

Print Censor

Personal

Version 4.5

**for Windows[®] 2000/XP
and Windows[®] Server 2003**

Print Censor 4.5 Requirements and Recommendations

Software Requirements and Recommendations:

Print Censor service

Required for Install:

- Windows 2000/XP/2003

Print Censor client

Required for Install:

- Windows 2000/XP/2003

Hardware Requirements and Recommendations:

Print Censor service

Required for Install:

- 4MB free HD Space

Recommended:

- 256MB RAM
- 500MHz or above x86-compatibility computer

Print Censor client

Required for Install:

- 2MB free HD Space

Print Censor database

Recommended:

- 100MB or above free HD Space with disabled storing the content of print jobs
- 25GB or above free HD Space with enabled storing the content of print jobs

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Introduction

Print Censor is an easy-to-use program designed to record a printer's usage statistics and to simplify the management of network printers. Using Print Censor only, you can save the print jobs content.

Print Censor gives you all necessary information about every print job:

- user name;
- computer name;
- document name;
- time & date of printing;
- number of pages;
- number of copies;
- document size;
- priority;
- paper size;
- color of printing (colored or black and white);
- whether it was a duplex printing or not;
- print job cost.

Using Print Censor you can:

- Copy/move print jobs from printer to printer;
- Preview contents of print job before sending to printer;
- View the printed jobs content.
- Notify users when quotas are exceeded;
- Control all the printers simultaneously;
- Sort printers by a desired parameter (e.g. when sorting by the number of jobs currently running, you can see the most overloaded printers).

Print Censor can determine and store print jobs created under various operating systems: DOS, Windows 3.11/95/98/ME Windows NT/2000/XP, Windows Server 2003, Macintosh, Linux и других версиях Unix. Print Censor features an improved print jobs manager. All basic operations and print jobs can be handled directly from Print Censor. The software also features remote management of printers installed on other computers. You can also remotely install and configure Print Censor to store print jobs on remote computers.

All the information can be collected for preview in any number of ways. Exporting the data into files of various formats is also supported.

Print Censor works as service. This means it automatically starts when the computer boots up and all print jobs will be recorded, even if a user does not log in to the system.

Thus, using Print Censor, you can make routine print job management easy, cut down your printing expenses and better predict the need for printing materials for the whole network.

Licensing

A license is granted for one computer. This means one license is needed to use the software on one computer. You can use different types of licenses:

1. Single printer license;
2. 2-5 printers license;
3. 6-10 printers license;
4. Unlimited printers license.

Before installing Print Censor, let's look at a typical network configuration, and determine the computers to which we should install Print Censor:

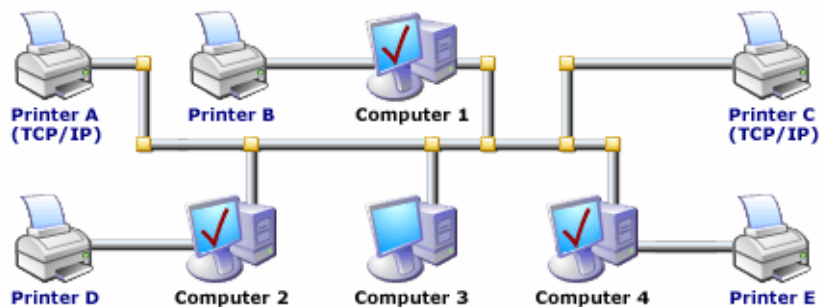


Printer A and **Printer C** are connected to computers directly (using LPT or USB ports). **Printer B** is connected to network using a TCP/IP netcard.

In this case, to control:

1. **Printer A** – install Print Censor on **Computer 1**;
2. **Printer B** – install Print Censor to a computer which will be a print server for all the other computers in the network, and make **Printer B** shared for all the other users;
3. **Printer C** – install Print Censor on **Computer 4**.

In this case, one license “Single printer license” and one license “2-5 printers license” are needed if you choose **Computer 1** or **Computer 4** as a print server for **Printer B**. 3 licenses “Single printer license” are needed if you choose **Computer 2** or **Computer 3** as a print server for the same printer.



Printer B, **Printer D** and **Printer E** are connected to computers directly (using LPT or USB ports). **Printer A** and **Printer C** is connected to network using a TCP/IP netcard.

In this case, to control:

1. **Printer A** and/or **Printer C** – install Print Censor to a computer which will be a print server for all the other computers in the network, and make this printers shared for all the other users;
2. **Printer B** – install Print Censor on **Computer 1**;
3. **Printer D** – install Print Censor on **Computer 2**;
4. **Printer E** – install Print Censor on **Computer 4**.

In this case, 2 licenses “Single printer license” and one license “2-5 printers license” are needed if you choose **Computer 1**, **Computer 2** or **Computer 4** as a print server for **Printer A** and **Printer C**. 4 licenses “Single printer license” are needed if you choose **Computer 3** as a print server for these printers.

Print Sensor Installation

Please read this before installation

Print Sensor is designed to control printers in a Microsoft Windows network. It is presumed that all the print jobs are sent from workstations to a Windows server (or a workstation which serves as a print server) and not directly from a workstation to network printers.

You will need administrator privileges to install Print Sensor to a local workstation or print server.

Installing Print Sensor

Print Sensor consists of two components: client and server. You can install them both, or only a client for remote management.

Before installing Print Sensor, make sure you are installing the latest version of the software. You can download the latest version here: <http://usefulsoft.com>. Run setup.exe and follow the instructions.

When installing Print Sensor, you may have to reboot the computer if the files which should be replaced are currently in use. After system reboot, all the necessary files are updated.

If the installation wizard did not ask for a system reboot, you can start using Print Sensor immediately.

Server component

The Server component is the Print Sensor, service which should be installed to a print server to allow the print job recording.

Client component

The Print Sensor client component can be installed to any server or workstation and can remotely manage any print server on which the Print Sensor service is installed. Also you can control

Previous version update

You have to un-install previous version of Print Sensor before installing a new version. If you want to keep print job history, do not delete the old database when un-installing the software.

The new database format is incompatible with the Print Sensor 3.x and 4.1x database format.

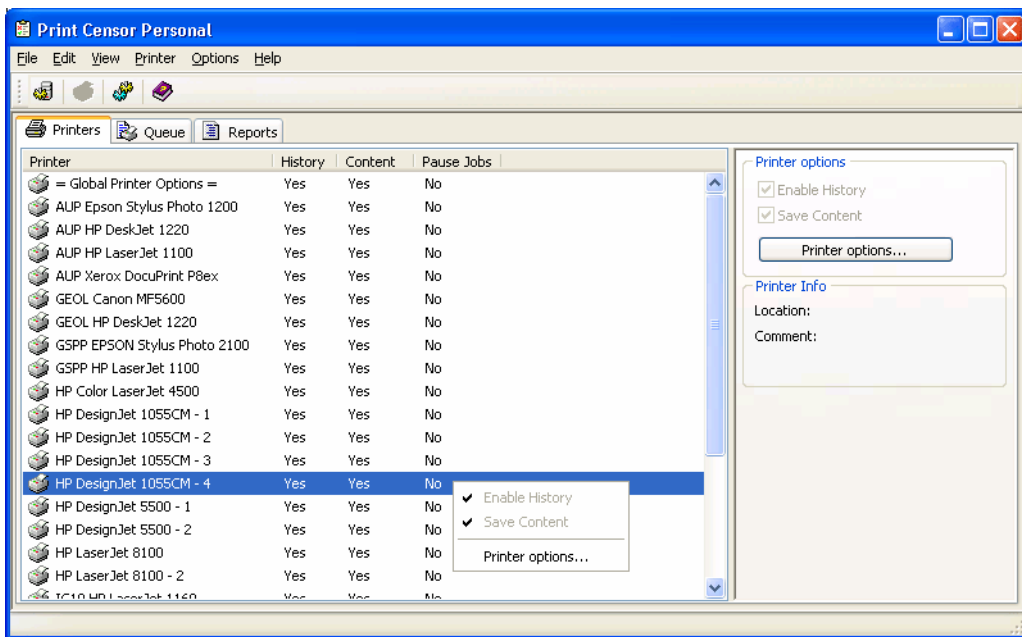
Using Print Censor

Print jobs storing

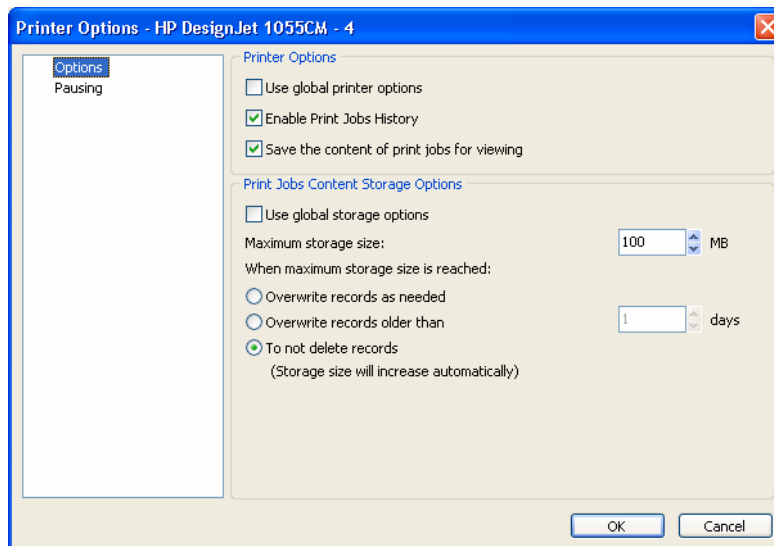
By default Print Censor automatically stores the print jobs for all local printers which are installed. All print jobs will be stored for all printers, which will be added after Print Censor installation. You can change this mode by disabling the «Enable History» option in «Global Printer Options».

History of jobs is possible for local printers only, while network printers can work with print queue only.

Here you can also configure storing the content of print jobs for viewing. You can use this feature to view printed jobs in the history log.



After you click the "Printer Options..." button, you can specify the advanced options of the selected printer or of the global printer option:



You can use the "Options" tab to specify the main options of the printer: keeping the history of print jobs, saving the content of print jobs for viewing. You can also set some additional options of print jobs content storage, such as maximum size and actions performed when maximum storage size is reached. When the storage reaches the maximum size, you can overwrite records as needed, overwrite records older than a certain number of days or perform no actions at all (in this case the report size will increase automatically). You can also use global options.

Printer Options

- Use global printer options
- Enable Print Jobs History
- Save the content of print jobs for viewing

Print Jobs Content Storage Options

- Use global storage options
- Maximum storage size: MB
- When maximum storage size is reached:
 - Overwrite records as needed
 - Overwrite records older than days
 - To not delete records
(Storage size will increase automatically)

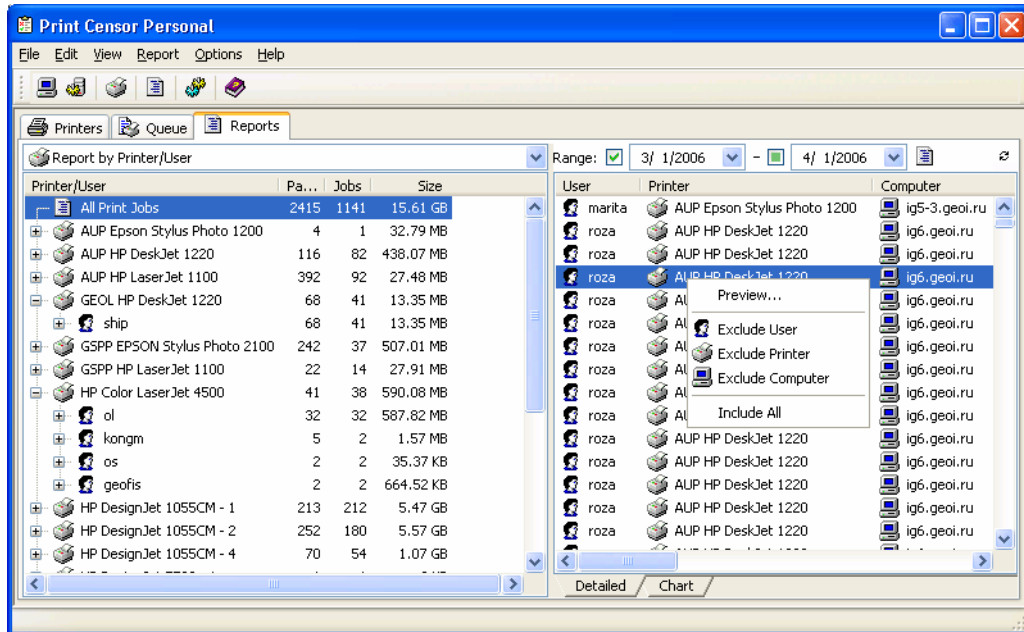
You can use the "Pausing" tab to specify the pausing options of the print jobs. You can pause all new print jobs and lock this print jobs. After that they can be restored only from Print Censor, having pressed button "Restore" with Ctrl button. You can set time of automatic restoring of these print jobs. If you will select an option "Show the status of paused print jobs in the print queue manager" the status of these print jobs can be seen in standard print queue manager. You can also use global pausing options.

Pausing Options

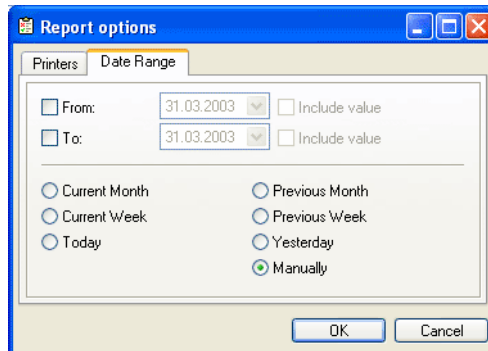
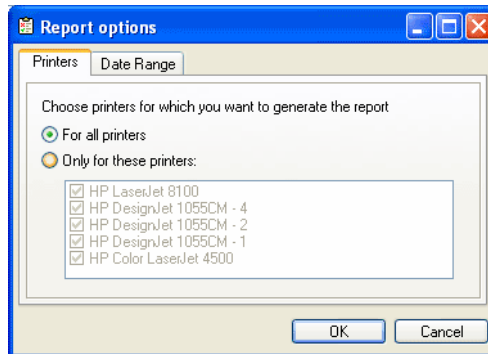
- Use global pausing options
- Pause all print jobs
- Allow to resume print jobs from Print Censor only
- Resume print jobs automatically after minutes
- Resume print jobs automatically at
- Show the status of paused print job in the print queue manager

Viewing stored print jobs

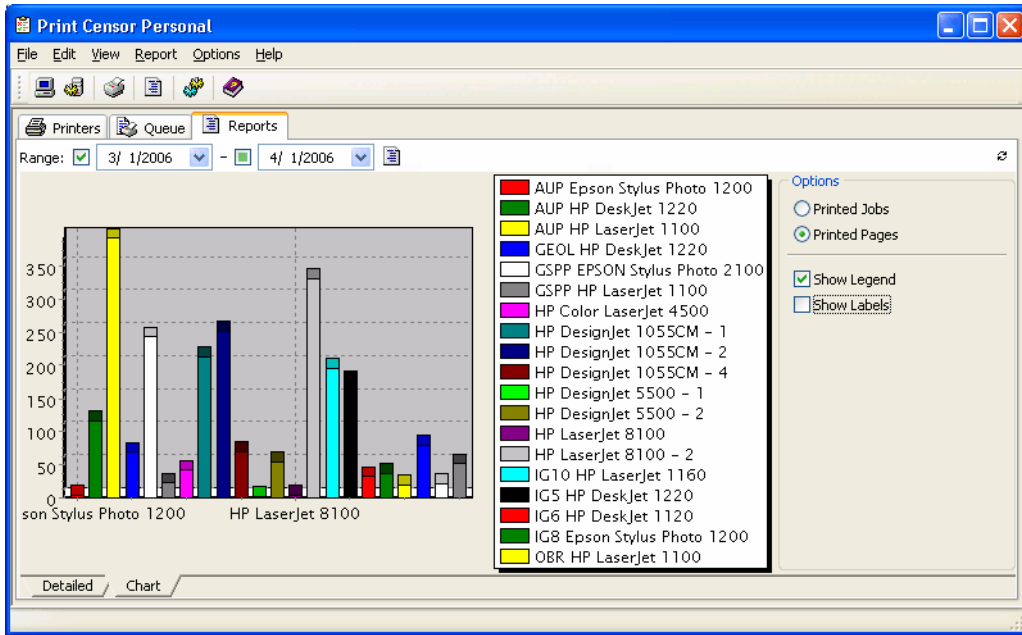
To view all print jobs for all the selected printers, go to the "Reports" tab and choose the desired report format. The following report formats are available: Printers/Users, Printers/Computers, Printers/Paper, Users/Printers, Users/Computers, Users/Paper, Paper/Printer, Paper/User, Paper/Computer, Computers/Users, Computers/Printers and Computer/Paper.



Then select "Report" - "Generate Report". In the window opened, select the desired printers which have recorded print jobs. If you do not see the desired printer in the printers list, this means there are no recorded jobs for this printer (or you deactivated an automatic print jobs recording for this printer). On the "Time period" tab, you can set the desired time period. You can set the time period manually or choose from pre-set variants, such as "Current Month", "Current Week", "Today", "Last Month", "Last Week", or "Yesterday".



After choosing all desired parameters, click the "OK" button to generate a report. After the report is generated, you can view detailed information about all the print jobs. Use the "Chart" mode to make the information more visual.



Printing a report

You can print your report after viewing. To do this, select the "File"->"Print" menu item. You will find the report preview in the window; you can also choose additional print parameters such as printing the report caption, column headers and page numbers. You can also delete some pages of your report here, change paper orientation and margins.

You can also export data into one of the following data types: text file, HTML file, XML data, Excel file, RTF file, BMP image, JPEG image, TIFF image, and PDF file.

Report Preview

Print Censor report

User	Printer	Company	Document	Page	Size	Printed	Submitted	Price	Paper Size	Color	Quota
lur	HP DesignJet 102	11.922.9.701	ghavilc.cob	1	351.1 KB	07.12.2004 9:4	07.12.2004 9:1	940	A4 x 460	Yes	Yes
vdvdm	HP DesignJet 102	11.922.9.701	h_1.cob	1	3.749 KB	07.12.2004 9:3	07.12.2004 9:1	A3	297 x 421	Yes	Yes
vdvdm	HP DesignJet 102	11.922.9.701	D_1.cob	1	3.248 KB	07.12.2004 9:3	07.12.2004 9:1	A3	297 x 421	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1021.cob	1	7.524 KB	07.12.2004 9:2	07.12.2004 9:1	480	A4 x 341	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	8.249 KB	07.12.2004 9:2	07.12.2004 9:1	480	A4 x 341	Yes	Yes
lur	HP DesignJet 102	11.922.9.701	h_1020.cob	1	481.29 KB	07.12.2004 9:2	07.12.2004 9:1	940	A4 x 460	Yes	Yes
svst	HP DesignJet 102	11.922.9.701	h_1020.cob	1	12.23 KB	07.12.2004 9:2	07.12.2004 9:1	940	x 1210	Yes	Yes
svst	HP DesignJet 102	11.922.9.701	y_1020.cob	1	8.778 KB	07.12.2004 9:1	07.12.2004 9:1	940	x 1210	Yes	Yes
vdvdm	HP DesignJet 102	11.922.9.701	h_1.cob	1	3.115 KB	07.12.2004 9:1	07.12.2004 9:1	A3	297 x 421	Yes	Yes
vdvdm	HP DesignJet 102	11.922.9.701	A_1.cob	1	4.243 KB	07.12.2004 9:1	07.12.2004 9:1	A3	297 x 421	Yes	Yes
svst	HP DesignJet 102	11.922.9.701	d_1020.cob	1	9.449 KB	07.12.2004 9:0	07.12.2004 8:1	940	x 1210	Yes	Yes
li	HP DesignJet 102	11.922.9.701	svst.cob	1	5.243 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 1000	Yes	Yes
li	HP DesignJet 102	11.922.9.701	svst.cob	1	2.518 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 940	Yes	Yes
svst	HP DesignJet 102	11.922.9.701	y_1020.cob	1	9.034 KB	08.12.2004 17:17	08.12.2004 18:10	940	x 1200	Yes	Yes
svst	HP DesignJet 102	11.922.9.701	y_1020.cob	1	9.749 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 1210	Yes	Yes
svst	HP DesignJet 102	11.922.9.701	d_1020.cob	1	7.795 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 900	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	11.11 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 900	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	11.07 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 900	Yes	Yes
svst	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4.d	1	875.201 B	08.12.2004 18:08	08.12.2004 18:10	A4	210 x 297	Yes	Yes
svst	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4.d	1	893.94 B	08.12.2004 18:08	08.12.2004 18:10	A4	210 x 297	Yes	Yes
svst	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4.d	1	876.8 KB	08.12.2004 18:08	08.12.2004 18:10	A4	210 x 297	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	10.34 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 900	Yes	Yes
svst	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4.d	1	874.9 KB	08.12.2004 18:08	08.12.2004 18:10	A4	210 x 297	Yes	Yes
svst	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4.d	1	381.981 B	08.12.2004 18:08	08.12.2004 18:10	A4	210 x 297	Yes	Yes
svst	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4.d	1	393.39 B	08.12.2004 18:08	08.12.2004 18:10	A4	210 x 297	Yes	Yes
svst	HP DesignJet 102	11.922.9.701	d_1020.cob	1	9.449 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 1210	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	2.414 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 940	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	3.119 KB	08.12.2004 18:08	08.12.2004 18:10	470	x 980	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	3.669 KB	08.12.2004 18:08	08.12.2004 18:10	470	x 700	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	2.7 KB	08.12.2004 18:08	08.12.2004 18:10	700	x 1000	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	4.778 KB	08.12.2004 18:08	08.12.2004 18:10	700	x 1000	Yes	Yes
svst	HP DesignJet 102	11.922.9.701	h_1020.cob	1	32.21 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 1000	Yes	Yes
svst	HP LaserJet 8100	11.922.9.701	Christina en francia me	1	70.753 B	08.12.2004 18:08	08.12.2004 18:10	A4	210 x 297	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	5.333 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 900	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	5.149 KB	08.12.2004 18:08	08.12.2004 18:10	470	x 970	Yes	Yes
vdvdm	HP DesignJet 102	11.922.9.701	Graphict	1	373.79 B	08.12.2004 18:08	08.12.2004 18:10	940	x 1189	Yes	Yes
vdvdm	HP DesignJet 102	11.922.9.701	Graphict	1	388.8 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 1189	Yes	Yes
vdvdm	HP DesignJet 102	11.922.9.701	Graphict	1	380.78 B	08.12.2004 18:08	08.12.2004 18:10	940	x 1189	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	7.044 KB	08.12.2004 18:08	08.12.2004 18:10	470	x 670	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	8.442 KB	08.12.2004 18:08	08.12.2004 18:10	470	x 670	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	7.1 KB	08.12.2004 18:08	08.12.2004 18:10	470	x 630	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	8.048 KB	08.12.2004 18:08	08.12.2004 18:10	470	x 640	Yes	Yes
svst	HP LaserJet 8100	11.922.9.701	Christina en francia me	4	2.655 KB	08.12.2004 18:08	08.12.2004 18:10	A4	210 x 297	Yes	Yes
svst	HP LaserJet 8100	11.922.9.701	Christina en francia me	1	74.19 KB	08.12.2004 18:08	08.12.2004 18:10	A4	210 x 297	Yes	Yes
lur	HP DesignJet 102	11.922.9.701	h_1020.cob	1	30.819 KB	08.12.2004 18:08	08.12.2004 18:10	940	x 1400	Yes	Yes
svst	HP LaserJet 8100	11.922.9.701	Microsoft Word - g4.1	23	1.34 KB	08.12.2004 18:08	08.12.2004 18:10	A4	210 x 297	Yes	Yes
svst	HP LaserJet 8100	11.922.9.701	Microsoft Word - raven	1	315.9 KB	08.12.2004 18:08	08.12.2004 18:10	A4	210 x 297	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	7.55 KB	08.12.2004 12:08	08.12.2004 11:10	470	x 600	Yes	Yes
ira	HP DesignJet 102	11.922.9.701	h_1020.cob	1	3.66 KB	08.12.2004 12:08	08.12.2004 11:10	470	x 630	Yes	Yes

Page 1 of 2

Print... Cancel

Print Queue

Print Sensor allows you to view the print queue for any printer in your network. Moreover, unlike the usual Windows print queue window, Print Sensor allows you to control all the printers simultaneously.

Working with printers

Print Sensor features all the standard operations. To perform them, all you need is to right-click the desired printer and select an action:

- «Open queue...» - open Windows print queue view window (you can also simply double-click the selected printer);
- «Printer Web Page...»
- «Set as Default»;
- «Pause printing»;
- «Cancel all Documents»;
- «Delete printer»;
- «Properties...» - open standard printer properties window.

Working with print jobs

To make working with print jobs even handier, you can hide the printer's list panel. To do this, go to "View" - "Show Printers/Servers Panel".

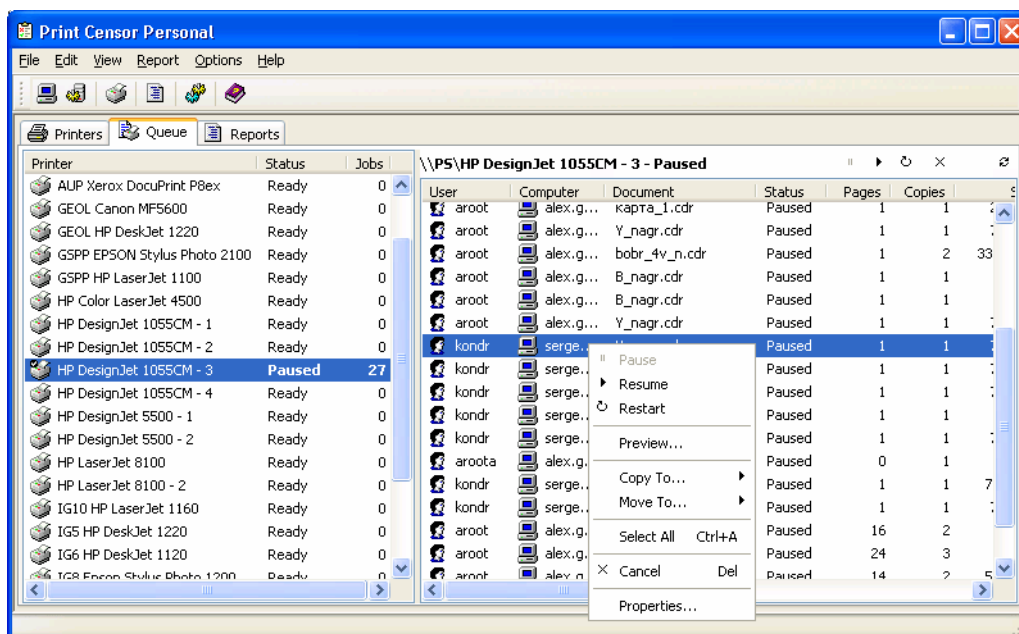
Unlike the usual Windows print jobs view window, Print Sensor provides you with much more information about print jobs. The following information is available:

- The name of the user which sent the job;
- The computer from which the job was sent. You can also see the DNS name of the computer instead of its IP address. To enable this feature go to "Options" - "Preferences...", on the "Global" folder and select "Resolve IP addresses";
- Job status;
- Document name;
- Number of pages. Here you can see an approximate number of pages even for those print jobs which you normally cannot see in Windows printing queue view window;
- Number of copies (even for Microsoft Word documents);
- Job size;
- Job creation time and date;
- Paper size;
- Priority;
- Color mode (colored or black and white);
- Duplex mode (double-side printing);
- Print job data type;
- Position in a queue;
- Print job ID.

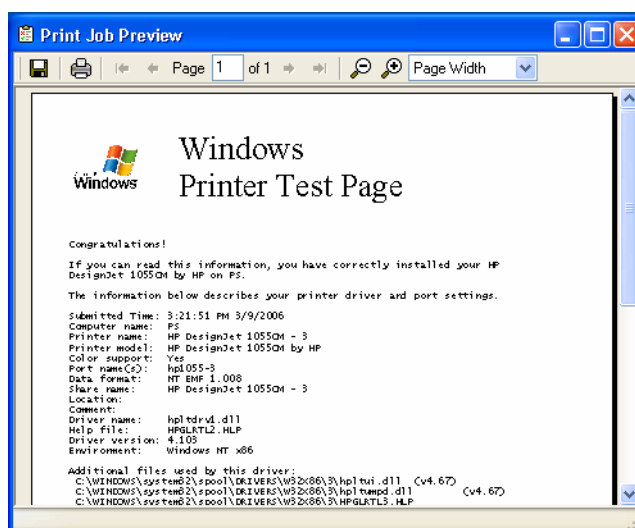
You can also hide unnecessary columns. To do this, simply right-click on the columns header and select the desired columns.

The following status operations are available in the print queue window:

- Pause job;
- Resume job;
- Restart job;
- Preview job;
- Move/Copy job to another printer;
- Cancel job;
- Change all standard job parameters.



For each print job you can now view and change all default parameters, and you can do it for several printers at the same time.



You can preview print jobs in the queue. This will help you detect those print jobs that you do not need and you will be able to save consumables and paper thanks to this feature.

Print job preview is available only for those printers that have printing in the EMF format enabled for them. To enable this mode, open the Properties dialog box for the printer you need and switch to the "Advanced" tab. Select the "Enable advanced printing features" checkbox at the bottom of this tab. Then click the "Print Processor" button, set the print processor to WinPrint and the default data type to "NT EMF 1.008".

Now you can preview print jobs sent to this printer.

Note: some printer drivers do not support EMF printing. It is impossible to preview print jobs for these printers.

You can also copy or move jobs from one printer to another. It can be useful in many cases, for example you can copy a job to print it several times, and moving a job will help you when there's no more toner in one of the printers, and you may move the jobs to another printer that is free at the moment.

Note: you can copy and move print jobs only between computers running under Windows NT/2000/XP/2003. EMF printing must be enabled for the source printer. Thus, if you can preview a print job, you can also copy or move it.

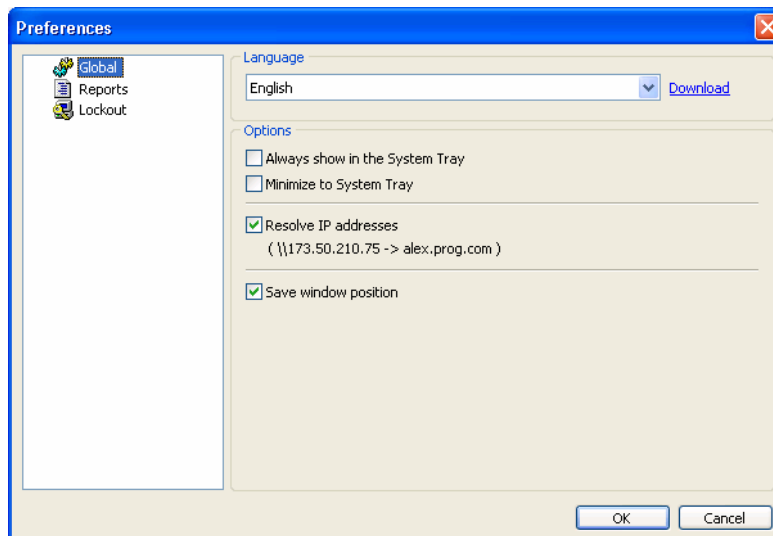
Network Printers

To view the print queue of the network printers, go to the "Options" menu and select "Show Network Printers"

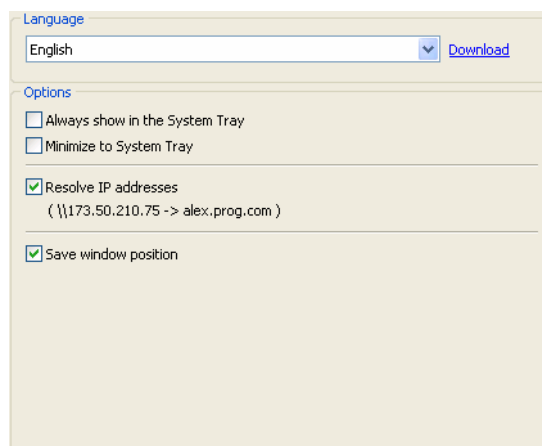
If you need to work with the print jobs queue for an extended time, you can choose the "Queue Manager" mode. To start working in this mode, select "Queue manager only" in the "Options" menu.

Customizing Print Censor preferences

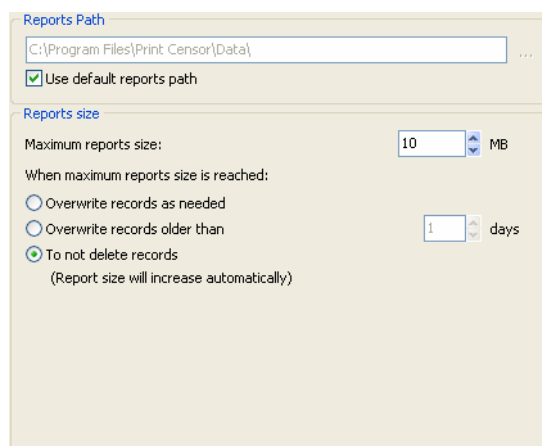
Choose the “Settings”->”Preferences” menu item to customize Print Censor preferences.



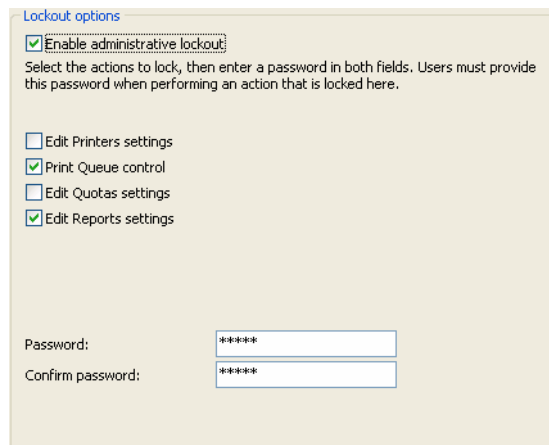
On the “Global” tab you can set the program interface language (additional languages can be downloaded from Print Censor site at <http://usefulsoft.com/download> or by clicking the “Download” link). The options for working with a system tray are: Minimize Print Censor to System Tray and Always Show Print Censor in the System Tray. You can also set the option of displaying DNS names of computers instead of their IP addresses.



On the “Report” tab you can customize the parameters of working with your report file. It is possible to change its path if there isn’t enough space on the default drive. You can also set some additional options of report file processing, such as maximum size and actions performed when maximum report size is reached. When the report reaches the maximum size, you can overwrite records as needed, overwrite records older than a certain number of days or perform no actions at all (in this case the report size will increase automatically).



On the “Lockout” tab you can enable the option of locking any modifications of Print Censor options. You can: lock changing the Jobs History option for printers, lock changing the quotas and lock changing the report file options. After you enable the lockout, you’ll have to enter password to modify the locked options.



On every Print Censor tab you can arrange the data by any column, and hide unneeded columns by right-clicking the column header and selecting the “Select Columns...” menu item.

