



KONICA MINOLTA

Printgroove POD Driver

User's Guide



Printgroove

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The actual dialog boxes that appear in the screen may be slightly different from the screen images used in this User's Guide.

In order to incorporate improvements in the product, the contents of this User's Guide are subject to change without notice.



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1 Introduction

1.1 Welcome

This User's Guide provides details about the use of the Printgroove POD Driver. The driver is a tool that makes it easy for you to submit any document to Printgroove POD, KONICA MINOLTA'S suite of digital workflow applications.

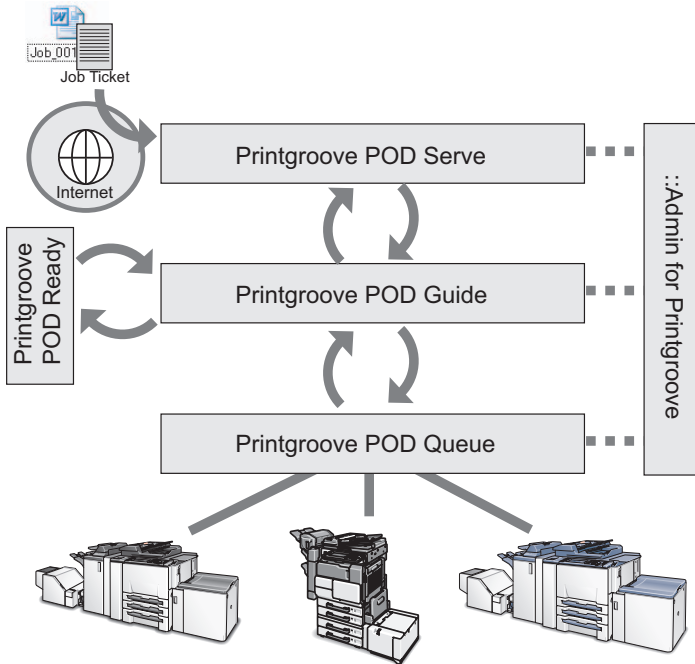
In actuality, the driver is a virtual printer. You access it the same way you do any printer, you have access to many of the setting features found in a printer driver, but when you click the [Print] button, the job is converted to a JDF/PDF file and then sent to the Printgroove POD module you specify. Printing then occurs from within the POD suite of applications.

1.2 Printgroove POD Suite Overview

The Printgroove POD Suite is a Digital Workflow Solution that helps CRD/reprographics departments meet the needs of increasingly demanding markets. Printgroove's modular design provides the flexibility to integrate all stages from job submission to fulfilment. Ideal for small to mid-size operations, Printgroove is an affordable solution for all your reproduction and publishing needs.

The Printgroove POD Suite is comprised of four modules.

- **Printgroove POD Serve:** a web service for print job submission by the external user. It also enables the external user to verify the status of the job in real-time.
- **Printgroove POD Guide:** a process control tool. It designs the Workflow, monitors job tracking, and also handles customer account management, cost estimates and billing information.
- **Printgroove POD Ready:** a Make Ready tool. Automatic and manual imposition, page layout and late-stage editing are all supported.
- **Printgroove POD Queue:** a print management tool. The status and workload of discovered printers are monitored. Incoming, processing and completed jobs are routed and tracked and last-minute job ticket editing is supported.



The Printgroove POD Suite improves the productivity of the entire Workflow and helps prevent print errors caused by users by providing the following functions:

- Printgroove POD Guide receives orders from Printgroove POD Serve through the Web. The customer creates a job ticket which is saved and submitted to the CRD/reprographics department. There the ticket can be reviewed and modified.
- A tracking number is issued and the user can trace the status of a print order using Printgroove POD Serve/Guide.
- Process management is handled in Printgroove POD Guide. POD Guides Workflow functions also enable comprehensive oversight of a job's progress.
- After Printgroove POD Guide sends the job data to Printgroove POD Queue, the Printgroove POD Queue selects the optimum output engine and automatically processes the job.
- Printgroove POD Queue supports the export/import of job tickets, allows the user to change a job ticket, and a simple method of reprinting, all of which improve the productivity of the print job process.

Printgroove POD Queue can function as a stand-alone application or in any combination with the other modules.

In addition to these modules, the Printgroove POD Suite provides the Printgroove POD Driver which enables you to convert native file jobs to JDF/PDF files and then send them directly to the selected Printgroove POD module for processing.



...

Note

Printgroove POD Serve is one method used to submit jobs. It is primarily used by customers of your reprographics department to send you jobs.

::Admin for Printgroove is a web utility that enables administration of the Printgroove POD system. For details, please refer to the user's guide of ::Admin for Printgroove.

1.3 Printgroove POD Driver Overview

A vast array of applications are used to create jobs that need to be printed. Printgroove POD, however, only accepts PDF files. The Printgroove POD Driver was designed to provide you an easy-to-use method of converting your native files to PDF and then sending them to the Printgroove POD module you specify.

In order to use the Printgroove POD Driver, you must first install it locally on your computer. Once installed, an icon is added to your Printers and Faxes folder, the same way an icon is added when a new printer driver is installed.

When you want your print job to be processed through one or all of the Printgroove POD modules, use the driver to transfer that job.

Simply open the document in the native application and select the Print command. From the Print Document menu, select the Printgroove POD Driver as your source printer then initiate printing. The document prints to the driver and is then converted to a PDF file. When this process completes, a screen opens and notes the name of the new PDF file.

From there, select a Printgroove POD module to which the PDF file will be sent. After your selection is made, the driver communicates with the Printgroove POD Server to determine which setting options are supported by the module you have chosen. When this determination is complete, the transfer is initiated.

If Printgroove POD Queue is the destination module, the Print Job Editor is launched. The Print Job Editor is an interface that contains many of the traditional printer driver setting options. These available settings may be modified to reflect the requirements of your print job. A real-time, page-by-page thumbnail preview of the job allows you to proof the document. The thumbnail view may be maximized. When the document settings are complete, click a button and the driver completes the transfer.

The actual job ticket--with all the specified settings and the associated PDF file--appears as a single print job in the Printgroove POD destination module. Depending upon the destination module, the Job Ticket may be further modified (Printgroove POD Queue), the PDF file may be pre-flighted (Printgroove POD Ready), or the job may be printed (Printgroove POD Queue). If you have the entire Printgroove POD suite, all of these processes may be applied sequentially to a single job. Printgroove POD Guide allows you to track the progress of the print job through each of the other modules.

1.4 System Specifications

Operating System	Hardware
Windows 2000 SP 4 Windows XP Professional SP 2 or later Windows Vista Business Edition (32-bit) SP1 or later Mac OS X 10.4 Tiger Mac OS X 10.5 Leopard	Processor: Pentium 4 Memory: 128 MB RAM HDD Capacity: 570 MB free space Display: 800 x 600 Network: 100 Mbps (Note: these are recommended minimums only.)

1.5 Additional Software Requirements

Software	Version
Adobe Acrobat	6.0/7.0/8/9 Standard 6.0/7.0/8 Professional 9 Pro

Artifex Ghostscript AFPL is installed with the driver. If Adobe Acrobat is not available on your system, this application is used to convert your native files to PDF.

1.6 Where to Go from Here

Use this chapter overview to help you quickly locate the Printgroove POD Driver information you require:

Chapter Two: Installing Printgroove POD Driver

Complete procedures for installing and uninstalling the Printgroove POD Driver are presented in this chapter. Instructions for verifying the installation are also provided. Instructions are for both supported OSs, Windows and Mac.

Chapter Three: Using the Printgroove POD Driver

Instructions for sending a native file to a Printgroove POD module are provided in this chapter.

Chapter Four: Using the Print Job Editor

Complete instructions for using the Print Job Editor to preview the PDF file and modify its Job Ticket settings are provided in this chapter.

2 Installing the Printgroove POD Driver

Before the Printgroove POD Suite can be used, the Printgroove POD Server must first be setup. Once the server is live, the individual client modules can be installed and configured. (Please refer to the Printgroove POD Quick Install Guide for instructions regarding these procedures.) When these are complete, the Printgroove POD Driver can be installed and then used. This chapter provides installation instructions for the Printgroove POD Driver. It also explains how to verify the installation and identify the driver components. Instructions for uninstalling the driver complete this chapter. Instructions are provided for both Windows and Mac operating systems.

2.1 Setting the Proxy Bypass for Firefox

If you are using Firefox as your browser and a proxy server is in use, you must enter an exception in order to ensure communication between the Printgroove POD Driver and the Printgroove POD server.

- 1 Launch Firefox.
- 2 From the main menu select Tools --> Options. The Options screen opens.
- 3 Select the [Advanced] icon then click the [Network] tab.
- 4 In the [Connection] section click the [Settings...] button. The Connection Settings screen opens.
- 5 In the [No Proxy for] text box, enter the IP Address of the Printgroove POD Server.
- 6 Click [OK].
- 7 The Options screen remains open. Click [OK] to close it.

2.2 Setting the Default Value for .txt-type Files (Windows only)

Before submitting a .txt-type file to the Printgroove POD Driver, you must first make sure the default program for opening .txt-type files is Notepad.

- 1 Locate the txt-type file you want to submit.
- 2 Right-click on the file and select Open With --> Choose Program.
- 3 On the pop-up screen that opens, select the [Select the program from a list] radio button then click [OK]. The Open With screen opens.
- 4 Locate Notepad in the [Programs] list and select it.
- 5 Select the [Always use the selected program to open this kind of file] check box.
- 6 Click [OK].

2.3 Locating the Driver Install File

The Printgroove POD Driver install file is available from several locations. Select a location from the list below. Once you have the file, you can then install the Printgroove POD Driver.

Companion CD

When you first purchase a Printgroove POD module, you receive a server. A Companion CD is packaged with that server. The CD contains all the documentation for the Printgroove POD modules and install files for all the Printgroove POD Client applications. If you install the driver using this method, follow the instructions below starting at Step 1.

Printgroove POD Serve Hyperlink

Printgroove POD Serve provides the hyperlink to the driver install file from its home pages. Click the hyperlink to initiate the driver installation process. For details, refer to the Printgroove POD Serve User's Guide.

2.4 Installing on Windows/Mac

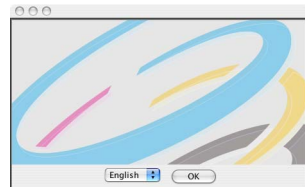
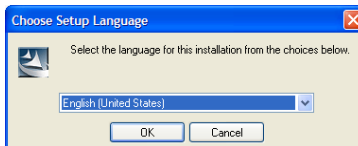
Though instructions for installing the Printgroove POD Driver on a Windows or a Mac system are nearly identical, minor changes exist. The following instructions provide screen captures for both installs. When instructions differ, all differences are noted.



Note

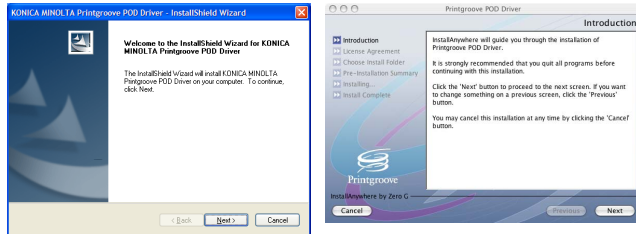
Before a new version of the Printgroove POD Driver can be installed, the old version must be uninstalled.

- 1 Locate the Companion CD included with your Printgroove POD Queue package.
- 2 Insert the CD into the CD/DVD-ROM drive of the computer upon which you wish to install the Printgroove POD Queue client. It is an AutoPlay CD. If the CD does not automatically launch, double-click [My Computer] then locate the drive that holds the CD. The CD's name is [Companion CD]. Right-click on the CD icon and select [AutoPlay] from the drop-down menu. The Splash screen opens and then the Main Menu screen is launched.
- 3 Click the word [Software] near the bottom of the screen. A menu opens. Select [POD Driver]. The POD Driver screen opens. Click the [Install POD Driver] button to begin the installation. The [Choose Setup Language] screen opens:



- 4 Select the Setup Language from the drop-down menu then click the [OK] button.

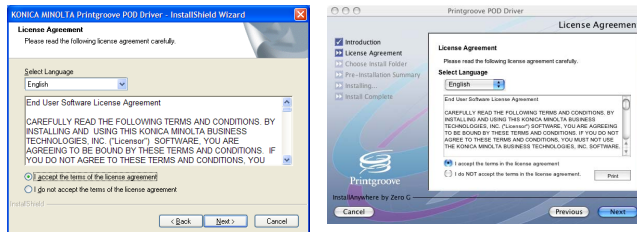
- 5 InstallShield (Windows) or InstallAnywhere (Mac) Wizard is launched. A progress bar tracks the process. When complete, the [Welcome] (Windows)/[Introduction] (Mac) screen opens:



- 6 Click the [Next] button.
- If you are installing the Printgroove POD Driver on a Windows system, skip ahead to Step 8.
- 7 For Mac Installs Only: The Administrator Authentication screen opens. Enter the Username and Password of any user who has admin-level rights then click [Next]. If an incorrect value is entered in either field, a pop-up error message will open.



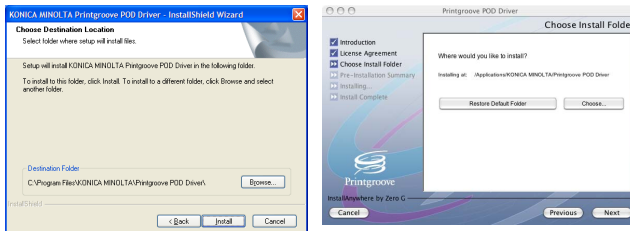
- 8 Click the [Next] button. The [License Agreement] screen opens:



- 9 There are two radio buttons:
- I accept the terms of the license agreement
 - I do not accept the terms of the license agreement
 - Read through the License Agreement and then select one of the radio buttons. If you select the first radio button, continue to Step 10

(for Macs) or Step 11 (for Windows). If you select the second radio button, the installation is cancelled.

- 10** Click the [Next] button. The [Choose Destination Location] (Windows)/[Choose Install Folder] (Mac) screen opens:



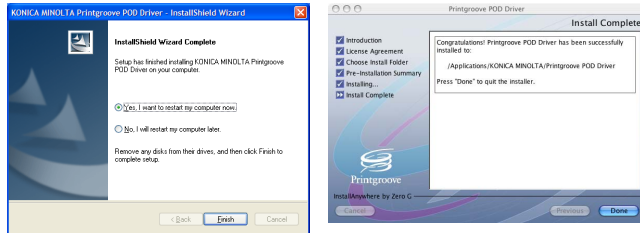
- The default destination is:
C:\Program Files\KONICA MINOLTA\Printgroove POD Driver\.

- 11** If you want to specify a different destination, click the [Browse] button. (for Windows) or the [Choose...] button (for Mac). The [Choose Folder] screen opens. Navigate to the desired folder, select it and click the [OK] button. The [Choose Folder] screen closes and the selected destination appears in the [Destination Folder] field of the [Choose Destination Location] screen.

- 12** For Mac installs only. Click the [Next] button. The [Pre-Installation Summary] screen opens. If all the information is correct, [click the Install] button to begin the install. A progress bar tracks the process.



- 13 For Windows installs only. Click the [Install] button to begin the install. A progress bar tracks the process.
- 14 When the installation process completes, the [InstallShield Wizard Complete] (Windows/[Install Complete] (Mac) screen opens:

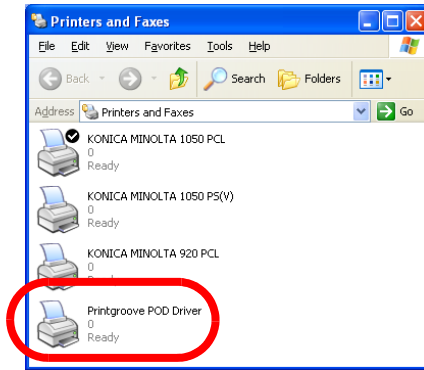


- 15 For Windows installs only. A restart is required to complete the installation. By default the [Yes, I want to restart my computer now] radio button is selected. Remove any disks from their drives, closes any open applications and then click [Finish] to complete the install. If you prefer to restart later, select the [No, I will restart my computer later] radio button. The driver is not available for use until after the restart.
- 16 For Mac installs only. Click the [Done] button. The screen closes and the install is complete.

2.5 Verifying the Installation (Windows)

To verify the installation, follow this procedure:

- 1 Open the [Printers and Faxes] window or [Printers] window.
 - For Windows XP, select [Start] --> [Printers and Faxes].
 - For Windows Vista, select [Start] --> [Control Panel], and then select [Printers] from [Hardware and Sound].
 - For Windows 2000, select [Start] --> [Settings] --> [Printers].



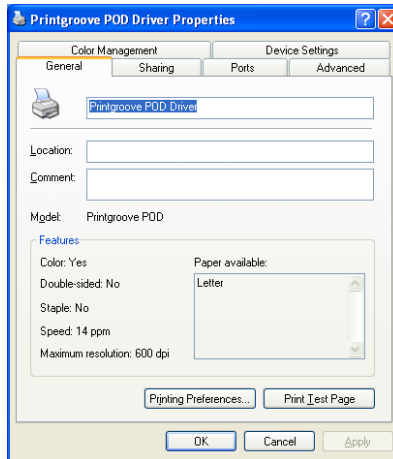
- 2 A [Printgroove POD Driver] icon should appear in the list. This Printgroove POD Driver is used when submitting jobs to any of the Printgroove POD modules. For details about the job submission process, please see “Transferring a Native Document” on page 3-2.

Any document printed using the Printgroove POD Driver will be printed at the Printgroove POD Port. This is a virtual port, a place where data is converted and held until it is sent to a Printgroove POD module.

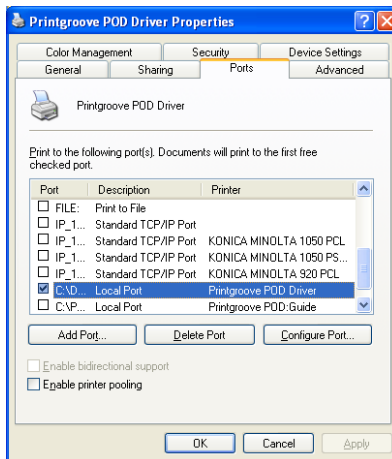
After the driver is installed, you can view the port by following this procedure:

- 1 Open the [Printers and Faxes] window or [Printers] window.
 - For Windows XP, select [Start] --> [Printers and Faxes].
 - For Windows Vista, select [Start] --> [Control Panel], and then select [Printers] from [Hardware and Sound].
 - For Windows 2000, select [Start] --> [Settings] --> [Printers].
- 2 Right-click on the [Printgroove POD Driver] icon.

- 3 Select [Properties] from the drop-down menu. The [Printgroove POD Driver Properties] screen opens. By default, the [General] tab is open:



- 4 Click the [Ports] tab to open the [Ports] screen:



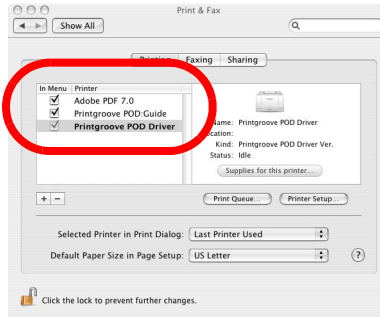
- The **Port** checkbox that corresponds to the Printgroove POD Print-er is selected.
- Note: The Printer Properties may be set and modified to meet the needs of your print shop. All available setting options are active. Please check your Microsoft Windows OS documentation for de-tails about setting these options.

- 5 Close the screen. You may now use the Printgroove POD Driver.

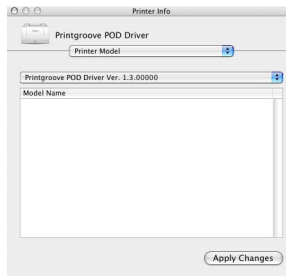
2.6 Verifying the Installation (Mac)

To verify the installation, follow this procedure:

- 1 Select [System Preferences] --> [Hardware] --> [Print & Fax]. The [Print & Fax] folder opens:



- 2 [Printgroove POD Driver] should appear in the left-side menu. Select the driver then click the [Printer Setup...] button. The Printer Info screen opens.

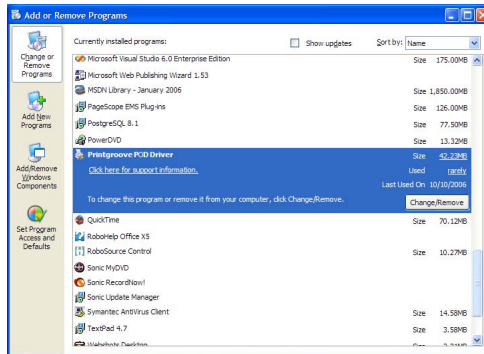


- 3 Select [Printer Model] from the drop-down menu located at the top of the screen. The version information about Printgroove POD Driver is displayed.
- 4 Close the screen. You may now use the Printgroove POD Driver.

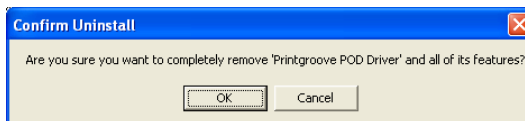
2.7 Uninstalling the Printgroove POD Driver (Windows)

To uninstall the driver, follow this procedure:

- 1 Select [Start] --> [Control Panel]. The [Control Panel] folder opens. (For Windows 2000, select [Start] --> [Settings] --> [Control Panel].)
- 2 Double-click the [Add or Remove Programs] icon to open the utility. Once the screen is populated, locate and select the [Printgroove POD Driver] icon:

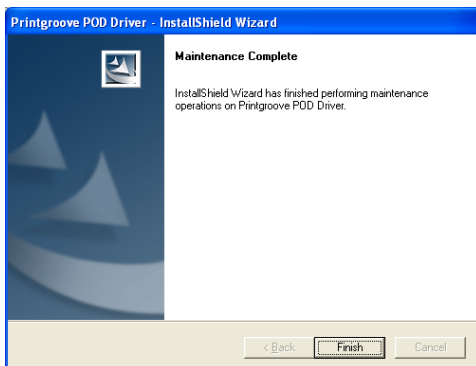


- 3 Click the [Change/Remove] button. InstallShield Wizard is launched. A pop-screen confirms your uninstall request:



- 4 If you want to continue with the uninstall, click the [OK] button. If you want to stop the uninstall process, click the [Cancel] button.

- 5 If you click the [OK] button, InstallShield Wizard deletes the driver application components. When the uninstall is complete, the [Maintenance Complete] screen opens:

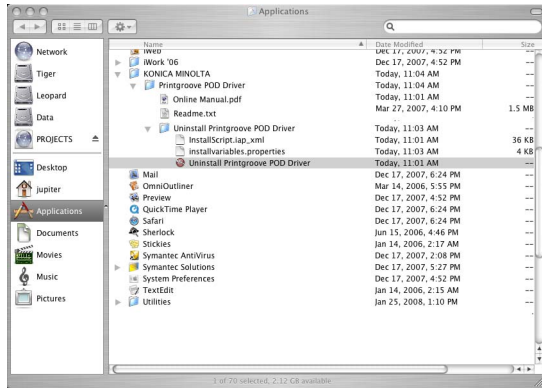


- 6 Click the [Finish] button to close the screen. The Printgroove POD Driver is now removed.

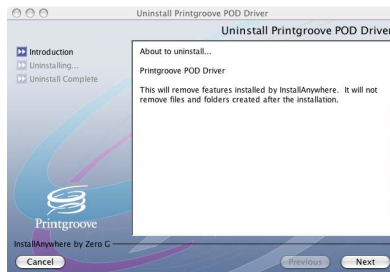
2.8 Uninstalling the Printgroove POD Driver (Mac)

To uninstall the driver, follow this procedure:

- 1 Select [Applications] --> [Konica Minolta] --> [Printgroove POD Driver] and, if required, --> [Uninstall Printgroove POD Driver]. :

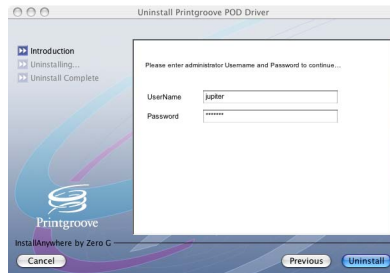


- 2 Click the [Uninstall Printgroove POD Driver] icon. The InstallAnywhere Wizard is launched. A pop-screen confirms your uninstall request:

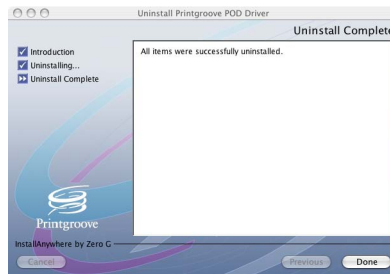


- 3 If you want to continue with the uninstall, click the [Next] button. If you want to stop the uninstall process, click the [Cancel] button.

- 4 The Administrator Authentication screen opens. Enter the User Name and Password of any user that has admin-level rights then click [Uninstall]. If an incorrect value is entered in either field, a pop-up error message will open.



- 5 If you click the [Uninstall] button, InstallShield Wizard deletes the driver application components. When the uninstall is complete, the [Uninstall Complete] screen opens:



- 6 Click the [Done] button to close the screen. The Printgroove POD Driver is now removed.

3 Using the Printgroove POD Driver

Both Printgroove POD Serve and Guide will accept native files. However, only PDF files may be submitted to Printgroove POD Queue for printing. Once the Printgroove POD Driver is installed, you may use it to transfer PDF files to the selected Printgroove POD module. If your print job is not a PDF file, you may also use the driver to convert native files to PDF. You may convert a single file. You may convert several files, combine them into one PDF file and then transfer that document to the selected POD module.

The steps for initiating this transfer are the same regardless of the destination POD module. Once you select a POD module, however, the process for completing the transfer is module-specific.

Section 3.1 - Transferring a Native Document is a comprehensive tutorial that explains how to transfer (and convert to PDF, if required) files to all of the POD modules. You do not need to read the entire section, only the steps related to the Printgroove POD module to which you wish to send your print job.

To locate the exact information you need, follow this guideline:

First

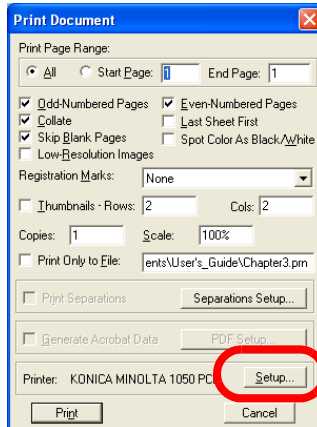
- Complete Steps 1 through 10 regardless of your selected destination POD module

Next

- If ***Printgroove POD Serve*** is your destination module, complete Steps 11 through 13
- If ***Printgroove POD Queue*** is your destination module, complete Steps 14 through 17

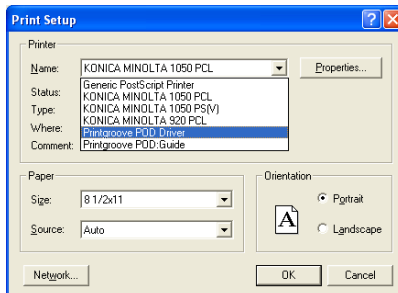
3.1 Transferring a Native Document

- 1 Open the file in the native application.
- 2 Select [Print] from the application's drop-down menu or select [Ctrl + P] to launch a [Print Document]-type screen.



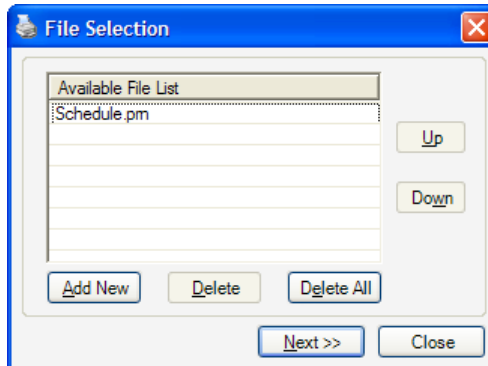
- Note: The process for selecting the print function will vary depending upon the application used to create your document. The contents of the Print Document screen will also vary from the screen pictured here.

- 3 Click the [Setup] button. The [Print Setup] screen opens:



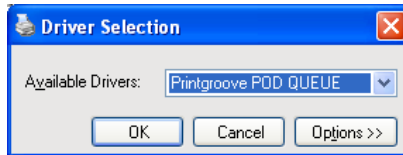
- 4 Select [Printgroove POD Driver] from the [Name] drop-down menu.
- 5 Click the [OK] button. The [Print Setup] screen closes.

- 6 The [Print Document] screen remains opened. Initiate printing from this screen (the process will vary). The screen closes and the document is printed on the virtual port. A print progress screen may open and track the print operation. When the document completes printing to the virtual port, Printgroove POD Driver converts the file to PRN format.
- 7 When the PRN conversion is complete, the pop-up screen closes and the [File Selection] screen opens:



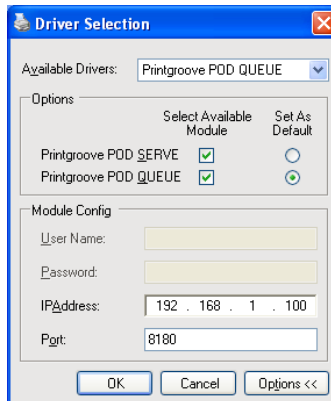
- The **Available File List** contains the newly created PRN file. The file has the same name it did in the native application but the extension now includes .prn.
- If you have multiple native files you would like combined into a single PDF document, you may add those files now.
- To add another file, click the [Add New] button. On the screen that opens, navigate to the file you wish to add. Select the file then click the [Open] button. The file opens in its native application. Repeat Steps 1 through 6 on the new file. When PRN conversion is complete, the file is added to the **Available File List**. Repeat this procedure to add all required files.
- All files in the list will be combined sequentially into a single PDF file, the first file will be at the beginning of the PDF file, the last file, at the end. To change the position of a file in the list, click on the file then use the [Up] and [Down] buttons to modify the file's position.
- To remove a file from the list, select the file and click the [Delete] button.
- To remove all files from the list, click the [Delete All] button.
- Note: If you Delete files, a pop-up screen will verify your request.

- 8 When the **Available File List** contains all files you want to transfer, in the order in which you want them combined, click the [Next] button. The [Driver Selection] screen opens:



- All supported Printgroove POD modules appear in the Available Drivers drop-down menu.
- Note: Driver Selection options may be modified. For instructions, please see “Modifying Driver Selection Settings” on page 3-8.

- 9 Click the [Options>>] button on the [Driver Selection] screen. The screen expands to include all Options and Module Configuration settings:



- If this is the first time you have sent a job through the Printgroove POD Driver, verify that the IP Address and Port field values of your Printgroove POD server are entered properly. These settings will not need to be modified unless the server information changes.
- Note: Jobs cannot be transferred unless these values are correct. If you are uncertain of these values, please check with your System Administrator.

- 10 Select the destination Printgroove POD module from the [Available Drivers] drop-down.

- If [Printgroove POD Serve] is selected, please complete Steps 11 through 13.
- If [Printgroove POD Queue] is selected, click the [OK] button then complete Steps 14 through 17.

- Printgroove POD Serve

11 If required, click the [Option>>] button. The Module Config settings are displayed. If a [User Name] is required to access Printgroove POD Serve, that same [User Name] must be entered here. If a [User Name] and [Password] are required to access Printgroove POD Serve, the same [User Name] and [Password] must be entered here. Values entered in these fields remain as set until you modify them.

- Note: Please check with your System Administrator if you have questions about these settings.

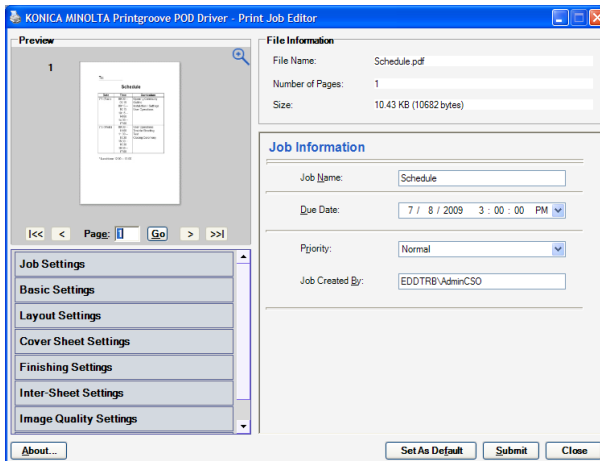
12 When the required information is entered, click the [OK] button. A pop-up message will inform you if the [User Name] and/or the [Password] are incorrect.

- If authentication is completed successfully and if this is the first time you send a job to Printgroove POD Serve using the driver, the [Security Warning] screen will open:



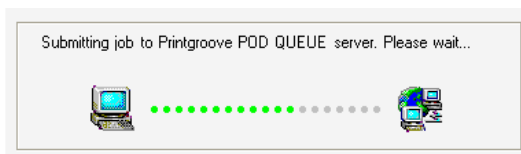
- Printgroove POD Serve and the Printgroove POD Driver must share digital certificates in order to enable all future authentication requests. Click the [Yes] button to initiate this exchange.
- Note: This screen will only appear the first time you use the Printgroove POD Driver to send a document to Printgroove POD Serve.
- Authentication is now complete. The driver can now combine all PRN files into a single PDF file and transfer it to Printgroove POD Serve.

- 13** While the driver completes these steps, one or more progress bars track the process. When the transfer is complete, Printgroove POD driver launches the Printgroove POD Serve client application which opens in your computer's default browser. The print job appears in Printgroove POD Serve.
- Printgroove POD Queue
- 14** After you click the [OK] button, the driver completes two tasks. First, it determines which setting options are supported and should be available in the Print Job Editor. The driver communicates with the Printgroove POD server to obtain this information. (Without this communication, the Print Job Editor settings could not be determined and the driver would not function.) Second, the driver combines multiple PRN files into a single PDF file then creates thumbnail images of this document for use in the [Print Job Editor].
- While the driver completes these steps, one or more progress bars track the process. The length of time each of these screens appears increases as the file size increases. Large files will require more time to process.
- 15** When these steps are complete, the [Print Job Editor] screen opens:

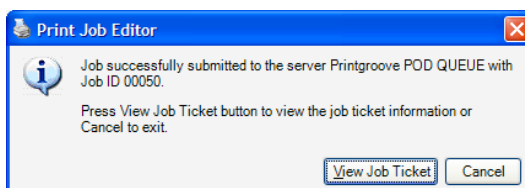


- From here you may preview the document, modify the settings and save the settings as default values for future print jobs. For complete instructions, please see “Using the Print Job Editor” on page 4-1.

- 16** When you are satisfied with your document, click the [Submit] button to transfer the document to Printgroove POD Queue. A pop-up screen opens while the transfer occurs, a progress bar tracking the process:



- 17** If the transfer is not successful, a pop-up screen opens. This screen provides information about the attempted transfer. You may [Resubmit] the job or [Cancel] it from this screen.
- If the transfer is successful, the following pop-up opens:



- If you would like to view the Job Ticket, click the [View Job Ticket] button. To close the screen, click the [Cancel] button.
- To access the print job, launch the Printgroove POD Queue client application. The job will appear in the Inbox panel.

3.2 Modifying Driver Selection Settings

Once the Printgroove POD Driver has converted your native files into PRN format, you must select a Printgroove POD module to which you want that PDF file sent. That selection is made on the [Driver Selection] screen:



There are two types of settings you may modify on this screen: [Options] and [Module Configuration]. A explanation of each follows.

Options

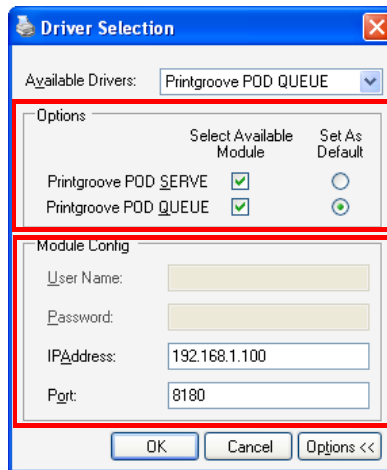
When the [Driver Selection] screen opens, the [Available Drivers] drop-down menu contains all supported Printgroove POD modules. You select the modules that are available in this menu.

When the [Driver Selection] screen opens, the [Available Drivers] drop-down menu displays a default Printgroove POD module. You select the default module that appears in this field.

To specify these settings, follow these steps:

- 1 When the [Driver Selection] screen is open, click the [Options>>] button.
 - Note: Clicking the [Options<<] button returns the screen to its collapsed, default state.

- The screen expands and the [Options] and [Module Config] settings are displayed.



- All available Printgroove POD modules are listed in the [Options] field.

2 If a module is available in your print shop, select the corresponding [Select Available Module] checkbox. All selected modules appear in the [Available Drivers] drop-down menu.

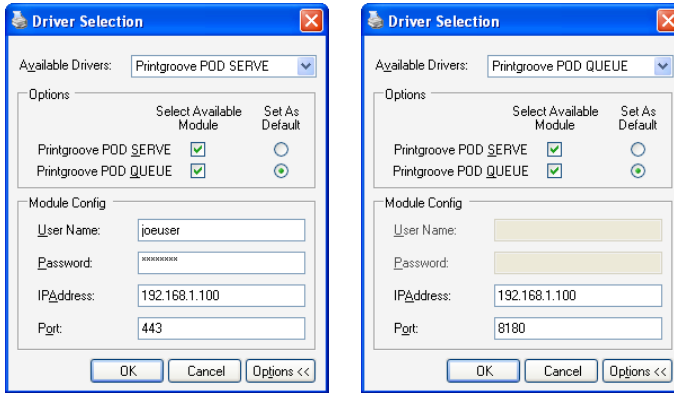
- Note: If you select a module that is not available then later send a print job to that unsupported module, you will receive an error.

3 To specify which of the selected modules will appear as the default selection, select the [Set As Default] radio button that corresponds to the module.

4 When the [Options] settings are completed, click the [OK] button to save your settings.

Module Configuration

The [Module Configuration] settings have some options that are only available for specific Printgroove POD modules.



If [Printgroove POD Serve] is selected, the [User Name] and [Password] fields are active. One or both these fields will need to be filled out the first time a document is sent to Printgroove POD Serve. For more information, please see “Transferring a Native Document” on page 3-2, Steps 10 through 13 for details about this process.

If [Printgroove POD Queue] is selected, the [User Name] and [Password] fields are grayed out. Nothing can be entered.

Regardless of the selected module, the [IP Address] and [Port Number] fields are active. If you install the driver via a hyperlink from Printgroove POD Serve or if you install the driver via the Companion CD, these fields will need to be entered the first time the driver is used.



Note

By default, the Port Number value is set as follows:

443: for Printgroove POD Serve

8180: for Printgroove POD Queue

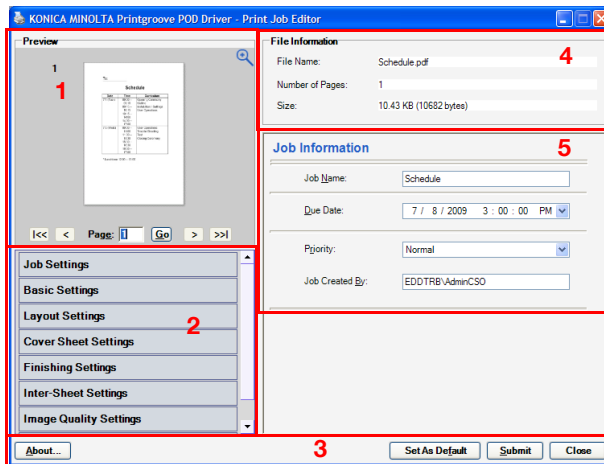
4 Using the Print Job Editor

When the Printgroove POD Driver is used to send a native file to Printgroove POD Queue, the file is converted to PDF and thumbnails of the document are generated by the driver. When both these processes complete, the Print Job Editor is launched.

The Print Job Editor provides a preview image of your document. Supported Job Ticket settings may also be modified using the Print Job Editor.

This chapter provides an explanation of all Job Ticket Editor fields and setting options.

4.1 Screen Components



The [Job Ticket Editor] is divided into five sections. An overview of each section follows.

Section 1: Thumbnail Preview

A thumbnail preview of the entire PDF file appears here. Enter a page number in the text field and click the [Go] button to jump to that page or use the arrows to scroll page-by-page or move to the beginning or end of the document.

The thumbnail also provides a preview of the selected finishing options. Punch holes, staples and document folds will be shown in the image. Some

complex settings may not display. For instance, multiple paper sizes will not be displayed.

To view a full-screen version of the thumbnail view, click the magnifying glass icon. A separate pop-up screen will open. You may maximize the screen to increase the size of the image view. Click the [Close] button to shut this pop-up screen.

Section 2: Setting Options

There are seven buttons. Each represents a large setting category. Click on a button. If there are sub-settings, the button expands and the sub-setting menu opens. By default, [Job Settings] is expanded and all the other options are collapsed. [Job Information] is displayed.

Section 3: Function Buttons

The following three function buttons are available:

- **About:** click for details about the version of the Printgroove POD Driver you are using
- **Set as Default:**
when all settings are complete, click this button if you wish to store the values. If this is done, these values are applied to future print jobs processed through the Printgroove POD Driver. When this option is selected, the following values ARE NOT stored as defaults: Job Name, Due Date, Job Created By and Copies. If Set as Default is selected, Job Name, Due Date and Copies will always be blank until you specify a value (Job Created By is filled out automatically but displays a value specific to the person using the driver).
- **Submit:** when all settings are complete, click this button to transfer the PDF file to Printgroove POD Queue. (Please see Steps 16 through 17 on page 3-7 for details.)
- **Close:** click this button to close the Print Job Editor. The PDF file is not sent to Printgroove POD Queue. The PDF file, however, remains in the [Available File List] of the [File Selection] screen. The next time the screen is launched, you may use the file or delete it from the list. (Please see Step 7 on page 3-3 for details.)

Section 4: File Information

This section provides static data about the PDF file. You may not edit this information. The following details are provided:

- **File Name:** the name of the PDF file. This is the name that will appear in Printgroove POD Queue

- Number of Pages: of the PDF file
- Size: of the PDF file, in KB and, parenthetically, in bytes

Section 5: Setting Display Panel

Click on a setting option and the corresponding settings appear in this panel.

4.1.1 Job Editor Setting Options

The Job Editor has seven primary setting options. The [Setting Options] available for use depend upon the Printgroove POD module to which you are sending the job. If an option is grayed out, it cannot be modified.

Text fields in which you can enter data, are constrained by the following limits:

- **Character Limits:** single- and double-byte, alphanumeric characters may be entered in any text field except the [Phone] and [Fax] fields on the [Customer Information Settings] option. These two fields may only contain numbers, dashes, periods.
- **Illegal Characters:** The following characters may not be entered into any text field: ‘, *, \, |, :, ;, <, >, / (comma allowed)

A description of all the options, their sub-menus and the display fields follows.

**Note**

For more information about print function, refer to User's Guide of MFP.

Job Settings

Job Settings has two sub-menus:

1. Job Information

Job Information

Job Name:

Chapter3.fm

Due Date:

10/13/2006 7:00:00 AM

Priority:

Rush

Job Created By:

GEOFFSCOMPUTER\hamong

Job Name	The name of your native file, appear as the default name. You may change the text.
Due Date	The print job's due date is noted here in the text box as follows: Month/Date/Year, Hour: Minutes: Seconds, AM/PM. You may change the [Due Date] but cannot enter a value earlier than the current date and time.
Priority	There are two available options from the drop-down menu: [Normal] and [Rush]. By default, [Normal] is selected. You may change this setting.
Job Created By	By default, your computer name and user name appear here (My Computer/my user name). You may not modify this information.

2. Notes

Notes

Color Intent

☒ B&W

☐ Color

☐ Mixed

High Chroma

☐ High Chroma


Notes:

Color Intent	The [Color Intent] allows you to select a radio button and print the job regardless of the actual color content of the document. For instance, by selecting the [B&W] radio button, the print job forces all color pages to print as Black & White. Select [Mixed] when you want to split the job between a Color and a Black & White printer.
High Chroma:	If you want the job to print on a device that supports High Chroma color, select the check box.
Notes	The [Notes] section allows you to enter instructions associated with the print job. These notes are sent to Printgroove POD Queue and will be available to any operator who views the Job Ticket. The 64-character limit does not apply to this field: an unlimited number of characters may be entered.

Basic Settings

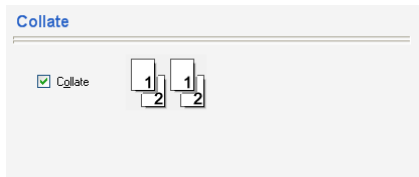
Basic Settings has five sub-menus:

1. Copies

The 'Copies' dialog box has a title bar with the word 'Copies' in blue. Below the title bar is a horizontal line. Underneath, the text 'Copies:' is followed by a text input box containing the number '1'. To the right of the input box is a small blue up/down arrow button. Further to the right, the text '(1-9999)' is displayed.

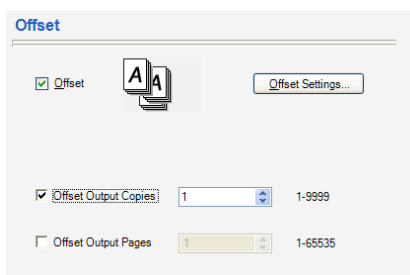
Enter the number of copies (1 to 9999). It is also possible to set this value by clicking the Up/Down arrow key displayed on the right side of the input box.

2. Collate

The 'Collate' dialog box has a title bar with the word 'Collate' in blue. Below the title bar is a horizontal line. Underneath, there is a checked checkbox labeled 'Collate'. To the right of the checkbox is an icon showing two overlapping document pages, with the top page labeled '1' and the bottom page labeled '2'.

By default, Collate is [On] and the checkbox is selected. An icon reflects the selected [Collate] setting.

3. Offset

The 'Offset' dialog box has a title bar with the word 'Offset' in blue. Below the title bar is a horizontal line. Underneath, there is a checked checkbox labeled 'Offset'. To the right of the checkbox is an icon showing two overlapping document pages, with the top page labeled 'A' and the bottom page labeled 'A'. Further to the right is a button labeled 'Offset Settings...'. Below this, there is a checked checkbox labeled 'Offset Output Copies' followed by a text input box containing the number '1', a small blue up/down arrow button, and the text '1-9999'. At the bottom, there is an unchecked checkbox labeled 'Offset Output Pages' followed by a text input box containing the number '1', a small blue up/down arrow button, and the text '1-65535'.

If [Offset] is [On], the checkbox is selected. An icon reflects the selected [Offset] setting.

If a printer that supports advanced Offset Settings is detected by Printgroove POD Queue, the [Offset Settings...] button is available. Click the button to display two setting options: [Offset Output Copies] and [Offset Output Pages].

Offset Output Copies	Enter the number of Offset Output Copies (1 to 9999). It is also possible to set the value by clicking the Up/Down arrow key displayed on the right side of the input box.
Offset Output Pages	Enter the number of Offset Output Pages (1 -to 65535). It is also possible to set the value by clicking the Up/Down arrow key displayed on the right side of the input box.

Either option may be selected individually and set at any value in the supported range.

Both options may be selected and their values set to 1.

Both options may be selected. One option must be set at a value of 1 and the other option must be set at a value of 2 or higher (within the setting range).

4. Paper Settings

Paper Settings

Output Paper Size:

8 1/2x11

☐ Wide Flag:

Paper Type:

No Value Set

Paper Color:

No Value Set

Paper Weight:

No Value Set

[40 - 350] g/m2

Output Paper Size	The selected [Output Paper Size] is listed here. All available options are selectable from the drop-down menu.
Wide Flag	If you want to enable full-bleed printing on your selected [Output Paper Size], select the [Wide Flag] checkbox. This checkbox is grayed out if the selected [Output Paper Size] does not support the full-bleed option.
Paper Type	The selected [Paper Type] appears here. All available options are selectable from the drop-down menu.
Paper Color	The selected [Paper Color] appears here. All available options are selectable from the drop-down menu.
Paper Weight	The specified [Paper Weight] appears here. Any numeric value between 40 and 350 g/m ² may be entered.

Layout Settings

Layout Settings has no sub-menus. There are two settings.

Layout Settings

☐ 2 in 1

2 in 1

☐ Printing Type

Double-Sided

2 in 1	If the checkbox is selected, the option is active. The [2 in 1] setting for the print job appears in the drop-down menu. All available options are selectable from the drop-down menu.
Printing Type	The [Printing Type] setting selected for the print job appears in the drop-down menu. There are three available options: [Single-Sided], [Double-Sided] and [Booklet].

Cover Sheet Settings

Cover Sheet Settings has no sub-menus. There are four settings.

Cover Sheet Settings

☐ Front Cover

☒ Blank

☐ Printed

☐ Back Cover

☒ Blank

☐ Printed

Front Cover	If the checkbox is selected, the option is active. The [Blank] or [Printed] radio button is selected. You may deselect the checkbox or select a different radio button.
Back Cover	If the checkbox is selected, the option is active. The [Blank] or [Printed] radio button is selected. You may deselect the checkbox or select a different radio button.

Finishing Settings

Finishing Settings has two sub-menus:

1. Paper

Finishing Settings

☐ Binding

Left

☐ Saddle Stitch

☐ Trim

☐ Staple

Single

☐ Punch

2 Holes

☐ Folding

Z-Fold(8 1/2x14)

☐ Adhesive Binding

Binding	If the checkbox is selected, the option is active. The [Binding] setting for the print job appears in the drop-down menu. You may change the selection. All available options are selectable from the drop-down menu.
Saddle Stitch	If the checkbox is selected, the option is active. You may deselect the checkbox.
Trim	If the checkbox is selected, the option is active. You may deselect the checkbox.
Staple	If the checkbox is selected, the option is active. The [Staple] setting for the print job appears in the drop-down menu. You may change the selection. All available options are selectable from the drop-down menu.
Punch	If the checkbox is selected, the option is active. The [Punch] setting for the print job appears in the drop-down menu. You may change the selection. All available options are selectable from the drop-down menu.
Folding	If the checkbox is selected, the option is active. The [Folding] setting for the print job appears in the drop-down menu. You may change the selection. All available options are selectable from the drop-down menu.
Adhesive Binding	If the checkbox is selected, the option is active.

2. Perfect Binding

If the checkbox is selected, the option is active and the setting options are displayed. If the checkbox is not selected, the setting options do not appear in the panel. You may deselect the checkbox.

Perfect Binding

☒ Perfect Binding

Mode Settings

Cover Print Mode

Blank

Cover Duplex

Trim

Back Cover Settings

Spine Width

10

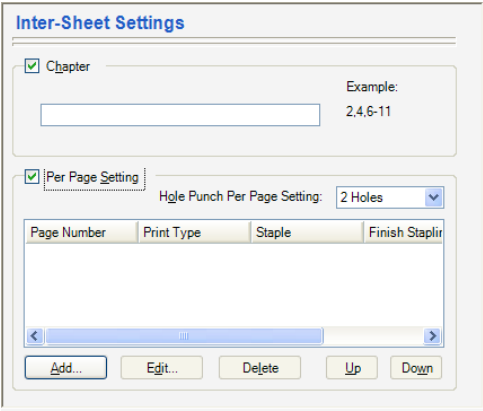
(10 - 300)

Set in 0.1mm units

Mode Settings	Cover Print Mode	The Cover Print Mode setting for the print job appears in the drop-down menu. You may change the selection. All available options are selectable from the drop-down menu.
	Cover Duplex	If the checkbox is selected, the option is active. You may deselect the checkbox.
	Trim	If the checkbox is selected, the option is active. You may deselect the checkbox.
Back Cover Settings	Spine Width	This field is only active when [Cover Print Mode 2-in-1] or [Cover Print Mode 3-in-1] is selected. The setting can be made in units of 0.1 mm with the setting range between 1 to 30 mm.

Inter-Sheet Settings

Inter-Sheet Settings has no sub-menus. There are two settings.

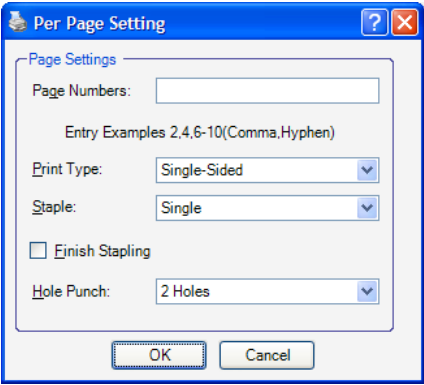


1. Chapter

If the checkbox is selected, the option is active. You can specify the page that you want to print on the front side when duplex printing or booklet printing. Even if a specified page comes up to be printed on the back side in duplex printing or booklet printing, the specified page is moved and printed on the front side. Numbers may be single pages separated by a comma--1, 2, 6, 28--or a range of pages separated by a dash--1-5, 18-19. You may deselect the checkbox.

2. Per Page Settings

If the checkbox is selected, the option is active. [Per Page Settings] are set and stored in the main table. Click the [Up] or [Down] button to scroll through the list. To [Add], [Edit] or [Delete] a setting, click the button. The [Per Page Settings] screen opens.



Page Numbers	Specify the pages to which the selected settings apply. Numbers may be single pages separated by a comma--1, 2, 6, 28--or a range of pages separated by a dash--1-5, 18-19.
Print Type	There are three options from the drop-down menu: [Insert Blank Page], [Print Single-Sided] and [Print Double-Sided]. [Insert Blank Page] is the default setting. The setting may be changed.
Staple	Select a setting from the drop-down list. By default, [Same as Body] is selected. The setting may be changed.
Finish Stapling	If only a range of pages are to be stapled, select the checkbox then specify a page range in the [Page Numbers] field.
Hole Punch	Select a setting from the drop-down list. By default, [Same as Body] is selected. The setting may be changed. When [On] is selected, you may specify the number of punch holes in the [Hole Punch Per Page Setting] drop-down menu. This menu is to the right of the [Per Page Settings] checkbox.

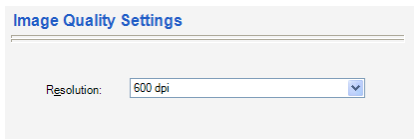


Note

[Same as Body] means the setting will match the Job Ticket's setting. For example, if the Job Ticket has Staple selected, selecting Same as Body in the Per Page Settings means that all pages in your per page range will be stapled based on the Job Ticket's setting.

Image Quality Settings

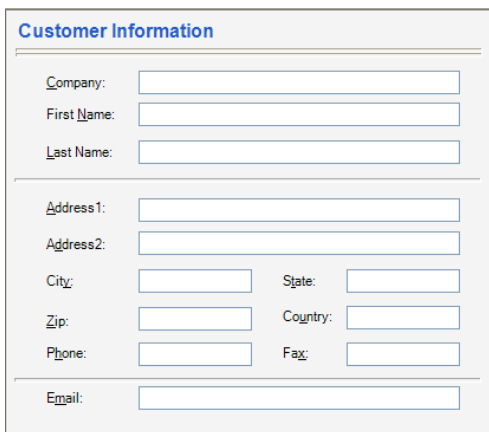
The Image Quality Settings Option has no sub-menus. If a printer that supports advanced Image Quality Settings is detected by Printgroove POD Queue, the dropdown menu is available. Select a value from the drop-down.



The screenshot shows a dialog box titled "Image Quality Settings" in blue text. Below the title bar, there is a label "Resolution:" followed by a dropdown menu. The dropdown menu is currently set to "600 dpi" and has a small downward arrow on its right side.

Customer Information

The Customer Information Setting Option has no sub-menus. You may modify all text fields. For information about text constraints, please see Character Limits on page 4-4.



The screenshot shows a dialog box titled "Customer Information" in blue text. The form contains several text input fields organized as follows:

- Company:** A single text field.
- First Name:** A single text field.
- Last Name:** A single text field.
- Address1:** A single text field.
- Address2:** A single text field.
- City:** A single text field.
- State:** A single text field.
- Zip:** A single text field.
- Country:** A single text field.
- Phone:** A single text field.
- Fax:** A single text field.
- Email:** A single text field.



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POD_Driver_eng_v40

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