

**apprentice**

USER MANUAL FOR REPROGRAPHERS

© 2001 Autodesk, Inc. All rights reserved. Autodesk, the Autodesk logo, AutoCAD, Buzzsaw, Layered Document Format, LDF and Plans & Specs are either registered trademarks or trademarks of Buzzsaw, Inc. or Autodesk, Inc. in the U.S.A. or other countries. All other trademarks are the property of their respective owners.

**October 10, 2001**

---

## Chapter 1

### Introduction

- What Is Apprentice? 14
  - Apprentice Server 14
  - Apprentice Remote Client 14
- The Concept 15
- Getting Help 16
  - On-line help 16
  - Tool tips 16
  - Web site 16

---

## Chapter 2

### Installation

- Installing Apprentice 18

---

## Chapter 3

### The Software Interface

- Starting Apprentice 20
- The User Interface 21
  - Menu bar 22
  - Toolbar and quick menus 22
  - Information bar 22
  - Pen overview 23
  - Window 23
  - Logo 23
  - Viewer toolbar 24
  - Title bar 24
  - Status bar 24
  - Accessing menus and options 25
  - Setting preferences 25
- Quitting Apprentice 27

---

## Chapter 4

### Configuration

- Configuring Major Products 30
  - General tab 30
  - Communications tab 31
  - Job Default Settings tab 32
  - Directories tab 33
  - PostScript tab 33

|                                       |    |
|---------------------------------------|----|
| AutoCAD tab                           | 35 |
| Paper Sizes tab                       | 36 |
| Introduction to Configuration Manager | 37 |
| Using the Configuration Manager       | 37 |
| Understanding the settings            | 38 |
| Locating specific settings            | 39 |

---

## Chapter 5

### Work Order Customizer

|  |    |
|--|----|
| Accessing the Work Order Customizer    | 42 |
| Order Receipt Header                   | 42 |
| Work Order fields                      | 43 |
| Work Order colors and fonts            | 44 |
| Previewing the Work Order Changes      | 45 |
| Distributing the Customized Work Order | 46 |

---

## Chapter 6

### Handling Jobs

|  |    |
|--|----|
| Introduction                             | 48 |
| Creating new jobs                        | 48 |
| Adding files to jobs                     | 48 |
| Adding drawings from ProjectPoint™ sites | 48 |
| Inserting Files into a Job               | 49 |
| Adding files from a text file            | 50 |
| Saving jobs                              | 50 |
| Closing jobs                             | 50 |
| Opening existing jobs                    | 51 |
| Merging jobs                             | 51 |
| Removing drawings from jobs              | 51 |
| Deleting drawings                        | 52 |
| Renaming jobs                            | 52 |
| Organizing Drawings Within a Job         | 53 |
| Skipping drawings within a job           | 53 |
| Moving drawings within a job             | 53 |
| Copying drawings within a job            | 53 |
| Job Settings                             | 54 |
| Changing settings for one drawing        | 54 |
| Changing settings for multiple drawings  | 55 |
| File                                     | 56 |
| Copies                                   | 56 |
| Drawing Size                             | 56 |
| Zoom                                     | 57 |
| Paper Size                               | 57 |
| Media Type                               | 57 |
| Fold                                     | 58 |

Pen Set 58  
Alignment 58  
Rotation and Mirror 59  
Border Removal 59  
Color 59

---

## Chapter 7

### Checking and Processing Drawings

About Processing and Checking Files 62  
Vector vs. Raster 63  
    About AutoCAD formats 63  
Drawing Properties 64  
AutoCAD Files 65  
    General tab 65  
    Plot by/Scale tab 66  
    Advanced tab 68  
    Directories tab 69  
    Solving AutoCAD scale problems 70  
    Configuring AutoCAD processing 70  
HP-GL, HP-GL/2 and HP RTL Files 72  
CalComp 906/907 PCI Files 73  
    Checking the CalComp drawing properties 73  
Processing and Unprocessing Drawings 74  
    Preprocessing mode 74  
About Raster Files 75  
    Cals 75  
    TIFF, NIFF 75  
About LDF Files 77

---

## Chapter 8

### Viewing Drawings

Viewer 80  
    Viewer toolbar 80  
    Zoom tools 82  
    View Fold 83  
    Move Drawing 83  
    Border Removal 84  
    Crop Drawing 84  
    Enlarge Detail 85  
    Edit Pen 85  
    Center Drawing 86  
    Align Title Block 86  
    Mirror, Rotate Right, Rotate Left and Rotate 180 87  
    Negative Paper 87

|                        |    |
|------------------------|----|
| Rasterization          | 88 |
| Color Patterns         | 88 |
| Outline Polygons       | 88 |
| Status Bar             | 89 |
| Previous/Next Drawing  | 89 |
| Ruler                  | 89 |
| Drawing Size           | 89 |
| Zoom Status            | 90 |
| Paper Size             | 90 |
| Locator                | 91 |
| Second Locator         | 91 |
| Viewer Menu Bar        | 92 |
| Viewer Troubleshooting | 93 |

---

## Chapter 9

### Imaging Properties

|                    |     |
|--------------------|-----|
| Imaging Properties | 96  |
| Paper Size tab     | 96  |
| Drawing Size tab   | 97  |
| Alignment tab      | 98  |
| Border Removal tab | 98  |
| Margins tab        | 99  |
| Zoom tab           | 100 |
| Orientation tab    | 100 |
| Folder tab         | 101 |

---

## Chapter 10

### Setting Pen Parameters

|                        |     |
|------------------------|-----|
| Pens                   | 104 |
| Pen Patterns           | 105 |
| Pen Width              | 106 |
| Pen Shape              | 107 |
| Effect                 | 107 |
| All Pens               | 108 |
| Edit Pen Pattern       | 109 |
| Pen Controls           | 111 |
| Modifying Pen Features | 113 |

---

## Chapter 11

### Defining Stamps and Overlays

|                   |     |
|-------------------|-----|
| Electronic Stamps | 116 |
| Stamp options     | 116 |

- Position options 117
- Adding a stamp to a drawing 118
- Adding a stamp to all drawings 118
- Overlaying files 119
- Viewing and Positioning 120

---

## Chapter 12

### Sending Jobs

- Introduction 122
  - Sending jobs or files to ProjectPoint™ sites 122
  - Sending a job to a network queue 123
  - Sending a job by modem or FTP 123
  - Sending a job to be stored on disk 125
  - Sending a job by e-mail 125
- Filling Out a Work Order 127
  - Using the Work Order 127
- Using the Order Receipt 131

---

## Chapter 13

### Publishing drawings

- Introduction 134
- Creating LDF Files 135
- Adding LDF Files to Jobs 136
- About the Plans & Specs Online Service 137
- Publishing to Plans & Specs 139

---

## Chapter 14

### Queues

- Introduction 142
- Creating an Incoming Queue 143
- Queue Options 145
- Queue Information 146
- Handling Queues 147
  - Opening queues 147
  - Saving queues 147
  - Receiving new jobs in a queue 147
  - Working with queues 147
  - Organizing jobs in queues 150
  - Removing jobs 150
  - Deleting jobs 151

---

## Chapter 15

### Accounting

- What Is Accounting? 154
- Preparing Apprentice for Accounting 155
  - Standard Accounting 155
  - ODBC Set Accounting 155
  - ODBC Sheet Accounting 155
  - ODBC Set and Sheet Accounting 156
- Exporting Accounting Information 157
  - Understanding logs 158
  - Using Accounting Login 164
- Querying Accounting Information 165
- Reporting Accounting Information 169

---

## Chapter 16

### Printing

- Introduction 172
- Printing from a Queue 173
- Océ 9700/9800 Printer 174
  - Starting the Océ 9700/9800 Print Manager 174
  - Printing on the Océ 9700/9800 printer 175
  - Rolls and Sets 176
  - Collation 177
  - Printer Stamp 177
  - Folder 178
  - Stacker 179
  - Delivery 180
  - Banner Page 181
- Group4-compatible printer or CALS/TIFF file 183
  - Output 184
  - Resolution 185
  - Collation 186
  - Options 186
  - Banner Page 188
- HP-GL/2, HP RTL Output and Inkjet (optional) 189
  - Output 189
  - Resolution 191
  - Collation 192
  - Options 192
  - Banner Page 193
- Printing on a Windows Printer 195
  - Scaling 195
  - Color Inkjet Printers 195
  - Print Preview 195
  - Printing a Job on a Windows Printer 197



---

## Chapter 17

### Unattended Printing

- Introduction 202
  - About print settings 202
  - Enabling/disabling unattended printing 202
  - Enabling e-mail notification 203
- Automatic Printing 205
- Direct Printing 206
  - Configuring the printer 206
  - Queue administration 207
  - Banner page for broadcast print queue 209
- Native Printing 211
  - Creating polling queues 211
  - Sending to polling queues 212

---

## Appendix A

### ApFTP

- Introduction 216
- Installing Apprentice Remote for FTP -- Preparation 217
  - Establishing user rights 217
  - Creating customized files 218
  - Customizing the Work Order Defaults 218
- Installing Remote for ApFTP -- at the site 220
- Menu Selections 222
  - File 222
  - Communications 222
  - Help 223
- Command Line Options 224
  - ApFtp <filename> 224
  - ApFtp -s<filename> 224
  - ApFtp -c 224
  - ApFtp -u<username> -p<password> -h<hostname> 224

---

## Appendix B

### ApModem

- Introduction 226
- Installing Apprentice Remote for ApModem -- Preparation 227
  - Creating customized files 227
  - Installing Remote for ApModem 228

|  |     |
|--|-----|
| Configuring Apprentice Remote for use with ApModem | 229 |
| Overview   | 230 |
| Menu Selections                                    | 231 |
| File   | 231 |
| Communications                                     | 231 |
| Windows 3.x Configuration                          | 232 |
| Windows 95/NT Configuration                        | 234 |
| Script   | 235 |
| Help   | 236 |
| Script File  | 237 |
| Script commands                                    | 238 |
| JOBCOMM.INI File Keys                              | 240 |
| Command Line Options                               | 241 |
| ApModem <filename>                                 | 241 |
| ApModem -s <filename>                              | 241 |
| ApModem -c   | 241 |
| ApModem -x<scriptfile>                             | 241 |
| Troubleshooting / FAQ                              | 242 |
| Tips   | 242 |
| General information                                | 242 |
| My Modem Will Not Connect                          | 243 |
| I Can't Log In                                     | 243 |
| I Get Errors When Transferring                     | 244 |

## **Appendix C**

### **ApHost: Server**

|   |     |
|---|-----|
| Introduction                              | 246 |
| Server Setup                              | 247 |
| Migration from Hyperaccess                | 247 |
| Starting and Stopping ApHost              | 249 |
| Preparation                               | 250 |
| Preferences                               | 250 |
| Phone lines                               | 251 |
| Creating queues                           | 253 |
| Users                                     | 253 |
| Using ApHost                              | 256 |
| (De-)Activating phone lines               | 256 |
| Getting information about one phone line  | 256 |
| Getting information about all phone lines | 258 |
| Hanging up phone lines                    | 258 |
| Broadcasting messages to Remote users     | 259 |
| Reading messages from Remote users        | 259 |

## **Appendix D**

## Index



---

# Chapter 1

## Introduction

*This chapter describes the process of printing with Apprentice. It explains what Apprentice is, who should use it and how it should be used.*

---

## What Is Apprentice?

Apprentice is a software program that is used for high-speed digital printing. The complete Apprentice system consists of two major parts: Apprentice Server and Apprentice Remote Client.

---

### Apprentice Server

You can receive jobs via modem, ftp, network, diskette, ISDN or e-mail and modify them through the same interface on which Remote Client users created them.

You also can buy optional scan-to-file functionality.

---

### Apprentice Remote Client

These versions of the Apprentice Client have separate installations:

- Apprentice Remote Client allows communication via modem, FTP or LAN.
- Apprentice Remote LAN does not include modem or FTP functionality.
- Apprentice FM Remote is a subset of Remote LAN; users cannot create or open queues, as they can with Remote LAN.

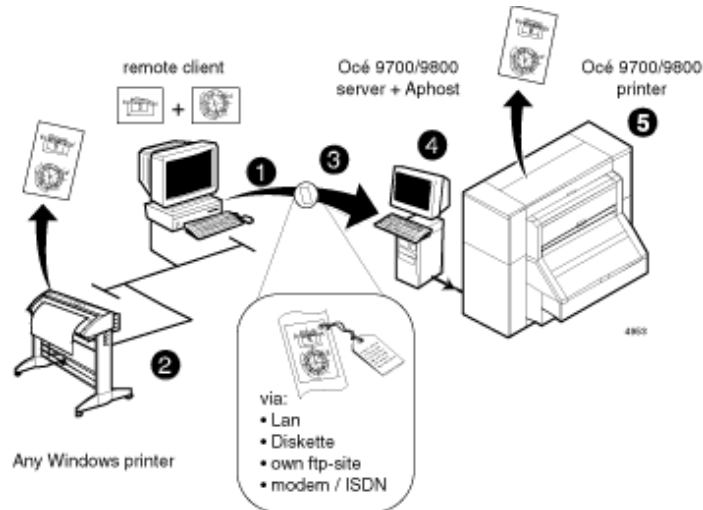
All three versions allow users to create a print job, and to process, preview and submit drawings for printing. The Remote software provides feedback and pre-emptive warnings before a print job is sent to Apprentice Server. All three versions allow users to check prints on a Windows printer.

When Remote users are satisfied with the appearance of the drawing, they can send the file to Apprentice Server, where it can be printed on a supported printer or saved to diskette. Users, rather than the print-room operators, take responsibility for the accuracy of output.

---

# The Concept

The complete concept of Apprentice can be summarized in the following picture:



1. The customer prepares a job with Apprentice Remote Client by processing Apprentice files into the Vector Image Compressed (VIC) format.
2. The customer checks the job on any size local Windows printer.
3. Depending on the version of the Apprentice Remote Client, the customer saves the job on a diskette, or sends the job to ProjectPoint or to the print server via modem, ISDN, queue, LAN, e-mail or FTP.
4. The customer's job is loaded onto the Apprentice Server.
5. The job is printed on the supported printer.

---

## Getting Help

In addition to the User Manual that is included on the installation CD, Apprentice software version 4.31 provides HTML-based on-line help.

---

### On-line help

If you need help while using the Apprentice software, the on-line help provides a quick explanation of options and procedures.

- **Accessing on-line help**

1. From the Help menu, choose **Index**. The Help dialog box opens.
2. Use the Contents, Index or Search tab as needed.

---

### Tool tips

When your mouse pointer is over a button, Tool Tips provide a small box with a short explanation of the button's functionality.

---

### Web site

You can find technical support information at [www.buzzsaw.com](http://www.buzzsaw.com). Visit the site for updates, patches, suggestions and work-arounds.



---

## Chapter 2 Installation

*This section focuses on the installation and configuration of Apprentice products.*

---

# Installing Apprentice

Before you install Apprentice, be sure to have the Install Key for the product(s) available.

Note for customers who have been using Apprentice 4.25 or 4.25i: After you install Apprentice, you must recustomize the work order for your Remote Client users.

Customers using JAWS may install Apprentice over previous versions that were released in 2000 or 2001. The JAWS PS/PDF interpreter files will be unaffected. However, if you wish to completely uninstall a previous version of Apprentice before you install the new version, then you must back up two files (jawsnt.dll and jawspm.exe) and three folders with all their contents (Font, Lib and Resource) and copy them into the newest version's installation directory.

During installation, Apprentice's default pen set, logs and job settings are saved in a default directory. If you are installing an upgrade, Apprentice will try to find previous settings.

Please see [www.buzzsaw.com](http://www.buzzsaw.com) for complete installation instructions.

---

## Chapter 3

# The Software Interface

*This chapter describes the different parts of the user interface. It also explains the different ways in which options can be accessed.*

---

# Starting Apprentice

You can start Apprentice in several ways, just like any other Windows program. Follow the procedure below. Quitting Apprentice is explained later in this chapter.

- **Starting Apprentice**

Double-click the Apprentice icon on your desktop.

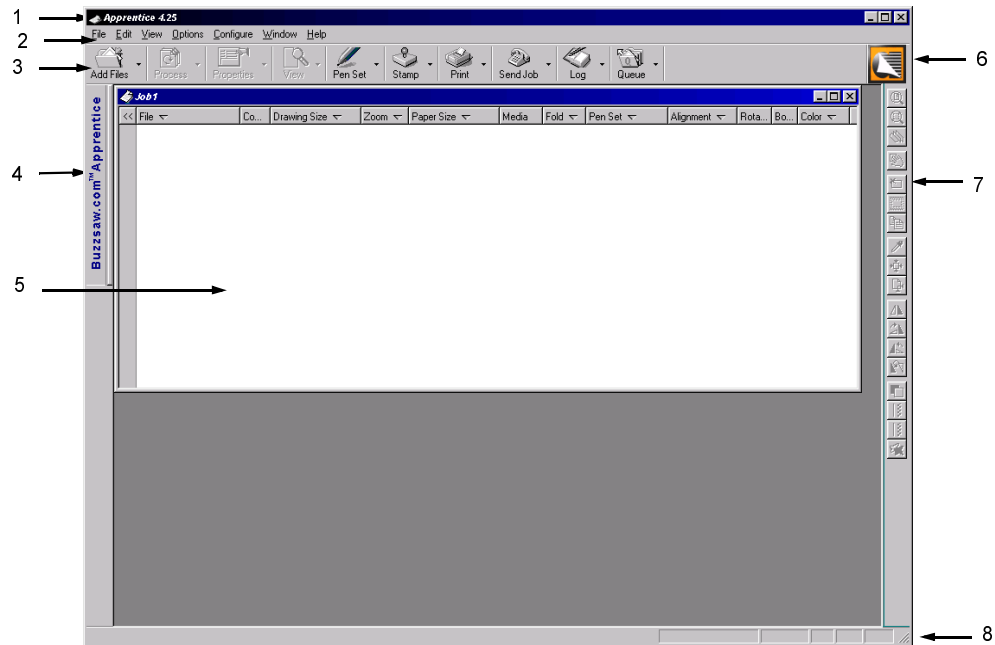


OR

From the Windows Start menu, click **Programs>Buzzsaw>Apprentice**.

# The User Interface

When you start the Apprentice software, the main window is displayed.



The main window consists of:

1. the title bar
2. the menu bar
3. the toolbar and quick menus
4. the information bar
5. the job window
6. the logo
7. the viewer toolbar
8. the status bar

---

## Menu bar

The menus available on the menu bar depend upon the mode in which you are working. Below is an example from job mode.



When you click a menu name, its contents appear.

---

## Toolbar and quick menus



The toolbar consists of two parts:

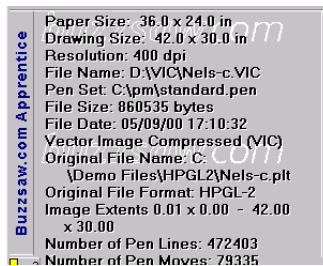
- Buttons with an icon. When you click a button, the corresponding option is activated. The buttons contain the most frequently used option from the menu.
- Quick menus. When you click an arrow, a menu of options appears.

*Note: Available buttons relate to the mode you are using. Some buttons are not available in certain modes such as log or viewer.*

---

## Information bar

The information bar is on the left side of the main window.

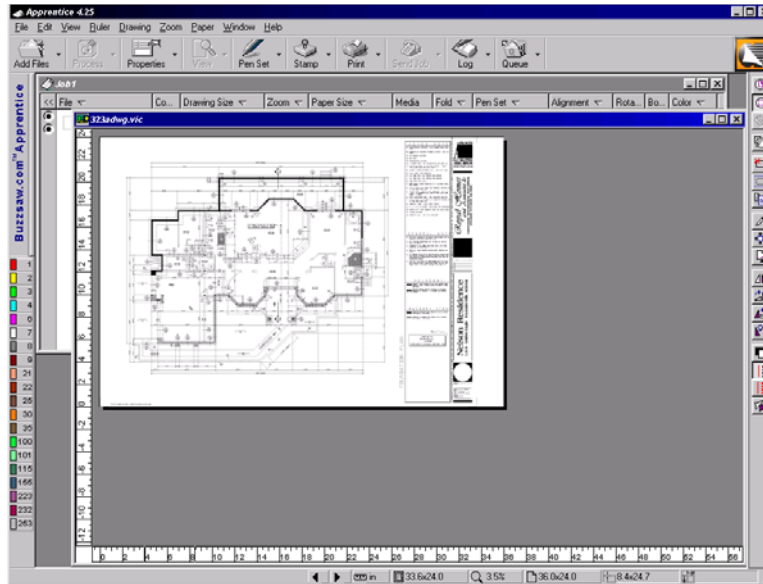


- When you move your mouse over the information bar, its text is highlighted.
- When you click the information bar, it opens.
- If a drawing is selected, the bar provides information on the drawing settings. If no drawing is selected, it displays a logo.

---

## Pen overview

If you are viewing a drawing, Apprentice shows the pens used, below the information bar. Selecting one of these pens opens the Pen Settings window. If the drawing uses more pens than will fit on the current screen, you can press and hold down the left mouse button and move to the top or bottom, to browse through the whole list.



---

## Window

The main window's appearance depends on the mode you are using:

- job
- viewer
- pen
- log
- queue

More than one type of window may be open at a time, but only one mode may be active.

---

## Logo

The logo indicates the following:

- When the logo turns into a moving sheet of paper, the program is processing.
- When the logo turns into a moving press/stamp, the program is printing.

*Note: When you click the logo, the open job will be saved.*

---

## Viewer toolbar

The Viewer toolbar is visible in every mode. But you can only use the buttons when you are using the View mode.

The Viewer toolbar contains tools that make changes in the viewing mode. Some tools do not affect the drawing and others do. The functions of the different tools are explained in Chapter 8, Viewing Drawings, beginning on page 79.



---

## Title bar

The Title bar is at the top of the window.



---

## Status bar

There is a status bar at the bottom of the window, showing extra information about selected windows or functions:





---

## Accessing menus and options

Generally, there are several ways to open or use an option in Apprentice:

**Menu bar** When you click a menu, the contents of that menu appear. You can select an option from the menu.

**Toolbar and quick menus** When you click a button, the selected option appears. When you click a quick menu arrow, a menu appears. You can select an option from the menu.

**Right click** When you click the right mouse button, a menu of the most frequently-used options and settings appears. This method does not give you access to all the available options.

**Double click** When you double-click the left mouse button with the pointer on a setting, a list appears. You can choose an option from the list.

*Note: Procedures that instruct you to “click” mean you should left-click once.*

---

## Setting preferences

In job mode, you can set preferences in the Options menu. The options can be set by selecting them from the Options menu. A check mark next to an option indicates that it is “On”, while an icon or no check mark indicates that it is “Off”.

**Ignore Prompting Mode** If you check this option, the prompt windows will not be displayed when problems occur.

*Note: This option is recommended only for unattended printing.*

**Pre-processing Mode** VIC files are stored in the VIC directory, which is created during installation for quick processing and unprocessing. The drawback is that this takes up space on your hard disk.

**Ignore RCF Headers** Select this option to ignore the print information created by an Océ driver.

**Windows Printer Uses Colors** Check this option if you want to print to a Windows color printer.

**Windows Printer Scale 100%** This option works only if you have purchased a Remote Plus print code. Check this option if you want to print to a wide-format Windows printer. Otherwise, if you are printing 100% of a large drawing to an 8.5x11

page, a portion of the drawing will print at 100%. The rest of the drawing will print on subsequent pieces of paper.

**Invert Paper Image** The image is inverted so that black pixels are turned to white, and white pixels to black. This option uses a lot of printer toner.

**Auto-detect paper size** If this option is checked, the best fitting paper size will be selected when the file is processed.

**Auto Paper Rotate** If this option is checked, the drawing will be rotated, if necessary, in order to fit onto the selected paper size.

**Save Job Default Settings Now** Selecting this options will change the default job settings to the most recently changed settings in the job window.

**Clean VIC directory** Deletes existing files from the VIC directory.

---

## Quitting Apprentice

If you have finished working with Apprentice, quit the application. Do not quit Apprentice while jobs are still being printed. It is a good practice to make sure that jobs sent to the printer have been completed before quitting Apprentice.

- **Quitting Apprentice**
  1. Wait until the active job has been completely sent to the printer.
  2. From the File menu, choose **Exit**. The Apprentice software is closed.



---

# Chapter 4

## Configuration

*This section focuses on the installation and configuration of Apprentice products.*

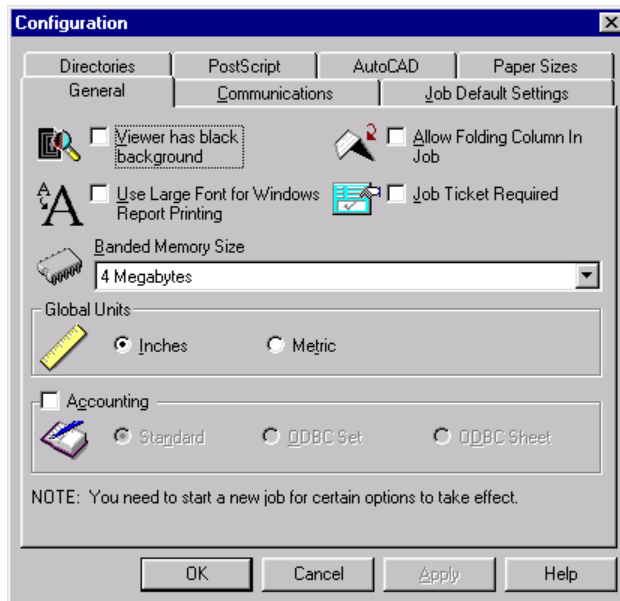
---

# Configuring Major Products

During installation, Apprentice's default pen set, logs and job settings are saved in default directories. If you are installing an upgrade, Apprentice will try to find previous settings. It is recommended that you leave the directories as if you have just upgraded. If you wish to check or change settings, follow these steps:

- **Configuring major products**

1. Open Apprentice.
2. From the Configure menu, choose **Defaults**. The Configuration dialog box appears:



3. Make changes as needed on each tab. You need to start a new job for some selections to take effect. See *Handling Jobs*, beginning on page 47 .
4. Click **Apply** to save the changes without closing the Configuration dialog box, or click **OK** to save the changes and close the dialog box.

---

## General tab

**Viewer has black background** Select this check box if you want to always have a black background when you open the viewer.

**Use Large Font for Windows Report Printing** Select this check box to specify that large fonts should be used to make reading easier when you print an electronic job ticket.

**Allow Folding Column in Job** Select this check box to allow selection of a folding method from the job window. The folding column will appear in the job window, even if there is not a folding unit attached to any configured printer.

**Job Ticket Required** If you select this check box, the work order appears and must be filled out before the job can be sent or printed in any major Apprentice product. In FM Remote, the work order must be filled out in all instances, even if this check box is not selected.

**Banded Memory Size** The amount of banded memory that will be used when printing a file on a Windows printer. Increasing the banded memory size may improve Apprentice performance, but will reduce the memory available to other applications.

**Global Units** The default unit of measurement.

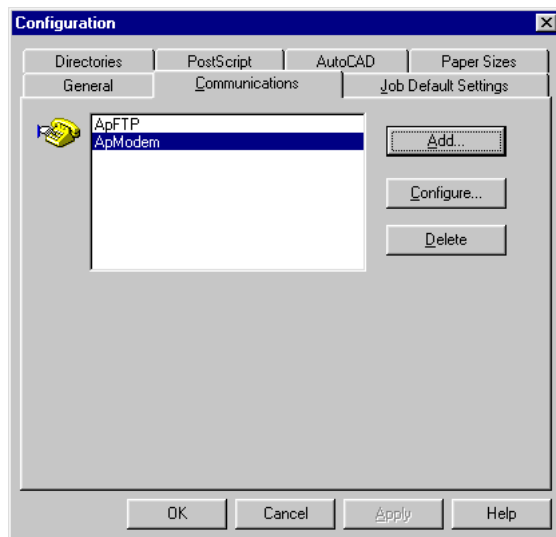
**Accounting** Select one of the following:

- Standard Accounting: Information will be written in and read from binary files
- ODBC Set: Uses Set Accounting table
- ODBC Sheet: Uses Accounting Information table

For more information about the types of accounting, see ‘Preparing Apprentice for Accounting’ on page 155.

---

## Communications tab



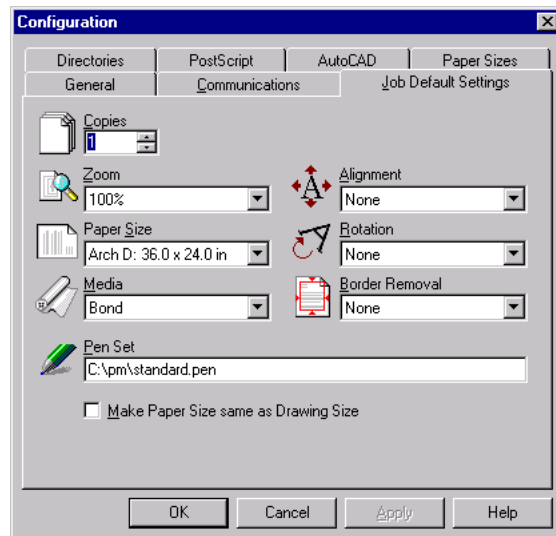
**Add** To add a communications method. For more information, see ‘Adding a communications method’ on page 124.

**Configure** To configure the selected communications method. For more information, see

**Delete** To delete the selected communications method.

---

## Job Default Settings tab



**Copies** The default number of copies to print for each file added to the job.

**Zoom** The zoom ratio for printing a job. Choose a zoom ratio between 25% and 400%. You can also select Fit Page.

**Paper Size** The paper size that will be used when a drawing is added to a job.

**Media** The media used. Choose bond, transparent or film (polyester).

**Alignment** The alignment that will be used.

**Rotation** The required rotation in degrees and whether you wish the drawing to be mirrored.

**Border Removal** The required border removal. Choose from the following: none, 0.05" (1.3mm), 0.10" (2.5mm), 0.25" (6.3mm), 0.50" (12.7mm).

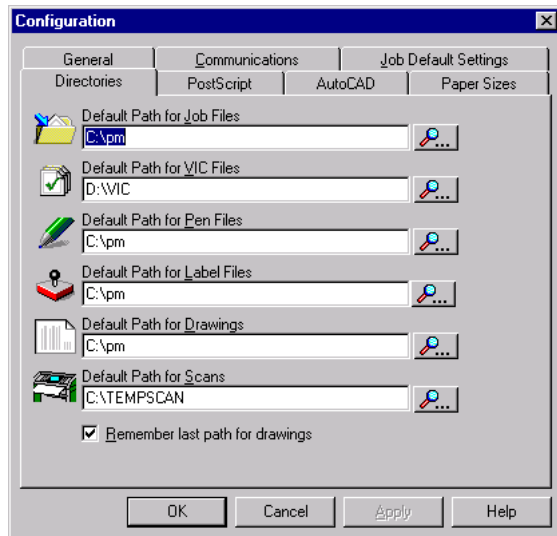
**Pen Set** The name and path of the pen set that must be applied each time a drawing is added to a job.

**Make Paper Size same as Drawing Size** Select this check box to have Apprentice set the paper size equal to the drawing size for those file formats in which it can detect the size: Tif and Cals.



---

## Directories tab



**Default Path for Job Files** The default path and directory where job files will be stored.

**Default Path for VIC Files** The default path and directory where VIC files will be stored.

**Default Path for Pen Files** The default path and directory where pen files will be stored.

**Default Path for Label Files** The default path and directory where label files will be stored.

**Default Path for Drawings** The default path and directory that will be searched for files to be added to a job.

**Default Path for Scans** The default path and directory for scan-to-file jobs.

**Remember last path for drawings** Select this check box to make the application retain the last directory used in Add Files.

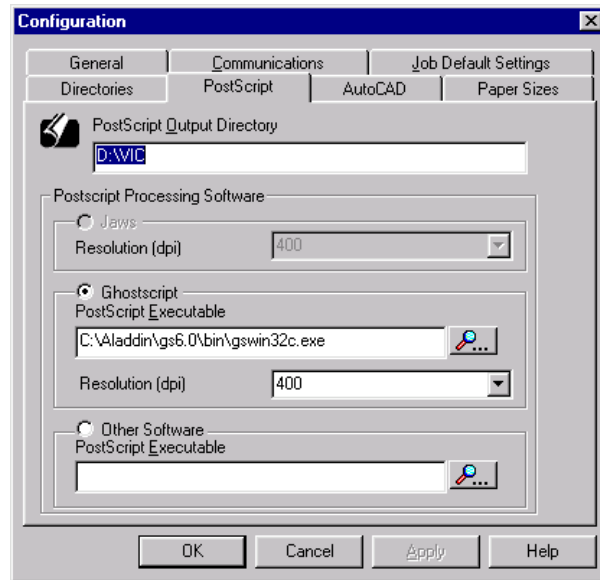
---

## PostScript tab

These settings must be defined if you install an optional third-party product to convert PostScript files to TIFF. Further information can be found in the third-party product documentation.

Ghostscript is PostScript processing software that you can install to use with Apprentice. The first time you process a PostScript file in Apprentice, you will be asked whether you wish to install Ghostscript. You will be redirected to the Ghostscript Web site, and an installation wizard will guide you through the process.

You can choose Jaws or GhostScript as your converter. If you use one, you should also check for additional options in Apprentice's Configuration Manager, the graphical user interface for the XML-based job settings file. See File Processing on page 43.



**PostScript Output Directory** The location where the processed files will be stored. The default is C:\VIC or D:\VIC.

**Jaws** If Jaws is installed on your system, this button will be available. You can choose the resolution from the list or enter a number between 200 and 1200.

**Ghostscript** If Ghostscript is installed on your system, this option will be available. Enter the location of the executable file in the text box or use the Browse button to navigate to the desired location. Choose a resolution between 200 and 1200 from the list.

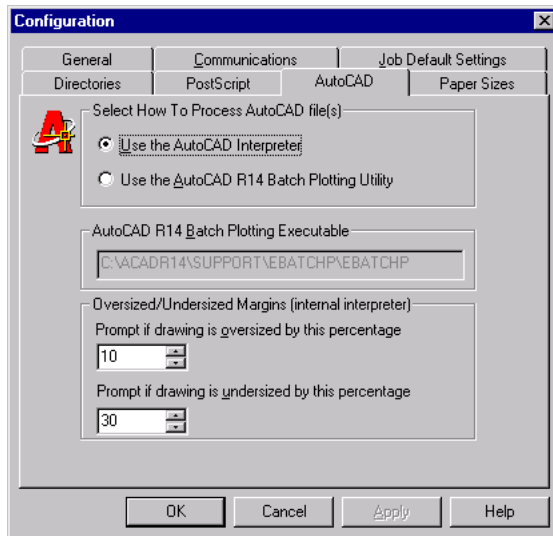
**Other Software** Reserved for other PostScript processing software. If you would like to test another application, enter the executable file name here.

- **Establishing PostScript settings**

1. If available, choose Jaws or Ghostscript.
2. Type the location of the executable or click **Browse** and navigate to the desired location.

3. Choose a resolution between 200 and 1200 from the list.
4. Click **Apply**, then click **OK**.

## AutoCAD tab



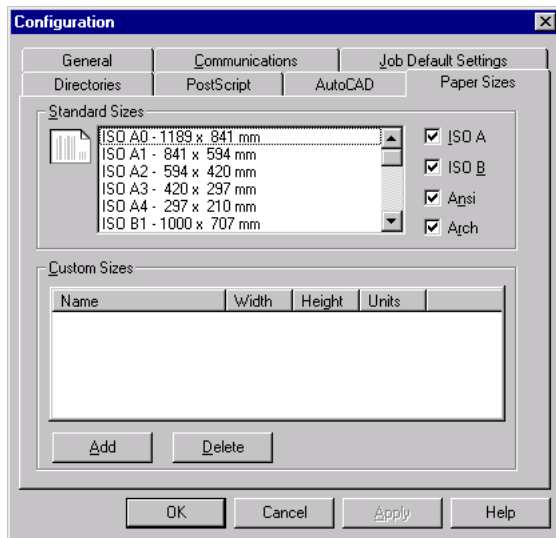
**Use the AutoCAD Interpreter.** Select this to use the interpreter included in Apprentice. It supports AutoCAD R2.5-R2000 files.

**Use the AutoCAD R14 Batch Plotting Utility.** Select this to use the AutoCAD R14 Batch Plotting Utility for processing files. It supports files from AutoCAD R2.5-R14.

**AutoCAD R14 Batch Plotting Executable** If you selected Use the AutoCAD R14 Batch Plotting utility in the previous section, use this field to select the executable file.

**Oversized/Undersized Margins** If you have selected the internal interpreter, you can specify how much a drawing can be oversized/undersized before the application warns you. See *Checking and Processing Drawings*, beginning on page 61 .

## Paper Sizes tab



**Standard Sizes** You can select one or more standard size ranges, such as ISO-A or ANSI, to appear in menus throughout the application.

**Custom Sizes** You can specify your own paper sizes, and add them to the list of available sizes.

- **Adding custom sizes to the list**
  1. Click **Add**. An entry is added to the list.
  2. In the entry space, type the name of the new custom size.
  3. Double click the width, height or units field of the new entry to change them.
  4. Click **Apply**.
- **Changing existing custom sizes**
  1. Double click the field of the custom size you want to change, and specify new settings.
  2. Click **Apply**.
- **Deleting custom sizes**
  1. Select the custom size you want to delete.
  2. Click **Delete**. The selected custom size will be deleted.
  3. Click **Apply**.

---

# Introduction to Configuration Manager

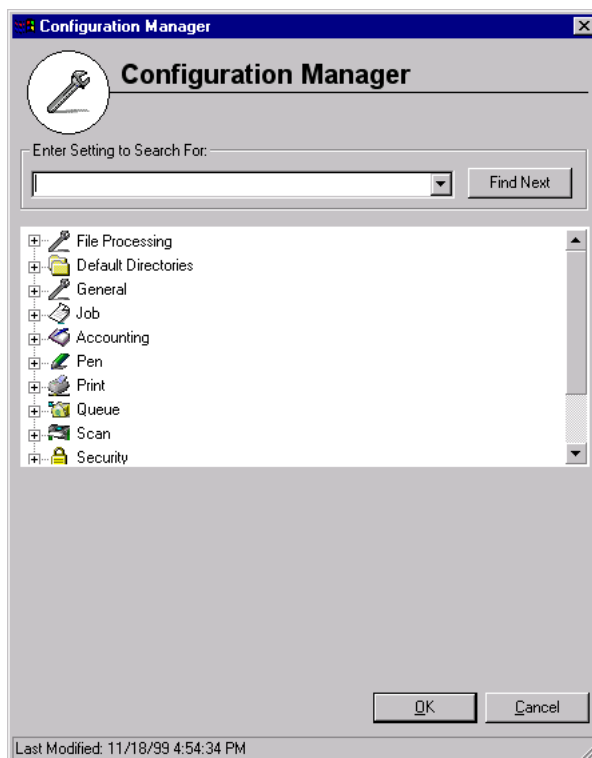
The JOB.XML file stores all of the configuration settings for Apprentice. The Configuration Manager allows you to view and modify the settings stored in job.xml. It is strongly recommended that all modifications be made through the Configuration Manager rather than the job.xml file

---

## Using the Configuration Manager

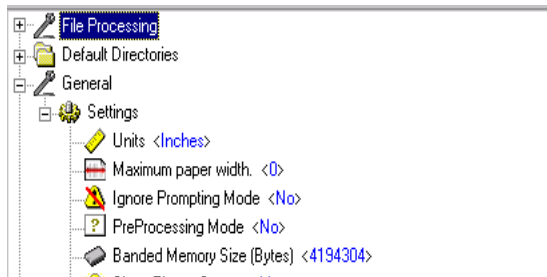
The Configuration Manager is easily opened from the Configure menu of the Apprentice application window.

- **Accessing the Configuration Manager**
  1. From the Configure menu, choose **Advanced**.
  2. The Configuration Manager window appears:



*Note: The program settings displayed in this window depend on the Apprentice Server version (for example, Inkjet or 9400) installed on your system.*

3. Select the desired setting. Click the plus sign to display the available options as shown below.



4. Select the desired option.
5. Make other changes as necessary.
6. Click **OK** to accept the changes and close the Configuration Manager window.

---

## Understanding the settings

Configuration Manager displays the following groups of settings:

**File Processing** Controls how each supported file type is processed in the Apprentice program.

**Default Directories** Controls the default storage location for drawing files as well as program related files such as labels, pen sets, scans, and VIC files.

**General** Controls standard program settings such as the measurement units and maximum paper size.

*Note: You must set Honor E-mail Notification Request by Clients to Yes in order to use the new e-mail notification feature in printing queues. You must have a MAPI-compliant e-mail program installed and functioning on your computer.*

**Job** Controls default settings for job files and job tickets. It is recommended that you set this to No if you are running Apprentice Océ 9800, 9400 or Inkjet Server so that it does not conflict with the automatic print queue feature.

**Accounting** Controls the default system used for logging accounting information.

**Pen** Controls the default settings for any newly created pens.

**Print** Controls default print settings for a specified printer such as banner page, collation, delivery, and folding options.

**Queue** Controls the default settings for queue administration and reporting.

**Scan** Controls scan resolution, viewing, and template settings.

**Security** Displays the CD keys and print secure codes used for installing the Apprentice program and printing to one of the supported printers.

**Image Viewer** Controls the properties of the Viewer window such as background color.

**Communications** Controls the communication methods used for transferring jobs between the Apprentice Server and Remote applications.

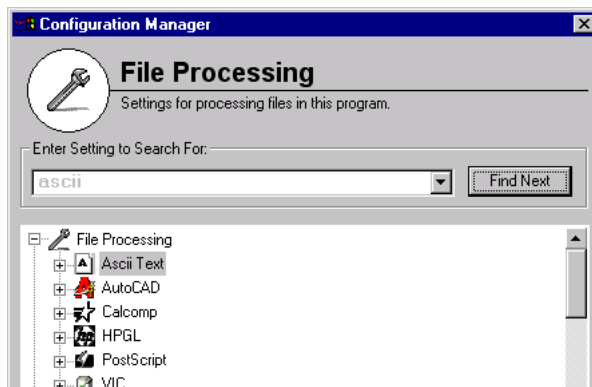
---

## Locating specific settings

Since there are so many settings that can be modified, a find feature is incorporated into the Configuration Manager.

- **Locating specific settings**

1. Enter a text string resembling the desired setting as closely as possible.
2. Click **Find Next**. The first setting containing the text string appears.



3. Click **Find Next** again to locate the next setting.

*Note: To access previous search strings, click the arrow at the right side of the text box. A menu of previous search strings appears.*





---

## Chapter 5

# Work Order Customizer

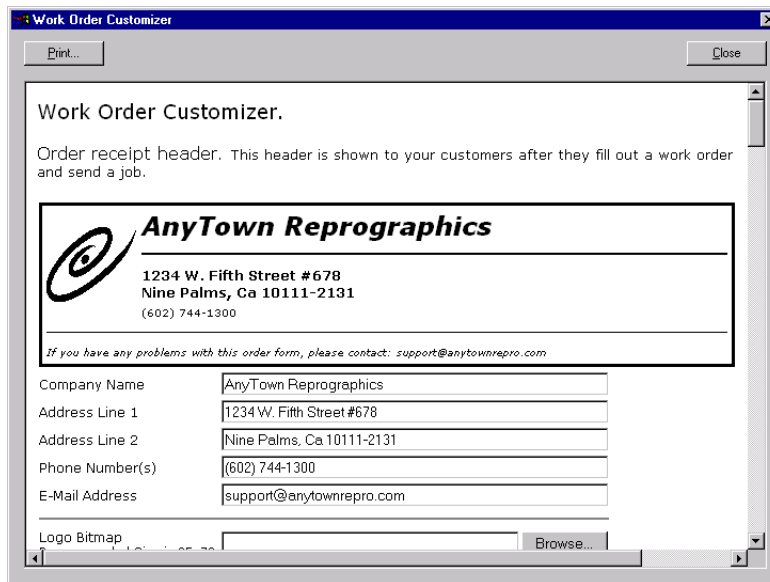
*This chapter describes the Apprentice Work Order Customizer, which allows you to tailor a print order form with printer and sender information. The information is then used for accounting purposes.*

# Accessing the Work Order Customizer

From the Configure menu, choose Work Order Customizer. The form appears, separated into three Work Order Customizer sections:

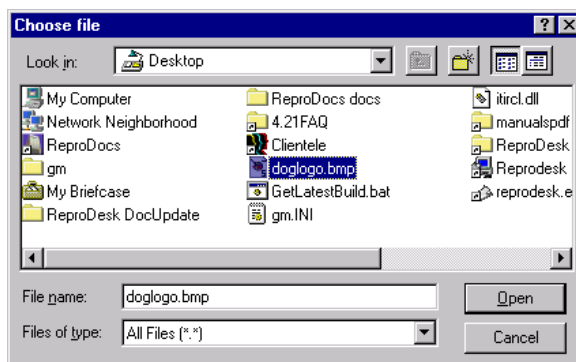
## Order Receipt Header

The Order Receipt Header lets you control company logo, address and other information.



You can make changes in the fields and view the output in the header. To make changes to text, type new information in the text boxes.

- **Changing the logo**
  1. Click **Browse**. The Choose File dialog box appears.



2. Navigate to the image you wish to use.

3. Click **Open**. The path to the image appears in the Logo Bitmap text field

**Any Town Reprographics**  
 1234 W. Fifth Street #678  
 Nine Palms, Ca 10111-2131  
 (602) 744-1300

*If you have any problems with this order form, please contact: support@anytownrepro.com*

Company Name: Any Town Reprographics  
 Address Line 1: 1234 W. Fifth Street #678  
 Address Line 2: Nine Palms, Ca 10111-2131  
 Phone Number(s): (602) 744-1300  
 E-Mail Address: support@anytownrepro.com

Logo Bitmap: Recommended Size is 85x70. D:\WINNT\Profiles\gaim\Desktop\doglogo.br   
 Display Width: 85 -- - + ++ Default Original Width  
 Display Height: 70 -- - + ++ Default Original Height

4 Use the minus (-) or plus (+) signs to decrease or increase the height and width.

## Work Order fields

Work Order Fields let you control how fields appear to clients.

- **Required:** Required fields must be visible to the client so that Apprentice's accounting functions can process them. Clients must fill in the required fields before they send jobs.
- **Visible:** You can make non-required fields visible to the client. Visible fields appear on a job ticket but are not mandatory.
- **Always Blank:** When a field is not visible, the Always Blank check box will be selected automatically.
- **Default Value:** Visible fields can have default values so that clients don't need to enter information that will be the same for each job submitted.

Work Order Customizer

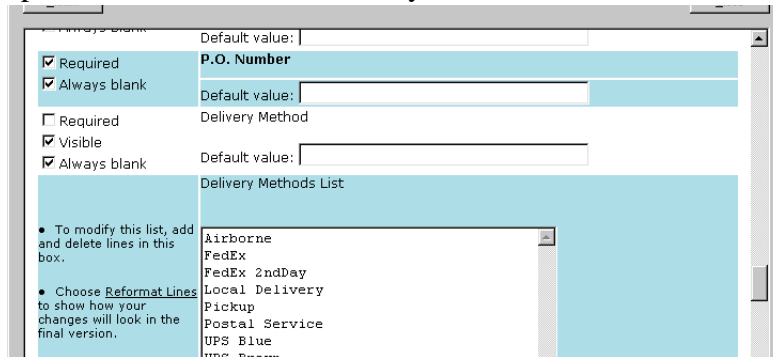
Print... Close

every time the work order is brought up.

End sample.

|  |                       |                                     |
|--|-----------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Required | <b>Company</b>        | Default Value: <input type="text"/> |
| <input type="checkbox"/> Always Blank        |                       |                                     |
| <input checked="" type="checkbox"/> Required | <b>Contact</b>        | Default Value: <input type="text"/> |
| <input type="checkbox"/> Always Blank        |                       |                                     |
| <input type="checkbox"/> Required            | <b>E-Mail Address</b> | Default Value: <input type="text"/> |
| <input checked="" type="checkbox"/> Visible  |                       |                                     |
| <input type="checkbox"/> Always Blank        |                       |                                     |
| <input checked="" type="checkbox"/> Required | <b>Phone Number</b>   | Default Value: <input type="text"/> |
| <input checked="" type="checkbox"/> Visible  |                       |                                     |
| <input type="checkbox"/> Always Blank        |                       |                                     |
| <input type="checkbox"/> Required            | <b>Phone Number 2</b> | Default Value: <input type="text"/> |
| <input checked="" type="checkbox"/> Visible  |                       |                                     |
| <input type="checkbox"/> Always Blank        |                       |                                     |

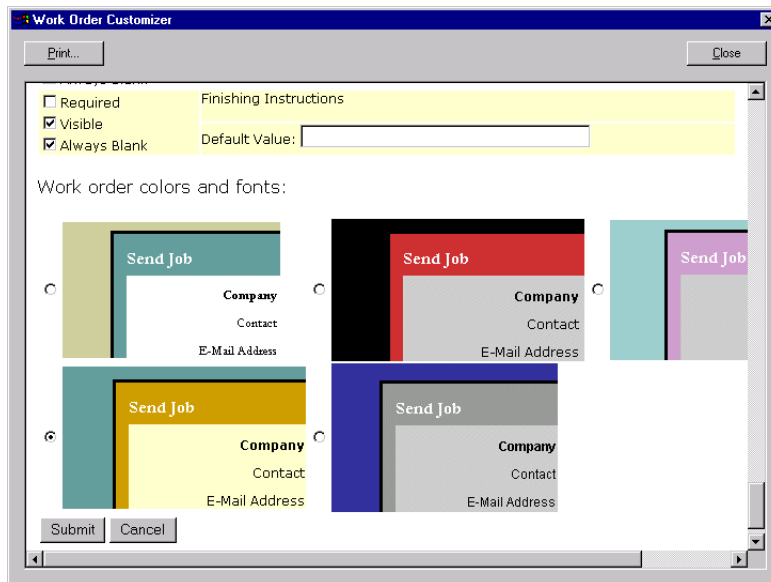
Several work order fields contain lists from which the client can choose from a set of options. These lists can be easily customized.



- To remove text that is no longer needed, select the text and press Delete. Click the Reformat Lines hyperlink to remove any blank lines from the list.
- To add text at the end of a list, click at the end of the last line of text and press Enter. Type the new text.
- To add a line of text within the list, click at the end of a line of text. Press Enter. Type the new text.

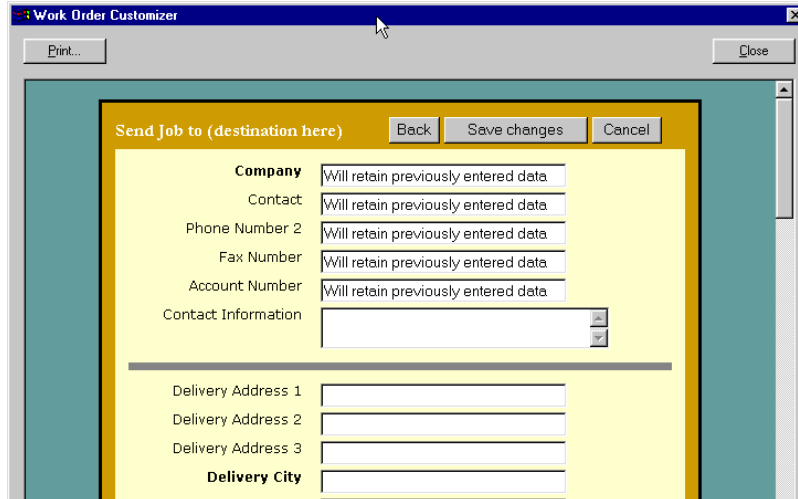
## Work Order colors and fonts

The Colors and Fonts section lets you select typefaces, background colors and other visual elements.



## Previewing the Work Order Changes

To view how the form will look with the options you selected, click the Submit button. The preview form appears:



The screenshot shows a window titled "Work Order Customizer" with a "Print..." button on the left and a "Close" button on the right. The main content area has a yellow background and a title bar that says "Send Job to (destination here)". Below the title bar are three buttons: "Back", "Save changes", and "Cancel". The form contains several input fields:

- Company**: Will retain previously entered data
- Contact**: Will retain previously entered data
- Phone Number 2**: Will retain previously entered data
- Fax Number**: Will retain previously entered data
- Account Number**: Will retain previously entered data
- Contact Information**: A dropdown menu with a downward arrow.
- Delivery Address 1**: A text input field.
- Delivery Address 2**: A text input field.
- Delivery Address 3**: A text input field.
- Delivery City**: A text input field.

- Click **Back** to make other changes in Work Order Customizer.
- Click **Save Changes** to save the Work Order Customizer options you selected.
- Click **Close** to close the form without saving changes.

---

## Distributing the Customized Work Order

For LAN environments, the Configuration Manager allows all network stations to use the same customized work order without having it installed on each station. For more information on Configuration Manager, See 'Introduction to Configuration Manager' on page 37.

- **Using the Work Order Customizer directory**

1. On the client machine, open the Configure menu.
2. Click **Advanced**. The Configuration Manager appears.
3. Click the plus sign (+) next to Default Directories to expand it.
4. Click the Customized Work Order Files item to select it. A field appears in the lower part of the Configuration Manager form.
5. To change the default directory, click in the field and type the full path for the new directory or click **Browse** and navigate to the desired location.
6. Click **OK**.

**Note:** Logobitmap2.gif is the default graphic that is installed with Apprentice. If a customer chooses a different graphic, Apprentice copies it into the installation directory and renames it logobitmap.gif. If a customer adds a .jpeg, Apprentice will rename it with a .gif filename extension and will display it correctly.

If the remotes are not on the same network, the customized work order must be distributed by manually copying files to the remote stations.

- **Transferring the customized work order to a remote system.**

1. Find the following newly created files in your installation directory (usually c:\buzzsaw)
  - woinfo.xml
  - logobitmap.gif.
2. Copy them to a floppy disk.
3. On the target machine, copy the two files into the Apprentice installation directory.

---

# Chapter 6

## Handling Jobs

*This chapter describes what a job is, how to manage jobs and how to change drawing settings within a job.*

---

# Introduction

A job holds references to a set of drawings and controls that allow you to customize each file in the set. You can change the order of the drawings within a job, set the number of copies, resize each drawing, select a scale, choose a paper size and media type, apply a pen set, align the images on the media, rotate the images, and remove borders so you don't waste paper. A job contains an electronic work order, also known as a job ticket.

Jobs get the file name extension.JOB. If information is missing, Apprentice applies a default pen set and a blank work order. Apprentice allows you to have multiple jobs open simultaneously.

---

## Creating new jobs

When Apprentice is started a job window, called Job 1, will appear. To create another new job, follow this procedure.

- **Creating new jobs**
  1. From the File menu, choose **New**. A dialog box appears.
  2. Select Job, and click **OK**.
  3. A job window opens. You have created a new job.

---

## Adding files to jobs

A new job does not contain any files. Drawings to be printed must be placed in a job.

- **Adding files to jobs**
  1. In the toolbar, click **Add Files**. The Add or Insert Drawings dialog box appears.
  2. Navigate to the location of each drawing to be added and click it. Shift-click to select a range of files or Control-click to select multiple, separated files.
  3. Click **OK**. The drawing files are added to the job.

---

## Adding drawings from ProjectPoint™ sites

You can transfer jobs and files between Apprentice and ProjectFolders sites. The Apprentice job window must be active, and you must have a ProjectPoint account set up to use this function in Apprentice. For more information, see chapter 12, 'Sending Jobs' beginning on page 121.

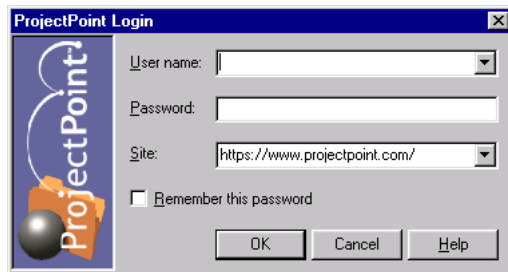


- **Adding files from ProjectPoint sites**
  1. Click the Add Files quick menu. A submenu appears.  
OR

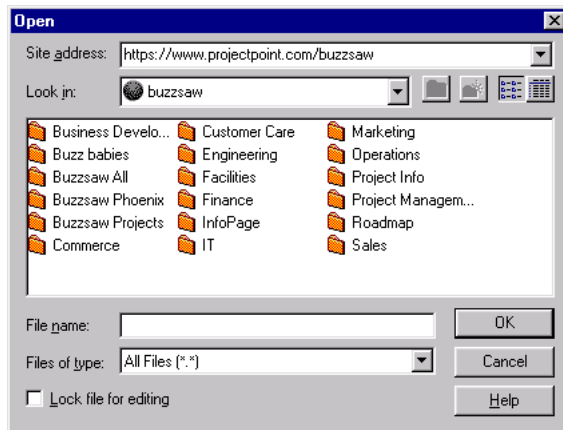
1. Right-click the blank area of the job window. A menu appears.

Then follow these steps:

2. Click **Add**. A submenu appears. Click **Drawings from ProjectPoint**. If you have not logged on, or did not select Remember this password, the ProjectPoint login appears:



3. Type your Username and Password if necessary, and choose a site from the list.
4. Click **OK**. The Open dialog box displays ProjectPoint sites to which you have access:



5. Navigate to the desired files and click **OK**. The files are added to the top of your Apprentice job.

---

## Inserting Files into a Job

You can insert a drawing at a certain position in a job, rather than adding it to the bottom of the job:

- **Inserting files into a job**
  1. Click the drawing that is below the point at which you want to insert a drawing.

2. From the Add Files quick menu, choose **Insert Drawing**. The Add or Insert Drawing(s) dialog box appears.
3. Navigate to the location of the drawings to be added.
4. Click the drawing(s) you want to add. Shift-click to select a range of files or Ctrl-click to multiple, separated files.
5. Click **Open**. The drawing files are inserted above the highlighted drawing.

---

### Adding files from a text file

You can use a special text file to add several drawings at once. It should be formatted with each line specifying the path of a drawing to be added.

- **Adding new files from file list**

1. In a text editor, type the path and filename of every drawing, each on a separate line. Add a blank line to the end of the file list.
2. Save and close the text file.
3. Open Apprentice.
4. In the Add Files quick menu, select **Add Drawings**.
5. Select the file that you saved with the text editor. Every file in the list is added to the current job.

---

### Saving jobs

When you have defined all the settings for each drawing in a job, save the job to retain these settings.

- **Saving a job**

1. From the File menu, choose **Save Job**. The Save As dialog box appears.  
*Note: If you have opened a job and want to save it under a different name, then use the command: Save Job As, rather than using Save.*
2. Select the drive and directory where you want to save the job.
3. Type a filename for this job.
4. Click **Save**. The job is saved.

---

### Closing jobs

You can also close a job without saving it. Use this option if you have made a mistake in handling a job.

- **Closing jobs**
  1. Make sure the job you wish to close is active.
  2. From the File menu, choose **Close**. If you have made any changes, Apprentice will ask you if you want to close the job without saving it. Otherwise, if you have made no changes, the job simply closes.

---

### Opening existing jobs

You can use job files that have been saved on the print server, on a network workstation, or on diskette. You can use a previously saved job by opening it.

- **Opening jobs**
  1. From the File menu, click **Open**. The Open dialog box appears.
  2. Navigate to the desired job, and click it to select it.
  3. Click **Open**. The selected job opens.

---

### Merging jobs

You can add the contents of one job to another. Drawings will be placed in the order in which they are merged.

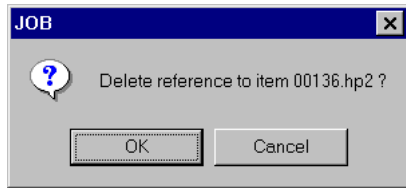
- **Merging jobs**
  1. Open the first job to be merged.
  2. From the File menu, choose **Merge Job File**. The Merge Job File dialog box appears.
  3. Navigate to the job file you would like to add.
  4. Click **Open**. The second job's contents are added to the first job's.

---

### Removing drawings from jobs

A drawing can be removed from a job. A copy remains in the system but its reference is not visible in the job window.

- **Removing a drawing from a job**
  1. Click the file you want to remove to select it.
  2. From the Add Files quick menu, choose **Delete Drawing**. A message asks you to confirm the deletion.



3. Click **OK**. The selected drawing is removed from this job.

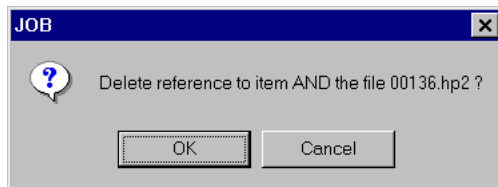
---

## Deleting drawings

A drawing file can also be deleted from the disk. Once deleted, a drawing cannot be restored.

- **Deleting a drawing from the disk**

1. Click the file you want to delete to select it.
2. Press the F7 key. A dialog box asks whether you want to delete the file and the reference from the job.



3. If you are sure, click **OK**. The file is erased from your computer.

---

## Renaming jobs

You can give your job files descriptive names so they can easily be found.

- **Renaming a job**

1. Click the job to select it.
2. From the File menu, choose **Save Job As**. The Save As dialog box appears.
3. Enter a new name for the job file, and click **Save**. A copy of the job with the new name is saved, and the original with the old name remains on disk.

---

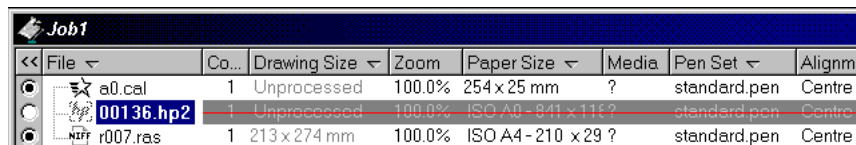
## Organizing Drawings Within a Job

Drawings can be skipped, moved and copied to organize them within a job.

---

### Skipping drawings within a job

You can skip drawings that you don't want to print but do want to keep in the job. If you use Apprentice to send the job over a network or modem, skipped files will not be transferred.



| << File                                      | Co... | Drawing Size | Zoom   | Paper Size          | Media | Pen Set      | Alignm |
|--|-------|--------------|--------|---------------------|-------|--------------|--------|
| <input checked="" type="checkbox"/> a0.cal   | 1     | Unprocessed  | 100.0% | 254 x 25 mm         | ?     | standard.pen | Centre |
| <input type="checkbox"/> 00136.hp2           | 1     | Unprocessed  | 100.0% | ISO A0 - 841 x 1189 | ?     | standard.pen | Centre |
| <input checked="" type="checkbox"/> r007.ras | 1     | 213 x 274 mm | 100.0% | ISO A4 - 210 x 297  | ?     | standard.pen | Centre |

- **Skipping a drawing in a job**

To skip a drawing, deselect its button in the far left column. A red line appears through the job information.

---

### Moving drawings within a job

You can reposition drawings within a job to change the printing order.

- **Moving a drawing within a job**

1. Click the drawing you want to move to select it.
2. Press and hold down the left mouse button while dragging the drawing to the desired position.
3. Release the mouse button. The drawing is moved.

---

### Copying drawings within a job

You can make copies of a drawing inside a job.

- **Copying a drawing**

1. Select the drawing you wish to copy.
2. Press and hold down the right-hand mouse button.
3. Move the drawing to the desired position.
4. Release the right-hand mouse button. The drawing is copied.

---

# Job Settings

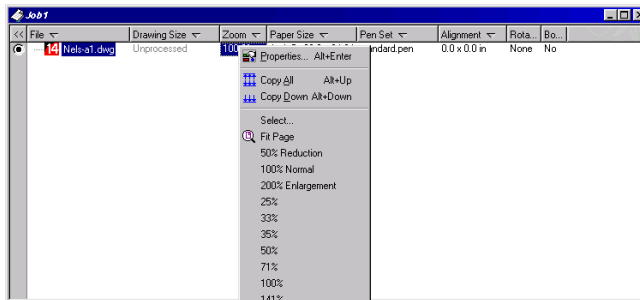
When you add a drawing to a job, the default settings are applied and displayed in the job window.

---

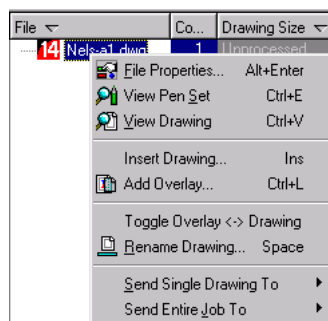
## Changing settings for one drawing

To change a setting in one drawing, right-click the field. A menu appears, containing several popular settings. The following options are available in every field except File:

- **Properties** The Imaging Properties window appears. It allows you to change most settings of the selected drawing.
- **Copy All** The setting of the selected drawing will be copied to all drawings in the job.
- **Copy Down** The setting of the selected drawing will be copied to all drawings below the selected drawing.



Right clicking the File field for a selected drawing produces a menu with options that are generally available from the toolbar and menus:



**File Properties** The file information dialog box appears. Same as clicking **Properties** in toolbar.

**View Pen Set** The Pen settings window appears. Same as clicking **Pen Set** in toolbar.

**View Drawing** The viewer opens. Same as clicking **View** in toolbar.

**Insert Drawing** The Add or Insert Drawing File(s) dialog box appears. Same as clicking **Add Files** in toolbar.

**Add Overlay** The Add Overlay To dialog box appears.

**Toggle Overlay** The stamp appears in the job window.

**Rename Drawing** The file name turns into a text box.

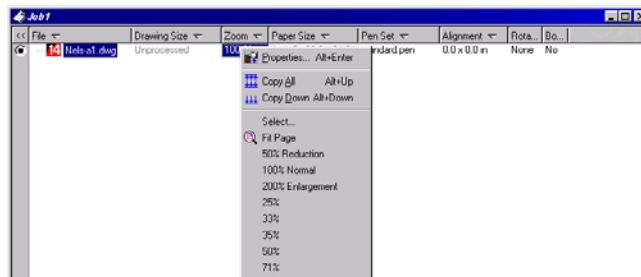
**Send Single Drawing To** A submenu appears.

**Send Entire Job To...** A submenu appears. Same as clicking **Send Job** in the toolbar.

---

## Changing settings for multiple drawings

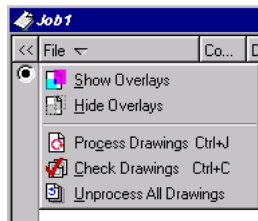
To change a setting for all drawings in the job, click the column name of that setting. A menu appears, containing several popular default settings.



The following options are available in every column except File:

- **Hide:** Hides the selected column.
- **Reduce columns:** Sets the selected column to its standard width.
- **Expand columns:** Displays all previously hidden settings.

From the File column heading, the following options are available:



---

## File

The File column displays the name of the file in the job. The filename extension tells you the file format. The icon to the left of the filename shows the status of the file (for example, Processed, Printed, Viewed, etc.).

Some HP-GL formatted files incorporate their own embedded commands for specifying pen colors and pen widths. If Apprentice processes such a file, the icon in front of the drawing's filename becomes a green check mark instead of a black check mark.

The following options are available by clicking the File column heading in the job window:

**Show Overlays** Shows the overlay (text and electronic stamp).

**Hide overlays** Hides the overlaid drawings from the job list.

**Process Drawing Files** This command converts native drawing files (vector files) into VIC files for fast printing.

**Check Drawing Files** If you click this option, the drawing files will be checked for potential clipping and pen set problems, and processed.

**Unprocess All Drawing Files** This command unprocesses the VIC files into their native format.

---

## Copies

Using the Copies field, you can change the number of copies.

- **Changing the number of copies**
  1. Right-click the Number of Copies field of the drawing. The Number of Copies menu appears.
  2. Click the desired setting.
  3. Click outside the drop-down menu to remove it.

---

## Drawing Size

This field displays the original size of the drawing.



---

## Zoom

You can specify the zoom factor as follows:

- **Making an enlargement or reduction**

1. Right-click the Zoom field of the drawing you want to change. The Zoom menu appears.
2. Select the desired zoom setting:
  - One of the predefined zoom factors.
  - Fit Page: Zoom factor will be changed automatically to fit the specified Paper Size.
  - 50% Reduction or 200% Enlargement: The paper size will automatically change to fit the drawing.

*Note: If you select either 50% reduction or 200% enlargement, the media size will automatically change with the size of the drawing. For other zoom settings, you must also change the paper size. If you wish to set a custom zoom percentage, choose Select from the menu.*

- Select: The Imaging Properties window appears, to specify a custom zoom factor.
3. Click outside the Zoom menu to remove it.
4. In the Imaging Properties window, click **OK**.

---

## Paper Size

You can select from a variety of standard paper sizes to print on, or you can define custom paper sizes.

- **Changing the paper size**

1. Right-click the Paper Size field of the drawing you want to change. The Paper Size menu appears.
2. Using the mouse pointer, select the desired paper size:
  - One of the pre-defined paper sizes.
  - User size: The Imaging Properties window appears, allowing you to specify a custom paper size.
3. Click outside the Paper Size menu to remove it.
4. In the Imaging Properties dialog box, click **OK**.

---

## Media Type

You can print digital drawings on different types of media: bond, vellum, or film.

- **Changing the media type**

1. Open the job that contains the required drawings.

2. Right-click the Media field of the drawing you want to change. The Media Type menu appears.
3. Select the desired media type.
4. Click outside the drop-down menu to remove it.

---

## Fold

You can select from a variety of standard folding methods, or define a custom folding method. Folding is available only if the printer is equipped with a folding unit.

- **Selecting the folding method**
  1. Open the job that contains the required drawings.
  2. Right-click the Fold field of the drawing you want to change. The Fold menu appears.
  3. Select the desired folding method:
    - One of the pre-defined folding methods.
    - Select: The Imaging Properties window appears, enabling you to specify a custom folding method.
  4. Click outside the drop-down menu to remove it.

---

## Pen Set

- **Changing the pen set**
  1. Right-click the Pen Set field of the drawing you want to change. The Pen Set menu appears.
  2. Click **Select New Pen** and then navigate to the desired \*.pen file, or click **View Current Pen** to change the current pen set.
  3. Close the Pen Set window to remove it.

---

## Alignment

You can specify how your drawing is positioned on the paper in relation to the edges of the selected paper size.

- **Changing the alignment**
  1. Right-click the Alignment field of the drawing you want to change. The Alignment menu appears.
  2. Select the desired alignment setting:
    - One of the pre-defined alignment settings.

- User size: The Imaging Properties dialog box appears, allowing you to specify a custom alignment.
3. Click outside the Alignment menu to remove it.

---

## Rotation and Mirror

You can define whether and how to rotate the drawing on the paper.

- **Changing the rotation**
  1. Right-click the Rotation field of the drawing you want to change. The Rotation and Mirror menu appears.
  2. Choose a rotation or mirrored position.
  3. Click outside the menu to close it.

---

## Border Removal

You can electronically remove trim marks and borders from the drawing.

- **Removing the border**
  1. Right-click the Border Removal field of the drawing you want to change. The Border Removal menu appears.
  2. From the menu, select a pre-defined setting or click **Properties** to display the Imaging Properties window.
  3. If you selected Properties, make changes as needed and click **OK**.
  4. Click outside the Border Removal menu to remove it.

---

## Color

The color column indicates whether the file should be printed on a color printer via PSOut or HPGLOut. The default is no. Apprentice does not autodetect whether a file is color.



---

# Chapter 7

## Checking and Processing Drawings

*This chapter describes how to check and change drawing file properties, and explains how to process and unprocess a job.*

---

## About Processing and Checking Files

Apprentice **processes** vector files by converting them into a high-speed, proprietary format known as Vector Image Compressed (VIC). The VIC format allows WYSIWYG viewing and improves performance of supported printers.

Apprentice does not process or convert raster files, although sometimes it compresses the raster data when the files are sent to a supported printer.

In a job, icons show the native-format of unprocessed files. A check mark indicates a processed file.

Apprentice **checks** files while it process them to make sure all pens have been assigned a weight and drawings will not be clipped.

---

## Vector vs. Raster

Drawing files can be divided into two main types:

- Vector files
- Raster files

Apprentice processes the following vector formats into VIC format and checks the processed files:

- AutoCAD DWG.  
The internal interpreter supports AutoCAD R2.5-R2000 files.
- Data Exchange Format (DXF)
- HP-GL, HP-GL/2, HP RTL
- CalComp 906/907 PCI
- PostScript Level 3, using an optional PostScript converter

Apprentice checks files in the following raster formats but does not process them:

- CALS (Group 4, type 1)
- NIFF (Group 4)
- TIFF single page monochrome
  
- Group 4 (6.0; tiled, striped; reverse bit order)
- Group III
- Packed bits
- Uncompressed

---

### About AutoCAD formats

Apprentice treats AutoCAD format files, such as DWG and DXF, slightly differently than other vector formats. In addition to pen weights, it checks fonts and external-reference file.

*Note: PostScript and True Type fonts are not supported. They should be replaced with SHX fonts.*

---

## Drawing Properties

For each type of drawing, you can open a properties window. Depending on the type of drawing, this window can be used for different purposes.

The General tab of the drawing properties window always contains information about the file type, file size and file date.

When Apprentice checks drawing files, it checks to make sure that all pens have been assigned a pen width and that the drawing will not be clipped.

For AutoCAD files, it also checks that the path for the font and other cross-references is correct, and that the scale is correct. If there is an error, a warning message will appear.

Further information depends on the type of drawing, and is described in the following sections.

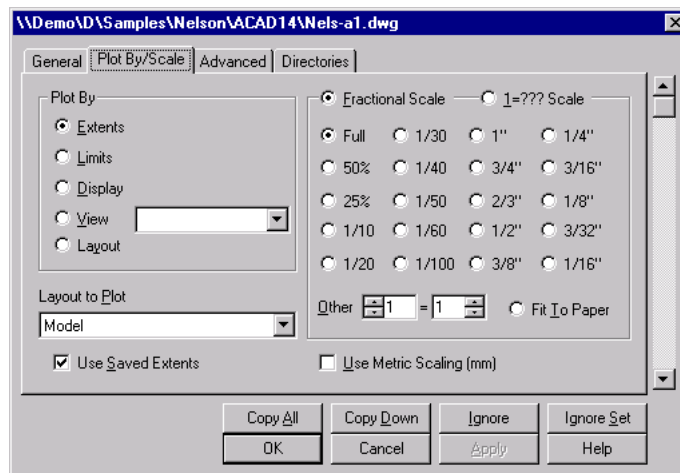


---

# AutoCAD Files

For each type of drawing, you can open a properties window. Depending on the type of drawing, this window can be used for different purposes. For AutoCAD drawings you can specify specific AutoCAD settings, such as scaling.

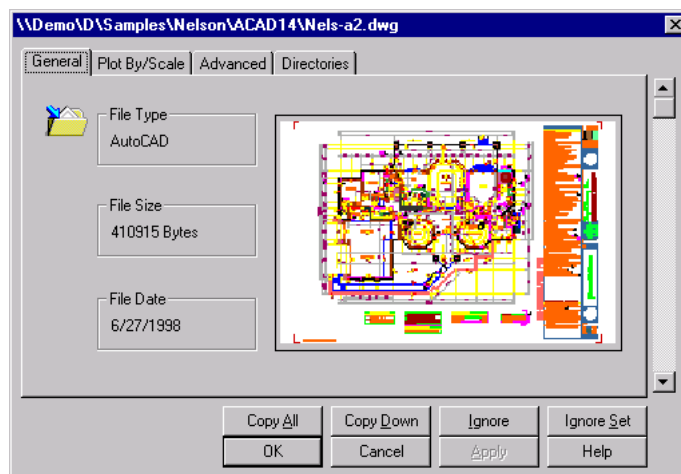
- **Opening the AutoCAD properties dialog box**
  1. Click the drawing file to select it.
  2. In the toolbar, click **Properties**. The Drawing Properties dialog box appears.



---

## General tab

The General tab of the drawing properties window always contains information about the file type, file size, and file date. If a preview of the files is available, it will be displayed in the preview window.

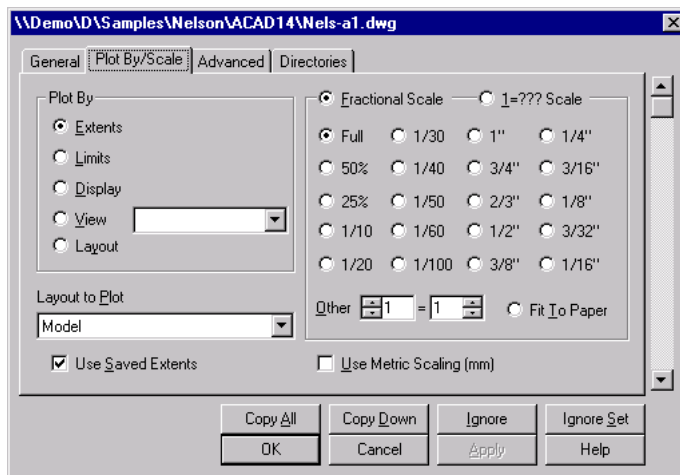


## Plot by/Scale tab

**Scale** Scale is of vital importance in AutoCAD drawings. When Apprentice checks drawings, it makes sure that the scale is correct for the selected media size. If the scale is incorrect, Apprentice displays a warning box and estimates the correct scale.

You can specify the scale by a fraction of an inch or by setting a scale, such as 1=20 inches.

- Select one of the standard scale factors from the available entries.
- Enter a non-standard scale factor, using the Other field.
- Select Fit To Paper, to force Apprentice to calculate the scale that will fit.



**Plot by** Apprentice allows you to choose how the drawing is printed. If the drawing is not displaying correctly in the Viewer, check that the correct option was set in Plot By.

- **Extents** prints all the objects in the drawing.
- **Limits** prints the current drawing limits.
- **Display** prints the view as displayed in AutoCAD
- **View** prints a named view of the drawing chosen from the View name list. If you have selected View in the Plot By section, then you must select a named view from the list. If no views are defined in the drawing, this command will appear grayed out.
- **Layout** prints based on layouts predetermined in AutoCAD 2000.

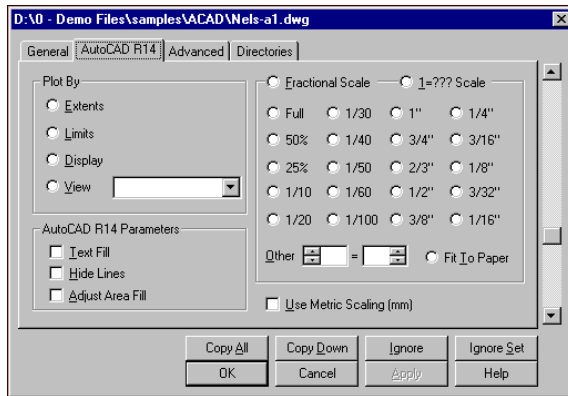
**Layout to Plot** This list box displays the AutoCAD layouts available for plotting.

**Use Saved Extents** This option applies only to drawings in Model Space. Select this box to use the extents that are saved in the drawing file for plotting by extents. This allows drawings to be processed much faster because the extents do not need to

be calculated. In cases where the extents are saved incorrectly in the drawing file, you may need to turn the option off so that the accurate extents can be recalculated.

**Use Metric Scaling** Select this check box if you want to use millimeters instead of inches.

The Plot By/ Scale tab will appear differently if the AutoCAD R14 Batch Plot Utility is used to process DWG files. The options that are different are described below.



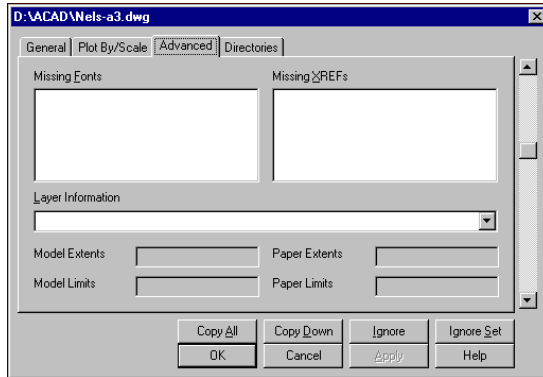
**Text Fills** Displays text using the TextFill property in AutoCAD which fills text to be solid rather than just an outline.

**Hide Lines** Displays objects in drawings using the HideFill property in AutoCAD which hides background lines that normally appear in a 3D object.

**Adjust Area Fill** Displays objects in the Drawing using the AdjustAreaFill property in AutoCAD which pulls in the boundaries of the filled area one-half the pen width.

## Advanced tab

Apprentice reads information on this tab from the selected AutoCAD drawing file. Apprentice looks for the information for each of the categories and if information is found, it is displayed in the appropriate field.



**Missing Fonts** Displays the font names used in the selected drawing that could not be located.

**Missing XREFs** Displays any external references used in a selected drawing that could not be located.

**Layer information** Apprentice displays the list of layers contained in the drawing file and indicates whether they are on or off.

**Model Extents** Displays the size in AutoCAD units.

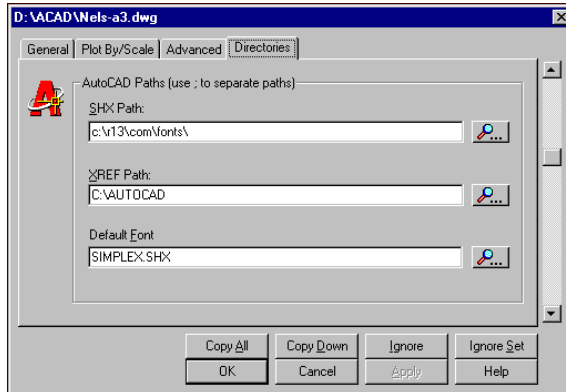
**Model Limits** Displays the size in AutoCAD units.

**Paper Extents** Displays the size in AutoCAD units.

**Paper Limits** Displays the size in AutoCAD units.

## Directories tab

Apprentice cannot process and print your drawing correctly if it does not know where to look for the font files and external references. If Apprentice cannot find this information, it will display an error message. Check that all paths are correctly specified on the Directories tab.



- **Setting font and external reference paths**
  1. Check that the path in the AutoCAD font location in the SHX Path is correct. If necessary, click the Browse button and navigate to the location in your computer where your AutoCAD fonts are stored.
  2. Check that the path to the AutoCAD application location in the XREF path field is correct. If necessary, click the browse button and navigate to the location of your external references.

*Note: You can have multiple SHX Paths and XREF Paths if you separate the name of each with a semicolon. Apprentice will check all of them.*
  3. Check that the name of the Default font used in the drawing is correct.

*Note: You can use wild cards, such as C:\auto\*, to look in multiple directories.*

---

## Solving AutoCAD scale problems

When you receive an AutoCAD.DWG, you may need to set or change the scale of a drawing. The correct scale must be set in order to have drawings correctly printed. If the drawing is going to be too large for the selected paper size, Apprentice will warn you and suggest an estimated scale. The estimated scale is based on comparing the size of the digital drawing with the size of the paper. However, there is no substitute for knowing the actual scale of a drawing and, ideally, the drawing's author should provide the scale.

- **Setting an AutoCAD scale**

1. Set paper size to the size requested by the customers.
2. Set scale to Full (100%).
3. Process the drawing.

*Note: Apprentice will process the drawing and warn you that the drawing is the wrong size for the selected paper size. It will also suggest an estimated AutoCAD scale. However, it will often estimate on the low side, so try the next higher standard AutoCAD scale.*

4. If the drawing is still the wrong size, find out whether the customer is plotting by extents, limits, display or view. Most customers will plot by extents.
5. As a last resort, set the AutoCAD scale to Fit to Page, and view the drawing's title block. Often, the scale of the drawing will be contained in the title block.

---

## Configuring AutoCAD processing

The internal interpreter supports AutoCAD R2.5-R2000 files, and will normally be used for all AutoCAD drawings. It is, however, possible to use the AutoCAD Release 14 batch plot utility instead, if you have AutoCAD R14 installed.

Select one of the following options:

**AutoCAD Interpreter.** Select this option to use the interpreter included in Apprentice. It supports AutoCAD R2.5-R2000 files.

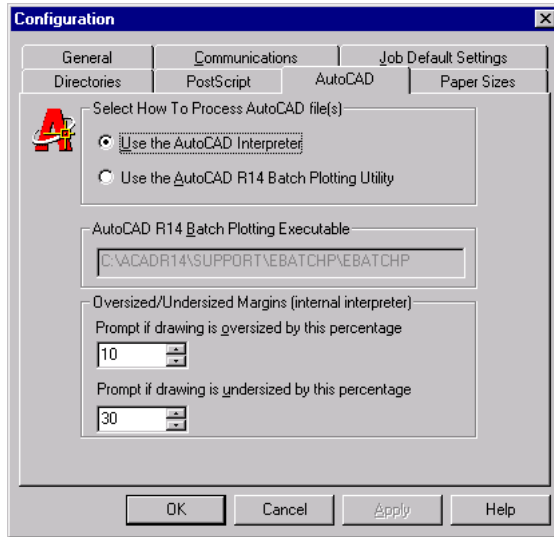
**Use the AutoCAD R14 Batch Plotting Utility.** This uses the AutoCAD R14 Batch Plotting Utility for processing files and supports files from AutoCAD R2.5 - R14. You can specify the path and name of the batch plotting utility in the field named 'AutoCAD R14 Batch Plotting executable'.

**AutoCAD R14 Batch Plotting Executable** Select the executable file to use if you selected the Batch Plotting Utility in the previous section.

**Oversized/Undersized Margins** If you have selected the internal interpreter, you can specify how much a drawing can be oversized/undersized without receiving a warning. When the drawing is larger or smaller than specified, a warning will be prompted during processing.

- **Configuring AutoCAD interpreter**

1. In the Configure menu, click **Defaults**. The Configuration dialog box appears.
2. Click the AutoCAD tab:.

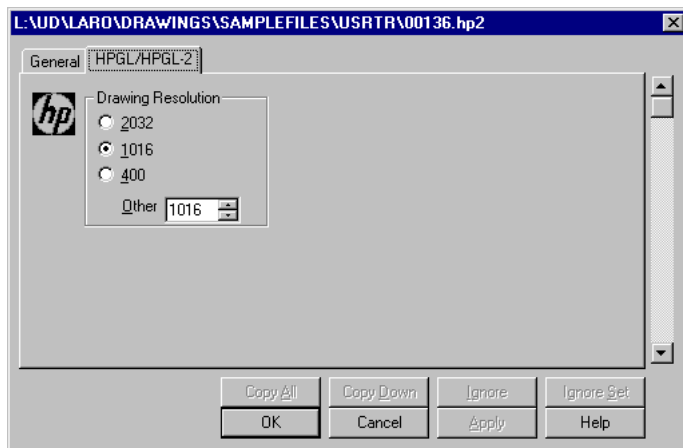


3. Select one option in the Select How to Process AutoCAD file(s) section.
4. If you selected the Batch Plotting Utility, you must also specify a location in the AutoCAD R14 Batch Plotting Executable section.
5. If required, specify limits in the Oversized/Undersized Margins (internal interpreter) section.
- 6 Click **OK**. The Drawing Properties dialog box appears.

## HP-GL, HP-GL/2 and HP RTL Files

Apprentice detects the drawing resolution and a number of other HP-GL-specific options. It displays this information in a dialog box containing drawing file information.

- **Checking the HP-GL, HP-GL/2 and HP RTL drawing properties**
  1. Click the unprocessed HP-GL drawing file to select it.
  2. In the toolbar, click **Properties**. A dialog box appears.
  3. Check that the File Type and the Drawing Resolution are correct.
  - 4 Click **OK**.



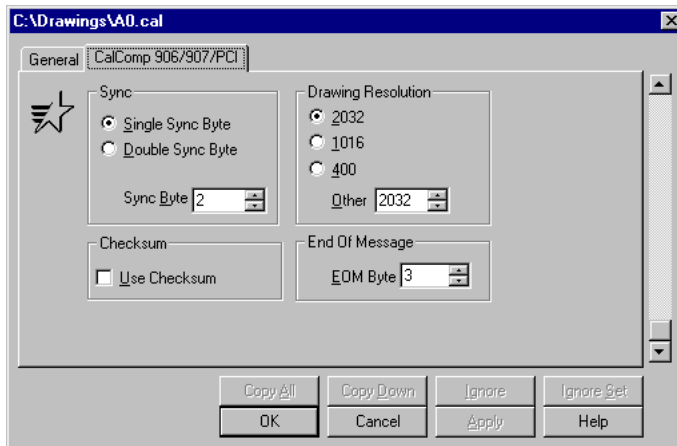
*Note: If you use HP-GL/2 format drawing files, the pen control tab is also applicable. See 'Pen Controls' on page 111.*



---

## CalComp 906/907 PCI Files

Apprentice detects the sync byte, end of message, checksum and the step size settings in a CalComp file. This information is displayed in a dialog box containing drawing file information (in decimal format). However, it is recommended that you check these settings within the file before you print.



---

### Checking the CalComp drawing properties

1. Click the unprocessed drawing file to select it.
2. In the toolbar, click **Properties**. A dialog box containing drawing file information appears.
  - To change Sync byte, select Single or Double sync and choose a value from the list box.
  - To change Step size, click the radio button to choose a preset value, or enter a value in the Other files.
  - Set the Use Checksum option to On or Off.
  - To change the End of Message, use the arrows to enter a new value in the End of Message field.
3. Click **Apply**, then click **OK**.

*Note: Only change a CalComp setting if you really are sure that the ones checked and suggested by Apprentice are incorrect.*

---

# Processing and Unprocessing Drawings

For fast printing, you can convert native DWG, DXF, HP-GL, and CalComp drawing files into Apprentice VIC files. You can unprocess VIC files into their native format if the original drawings are on the system. If you have received a native-format vector file (as opposed to a VIC file), you can unprocess the drawing to make changes to AutoCAD scale, or set stepping in CalComp plot files.

- **Processing one drawing file**  
Double-click the file name in the job list. The processed drawing displays in the viewer.
- **Processing all drawing files in a job**  
From the Process quick menu, choose **Process All Drawings**. The job processes.
- **Unprocessing all vector drawing files in a job**  
From the Process quick menu, choose **Unprocess All Drawing Files**. The job unprocesses.
- **Unprocessing a single drawing file**
  1. Click a drawing to select it.
  2. From the Process quick menu, choose **Unprocess Drawing**. The selected drawing is unprocessed.

---

## Preprocessing mode

Preprocessing mode allows you to save the VIC files as well as the native format files for the job. This can be useful for jobs that will be printed again soon, because they will not have to be processed again. The drawback to this feature is that it uses extra disk space.

- **Setting pre-processing mode**
  1. Open the job that contains the required drawings.
  2. From the Options menu, choose **Preprocessing Mode**. Preprocessing mode is active.  
*Note: When you are updating drawings with the same file name, preprocessing mode will not take this into account. Thus, the settings will be changed in the drawing, but will not be changed in the VIC file.*

---

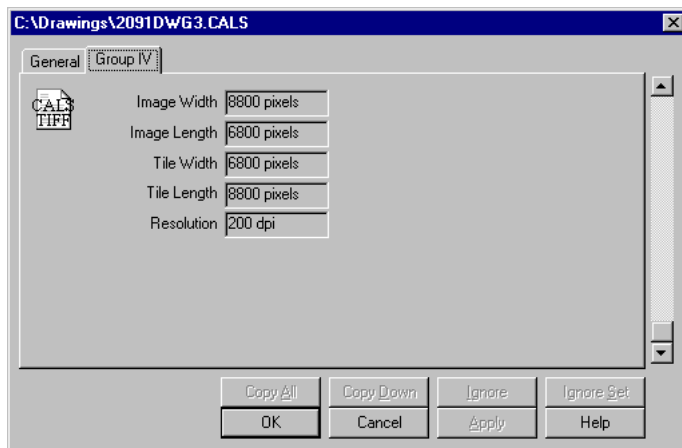
## About Raster Files

Raster files do not have to be processed. Pen 0 of the pen set is used to render the monochrome raster drawings.

---

### Cals

Apprentice detects the image size and the scanned resolution of Cals files and displays them in a dialog box. This resolution cannot be changed in Apprentice.

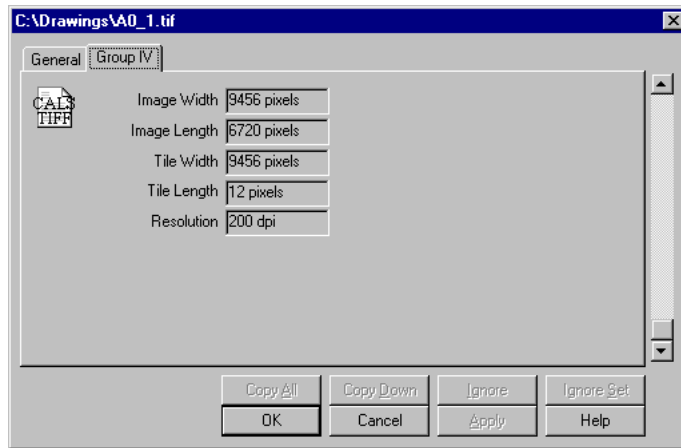


- **Checking the Cals drawing properties**
  1. Click a drawing to select it.
  2. In the toolbar, click **Properties**. A dialog box containing drawing file information opens.

---

### TIFF, NIFF

Apprentice detects the scanned-in resolution of TIFF Group IV files and NIFF files, and displays the information in a dialog box containing drawing file information. This resolution cannot be changed in Apprentice.



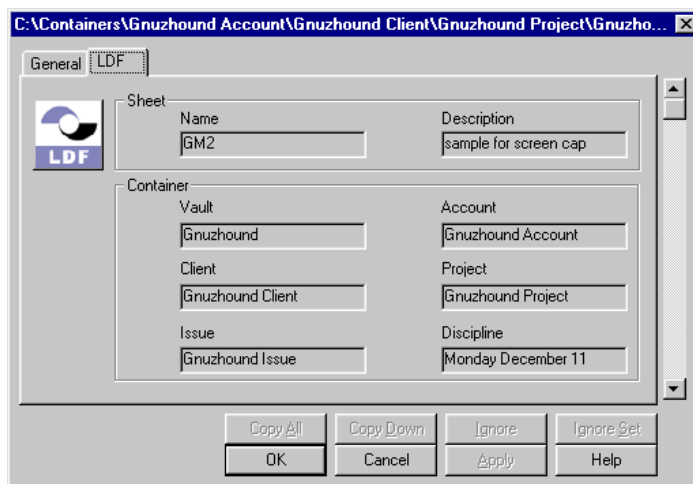
- **Checking the TIFF drawing properties**
  1. Click the unprocessed drawing file to select it.
  2. In the toolbar, click **Properties**. A dialog box containing drawing file information opens.

---

## About LDF Files

LDF files do not need to be processed further. Files converted to LDF through Apprentice or Plans & Specs are print ready. The LDF file properties dialog shows the container structure associated with the file, along with the file name and description. These cannot be changed in the dialog box.

- **Viewing an LDF file's properties**
  1. Click the LDF file to select it.
  2. In the toolbar, click **Properties**. A dialog box containing information about the file appears.





---

## Chapter 8

# Viewing Drawings

*This chapter describes how to view a drawing and how to make changes using the Viewer tools.*

---

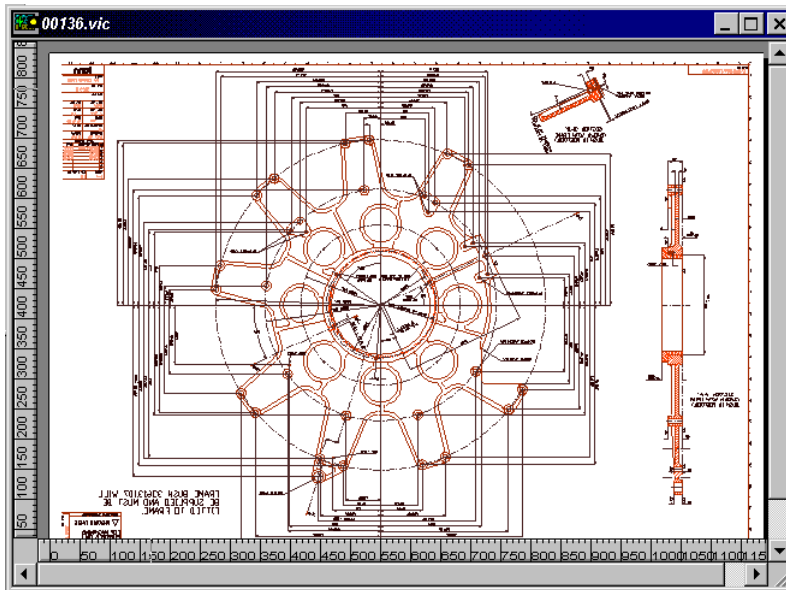
## Viewer

The Viewer allows you to see whether the drawing settings are correct before printing. The Viewer has powerful tools for altering the way the drawing will appear on paper. You can view multiple files at the same time.

- **Opening a file to view**
  1. Select the file you wish to view. The file is highlighted.
  2. In the toolbar, click **View**. The viewer opens.



*Note: If you want to view multiple files, open them one by one.*



The last settings you make before you save and close the View mode will be the default settings the next time you open the View mode for that drawing.

---


















## Viewer toolbar



The Viewer toolbar contains two types of tools:

**Viewing tools** These tools make changes only in View mode. Using these tools will not have any effect on the drawing.



**Editing tools** These tools affect the drawing. You can see the changes in View mode as well as in Print Preview mode.

| <i>Button</i>   | <i>Name</i>          | <i>Description</i>  | <i>Affect Print Result</i> |
|---|----------------------|---|----------------------------|
|    | Fit Page             | Fit zoom so that the entire page is visible   | No                         |
|    | Zoom Select          | Zoom in: Left mouse<br>Zoom out: Right mouse<br>Zoom in select: Left mouse & Drag           | No                         |
|    | View Fold*           | Shows the part of the drawing that is on top after folding                                  | No                         |
|    | Pan View*            | Moves the view window over the drawing  | No                         |
|    | Move Drawing         | Change the offset of the drawing on the page  | Yes                        |
|    | Border Removal       | Remove outside border of drawing  | Yes                        |
|    | Crop Outside         | Erase outside selected area   | Yes                        |
|   | Enlarge detail       | Enlarge selected area to fit paper.   | Yes                        |
|  | Edit Pen             | Identify or change current pen set  | Yes                        |
|  | Center Drawing       | Move the drawing to the center of the paper   | Yes                        |
|  | Align Title Block    | Align the drawing at the right edge of the paper and centers it vertically.                 | Yes                        |
|  | Mirror               | Generates a mirrored image  | Yes                        |
|  | Rotate Right         | Rotates the drawing and paper 90 degrees clockwise  | Yes                        |
|  | Rotate Left          | Rotates the drawing and paper 90 degrees counter clockwise                                  | Yes                        |
|  | Rotate 180           | Rotate the drawing and paper 180 degrees  | Yes                        |
|  | Negative paper       | Reverse the background of the paper from white to black                                     | No                         |
|  | Toggle Rasterization | Switch from colored pens to black and white with pen patterns and other pen characteristics | No                         |

| <i>Button</i>   | <i>Name</i>           | <i>Description</i>                      | <i>Affect Print Result</i> |
|---|-----------------------|---|----------------------------|
|  | Toggle Color Patterns | Shows pen patterns of colored lines     | No                         |
|  | Outline Polygons      | Removes fills in polygons and polylines | No                         |

**\*Pan View/View Fold** The View Fold button appears only if the Apprentice application is installed with Folding support. You must activate Folding in the file settings of the selected drawing. The Pan View option is also available in the View menu.

---

## Zoom tools

The Fit Page and Zoom Select tools allow you to zoom in, zoom out, or select a viewing area to enlarge.

*Note: Changes made with these features will only affect the View mode. The actual drawing is not affected.*

**Fit Page** With the Fit Page option, you can display the entire drawing at maximum width and maximum height when on paper. The proportional dimensions are respected.



- **Using the Fit Page button**

Click the Fit Page button, and the entire drawing will be displayed in the View window.

**Zoom Select** With the Zoom Select tool, you can zoom in or zoom out on the drawing. When the Viewer is opened, this is the default tool. There are three ways of using this option: zoom in, zoom out or zoom select.



- **Zooming in**

1. Click the Zoom Select button.
2. Move the mouse pointer inside the drawing.
3. Click the left mouse button to double the size of the drawing in the viewer.

- **Zooming out**
  1. Click the Zoom Select button.
  2. Move the mouse pointer inside the drawing.
  3. Right-click to halve the size of the drawing in the viewer.
  
- **Using Zoom Select**
  1. Click the Zoom Select button.
  2. Move the mouse pointer inside the drawing.
  3. Press and hold down the left mouse button.
  4. Drag the mouse pointer to create a frame of the required size.
  5. Release the left mouse button. The selected area in the frame will be enlarged.

---

## View Fold

The View Fold tool shows you how the paper will be folded, by displaying in reverse video that part of the drawing that will be on the top of the folded package.

*Note: Folding is possible only if the printer is equipped with a folding unit.*



- **Applying the View Fold option**
  1. Click the View Fold button.
  2. The part of the drawing that will be on top of the folded package flashes in reverse video.

---

## Move Drawing

The Move Drawing tool allows you to manually position the drawing on the paper.

*Note: Changes made with this feature **will** affect the drawing or the printed (layout) drawing.*



- **Moving a drawing**
  1. Click the Move Drawing button.
  2. Move the mouse pointer inside the drawing.
  3. Press and hold down the left mouse button.
  4. Drag the drawing to the required position.
  5. Release the left mouse button.

---

## Border Removal

With the Border Removal option, you can electronically remove border/trim marks from a drawing. If no border size is specified in the Imaging Properties window (0.0 mm), the size will be set to 2.5 mm. Changes made with this feature **will** affect the drawing.



- **Removing a border**

Click the Border Removal button.

To undo border removal, click the Border Removal button again.

---

## Crop Drawing

With the Crop Drawing option, you can electronically erase anything which is outside of a selected area.

*Note: Changes made with this feature **will** affect the drawing or the printed (layout) drawing.*

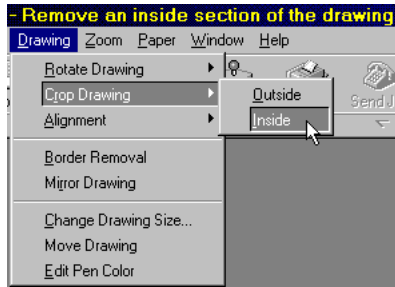


- **Cropping outside selected area**

1. Click the Crop Outside button.
2. Move the mouse pointer inside the drawing.
3. Press and hold down the left mouse button.
4. Drag the mouse pointer to create a frame of the required size.
5. Release the left mouse button. The area outside the frame is grayed-out. Only the selected area of the drawing will be printed. Press F5 to remove the grayed-out part.
6. You can undo this setting by clicking the Crop Outside button again, and then pressing F5.

- **Cropping inside selected area**

1. In the Drawing menu, click **Crop Drawing Inside**.



2. Move the mouse pointer inside the drawing.
3. Press and hold down the left mouse button.
4. Drag the mouse pointer to create a frame of the required size.
5. Release the left mouse button. The area inside the frame is grayed out. Only the selected area of the drawing will be printed.
6. To undo this setting, click **Crop Drawing Inside** in the Drawing menu again.

---

## Enlarge Detail

With the Enlarge detail option, you can select a part of a drawing to fit the size of the paper selected.

*Note: Changes made with this feature **will** affect the drawing or the printed (layout) drawing.*



- **Creating a detail**

1. Click the Detail button.
2. Move the mouse pointer to the drawing.
3. Press and hold down the left mouse button.
4. Move the mouse pointer to create a frame of the required size.
5. Release the left mouse button. The area inside the frame will be enlarged to fit the selected paper size.

*Note: To undo the enlargement, click the Detail button again and select the complete drawing.*

---

## Edit Pen

With the Edit Pen option, you can edit the pen settings. You can change the thickness, the pattern, or the effect of a particular pen in a drawing.



- **Editing pens**

1. Click the Edit Pen button.
2. Move the mouse pointer to the pen line that you want to change.
3. Click the left mouse button. The Pen window of the selected pen appears.
4. Change the required settings, such as line thickness, patterns, and foreground effect.
5. Click **OK**. The Job window appears, and you are asked whether you want to save the changes you have just made.
6. Click **Yes** to save the changes. You will return to the View window.

*Note: When you do not want to save the changes click NO. The changes will not be used.*

---

## Center Drawing

With the Center Drawing option, you can center the drawing on paper in relation to all four sides of the drawing.

*Note: Changes made with these features **will** affect the drawing.*



- **Centering a drawing**

Click the Center Drawing button. The drawing is centered on the page.

Click the Center Drawing button again, and the drawing will be positioned as it was originally, without any alignment (the alignment is defined as 0.0 x 0.0).

---

## Align Title Block

With the Align Title Block button, you can align the drawing in relation to the top, bottom, and right-hand edges of the selected paper size.

*Note: Changes made with these features **will** affect the drawing.*



- **Aligning the title block**

Click the Align Title Block button.

To undo, click the Align Title Block button again. The drawing is placed in the upper left corner of the paper.

---

## Mirror, Rotate Right, Rotate Left and Rotate 180

These tools are used to mirror a drawing for preparing blueprints, to rotate the drawing clockwise or counter-clockwise, or to flip the drawing 180 degrees.

*Note: Changes made with these features **will** affect the drawing.*

**Mirror:** With the Mirror button, you can reverse the information in the selected drawing in order to produce a mirrored image.



**Rotate Right:** With the Rotate Right button, you can rotate the drawing and paper 90 degrees in a clockwise direction.



**Rotate Left:** With the Rotate Left button, you can rotate the drawing and paper 90 degrees in a counter-clockwise direction.



**Rotate 180:** With the Flip Drawing button, you can rotate the drawing and paper 180 degrees.



- **Using the Mirror and Rotation buttons**

Click the required rotation button. The drawing is rotated.  
To undo the rotation, click the button again.

---

## Negative Paper

With the Negative Paper button, you can reverse the background of the paper from white to black. You can use this option to imitate DOS-based CAD systems.

Changes made with this feature will only affect the View mode. The actual drawing is **not** affected.



- **Using the Negative Paper button**

Click the Negative Paper button  
To undo the Negative Paper function, click the button again.

---

## Rasterization

With the Rasterization mode, you can convert the image from a vector (line) image to the raster image that will appear on paper, with all pen characteristics applied. This shows you what a drawing will look like before it is printed on paper.

*Note: Changes made with this feature will only affect the View mode. The actual drawing is not affected.*



- **Using the Rasterization button**

Click the Rasterization button

To undo the Rasterization function, click the button again

---

## Color Patterns

With the Color Pattern button, you can apply patterns to color lines. This slows viewing and printing, but does not affect the source file.



- **Using the Color Pattern button**

Click the Color Pattern button

To undo the color patterns, click the button again

---

## Outline Polygons

With the Outline Polygons button, you can remove fills in polygons and polylines. This can be helpful in determining whether a drawing was correctly prepared.

*Note: Changes made with this feature will only affect the View mode. The actual drawing is not affected.*



- **Using the Outline Polygons button**

Click the Outline Polygons button.

To undo the Outline Polygons function, click again.



---

## Status Bar

The status bar is located at the bottom of the Apprentice window. It allows you to move through the drawings in a job list, to set the ruler type, and to change paper and drawing attributes.



---

## Previous/Next Drawing

You can use the Left and Right arrow buttons of the status bar at the bottom of the Apprentice window, to scroll through the drawings in the job. This function only works if all drawings are already opened in a viewer window.



---

## Ruler

The Ruler button shows you the selected type of Viewer ruler. You can set the rulers to measure in pixels, centimeters or millimeters.

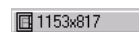


- **Setting a type of ruler**
  1. Click the Ruler button. The Ruler menu appears.
  2. Select the required unit:
    - Inches
    - Millimeters
    - Centimeters
    - Pixels

---

## Drawing Size

The Drawing Size or Clipping button shows you the size of the current drawing or clipping area.



- **Changing Drawing Size**
  1. Click the Drawing Size button. The Drawing Size menu appears.
  2. Select the required option:
    - Rotate Drawing - to rotate the drawing to the right, to the left or by 180 degrees

- Crop Drawing - to crop the drawing inside or outside
- Alignment - to align Center Drawing or Align Title Block
- Border Removal
- Mirror Drawing
- Change Drawing Size
- Move Drawing
- Edit Pen Color

---

## Zoom Status

The Zoom Status button shows you the current enlargement percentage.



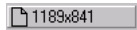
- **Changing the Zoom Status**

1. Click the Zoom Status button. The Zoom Status menu appears.
2. Select the required option:
  - Fit: to fit to the page, to the width or to the height.
  - Percentages
  - Zoom In
  - Zoom Out
  - Zoom Select

---

## Paper Size

The Paper Size button shows you the current paper size.



- **Changing Paper Size**

1. Click the Paper Size button. The Paper Size menu appears.
2. Select the required option:
  - Rotate Paper  
This feature rotates the paper 90° (landscape orientation and portrait orientation).
  - Set left margin
  - Change paper size
  - Enlarge detail

- **Setting a left margin for binding**

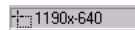
1. After clicking on the paper size button, select Set Left Margin. When you move your cursor over the drawing, it changes to a black arrow and vertical bar.

2. In your drawing, place the vertical bar at the position where you want to set your left margin. Use the rulers in order to position it accurately.
3. Click once. The space allocated to the left margin of your drawing is displayed as a colored area.

---

## Locator

The Locator box displays the coordinates of the current position of the pointer in the viewer.



---

## Second Locator

The second Locator box is only valid when a selected area has been zoomed or cropped.



---

## Viewer Menu Bar

Some Viewer options are available only from the menu bar at the top of the screen.

**Printing from the viewer** Choose print from the File menu. This gives you access to standard Apprentice printing options:

- **Exporting an EMF file**

1. In the File menu, choose **Export EMF File**. The Export EMF File to... dialog box appears.
2. Name your file and save it to the desired location. The file is saved as a extended Windows metafile.

- **Copying to the clipboard**

From the Edit menu, choose **Copy to Clipboard**. Your file is copied to the Windows clipboard.

**Pan View** The Pan View tool allows you to manually move the view across the viewer. In contrast to the Move Drawing feature, this feature will not affect the drawing. This command is very useful when you are zoomed-in on a drawing and wish to move across the drawing without changing its position on paper.

- **Using the Pan View feature**

1. From the View menu, choose **Pan View**. The mouse pointer changes to a hand.
2. Press and hold down the left mouse button.
3. Move the mouse pointer through the drawing to the desired position.
4. Release the mouse button.

**Undo and Redo** To undo the last action, choose **Undo** from the Edit menu. Choose **Redo** in order to reinstate an action which has previously been undone.

---

## Viewer Troubleshooting

This section provides some solutions to common problems you may experience when using the viewer.

**The viewer will not open.** The selected file may not be a supported vector or raster file. Is there an icon next to the filename, or a question mark? If it is a question mark, Apprentice does not recognize the file and it cannot be viewed.

**The viewer opens, but you cannot see the drawing.** The positioning of the drawing may be incorrect. First click Fit Page to view the entire drawing. You can also try to use Center Drawing or Title Block Align to put the drawing on paper. If the drawing does not appear to be correctly positioned on the paper, use Move Drawing to manually position the drawing.

**The viewer opens, but the size of the drawing is too small or too large.** The size of the paper may be incorrect. Check paper size to ensure that it is correct.



---

# Chapter 9

## Imaging Properties

*This chapter describes Imaging Properties tools that define the appearance of the drawing on the paper.*

---

# Imaging Properties

You can define how each image will appear on paper. You can define settings for an entire job, or change the settings of an individual file within a job.

- **Opening the Imaging Properties dialog box**

1. In the Properties quick menu, click **Imaging Properties**. The Imaging Properties dialog box appears with values for the selected file.
2. Click the arrows in the lower right corner to browse through the output properties of all drawings in the job window.

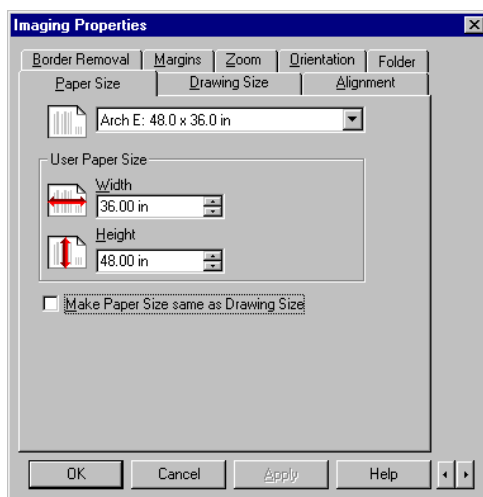
Each setting is represented by a tab:

- Paper Size
- Drawing Size
- Alignment
- Border Removal
- Margins
- Zoom
- Orientation
- Folder

---

## Paper Size tab

You can select the paper size in Imaging Properties. Increasing or decreasing the paper size will not affect the size of the drawing, unless so specified.



In the Paper Size tab, you can define the following options:



**Change paper size** In the pull-down menu you can select a pre-defined standard paper size.

*Note: In the Paper Sizes tab of the Configuration dialog, you can specify paper sizes to include in this window.*

**User Paper Size** In the User Paper Size entry box, you can type custom sizes.

*Note: If the selected paper size is not available, a warning will appear and you will be given the option of printing on an available larger format.*

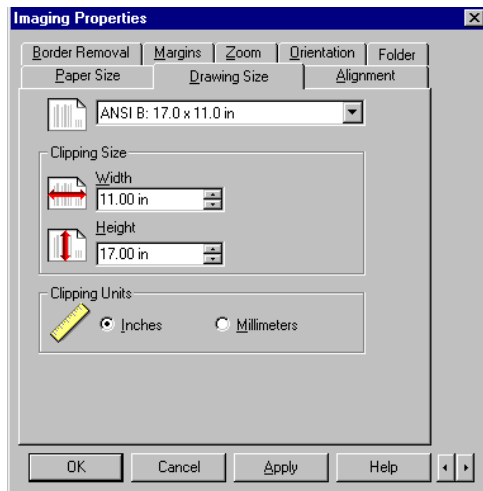
**Make Paper Size same as Drawing Size** If you select this option, the paper size is scaled to fit to the drawing size.

*Note: If the selected paper size is not available on the Océ 9700/9800, a warning will appear and you will be given the option of printing on an available larger format.*

---

## Drawing Size tab

You can use the Drawing Size tab to clip a specific area from the original drawing. The region outside will not be printed.



In the Drawing Size tab, you can define the following options:

**Standard drawing size** Select a pre-defined standard drawing size from the list.

**Clipping Size** Enter a custom drawing size.

**Clipping Units** Select inches or millimeters.

---

## Alignment tab

You use the Alignment tab option to define the positioning of the drawing on the paper.



In the Alignment tab, you can define the following options:

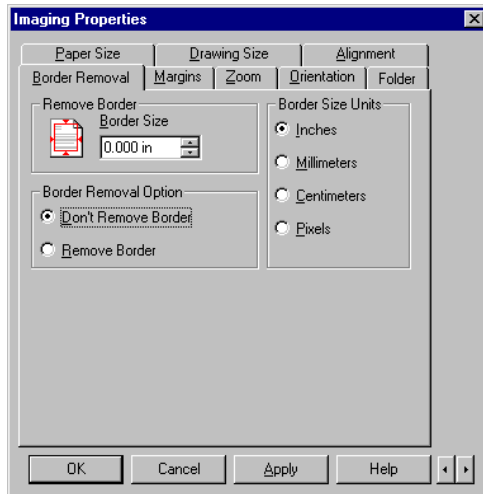
**Offset from Upper Left** In the Offset from Upper Left entry box, you can enter width and height by typing in sizes. For example, when you want to add a 2-inch or 40-mm margin to the left side of the drawing, you could define a width alignment of 2 inches or 40 mm. When you want to add a 2-inch or 40-mm margin to the right side, you could define an alignment of -2 inches or -40 mm.

**Special Alignment Options** Choose one of the section options or choose Align Title Block to position the drawing with an even margin along the top, bottom and right-hand sides of the paper, so that the title block for each drawing will be even This option might not work as expected if the drawing is rotated.

---

## Border Removal tab

If you activate the Border Removal tab, the margins of the drawing will be electronically erased. You can use this option to eliminate trim marks added by the author of a drawing.



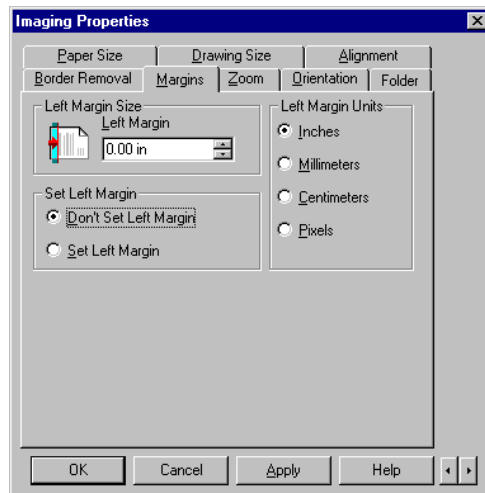
In the Border Removal tab, you can choose:

- to remove the border
- the amount of border removal
- the unit of border removal: Inches, Millimeters, Centimeters or Pixels.

---

## Margins tab

Using the Margins tab, you can add a margin to the left side of the drawing (default is Off).



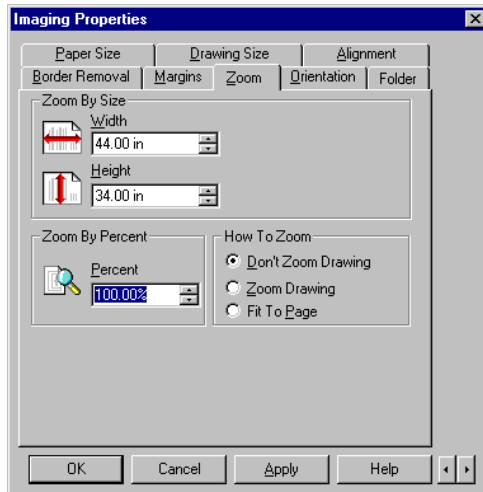
In the Margins tab, you can choose:

- to add a left margin
- the size of the left margin
- the unit in which to measure the left margin: Inches, Millimeters, Centimeters or Pixels.

---

## Zoom tab

On the Zoom tab, you can define custom enlargements and reductions.



In the Zoom tab, you can select:

**Zoom By Size** In the Zoom by Size entry box, you can define the width or the height of the drawing. After one dimension has been selected, the other dimension will be adapted proportionally.

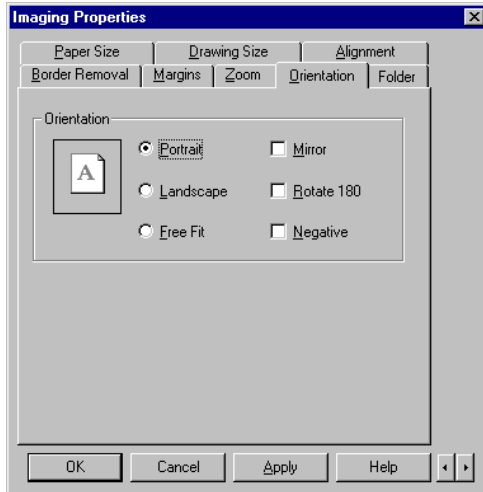
**Zoom By Percent** In the Zoom by Percent entry box, you can define a scaling percentage.

**How To Zoom** In the How to Zoom entry box, you can choose not to have your plot zoomed, or to have your plot zoomed by the percentage specified, or to have your drawing zoomed to fit on the selected paper size.

---

## Orientation tab

You can set the orientation of the paper and the way in which the drawing is printed on the paper. You can see the effect of your selected options in the figure on the tab.



You can select the following options:

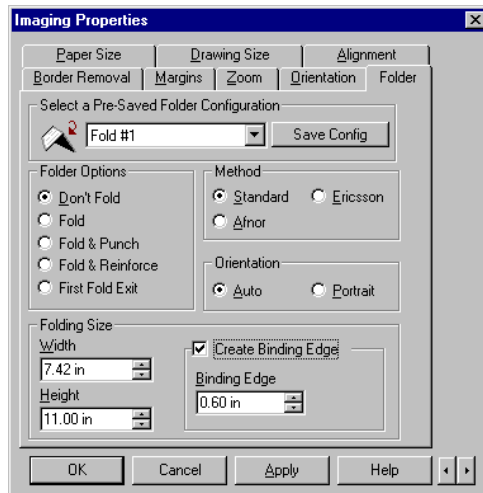
- Portrait, Landscape or Free Fit
- Mirror
- Rotate 180°
- Negative

**Free Fit** If you select this option, you can apply the rotation and mirroring features to the drawing without affecting the paper orientation. This allows you to give the drawing an orientation different to that of the underlying paper.

---

## Folder tab

If the job will be printed on a supported printer that is equipped with a folding unit, you can specify Folder settings. You can save the settings in a file for future use. Apprentice shows which part will be on top when you are creating the job.



**Attention:** *In the Options menu, deselect Auto Paper Rotate.*

**Folder Options** The folding unit can be equipped with a number of options, depending on the configuration you are using:

- Don't Fold: Output will not be folded.
- Fold: Output will be folded without any options.
- Fold & Punch: Output will be folded and punched (if puncher installed).
- Fold & Reinforce: Output will be folded, and a reinforcement strip will be added (if reinforcement unit installed).
- First Fold Exit: Output will only be folded in one direction (first fold), and then delivered in the First Fold Delivery tray.

**Method** You can specify one of the following folding methods: Standard, Ericsson or Afnor.

**Folding Size** You can specify the Folding Width and Folding Height.

**Binding Edge** If desired, you can select a Binding Edge, and specify the size of that edge.

---

# Chapter 10

## Setting Pen Parameters

*This chapter describes how to define pen settings.*

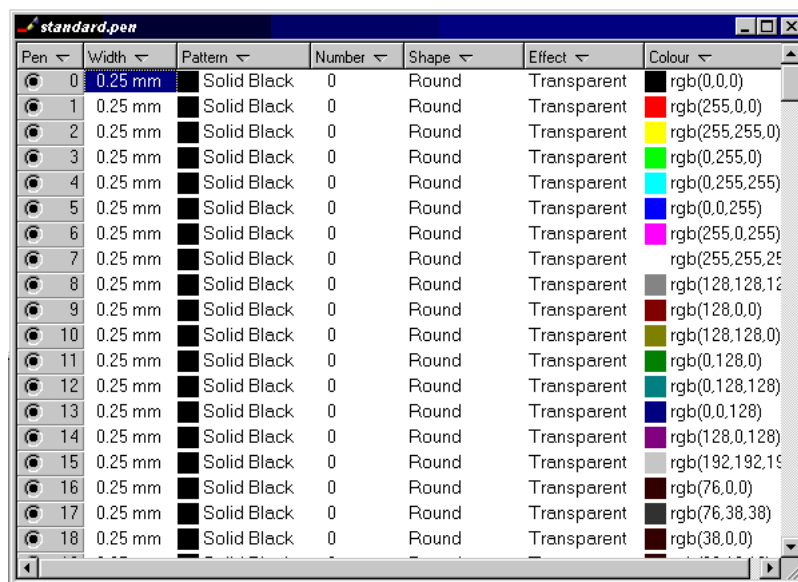
# Pens

A pen controls the appearance of lines drawn by a customer.

- Pens apply only to vector files, not to raster files.
- Pen zero is used for raster files and for stamps (gray shading).

Apprentice can set pen weights (width), patterns, shapes, effects, and colors. This allows you to customize the appearance of your customer's drawings. Apprentice can create, save, and store an infinite number of pen sets.

When a job is opened, Apprentice will apply a pen set called STANDARD.PEN. This pen set is employed for day-to-day use. You can view the pen settings, using the Pen set icon on the button bar. The Pen settings window appears.



| Pen | Width   | Pattern     | Number | Shape | Effect      | Colour           |
|-----|---------|-------------|--------|-------|-------------|------------------|
| 0   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(0,0,0)       |
| 1   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(255,0,0)     |
| 2   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(255,255,0)   |
| 3   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(0,255,0)     |
| 4   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(0,255,255)   |
| 5   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(0,0,255)     |
| 6   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(255,0,255)   |
| 7   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(255,255,255) |
| 8   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(128,128,128) |
| 9   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(128,0,0)     |
| 10  | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(128,128,0)   |
| 11  | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(0,128,0)     |
| 12  | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(0,128,128)   |
| 13  | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(0,0,128)     |
| 14  | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(128,0,128)   |
| 15  | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(192,192,192) |
| 16  | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(76,0,0)      |
| 17  | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(76,38,38)    |
| 18  | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(38,0,0)      |

STANDARD.PEN is installed at the time of installation of Apprentice. Pen settings need to be customized only once. When you transmit your jobs for printing, your personal settings will be applied to every job you send.

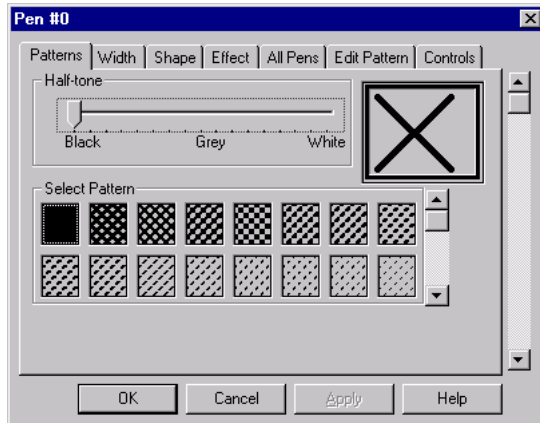
When you open a new pen set, it always has the following default attributes:

- solid black pens
- .25 millimeters wide, for all pens
- transparent lines
- colors used are the same as in the AutoCAD palette.

If you want to change these attributes, use the following procedure.



- **Creating a pen set**
  1. Select the drawing for which the pen settings need to be changed.
  2. In the toolbar, click **Pen Set**. The Pen Settings window appears.
  3. Click a pen number to select it.
  4. In the toolbar, click **Properties**. The Pen Properties dialog box appears.
  5. Change properties as needed and click **Apply**.



The Pen Properties dialog box contains the following tabs:

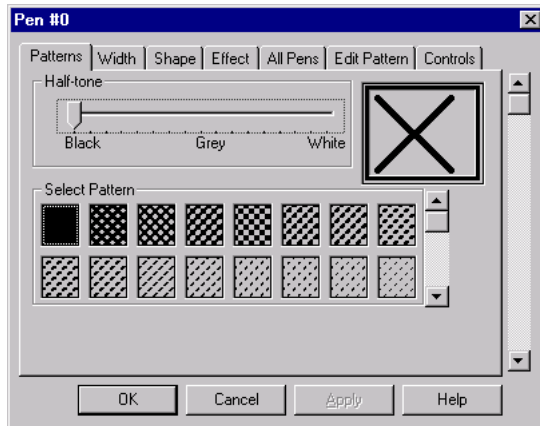
- patterns
- width
- shape
- effect
- all pens
- edit pattern
- controls

*Note: The scroll bar at the right-hand side of the Properties Sheet allows you to move quickly to other pens in the set.*

## Pen Patterns

You can select from 119 different pen patterns. These patterns fall into three broad categories:

- **Gray-scale patterns:** Patterns used for achieving a percentage of black. These patterns are commonly used in filled areas of a drawing.
- **Active patterns:** Patterns that change direction, depending on the line curve.
- **Miscellaneous patterns** such as boxes, tiles, slants, diamonds, etc.



You can define the shade of gray with the slider bar, and by clicking on a pattern box.

- **Selecting the gray shade**

1. In the Pen Properties dialog box, click the Patterns tab.
2. Click and hold the slider in the halftone slider bar.
3. Drag the slider to the desired gray shade and release the mouse button.
4. Click **Apply**.

- **Selecting the pattern**

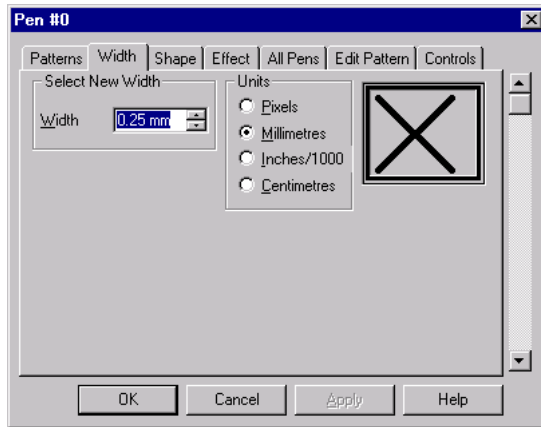
1. In the Pen Properties dialog box, click the Patterns tab.
2. Click the desired pattern to select it.
3. Click **Apply**.

*Note: To view all patterns, use the scroll bar in the select pattern section.*

---

## Pen Width

You can set pen widths from 0 to 40 pixels. Apprentice uses pixels, millimeters, mils (1/1000 inch), and centimeters for pen weights. Because pens are measured by pixels (dots), measurement is limited. If it is necessary to round off pen thicknesses, it is best to consult with the author of a drawing.

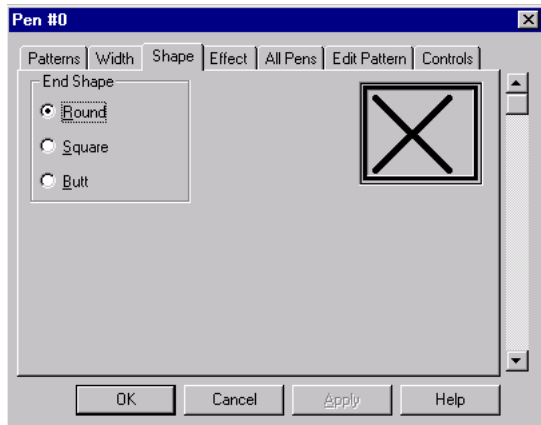


---

## Pen Shape

A pen's shape refers to the shape of the pen tip. You can select from:

- Round ended
- Square ended
- Butt ended

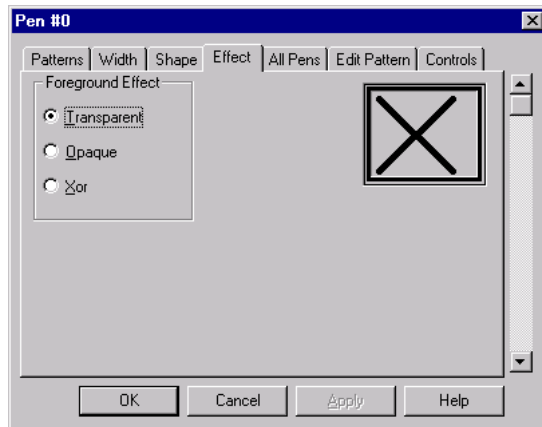


---

## Effect

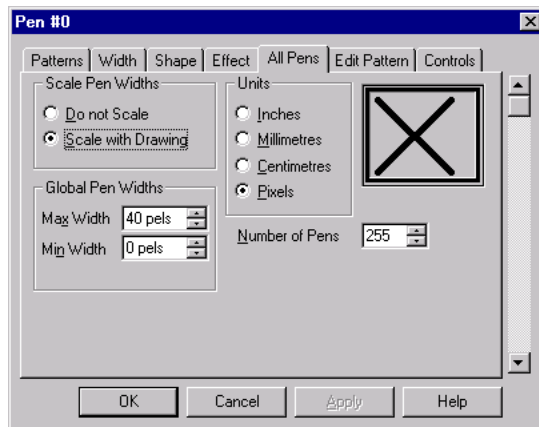
A pen's effect refers to the appearance produced by a pen when it crosses another pen. A pen's effect can be:

- Transparent (default). Pens overlay each other without either of them blocking the appearance of the other line. Where lines intersect in the viewer, the colors merge.
- Opaque. An opaque line will display on top of another line that is lighter in color. Thus, only the darker color line is visible.
- Xor. An Xor line will display on top of another line that is darker in color. This effect is only visible when you print to a color printer.



## All Pens

On the All Pens tab, you can make settings for the whole pen set.



On the All Pens tab, you can define:

**Scale Pen Width** This option applies when changes are made to scale. If you are preparing reductions or enlargements, you have the option of having Apprentice automatically change the widths of the pens along with the length of the lines. The default setting is used to change the pen scale when changes in scale are made to the drawing.

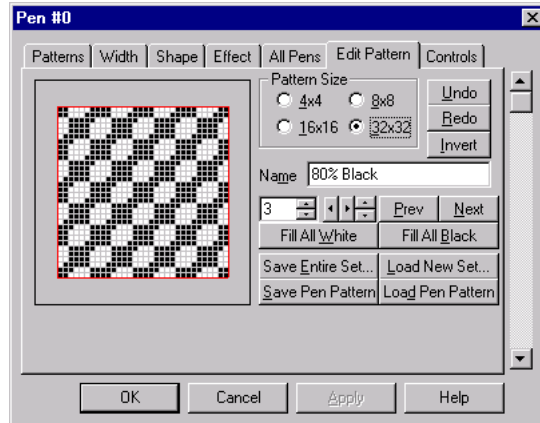
**Global Pen Widths** You can set the minimum and maximum pen widths which will be allowed in a drawing. The default minimum pen width is 0 pixels, and the default maximum is 40 pixels.

**Pen Width Units** You can choose to display pen widths in inches, pixels, millimeters and centimeters.

**Number of Pens** Apprentice supports up to 255 pens (and pen 0). You can reduce the number of pens in a pen set. The default setting is 255 pens.

## Edit Pen Pattern

Apart from the 119 pre-defined pen patterns from which you can choose, Apprentice allows you to create your own custom set pattern.



You can use the following options to create a custom pattern:

**Pattern Viewer** Use the mouse to click pixels in the viewer On or Off. The left mouse button turns a pixel black; the right-hand mouse button turns a pixel white. This viewer measures 32 pixels by 32 pixels.

**Pattern Size** A grid divides the viewer into sections. Changes made in one section of the grid are copied to corresponding sections. This ensures uniformity in new custom patterns.

**Undo/Redo** Erases or redraws changes made in the pattern viewer.

**Invert** Reverses the image in the pattern viewer, so that white pixels become black and black pixels become white.

**Name** Give the pattern a name. This name will be displayed when the pen set is open.

**Pattern number** Allows you to select one of the 255 patterns to edit. If you are creating a new pattern, use a pattern number above 200.

**Arrows** Are used to adjust the position of the pattern within a grid.

**Fill All White** Fills the selected pattern grid with white pixels.

**Fill All Black** Fills the selected pattern grid with black pixels.

**Save Entire Set** Saves the set of patterns. Apprentice installs a default set of patterns called DEFAULT.SET. If you wish to add patterns to your set, save the set using the same name.

*Note: Make sure you do not overwrite existing patterns 1 through 200, because remote users will be using the DEFAULT.SET as well. If they request a default pattern that you have changed and which they do not have, their drawings will be incorrect. If you are creating a special set of patterns, save the set under a different name.*

**Load New Set** Used to load a complete set of patterns.

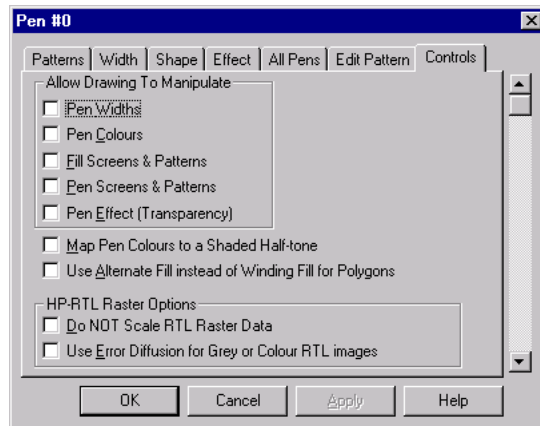
**Save Pen Pattern** Saves an individual pattern. This is useful for remote customers who create a few individual patterns. This will save only an individual pattern. If a person has a special pattern, they should save it. This pattern can be added to a JOB and sent by modem, network, or diskette. The author of the drawing will have to tell you to which pen(s) the new pattern applies.

**Load Pen Pattern** Used to load an individual pattern. If the pattern is to be re-used, it can be added as a pen pattern to the DEFAULT pen set. If you decide to add a single pattern to this set, be sure to save it above pattern 200.

---

## Pen Controls

This tab applies to HP-GL/2 files and files created with the VIC24.pc3 driver.



In HP-GL/2 files and files created with the VIC24.pc3 driver, pen attributes such as width, color and so on are built into the plot file. This tab allows you to use the pen attributes set in the file, rather than the Apprentice pen settings. For HP-GL/2 files and files created with the VIC24.pc3 select the following check boxes:

**Pen Widths** Check this option to use the pen width sizes that have been defined in the file.

**Pen Colors** Check this option to use the pen colors that have been defined in the file.

**Fill Screens and Patterns** Check this option to use the area fill halftone screens and fill patterns that have been defined in the file.

**Pen Screens and Patterns** Check this option to use the pen halftone screens and pen patterns that have been defined in the file.

**Pen Effect (Transparency)** Check this option to use the transparency settings defined in the file.

The following options are also available on this tab. Deselect the following check boxes for files created with the VIC24.pc3; they are optional for HP-GL/2 files:

**Map Pen Colors to a Shaded Halftone** select this check box to map colors to different levels of gray-scale when you are using a color file to print to a monochrome printer.

**Use Alternate Fills instead of Winding Fills** Select this check box to change the behavior that is used to fill polygons in vector files. In general, the modes differ only in cases where a complex, overlapping polygon must be filled (for example, a five-sided polygon that forms a five-pointed star with a pentagon in the center). In such cases, Alternate Mode fills every other enclosed region within the polygon (that is, the points of the star), but Winding Mode fills all regions (that is, the points and the pentagon).

**Do NOT Scale HP-RTL Raster Data** Select this check box for use with HP-RTL Raster Data. HP-RTL is a special format of HP-GL that allows inclusion of raster data within the vector data. However, if such files are scaled, the raster data will become very chunky, due to the nature of raster data. Selecting this option prevents the raster part of the drawing from being scaled.

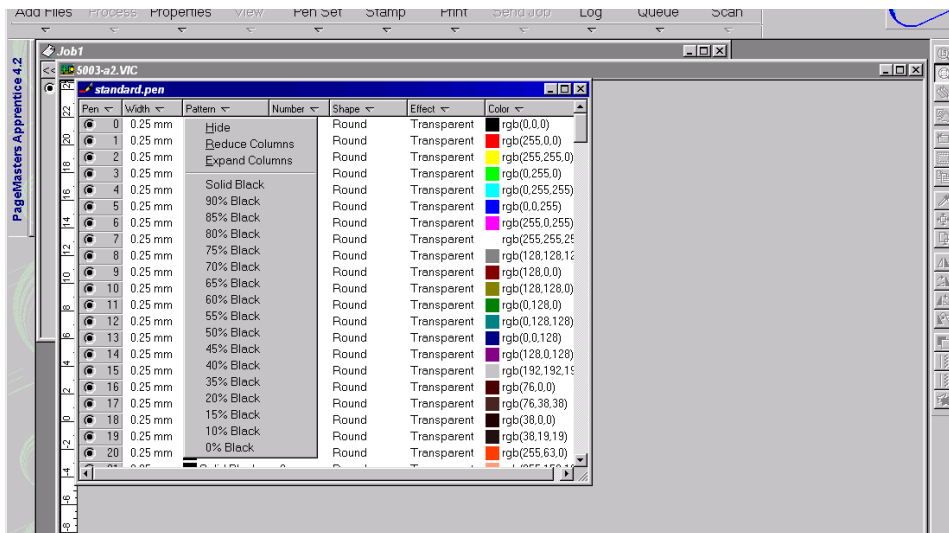
**Use Error Diffusion for Gray or Color RTL images** Select this check box to affect shades of gray in RTL raster data. Apprentice employs Halftone Diffusion by default. You may want to use Error Diffusion instead to improve the appearance of your image.



# Modifying Pen Features

You can modify the pen parameters directly in the Standard.pen window, although this is not recommended. Instead, you are encouraged to create a new pen set, as described in ‘Creating a pen set’ on page 105.

- **Modifying a pen attribute**
  1. Open the job window with the required drawings.
  2. In the toolbar, click **Pen Set**. The standard pen set window appears.
  - 3 Right-click the column heading for the field you want to modify. A menu appears.



You can also select one of the following options in each column:

**Properties** To select the Pen property window.

**Copy All** To copy the attribute setting to all pens.

**Copy Down** To copy the attribute setting to all pens below the one highlighted.

You can de-select a pen by clicking on the indicator in front of the pen set. The pen will be crossed through with a red line.

| Pen | Width   | Pattern     | Number | Shape | Effect      | Colour           |
|-----|---------|-------------|--------|-------|-------------|------------------|
| 0   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(0,0,0)       |
| 1   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(255,0,0)     |
| 2   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(255,255,0)   |
| 3   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(0,255,0)     |
| 4   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(0,255,255)   |
| 5   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(0,0,255)     |
| 6   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(255,0,255)   |
| 7   | 0.25 mm | Solid Black | 0      | Round | Transparent | rgb(255,255,255) |

You can define the color of the pen.

- **Defining the color of a pen**

1. In the toolbar, click **Pen Set**. The standard pen set window appears.
2. Double-click the color attribute of the pen you want to modify. The color palette appear.
3. Click the Define Custom Colors tab. The color palette expands.
4. Type or select the desired RGB values, hue, saturation and luminance.
5. Click **Add to Custom Colors**, then click **OK**.

---

# Chapter 11

## Defining Stamps and Overlays

*This chapter describes how to make stamps and use overlays.*

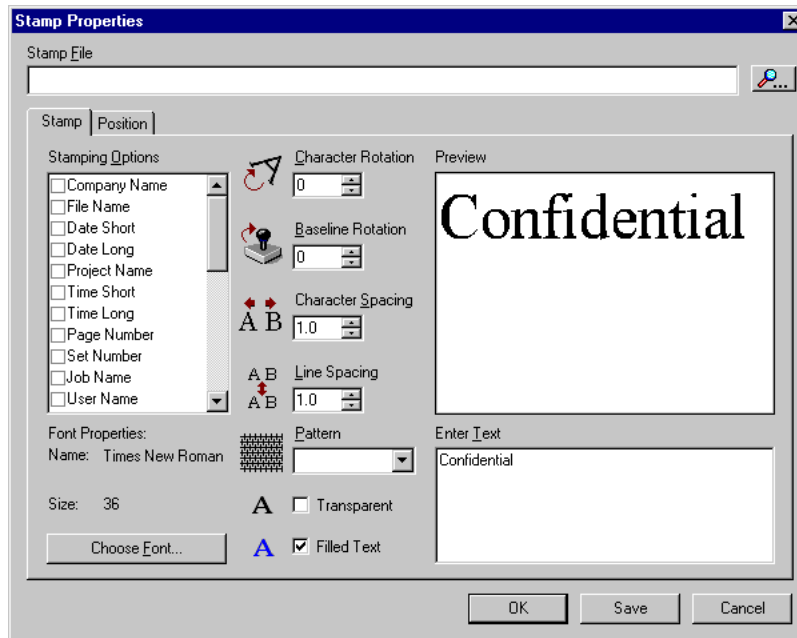
---

# Electronic Stamps

An Electronic Stamp contains text that is to be overlaid on drawings or on empty pages to create banners.

- **Creating or changing an electronic stamp**

1. In the toolbar, click **Stamp**. The Electronic Stamp window opens.



2. Click **Browse** and navigate to an existing stamp for editing, or begin creating a new one, with the Stamp tab features. See the following sections.
3. Click **OK**. For a new stamp, you specify a name and directory for storage.
  - If you want to add the new stamp to the current job, click **OK**. The Stamp Properties window disappears, and the stamp will automatically be added to the current job (if any).
  - If you do *not* want to add the new stamp to the current job, click **Cancel**. The Stamp Properties window disappears, and you can add the stamp to a job later.

---

## Stamp options

The Stamp Properties dialog box contains the following elements:

**Preview window** The Preview window shows how changes such as font, rotation and spacing will affect your text .

**Enter Text Window** The text used for the label is displayed in this window as plain text.

**Stamping Options window** Click the appropriate check box to add such information as date, time, project and filename, page and set number. Apprentice reads it directly from your computer system, so that when you print the stamp or label you have the current date, time and filename. This information is displayed in the Enter Text window.

*Note: If you have selected the File Name option and the drawing is processed, the drawing's original path is displayed in the stamp. Otherwise, it shows only the filename without the path.*

**Font Properties** Click Choose Font to open the font dialog box, where you can change the type, size and style of the font. The current font settings are displayed in the Font Sample field.

**Character Rotation** Rotates the letters and the baseline to change text orientation. Use the Up arrow to rotate the text clockwise and use the Down arrow to rotate the text counter-clockwise.

**Baseline Rotation** Rotates the baseline only. Use the Up arrow to rotate the baseline counter-clockwise and use the Down arrow to rotate the text clockwise.

**Character Spacing** Use the Up arrow to increase the space between two characters; use the Down arrow to decrease the space between two characters.

**Line Spacing** Use the Up arrow to increase the space between two lines; use the Down arrow to decrease the space between two lines in lines of text.

**Pattern** You can choose a pattern to fill the characters

**Transparent** If you select this option, underlying information on the drawing will stay visible, depending on the used pattern, grayscale or color.

**Filled text** If you select this option, characters are filled. Default solid black will be used to fill the characters, but you can also choose a pattern (see above). If this option is not selected, outline characters will be used.

*Note: The color of the stamp is determined by pen 0 of the default pen set.*

---

## Position options

In the Position window, you can specify how the stamp should be positioned on the paper (Align Top, Align Left, Bottom Right, etc.) The viewer might show the stamp

in one location, but the stamp will print relative to how the paper comes out of the printer.

*Note: After adding the stamp to a drawing in a job, you can also use the viewer to position the stamp on a drawing.*

The Position window contains the following elements:

**Initial Placement** You can select one of the standard positions for the stamp on the paper.

**Fine Tuning** After selecting a standard stamp placement, you can specify small adjustments to move or rotate the stamp on the paper.

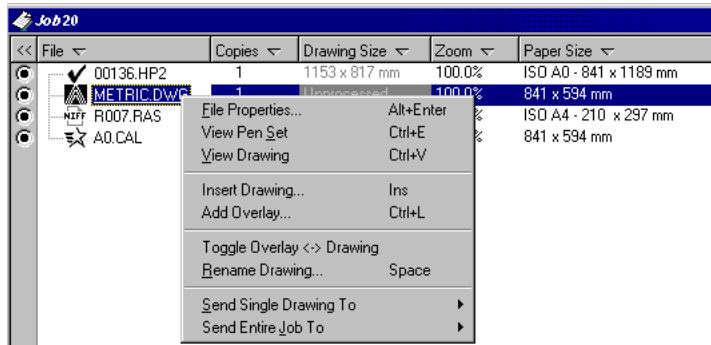
---

## Adding a stamp to a drawing

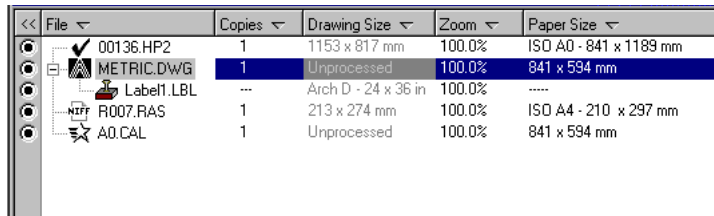
After creating and saving, you can add a stamp to a drawing.

- **Adding a stamp to a drawing**

- 1 Open the job that contains the desired drawing.
- 2 Right-click the drawing to which you want to add the stamp. A menu appears.



3. Click **Add Overlay**. The Add Overlay To Drawing window appears.
4. Type the file name of the stamp you want to add, and click **Open**. In the job window, the stamp name is indented and added to the base drawing.



---

## Adding a stamp to all drawings

You can add the same stamp to all drawings in a job.

- **Adding a stamp to all drawings**
  - 1 Add a stamp to one drawing using the procedure in the previous section.
  2. In the job window, right-click the stamp name. A menu appears.
  3. From the menu, choose **Copy All Overlay**. The stamp is added to all drawings in the job.

---

## Overlaying files

An electronic overlay is created when one electronic drawing file is placed on top of a second electronic drawing file. The two drawings are printed out on one and the same piece of paper, with the overlay drawing superimposed over the base drawing. You can overlay drawing files and stamps.

- **Adding an overlay**
  - 1 Open the job that contains the desired drawing.
  2. Click on the drawing to which you want to add the overlay with the right-hand mouse button. A drop-down window appears.
  3. Select **Add Overlay**. The Add Overlay to Drawing window appears.
  4. Type the file name of the overlay you want to add and click **Open**. In the job window, the stamp (slightly indented) is added to the base drawing.

# Viewing and Positioning

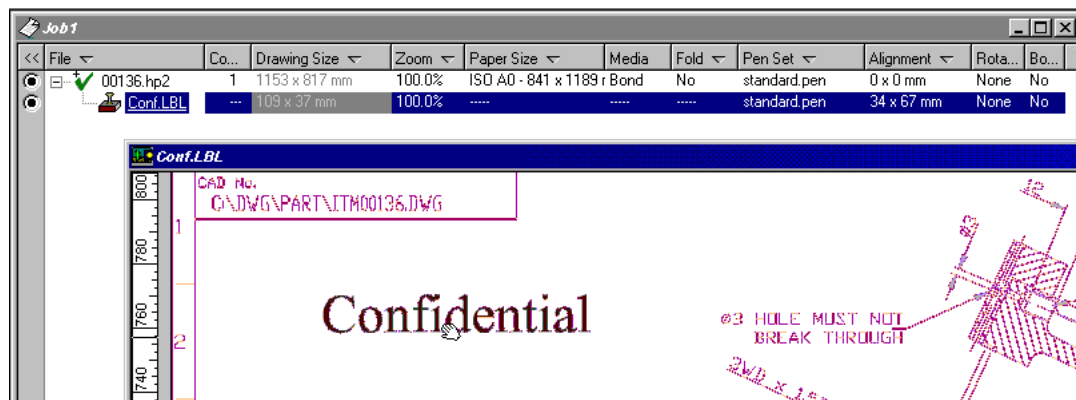
You can use the viewer to see the result of adding stamps and overlays to a drawing or to change the stamp position and see the result immediately.


- **Viewing a drawing with added stamp or overlay**

- 1 In the job window, double-click the added stamp or overlay.
- 2 The View window appears to display how the stamp or overlay is added to the drawing.

- **Positioning a stamp or overlay in the viewer**

- 1 Open the drawing and the added stamp or overlay in the viewer, as described in the previous section.



2. Click  in the viewer toolbar.
3. Click the stamp you want to move, then press and hold the mouse button while moving the stamp or overlay. You can see the result immediately in the View window.



---

## Chapter 12

# Sending Jobs

*This chapter describes how to send jobs via modem, queue, e-mail, or file on diskette, and how to prepare a work order.*

---

# Introduction

When you are ready to have your final drawings printed, there are several ways of sending your work. For each method, Apprentice sends the correct pen set and other settings along with a work order.

---

## Sending jobs or files to ProjectPoint™ sites

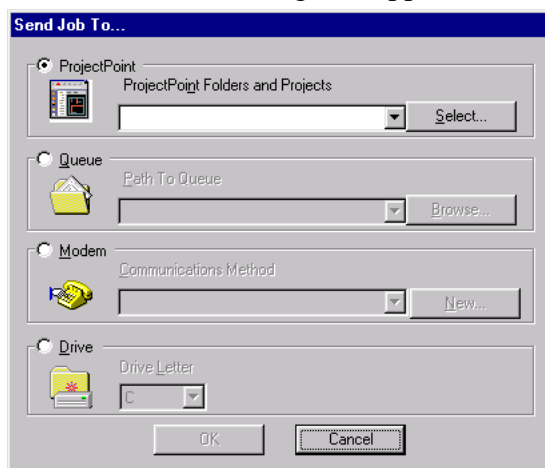
When you send files to a ProjectPoint site, you can share them with anyone who has a password to that site. You can send an entire job, or a single drawing.

- **Sending jobs to ProjectPoint sites**

With the job window active, choose one of these methods to access the dialog box:

1. In the Send Job quick menu, click **Send Job To...**  
OR
1. In the toolbar, click **Send Job**.  
OR
1. Right-click the drawing name. A menu appears. Click **Send Entire Job To...** A submenu appears. Click **ProjectPoint**

The Send Job To dialog box appears.:



2. Select the **ProjectPoint** radio button.
3. Select a project from the list and click **OK** or click **Select** to navigate to the desired site. The work order appears.

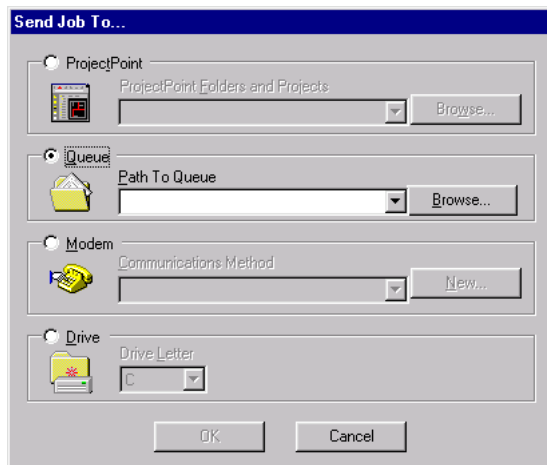
4. Fill out the work order as described elsewhere in this chapter. After you click **Submit**, the order receipt and Add to ProjectPoint wizard appear.
  5. Follow the steps in the wizard.
  6. Click **Finish**. The job is sent to the ProjectPoint site.
  7. Click **Print** to print the order receipt or click **Close** to close it without printing.
- **Sending a single drawing to a ProjectPoint site**
    1. Right-click the drawing name. A menu appears.
    2. Click **Send Single Drawing To...** A submenu appears.
    3. Click **ProjectPoint**. The ProjectPoint wizard appears.
    4. Follow the steps in the wizard.
    5. After you click **Finish**, the selected drawing is sent.

---

### Sending a job to a network queue

You can send your job directly to a network queue for attended or unattended printing.

- **Sending jobs to a network queue**
  1. In the toolbar, click **Send Job**. The Send Job To... dialog box appears.



2. Select the Queue radio button.
3. Select the desired path from the drop-down list or click **Browse** to navigate to a different location.
4. Click **OK**. The Send Job window displays the work order.
5. Fill out the work order as described later in this chapter.

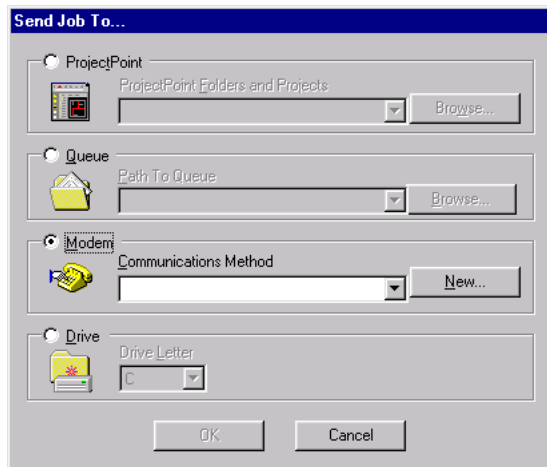
---

### Sending a job by modem or FTP

If you have a modem and you have installed and configured ApModem or ApFTP, you can send your drawings using a configured communication method.

- **Sending a job via modem**

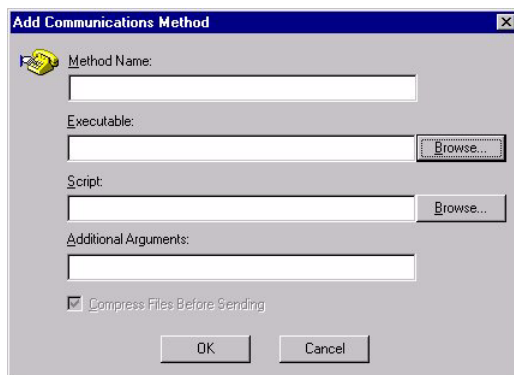
1. In the toolbar, click **Send Job**. The Send Job To... dialog box appears.



2. Select the Modem radio button.
3. From the list, choose the appropriate communications method. If the item you need is not in the list, see the following section, Adding a Communications Method.
4. In the Send Job To... dialog box, click **OK**. The Send Job window displays the work order.
5. Fill out the work order as described later in this chapter.

- **Adding a communications method**

1. In the Send Job To... dialog box, click **Modem**, then click **New**. The Add Communications Method dialog box appears.



2. Type information in the fields as needed or click **Browse** to navigate to the required communication executable (for example, ApModem32.exe). Method Name and Executable are required fields.
3. Click **OK** to return to the Send Job To... dialog box with the newly added method now in the list.
4. In the Send Job To... dialog box, click **OK**. The Send Job window displays the work order.

5. Fill out the work order as described later in this chapter.

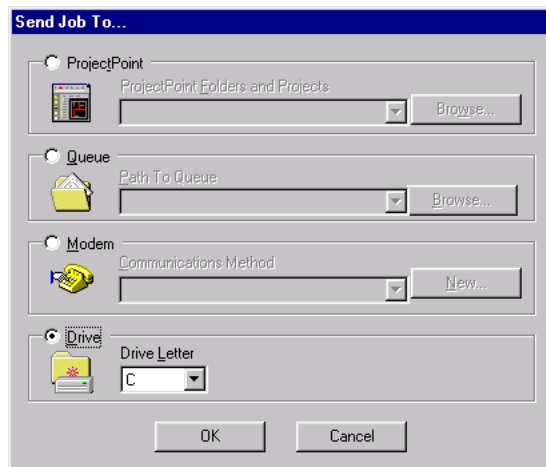
---

### Sending a job to be stored on disk

You can save your job onto a hard drive or floppy disks to take to your job printer.

- **Sending a job to be stored on disk**

1. In the toolbar, click **Send Job**. The Send Job To... dialog box appears



2. Select the Drive radio button and the Drive Letter from the drop-down list.  
*Note: Any previous jobs with the same name will be overwritten.*
3. Click **OK**. The Send Job window displays the work order.
4. Fill out the work order as described later in this chapter.

---

### Sending a job by e-mail

You can e-mail a job to someone if you have MAPI-compliant e-mail installed.

- **Sending a job by e-mail without a work order**

1. In the job window, right-click any drawing within the job. A menu appears.
2. In the menu, click **Send Entire Job To**. A submenu appears.
3. Click **E-mail recipient**. The e-mail message dialog box appears with the job attached as a .zip file.
4. If necessary, change the name of the .zip file. It will overwrite any previously saved .zip files with the same name.
5. In the body of the e-mail, add print order instructions.
6. In the header of the e-mail, type a recipient name and click **Send**.

- **Sending a job by e-mail with a work order**
  1. Follow the directions for sending to a drive. See ‘Sending a job to be stored on disk’ on page 125.
  2. In Windows Explorer, navigate to the job on the drive.
  3. Right-click the job. A menu appears.
  4. Click Send To. A submenu appears.
  5. Click Mail recipient. The e-mail message dialog box appears with the job attached as a .zip file.
  6. If necessary, change the name of the .zip file.
  7. In the body of the e-mail, add print order instructions.
  8. In the header of the e-mail type a recipient name and click Send.

---

## Filling Out a Work Order

An electronic work order is automatically attached to your job when you send it. This work order, also known as a job ticket, contains information identifying you and your company, and detailed instructions for the job printer about how your job should be processed, delivered, and billed.

---

## Using the Work Order

Required fields are determined by the person who designs the work order in Apprentice Server's Work Order Customizer. Required fields appear in boldface type. If they are not filled out, the job will not be sent.

The screenshot shows a 'Job Information' dialog box. At the top, there are 'Print...' and 'Close' buttons. Below the title bar, there is a yellow box containing the text 'Send Job to C:\' and 'Submit' and 'Cancel' buttons. The main area of the dialog contains several input fields. The first six fields are: 'Company' (with 'gm' entered), 'Contact' (with 'gm' entered), 'Phone Number 2', 'Fax Number', 'Account Number', and 'Contact Information' (a dropdown menu). A horizontal line separates these from the delivery address fields: 'Delivery Address 1', 'Delivery Address 2', 'Delivery Address 3', 'Delivery City', 'Delivery State', and 'Delivery Country'.

**Company** Type the name of your company.

**Contact** Type the name of the person whom the job printer should contact for further information about the job being sent.

**E-mail Address** Type an e-mail address where the contact person can be reached.

**Phone Number** Type a phone number where the contact person can be reached.

**Phone Number 2** Type any additional phone number for the contact person.

**Fax Number** Type the company or department fax number.

**Account Number** Type your account number with the job printer.

**Delivery Address 1-3, City, State, Country, Postal Code** Type the address to which prints of this job should be delivered.

**Split Address 1-3, City, State, Country, Postal Code** If the delivery is to be made to more than one site, type the other address here.

**Billing Address 1-3, City, State, Country, Postal Code** Type the address to which bills for this job should be sent.

**Contact information** Type any additional information about the contact person.

**Project** Type the name of the project.

**P.O. Number** Type your Purchase Order number.

**Delivery Method** From the list, select the way you would like to have your prints delivered.

**Reimbursable** If the printing costs are reimbursable, select the check box.

**Reason** From the list, select the category for the reimbursement.

**Job Due Date** From the lists, select the month, day, and year you would like the job to be delivered.

**Job Due Time** From the drop down lists, select the hour you would like the job to be delivered.

**Set Count** Choose **Use Set Information** to use information from the next five fields or choose **Use Copies Field** to use information from the job. If you choose Use Copies Field, Apprentice will ignore any information in the First Set and Additional Set Media, Edging and Count fields.



**First Set Media** From the list box, select the type of media on which the first set should be printed.

**First Set Edging** From the list box, select the type of edging with which the first set should be bound.

**Additional Set Media** From the list box, select the type of media on which additional sets should be printed.

**Additional Set Edging** From the list box, select the type of edging with which additional sets should be bound.

**Additional Set Count** Type the number of additional sets you require.

**Archive Job?** Indicate whether the job printer should archive the job you are sending.

**Job Instructions** Type any further instructions for the job printer here.

Electronic Media Format  PC  Macintosh

Dry Mount Job:  
Dry Mount Specs   
Dry Mount Trim   
Dry Mount Edging

Laminate Job:  
Laminate Both Sides   
Laminate Specs

Finishing Instructions

Send auto E-Mail notification when this job:  
Is Received  Is Printed  Has An Error

Submit Cancel

**Electronic Media Format**

Select the format in which you want electronic files to be delivered: PC or Macintosh.

**Drymount Job** Select the **Drymount** check box if you want your prints to be mounted. You can add instructions for specs, trim or edging.

**Laminate Job** Select the **Laminate** check box if you want your prints to be laminated. You can select the Both Sides check box or enter laminate specifications.

**Finishing Instructions** Type any further instructions for the job printer.

**Send auto E-Mail notification when this job** Select any combination of:

- Is received
- Is printed
- Has an error.

**Submit** Click **Submit** to send the job and the work order.

**Cancel** Click **Cancel** to return to the job window without sending the job.

# Using the Order Receipt

The order receipt allows you to save information from the work order in your own format.

The screenshot shows a software window titled "AnyTown Reprographics" with a "Print..." button on the left and a "Close" button on the right. Below the title bar is a "Display Selections:" section with several checked checkboxes:  Contact,  Job,  Finishing,  Other Finishing, and  Drawings List. There are also links for "Set All" and "Clear All", and a "Close" button. The main content area is divided into sections: "AnyTown Reprographics" with address "1234 W. Fifth Street #678, Nine Palms, CA 10111-2131, (602) 744-1300"; "Contact" section with fields for Company, Contact, Account Number, E-Mail Address, Phone Number, Phone Number 2, Fax Number, and Billing Address; "Job" section with fields for Delivery Address, Split Address, Project, Delivery Method, Job Due Date, P.O. Number, Reimbursable, and Archive Job; "Finishing" section with fields for Originals, Sheet Size, Set Count, First Set Media, First Set Edging, Finishing Instructions, Output Percentage, Media, and Additional Set Count; "Other Finishing" section with fields for Dry Mount Job, Dry Mount Specs, Dry Mount Trim, Dry Mount Edging, Laminate Job, Laminate Specs, Laminate Both Sides, and Electronic Media Format; and a "Drawings List" table with columns for File, Copies, Drawing size, Zoom, Paper size, Media, Fold, and Color. At the bottom, there is a note: "If you have any problems with this order form, please contact: support@anytownrepro.com".

| File                           | Copies | Drawing size   | Zoom   | Paper size     | Media | Fold | Color |
|--------------------------------|--------|----------------|--------|----------------|-------|------|-------|
| 1 C:\Demo Files\TIF\Nels-I.TIF | 1      | 42.0 x 30.0 in | 100.0% | 36.0 x 24.0 in | Bond  | No   | No    |

- **Displaying selections**
  1. From the Send Job window, select any combination of the following check boxes:
    - Contact
    - Job
    - Finishing
    - Other Finishing
    - Drawings List
  2. The selected sections display.

3. Click **Close** to close the Order Receipt without printing, or click **Print** to print the selected sections of the Order Receipt.

---

# Chapter 13

## Publishing drawings

*This chapter describes how to have Apprentice convert jobs to LDF files and post them at Plans & Specs™ Online Service.*

---

## Introduction

After you have processed your drawings and they are print-ready, you can publish them directly to a reprographer's digital plan room at Plans & Specs™ Online Service. You must be a registered buzzsaw.com user, and the reprographer must have sent you an e-mail invitation to use a container structure.

Publishing drawings means converting them to the print-ready Layered Document Format™ and putting them in the Plans & Specs system. It is different than processing drawings, which means converting them to the vic format, and sending drawings, which means transferring the vic files via LAN, modem, diskette, ISDN or e-mail.

For more information about Plans & Specs Online Service, visit [www.buzzsaw.com](http://www.buzzsaw.com).

---

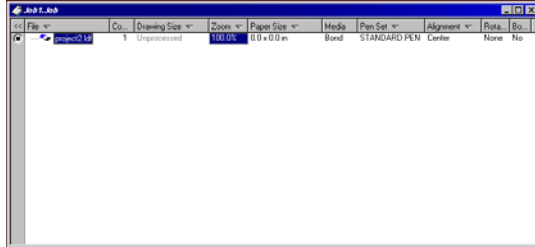
## Creating LDF Files

Layered Document Format™ (LDF™) is a new file format used by the Plans & Specs™ Document Management System. You can click the Publish button in the Apprentice toolbar to convert all drawing files in an active job into LDF files. Then you can publish them to a container structure at Plans & Specs Online Service.

---

## Adding LDF Files to Jobs

LDF files can be added to Apprentice job files for printing if you have an LDF file print code. A logo to the left of a file name in a job window represents an LDF file.



- **Adding an LDF file to a job**
  1. In the toolbar, click **Add Files**. The Add or Insert Drawing(s) dialog box appears.
  2. Navigate to the drawing you want to add. Click it to select it.  
*Note: You can select more than one filename, by holding down the Ctrl button or the Shift button (for a range of files), while selecting the filename.*
  - 3 Click **OK**. The drawing files are added to the job.

For more information about LDF file properties, see ‘About LDF Files’ on page 77.



---





## About the Plans & Specs Online Service




With Plans & Specs™ Online Service, customers can view WYSIWYG drawings that are stored as LDF files and order prints from reprographers. The full Plans & Specs application consists of two parts:

- Online Service, a Web-based application at [www.buzzsaw.com](http://www.buzzsaw.com)
- DocServer, a Windows-based application that runs on reprographers' local servers.

Additionally, Autodesk offers several drivers, utilities and tools that work with the main parts of the Plans & Specs system.

Both parts of the Plans & Specs application are based on the following container structure:

|          |  |   |
|----------|--|---|
| Vaults   | Each vault represents a reprographer's electronic storefront.  |   |
| Accounts | Each account represents a reprographer's customer.   |  |
| Clients  | Each client represents a customer of the account.  |  |
| Projects | Each project belongs to no more than one client; an individual client can have multiple projects, each with separate users and administrators. |  |

|             |   |   |
|-------------|---|---|
| Issues      | Issues represent a collection, subset or group of documents for a stage of a project.                 |  |
| Disciplines | A discipline represents a functional or practical subset of an issue, such as electrical or plumbing. |  |
| Documents   | The plans and specs, or drawings, affiliated with a project or issue.                                 |  |

## Publishing to Plans & Specs

You can process drawings in Apprentice into LDF files, then send them to your reprographer's Plans & Specs™ Online Service vault. The reprographer can then synchronize the documents to the shop's servers and print your order.

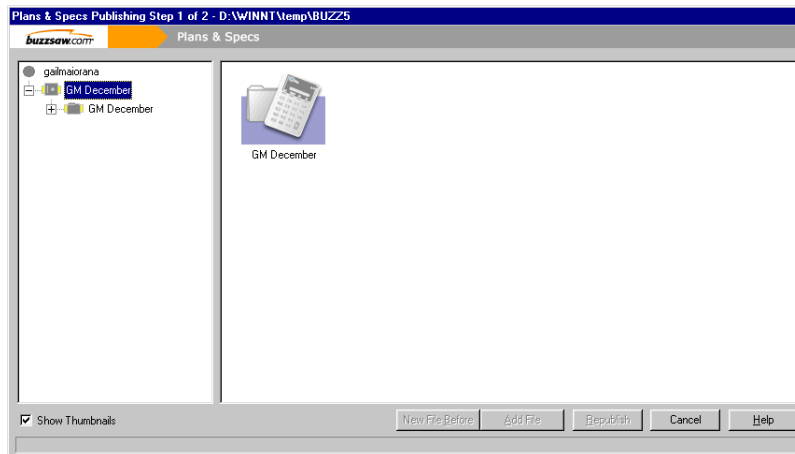
You must have the WebExchange functionality installed. The file bzwebxg.dll is installed with Apprentice. This file must be registered using regsvr32.exe.

- **Sending jobs to Plans & Specs Online Service**

1. Open the job containing the files you wish to send.
2. In the toolbar, click **Publish**.



3. The conversion progress bar shows the conversion progress, then the Plans&Specs Logon message appears.
4. Click **Log On**. The Login dialog box appears.
5. Enter your buzzsaw.com user name and password and the container location for your reprographer.
6. Click **OK**. The Plans & Specs Navigation dialog box appears.
7. Click **Take you to the last issue used** or **Let you navigate on your own**, then click **OK**. The Plans & Specs system publishing wizard step 1 appears:



8. In the tree view, click the plus sign for each container level to show subcontainers  
OR  
In the browser window, double-click each container icon to show subcontainers.  
Navigate to the issue in which you wish to publish the documents.
9. Open the issue.

10. If the issue is empty, the Add File button becomes available. Click Add File.

OR

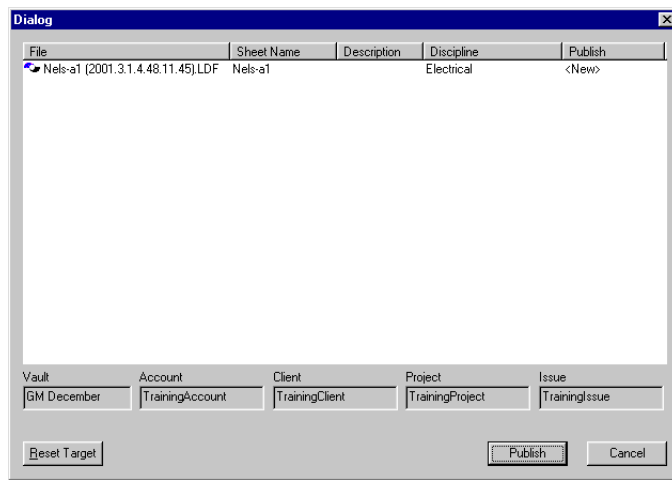
If the issue contains documents, several buttons become available. Click a document to select it, then click:

**New File After** to publish your Apprentice documents behind the selected file.

**New File Before** to publish your Apprentice documents in front of the selected file.

**Republish** to publish your Apprentice documents over the existing file.

The Publish LDF file dialog box appears:



11. Double-click any field for any document to enter new information. Press Enter on the keyboard to save the new information:



12. Click **Publish**. A confirmation message appears. The documents are published to Plans & Specs.

---

# Chapter 14

## Queues

*This chapter describes how to create and configure queues.*

---

## Introduction

The main purpose of a queue on Apprentice Server is to receive jobs that are sent by remote clients. A queue keeps track of all the contents -- drawing files, stamps, overlays, pen sets, work order -- for each job.

You can create a separate queue for each client, or different types of queues for various clients.

**Incoming queue** An incoming queue collects jobs from remote clients. Apprentice can be configured to automatically scan a queue for incoming jobs and to flash when one arrives. You can also print the work order for each incoming job automatically on a Windows printer.

*Note: Apprentice will search for new jobs only when the queue is open. Generally, a queue should remain open at all times.*

If you know you have just received a job and do not want to wait for the queue's next scan cycle, you can press the F5 key to instruct the queue to search immediately.

**Archive queue** Queues can also be used for archiving purposes, or to hold jobs you might need to print again. You can move files from the incoming queue and store them in another location. If the incoming and archive queues are both open, you can drag and drop jobs between them. You can also send jobs to an archive queue by using the Send Job To dialog box.

**Special print queue** Special configured queues can be used for automatic printing, direct printing, and printing native drawings (using polling queues).

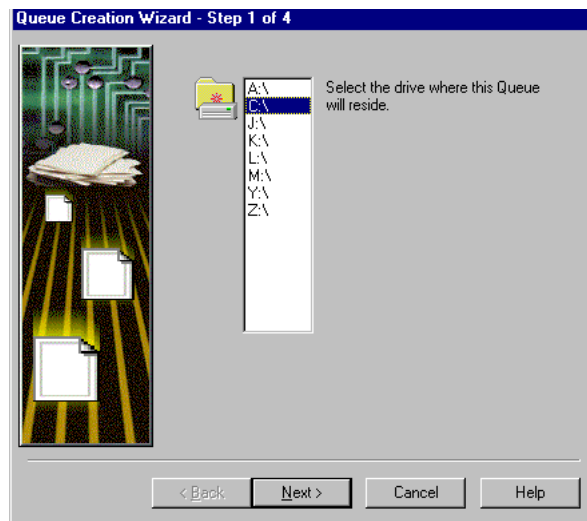
**Modem sharing** Apprentice Remote clients can use a queue to share a single modem. This allows different workstations to submit their jobs over one modem connection. Remote clients must select the Automatically Modem Jobs check box in the Options menu when you are in queue mode. When the shared queue detects a new job, it will automatically launch ApModem, log in to the configured Apprentice Server, transfer the job, and log off again.

## Creating an Incoming Queue

You can use the Queue Creation Wizard to create a new queue.

- **Creating an incoming queue**

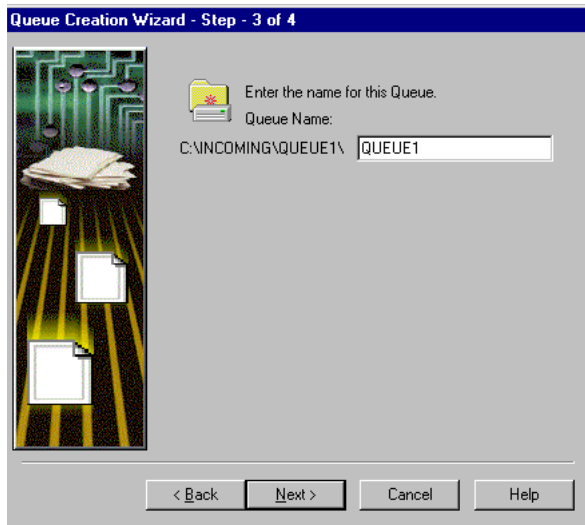
1. In the Queue quick menu, click **Create New Queue**. The Queue Creation Wizard - Step 1 window appears:



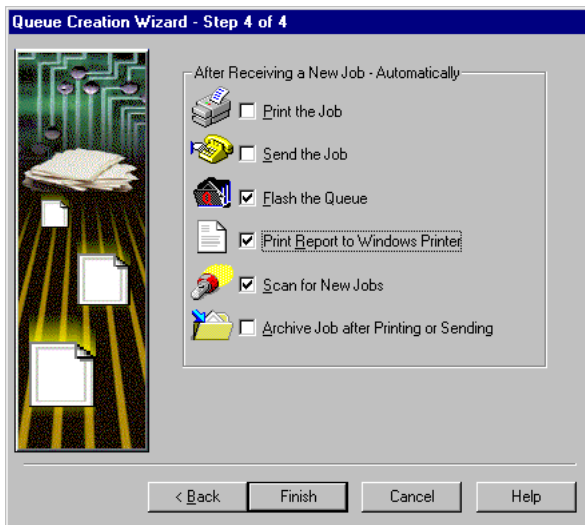
2. Select the drive where the new queue will reside, and click **Next**. The Queue Creation Wizard - Step 2 window appears:



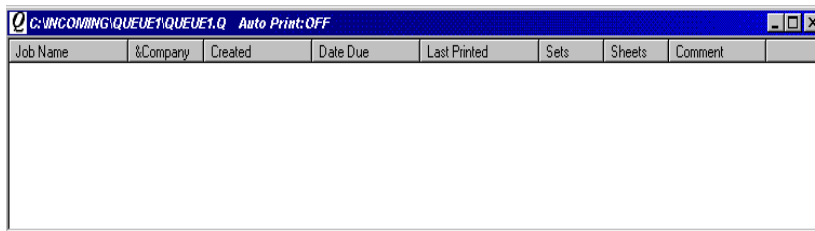
3. Delete any text in the text box.
4. Specify the complete path and name of the new queue directory (for example, INCOMING\QUEUE1), and click **Next**. The Queue Creation Wizard - Step 3 window appears:



5. Delete any text in the text box.
6. Specify only the name of the queue (for example, Queue1), and click **Next**. The Queue Creation Wizard - Step 4 window appears:



7. Select the **Flash the Queue** and **Scan for New Jobs** check boxes.
8. Click **Finish**. The Queue window of the new queue appears.





---

## Queue Options

When a queue is open, you are in queue mode and can click Options in the menu bar to adjust settings. chapter 17, 'Unattended Printing' on page 201 for information on setting up automatic and broadcast queues.

**Automatically Print Jobs** (Default: off). Prints jobs on the selected printer as they appear in the queue, without user intervention. In this case, they will not be displayed in the queue.

**Automatically Modem Jobs** (Default: off). Transmits any received jobs in the active queue by modem.

**Automatically Print Report** (Default: off) Prints the work order for each arriving job on your local Windows printerApprentice

**Automatically Archive After Printing** (Default: off). Copies a job into the Archive queue when a job is printed or sent via modem or FTP. The Archive queue is located in a sub-directory ARCHIVE.

**Automatically Scan for New Jobs** (Default: On). Searches for new files at regular intervals (Default: every 30 seconds). You can manually scan for new jobs by pressing the F5 button on the keyboard.

**Flash Queue when new jobs arrive** (Default: on). The queue window will flash black and white to alert the operator when new jobs arrive in the queue. (Do not use this option in combination with Automatically Print Jobs or Automatically Modem Jobs.)

**Show Queue when new jobs arrive.** If you have a minimized queue window and a new job arrives, this option will force the queue window open.

**Save Queue Settings Now** (Default: off). Saves the current queue settings to the current queue. Opening and closing the queue will preserve the settings.

**Scan Now** Searches manually for new jobs to print. You can also use the F5 button to activate this option.

---

## Queue Information

Jobs received in a queue may have the following information:

- **Job Name:** Name of the file.
- **Company:** The name of the company that sent the job.
- **Created:** The date the job was received in the queue.
- **Date Due:** The date by which the job should be ready.
- **Last Printed:** The date when the job was last printed from the queue.
- **Sets:** The number of sets required.
- **Sheets:** The quantity of sheets of media used by Apprentice to complete the job.
- **Comment:** (appears for Apprentice Server only) Comments added by the Apprentice operator.

**Job Icons** An icon appears to the left of the job name to indicate the status of the job:

*Sheet with star:* This job has been added to the queue recently, and has not yet been opened.

*Simple sheet:* This job has been opened but not yet printed.

*Printer:* This job has already been printed.

*Disk:* This icon indicates that the customer has requested that this job be archived.

- **Adding a comment about the job**
  1. Right-click the icon of the job. A menu appears.
  2. From the menu, choose **Comment Field**. The Edit Comment Field dialog box appears.
  3. Type your comments in the comment box.
  4. Click **OK**. Your comments are displayed in the queue window.

---

# Handling Queues

Queues can be a powerful tool to organize your daily work. the following sections describe how to use them.

---

## Opening queues

- **Opening a queue**
  1. From the queue menu, choose **Open Queue**. The View Existing Print Queue window opens.
  2. Select the required directory, path and filename.
  3. Click **OK**.

---

## Saving queues

Queues should be saved at the location where your communications software receives files, or where your network users would expect to find the queue. Apprentice systems have a default Incoming Queue called INCOMING.Q.

- **Saving a newly created queue**
  1. From the File menu, choose **Save As**. The Save As dialog box appears.
  2. Select the drive and directory where you wish to save the queue, and click **OK**.

---

## Receiving new jobs in a queue

Jobs are automatically numbered as they arrive, so that you can see the order in which they came in. An incoming queue scans for new jobs arriving by modem, disk or network every 30 seconds by default.

If you know a job has arrived on your computer and you want to display it in your queue window immediately, press the F5 key on your keyboard or choose **Scan Now** from the Options menu.

---

## Working with queues

To add or organize jobs in a queue, the queue window must be active.

- **Opening a job from the queue**

1. Double-click the job. The selected job opens in a job window.  
You can now view, modify, and print the job.

- **Adding jobs to the queue**

1. From the Edit menu, choose **Add Job File**. The Add Job or Queue File to Queue window opens.
2. Navigate to the location of the job you wish to add.
3. Select the job to be added to the Queue. The job is highlighted.
4. Click **OK**. The job is added to the queue.

- **Adding jobs from ProjectPoint™ sites**

Choose one of the following methods for the first step, then go to Step 2.

1. Right-click the job name. A submenu appears. Click **Add Job From ProjectPoint**. The ProjectPoint login appears.

OR

1. In the File menu, click **Add Job From ProjectPoint**. The ProjectPoint login appears.

OR

1. In the Queue quick menu, click **Add Job From ProjectPoint**. The ProjectPoint login appears.

OR

1. In the Edit menu, click **Add Job From ProjectPoint**. The ProjectPoint login appears.

OR

1. Right-click in the blank area of the queue window. A menu appears. Click **Add Job From ProjectPoint**. The ProjectPoint login appears.

OR

1. In the Add Files quick menu, click **Add**. A submenu appears. Click **Add Job From ProjectPoint**. The ProjectPoint login appears.

OR

Then follow these steps:

2. Type your Username and Password, and select a site from the list.
3. Click **OK**. The Open dialog box appears.
4. Navigate to the desired job, then click **Open**. The job is added to the queue.

- **Inserting a job in the queue**
  1. Click a job in the queue that is just below the point where you wish to insert the new job.
  2. From the Edit menu, choose **Insert Job File**. The Insert File window opens.
  3. Navigate to the job you wish to insert in the queue and click it to select it.
  4. Click **OK**. The job is added above the selected job.

- **Duplicating job references**
  1. Select the job reference you want to duplicate by pressing and holding down the right-hand mouse button.
  2. Drag the highlighted job to a location within the queue window, and release the mouse button.

*Note: This method makes a reference to the job appear in the queue. If you change the original or the reference, those changes will be made to both copies of the document.*

- **Duplicating jobs**
  1. Right-click the icon of the job you want to duplicate. A menu appears.
  2. From the menu, select **Send Entire Job To**. Another menu appears.
  3. From the menu, select **Queue**. A list of active queues appears.
  4. From the list, select the queue from which you are copying.

*Note: This method allows you to make changes to a copy of the job without changing the original.*

- **Copying directories into queues**
  1. From the Queue menu, choose **Copy Directory into Queue**. The Pick Any File in Directory (entire directory copied) window appears.
  2. Select the Directory or drive that contains the file you want to copy.
  3. Click **Open**. All files in the directory will be put in a job, using the default job settings. This job is then automatically put in the selected queue.

- **Unzipping into a queue**
  1. From the Queue quick menu, choose **Unzip into Queue**. The Get Zip File to Place in Queue dialog box appears.
  2. Navigate to the desired ZIP file location and click it.
  3. Click **Open**. If the zip file contains an Apprentice job, this job will be put in the selected queue. If the zip file contains native drawings, these files will first be put in a job, using the default job settings. This job is then automatically put in the selected queue.

*Note: If you unzip a zip file into a queue that has the option Automatically Print Jobs turned on, the job will be printed immediately without being displayed in the queue.*

---

## Organizing jobs in queues

Before you print the jobs in the queue, you can change the order of the jobs. The default is: first in, first out. After you have opened a job and printed it, you can archive the job, remove it from the Queue, or permanently delete it.

A job can be removed from a queue without deleting it from the computer. Removing a job only removes the queue's reference to that file until that queue is closed and re-opened.

- **Changing job priority**

1. Click a job to select it.
2. Press and hold the left mouse button while dragging the file up or down the queue to the desired position.
3. Release the mouse button.

- **Renaming a job in the queue**

1. Click a job to select it.
2. Press the spacebar on your keyboard once.
3. Type the new name over the existing one and press Enter.

- **Moving jobs between queues**

1. Open the destination queue.
2. Select the job that you want to drag to another queue.
3. Hold down the left mouse button, and drag and drop the job into the desired queue.

*Note: Dragging a job into a queue that is set to automatically print jobs will NOT cause the job to be printed.*

---

## Removing jobs

- **Removing jobs from the queue**

1. Click the job you want to remove to select it.
2. Press the Delete key. The selected job is removed from the queue.

- **Restoring a removed job**

1. Select the queue in which you want to restore the job.

2. From the File menu, choose **Close**. The active queue closes.
3. Open the same queue. The removed job will reappear.

---

## Deleting jobs

A job can also be permanently deleted from the Queue. Act with extra caution here, because once a job has been deleted, it cannot be restored.

- **Permanently deleting a job from the queue**
  1. Click the job you wish to delete to select it.
  2. From the Edit menu, choose **Remove Directory**. The Job dialog box asks if you are sure you want to delete the job and the Directory from the Queue.
  3. If you are sure, click **Yes**. The job and directory are permanently deleted.





---

# Chapter 15

## Accounting

*This chapter explains how you can use Apprentice functionality to keep track of your print jobs.*

---

## What Is Accounting?

Apprentice keeps track of the following information about job printing:

- project identification
- company identification
- date of printing
- date due
- number of sets printed
- number of sheets printed
- print area of printed sets
- type of media

You can extract this information and in some cases import it into a text file for use within other applications. You can use it directly with databases that support the ODBC standard (for example, Microsoft Access).

---

# Preparing Apprentice for Accounting

To prepare Apprentice for accounting, you must specify which kind of accounting information you wish to extract.

---

## Standard Accounting

The Standard accounting method logs information that can be read only by Apprentice.

---

## ODBC Set Accounting

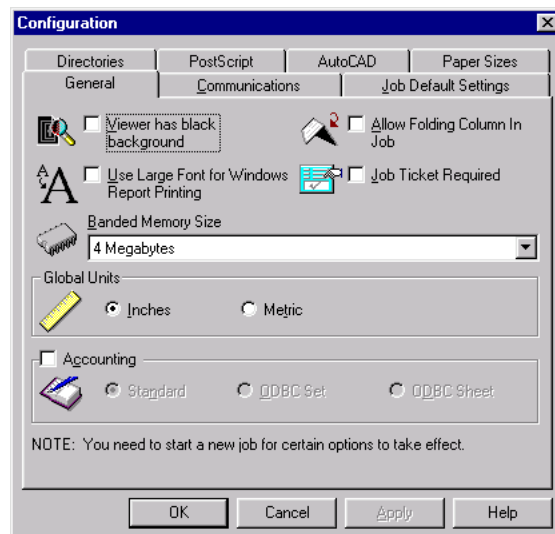
The ODBC Set accounting method corresponds to the information logged by Apprentice about an entire job. The accounting data for the job is summarized into one record of information.

---

## ODBC Sheet Accounting

The ODBC Sheet accounting method corresponds to the information logged by Apprentice about each individual drawing in the job. Each drawing's accounting data is logged as a separate record.

- **Specifying the kind of accounting information you need**
  1. From the Configure menu, choose **Defaults**. The Configuration dialog box appears.



2. On the General tab, in the Accounting section, select the **Accounting** check box.

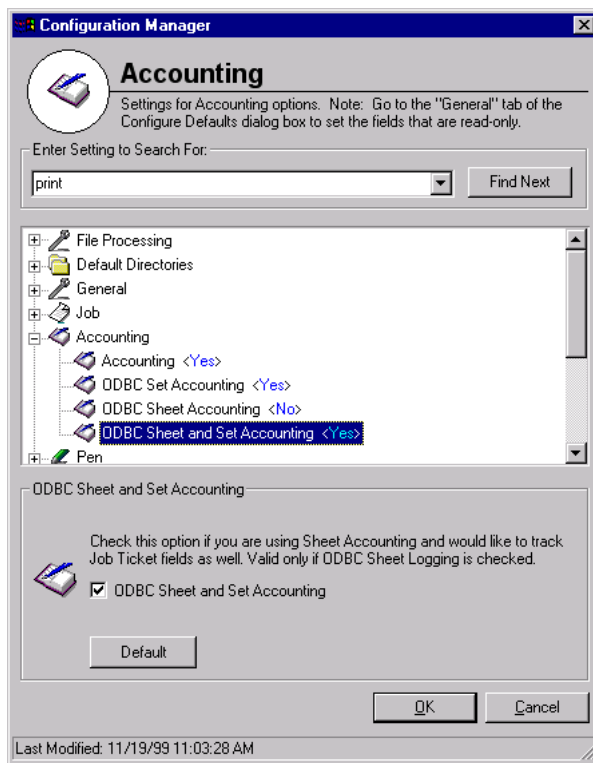
3. Select **Standard, ODBC Set, or ODBC Sheet**.
4. Click **Apply**.
5. Click **OK**.

## ODBC Set and Sheet Accounting

You can choose both ODBC Set and ODBC Sheet from the Configuration Manager. The application acts like ODBC Sheet Accounting except that a set record with the work order information is written for each sheet record.

- **Choosing ODBC Sheet and Set Accounting**

1. From the Configure menu, choose **Advanced**. The Configuration Manager window appears:



2. From the list, click the plus sign (+) to the left of Accounting. The Accounting menu appears.
3. Set the following to Yes: Accounting, ODBC Set Accounting, and ODBC Sheet and Set Accounting.
4. Click **OK**.

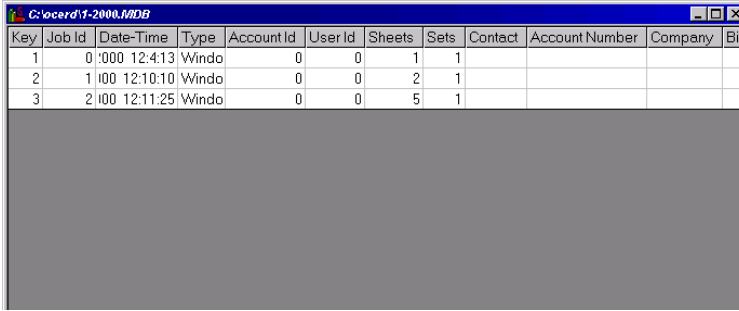
# Exporting Accounting Information

You can export accounting information from any active log and save it as a text file. You can further process the accounting information with any application that can import tab-separated or comma-separated text files, such as:

- Word processors
- Database programs
- Spreadsheets

- **Opening and viewing an existing log file**

1. In the Log quick menu, choose the file you wish to open. The log window appears.



| Key | Job Id | Date-Time    | Type  | Account Id | User Id | Sheets | Sets | Contact | Account Number | Company | Bill |
|-----|--------|--------------|-------|------------|---------|--------|------|---------|----------------|---------|------|
| 1   | 0      | :000 12:4:13 | Windo | 0          | 0       | 1      | 1    |         |                |         |      |
| 2   | 1      | :00 12:10:10 | Windo | 0          | 0       | 2      | 1    |         |                |         |      |
| 3   | 2      | :00 12:11:25 | Windo | 0          | 0       | 5      | 1    |         |                |         |      |

- **Printing accounting information**

1. Open the log window that you wish to print.
2. In the toolbar, click **Print**. A message asks you if you want a detailed report.
3. Click **Yes** or **No**. The log prints.

- **Exporting accounting information**

1. Open the log from which you wish to export information.
2. In the Log quick menu, click **Export**. A submenu appears.
3. From the submenu, choose one of these options:

- XML...
- Comma delimited...
- Tab delimited...

*Note: The XML export option is available only for ODBC accounting, not for standard accounting.*

4. The File Name to Export dialog box appears.
5. Select the \*.txt file that you wish to export and the location for it, and click **Save**.

## Understanding logs

The tables below describe information contained in logs.

*Note: Jobs that are paused or interrupted on the printer are only partially counted in the logs.*

### Standard Accounting

| Field                             | Description  | Source                |
|-----------------------------------|--|-----------------------|
| Project                           | The project name.                                    | Work order            |
| Company                           | The company name.                                    | Work order            |
| Last Printed                      | The date and time that the job was printed.          | Queue                 |
| Job Due Date                      | The job due date portion of the work order.          | Work order            |
| Sets                              | The number of sets printed.                          | Queue                 |
| Sheets                            | The number of sheets per set.                        | Queue                 |
| Square Feet                       | The exact print area of the set in square feet.      | Queue                 |
| Square Feet Rounded               | The rounded print area of the set in square feet.    | Queue                 |
| Square Meters                     | The exact print area of the set in meters.           | Queue                 |
| Square Meters Rounded             | The rounded print area of the set in meters.         | Queue                 |
| Media                             | The type of media, or "" if it hasn't been printed.  | Queue                 |
| Comment                           | The comment field from the queue.                    | Queue                 |
| FileName                          | Individual drawing name.                             | *.job file            |
| PO Number                         | The purchase order number.                           | Work order            |
| ModemJob                          | Whether job was sent via ApModem.                    | Send Job To... dialog |
| ArchiveJob                        | Whether the job was archived.                        | Work order.           |
| Phone Number                      | Phone number for the contact.                        | Work order            |
| DateTime                          | The date and time the job was received in the queue. | Queue                 |
| DeliveryMethod                    | The Delivery Method: FedEx, etc.                     | Work order            |
| PhoneNumber2                      | A second phone number for the contact.               | Work order            |
| Fax Number                        | A fax number for the contact.                        | Work order            |
| E-Mail Address                    | An e-mail address for the contact.                   | Work order            |
| Account Number                    | Account number for the customer.                     | Work order            |
| Specifications                    | Drymount instructions                                | Work order            |
| Final Trim                        | Type of trim   | Work order            |
| Specifications                    | Laminate instructions                                | Work order            |
| Edging                            | Drymount edging                                      | Work order            |
| Grid                              | No longer used                                       | N/A                   |
| Cover Color                       | No longer used.                                      | N/A                   |
| Additional Instructions           | Job Instructions                                     | Work order            |
| Additional Finishing Instructions | Additional Instructions                              | Work order            |
| Billing Address                   | The billing address                                  | Work order            |
| Delivery Address                  | The delivery address.                                | Work order            |

| Field             | Description   | Source     |
|-------------------|---|------------|
| Split Delivery    | If the parts of the order went to multiple addresses. | Work order |
| Additional Edit   | No longer used.                                       | N/A        |
| NumberOfFiles     | How many drawings the job contains.                   | *.job file |
| PenSet            | The pen set name.                                     | *.job file |
| Copies            | How many sets were printed.                           | *.job file |
| Paper Size        | The paper size used.                                  | *.job file |
| Drawing Size      | The size of the drawing.                              | *.job file |
| Paper Orientation | Portrait or landscape.                                | *.job file |
| File Format       | The native format of the drawing.                     | *.job file |
| Drawing Scale     | Scale used for processing.                            | *.job file |
| Zoom Percent      | Viewer setting  | *.job file |
| Drawing Type      | Raster or vector                                      | *.job file |

### Extended Accounting

|              |  |                                       |
|--------------|--|---------------------------------------|
| Key          | System assigned Auto increment   | Autogenerated                         |
| DateTime     | Date and Time of action  | Autogenerated                         |
| JobId        | Used for unique identification of job together with Ext.DateTime.  | Autogenerated                         |
| PaperFormat  | ID number 10-255 for the size of paper used.   | Autogenerated (see table on page 163) |
| Media        | ID number 0-9 for the media type.  | Autogenerated (see table on page 164) |
| Copies       | Number of copies printed.  | Autogenerated                         |
| Meters       | Total amount printed.  | Autogenerated                         |
| Filename     | Actual filename printed.   | Autogenerated                         |
| Plotter Type | Type of printer used.  | System (see table on page 164)        |
| Color        | Whether customer requested color or black and white: 0=no; 1=yes. Apprentice does not log whether the printing was actually done in color. | *.job file                            |
| Square Feet  | Total amount printed.  | Autogenerated                         |

### ODBC Set Accounting

| Field     | Description  | Source for 9800, 9600 and 9400 | Source for TDS800                         |
|-----------|--|--------------------------------|---|
| Key       | System assigned auto increment   | Autogenerated                  | Autogenerated                             |
| JobId     | Unique identification of job together with DateTime.   | Accounting Login dialog        | NGC controller                            |
| DateTime  | Date and Time of action.   | Queue                          | NGC controller                            |
| Type      | Type of job: 0 = plot; 1 = copy; 2 = scan; 3 = drive; 4 = raster; 5 = modem; 6 = windows print; 7 = queue; 8 = email, 9=HP-GL, 10=PostScript, 11=LDF, 12=multi-machine | Autogenerated.                 | NGC controller: 0=plot, 1= copy or 2=scan |
| AccountId | Account identifier   | Accounting Login dialog        | Not available                             |

| <b>Field</b>                 | <b>Description</b>              | <b>Source for 9800, 9600 and 9400</b> | <b>Source for TDS800</b> |
|------------------------------|---------------------------------|---------------------------------------|--------------------------|
| UserId                       | Operator identifier             | Accounting Login dialog               | Not available            |
| NumberOfSheets               | Number of sheets printed        | Autogenerated                         | NGC Controller           |
| NumberOfSets                 | Number of sets printed          | Autogenerated                         | Always 1                 |
| UserName                     | Contact Name                    | Work order                            | Not available            |
| AccountNumber                | Account Number                  | Work order                            | Not available            |
| Company                      | Company Name.                   | Work order                            | Not available            |
| Billing                      | Billing Address.                | Work order                            | Not available            |
| Delivery                     | Delivery Address.               | Work order                            | Not available            |
| SplitDelivery                | Split Delivery Address.         | Work order                            | Not available            |
| Project                      | Project Name.                   | Work order                            | Not available            |
| PONumber                     | Purchase Order Number.          | Work order                            | Not available            |
| SpecialInstruction           | Special Instructions            | Work order                            | Not available            |
| LinearFeetBond               | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearFeetVellum             | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearFeetMylar              | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SqFeetBond                   | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SqFeetVellum                 | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SqFeetMylar                  | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearMetersBond             | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearMetersVellum           | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearMetersMylar            | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SqMetersBond                 | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SqMetersVellum               | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SqMetersMylar                | Total amount printed.           | Autogenerated                         | NGC Controller           |
| Reason                       | No longer used.                 | N/A                                   | Not available            |
| Destination                  | No longer used.                 | N/A                                   | Not available            |
| Comment                      | Contents of reimbursable field. | Work order                            | NGC Controller           |
| LinearFeetTranslucent        | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SqFeetTranslucent            | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearMetersTranslucent      | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SqMetersTranslucent          | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearFeetBondHeavy          | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SqFeetBondHeavy              | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearMetersBondHeavy        | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SqMetersBondHeavy            | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearFeetTransparentHeavy   | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SquareFeetTransparentHeavy   | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearMetersTransparentHeavy | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SquareMetersTrnSPARENT Heavy | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearFeetFilmHeavy          | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SquareFeetFilmHeavy          | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearMetersFilmHeavy        | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SquareMetersFilmHeavy        | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearFeetBondSpecial        | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SquareFeetBondSpecial        | Total amount printed.           | Autogenerated                         | NGC Controller           |
| LinearMetersBondSpecial      | Total amount printed.           | Autogenerated                         | NGC Controller           |
| SquareMetersBondSpecial      | Total amount printed.           | Autogenerated                         | NGC Controller           |



| Field                         | Description   | Source for 9800, 9600 and 9400  | Source for TDS800 |
|-------------------------------|---|---------------------------------|-------------------|
| LinearFeetBond-HeavySpecial   | Total amount printed.                                 | Autogenerated                   | NGC Controller    |
| SquareFeetBond-HeavySpecial   | Total amount printed.                                 | Autogenerated                   | NGC Controller    |
| LinearMetersBond-HeavySpecial | Total amount printed.                                 | Autogenerated                   | NGC Controller    |
| SquareMetersBond-HeavySpecial | Total amount printed.                                 | Autogenerated                   | NGC Controller    |
| Plotter Type                  | Type of printer used.                                 | System. (see table on page 164) | NGC Controller    |
| Path                          | Path to the location from which the file was printed. | Autogenerated                   | NGC Controller    |

## ODBC Sheet Accounting

| Field          | Description  | Source for 9800, 9600 and 9400 | Source for TDS800       |
|----------------|--|--------------------------------|-------------------------|
| Key            | System assigned Auto increment   | Autogenerated                  | Autogenerated           |
| DateTime       | Date and Time of action  | Autogenerated                  | NGC Controller          |
| JobId          | Unique identification of the job together with DateTime field.   | Accounting login dialog        | NGC Controller          |
| AccountId      | Identification of the account number.  | Accounting login dialog box    | Not available           |
| UserId         | Identification of the user number.   | Accounting login dialog box    | Not available           |
| MachineId      | Machine identifier   | Autogenerated                  | NGC Controller          |
| Print Type     | Type of job: 0 = plot; 1 = copy; 2 = scan; 3 = drive; 4 = raster; 5 = modem; 6 = windows print; 7 = queue; 8 = email, 9=HP-GL, 10=PostScript, 11=LDF, 12=multimachine. | Autogenerated                  | NGC Controller          |
| SortType       | Sorting: 0 = sort by page 1 = sort by set.   | Autogenerated                  | Always 1                |
| TotalOriginals | Total number of originals in the job, for example, entries in the printer's memory (each entry is one page).   | Autogenerated                  | Always 0                |
| TotalFolded    | Total number of folded output pages.   | Autogenerated                  | NGC Controller (0 or 1) |
| TotalPunched   | Total number of punched output pages.  | Autogenerated                  | Always 0                |
| TotalStamped   | Total number of output pages with a printer stamp.   | Autogenerated                  | Always 0                |
| TotalEdited    | Total number of edited output pages.   | Autogenerated                  | Always 0                |
| TotalEnlarged  | Total number of enlarged (zoom > 100%) output pages.   | Autogenerated                  | Always 0                |

| <b>Field</b>           | <b>Description</b>                                       | <b>Source for 9800, 9600 and 9400</b> | <b>Source for TDS800</b>  |
|------------------------|--|---------------------------------------|---|
| TotalReduced           | Total number of reduced (zoom < 100%) output pages.      | Autogenerated                         | Always 0  |
| PaperPrints            | Total number of output pages on plain paper.             | Autogenerated                         | NGC Controller (0 or 1)   |
| PaperClicks            | Total number of plain paper media clicks.                | Autogenerated                         | Not available   |
| PolyesterPrints        | Total number of output pages on polyester.               | Autogenerated                         | NGC Controller (0 or 1)   |
| PolyesterClicks        | Total number of polyester media clicks.                  | Autogenerated                         | Not available   |
| TransparentPrints      | Total number of output pages on transparent media.       | Autogenerated                         | NGC Controller (0 or 1)   |
| TransparentClicks      | Total number of transparent media clicks.                | Autogenerated                         | Not available   |
| ScanResolution         | Scan resolution in dpi.                                  | Autogenerated                         | NGC Controller (horizontal resolution)                                    |
| ScanFileFormat         | Scan file format: 0 = TIFF<br>1 = CALS.                  | Autogenerated                         | Not available   |
| ScanWidth              | Scan width in pixels.                                    | Autogenerated                         | NGC Controller (in mm)  |
| ScanHeight             | Scan length in pixels.                                   | Autogenerated                         | NGC Controller (in mm)  |
| ScanFileSize           | Scan file size in bytes.                                 | Autogenerated                         | NGC Controller (not always available)                                     |
| ScanFileName           | Name of the scan file that was saved.                    | Autogenerated                         | Not available   |
| JobName                | Name of the job.   | Autogenerated                         | Not available   |
| PlotNumberOfFiles      | Number of files in the plot job.                         | Autogenerated                         | NGC Controller (always 1)   |
| UserName               | Contact name   | Work order                            | Not available   |
| AccountName            | Account  | Work order                            | Not available   |
| JobType                | Type of job: 0 = normal job<br>1 = matrix job            | Autogenerated                         | Configuration Manager settings (0 = sheet accounting, 1 = set accounting) |
| Translucent Prints     | Total number of output pages on translucent media.       | Autogenerated                         | NGC Controller (0 or 1)   |
| Translucent Clicks     | Total number of translucent media clicks.                | Autogenerated                         | Not available   |
| BondHeavyPrints        | Total number of output pages on heavy bond media.        | Autogenerated                         | NGC Controller (0 or 1)   |
| BondHeavyClicks        | Total number of heavy bond media clicks.                 | Autogenerated                         | Not available   |
| TransparentHeavyPrints | Total number of output pages on transparent heavy media. | Autogenerated                         | NGC Controller (0 or 1)   |
| TransparentHeavyClicks | Total number of transparent heavy media clicks.          | Autogenerated                         | Not available   |
| FilmHeavyPrints        | Total number of output pages on heavy film media.        | Autogenerated                         | NGC Controller (0 or 1)   |

| Field                  | Description   | Source for 9800, 9600 and 9400         | Source for TDS800  |
|------------------------|---|--|--|
| FilmHeavyClicks        | Total number of heavy film media clicks.                  | Autogenerated                          | Not available  |
| BondSpecialPrints      | Total number of output pages on special bond media.       | Autogenerated                          | NGC Controller (0 or 1)  |
| BondSpecialClicks      | Total number of special bond media clicks.                | Autogenerated                          | Not available  |
| BondHeavySpecialPrints | Total number of output pages on special heavy bond media. | Autogenerated                          | NGC Controller (0 or 1)  |
| BondHeavySpecialClicks | Total number of special heavy bond media clicks.          | Autogenerated                          | Not available  |
| Paper Format           | The size of media used.                                   | Autogenerated (see table on page 163). | NGC Controller   |
| Media                  | The type of media used.                                   | Autogenerated                          | NGC Controller: 0=bonus; 1=bond; 2=translucent; 3=film; 4=transparent; 5=bond-heavy; 6=transparent-heavy; 7=filmheavy; 8=bondspecial; 9=bondspecialheavy; 10=vellum; 11=polyester; 12=last |
| Copies                 | The number of copies of each drawing.                     | Autogenerated                          | NGC Controller (always 1)  |
| Meters                 | Total amount printed.                                     | Autogenerated                          | NGC Controller   |
| Filename               | The VIC directory plus filename.                          | Autogenerated                          | Not available  |
| JobName                | The *.job file.   | Queue                                  | Not available  |
| PlotterType            | The type of printer used.                                 | Autogenerated (see table on page 164). | Always 4096  |

| Paper Format                 | ID number |
|------------------------------|-----------|
| ISO AO - 1198 x 841 mm       | 10        |
| ISO A1 - 841 x 594 mm        | 11        |
| ISO A2 - 594 x 420 mm        | 12        |
| ISO A3 - 420 x 297 mm        | 13        |
| ISO A4 - 297 x 210 mm        | 14        |
| ISO B1 - 1000 x 707 mm       | 20        |
| ISO B2 - 707 x 500 mm        | 21        |
| ISO B3 - 500 x 353           | 22        |
| ISO B4 - 353 x 250 mm        | 23        |
| ANSI A - 11.00 x 8.50 inch   | 30        |
| ANSI B - 17.00 x 11.00 inch  | 31        |
| ANSI C - 22.00 x 17.00 inch  | 32        |
| ANSI D - 34.00 x 22.00 inch  | 33        |
| ANSI E - 44.00 x 34.00 inch  | 34        |
| ARCH A - 12.00 x 9.00 inch   | 40        |
| ARCH B - 18.00 x 12.00 inch  | 41        |
| ARCH C - 24.00 x 18.00 inch  | 42        |
| ARCH D - 36.00 x 24.00 inch  | 43        |
| ARCH E - 48.00 x 36.00 inch  | 44        |
| ARCH E1 - 42.00 x 30.00 inch | 45        |

| Paper Format                 | ID number |
|------------------------------|-----------|
| ARCH E2 - 38.00 x 26.00 inch | 46        |
| ARCH E3 - 39.00 x 27.00 inch | 47        |
| Custom Sizes                 | 100+      |

| Plotter Type |      | Media Type         |    |
|--------------|------|--------------------|----|
| NONE         | 0    | UNKNOWN            | 0  |
| XEROX        | 2    | BOND               | 1  |
| 9800         | 16   | TRANSLUCENT        | 2  |
| GROUP4       | 64   | FILM               | 3  |
| 9600         | 128  | TRANSPARENT        | 4  |
| HPGL         | 1024 | BOND HEAVY         | 5  |
| PS           | 2048 | TRANSPARENT HEAVY  | 6  |
| LDF          | 8192 | FILM HEAVY         | 7  |
| TDS800       | 4096 | BOND SPECIAL       | 8  |
|              |      | BOND SPECIAL-HEAVY | 9  |
|              |      | VELLUM             | 10 |
|              |      | POLYESTER          | 11 |
|              |      | LAST               | 12 |

## Using Accounting Login

The Accounting Login retrieves information that can be used to track the work submitted by an employee or for a customer. Each user should use the Accounting Login immediately after launching Apprentice each time.

- **Using Accounting Login**

1. From the Configure menu, choose **Accounting Login**. The Accounting Login dialog box appears:

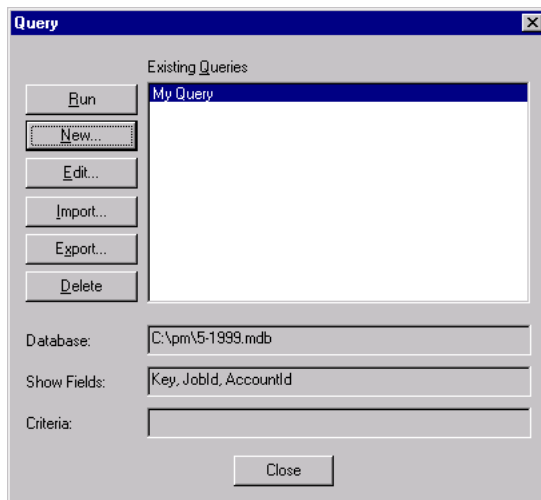
2. Type ID information assigned to the employee or customer. Accounting Login adds the information to the database.

*Note: When making copies (without Apprentice) on the 9800, the User ID and Account ID information come from the scanner.*

# Querying Accounting Information

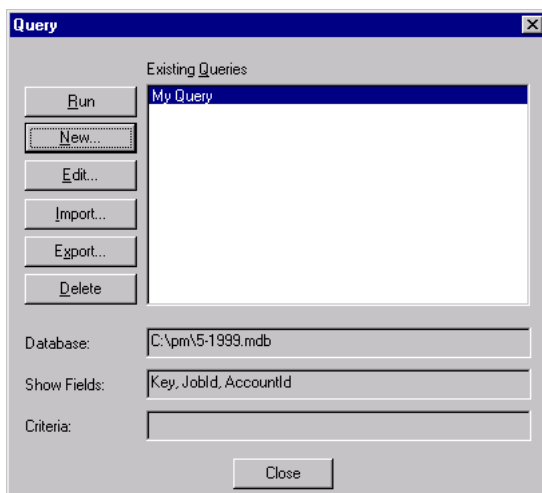
In addition to generating standard logs, you can use the Query feature to extract very specific data from the accounting information database. You can save queries and query results to use again. Fields at the bottom of the Query window display information about the selected query.

*Note: The Query feature is available only when ODBC Set or ODBC Sheet accounting is selected.*

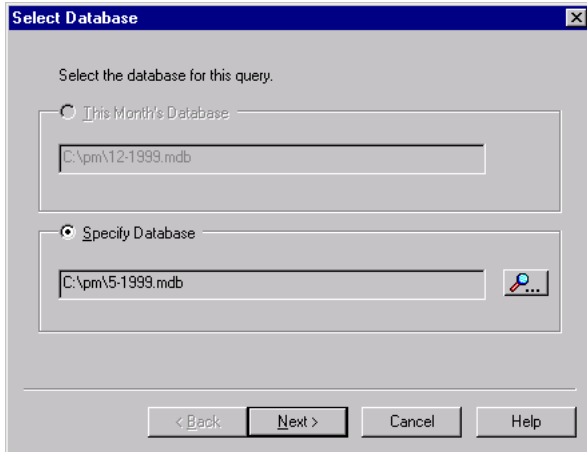


- **Creating a query**

1. In the Log quick menu, click **Query**. The Query window appears.

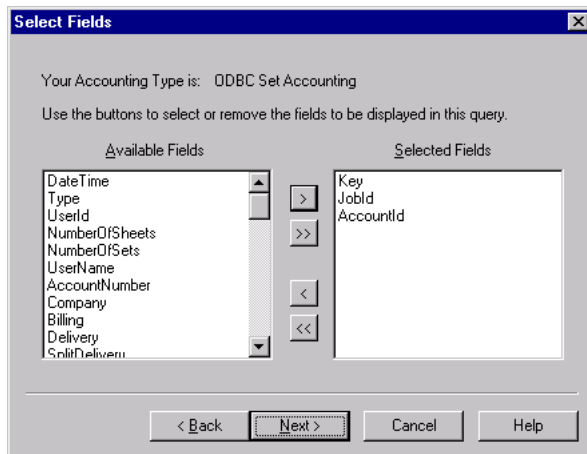


2. Click **New**. The Select Database window appears.



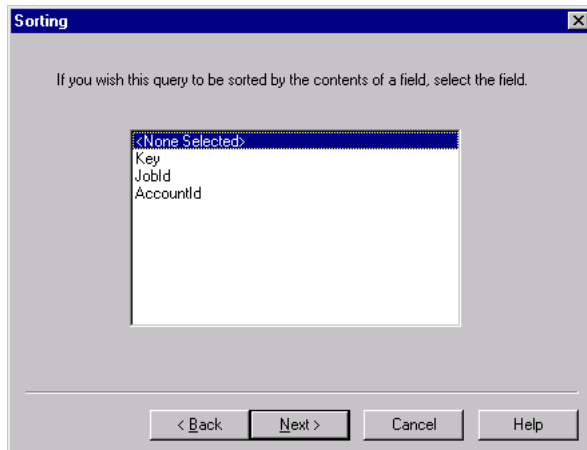
3. Select This Month's Database or Specify Database, then use the **Browse** button to navigate to the \*.mdb file you wish to use.

4. Click **Next**. The Select Fields window appears.

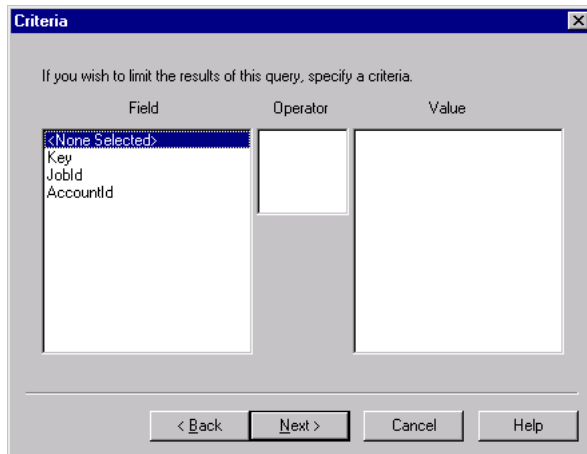


5. From the Available Fields list, select fields to use in the query. Use the transfer arrows to add them to the Selected Fields list.

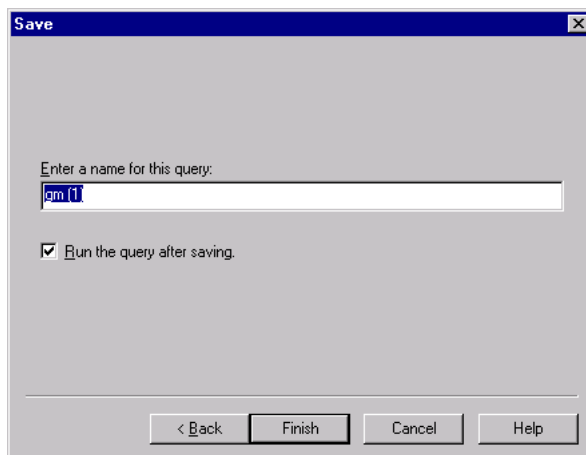
6. Click **Next**. The Sorting window appears.



7. Select a field by which to sort the results. Use <None selected> to skip this function.
8. Click **Next**. The Criteria window appears.



9. Select fields for the report. If you select a field, you must select an operator and a value to go with it. Use <None Selected> to skip this function.  
*Note: The Greater Than operator pulls data greater than or equal to the selected value. For dates, the operators check only the month, not the time.*
10. Click **Next**. The Save window appears.



11. Type a name for the query.
12. Click **Finish**. A preview of the query results appears.
13. Click **Close**.

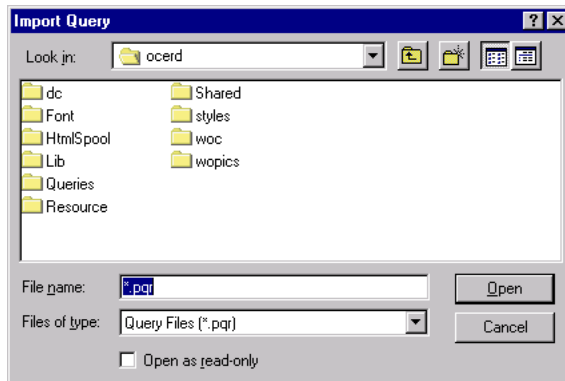
- **Modifying a query**

1. In the Query window, click **Edit**. The Select Database window displays the database name for the selected query.
2. Click **Next**. The Select Fields window displays the fields used in the selected query.
3. Modify the fields as needed.
4. Click **Next**. The Sorting window displays the sort option used in the selected query.
5. Modify the sort option as needed.

6. Click **Next**. The Criteria window displays operations and values for the selected query.
7. Modify operations and values as needed.
8. Click **Next**. The Save window appears.
9. Type a name for the modified query.
- 10 Click **Finish**. The modified query's name appears in the Existing Queries list in the Query window.

- **Importing a query**

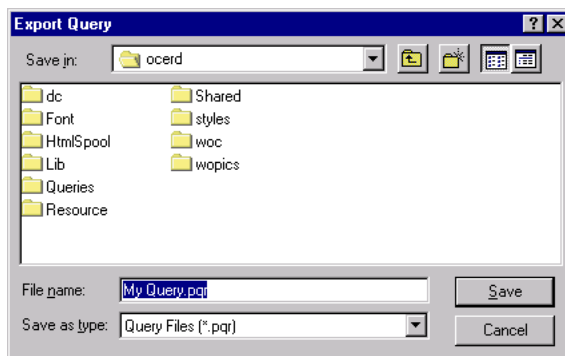
1. From the Query window, click **Import**.The Import Query dialog box appears.



2. Navigate to the desired query and click **Open**. The query appears in the Existing Queries list in the Query window.

- **Exporting a query**

1. From the Query window, click **Export**. The Export Query dialog box appears:



2. Navigate to the desired location and click **Save**. The query appears in the location you selected.

- **Deleting a query**

1. From the Query window, click **Delete**. A message box appears, asking if you're sure you want to delete the selected query.
2. Click **OK**. The query is removed from the Existing Queries list.



---

## Reporting Accounting Information

Apprentice has three predefined reports that allow you to quickly recap data in various ways as described here.

**Weekly Plot Report** Displays all accounting information for the jobs printed in the month, in seven-day increments

**Plots by Company** Displays accounting information for printing services provided to each company.

**Plots by Project** Displays accounting information for printing services provided to each project.

- **Viewing a report**

1. In the Log quick menu, click **Reports**. A submenu appears.
2. From the submenu, choose the desired report.



---

# Chapter 16

## Printing

*This describes printing on a Group4-compatible (Océ 9400), HP-GL(Inkjet) or Windows printer.*

---

# Introduction

You can choose to print in the following ways, depending on your installation:

- On an Océ 9700/9800 printer
- On a Group4-compatible printer
- On an HP-GL/2 compatible printer (with Inkjet Server purchase)
- On a Windows printer

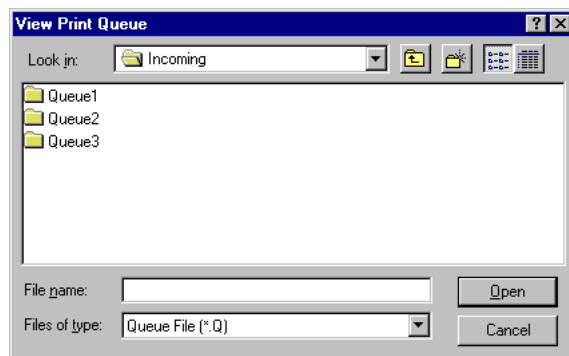
These standard ways of printing are described in this chapter.

## Printing from a Queue

To print from a queue that does not have automatic printing, you must first open the job from the queue window.

- **Printing from a queue**

1. In the toolbar, click **Queue**. The View Print Queue dialog box appears:



2. Navigate to the \*.Q file you wish to open and click it to select it.
3. Click **Open**. The queue window appears.
4. Double-click the icon of the job you want to print. The job window appears.
5. Print the job as described in one of the following sections.

# Océ 9700/9800 Printer

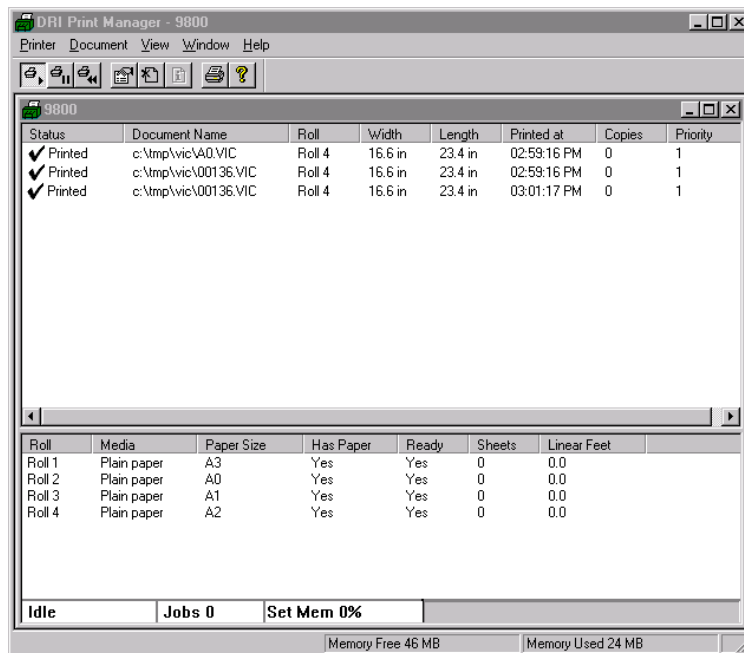
The Océ 9700/9800 printer is connected to the Server, using the Direct Raster Interface (DRI). You must start the Print Manager to establish communication with the Océ 9700/9800 printer.

## Starting the Océ 9700/9800 Print Manager

Print Manager displays drawing names and print status for items in the job, as well as which roll was used, the width and length of the drawing, and the number of copies and print date/time. When printing is complete, it displays how many sheets and the length of each roll were used.

- **Starting the Océ 9700/9800 Print Manager**

- 1 Start the Print Manager in the Program folder you specified during installation. The Print Manager window appears:



2. Print Manager controls are available in the Printer and Document menus, and in the standard Windows menus View, Window and Help.  
*Note: Océ 9700/9800 Print manager allocates 70 MB of memory for rasterizing images. The status bar at the bottom of the screen displays how much memory is being used and how much memory is free.*

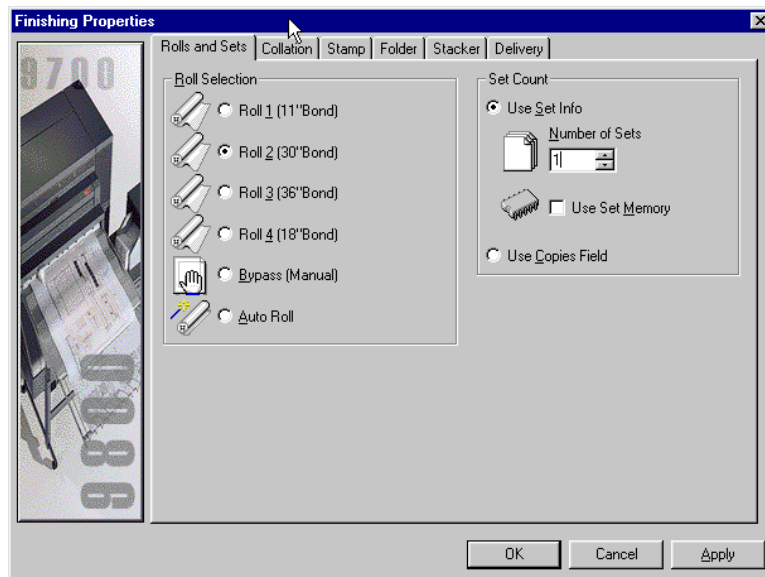
*Note: If you close and restart Print Manager, you may receive a warning about COM2. This means COM2 is in use by Apprentice. Print Manager should work.*

## Printing on the Océ 9700/9800 printer

After starting the print manager and launching Apprentice, you can print on the Océ 9700/9800 printer.

- **Printing on the Océ 9700/9800 printer (DRI)**

- 1 Open a job window, containing the job you want to print.
2. If required, you can change the file settings in the job window.
3. From the Print quick menu, choose **Print Océ 9700/9800**. The Finishing Properties dialog box appears:



4. Specify the required print settings (see following sections).
5. Click **Apply**.

## Rolls and Sets

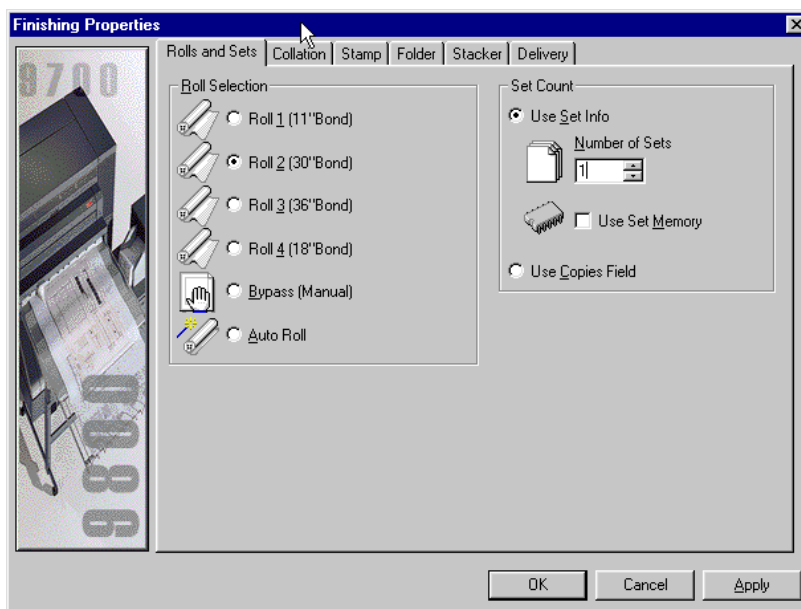
You can select the paper roll or Bypass (manual sheet feed), and specify the number of sets you want to print.

**Roll Selection** If you select Auto Roll, the Océ 9700/9800 will select the roll that ensures a best fit for the printed drawing. First Apprentice searches for a roll of the specified media type. If such a roll is found, Apprentice will search for the exact size. If the exact size is not found, a larger size will be selected. Otherwise, choose one of the rolls.

**Set Count** Type a number in the Number of Sets field, or select the Use Copies Field instead check box to use the number in the job window.

- **Specifying Rolls and Sets**

- 1 Click the Rolls and Sets tab:



2. Select one of the Rolls, Bypass or Auto Roll.
3. Choose Use Set Info and specify a number in the Number of Sets field, or choose Use Copies Field to print the number of sets specified in the job file.
4. If your printer supports set processing, you can select Use Set Memory. The job will be sent to the printer once, and the printer will use its Set Memory to generate the copies. Using Set Memory ensures better performance. This option should be de-selected only if the printer has insufficient Set Memory.  
*Note: If the printer does not support set processing, this option cannot be selected.*
5. Click **Apply**.



---

## Collation

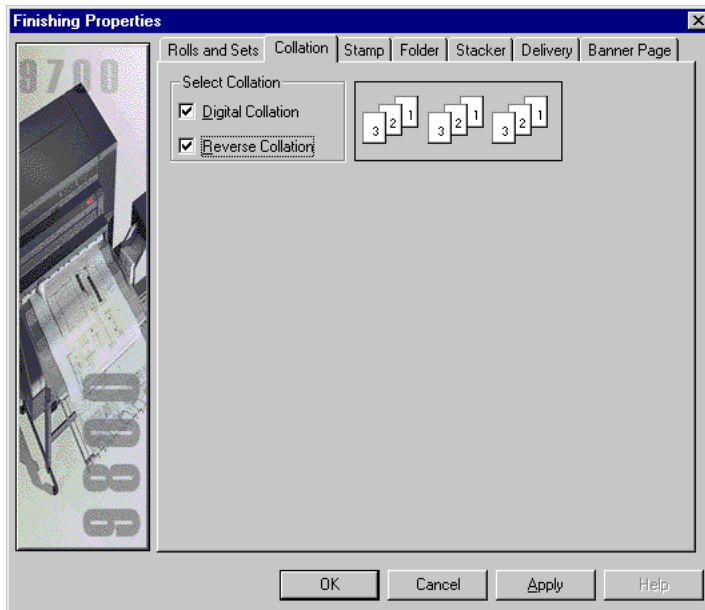
You can specify the order in which the copies of a job are printed.

**Digital Collation** If you select this option, the prints will be sorted by set.

**Reverse Collation** If you select this option, the first file of the job will be printed last. As result, the first file of the job will be on top after printing.

- **Specifying collation**

- 1 Click the Collation tab:



2. If necessary, choose Collation options.

*Note: The drawings in the window will show the PRINT order of the drawings, depending on the options that have been selected. The result after printing will show a reversed order.*

3. Click **Apply**.

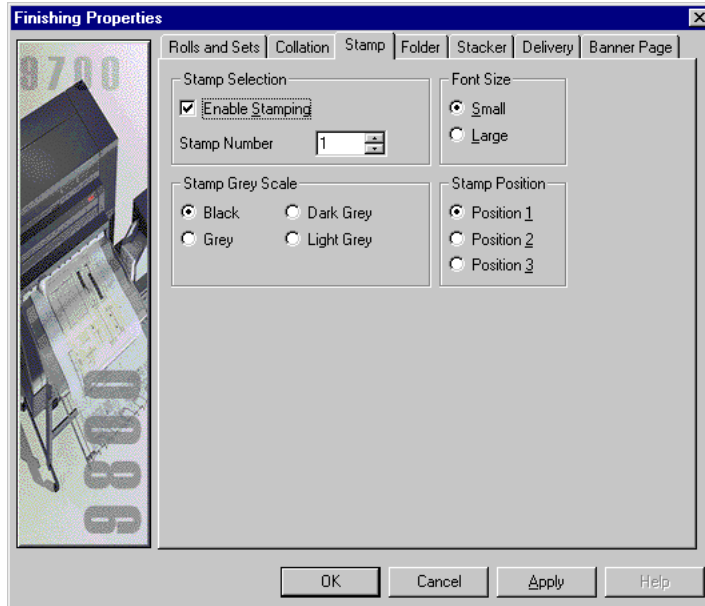
---

## Printer Stamp

If the Océ 9700/9800 supports printer stamps, you can specify that such a stamp is to be used for the whole job. A printer stamp must already be specified on the printer, using the Océ 9700/9800 operating panel. You can choose one of the three fixed positions for the stamp, as defined during installation of the Océ 9700/9800.

- **Specifying a printer stamp**

- 1 Click the Stamp tab:



2. Select Enable Stamping, and specify the number of an available printer stamp.
3. Set the Gray Scale, Font Size and Stamp Position.
4. Click **Apply**.

## Folder

If the Océ 9700/9800 is equipped with a folder, you can specify Folder settings. You can save the Folder settings in a Configuration file, and recall them whenever needed.

It is possible to specify the Folding options in advance, when creating the job.

When creating the job, you can see in the Viewer which part of the drawing will be on top after folding.

**Folder Options** The folder of the Océ 9700/9800 can be equipped with a number of options. Depending on the configuration of the folder you are using, you can specify the following options:

- **Don't Fold:** Output will not be folded.
- **Fold:** Output will be folded without any options.
- **Fold & Punch:** Output will be folded and punched (if puncher installed).
- **Fold & Reinforce:** Output will be folded, and a reinforcement strip will be added (if reinforcement unit installed).
- **First Fold Exit:** Output will only be folded in one direction (first fold), and then delivered in the First Fold Delivery tray.

*Note: To use Punching or Reinforcement, you must select (one of) the belts for output delivery in the delivery settings only.*

**Method** You can specify one of the following folding methods: Standard, Ericsson or Afnor.

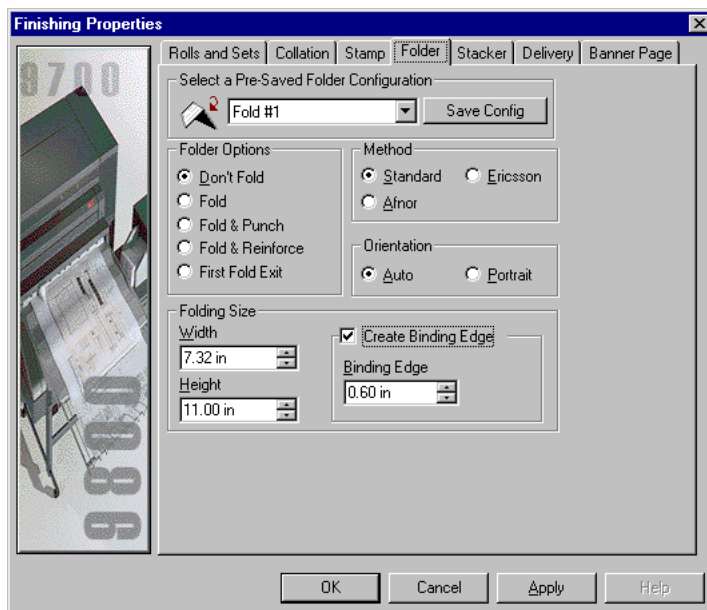
**Orientation** If you select 'Portrait' as Orientation, the drawing should be in portrait orientation. If you select 'Automatic', the machine determines the length of the drawing to obtain a good fold package, depending on the roll width.

**Folding Size** You can specify the Folding Width and Folding Height yourself.

**Binding Edge** If desired, you can select a Binding Edge, and specify the size of that edge.

- **Specifying Folder settings**

1 Click the Folder tab:



2. To use previously saved folder settings, select an available Configuration files.
3. If required, change Folder settings.
4. To save your new Folder settings, click **Save Config** and name the file.
5. Click **Apply**.

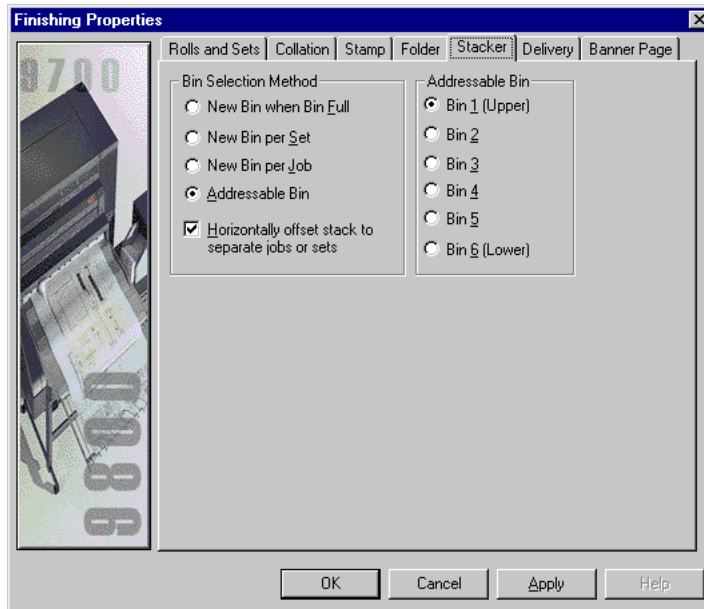
---

## Stacker

If the Océ 9700/9800 is equipped with a High-Capacity Stacker, you can specify stacker settings.

- **Specifying stacker settings**

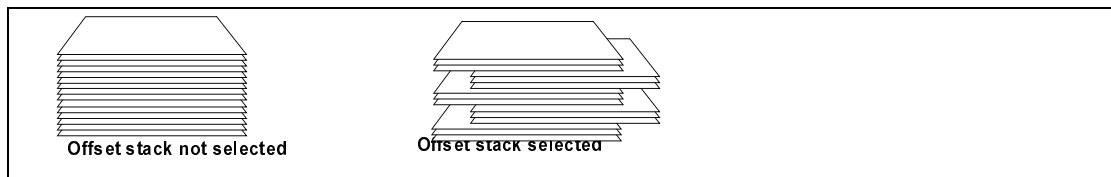
1 Click the Stacker tab:



2. Select the Bin Selection Method you wish to use:

- **New Bin when Bin Full.** All copies are delivered onto the same bin. If this bin is full, the next bin will be used (bin 6 will be followed by bin 1).
- **New Bin per Set.** Each set will be delivered on a new bin (bin 6 will be followed by bin 1). If a set does not fit onto one bin, the next bin will be selected automatically, in order to finish the set.
- **New Bin per Job.** Each job will be delivered onto a new bin (bin 6 will be followed by bin 1). If a job does not fit onto one bin, the next bin will be selected automatically, in order to finish the job. One job may contain several sets.
- **Addressable Bin.** All output is delivered onto the bin that is specified at the right-hand side of the window. This process will continue until the specified bin is full (regardless of whether another bin is empty). In that case, printing is stopped.

3. If required, you can select Horizontally offset stack to separate jobs or sets. The bin will shift between two jobs or sets, to provide easy job/set separation.



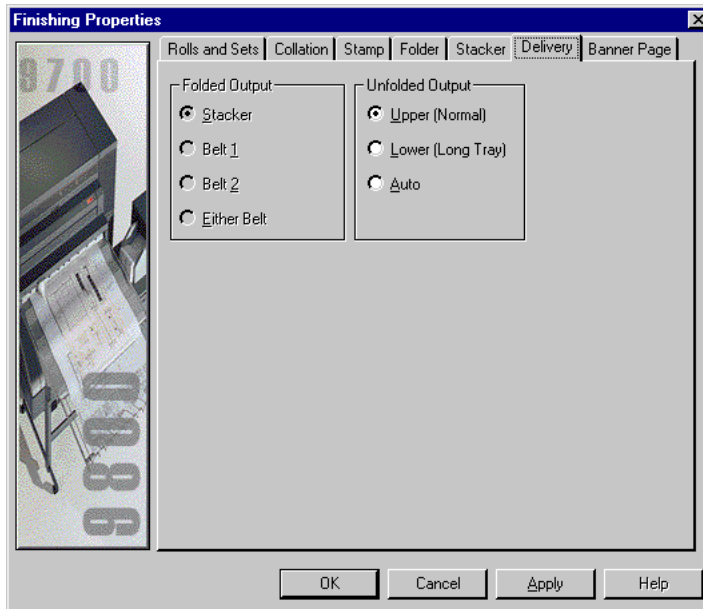
4. Click **Apply**.

## Delivery

You can specify delivery options as follows.

- **Specifying delivery settings**

1 Click the Delivery tab:



2. If the Océ 9700/9800 is equipped with a folder, you can select one of the following options for the Folded Output:
- **Stacker:** The folded output will be delivered in the standard delivery tray of the folder.
  - **Belt 1 or Belt 2:** If installed, you can select one of the delivery belts to collect the folded output
  - **Either Belt:** If two belts are installed, you can select this option to use both. If one belt is full, the folder will switch automatically to the other belt.
3. You can select one of the following options for the Unfolded Output:
- **Upper (Stacker):** The unfolded output will be delivered to the copy delivery tray, or the optional High-Capacity Stacker.
  - **Lower (Long Tray):** The unfolded output will be delivered through the lower output into a container (if it is configured).
  - **Auto:** Normally, the upper output is used. The lower output is only used if the copy is too long to be collected in the copy delivery tray or High-Capacity Stacker (longer than 1230 mm or 48.5”).
4. Click **Apply**.

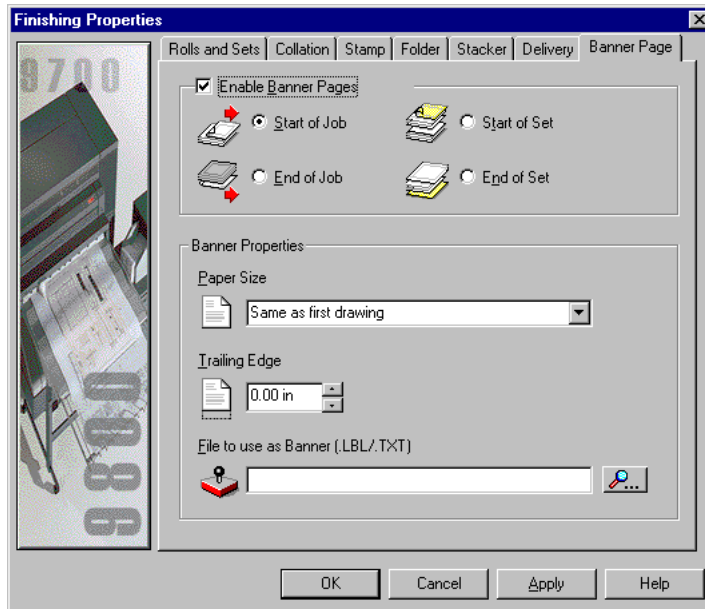
---


## Banner Page

You can specify a banner page for the current job, or for each set in the current job. You can use any ASCII file or stamp (\*.LBL).

- **Specifying banner pages**

1 Click the Banner Page tab:



2. Select when you want to print a banner page: at the start of the job, end of the job, start of a set, or end of a set.
3. Select the paper size for the banner page. You can select one of the available standard sizes, or 'Same as first drawing' (the same size as the first drawing of the job or set).
4. If required, you can specify a trailing edge for the banner page.
5. Use the  button to select or create the file you want to use as banner page. See 'Defining Stamps and Overlays' beginning on page 115.
6. Click **Apply**.

## Group4-compatible printer or CALS/TIFF file

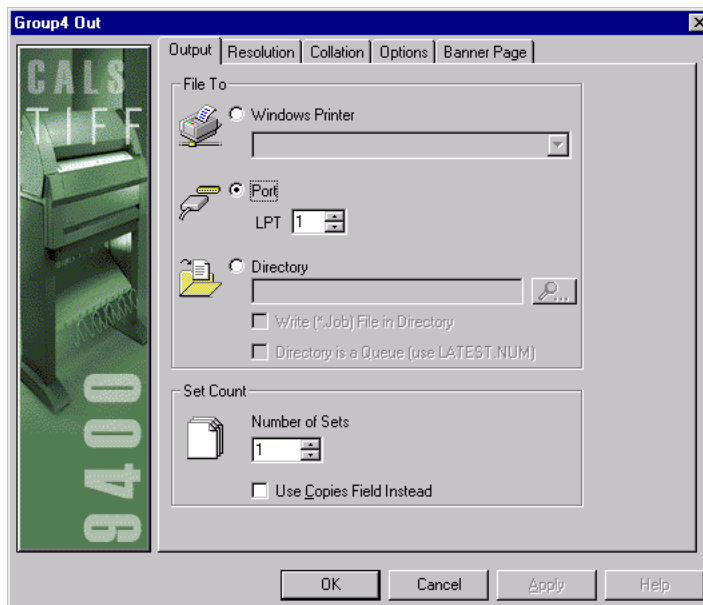
The Group4-compatible printer, such as Océ 9400, can be installed:

- As a local printer, connected to one of the parallel ports (for example, LPT1) of the Server PC.
- As a remote printer, connected to a network.

*Note: If the printer is installed as remote printer, you must install a driver on the Apprentice PC. You can use any Windows driver for this purpose, because it is used only to connect to the printer. Apprentice provides the driver functionality.*

It is also possible to save the output in a specified directory, or to send the output to a queue. In that case you can choose between CALS or TIFF format.

- **Printing on the Group4-compatible printer**
  - 1 Open a job window, containing the job you want to print.
  2. If required, you can change the file settings in the job window.
  3. In the Print quick menu, choose **Print 9400 or Archive**. The Finishing Properties dialog box appears:



4. Specify the required settings in the dialog box.
5. Click **Apply**.

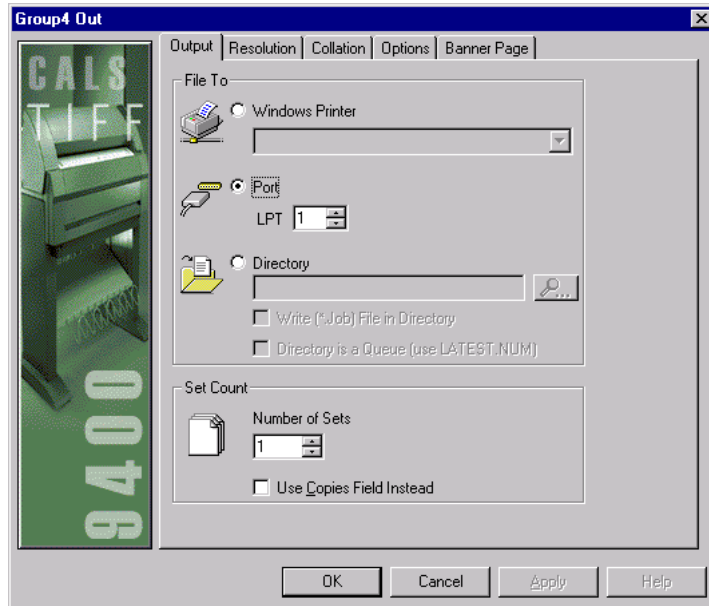
---

## Output

You can select the printer you want to send the output to, or you can specify a directory or queue to save the output as CALS/TIFF file. If you have selected a printer, you can also specify the number of copies.

- **Specifying output settings for the printer**

- 1 Click the Output tab:



2. In the File To section:

For remote printers, select **Windows Printer**, and choose the Group4-compatible printer from the list.

For local printers, select **Port** and specify the appropriate port number.

3. Specify the number of copies

- **Number of Sets:** You can specify the number of sets yourself. Each set will contain one copy of each drawing in the print job. The Copies column in the job window will be ignored.

- **Use Copies Field Instead:** The number of copies as defined for each drawing in the Copies column of the job window will be used.

4. Click **Apply**.

- **Specifying output settings to save the file on disk**

- 1 Click the Output tab.

2. In the File To section, click **Directory** and enter or browse to the appropriate directory.

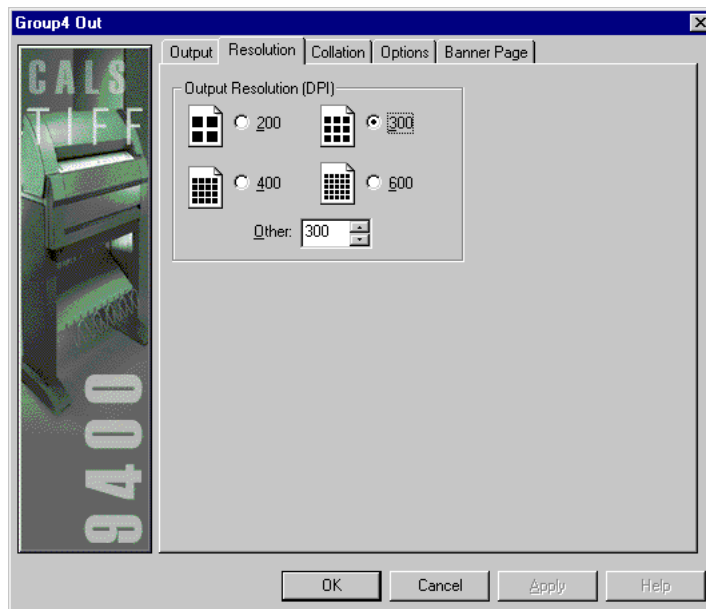


3. To save the \*.Job file in the specified directory as well, select the **Write (\*Job) File in Directory** check box.
  4. Clear the **Directory is a Queue** check box.
  5. Click **Apply**.
- **Specifying output settings to send the file to a queue**
    - 1 Click the Output tab.
    2. In the File To section, click **Directory** and enter or browse to the appropriate directory.
    3. Clear the **Write (\*Job) File in Directory** check box.
    4. Select the **Directory is a Queue** check box.
    5. Click **Apply**.

## Resolution

You can specify the resolution of the output in Dots Per Inch (DPI).

- **Specifying the output resolution (DPI) to print**
  - 1 Click the Resolution tab:



2. Select 300 dpi.
  3. Click **Apply**.
- **Specifying the output resolution (DPI) to save the file on disk**
    - 1 Click the Resolution tab.

2. If you want to use the file as input for a software application, specify the maximum resolution. If you want to use the file for printing at another time, specify the resolution of the printer. The recommended dpi for this type of printer is 300.
3. Click **Apply**.

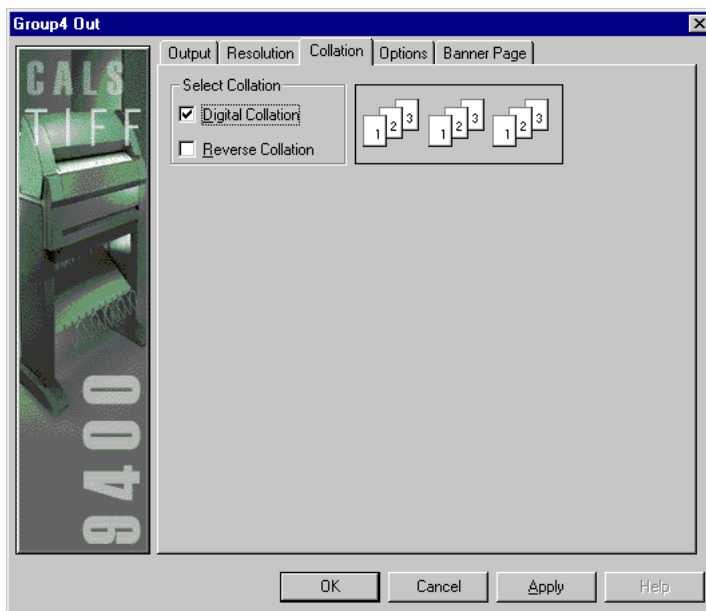
---

## Collation

You can specify the order in which the copies of a job are printed.

- **Specifying collation for the printer**

- 1 Click the Collation tab:



2. If required, you can select the following options:
  - **Digital Collation:** If you select this option, the prints will be sorted by set.
  - **Reverse Collation:** If you select this option, the first file of the job will be printed last.

*Note: The drawings in the window will show the PRINT order of the drawings, depending on the options that have been selected.*
3. Click **Apply**.

---

## Options

You can specify printer options or choose the output format (such as CALS or TIFF) to save the file on disk.

You can make the following settings

**Poster Mode** When printing files with large black areas, Poster Mode ensures optimal print quality by adding extra toner.

**Enable Long Plot** Normally, the length of the print is determined by the width of the selected roll and the corresponding standard length. If you select 'Enable Long Plot', the length of the print may be longer than the standard length, i.e. the length will be determined by the length of the drawing.

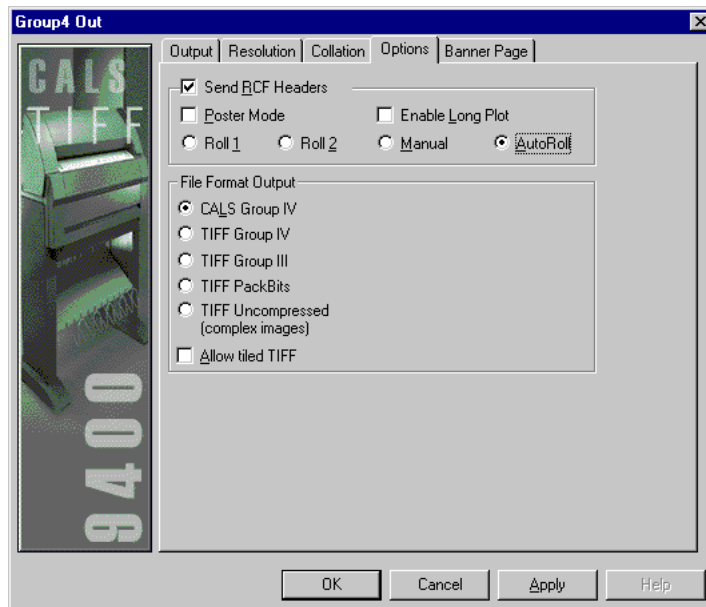
**Paper roll or feed** You can select one of the following options:

- Roll 1
- Roll 2
- Manual Feed
- Auto Roll

If you select Auto Roll, the printer will select the roll that ensures the best fit for the printed drawing.

- **Specifying options for the printer**

1 Click the Collation tab:



2. Select **Send RCF Header** and specify the options.
3. Select **CALS Group 4** as output format.
4. Click **Apply**.

- **Specifying options to save the file on disk (CAL S/TIFF)**

- 1 Click the Options tab.
2. Deselect the **Send RCF Header** check box.

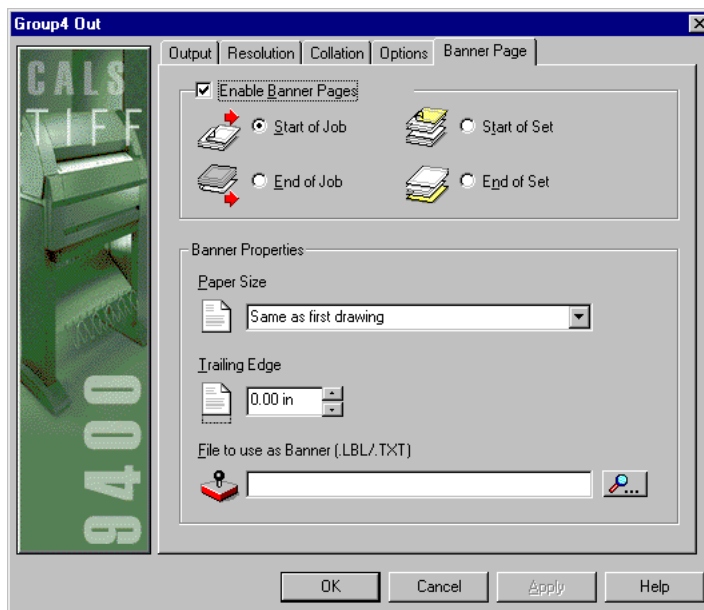
3. Select a CALS/TIFF format.
4. Click **Apply**.


## Banner Page

You can specify printing a banner page for the current job, or for each set in the current job. You can use any ASCII file or stamp (\*.LBL) as banner page. If you use a stamp file, you can include variables like 'job name' or 'date & time'.

- **Specifying banner pages**

- 1 Click the Banner Page tab:



2. Select when you want to print a banner page: start of job, end of job, start of set, or end of set.
3. Select the paper size for the banner page: an available standard sizes or Same as first drawing (of the job or set).
4. If required, you can specify a trailing edge for the banner page.
5. Use the  button to select or create the file you want to use as banner page. See 'Defining Stamps and Overlays' beginning on page 115.
6. Click **Apply**.

---

## HP-GL/2, HP RTL Output and Inkjet (optional)

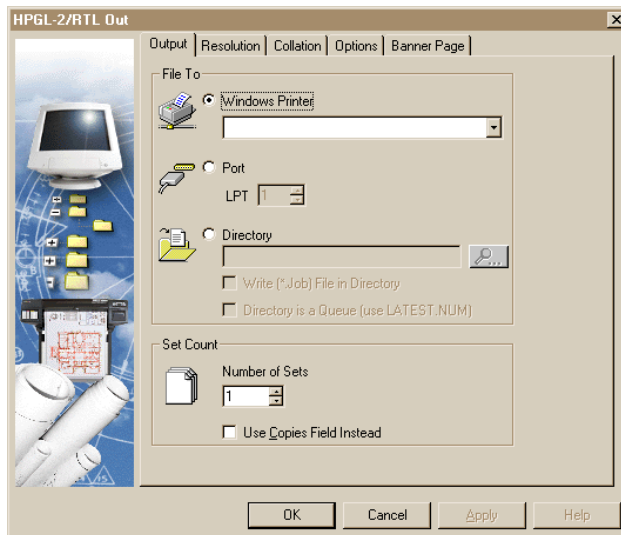
If you have purchased Inkjet Server or the HP-GL Out code for use with a different server, you can print to certain HP printers, which can be installed either locally or connected to a network.

*Note: If the HP-GL printer is installed as remote printer, you must install a driver on the Apprentice PC. You can use any Windows driver for this purpose, because it is used only to connect to the printer. Apprentice provides the driver functionality.*

You can also save the output as an HP-GL/2 or RTL file in a specified directory, or to send the output to a queue.

- **Printing on HP-GL/2 printer or saving as file**

- 1 Open a job window, containing the job you want to print.
2. If necessary, change job settings.
3. In the Print quick menu, choose **Print HP-GL/2 or RTL** The Finishing Properties dialog box appears:



4. Specify the required settings, according to the following sections.
5. Click **Apply**, then click **OK**.

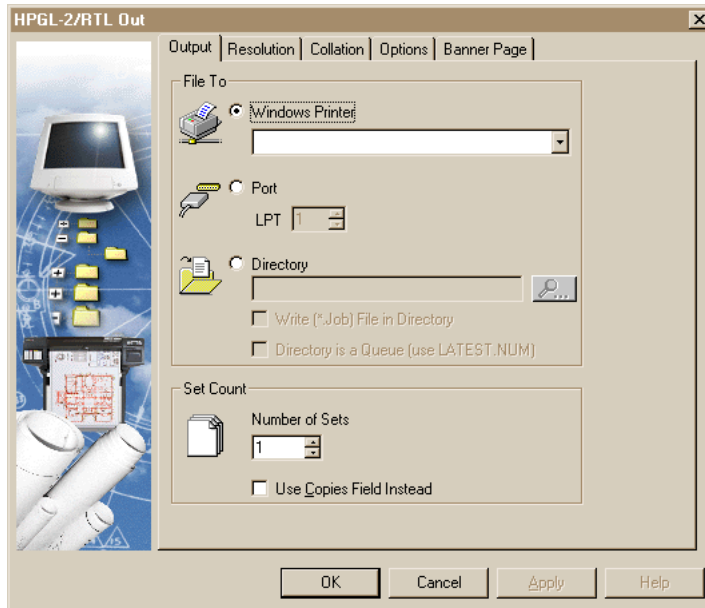
---

### Output

You can select the printer you want to send the output to, or you can specify a directory or queue to save the output as HP-GL/2 or RTL file. If you have selected a printer, you can also specify the number of copies.

- **Specifying output settings**

- 1 Click the Output tab:



2. If the HP-GL printer is installed as a remote printer, select 'Windows Printer', and choose the HP-GL printer from the list of available Windows printers. If the HP-GL printer is installed as a local printer, select 'Port' and specify the corresponding port number.
3. Specify the number of copies:
  - Number of Sets: You can specify the number of sets yourself. Each set will contain one copy of each drawing in the print job. The Copies column in the job window will be ignored.
  - Use Copies Field Instead: The number of copies as defined for each drawing in the Copies column of the job window will be used.
4. Click **Apply**.

- **Specifying output settings to save the file on disk**

- 1 Click the Output tab.
2. Select the **Directory** radio button and type the name in the field or click **Browse** to navigate to the desired location.
3. To save the \*.Job file in the specified directory as well, select the **Write (\*Job) File in Directory** check box.
4. Clear the **Directory is a Queue** check box.
5. Click **Apply**.

- **Specifying Output settings to send the file to a queue**

- 1 Click the Output tab.

2. Select 'Directory' and specify the appropriate queue by (you can use the Browse button at the right side to select the \*.Q file in the Queue folder).
3. Make sure the option 'Write (\*Job) File in Directory' is *not* selected.
4. Select the option 'Directory is a Queue'.
5. Click **Apply**.

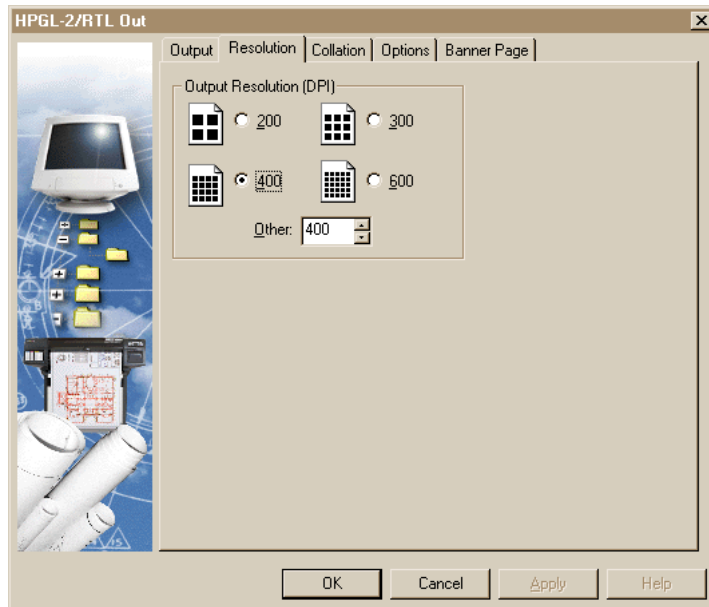
## Resolution

You can specify the resolution of the output in Dots Per Inch (DPI).

*Note: This option will function only if the original file contains raster data, or if the Send monochrome raster check box is selected on the Options tab.*

- **Specifying the output resolution (DPI)**

- 1 Click the Resolution tab:



2. Specify the resolution of the printer.
3. Click **Apply**.

- **Specifying the output resolution (DPI) to save the file on disk**

- 1 Click the Resolution tab.
2. If you want to use the file as input for a software application, specify the maximum resolution. If you want to use the file for printing at another time, specify the resolution of the printer:
3. Click **Apply**.

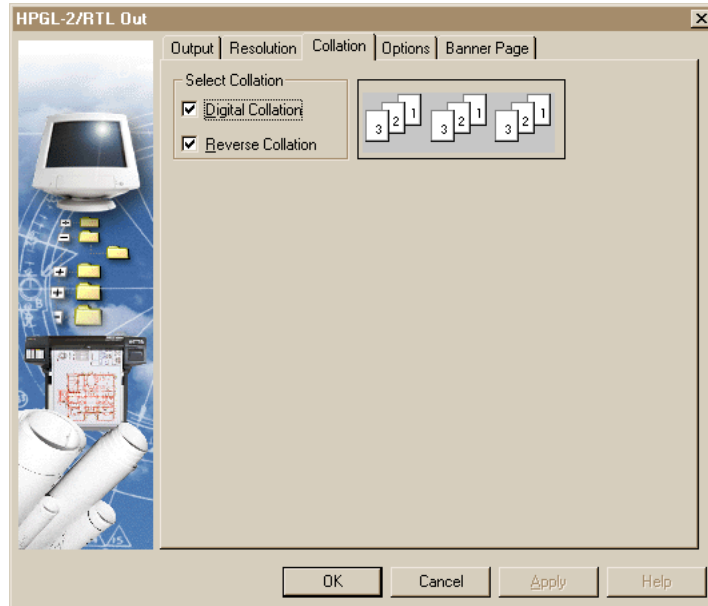
---

## Collation

You can specify the order in which the copies of a job are printed.

- **Specifying Collation**

1 Click the Collation tab:



2. If required, you can select the following options:

- **Digital Collation:** If you select this option, the prints will be sorted by set.
- **Reverse Collation:** If you select this option, the first file of the job will be printed last.

*Note: The drawings in the window will show the print order of the drawings, depending on the options that have been selected.*

3. Click **Apply**.

---

## Options

You can specify the following output options:

- **Send only the monochrome raster.** The HP-GL file will contain RTL raster data without colors. If this option is not selected, the contents of the HPGL file depends on the contents of the source file: vector data will remain vector data, and raster data will remain raster data.

This option can be selected in combination with other options (see below).

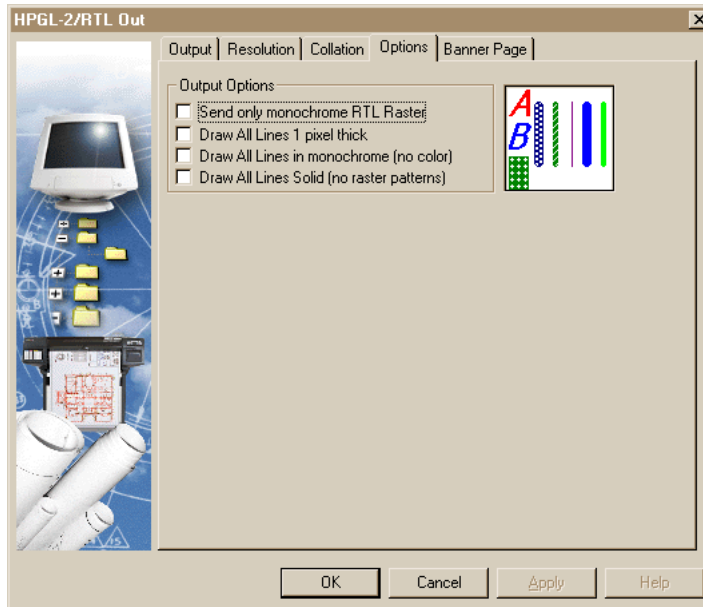
The following options only work when the source file contains vector data:



- Draw all lines 1 pixel thick
- Draw all lines in monochrome (no color)
- Draw all lines solid (no raster patterns)

- **Specifying options**

1 Click the Options tab:



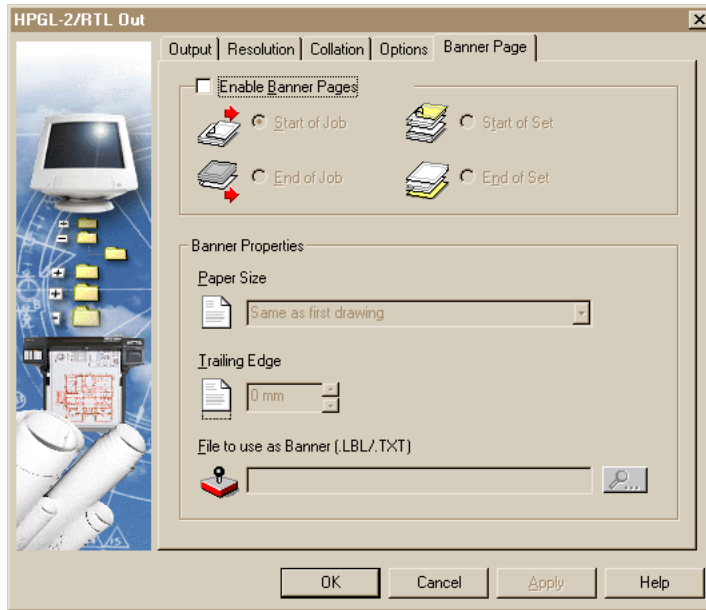
2. Select the required option:
3. Click **Apply**.


## Banner Page

You can specify to print a banner page for the current job, or for each set in the current job. You can use any ASCII file or stamp (\*.LBL) as banner page. If you use a stamp file, you can include variables such as 'job name' or 'date & time'.

- **Specifying banner pages**

1 Click the Banner Page tab:



2. Select when you want to print a banner page: at the start/end of the job or at the start/end of a set.
3. Select the paper size for the banner page.  
You can select one of the available standard sizes, or 'Same as first drawing' (the same size as the first drawing of the job or set).
4. If required, you can specify a trailing edge for the banner page.
5. Use the  button to select or create the file you want to use as banner page. See 'Defining Stamps and Overlays' beginning on page 115.
6. Click **Apply**.

---

## Printing on a Windows Printer

Apprentice supports any printer installed through Microsoft Windows so you can check plots or a work order. No code is required to print on A4 or 8 1/2 by 11 inch paper.

---

### Scaling

Apprentice automatically scales the drawing to the selected size in the Windows printer. You can print without automatic scaling.

- **Changing 100% scaling setting**
  - 1 Open a job window, containing the job you want to print.
  2. In the Options menu, click **Windows Printer Scale 100%**.

---

### Color Inkjet Printers

To print a drawing on a color Inkjet printer, you must select the option Windows Printer Uses Colors. Make sure this option is NOT selected if you want to print on a non-color printer. Otherwise the lines may appear distorted.

- **Changing colors setting**
  - 1 Open a job window, containing the job you want to print.
  2. In the Options menu, select **Windows Printer Uses Colors**.

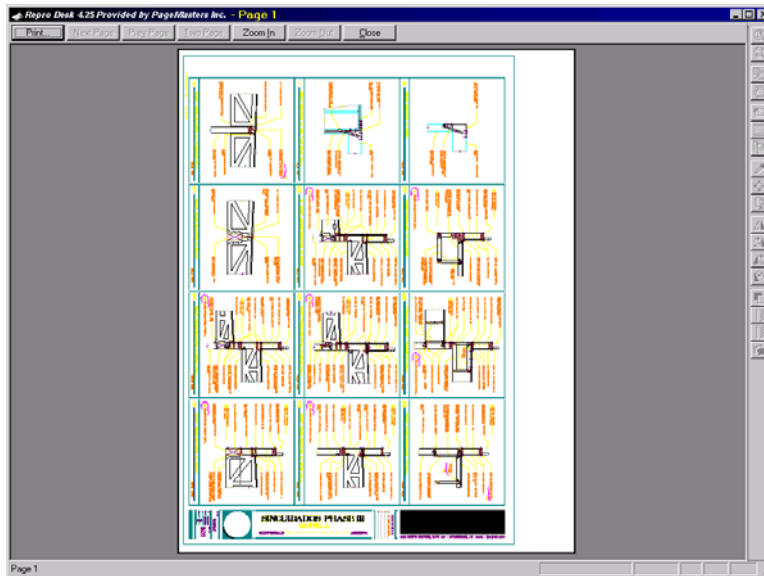
---

### Print Preview

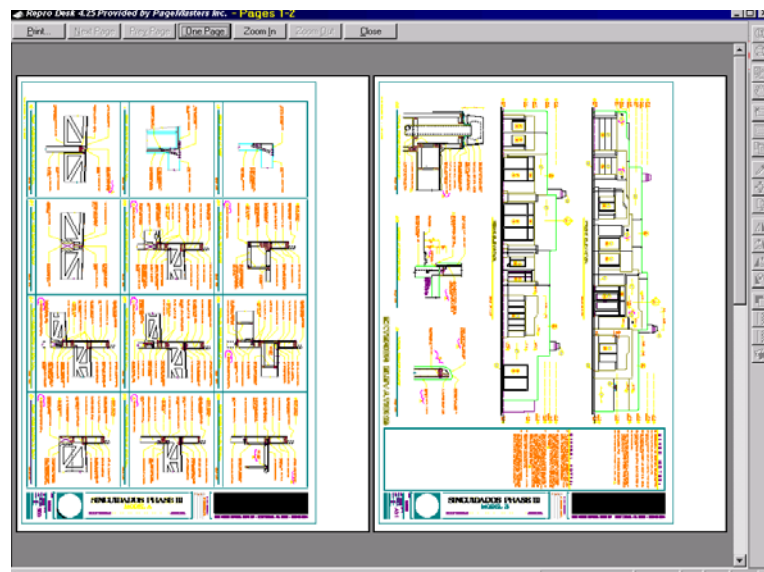
You can view the job as it will be printed on the Windows printer. It is also possible to send a job to the printer from within the Preview window.

*Note: Before printing on a Windows printer, make sure that the settings of the Scaling option and Color option are correct.*

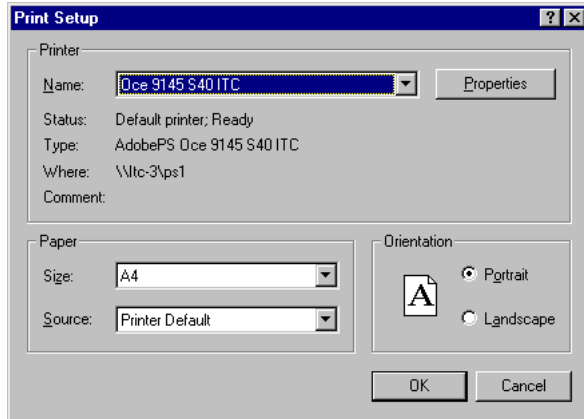
- **Viewing and printing a drawing**
  - 1 Open a job window, containing the job you want to print.
  2. In the Print quick menu, click **Print Preview**. The following window appears, showing the first drawing of the selected job as it will be printed on the Windows printer.



3. To view other drawings in the job, click **Next Page**.
4. To display two drawings from the job at the same time, click **Two Page**.



5. To print the current job, click **Print**. The Print Setup window appears:



6. Select the Windows printer you want to use and define the print settings.  
*Note: Be sure to load the printer with the correct size of paper, and to select the same size in the print settings.*
7. Click **OK**. The job is sent to the selected Windows printer.

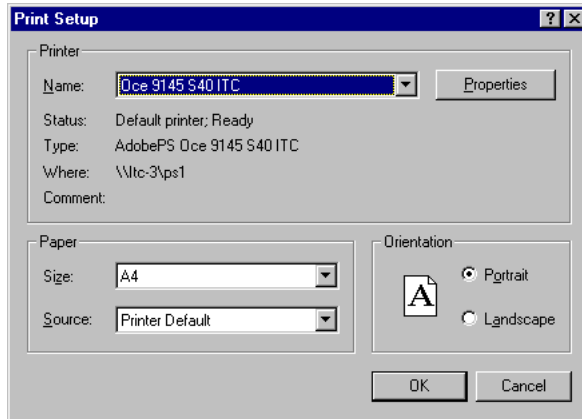
*Note: Changes in the print settings will be saved. If you print to the selected Windows printer again during this session, the Print Setup dialog box will display these last settings. If you restart the Apprentice application, or if you change the default printer settings in Windows, the Print Setup dialog box will display the default settings.*

---

## Printing a Job on a Windows Printer

To print a job on a Windows printer without viewing it first, follow these steps.

- **Printing a job on a Windows printer**
  - 1 Open a job window, containing the job you want to print.
  2. To print the whole job, select **Print Windows** from the Print quick menu. To print only one drawing from the job, click the drawing to select it, then choose **Print Single** in the Print quick menu. The Print Setup window appears:



3. Select the Windows printer you want to use and define the print settings.  
*Note: Be sure to load the printer with the correct size of paper, and to select the same size in the print settings.*
4. Click **OK**. The job is sent to the selected Windows printer.

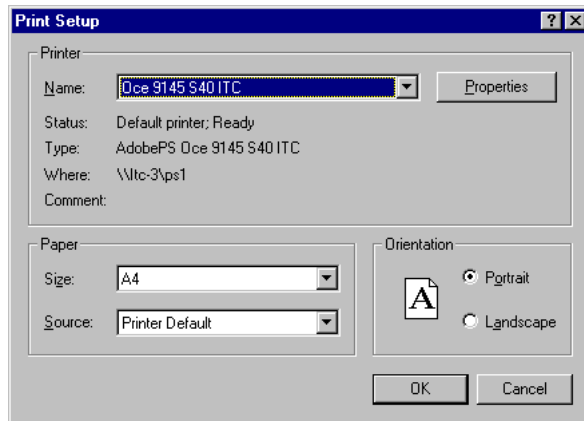
*Note: Changes in the print settings will be saved. The next time you want to print a job on the selected Windows printer, the Windows print window will appear with the same settings you specified for the current job. If you restart the Apprentice application, or if you change the default printer settings in Windows, the Print window will appear with the Windows printer default settings.*

---

## Viewing and Printing Work Orders

You can view the work orders that are sent with print jobs or print them on a Windows printer

- **Viewing a work order**
  - 1 Open a queue window.
  2. Click a job to select it.
  3. In the toolbar, click **Properties**. The work order for that job appears.
- **Printing work orders**
  - 1 Open a queue window.
  2. Click a job to select it.
  3. In the Print quick menu, click **Print Setup**. The Print Setup window appears:



4. Select the Windows printer you want to use, define the required print settings, and click **OK**.
5. In the Print quick menu, click **Print Windows**. A message asks if you want to print one copy of the item.
6. Click **Yes** to print the selected job's work order, or click **No** to print the work order for all jobs in the queue.





---

# Chapter 17

## Unattended Printing

*You can use Apprentice to automate print jobs and to print without user intervention.*

---

# Introduction

You can use Apprentice Server for unattended printing. Apprentice Remote users can print on all printers that are attached to the server without user intervention from the server side. There are three methods of unattended printing:

**Automatic Printing** The default settings of the selected print queue will be used for all print jobs. The jobs are printed automatically with these printer-dependent settings.

**Direct Printing** Apprentice Remote users can define all print settings for each print job. The jobs are printed automatically with these printer-independent settings.

**Native Printing** Drawings can be copied directly into a special queue called a polling queue. The print settings of the queue will be used to print the native-format drawing automatically.

---

## About print settings

Apprentice has two kinds of print settings:


- Printer-Independent Settings
- Printer-Dependent Settings

**Printer-Independent Settings** Usually, Apprentice Remote users specify printer-independent settings in their job window. They can use the Imaging Properties dialog box for detailed printer settings to override default settings made on Apprentice Server.

**Printer-dependent Settings** Printer-dependent Settings are usually specified in the Finishing Properties dialog box on Apprentice Server. These settings will apply to all drawings in a job.

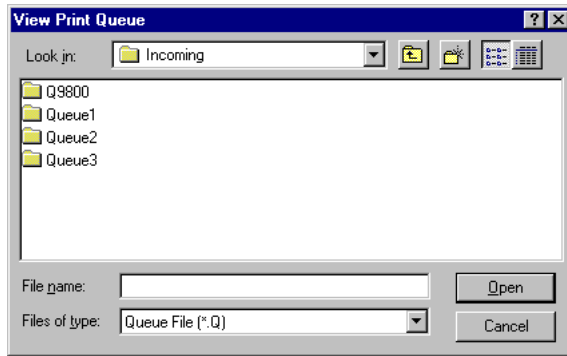
---

## Enabling/disabling unattended printing

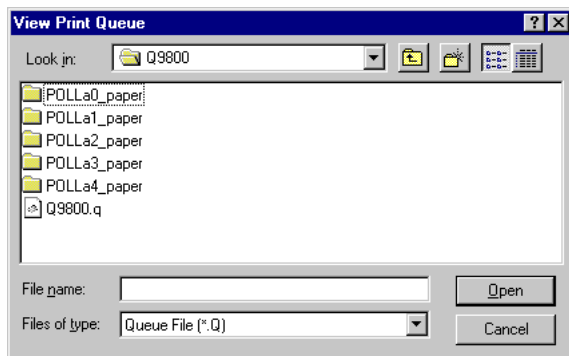
An automatic or broadcast print queue must be open for unattended printing to work. You can minimize the queue window by clicking the  button in the upper right corner of the window, or by selecting **Minimize** from the Window menu. If the queue is minimized, jobs will still print automatically.

- **Enabling unattended printing**

1. In the toolbar, click **Queue**. The View Print Queue dialog box appears:




2. Navigate to the broadcast or automatic print queue and click it to select it.



3. Click **Open**. The queue window appears.

- **Disabling unattended printing**

Use one of the following methods to disable unattended printing.

- Click the  icon in the upper right corner of the window to close the queue.
- In the Windows menu, click **Close** to close the queue.
- In the Options menu, deselect **Automatically Print Jobs**. The queue remains open, but user intervention is required to print.

---

## Enabling e-mail notification

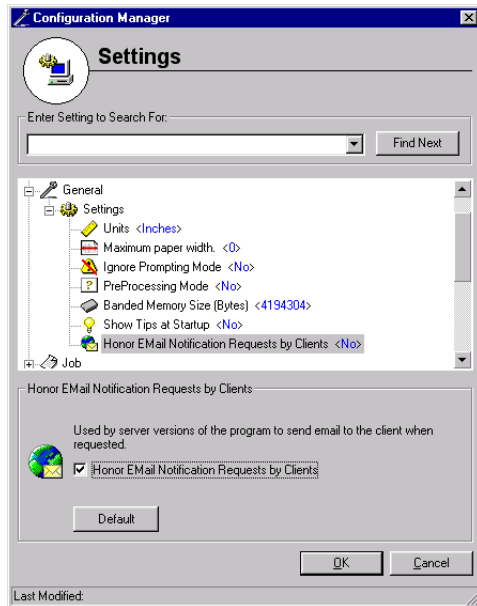
To use e-mail notification with automatic or broadcast queues, you must first change the default setting in the Configuration Manager.

*Note: You must have a MAPI-compliant e-mail application installed on your system. It is recommended that you test the e-mail application.*

- **Enabling e-mail notification**

1. From the Configure menu, choose **Advanced**. The Configuration Manager dialog box appears.

2. Expand the General category, then expand the Settings category. The Honor Email Notification Requests by Clients setting is set to No.



3. In the lower portion of the Configuration Manager dialog box, select the Honor EMail Notification Requests by Clients check box.
4. Click **OK**.

---

# Automatic Printing

Apprentice Remote users can send a print job to an automatic print queue on the server. Each job will be printed on the printer that is connected to the queue, using default printer-dependent settings. On the server you can create different automatic print queues, each with its own printer-dependent settings. The Apprentice Remote station and the Apprentice Server must be connected to the same Local Area Network (LAN).

To prepare Automatic Printing, you must create an automatic print queue for each printer that is connected to Apprentice Server.

- **Creating an automatic print queue on Apprentice Server**
  1. Use the Queue Creation Wizard Steps 1-3, as described in ‘Creating an incoming queue’ on page 143.
    - In the Queue Creation Wizard Step 4, select the following check boxes: **Print the Job, Flash the Queue** and **Scan for New Jobs**.
  2. Click **Finish**.
  3. The Configure Queue dialog box appears.
  
- **Automatic printing from Apprentice Remote**
  1. Open the job you want to print.
  2. If necessary, change the settings in the job window.
  3. In the toolbar, click **Send Job**. The Send Job To.... dialog box appears.
  4. Click **Modem** or **Queue**, and select the appropriate communications method from the list.
  5. Click **OK**. The print job will be sent to the automatic print queue. If this queue is opened on Apprentice Server, the job will automatically be printed on the connected printer, using the default printer-dependent settings.

---

## Direct Printing

Direct Printing requires the Apprentice Remote (LAN) stations and the Apprentice Server be connected to the same TCP/IP network. The unattended Apprentice Server needs a broadcast print queue -- that is, an automatic print queue that is broadcasted over the TCP/IP network -- for each connected printer. Incoming jobs are automatically printed on the specified printer.

The broadcast queue name will appear in the print menu for Remote users. When Remote users select the queue, the print window of the connected printer appears and settings can be specified for the current print job.

*Note: If the connected printer for the broadcasted print queue is an Océ 9700/9800, make sure the appropriate print manager (DRI) is up and running.*

Users can still send jobs to the queue when it is closed. These jobs will remain in the queue and will not be printed. When the queue is opened again, all jobs in the queue will automatically be printed.

- **Creating a broadcast print queue**
  1. Use the Queue Creation Wizard Steps 1-3, as described in ‘Creating an incoming queue’ on page 143.
  2. In the Queue Creation Wizard Step 4, select the following check boxes: **Print the Job**, **Flash the Queue** and **Scan for New Jobs**.
  3. Click **Finish**. The Configure Queue dialog box appears.
  4. Change settings as necessary according to the following sections.

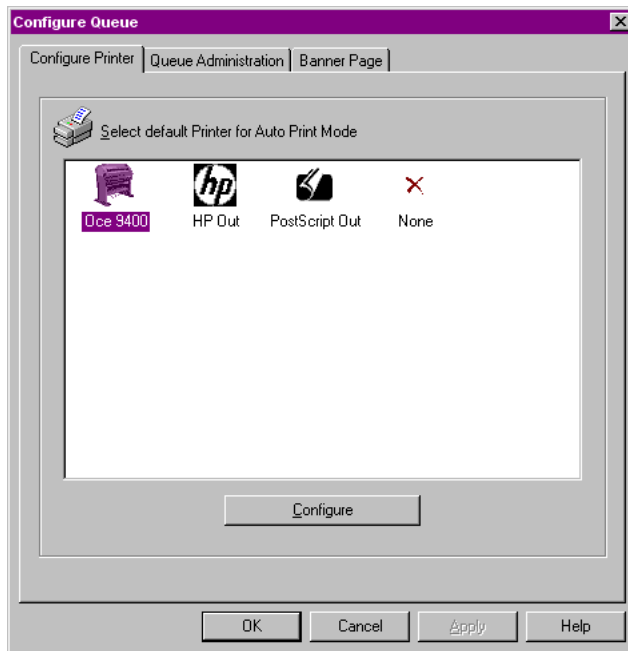
---

### Configuring the printer

On Apprentice Server, you can select the printer you want to connect to the queue, and specify the *default* printer settings. These settings will normally *not* be used for jobs sent to a broadcast print queue.

Instead, Remote users select the broadcast print queue from their print menu and define their own settings for the job they are sending. These settings will overrule the default settings.

- **Configuring the connected printer of a broadcast print queue**
  1. Click the Configure Printer tab.



2. Click the icon of the printer you want to connect to the queue to select it.
3. Click **Configure**. The Finishing Properties window of the selected printer appears:
4. Specify the default print settings. See chapter 16, 'Printing' on page 171.
5. Click **OK**.

---

## Queue administration

Set the following options for Remote users:

**Enable Broadcasting (Allow Remotes to see Queue)** The queue will appear in the print menu of other Apprentice stations connected to the network. Selecting this queue in the print menu will open the print window of the connected printer, enabling the user to specify print settings for each job.

**Broadcasted Queue Passwords** You can specify three different passwords that Apprentice Remote users must enter when they use the broadcast print queue for the first time in a session.

- **Administer/Configure/Modify.** This password allows the user of another Apprentice station to manipulate the jobs in the queue (for example, change the print order of the jobs). The Administer password automatically includes the other queue privileges: viewing and sending jobs.

- **View Jobs in the Queue.** This password allows the user of another Apprentice station to view the jobs in the queue. The View password automatically includes the privilege of sending jobs to the queue.
- **Send Jobs to the Queue.** This password allows the user of another Apprentice station to send a print job to the queue, by selecting the broadcasted print queue in the Print menu.

**Scan Frequency** The frequency with which a queue searches the incoming directory to see if any new Jobs have arrived.

**Queue Priority** If two queues need to print on the same printer at the same time, you can specify which queue will come first.

**ISO 9000 Stamping** You can choose a stamp.

**Enable E-Mail Notification** Select this check box if you want the queue to notify the queue administrator by e-mail about activity in the queue.

*Note: You must have MAPI-compliant e-mail software installed and functioning on the server machine. It is recommended that you test the e-mail software before using the e-mail notification function.*

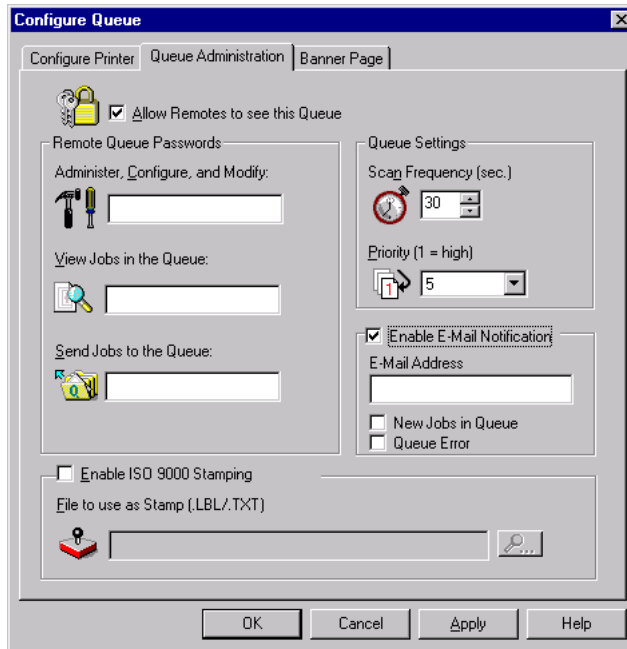
**Email address** The address of the queue administrator.

**New Jobs in Queue** Select this check box if you want the queue to notify the queue administrator by e-mail each time the queue detects a new job.

**Queue Error** Select this check box if you want the queue to notify the queue administrator by e-mail when a printing error occurs on a job in an autoprint queue.

- **Specifying queue administration for a broadcasted print queue**
  1. Click the Queue Administration tab.





2. Select **Allow Remotes to see this Queue**.
3. If necessary, set a password, adjust the Queue Timer frequency and queue priority, and enable ISO 9000 stamping and e-mail notification.
4. Click **Apply**.

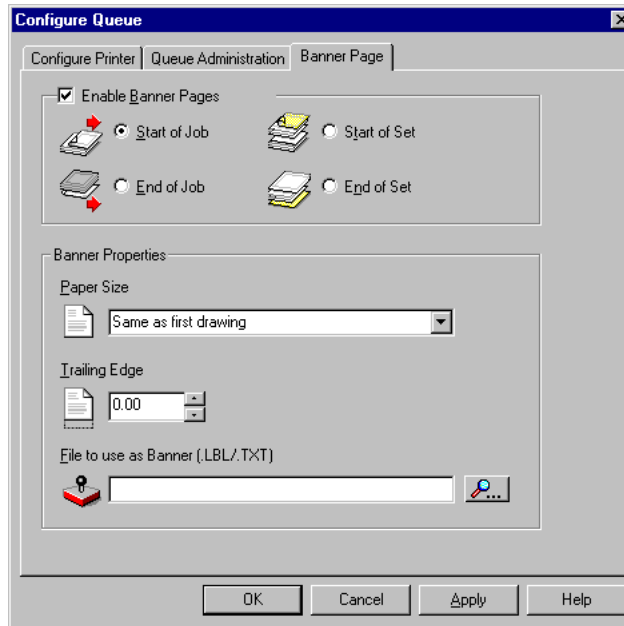
---


## Banner page for broadcast print queue

You can print a banner page automatically for each job or set. You can use any ASCII file or stamp (\*.LBL) as banner page. If you use a stamp file, you can include variables such as job name or date & time.

- **Specifying banner page**

1. Click the Banner Page tab:



2. Select when you want to print a banner page: at the start of a job, end of a job, start of a set, or end of a set.
  3. Select the paper size for the banner page: an available standard sizes, or same as first drawing (of the job or set).
  4. If required, you can specify a trailing edge for the banner page.
  5. Use the  button to select or create the file you want to use as banner page. See chapter 11, ‘Defining Stamps and Overlays’ on page 115.
  6. Click **Apply**.
- **Direct printing from Apprentice Remote**
    1. Open a job window, containing the job you want to print.
    2. If required, you can change the file settings in the job window.
    3. From the Print Quick menu, select the broadcast print queue. The Finishing Properties dialog box for the connected printer appears.
    4. Specify the required print settings.
    5. Click **OK**. The job is sent to the connected printer.

---

# Native Printing

Native drawings can be printed without Apprentice Remote and without specifying any print settings. Using a LAN connection, you can copy the files into a polling queue on Apprentice Server. The drawing will be printed automatically, using the print settings of the selected Polling Queue.

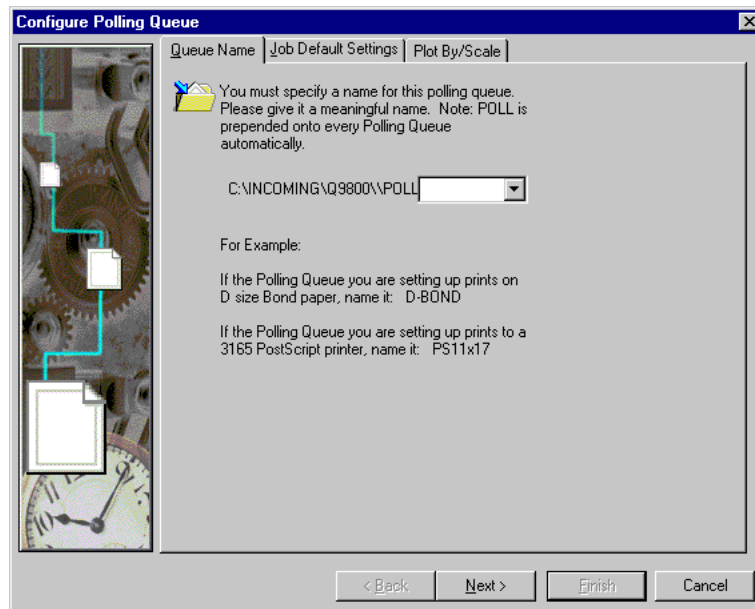
A polling queue is a sub-directory inside an automatic print queue. The printer-dependent settings are specified for the entire automatic print queue, whereas the basic printer-independent settings can be set differently for each subdirectory (polling queue).

The Automatic Print Queue containing the polling queues must be opened on Apprentice Server to print.

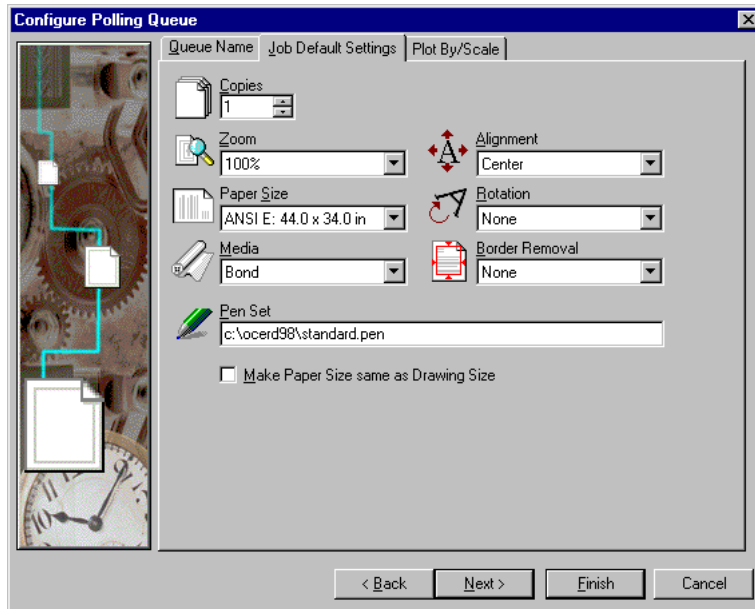
---

## Creating polling queues

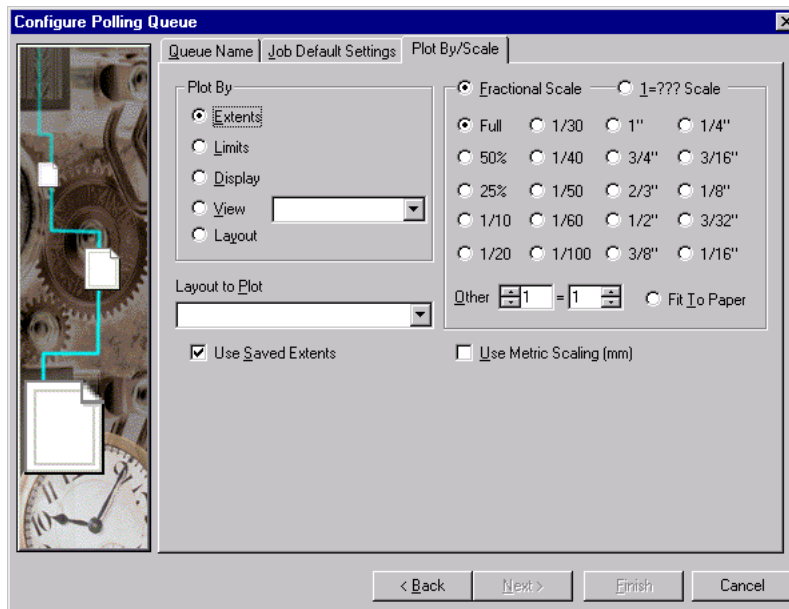
- **Creating a polling queue**
  1. Create an automatic print queue.
  2. Click the queue name in the queue window to select it.
  3. From the Queue quick menu, select **Configure Polling Queue**. The Configure Polling Queue dialog box appears:



4. Specify the name for the polling queue. The name you type will automatically be preceded by POLL.
5. Click the Job Default Settings tab:



6. Specify the Printer-independent settings for this queue.
7. If you want this queue to print AutoCAD DWG drawings, click the Plot By/Scale tab, and specify the DWG settings:



8. Click **Finish**. All the settings are added to the Polling Queue.

## Sending to polling queues

A native drawing can be sent directly to the Polling Queue on the server. The PC of the user and the Apprentice Server must be connected to the same Local Area Network (LAN).

- **Native printing from Apprentice Server or Remote**
  1. Navigate to the Queue directory on Apprentice Server (for example, C:\INCOMING).
  2. Open the directory that contains the automatic print queue.
  3. Open the polling queue directory that contains the required print settings (for example, A0\_paper).
  4. Copy the native drawing into the polling queue directory.
  5. The drawing will be printed automatically on the connected printer, using the print settings that are specified for the queue. After it is printed, the drawing is automatically removed from the polling queue.



---

# Appendix A

## ApFTP

*This chapter describes the FTP (File Transfer Protocol) program, ApFTP. You can use ApFTP to transfer Apprentice jobs from a remote system to a central server via a direct network connection or Windows Dial-Up Networking.*

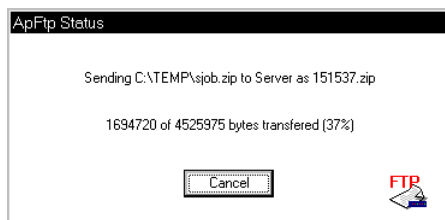
---

# Introduction

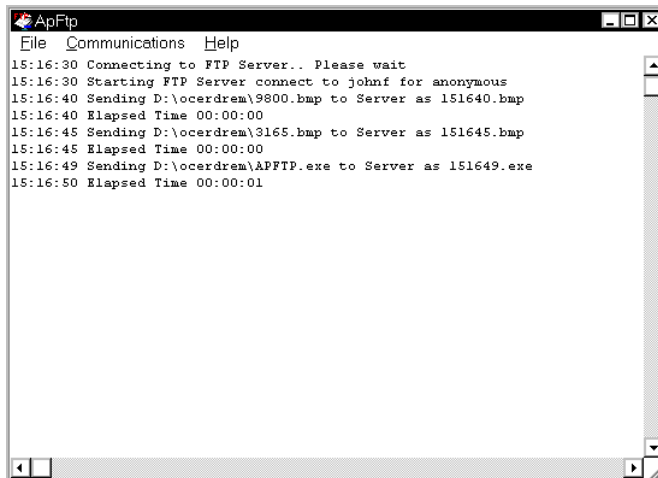
ApFTP transfers jobs from an Apprentice remote system using Microsoft Windows to a central Apprentice server via a direct network connection or through Windows Dial Up Networking. If you plan to use Dialup Networking with ApFTP, please refer to your Windows documentation or information provided by your Internet service provider for configuration details. Before you install ApFTP, verify that your connection is working correctly by using another program, such as Netscape Navigator or Microsoft Internet Explorer.

*Note: ApFTP is not a complete FTP implementation. ApFTP can only send files in binary mode.*

After initial configuration, ApFTP is generally transparent to Remote users. When a Remote user sends a job via ApFTP, file transfer status is displayed:



If ApFTP encounters an error during file transfer, the main ApFTP window opens and provides more details on the nature of the failure:





---

# Installing Apprentice Remote for FTP -- Preparation

Before ApFTP is installed at a remote site, the third-party FTP server (generally ApHost) must be configured to handle multiple users and simultaneous transfers. You must also establish user rights for people who will send files from the Apprentice Remote location.

---

## Establishing user rights

1. If Remote users will be sending files directly to a server queue via FTP, select the following on the FTP server:
  - Read
  - Write
  - Delete
  - Make Directory
  - Change Directory
  - Subdirectories (sometimes referred to as “Inherit subdirectories”).

*Note: Directory Listing is NOT required.*

Do the following in ApFTP:

- Select the **FTP to Queue** check box.
  - The home directory for each user should be the queue folder.
2. If customers will not be sending files directly to a server queue via FTP, select the following on the FTP server:
    - Read
    - Write

Do the following in ApFTP:

- Deselect the **FTP to Queue** check box in ApFTP.

*Note: If FTP is set up without the FTP To Queue feature enabled for remote customers to be able to send jobs, the home directory can be any folder, but it should NOT be a queue folder.*

The FTP to Queue feature allows the incoming FTP jobs to be automatically put into an existing queue. If this is checked, then all jobs sent via this method will be extracted and added to the queue automatically. If this feature is not checked, then the file will arrive as a zip file in the customer’s home directory, named after the time (24 hour) at which it was submitted. (for example.,102413.zip means it came in at 10:24:13 am)

---

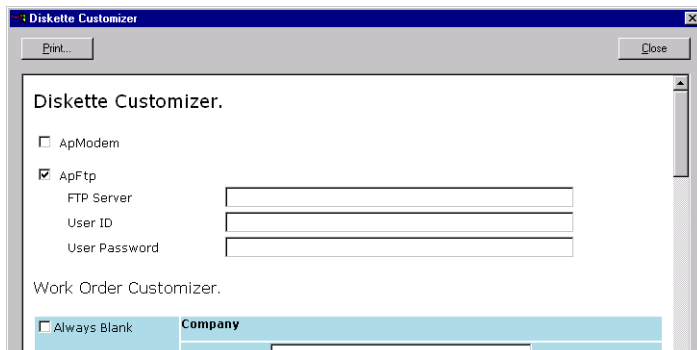
## Creating customized files

The Diskette Customizer utility is included with Apprentice Server. Reprographers can use it to generate an ApFTP configuration file and save it to a client's Apprentice Remote diskette, CD or network drive.

- **Creating an ApFTP customized script file**

To generate a set of remote files for an ApFTP installation, follow these steps:

1. Start Apprentice.
2. From the Configure menu, choose **Diskette Customizer**. The following dialog box appears:



3. Select the ApFTP check box and enter the following information:
  - The domain name of your FTP server (for example, ftp.reprographer.com) or your IP address.
  - Your client's login ID.
  - Your client's password.
4. Make changes to the Work Order Defaults as needed. *See 'Customizing the Work Order Defaults' on page 218.*
5. Click **Submit** at the bottom of the form. A preview of the Work Order information appears.
6. Click **Back** to make more changes, or click **Save Changes** to continue. The Select Directory dialog box appears.
7. Navigate to the directory where you wish to save the file and click **OK**. The Diskette Customizer saves the following files: woinfo.xml and logbitmap.gif

---

## Customizing the Work Order Defaults

Instructions for the Work Order Default section of the Diskette Customizer are the same for reprographers who wish to install either ApModem or ApFTP for their clients.

- **Using the Work Order Defaults section**

1. From the Configure menu, choose **Diskette Customizer**. The Diskette Customizer dialog box appears. If necessary, scroll down slightly to see the Work Order Defaults section:

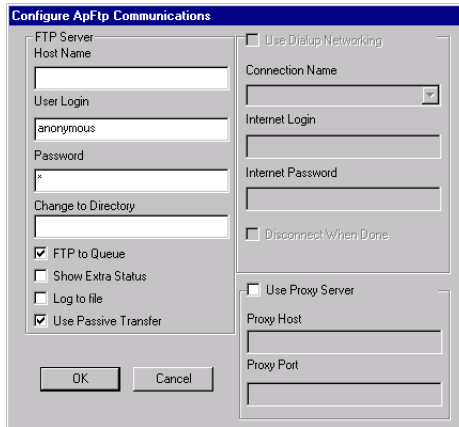
The screenshot shows a window titled "Diskette Customizer" with a "Print..." button on the left and a "Close" button on the right. The main area is titled "Work Order Defaults." and contains a list of fields with "Always Blank" checkboxes and "Default Value:" text boxes. The fields are: Company, Contact, E-Mail Address, Phone Number, Phone Number 2, Fax Number, Account Number, and Delivery Address. The "Always Blank" checkbox for "Delivery Address" is checked, while the others are unchecked.

| Field            | Always Blank                        | Default Value |
|------------------|-------------------------------------|---------------|
| Company          | <input type="checkbox"/>            |               |
| Contact          | <input type="checkbox"/>            |               |
| E-Mail Address   | <input type="checkbox"/>            |               |
| Phone Number     | <input type="checkbox"/>            |               |
| Phone Number 2   | <input type="checkbox"/>            |               |
| Fax Number       | <input type="checkbox"/>            |               |
| Account Number   | <input type="checkbox"/>            |               |
| Delivery Address | <input checked="" type="checkbox"/> |               |

2. Choose one of the following for each field:
  - To set up default values that will appear each time the customer accesses the work order, type the appropriate information in the text boxes.
  - To get the fields to show up as blank each time the customer accesses the work order, select the Always Blank check box.
  - To get the fields to retain the last value the customer used, deselect the Always Blank check box and leave the Default Value text box blank.
3. Click **Submit** at the bottom of the form. A preview of the information appears.
4. Continue with Step 5 in Creating Customized Files.

## Installing Remote for ApFTP -- at the site

- Follow the installation procedure described earlier in this section.
  - In the Major Product dialog box, select **Remote**.
  - In the Minor Products dialog box, select **ApFTP**.
- When the process completes, you will be prompted to configure ApFTP. Click **Yes**. A dialog box appears allowing you to select the appropriate modem and various other settings



- Enter the appropriate information.  
*Note: The Diskette Customizer included with Apprentice Server can also be used to configure the host name, user login, and password settings.*

|                            |   |
|----------------------------|---|
| <b>Host Name</b>           | Enter the name of the FTP server to which ApFTP will connect. The host name can be specified as an Internet Protocol (IP) address, a simple host name, or a fully resolved host name including domain.  |
| <b>User Login.</b>         | Enter the user name ApFTP will use to log in to the FTP server. The default name is 'anonymous'.  |
| <b>Password</b>            | Enter the password associated with the User Login name. If you are using 'anonymous' as your user login, you should specify your e-mail address as the password. The default value is <user-name>@<company>                                   |
| <b>Change to directory</b> | Enter the name of the FTP server directory where the application should go immediately after a successful login and before the upload operation.  |
| <b>FTP to Queue</b>        | Select this check box to have ApFTP create a numbered directory on the FTP server for each new transfer session. This is recommended if the FTP server is also the print server, or if it is visible as a 'mapped drive' to the print server. |
| <b>Show Extra Status</b>   | Select this check box to have ApFTP display additional information while it is communicating with either a modem or a server.   |
| <b>Log to file</b>         | Select this check box to have ApFTP save the displayed information to a file named apftp.log.   |

|                              |   |
|------------------------------|---|
| <b>Use Passive Transfer</b>  | Use of this option depends upon the configuration of your internet firewall. Consult your network system administrator for configuration instructions. This option is available only if the Use Proxy Server box is checked.                              |
| <b>Use Dialup Networking</b> | Select this box if you will be using dialup networking to connect to an FTP server. This option is available only if dialup networking is installed on your system.   |
| <b>Connection Name</b>       | This is the specific dialup networking connection ApFTP will use to connect to a server. The connection must be defined using the Windows dialup networking configuration utilities.  |
| <b>Internet Login</b>        | This is the login name used with dialup networking to connect to your ISP. It is not the same as the logon used for the FTP server. This item is available only if the Use Dialup Networking box is checked.  |
| <b>Internet Password</b>     | This is the password used with dialup networking to connect to your ISP. It is not the same as the password used for the FTP server. This item is available only if the Use Dialup Networking box is checked.   |
| <b>Disconnect when done</b>  | Select this check box if you want ApFTP to automatically drop the dialup connection when a transfer is complete. This item is available only if the Use Dialup Networking box is checked.   |
| <b>Use Proxy Server</b>      | Select this check box if you connect to ApFTP using a proxy server. For help with configuring proxy server settings, please consult your network system administrator.  |
| <b>Proxy Host</b>            | Enter the name of your proxy server. The Proxy Host name can be specified as an Internet Protocol (IP) address, a simple host name, or a fully resolved host name including domain. This option is available only if the Use Proxy Server box is checked. |
| <b>Proxy Port</b>            | Enter the port number of the proxy server providing FTP services. This option is available only if the Use Proxy Server box is checked.   |

4. When you are finished, click **OK**. The Installation Complete dialog box appears.
5. Click **Finish**.

---

# Menu Selections

You can make the following menu selections:

---

## File

**Send One** This selection is available only when connected to a server and allows for the transmission of a single file.

**Send Many** When you choose this command after connecting to a server, you are presented with a dialog that allows you to choose a 'file of files,' that is, a text file listing the fully qualified paths to individual files. For example, if you specify a file which contains the following 5 lines, the 5 files specified will be transmitted. Typically, Send Many is used for debugging, and the file specified would be the zip.log file created when sending a job.

```
C:\BUZZSAW\STANDARD.PEN  
C:\VIC\5002-A1.VIC  
P:\SAMPLES\5002-A1.VIC  
C:\VIC\5002-A2.VIC  
C:\TEMP\JOB1.JOB
```

**Display log** Displays the current log file. If logging has never been active, an error message may be displayed, indicating that the log file could not be found.

**Exit** Exits ApFTP. Disconnects from the server if required.

---

## Communications

**Retry request** This option is enabled if ApFTP was started with a command line option (as is the case when it is invoked by the Send Job button in Apprentice), and the request fails. By selecting Retry Request, the failed request can be retried.

**Connect** This command causes ApFTP to connect to the server. If ApFTP is configured to use RAS, the modem will be dialed and a connection established.

**Disconnect** Once connected to the server, this option will disconnect from that server. If ApFTP is configured to use RAS, the modem will disconnect.

**Send One** This selection is available only when you are *not* connected to a server. It will connect to a server, transfer one file, and then disconnect from the server.

**Send Many** This selection is available only when you are *not* connected to a server. It will connect to a server, transfer multiple files specified in a ‘file of files,’ and then disconnect from the server.

**Settings** Selecting the Settings command from the Communications menu brings up the configuration dialog that appeared during installation.

---

## Help

**About** Click **About** to display a box indicating Apprentice version and copyright information. When you contact support, please mention the ApFTP version number and creation date.

---

## Command Line Options

ApFTP supports several command line options. If any command line option is specified, only the status dialog is opened, rather than the ApFTP main window. If there is an error when transferring a file, the main ApFTP window will open, displaying the details of the problem. The problem can then be corrected, and the request can be retried by selecting Retry Request from the Communications menu.

---

### ApFtp <filename>

The <filename> specifies a file containing a list of filenames, with one filename per line. Each file specified is sent to the server.

---

### ApFtp -s<filename>

Send the single file specified by <filename> to the server.

---

### ApFtp -c

Open ApFTP's Settings dialog. This is used during setup/installation.

---

### ApFtp -u<username> -p<password> -h<hostname>

You can use the -u, -p, and -h options to specify a different username, password, and hostname other than those used in 'jobcomm.ini.' The following example starts ApFTP and connects to the host 'megaserver' using the username, 'cartman' and the password, 'visitors':

```
apftp.exe -ucartman -pvisitors -hmegaserver
```



---

## Appendix B

### ApModem

*This chapter describes the 16-bit and 32-bit versions of ApModem, the communications program used to transfer files from Apprentice Remote to Apprentice Server.*

---

## Introduction

ApModem is designed to transfer files created using Apprentice Remote to a computer running Apprentice 4.35 Server. There are two versions of ApModem, one for 16-bit Windows environments (Windows 3.x) and one for 32-bit Windows environments (Windows 95 and Windows NT). Both versions are referred to in this chapter generically as ApModem and differences are documented where they exist.

*Note: ApModem is not a general purpose terminal emulator; rather, it is specifically designed to transfer Apprentice job files in the most efficient manner possible.*

---

# Installing Apprentice Remote for ApModem -- Preparation

- Before ApModem is installed at a remote site, you must configure the server (usually ApHost) to receive jobs. See 'Add a new user or change properties of an existing user' on page 254 for instructions. You can also create an ApModem customized script file.

---

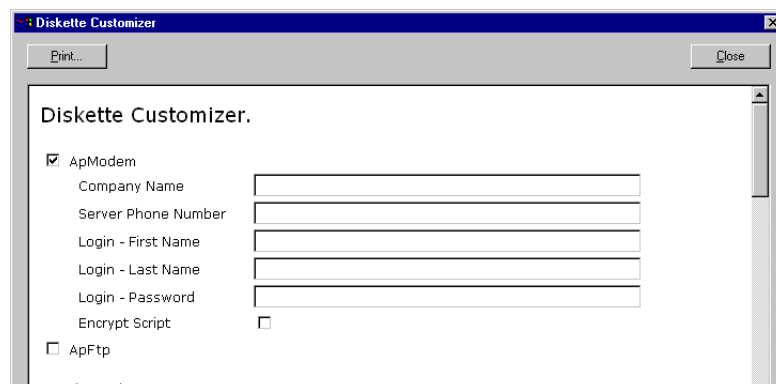
## Creating customized files

The Diskette Customizer utility is included with Apprentice Server. The reprographer can use it to create an ApModem or ApFTP script file and copy it to a diskette, CD or network drive.

The Diskette Customizer also contains a section that allows the reprographer to set default Work Order values for Remote customers.

- **Creating an ApModem customized script file**

1. From the Configure menu, choose **Diskette Customizer**. The Diskette Customizer dialog box appears:.



2. Select the ApModem check box.
3. Type the appropriate information in the fields.
  - Type the Login - First Name, Login - Last Name and Login - Password exactly as you entered them into ApHost, which accepts spaces as part of names or passwords.
  - If you don't want anyone to be able to read the script after it is created, select the Encrypt Script check box. Selecting Encrypt Script prevents you from editing the script in a text editor.
4. Change the Work Order Defaults as needed.
5. Click **Submit** at the bottom of the Diskette Customizer dialog box. A preview of the Work Order information appears.

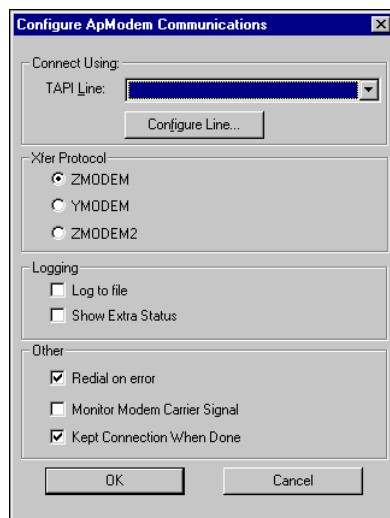
6. Click **Back** to make more changes in the Diskette Customizer dialog box, or click **Save Changes** to continue. A Select Directory dialog box appears.
7. Navigate to the appropriate directory and click **OK**.

---

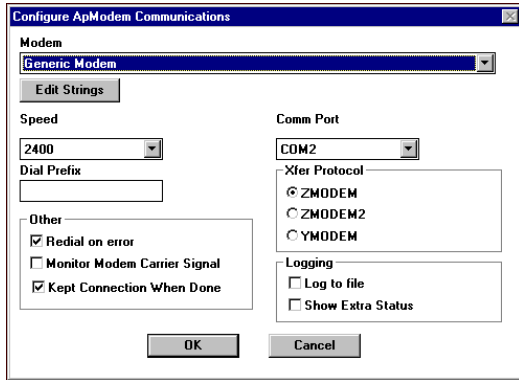
## Installing Remote for ApModem

After you have established user settings and run Diskette Customizer, you can install Apprentice Remote at the customer site.

- **Installing Apprentice Remote for ApModem**
  1. Follow the procedure for Installing Apprentice found on the [www.buzzsaw.com](http://www.buzzsaw.com) site.
    - In the Major Product dialog box, select **Remote**.
    - In the Minor Products dialog box, select the ApModem or ApModem32 check box. Proceed with the Apprentice installation.
- **Configuring ApModem during Apprentice Remote installation**
  1. After you have completed all dialog boxes and the file copy process is finished, you will be prompted to configure ApModem. Click **Yes**. One of the following dialog boxes appear, based on whether you selected ApModem or ApModem32 during installation.



If the dialog box above appears, complete the fields as described in 'Windows 95/NT Configuration' on page 234.



If the dialog box above appears, complete the fields as described in ‘Windows 3.x Configuration’ on page 232.

2. When you are finished, click **OK**. The Setup Complete dialog box appears.
3. Click **Finish**.

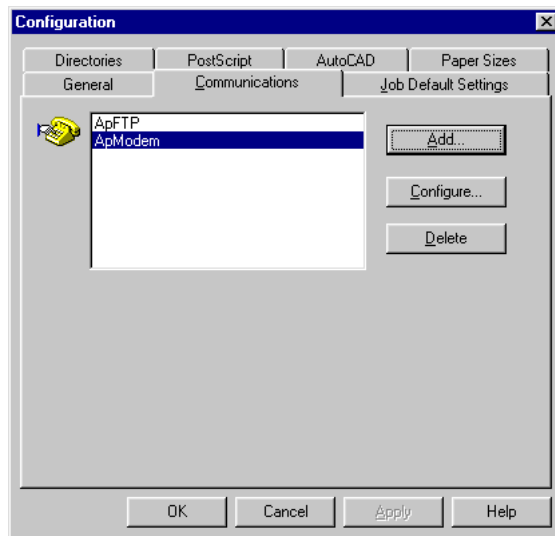
---

## Configuring Apprentice Remote for use with ApModem

If you did not configure ApModem during installation, you can configure it later with this procedure.

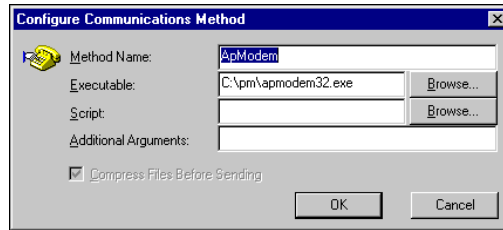
- **Configuring Apprentice Remote after installation**

1. From the Configure menu, click **Defaults**. The Configuration dialog box appears.
2. Click the Communications tab



3. Select the appropriate communications product.

4. In the Configuration dialog box, click **Configure**. The Configure Communications Method dialog box appears.

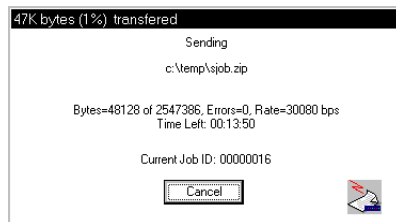


5. Be sure that the entries in the boxes are pointing to the correct files. In the script field, click **Browse** to navigate to the file you created with Diskette Customizer.
6. Click **OK**. The Configuration dialog box appears.
7. Click **OK** again.

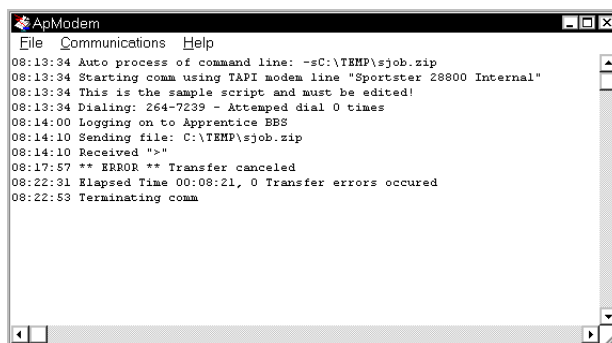
---

## Overview

After initial configuration, ApModem is generally transparent to an Apprentice Remote user. When a user sends a job via ApModem, a dialog displays connection status, script status, and file transfer progress:



If ApModem encounters an error during file transfer, the main ApModem window appears and explains the nature of the failure:



---

# Menu Selections

You can make the following menu selections:

---

## File

**Send One** This selection is available only when connected to a server and allows for the transmission of a single file.

**Send Many** When you choose this command after connecting to a server, you are presented with a dialog that allows you to choose a 'file of files'. This 'file of files' is a text file listing the fully qualified paths to the actual files you want to transmit. For example, if you specify a file which contains the following 5 lines, the 5 files specified will be transmitted. This 'file of files' is generated when Send Job is performed. Typically, Send Many is used for debugging purposes, and the file specified would be the zip.log file created when sending a job.

```
C:\PM\STANDARD.PEN  
C:\VIC\5002-A1.VIC  
P:\SAMPLES\5002-A1.VIC  
C:\VIC\5002-A2.VIC  
C:\TEMP\JOB1.JOB
```

**Display log** Displays the current log file. If logging has never been active, an error message may be displayed, indicating that the log file could not be found.

**Exit** Exits ApModem. Disconnects from the server if required.

---

## Communications

**Retry request** This option is enabled if ApModem was started with a command line option (as is the case when it is invoked by the Send Job button in Apprentice), and the request fails. By selecting Retry Request, the failed request can be retried.

**Connect** This command causes ApModem to connect to the server. The modem will be initialized and the script will be executed.

**Disconnect** Once connected to the server, this command will disconnect ApModem from that server. The modem will drop the carrier.

**Send One** This command functions identically to the Send One command in the File menu, except that it does not require ApModem to be connected to a server. Once you have selected the file to send, ApModem will dial the server and transfer the file.

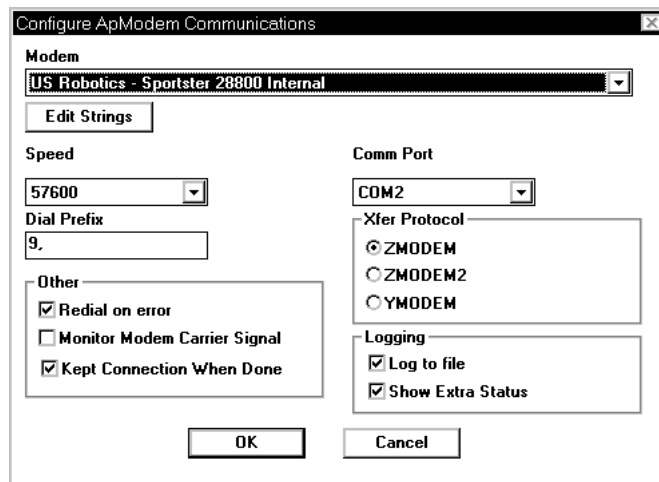
**Send Many** This command functions identically to the Send Many command in the File menu, except that it does not require ApModem to be connected to a server. Once you have selected the 'file of files' to send, ApModem will dial the server and transfer the file list.

**Settings** Depending on the version of Windows you are using (either 16-bit Windows 3.x or 32-bit Windows 95 or Windows NT), you will see one of two configuration dialogs when you choose Settings from the Communications menu. ApModem settings for both 16- and 32-bit platforms are detailed in the following sections.

---

## Windows 3.x Configuration

The following dialog appears when you configure ApModem for 16-bit Windows platforms:



The following settings are available in this dialog:

**Modem Type** The type of modem you are using. Select the closest match. The modem types and strings are contained in the JOBCOMM.INI file in the Windows System directory. Please note that those modem types which specify a speed (for example, Hayes Compatible 9600), do not actually affect transmission speed.

**Speed** This is the speed (baud rate) at which communications between your computer and modem will take place. The value you select should be equal to or greater than the speed of the modem. On Windows 3.1, you may not be able to use speeds greater than 9600. If numerous communications errors occur, try selecting a

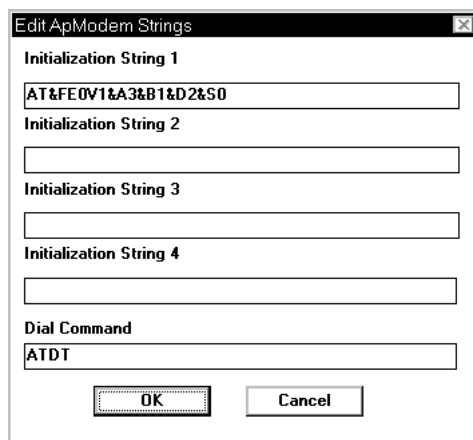


lower speed. Unless you are running on ISDN, do not select a speed greater than 38,400.

**Comm Port** This is the communications port to which your modem is connected. Only ports available to your system will be displayed.

**Dial Prefix** Any prefix that needs to be added to the phone number contained in the ApModem script. For example, if you must specify an area code, you could enter '1-602' in this field, or '9' to get an outside line.

**Edit Strings** Allows editing of the initialization and dial strings for the selected modem. The following dialog will appear:



The screenshot shows a dialog box titled "Edit ApModem Strings". It contains four text input fields labeled "Initialization String 1" through "4". The first field contains the text "AT&FE0V1&A3&B1&D2&S0". Below these is a "Dial Command" field containing "ATDT". At the bottom are "OK" and "Cancel" buttons.

Edit the dial strings, and click OK. Use your modem reference manual as a guide. ApModem assumes that Hardware (RTS) flow control is enabled.

To reset the strings to their default values, select a different modem in the Settings dialog, click OK, reopen the Settings dialog, and then reselect your real modem.

**Xfer Protocol** You can choose one of these transfer protocols: Zmodem (default), Ymodem or Zmodem2.

In general, Zmodem will usually provide optimum performance for a wide variety of configurations. If you have excessive transfer errors, you can choose Ymodem, which is slightly slower. If you aren't having transfer problems, you can choose Zmodem2, which may offer a slight performance gain.

**Log to File** This option logs session connection information to a plain text file, apmodem.log, in your Apprentice installation directory. ApModem will append messages from all future sessions to the end of this file. ApModem log files can be useful for troubleshooting communications problems.

**Show Extra Status** This option prints additional connection information to the ApModem console, and if logging is enabled, to the ApModem logfile.

**Redial on Error** ApModem will automatically attempt to redial the server if the server fails to answer, or if the line is busy.

**Monitor Modem Carrier Signal** ApModem will drop the connection if the carrier detect signal is temporarily lost. Some modems require this option to be disabled.

**Keep Connection When Done** This option applies only when using Send Job. An ApModem dialog indicates the transfer succeeded before disconnecting.

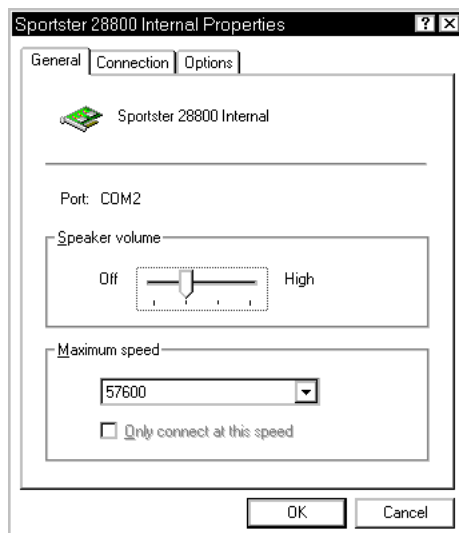
---

## Windows 95/NT Configuration

The following dialog appears when you configure ApModem for 32-bit Windows platforms:

**TAPI line** Choose from the available installed modems. For information on installing modems under Windows 95/NT, please refer to your operating system documentation.

**Configure Line** This button brings up the configuration properties for the TAPI Line you have selected. The contents of this dialog will vary depending upon the capabilities of your device. A sample configuration dialog is shown below:



For information on configuring your particular modem, please refer to manufacturer instructions.

**Xfer Protocol** Choose one of the following transfer protocols: Zmodem (default), Ymodem, or Zmodem2.

In general, Zmodem will usually provide optimum performance for a wide variety of configurations. If you have excessive transfer errors, you can choose Ymodem, which is slightly slower. If you are not having no transfer problems, you can choose Zmodem2, which may offer a slight performance gain.

**Log to File** When enabled, this option logs session connection information to a log file, apmodem.log, in your ApModem installation directory. ApModem will append messages from all future sessions to the end of this file. ApModem log files can be useful for troubleshooting communications problems.

**Show Extra Status** When enabled, this option prints additional connection information to the ApModem console. The additional information will also be saved to the ApModem logfile if logging is enabled.

**Redial on Error** If this box is checked, ApModem will automatically attempt to redial the server if the server fails to answer, or if the line is busy.

**Monitor Modem Carrier Signal** ApModem will drop the connection if the carrier detect signal is temporarily lost. Some modems require this option to be disabled.

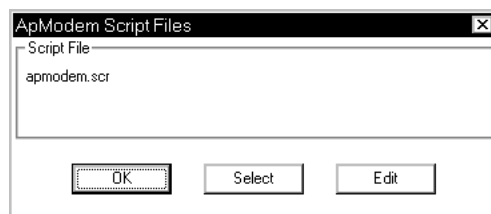
**Keep Connection When Done** Applies only when using Send Job. ApModem indicates that the transfer was successful before dropping the line.

When you click OK, the configuration is validated and the settings are saved. Make sure your modem is connected and that the power is on. If there are any errors, you are given the option of continuing anyway.

---

## Script

This option is available only if the Lock key in the jobcomm.ini file is set to 0. In the Communications menu, click Script. The following dialog box appears:



**Select** Allows you to select a different script.

**Edit** Opens the selected script in your default editor (usually notepad.exe).

---

## Help

**About** The About command in the Help menu brings up a dialog box similar to the following:



When contacting support, please mention the version number and the creation date.

---

# Script File

The default script file used by ApModem is named 'apmodem.scr' and is located in the ApModem program directory. The template script file supplied on the setup diskette is not compressed, and can be edited before the diskette is sent to a customer for installation. The following sample script file can be used to dial the XYZ Company BBS.

*Note: When creating a script from the CD-ROM or via the custom program, an option is provided to encrypt the script. If the script is encrypted it cannot be edited.*

```
; This is a sample script file. It can be edited to match
; your environment. You will need to set the phone number, the
; first name, last name, and password
;
;
; Set Timeouts, etc.
;
TIMEOUT 50
RETRY 10
;
; dial the phone
;
DIAL (your server phone number goes here)
;
; show user a status message
;
STATUS Logging on to XYZ Company BBS
;
; wait for the first name prompt from the server
;
WAITFOR ame
SEND (first name of user login goes here)
;
; wait for the last name prompt from the server
;
WAITFOR ame
SEND (last name of user login goes here)
;
; wait for the password prompt from the server
;
WAITFOR sword
SENDPW (Password goes here)
```

This script performs the following functions:

- Sets the timeout and retry values
- Dials the phone
- Displays a message in the user status box
- Waits for the first name prompt
- Sends 'xyz' as the first name
- Waits for the last name prompt

- Sends 'client' as the last name
- Waits for the password prompt
- Sends 'iamhere'

---

## Script commands

ApModem supports the following script commands. Lines starting with a space or a semicolon are considered to be comments, and are ignored when the script is executed. The script commands must be in upper case. If any error is encountered while executing the script, the script is terminated.

**DIAL** Format: DIAL <phonenumber>

Dials the phone number, <phonenumber>, establishing a connection to the server.

**PROMPTFOR** Format: PROMPTFOR <message>

The message string specified by <message> is displayed in a dialog box, requiring a user response. The response data is then sent to the server. You can use PROMPTFOR to request information from a user such as login name and password rather than hard-coding that information in the script. The following example prompts for a first name:

```

;
; wait for the first name prompt from the server and ask the user
; for the value;
WAITFOR ame
PROMPTFOR First Name?
PROMPTPW Format: PROMPTPW <message>

```

PROMPTPW works in the same manner as PROMPTFOR; however, when the user enters data, the data has the password attribute and is shown as one or more asterisks. Also, the value entered is never shown in the main window or recorded in the log file.

**RETRY** Format: RETRY <number>

Specifies the number of times a command is attempted before ApModem reports an error. This value does not apply to the DIAL command.

**SEND** Format: SEND <string>

Sends a string to the server.

**SENDPW** Format: SENDPW <string>

Similar to SEND, but the string is never displayed in the main window or recorded in the log file.

**STATUS** Format: STATUS <message>

Displays a custom message in the status dialog.

**TIMEOUT** Format: TIMEOUT <number>

Specifies how long to wait between RETRY attempts. The <number> specifies the number of system clock ticks. The system clock ticks 18 times a second, so a value of 18 would cause a delay of 1 second.

**WAITFOR** Format: WAITFOR <string>

Waits for the specified string to be received from the server.

---

## JOBCOMM.INI File Keys

The 'jobcomm.ini' file, located in the main Windows directory, contains the settings used by ApModem. While most of the settings are modified by the ApModem configuration dialog, there is one setting that is user-editable:

**Lock** Specifies whether or not the Script command is available in the Communications menu. The Script command brings up a dialog which allows you to select and edit script files. If Lock=1, then the script selection is not available. If Lock=0, the user can access the dialog in order to edit and select script files.

*Note: Please use caution when modifying 'jobcomm.ini.' Modifying certain settings can prevent ApModem from functioning reliably.*



---

## Command Line Options

ApModem supports several command line options. If any command line option is specified, only the status dialog is opened, rather than the ApModem main window. If there is an error when transferring a file, the main ApModem window will open, displaying the details of the problem. The problem can then be corrected, and the request can be retried by selecting Retry Request from the Communications menu.

---

### ApModem <filename>

The <filename> specifies a 'file of files', a file containing a list of filenames, with one filename per line. Each file specified in the 'file of files' is sent to the server.

---

### ApModem -s <filename>

Send the single file specified by <filename> to the server.

---

### ApModem -c

Open ApModem's settings dialog. This is used during setup/installation.

---

### ApModem -x<scriptfile>

Use the specified script file when connecting to the server instead of the script defined in ApModem Settings dialog.

---

# Troubleshooting / FAQ

---

## Tips

- **If you are having problems:**

1. Make a connection using another communications product and see if the results are similar. For example, if ApModem doesn't connect at the speed expected, ensure that your existing communication product is functioning correctly. If another product functions correctly, use the modem initialization strings from the other product in ApModem. Ensure that the string specifies hardware (RTS) flow control.
2. Use a terminal emulator, such as Window Terminal or Hyperterminal, to ensure that the login sequence is correct
3. Lower the speed, as defined in the Settings dialog. Performance may vary, depending on the version of Windows used (Windows 3.1, Windows for Workgroups, Windows 95), on your hardware (i386, i486, Pentium), and on the specific hardware used for communication with your modem (8250 UART, 16450 UART, 16550 UART).  
*Note: Setting the speed in the Settings dialog to a speed higher than the modem supports will have little effect on throughput! Unless you are using ISDN, do not set the speed over 38,400. If, for example, you have a 28.8 modem, using a speed higher than 38,400 may do little more than cause errors to be generated, actually reducing throughput. Using a speed close to the modem speed will offer the best performance. Since Send Job automatically compresses the data in software, the hardware compression available in many modems will have little effect.*
4. If you are experiencing high error rates when using ZMODEM2, it may be because the modem is not performing proper flow control. ZMODEM2 assumes that the flow control is functioning properly. Try using ZMODEM, which has a sliding window compensator, or YModem, which performs its own flow control. The throughput will not be as high as with ZMODEM2, but the transfer will be much more reliable.

---

## General information

1. Many file transfer applications do not reliably report actual throughput or error rates. If the throughput rate is not what is expected, or if the error rate seems high, it may simply reflect the fact that more reliable data is being displayed.
2. Server activity may impact error rates and throughput. If the server being dialed into is extremely busy, errors may be experienced.
3. Send Job includes the option to compress files before transmission. The compression rate can be as high as 50%, which means that if you are sending 1MB of data, it may be compressed to as little as 500KB. When observing transfer rates in Work Order Customizer, bear in mind that the actual data rate may be twice the value shown, if compression has been enabled.

---

## My Modem Will Not Connect

1. Check that the modem is connected and that the power is on.
  2. Check that the proper communications port is selected.
  3. Check that the proper modem type is selected.
  4. Check that a reasonable speed has been selected.
  5. Check that the proper phone number is in the script file, and that the required dial prefix is displayed in the Settings dialog.
  6. For 16-bit Windows installations, check that the Dial String in the Edit Strings dialog is correct. The default specifies touch-tone (ATDT) dialing but you may need to use pulse (ATDP) dialing instead.
- **If all of the above appear to be OK, and the modem still does not make a connection, try the following:**
    1. Try another communications package (Windows Terminal or Hyperterminal) and verify that it works. If it doesn't, check your hardware, cables, and modem.
    2. Lower the speed to 9600, and try again. If this works, try higher speeds until communications fail.
    3. On 16-bit Windows installations: Change the Modem Type to Generic Modem. This modem type's initialization string does a simple hardware reset and nothing more.
    4. On 16-bit Windows installations: If the previous setting does not work, change the Modem Type to Hayes Compatible 9600. This modem type's initialization string does some minor initialization. As with all modem types, the speed indicated (9600 baud, in this example) does not really impact the actual transfer rate.
    5. If the other communications package worked, use the modem initialization strings from the other package for ApModem.

---

## I Can't Log In

1. Review your login script. Ensure that the proper user names and passwords are supplied. Nothing other than the phone number, names and password should have been modified. The script file does contain some odd looking items (e.g. 'ame' where you might expect 'Name') and these should not be modified. Keep in mind, too, that in all cases there should only be a single space following the script keyword. For example, there must be one and only one space following DIAL and before the phone number. Also, all keywords must be capitalized.
2. Connect to the server using Windows Terminal or Hyperterminal and manually log in, using the values contained in the script. You should also verify that the prompts match the strings following the WAITFOR.
3. If everything looks correct, try increasing the RETRY and TIMEOUT values.

---

## I Get Errors When Transferring

1. If there are only a few errors, and everything recovers, then the connection is acceptable.
2. Make sure that a reasonable speed has been selected. On Windows 3.1 without the High Speed Driver, this is at most 19,200, and may be lower if the PC is a 386 or 486, or low-performance UARTS (8250). For Windows NT and Windows 95, the speed should be no more than one step above the modem speed (e.g. 38,400 for a 28,800 modem).
3. See if errors occur when running Windows Terminal or Hyperterminal. Test by transferring a large file. If errors still occur, you may either have a hardware problem or there could be noise on the phone line.
4. Try lowering the speed to 9600 or less, and see if the errors diminish. Increase the speed until the errors reoccur, and then back down one speed.
5. If errors start occurring when about 20,000 to 30,000 bytes have been transferred, there may be a flow-control problem between the PC and modem. This has been observed particularly with PCMCIA modems. Using the manual that came with the modem, examine the Modem Initialization strings in the Edit Strings dialog (16-bit Windows installations) and ensure that Hardware Flow Control (RTS) is enabled. You can also try disabling modem compression. Additionally, for 16-bit Windows installations, you can try selecting a different Modem Type. Start with Hayes Generic 9600, or another modem in the same family as your actual modem (e.g. If you have a USB modem, try another USB modem). If the problem still persists, change the file transfer type to YModem.

---

## Appendix C

### ApHost: Server

*The ApHost application can be combined with Apprentice Server to receive digital files via analog and ISDN modem connections.*

---

## Introduction

ApHost is a separate software application that can be used to receive digital files via analog and ISDN modem connections (acting as normal modem). Files can be sent from a remote location, using ApModem. Incoming files will be saved in a queue, and can be accessed by Apprentice as in any other queue.

ApHost supports up to 8 phone lines.

---

## Server Setup

If you are using a computer running Windows NT 4.0 as your FTP server (as recommended), you should use either the Microsoft Peer Web Server provided with NT Workstation, or the Microsoft Internet Server provided with NT Server as your FTP server software, rather than the FTP service included with the Microsoft Simple TCP/IP Services. The Simple TCP/IP Services FTP software provides little or no security, and is actually harder to configure. The general steps for configuring a Windows NT-based FTP server are outlined below:

- **Configuring a computer for FTP access**
  1. Make sure the computer is connected to a network and that TCP/IP services are correctly configured.
  2. Install the appropriate FTP server software:
    - Microsoft Peer Web Server if you are using NT Workstation
    - Microsoft Internet Server if you are using NT Server
  3. Configure your FTP server software, based on the following:
    - Will you be using anonymous FTP? If not, you will need to create a user account for FTP transfers.
    - Will all remote users use the same login? If not, you will have to create multiple user accounts.
  4. Configure a destination FTP directory and create an Apprentice queue that points to that directory.

*Note: For specific information on configuring FTP services, please refer to the Microsoft documentation appropriate to your server software. You may also have to contact your ISP or network system administrator for more specific TCP/IP configuration information.*

---

## Migration from Hyperaccess

If you have used *Hyperaccess* for remote communication with a previous release of Apprentice, you can convert your list of Hyperaccess user names and passwords to a list that can be read by ApHost. For this purpose, a special tool called 'Appass' is included.

Appass does NOT preserve user rights defined in Hyperaccess. For all users, privileges are set to 'User' status. This means that users may send (but not receive) files, and only in a specified directory (e.g. INCOMING\00012345, but not

INCOMING\00012344 or any other directory). Changing users' rights must be done manually within ApHost.

*Note: Appass creates a new password file. If you have already created users and passwords in ApHost, you must either add the old users and passwords manually to the new list, or use ApPass as described below and add the new users and passwords manually.*

- **Converting user list from Hyperaccess to ApHost**

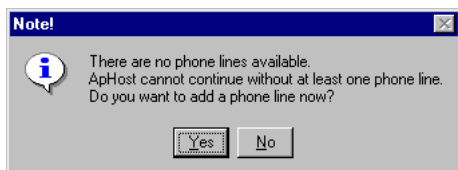
1. Create a new folder called 'Temp' in the installation directory of ApHost.
2. Copy the file APPASS.EXE from the installation directory to the 'Temp' directory.
3. Search for the Hyperaccess password file called HAHOST.PWD in the HAWIN directory, and copy this file to the new Temp directory you have just created.
4. Launch a DOS command prompt, and go to the new Temp directory, containing APPASS.EXE and HAHOST.PWD.
5. Type: 'appass hahost.pwd' and press Enter.  
Appass should respond: 'What is the default directory for users?'
6. Enter the directory path to which remote customers submit files (e.g. D:\INCOMING), and press Enter.  
*Note: Do not enter the numbered directory (e.g. 00012345). ApHost will create the numbered directories for you.*
7. Appass should respond: 'All records will be created with base user rights locked to the directory: <directory path you just specified>.'  
Appass will list the name of each user that is processed, and create an ApHost password file called PASSWD.DAT.
8. If ApHost is running, exit ApHost.
9. Copy PASSWD.DAT to the ApHost installation directory.
10. Start ApHost. To confirm a correct installation, use ApModem with a user name and password converted with Appass.



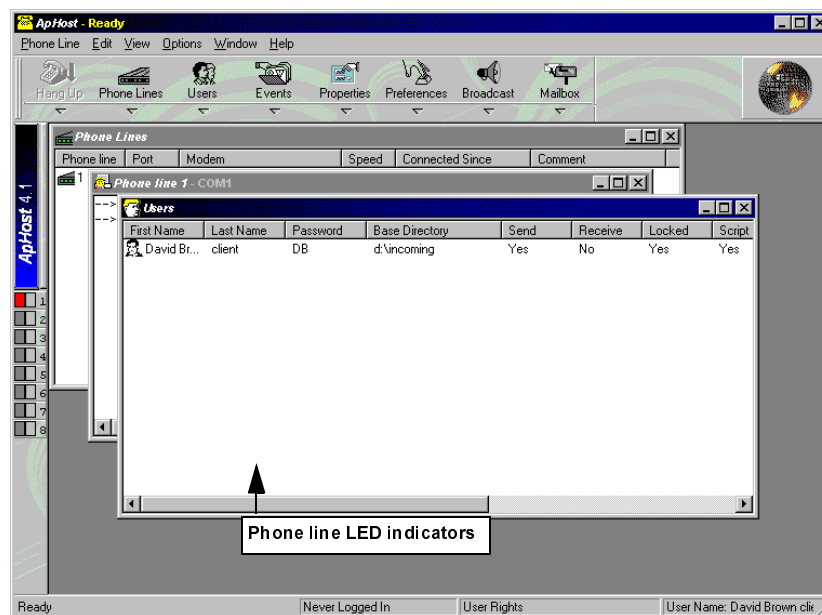
# Starting and Stopping ApHost

You can start ApHost in several ways, just like any other Windows program. Starting ApHost

1. Start ApHost in the Program folder you specified during installation. If no phone lines are specified, the following window appears:



2. To specify phone lines now, click **Yes**. If you want to do this at a later time, click **No**, and follow the procedures in the Preparations section.
3. If no users are specified, a message asks if you would like to add some. We recommend that you set your Preferences first. Click **No**.
4. The ApHost main window containing four sub-windows appears:



To exit the ApHost application, click **Exit** in the Phone Lines menu.

---

## Preparation

Before you can use ApHost, you must define several settings and default values. The following section explains how to modify these settings.

---

### Preferences

Preferences are a number of settings that you can use to customize the ApHost application to your own needs.

**Default home directory** Here, you can specify the default base directory for incoming files (for example, D:\INCOMING). The directory that is specified here will be filled in automatically as default directory in the 'Add user' menu. If the specified directory does not yet exist, it will be created automatically the next time you start up ApHost.

**Greeting file name** You can specify the name of a text file, containing a greeting message that is displayed when a user logs in. To create a new file, fill in a name (e.g. welcome.txt), and click **Edit**. A window will pop up, asking you if a new file should be created. Click 'Yes' to open the new text file (in Notebook), and type in your welcome message. Then save the text file and exit from Notebook.

**Answer number of rings** The number of rings before the modem answers.  
Default: 1.

**Login attempts** The number of times a user is allowed to attempt to log in. Default: 3.

**Inactivity timeout** The number of minutes after which the connection will be automatically broken if no activity takes place. Default: 5 minutes.

**Initialization timeout** The number of seconds after which the connection will be broken if the initialization procedure is not successful.

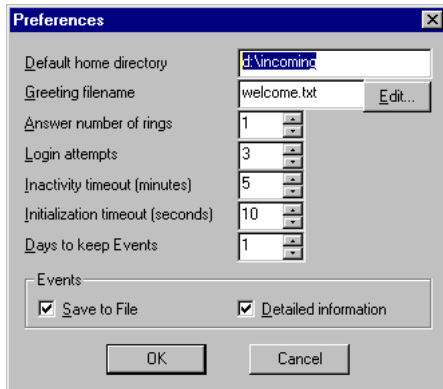
**Days to keep events** Number of days after which events will be deleted from the events view.

**Events-Save to file** You can specify that all events are to be saved in a file.

**Events-Detailed information** If you select 'Detailed information', additional communication information will be added to each event.

- **Changing Preferences**

1. In the toolbar, click **Preferences**. The Preferences dialog box appears:



2. Specify your settings.
3. Click **OK** to save new settings.

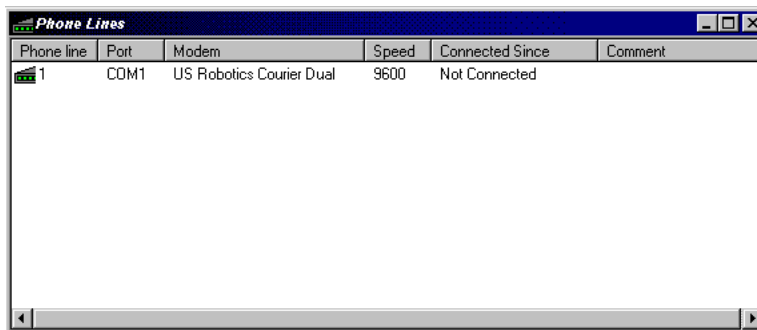
---

## Phone lines

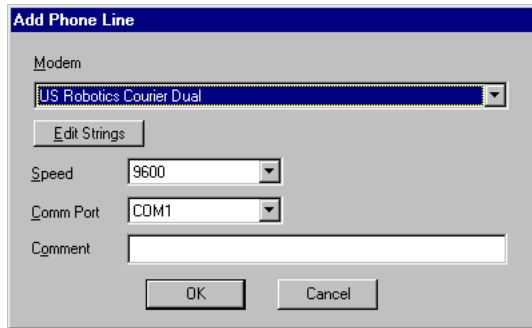
ApHost can support up to 8 phone lines for communication purposes. When you run ApHost for the first time, one phone line is already specified as an example. Use the following procedure to change the settings of this phone line:

- **Add a new phone line or change properties of existing phone line**

1. In the toolbar, click **Phone Line**. The Phone Lines window appears:



- To add a phone line, click **Add** in the Phone Lines quick menu.
  - To change the properties of an existing phone line, click the icon in the first column of the Phone Lines window, then click **Properties** in the toolbar.
2. The following window appears:

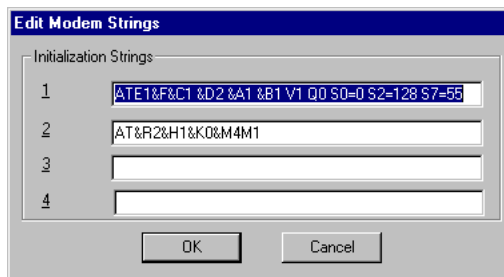


*Note: If you are changing the properties of an existing phone line, the window title is Phone Line Properties but otherwise is the same.*

3. Select the modem you are using. The initialization strings will be filled in automatically.

*Note: ApHost supports approximately 700 different modems. If your modem is not listed, choose 'US Robotics Courier Dual'.*

4. If your modem was not listed and you have chosen 'US Robotics Courier Dual', click **Edit Strings**. The Edit Modem Strings dialog box appears:

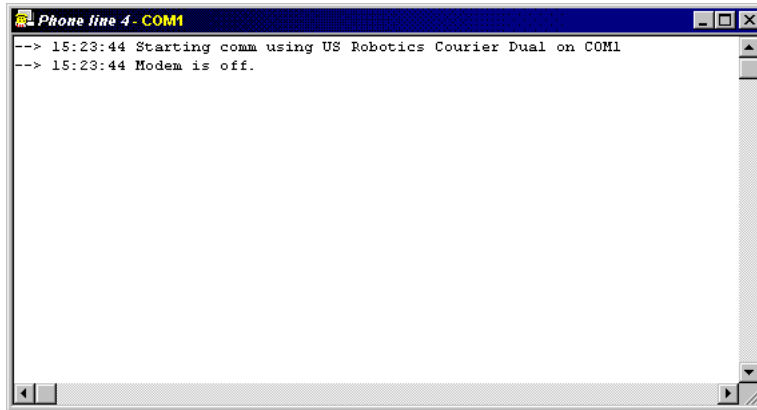


*Note: Consult your modem manufacturer's user manual for initialization strings*

Clear the strings that are currently shown, and specify the initialization strings of your modem (consult your modem manufacturer's user manual).

5. Specify the speed of the modem, and the communication port of your PC to which it is connected.
6. You can use the Comment field to specify a specific name for the modem.
7. Click **OK** to save your settings.

If you added a new phone line, the following window will appear:



*Note: As long as phone line  $x$  is activated, its 'Phone line  $x$ ' window is also active. You can minimize such a window without any problem, but if you were to close it, you would also de-activate its phone line (a warning is displayed).*

**Deleting a phone line** Usually there is no need to delete a phone line. You can change the properties of an existing phone line, or temporarily de-activate a phone line. If you want to delete a phone line, use the following procedure

- **Deleting a phone line**
  1. In the toolbar, click **Phone Line**. The Phone Line window appears:
  2. Select the phone line you want to delete by clicking on its icon in the first column.
  3. In the Phone Lines quick menu, click **Delete**. The selected phone line will be deleted after confirmation.

---

## Creating queues

You must create queues for Remote users. See Queues beginning on page 141 and Unattended Printing beginning on page 201.

---

## Users

Remote users who want to send files to ApHost must first be registered. For each user, you can specify a name, password, base directory for incoming files and user rights.

To assign rights to a user you can select one of the following user types:

**User** Recommended user type for most purposes.

**Administrator** Only for internal use.

**Custom** You can enable each right individually. Use with caution.

**Disabled** No rights. Can be used to disable all rights for a certain user, without deleting the user from the user list.

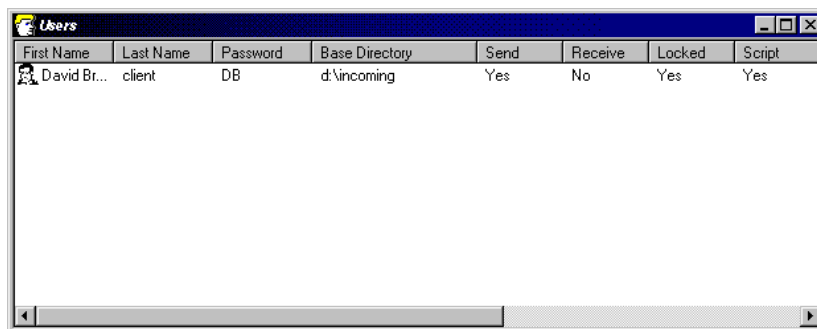
The following rights are enabled for each user type:

|            | User | Administrator | Custom | Disabled |
|------------|------|---------------|--------|----------|
| Send       | *    | *             | (*)    |          |
| Receive    |      | *             | (*)    |          |
| Script     | *    |               | (*)    |          |
| Locked     | *    |               | (*)    |          |
| Change Dir |      | *             | (*)    |          |
| Make Dir   |      | *             | (*)    |          |
| Directory  |      | *             | (*)    |          |

- **Send:** Caller may send files to ApHost
- **Receive:** Caller may receive files from ApHost
- **Script:** ApHost will connect each caller to a separate numbered directory (for example, D:\INCOMING\00012345)
- **Locked:** Caller cannot change directory above the base directory
- **Change Dir:** Caller may change directories
- **Make dir:** Caller may create a directory
- **Directory:** Caller may see the contents of a directory

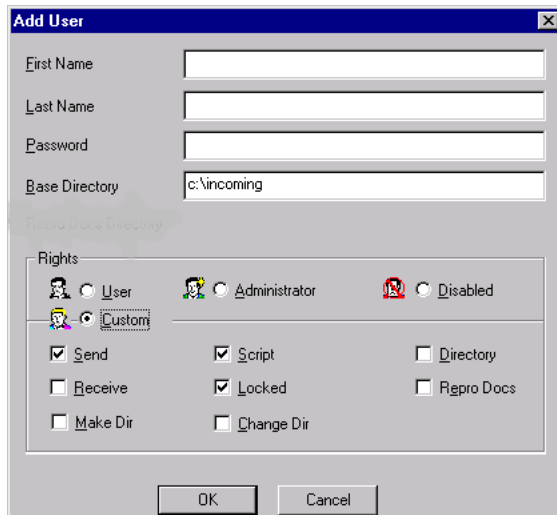
- **Add a new user or change properties of an existing user**

1. In the toolbar, click **Users**. The Users window appears:



2297

2. To add a new user, select 'Add' in the 'Users' Quick menu in the toolbar. To change the properties of an existing user, select this user by clicking on its icon in the first column. Then click the 'Properties' button in the tool bar.
3. The following window appears:



*Note: If you are changing the properties of an existing user, the window title will be 'User Properties'*

4. Type information in the First Name, Last Name and Password fields.
5. Type the Base Directory name and specify the path and name of the queue in which the incoming files are received.

*Note: As default, the base directory that is specified in the Preferences menu is already filled in.*

6. Specify the Rights: **User** is recommended for most purposes.
7. Click **OK** to save your settings.

- **Deleting a user**

1. In the toolbar, click **Users**. The Users window appears.
2. Select the user you want to delete by clicking the icon in the first column.
3. In the Users quick menu, click **Delete**. The selected user will be deleted after confirmation.

---

# Using ApHost

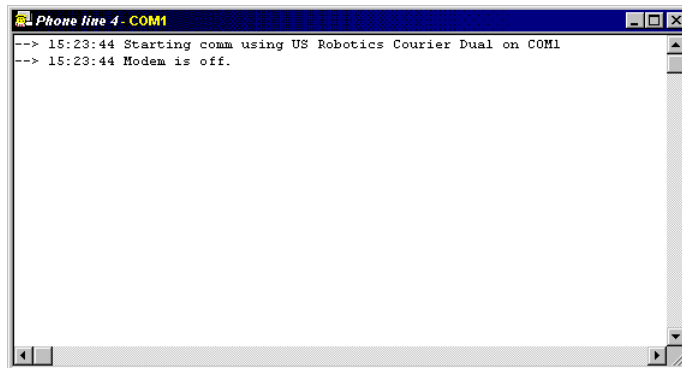
After you start ApHost, all specified phone lines are activated automatically. For each phone line, a 'Phone line x' window will be created. This should not be closed as long as the phone line is active. You can minimize it, however.

---

## (De-)Activating phone lines

If you want to shut off a phone line for a while, you can de-activate it as follows:

- **De-activating a phone line**
  1. In the toolbar, click **Phone Line**. The Phone Lines window appears.
  2. Click the phone line that you want to de-activate to select it.
  3. In the Phone Line quick menu, click **De-activate**. A message appears asking you to confirm the deactivation.
  4. Click **OK**. The Phone line window closes.
- **Activating a phone line**
  1. In the toolbar, click **Phone Line**. The Phone Line window appears.
  2. Click the phone line that you want to activate to select it.
  3. In the Phone Line quick menu, click **Activate**. The 'Phone line x' menu appears, showing all activities on the selected phone line:



*Note: As long as phone line x is activated, its 'Phone line x' window is also active. You can minimize such a window without any problem, but if you were to close it, you would also de-activate its phone line (a warning is displayed).*

---

## Getting information about one phone line

The status of each phone line is shown by 8 pairs of LED icons at the left side of the main window. Each pair of LEDs represents a phone line. The LED on the left



displays the current state of the line. The LED on the right shows the activity on the line:

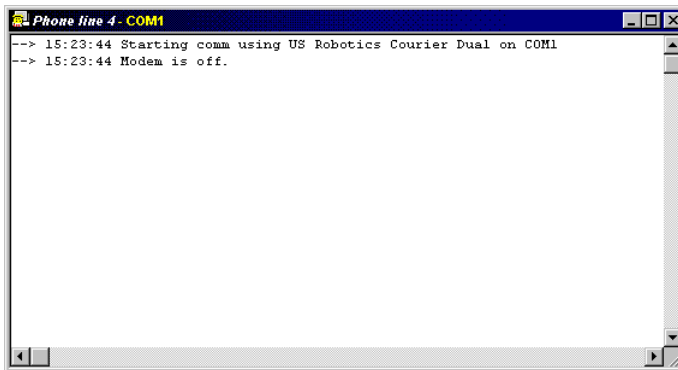


| LEFT LED Color | Meaning                         |
|----------------|---------------------------------|
| Dark Gray      | Not Configured                  |
| Gray           | De-activated                    |
| Red            | Error                           |
| Yellow         | Waiting for calls               |
| Cyan           | User logging in                 |
| Green          | User has logged in successfully |
| Blue           | User is transferring files      |
| White          | User is asking a question       |

| <i>RIGHT LED Color</i> | <i>Meaning</i>                               |
|------------------------|--|
| Gray                   | No activity in the past 1/2 second           |
| Green                  | Activity has occurred in the past 1/2 second |

- **Opening the ‘Phone line x’ window**

1. Double-click the LED of an active phone line. The following window appears:



*Note: If you double-click the LED of an inactive phone line, you will be asked whether this phone line should be made active.*

2. The ‘Phone line x’ window shows information about all activities on the selected phone line.

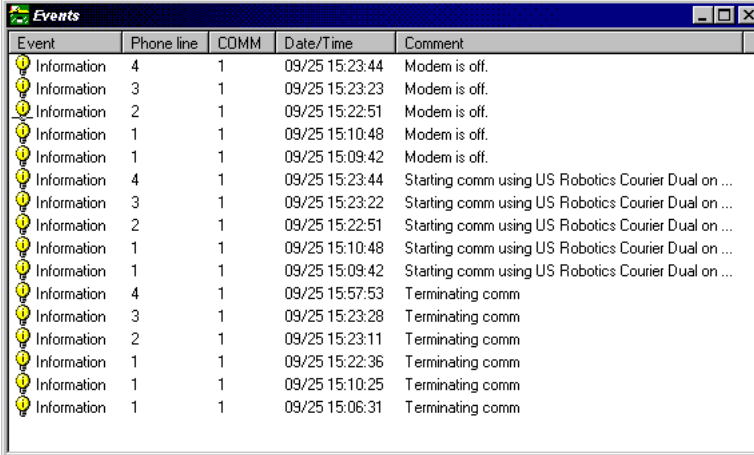
---

## Getting information about all phone lines

All events on all phone lines are recorded, and can be displayed in the 'Events' window. You can choose to have detailed Event information, and to save Events in a file.

- **Opening the Events window**

1. In the toolbar, click **Events**. The Events window appears:



The screenshot shows a window titled "Events" with a table containing the following data:

| Event       | Phone line | COMM | Date/Time      | Comment   |
|-------------|------------|------|----------------|---|
| Information | 4          | 1    | 09/25 15:23:44 | Modem is off.                                       |
| Information | 3          | 1    | 09/25 15:23:23 | Modem is off.                                       |
| Information | 2          | 1    | 09/25 15:22:51 | Modem is off.                                       |
| Information | 1          | 1    | 09/25 15:10:48 | Modem is off.                                       |
| Information | 1          | 1    | 09/25 15:09:42 | Modem is off.                                       |
| Information | 4          | 1    | 09/25 15:23:44 | Starting comm using US Robotics Courier Dual on ... |
| Information | 3          | 1    | 09/25 15:23:22 | Starting comm using US Robotics Courier Dual on ... |
| Information | 2          | 1    | 09/25 15:22:51 | Starting comm using US Robotics Courier Dual on ... |
| Information | 1          | 1    | 09/25 15:10:48 | Starting comm using US Robotics Courier Dual on ... |
| Information | 1          | 1    | 09/25 15:09:42 | Starting comm using US Robotics Courier Dual on ... |
| Information | 4          | 1    | 09/25 15:57:53 | Terminating comm                                    |
| Information | 3          | 1    | 09/25 15:23:28 | Terminating comm                                    |
| Information | 2          | 1    | 09/25 15:23:11 | Terminating comm                                    |
| Information | 1          | 1    | 09/25 15:22:36 | Terminating comm                                    |
| Information | 1          | 1    | 09/25 15:10:25 | Terminating comm                                    |
| Information | 1          | 1    | 09/25 15:06:31 | Terminating comm                                    |

2. The Events window shows all events on all phone lines. The default display is by date/time. To change the order in which the events are displayed, click a column heading.

*Note: In the Preferences window, you can specify the number of days that events are to be kept in the Events window.*

To ensure that the Events window shows the latest events, you can refresh it:

- **Refreshing the Events window**

1. In the toolbar, click **Events**. The Events window appears.
2. In the Events quick menu, click **Refresh Events**. The Events window will be updated.

You can clear all events from the Events window as follows:

- **Clearing all events**

1. In the Events quick menu, select **Clear Events**. A confirmation message appears.
2. Click **Yes**. All events are cleared after confirmation.

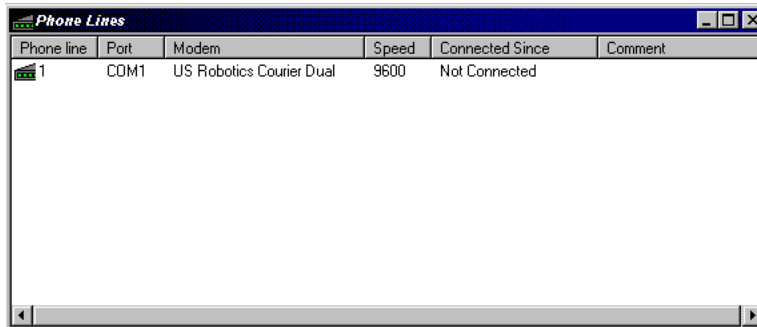
---

## Hanging up phone lines

You can disconnect a caller from ApHost as follows:

- **Hanging up a specific phone line**

1. In the toolbar, click **Phone Lines**. The Phone Lines window appears:



2. Click a phone line icon to select it.
3. In the toolbar, click **Hang Up**. A confirmation message appears.
4. Click **Yes** to disconnect.

- **Hanging up all phone lines**

1. In the Hang Up quick menu, click **All Phone Lines**. A confirmation message appears.
2. Click **Yes** to disconnect all phone lines.

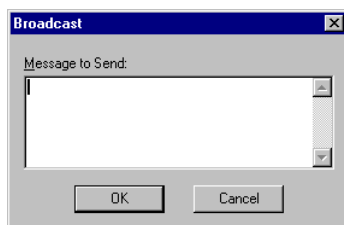
---

## Broadcasting messages to Remote users

You can send a message to all remote users who are logged on.

- **Broadcasting a message to remote users**

1. In the toolbar, click **Broadcast**. The following window appears:



2. Type your message.
3. Click **OK** to send to all users who are logged on.

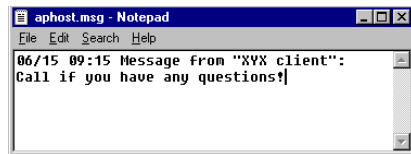
---

## Reading messages from Remote users

Remote users can send messages to ApHost. If a new message arrives, the 'Mailbox' button in the toolbar will contain a larger envelope.

- **Reading messages from remote users**

1. In the toolbar, click **Mailbox**. The following window appears:



# Appendix D

## Index

---

## A

### accounting

- configuring 31, 38
- exporting information from 157
- ODBC set 156
- ODBC sheet 156
- queries 165– 168
- standard vs. ODBC 155

### adding

- communications method 124
- files to job 48
- jobs from ProjectPoint sites 148
- LDF files to job 136
- overlays 119
- stamps 118
- users to ApHost 254

### Align Title Block 86, 98

### alignment 98

- changing from within job window 58
- custom 59
- default 32
- special 98

### all pens 108

### alternate fills 112

### ApFTP

- command line options 224
- connection name 221
- customizing files for installation 218
- disconnect when done 221
- host name 220
- installing Remote for 220
- log to file 220
- user rights 217

### ApHost

- adding users 254
- adding users to 254
- creating queues in 251
- migration from Hyperaccess 247
- phone lines 251
- preferences 250

### ApModem

- customizing files for installation 227
- installing Remote for 228
- keep connection when done 235
- logfile, show extra status 235
- redial on error 235
- Windows 3.x configuration 232
- Windows 95/NT configuration 234

### Apprentice

- concept 15
- interface 21
- Remote Client 14
- Server 14

### archive queue 142

### auto detect paper size 26

### auto paper rotate 26

### auto scan mode 145

### AutoCAD

- configuring processing 70
- external references 68
- fonts for 68
- interpreter 71
- printing files from queue 212

---

## B

### banner page 181, 188, 193, 209

### baseline rotation 117

### billing 154

### border removal 59, 84, 98

### broadcast print queue

- administration 208
- configuring connected printer of 206
- enabling 202
- passwords 207
- using e-mail notification with 203

---

## C

### CalComp 906/907 PCI 73

### Cals 75

### center drawing 86

### changing

- drawing settings 54– 59
- job names 52
- media type 57
- paper size 57, 96

### character rotation 117

### character spacing 117

### checking

- CalComp drawing properties 73
- drawing files 56
- HP-GL file properties 72

### clean VIC directory 26

### clipping 89, 97

### closing

- Apprentice 27
- jobs 50

### color patterns 88

### comm port 233

### command line options

- ApModem 241

### communications

- ApFTP 222
- ApModem 231
  - tab with settings 31
- Configuration Manager
  - job.xml file 37
  - locating settings 39
- configuring
  - a major product 30
  - accounting 155
  - AutoCAD interpreter 71
  - AutoCAD processing 70
  - Remote for ApModem 229
- connect 231
- Copies 56
- copying
  - directories into queues 149
  - drawings within a job 53
  - to clipboard 92
- creating
  - customized files for Remote 227
  - jobs 48
  - pen set 105
  - queues 143
  - stamps 116
- crop drawing 84

---

## D

- deleting
  - drawings from job 51
  - jobs from disk 52
- DIAL 238
- dialup networking 221
- diffusion 112
- direct printing 201
- Diskette Customizer
  - for ApFTP 218
  - for ApModem 227
- drawing properties
  - AutoCAD fonts 68
  - CalComp files 73
  - Cals files 75
  - file information 65
  - HP files 72
  - layer information 68
  - LDF files 77
  - setting paths 69
  - specifying scale 66
  - TIFF files 75
- drawing size 56, 89
- drymount 129

---

## E

- edit strings 233
- editing
  - pen patterns 109
  - pens 85
- electronic media format 129
- e-mail
  - sending job by 125
- e-mail notification 129, 203, 208
  - enabling 38
  - for work orders 129
- enlarge detail 85
- enlargement 57
- error diffusion 112
- exporting
  - accounting information 157
  - EMF files 92

---

## F

- fill
  - all black 110
  - all white 109
  - screens and patterns 111
- filling out a work order 127
- fit page 82
- flash queue for new jobs 145
- flip drawing 87
- flow control 233
- folding method preview 83
- fonts
  - for AutoCAD 68
  - for stamps 117
  - for Windows printer 30
- formats, paper 163
- FTP
  - queue functionality 220
  - server setup 247
- FTP to queue 220

---

## G

- Ghostscript 34
- global pen widths 108

---

## H

halftone diffusion 112  
HP-GL/2 Pen controls 111

---

## I

ignore prompting mode 25  
imaging properties 96  
information bar 21, 22  
Inkjet printers 195  
Inkjet Server (see also, printing on an HP-GL printer) 189  
interface 21  
Internet  
    login 221  
    password 221  
invert image in pattern viewer 109  
invert paper image 26  
invoicing 154  
ISO 9000 208, 209

---

## J

JOBCOMM.INI 232  
jobcomm.ini 232, 240  
jobs  
    adding files to 48  
    adding to queue 148  
    closing 51  
    copying drawings within 53  
    creating 48  
    inserting in queue 149  
    merging 51  
    opening 51  
    permanently deleting 151  
    printing automatically 145  
    removing drawings from 51  
    removing from queues 150  
    restoring 150  
    saving 50  
    sending 123–125  
    sending automatically via modem 145  
    settings 55  
    skipping drawings in 53

---

## K

keep connection when done 234

---

## L

last printed 146  
Layered 135  
LDF files  
    adding to jobs 136  
    publishing to Plans & Specs 139  
line spacing 117  
locating  
    Configuration Manager settings 39  
locator, pointer 91  
lockingscript commands 240  
log to file 233, 235  
    ApFTP 220  
logo 21, 23, 42  
logs  
    accounting 157–163  
    ApFTP 222  
    displaying in ApModem 231

---

## M

map pen colors to a shaded halftone 112  
margins 99  
media  
    choosing roll 176  
    default setting 32  
    types, table of 164  
menu bar 21, 25  
merging jobs 51  
messages 259  
mirror 59, 87  
model limits 68  
modem  
    automatically sending jobs via 145  
    monitor carrier signal 234  
    speed 232  
    type 232  
monitor modem carrier signal 235  
moving  
    drawings on paper 83  
    drawings within a job 53  
    stamps 117, 120  
Multiple Machine Printing 206

---

## N

native printing 211



negative paper 87  
next drawing 89  
NIFF 75  
Number of copies printed 56

---

## O

ODBC  
    database 157  
    set accounting 155  
    sheet accounting 156  
offset from upper left 98  
on-line help 16  
opening  
    files 80  
    imaging properties dialog box 96  
    jobs 51  
    jobs from the queue 148  
    pen window 113  
    queues 147  
order receipt 131  
organizing  
    files in job 53  
    jobs in queue 150  
orientation 100  
outline polygons 88  
overlying files 119  
overlays 56

---

## P

paper  
    extents 68  
    formats 163  
    limits 68  
    size 90, 97  
passive transfer 221  
password  
    Internet 221  
paths 33, 69  
patterns  
    number box 109  
    size 109  
    viewer 109  
pens  
    colors 111  
    default paths for 33  
    effect 107, 111  
    for HP-GL 111

overview 23  
patterns 105  
screens and patterns 111  
shape 107  
standard.pen 105  
width 106, 111  
width units 108

### polling queue

creating 211  
overview 211  
sending to 212

### PostScript settings for optional converter 33

#### preferences 25

#### pre-processing mode 25, 74

#### preview window 116

#### previous drawing 89

#### Print Manager, 9700/9800 174

#### printer-dependent settings 202

#### printer-independent settings 202

#### printing

    from a queue 173  
    from the viewer 92  
    jobs automatically 145  
    on a Windows printer 195  
    on an HPGL-2/RTL printer 189, 195  
    on an Inkjet printer 189  
    on an Océ 9400 printer 183  
    on Group4-compatible printer 183  
    on the Océ 9700/9800 printer 174  
    work orders 198

#### processing

    drawing files 56, 74  
    vector files 63

#### ProjectPoint

    adding jobs from 148  
    sending drawings to 123  
    sending jobs to 122

---

## Q

queries 165–168  
queue administrator 208  
queues  
    adding jobs to 148  
    archive 142  
    changing priority of jobs within 150  
    creating 143  
    deleting jobs from permanently 151  
    incoming 147  
    inserting job 149  
    options 145  
    organizing jobs in 150

- printing from 173
- properties 146
- receiving new jobs in 147
- removing jobs from 150
- saving settings 145
- unzip file into 149

quick menus 21

---

## R

- raster files 75
- rasterization 88
- redial on error 234
- reduction 57
- Remote
  - configuring for ApModem 229
  - installing for ApFTP 220
  - installing for ApModem 228
- removing
  - border from drawing 59
  - drawings from job 52
- retry request 222, 231
- rotate right 87
- rotation 59
- RTS 233
- ruler 89

---

## S

- saving
  - jobs 50
  - pen patterns 110
  - queue settings 145
- scale pen width 108
- Scan Now 145
- script
  - commands 238
  - editing 235
  - file 237
  - select for ApModem 235
- sending
  - jobs by modem or FTP 123
  - jobs to a drive 125
  - jobs to network queue 123-??, 123
  - jobs to ProjectPoint sites 122
  - messages to Remote users 259
- sending jobs 145
  - by e-mail 125
- set memory, use for printing 176
- show extra status 234

- Show Overlays 56
- special alignment options 98
- spreadsheets 153
- stamps 116
  - entering text for 117
  - fonts 117
  - moving 117, 120
- status bar 21, 24, 89

---

## T

- TAPI line 234
- TIFF 75
- title bar 21, 24
- Tool Tips 16
- toolbar 21, 22, 25

---

## U

- undo/redo 109
- unprocessing
  - all files 56
  - drawing files 74
  - vector files 74
- unzip into queue 149
- use passive transfer 221
- user login, ApFTP 220
- user-defined size 97
- user-defined units 97
- users, adding to ApHost 254

---

## V

- VIC file 15
- viewer 80
  - menu bar 92
  - toolbar 21, 24, 80

---

## W

- winding fills 112
- Windows printer 25
  - printing on a 195
- work order
  - defaults 218
  - filling out 127

printing 198

## Work Order Customizer

accessing 44

changing logos 42

colors and fonts 44

fields 43

order receipt header 42

previewing changes 44

---

## X

xfer protocol 233

## XML

exporting accounting information into 157

## xml

for Configuration Manager 37

## XREFs 68

paths 69

---

## Z

## zoom

custom 57

settings 100

status 90

tools 82

