



Client Reference Guide

# Powerprint Software Quickstart Guide

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## Introduction to Powerprint

Thank you for using KIP *Powerprint* Software. The next few pages will familiarize you with the basic features and functions of *Powerprint Request*. You will learn how to submit a print job with Powerprint Request (a job submission utility.)

### Powerprint Online

KIP offers some optional enhancements to *Powerprint* software called *Powerprint Online*. *Powerprint Online* offers, among other things, greater control when setting up jobs in *Request*.



### How do I find the *Powerprint Request* program on my computer?

Click on the START button on the Windows desktop. Select PROGRAMS, and then choose POWERPRINT PROGRAMS. The Powerprint Request program shortcut is located here.

## *Powerprint Request / Request Online*

*Powerprint Request is KIP's job-submission tool. You can browse for files on the hard drive, or on a network drive. You can tag files in multiple folders, apply custom penweights to vector plotfiles, and stamp an image or text onto your drawings. Request allows you to enlarge or reduce your images, or force them to a specific size. Custom information will be entered into a print log used for accounting purposes.*

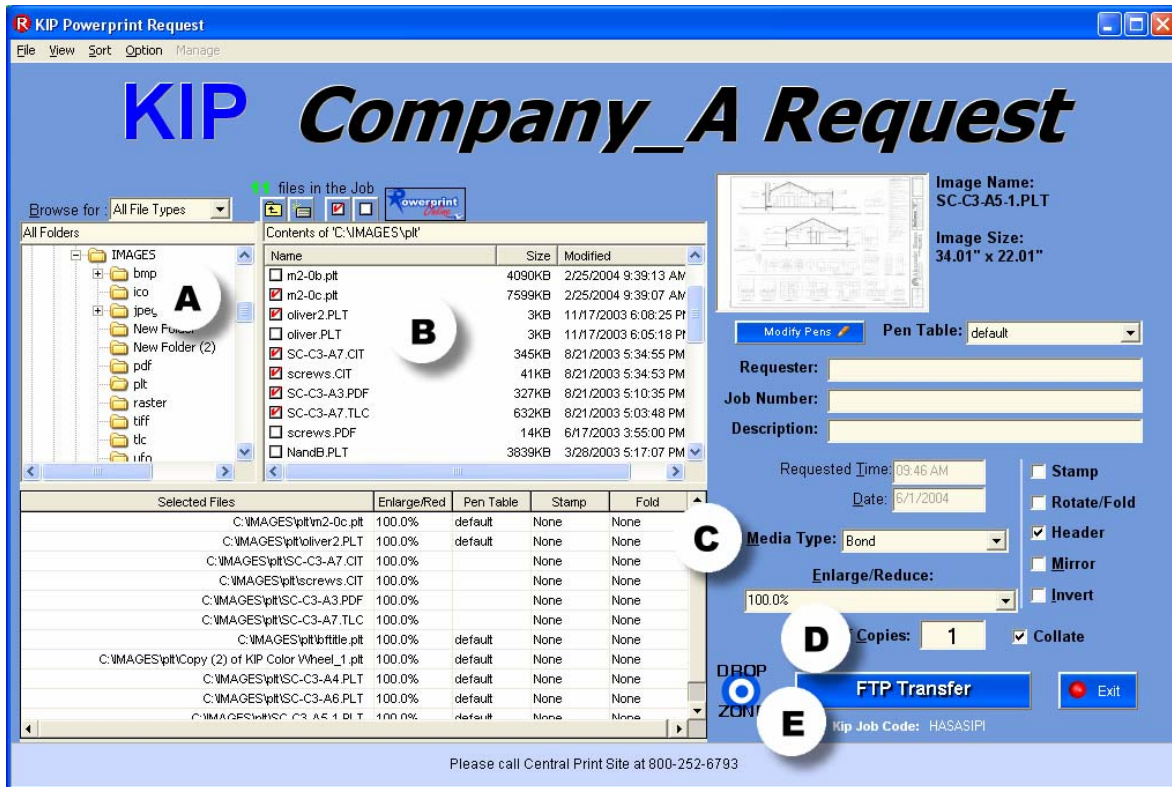
### What is *Powerprint Request ONLINE*?

*Powerprint Request ONLINE* is an optional upgrade to the standard *Powerprint Request* software. Enhancements include FTP submission, and greater control over individual files within a job. Several of the features within *Powerprint Request ONLINE* can be turned on or off. It is possible to turn off the *ONLINE* features, and use *Powerprint Request* in 'standard' mode.

*Request Online's* optional features are noted with this logo:



## Basic Outline for using *Powerprint Request / ONLINE*



- A) Browse the local computer or network for files to submitting via FTP for printing.
- B) Tag the files to add them to the job.
  - Options: Re-arrange the order of the Selected Files
  - Apply text stamps or graphic stamps
  - Apply custom penweight information
  - Apply Enlargement/Reduction settings
  - View the job before submitting via FTP
- C) Select Media type
- D) Select number of copies
- E) Submit the Job to the FTP site.

## Locating Files

On the left side of the *Request* interface, use the browsing windows to select the folder that contains the drawings. Select the drive letter. Click on the “+” symbol to expand the folders. Highlight a folder. The files within will be displayed in the “Contents Of...” window to the right.

## Browsing For Specific File Types

Just above the browsing window, note the “*Browse for...*” pulldown menu. Use this menu to filter the types of files being browsed for. Use it to search for a file type, all compatible file files, or every file type.

## Compatible File Types

*Powerprint Request / ONLINE* allows the user to tag and batch print the following file types:

- HPGL/2 formats (.plt, .hpg, .gl2, .000, .rtl, .906, .907, et cetera)
- HPGL formats
- HP-RTL formats
- Portable Document Format (.pdf)\*
- Postscript (.ps)\*
- Encapsulated Postscript (.eps)\*
- TIFF Group 4 (.tif)
- CALS Group 4 (.cal)
- PCX Monochrome (.pcx)
- Intergraph (.cit)
- JPEG (.jpg)
- Computer Graphics Metafile (.cgm)\*
- Government Group 4 (.c4)
- ASCII File formats (.txt, et cetera)
- KIP Format (.tlic)

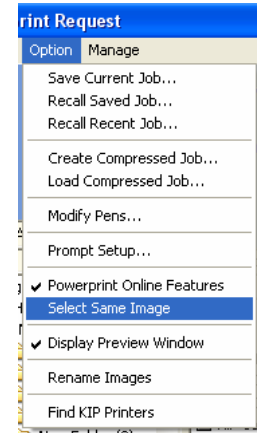
\* Requires a software Option at the KIP Printer Controller

## Online Feature Tagging Options

The ability to tag a file multiple times within the job is a *Powerprint Request ONLINE* feature that can be turned on or off.

To turn on the feature, click OPTION from the toolbar. Verify that ONLINE FEATURES is checked. Check SELECT SAME IMAGE. Once enabled, files are tagged with the number 1-9

To turn off the feature, uncheck SELECT SAME IMAGE. When this feature is disabled, files are tagged with a red checkmark.



## Tagging The Files To Be Printed

In the center of the interface, the “Contents Of...” window displays the files in the selected folder. Click to sort these files by Name, Files Size, or Modified Date/Time. Right-click in this area for viewing capabilities, and other options. As files are tagged, they will be added to the “Selected Files...” window at the bottom of the interface. Each file can be tagged up to nine (9) times within one job. The checkbox displays the number of times the file has been tagged within the current job.

Contents of 'C:\customers'		
Name	Size	Modified
<input type="checkbox"/> 84513P1-Model.plt	178KB	2/28/2003 11:46:10 AM
<input type="checkbox"/> 9.PLT	97KB	7/30/2003 11:52:08 AM
<input checked="" type="checkbox"/> 1 9837-Marketing.plt	5129KB	10/10/2003 10:12:49 AM
<input type="checkbox"/> A-2 ELEVATIONS-TITLE SHEET.plt	249KB	10/2/2003 4:02:34 PM
<input type="checkbox"/> A0203-30x42.PLT	139KB	2/14/2003 6:07:56 PM
<input checked="" type="checkbox"/> 3 a05.hpg	2390KB	3/11/2003 2:57:48 PM
<input type="checkbox"/> a06.hpg	2501KB	3/11/2003 2:57:49 PM
<input type="checkbox"/> A1.tif	981KB	9/29/2003 11:21:12 AM
<input checked="" type="checkbox"/> 1 a101.PLT	492KB	7/14/2003 11:06:26 AM
<input checked="" type="checkbox"/> 1 A12.ps	433KB	7/29/2003 9:49:48 AM
<input checked="" type="checkbox"/> 2 A12540003.PLT	97KB	7/30/2003 11:52:08 AM
<input type="checkbox"/> A12540004.PLT	94KB	7/30/2003 11:52:08 AM

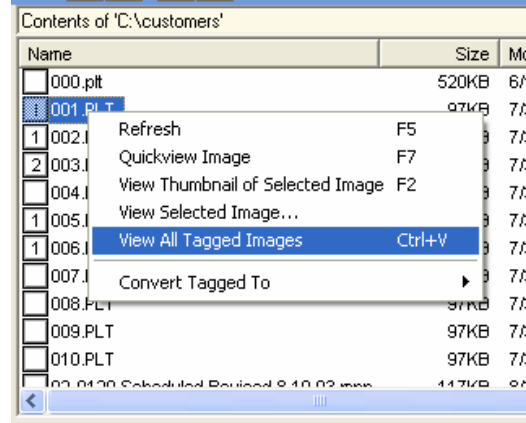
## Viewing The File(s) Before Printing

To view a single file, highlight it in the “*Contents Of...*” window and press F7.

Right-click on the file in the “*Contents Of...*” window for other viewing options, including the ability to open multiple files at once within the viewer. Once multiple files have been opened, press CTRL+TAB to scroll through all of the images.

To open a file in the thumbnail viewer, highlight it in the “*Contents Of...*” window and press F2, or click on the thumbnail window.

The user can also double-click on the file in the “*Selected Files...*” area. The drawing will display exactly as the drawing will print, with applied Enlarge/Reduce settings, pens, stamps, header, etc. (WYSIWYG)



## Applying Individual Settings For Each Drawing

Each drawing in the “*Selected Files...*” area may have individual Enlarge/Reduce settings applied, as well as individual Stamps, and Fold settings. Individual Pen Tables may be applied to each vector plot file within the job. These fields can expand into a pulldown menu. Choose any of the configured Enlarge/Reduce settings, Pen Tables, preset Stamps, or Fold Settings.

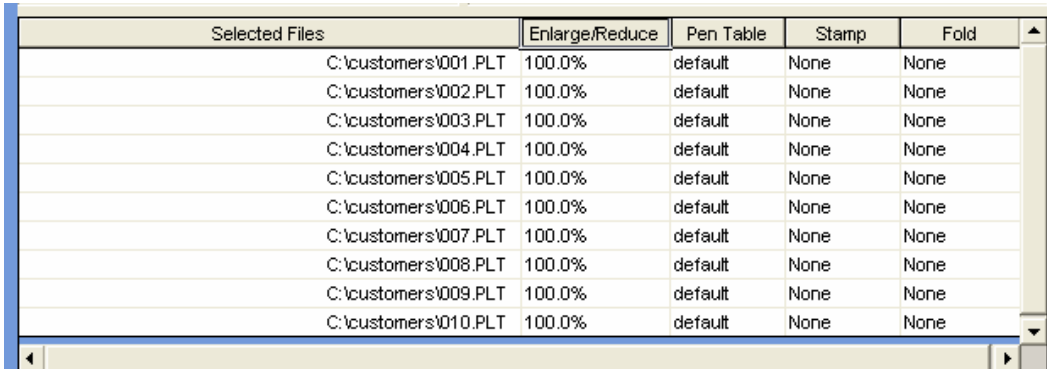
Selected Files	Enlarge/Reduce	Pen Table	Stamp	Fold
hers\Forest City-Fease1-SITE-Fease 1.PLT	100.0%	force 255	None	45landscape
C:\customers\sample_0001.TIF	150.0%		Not for Construction	None
C:\customers\Pix 5&11.hpg	150.0%	default	None	None
C:\customers\linetest.plt	50.0%	default	JKL	None
C:\customers\jamie.plt	100.0%	CADCo 3	PRELIMINARY	180landscape
C:\customers\F12494005.plt	100.0%	CADCo 2	None	None
C:\customers\cert72799a.TIF	Nest on 34x11 - Scale to Fit		None	None
C:\customers\1110-R4A-F.000	100.0%	force 255	None	None
C:\customers\11.prn	Arch D 36x24 - 100 percent	VIPArch	UNCONTROLLED	None
C:\IMAGES\pdf\cmprc1-1a-G0.pdf	100.0%		UNCONTROLLED	None



Applying individual settings for the Enlarge/Reduce column is a feature of Powerprint Online.

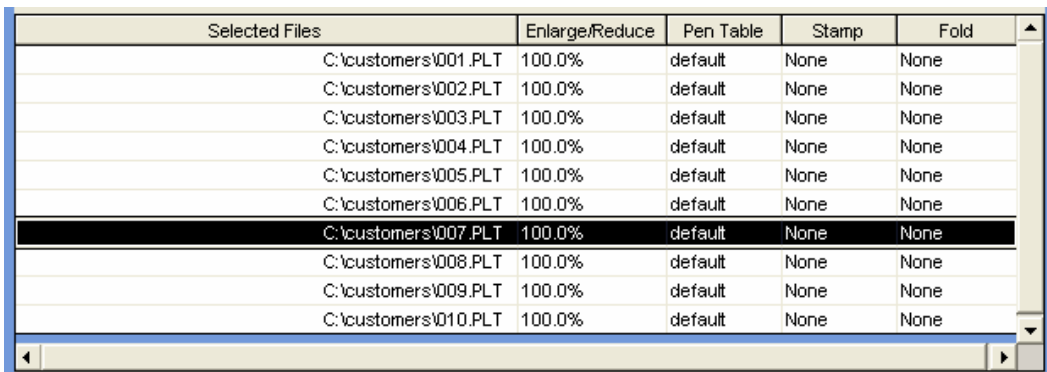
## Inserting Files Within the *Selected Files* Area

Additional functionality has been added regarding the *Selected Files* area.



Selected Files	Enlarge/Reduce	Pen Table	Stamp	Fold
C:\customers\001.PLT	100.0%	default	None	None
C:\customers\002.PLT	100.0%	default	None	None
C:\customers\003.PLT	100.0%	default	None	None
C:\customers\004.PLT	100.0%	default	None	None
C:\customers\005.PLT	100.0%	default	None	None
C:\customers\006.PLT	100.0%	default	None	None
C:\customers\007.PLT	100.0%	default	None	None
C:\customers\008.PLT	100.0%	default	None	None
C:\customers\009.PLT	100.0%	default	None	None
C:\customers\010.PLT	100.0%	default	None	None

To insert additional files within the current *Selected Files* list, highlight one of the current *Selected Files*. This will be the insertion point.



Selected Files	Enlarge/Reduce	Pen Table	Stamp	Fold
C:\customers\001.PLT	100.0%	default	None	None
C:\customers\002.PLT	100.0%	default	None	None
C:\customers\003.PLT	100.0%	default	None	None
C:\customers\004.PLT	100.0%	default	None	None
C:\customers\005.PLT	100.0%	default	None	None
C:\customers\006.PLT	100.0%	default	None	None
C:\customers\007.PLT	100.0%	default	None	None
C:\customers\008.PLT	100.0%	default	None	None
C:\customers\009.PLT	100.0%	default	None	None
C:\customers\010.PLT	100.0%	default	None	None

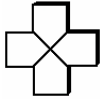
Any additional files that are tagged will be inserted above the highlighted file.

To add files to the bottom of the list once again, the user must 'un-select' any highlighted files. Click the file name again to remove the highlight.

## Moving Files Within the *Selected Files* Area

It is now possible to cut-and-paste files, and drag-and-drop files, or groups of files within the Selected Files area.

There are two cursors that are used within the Selected Files area



The **Crosshairs cursor** allows the user to drag and highlight multiple files. Using the Crosshairs cursor will not actually move files, it will only highlight them.



The standard **Arrow cursor** will allow the user to move the highlighted files. The Crosshairs cursor will switch to the Arrow cursor when moved above the Selected Files' Highlight Box.

Even though multiple files can be highlighted within the Selected Files area, note that one of the highlighted files has an emphasized '**Highlight Box**'. In this example, it is file *005.plt*.

Selected Files	Enlarge/Reduce	Pen Table	Stamp	Fold
C:\customers\001.PLT	100.0%	default	None	None
C:\customers\002.PLT	100.0%	default	None	None
C:\customers\003.PLT	100.0%	default	None	None
C:\customers\004.PLT	100.0%	default	None	None
C:\customers\005.PLT	100.0%	default	None	None
C:\customers\006.PLT	100.0%	default	None	None
C:\customers\007.PLT	100.0%	default	None	None
C:\customers\008.PLT	100.0%	default	None	None
C:\customers\009.PLT	100.0%	default	None	None
C:\customers\010.PLT	100.0%	default	None	None

### To highlight files:

- Click and Drag the Crosshairs cursor across a group of files, or
- CTRL+LEFT CLICK individual filenames within the *Selected Files* column.

### To Drag-and-Drop the highlighted files:

- Position the cursor on top of the Highlight Box. The Crosshairs cursor will change to the standard Arrow cursor. Once the Arrow cursor is displayed, click and hold, then drag to the new location within the list. Drop the files.
- When dragging and dropping files, they will be inserted above the file they are dropped onto.

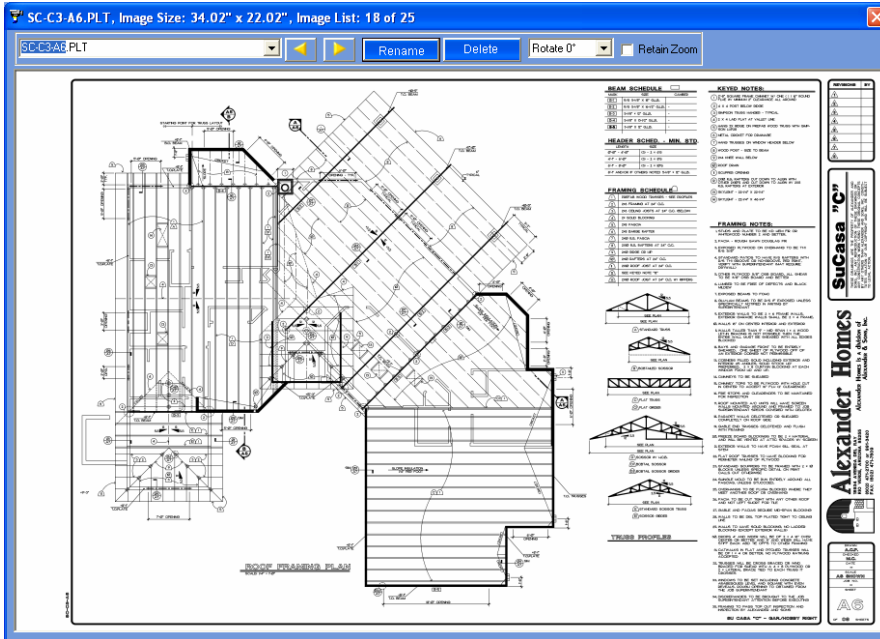
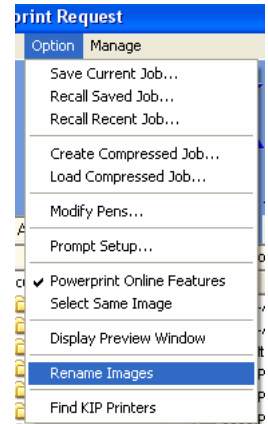
Cut Selected Files
Paste Files
Move File Up One
Move File Down One
Move File To Top
Move file to Bottom
Reverse File Order
Remove File From List

Other file-moving options, like Cut/Paste, or reversing the file order, are available by right-clicking anywhere within the *Selected Files* area.

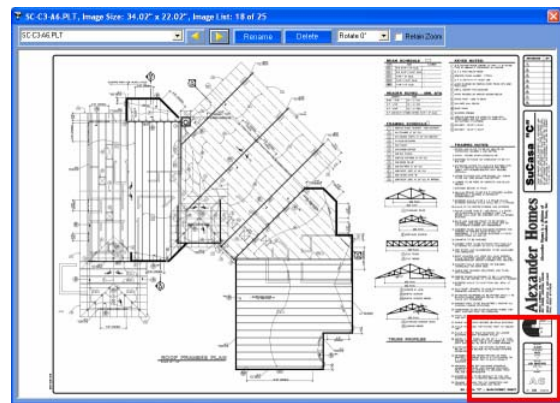
# Online Feature Renaming Files

Powerprint Request Online has a feature to assist in the process of renaming files.

Use the browsing window to select the folder of files that will be renamed. Then, on the toolbar, choose OPTION, RENAME IMAGES. The Renaming window will open.



- Use the pulldown list to select the file for renaming. The drawing will open in the viewer, and the current name will be highlighted. It is possible to browse through the images with the pulldown menu, or by using the Forward and Backward arrows on the toolbar.
- Rotate the image, if needed, from the Rotate Pulldown menu. This rotate function does not affect the original file, or modify how the drawing will be oriented for printer output.
- To see a specific area of the drawing, use the mouse to draw a zoom window onto the image. The image will automatically zoom in to the windowed area.
- To retain the zoom ratio for following drawings, check the **RETAIN ZOOM** checkbox.
- Begin typing the new name. Click **ENTER** when finished, or click **RENAME**. The file will be renamed, and the next image will be displayed.

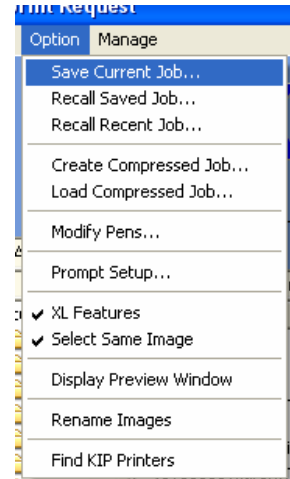


## Different Ways to Save a Job

There are three ways that jobs are saved in *Powerprint Request ONLINE*.

The first is an automatic method. *Powerprint Request / ONLINE* will automatically keep track of the last fifteen jobs submitted. It does not keep copies of the files submitted, but it does remember where those files were stored on the computer at the time the job was sent. The last fifteen jobs are known as the RECENT JOBS. Any of these Recent Jobs can be recalled at any time from the OPTIONS menu.

The second method is available in the toolbar's OPTIONS menu. It is called SAVE CURRENT JOB. When the user chooses to Save the Current Job, *Request / ONLINE* will prompt the user for a name. By default it will use the KIP Code for the name. Saving the Current Job does not keep copies of the files submitted, but it does remember where those files were stored on the computer at the time the job was sent. This Saved Job is automatically stored in a *Request / ONLINE* work-folder, and it is not possible to save the job in another folder. Any of these Saved Jobs can be recalled at any time from the OPTIONS menu. The Save Current Job method is recommended for users who submit the same job repeatedly, and need to restore the same files and settings.



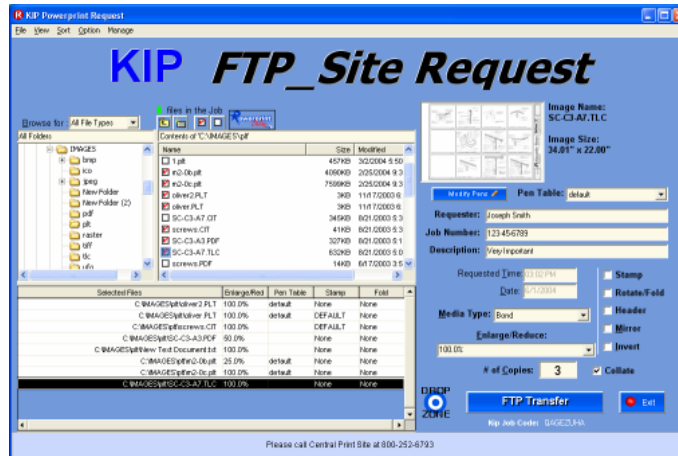
The third method is also in the toolbar's OPTIONS menu. It is called CREATE COMPRESSED JOB. When Creating a Compressed Job, *Request ONLINE* will allow the user to save the Job in any Windows folder. Notes can be entered as part of SAVE process. All files will be compressed to a standard .zip format. Custom text can be entered as part of the compression process. This .zip file can be archived, transferred via disc, or restored through a network drive at any Request workstation that has access to it. The Create Compressed Job method is recommended for users who wish to archive their jobs, transfer them on removable media, or to review peer to peer.



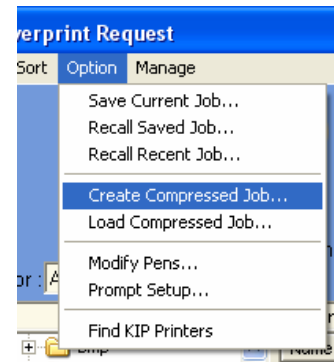
## Saving And Compressing A Job

Powerprint Request ONLINE has the ability to compile and save a job into a compressed (.zip) format. This zipped file can be stored on the workstation PC, backed up for archival purposes, or electronically transferred via FTP or email.

- a) Compile the job within Powerprint Request.



- b) From the toolbar, choose OPTION, CREATE COMPRESSED JOB.

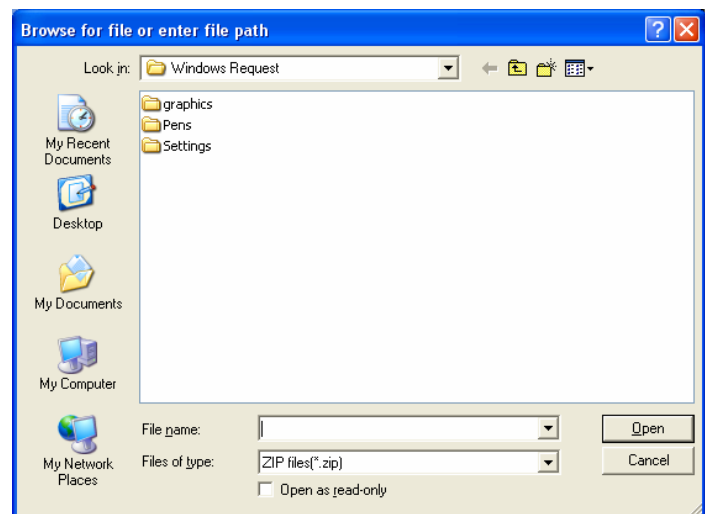


- c) A Windows' browser window will open. Use this window to select where the file will be placed.

Use the LOOK IN: pulldown menu to select a drive letter or network location.

Make sure to enter a File Name in the name field.

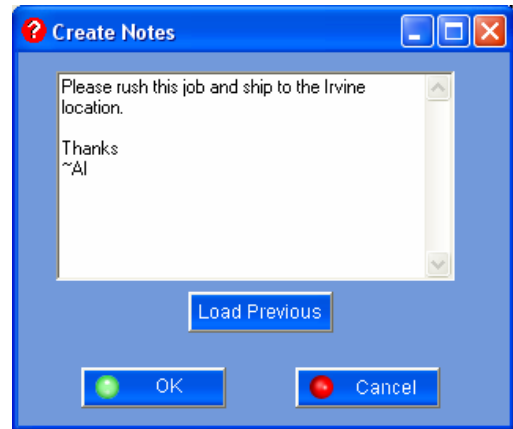
Click OPEN when finished.



- d) Before the job is compiled, the customer has the ability to add some text notes to the .zip file.

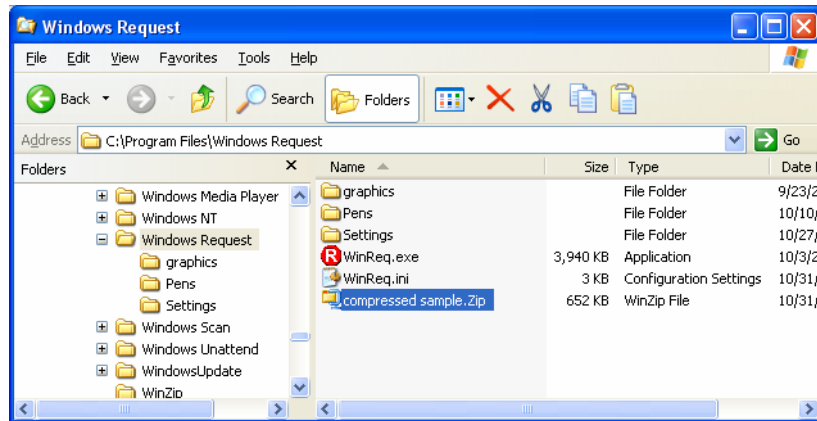
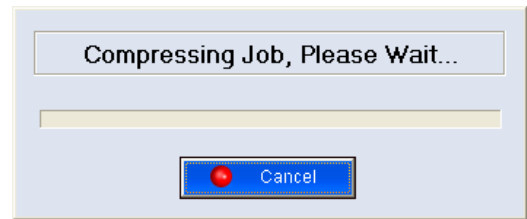
To load the notes from the previous job, click the LOAD PREVIOUS button.

Click OK when finished.



- e) At this point, the job is compressed, and the file is created in the chosen location.

Windows Explorer will display the Compressed Job as a Standard .zip file.

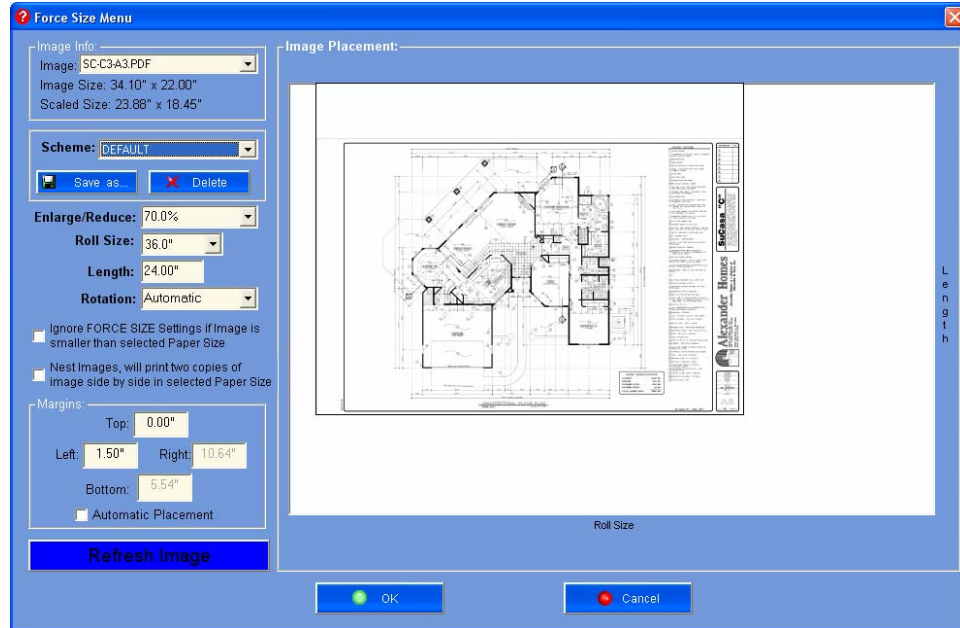


## Accounting Information

Three fields are available for custom information: *Requester*, *Job Number*, and *Description*. The data from these fields will be entered into the print log for accounting purposes. User Name and Description information will be set upon install. Job Number is required before submittal.

## Creating *Force Size* Schemes

From the Enlarge/Reduce pulldown menu, choose FORCE SIZE to open the Force Size menu. The Force Size menu can also be opened by double-clicking on the ***Enlarge/Reduce*** title.



- Choose the roll size that the drawing will be forced to.
- Enter the forced length, or choose '0' to scale the length of the paper to match the printable data.
- Enter a percentage at which the data will print onto the forced size sheet, or choose SCALE TO FIT.
- The drawing will automatically be forced to the center of the sheet by default. Choose one of the radio buttons in the corner and modify the margins to change the image placement.



Or, uncheck the AUTOMATIC PLACEMENT box, and drag and drop the image data onto the virtual paper on the screen.

- Click OK when finished.



## Applying Force Size Schemes to Files in the Job

Individual Force Size schemes can be applied to single files. Pull down the Enlarge/Reduce selection of the file to be altered. Pick the Force Size scheme from the list.

Selected Files	Enlarge/Reduce	Pen Table	Stamp	
C:\IMAGES\plt\ISC-C3-A3.PLT	100.0%	default	None	Nc
C:\IMAGES\plt\ISC-C3-A6.PLT	Engr C 22x17 - 100 percent	default	None	Nc
C:\IMAGES\plt\ISC-C3-A5-1.PLT	cdmold	default	None	Nc
C:\IMAGES\plt\ISC-C3-A8.PLT	Engr B 17x11 - 100 percent	default	None	Nc
C:\IMAGES\plt\ISC-C3-A2.PLT	Engr B 17x11 - Scale to Fit	default	None	Nc
C:\IMAGES\plt\ISC-C3-A1.PLT	Engr C 22x17 - 100 percent	default	None	Nc
	Engr C 22x17 - Scale to Fit	default	None	Nc
	Engr D 34x22 - 100 percent			

To apply a scheme to several files at once, drag a window on the Enlarge/Reduce column of the files to be altered. Then, from the main Enlarge/Reduce pulldown, select the scheme to apply to the highlighted area.

Selected Files	Enlarge/Red	Pen Table	Stamp	Fold
C:\IMAGES\plt\ISC-C3-A3.PLT	100.0%	default	None	None
C:\IMAGES\plt\ISC-C3-A6.PLT	100.0%	default	None	None
C:\IMAGES\plt\ISC-C3-A5-1.PLT	100.0%	default	None	None
C:\IMAGES\plt\ISC-C3-A8.PLT	100.0%	default	None	None
C:\IMAGES\plt\ISC-C3-A2.PLT	100.0%	default	None	None
C:\IMAGES\plt\ISC-C3-A1.PLT	100.0%	default	None	None

**Enlarge/Reduce:**  
 Arch D 36x24 - Scale to Fit

Reduce	Pen Table	Stamp	
	default	None	Nc
	default	None	Nc
C:\IMAGES\plt\ISC-C3-A5-1.PLT	Arch D 36x24 - Scale to Fit	default	None
C:\IMAGES\plt\ISC-C3-A8.PLT	Arch D 36x24 - Scale to Fit	default	None
C:\IMAGES\plt\ISC-C3-A2.PLT	Arch D 36x24 - Scale to Fit	default	None
C:\IMAGES\plt\ISC-C3-A1.PLT	100.0%	default	None

### Forcing a Size Percentage

Key in an Enlarge/Reduce percentage, or pull down the menu to select a pre-established percentage or Force Size scheme.

**Enlarge/Reduce:**  
 100.0%

### Submitting the Job

Once the files have been selected, and the printing parameters have been set, simply enter the number of copies, and click the FTP TRANSFER button.

# of Copies:   Col

**FTP Transfer**