



User's Guide

UniPrint Client 5.4

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Document Revision History

Date	Notes
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March 9, 2012	Updated with UniPrint Infinity driver changes.
September 12, 2012	Updated with parent company name changes.
February 21, 2014	Updated legal notices and to version 5.2. All UniPrint printer properties updated to UniPrint Infinity 8.1.3.
June 4, 2014	Updated support information to reflect new hours.
July 16, 2015	Updated parent company name to UniPrint.net.
February 24, 2016	Updated to version 5.3 and UniPrint printer properties updated to version 9.0.3.
November 3, 2016	Updated to version 5.4 and UniPrint printer properties updated to UniPrint Infinity version 9.0.5.

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Introduction

Whether you connect to a Citrix, Microsoft Remote Desktop Server, or VMware Horizon, UniPrint Client 5 has been designed to make printing from these [sessions](#) easier. UniPrint Client 5 is now smaller, faster and more efficient than our previous versions and includes only the features that you need to print from virtual applications.

This guide is designed to walk you through the installation, configuration and how to use UniPrint Client 5 with UniPrint Infinity. For your convenience, a detailed explanation of each part of the UniPrint Printer Properties [dialog box](#) has been included in the Appendix, as well as a Glossary of terms used throughout this document.

A separate guide is provided for UniPrint Mint and is available online at www.uniprintmint.com.

Installing & Removing UniPrint Client

Recommended System Requirements

UniPrint Client 5 requires the following:

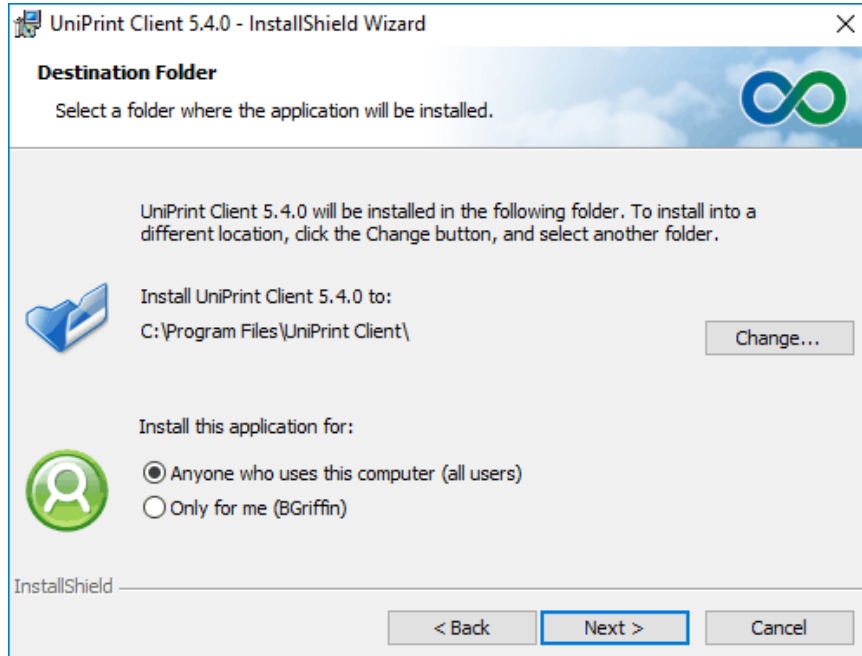
- Microsoft Windows Vista/7/8/10
- Microsoft Windows Server 2008/2012/2016
- Citrix ICA Client 10.0 or later or Microsoft Remote Desktop Services Client 5.1 or later
- Windows Installer 3.1 or later.

Installing UniPrint Client

These instructions assume that you are using Windows 10. The exact steps may vary depending on the [operating system](#) on your computer. Refer to the product documentation for your operating system to complete these steps.

1. Run the installation program, **UniPrintClient_*.exe**.
2. In the **UniPrint Client 5.4.0** installation [dialog box](#), click **Next**.
3. In the **License Agreement** dialog box, select **I accept the terms in the license agreement** and then click **Next**.
4. In the **Destination Folder** dialog box, to change the location of the installed files, click **Change**.
 - a. If you are installing the UniPrint Client for all users who share a computer, click **Anyone who uses this computer**. You must have

administrative rights to install for all users. If you are installing only for the current user, click **Only for me**. Click **Next**.



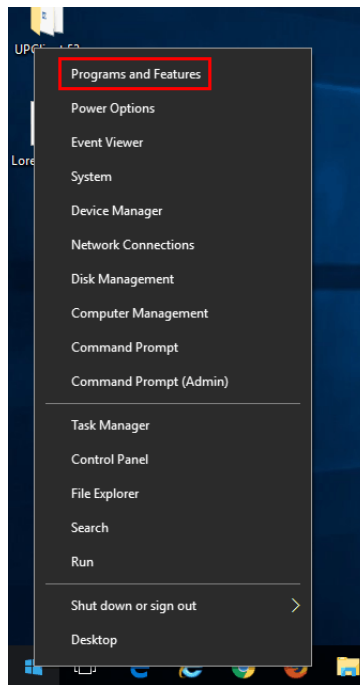
5. In the **Ready to Install the Program** dialog box, click **Install**.
6. Click **Finish**.

Removing UniPrint Client

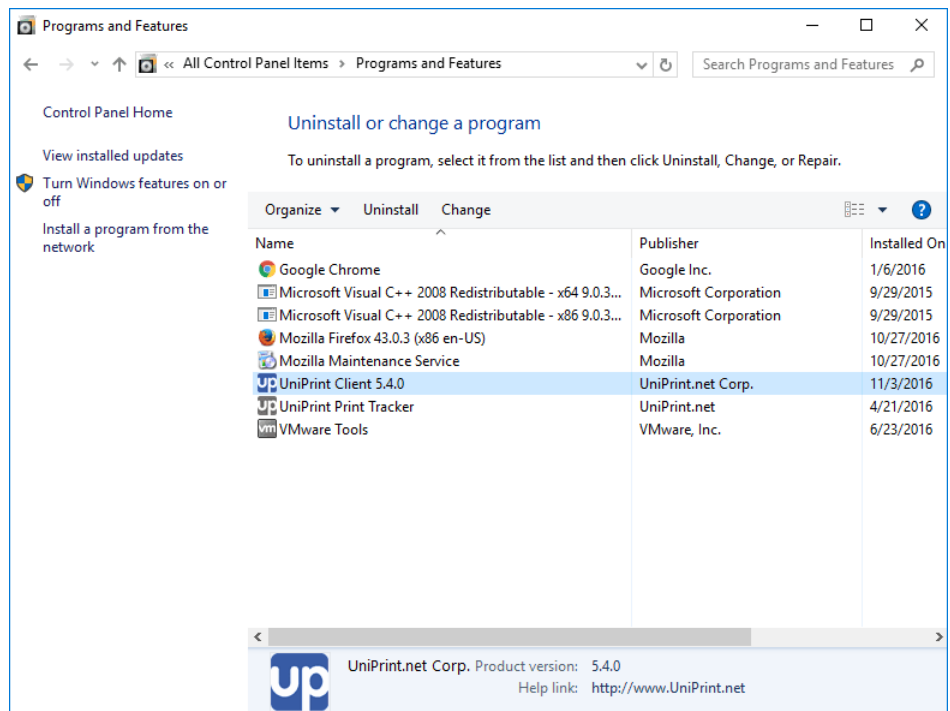
To completely remove UniPrint Client, ensure that it is removed using the same Windows user account that was originally used to install it.

1. Log off all sessions to the application [server](#).

2. Right-click **Start** and then click **Programs and Features**.



3. Click to select **UniPrint Client 5.4.0** and then click **Uninstall**.



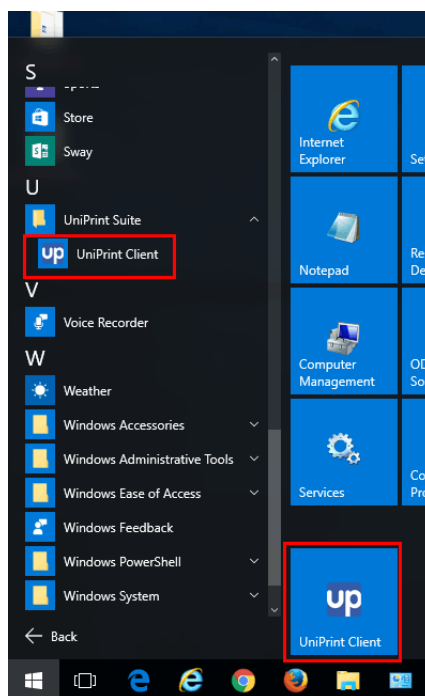
4. Click **Yes** to confirm that you want to remove UniPrint Client.


Configuring UniPrint Client

Opening UniPrint Client

After installation, UniPrint Client automatically starts. If you exit UniPrint Client prior to configuration, you will need to start it again. To launch UniPrint Client without logging onto your application [server](#), do one of the following:


- Click **Start** and then click **UniPrint Client**.
- Click **Start**, click **All Apps**, expand **UniPrint Suite** and then click **UniPrint Client**.

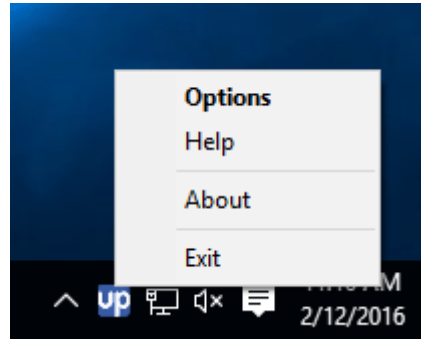


The UniPrint Client icon , should appear in the notification area.

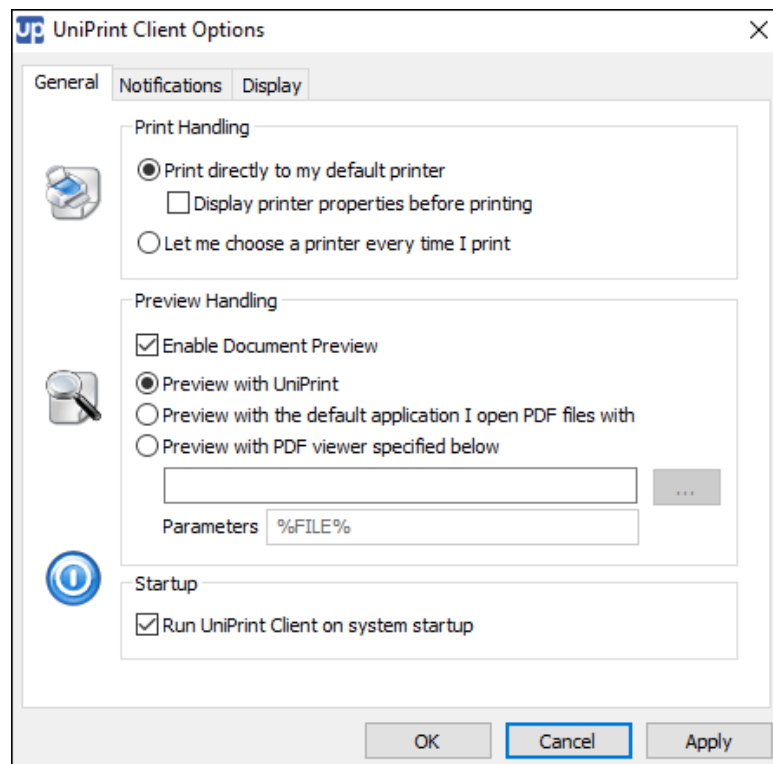
Setting UniPrint Client to Print Directly to the Default Printer

To simplify printing, UniPrint Client can be set to print directly to the default printer set on your computer. Simply click **Print** and your document will print out on your default printer.

1. In the notification area, right-click the UniPrint icon  and then select **Options**.




2. Under **Print Handling**, select **Print directly to my default printer**.

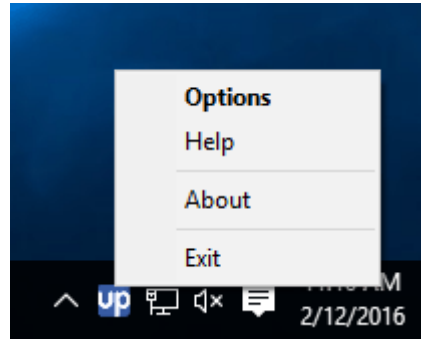


3. Click **Apply** and then click **OK**.

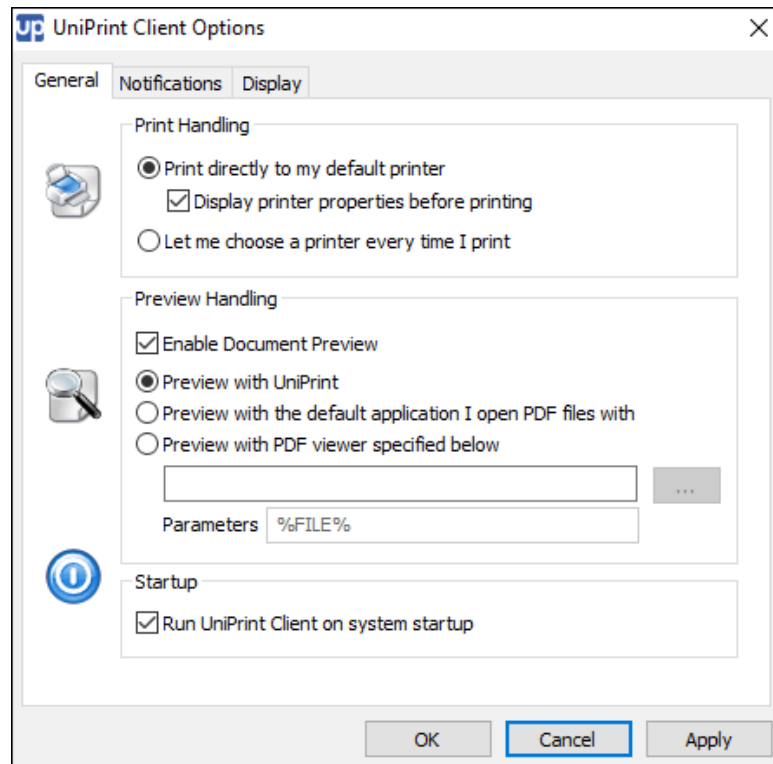
Enabling The Printer Properties (Print) Dialog Box

At times you may want to print more than one copy, print on both sides of a page, or even change the page orientation of your [print job](#). To do this you need to have access to Printer Properties or the Print [dialog box](#) prior to printing.

1. In the notification area, right-click the UniPrint icon  and then select **Options**.



2. Under **Print Handling**, select **Display printer properties before printing**.




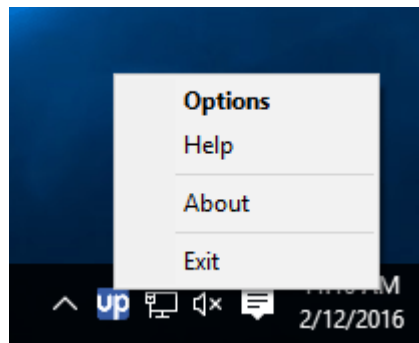
3. Click **Apply** and then click **OK**.

Disabling Document Preview With UniPrint Viewer

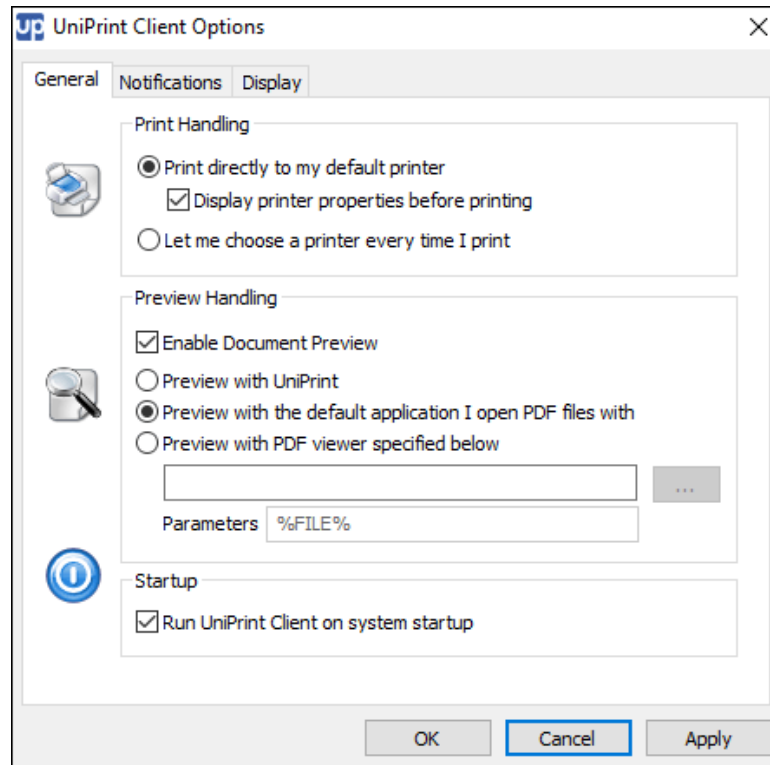
Since some applications do not come with a print previewer, UniPrint has included one with the UniPrint Client. It is recommended that a previewer be used so that you can preview your documents prior to printing. Previewing documents can ultimately save paper and ink. By default, UniPrint Viewer is enabled.

To disable the UniPrint Viewer, do the following:

1. In the notification area, right-click the UniPrint icon  and then select **Options**.



2. Under **Preview Handling**, clear **Enable Document Preview**.




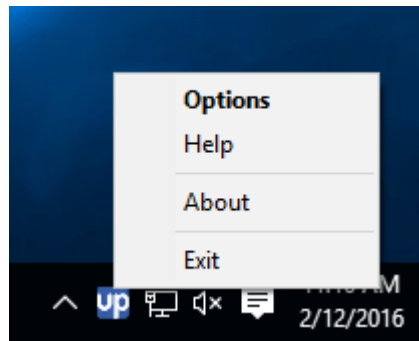
3. Click **Apply** and then click **OK**.

Controlling How UniPrint Viewer Opens On Your Screen

After a document is ready for previewing, you can control how UniPrint Viewer is opened. You can set UniPrint Viewer to open on top of all windows and stay on top or you can have it open in the background.

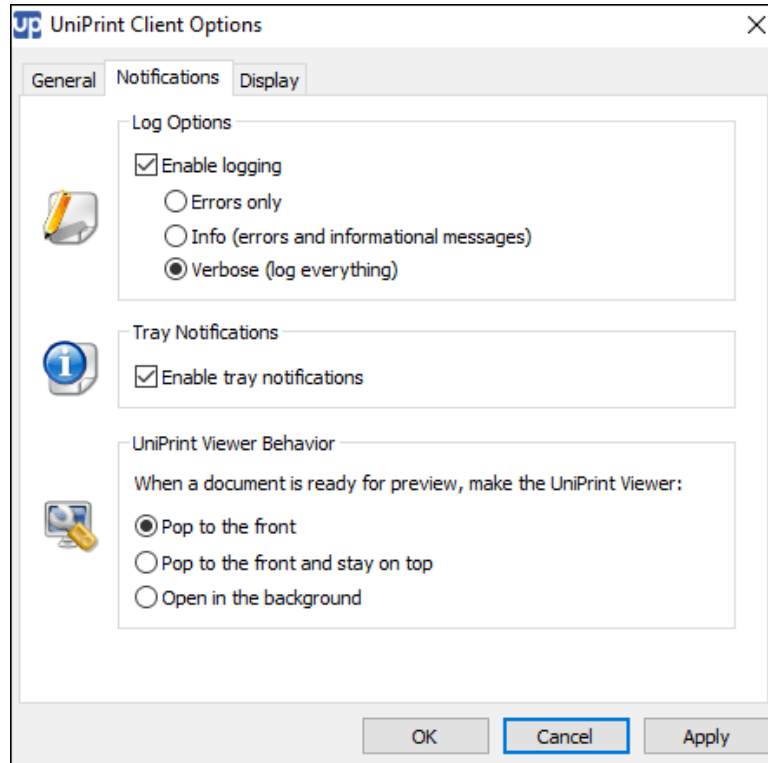
To set how UniPrint Viewer opens, do the following:

1. In the notification area, right-click the UniPrint icon  and then select **Options**.



2. Click the **Notifications** tab.

- Under **UniPrint Viewer Behavior**, select your preferred method of opening UniPrint Viewer.




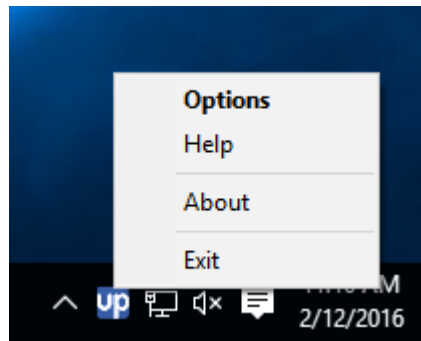
Option	Description
Pop to the front	Opens the UniPrint Viewer window on top of the session window.
Pop to the front and stay on top	Opens the UniPrint Viewer window on top of the session window and forces the UniPrint Viewer to stay on top of the session window.
Open in the background	Opens the UniPrint Viewer window behind the session window.

- Click **Apply** and then click **OK**.

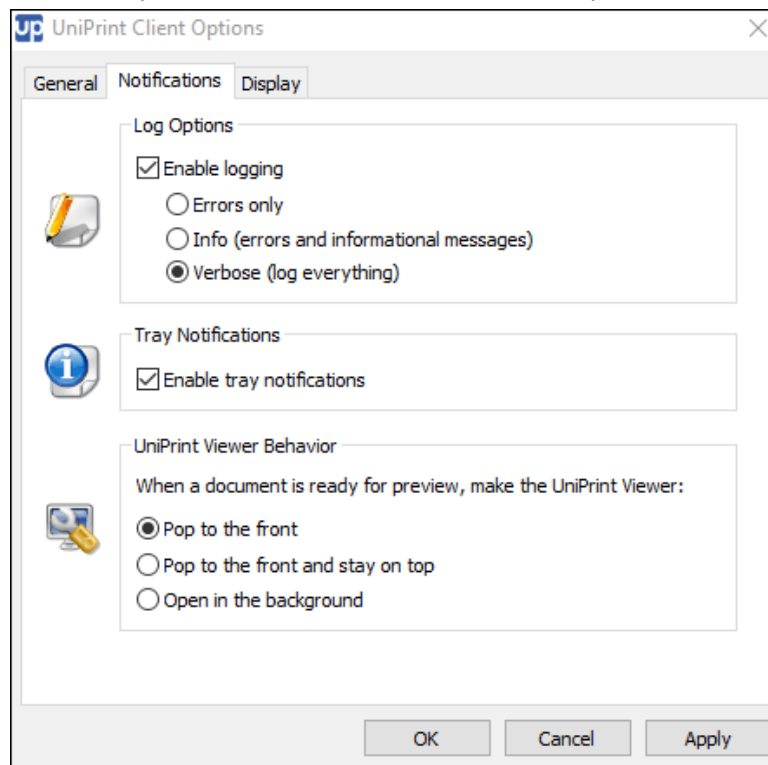
Enabling Tray Notifications

If you prefer to know what your computer is doing in the background, then you may want to enable Tray Notifications. Tray Notifications will alert you to any action performed by UniPrint Client, errors and status updates.

1. In the notification area, right-click the UniPrint icon  and then select **Options**.

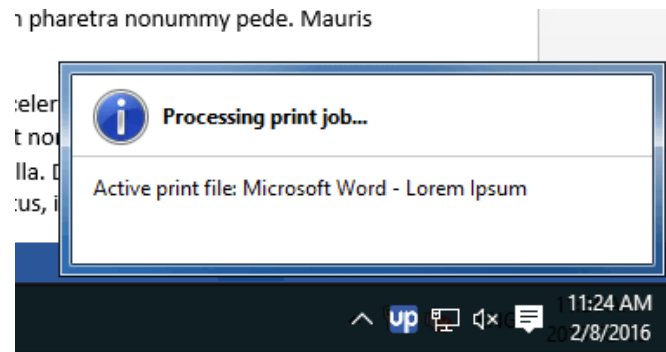


2. Click the **Notifications** tab.
3. Under **Tray Notifications**, select **Enable tray notifications**.



4. Click **Apply** and then click **OK**.


A tray notification will appear whenever an error or any processing occurs.

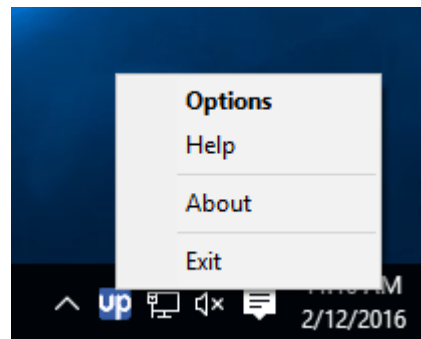


Changing The Interface Language

UniPrint Client only supports English and French. During installation, the installer detects the region and language set in Windows and will set the UniPrint Client interface to the appropriate language. If however, a language other than English or French is detected, then it will default to English.

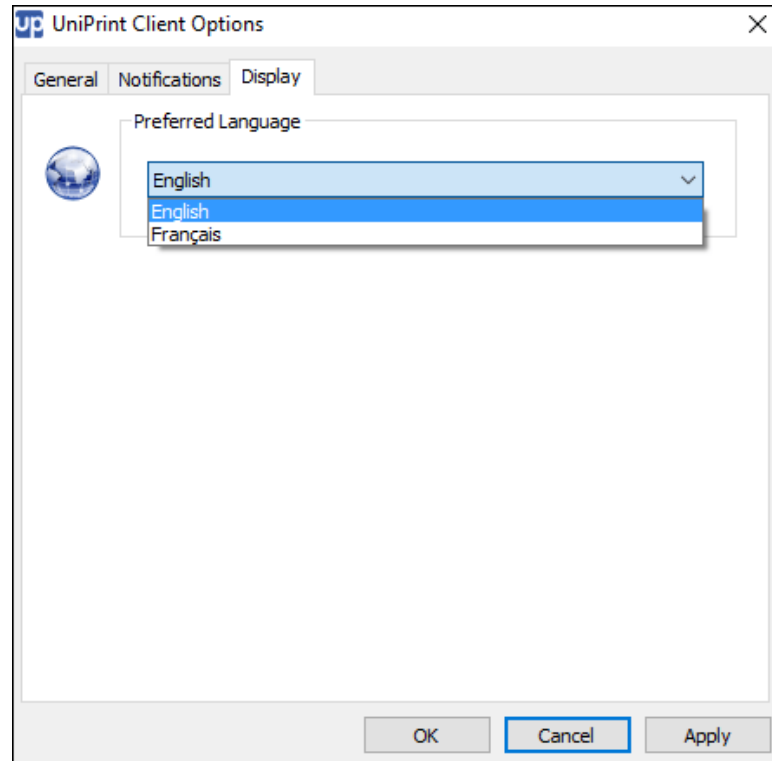
To change the interface language, do the following:

1. In the notification area, right-click the UniPrint icon  and then select **Options**.



2. Click the **Display** tab.

3. From the **Preferred Language** list, select either **English** or **Français**.

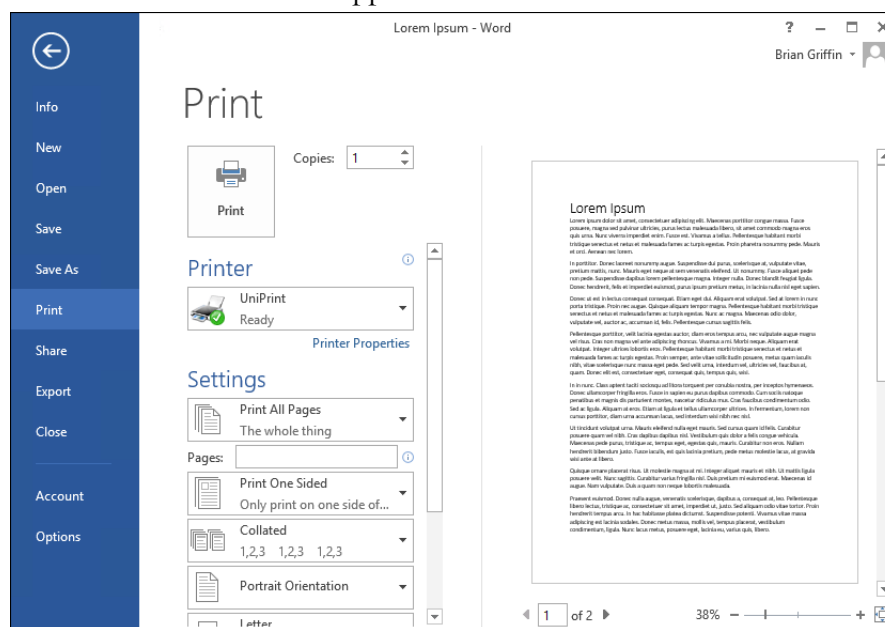



4. Click **Apply** and then click **OK**.

Printing From Within Your Session

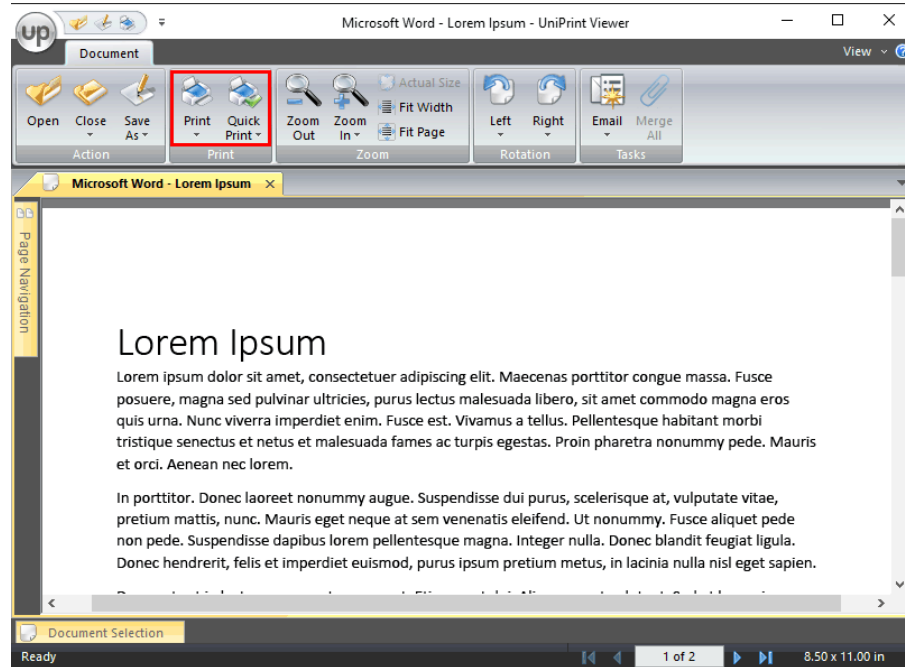
These instructions assume that all UniPrint Client features have been enabled. Therefore, some steps may be skipped, if you or your [Network Administrator](#) have disabled certain features. As an example, in the following instructions we will print from Microsoft Word. However, the steps and figures may differ and require adjustment for your particular application.

1. Log on to your application [server](#) as you normally would to access your applications.
2. Open an application, for example Microsoft Word.
3. Click **Print** from this application.

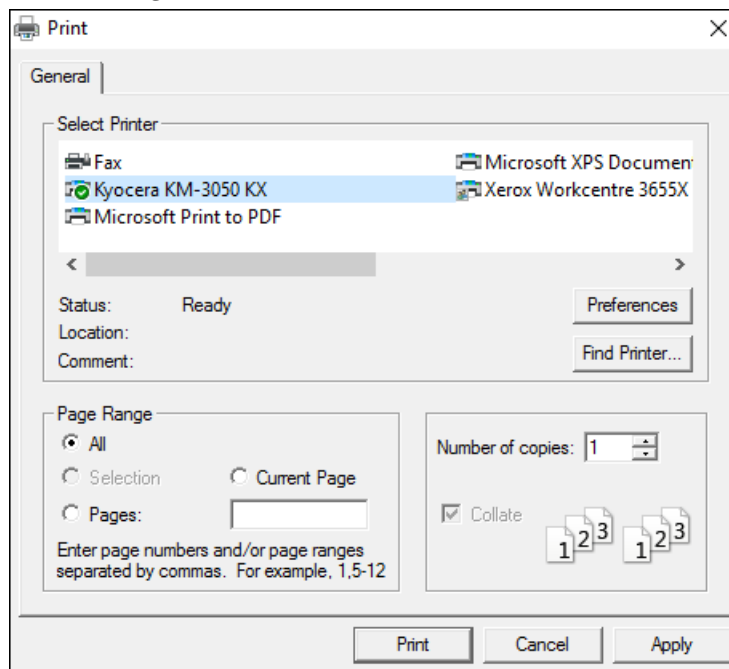


NOTE: In Microsoft Word, if UniPrint is set as the default printer in the [session](#) then clicking the Quick Print icon  will send the [print job](#) directly to the UniPrint printer.

4. In the **UniPrint Viewer**, click **Print** to select a different printer or click **Quick Print** to print directly to your default printer.



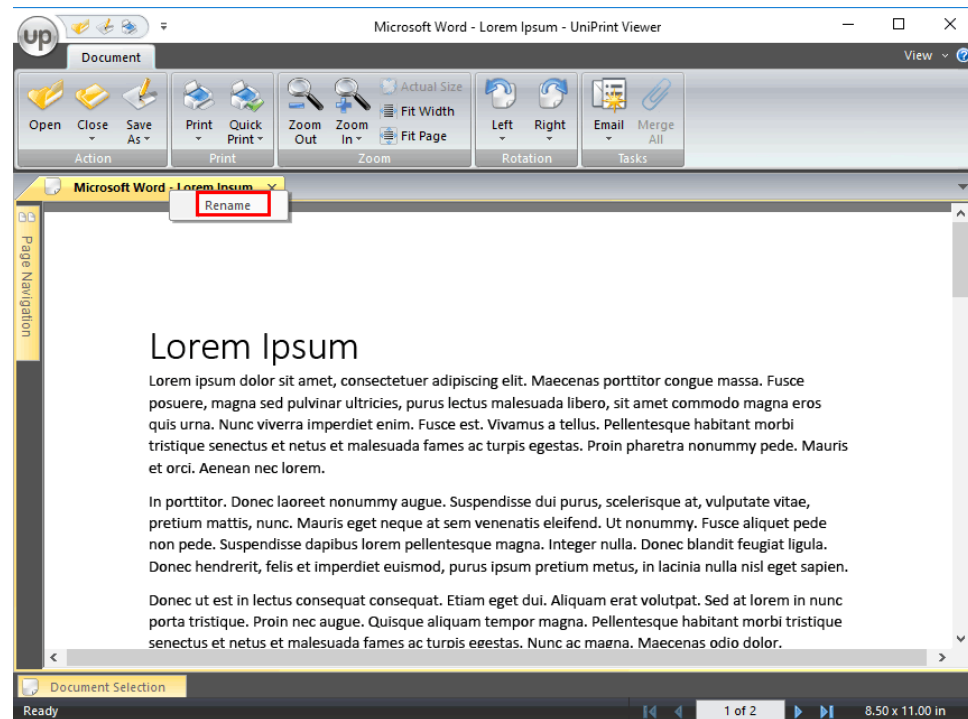
5. Click **Print** again.



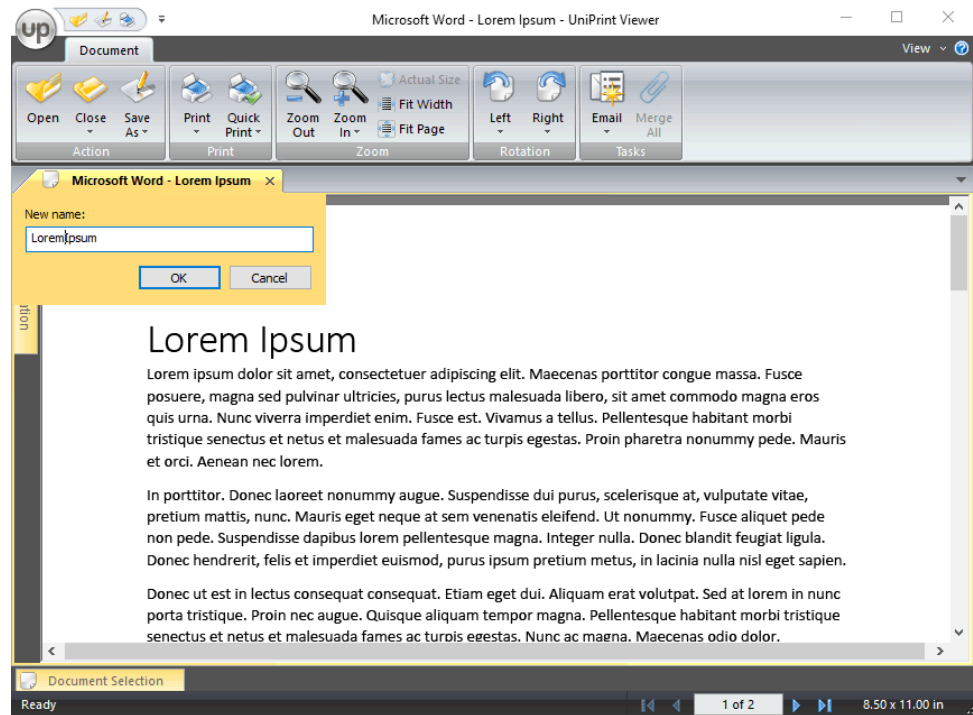
Renaming Your Document Before Saving

By default the printed document is named using the following convention, [Originating Application] - [Original File Name]. The document can be renamed by doing the following:

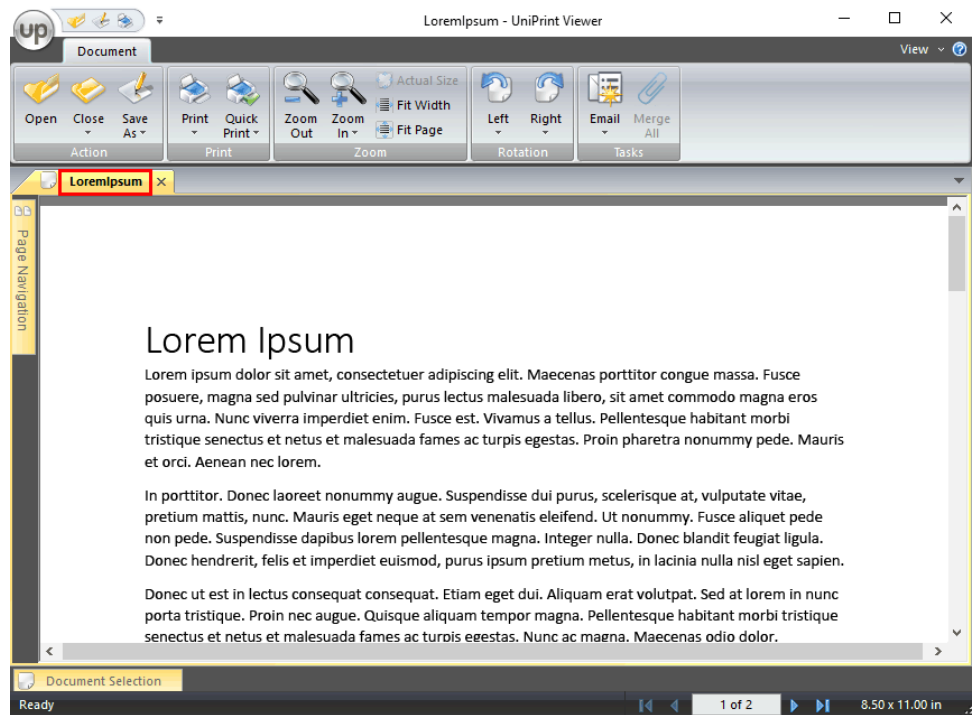
1. In the **UniPrint Viewer**, right-click the document tab and then click **Rename**.



2. Give the document a new name and then click **OK**.



3. The new document name will appear in the tab and can be saved or e-mailed as an attachment with this new name.



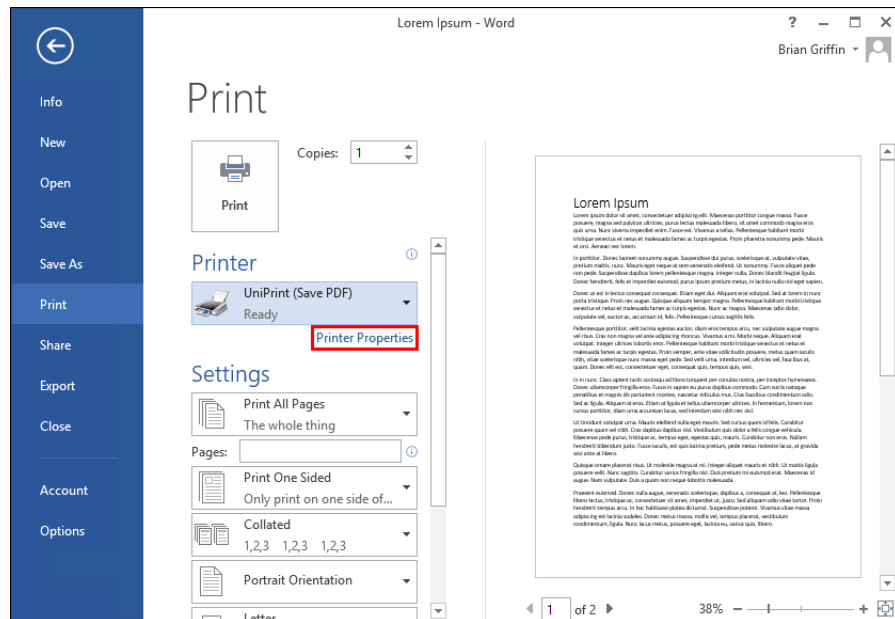
Saving Your Document As A PDF File

There are two ways to save your document as a [PDF](#) file in UniPrint. The first method is by selecting **UniPrint (Save PDF)** as the printer, which is typically for those who don't have access to the UniPrint Viewer and the second method is through the UniPrint Viewer.

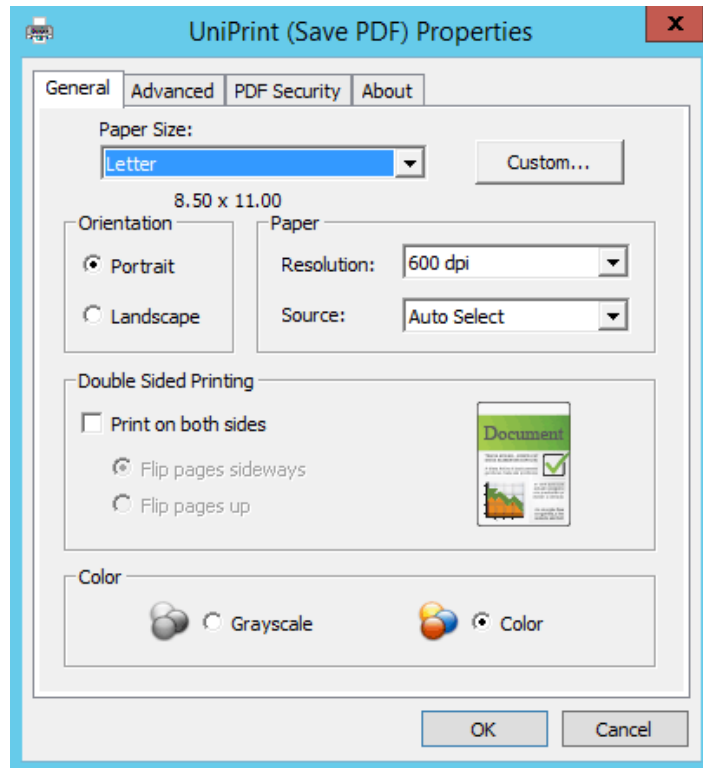
Saving Your Document With The UniPrint (Save PDF) Printer

The following instructions assume that your [Network Administrator](#) has enabled the **UniPrint (Save PDF)** printer on your application [server](#).

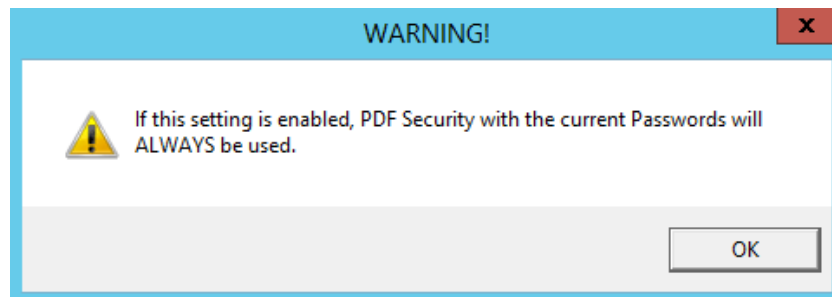
1. Log on to your application server as you normally would to access your applications.
2. Open an application, for example Microsoft Word.
3. Select **UniPrint (Save PDF)** as your printer. To change printer properties or add PDF security, click **Printer Properties**.



4. Change the desired printer properties. To add password protection and/or to change feature restrictions of the created PDF file, click the **PDF Security** tab.

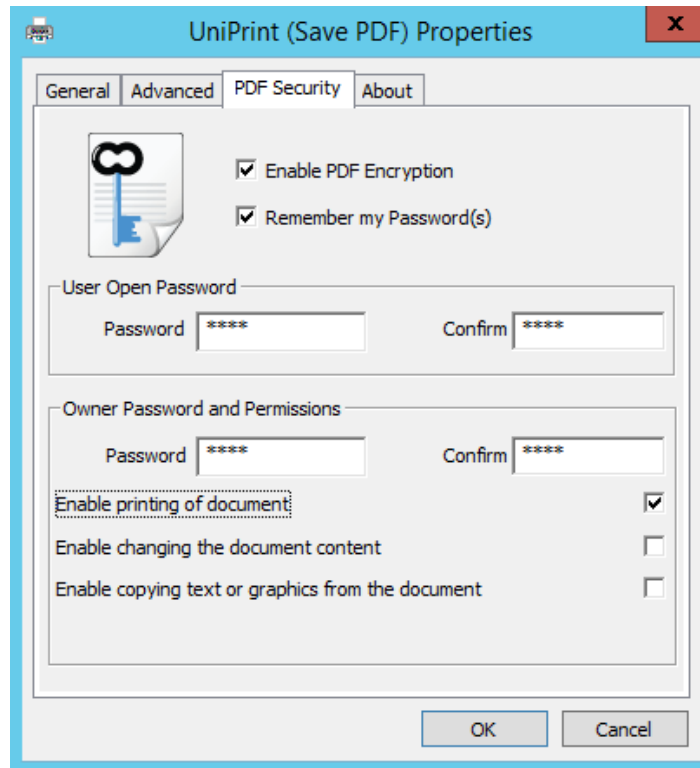


5. Select **Enable PDF Encryption**. If you want UniPrint to remember your password(s) when you log off and log back in again, select **Remember my Password(s)**.
 - a. A message will appear warning you that PDF security with the current password(s) will be used each and every time you print to the UniPrint (Save PDF) printer. Click **OK**.



WARNING! If a password is forgotten, there is no way to recover the password from the PDF file. It is highly recommended that you keep a backup copy of the document that is not password protected.

6. There are two sets of passwords, the **User Open Password** and the **Owner Password**. Both passwords must be different. Set the password(s) and enable desired feature(s) and then click **OK**.

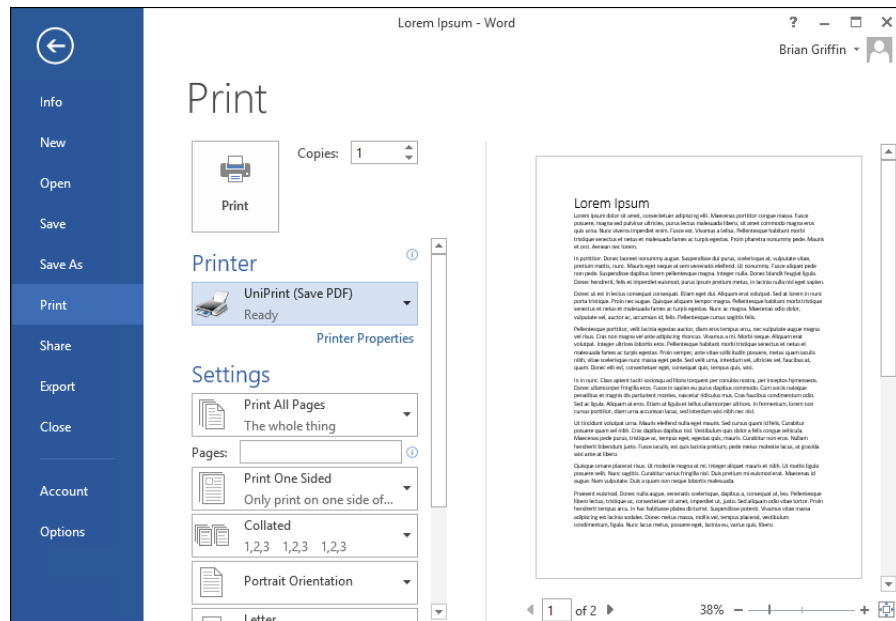
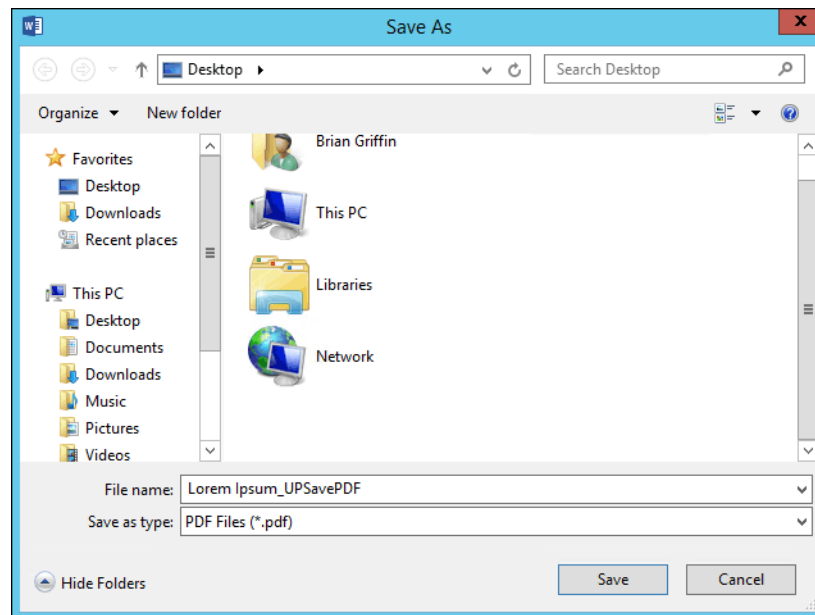


User Open Password: With the **User Open Password**, users must type in this password to open the PDF document in a PDF reader.

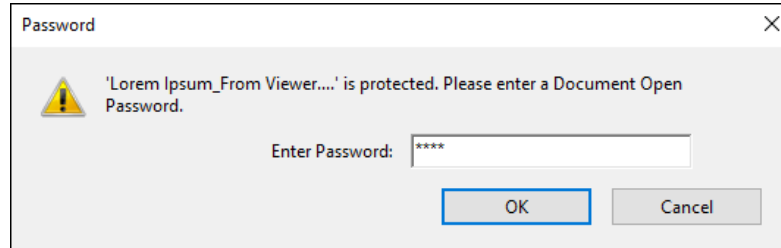
Owner Password and Permissions: The **Owner Password** allows the sender to enable document features such as printing and editing.

If both types of passwords are set, then the secured PDF file can be opened with either password, however, only the Owner Password will allow the user to change which features are enabled in the document. The User Password and the Owner Password cannot be the same.

Enable printing of document	If selected, the user is allowed to print the document.
Enable changing the document content	If selected, the user is allowed to change the contents of the PDF document.
Enable copying text or graphics from the document	If selected, the user is allowed to copy parts of the text or graphics from the PDF document.

7. Click **Print**.8. Browse to a save location and then click **Save**.

- If PDF Security is enabled, the user will be prompted for a password when the PDF file is opened.

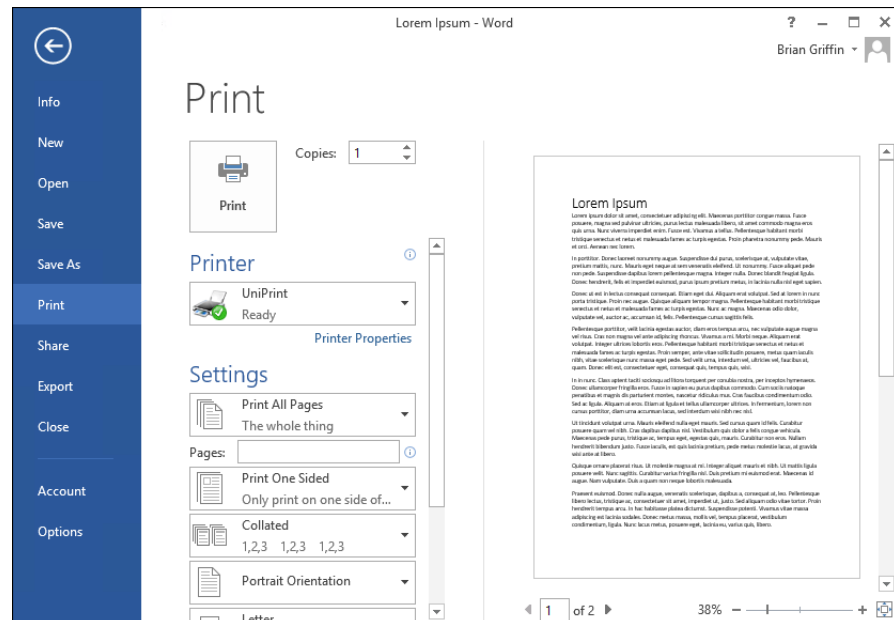


NOTE: Some third-party products do not support or respect these security settings and document recipients may be able to bypass these settings.

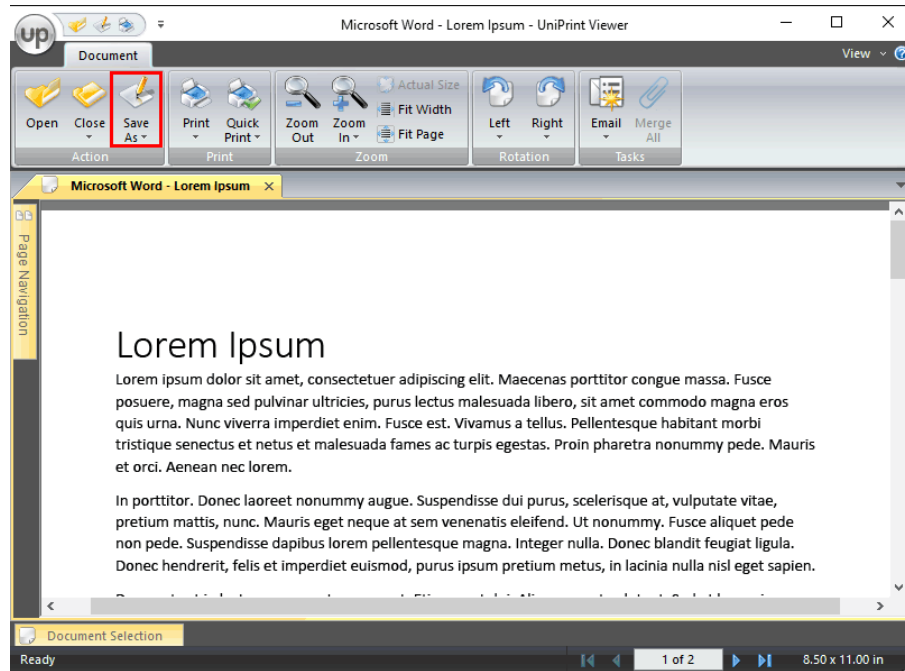
Saving Your Document With UniPrint Viewer

The following instructions assume that either you or your [Network Administrator](#) has enabled **Document Preview** with UniPrint Viewer in UniPrint Client options.

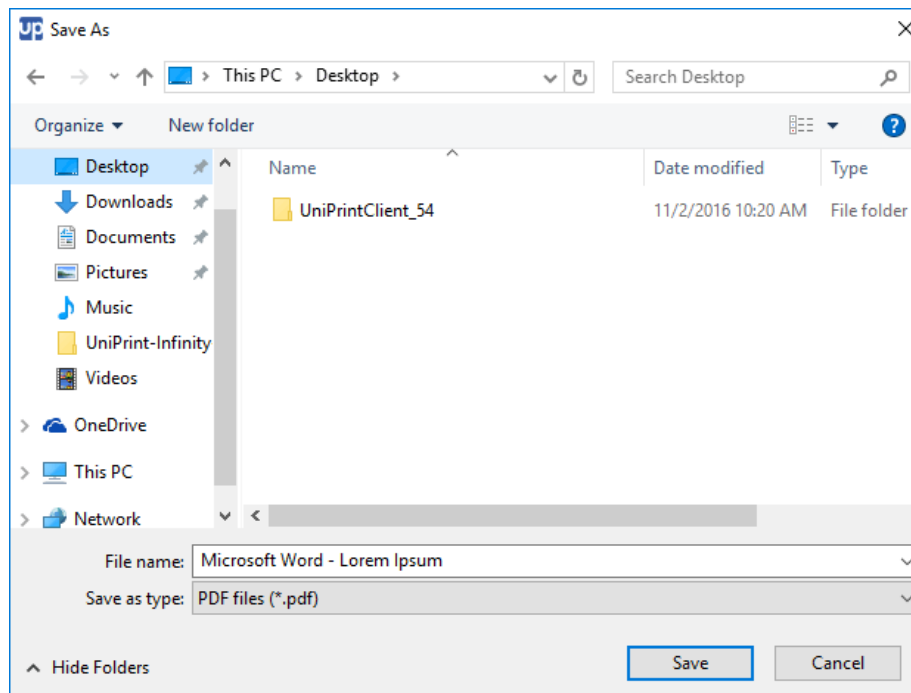
- Log on to your application [server](#) as you normally would to access your applications.
- Open an application, for example Microsoft Word.
- Click **Print**.



4. In the UniPrint Viewer, click **Save As**.



5. Browse to the desired location, enter a file name for the [PDF](#) file and then click **Save**.



6. The file will be saved to the chosen location on your computer.

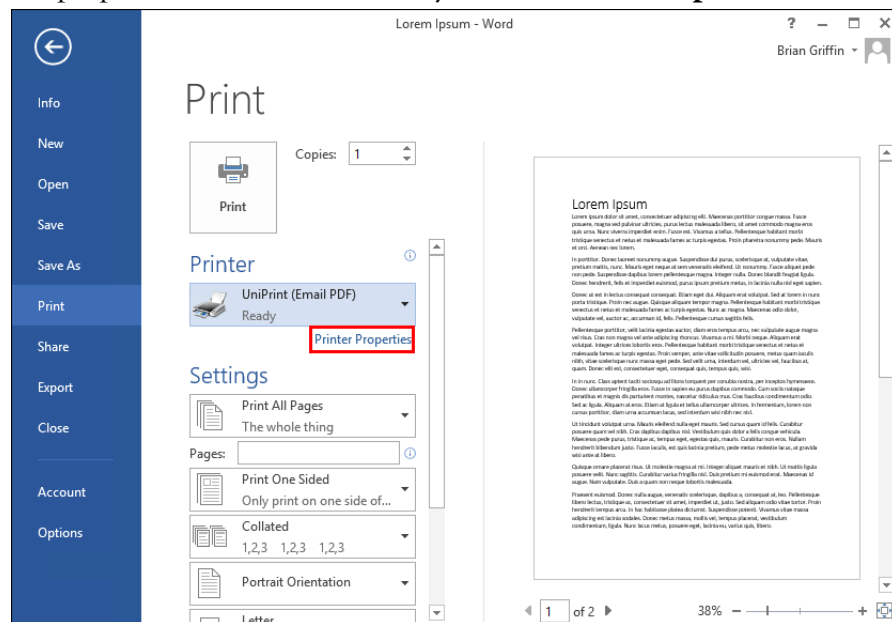
E-mailing Your Document As A PDF Attachment

There are two ways to e-mail your document as a [PDF](#) attachment in UniPrint. The first method is by selecting **UniPrint (Email PDF)** as your printer, which is typically for those who don't have access to the UniPrint Viewer and the second method is through the UniPrint Viewer.

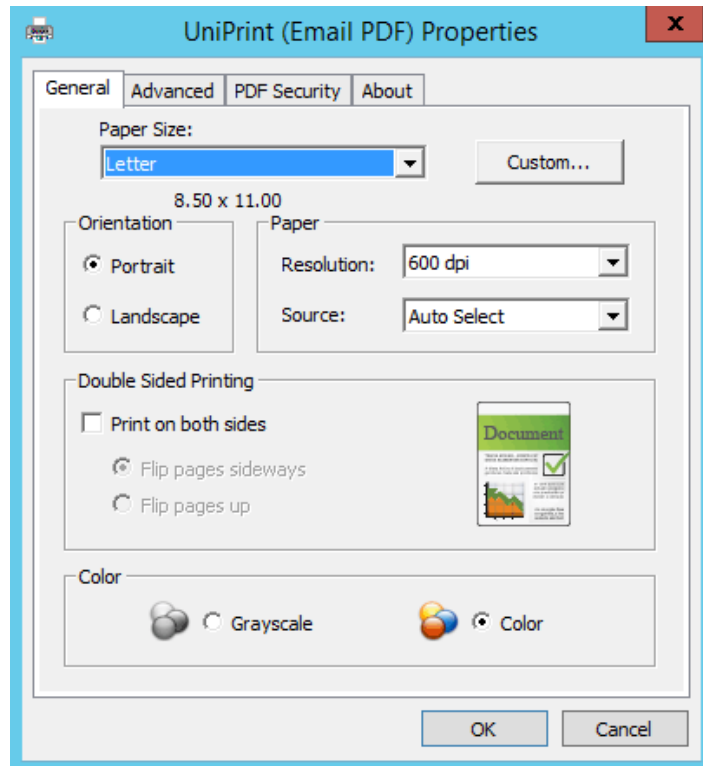
E-mailing Your Document Without UniPrint Viewer

The following instructions assume that your [Network Administrator](#) has enabled the UniPrint (Email PDF) print queue on your application [server](#).

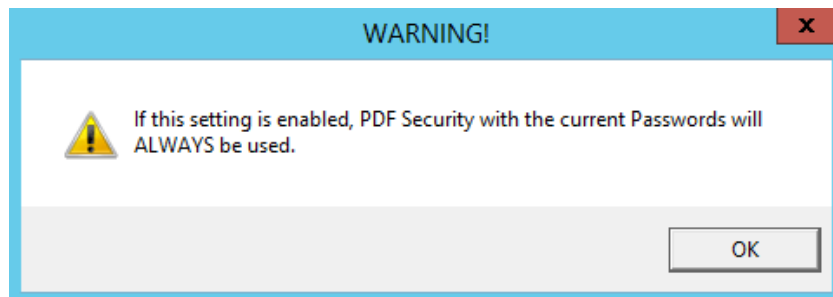
1. Log on to your application server as you normally would to access your applications.
2. Open an application, for example Microsoft Word.
3. Select **UniPrint (Email PDF)** as your printer. To change printer properties or add PDF security, click **Printer Properties**.



4. Change the desired printer properties. To add password protection and/or to change feature restrictions of the created PDF file, click the **PDF Security** tab.

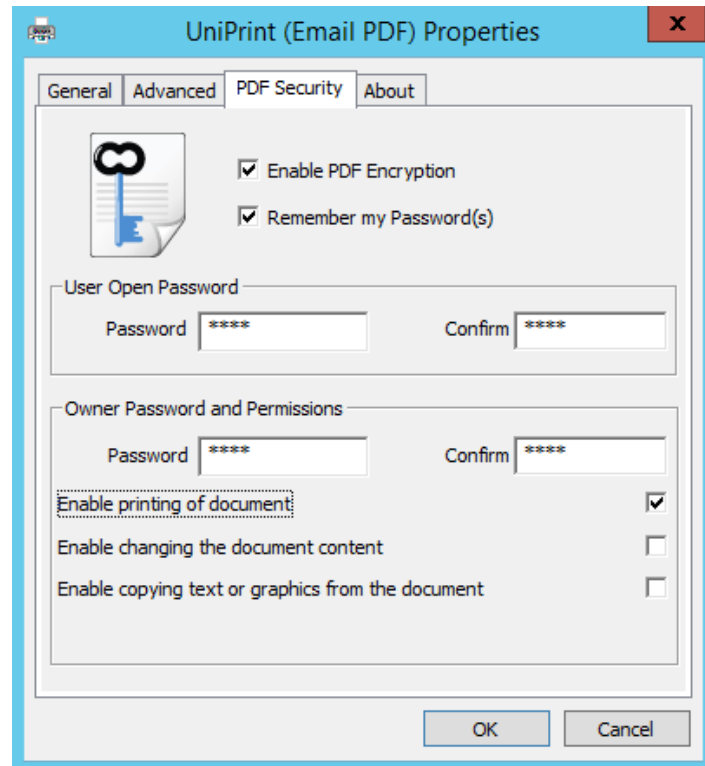


5. Select **Enable PDF Encryption**. If you want UniPrint to remember your password(s) when you log off and log back in again, select **Remember my Password(s)**.
 - a. A message will appear warning you that PDF security with the current password(s) will be used each and every time you print to the UniPrint (Save PDF) printer. Click **OK**.



WARNING! If a password is forgotten, there is no way to recover the password from the PDF file. It is highly recommended that you keep a backup copy of the document that is not password protected.

6. There are two sets of passwords, the **User Open Password** and the **Owner Password**. Both passwords must be different. Set the password(s) and enable desired feature(s) and then click **OK**.

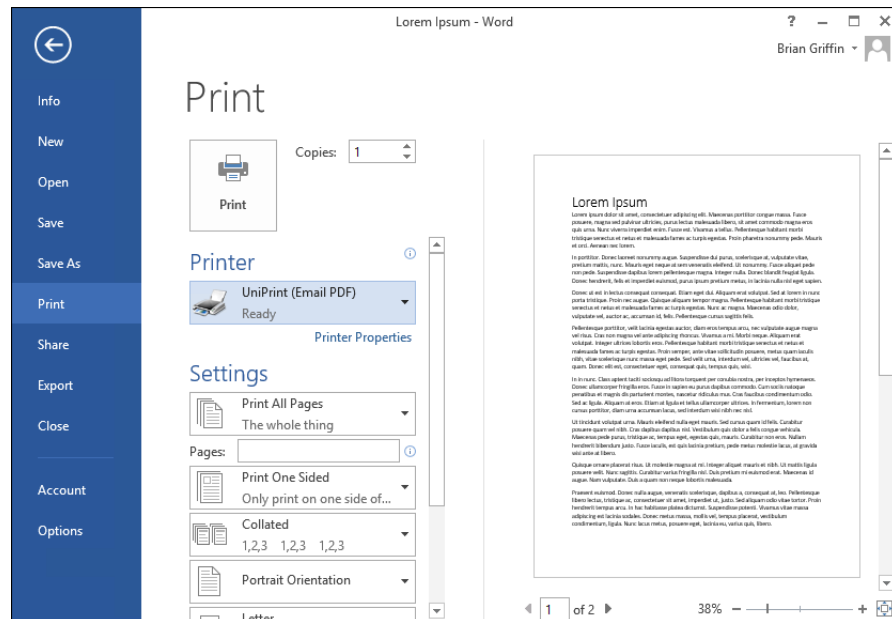


User Open Password: With the **User Open Password**, users must type in this password to open the PDF document in a PDF reader.

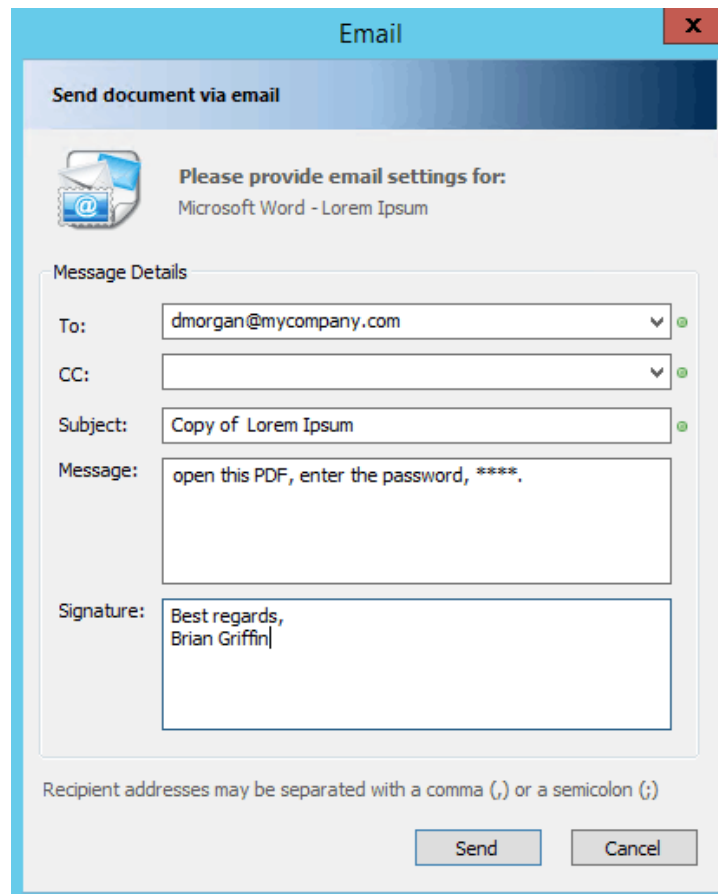
Owner Password and Permissions: The **Owner Password** allows the sender to enable document features such as printing and editing.

If both types of passwords are set, then the secured PDF file can be opened with either password, however, only the Owner Password will allow the user to change which features are enabled in the document. The User Password and the Owner Password cannot be the same.

Enable printing of document	If selected, the user is allowed to print the document.
Enable changing the document content	If selected, the user is allowed to change the contents of the PDF document.
Enable copying text or graphics from the document	If selected, the user is allowed to copy parts of the text or graphics from the PDF document.

7. Click **Print**.

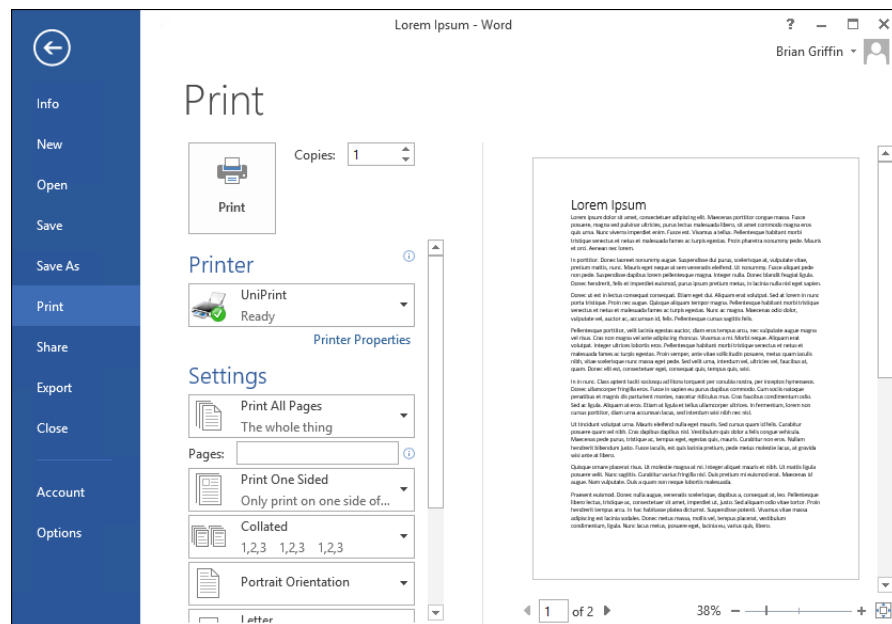
8. Enter an address, the subject and a short message and then click **Send**.
the document will be converted into a PDF file and attached to the e-mail message.



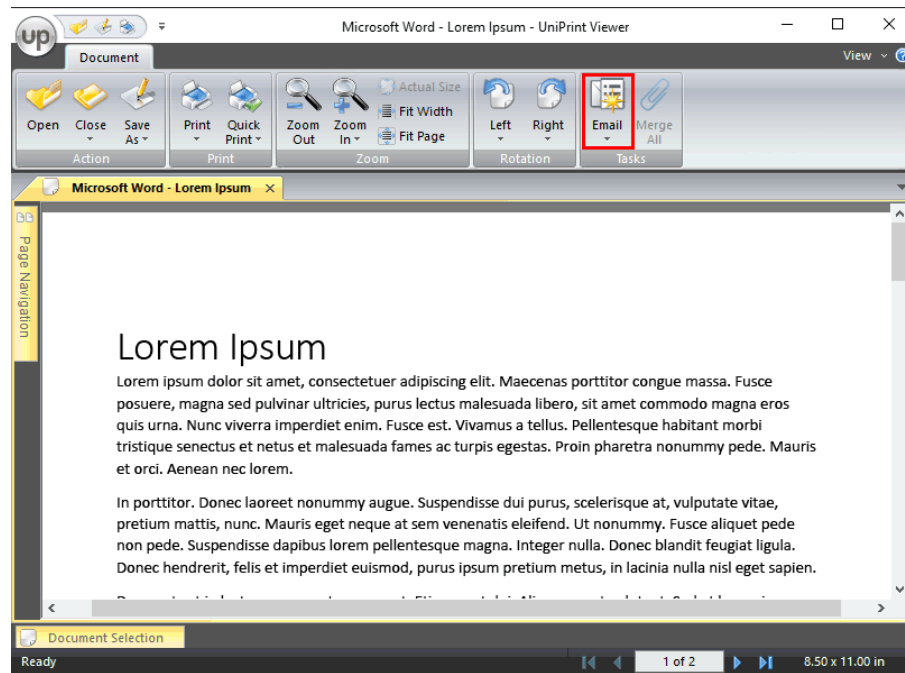
E-mailing Your Document Using UniPrint Viewer

The following instructions assume that either you or your [Network Administrator](#) has enabled **Document Preview** with UniPrint Viewer and that you have an e-mail (MAPI) program installed on your desktop computer. E-mailing your document using the UniPrint Viewer is not compatible with Web-based e-mail clients.

1. Log on to your application [server](#) as you normally would to access your applications.
2. Open an application, for example Microsoft Word.
3. Click **Print**.



4. In the UniPrint Viewer, click **Email**.



5. This opens the default e-mail application, for example Microsoft Outlook, on your computer with the printed document as a PDF attachment. Complete the e-mail message as you normally would and then click **Send**.

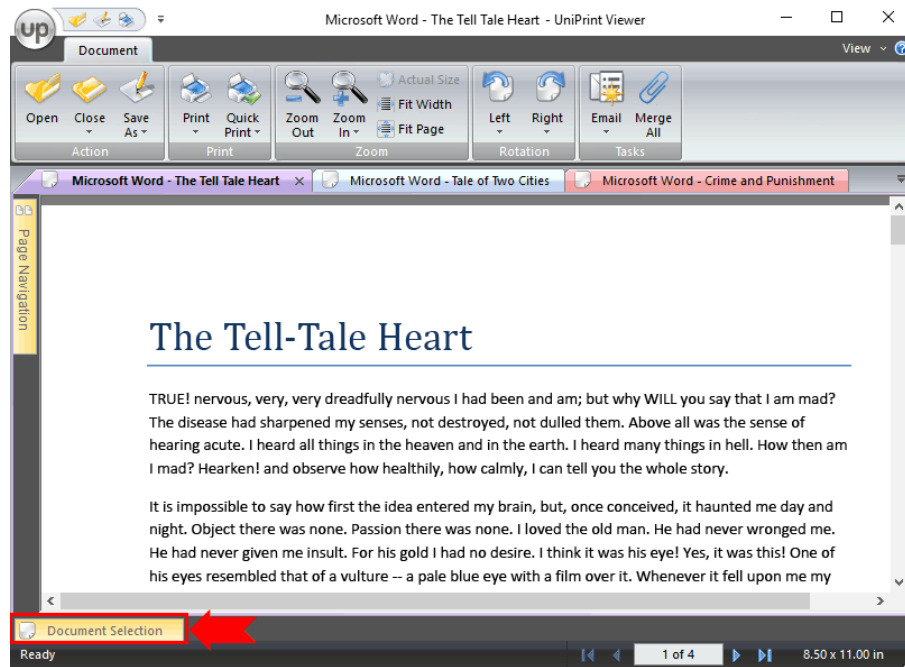
Merging Multiple Printed Documents Into One PDF File

Through the UniPrint Viewer, you can now merge multiple printed documents into a single PDF file. The documents to be merged can be selected and re-ordered such that they appear in the PDF file in the correct order.

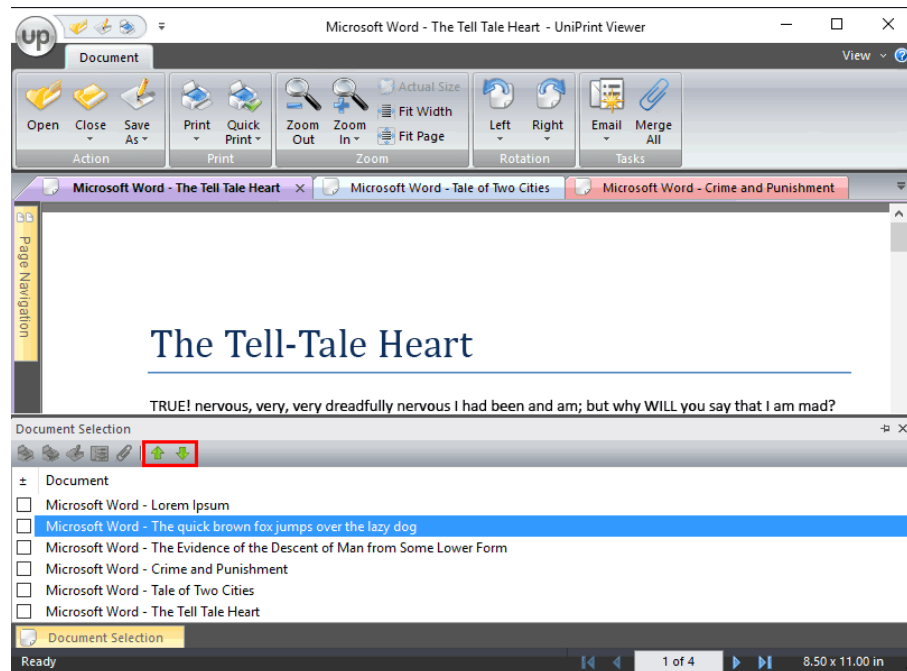
Merging All Printed Documents Into A PDF File

To merge all the documents that were printed in your session into a single PDF file, do the following:

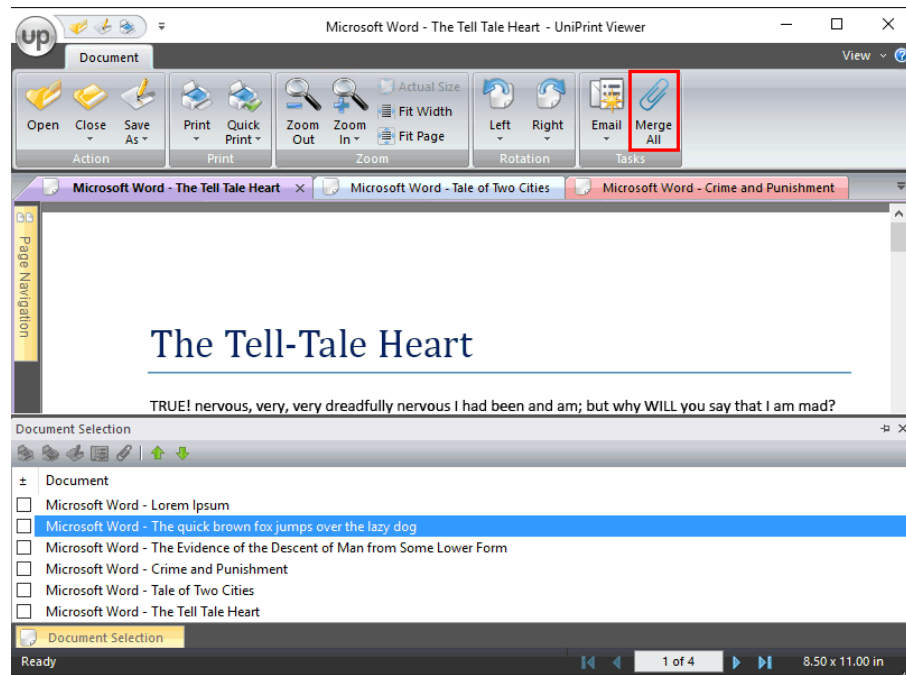
1. In the **UniPrint Viewer**, click **Document Selection**.



2. To change the order that the documents appear in the PDF file, click to select a document and then click either the up or down arrow to move the document within the list. Repeat as necessary with other documents.



3. To merge, click **Merge All**.

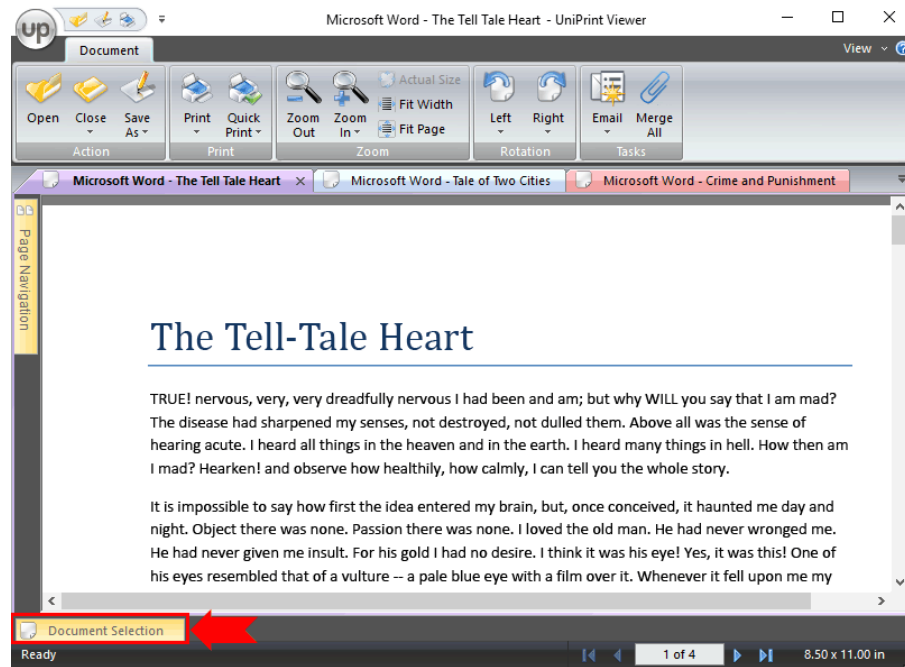


4. Browse to the location where it is to be saved, enter a file name and then click **Save**. *Note: Documents will be merged based on the order of appearance in the Document Selection window from top to bottom.*

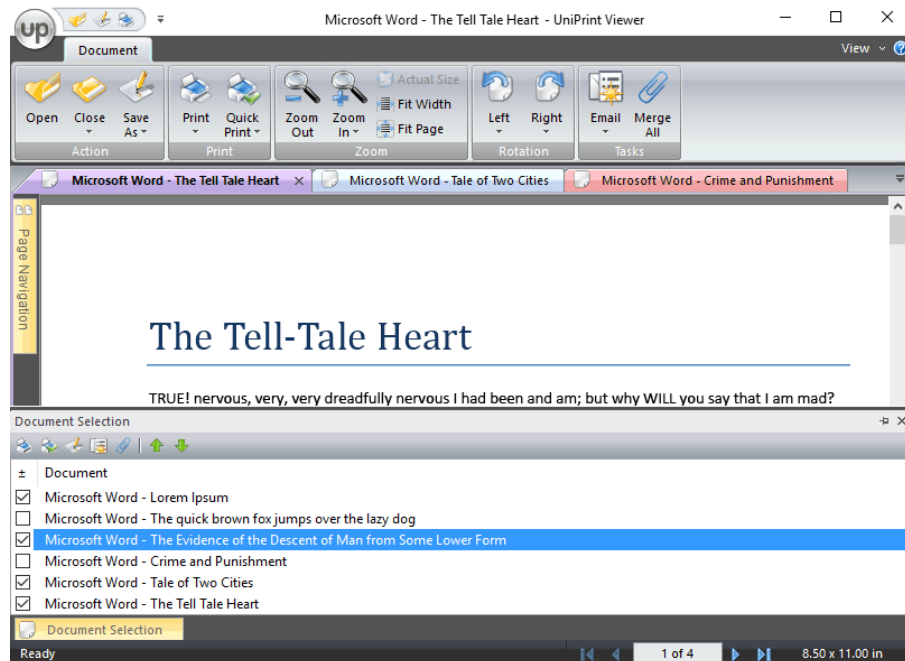
Merging Selected Printed Documents Into A PDF File

If you have printed a number of documents and you only want to merge a few of them, do the following:

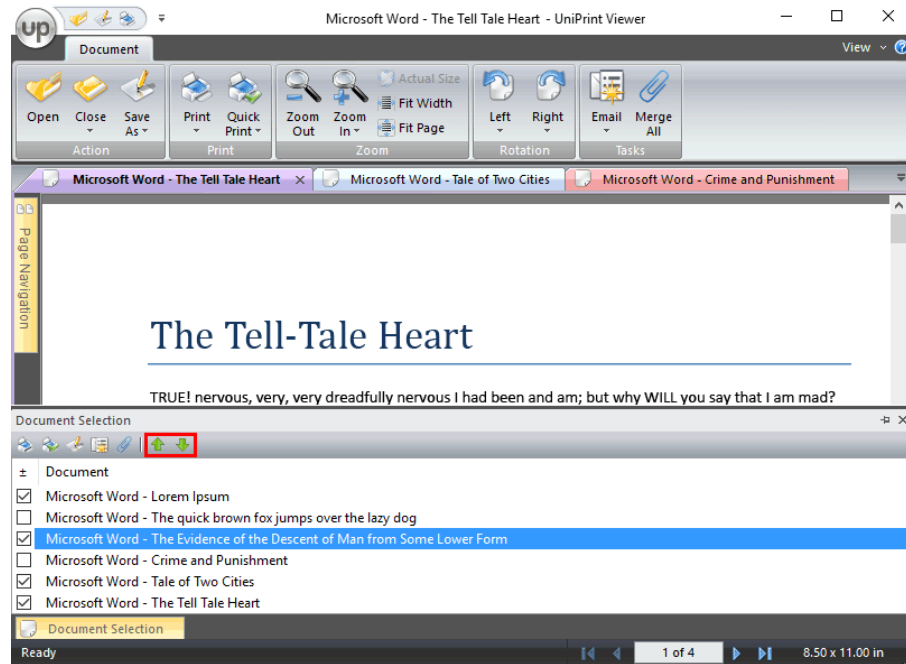
1. In the **UniPrint Viewer**, click **Document Selection**.



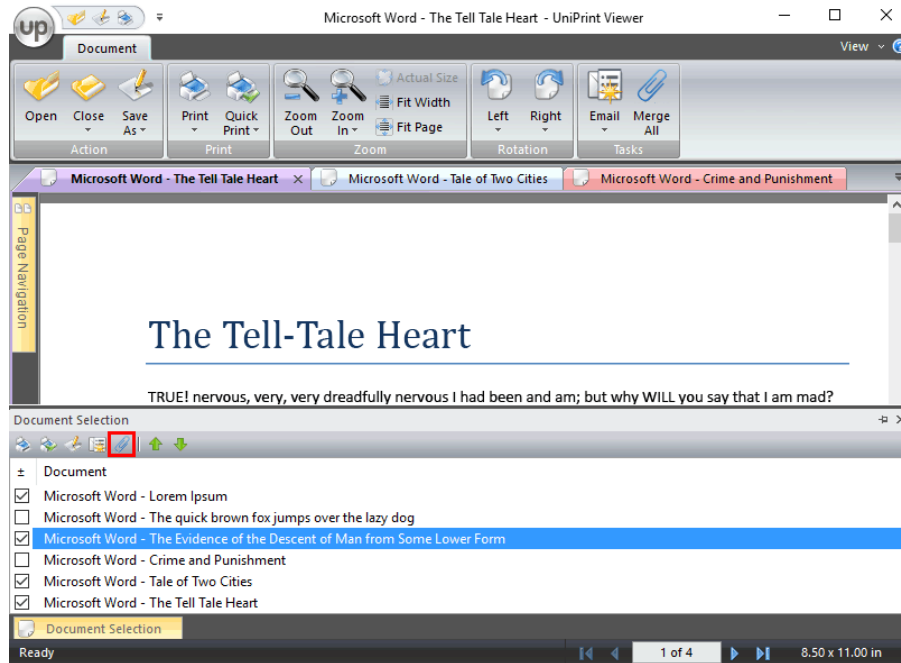
2. Select the documents to be merged into a single PDF file. The order that the documents appear in the **Document Selection** window is the order that they will appear in the merged PDF file.



- To change the order, click to select a document and then click either the up or down arrow to move the document within the list. Repeat as necessary with other documents.



- Click **Merge Selected**.

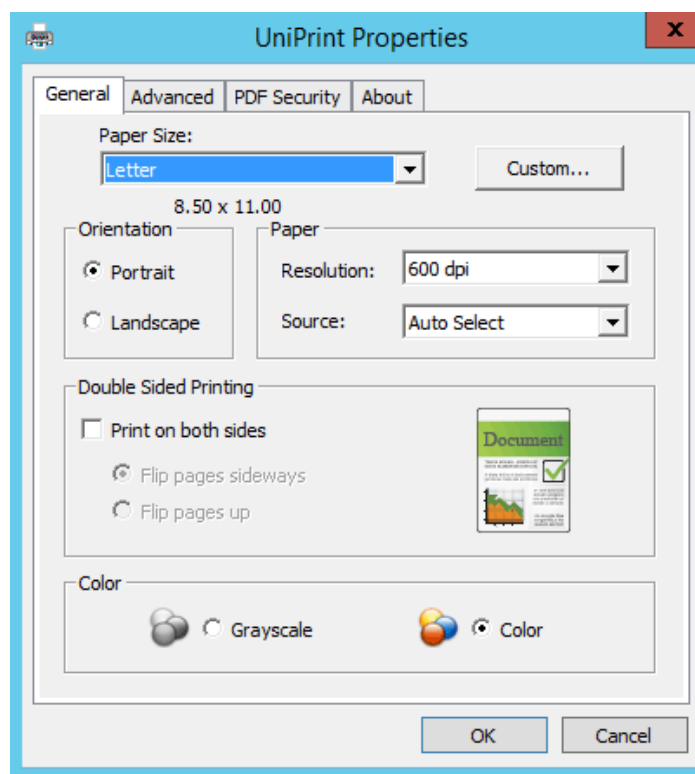


- Browse to the location where it is to be saved, enter a file name and then click **Save**.

UniPrint Printer Properties

You can change UniPrint Printer Properties on a job-by-job basis. These properties affect how the [PDF](#) file is created and processed when you click **Print**. In some cases, printer properties (for example, orientation) may be automatically changed by the application from which you are printing. The property set in the application will always take precedence over UniPrint Printer Properties. The following describes UniPrint printer properties.

General Tab



Paper Size

This option sets the paper size for this print job. The various paper sizes and forms listed match those supported by UniPrint and include standard sizes as well as any custom forms which can be defined by clicking **Custom**.

Orientation

The orientation of a document can be set to either Portrait or Landscape. Portrait orients the document vertically while Landscape orients the document horizontally. Applications that set this parameter internally take precedence. Microsoft Word, for example, sets the Layout Orientation internally.

Paper

Resolution The resolution for a document can be set to 72, 150, 300, 600, 1200 or 2400 dpi. This option mainly affects image resolution, but text precision can also be improved by increasing this value. The designated printer must be capable of printing at the desired resolution setting.

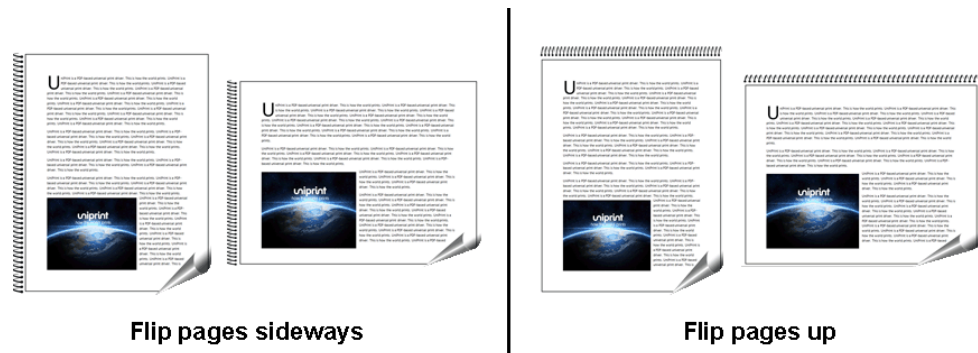
Source This option sets the paper tray source. The available options are Auto Select, Manual Feed, Envelope Feed and up to six tray selections.

Double Sided Printing

This option sets the double-sided printing functionality when **Print on both sides** is selected. The designated printer must have duplexing capabilities.

Flip pages up This refers to tablet style documents.

Flip pages sideways This refers to booklet style documents.

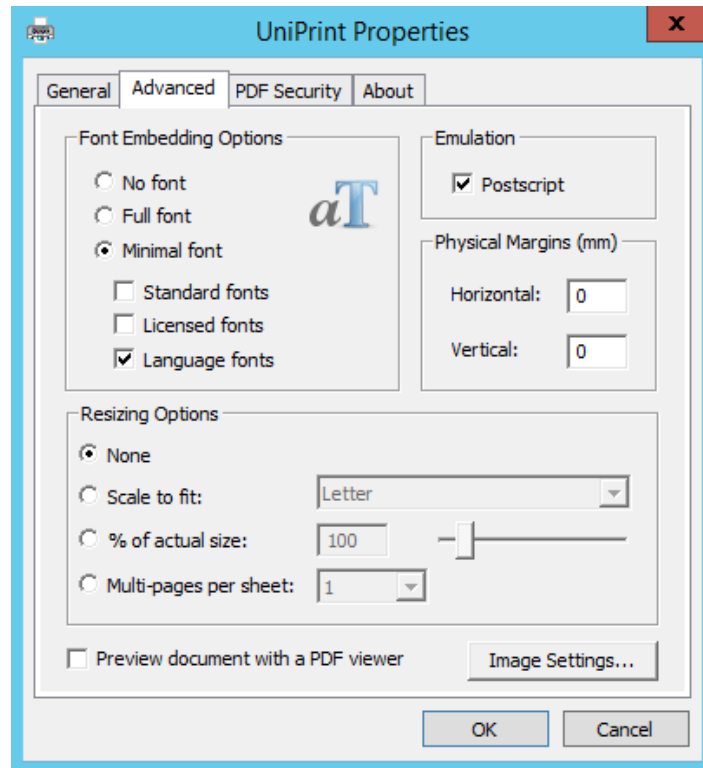


Color

Grayscale Selecting this option instructs UniPrint to render the print job in grayscale. It will convert color images into shades of black and white that best suit the original image.

Color This option is best for printers that utilize the R(Red), G(Green), B(Blue) color space and is also recommended for documents that will be displayed online or viewed on a computer monitor.

Advanced Tab



Font Embedding Options

Fonts are software and subject to license restrictions. Standard fonts are commonly found within operating systems and applications, and are legally transferable. Licensed fonts are, however, generally specialized fonts that are purchased and subject to license terms and conditions.

No font Selecting this option instructs UniPrint not to include any fonts in the output PDF file. This results in much smaller files being transferred and depends on the Print Server having the appropriate fonts installed for proper rendering.

Full font Selecting this option instructs UniPrint to include all True Type and Type1 (PostScript) fonts used by the source document in the output PDF file. This results in larger files but ensures a consistent look to the document on any platform.

Minimal font Selecting this option instructs UniPrint to embed only portions of the font file that are used by the source document.

Standard fonts

If selected, UniPrint will embed the Arial and Times New Roman font files. These fonts are not embedded by default since they are provided with Adobe Reader.

Licensed fonts

If selected, UniPrint will embed licensed fonts that are installed on the application server. However, the fonts may not be embedded if the font license agreement prohibits embedding.

Language fonts

If selected, UniPrint will convert characters that are not in Western European or US character sets (such as Eastern European and Far Eastern characters). This conversion tends to increase the file size.

Emulation

Postscript Enabling this option emulates the UniPrint printer driver as a PostScript printer to the application. This is particularly useful when printing documents with vector graphics such as WordArt objects or semi-transparent backgrounds from Microsoft Office.

Physical margins (in millimeters)

Most printers have a minimum physical margin below which they cannot generate any output. Each printer's mechanical design dictates the size of this printable area and the size of the margins. Applications use this value to prevent users from drawing outside the printable area.

Horizontal Specifies the margin from the left and right edge of the paper.

Vertical Specifies the margin from the top and bottom edge of the paper.

Resizing Options

Although PDF files can be created as large as 38 100 000 cm in either direction, most desktop printers cannot print large documents. To print oversized documents you can select one of the appropriate options.

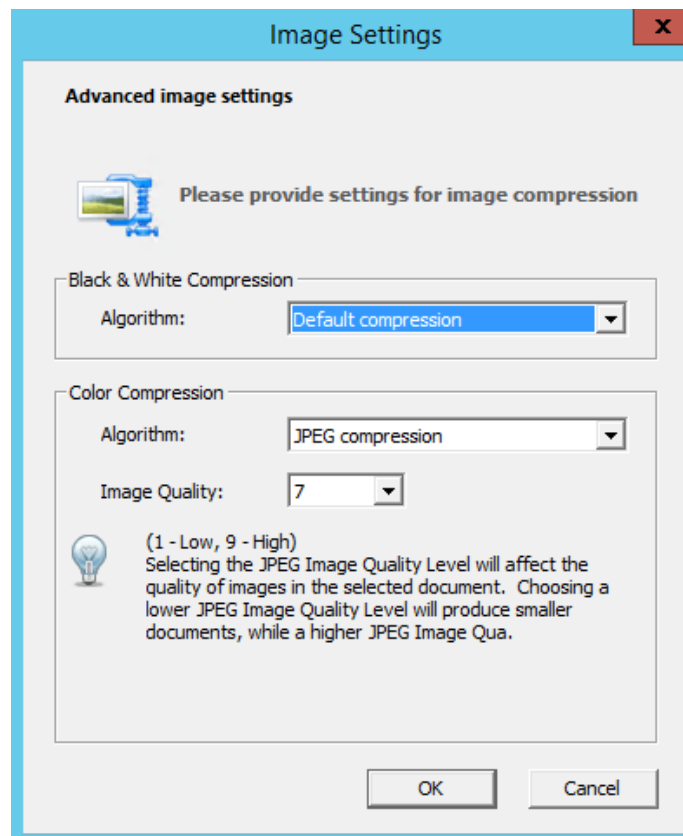
Scale to fit Expands or shrinks the original document to fit on a specified paper size. This option changes the size of the created PDF.

- % of actual size** Expands or shrinks the document by a specified percentage. If the percentage is increased too much, the document will only print the upper left area of the document.
- Multi-pages per sheet** Enables N-up printing, whereby multiple pages are printed on a single sheet of paper. Multi-pages per sheet is done intelligently to maximize legibility with the number of pages per sheet selected and the original orientation of the document. This option changes the document size so that it can be saved as a PDF.

Preview document with a PDF viewer

If enabled, Adobe Reader will be invoked prior to printing for preview purposes. Your Network Administrator must first have Adobe Reader installed on the UniPrint Application Server in order to use this feature. If you have **Enable Document Preview** enabled in the UniPrint Client Options, this option is redundant.

Image Settings Button



The following algorithms set the desired image compression for black and white and color images which results in a smaller file size.

**Black & White
Compression****Default compression**

This algorithm makes use of color palettes to reduce the overall size of all images including black and white images and it works well as long as the number of colors does not exceed 256.

CCITT Fax Group 4

The CCITT Fax Group 4 algorithm is recommended to reduce the size of black and white images. Image quality is not affected by this type of compression but file sizes can be greatly reduced.

**Color
Compression****Default compression**

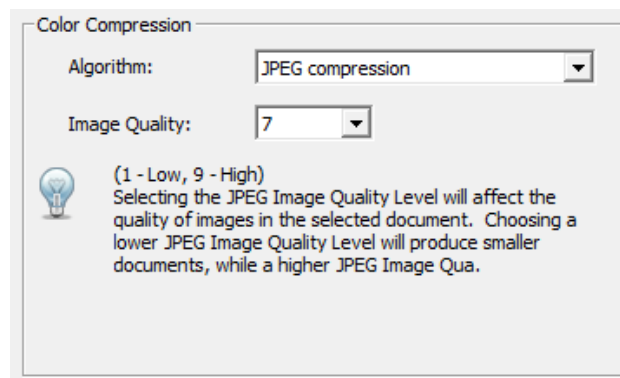
For color images, **Default compression** makes use of color palettes to reduce the overall size of all images. This algorithm works well as long as the number of colors does not exceed 256.

256 color compression

The 256 color compression algorithm calculates the most used 256 colors in an image and replaces all other color pixels by their closest match. This compression algorithm works very well with most applications but is relatively slow on large images with a greater number of colors.

JPEG compression

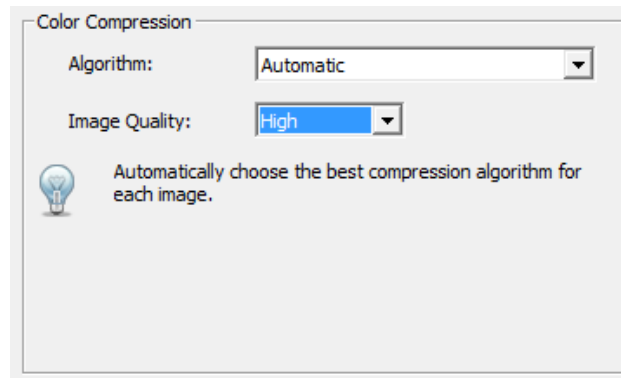
This compression algorithm produces excellent results for real life true color images with a small distortion of the source image. Since it removes image data and may reduce image quality, compressing images that have already been compressed using JPEG compression will lead to additional loss of information. It is, therefore, not recommended for graphics other than photographs.



When JPEG compression is selected, the **JPEG Image Quality Level** selection box appears, allowing you to choose from level 1 to 9. Level 1 produces lower quality images with very large compression ratio, whereas level 9 produces higher quality images with medium compression ratios. The default level is 7, which produces image quality suitable for most situations.

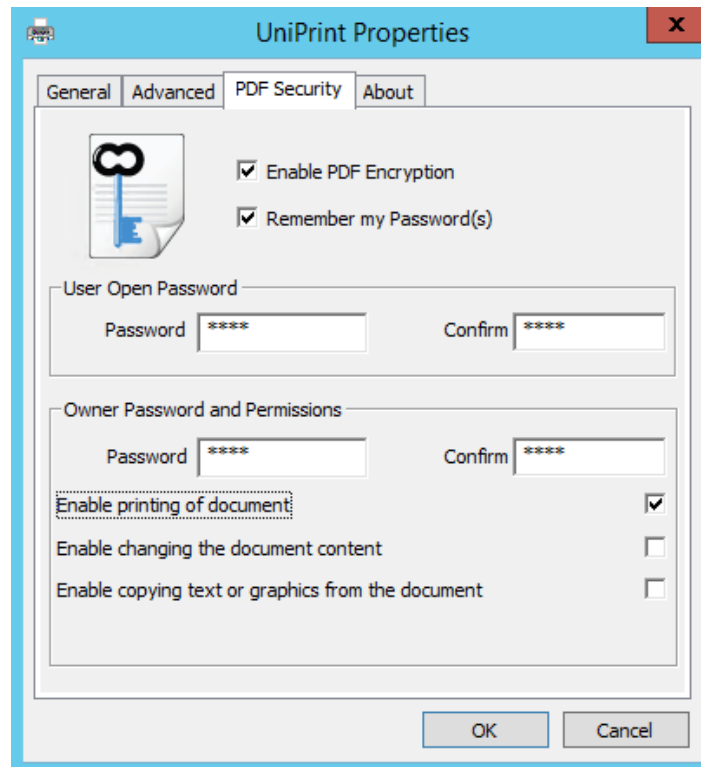
Automatic

With this compression algorithm, each image is analyzed separately to determine the best suited compression algorithm. The best suited compression algorithm is then applied to the individual image.



When Automatic compression is selected, the Image quality selection box appears, allowing you to choose between Maximum, High, Medium, Low and Minimum. The default level is *Maximum*, which will provide optimal results.

PDF Security Tab



Enable PDF Encryption

Select this option to encrypt the created PDF file and set password protection.

Remember my Password(s)

Select this option to instruct UniPrint to remember your password(s) when you log off your session and log back in again.



WARNING! If a password is forgotten, there is no way to recover the password from the PDF file. It is highly recommended that you keep a backup copy of the document that is not password protected.

User Open Password

With the **User Open Password**, users must type in this password to open the PDF document in a PDF reader.

Owner Password and Permissions

The **Owner Password** allows the sender to enable document features such as printing and editing.

If both types of passwords are set, then the secured PDF file can be opened with either password, however, only the Owner Password will allow the user to change which features are enabled in the document. The User Password and the Owner Password cannot be the same.

Enable printing of document

If selected, the user is allowed to print the document.

Enable changing the document content

If selected, the user is allowed to change the contents of the PDF document.

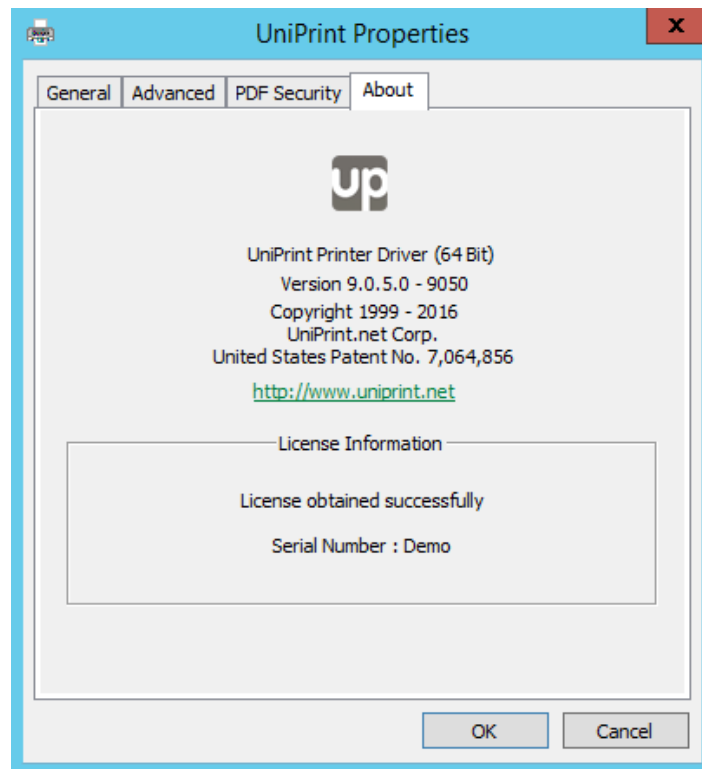
Enable copying text or graphics from the document

If selected, the user is allowed to copy parts of the text or graphics from the PDF document.



NOTE: Some third-party products do not support or respect these security settings and document recipients may be able to bypass these settings.

About Tab



The **About** tab contains information about the UniPrint printer driver version and license information. If the license information box is blank or states “Unable to obtain a valid license”, a watermark banner will be printed across each page.

Glossary

- CCITT Fax Group 4** One of a set of four standards recommended by the Comité Consultatif International Télégraphique et Téléphonique (International Telegraph and Telephone Consultative Committee) for the encoding and transmission of images over fax machines. Group 4 supports images of up to 400 dpi and supports data compression based on a beginning row of white pixels (dots), with each succeeding line encoded as a series of changes from the line before, compressing images to 3 to 10 percent of the original size.
- check box** An interactive control often found in graphical user interfaces. Check boxes are used to enable or disable one or more features or options from a set. When an option is selected, an x or a check mark appears in the box.
- client** On a network, a computer that accesses shared network resources provided by another computer (called a server).
- compression** A means of reducing the amount of space or bandwidth needed to store or transmit a block of data, used in data communications, facsimile transmission, file storage and transfer.
- dialog box** In a graphical user interface, a special window displayed by the system or application to solicit a response from the user.
- dpi** Acronym for dots per inch. A measure of screen and printer resolution that is expressed as the number of dots that a device can print or display per linear inch.
- duplex** Printing on both sides of the page. This is also known as double-sided printing.
- embed** To insert information created in one program into another program. After the object is embedded, the information becomes part of the document file.
- high resolution** The capability for reproducing text and graphics with relative clarity and fineness of detail. High resolution is achieved by using a large number of pixels (dots) to create an image in a given area. In printing, resolution refers to the number of dots per inch (dpi) produced by the printer, such as 300 to 600 dpi for a laser or ink-jet printer or 1000 to 2000 dpi for a production-quality imagesetter.

image quality	The quality and clarity of an image produced by a printer. Image quality varies with the type of printer; in general, dot-matrix printers produce lower-quality output than laser printers.
landscape mode	A horizontal print orientation in which text or images are printed "sideways"—that is, the width of the image on the page is greater than the height.
low resolution	Appearing in relatively coarse detail, used in reference to text and graphics in raster-oriented computer displays and printing. Low-resolution printing is comparable to draft-quality dot-matrix output printed at 125 dots per inch or less.
network administrator	The person in charge of operations on a computer network. The duties of a network administrator can be broad and might include such tasks as installing new workstations and other devices, adding and removing individuals from the list of authorized users, archiving files, overseeing password protection and other security measures, monitoring usage of shared resources, and handling malfunctioning equipment. This is sometimes shortened to administrator.
network drive	On a network, a disk drive whose disk is available to other computers on the network. Access to a network drive might not be allowed to all users of the network. Many operating systems contain security provisions that enable a network administrator to grant or deny access to part or all of a network drive.
operating system	The software that controls the allocation and usage of hardware resources such as memory, central processing unit (CPU) time, disk space, and peripheral devices. The operating system is the foundation software on which applications depend on. Popular operating systems include Windows XP, Windows Vista, Windows 7, Mac OS, Linux and UNIX.
PDF	Acronym for Portable Document Format, a file format that describes documents containing any combination of text, graphics, formatting, and images in a device-independent and resolution independent format. PDF files can be sent and viewed on any platform regardless of the original application, hardware or software used to create the original document.
pop-up description	Messages that appear as pop-up balloons when the user clicks or hovers the mouse on a topic or area of the screen about which a description of the function is desired.
portrait mode	A vertical print orientation in which a document is printed across the narrower dimension of a rectangular sheet of paper. This is the print mode typical of most letters, reports, and other such documents.

-
- PostScript** A page-description language from Adobe Systems that offers flexible font capability and high-quality graphics. PostScript uses English-like commands to describe page layout and to load and scale outline fonts.
- preview** In word processors and other applications, the feature that formats a document for printing but displays it on the video monitor rather than sending it directly to the printer.
- printer driver** A software program designed to enable other programs to work with a particular printer without concerning themselves with the specifics of the printer's hardware and internal firmware. Application programs can communicate properly with a variety of printers by using printer drivers, which handle all of the subtleties of each printer so that the application program doesn't have to. This is also known as print driver.
- print job** A batch of characters printed as a unit. A print job usually consists of a single document, which can be one page or hundreds of pages long. To avoid having to print individual documents separately, some software can group multiple documents into a single print job.
- render** To produce a graphic image from a data file on an output device such as a monitor or printer.
- resolution** The fineness of detail attained by a printer or a monitor in producing an image. For printers that form characters from small, closely spaced dots, resolution is measured in dots per inch, or dpi, and ranges from about 125 dpi for low-quality dot-matrix printers to about 600 dpi for some laser and ink-jet printers (typesetting equipment can print at resolutions of over 1000 dpi).
- session** The time during which a program is running. In most interactive programs, a session is the time during which the program accepts input and processes information.
- server** **1.** A computer running administrative software that controls access to the network and its resources, such as printers and disk drives, and provides resources to computers functioning as workstations on the network. **2.** A software program that responds to commands from a client. For example, a file server may contain an archive of data or program files; when a client submits a request for a file, the server transfers a copy of the file to the client.
- spool** To store a data document in a queue, where it awaits its turn to be printed. Spool is an acronym created from "simultaneous peripheral operations on line."
- Unicode** A 16-bit character encoding standard developed by the Unicode Consortium between 1988 and 1991. By using 2 bytes to represent each character, Unicode enables almost all the written languages of the world to be

represented using a single character set. Approximately 39,000 of the 65,536 possible Unicode character codes have been assigned to date, 21,000 of them being used for Chinese ideographs. The remaining combinations are open for expansion.

User Account Control In Windows Vista and later, User Account Control (abbreviated as UAC) is a feature designed to prevent unauthorized changes to your computer. When operations that could potentially affect your computer are made, UAC will prompt for permission or an administrator's password before continuing with the task.

vector graphics Images generated from mathematical descriptions that determine the position, length and direction in which lines are drawn. Objects are created as collections of lines rather than as patterns of individual dots or pixels.

workstation A desktop, laptop or terminal connected to a network.

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