

#1 \$2 +3 K4 **Print Manager Editor Procedures**

Adding an unlisted printer driver

Adding network printers

Adding printer drivers to the database

Adding printer locations

Assigning rights

Attaching to another file server

Creating context-sensitive help

Deleting a network printer

Deleting printer locations

Designating the type, help file, and suffix

Detaching from a file server

Modifying network printers

Modifying printer drivers

Modifying printer locations

Printing the database to an ASCII file

Requesting context-sensitive help

Selecting an icon

Setting network options

¹ WPME_PROCEDURES

² Print Manager Editor Procedures

³ wpmeindex:015

⁴ Procedures

Setting up the printer

#5 \$6 +7 K8 Adding printer drivers to the database

You must install the Windows printer drivers in the printer database to be able to use them with **Print Manager**. This is similar to adding a new printer driver in the Windows Control Panel, but much easier and more convenient.

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 one or more of the drivers in the Available Drivers list box and choose the Add option.
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 or 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.

6. Choose Close until you exit the dialog boxes.

Related topics

[Printer Drivers dialog box](#)

[Add Printer Drivers dialog box](#)

[Add Button](#)

[Adding an unlisted printer driver](#)

⁵ PROC_ADDING_PRINTER_DRIVERS_TO_THE_DATABASE

⁶ Adding printer drivers to the database

⁷ wpmeproc:005

⁸ Drivers, add; Add, drivers; Drivers, add all; Procedures;

#9 \$10 **Add Button**

When you choose the Add button, you are given the opportunity to set the default options for network, icon, help file, and printer setup features for each selected driver.

⁹ ADD_BUTTON

¹⁰ Add Button

#11 \$12 +13 K14 **Modifying printer drivers**

Modify Printer Driver allows you to enter default values for each printer driver. These values may be replaced later when actually adding network printers. The Type text box contains text describing the printer being selected. Examples of valid types might be "HP Plotter," "Color Laser," etc.

You may also specify a context-sensitive help file to be associated with each printer. This is a Windows Write compatible file with an extension of .HLP, which is placed in the **Print** HELP directory.

At this time, you may also add a suffix, or default file extension, for this printer driver. Suffixes are useful when adding jobs directly to the print queue through Qview. Valid examples of suffixes might be .PS for Postscript, .PCL for HP LaserJet files, .PLT for plotter files, etc.

Related topics

[Creating context-sensitive help](#)

[Modify Printer Drivers dialog box](#)

[Network Options dialog box](#)

[Setup dialog box](#)

¹¹ PROC_MODIFYING_PRINTER_DRIVERS

¹² Modifying printer drivers

¹³ wpmeproc:025

¹⁴ Printer driver, modify; Driver, modify; Modify, drivers; Procedures;

#15 \$16 +17 K18 **Adding printer locations**

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

1. Choose Locations from the Configure menu.

The Locations dialog box displays.

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, or Research. You cannot enter the following special characters: / = , []

4. Choose OK.

5. Repeat steps 1 - 4 for each additional location you want to add.

Related topics

Locations dialog box

15 PROC_ADDING_PRINTER_LOCATIONS

16 Adding printer locations

17 wpmeproc:010

18 Locations, add; Add, locations; Procedures;

#19 \$20 +21 K22 **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. This will build the list of network output devices available to users. You must provide the following information for each network printer:

1. Choose Add Network Printer from the Configure menu.

The Add Network Printers dialog box displays.

2. Define network printer options as necessary, using the drop-down combo boxes to select choices. You must complete all fields in the Add Network Printers dialog box except Setup and Reset Strings before you can add a network printer.
3. Choose OK.

Related topics

[Add Button](#)

[Add Network Printers dialog box](#)

[Adding printer drivers to the database](#)

[Adding printer locations](#)

[Attach/Detach File Server dialog box](#)

[Attaching to another file server](#)

[Creating context-sensitive help](#)

[Description](#)

[Driver](#)

[Help File](#)

[Icons](#)

[Location](#)

[Modifying printer drivers](#)

[Network](#)

[Network Options dialog box](#)

[Queue](#)

[Selecting an icon](#)

[Server](#)

[Setting up the printer](#)

[Setup dialog box](#)

[Setup & Reset Strings](#)

¹⁹ PROC_ADDING_NETWORK_PRINTERS

²⁰ Adding network printers

²¹ wpmeproc:015

²² Network printer, add; Add, network printer; Procedures;

#23 \$24 +25 K26 **Attaching to another file server**

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

1. From the Add Network Printers dialog box, choose the left Server pop-box (magnifier). The Attach/Detach File Server dialog box displays.
2. Select a file server in the File Servers list box that you want to attach.
3. Type your user name (or GUEST) and password, if required.
4. Choose Attach to connect to the file server.
5. Choose Close to return to the previous dialog box.

You may now select the newly attached server from a list box activated by the right Server pop-box.

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.

23 PROC_ATTACHING_TO_ANOTHER_FILE_SERVER

24 Attaching to another file server

25 wpmeproc:020

26 Attach, file server; File server, attach; Procedures;

#27 \$28 +29 K30 **Deleting a network printer**

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

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.

27 PROC_DELETING_A_NETWORK_PRINTER

28 Deleting a network printer

29 wpmeproc:030

30 Delete, network printer; Network printer, delete; Procedures;

#31 \$32 +33 K34 **Creating 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**. First, they must be saved in Write with a .HLP file extension. Second, they must be placed in the HELP directory (or the Help directory you designated during installation).

1. Run Microsoft Write (WRITE.EXE).
2. Create your text file and format the text with selected fonts. Write accepts many graphics formats from the Clipboard. Refer to the Microsoft Windows documentation for more specific information about Write's features.
3. Choose Save from the File menu, replacing the .WRI extension with the .HLP extension before you save.
You may also rename your Write documents to end in .HLP after you have created them.
4. Move the .HLP files to the HELP directory or to the directory defined by the WWPATH entry during installation.

The newly created help files will now be 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.

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.

```
31 PROC_CREATING_CONTEXT_SENSITIVE_HELP
32 Creating context-sensitive help
33 wpmeproc:035
34 Creating context-sensitive help; Procedures;
```

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.

Related topics

[Requesting context-sensitive help](#)

#35 \$36 +37 K38 **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 may 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.

³⁵ PROC_REQUESTING_CONTEXT_SENSITIVE_HELP

³⁶ Requesting context-sensitive help

³⁷ wpmeproc:040

³⁸ Requesting context-sensitive help; Procedures;

#39 \$40 +41 K42 **Printing the database to an ASCII file**

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

1. Choose Print Database from the Configure menu.

The Print to File Options dialog box displays. The Active Database field indicates the location of the printer database.

2. Check the Drivers box to include the printer driver information in the report and the .WI Files box to include WIN.INI entries for the printers.
3. Use the Printer box to specify whether to include all printers, all network printers, all personal printers, or individual printers.
4. 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.

OR

Choose Browse, select a file from a list box, and choose OK.

5. Choose Print.

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

Related Topics

Print to File Options dialog box

39 PROC_PRINTING_THE_DATABASE_TO_AN_ASCII_FILE
40 Printing the database to an ASCII file
41 wpmeproc:045
42 Print Database; Procedures

#43 \$44 +45 K46 **Modifying network printers**

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

1. Select a printer in the **Print Manager Editor** window.
2. Choose Modify Network Printer from the Configure menu.
3. Follow the procedure 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.

Related Topics

Adding Network Printers

43 PROC_MODIFYING_NETWORK_PRINTERS

44 Modifying network printers

45 wpmeproc:050

46 Network printer, modify; Modify, network printer; Procedures;

#47 \$48 +49 K50 **Assigning rights**

The network administrator can assign a LAN User or LAN Group permission to a network printer. The Rights button appears on the Add and Modify Network Printer dialog boxes. You can assign access to any number of users and groups. To assign rights:

1. Choose the Rights button in the Add and Modify Network Printer dialog box.
The Access Rights dialog box displays with a list box of LAN Groups and LAN Users.
2. In the Access Rights box, select a LAN User or a LAN Group from the Groups and Users list box.
The Groups and Users list box shows all LAN Users and LAN Groups on your default server. The editor encloses LAN Groups in brackets and groups appear at the end of the list. As you select a LAN Group in the list, the names of the LAN Users assigned to it display in the Users in Group list box. You may choose any combination of individual LAN Users and LAN Groups available. The entry <all users> is the default in the Granted Rights box.
3. Choose the Add button after each selection or double-click on an entry to move it to the Granted Rights box.
The Remove button is available to remove entries from the Granted Rights list.
4. 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.
5. 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.
6. Choose OK to assign rights and return to the previous dialog box.

Related topics

[Access Rights dialog box](#)

[Add Network Printer dialog box](#)

[Modify Network Printer dialog box](#)

47 PROC_ASSIGNING_RIGHTS

48 Assigning rights

49 wpmeproc:055

50 Rights, assigning; Procedures

#51 \$52 +53 K54 **Adding 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.

The Choose a file for [Unlisted Printer] dialog box displays.

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.

Related Topics

Add Printer Drivers dialog box

Adding network printers

Choose a file for [Unlisted Printer] dialog box

Printer Drivers dialog box

⁵¹ PROC_ADDING_AN_UNLISTED_PRINTER_DRIVER

⁵² Adding an unlisted printer driver

⁵³ wpmeproc:060

⁵⁴ add printer; unlisted printer; add unlisted printer; INF files; DRV files; OEMSETUP.INF; Procedures

#55 \$56 +57 K58 **Designating the type, help file, and suffix**

You can designate the default type of printer, the help file associated with this printer, and the extensions for any printer files (used by **Qview**).

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 Drivers dialog box displays.

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, or 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.

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

Related Topics

Creating context-sensitive help

Modify Printer Drivers dialog box

Printer Drivers dialog box

55 PROC_DESIGNATING_THE_TYPE_HELP_FILE_AND_SUFFIX

56 Designating the type, help file, and suffix

57 wpmeproc:065

58 Type; Help file; Suffix; printer drivers, type; printer drivers, help files; HLP files; printer drivers, suffix; Procedures

#59 \$60 +61 K62 **Setting network options**

Network Options are default setting established by the network administrator. The Network Options dialog box allows the user to change these 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 Drivers dialog box displays.
4. Choose Network to establish default network parameters for this printer driver.
The Network Options dialog box displays.
5. Specify one or more the options.
6. Choose OK until you exit the dialog boxes.

Related Topics

Modify Printer Drivers dialog box

Printer Drivers dialog box

Network Options dialog box

⁵⁹ PROC_SETTING_NETWORK_OPTIONS

⁶⁰ Setting network options

⁶¹ wpmeproc:070

⁶² network options; setting network options; options; Procedures

#63 \$64 +65 K66 **Selecting 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. **Print 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 Drivers dialog box displays.
4. Choose Icon.
The Select Icon dialog box displays.
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.

Related Topics

Modify Printer Drivers dialog box

Printer Drivers dialog box

⁶³ PROC_SELECTING_AN_ICON

⁶⁴ Selecting an icon

⁶⁵ wpmeproc:075

⁶⁶ select icon; icon, select; Qview, icon; Procedures

#67 \$68 +69 K70 **Setting up 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 Drivers dialog box displays.

4. Choose Setup.

The Setup dialog box displays.

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.

Related Topics

Modify Printer Drivers dialog box

Printer Drivers dialog box

Setup dialog box

⁶⁷ PROC_SETTING_UP_THE_PRINTER

⁶⁸ Setting up the printer

⁶⁹ wpmeproc:080

⁷⁰ setup printer; printer, setup; Procedures

#71 \$72 +73 K74 **Modifying printer locations**

You can modify the location of a printer by typing a new description.

1. Select the location you want to modify.
2. Choose Locations from the Configure menu.

The Locations dialog box displays.

3. Choose Modify.

The Edit Location dialog box displays.

4. Type the location name in the text box.

For example, you can type one of the following descriptions: Accounting, LAN Room, Reception, or Research.

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

5. Choose OK.
6. Repeat steps 1 – 5 for each location you want to modify.

Related Topics

Locations dialog box

⁷¹ PROC_MODIFYING_PRINTER_LOCATIONS

⁷² Modifying printer locations

⁷³ wpmeproc:085

⁷⁴ modify locations; modify printer locations; locations, modify; Procedures

#75 \$76 +77 K78 **Deleting printer locations**

You can delete printer locations from the Locations dialog box.

1. Select the location you want to delete.
2. Choose Locations from the Configure menu.

The Locations dialog box displays.

3. Choose Delete.
4. Choose Yes to delete the location.

Related Topics

Locations dialog box

75 PROC_DELETING_PRINTER_LOCATIONS

76 Deleting printer locations

77 wpmeproc:090

78 delete printer locations; delete locations; locations, delete; Procedures

#79 \$80 +81 K82 **Detaching from a file server**

You can detach any file server in the Attach/Detach dialog box.

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 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.

Related Topics

Add Network Printers dialog box

Attach/Detach File Server dialog box

Attaching to another file server

79 PROC_DETACHING_FROM_A_FILE_SERVER

80 Detaching from a file server

81 wpmeproc:095

82 detach from server; server, detach; Procedures