

Chapter 2

Getting Started

Installing PlotWorks®

Before beginning the PlotWorks installation please note the following:

- If you were previously running the Tiered version of PlotWorks, it is necessary to uninstall PlotWorks and then reinstall PlotWorks version 5.5.1.
- If you plan to process MicroStation DGN files, install MicroStation SE before PlotWorks.
- If you plan to process AutoCAD DWG files install AutoCAD, Release 14 or later, and ensure that it is configured to use only the PGS Driver for printing.
- If Adobe Acrobat Reader 5.0 is not already installed, please install it before PlotWorks.

The PlotWorks Installation Wizard scans the computer for existing copies of PlotWorks. If PlotWorks 4.2 or an earlier version is detected, the entire PlotWorks directory, including subdirectories, is deleted. PlotWorks is then reinstalled completely. If a newer version is found, the installation application allows you to choose whether to update PlotWorks, preserving all previous settings, or reinstall the application completely.

Click the Back button to return to the previous screen anytime during the installation process.

Installing PlotWorks Server or Demo For the First Time

1. Exit any open Windows applications.
2. Insert the Activation Code disk in the floppy drive. If installing the Demo version, skip this step.
3. Insert the PlotWorks CD-ROM in the CD-ROM drive. The Installation application automatically opens.
4. Click on **Install Packages**. The Install Packages window opens.
5. Click on **PlotWorks Server**. The installation wizard opens.
6. Select the language you are most comfortable with from the list provided. The default is English.

To switch to a different language at a later date, use the Language Selector program in the PlotWorks directory.

7. Click on the **OK** button. The installation wizard begins the PlotWorks Setup program and a Welcome page appears.
 8. Click **Next**. The PlotWorks license agreement displays.
 9. Please read the license agreement and click **Yes** (if you agree with it). The User Information dialog box appears.
 10. Enter your name and the company name in the appropriate text boxes.
 11. Click **Next** to continue. The Choose Destination Location dialog box appears. By default, PlotWorks is installed in C:\Program Files\PLP\PlotWorks.
 12. Click **Next** to accept the default destination or click on the Browse button to select a different destination. Then a Setup Type dialog box appears.
 13. Select the radio button for the unit of measurements you prefer.
 14. Click **Next**. The ARU Size warning dialog box appears.
 15. The default maximum ARU size is 10MB. Click **Next** to accept this size or enter the desired maximum size in the text box and then click Next. A dialog box appears asking if you want to automatically start PlotWorks programs when the computer is restarted.
 16. Select the appropriate radio button depending on if you wish to automatically or manually start PlotWorks.
 17. Click on the **Next** button. The Task Bar options dialog box opens.
 18. Select the appropriate radio button depending on if you want to leave your applications on the task bar when minimized or not.
 19. Click on the **Next** button. The Job Queue path dialog box opens.
 20. Select a Job Queue path. All jobs sent to the Queue are received in this directory. The default is C:\Queue. Click the **Browse** button to select a different directory or click **Next** to accept the default. The Automatic PlotWorks Pen and Patterns Printing After Install dialog box opens.
 21. Select the Yes radio button if you wish to print the pen and patterns chart after completing the installation process. This chart is helpful when choosing what pen or pattern to apply. Select No to skip this step.

If your activation codes are not on the disk in the A drive, you are prompted to locate the codes. Click on the Browse button and navigate to the directory containing your activation codes and then click on the **OK** button.
 22. Select whether you want AutoCAD or DWG Direct to process your AutoCAD files. Select “Use DWG” if you do not have AutoCAD R 14 or later installed.
 23. Confirm the location of AutoCAD fonts. The default file path is provided. Click **Next** to accept the default or click on the Browse button to select a different directory and then click Next.
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24. Confirm the location of AutoCAD support files. The default file path is provided. Click on the Browse button if you need to select a different directory. Then click **Next**.
25. Select a folder for the PlotWorks program icons (usually PlotWorks) and click **Next**.
26. If Adobe Acrobat Reader is not detected, you are prompted to install it. Then click **Next**.

The upgrade begins. A dialog box containing a status bar indicates the installation progress.

Once the file transfer process is complete, if MicroStation is installed, the Important Information dialog box opens. In this case, read the information provided and then click on the Next button.

The Setup complete dialog box appears prompting you to restart the computer.
27. Select **Yes, I want to restart my computer now** radio button.
28. Click on the **Finish** button. The computer will shut down and restart completing installation.
29. If you purchased MicroStation, run MicroStation and configure it to use PlotWorks. See Appendix I of your PlotWorks manual for instructions.

You have now completed the installation.

Updating from Version 4.3 or above preserving previous settings

If PlotWorks version 4.3 or higher is already installed, you have the option of updating to the latest version. This preserves all your previous settings. To update:

1. Exit any open Windows applications.
2. Insert the Activation Code disk in the floppy drive. If installing the Demo version, skip this step.
3. Insert the PlotWorks CD-ROM in the CD-ROM drive. The Installation application will automatically open.
4. Click on **Install Packages**. The Install Packages window opens.
5. Click on **PlotWorks Server**. The installation wizard opens.
6. Select the language you are most comfortable with from the list provided. The default is English.

To switch to a different language at a later date, use the Language Selector program in the PlotWorks directory.

7. Click on the **OK** button. The installation wizard begins the PlotWorks Setup program and a Welcome page appears.
8. Click **Next**. The PlotWorks license agreement displays.
9. Please read the license agreement and click **Yes** (if you agree with it). A Question dialog box appears asking if you want to update your existing version of PlotWorks keeping your old settings.
10. Click **YES**.

If your activation codes are not on the disk in the A drive, you are prompted to locate the codes. Click on the Browse button and navigate to the directory containing your activation codes and then click on the OK button.

The upgrade begins. A dialog box containing a status bar indicates the upgrade progress.

Once the file transfer process is complete, if MicroStation is installed, the Important Information dialog box opens advising you of the final steps needed for MicroStation. Read the information provided in this dialog box. Then click on the Next button.

The Setup Complete dialog box appears prompting you to restart the computer.

11. Select the **Yes, I want to restart my computer now** radio button.
12. Click on the **Finish** button. The computer will shut down and restart completing the upgrade.

Updating from Version 4.2 or Below or Updating a Higher Version not Saving Previous Settings

If you want to completely delete an existing version of PlotWorks, or your existing version is 4.2 or lower, follow the steps below:

1. Exit any open Windows applications.
2. Insert the Activation Code disk in the floppy drive. If installing the Demo version, skip this step.
3. Insert the PlotWorks CD-ROM in the CD-ROM drive. The Installation application will automatically open.
4. Click on **Install Packages**. The Install Packages window opens.
5. Click on **PlotWorks Server**. The installation wizard opens.
6. Select the language you are most comfortable with from the list provided. The default is English.

To switch to a different language at a later date, use the Language Selector program in the PlotWorks directory.

7. Click on the **OK** button. The installation wizard begins the PlotWorks Setup program and a Welcome page appears.
8. Click **Next**. The PlotWorks license agreement displays.
9. Please read the license agreement and click **Yes** (if you agree with it). A Question dialog box appears asking if you want to update your existing version of PlotWorks keeping your old settings
10. Click **NO**. A dialog box appears confirming your decision.
11. Click on the **Yes** button. The User Information dialog box appears.
12. Enter your name and the company name in the appropriate text boxes.
13. Click **Next** to continue.
14. Click **Next**. The Choose Destination Location dialog box appears. By default, PlotWorks is installed in C:\Program Files\PLP\PlotWorks.
15. Click **Next** to accept the default destination or click on the Browse button to select a different destination. Then a Setup Type dialog box appears.
16. Select the radio button for the unit of measurements you prefer.
17. Click **Next**. The ARU Size warning dialog box appears.
18. The default maximum ARU size is 10MB. Click **Next** to accept this size or enter the desired maximum size in the text box and then click Next. A dialog box appears asking if you want to automatically start PlotWorks programs when the computer is restarted.
19. Select the appropriate radio button depending on if you wish to automatically or manually start PlotWorks.
20. Click on the **Next** button. The Task Bar options dialog box opens.
21. Select the appropriate radio button depending on if you want to leave your applications on the task bar when minimized or not.
22. Click on the **Next** button. The Job Queue path dialog box opens.
23. Select a Job Queue directory. All jobs sent to the Queue are received in this directory. The default is C:\Queue. Click the Browse button to select a different directory or click **Next** to accept the default. The Automatic PlotWorks Pen and Patterns Printing After Install dialog box opens.
24. Select the Yes radio button if you wish to print the pen and patterns chart after completing installation. This chart is helpful when choosing what pen or pattern to apply. Select No to skip this step.
25. Click the **Next** button.

If your activation codes are not on the disk in the A drive, you are prompted to locate the codes. Click on the Browse button and navigate to the directory containing your activation codes and then click on the OK button.

26. You might be prompted to select whether you want AutoCAD or DWG Direct to process your AutoCAD files. Select Use DWG if you do not have AutoCAD R 14 or later installed.
 27. Confirm the location of AutoCAD fonts. The default file path is provided. Click Next to accept the default or click on the Browse button to select a different directory and then click Next.
 28. Confirm the location of AutoCAD support files. The default file path is provided. Click on the Browse button if you need to select a different directory. Then click Next
 29. Select a folder for the PlotWorks program icons (usually PlotWorks) and click **Next**.
 30. If Adobe Acrobat Reader is not detected, you are prompted to install it. Then click **Next**.

The upgrade begins. A dialog box containing a status bar indicates the upgrade progress. The upgrade begins. A dialog box containing a status bar indicates the upgrade progress. Once the file transfer process is complete, if MicroStation is installed, the Important Information dialog box opens advising you of the final steps needed for MicroStation.
 31. Read the information provided in this dialog box. Then click on the **Next** button. The Setup Complete dialog box appears prompting you to restart the computer.
 32. Select the **Yes, I want to restart my computer now** radio button.
 33. Click on the **Finish** button. The computer will shut down and restart completing installation.
 34. If you purchased MicroStation support, run MicroStation and configure it to use PlotWorks. See Appendix I of your PlotWorks manual for instructions. You have now completed the installation.
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Opening PlotWorks Applications

1. Make sure all the printer media drawers contain media. For information on loading media into the printer, refer to the printer User Guide.
2. Turn on the scanner, printer, and the computer (in this order). Always turn on the computer last.

If you chose to “Automatically start PlotWorks” during installation, you will not need to perform all of the remaining steps as the applications are already open. Click on their icons in the system tray to maximize.



3. Once Windows is open, click the Windows **Start** button.
4. Select **Programs** then **PlotWorks** then the **Job Queue**. The Job Queue opens.

When a PlotWorks application is first opened a splash screen displays. This screen disappears automatically in a few seconds. You can click on it to make it go away faster.

5. Open the Job Processor similarly by selecting **Start/Programs/PlotWorks/Job Processor**.
6. Open the Printer Interface by selecting **Start/Programs/PlotWorks/Printer Interface**.
7. Open the Job Editor: Select **Start/Programs/PlotWorks/Job Editor**.
8. Open the Scanner Interface: Select **Start/Programs/PlotWorks/Scanner Interface**. If applicable.

*Do **not** open a **second** instance of a PlotWorks application.*



If you have logged on to the computer running the PlotWorks Server using a User ID and/or password and then it is necessary to log on using a different User ID and/or password, you must first close all PlotWorks applications before logging on again. Otherwise PlotWorks will encounter problems.

Configure Your PlotWorks Applications

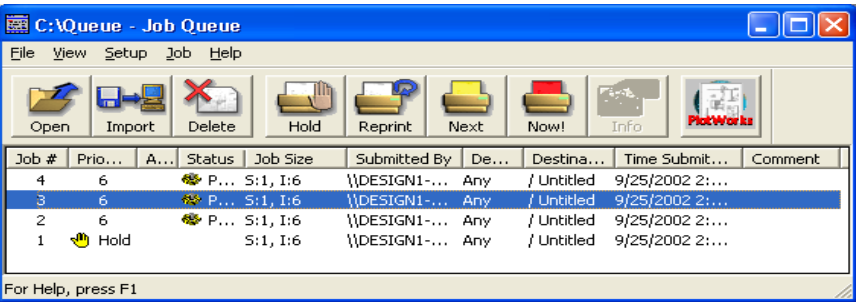
This section takes you through the basic steps required to configure PlotWorks. You will not have to repeat this section unless you add more printers or scanners, or reinstall the software.

Configure the Job Queue

The Job Queue is the heart of the PlotWorks system. All incoming jobs pass through the Queue. The Printer prints jobs from the Queue in order of priority. The Job Queue lets you place jobs on hold, change a job's print priority, reprint and delete jobs.

1. Open the Job Queue. The Job Queue window displays. If a Queue directory does not exist, you are prompted to create one. The default Job Queue directory is **C:\Queue**.

*Fig 2.1
The Job
Queue
window*



2. If the Job Queue you desire is not displayed in the title bar of the Job Queue window, select **Open Queue** from the **File** menu or click on the **Open** button.
3. Select the appropriate queue directory and click **OK**.

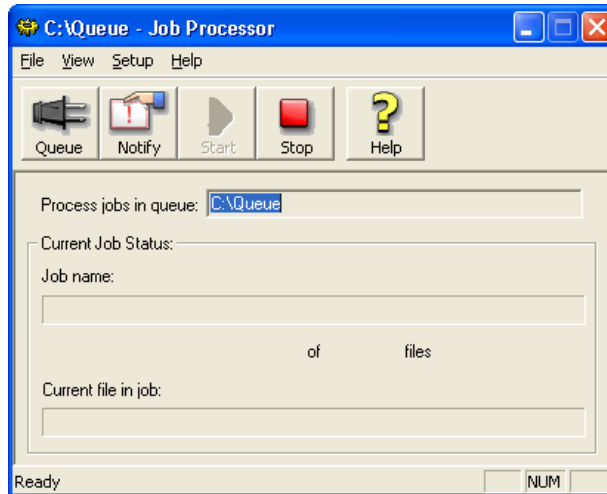
The Job Queue directory is ready.

Configure and Start the Job Processor

The Job Processor preprocesses print jobs in the Job Queue. It is also used by Network Polling, FTP, or other submission methods where the Job Editor is not used.

1. Open the Job Processor. The Job Processor window opens.

*Fig 2.2
The Job
Processor*



2. If the Job Queue you created earlier does not appear in the **Process jobs in queue** field, click on the **Queue** button. Select the queue directory listed on the title bar of the Job Queue window and click **OK**.

If it is listed, ignore this step.

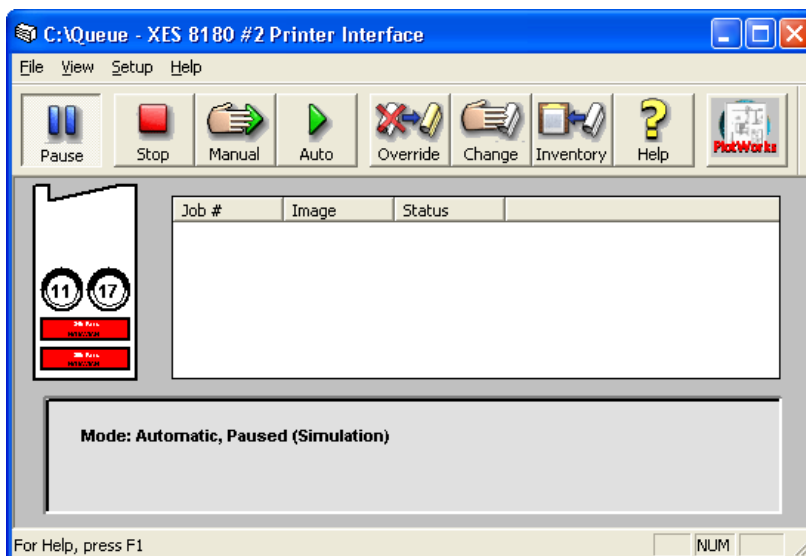


3. Select the **Start** button to start monitoring the Job Queue.
4. Minimize the Job Processor, ensuring that it stays running to process jobs in the Job Queue.

Configure the Printer Interface

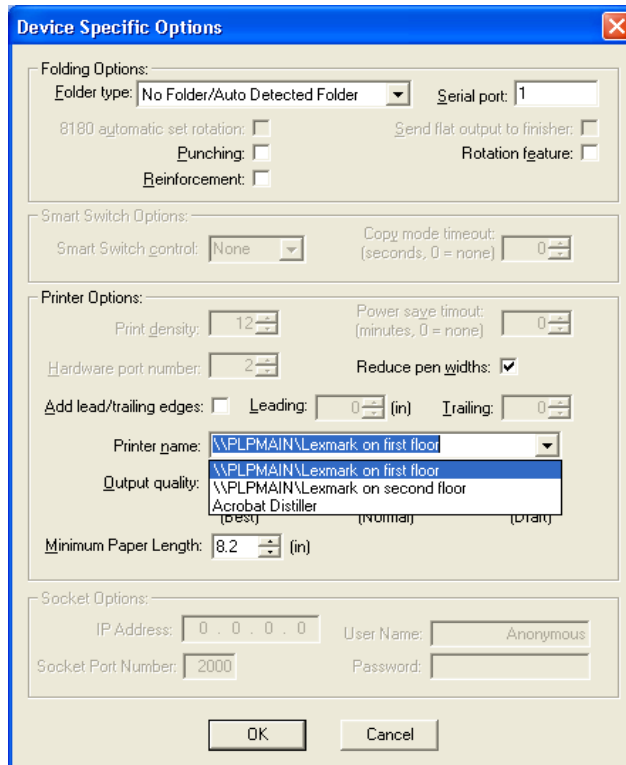
1. Open the Printer Interface. The Printer Interface window opens.

Fig 2.3
The XES
8180
Printer
Interface



2. From the **Setup** menu, select **User Interface Units**. Select either the **Inches** or **Millimeters** radio button depending on your preference.
3. Click on the **OK** button
4. If you selected the “Windows” or “Generic Embedded Controller” Printer Interface, select **Device Specific Options** from the **Setup** menu (or press **Ctrl+D**) and select the appropriate Windows printer driver from the **Printer name:** list near the bottom of the dialog box (see figure 2.4).

*Fig 2.4
Select
Windows
printer
driver*



For more detail, on setting printer options, see “Set General Printing Options” on page 8-10 and “Configure Device Specific Options” on page 8-15.

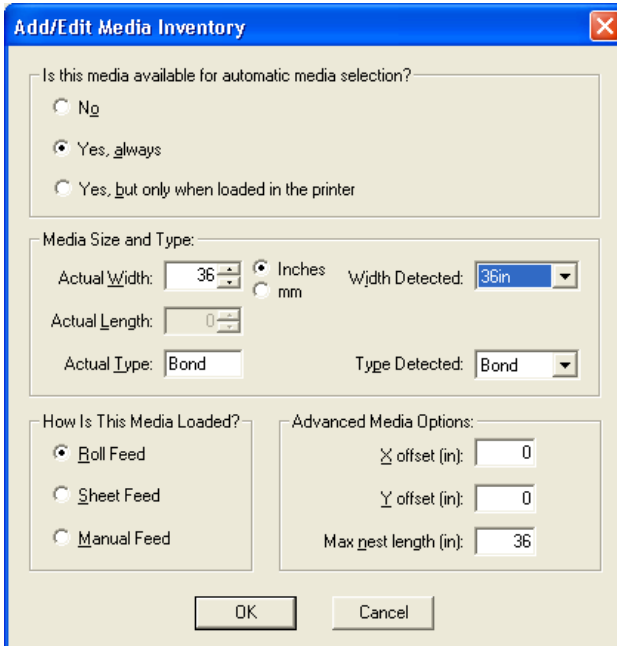
Add media to the media inventory

Configure the Printer Interface for media:



1. Click on the Inventory button. The Media Inventory dialog box displays.
2. Click **Add**.
3. The **Add/Edit Media Inventory** dialog box appears.

*Fig 2.5
Add/Edit
Media
Inventory
dialog box*



The dialog box is titled "Add/Edit Media Inventory" and contains the following sections:

- Is this media available for automatic media selection?**
 - ☐ No
 - ☒ Yes, always
 - ☐ Yes, bt only when loaded in the printer
- Media Size and Type:**
 - Actual Width:
 - ☒ Inches
 - ☐ mm
 - Width Detected:
 - Actual Length:
 - Actual Type:
 - Type Detected:
- How Is This Media Loaded?**
 - ☒ Roll Feed
 - ☐ Sheet Feed
 - ☐ Manual Feed
- Advanced Media Options:**
 - X offset (in):
 - Y offset (in):
 - Max nest length (in):

Buttons: OK, Cancel

4. Select **Yes, always**.
5. Enter the **Actual Width**. You do not need to set the Actual Length for roll-fed media.
6. Enter the **Actual Type**: Bond, Blue Bond, Film, etc.
7. Use the **Width Detected** drop-down box to select a value for the detected width. This is usually the closest standard width. Refer to your printer manual for details.
8. Use the drop-down list in the **Type Detected** box to select either: Bond, Vellum, or Film. Select the type that most closely matches the actual media type. See your printer manual for details.
9. Select either the Roll Feed, Sheet Feed, or Manual Feed radio button depending on how the media type is loaded.
10. Click **OK**.

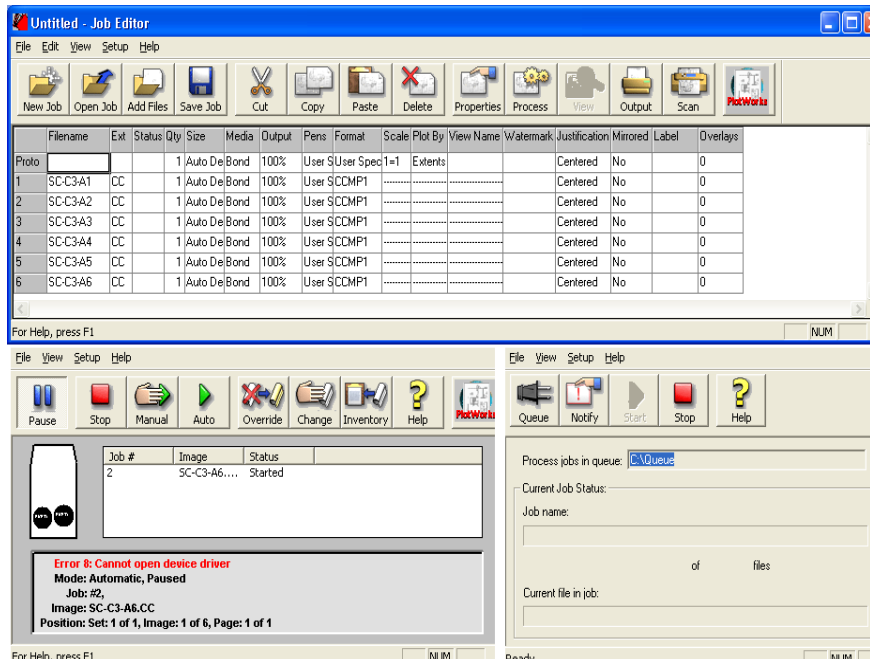
The printer diagram changes to show the type and amount of media detected in the media “drawer.”

See “” on page 8-19 for more information.

Setup the Job Editor

The Job Editor is used to create and send electronic print order forms called “job tickets.” Job tickets list all the images in a job and their associated printing parameters.

*Fig 2. 5
The Job
Editor
(top),
Printer
Interface
(left), and
Job Queue
(right)*



Configure the Job Editor Destinations

1. Open the Job Editor
2. Click on the Setup menu
3. Click on Configure Destinations. The Configure Destinations dialog box opens.
4. Click on the Job Queue listed. (If the Job Queue is not listed then Click on the Add button and Add the Job Queue)
5. Click on Edit.
6. Confirm the Queue name and path is correctly listed in the destination path text box.
7. Click on OK

Set Default Print Parameters

Default print parameters are assigned to the prototype line. This is the first row of the job grid. When images are added to the job ticket, they are assigned the prototype print parameters by default. You can change these parameters for any row, including the prototype row at any time.



1. Open the Job Editor.
2. Click the **Properties** button to display the **Detail** property sheet. The fields here correspond to the fields on the grid. Changes made here are automatically applied to the grid.
3. Click through each tab of the Detailed Property Sheet selecting your most commonly used print parameters.
4. Select **Save Configuration** from the **File** menu. This saves job-wide settings to the configuration file (conf.plp) as well as to the prototype line and will be applied to all new job tickets.

Add Files to a Job Ticket

The **Add Files** button is used to add image files to your print job. Once added, the file names appear on the job grid. The prototype print parameters are applied to all images added to the job ticket by default.



Long filenames are supported when the job output destination supports long filenames. Long filenames are not supported, and are then truncated, when outputting to a removable disk, DOS applications, or older Novell networks or servers.



To add images to a job ticket:

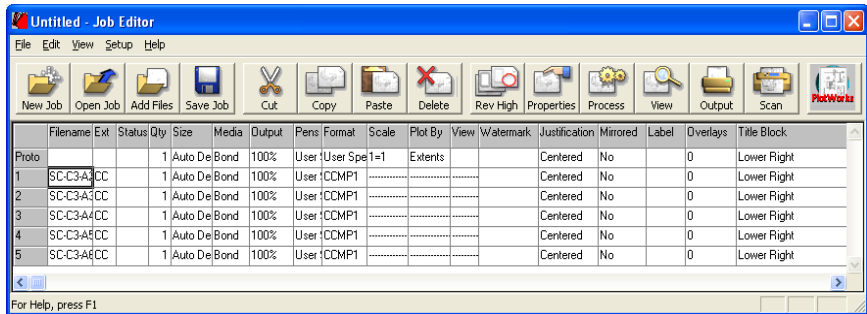
1. Click **Add Files**. The Add Files dialog box opens.
2. Navigate to the directory containing your image files and select the file(s) you want to print.
3. Click **OK**. If a file format is not recognized, an error message displays. You can then choose to skip the file or add it. The file will be added with a format value of **User Specified**.

You can then change the print parameters if desired. For more information, see “Changing Print Parameters” on page 4-15.



PlotWorks supports the “drag-and-drop” method of adding files. Simply drag the image files from Windows Explorer and drop them onto the Job Editor grid.

Fig 2. 6
Sample
files in the
Job Editor



Saving Job Tickets

Save completed job tickets in case you need to reprint the job in the future. Saving *the Job Ticket does not save the image files. If the original image files are deleted, it might not be possible to reprint the job.*



To save a job ticket:

1. Click **Save Job**.

If the file was not previously saved, enter a filename in the **File Name** field. Long filenames are acceptable.

2. In the **Save In** field, select a directory in which to save the file.
3. Click **Save**.

Sending Jobs for Print

A print “job” can consist of one copy (set) of one file, multiple copies of one file, one copy of multiple files, or multiple copies of multiple files.

Output the Job

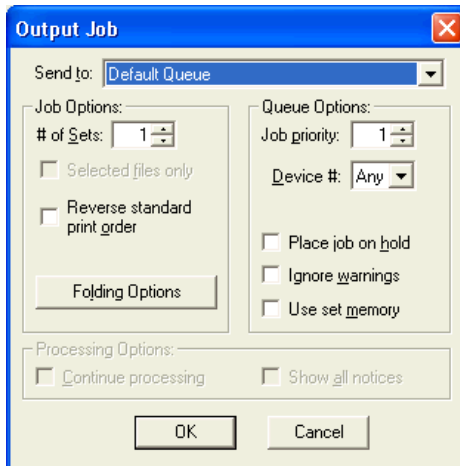
The **Output Job** button is used to send your job ticket, image files, and information file (if any) to the Job Queue for processing and printing.

To output a job:



1. Click the **Output Job** button (or select **Output Job** from the **File** menu). The Output Job dialog box displays.

Fig 2. 7
Output
Job dialog
box



2. Select your output options in this dialog box. Options include:
 - **Send To:** This drop-down list is used to select an output destination. Options include destinations configured using the Configure Destinations dialog box as well as available disk drives. The default destination is “Default Queue”.
 - **# of Sets:** Enter the number of sets (copies) to print.
 - **Selected Files Only:** Select this check box to print only files selected in the grid. If there is only one file in the job grid, or the **Proto** row is selected, this option is unavailable.
 - **Reverse standard print order:** Select this box to reverse the order the images are printed.
 - **Folding Options:** Click this button to access the Folding Options dialog box to select folding options. This dialog box offers the same options as the **Finishing Options** tab window under Setup/ Preferences.
 - **Job Priority:** Enter a number between 1 and 10, with 10 being the highest priority. This value determines which jobs are printed first.
 - **Device #:** Select the printer’s device number – Any (default), 1, 2, 3, or 4. This number is defined in the Printer Interface program, in the Printing Configuration dialog box under the Setup menu. If you select **Any**, jobs are printed on the first available printer.
3. Click **OK** to send your job.






The job name displays in the Job Queue and the Printer Interface displays the job’s print progress. For more information refer to, “Output Jobs” on page 4-123.









System Tray Icons

When the Job Queue, Job Processor, Network Polling, Printer Interface, and Post Processor applications are open, the System Tray (lower right corner) displays an icon for each application. Right clicking on each icon displays a menu. Double clicking on the icon maximizes the application.

When a program is running, that program's icon appears in the system tray. Program icons are visible on the task bar only if you chose to have the applications run minimized on the task bar during installation.

Icons are identified and defined as follows.

Icon and Application	Description
Job Queue 	Right-click options include minimize, restore, disable task bar button, and exit the application. Dragging the cursor over the icon displays the current queue path and application name.
Job Processor  Red  Green  Yellow	Right-click options include start and stop processing, minimize, restore, disable task bar button, and exit the application. <ul style="list-style-type: none"> • Red: Job Processor is stopped. • Green: Job Processor is started and idle. • Yellow: Jobs are being processed. Dragging the cursor over the icon, displays the current queue path and application name.
Network Polling 	Right-click options include start and stop polling, minimize, restore, disable task bar button, and exit the application. Red arrows on the icon indicate polling has stopped; green arrows indicate polling. Dragging the cursor over the icon displays the application name.

<p>Printer Interface</p>  <p>Red</p>  <p>Green</p>  <p>Yellow</p>  	<p>The icon colors indicate printer status:</p> <ul style="list-style-type: none"> • Red: The printer is either stopped or paused. • Green: The printer is ready to print. • Yellow: The printer is printing. This icon is animated and displaying paper ejecting. <p>Right-clicking on the icon displays a menu. Menu choices include: Restore, Minimize, Disable task bar button, Automatic, paused and Stopped. Moving the cursor over the icon displays the current queue path and application name. In the event of an error, the printer interface icon alternately blinks and displays a warning. Moving the cursor over the icon then displays an error message.</p>
<p>Post Processor</p>  <p>Red</p>  <p>Green</p>  <p>Yellow</p>	<p>Right-clicking on the icon displays a menu. Choices include: Restore, Minimize, Start, Stop, and Exit. The color of the Post Processing icon denotes its status:</p> <ul style="list-style-type: none"> • Red: This denotes that Post Processing has stopped due to completion or error. • Green: This indicates that the Post Processor is trying to contact an external application or is waiting to begin. • Yellow: Indicates that the Post Processor is using an external application. This icon is animated. <p>Moving the cursor over the icon displays the current queue path and application name.</p>

Unless you chose to have the applications run minimized on the task bar during installation, the task bar will not display active, minimized applications.

Demo Mode

PlotWorks can be installed in Demo Mode for demonstration purposes.

Network Polling

If the user does not have a code (or key) for either PLP or PFS polling modes, Network Polling runs in “Demo Mode”. In Demo Mode, a “Demo System” watermark displays on each image in the job. In the Add Directory dialog box, the Polling Mode name changes to “Demo System”.



NOTE: Mode 2 and Mode 4 are linked. They both enter or exit demo mode together.

If the user has a key and expired activation codes for polling, Mode options are greyed out in the Add Directory dialog box.

Job Editor

If a job ticket is created by Network Polling in demo mode, each image file and the prototype will contain a “Demo System” watermark. This watermark cannot be removed.



When in demo mode, the Output size (Output Setup tab) is restricted to size A or A4, depending on the Measurement Units selected.

Printer Interfaces

Only the Windows Printer Interface can print in “demo mode” and only size A or A-4 is outputted. All other printer interfaces will ‘Print to Display’ only.

Following chapters discuss each PlotWorks application in depth.
