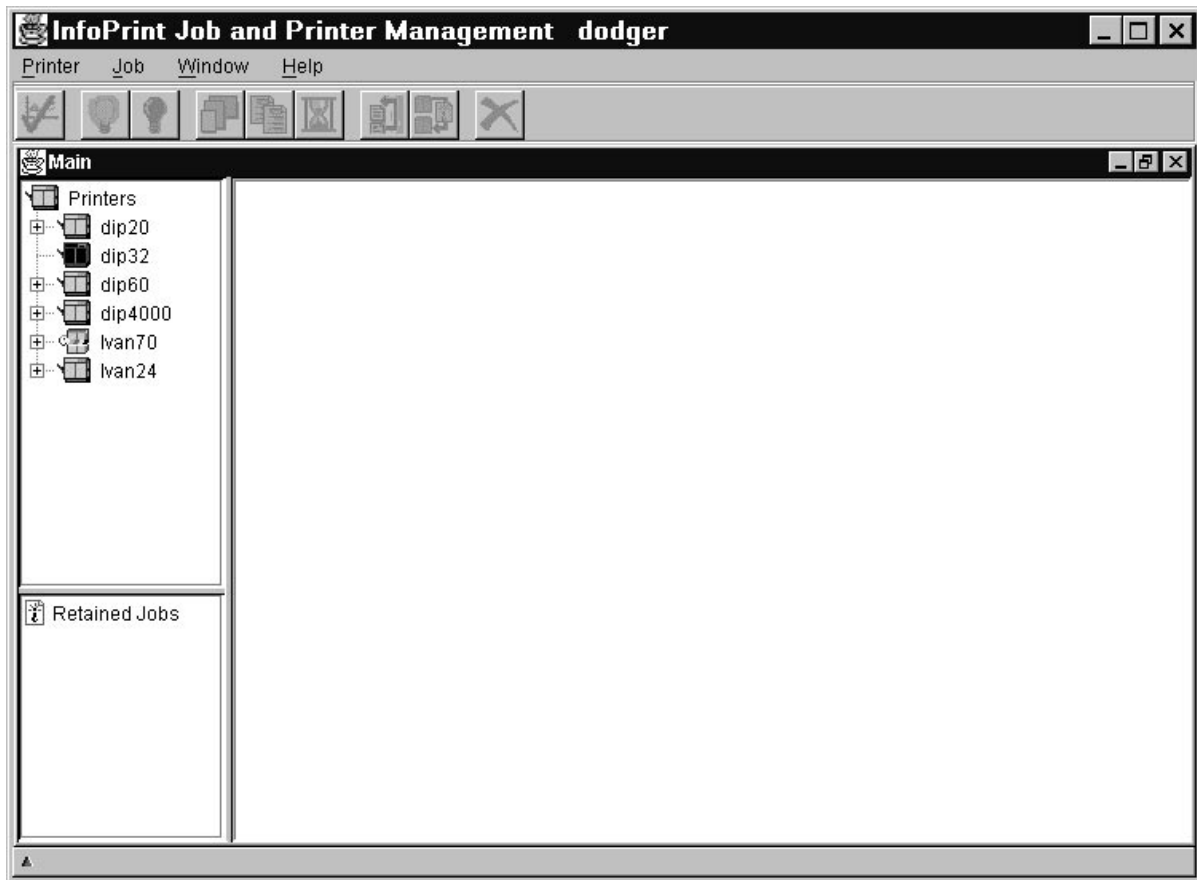


Figure 25. Basic View of the Main Window of the InfoPrint Job and Printer Management GUI

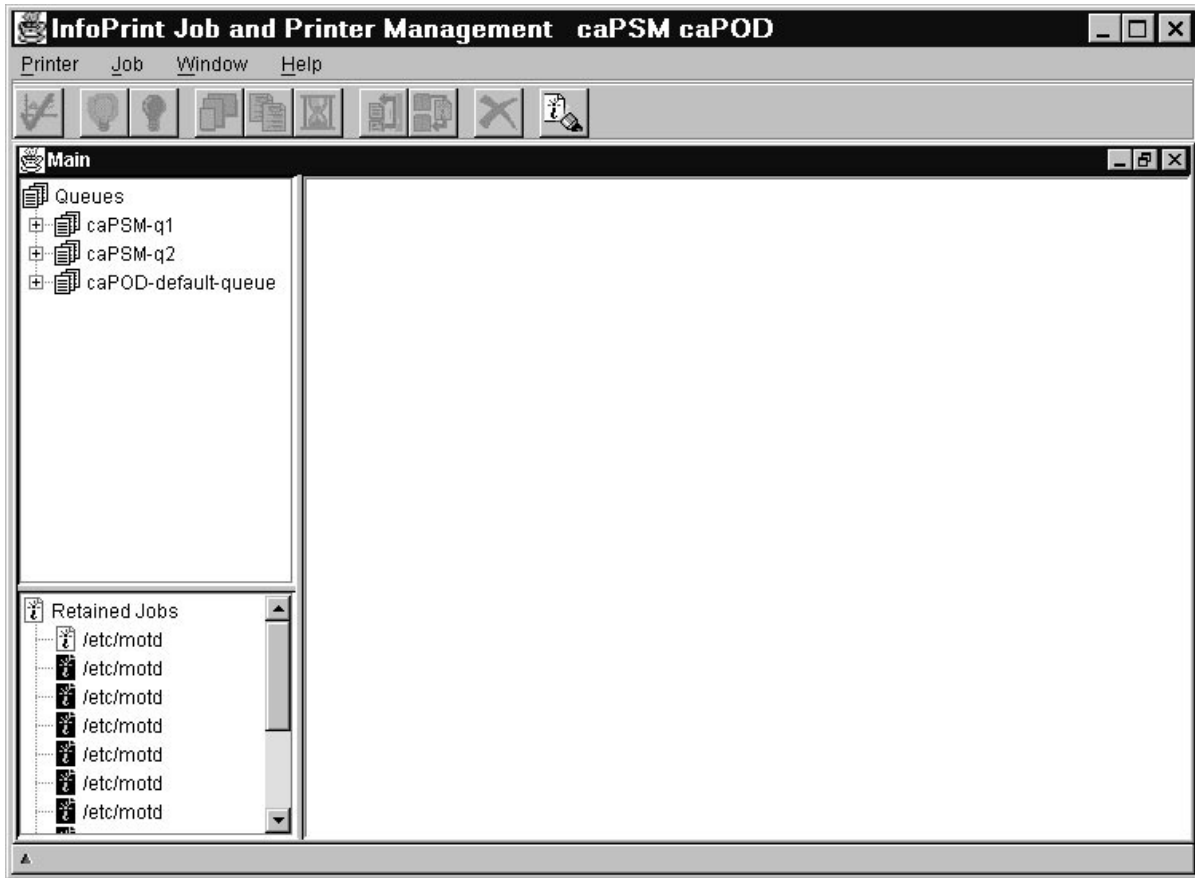


Figure 26. Advanced View of the Main Window of the InfoPrint Job and Printer Management GUI

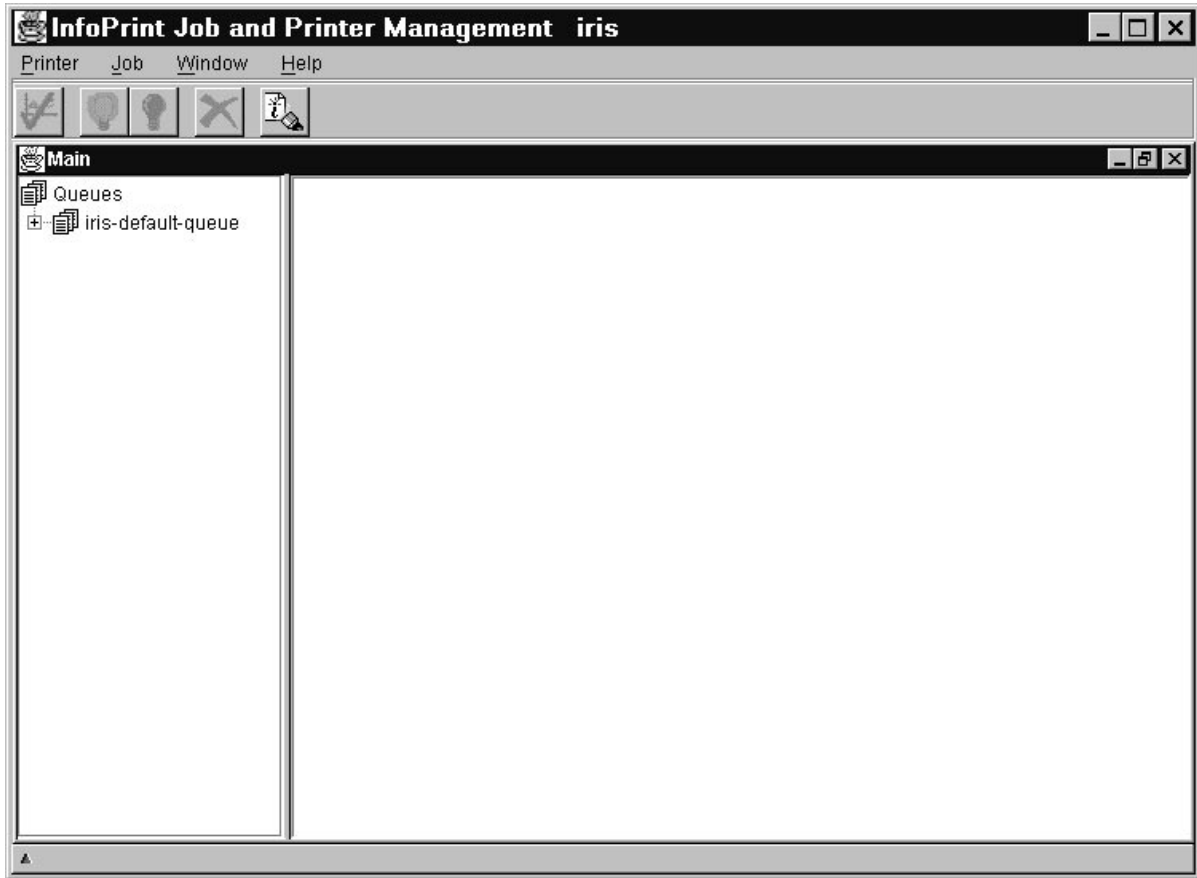


Figure 27. Distributed View of the Main Window of the InfoPrint Job and Printer Management GUI

Starting the InfoPrint Job and Printer Management GUI from the AIX Desktop in a Basic Environment

Note: If the **InfoPrint** icon does not appear on the front panel of the desktop, you have an advanced environment. See “Starting the InfoPrint Job and Printer Management GUI from the AIX Desktop in an Advanced Environment” on page 52.

To start the basic view of the InfoPrint job and printer management GUI from the AIX desktop in a basic environment:

1. Select the arrow over the **InfoPrint** icon to display the IBM InfoPrint popup.
2. Make a selection from the popup:
 - Select **Basic Operator GUI** to open a view similar to Figure 25 on page 49.
 - Select **Advanced** to open a view similar to Figure 26 on page 50.
 - Select **Distributed** to open a view similar to Figure 27.

To start the advanced or distributed view of the InfoPrint job and printer management GUI from the AIX desktop in a basic environment:

1. Click on the **Application Manager** icon, which looks like an open file drawer with a calculator, to open the Application Manager window. Among the application icons, there is a folder icon for the InfoPrint application group.
2. Double-click on the **InfoPrint** folder to open the InfoPrint Application Group window. This window displays icons representing different parts of the InfoPrint GUIs.
3. Double-click on **Advanced Operator GUI** to open a view similar to Figure 26 on page 50, or on **Distributed Operator GUI** to open a view similar to Figure 27 on page 51.

Starting the InfoPrint Job and Printer Management GUI from the AIX Desktop in an Advanced Environment

Note: If the InfoPrint icon appears on the front panel of the desktop, you have a basic environment. See “Starting the InfoPrint Job and Printer Management GUI from the AIX Desktop in a Basic Environment” on page 51.

To start the InfoPrint job and printer management GUI from the AIX desktop in an advanced environment:

1. Click on the **Application Manager** icon, which looks like an open file drawer with a calculator, to open the Application Manager window. Among the application icons, there is a folder icon for the InfoPrint application group.
2. Double-click on the **InfoPrint** folder to open the InfoPrint Application Group window. This window displays icons representing different parts of the InfoPrint GUIs.
3. Double-click on one of these icons:
 - Double-click on **Basic Operator GUI** to open a view similar to Figure 25 on page 49.
 - Double-click on **Advanced Operator GUI** to open a view similar to Figure 26 on page 50.
 - Double-click on **Distributed Operator GUI** to open a view similar to Figure 27 on page 51.

Starting the InfoPrint Job and Printer Management GUI from the Command Line

You can start the InfoPrint job and printer management GUI from the AIX or DOS command line.

- To open a view similar to Figure 25 on page 49, enter:
`ipguibasic`
- To open a view similar to Figure 26 on page 50, enter:
`ipguiadv`
- To open a view similar to Figure 27 on page 51, enter:
`ipguidist`

Note: On Windows, before you can issue these commands, you must edit the **autoexec.bat** file from a DOS window. In this file, add `c:\lppgui` to the **PATH** environment variable, where *c:* is the drive where you installed the InfoPrint job and printer management GUI.

Chapter 7. Using the InfoPrint Administrator's GUI

The InfoPrint Visual Systems Management (VSM) graphical user interface (GUI) gives you the ability to perform InfoPrint administrator and operator tasks from a GUI rather than from a command line. The GUI displays objects and actions as icons that you use to monitor the status of your InfoPrint system and to perform InfoPrint tasks. Through the GUI you can expand your InfoPrint system. You can monitor InfoPrint servers, queues, logical destinations, actual destinations, media, jobs, and documents. You can also control default attribute values for jobs and documents.

This chapter presents an overview of the most important features of the GUI. After reading this information, you should start the GUI and then browse through the online help. The online help contains detailed information about all the features of the GUI and how to use them to perform system management tasks.

The Basic InfoPrint Administrator's GUI and the Advanced InfoPrint Administrator's GUI

There are two versions of the InfoPrint administrator's GUI: basic and advanced. You can install either version when you install InfoPrint.

The basic InfoPrint administrator's GUI gives you a simpler view of your InfoPrint system than the advanced InfoPrint administrator's GUI. Although it offers fewer functions than the advanced InfoPrint administrator's GUI, it has some functions that the advanced InfoPrint administrator's GUI does not. For example, the basic InfoPrint administrator's GUI allows you to view the contents of a job ticket.

Using the advanced InfoPrint administrator's GUI in a basic environment allows you to perform some functions not available in the basic InfoPrint administrator's GUI. For example, you can work with queue objects. Keep in mind, though, that the basic environment makes certain assumptions about the names and attributes of some objects. If you use the advanced InfoPrint administrator's GUI to change the values of certain attributes that are not visible in the basic InfoPrint administrator's GUI, you may cause errors.

Table 3 lists the differences between the two versions.

Basic InfoPrint Administrator's GUI	Advanced InfoPrint Administrator's GUI
General	
Normally used in basic environment, but can also be used in advanced environment	Normally used in advanced environment, but can also be used in basic environment
Enforces early binding	Defaults to late binding
Hourglass destination configuration; but by default behaves like a desktop destination configuration	Any destination configuration
Windows and Views	
Three application windows	Seven application windows
Job log and job ticket windows; no event log window	Event log and job log windows; no job ticket window

Table 3 (Page 2 of 3). Differences between the Basic and Advanced InfoPrint Administrator's GUIs

Basic InfoPrint Administrator's GUI	Advanced InfoPrint Administrator's GUI
Assigned jobs appear in the Print Queue window for each actual destination	Assigned jobs appear in the Queue/Jobs window and are not sorted by actual destination
Unassigned jobs appear in the unassigned jobs area until they are scheduled to an actual destination, then disappear and reappear in the Print Queue window for the actual destination	No unassigned jobs area; unassigned jobs appear in the Queue/Jobs window with other queued jobs
Job Details view of Print Queue window shows different attributes from advanced Queue/Jobs window	Job Details view of Queue/Jobs window shows different attributes from basic Print Queue window
Objects and Attributes	
Displays logical destinations, actual destinations, media, jobs, documents, default jobs, and default documents	Displays servers, logical destinations, queues, actual destinations, jobs, documents, default jobs, and default documents
Allows you to configure important object attributes	Allows you to configure all object attributes except a few used primarily in basic installations, for example, the print-quality document or default document attribute
Objects: Servers	
Does not allow you to see, modify, or perform actions on servers	Allows you to see, modify, and perform actions on servers
Monitors objects in all servers in namespace	Monitors all servers in namespace or selected servers
Objects: Actual Destinations	
Full support of 3170 actual destinations	Displays 3170 actual destinations as AIX actual destinations; does not allow you to create or modify them
Red icons represent actual destinations that need attention or key operator attention	Black icons represent actual destinations that need attention or key operator attention
Does not allow you to pause or resume actual destinations	Allows you to pause and resume actual destinations
Objects: Queues	
Does not allow you to create, see, modify, or perform actions on queues.	Allows you to create, see, modify, and perform actions on queues.
All logical destinations that you create in the same server send jobs to the same default queue. All actual destinations that you create in the same server receive jobs from that queue. You cannot change this queue.	Allows you to change the queue to which a logical destination sends jobs or from which an actual destination receives jobs
Objects: Logical Destinations	
Does not allow you to identify orphan logical destinations or associate them with queues	Allows you to identify orphan logical destinations and associate them with queues
Objects: Jobs	
Normal job icons represent unassigned jobs, regardless of state	Black job icons represent paused, held, and cancelled jobs, even if unassigned
Red job icons represent jobs that require resources that are not ready or not supported, or jobs that are in danger of not printing before the deadline	Normal job icons represent jobs that require resources that are not ready or not supported, or jobs that are in danger of not printing before the deadline

<i>Table 3 (Page 3 of 3). Differences between the Basic and Advanced InfoPrint Administrator's GUIs</i>	
Basic InfoPrint Administrator's GUI	Advanced InfoPrint Administrator's GUI
Does not allow you to promote a job to the head of the queue, but allows you to reorder it relative to another job	Does not allow you to reorder a job relative to another job; but allows you to promote it to the head of the queue
Does not allow you to resubmit a job to a logical destination; but allows you to reorder it to an actual destination, server, or the unassigned jobs area	Does not allow you to reorder a job to an actual destination, server, or the unassigned jobs area; but allows you to resubmit it to a logical destination
To hold or release a job, drag and drop the Interrupt or Resume action onto the job	To hold or release a job, select Yes or No in the Hold field of the Job attributes notebook
Objects: Media	
Allows you to create, see, modify, and perform actions on medium objects	Does not allow you to create, see, modify, or perform actions on medium objects

Throughout this publication, references to "the InfoPrint administrator's GUI" that do not specify "basic" or "advanced" apply to either version.

Prerequisites for Using the InfoPrint Administrator's GUI

Before you can start and use the InfoPrint administrator's GUI, you must complete the following prerequisite tasks:

- You must install InfoPrint and either the basic or the advanced InfoPrint administrator's GUI.
- You must be running at least a minimum InfoPrint configuration, which consists of a server, one logical destination, one queue, and one actual destination.
- You must be logged into AIX as a user with administrator permissions, for example, **root**.
- You must set your **DISPLAY** environment variable by using a standard command, such as:

```
export DISPLAY=hostname:0
```
- You must be running the Common Desktop Environment (CDE). If the desktop does not start automatically, start it using a standard command, such as:

```
startx -x /usr/dt/bin/Xsession -d hostname:0
```

Starting and Stopping the InfoPrint Administrator's GUI

How you start the InfoPrint administrator's GUI depends on:

- Whether you installed a basic or advanced InfoPrint system. In basic installations, the front panel of the desktop is customized for InfoPrint.
- Whether you want to start the basic or advanced InfoPrint administrator's GUI. Normally the basic InfoPrint administrator's GUI runs in basic installations and the advanced InfoPrint administrator's GUI runs in advanced installations, but you can use either InfoPrint administrator's GUI in either InfoPrint environment.

To stop either the basic or the advanced InfoPrint administrator's GUI, click on the **Exit** button in the bottom left corner of each open application window.

Starting the Basic InfoPrint Administrator's GUI in a Basic Environment

Note: If the **InfoPrint** icon does not appear on the front panel of the desktop, you have an advanced environment. See “Starting the Basic InfoPrint Administrator's GUI in an Advanced Environment” on page 59 or “Starting the Advanced InfoPrint Administrator's GUI” on page 60 .

To open the basic InfoPrint administrator's GUI in a basic environment:

1. Select the arrow over the **InfoPrint** icon to display the IBM InfoPrint popup.
2. Select **Print Administration** to open a Print Administration window similar to Figure 28; or select **Print Management** to open a Print Management window similar to Figure 29 on page 59.



Figure 28. Print Administration Window (Basic InfoPrint Administrator's GUI)

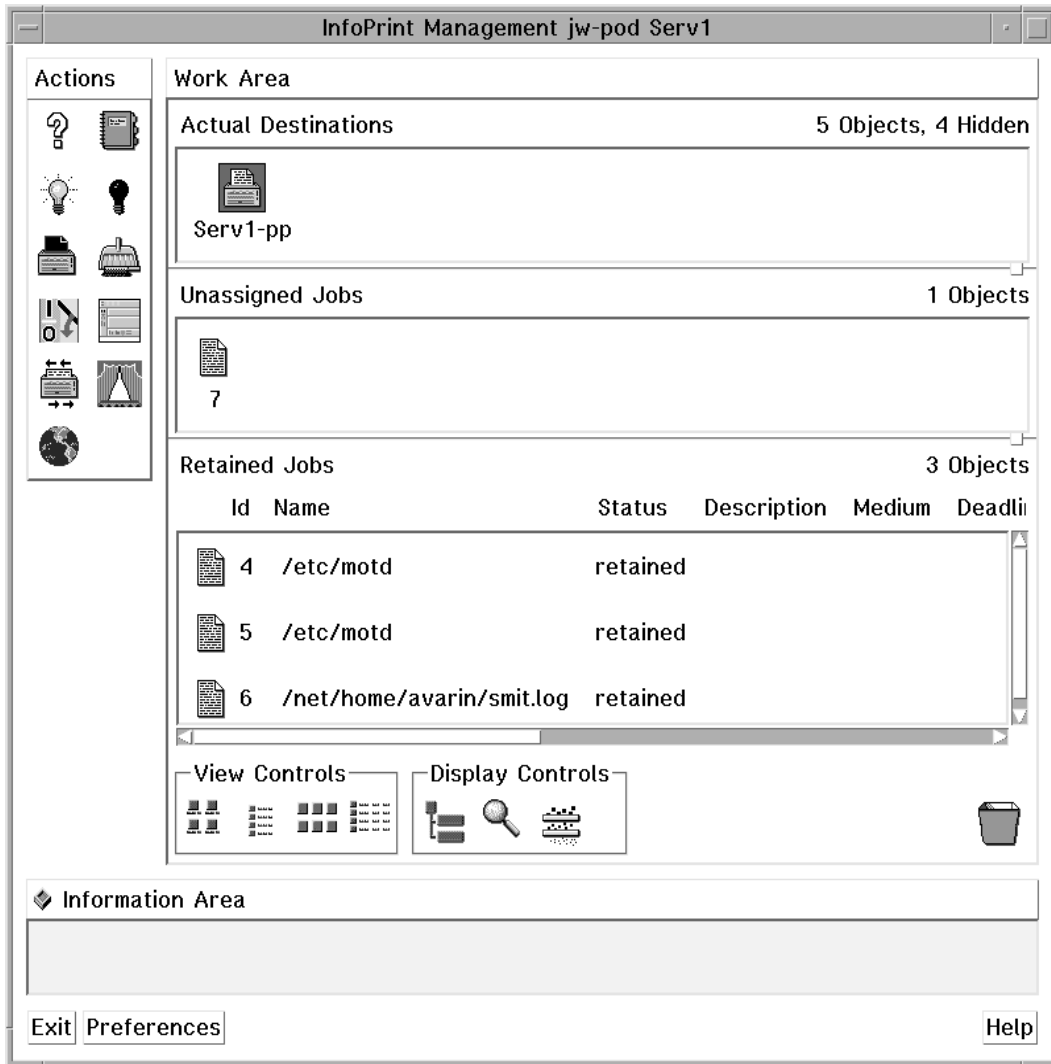


Figure 29. Print Management Window (Basic InfoPrint Administrator's GUI)

Starting the Basic InfoPrint Administrator's GUI in an Advanced Environment

Note: If the InfoPrint icon appears on the front panel of the desktop, you have a basic environment. See “Starting the Basic InfoPrint Administrator's GUI in a Basic Environment” on page 58.

To open the basic InfoPrint administrator's GUI in an advanced environment, you must use the AIX command line. Enter:

```
admingui
```

to open a Print Administration window similar to Figure 28 on page 58; or enter:

```
opergui
```

to open a Print Management window similar to Figure 29.

Starting the Advanced InfoPrint Administrator's GUI

Note: If the InfoPrint icon appears on the front panel of the desktop, you have a basic environment. If you still want to start the advanced InfoPrint administrator's GUI, this section applies. To start the basic InfoPrint administrator's GUI, see "Starting the Basic InfoPrint Administrator's GUI in a Basic Environment" on page 58.

To start the advanced InfoPrint administrator's GUI from either an advanced or a basic environment:

1. Click on the **Application Manager** icon, which looks like an open file drawer with a calculator, to open the Application Manager window. Among the application icons, there is a folder icon for the InfoPrintapplication group.
2. Double-click on the **InfoPrint** folder to open the InfoPrint Application Group window. This window displays icons representing different parts of the InfoPrint GUIs.
3. Double-click on the **Administration GUI** icon to open an InfoPrint Servers window similar to Figure 30 on page 61.

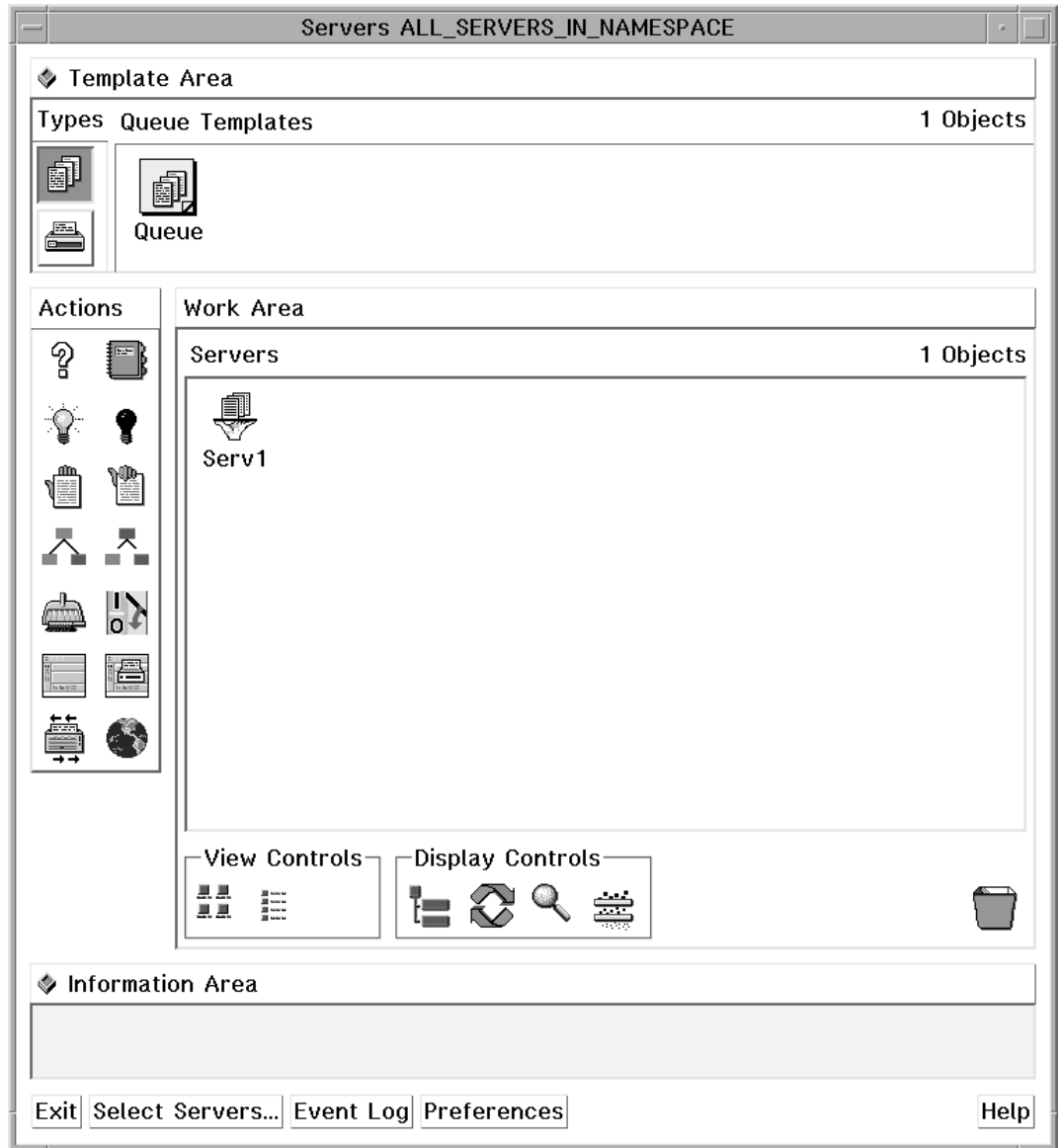


Figure 30. InfoPrint Servers Window (Advanced InfoPrint Administrator's GUI)

Understanding the InfoPrint Administrator's GUI Windows

The InfoPrint administrator's GUI uses application windows, dialog windows, and message windows to display and receive information. Also, the GUI uses notebooks and templates to group related types of information.

The Basic InfoPrint Administrator's GUI Application Windows

The application windows of the basic InfoPrint administrator's GUI let you monitor and work with icons that represent the InfoPrint objects in your print environment. The InfoPrint object icons represent logical destinations, actual destinations, media, default job objects, jobs, default document objects, and documents.

The organization of the basic application windows corresponds to the organization of tasks. The Print Administration window displays all the objects that

administrators work with. From it, you can open the Print Management window, which displays objects that either administrators or operators work with. From a selected actual destination in the Print Management window, you can open a Print Queue window that displays the jobs assigned to that actual destination.

Figure 31 shows the basic InfoPrint administrator's GUI application windows hierarchy and lists the objects displayed in each window.

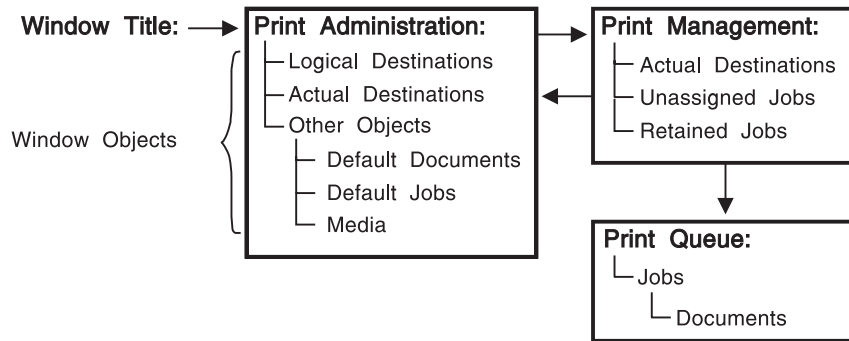


Figure 31. Basic InfoPrint Administrator's GUI Application Windows Hierarchy

The Advanced InfoPrint Administrator's GUI Application Windows

The application windows of the advanced InfoPrint administrator's GUI let you monitor and work with icons that represent the InfoPrint objects in your print environment. The InfoPrintobject icons represent servers, queues, logical destinations, actual destinations, default job objects, jobs, default document objects, and documents.

The organization of the advanced application windows corresponds to the hierarchy of InfoPrint objects. From a selected object in one window, you can open another window that contains objects that are related to the selected object.

Figure 32 on page 63 shows the advanced InfoPrint administrator's GUI application windows hierarchy and lists the objects that are displayed in each window.

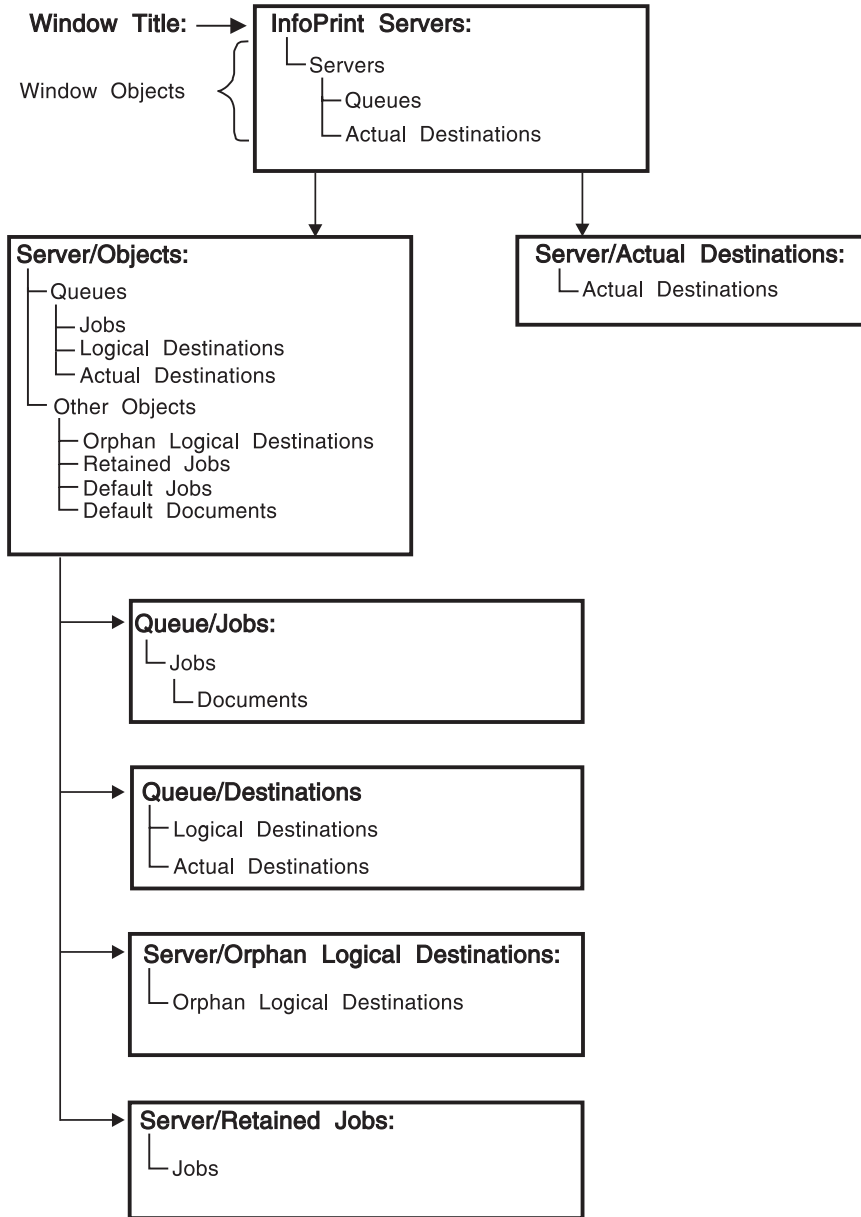


Figure 32. Advanced InfoPrint Administrator's GUI Application Windows Hierarchy

The Format and Icons Used in InfoPrint Administrator's GUI Application Windows

The application windows all have the same format. An application window contains an Actions area, a Work Area, and an Information Area. If you can create objects from the window, it also contains a Template Area. Both the Print Administration window of the basic InfoPrint administrator's GUI (Figure 28 on page 58) and the Servers window of the advanced InfoPrint administrator's GUI (Figure 30 on page 61) contain each of these areas.

The Template Area

The Template Area contains icons that you use to create new objects. All advanced application windows except the Queue/Jobs: and the Server/Retained Jobs: windows, and the basic Print Administration window, contain Template Areas. Depending on the window, templates are available for the following objects:

- Default document objects
- Default job objects
- Logical destinations
- Queues
- Actual destinations
- Media

The name of the template appears below the template icon.

The Actions Area

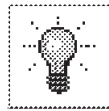
The Actions area contains icons that you use to perform specific actions on objects in the window. Which of the following action icons are available depends on the window and, in the basic InfoPrint administrator's GUI, on your selections in the User Preferences dialog.



Clean



Disable (Hold)



Enable (Release)



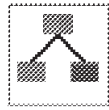
Global Change



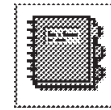
Help



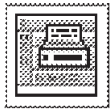
Interrupt



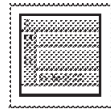
Manage



Notebook



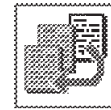
Open Printers Window



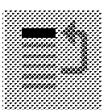
Open Window



Pause



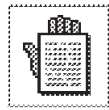
Promote



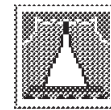
Reorder First



Reorder Last



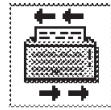
Resume



Show



Shut Down



Space



Unmanage

Action names do not appear below the icons. If you are not familiar with an icon, position your mouse pointer over the icon and read its description in the Information Area.

The Work Area

The Work Area contains icons that represent objects in your InfoPrint system. It also contains controls that you use to change how and which icons display. Depending on the window, object icons are available for the following objects and folders:

- Actual destinations
- Default document folders
- Default document objects
- Default job folders
- Default job objects
- Logical destinations
- Documents
- Jobs
- Media (basic InfoPrint administrator's GUI only)
- Medium folders (basic InfoPrint administrator's GUI only)
- Queues (advanced InfoPrint administrator's GUI only)
- Orphan logical destination folders (advanced InfoPrint administrator's GUI only)
- Orphan logical destinations (advanced InfoPrint administrator's GUI only)
- Retained job folders (advanced InfoPrint administrator's GUI only)
- Retained jobs
- Servers (advanced InfoPrint administrator's GUI only)
- Unassigned jobs (basic InfoPrint administrator's GUI only; in the advanced InfoPrint administrator's GUI jobs are unassigned before processing by default, so unassigned jobs are not distinguished from other jobs)

The name of the object appears below the icon.

The Work Area may be split into *panes* that contain different classes of objects. Figure 30 on page 61 shows a pane for servers in the Work Area. Figure 28 on page 58 shows three panes for logical destinations, actual destinations, and other objects.

When an object in a pane has related objects, you can open a new space within the pane that is called a *well*. A well is connected to the object and displays its related objects. Figure 30 shows a well for queues. The online help describes the various ways to open and close wells.

You use the View Controls in the Work Area to control the size of icons in the Work Area.

You use the Display Controls to open panes and wells in the Work Area, find specific InfoPrint objects, and filter the objects displayed.

The Information Area

The Information Area, at the bottom of an application window, displays context-sensitive help according to the position of the mouse pointer. The context-sensitive help provides high-level instructions for performing tasks.

Dialog Windows

Dialog windows appear when InfoPrint displays information that you can modify or when InfoPrint requires information from you for completing a task.

The dialog window used most frequently is the notebook dialog, which you use for viewing and changing the attribute values of an object or template. Tabs organize the attributes in the notebook. When you open the notebook by dragging the **Notebook** icon and dropping it on an object icon, the **Summary** tab displays. To view a different tab, click on the **Summary** application group button to display a list of all the tabs. Then select a new tab from the list.

Figure 33 shows a dialog window that displays the **Summary** tab of the notebook for a queue.

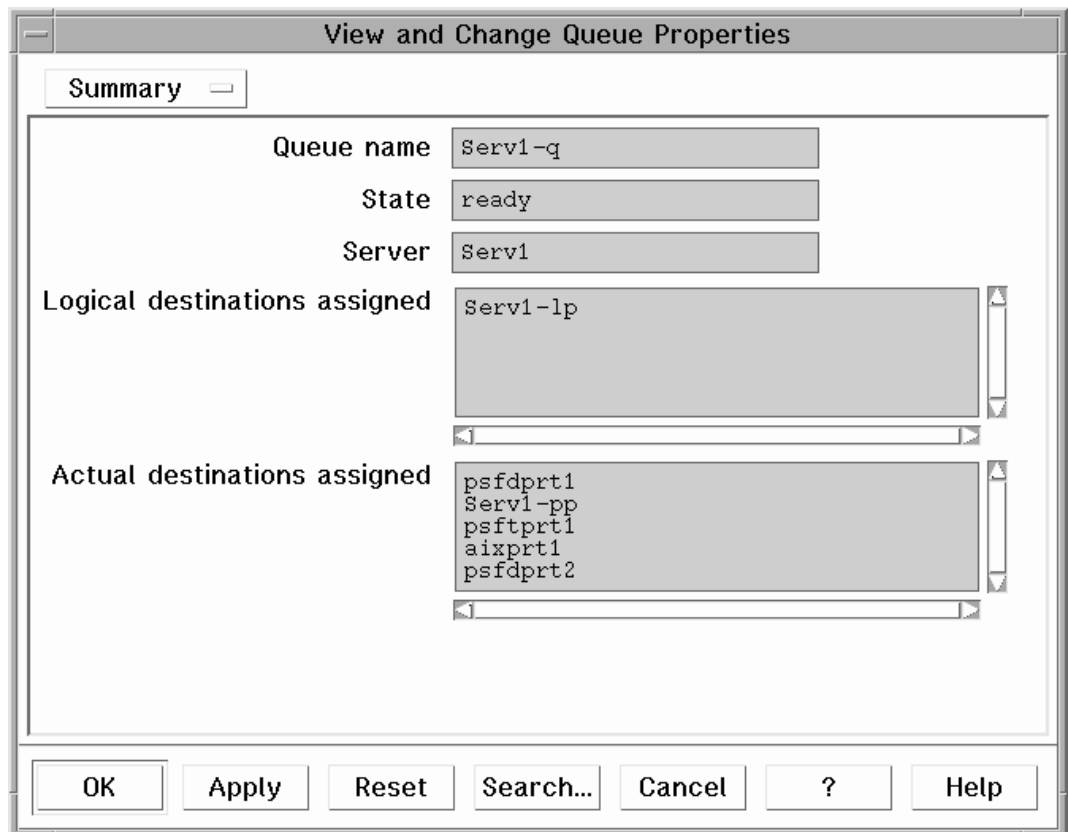


Figure 33. A Queue Attributes Notebook Dialog Window

Dialog windows also contain buttons at the bottom that you use to perform tasks, such as searching for attributes and applying changes. Two of the buttons, one labeled with a question mark (?) and one labeled **Help**, provide help information on performing tasks through the dialog window.

Message Windows

Message windows present information that you need to know or request information from you that InfoPrint needs to continue processing. For example, if you delete a group of objects, you see a message window that lists the objects selected for deletion and asks you to confirm your action.

Figure 34 on page 67 shows a message window.

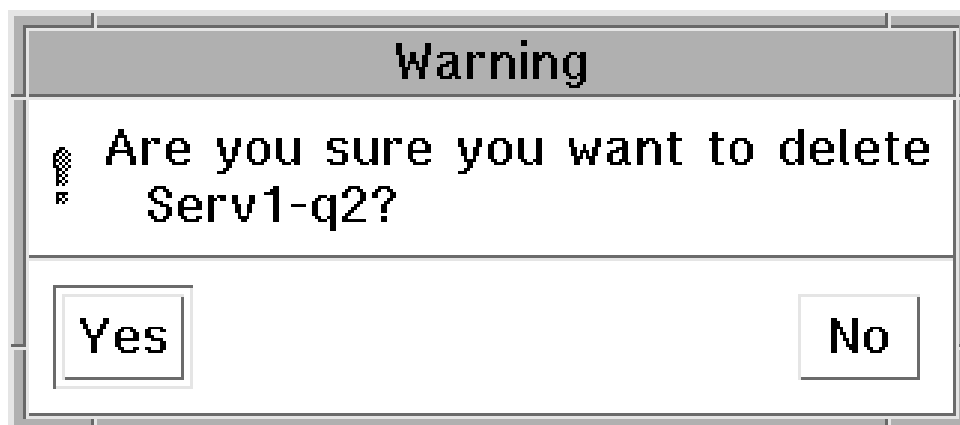


Figure 34. A Message Window

Completing Tasks from the InfoPrint Administrator's GUI



International No
Symbol

You can use the template, action, object, view control, and display control icons in an application window in a variety of ways to perform administrative tasks with the GUI. The phrase *drag and drop* describes the procedure by which you use the icons to perform the actions and complete the tasks in application windows. Using the mouse, you drag (move) an action or object icon to a new position over another icon or into an area where you want the action or task to occur. If the action is valid, a box appears around the two icons. If the action is not valid, no box appears and an international no symbol (a circle with a diagonal line), displays stays within the icon you dragged.

Following are several examples of performing tasks with the GUI.

Dragging and Dropping Actions onto Objects

Figure 35 on page 68 shows an example of performing a task by dragging and dropping an action onto an object. For example, to open the *Server/Objects* window for a server, use the middle mouse button to drag the *Open Window* action and drop it onto the server icon. The *Server/Objects* window displays the queues and the *Retained Jobs*, *Orphan Logical Destinations*, *Default Documents*, and *Default Jobs* folders for the server.

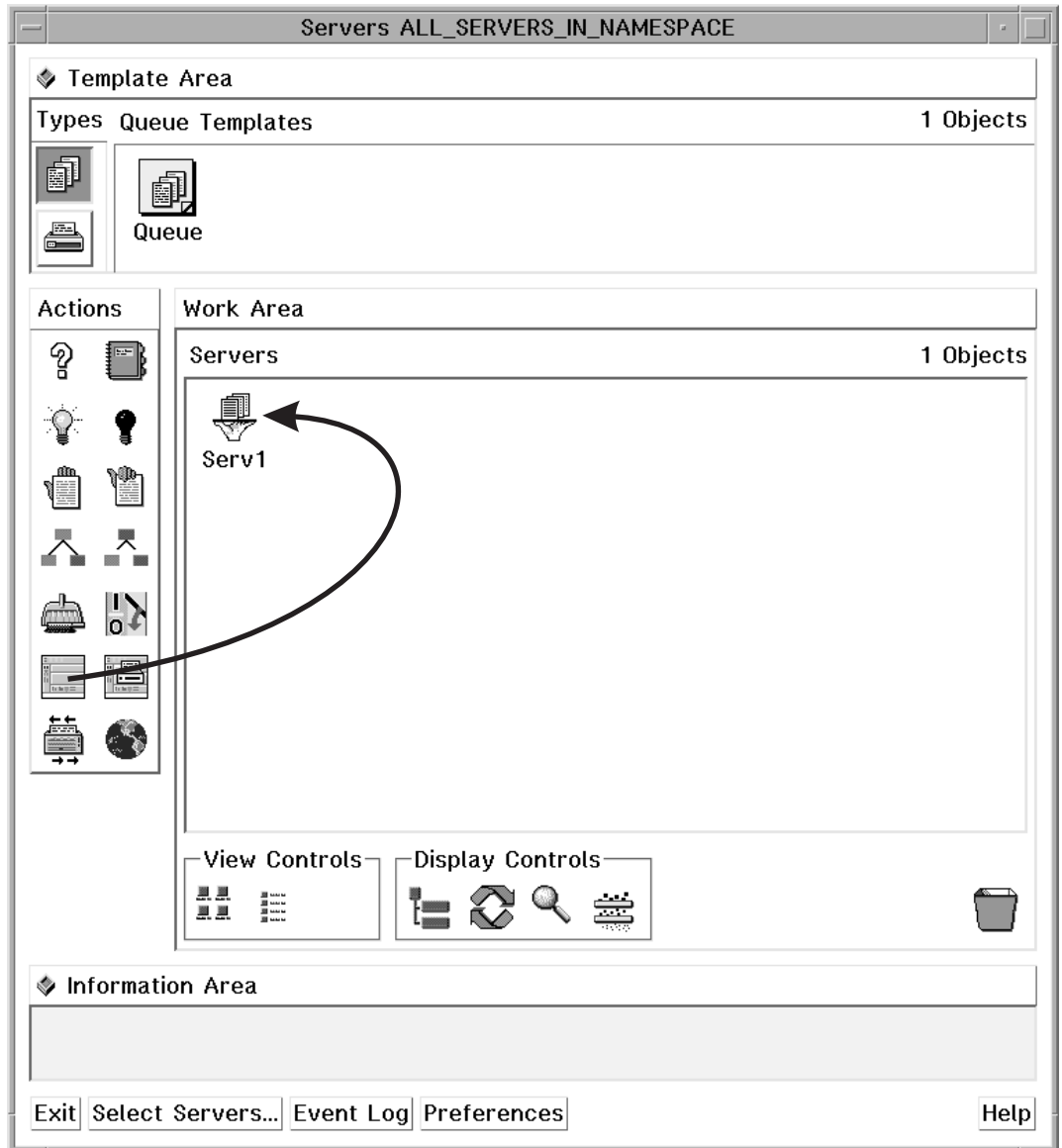


Figure 35. Opening the Server/Objects Window

Dragging and Dropping Objects onto Objects

Figure 36 on page 69 shows an example of performing a task by dragging and dropping one object onto another object. For example, to assign an actual destination to a new queue, use the middle mouse button to drag the actual destination and drop it onto another queue. This removes the actual destination icon from its old queue and adds it to the new queue.

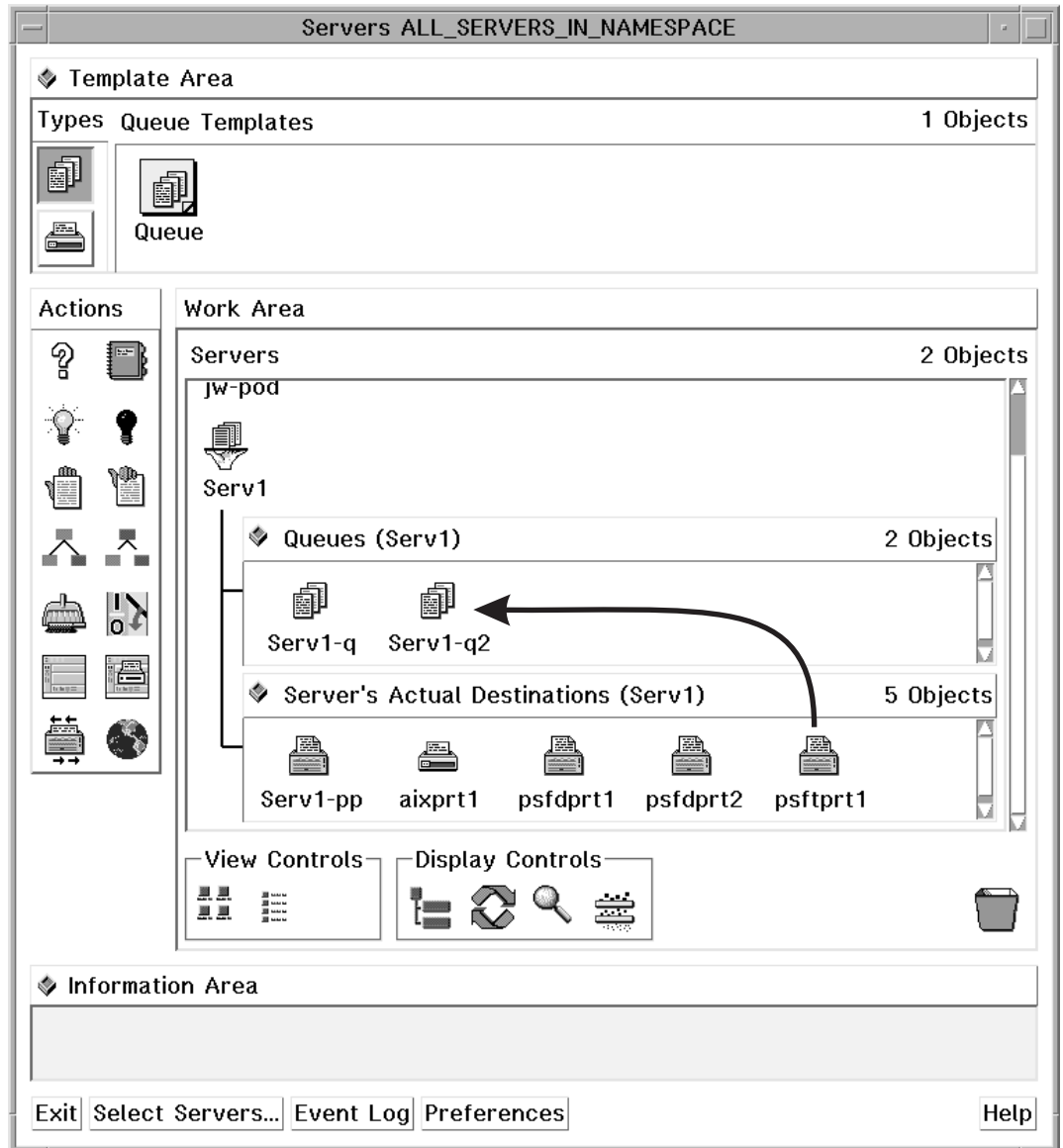


Figure 36. Assigning an Actual Destination to a New Queue

Dragging and Dropping a Template onto a Work Area

Figure 37 on page 70 shows an example of performing a task by dragging and dropping a template into an area. For example, to create a new queue, use the middle mouse button to drag a queue template and drop it into the Queues well of the Servers window. A dialog window displays where you enter the name for the new queue. Enter a name and click on the **OK** button in the dialog window. This action creates a new queue that has the same values for its attributes as the values of the queue template you used. An icon for the new queue displays in the well.

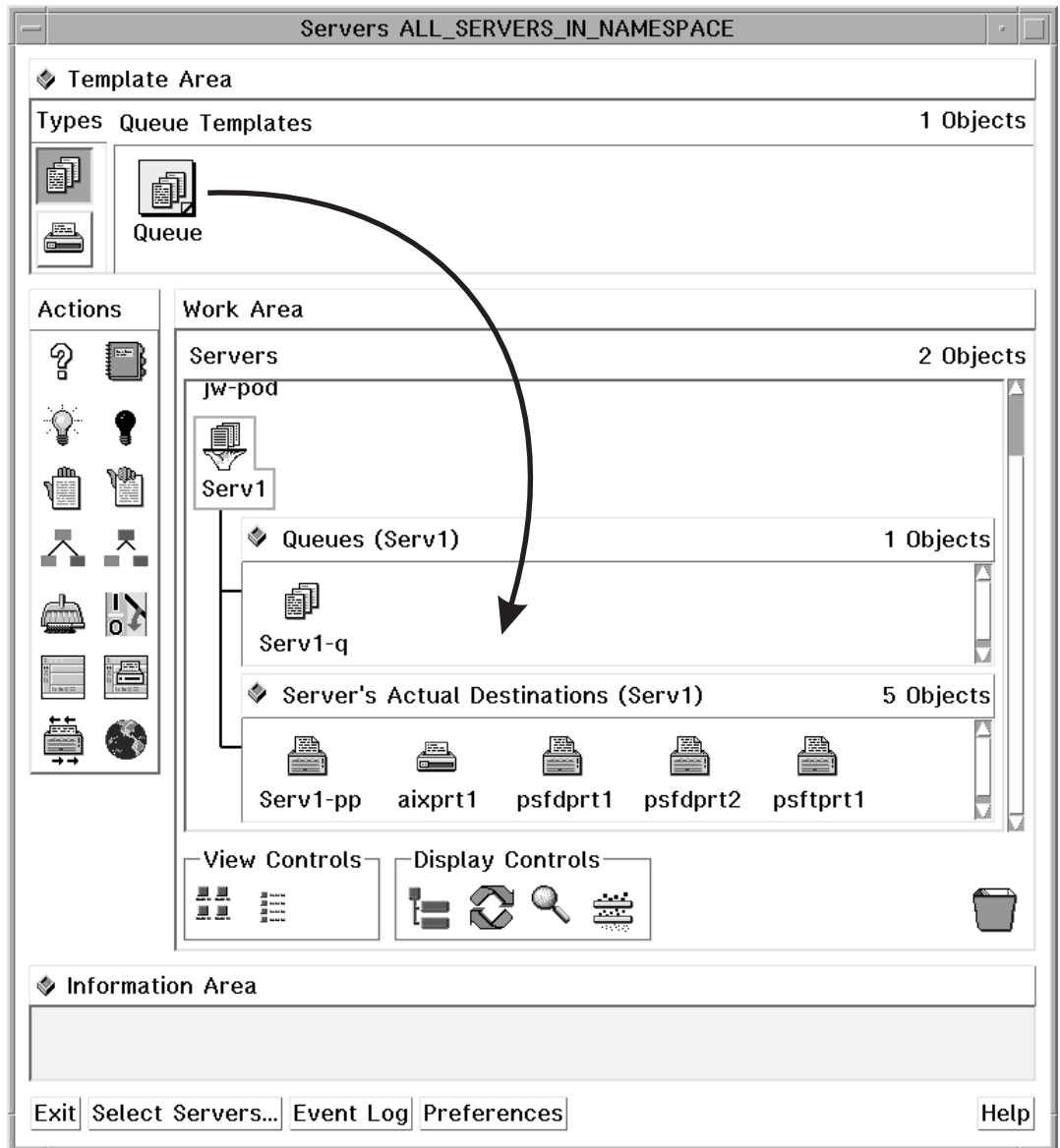


Figure 37. Creating a New Queue

Performing the Same Task on Multiple Objects at the Same Time

Figure 38 on page 71 shows an example of performing a task on multiple objects by selecting the objects and dragging and dropping one of them onto an action. For example, to disable multiple actual destinations, select multiple actual destinations and then use the middle mouse button to drag and drop one of them onto the Disable action. You select multiple objects by using the mouse to draw a box around multiple icons, or by holding down the **Shift** key and clicking on two or more icons.

Note that dragging one of the selected objects to a target is the same as dragging all of the objects. However, dragging an action to a group of selected objects only affects the object in the group on which you drop the action. A group of selected objects cannot act as one target.

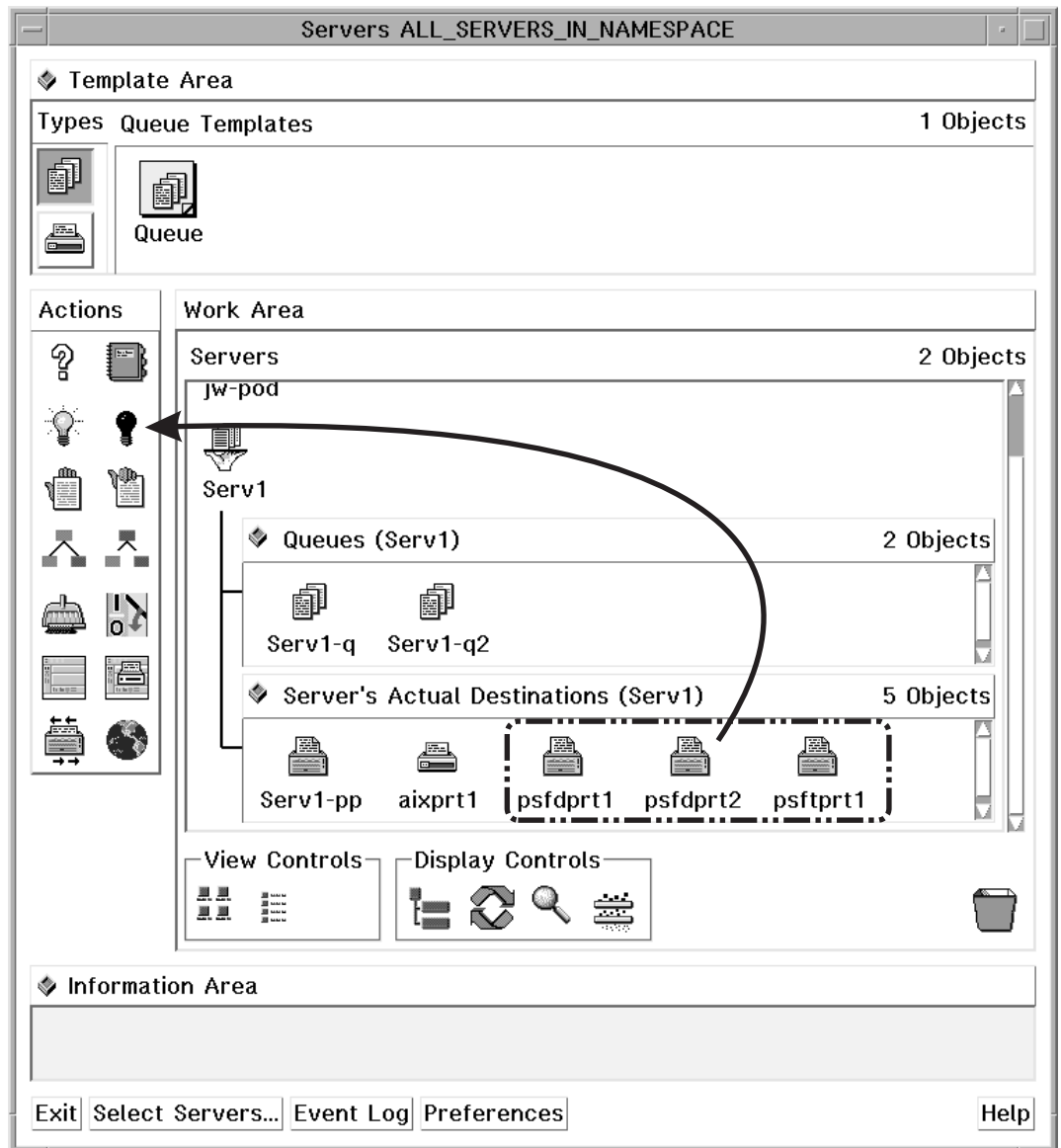


Figure 38. Disabling Multiple Actual Destinations

Other Methods of Performing Tasks

The preceding figures display the drag and drop method for performing tasks within a single window. However, you can also drag and drop some objects across windows, and you can also use methods other than drag and drop. You can select an object and then select an action, double-click on an object, or choose an item from a pop-up menu. You can access pop-up menus by positioning the mouse pointer over an object or area and holding down the right mouse button.

Refer to the online help for additional information about tasks and the methods for performing them. See “Using Online Help” on page 72.

Using Online Help

Extensive information about using the InfoPrint administrator's GUI and the tasks you can perform with it is available online. This section describes the different types of online help available and how to access them.

The Information Area

The Information Area in an application or dialog window provides context-sensitive help according to the position of the cursor. To display brief information about a title, template, object, area, or button, move your cursor over the item or area. The information area is helpful for learning the application or for refreshing your memory.

The Information Area automatically appears in each application window. To close the Information Area in an application window, click on the area control button in the upper left corner of the Information Area.

In a dialog window the Information Area opens when you click on the ? button at the bottom of the window. To close the Information Area in a dialog window, click on the **OK** button at the bottom of the Information Area.

The Help Button

Clicking on the **Help** button in the lower right corner of an application window or a dialog window opens a new window that displays online help for InfoPrint.

Figure 39 on page 73 shows the help window that displays when you click on the **Help** button in a Server/Objects window. The specific information displayed is about the application window. However, once you have opened an online help window, you can browse the help information and view information about any window, area, template, object, action, button, or task.

Clicking on the **Help** button in a dialog window opens a help window that displays information about each field and button in that dialog. The help also provides a way to view more general information about using dialog windows.

Use any of the following methods to browse through the information:

- Select hypertext links (underscored words) within the help text.
- Select a topic from the topic hierarchy.
- Use the **Navigate** menu options.
- Use the **Search** facility.

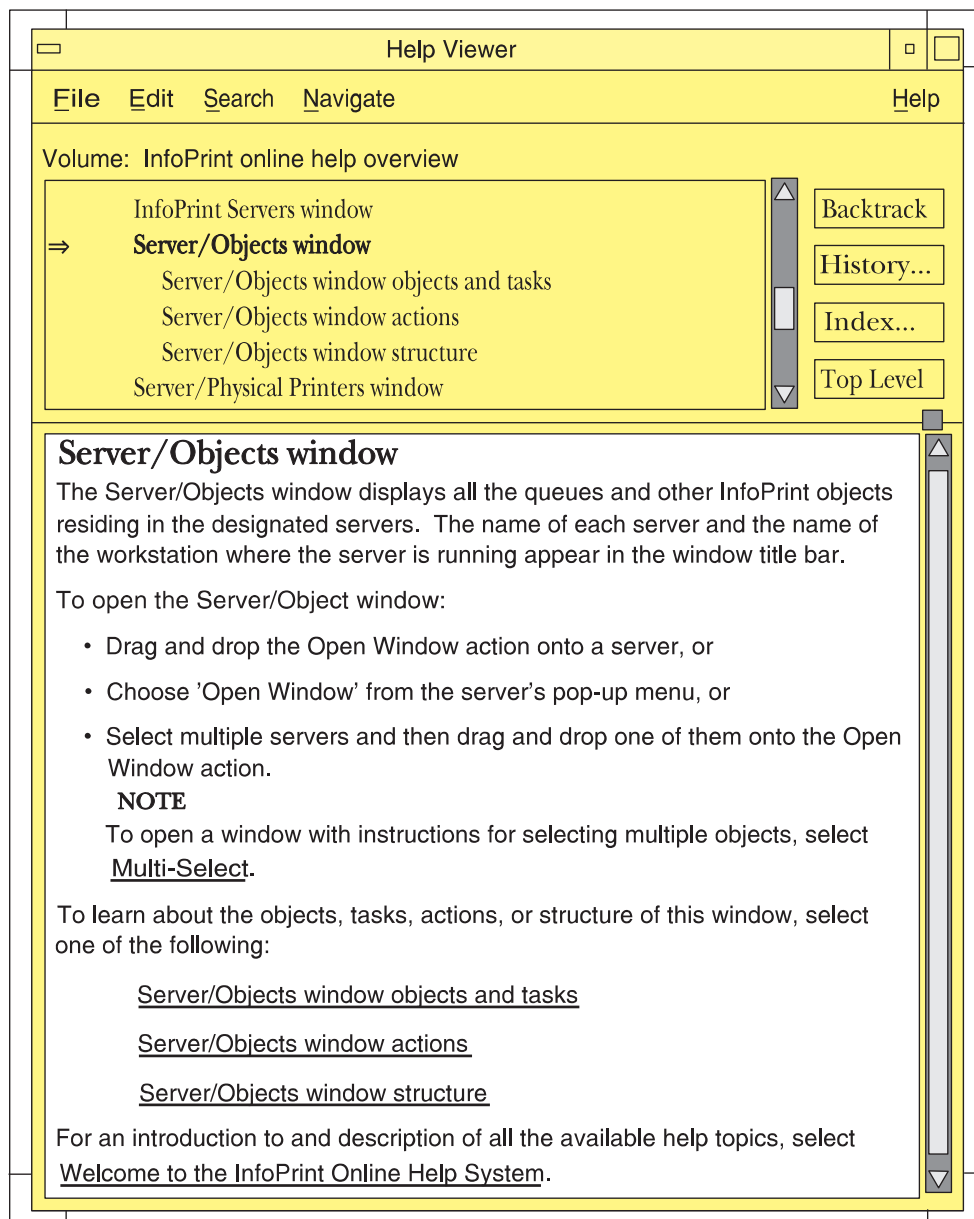


Figure 39. Introductory Topic for the Server/Objects Window Online Help

The following is an example of one way you could navigate through the online help system. You can use this as a tutorial any time that you run the InfoPrint administrator's GUI.

Finding Information in the Online Help Volumes

You can find information about a given subject by viewing the help information with or without using the help index. Using the help index can take a long time, because sometimes you may need to search all the Help Volumes.

The primary Help Volume contains some information and a list of main subjects from which you can select. Selecting a main subject will bring up a new list, which contains secondary level subjects. This list is also selectable. When you select the secondary level subject, the window displays the help on that subject; or a new Help Volume for a special subject opens. You can also access help about an icon

by dragging the ? (Help) icon from the Action area and dropping it on the other icon, such as an actual destination icon. You can access help about a dialog window by clicking on the **Help** button in that window.

Example of Using Help Volumes to Locate Information

You might use a procedure similar to this if you know where the information you want is located:

1. Select the **Help** button on a GUI application window.

The Help Viewer window opens.

2. Scroll to the top of the selection list or select the **Navigate** menu choice and select **Home Topic**.

If you scrolled to the top of the selection list, select **Welcome to the InfoPrint Online Help System**.

3. Read the information in the window. To find information about a given subject, you can look at the InfoPrint Help Volumes that are available.

- a. Select **InfoPrint Help Volumes** from the list or select the underlined text in the help information section of the window.

This brings up the primary (first) list of Help Volumes. Select the one that contains the information you are looking for.

- b. In this example, select **Help for Actual Destination Attributes and Task**.

This brings up a new window that contains a list of secondary Help Volumes. These volumes contain information about the attributes of actual destinations and the windows where you set those attributes.

- c. In this example, select **PSF Physical Printer Template Attribute Notebook**. Read the information provided. After the help information is the secondary list that contains a list of tabs for that notebook. These tabs contain attributes and other data fields where you can set values. Selecting one of these tabs brings up a list of those items that the system sets or that you can change.

- d. In this example, select **Summary Tab**.

This brings up a list of the subjects and attributes on this tab. Selecting one of those items brings up the help information for that item. Select several of the subjects and read the help information.

Note: If you know the attribute you are looking for, but not which tab contains the attribute, you can use the help index to find the information.

Using the Help Index

Currently, you have the **PSF Physical Printer Template Attribute Notebook** selected. You want to know information about the **port number** and which tab it appears on.

1. Select the **Index...** button.

This brings up the Help - Index Search window.

2. Select **Current** in the Search menu and **Entries with** in the Show menu.
3. Enter **port number** in the entry field.
4. Select the **Start Search** button.

A list of entries with **Port Number** appears in the Help - Index Search window.

5. In this example, select **Postscript server port number**.

The help information for this subject is displayed in the Help Viewer window. If you want to know which tab contains this attribute, scroll up in the select list until you see the tab name.

The Help (?) Action

The Help action, whose icon is the question mark (?) in the Actions area of an application window, provides another way to access information in online help for InfoPrint.

To open the online help and display the help information about a specific template, object, action, control, area or button in an application window, drag and drop the Help action onto the icon or into the area for which you want help. The Help Viewer window opens, displaying the help information.

Task Help

In addition to information about the objects, actions and areas in a window, the online help contains directions for using the GUI template, object, and action icons to perform administrative tasks. To locate the help information about how to perform a task related to an object, do the following steps:

1. Drag and drop the Help action onto an object. This opens the online help and displays the information about that object.
2. Select the underlined **Tasks** phrase to display the list of tasks associated with that object.
3. Select a task from the list. This displays the help topic that describes how to perform that task.

For example, to find the task help on how to clean a queue, drag and drop the Help action onto a queue. The online help opens at the information about the queue object. Select the underlined **Queue Tasks** topic in the help window. This displays the list of queue tasks, as shown in Figure 40 on page 76.

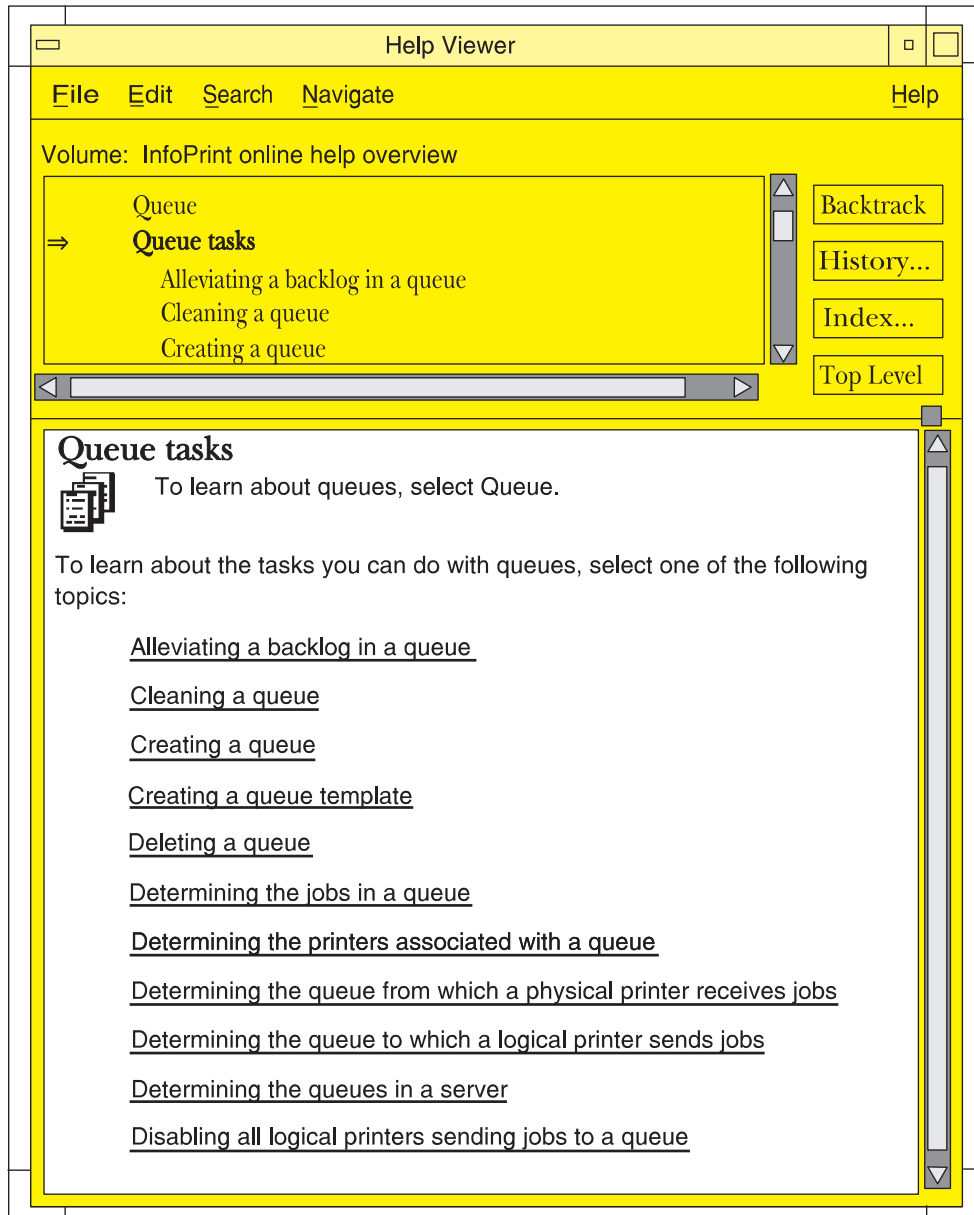


Figure 40. Task List for Queues

From the list of queue tasks, select the task labeled **Cleaning a queue**. This displays the task instructions, as shown in Figure 41 on page 77.

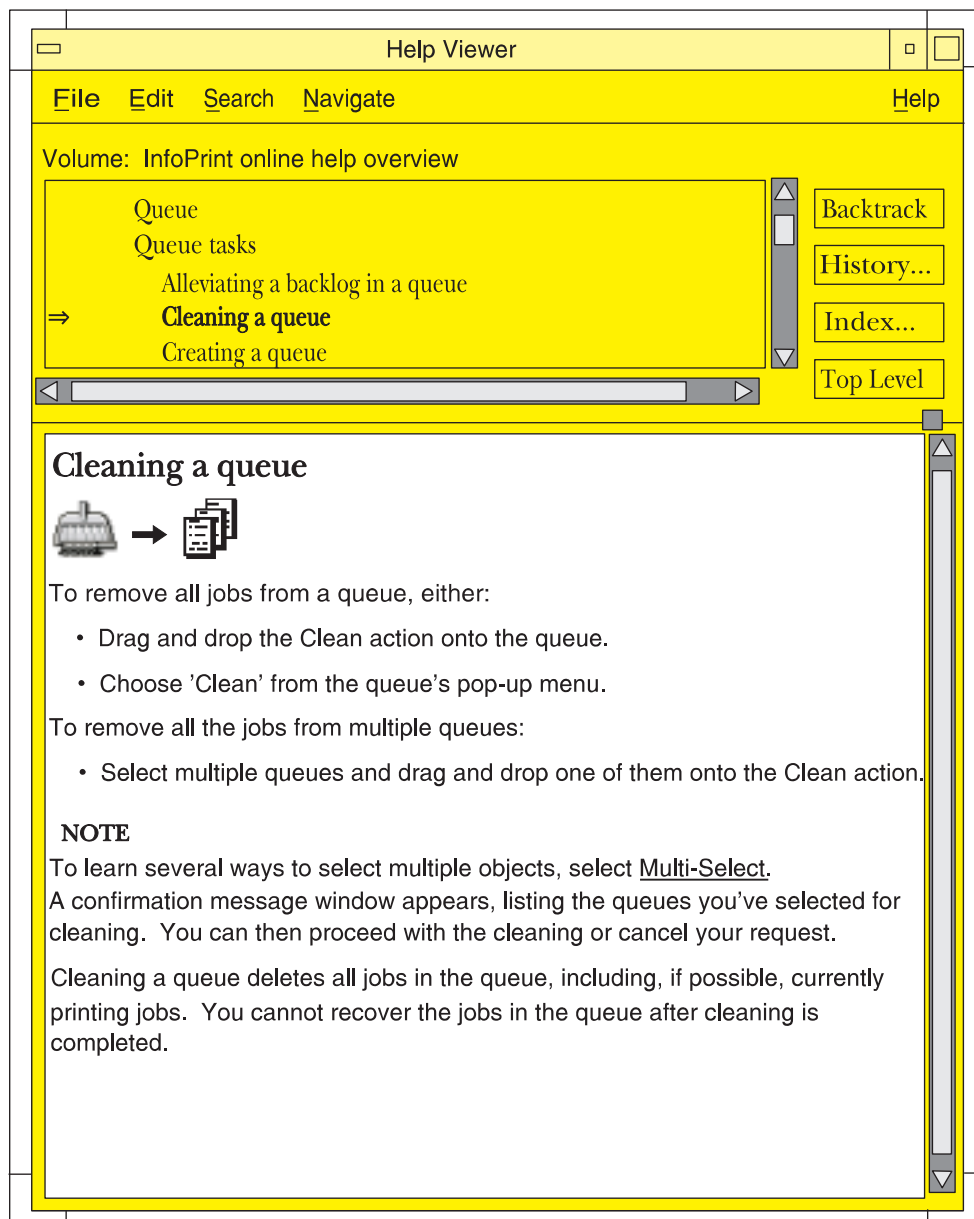


Figure 41. Cleaning a Queue Task

Monitoring InfoPrint Using the InfoPrint Administrator's GUI

You can customize the GUI to meet your InfoPrint monitoring needs. You can select which servers to monitor and which GUI windows to open or close. Changes to icons represent changes in your InfoPrint environment; you can control whether changes to some objects cause icon changes. The choices you make affect the performance and response time of your system.

Presentation of Events

You initiate an operation by dragging and dropping an icon, selecting a button, or selecting a menu item. InfoPrint responds to your request by performing the task and delivering event notifications to your GUI as it processes your request. When someone else completes an operation or when an event of interest to someone occurs in InfoPrint, your GUI receives asynchronous notification about the event. Asynchronous notifications occur without a regular or predictable time relationship to your actions. As events occur, InfoPrint provides notifications about them in two ways.

Changes to Icon Appearance

When possible, InfoPrint presents notifications as icon appearance changes. For example:

- When you or someone else creates an actual destination, InfoPrint adds its icon to the Work Area.
- When you or someone else deletes an actual destination, InfoPrint removes its icon from the Work Area.
- When you disable an actual destination, InfoPrint blacks out its icon.
- When a queue becomes backlogged, part of its icon changes color to red.

Entries in an Event Log

If you open an InfoPrint Event Log window from the advanced InfoPrint administrator's GUI, InfoPrint presents all events as entries in the event log. For example:

- When you modify the attributes of an actual destination, its icon does not change, but InfoPrint makes an entry in the event log.
- When you clean a printer, its icon does not change, but InfoPrint makes an entry in the event log.
- When InfoPrint assigns a job to a queue, it makes an entry in the event log, as shown in Figure 42 on page 79. The job icon appears in the well for the queue and in the Queue/Jobs window. As InfoPrint processes the job, it makes an entry in the event log, and the job icon changes to a job processing icon. When the job completes, InfoPrint makes an entry in the event log. InfoPrint deletes the icon for the job or moves the icon to the retained jobs folder if the job has a non-zero retention period.



Figure 42. The Event Log Window



The Event Log window can function and log events with or without the other InfoPrint administrator's GUI application windows being open. You can open the Event Log window from the Desktop in the same way you open the Servers window (see "Starting the Advanced InfoPrint Administrator's GUI" on page 60). If an InfoPrint administrator's GUI application window is already open, click on the **Event Log** button at the bottom of that window.

Most objects have a notification profile attribute that InfoPrint uses to send messages about specific events to designated people. The notification profile attribute, however, does not control the notifications you receive at the GUI.

Controlling Icon Appearance

There are two actions and two special symbols that enhance your ability to monitor the status of certain objects in the system. These symbols and actions either warn you about problems related to the object or allow you to ignore conditions you are already aware of.

The Manage and Unmanage Actions

Manage action  and Unmanage action 


In the advanced InfoPrint administrator's GUI, you can control whether the appearance of server, queue, and printer icons reflects changes in their status. You use the Manage and Unmanage actions to switch an object to one mode or the other.

A managed object reflects status changes in the appearance of its icon. An unmanaged object always displays a normal icon, regardless of its status, and has the unmanaged symbol in the lower right-hand corner.

There are times when you may want an object unmanaged. For example, if a printer device will be down for several days you may choose to unmanage the actual destination, because you know the problem and cannot fix it right away.


The online help explains the consequences of using the Manage or Unmanage action on an object.

The Unmanaged Symbol

 An unmanaged object always displays a normal icon with an unmanaged symbol in the lower right corner of the icon. This symbol lets you know of an unmanaged object. If there are problems with the object, the icon does not reflect them.

Use the Manage action to change the object from unmanaged to managed.

The Problem Child Symbol

 Servers, queues, and printers relate to each other in a parent/child relationship. For example, a server is the parent of all the queues, and these queues are its children. A queue is the parent of all the logical and actual logical destinations that are associated with that queue, and these printers are its children.

In addition to reflecting its own status in the appearance of its icon, a managed server or queue also reflects the status of its managed children objects. If a managed actual destination is in a problem state, such as disabled, the icon of its managed parent queue displays with a problem child symbol in the lower right corner of the icon. A quick glance at the queue icon lets you know that there is a problem with one of its children. The online help provides more information about the problem child symbol.

System Performance and Response Time

The number of application windows that are open and the number of objects that are represented in those windows have a direct correlation to system performance and response time. Following are some hints for improving performance when working with the GUI interface.

Monitoring Selected Servers

Reduce network traffic by using the advanced InfoPrint administrator's GUI to monitor only selected servers. To select a subset of servers, click on the **Select Servers...** button in the Servers window. This action displays a list of all the existing servers in your namespace. Select the servers from the list that you want the Servers window to monitor. Event notifications will come across the network only for those selected servers.

Using the Event Log Effectively

Click on the **Event Log** button in an advanced InfoPrint administrator's GUI application window to activate an event log. The Event Log window opens and begins displaying a log of events for all the objects, except jobs, associated with all the servers represented by that application window.

InfoPrint only logs job events when you request to log job events or when jobs display in any well or window. Click on the **Select Events...** button at the bottom of the Event Log window to select the servers for which InfoPrint logs job events.

Click on the **Select Servers...** button in the Event Log window to select the servers for which InfoPrint logs other events .

InfoPrint only logs events when you open or minimize an Event Log window.

Closing Job Windows and Wells

Jobs change status often as they are queued, assigned to actual destinations, and processed . There is overhead associated with the icon changes representing these status changes . Because a server sends job events only when you open wells or windows that show jobs, you should close job windows and wells when you finish using them.

Note: A queue has wells for logical destinations, actual destinations, and jobs. Whenever you open one of these wells, the others also open. Even if you minimize the jobs well, InfoPrint still sends notifications about job events to that well. If you want to monitor the printers associated with a queue, but not the jobs in the queue, then open the Queue/Printers window. Or, set your user preferences for the InfoPrint administrator's GUI to exclude queued jobs.

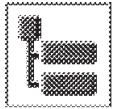
Chapter 8. Queue Tasks for Operators

InfoPrint queues receive jobs from logical destinations and manage the jobs until the server schedules them to logical destinations. Use the information in this chapter to create additional queues and perform configuration and maintenance tasks.

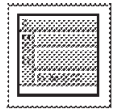
Preparing to Work with Queues

You create and manage InfoPrint queues through the advanced InfoPrint administrator's GUI. The basic InfoPrint administrator's GUI does not display queue icons, because it is designed for installations in which queues require little management. In these installations, every server contains one queue that is created when the server is first configured.

Displaying Queues in the InfoPrint Administrator's GUI



Expand to Wells



Open Printers Window

All of the procedures described in this section require you to have either a queues well or a queues pane open. There are several ways to open a queues well or pane. Two of the easiest ways are to open a queues well or pane from the Servers window.

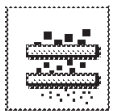
- Either double-click on a server icon or drag the **Expand to Wells** icon from the Display Controls area and drop it on a server icon.

This opens a queues well and an actual destinations well below the server icon in the Servers window Work Area.

- Drag the **Open Window** icon from the Actions area and drop it on a server icon.

This opens the Server/Objects window, which contains a queues pane.

Controlling the Queues Displayed in the Work Area



Filter (Include)

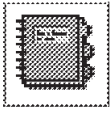
You can set up filter criteria to control which queues display in the Work Area of the InfoPrint administrator's GUI. You may find this useful if you have a several queues and you only want to work with a selected group of them.

To filter for specific queues:

1. Open a queues well or a window containing a queues pane.
2. Drag the **Filter (Include)** icon from the Display Controls area and drop it on an open area of the queue well or pane. The Filter Queues window displays.
3. Use the fields on the window to enter your filter criteria. You can use the **Help** button or the ? button to view information on the fields.
4. Select the **OK** button.

Only queues matching your filter criteria display.

Displaying the Attributes Notebook for a Queue

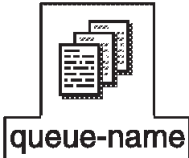


You view and change queue attributes through the attributes notebook for the queue. You perform many of the configuration and maintenance tasks in this section using the attributes notebook.

To display a notebook for a queue:

1. Open a queues well or a window containing a queues pane.
2. Drag the **Notebook** icon from the Actions area and drop it on the queue icon.

InfoPrint opens the attributes notebook for the queue.



Determining Queue Status



Paused

Any time that you pause a queue, the queue icon turns black. The last page of the queue icon turns red if the queue is backlogged. The problem child symbol overlays the queue icon for other problems. You can use the attributes notebook for the queue for information on its status.

To check queue status and the status of its associated printers:

1. Select the **Preference** button.
The User Preferences window displays.
2. Select **Yes** for the Display attributes for advanced users in notebooks field.
3. Select the **OK** button.

Backlogged



4. Open a queues well or a window containing a queues pane that contains the blacked-out icon.

Problem Child



5. Drag the **Notebook** icon from the Actions area and drop it on the blacked-out queue icon.

The View and Change Queue Properties dialog window appears.

6. Check the **State** field under the **Summary** tab for the queue status and the fields under the **Status** tab to determine which logical destinations and actual destinations are ready.

7. Select the **Preference** button.

The User Preferences window displays.

8. Select **No** for the Display attributes for advanced users in notebooks field.

9. Select the **OK** button.

This returns you to the normal notebook setting.

Pausing and Resuming Queues

You can pause a queue if you need to prevent the server from scheduling any of the jobs in the queue to actual destinations. Pausing a queue is useful if you need to make modifications to one or more jobs in the queue. You can also pause a queue before shutting down a server. You will need to resume the queue after restarting the server.

Pausing a Queue



To pause a queue:

1. From the Servers window, open a queues well for the server containing the queue that you want to pause.
2. Drag the **Pause** icon from the Actions area and drop it on the queue icon.

The queue icon turns black and the icon for the server containing the queue has the problem child symbol added to its icon, if that indicator was not already there.

Resuming a Queue



To resume a paused queue so that InfoPrint can schedule jobs it contains to actual destinations:

1. From the Servers window, open a queues well for the server containing the queue that you want to resume.
2. Drag the **Resume** icon from the Actions area and drop it on the black queue icon.

The queue icon returns to normal appearance and the problem child symbol is removed from the server icon if this was the only problem child of the server.

Disabling and Enabling All Logical Destinations that Send Jobs to a Queue

If you need to make all logical destinations that send jobs to a queue unavailable for the same period of time so the logical destinations cannot send any more jobs to the queue, you can disable the queue.

Note: If jobs sent to the logical destinations you disable are generated through application programs, problems may occur when InfoPrint rejects the jobs. You may want to coordinate disabling the logical destinations with the owners of the application programs that generate jobs.

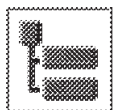
Chapter 9. Actual Destination Tasks for Operators

The InfoPrint actual destination is the InfoPrint software representation of an output device. The attributes of the actual destination reflect how the output device connects to the RS/6000 and describe the features, functions, and capabilities of the printer. Through actual destination configuration, you can ensure that InfoPrint validates that an available output device supports the requirements of a job before accepting the job. You also configure actual destinations to control how InfoPrint schedules jobs.

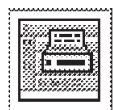
Preparing to Work with Actual Destinations

You create and manage InfoPrint actual destinations through the InfoPrint administrator's GUI. The following topics describe information you need to obtain before creating new actual destinations and usage tips for displaying actual destination information.

Displaying Actual Destinations in the InfoPrint Administrator's GUI



Expand to Wells



Open Printers Window

All of the procedures described in this section require you to have either an actual destinations well or an actual destinations pane open.

In the basic InfoPrint administrator's GUI, open the Print Management window or the Print Administration window from the desktop. Either of these windows contains an actual destinations pane.

Note: The Print Management window allows you to perform operator tasks. The Print Administration window allows you to perform both operator and administrator tasks.

In the advanced InfoPrint administrator's GUI, there are several ways to open an actual destinations well or pane. Two of the easiest ways are to open an actual destinations well or pane from the Servers window:

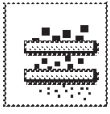
- Either double-click on a server icon or drag the **Expand to Wells** icon from the Display Controls area and drop it on a server icon.

This opens an actual destinations well and a queues well below the server icon in the Servers window Work Area.

- Drag the **Open Printers Window** icon from the Actions area and drop it on a server icon.

This opens the Server/Actual Destinations window, which contains an actual destination pane.

Controlling the Actual Destinations Displayed in the Work Area



Filter (Include)

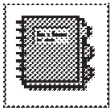
You can set up filter criteria to control which actual destinations display in the Work Area of the InfoPrint administrator's GUI. You may find this useful if you have a large number of actual destinations and you only want to work with a selected group of them.

To filter for specific actual destinations:

1. Open an actual destinations well or a window with an actual destinations pane.
2. Drag the **Filter (Include)** icon from the Display Controls area and drop it on an open area of the actual destinations well or pane. The Filter Actual Destinations window displays.
3. Use the fields on the window to enter your filter criteria. You can use the **Help** button or the ? button to view information on the fields.
4. Select the **OK** button.

Only actual destinations matching your filter criteria display.

Displaying the Attributes Notebook for an Actual Destination



You view and change actual destination attributes through the attributes notebook for the printer. You perform many of the configuration and maintenance tasks in this section using the attributes notebook.

To display a notebook for an actual destination:

1. Open an actual destinations well or a window with an actual destinations pane.
2. Drag the **Notebook** icon from the Actions area and drop it on the actual destination icon.

InfoPrint opens the attributes notebook for the actual destination.

Note: If you wish to change the attributes, you must first disable the actual destination. When you have made the changes, you must reenables the actual destination so that it can accept jobs. See "Disabling and Enabling Actual Destinations" on page 94.

Determining the Status of an Actual Destination

The following conditions indicate that an actual destination or the output device it represents has a problem:

- The icon for the actual destination is red or black.
- The Problem Destination dialog displays.
- The output device is not processing jobs.

More than one of these conditions can occur at the same time. You need to determine the problem and fix it.

Red or Black Icon

Actual destination icons change color to indicate changes in status.

- In the basic InfoPrint administrator's GUI, the icon for an actual destination turns red whenever:
 - You pause the job processing on the actual destination.
 - The system determines that the actual destination has a problem.
- In the basic InfoPrint administrator's GUI, the icon for an actual destination turns black whenever:
 - You disable the actual destination.
 - You shut down the actual destination.
- In the advanced InfoPrint administrator's GUI, the icon for an actual destination turns black whenever:
 - You pause the actual destination or the job processing on the actual destination.
 - You disable the actual destination.
 - You shut down the actual destination.
 - The system determines that an actual destination has a problem.

If you do not know why the icon has changed color, you can find out by checking its properties. Follow these steps:

1. Open an actual destinations well or a window with an actual destinations pane that contains the changed icon.
2. Drag the **Notebook** icon from the Actions area and drop it on the changed actual destination icon.

The View and Change Actual Destination Properties notebook appears.

3. Check the following fields:

- On the Summary tab, check the **Enabled**, **State**, and **Problem Message** fields. If the actual destination state is **needs-attention** or **needs-key-operator**, go to the Status tab to determine when the actual destination entered that state.
- On the Scheduling tab of the basic InfoPrint administrator's GUI, check the **Disable on Job Setup Mismatch** field. If the value of the **Enabled** field is No and the value of this field is **Yes**, a job may require a resource that this actual destination does not have ready or does not support.
- On the Summary tab of the advanced InfoPrint administrator's GUI, check the **Force Printer Setup** field. If the value of the **Enabled** field is **No** and the value of this field is **Yes**, a job may require a resource that this actual destination does not have ready or does not support.

The Problem Destination Dialog

The Problem Destination dialog displays the actual destination attributes causing the problem and their current values. The attributes appear in the same way as in the actual destination attributes notebooks. This includes any buttons or other controls used to modify the value of an attribute, such as a **List** button, radio

buttons, or a **Modify** button. Change the attribute value to a different value to correct the problem.

If the Problem Destination dialog does not fix the problem, follow these steps:

1. Open an actual destinations well or a window with an actual destinations pane that contains the changed icon.
2. Drag the **Notebook** icon from the Actions area and drop it on the changed actual destination icon.

The View and Change Actual Destination Properties notebook appears.

3. Check the following fields:
 - On the Summary tab, check the **Enabled**, **State**, and **Problem Message** fields. If the actual destination state is **needs-attention** or **needs-key-operator**, go to the Status tab to determine when the actual destination entered that state.
 - On the Scheduling tab of the basic InfoPrint administrator's GUI, check the **Disable on Job Setup Mismatch** field. If the value of the **Enabled** field is No and the value of this field is **Yes**, a job may require a resource that this actual destination does not have ready or does not support.
 - On the Summary tab of the advanced InfoPrint administrator's GUI, check the **Force Printer Setup** field. If the value of the **Enabled** field is **No** and the value of this field is **Yes**, a job may require a resource that this actual destination does not have ready or does not support.

Making the Same Change to More Than One Actual Destination



You can make the same change to multiple actual destinations at the same time. You may want to do this if you have a pool of printers used for printing the same types of jobs and you need to update one or more actual destination attributes to support the jobs.

To make a change to more than one actual destination:

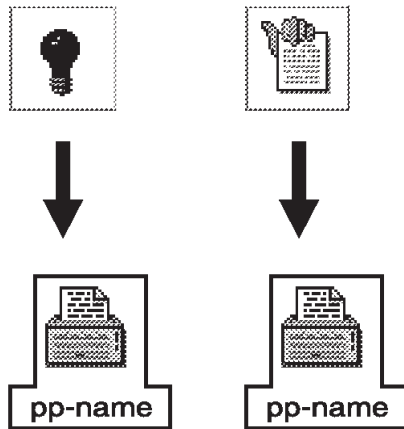
1. Open an actual destinations well or a window with an actual destinations pane.
2. Select two or more of the actual destination icons using one of the following methods:
 - Use the mouse and marquee select the icons by holding down the mouse button and drawing a box around the icons.
 - Hold down the **Shift** key and select two or more of the actual destination icons.
1. Drag one of the highlighted actual destination icons and drop it on the **Global Change** icon in the Actions area. The Global Change - Select Actual Destination Attributes dialog window displays.
2. Select one or more attributes.
3. Select the **OK** button. The Global Change - Specify Attribute Values dialog window displays listing fields, lists, or buttons for all of the attributes you selected.
4. Fill in the value changes for the attributes. Then select the **OK** button.

InfoPrint applies the attribute values to all of the selected actual destinations.

Pausing and Resuming Actual Destinations

If you need to make an output device unavailable for a short period of time, for example, while you change the media, you can pause the actual destination. Pausing the actual destination causes InfoPrint to stop sending data about the currently processing and printing jobs to the output device. However, pausing an actual destination does not prevent InfoPrint from assigning new jobs to it. Jobs resume processing and printing when you resume the actual destination.

Pausing an Actual Destination



To pause an actual destination:

1. Open an actual destinations well or a window with an actual destinations pane that contains the actual destination you want to pause.
2. In the basic InfoPrint administrator's GUI, drag the **Interrupt** icon from the Actions area and drop it on the actual destination icon. In the advanced InfoPrint administrator's GUI, drag the **Pause** icon from the Actions area and drop it on the actual destination icon. A dialog window displays.
3. Specify how you want to pause the actual destination. You can use the **Help** button or the ? button to view information on the selections.

In the advanced InfoPrint administrator's GUI, you can choose whether to pause the actual destination itself or the job processing on the actual destination. If you pause the actual destination, it stops processing the current job and does not accept other jobs. If you pause the job, the actual destination continues to accept and process other jobs. Pausing the job is the only option in the basic InfoPrint administrator's GUI.

4. Select the **OK** button.

InfoPrint pauses the actual destination. The printer icon changes color to show that it is paused.

Note: Depending on how you choose to pause the printer and the size of jobs currently processing and printing, the pause action may take a long time to complete.

Resuming a Paused Actual Destination



To resume a paused actual destination so that it resumes processing and printing jobs assigned to it:

1. Open an actual destinations well or a window with an actual destinations pane that contains the icon of the actual destination you want to resume.
2. In the basic InfoPrint administrator's GUI, drag the **Release** icon from the Actions area and drop it on the actual destination icon. In the advanced InfoPrint administrator's GUI, drag the **Resume** icon from the Actions area and drop it on the actual destination icon.

InfoPrint resumes the actual destination and returns its icon to its normal appearance.

Forward Spacing and Backspacing PSF Physical Printers

You can cause the printer device to skip forward or back a number of sides within the current job and then resume printing. You can forward space or backspace the job that is currently printing by a specified number of sides. If the job is printing only on one side of the medium (single-sided printing), one side is equivalent to one sheet. If the job is printing on both sides of the medium (duplexed printing), two sides are equivalent to one sheet. You can space a physical printer that is stopped (the printer device was physically stopped with the **STOP** button), paused, or currently printing a job. In this case, InfoPrint spaces the job in the direction you specify when you restart the printer device or resume the physical printer.

Note: You cannot forward space or backspace an ASCII job.

Forward Spacing a PSF Physical Printer



Forward spacing a PSF physical printer is useful if you have canceled or canceled and retained a job after a portion of the job has printed. You can resubmit the job and then forward space to resume printing from a specified point in the job. This prevents InfoPrint from reprinting pages that were already completed before the job was cancelled.

To forward space a PSF physical printer:

1. Ensure that the printer is stopped.
2. Open an actual destinations well or a window with an actual destinations pane that contains the PSF physical printer that you want to forward space.
3. Drag the **Space** icon from the Actions area and drop it on the physical printer icon.

InfoPrint displays the Space PSF Actual Destinations window dialog. By default, the **Backspace** button on the dialog window is selected.

4. Select the **Forwardspace** button and specify how many sides you want to forward space the job currently printing.
5. Select the **OK** button.

InfoPrint forward spaces the job.

6. Start the printer.

Backspacing a PSF Physical Printer



Backspacing a PSF physical printer is useful for conditions that you notice at the printer device as a job is printing. For example, a low toner supply in the printer device could cause the printer to no longer print the job legibly.

To backspace a PSF physical printer:

1. Ensure the printer is stopped.
2. Open an actual destinations well or a window with an actual destinations pane that contains the PSF physical printer that you want to backspace.
3. Drag the **Space** icon from the Actions area and drop it on the physical printer icon.

InfoPrint displays the Space PSF Actual Destinations dialog window. By default, the **Backspace** button on the dialog window is already selected.

4. Specify how you want to backspace the job currently printing. You can use the **Help** button or the ? button to view information on the selections.
5. Select the **OK** button.

InfoPrint backspaces the job.

6. Start the printer.

Disabling and Enabling Actual Destinations

If you need to make an output device unavailable for a longer period of time, for example, for service, you can disable the actual destination representing the output device. Disabling the actual destination prevents InfoPrint from sending any more jobs to it. Typically, you will allow all jobs currently processing on the actual destination to complete before disabling it.

Disabling an Actual Destination



To disable an actual destination:

1. Open an actual destinations well or a window with an actual destinations pane that contains the actual destination you want to disable.
2. Drag the **Disable** icon from the Actions area and drop it on the actual destination icon.

InfoPrint disables the actual destination. The actual destination icon turns black to show that it is disabled.

Enabling a Disabled Actual Destination



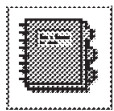
To enable a disabled actual destination so that it will accept new jobs:

1. Open an actual destinations well or a window with an actual destinations pane that contains the blacked-out icon of the actual destination you want to enable.
2. Drag the **Enable** icon from the actions area and drop it on the blacked-out actual destination icon.

InfoPrint enables the actual destination and returns its icon to its normal appearance.

Note: You also use this procedure to enable actual destinations that you have shut down. See “Shutting Down Actual Destinations” on page 99.

Changing the Media in a Physical Printer



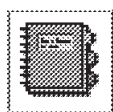
To change the media in a physical printer:

1. Press the **Stop** button on the printer device. InfoPrint automatically disables the physical printer.
2. Load the new medium into the input tray of the printer device.
3. If the printer device is a continuous-forms printer, for example, an InfoPrint 4000, select a form corresponding to the new medium at the operator's console of the printer device.
4. If the printer device has a cutter-trimmer-stacker, adjust the cut length, cut width, and slitting options as necessary.
5. Open the attributes notebook for the physical printer.
6. Update the appropriate field:
 - In the basic InfoPrint administrator's GUI, go to the **Media** tab. In the **Media Ready** field, delete the old medium and add the new medium.
 - In the advanced InfoPrint administrator's GUI, go to the **Forms** tab. In the **PSF Tray Characteristics** field for a PSF physical printer, or the **Input Tray to Medium Mapping** field for an AIX or BSD physical printer, find the entry for the input tray where you loaded the new medium. Modify this entry to show the new medium name. InfoPrint automatically updates the **Media Ready** field with your change.
7. Enable the physical printer.
8. Restart the printer device.

Specifying the Job Batches Ready for an Actual Destination

You can use the advanced InfoPrint administrator's GUI to set up batch processing for groups of jobs to control job flow. By setting one or more **job-batches-ready** values at the actual destinations and having job submitters submit jobs that use the same values, you can control which jobs are processed at the actual destination and when the jobs are processed.

For example, you may have certain jobs that require stapling and delivery to the mail room after they print. You want all of these jobs to print on a specific printer capable of stapling at a time when an operator is available to pick up and deliver the jobs. Jobs requiring this type of handling are submitted with a specific value, such as **staple-and-mail**, for their **job-batch** attribute. InfoPrint holds these jobs in the queue until an actual destination is available that has a value of **staple-and-mail** for its **job-batches-ready** attribute. The operator can set this value for the actual destination when they are ready to print and deliver the jobs.



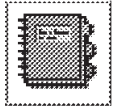
To set up an actual destination so that it accepts jobs that have a specific value for their **job-batch** attribute:

1. Open the attributes notebook for the actual destination.
2. Select the **Summary** attribute group button. A list displays.
3. Select **Jobs/Documents**.
4. Select the **Add...** button next the **Job batches ready** list box.
5. In the * **Value** field, enter a value.
6. Select the **Add** button. InfoPrint adds the value to the **Job batches ready** list box.
7. Select the **OK** button.

Now, any jobs using the same value for their **job-batch** attribute print on this actual destination.

Note: After you have completed controlling and processing jobs using job batch, you can delete the job-batches-ready values from the actual destination.

Modifying the Order in Which Jobs Are Scheduled to an Actual Destination



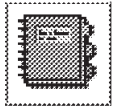
You can control the order in which jobs are scheduled to process on an actual destination. You can process jobs:

- In the order that they are submitted (first-in-first-out)
- According to their size (smallest or largest first)
- Based on their deadline time or their assigned priority

To specify the order for scheduling jobs and the way to break ties:

1. Open the attributes notebook for the actual destination.
2. In the basic InfoPrint administrator's GUI, go to the **Scheduling** tab. In the advanced InfoPrint administrator's GUI, go to the **Summary** tab.
3. In the **Primary Scheduler** and **Secondary Scheduler** fields, select a value from the list.
4. Select the **OK** button.

Querying Actual Destination Attributes



You can query for actual destination information that reflects status, such as its state or the media that is currently ready.

1. Open the attributes notebook for the actual destination.
2. Select the **Search...** button. The Search for an Attribute dialog window opens.
3. Either type in an attribute name in the **Search for** field or select an attribute from the list.
4. Select the **OK** button.

InfoPrint displays the notebook tab containing the attribute.

Cleaning Actual Destinations



You can clean an actual destination to remove all jobs assigned to it. If the actual destination is printing or transmitting a job when you clean it, InfoPrint cancels the job at the soonest possible point. Then InfoPrint disables the actual destination to prevent it from accepting new jobs. After disabling the actual destination, InfoPrint removes all jobs and then enables the actual destination.

To clean an actual destination:

1. Open an actual destinations well or a window with an actual destinations pane that contains the actual destination you want to clean.
2. Drag the **Clean** icon from the Actions area and drop it on the actual destination icon. InfoPrint displays a confirmation message.
3. Select the **YES** button.

InfoPrint removes all jobs assigned to the actual destination.

Recovering from a RIP Server Failure

By default, jobs submitted to a 3170 actual destination are RIPped on the AIX system where the InfoColor 70 printer is attached. Your print administrator can specify additional AIX systems as RIP servers to speed up RIP processing. Any document in a job submitted to a 3170 actual destination can be RIPped on any RIP server. If a job contains multiple documents, they can be RIPped on different RIP servers.

If a RIP server goes down, any job containing a document that is being RIPped on that server will fail. To recover, follow these steps:

1. From the AIX command line, enter the following command to disable the actual destination:

```
pddisable -c destination DestinationName
```

2. To remove the failed RIP server from the list of RIP servers for the actual destination, enter one of the following commands:

```
pdset -c destination -x "rip-server==IPAddress" DestinationName
```

or

```
pdset -c destination -x "rip-server==HostName" DestinationName
```

3. To verify that the failed RIP server has been removed, enter the following command:

```
pdls -c destination -r "rip-server" DestinationName
```

4. To reenable the actual destination, enter the following command:

```
pdenable -c destination DestinationName
```

5. Follow the instructions in "Reassigning a Job" on page 112 or "Resubmitting a Job" on page 112 to reassign or resubmit the failed job.

6. When the RIP server is working again, follow these steps to restore the RIP server to the list of RIP servers for the actual destination:

- a. Disable the actual destination.

b. Enter one of the following commands:

```
pdset -c destination -x "rip-server+=IPAddress" DestinationName
```

or

```
pdset -c destination -x "rip-server+=HostName" DestinationName
```

c. Reenable the actual destination.

Shutting Down Actual Destinations



You can shut down a PSF physical printer, fax destination, or email destination to release any jobs assigned to it. You may find shutting down an actual destination useful if the output device requires maintenance. For example, a hardware problem has occurred and the output device will be unavailable for an undetermined period of time. You may also find shutting down an actual destination useful if InfoPrint can no longer communicate with the output device. If InfoPrint cannot communicate with the output device prior to shutdown, the shutdown process cannot request new checkpoint information about any jobs assigned to the output device. (Depending on the job, InfoPrint may have earlier checkpoint information.)

Shutting down an actual destination causes InfoPrint to:

- Terminate all communication with the output device.
- Pause the current job on the output device, if checkpoint information about the job exists.
- Stop all jobs that are processing at the actual destination. InfoPrint returns these jobs to the queue and places them in the pending state.
- Disable the actual destination.

To shut down an actual destination:

1. Open an actual destinations well or a window with an actual destinations pane that contains the actual destination that you want to shut down.
2. Drag the **Shut Down** icon from the Actions area and drop it on the actual destination icon.
 - If the actual destination is a fax destination or an email destination, InfoPrint shuts it down immediately and turns its icon black.
 - If the actual destination is a PSF physical printer, the Shut Down PSF Physical Printers dialog window displays.
 - a. Select one of the buttons to specify how you want to shut down the PSF physical printer. You can use the **Help** button or the **?** button to view information on the selections.
 - b. Select the **OK** button.

InfoPrint shuts down the PSF physical printer using the method that you selected and turns its icon black.

Note: To enable an actual destination after you have shut it down, use the procedure described in “Enabling a Disabled Actual Destination” on page 94.

Calibrating the Printer Device



To produce a clear PostScript or TIFF halftone image when printing, you might have to calibrate the printer device. You need a densitometer to measure the density of the printer's grayscale output.

1. In a basic installation, select the **Printer Calibration** icon from the desktop front panel.
2. From the Printer Calibration popup menu, select **Print Calibration Pages**. A window listing the available printers opens. When you select a printer, a patch file is submitted to that printer. The patch file shows patches in different shades of gray for all screen frequencies.
3. Use a densitometer to measure the density of each gray patch.
4. From the Printer Calibration popup menu, select **Enter Calibration Values** to display the Printer Calibration Values dialog.
5. The button in the top left corner displays the printer model to calibrate. To change this model, click on the button and select the appropriate model from the dialog.
6. The button under the printer model displays the screen frequency. To change this frequency, click on the button and select the appropriate frequency from the dialog.
7. Enter the densitometer measurements in the boxes. You must enter values for **paper** (0%) and **black** (100%). The other values are optional.
8. Click on **Apply** to calibrate the printer and keep the dialog open so that you can select another printer model, or **OK** to calibrate the printer and close the dialog.
9. To return to the default printer calibration, select **Reset Calibration** from the Printer Calibration popup menu and select the printer model from the dialog.

Chapter 10. Job Tasks for Operators

In addition to working with queues and actual destinations, you can perform a number of job-related tasks from the InfoPrint administrator's GUI. Performing these tasks can help you manage job flow through your printing system.

Preparing to Work with Jobs

The following topics describe usage tips for displaying jobs and job information. If you do not know how to start the InfoPrint administrator's GUI, see Chapter 7, "Using the InfoPrint Administrator's GUI" on page 55.

Displaying Queued or Assigned Jobs in the InfoPrint Administrator's GUI

The InfoPrint administrator's GUI displays jobs from the time they are accepted until they are discarded. Normally, jobs are discarded after completion, but job submitters can also specify that jobs should be retained after printing.

In the basic InfoPrint administrator's GUI, jobs are normally assigned to an actual destination as soon as they are accepted. Therefore, the basic InfoPrint administrator's GUI displays the jobs that are assigned to each actual destination in a separate window. Jobs that are not assigned to an actual destination are displayed in a pane of the Print Management window.

In the advanced InfoPrint administrator's GUI, jobs are not normally assigned to an actual destination until they are about to be processed. Therefore, the advanced InfoPrint administrator's GUI displays all the jobs in a queue in the same window. Jobs that are not assigned to an actual destination are treated no differently from assigned jobs.

Using the Basic InfoPrint Administrator's GUI



In the basic InfoPrint administrator's GUI, you can display a Print Queue window for any actual destination you are monitoring. This window contains a jobs pane and shows jobs in any state that are assigned to that actual destination. The type of job icon displayed for a job represents the job state, such as held or processing.

To display the Print Queue window:

1. In the Print Management window, Drag the **Open Window** icon from the Actions area and drop it on the actual destination icon.

InfoPrint opens the Print Queue window. This window contains a jobs pane in the Work Area.

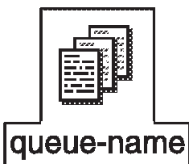
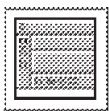
In the Print Queue window, you can display either an icon for each job, with no information except the job name (Grid view), or a line of attributes for each job (Details view). The Grid view allows you to work with the icons; the Details view shows more information. To change the view:

1. Look in the Display Controls area of the Print Queue window for the **Grid View**, **Normal View**, and **Expand to Wells** icons. If these icons are not displayed:
 - a. Click on the **Preferences** button to open the User Preferences dialog.
 - b. Under **Allow display of documents**, select **Yes**.
 - c. Select **Apply** to close the User Preferences dialog.
2. Drag and drop the **Grid View** or **Details View** icon into the work area.

Using the Advanced InfoPrint Administrator's GUI

In the advanced InfoPrint administrator's GUI, you can open either a Queue/Jobs window or a jobs well displaying all the jobs in a queue.

Opening a Queue/Jobs Window



In the advanced InfoPrint administrator's GUI, you can display a Queue/Jobs window for any queue you are monitoring. This window contains a jobs pane and shows jobs in any state, except retained, that the queue has handled. The type of job icon displayed for a job represents the job state, such as held or processing.

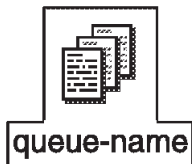
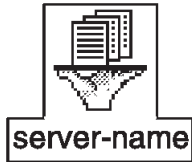
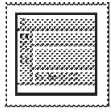
To display the Queue/Jobs window:

1. From the Servers window, open a queues well for the server containing the queue whose jobs you want to view. See "Displaying Queues in the InfoPrint Administrator's GUI" on page 83 if you do not know how to open the queues well.
2. Drag the **Open Window** icon from the Actions area and drop it on the queue icon.

InfoPrint opens the Queue/Jobs window. This window contains a jobs pane in the Work Area.

In the Queue/Jobs window, you can display either an icon for each job, with no information except the job name (Grid view), or a line of attributes for each job (Details view). The Grid view allows you to work with the icons; the Details view shows more information. To change the view, drag and drop the **Grid View** or **Details View** icon into the work area.

Opening a Jobs Well in the Server/Objects Window



You can also open wells containing jobs for each queue from the Server/Objects window of the advanced InfoPrint administrator's GUI. To do this you must have the Display Queued Jobs well in Server Window field value set to **Yes**; the default setting is **No**. The following procedure describes changing this setting.

To display the window and open a jobs well:

1. From the Servers window, drag the **Open Window** icon from the Actions area and drop it on a server icon.

InfoPrint opens the Server/Objects window. This window contains a queues pane in the Work Area.

2. Select the **Preferences** button.

The User Preferences window displays.

3. Select **Yes** for the Display Queued Jobs well in Server Window field value.

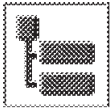
4. Select the **OK** button.

5. Drag the **Expand to Jobs** icon from the Display Controls area and drop it on a queue icon in the Work Area.

A jobs well opens below the queue icon.

When you have completed your task, you should set the Display Queued Jobs well in Server Window field value to **No**. Displaying jobs can affect performance of the InfoPrint administrator's GUI, depending on the volume of jobs.

Displaying the Documents in a Job

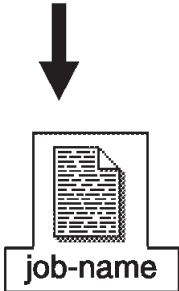


Jobs can contain one or more documents. You can view the documents of a job in the Print Queue or Queue/Jobs window.

To view the documents of a job:

1. Ensure you have the Print Queue or Queue/Jobs window opened and the Grid view displayed. See “Displaying Queued or Assigned Jobs in the InfoPrint Administrator's GUI” on page 101.
2. In the basic InfoPrint administrator's GUI, look in the Display Controls area of the Print Queue window for the **Expand to Wells** icon. If the **Expand to Wells** icon is not displayed:
 - a. Click on the **Preferences** button to open the User Preferences dialog.
 - b. Under **Allow display of documents**, select **Yes**.
 - c. Select **Apply** to close the User Preferences dialog. The **Expand to Wells** icon, **Grid View**, and **Normal View** icons are displayed.
3. Either double-click on a job icon or drag the **Expand to Wells** icon from the Display Controls area and drop it on the job icon.

A documents well opens below the job icon.



Displaying Retained Jobs

Retained jobs have either printed or were cancelled and have a value for either their **job-retention-period** or **job-retain-until** attributes. You can resubmit retained jobs as necessary.

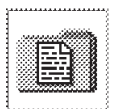
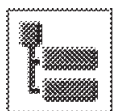
Using the Basic InfoPrint Administrator's GUI

In the basic InfoPrint administrator's GUI, open the Print Management window. Retained jobs appear in the Retained Jobs pane.

Using the Advanced InfoPrint Administrator's GUI

In the advanced InfoPrint administrator's GUI, you can display retained jobs either in a retained jobs well in the Server/Objects window or in a Server/Retained Jobs window. The Server/Retained Jobs window allows you to display the documents in a retained job.

Opening a Retained Jobs Well in the Server/Objects Window



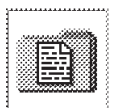
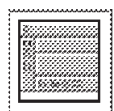
Retained Jobs

To display retained jobs in the Server/Objects window:

1. Ensure you have the Server/Objects window opened. See “Opening a Jobs Well in the Server/Objects Window” on page 103.
2. In the Other Objects pane, either double-click on the **Retained Jobs** folder icon or drag the **Expand to Wells** icon from the Display Controls area and drop it on the folder icon.

The retained jobs well opens below the folder icon.

Opening a Server/Retained Jobs Window



Retained Jobs

Retained jobs can include more than one document; you can display both the jobs and their documents in the Server/Retained Jobs window.

To open the Server/Retained Jobs window and display retained jobs and their associated documents:

1. Ensure you have the Server/Objects window opened. See “Opening a Jobs Well in the Server/Objects Window” on page 103.
2. Drag the **Open Window** icon from the Actions area and drop it on the **Retained Jobs** folder icon in the Other Objects pane.

InfoPrint opens the Server/Retained Jobs window.

3. Double-click on a job icon in the Work Area.

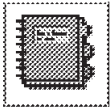
A documents well opens below the job icon.

Displaying Unassigned Jobs

To display jobs that have not been assigned to an actual destination in the basic InfoPrint administrator's GUI, open the Print Management window. Unassigned jobs are displayed in the Unassigned Jobs pane.

In the advanced InfoPrint administrator's GUI, jobs are not normally assigned to an actual destination until they are about to be processed. Jobs that are not assigned to an actual destination are displayed along with assigned jobs in the jobs wells of the Server/Objects window or in the Queue/Jobs window.

Displaying Attributes Notebooks for Jobs



You view and change job attributes through the attributes notebook for the job. Any changes you make apply to all documents in the job. You perform many of the job tasks in this section using the attributes notebook.

To display an attributes notebook for a job:

1. Open a jobs well or a window with a jobs pane that contains the job whose attributes notebook you want to view.
2. Drag the **Notebook** icon from the Actions area and drop it on the job icon. InfoPrint opens the attributes notebook for the job.
3. Click on the **Summary** attribute group button to display a list of the notebook tabs.
4. Use the **Help** button or the **?** button to view information about the fields on the different tabs. You can also view information for the buttons on the tabs, which you use to make changes to attribute values.

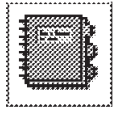


Note: To read about job attributes, enter the following command at an AIX command prompt to view the associated man page:

```
man pd_att_job
```

Note: Some attributes, such as **output-bin**, **default-medium**, **x-image-shift**, and **y-image-shift**, cause InfoPrint to generate the equivalent of an inline form definition if these attributes vary from document to document within a job. If the job also specifies a form definition, InfoPrint uses the form definition specified and ignores the varying document attributes.

Displaying Attributes Notebooks for Documents



You can also view and change attributes for documents within a job through the attributes notebooks for each document. Changes you make apply to the individual document, not all of the documents in the job.

To display an attributes notebook for a document:

1. Open a documents well in either the Queue/Jobs or Server/Retained Jobs window. See either “Displaying Queued or Assigned Jobs in the InfoPrint Administrator's GUI” on page 101 or “Displaying Retained Jobs” on page 104.
2. Drag the **Notebook** icon from the Actions area and drop it on the document icon. InfoPrint opens the attributes notebook for the document.
3. Click on the **Summary** attribute group button to display a list of the notebook tabs.
4. Use the **Help** button or the **?** button to view information about the fields on the different tabs. You can also view information for the buttons on the tabs, which you use to make changes to attribute values.

Note: To read about document attributes, enter the following command at an AIX command prompt to view the associated man page:

```
man pd_att_document
```

Displaying the Job Ticket



You can use the basic InfoPrint administrator's GUI to view the job ticket that was created on an InfoPrint Submit system and submitted to IBM InfoPrint Control. The job ticket shows the files, resources, and settings that make up the job. To view the job ticket:

1. Drag and drop the **Show** icon from the Actions area onto the job.

The Job Information dialog displays.

2. Select **Job Ticket** from the list.

The job ticket displays.



Displaying the Job Log



You can view the job log that was created after a job was submitted. The log details the history of the job and includes state changes that have occurred. To view the job log in the basic InfoPrint administrator's GUI:

1. Drag and drop the **Show** icon from the Actions area onto the job.



The Job Information dialog displays.

2. Select **Job Log** from the list.

The job log displays.



To view the job log in the advanced InfoPrint administrator's GUI, drag and drop the **Show** icon from the Actions area onto the job. The job log displays.

Determining Job Status



Pending or Retained

The InfoPrint administrator's GUI uses different types of icons to indicate the status of jobs. The following shows the different icons and the job states they represent:

- The normal job icon represents a job whose state is pending or retained. A pending job displays in a jobs pane or well, a retained job displays in a retained jobs well.
- A job icon with a clock represents a job whose state is processing, ripping, or printing. A job state of ripping means that InfoPrint is performing raster-image processing on the job. A processing, ripping, or printing job displays in a jobs pane or well. In the basic InfoPrint administrator's GUI, this icon turns red if the job is in danger of not completing by the deadline.
- A colored job icon represents an abnormal job. A black job icon represents a job whose state is held, paused, or cancelled. In the basic InfoPrint administrator's GUI, a red job icon represents a job that requires a resource that is not ready on the actual destination to which it has been assigned or not supported on any actual destination to which it could be routed, or a job that is in danger of not completing by the deadline.

Processing, Ripping, or Printing



Unless a task in this chapter is specific to a particular job state, all tasks will use the first job icon described here to represent jobs.

For more information about a job, look at the Details view of the jobs pane. The **Status** and **Reason** fields in the Print Queue window, or the **State** and **State Reason** fields in the Queue/Jobs window, tell you the job state and the reason it is in that state.

Held or Paused



Performing Job Tasks

The following topics describe job tasks that you can perform. Jobs can consist of one or more documents and the actions you perform on a job apply to all of the documents that the job contains.

Pausing a Job



In the advanced InfoPrint administrator's GUI, you can pause pending, processing, printing, ripping, and held jobs to prevent them from printing. Paused jobs remain in the queue until you resume or delete them. You can make modifications to paused jobs, however, when you resume a modified job, it begins printing from the first page of the job.

To pause a job:

1. Open a jobs well or a window with a jobs pane that contains the job you want to pause.
2. Drag the **Pause** icon from the Actions area and drop it on the job icon

InfoPrint displays a message box showing that it is processing the pause request. When InfoPrint has paused the job, the job icon turns black.

In either the basic or the advanced InfoPrint administrator's GUI, you can pause a processing or printing job by pausing the actual destination. See "Pausing an Actual Destination" on page 91.

Resuming a Job



You may have paused a job to modify its attributes or to prevent it from printing until a later time. When you are ready to print the paused job, you resume it.

To resume a paused job:

1. Open a jobs well or a window with a jobs pane that contains the paused job you want to resume.
2. Drag the **Resume** icon from the Actions area and drop it on the paused job.

InfoPrint returns the job icon to normal appearance and processes the job according to the scheduling method in place.

Notes:

1. If you do not want to resume a paused job and need to remove it from the system, you can delete it. See "Deleting a Job" on page 111.
2. Jobs which are modified while paused are resumed from the beginning of the job.

Holding a Job

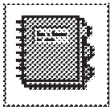


You can place a hold on a job to prevent it from processing. Held jobs remain in the queue until you release the hold or, if the job specifies a job-discard time, until the discard time is reached.

To hold a job using the basic InfoPrint administrator's GUI:

1. Open the Print Queue window that contains the job you want to hold.
2. Drag the **Hold** icon from the Actions area and drop it on the job icon.

The job icon turns black.



To hold a job using the advanced InfoPrint administrator's GUI:

1. Open a jobs well or a window with a jobs pane that contains the job you want to hold.
2. Open the attributes notebook for the job.
3. Select the **Summary** attribute group button.

A list displays.

4. Select **Scheduling**.
5. Select the **Yes** button at the top of the tab next to **Hold**.
6. Select the **OK** button.

InfoPrint places a hold on the job and prevents it from processing. The job icon turns black.



Releasing a Held Job



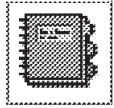
You can release a held job when you are ready to print the job.

To release a job using the basic InfoPrint administrator's GUI:

1. Open the Print Queue window that contains the job you want to hold.
2. Drag the **Release** icon from the Actions area and drop it on the job icon.

After you release the hold, InfoPrint schedules the job for processing.



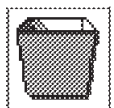


To release a job using the advanced InfoPrint administrator's GUI:

1. Open a jobs well or a window with a jobs pane that contains the job you want to release.
2. Open the attributes notebook for the job.
3. Select the **Summary** attribute group button.
A list displays.
4. Select **Scheduling**.
5. Select the **No** button at the top of the tab next to **Hold**.
6. Select the **OK** button.

After you release the hold, InfoPrint schedules the job for processing.

Deleting a Job



You can delete jobs that display in a jobs pane, jobs well, or retained jobs well. If the job you want to delete is processing or printing, InfoPrint deletes it at the soonest possible point; part of the job may print.

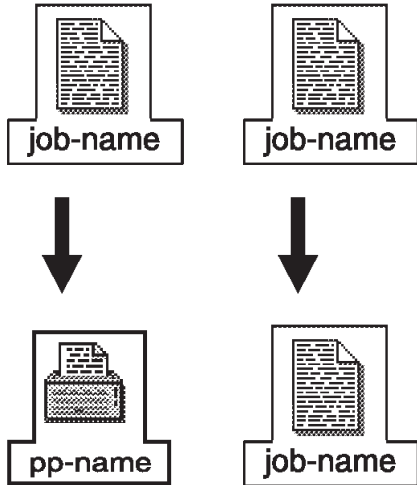
To delete a job:

1. Open a jobs pane or well, or a retained jobs well containing the job you want to delete.
2. Drag the job icon and drop it on the **Trash Can** icon at the lower right of the window.
InfoPrint displays a message window asking you to confirm the job deletion.
3. Select **Yes**.

InfoPrint deletes the job.

Note: You can delete more than one job with a single action. Select two or more jobs. Then drag one of the selected job icons and drop it on the **Trash Can** icon. InfoPrint displays the confirmation message window and lists all of the selected jobs.

Reassigning a Job



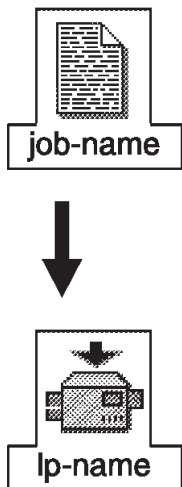
In the basic InfoPrint administrator's GUI, you can reassign pending or retained jobs to a different actual destination or to the unassigned jobs area. You may want to reassign jobs if there are problems with the actual destination, or if modifications to the job require different actual destination capabilities. You can also reassign a job to the same actual destination in order to change its position in the queue.

Note: You cannot reassign jobs in the advanced InfoPrint administrator's GUI, but you can get similar results by resubmitting them. See "Resubmitting a Job."

To reassign a job, drag and drop the job icon either:

- Onto an actual destination icon in the Print Management window. InfoPrint reassigns the job to that actual destination.
- Onto a job icon in the Print Queue window for the same actual destination or another actual destination. InfoPrint reassigns the job to that actual destination and schedules it before or after the job you dropped it on, according to your selection in the User Preferences dialog.
- Into the unassigned jobs area in the Print Management window.

Resubmitting a Job



In the advanced InfoPrint administrator's GUI, you can resubmit pending or retained jobs to a different logical destination than the one to which the job was originally submitted. You may want to resubmit jobs if there are problems with the associated actual destinations based on the original submission, or if modifications to the job require different actual destination capabilities.

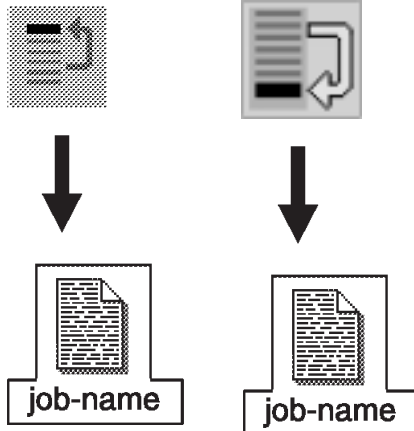
Note: You cannot resubmit jobs in the basic InfoPrint administrator's GUI, but you can get similar results by reassigning them. See "Reassigning a Job."

To resubmit a job:

1. In the Server/Objects window, open a jobs well or a retained jobs well that contains the job you want to resubmit.
2. Open a logical destinations well for the queue associated with the logical destination to which you will resubmit the job.
3. Drag the job icon from the jobs or retained jobs well and drop it on the logical destination icon.

InfoPrint resubmits the job.

Reordering a Job



In the basic InfoPrint administrator's GUI, you can reorder a pending job so that it prints before or after all other pending jobs assigned to the same actual destination.

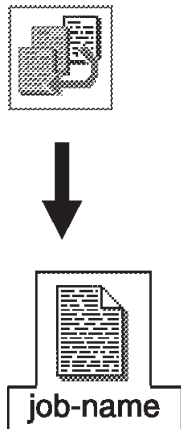
Note: You cannot reorder a job in the advanced InfoPrint administrator's GUI, but you can promote it to the top of the queue. See "Promoting a Job."

To reorder a job:

1. Open a Print Queue window containing the job you want to reorder.
2. Drag the **Reorder First** or **Reorder Last** icon from the Actions area and drop it on the job icon.

You can also reorder a job to print immediately before or after a specific job by reassigning it. See "Reassigning a Job" on page 112.

Promoting a Job



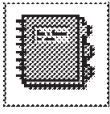
In the advanced InfoPrint administrator's GUI, you can promote a pending job so that it prints ahead of other jobs in a queue. The actual destinations associated with the queue must use the job-priority scheduling method. Otherwise, promoting the job has no effect.

Note: You cannot promote a job in the basic InfoPrint administrator's GUI, but you can reorder it so that it prints before or after all other pending jobs assigned to the same actual destination. See "Reordering a Job."

To promote a job:

1. Open a jobs pane or well containing the job you want to promote.
2. Drag the **Promote** icon from the Actions area and drop it on the job icon.

Setting a Job-Batch Value for a Job



In the advanced InfoPrint administrator's GUI, you can set a job-batch value for a job that causes InfoPrint to process it on a specific actual destination when the printer has the same value set for its **job-batches-ready** attribute. This is useful when you need to control when and where similar jobs process.

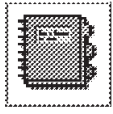
To set a job-batch value for a job:

1. Open a jobs well or a window with a jobs pane that contains the job you want to assign a job-batch value.
2. Open the attributes notebook for the job.
3. Select the **Summary** attribute group button.
4. Select **Routing**.
5. Enter a value in the **Job Batch** field.
6. Select the **OK** button.

InfoPrint sets the job-batch for the job and processes it on an actual destination with a corresponding value for its **job-batches-ready** attribute.

Note: If no actual destination has a corresponding value, InfoPrint places a hold on the job. The job remains in the queue until you set up an actual destination or delete the job. See "Specifying the Job Batches Ready for an Actual Destination" on page 96 for information on setting up the actual destination.

Requesting a Specific Actual Destination for a Job



If a pending job has not been assigned to an actual destination, you can request that a specific actual destination process it. This is useful if the queue in which the job resides sends jobs to more than one actual destination and you want to select the actual destination that processes the job.

Note: While you can perform this task using the basic InfoPrint administrator's GUI, it is easier to use the procedure in "Resubmitting a Job" on page 112 to assign the job to a specific actual destination.

To request a specific printer for a job:

1. Open a jobs well or a window with a jobs pane that contains the job you want to assign to a specific printer.
2. Open the attributes notebook for the job.
3. Select the **Summary** attribute group button.
4. In the advanced InfoPrint administrator's GUI, select **Routing**. (In the basic InfoPrint administrator's GUI, select **Scheduling**.)
5. Select the **Add...** button to the right of the **Physical Printers Requested** field.
An Add Value window displays.
6. In the * **Value** field, enter the name of the actual destination.
7. Select the **Add** button.

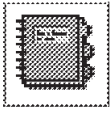
Note: You can request more than one actual destination, if necessary. Use the **Help** button or the ? button for more information.

8. Select the **OK** button.

If late binding is in effect (normal for the advanced InfoPrint administrator's GUI), InfoPrint sends the job to the actual destination you specified when it is ready for scheduling. If you specified more than one actual destination, InfoPrint sends the job to the actual destination that is available first.

If early binding is in effect (enforced for the basic InfoPrint administrator's GUI), InfoPrint immediately assigns the job to the actual destination you specified. If you specified more than one actual destination, InfoPrint assigns the job to the first actual destination that it determines to be suitable.

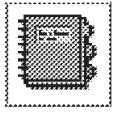
Changing the Number of Copies of a Job



To change the number of copies of a job to be printed:

1. Drag and drop the **Notebook** action onto the job.
2. In the basic InfoPrint administrator's GUI, type over the value in the **Copies to Print** field on the **Summary** tab. In the advanced InfoPrint administrator's GUI, type over the value in the **Copies** field on the **Documents—Summary** tab.

Adjusting the Print Quality of a Job



If you are not satisfied with the print quality of a job containing halftone images, you can use the basic InfoPrint administrator's GUI to adjust the quality when you print it again. (The advanced InfoPrint administrator's GUI does not support print quality attributes.)

1. Drag and drop the **Notebook** action onto the job to open the Job attributes notebook.
2. On the **Documents** tab, modify the value of the following attributes:

Printer resolution requested

If your physical printer supports more than one resolution, or if another physical printer is available, try a different printer resolution. You may have to modify the Resolutions Ready attribute on the Scheduling tab of the PSF Physical Printer attributes notebook or assign the job to a different physical printer.

RIP for Select a value for this attribute that matches the physical printer where the job will actually be printed, unless you are proofing the job. In that case, be aware that a proof job will not look as good as the final copy.

3. Open a documents well for the job (see “Displaying the Documents in a Job” on page 104).
4. For each document in the job that is not printing as you would like, drag and drop the **Notebook** action onto the document to open the Document attributes notebook.
5. On the **Processing** tab, modify the value of the following attributes:

Screen frequency

If you see moire or two-dimensional repeating patterns in halftone output, try a different screen frequency. If you see light and dark bands, possibly with a herringbone pattern under magnification, set the screen frequency to 106 lines per inch.

Output appearance

Select **standard**, **highlight-midtones**, **dark**, or the name of a customized PostScript transfer function. If you migrated from a previous version of InfoPrint, your administrator may have created a customized transfer function to preserve your old settings.

Part 3. Archiving Jobs

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Chapter 11. Using InfoPrint Library

In the past, print shops stored metal plates or camera-ready copy on warehouse shelves, with a note that indicates the information on the media. In today's digital environment, print shops must be able to store data in digital or electronic format on a storage and retrieval device, for example, magnetic tapes, disks, or optical disks loaded in a juke box.

Library is optional for InfoPrint, but it offers an excellent means of digitally storing data. The library client runs on the same AIX system as IBM InfoPrint Control. You access the library client through InfoPrint Submit. Figure 43 shows how the library fits into InfoPrint.

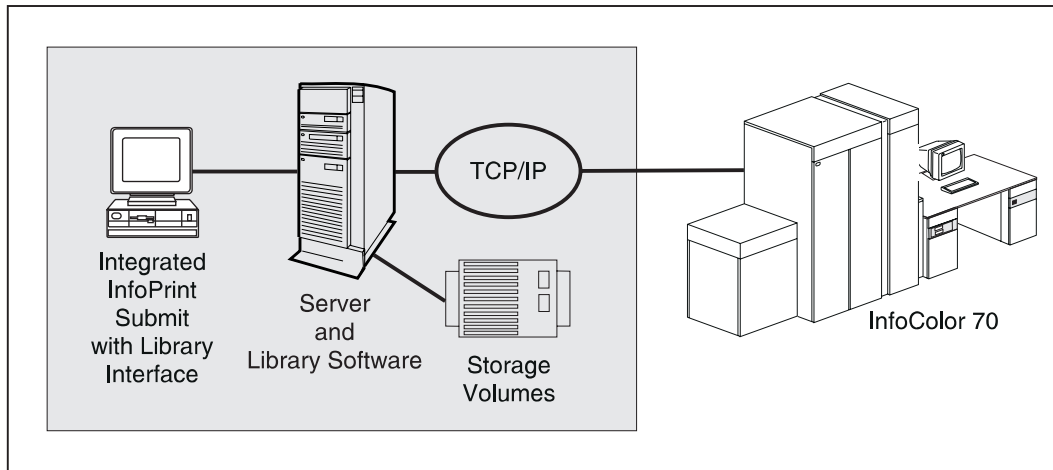


Figure 43. How Library Fits into InfoPrint

By accessing Library through InfoPrint Submit, you can use the library to index, archive, and retrieve job tickets and their related data and resources. The library connects to your InfoPrint system through TCP/IP and AIX Connections.

Library indexes data for fast search and retrieval. Library also stores data for as long as necessary and can move less frequently accessed data to less expensive storage media.

The storage media needed to support your archiving requirements depends on the size of your data.

Starting Library

When you power on the AIX system where IBM InfoPrint Control is installed, the IBM InfoPrint Library server daemon and other related Library processes automatically start as part of AIX initialization.

Accessing Library

Before you can use InfoPrint Library, you must connect from the Windows system where InfoPrint Submit is installed to the AIX system where the InfoPrint server is running. To connect, follow this procedure:

1. Ask your InfoPrint administrator for the following information:
 - The name of the AIX system
 - If the AIX system is in a different domain from your workstation, the domain name
 - Your AIX user ID and password
2. Double-click on the **Network Neighborhood** icon on your Windows desktop.
3. If the AIX system is in a different domain, double-click on the **Entire Network** icon, then on the icon for the domain.
4. Double-click on the icon for the AIX system.
5. When prompted, enter your AIX user ID and password.

Stopping Library

If you need to power off or restart the AIX system, or stop Library operation for any reason, stop AIX with the **shutdown** command. Then power off the operator's console. The Library client stops automatically when InfoPrint Control stops.

Part 4. Appendixes

Appendix A. Using the InfoPrint SMIT Operator's GUI

You can perform most InfoPrint operations tasks by using the InfoPrint SMIT operator's GUI.

This chapter provides information on starting and accessing help for the InfoPrint SMIT operator's GUI. It also includes a brief description of the tasks you can perform through the interface.

Starting the InfoPrint SMIT Operator's GUI

There are two methods of starting the InfoPrint SMIT operator's GUI:

- If you are at an AIX command prompt, enter one of the following commands:

- To access the **Production Print Operations** panel in the AIXwindows mode, enter:

```
startppo
```

- To access the **Production Print Operations** panel in the ASCII mode, enter:

```
startppo -t
```

All InfoPrint SMIT operator's GUI SMIT panels display in ASCII mode; however, status windows display as graphical motif windows.

- If you are using the InfoPrint SMIT administrator's interface, follow these steps:
 1. Return to the main panel titled **InfoPrint Production Printing System**.
 2. Select **Production Print Operations**.

Notes:

1. You cannot change queues as specified by the queue information file if you access the InfoPrint SMIT operator's GUI through a SMIT session that was not started with the **startppo** command.

2. The **startppo** command also has a **-g** flag that you can use to control the initial size and position of the InfoPrint SMIT operator's GUI window. Specify the value for the flag in the form:

```
width×height+xoffset+yoffset
```

For example, if you enter `startppo -g 800×500+100+200`, the window that opens is 800 pels wide, 500 pels high, offset 100 pels from the left edge of the terminal display, and down 200 pels from the top of the display.

3. You cannot start the ASCII mode of the InfoPrint SMIT operator's GUI in the background. For example, do not use the following command:

```
startppo -t &
```

Accessing the Online Help for the InfoPrint SMIT Operator's GUI

The online help for the InfoPrint SMIT operator's GUI provides descriptions of panel controls, such as buttons, entry fields, and lists. You can access the help information by using standard AIX SMIT help actions. If you are not familiar with using SMIT help, you can use the **Help** pull-down menu at the upper right corner of any AIXwindows SMIT panel. If you are using SMIT in the ASCII mode, access the main **System Management** panel. Highlight the panel title and press **F1** to access help on using SMIT.

Requesting Help for Menu Selections on a SMIT Panel

The method of accessing help for a SMIT panel depends on whether you are in AIXwindows mode or ASCII mode.

AIXwindows Mode

Complete the following steps to receive contextual help on a menu selection:

1. Press **Ctrl + F1**. All the menu selections on the panel are highlighted. The mouse pointer changes to a question mark. A **Help Message** window opens with instructions on how to access help. Figure 44 shows an example of the results of pressing **Ctrl + F1** for a SMIT panel.

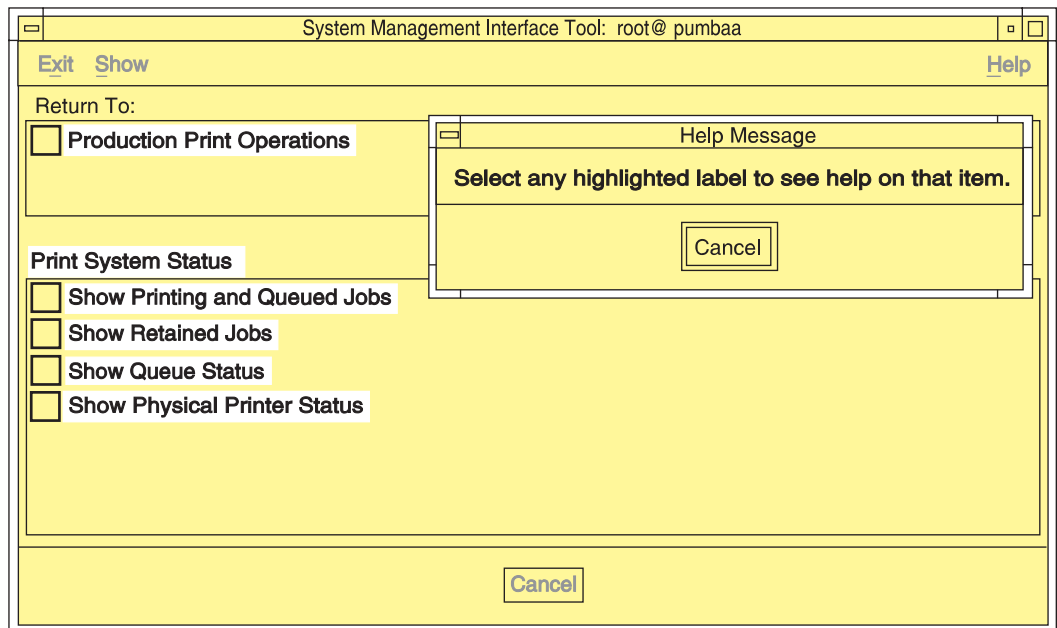


Figure 44. Help for SMIT Panel Menu Selections

2. Select any highlighted menu selection on the panel. An **Informational Message** window opens.
3. Select the **OK** button on the **Information Message** window after you have read the information. All menu selections on the panel remain highlighted.
4. If you want to view the help for another item, select it.
5. When you have completed viewing the information, select the **Cancel** button on the **Help Message** window to remove the highlighting and return to normal SMIT operations.

Note: You can also manually highlight a menu selection by using the Tab and arrow keys to navigate to the selection. Pressing **F1** for a highlighted menu item opens the help window for that item.

ASCII Mode

Complete the following steps to receive contextual help on a menu selection:

1. Use the arrow keys to highlight a menu selection.
2. Press **F1**. A **CONTEXTUAL HELP** window opens.
3. When you have completed viewing the help information, press the **Enter** key. The window closes.

Complete the same steps to view the help for any other menu selections.

Requesting Help for Fields and Buttons on a SMIT Window

The method of accessing help for fields and buttons on a SMIT window depends on whether you are in AIXwindows mode or ASCII mode.

AIXwindows Mode

Complete the following steps to receive help for fields and buttons on a SMIT window that was accessed from a SMIT panel:

1. Select the button labeled with a question mark at the bottom right of the window. A **Help** window displays beneath the SMIT window. Figure 45 shows the results of selecting the question mark button.

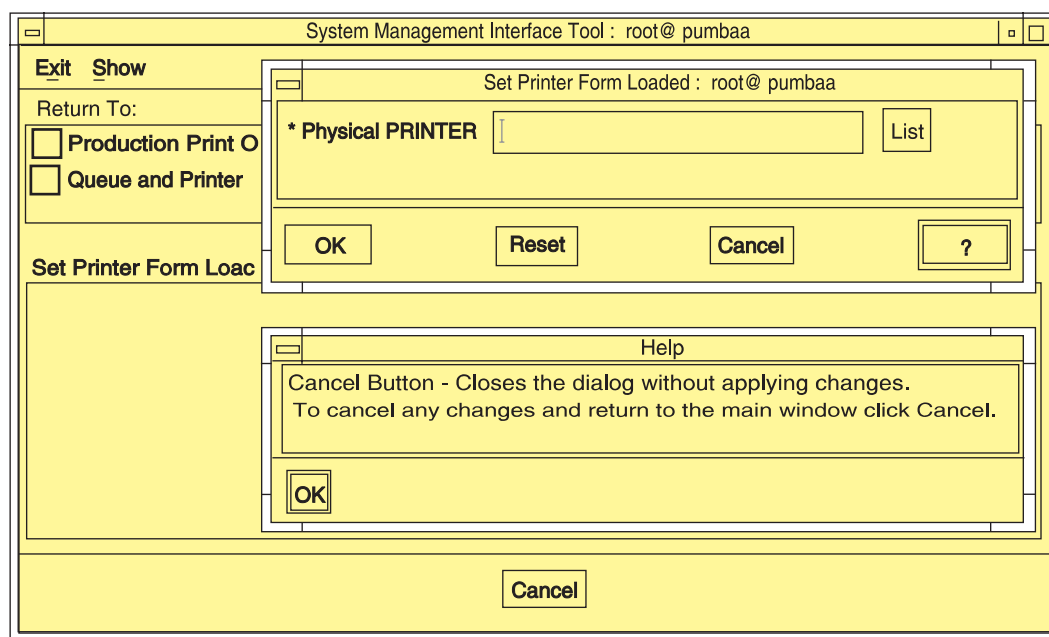


Figure 45. Help for SMIT Window Fields and Buttons

2. Move the mouse pointer over the fields and buttons in the window. The text in the **Help** window changes, displaying help for the field under the mouse pointer.
3. When you have completed viewing all of the information, select the **OK** button on the **Help** window to close it and return to normal SMIT operations.

ASCII Mode

Complete the following steps to receive help for fields on a SMIT panel in which you can enter or list information:

1. Use the arrow keys to highlight a field name.
2. Press **F1**. A **CONTEXTUAL HELP** window opens.
3. When you have completed viewing the help information, press the **Enter** key. The window closes.

Complete the same steps to view the help for any other field selections.

Requesting Help for SMIT Status Windows

The InfoPrint SMIT operator's GUI displays separate status windows that show the results of queries you make. The status windows also provide help for the tasks you can perform from them. The status windows are the same for both AIXwindows mode and ASCII mode. Figure 46 shows a status window.

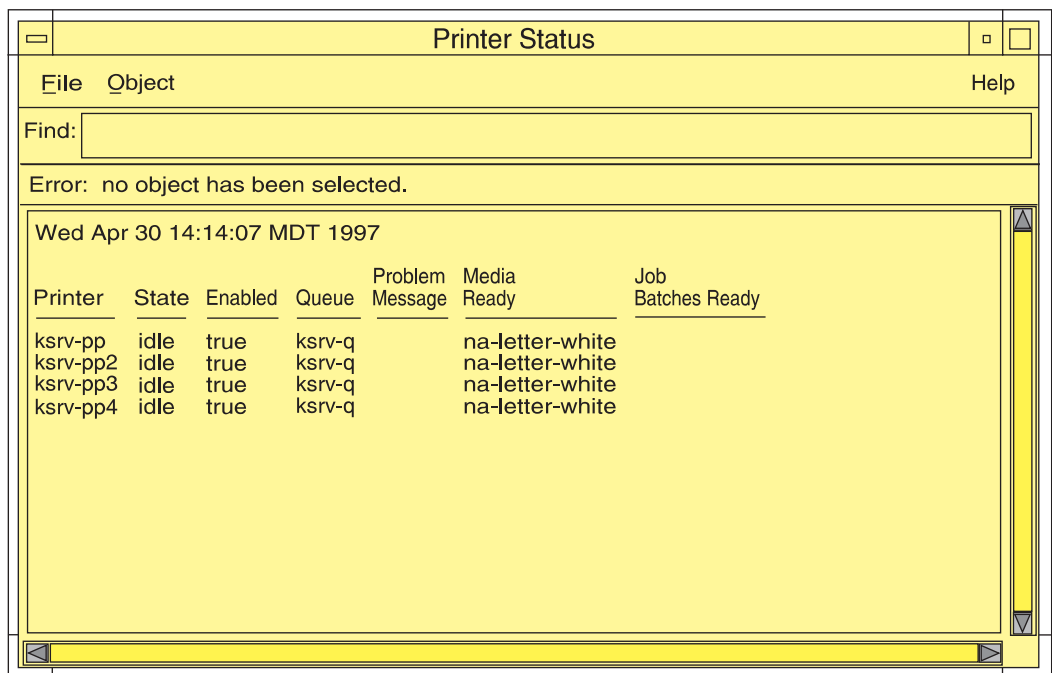


Figure 46. Help for SMIT Status Windows

Complete the following steps to receive help for menu selections on SMIT status windows.

1. Select the **Help** menu at the far right of the menu bar for the status window. A pull-down menu displays with one entry for each of the tasks you can perform from the window.
2. Select an item from the list. A help window displays providing instructions on performing the task.

Tasks You Can Perform Using the InfoPrint SMIT Operator's GUI

The following is a brief description of the tasks you can perform using the InfoPrint SMIT operator's GUI. Use the online help for more detailed information. You can perform tasks in four major areas: monitoring print system status, controlling jobs, controlling queues, and controlling actual destinations .

Monitoring Print System Status

The InfoPrint SMIT operator's GUI menu selections for system status allow you to perform the following tasks:

- List pending, processing, and printing jobs for the queue you are monitoring.
- List retained jobs in the queue.
- Show the status of the queue.
- Show the status of the actual destination or destinations that receive jobs.

You can customize the job, queue, and actual destination information that you receive by editing the environment file for the InfoPrint SMIT operator's GUI.

Controlling Jobs

The InfoPrint SMIT operator's GUI menu selections for controlling jobs allow you to perform the following tasks:

- Pause and resume jobs.
- Hold and release jobs.
- Cancel active and retained jobs.
- Assign **job-batch** values to jobs.
- Change the priority of jobs.
- Assign jobs to specific actual destinations.
- Specify the forms that jobs require.
- View the status of jobs.
- View summaries of jobs that require specified forms or that belong to specified job batches.

Controlling Queues

The InfoPrint SMIT operator's GUI menu selections for controlling queues allow you to perform the following tasks:

- Pause and resume queues. Paused queues continue to receive jobs, but InfoPrint does not schedule the jobs to actual destinations.
- Change the queue you are monitoring. You use the queue information file to control the queues that you can switch to, as well as the actual and logical destinations that are associated with the queue.

Controlling Actual Destinations

The InfoPrint SMIT operator's GUI menu selections for controlling actual destinations allow you to perform the following tasks:

- Pause and resume actual destinations. Paused actual destinations still accept jobs from their queues, but they do not process and print the jobs.
- Disable and enable actual destinations. Disabled actual destinations process jobs already assigned to them but do not accept new jobs from their associated queues.
- Backspace and forward space actual destinations. You can cause InfoPrint to back up or skip forward a specified number of pages in the job currently printing on a specific actual destination.
- Specify the forms that are currently loaded in the printer device. You can specify the type of form that is loaded in each input tray of the printer.
- Specify **job-batches-ready** values for actual destinations. You can set up actual destinations so that they will process jobs that request a specific **job-batch** value.
- Shut down an actual destination so that it no longer processes jobs. You can specify how you want to shut down the actual destination with regards to how the shutdown process saves checkpoint information about the current job.

Glossary

This glossary provides definitions of specialized terms used by InfoPrint. This glossary does not define terms that are defined in non-technical dictionaries or that have no special meaning in information processing.

Sources and References

This glossary includes definitions from the following sources:

- Definitions reprinted from a published section of the International Organization for Standardization's (ISO) *Vocabulary—Information Processing* or from a published section of the ISO *Vocabulary—Office Machines* are identified by the symbol (I) following the definition.
- Definitions reprinted from working documents, draft proposals, or draft international standards of ISO Technical Committee 97, Subcommittee 1 (Vocabulary) are identified by (T), indicating that final agreement has not yet been reached among its participating members.
- Definitions reprinted from *Introduction to OSF DCE*, by Open Systems Foundation, published by Prentice-Hall, are identified by (OSF).
- Definitions from *Portable Operating System Interface (POSIX) System Administration Interface/Printing Standards Project* are identified by (P).
- Definitions from *Information technology—Document printing application (DPA)—Part 1: Abstract-service definition and procedures* are identified by (D).
- Definitions from *AIX Version 4.1 Topic Index and Glossary* are identified by (X).
- Definitions from *IBM Dictionary of Computing*.
- Definitions that are specific to IBM products are so labeled, for example, "In InfoPrint," or "In DCE."

This glossary uses the following cross-references:

Contrast with. This refers to a term that has an opposed or substantively different meaning.

Synonym for. This indicates that the term has the same meaning as a preferred term, which is defined in its proper place in the glossary.

Synonymous with. This is a backward reference from a defined term to all other terms that have the same meaning.

See. This refers you to multiple-word terms that have the same last word.

See also. This refers you to terms that have a related, but not synonymous, meaning.

Special Characters

.Guidefaults file. A file created by InfoPrint in the home directory of a person using the InfoPrintGUI. InfoPrint uses this file to save and reference information about the servers you are monitoring and the windows you are working in.

A

Access Control List (ACL). (1) In computer security, a collection of all access rights for one object. (2) In DCE, a list associated with each object in the namespace that specifies the access authorization level for each user or user group.

ACL. Access Control List.

acl editor. A command line interface that allows you to view, add, update, and delete access authorization records in an ACL.

action. In the InfoPrint GUI, an icon that represents an operation that you can perform on an InfoPrint object. You drag and drop the action onto an object to initiate the operation for that object. For example, using the **Enable** action to enable a disabled actual destination.

actual destination. In InfoPrint, an object that represents the output device that performs the printing or transmission function. See *email destination*, *fax destination*; see also *physical printer*, *printer device*; contrast with *logical destination*.

additive color system. A system that reproduces an image by mixing (adding) appropriate quantities of red, green, and blue light (the additive primary colors) to create all other colors of light, either direct or transmitted. When the additive primaries are superimposed on one another, they create white light. Contrast with *subtractive color system*.

administrator. In InfoPrint, the person who creates and manages one or more components of a printing system, such as servers and actual destinations. By default, InfoPrint gives administrators authorization to perform some InfoPrint operations and to access certain information that is not available to the operators or job submitters.

Adobe Acrobat. An Adobe software program that provides instant access to documents in their original format, independent of computer platform. With the Adobe Reader, you can view, navigate, print, and present any Portable Document Format (.pdf) file.

Adobe PageMaker. A desktop publishing program that produces PostScript documents.

Adobe PostScript Raster to Image Transform (RIP). See *raster image processor (RIP)*.

ADSM/6000. Advanced Distributed Storage Manager.

Advanced Distributed Storage Manager (ADSM/6000). A program that provides storage management for archived files.

Advanced Function Common Control Unit (AFCCU). An IBM RISC-based control unit with code common to all printers that use the AFCCU.

Advanced Function Presentation (AFP). A set of licensed programs, together with user applications, that use the all-points-addressable concept to print data on a wide variety of printers or to display data on a wide variety of display devices. AFP includes creating, formatting, archiving, retrieving, viewing, distributing, and printing information.

Advanced Function Presentation data stream (AFP data stream). (1) The printer data stream used for printing AFP data. The AFP data stream includes composed text, page segments, electronic overlays, form definitions, and fonts downloaded from the operating system to the printer. (2) A presentation data stream that is processed in AFP environments. The AFP data stream includes MO:DCA-P-based data streams.

Advanced Interactive Executive (AIX). An operating system used with RS/6000 computers. The AIX operating system is IBM's implementation of the UNIX operating system.

AFCCU. Advanced Function Common Control Unit.

AFP. Advanced Function Presentation.

AFP data stream. Advanced Function Presentation data stream.

ainbe. The printer input/output backend program used by the PSF DSS to send jobs to printer devices. Depending on the incoming data stream of the job, the PSF DSS may have transformed the data stream of the job prior to the backend program sending it to the printer device.

AIX. Advanced Interactive Executive.

AIX-attached printer. (1) A printer device, attached to an RS/6000 through the network or through a serial or parallel port, that receives jobs from an AIX print queue. (2) In InfoPrint, a PSF physical printer that represents an AIX-attached printer device. See also *channel-attached printer, direct-attached printer, TCP/IP-attached printer, upload-SNA-attached printer, upload-TCP/IP-attached printer*.

AIX destination support system. In InfoPrint, the destination support system that communicates with the standard AIX print backend (**piobe**), or with certain variations of the **rembak** print backend, to print jobs.

AIX physical printer. In InfoPrint, the object representing a printer device that uses the AIX destination support system.

aliasing. In a digitized image, the creation of diagonal lines by combining short horizontal and vertical line segments that approximate the path of the desired line.

all-points-addressability (APA). The capability to address, reference, and position text, overlays, and images at any defined point of the printable area of the paper or display medium.

alphameric. Synonym for *alphanumeric*.

alphanumeric. Pertaining to a character set containing letters, digits, and other symbols such as punctuation marks. Synonymous with *alphameric*.

AMPV. Average monthly print volume.

analog. Pertaining to a continuous variable sampling of information between two points that achieves an even, smooth transition of photographic material.

analog color proof. An off-press color proof made from separation films.

anti-aliasing. (1) The rendering of hard-edged objects so that they blend smoothly into the background. PhotoShop offers anti-aliasing when rasterizing an EPS file. (2) Removing the jagged "stairstep" quality in diagonal lines produced on a computer screen by aliasing. This removal is effected by creating less densely shaded fields parallel to the diagonal line.

APA. All-points-addressability.

API. Application Program Interface.

Application Program Interface (API). The call interface between a client program and the procedures that implement the printing system, as defined by the specification. Clients use the API to access servers. (P)

architecture. The set of rules and conventions that govern the creation and control of data types such as

text, image, graphics, font, fax, color, audio, bar code, and multimedia.

archiving. The transfer of digital information from an online system onto magnetic tape, floppy disk, compact disc, or other media for offline storage. The original copy is deleted from the online system. See also *retrieval*.

array inkjet. An ordered collection of multiple print heads used in an inkjet printer.

ASCII. American National Standard Code for Information Exchange. The standard code, using a coded character set consisting of 7-bit coded characters (8 bits including a parity check). The ASCII code is used for information exchange among data processing systems, data communications systems, and associated equipment. The ASCII character set includes control characters and graphic characters.

asynchronous. (1) Pertaining to two or more processes that do not depend upon the occurrence of specific events, such as common timing signals. (T) (2) In InfoPrint, occurring without a regular or predictable time relationship to a specified action. Contrast with *synchronous*.

attachment type. Defines the method by which a printer device is attached to the AIX system from which it receives data. See *AIX-attached printer*, *channel-attached printer*, *direct-attached printer*, *TCP/IP-attached printer*, and *upload-SNA-attached printer*, and *upload-TCP/IP-attached printer*.

attribute. A defined characteristic of an object, such as the number of copies required of a job, or the document formats accepted by an actual destination.

attribute name. A string that identifies an attribute. Typically, in InfoPrint attribute names consist of two or more words separated by hyphens.

attribute value. The element of an attribute that specifies the characteristics relating to the attribute.

authorization. In computer security, verification of the eligibility of a user to access an object.

authorized user. A person with the appropriate permissions to access an object or to issue a command.

automatic recovery. A function of printer logic that permits the printer to reprint a job if the job is misprinted or damaged or if a component has failed.

auxiliary sheet. In InfoPrint, an object that represents a particular sheet of paper, blank or otherwise, that can

precede a job, separate documents within a job, or follow a job.

auxiliary-sheet selections. A particular combination of start, separator, and end sheets that print with jobs on a particular printer device.

B

backend. In AIX, the program that is invoked by the **qdaemon** process to run a print or batch job. Synonymous with *backend program*.

backend program. Synonym for *backend*.

backlog. In InfoPrint, the amount of time calculated by InfoPrint that is required to print all of the jobs currently in a queue.

backspace. In InfoPrint, the action used to back up and reprint pages in a job.

bar code. (1) A code representing characters by sets of parallel bars of varying thickness and separation that are read optically by transverse scanning. (2) An array of parallel rectangular bars and spaces that together represent data elements or characters in a particular symbology. The bars and spaces are arranged in a predetermined pattern following unambiguous rules defined by the symbology.

BCOCA. Bar code object content architecture.

Bezier curves. A method of defining curves using anchor points, control handles, and tangent lines. The PostScript path passes through anchor points. Its approach direction is along the tangent lines that are controlled by the control handles. Many personal computer programs use this drawing method. Type 1 PostScript fonts are defined using Bezier curves.

binding. (1) The cover and materials that hold a book together. See *edition binding*, *perfect binding*, *spiral binding*, *wire-o binding*. (2) The process of applying the binding to a book. (3) In InfoPrint, assigning a job to an actual destination. See *early binding*, *late binding*. (4) In DCE, pointers stored in a DCE cell that are used to connect clients to servers.

bitmapped. Pertaining to an image formed by a rectangular grid of pixels. Each pixel is assigned a value to denote its color. One-bit images are black and white; 8-bit images have 256 colors (or grays); 24-bit images have full color. CMYK images have 32-bits per pixel to encode 256 levels in each of four channels. Bitmapped images are also called raster images.

bleed. An extra amount of printed image that extends beyond the trim edge of the sheet. Bleed ensures that no white gap appears at the edge of the sheet.

boot. To prepare a computer for operating by loading an operating system.

BSD. Berkeley Software Distribution.

BSD destination support system. In InfoPrint, the destination support system that generates a print command string that the shell runs to print jobs.

BSD physical printer. In InfoPrint, the object representing a printer device that uses the BSD destination support system.

burn. (1) In platemaking, an exposure. Burn is named because of the extremely bright ultraviolet lamps used to transfer images from film to plate. (2) In photography, to lengthen the final exposure time to increase the final density of print.

C

cathode ray tube (CRT). A vacuum tube in which a beam of electrons can be moved to draw lines or form characters or symbols on its luminescent (phosphor-coated) screen. CRTs are the heart of all modern computer display screens. Black and white displays have only one phosphor scanned by one electron beam, while color displays have RGB phosphors scanned by three beams.

CDE. Common Desktop Environment.

cell. Synonym for *DCE cell*.

Cell Directory Service. A DCE component that manages a database of information about resources within a cell.

channel-attached printer. (1) A printer attached to an RS/6000 by cables, rather than through telecommunication lines. (2) In InfoPrint, a PSF physical printer that represents a channel-attached printer device. See also *AIX-attached printer*, *direct-attached printer*, *TCP/IP-attached printer*, *upload-SNA-attached printer*, *upload-TCP/IP-attached printer*.

child. See *parent/child relationship*.

choke. In color printing, an area whose dimensions have been reduced to avoid overlapping another color. Contrast with *spread*.

class. Synonym for *object class*.

clean. In InfoPrint, an action used to remove all the jobs from specified servers, actual destinations, or queues, or all the jobs submitted to specified logical destinations.

CLI. Command Line Interface.

client. In InfoPrint, the component of the print system that assembles a print request and submits the request to a server. The client generates the local ID numbers for each job, submits the jobs to the servers, and keeps track of where each user's jobs have been submitted. IBM InfoPrint Control and IBM InfoPrintSubmit include clients; you can also install the IBM InfoPrint Select clients on workstations.

CMY. Cyan, magenta, yellow.

CMYK. Cyan, magenta, yellow, black.

collator. In some printers, for example, the IBM InfoColor 70, a special-purpose hard drive disk array used to store RIPped files and later transfer them to the LED print heads for imaging.

color balance. The relative levels of cyan, magenta, and yellow channels in an image to produce accurate color rendition of an original image.

color correction. The adjustment of the color balance in an image to produce accurate color rendition of an original image. Color correction is used for two- or three-spot-color jobs.

color key. A color proof similar to Cromalin, but typically not laminated and not necessarily accurate in color. Color keys are used to verify that breaks or color assignments and traps have been made accurately.

Command Line Interface (CLI). A type of user interface where commands are specified on the command line. Contrast with *Graphical User Interface*.

Common Desktop Environment (CDE). A graphical user interface running on a UNIX operating system.

complex attribute. In InfoPrint, an attribute that can have multiple values with each value containing multiple components.

constant data. Data that does not change between copies of a document and that is merged with variable data to produce personalized documents. For example, a form letter (constant data) can be merged with a customer's name and address (variable data).

contextual help. A type of online help that provides specific information about each selectable object, menu choice, notebook tab, field, control, and pushbutton in a window.

control strip. A strip of information that can be attached to a print job and used to measure registration and density.

Cromalin. The Dupont color proofing system. Four layers (CMYK) of light-sensitive material are exposed through final halftone negative films, then laminated together on an opaque backing to produce a color- and trap-accurate final proof showing actual halftone dot structure. Cromalin is sometimes called an analog proof.

crop. To remove unwanted areas of an image, usually indicated by crop marks on the original.

CRT. Cathode ray tube.

CTS. Cutter-trimmer-stacker.

cutter-trimmer-stacker (CTS). A post-processing device attached to a printer device and used for paper handling.

cyan, magenta, yellow (CMY). The subtractive primary colors.

cyan, magenta, yellow, black (CMYK). The four basic colors used in offset printing, as opposed to the three basic colors of light: red, green, and blue. Magenta, yellow, and cyan are the subtractive primaries. Black is added to provide better density and to produce a true black.

D

daemon. A program that runs unattended to perform a standard service. Some daemons are triggered automatically to perform their tasks; others operate periodically. Daemon processes generally provide a service that must be available at all times to more than one task or user, such as sending data to a printer.

DAT. Digital audio tape.

DataBase 2/6000 (DB2*/6000). The component of the InfoPrint Library that indexes data for easy retrieval.

data stream. (1) All information (data and control commands) sent over a data link. (2) A continuous stream of data that has a defined format. (3) In InfoPrint, pertaining to the incoming format of the job and the output format required by the printer device. InfoPrint transforms the incoming format into the output format, as required. See also *document format*.

DB2*/6000. DataBase 2/6000.

DCE. Distributed Computing Environment.

DCE authority. The permission granted by DCE to access an object.

DCE cell. The basic unit of operation and administration in DCE. A group of DCE machines that

work together and are administered as a unit. A cell represents a group of users, systems, and resources that typically have a common purpose and share common DCE services.

DCE login ID. The identifier of a person logging into DCE. DCE uses this ID to determine a user's authenticity and authorization levels for accessing and modifying data in the DCE cell.

DCE ticket. The time-limited DCE authority granted whenever a user logs into DCE. When the DCE ticket expires, the user must log into DCE again in order to access objects protected by DCE.

deadline. In InfoPrint, a queuing technique where the next job assigned to the first position in the queue is the one whose deadline is closest. Contrast with *FIFO (first-in-first-out)*, *job-priority*, *longest-job-first*, and *shortest-job-first*.

default document. In InfoPrint, an object that represents default attribute values for a document within a job. Synonymous with *initial value document*.

default job. In InfoPrint, an object that represents default attribute values for a job. Synonymous with *initial value job*.

default object. In InfoPrint, a general term that refers either to an *default document* or an *default job*. Synonymous with *initial value object*.

default value. A value stored in the system that is used when no other value is specified.

delete. In InfoPrint, an action used to delete default objects, jobs, logical destinations, actual destinations, or queues from the server.

desktop publishing. Performing print-related activities on a personal computer, including but not limited to layout, design, photo manipulation, creating fonts, editing text, color separation, scanning, and animation.

destination. See *actual destination*, *logical destination*.

destination support system (DSS). In InfoPrint, the programs that an actual destination uses to communicate with the output device. Synonymous with *device support system*. See *AIX destination support system*, *BSD destination support system*, *email destination support system*, *fax destination support system*, *PSF destination support system*, *3170 destination support system*.

device. An individual piece of equipment (hardware) that attaches to a computer, such as a printer device.

device address. The identification of an input or output device by its channel and unit number.

device driver. A file that communicates with a specific device such as a printer, disk drive, or display. An application that sends output to a device controls the actions of the device through the device driver. See *printer driver*.

device support system (DSS). Synonym for *destination support system*.

DFS. Distributed File Service.

digital. Pertaining to data represented by digits, sometimes with special characters and the space character.

digital audio tape (DAT). A high-capacity, low-cost bulk storage system used for archiving, copying (for backup purposes), and transferring large files. Typical DAT units store 1.3 GB on inexpensive cassette tapes.

digital color proof. An off-press color proof made from a color printer attached to a computer.

digital printing. A filmless and plateless printing process in which digital data for each page is transferred directly to a light-sensitive drum and then to paper for a final image.

direct-attached printer. (1) A printer device, attached to an RS/6000 through the network or through a serial or parallel port. (2) In InfoPrint, a PSF physical printer that represents a direct-attached printer device. See also *AIX-attached printer*, *channel-attached printer*, *TCP/IP-attached printer*, *upload-SNA-attached printer*, *upload-TCP/IP-attached printer*.

disable. In InfoPrint, an action used to stop the acceptance of jobs on destinations, queues, or servers, or to stop writing information to logs.

Distributed Computing Environment (DCE). A software system from the Open Software Foundation (OSF). DCE provides the services that allow a distributed application to interact with a collection of possibly heterogeneous computers, operating systems, and networks as if they were a single system.

Distributed File System (DFS). A DCE component consisting of a single, integrated file system that is shared among all DCE users and host computers in a DCE cell. DFS allows users to access and share files stored in a network, without having to know the physical location of the files. It also prevents users from simultaneously modifying the same information.

distributed print system. A computer system with the ability to interchange print data and controls among different computing environments with the intent of printing the data on a different system from the one where the print request was generated. For example, in host-to-LAN distributed printing, data that resides on the

host is printed on printers attached to a local area network.

dithering. A technique of filling the gap between two pixels with another pixel having an average value of the two to minimize the difference or to add detail in order to smooth the result.

document. In InfoPrint, an object representing a grouping of data within a job. A job can contain one or more documents. The documents in a job can differ from each other in some ways. For example, they can contain different data and can have different document formats. A document within a job can contain printable data or a resource that is not printable by itself. See *file-reference document*, *printable document*, and *resource document*.

document element. A portion of a document at least a single page in size.

document format. In InfoPrint, a document format describes the type of the data and control characters in the document, such as line data or PostScript. The format of the data determines which printer devices are capable of printing the document and whether InfoPrint must transform the format.

document identifier. A string that identifies a document within a job. It consists of a job ID followed by a period (.) and a document sequence number. For example, 12.2. Document sequence numbers are integers starting at 1.

Document Printing Application (DPA). An ISO/IEC 10175 standard that addresses those aspects of document processing that enable users in a distributed open systems environment to send electronic documents to shared, possibly geographically-dispersed printers. InfoPrint supports the DPA standard.

document transfer method. In InfoPrint, the transfer method describes how documents are transferred to, or acquired by, servers. See *pipe-pull* and *with-request*.

document type. In InfoPrint, the document type describes the kind of data in the document. A *printable document* can only contain printable data. A *resource document* can only contain data such as fonts or form definitions that are not printable. A *file reference document* can only contain names of files entered on separate lines.

dot. The individual elements of a halftone.

dot gain. An increase in the size of a halftone dot during printing, caused by ink spreading. Generally, this value is known precisely, and the scanning and filming production process is calibrated to compensate for it. The Cromalin proofing system simulates this effect.

dots per inch (dpi). A measure of data density per unit distance. Typical values for desktop publishing range from 200 to 300 dpi. Values for printing with the IBM InfoColor 70range as high as 600 dpi.

DPA. Document Printing Application.

dpi. Dots per inch.

drag and drop. In graphical user interfaces, a procedure by which you perform actions and tasks. Using the mouse, you drag (move) an action or object icon to a new position where you want the action or task to occur.

DSS. Destination support system.

dummy. A rough paste-up or hand-drawn representation of the anticipated finished product. A dummy is used for basic design and pagination.

duplex printing. (1) Printing on both sides of the paper. Contrast with *simplex printing (1)*. (2) Printing on both sides of the paper, placing output images on the media in a head-to-head format, so that the top of one image is at the same edge as the top of the next image. Contrast with *tumble duplex printing*; see also *simplex printing (2)*.

E

early binding. In InfoPrint, assigning a job to an actual destination as soon as it is accepted. Early binding permits InfoPrint to estimate the time when the job will be completed. Contrast with *late binding*.

edition binding. A type of book binding in which printed sheets are folded into 16- or 32-page signatures. Four-page endleaves are pasted on the outside of the first and last signature. The signatures are then collated by machine and sewn together using special sewing machines. Contrast with *perfect binding*, *spiral binding*, *wire-o binding*.

electronic document. A document stored in a computer instead of printed on paper.

electronic mail. Correspondence in the form of messages transmitted between workstations over a network. Synonymous with *email*.

electrophotographic. Pertaining to a type of printer technology that creates an image on paper by uniformly charging the photoconductor, creating an electrostatic image on the photoconductor, attracting negatively charged toner to the discharged areas of the photoconductor, and transferring and fusing the toner to paper.

em. In composition, a unit of measurement exactly as wide and as high as the point size of the font being set. The name is derived from the fact that the letter M in early typefaces was usually cast on a square body.

email. Electronic mail.

email destination. In InfoPrint, an actual destination representing an electronic mailing system.

email destination support system. In InfoPrint, the destination support system that supports email destinations.

embellishments. Variable data added to all copies of assembled pages to make the unit appear like a whole; for example, headers, footers, a table of contents, and chapter separations.

en. In composition, exactly one-half an em.

enable. In InfoPrint, the action that makes a destination, queue, or server able to accept jobs, or a log able to accept information.

end sheet. The sheet of paper, blank or otherwise, that can follow a job. See also *auxiliary sheet*.

Enhanced X-Windows. A tool designed to permit multiple application processes to operate within multiple windows displayed on a virtual terminal. See *X-Windows*.

environment variable. Any one of a number of variables that describe the way an operating system runs and the devices it recognizes.

error log. A data set or file in a product or system where error information is stored for later access.

estimate. The professional cost analysis made by a print shop in response to a customer's request for a price quotation on a print job.

event. In InfoPrint, an occurrence in the printing system during an operation; for example, the completion of a command.

event log. In InfoPrint, a collection of messages about events that have occurred.

event notification. The notification that is sent by InfoPrint for an event.

extensions. An IBM program-provided software component that enables users to incorporate variable data into fixed-text documents to produce personalized or customized documents.

F

fax destination. In InfoPrint, an actual destination representing a fax device.

fax destination support system. In InfoPrint, the destination support system that supports fax destinations.

FIFO (first-in-first-out). In InfoPrint, a queuing technique where the next job assigned to the first position in the queue is the job that has been in the queue for the longest time. InfoPrint processes jobs in the order in which they are received. Contrast with *deadline*, *job-priority*, *longest-job-first*, and *shortest-job-first*.

file-reference document. In InfoPrint, a file containing the names of other files, each entered on a separate line. Job submitters can specify this file for printing when they specify a document type of **file-reference**; InfoPrint prints each file listed in the reference document.

File Transfer Protocol (FTP). In TCP/IP, the application protocol that makes it possible to transfer data to and from host computers and to use foreign hosts indirectly.

finisher. A hardware device attached to a printer that performs such operations as folding or stapling the printed pages.

finishing. In a print shop, the final operations on a printed product, such as stapling, trimming, drilling, folding, embossing, varnishing, gluing, shrink wrapping, perforating, laminating, collating, and so on.

flag. A modifier of a command that specifies the action of the command. A dash usually precedes a flag. Synonymous with *option*. See also *keyword*.

FOCA. Font object content architecture.

folder. In the InfoPrint GUI, an object that represents a container for a collection of similar objects. For example, the Retained Jobs folder contains retained jobs.

font. (1) A family of characters of a given size and style; for example, 9-point Helvetica. (2) One size and one typeface in a particular type family, including letters, numerals, punctuation marks, special characters, and ligatures. (3) A paired character set and code page that can be used together for printing a string of text characters. A double-byte font can consist of multiple pairs of character sets and code pages.

form definition. A resource object used by InfoPrint that defines the characteristics of the form or printed

media, which include: overlays to be used, the paper source (for cut-sheet printers), duplex printing, text suppression, and the position of composed-text data on the form.

forward space. In InfoPrint, the action used to move ahead and skip the printing of a specified number of pages in a job.

FPO. Low-quality (sometimes photographic) images placed in a dummy to represent final images. Desktop publishing software produces images as display-screen resolution FPOs.

front panel. In the CDE, a workspace area containing controls that represent various tasks you can perform and workspace switches.

FTP. File Transfer Protocol.

G

GCR. Gray component replacement.

GIF. Graphics Interchange Format.

global change. In the InfoPrint GUI, an action used to make changes to one or more attributes of several objects at once. You can also perform the same action on several objects of the same object class at the same time; for example, disabling two or more actual destinations at the same time.

global character. A character or set of characters used to specify an unknown number or set of characters in a search string. In InfoPrint, a global character is represented by an asterisk (*).

global ID. Global job identifier.

global job identifier. An unambiguous job identifier. In InfoPrint, it is represented as the name of the server managing the job followed by a colon (:) and a generated integer. This ID uniquely identifies the job within the InfoPrint server.

glyph. An image, usually of a character, in a font.

GOCA. Graphics object content architecture.

graphic character. A visual representation of a character, other than a control character, that is normally produced by writing, printing, or displaying.

Graphical User Interface (GUI). A type of user interface that takes advantage of a high-resolution monitor and includes a combination of graphics to implement an object-action paradigm, the use of pointing devices, menu bars, overlapping windows, and icons. Contrast with *Command Line Interface*.

Graphics Interchange Format (GIF). A compressed graphics format widely used on the Internet.

gray component replacement (GCR). Synonym for *under color removal (UCR)*.

gray scale. A strip of standard gray tones, ranging from white to black, placed at the side of the original copy during photography to measure the tonal range and contrast obtained.

GUI. Graphical User Interface.

gutter. The blank area or inner margin from the printing area to the binding.

H

halftone. A printing method that simulates continuous-tone shading using dots of varying sizes laid out on a rectangular grid. Larger dots simulate darker tones and smaller dots simulate lighter tones. Typical grid spacings are 85 lines per inch (lpi) (newspaper), 133 lpi (low end), 150 lpi (midrange), and 175+ lpi (high quality).

help. (1) In the InfoPrint GUI, an action used to display the online help for a specific template, object, action, button, control or area in an application window. (2) The name of a button used to access the online help.

hold. An indication determined by the **job-hold** attribute that is used to keep a job in the queue and prevent InfoPrint from scheduling it.

hostname. The name given to an AIX system.

hot folder. A workstation directory where users copy jobs to submit them to print.

hypertext. A way of presenting information online with connections between one piece of information and another. These connections are called hypertext links. See also *hypertext link*.

hypertext link. A connection between one piece of information and another. Selecting a link displays the target piece of information.

I

IBM InfoColor 70. A duplex, process color, web-fed printer with 600-dpi resolution.

IBM InfoPrint. A solution of software and hardware products that can supplement or replace the offset presses and copiers in print shops with high-quality, non-impact, black and white or process color printers.

InfoPrint takes documents from creation to the published, kitted, and shipped product.

IBM InfoPrint Control. The administration and management component of IBM InfoPrint Manager for AIX. It runs on AIX and provides a complete set of system administrator and operator functions to control all aspects of a print environment, as well as job submitter printing functions to submit and control jobs.

IBM InfoPrint Library. A component of IBM InfoPrint Manager for AIX. IBM InfoPrint Library is a document archival and retrieval system in which job tickets and their associated resource files (graphics, fonts, images, and PostScript data) are stored and from which these data types can be retrieved for reuse.

IBM InfoPrint Manager for AIX. The software component of IBM InfoPrint. IBM InfoPrint Manager for AIX handles the scheduling, archiving, retrieving, and assembly of a print job and its related resource files. It also tracks the finishing and packaging of the printed product.

IBM InfoPrint Manager for AIX is based on Palladium technology developed at MIT/Project Athena. It conforms to the ISO DPA and POSIX standards.

IBM InfoPrint Network. The local area network running TCP/IP protocol that InfoPrint uses to communicate among servers, clients, and output devices.

IBM InfoPrint Scan. The component of IBM InfoPrint Manager for AIX that allows users to scan images as TIFF files to be included in jobs submitted by InfoPrint Submit from a Windows workstation.

IBM InfoPrint Select. The component of IBM InfoPrint Manager for AIX that allows users to submit jobs from an OS/2 or Windows workstation.

IBM InfoPrint Submit. The component of IBM InfoPrint Manager for AIX that allows users to submit jobs with a job ticket from a Windows or Macintosh workstation.

IBM InfoPrint 20. A black and white, large-format, cut-sheet, workgroup laser printer with optional duplexing and 600-dpi resolution.

IBM InfoPrint 4000. A duplex, black and white, continuous-forms printer with 600-dpi resolution.

IBM InfoPrint 60. A duplex, black and white, cut-sheet printer with 600-dpi resolution.

icon. A graphic symbol displayed on a screen that a user can select to invoke a function or software application.

image. Toned and untoned pels arranged in a pattern.

image data. Rectangular arrays of raster information that define an image.

imagesetter. A high resolution (1270–3600+ dpi) printer that uses an Argon (green) laser to write to film using digital input. Imagesetting is the step before Cromalin proofing and platemaking.

imposition. The process of arranging pages on a press sheet to ensure the correct order during final cutting, folding, and binding. Electronic imposition builds press sheets automatically during the RIP and outputs film formatted for immediate use in platemaking.

InfoPrint. (1) IBM InfoPrint. (2) In IBM InfoPrint software publications, IBM InfoPrint Manager for AIX or any of its components, especially IBM InfoPrint Control.

initial value document. Synonym for *default document*.

initial value job. Synonym for *default job*.

initial value object. Synonym for *default object*.

initially settable attribute. An attribute whose value can be established when an object is created but cannot be subsequently set or modified. See also *resettable attribute*; contrast with *non-settable attribute*.

input focus. The area of a window where user interaction is possible from either the keyboard or the mouse.

input tray. For a printer device, the container that holds the medium upon which the printer prints its output.

Intelligent Printer Data Stream (IPDS). (1) An all-points-addressable data stream that enables users to position text, images, and graphics at any defined point on a printed page. (2) Information that the host sends to IBM IPDS printers. This information generally contains basic formatting, error recovery, and character data and enables the printers to make decisions. (3) An architected host-to-printer data stream that contains both data (text, image, graphics, and bar codes) and controls defining how the data is to be presented. IPDS provides a device-independent interface for controlling and managing all-points-addressable (APA) printers.

International Organization for Standardization (ISO). An organization of national standards bodies from various countries established to promote development standards to facilitate international exchange of goods and services, and develop cooperation in intellectual, scientific, technological, and economic activity.

Internet. A wide area network connecting thousands of disparate networks in industry, education, government, and research. The Internet network uses TCP/IP as the protocol for transmitting information.

Internet Protocol. The set of rules that determines how to route data from its source to its destination in an internet environment.

intervening jobs. In InfoPrint, the number of jobs in a queue that are scheduled to print before the job in question.

IOCA. Image object content architecture.

IP address. The Internet Protocol address of the server in a dotted decimal format where each node is an integer. (For example, 9.99.9.143).

IPDS. Intelligent Printer Data Stream.

ISO. International Organization for Standardization.

J

job. In InfoPrint, an object that represents a request to print or transmit one or more documents together in a single session. A job includes the data to be printed or transmitted and resources such as fonts, images, and overlays. Depending on how it was submitted, it may also include a job ticket. Synonymous with *job bundle* and *print job*.

job bundle. Synonym for *job*.

job data. The page descriptions, merge data, and embellishments that compose a document in a job, either directly or by reference.

job ID. A local or a global identifier that identifies a job to a job submitter, administrator, operator, or InfoPrint. See *local job identifier*, *global job identifier*.

job-priority. In InfoPrint, a queuing technique where the next job assigned to the first position in the queue is the one with the highest priority. Contrast with *deadline*, *FIFO (first-in-first-out)*, *longest-job-first*, and *shortest-job-first*.

job submitter. In InfoPrint, the person who submits jobs for printing. Often, this person is an application programmer who maintains applications that generate data to be printed.

job ticket. The customer's hardcopy or electronic instructions listing all the variables describing a print job, either directly or by reference. The print shop can add specifications to the job ticket and can print the job ticket.

Joint Photographic Experts Group (JPEG). A compressed graphics format widely used on the Internet.

JPEG. Joint Photographic Experts Group.

K

kerning. In typesetting, adjusting the relative spacing of two characters to improve their appearance and readability. Kerning pairs are specific sets of characters with built-in relative spacing. Some typefaces have as many as 100 kerning pairs.

keyword. (1) A name or symbol that identifies a parameter. (2) Part of a command operand that consists of a specific character string, such as **DSNAME=**.

kitting. In a print shop, packaging the completed published work with attendant binders, tabs, diskettes, and other equipment or information, before shipping the finished product.

L

LAN. Local Area Network.

laser (light amplification by stimulated emission of radiation). In IBM printers, a device that emits a beam of coherent light that forms the image on the photoconductor that is subsequently transferred to the paper.

late binding. In InfoPrint, waiting to assign a job to an actual destination until it is about to be processed. Late binding permits InfoPrint to route a job to the first suitable actual destination that becomes available. Contrast with *early binding*.

LED. Light-emitting diode.

light-emitting diode (LED). The imaging device element for electrophotographic print units.

lines per inch (lpi). A measure of the density of the grid used to space halftone dots. Typical grid spacings are 85 lpi (newspaper), 133 lpi (low end), 150 lpi (midrange), and 175+ lpi (high quality).

Local Area Network (LAN). A computer network at one location that consisting of devices connected to one another and communicating. This network can also be connected to a larger network.

local ID. Local job identifier.

local job identifier. In InfoPrint, a job identifier automatically generated by the server, identifying the

job to the person who submitted it. InfoPrint maps a local job ID to a global job ID.

locale. (1) The human language and character set of information presented to a user. (2) In InfoPrint, the language InfoPrint uses when sending notification and error messages or displaying the InfoPrint graphical user interfaces.

log. (1) A collection of messages or message segments added to a file for accounting or data collection purposes. (2) To record messages in a file.

logical destination. In InfoPrint, an object to which users submit their jobs. The logical destination routes jobs to one or more actual destinations representing output devices such as printers, electronic mail systems, or fax machines. See also *logical printer*; contrast with *actual destination*.

logical printer. In InfoPrint, a type of logical destination. The logical printer routes jobs to one or more physical printers representing printing devices.

logical unit (LU). A type of network accessible unit that enables end users to gain access to network resources and communicate with each other.

logical unit (LU) 6.2. A type of logical unit that supports general communication between programs in a distributed processing environment. LU 6.2 is characterized by (a) a peer relationship between session partners, (b) efficient utilization of a session for multiple transactions, (c) comprehensive end-to-end error processing, and (d) a generic application program interface (API) consisting of structured verbs that are mapped into a product implementation.

longest-job-first. In InfoPrint, a queuing technique where the next job assigned to the first position in the queue is the longest job in the queue. Contrast with *deadline*, *FIFO (first-in-first-out)*, *job-priority*, and *shortest-job-first*.

lpi. Lines per inch.

LU. Logical unit.

M

magnetic ink character recognition (MICR). Identification of characters printed with ink that contains particles of magnetic material.

mainframe processor. A functional unit that interprets and executes instructions in a large computer to which other computers are connected so that they can share the facilities the mainframe provides.

makeready. All the setup work involved in preparing a press for a print run.

manage. In the InfoPrint GUI, the action used to put an object into a mode where its icon reflects changes of status.

mechanical. A camera-ready layout. The mechanical can consist of multiple sheets or overlays for each spot or process color used. Final images, if not stripped in later, should be at final size. cropped and screened to the correct line frequency.

medium. In InfoPrint, an object representing the physical material upon which a job is printed.

merge data. Data that is unique to each copy of a document and that customizes the document; for example, serial numbers or mailing information. Merge data is typically a small percentage of the total data in the document.

message catalog. A file of all the possible messages than can display during the processing of an application.

MICR. Magnetic ink character recognition.

Mixed Object Document Content Architecture (MO:DCA). An architected, device-independent data stream for interchanging documents.

MO:DCA-P. Mixed Object Document Content Architecture Presentation.

modify. In InfoPrint, an action used to modify the values of attributes within the object attributes notebook.

moire. Undesirable interference patterns caused by two overprinting halftone screens with incorrect halftone dot angles.

monospaced. In typesetting, pertaining to a typeface in which all the characters have equal widths. Monospaced typefaces are useful for tabulating figures.

Multiple Virtual Storage (MVS). An operating system developed by IBM. The design of MVS incorporates an addressing architecture that provides a unique address space to each job in the system.

MVS. Multiple Virtual Storage.

N

N_UP. Pertaining to the number of forms placed together in a layout. Typical layouts are 2_UP, 4_UP, 8_UP, 16_UP, and so on. N_UP printing is done to use the maximum area of the print sheet.

name service. The DCE service that administers the namespace and provides the network binding information that a client requires to access the server.

namespace. A global name repository available to all utilities and API procedures. The namespace contains mappings of object names to other related objects. For example, the namespace provides the mapping of a logical destination to the server in which it resides.

Network File System (NFS). A protocol developed by Sun Microsystems that uses Internet Protocol to allow a set of cooperating computers to access each other's file systems as if they were local.

newline options. The different ways in which the printer determines how lines are delimited in a document data stream.

NFS. Network File System.

non-process-runout (NPRO). A printer function that moves the last printed sheet to the stacker of the printer device.

non-settable attribute. An attribute that is neither initially settable nor resettable. The values for these attributes are controlled by InfoPrint. Contrast with *initially settable attribute*, *resettable attribute*.

notification. (1) The act of reporting the occurrence of events. (2) In InfoPrint, notification of events appears as messages in event logs or messages sent to administrators, operators, and job submitters. In the InfoPrintGUI, notification of events also appears as changes to the appearance of icons.

notification-profile. In InfoPrint, an attribute associated with an object that contains information designating the people to whom InfoPrint sends notification about events for that object, which event information it sends, and how it sends the information.

NPRO. Non-process-runout.

O

object. A collection of attributes that represent a physical or logical entity in the print system. For example, a specific printer device is represented by an actual destination (physical printer) object. An object is identified by its object name. Objects are grouped into classes. See also *object class*.

object class. A group of objects that share a common definition and therefore share common properties, operations, and behavior as defined by their attributes. For example, all InfoPrint queue objects are in the same object class and each queue has the same set of queue attributes. However, the values for those attributes can differ for each queue within the queue object class.

Object Identifier (OID). In architecture, a notation that assigns a globally unambiguous identifier to an object or a document component. The notation is defined in international standard ISO/IEC 8824(E).

object name. The alphanumeric term that identifies an object.

object state. The state of an object indicates its availability and readiness for performing its functions. An object can be in one of a number of states such as ready, busy, or unknown.

OCR. Optical character recognition.

octet. A byte that consists of eight binary digits (bits).

offset stacking. In certain printer devices, a function that allows the printer to offset the printed output pages for easy separation of the jobs.

OID. Object Identifier.

open destinations window. In the InfoPrint GUI, the action used to open a new application window displaying the logical and actual destinations associated with a queue.

Open Prepress Interface (OPI). An industry standard for replacing low-resolution images in review documents with high-resolution images needed for high-quality final output.

Open Software Foundation (OSF). A nonprofit research and development organization created by a consortium of companies that work together to develop software in the open systems market. OSF developed the Distributed Computing Environment (DCE).

open window. In the InfoPrint GUI, the action used to open a new application window representing one or more objects displayed in the currently open application window.

operation. An action performed on one or more data items.

operator. In InfoPrint, the person responsible for printer devices. Also, this person performs a subset of tasks for InfoPrint queues and actual destinations, and performs some job-related tasks.

OPI. Open Prepress Interface.

optical character recognition (OCR). Conversion of scanned text to editable ASCII characters.

option. A modifier of a command that specifies the action of the command. A dash usually precedes an option. Synonymous with *flag*. See also *keyword*.

orphan logical destination. In the InfoPrint GUI, an object that represents a logical destination that is not associated with an existing queue.

orphan logical printer. In the InfoPrint GUI, an object that represents a logical printer that is not associated with an existing queue.

OSF. Open Software Foundation.

overlay. A collection of constant data, such as lines, shading, text, boxes, or logos, that is electronically composed in the host processor and stored in a library, and that can be merged with variable data during printing.

P

PAC. Privilege Attribute Certificate.

page definition. (1) A resource that contains the formatting controls for line data. (2) In InfoPrint, a resource that defines the rules of transforming line data into composed pages and text controls.

page segment. A resource that contains composed text and images, which are prepared before formatting and included during printing.

Palladium. A distributed print system developed at MIT/Project Athena with participation from Digital Equipment Corporation (DEC), International Business Machines (IBM), and Hewlett-Packard (HP). It is a reference implementation for the OSI Document Printing Architecture (DPA) standard, ISO/IEC 10175. Palladium was selected in 1990 as the DCE distributed printing technology. InfoPrint was designed using Palladium concepts.

pane. In the Work Area of the InfoPrint administrator's GUI, an area containing a group of objects of a specific type, such as an actual destinations pane.

parent/child relationship. In InfoPrint, servers, queues, and destinations are related to one another in a parent/child relationship. For example, a server is the parent of all the queues that reside in that server and these queues are its children.

pass through. In InfoPrint, referring to options submitted with a job that are used by the device driver, but not InfoPrint. InfoPrint does not process or validate this information; it passes it along to the device driver. See *printer driver*.

path. The route used to locate files; the storage location of a file. A fully qualified path lists the drive identifier (if any), directory name, subdirectory name (if any), and file name with the associated extension.

pause. In InfoPrint, the action used to temporarily halt the printing or transmission of jobs on actual destinations or the distribution of jobs from servers or queues.

pdcrdcs. In InfoPrint, a utility used to create directories within the DCE namespace.

pdcreate. In InfoPrint, the command used to create a new object and set its attributes to specified values.

PDF. (1) Portable Document Format. (2) Printer description file.

pdmsg. In InfoPrint, a utility used to display information about a message.

pdpr. In InfoPrint, the command used to create and submit a job, consisting of one or more documents, to a server for printing or transmission.

perfect binding. A type of book binding in which the pages are held together with flexible adhesive. Contrast with *edition binding*, *spiral binding*, *wire-o binding*.

permissions. In AIX, codes that determine who can access a file and what operations they can perform on the file.

physical printer. In InfoPrint, a type of actual destination that represents a printer device. See also *printer device*.

piobe. The standard printer input/output backend program used by AIX for printing. See also *ainbe*.

pipe-pull. In InfoPrint, a document transfer method where InfoPrint saves the documents in a file and transfers the address of the file to the server. InfoPrint transfers the file to the server upon the request from the server. This is an efficient transfer method for large jobs and is the default transfer method at job submission. Contrast with *with-request*.

plex. A document or actual destination attribute used to define the placement of output images on the page. See the plex values *simplex* and *tumble*.

plug-ins. A component of Adobe PageMaker that enables users to incorporate variable data into fixed-text documents to produce personalized or customized documents.

Portable Document Format (PDF). An Adobe PostScript data format that can be viewed or printed.

Portable Operating System Interface for Computer Environments (POSIX). An Institute of Electrical and Electronics Engineers (IEEE) standard for computer operating systems.

POSIX. Portable Operating System Interface for Computer Environments.

PostScript. Adobe's page description language. PostScript has become a standard for graphic design and layout software. PostScript files can contain both vector and raster data. Fonts are described using PostScript coding. Many desktop publishing systems produce PostScript data as their output data stream.

PostScript printer description (PPD). A file that contains options for printing PostScript data on various printer devices.

PPD. PostScript printer description.

preflight. To assess all resources for a job before the actual print run.

prepress. Work done in the print shop before printing a job, such as preparing data and art, page imposition, color retouching, electronic editing, and page layout.

print database. The set of files on disk which provide a permanent repository for the attributes of all print objects such as logical destinations, queues, and actual destinations.

print job. Synonym for *job*.

Print Quality Enhancement (PQE). A printer facility that provides edge smoothing along diagonal lines, fine fidelity protection, and independent boldness control.

Print Services Facility (PSF). Any of several programs, including PSF for AIX, PSF/MVS, PSF/VM, and PSF/VSE, that produce printer commands from the data sent to them.

print system. A group of one or more print servers and one or more printing devices, which may or may not be located in the same geographical area. The components of a print system are assumed to be interconnected in some manner, providing at least one

network interface to print clients, and acting synergistically to supply the defined document print service. (D)

printable document. In InfoPrint, an object that represents text or data to be printed by a job. Contrast with *resource document*.

printer description file (PDF). A file that contains options for printing PostScript data on a specific printer device.

printer device. The physical output device that performs the printing function. See also *physical printer*.

printer driver. A file that describes the physical characteristics of a printer or other peripheral device, and is used to convert graphics and text into device-specific data at the time of printing or plotting. Synonymous with *device driver*.

priority. In InfoPrint, a number assigned to a job that determines its precedence in being printed. Jobs with higher priority numbers are handled before jobs with lower priority numbers.

Privilege Attribute Certificate (PAC). In DCE, a certified set of access privileges that can be presented by a user or administrator to establish access rights to objects.

process color. Color made up of CMYK links simulating a specified color. This is the traditional method of reproducing continuous tone color images (color separations). Because of the nature of color inks, certain inks do not reproduce well.

processor. In a computer, a functional unit that interprets and executes instructions. A processor consists of at least an instruction control unit and an arithmetic and logic unit. (T)

promote. In InfoPrint, the action used to move a job to the beginning of the queue so that it will print on the next available printer that can handle that job.

protocol. A set of semantic and syntactic rules that determines the behavior of functional units in achieving communication.

PSF. Print Services Facility.

PSF destination support system. In InfoPrint, the destination support system that communicates with PSF for AIX to print jobs.

PSF physical printer. In InfoPrint, the object representing a printer device that uses the PSF destination support system.

Q

QuarkXpress. A desktop publishing system produced by Quark, Incorporated.

queue. (1) In InfoPrint, an object that manages a collection of jobs that are waiting to print. A queue receives jobs from one or more logical destinations and sends jobs to one or more actual destinations. (2) A line or list formed by items waiting for processing.

R

raster. A pattern of dots defined at varying data depths. Black and white images are one-bit (on/off); grayscale images are 8-bit (256 levels); RGB images are 24-bit; CMYK images are 32-bit.

raster image processor (RIP). A processor in which a PostScript data stream is converted into dot patterns that are transferred to the final print medium. InfoPrint uses an Adobe RIP to convert PostScript to IPDS for such printers as the InfoPrint 4000 and InfoPrint 60.

rc.pd. In InfoPrint, a utility used to start the InfoPrint servers listed in the */etc/pd.servers* file.

read-only. In InfoPrint, describes an attribute value that cannot be set by the user but may change based on other activity.

ready. (1) A state in which an object is ready and able to perform tasks. (2) An available resource, such as a value of the **media-ready** attribute. Contrast with *supported*.

red, green, blue (RGB). The colors of CRT display phosphors. RGB images are for screen display only. They must be converted to CMYK images before printing.

registration. (1) The accuracy of printing on paper relative to the edges of the paper. (2) The accuracy of printing a single color (cyan, magenta, or yellow) relative to black. (3) The accuracy of printing on one side of a page relative to printing on the reverse side of the page.

Remote Procedure Call (RPC). A DCE component that manages communication between clients and servers in a DCE environment. It allows requests from a client program to access a procedure anywhere in the network.

reprographics. The process of copying or duplicating documents or information.

requested. In InfoPrint, pertaining to the specific values of attributes requested by a job when it is

submitted. The requested attribute values of a job are validated against supported attribute values for an actual destination to determine if the printer can handle that job. Contrast with *supported*.

resettable attribute. An attribute whose value can be set or modified after an object has been created, assuming the object is in an appropriate state to be modified. See also *initially settable attribute*; contrast with *non-settable attribute*.

resource. In AFP, a file containing a collection of printing instructions used when printing a job. Resources include fonts, overlays, form definitions, page definitions, and page segments.

resource context. In InfoPrint, an object that contains directory path information that helps the print system locate resources needed for printing a job. The resources include fonts, overlays, form definitions, page definitions, and page segments.

resource document. In InfoPrint, an object that represents a resource, such as graphics or fonts, used by a job to print a printable document. Contrast with *printable document*.

resubmit. In InfoPrint, an action used to reroute pending or retained jobs to a different logical destination than the one through which the job was originally submitted.

resume. In InfoPrint, the action used to resume the printing of paused jobs or resume the distribution of jobs from paused servers or queues.

retained job. In InfoPrint, an object that represents a job that is being stored in the print system for a specified amount of time, normally after the completion of printing the job. A retained job does not reside in a queue.

retention. The process of storing data after completion of a process for a certain length of time.

retrieval. The process of bringing digital archived data out of storage and into online memory for reuse. See also *archiving*.

RGB. Red, green, blue.

RIP. (1) Raster image processor. (2) To convert data to dot patterns using a raster image processor.

root user. In the AIX environment, the system user with the most authority who can log in and execute restricted commands, shut down the system, and edit or delete protected files. Synonymous with *superuser*.

RPC. Remote Procedure Call.

RS/6000. A family of workstations and servers based on IBM's POWER architecture. They are primarily designed for running multi-user numerical computing applications that use the AIX operating system.

S

scanner. A device that converts hardcopy source data into digital format (halftone dots) to avoid retyping the data.

scheduler. In InfoPrint, the scheduling method that the queue uses when assigning a job to an actual destination.

separator sheet. The sheet of paper, blank or otherwise, that separates documents within a job. See also *auxiliary sheet*.

server. In InfoPrint, the object that accepts configuration, management, and printing requests, performs the requested operations, and sends responses back as a result of the operation.

settable attribute. See *initially settable attribute*, *resettable attribute*.

severity. An indication of how serious an error condition is.

shell. In the AIX operating system, a command interpreter that acts as an interface between the user and the operating system. In InfoPrint documentation, all shell examples use the Korn shell.

shift-out, shift-in code. Control characters used to indicate the beginning and end of a string of double-byte, ideographic characters.

shortest-job-first. In InfoPrint, a queuing technique where the next job assigned to the first position in the queue is the shortest job in the queue. Contrast with *deadline*, *FIFO (first-in-first-out)*, *job-priority*, and *longest-job-first*.

shut down. In InfoPrint, the action used to halt all server or actual destination processes without deleting the server or actual destination.

signature. A group of pages that are printed, folded, cut, and bound together. Manual placement of pages in the signature is determined using a folding dummy.

simplex. In InfoPrint, the value of the document or actual destination **plex** attribute indicating that output images are placed on the media in a head-to-head format, so that the top of one image is at the same edge as the top of the next image. Depending on the value of the document or actual destination **sides** attribute, the document may be printed on one or both

sides of the paper. Contrast with *tumble*; see also *simplex printing*, *duplex printing*.

simplex printing. (1) Printing on only one side of the paper. Contrast with *duplex printing (1)*. (2) Printing on one or both sides of the paper, placing output images on the media in a head-to-head format, so that the top of one image is at the same edge as the top of the next image. Contrast with *tumble duplex printing*; see also *duplex printing (2)*.

SMIT. System Management Interface Tool.

SNA. Systems Network Architecture.

spiral binding. A type of book binding in which wire or plastic coils are threaded through a series of holes or slots in the binding edge. Contrast with *edition binding*, *perfect binding*, *wire-o binding*.

spot color. Individual colored inks formulated to exactly match a specified color. Spot color is used when CMYK process color is unable to produce a reasonable facsimile of the color or when vivid color is needed. Spot color is also used when fluorescent or metallic colors are needed.

spread. In color printing, an area whose dimensions have been enlarged to eliminate white space between it and another color. Contrast with *choke*.

start sheet. The sheet of paper, blank or otherwise, that can precede a job. See also *auxiliary sheet*.

state. Synonym for *object state*.

stripping. The process of mechanically assembling film into plate layouts. Page imposition takes place during stripping.

subnet mask. A bit template indicating which part of an IP address represents the network. A 1 in the subnet mask means that the corresponding bit in the IP address is part of the network address; a 0 means that it is not. For example, if the IP address is 9.99.12.137 and the subnet mask is 255.255.255.0, the network address is 9.99.12.0.

subnetwork. (1) Any group of nodes that have a set of common characteristics, such as the same network ID. (2) In the AIX operating system, one of a group of multiple logical divisions of another network, such as can be created by TCP/IP.

subtractive color system. A system that reproduces an image by mixing (adding) appropriate quantities of cyan, magenta, and yellow paints on white paper. These paints reflect certain colors and absorb—or subtract—others. Contrast with *additive color system*.

superuser. Synonym for *root user*.

supported. In InfoPrint, pertaining to the specific job attribute values that the actual destination can accept during job validation. InfoPrint validates the requested attribute values of the job against the supported attribute values of the actual destination to determine whether the actual destination can handle that job. Contrast with *requested*.

synchronous. Occurring with a regular or predictable time relationship to a specified action. Contrast with *asynchronous*.

system administrator. Synonym for *administrator*.

System Management Interface Tool (SMIT). In the AIX operating system, an interface tool for installation, maintenance, configuration, and diagnostic tasks. SMIT allows you to perform tasks without entering any commands.

Systems Network Architecture (SNA). The description of IBM's logical structure, formats, protocols, and operational sequences for transmitting units through, and controlling the configuration and operation of, networks.

T

table reference character (TRC). An optional control character in a print data set. The TRC identifies the font used to print the record and can be used to select a font during printing.

Tagged Image File Format (TIFF). A digital format for storing scanned images. TIFF files are also referred to as raster format files (as opposed to vector format files). When used in desktop publishing, TIFF files produce only a low-resolution FPO image; the high-resolution data remains on the hard disk.

task help. A type of online help that provides a list of tasks that can be completed with a selected object. When you select a task, the help provides step-by-step information about how to complete the task.

TCP/IP. Transmission Control Protocol/Internet Protocol.

TCP/IP-attached printer. (1) A printer device attached to an RS/6000 through telecommunication lines using the TCP/IP protocol. (2) In InfoPrint, a PSF physical printer that represents a TCP/IP-attached printer device. See also *AIX-attached printer*, *channel-attached printer*, *direct-attached printer*, *upload-SNA-attached printer*, *upload-TCP/IP-attached printer*.

template. In the InfoPrint administrator's GUI, an object that represents a set of default attribute values

that has been defined for creating a particular type of object, such as an actual destination.

ticket. See *job ticket*, *DCE ticket*.

TIFF. Tagged Image File Format.

Transmission Control Protocol/Internet Protocol (TCP/IP). A set of communication rules used in the Internet and in any network that follows the U.S. Department of Defense standards for inter-network protocol. TCP provides a reliable host-to-host protocol between hosts in packet-switched communications networks and in interconnected systems of such networks. It assumes that the Internet Protocol (IP) is the underlying protocol. See also *Internet Protocol*.

trapping. In desktop publishing, the amount of overlap in overprinting colors. Trapping prevents white paper showing through gaps caused by normal errors in registration. On sheet-fed presses, trapping is usually 0.25 point. See also *choke*, *spread*.

TRC. Table Reference Character.

tumble. In InfoPrint, the value of the document or actual destination **plex** attribute indicating that output images are placed on the media in a head-to-toe format, so that the top of one image is at the same edge as the bottom of the next image. The document must be printed on both sides of the paper. Contrast with *simplex*.

tumble duplex printing. Printing on both sides of the paper, placing output images on the media in a head-to-toe format, so that the top of one image is at the same edge as the bottom of the next image. Contrast with *simplex printing (2)*, *duplex printing (2)*.

U

UCR. Under color removal.

under color removal (UCR). Conversion of neutral color areas to black ink that reduces use of CMY inks, improves trapping, and reduces setup time. Generally, UCR is performed during image scanning, but some RIPs perform it during processing. Synonymous with *gray component replacement (GCR)*.

unmanage. In the InfoPrint administrator's GUI, the action used to put an object into a mode where its icon does not reflect the changes of status for the object.

upload printer. See *upload-SNA-attached printer*, *upload-TCP/IP-attached printer*.

upload-SNA-attached printer. In InfoPrint, a PSF physical printer that represents a printer device attached through an MVS system and managed by PSF/MVS.

InfoPrint communicates with the MVS system through the SNA network. See also *AIX-attached printer*, *channel-attached printer*, *direct-attached printer*, *TCP/IP-attached printer*, *upload-TCP/IP-attached printer*.

upload-TCP/IP-attached printer. In InfoPrint, a PSF physical printer that represents a printer device attached through an MVS system and managed by PSF/MVS. InfoPrint communicates with the MVS system through the TCP/IP network. See also *AIX-attached printer*, *channel-attached printer*, *direct-attached printer*, *TCP/IP-attached printer*, *upload-SNA-attached printer*.

V

validate. In InfoPrint, to compare the attribute values requested by a job with the supported attribute values of the actual destinations in the system and to determine whether there is an actual destination capable of printing or transmitting the job.

value. A specific characteristic of an attribute.

variable. A name used to represent a data item whose value can change while the program is running.

variable data. Data that can be changed between copies of a document. For example, a form letter (constant data) can be merged with variable data such as a customer's name and address to produce personalized documents.

varnish. A protective layer applied to a finished sheet, usually for photos, but sometimes used as a design element because of its reflective qualities. Varnishes can be tinted.

vector. An absolute coordinate point and line in space. PostScript files can contain vector artwork. Vector files are converted to rasters during the RIP process.

velox. A black and white photographic print made from a halftone negative, to be used as a proof copy.

vignette. An image with soft, fade-away edges.

Virtual Machine (VM). (1) An IBM licensed product that manages the resources of a single computer so that multiple computing systems appear to exist. (2) A virtual data processing system that appears to be at the exclusive disposal of a particular user, but whose functions are accomplished by sharing the resources of a real data processing system. (T)

Virtual Storage Extended (VSE). An IBM licensed program whose full name is the Virtual Storage Extended/Advanced Function. It is a software operating system controlling the execution of programs.

Visual Systems Management (VSM). In AIX, a type of graphical user interface that allows system management through the direct manipulation of objects.

VM. Virtual Machine.

VSE. Virtual Storage Extended.

VSM. Visual Systems Management.

W

web. A roll of paper used in web or rotary printing.

well. In the InfoPrint administrator's GUI, an area within a pane that contains a group of objects related to the objects in the pane; for example, a queues well within a servers pane.

what you see is what you get (WYSIWYG). Refers to the fact that the composite image displayed on the screen at a computer workstation has the appearance of the final printed image.

window. A rectangular area of the screen that you can move about, place on top of, or pull under other windows, or reduce to an icon.

wire-o binding. A continuous double series of wire loops run through punched slots along the binding side of a booklet. Contrast with *edition binding*, *perfect binding*, *spiral binding*.

with-request. In InfoPrint, a document transfer method where the client transfers the documents directly to the server. Contrast with *pipe-pull*.

workstation. A terminal or microcomputer, usually one that is connected to a mainframe or to a network, at which a user can use applications.

write access. A level of authorization that grants the ability to modify data.

WYSIWYG. What you see is what you get.

X

X-Windows. A network-transparent windowing system developed by MIT. It is the basis for Enhanced X-Windows, which runs on the AIX Operating System.

xerography. A dry printing process using corona-charged photoconductive surfaces to hold latent images that are developed with a dry toner and then transferred to paper and fused with heat.

Xstation. A terminal that is connected through a network to an RS/6000 system, from which a user can perform command-line functions and run X-Windows based applications.

Xtensions. A UNIX-provided software component that enables users to incorporate variable data into fixed-text documents to produce personalized or customized documents.

Numerics

3170 destination support system. The destination support system used by the IBM InfoColor 70 to print jobs.

3170 physical printer. A physical printer representing an IBM InfoColor 70 printer device.

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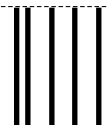


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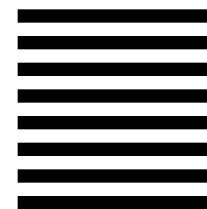
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