IBM

Infoprint Manager Print-on-Demand Feature: Submit for Macintosh User's Guide

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Chapter 1. Introduction

The Infoprint Manager Print-on-Demand Feature consists of the following three clients:

- IBM® Infoprint® Submit Express for the Windows® Operating System
- IBM Infoprint Submit for the Windows Operating System
- IBM Infoprint Submit for the Macintosh Operating System

Who should read this publication

This document is for the user who installs, configures, and uses Infoprint Submit on a Macintosh workstation.

Most recent information

This document is available on the appropriate Print-on-Demand Feature CD-ROM.

For the most recent information about Infoprint Manager, go to the IBM Printing Systems website at `http://www.ibm.com/printers` and click on **Software**, click on **pSeries** (AIX) or **xSeries** (Windows or OS/2), scroll down to the appropriate Infoprint Manager, and click on **Learn more**.

The Infoprint publication library

For the most current information, see the IBM Printing Systems website at `http://www.ibm.com/printers`.

Infoprint Manager common publication library

These publications are common to both Infoprint Manager for AIX and Infoprint Manager for Windows:

- *IBM Infoprint Manager: Update Guide for PTF U483536 and PTF UR54088*, S544-5895. This publication contains information describing fixes and product enhancements available with these service updates for both Infoprint Manager for AIX Version 4 Release 1 and Infoprint Manager for Windows Version 2 Release 1. These service updates become available to customers in December 2003. Earlier versions of some of this information have been published previously in the current product library.
- *Infoprint Manager: SAP R/3 Planning and Configuration Guide*, S544-5902. For print administrators who need to create and configure both the SAP R/3 environment. IBM recommends that users possess a detailed knowledge of a SAP R/3 environment, as well as administering and maintaining either AIX or Windows operating systems. This publication describes how a business enterprise that uses SAP R/3 can use either Infoprint Manager for AIX or Infoprint Manager for Windows to manage its print environment.
- *IBM Infoprint Manager: Reference*, S544-5475. For print 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.

Infoprint Manager for AIX publication library

Infoprint Manager for AIX includes publications in PDF format on a CD-ROM supplied with the product. You can download PDF versions of these publications or order printed copies of these publications from IBM at the following website:

`http://www.elink.ibmlink.ibm.com/public/applications/publications/cgibin/pbi.cgi?CTY=US`

Notes:

1. There is a fee for the printed manuals.
2. You can use the form number specified for a publication to download a PDF version or order a printed version.

The publications for Infoprint Manager for AIX are:

- *IBM Infoprint Manager for AIX: Installation Instructions*, G544-5891. This publication provides updated migration and installation information from the instructions available in the *IBM Infoprint Manager for AIX: Getting Started* manual.

- *IBM Infoprint Manager for AIX: Introduction and Planning Guide*, G544-5833. This publication gives an overview of Infoprint Manager for AIX, introduces its concepts, and helps you prepare to use it. It addresses migration from previous versions of the product. Finally, this publication explains the differences between the AIX and Windows versions of Infoprint.

- *IBM Infoprint Manager for AIX: Getting Started*, G544-5817. This publication helps you install and configure IBM Infoprint Manager for AIX. It focuses primarily on server and client system software configuration.

- *Guidelines for Installing Infoprint Manager for AIX 4.1 in an HACMP Configuration*, G544-5818. This publication helps you install and configure HACMP with IBM Infoprint Manager for AIX. It also tells you how to use HACMP with IBM Infoprint Manager for AIX.

- *IBM Infoprint Manager for AIX: Configuring and Using Infoprint Fax*, G544-5915. This publication describes the primary tasks necessary for installing, configuring, and using the Infoprint Fax feature to both send and receive faxes from an Infoprint Manager for AIX server.

- *IBM Infoprint Manager for AIX: Impositioning Assist*, G544-5910. This publication describes how commercial print shops can use Infoprint Manager for AIX to make frequent layout changes to signature-based documents with relatively static content. As a prerequisite, this solution requires the Infoprint Manager for AIX Print-On-Demand feature, an IBM Infoprint 4100 Advanced Function Printing System, and a third-party impositioning product, such as ScenicSoft Preps.

- *IBM Infoprint Manager for AIX: Procedures*, G544-5815. This publication describes the primary tasks necessary for setting up an Infoprint environment, submitting print jobs, scheduling jobs, and managing the print environment.

- *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 a PSF program (PSF for z/OS, PSF/390, PSF/400, PSF/MVS, PSF/VM, 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 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 LU 6.2 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.

Infoprint Manager for Windows publication library

Infoprint Manager for Windows includes publications in PDF format on a CD-ROM supplied with the product. You can download PDF versions of these publications or order printed copies of these publications from IBM at the following website:

`http://www.elink.ibmlink.ibm.com/public/applications/publications/cgibin/pbi.cgi?CTY=US`

Notes:

1. There is a fee for the printed manuals.
2. You can use the form number specified for a publication to download a PDF version or order a printed version.

The publications for Infoprint Manager for Windows are:

- *IBM Infoprint Manager for Windows: Introduction and Planning Guide*, G544-5716. This publication gives an overview of Infoprint Manager for Windows, introduces its concepts, and helps you prepare to use it. It describes features of this product and compares its functions to those of IBM Print Services Facility for OS/2 (PSF for OS/2). It addresses migration from PSF for OS/2 at a high level. Finally, this publication explains the differences between the AIX and Windows versions of Infoprint.

- *IBM Infoprint Manager for Windows: Getting Started*, G544-5717. This publication helps you install and configure Infoprint Manager for Windows. It focuses primarily on server and client system software configuration, but it also includes information for the IBM 4159 Model 001 S/390 Parallel Channel Emulator Card.

- *IBM Infoprint Manager for Windows: Procedures*, G544-5814. This publication contains all the Infoprint Manager for Windows procedures.

The following publications for Infoprint Manager for Windows do not have a form number and must be obtained from the Web at `www.ibm.com/printers/ipmwinlib`:

- *Infoprint Manager for Windows NT and Windows 2000: Configuring PSF Direct for an iSeries System* . This publication describes how Print Services Facility (PSF Direct) can be configured on Systems Network Architecture (SNA) networks in an iSeries operating system.

- *Infoprint Manager for Windows NT and Windows 2000: Configuring PSF Direct for the 3174 Communications Controller*. This publication describes how Print Services Facility (PSF Direct) can be configured on Systems Network Architecture (SNA) networks in a 3174 Token-Ring gateway configuration.

- *Infoprint Manager for Windows NT and Windows 2000: Configuring PSF Direct for the 3172 Communications Controller*. This publication describes how Print Services Facility (PSF Direct) can be configured on Systems Network Architecture (SNA) networks in a 3172 Token-Ring gateway configuration.

- *Infoprint Manager for Windows NT and Windows 2000: Configuring PSF Direct for the 37xx Communications Controller*. This publication describes how Print Services Facility (PSF Direct) can be configured on Systems Network Architecture (SNA) networks in either a local 37xx Token-Ring gateway configuration or remote 37xx Token-Ring gateway configuration.

Chapter 2. Setting up Infoprint Submit on a Macintosh system

Macintosh Requirements

Infoprint Submit has these minimum requirements:

- PowerMac
- Macintosh running OS X version10.1 or later
- 32 MB RAM
- 5 MB hard drive space
- Local area network (LAN) connection (Ethernet)
- Network connectivity with a user ID having permission to submit print jobs and perform queries

Installing Infoprint Submit

This section contains information that you need to install Infoprint Submit.

1. Insert the Infoprint Manager Print-on-Demand Feature CD-ROM (2 of 2) into the drive and double-click its icon on the desktop.
2. Specify the directory where you want the install program to be unpacked.
3. Double-click the install file icon for your language to uncompress the install program, for example, **SubmitInstaller_en_US.hqx**.
4. Double-click the install program icon (for example, **SubmitInstaller_en_US**) to start installing the program.
5. Specify the directory where you want the program to be installed.
6. Follow the instructions as directed from the installer.

It is recommended that you install Submit in the Applications directory of the Hard Drive. Once the product is installed, you can create an alias on the desktop to provide easy access to Submit. To do this, highlight the Infoprint Submit file, then choose **Make alias** from the **File** menu, and drag the alias onto the desktop.

Starting Infoprint Submit

After installing Infoprint Submit and associated software, you can access the programs by clicking on the **Infoprint Submit** icon.

1. Go to the **Options** menu, and select **Settings**. The **Settings** dialog displays.
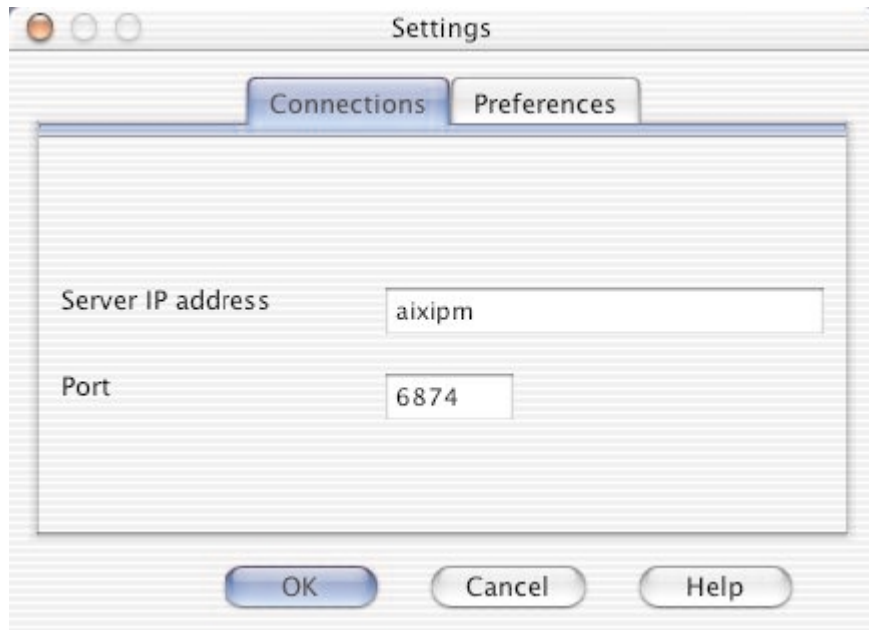2. Select the **Connections** tab.

Figure 1. The Settings Dialog Connections Tab.

3. Enter the IP address for your Infoprint Manager Server.
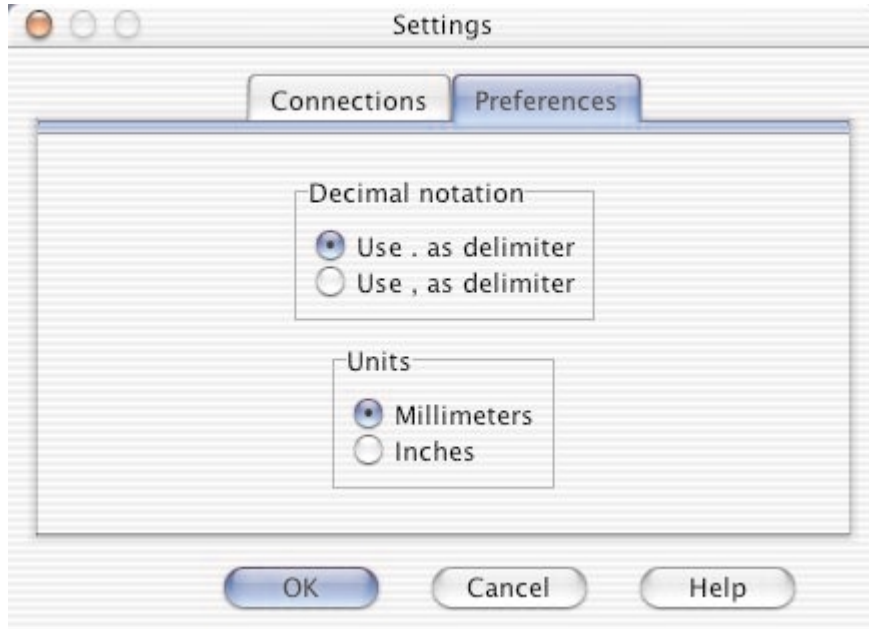4. Let the port number default.
5. Select the **Preferences** tab.

Figure 2. The Settings Dialog Preferences Tab.

6. Select your preferences for **Decimal notation** and **Units** of measure.
7. Click **OK** to return to the main Infoprint Submit screen.

Chapter 3. 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 Macintosh system to create a job ticket for the job, submit the job to the Infoprint Manager server for printing, and track the job.

Job tickets

An Infoprint job consists of a job ticket and all the files associated with that job. A job ticket contains all the specifications for a job. The job ticket refers to the customer's job data and resources and pulls them together in a job bundle. You can create a job ticket by using Infoprint Submit.

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

Migrating job tickets from previous versions of Infoprint Submit

To migrate job tickets from a previous version of Submit to your current version of Submit on Mac OS Version 10.1, do the following:

1. From the previous version of Submit, open the job ticket you want to migrate.
2. Submit the job:
   - Open the Ticket menu and select Submit Job to submit the job.
   - Select the Schedule tab from the Submit dialog.
   - Select Hold from the RIP options group box.
   - Click OK to submit the job.
3. Select **Options → Job Status** to open the Job Status dialog.
4. Do the following to copy the contents of the job ticket file to a text file:
   - Select the ticket you want to migrate.
   - Click the **View Ticket** button to open the Job Ticket window.
   - Highlight the entire contents of the job ticket file.
   - Copy the contents of the job ticket file to the clipboard (press Command+C).
   - Open a new file in a text editor.
   - Paste the job ticket file contents into this new file (press Command+V).
   - Save the file. (Be sure this file has an extension of .jtk.)
5. Transfer all source files listed in your job ticket file, and the converted job ticket file, to the system that has the current version of Submit. Save them in the directory where the Infoprint Submit files have been saved or where they can be easily located.
6. In your current version of Submit, select **Ticket →Open** to open the migrated job ticket file. An error may occur the first time you assign a source file to the migrated job ticket if the path to the file has changed. Use the Browse function to locate the file, and Submit will save the new location information.

Working with print jobs

When using Infoprint Submit to create the job ticket, you will identify and organize the printable files and other resources that make up the job. Processing a job ticket includes these steps:

1. Creating a new job ticket.
2. Adding files, sheets, and documents to the job ticket.
3. Selecting the layout of the job, the desired server and printer, and other attributes of the job.
4. Submitting the job and setting print options, such as saving the RIP file or holding the job at the printer.
5. Tracking the job by displaying messages.

Creating files for printing

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

Note: Infoprint Scan is a PRPQ (5799–GTG).

Creating a job ticket

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

Describing your job

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

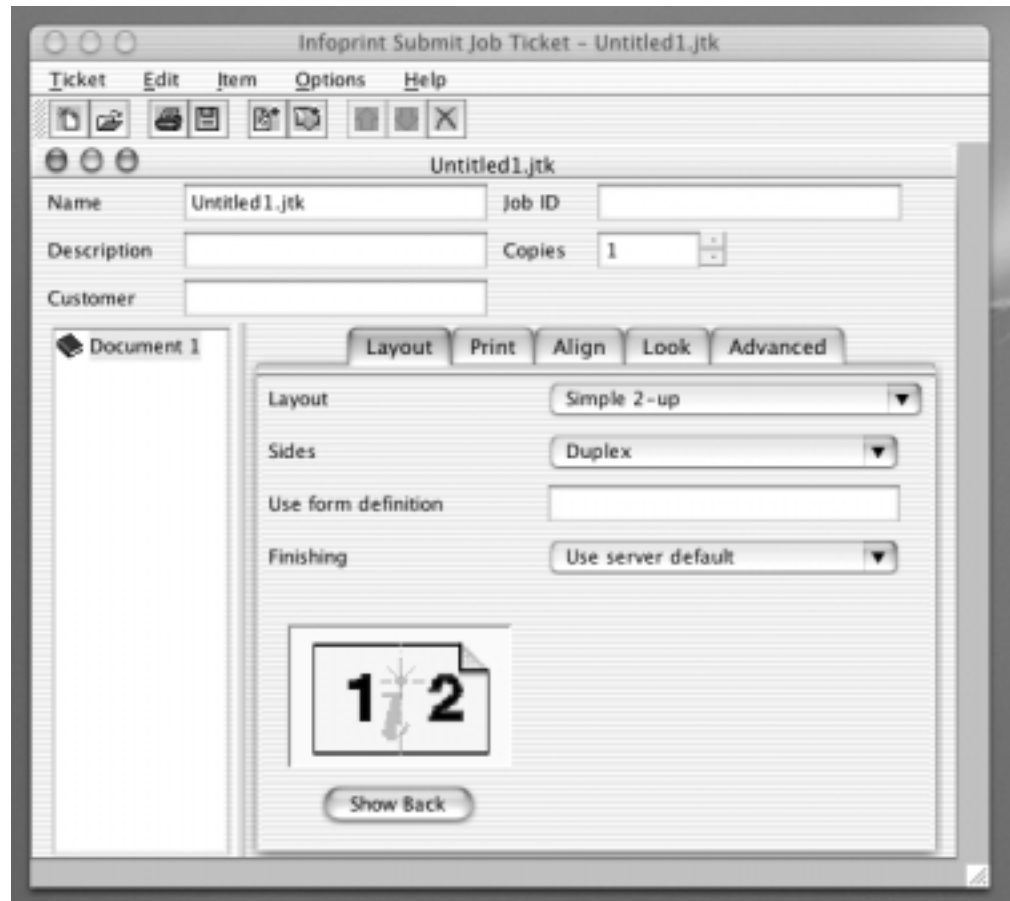Figure 3 on page 9 shows an Infoprint Submit job ticket.

Figure 3. An example of an Infoprint Submit job ticket

To begin working on a new ticket, you start Infoprint Submit. 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 using the **Ticket → New** option on the Menu bar, or you can open a previously created job ticket using the **Ticket → Open** option on the Menu bar. You can use the **Ticket → Submit** option on the Menu bar and then use the **Files** tab to print the entire job or any of the items or files listed in the job ticket. If you want to print just the ticket itself, open the job ticket using a text editor and then select **Print**.

Figure 4 on page 10 shows the **Ticket** menu, which contains general tasks that you can perform as you work with job tickets.

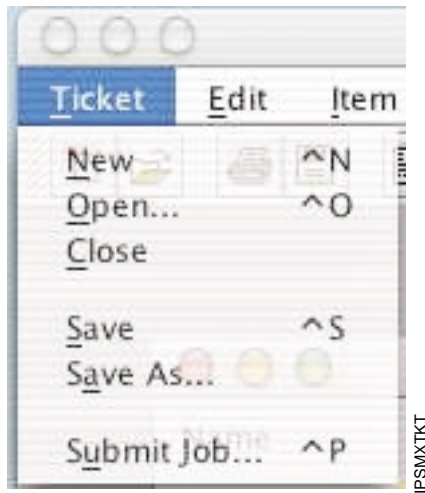*Figure 4. Infoprint Submit job ticket menu*

Specifying how you want the job to print

You can describe the layout of your document and specify alignment values. You can adjust characteristics such as the front to back alignment of your document. If the image is smaller than the page, you use this window to adjust the position of the image on the page.

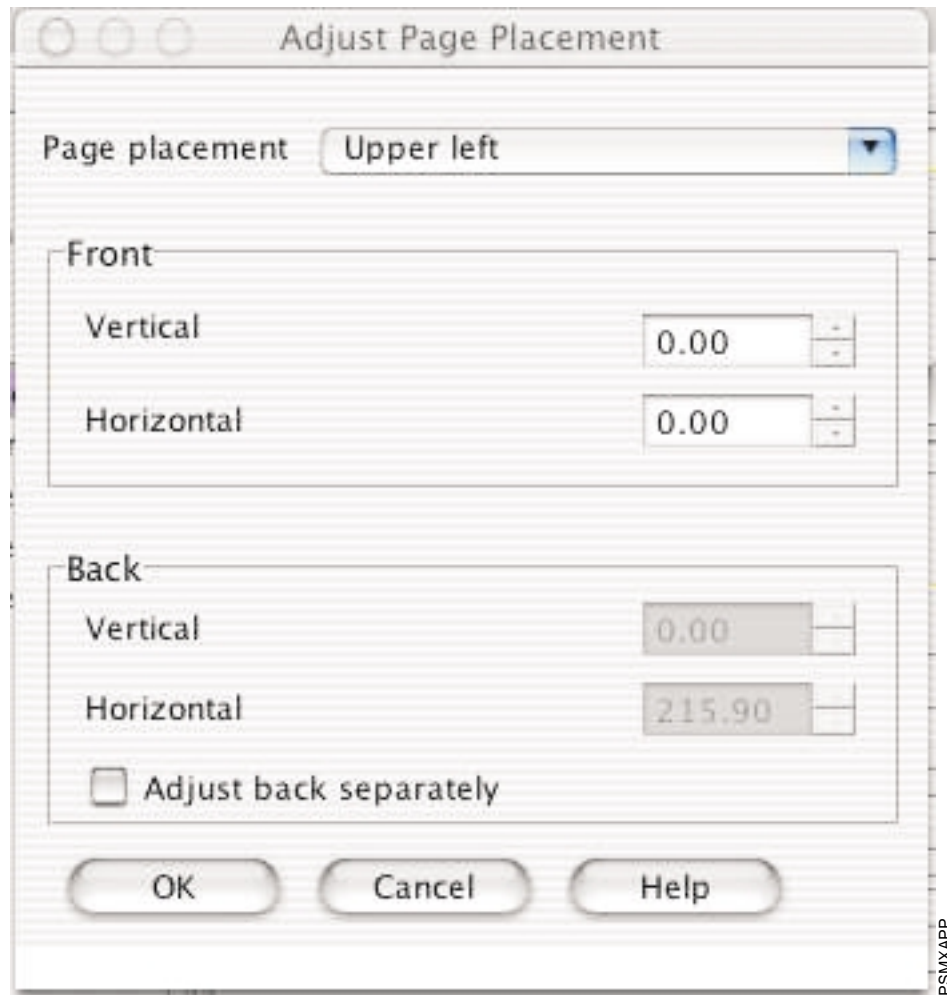Figure 5 on page 11 shows the Adjust Page Placement window.

Figure 5. The Adjust Page Placement window

Working with files in a job ticket

You build job tickets by adding items in the correct order that refer to the files that you are printing. The files you print may be printable text files or graphic files. Graphic files may include printable files that were created from hard copy by using Infoprint Scan. Files may reside on your hard disk or in a shared directory on another system.

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 files to print and how many copies to print.
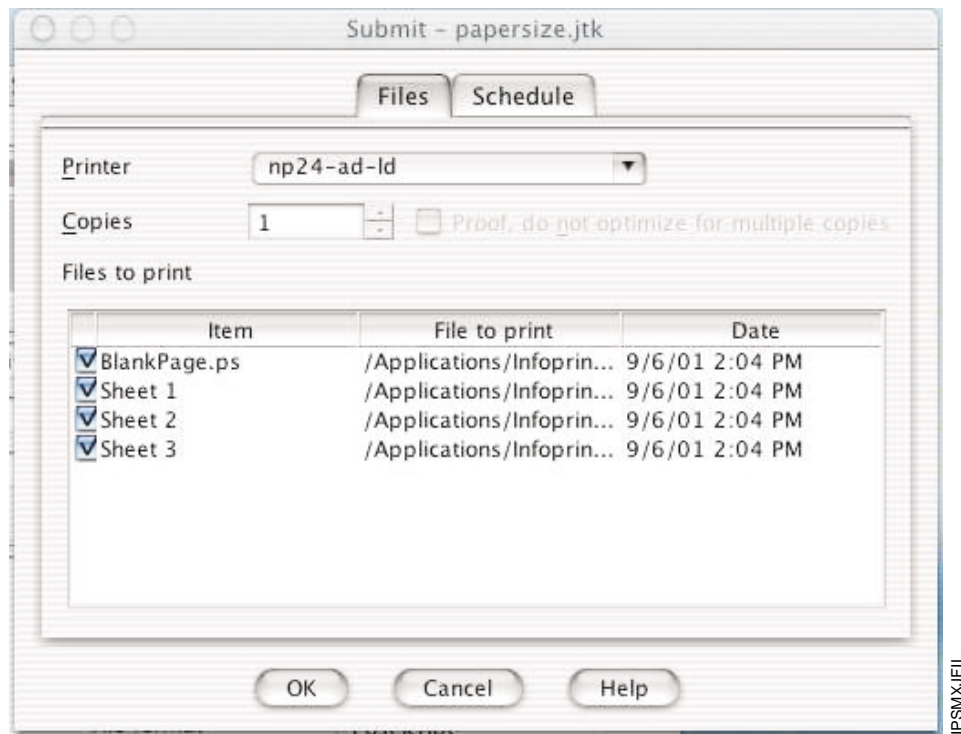
Figure 6. The Files tab for job submission

Figure 6 shows the **Files** tab that displays when you choose to submit a job. In this case, a data item has been selected for printing on a logical printer named np24-ad-ld.

Figure 7 on page 13 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 (RIPing) 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 RIPed 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 server so that it can be printed again.
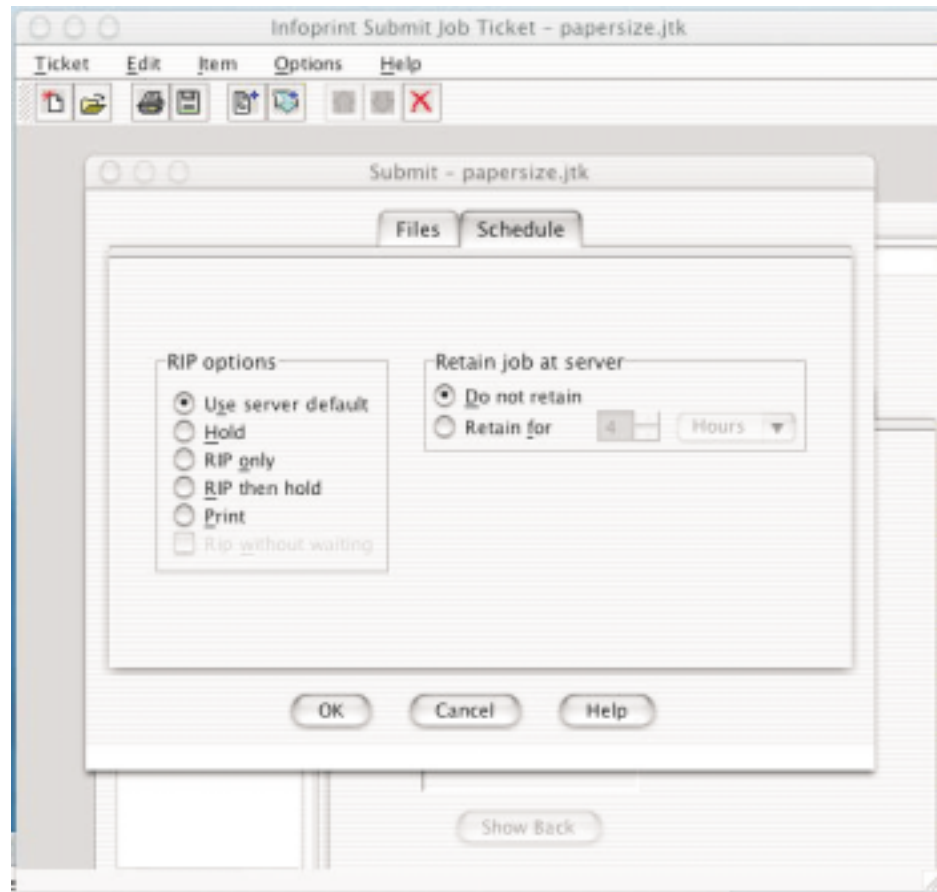
Figure 7. The Schedule tab for job submission

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 operator will not have to release the job.

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.

When you add a file to your job ticket, click the **Save RIPed files** check box option on the **Print** tab to specify that the RIPed file is to be saved. The RIP file is saved in the /var/pd/<servername> directory.

Note: If you save your RIPed files, you must *manually* remove them from the server.

Verifying that PostScript jobs are ready to print

If your Infoprint server 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 the server

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

Known product limitations

Restrictions in the Mac operating system or Java implementation tools have caused the following known product limitations in this version of Infoprint Submit:

- When using **File → Save As**, or if the user is saving a job ticket for the first time, the **Name** field is not displayed as the default file name for saving the ticket.

- After recovering from a System Standby, the spin buttons (up/down arrow buttons) on entry fields cannot be used with the mouse. You can type a value into the entry fields, or use the arrow keys on the keyboard to change the displayed values.

- When migrating job tickets for which duplex printing and a separate back side adjustment are selected, page placement values for the back side of the paper are not saved in the migrated job ticket. Settings for the back side must be adjusted manually.

- Some keyboard usage methods do not conform to standard system controls. Refer to the online Help for Infoprint Submit for instructions on using the keyboard.

Chapter 4. Using Infoprint Submit to send jobs to a continuous forms printer

This topic applies to all Infoprint continuous forms printers, such as the Infoprint 4000 and the Infoprint Color 130 Plus. It assumes that you have already created a PSF actual destination to represent a continuous forms printer and printed a test job. It further assumes that you have installed Infoprint Submit, and are at least somewhat familiar with how to use it.

Many of these procedures use the Infoprint Manager Administration GUI. If you need additional information or assistance with the GUI, refer to the online help system.

General configuration information

There are some settings on the Infoprint Manager server that you can consider setting based on your print environment.

- If you will be printing multiple copies of your print jobs, set the **Optimize for Copies** option on the actual destination.
  1. In the Infoprint Manager Administration GUI, select the actual destination that represents the printer.
  2. Select **Printer → Change Tuning**.

     Note: If **Change Tuning** doesn't appear on the printer menu, use **Add/Remove menu items** to add it.
  3. Change **Optimize for Copies** to **yes**.

     Note: The default value for **Optimize for Copies** is **yes** for actual destinations representing Infoprint 4000 and Infoprint 4100 printer devices that are migrated from PSF for AIX or created using the basic Infoprint administrator's GUI available with the Infoprint Manager's Print-On-Demand Feature.
- If you are printing to an Infoprint Color 130 Plus and you print mostly small jobs, increase the **Maximum concurrent jobs** value for the actual destination to **10**. That way, up to ten jobs can be processing at the same time, which reduces lag time between jobs and helps to eliminate clutching.
  1. In the Infoprint Manager Administration GUI, select the actual destination that represents the printer.
  2. Select **Printer → Change Tuning**.

     Note: If **Change Tuning** doesn't appear on the printer menu, use **Add/Remove menu items** to add it.
  3. Change **Maximum concurrent jobs** to **10**.

Configuring media

Preparation

Before you configure any media, make a list of all of the different layout types that jobs will use. In the list, include the page lengths, n-up specifications, job

orientation (portrait or landscape), and any other information that you have. Give each type of job a name. You will use this name on the printer and in Infoprint Manager. Images of some common layout types, along with their specifications, are provided below to help you create your list.

Simple 1–up, with finished page size ledger

In this layout, the AFCCU form is wider than it is long. Even if you specify a value for **Page placement** (X and Y shift) in Infoprint Submit, the form definition will override it.
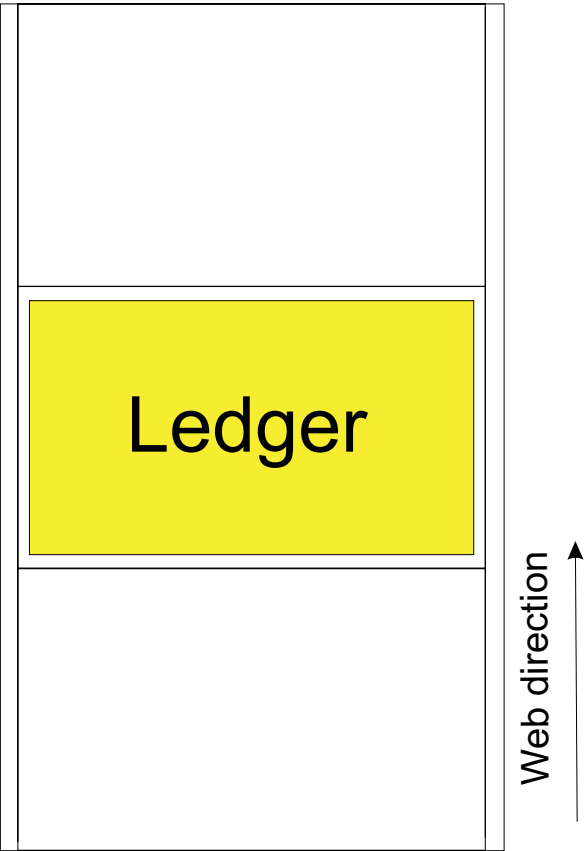

Figure 8. Ledger-sized document printed 1–up, landscape orientation

Table 1. Infoprint Manager and Infoprint Submit values for Ledger-sized document printed 1–up, landscape

Option	Value
Finished page (document) size	17 x 11 inches
Form size (Untrimmed page size: width and length)	17 x 11 inches
Media size (in Infoprint Manager)	17 x 11 inches
Layout	Simple 1–up
Form definition	F100LAND
PDF orientation	Landscape
Postscript orientation	Landscape

Simple 1–up, with finished page size poster

In this layout, the AFCCU form size is longer than it is wide. If the finished document size is smaller than 17 x 25 inches (for example, 16 x 24 inches), you should make the finished page size equal to the document size.
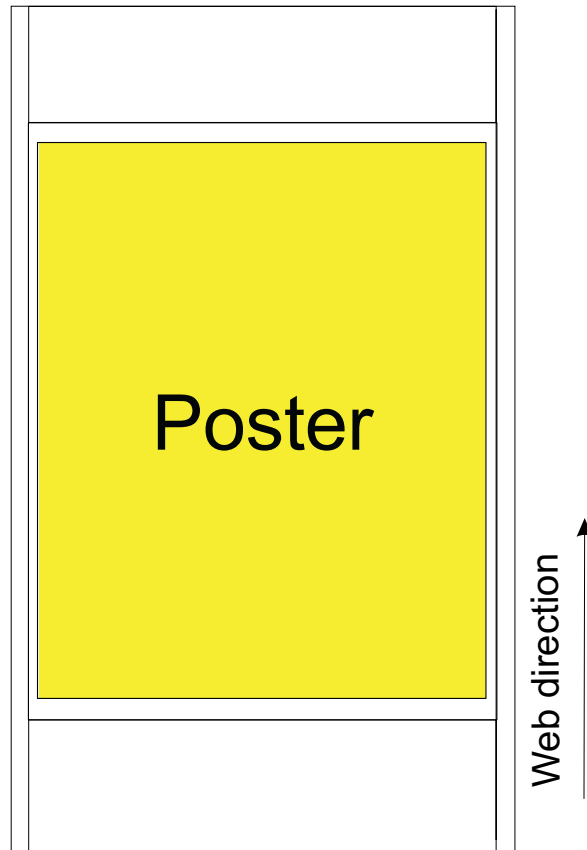

Figure 9. Poster-sized document printed 1–up, portrait orientation

Table 2. Infoprint Manager and Infoprint Submit values for 17 x 25 inch document printed 1–up, portrait

Option	Value
Finished page (document) size	17 x 25 inches
Form size (Untrimmed page size: width and length)	17 x 25 inches or larger
Media size (in Infoprint Manager)	17 x 25 inches or larger
Layout	Simple 1–up
Form definition	blank
PDF orientation	Portrait
Postscript orientation	Portrait

Side-by-side copies 2–up, with finished page size letter

In this layout, the AFCCU form is wider than it is long. Because you don't specify a form definition, you can use the **Page placement** (X and Y shift) option in Infoprint Submit.
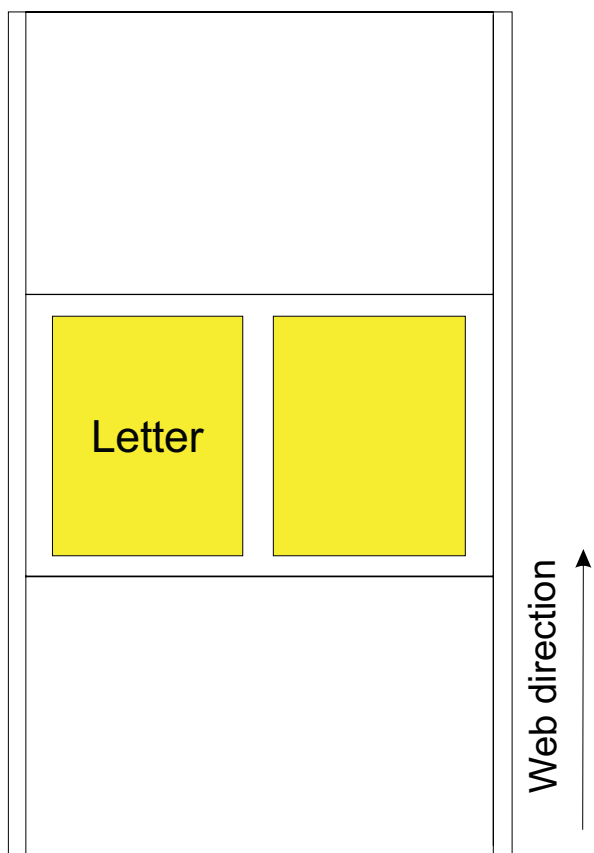
Figure 10. Letter-sized document printed 2–up, portrait orientation

Table 3. Infoprint Manager and Infoprint Submit values for letter-sized document printed 2–up, portrait

Option	Value
Finished page (document) size	8.5 x 11 inches
Form size (Untrimmed page size: width and length)	17 x 11 inches or larger
Media size (in Infoprint Manager)	17 x 11 inches or larger
Layout	Side by side copies 2–up
Form definition	blank
PDF orientation	Portrait
Postscript orientation	Portrait

Side-by-side copies 2–up, with finished page size legal

In this layout, the AFCCU form is wider than it is long. Because you don't specify a form definition, you can use the **Page placement** (X and Y shift) option in Infoprint Submit.

Note: This layout looks the same as the layout for *side-by-side copies 2–up with finished page size letter*. Refer to Figure 9 on page 17 for an illustration of the layout.

Table 4. Infoprint Manager and Infoprint Submit values for legal-sized document printed 2–up, portrait

Option	Value
Finished page (document) size	8.5 x 14 inches
Form size (Untrimmed page size: width and length)	17 x 14 inches or larger
Media size (in Infoprint Manager)	17 x 14 inches or larger
Layout	Side-by-side copies 2–up
Form definition	blank
PDF orientation	Portrait
Postscript orientation	Portrait

Side-by-side copies 2–up, with finished page size 9 x 8 inches

In this layout, the AFCCU form size is wider than it is long. Because you don't specify a form definition, you can use the **Page placement** (X and Y shift) option in Infoprint Submit.
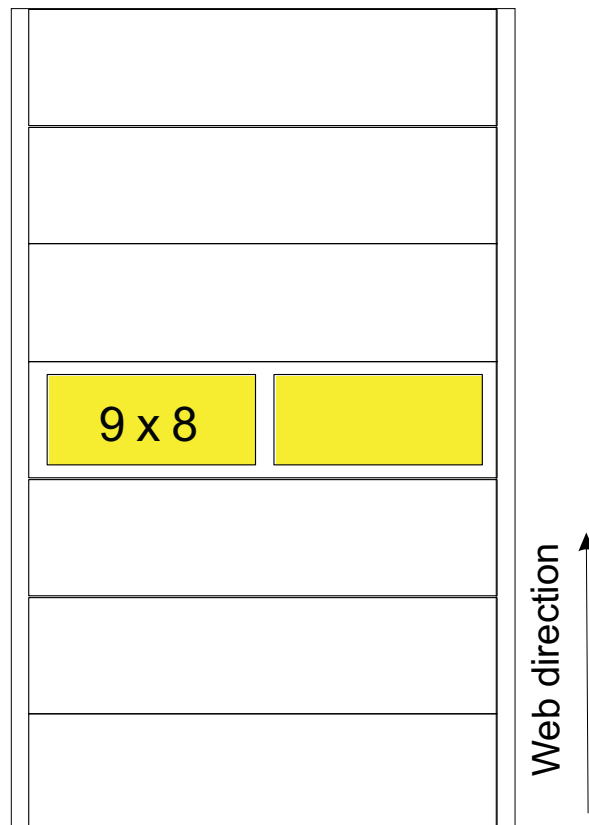

Figure 11. Nine by eight inch document printed 2–up, landscape orientation

Table 5. Infoprint Manager and Infoprint Submit values for 9 x 8 inch document printed 2–up, landscape

Option	Value
Finished page (document) size	9 x 8 inches

Option	Value
Form size (Untrimmed page size: width and length)	18 x 8 inches or larger
Media size (in Infoprint Manager)	18 x 8 inches or larger
Layout	side-by-side copies 2–up
Form definition	blank
PDF orientation	Landscape
Postscript orientation	Landscape

Side-by-side copies 2–up, with finished page size double-high letter

In this layout, the AFCCU form is longer than it is wide. Because you don't specify a form definition, you can use the **Page placement** (X and Y shift) option in Infoprint Submit.
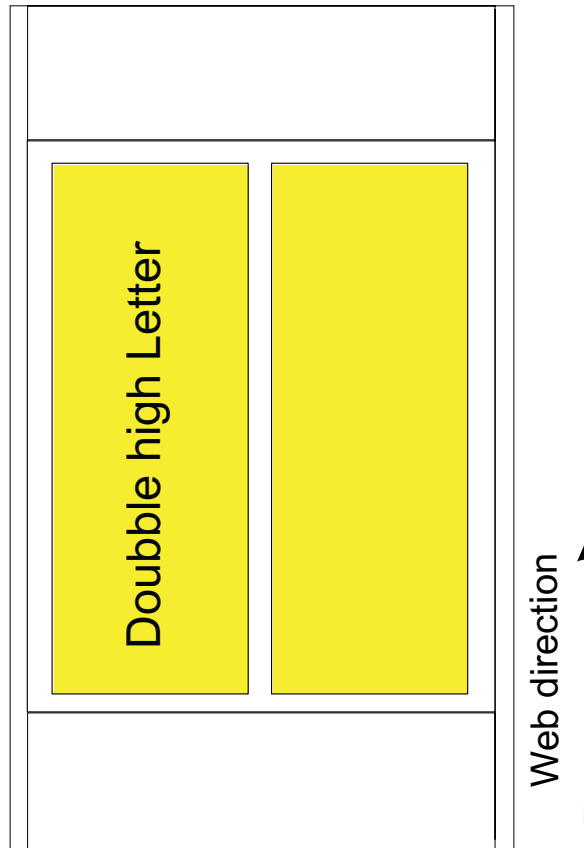

Figure 12. Double–high letter document printed 2–up, portrait orientation

Table 6. Infoprint Manager and Infoprint Submit values for double—high letter-sized document printed 2–up, portrait

Option	Value
Finished page (document) size	8.5 x 22 inches

Option	Value
Form size (Untrimmed page size: width and length)	17 x 22 inches or larger
Media size (in Infoprint Manager)	17 x 22 inches or larger
Layout	side-by-side copies 2–up
Form definition	blank
PDF orientation	Portrait
Postscript orientation	Portrait

Side-by-side copies 3–up, finished page size 6 x 11 inches

In this layout, the AFCCU form is wider than it is long. Because you don't specify a form definition, you can use the **Page placement** (X and Y shift) option in Infoprint Submit.
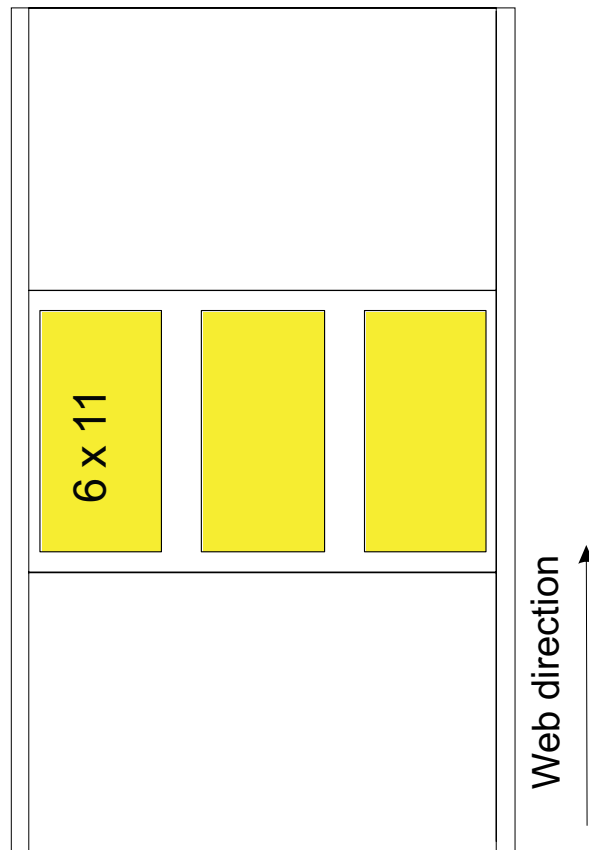

Figure 13. Six by eleven inch document printed 3–up, portrait orientation

Table 7. Infoprint Manager and Infoprint Submit values for 6 x 11 inch document printed 3–up, portrait

Option	Value
Finished page (document) size	6 x 11 inches
Form size (Untrimmed page size: width and length)	18 x 11 inches or larger

Option	Value
Media size (in Infoprint Manager)	18 x 11 inches or larger
Layout	Side-by-side copies 3–up
Form definition	blank
PDF orientation	Portrait
Postscript orientation	Portrait

Side-by-side copies 3–up, with finished page size double-high

In this layout, the AFCCU form is longer than it is wide. Because you don't specify a form definition, you can use the **Page placement** (X and Y shift) option in Infoprint Submit.
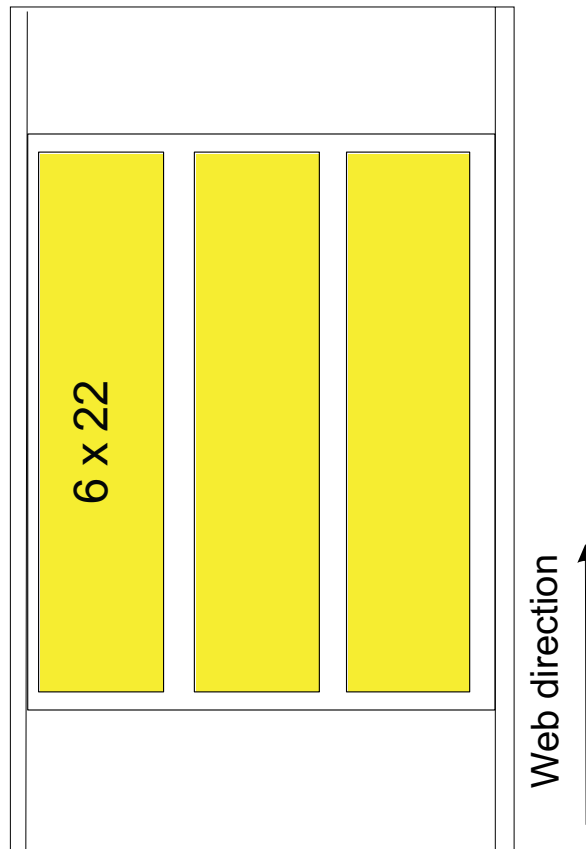

Figure 14. Six by twenty–two inch document printed 3–up, portrait orientation

Table 8. Infoprint Manager and Infoprint Submit values for double-high document printed 3–up, portrait

Option	Value
Finished page (document) size	6 x 22 inches
Form size (Untrimmed page size: width and length)	18 x 22 inches or larger
Media size (in Infoprint Manager)	18 x 22 inches or larger

Option	Value
Layout	Side-by-side copies 3–up
Form definition	blank
PDF orientation	Portrait
Postscript orientation	Portrait

Side-by-side copies 4–up, with finished paper size 9 x 6 inches

In this layout, the AFCCU form is wider than it is long. Because you don't specify a form definition, you can use the **Page placement** (X and Y shift) option in Infoprint Submit.
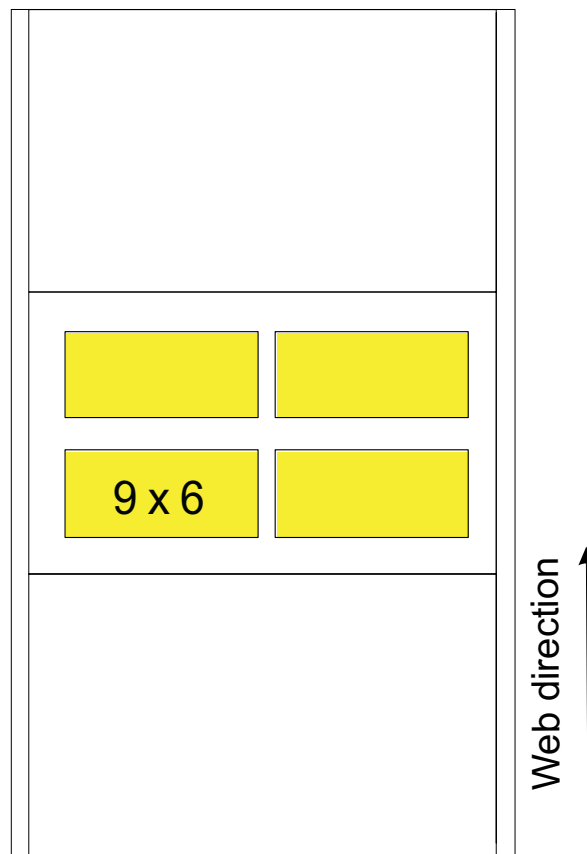

Figure 15. Nine by six inch document printed 4–up, landscape orientation

Table 9. Infoprint Manager and Infoprint Submit values for 9 x 6 inch document printed 4–up, landscape

Option	Value
Finished page (document) size	9 x 6 inches
Form size (Untrimmed page size: width and length)	18 x 12 inches or larger
Media size (in Infoprint Manager)	18 x 12 inches or larger
Layout	side-by-side copies 4–up

Option	Value
Form definition	blank
PDF orientation	Landscape
Postscript orientation	Landscape

Side-by-side copies 4–up, with finished paper size letter

In this layout, the AFCCU form is longer than it is wide. Because you don't specify a form definition, you can use the **Page placement** (X and Y shift) option in Infoprint Submit.
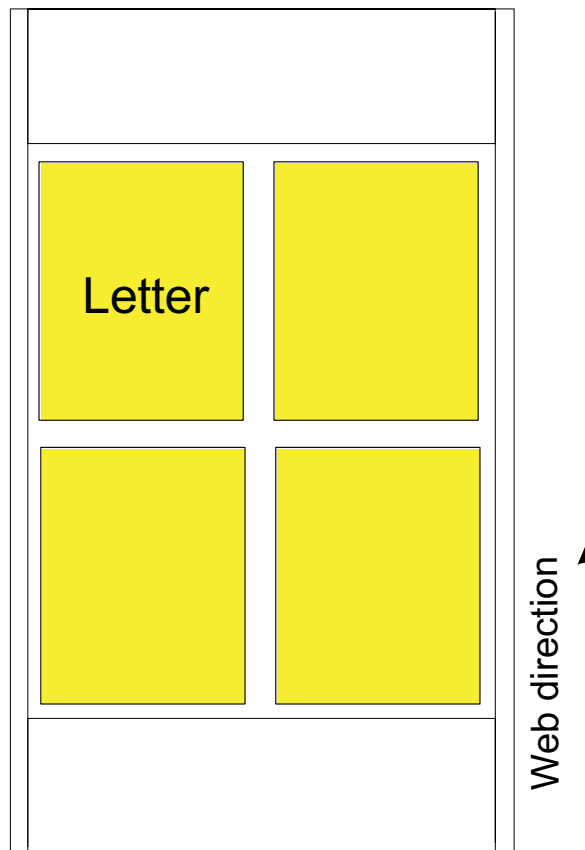

Figure 16. Letter–sized document printed 4–up, portrait orientation

Table 10. Infoprint Manager and Infoprint Submit values for letter-sized document printed 4–up

Option	Value
Finished page (document) size	8.5 x 11 inches
Form size (Untrimmed page size: width and length)	17 x 22 inches or larger
Media size (in Infoprint Manager)	17 x 22 inches or larger
Layout	side-by-side copies 4–up
Form definition	blank

Table 10. Infoprint Manager and Infoprint Submit values for letter-sized document printed 4–up (continued)

Option	Value
PDF orientation	Landscape
Postscript orientation	Landscape

On the printer

Define snapshots on the printer for each type of job that you identified. Use the names that you created above. If your list does not include dimensions, add them as you create each snapshot.

Note: All Infoprint continuous forms printers round form lengths to the nearest 1/6 inch. Therefore, it is recommended that you use lengths in increments of 1/6 inch. Use Table 11 as a guide.

Table 11. Decimal equivalents of common fractions

Fraction of an inch	Decimal equivalent
1/6	0.167
2/6 = 1/3	0.333
3/6 = 1/2	0.5
4/6 = 2/3	0.667
5/6	0.833

In Infoprint Manager

1. Open the Infoprint Manager Administration GUI.
2. Verify that all of the menu items and details views columns that you will need are displayed.
   a. Select **Options → Customize**.
   b. On the **Printer** tab, make sure the **Change media** check box is selected in the **Menu** column and that **Media ready** is listed in the **Details to show** box.
   c. On the **Job** tab, make sure that the **Change media** and **Change copies** check boxes are selected in the **Menu** column. Make sure that **Media** is listed in the **Details to show** box.
3. Define the new media.
   a. Select **Server → Media → Create**.
   b. In the **Create Media** dialog, fill in the **Name**, **Server**, and **Untrimmed width and length (inches)** fields as specified below. You can fill in the other fields if you like, but these three are the only required fields. Refer to the online help for additional information about the other fields.

      Name   One of the media types from your list.

      Server   The name of the Infoprint Manager server that sends jobs to your printer.

      Untrimmed width and length (inches)
      > Specify width and length values that are slightly shorter than the ones you gave in the snapshot on the printer. The PostScript transform and some printers (such as the Infoprint 4000) round off

some values, so setting the width and length to slightly shorter values accommodates that rounding. The values should be at least .02 inches (1 mm) less than the values in the corresponding snapshot.

    c. Click **OK**.

    d. Repeat step 3 on page 25 for the rest of the media types you need to define.

4. Set the **Media allowed** values for the printer.

    a. Select the actual destination in the tree view of the GUI

    b. Select **Printer → Change media**.

    c. In the **Change Media** dialog, click the **Media Allowed** tab.

    d. Add the new media types that you just defined to the **Values** list.

    e. Remove any types that shouldn't be allowed from the **Values** list.

    f. Click **OK**.

5. Decide if you want to have more than one media type ready on the printer at the same time. If you only have one type ready, only jobs that request that media will be printed. Other jobs will wait in the queue until you change the media type that is ready. Once you have decided, set the **Media ready** value to the type or types that you want to print on.

    a. Select the actual destination in the tree view of the GUI

    b. Select **Printer →Change media**.

    c. On the **Media Ready** tab, type **1** for the **Input bin number**, then select the **Media type** and **Input tray** for each media that you want to make ready.

    d. Click **OK**.

Using Infoprint Submit to send jobs

1. Open Infoprint Submit and build a job ticket as usual.

2. Select **Options → Refresh** to update the list of media types from the server.

3. After all of the documents have been added, click the **Print** tab.

4. Select the appropriate **Printer type** from the drop-down list, then select the media type that you want to use from the **Paper** drop-down list.

5. Click the **Layout** tab.

6. Select the appropriate page layout (for example, **side by side copies 2–up** or **simple 3–up**) from the **Layout** drop-down.

7. Click the **Align** tab.

8. Set the dimensions in the **Finished page size** box to the exact dimensions of the pages in the job.

    Note: You can set these dimensions in either inches or millimeters. Use **Options → Preferences** to change the unit of measure.
The values in the **Untrimmed page size** box map to the partition area within the printer's printable area.

9. By default, the page placement (X and Y offset) value is **Upper left**, so the document will be placed in the upper left corner of the form. If you want the document to be positioned differently, select a different page placement value.

10. Submit the job as usual.

Troubleshooting

If you submit a job that requests a media type that isn't listed as **ready** in the server, the job icon will turn red. To print the job, do the following:

1. Change the snapshot on the printer.
2. In the Infoprint Manager GUI, highlight the printer, then select **Printer** →
   Change Media.
3. On the **Media Ready** tab of the **Change Media** dialog, change the values to the
   media you want to use.
4. Click **OK**.

Once the **Media Ready** value is reset, jobs that request the changed media type
will start to print.

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