



User Manual

Updated for Version 1.4

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1

Before you Begin

Scope and audience

This manual covers both operation and technical aspects required to use *PrintTime*. The manual is divided into several chapters – see the **Table of Contents** at the start for a broad sweep. Alternatively, consult the **Index** for specific procedures.

Getting more help

More help is available for *PrintTime* from the following places:

- Help pages from our WWW site, <http://www.timestone.com.au>
- Technical support as noted at the end of this chapter

Pre-installation requirements

You will need to following resources and information before you start installing *PrintTime*:

- *PrintTime* software installation CD-Rom
- *PrintTime* software user's guide
- Hardware protection device
- 'Unlock' code supplied by Timestone Software
- Your computer complies with the hardware and software specifications as outlined in Chapter 2, **Installation**.

Learning *PrintTime*

Included on the *PrintTime* CD-Rom are contained the following resources:

- Installation files
- *PrintTime* user manual – the document you are currently reading
- Tutorial files

We strongly recommend that you read the major sections of this manual before using the software.

Getting help from Technical Support

We offer many different methods of support. However, we strongly encourage you to use e-mail as your primary support mechanism.



Telephone support

Telephone support is available by calling Timestone Software during our business hours. These hours are:

9:00 AM – 5:00 PM Australian Eastern time

The telephone numbers are:

Voice: + 61 3 9570 9899



Fax support

You can fax us with questions or queries. Please address your fax queries to Technical Support. The fax number is:

Fax: + 61 3 9570 9855



E-mail and WWW support

There are support pages that include links to the newest versions of the software, as well as user documentation, and '**Frequently Asked Questions**'.

Our WWW and e-mail contacts are:

WWW: <http://www.timestone.com.au>

E-mail: support@timestone.com.au

<http://>

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System Requirements

Hardware requirements

The following hardware requirements are required as a minimum configuration to run *PrintTime*. You should always attempt to exceed these requirements.

If you have a choice in areas that you can afford to exceed these requirements: do this in the following order:

- Memory
- CPU class (Pentium II, Pentium III)
- CPU Speed
- Hard disk speed (Ultra, Ultra Wide, RAID)
- Other

Minimum requirements

- Intel Pentium II processor at 350 MHz
- 100 MHz system motherboard (Bx class)
- 128 Mb RAM
- 4Mb Video card (1024 x 768 @ 24 bit – see note)
- 9Gb Hard Disk (see note)
- 10 / 100 Ethernet card
- 33.6k Modem
- High quality (Sony, Apple) 17" color monitor
- Windows NT 4.0, Service Pack 3
- Mouse *with mouse wheel* (Microsoft, Logitech)

Optional Extras

- 6 x 9cm Graphics Tablet with pressure sensitive stylus (Wacom)
- CD-R or DVD RAM drive for data backup

Notes

Video Card: It is most important to use a high quality video card. In particular, you should use video cards that support monitor calibration in some manner. Typically, manufacturers such as ATI or Video Seven have such products.

Hard disk: If you are using *PrintTime* on a single workstation, you should realise that *very quickly* you will use 9Gb of data storage, just with the images you scan to create your products. If your requirements are low volume, you could consider a single 9Gb hard, and continually move images that are finished onto a CD-Rom or DVD-RAM disk. However, if you are producing just an average number of packages, you *will* want to use a number of drives. Fortunately, hard disk drive costs are relatively low today.

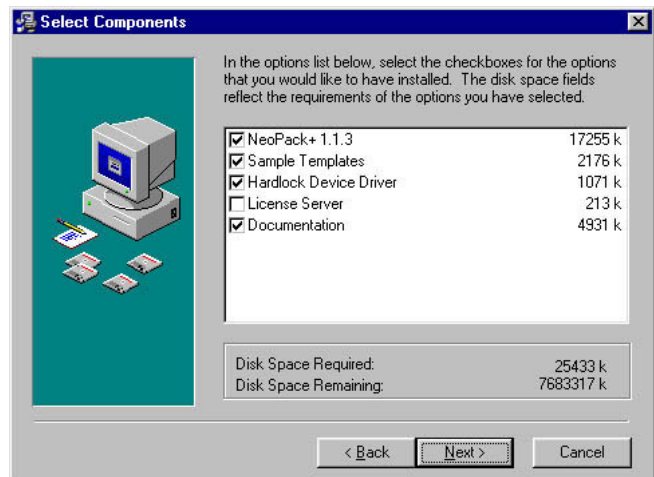
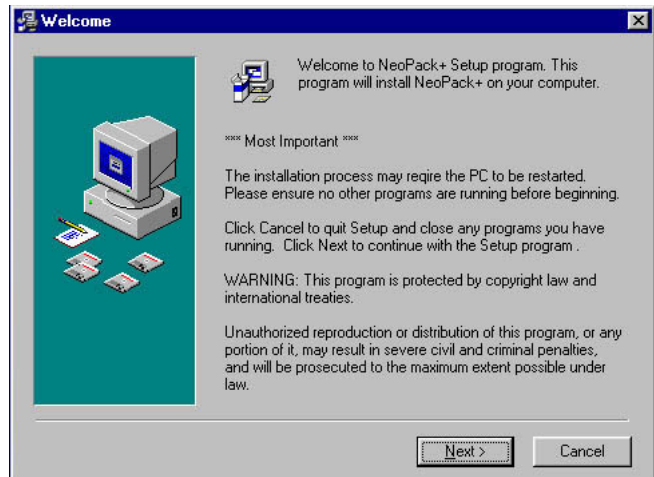
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Installation

Open the CD-Rom in Windows Explorer or My Computer, and double-click the file, **Install PrintTime**. The installer screen appears.

The installation process may require a restart mid-way through the process. If the installer requests you to restart the PC, please do so, as the installation is not able to complete without the restart.

- Choose **Next** to proceed.
- Read the contents of the **ReadMe** screen. It contains timely information that may be required for the installation. Choose **Next** to proceed.
- Choose the location for the program files to be installed to. Unless you have a particular reason for changing the default path setting, we recommend you leave it as is. Choose **Next** to proceed.
- Allow the program to create backup files for the installation. Choose **Next** to proceed.
- Choose the components to install. If this machine is to house the hardlock, install the License Server component.
- Documentation and tutorial files are installed to the same



directory as the program files.

- Choose **Next** to proceed.
- Select the name of the Program Manager group to add the icons to. Choose **Next** to proceed.
- Once you're happy with all the settings, choose **Next** to proceed, or choose **Back** to change any of your settings.



- The program files are installed.
- Once all the files have been installed, the **Complete** screen is shown. Choose **Finish** to complete the installation.

Installing the Adobe Acrobat Reader

If you want to view the application documentation, you will need to have Adobe Acrobat installed. If you don't have the software on your system, use the installer on the CD.



Note: If you've installed 'over the top' of a demo version, you'll find that the documentation on the CD is likely to be a much larger file than the one you downloaded. Although the manual is the same, the version on the CD has images saved at a higher resolution. You won't notice any difference viewing the manual on screen, but you will certainly notice a difference if you print it.

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Understanding *PrintTime*

PrintTime allows the user to image files on a computer disk, whether that disk be a floppy, Zip, local hard disk, or a network drive somewhere. Files can be corrected for brightness, contrast, color balance as well as zoomed and cropped.

Advanced features such as sophisticated hot folder support allow the user to create an automated package and image production environment.

If you are using Timestone's *NeoPack+*, *PrintTime* is also able to open Timestone Image Script files and print these to your printer.

PrintTime's main features

Managing files

PrintTime is designed to help you keep track of files that need to be imaged, have been imaged, and do so in an intuitive manner. Files are gathered together as bitmap files, Timestone Image Script files, queued files and printed files. The software allows automatic data gathering so removable disks don't have to be present at imaging time to image the original files. Files can be re-submitted for printing, and changes made to the original order if required. This process is manual, and must be completed by the operator – 'Cold' mode.

Creating package prints

PrintTime allows simple creation of package prints from image files. Packages can be easily defined within the pack set editor. There are no restrictions on what packages can be created, as long as the printer can print the page size required by the pack, *PrintTime* can create it. Images are automatically rotated when the package is created – no operator intervention or special settings are required.



Figure 1: A package print

Image cropping

When creating package prints, it is important that your images are cropped correctly. *PrintTime* offers you on-screen cropping using the mouse or graphics tablet. If you are creating package prints, each image preview can display the aspect ratio boundaries, ensuring that the cropping you choose is suitable for all the aspect ratios that are to be printed.

You have control on the image zoom, x and y image position. These controls can be adjusted either numerically from the image toolbox, or using the mouse. Images can be cropped individually, as a group of selected images or across the entire group of images currently open.

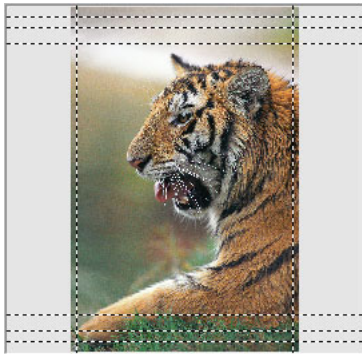


Figure 2: Image cropping with aspect ratio preview

Color, density and contrast corrections

Image color and density can be adjusted from the image toolbox. You have control over Brightness, Contrast, Yellow, Magenta, and Cyan.

Print Package sets

Gather together print sizes together into a pack, or specify individual print sizes. You can gather collections of packages or print sizes together into a pack set, allowing single-click printing of complex print combinations. Multiple copies of the chosen print pack can also be specified.

Timestone Print Job file support

Packages and other products created in Timestone Software's *Neo* family of applications can be printed to a Timestone Print Job file. This results in a very short print times for the operator, allowing them to be more productive creating the packages. The more time consuming computer task can be handled by *PrintTime*, where the jobs are opened and released to the printer. No operator attention is required during this process.

Extensive automated operation with 'Hot' folders

PrintTime offers unattended printing to any Windows printer with its extensively customisable hot folders. Create folders on local or network drives, and attach various actions to that folder. Each time images are deposited to the folder, the action is carried out (color corrections, package, zooming or jogging) and the images are printed. Operating *PrintTime* with hot folders is called 'Hot' operation.

Using *PrintTime*'s interface

Once *PrintTime* has been installed, choose **PrintTime** from the **Start menu > Program Files > Timestone Software**. *PrintTime* will start. If you are asked for a serial number, or told that the software protection device is not present, please review Chapter 2, **Installation**.

In the picture below, the *PrintTime* main window is shown in 'cold' mode. The program is shown here with an image file and print queue open.

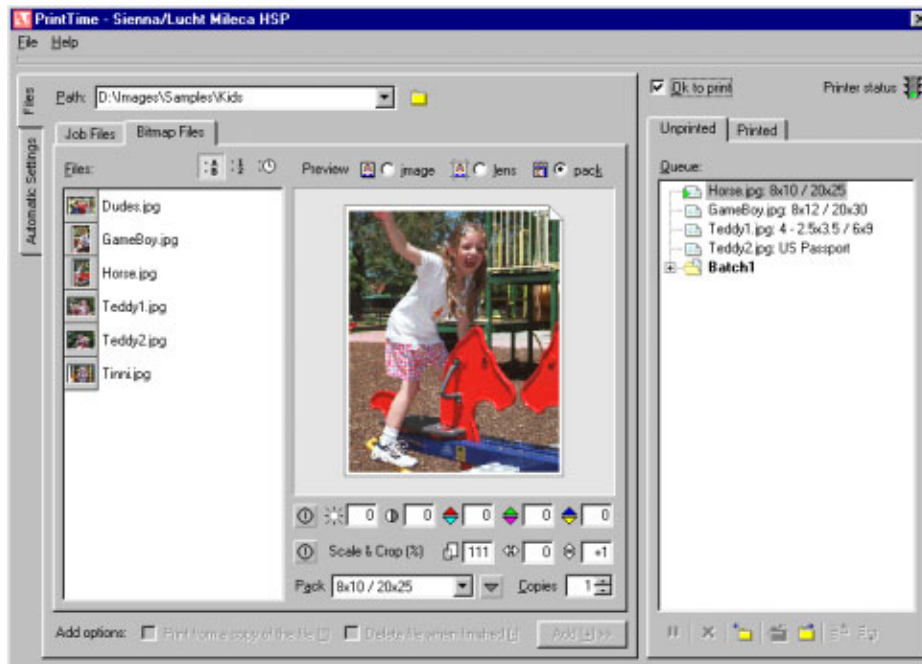


Figure 3: The PrintTime main screen

Understanding the interface

Using the program tabs

PrintTime's main panes are divided by tabs. Choosing the relevant tab will display information specific to that tab.

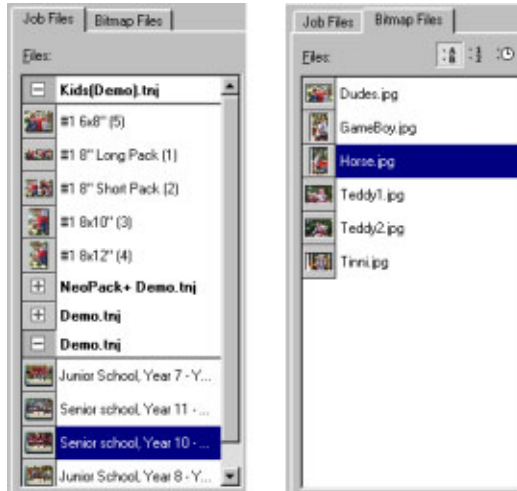


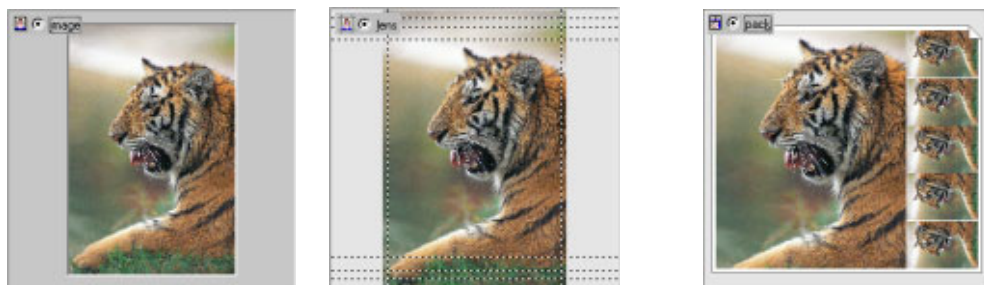
Figure 4: Use tabs to switch the program modes

Selecting a preview mode for bitmaps

There are various modes available to preview an image:

- Image
- Lens
- Pack

Choosing the relevant radio button changes the image preview contents.



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Configuring *PrintTime*

PrintTime comes with various default settings and packs. However, you will want to design print sizes and packages to suit your business.

Setting the Program defaults

Program defaults such as measurement and monitor calibration are set from the **Options** dialog. Choose **File > Options**. The **Options** dialog opens.



Setting measurement units

Choose either imperial or metric units of measurements.

If you have defined packs in one measurement setting, *PrintTime* automatically converts the units in the **Pack Setup** dialog.

Set the view size

When displaying a pack preview, the display is relative to the size set here. For example, if a pack is 8 x 8", and the **View size** is set to a width and height of 20", the pack will appear quite small when previewed. Conversely, if a pack is 8 x 16", and the **View size** is set to 10 x 10, the pack will be clipped in the preview window.



Figure 5: The same pack with the View setting set to 20x20, and 8x8

Monitor calibration

If you wish to use the built-in monitor calibration, ensure **Enable monitor LUT** is checked. If this option is enabled, the monitor calibration wizard must be run. See chapter 10 for more information regarding monitor calibration.

Defining packages and pack sets

PrintTime can create image packages, as well as printing files as a single print. All prints made with *PrintTime* are handled as a package. If a single print is required, a package with that single print must be created.

How *PrintTime* handles Packages and Sets

Package prints and pack sets are both created in the Package Editor. The editor is divided into two sections – Entries and Sets.

Packages consist of an Entry, or the name of the package being created, and the print sizes that belong to that package. As many prints as are required can be added to a particular package, and the prints can be of different sizes, positions and orientations within a single pack. If an image needs to rotate for a particular print, it is automatically rotated.

Each pack is defined by specifying the origin (the top left corner), width and height of the pack (the *x*, *y*, *cx* and *cy* entries).

Once all the packages required have been created, they are gathered together into pack sets. When a set is chosen within *PrintTime*, the packages that have been added to that set are displayed for use.

Pack sets can be chosen to make pack selection from the many defined packs easier. Only the packs that belong to a pack set are available when a set is chosen. The same packs can be placed into multiple pack sets if desired.



Defining Packages

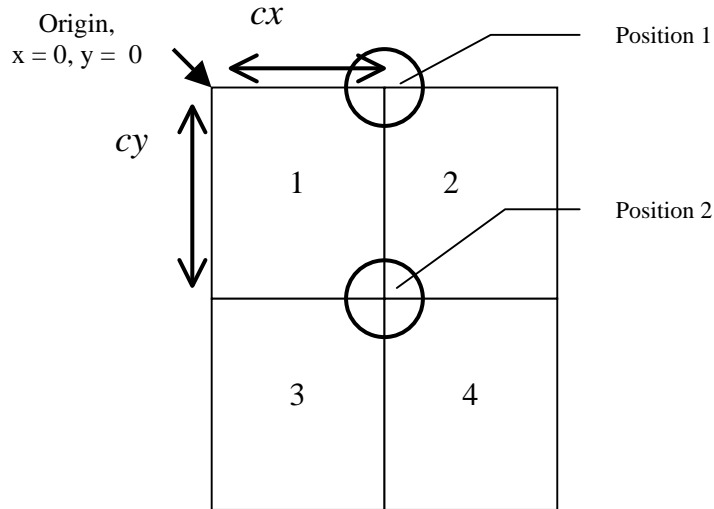
Each package consists of a single description, and as many 'lenses' as required to make up the pack. Each 'lens' consists of 4 values:

- x and y , the print origin
- cx and cy , the print size.

The units are those selected as the program defaults.

Determining the origin

Each print within a pack has an origin. The origin is the top left corner of each of the prints.

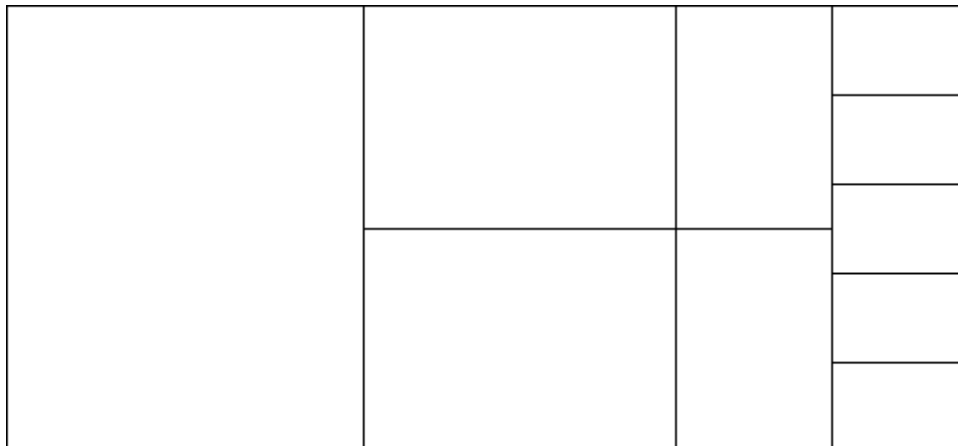


In this example, the origin of the prints are:

- Print 1: $x = 0, y = 0$
- Print 2: $x = cx, y = 0$
- Print 3: $x = 0, y = cy$ and
- Print 4: $x = cx, y = cy$

Designing a package – an example

In an example, we wish to create the following package for use within *PrintTime*.



Step 1: Create the pack entry

Make sure the program default measurements are imperial (**File > Options**). Open the pack editor, and create a new entry in the **Entry list**. Name the entry Pack A.



Step 2: Create a new lens set

Choose **Add**. A new line appears in the **Lenses for entry** table. Enter the following values:

- x = 0 (x origin)
- y = 0 (y origin)
- cx = 8 (print width)
- cy = 10 (print height)

x	y	cx	cy
0	0	8	10

Choose **Add** again. A new line appears in the **Lenses for entry** table. Enter the following values

- x = 8 (x origin)
- y = 0 (y origin)
- cx = 7 (print width)
- cy = 5 (print height)

x	y	cx	cy
0	0	8	10
8	0	7	5

Continue adding entries until all the below values have been entered:

Print	x value	y value	cx value	cy value
Print 1	0	0	8	10
Print 2	8	0	7	5
Print 3	8	5	7	5
Print 4	15	0	3.5	5
Print 5	15	5	3.5	5
Print 6	18.5	0	3	2
Print 7	18.5	2	3	2
Print 8	18.5	4	3	2
Print 9	18.5	6	3	2
Print 10	18.5	8	3	2

Create a new pack set

Once you have designed all the required packages, they need to be placed into a pack set. As many packs as are required can be placed into a pack set.

It is useful to name and gather the packs into pack sets for easy selection. For example, you may have a number of single print sizes defined as well as packages that fit on an A4 page. It is sensible to gather the single prints together



into a **Single Print** set, while all the A4 packs are gathered to the **A4 Packs** set.

If the package editor window isn't already open, open it by choosing **Edit > Packs...** the package editor opens. Choose the **Sets** tab.

Step 1: Create and name the pack set

Choose **New** from the **Set list** section. A new line appears in the **Set list** table. Enter some meaningful name that identifies this pack set.

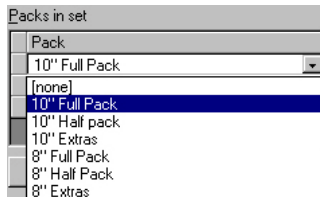


Step 2: Add packs to the set

Choose **Add** from the **Packs in set** section of the dialog. A new line appears in the **Packs in set** table. Note that the **Pack** entry has a drop-down button.



Click the drop-down arrow. A list of available packages is displayed. Choose the package you wish to add.



Click inside the **Description** field and name the pack. This is the name that is displayed in the program to identify this particular package

Continue adding packs to the pack set as necessary. Once finished, choose **OK**. The dialog is dismissed

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Adding files

There are several different types of files, and modes of operation *PrintTime* can handle.

- Individual image files
- Timestone Image Script files; special files from other Timestone Software applications
- Batch operation – add image and Script files to a special batch folder
- **Hot** and **Cold** operation

When individual image files are added to a printer queue, they can be corrected for color, density and contrast, as well as being zoomed and cropped. Single prints or packages can then be selected. Prints are sized automatically to create the desired print size, or using the file's dimensions. Script files are already formatted, and so only the color, density, contrast and required quantity can be adjusted.

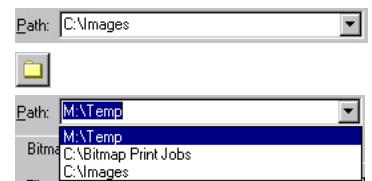
Files can also be added to a batch of files. Batches ensure that files are printed together as a group, ensuring a particular job isn't mixed with images not belonging to that job.

Finally, *PrintTime* allows either **Cold** operation where files must be manually added to a queue or batch, or **Hot** operation where files and batches are automatically added using special Hot folders. For information regarding this **Hot** operation, see a later chapter.

Choosing files to add

Choose the directory that contains the files you wish to image by either;

- Typing the directory location in the **Path**
- Clicking the folder icon and choosing the location
- Choosing a previously chosen path from the **Path** drop-down.



Bitmap and Timestone Image Script files are automatically recognised, regardless of their file extension. This includes some file formats from other operating systems such as MacOS, UNIX etc.

The following file formats are recognised:

- TIF
- TARGA + TARGA compressed
- BMP
- PNG
- JPEG
- Mac PICT

All valid image files will appear in either the **Bitmap Files** tab and Timestone Image Script files in the **Image Script** tab. An image thumbnail will be generated for all the bitmap files. If the images are quite large, it may take a little time to generate the thumbnail, but this is handled as a background task, and the software will still allow operations during this process.

Any Timestone Image Script files will show the created pack or other items created in any of the Neo applications.

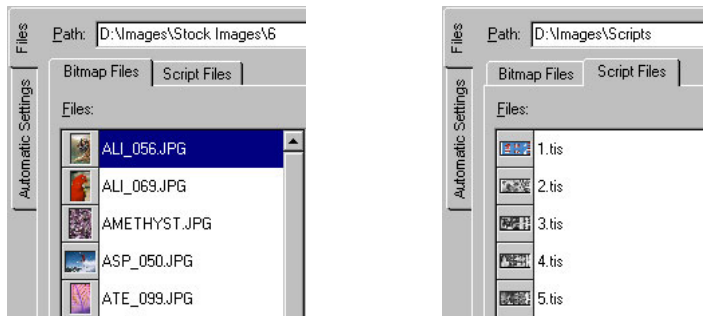


Figure 6: File listing of bitmap and Image Script files

Sorting files

Files can be sorted by alphabetically, numerically or by date / time stamp. This is useful when adding files to the queue in a particular order. Click on the button you wish to use as the sort criteria – any files displayed in the **Files** tab will be sorted.

Files added with	Are sorted...
Alphabetical sort	Alpha-numeric sort (abc123...)
Numeric sort	Strict natural order (9, 10, 11) numeric sort. Normal numeric sort can result in sort order 1, 10, 2, 3... Alphabetical characters are ignored.
Date / Time stamp sort	Sorted according to the file creation time.



Preparing bitmap files

It is possible to correct density, color, contrast, as well as zoom and crop images as they are added to the queue.

Choose the view

Choose the file you wish to add. A larger view appears in the centre pane. Choose one of the three views available by clicking the radio button:

- Image – previews the image or script file
- Lens – previews the image with the defined aspect ratios for cropping
- Pack – previews the selected image pack



If you are viewing Image scripts, the radio buttons are not available as it is only possible to correct the image. A preview is still shown.

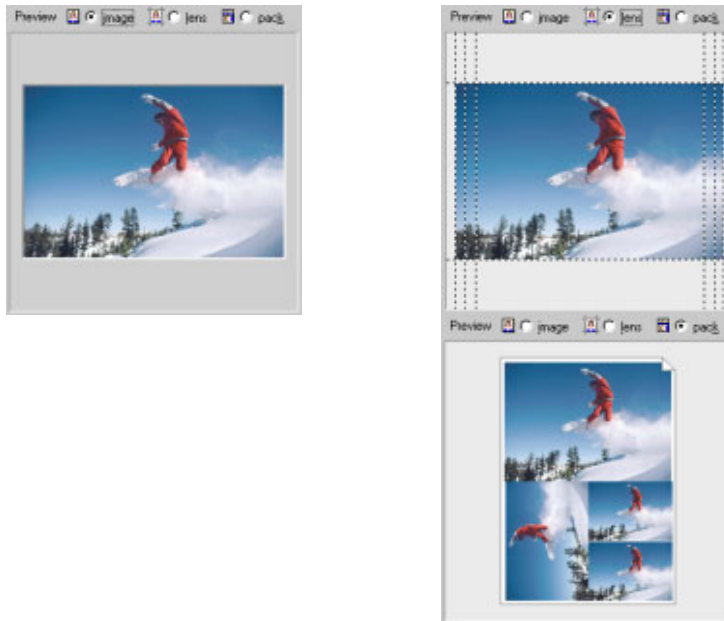


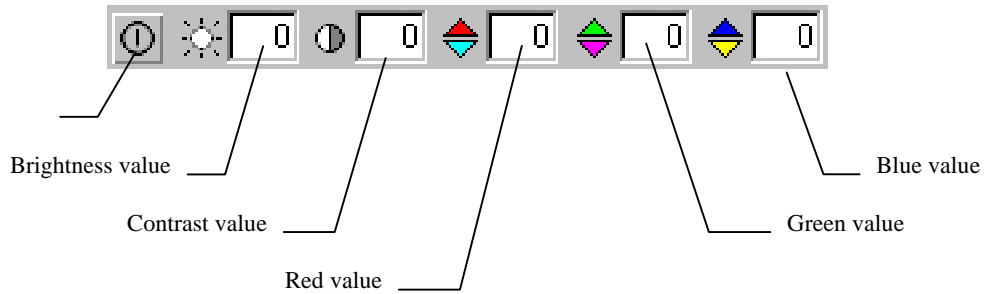
Figure 7: Centre pane preview showing Image, Lens and Pack modes

Color correct the image

Choose **Image** preview mode. Enter the color or density corrections required using the color and density controls. The keyboard can be used to enter the corrections by typing the color or density key (R, G, B, D) and then the required amount. For example, a correction of +2 Green +2 Yellow and -3 Density would be achieved by typing:

G+2B-2D-3

Corrections made here are 'sticky'. As new images are added to the printer queue are applied to the images. Corrections are remembered for each individual image and can be changed by choosing the file once it has been added to the **Unprinted** tab. Choose the **Reset** button to reset all the values.



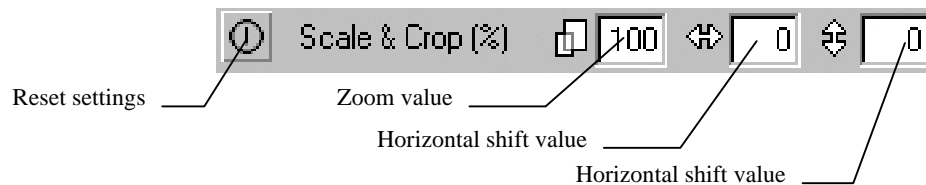
Task	Action
Lighten or darken a print	Increase or decrease the I amount, or type Ctrl-I immediately followed by the amount (i.e. +2, -1)
Make the print more red or cyan	Increase or decrease the R amount, or type Ctrl-R immediately followed by the amount (i.e. +2, -1)
Make the print more green or magenta	Increase or decrease the G amount, or type Ctrl-G immediately followed by the amount (i.e. +2, -1)
Make the print more blue or yellow	Increase or decrease the B amount, or type Ctrl-B immediately followed by the amount (i.e. +2, -1)
Add the corrected print to the queue	Choose Add
Add the same corrections to many prints	Make the required corrections, choose the file then choose Add
Reset settings	Press the reset button. All values are set to zero.

Zoom and crop the image

Images can be moved and re-sized to create the best cropping for various aspect ratio prints. When in cropping mode, *PrintTime* displays any enabled aspect ratios. Images should be cropped so that each of the different aspect ratios will appear pleasingly cropped.

Choose the **Lens** radio button. The preview images changes to show any active aspect ratios. Use the mouse and thumbwheel to zoom and crop the image.

Choose the **Reset** button to set all the values to default.



Crop an image

Choose an image. The image can be moved by:

Action	Mouse	Image Correction palette
Move an image left	Click and drag the mouse	Decrease the X value
Move an image right	Click and drag the mouse	Increase the X value
Move an image up	Click and drag the mouse	Decrease the Y value
Move an image down	Click and drag the mouse	Increase the Y value
Reset cropping		Press the Reset button

Zooming images

Choose an image. The image can be zoomed by:

Action	Mouse	Image Correction palette
Make the image larger	Click the preview and turn the scroll wheel	Increase the S value
Make the image smaller	Click the preview and turn the scroll wheel	Decrease the S value
Reset the zoom ratio		Press the reset button

Choose the print size or package and quantity

Choose the desired print size or package from the **pack** drop-down. Choose other pack sets by clicking the **Pack set** button. Choose the desired set from the list of choices. The print sizes and packs that belong to that set become available. Enter the required number of this print or pack in the **Quantity** box.

Choose the **Pack** radio button to preview the print or package chosen.



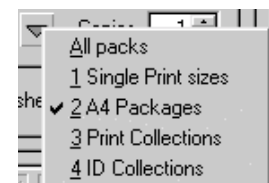
Choose the print or pack required

Choose the print quantity

Click to choose a different pack set

Switching Pack sets

Switch between the pack sets you have defined by clicking the **Pack Set** button. A drop-down window with the available sets appears. Choose the set you want.



Setting file options

PrintTime allows you to choose how files are handled as they are added to the printer queue, and after being imaged.

There are three options:

- No special file handling
- Print from a copy of the file
- Delete file after printing

No special file handling

When a file is added to a print queue, the original file is used to print. This means that the file must still be available in order to be printed

Print from a copy of the file

When the file is added to the queue, its image data is copied to a temporary file. This means that the original file doesn't have to be present to image correctly. This is useful when imaging from a removable or network disk or a floppy.

Delete file after printing

If the option **Delete file when finished** is checked, any files added to the Unprinted queue, and then printed are marked for deletion.

There are further options in the Printed tab that control when the file is finally deleted. For example, if the **keep reprint information** checkbox is checked, the file won't be deleted until its entry in the **Printed** list is removed, or the program is quit.

Be careful when using this option!



Adding the file

Once all the various options and corrections have been set, click the **Add** button or double click the file. The resulting print or pack is added to the printer queue. The same file can be added many times to the printer queue with different cropping, corrections, print sizes and packs.



Files are added to the **Unprinted** tab.

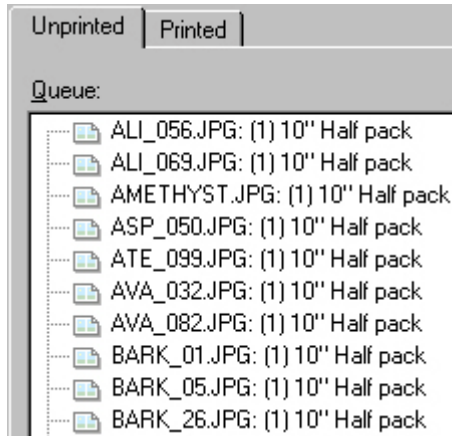


Figure 8: Unprinted images in the current queue

Editing files in a queue

Once a file has been added to the queue, the settings for a particular print can be edited by clicking the image in the queue. Choosing the image will display that image in the preview pane. Change any of the settings as required.

Managing prints in a queue

Prints in a queue can be removed, held or released.

- **Delete** – deletes a file from the queue permanently. To delete an image from the queue, click its entry, then the **Delete** button. The entry is removed.
- **Pause** – Holds the print within the queue. Prints that are held will not be printed when the printer is started. If a print is held in the queue, it is indicated by a pause marker. To release a paused image, click the **Pause** button again. The image can now be printed.



Batch printing

Some groups of image files belong to a single job. In this case, you will want all the files printed together, un-interrupted by other files.

Batches can be defined within the **Unprinted** queue by adding a job folder. Files are then added to the folder, and are handled as an individual job. All files from this folder will be imaged before any others, unless the batch is cancelled.

Batches can consist of individual files, as well as Image Script files.

Create a new batch

Click the **New batch** button. A folder is added to the **Unprinted** queue.



Note that the folder is open, indicating any files added will be added to this new batch.

Add files to the batch

With the folder still open, add image or Timestone Script files as normal. Files will be added to the batch as usual. Note that members of a batch are nestled under the batch folder. The folder can be expanded or collapsed as in Windows Explorer by clicking the + or – symbol in the queue list.

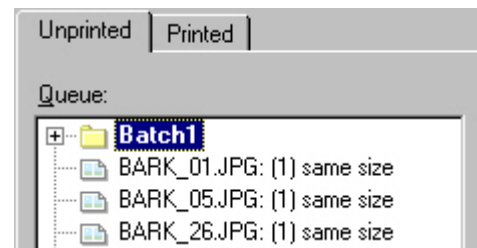
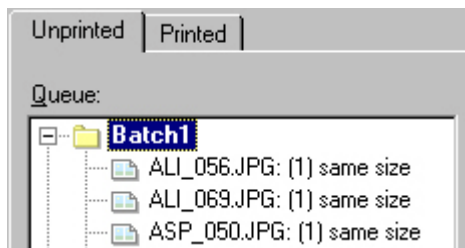


Figure 9: Batch folders expanded and collapsed.

Opening or closing a batch

Once all the necessary files have been added to the batch folder, close it by clicking the **Close Batch** button.



Once a batch has been closed, it can be opened for adding further files by clicking the batch, then the **Open Batch** button.

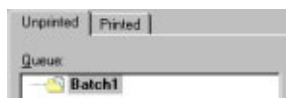


Figure 10: An open and closed batch

Pausing a batch

If you want to print other files in a queue but are not yet ready to print a batch, pause the batch by clicking it in the list, then the **Pause** button. The batch won't be printed until it is released.



A paused batch is indicated by the pause markers over the batch folder.



7

Printing the queue

Whether files have been added to a queue individually or to a batch, they are handled in a similar manner when printed. Both image and Script files are handled in the same manner, the only difference being the corrections available.

Any standard Windows printer driver can be used to print images. Timestone Software has special printer drivers that enhance the possibilities when printing packages. Any special properties are discussed in that driver's user documentation.

Configuring and controlling paper sizes

As with any application, *PrintTime* needs to know which printer is currently being used. You should follow your printer driver's documentation for configuration information.

From the **File** menu, choose **Setup printer**. The printer setup dialog is shown.

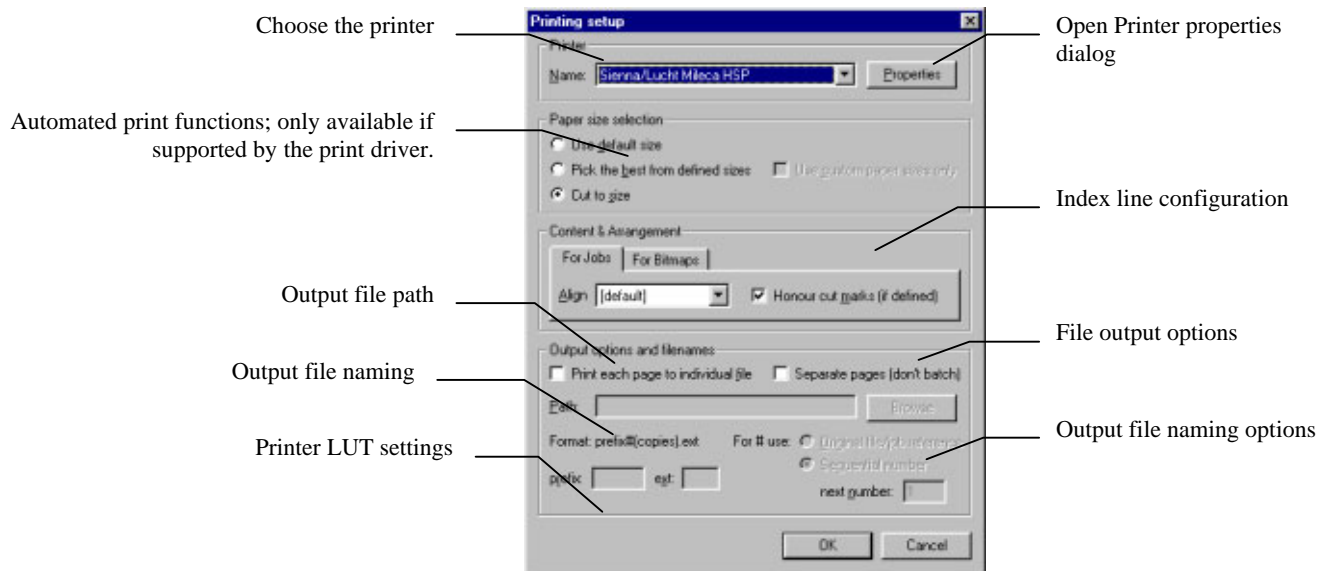
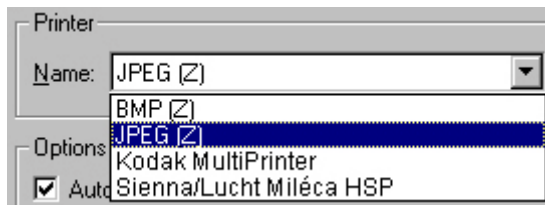


Figure 11: Print setup dialog

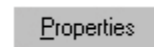
Choosing the printer

Choose the desired printer by clicking the arrow in the **Name** drop-down, then choose the printer from the list.



Set the printer properties

The Windows printer properties can be set by choosing **Properties** from the print setup dialog. Once the printer properties dialog opens, follow the manufacturer's instructions to set the necessary parameters.



In particular, ensure that the page size is able to print the packages you have designed.

Automatic paper orientation

When printing to a 'normal' printer, NeoPack will automatically adjust the orientation of the printer's paper to match the package being printed. Enable this option by choosing **Automatically adjust orientation**.

Automatic orientation of a 'bitmap' printer

As discussed previously, *PrintTime* allows you to 'print' to many new digital photographic printers by printing its jobs to bitmap files. These files are then submitted to the digital photographic printer by a server software. These printers often require that the image be presented in a particular orientation (portrait or landscape), meaning that the orientation of the printed bitmap must be changed as required.

When printing to Zenographics SuperPrint drivers, *PrintTime* will print the file in the orientation the bitmap driver is currently set. For example, if the packages have been designed in a landscape orientation, but the printer driver is set to portrait, *PrintTime* will print the image in a portrait orientation to match the driver.



This rotation can take a number of seconds to perform, depending on the size of the final print. To avoid this time, make sure you design your packages in the correct orientation for the printer.

Automatic paper size selection

PrintTime can automatically choose the most appropriate page size for an image being printed. Within a particular print job, there may be a number of different page sizes required by the printer queue. Pack A might require a page size of 8 x 20.5", while Pack B might need 8 x 11.5". Printing these packages on a single page size is wasteful of paper. *PrintTime* can automatically choose from the available paper sizes from most Windows

printer drivers, or automatically generate the exact paper size when using a Timestone Software Windows printer driver.

When using standard Windows printer drivers, the physical printer must of course be able to automatically change the paper size to use this feature. In the main, this feature is best used with Zenographics SuperPrint bitmap drivers to send to a photographic style digital printer that can automatically vary the paper size.

Timestone Software printer drivers automatically control the photographic printer to create the exact paper size required.

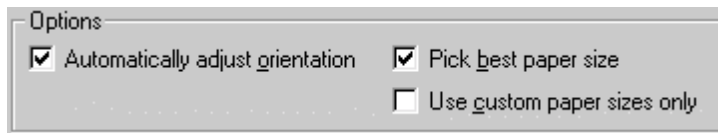
Using best paper sizes

Choose **Setup printer** from the **File** menu. The **Print** setup dialog is shown. Enable best paper size selection by choosing **Pick best paper size** from the **Printer options** section. With this option enabled, *PrintTime* will check all the available paper sizes, and chooses the closest match for the page currently being printed. This check is performed for each job, meaning that a queue can contain different size prints- the best paper size will be selected for each page being printed.

Use custom paper sizes only

Most print sizes *PrintTime* is required to create are not standard (A4, Letter) sizes. Printer drivers that allow custom paper sizes to be created allow you to design sizes that are exactly correct for *PrintTime* prints. In this case, it is not desirable to allow *PrintTime* to automatically choose a standard paper size, as it may not be exactly correct.

Choose **Use custom paper sizes only**. *PrintTime* will only consider custom paper sizes when automatically choosing the one to be used.



When using this feature with the Index line enabled, be sure to allow enough room for the index line when defining the paper size dimensions. If the paper size is too small to include the index line, the next larger size will be chosen, resulting in unpredictable results.

Package Index Lines

PrintTime allows creating Index Lines that can be positioned at a particular position on each package printed. The Index Line can contain information such as the source file, corrections, image number, and a number of other options.

Other Neo applications also support index line information. When printing Image Script files, *PrintTime* can use the index line settings specified when the file was created by the other Neo application. These settings can also be over-ridden if desired.

There are different settings available when printing bitmap or Timestone Image Script files.



D:\Images\Stock Images\ASP_050.JPG I0/C0/R0/G0/R0 16-Jul-99

Figure 12: An Package Index Line

Enabling Index Line printing

PrintTime supports separate settings for either Bitmap or Script files. Settings made for one do not affect the other, so it is possible to configure the index line specifically for either file type.

Choose either the **Bitmap** or **Scripts** tab. Enable Index lines checking **Index line on** within desired tab.



Image alignment

Normally, if the paper size chosen is bigger than required, the alignment of the printed image on the page can vary according to how the printer driver handles the mismatch. Using the **Align** setting, the image can be aligned to a specific position on the page.

Choose the desired alignment by clicking the **Align** drop-down, then choosing from the available alignments.

Configuring the Index line

Click the **Configure** button. The **Index Line** setup dialog is displayed.

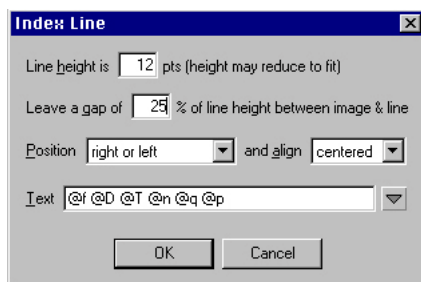


Figure 13: The Index Line options panel

Setting the Index Line options

Setting the Height

Choose the height of the Image Line in Points. The Image Line text will be automatically scaled to fit within the height.

Line height is pts (height may reduce to fit)

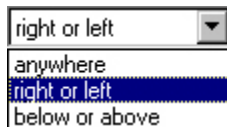
Specify the gap to the Index Line

Specify the gap amount to leave between the Package print and Index Line. This amount is specified as a percentage of the Index Line height.

Leave a gap of % of line height between image & line

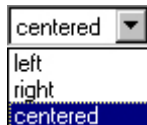
Set the Index Line position

Choose the position for the Index Line to appear. Choosing **Anywhere** allows NeoPack to automatically choose the most appropriate position for the Index Line.



Set the text alignment

Choose Left, Centred or right alignment for the Index Line text.



Choosing the Index Line content

There are different contents and settings available for either bitmap or script file index lines.

There are a number of items that can be included in the Index Line. These options can be added to the current Index Line by clicking the **Text** options drop-down. A list of pre-defined codes appears. Choose the desired code, and it is added to the end of the current text selection. It is also possible to enter text to the Index Line.



Option	Description
Description (Hot folders only)	The Hot Folder description that created the print
Original line text (Scripts only)	Index line information specified in the originating Neo application

Path + Filename	Source NeoPack filename and the path to that file
Filename	Source NeoPack filename
Date	Date the job was printed from NeoPack
Time	Time the job was printed from NeoPack
Corrections	Color and density corrections for this pack
Pack	Package selected

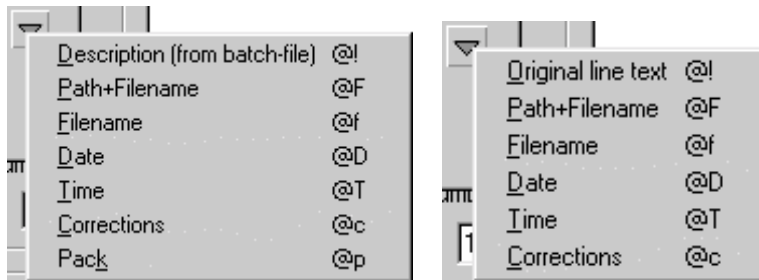


Figure 14: Index Line text options for bitmaps (left) and scripts (right)

Using printer corrections

PrintTime allows printer corrections by applying a **LUT** to the image as it is printed. This is especially useful if you have more than one printer in use, and you switch between them. It is also useful to calibrate your printer to the computer's monitor.

To choose a correction, click the **Apply LUT** drop-down box.

Printing to a bitmap

Normally, an application uses a standard Windows print driver to print a page. However, some of the newer photographic digital printers will only image bitmap files. Many of these printers don't have Windows printer drivers available at all.

If your printer is in this category, it is possible to 'print' to a bitmap file using printer drivers such as Zenographics SuperPrint™. These are a set of Windows printer drivers that create bitmap files instead of printing to a physical printer. These bitmaps can then be submitted to your printer.

Configuring a bitmap printer driver

If you're using a bitmap style driver like SuperPrint to print to your printer, you need to understand how your printer needs to receive the final printed bitmap files. This involves understanding the desired page size, and the resolution (dpi) that the printer is set to.

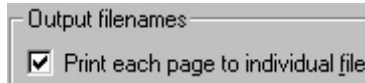
SuperPrint also has some useful image enhancement features when imaging the resulting files to a photographic style printer.

Setting the output filename options

In order to use the bitmap drivers, it is necessary to specify the output filenames of the resulting bitmap files. Important if you are printing 100 packages!

Enable file naming

Enable the file naming feature by checking **Print each page to individual file**. If you are using a normal Windows Printer driver, this will create a Windows Print file. If you are using a Zenographics bitmap driver, this will create a bitmap file.



Choose the destination

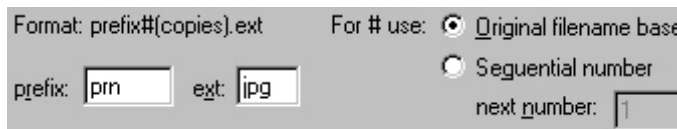
Choose the final destination of the image files by either typing the path, or click the **Browse** button and browse for the destination folder.



When printing with these settings, each page is printed to an individual file. There are various options available to control the filename allocated for each page.

There are three options to choose from:

- A prefix (characters always at the beginning of the filenames)
- An image identifier (information that identifies each printed file)
- Number of copies (the number of copies requested)
- File extension (the image file extension)



Prefix

The prefix is the first characters of each filename created. Each file created for a particular job will start with whatever is entered here.

Identifier

The number can be either the **Original filename base** or a **Sequential number**.

Option	Description
Original filename base	<i>PrintTime</i> uses the original filename as the number information.
Sequential no.	<i>PrintTime</i> numbers this field with a sequential number. The starting number can be specified by entering a number in the next number field.

Copies

The chosen number of copies is automatically entered.

Extension

The characters used as the file extension.

Using printer corrections

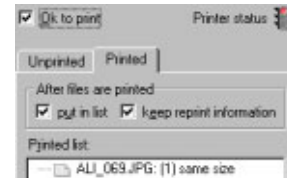
NeoPack allows printer corrections by applying a **LUT** to the image as it is printed. This is especially useful if you have more than one printer in use, and you switch between them. It is also useful to calibrate your printer to the computer's monitor.

To choose a correction, click the **Apply LUT** drop-down box, and choose from the available corrections.

See chapter 11 for more information regarding using and constructing corrections for use.

Configuring the Printed tab

Once files have been printed, they can be added to the **Printed** tab if required. There are several options that control how queue entries are handled after individual files have been printed. The entire entry for an image file, batch or script file can be moved to the **Printed** tab, allowing it to be re-printed at a later time. It is also possible to add just the file entry name, making it impossible to re-print, but act as confirmation the file has been printed. Finally, entries can be removed entirely, with no entries appearing in the **Printed** tab as files are printed.



Option	Description
Put in list	Once a file has been printed, its entry in the Unprinted queue will be moved to the Printed queue. If this option is not checked, the entry will be deleted immediately the file has been printed.
Keep reprint information	Allows the file to be re-printed at a later time. If this option is not chosen, it may not be possible to re-print the file.

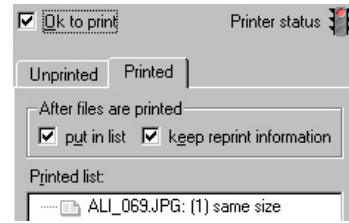
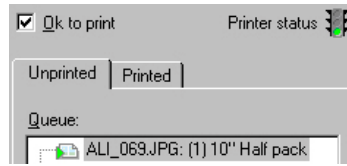
Printing and using the queue

Once all the necessary settings have been made, and images have been added to the queue, *PrintTime* can print the images.

Starting the printer

The printer is set printing by choosing **OK to print**. Once this is chosen, the printing process will start. As an image is printed, it will be removed from the **Unprinted** tab, and placed into the **Printed** tab according to the settings made there.

Printing is handled as a background process, so it is possible to add, edit and pause files as the queue is being printed.



Pausing the printer

To pause the printer during the printing process, uncheck the **OK to print** checkbox. The traffic light turns to yellow as the current print is completed, and then to red as the printer is stopped.

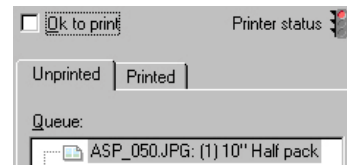
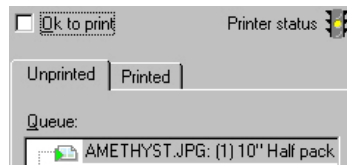


Figure 15: The printer is stopping, then stopped

Re-starting the printer

To restart the printer, choose **OK to print**. Printing starts again.

Using the Printed tab

Depending on how the Printed tab options were set when a file was printed, a file's entry may have been moved from the **Unprinted** to the **Printed** tab. Entries within the **Printed** tab can allow images to be re-submitted for reprinting, or act as a confirmation that a file was printed.

Removing a single Printed entry

A single entry can be removed from the **Printed** queue by choosing the entry to remove, then pressing the **Delete selected** button. The selected entry is removed from the **Printed** queue.



Remove all Printed entries

All entries in the **Printed** queue can be removed by clicking the **Remove All** button. When this is done any entries currently in the **Printed** queue are removed.

Re-printing prints

Once a print has been sent to the printer once, it is moved from the **Unprinted** tab to the **Printed** tab. Once in the **Printed** tab, it can be removed altogether from the queue, or re-printed.



To re-print a file, choose it in the **Printed** tab, then click the **Reprint** button. If the option **keep reprint information** was not checked when the file was printed, this button will not be available.



Printing batches

Once all the files have been added to the batch, it is printed in the normal fashion by checking **OK to print**. If a batch is still open, it will not be printed.

Once *PrintTime* starts printing the batch, it will work its way down the list of images until it is either paused, or all the files are completed. As individual files with a batch are printed, they are 'dimmed' in the display, indicating they have been printed.

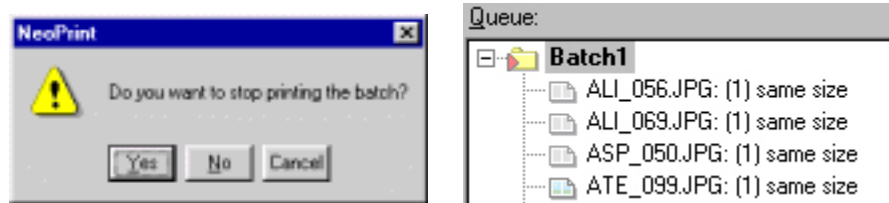


Once all the files have been printed within a batch, they will be added to the **Printed** tab according to the options set here.



Pausing a batch while printing

If you need to pause the printing of a batch while it is being printed, uncheck **OK to print**. A confirmation dialog will be displayed. Confirm the pausing of the batch – the batch is paused. When you are ready to start printing the batch again, check **OK to print**.



Re-printing batches

If the **put in list** and **keep reprint information** checkboxes were checked when a batch was printed, it is possible to re-print a batch. To do this, open the **Printed** tab and click the batch you wish to reprint.



Click the **Reprint** button. The batch is moved from the **Printed** to **Un-printed** tab ready to be printed again. If the option **keep reprint information** was not checked when the file was printed, this button will not be available.



8

Printing Image Script files

Timestone Software's other products are tools that create prints, packages, ID cards, composite images and other items that you may design. *PrintTime* and Timestone Image Script files create a very efficient production workflow.

This is achieved by using Timestone Image Script files and multiple workstations running *PrintTime*, all feeding prints into your high-volume digital printers. These files are created by the operator 'printing' to a Timestone Image Script file instead of directly to the printer. The file contains all the image, print, pack and other information used to create the print. *PrintTime* can then open the file and re-create the product, even though it is not capable of creating the file in the first place.

As *PrintTime* can run as an un-attended application, it can be set to print a queue of images while your operators continue to quickly create more product.

Using Timestone Image Script files

In order to create a Timestone Image Script file, you must have a Timestone Software application that supports this file format.

In the originating Neo applications, choose **Print Setup** from the **File** menu. The printer setup dialog is displayed. Choose **Timestone Image Script file** as the target printer. A Timestone Image Script file will be created when the job is printed.

Adding Script files

Once created, the Timestone Image Script files are opened by *PrintTime* in the same way as simple bitmap image files. However, they appear in the **Script file** tab instead of the **Bitmap files** tab.

The file directory can contain both bitmap and script files. The different types are automatically recognised, regardless a files extension, and placed into the correct program tab.

Displaying a Script file

Choose the directory that contains the Timestone Image Script files, then the **Script files** tab. The Timestone Image Script files are displayed.

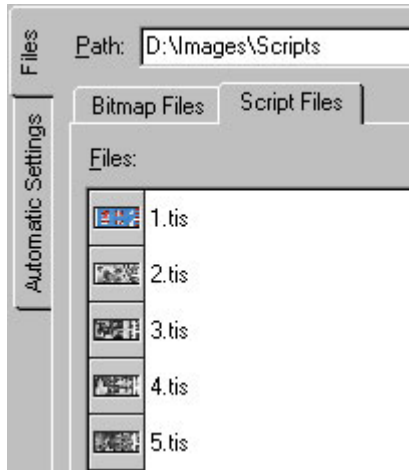


Figure 16: The **Script** tab with image scripts

Choosing a script file in the file listing shows a preview of that file.

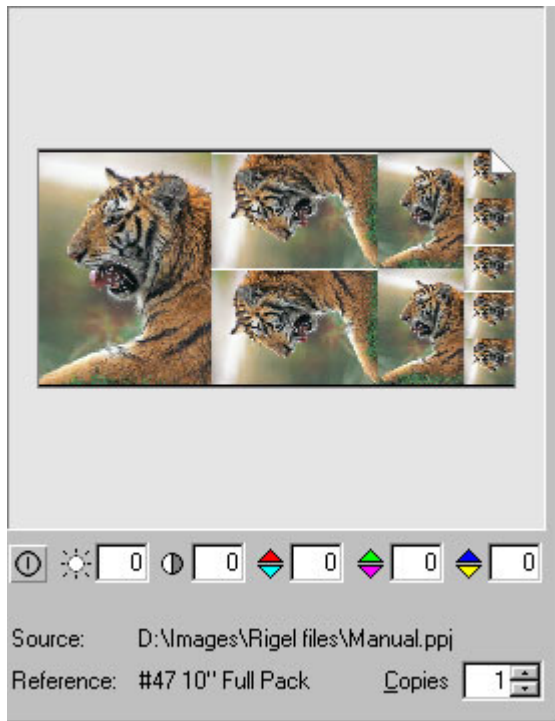


Figure 17: An Image Script preview

It is possible to adjust the color and density of the script file, as well as the quantity ordered. However, as the print has been designed and printed from another application, it is not possible to zoom or jog the image. If these adjustments are required, they must be done in the originating application.

Color correct the image

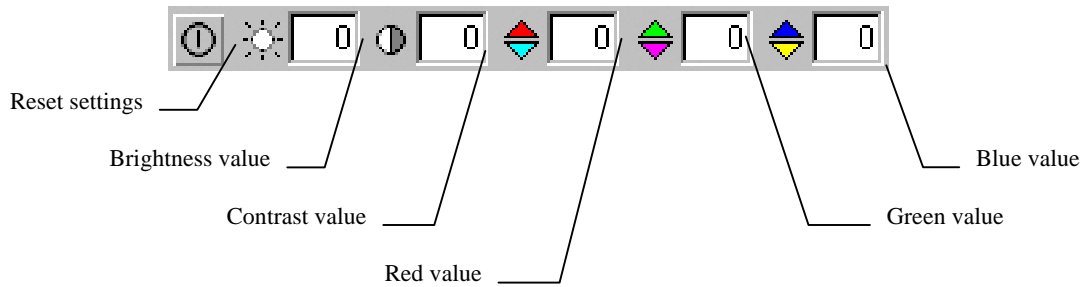
Choose **Image** preview mode. Enter the color or density corrections required using the color and density controls. The keyboard can be used to enter the corrections by typing the

color or density key (R, G, B, D) and then the required amount. For example, a correction of +2 Green +2 Yellow and -3 Density would be achieved by typing:

G+2B-2D-3

Corrections made here are 'sticky'. As new images are added to the printer queue are applied to the images. Corrections are remembered for each individual image and can be changed by choosing the file once it has been added to the **Unprinted** tab.

Choose the **Reset** button to reset all the values.



Printing Timestone Image Script files

An Image script file can be managed within a queue exactly as if it were a normal bitmap file. However, as the originating application has set the image cropping, positioning and other such application-specific items, none of these controls are available from *PrintTime*. It is possible only to:

- Adjust the overall color balance, density and contrast of the item
- Change the number of prints created
- Override the Index line contents



Any color corrections, Index line information or LUT corrections applied within the originating Neo application will be honored in *PrintTime*.

Script files can be added to the print queue via the hot folder mechanism, exactly as bitmap files. When the TIS files are created by the originating Neo application, a matching TIB file is created. This file contains batch information for the TIS files.

9

Automated printing

Hot Folders: An overview

A folder can be set to treat files as members of a batch or as individual files. *PrintTime* can be set to check the special folders at regular intervals – for example, every 60 seconds.

If files are found inside an individual file folder, they are added to the ‘unprinted’ tab, and will be printed in turn. Each of the hot folders is searched one after the other, in the order shown in the hot folder list, and files added in that folder order to the **Unprinted** tab.

If a folder that has batch printing enabled is found with new files, *PrintTime* checks to see if the ‘batch’ settings have been satisfied. If the conditions have not yet been met, *PrintTime* passes over this folder and continues to the next. Once the batch conditions are met, the files are added to the **Unprinted** tab as a job, and will be printed together.

Once files have been added to the **Unprinted** tab, they are handled as normal within *PrintTime*. Depending on the options set for a hot folder, files will either be re-named to an in-eligible filename, moved to a new folder or deleted from the hot folder once printed.

Creating hot folders

Choose the **Automatic Settings** tab. The Hot folder settings are shown.

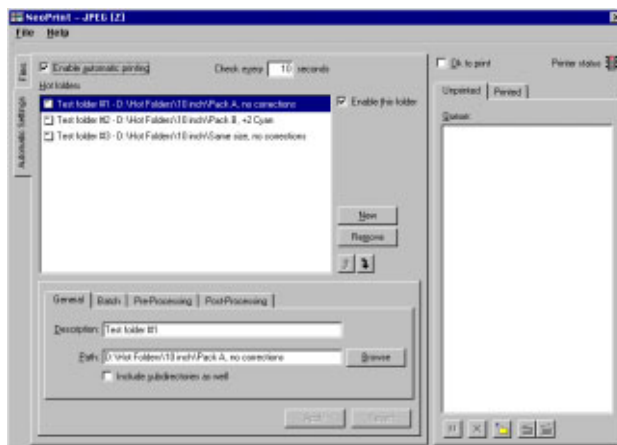
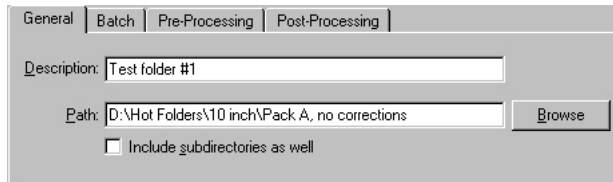


Figure 18: The Automatic Settings screen.

Defining new hot folders

Choose **New** – a new hot folder entry is added to the list. Make the following entries to the **General** tab.



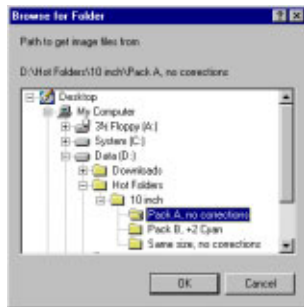
The screenshot shows the 'General' tab of a configuration dialog. It has four tabs: 'General', 'Batch', 'Pre-Processing', and 'Post-Processing'. The 'General' tab is active. It contains a 'Description:' text box with the value 'Test folder #1'. Below it is a 'Path:' text box with the value 'D:\Hot Folders\10 inch\Pack A, no corrections' and a 'Browse' button to its right. At the bottom, there is a checkbox labeled 'Include subdirectories as well' which is currently unchecked.

Enabling the hot folder

Switch the hot folder on or off by checking or un-checking **Enable this folder**.

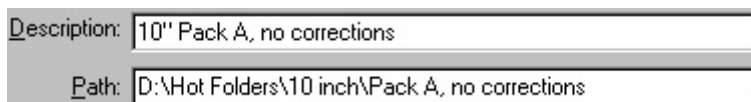
Specify the hot folder

Either type in the path to the hot folder, or choose **Browse**. A directory browser is displayed. Choose the correct folder and choose **OK**. You can specify a network path if desired. If this is done, it is important to ensure that the current operator has permission to read files from the remote folder.



Enter a folder description

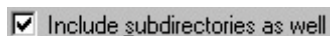
Enter a description for the entry.



The screenshot shows two text input fields. The top field is labeled 'Description:' and contains the text '10" Pack A, no corrections'. The bottom field is labeled 'Path:' and contains the text 'D:\Hot Folders\10 inch\Pack A, no corrections'.

Include or exclude sub-directories

PrintTime can scan the sub-directories of a hot folder for eligible files. This is useful for convenient folder drop operations from the operator's workstation. With this option enabled, the operator simply copies the whole folder containing the files to be printed to the hot folder.



The screenshot shows a checkbox labeled 'Include subdirectories as well' which is checked.

Batch processing

Hot folders can either consider files within a folder as a part of a job (and so required to be printed together, without other files mixed in), or as individual files.

Defining a folder as a 'batch' folder

Choose the folder you wish to define as a batch folder, then choose the **Batch** tab. The folder is made a batch folder by checking **Enable batch printing for folder**.

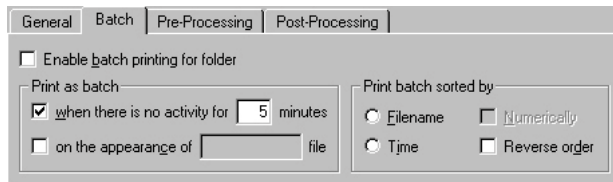


Figure 19 The Batch settings

Activity based batch handling

When files are copied to a hot batch folder by another application or user, it is possible for files to be added in different ways:

- The whole batch of files are copied in a single operation (all files appear in the hot folder quickly one after the other)
- Files are 'printed' to bitmaps from the application directly from the application (the files appear with a significant time gap between files)

If activity based monitoring for a batch of files is used, it is important that the setting made here is done carefully.



Note: If there are several operators creating or copying files to a hot folder at the same time, they should separate their files to different sub-directories to avoid mixing jobs. Make sure that the hot folder has the **Include subdirectories as well** option checked.

If the whole batch is copied as after all the files have been created on the operator's workstation, set a short time in the **when there is no activity for xx minutes** field.

If the files are being created in the hot folder by printing directly from the originating application, use a longer time.



The best time to enter as the activity value depends on many variables, including the time taken to create a single file, network traffic. In practice, if files are created within a sub-directory specific to a particular workstation, set the value to a higher number rather than a low one.

Special file identifier

An alternative method of indicating a batch of files is complete is to copy a special file to the hot folder at the end of printing from the application or after all the files have been copied.

Once this file is seen by *PrintTime*, all the files contained within the hot folder at that moment are treated as a job and added to the **Unprinted** tab.

The contents of the file itself is unimportant. *PrintTime* only checks for a particular filename. You could create a blank document within Notepad, and save it with the special filename to the hot folder.

When specifying the file to use, you can use wildcards such as **printnow.***



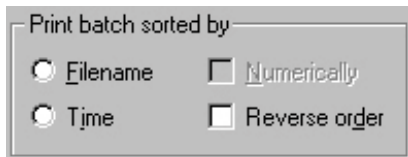
While this method does involve an additional step, it is a good way of ensuring the files are printed as a job.

Sorting a batch

Once a group of files become eligible to be added to the queue, they are first sorted, and then added to the **Unprinted** tab for printing.

The sort options are set in the **Print batch sorted by** section.

Sort by	Description
Filename	Files are sorted alphanumerically by their filename. This option may not correctly order files named by sequential numbers.
Numerically	Numerical sort order. This ensures natural counting order is maintained. Any alphabetical characters are ignored with this sort.
Time	Files are sorted by their modification date / time stamp
Reverse order	Reverses the sort order (Z – A)



Batch handling for Timestone Image Script files

Timestone Image Script files are automatically identified as a batch by a special TIB file. This file is created at the same time as the script files themselves, and identify all the members of a particular batch.

When the originating Timestone Software package begins printing to a Script file, it first creates the TIB file. *PrintTime* will not start printing the Script file until it sees that this file is completed.

Be sure that the TIB file is copied across with the other TIS files to maintain the batch information. Other batch criteria can also be used to identify TIS files as a batch as previously discussed.

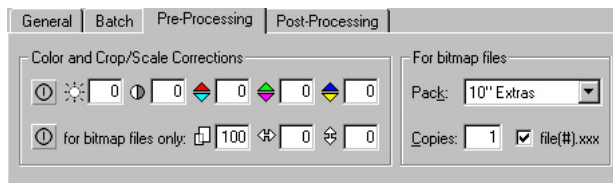
Applying image corrections and packages

Image corrections such as density, color, contrast, image scaling and jogging can be applied to bitmap files as they are printed. This means that any files dropped into a folder can be (for example) zoomed, and color corrected as they are printed.

Corrections apply globally to any file dropped into the hot folder, with the exception of Timestone Image Script files. These files can be color corrected, but no zoom, jog pack or multiple copies will be created unless specified in the originating application.

Specify the corrections

Click on the hot folder you wish to edit and choose the **Pre-processing** tab. Enter the required corrections, including zoom, jog, copies and pack. If *PrintTime* encounters an Timestone Image Script file within this hot folder, it will ignore these settings, but apply the color corrections.



Creating packages and multiple copies

PrintTime will create an image package from each bitmap as specified in the **Pack** drop-down. All packs that have been created will be displayed, regardless of the pack set. Choose the package you wish to be created by choosing it from the drop-down list. Similarly, if multiple copies are required from a single image, specify the number in the **Copies** box.

If your application creates images correctly sized, choose **Same Size** from the **Pack** drop-down. Prints will be created using the image file's original resolution and dimensions (if possible).

Timestone Image Script file corrections

As an image script contains corrections such as color, density, cropping and package, it is not necessary to make the corrections in *PrintTime*.

It is not possible to change zoom, crop, pack or copies ordered within a image script file. Color, density and contrast and be changed. Any invalid settings are ignored when printing a script file.

Printing files from hot folders

Once eligible files have been added to the **Unprinted** tab, they are handled exactly as if they had been manually added as a file.

The exception is that files added as a batch are still recognised as a batch, and printed as such, as long as the printer driver you are using supports job printing. This means that if there are multiple *PrintTime* stations printing batches to a printer, the batches will be honoured and printed together without mixed prints.

It is still possible to edit the settings of images added from a batch. Simply choose the image within the **Unprinted** tab. Any settings are displayed, and can be changed.

To start printing the files, turn the printer **On** by checking the **OK to print** checkbox. *PrintTime* starts printing the files.

File handling after imaging

Post-processing options are set by choosing the hot folder you wish to edit, then the **Post-processing** tab. Several actions are possible after files have been printed to ensure they are not re-added to the **Unprinted** tab again:

- Delete the file
- Rename the file
- Move the file

Delete the file

Once the files have been printed, they will be deleted from the hot folder.

Prefix files with...

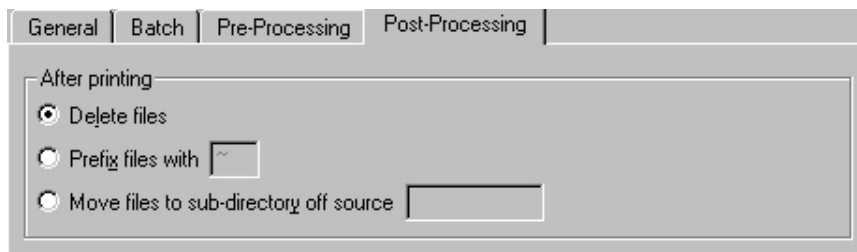
Once the files have been printed, they will be re-named by prefixing with this character. It is possible to use a single or multiple characters.

PrintTime will ignore any files found with this prefix.

Move files

Once the files have been printed, they will be moved from the original directory to the specified directory. The directory cannot be an absolute path (eg. C:\Printed), but must be a sub-directory of the hot folder directory.

PrintTime will ignore any files found in this sub-directory, even if **include subdirectories as well** was chosen in the **General** tab.



10

Calibration & Color Management



Note: Timestone Software's *Neo* family of products (including *PrintTime* and *RipTime*) use the ICC color management system that Microsoft has built into **Windows 2000**. If you are using **Windows 2000**, you should use the ICM-2 color management system in preference to taking the steps described in previous versions of this manual.

ICC color management involves creating 'color profiles' for every display or output device on your system, and is considerably more sophisticated than the previous method.

However, the 'calibration' method of color management, and the creation of LUTs (Look-Up Tables) to achieve consistent color correction is still valid if you have not yet upgraded to **Windows 2000**, and both methods are now described in our separate **Color Management Guide**, which should be available on the same CD-ROM that this manual was on – or you can download it from our website at: <http://www.timestone.com.au>

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