



TechPrint User Manual

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A Division of Computer Clearing House

Lotus **Business Partner**
Professional Developer

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Chapter 1: Introduction

What is ImageSuite TechPrint?

ImageSuite TechPrint is the latest document management product from **The Imaging Group**. It is especially designed for workgroups and departments that want to convert large number of documents and engineering drawing to a paper printout in the most effective manner. TechPrint puts the power of printing within the reach of any business or organization. This product integrates with any Windows operating system. A queue of technical documents is created and batch printing can be done on any supported print device such as inkjet or laser printers, fax servers, and plotters.

It is **simple to use** and does not require any training. The files to be printed are loaded into the batch print window. Alternatively, a previously saved print queue can be used. Then the operator can walk away till all the documents are printed.

ImageSuite TechPrint has a wide application in diverse organizations - engineering, manufacturing, purchasing, offices, education, sales & marketing etc. It is a must for anyone with regular batch printing tasks. It would save valuable man-hours since a person is freed from printing and monitoring.

File Formats Supported

- AutoCAD to 2000
- 906 Plot File
- 907 Plot File
- PLT HPGL Plot
- Windows Bitmap
- CALS Group IV
- Data Exchange Format
- EDCARS
- EDMICS
- PRT Cadkey
- GTX Raster CAD
- PC Paint
- Image Systems Cad Overlay
- Raster CAD
- R14.01 Cad Overlay
- CGM Group IV
- Intergraph Group IV
- HP CAD ME10
- Intergraph Drawing
- Myriad Display List
- AutoCAD Drawing
- ISO 8613/CALS
- JPEG Compressed Image
- MOT Motorola

Minimum System Configuration

- IBM PC compatible 486 DX
- VGA or higher monitor
- 32 MB of memory for the desktop
- Microsoft Windows 95 or higher
- CD-ROM Drive or Internet connection (for installation)

Technical Support

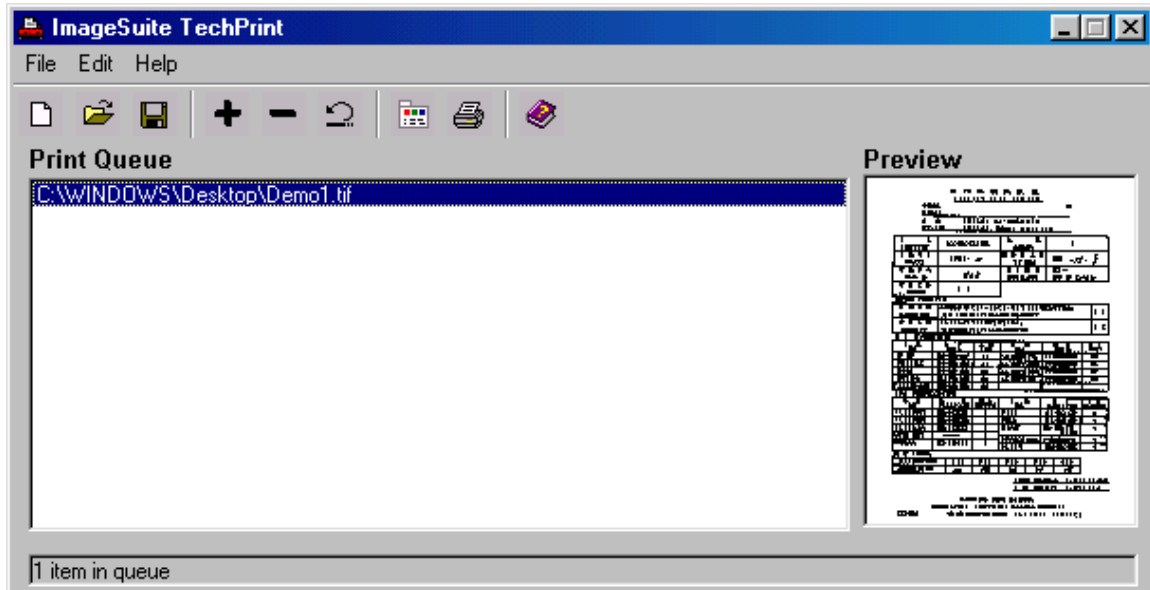
The image suite phone technical support is available at the following contact numbers from 8:30 am to 5pm (EST) Monday through Friday. Any feedback on our software products is welcome by phone, mail or email.

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Chapter 2: Interface Features

TechPrint User Interface

The ImageSuite TechPrint window seen below is used to create and print batch queues. The functions of the various buttons are described in detail below.



New Queue:

The [New Queue](#) button initializes the print queue window by clearing all existing files.

Open Queue:

The [Open Queue](#) button loads a previously saved print queue file into the batch print window.

Save:

The [save button](#) enables the current print queue to be saved to a file for subsequent use.

Add File:

The selected files are added to the queue. The 'drag and drop' method may be used also to [add files](#) to the queue. The "add" step can be repeated as often as needed. The total files in the print queue are shown in the bottom left corner of the status bar.

Remove File:

[Removes](#) the selected file (file will appear highlighted) from the print queue.

Undo:

The [last add or remove action is undone](#).

Select Printer

A window to [select the desired printer](#) is launched. If no printers are installed on the system a message will be display to alert the user.

Print Queue:

Starts the [printing](#) of the files loaded in the print queue. Files will be deleted after the printing of the file is complete.

Help:

Launches the help file.

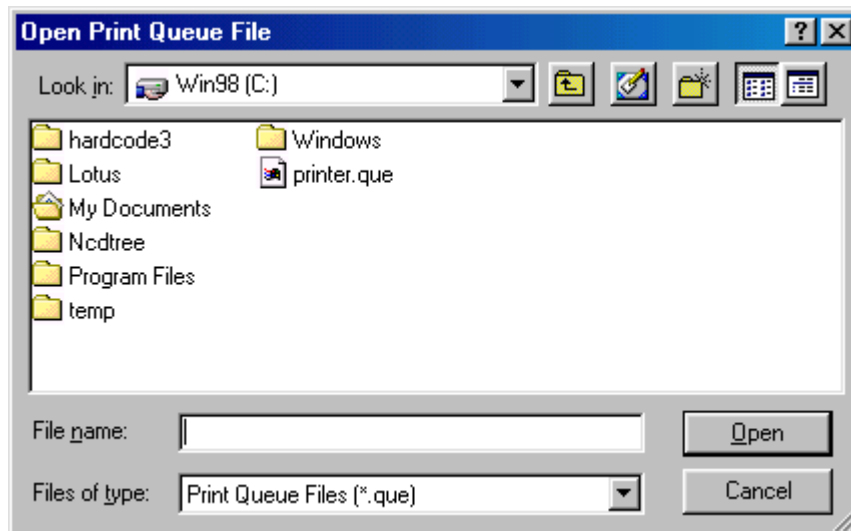
New Print Queue

To open a new print queue session, select the button or from the File menu select **New**. The print queue will be reset and be ready to add new files to the queue.

See [Add Files](#) for more information.

Open Existing Print Queue

To return to an existing print queue session, select the button or from the File menu select **Open**. A dialog box (shown below) will open to choose a previously saved print queue file of type *.que.



Click on the print queue file to open and the file name will appear in the text box. Then click on the **Open** button. The file will be loaded into the print queue area.

To modify the queue see:

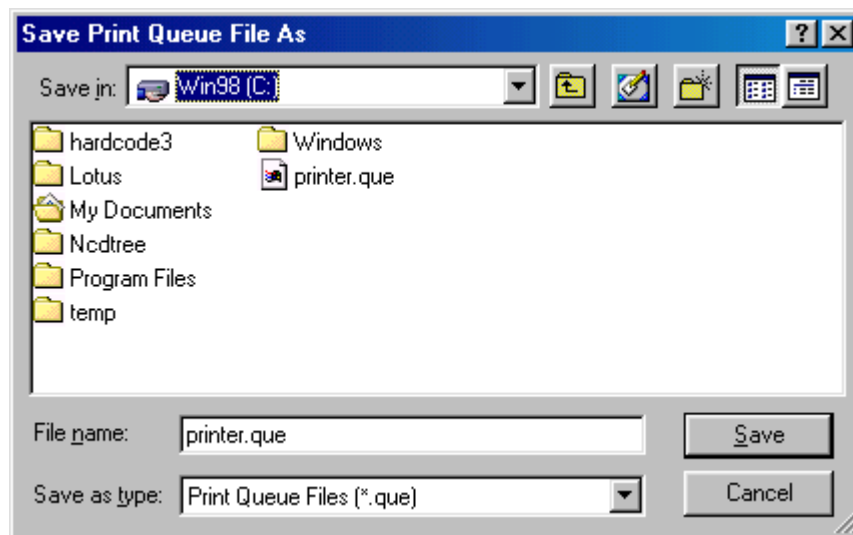
[Adding new files to the print queue](#)

[Removing files from the print queue](#)

Save A Print Queue



After files have been added into the print queue, the queue can be saved for later use. To save a queue, click the button on the toolbar or from the **File** menu select **Save**. The save dialog below will launch.



Enter the name of the file into the *File Name:* text box and click on the **Save** button. The location of the file can be changed using the *Save In:* drop down box to select a different folder.

Adding a File

There are three ways to add a file to the print queue.

1. From the **Edit** menu select **Add File**. A dialog box will open for you to browse for the file you wish to add. To change the file type to add, click on the arrow next to the *Files of Type:* pull down box and select the appropriate file type. Click on the file (the file name should appear in the *File Name:* text box) and then click on the **OK** button. The file should then appear in the print queue list.
2. Click on the button in the toolbar.



The open dialog box will launch to browse to the file you wish to add. To change the file type to add, click on the arrow next to the *Files of Type*: pull down box and select the appropriate file type. Click on the file (the file name should appear in the *File Name*: text box) and then click on the **OK** button. The file should then appear in the print queue list.

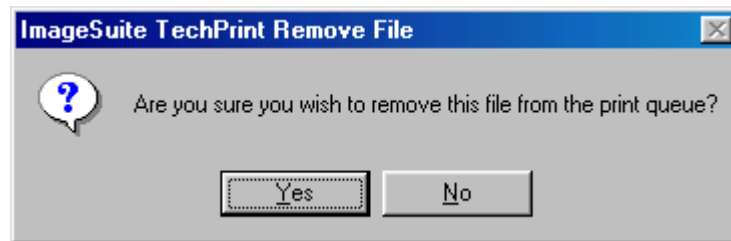
3. The **drag and drop** method. Click and hold with the mouse on the file that you wish to add to the print queue. Drag the mouse cursor to be positioned over the white area of the print queue and release. You should then see your item listed in the print queue.

The *add file* procedure can be repeated as often as necessary. The number of files currently in the print queue will be displayed in the left-hand side of the status bar.

Removing Files From the Print Queue

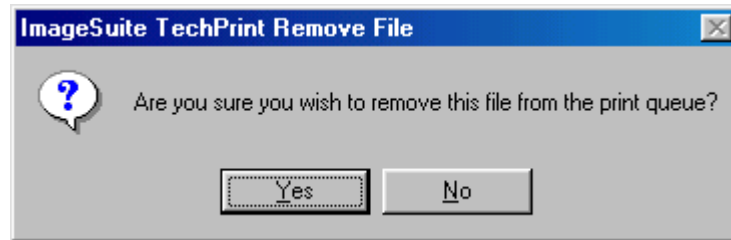
There are three ways to remove a file from the print queue.

1. Highlight the file you wish to remove from the queue and from the **Edit** menu select **Remove File**. A message box will pop-up for you to confirm that you wish to remove the file.



By selecting the **Yes** button the highlighted file will be removed. If you select **Remove File** when there is no file highlighted (selected), you will see a message box telling you that you must select a file to remove.

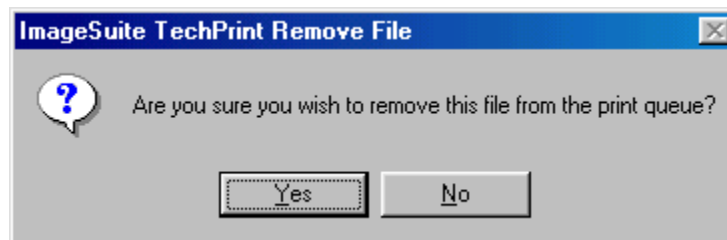
- The toolbar button is used in the same manner. Highlight the file you wish to remove from the queue and click on the button. A message box will pop-up for you to confirm that you wish to remove the file.



By selecting the **Yes** button the highlighted file will be removed. If you select **Remove File** when there is no file highlighted (selected), you will see a message box telling you that you must select a file to remove.



- The **Delete** key on your keyboard may also be used to remove files from the print queue. Select the file to be removed and press the **Delete** key. A message box will pop-up for you to confirm that you wish to remove the file.



By selecting the **Yes** button the selected file will be removed.

* The *remove file* procedure can be repeated as often as necessary. More than one file may be removed at a time by highlighting those files that need to be removed and following any of the above procedures. The number of files currently in the print queue will be displayed in the left-hand side of the status bar.

Undo Last Add/Remove Action

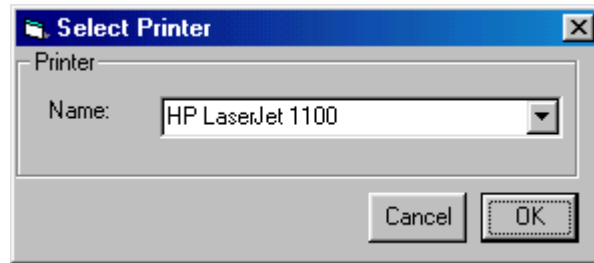


Selecting the button from the toolbar or from the **Edit** menu selecting **Undo** the last add or remove action can be undone once.

Select Printer



To select a printer for print jobs, click on the button on the toolbar or from the **File** menu select the **Select Printer** option. The following window will be loaded to choose from the printers installed on the system.



To change the printer, click on the arrow next to the drop down box and then click on the printer you wish to use for print jobs. The printer will then appear in the text box. Click on the **OK** button to save this printer.

Print the Queue



To print the files in the queue, click on the on the toolbar or from the **File** menu select the **Print** option. This action will print all the files in the print queue. When a file has finished printing, it will be removed from the queue. Printing will continue until the queue is empty.

Chapter 3: More About The Imaging Group

The Imaging Group is a **Lotus Notes Business Partner and qualified Professional Developer**. We provide the tools to build cost-effective document management solutions to meet business needs. Our products and applications have advanced features that enable users to have easy access to important source documents directly from their Lotus Notes environment or from their hard drives (for non-notes users).

Learn more about the ImageSuite Family of products.

ImageSuite® Appliance

COMPLETE DOCUMENT ACCESS SOLUTION

The ImageSuite Appliance makes it easy to share technical documents throughout your organization, supply chain and customer base. Easily capture comments and suggestions with MultiView's markup capability. View CAD drawings using ordinary Web browsers - not expensive CAD systems. With the ImageSuite Appliance you can store, retrieve and view CAD files, image files and other documents and make use of the powerful, secure Domino Application Server infrastructure without modifying your existing IT environment. The ImageSuite Appliance is an add-on Microsoft NT server that is specifically packaged to minimize additional support load.

ImageSuite.doc©

DOCUMENT ACCESS SYSTEM FOR LOTUS DOMINO®

If you are a manufacturing firm, a company that manages technical projects or any organization that needs to provide access to a collection of technical documents, ImageSuite.doc provides the functionality you need at the right price. Because it is designed to meet your business needs, ImageSuite.doc is less expensive than one-size-fits-all document management systems. It is less demanding of computer and administrative resources and is easier to learn. It is also easier to customize. ImageSuite.doc's blend of Domino application, web browser accessibility and custom viewers make it unique in the marketplace

ImageSuite® MultiView

POWERFUL TECHNICAL DOCUMENT VIEWING AND MARKUP FOR LOTUS DOMINO®

The MultiView family of viewers is provides economical and easy-to-use access to documents from anywhere. Both the standalone and browser based versions easily integrate with Domino applications such as ImageSuite.doc and ImageSuite Vault or with customer developed applications

ImageSuite® Vault

FAST START LOTUS DOMINO DOCUMENT STORAGE AND RETRIEVAL SYSTEM

ImageSuite Vault is a ready to use complete Lotus Domino-based hierarchical storage retrieval system. The Vault implements a familiar file cabinet model.

ImageSuite® ScanToNotes

CONVENIENT, EASY TO USE SCANNING INTO LOTUS DOMINO

ScanToNotes is the perfect solution for applications that need Ad Hoc or Low Volume production scanning into Domino databases. ScanToNotes was designed from the ground up to be easy to use while being flexible enough to be valuable in a variety of applications. ScanToNotes is easy to integrate with Domino applications.

ImageSuite® docAttach

EXTEND LOTUS DOMINO ATTACH CAPABILITIES

Lotus Notes client makes it easy to attach a file to an open document. Just click on the "attach" icon. But what if you have a list of files you want to attach to a document? Maybe you'd like to search for a document and then attach it. Perhaps you would like your Microsoft office application to attach a file to your Notes document. All this is possible with the Imaging Group's docAttach tool.