

Printing Systems Division



# Infoprint Manager Print-on-Demand Feature: Submit Express User's Guide



Printing Systems Division



# Infoprint Manager Print-on-Demand Feature: Submit Express User's Guide

**Note**

Before using this information and the product it supports, be sure to read the information in "Notices" on page 51.

**First Edition (December 2004)**

This edition applies to IBM Infoprint Manager for AIX, Version 4 Release 2 and IBM Infoprint Manager for Windows, Version 2 Release 2, 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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## Chapter 1. Introduction

The Infoprint Submit Express program product lets you create job tickets for a customer's print job, send the print jobs to the selected printer, and track the print jobs. A job ticket describes a print job. It includes general information such as the name of the job, the job ID, and the number of copies you want to print. It also includes a list of the files you want included in the print job and instructions for printing each piece of the job. A job ticket also includes print status information received from the server while the job is printing.

**Note:** The Infoprint Submit Express is replacing the Infoprint Submit for Windows and Infoprint Submit for Macintosh clients.

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### Who should read this publication

This publication is for the user who installs, configures, and uses Submit Express on a Windows or Macintosh workstation. Although you can use this publication for general guidance in using Submit Express, you should use the online Help to find more detailed instructions.

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### 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 Web site 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**.

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### 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.ibm.link.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.ibm.link.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](http://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.

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## Chapter 2. Setting up Submit Express

Submit Express has the following requirements:

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### Windows System Requirements

Submit Express for Windows systems has these requirements:

- PC with 166 MHz Pentium processor or higher
- Windows 2000 Professional, Windows 2000 Server, Windows 2003 Standard, or Windows XP Professional SP1 or later
- 64 MB RAM or more
- 10 MB hard drive space
- CD-ROM drive
- TCP/IP local area network (LAN) connection (Ethernet or token-ring)
- Network connectivity, with a user ID having permission to submit print jobs and perform queries

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### Macintosh System Requirements

Submit Express for Macintosh systems has these requirements:

- PowerMac
- Macintosh running OS X Version 10.1 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

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## Installing Submit Express from the Infoprint Manager Print on Demand CD-ROM

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

### Installing Submit Express on a Windows system

1. Insert the appropriate Infoprint Manager for Print-on-Demand Feature (1 of 2) CD-ROM into the drive.
2. The install program will start automatically.
3. Select the Install Submit Express button to start the install program.
4. Follow the instructions as directed from the installer. The default install directory is c:\Program Files\IBM\Infoprint Submit Express.

### Installing a service update for Submit Express

To install a service update, insert the PTF CD-ROM into the drive. The install program starts automatically.

1. Select to install **Submit Express**.
2. Follow the instructions as directed from the installer.

**Notes:**

- a. With Infoprint Manager for AIX, you must have the Version 4.1 level of Infoprint Submit installed for the service update to install correctly. If you are currently using Version 3.2, first install the Version 4.1 product and then install the service update as described above.
- b. With Infoprint Manager for Windows, you must have the Version 2.1 level of Infoprint Submit installed for the service update to install correctly.

## Installing Submit Express on a Macintosh system

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.

## Installing associated software and printer drivers

If you wish to create PostScript jobs for Infoprint Manager, you should install printer drivers and PostScript Printer Description files (PPDs) on each of the systems that you use for this purpose. Printer drivers are needed on the workstations that are used to submit jobs to the Infoprint Manager server to ensure that the correct driver is used. In addition, if you have users who are producing PostScript files on their workstations that they want printed on the Infoprint Manager printers, you need to load Infoprint Manager printer drivers onto these workstations.

To install a PostScript driver, go to the Adobe Systems World Wide Web homepage at [www.adobe.com](http://www.adobe.com) and download the correct level of PostScript driver for your system and PostScript printing needs.

Four PPDs are provided on the Infoprint Manager Print-on-Demand Feature CD. These PPDs support the Infoprint 60, InfoColor 70, Infoprint 4000, and Infoprint 4100 printers; they can be used on workstations that generate PostScript output.

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## Setting up shared file support

Infoprint Manager uses a directory or folder called **ipdata** for sharing files with Submit. (With Infoprint Manager for Windows, this folder is created automatically.)

The name **ipdata** comes from Infoprint or IP and data for the files it will contain. You use **ipdata** to provide a two-way connection between the Submit client machine from which the job tickets have been submitted and the Infoprint Manager server that sends them to the printer. Sharing files can save time and

money. For example, you can have an Infoprint Manager server RIP (raster image process) a file and save the results in **ipdata**. You can then reprint the ripped file instead of re-ripping the job again.

Working with **ipdata** is slightly different on the Infoprint Manager Server on an AIX system and a Windows System:

- With Infoprint Manager for AIX, see “Setting Up Infoprint Manager for AIX to use an ipdata file system” and then see “Configuring the Infoprint Submit client for both Infoprint Manager for AIX and Infoprint Manager for Windows” on page 20.
- With Infoprint Manager for Windows, see “Setting up Infoprint Manager for Windows to use the ipdata folder” on page 19 and then see “Configuring the Infoprint Submit client for both Infoprint Manager for AIX and Infoprint Manager for Windows” on page 20.

## Setting Up Infoprint Manager for AIX to use an ipdata file system

On an Infoprint Manager for AIX Version 4.1.0 system, NFS or other file sharing is required between workstations and the Infoprint Manager server. If you plan to connect your AIX server to Windows workstations and your Infoprint AIX server is running AIX 4.3.3 or higher, the IBM package Fast Connect for POWER, Version 3.1, is required. Fast Connect supports a NetBIOS connection. To access current information supporting the Fast Connect package, specify the following url in your browser:

<http://www.ibm.com/servers/aix/products/ibmsw//manage/fastconn.html>

When you install the Fast Connect for POWER product on your Infoprint AIX server, you may receive a failure notification on fileset **cifs.base.ldap 3.1.0.0**, asking you to install fileset **ldap.client.rte 3.1.1.5** before proceeding. If you are using the product to connect to Windows workstations, you can ignore this message and proceed to “Setting up Fast Connect for Infoprint Manager for AIX.”

**Note:** If you use Netware with Submit or if you use Macintosh with Submit, contact your IBM SE for configuration assistance or platform specific recommendations regarding software support.

### Setting up Fast Connect for Infoprint Manager for AIX

After installing AIX Fast Connect on your AIX server, you must do the following:

1. Open a dtterm window, type `smit`. The following screen displays.

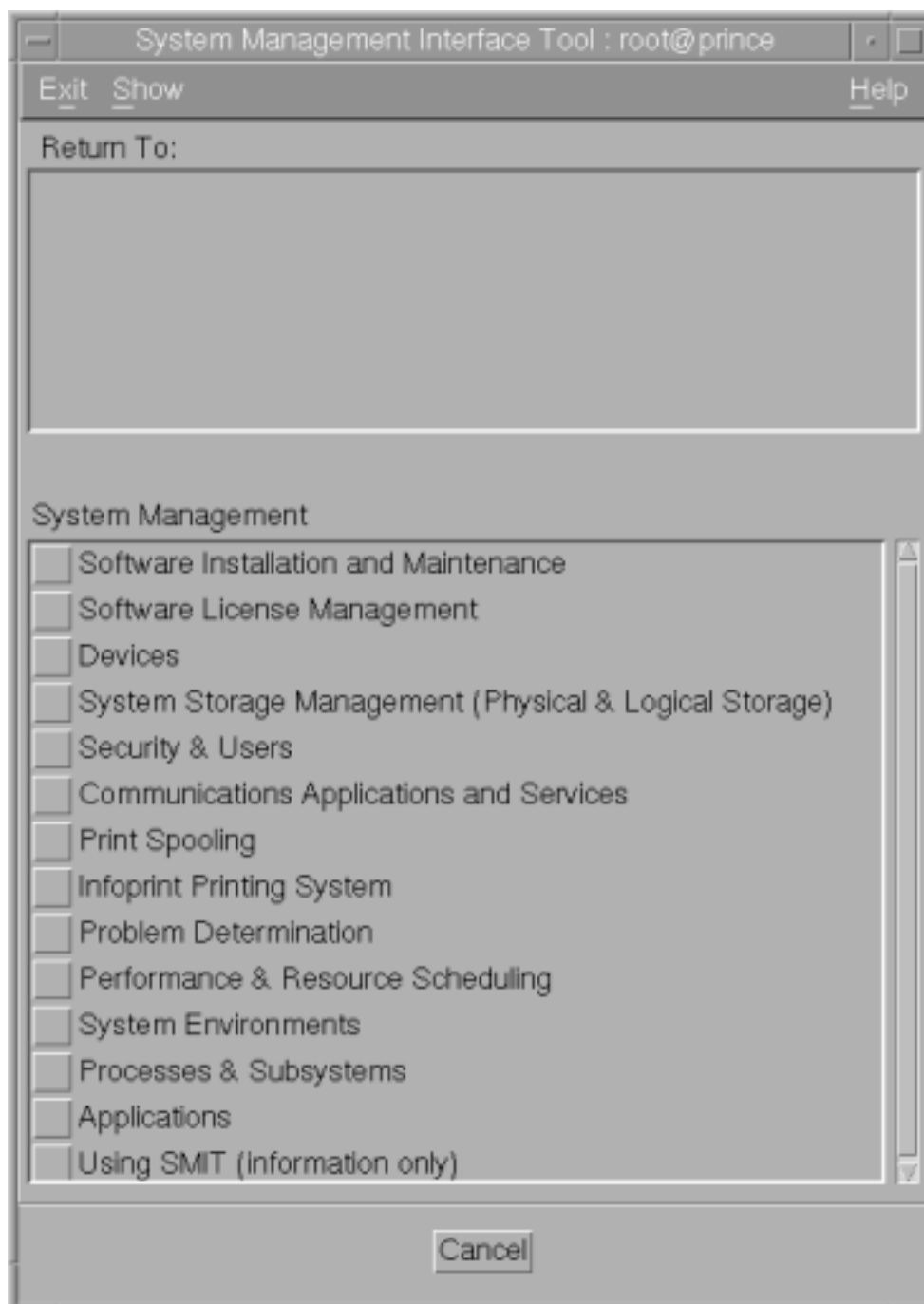


Figure 1. SMIT entry screen

2. Select **Communications Applications and Services** and the following window displays.



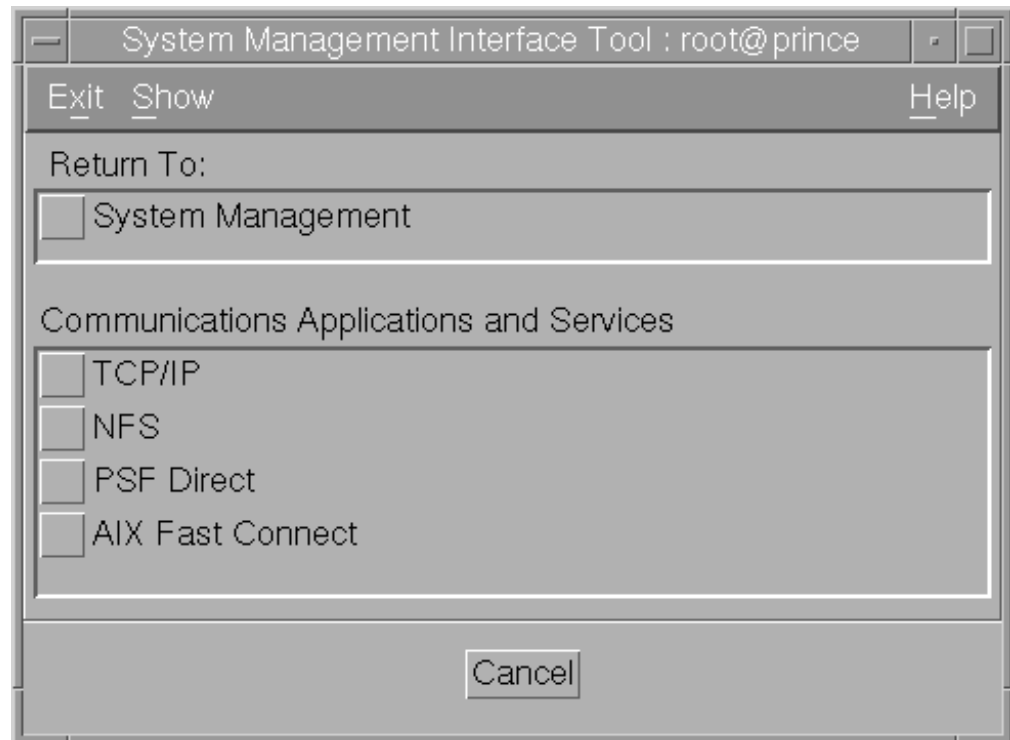


Figure 2. SMIT Communications Applications and Services screen

3. Select **AIX Fast Connect** and the following window displays.

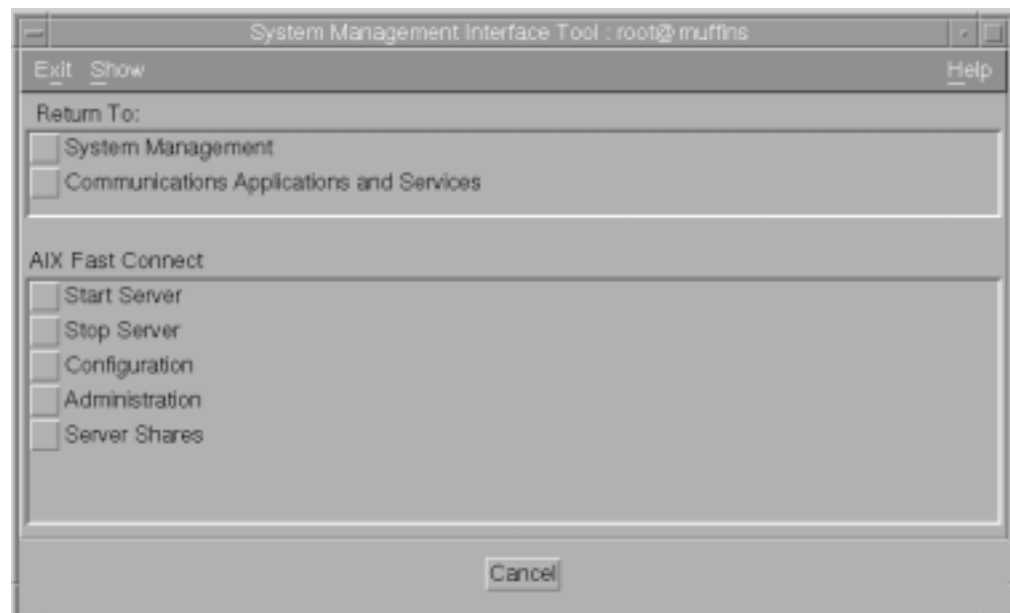


Figure 3. AIX Fast Connect screen

4. Select **Configuration** and the following window displays.

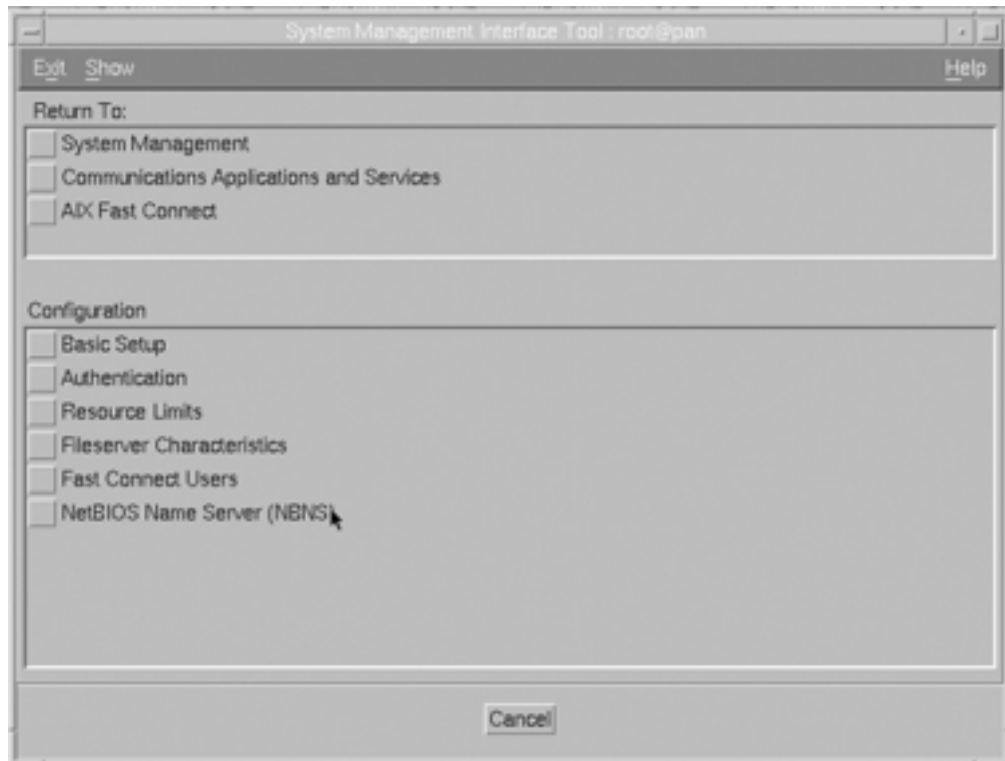


Figure 4. AIX Configuration screen

5. Select **Basic Setup** and the following window displays.

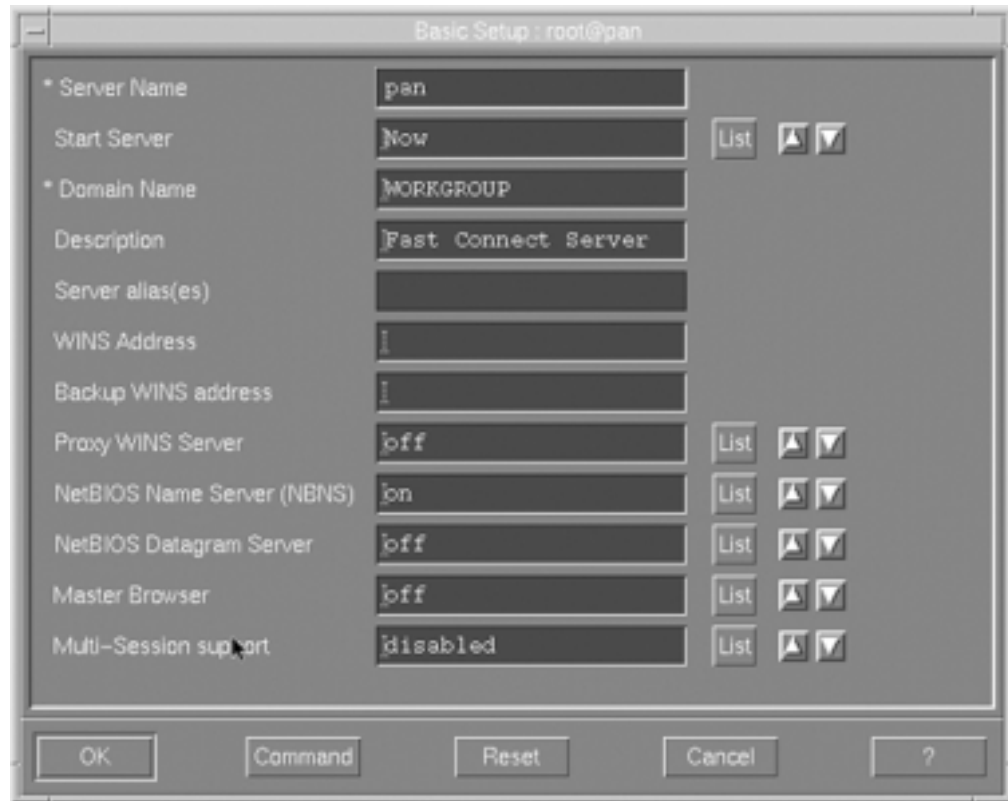


Figure 5. AIX Basic Setup screen

When the **Basic Setup** window displays, notice that your server name appears by default. Use the default values with the following exception:

For the **Start Server** field, select **Now** from the list.

If your configuration supports more than one domain, you must use the **WINS Address** field to specify the IP address for the Windows Internet Name service (WINS) server on the Infoprint Windows server with which you plan to interoperate. Note that you must specify this address if you choose not to specify the **Domain Name** field.

For the **Domain Name** field, ensure that you specify the domain name (WORKGROUP in this example) for the group of Infoprint servers that interoperate to provide resources as a single unit. Note that this example specifies both a **WINS Address** field value and a **Domain Name** field value.

6. Once you have completed specifying these values, click the **OK** button.
7. Once successful, click **Done** to return to the **Basic Setup** menu and then click **Cancel** to return to the **Configuration** menu for FastConnect.
8. On the **Configuration** menu for FastConnect, click **Authentication** and the following window displays:

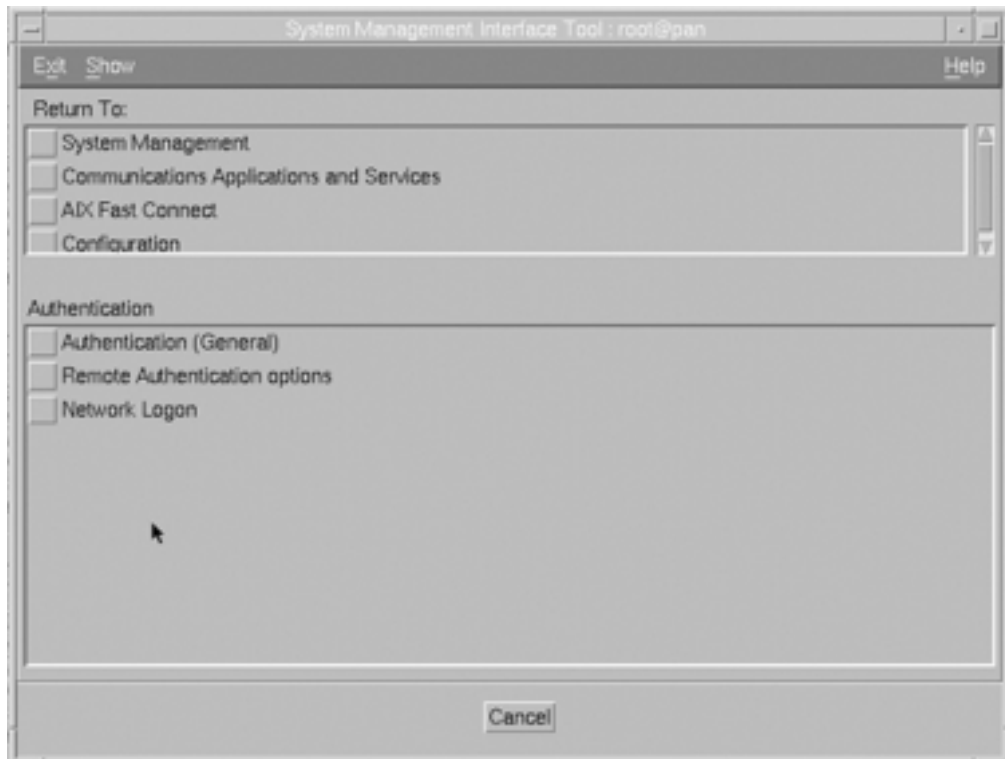


Figure 6. AIX Authentication screen

9. Select **Authentication (General)**, and the following window displays:

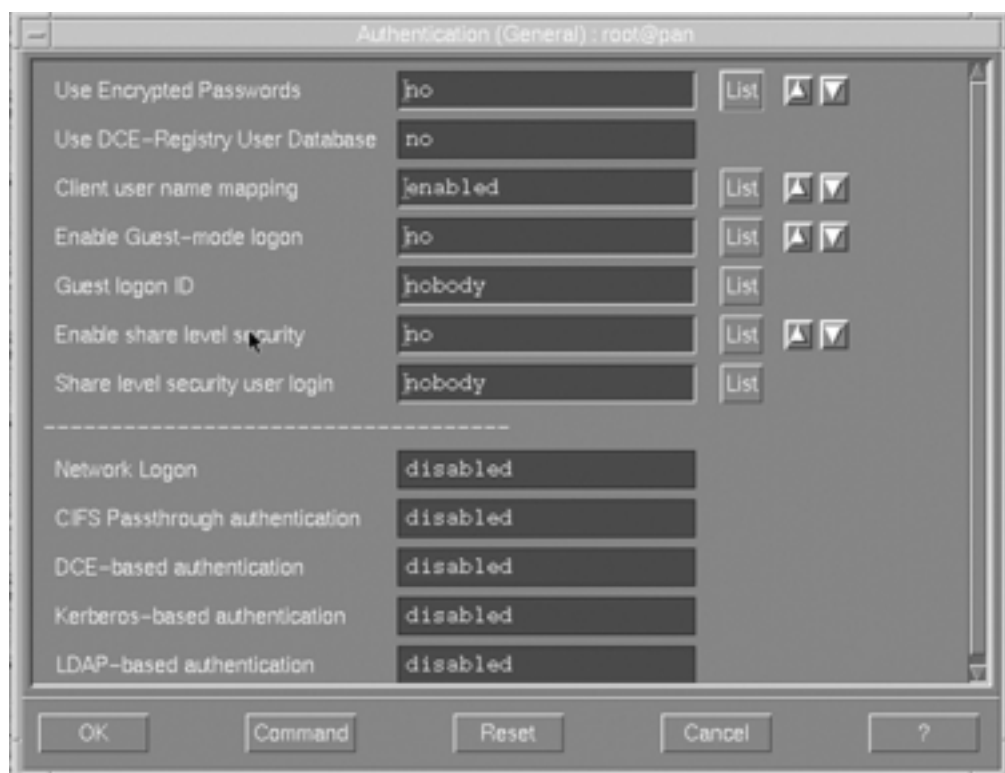


Figure 7. AIX Authentication (General) screen

10. On the **Authentication (General)** window, use the default values with the following exception:  
For the **Use Encrypted Passwords** field, select **Negotiate Encryption** from the list.
11. Once you have completed specifying the values, click the **OK** button.
12. Once successful, click **Done** to return to the **Authentication** menu and then click **Cancel** to return to the **Configuration** menu for FastConnect.
13. On the **Configuration** menu for FastConnect, click **Authentication** and the following window displays:

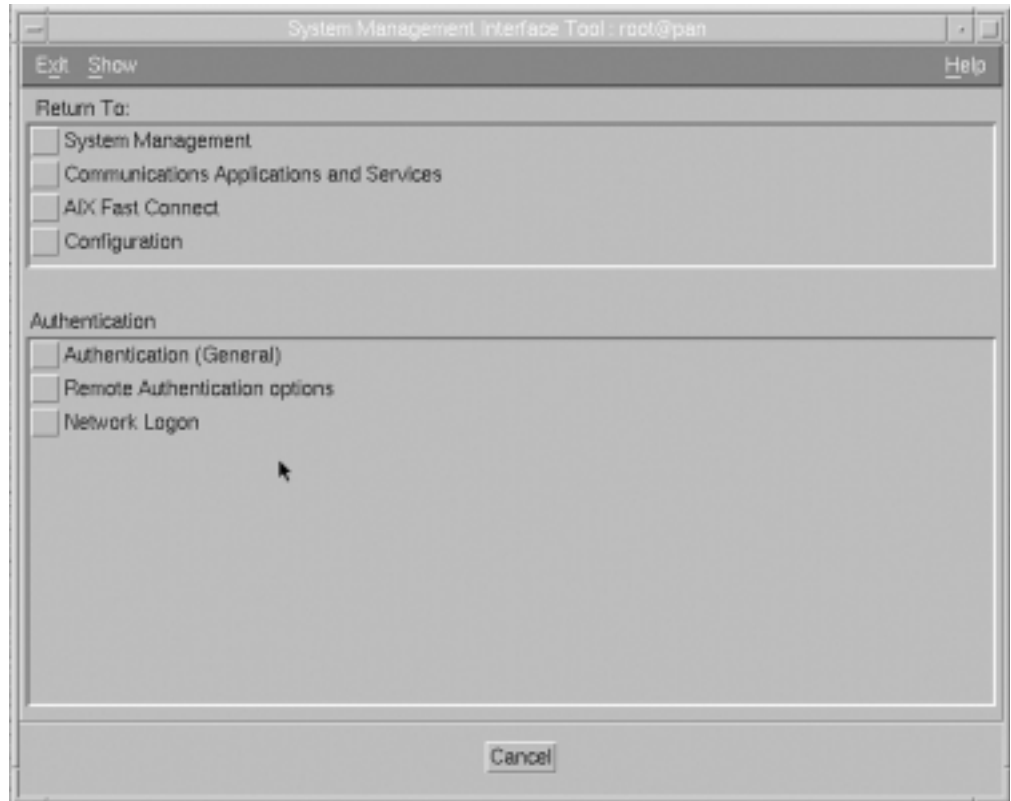


Figure 8. AIX Authentication screen

14. Click **AIX Fast Connect** and the following window displays:

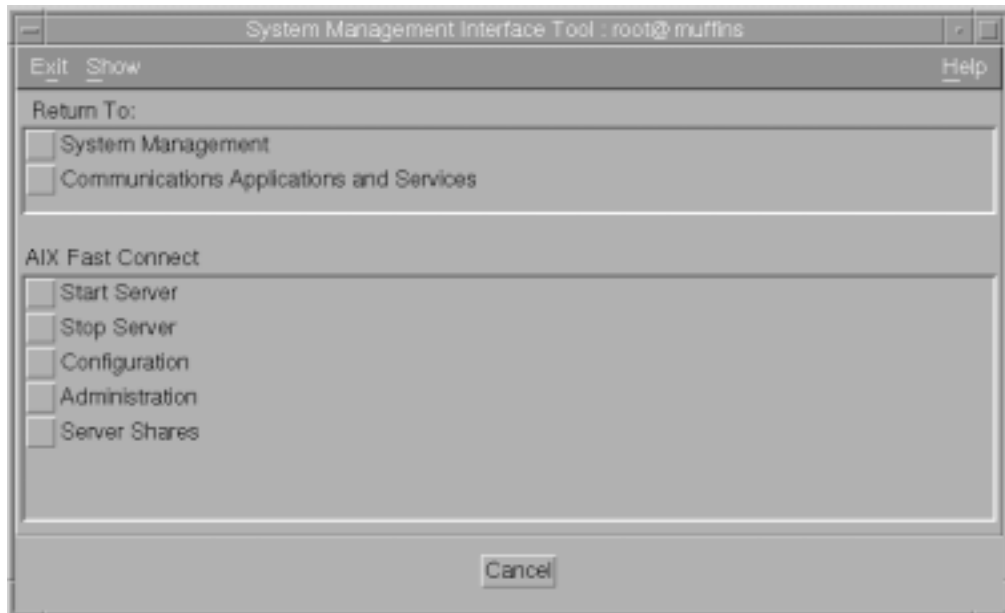


Figure 9. AIX Fast Connect screen

15. On the **AIX Fast Connect** screen, click **Stop Server** and then click **Done**, and then click **Start Server** and then click **Done** to stop and start the AIX Fast Connect server so these changes can take effect.

### Configuring the Infoprint Manager for AIX Server to support shared files

If you have installed Fast Connect and you use Submit from Microsoft Windows workstations, you can configure Infoprint Manager on your AIX system with user access and a shared directory that Infoprint Manager will use for saving processed or rasterized files. Where applicable, this directory is also used when users preview Postscript files from the Infoprint Manager Submit application.

To configure:

1. From the dtterm window, type SMIT so that the screen on the following page displays:

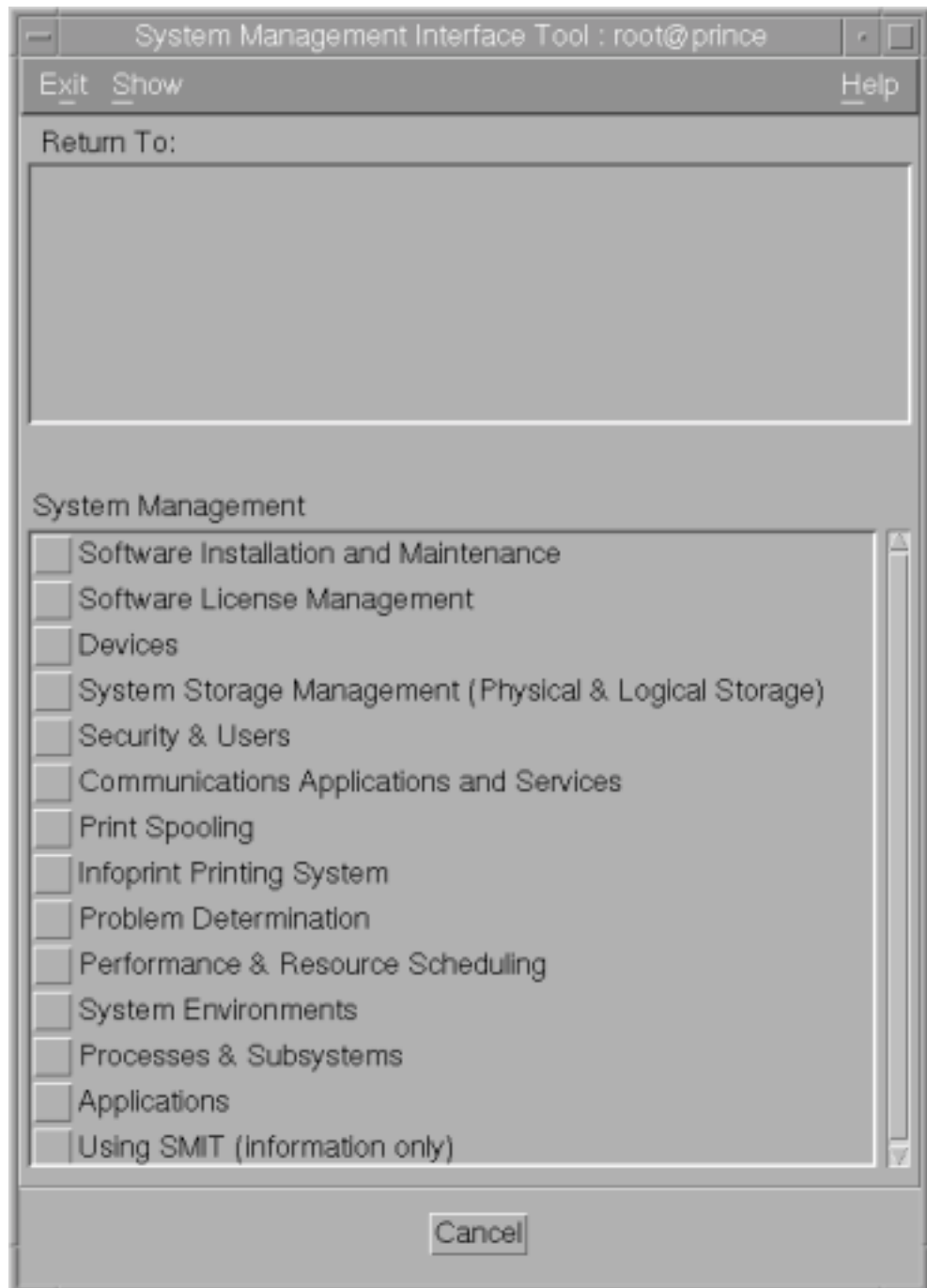


Figure 10. System Management Interface Tool Window

2. Select **Infoprint Printing System**, and the following screen displays:

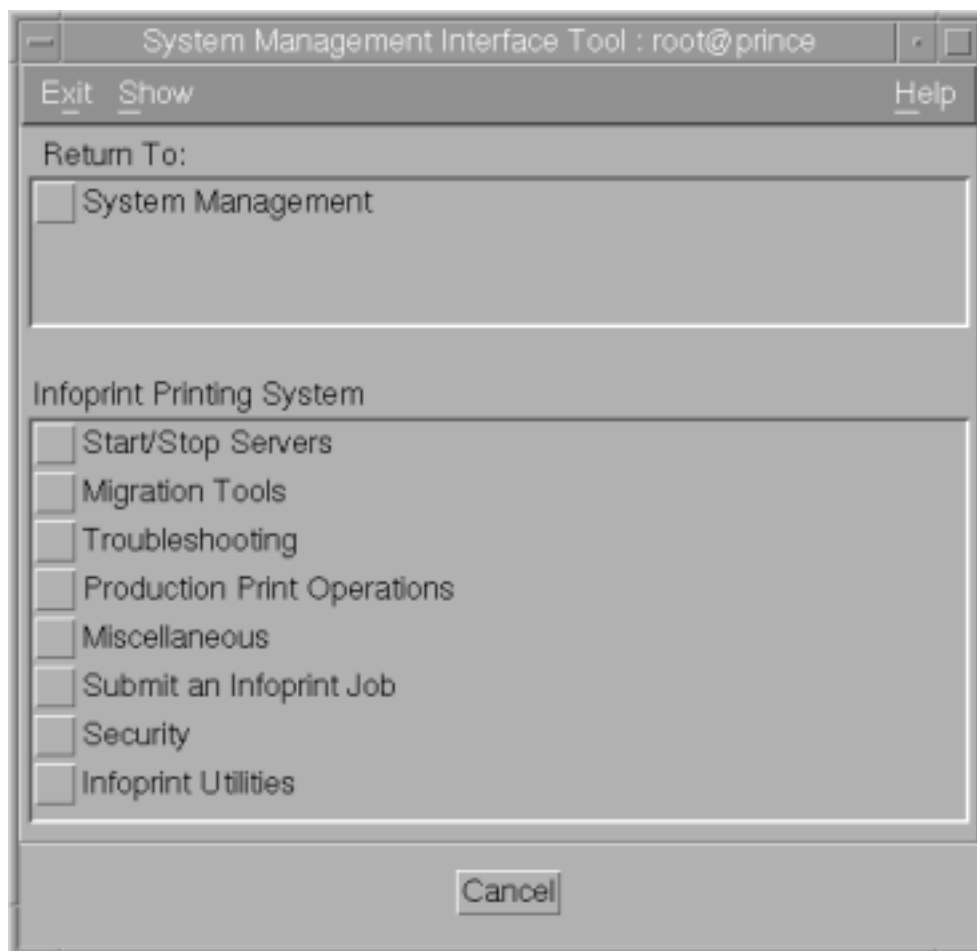


Figure 11. Infoprint Printing System Window

3. Select **Infoprint Utilities**, and the following screen displays:



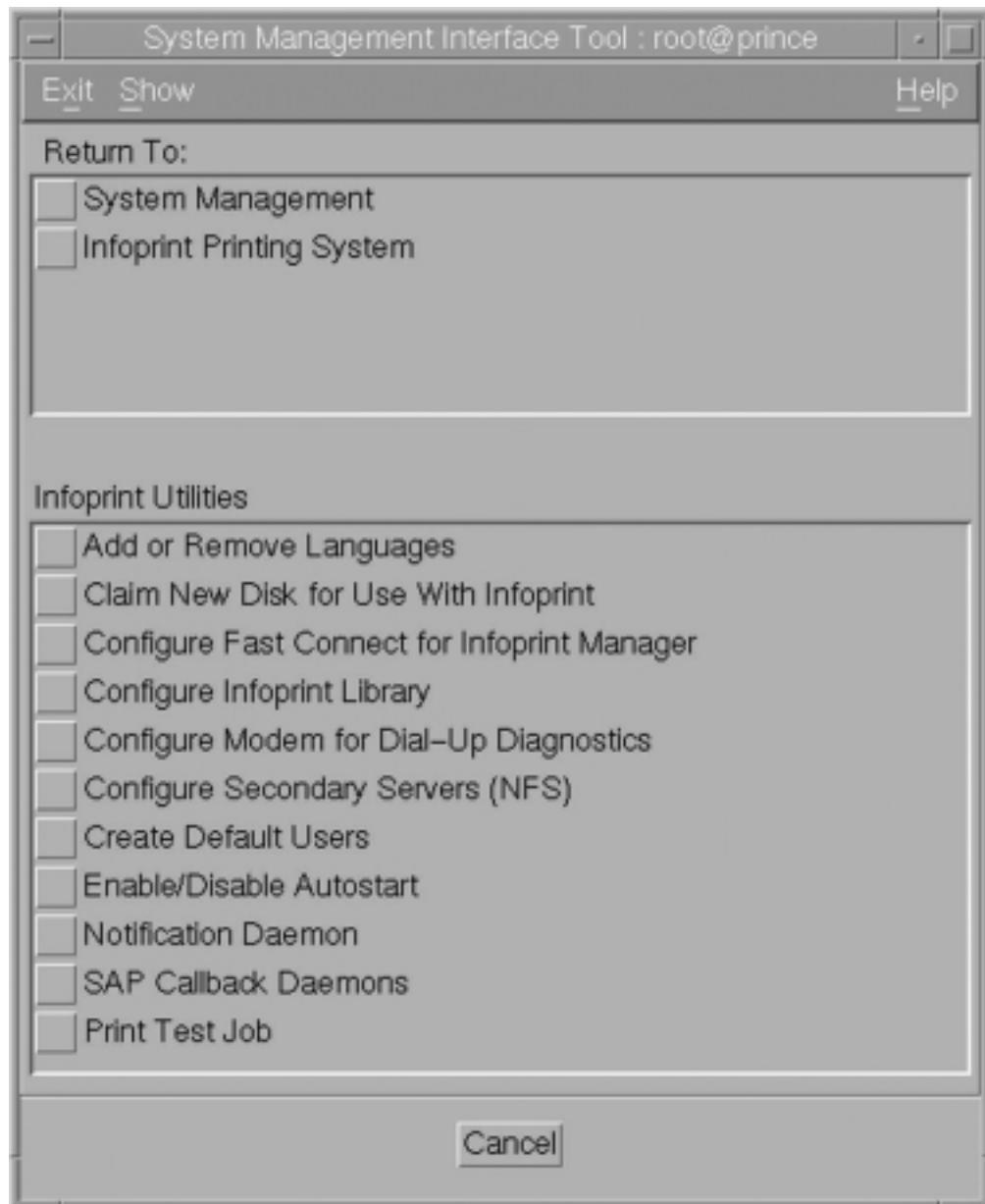


Figure 12. Infoprint Utilities Window

4. Now select **Configure Fast Connect for Infoprint Manager**, and the following screen displays:

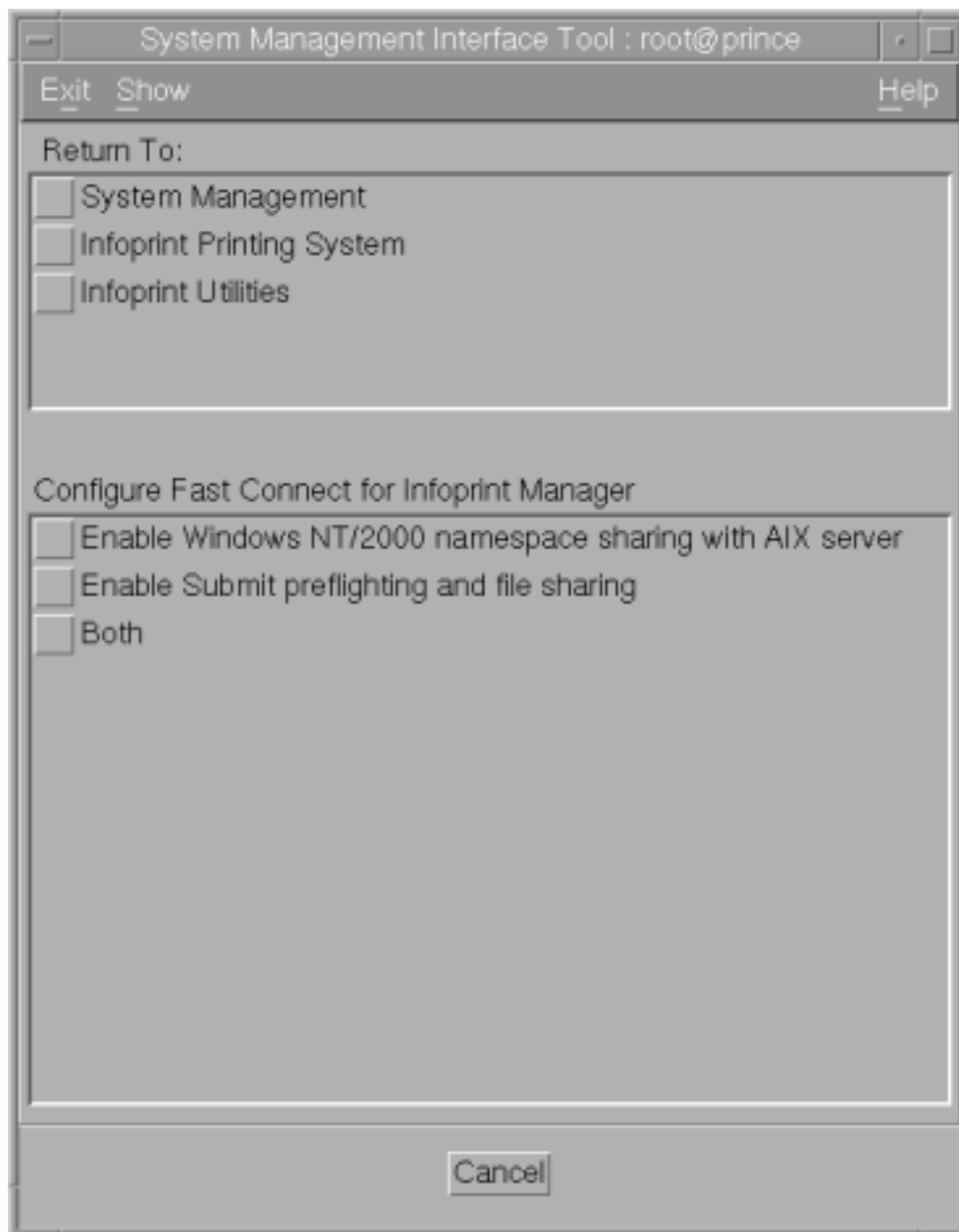


Figure 13. Configure Fast Connect for Infoprint Manager Windows

5. Select **Enable Submit Preflighting and file sharing**.

An animated icon of a running man will raise his arms when the setup is complete. Your AIX system will now have a shared directory (**/ipdata**) that some Infoprint applications use for saving files and sharing data. An AIX userid called **ipuser** is created with no password. If you want to set a password for **ipuser**, use the SMIT panels to modify the password.

6. Now, you need to configure the Submit client (see "Configuring the Infoprint Submit client for both Infoprint Manager for AIX and Infoprint Manager for Windows" on page 20).

## Setting up Infoprint Manager for Windows to use the ipdata folder

To work with **ipdata** on your Infoprint Manager Server, you need to determine the best location for **ipdata** (see “Moving the ipdata folder”) and then you need to set it up for sharing (see “Sharing the ipdata folder”). You can leave the ipdata folder in its default location, or you can move it to another location.

### Create a user id for ipuser

1. Navigate to the **Control Panel**.
2. Select **Administrative Tools**.
3. Select **Computer Management**.
4. Open the **Local Users and Groups** and highlight the **Users** folder.
5. With the **Users** folder highlighted, open the **Action** menu and select **New user...** The **New User** dialog appears
6. Enter ipuser in the **User name:** field, and optionally, complete the other fields on the dialog.
7. Click **Create** to create ipuser.
8. Close the **New User** dialog, the **Computer Management** dialog, the **Administrative Tools** dialog, and the **Control Panel**.

### Moving the ipdata folder

1. Skip this procedure if you want to leave the ipdata folder in the default location.
2. Open the Infoprint Manager Management Console.
3. Stop the Infoprint Manager Server by clicking on the **Stop Server** icon on the Management Console toolbar.
4. Select **Edit → Service Configuration** to open the **Service Configuration** dialog box. In the **Paths** section, change the value for **Shared client path** to the desired location. For example, f:\myPODfiles.
5. Start the Infoprint Manager Server by clicking on the **Start Server** icon on the Management Console toolbar.

### Sharing the ipdata folder

Before you set up the ipdata folder for sharing, check with your system administrator to determine the sharing policies for your location. Use the following procedure to set up the ipdata folder so that it can be shared between Infoprint Submit and the Infoprint Manager Server:

1. Using **Windows Explorer**, navigate to the ipdata folder.
2. Highlight the ipdata folder, right click on it, and select **Sharing...** from the drop-down menu.
3. The **Folder Properties** dialog displays. On this dialog, enter **ipdata** as the name for the shared folder in the entry field labeled **Share this folder**.
4. Click the **Permissions** button to open the **Permissions for ipdata** dialog and set the access between your server and client machines and check the **Allow** box for **Full Control**.
5. Click **OK** to enable the sharing for your folder.
6. Now, you need to configure the Submit client (see “Configuring the Infoprint Submit client for both Infoprint Manager for AIX and Infoprint Manager for Windows” on page 20).

## Configuring the Infoprint Submit client for both Infoprint Manager for AIX and Infoprint Manager for Windows

This section describes how to configure your Infoprint Submit Client for use with either Infoprint Manager for AIX or Infoprint Manager for Windows servers.

From the client system where you have installed Infoprint Submit, map a network drive to the directory that your resources reside in.

1. Open Windows Explorer.
2. Select **Tools** → **Map Network Drive**.
3. In the **Map Network Drive** dialog, select a drive letter that you are not currently using from the drop-down menu in the **Drive** field.

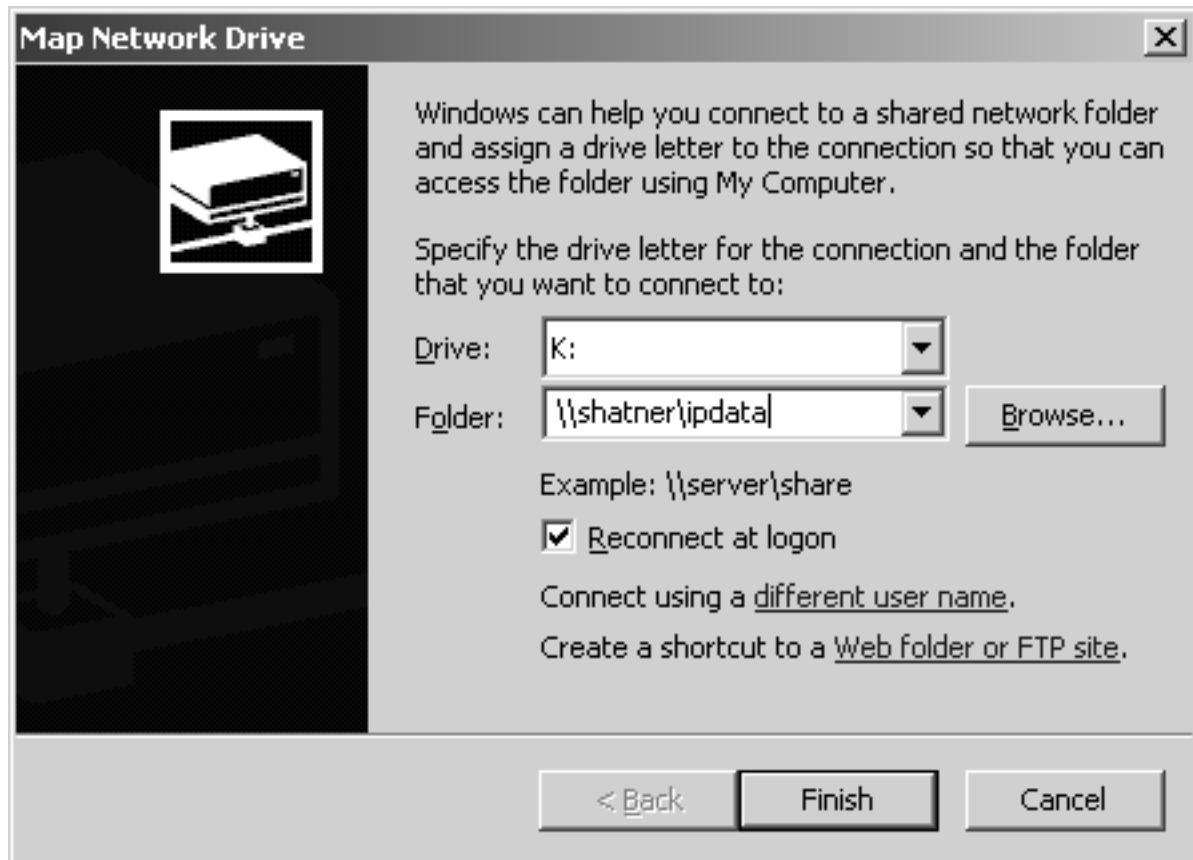


Figure 14. Map Network Drive

4. In the **Folder** field, type the path `\\servername\\ipdata` where `servername` is the host name of the system where Infoprint Manager is installed.
5. Select **Reconnect at logon**.
6. Click the **Connect using a different user name** link.
7. In the **Connect As** dialog, type the user name **ipuser** and password (if required).

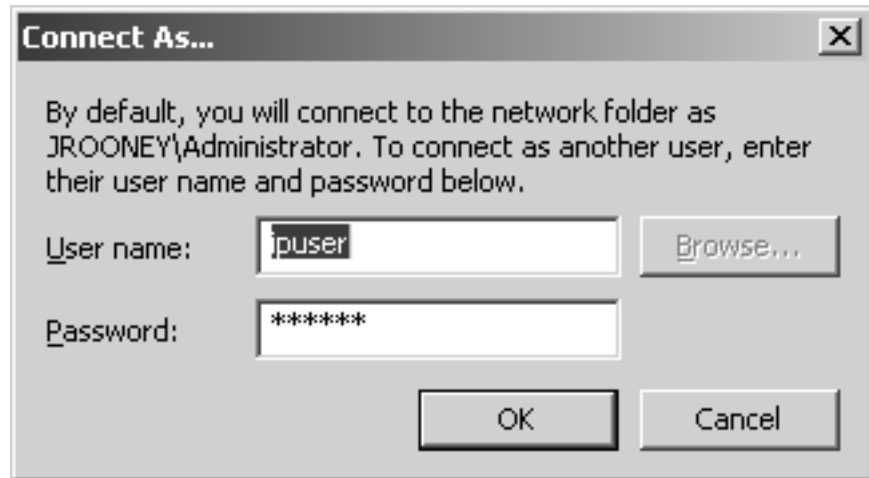


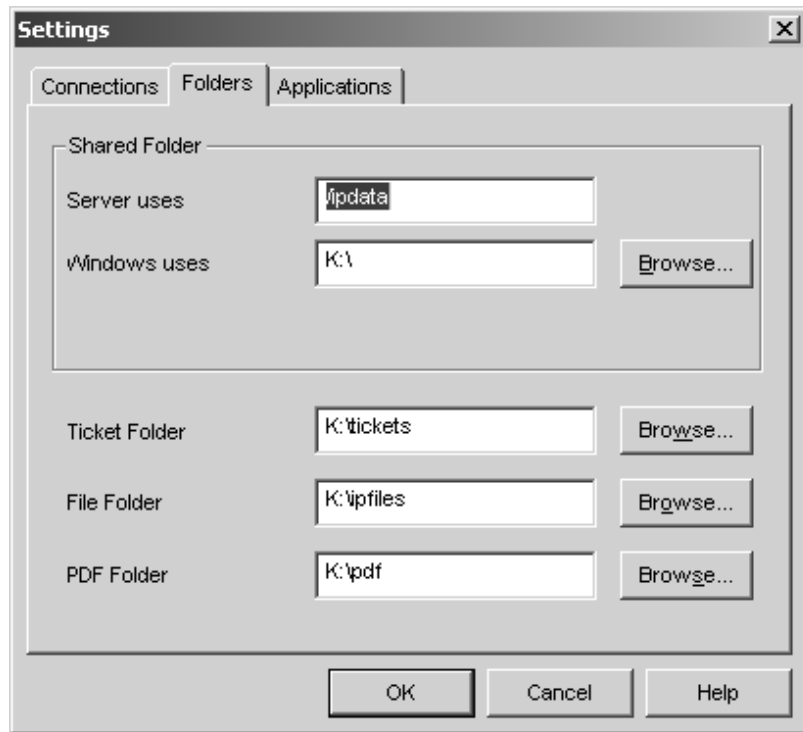
Figure 15. Connect As...

8. Click **OK** in the **Connect As** dialog.
9. Click **Finish** in the **Map Network Drive** dialog.
- 10.

In addition, within Infoprint Submit you need to change the folders for the shared file system. Refer to the steps below and to the following figure.

1. Start Infoprint Submit by clicking on the desktop icon.
2. Go to **Options** → **Setup** to open the Settings window.
3. Click the Folders tab to display the Folders page.
4. Specify the fully qualified path name in the Windows uses entry field.

**Note:** Always enter **/ipdata** for **Server uses** regardless of whether you are using Infoprint Manager for AIX or Infoprint Manager for Windows.



---

## Starting Submit Express

1. Click on the **Infoprint Submit Express** icon that was automatically added to the desktop after installation



Figure 16. IBM Infoprint Submit Express shortcut

or, on Windows, from the **Start** menu, go to **Programs** and click on **Infoprint Submit Express**.

2. When you start the program the first time, the following message displays:

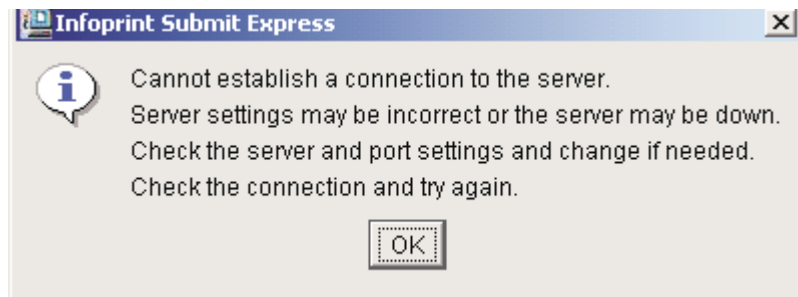


Figure 17. Message displayed first time Infoprint Submit Express starts

3. Click **OK** and Infoprint Submit opens.
4. Go to the **Options** menu, and select **Settings**. The **Settings** dialog displays.

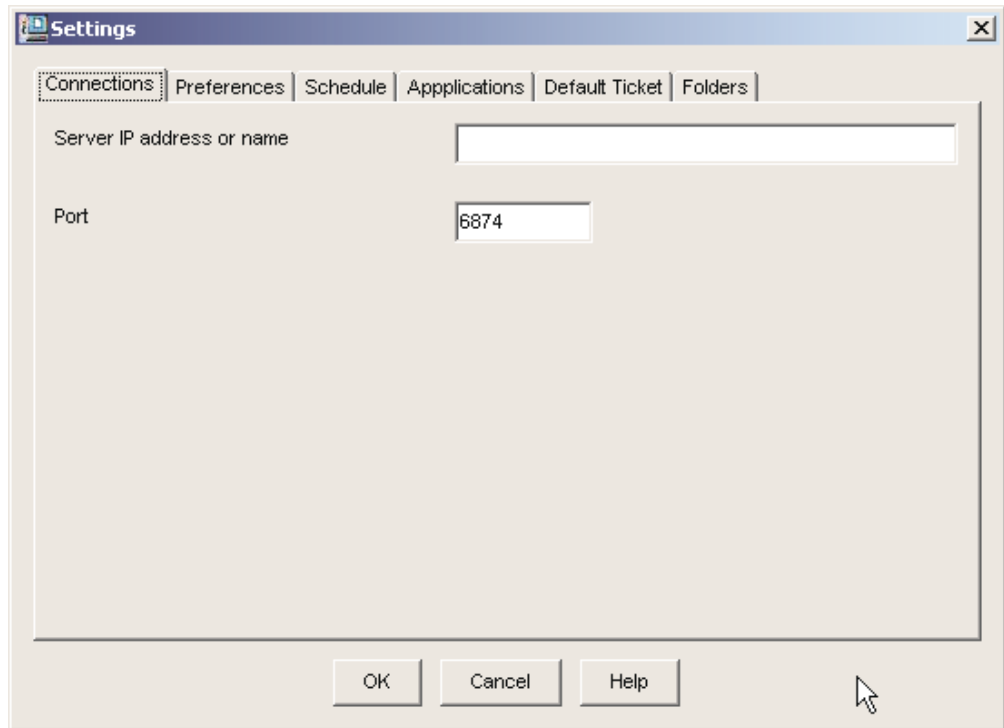


Figure 18. The Settings Dialog Connections Tab

5. Enter the IP address for your Infoprint Manager Server.
6. Let the port number default.
7. Select the **Preferences** tab.
8. Select your preferences for **Decimal notation** and **Units** of measure.



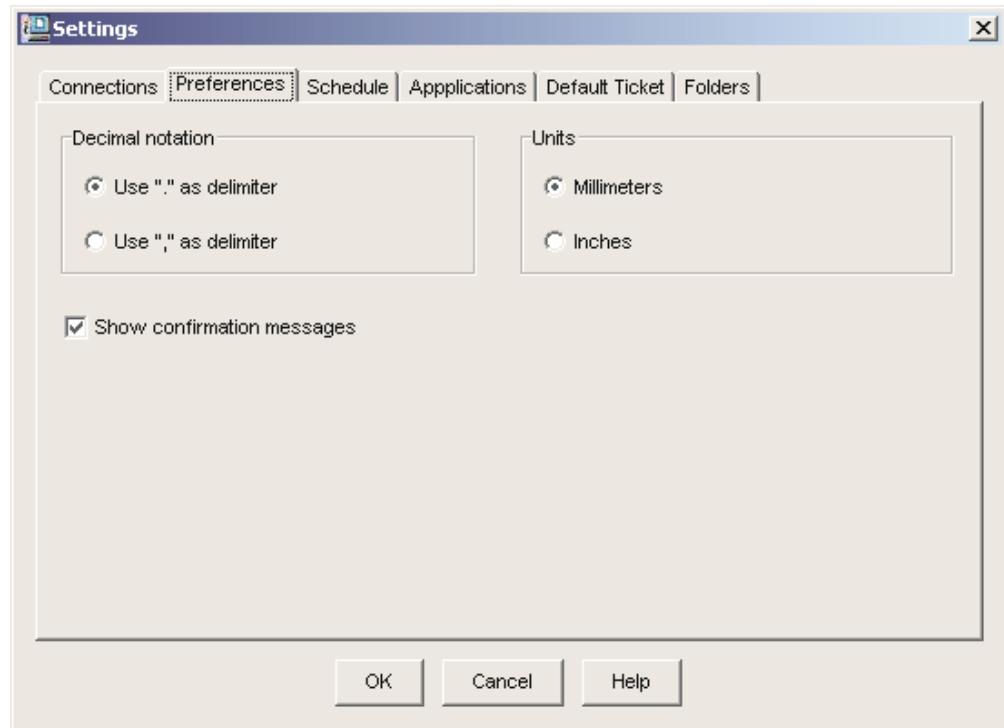


Figure 19. The Settings Dialog Preferences Tab

9. Click **OK** to return to the main Infoprint Submit Express screen.
10. Click the **Folders** tab.
11. Click on the **Page** tab.

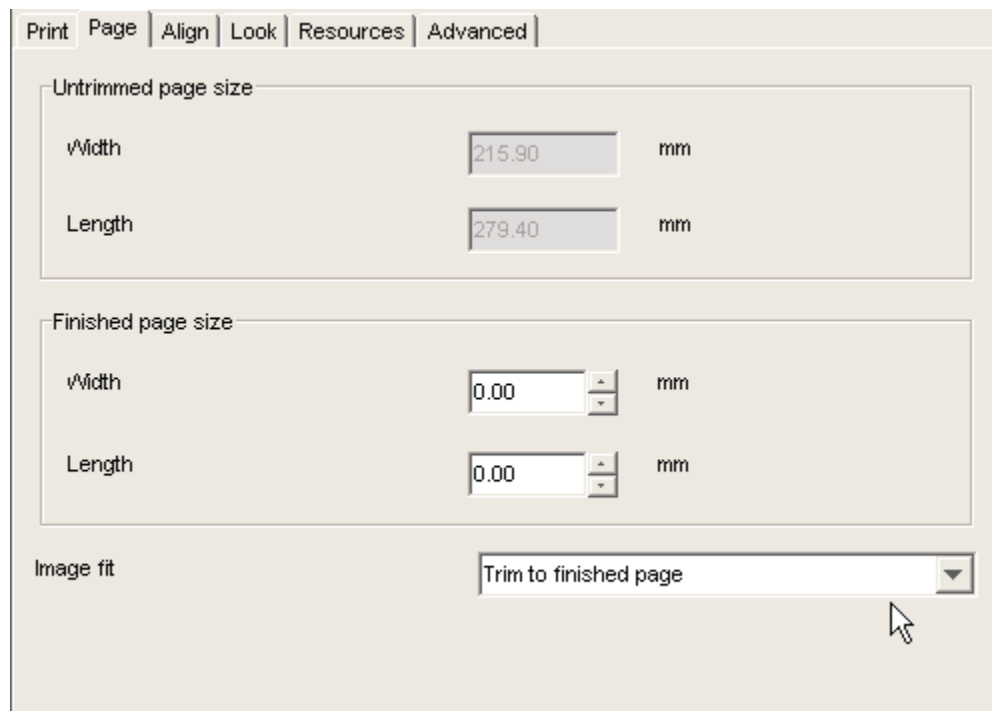


Figure 20. Settings dialog showing the Folders tab

12. Select your preferences for **Image Fit**, **Untrimmed page size**, and **Finished page size**.

The screenshot shows a software window with a 'Page' tab selected. The window has a menu bar with 'Print', 'Page', 'Align', 'Look', 'Resources', and 'Advanced'. The 'Page' tab contains three sections:

- Untrimmed page size:** A section with two input fields. 'Width' is set to 215.90 mm and 'Length' is set to 279.40 mm. A mouse cursor is pointing at the 'Length' field.
- Finished page size:** A section with two input fields. 'Width' is set to 0.00 mm and 'Length' is set to 0.00 mm. Both fields have up and down arrow buttons next to them.
- Image fit:** A dropdown menu currently set to 'Trim to finished page'.

Figure 21. The Page Tab

**Note:** If you are working in a non-DNS environment follow these steps:

1. Find the file named HOSTS in this directory path:  
C:\WINNT\system32\drivers\etc.
2. Add a line in the HOSTS file, in the format

`xxx.xxx.xxx.xxx hostname`

where `xxx.xxx.xxx.xxx` is the IP address of the machine where the server is running and `hostname` is the name of the machine where the server is running.

---

## Chapter 3. Using Submit Express to process a job

Submit Express is used through the life cycle of a job. A print shop uses Submit Express on a Windows workstation 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 Submit Express.

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

---

### Migrating job tickets from previous versions of Infoprint Submit for Windows

To migrate job tickets from a version of Infoprint Submit on Windows to the current version of Submit Express, do the following:

1. From the previous version of Infoprint Submit, open the job ticket you want to migrate.
2. Submit the job using the Hold option:
  - a. Open the Ticket menu and select Submit Job to submit the job.
  - b. Select the Schedule tab from the Submit dialog.
  - c. Select Hold from the RIP options group box.
  - d. 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:
  - a. Select the ticket you want to migrate.
  - b. Click the **View Ticket** button to open the Job Ticket window.
  - c. Highlight the entire contents of the job ticket file.
  - d. Copy the contents of the job ticket file to the clipboard. (For Windows systems, press Ctrl+C.)
  - e. Open a new file in a text editor.
  - f. Paste the job ticket file contents into this new file. (For Windows systems, press Ctrl+V.)
  - g. 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 version of Submit Express. Save them in a directory where they can be easily located.
6. In your version of Submit Express, select **Ticket → Open** to open the job ticket that you created with the previous level of Submit. A dialog will open, asking you to select the language that was used to create the job ticket file. Choose a language from the drop-down list. When you select OK, the job ticket will be converted to the new format and will be opened.

**Note:** 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 Express will save the new location information.

**Important notes about migrating job tickets:**

1. In previous versions of Submit, job tickets were language-dependent, that is, you had to use the same language in Submit as the language your job tickets were created in. With Submit Express, the job tickets you create are language-independent, so you can transfer job tickets among sites using other languages.
2. In order to open job ticket files that were created in Japanese or Chinese, you must have installed Submit Express on the Japanese or Chinese system; otherwise, some characters will not display correctly.
3. At migration, the values are imported from the old job ticket as they existed in the old .jtk file, even if those values violate some constraints among related fields, as listed below. The first time you access the newly migrated job ticket and you change any field from the set of related fields, associated values will be recalculated according to the existing constraints from the current version of Submit. Job ticket related fields are:
  - **Layout**
  - **Sides**
  - **Untrimmed page size**
  - **Finished page size**
  - **Front side** (vertical and horizontal)
  - **Back side** (vertical and horizontal)
4. Untrimmed page size values are not saved in the .jtk file in any previous version of Submit, so they will always be calculated depending on the paper and available dimensions defined on the server for the appropriate paper.

---

## Working with print jobs

When using Submit Express 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. Setting print options, such as saving the RIP file or holding the job at the printer
5. Submitting the job
6. 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. For example, you can use the Adobe PostScript driver and IBM Infoprint PostScript Printer Description files (PPDs) to convert files to PostScript. Or, you can use Infoprint Scan to create printable files from hardcopy.

**Note:** Infoprint Scan is Programming Request for Price Quotation (PRPQ) 5799–GTG.

## **Creating a job ticket**

Once you have installed the Submit Express application, you can begin creating job tickets that support the orders you receive from customers.

When you create a job ticket, at a minimum you must provide the following information:

- The server to connect to
- At least one selected item for a document
- A selected printer in the Printer field of the Print page

### **Describing your job**

Using an Submit Express 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.

To begin working on a new ticket, you start Submit Express. The Job Ticket window displays.

Figure 22 on page 30 shows an Submit Express job ticket.

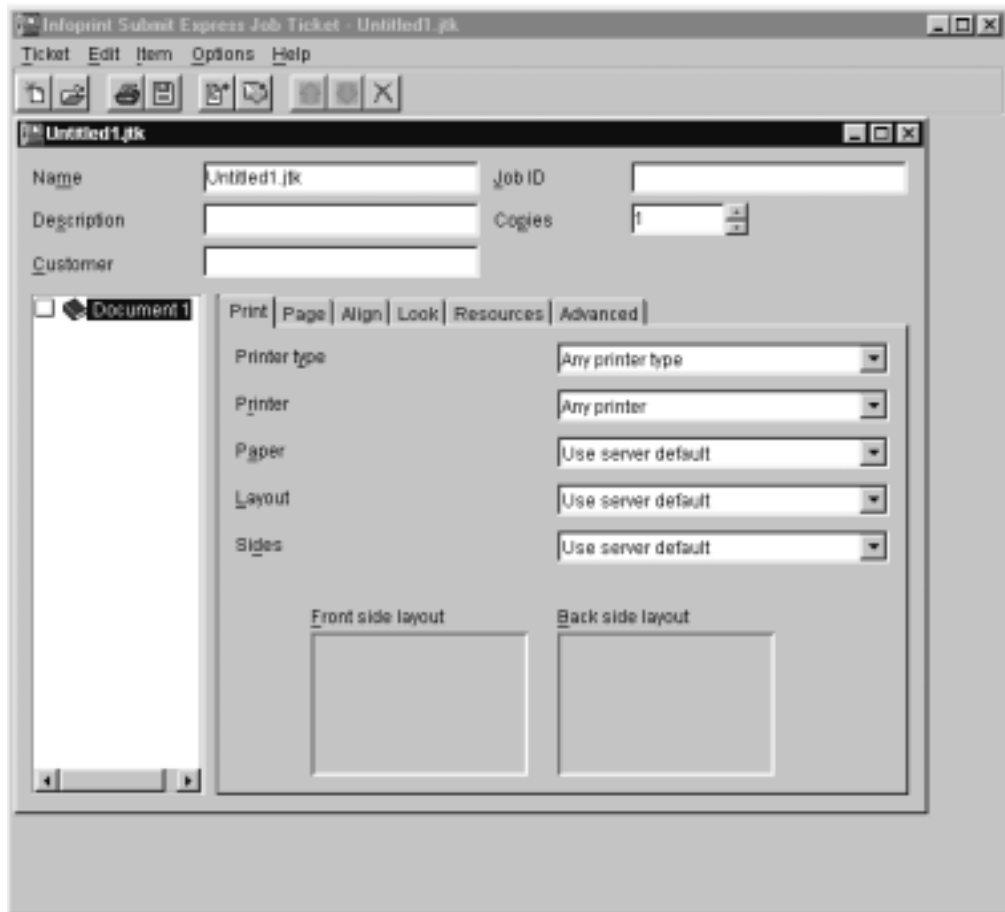


Figure 22. An example of an Submit Express job ticket

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 to print the job or portion of the job as shown in the tree view of the ticket. (If you want to print just the ticket itself, open the job ticket using a text editor and then select **Print**.)

Figure 23 on page 31 shows the **Ticket** menu, which contains general tasks that you can perform as you work with job tickets.

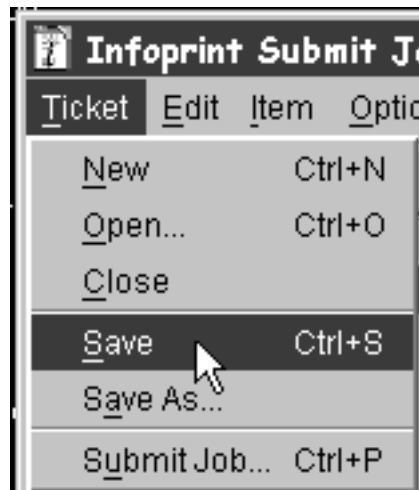


Figure 23. Submit Express job ticket menu

### Specifying how you want the job to print

You can describe the layout of your document and specify alignment values. You can use the fields on the **Page** tab to adjust the untrimmed and finished page size for a file or document. If the image is smaller than the page, you use the fields on the **Align** tab to adjust the position of the image on the page.

Figure 24 shows the Page tab.

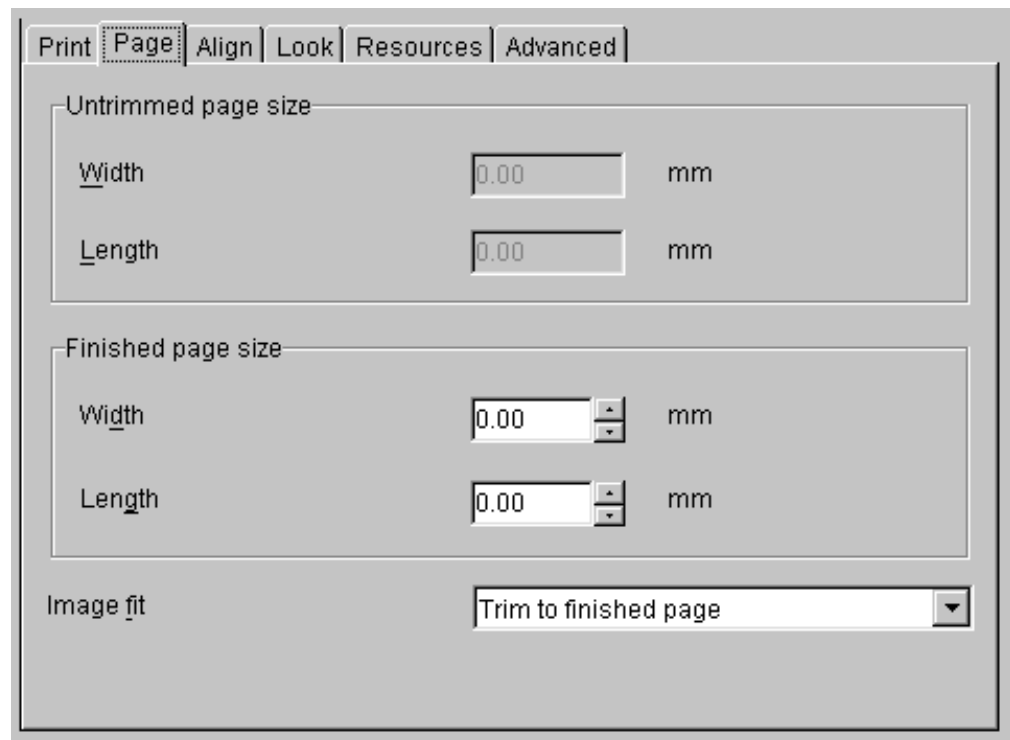
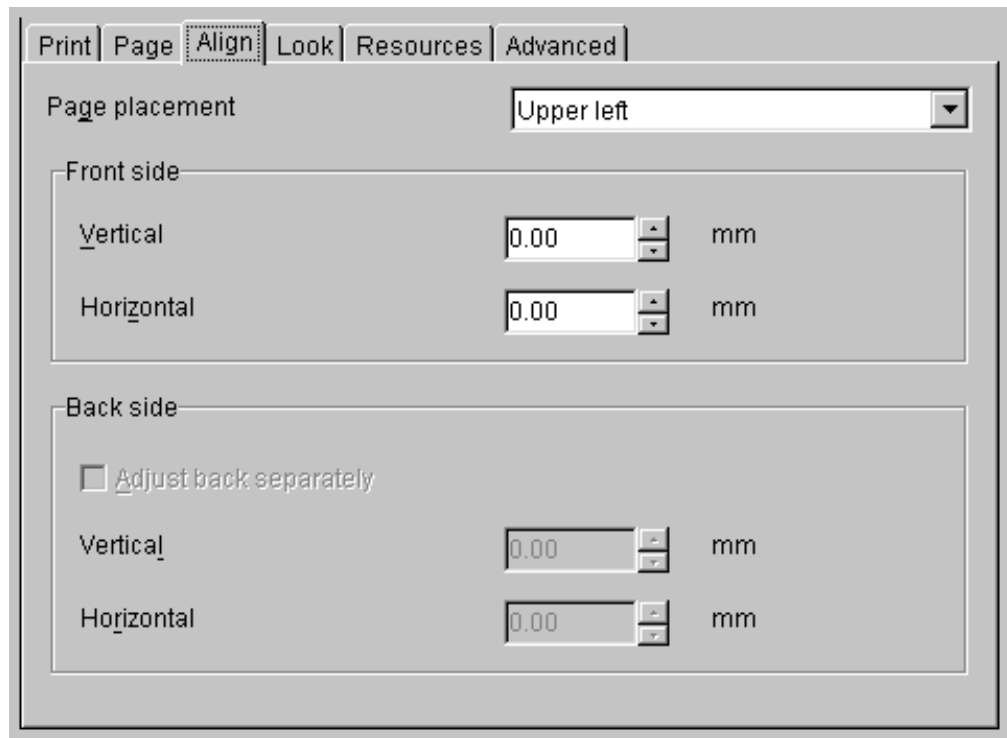


Figure 24. The Page tab

Figure 25 shows the Align tab.



The screenshot shows a software window with several tabs: Print, Page, Align, Look, Resources, and Advanced. The 'Align' tab is currently selected. Inside the 'Align' tab, there is a 'Page placement' dropdown menu set to 'Upper left'. Below this, there are two main sections: 'Front side' and 'Back side'. The 'Front side' section contains two input fields: 'Vertical' and 'Horizontal', both set to '0.00' with 'mm' units. The 'Back side' section has a checkbox labeled 'Adjust back separately' which is unchecked. Below the checkbox are two more input fields: 'Vertical' and 'Horizontal', both set to '0.00' with 'mm' units.

Figure 25. The Align tab

### Working with files in a job ticket

You build job tickets by adding documents, files and sheets, that refer to the files that you are printing. You add these items to the job ticket using the selections from the Item menu. The files you choose 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.

Figure 26 on page 33 shows the **Select Files** window that displays when you choose to add a file to the job ticket. After you add one or more files to the job ticket, the Files tab becomes available on the job ticket dialog.



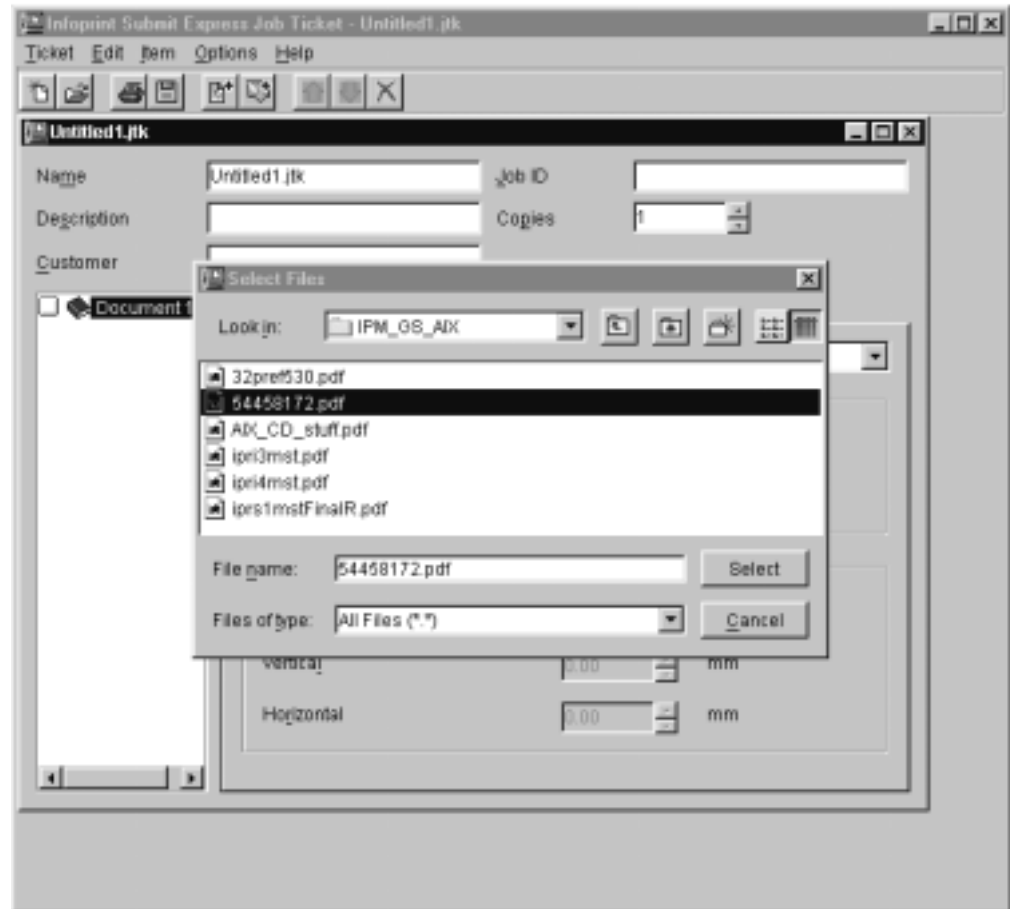


Figure 26. The Select Files window

Once you have added files and one or more documents to a job ticket, you can choose whether or not to print the documents and files by checking or unchecking the boxes that are displayed in the tree view of the job ticket. In Figure 27 on page 34, Document 1 contains a sheet that will not be printed, but all files in Documents 2 and 3 will be printed.

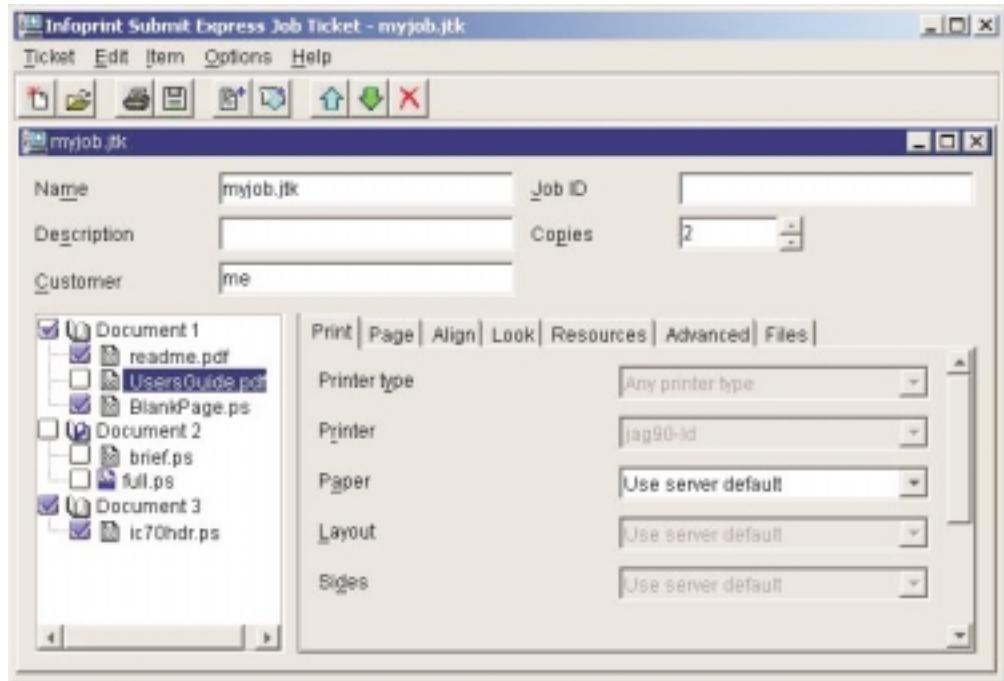


Figure 27. The tree view, showing files to be printed

## Scheduling your job and setting options

Figure 28 on page 35 shows the **Schedule** tab on the Settings dialog, where you indicate 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.

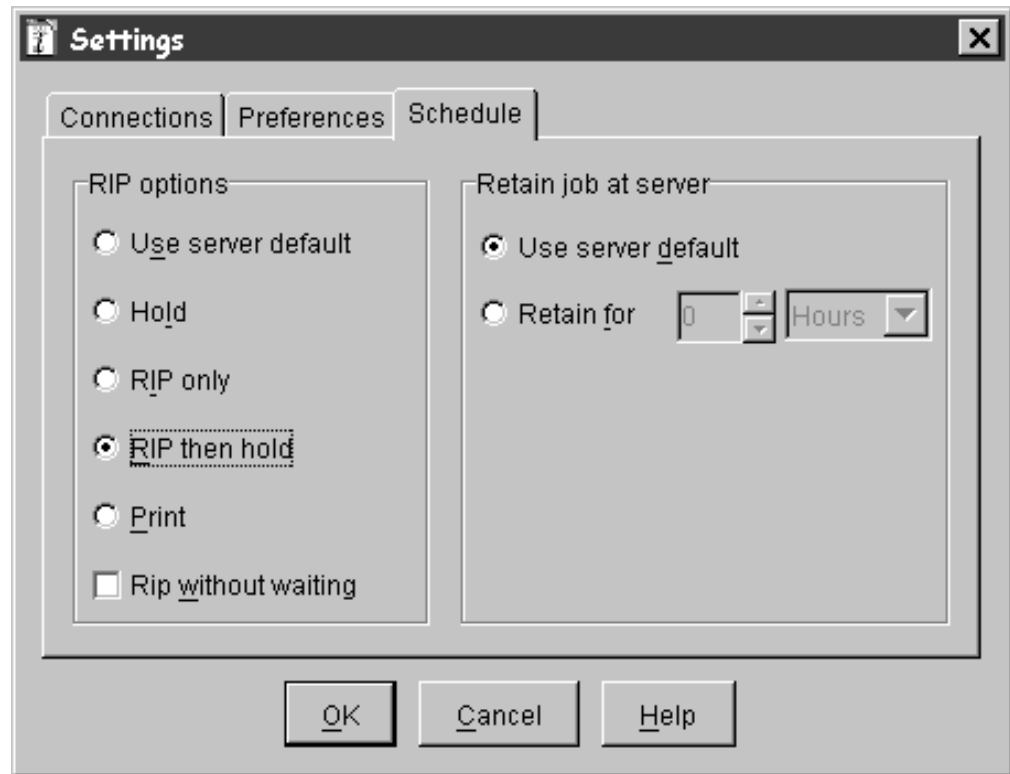


Figure 28. The Schedule tab

### Submitting a print job

When you select **Submit Job** from the **Ticket** menu, the active job ticket is sent to the server for processing. A progress dialog is shown as files are transferred to the server. You can view the status of the job at the server by selecting **Options → Job status...**

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 Ripped file** check box option on the **Advanced** tab to specify that the Ripped file is to be saved. The RIP file is saved in the `/var/pd/<servername>` directory.

**Note:** If you save your Ripped 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.

---

## Chapter 4. Using Submit Express 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 Submit Express, 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 Submit Express, the form definition will override it.

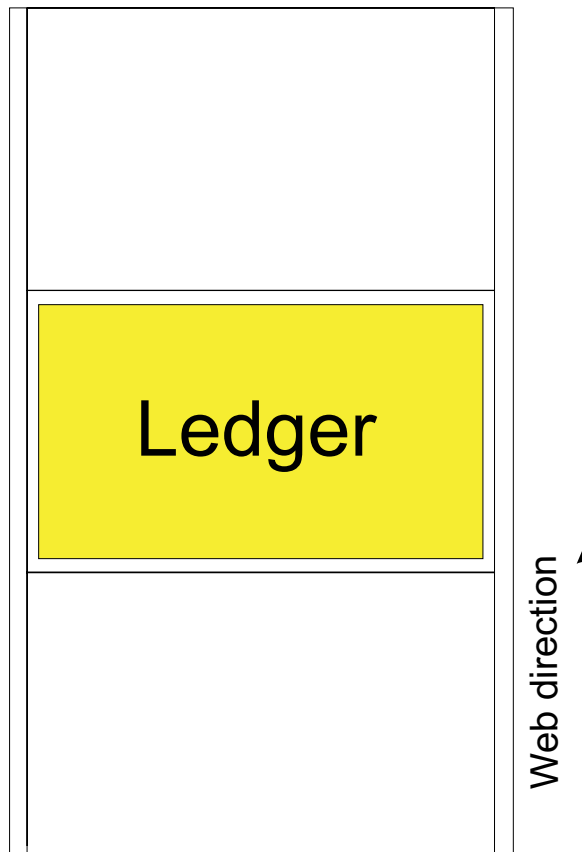


Figure 29. Ledger-sized document printed 1-up, landscape orientation

Table 1. Infoprint Manager and Submit Express 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.

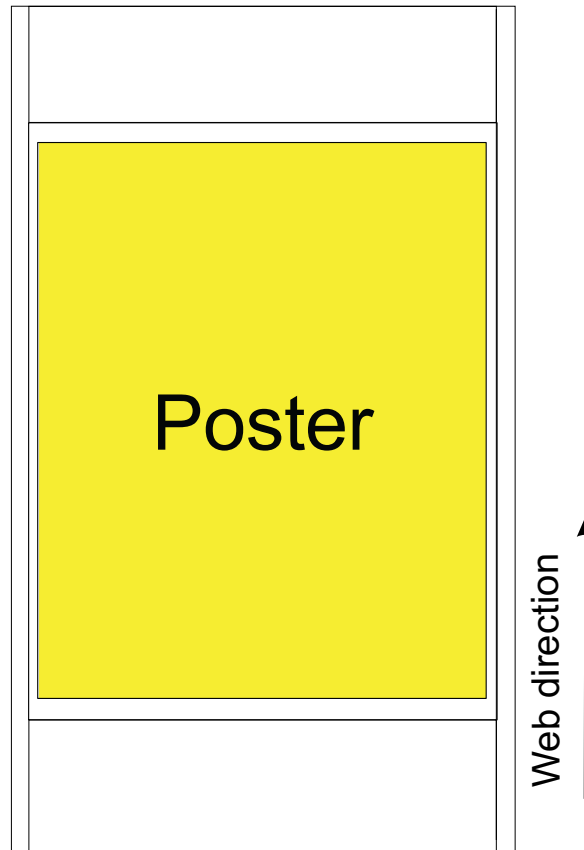


Figure 30. Poster-sized document printed 1–up, portrait orientation

Table 2. Infoprint Manager and Submit Express 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 Submit Express.

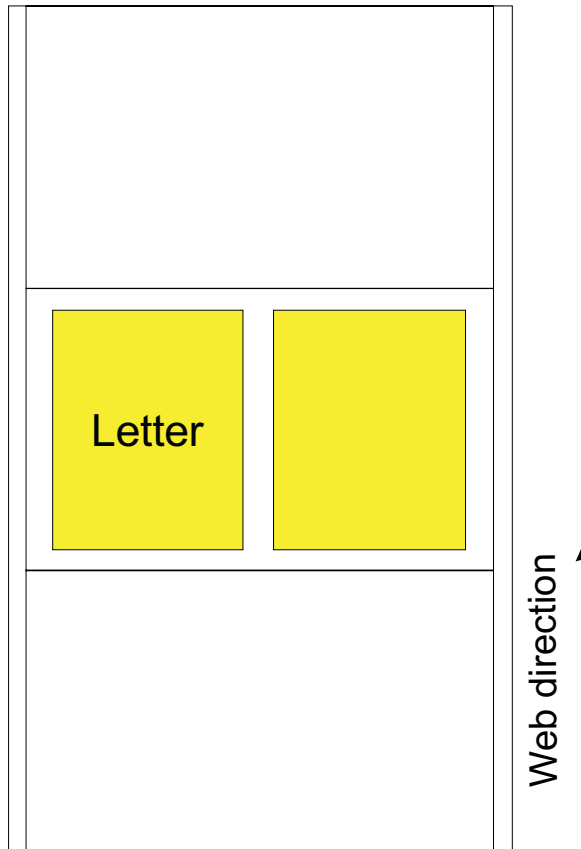


Figure 31. Letter-sized document printed 2-up, portrait orientation

Table 3. Infoprint Manager and Submit Express 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 Submit Express.

**Note:** This layout looks the same as the layout for *side-by-side copies 2-up with finished page size letter*. Refer to Figure 30 on page 39 for an illustration of the layout.



Table 4. Infoprint Manager and Submit Express 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 Submit Express.

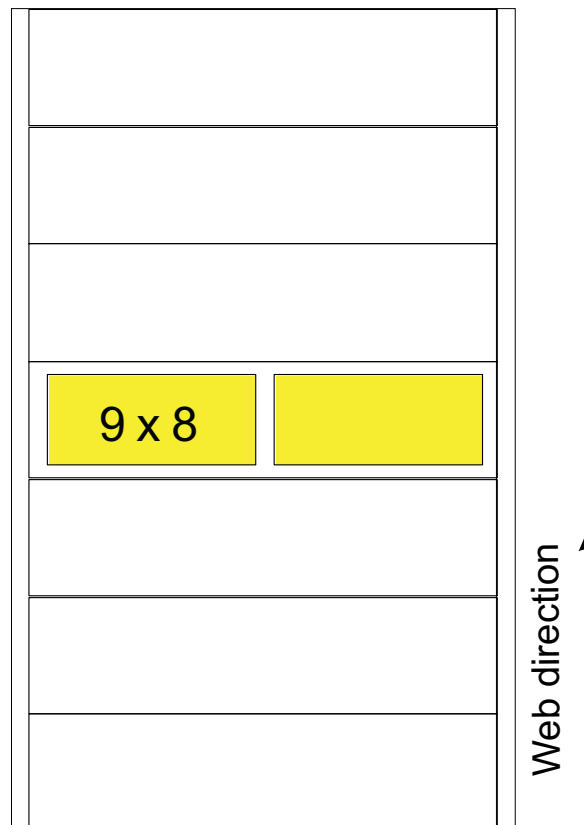


Figure 32. Nine by eight inch document printed 2-up, landscape orientation

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

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

Table 5. Infoprint Manager and Submit Express values for 9 x 8 inch document printed 2-up, landscape (continued)

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 Submit Express.

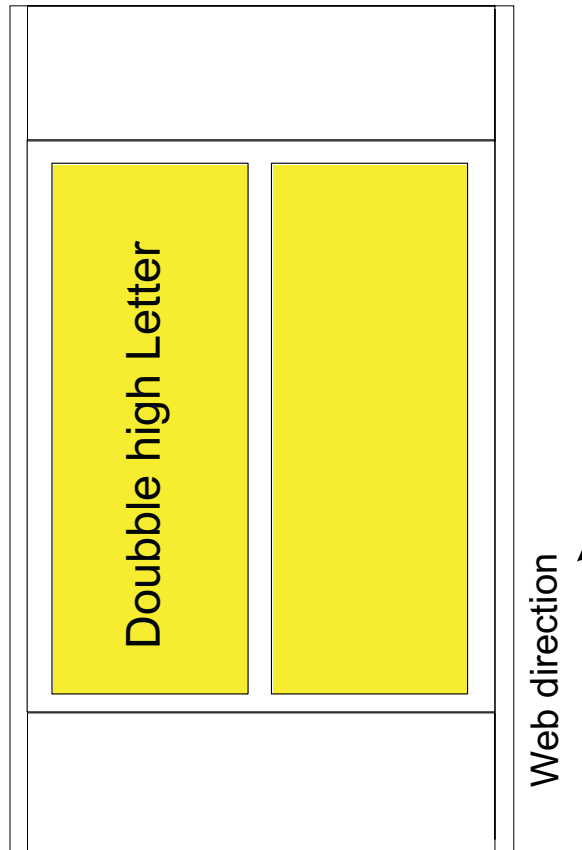


Figure 33. Double-high letter document printed 2-up, portrait orientation

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

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

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

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 Submit Express.

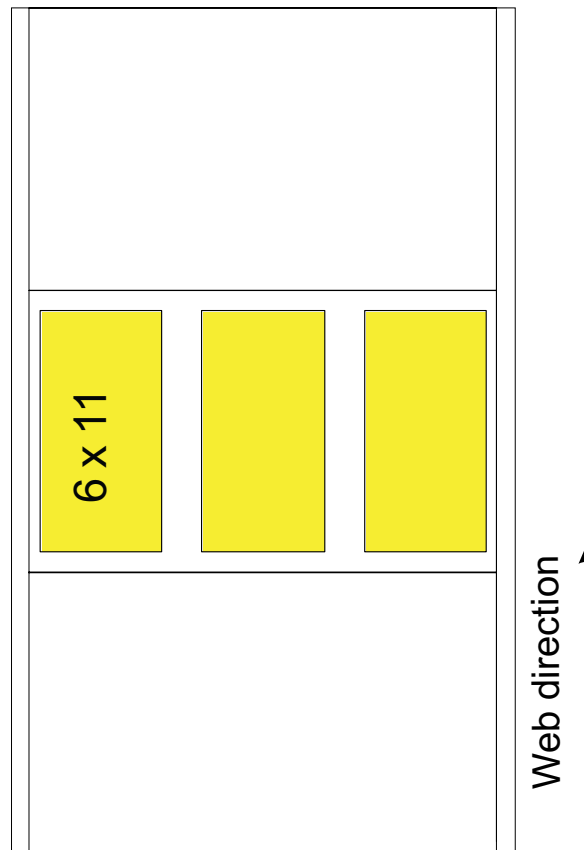


Figure 34. Six by eleven inch document printed 3-up, portrait orientation

Table 7. Infoprint Manager and Submit Express 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

Table 7. Infoprint Manager and Submit Express values for 6 x 11 inch document printed 3-up, portrait (continued)

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 Submit Express.

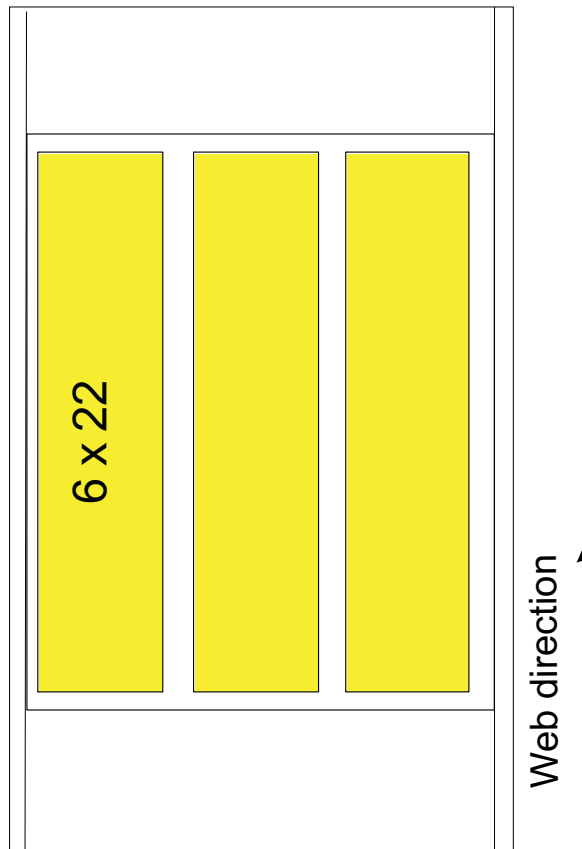


Figure 35. Six by twenty-two inch document printed 3-up, portrait orientation

Table 8. Infoprint Manager and Submit Express 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

Table 8. Infoprint Manager and Submit Express values for double-high document printed 3-up, portrait (continued)

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 Submit Express.

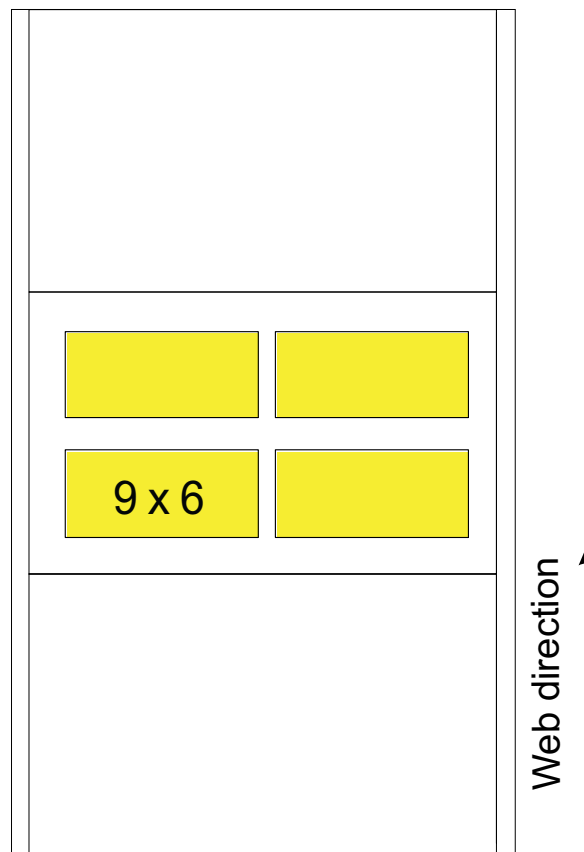


Figure 36. Nine by six inch document printed 4-up, landscape orientation

Table 9. Infoprint Manager and Submit Express 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

Table 9. Infoprint Manager and Submit Express values for 9 x 6 inch document printed 4-up, landscape (continued)

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 Submit Express.

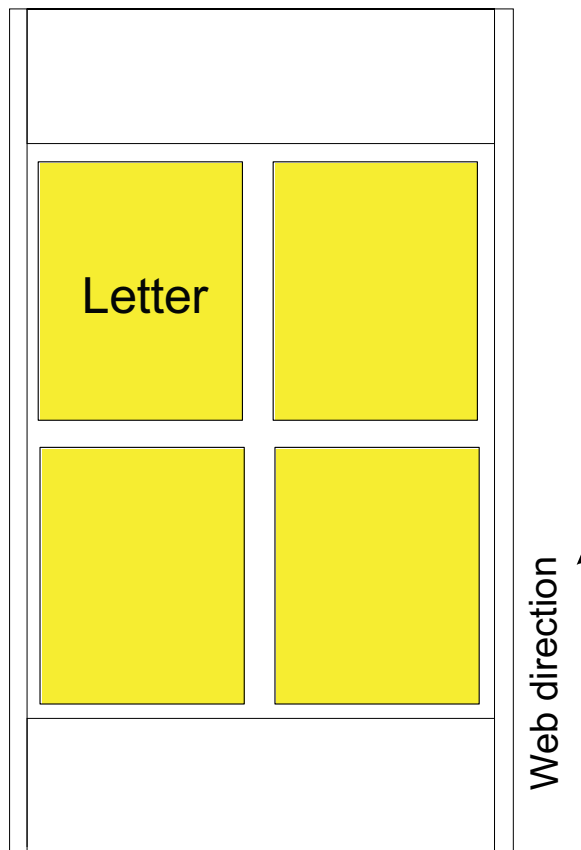


Figure 37. Letter-sized document printed 4-up, portrait orientation

Table 10. Infoprint Manager and Submit Express 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 Submit Express 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

- Open the Infoprint Manager Administration GUI.
- Verify that all of the menu items and details views columns that you will need are displayed.
  - Select **Options** → **Customize**.
  - 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.
  - 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.
- Define the new media.
  - Select **Server** → **Media** → **Create**.
  - 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 47 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 Submit Express to send jobs

1. Open Submit Express 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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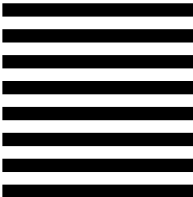
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