

Océ
Posterizer™ Pro
Data Entry

POP into retail



User manual
Application guide

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Chapter 1
Preface

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Notes for the reader

Introduction

This manual helps you to use Posterizer Pro. The manual contains a description of the product and guidelines to use and operate Posterizer Pro.

Definition

Attention-Getters

Parts of this user manual require your special attention. These parts can provide the following:

- Additional general information, for example information that is useful when you perform a task
- Information to prevent property damage.

Note, Attention, and Caution

The words **Note** and **Attention** draw your attention to important information.

The attention-getters with the corresponding icons

Word	Icon	Indicates
Note		Tips or additional information about the correct operation of the product.
Attention		Information to prevent property damage, for example damage to the product or files.

Chapter 2
Océ Posterizer Pro - Presentation

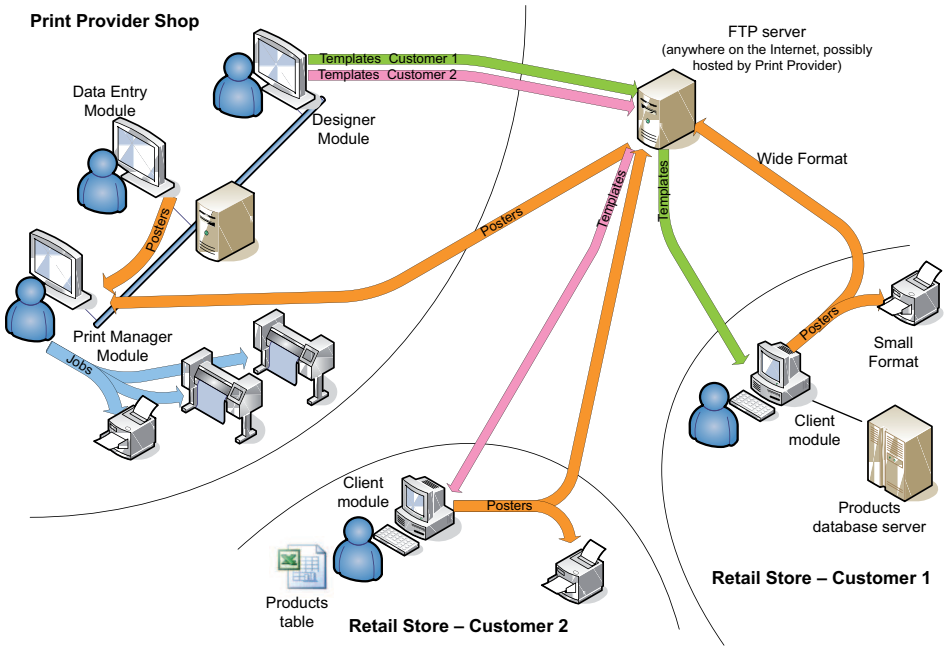
Océ Posterizer Pro

Introduction

Introducing the most efficient signage software package designed for the retail environment. Posterizer Pro software is a fully integrated retail signage solution to produce everything from short-term pricing posters to price tags, window clings, banners or other temporary POS (Point of Sales) signage.

With Posterizer Pro software, an internal or external print provider can easily and quickly create just-in-time, low-cost, professional-looking signage for small - and medium - sized retailers.

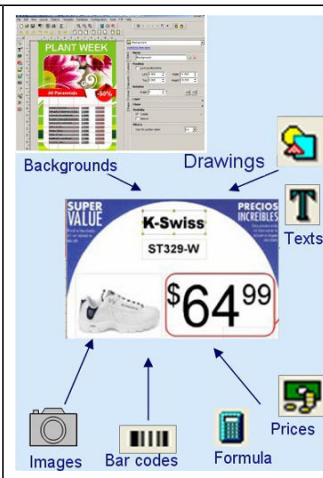
Illustration



Global workflow

There are three main steps in a typical Posterizer Pro signage workflow:

1. Design
Using the Designer module, define a customized template by implementing the end-user's graphical chart and by positioning and configuring all necessary fields such as text, price, images, price formula, etc.



2. Manual or Automated Data Entry
With the Data Entry module, automatically populate the template to create a batch of posters by linking to a database.
You can enter information manually, if desired, to create posters on the fly.



3. Automated Printing
The intelligent Print Manager module will:
- Screen the jobs depending on pre-set criteria
- Define the best nesting for optimal media usage
- Send the job to the appropriate printer
Once your workflow is set up, Posterizer Pro software can generate a complete new batch of posters in minutes, with hardly any operator intervention.



The Océ Posterizer Automation option

The Automation option is an option of Posterizer Pro.
It can help you dramatically improve your productivity by automating some routine tasks and linking the system to complex databases for automated data entry and for batch printing.
The Automation option activates the following functionalities:

- **Layers management**: you can define powerful templates, with dynamic layout
- **Template connection to customers products databases**: you can generate posters from the records of a database (such as Access, SQL, Oracle...)
- **Layout templates**: you can customize layouts for printing of multiple pages per sheet
- **Database requests**: you can generate a batch of posters from a command file

The Océ Posterizer Multi Printers option

The Multi Printers option is an option of Posterizer Pro.

Océ Posterizer can be connected by default to any small format printer (with output maximum of 12x18") and to certain large format printers (see your local sales representative for more details).
The Multi Printers option allows you to **connect Océ Posterizer to ANY large format printer, driven with a Windows driver, on the market.**

The Data Entry module

Introduction

This module is used to populate a template (generated with the Designer module) with actual product data, in order to produce the desired posters and POS 'point of Sales) signage.

Automate the creation of posters

Data entry can be either manual or automated:

- Manual entry enables production of one poster at a time, in real time. All variables can be entered manually on the fly.
- Automated entry is accomplished by linking to a product database.
  When linked to the database, one specific data such as barcode can be entered and the template will be automatically populated with the right product description, the right picture, and the right pricing.

You can automate the process even further with the database to generate a batch of posters in minutes with almost no operator intervention. This module has been engineered for maximum productivity and ease-of-use, and requires no design abilities or advanced computer skills

Get to know the main concepts

Definition

To use the Data Entry , you must understand some basic concepts.

'Chart'

It is a repository of folders created by the print provider.
A chart gathers the main elements you need to create a poster.
Those elements are the templates themselves, the fonts, the formulas, the images, the database -if any- and the posters.

'Template'

A template is a model of poster. It describes the graphical elements of the poster. Those are objects that you can modify or not.

Associated templates are templates that share the same objects structure. You use them to create at once several posters of different sizes and/or layout with the same product information

'Object'

The objects compose a template. There are six objects categories:

- 'Text' objects
- 'Price' object
- 'Formula' object
- 'Image' objects
- 'Shape' objects
- 'Barcode' objects

'Sleeve'

In a shop, a sleeve is a pouch, with transparent areas, used to display and protect a poster. On a sleeve, there can be some fixed text or graphics that, then, do not need to be printed on each poster.

In Posterizer Pro, a template can have the 'Sleeve' attribute. This means the template is designed to prepare posters that will be displayed in a sleeve.
As a consequence, in such a poster, some objects will be marked as 'Sleeve' objects: they have the 'Sleeve' attribute enabled. This means that these objects do not have to be printed.

- It is possible to preview the poster or to make a test print with it. You can see how the poster will look like when displayed in its sleeve.
- The 'Sleeve' attribute can also be used to print posters on preprinted material.

Chapter 3
Configure Data Entry

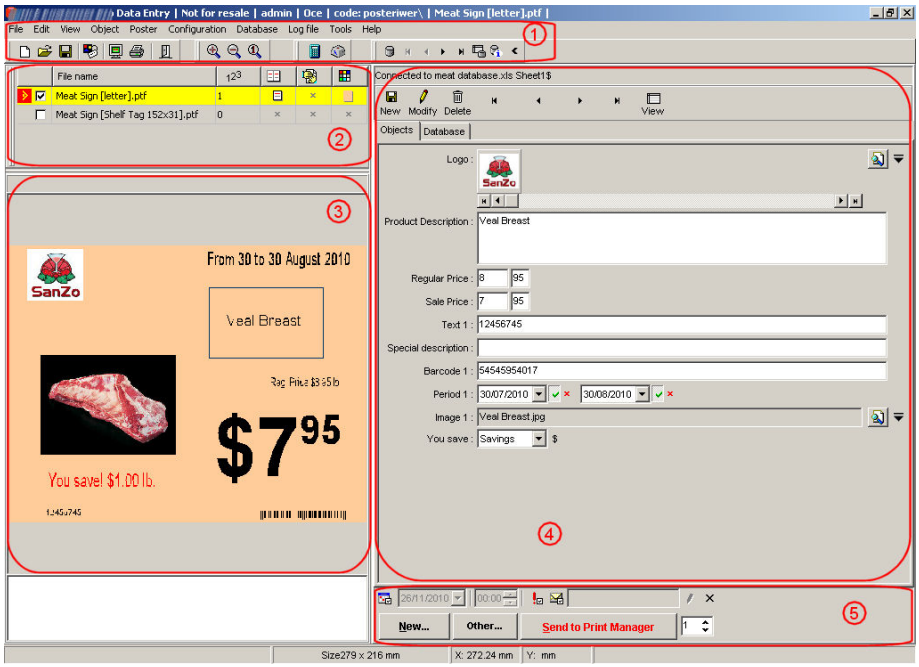
Configure the Data Entry settings

Interface of the Data Entry module

Introduction

The Data Entry module is made of 5 main parts

Illustration



1	The top menu and the toolbar from which you can: - Configure the application settings - Set the poster and objects settings - Connect to a database - View and manage the logfile

2	The associated templates panel, where you can: - Select one or several associated templates to print posters with same content but different layout - set the settings for each selected template: number of copies, sleeve, double-sided option, background color (according to the template settings)
3	The poster preview panel where you can: - Check the objects selected in the poster data panel - Preview the content of the poster - Preview the poster template settings
4	The poster data panel where you can: - Fill in the poster data fields - View, filter and select the products from a database
5	The print settings panel where you set the print information before sending a poster or a set of posters to the Print Manager

Check the application folders

1. In the 'Configuration' menu, select 'Application folders'
2. In the 'Application folders' window you can check all the paths to the folders used by the application
3. To check the destination of the posters you send to the Print Manager ('Send to Print Manager'), open the 'Configuration' menu
4. Select 'Template folders to spool folders links'

Set the customized settings and the user interface preferences

Purpose

Configure the application settings to display the default settings and the user interface the way you want.

Set the customized settings

1. In the top menu, select 'Configuration'
2. In 'Customize...' set the following settings:
   - The maximum 'Copy count' for a poster
   - The measurements 'Units'
   - The 'User interface language'

Set the user interface preferences

1. In the top menu select 'View'
2. Set the way to display the application user interface:
   - Select 'Highlight required objects' to display in red (in the poster data panel) the poster fields set as required in the template
   - Check 'Messages' to display the 'Messages' panel.
     Any text message (*.mess) stored in the 'Chart/Messages' (or 'Messages') folder will be displayed in this panel when opening the application for this environment.
   - Select the position of the preview panel
   - Select the toolbars you want to display in the user interface

Set the application default behavior

Purpose

Configure the way the application behaves when it opens a template, and when it sends a poster for printing.

Set the sleeve settings

1. Close any open poster
2. In the top menu select 'View'
3. Select 'Sleeve...'
4. Set whether the sleeves are enabled when you open a template and how they are displayed in the preview panel

Set the behavior of the template data

1. In the top menu select 'View'
2. Select 'Maintain poster data...'
3. In the 'Poster data' window define the content of a poster when you open a template:
   - the data from the template ('Maintain template data')
   - the data from the last poster ('Maintain entered data')
   - no data ('Clear all data')

Note:
These options are applicable only to fields that are not connected to a database.
Fields connected to a database are always and automatically filled in (when the database is connected).

4. Set the content and properties of the poster after you sent the poster for printing:
   - Keep or erase the poster data content ('Clear all data')
   In that case, only the data you locked on the poster data panel (green padlock) will remain.
   - Keep or reset the copy count

Illustration



[8] Locked content

Lock poster data

To keep poster data from one poster to another you can lock them:

1. In the poster data panel, click on the name of the field for which you want to keep the data
2. A green padlock is displayed in front of the selected field
   When you selected 'Clear all data' in the 'After sending to the Print Manager' section of the 'Poster data', only the data in the fields with the green lock will remain.

Shortcuts to perform actions on poster data

1. In the top menu, select 'Edit'
2. Select 'Plus'
   You find the shortcuts to:
   - 'Clear poster data'
   - Clear the data of the following poster you will open
   - Fill in all the decimal fields with 'oo'
   - Fill in all the fields with 'lorem ipsum' dummy content
   - 'Clear image cache lists'

Configure a printer for direct print

Install a printer for a direct print

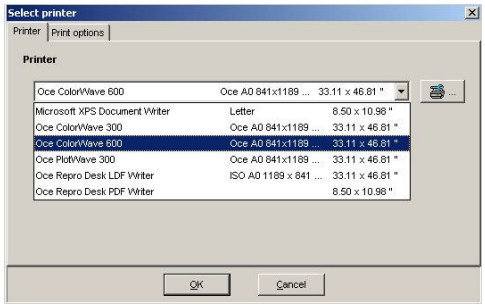
Introduction

You can print posters directly from the Data Entry to a local or network printer.
In this case, you will use the system printers installed on the operating system.

Purpose

Make check prints before sending the poster to the Print Manager

Illustration



Configure a printer

1. In the operating system settings open the 'Printers' folder ('Printers and faxes')
2. Add a printer when needed
3. Open the Data Entry module
4. In the 'File' top menu, select 'Printer configuration'
5. In the list of printers installed on the operating system, select the printer to be used by default for direct printing
6. Configure the printer driver settings
7. Set the 'Print options' and the advanced print options

'Print margins'	Enter a value for the additional white space (software margins) to add around the poster. These margins will be added to the printer margins. Set also the size of the horizontal (X) and vertical (Y) gutter between 2 posters. *Note:* This poster spacing will not apply between the 2 sides of a double sided poster.
'Crop marks'	Define if the crop marks have to be printed: 'On': always, for each file (independently of the file settings) 'Off': never, for no file (independently of the file settings) 'File defaults': print the crop marks when they are set on the poster file Define the 'Type' and 'Size' of the crop marks.
'Double sided'	Check whether the printer allows duplex printing. So you can decide where to define the double siding. Select 'Software' when your printer has no duplex capability or when you do not want to use it. When 'Software' is selected, the software will print the recto and verso of the poster on the same sheet. You will obtain the double sided poster by folding the sheet in two. Select 'Printer' when the printer has duplex capabilities (and is configured as default for that). The 'Double sided offsets' fields allow to define a vertical and horizontal shift between the 2 sides of the poster.
'Paper color'	Select the default color of paper on this printer. When several colors are available on a printer, create different instances of the printer to use one instance per color. When you activate 'Print posters on white background' the background of the poster file is not printed and remains white.
'Ink reduction (%)'	Depending on the color of the paper, define the level of ink reduction for colored inks (the higher level of reduction, the clearer they will be) and for black ink (it will make gray) The adjustment of this feature allows you savings on ink costs and avoid the paper deformation due to an excess of ink in dense areas.
'Special'	Select 'Print only one row' when you print several posters on a same roll via the 'Optimization' feature (wide format printer) The software will send each row of posters separately to the printer and cut the roll according to the size of the image (check the setting in the wide format printer driver)

The availability and value of these advanced options depend on the selected printer.

8. Click 'OK' to validate

Chapter 4
Basic operations to create and send your first poster for print

Create and send your first poster to the Print Manager

Introduction

You can easily make and send your first poster for printing.

Purpose

Open a template in the Data Entry module to complete and check the content of the poster.
When the poster is ready, send it to the Print Manager for printing.

When to do

After the creation of the template.

Before you begin

Select the environment folder to display the templates available for this environment.

Enter the 'Store code' the first time you open the Data Entry .
This 'Store code' is an internal code you define. It will be used in the Print Manager to differentiate the posters sent internally, by the Data Entry module.

Select a template to create the poster

1. In the top menu select 'File'
2. Select 'New poster...' to open the 'Select a poster template' panel
3. Select a template
4. In case the template allows it, set the double sided, the sleeve and the background color settings (in the associated templates panel)
   When one of these settings is marked with a cross, you cannot change its value (locked in the template).

Fill in the poster data

1. In the poster data panel, select a field to update
2. In the poster preview panel, check if the object highlighted is the correct one
3. In the poster data panel, fill in the content of each field to be filled in:
   - you must supply the content of a field displayed in red

- you can change the content of a field in black

4. Check the changes in the poster preview panel

Send a poster to the Print Manager

1. Check and preview each poster when needed
   When the poster data comes from a database you can easily display and print separately each poster: on top of the poster data panel (content of the poster fields) select the 'Previous' or 'Next' arrow.
2. At the bottom of this panel, check the number of copies
3. Click 'Sent to Print Manager'
   The selected poster is sent to the Print Manager

You can also...

Select associated templates

1. In the 'Select a poster template' panel, click on the selected template to display the complete list of available templates
2. Double click on the selected template to open it
   The application opens the template and displays a preview.
   The top panel displays the associated templates. The content and the name of these associated templates are the same, only the indication between '[ ]' signs changes (size, color, format). The eye icon shows which selected template is displayed in the preview panel.
   Double click on an associated template to set it as the main one.
3. In the top panel, check one or several associated templates
4. Enter the requested number of copies for each template
5. In case the template allows it, set the double sided, the sleeve and the background color settings
   When one of these settings is marked with a cross, you cannot change its value (locked in the template).

Connect to a .xls or .csv file to fill in the poster fields

1. In the top menu, click 'Database'
2. Select 'Connect'
3. Select the database file format
4. Browse to the location of the database file
5. Open the file
6. Select the table/sheet when requested
7. Validate to open the database content

Send a collection of posters to the Print Manager

1. From the 'Database' tab, select a data record to print
   Check the poster preview in the preview panel
2. Click on the arrow to move each selected record to the list of posters to print (to the bottom part of the window)
   The application will create one poster per selected record and per selected associated template. It will automatically fill in the fields of the poster with data from the database.
   Click on the double arrow ('Select all records') to select all the records from the database. All the records are added to the list of selected records.
3. Click 'Send selected records to Print Manager'

All selected posters are sent to the Print Manager according to the settings set in the associated templates panel (templates selected, number of copies for each template...)

Print locally

You can print posters to a local printer not declared in the Print Manager

1. Display the poster on the main screen
2. In the top menu, select 'File'
3. Select 'Print preview...'
4. In the 'Print preview' window, check the printer name, the poster settings and the position of the poster on the page
5. When needed adjust the configuration of the printer ('Printer configuration...') and the poster settings
6. Click the 'Print' button
   The application prints the poster on the local printer.

Chapter 5
Configure the advanced settings to create a poster

Create or open a poster

Open a template

Purpose

Create posters according to:

- An environment
- The related chart
- The selected template

Before you begin

Make sure the needed environment and templates are available

Illustration



[10] Select a template

Select the environment

1. Open the Data Entry module
2. Select the environment for which you will create the poster
   According to the needs and to the configuration, the environment contains its own chart, templates, images and formulas.
3. Click 'OK'
   The Data Entry opens.
4. Enter the 'Store code' when requested (at first connection)
   This store code is an internal code you define. It will be used in the Print Manager to differentiate the posters sent internally, by the Data Entry module.
5. Click 'OK'

Note:
You can navigate from one environment to another.
To do so, save and close the poster you work on. Then, from the 'File' menu, select'Change environment...'. Select the environment you need. Click 'OK' to open it.

Select a template

1. Select a poster template
   Templates are organized in folders. Only the first template in a folder is displayed as a thumbnail.
2. Click on the template thumbnail to display the list of all templates in the folder
3. Select the relevant template
   The template opens in the application. You can check it in the preview panel.

Note:
All the other associated templates are displayed in the top panel: they are posters with same name, same content but different size or background color (for example)
Select them in the application top panel if you want to send them for printing, along with the main one.

Get information on the poster created from a template

1. In the top menu select 'File'
2. Select 'Poster information...' to open the 'Poster information' window
3. You can check:
   - the location, name, and properties of the template file
   - the 'Poster' properties
   - the 'Objects' used in the template and their properties
   - the 'Images', 'Fonts', and 'Formulas' used in the template. A missing element is written in red color.
   - the 'Database' to which the template is related, when any. A missing database is marked with a red cross.

Set the advanced settings of the template behavior

You can configure the way a template opens:

1. In the top menu select 'View'
2. Select 'Maintain poster data...' to open the 'Poster data' window

3. Configure the management of the template data:
   - 'When opening template': to display the data from the template, to keep the latest data entered in the poster or to clear the template data each time you open the template
   - 'After sending to the Print Manager': either to clear the template data or to keep the latest data after you sent the poster for printing

Open a poster

Introduction

You can open already created posters to edit them.

Open a saved poster

1. In the top menu, select 'File'
2. Select 'Open...' to open the folder where the saved posters are stored
3. Search and select the poster
4. Click 'Open' to open it in theData Entry

Note:
Only the poster opens. The related templates are not available.

'Open poster from log file'

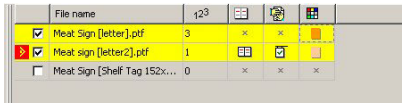
1. In the top menu, select 'File'
2. Select 'Open from log file...'
   A search window pops up
3. Enter one or several keywords from the poster
4. Click 'Next'
5. Select the poster in the list of posters recorded in the 'Log file'
6. Click 'OK' to open it in the Data Entry

Adjust the poster properties

Purpose

When the selected template allows it, you can adjust some poster properties.

Illustration



1. In the top menu, select 'Poster'
2. Check and adjust the available poster properties: double-sided, sleeve printing, background color
   You can check or uncheck the available settings (written in black)
   You cannot modify the grayed out settings. They are locked in the selected template.

Note:
The changes you make for a template apply only to this template. The associated templates remain unchanged.

Result

You can see and check the changes in the associated templates panel.
Any change is immediately displayed in the preview panel.

Preview the poster and set the 'Double sided type'

1. In the top menu, select 'File'
2. Select 'Poster preview'
3. Use the icons to select 'Horizontal double sided' or 'Vertical double sided'
4. You can preview the poster the way it will be printed

Resize a poster

Purpose

You can resize a poster to change the size set in the template

1. In the top menu, select 'File'
2. Select 'Resize'
3. In the 'Select size' window, select a standard or a custom page size.
4. Check or uncheck the 'Resize objects' when needed

Create a connection to a database

Connect to a CSV or Excel file

Purpose

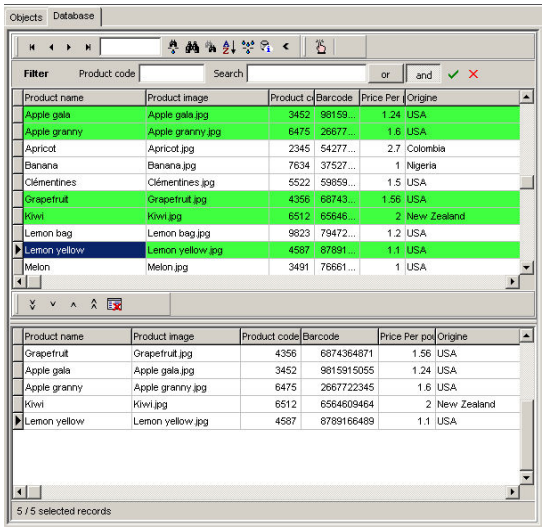
You can fill in automatically the content of posters with the data from a .csv or .xls file.

Before you begin

The objects in the poster and the fields of the data file (csv, xls) must match. The poster template must have been designed using the fields names of the data file ('Content source': 'Database').

When the data file associated to a template is stored in the chart, the connection to the data file is automatic when you create a poster from the template.

Illustration



Connect to a data file

1. Open or create a poster
2. In the top menu, select 'Database'
3. Select 'Connect'

4. Select the format of the data file (CSV, Excel)
5. Browse to the location of the file
6. Open the file
7. Select the table or sheet when requested

Result

The 'Database' tab displays the content of the data file.
Select the data records to display them in the poster data panel ('Objects' tab) and in the preview panel.

Display the content of the data file

1. In the poster data panel, check if the data file is connected
2. To display the complete data file in the 'Data' window, click the 'View' icon
   The 'Database' tab opens
3. In the top menu ('Database' tab) click the hand icon to display the 'Selection field'
4. Check or select the field to be set as the index key
5. To display a preview of a poster for each record of the data file, click the left/right arrows

Connect to a database

Introduction

You can get posters data from different database connections and sources:

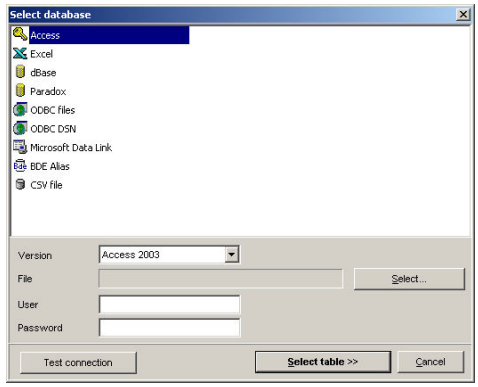
Connections:	Sources
■ ODBC ■ ADO ■ BDE Alias ■ ...	■ Access ■ DB2 ■ Oracle ■ ...

Before you begin

This feature requires the Automation option license (see *'Request and install the Automation option '* on page 44).

The objects in the poster and the fields of the database must match. The poster template must have been designed using the fields names of the database ('Content source': 'Database').

Illustration



Connect to a database

Note:
When the template is related to a database stored in the chart, the connection to the database is automatically made when you create a poster from the template.
Make sure you perform the steps 7 and 8 (below) to be able to select the records.

1. In the top menu, select 'Database'
2. Select 'Connect'
3. Select the format of the database
4. Browse to the location of the database file or open the connection
5. Open the database
6. Select the table to use
7. In case of a .csv or .xls file, click the hand icon to open the 'Selection field'
8. Select the field to be used as the index primary key

Request and install the Automation option

Introduction

You can order this option when you order Posterizer Pro or you can request and install it afterwards.

Purpose

You need the Automation option to:

- Connect to a database
- Create "Request" database files

Illustration



Request and install the Automation option

1. Open a module (Data Entry for example)
2. In the top menu select 'Help'
3. Select 'About...'
4. In the 'About' tab, record the 'Serial number'
5. Send this 'Serial number' to your Océ representative and order the Automation option
6. When your Océ representative sends the license file, store it
7. In the module, open the 'About' page from the 'Help' menu
8. In the 'Licenses' tab, click 'Activate...'
9. In the 'Import License File' window, browse to the location of the license
10. Select the license file and open it
    The Automation option is installed.
11. In the 'Licenses' tab, check the license 'Posterizer Automation' is selected

Set the content of the poster

Fill in the fields of a poster

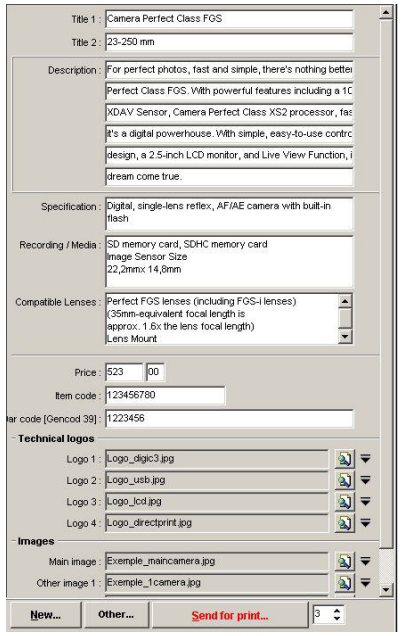
Introduction

A poster is made of different objects: 'Image', 'Text', 'Formula', 'Price'...
In the template, the objects can be set as editable or fixed. The user input can be set as free, required or forbidden.

In the Data Entry you are able to fill in the objects fields for which content is free or required.
The required fields are displayed in red font.

You can manually fill in the content of the fields or import it from a data file.

Illustration



Manually fill in the poster data

1. Create or open a poster
2. In the poster data panel, select a field of the poster

The content of the field is highlighted in the poster data panel and the object is surrounded in the poster preview panel.

3. In the top menu, select 'Object' to display the menu of the settings and properties that are available for this object
4. Check or adjust the object settings and properties
5. In the poster data panel enter the content in the field (when required or allowed)
6. Repeat the action for all poster fields to fill in

Fill in the poster fields with the content of a database file

1. On the top of the poster data panel, check if the database is connected
2. To display the database content, go to the 'Database' tab of the poster data panel
3. Click the hand icon to display the 'Selection field'
4. Check or select the database field to be set as the index key
5. To display a preview of a poster for each record of the database, select the records or click the left/right arrows

Filter/Search in a database file

1. In the poster data panel, check if the database is connected
2. To display the database content, go to the 'Database' tab of the poster data panel
3. In the top menu ('Database' tab) type one or several words in the 'Search' field
4. Select 'and' to search for records that contain all the words, select 'or' to search for records that contain one of the words.
5. Click the green tick to start the search



Note:
You can also search for a record directly in the poster data panel:
- Enter the reference of the record in the related field
Example: type '123' in a 'Code' field
- Click on the glasses near to the field
The application will display the records which hold '123' as the code number.

Result

The 'Send for print' button becomes red to indicate that a change was made in the poster.

When the content of the poster fields is complete, you can:

- Check the poster settings and options

- Preview the poster
- Send the poster for printing
- Print the poster locally
- Save the poster

Preview a poster

Introduction

In the preview panel, you check the content of a poster.
In the 'Poster preview' you can check the poster as it will be printed

1. Create or open a poster
2. Fill in the poster data
3. In the top menu select 'File'
4. Select 'Poster preview'

Result

A high resolution preview of the poster is displayed, full screen.
You can:

- Test the layout of the double-sided option (horizontal or vertical)
- Click on the print icon to print the poster locally

Click 'Close' to exit the preview and come back to the main window.

Create a set of posters (associated templates)

Purpose

You can print a set of posters with the same content but based on different associated templates.

Illustration



1. Create a new poster from a template
2. Fill in the poster objects fields
3. In the associated templates panel, check the other poster templates to print

Note:
The content of the objects fields will be the same for all posters

4. When available, check and adjust the properties of each associated poster: click on the icons to set the double-sided, sleeve printing, background color.

Note:
To be able to preview an associated template you must set it as the main one: double click on it. The current main template becomes an associated template and the selected template becomes the main one.

5. Set the number of copies of each poster

Result

The set of posters is ready to be sent for printing.

Chapter 6
Print and manage posters

Send a poster/set of posters to the Print Manager

Purpose

When a poster is ready to print send it to the Print Manager.

When to do

After the:

- Fill in of the poster data
- Check of the poster properties
- Check of the poster preview
- Selection of the associated templates (when any)

Illustration



Set the print settings and print

1. From the print settings panel, set the number of copies to print
2. To defer the printing, select the date and time when the Print Manager must print the job
3. To put high priority on the job, select the '!' icon
4. To attach a message to the poster:
   - Select the 'mail' icon
   - Click the 'edit' icon to compose and view your message
   The message wil be displayed in the Print Manager
5. Click 'Send to Print Manager'

Result

A progression window opens while the job is sent to the Print Manager reception/dispatcher queue.

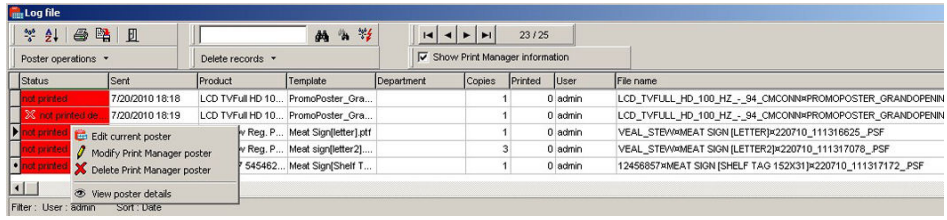
From the 'Tools' top menu, you can start the Print Manager.

Edit or delete a poster sent to the Print Manager

Purpose

You can edit, change or delete a poster sent to the Print Manager.

Illustration



1. In the 'Log file' top menu, select 'View log file...' to open the Logfile 'Filter and sort' window.
2. Set the filter and click 'OK' to display the 'Log file'
3. Deploy the 'Poster operations' menu
4. - You can view the details of the poster
   - You can edit the poster in Data Entry to modify it and resend it
   - You can delete the poster in the Print Manager queue

Print a poster directly

Purpose

To check the way a poster will print, you can make a direct print of a poster from Data Entry to a Windows printer (without sending it to the Print Manager).

Before you begin

Make sure the administrator installed the printer on Windows (Printer and Faxes)

Configure the printer for direct print

1. Create or open a poster
2. In the top menu, select 'File'
3. Open the 'Printer configuration...'
4. Select the printer in the list of Windows printers
5. Click the printer icon to open the printer driver
6. Set the driver settings and close the driver
7. In 'Print options' set the orientation and layout of the poster in the page
8. Click 'Advanced...' to set the advanced print options (margins, crop marks, double-sided, paper color, cut options for a wide format printer...)

'Print margins'	Enter a value for the additional white space (software margins) to add around the poster. These margins will be added to the printer margins. Set also the size of the horizontal (X) and vertical (Y) gutter between 2 posters. *Note:* This poster spacing will not apply between the 2 sides of a double sided poster.
'Crop marks'	Define if the crop marks have to be printed: 'On': always, for each file (independently of the file settings) 'Off': never, for no file (independently of the file settings) 'File defaults': print the crop marks when they are set on the poster file Define the 'Type' and 'Size' of the crop marks.

'Double sided'	Check whether the printer allows duplex printing. So you can decide where to define the double siding. Select 'Software' when your printer has no duplex capability or when you do not want to use it. When 'Software' is selected, the software will print the recto and verso of the poster on the same sheet. You will obtain the double sided poster by folding the sheet in two. Select 'Printer' when the printer has duplex capabilities (and is configured as default for that). The 'Double sided offsets' fields allow to define a vertical and horizontal shift between the 2 sides of the poster.
'Paper color'	Select the default color of paper on this printer. When several colors are available on a printer, create different instances of the printer to use one instance per color. When you activate 'Print posters on white background' the background of the poster file is not printed and remains white.
'Ink reduction (%)'	Depending on the color of the paper, define the level of ink reduction for colored inks (the higher level of reduction, the clearer they will be) and for black ink (it will make gray) The adjustment of this feature allows you savings on ink costs and avoid the paper deformation due to an excess of ink in dense areas.
'Special'	Select 'Print only one row' when you print several posters on a same roll via the 'Optimization' feature (wide format printer) The software will send each row of posters separately to the printer and cut the roll according to the size of the image (check the setting in the wide format printer driver)

The availability and value of these advanced options depend on the selected printer.

9. Click 'OK' to validate

Result

Once you have selected and configured the Windows printer to print to, you can then click on the 'Print' icon to print the current poster on this printer, at any moment.



Note:
Direct print prints only the current poster. The associated templates are not printed.

Preview a poster before direct print

1. Create or open a poster
2. In the top menu, select 'File'
3. Open the 'Print preview'
4. Select the number of copies
5. Set the double-sided option when needed
6. Click 'Printer configuration...'
7. Select the printer in the list of available printers (installed in the operating system)
8. Check and adjust the layout and advanced 'Print options' when needed
9. Click 'Print'

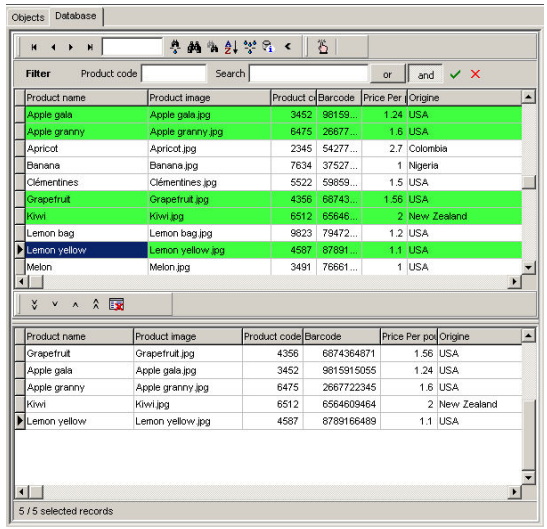
Send to Print Manager from the 'Database' tab

Print posters generated from a data file

Purpose

Print a set of posters based on a template connected to a data file.
The application will generate one poster to print per selected record in the data file and per selected associated template.

Illustration



Create a set of posters to send for print

1. Create or open a poster
2. Connect to the associated data file
3. From the top menu of the 'Database' tab, click the hand icon to display the 'Selection field'
4. Check or select the database field to be set as the index key
5. In the 'Database' tab, select one record to print (a row in the table)
6. Check the content of the poster in the preview panel
7. Click the down arrow to select the current record.

The selected record is highlighted in green in the table.
It is stored in the list of record to print.

8. Repeat the operation for every record to print
   Click the up arrow to remove a record from the list of records to print
   Click the double arrows to add or remove all the records

Make a query to filter the records to print

1. Connect to a data file or go to the 'Database' tab of the poster data panel
2. Create a query to filter the records:
   - Enter the elements of the query in the 'Search' field (text, number...)
   - Select the operator: 'or' or 'and'
3. Click the green tick to launch the query
   Only the filtered records remain in the table.

Sort the records of the data file

1. Connect to a data file or go to the 'Database' tab of the poster data panel
2. Select the category to sort on
3. Click on the column title of this category
   All the records are grouped by category and by alphabetical/numerical order
4. Select the records to add to the list of records to print

Result

Click 'Send selected records to Print Manager' to send the selected posters (and associated templates when selected) for print.

Make a batch print ('Request database')

Open a 'Request database' and create a print request

Purpose

You can create an Excel or a CSV file that will automatically generate posters from data and templates.
Open the file to select or sort the records to print the posters, or send the file to the Print Manager as a batch.

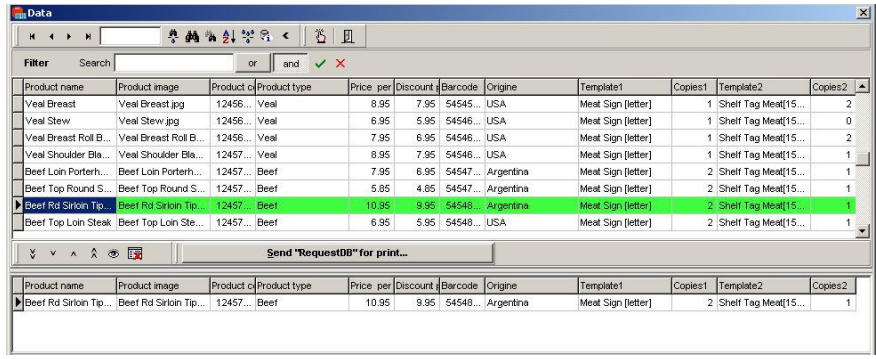
Before you begin

This feature requires the Automation option license (see *'Request and install the Automation option '* on page 44).

Create the database request file (.xls or .csv), see *'Format of a 'Request database' command file'* on page 62.

Close any poster open in the application.

Illustration



Open and check a 'Request database'

1. In the top menu, select 'Database'
2. In 'Request database' select 'Open "Request" database...'
3. Select the Excel or CSV format
4. Click the 'Select'... button to browse to the file and open it
5. Click 'OK' to open the file

6. In the top menu ('Data' window) click the hand icon to display the 'Selection field'
7. Check or select the database field to be set as the index key

Result

The 'Data' window displays a table that contains the poster data, the templates to use and the number of copies for each template.

Select and print records

1. In the 'Data' window, select a record to print
2. Click the down arrow to add the record to the table of selected records (click the double down arrow to select all records)
3. When all needed records are selected, click 'Send print request to Print Manager' to send them to print

Print a 'Request database' as a batch

Purpose

Build a list of requests database files to generate posters and send them to the Print Manager as a batch.

Before you begin

This feature requires the Automation option license (see *'Request and install the Automation option '* on page 44).

Create the request database files (.xls or .csv), see *'Format of a 'Request database' command file'* on page 62.

Close any poster open in the application.

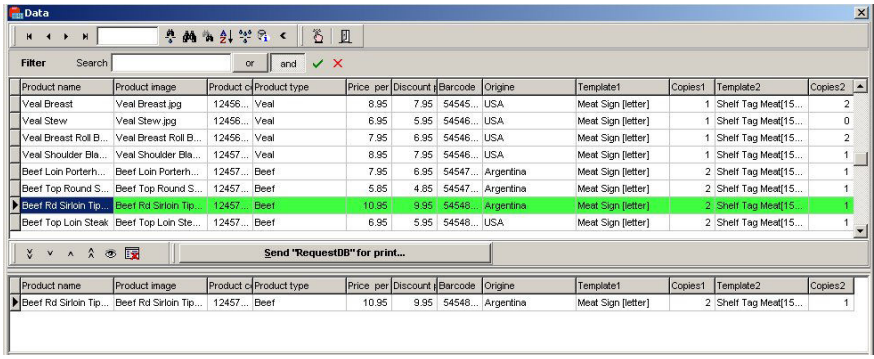
1. In the top menu, select 'Database'
2. In 'Request database' select 'Print "Request" databases...'
3. Select one or several print request files (.xls or .csv files)
4. Click 'Send all "Print request" posters to the Print Manager...'

Result

The application generates all the poster files from the request files and send them to the Print Manager for print.

Format of a 'Request database' command file

Illustration



Product name	Product image	Product c	Product type	Price per	Discount	Barcode	Origine	Template1	Copies1	Template2	Copies2
Veal Breast	Veal Breast.jpg	12456...	Veal	8.95	7.95	54545...	USA	Meat Sign [letter]	1	Shelf Tag Meat[15...	2
Veal Stew	Veal Stew.jpg	12456...	Veal	6.95	5.95	54546...	USA	Meat Sign [letter]	1	Shelf Tag Meat[15...	0
Veal Breast Roll B...	Veal Breast Roll B...	12456...	Veal	7.95	6.95	54546...	USA	Meat Sign [letter]	1	Shelf Tag Meat[15...	2
Veal Shoulder Bla...	Veal Shoulder Bla...	12457...	Veal	8.95	7.95	54546...	USA	Meat Sign [letter]	1	Shelf Tag Meat[15...	1
Beef Loin Porterh...	Beef Loin Porterh...	12457...	Beef	7.95	6.95	54547...	Argentina	Meat Sign [letter]	2	Shelf Tag Meat[15...	1
Beef Top Round S...	Beef Top Round S...	12457...	Beef	5.85	4.85	54547...	Argentina	Meat Sign [letter]	2	Shelf Tag Meat[15...	1
Beef Rd Sirloin Tip...	Beef Rd Sirloin Tip...	12457...	Beef	10.95	9.95	54548...	Argentina	Meat Sign [letter]	2	Shelf Tag Meat[15...	1
Beef Top Loin Steak	Beef Top Loin Ste...	12457...	Beef	6.95	5.95	54548...	USA	Meat Sign [letter]	2	Shelf Tag Meat[15...	1

Product name	Product image	Product c	Product type	Price per	Discount	Barcode	Origine	Template1	Copies1	Template2	Copies2
Beef Rd Sirloin Tip...	Beef Rd Sirloin Tip...	12457...	Beef	10.95	9.95	54548...	Argentina	Meat Sign [letter]	2	Shelf Tag Meat[15...	1

[21] 'Request database' file: .xls

The 'Request database' command file is a .xls or .csv file.
This file contains a list of records.

The first line in the file is the header. It declares the fields and the print settings to be used to print the posters:

The database fields	The name of the fields For example: 'Product name'; 'Product image'; 'Product code'...
The templates	When associated templates are requested, there must be as many templates declared in the file as the number of associated templates. Example: if 2 templates are to be printed, the first line in the file must declare : 'Template1', 'Template2'
The number of copies of each template	Close to each template field, there must be an associated 'Copies' field. Example: 'Template1;Copies1;Template2;Copies2'

Each record line is composed of :

Each field value	The content of the fields declared in the first line Example: 'Veal Breast';'Veal Breast.jpg';'12456745'....
Each template name	The name of each template file declared in the first line (Template1, Template2...) The template must contain objects whose content match the fields in the table Example: 'Meat Sign [letter].ptf'
The number of copies	Integer that specifies the number of copies for each template# that have to be generated for the record. Example: to print 1 copy of template 'Meat Sign [letter]': 'Meat Sign [letter].ptf;1'

The template files (.ptf) must be located (anywhere) under the templates folder of the chart folder.

Save posters

Save or export a poster

Introduction

Save a poster to store it for a later reuse.
Export a poster to use it as an image in other applications

1. Create (or open) a poster
2. In the top menu select 'File'
3. Select 'Save as...' (or 'Save' after a modification of an already saved poster)
4. In the 'Save file' window, select or create the folder where you will store the poster file
5. Change or keep the 'File name'
6. Click 'Save'

Result

The poster is stored in the folder.
You will be able to edit, modify, and save it when needed.

Export a poster

1. In the top menu select 'File'
2. Select 'Export...'
3. Select the format of the image (.bmp, .emf, .tiff, .jpg...)
4. When requested, set the properties of the image file (size, resolution..)
5. Click 'Export'

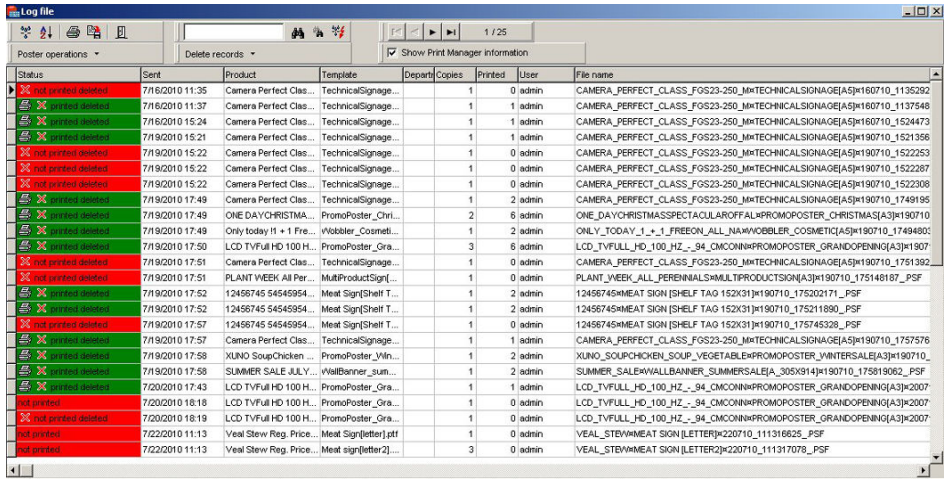
Configure the log file and reporting activity

View, print or archive the 'Log file'

Introduction

You can make reports of the activity of the Data Entry .
This report can display:
- the posters sent by the Data Entry to the Print Manager
- the status of the jobs from the Print Manager

Illustration



Create a log file report: set the filter

In the 'Log file' top menu, select 'View log file...' to open the Logfile 'Filter and sort' window.
In this window you can select the filters for the report:

You can filter on:	To display the report for:
'User'	- only a selected user who sent the poster to the Print Manager - 'all' to display a global report with all users

You can filter on:	To display the report for:
'Template'	- only one specific template - 'all' templates
'Full text filter'	only the posters containing this text
'Period'	a specific date or period of time when the Print Manager processed the jobs

Define the criteria and the order to sort the posters in the report.

Define the log file filter for an 'Environment'

In the 'Log file' top menu, select 'View log file...' to open the Logfile 'Filter and sort' window.

As a print provider, you can also sort the log file report according to the environment for which you created posters.
This feature can be helpful for your accounting needs.

Create a log file report: define the 'Log file settings'

Log in as an Administrator (in the 'Configuration' top menu, select 'Administrator login' and enter the password)

In the 'Log file' top menu, select 'Settings...' to open the Logfile 'Log file settings' window.
Define the log process and frequency:
Select the behavior for logging: frequency and content of the recording.
Optimize the access to the logfile (for a faster access)
Define the frequency of an automatic archiving of the logfile. This automatic process regularly cleans up the logfile and stores the logfile data as text file into the 'Archive folder'. This keeps the performance of system optimal.

Manage the log file: print, export and clear the report

The log file displays the requested report, according to the filter your set.

The 'File name' is the name of the .psf file sent to the printer.

Double click on a column header (or click the 'Sort' icon) to sort the jobs by this criteria (by date or by user for example).
You can move and resize the columns.

From this view you can click on the buttons in the top menu to:

- Revert to the 'Filter' tab
- Revert to the 'Sort' tab to sort the report by a specific criteria
- Print the full report
- 'Export the log file in a text file': a .csv file you can open in Excel for example
- Create and apply another 'Full text filter'
- Navigate through the report (using the arrows)
- Request a status back from the Print Manager: keep the option 'Show Print Manager information' checked to see the current status of the poster in the Print Manager
- Delete one record or all records in the report, clear the report or pack the data of the table into a database file and save it.
- Perform operations on posters sent to the Print Manager
  Select one poster in the list (a symbol appears in the first column) and deploy the 'Poster operations' menu to:
  - View the details of the poster
  - Edit the poster in the Data Entry : you can then modify the poster and resend it
  - Modify the poster in the spooler
  - Delete the poster in the Print Manager

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Beyond the Ordinary



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