

Print Program



DMC and Word Exchange have developed software that simplifies print processes. This Print Program allows you to control print throughout your firm by creating and editing rules for print management. The Print Program replaces print macros with a simpler system for running print. This results in user restrictions for certain options depending on the document type and paper. The flexibility and ease of editing simplifies the print process for users across the firm allowing you to prevent waste and ensure consistency.

A feature of the Print Program is to insert page breaks on Microsoft Outlook messages. This allows users to print any number of messages from an email conversation or the complete conversation. An administrator can also enforce duplex and mono print for all Outlook prints, and because email printing is a large part of any company's print output this can significantly reduce toner and paper use.

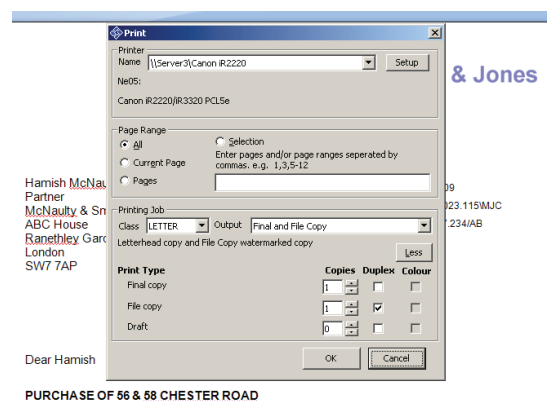
Ease for Users

When users print they will see the normal print dialogue box. This automatically configures itself to suit the type of document printed, in accordance with the rules or recommendations set out by the editor. For example, if it is a letter the system will recognise it as such and either enforce or recommend rules.

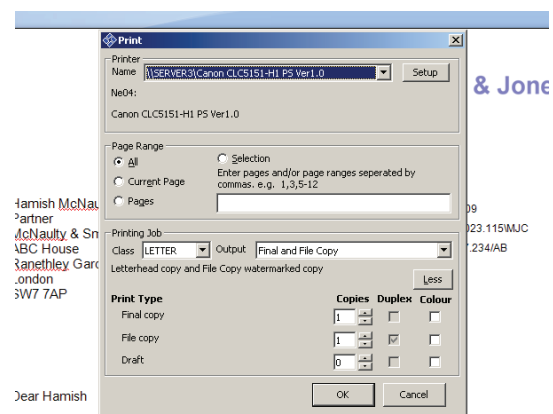
When printing the user views the dialogue box in the normal way (see top right screenshot). In this case the administrator has prevented colour use on the chosen printer and recommended duplex. The user can change duplex because it is an option and is not enforced.

In contrast the following dialogue box has colour as an option while duplex is enforced.

Simply put, the Print Program allows the editor to enforce several options and recommend others by pre-selecting (see tick in bottom right screenshot) a preference.



PURCHASE OF 56 & 58 CHESTER ROAD



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The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Print Program



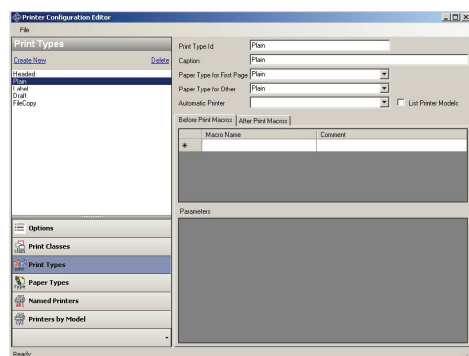
Flexibility

Flexibility is the key word. The rule-based editing allows the administrator to give users a number of options or to pre-determine the print conditions. These can include:

- Enforcing duplex on certain documents, e.g. for file copies.
- Enforcing mono print on certain documents, e.g. for file copies.
- Enforcing specific paper tray use – headed paper for external documents to clients or letters and print to a high quality printer. Likewise you can enforce print from a lower quality paper tray for internal documents.
- Placing watermarks on documents. This is often used for documents that have already been printed or for file copies. The watermarks can read however you wish, for example ‘draft’ or ‘file copy’.

Straightforward Editing

An administrator has access to the editable areas of the Print Program where a variety of different options are available. The simple to use printer configuration editor looks like this at the menu stage



The administrator can name the templates as they wish, in this case headed, plain, label, draft and file copy. Each print type can then be individually edited to enforce or suggest the way a document should be printed.

The print types allow you to control the type of paper used and add or amend inbuilt options or custom macros that run before or after the print. The above dialogue box allows the administrator to add new paper types or remove discontinued types.

The administrator can enforce different rules for different users. Should certain departments or users be particularly wasteful printers, the administrator can set up the system to enforce duplex and mono print for these users. This is especially useful for Outlook printing, as it is often an organisations’ most costly print output.

The program can work in conjunction with our cost recovery software allowing you to charge back to each case or matter.

The Print Program is Citrix compatible and works with a the majority of printers, including those manufactured by HP, Lexmark and Oki.

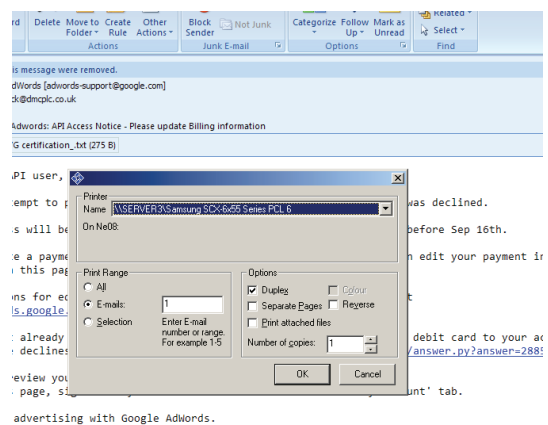
Mace & Jones and Martin Kaye are currently using the Print Program.

Email Printing

The Microsoft Outlook print options are similar, allowing the user to select parts of an email conversation, or the complete conversation, to print. The program will automatically recognise how many email exchanges have taken place, and the user can then select the number of these they wish to print. You can even highlight text and simply choose to print the highlighted selection. Users can also print attachments at the same time as emails.

When you currently print an email conversation the most recent part appears at the top. The Print Program gives you the option to reverse this so it will appear at the end. This makes it easier to read and follow the conversation as the first email appears at the beginning of the print.

In the below example the user has selected to print one email in the conversation. Colour has been disabled by the administrator and duplex has been selected.



Conclusion

Effective and practical print management is key to any firm. The Print Program will simplify your print processes, giving you control over the way your staff print. Once it has been configured, it makes it easy for users to print along the lines that management desire.

The ability to influence email printing, often a firm’s most significant print output, will reduce paper and toner use resulting in print savings and environmental benefits.