User guide

Océ Publisher Select 2
Application guide
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Chapter 1
Introduction to Océ Publisher
Select 2
Notes for the reader

Introduction

This manual helps you to use Océ Publisher Select 2. The manual contains a description of the product and guidelines to use and operate Océ Publisher Select 2.

Typography used in this manual

Overview of the characters and the special fonts

<table>
<thead>
<tr>
<th>Text display</th>
<th>Indicates</th>
</tr>
</thead>
<tbody>
<tr>
<td>[text between square brackets]</td>
<td>Button, feature or value of the Océ Publisher Select 2 user interface.</td>
</tr>
<tr>
<td>&lt; text between angle brackets &gt;</td>
<td>Key on your keyboard.</td>
</tr>
<tr>
<td>'text between quotes'</td>
<td>Feature or value of the Windows operating system.</td>
</tr>
<tr>
<td>text displayed with Courier font %windir%\system32\mspaint.exe</td>
<td>Path from your Windows operating system or from a software application.</td>
</tr>
</tbody>
</table>

Symbols used in this manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that must be observed for safety.

Overview of the attention getters

<table>
<thead>
<tr>
<th>Word</th>
<th>Icon</th>
<th>Indicates</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPORTANT</td>
<td><img src="hand.png" alt="hand" /></td>
<td>Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the application or machine correctly, and avoid damage to the application, machine or property.</td>
</tr>
<tr>
<td>NOTE</td>
<td><img src="pencil.png" alt="pencil" /></td>
<td>Indicates a clarification of an operation or contains additional explanations for a procedure. Reading these notes is highly recommended.</td>
</tr>
</tbody>
</table>
Océ Publisher Select 2 key features

Definition
Océ Publisher Select 2 is a client application that allows you to create, preview, print and manage jobs in an intuitive way.

Scope
Océ Publisher Select 2 is used to print jobs composed of print ready, wide format files.

Océ Publisher Select 2 key features
The software is based on user’s intent. The values set in Océ Publisher Select 2 override the default values set on the printer.

When a job is created, the system:
• Allows you to load files to print from the workstation or from the network.
• Allows you to drag-and-drop files directly on the template thus creating a productive workflow.
• Automatically prints documents from a ‘Hot Folder’.
• Allows you to submit jobs to an Océ PlotWave or ColorWave or a Canon imagePROGRAF printer.
• Analyzes each file added to the job.
• Automatically applies the default print settings defined in the template.
• Automatically selects the media according to the template you selected.
• Automatically selects the optimal configuration of settings according to the document properties and the printer’s capabilities.
• Can automatically detect the location of the legend on a document.
• Displays an instantaneous and interactive print preview of the expected output, including the location of the top of the folded packet when folding is activated.
• Allows you to quickly rotate the image and if necessary the position of the legend.
• Allows you to tune each setting of a document before printing it.
• Allows you to create and print stamps on documents.
• Allows you to save jobs (including their configuration) in order to archive or reprint them later.
• Allows you to use accounting.
• Allows you to monitor the status of your jobs in the printer queue.

Supported file formats
You can print any of the following file formats when they are available and enabled on your printer controller:

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C4</td>
<td>HP-GL</td>
</tr>
<tr>
<td>Calcomp</td>
<td>HP-GL/2 (including HP-RTL)</td>
</tr>
<tr>
<td>CALS</td>
<td>JPG</td>
</tr>
<tr>
<td>DWF 2D, 3D</td>
<td>NIRS</td>
</tr>
</tbody>
</table>

NOTE
• Before sending a file, make sure that the file format is available and enabled on the controller.
• You can also load .ZIP files that contain any of the above supported file formats.
• For Canon imagePROGRAF printers, Océ Publisher Select 2 only supports PDF.
Océ Publisher Select 2 in relation to Océ Publisher Select 1

Definition

Océ Publisher Select 2 is a new software application. It is not an update of Océ Publisher Select 1, thus the concept and complete look-and-feel of the application is different. Océ Publisher Select 2 supports a selected list of printers. When your printer is not supported by Océ Publisher Select 2, you can install Océ Publisher Select 1.

Installation and use

One instance of Océ Publisher Select 2 and one instance of Océ Publisher Select 1 can be installed on the same workstation. Both applications can run at the same time and address different printers.

Océ Publisher Select 2 supported printers

- Océ PlotWave 340/360
- Océ PlotWave 500
- Océ ColorWave 500
- Océ ColorWave 550
- Océ ColorWave 600
- Océ ColorWave 650
- Océ ColorWave 700
- Océ ColorWave 810/910
- Canon imagePROGRAF iPF830
- Canon imagePROGRAF iPF831
- Canon imagePROGRAF iPF840
- Canon imagePROGRAF iPF841
- Canon imagePROGRAF iPF850
- Canon imagePROGRAF iPF851
Compatibility and requirements

Compatibility

Océ Publisher Select 2 can be installed on the following operating systems:
• Windows 8.1 Professional (32-bit, 64-bit)
• Windows 8 Professional (32-bit, 64-bit)
• Windows 7 (32-bit, 64-bit)
• Windows Vista (32-bit, 64-bit)

Hardware and Software requirements

General requirements:
• Minimum value for the screen resolution: 1280x800.
• Recommended network speed: 100Mb.

Windows System requirements:

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Minimum hardware requirements:</th>
<th>Recommended hardware for optimal performance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 8/8.1 Professional</td>
<td>Core i3, 2GB RAM, 4 GB free space on disk.</td>
<td>Core i3, 4GB RAM, 8 GB free space on disk.</td>
</tr>
<tr>
<td>Windows 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows Vista Business/ Enterprise/ Ultimate</td>
<td>Core2 Duo, 2GB RAM, 4GB free space on disk.</td>
<td>Core2 Duo, 4GB RAM, 8GB free space on disk.</td>
</tr>
</tbody>
</table>

Internet protocol

Océ Publisher Select 2 is compatible with:
• IPv4
• IPv6

Embedded plug-ins

• Java Runtime Environment™
  JRE 1.8 for Océ Publisher Select 2 and higher
• Java™ Advanced Imaging API (1.1.2.01)

License requirements

Océ Publisher Select 2 is free of license.
You need the appropriate license installed on your printer to be able to add Postscript or PDF files to your jobs.
Install Océ Publisher Select 2

Introduction

You can only install one version of Océ Publisher Select 2 per workstation.

You can install Océ Publisher Select 2 on a workstation for your profile only or for all user profiles using the workstation. You can install Océ Publisher Select 2 next to an installation of Océ Publisher Select 1 on the same workstation.

Before you begin

• To install Océ Publisher Select 2 for your user profile only, you can be logged onto the workstation with basic user rights.
• To install Océ Publisher Select 2 for all the users’ profiles, you must be logged onto the workstation with the Administrator rights for an installation on a Windows Vista, Windows 7 or Windows 8 platform.
• For Canon imagePROGRAF printers the corresponding driver also has to be installed and active. You can check by printing a test page.

Required tools

The installation files (.exe), downloaded from http://downloads.oce.com, under Océ Publisher Select 2 - application software.

NOTE

An error message will pop-up and the installation will abort when:

• A previous version of the Océ Publisher Select 2 software is already installed on the workstation and cannot be upgraded (then, uninstall the previous version to install the new one).
• A newer version of the Océ Publisher Select 2 software is already installed.
• There is not enough free disk space.

Procedure

1. Double-click on the .exe file to launch the application.
2. Select your language.
3. An introduction window is displayed, showing the Océ Publisher Select 2 version number.

Click Next.

4. Read and accept the [License Agreement] to continue.
5. Select the default installation folder (SYSTEM_drive:\Program Files\Océ\Océ Publisher Select 2, on Windows 7 for example) or choose another one.

6. Select a location for the application shortcuts.

![Choose Shortcut Folder](image)

**NOTE**
When you are logged onto the workstation with Administrator or Power user rights, you can create shortcuts [In the Multi-User Environment (for all users)]. Every user of the workstation is then able to see the shortcut and use the application.

7. Fill in the [Printer Host Name] or the Printer IP address you want to connect to when you launch the application.

When you are logged in as an Administrator, the [Printer Host Name]/IP address will be available by default when a user starts the application.

**NOTE**
In case of an invalid hostname or IP address, a correct name or address will be requested on start-up of the application.

8. A summary of the installation to be performed is displayed. Check the information. Click 'Install' to perform and complete the installation.

![Pre-Installation Summary](image)

**Result**
When the installation is completed, a confirmation window is displayed. Click [Done] to close the window.
NOTE
• When there is a problem, for example insufficient disk space, an error message is displayed and the installation is aborted.
• It is recommended to launch Océ Publisher Select 2 and check the connection to the printer.
• For Canon imagePROGRAF printers the login procedure after installation can differ, for more information see *Log in to Océ Publisher Select 2 for Canon imagePROGRAF printers* on page 100.
Silent deployment of Océ Publisher Select 2

Introduction
You can silently install Océ Publisher Select 2 on client workstations (C:\Program Files\OCE\Oce Publisher Select x.y.z) by using a deployment tool.

Before you begin
Make sure you have the required rights to install in the workstations’ installation directory.

Required tools
Deployment tool.

Procedure
1. Open a Command window.
2. Use the following command line:
   PublisherSelect_[xxx].exe -i silent -DUSER_INPUT_PRINTERHOSTNAME="Printer Host Name"
   Where [xxx] is the version number of Océ Publisher Select 2 to be deployed.
   Example: PublisherSelect_2.0.exe -i silent -DUSER_INPUT_PRINTERHOSTNAME="ColorwavePrinter.oce.com"

   Possible command line arguments are:

   -DUSER_INPUT_PRINTERHOSTNAME
   To indicate the host name of the printer. You can type the printer host name, full DNS or IP address.
   Example:
   -DUSER_INPUT_PRINTERHOSTNAME="134.185.139.123"

   -DINSTALL_USER_MANUAL_FILE_PATH
   To install the user manual and create a shortcut to it:
   Example of installation of the user manual v2.0 in British English:
   -DINSTALL_USER_MANUAL_FILE_PATH="D:\Manuals \OPS_UM_2-0_en_GB.pdf"

   -DUSER_INPUT_ICON
   To create shortcuts. By default the system creates a shortcut on the Programs group for the current profile.
   Declare a location or an option and set '1' to activate it or '0' to deactivate it.
   Examples:
   To create shortcuts for all users:
   -DUSER_INPUT_ICON_FOR_ALL_USERS=1
   To create a shortcut on the desktop:
   -DUSER_INPUT_ICON_ON_DESKTOP=1
   To create a shortcut in the Start menu of the Programs group:
   -DUSER_INPUT_ICON_ON_STARTUPMENU=1
   To create a shortcut in the Quick Launch bar (for the current user only):
   -DUSER_INPUT_ICON_ON_DESKTOP=1
### Silent deployment of Océ Publisher Select 2

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>-DUNINSTALL_SHORTCUT</code></td>
<td>To not create a shortcut to the Océ Publisher Select 2 uninstaller.</td>
<td><code>-DUNINSTALL_SHORTCUT=DO_NOT_INSTALL</code></td>
</tr>
<tr>
<td><code>-DINSTALLER_LOCALE</code></td>
<td>To set the default language. Possible values are: en, de, es, fr, it, nl, ja, cs, da, fi, hu, no, pl, pt, sv, ru, zh_TW, zh_CN, ko.</td>
<td><code>-DINSTALLER_LOCALE=&quot;en&quot;</code></td>
</tr>
</tbody>
</table>
Uninstall Océ Publisher Select 2

Introduction
To easily uninstall the application from a workstation you can:
• Launch the Océ Publisher Select 2 uninstaller.
• Remove Océ Publisher Select 2 through the 'Uninstall/Change' option.

Before you begin
Make sure the application is stopped. When installation was performed with:
• The basic user rights, log onto the workstation with the same user profile to uninstall the application.
• The Administrator rights, make sure you are logged onto the workstation with Administrator rights for an uninstallation on a Windows Vista, Windows 7 or Windows 8/8.1 platform.

Use the Océ Publisher Select 2 uninstaller to uninstall

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open 'Start - All programs - Océ - Océ Publisher Select 2'.</td>
</tr>
<tr>
<td>2</td>
<td>Select 'Uninstall Océ Publisher Select 2'.</td>
</tr>
<tr>
<td>3</td>
<td>Uninstallation is processed.</td>
</tr>
</tbody>
</table>

Use the 'Uninstall/Change' option to uninstall

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open 'Start - Control Panel - Programs and Features'.</td>
</tr>
<tr>
<td>2</td>
<td>Right-click on Océ Publisher Select 2.</td>
</tr>
<tr>
<td>3</td>
<td>Click on 'Uninstall/Change'.</td>
</tr>
<tr>
<td>4</td>
<td>Uninstallation is processed.</td>
</tr>
</tbody>
</table>

Result
During uninstallation, all the Océ Publisher Select 2 components are deleted only the log files and the local user data are kept.

When the uninstallation is finished, a confirmation window is displayed.

NOTE
When you uninstall Océ Publisher Select 2 after a silent installation, the uninstallation is silently performed. The confirmation window at the end of the process is not displayed.
Chapter 3
Get to know Océ Publisher Select 2
The user interface

Introduction

The main structure of the user interface is divided into two main windows:
• The homescreen
• The template and job edition screen

The homescreen

The homescreen is divided in four main areas.

<table>
<thead>
<tr>
<th>Area</th>
<th>Functionalities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 The standard menu bar</td>
<td>• Set the user preferences and software options.</td>
</tr>
<tr>
<td></td>
<td>• Open the online help and the product information.</td>
</tr>
<tr>
<td>2 The printer pane</td>
<td>• See the status of the connected printer (ink or toner level, loaded media)</td>
</tr>
<tr>
<td></td>
<td>• and open the printer's website.</td>
</tr>
<tr>
<td></td>
<td>• View your jobs in the printer queue.</td>
</tr>
<tr>
<td>3 The template list</td>
<td>• Create a job from a template.</td>
</tr>
<tr>
<td></td>
<td>• Create and edit templates.</td>
</tr>
<tr>
<td></td>
<td>• Open a previously saved job, from Océ Publisher Select 2 or Océ Publisher</td>
</tr>
<tr>
<td></td>
<td>Select 1.</td>
</tr>
<tr>
<td>4 The submitted jobs list</td>
<td>• Track the status of the jobs you submitted.</td>
</tr>
<tr>
<td></td>
<td>• Perform actions on the submitted jobs (cancel, delete, reprint...).</td>
</tr>
</tbody>
</table>

The template and job edition screen

When you create a template or edit a job, the template and job edition screen opens.
[1] During template creation

<table>
<thead>
<tr>
<th>Area</th>
<th>Functionalities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The document properties (when you create a template)</td>
</tr>
<tr>
<td>2</td>
<td>The print job settings (when you create a template or job)</td>
</tr>
</tbody>
</table>

### General principles

**Tooltip and contextual menus**

The user interface provides additional shortcuts to get information or perform actions on a job, a document, or a template:
- The tooltip displays additional information on an element when you bring your mouse over it.
- The contextual menu gives access to additional actions you can perform on an element when you right-click on it.

**Warnings and messages**

- When a warning is displayed in a tooltip or in the print preview to warn about a possibly unforeseen result, such as 'missing media', 'legend positioning', 'clipping' you can still submit a job to the printer.
- When a message is displayed to highlight an incompatible combination of settings, you must solve the problem to be able to submit the job to the printer.
  The message contains a solution to solve the incompatible combination of settings: accept or change the settings manually.
- When an error occurs on a document, you have to change the settings if possible or remove the document to allow printing.
**Océ Publisher Select 2 workflow**

**Introduction**

You can use Océ Publisher Select 2 for various tasks. Follow the workflow below to make optimal use of the application.

**Purpose**

Use Océ Publisher Select 2 to:

- Open the Océ Publisher Select 2 application and connect to the printer.
- Set up the application settings to your preferences.
- Check the media and ink available in the printer.
- Create the job.
- Submit your first job to the printer.

**Before you begin**

- Make sure the preferred printer is connected to the network and switched on.
- Océ Publisher Select 2 is installed on your client workstation.

**Procedure**

1. Start Océ Publisher Select 2.
   The start window displays a list of available printers detected on the subnetwork, and if so the printer configured during the software installation.
   When you want to connect to another printer type in the [Printer Host Name] or IP address.
   For more information on the login procedure for Canon imagePROGRAF printers, see Log in to Océ Publisher Select 2 for Canon imagePROGRAF printers on page 100.

2. Select the target printer.
   The application window opens.

3. From the top menu bar, configure your [User Preferences].
   These settings allow you to define the behavior of Océ Publisher Select 2, independently of the printer. You can:
   - Select your language and units. For more information, see Localization on page 33.
   - Configure the behavior of the application. For more information, see Options on page 35.

4. In the right screen, check the printer status for the available ink and media.
   For more information, see Use the printer status and printer queue on page 29.

5. Create a new template when you want to define the default print settings for your job.
   For more information, see What are templates? on page 38

6. Create a new job by selecting the factory default template or your custom template.
   Or load a saved job. For more information, see Load a job on page 48.

7. Add documents to the job.

8. Select one document of a job to check or adjust the print settings in the bottom screen.

9. Click on the blue save button, to save the job.
   For more information, see Save a job on page 85.

10. Click on the green print button, to print the job.
    For more information, see Print a job on page 79.

11. Check the status of the job.
    For more information, see Track a submitted job on page 93.
Connect Océ Publisher Select 2 to different printers

Introduction

You can connect Océ Publisher Select 2 to different printers. You can install and open one instance of Océ Publisher Select 2 at a time per workstation.

NOTE

• You can also install one instance of Océ Publisher Select 2 and one instance of Océ Publisher Select 1 on the same workstation. Both applications can run at the same time and address different printers.
• For a list of Océ Publisher Select 2 supported printers, see Océ Publisher Select 2 in relation to Océ Publisher Select 1 on page 12.

Procedure

1. Open Océ Publisher Select 2.
2. In the top right corner of the homescreen, select [Preferences] - [Edit preferences...] to open the [User Preferences] window.
3. Open the [Options] tab.
4. In the section, [When starting the Océ Publisher application] check the option [Always open the login window to select the printer].
5. Click [OK].
6. Close Océ Publisher Select 2.
7. Re-launch Océ Publisher Select 2.
   The application restarts immediately.
8. You can now select another printer in the list of printers, or type the printer hostname or IP address in the field.
9. Log in.
Use the printer status and printer queue

Introduction

In Océ Publisher Select 2 the printer status and printer queue are permanently available on the right pane.

Printer status view

Depending on the connected printer model, the printer status and printer queue can be used to:

• View the model of the connected printer with its IP address or hostname.
• Click on the printer icon to open the printer’s website.
• Check the level of ink or toner available in the printer.
• Check the media size and media type loaded on the printer.
• Check the number of jobs in the printer queue.
• Check the list of jobs in the printer queue (when allowed by the security settings configured on the printer).

Minimized printer status

For optimal use of the application it is advised to minimize the printer status pane to enlarge the job and settings areas. Move your mouse over the border of the printer status. Drag the border to the right to minimize the printer status to the collapsed view.

The collapsed view displays:

• Any warning about the ink or media.
• The number of jobs in the printer queue.
Use the printer status and printer queue
Chapter 4
Set the user preferences
Set the user preferences

Introduction

In the [User Preferences] window you define the default behavior of Océ Publisher Select 2. Per tab, you can make different settings.

Categories

<table>
<thead>
<tr>
<th>User preferences tab</th>
<th>For more information, see .</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Localization]</td>
<td>Localization on page 33</td>
</tr>
<tr>
<td>[Filters]</td>
<td>Filters on page 34</td>
</tr>
<tr>
<td>[Options]</td>
<td>Options on page 35</td>
</tr>
</tbody>
</table>

NOTE

- The configuration settings depend on the connected printer type.
- The [User Preferences] are not available during the edition of a template or a job.
[Localization]

Introduction

Under the [Localization] tab, you can define the [Language] and the [Measurement unit] that is used in the application.

NOTE
For imagePROGRAF printers, the media type setting is displayed in the language of the printer driver. When you want to change the language, select the preferred language in the driver itself.

Procedure

1. In the top right corner of the homescreen, select [Preferences].
2. Click on [Edit preferences...] to open the [User Preferences] window.
3. Open the [Localization] tab.
4. Select the [Language] you want to apply to the client application.
5. In the [Measurement unit] section, select [Inch] or [Millimeter].
6. Click [OK].
7. Restart the application.
[Filters]

Introduction

Under the [Filters] tab, you can create new filters or modify the default filters. The filters are used to filter the files in the [Add documents] list, according to the selected format.

NOTE
• You can create a list of filters per printer type.
• The filters are not case sensitive.
• Each extension must start with "*." and display at least one character after "*.".

Procedure

1. In the top right corner of the homescreen, select [Preferences].
2. Click on [Edit preferences...] to open the [User Preferences] window.
3. Open the [Filters] tab.
4. Use one of the buttons on the right:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[New]</td>
<td>Click the [New] button and create a new filter. Enter the name, click [Edit] to define the extension selected for the filter (see below).</td>
</tr>
<tr>
<td>[Edit]</td>
<td>Select a filter and click the [Edit] button to make it editable. Enter or change the extension. To add several extensions to a filter, separate them by a semicolon: &quot;<em>.hp;</em>.hpg;*.hpgl&quot;.</td>
</tr>
<tr>
<td>[Rename]</td>
<td>Select a filter and click [Rename] to make the name editable. Change the name.</td>
</tr>
<tr>
<td>[Remove]</td>
<td>Select a filter and click the [Remove] button to delete the filter.</td>
</tr>
<tr>
<td>[Default]</td>
<td>Click the [Default] button to delete all the user defined filters and restore the default filters.</td>
</tr>
</tbody>
</table>

5. Click [OK] to save your settings.
[Options]

Introduction

Under the [Options] tab, you can select the default options for the application.

Procedure

1. In the top right corner of the homescreen, select [Preferences].
2. Click on [Edit preferences...] to open the [User Preferences] window.
3. Open the [Options] tab.
4. Make your settings for the categories:
   • [When starting the Océ Publisher application]
   • [Automatic detection of the legend]
   • [Hot Folder configuration]
   • [Automatic rotation behavior]

   For more information, see the detailed explanation below.
5. Click [OK] to save your settings.

[When starting the Océ Publisher application]

<table>
<thead>
<tr>
<th>Setting</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Always open the login window to select the printer]</td>
<td>Check the option to be able to select the printer you want to connect to (among the 10 last used), when you start the application. The login window opens each time you launch the application. Activate this option to use Océ Publisher Select 2 with different printers.</td>
</tr>
<tr>
<td>[Always clean up the active Hot Folder]</td>
<td>Check the option when you want the application to remove all files from the Hot Folder at start-up. Note that all files sent to the Hot Folder when Océ Publisher Select 2 was not open, will be removed from the folder and are not printed.</td>
</tr>
<tr>
<td>[Always load a multi-page PDF document as a single file]</td>
<td>Check the option when you want the application to identify a PDF file as one single file. Normally all pages of a PDF file are loaded separately, so you can make settings for each page. When you do not want this, check this option and only the first page of the PDF will be visible and all settings apply to the entire document.</td>
</tr>
</tbody>
</table>

[Automatic detection of the legend]

<table>
<thead>
<tr>
<th>Setting</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Time-out]</td>
<td>Check the option to limit the time the application can use to detect the legend. Set the value of the timeout, in seconds.</td>
</tr>
</tbody>
</table>

[Hot Folder configuration]

You can define a Hot Folder from which a document or a set of documents are automatically added to a new job.
### [Activate Hot Folder:]
Check the option to activate the Hot Folder. Select the folder location. Océ Publisher Select 2 will permanently scan the content of this folder. The application will add to the job each new file found in the Hot Folder, and will apply the default template.

### [Auto print]
When the Hot Folder is activated, select this option to automatically print each document in the Hot Folder. When a file is added to the Hot Folder, it will automatically be printed.

### [Automatic rotation behavior] (for Océ PlotWave 340/360/500)
You can set the automatic rotation behavior to optimize the print productivity of the printer. This feature is used to define the default behavior of the [Rotation] setting when its value is set to [Automatic]. You can choose two settings:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Productive]</td>
<td>Optimizes the productivity. Data orientation can be automatically modified to ensure the fastest printout delivery.</td>
</tr>
<tr>
<td>[Media saving]</td>
<td>Data orientation can be automatically modified according to the drawing surface, for a minimum use of paper.</td>
</tr>
</tbody>
</table>
Chapter 5
Create templates for a job
What are templates?

Definition

A template is a group of predefined settings, that is applied to every document of a job. There are two types of templates, with various configuration possibilities.

Types of Templates

<table>
<thead>
<tr>
<th>Template</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factory default template</td>
<td>One built-in template is provided by default, the default template. It provides a standard and optimized configuration for the selected printer. You cannot change or delete the default template.</td>
</tr>
<tr>
<td>Custom template</td>
<td>You can create, edit and rename your own template. You can create up to 100 templates per printer type.</td>
</tr>
</tbody>
</table>

Content of a template

For a default template the content of a template is fixed, and the settings are optimized for the selected printer.

For a custom template you configure a set of default values. You can configure categories of settings. The availability and name of the settings can depend on the printer type.

NOTE

For the specific Canon imagePROGRAF printer settings, see Océ Publisher Select 2 for Canon imagePROGRAF printers on page 97.

<table>
<thead>
<tr>
<th>Settings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Document properties]</td>
<td>Select the settings for the original document: Image orientation, legend position, and the file parameters. For more information, see Change the document properties on page 52.</td>
</tr>
<tr>
<td>[Media]</td>
<td>Automate the media selection at job creation time. Define a specific media, or set the automatic selection. For more information, see Media on page 54.</td>
</tr>
<tr>
<td>[Layout]</td>
<td>Select the layout settings, cut, rotate, position or scale your document. For more information, see Layout on page 56.</td>
</tr>
<tr>
<td>[Image]</td>
<td>Select the image settings, choose the print and color mode of your document. For more information, see Image on page 62.</td>
</tr>
<tr>
<td>[Finishing]</td>
<td>Select the finishing settings, choose where to deliver your job. For more information see Finishing on page 70.</td>
</tr>
</tbody>
</table>
Create a new template

Introduction

Next to the default template, you can create new templates for your printer models.

NOTE

The templates are printer specific. The template you create for a printer type are only accessible when you select the specific printer on login.

When to do

The creation of a template is useful when you print images with common features or when you want to apply the same print settings to all your jobs.

For example, you can create a folding template in which you activate the [Automatic detection of the legend] and you set the fold settings. Océ Publisher Select 2 will analyze all submitted documents and the finishing device will fold the document according to the template settings, with the legend on top of the folded packet.

Procedure

1. In the homescreen, click on the [New template] tile. The template screen opens.
2. In the top screen, define the [Document properties]: image orientation, legend position, and the file parameters.
   For more information, see Set the document properties on page 40.
3. In the bottom screen, define the print settings: [Media], [Layout], [Image], [Finishing].
   For more information, see Set the print settings: Media, Layout, Image, Finishing on page 42.
4. In the bottom right bar, enter a unique name for the template.
5. Click [Save].

Result

The template is now available in the homescreen. Use it to create jobs, or set as default. For more information, see Manage your templates on page 43.
Set the document properties

Introduction

In the [Document properties] section, describe the original document that you will load when you use the template. You can define:

• The image orientation of the original image.
• The legend position of the original image.
• The file parameters of the original image.

It is recommended to adjust the document properties when you load files of different standards using the same template.

NOTE

The settings can differ, depending on the printer model.

Document properties settings

<table>
<thead>
<tr>
<th>Document property</th>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Image Orientation]</td>
<td>[Match CAD standard]</td>
<td>Keep the default setting [Match CAD standard] and orient the image according to the selected standard: [DIN], [ERICSSON], [AFNOR].</td>
</tr>
<tr>
<td>[Reading orientation]</td>
<td></td>
<td>Select the reading orientation of the original image, manually:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Landscape]: when the long edge of the image is the top of the image.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Portrait]: when the short edge of the image is the top of the image.</td>
</tr>
<tr>
<td>[No rotation (as in file)]</td>
<td></td>
<td>No extra rotation, use rotation as it was saved in the original image.</td>
</tr>
<tr>
<td>[Add a 180 degrees extra rotation]</td>
<td></td>
<td>Check the box, for any of the three orientation values, to rotate the image by 180 degrees.</td>
</tr>
<tr>
<td>Document property</td>
<td>Setting</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| [Legend position] | [Match CAD standard] | Keep the default setting: [Match CAD standard] to place the legend according to the selected standard:  
• [DIN]: legend located at the bottom right of the image.  
• [ERICSSON]: legend located at the top left of the image.  
• [AFNOR]: legend located at the bottom right of the image. |
| Legend position | Select the [Legend position] manually, by selecting one of the positions from the list. |
| No legend | Select [No legend] when the documents generally do not have a legend and will not be folded. |
| Automatic detection of the legend | You can also let the application detect the legend position automatically. This setting is recommended when you:  
• Have images that usually contain a legend.  
• Have different document standard and sizes in one job.  
• Want to get the legend on top of the folded packet, in case of folding.  
The system will analyze the image to find the position of the legend. It will show the selected corner in the print preview. |

<table>
<thead>
<tr>
<th>File parameters</th>
<th>HP-GL/2: [The Select Pen 0 command is used to indicate the end of the plot]</th>
<th>Check the box when you are using the Select Pen 0 command to indicate the end of a plot.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HP-GL/2: [Merge the colors of the overlapping elements]</td>
<td>Check the box when you want to merge the colors, of the overlapping areas on your original image, in your output.</td>
</tr>
<tr>
<td></td>
<td>HP-GL/2: [Printer emulation]</td>
<td>Select the printer emulation standard from the list.</td>
</tr>
<tr>
<td></td>
<td>HP-GL/2 - PDF: [Printable area]</td>
<td>Define whether the printable area is full size, or inked area.</td>
</tr>
<tr>
<td></td>
<td>PDF: [Overprint]</td>
<td>Check the box to activate overprint for PDF, making the top layer of overlapping ink appear transparent in relation to the underlying ink.</td>
</tr>
</tbody>
</table>
Set the print settings: Media, Layout, Image, Finishing

Introduction

In the bottom screen, you can select the print settings, that will be used for the template. The application will apply these print settings to every document added to the job.

You can click on the setting tiles and select values that define the behavior. For Océ printers there are four categories, for Canon imagePROGRAF printers there are three categories under which you can make adjustments. The values can differ per printer model.

Print settings

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Media]</td>
<td>Define the media selection for your job. Select the media size and type. For more information, see Media on page 54.</td>
</tr>
<tr>
<td>[Layout]</td>
<td>Define the layout of the image in the media. Select the cut size, positioning, rotation, and scale. For more information, see Layout on page 56.</td>
</tr>
<tr>
<td>[Image]</td>
<td>Define the image rendering. Select the print quality, color mode or (optionally) mirror, and stamp. For more information, see Image on page 62.</td>
</tr>
<tr>
<td>[Finishing]</td>
<td>Define the delivery destination or finishing options. Select the print delivery, or select a finishing option (not available for Océ ColorWave 810/910 without a finishing device installed and Canon imagePROGRAF printers). For more information, see Finishing on page 70.</td>
</tr>
</tbody>
</table>
Manage your templates

Introduction

You can manage your templates in various ways.

Procedure

1. Right-click on the preferred template.
2. From the list, select:

<table>
<thead>
<tr>
<th>Value</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Set as default]</td>
<td>The selected template immediately becomes the default. The default template's name appears in bold.</td>
</tr>
<tr>
<td></td>
<td>NOTE</td>
</tr>
<tr>
<td></td>
<td>Select the template you use the most as default. The application software applies the default template to a document when:</td>
</tr>
<tr>
<td></td>
<td>• You drag and drop documents to the main job creation area.</td>
</tr>
<tr>
<td></td>
<td>• You submit documents to the printer using the Hot Folder.</td>
</tr>
<tr>
<td>[Edit]</td>
<td>If needed, check or change the print settings and give the template a new name. Click [Save].</td>
</tr>
<tr>
<td>[Delete]</td>
<td>Click [OK] to confirm. The template is removed from the template list. When the deleted template is the default template, the factory default template becomes the default template.</td>
</tr>
</tbody>
</table>
Troubleshooting - Templates

Introduction

Sometimes an error message or warning appears. Use the troubleshooting solutions below to continue your job.

Warning for impossible settings combinations

The system displays a warning and cannot save the template, when you select an impossible combination of settings. The message is immediately displayed when you select the value that generates the incompatibility.

A solution is proposed in the warning message. You have two options:
- Accept the proposed change by clicking [OK]. The tile of the updated setting turns green and you can go on with the template configuration.
- Cancel the value that generated the incompatibility, and revert to the previous value.

Template under warning

When you have already created a template, a template can become under warning. An orange triangle will appear in the template.

Right-click on the template to edit the settings. Change the settings that are under warning to solve the problem. When everything is correct, save the template.
Chapter 6
Create a new job
Job creation workflow

Introduction

In Océ Publisher Select 2, you can create a job in three different ways.

Workflow

The job workflow via:

- **Template** in the homescreen of the application. First, you select a template, add documents to the job, change settings, fill in the job production settings and print.
  For more information, see *Create a job on page 47*, *Print a job on page 80*.

- The **Hot Folder**. Create and submit jobs to the printer through an automated process, the Hot Folder. Add jobs to the Hot Folder, the application detects it and uses the default template to print.
  For more information, see *Hot Folder configuration on page 35*, *Automatically print a job via the Hot Folder on page 81*.

- **Drag and drop** productive workflow. Drag document files and drop them directly on the preferred template in the homescreen. You can create as many templates as needed and instantly drop the files on the preferred templates. The template settings are applied to the job and you only have to click the green button. The quick job composition results in a fast and productive workflow.
Create a job

Introduction

Use a default or custom template to create a job.

Procedure

1. Click on the preferred template in the homescreen. A new window opens.
   
   **NOTE**
   You can also drag and drop files on the preferred template in the homescreen. The documents are immediately loaded into the template, continue from step 6.

2. Click on [Add document], in the top left corner.
3. Browse to the location of the documents.
   
   **NOTE**
   • You can also drag and drop the documents in the [Add document] area.
   • When you load a multi-page PDF, you can load every page as a separate document or you can load it as a single file. For more information, see Add a multi-page PDF document on page 49

4. Select one or multiple documents.
5. Click [Open] to load the documents to the job.
   The application immediately interprets the document. It computes the template values and displays the result in the tiles.

6. Optionally, change the [Document properties].
   For more information, see Change the document properties on page 52.

7. Optionally, change the print settings.
   For more information, see Change the print settings on page 53.

8. Select the job production settings.

Result

All loaded documents are added to the job list with the preferred settings.
Load a job

Introduction
You can open a job previously created and saved in Océ Publisher Select 1 or Océ Publisher Select 2 (files with .ojz extension) in order to print or reprint it.

NOTE
• You can only load an Océ Publisher Select 1 job 'without using the original settings'.
• You can load a job 'using the original settings', when you address the same type of printer as when you saved the job.

Procedure
1. Click on the [Open job...] template in the homescreen.
2. Browse to the preferred *.ojz file.
3. Click [Open]. The [Load Options] window is displayed.
4. Select the [Load Mode] and click [OK].
   • [Load only documents]: to only load the documents and not take over the settings.
   • [Load documents using original settings]: to load the documents and take over the settings used when saving.
5. The job is loaded and can be edited in the template screen.

NOTE
Before printing the job, you can preview or edit each document of the job. For more information, see Change the document properties on page 52, and Change the print settings on page 53.
Add a multi-page PDF document

Introduction

When you add a multi-page PDF document and add it to a job, the application identifies every page as a separate file. In the document list you see them listed as separate entities: "File name - page 1", "File name - page 2" etc.

This way you can make separate print settings for each page. When you do not need this, you can also load the PDF document as one single file.

NOTE

• It is not possible to print a PDF document with no printing permission rights.
• For Canon imagePROGRAF printers it is not possible to print a PDF document with no modification permission rights, when the document contains a page bigger than the maximum printing width.
• For Canon imagePROGRAF printers it is not possible to print a PDF document with no modification permission rights, when the actual image size exceeds the selected media size.
• Océ Publisher Select 2, based on the loaded media and on the printer configuration, displays a simulated preview of the first page of the document. The preview can be incorrect when the configuration is changed at print time.

Add a multi-page PDF document

Standard, when you load a multi-page PDF document every page of the document becomes a separate file. That way you can:
• Set different print settings for every page (Media, Layout, Image, Finishing).
• Check the print preview for every page.
• Change the print order of the pages.

Add a multi-page PDF document as one single file

When you want to use the same settings for every page you can load a multi-page PDF document as one single file.
1. In the top right corner of the homescreen, select [Preferences].
2. Click on [Edit preferences...] to open the [User Preferences] window.
3. Open the [Options] tab.

NOTE

For Océ printers: when you load a multi-page PDF document as a single file or any other multi-page format document, and the pages consist of various orientations and sizes, select ‘Any size’ or ‘Any loaded size under the ‘Media size’ tile. Then the printer will select a media that best fits the size of the image, for every page of the document.
Manage your documents in a job

Introduction

When you add a document to a job, you can perform job management. The status of the documents in the list also gives information on your job.

Job management

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
</table>
| Check the document properties | Move the mouse over a document name to display a tooltip. The tooltip shows:  
                                  • The folder path to where the file is located.  
                                  • The file format.  
                                  • The value of the [Legend position] setting and the calculated position of the legend, if any.  
                                  • The number of pages.  
                                  • Any warning or error message. |
| Edit the document properties  | Right-click on a document in the document list. Click on:  
                                  • [Edit document properties]  
                                  • [Edit parameters of the file format]  
                                  to change the settings of the document. |
| Change the print order        | You can change the position of a document in the document list. Select the document in the list and drag and drop it to the preferred position.  
                                  Or use a keyboard shortcut, for more information see Keyboard shortcuts on page 106. |
<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change the job name</td>
<td>The first document in the list automatically is the name of the job. To change the job name, move the mouse over the document name. Click on the edit icon. The field becomes editable and you can type in a new name. Press enter or click the icon to save the new name.</td>
</tr>
<tr>
<td>Delete a document from a job</td>
<td>Move the mouse over a document name to display the red cross next to the name. Click on the red cross, or press the 'Delete' key to delete the document from the job.</td>
</tr>
</tbody>
</table>

**Job information**

**NOTE**

For information on how to solve documents in warning or error, see *Troubleshooting on page 77*.

<table>
<thead>
<tr>
<th>State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document in orange (warning)</td>
<td>When a document requires attention, it is displayed with an orange background color in the document list and a message is displayed in the preview and the tooltip.</td>
</tr>
<tr>
<td>Document in red (error)</td>
<td>When a document is in error, it is displayed with a red background color in the document list and a message is displayed in the tooltip.</td>
</tr>
</tbody>
</table>
Change the document properties

Introduction

When you add a document to a job, Océ Publisher Select 2 automatically applies the document properties from the selected template. Sometimes, for example when you load files of different standards or when the job is folded, you want to change the properties.

Procedure

1. Add a document to the job.
2. Right-click on the document name in the document list.
3. Select [Edit document properties] and change the settings for:
   - [Image Orientation]
   - [Legend position]
4. Select [Edit parameters of the file format] and make settings for the file format.
   For more information on the settings, see Set the document properties on page 40
5. Click [OK] to confirm.

Result

The application uses the information to recalculate the settings. Check whether you made the right changes in the print preview.
Change the print settings

Introduction

When you add a document to a job, Océ Publisher Select 2 automatically applies the print settings from the selected template.

When settings are not compatible or when you need to change the print settings for one or several documents, you can change the print settings in the lower part of the screen. You can change the four categories of print settings: [Media], [Layout], [Image], and [Finishing]

Procedure

1. Select a document in the job.
2. In the bottom of the screen, select one of the print setting tiles to change the values.
   For more information on the print settings categories:

<table>
<thead>
<tr>
<th>Print setting category</th>
<th>Refer to</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Media]</td>
<td>Media on page 54</td>
</tr>
<tr>
<td>[Layout]</td>
<td>Layout on page 56</td>
</tr>
<tr>
<td>[Image]</td>
<td>Image on page 62</td>
</tr>
<tr>
<td>[Finishing]</td>
<td>Finishing on page 70</td>
</tr>
</tbody>
</table>

Result

The application uses the information to recalculate the settings.
Check whether you made the right changes in the print preview.
Introduction

Under the Media category you can change two settings: [Media type] and [Media size].

[Media type]

Definition

The [Media type] setting displays the list of the different types of media, qualities of paper, that can be installed on the connected printer.

Use the list to select your media type.

- A blue roll icon is displayed when both the size and the type of the media are available.
- When the requested media type is not loaded, the application displays a warning. The warning does not prevent from submitting the job to the printer.
- Some media types and delivery destinations are incompatible. When an incompatible combination occurs, the application displays a message and prevents from submitting the job.
- For Canon imagePROGRAF printers, the media type setting is displayed in the printer driver language.
- When a loaded media type on a Canon imagePROGRAF printer is not available in the driver, it cannot be used for printing.

Automatic behavior

The [Media type] list proposes the [Any type] value. When you select [Any type], the media type that best fits your document size is automatically selected.
**[Media size]**

**Definition**

The [Media size] setting lists all media sizes supported by your printer.

Select the size of the media on which you want to print.

![Media size setting](image)

**NOTE**

- A blue roll icon is displayed when both the size and the type of the media are available.
- Some media sizes and delivery destinations are incompatible. When an incompatible combination occurs, the application displays a message and prevents from submitting the job.
- For Canon imagePROGRAF printers the page size length can be limited at 3.2 meters.

**Automatic behavior**

The two automatic values ([Any size] and [Any loaded size]) enable the application to select the best size for each document and for each page of a multi-page document.

These values are recommended for multi-page documents containing pages of various sizes and orientations.

You can select either:

- [Any size]
  
  Océ Publisher Select 2 selects a size supported by the printer.

- [Any loaded size]
  
  Océ Publisher Select 2 selects a media size that is available in the printer.
**Introduction**

Under the [Layout] category you can change four settings: [Cut size], [Rotation], [Positioning], and [Scale].

**Cut size**

**Introduction**

Define how the device will cut the paper after printing.

The values between an Océ printer and Canon imagePROGRAF printer differ. Find the settings in the corresponding table below.

**Cut size values for Océ printers**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
</table>
| [Cut method]   | Select the cut method:  
• [Standard] to cut the printed output according to a standard size based on the size of the selected media source.  
• [Synchro] to cut the printed output according to the size of the image.  
  There is a minimum cut length that varies according to the printer model.  
  Note that the cut method has impact on scaling. |
| [Trailing strip] | Add a strip to the top of the printed output to correct the length. The adjustment of the edges changes the size of the printed output.  
  The [Trailing strip] adds a strip to the top of the printed output: 0 to 400mm, 0 to 15.74 inch. |
| [Leading strip] | Add a strip to the bottom of the printed output to correct the length. The adjustment of the edges changes the size of the printed output.  
  The [Leading strip] adds a strip to the bottom of the printed output: 0 to 400mm, 0 to 15.74 inch.  

**NOTE**

The system displays the units [mm]/[in] that are defined in the [User Preferences].
Cut size values for Canon imagePROGRAF printers

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
</table>
| [Cut method] | Select the cut method:  
  • [Synchro] to cut the printed output according to the size of the image. There is a minimum cut length that varies according to the printer model.  
  • [Standard size] to cut the printed output according to a standard size based on the size of the selected media source. Select a size from the drop-down list, or select automatic.  
  When the roll size is unknown, only automatic can be selected. Note that the cut method has impact on scaling. |
Introduction

Select the rotation value that you want to use for your document.

Rotation values

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Automatic]</td>
<td>The data orientation is automatically modified according to the drawing surface. Use the automatic value when you want to:</td>
</tr>
<tr>
<td></td>
<td>• Use the automatic rotation behavior setting you have enabled under the [User Preferences], media saving or productive.</td>
</tr>
<tr>
<td></td>
<td>• Save media.</td>
</tr>
<tr>
<td></td>
<td>• Optimize the position of the image according to the values of other settings, especially for folding and the legend position.</td>
</tr>
<tr>
<td>[Print image short edge first]</td>
<td>The image is rotated in such a way that the short edge of the image is printed on the leading edge of the media.</td>
</tr>
<tr>
<td></td>
<td>When this value is selected all landscape pages are rotated.</td>
</tr>
<tr>
<td></td>
<td>Use this value to rotate all landscape pages 270° counter-clockwise (exception: if an [ERICSSON] fold is requested, the data is rotated 90° counterclockwise).</td>
</tr>
<tr>
<td>[Print image long edge first]</td>
<td>The image is rotated in such a way that the long edge of the image is printed on the leading edge of the media.</td>
</tr>
<tr>
<td></td>
<td>When this value is selected, and a media of a compliant size is available, the portrait pages are rotated.</td>
</tr>
<tr>
<td>0, 90, 180, 270</td>
<td>Select one of the values to rotate the image counter-clockwise.</td>
</tr>
<tr>
<td></td>
<td>When the option [Add a 180 degrees extra rotation] is used in the template, it can have an impact on the rotation behavior.</td>
</tr>
</tbody>
</table>

Quick rotation tool

Once you have made your settings you can check the layout in the preview. When you move your mouse over the preview you will also see the icon of the quick rotation tool appear. Click on it to rotate the document. You can also use the keyboard shortcut [CTRL+SHIFT++]. You will see the values change in the [Rotation] tile.
**[Positioning]**

**Introduction**

Define how the device will position the image on the media.

The values between an Océ printer and Canon imagePROGRAF printer differ. Find the settings in the corresponding table below.

**Positioning values for Océ printers**

![Positioning settings](image)

**NOTE**

When the media is cut to the image size, the leading edge of the media is the reference for image alignment.

When the media is cut to a standard size, the reading orientation of the image is the reference for image alignment.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Automatic]</td>
<td>The image is optimally positioned according to the media.</td>
</tr>
<tr>
<td>[Manual]</td>
<td>Select a position on the animation to position the image on the media.</td>
</tr>
<tr>
<td>[Horizontal shift]</td>
<td>Use the shift settings to shift the position of the image on the page horizontally. The shift is applied after the alignment. Negative value moves the image to the left, while a positive value moves the image to the right.</td>
</tr>
<tr>
<td>[Vertical shift]</td>
<td>Use the shift settings to shift the position of the image on the page vertically. The shift is applied after the alignment. Negative value moves the image to the bottom, while a positive value moves the image to the top.</td>
</tr>
</tbody>
</table>
| [Add margins around the image] | Check the box to add margins around the image. An additional margin is added to each side of the image. It increases the size of the output. It is recommended to use this setting, when:  
  • The image covers 100% of the file (no border) and the size of the inked area is the same as the size of the selected media.  
  • The image covers 100% of the file (no border) and the inked area is smaller than the selected media. |
Positioning values for Canon imagePROGRAF printers

Click the [Positioning] tile in order to select the value of the positioning setting.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Center]</td>
<td>The image is positioned in the center of the media.</td>
</tr>
<tr>
<td>[Corner]</td>
<td>The image is positioned in a corner of the media, depending on rotation.</td>
</tr>
</tbody>
</table>
# Scale

## Introduction

Select the scale value that you want to use for your document.

## Scale values

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Automatic (to media)]</td>
<td>The document is scaled to the media that is specified in the [Media size] setting. For example, when [Media size] is set to A0 the document will be scaled to A0. This is dependent of the selected cut method.</td>
</tr>
<tr>
<td>[Custom]</td>
<td>The document is scaled to your own scaling percentage. Set 100% when you want to keep the exact size of the original image.</td>
</tr>
<tr>
<td>[Image to custom width]</td>
<td>The image of the document is scaled to your preferred width. By default the width is the maximum printable width.</td>
</tr>
</tbody>
</table>

**NOTE**

Regardless of the defined values the aspect ratio for the page remains, that is the same scale is applied in both dimensions.
Introduction

Under the Image category you can change four settings for Océ printers: [Print quality], [Color mode], [Mirror] and [Stamp]. For Canon imagePROGRAF printers you can change two settings: [Print quality] and [Print target].

Print quality

Introduction

Select the best print quality value for your type of document. The choice of the print quality affects the speed of the job and the toner coverage.

The values between Océ printers and Canon imagePROGRAF printers differ. Find the settings in the corresponding table below.

Print quality values for Océ color printers

The print quality settings for color printers depend on the printer type.

Select [Océ Print Assistant] for an automatic, optimal print quality selection.

NOTE

For the Océ ColorWave 700 and the Océ ColorWave 500 select the print quality from [High speed] to [High quality], in which the quality increases while the speed decreases. In case of a fast and standard mode, the fast mode is faster and uses less toner than the standard mode, while the standard mode output has a higher toner coverage.

Print quality levels of the Océ ColorWave 700:

<table>
<thead>
<tr>
<th>Print Quality</th>
<th>Type of document</th>
</tr>
</thead>
<tbody>
<tr>
<td>[High speed]</td>
<td>CAD drawings.</td>
</tr>
<tr>
<td>[Economy - fast]</td>
<td>CAD drawings.</td>
</tr>
<tr>
<td>[Economy]</td>
<td>CAD drawings.</td>
</tr>
<tr>
<td>[Production - fast]</td>
<td>CAD, maps, or POP.</td>
</tr>
<tr>
<td>[Production]</td>
<td>CAD, maps, or POP.</td>
</tr>
<tr>
<td>[Quality - fast]</td>
<td>Posters or artwork (paperlike media).</td>
</tr>
<tr>
<td>[Quality]</td>
<td>Posters or artwork (paperlike media).</td>
</tr>
<tr>
<td>[High quality - fast]</td>
<td>Posters or artwork (special media).</td>
</tr>
<tr>
<td>[High quality]</td>
<td>Posters or artwork (special media).</td>
</tr>
</tbody>
</table>

Print quality levels of the Océ ColorWave 500:

<table>
<thead>
<tr>
<th>Print Quality</th>
<th>Type of document</th>
</tr>
</thead>
<tbody>
<tr>
<td>[High speed]</td>
<td>CAD drawings.</td>
</tr>
<tr>
<td>[Economy]</td>
<td>CAD drawings.</td>
</tr>
<tr>
<td>[Production]</td>
<td>CAD, maps, or POP.</td>
</tr>
</tbody>
</table>
Print quality levels of the **Océ ColorWave 810/910**:  

<table>
<thead>
<tr>
<th>Print Quality</th>
<th>Type of document</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Normal - uniform areas]</td>
<td>Black and white posters with large uniform areas. Color posters with large uniform areas, with less saturated colors.</td>
</tr>
<tr>
<td>[Normal - fine details]</td>
<td>CAD drawings in black and white.</td>
</tr>
<tr>
<td>[Enhanced - uniform areas]</td>
<td>Color posters with large uniform areas, with highly saturated colors.</td>
</tr>
<tr>
<td>[Enhanced - fine details]</td>
<td>CAD and GIS drawings in color.</td>
</tr>
</tbody>
</table>

Print quality levels of the **Océ ColorWave 550/600/650**:  

<table>
<thead>
<tr>
<th>Print Quality</th>
<th>Type of document</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Production], [Production Plus]</td>
<td>Use [Production] for regular prints, such as high-quality 2D-CAD drawings and low coverage area prints (GIS). Select [Production Plus], when you want to reduce print artifacts on the output.</td>
</tr>
<tr>
<td>[Presentation]</td>
<td>Excellent quality printing of high coverage area prints, such as 3D-CAD, posters, photos.</td>
</tr>
</tbody>
</table>

**Print quality values for Océ black and white printers**  
The print quality settings for black and white depend on the printer type.  

Print quality levels of the **Océ PlotWave 340/360 and 500**:  

<table>
<thead>
<tr>
<th>Print Quality</th>
<th>Type of document</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Standard]</td>
<td>Standard is the default value.</td>
</tr>
<tr>
<td>[Lines/text]</td>
<td>Line drawings. The lines are sharpened.</td>
</tr>
<tr>
<td>[Photo]</td>
<td>Large photos. The printed output is optimized for large gray areas.</td>
</tr>
</tbody>
</table>

**Print quality values for Canon imagePROGRAF printers**  
Select the best print quality value for your type of document.

**NOTE**  
- The list of available print qualities can vary, depending on the selected [Media type] and [Print target].  
- When you select a [Print target] value that is not compatible with an already selected [Print quality] value, the print quality value is reset to [Standard (600 dpi)].  
- Select the print quality from [Fast (300 dpi)] to [Highest (1200 dpi)], in which the quality increases while the speed decreases. In case of dpi, the smaller number of dpi is faster and uses less toner than the bigger number of dpi, while the bigger number of dpi has a higher toner coverage.
<table>
<thead>
<tr>
<th>Print Quality</th>
<th>Type of document</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Fast (300 dpi)]</td>
<td>CAD drawings.</td>
</tr>
<tr>
<td>[Fast (600 dpi)]</td>
<td>CAD drawings.</td>
</tr>
<tr>
<td>[Standard (600 dpi)]</td>
<td>CAD, maps, or POP.</td>
</tr>
<tr>
<td>[High (600 dpi)]</td>
<td>CAD, maps, or POP.</td>
</tr>
<tr>
<td>[High (1200 dpi)]</td>
<td>CAD, maps, or POP.</td>
</tr>
<tr>
<td>[Highest (600 dpi)]</td>
<td>Posters or artwork.</td>
</tr>
<tr>
<td>[Highest (1200 dpi)]</td>
<td>Posters or artwork.</td>
</tr>
</tbody>
</table>
[Color mode] for Océ printers

Introduction

Select the color mode value that you want to use for your document. For the Canon imagePROGRAF printers this setting is not available but the [Print target] setting is used, for more information see Print target for Canon imagePROGRAF printers on page 67.

Color mode values

Define the color mode of the document. Choose whether the document is printed in [Color] or in [Grayscale]. When you select [Color], you can also define the [Color feel].

Advanced color options

With the [Color feel] setting you can fine-tune the look and feel of the printed colors, as it defines the color space conversion method.

<table>
<thead>
<tr>
<th>[Color feel]</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[None, managed by application]</td>
<td>Use this setting if your color management is completely done by the application that created the document.</td>
</tr>
</tbody>
</table>
| [Graphics colors]                   | Use this setting to get a print with photo-realistic colors. Advised for photos or graphic art presentations. When you select Graphics colors you can also adjust the settings:  
  • [RGB input color profile]  
  • [CMYK input color profile] (only for TIFF and JPEG files or for PostScript and PDF files)  
  • [Rendering intent] |

NOTE

• The availability of the color settings depends on the format of the file.  
• For a file, the default value of each color setting is the default value defined on the printer for this type of file.
**[Color mode] for Océ printers**

<table>
<thead>
<tr>
<th>Color feel</th>
<th>Description</th>
</tr>
</thead>
</table>
| [CAD colors]        | Use this setting to get a print with bright, saturated colors. Advised for vector drawings (like HP-GL). This mode is preferred for CAD drawings created with applications like AutoCAD or ArcView. When you use this mode:  
  • All primary and secondary colors are clean, because they are printed with pure inks. This is clearly visible when you look at the yellow color that is printed with yellow ink only.  
  • An increase in coverage results in (almost) the same increase in ink.  
  • The blue color is not purplish but blue.  
  • Photos printed in this mode will look dull and grayish.                                                                                   |
| [Printer’s color feel] | Use this setting to use the default value that is set on the printer.                                                                                     |
[Print target] for Canon imagePROGRAF printers

Introduction

Define the print target, type of output, to automatically use the best settings for your document. For the Océ printers this setting is not available but the [Color mode] setting is used, for more information see Color mode for Océ printers on page 65.

Print target values

Select one of the values that best corresponds to the desired output. Depending on the value the document is printed with specific settings.

NOTE

The [Media type], [Print target], and [Print quality] settings are dependent of each other:
- The list of available [Print target] values can vary, depending on the selected [Media type].
- When you select a [Print target] value that is not compatible with an already selected [Print quality] value, the print quality value is reset to [Standard (600 dpi)].

<table>
<thead>
<tr>
<th>Value</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Default settings]</td>
<td>Normal documents that contain a mixture of text, photographs and graphics.</td>
</tr>
<tr>
<td>[Poster]</td>
<td>Posters. Prints using vivid and high impact colors.</td>
</tr>
<tr>
<td>[CAD (color line drawing)]</td>
<td>Suitable for printing fine lines such as drawings clearly.</td>
</tr>
<tr>
<td>[CAD (monochrome line drawing)]</td>
<td>CAD drawings with sharp, dark lines.</td>
</tr>
<tr>
<td>[Perspective, GIS]</td>
<td>3D-CAD drawings, perspective drawings, and GIS drawings including maps.</td>
</tr>
<tr>
<td>[Photo (color)]</td>
<td>Photographic images captured with a digital camera.</td>
</tr>
<tr>
<td>[Office document]</td>
<td>Handouts and general office documents for which print clarity is most important.</td>
</tr>
<tr>
<td>[Faithful color reproduction]</td>
<td>Suitable for the highest quality printing.</td>
</tr>
<tr>
<td>[Custom settings]</td>
<td>Suitable for printing documents for which advanced settings have been specified.</td>
</tr>
</tbody>
</table>
Introduction

Select the mirror option to mirror the image along the vertical axis. The [Mirror] setting is not available for the Canon imagePROGRAF printers.

Click the [Mirror] tile in order to select the value of the [Mirror] setting.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[On]</td>
<td>You activate the [Mirror] setting. The image is mirrored along the vertical axis, the media transport direction. Set to on for strongly curled transparent originals that have to be fed upside down. Or set to on for (dark) transparent originals that have the information printed on the back.</td>
</tr>
<tr>
<td>[Off]</td>
<td>You deactivate the [Mirror] setting. The content of the printed output is unchanged, as defined in the original document.</td>
</tr>
</tbody>
</table>
[Stamp]

Introduction

Create and apply a stamp that you want to use for your document.

NOTE

• You can apply only one stamp text to a document.
• The stamp is not scaled.
• The position of the stamp is determined relative to the graphical data. When the document is rotated, the stamp follows the rotation.
• The [Stamp] setting is not available for the Canon imagePROGRAF printers.

Stamp values

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Stamp]</td>
<td>Check the box to enable the stamp for your job. Select a position on the animation to position the stamp on the media.</td>
</tr>
<tr>
<td>Shift</td>
<td>If preferred, define the horizontal and vertical shift and enter the angle in which the stamp will be positioned.</td>
</tr>
<tr>
<td>[Stamp text]</td>
<td>Define the stamp text. The stamp consists of a free combination of free text (limited to 256 characters) and predefined variables. The resulting stamp text is a single line.</td>
</tr>
<tr>
<td>[Font]</td>
<td>Define the font type and the font size for the stamp:</td>
</tr>
<tr>
<td></td>
<td>• Arial or Arial WGL: for Latin characters</td>
</tr>
<tr>
<td></td>
<td>• MS Gothic or Heisei Kaku Gothic: for Japanese characters</td>
</tr>
<tr>
<td></td>
<td>• SimSun or Sung Light GB 18030: for Chinese characters</td>
</tr>
<tr>
<td></td>
<td>• Gulim or Hangul Round Gothic Medium: for Korean characters</td>
</tr>
<tr>
<td>[Font color]</td>
<td>Depending on the printer type, select the color of the stamp.</td>
</tr>
</tbody>
</table>
**Finishing**

**Introduction**

For Océ printers, under the Finishing category you can change the setting: [Print delivery]. The [Print delivery] setting is not available for the Océ ColorWave 810/910 without a finishing device installed and the Canon imagePROGRAF printers.

**[Print delivery]**

**Introduction**

Select where the printed output will be delivered. The delivery destination depends on the printer capabilities.

**Finishing values**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Top Delivery Tray (TDT)]</td>
<td>Select [Top Delivery Tray (TDT)] when you want your output to be delivered on top of the printer. Not all media are compatible with the Top Delivery Tray.</td>
</tr>
<tr>
<td>[External output]</td>
<td>Select [External output] when you want to have your output delivered at the back. Usually it is best to select [External output] for thicker media, and needed for a finishing device such as the [Copy Delivery Tray], or a [Two-tray stacker].</td>
</tr>
<tr>
<td>[Folded delivery]</td>
<td>Select [Folded delivery], when a folding device such as the [Océ 2400 fanfold], or [Océ 4311 fullfold series] is installed. Configuration and naming depends on the printer model and capabilities.</td>
</tr>
</tbody>
</table>

**When a folding device is installed**

When a folding device is installed and connected to the printer, you can select [Folded delivery]. When you select a fold program, the system checks the document properties to define the position of the legend. The goal is to fold the output with the legend on top of the folded packet.

In the print preview, check which corner of the document will be put on top of the folded packet. Use the rotation setting in the tile, or the quick rotation tool in the preview, to rotate the image and manually position the legend in the correct corner for folding.

For more information, see *Fold a job on page 90*, and *The print preview and the grid view on page 71*.

For more information on the folding options of your printer, refer to your printer and folder documentation.
The print preview and the grid view

Introduction

When you select a document in the document list, an interactive preview of the selected document is displayed. It shows how the system will actually print the document.

Information in the preview

The preview gives you all kinds of information. The preview shows:
- A thumbnail view of the document, in color or black and white.
- The clipped area, if any.
- The position of the image on the media.
- The part of the image that will be placed on top of the folded packet, when folding is activated.
- The strips, if any additional leading or trailing strip.
- An indication of the media output direction.
- The cut location.
- A representation of multiple pages when the document contains several pages and it has not been split.
- The size of the printed image.
- The length and width of the media.
- The quick rotation tool to rotate the image easily (only when you move your mouse over the preview).

NOTE
When you select a multi-page document (loaded as a single file with different page sizes) and the [Media size] is set to [Any loaded size] or [Any size], the preview only displays the first page estimate. The media and orientation are selected by the system after submission.

Quick rotation tool

When you move your mouse over the preview you will see the icon of the quick rotation tool appear. Click on it to rotate the document. You can also use the keyboard shortcut [CTRL+SHIFT+] . You will see the values change in the [Rotation] tile.

Warnings in the preview

The print preview displays warnings in the following cases:
- The image is going to be clipped.
- The media type or media size is not available.
The print preview and the grid view

- The legend will not be displayed on top of the folded packet or the legend location is not found.
  You can still submit the job to the printer.

States of the preview

During the generation of the preview, the progress of the generation is displayed.

The preview is blank when the document is in error or when the preview is not available.

When a long plot has to be displayed, the preview is cut in the middle and only the beginning and end of the document is shown.

The grid view

Click on the arrow between the document list and the preview to open the grid view. The grid view gives a general overview of all your documents and settings of that job.
Set the job production settings

Introduction

When you have defined your document properties and print setting, checked your preview and you think your job is ready for printing, you can set the job production settings.

Job production settings

<table>
<thead>
<tr>
<th>Setting</th>
<th>Refer to</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Collate]</td>
<td>Collate on page 74</td>
</tr>
<tr>
<td>[Page order]</td>
<td>Page order on page 75</td>
</tr>
<tr>
<td>[Destination]</td>
<td>Destination on page 76</td>
</tr>
<tr>
<td></td>
<td>This setting is not available for Canon imagePROGRAF printers.</td>
</tr>
</tbody>
</table>
[Collate]

Introduction

When you have selected more than one copy, in the bar next to the green button, the [Collate] tile is enabled. Use the tile to set collation on or off.

Collate values

Click on the [Collate] tile to select the value of the [Collate] setting.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[On (Sort by set)]</td>
<td>The copies of the document are completely printed one after the other (1234, 1234, 1234, 1234).</td>
</tr>
<tr>
<td>[Off (Sort by document)]</td>
<td>The first page of the document is printed according to the number of copies you indicated. Then, the second page is printed according to the number of copies you indicated. This continues until the last page of the document (1111, 2222, 3333, 4444).</td>
</tr>
</tbody>
</table>
[Page order]

Introduction

Use the [Page order] setting to change the output order of your document's pages.

Page order values

Click on the [Page order] tile in order to select the value of the [Page order] setting.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Front to back]</td>
<td>Prints the document so that the page 1 comes first.</td>
</tr>
<tr>
<td>[Back to front]</td>
<td>Prints the document so that the page 1 comes last.</td>
</tr>
</tbody>
</table>
Introduction

For Océ printers, the [Destination] setting corresponds to your Smart Inbox. The Smart Inbox is defined in Océ Express WebTools. Access the Smart Inbox from there or on the user panel of the printer.

The [Destination] setting is not available for Canon imagePROGRAF printers.

Destination values

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Destination] name</td>
<td>Fill in the name of the Smart Inbox you want to send your job to. You can type in any name. When there is no Smart Inbox present with that name a new Smart Inbox is created. You will find the job in the Smart Inbox after you have clicked on [Print].</td>
</tr>
<tr>
<td>[Direct print]</td>
<td>Check the box to send your job to the print queue and directly print your job.</td>
</tr>
</tbody>
</table>

NOTE
It is possible to select both destination values and send a job to the Smart Inbox and print it directly.
Troubleshooting - Job creation

Introduction
Sometimes an error message or warning appears. Use the troubleshooting solutions below to continue your job.

Unable to load a document in a template correctly

**Document in error (red)**
When the format of a file is not supported or when a document is invalid:
- The job is displayed in red.
- The document is displayed in red in the document list.
- The settings tiles are disabled.
- The job cannot be printed.

Remove the document in error from the job to be able to print the job.

**Document in warning (orange)**
When a document requires attention, it is displayed with an orange background color in the document list and a message is displayed in the preview and the tooltip.
Select the document to check the print preview and the print settings. The settings for which there is an incompatible value or the setting that contradicts with another one are highlighted with orange background color. Change these settings to correct the job and continue printing.

Incompatible combinations [Print delivery]
Sometimes, the delivery destination is incompatible with the selected media size or media type. For example, thick media types such as Paper Uncoated 120-160g or Transparent 75-100g cannot be delivered to the Top Delivery Tray.
When this happens, the tiles of the incompatible settings turn orange and a warning message is displayed. The application prevents from submitting the job.
Océ Publisher Select 2 proposes a solution that you can accept or refuse.
When you accept, the tile of the setting turns green. When you cancel the proposed solution, you have to manually adjust the settings.

Canon imagePROGRAF [Media type], [Print target], [Print quality] dependencies
For Canon imagePROGRAF printers the [Media type], [Print target], and [Print quality] settings are dependent of each other.
- The list of available [Print target] values can vary, depending on the selected [Media type].
- The list of available [Print quality] values can vary, depending on the selected [Media type] and [Print target].
- When you select a [Print target] value that is not compatible with an already selected [Print quality] value, the print quality value is reset to [Standard (600 dpi)].
- When you select a [Media type] value that is not compatible with an already selected [Print target] or [Print quality] value, the print target value is reset to [Default settings] while the print quality value is reset to [Standard (600 dpi)].

When you always want to be able to choose between all [Print target] values, set [Media type] to [Any type].
Chapter 7
Print a job
Print a job

Introduction

When you have created a job (Create a new job on page 45) you can print it.

Procedure

1. Check the job list to see if you have added all the documents you want to print.
2. Check the document properties, the print settings, and the print preview. Make any changes if necessary.
3. Check the job production settings. Make any changes if necessary.

**NOTE**

For Océ printers, when you do not check the [Direct print] box under the [Destination] tile, your job is not printed but sent to the defined Smart Inbox. You must manually start the print from the Smart Inbox.

4. Enter the number of copies.
5. Click on the green [Print] button.
6. Fill in the [Accounting] fields, when requested and confirm.

Result

The system submits the job to the selected destination: print queue and/or Smart Inbox, when the user name corresponds with the login name.

Under [Submitted jobs] in the homescreen you can track the status of your job, from [Submitting], to [Printed], or [Error].

If you like, you can then duplicate the job (to add, remove or edit documents), reprint or remove the job. For more information, see Track a submitted job on page 93.
Automatically print a job via the Hot Folder

Introduction

A Hot Folder is a map or folder that is permanently scanned by Océ Publisher Select 2. Every new document that is found in the folder is automatically added to a job with the current default template. Configure a Hot Folder, enable [Auto print ], and add documents to the folder to automatically print jobs.

NOTE

• When you start Océ Publisher Select 2, the files stored in the Hot Folder are not added to a job. The Océ Publisher Select 2 application collects only the new files that arrive in the Hot Folder while it is running.
• The files in the Hot Folder must contain more than 4 KB of data to be printed. The files are printed one job per file.
• When the job contains an error or a warning, you have to submit the job manually. Solve the error and check the warning first before you can continue printing.
• After the print, the file remains in the Hot Folder in order to be reprinted later on, if needed.
• Make sure you regularly clean up the Hot Folder to empty it, or activate the [Always clean up the active Hot Folder] option.

Procedure

1. In the homescreen click on [Preferences] - [Edit preferences...] - [User Preferences] to open the [Options] tab.
2. Make sure the box in front of [Activate Hot Folder:] is checked, and the folder is defined.
   For more information, see Hot Folder configuration on page 35
3. If preferred, make sure the box in front of [Auto print ] is checked to automatically print each document added to the folder.
4. Add a document to the Hot Folder.

Result

The document is detected by Océ Publisher Select 2. A new job is created with the default template. When the job is ready, it is automatically printed.
Enter accounting information

Introduction

When accounting is enabled and configured on the printer, the system displays an accounting window at print time.

This option is not available for Canon imagePROGRAF printers.

Fill in the correct information

The system displays the required fields in bold (configured in the accounting software).

Fill in the fields and any desired optional fields.

NOTE

The system will not allow you to print the job when:

• A required field remains empty.
• A field contains invalid data.

Click [Print] to submit the job to the printer.
Troubleshooting - Print job

Introduction

Sometimes an error message or warning appears. Use the troubleshooting solutions below to continue your job.

Unable to print a job

You cannot print a job if:

• A document is in the [Interpreting...] state.
• A document is in error.
• The job is empty.
• Valid accounting data are missing (when accounting is enabled).

When one of these conditions occurs, the system displays an error message. Accept the solution presented by the application or correct the problem yourself to continue printing. Otherwise cancel the job.
Chapter 8
Save a job
Save a job during job edition

Introduction
When you are creating or editing a job, you can choose to save the job and print it later.

Procedure
1. Make sure you create a job first.
   For more information, see Create a job on page 47.
2. Click on the blue save button, to save the job.
3. The [Save] window opens, browse to the destination folder.
4. In the [Document storage options] section, choose either to:
   • [Store a copy of the documents], include the document files in the .ojz file.
   • [Store a link to the documents], only include a link to the documents in the .ojz file.
5. Optionally, fill the [Notes] field.
6. Fill in a name for the file, or keep the default file name.
7. Click on [Save]. The [Name].ojz file is created.

Result
Once you have saved a job, you can load it later on. For more information, see Load a job on page 48.
Save a job from the submitted jobs list

Introduction

Once you have submitted a job, you can find the job in the submitted jobs list on the homescreen. Here you can save the job for archiving or later use.

Before you begin

The job has to have been submitted first, before it appears in the submitted jobs list.

Procedure

1. Move your mouse over the selected job and click on the save icon.
2. The [Save] window opens, browse to the destination folder.
3. In the [Document storage options] section, choose either to:
   • [Store a copy of the documents], include the document files in the .ojz file.
   • [Store a link to the documents], only include a link to the documents in the .ojz file.
4. Optionally, fill the [Notes] field.
5. Fill in a name for the file, or keep the default file name.
6. Click on [Save]. The [Name].ojz file is created.

Result

Once you have saved a job, you can load it later on. For more information, see Load a job on page 48.
Save a job from the submitted jobs list
Chapter 9
Fold a job
Fold a job

Introduction

Make sure a folding device is installed and configured on your printer, when you want to fold a job. To optimize your folding process, it is easiest to first create a folding template and then submit a job.

Create a folding template

It is recommended to create and use a specific template for folding. In the template, set:

- **The document properties**: image orientation, legend position, and file format.
  
  Set the default CAD or reading orientation and activate the [Automatic detection of the legend]. Check the timeout for the [Automatic detection of the legend] in the [User Preferences]. For more information, see Options on page 35.

- **The print settings**: Media, Layout, Image, and Finishing.
  
  It is advised, to select the automatic behavior for Media, [Any type], [Any size], to let the system define the most appropriate media. A media roll wider than 36 inches cannot be delivered to the folding device. Select the correct fold program under the [Print delivery].

Give the template a name recognizable for folding. For more information, see Create a new template on page 39

Add a document to the fold template

- Select the fold template in the homescreen, to create a folding job.
- Important is to deliver a folded output that displays the legend on top of the folded packet. When the selected media and print settings do not allow the folded output to be delivered with the legend on top of the folded packet, a warning message is displayed: [The legend will not be on top of the folded packet.]. Yet, you can submit the job.
- If needed, you can adjust the document properties and the print settings for each document. Right-click on a document from the document list to open its properties. Select a document to display the print settings in the bottom screen. Fine-tune the settings and check the result in the print preview. In the print preview, check:
  - The position of the image on the selected media.
  - The part of the image that will be located on top of the folded packet.

NOTE

- Use the quick rotation button on the preview to easily rotate the image counter-clockwise. This can help you to correctly position the legend on the media.
- When you want to change the settings of the folding program itself, you have to do this in the printer Océ Express WebTools application.

Fold the job

When the job is ready, fill in the job production settings and click on the green [Print] button.
Troubleshooting - Fold job

Introduction

Sometimes an error message or warning appears. Use the troubleshooting solutions below to continue your job.

Unable to fold a job

Incompatible combinations

The system displays a message and prevents printing when:

• [The selected media size cannot be folded.]: the selected media roll is wider than 36 inches.
• [The selected media type cannot be folded.]: the media type cannot be folded.

The message is immediately displayed when you select a value that generates the incompatibility. A solution is proposed in the warning message. You have two options:

• Accept the proposed change by clicking [OK]. The tile of the updated setting turns green and you can go on with the configuration.
• Cancel the value that generated the incompatibility, and revert to the previous value.

Warning

The system displays a warning message but allows printing when the selected media and print settings do not allow the legend to be on top of the folded packet, [The legend will not be on top of the folded packet.] Change the settings to get the legend on top of the folded packet, or print it without the legend on top.
Chapter 10
Track a submitted job
Status of jobs in the submitted jobs list

Introduction

Every job that is submitted to the printer during one Océ Publisher Select 2 session is stored and displayed in the submitted jobs list. The submitted jobs list is located in the bottom part of the homescreen and shows the status of the jobs.

For each job sent to the printer, the submitted jobs screen displays:
- The total number of pages in the job, so that you can check the number of printed sheets.
- The number of sets contained in the job (for example: 3 sets of 4 documents).
- The status of the job (see below).
- The date and time when the job has been submitted to the printer.

You can check in the printer status (right side screen) when the job is actually added to the printer queue.

Positioning values for Océ printers

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Submitting]</td>
<td>The job is being submitted and the data has not yet been received by the printer.</td>
</tr>
<tr>
<td>[Sent to printer]</td>
<td>The job has been submitted to the printer.</td>
</tr>
<tr>
<td>[Queued] (depending on printer capabilities)</td>
<td>The job has been completely submitted. The position of the job in the printer queue is displayed in the printer status. It is still possible to cancel the job.</td>
</tr>
<tr>
<td>[Ready to print]</td>
<td>The job has been analyzed and the printer confirms that the job is ready to print. It is still possible to cancel the job.</td>
</tr>
<tr>
<td>[Printing]</td>
<td>The job is being printed. Canceling the job may not abort the printing.</td>
</tr>
<tr>
<td>[Printed]</td>
<td>The printed output is available.</td>
</tr>
<tr>
<td>[Waiting]</td>
<td>The job is on hold. The system is waiting for intervention. You can access Océ Express WebTools from the printer pane, to get more information on the job status or the printer’s print queue.</td>
</tr>
<tr>
<td>[canceling]</td>
<td>The user has requested the cancellation of the job and the action is not finished yet. The cancellation of the job has not been confirmed by the printer.</td>
</tr>
<tr>
<td>[canceled]</td>
<td>The job has been canceled, in the application or on the user panel.</td>
</tr>
<tr>
<td>[Error]</td>
<td>One of the steps in the print process has failed.</td>
</tr>
</tbody>
</table>

Job status for Canon imagePROGRAF printers

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Submitting]</td>
<td>The job is being submitted to the spooler. It is still possible to cancel the job.</td>
</tr>
</tbody>
</table>
### Status of jobs in the submitted jobs list

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Queued]</td>
<td>The job has been completely submitted. Canceling the job does not abort the printing. Once the job has been queued, you can only cancel the job via the printer’s website RemoteUI or on the printer’s user panel.</td>
</tr>
<tr>
<td>[Printing]</td>
<td>The job is being printed.</td>
</tr>
<tr>
<td>[Printed]</td>
<td>The printed output is available.</td>
</tr>
<tr>
<td>[Waiting]</td>
<td>The job is on hold. The system is waiting for intervention. You can access the printer’s website from the printer pane, to get more information on the job status or the printer’s print queue.</td>
</tr>
<tr>
<td>[cancelling]</td>
<td>The user has requested the cancellation of the job and the action is not finished yet. The cancellation of the job has not been confirmed by the printer.</td>
</tr>
<tr>
<td>[canceled]</td>
<td>The job has been canceled, in the application or on the user panel.</td>
</tr>
<tr>
<td>[Error]</td>
<td>One of the steps in the print process has failed.</td>
</tr>
</tbody>
</table>
Manage your submitted jobs

Introduction

When you have submitted your jobs, you can still manage them via the submitted jobs list. In the homescreen select the preferred job under the submitted jobs list to perform any of the actions described below.

Job management

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel a job after submission</td>
<td>Move your mouse over the selected job and click on the cancel icon. This is only possible when a job has not been printed yet for Océ printers, or has not been fully submitted to the spooler yet for Canon printers. The job status changes to [canceling]. The submission of the documents to the printer is stopped. The job appears as [canceled] in the list. You still can: • Submit one or several sets of this job to the printer. • Edit the job to change the settings or the content, and submit it to the printer. • Save the job for later submission.</td>
</tr>
<tr>
<td>Reprint a job</td>
<td>Move your mouse over the selected job, if preferred change the number of copies, and click on the green icon. The job is submitted to the printer. It appears on top of the submitted jobs list.</td>
</tr>
<tr>
<td>Duplicate and edit a job</td>
<td>Move your mouse over the selected job and click on the duplicate and edit icon. The job is duplicated and uses the same settings as the original job. If necessary, edit the settings.</td>
</tr>
<tr>
<td>Save a job</td>
<td>Move your mouse over the selected job and click on the save icon. For more information, see Save a job from the submitted jobs list on page 87.</td>
</tr>
<tr>
<td>Delete a job</td>
<td>Move your mouse over the selected job and click on the delete icon. The job is deleted from the list.</td>
</tr>
</tbody>
</table>
Chapter 11
Océ Publisher Select 2 for Canon imagePROGRAF printers
Canon imagePROGRAF printer support

Introduction

Next to the Océ printers, Océ Publisher Select 2 also support the Canon imagePROGRAF iPF830, iPF831, iPF840, iPF841, iPF850, iPF851.

Definition

Océ Publisher Select 2 provides you with the basic settings to configure and submit your job. Documents can be submitted easily and quickly in large numbers. The use of templates help to submit certain types of documents at once, while the job settings are clearly listed and easily changed. The print preview helps to determine whether a job is ready for submission.

The job settings for Océ printers and Canon imagePROGRAF printers differ for certain settings. Below you can find an overview of the available settings.

<table>
<thead>
<tr>
<th>Category</th>
<th>Setting</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Media]</td>
<td>[Media type]</td>
<td>• [Any type] (automatic)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Select a type</td>
</tr>
<tr>
<td></td>
<td>[Media size]</td>
<td>• [Any size] (automatic)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Any loaded size] (automatic)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Select a size</td>
</tr>
<tr>
<td>[Layout]</td>
<td>[Cut size]</td>
<td>[Cut method]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Synchro]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Select a [Standard size]</td>
</tr>
<tr>
<td>[Rotation]</td>
<td></td>
<td>• [Automatic]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Print image short edge first]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Print image long edge first]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 0, 90, 180, 270</td>
</tr>
<tr>
<td>[Positioning]</td>
<td></td>
<td>• [Center]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Corner]</td>
</tr>
<tr>
<td>[Scale]</td>
<td></td>
<td>• [Automatic (to media)]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Custom]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Image to custom width]</td>
</tr>
<tr>
<td>Category</td>
<td>Setting</td>
<td>Values</td>
</tr>
<tr>
<td>------------</td>
<td>----------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>[Image]</td>
<td>[Print quality]</td>
<td>• [Fast (300 dpi)]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Fast (600 dpi)]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Standard (600 dpi)]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [High (600 dpi)]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [High (1200 dpi)]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Highest (600 dpi)]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Highest (1200 dpi)]</td>
</tr>
<tr>
<td>[Print target]</td>
<td></td>
<td>• [Default settings]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Poster]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [CAD (color line drawing)]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [CAD (monochrome line drawing)]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Perspective, GIS]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Photo (color)]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Office document]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Faithful color reproduction]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• [Custom settings]</td>
</tr>
</tbody>
</table>
Log in to Océ Publisher Select 2 for Canon imagePROGRAF printers

Introduction
The login procedure for Canon imagePROGRAF printers can differ from Océ printers.

Before you begin
Make sure:
• The preferred printer is connected to the network and switched on.
• The driver for the preferred printer is installed and active.
  Check this by printing a test page first.
• Océ Publisher Select 2 is installed on your client workstation.

Procedure
1. Start Océ Publisher Select 2.
2. Type in the [Printer Host Name] or IP address.
3. Click on Login.

1. Optional: When multiple drivers are installed and match the preferred printer, a secondary window opens. Select the preferred driver from the list and click 'Ok'.

4. The application window opens.

After you finish
Check, in the printer pane on the right of the application, if you connected to the correct printer.
Recommended settings for Canon imagePROGRAF printers

Introduction
Make sure you set the recommended settings described below, to optimize your Océ Publisher Select 2 job submission to the Canon imagePROGRAF printers.

Settings in the printer driver
Change the settings in the active printer driver to ensure automatic roll selection as set in Océ Publisher Select 2.
1. Open the 'Properties' driver.
2. Open the 'Device Settings' tab.
3. Uncheck 'Automatically switch paper sources (paper size priority)'.
4. Open the 'General' tab, and click on the 'Preferences' tab.
5. Open the 'Page Setup' tab.
6. Set 'Paper Source' to 'Roll Paper (Auto)'.

Settings in the printer's website RemoteUI
Change the settings in the printer’s website RemoteUI to ensure the media type settings made in Océ Publisher Select 2 will be applied accordingly.
1. Open RemoteUI for your Canon imagePROGRAF printer.
2. Log in in 'Administrator Mode'.
4. Set 'Detect mismatch' to ‘Pause’.
5. Click 'Ok'.
6. A confirmation dialog opens, click 'Ok'.
Chapter 12
FAQ - General troubleshooting
Software information and resources

Introduction

In the help section of the application you can find information on the software and licenses.

Get more information

Click on [Support] in the top right hand corner, and find information on:
• [About...], the Océ Publisher Select 2 software version and the connected printer.
• [Included licenses], the list of third party software applications used by Océ Publisher Select 2 and the related licenses (in English).
• [OPS2 Product Tour (video)], a video that gives an introduction to the application.
• [How to create a job? (video)], a video that explains how to create a job.
• [Help], the online help with all information and procedures on how to use Océ Publisher Select 2.
Downloads and support for your product

Downloads:

User guides, printer drivers and other resources can change without prior notice. To stay up-to-date, you are advised to download the latest resources from:

"http://downloads.oce.com"

Before you use your product, you must always download the latest safety information for your product: make sure that you read and understand all safety information in the manual entitled ‘Safety Guide’.

Support

For support information please contact your Canon local representative.

Find your local contact for support from:

"http://www.canon.com/support/"
Keyboard shortcuts

Introduction

When you cannot or do not want to use a mouse for navigation, you can also use keyboard shortcuts. Use the list below as reference for the action you want to perform.

Shortcuts in the preview and document list

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick rotate</td>
<td>CTRL + SHIFT + +</td>
<td>On the document preview</td>
</tr>
<tr>
<td>Remove a document</td>
<td>DELETE</td>
<td>In document list, on selected document</td>
</tr>
<tr>
<td>Remove all documents</td>
<td>CTRL + DELETE</td>
<td>In document list</td>
</tr>
<tr>
<td>Select all documents</td>
<td>CTRL + A</td>
<td>In document list</td>
</tr>
<tr>
<td>Move a document up</td>
<td>ALT + UP</td>
<td>In document list, on selected document</td>
</tr>
<tr>
<td>Move a document down</td>
<td>ALT + DOWN</td>
<td>In document list, on selected document</td>
</tr>
</tbody>
</table>

Shortcuts in the submitted jobs list

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save a job</td>
<td>CTRL + S</td>
<td>In submitted job pane, on selected job</td>
</tr>
<tr>
<td>Remove a job</td>
<td>DELETE</td>
<td>In submitted job pane, on selected job</td>
</tr>
<tr>
<td>Remove all jobs</td>
<td>CTRL + DELETE</td>
<td>In submitted job pane, apply to all jobs that are printed or aborted/canceled</td>
</tr>
<tr>
<td>Cancel a job</td>
<td>DELETE</td>
<td>In submitted job pane, on selected job</td>
</tr>
<tr>
<td>Reprint a job</td>
<td>CTRL + SHIFT + P</td>
<td>In submitted job pane, on selected job</td>
</tr>
</tbody>
</table>
The application cannot connect to the printer

Question

A [Could not connect to...] message appears and the system is prompting for a [Printer Host Name]. Why?

Answer

There are five possible reasons:

• The printer hostname has changed.
• The printer hostname you entered is not correct.
• The printer is in error mode.
• The printer is initialising or shutting down.
• The printer is turned off.

Connect to the printer

1. Check the [Printer Host Name] or IP address.
   Open a web browser and enter the printer hostname or IP address, to check if you can connect to the printer.
2. Check if the printer is not in error mode.

When the printer is connected, fill in the correct [Printer Host Name] or IP address and log in.

NOTE

When you have administrator rights, the new [Printer Host Name] will be displayed for all users at connection time. It becomes the first [Printer Host Name] in the list. When you have user rights, it will be displayed only when logged in with your user profile.

Cannot connect to a Canon imagePROGRAF printer

For Canon imagePROGRAF printers, there are two other possible reasons you cannot connect to the printer:

• The printer driver is not installed.
   When the driver is not installed, first install the driver. Download the correct driver from the Canon support website.
• The printer driver is not correctly configured.

1. Open the 'Printer properties' driver.
   A window opens.
2. Click on 'Change Properties', under the 'General' tab.
3. Log in as 'Administrator'.
4. Open the 'Ports' tab.
5. Select the port that is already enabled, and click on 'Configure port...'.
   A window opens.
6. Check if the hostname (printer name) or IP address is the same as the one you use for Océ
   Publisher Select 2. If not, change the name or address.
7. Go back to the 'General' tab.
8. Click on 'Print Test Page', to print a test page and check if the connection is valid.
[File format] error

Question

When adding a file to a job, an error message related to the file format appears. Why?

Answer

The application cannot recognize or support the file in the following cases:

- [File format {0} is not enabled on the printer]
  This format is disabled on the printer. Contact the printer operator to enable it.

- [File format {0} is not licensed on the printer]
  The licence for PostScript or PDF is not installed on the printer. Contact your local representative to get the licence and activate it on the printer.

- [File format {0} is not supported by the printer]
  The application can identify the file format but this format is not supported. Convert the format of the file to a supported format.

- [The file format was not recognized]
  The file format is not identified by the application. Open the file in a different software application and print it using the Windows Printer Driver.
Print button disabled

Question
The print button is disabled. Why?

Answer
One or several files of the job are in error:
• The format of a file is incorrect, not supported or not enabled on the printer.
• The job is empty.

Check the file format
• Check if the format of the file is supported (see Océ Publisher Select 2 key features on page 11),
  enabled, and licensed (PS/PDF) on the printer.
• When the file format is not enabled on the printer, contact the printer operator to enable it.
• When the file format is not recognized, remove the file from the job to print the other
  documents in the job. Open the file in a different software application and print it using the
  Windows Printer Driver.

Add a document
Make sure to add at least one document to the job.
Océ Publisher Select 2 and security

Question
The security policy prevents Océ Publisher Select 2 from connecting to your printer.
Which port must be opened to allow the communication between Océ Publisher Select 2 and the printer controller?

Answer
Océ Publisher Select 2 may not be able to connect to the printer controller when:
• A firewall on the workstation is configured to prevent connections to the internet/intranet.
• A firewall in the network is configured to prevent connections to the internet/intranet through HTTP port 80.
• A proxy is placed between the workstation and the printer controller.

Open the HTTP port 80
To be able to connect to the printer controller, Océ Publisher Select 2 needs only the outgoing HTTP port 80 to be opened on the workstation.
Make sure that no proxy server blocks the communication between the workstation hosting Océ Publisher Select 2 and the printer controller.

For Canon imagePROGRAF printers
To be able to connect to a Canon imagePROGRAF printer, Océ Publisher Select 2 needs the outgoing CPCA port 47545 in UDP mode to be opened on the workstation.
To be able to print to a Canon imagePROGRAF printer, Océ Publisher Select 2 needs the outgoing RAW port 9100 or LPR port 515 (depending on the port configuration) in TCP mode to be opened on the workstation.

NOTE
To get detailed security information about the use of Océ Publisher Select 2 with your security system, refer to the Océ PlotWave-ColorWave Systems Security - Administration guide available on the Océ Downloads website, http://downloads.oce.com.
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