Océ
Publisher Select

Job submission made easy

Canon
CANON GROUP

User Guide
Overview and usage

Copyright

US

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Contents

Contents

Chapter 1
Introduction

Océ Publisher Select online resources

Introduction

'We advise that you visit our website regularly in order to take full advantage of all the available resources:'

- 'Find the latest supplies from our Media Guide.'
- 'Get support on your product and answers to your questions in the Océ Knowledge-base.'
- 'Keep up-to-date with the latest downloads for your drivers, software, printers and related documentation.'

Get support and the latest version of the software

Connect to the International Corporate Website:
' www.global.oce.com '
In the Downloads section, you can find the latest downloads and application software available for large-format systems.

Go to the Océ Publisher Select product page.
Open the Support page to get all information to optimize the use of Océ Publisher Select (http://global.oce.com/products/publisher-select/support.aspx).

Océ Online Knowledgebase

Océ permanently develops a base of knowledge for its products.
You can access this knowledgebase through the Support section of our website.

Describe your question or problem in the search field. Then, find the answer in the list of solutions or documents, ordered by relevancy.

The scope of Océ Publisher Select

Presentation of Océ Publisher Select

Definition

Océ Publisher Select is a client application that allows you to create, preview, print and manage jobs in an intuitive way.

Océ Publisher Select capabilities

The software is based on user's intent.

When a job is created, the system:

- Allows you to load files to print from the workstation or from the network
- Automatically prints documents from a 'Hot Folder'
- Analyzes each file added to the job
- Automatically applies the default print settings defined in the template
- Automatically selects the media to be used based on the template you selected
- Automatically selects the optimal configuration of settings according to the 'Image Properties' and printer's capabilities (for folding for instance)
- Can automatically detect the location of the legend on a document
- Displays an instantaneous and interactive 'Print Preview' of the expected output (including the location of the top of the folded packet when folding is activated)
- Allows you to tune each 'Basic' and 'Advanced' setting of a document before printing it
- Allows you to add a banner page to each set of documents
- Allows you to create and print stamps on documents
- Allows you to save jobs (including their configuration) in order to archive or reprint them
- Provides accounting capabilities
- Submits the jobs to an inbox
- Allows you to monitor the status of your jobs

The values set in Océ Publisher Select override the defaults set for the printer.

Illustration
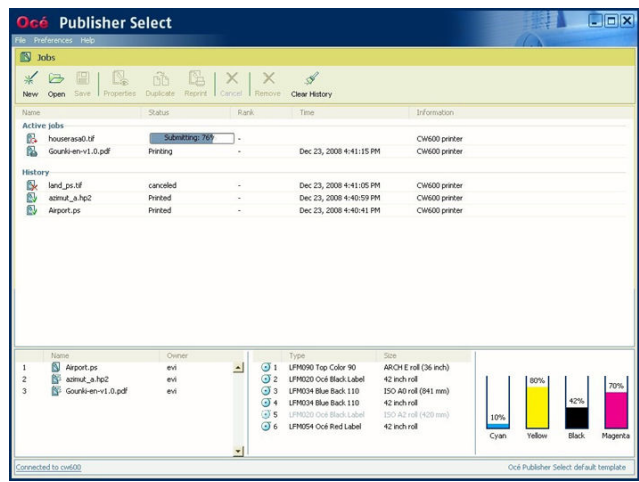
Compatibility and requirements

Compatibility

Océ Publisher Select can be installed on the following operating systems:
- Windows 7 (32-bit, 64-bit)
- Windows Vista (32-bit, 64-bit)
- Windows XP (32-bit, 64-bit)
- Windows XP (32-bit, 64-bit)

Océ Publisher Select can also be installed in a Citrix environment made of Citrix Presentation Server 4.2 and Citrix XenApp version 11.0.0.5357.

Hardware and Software requirements

General requirements:
- Minimum value for the screen resolution: 1024x768.
- Recommended network speed: 100Mb.

Windows System requirements:

Windows 7	Recommended hardware for optimal performance: Pentium IV 2.4 GHz, 1GB ram, 5GB free space on disk. Minimum hardware requirements: Pentium IV 2.4 GHz, 512MB ram, 2.3GB free space on disk.
Windows Vista Business/ Enterprise/ Ultimate	
Windows Server 2003	
Windows XP Home/ Professional	Recommended hardware for optimal performance: Pentium IV 2.4 GHz, 512MB ram, 5GB free space on disk. Minimum hardware requirements: Pentium III 800 MHz, 512MB ram, 2.3GB free space on disk.

Internet protocol

Océ Publisher Select is compatible with:

- IPv4
- IPv6

Embedded plug-ins

- Java Runtime Environment™ (1.6)
- Java ™ Advanced Imaging API (1.1.2_01)

License requirements

Océ Publisher Select is free of license.
You need the appropriate license installed on your printer to be able to add Postscript or PDF files to your jobs.

Supported file formats

Definition

Océ Publisher Select can send to the Océ printer any format and emulation supported by the printer.

Supported file formats

You can print any of the following file formats if they are **available and enabled** on your printer controller:

$\boxed{i}$ *Note:*
Before sending a file, make sure that the file format is available and enabled on the controller.

- C4
- Calcomp
- CALS
- DWF 2D, 3D
- HP-GL
- HP-GL/2 (including HP-RTL)
- JPG
- NIRS
- TIFF
- PDF
- PostScript
- ZIP

Supported file extensions

You can add any file of any extension to a job.
Océ Publisher Select analyzes each file to identify its format and emulation, independently of the extension:
- when the format of the file is supported by the printer, it is interpreted and loaded into the job.
- when the format is not recognized or not supported, an error message is displayed. The job cannot be printed.

Chapter 2
Install Océ Publisher Select

Install Océ Publisher Select

Introduction

You can install 1 version of the application per workstation.

You can install Océ Publisher Select on a workstation for your profile only or for all user profiles using the workstation.

Before you begin

- To install Océ Publisher Select for your user profile only, you can be logged on to the workstation with basic user rights.

- To install Océ Publisher Select so that it is available for all the users' profiles using this workstation, you must be logged on to the workstation with the required rights:

- Administrator rights for installation on a Windows Vista or Windows 7 platform.
- Administrator or Power User rights for installation on a Windows Server 2003 or XP platform.

Required tool

- The installation files retreived from the software CD or downloaded from the International Corporate Website.

Note:
An error message will pop up and the installation will abort if:
- a previous version of the software is already installed on the workstation and cannot be upgraded (then, uninstall the previous version to install the new one)
- a newer version of the software is already installed
- there is not enough free disk space (150 to 300 MB).

Install Océ Publisher Select on a workstation

1. Insert the software CD in the CD drive or double click on the .exe file to launch the application.

> **Note:**
> On the CD, click 'Install Océ Publisher Select' or 'Install Océ Publisher Select and User
> Manual' to start the installation.
> You can also browse the content of the CD, install an additional software and open the
> documentation.

2. Select your language
3. An introduction window is displayed, showing the Océ Publisher Select version number.
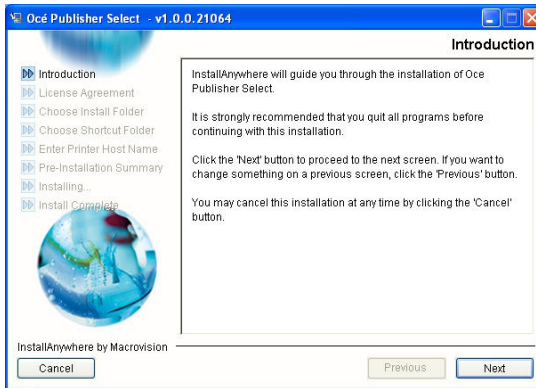
   Click Next
4. Read and accept the 'License Agreement' to continue.
5. Keep the default installation folder (SYSTEM_drive:\Program Files\Oce\Océ Publisher
   Select by default, on Windows 7 for example) or choose another one.
6. Select a location for the shortcuts to the application.
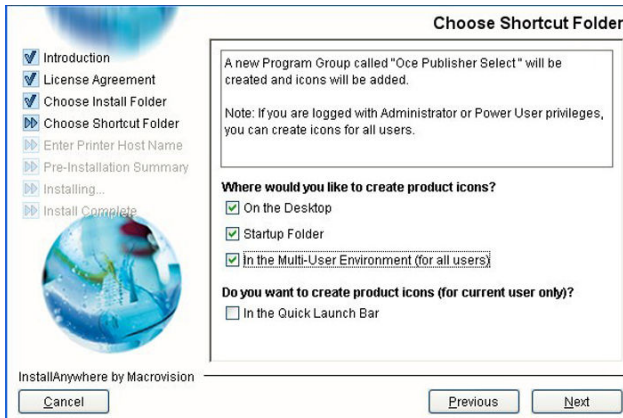
> i *Note:*
> When you are logged on to the workstation with Administrator or Power User rights, you can create the shortcuts 'In the Multi-User Environment (for all users)'. Then, you allow every user of the workstation to be able to see the shortcut and use the application.

7. Fill in the 'Printer Host Name' or the Printer IP address to connect to when you launch the application.
   If you are logged on as an Administrator, this 'Printer Host Name'/IP address will be available by default when a user starts the application.

> i *Note:*
> In case of an invalid host name or IP address, a correct one will be requested the first time the application is started.

8. A summary of the installation to be performed is displayed. You can check the information.

Click 'Install' to perform and complete the installation.

Result

When the installation is completed, a confirmation window is displayed. You can close the window (click 'Done')
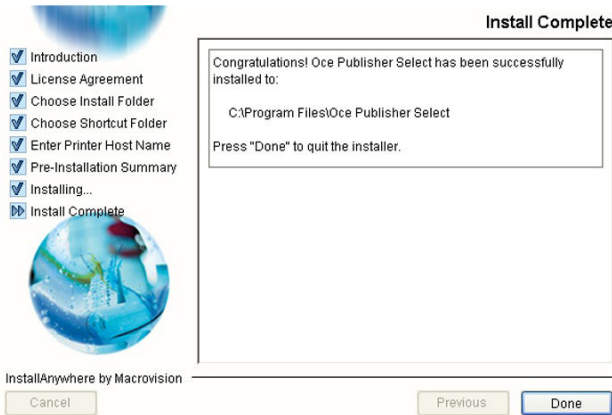
Note:
If there is any trouble (insufficient disk space for example), an error message is displayed and the installation is aborted.

We recommend that you launch Océ Publisher Select to check that the connection to the printer is correctly established.

Silent deployment

Introduction

You can silently install the Océ Publisher Select client on the client workstations (C:\Program Files\Oce\Oce Publisher Select x.y.z) using a deployment tool.

Before you begin

Make sure you have the required rights to install in the workstations installation directory.

Required tool

- Deployment tool.

Silent installation of Océ Publisher Select on client workstations

1. Open a Command window
2. Use the following command line:
   'PublisherSelect_v[xxx].exe -i silent -DUSER_INPUT_PRINTERHOSTNAME="Printer Host Name"'
   Where [xxx] is the version number of Océ Publisher Select to be deployed.
   Example: PublisherSelect_v1.7.exe -i silent -DUSER_INPUT_PRINTERHOST-NAME="ColorwavePrinter.oce.com"
   Possible command line arguments are:

'-DUSER_INPUT_PRINT-ERHOSTNAME'	to indicate the host name of the printer. You can type the printer host name, full DNS or IP address. example: '-DUSER_INPUT_PRINTERHOST-NAME="134.185.139.123"'
'-DINSTALL_USER_MAN-UAL_FILE_PATH'	to install the user manual and create a shortcut to it: example of installation of the user manual v1.7 in British English: '-DINSTALL_USER_MANU-AL_FILE_PATH="D:\Manuals\OPS_UM_1-7_en_GB.pdf" '

'-DUSER_INPUT_ICON'	to create shortcuts. By default the system creates a shortcut on the Programs group for the current profile. Declare a location or an option and set '1' to activate it or '0' to deactivate it. examples: To create shortcuts for all users: '-DUSER_INPUT_ICON_FOR_ALL_USERS=1' To create a shortcut on the desktop: '-DUSER_INPUT_ICON_ON_DESKTOP=1' To create a shortcut in the Start menu of the Programs group: '-DUSER_INPUT_ICON_ON_STARTUP-MENU=1' To create a shortcut in the Quick Launch bar (for the current user only): '-DUSER_INPUT_ICON_ON_QUICKBAR=1'
'-DUNINSTALL_SHORT-CUT'	to not create a shortcut to the Océ Publisher Select uninstaller. example: '-DUNINSTALL_SHORTCUT=DO_NOT_IN-STALL '
'-DINSTALLER_LOCALE'	to set the default language. Possible values are: en, de, es, fr, it, nl, ja, cs, da, fi, hu, no, pl, pt, sv, ru, zh_TW, zh_CN, ko. example: '-DINSTALLER_LOCALE="en"'

Upgrade

Introduction

You can upgrade the software (from the version 1.1 or higher) to a newer version. Reminder: only 1 version of the application can run on a workstation.

Use the same user rights for the upgrade as the ones you used for the installation.

Before you begin

When the installation was performed with:
- basic user rights, log on to the workstation with the same user profile to upgrade the application.
- Administrator rights, make sure you are logged on to the workstation with the same rights to upgrade the application for all the users' profiles.
(Administrator rights on a Windows Vista or Windows 7 platform, Administrator or Power User rights on a Windows Server 2003 or XP platform).

To allow a basic user to upgrade an application previously installed with Administrator rights:

1. Log on to the workstation with Administrator rights
2. Uninstall the application
3. Log on to the workstation with the basic user rights
4. Install the new version of the application.

Required tool

■ The installation files retrieved from the software CD or downloaded from the International Corporate Website.

| i | *Note:*
An error message will pop-up and the upgrade will abort if:
- the version of the software installed on the workstation cannot be upgraded. Then, uninstall the previous version to install the new one.
- a newer version of the software is already installed.
- there is not enough free disk space (150 to 300 MB).

Upgrade Océ Publisher Select on a workstation

1. Insert the software CD in the CD drive or double click on the .exe file to launch the application.

i   *Note:*
On the CD, click 'Install Océ Publisher Select' or 'Install Océ Publisher Select and User Manual' to start the installation.
You can also browse the content of the CD, install an additional software and open the documentation.

2. Select your language
3. An introduction window is displayed, showing the Océ Publisher Select version number. Click Next
4. The system detects that a version of Océ Publisher Select is already installed. It displays the 'Upgrade' window
Read the message. Make sure that no version of Océ Publisher Select is running.
5. Click Upgrade to install the new version
6. Read and accept the 'License Agreement' to continue
7. A summary of the installation to be performed is displayed. You can check the information. Click 'Install' to perform and complete the installation.
8. At the end of the installation, click 'Done' to exit

Result

When the installation is completed, a confirmation window is displayed. You can close the window (click 'Done')

Note:
If there is any trouble (insufficient disk space for example), an error message is displayed and the installation is aborted.

We recommend that you launch Océ Publisher Select to check that the connection to the printer is correctly established.

Silent upgrade

1. Open a Command window
2. Use the following command line:
   'PublisherSelect_v[xxx].exe -i silent -DUSER_INPUT_PRINTERHOSTNAME="Printer Host Name"'
   Where [xxx] is the version number of Océ Publisher Select to be deployed.
   Example: PublisherSelect_v1.8.exe -i silent -DUSER_INPUT_PRINTERHOST-NAME="ColorwavePrinter.oce.com"
   The system will detect the previous version of the software and will upgrade it.
   To prevent the upgrade, use the following command line argument:

' -DPUBLISHER_UP-GRADE'	to disable the upgrade function. example: ' -DPUBLISHER_UPGRADE=DISABLED'

Uninstall Océ Publisher Select

Introduction

To easily uninstall the application from a workstation you can:

- Launch the Océ Publisher Select uninstaller (from **Start - Programs - Océ Publisher Select - Uninstall Océ Publisher Select**)
- Remove Océ Publisher Select through the 'Add or Remove programs' utility.

| i |

Note:
To uninstall the application from a Vista platform, use the 'Uninstall or change a program' utility.

Before you begin

Make sure the application is stopped.

When installation was performed with:
- basic user rights, log on to the workstation with the same user profile to uninstall the application.
- Administrator rights, make sure you are logged on to the workstation with the same required rights:

- Administrator rights for an uninstallation on a Windows Vista or Windows 7 platform.
- Administrator or Power User rights for an uninstallation on a Windows Server 2003, or XP platform.

Uninstall Océ Publisher Select using the uninstaller

1. Go to **Start - Programs - Oce - Oce Publisher Select**
2. Select Uninstall Océ Publisher Select.
3. Uninstallation is processed.

Uninstall Océ Publisher Select through the 'Add or Remove programs' utility

1. Open the 'Add or Remove programs' window (from **Start - Settings - Control Panel**)
2. Select Océ Publisher Select
3. Click 'Change/Remove'
4. Uninstallation is processed.

Result

During the uninstallation, all the Océ Publisher Select components are deleted.
Only the log files (located in [user home]/Océ Publisher Select) and the local user data
are kept.

When the uninstallation is completed, a confirmation window is displayed.

Note:
When you uninstall Océ Publisher Select after a silent installation, the uninstallation is
silently performed, with no display of a confirmation window at the end of the process.

Chapter 3
Use Océ Publisher Select

First use of Océ Publisher Select

Purpose

When you are using Océ Publisher Select for the first time, follow the steps below to:

- Check the status of the printer
- Set up and configure your application
- Submit your first job to the printer

Before you begin

Make sure the printer is connected to the network and switched on.
Install the printer.Océ Publisher SelectInstall the on your client workstation and connect to the printer.

> *i* *Note:*
> If the application cannot connect to the printer, the login window pops-up. Type in the correct 'Printer Host Name' or IP address.

First use of Océ Publisher Select

1. Check the 'Printer Status' (see *' 'Printer Status' '*on page 30)
2. Check the printer information (see *' 'Printer Information' '*on page 31)
3. Check and configure your 'User Preferences':
   - Select your language and units (see *' 'Localization' '*on page 32)
   - Set the 'Filters' (see *' 'Filters' '*on page 33) and 'Options' (see *' 'Options' '*on page 35)
   - Configure the banner page (see *'Banner configuration '*on page 34)
4. Configure the 'Templates' (see *'What are 'Templates'? '*on page 38) and select the default template
5. Create a job (see *'Create a job '*on page 54)
6. Edit and adjust the document print settings (see *'The 'Edit Document Print Settings' window '*on page 61)
7. Print the job (see *'Print a job '*on page 90)
8. Track and manage the submitted job (see the *Track a submitted job section* on page 93).

Use Océ Publisher Select with different Océ printer models

Introduction

You can connect Océ Publisher Select to different printer models.

Change the printer connected to Océ Publisher Select

1. Open Océ Publisher Select and connect it to a printer
2. Click 'Edit preferences...' to open the 'User Preferences' window
3. Open the 'Options' tab
4. In the section: 'When starting the Océ Publisher application', check the option: 'Always open the login window to select the printer' (see ' *'Options'* 'on page 35)
5. Click 'OK'
6. Close Océ Publisher Select
7. Re-launchOcé Publisher Select.
   The application restarts immediately.
8. Select the other printer model in the list of printers or enter the printer 'Printer Host Name' or IP address
9. Login

Check the printer information

'Printer Status'

Display the 'Printer Status'

1. At the bottom of the Océ Publisher Select main window ('Jobs'), you can check the 'Printer Status':
   - the list of jobs in the print queue (with the job name and the job owner)
   - the list of loaded media
   - the level of toner in the cartridges (for Océ color printers that provide this option)
   - the status of the connection to the printer, in the status bar

2. Click the link 'Connected to' [printer name or IP address] to open the Océ Express WebTools in a web browser.

Note:
This link is available only for printer controllers equipped with Océ Express WebTools.

'Printer Information'

Definition

From the main window ('Jobs'), click 'New' to open the 'New Job' window.
In the 'Job Composition' panel, click on the printer name (underlined) to display the general printer information and the lists of media enabled/loaded on the printer.

'Printer Information'

In the tabs you find the following information:

■ 'General': the printer general information ('Name', 'Description', 'Location').
■ 'Enabled Media': the list of all media previously configured and enabled on the printer.
■ 'Loaded Media': the list of all loaded media.
It displays the printer 'Loaded Rolls' with the media type and size actually loaded, as well as the length of the remaining media on the roll. For an empty roll, it displays the last media used on this roll.
For printers equipped with trays, it displays the content of 'Loaded Trays'.

Note:
After any change in the media (Media enabled or 'Supported media sizes') on the printer, it is recommended to restart the Océ Publisher Select application.

Set the User Preferences

'Localization'

Introduction

Through the 'Localization' window, you can define the 'Language' and the 'Measurement unit' ('Inch' / 'Millimeter') to be used in the client application.

1. In the top menu of the main application window, select 'Preferences'.
2. Click 'Edit preferences...' to open the 'User Preferences' window.
3. Open the 'Localization' tab.

Select the required language and units

1. Select the 'Language' you want to apply to the client application,
2. In the 'Measurement unit' section, select 'Inch' or 'Millimeter',
3. Click 'OK',
4. Restart the application.

'Filters'

Introduction

You can create and define new 'Filters' to filter the files of a selected format in the 'Add documents' window. You can also modify the default filters (change the name, the extensions).

You can create a list of filters per printer type.
For example, you can create filters to filter files to be printed to the Océ ColorWave 600 and other filters for files to be printed to the Océ TDS750 printer.

1. In the top menu of the main application window, select 'Preferences'.
2. Click 'Edit preferences...' to open the 'User Preferences' window.
3. Open the 'Filters' tab.

Each extension must start with "*." and display at least one character after "*.".

| i | *Note:*
The filters are not case sensitive. |

'New'

Click the 'New' button to create a new filter. Enter the name, click 'Edit' to define the extension selected for the filter (see below).

'Edit'

Select a filter and click the 'Edit' button to make it editable. Enter or change the extension. To add several extensions to a filter, separate them by a semicolon: '*.hp;*.hpg;*.hpgl'.

'Rename'

Select a filter and click 'Rename' to make the name editable. Change the name.

'Remove'

Select a filter and click the 'Remove' button to delete it.

'Default'

Click the 'Default' button to delete all the user defined filters and restore the default filters.

Banner configuration

Introduction

Through the 'Banner' window, you can define the 3 settings to be used by default on each banner added to a set: the banner 'Size', the 'Company name' and the 'Company logo'.

To activate this banner page to a job, you can either:
- Check the 'Add the banner to all new jobs' box
or
- Click 'Add a banner by set' in the 'Job Information' section (see *'The 'Job Information' section'* on page 48).

1. In the top menu of the main application window, select 'Preferences'
2. Click 'Edit preferences...' to open the 'User Preferences' window
3. Open the 'Banner' tab

Configure the banner preferences

1. Select the size of the banner page (A4 or letter)
2. Type the name of the company (40 characters maximum)
3. Browse to the logo file to upload it (3 MB maximum)
   You can load a jpg, gif or png file of the recommended size 100 x100 pixels.
4. Check the box to add this banner page, by default, to all the jobs you will create

'Options'

'When starting the Océ Publisher application'

- Check the option ('Always open the login window to select the printer') to be able to select the printer to connect to (among the 10 last used) when you start the application. The login window will then pop-up each time you launch the application.
  Activate this option to use Océ Publisher Select with different printers.
- Check the option 'Always clean up the active Hot Folder' when you want the application to remove all files from the folder each time it is started.
  Note that all files sent to the Hot Folder while no instance of Océ Publisher Select was open will be removed from the folder and will not be printed.
  This option is available only when the Hot Folder is activated in the ' Hot Folder configuration'

'Automatic detection of the legend' - 'Timeout'

Check the 'Timeout' option to limit the time the application can use to detect the legend. Set the value of the timeout, in seconds.

' Hot Folder configuration'

You can define a Hot Folder from which each new document is automatically added to the current job.

1. Check the box to activate the Hot Folder
2. Define the folder that will be scanned by Océ Publisher Select.

Océ Publisher Select will permanently scan the content of this folder. The application will add to the current job each new file found in the Hot Folder, applying the default template.

When the job is completed, click 'Print' to print it.

Behavior
When you start Océ Publisher Select, the files stored in the Hot Folder are not added to a job. The Océ Publisher Select application collects only the new files that arrive in the Hot Folder while it is running.
The files in the Hot Folder must contain more that 4 kb of data to be printed.
After the print, the file remains in the Hot Folder in order to be reprinted later on, if needed.
Make sure you regularly clean up the Hot Folder to empty it, or activate the 'Always clean up the active Hot Folder' option.

'Auto print' option

When the Hot Folder is activated, you can configure 'Auto print' to automatically print each document found in the Hot Folder.
When a file (new file's name) is added to the Hot Folder, Océ Publisher Select detects it. It adds it to a new job.
As soon as the job is ready, it is automatically printed.

In case of error
When a document is in error, the job composition window stays open. The document in error requires the user intervention.
The application still detects all additional documents in the Hot Folder. It adds them to the job.
After the problem is solved, the user can then send the complete job to the printer.

'Basic accounting'

Purpose

Activate and pre-define the 'Basic accounting' information in the 'User Preferences' to send these default accounting IDs jointly with new all jobs.

This accounting information can be disabled or changed for a specific job in the 'Job Information' (see)

1. In the top menu of the main application window, select 'Preferences'.
2. Click 'Edit preferences...' to open the 'User Preferences' window
3. Open the 'Basic accounting' tab
4. Check the option to activate it
5. Enter the 'Account ID' and 'User ID' to send by default jointly with all new jobs

> *Note:*
> The 'Account ID' and 'User ID' can contain up to 256 characters.
> The accounting information cannot be stored in a template or in a saved job (.OJZ).
> A duplicated job contains the same accounting information as the original one.

Result

This accounting information sent with the job will be logged into a .CSV file in the printer controller (get it from the ftp://[Printer_IPaddress]/logging/ folder).

Define and select a Template

What are 'Templates'?

Definition

In a template you can define a set of settings to be applied by default to every document when added to a job.
These settings are applied when you add a document using the 'Add documents' window or the drag and drop method.

A built-in template is provided by default ('Publisher Select default template'). It cannot be changed or deleted.

You can create, edit, rename and delete your own templates.

You can create a list of templates per printer type.
For example, you can create templates to submit jobs to the Océ ColorWave 600 printer and other templates to submit jobs to the Océ TDS750 printer.

You can set any created template as the default template for a printer.
The default template name is displayed at the bottom of the Océ Publisher Select main window ('Jobs'), in the status bar.

Content of a template

In a template, you can define the default values for:

- the specific settings of each 'File format'
- the 'Image' settings ('Image orientation', 'Legend position' and 'Automatic detection of the legend' - detailed in *'Set the 'Image Properties' '* on page 63)
- the 'Media' settings (see *'Set the default behaviour for the media selection'* on page 40)
- the 'Layout' settings ('Orientation of the image on the media', 'Alignment' and 'Margins' - detailed in *Layout settings* on page 73)
- the 'Rendering' settings ('Color mode', 'Print mode' and the 'Print optimization' (detailed in *Rendering settings* on page 76)
- the 'Finishing' settings ('Additional strips', 'Finishing options' and 'Delivery destination' - detailed in *Finishing settings* on page 80)
- The 'Stamping' settings (detailed in *Stamping settings)* on page 83

By default, the system will apply these rules and values to all documents of every new job for the printer in question.
The availability and name of these settings depend on the printer.

Illustration
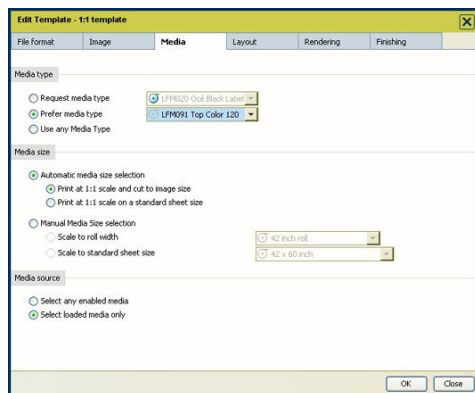
Set the default behaviour for the media selection

Definition

In the 'Media' section of a template, you define the way the system will behave when selecting a media for a document.

Media settings

Define the system behavior regarding:

- The 'Media type' selection
- The 'Media size' selection
- The 'Media source' selection

The lists in 'Media type' and 'Media size' subsections display the media enabled on the printer.
In these lists, icons show:
- the media actually loaded on the printer
- the empty rolls
- the unavailable media
The size of the rolls, the size of the standard sheets and the type of media displayed in the lists are the sizes enabled on the printer (they can be actually loaded or not on the printer).

'Media type' selection

Define the 'Media type' selection criteria:

'Request media type'	Select from the list the media (type and size) to be used by default. If the selected media is not found when a document is added to a job, the system displays a warning. You can then edit the file and select another 'Media type' before printing.
'Prefer media type'	Select from the list the media (type and size) to be used if available. If the media of the selected type and of a correct size is not found when a document is added to a job, the system proposes another media of the correct size, of any other type.
'Use any Media Type'.	The system proposes a media of the correct size (of any type). If several media sizes fit the image size, the media proposed is the printer default Media Type.

i   *Note:*
When the template refers to a media type that has been disabled on the printer controller, an error message is displayed: 'The selected media type is not available.'

'Media size' selection

'Automatic media size selection'

When you activate the 'Automatic media size selection', you keep a 100% scale and you can decide to cut the media to the image size or to a standard sheet size:

- 'Print at 1:1 scale and cut to image size' (default value)
- 'Print at 1:1 scale on a standard sheet size' (from a roll or a tray)

i   *Note:*
'Manual feed' is never used in templates and is never selected when the 'Automatic media size selection' is active.

'Manual Media Size selection'

When you activate the 'Manual Media Size selection', you can:

'Scale to roll width'	Scale the image to the width of a selected roll. Select the roll size.
'Scale to standard sheet size'	Scale the image to fit a standard sheet size. Select the standard sheet size (from a roll or a tray).

i   *Note:*
When the template refers to a media size that has been disabled on the printer controller, an error message is displayed: 'The selected media size is not available.'

'Media source' selection

When you add a file to a job, the system analyzes it and selects the most appropriate media size for this document.
Choose whether it must:

'Select any enabled media'	The system picks the media from the list of all media enabled on the printer, even if the selected media is not loaded on the printer.
'Select loaded media only' (default)	The system picks the media from the list of media actually loaded on the printer.

When the media is not available:

- In the 'Select any enabled media' mode, the system can select a media that is not loaded.
  When a submitted job requires an unloaded media, the job status turns into 'Waiting' ('Media not currently loaded on the printer.') and the job is held until you load the needed media.
- In the 'Select loaded media only' mode the system can select a media from an empty roll.
  When a submitted job requires a media from an (temporary) empty roll, the status of the job turns into 'Waiting' ('Media not currently loaded on the printer.') and the job is held until you load the needed media.

Note:
When the media is unavailable and the job is in 'Waiting' status, the name of one missing media is displayed in a tooltip. Position the mouse over the job to display the tooltip.

Create and manage templates

Introduction

You can use the Océ Publisher Select built-in template ('Publisher Select default template') or create new templates for your printer models.

When to do

The creation of a template is useful when you print images with common features or when you want to apply the same print settings to all your jobs.
For instance, you can create a template related to folding, in which you activate the 'Automatic detection of the legend' and you set the fold settings. The Océ Publisher Select will analyze all files loaded using this template in order to fold them according to the template settings, with the legend on top of the folded packet.

Before you begin

The templates you create for a printer model are specific to this model.
Connect to the relevant printer to create the templates related to this printer.

Create a new template

1. Open 'Preferences' in the top menu of the main application window
2. Select 'Templates' - 'Create a new template...'
3. In the 'Create New Template' window, define the print settings to be applied by default
4. Click 'OK'
5. In the dialog box, enter a name for the template
6. Click 'OK' to save the new created template and close the window.

Result

The template is now available in the template list (displayed in the top menu 'Preferences' - 'Templates')

Edit or duplicate a template

1. Open 'Preferences' in the top menu of the main application window
2. Select 'Templates' - [Template name] and:
   - 'Edit...' to open the selected template in edition mode
   - 'Duplicate' to open a copy of the selected template

3. Check and change the print settings if needed
4. Click 'OK' to save the changes and close the window
5. In case of duplication, enter the name of the new template.

Set a template as default

1. Open 'Preferences' in the top menu of the main application window
2. Select the chosen template in the list of templates
3. Click 'Set as default.'

Result

This template is then marked. Its name is displayed in the status bar of the main window. The system will apply the print settings configured in this template to each document added to a job.

Manage a template in error

1. Open 'Preferences' in the top menu of the main application window
2. Select 'Templates' to display the list
3. Click on the template name displayed in red and edit it
4. The error message is displayed at the bottom of the window. Change the setting in error (unavailable media size, media type, finishing option or delivery destination).
5. Once the error is corrected you can validate and save the template.

Delete a template

1. Open 'Preferences' in the top menu of the main application window
2. Select the chosen template in the list of templates
3. Click 'Delete...'.
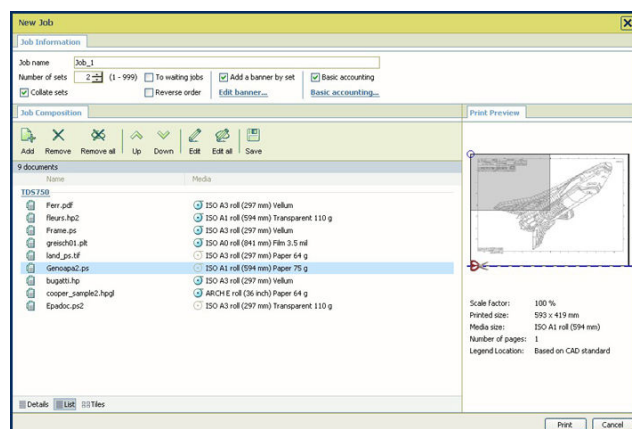
Compose a job

The New Job window

Introduction

From the main application window ('Jobs'), click 'New' or open a saved job to display the 'New Job' window.
In this 'New Job' window, you can create, edit, preview, save and print jobs.

This window is divided into 3 sections:

- 'Job Composition'
- 'Job Information'
- 'Print Preview'

[8] New Job window

The 'Job Composition' section

From the 'Job Composition' section you can:

- Add documents to a job (see *'Create a job '* on page 54)
- Display the printer information (see *' 'Printer Information' '* on page 31)
- Remove one or several documents from a job (see *'Remove a document from a job'* on page 56)
- Change the sequence of the documents in a job (see *'Change the print order'* on page 56)
- Check if a media of correct size and type is available.
- Edit the print settings of the documents (see *The 'Edit Document Print Settings' window '* on page 61)
- Save a job (see *' 'Save Job...' '* on page 57)
- Submit a job to the printer (see *'Print a job '* on page 90)

By selecting a document in the 'Tiles' or 'List' view, you can display a preview showing the way a document will be printed and some additional information (see *'The 'Print Preview' section'* on page 52).

Select a view

You can change the layout of the 'Job Composition' section, and display the documents either:

- In an ordered 'List'.
  For each document it displays the file 'Name' and the 'Media' to be used. Selecting a document displays a preview in the 'Print Preview' section.
- Organized by 'Tiles'.
  Each thumbnail represents the layout of a document on the media and indicates the media size. Selecting a document displays a preview in the 'Print Preview' section.
- In a detailed list ('Details').
  For each document it displays the file 'Name', the 'Media' to be used, the 'Scale', grayscale or color 'Rendering', the 'Print mode', the 'Finishing' option, the total number of pages to print and the number of 'Copies'.

If a document is going to be cropped, the icon displayed next to the document name becomes red in the 'Details' and 'List' views. In the 'Tiles' view, the cropped part is displayed in red.
When the system could not find a legend in the file ('Automatic detection of the legend': 'No legend in file' or 'Timeout'), the icon displayed next to the document name changes.

Note:
When you bring the mouse over the document 'Name', a tooltip opens and displays:
- the 'Document' path (in the file system)
- the document 'File Format'
- the 'Warning' and 'Error' messages, if any
- the 'Legend position'

The 'Job Information' section

Depending on your printer capabilities, you can set the 'Job name', the 'Smart Inbox' and the number and order of the job copies.
You can add and edit a banner page.
You can activate and set the 'Basic accounting'.

'Job name'

The default name is the name of the first file you added to the job.
You can customize the 'Job name'.

'Number of sets'

Specify the number of sets of the job you want to print, in the range 1-999.

'Collate sets'

When you request more than 1 copy, you can check/uncheck the 'Collate sets' box.

- Check this option to sort the multiple document copies in the order $D_1D_2D_3D_4$, $D_1D_2D_3D_4$ etc. (where D# is the document number in the job).
  This option is activated by default.
- Uncheck this option to sort the multiple document copies in the order $D_1D_1D_1$, $D_2D_2D_2$, $D_3D_3D_3$, etc. (where D# is the document number in the job).

'Smart Inbox' and 'Direct print'

On printers equipped with a 'Smart Inbox', every job submitted by Océ Publisher Select is automatically sent to a 'Smart Inbox' on the printer controller. The 'Direct print' option sends it to the printer queue.

For each job, you must specify a name for the 'Smart Inbox' to be used or created on the controller.
By default, the 'Smart Inbox' is the user login. You can keep it or change it.

To send the job to the printer queue and print it, make sure that the 'Direct print' option is checked.

> ℹ️ *Note:*
> The administrator of the print system can set up the workflow in order to block the 'Direct print' option and force all jobs to the 'Smart Inbox' only. In this case, the 'Direct print' option is unchecked and you cannot activated it in Océ Publisher Select.
> Then all the jobs you submit are stored in the 'Smart Inbox'. Only an additional manual action from the 'Smart Inbox' will start the print.
>
> To get more detailed information about the configuration and the behavior of the 'Smart Inbox', see your Océ printer documentation.

'To waiting jobs'

On printers equipped with a standard inbox (different from the 'Smart Inbox'), check the 'To waiting jobs' option to send the job only to the inbox on the controller.
When the option is activated, the job is stored in the inbox. Then you must manually start the print from the printer panel.

The default value and the behavior of this option are set on the printer controller.
To get more detailed information about the configuration and the behavior of the inbox, see your Océ printer documentation.

'Reverse order'

Check this option to print the documents of a job in the reverse order.
When you activate the 'Reverse order' for a job made of a banner page, a 'file1' and a 'file2':
The system will first print the 'file2', then the 'file1' and at the end the banner page.

> ℹ️ *Note:*
> This option keeps the order of the pages for a multipage document.

'Add a banner by set'

The 'Banner' is a an additional page of format 'A4 (210x297 mm)' or Letter (8.5"x11") that contains predefined text and image and that is printed before each set of the job.

When you add a banner, click 'Edit banner'... to open the banner 'Settings' page and:

- Select the banner 'Orientation'
- Select the 'Media type' to be used
- Select the 'Alignment' of the banner on the roll
- Add 'Notes'

■ Check the banner 'Print Preview'

The printed banner page contains the following information:

'Company logo'	configured in the 'Preferences' (see *'Banner configuration '* on page 34)
'Company name'	configured in the 'Preferences' (see *'Banner configuration '* on page 34)
'Printer hostname', 'Printer'	automatic
'Job Information': ■ Name of the logged user who submitted the job ('User') ■ Date and Time of the job submission ('Date', 'Time') ■ Job name ('Job name') ■ Number of documents in the set ('Documents') ■ Total sum of printed pages in the set ('Total pages in set')	automatic
Name of each document in the set (listed in columns, up to 40) Number of remaining documents	automatic
'Notes'	added in the 'Banner' 'Settings' ('Edit banner'...)

Note:
A banner page is never folded.

'Basic accounting'

From the 'Job Information' section you can activate, complete or change the 'Basic accounting' information ('Account ID', 'User ID') to send to the printer.
This user and account information is sent to the controller for accounting purposes. This is not mandatory.

Note:
The availability of the 'Basic accounting' depends on the printer.

Activate and fill in the 'Basic accounting' fields in the 'User Preferences' to send default accounting information with all jobs (see *''Basic accounting' '* on page 37).

You can disable or change this default information from the 'Job Information' section when needed, for a job:

- Uncheck the option to deactivate it
- Click the 'Basic accounting'... link to open the accounting information: check and change the 'Account ID' or 'User ID' when needed.

The 'Print Preview' section

Introduction

When you open the 'List' or the 'Tiles' view of a job, an interactive preview of the selected document is displayed in the right part of the screen. It shows how the system will actually print the document.

The preview shows:

- a thumbnail view of the document, in color or B&W
- the clipped area if any (in red)
- the margins added to the image if any (blue dash line)
- the image alignment (blue circle)
- the part of the image that will be placed on top of the folded packet (in gray), when folding is activated
- the strips, if any additional leading or trailing strip (in light gray)
- the direction of the paper feed (with the arrow)
- the cut location
- the system white space if any

Below the preview, the system displays the following file properties:

- the scale factor (in percentage of the original size)
- the size of the printed image
- the media size on which it will be printed
- the number of pages of the file
- the location of the legend, if any, based on the relevant CAD standard or manually selected

Note:
When you select a multipage document for which the 'Media size' is set to 'Automatic standard sheet size' or 'Automatic roll size', a 'Simulated preview' is displayed.
As the media and orientation will be selected by the system after the submission, this simulation displays the first page of the document in a prospective media and orientation. The final output can be different from this preview.

States of the preview

When the system does not display the print preview, it displays a message that describes:

- the state of the file analysis ('Generating preview', 'Interpreting document data.'...)

- the reason why it cannot display the print preview, when that occurs ('File format not recognized.', 'This document is protected.'...)
- whether you can print the document or not.

Create and save a job

Create a job

Introduction

From the main application window, click 'New' to open the 'New Job' window.

To compose a job you can:
- Open and use the 'Add documents' window to add files to the job
- Drag and drop folders and files from an explorer.

Before you begin

Fill in the 'Job Information' settings.

Create a job using the 'Add documents' window

1. From the 'Job Composition' section, click the 'Add' button to open the 'Add documents' window,
2. Browse your system (local or on the network) to the file to print,
3. Keep the default template or select another template to apply,
4. If needed, select 1 file format (in 'Files of type') to filter the files. Select 'All Filters' to display the files of all predefined formats (see ' *'Filters'* 'on page 33).
5. Select the file,

i Note:
You can select several files at a time (to a maximum of 1000 files in a job).

6. Click 'Open'. The selected file is added to the job.

Drag and drop a file into the 'Job Composition' section

1. Open both the 'New Job' window and an explorer window
2. Drag the file to print and drop it into the 'Job Composition' section.

i Note:
You can also drag a file from the workstation desktop.
You can also drop a file into the main 'Jobs' window.

Result

The system immediately starts to interpret the file.
It automatically selects the most appropriate media and orients the image on the media, according to:

- The size of the image in the document
- The settings set in the selected template (see *'What are 'Templates'?'* on page 38)

An error message is displayed in red if the format of a file is not supported. Remove the file from the job.
If no suitable media can be found, a warning message is displayed. Edit the document to manually select a media.

In case of folding:
If folding is selected by default on the printer or in the template, the system selects only a media (of type and size) that supports folding.
If no foldable media is available, a warning message is displayed.

You can always change the media proposed by the system by editing the file and selecting another media (type/size).
When the media you select does not support folding, an error message is displayed. You must select a foldable media (type and size) or disable the folding option to be able to print the job.

Change the print order or remove documents

Introduction

You can change the print order of the documents in a job.
From the section, you can remove one or several documents from the job before sending it to the printer.

Change the print order

1. Open the . **'New Job' - 'Job Composition'** section
2. Select the document to be moved,
3. Click 'Up' to move the document up to one row higher, 'Down' to move the document down to one row below.

Remove a document from a job

1. Select the document in the job,
2. Click 'Remove' to remove the selected document, or 'Remove all' to empty the job.

i

Note:
You can select and remove several documents at a time (using the Shift or Control key).

'Save Job...'

Introduction

You can save a job (job documents and their settings) in order to print it later or to share it.

When you save a job, the following settings are saved in the .ojz file:

- 'Job Information' ('Job name', 'Number of sets' and 'Collate sets' information)
- Document print settings
- 'Image Orientation'
- 'File format' settings
- 'Legend Location'
- 'Banner'settings ('Orientation', 'Media type', 'Alignment', 'Notes')

| *Note:*
The maximum size of an .ojz file is 4 GB.

When to do

You can save a new job after its creation (from the 'New Job'/'Job Composition' section) or save a submitted job from 'Jobs'/'Active jobs' or 'Jobs'/'History' section.

Save a completed job

1. Compose the job (see *'Create a job '* on page 54),
2. Click on 'Save' to open the 'Save' window,
3. Browse to the destination folder,
4. In the 'Document storage options' section, choose either to:
   - 'Store a copy of the documents' (to include the document files in the .ojz file) or
   - 'Store a link to the documents'
5. Fill in information in the 'Notes' field (optional)
6. Fill in a name for the file or keep the default 'Job name'
7. Click 'Save'. The [Name].ojz file is created.

| *Note:*
To save a job already submitted to the printer, see *'Save a completed job'* on page 98.

Open a saved file.

Open a saved file.

Introduction

You can open a job previously created and saved in Océ Publisher Select (.ojz) or in Océ Print Exec Workgroup (.xml) in order to print or reprint it.

You can also open a ZIP file directly in Océ Publisher Select to print the files.

i	*Note:* Before doing so, make sure the .zip file is not protected by a password.

1. In the main application window ('Jobs'), open the 'File' menu and select 'Open job...' (or click 'Open')
2. - To open a job saved with Océ Publisher Select, select 'Océ Publisher Select job file' and browse to the *.ojz file ('Océ compressed Job')
   The number and names of documents appear on the 'Description' section. Some 'Notes' describing the job can also be displayed if they have been typed during the 'Save job...' operation

i	*Note:* You can also: - drag the .ojz or file and drop it into the 'Jobs' window - double click on the .ojz file to open it in the application. - To open a job saved with Océ Print Exec Workgroup, select 'Océ Print Exec Workgroup job file' and browse to the .xml file - To open the content of a .zip file, select "Compressed archive file (ZIP)" and browse to the .zip file.

i	*Note:* You can also drag the .zip file and drop it into the main window

3. Click 'Open'. The 'Load Options' window is displayed (see)
4. Select the 'Load Mode' and click 'OK'
5. The job is loaded into the 'Job Composition' section.

[*i*]   *Note:*
Before printing the job, you can preview or edit each job's document to check it (*'The 'Edit Document Print Settings' window '*on page 61).

'Load Options'

Introduction

Before the system loads the job into the application, you can check the job content and set the 'Load Mode' in the 'Load Options' window.

| i | *Note:*
When loading a .zip file, the application loads only the documents and the settings of the default template are applied.

'Document List'

The 'Document List' displays the list of all documents included in the job.

'Load Mode'

1. Select one of the 'Load Mode' options:
   - 'Load only documents': select this option to load the documents using the print settings set in the default template.
   - 'Load documents and ignore or adapt non applicable settings': select this option to load the documents and let the application automatically replace the incompatible settings by system default values.
     Check the 'Display summary of ignored or changed settings per document' option to display the changes
   - 'Load documents using original settings': select this option to load the documents with their original settings.
     This option is disabled in case of errors or non-applicable settings.
2. Click 'OK' to preview the documents,

Edit and adjust the document print settings

The 'Edit Document Print Settings' window

Introduction

In the 'New Job' - 'Job Composition' window, select one or several documents. Click 'Edit' to open the 'Edit Document Print Settings' window.

Illustration
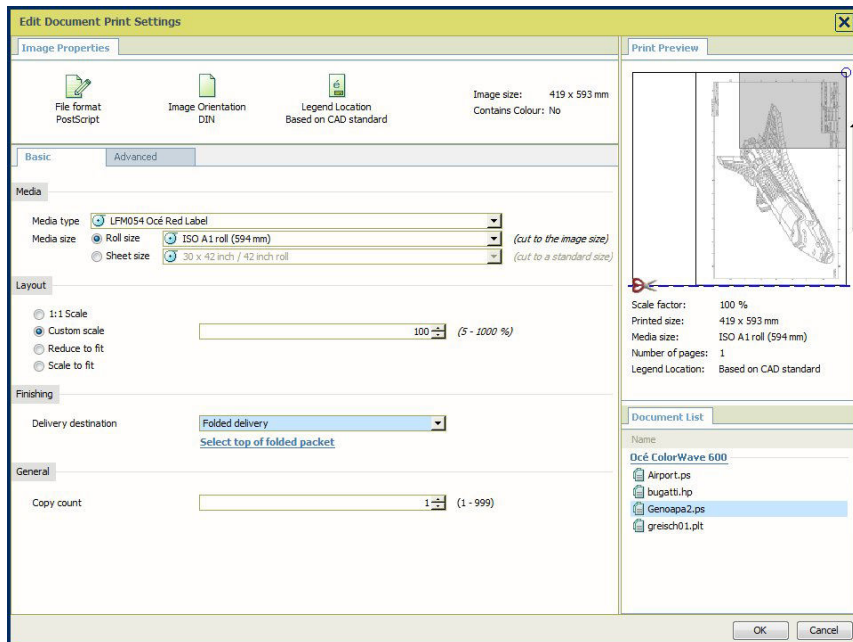
In the 'Edit Document Print Settings' window, you can:

- Select one document in the 'Document List' to display its properties, print settings and 'Print Preview' (see *'Check the 'Print Preview' '* on page 65).
  When you select several documents simultaneously in the 'Document List', the system only displays the setting values that are common to all documents. No preview is available in that case.
- Check and adjust the 'Image Properties' (see *'Set the 'Image Properties' '* on page 63)

- Tune the 'Basic' settings (see *' 'Basic' '* on page 66)
- Tune the 'Advanced' settings:
  - the 'Media' settings (see *'Advanced'/'Media' settings* on page 70)
  - the 'Layout' settings (see *' 'Advanced' / 'Layout' settings'* on page 73)
  - the 'Rendering' settings (see *' 'Advanced' / 'Rendering' settings'* on page 76)
  - the 'Finishing' settings (see *' 'Advanced' / 'Finishing' settings'* on page 80)
  - the 'Stamping' settings (see *''Advanced' / 'Stamping' settings '* on page 83)

$\boxed{i}$ *Note:*
When a feature is unavailable or not declared on the printer, the related settings are hidden or grayed out in the 'Edit Document Print Settings' window.

Set the 'Image Properties'

Introduction

In the 'Image Properties' section, you can describe the original image and control its display in the preview.

If needed, check and adjust the:
- 'File format' parameters
- 'Image Orientation': the 'Reading orientation' and the 'Legend position'.

$\boxed{i}$ *Note:*
The system uses this information to define how to print and fold the image.

'File Format'

Click the 'File Format' button to display the file format and the related parameters, if any.
You can modify the parameters if needed.

$\boxed{i}$ *Note:*
The availability of parameters depends on the format.

'Image Orientation'

Define the reading orientation of the original image. You can:

- Keep the default setting: 'Match CAD standard' to orient the image according to the selected standard.
- Manually select the 'Reading orientation':
  - 'Landscape': when the long edge of the image is the top of the image
  - 'Portrait': when the short edge of the image is the top of the image
- Use the rotation as it was saved in the original image by selecting 'No rotation (as in file)'

If needed, check the 'Add a 180 degrees extra rotation' box to rotate the image by 180 degrees.
This option can be used with any of the orientation values.

'Legend position'

When you set 'Automatic detection of the legend' in a template used to add a file, the system analyzes the image to find the location of the legend. It shows the selected corner in the 'Image Orientation' preview and in the general 'Print Preview'.
Check the 'Timeout' for the 'Automatic detection of the legend' in the 'User Preferences' (see *'Options'* on page 35).
When needed, adjust the 'Legend position' to get the legend on top of the folded packet, in case of folding. You can:

■ Keep the default setting: 'Match CAD standard' to place the legend according to the selected standard:
   - 'DIN': legend located at the bottom right of the image
   - 'ERICSSON': legend located at the top left of the image
   - 'AFNOR': legend located at the bottom right of the image
■ Manually select the 'Legend position' in the image by selecting a corner of the image in the list.
■ Select 'No legend' when the document has no legend and will not be folded.

When needed click on 'Select top of folded packet' to manually set the corner of the printout to display on top of the folded packet (see *Folded printout* on page 81).

Check the 'Print Preview'

'Print Preview'

The system displays an interactive preview to represent:

■ The way the system will print the image
■ The effects of the selected settings on the output.

The preview shows:

■ a thumbnail view of the document, in color or B&W
■ the clipped area if any (in red)
■ the margins added to the image if any (blue dash line)
■ the image alignment (blue circle)
■ the part of the image that will be placed on top of the folded packet (in gray), when folding is activated
■ the strips, if any additional leading or trailing strip (in light gray)
■ the direction of the paper feed (with the arrow)
■ the cut location
■ the system white space if any

Below the preview, the system displays the following file properties:

■ the scale factor (in percentage of the original size)
■ the size of the printed image
■ the media size on which it will be printed
■ the number of pages of the file
■ the location of the legend, if any, based on the relevant CAD standard or manually selected

> *Note:*
> When you select a multipage document for which the 'Media size' is set to 'Automatic standard sheet size' or 'Automatic roll size', a 'Simulated preview' is displayed.
> As the media and orientation will be selected by the system after the submission, this simulation displays the first page of the document in a prospective media and orientation. The final output can be different from this preview.

Set the Basic and Advanced settings

'Basic'

Introduction

In this tab, you can view the general main settings of a document.

Illustration

'Media'

You can manually select in the lists the 'Media type' and the 'Media size' to be used.
The lists display all the media (type and size) enabled on the printer (see ' *'Printer Information'* 'on page 31).
A media is actually loaded on the printer when both the size and the type of this media are available (blue roll icon).

- To cut the media to the size of the image, select a 'Roll' in the 'Media size'.
- To cut to a standard sheet size, select a 'Sheet size'.
  Select 'Automatic standard sheet size' to let the application select the best roll or sheet from a tray to print the file on a relevant standard size.

- When the printer is equipped with trays, you can select the size of the sheet from the tray by selecting the 'Tray size'.
- When the 'Manual feed' feature is available on the printer, you can select 'Manual feed' and indicate the size of the sheet you will manually load.
  Always load the sheet in portrait orientation.

Multipage documents
Select 'Automatic standard sheet size' or 'Automatic roll size' when the file to print is a multipage document containing pages of various sizes and orientations.

- The system will select, at print time, a loaded media (of the selected type) that best fits the size of the image, for each page of the document.
- Océ Publisher Select displays a 'Simulated preview' of the first page of the document. This simulation is based on the media loaded declared in Océ Publisher Select and on the printer configuration. It can be incorrect if this configuration is changed at print time.

Note:
If you select a media not loaded on the printer (or if the roll is empty) and submit the job, the job status will turn into 'Waiting' ('Media not currently loaded on the printer.') and the job will be held until you load the selected media.

Note:
'Warning' in case of folding: if the media you select does not support folding, an error message is displayed. You must select a foldable media (type and size) or disable the folding option to be able to print the job.

'Layout'

Define if the image is scaled or not. Select:

'1:1 Scale'	to keep the original image size.
'Custom scale'	to define a custom scale value (the scale range depends on the printer)
'Reduce to fit'	for an 'Automatic scale down when image is larger than media'
'Scale to fit'	for an 'Automatic scale to the media size'

'Finishing'

The 'Delivery destination' depends on the printer capabilities and on the 'Fold' capability.

Output delivery (without folding)

According to the printer, you can set the 'Delivery destination' of an unfolded printout to:

- The printer back output:
  - 'Copy Delivery Tray'
  - 'Two-tray stacker'
  - 'External output'
  - 'Back output'
  - 'Lower receiving tray'
- The upper output:
  - 'Top Delivery Tray (TDT)'
  - 'Integrated Receiving Tray'

Fold a job

When a folder is declared in the print system, you can select 'Folded delivery' as the 'Delivery destination' to fold the printout.

Check or select the top of folded packet

When the 'Folded delivery' option is selected, the system checks the 'Image Properties' to define the position of the legend. The goal is to fold the output with the legend on top of the folded packet (see *'Legend position '* on page 64)

Note:
When the selected media and print settings do not allow the folded output to be delivered with the legend on top of the folded packet, a warning message is displayed ('The legend will not be on top of the folded packet.').

In the 'Print Preview', check which corner of the document will be put on top of the folded packet.
You can manually select or change the top of the folded packet. Click 'Select top of folded packet' and select the corner to display on top.
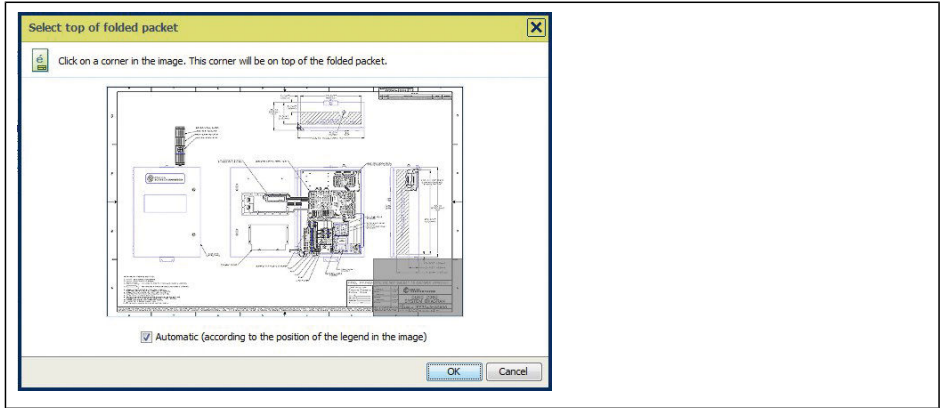
Open the 'Advanced'/'Finishing' tab to set the finishing options (see *'Advanced' / 'Finishing' settings'* on page 80).

Note:
When the selected media and print settings do not allow the folded output to be delivered with the legend on top of the folded packet, a warning message is displayed ('The legend will not be on top of the folded packet.').

Note:
Some media types (thick media) cannot be delivered to the 'Top Delivery Tray (TDT)' or to the folder.
A media from a roll wider than 36 inches cannot be delivered to the folder.

'General'

Enter the number of copies of the document to print, between 1 and 999 ('Copy count').

'Advanced' / 'Media' settings

Introduction

When adding a file to a job, the system automatically selects the most appropriate media to be used for printing, according to:

- Automatically applies the default print settings defined in the template
- The size of the image in the document
- The folder value

You can manually pick out the media to be used if either:

- When the system does not find an appropriate media
- You want to use another media than the one selected by the application, or
- When you have changed some print settings in the file (the 'Scale factor', the 'Orientation of the image on the media'...).

Illustration

'Media'

You can manually select in the lists the 'Media type' and the 'Media size' to be used. The lists display all the media (type and size) enabled on the printer (see ' *'Printer Information'* 'on page 31).

A media is actually loaded on the printer when both the size and the type of this media are available (blue roll icon).

- To cut the media to the size of the image, select a 'Roll' in the 'Media size'.
- To cut to a standard sheet size, select a 'Sheet size'.
  Select 'Automatic standard sheet size' to let the application select the best roll or sheet from a tray to print the file on a relevant standard size.
- When the printer is equipped with trays, you can select the size of the sheet from the tray by selecting the 'Tray size'.
- When the 'Manual feed' feature is available on the printer, you can select 'Manual feed' and indicate the size of the sheet you will manually load.
  Always load the sheet in portrait orientation.

Multipage documents

Select 'Automatic standard sheet size' or 'Automatic roll size' when the file to print is a multipage document containing pages of various sizes and orientations.

- The system will select, at print time, a loaded media (of the selected type) that best fits the size of the image, for each page of the document.
- Océ Publisher Select displays a 'Simulated preview' of the first page of the document. This simulation is based on the media loaded declared in Océ Publisher Select and on the printer configuration. It can be incorrect if this configuration is changed at print time.

Note:
If you select a media not loaded on the printer (or if the roll is empty) and submit the job, the job status will turn into 'Waiting' ('Media not currently loaded on the printer.') and the job will be held until you load the selected media.

Note:
'Warning' in case of folding: if the media you select does not support folding, an error message is displayed. You must select a foldable media (type and size) or disable the folding option to be able to print the job.

'Media information'

According to the media selected and the printer capabilities, the 'Media information' indicates the 'Media source' to be used and the 'Media orientation' to be used.

'Advanced' / 'Layout' settings

Introduction

You can define the layout of the image on the media.

Illustration
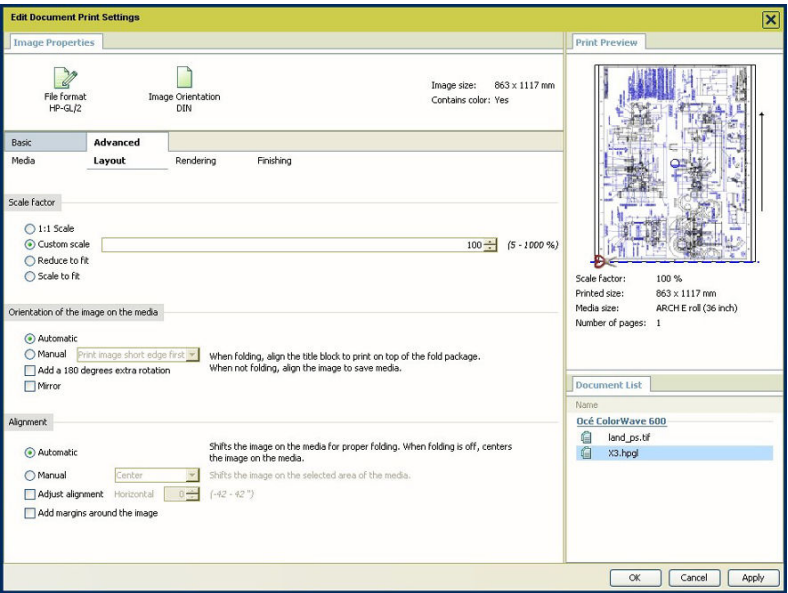
'Scale factor'

Define the 'Scale factor' if the image must be scaled on the printout. Select:

'1:1 Scale'	to keep the original image size.
'Custom scale'	to define a custom scale value (the scale range depends on the printer)
'Reduce to fit'	for an 'Automatic scale down when image is larger than media'
'Scale to fit'	for an 'Automatic scale to the media size'

'Orientation of the image on the media'

You can change the image orientation on the media by selecting either:

- 'Automatic': the orientation of the image is selected by the system in order to optimize the position of the image, according to the settings defined ('Folding', 'Legend position'...).
- 'Manual', to manually define the orientation of the image on the media, according to the media previously set in the 'Basic' or 'Media' tab.

When the 'Media size' is:	You can decide to:
A 'Sheet size', a 'Tray size' or a sheet from the 'Manual feed'	'Print image short edge first': 'The short edge of the image is aligned to the leading edge of the media.'
	'Print image long edge first': 'The long edge of the image is aligned to the leading edge of the media.'
	'Print image on a portrait sheet': 'The top of the image is aligned to the short edge of the media.'
	'Print image on a landscape sheet': 'The top of the image is aligned to the long edge of the media.'
A 'Roll size'	'Print image short edge first'
	'Print image long edge first'

In all cases, you can select:

- 'Add a 180 degrees extra rotation' to rotate the output by 180 degrees
- 'Mirror'

'Alignment'

You can choose the way the image is aligned by selecting either:

'Automatic':	Recommended for most users. It is the best option when 'Orientation of the image on the media' is set to 'Automatic'. When folding is activated, the system aligns the image to the corner of the media that will be on the top of the folded packet. When folding is off, it centers the image on the media.
'Manual':	It shifts the selected side or corner of the image to the edge of the media.

'Adjust alignment' :

You can change the alignment of the image on the media.
The reference is the image displayed in the 'Print Preview'. You can immediately check the effect of the adjustment in the preview.

Activate the option and type in a value:

- In the 'Horizontal' field, a positive value shifts the image to the right of media.
  A negative is a shift to the left
- In the 'Vertical' field, a positive value shifts the image to the bottom of media.
  A negative value shifts it to the top.
  Check the result of the shift in the 'Print Preview'.
  You can set this value when you selected a 'Sheet size' or a 'Tray size', or 'Manual feed' as the 'Media size'.

'Add margins around the image'

Note:
The availability of this option depends on the printer.

Define whether the image to be printed needs additional margins. The additional margins compensate for the non-printable area on the media.

If there are no margins (white space) arranged in the print file, select the 'Add margins around the image' option.
This option adds an additional margin to each side of the print content in order to avoid cropping. It increases the size of the output.
Check the result in the'Print Preview' and adjust the media size in case of cropping.
You can configure the size of these added margins in the printer configuration tool: from 3mm (default) up to 5mm (0.12 to 0.19 inch).

It is recommended to select this option when:
- the content of the print file covers 100% of the file (no border) and the size of the image is the same as the size of the selected media.
- the content of the print file covers 100% of the file (no border) and the image is smaller than the selected media.

'Advanced' / 'Rendering' settings

Introduction

Depending on your printer capabilities, you can tune the color settings and rendering options.

Illustration
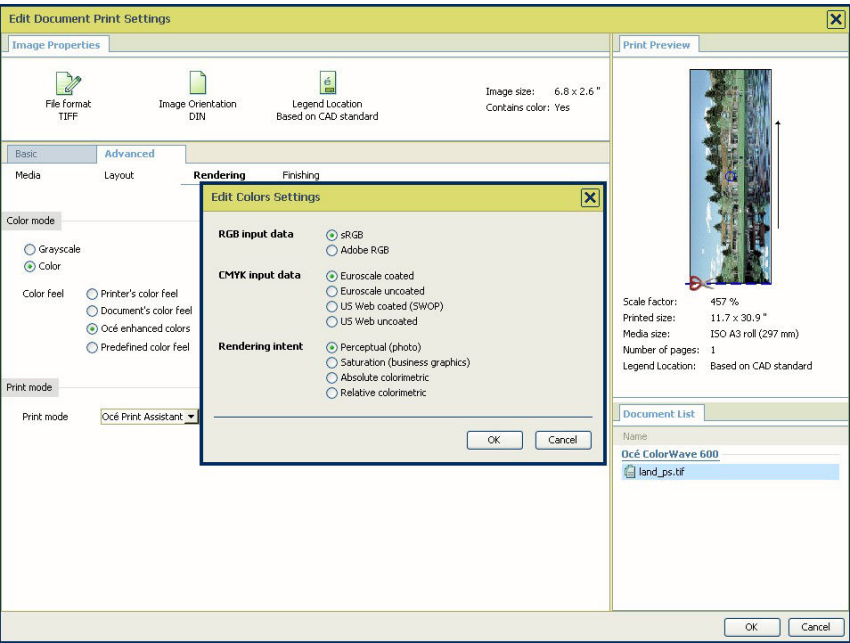
'Color mode'

Define whether the document is printed in 'Color' or in 'Grayscale'.
When you select 'Color', you are invited to define the 'Color mode'. Select:

'Printer's color feel'	to use the default value set on the printer.
'Document's color feel'	to use the color feel embedded into to the file. This information was set by the application that created the file.
'Océ enhanced colors'	to manually fine-tune the combination of the color input data and 'Rendering intent'.
'Predefined color feel'	to fine-tune the rendering of the printed colors.

'Color mode': 'Océ enhanced colors'

When the color feel is set to 'Océ enhanced colors', you can define the color settings for the selected file.
Click 'Edit' to open the 'Edit Colors Settings' window and configure the settings:

- the RGB data interpretation: 'sRGB' or 'Adobe RGB'.
- the CMYK data interpretation: 'Euroscale coated', 'Euroscale uncoated', 'US Web coated (SWOP)' or 'US Web uncoated'. This setting is not available for HPGL/2, HPGL or HP-RTL files.
- the 'Rendering intent': 'Perceptual (photo)', 'Saturation (business graphics)', 'Absolute colorimetric', 'Relative colorimetric'.

Note:
The availability of the print settings depends on the format of the file.

Note:
For a file, the default value of each color setting is the default value defined for this type of file.

'Print contains' / 'Print optimization'

Depending on printer capabilities, you can declare the content of the print file to get the best print quality based on the type of content:

Note:
The availability of the setting and values depends on printer capabilities.

'Standard'	No special optimization.
'Text' or 'Lines/Text'	To optimize the print process for detailed information, such as sharp lines and text. Intended for prints to be viewed from nearby.
'Poster' or 'Poster or photo'	Recommended for plots with large area fills, photo, and graphic arts applications.

'Print Mode' / 'Quality'

Select the quality level to be applied:

Note:
The availability of the setting and the values for 'Print mode' or 'Quality' may differ depending on the printer.

Example: Print modes available on the Océ ColorWave 600 and Océ ColorWave 300 printers

Setting	Description
'Océ Print Assistant'	The 'Océ Print Assistant' selects the best print setting for each document, based on the graphical content (for a detailed information, see the Océ Express WebTools documentation).
'Economy'/'Check'	The fast 'Economy' print setting will be used for low coverage area files. This setting is appropriate for fast printing of 2D-CAD drawings.
'Production'/'Release'	Select 'Production' for regular prints. This setting is appropriate for printing high-quality 2D-CAD drawings and low coverage area prints (GIS). This setting is also appropriate, in most cases, for high coverage area prints (3D-CAD, posters, photos).
'Presentation'	You can use 'Presentation' for excellent quality printing of high coverage area prints (3D-CAD, posters, photos).

Print modes available on Océ ColorWave 6x0 PP

Setting	Description
'Express'	This setting is appropriate for high-speed printing of application with large viewing distance (> 4 m) and low toner coverage. The print speed is around 30 seconds per A0.
'Express Plus'	This setting is appropriate for high-speed printing of application with large viewing distance (> 4 m). The print speed is around 40 seconds per A0. 'Express Plus' prints with an higher density than 'Express'.
'Production'	This setting is appropriate for regular prints with a viewing distance of (2 - 4 m). The print speed is around 60 seconds per A0. 'Production' prints with an higher density than 'Express Plus'.
'Production Plus'	This setting is appropriate for regular prints with a viewing distance of (2 - 4 m). The print speed is around 80 seconds per A0. Use 'Production Plus' if prints that are printed with the 'Production' print setting show print artefacts that you want to reduce. 'Production Plus' prints with the same density as 'Production'.

Setting	Description
'Quality'	This setting is appropriate for high quality prints with a relative short viewing distance (1- 2 m). The print speed is around 160 seconds per A0. Use this print setting for prints that need color depth and need to be banding free 'Quality' prints with the same density as 'Production Plus'.
'Quality Plus'	This setting is appropriate for high quality prints with a relative short viewing distance (1- 2 m). The print speed is around 190 seconds per A0. 'Quality Plus' prints with an higher density than 'Quality'.

'Pen rendering options'

To define the 'Pen policy', you can choose to:

- 'Use the document pen table' to use the pen table set on the document ticket (if any).
- 'Use the printer default pen table', to apply the pen table defined on the printer.

Note:
This option is displayed when the file format allows the use of a pen table.

'Advanced' / 'Finishing' settings

Introduction

The 'Finishing' options displayed depend on the printer available options.

'Additional strips'

Depending on the printer capabilities, you can add a 'Leading strip', a 'Trailing strip', or a 'Binding strip' to correct the length of the output. The adjustment of the edges changes the output format.
The 'Leading strip' adds a strip at the top of the printout (0 to 400 mm / 0 to 15.74 in).
The 'Trailing strip' adds a strip at the bottom of the printout (0 to 400 mm / 0 to 15.74 in).

The 'Binding strip' is an additional strip set to punch holes or to create tabs on a folded printout.

| i | *Note:*
The system displays the units ('mm'/'in') defined in the 'User Preferences'. |

'Finishing options'

The 'Delivery destination' depends on the printer capabilities.

Depending on the printer, you can set the 'Delivery destination' of an unfolded printout to:

- The printer back output:
  - 'Copy Delivery Tray'
  - 'Two-tray stacker'
  - 'External output'
  - 'Back output'
  - 'Lower receiving tray'
- The upper output:
  - 'Top Delivery Tray (TDT)'
  - 'Integrated Receiving Tray'

| i | *Note:*
Some media types (thick media) cannot be delivered to the 'Top Delivery Tray (TDT)' or to the folder.
A media from a roll wider than 36 inches cannot be delivered to the folder. |

Folded printout

Activate the fold

> **Note:**
> Check the configuration of the template used for folding: set the default CAD or reading orientation and activate the 'Automatic detection of the legend' in the template 'Image' settings.
> Check the 'Timeout' for the 'Automatic detection of the legend' in the 'User Preferences' (see *' 'Options' '* on page 35).

When a folder is declared in the print system, select 'Folded delivery' as the 'Delivery destination' to fold the printout.

Check or select the top of folded packet

When the 'Folded delivery' option is available and selected, the system checks the 'Image Properties' to define the position of the legend. The goal is to fold the output with the legend on top of the folded packet (see *'Legend position '* on page 64)

> **Note:**
> When the selected media and print settings do not allow the folded output to be delivered with the legend on top of the folded packet, a warning message is displayed ('The legend will not be on top of the folded packet.').

In the 'Print Preview', check which corner of the document will be put on top of the folded packet.
You can manually select or change the top of the folded packet: Click 'Select top of folded packet' and select the corner to display on top.

Fold settings

Depending on your printer and folder capabilities, set the fold options ('Fold type', 'Fold method', 'Folded delivery', 'Change folded packet size', 'Binding strip', 'Force portrait fold', 'Change folded packet size'...)

When the folder is integrated with the system, you can set other specific fold settings (see *'Set the fold settings for an integrated folder'* on page 88)

When a combination of the settings generates conflicts, the combination is not available or a message is displayed:

- 'The values of Fold type and Folded delivery are not compatible.'

- 'Reinforcement and Binding strip are not compatible.': 'Binding strip' is available only when 'Fold and reinforce' is not set
- 'Reinforcement can be performed only with the DIN Fold method.': 'Fold and reinforce' is available only when the 'Fold method' is DIN and the 'Fold type' is 'Full fold'
- The length of the folded packet can be changed only when the 'Fold type' is 'Full fold'

For more information on the folding capabilities of your printer, refer to your printer and folder documentation.

'Advanced' / 'Stamping' settings

Introduction

In the 'Stamping' tab, define the stamp to apply to the selected document or set of documents.

Note:
The availability of the stamping feature depends on the printer.

Note:
The stamp is not applied to the banner pages.

Illustration
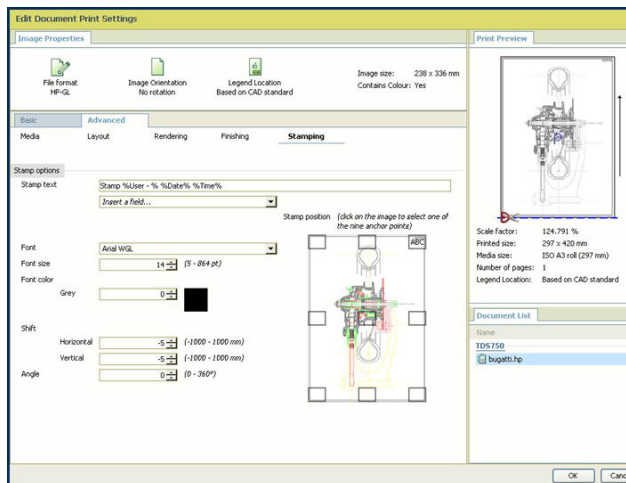
[15] Stamping settings

Define the 'Stamp text'

In the 'Stamp options', define the text to be displayed in the stamp.

The stamp can be made of:

■ Free text: type the text to display in the stamp
■ Predefined variables: select one or several variables in the list
  The 'Reception date' and 'Reception time' variables will display the date and time when the printer controller receives the job.

- A mix of text and variables

The size is limited to 255 characters.
Select the font to use (Latin (Arial WGL) , Chinese (SimSun), Korean (Gulim) or Japanese (MS Gothic) characters), the size of the font and the color:
The font style is regular.
Each font can be sized in the range of 5 to 864 points.
For some Océ color printers, you can set the font color in RGB. For black and white printers, define the gray level ('0' for black to '255' for white).

Select the 'Stamp position'

Define the 'Stamp position' in the thumbnail

Use the thumbnail to define the stamp position: select 1 of the 9 anchor points to locate the stamp on the drawing.
The 'ABC' text represents the location and the orientation of the stamp in the image.

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Note:
The stamp is not displayed in the 'Print Preview'.

Adjust the stamp position

To avoid the cropping of the stamp or to adjust the position of the stamp in the drawing, tune the 'Shift' values.

To avoid cropping, add a shift (5 mm) when the stamp is on a side of the image (any anchor except the centered one) and when this side is on the edge of the paper (you can check it in the 'Print Preview').
The thumbnail does not display the result of the shift.
Use the 'ABC' text as a reference:

'Horizontal'	A positive value shifts the stamp to the right A negative value shifts the stamp to the left
'Vertical'	A positive value shifts the stamp to the bottom A negative value shifts the stamp to the top

Set the 'Angle' to change the orientation of the stamp in the image (0 to 360°).
The value rotates the stamp counterclockwise.
The thumbnail does not display the result of the rotation.

Set the folding

Fold a job

Introduction

It is recommended to create a specific template for folding purposes (see *'Create and manage templates'* on page 43). Use this template to add the documents to be folded.

When folding is enabled, Océ Publisher Select analyses the values set in the selected template, the 'Image Properties', the size and the 'Layout' information of each image to define the orientation of the image on the media.

It displays a preview of the image in the 'Print Preview' to show:

- The position of the image in the selected media
- The feed direction
- the part of the image that will be placed on top of the folded packet (in gray), when folding is activated

The goal is to deliver a folded output that displays the legend on top of the folded packet.

|i| *Note:*
Check the configuration of the template used for folding: set the default CAD or reading orientation and activate the 'Automatic detection of the legend' in the template 'Image' settings.
Check the 'Timeout' for the 'Automatic detection of the legend' in the 'User Preferences' (see *' 'Options' '* on page 35).

Illustration
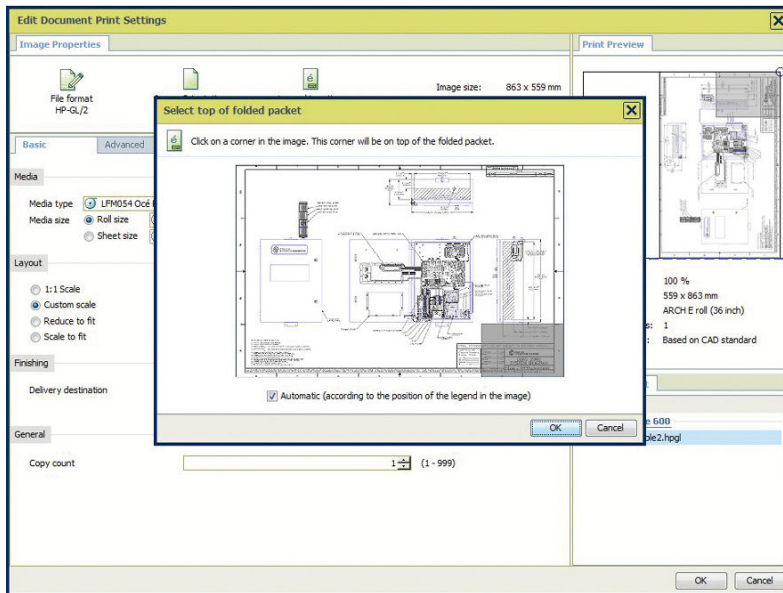
Adjust the settings for folding

Check or adjust the top of folded packet

In some cases, it occurs that the part of the image located on top of the folded packet displayed in the preview does not match the legend position.
You can change the corner of the document to deliver on top of the folded packet or correct the location of the legend until you see in the 'Print Preview' that the part of the image shown as top of the folded packet contains the legend.

Select the correct corner:

- Edit the document and click 'Select top of folded packet' (in the 'Basic' settings)
- Click on the corner to select it.

Check the result in the 'Print Preview'. The selected corner that will be delivered on top of the folded packet is displayed in the gray area.

Adjust the fold settings

Open the 'Advanced'/'Finishing' tab to set the advanced fold settings.
The available fold settings depend on the printer. See ' *'Advanced'/ 'Finishing' settings'* on page 80.

Special cases

The system displays an error message and prevents printing when:

■ The selected media roll is wider than 36 inches ('The selected media size cannot be folded.')
■ The media type cannot be folded ('The selected media type cannot be folded.')

The system displays a warning message but allows printing when:

■ The selected media and print settings do not allow the delivery of the folded output with the legend on top of the folded packet ('The legend will not be on top of the folded packet.')
■ The application could not find the legend ('Automatic detection of the legend': 'No legend in file' or 'Timeout')

Set the fold settings for an integrated folder

Purpose

Some folder models are integrated with the printing system. In such cases, you can configure all the folding options from within the printing application.
Refer to the next procedure to

- tune the folded packet,
- select the fold method,
- and define the size of the packet.

When to do

When you need a folded output, before you send the job to the printing system.

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Note:
If your folder is a non-integrated folder, you can only:
- define the folder as the delivery destination, and,
- define the location of the legend on the top of the folded packet.

Define the folding settings

1. Set the folder as the delivery location for the printed output.
2. Define the top of the packet (define where to position the legend on the folded packet). We recommend selecting automatic detection of the legend when this value is available. The legend of the document is positioned on top of the folded packet for better readability.
3. Select the 'Fold program'
   'Fold program'

Value	Description
'Custom'	You can define the value of all the folding settings and tune your folded output.
<name of a fold template> The name of the fold template is defined on the printer controller.	The fold template retrieved from the printer controller applies, as defined by the administrator of your printing system. You cannot change the value of the folding settings.

4. Define the 'Fold option'.

'Fold option'

Value	Description
'First fold only'	The output is folded only in one direction. This option is useful for long output.
'Full fold' (with or without reinforcement)	The output is folded twice (vertically and horizontally).

5. Define the 'Fold method'.

'Fold method'

Value	Description
'Compact fold'	All the fans of the folded packet have the same size, except maybe the back cover.
'With binding edge'	Adds a binding edge to the last fan (for archive purposes, for instance). In this case, define the size of the binding edge.
'With same size back'	Makes it possible for the front and the back covers to have the same size.

The icon adapts to the fold method you select. It illustrates the expected folded result.

6. If needed, you can tune the size of the folded packet.

Enter a value that fits within the allowed range.

Print a job

Print a job

Introduction

Once you have created a new job or opened a saved job, you can print it.

Before you begin

You cannot print a job if:

- A document is in error
- A document is in error
- The job is empty
- The job is empty
- Valid accounting data is missing (in case accounting is enabled)
  When one of these conditions occurs, the system displays an error message and allows you to correct the problem or to cancel the job.

$\boxed{i}$ *Note:*
A job is not printed if either the 'Direct print' option is unchecked or the 'To waiting jobs' option is checked. Then it is only sent to the inbox. You must manually start the print from the inbox.
If available, activate the 'Direct print' option to print a job directly from Océ Publisher Select.

Print a job

1. Check the 'Job Information' (the 'Job name', the 'Number of sets', the 'Direct print', 'Reverse order', 'Basic accounting' activation when available,). Change it if needed.
2. From the 'Job Composition' section, select every document of the job to:
   - check the 'Print Preview', if needed
   - Edit them to check the print settings, if needed.

3. Click 'Print'
4. Fill in the 'Accounting' fields if requested and confirm.

Result

The system submits the job to the selected destination (printer or/and inbox).
In the 'Active jobs' section of the main application window you can track the status of your active job (from 'Submitting' to 'Printing' or 'Error' state - see *'Track and manage a submitted job'* on page 97).

Once the process is completed, the job moves to the 'History' section.
You can then edit this job anew (to add, remove or edit documents), save it, reprint it or remove it.

Use the Hot Folder to print jobs

1. Open the 'Options' tab in the 'User Preferences'
2. Check the box to activate the Hot Folder
3. Define the folder that will be scanned by Océ Publisher Select.
4. Check the "Auto print" option to automatically print all files sent to the Hot Folder
5. Send a print file to the Hot Folder to print it

Result

When a document is added to the Hot Folder, Océ Publisher Select detects it, applies the default template, and adds it to a new job. As soon as the job is ready, it is automatically printed (see more details on *' Hot Folder configuration '* on page 35)

Enter the 'Advanced accounting' information

If the advanced accounting feature is enabled and configured on the printer, the system displays the 'Advanced accounting' window at print time.
The system displays in bold the required fields (configured in the accounting software).

Fill in the required fields and any desired optional fields.

$\boxed{i}$ *Note:*
The system will not allow you to print the job when:
- a required field remains empty
- a field contains invalid data.

Click 'Print' to submit the job to the printer.

Track a submitted job

Active Jobs & History

The 'Jobs' window

Illustration
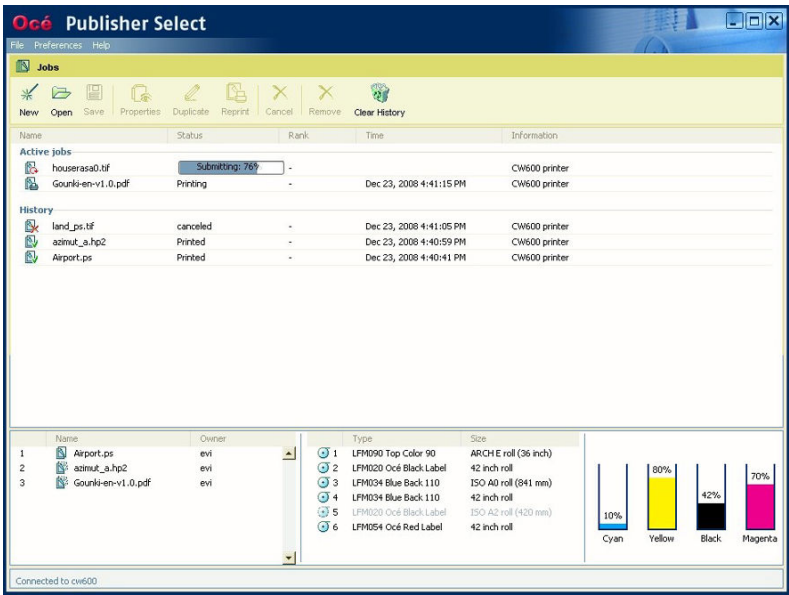
As soon as a job is submitted, the system closes the 'New Job' window and displays the 'Jobs' window.

You can follow the progression of the job in the system:

- The status of the active jobs in the 'Active jobs' section (see The Active jobs section on page 93 below).
- The list of the completed jobs in the view (up to 50, see 'History').

When available, the system displays also additional information on the status of a job (see *'Job 'Status' '* on page 95).

The 'Active jobs' section.

The 'Active jobs' section displays for each active job:

- The job 'Name'
- The total number of pages ('Total pages')
- The 'Status'
- The 'Rank' in the printer queue
- The 'Time' when the job was submitted to the printer
- Additional 'Information' if available.

From this section, you can:

- Configure the 'Job properties' (see *'View the settings'* on page 98)
- Cancel a job (see *'Edit a job'* on page 97).
- Reprint a job (see *'Reprint a job'* on page 97).
- Cancel a job (see *'Cancel a job after submission'* on page 97).

Once the job is printed or canceled (or blocked in 'Error' status), it moves from the 'Active jobs' to the 'History' section.

The 'History' section.

Each job submitted during a session appears in the 'History' section when it has reached a final status. You can see:

- The status of the job ('Printed', 'Error' or 'canceled')
- The time when the job was printed out (after the print is finished) or when it reached the final state
- The name of the printer (in 'Information')

Once a job is in 'History' you can:

- Save it (see *'Save a completed job'* on page 98)
- Configure the 'Job properties' (see *'View the settings'* on page 98)
- Remove it (see *'Edit a job'* on page 97)
- Reprint it (see *'Reprint a job'* on page 97)
- Remove it (see *'Remove one or several jobs from the History '* on page 98)

To delete all jobs from the 'History', click the 'Clear History' button.

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Note:
The 'History' section can store up to 50 jobs. Above 50, the oldest jobs are removed. Only the jobs submitted by the user during the running session are displayed. If you close and re-open the application, the 'History' section is cleared.

Job 'Status'

Introduction

Find below the list of possible statuses of a job. More details about the reasons of the status are provided in the 'Information' field.

Job 'Status'

If the 'Status' of a job is:	Then
'Submitting'	The job has been submitted and the data is not all received by the printer. A progress bar shows the progress of the data submission.
'Sent to printer'	The job has been submitted to the printer.
'Queued' (depending on printer capabilities)	The job has been completely submitted. The position of the job in the printer queue is displayed. It is still possible to cancel the job.
'Ready to print'	The job has been analyzed and the printer confirms that the job is ready to print. It is still possible to cancel the job.
'Printing'	The job is being printed. Canceling the job may not abort the printing.
'Printed':	The printed output is available.
'Waiting'	The job is on hold. The system is waiting for a human intervention. The printer needs attention.
'canceling':	The user has requested cancellation of the job and action is not finished yet (job cancellation has not been confirmed by the printer).
'canceled'	The job has been canceled (in the application or on the 'Printer operator panel')
'Error'	One of the steps of the print process has failed.

Information on status

When available, additional information about the status of the job is displayed in the 'Information' field:

When the 'Status' is:	And the message is:	Then
'Waiting'	'Printer Waiting For Media' or 'Waiting for accounting information'.	Load the required media onto the printer or enter accounting information at the printer before the job can be printed. If there are several reasons why a job is waiting, the main reason is displayed.
'canceled'	'Job aborted by user or by operator.'	The job has been canceled by the user in Océ Publisher Select. Reprint the job if needed.
'Error'	'Submission error' or 'Processing Error - Job aborted by system'.	The submission to the printer failed or the printer has aborted the job due to an error. Check the connection to the printer, check the availability of the printer and reprint the job

Note:
When the job is in 'Waiting' status because the media is unavailable, the name of one missing media is displayed in a tooltip. Position the mouse over the job to display the tooltip.

Track and manage a submitted job

Introduction

From the 'Jobs' window, you can:

View the status of a submitted job

1. Check the 'Status' of:
   - the current 'Active jobs'
   - the current active jobs (in the 'Active jobs' section)
   - the completed jobs (in the 'History' section)

   See the list of statuses and possible causes in *'Job 'Status' '* on page 95.
2. See the additional information when available (in the 'Information' field).

Cancel a job after submission

1. In the 'Active jobs' section, select the job to be canceled,
2. Click 'Cancel job'.
   The job status changes into 'canceling'.
   Then the job appears as 'canceled' in the 'History' section.
   The submission of the documents to the printer is stopped ('canceling' status). The job is displayed with the 'canceled' status in the 'History' view.

Reprint a job

1. Select the job in the 'Active jobs' or 'History' section,
2. Click 'Reprint'.
   The job is submitted to the printer (enter the accouting information if requested). It appears in the 'Active jobs' view.

Edit a job

1. Select the job in the 'Active jobs' or 'History' section,
2. Click the 'Duplicate' button to create a new filter.
   The job opens in the 'New Job' window. All the documents are displayed.
   If needed you can preview and edit the documents. You can add new files to the job or remove some of them before printing it.

View the settings

1. Select the job in the 'Active jobs' or 'History' section,
2. Click 'Properties'.
   In the 'Job Properties' window you can check and view the documents that compose the job.

Save a completed job

1. Select the job in the 'Active jobs' or 'History' section,
2. Click 'Save' to create and save an 'Océ compressed Job' (see ' *'Save Job...'* 'on page 57).

Remove one or several jobs from the 'History'

[i] *Note:*
     Only the jobs submitted by a user during the running session are displayed in the 'Jobs' window. Therefore the user can cancel and remove only the jobs he submitted.

1. In the 'History' section, select the job or the jobs to be removed from the list,
2. Click 'Remove'.

[i] *Note:*
     To remove all the jobs from the 'History', click 'Clear History'.

Chapter 4
FAQ - Check, analyze and solve questions and issues

Software information and resources

In the 'Help' section you find:

- In 'About...'
  The Océ Publisher Select software version and the connected printer.
  The links to the Support information available online (Océ Knowledge Base, product documentation, Frequently Asked Questions...)
- In 'Included licenses', the list of third party software applications used by Océ Publisher Select and the related licenses (in English)
- In the online help, all the information and procedures to use Océ Publisher Select

Océ Publisher Select online resources

Introduction

'We advise that you visit our website regularly in order to take full advantage of all the available resources:'

- 'Find the latest supplies from our Media Guide.'
- 'Get support on your product and answers to your questions in the Océ Knowledge-base.'
- 'Keep up-to-date with the latest downloads for your drivers, software, printers and related documentation.'

Get support and the latest version of the software

Connect to the International Corporate Website:
' www.global.oce.com '
In the Downloads section, you can find the latest downloads and application software available for large-format systems.

Go to the Océ Publisher Select product page.
Open the Support page to get all information to optimize the use of Océ Publisher Select (http://global.oce.com/products/publisher-select/support.aspx).

Océ Online Knowledgebase

Océ permanently develops a base of knowledge for its products.
You can access this knowledgebase through the Support section of our website.

Describe your question or problem in the search field. Then, find the answer in the list of solutions or documents, ordered by relevancy.

The application cannot connect to the printer

Question

I get a 'Could not connect to {o}' (where {o} is the 'Printer Host Name') message and the system is prompting for a 'Printer Host Name', why ?

Answer

There are 5 possible reasons:
- the printer host name has changed
- the printer host name you entered is not correct
- the printer is in error mode
- the printer is initializing or shutting down
- the printer is turned off

Connect to the printer

1- Check the 'Printer Host Name' or IP address.
To make sure you can connect to the printer, open a web browser and enter the printer host name or IP address to display the printer web application.

2- Check that the printer is not in error mode.

If the printer is ready, fill in the correct 'Printer Host Name' (or IP address) and login.

$\boxed{i}$ *Note:*
If you have administrator rights, the new 'Printer Host Name' will be displayed for all users at connection time: it becomes the first 'Printer Host Name' in the list. If you have user rights, it will be displayed only when logged with your profile.

'File format' error

Question

When adding a file to a job, I get an error message related to the format of the file.

Answer

The application cannot recognize or support the file in the following cases:
- 'File format {o} is not enabled on the printer':
This format is disabled on the printer. Contact the printer operator to enable it.
- 'File format {o} is not licensed on the printer':
The license for PostScript or PDF is not installed on the printer. Contact your Océ representative to get the license and activate it on the printer.
- 'File format {o} is not supported by the printer':
The application can identify the file format but this format is not supported. Convert the format of the file to a supported format.
- 'The file format was not recognized':
The file format is not identified by the application. Open the file in a different software application and print it using the Windows Printer Driver.

The application does not find a media

Question

A document is in error in the 'Job Composition' window ('Click Edit to select a media' message). Why?

Answer

The application could not find the appropriate media fitting both the document size and the default values set in the 'Templates'.
In case of folding, the application could not find a foldable media in the list of media.

Check and adjust the 'Templates' settings

Make sure that the values set in the 'Templates' allow the system to pick any acceptable media.

- 'Media type': If more than one media type is acceptable, select 'Use any Media Type' or 'Prefer media type'
- 'Media size': If you wish to print at 100% scale, but do not require a specific roll size, select 'Automatic media size selection' and 'Print at 1:1 scale and cut to image size'
- 'Orientation of the image on the media': Unless you need to scale the image to the width of a roll, set the 'Orientation of the image on the media' to 'Automatic'
- 'Media source': If 'Select loaded media only' is set, the application selects a media compatible with the file in the list of loaded media (if one is available).
  If no media matches, choose 'Select any enabled media'.
  Then reload the file into the job to let the system find an appropriate media. If needed, load this media onto the printer in order to print.
  You can also edit the document print settings to manually select another media.

In case of folding, check the selected roll size

If folding is enabled and activated on the printer, additional restrictions are applied.
Check the size of the selected roll. Folding is allowed only on rolls of size A3 to 36 inches.
When the media size selected is wider than 36 inches or when the media type is not foldable, the document name is displayed in red and requires the user's attention.
Edit the document print settings to manually select another (foldable) media or deactivate the folding.
You have to correct the settings to be able to close the 'Edit Document Print Settings'.

I configured Océ Publisher Select to 'Select loaded media only' but the media selected is requested on the printer

Question

I configured Océ Publisher Select in order to use only the media loaded on the printer, but I get an error message: 'Printer Waiting For Media'.

Answer

The 'Loaded Media' selected by the system among is not available because the roll is empty.

1. Load a new roll of the selected media
2. If needed, reactivate the job from the control panel (if the job is held in the queue).

Print error message - 'Print' button disabled

Question

I get a print error message.
The 'Print' button is disabled. Why?

Answer

One or several files of the job are in error:

- The format of a file is incorrect, not supported or not enabled on the printer.
- No media is assigned to a file.
- the job or the 'Job name' is empty
- the 'Smart Inbox' name is empty

Check the file format

Check that the format of the file is supported (see *'Supported file formats'* on page 13),
enabled and licensed (PS/PDF) on the printer.
If the file format is not enabled on the printer, contact the printer operator to enable it.

If the file format is not recognized, remove the file from the job to print the other documents in the job.
Open the file in a different software application and print it using the Windows Printer Driver.

Select a media

If the system cannot assign a media to a document, the job cannot be printed.
Edit the document print settings in order to manually select a media.

Check the content and the name of the job

Make sure the job contains valid documents.
Fill in the 'Job name' field.

Océ Publisher Select and security

Question

The security policy prevents Océ Publisher Select from connecting to the printer.
Which port must be opened to allow the communication between Océ Publisher Select
and the printer controller?

Answer

Océ Publisher Select may not be able to connect to the printer controller when:
- a firewall on the workstation is configured to prevent connections to the internet/intranet
- a firewall in the network is configured to prevent connections to the internet/intranet
through HTTP port 80
- a proxy is placed between the workstation and the printer controller.

To be able to connect to the printer controller, Océ Publisher Select needs only the out-
going HTTP port 80 to be opened on the workstation.
Make sure that no proxy server blocks the communication between the workstation
hosting Océ Publisher Select and the printer controller.

Note:
For detailed security information about the use of Océ Publisher Select with your Océ
system, refer to the Océ Large Format Systems Security - Administration guide available
on the Océ website (http://global.oce.com/products/publisher-select/downloads.as-
px#Manuals)

Index

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