

#1 \$2 K3 **Attach/Detach File Server Dialog Box**

Choose this option	To do this
File Servers	A list of all recognized file servers on your network. If you are attached to that server your user name and status (attached or default server) display.
User Name	When attaching to the selected file server, type your user name in the User Name text box.
Password	When attaching to the selected file server, type your password in the Password text box.
Attach button	Choosing Attach will attach you to the selected server if a valid user name and password have been provided.
Detach button	The Detach button allows you to detach from the file server that is selected in the Server list box. A warning message may display if you are currently using the resources of the selected file server.

**Related topics**

[Attaching to another file server](#)

[Detaching from a file server](#)

<sup>1</sup> DB\_PME\_ATTACH\_DETACH\_FILE\_SERVER

<sup>2</sup> Attach/Detach File Server Dialog Box

<sup>3</sup> Attach/Detach File Server Dialog Box

#### #4 \$5 K6 **Setup Dialog Box**

The Setup dialog box displays the current print options for the printer-driver file you are configuring. Print options are printer-specific settings such as the page orientation-landscape or portrait-or the manner in which paper feeds through the printer. These options vary from printer to printer.

The following list explains some of the common print options:

Use this option	To do this
Printer	Specify the printer you are using with a printer-drive file.
Paper Source (or feed)	You use tray or bin feeder options when you have a printer that uses single sheets of paper. A tractor setting assumes your printer prints on paper that feeds continuously into the printer on tractor wheels. On some printers, you can choose to feed paper manually.
Paper Size (on Format)	For most printers, Windows assumes that you want to print on standard letter-size paper (8 1/2 by 11 inches). If you are using a different size paper, you must change this setting to accommodate the new size.
Memory	Specify the amount of printer memory. See your printer's manual.
Orientation	Paper orientation can be portrait or landscape. <b>Portrait</b> means the page is taller than it is wide when you view the printed text upright. <b>Landscape</b> means the page is wider than it is tall when you view the printed text upright.
Graphics Resolution	Select Graphics Resolution if your printer supports printing graphics at different resolutions. Graphics resolution options can appear in the Setup Printer dialog box as High, Medium, or Low, or as dots per inch (such as 300 DPI or 120 x 144).
Cartridges	Select up to the maximum number of cartridges that can be physically plugged in to your printer from the list of those available for that printer.
Fonts	Set up additional fonts on your printer. Fonts can be either font cartridges or downloadable soft-font files. Notice that these are fonts supplied by a printer or font vendor, not the fonts supplied with Windows.
Options	Select from the unique options available for that printer.
Help	Obtain specific information about how to set up the options in the printer-driver file and any special printer settings you may need to use when printing with this printer driver from Windows.

#### **Related Topics**

[Setting up the printer](#)

<sup>4</sup> DB\_PME\_SETUP

<sup>5</sup> Setup Dialog Box

<sup>6</sup> Setup Dialog Box

## #7 S8 K9 **Printer Drivers Dialog Box**

You must install the Windows printer drivers in the printer database to be able to use them with **Print Manager**.

Choose this option	To do this
Installed Printer Drivers	Displays the printer drivers that have been installed.
Add button	Choose the Add button to install more drivers.
Modify button	Choose the Modify button to make changes to a printer driver.
Delete button	Choose the Delete button to delete a printer driver(s) from the database.

### **Related topics**

[Adding printer drivers to the database](#)

[Add Printer Drivers dialog box](#)

[Deleting a network printer](#)

[Modify Printer Drivers dialog box](#)

[Modifying printer drivers](#)

<sup>7</sup> DB\_PME\_PRINTER\_DRIVERS

<sup>8</sup> Printer Drivers Dialog Box

<sup>9</sup> Printer Drivers Dialog Box

## #10 S11 K12 **Add Printer Drivers Dialog Box**

After choosing the Add button, the Add Printer Drivers dialog box displays to give you the opportunity to set the default options for network, icon, help file and printer setup features for each selected printer.

For Windows to use a printer driver, it must first be able to find it. It is important for any printer drivers installed on the network to be located on the user's search path. If the drivers have not been previously copied to a search drive on the network, use the Copy Drivers option to enter a subdirectory path to which they should be copied. The Copy Drivers text box accepts directory specifications in drive:\directory format or NetWare server/volume format. This option accepts both compressed and expanded files.

Choose this option	To do this
Available drivers	The program searches the source and lists all printer drivers in the list box.
Copy drivers	If you wish to copy the drivers to a specific location, enable the check box and indicate the destination.
Destination	Type a destination that includes the complete path.
Add button	The Add button gives you the opportunity to set the <u>default</u> options for the <u>network</u> , <u>icon</u> , <u>help file</u> and <u>printer setup</u> features for each selected driver.

### **Related topics**

[Adding printer drivers to the database](#)

[Modifying printer drivers](#)

<sup>10</sup> DB\_PME\_ADD\_PRINTER\_DRIVERS

<sup>11</sup> Add Printer Drivers Dialog Box

<sup>12</sup> Add Printer Drivers Dialog Box

## #13 \$14 K15 **Modify Printer Drivers Dialog Box**

Choose the option	To do this
Type	This field refers to the variety of printer. It might be as specific as the name of the printer (such as HP LaserJet or Postscript) or as generic as 24-Pin Matrix. The <u>default</u> type, which was defined when adding the <u>printer driver</u> , will be displayed but can be changed to whatever is applicable.
Help File	Choose the context-sensitive Help File that was created for the selected printer.
Suffix	A suffix or default file extension can be added for this printer driver. Suffixes are useful when adding jobs directly to the print queue through <b>Qview</b> .
Network button	The Network button allows you to establish <u>default</u> network parameters that are valid for this printer driver. These options include: <u>banner</u> , <u>user hold</u> , <u>deferred printing</u> , <u>timeout</u> , <u>file contents</u> , <u>form feed</u> , <u>copies forms</u> , and <u>auto end cap</u> .
Icon button	The Icon button allows you to <u>choose</u> an icon that represents the selected printer. A selection of <u>icons</u> is included with <b>Print Manager</b> . Choosing the icon name displayed in the list box graphically displays the icon currently selected. Make your choice and <u>select</u> OK.
Setup button	The Setup button loads the Windows <u>printer driver</u> configuration screen, which is similar to the Control Panel Setup Printer option. Printer setups defined here are stored and re-enabled whenever a user connects to this type of printer.

### **Related topics**

[Network Options dialog box](#)

[Modifying printer drivers](#)

[Selecting an icon](#)

[Setting network options](#)

[Setting up the printer](#)

[Setup dialog box](#)

<sup>13</sup> DB\_PME\_MODIFY\_PRINTER\_DRIVERS

<sup>14</sup> Modify Printer Drivers Dialog Box

<sup>15</sup> Modify Printer Drivers Dialog Box

## #16 \$17 K18 **Network Options Dialog Box**

Network Options are default setting established by the network administrator. The Network Options dialog box allows the user to change these options.

Choose this option	To do this
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 NetWare will automatically close a print job and allow it to print.
File Contents	Declares whether the job will consist of a Byte Stream (which includes binary information), or will contain only text. If Text is selected, you may enter a default tab size (the number of spaces that a tab character will represent).
Tab Size	When printing a document to an unintelligent printer (such as a TTY or a printer/typewriter), you may decide to expand the tab characters to an equivalent number of spaces (generally 8 spaces) in order to ensure that the document prints correctly. This is a rare case and Windows will generally accomplish this task automatically.
Auto End Cap	Indicates whether to end the capture of a file for printing when end of file is reached. Microsoft recommends disabling this feature for Windows applications and enabling it for DOS applications. Permit Change indicates whether users will be allowed to change the default setting.
Banner	Indicates whether the network may add a banner (title page) to the beginning of a print job. Permit Change indicates whether users can change the default Banner setting. For example, the administrator could disable the banner by unchecking the Banner/Enable box, but give users the option of enabling the banner by checking the Permit Change box.
Add Form Feed	The status of the Enable check box indicates whether a form feed instruction should be sent to the printer at the end of each job. Permit Change indicates whether a user is allowed to enable or disable form feeds.
Copies	Indicates the maximum number of copies. Permit change indicates whether a user will be allowed to change the default form number.
Forms	Indicates the default form number (optionally assigned using the Novell PRINTDEF utility) to use when creating the print job. Permit Change indicates whether a user will be allowed to change the default form number.

### **Related topics**

[Adding network printers](#)

[Setting network options](#)

<sup>16</sup> DB\_PME\_NETWORK\_OPTIONS

<sup>17</sup> Network Options Dialog Box

<sup>18</sup> Network Options Dialog Box

## #19 \$20 K21 **Locations Dialog Box**

The Locations dialog box allows you to add locations to the location database. Names are limited to 10 alphanumeric characters. They should be as descriptive as possible. We suggest names of places or departments such as Reception, Accounting, LAN Room, etc. You cannot enter the following special characters: / = , [ ]

<b>Choose this option</b>	<b>To do this</b>
Location list box	The location list box displays the contents of the location database.
Add button	Choose the Add button to create a new location. The Edit Location dialog box will display.
Modify button	The modify button allows you to make changes to a location that has already been defined. Select the location before selecting the button.
Delete button	This button removes the selected location from the database.

### **Related topics**

[Adding printer locations](#)

[Deleting printer locations](#)

[Modifying printer locations](#)

<sup>19</sup> DB\_PME\_LOCATIONS

<sup>20</sup> Locations Dialog Box

<sup>21</sup> Locations Dialog Box

## #22 \$23 K24 Add or Modify Network Printers Dialog Box

After the printer drivers and locations have been defined, you can configure network printers. Configuration builds the list of network output devices available to users.

Choose this option	To do this
Server	<p>Select the <u>server</u> that contains the appropriate <u>print queues</u> by choosing the right pop-box. The list of servers to which you are currently attached displays.</p> <p>If you wish to view the print queues available on an unattached server, choose the right-server pop-box to view, attach, or detach to other servers.</p>
Queue	<p>Select the NetWare <u>print queue</u> to associate with this printer. <b>Print Manager Editor</b> lists all of the print queues defined on the selected <u>server</u>. NetWare print queues are created and maintained using Novell's PCONSOLE utility.</p>
Driver	<p>This entry defines the Windows <u>printer driver</u> that should be associated with this particular <u>network printer</u>. This list is derived from the Device Drivers section of the database.</p>
Help File	<p><b>Print Manager</b> provides a Hypertext-like help facility that allows for the creation and customization of help files using the Windows Write program included with Windows.</p> <p>The entry in this field will allow the installer to define which help file to use for a particular <u>network printer</u>. A special help file might exist to help the user understand the functions and maintenance of a given printer.</p> <p>The <u>default</u> help file that was defined when the printer driver was installed will display in the edit field. The combo box's <u>list box</u> will display a list of all files with the .HLP extension that are located in the HELP subdirectory.</p>
Description	<p>This entry should be used to differentiate each network printer and should be descriptive enough for easy recognition. Some examples might be: Letterhead Laser, 8-Pin Color Plotter, Plain-Paper Fax, Envelope Laser, etc. The description cannot contain the following special characters: / = , [ ]</p>
Type	<p>This field refers to the variety of printer. It might be as specific as the name of the printer (such as HP LaserJet or Postscript) or as generic as 24-Pin Matrix. The <u>default</u> type, which was defined when adding the <u>printer driver</u>, will be displayed but can be changed to whatever is applicable.</p> <p>It is suggested that the <u>Type</u> field remain the same for similar printers. <b>Print Manager</b> can sort its <u>Printer Index</u> by Type, as well as <u>Description</u> and <u>Location</u>. Consistency in the Type field will help sort similar printers together.</p>
Location	<p>This field refers to the physical location of the printer, such as "Reception," "LAN Room," "Marketing," etc. The combo box's <u>list box</u> will display the defined locations. Each <u>network printer</u> must have a location.</p>
Setup & Reset Strings	<p>These fields are used to send escape sequences that are accepted by the printer you are configuring. These strings are primarily intended for printing from DOS windows. The Setup String is sent to the printer prior to the print job and the Reset String is sent after the job.</p>

<sup>22</sup> DB\_PME\_ADD\_OR\_MODIFY\_NETWORK\_PRINTERS

<sup>23</sup> Add or Modify Network Printers Dialog Box

<sup>24</sup> Add or Modify Network Printers Dialog Box



For example, these strings could be used to put a printer in landscape mode for a particular job and then to reset it for portrait mode orientation. Enter the strings as hexadecimal numbers as follows: 1B 41 for ESC A. Each hexadecimal number must be two characters long. (B by itself is not acceptable; 0B must be entered.) You can enter up to 255 hexadecimal numbers in each of these fields, and you can enter a space between one hexadecimal number and the next. A sample string is as follows: 1B 26 6C 33 48.

#### Network button

When the printer driver was originally installed, the standard network option defaults for each printer driver was defined. Those network option defaults can be modified to the particular needs of each network printer with the Network button.

The Network button allows you to establish default network parameters that are valid for this printer driver. These options include: banner, user hold, deferred printing, timeout, file contents, form feed, copies and forms, and auto end cap.

#### Icons button

The Icon button allows you to choose an icon that represents the selected printer. A selection of icons is included with **Print Manager**. Choosing the icon name displayed in the list box graphically displays the icon currently selected. Make your choice and select OK.

#### Setup button

The Setup button loads the Windows printer driver configuration screen, which is similar to the Control Panel Setup Printer option. Printer setups defined here are stored and re-enabled whenever a user connects to this type of printer.

#### Rights button

The Rights button displays the Access Rights dialog box, which defines the LAN users and LAN groups that have access to network printers.

#### **Related topics**

[Access Rights dialog box](#)

[Adding network printers](#)

[Assigning rights](#)

[Modifying printer drivers](#)

[Network Options dialog box](#)

[Selecting an icon](#)

[Setting network options](#)

[Setting up the printer](#)

[Setup dialog box](#)

#25 \$26 K27 **Print to File Options Dialog Box**

This dialog box lets you print information about the printers defined in the printer database to an ASCII text file, which you can print or view using a text editor.

Use this option	To do this
Active Database	This field indicates the database in which the printers are defined.
Include	Check the Drivers box to include the <u>printer driver</u> information in the report and the .WI Files box to include <u>WIN.INI</u> entries for the printers.
Printers	Use the Printer box to specify whether to include all printers, all <u>network printers</u> , all <u>personal printers</u> , or individual printers.
Output Filename	Enter the name of the ASCII file to which the report is to be “printed.” The default file name is WWPRINT.TXT.
Browse button	You can use this button to display the <u>File to print report to</u> dialog box and select the output filename from <u>list boxes</u> .

**Related topics**

File to print report to dialog box

Printing the database to an ASCII file

<sup>25</sup> DB\_PME\_PRINT\_TO\_FILE\_OPTIONS

<sup>26</sup> Print to File Options Dialog Box

<sup>27</sup> Print to File Options Dialog Box

#28 \$29 K30 **File to print report to Dialog Box**

Use this dialog box to specify a path and filename to print the database.

Choose this option	To do this
File Name	<u>Select</u> the desired file, or type the file name and optionally the path to the file.
Directories	<u>Choose</u> the directories that make up the path to the file.  When you choose a directory, the display is modified so that the subdirectories contained in the chosen directory are shown in the Directories box and the files contained in the chosen directory are shown in the File Name list box.
Drives	Select another disk drive.
Save File as Type	Select the file type to save the report as.
OK button	Choose OK when you have specified the path and file and are ready to return to the previous dialog box.

**Related Topics**

Print to File Options dialog box

Printing the database to an ASCII file

<sup>28</sup># DB\_PME\_FILE\_TO\_PRINT\_REPORT\_TO

<sup>29</sup>\$ File to print report to Dialog Box

<sup>30</sup> File to print report to Dialog Box

#31 \$32 K33 **Browse Dialog Box**

Use this dialog box to specify a path and filename.

Choose this option	To do this
File Name	<u>Select</u> the desired file, or type the <u>filename</u> and optionally the <u>path</u> to the file.
Directories	<u>Choose</u> the directories that make up the path to the file.  When you choose a directory, the display is modified so that the subdirectories contained in the chosen directory are shown in the Directories box and the files contained in the chosen directory are shown in the File Name list box.
Drives	Select another disk drive, if necessary.
List Files of Type	Select the type of files you want to display in the File Name list box.
OK button	Choose OK when you have specified the path and file and are ready to return to the previous dialog box.

<sup>31</sup># DB\_BROWSE\_GENERIC

<sup>32</sup>\$ Browse Dialog Box

<sup>33</sup> Browse Dialog Box

#34 \$35 K36 **Choose a file for [Unlisted Printer] Dialog Box**

Use this dialog box to add a printer driver that is not shipped with Windows. The Choose a File dialog box displays with a default OEMSETUP.INF entry. You can search for two file types (.INF or .DRV files) using the browse box.

You can also create an OEMSETUP.INF file manually. The OEMSETUP.TXT file found in the Examples subdirectory explains typical .INF file entries.

**Related Topics**

[Adding an unlisted printer driver](#)

<sup>34</sup> DB\_PME\_CHOOSE\_A\_FILE\_FOR\_UNLISTED\_PRINTER

<sup>35</sup> Choose a file for [Unlisted Printer] Dialog Box

<sup>36</sup> Unlisted Printer; Choose a file for [Unlisted Printer] Dialog Box

#37 §38 K39 **Access Rights Dialog Box**

Use this dialog box to define which LAN users and LAN groups have access to network printers. The rights setting defaults to <all users>. If a user does not have rights to a network printer, it will not appear in the Network Printers Index the user sees in Print Manager.

Choose this option	To do this
Groups and Users	<p>This <u>list box</u> displays the LAN groups and LAN users on the <u>default</u> server. Group names are enclosed in brackets.</p> <p>Select a group or user to grant access rights to and choose the Add button. The user or group you have chosen is added to the Granted Rights list box.</p> <p>Choose the Add All Users button to grant access rights to all LAN users and groups. This is the default value.</p>
Granted Rights	<p>This list box displays the LAN groups and users who have been granted access rights to this network printer.</p> <p>Select a group or user you wish to remove from this list and choose the Remove button.</p>
Users in Group	<p>This list box displays the users in a group you select from the Groups and Users or Granted Rights list box.</p>
Add button	<p>See Groups and Users above.</p>
Remove button	<p>See Granted Rights above.</p>
Add All Users button	<p>See Groups and Users above.</p>

**Related Topics**

Assigning rights

<sup>37</sup> DB\_PME\_ACCESS\_RIGHTS

<sup>38</sup> Access Rights Dialog Box

<sup>39</sup> Rights, assigning; Access Rights Dialog Box