

Océ | User Manual

Océ Publisher Select

Application guide

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Chapter 1

Introduction

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

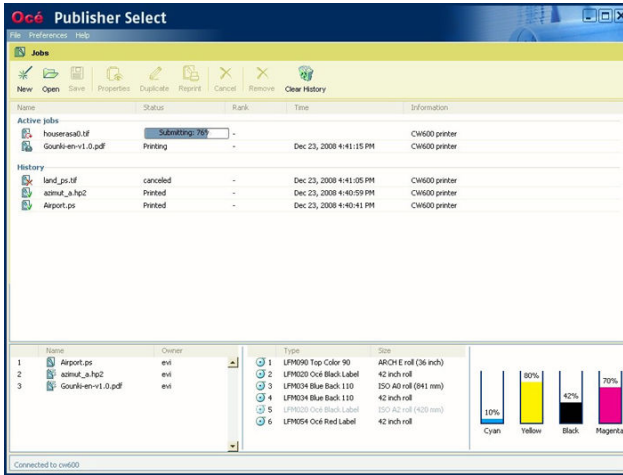
The software is based on user's intent.

When a job is created, the system:

- Allows you to load files to print from the workstation or from the network
- Analyzes each file added to the job
- Automatically selects the media to be used according to the template you selected.
- Automatically applies the default print settings defined in the template
- Automatically selects the optimal configuration of settings according to the 'Image Properties' and printer's capabilities
- Allows you to tune each 'Basic' and 'Advanced' setting of a document before printing it
- 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)
- Submits the jobs to a 'Smart Inbox' and to the printer you previously selected
- Allows you to monitor the status of your jobs
- Provides accounting capabilities
- Allows you to save jobs (including their configuration) in order to archive or reprint them.
- Allows you to add a banner page to each set of documents
- Can automatically detect the location of the legend on a document

The values set in Océ Publisher Select overcome the default values set on 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)
- Windows 2000

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.
Windows Vista Business/ Enterprise/ Ultimate	
Windows Server 2003	Minimum hardware requirements: Pentium IV 2.4 GHz, 512MB ram, 2.3GB free space on disk.
Windows XP Home/ Profes- sional	Recommended hardware for optimal performance: Pentium IV 2.4 GHz, 512MB ram, 5GB free space on disk.
Windows 2000 Professional	

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 enabled on your printer:

- NIRS
- HP-GL
- HP-GL/2 (including HP-RTL)
- Calcomp
- TIFF
- CALS
- JPG
- PDF
- PostScript
- C4

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 an installation on a Windows Vista platform.
- Administrator or Power User rights for an installation on a Windows Server 2003, XP or 2000 platform.

Required tool

- The installation files retrieved 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

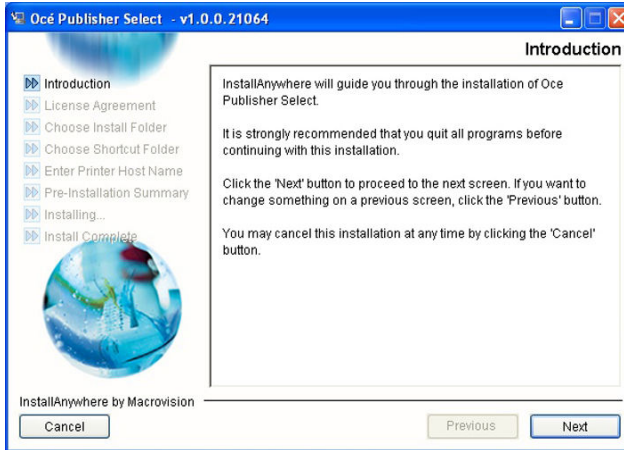
1. Insert the software CD in the CD drive or double click on the .exe file to launch the application.

**Note:**

On the CD, click 'Install Océ Publisher Select' or 'Install Océ Publisher Select and User Manual' to start the installation.

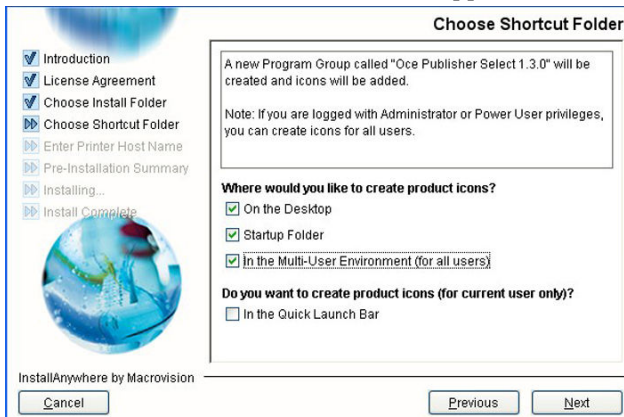
You can also browse the content of the CD, install an additional software and open the documentation.

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\Océ Publisher Select) or choose another one.
6. Select a location for the shortcuts to the application.





Note:

When you are logged on to the workstation with the 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.

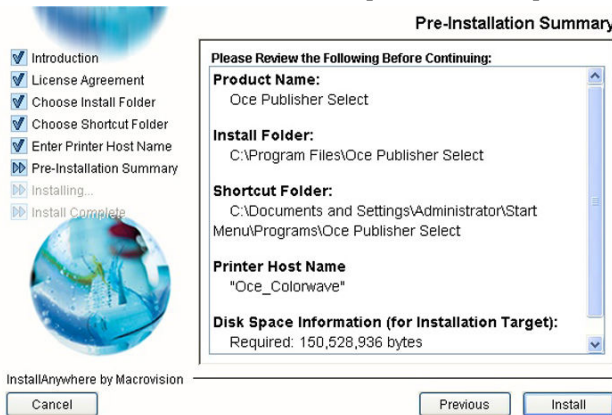
If you are logged on as an Administrator, this 'Printer Host Name'/IP address will be available by default when a user starts the application.



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) 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_v1.2.exe -i silent -DUSER_INPUT_PRINTERHOSTNAME="ColorwavePrinter.oce.com"`

Possible command line arguments are:

<code>'-DUSER_INPUT_PRINTERHOSTNAME'</code>	to indicate the host name of the printer. You can type the printer host name, full DNS or IP address. example: <code>'-DUSER_INPUT_PRINTERHOSTNAME="134.185.139.123"'</code>
<code>'-DINSTALL_USER_MANUAL_FILE_PATH'</code>	to install the user manual and create a shortcut to it: example of installation of the user manual v1.2 in British English: <code>'-DINSTALL_USER_MANUAL_FILE_PATH="D:\Manuals\OPS_UM_1-2_en_GB.pdf" '</code>

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

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:

- the basic user rights, log on to the workstation with the same user profile to upgrade the application.
- the Administrator rights, make sure you are logged on to the workstation with the same rights to upgrade the application for all the users' profiles.
(the Administrator rights on a Windows Vista platform, the Administrator or Power User rights on a Windows Server 2003, XP or 2000 platform).

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

1. Log on to the workstation with the 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.



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.



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. Follow the steps as described in the installation procedure (*'Install on a workstation' on page 14*).

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_v1.2.exe -i silent -DUSER_INPUT_PRINTERHOSTNAME="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_UPGRADE'	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.



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:

- the basic user rights, log on to the workstation with the same user profile to uninstall the application.
- the Administrator rights, make sure you are logged on to the workstation with the same required rights:
 - the Administrator rights for an uninstallation on a Windows Vista platform.
 - the Administrator or Power User rights for an uninstallation on a Windows Server 2003, XP or 2000 platform.

Uninstall Océ Publisher Select using the uninstaller

1. Go to **Start - Programs - Océ - Océ 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 Select Install the on your client workstation and connect to the printer.



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 27)
2. Check the printer information (see '*Printer Information*' on page 28)
3. Check and configure your 'User Preferences':
 - Select your language and units (see '*Localization*' on page 29)
 - Set the 'Filters' (see '*Filters*' on page 30) and 'Options' (see '*Options*' on page 32)
 - Configure the banner page (see '*Banner configuration*' on page 31)
4. Configure the 'Templates' (see '*Templates' definition*' on page 33) and select the default template
5. Create a job (see '*Create a job*' on page 48)
6. Edit and adjust the document print settings (see '*The 'Edit Document Print Settings' window*' on page 54)
7. Print the job (see '*Print a job*' on page 75)
8. Track and manage the submitted job (see the *Track a submitted job section* on page 78).

Check the printer information

'Printer Status'

Display the 'Printer Status'

1. At the bottom of the Océ Publisher Select main window ('Jobs'):

Click either	Then
'Printer Status' tab	A tab displaying information from the printer controller expands.
The link 'Connected to'[printer name or IP address]'	A web browser opens to display information from the printer controller (in 'System').

2. Then you can check:
 - 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.

'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.



Note:

If a roll is empty, 'Loaded Media' displays the last media used.



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. However Océ Publisher Select is able to automatically reconnect to the printer after a restart of the printer.

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).

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 '*'.



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 the option, click 'Add a banner by set' in the 'Job Information' section (see *'The 'Job Information' section' on page 43*).

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
You can load a jpg, gif or png file of the recommended size 100 x 100 pixels.

'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 latest ones) when you start the application. The login window will then pop-up each time you launch the application.

'Automatic detection of the legend' - 'Timeout'

To limit the time the application can use to detect the legend, set the 'Timeout'.

'Hot Folder configuration'

You can define a Hot Folder from which all the documents are 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.

'Auto print' option

When the Hot Folder is activated, you can configure Océ Publisher Select to automatically print each document found in the Hot Folder. Activate the 'Auto Print' option. When a document is added to the Hot Folder, Océ Publisher Select detects it and adds it to a new job. As soon as the job is ready, it is automatically printed.

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.

Define and select a Template

'Templates' definition

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 set any created template as the default template.

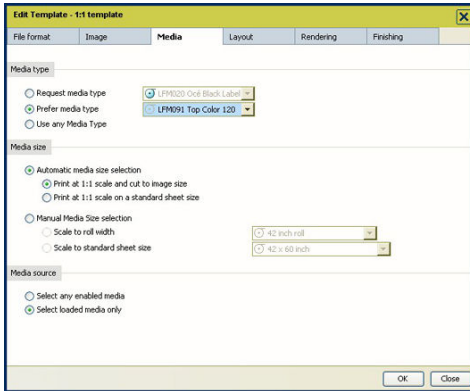
Content of a template

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

- the specific settings of each 'File format'
- the 'Image' settings ('Image orientation' and 'Legend position' - detailed in '*Image Properties*' on page 56)
- the 'Media' settings (see '*Set the default behaviour for the media selection*' on page 35)
- the 'Layout' settings ('Orientation of the image on the media', 'Alignment' and 'Margins' - detailed in *Layout settings on page 66*)
- the 'Rendering' settings ('Color mode' and 'Quality' - detailed in *Rendering settings on page 69*)
- the 'Finishing' settings ('Additional strips', 'Finishing options' and 'Delivery destination' - detailed in *Finishing settings on page 72*)

The system will apply by default these rules and values to all documents of every new job.

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 behaviour 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, each media marked with a green tick is actually loaded on the printer.

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.



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'

'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



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.

When to do

The creation of a template is useful when you print images of common features or when you want to apply the same print settings to all your jobs.

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 'Apply' to save the changes
5. Click 'OK' to save the changes and close the window
6. 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.

The system will apply print the 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

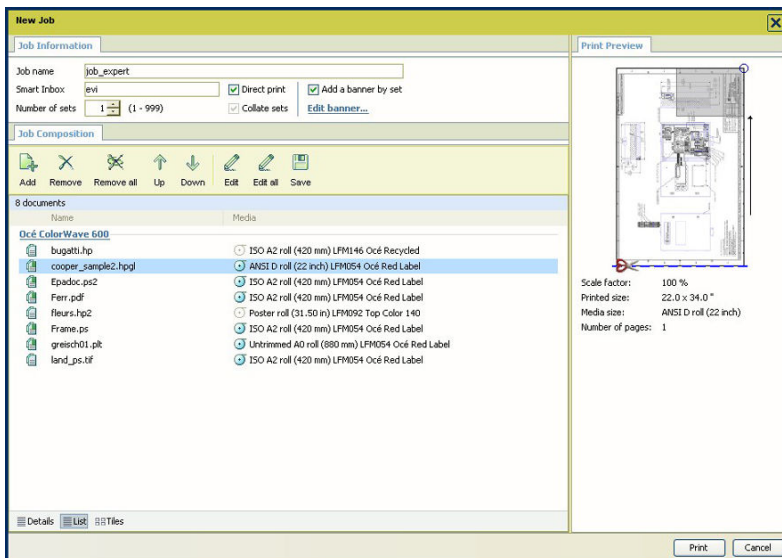
Introduction

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'



[7] 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 48)
- Display the printer information (see *'Printer Information'* on page 28)
- Remove one or several documents from a job (see *'Remove a document from a job'* on page 50)
- Change the sequence of the documents in a job (see *'Change the print order'* on page 50)
- 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 54)
- Save a job (see *'Save Job...'* on page 51)
- Submit a job to the printer (see *'Print a job'* on page 75)

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 46).

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', the grayscale or color 'Rendering', the 'Finishing' option, 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 when any.

The 'Job Information' section

Set the 'Job name', the 'Smart Inbox' and the number and order of the job copies.
Add and edit a banner page.

'Job name'

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

'Smart Inbox' and 'Direct print'

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.



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 activate 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 behaviour of the Smart Inboxes, see your Océ printer documentation.

'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 D₁D₂D₃D₄, D₁D₂D₃D₄ 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 D₁D₁D₁, D₂D₂D₂, D₃D₃D₃, etc. (where D# is the document number in the job).

'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.



Note:

You must check the 'Collate sets' box to activate the 'Add a banner by set' option.

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 31)
'Company name'	configured in the 'Preferences' (see 'Banner configuration' on page 31)
'Printer hostname'	automatic
'Job Information': <ul style="list-style-type: none">■ 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.

A banner page is always delivered to the 'Top Delivery Tray (TDT)'.

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



Note:

When you select a multipage document for which the 'Media size' is set to 'Automatic standard sheet size' or 'Automatic roll size', only 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.

Orientation of the image in the 'Print Preview'

The orientation of the image displayed in the 'Print Preview' depends on the 'Media size' and cut method you select in the 'Media' settings:

When	Then
You select a 'Sheet size', the printout is a sheet of a standard dimension '(cut to a standard size)'.	The 'Print Preview' displays the document in its reading orientation.
You select a 'Roll size', the roll is cut to the size of the image '(cut to the image size)'.	The 'Print Preview' displays the leading edge of the media always at the top.

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 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 30).
5. Select the file,



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.



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 '*Templates' definition*' on page 33)

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.



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
- '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 48),
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 documents files in the .ojz file)
 - or
 - 'Store a link to the documents'
5. Type information in the 'Notes' field (optional),
6. Type 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 83.

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.

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



Note:

You can also:

Drag the file to print and drop it into the 'Jobs' section.

- 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

3. Click 'Open'. The 'Load Options' window is displayed (see '[Load Options](#)' on page 53)
4. Select the 'Load Mode' and click 'OK'
5. The job is loaded into the 'Job Composition' section.



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 54).

'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.

'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. In case one of the settings is not available, the 'Templates' values are used.
2. Click 'OK' to preview the documents,

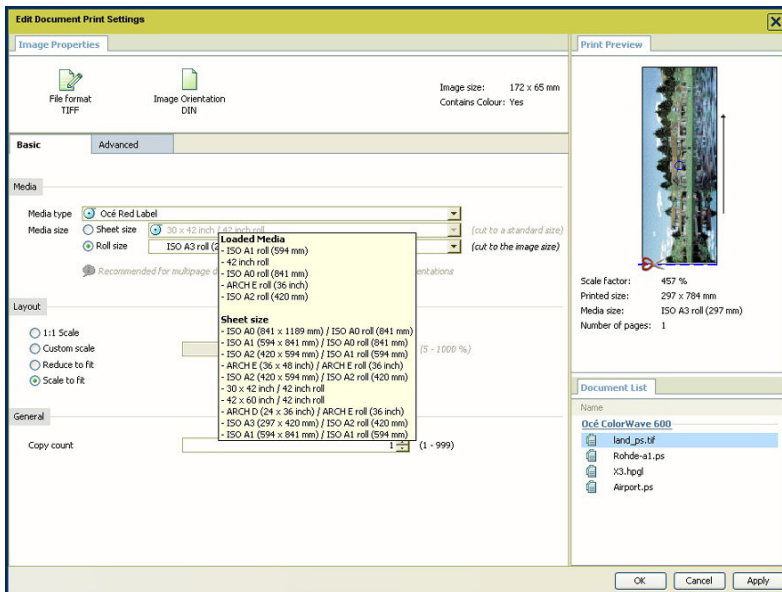
Edit and adjust the document print settings

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 '[Print Preview](#)' on page 58).
When you select several documents simultaneously in the 'Document List', the system displays only the settings values that are common to all documents. No preview is then available.
- Check and adjust the 'Image Properties' (see '[Image Properties](#)' on page 56)
- Tune the 'Basic' settings (see '[Basic](#)' on page 60)

- Tune the 'Advanced' settings:
 - the 'Media' settings (see *'Advanced' / 'Media' settings* on page 63)
 - the 'Layout' settings (see *'Advanced' / 'Layout' settings* on page 66)
 - the 'Rendering' settings (see *'Advanced' / 'Rendering' settings* on page 69)
 - the 'Finishing' settings (see *'Advanced' / 'Finishing' settings* on page 72).

'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'.



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.



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 the default template, the system analyzes the image to find the location of the legend (within the 'Timeout' limits). It shows the selected corner in the 'Image Orientation' preview.

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.
- Select 'No legend' when the document has no legend and will not be folded.

'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.

Orientation of the image in the 'Print Preview'

The orientation of the image displayed in the 'Print Preview' depends on the 'Media size' and cut method you select in the 'Media' settings:

When	Then
You select a 'Sheet size', the printout is a sheet of a standard dimension '(cut to a standard size)'.	The 'Print Preview' displays the document in its reading orientation.
You select a 'Roll size', the roll is cut to the size of the image '(cut to the image size)'.	The 'Print Preview' displays the leading edge of the media always at the top.

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



Note:

When you select a multipage document for which the 'Media size' is set to 'Automatic standard sheet size' or 'Automatic roll size', only 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.

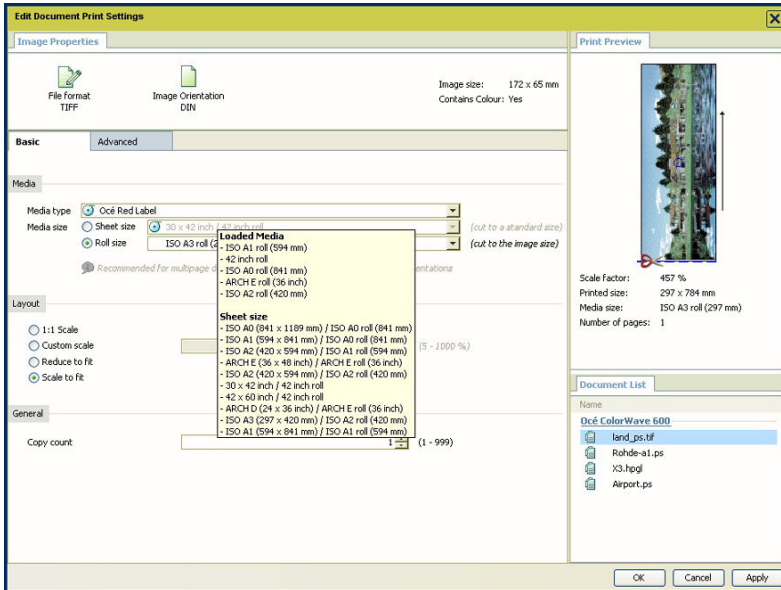
Set the Basic and Advanced settings

'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 28).

A media is actually loaded on the printer when both the size and the type of this media are marked with a green tick.

When you select a 'Roll' in the 'Media size', the media is cut to the size of the image. To cut to a standard sheet size, select a 'Sheet size'.



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.

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.

Then:

- 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. Get information on the printer configuration. It can be incorrect if this configuration is changed at print time.

'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 (from 1% to 1000%).
'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'

If a folder is declared in the print system, you can check the 'Fold' option.



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.').

The 'Delivery destination' depends on the printer capabilities and on the 'Fold' option. To take delivery of an unfolded printout, select the 'Top Delivery Tray (TDT)' or the 'External output'/'Lower receiving tray' set at the back of the printer.

When folding is enabled and selected, the printout is automatically sent to the folder. The 'Delivery destination' is automatically set to 'Folded delivery'.



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

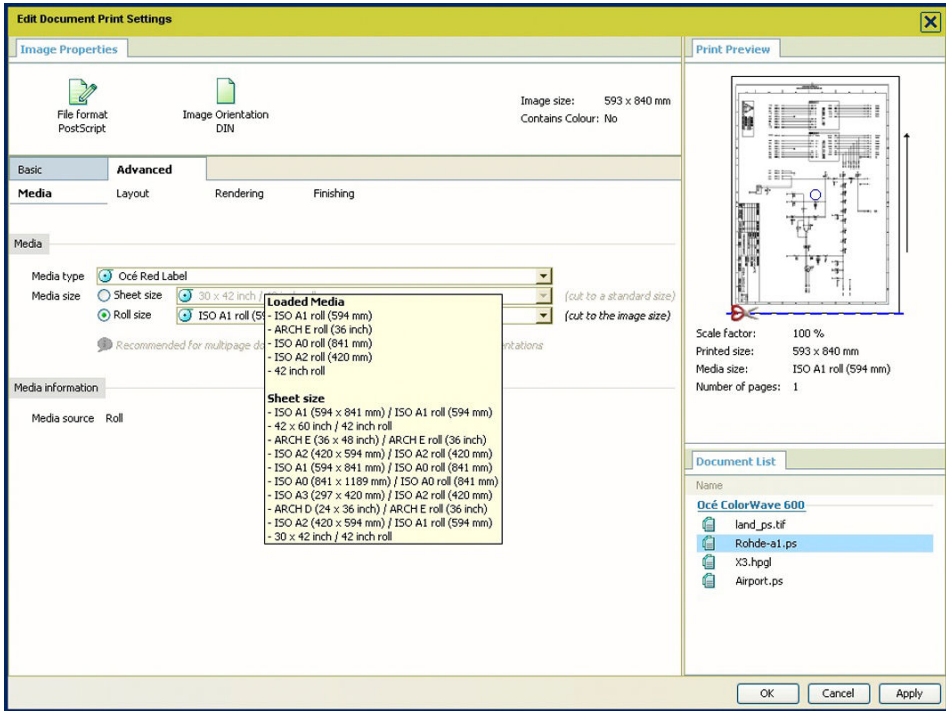
When adding a file to a job, the system automatically selects the most appropriate media to be used for printing, according to:

- 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 28).

A media is actually loaded on the printer when both the size and the type of this media are marked with a green tick.

When you select a 'Roll' in the 'Media size', the media is cut to the size of the image. To cut to a standard sheet size, select a 'Sheet size'.



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.

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.

Then:

- 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. Get information on the printer configuration. It can be incorrect if this configuration is changed at print time.

'Media information'

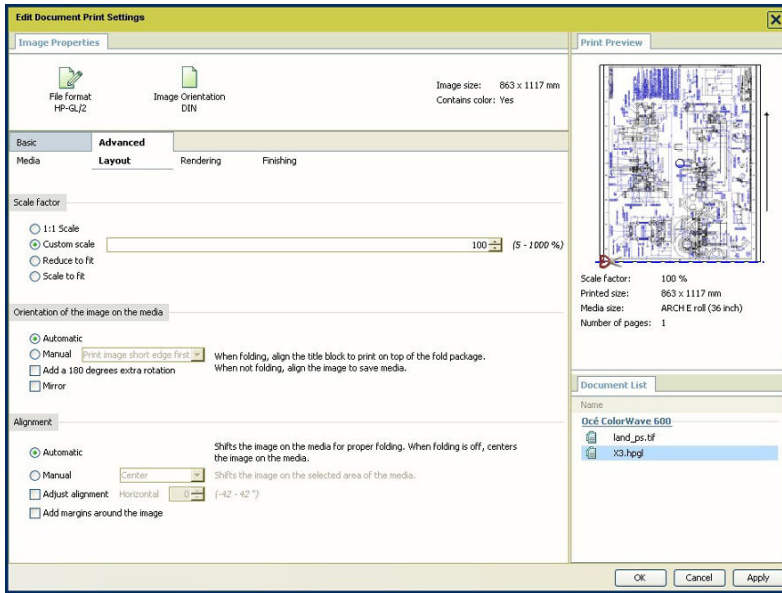
According to the media selected and the printer capabilities, the 'Media information' indicates the 'Media source' to be used and the 'Media orientation' to be used.

'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 (from 1% to 1000%).
'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 orientation of the output in the media by selecting either :

- 'Automatic': the orientation of the image is selected by the system in order to optimise 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'	'Print image short edge first': '<html>The short edge of the image is aligned to the leading edge of the media.</html>'
	'Print image long edge first': '<html>The long edge of the image is aligned to the leading edge of the media.</html>'
	'Print image on a portrait sheet': '<html>The top of the image is aligned to the short edge of the media.</html>'
	'Print image on a landscape sheet': '<html>The top of the image is aligned to the long edge of the media.</html>'
A 'Roll size'	'Print image short edge first'
	'Print image long edge first'

In all cases, you can select:

- 'Upside down (extra 180° 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 top of media.
A negative is a shift to the bottom
You can set this value when you selected a 'Sheet size' as the 'Media size'.

'Add margins around the image'



Note:

By default, the application retrieves and applies the value set on the printer for each file format ('Add margin around image').

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.

You can configure the size of these added margins in the printer configuration tool (Océ Express WebTools): from 3mm (default) up to 5mm (0.12 to 0.19 inch).

It is recommended to select this option when:

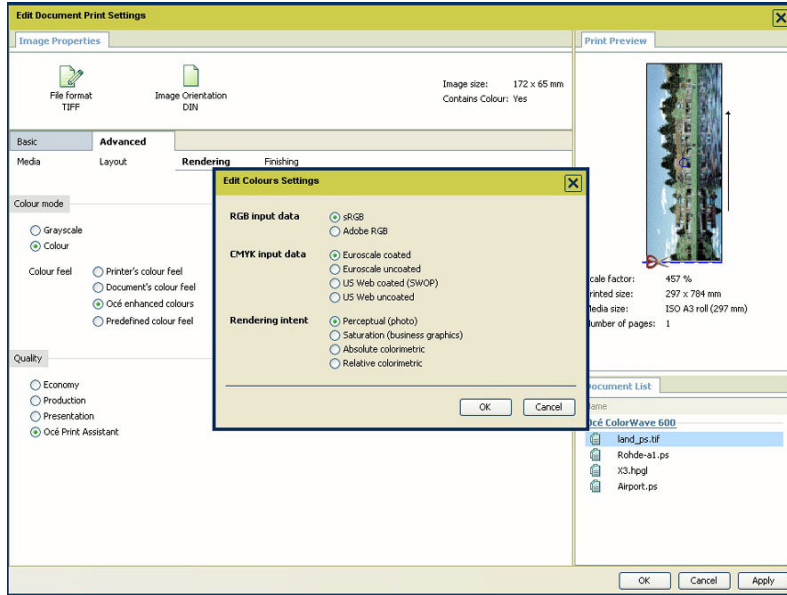
- the content of the print file covers 100% of the file (no border) and the size of the image is the same as the size of the selected media.
- the content of the print file covers 100% of the file (no border) and the image is smaller than the selected media.

'Advanced' / 'Rendering' settings

Introduction

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

Illustration



'Color mode'

Define if the document is printed in Color or in Black and White.

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 finetune the combination of the color input data and 'Rendering intent'. Click 'Edit' to open the 'Edit Colors Settings' window and configure the settings.

a 'Predefined color feel'	to finetune 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:



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.

- 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'.

'Quality'

Select the 'Quality' level to be applied:



Note:

According to printers, the names of the 'Quality' modes can differ.

'Economy'/'Check'	to reduce the amount of toner used and produce lighter images with less details.
'Production'/'Release'	for high productivity of good quality prints.
'Presentation'	to create rich, detailed images but with a reduced productivity.
'Océ Print Assistant' (Océ ColorWave600)	to select the best print setting for each document, based on the graphical content. It is configured on the printer.

'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'

You can add a 'Leading strip' or a 'Trailing 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 (0 to 400 mm / 0 to 15.74 in).



Note:

The system displays the units ('mm'/'in') defined in the 'User Preferences'.

'Finishing options'

If a folder is declared in the print system, you can check the 'Fold' option.

The system uses the 'Image Properties' to fold the printout, in order to put the legend on top of the folded packet.



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.').

The 'Delivery destination' depends on the printer capabilities and on the 'Fold' option. To take delivery of an unfolded printout, select the 'Top Delivery Tray (TDT)' or the 'External output'/'Lower receiving tray' set at the back of the printer.

When folding is enabled and selected, the printout is automatically sent to the folder.

The 'Delivery destination' is automatically set to 'Folded delivery'.



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.

Set the folding

Fold a job

Introduction

When folding is enabled, Océ Publisher Select analyzes the values set in the default 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.



Note:

Check the configuration of the default template for folding: set the default CAD or reading orientation and activate the 'Automatic detection of the legend' (with adequate timeout).

Adjust the settings for folding

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.

Fine tune some settings until you can see in the 'Print Preview' that the part of the image shown as top of the folded packet contains the legend:

- In 'Image Properties' select the suitable 'Reading orientation'.
Select 'Add a 180 degrees extra rotation' and adjust the position of the legend if needed.
- If needed, in the 'Basic' settings, select a different 'Media size':
 - If the legend is in the upper right or lower left corner of a landscape image, the roll width must be at least as large as the long dimension of the image.
 - If the legend is in the upper left or lower right corner of a landscape image, the roll width must be at least as large as the small dimension of the image.

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')

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.



Note:

A job is not printed either when the 'Direct print' option is unchecked. It is only sent to the 'Smart Inbox'.

Activate the 'Direct print' option to print a job directly from Océ Publisher Select or go to the printer to manually start the print from the 'Smart Inbox'.

Print a job

1. Check the 'Job Information' ('Job name', 'Direct print' activation, 'Number of sets'). 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 printer and displays the 'Smart Inbox' window: 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 82).

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.

Accounting

If accounting is enabled and configured on the printer, the system displays the '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.



Note:

The system will not allow you to print the job when:

- a required field remains empty
- a field contains invalid data.

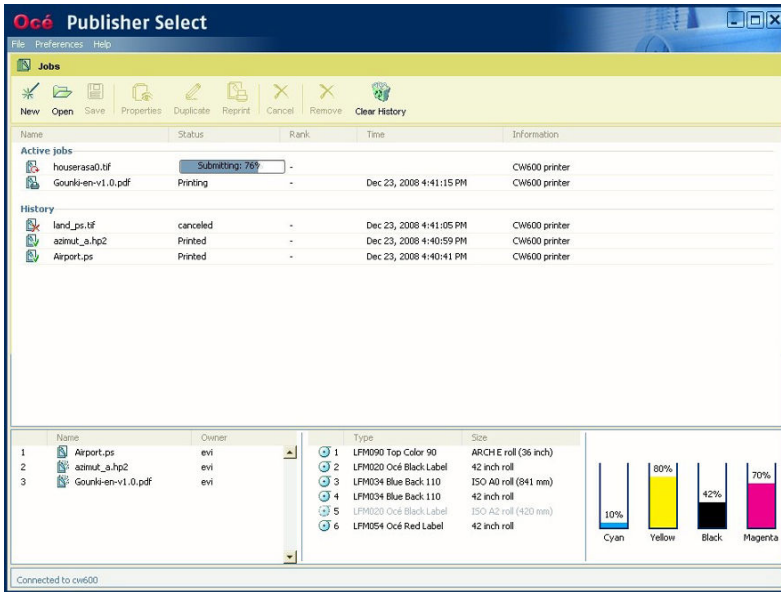
Click 'Print' to submit the job to the printer.

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 78](#) 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 80](#)).

The 'Active jobs' section.

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

- The job 'Name'
- 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 83)
- Cancel a job (see *'Edit a job'* on page 82).
- Reprint a job (see *'Reprint a job'* on page 82).
- Cancel a job (see *'Cancel a job after submission'* on page 82).

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 83)
- Configure the 'Job properties' (see *'View the settings'* on page 83)
- Remove it (see *'Edit a job'* on page 82)
- Reprint it (see *'Reprint a job'* on page 82)
- Remove it (see *'Remove one or several jobs from the History'* on page 83)

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



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 and emptied.

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.
'Queued'	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 the cancellation of the job and action is not finished yet (the cancellation of the job 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.
'Stored'	The job is stored in the 'Smart Inbox'.

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. When there are more than 1 reason 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 80.

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 accounting 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 51).

Remove one or several jobs from the 'History'



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'.



Note:

To remove all the jobs from the 'History', click 'Clear History'.

Chapter 4

FAQ - Check, analyze and solve questions and issues

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.



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 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

Check the file format

Check that the format of the file is supported (see *'Supported file formats'* on page 12), 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 you the job contains valid documents.

Fill in the 'Job name' field.

Océ Publisher Select and the 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 outgoing 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.

Appendix A

Reader's comment sheet

Reader's comment sheet

Questions

Have you found this manual to be accurate?

- Yes
- No

Were you able to operate the product, after reading this manual?

- Yes
- No

Does this manual provide sufficient background information?

- Yes
- No

Is the format of this manual convenient in size, readability and arrangement (page layout, chapter order, etc.)?

- Yes
- No

Could you find the information you were looking for?

- Always
- Most of the times
- Sometimes
- Not at all

What did you use to find the required information?

- Table of contents
- Index

Are you satisfied with this manual?

- Yes
- No

Thank you for evaluating this manual.

If you have other comments or concerns, please explain or suggest improvements overleaf or on a separate sheet.

Comments:

Date:

This reader's comment sheet is completed by:
(If you prefer to remain unknown, please do fill in your occupation)

Name:

Occupation:

Company:

Phone:

Address:

City:

Country:

Please return this sheet to:

Océ-Technologies B.V.
For the attention of ITC User Documentation.
P.O. Box 101,
5900 MA Venlo
The Netherlands

Send your comments by E-mail to: itc-userdoc@oce.com

For the addresses of local Océ organisations see: <http://www.oce.com>

Appendix B

Addresses of local Océ organizations

Addresses of local Océ organisations

<p>Océ-Australia Ltd. P.O. Box 363 Ferntree Gully MDC Vic 3165 Australia http://www.oce.com.au/</p>	<p>Océ-Österreich GmbH Postfach 95 1233 Vienna Wienerbergstrasse 11 Vienna Twin Tower 1100 Vienna Austria http://www.oce.at/</p>
<p>Océ-Belgium N.V./S.A. J. Bordetlaan 32 1140 Brussel Belgium http://www.oce.be/</p>	<p>Océ-Brasil Comércio e Indústria Ltda. Av. das Nações Unidas, 11.857 Brooklin Novo São Paulo-SP 04578-000 Brasil http://www.oce-brasil.com.br/</p>
<p>Océ-Canada Inc. 4711 Yonge Street, Suite 1100 Toronto, Ontario M2N 6K8 Canada http://www.oce.ca/</p>	<p>Océ Office Equipment (Shanghai) First Shanghai Center, Phase II, Building 4, Lane 180, Zhangheng Road Pudong District Shanghai 201204, P.R. China http://www.oce.com.cn/</p>
<p>Océ-Czech Republic ltd. Babická 2329/2 149 00 Praha 4 Czech Republic http://www.oce.cz/</p>	<p>Océ-Danmark a/s Vallensbækvej 45 2605 Brøndby Denmark http://www.oce.dk/</p>
<p>Océ Finland OY Niittyrinne 7 02270 Espoo Finland http://www.oce.fi/</p>	<p>Océ-France S.A. 32, Avenue du Pavé Neuf 93882 Noisy-le-grand, Cedex France http://www.oce.fr/</p>

<p>Océ-Deutschland GmbH Solinger Straße 5-7 45481 Mülheim/Ruhr Germany http://www.oce.de/</p>	<p>Océ-Hong Kong and China head office Room 3711-18 Tower 1 Millennium City 1 388 Kwun Tong Road Kwun Tong Kowloon Hong Kong http://www.oce.com.hk/</p>
<p>Océ-Hungaria Kft. H-1241 Budapest Pf.: 237 Hungary http://www.oce.hu/</p>	<p>Océ-Ireland Ltd. 3006 Lake Drive Citywest Business Campus Saggart Co. Dublin Ireland http://www.oce.ie/</p>
<p>Océ-Italia S.p.A. Strada Padana Superiore 2/B 20063 Cernusco sul Naviglio (MI) Italia http://www.oce.it/</p>	<p>Océ Japan Corporation 1-28-1, Oi Shinagawa-ku Tokyo 140-0014 Japan http://www.ocejapan.co.jp/</p>
<p>Océ-Belgium S.A. Rue Astrid 2/A 1143 Luxembourg-Belair http://www.oce.lu/</p>	<p>Océ Malaysia Sdn. Bhd. #3.01, Level 3, Wisma Academy Lot 4A, Jalan 19/1 46300 Petalig Jaya Selangor Darul Ehsan Malaysia http://www.ocemal.com.my/</p>
<p>Océ-Mexico S.A. de C.V. Prolongación Reforma 1236, 4to Piso Col. Santa Fé, Del. Cuajimalpa C.P. 05348 México, D.F. México http://www.oceusa.com/</p>	<p>Océ-Norge A.S. Postboks 4434 Nydalen Gjerdrums vei 8 0403 Oslo Norway http://www.oce.no/</p>

<p>Océ-Poland Ltd. Sp.z o.o. ul. Bitwy Warszawskiej 1920 r. nr. 7 02-366 Warszawa Poland http://www.oce.com.pl/</p>	<p>Océ-Portugal Equipamentos Gráficos S.A. Av. José Gomes Ferreira, 11 Piso 2 - Miraflores 1497-139 Algés Portugal http://www.oce.pt/</p>
<p>Océ Singapore Pte Ltd. 21 Ubi Road 1 #05-01 Brilliant Building Singapore408724</p>	
<p>Océ España SA Business Park Mas Blau Osona, 2 08820 El Prat de Llobregat Barcelona Spain http://www.oce.es/</p>	<p>Océ-Svenska AB Sollentunavägen 84 191 27 Sollentuna Sweden http://www.oce.se/</p>
<p>Océ-Schweiz AG Sägereistrasse 10 CH8152 Glattbrugg Schweiz http://www.oce.ch/</p>	<p>Océ (Thailand) Ltd. B.B. Building 16/Floor 54 Asoke Road Sukhumvit 21 Bangkok 10110 Thailand</p>
<p>Océ-Nederland B.V. P.O.Box 800 5201 AV 's-Hertogenbosch The Netherlands http://www.oce.nl/</p>	<p>Océ (UK) Limited Océ House Chatham Way Brentwood, Essex CM14 4DZ United Kingdom http://www.oce.co.uk/</p>
<p>Océ North America Inc. 100 Oakview Drive Trumbull, CT 06611 USA http://www.oceusa.com/</p>	



Note:

The web site <http://www.oce.com> gives the current addresses of the local Océ organizations and distributors.



Note:

The addresses of local Océ organizations for information about the Wide Format Printing Systems and the Production Printing Systems can be different from the addresses above. Refer to the web site <http://www.oce.com> for the addresses you need.

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