

Print Manager Editor

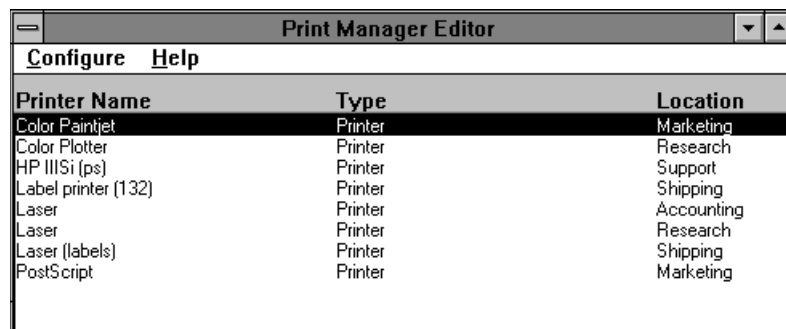
After installing the Print Manager software, you should run the Print Manager Editor to create a database of installed Windows printers and their locations. You can also create online Help for particular printers.

The **network administrator** who is responsible for the definition and configuration of network printers and print queues runs the Print Manager Editor (WWPEDIT.EXE).

Starting the Print Manager Editor



To start Print Manager Editor, run the program WWPEDIT.EXE.



Print Manager Editor		
<u>C</u> onfigure <u>H</u> elp		
Printer Name	Type	Location
Color Paintjet	Printer	Marketing
Color Plotter	Printer	Research
HP III Si (ps)	Printer	Support
Label printer (132)	Printer	Shipping
Laser	Printer	Accounting
Laser	Printer	Research
Laser (labels)	Printer	Shipping
PostScript	Printer	Marketing

The Print Manager Editor main window displays. It lists any installed network printers.

Adding Printer Drivers

You must add references to the Windows printer drivers (this includes drivers for output devices such as laser printers, pen plotters, faxes, etc.) to the Print Manager database to be able to use them with Print Manager. Print Manager tracks the information about each printer driver, including printer icons and default network printing options.

For Windows to use a printer driver, it must first be able to find it. It is important for any printer driver installed on the network to be in the user's search path. If a user runs Windows from the network and has a search path to the Windows directory, you can copy the drivers to that directory. Print Manager expands compressed printer driver files when you add a new printer.

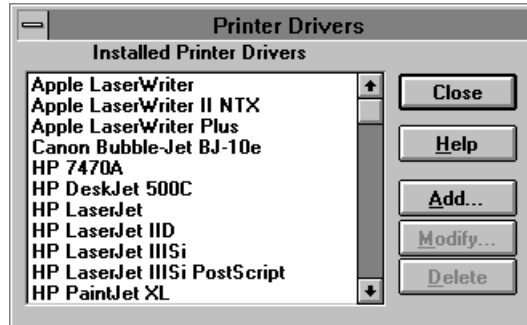


To add a printer to the printer database

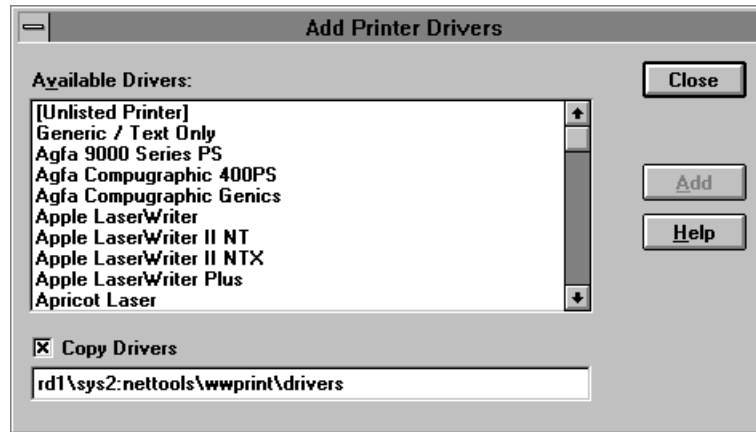
You can add a new printer driver to the printer database. There are two methods for adding a printer driver.

Method 1

1. Choose Drivers from the Configure menu.



2. Choose Add.



3. Select one or more of the drivers in the Available Drivers list box.
For information about the [Unlisted Printer], see “To add an unlisted printer driver” in this chapter.
4. Select the Copy Drivers check box so it displays with an X and type the name of the directory that you want to copy the drivers to.

You can type the directory name in one of the following formats:

- drive:\directory
- server/volume:directory

You should copy the drivers to a directory that is in the user’s path. For example, in a network installation of Windows, you can install the files in the WINDOWS\SYSTEM directory. You can also use the WWPRINT\DRIVERS directory if you place that directory in each user’s path.

Note: Any postscript drivers with a .WPD (Windows Printer Definition) and .PPD (Postscript Printer Definition) extension must be copied to the WINDOWS\SYSTEM directory.

5. Choose Add.

Print Manager Editor installs the printer driver and uses the driver’s default settings.

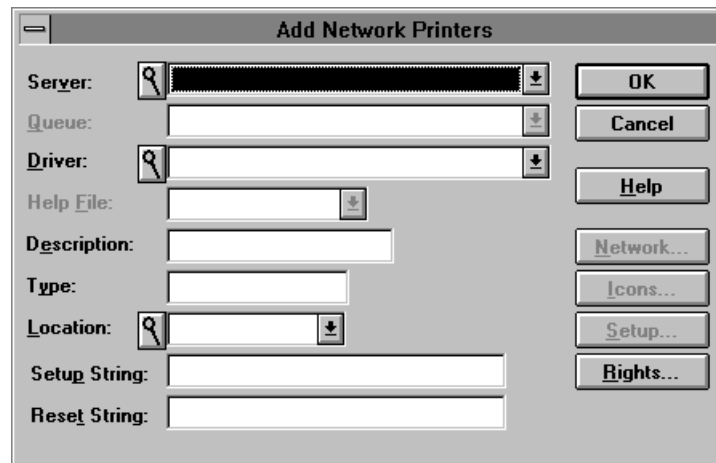
Note: As Print Manager Editor installs the driver, you see the printer’s options dialog box display. Do not press any keys until Print Manager returns to the Add Printer Drivers dialog box. If the Print Manager Editor cannot find a printer driver on the search path, a message box displays. Choose OK in the message box to continue adding any other selected drivers. Choose Cancel to halt the process and return you to the Add Printer Drivers dialog box. Any drivers selected before the error message remain installed.

You can modify printer drivers by specifying the network, icon, help file, and printer setup features. For more information, see “Modifying Printer Drivers” in this chapter.

6. Choose Close until you exit the dialog boxes.

Method 2

1. Choose Add Network Printer from the Configure menu.



2. Choose the left Driver pop-box (magnifier).

The Printer Drivers dialog box displays.

3. Choose Add.

The Add Printer Drivers dialog box displays.

4. Select one or more of the drivers in the Available Drivers list box.

For information about the [Unlisted Printer], see “To add an unlisted printer driver” in this chapter.

5. Select the Copy Drivers check box so it displays with an X.

6. Choose Add.

Print Manager Editor installs the printer driver and uses the driver’s default settings.

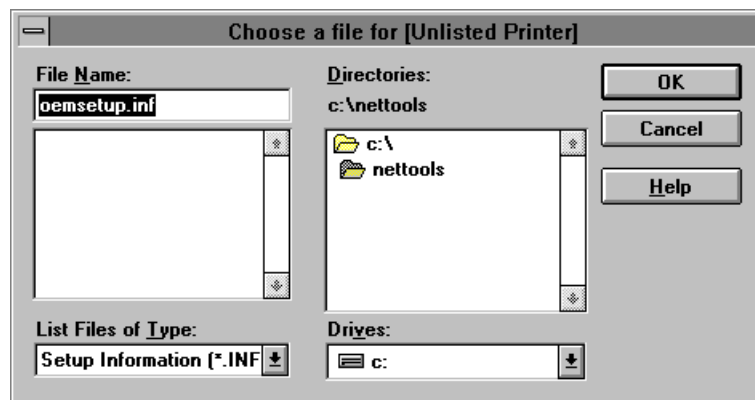
7. Choose Close until you exit the dialog boxes.



To add an unlisted printer driver

You can add any printer driver to the printer database by installing an .INF or .DRV file.

1. Choose Drivers from the Configure menu.
The Printer Drivers dialog box displays.
2. Choose Add.
The Add Printer Drivers dialog box displays.
3. Select [Unlisted Printer] from the Available Drivers dialog box.
4. Choose Add.



5. Select the file type you want to open in the List Files of Type box.
You can search for .INF or .DRV files. Generally, if the driver list includes an OEMSETUP.INF file, select it; otherwise select the .DRV file.
You can also create an OEMSETUP.INF file manually. The OEMSETUP.TXT file found in the Examples directory explains typical .INF file entries.
6. Choose OK.
7. Choose Close until you exit the dialog boxes.

Modifying Printer Drivers

You can modify the default values for each printer driver. These defaults are the initial values for the driver you selected.

The defaults allow you to:

- Select the type of printer
- Select the help file associated with this printer
- Select an extension for any printer files (used by Qview)
- Give users the ability to postpone their print jobs

- Set the timeout for a print job
- Select the type of file to output
- Enable the ability to end the capture of a file for printing
- Display a banner page
- Add a form feed
- Set the maximum number of copies per page
 - Select the default form number (used with the Novell PRINTDEF utility)



To designate the type, help file, and suffix

1. Choose Drivers from the Configure menu.
The Printer Drivers dialog box displays.
2. Select a driver in the Installed Printer Driver list box.
3. Choose Modify.



4. Type a description of the printer driver in the Type edit box.
For example, you can type one of the following descriptions:

- Color Laser
- Dot Matrix
- Fax
- HP LaserJet
- Plotter
 - PostScript

You can maintain consistency if the value for the Type field remains the same for similar printers. Print Manager can sort its Printer Index by Type.

5. Select a context-sensitive .HLP file in the Help File box.

This file is a Windows Write file with the extension .HLP. You can locate this file in the HELP directory. For more information, see “Creating Context-Sensitive Help” in this chapter.

6. Type a 3-character default extension in the Suffix text box.

Qview uses this extension when adding print jobs to the print queue.

The following table contains examples of some valid extensions.

Suffix	Description
FAX	Facsimiles
PCL	HP LaserJet
PLT	Plotter
PS	Postscript

7. Choose Close until you exit the dialog boxes.



To set network options

1. Choose Drivers from the Configure menu.

The Printer Drivers dialog box displays.

2. Select a driver in the Installed Printer Driver list box.

3. Choose Modify.

The Modify Printer Driver dialog box displays.

4. Choose Network to establish default network parameters for this printer driver.

Network Options

☒ Permit User Hold

☒ Permit Deferred Printing

Default Timeout: 30

File Contents

☒ Byte Stream

☐ Text: Tab Size: 8

AutoEndCap

☐ Enable ☒ Permit Change

Banner

☐ Enable ☒ Permit Change

Add Form Feed

☐ Enable ☒ Permit Change

Copies

☒ Permit Change

Maximum: 1

Forms

☒ Permit Change

Number: 0

OK Cancel Help

5. Specify one or more the following options.

Option	Description
Permit User Hold	Determines whether a user may indefinitely postpone the printing of a job.
Permit Deferred Printing	Determines whether a user may postpone the printing of a job until a specified time.
Default Timeout	Sets the minutes after which the network automatically closes a print job and allows it to print.
File Contents	Declares whether the job consists of a Byte Stream (which includes binary information) or contains only text. You should use Byte Stream when printing in Windows. If you select Text, type a default tab size (the number of spaces that a tab character represents).

Continued...

Option	Description
Auto End Cap	<p>The Enable check box indicates whether or not to end the capture of a file for printing when it reaches the end of the file. Microsoft recommends disabling this feature for Windows applications and enabling it for DOS applications.</p> <p>Permit Change indicates whether users can change this setting in the Print Manager Network Options dialog box.</p>
Banner	<p>The Enable check box indicates whether or not to add a banner (a title page) to the beginning of a print job.</p> <p>Permit Change indicates whether users can change the default Banner setting in Print Manager (Network Options dialog box) and Qview (Print Job Options dialog box).</p> <p>For example, the administrator could disable the banner by deselecting the Enable box, but give users the option of enabling the banner by checking the Permit Change box.</p>
Add Form Feed	<p>The Enable check box indicates whether or not to send a form feed instruction to the printer at the end of each job.</p> <p>Permit Change indicates whether to allow a user to enable or disable form feeds.</p>
Copies	<p>Indicates the maximum number of copies the user can specify in Print Manager.</p> <p>Permit Change indicates whether a user can change the default number of copies in Print Manager.</p>
Forms	<p>Indicates the default form number (optionally assigned using the Novell PRINTDEF utility) to use when creating the print job.</p> <p>Permit Change indicates whether a user can change the default form number.</p>

Important: Various printer types, such as PostScript printers or plotters, cannot correctly interpret some network printing features. You should set these printers so that no banner prints, file contents are Byte Stream, and no form feeds print.

6. Choose OK until you exit the dialog boxes.



To select an icon

You can select an icon to represent the selected printer in Print Manager's list of connected printers and as the Qview icon. Program Manager includes a selection of icons.

1. Choose Drivers from the Configure menu.
The Printer Drivers dialog box displays.
2. Select a driver in the Installed Printer Driver list box.
3. Choose Modify.
The Modify Printer Driver dialog box displays.
4. Choose Icon.



5. Select an icon from the Available Icons list box.
The graphic representation of the icon displays.
6. Choose OK until you exit the dialog boxes.

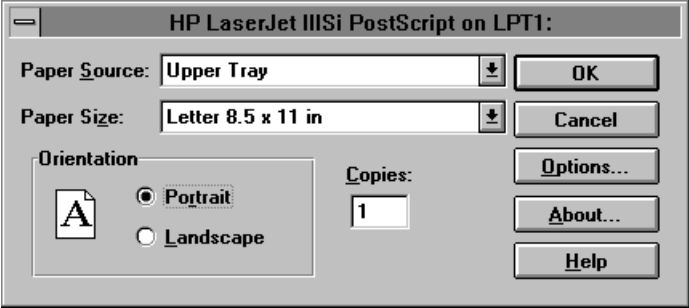


To setup the printer

You can display the same configuration screen for the Windows printer driver that displays in the Windows Control Panel. Windows applications use the settings in the printer driver whenever a user connects to this driver.

1. Choose Drivers from the Configure menu.
The Printer Drivers dialog box displays.
2. Select a driver in the Installed Printer Driver list box.
3. Choose Modify.
The Modify Printer Driver dialog box displays.

- 4. Choose Setup.



Note: You can delete printer drivers. However, take care not to delete a driver that is being used by one of your network or personal printers.

- 5. Choose OK until you exit the dialog boxes.

Defining Printer Locations

Print Manager Editor maintains a list of locations for printers. You can add or modify these locations to aid a user in locating the printer.



To add printer locations

Method 1

- 1. Choose Locations from the Configure menu.



2. Choose Add.



3. Type the location name in the text box.

For example, you can type one of the following descriptions:

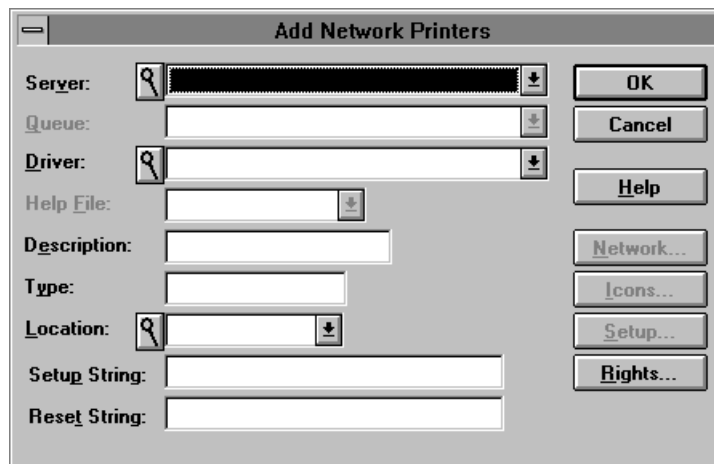
- Accounting
- LAN Room
- Reception
- Research

Note: You cannot enter the following special characters: / = , []

4. Choose OK.
5. Repeat steps 1 – 4 for each additional location you want to add.
6. Choose Close until you exit the dialog boxes.

Method 2

1. Choose Add Network Printer from the Configure menu.



2. Choose the left Locations pop-box (magnifier).

The Locations dialog box displays.

3. Choose Add.

4. Type the location name in the text box.
5. Choose OK.
6. Repeat step 2 – 5 for each additional location you want to add.
7. Choose Close until you exit the dialog boxes.



To modify printer locations

1. Choose Locations from the Configure menu.
The Locations dialog box displays.
2. Select the location you want to modify.
3. Choose Modify.



4. Type the location name in the text box.
For example, you can type one of the following descriptions:
 - Accounting
 - LAN Room
 - Reception
 - Research

Note: You cannot enter the following special characters: / = , []

5. Choose OK.
6. Repeat steps 1 – 4 for each location you want to modify.
7. Choose Close until you exit the dialog boxes.



To delete printer locations

1. Choose Locations from the Configure menu.
The Locations dialog box displays.
2. Select the location you want to delete.

3. Choose Delete.



4. Choose Yes to delete the location.

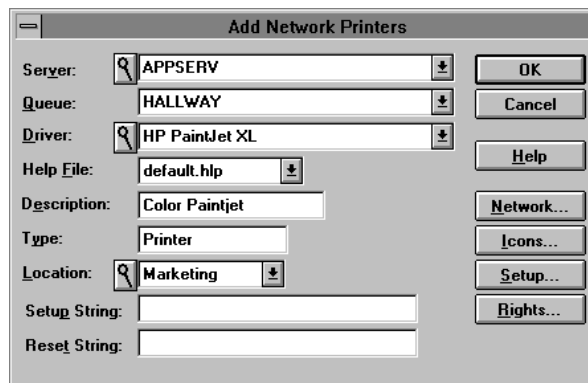
Adding Network Printers

After defining the printer drivers and locations, you can configure network printers. Configuration builds the list of network output devices available to users in Print Manager.



To add network printers

1. Choose Add Network Printer from the Configure menu.



2. Define network printer options as necessary, using the drop-down combo boxes to select choices. You must complete all fields in the dialog box except the two String boxes before you can add a network printer.

The following sections contain information for completing this dialog box.

3. Choose OK.

Pop-box (magnifier)

The Server pop-box displays the Attach/Detach File Server dialog box. You can type your user name and password to attach to a file server. You can also detach from any attached server. For more information, see “Attaching to or Detaching from a File Server” in this chapter.

The Driver pop-box displays the Printer Drivers dialog box. You can add, modify, and delete drivers. For more information, see “Adding Printer Drivers” in this chapter.

The Location pop-box displays the Locations dialog box. You can add, modify, and delete locations. For more information, see “Defining Printer Locations” in this chapter.

Server

In the Add Network Printers dialog box, select the server that contains the appropriate print queues. The editor displays a list of attached servers. If you wish to view the print queues available on an unattached server, see “Attaching to or Detaching from a File Server” in this chapter.

Queue

In the Add Network Printers dialog box, select the network print queue to associate with this printer. The editor displays a complete list of the print queues defined on the selected server. You can create, maintain, and delete print queues and print queue operators using Novell’s PCONSOLE utility.

Driver

In the Add Network Printers dialog box, select the Windows printer driver to associate with the selected network printer. For information on adding a new printer driver, see “Adding Printer Drivers” in this chapter.

After you select the driver, two other fields, Help File and Type, display the default values defined during the printer drivers configuration process. For information about configuring a printer driver, see “Modifying Printer Drivers” in this chapter.

Help File

Print Manager provides a Hypertext-like help facility that allows for the creation and customization of help files using the Windows Write program included with Windows. The default help files, defined during the printer driver installation, display in the text field. You can create a special help file to help the user understand the functions and maintenance of a given printer.

In the Add Network Printer dialog box, select a help file to use for the selected network printer. The editor displays a list of help files located in the HELP directory.

For information on creating a help file, see “Creating Context-Sensitive Help” in this chapter.

Description

In the Add Network Printer dialog box, type a description for the network printer that is easily recognizable to a user.

For example, you can type one of the following descriptions:

- 8-Pin Color Plotter
- Envelope Deskjet
- Letterhead Laser
- Plain-Paper Fax

Note: The description cannot contain the following special characters: / = , []

Type

In the Add Network Printer dialog box, type a printer name that refers to the variety of the printer. You can be specific by using the name of the printer (such as HP LaserJet or PostScript) or generic by using the type (such as 24-Pin Matrix). The default type defined during the printer driver installation displays in the edit box.

You can maintain consistency if the value for the Type field remains the same for similar printers. Print Manager can sort its Printer Index by Type, as well as Description and Location. Consistency in the Type field allows similar printers to sort together.

For more information, see “Modifying Printer Drivers” in this chapter.

Location

In the Add Network Printer dialog box, select the physical location of the printer. The Location field displays all previously created locations.

For more information, see “Defining Printer Locations” in this chapter.

Setup and Reset String

In the Add Network Printer dialog box, type the setup and reset string used for entering escape sequences for the printer you are configuring. These strings are primarily for printing from DOS windows. Print Manager sends the Setup String to the printer before the print job and the Reset String after the job.

For example, you can use these strings to set the orientation to landscape mode for a particular job and then reset it to portrait mode. You type the strings for your printer in HEX as follows: 1B 41 for ESC A. The HEX character must be two characters long. (B by itself is not acceptable; you must enter 0B.) It is not necessary to type a space between the HEX characters. The maximum number of HEX characters is 255, so the text field accepts 765 (3 x 255) characters to allow room for XX<space>.

Network, Icons, and Setup

When you originally installed the printer driver, you defined the standard default for each printer driver. You can modify those defaults to the particular needs of each network printer with these buttons.

For more information about using these dialog boxes, see “Modifying Printer Drivers” in this chapter.

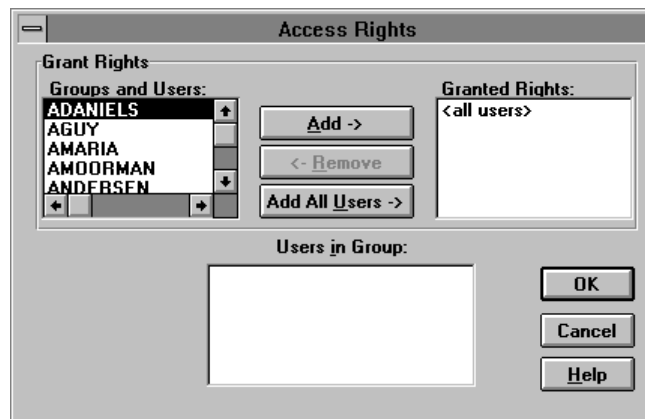
Assigning Rights

You can assign a user or group permission to access a network printer. You can assign access to any number of users and groups.



To assign rights

1. Choose Add Network Printer on the Configure menu.
The Add Network Printers dialog box displays.
2. Choose Rights.



3. Select a group or user from the Groups and Users list box that you want to grant access.

The Groups and Users list box shows all users and groups on your default server. The editor encloses groups in brackets and groups appear at the end of the list. As you select a group in the list, the names of the users assigned to it display in the Users in Group list box. You may choose any combination of groups and individual users available. The entry <all users> is the default in the Granted Rights box.

4. Choose the Add button after each selection or double-click on an entry to move it to the Granted Rights box.

5. If you want to remove a user or group from the Granted Rights box, select the group or user and choose Remove or double-click on an entry to remove it.
6. If you want to add a majority of the users, choose Add All Users, select a user in the Granted Rights box you want to remove, and choose Remove.

You can remove each user that you do not want to grant access.

7. Choose OK to assign the rights.

Attaching to or Detaching from a File Server

When adding and modifying network printers, Print Manager Editor allows you to attach to or detach from any file servers connected to your network. NetWare limits the number of servers you can attach. For the maximum number of attached servers, refer to your NetWare documentation.



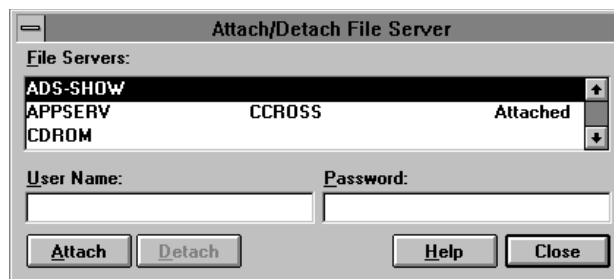
To attach to another file server

1. Choose Add Network Printer on the Configure menu.

The Add Network Printers dialog box displays.



2. Choose the left Server pop-box (magnifier).



3. Select a file server in the File Servers list box that you want to attach.
4. Type your user name (or GUEST) in the User Name text box.
5. Type your password (if required) in the Password text box.
An asterisk (*) displays for each character you type.
6. Choose Attach to connect to the file server.
7. Choose Close.

Note: If you choose Close without choosing Attach, you do not connect to the file server. Make sure that you choose Attach after you type your user name and password.

You can now select the newly attached server from the Server list box.



To detach from a file server

1. Choose Add Network Printer on the Configure menu.

The Add Network Printers dialog box displays.



2. Choose the left Server pop-box (magnifier).

The Attach/Detach File Server dialog box displays.

3. Select a file server in the File Servers list box that you want to detach.
4. Choose Detach to disconnect from the file server.
5. Choose OK.

Modifying Network Printers

You can modify a network printer (change its description, icon, and default setup) at any time.



To modify a network printer

1. Select a printer in the Print Manager Editor window.
2. Choose Modify Network Printer from the Configure menu.
3. Follow the procedures outlined in “Adding Network Printers” to modify the network printer in the printer database.

Mouse Shortcut:

Instead of following steps 1 and 2, you can double-click on the printer in the Print Manager Editor window.

Deleting Network Printers

You may delete or replace your network printers at any time.



To delete a network printer

1. Select a printer in the Print Manager Editor window.

2. Choose Delete Network Printer from the Configure menu.
3. Choose Yes to delete the selected printer.

Printing the Database

You can print the information from the printer database to an ASCII text file, which you can then print or view using a text editor.



To print the database to an ASCII file

1. Choose Print database from the Configure menu.



The Active Database field indicates the location of the printer database.

2. Select the Drivers box to include the printer driver information in the report.
3. Select the .WI Files box to include WIN.INI entries for the printers in the report.
4. Use the Printer box to specify whether to include:
 - All printers
 - All network printers
 - All personal printers
 - Individual printers
5. In the Output Filename text box, type the name of the ASCII file where you want to contain the information. The default file name is WWPRINT.TXT.
6. If you want to select an existing filename, choose Browse, select a file, and choose OK.
7. Choose Print.

Print Manager Editor prints the report to the filename you selected.

Creating Print Manager Context-Sensitive Help

Print Manager makes use of two types of online help: Print Manager Help and Printer Help. Print Manager Help, included with each installation of Print Manager, documents program features such as menu commands, options, and operating procedures. Printer Help, which is context sensitive, can be created and modified by the network administrator for Print Manager users.

Print Manager's customized Printer Help supports help files created in Microsoft Write, an application included with each copy of Microsoft Windows. Write is a graphical word processor that allows you to select multiple fonts and incorporate graphics. Once created, these help files can be linked together with Hypertext-like fields.

Printer Help files must adhere to the following rules to work properly with Print Manager:

- They must be a Windows Write file.
- They must have a .HLP extension.
 - They must exist in the HELP directory (or the Help directory you designated during installation).

For information about assigning a help file to a printer driver, see "Modifying Printer Drivers" in this chapter.



To create a print help file



1. Run Microsoft Write (WRITE.EXE).
2. Create your text file, format the text with selected fonts. Write accepts many graphics formats from the Clipboard. For more information about Write, refer to the Microsoft Windows documentation.
3. Choose Save from the File menu.
4. Replace the .WRI extension with the .HLP extension before you save.

You may also rename any Write documents to end in .HLP.
5. Move the .HLP files to the HELP directory or to in the directory defined by the WWPATH entry during installation.

The newly created help files are now available to Print Manager and Print Manager Editor.

Hypertext Fields

You can link customized help files together to create a Hypertext-like help system. This can be useful for supplying documentation on particular printers to network users—in effect, an online printer manual.



To create a hypertext field

1. Type the tilde (~) symbol.
2. Type the linked text that displays in the help file. Though not required, you can underline the text so that it displays underlined in the help file.
3. Type the @ symbol.
4. Type the name of the Write file you want to link.
5. Press ENTER.

For example,

```
~How to Change the Toner@lsrtoner.hlp
~How to Clear a Paper Jam@lsrjam.hlp
```

The underlined Hypertext jump in the example above indicates visually which text in the help file contains more information. This is similar to the Windows Help system, but the underline is not necessary.

When you display the help screen, only the help topic titles appear. When the pointer cursor passes over a Hypertext jump area, it changes to a magnifying glass.

You must begin the Hypertext fields at the start of a paragraph. In addition, you cannot follow the field with any other information other than the help filename.

Requesting Context-Sensitive Help

Print Manager follows the standard Windows convention of SHIFT+F1 to provide context-sensitive help. When you press SHIFT+F1 to request help, the cursor changes to an arrow with a question mark. You may then choose drop-down menu commands for specific information pertaining to those commands. Command-specific help is part of Print Manager Help.

You can also press SHIFT+F1 and then choose a printer in the Connected Printers or the Printer Index list boxes to request help. For example, if you have created a custom help file for a PostScript printer and defined it in the Print Manager Editor, that custom file displays when you request help on that printer.



To access Printer Help

You can access help created by the network administrator for any printer in Print Manager.

1. Start Print Manager.

The Print Manager window displays.

2. Press SHIFT+F1.

The arrow changes to an arrow with a question mark.

3. Select a printer in the Printer Index.

The help file for the printer displays.

4. Select a jump and press ENTER to switch to a different help file.

The help topic you selected displays.

Mouse Shortcut:

Double-click on the jump.

5. Choose Back! to return to the previous help topic.

The first help topic displays.

6. Choose Index! to open the index file (WWPINDEX.SYS in the HELP directory).

The index file displays. You can edit this file in Windows Write. You can add jumps to any help file located in the HELP directory.

Exiting Print Manager Editor

To exit Print Manager Editor, choose Exit from the Configure menu.

