

IBM Infoprint Manager 3.1



# **Using IBM Infoprint Manager in a Reprographics Environment...**

## ***Some Tips and Procedures***



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## Infoprint info...

### Some good things to know when you're using IBM Infoprint Manager

IBM Infoprint Manager version 3.1 is a comprehensive solution with a lot of pieces to work with and understand. Sometimes it isn't easy to keep it all straight. Hoping to assist, we've put together some tidbits of information about some common causes of confusion. You'll find these subjects in the following pages:

- "Default values in Infoprint Submit"
- "Specifying finished page size"
- "PPDs and why you need them" on page 4
- "Turning font substitution off and on" on page 4
- "Printing simplex, uncollated copies" on page 6
- "Positioning paper in the " on page 7
- "Changing paper sizes" on page 11

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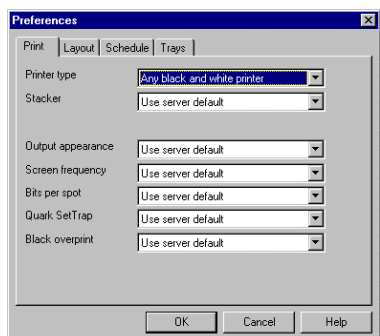
## Default values in Infoprint Submit

Some of the options available in Infoprint Submit allow you to select **Use Server Default** as the value, but they do not tell you what that value is! When Infoprint Manager is installed, the following values will be used by default, unless a change is made to the original server configuration. These options are found in the tabs on the main Infoprint Submit Job Ticket window.

- In the **Layout** tab, the original server default for *Layout* is **Simple 1-up**.
- In the **Layout** tab, the original server default for *Sides* is **Duplex**.
- In the **Layout** tab, the original server default for *Finishing* is **None**.
- In the **Print** tab, the original server default for *Paper* is **Letter**.
- In the **Look** tab, the original server default for *Output appearance* is **Highlight midtones**.
- In the **Look** tab, the original server default for *Screen frequency* is **85**, which is the "standard" linescreen value.

## Preferences

You can use Infoprint Submit's Preferences windows to set your preferences, or default values, for certain printing, page layout, schedule, and tray options. To set these preferences, click **Options** in the menu bar, and then click **Preferences...**



In the Preferences **Print** tab, for *Printer type*, *Output appearance*, and *Screen frequency*, you can specify which options you want to display first and be used as defaults in the **Print** and **Look** tabs in the main Infoprint Submit Job Ticket window.

For *Stacker* you can specify the default for the output stacker for printed output on your Infoprint 60. Selections include **Use server default**, **Side**, **Top**, and **Main**. The original server default is **Side**.

For *Bits per spot* you can specify the default to use for the number of bits per spot, or color bits per pixel. (In case you're not familiar with the term, a pixel, or pel, is a picture element, which is the smallest element of a physical medium that can be independently assigned color and intensity. Picture elements per inch - ppi - are often used as a measurement of presentation granularity.) This value specifies the number of bits used to

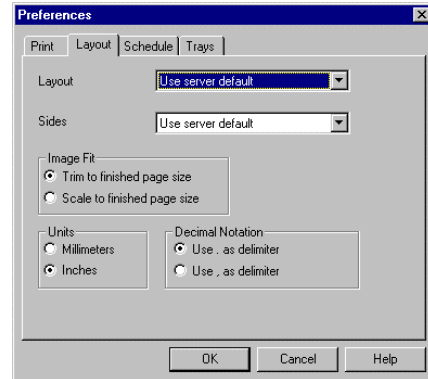
describe the gray value for each pixel. Valid values are **2** and **4**. A value of 2 means that each pixel can have one of four levels of gray from 0 to maximum density. A value of 4 means that each pixel can have one of sixteen levels of gray from 0 to maximum density. The original server default is **4**.

For *Quark SetTrap* you can specify whether the default is to use (**Yes**) or ignore (**No**) trapping options in PostScript files created in QuarkXPress. The original server default is **No**.

**Note:** A spread occurs when items with a lighter color enlarge slightly so that they "trap" (overlap) a darker background color. A choke occurs when items with a darker color are trapped by a slight reduction in the size of the knocked-out area in a lighter background color. In QuarkXPress, you can specify trapping values for any object color relative to any background color, and control trapping relationships for colors.

For *Black overprint* you can specify whether the default for black (when you are printing on an InfoColor 70) is to print black over the other colors. **Yes** specifies to print colors with black over them. **No** specifies to omit the other colors from areas where black is printed. The original server default is **No**.

In the **Layout** tab, for *Layout* and *Sides*, you can specify which options you want to display first and be used as defaults in the **Layout** tab in the main Infoprint Submit Job Ticket window.

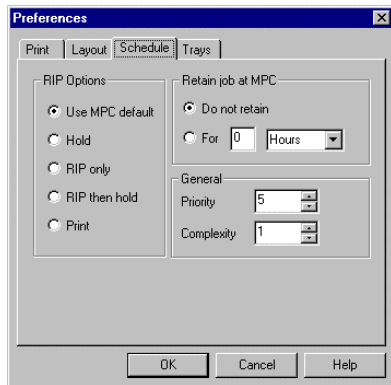


For *Image Fit* you can specify whether, by default, oversized images will be trimmed or scaled to fit on the finished page.

For *Units* you can specify whether millimeters or inches are used wherever such values are set.

For *Decimal Notation* you can specify the decimal marker that is used in decimal floating-point values.

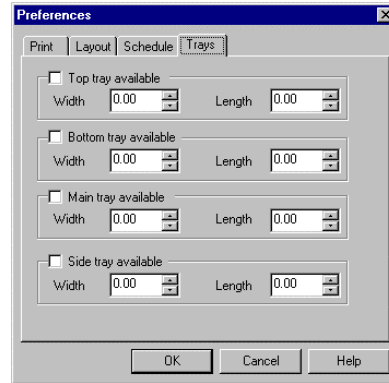
Depending on the language used in your server, the server may expect either a decimal point (.) or a comma (,) as the delimiter.



In the **Schedule** tab, you can specify:

- which options should be used by default when jobs are RIPped. The original server (MPC) default is **Print** (meaning RIP and then print).
- whether jobs should be retained on the server after processing, and if so, for how long.
- the default value for the job priority. The priority is used by the Scheduler to determine the order in which jobs are scheduled. The lower the value, the higher the priority.
- the default value for job complexity. The higher the value, the greater the job complexity.

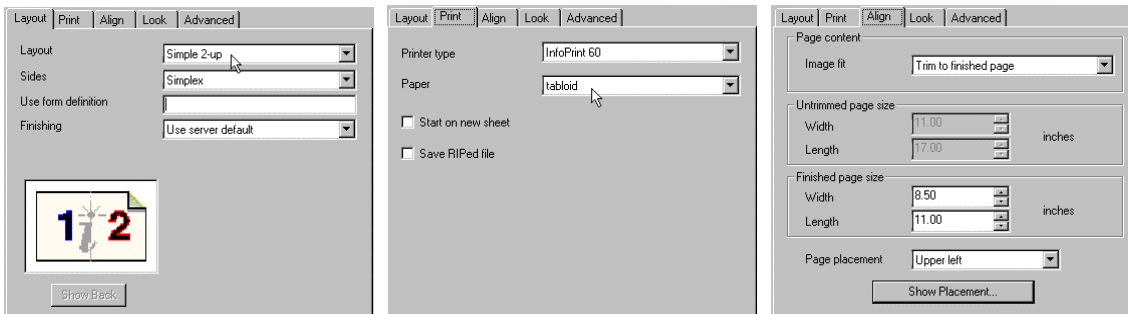
In the **Trays** tab you can specify default settings for input trays on the printer. If an input tray is specified for the selected printer, the paper size defaults to the size appropriate for the input tray. If no input tray is specified, the paper size defaults to the untrimmed page size specified in the **Align** tab in the main InfoPrint Submit Job Ticket window.



**Note:** Some preference settings are applied only to the current job ticket, while others are applied to all new job tickets. A message will notify you when the changed setting will be applied to new job tickets.

## Specifying finished page size

In InfoPrint Submit, you specify a finished page size for your print job on the **Align** page in the main Job Ticket window. You must be sure that the finished page size that you specify *exactly* matches the actual PostScript file. For example, if you have generated a 17-inch wide by 11-inch long image for a simple, 1-up layout, printing on ledger paper, you must specify 17 inches wide x 11 inches long, *not* 11 inches long x 17 inches wide for the finished size. Either way would be acceptable for the printer, as the printer will auto-rotate, but for the server, you must be precise.



**Note:** If you have selected a 2-up layout option, the finished page size will be as if you cut or folded the paper in half. The finished size is the size of a single page after it is cut or folded, *not* the size of the paper it's printed on. Keep in mind that the side-by-side images will auto-rotate 90 degrees to fit on the paper. For example, for a finished size of 8.5 -inches wide x 11-inches long, select **tabloid** for the paper option on the **Print** page. The untrimmed paper size will be 11-inches wide x 17-inches long, and the two 8.5-inch x 11-inch pages will rotate to fit side-by-side on the paper.

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## PPDs and why you need them

A PPD (also known as the printer page description or, sometimes, the PostScript printer description) is a file that describes your printer to the system. The PPD includes information about paper sizes and printer features. The PostScript driver uses this information when it generates a PostScript file.

Infoprint Manager provides two PPDs to support each Infoprint printer. One PPD is used for PostScript file generation and the other is exclusively for use with Infoprint Select software.

- Settings that adjust output quality are not specified with PPDs for PostScript file generation, nor included in the PostScript file that is generated. Adjustments such as those for line screen and grayscale curves are set using the Infoprint Submit user interface.
- With Infoprint Select software, you can print on a local printer, directly from within an application (bypassing the Infoprint Submit user interface). With an Infoprint Select PPD, you can specify settings for job properties from the application's print dialog box, and these will be included in the PostScript file that is generated and immediately submitted for printing.

We strongly suggest that you use the PostScript drivers and PPDs provided with Infoprint Manager to create your PostScript files. You should also share these with your customers and request that they use them to create the PostScript files that will be printed on your Infoprint system. The results of using PostScript files generated from other PPDs can be unpredictable. Infoprint can print the majority of these PostScript files, but there are exceptions. A notable exception is the PostScript that is generated with a Hewlett Packard PostScript driver. Hewlett Packard PostScript drivers insert non-PostScript codes at the top of the document, and Infoprint cannot determine whether or not the file is PostScript.

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## Turning font substitution off and on

If a print job calls for a font that is not available on your system, Infoprint Manager may substitute the Courier font and no error message will be issued. If you do not want the job to print with the substituted font, this can be a problem because you will not be alerted and the potential is there for multiple jobs to print incorrectly before you are aware of the situation. The following procedure shows how to turn off font substitution so that a job will fail if the specified font is not available. The procedure also shows how to turn font substitution on if that is your preference.

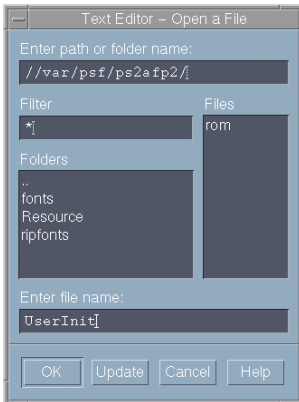
Font substitution is turned off or on with a command in a file named **Userlnit** in the **/var/psf/ps2afp2** directory on the Infoprint server. If there is no Userlnit file on your system, this signifies that font substitution is already turned off. You can use this procedure to edit an existing file to turn font substitution off or on, or to create the Userlnit file to turn font substitution back on, if the file does not exist. To turn font substitution off or on:

1. If you are not already logged onto the Infoprint server system, log on to the server now with user id **root** and your password. (The default password is **rockies**. This password may have been changed at your location.)
2. On the front panel, click the arrow above the **Text Editor** icon and select **Text Editor** from the popup menu.



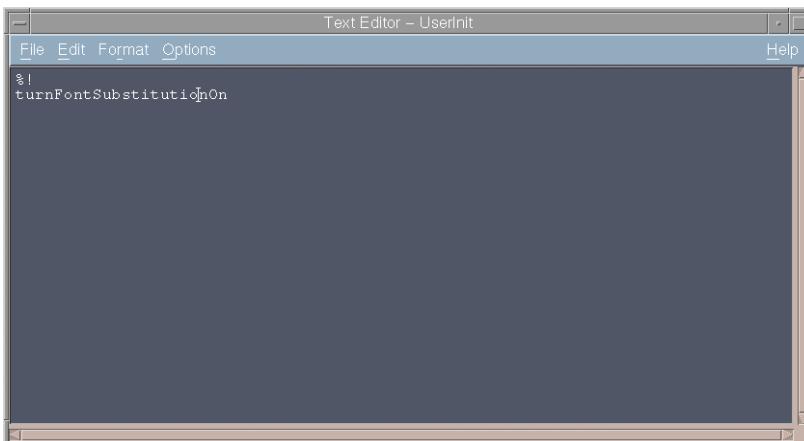


3. In the Text Editor window, click **File** in the menu bar, and then click **Open....** (Select **New...** if the UserInit file does not already exist).



In the Text Editor - Open a File (or New File) dialog box, type **/var/psf/ps2afp2/** in the *Enter Path or folder name* field (or use Folders to locate the directories), type **UserInit** in the *Enter file name* field, and click the **OK** button.

4. Edit the file:
  - a) To turn font substitution OFF, locate and *delete* the following line:  
**turnFontSubstitutionOn**
  - or*
  - b) To turn font substitution ON, *add* the following lines:  
**%!**  
**turnFontSubstitutionOn**



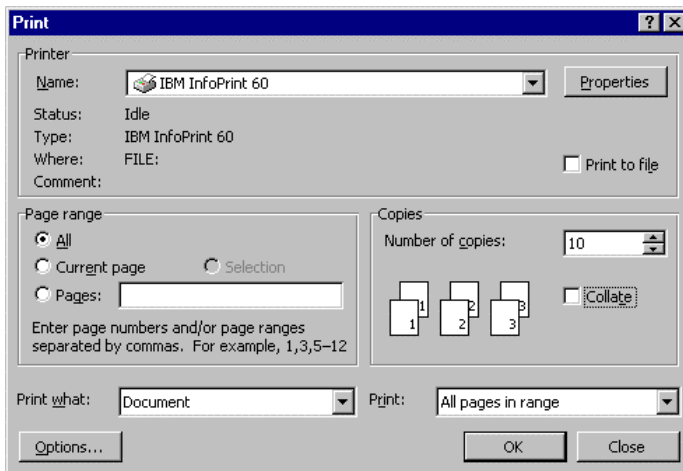
Click **File** in the menu bar, and then click **Save** (or click **Close** and then click **Yes** when asked if you want to save the file).

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## Printing simplex, uncollated copies

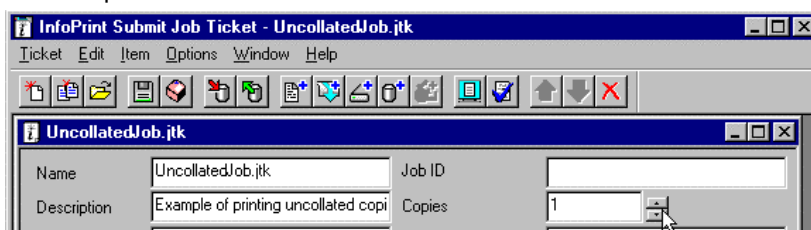
The most important thing that you need to remember when you want to print uncollated copies is that the number of copies to print *must be specified within the print file, not* in the main Infoprint Submit Job Ticket window when you submit the print job.

- For uncollated copies, you specify the number of copies to print after you have created the document in the application where the print file is originally created.



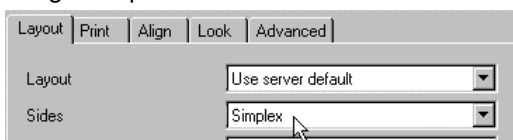
The example above shows the Print dialog box for Microsoft Word for Windows, where we've specified to print **10** copies. Note also that the *Collate* box is **unchecked**. The selected IBM printer driver will create a PostScript file that contains these specifications. (To access MS Word's Print dialog box, with your document open, click **File** in the menu bar, and then click **Print....**)

- For uncollated copies, specify **1** in the *Copies* field when you use Infoprint Submit to print this PostScript file.



For example, if you specified **10** copies when you created the print file, and specify **1** copy in Infoprint Submit, you will end up printing **10 uncollated** copies, as intended. (If, by mistake, you were to also specify **10** copies - instead of **1** copy - in Infoprint Submit, you would end up printing 10 collated sets that each contain 10 uncollated copies of the file!)

- Remember that Infoprint Manager version 3.1 does not currently support the printing of *duplexed*, uncollated copies. When you print uncollated copies, be sure to specify **Simplex** in the *Sides* field on the **Layout** page in Infoprint Submit. (If you specify Duplex, the same image will print on both the front and back sides of the paper!)



**Note:** There may be situations where you find that this method of printing simplex, uncollated copies does not work as expected. This method may not work for print files created from certain applications, depending on how that application specifies multiple copies within the print file. We have tested and verified that this method *does* work as expected with print files created from Microsoft Word 97 for Windows, Adobe PageMaker 6.5, QuarkXPress 4.0, and Lotus Freelance Graphics 97 Edition.

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## Positioning paper in the Infoprint 60

You may sometimes find it confusing to figure out how to position pre-printed and pre-punched paper when you load it into the Infoprint 60. This is especially so because the position depends on what tray you are loading, and it is different for duplex and simplex printing, as well as for different paper sizes and whether edge sensitivity and side sensitivity are set to YES or NO.

### Notes:

- Side 2 always prints first in duplex mode.
- Edge sensitivity describes which edge of the paper you load in a tray as the leading edge. Edge sensitivity rotates an image 180 degrees for simplex jobs for all paper sizes, and for duplex jobs for Legal, Ledger, A3, and B4 paper.
- Side sensitivity defines on which side of the paper to print (whether the paper faces up or faces down when loaded in a tray.) Setting side sensitivity to YES results in simplex jobs traveling through the duplex paper path. This allows the intermixing of simplex and duplex jobs to be run from the same input tray, such that the same paper orientation is achieved in the output stacker.
- Edge sensitivity and side sensitivity are set on or off when the form is originally defined to the printer, as described in the *Infoprint 60 Advanced Function Printer User's Guide*, S544-5432.

The following illustrations show examples of how the paper should be positioned, and how it will be oriented in the output tray for:

- **Pre-printed paper**, with or without pre-punched holes, and with side and edge sensitivity set to **NO**. See page 8.
- **Pre-punched paper** that is *not* pre-printed, with edge sensitivity set to **YES**. See page 9.
- **Pre-printed paper**, with or without pre-punched holes, for simplex jobs with side sensitivity set to **YES**. See page 10.

**Note:** In the illustrations, please pay close attention to the position of the top of the paper, the pre-punched holes (if applicable), the feed direction, and whether the paper is positioned face up or face down. Also note that for the front tray, the paper is positioned differently for LETTER, A4, and B5, than it is for Legal, Ledger, A3, and B4.

Information about loading **Tab stock** in the input tray is provided on page 10.

## Loading pre-printed paper (pre-punched or non-punched)

Input Tray	Simplex/ Duplex Mode	Side Sensitive	Edge Sensitive	Paper Orientation in Input Tray	Paper Orientation in Output Stacker
Front Trays	Simplex	No	No	<p>Letter, A4, B5 Top</p> <p>Face Down</p> <p>Face Down</p> <p>Feed Direction</p>	<p>Letter, A4, B5 Top</p> <p>Face Down</p> <p>Face Down</p> <p>Top</p>
Side Trays	Simplex	No	No	<p>Letter, A4 Top</p> <p>Face Up</p> <p>Feed Direction</p>	<p>Letter, A4 Top</p> <p>Face Down</p> <p>Top</p>
Front Trays	Duplex	No	No	<p>Letter, A4, B5 Top</p> <p>Face Up</p> <p>Face Up</p> <p>Feed Direction</p>	<p>Letter, A4, B5 Top</p> <p>Face Down</p> <p>Face Down</p> <p>Top</p>
Side Tray	Duplex	No	No	<p>Letter, A4 Top</p> <p>Face Down</p> <p>Feed Direction</p>	<p>Letter, A4 Top</p> <p>Face Down</p> <p>Top</p>

**Note:** For normal duplex printing of Legal, Ledger, A3, and B4, the first image (applied to side 2) is positioned in the Infoprint 60 with the top of the image facing to the right, and the second image (applied to side 1) is positioned with the top of the image facing left. Letter, A4, and B5 prints the top of the image towards the rear of the printer.

c2pg0115

## Loading pre-punched paper (not pre-printed)

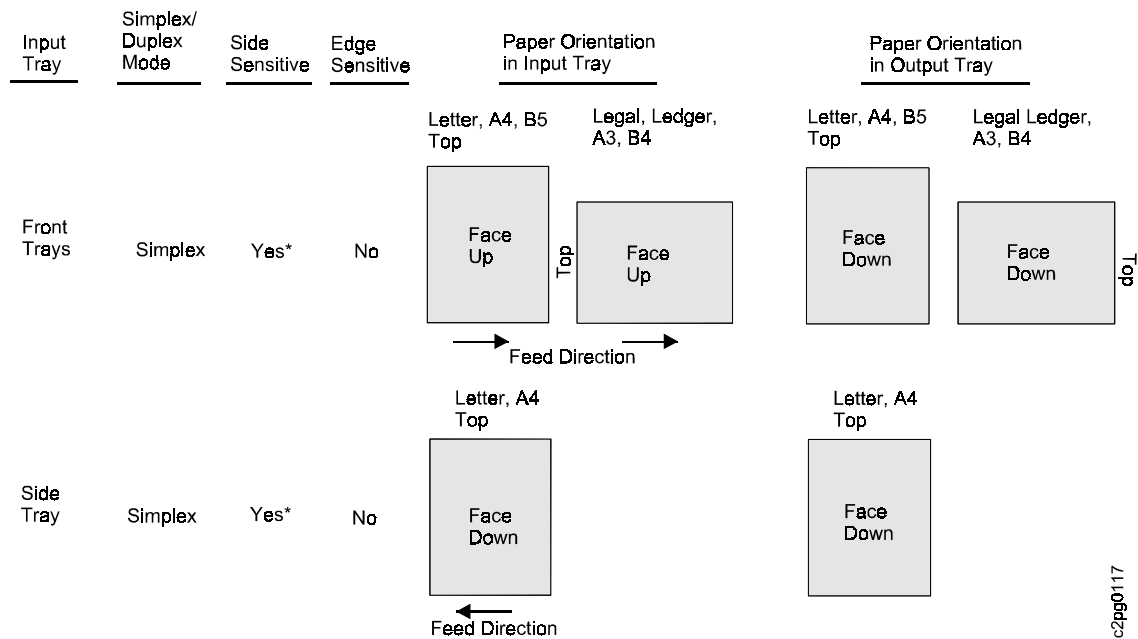
Input Tray	Simplex/ Duplex Mode	Side Sensitive	Edge Sensitive	Paper Orientation in InputStacker	Paper Orientation in Output Stacker
Front Tray	Simplex	No	Yes	<p>Letter A4, B5      Legal, Ledger, A3, B4</p>	<p>Letter, A4, B5      Legal, Ledger A3, B4</p>
Side Tray	Simplex	No	Yes	<p>Letter, A4</p>	<p>Letter, A4</p>
Front Trays	Duplex	No	Yes*	<p>Letter, A4, B5      Legal, Ledger, Top                    A3, B4</p>	<p>Letter, A4, B5      Legal, Ledger, Top                    A3, B4</p>
Side Tray	Duplex	No	Yes*	<p>Letter, A4 Top</p>	<p>Letter, A4 Top</p>

c2pg0116

### Notes:

- On the Infoprint 60, for normal duplex printing of Legal, Ledger, A3, and B4, the first image (applied to side 2) is positioned with the tip of the image facing to the right, and the second image (applied to side 1) is positioned with the tip of the image facing left. Letter, A4, and B5 print the top of the image towards the rear of the printer.
- When edge sensitivity is set to YES, the image is rotated 180 degrees from the normal image placement for all paper sizes in simplex, and for Legal, Ledger, A3, and B4 in duplex.

## Loading pre-printed paper, simplex, side sensitive (pre- or non-punched)



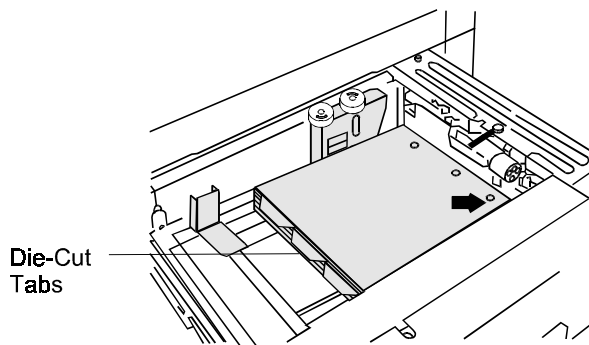
### Notes:

- On the Infoprint 60, the first pass, for side 2, is blank. Side 1 prints on the second pass.
- Side 2 always prints first in duplex mode. When side sensitivity is set to YES, a simplex sheet is treated like a duplex sheet, so that duplex and simplex jobs can be run from the same input tray and achieve the same paper orientation in the output stacker.

## Loading tab stock

Here are a few things you should know about loading the Infoprint 60 with tab stock:

- You must load tab stock into the Main, Upper Sub, and Lower Sub trays with the print side down and the tabs on the trailing edge (so that edge of the paper opposite the tabs is on the leading edge, where it feeds into the printer first). If you load the tab stock with the tabs on the leading edge, the printed stock does not align properly in the output stacker.



- If you are using pre-punched tab stock:
  - Before you load the stock into the input tray, be sure that the pre-punched holes are clean and free of paper chaff. Fan the straight edges of the tab stock to ensure that the sheets separate easily in the tray.
  - Load the pre-punched tab stock with the print side down, the tabs on the trailing edge, and the pre-punched holes on the leading edge.

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## Changing paper sizes on the Infoprint 60

When you change the size of the paper that's loaded into a tray in the Infoprint 60, don't forget that there's a little more to it than just taking out the old paper, and replacing it with a new size. For standard paper sizes, you need to do the following:


1. Load the new sized paper into the appropriate input tray on the printer and adjust the size guide to the new form size. When you change standard paper sizes, the printer will detect this and automatically select and assign the new form name to the input tray. (If you are changing to or from a custom, or nonstandard form size, you will need to manually select the form name using the operator panel, as described in the document titled *Creating and Printing Tabs* or in the *Variable Size Paper and Tabs Guide, #S544-5522*.)
2. On the Infoprint server, adjust the media for the printer to reflect the new form size.

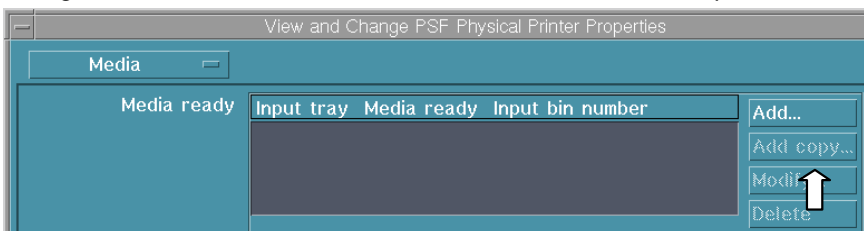
**Note:** You'll find that the terms "form" and "media" are sometimes used interchangeably, and basically, they mean the same thing. "Media" (or its singular form "medium") is the term used on the Infoprint server to describe the physical material upon which a job is printed - in other words, the *paper!* On the printer, the paper that is loaded into the various trays is referred to as the "form."

### Adjust the media on the server

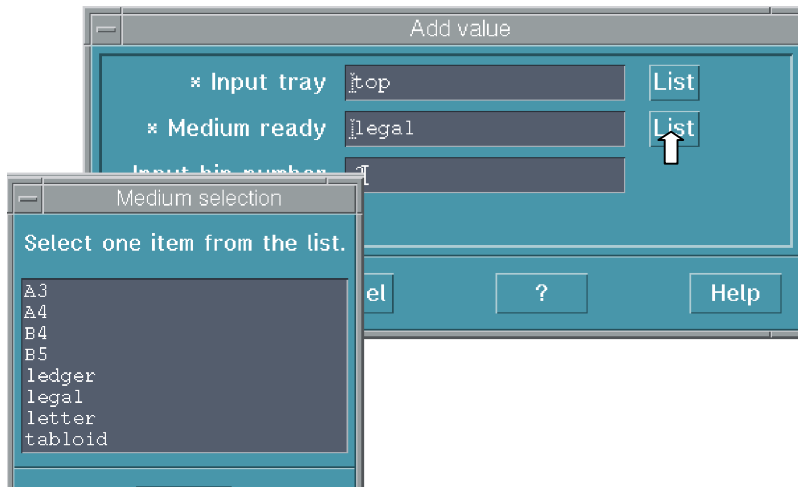
1. After changing the paper in a tray, be sure that the printer is in the **READY** state and you have pushed the **STOP** button on the printer's operator panel.
2. If you are not already logged onto the Infoprint server system:
  - a. Log on to the server with user id **root** and your password. (The default password is **rockies**. This password may have been changed at your location.)
  - b. On the front panel, click the arrow over the Infoprint icon, and then click **Print Management** on the popup menu.



3. In the Infoprint Management window, double-click the **Printer** icon  for the printer where you changed the paper size.
4. Click the **Modify...** button in the Media Ready area of the View and Change PSF Physical Printer Properties dialog box. Be sure that **Media** is displayed in the upper left corner of the dialog box. If it is not, click the arrow and select the Media option.



5. In the Modify value dialog box,
  - a. In the *Medium Ready* field, enter the name of the new paper size, or click the **List** button and select from the Medium Selection list.
  - b. Click the **Modify** button.



The server now knows that the media has changed in the printer.



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## ***Creating and printing tabs on the Infoprint 60***

To print the tabs that separate sections in some documents, you need to create pages for the tabs with a custom page size, and then print these pages - by themselves, or within a complete document - using Infoprint Submit. Instructions for these procedures are provided in:

- "Define a custom page size in a desktop application" on page 20
- "Create a job ticket for printing tabs" on page 22

If this is the first time that you'll be creating and printing tabs using Infoprint, you need to set up your system before you begin.

### **Notes:**

- For you to carry out these procedures, it is assumed that:
  - You have general knowledge of computers, Microsoft Windows, and a desktop application (Adobe PageMaker is used in our example) that can define custom page sizes.
  - An IBM Infoprint print driver is installed on the system where you are running your desktop application.
  - IBM Infoprint Submit is installed and configured to communicate with the Infoprint server.
- These procedures pertain to IBM Infoprint Manager versions 2.1 and 3.1.

### ***Before you begin the first time...***

Before you can print tabs on your Infoprint 60, you need to set up both the printer and the Infoprint server to recognize the custom page size that you'll define in your desktop application. Instructions are provided in the following pages that show you how to:

- "Add a new form to the printer"
- "Create a new media definition on the server" on page 17

**Note:** You'll find that the terms "form" and "media" are sometimes used interchangeably, and basically, they mean the same thing. "Media" (or its singular form "medium") is the term used on the Infoprint server to describe the physical material upon which a job is printed - in other words, the *paper!* On the printer, the paper that is loaded into the various trays is referred to as the "form."

You will not have to repeat these steps after following them the first time. Once the printer and server recognize the custom paper size used for tabs, you can skip these procedures and go directly to:

- "Define a custom page size in a desktop application" on page 20
- "Create a job ticket for printing tabs" on page 22

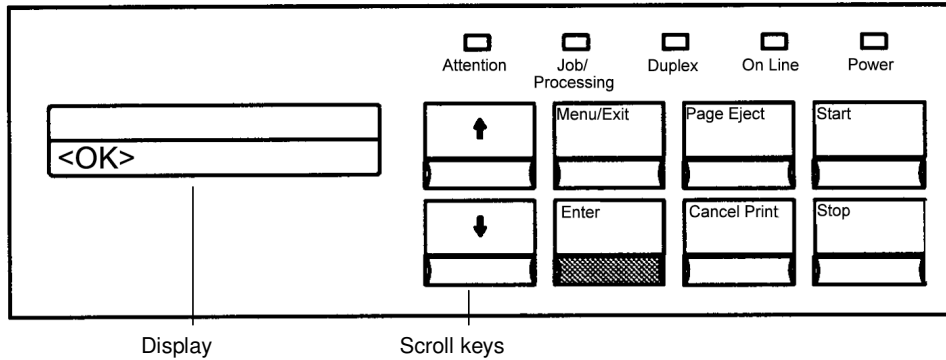
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## **Add a new form to the printer**

Before you can actually load the paper (or form) for tabs into the printer, you must first define the form to the printer. In the following procedure, you will use the operator panel on the printer to define a custom form. If you are not familiar with using the operator panel and keyboard, detailed instructions are provided in the *Infoprint 60 Advanced Function Printer User's Guide*, S544-5432.

**Note:** Only forms that are defined in the DEFINE FORMS menu appear in the lists of available forms to be loaded into each tray (in the TRAYS/STACKERS menu). Using this menu, you will define a form with the form name TABS and the form size 9 x 11 in. TABS will then appear in the list of forms that can be loaded for any tray that can accommodate this custom (nonstandard) size form.

To add the new form:



1. On the printer's operator panel, press the **STOP** key (if the printer is READY) to temporarily stop any current print jobs and to make the printer NOT READY.
2. Press the **MENU/EXIT** key to enter menu mode.
3. Use a scroll key to scroll to the **SETUP** menu, and press the **ENTER** key. If prompted, enter the key operator password. (If you do not know the password, check with the key operator.)
4. Scroll to **DEFINE FORMS**, and press the **ENTER** key.
5. Press the **ENTER** key on **ADD FORM NAME**. The keyboard is displayed.
6. Use the keyboard to enter the name **TABS**, then press the **ENTER** key on **<OK>**.

**Notes:**

- The keyboard appears whenever you press the **Enter** key on a submenu item that requires unique input.
  - The keyboard characters and editing operations appear between the < and > symbols on the keyboard line of the display (the bottom line).
  - The starting choice on the keyboard is always **<OK>**.
  - Only one keyboard character or editing operation appears at a time. Because you can see only one keyboard character at a time, scroll through the characters one by one until you see the character you want to select. For example, press the scroll down key until **<T>** appears on the keyboard line. Press the **Enter** key to select the letter **T**. The letter **T** will move from the keyboard line to the input line (the top line of the display). After you finish by selecting **A**, **B**, and **S**, press the **Enter** key to select **<OK>**. This will select and save your entry (**TABS**).
7. An **ADDING FORM** message will display momentarily, then the **ADD FORM NAME** message returns to the display.
  8. Scroll to **VIEW/MODIFY FORM**, and press the **ENTER** key. A list of all currently defined forms is displayed.
  9. Scroll to the form name that you just added (**TABS**), and press the **ENTER** key.
  10. Scroll to **CUSTOM FORM SIZE** and press the **ENTER** key. **WIDTH** is displayed first.
  11. Press the **ENTER** key. **8.5 in.** is displayed.

**Note:** The width of a custom form is the measurement of the form as it is loaded in an input tray from the edge nearest the front of the machine to the edge nearest the back of the

machine. The length of a custom form is the measurement of the form as loaded in an input tray from the right (leading) edge to the left (trailing) edge.

12. Scroll to **CLEAR** and press the **ENTER** key.
13. Enter **11 in.** for the form width (the front to rear dimension of the form as it is placed in the tray) and press the **ENTER** key.
14. Scroll to **LENGTH** (the right to left dimension of the form as it is placed in the tray) and press the **ENTER** key. **11.0 in.** is displayed.
15. Scroll to **CLEAR** and press the **ENTER** key.
16. Enter **9 in.** for the form length and press the **ENTER** key.  
**Note:** The length of die-cut tab stock includes the tab itself.

The new form size is now defined.

17. Scroll to **RETURN** and press the **ENTER** key to return to the submenu.
18. Scroll to **DUPLEX**, and press the **ENTER** key.
19. Scroll to **YES** or **NO**, and press the **ENTER** key to make the selection.
  - Selecting **YES** defines the form as two-sided (can be printed on both sides).
  - Selecting **NO** defines it as simplex (can be printed on one side only).**Note:** *Die-cut tab stock must be set to NO.* Tab stock cannot pass through the duplex path.
20. Press the **ENTER** key again to return to the submenu.
21. Scroll to **PAPER ORIENTATION**, and press the **ENTER** key.
22. Press the **ENTER** key on **EDGE SENSITIVITY**.
23. Scroll to **YES** or **NO**, and press the **ENTER** key to make your selection.

**Notes:**

- If the form is a prepunched form, you may wish to set **EDGE SENSITIVITY** to **YES**. When **EDGE SENSITIVITY** is set to **YES**, the printer rotates the image 180 degrees before printing it on the page.
- For duplex jobs only, with **DUPLEX** set to **YES** (step 18) scroll to **SIDE SENSITIVITY** and press the **ENTER** key. Scroll to **YES** or **NO** and press the **ENTER** key to make your selection. If the form is a preprinted form, you may wish to set **SIDE SENSITIVITY** to **YES**. When **SIDE SENSITIVITY** is set to **YES** on simplex jobs, the printer prints a blank side (two for each page). Therefore, these simplex print jobs run at half speed. Press the **ENTER** key to return to the submenu.
- *Die-cut tab stock must be set to NO.* You should *not* select **SIDE SENSITIVITY** when you are printing on die-cut index tab stock. Again, tab stock cannot pass through the duplex path.

24. Press the **ENTER** key again to return to the submenu.
25. Press the **MENU/EXIT** key to exit menu mode.
26. Press the **START** key to make the printer **READY** and continue printing.

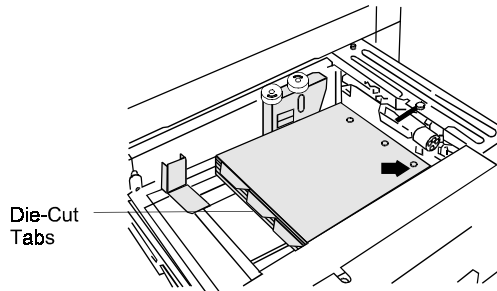
The form named **TABS** is now defined and will be recognized by the printer.

Now you need to load the **TABS** media (usually a relatively heavy weight of paper called tab stock) into the input tray you want to use for it and configure the tray for the media. *Before you configure the tray*, you first need to load the **TABS** media into the tray and adjust the size guide to the form size (9 x 11 inches).

## Loading tab stock

Here are a few things you should know about loading the printer with tab stock:

- You must load tab stock into the Main, Upper Sub, and Lower Sub trays with the print side down and the tabs on the trailing edge (so that edge of the paper opposite the tabs is on the leading edge, where it feeds into the printer first). If you load the tab stock with the tabs on the leading edge, the printed stock does not align properly in the output stacker.



- If you are using prepunched tab stock:
  - Before you load the stock into the input tray, be sure that the prepunched holes are clean and free of paper chaff. Fan the straight edges of the tab stock to ensure that the sheets separate easily in the tray.
  - Load the prepunched tab stock with the print side down, the tabs on the trailing edge, and the prepunched holes on the leading edge.

## Assign the TABS form to a tray

You first need to load the TABS media into an input tray and adjust the size guide to the form size before you configure that tray.

### Notes:

- When you change form sizes when you configure a tray, one or two messages appear:
  - CHANGING FORMS
  - WARMING UPIf the printer is in ready mode, the CHANGING FORMS message is displayed. If the printer is in SLEEPING MODE, the WARMING UP message is displayed first, followed by the CHANGING FORMS message when warm up is complete.
- When you have a custom (nonstandard) form, such as **TABS**, you must manually select the form name for the form you are loading.
- If the printer detects a form change the CHECK FORM NAME IN MENU message is displayed on the operator panel.
- You can assign only one form name to a tray at any one time.

To clear the message and change the form name assigned to the tray:

1. Press the **ENTER** key to clear the message.
2. Press the **STOP** key (if the printer is READY) to temporarily stop any current print jobs and make the printer NOT READY.
3. Press the **MENU/EXIT** key to enter menu mode.
4. Scroll to the **TRAYS/STACKERS** menu, and press the **ENTER** key.
5. Scroll to the tray for which you have changed the loaded form for TABS, and press the **ENTER** key to make the selection.
6. Scroll to **FORM NAME**, and press the **ENTER** key.

7. Scroll to the new form name (**TABS**), and press the **ENTER** key.
8. Press the **ENTER** key again. The display returns to the **FORM NAME** submenu.
9. Press the **MENU/EXIT** key to exit menu mode.

The tray is now configured to use the TABS media.

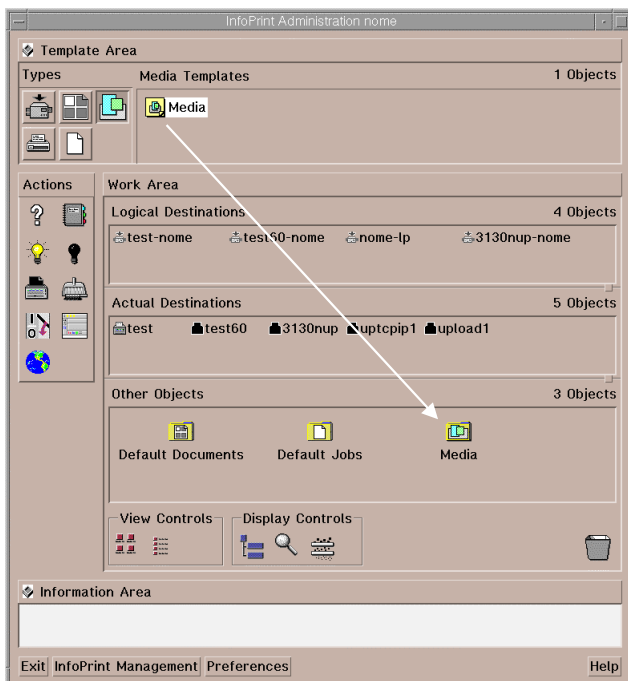
**More notes:**

- When the READY SLEEPING message is displayed and the paper size is going to be changed, press the **STOP** key, and then press the **START** key. This ensures that the printer identifies the correct form size (because the printer was in a sleep state).
- If several defined form names use the same size as the one you loaded, the message CHECK FORM NAME IN MENU is displayed. Verify or change the form name assigned to the tray.
- Once a form name is selected, an asterisk (\*) is displayed by the selection.

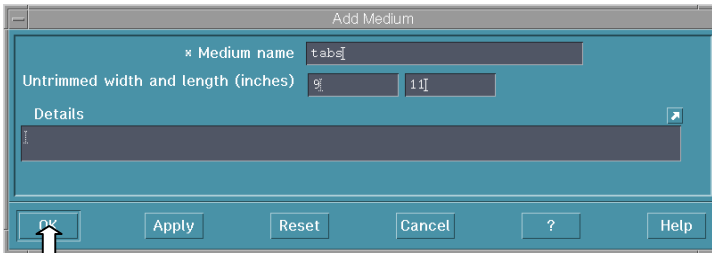
Once you've defined the TABS form to the printer, loaded the tab stock into a tray, and assigned TABS to the tray, the printer is ready for printing tabs. But, before you can print the tabs for the first time, you also need to create a media definition for tabs on the Infoprint server.

## Create a new media definition on the server

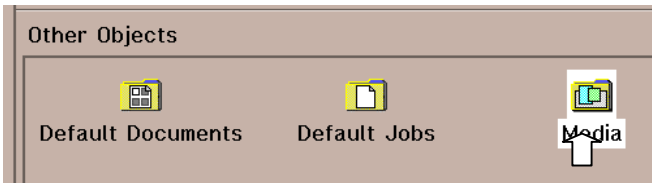
6. If you are not already logged onto the Infoprint server system:
  - c. Log on to the server with user id **root** and your password. (The default password is **rockies**. This password may have been changed at your location.)
  - d. On the front panel, click the Infoprint icon, and then click **Administration** on the popup menu. For a commercial installation, this will open the basic Infoprint Administration window.
7. In the Infoprint Administration window, double-click the media icon in the *Types* area (in the upper left of the window). Then use the middle mouse button to drag and drop the **Media** icon in the *Media Templates* area onto the **Media** icon in the *Other Objects* area. This action will bring up the Add Medium dialog box.



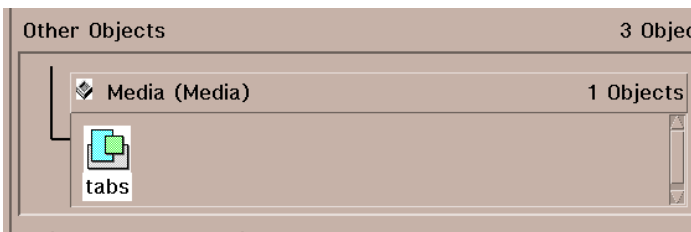
8. In the Add Medium dialog box:
  - a. Enter **tabs** in the *Template name* field.
  - b. Enter **9** and **11** in the *Untrimmed width and length (inches)* field.
  - c. Click the **OK** button.



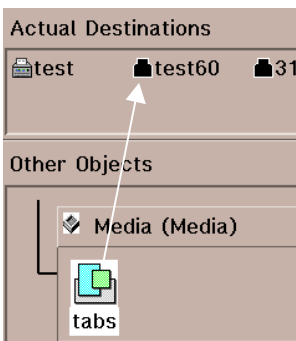
9. In the Infoprint Administration window, double-click the **Media** icon in the *Other Objects* area.



10. In the media list, scroll to the **tabs** icon.

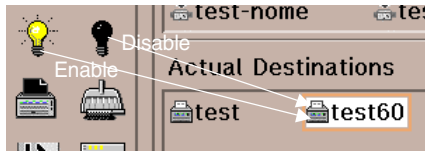


11. Drag and drop the **tabs** icon in the media list onto the **Printer** icon in the *Physical Printers* area (if you're using Infoprint Manager version 2.1) or the *Actual Destinations* area (if you're using Infoprint Manager version 3.1) for the printer where you loaded the tabs media.

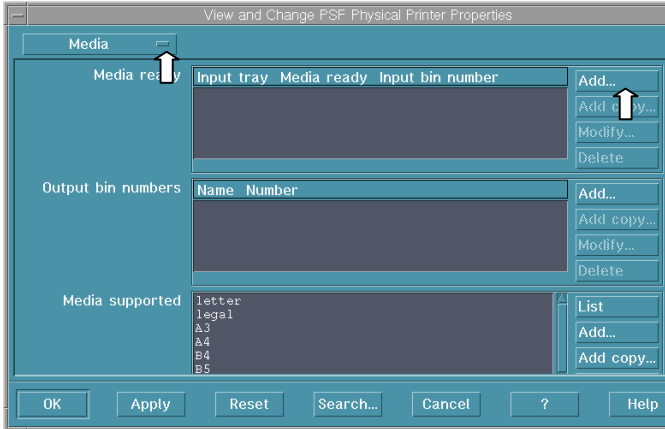


**Note:** You can make a change to the printer whether the printer is enabled or disabled, but you cannot make a change to the printer when a job is actually printing. For that reason, if it is enabled, you may want to disable the printer to be sure that a job does not begin to print while you are adding your new media definition. *Remember to enable the printer again when you are done.*

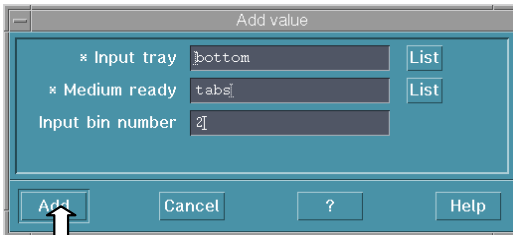
- To disable the printer, drag and drop the **Disable** action icon (the black light bulb) onto the enabled printer icon. (The printer icon is "blacked-out" when it is disabled.)
- To enable the printer, drag and drop the **Enable** action icon (the yellow light bulb) onto the disabled printer icon.



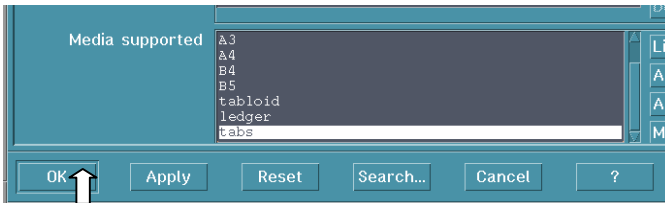
12. Double-click that **Printer** icon.
13. In the View and Change PSF Physical Printer Properties dialog box, be sure that **Media** is displayed in the upper left corner. If it is not, click to the right of whatever is displayed there and select the **Media** option in the drop down menu. The **tabs** medium will now be included in the *Media supported* list.



14. To make the tabs media ready for the printer, click the **Add** button in the *Media Ready* area of the View and Change PSF Physical Printer Properties dialog box.
15. In the Add value dialog box :
  - a. In the *Input tray* field, select the input tray that should be used.
  - b. In the *Medium ready* field, enter **tabs**.
  - c. In the *Input bin number* field, enter the number of the bin (or tray) where you loaded the tabs media into the printer.
  - d. Click the **Add** button.



16. Back in the View and Change PSF Physical Printer Properties dialog box, click the **OK** button.



The server now knows about your **tabs** media.

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## Define a custom page size in a desktop application

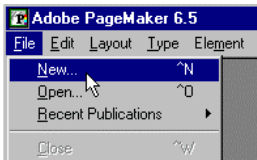
To create the page(s) that you'll use for tabs in a document, you need to use a desktop application *that allows you to define a custom page size*.

### Notes:

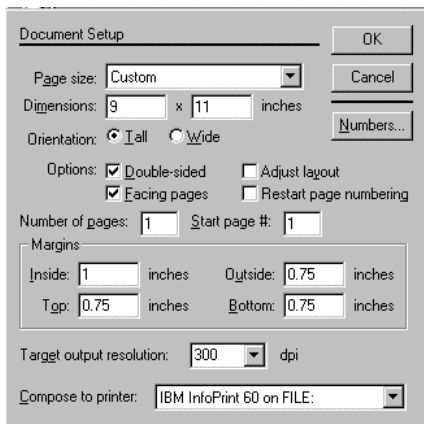
- We've used Adobe PageMaker for this example, and are creating tabs for a five-chapter document. If you are using another program, perform the actions that correspond to those shown in the following procedure.
- To use the Infoprint 60 ppd from within PageMaker, you need to copy the ppd from the directory where it is stored on your hard drive to the PageMaker directory where ppps are stored and accessed. (For PageMaker version 6.5, used in our example, we copied the ppd to **d:\PageMaker65\rsrc/usenglish/ppd4**, where **d:** is the drive letter where PageMaker is installed.)

To define the custom page:

1. Open PageMaker, or another application of your choosing.
2. Click **File** in the menu bar, and then click **New....**

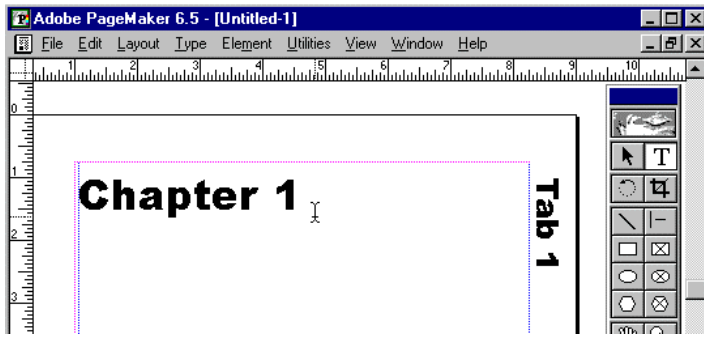


3. In the Document Setup dialog box:
  - a. In the *Page Size:* field, select **Custom** from the pulldown menu.
  - b. In the *Dimensions:* fields, specify **9 x 11** inches.
  - c. In the *Compose to printer:* field, select the appropriate Infoprint printer from the pulldown menu.
  - d. Click the **OK** button.

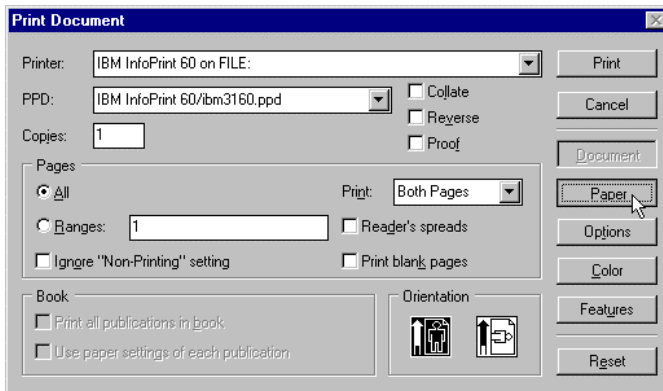




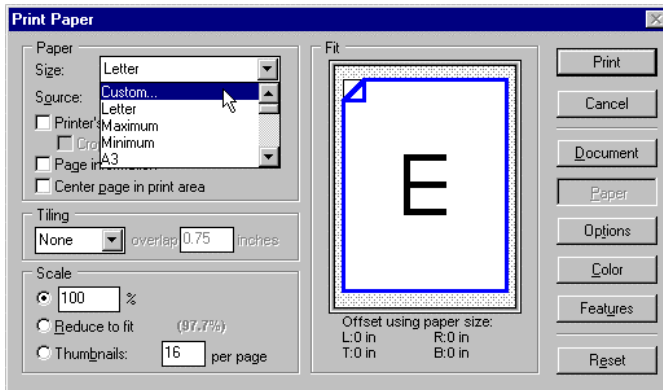
4. Edit the page to add whatever text or graphics you want printed on the tab.



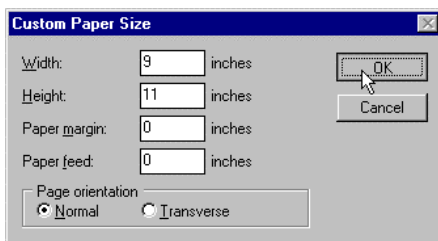
5. When you are finished editing, click **File** in the menu bar, and then click **Print**.
6. In the Print Document dialog box:
  - a. Select the Infoprint 60 printer and ppd.
  - b. Click the **Paper** button.



7. In the Print Paper dialog box, select **Custom** from the *Size* field's dropdown menu.



8. In the Custom Paper size dialog box, enter **9** and **11** inches in the Width and Height fields, and click the **OK** button.



9. Back in the Print Document dialog box, click the **Print** button.
10. In the Print to file dialog box, specify the name of (for example, **Tab1.ps**) and location where you want to store the print file, a PostScript file.
11. Repeat this process four more times, creating a separate 9 x 11-inch document for each tab, with the names Tab2, Tab3, Tab4, and Tab5.

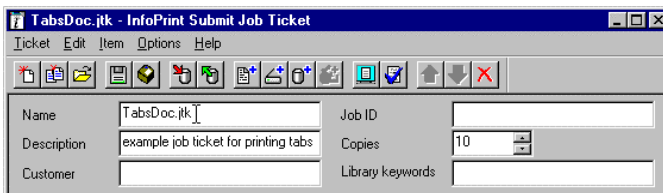
Now you're ready to print the tabs.

## Create a job ticket for printing tabs

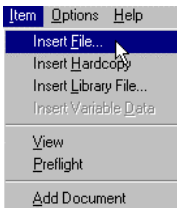
You can create and print a job that includes only tabs (for manual insertion in a document), or you can include the tabs, inserted in the appropriate position, in a job with other sections of a document. For our example, we will include the tabs in a complete, five-chapter document. Using Microsoft Word for Windows, we have previously created individual text documents for each chapter and have stored them as PostScript files. (You may use another word processing application, but be sure to use the Infoprint driver to create the PostScript files.)

To create a job ticket, and print your tabs:

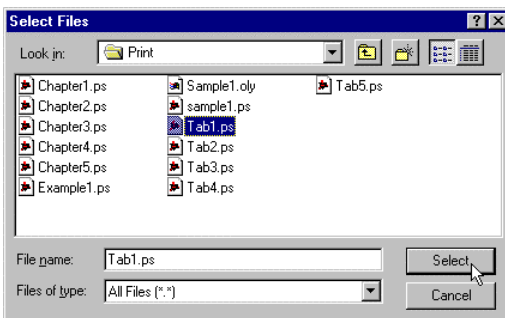
1. Open **Infoprint Submit** on your client workstation.
2. In the main Infoprint Submit Job Ticket window, enter a name for this job ticket in the *Name* field. We've named our job **TabsDoc**.



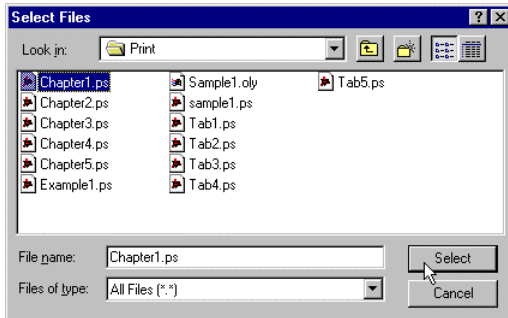
3. Select **Item** in the menu bar, and then click **Insert File...**



4. In the Select Files dialog box, specify the name and location of the print file that you created previously for the first tab (**Tab1.ps**), then click the **Select** button.

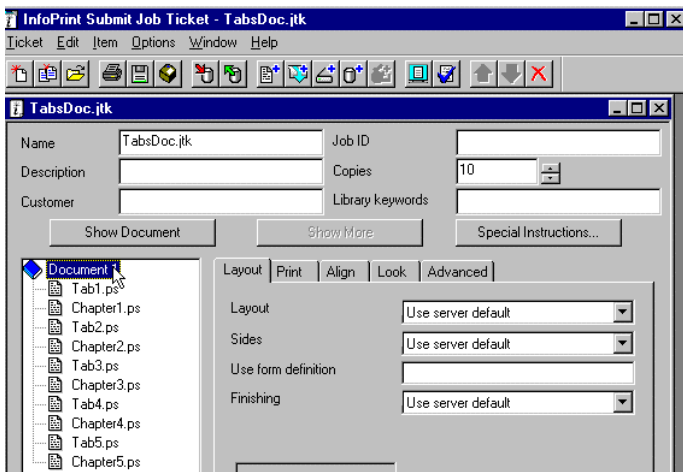


Continue to select each document section and tab in the sequence in which they are to be printed. Each tab and text file will be listed in the Document list in the order in which you selected it.



**Note:** *If you have included and are printing only the tab files in your print job, skip step 5 and go directly to step 6 on page 24.* Read the related note and specify the settings for the overall job as instructed there for the individual tab files.

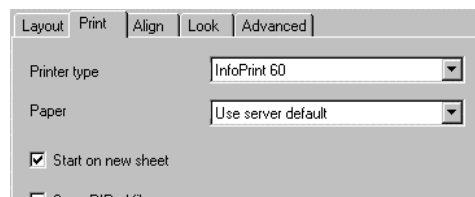
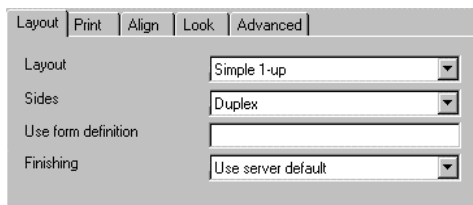
5. If you have included tabs in a job with other sections of a document, select **Document 1** and specify settings for **Layout**, **Print**, **Align**, and **Look** for the overall job. (If you have included and are printing *only the tab files* in your print job, skip this step and go directly to step 6 on page 24.)



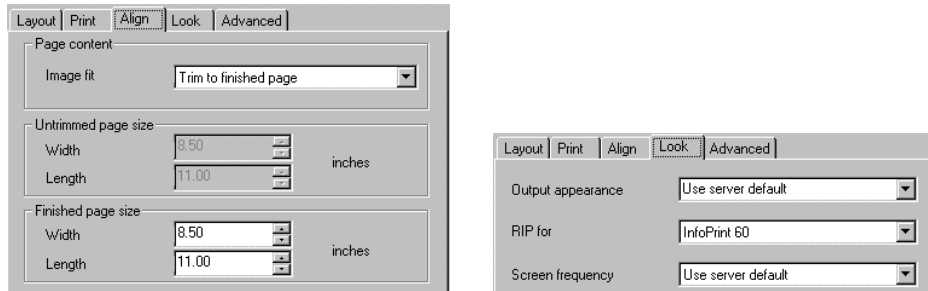
- For **Layout**, we've specified Simple 1-up printing, and we want the text of this document to print duplex (on both sides of each sheet of paper).

**Note:** It is likely that your tabs will be printed on tab stock, and so you will have specified **NO** for Duplex in step 19 on page 15 under "Add a new form to the printer." If this is so, because the printer already knows that the form known as TABS is *not* to be printed duplex, the tabs will print simplex even though it is specified here that the document overall is to be printed duplex.

- For **Print**, be sure to select the **Infoprint 60** for **Printer**. You can use the server default (Letter) for the **Paper** option.



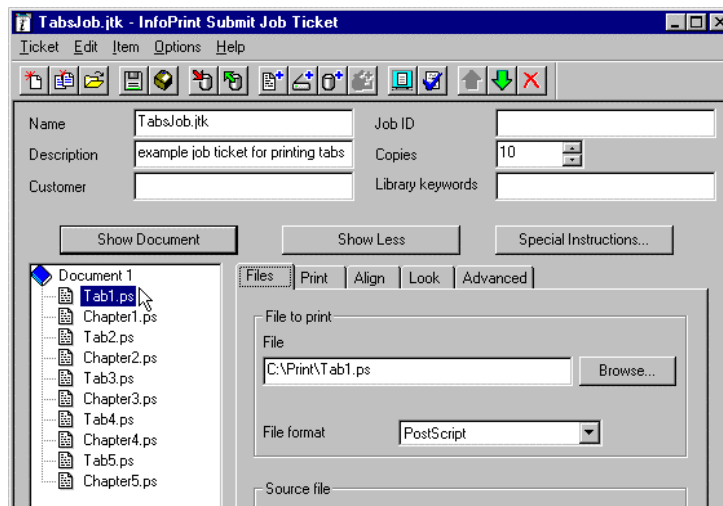
- For **Align**, be sure *Image fit* specifies **trim to finished page**. Both the untrimmed and finished page sizes should specify a *Width* of **8.50**, and *Length* of **11.00** inches.
- For **Look**, use the server defaults, except be sure to **RIP for the InfoPrint 60**.



6. **If you have included tabs in a job with other sections of a document:**

- One at a time, highlight each tab file in the Document list.
- Specify the settings for **Print**, **Align**, and **Look** options as instructed in **Specify options** on page 25.
- Continue with step 7 on page 25, if applicable.

If you have included and are printing *only the tab files* in your print job, see the **Note**, below.



**Tip:** If the **Print**, **Align**, **Look**, and **Advanced** tabs are not displayed, click the **Show More** button.

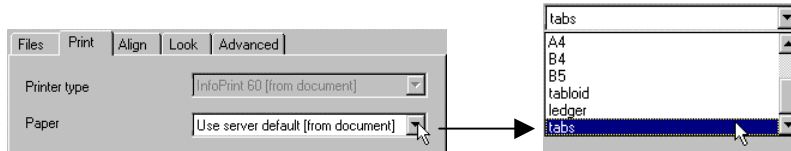
**Note:** *If you have included and are printing only the tab files in your print job:*

- Ignore step 5 on page 23.
- Instead of highlighting each file in the document list, select **Document 1**.
- For **Layout**, specify **Simple 1-up** printing and **Simplex** for *Sides*.
- Specify the settings for **Print**, **Align**, and **Look** options as instructed in **Specify options** on page 25.
- Ignore step 7 on page 25.
- Finish with step 8 on page 25.

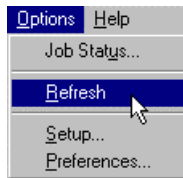
## Specify options

Specify the following options for **Print**, **Align**, and **Look**:

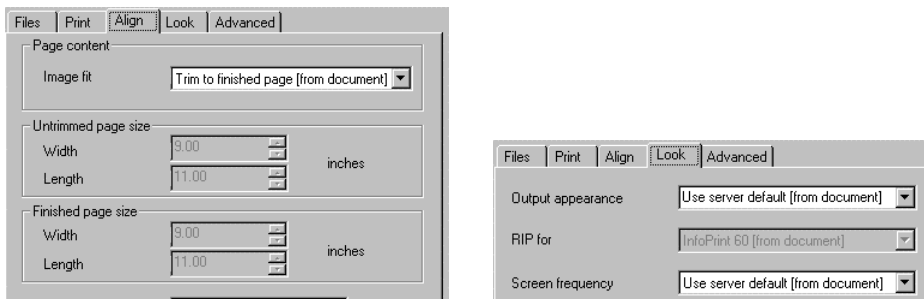
- For **Print**, be sure the *Printer type* is set to **Infoprint 60**. For *Paper*, select **tabs** from the dropdown menu. This option will be available only after you have created the new media definition for tabs on the server, as instructed on page 17.



**Note:** If Infoprint Submit was already open when you created the new media definition on the server and the tabs media is not a menu item, you need to update the information that is displayed. To do so, click **Options** in the menu bar, and then click **Refresh**. When you do this, the current information from the server will be displayed.



- For **Align**, *Image fit* should be set to **trim to finished page**. Since you specified tabs for *Paper*, both the untrimmed and finished page sizes should specify a *Width* of **9.00**, and *Length* of **11.00** inches.
- For **Look**, use the server defaults, except be sure that *RIP for* is set to **Infoprint 60**.



- You can also highlight each chapter file, one at a time, to be sure that all options are specified as they should be for this print job. In this case, each chapter file should show the same specifications as **Document 1**.
- When you are done specifying all options for this print job, you can **Save** the job and print it later, or, to print the job now, click **Ticket** in the menu bar, and then click **Submit Job....**

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## Printing grayscales

A grayscale image is what is used to display or print photographs and other continuous tone images found in a document. In the creation of a grayscale image, also referred to as a halftone image, shading is simulated by use of a screen with dots of varying sizes laid out on a regular grid. Larger dots simulate darker tones, and smaller dots simulate lighter tones. The levels of dark and light tones affect the print quality of these images. For instance, if the light tones are too light, the image can appear to be washed-out - if the dark tones are too dark, there could be too much shadow, and you may miss much of the detail in the image.

There are some things that you can do to adjust how the dark and light tones in your images will be printed, and these are described in the following topics:

- "Infoprint Submit grayscale settings" describes the options available to you in Infoprint Submit that affect the output appearance of grayscale images.
- "Grayscale image calibration" on page 30 describes how to calibrate your printer to optimize the print quality of grayscale images.

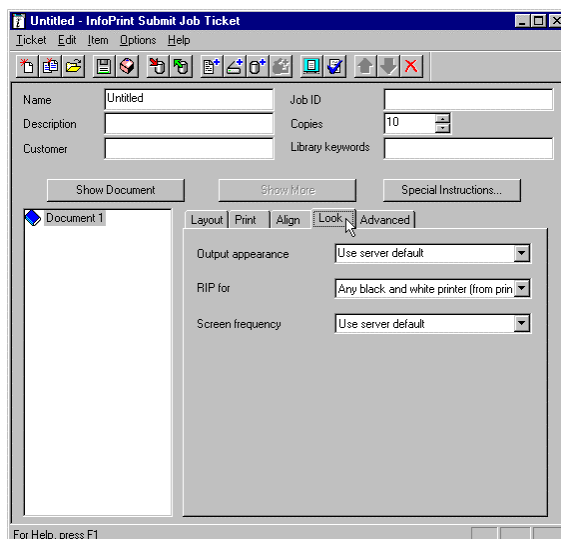
Some PostScript files (particularly those you receive from your customers that are generated from unknown sources) will contain settings that you'll want to adjust using the procedures described in this document. Generally, you will find that the Infoprint RIP (Raster Image Processor) can override most PostScript settings. However, there are some cases where the Infoprint RIP will not be able to override a PostScript file's settings for printing grayscale images. "Creating a PDF file to override PostScript settings" on page 27 describes how you can overcome this problem.

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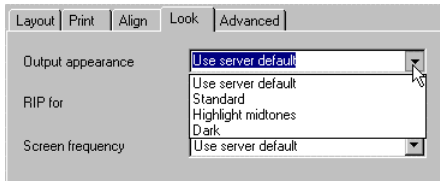
### Infoprint Submit grayscale settings

There are a couple of options in the Infoprint Submit panels that you can use to adjust the print quality of grayscale images. Which of these options you should choose to assure the best possible output appearance depends on the quality and appearance of your input. There is no single solution that covers all situations, because what's best for one print job may be unacceptable for the next.

- To access the options that you use to adjust the appearance of grayscale images, click the **Look** tab in the main Infoprint Submit Job Ticket window.

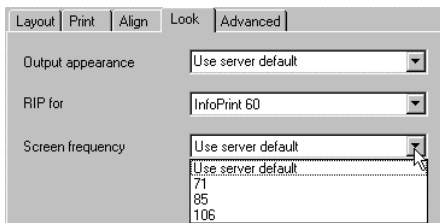


- In the *Output appearance* field, you can select one of the following options:



- **Use Server Default** - select this option when you want to use the value that is specified as the default on the Infoprint server. (The original server default is Highlight midtones. This may have been changed on your server)
- **Standard** - select this option when you want to the images to have an average contrast level, without particular concentration on light, dark, or middle tones. Use this when no areas of the input images appear too dark or too light.
- **Highlight midtones** - select this option to show more levels of gray in the middle tones of the images. This will give more contrast in those areas, and less contrast for the most dark and most light areas of the image. Use this when your input images look washed out or do not show enough contrast overall, or when the output does not show enough contrast overall.
- **Dark** - select this option to make the images print darker overall. Use this when the input image is too light, or is printing too light.

- In the *Screen frequency* field, you can select one of the following options:



- **Use Server Default** - select this option when you want to use the value that is specified as the default on the Infoprint server. (The original server default is 85, the "standard" linescreen. This may have been changed at your location.)
- **71** - select this option to use a screen frequency value of 71 lines per inch.
- **85** - select this option to use a screen frequency value of 85 lines per inch.
- **106** - select this option to use a screen frequency value of 106 lines per inch.
- **141** - select this option, if available, to use a screen frequency value of 141 lines per inch.

Screen frequency refers to the linescreen value of the screen used to create the grayscale images. The higher the value, the finer the screen - resulting in a sharper image.

---

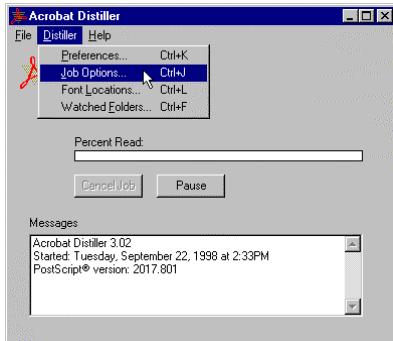
## Creating a PDF file to override PostScript settings

The Infoprint RIP can override most PostScript settings, but you may find some cases where the Infoprint RIP will not be able to override a PostScript file's linescreen and grayscale curves settings. If, for instance, a file is printing too dark or too light, and have tried making adjustments but do not see any difference in the output from your PostScript file, you can use the Adobe Acrobat Distiller to convert the PostScript file to a PDF document. You can set up the Distiller to create optimal PDF files that you can not only print using Infoprint Submit, but on which you can adjust the linescreen and grayscale curves.

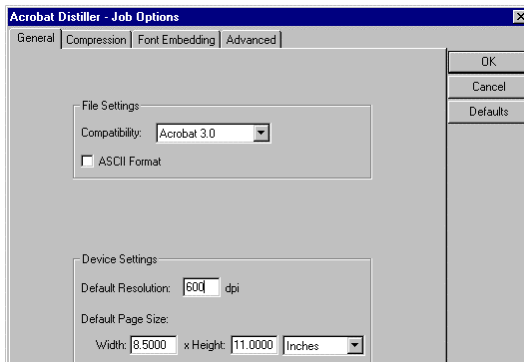
A PDF is a viewable file that you can also use to check the file before it is printed. Using the Adobe Acrobat Reader, you can see exactly how the file will look when it is printed, and you can verify that all fonts, graphics, and formatting are correct.

Before you convert a PostScript file to a PDF file, do the following:

1. Open Acrobat Distiller.
2. Click **Distiller** in the menu bar, and then click **Job Options...**



3. In the Job Options dialog box, click the **General** tab and then set these options:



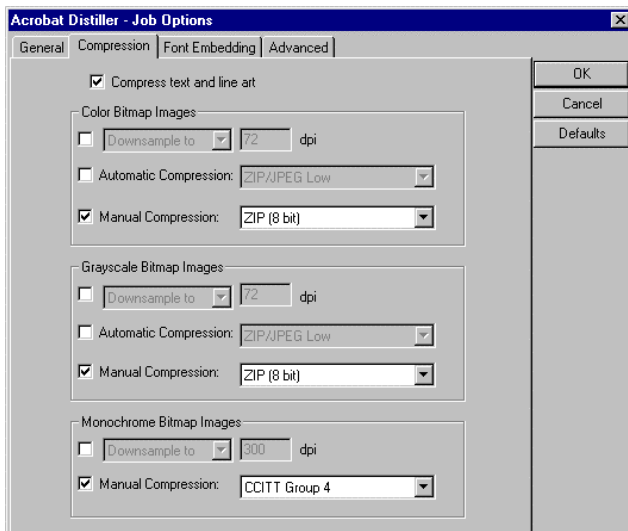
In the *File Settings* area:

- **Compatibility: Acrobat 3.0**
- **ASCII format - DO NOT check the box**

In the *Device Settings* area:

- **Default Resolution: 600 dpi**
- **Default Page Size: Width 8.5 x Height 11.0 inches**

4. Click the **Compression** tab and set these options:





- *Compress text and line art* - **CHECK the box**

In the Color Bitmap Images area:

- *Manual Compression* - **CHECK the box**, and select **LZW (8 bit)**
- *Downsample/Subsample* and *Automatic Compression* - **DO NOT check the boxes**

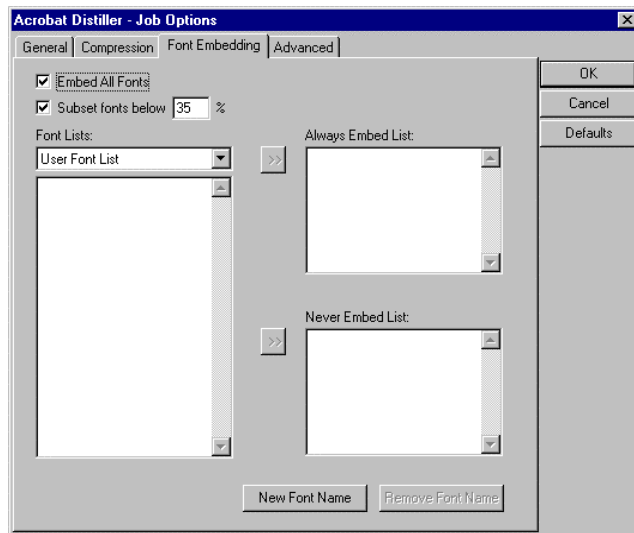
In the Grayscale Bitmap Images area:

- *Manual Compression* - **CHECK the box**, and select **LZW (8 bit)**
- *Downsample/Subsample* and *Automatic Compression* - **DO NOT check the boxes**

In the Monochrome Bitmap Images area:

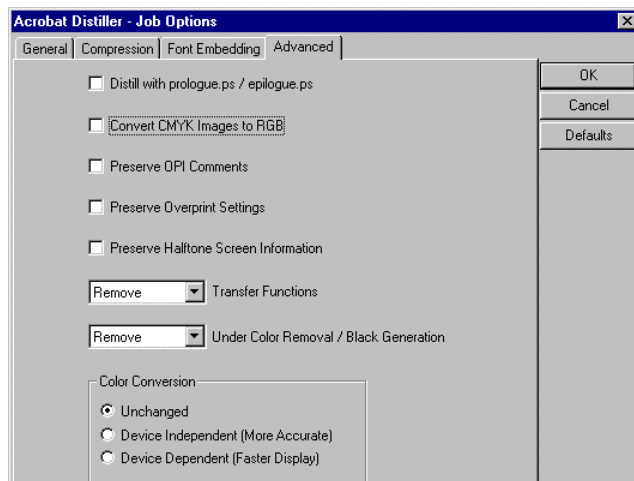
- *Manual Compression* - **CHECK the box**, and select **CCITT Group 4**
- *Downsample/Subsample* and *Automatic Compression* - **DO NOT check the boxes**

5. Click the **Font Embedding** tab and set this option:



- *Enable All Fonts* - **CHECK the box**

6. Click the **Advanced** tab and set these options:



- *Transfer functions* - select **Remove**
- *Under Color Removal/Black Generation* - select **Remove**
- In the Color Conversion area:
- *Unchanged* - **CHECK the box**

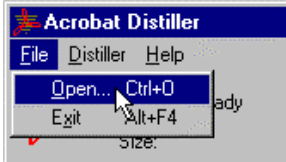
All other options:

- **DO NOT check the boxes**

7. Click the **OK** button.

These settings will be saved and remain as they are until you make a change. When you are ready to convert a PostScript file to a PDF file:

1. If it is not already open, open Acrobat Distiller.
2. Click **File** in the menu bar, and then click **Open....**



3. In the Open PostScript File dialog box, specify the name and location of the PostScript file you want to convert, then click the **Open** button.
4. In the Specify PDF File Name dialog box, specify a name and location where you want to save the PDF file, then click the **Save** button.

You can now print this file using Infoprint Submit with the settings described in "Infoprint Submit grayscale settings" on page 26 and "Grayscale image calibration" on page 30.

---

## Grayscale image calibration

Another way that you can optimize the print quality of grayscale images is to calibrate your printer. Printer calibration is done on the Infoprint server, where you can adjust the grayscale curve values that determine the dark and light levels for halftones when your files are printed. If you know that you will be printing documents that contain halftone images, this procedure should be done when the printer is first set up. After that, a number of factors can influence the appearance of the printed images, and you should repeat this any time that you notice changes in the quality of output. These changes can occur, for example, when you change the type, color, or weight of paper, the toner, or when there is a change in the humidity or temperature in your environment.

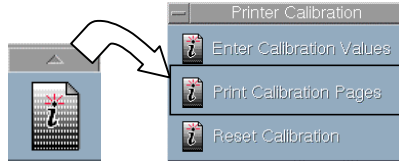
### Notes:

- This procedure requires the use of a Status T densitometer. This is a specialized tool that measures the amount of light that is reflected back from an area on a printed page. You can purchase a densitometer from most printing, scientific, or photographic equipment suppliers.
- If you intend to follow the full procedure at one time, reading and recording the density for all four screen frequencies, this can take a considerable amount of time (up to an hour). You should plan to do this during a time of day when you can be sure to complete the procedure without interruption.

To calibrate the printer:

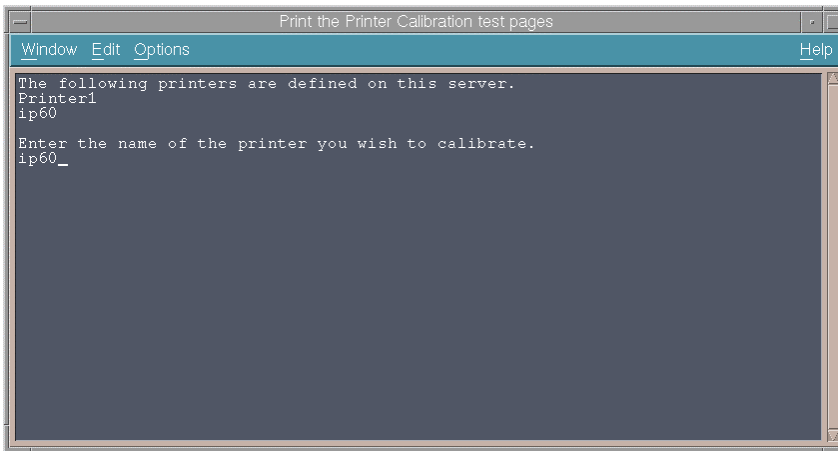
1. If you are not already logged onto the Infoprint server system, log on to the server now with user id **root** and your password. (The default password is **rockies**. This password may have been changed at your location.)

- On the front panel, click the arrow above the Printer Calibration icon...

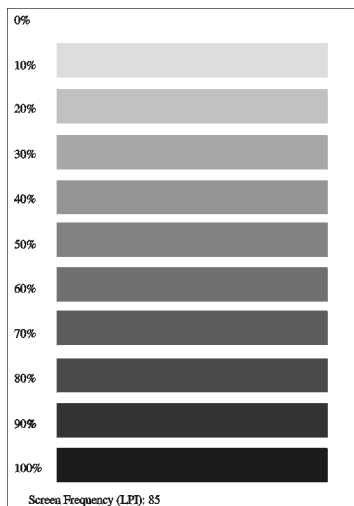


...and then click **Print Calibration Pages** in the popup menu.

- At the prompt in the Print the Printer Calibration test pages window, type the name of the printer you want to calibrate and press the **Enter** key.

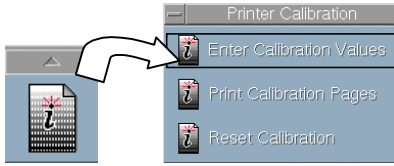


Four pages will print on the specified printer. These are "patch files," one each for screen frequencies of 71, 85, 106, and 141 lines per inch (lpi). Each of the patches on a given page shows a level of gray that corresponds to the percentage printed to the left of the patch.

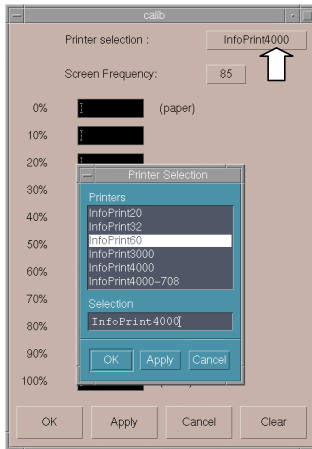


- Locate a uniformly printed area in each patch on the page for 71 lpi. Use the densitometer on the each of the uniform areas to determine the density reading. Make a note of the density reading for each percentage, as you will need this information for step 9 on page 33.
- Repeat step 4 with the pages for 85, 106, and 141 lpi.

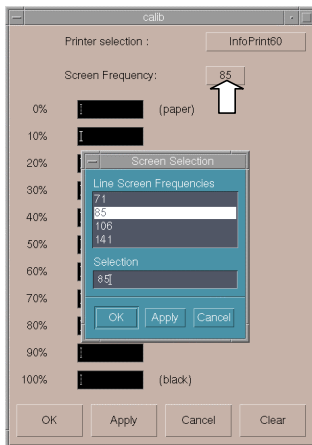
- On the front panel, click the arrow above the Printer Calibration icon, and then click **Enter Calibration Values** in the popup menu.



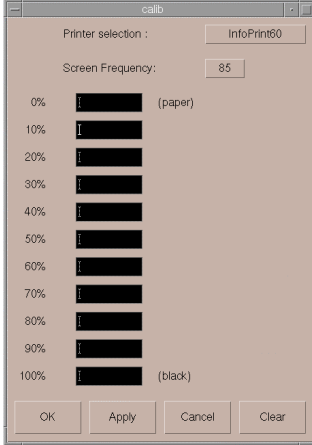
- In the Calib dialog box, click the *Printer selection:* field and select the appropriate printer from the dropdown menu.



- Click the *Screen frequency:* field and select an lpi value.



- Enter the density readings that you noted in step 4 for each percentage. Be sure to enter the values in decimal numbers (such as, **.15**, or **.58**).



- Click the **Apply** button.
- Repeat steps 8 through 10 for each screen frequency.
- When you have finished entering and applying the readings for 71, 85, 106, and 141 lpi, click the **OK** button.
- You can check your adjustments by printing the patch files again, as described in "Important:," and comparing the results with the files you printed in step 3 on page 31.

**Important:**

When you select the **Print Calibration Pages** option, as in steps 2 and 3, this will always print the patch files using the *default* grayscale calibration curve values. If you select this option now, the output will NOT reflect the adjustments you have made. To print patch files that use the *adjusted* calibration curves, type the following in a dterm window:

```
pdpr -Plogprtr -x"output-appearance=standard screen-frequency=xx" patches11.ps
```

where *logprtr* is the printer name (as specified in step 3 on page 31), and *xx* is the lpi (71, 85, 106, or 141). For example, to print the patch file for 85 lpi for a printer named **ip60**, type:

```
pdpr -Pip60 -x"output-appearance=standard screen-frequency=85" patches11.ps
```

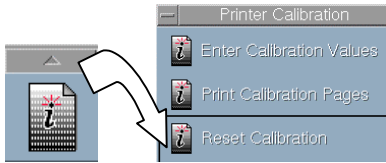
Enter this command a separate time for each lpi setting.

**Note:** Be sure to keep track of the order in which you print the adjusted patch files and compare each in turn with the files that were printed in step 3 on page 31 for each lpi setting. Please be aware that although the file that prints will actually show the adjustment for the lpi that you specified, the label at the bottom of each of these pages may incorrectly read "**Screen Frequency (LPI): 85**" for the 71, 106, and 141 lpi files.

## ***Reset grayscale image calibration***

To set the calibration curves back to the default values:

1. On the front panel, click the arrow above the Printer Calibration icon, and then click **Reset Calibration** in the popup menu.



2. In the Reset the Printer Calibration window, type the number that corresponds to the printer where the image calibration is to be reset to the default and press the **Enter** key.

---

## Printing booklets

In IBM Infoprint Manager, "Booklet" is a format where two pages print side-by-side on each side of a physical sheet of paper, in the appropriate order so that the final document can be folded down the middle and saddle-stitched (stapled).

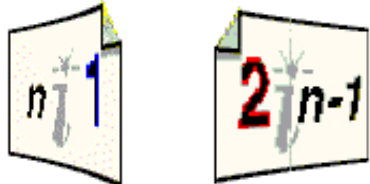
This document provides information that will assist you when you produce booklets to print on your Infoprint Manager version 3.1 system. The following topics are covered:

- "Imposition"
- "Paper and page sizes"
- "Setting options in Infoprint Submit" on page 36
- "Create a new media definition on the server" on page 17

---

### Imposition

Imposition is the arranging of the multiple-up pages to ensure the correct order after the document is printed and the sheets are folded. When you use Infoprint Submit to print a booklet, as instructed in "Setting options in Infoprint Submit" on page 36, imposition is done automatically so there's no need to use any other software for this procedure.



Sheet 1 - front

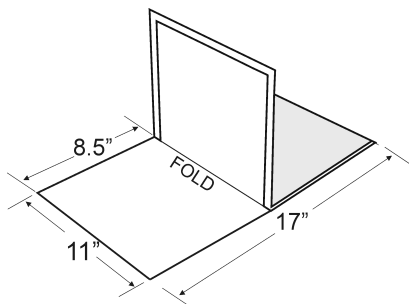
Sheet 1 - back

The illustration shows how pages are arranged, front and back. Pages 1 and 2 will always be printed directly opposite each other on the first sheet of paper, as shown. The total number of pages in the print job determines the page number value for  $n$ . For example, for a 12-page booklet, you will use three sheets of paper, printed front and back. Page 12 will be printed on the front on the first sheet, to the left of page 1, while page 11 will be printed on the back of the same sheet, to the right of page 2. Then, page 10 will print on the front of the second sheet, to the left of page 3, with page 9 on the back, to the right of page 4.... and so forth.

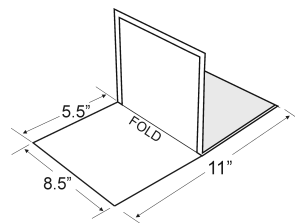
---

### Paper and page sizes

Keep in mind that since the paper is folded, the sheets of paper on which you print a booklet must be twice as wide as the width of a page of the finished booklet. The pages defined in your document, and, therefore, in the PostScript file generated from the document, should be the size of a single page of the finished booklet, *not* the size of the paper on which it will be printed.



8.5" x 11" finished booklet



5.5" x 8.5" finished booklet

For example, for an 8.5-inches wide x 11-inches long booklet, you will print on 17-inch wide x 11-inch long sheets of paper. If you want to print on 8.5-inch x 11-inch paper, your finished booklet should be 5.5-inches wide x 8.5-inches long. For a finished booklet that is 5.5-inches x 8.5-inches, keep in mind that you will need to create your original document in a program (such as Microsoft Word, Adobe PageMaker, or QuarkXPress) that will allow you to define a custom page size.

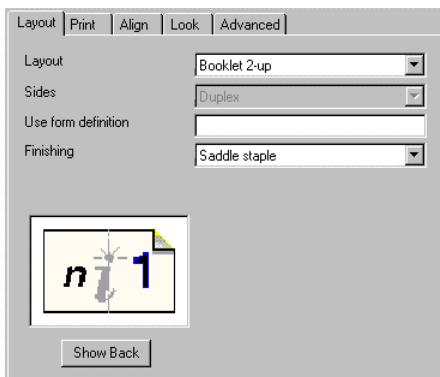
---

## Setting options in Infoprint Submit

In IBM Infoprint Submit, there are several options that you need to be sure are set correctly specifically for printing booklets.

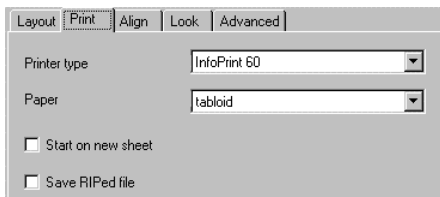
After you have opened Infoprint Submit, entered a name for the job ticket, and added files using the Item menu, do the following:

- On the **Layout** page:



- In the *Layout* field, select **Booklet 2-up** from the dropdown menu.
- The *Sides* option is not available for modification when the **Booklet 2-up** layout is selected.
- If your printer has a finisher installed, in the *Finishing* field, you may select **Saddle staple**.

- On the **Print** page:



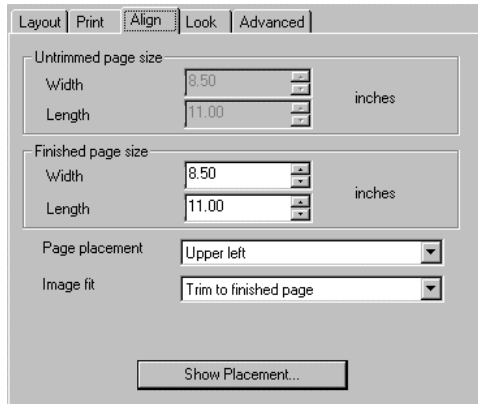
- Select your printer type.
- Be sure to select the correct paper type for the size booklet you are printing. This can be confusing, but keep in mind that when you select the **Booklet 2-up** layout, your image will be automatically rotated 90 degrees to fit 2-up on the paper that you specify. For example, if your finished booklet will be 8.5-inches wide x 11-inches long, you should select **tabloid** (11-inches wide x 17-inches long) for the paper type, *not ledger* (17-inches wide x 11-inches long), as you might at first think. Because the image is rotated, you would only select **ledger** for the paper type/size if your finished booklet was going to be 11-inches wide x 8.5-inches long.

For another example, if you have created a document with a custom page size of 5.5-inches wide x 8.5-inches long, you would select **letter** (8.5-inches wide x 11-inches long)



for the paper type/size. Your image will rotate 90 degrees to fit 2-up, side-by-side on the paper. However, if your booklet will be 8.5-inches wide x 5.5-inches long, there's more to consider. In that case, you would need to select a paper type that is 11-inches wide x 8.5-inches long. Since there is not a standard paper type with those dimensions in that orientation, you would first need to define a new paper type on the Infoprint server, as described in "Create a new media definition on the server" on page 17. The orientation does not matter for the paper in the printer, as the printer will automatically adjust as long as there is paper loaded with the right dimensions -- but for the server you must be precise.

- On the **Align** page:



- In the *Image fit* field, select whether to trim or to scale source data to fit on the finished page, as appropriate.
  - The *Untrimmed page size* fields cannot be modified here, having been set as a result of your *Paper* selection on the **Print** page.
  - The *Finished page size* fields will show the width and length of the finished booklet, as determined by your *Layout* and *Paper* selections. Remember that this will be the size of a *single page* of the finished booklet, *not* the size of the paper on which it's printed.
- On the **Look** and **Advanced** pages, set options as necessary for the document you are working with.

Print the booklet as you would any job: click **Ticket** in the menu bar, and then click **Submit Job....**

---

## Creating a new media definition on the server


If your booklet needs to be printed on paper with dimensions and/or orientation that are not standard, you will first need to define the paper type, or media, to the Infoprint server.

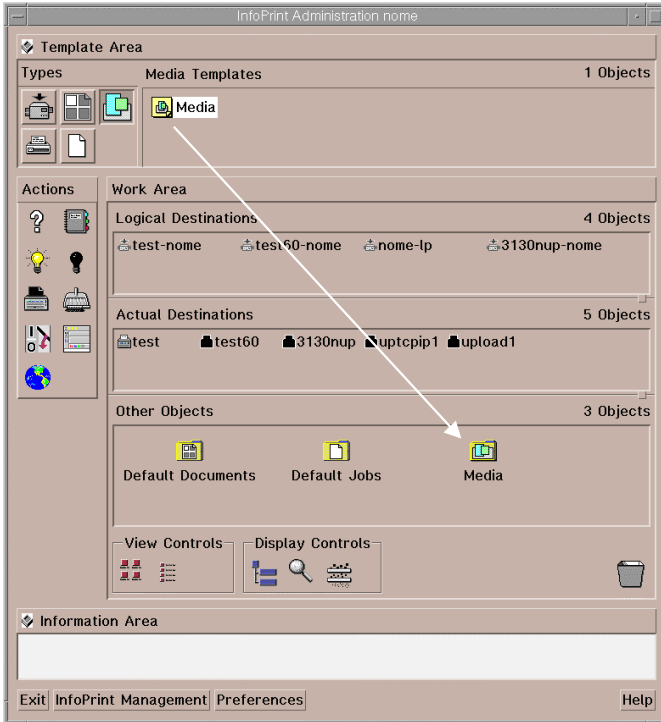
For this example, we create a new paper type named **Letter-landscape** that is 11-inches wide x 8.5-inches long. Though the standard **Letter** paper is also 8.5 x 11, the orientation is different, with 8.5-inches for the width and 11-inches for the length. For the printer, it would not be necessary to define a new paper type in this case, because, since the printer will auto-rotate to match the page orientation to the paper, the orientation does not matter.

To create a new media definition on the server:

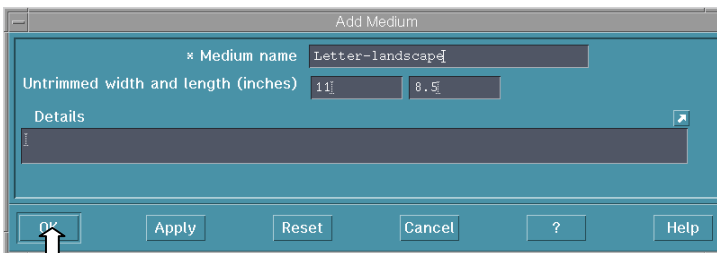
1. If you are not already logged onto the Infoprint server system:
  - a. Log on to the server with user id **root** and your password. (The default password is **rockies**. This password may have been changed at your location.)

- b. On the front panel, click the Infoprint icon, and then click **Administration** on the popup menu.

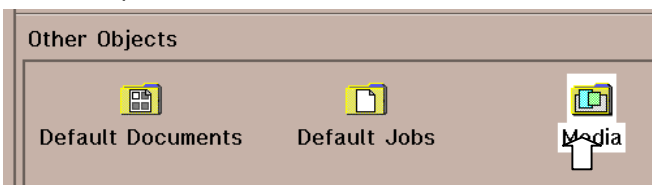
2. In the Infoprint Administration window, click the **Media** icon  in the *Types* area (in the upper left of the window). Then use the middle mouse button to drag and drop the **Media** icon in the *Media Templates* area onto the **Media** icon in the *Other Objects* area. This action will bring up the Add Medium dialog box.



3. In the Add Medium dialog box:
  - a. In the *Template name* field, enter a name for the new medium. For this example, we'll use the name **Letter-landscape**.
  - b. In the *Untrimmed width and length (inches)* field, enter the dimensions of the new medium - width first, followed by length. For this example, the width is **11** inches and the length is **8.5** inches.
  - c. Click the **OK** button.



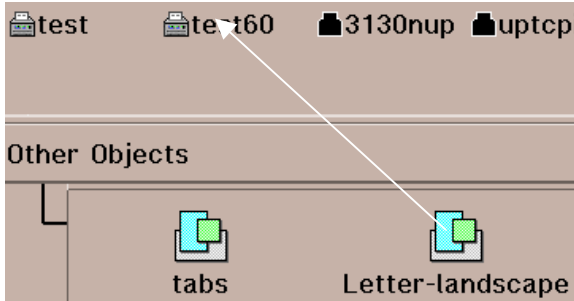
4. In the Infoprint Administration window, double-click the **Media** icon in the *Other Objects* area.



- In the media list, scroll to the icon for the new medium you just added (in this example, the **Letter-landscape** icon).

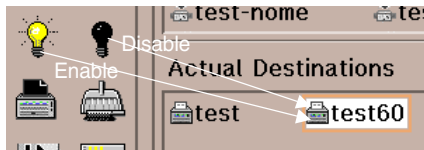


- Drag and drop the new medium icon in the media list onto the **Printer** icon in the *Actual Destinations* area for the printer where the media is loaded.

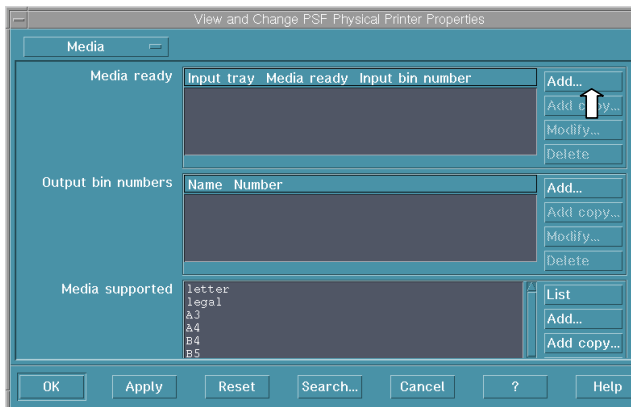


**Note:** You can make a change to the printer whether the printer is enabled or disabled, but you cannot make a change to the printer when a job is actually printing. For that reason, if it is enabled, you may want to disable the printer to be sure that a job does not begin to print while you are adding your new media definition. *Remember to enable the printer again when you are done.*

- To disable the printer, drag and drop the **Disable** action icon (the black light bulb) onto the enabled printer icon. (The printer icon is "blacked-out" when it is disabled.)
- To enable the printer, drag and drop the **Enable** action icon (the yellow light bulb) onto the disabled printer icon.

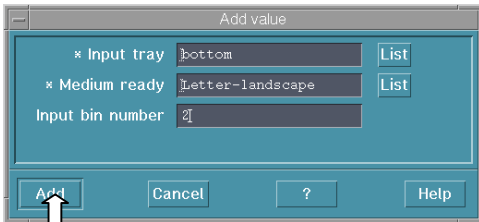


- Double-click that **Printer** icon.
- In the View and Change PSF Physical Printer Properties dialog box, be sure that **Media** is displayed in the upper left corner. If it is not, click to the right of whatever is displayed and select the **Media** option in the dropdown menu. The new medium will now be included in the *Media supported* list.

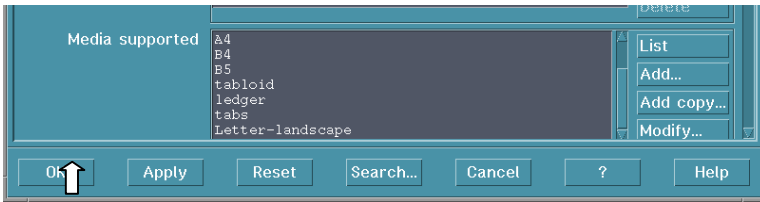


- To make the new medium ready for the printer, click the **Add** button in the *Media Ready* area.

10. In the Add value dialog box :
  - a. In the *Input Tray* field, select the input tray that should be used.
  - b. In the *Medium Ready* field, enter the name of the new medium. For this example, the name is **Letter-landscape**.
  - c. Click the **Add** button.



11. In the View and Change PSF Physical Printer Properties dialog box, click the **OK** button.



The server now knows about the new media, and the name defined on the server will be available as an option in the *Paper* dropdown menu on the **Print** page in Infoprint Submit.

---

## ***Pulling from various paper bins on the Infoprint 60***

There may be times when you will want to print certain pages in a file on paper that is different than the rest of the file. A simple example is to print only the first page of a multi-page letter on pre-printed company letterhead, while the rest of the letter prints on plain paper.

By following the procedures in this document, you will be able to specify input bins on the printer on an individual page (or group of pages) basis. We call this "bin-by-page" support.

**Note:** For you to carry out these procedures, it is assumed that:

- You have general knowledge of computers, Microsoft Windows, and Microsoft Word.
- IBM Infoprint Manager version 3.1 is installed.
- Infoprint Submit is installed and configured to communicate with the Infoprint server.

To get started the first time you will need to be sure the correct PostScript driver is installed on your Windows system. These procedures are described in "Installing the PostScript driver on your Windows system."

After the driver is installed and the files have been placed on the server, you can continue with "Creating the document" on page 46, followed by "Submitting the job" on page 50.

---

## **Installing the PostScript driver on your Windows system**

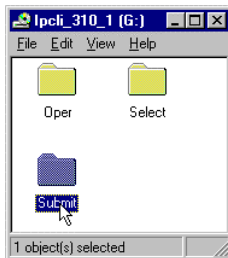
For bin-by-page support when you are using IBM Infoprint Manager version 3.1, you first need to set up your system by installing the PostScript printer driver for Windows 95 or Windows NT. These drivers are included on the Infoprint Manager version 3.1 Client 1 CD.

Install only the driver that is appropriate for your Windows system. Keep in mind that you'll only need to follow the procedure one time for the driver to be available as a print option in your desktop applications. See "Installing the PostScript driver for Windows 95" on page 41 or "Installing the PostScript driver for Windows NT" on page 44 for instructions.

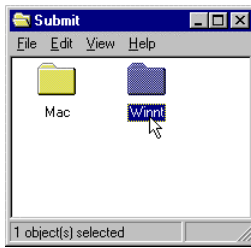
### ***Installing the PostScript driver for Windows 95***

To install the PostScript driver for Windows 95:

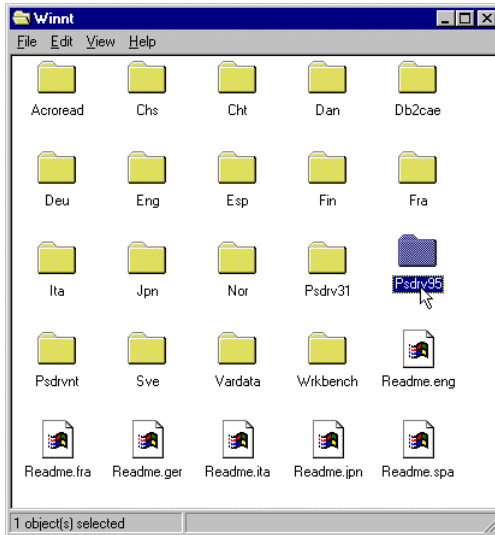
1. Insert the Infoprint Manager version 3.1 Client 1 CD into your computer's CD drive, and open the CD drive.
2. In the Ipcli\_310\_1 window, double-click the **Submit** folder icon.



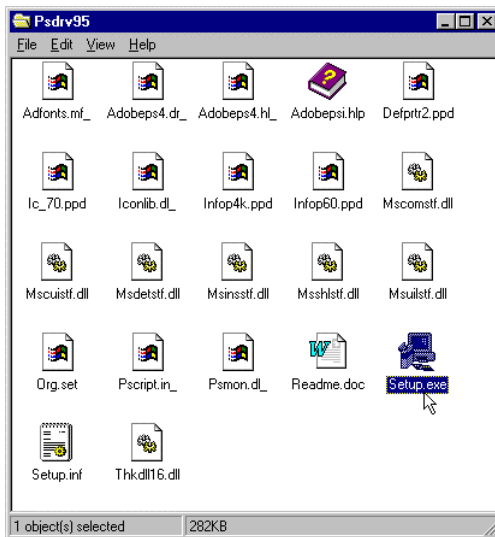
3. In the Submit window, double-click the **Winnt** folder icon.



4. In the Winnt window, double-click the **Psdv95** folder icon.



5. In the Psdrv95 window, double-click the **Setup.exe** icon.

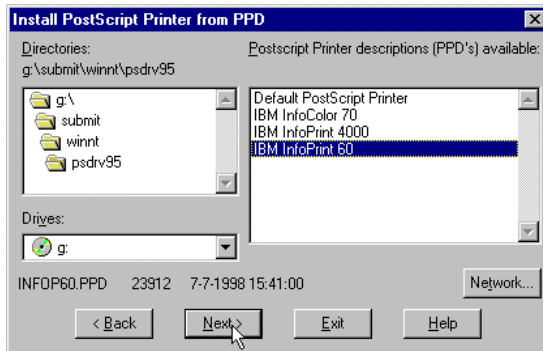


6. Follow the instructions paying particular attention to the following screens:

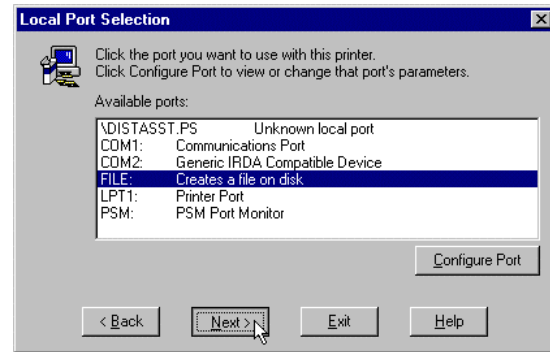
- In the Printer Type screen, select **Local Printer**, and click the **Next** button.



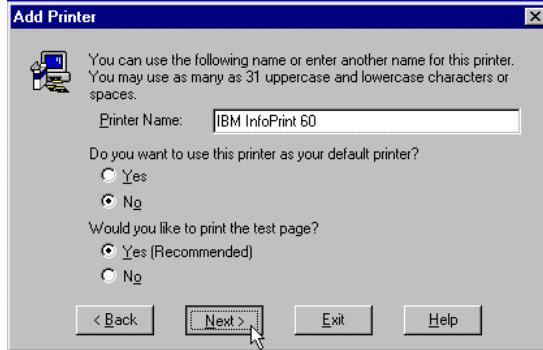
- In the Install PostScript Print from PPD screen, select the drive letter for your CD drive and the **submit\winnt\psdrv95** directory. Highlight **IBM Infoprint 60**, and click the **Next** button.



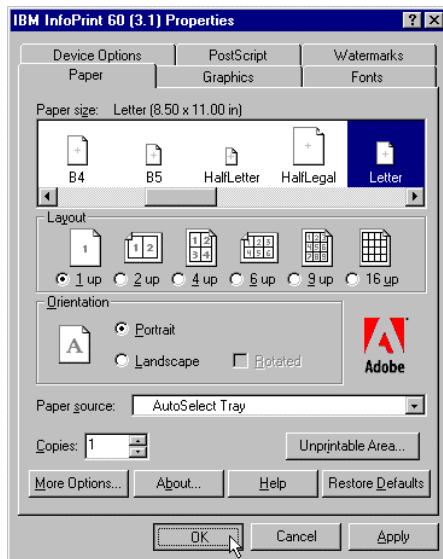
- In the Local Port Selection screen, highlight **File:**, and click the **Next** button



- In the Add Printer screen, enter a name for this driver in the *Printer Name* field, then click the **Next** button.



- In the Properties dialog box, click the **OK** button.



7. When the installation has completed, you can continue with "Creating the document" on page 46.

### ***Installing the PostScript driver for Windows NT***

To install the PostScript driver for Windows NT:

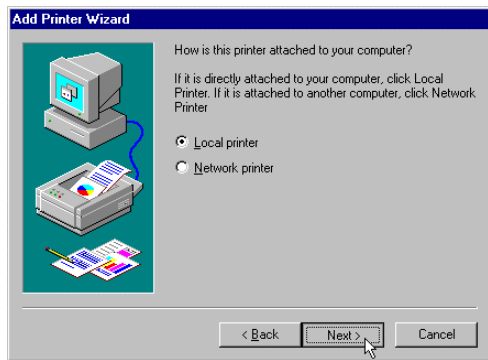
1. Insert the Infoprint Manager version 3.1 Client 1 CD into your computer's CD drive.
2. On your Windows desktop, click the **Start** button, then click **Settings**, and then **Printers**.
3. In the Printers window, double-click the **Add Printer** icon.



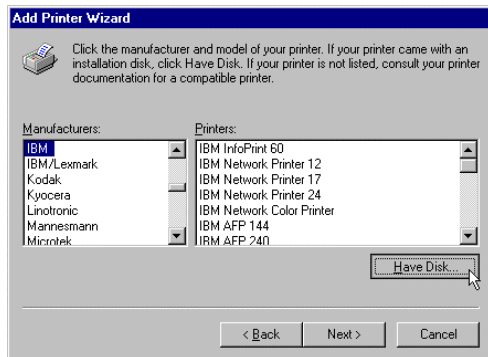
The Add Printer Wizard will guide you through the rest of the installation. Follow the instructions, paying particular attention to the following screens:



- Select **Local printer** and click the **Next** button.



- Click the **Have Disk...** button.

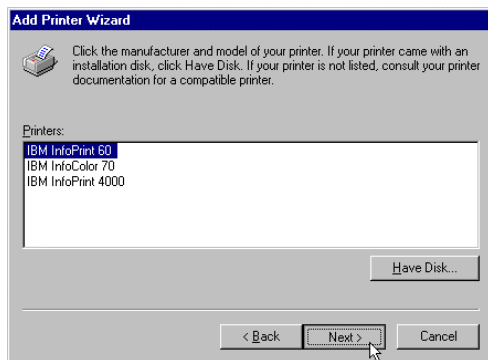


- In the Install from Disk dialog box, enter or select:  
**n:\SUBMITWINNT\PSDRVNT**  
(where *n* is the drive letter of your computer's CD drive)

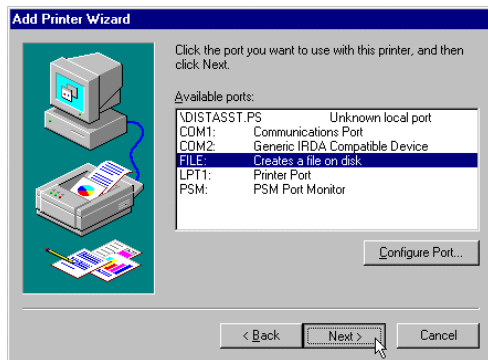


Click the **OK** button.

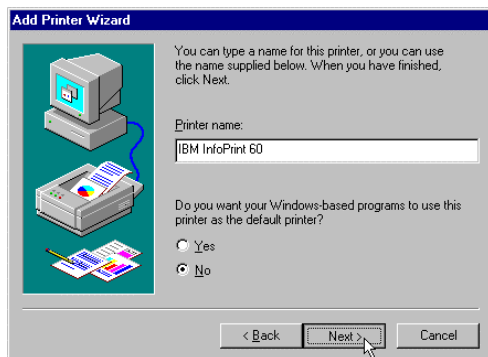
- Highlight **IBM Infoprint 60**, and then click the **Next** button.



- Highlight **File:**, and then click the **Next** button.



- Enter a name for this driver in the *Printer Name* field, and then click the **Next** button.



- Click the **Finish** button to complete the installation.



4. When the installation has completed, you can continue with "Creating the document."

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## Creating the document

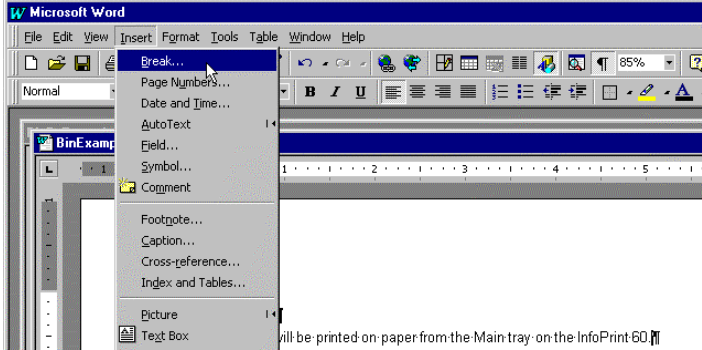
You need to create your document using an application that allows you to define separate sections in a document, and to assign a paper bin to each section. We have done this easily and successfully using Microsoft Word, and so we have used Word in this example.

To create the document:

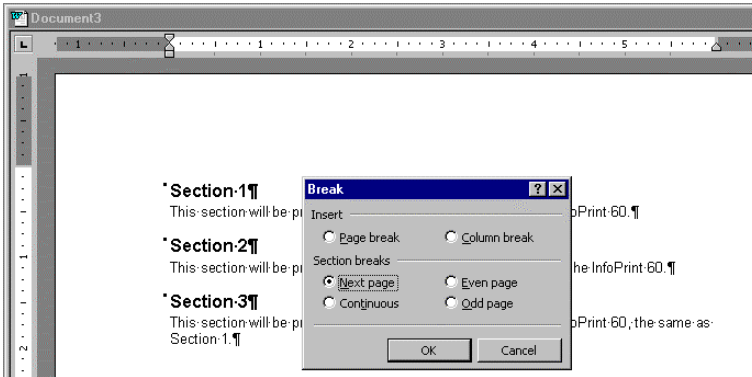
1. Open your Word for Windows application. Open and create a new document or open an existing document. Create or use a document that is appropriate to be separated into sections. Our example document has three sections. Each section can contain as few as one, or as many pages as you want, and will be separated according to the bin from which

the paper it's printed on will be pulled. Papers that differ in some way (such as, different colors or pre-printed and not printed) should be loaded into the various bins on the Infoprint 60.

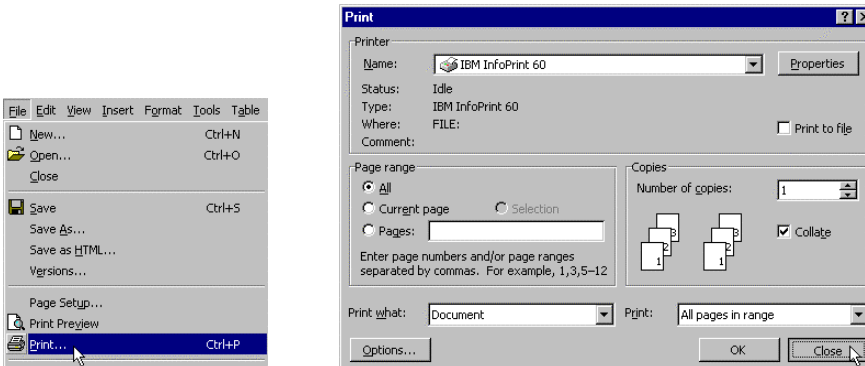
2. To separate the document into sections, position your cursor at the end of the first section, click **Insert** in the menu bar, and then click **Break**.



3. In the Break window, in the *Section breaks* section, click the **Next page** radio button, and then click the **OK** button.



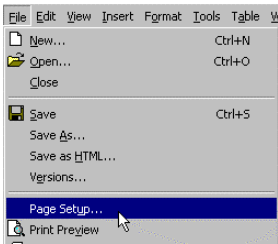
4. Repeat steps 2 and 3 at the end of each section.
5. Click **File** in the menu bar, and then click **Print...** Do not actually print the file at this time, but in the Print dialog box, select the driver you installed (in "Installing the PostScript driver" on page 41) in the *Printer Name* field. Then click the **Close** button.



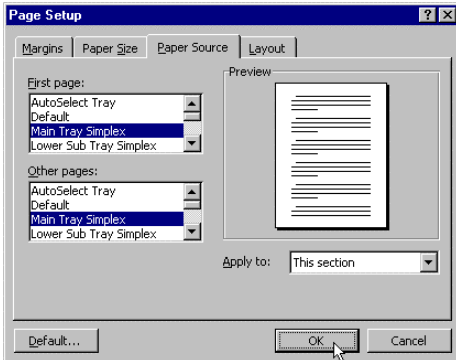
Now you'll assign a paper bin for each section. In Microsoft Word, the bins are referred to as trays.

6. Position your cursor somewhere in the *first* section of the document.

7. Select **File** in the menu bar, and then click **Page Setup....**



8. In the Page Setup dialog box, click the **Paper Source** tab.

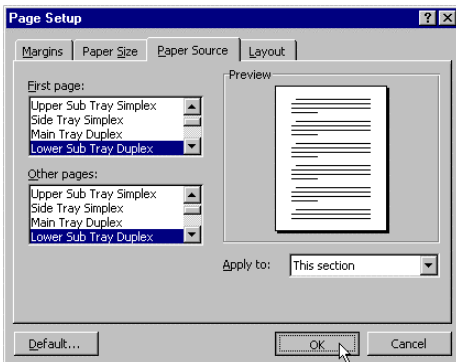


- In the *First page* and *Other pages* list boxes, click to highlight the tray holding the paper on which you want to print the *first* section. The driver will also let you specify here whether to print the pages in this section simplex or duplex. For this example, we've selected **Main Tray Simplex**. Be sure to highlight the *same selection in both list boxes*.
- In the *Apply to* field, select **This section**.
- Click the **OK** button.

9. Position your cursor somewhere in the *second* section of the document.

10. Again, select **File** in the menu bar, and then click **Page Setup....**

11. In the Page Setup dialog box, click the **Paper Source** tab.

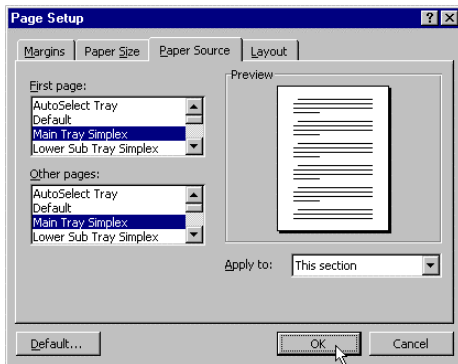


- In the *First page* and *Other pages* list boxes, click to highlight the tray holding the paper on which you want to print the *second* section. Your selection should be different than for the first selection. For this example, we've selected **Lower Sub Tray Duplex**. Be sure to highlight the *same selection in both list boxes*.
- In the *Apply to* field, select **This section**.
- Click the **OK** button.

12. Position your cursor somewhere in the *third* section of the document.

13. Again, select **File** in the menu bar, and then click **Page Setup....**

14. In the Page Setup dialog box, click the **Paper Source** tab.

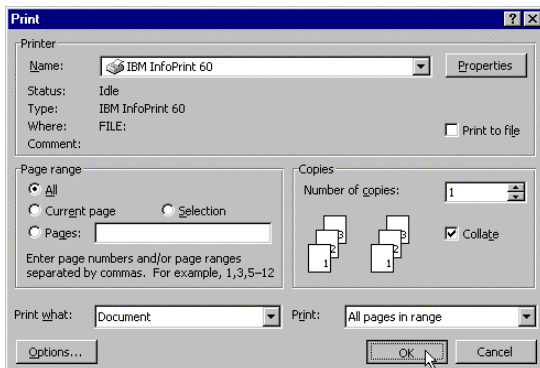


- In the *First page* and *Other pages* list boxes, click to highlight the tray holding the paper on which you want to print the *third* section. Your selection should be different than for the second selection. For this example, we've selected to resume printing with paper from the **Main Tray Simplex**. Be sure to highlight the *same selection in both list boxes*.
- In the *Apply to* field, select **This section**.
- Click the **OK** button.

When you have completed the document, and finished assigning a paper tray to each section, you will need to create a file to submit for printing.

15. Click **File** in the menu bar, and then click **Print....**

16. In the Print dialog box, the new driver should still be the selected printer. Click the **OK** button.



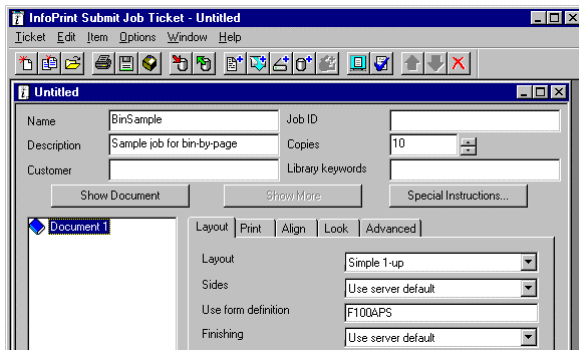
17. In the Print to file dialog box, specify a location and name for the PostScript file that will be created, and then click the **OK** button.

Now you're ready to submit the job for printing.

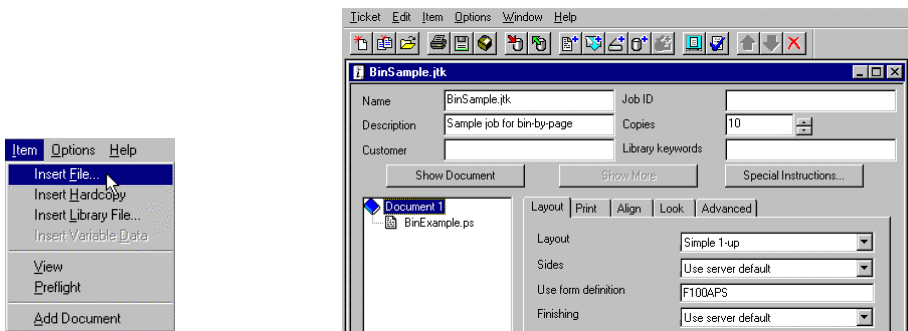
## Submitting the job

To submit the job for printing:

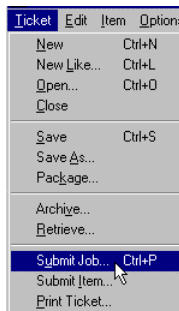
1. Open Infoprint Submit.
2. In the main Infoprint Submit Job Ticket window, enter a name for the print job, and how many copies you want to print.



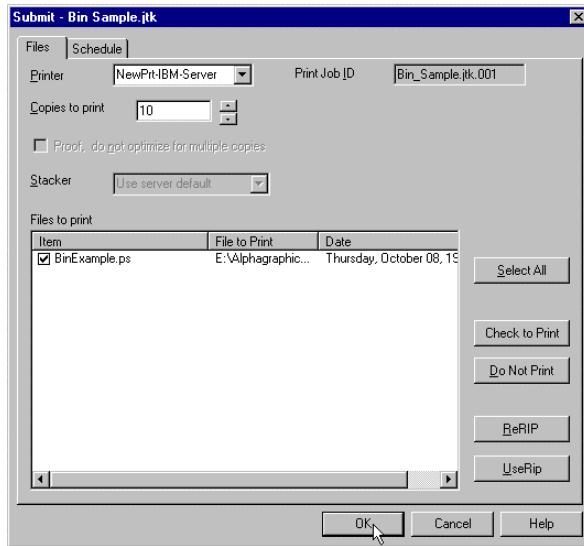
3. Click the **Layout** tab and do the following:
  - Select **Simple 1-up** in the *Layout* field.
  - Enter **F100APS** in the *Use form definition* field.
4. If necessary, click the tabs and set other options for **Print** (be sure **Infoprint 60** is selected as the *Printer type*), **Align**, **Look**, and **Advanced**.
5. Click **Item** in the menu bar, then click **Insert File...** to include the file you created in "Creating the document" in the job ticket (and any other files you want to include in the job). The file name will be displayed in the Document list on the left side of the Job Ticket window.



6. To submit the job for printing, click **Ticket** in the menu bar, and then click **Submit Job...**



7. In the Submit window, on the **Files** page, specify the name of the printer and the number of copies to print, specify any necessary options on the **Schedule** page, and then click the **OK** button.



The job will print, pulling paper from various bins, as specified in the document file.