What is SuperQueue?

SuperQueue provides substantial enhancements to the Windows 95 print spool viewer. In addition to a more complete view of the print queue, SuperQueue offers important new functionality such as:

- Direct support through external filters for file types other than Windows 95 Enhanced Metafiles (EMF), text, and "raw" printer data files. SuperQueue can print these added printer file types directly, without the need for the originating application. Additional filters can be installed at any time.
- Screen preview (with zoom) for filter-supported files.
- Clipboard cut and paste for filter-supported files.
- Support for simultaneous printing on multiple devices.
- Added control over the print job queue.
- Job status and tracking information.

SuperQueue quick tour

The SuperQueue window is similar to that of the Windows 95 **Printers** folder. Each installed printer is represented by a *child* window, which we call a printer window. SuperQueue's printer windows contain both the list of jobs (the queue) and messages from SuperQueue's translation filters. Unlike Windows' Printers utility, the individual printer windows in SuperQueue cannot stand alone as separate windows — they are always linked to and contained within SuperQueue's main window.

Note that most choices you make using either the tool bar or the menus apply only to the currently selected printer. The title bar of the current printer window is highlighted and the name of the current printer normally appears in the status bar at the bottom of the SuperQueue window.

The invisible parts of SuperQueue are the print processing filters. Filters work in the background to translate native format files (bitmaps such as TIFF and BMP, plus PostScript language files) into Windows' "native language" (GDI).

How to hide and restore the Tool Bar

To hide the tool bar:

- In the **View** menu, uncheck **Tool Bar** by choosing it. If the tool bar is hidden and you want to restore it:
- In the **View** menu, check **Tool Bar** by choosing it.

Status Bar basics

The status bar runs along the bottom edge of the SuperQueue window. On the left side, one of two things is displayed

- If the cursor is directly over an active tool bar button or if an active menu choice is highlighted, the function of that choice is described, or,
- If the cursor is elsewhere, the currently selected printer is indicated.

Printer-specific choices you make using either the tool bar or the menus apply only to the printer shown.

On the right side of the status bar, the state of the currently selected printer is shown (**Ready** or **Paused**) and the number of documents in the queue is displayed.

How to hide and restore the Status Bar

To hide the status bar:

- In the **View** menu, uncheck **Status Bar** by choosing it. If the status bar is hidden and you want to restore it:
- In the **View** menu, check **Status Bar** by choosing it.

Printer Properties

The **Properties** selection in the SuperQueue **Printer** menu is a convenient location for choosing many Windows printing options. The descriptions of these options are listed according to the tabs in which they appear:

General tab Includes information about Separator pages.

<u>Details tab</u> Includes information about Spool and Port Settings.

Sharing tab/Windows 3.11 Provides information about sharing printers.

<u>Advanced tab/Windows 3.11</u> Describes options such as printer availability and printing to available ports.

General tab, Printer Properties

n Comment

This text box provides a place for you to add a comment about the printer; for example, when it is available or what it is used for. If you share this printer, the comment is transferred when someone sets up your printer on their computer. However, if you change the comment, other people will not see the updated version.

n Separator page

This text box allows you to specify a file that is sent to the printer before printing each document. This is useful if many people are using your printer or if you are printing multiple documents at once. You can choose either a fill page that includes graphics or a simple page with text only.

If you want to use a custom separator page, click **Browse** to locate and specify which separator file you want to print. You can set up separator pages only if the printer is attached directly to your computer.

n Browse

Allows you to look for and specify a file that you want to use as a separator page.

Details tab, Printer Properties

n Print to the following port

This listbox displays the port your printer is connected to or the path to the network printer you are using. You can change where you print to by typing the network path here, by opening the list and clicking a port, or by clicking **Add Port.**

n Print using the following driver

This listbox displays the type of printer you are using. This type must match your printer or be one that your printer can emulate.

n Add Port button

Allows you to add a new port or specify a new network path.

n Delete Port button

Allows you to delete a port from the list of available ports.

n New Driver button

Update or change your printer driver. Not implemented at this time.

n Timeout settings

Not Selected specifies now much time (in seconds) Windows will wait for the printer to be online before reporting an error.

Transmission retry specifies how much time (in seconds) Windows will wait for the printer to be ready to print before reporting an error. If you have problems printing large documents, you may want to increase the value of this setting.

n Setup button

Click to change settings specific to your printer.

n Spool Settings

Opens a dialog that allows you to set spooling choices.

Spool print jobs so program finishes printing faster. Use this setting to Queue print jobs.

Start printing after last / first page... SuperDrivers start printing after the last page is spooled regardless of which setting is chosen.

Print directly to the printer. Use this setting to Unqueue print jobs.

Spool data format

Specifies the format in which to store printing information on your disk while a print job is waiting to be printed. Under normal circumstances, if you are using a SuperDriver, you should leave this option set at SMF (SuperMetafile). Generally, SMF format frees up your program faster because it is smaller and doesn't depend on what kind of printer you have. RAW format is specific to the printer, so extra time may be required to convert the printing information, and your program would not be available for working on other tasks.

Enable / Disable bi-directional support

Applies only to printers that have bi-directional capabilities. Bi-directional support must be disabled to print to two different ports at the same time.

n Port Settings

Click the **Port Settings** button to open a dialog that allows you to specify whether you want to spool documents that you print from MS-DOS-based programs. There is also an option to check the port state before printing.

Sharing tab, Printer Properties

Windows for Workgroups 3.11 only

$_{\mbox{\scriptsize n}}$ Share the Printer on the Network

To share the printer named at the top of the dialog, choose the **Share the Printer on the Network** checkbox.

n Share Name

Use the **Share Name** text box to specify the name of the shared printer.

n Location

Use the **Location** text box to include a description of the printer's location.

Advanced tab, Printer Properties

Windows for Workgroups 3.11 only

n Available From/To

To set the hours during which the printer prints documents, set a starting time in the Available From box and an ending time in the To box.

n Priority

Allows you to set the priority of the printer. All documents on a higher priority printer print before documents on a lower priority printer, regardless of the individual document properties.

n Print Processor

The Print Processor default is set to SuperQueue95. In general, you should not need to change it. However, some specialized applications may require a different print processor.

n Print to Additional Ports

Allows you to group several printers into a pool. The first available printer prints a document sent to the pool. To create a printer pool, select the ports that correspond to the ports where you have connected printers.

Printer windows overview

SuperQueue's multiple window interface makes it possible to monitor the activity of each printer on your system. Each installed printer is represented by a window that displays a job list (or queue) for that printer. Multiple queues can operate simultaneously, one for each printer. Note that if job processing is underway, even if you minimize a printer window or close SuperQueue, the processing will continue in the background.

Each printer window is divided into two main sections: the queue area and the message area. The first time you open a new printer window, each area takes up half the window. If you change the arrangement of the windows or the queue/message areas of a window, SuperQueue remembers the changes for subsequent sessions.

At the bottom of each window is a status bar. This displays the progress of filter translations and also lets you know if any messages have appeared in the messages portion of the printer window.

How to configure the queue and message areas

Each printer window displays a job list (or queue) for that printer plus a message section for information generated by the filters.

If only the queue is visible, make the message area visible as follows:

- Choose Messages from the View menu, or;
- Click on the dividing bar at the bottom of the queue area and drag it up.

If only the message area is visible, make the queue visible as follows:

- Choose Queue from the View menu, or;
- Click on the dividing bar at the top of the message area and drag it down.

In each case, the latter method lets you determine how much screen space you want to give to the queue area vs. the message area. The **View** menu selections force the entire printer window to be devoted to that choice.

If the printer window is currently divided, showing both the queue and message areas (the default), both the **Queue** and **Messages** choices will be available on the **View** menu.

How to change the screen font

The font that's used to display queue and message information can be changed as follows:

1. Choose **Fonts...** from the **Options** menu.

The **Font** dialog appears.

2. Make choices from the $\boldsymbol{Font},\,\boldsymbol{Font}\,\,\boldsymbol{Style},$ and \boldsymbol{Size} list boxes.

A sample of your choice appears in the **Sample** box.

3. When you're finished, choose **OK**.

How to automatically arrange printer windows

SuperQueue's printer windows conform to the Windows standard Multiple Document Interface (MDI).

- To automatically arrange all open windows so they overlap with their title bars showing, choose **Cascade** from the **Window** menu.
- To automatically arrange all open windows as non-overlapping tiles, choose **Tile** from the **Window** menu.
- To automatically arrange all minimized printer windows, choose **Arrange Icons** from the **Window** menu.

Reading the queue information

There are six pieces of information displayed for each job in the queue: the document's name, status, owner, and progress, the date and time the job was added to the queue, and the job's data type. The bar across the top of the queue area controls the width of each field; by dragging the dividing bar, the width of a field can be changed.

The format of the information in the **Document Name** column changes depending on several factors. If the job was submitted by a Windows application, it typically begins with the name of the application followed by the document name. If the job is a bitmap file that was loaded using **Printer/Add Documents...** (or drag-and-drop), it typically shows the file's directory and filename. If the job is a PostScript file which contains title information (in the form of a "%%Title" remark), that information is shown under **Document Name**. The implementation of the title remark in PostScript files varies widely by application.

Status displays **Spooling** while a job is being submitted by an application, **Printing** while the job is being sent to the printer, and **Deleting** if the job is being removed from the queue. In addition, if an individual job has been put on hold, the **Status** column shows **Paused**.

When printing on a network, the **Owner** column shows the network names of the client users who generated the files. On a standalone system, this column is blank. If you are on a standalone system, you may want to "collapse" the owner column to give more room to the other columns. To do this, drag the dividing bar on the right of the word **Owner** all the way to dividing bar on the left.

While a job is printing, **Progress** shows the sequence of job processing either in pages or in byte counts. For jobs waiting in the queue, the total number of pages or byte counts are displayed.

The date and time at which the job arrived in the queue is shown under Started At.

The last column shows the **Data Type**. Windows 95 (without SuperPrint) handles two basic data types: EMF (Enhanced MetaFile) and RAW (low-level printer data). SuperQueue's filters and print processors allow for many additional data types including:

SMF (SuperMetaFile)
PS (PostScript)
BMP (Windows BitMaP)
TIF (Tagged Image File Format)
GIF (Graphics Interchange Format)
JPG (Joint Photographic Experts Group)

As filters are added to SuperOueue, additional data types may be used.

How to change job priority with the mouse

When you have several jobs waiting in the print queue, you can re-order (change the priority) of the jobs easily with the mouse using drag and drop.

- 1. Click on the job's listing in the **Document Name** column.
- 2. Drag the job up or down to its new location.

If you are dragging a job up (promoting the job), the job will be inserted *above* the job onto which you drop it; if you are dragging a job downwards (demoting a job), the moved job will appear *below* the job onto which you drop it.

How to change job priority with menus or buttons

With the job's listing in the **Document Name** column highlighted:

- Move the job one place at a time with the **Document** menu choices or the tool bar buttons called **Promote Document** (to move it up) or **Demote Document** (to move it down).
- Move the job to the top or bottom of the queue with the **Document** menu choices **Move To Front** or **Move To Back**.

Note that moving a job in front of the currently printing job in the queue will not cause the new "top" job to interrupt the currently printing job. If you must print the new job right away, you need to drag it to the number two position, then delete the currently printing job using the DEL key or **Remove Document**.

How to remove a single job from the queue

- 1. Highlight the job's listing in the **Document Name** column.
- 2. Press the DEL key.

Alternatively, you can either choose **Remove Document** from the **Document** menu, or click on the **Remove Document** button on the tool bar.

How to remove all jobs from the queue

To clear the queue of all jobs, choose **Purge Printer** from the **Printer** menu. If a job is in progress, it will be terminated. A dialog appears asking you to confirm this choice. Jobs created by printing from a Windows application are removed from the queue and deleted from disk. Jobs added using **Add Document** or drag-and-drop are removed from the queue, but the original files remain on the

Document (Job) Handling

The terms "document" and "print job" are interchangeable. Each line in the print queue represents one document.

Documents can be generated by printing from Windows applications or they can be in the form of data files (such as TIFF or PostScript). When spooling is on, documents from Windows applications are added to the queue automatically. Data file documents are added using **Add Documents** from the **Printer** menu or tool bar, or using the "drag and drop" method.

SuperQueue can load and print files in various formats. The acceptable file extensions are determined by the filter itself. Some filters designate more than one extension, so if you have chosen a particular extension in the **Files of Type** list box, you may need make another choice or choose **All SuperQueue data types** to find the correct one. If your file is of the correct data type but uses an extension other than the ones supported by the filter, you can either enter a wildcard (for example, *.PRN) in the **File** name box of the **Add Documents** dialog, or change your file's extension using Windows Explorer.

How to add a job using Add Documents

- 1. Choose **Add Documents** from the **Printer** menu or click the corresponding button on the tool bar. The **Add Documents** dialog appears.
- 1. Choose the desired format from the **Files of Type** list box (optional).

By default, the **Files of Type** box shows **All SuperQueue data types**. If you have many diverse file types in the current directory, you can narrow the search to a particular file extension using this feature.

- 3. Navigate to the drive and folder that contains your file.
- 4. Choose your file and click Add.

If you add a file that SuperQueue does not recognize, it will present a **Manual Filter Selection** dialog. You must then manually choose the filter to be used for this job.

How to add a job using drag and drop:

- 1. Locate the data file listing using either Windows Explorer or My Computer.
- 2. Drag the file listing onto the desired printer window within the SuperQueue window.

Note that you can drag a data file onto a minimized printer window (a "brick") within SuperQueue. However, you cannot drag a file onto the task bar if the SuperQueue window is minimized.

If you drag and drop a file that SuperQueue does not recognize, it will present a **Manual Filter Selection** dialog. You must then manually choose the filter to be used for this job.

Filter messages

The lower part of a SuperQueue printer window provides messages only for jobs that are processed through a SuperQueue filter. This includes SuperMetafiles that are generated when printing from Windows applications. It does not include NT Journal files. Messages typically include the start and finish times for job processing and the total elapsed time with a page count. Other messages may include warnings generated by the filters (these typically do not stop printing) and filter errors (which may stop printing).

To keep a record of filter messages for all printers, enable **Message Logging** in the **Options** menu before printing. A separate log file for each printer is created in the temporary folder on your hard disk. The log file is cumulative from one session to the next so long as **Message Logging** is active. To view the message log for the active printer, select the port tab (such as LPT1:) and choose **Log File** in the **View** menu. This option will be grayed and unavailable if there are no messages or if you have not selected a port tab.

After having created a log file, if you subsequently disable **Message Logging**, a message box will be displayed asking if you wish to delete all existing message log files. If you say yes, all of the logs for all of your printers will be deleted.

If **Message Logging** is not enabled, filter messages will accumulate in the message area of the printer window over the course of the current session, but when you close SuperQueue, all unsaved messages are lost. If you start SuperQueue while a filter job is printing, messages for that job will not appear.

Edit menu

All choices on the **Edit** menu are grayed (as are their tool bar equivalents) unless Windows' focus is on the message area of the current printer window and the message area contains some text. The focus is most easily recognized by a flashing text cursor. Focus can be transferred to the message area by either clicking on the appropriate port tab or by clicking within the message text itself.

How to choose a message tab

SuperQueue "sorts" messages according to the print job's destination. Typically, there are two tabs at the bottom of the message area: one marked "Preview Messages" and one marked with either the port designation of your local printer (typically LPT1) or the network address of a remote printer.

- To see the activity associated with screen preview or local processing of a network job when **Options/Remote Processing** is *off*, click on the **Preview Messages** tab.
- To see the activity associated with local printing or printing a network job with **Options/Remote Processing** on, click on the appropriate port tab.

How to copy messages onto the clipboard

The contents of the message window can be copied, in whole or in part, onto the Windows clipboard for pasting into other applications (typically text editors).

To copy only a portion of the text:

- 1. Choose the tab that corresponds to the target destination (preview or port).
- 2. Highlight the text you want to save
- 3. Choose **Copy** from the **Edit** menu (or click the **Copy** button on the tool bar)

To copy all of the message text:

- 1. Choose the tab that corresponds to the target destination (preview or port).
- 2. Even if the correct tab is on top, this action is necessary to put the "focus" on the message area.
- 3. Choose **Select All** from the **Edit** menu.
- 4, Choose **Copy** from the **Edit** menu.

How to find text in the message area

SuperQueue lets you locate particular words or phrases in the messages portion of the printer window. For example, this procedure makes it possible to locate all occurrences of "BMP."

- 1. Choose the tab that corresponds to the target destination (preview or port). Even if the correct tab is on top, this action is necessary to put the "focus" on the message area.
- 2. Choose **Find...** from the **Edit** menu.
- 3. Enter the desired word or phrase in the **Find what:** box and click **Find Next**.

Clicking on Find Next repeatedly will cause SuperQueue to find additional occurrences of the search string.

How to clear the contents of the message area

- 1. Choose the tab that corresponds to the target destination (preview or port). Even if the correct tab is on top, this action is necessary to put the "focus" on the message area.
- 2. Choose **Clear All** from the **Edit** menu.

How to preview a document

- 1. Choose **Add Document** from the **Printer** menu.
- 2. Check the box next to **Hold document(s) (for Preview.)** if necessary).
- Choose the desired format from the Files of Type list box (optional the default is All SuperQueue data types).
- 4. Navigate to the drive and folder that contains your file.
- 5. Choose your file and click **Add**.
- 6. Highlight the name of the job in the queue window.
- 7. Choose Print Preview... from the Document menu.

During processing by the appropriate filter, a Print Preview status dialog appears. When processing is finished, the preview window appears. It defaults to a single-page, "fit to window" mode. You can resize the preview window and the preview page will expand accordingly.

Adding_multiple_jobs \$ Adding multiple jobs K Adding multiple jobs + SQ95:0 Adding multiple jobs

If you've added multiple jobs, a **Configure Filter** dialog appears. You have these options:

- Modify filter settings for this file SuperQueue presents the Filter Preferences dialog for this job, then redisplays this Configure Filter dialog for the following job.
- Accept default filter settings for this file SuperQueue applies the filter defaults to the current job and redisplays the **Configure Filter** dialog for the following job.
- Accept default settings for all remaining files SuperQueue adds all the selected documents using filter defaults with no further prompts.

Preview window features

At the top of the preview window is a row of buttons that give you access to several functions.

All previewed jobs can take advantage of **Zoom In** and **Zoom Out**. Aside from the fit to window view, there are two zoom levels. If you are zoomed in all the way, the **Zoom In** button will gray. Similarly, **Zoom Out** is grayed when you are in fit to window mode. Note that the mouse cursor can be used to zoom in as well. The zoomed view is centered over where you click.

Multi-page jobs can take advantage of **Next Page**, **Previous Page**, and **Two Page**. As you might expect, **Next Page** and **Previous Page** let you scroll through your job a page at a time. **Two Page** gives you a side-by-side view of two pages at once.

Copy places a Windows metafile copy of your artwork on the Windows Clipboard. You can then paste the artwork into other Windows applications. Programs that have an "ungroup" function (such as CorelDRAW) can be used to modify the artwork if you want. For multi-page jobs, the currently displaying page is the only one placed on the clipboard.

Save gives you a chance to save the metafile in either EMF (Windows 95 Enhances Metafile) or WMF (older-style Windows Metafile) format. Your choice of formats may depend on the application into which you want to import the artwork.

Close returns you to the SuperQueue main window. You cannot view the main SuperQueue window and the preview window simultaneously.

How to hold and release a document

Putting a document on hold may be useful if, for example, you have an exceptionally long or complex document that you want to process at a later, presumably less busy time. To hold a document:

- 1. Highlight the job's listing in the **Document Name** column.
- 2. Choose **Hold Document** from the **Document** menu.

A pause symbol appears next to the listing and "Paused" appears in the **Status** column.

To release a paused job:

- 1. Highlight the paused job's listing in the **Document Name** column.
- 2. Choose **Release Document** from the **Document** menu.

Document Properties

The first page, **General**, displays all the information that SuperQueue knows about the document. Most of these attributes are self-evident. Note that **Owner** and **Queued From** contain network related information; they will be blank for standalone systems.

Select the **Job Properties** (PostScript filter) or **Print** (bitmap filter) tab to open the second page. It gives you access to change the filter options for the currently selected document. This is a convenient place to change options if you have previously requested that the **Filter Properties** dialog not be displayed when you add a document..

If the currently selected document is a bitmap, an **Image Info** tab will give you basic information about the document. If the bitmap is either an 8-bit grayscale or 24-bit color image, you will also be presented with an **Enhancement** tab.

Document Properties Help

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Select the **Job Properties** or **Print** tab to open the second page. It gives you access to change the filter options for the currently selected document. This is a convenient place to change options if you have previously requested that the **Filter Properties** dialog not be displayed when you add a filter.

If the currently selected document is a bitmap, an **Image Info** tab will give you basic information about the document. If the bitmap is either an 8-bit grayscale or 24-bit color image, you will also be presented with an **Enhancement** tab.

How to pause and restart a printer

To pause a printer:

- 1. Make sure the printer window that represents the printer you want to pause is active.
- 2. Choose **Pause Printer** from the **Printer** menu.

Pause Printer puts the selected printer queue "on hold" – incoming print jobs accumulate but are not processed until **Start Printer** is chosen.

To restart a printer:

- 1. Make sure the printer window that represents the printer you want to start is active.
- 2. Choose **Start Printer** from the **Printer** menu.

Pausing the printer

If **Pause Printer** is chosen while a job is in progress, SuperQueue temporarily stops processing that job. Printing resumes where it left off when you choose **Start Printer**. Note that on certain printers, a long pause in a data stream can be interpreted as a time-out which may cause the printer to eject a partially printed page. Subsequent resumption of the data stream can also cause printing problems if the printer is expecting "header" information to begin a new page; the mid-page data may be misinterpreted.

How to set a printer as the default

The Windows default printer is the one to which applications normally print (without specific action on your part to choose another printer). SuperQueue makes it easy to set the default printer.

- 1. Make sure the printer window that represents the printer you want to make the default is active.
- 2. Choose **Set as Default Printer** from the **Printer** menu, or click on the corresponding button on the tool bar. Note that when the current printer is the default, there's a check mark next to **Set as Default Printer** in the **Printer** menu, and the corresponding tool bar button appears to be depressed.

How to add a filter

Filters are the program modules that allow SuperQueue to accept native data file formats such as TIFF and PostScript. Filters that come with SuperPrint are installed automatically when you run SuperPrint's Setup program. If you've removed a filter and want to re-install it, or if you have acquired a new filter and have already copied it to your hard disk, proceed as follows:

1. Choose **Filter Libraries...** from the **Options** menu.

The Manage Filter Libraries dialog appears.

2. Choose the Install... button.

The Install SuperQueue Filter Libraries dialog appears.

- 3. Navigate to the drive and folder containing the SQF file.
- 4. Highlight the desired filter and click **OK**.

Note that installing a filter requires that you restart Windows 95 to cause the change to take effect.

How to configure a filter for automatic operation

1. Choose **Filter Libraries...** from the **Options** menu.

The Manage Filter Libraries dialog appears.

- 2. Highlight the filter's listing in the **Installed Filter Libraries** box.
- 3. Choose the **Setup...** button.

Each filter has different options, so dialogs will vary.

One common feature is called **Ask for preferences each job**. If checked, a setup dialog appears each time you start processing a job with this filter. If the check box is cleared, the features you set here automatically apply to all jobs.

4, When all options are set, click **OK**.

How to remove a filter

If you believe you will have no further use for a particular filter, you can remove it from the filter list.

- 1. Highlight the doomed filter in the **Installed Filter Libraries** list box.
- 2. Click the **Remove** button.

The chosen filter is removed from the list, but its files are not erased from disk. This allows you to re-install the filter later.

Note that removing a filter requires that you restart Windows 95 to cause the change to take effect.

Filter Libraries

Options/Filter Libraries... brings up the **Manage Filter Libraries** dialog. At the top is a list of currently installed filters. When you highlight a filter, the function of that filter, along with its supported file extensions, is shown in the **Library Contents (Filters)** box.

The **Remove** button allows you to remove a filter already installed. The **Install** button allows you to install a new filter or replace a filter you have previously removed.

The **Setup** button accesses the filter preferences dialog, where you can set various options for the selected filter. The **About** button brings up an informational dialog regarding the currently chosen filter. Included are the names of some very talented programmers and the version number, the latter being useful if you should need to contact Zenographics for technical support.

Filter preferences

Each document can have its own set of **Filter Preferences**. There are three places in which you can specify them:

Set filter preferences in advance in the Manage Filter Libraries dialog.

Choose **Filter Libraries** from the **Options** menu. Make a filter selection and then click the **Setup** button in the **Manage Filter Libraries** dialog. Note that each filter has different options, so dialogs will vary. One common feature is called **Ask for preferences each job.** If checked, a setup dialog appears each time you start processing a job with this filter. If the check box is cleared, the features you set here automatically apply to all jobs.

Set filter preferences when you add a document.

If you haven't turned off **Ask for preferences each job**, you can set the preferences in the pop-up dialog that appears when you add the job. If you click **Cancel** from the **Filter Preferences** pop-up dialog, the job is not added to the queue. If the settings that appear in the pop-up dialog are correct, and if you expect that they will not need to be changed, you may want to check **Don't display these options again**.

Set filter preferences in Document Properties.

If the pop-up did not appear when you added a document, or if you want to change the settings after adding a job to the queue, you can set filter preferences using **Document Properties** for any job that's not currently being printed.

Ask for preferences each job

When you access the filter options using **Options/Filter Libraries.../Setup** in SuperQueue, each filter has a choice called **Ask for preferences each job**. If **Ask for preferences each job** is *on*, the other settings you choose here become the defaults, but you are given an opportunity to override these settings on a per-job basis. With **Ask for preferences each job** *off*, the settings are applied automatically to each filter job. They can still be overridden using **Document Properties**.

Use of this option depends on how you use the filter. If, for example, you are imaging slides from TIFF files, and you always want to fill the slide frame with the selected image, you'll probably want to choose **Fit to page** and clear the **Ask for preferences each job** check box. This will prevent SuperQueue from asking you for these options at the beginning of each job.

Bitmap filter specifications

When you add a document, or change options using the **Document Properties** dialog, the **Print** tab includes the name of the current printer and a **Properties** button that opens the standard printer properties dialog. This lets you set things like paper size and resolution on a per-job basis.

Number of copies

You are allowed to set multiple copies for the current document.

Print to file

When checked, this option will send the printer data to a file. For output devices set to print to a port, this will force the printer data to be sent to a file instead. For devices already set to FILE:, the Print to file checkbox is redundant.

Image size and position

Filters that translate bitmap file formats (such as TIFF, BMP, GIF, and JPEG) generally offer several common options (see screen capture for typical settings).

Turning **Stretch to fit page** *on* causes the filter to size the bitmap until either a maximum height or width printable area boundary is reached. For example, if you are printing a square bitmap on a portrait page, the filter will encounter the maximum horizontal printable area limit before it reaches the vertical limit. The filter will stop scaling when it reaches that horizontal limit. In that instance, the vertical dimension will not fill the page.

If **Stretch to fit page** is *off*, there are two possibilities for how the bitmap will print: If the bitmap header contains its own resolution information (thereby setting its size in real-world units of measurement), the filter will print the bitmap at that size. For example, if a bitmap is 450 pixels by 300 pixels, and the header specifies that its resolution is 100 dots per inch, it will print 4.5 inches by 3 inches, regardless of the resolution of the output device. (Many bitmap editing applications allow you to set this "internal" resolution.) If the bitmap header does not contain resolution information, the bitmap pixels are mapped directly to the output device pixels. So, using our 450 by 300 example, on a 300 dpi laser printer, the bitmap would print 1.5 inches by 1 inch. For output devices with non-square pixels (where the dpi of the horizontal dimension doesn't match the vertical), the bitmap pixels are directly mapped to the dimension of the smaller dpi number and stretched in the other dimension to accommodate the difference. The aspect ratio of the image is maintained on the page.

Note that **Stretch to fit page** works in both directions – expanding or shrinking the bitmap as needed. If you turn this option *off* and your bitmap is larger than the page, you will end up with a clipped image.

Center on page forces the image to print in the middle of the printable area of your page. If the device's margins are not equal in the same dimension (for example, if the left margin is larger than the right), the larger margin is used on both sides. With **Center on page** *off*, the bitmap is placed in the upper left corner of the page.

Match page orientation to image

When enabled, this option automatically matches the orientation to the selected image. It then displays either a **Portrait** icon or a **Landscape** icon. If you prefer to set the orientation yourself for a selected document, clear the checkbox, click the **Properties** button and set the orientation you desire in the printer driver.

Minimum margin

This option lets you set a margin around the image that's larger than the printer's hardware requires. The units you enter into this box are in hundredths of an inch or hundredths of a centimeter (as indicated by the setting immediately below the box). So, for example, if you wanted to force a margin of 1 inch to accommodate a three-hole punch, you would set **Minimum margin** to 100. This setting affects the size of your output when **Stretch to fit page** is on, and increases the amount of clipping when you print a too-large bitmap with **Stretch to fit page** off. Setting a **Minimum margin** that's smaller than the printer's own margins will accomplish nothing – software cannot override hardware limitations.

Image Enhancement

If you are working with an 8-bit grayscale or 24-bit color image, the SuperQueue bitmap filters can perform automatic adjustments for both **Lightness** and **Contrast**. The filter examines each pixel of your image and creates an internal histogram – adding up the pixels that fall into each lightness value. Once this process is complete, the filter can modify the output settings dynamically to adjust for less-than-perfect images.

You can control whether or not the adjustments take place by checking or clearing the boxes next to **Enhance lightness** and **Enhance contrast**. The **Preserve shadows** and **Preserve highlights** controls work in conjunction with **Enhance contrast**. The numbers represent the percentage of color values that are close to the extremeties (shadows and highlights) that the filter will preserve in your output. Decreasing either of these numbers increases the contrast of your output by allowing more output range to the mid-level input values and less to the extremities. Decreasing **Preserve shadows** causes more dark pixels to become black; decreasing **Preserve highlights** causes more light pixels to merge with white.

PostScript filter specifications

The PostScript filter is Zenographics' ZScript module. It is a full-featured, level 2 PostScript language interpreter that translates PostScript page descriptions and Encapsulated PostScript (EPS) files into Windows GDI. This filter offers settings for Language Level, Accurate images, Accurate strokes, Accurate text clipping, and Ignore screens from PostScript file.

Language Level

Since PostScript level 1 is a subset of level 2, you should generally leave this setting on **Level 2**. All level 1 files and well-behaved level 2 files will work properly.

In rare instances, some level 2 files may cause errors during translation or printing. If this happens, switching to **Level 1** may help get the job done. Well-written level 2 files are supposed to inquire about the level of the interpreter and dynamically accommodate the lower level interpreter. This workaround may result in some differences in the output, but these are generally not significant.

Accurate images/Accurate strokes

These settings are primarily for use with non-SuperDrivers. If you are using SuperDrivers, you can usually ignore these settings, leaving them in the *off* state.

There are inherent differences between the PostScript imaging model and the Windows GDI imaging model. SuperDrivers can compensate for some of these differences in ways that other Windows printer drivers cannot. Among these differences are scaling of color or grayscale bitmaps and rendering of lines.

With **Accurate images** *off*, ZScript lets the chosen printer driver scale the bitmap on its own. The results you get in both throughput and quality will vary depending on the driver. With **Accurate images** *on*, ZScript does the work of scaling the image and passing it along to the printer driver at the printer's native resolution. Use this option if your output displays either poor quality or imaging artifacts such as fine lines or unwanted patterns.

If the line widths, caps (line-end shapes), miters (shapes of corners), or dashed lines on your output are not accurate, try turning **Accurate strokes** *on*. With this setting, ZScript will translate lines into filled polygons of exactly the thickness and shape requested. Depending on the complexity of the drawing, this may add some processing time.

Accurate text clipping

In rare instances, you may have a piece of text that, as part of a design, is clipped (chopped off) in midcharacter. Most printer drivers recognize this clipping function and reproduce the effect accurately; some, however, do not. **Accurate text clipping** forces the ZScript filter to render clipped text as a bitmap, thereby ensuring accurate results. Depending on the complexity of the clipping, this may increase processing time. Unless you experience problems with clipped text, you should leave this option *off*.

Ignore screens from PostScript file

Some applications allow you to specify halftone screens within your PostScript file (for example, 133 line screen with a 45 degree screen angle). Such screens are usually needed only for pre-press imagesetting, not for desktop printing.

On your desktop printer, you may find that you get better looking results by using the halftoning (or dithering) that your printer uses by default. Also, depending on your printer driver and the complexity of the file, you may find that generating a custom screen adds processing time. If having exact line screen matching is not important, you can cause the filter to ignore the defined screens by turning this option *on*.

With this option *off*, any screens in the PostScript file will be imaged to the best ability of your printer and printer driver. Be aware that setting a screen frequency that is too high for your hardware will result in dark and posterized output. Also note that some programs (such as Corel Ventura Publisher) let you specify screens for particular images without setting screen values for other page elements. In such a case, the graphics with unspecified screens will use your printer's (or printer driver's) default screen.

About button

The **About** button brings up an informational dialog regarding the currently chosen filter. Included are the names of some very talented programmers and the version number, the latter being useful if you should need to contact Zenographics for technical support.

Remote Processing

Remote Processing, in the **Options** menu, gives you a choice whether you want to process certain jobs locally on the client workstation or remotely on the server. The choice applies to jobs that you add directly to SuperQueue (a bitmap or PostScript file).

It can pay to give some thought to where the job is processed. Network traffic might be an issue. Since **Remote Processing** puts the computing burden on the server, you may want to take into account the impact on the server PC. Also, with Remote Processing on, bitmaps and PostScript files are sent across the network in their native forms; a bitmap could be much larger or smaller than the amount of printer data it would generate.

Remote Processing is only available on the client if SuperQueue detects that the server PC also has SuperQueue and its print processor. You should also make sure that the server has all necessary filters installed. Note: **Remote Processing** may not work in all client/server combinations of Windows 3.1, Windows 95, and Windows NT. When **Remote Processing** is not available, SuperQueue forces the client computer to do the rasterization and RAW printer data is sent over the network.

Starts printing documents in the printer queue.

Pauses printing of documents in the printer queue.

Click this to add supported data files into the printer queue. If files are to be printed right away, clear the Hold document(s) (for Preview) checkbox.

Removes all documents from the printer queue. Documents created from a Windows application are also removed from disk. Documents added using **Add Documents** are not removed from disk.

Establishes the selected printer as the default printer.

Click this to access printing options for the selected printer.

Click this to take a remote printer off line. Documents printed to it will be stored until you click it again. This command is available only for portable computers or for computers using a network printer. For local printers, use the **Pause Printer** command.

Quit **SuperQueue**.

 $\mbox{\sc Holds}$ a selected document. The document will not print until it is released.

Releases a selected held document and allows it to be printed.

Removes the selected document from the printer queue. Documents created from a Windows application are also removed from disk. Documents added using **Add Document** are not removed from disk.

Moves a selected document to the top of the printer queue.

Moves a selected document up one place in the printer queue.

Moves a document down one place in the printer queue.

Moves a selected document to the bottom of the printer queue.

Lists the properties of the selected document.

Preview a document waiting to be printed. Only supported data file types may be previewed. Files must have been previously added using **Add Documents** with the **Hold document(s)** (for **Preview**) checkbox enabled.

Copies the selection from the message window and puts it on the clipboard.

Selects all the data in the message window.

Erases all the data in the message window.

Finds the specified text.

Shows or hides the **Tool Bar**.

Shows or hides the **Status Bar**.

Expands the queue area and displays documents (jobs) in the current queue.

Expands the message area and displays messages from the current queue.

Refreshes queue display.

Arranges open printer windows in an overlapped fashion.

Arranges open printer windows in non-overlapped tiles.

Arranges minimized printer windows a resized the window.	at the bottom of the	SuperQueue window	, especially useful whe	n you have

Displays program information, the **SuperQueue** version number and the copyright.

Displays the selected printer. If your cursor is over a tool bar button or menu choice, it describes the function of the button or choice instead.

Displays the status of the active printer.

Displays the number of documents in the printer queue.

Copies the current document to the clipboard.

Opens a dialog that gives you access to filter management, including installing new filters, removing filters, and setting up filter options as defaults.	

Opens a dialog that allows you to choose the font that displays queue and message information.

Turns the sound on or off.

When checked, sends documents to be rasterized and printed on a remote computer that is running **SuperQueue**. If **SuperQueue** is not available on the remote computer, do not check this option. The document will be rasterized locally and then sent on to be printed. The option is grayed and checked for NT workstations printing to other NT workstations. It is grayed and unchecked when you are printing locally.

Provides access to **Help Topics.**

SuperHelp displays tips and tricks for working with applications, devices and configurations. There is also information on how to contact Zenographics, a list of Frequently Asked Questions, and helpful hints for troubleshooting.

Displays the installed filter libraries.

Displays the filter and its associated data type(s) provided by the selected filter library.

Click this to install a new filter or to replace one you have previously removed.

Click this to remove the selected filter.

Displays version number and copyright information about the selected filter.

Displays name of currently selected file and where it is located.

Click this to set filter options. You can also establish the options as the defaults.

Lists the filters with extensions that are available to process documents.

Saves all the changes you have made without closing the dialog box.

Opens the Help file for this dialog.

When enabled, records filter messages in a log file. If messages have been logged, disabling this option gives you the option of keeping the messages or deleting all logs for all of your printers.

lows you to view the contents of filter messages in log files created with Message Logging on. Will there are no messages, or if you have not selected a Port tab.	be grayed