# Océ | Repro Desk™ Client

Quick Reference Guide

Overview

Océ Repro Desk Client software is a digital print preparation and submission utility for wide-format documents. It allows you to assemble a set of digital files, predetermine output options, preview the drawings in What You See Is What You Print (WYSIWYP) mode, and submit the set electronically to an Océ Repro Desk Server for printing.
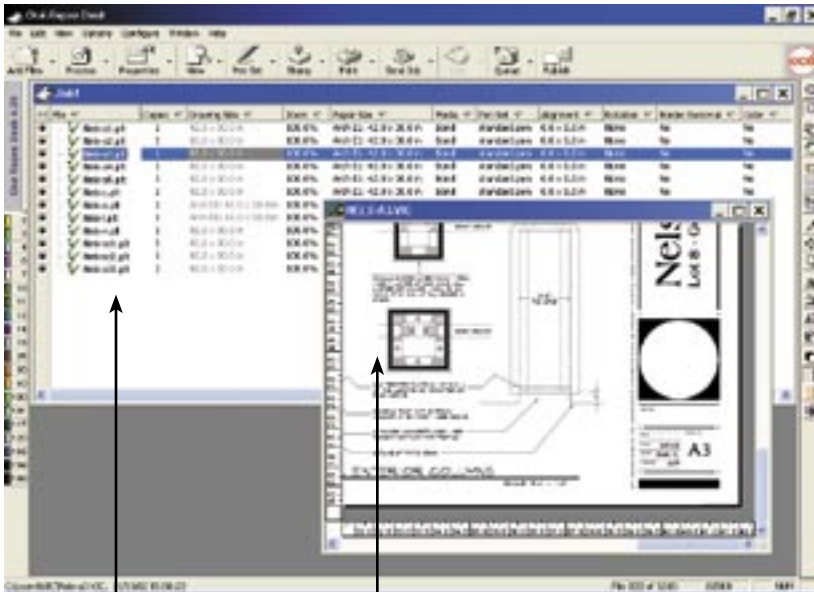
Job window   *Preview window*

Getting Started

After you install Océ Repro Desk Client software from the CD, you may launch the application from the Start menu or from the desktop icon. If you will be submitting files via FTP, you will need to obtain a username, password, and FTP address from your reprographer.

Technical Support

Contact your reprographer or print room administrator for assistance with Océ Repro Desk Client software.

Preparing and Submitting a Print Job

This guide details the following four-step process:

1. Add files to a job
2. Process files
3. Preview drawings
4. Submit the job

KEY

Quick Menu buttons (top toolbar)

Add - Add files to the job

Process - Process files to a print-ready format

Properties - Check scale, fonts, xrefs and more

View - Open drawing in Preview window

Pen - Configure pen set

Stamp - Configure digital overlay

Print - Send drawings to printer (server only)

Send - Submit print job to reprographer

Log - Open accounting log

Queue - Open a print queue

Publish - Send files to an Océ Plan Center digital plan room.

Preview Window buttons (side toolbar)

Fit page

Zoom select

Move drawing

Pan view

Remove border

Clip drawing outside

Enlarge detail

Edit pen

Center drawing

Align tile block

Mirror

Rotate clockwise

Rotate counterclockwise

Rotate 180 degrees

Negative paper

Toggle rasterization

Toggle color outline

Outline polygon

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Preparing & Submitting a Print Job

Step 1: Add Files to a Job

1. Click the Add Files toolbar button.
2. Select the files you wish to add.
3. Click Open.

The selected files appear in the job window. You may also drag-and-drop files into the job window from Windows Explorer.

Standard Settings

In the Options menu, select and confirm that Auto Detect Paper Size is selected and Auto Paper Rotate is not selected. When you close Océ Repro Desk Client software, these settings automatically will be saved.
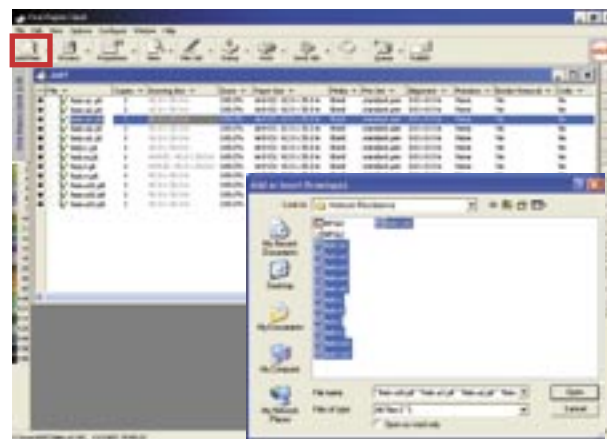
Add drawings to the Job window by clicking the Add Files button.

Step 2: Process Files

1. Click the Process toolbar button. Océ Repro Desk Client software assembles all necessary print information and converts the selected files into a print-ready format. A checkmark to the left of the file name indicates the file has been processed.

2. Océ Repro Desk software automatically will detect errors within the files. Follow the instructions on the screen to solve these problems.

3. Choose your preferred print settings in the job window (zoom percentage, paper format, media, folding, alignment, etc.).

4. Change settings for individual files by right-clicking with the mouse. Change settings for all files by left-clicking the column name.
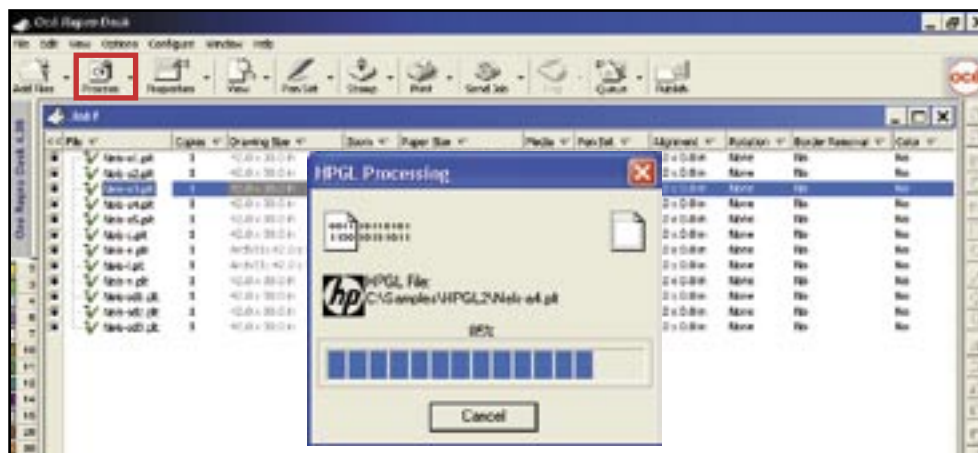
Check marks in the File column indicate the drawing has been processed.

Preparing & Submitting a Print Job

Step 3: Preview the Drawings

Océ Repro Desk Client software allows you to preview your files in WYSIWYP mode. This means that the print preview on your screen is exactly the same as the resulting print.

1. Select a file in the job window, then click the View toolbar button. The file appears in the Preview window. You can also view a drawing by double-clicking on its name.

2. Use the Preview Window buttons on the right (see page 1) to modify the image settings. Move the mouse pointer over the buttons for button details. Changes to settings in the Preview window will result in changes to the print. However, zooming in and out in the Preview window will not affect the print.

3. Click the Toggle Rasterization toolbar button to see how the file will be printed on a monochrome printer. Click the Toggle Color Patterns button to see how the file will be printed on a color printer.

Note: Some files that need to be printed in color can best be submitted unprocessed. In the job window, select the file and use the drop-down arrow next to the Process toolbar button to select Unprocess Drawing. Select Yes in the Color column of the Job window for any files that need to be printed in color.

4. Click the Enlarge Detail toolbar button to enlarge a specific drawing detail. Only the information depicted on the paper background will be printed.
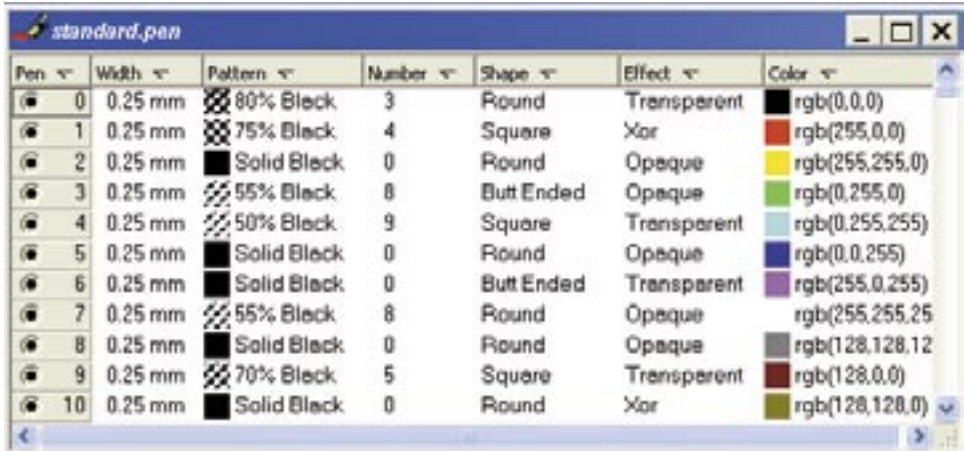
5. Click the Next and Previous buttons at the bottom of the Preview window to review all the files in your job.

6. When you are satisfied with the pre-proof of the output, close the Preview window. Your job is now ready to be submitted for printing.

7. Select Save Job from the File menu to save the entire print-ready job so it can be opened again at a later time.

8. Print check-plots on a small-format Windows printer by selecting Print Windows from the drop-down menu using the arrow next to the Print button.

Modify Pen Settings

Pen sets control the appearance of lines. Properties such as line width, shading and color can all be set within Océ Repro Desk Client software. If you are using plot files with embedded pen widths, colors, patters, etc., you can use the embedded pen information or override the embedded pens and use a Repro Desk pen set. Click the Pens toolbar button or press Ctrl+H to access the pen control dialog.

Pen	Width	Pattern	Number	Shape	Effect	Color
0	0.25 mm	80% Black	3	Round	Transparent	rgb(0,0,0)
1	0.25 mm	75% Black	4	Square	Xor	rgb(255,0,0)
2	0.25 mm	Solid Black	0	Round	Opaque	rgb(255,255,0)
3	0.25 mm	55% Black	8	Butt Ended	Opaque	rgb(0,255,0)
4	0.25 mm	50% Black	9	Square	Transparent	rgb(0,255,255)
5	0.25 mm	Solid Black	0	Round	Opaque	rgb(0,0,255)
6	0.25 mm	Solid Black	0	Butt Ended	Transparent	rgb(255,0,255)
7	0.25 mm	55% Black	8	Round	Opaque	rgb(255,255,25
8	0.25 mm	Solid Black	0	Round	Opaque	rgb(128,128,12
9	0.25 mm	70% Black	5	Square	Transparent	rgb(128,0,0)
10	0.25 mm	Solid Black	0	Round	Xor	rgb(128,128,0)

Pen color, pattern, shape and size can be selected by clicking the Pens toolbar button.

Preparing & Submitting a Print Job

Step 4: Submit the Job

1. Click the Send Job toolbar button, select the appropriate submission method, and click OK. The Job Information dialog appears. Complete the digital work order form in detail. Items depicted in bold are mandatory.

2. Follow your reprographer's instructions for the best method to request the number of sets or copies. Typically, if you need copies of the files, set the copy value in the Copies column of the Job window. If you are requesting sets, indicate the number of sets in the work order.

3. Choose Yes in the Archive Job section to instruct your reprographer to archive the print job for future reprinting.

4. Type any additional instructions in the Job Instructions section of the order form. Your print job is now ready for submission.

5. Select the Submit button. A job summary including file names appears.

6. Click Print for a hard-copy of the job summary for your records.

7. Click Send Job to submit the job to your reprographer. Your job is submitted and a notification will appear on your screen.

Submission

A job ticket is attached to your print job

Tips and Tricks

- You can use the right mouse button to perform numerous tasks within Océ Repro Desk Client software. Right-click on a field in the job window for context-sensitive menus. Shortcut keys are also displayed in the File and Edit menus.

- You can edit properties by double-clicking individual fields in the job window, or change properties for the entire set by clicking on a column header. You can also make changes in the Imaging Properties dialog by clicking the Properties toolbar button.

- You can add a digital stamp to a drawing or set of drawings using the Stamp toolbar button, and stamps can be saved and reused. You can also overlay multiple images by selecting a file and choosing Add Overlay from the right-click menu.

- You can print small format check plots to a local Windows printer by choosing Print Windows from the File > Print menu. You can enable wide-format inkjet printing from Océ Repro Desk Client software by purchasing a server license from your software vendor.

- You can save the entire job (.job file) to re-submit for printing at a later time with the same settings. Since the job contains only references to the actual drawing files, any changes made to the drawings will be applied when the job is re-submitted.

- You can publish files to an Océ Plan Center digital plan room using the Publish toolbar button. If your reprographer is an Océ Plan Center Authorized Host and sends you an e-mail invitation, you can login to view files and submit print orders online.