Print Censor

Personal

Version 4.8

for Windows© 2000/XP/Vista
and Windows© Server 2003

UsefulSoft, 2007

Print Censor 4.8 Requirements and Recommendations

Software Requirements and Recommendations:

Print Censor server

Required for Install:

- Windows 2000/XP/2003/Vista

Print Censor client

Required for Install:

- Windows 2000/XP/2003/Vista

Hardware Requirements and Recommendations:

Print Censor server

Required for Install:

- 5MB free HD Space

Recommended:

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

Print Censor client

Required for Install:

- 8MB free HD Space

Print Censor database

Recommended:

- 50MB 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;
- paper orientation;
- color of printing (colored or black and white);
- whether it was a duplex printing or not;
- print quality;
- 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;
- Pause or lock all new print jobs.
- 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/Vista, Windows Server 2003, Macintosh, Linux, Solaris and other Unix versions. 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.

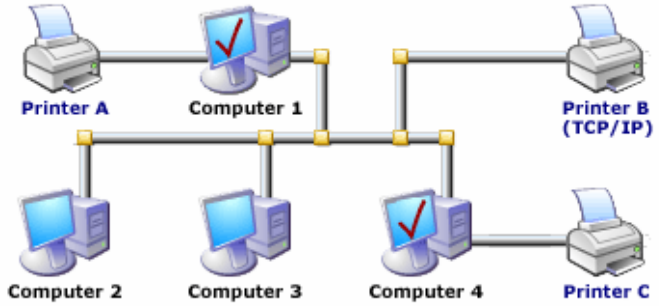
Thus, using Print Censor, you can make routine print job management easy, cut down your printing expenses and better predict the need for printing materials for the whole network.

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. 11-20 Printers license;
5. 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:

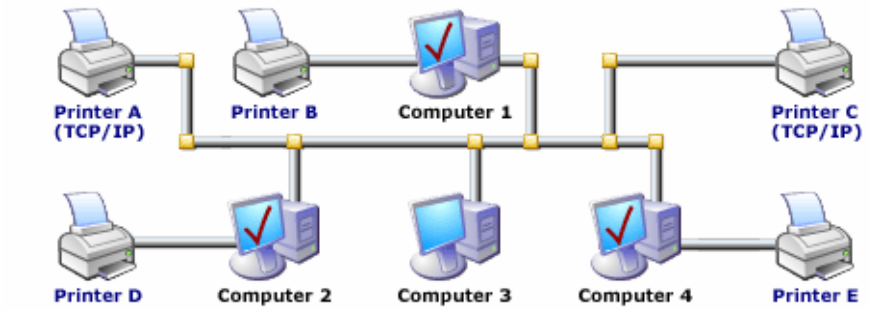


Printer A and **Printer C** are connected to computers directly (using LPT or USB ports). **Printer B** is connected to network using a TCP/IP netcard.

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 Censor Installation

Please read this before installation

Print Censor 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 Censor to a local workstation or print server.

Installing Print Censor

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

Before installing Print Censor, 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 Censor, 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 Censor immediately.

Server component

The Server component is the Print Censor, service which should be installed to a print server to allow the following:

1. Print job recording.
2. Control of quotas.
3. User notification of quota status.
4. Print job pausing and their locking.

Client component

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

Previous version update

You have to un-install previous version of Print Censor 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 Censor 3.x database format.

Import old databases

You can download Print Censor Database Converter and import all your old databases.

Firewall settings

If your Windows Firewall is ON than you need to enable exception for "File and Printer Sharing".

For other Firewalls you need to enable exception for TCP Port 139.

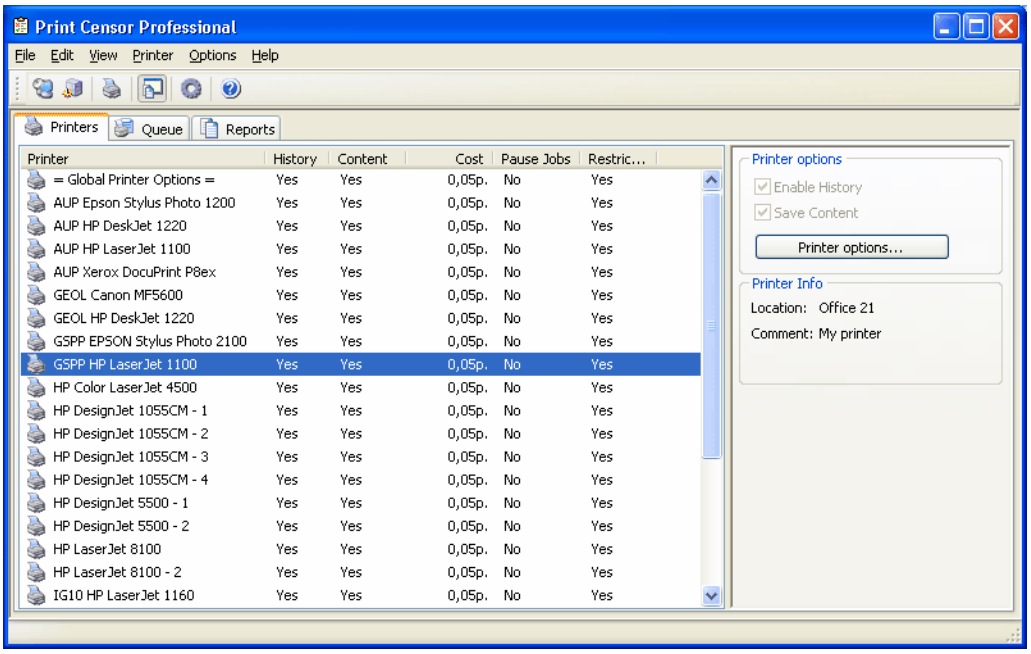
Using Print Censor

Print jobs storing

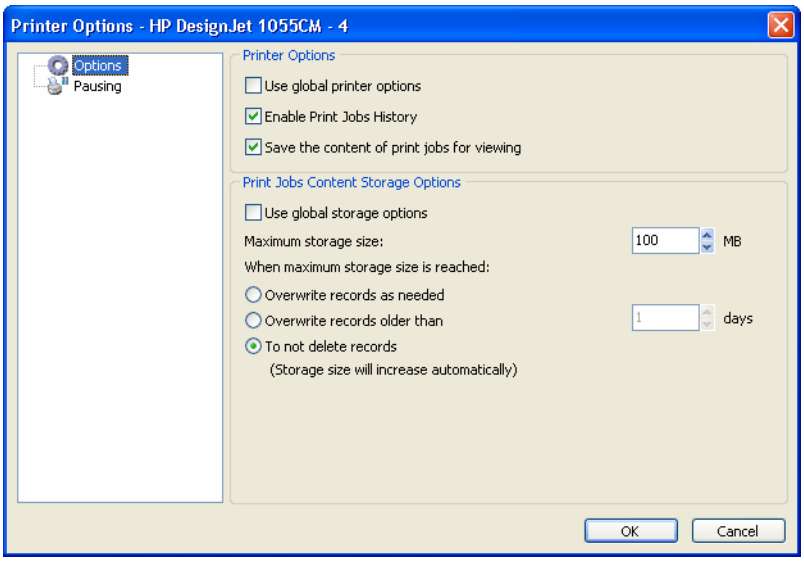
By default Print Censor automatically stores the print jobs for all local printers which are installed. All print jobs will be stored for all printers, which will be added after Print Censor installation. You can change this mode by disabling the «Enable History» option in «Global Printer Options».

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 on the “Reports” tab.

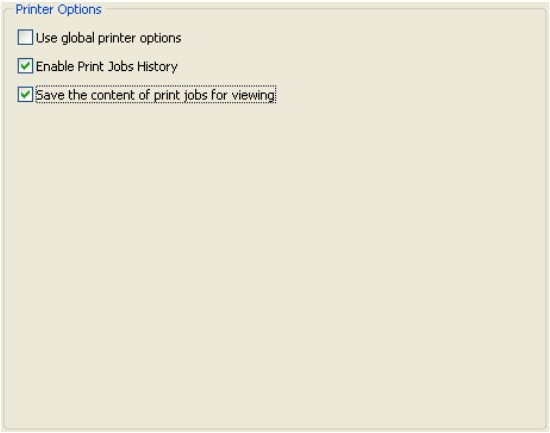


After you click the "Printer Options…" button, you can specify the advanced options of the selected printer or of the global printer option:



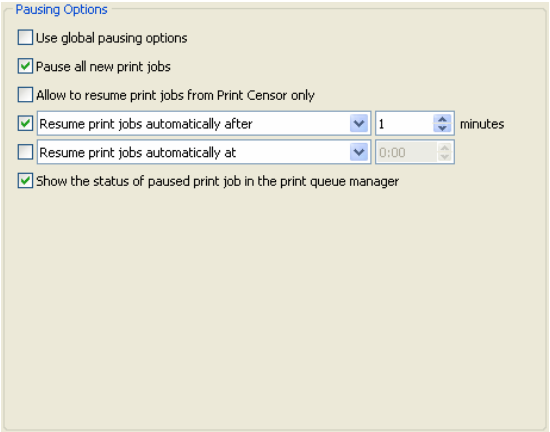
Printer Options

You can use the "Options" page 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 use global pausing options.



Pausing or Locking all print jobs for Printers

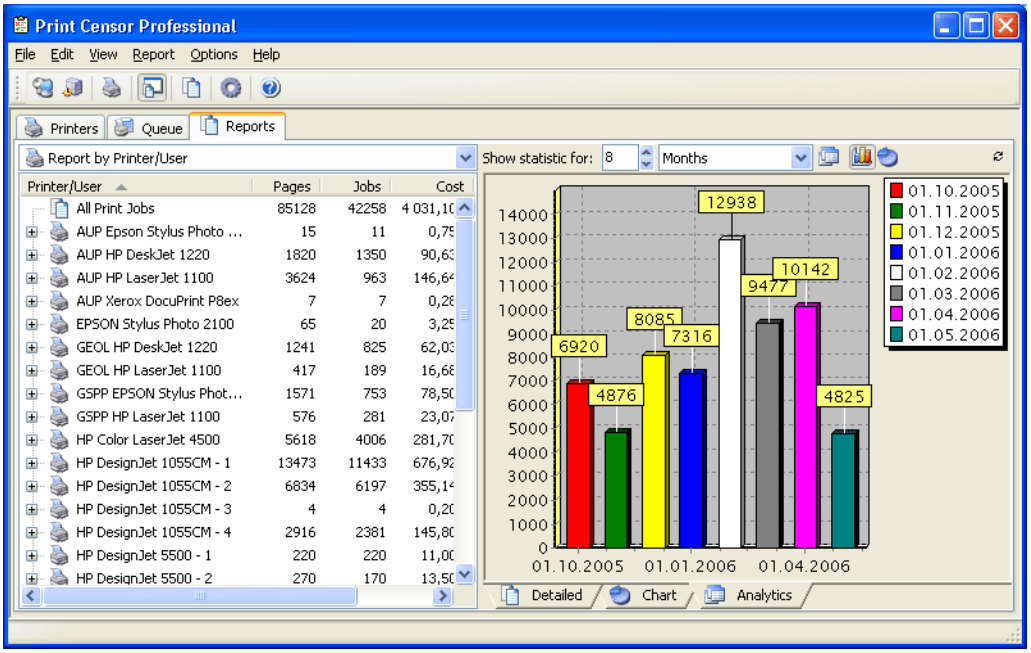
You can use the "Pausing" page to specify the pausing options of the print jobs. You can pause all new print jobs and lock this print jobs. After that they can be restored only from Print Censor. You can set time of automatic restoring or deleting of these print jobs. If you will select an option “Show 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.



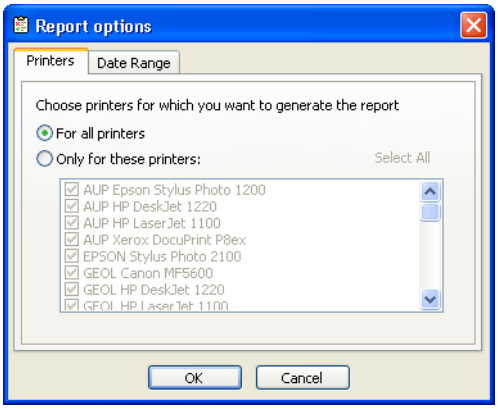
Viewing stored print jobs

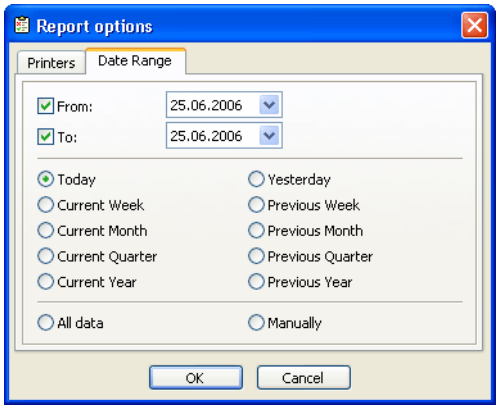
To view all print jobs for all the selected printers, go to the "Reports" tab and choose the desired report format. The following report formats are available:

- Printer/User, Printer/Computer, Printer/Paper, Printer/Date;
- User/Printer, User/Computer, User/Paper, User/Date;
- Computer/Printer, Computer/User, Computer/Paper, Computer/Date;
- Paper/Printer, Paper/User, Paper/Computer, Paper/Date;
- Date/Printer, Date/User, Date/Computer, Date/Paper;

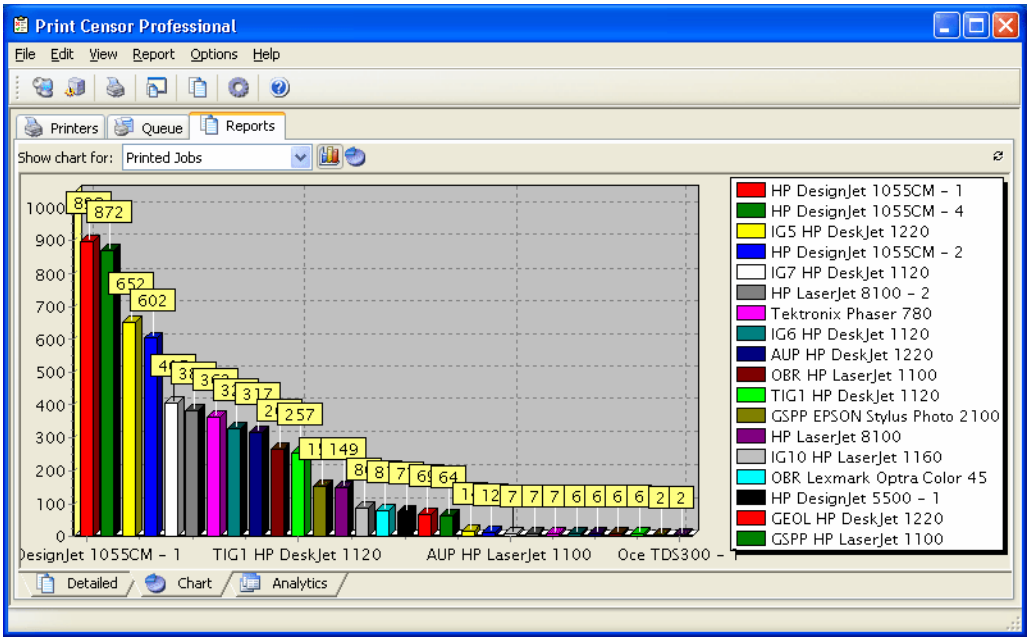


Then select "Report" - "Generate Report". In the window opened, select the desired printers which have recorded print jobs. If you do not see the desired printer in the printers list, this means there are no recorded jobs for this printer (or you deactivated an automatic print jobs recording for this 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 "Today", "Current Week", "Current Month", “Current Quarter”, “Current Year”, "Yesterday", "Last Week", "Last Month", “Last Quarter”, “Last Year”, “All Data” or “Manually”.





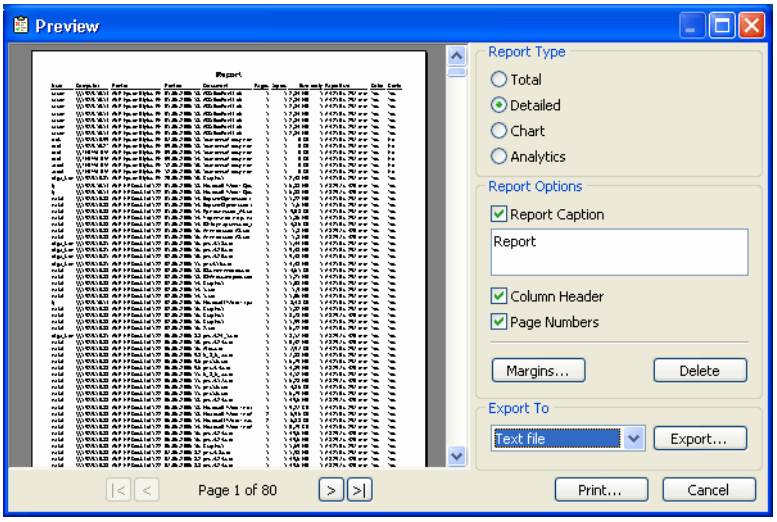
After choosing all desired parameters, click the "OK" button to generate a report. After the report is generated, you can view detailed information about all the print jobs. Use the "Chart" mode to make the information more visual.



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, CSV file, HTML file, XML data, Excel file, RTF file, BMP image, JPEG image, TIFF image, GIF image and PDF file.



Also on “Queue” tab you can print printers and print jobs list, on “Users” you can print users list and on “Groups” tab you can print groups list.

Print Queue

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

Working with printers

Print Censor 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»;
- «Use Printer Offline»;
- «Duplicate Printer»;
- «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".

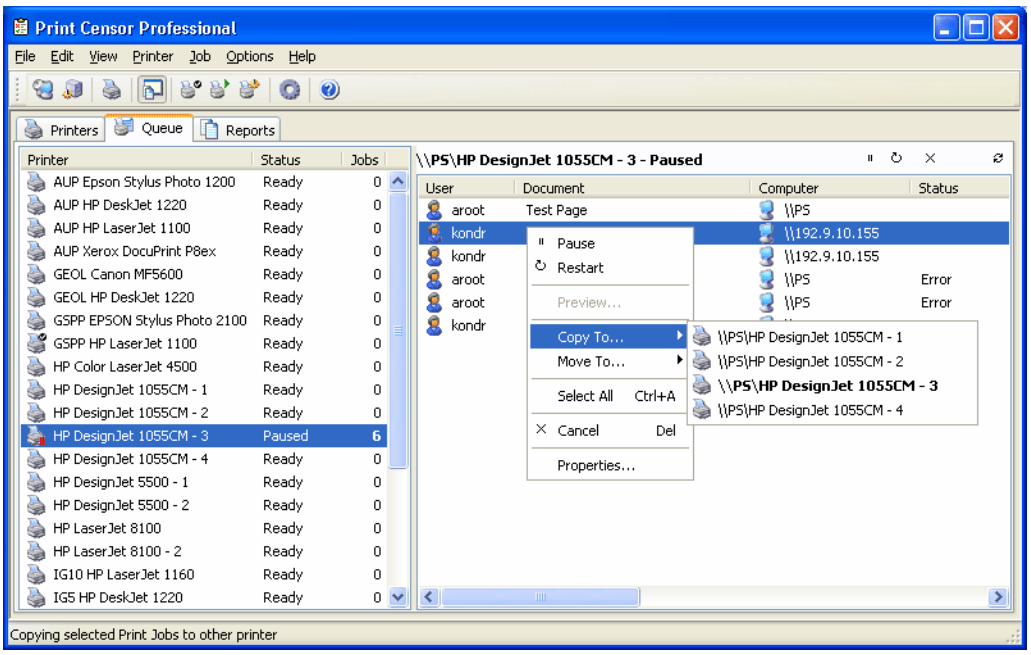
Unlike the usual Windows print jobs view window, Print Censor provides you with much more information about print jobs. The following information is available:

- 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;
- 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;
- Print job Cost.

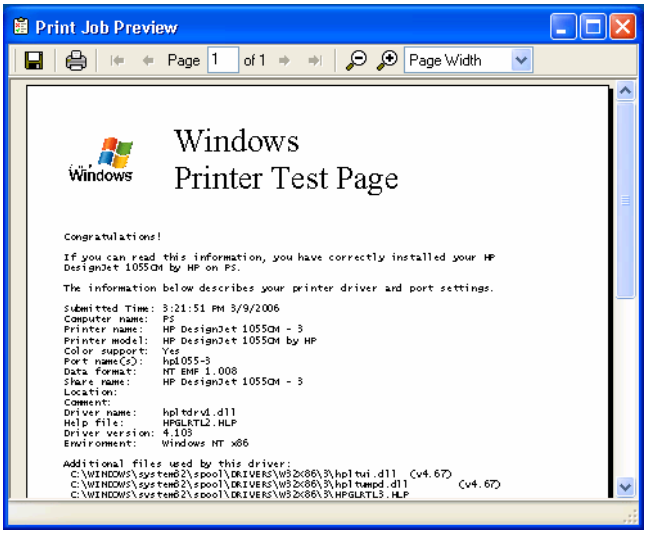
You can also hide unnecessary columns. To do this, simply right-click on the columns header and select the desired columns.

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

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

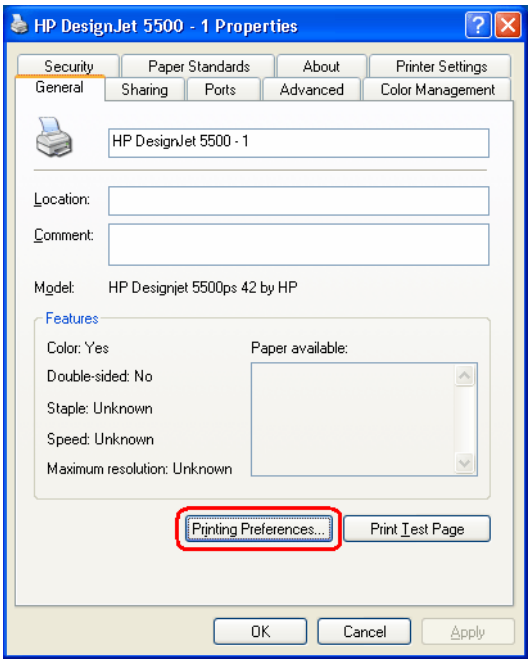
Note: you can copy and move print jobs only between computers running under Windows NT/2000/XP/2003. EMF printing must be enabled for the source printer. Thus, if you can preview a print job, you can also copy or move it.

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.

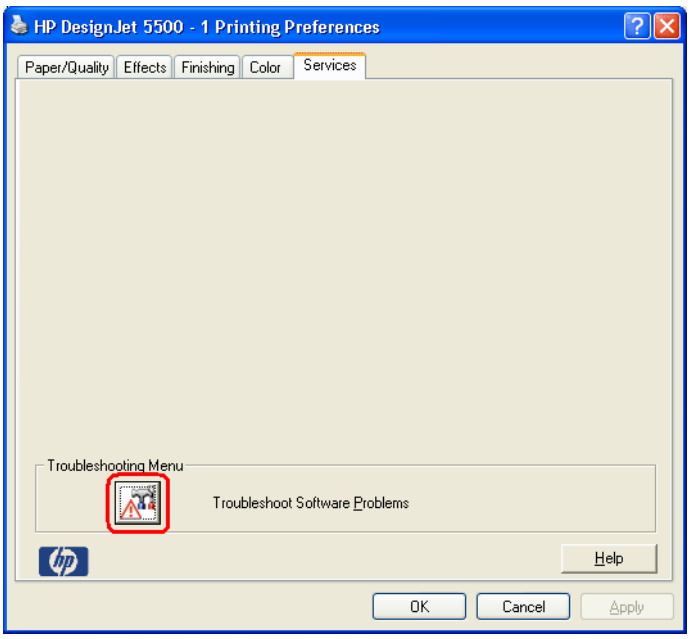
How to enable viewing print jobs for some printers

HP DesignJet 5500, HP DesignJet 110 and other HP plotters

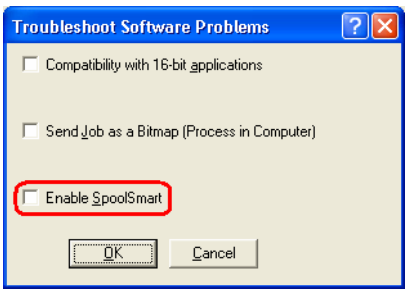
1. If you have HP plotter, open its properties and click the “Printing Preferences…” button on “General” tab:



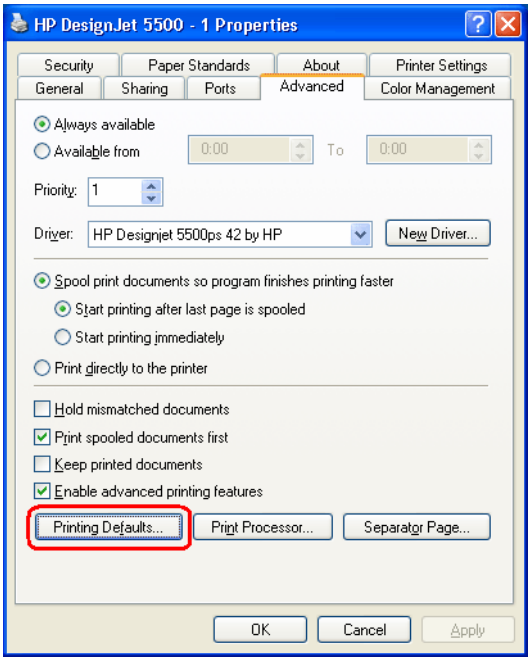
2. On “Printing Preferences” window switch to “Services” tab and click the “Troubleshoot Software Problems” button:



3. Disable “Enable SpoolSmart” option, click the OK button and click the OK button on “Printing Preferences” windows (previous step).



4. Switch to “Advanced” tab on printer properties window, click the “Printing Defaults…” button and execute again steps 2 and 3.



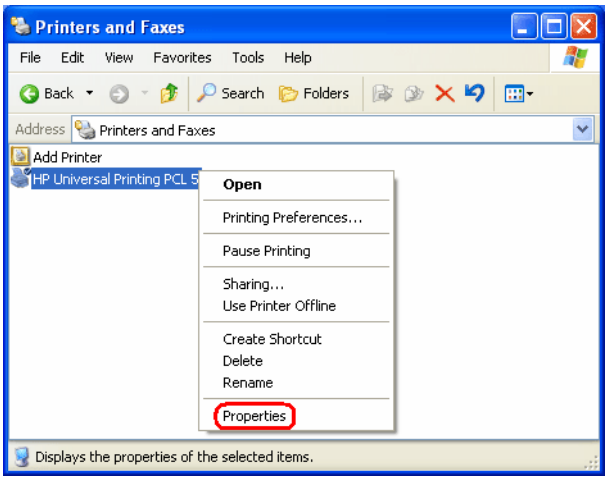
5. Now you can use this printer for printing and view the contents of its print jobs.

HP network printers

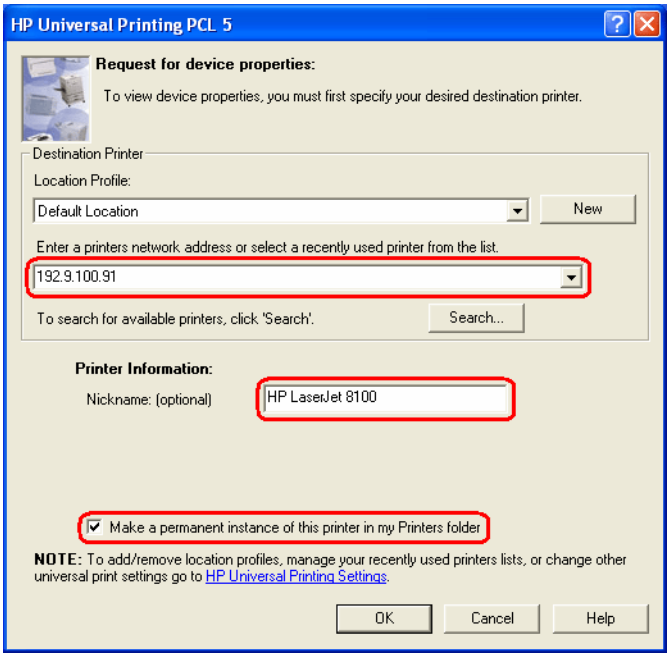
1. If you have HP network printers, go to http://hp.com, click the link “Software & Driver Downloads” and find your printer model. “HP Universal Print Driver for Windows - PCL 5” can be downloaded almost for all printers.

2. For example, let us see how to configure the printer “HP LaserJet 8100”. Download and install the driver for this printer (its file name is updpcl5win2kxp2003-en.exe).

   After you install this driver, you will have a printer named “HP Universal Printing PCL 5”. Open its properties:



3. Use the “HP Universal Printing PCL 5” dialog box to enter the IP address of your printer (192.9.100.91), Printer name (HP LaserJet 8100) and enable the “Make a permanent instance of this printer in my Printers folder” option. Click the OK button after that.



4. Now you can use this printer (HP LaserJet 8100) for printing and view the contents of its print jobs.

HP LaserJet 1000, 1005, 1010, 1020, HP Color LaserJet 1160, 2600

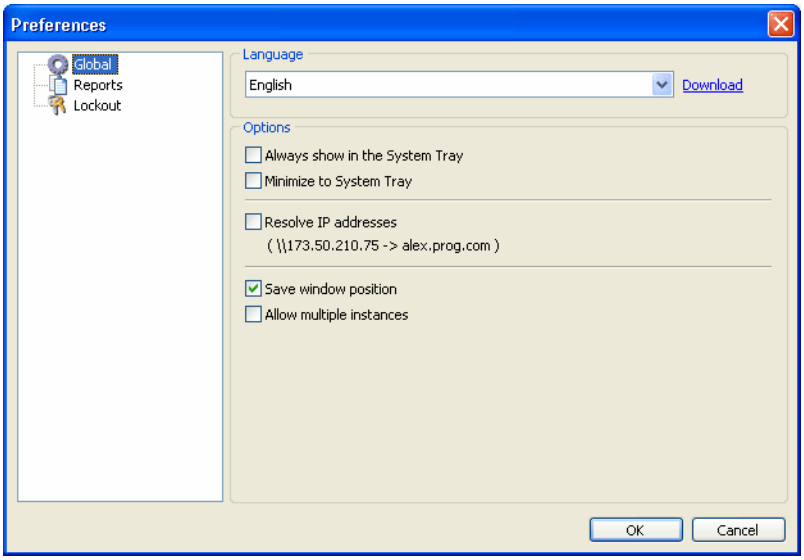
Using current versions of the Print Censor and Remote Queue Manager you can't enable preview for this printers.

Print jobs from Corel Draw

5. If you can preview all print jobs for your HP printer but you can't preview print jobs from Corel Draw only, it is possible that you use PostScript printer drivers. You can try to download and install non PostScript drivers (for example PCL) for your printer.

Customizing Print Censor preferences

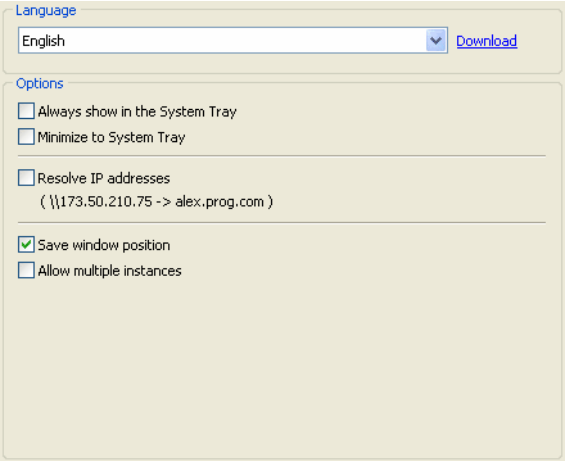
Choose the “Settings”->”Preferences” menu item to customize Print Censor preferences.



Language and Interface Options

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 set the option of displaying DNS names of computers instead of their IP addresses. You can also save window position on program exit and allow multiple instances of the program.

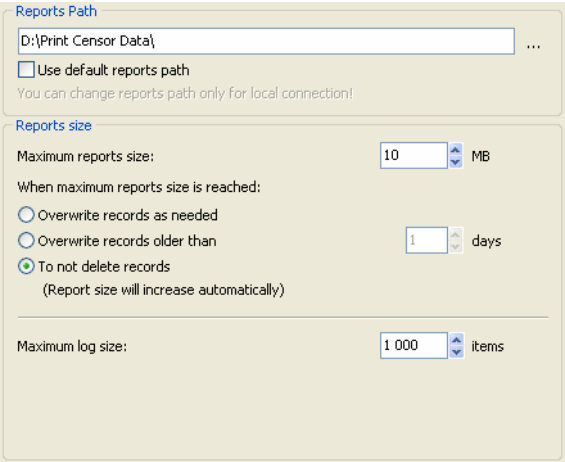


Reports Options

You can use the “Reports” page to 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.

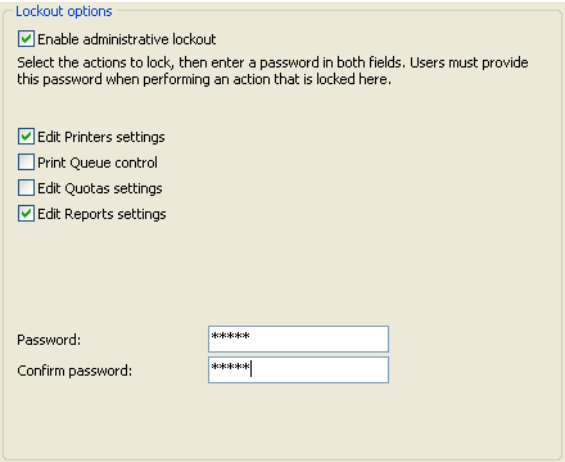
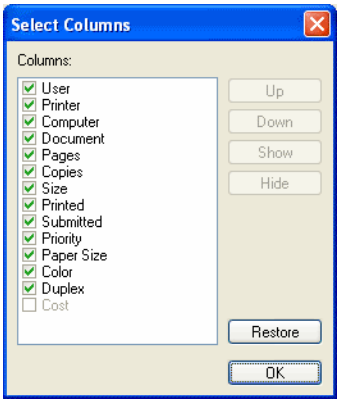
Note: You can change path for local connection only!

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).



Lockout Options

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.