

FileSelect +



USER GUIDE

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'FileSelect Plus' User Guide v2.0

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About FileSelect Plus:

FileSelect Plus (FSP) is an application that will search for and send 'Print Ready Files' or 'Microsoft Word' Documents to a designated printer with a pre-defined 'Job Ticket' or 'Header' and 'footer' file attached.

New copy count and account information can be added to the attached job ticket before printing. There are various ways files can be printed using 'FSP'.

- Print files can be dropped into a 'Hot Folder'.
- Files can be 'Dragged and Dropped' onto the Main FSP Window.
- 'Single' or 'Multiple' print files can be selected for processing.
- 'Folders' of print ready documents can be printed.
- File structures can be searched for a file using 'Search and Print'
- FSP can print stored 'Reprint' files from the Printer Controller.
- CSV files can be read and their contents processed.

The CSV file is typically a comma delimited file which contains lists of files to be printed.

Information contained in these files can have various details about the Print File, Printer to be used, copies to be printed, Account and Job Ticket Information (Only for Xerox and Digimaster Job Tickets).

FileSelect Plus will read all this information, search for the print file and alter the Job Ticket accordingly. And then send the Print File to the chosen printer.

A Pre configured Job Ticket or Header can be attached to the front of any file printed and also a 'Footer' file can be appended after the main print file. This makes FSP ideal for sending VIPP headers and the subsequent data file for variable data printing.

FSP can convert a 'Word' Document into a postscript file and put that file into an 'Acrobat' watched folder. To automatically make a PDF file.

For more information about setup, program operation and CSV file format please read the following pages.

FileSelect Plus Prints Files in the following formats.

PS (PostScript)	PCL
PRN	TXT (Text Files)
PDF (Adobe Acrobat)	TIFF/TIF (Image Files)
DOC ('Microsoft Word' Documents)	XPF (Xerox Stored Job Ticket Files)

Installation:

FileSelect Plus can run on Windows NT4, 2000 and XP.

LPR (Unix Printing) Services software must be installed to use the LPR printers.

'Microsoft Word' must be installed to enable printing of 'Word' Documents

Click on 'Setup.exe' or FSP2.msi to install

The Install script will create various folders for collection and processing of data.

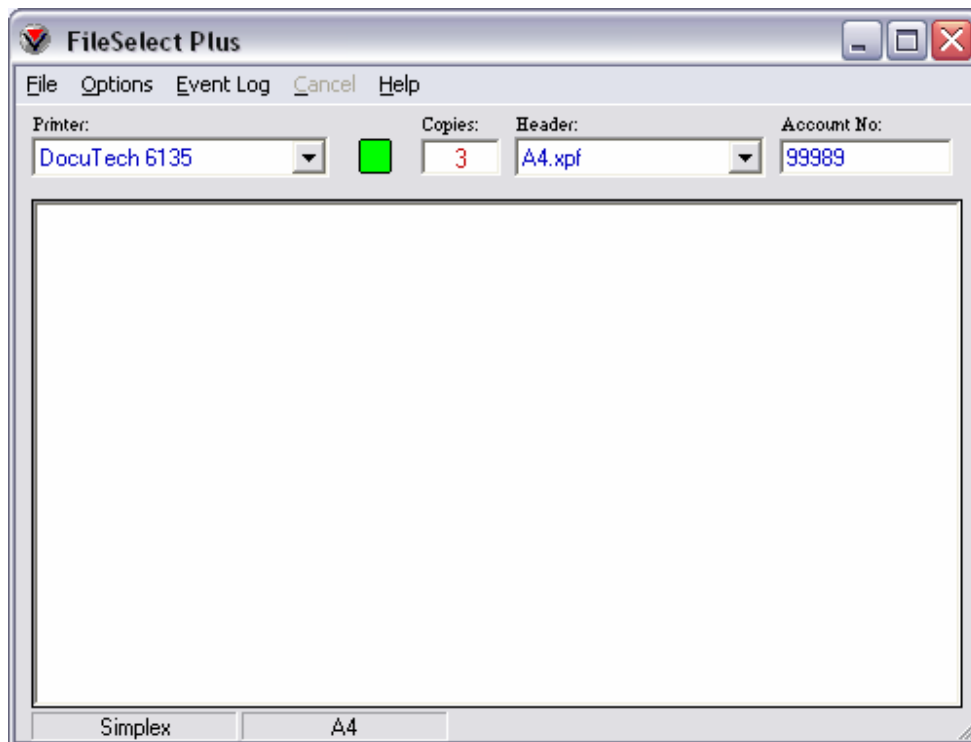
FSP can be run TEN times for evaluation before a passcode has to be entered.

This passcode can be obtained from your Xerox Analyst.

Uninstall:

To Uninstall use the Windows Control Panel Software Uninstall Option and select FileSelect Plus from the List.

To completely remove FileSelect Plus you will need to remove the install folder and all its contents.

**Program Configuration:**

The First time FileSelect Plus runs you will see the screen above.

The Output Printers and Hot Folders will need to be configured.

Click on the 'Options' menu and Select 'Printer Setup'

Printer Setup:

Setting Up LPR Printers:

- Enter a name for your printer.
- Enter the IP address or the Host Table entry for that printer.
- Enter the Queue name. This is case dependant.
- Click the 'Add' button to add this printer to your list.

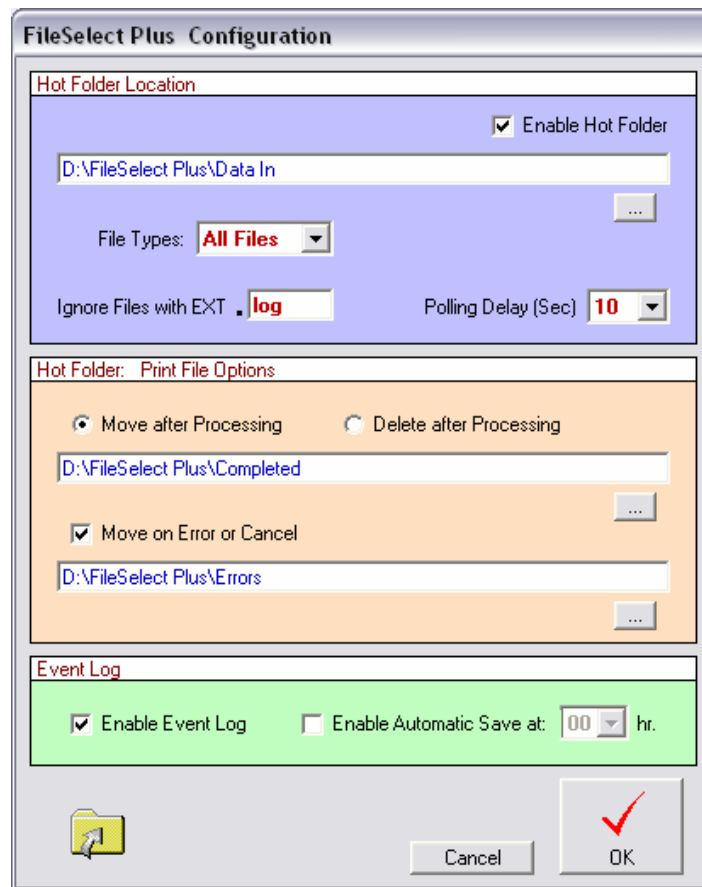
Add additional printers in the same way. Existing printers can be edited or removed. Duplicate printer names are not allowed. A maximum of 20 LPR printers can be defined.

If you want to use your existing 'Windows' printers tick the option box. Local 'Windows' printers work OK, but some shared network printers may not. If you select 'Print To File' as the printer then the print files are sent to an output folder after processing. This destination folder is selected here.

The 'MS Word' printer is the printer used to compile the 'Word' print file. A printer that does not add a 'Xerox Job Ticket' is preferable but FSP will alter an embedded job ticket. *'MS Word' must be installed on your PC and the chosen printer must not be 'paused'.*

Now Click on the 'Options' menu and Select 'Program Setup'

Program Setup:



The 'Hot Folder' is the location that FileSelect Plus checks for incoming print or CSV files. This can be Enabled/Disabled and the Polling interval can be changed. Once enabled the 'Hot Folder' polling can be turned ON/OFF by clicking on the coloured Square on the main screen.

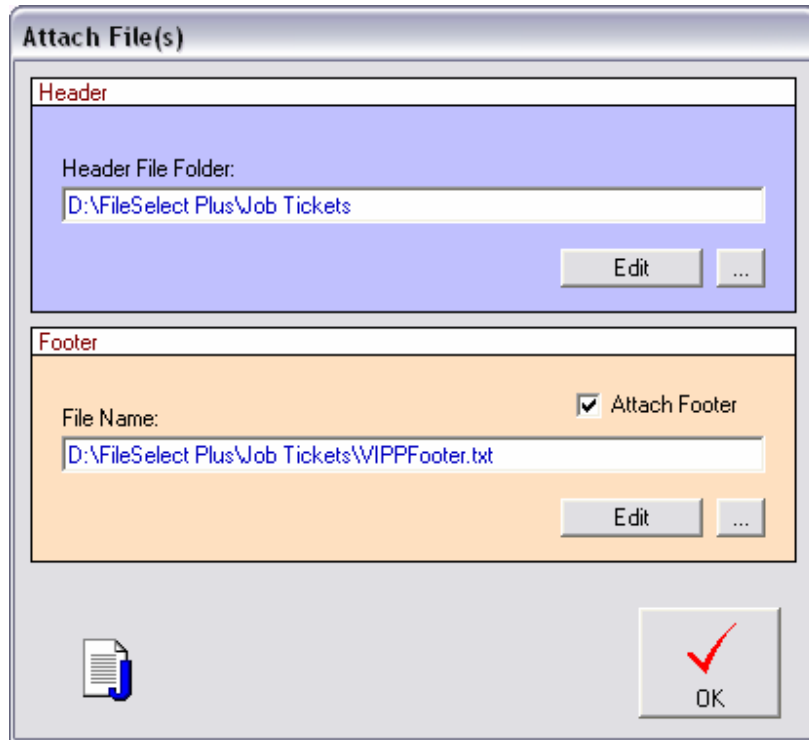
You can select the type of files that are processed. If 'All Types' is selected then there is another option to ignore certain files with the chosen file extension. Any files found in the 'Hot Folder' with this extension will be moved to the 'Error Folder'.

There are options to Move or Delete after the file has been processed and an option to move the file to an 'Error Folder' if any errors occur during print.
Files are only moved or deleted when using the Hot Folder method of printing.

The Event Log which is displayed on the Main screen can be Enabled/Disabled. If enabled it can be set to automatically write to a file and clear at a specific hour. The Event log files are stored in the 'Install Location\Event Logs' folder.

Now Click on the 'Options' menu and Select 'Attached File(s)'

Attached File(s) Setup:



This is the screen where you can set up the files to be attached at the beginning and the end of the print file.

As a default the 'Header' files are in the 'Install Location\Job Tickets' folder. After you have chosen the Header folder, all of its contents are displayed on the Main screen in the 'Header' Drop down box, where they can be selected.

After the 'Footer' file has been chosen the 'Attach Footer' option has to be selected to enable this file to be appended.

If you are going to be using CSV files with information about files to be printed etc. then

Click on the 'Options' menu and Select 'CSV Control File Setup'

Click on 'Load Example CSV File' button and select your CSV file.

Highlight one of the entries in the 'First Data Record' column and choose an assigned data field name from the 'Assign' Drop Down menu. Now just simply click on 'Assign' to enter that field. To Remove an entry Highlight the Record and click on 'Remove'. You do not have to assign all of the 'Assigned' data records.

First Data Record	Assigned Field
testdata2.ps	Print File
8	
Docutech B	Printer Name
C:\	Search Path
999998	
FSP	
Print Room	
yes	
default.xjt	

When you have finished assigning the data fields click on 'Use This Setup' to save the entries to FSP's memory.

Different setups for different CSV files can be loaded and saved using the 'Open' and 'Save' options. Make sure you select 'Use This Setup' after loading.

To enable FSP to process the CSV file, select the Enable option. If your CSV files have a Header (Field Names) then select that option as well.

If your 'Print File' name begins with a '/' then FSP assumes it is a Stored/Reprint File on the DocuSP controller. The Reprint location if entered will be added to the front of the filename.

An alternative search path can also be selected. The search options are explained in the 'Notes on CSV Control File Processing' section.

Pressing the 'CSV Manual Entry' button will take you to the following screen.

CSV Manual Entry:

From this screen you can manually enter data into your CSV files. FSP uses the pre-defined CSV control file format that you have setup on the preceding page.

You can enter data for each field and FSP will write the entries to your CSV file in the correct position.

When you enter the data the last entries remain, this enables you to just change a few fields and then add the next record.

Click on the '*Load/New*' button to append your new data to an existing or a new file. To create new files just enter the new name in the browser window.

If you have opened an existing file then the '*Read Record*' option is available. This will load the first record into the editor.

'*Read CSV*' uses the '*Notepad*' editor to view the CSV file. You will have to save the file with a different name if you change its contents

Notes on CSV Control File Processing:

Search Criteria:

- If fully qualified file name supplied then that file is used.
e.g. 'c:\print files\testprint.ps'
- If just a file name is read then the CSV file is checked for an entry for the search path.
- If no CSV entry for a search path, then the default search file path used.
- If no default search path then the local drive is searched.
- A File name beginning with ' / ' will be treated as a Saved/Reprint File on the Sun Controller. e.g. '/doc1.pdf'. See information on job Tickets for more info.

Job Tickets/Header Files:

- If no Job Ticket/Header name in CSV file then the Header File selected on the main screen is used.
- If '[None]' is selected then no file is added
- Alterations from the CSV file such as copies and account numbers are only performed on 'xerox.XJT', 'Xerox.XPF' and KDK (6110) type Job Tickets.
- If no details about the amount of copies, sides imaged or an account number are found in the CSV file then the settings from the main screen are used.
- If no 'Print File' name is supplied then the process will error.

Printers:

- If there is a printer name in the CSV file it can be any User Defined LPR printer name or any 'Windows' printer configured on your PC.
You do not have to have the 'Include Windows Printers' option enabled on the 'Printer Setup' screen.
- If no printer name then the selected printer on the main screen is used.

Print To File:

- An Entry in the 'Printer' field of a CSV file will override the 'Print to File' option.
- An Entry of 'Print To File' in the CSV file will print to the destination folder.
- A Folder Path entry in the CSV file will print to that folder.
E.G 'C:\temp\Print Files' will copy the new print file to that folder.
- If file already exists of the same name then a number is added to the end of the file name.

Search and Print:

'Search and Print' enables you to manually enter job ticket details and then either search and print a file, or print a specific file or files with these attributes.

Select 'Search and Print' from the file menu. This form will still remain visible when the main FSP screen has been minimised.

You can enter various information in this form as shown here.

The 'Account', 'Search Path' and 'FileName' entries can be deleted by 'Double Clicking' on the input box.

The 'Header' box contains all the files in the 'Job Ticket' folder. See the notes on Job Tickets for more information.

The search path can be chosen by selecting its browse button. If this field is left empty then the setting for the 'Alternative Search Path' selected on the 'CSV' screen is used.

The file name can be typed into its entry box as shown. The '*' wild card can be used, E.G. 'Word.*' or '*.doc', but FSP will only print the first file found with this name. If the file name starts with a forward slash ('/Word.pdf') then FSP assumes the file is stored on the Printer Controller DFE and treats the file as a 'Reprint Document'. The location of this file is set on the 'CSV' screen. This file can be either the file name or the associated stored job ticket.

Files can also be selected by using the 'File' browse button. Either single or multiple files can be selected for printing by using the standard 'Windows' way of selecting files. (Shift-Click or Ctrl-Click)

All the usual 'Print Ready' and 'Word Document' files can be printed as well as CSV files.

Selecting Default for either 'Sides Imaged' or 'Page Size' will use the setting in the attached job ticket.

If you select '[None]' in the header box then none of job ticket attributes are used. If '[None]' is used for a reprint file then the default.xjt (Old Style) job ticket is used or created. See job Ticket notes for more information.

Other Menu Items:***File Menu:***

Print File(s):

This allows you to browse to a folder and print 'One or Many' files. Files can be selected in the normal Windows fashion (*Ctrl-Click* or *Shift-Click*). If CSV file processing is enabled then a loaded CSV file will be read by FSP. Normal print files will be sent to the selected printer with the selected Header and Footer attached.

Print Folder:

This option will print the contents of the selected folder. Only the print ready and 'Word' documents supported by FSP are printed.

Open Error Folder:***Open Completed Folder:******Open 'Print To File' Folder:***

These are the folders defined in Program Setup. Files contained in these folders can be selected and read with the 'Notepad' text editor.

Event Log Menu:

Save Event Log:

This option will save the Event Log with the date and time appended to the file name. The Logs are saved in the 'Install Location \Event Logs' folder.

Open Event Log:

This option will open the Event Log in the 'Notepad' text editor.

Clear Event Log:***Cancel Menu:***

This is available when FSP is processing or printing files. This will cancel the current operation after the current file has been processed..

Help Menu:

User Guide: This will open this User Guide. (Acrobat Reader required).

About: This option shows information about FSP inc Version No. There are also links to the PAM Web Site and Email.

Job Tickets:

FileSelect Plus can attach any header file to the front of the print file, but alterations to the job ticket such as 'Copies', 'Account Number' etc. can only be made on Xerox type Job Tickets for Xerox printers and Digimaster 6xxx printers.

FSP only changes the more common functions of the ticket, so you will still have to have different Xerox tickets for different paper sizes and finishing etc.

At this time there are two types of Xerox Job Ticket. The older DocuSP DFE's (up to version 3.6) use the XRX (*.XJT) type. Versions after this (3.61 - 3.7 – 3.8 – 4.1 and above) can use the XRX type but can also use an XML (*.XPF) type ticket.

There are examples of both types of ticket in the Job Tickets folder.

Creating Job Tickets:

The easiest way to create job tickets is to use the print driver for your style of printer. You can open a simple document for printing. Alter the job ticket to get the required output. E.G. A3 paper, Portrait Staple, and then tick the print to file box. This will create a text file on your PC.

The job ticket part of this print file is at the beginning of the file.

For XRX tickets delete everything after the '%XRXend' statement,

For XML tickets delete everything after the '</xpif>' statement.

Save this file with a meaningful name in the assigned job tickets folder.

'Reprint File' Job Tickets:

If the file you are printing is saved on the DocSP controller ('/' in front of job name), the job ticket is automatically altered. For later versions of DocSP (3.61 and above) an '*.XPF' type job ticket is the best ticket to use.

If you select 'None' for the header file then a default ticket is used. This ticket is called 'Reprint Default.JT' and is in the 'job tickets' folder.

If you have DocuSP version 3.61 and above then it is **advisable** to use the 'Reprint.XML' job ticket. Just copy and rename this file to 'Reprint Default.JT'.

If no 'Reprint Default.JT' is found then FSP generates its own XRX type ticket.

The 'Reprint Default.JT' job ticket is also used if the header file is not a XRX or XPF style job ticket.

The Stored Reprint File's job ticket name can also be used to print that file.

More Information:

Minimising FSP.

The Main screen of FileSelect Plus is fully resizable.

If you '*Right Click*' on the Top of the Form then FSP will shrink to its smallest size and the menu bar will disappear.

Right Clicking a second time will restore FSP to its normal size.

Clicking on the '*Minimise Tab*' at the top right of the form will make the FSP disappear completely to the Right side of the Task bar. (*System Tray*).

The icon displayed will be a flashing triangle. Right click on this icon to restore or exit from the utility.

What do the Colours mean?

When FSP is running there is a coloured square on the main screen and a coloured triangle in the 'System Tray'

RED = No Polling or Printing taking place.

GREEN = FSP is Polling the Hot Folder but no Printing is taking place.

YELLOW = FSP is Printing or Processing

Hot Folder Control.

If FSP finds a 'Read Only' file in the 'Hot Folder' then the 'Hot Folder' polling is turned OFF and a message is shown in the event log. You will have to change the attributes of the file by 'right clicking' and selecting properties.

Once Enabled the 'Hot Folder' polling can be turned ON/OFF by clicking on the coloured Square on the main screen.

Other.

Alterations from the CSV file are only preformed on Xerox xrx (XJT) and xml (XPF) type Job Tickets and KDK (6110) Job Tickets.

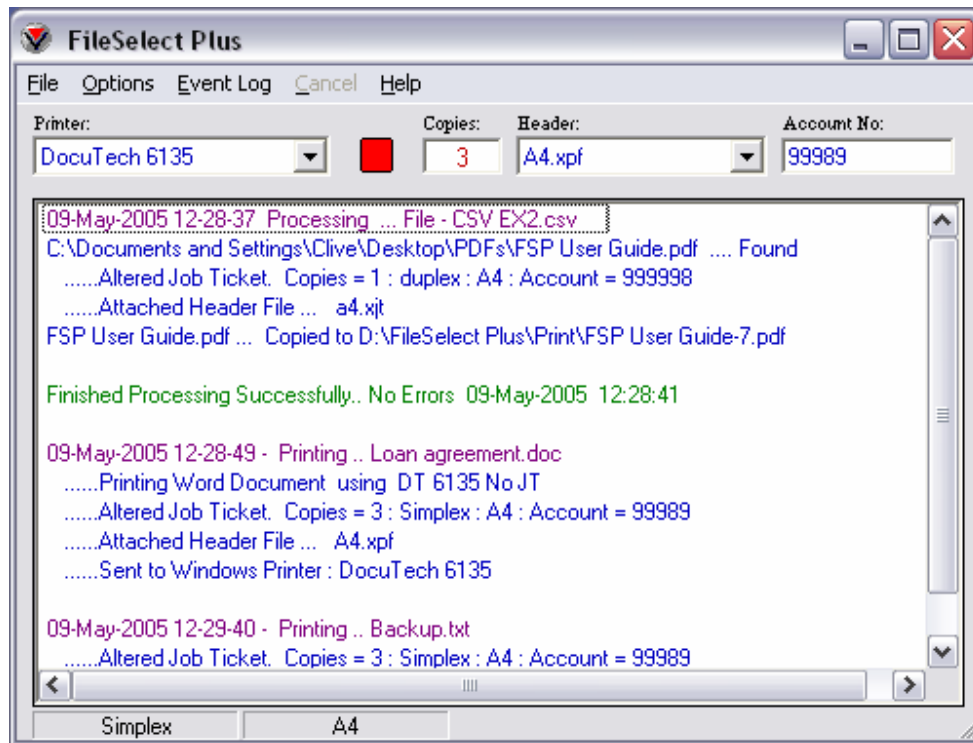
The only paper sizes supported by FSP are: A4, A3, A5, SRA3 and US Letter
All other sizes are printed as A4. To use other sizes include them in the attached job ticket and select 'Default Size' or put 'Default Size' in the CSV file.

To process 'Word' Documents, the Microsoft Word program must be installed.
The Printer used to create the print file must NOT be paused.

If you are printing a file that already has a job ticket attached (e.g. A job ticket file that has reprint information or a file produced by a Xerox print driver), then if [None] is selected for the header the embedded job ticket will be altered. If a header file is selected then that is attached and altered instead.

Program Operation:

FileSelect Plus's main screen is shown here. Files can 'dragged and dropped' here for printing.



The 'Green' square indicates that FSP is checking a 'Hot Folder' for print files. Clicking on this square will enable/disable the Hot Folder.

The Printer, Copies, Header and Account Number can be selected. Clicking on the 'Sides Imaged' box ('Duplex' shown above) or the 'Page Size' box will change that selection.

If either of these two is set to Default then the setting in the attached job ticket is used.

If CSV files are processed and do not have any information on the above, then the settings selected are used instead.

E.G. In the above case if no 'printer', 'page size' or 'sides imaged' information is in the CSV file, the print file is sent to the 'Docutech 6135' printer and printed simplex on A4 paper.

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