Print & Share

Practical guide

Version 2.8.3

Lite/Professional/Corporate versions

Get more out of your Ricoh MFP

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About the Practical guide

This manual describes no more than the use of functionalities of Print&Share to build cases. It is necessary to have at least some understanding of the functionalities of Print&Share. You can learn more of Print&Share's functionalities in the Operating manual.

Practical guide to build cases

Introduction

Print&Share   Print&Share is a multifunctional, multi-channeled and intelligent virtual printer driver with many useful tools.

Print&Share can perform multiple tasks on one print job, because of its multiple channels. Therefore the software is very powerful to help you by distributing and by customize your documents to multiple output destinations.

This practical guide will help you to build cases for common and special needs.

It is necessary to have an understanding of the features and terminology of Print&Share. We refer for all of this to the Operating Manual.

Anyway, we repeat some information of important paragraphs of the Quick Start Guide and the Operating Manual for helping you.

Therefore the next chapters will give you an overview of terminology and some important dialogs. Further in this manual we will refer many times to these dialogs of Print&Share. Please take also care of the naming conventions in bold.

Terminology

Channel   A channel is an instrument with which you can edit a print job or document in order to send it. You can specify whether the print job should be processed by a printer, but also to send it via email, fax, to a label printer, or a file printer.

Profile   A profile is a collection of channels. The profile also includes specified settings and recognition methods. Print&Share uses a profile for every print job. For example, there is one default profile (Profile 1) that can only print documents.

Functions   A function or functionality refers to the different output options of Print&Share. For example: printing, e-mail, faxing, file print, e-document, etc.

Recognition   Recognition is the process of recognizing the conditions of a print job that you have specified. Print&Share uses recognition to select the correct profile or to collect information.

Print job   A print job is data (document, list, photo, etc.) that you send to the printer to print.

Trigger point   A trigger point is a specified condition that can allow or prohibit the execution of an action in a channel.

Cascade   Cascade is the process of sequenced channel execution, whereby the printer driver executes only one channel on the basis of certain triggers (e.g. a word) or settings that you have specified. The triggers or settings determine the order in which the channels are executed.

Important Dialog screens

Basic window   The **basic window** normally appears when you print a document via
Print&Share.

However, the **basic window** does not always appear for every print job. You
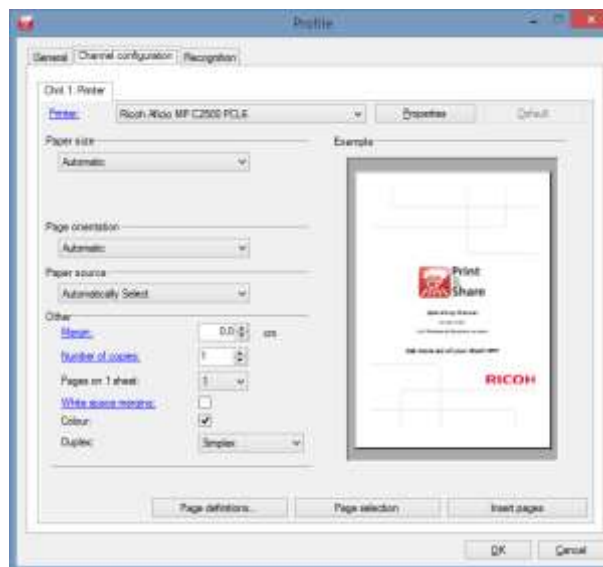can hide the basic window by using the selection **[Auto Send & Close]**.

Profiles   Click on the **[Change]** button in the right hand upper corner of the **Basic
window** to get an overview of all **profiles**:
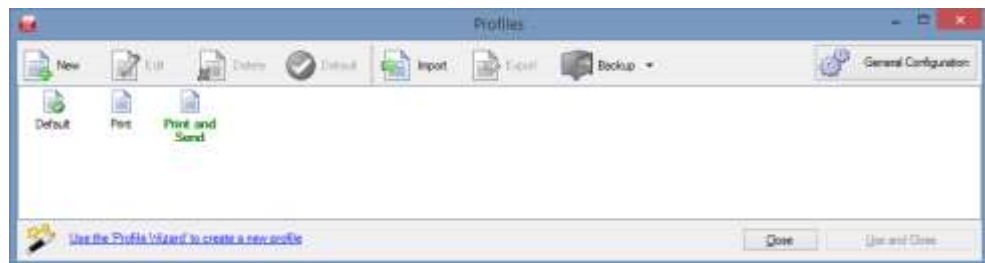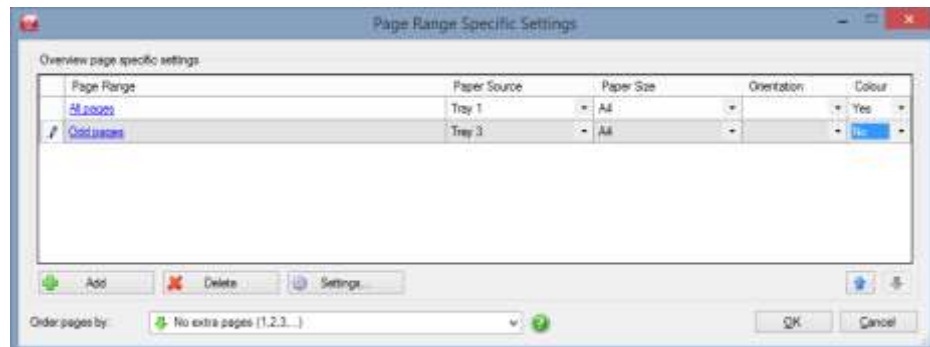

**Channel
configuration**   By clicking the **[Profile]** hyperlink in the upper left corner of the **Basic window**
you become the **Channel configuration** dialog.

The picture above is an example of the print functionality. Based on the chosen
functionality the content will be different.

Page definitions

By using the print functionality you will find in the dialog **Channel configuration** the button **[Page definitions...]**. This dialog gives you access to link a page range of the print job to a Paper Source.


You can repeat the same **Page Range** several times to get some page multiple times printed or you can insert specific page ranges with different settings.

Page Selection

In the dialog **Channel Configuration** you can find the button **[Page selection]**.

In the dialog that appears you can determine which pages should be selected of the print job for sending to the output of the **channel**.
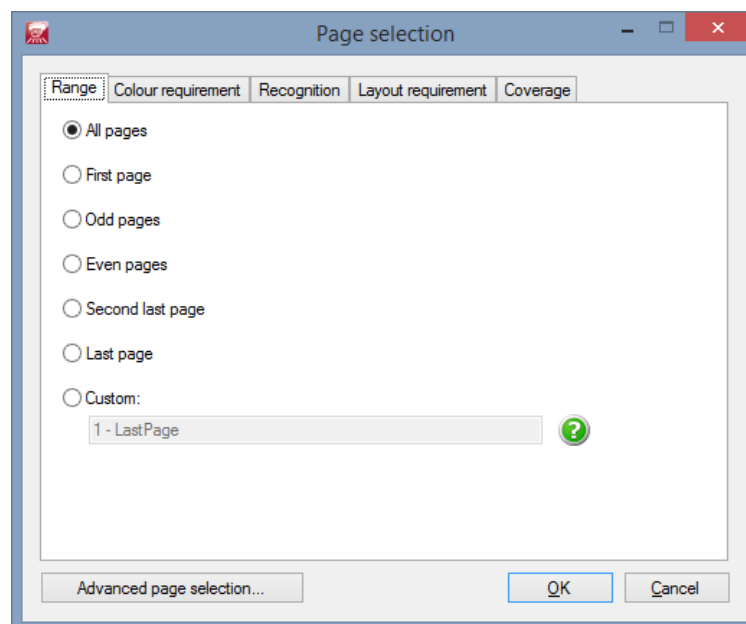
You can specify the **Page selection** by using a page **Range**, **Colour requirements**, **Recognition**, **Layout requirement** and C**overage** methods.

The tab **Coverage** let you to specify some values for detecting **white space** on a page or **ink coverage** values. Printed information at the top, bottom, left and right margin can be ignored.

Via the button **[Advanced page selection...]** you can change to a more advanced dialog for complex situations:
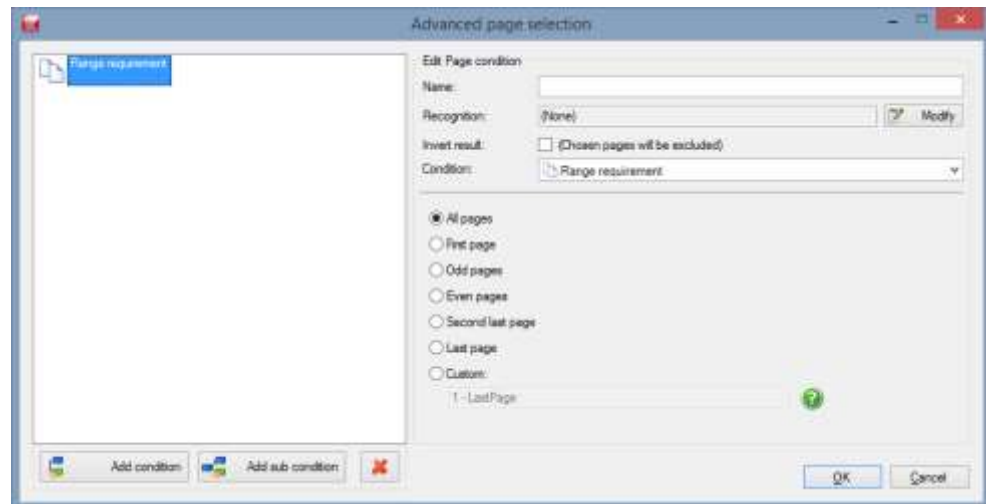
This [**Advanced page selection**] dialog allows you to select pages based on multiple conditions and allows you to combine them via **Intersection** or **Union** and even invert the result of each condition.

To **switch back** from **Advanced to Basic** page selection (or vice versa) you have to **close and reopen** the dialog to see the button to convert it back.
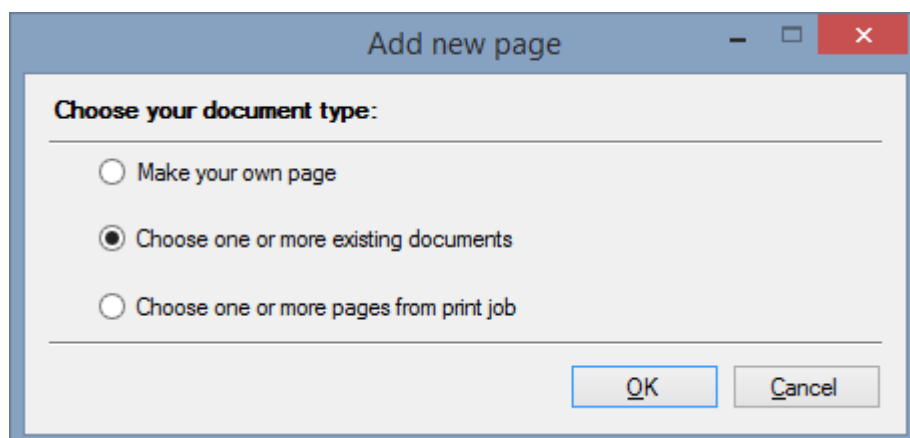
Insert pages

By using the button **[Insert pages]** in the dialog **Channel Configuration** you become a dialog where you can insert extra pages within the print job.
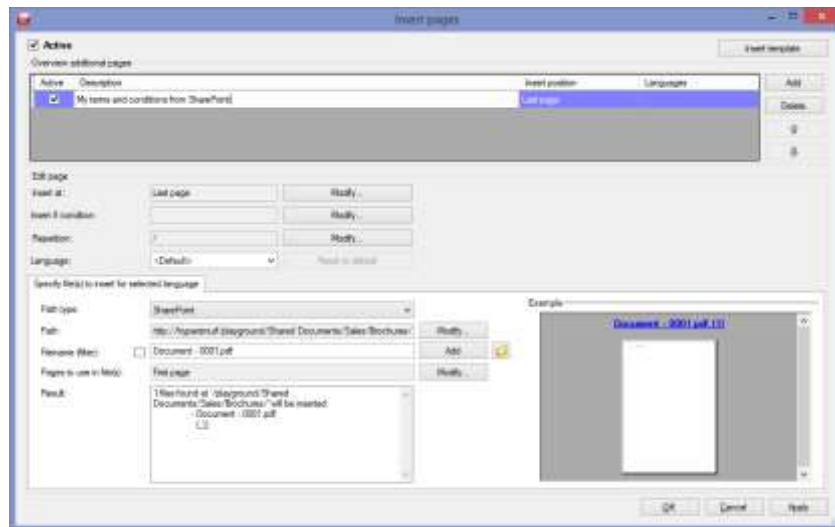
When clicking the **[Add]** button in the upper right corner of the **[Insert pages]** dialog you will see a dialog where you can choose what you want to insert:

When you choose **[Make your own page]** you will find an editor at the bottom of the Insert pages dialog where you can enter some text (e.g. Terms and Conditions). With the button **[Change]** you can specify the position where to insert the page.

The other option **[Choose one or more existing documents]** allows you to insert one or more documents from a (network) folder, FTP, SharePoint or DocuWare.

Via the option **[Choose one or more pages from print job]** you can insert pages again from the original print job that Print&Share received.

Get More Editor Print&Share allows you to edit the composition of documents i.e. by inserting logos, texts, notes, images, barcodes, etc.

In the upper left corner of the **Basic window** you find near the tab **[Overview]** an extra tab for each channel of the profile. By clicking such a tab called **[Chnl. #: ...]** you will see a sub-tab **[Edit]** you get the **Get More Editor**.
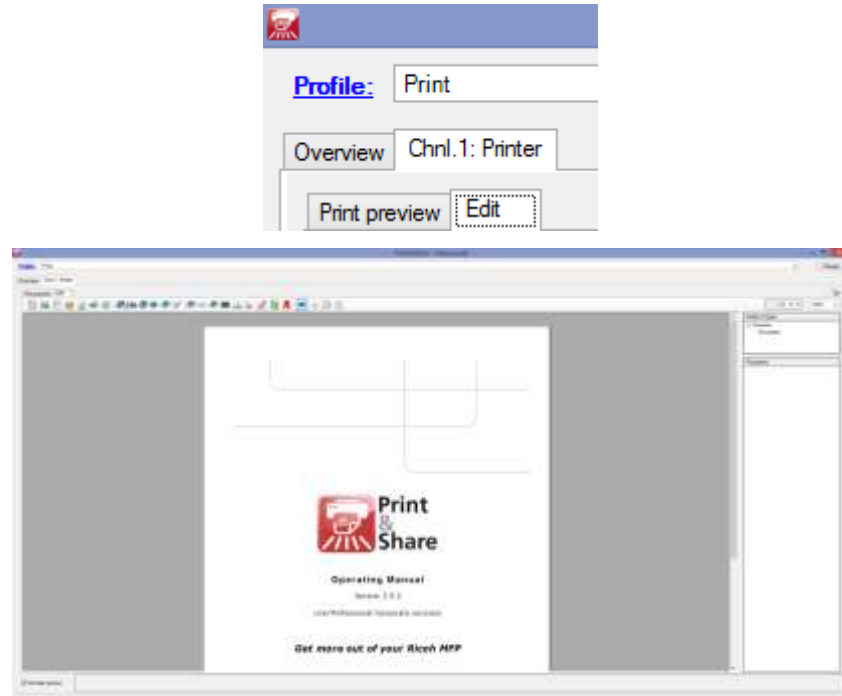

If you insert an object, you can specify by the range property on which page the object should appear. This range property and other properties are available when you select the object in the tree view on the right side *(by default you will see Overview – Document)*.

Recognition

The next tab near the **channel configuration** is the dialog for the automatically execution of functionality. Sometimes functionality can only be executed if a certain value is available. I.e. you can only send an email if you have an email address.
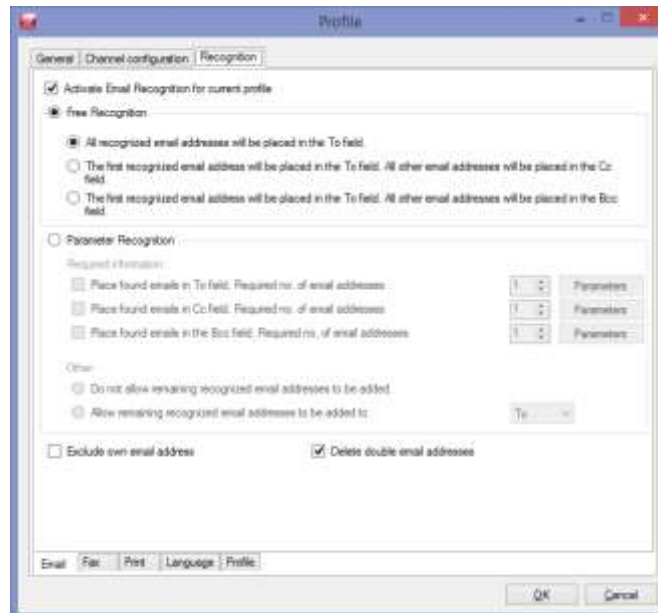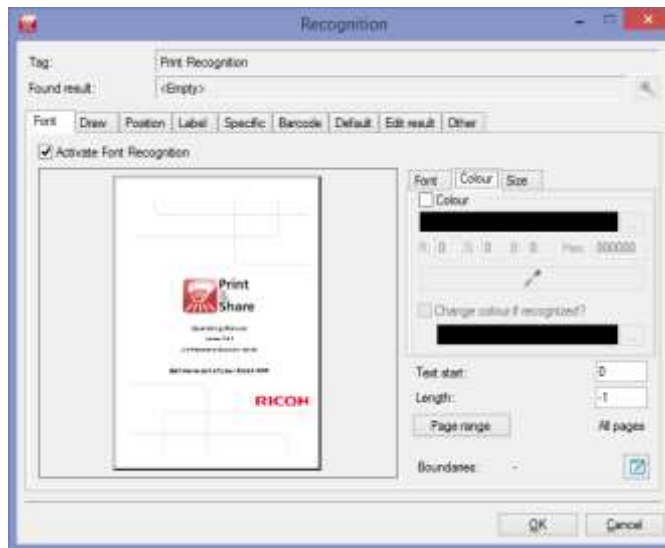

Due to this reason you will find tabs at the bottom line of the dialog for **E-mail**, **Fax**, **Print**, **Language** and **Profile** detection.

The result value(s) of this **recognition** is used in Print&Share over all the channels using the same **functionality** in a profile.

Recognition methods

Print&Share has different methods to get information by recognition of a print job.

In the dialogs across Print&Share you will find the term **Parameter Recognition** and a button called **[Parameter]** that gives you access to the different recognition methods.
[Parameter Recognition] may be called [Recognition parameters] in some cases.

The different methods are **Font**, **Draw**, **Position**, **Label**, **Specific** and **Barcode** recognition. You can specify the result by using **Default** values or change the result by using **Edit result** and reformat the value by using **Other**.

Profiles

Make your profile

To create a profile on your own, please follow the steps here below:

1. Open the **Basic window** of Print&Share and click the button **[Change]**. You will get the **Profiles** dialog.
2. Click on the button **[New]** and enter the **name** for your new profile.
3. Add your channel(s) by using the button **[Add channel]**.
4. Select in the dropdown box your **functionality**.
   Your options are **Printer**, **E-mail**, **File Print**, **Label Printer, Fax***, **e-Document****, **MS-Outlook*** and **Lotus Notes****.

   Note: Not all versions of Print&Share contain all functionality.
   - Functionality indicated by * is only for Professional. and Corp.
   - Functionality indicated by ** is only Corporate.

5. For each of them you can use default settings or adapt the settings to suit your document needs.

   Note: Remember you can access the configuration tabs also by simply clicking on the channel icon in the **Basic window**.

6. Repeat from step 3 for more channels.
7. Click on **[OK]** to close the **Profile** window.

Recognition

Print&Share can determine automatically the correct profile based on the content of you document.

To use the feature **Automatic Profile Recognition**, please follow the steps here below:

1. Select you **profile** so it appears in the **Basic window**.
2. Click in the **Basic window** on the hyperlink **[Profile]**.
3. Select the tab **[Recognition]**.
4. Select the tab **[Profile]** at the bottom of the **Profile** dialog.
5. Make the checkbox **[Activate Profile Recognition for current profile]** active.
6. Choose the radio button **[Free Recognition]** and enter a unique word that occurs on the document.
7. Click on **[OK]**.

Print your document and Print&Share will select automatically your profile.

If your profile doesn't appear automatically, please check in the **General Configuration** settings of Print&Share at the tab **[Recognition]** if the checkbox **[Enable Profile Recognition]** is active.

Please keep also in mind that the feature **profile recognition** is not available in a Lite version of Print&Share.

Movie: A learning movie about Automatic Profile Recognition is available on: http://www.youtube.com/watch?v=nvTly9qXQMI

Building cases

Printing

Intro

In this chapter we will describe how to solve some printing issues.

If you are familiar with printing you know that simple requirements like:

- having your documents on different paper (paper sources);
- having individual pages on different paper (p. 1 of tray 1 and p. 2 of tray 2);
- having your document simultaneous out of different printers;
- having your individual pages out of different printers…

…is really difficult or almost impossible to do.

By using Print&Share it is so easy.

Document from two trays

In this case, we print by one click the whole document two times by taking the paper from two different trays.

In the example we will take once the document from paper source Tray 1 and once from paper source Tray 2.

You will get by this case an example of the usage of the **Paper source** feature.

Please follow the steps to build this case:

- Create your profile with a channel with **print functionality.**
- Go to the **channel configuration** by clicking on the printer icon.
- Click on the **[Page definitions…]** button.
- Add two lines by the **[Add]** button.
- Select in the first line the **Page Range**, **All pages** and select **Paper Source Tray 1** to get your document out of tray 1.
- Select in the second line the **Page Range**, **All pages** and select **Paper Source Tray 2** to get your document out of tray 2.
- Set the option at the bottom to **[Extra pages sorted by page ranges (R1{1,2} R2{1,2}, …)]**
- Close the dialogs by clicking **[OK]** buttons.

Note: You can solve also this problem by using two channels and specifying in each channel a different paper source.

If you select the option **[No extra pages (1, 2, 3, …)]** in this case, a distinct of the page ranges will be used so that no duplicate pages occur.
E.g. if you have two conditions: Range 1-3 and Range 2-4 this will result in pages 1,2,3,4 in this "No extra pages"-setting and will not result in 1,2,2,3,3,4.

Movie: A learning movie about this feature is available on:
http://www.youtube.com/watch?v=Hf5sndsWr6I

*(In Print&Share 2.8.3+ versions the **[Paper source]**-link has been changed to the button **[Page Definitions]**)*

Pages from different trays

In this case, we print by one click some page of the document by using different trays.

In the example we will take page one of the document out of Tray 1 and the other pages from paper source Tray 2.

You will get by this case an example of the usage of the **Paper source** feature.

- Create your profile with a channel with print functionality.
- Go to the **channel configuration** by clicking on the printer icon.
- Click the **[Page Definitions]** button.
- Add two lines by the **[Add]** button.
- Select in the first line the **Page Range**, **First page** and select **Paper Source Tray 1** to get your first page of your document out of tray 1.
- Select in the second line the **Page Range**, **2 - LastPage** and select **Paper Source Tray 2** to get your second page and all other pages of your document out of tray 2.
- Set the option at the bottom to **[No extra pages (1,2,3,...)]**
- Close the dialogs by clicking **[OK]** buttons.

Movie: A learning movie about this feature is available on:
http://www.youtube.com/watch?v=6iXuU4b5mh4
*(In Print&Share 2.8.3+ versions the **[Paper source]**-link has been changed to the button **[Page Definitions]**)*

Document to two printers

In this case, we print by one click the whole document simultaneous out of two different printers.

- Create a **profile** with two **channels** with **print functionality**.
- Select in **channel** one by using the **channel configuration** your first printer device.
- Select in **channel** two by using the **channel configuration** your second printer device.
- Close the dialogs by clicking **[OK]** buttons.

Movie: A learning movie about this feature is available on:
http://www.youtube.com/watch?v=cZg0byBj_w0

Pages to two printers

In this case, we print by on click some pages of the document out of two different printers.

In this example we print the first page of your document by printer one and the other pages by printer two.

You will get also by this case an example of the usage of the **Page selection** feature.

- Create a **profile** with two **channels** with **print functionality**.
- Select in **channel** one by using the **Channel configuration** your first printer device.
- Select in **channel** two by using the **Channel configuration** your second printer device.
- Select in **channel** one by using the **Channel configuration** and the button **[Page selection]** the radio button **[First page]**.
- Select in **channel** two by using the **Channel configuration** and the button **[Page selection]** the rest of the pages. Choose the **[Custom]** field and enter **2 – LastPage**.
- Close the dialogs by clicking **[OK]** buttons.

<u>Note</u>: If you sue the **Advanced page selection** instead of the Basic page selection, you need to add a **Range requirement** condition.

Combine two documents

In this case, we combine two or more print jobs in one output.

This can be an example of bringing two or more documents together for making a booklet on your Ricoh MFP.

You will get by this case an example of the usage of the **Combine Printouts** feature.

- Create your **profile** with a **channel** with **print functionality**.
- Go to the tab **[General]** for your general profile settings by clicking the **[profile]** hyperlink in the **Basic window**.
- Choose in the selection **[Output]** the item '**Documents are combines into one transmission**'.
- Close the dialogs by clicking **[OK]** buttons.

If you want Print&Share to make the decision to automatically send the document to the output, you can use the setting **[Auto Send & Close]**. By using a recognition value on the last document to combine, you can start the execution of the profile. Therefore specify a unique word of the last document in the field **[Free Recognition]** at the **[Recognition is found:]** option. More complex recognitions or settings are also possible at this "Auto Send & Close" dialog.

You can merge also several print jobs by this feature to one big PDF-file.

2 pages on 1 sheet	In this case, we combine two pages on one sheet of paper. By using this feature you can save the usage of paper. This example illustrate the use of the feature **Combine pages**. **Remark**: In Print&Share you don't find the words "Combine pages" because you don't have to combine pages always. The label in the software is for this reason "**Pages on 1 sheet**".

- Create your **profile** with a **channel** with **print functionality**.
- Go to the **Channel configuration** by clicking on the printer icon.
- Modify the value at the label **[Pages on 1 sheet]** to 2.
- Close the dialogs by clicking **[OK]** buttons.

The position of the pages on the sheet of paper is determined by Print&Share to become the best result. The maximum value is 16.

Reduce white space	In this case, we try to combine several pages on page. Print&Share will calculate the white space of the current page and the printed surface of the next page, and it will then combine these if possible. The procedure is repeating till the white space is reduced to a minimum. By using this feature you can save the usage of paper. This case is an illustration of the feature **White space merging**.

- Create your **profile** with a channel with **print functionality**.
- Go to the **Channel configuration** by clicking on the printer icon.
- Activate the checkbox **[White space merging]**.
- Close the dialogs by clicking **[OK]** buttons.

If you have on you document footer or headers, you can exclude them to become more white space.

By clicking on the hyperlink of the label **[White space merging]** a new dialog appears. In this dialog you can specify the height of Top and Bottom margin.

Movie: A learning movie about this feature is available on:
http://www.youtube.com/watch?v=YmQLKWSLVuk

Insert new pages

In this case, we will insert other pages with some text in the print job.

This can be useful i.e. for adding you terms and conditions at the backside of your invoices.

This case is an illustration of the feature **Insert Extra Pages**.

- Create your **profile** with a channel with **print functionality**.
- Go to the **Channel configuration** by clicking on the printer icon.
- Click on the button **[Insert pages]**.
- In the dialog "Insert pages" click the checkbox **[Active]**.
- Click on the button **[Add]**.
- Select the option **[Make your own page]**.
  At the bottom of the dialog an integrated editor appears.
- Choose in the field **[Language]** the value <Default>.
- Insert your text i.e. your terms and conditions in the editor.
- Click the button **[Modify...]** near the **[Insert at:]**-label to get the dialog where you can specify the position of the inserted page.
  Extra: *Via **[Insert if condition:]** you can specify when the page should be inserted.*
- Select the radio button **[Even pages]**.
- Close the dialogs by clicking **[OK]** buttons.

An illustration of inserting pages depending of the language will be given by the email functionality.
If you now change the setting [**Duplex]** to **[Vertical]** in the print settings of the channel, the terms and conditions will be inserted at the back of each page.

Movie: A learning movie about this feature is available on:
http://www.youtube.com/watch?v=oz2KmKKOQGU

Insert logo and watermark

In this case, we insert a logo on the composition of your document.

First, we will insert your logo in Print&Share so it will be always available.

You will get by this case an example of the usage of the **Get More Editor** and some of his features.

Make your logo available in Print&Share:

- Click on the **[Change]** button in the right hand upper corner of the Basic window. The **profiles** windows will appear.
- Click the button **[General Configuration]**.
- Select your **Company logo** by the **[Browse]** button.
- Close the dialogs by clicking **[OK]** buttons.

Insert logo and watermark in the document:

- Click on the icon (document + pencil) in the upper right corner of your channel preview. The **Get More Editor** will appear.
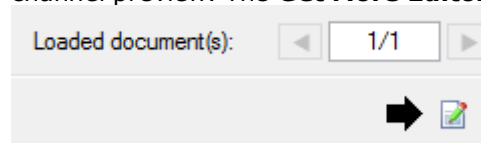

- Click on the first button of the button bar **[Insert company logo]**. Your predefined (company) logo will appear on the composition of the document.

- Drag the company logo to the position you want.
- To insert the watermark, click the button with the word "Copy".

- You can change the properties of the watermark by clicking on the **Overview** of **Added images** and then modify the values of the **Properties**.
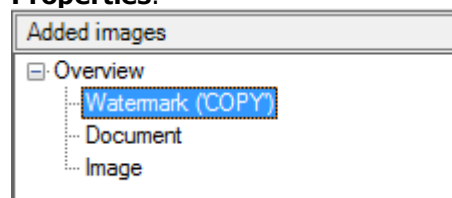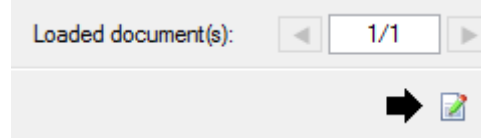
Insert Barcode

In this case, we will insert a barcode in the printout of a document. The content of the barcode will be specified by a value of the document.

You will get by this case an example of the feature **Insert Barcodes**.

- Click on the icon (document + pencil) in the upper right corner of your channel preview. The **Get More Editor** will appear.

Loaded document(s):	◄	1/1	►
		➡ 📝	

- Click the button bar with the barcode picture.
  A new dialog will appear.

- Choose your Barcode settings:
- The **symbology** is the type of the supported barcode
- The value of the barcode can be a fixed value. Enter in this case simply some characters.
  Or…
  The barcode value can also be value determined by recognition. Click in this case on the button **[Add]** near the field Value.
  - Choose now the item **[Recognition parameters]**.
  - Select one of the different recognition methods,
    i.e. **[Label]** if you have a label before your value.
  Close the dialogs by clicking the **[OK]** buttons.
- Drag the barcode to the position you want.

Movie: A learning movie about this feature is available on:
http://www.youtube.com/watch?v=RRvTh8gtjco

Insert extra database fields	In this case, we will insert a value retrieved from a database in the printout of a document. The search-identifier in database will be searched by a value of the document.

You will get by this case an example of the feature **Insert Barcodes**. |

- Click on the icon (document + pencil) in the upper right corner of your channel preview. The **Get More Editor** will appear.
- Click the button bar with the barcode picture.
  A new dialog will appear.
- Choose your Barcode settings:
- The symbology is the type of the supported barcode
- The value of the barcode can be a fixed value. Enter in this case simply some characters.
  Or…
  The barcode value can also be value determined by recognition. Click in this case on the button **[Add]** near the field Value.
  - Choose now the item **[Recognition parameters]**.
  - Select one of the different recognition methods,
    i.e. **[Label]** if you have a label before your value.
- Go to the tab **[Edit result]** in the Recognition dialog.
- Enable [Replace result with value from data source] and select the […]-button.
- Now select the **SQL Database** option, and fill in the connection details and click **[OK]**.
- Now you can define the **Lookup column** and the **Return column**.
  If a recognized value is found in the "Lookup column" it will return the row value from the "Return column".
  Close the dialogs by clicking the **[OK]** buttons.
- Drag the barcode to the position you want.

Movie: A learning movie about this feature is available on:
http://www.youtube.com/watch?v=Jz7gXMarQIA

Insert objects by recognition	In this case, we will insert a small picture (i.e. logo or sign) on the composition of the document. The choice of the inserted picture will be specified and is dependent of a value of the document.

You will get by this case an example of the feature **Insert Objects**. |

- Click on the icon (document + pencil) in the upper right corner of your channel preview. The **Get More Editor** will appear.
- Click the button bar with this picture

- You will get by this button the **Object Recognition Editor**.
- Click on **[Add]** for adding a new line to insert an object to retrieve by recognition.
- Place on the canvas an object, i.e. a logo or signature, etc.
- Use the **[Edit]** button at selected Object Recognitions row to specify a recognition method.
  i.e. if you want to search for the word 'MyValue' in the document as a trigger to insert that object, choose **[Specific]**, **[Regular Expression]** with value 'MyValue'
- Close the dialogs by clicking **[OK]** buttons.

All driver properties   Please keep in mind that you can specify in each channel of Print&Share always different printer properties by using only one Ricoh printer driver. The settings of your printer i.e. the output trays, can be set by using the button **[Properties]** in the **Channel configuration** of Print&Share.

Fax

Intro	One of the biggest advantages of Print&Share is the automatically fax number detection by sending fax transmissions.
	If you print a document that contains a fax number, the fax functionality will take the number out the document and use this for a fax transmission.
	You can really send a fax by using one click.
Sending a fax	In this case, we will your document by fax to a fax number that is in the content of the document.
	Setup your fax channel in Print&Share:

- Create your **Profile** with a channel with **Fax functionality**.
- Go to the **Channel configuration** by clicking on the Fax icon.
- You can enter or modify the fields of the **Fax information**.

Setup your fax recognition:

- Click in the **Basic window** on the hyperlink **[Profile]**.
- Select the tab **[Recognition]**.
- Select the tab **[Fax]** at the bottom of the **Profile** dialog.
- Make the checkbox **[Activate Fax Number Recognition]** active.

To specific fax number

For this case we refer to the previous case. The only difference is the use of parameter recognition.

Setup your fax recognition:

- Click in the **Basic window** on the hyperlink **[Profile]**.
- Select the tab **[Recognition]**.
- Select the tab **[Fax]** at the bottom of the **Profile** dialog.
- Make the checkbox **[Activate Fax Number Recognition]** active.
- By the using the **[Edit]** button, you can setup the detection method.
  For example if your document contains: *Faxnumber: 0234 56 78 90*
- select label recognition by the tab **[Label]**:
- Enable the **[Activate Label Recognition]**.
- insert the field **[Label]** with the value: *Faxnumber*
- select as **[Value type] Character string group** to get all the numbers
- Close the dialogs by clicking the **[OK]** buttons.
- Close the dialogs by clicking the **[OK]** buttons.

Email

Intro

One of the biggest advantages of Print&Share is the automatically email address detection by sending emails.

If you print a document that contains an email address, the email functionality will take the email address out the document and use this for a predefined email message. Your document will appear as a PDF attachment in the email.

You can really send PDF emails by using one click.

Sending PDF email

In this case, we will make a PDF file of your document and send it by email to an email address that is in the content of the document.

This example illustrates the use of the feature **Email PDF message + additional email detection**.

Setup your email channel in Print&Share:

- Create your **Profile** with a channel with **email functionality**.
- Go to the **Channel configuration** by clicking on the email icon.
- You can enter or modify the fields of the **Email information**.
- Click on the button **[Edit email]** to insert the email body text. An editor will appear.
- The default setting of the **Document** information will make a PDF file as Attachment and the **Attachment name** will be the document name by using the value <JobName>.

Setup your email recognition:

- Click in the **Basic window** on the hyperlink **[Profile]**.
- Select the tab **[Recognition]**.
- Select the tab **[Email]** at the bottom of the **Profile** dialog.
- Make the checkbox **[Activate Email Recognition for current profile]** active.
- Choose the radio button **[Free Recognition]**.
- Select the radio button **[All recognized email addressed will be placed in the To field]**.
- Close the dialog by clicking the **[OK]** button.

Movie: A learning movie about this feature is available on:
http://www.youtube.com/watch?v=jiyVv5Hmg9M

To specific email address

For this case we refer to the previous case. The only difference is the use of parameter recognition.

This example illustrates the use of the feature **Email with specific additional email detection**.

Setup your email recognition:

- Click in the **Basic window** on the hyperlink **[Profile]**.
- Select the tab **[Recognition]**.
- Select the tab **[Email]** at the bottom of the **Profile** dialog.
- Make the checkbox **[Activate Email Recognition for current profile]** active.
- Select the **[Parameter Recognition]** option.
- Choose the checkbox **[Place found emails int To field.]**.
- Keep the setting **[Required no. of email addresses]** at 1.
- Click on the button **[Parameters]** to select one of the different recognition methods, i.e. **[Label]** if you have a label before the address.
- Close the dialogs by clicking the **[OK]** buttons.

Email by language detection

In this case, we will make a PDF file of your document and send it by email to an email address that is in the content of the document.
If the Print&Share detects that the document is written in French, then the body of the predefined email should be in French. If the document is in German, then the body of the email should be in German.

This is an example of the feature **Email message language selection**.

Setup your email channel:

- Create a new **profile** with email **functionality**.
- Go to the **Channel configuration** by clicking the email.
- You can enter or modify the fields of the **Email information**.
- Click on the button **[Edit email]** to insert the email body text. An editor will appear.
- At the bottom of the Print&Share (HTML) email editor you can select by the field **[Language]** the language of the message. i.e. Français.
- Type your email text in this case in the French language.
- Repeat the last two steps for other languages.
  i.e select at the bottom **[Language]** the value Deutsch.
- Click on **[OK]** to close the email editor.

Setup your language recognition:

- Select now the tab **[Recognition]** in the profile dialog.
- Select tab **[Language]**
- To make a selection for e.g. two languages, click two times the button **[Add]** to insert two lines for the language detection.
  Choose i.e.:
- Line 1:   Language English   Value INVOICE
  Line 2:   Language Deutsch   Value RECHNUNG
- By the using the **[Edit]** button, you can setup for each line the detection method. For example for the languages:

  English: **[Specific]**   **[Regular expression]**   value:INVOICE
  German: **[Specific]**   **[Regular expression]**   value:RECHNUNG

- Click **[OK]**.

Setup your email recognition:

- Select now in the tab **[Recognition]** of the profile dialog the tab **[Email]** at the bottom of the dialog.
- Make the checkbox **[Activate Email Recognition for current profile]** active.
- Choose the radio button **[Free Recognition]**.
- Select the radio button **[All recognized email addressed will be placed in the To field]**.

Movie: A learning movie about this feature is available on:
http://www.youtube.com/watch?v=uiPy59mF5YU

Cascades and Trigger Points

Intro

Cascading is a controlled method of executing a channel in a set of two or more channels.

A condition can be checked to execute a channel.
If the condition is true, the channel will be executed and the other channel(s) of the cascading sequence will be skipped.
If the condition is false, the execution of the channel will be cancelled and the next channel of the cascading sequence will be checked.

Only one channel will be executed of a set of several channels.

The condition or trigger to execute a channel can be:
- the name of the printed application,
- the name of the print job,
- the content of the document,
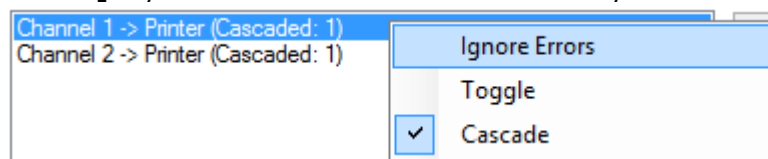- status return conditions of the printer.

Printer selection by colour

In this case we will use printer one if the document contains colour. If the document contains only black and white content, printer two will be used.

You will get by this case an example of the features **Cascading on Triggers on colour** and **Channel Requirements**.

-   Create a **profile** with two **channels** with **print functionality**.
-   Select in **channel** one by using the **Channel configuration** your first printer device with colour settings.
-   Select in **channel** two by using the **Channel configuration** your second printer device for only black and white printouts.
-   Select in the **Profile** dialog of the tab **[General]** the first channel.
-   Click on the button **[Cascade]**. The text (Cascaded: 1) will be visible next to the first channel:

    Channel 1 -> Printer (Cascaded: 1)
    Channel 2 -> Printer

-   Click on the button **[Trigger points]**.
-   Select in the dialog Channel requirements the checkbox **[Only execute when following colour requirement is met:]** for the first channel.
-   Select the radio button **[The document must contain colour (non-grey/black)]**.
-   Click on **[OK]** to close the dialog **Channel requirement**.
-   Select in the **Profile** dialog of the tab **[General]** the second channel.
-   Click on the button **[Cascade]**.
-   Close the dialogs by clicking the **[OK]** buttons.

You don't have to specify a trigger point for the second channel, because channel two will only be executed if the document doesn't contain colour.
If the document contains colour channel two will be skipped.

Via right-mouse click on the channel(s) you can also enable **[Ignore Errors]** if you don't want to see the reason why a cascaded channel failed.

Channel 1 -> Printer (Cascaded: 1)   Ignore Errors
Channel 2 -> Printer (Cascaded: 1)   Toggle
                                        ✓   Cascade

Other triggers For other cascading methods you can just specify other values in the dialog **Channel requirements**.

For cascading on Clicks use **[Execute from]** or **[Execute up to max. number of]** and specify a number of pages.

For cascading on SNMP or WMI information use the tab **[Print error levels]**. Because Print&Share is using only an error as a trigger, you can change warnings to errors.

Print in B/W if you print an email	In this case we will print in black and white if MS-Outlook is the printing application.
	We will create a first channel that only will be executed if Print&Share receives a print job of MS-Outlook. In the other case channel two will be executed.
	You will get by this case an example of the features **Cascading on Application on colour** and **Channel Requirements**.

- Create a **profile** with two **channels** with **print functionality**.
- Select in **channel** one by using the **Channel configuration** your first printer device for only black and white by <u>deselecting</u> the checkbox **[Colour]**.
- Select in **channel** two by using the **channel configuration** your second printer device for only black and white printouts.
  You can make also your printout cheaper by selecting 2 for **[Pages on 1 sheet]**.
- Select in the **Profile** dialog of the tab **[General]** the first channel.
- Click on the button **[Cascade]**.
- Click on the button **[Trigger points]**.
- Select in the dialog Channel requirements the checkbox **[Only execute when document is printed from the following application]**.
- Select in the drop down **[Microsoft Outlook]**.
  Behind this setting the regular expression 'Microsoft Office Outlook - .+' is used. You can see this by the **[...]** button.
- Click on **[OK]** to close the dialog **Channel requirement**.
- Select in the **Profile** dialog of the tab **[General]** the second channel.
- Click on the button **[Cascade]**.
- Close the dialogs by clicking the **[OK]** buttons.

You don't have to specify a trigger point for the second channel, because channel two will always be executed if the application isn't MS-Outlook.
If the application is MS-Outlook channel and so channel one is executed, channel two will be skipped.

Movie: A learning movie about this feature is available on:
http://www.youtube.com/watch?v=wPKoTD-nRWs

Try to email the document, then to fax	In this case we will try to send our document as cheap as possible to our correspondent.

If our document contains an email address we will use email.
If not, we will check if our document contains a fax number, then use LAN Fax.
If not, we will print the document.

You will get by this case an example of the features **cascading on Correspondence** and **Channel Requirements**. |

- Create a **profile** with three **channels**:
  the first channel with **email functionality**
   (enter of modify the fields for the email),
  the second channel with **fax functionality**
   (enter of modify the fields for fax; select the fax device LAN Fax),
  the third channel with **print functionality**
   (enter or modify your printing setting).
- Put the three channels in the cascading sequence by clicking for each channel on the button **[Cascade]**.
  Trigger points are not necessary to set.

Setup your email recognition:

- Click in the **Basic window** on the hyperlink **[Profile]**.
- Select the tab **[Recognition]**.
- Select the tab **[Email]** at the bottom of the **Profile** dialog.
- Make the checkbox **[Activate Email Recognition for current profile]** active.
- Choose the radio button **[Free Recognition]**.
- Select the radio button **[All recognized email addressed will be placed in the To field]**.
- Close the dialog by clicking the **[OK]** button.

Setup your fax recognition:

- Click in the **Basic window** on the hyperlink **[Profile]**.
- Select the tab **[Recognition]**.
- Select the tab **[Fax]** at the bottom of the **Profile** dialog.
- Make the checkbox **[Activate Fax Number Recognition]** active.
- By the using the **[Edit]** button, you can setup the detection method.
  For example if your document contains:

  Fax number: 0234 56 78 90

  - select label recognition by the tab **[Label]**:
  - insert the field **[Label]** with the value: Fax number
  - select as **[Value type]** Character string group to get all the numbers

- Close the dialogs by clicking the **[OK]** buttons.

You don't have to specify print recognition.

Movie: A learning movie about this feature is available on:
http://www.youtube.com/watch?v=Zhs-tgm581Y

Dynamic custom page ranges

Intro

Custom page ranges are used to define a page range that fits your specific needs. Defining custom page ranges can be created by simply defining the specific static pages that you want (e.g.: **5 – 10**), or by using a dynamic method. For the dynamic page range we have some functions build in. One of the functions is *Parse(…)*, which parses a dynamic expression.

Page ranges can be used to (de)select pages, place objects from the Get More Editor at specific pages, etc.…

Deselect the last 3 pages of a document

In this case we will use a printer channel to demonstrate the use of a dynamic custom page range. The steps described below will be used to deselect some pages.

- Create a **profile** with one channel, **print functionality**.
- Go to the **Channel configuration** by clicking on the Printer icon of the channel.
- Click the **[Page selection]** button.
- In the **Advanced page selection** dialog select **[Range requirement]**.
- Select the option **[Custom:]** to define a custom page range.
- In the input field enter this dynamic custom page range:
  1 - Parse(LastPage() - 3)

- Click **[OK]** to close the dialogs.
- Now print a document with more than 3 pages (e.g. 6 pages).
- By going to the **Active Pages** overview you will see that the last 3 pages are not selected.

This was a basic example. What if I print a document with 3 or less pages? Therefore we will change our custom page range from:

1 - Parse(LastPage() - 3)

To this:

1 - Parse(IfElse(LastPage() <= 3; LastPage(); LastPage() - 3))

If there are less or equal than 3 pages in the document, use the page index of the last page, otherwise use every page, except the last 3 pages.

Triplicate, add different watermarks and staple the document

In this case we will triplicate a document, print the same document from three different trays and add a different watermark to the document for each tray and staple the result.

You will get by this case an example of the features **Dynamic custom page ranges**, **Insert Pages** and **Page selection via functions.**

The idea is that we first insert/add two times the original print job to the original print job to triplicate. Next we will map each of the three documents to a different tray and enable stapling. Finally we will add a different watermark for each of the three documents.

- Create a new profile with **print functionality**.
- Go to the **Channel configuration** by clicking on the Printer icon of the channel.
- Click on the **[Insert pages]** button.
- Enable **[Insert pages]** by clicking the **[Active]** checkbox.
- Click the **[Add]** button and select the option **[Choose one or more pages from print job]** to insert a copy of the original document. Make sure the option **[Insert at:]** is set to **[Last page]** and that the **[Pages to insert:]** is set to **[All pages]**.
- So far you have doubled the documents, to triplicate the document repeat the previous step again. This will result in two [Insert Pages]-definitions:
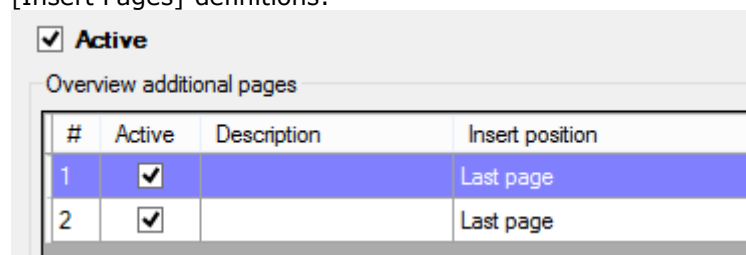
Pay attention to the [Insert Pages]-definition indexes in the overview, we will use this in the next steps:
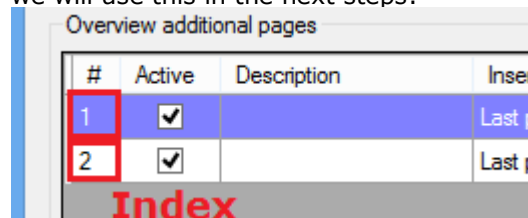
- Click **[OK]** to close the [Insert pages] dialog.
- Click the **[Page definitions...]** button in the Profile dialog.
- Define the page Range Specific Settings.
- Tray **1** settings:

  1. Click the **[Add]** button.
  2. Set **Page Range** to **[Custom:]** and fill in this:
     Job(1)
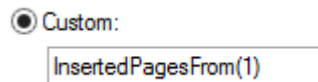
     This will select all pages from the first job.

  3. Set the **Paper Source** to **[Tray 1]**.

- Tray **2** settings:

    1. Click the [Add] button.
    2. Set the Page Range to [Custom:] and fill in this:
       InsertedPagesFrom(1)

       This will only select the pages (page range) from the first
   **[Insert Pages]-definition index**, defined previously.

       ◉ Custom:

       | InsertedPagesFrom(1) |

    3. Set the **Paper Source** to **[Tray 2]**.

- Repeat the last step again for Tray 3 but now with these settings:
  Custom page range: **InsertedPagesFrom(2)** and **Paper Source** is
  [Tray 3].
  You now will have something similar to this:

	Page Range	Paper Source	
✎	Job(1)	Tray 1	▾
	InsertedPagesFrom(1)	Tray 2	▾
	InsertedPagesFrom(2)	Tray 3	▾

- Make sure you have the option **[Extra pages sorted by page ranges
  (R1{1,2} R2{1,2}, …)]** selected.

  | Order pages by: | ⇨ Extra pages sorted by pageranges (R1{1,2} R2{1,2},....) | ⌄ |
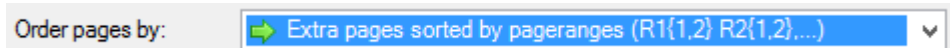
- Click **[OK]** to close all dialogs.
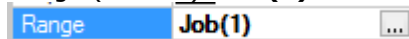- Now go to the Get More Editor by clicking this icon:

- Insert a **watermark** for Tray **1**, change these properties:

    1. Text: **Tray 1**
       | Text | **Tray 1** | ... |
    2. Range (custom): **Job(1)**
       | Range | **Job(1)** | ... |

- Insert a second watermark for Tray **2**, change these properties:

    1. Text: **Tray 2**
    2. Range (custom): **InsertedPagesFrom(1)**

- Insert a third watermark for Tray **3**, change these properties:

    1. Text: **Tray** 3
    2. Range (custom): **InsertedPagesFrom(2)**

- Go to the windows printer settings to enable the stapling of the
  documents.
- Go back to the **Basic Window**, the profile is now ready to use.

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www.winking.be

Manual

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