Force Print

In this article we'll learn:

- How to use **Force Print**
- Which **parameters** and **settings** can be used in Force Print

1. Overview

In order to quickly upload print files into the Workflow or to send them directly to the printer, we recommend using the Force Print option. Using Force Print you can determine:

1. Which Print Files, how often (number of copies) and with which scaling you want to process.
2. Whether a single job or multiple jobs should be created, as well as which Fixups should be applied to the uploaded Print Files
3. Which Output Configuration and Finishing settings should be used.

2. Using Force Print

If you want to batch print specific Print Files using a Production Job or send them directly to the printer, proceed as follows:

1. Select the **Automation > Force Print** menu item.
2. The Force Print interface is divided into three separate panels: **File Upload [3]**, **Job Parameters [4]** and **Output, Finishing and Imposition [5]**.
3. Enter the necessary values in the three panels including uploading your files in the file upload area.
4. Once you have configured everything, you can select either **Create Production Job [1]** or **Send to Printer [2]**. The rest will be handled automatically by the Workflow.

Figure 1: The *Force Print* interface in overview.
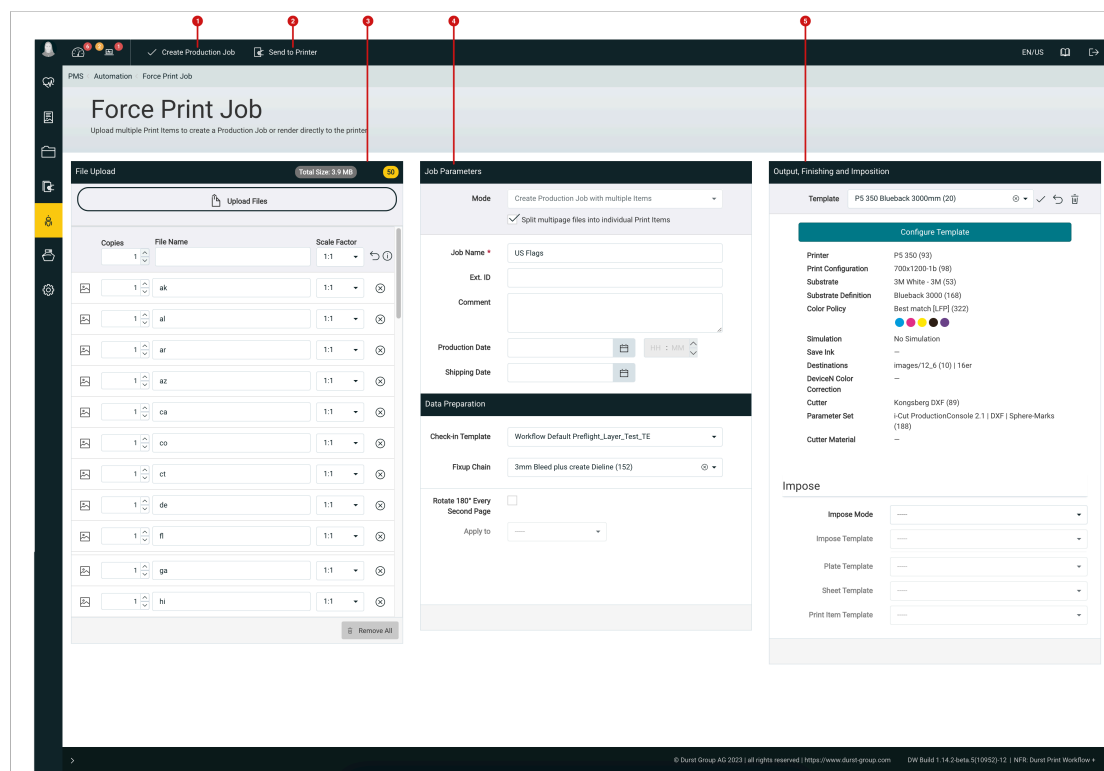
Go through each panel as needed. We provide a more detailed overview in the sub-steps described below.

2.1. Upload Print Files

Follow these steps for the **File Upload** panel:

1. Add the files which are to be processed to the File Upload area. You can do this by dragging the files into the **drop zone [6]** or by clicking on the drop zone and selecting files locally.
2. This will create an entry for each file in the list shown below.
3. Select the desired number of **Copies [7]**, you can enter individual **Print Item Names [8]** as well as the **Scaling factor [9]** which will be applied when uploaded.

Figure 2: The *File Upload* panel with a list of added files to be processed.

2.2. Job Parameters

the following settings can be entered in the **Job Parameters** panel:

1. In **Mode [10]**, specify whether you want to *Create separate Jobs per Print Item* or *Create a Production Job with multiple Items*, the *Production Job with multiple Items* option is automatically chosen when the user selects the *Split Multipage files into individual Print Items* option.
2. Select the **Split multipage files into individual Print Items [11]** option if you are uploading a multipage pdf.
3. Enter a **Job Name [12]** for the Production Job. Optionally, you can also enter a **Production Date** and the **Shipping Date**.
4. In the *Data Preparation* **[13]** panel, you can select a previously created **Check-in Template, Fixup Chain or the Rotate function** and apply it here.

**Figure 3**: The *Job Parameters* and *Data Preparation* panel.

2.3. Output, Finishing and Imposition

Select the following settings in the Output, Finishing and Imposition settings area or save your settings in the form of templates, as follows:

1. Click on *Configure Template*
2. In the Output Configuration **[14]** area, select the **Printer, the Print Configuration, the Substrate, the Substrate Definition** and the **Color Policy.**
3. Specify the **Destination** in which the rendered data is to be stored.
4. You can also select a **Cutter** with the desired **Parameter Set** here.
5. **Save** the Output Configuration.
6. If the uploaded print data is still to be processed in an Imposition, select the Impose Mode. Within the Impose area **[15]** select the corresponding **Impose Template, Plate Template, Sheet Template or Print Item Template.**

**Figure 4**: The *Output, Finishing and Imposition* panel in overview.
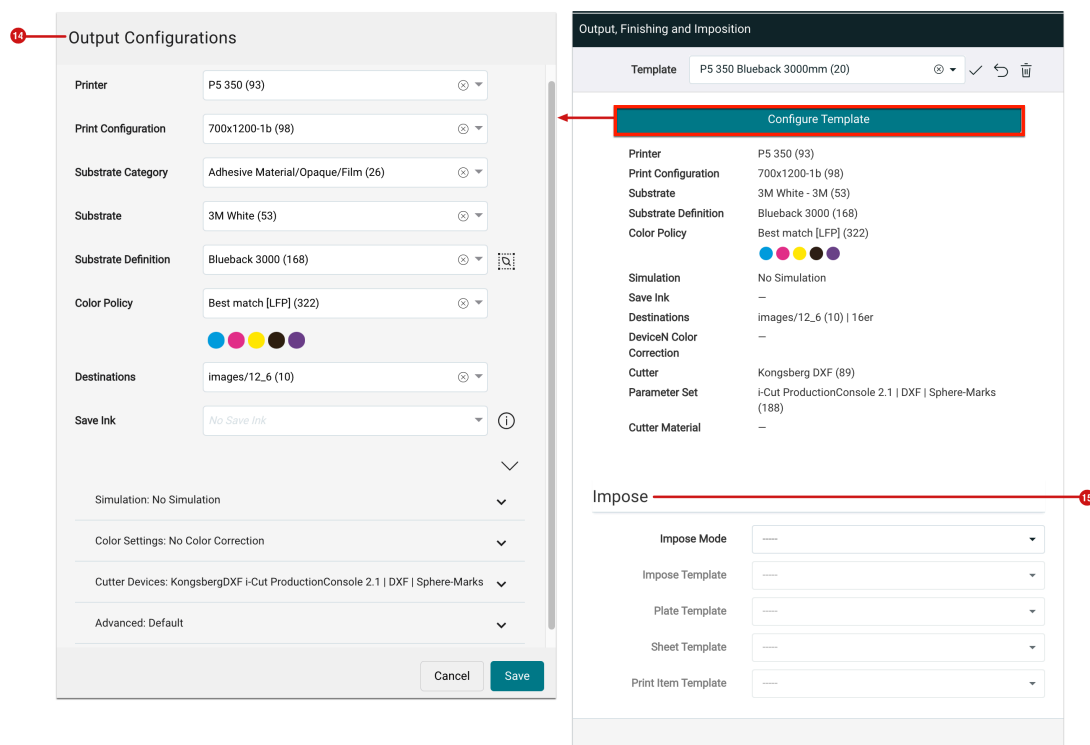
3. Create Production Job or Send to Printer

Now that you entered the necessary settings for all three panels, you can either select *Send to Printer* or *Create a Production Job*. Proceed as follows.

1. In the action bar, click on **Create Production Job [16]** to start the upload and check-in process for print items and then create a Production Job. If you want to start the rendering process immediately and transfer the print data to the printer, click on **Send to Printer [17]**.

Figure 5: The action bar in the header when *Force Print* is selected.
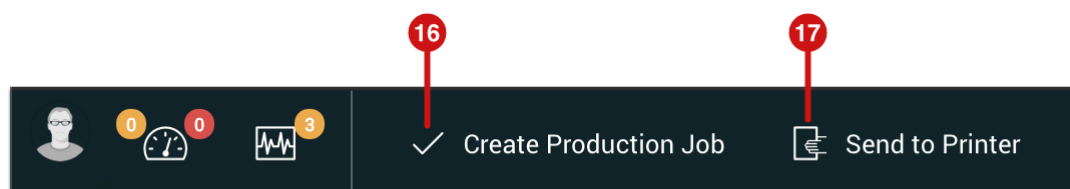

2. The print data is transferred to the Workflow and the check-in process is started.

Figure 6: The *File Upload* panel displays print items that are currently being uploaded and checked-in for a Production Job.

3. You must now wait for the upload and check-in process to complete. When the process is complete, the *Force Print Finished* dialog is displayed.
4. In this dialog you have the choice to either create a new Force Print Job - **Create new Force Print [18]**, or to go directly to the Production Job List - **Go to Production Job List [19]**.

**Figure 7**: The *Force Print Finished* dialog.
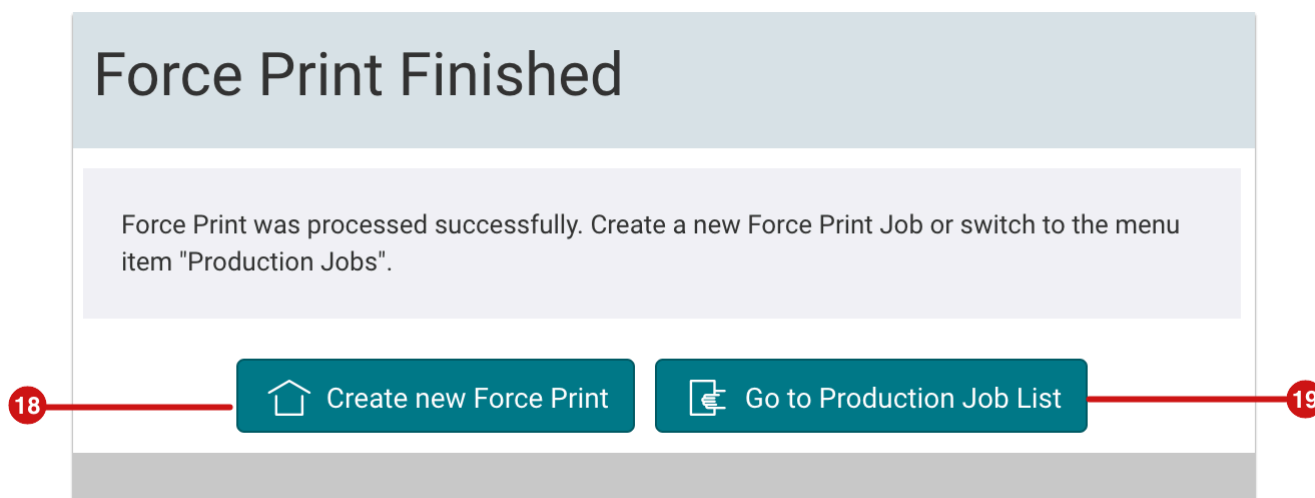
4. Create Output Templates

Recurring types of Production Jobs and processes can be saved as *Output Configurations* in templates. Proceed as follows to create and save a new *Output Configuration* in Force Print:

Output Configuration – Templates for Output Configurations include: a *Printer*, *Print Configuration*, *Substrate Category*, *Substrate*, *Substrate Definition*, *Color Policy*, *Destination* and *Save Ink* (optional). You can optionally choose: *Simulation, Color Settings, Cutter Settings* and *Advanced* settings. Output Settings Templates can be used throughout the Workflow, i.e., when creating a Production Job, Hotfolder, etc.

To create a template for an **Output Configuration**, proceed as follows:

1. Click on the **Configure Template** button **[21]** in the *Output and Finishing* panel.

Figure 8: The *Output Configuration* area of the *Configuration - Output and Finishing* panel.
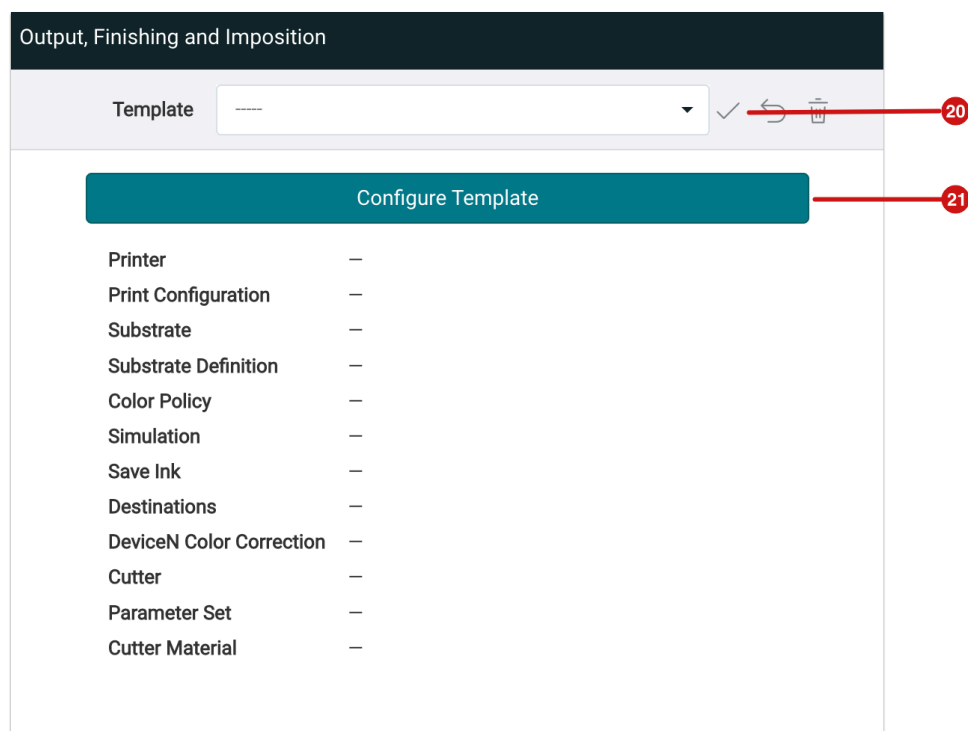
2. As soon as you have clicked on *Configure Template,* a new dialog opens. There select the desired values for the *Output Configuration*. This is described below in further detail.

3. Once the Output Configuration is completely defined, click on the **Save [20]** icon to save the template.

Figure 9: The dialog for editing an **Output Configuration**

4. The template can be saved with a name of your choice, assign a **Name** [22] and a **Comment**. To finally save the template, you have to click on **Save** [23] in the *Save Template* dialog.

Figure 10: The *Save Template* dialog

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