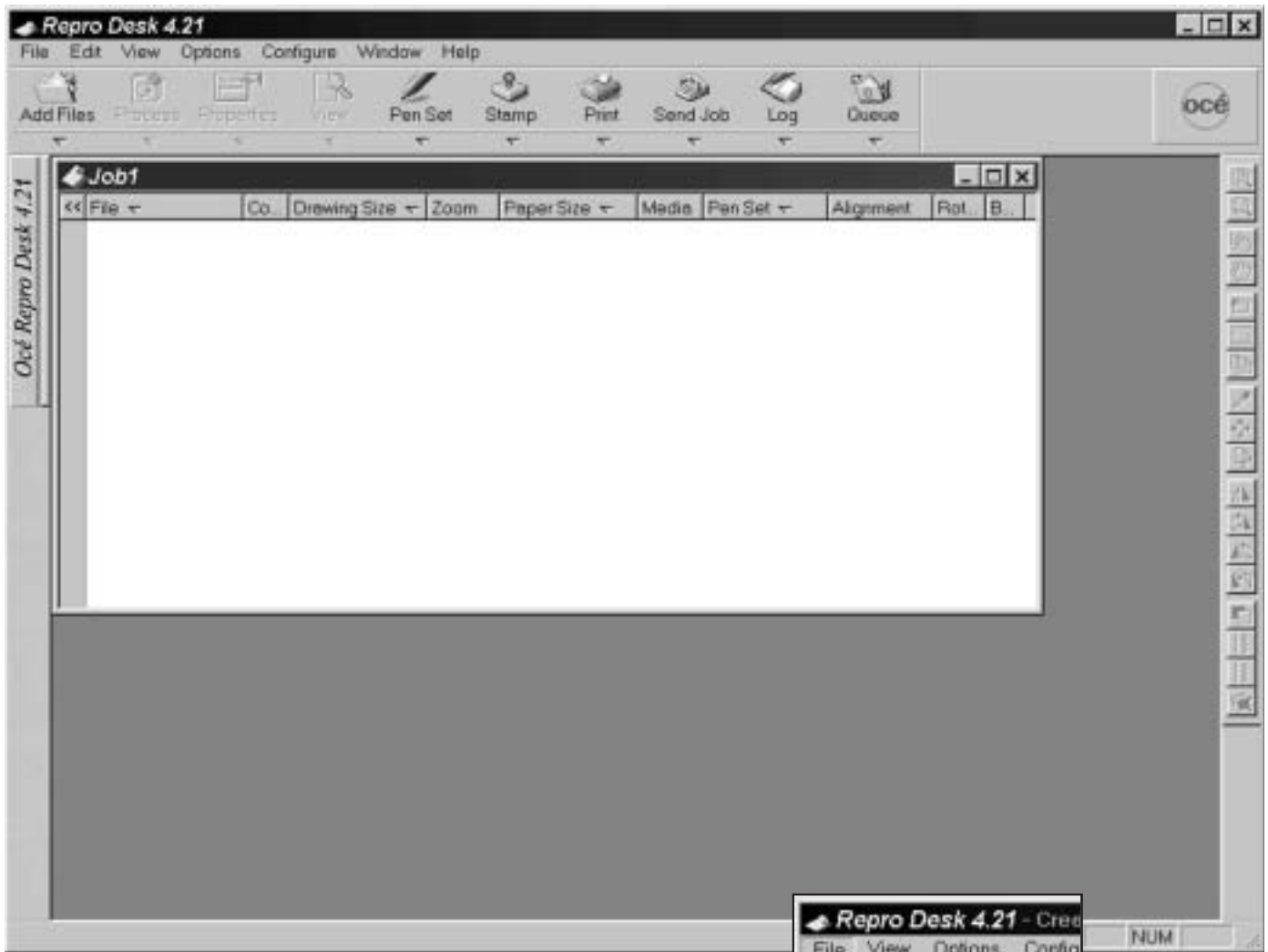


ReproDesk QuickStart Guide

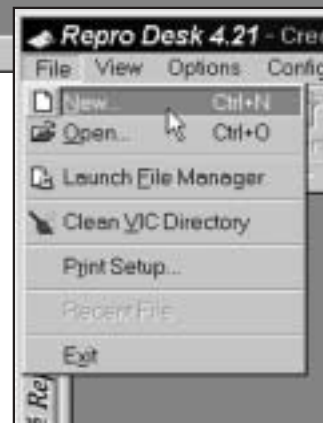


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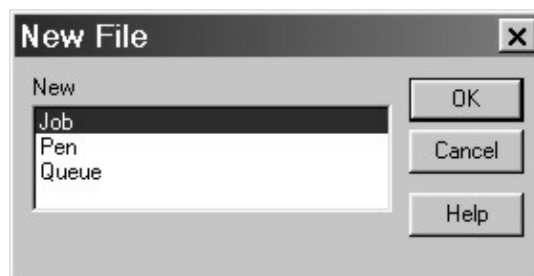
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The **job** is ReproDesk's organizational unit. Files are loaded into the job and from there can be manipulated and prepared for sending to us for printing.



ReproDesk will open a new job file when you start the program. To open a new job manually, select **NEW** from the File menu, then select **JOB** from the New File window.



ADDING FILES TO THE JOB

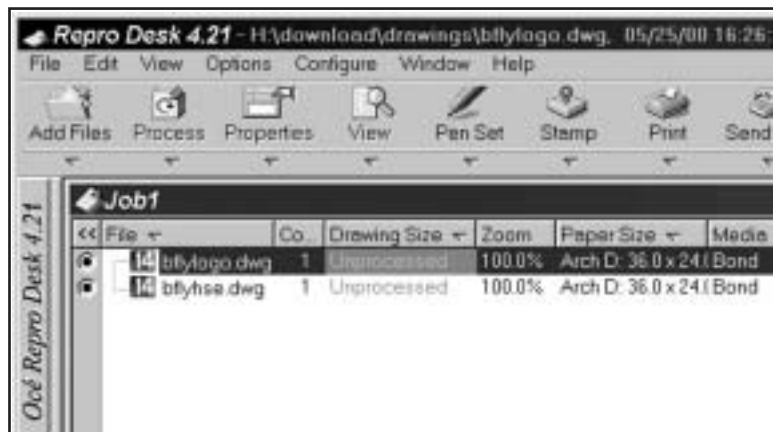
NOTE FOR AUTOCAD USERS: The drawings must be saved in AutoCAD with “Zoom to Extents” before being brought into ReproDesk. AutoCAD 14/2000 drawings MUST be plotted using the HP750C Plus before being brought into ReproDesk. For instructions on configuring a plotter, check our web site: www.bestimagingolutions.com/rd_instrux.html

To add files to the current job, simply click the Add Files button on the toolbar.



Select the file(s) to be added. NOTE: Holding down the **Ctrl** key allows the selection of multiple files.

The files appear in the job window and are ready for use.

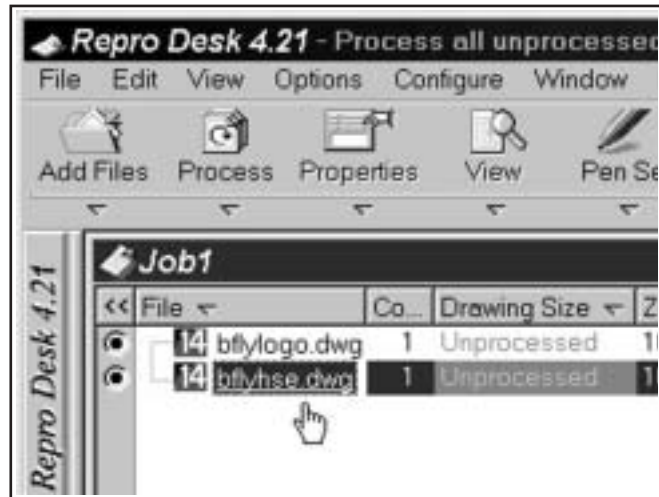


PREPARING FILES FOR PRINTING

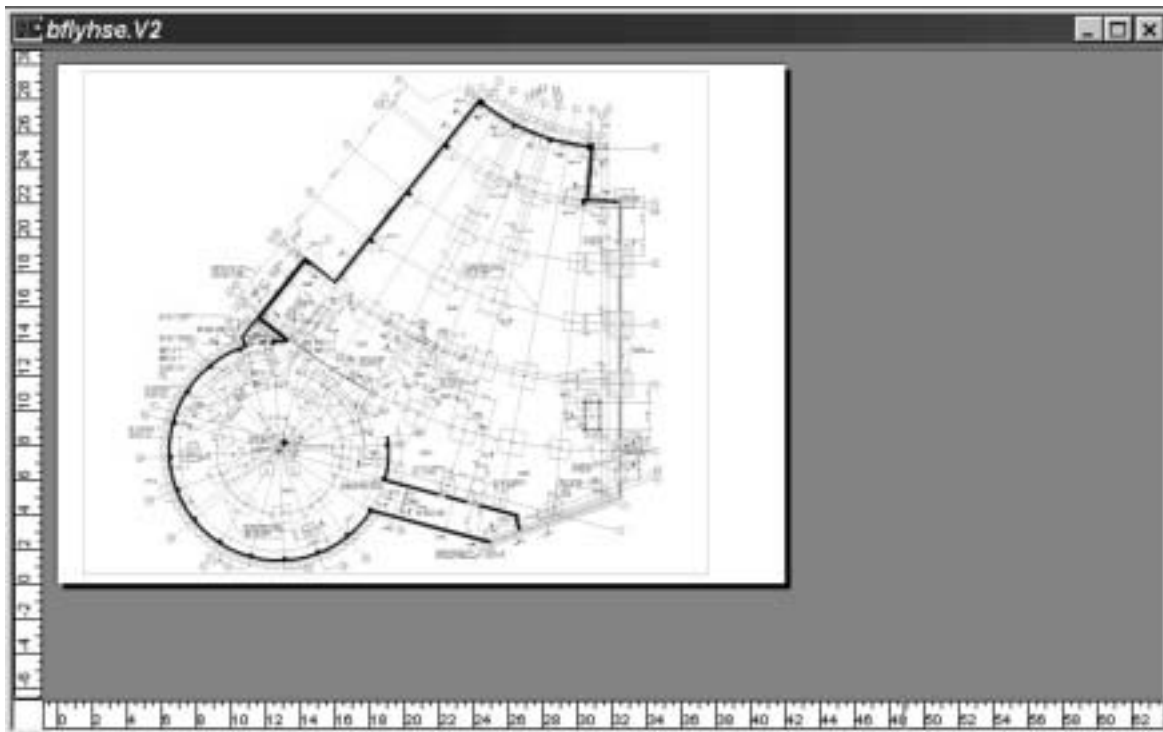
To view a file, select the file in the job (by clicking on it once). Click the View button in the toolbar

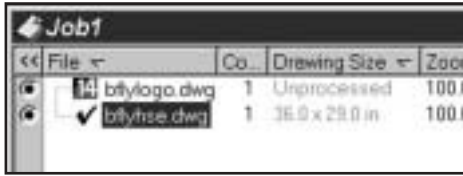


...or double-click the filename.



A window will open displaying the drawing as it will print. The white space is the sheet of paper.



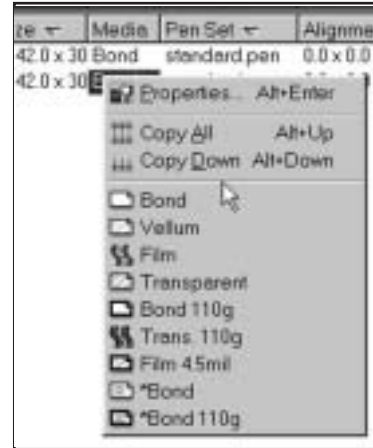


Close the View window and a checkmark appears next to the file name. This means that ReproDesk has determined that every pen has a weight assigned and the drawing will not be clipped.

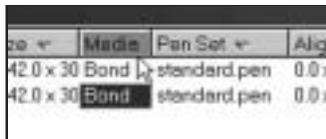
Right-click on any property to open the menu and change settings for that single file.

NOTE: Any global property changes you make will override single-file changes, so you should make global changes before making single changes.

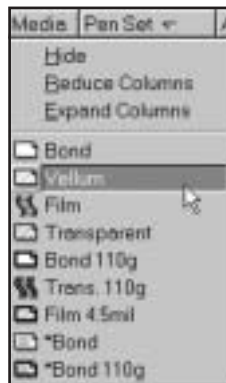
For an explanation of making global changes, see below.



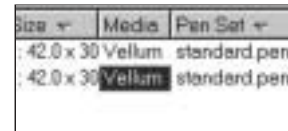
This is the Global Properties bar. It is located at the top of the job window. This bar is used to change the properties for every file in the job. See example below.



1. Click the desired property tab in the Global Properties bar.



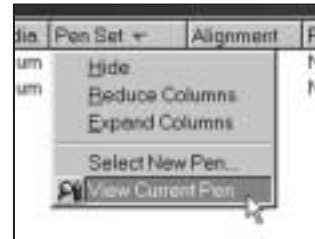
2. Select the new property value from the drop-down menu.



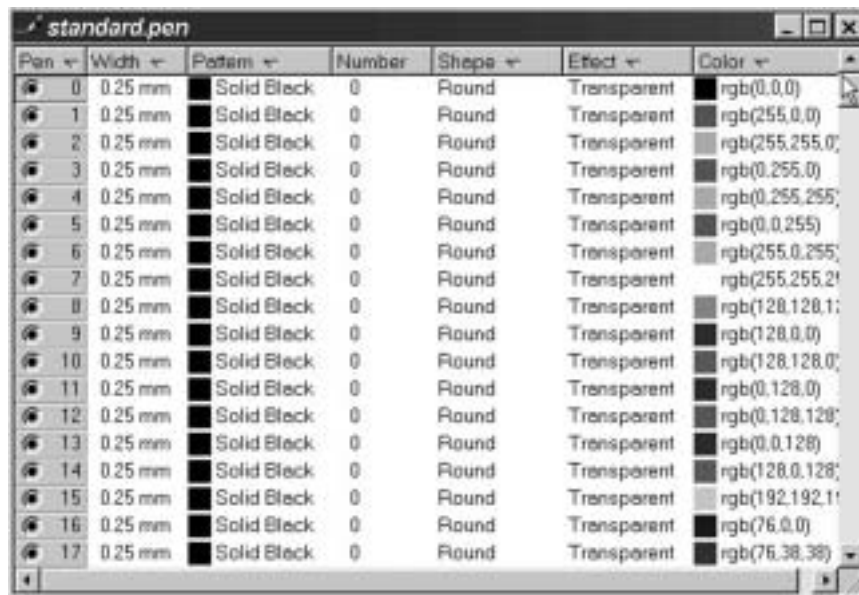
3. The value is changed for all files in the job.

VIEWING PEN PROPERTIES

To view the settings for the current pen set, click on the Pen Set button in the toolbar (seen at left). You can also click the Pen Set tab in the Global Properties bar and select View Current Pen from the menu.



This will open a window displaying the pen set for this job's files.

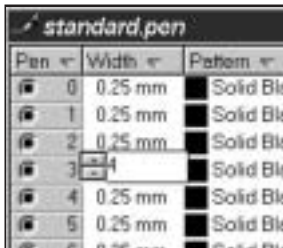


Pen	Width	Pattern	Number	Shape	Effect	Color
0	0.25 mm	Solid Black	0	Round	Transparent	rgb(0,0,0)
1	0.25 mm	Solid Black	0	Round	Transparent	rgb(255,0,0)
2	0.25 mm	Solid Black	0	Round	Transparent	rgb(255,255,0)
3	0.25 mm	Solid Black	0	Round	Transparent	rgb(0,255,0)
4	0.25 mm	Solid Black	0	Round	Transparent	rgb(0,255,255)
5	0.25 mm	Solid Black	0	Round	Transparent	rgb(0,0,255)
6	0.25 mm	Solid Black	0	Round	Transparent	rgb(255,0,255)
7	0.25 mm	Solid Black	0	Round	Transparent	rgb(255,255,255)
8	0.25 mm	Solid Black	0	Round	Transparent	rgb(128,128,128)
9	0.25 mm	Solid Black	0	Round	Transparent	rgb(128,0,0)
10	0.25 mm	Solid Black	0	Round	Transparent	rgb(128,128,0)
11	0.25 mm	Solid Black	0	Round	Transparent	rgb(0,128,0)
12	0.25 mm	Solid Black	0	Round	Transparent	rgb(0,128,128)
13	0.25 mm	Solid Black	0	Round	Transparent	rgb(0,0,128)
14	0.25 mm	Solid Black	0	Round	Transparent	rgb(128,0,128)
15	0.25 mm	Solid Black	0	Round	Transparent	rgb(192,192,192)
16	0.25 mm	Solid Black	0	Round	Transparent	rgb(76,0,0)
17	0.25 mm	Solid Black	0	Round	Transparent	rgb(76,38,38)

SETTING PEN WIDTHS

METHOD ONE:

Double-click the pen width you want to change, then do one of the following:



- Backspace to clear the existing number. Enter the number for the desired width from the chart below.
- Click the up or down arrow in the Width column to match the number desired from the chart below.

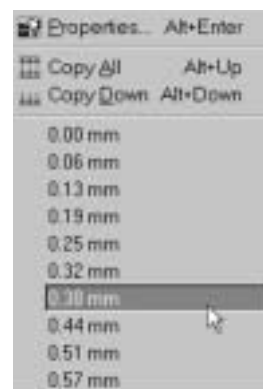
Click elsewhere in the window to activate the change.

ReproDesk Pen Conversion (in mm.)

1 = .06	11 = .70	21 = 1.33
2 = .13	12 = .76	22 = 1.40
3 = .19	13 = .83	23 = 1.46
4 = .25	14 = .89	24 = 1.52
5 = .32	15 = .95	25 = 1.59
6 = .38	16 = 1.02	26 = 1.65
7 = .44	17 = 1.08	27 = 1.71
8 = .51	18 = 1.14	28 = 1.78
9 = .57	19 = 1.21	29 = 1.84
10 = .64	20 = 1.27	30 = 1.90

METHOD TWO:

- Right-click on the pen width whose value you wish to change.
- From the menu that opens (like the one on the right) select the desired width.
- NOTE: Clicking the Width tab on the Global Properties bar opens a similar menu that sets the width for all pens in the set.



PROCESSING THE JOB

Once all drawing properties are set as desired, the files must be processed. If the files are not processed before being sent to us, we cannot guarantee that they will print correctly

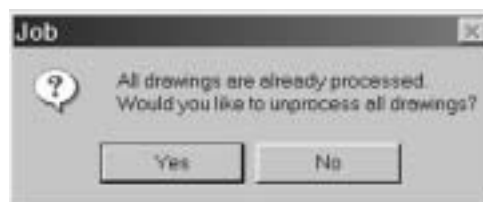
When ReproDesk processes a file, it creates a VIC (Vector Image Compressed) file, which is a compressed file that incorporates the pen set and other settings in with the drawing or plot file.

To process all files in a job, click on the Process button in the toolbar.



In the event that all files are already processed, the window shown below will open, offering the chance to unprocess all files.

It's not a bad idea to do that, if changes have been made to any job settings. NOTE: If you do unprocess the files, be sure to process them before sending the job to us.



SENDING THE JOB



The first step in sending a job is to click the Send Job button in the toolbar. This opens the window where you will enter all of the important printing info.

Enter as much information here as possible. Especially important is the job due date and time.

Use the Split Delivery and Additional Instructions spaces to specify multiple delivery addresses or other important info.

Use the tabs to navigate between sections. Clicking OK will save your information and close this window without sending the job.

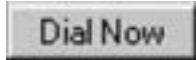
A screenshot of the "Send Job" dialog box. The "Job Information" tab is selected. Fields include: Dial Out To (ApFtp), Queue To, Project (Special Project), P.O. Number (SP-1234), Delivery Method (Local Delivery), Reimbursible (Yes), Delivery Address (20 E. Randolph St., Mezzanine, Chicago, IL 60601), Job Due Date (02/05/2002), and Time (1:00pm). There are also checkboxes for "Use Copies Information", "Use Set Information", and "Archive Job". An "Additional Instructions" field contains "Drop off at loading dock instead of normal location". Buttons at the bottom are OK, Cancel, Apply, and Help.

In the Contact Information section, make sure that the information is complete and correct.

Return to the Job Information section when you are ready to send the job.

A screenshot of the "Send Job" dialog box with the "Contact Information" tab selected. Fields include: Company (Big Architects), Contact (John Q. Customer), E-Mail Address (jq@bigarch.com), Phone Number (312-555-1212), Phone Number 2, Fax Number, Account Number, and Billing Address. An "Additional Instructions" field is empty. Buttons at the bottom are OK, Cancel, Apply, and Help.

THE FINAL STEP



Click the Dial Now button and ReproDesk will start the sending process. First it creates a zipped file containing the drawings or plot files, the pen set, and all job information. Then it contacts our ftp server and transfers the file.

NOTE: If you use a dial-up internet account (with a regular phone line) you **MUST** be connected before ReproDesk can send your file to us.

SPECIAL NOTE FOR AOL USERS: Some users experience a particular problem connecting through their AOL account. If you have trouble, first make sure that you are online through AOL before sending the file through ReproDesk. If AOL is online and you still cannot connect to our ftp server, go to your AOL browser and in the Internet Address box type this: **ftp.bestimagingolutions.com** and hit enter. Once AOL logs in to our ftp server (which may take a minute, so please be patient,) you will see some folders like “bin” and “public.” Leave AOL connected and switch over to ReproDesk. You should be able to send the files.