

Desktop

For Beginners

This document introduces Desktop, your partner for a comfortable office.

It describes methods useful for your usage environment so you can learn how to use Desktop.

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Structure of Manuals

- Desktop for Beginners (this document)
- Installation Guide (PDF): Read this guide to learn how to install the product. See the PDF manual on the installation CD.
- imageRUNNER ADVANCE Desktop manual: Read this manual to learn how to handle the product and about detailed usage. Must be installed separately to this product. After installation, it can be started with one of the following operations.
 - Select the [Help] menu - [Manual] from Desktop Browser, Document Binder, Annotation Editor, Object Layout Editor or Variable Editor.
 - Right-click Printer Monitor icon or Document Monitor icon in the task tray, and select [Manual].A security related message may be displayed, depending on your environment. In this case, allow the content to be displayed.
- Software License Registration Guide (PDF): Read this guide to learn details about license authentication. See the PDF manual on the installation CD.

How to Read This Document

- This document uses screens from Windows 7.
- In this document, screen names, setting names, button names, and menu and command names, etc. are enclosed with square brackets.
- Titles indicated with **Details** refer to locations in the imageRUNNER ADVANCE Desktop manual (HTML manual). Check them to learn detailed information about each setting or function.
- Some of the functions described in this document may not be able to be used, depending on your printer and its optional settings.

Abbreviations

- The following abbreviations are used in this document.
- imageRUNNER ADVANCE Desktop: Desktop
- imageRUNNER ADVANCE Desktop Browser: Desktop Browser
- imageRUNNER ADVANCE Desktop Document Binder: Document Binder
- imageRUNNER ADVANCE Desktop Object Layout Editor: Object Layout Editor
- imageRUNNER ADVANCE Desktop Annotation Editor: Annotation Editor
- imageRUNNER ADVANCE Desktop Variable Editor: Variable Editor
- imageRUNNER ADVANCE Desktop Printer Monitor: Printer Monitor.
- imageRUNNER ADVANCE Desktop Document Monitor: Document Monitor.
- imageRUNNER ADVANCE Desktop Quick Printing Tool: Quick Printing Tool
- imageRUNNER ADVANCE Desktop manual: HTML manual
- Microsoft Windows 7 operating system: Windows 7
- Microsoft Windows 8 operating system: Windows 8
- Microsoft Windows operating system: Windows

Trademarks

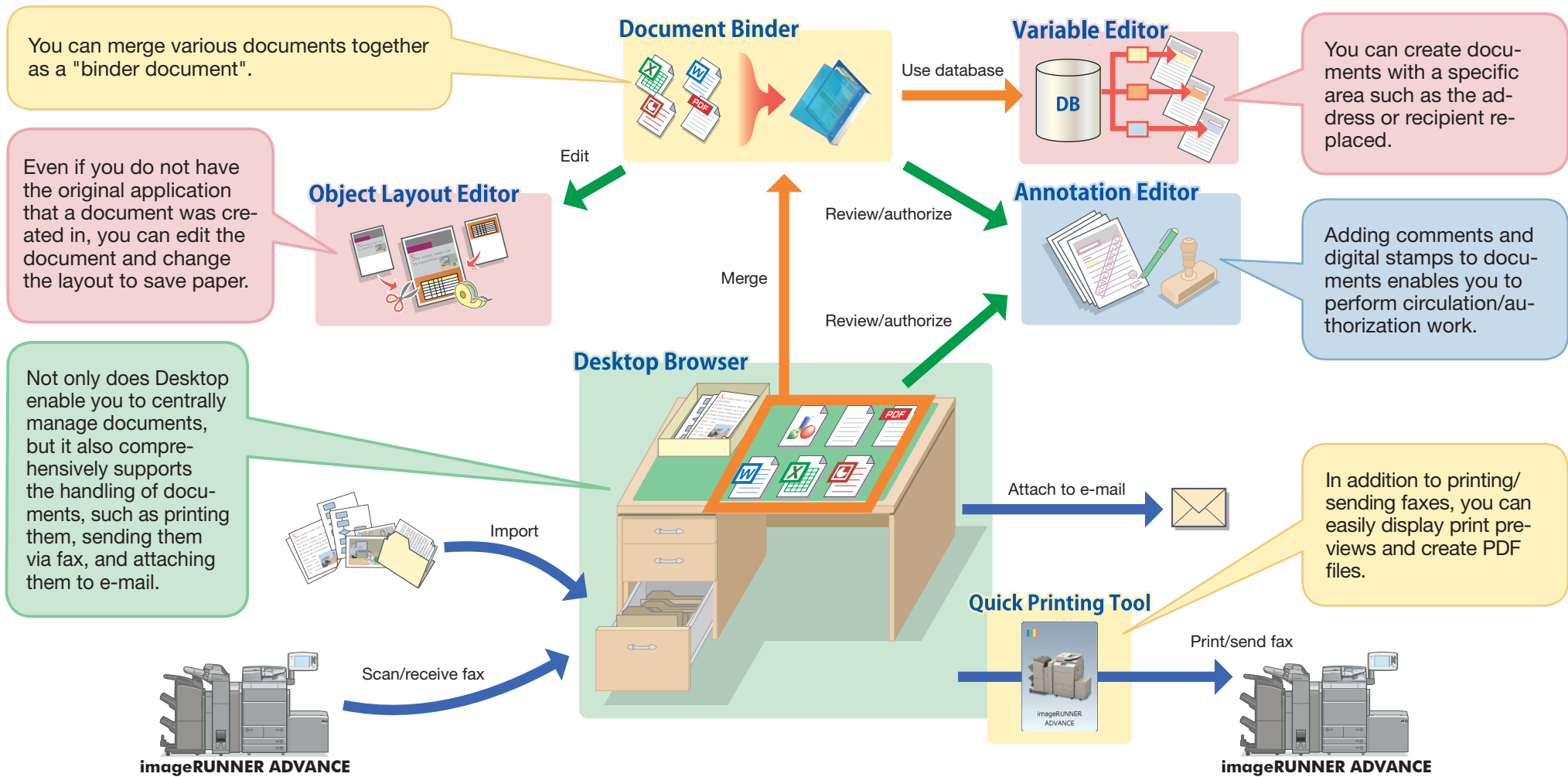
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Overview of Desktop

Offices have documents created in various applications or obtained in paper format.
Do you want to quickly organize documents for meetings, business trips, and presentations?
Do you want to simplify document circulation and authorization?
If you have trouble handling documents in your office, Desktop is the reliable partner you need.



Paperless Operations for a Tidy Office

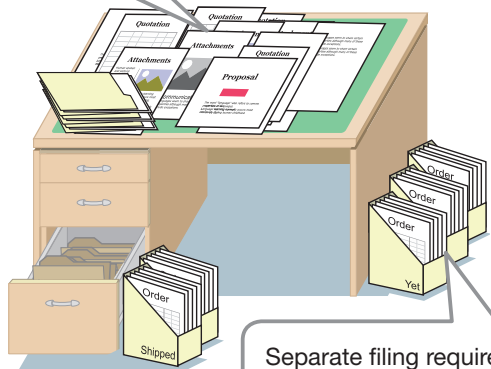
Are you outputting the documents required in your daily work to paper every time?

Are you having trouble organizing and storing materials?

Desktop makes such routine work more efficient and enables a tidy office that does not require you to store paper documents.

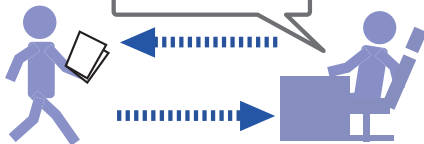
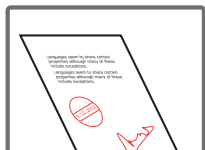
Regular offices

Output paper documents and manually collect and sort them

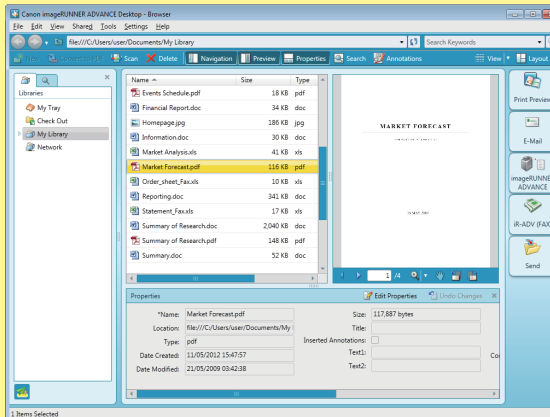


Separate filing required

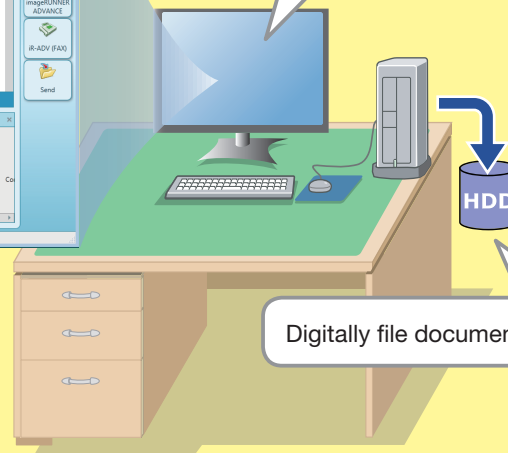
Circulate/authorize paper documents



After installing Desktop...

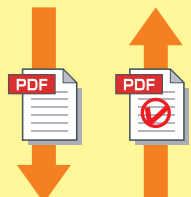


Centrally manage documents



Digitally file document data

Circulate/authorize on a PC



See

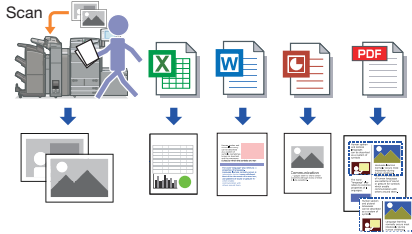
- "Merging Documents in Various Formats" on page 7
- "Converting to a PDF Document" on page 12
- "Adding Comments and Stamps" on page 14

Easily Printing with Various Print Settings

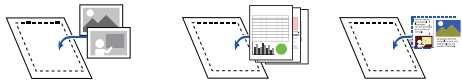
Are you spending too much time creating attractive printed materials?
Desktop provides an environment that enables anyone to combine documents created in various applications, convert them to a standard format, and create high quality printed materials.

Previous workflow for creating printed materials

Select the required pages in each application



Create a new document for printing to standardize the format

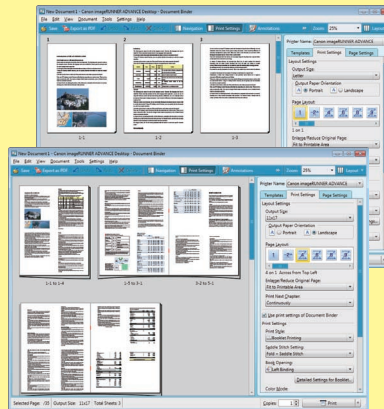
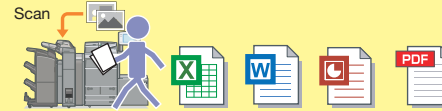


Since the output cannot be previewed, it is necessary to actually output the pages for testing purposes

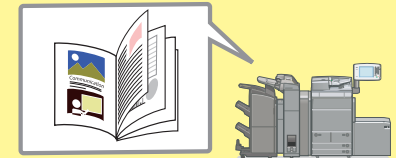


After installing Desktop...

Select the required pages in Desktop only and combine the documents



Various print settings can be enabled in Desktop.
Detailed print previews enable high-quality printing without mistakes



See

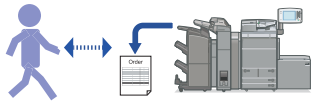
- "Merging Documents in Various Formats" on page 7
- "Recalling Print Settings with a Single Button" on page 8
- "Specifying Print Settings while Previewing the Output" on page 9
- "Reducing Margins to Save Output Paper" on page 10

Directly Sending/Receiving Faxes from Desktop

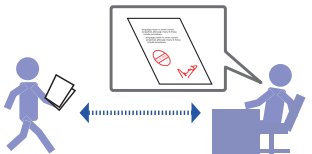
Do you send and receive faxes using paper? Are you having trouble organizing and storing materials? By linking Desktop with an imageRUNNER ADVANCE device, you can perform all fax operations on a PC, and easily store and access fax documents.

Previous fax work

Receive a fax and output it to paper



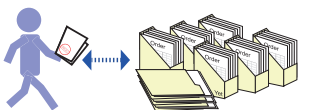
Circulate received documents and receive stamps for authorization/accounting, etc.



Reply to faxes

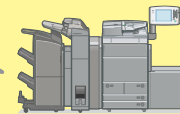


Document storage requiring work and space

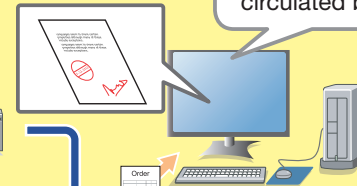


After installing Desktop...

Directly receive a fax on a PC from an imageRUNNER ADVANCE device



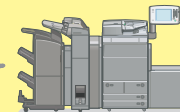
Receive digital stamps circulated between PCs



Store documents as data



Directly reply to received faxes from a PC



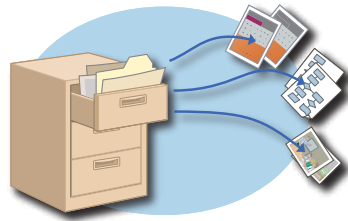
See

- "Printing or Sending a Fax/E-mail" on page 11
- "Converting to a PDF Document" on page 12
- "Freely Handling PDF Documents" on page 13
- "Adding Comments and Stamps" on page 14

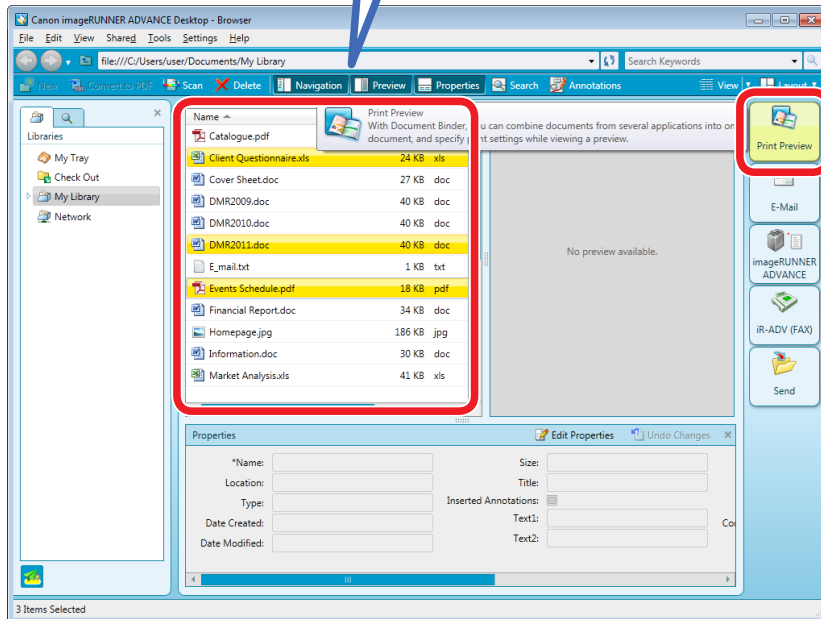
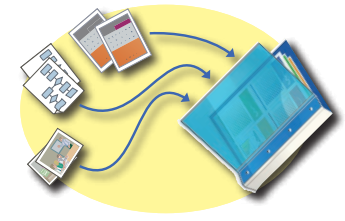
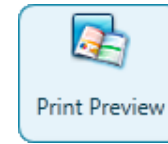
Merging Documents in Various Formats

You can merge various documents together as a "binder document" in the same way as you place paper documents in a plastic folder.

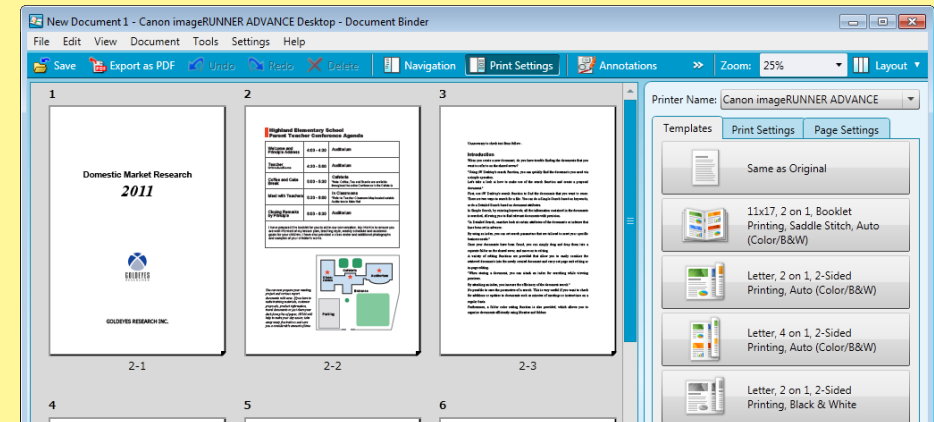
- 1 Select a document.**
Select the documents in Desktop Browser.



- 2 Merge the documents.**
Click the [Print Preview] output icon.



Document Binder starts, and the documents are merged.



Details "Opening with Document Binder" in the HTML manual

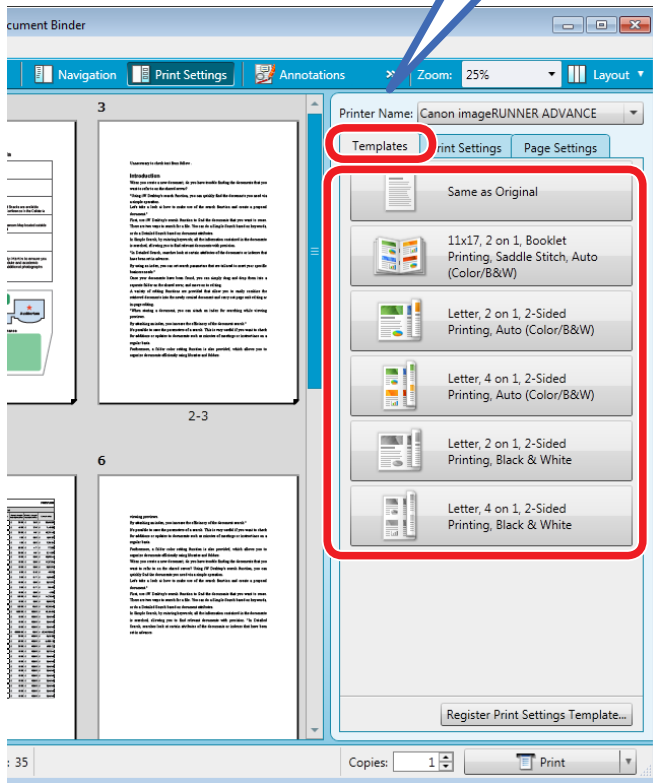
Recalling Print Settings with a Single Button

You can print after recalling print settings such as the paper type, layout, and color/black-and-white with a single button.

You can also register frequently used print settings as a "template" in a button for recalling.

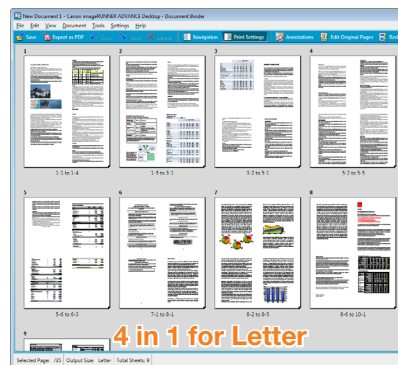
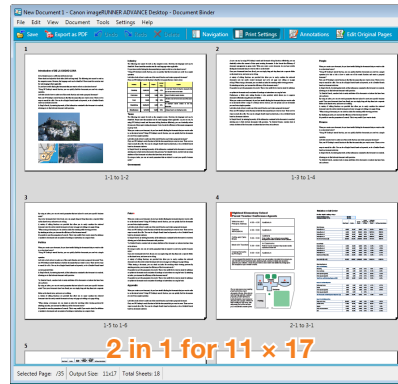
1 Open the [Templates] tab.

Open a document in Document Binder and click the [Templates] tab.



2 Select a template.

Select a combination of registered print settings by clicking a button.



3 Printing

Click the [Print] button.



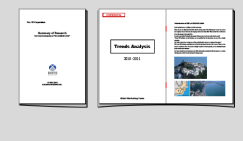
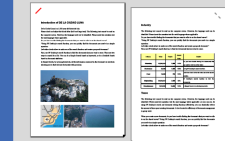
Details "Using Templates" in the HTML manual

The print settings are applied as soon as they are selected.

You can also specify the following print settings

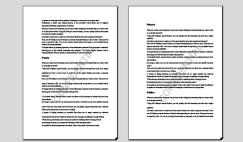
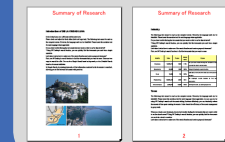
2-sided printing/stapling

Booklet printing/saddle stitching/
cover insertion



Header/footer

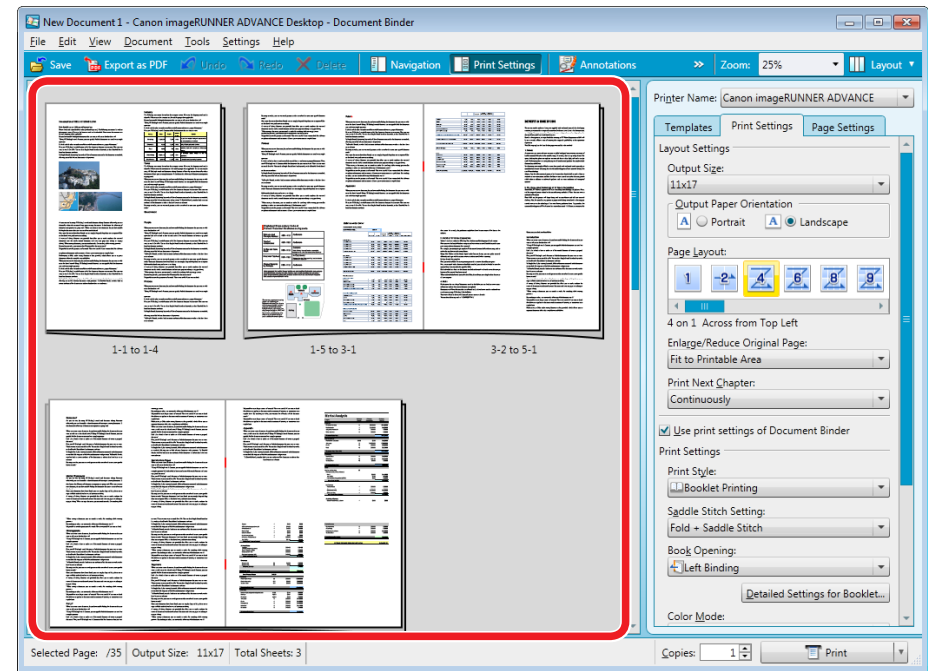
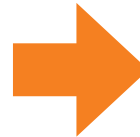
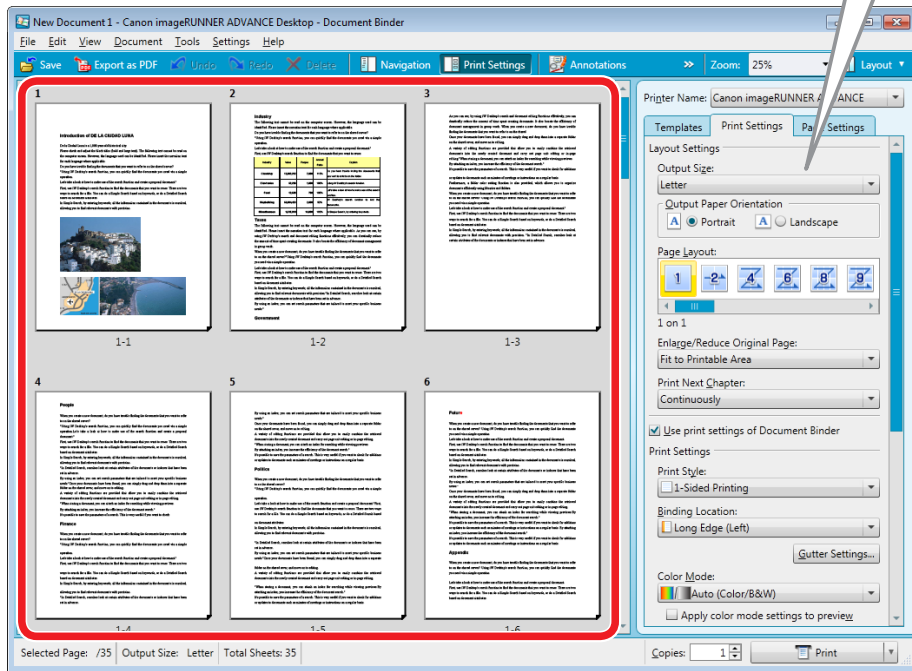
Watermark



Specifying Print Settings while Previewing the Output

Document Binder print previews are immediately updated according when print settings are changed. You can specify print settings while always checking the output.

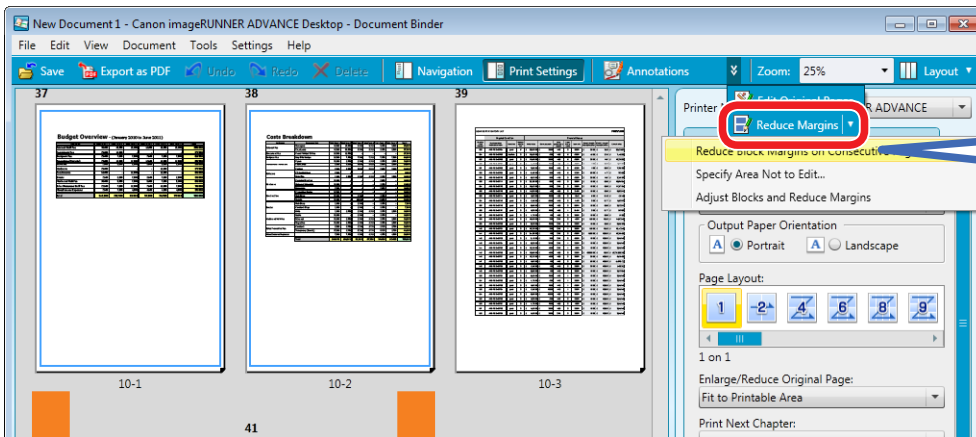
Set in the [Print Settings] tab.



Details "Document Advanced Print Settings" in the HTML manual

Reducing Margins to Save Output Paper

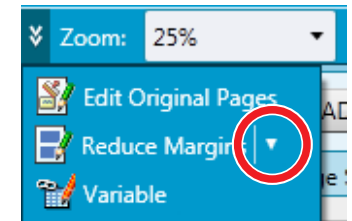
When you want to reduce excess margins in your originals, you can execute that process with a single button. The result of reducing margins can be checked in a preview.



1

Open a document.

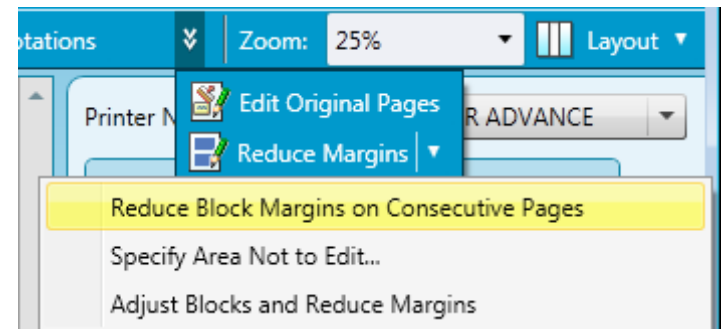
Open a document in Document Binder and click the ▼ to the right of the [Reduce Margins] button.



2

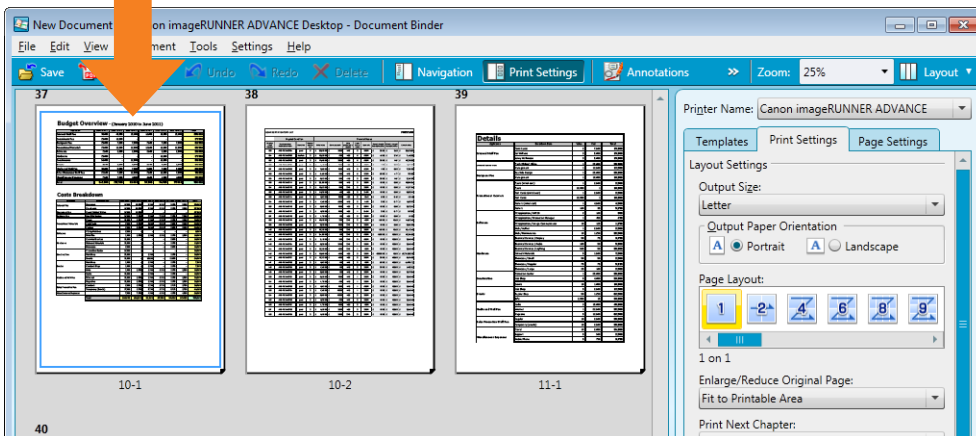
Reduce the margins.

Select [Reduce Block Margins on Consecutive Pages] from the displayed menu.



Details

"Reducing Margins with Document Binder to Save Paper" in the HTML manual

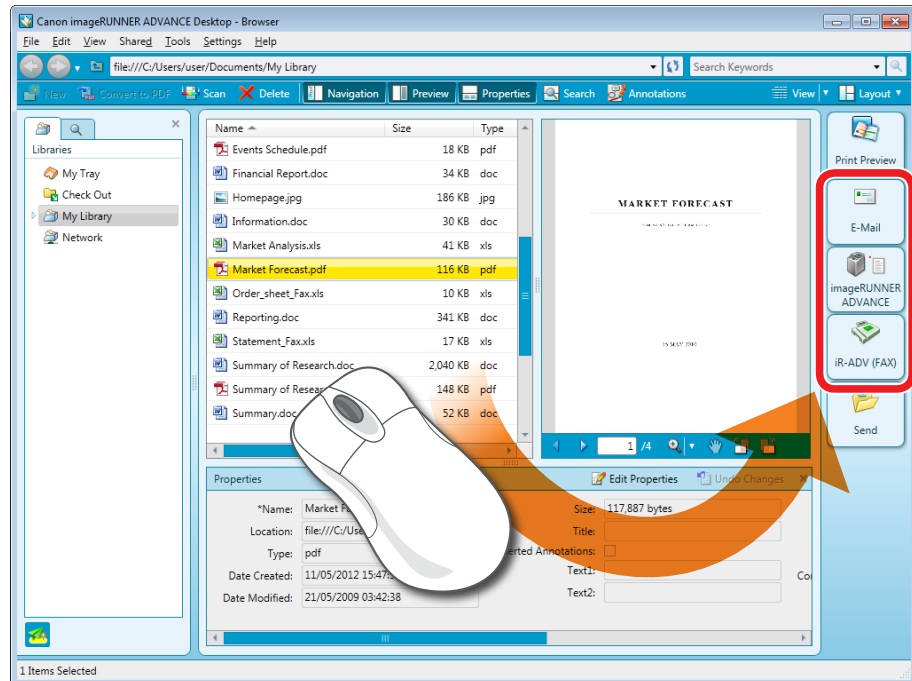


Printing or Sending a Fax/E-mail

You can print, send a fax, or attach to an e-mail by simply dragging and dropping a document to the output icon.

1 Select a document.

Select the documents in Desktop Browser.
(Multiple documents can be selected)



2 Print or send a fax/e-mail.

Drag and drop the document to the output icon.



Attaches the document to an e-mail.

Prints the document.

Sends the document via fax.

Details "Sending Faxes/E-Mail from Desktop Browser" or "Printing Documents from Desktop Browser" in the HTML manual

Converting to a PDF Document

You can convert documents in a library to PDF files and save them. You can also add a password to the PDF files.

Converting to a PDF Document

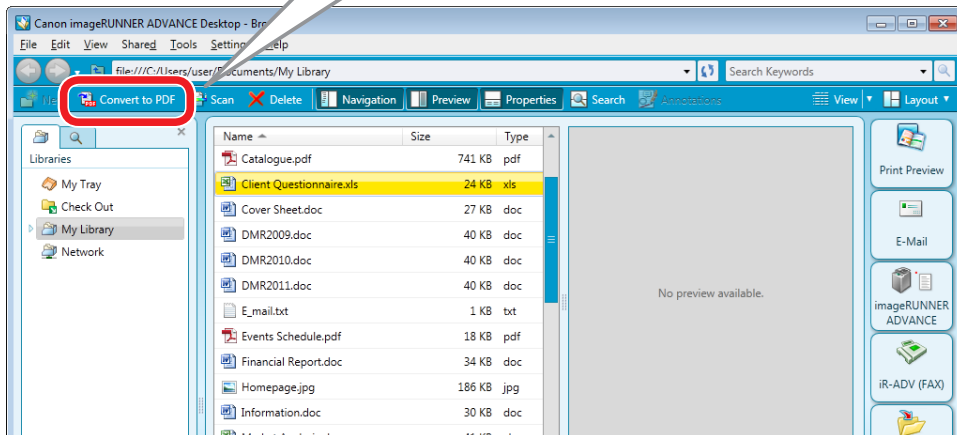
1 Select the documents in Desktop Browser.



2 Click the [Convert to PDF] button.

The PDF file is saved in the same location as the original document.

Convert to PDF



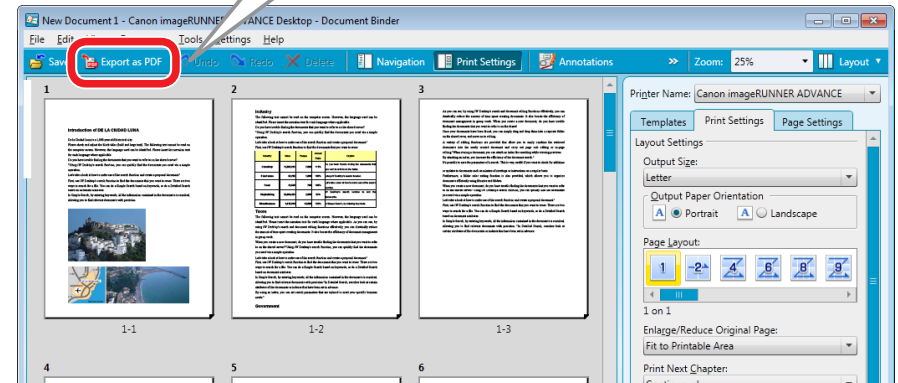
Details "Converting to a PDF Document" in the HTML manual

Converting to a PDF File with a Password

1 Open a document in Document Binder and click the [Export as PDF] button.



Export as PDF



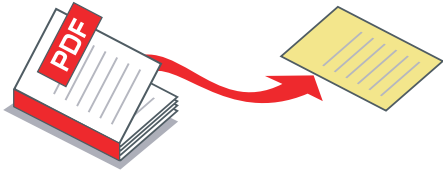
2 Set a password, and specify the location to save the document and the document name, etc.

Details "Exporting Binder Documents as PDF Documents" in the HTML manual

Freely Handling PDF Documents

Desktop Browser enables you to divide PDF documents and extract pages while viewing a preview. It also enables you to combine various PDF documents to a single file to freely handle PDF documents.

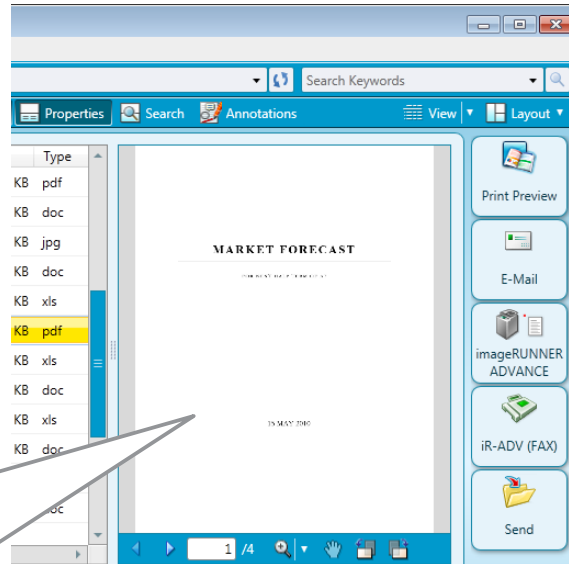
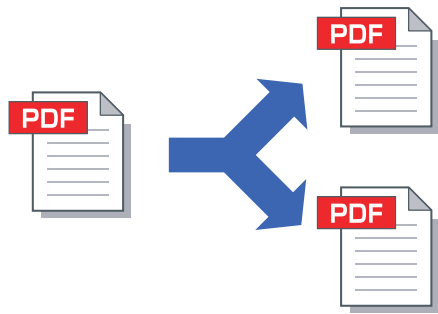
Extracting the previewed page



Copying the previewed page



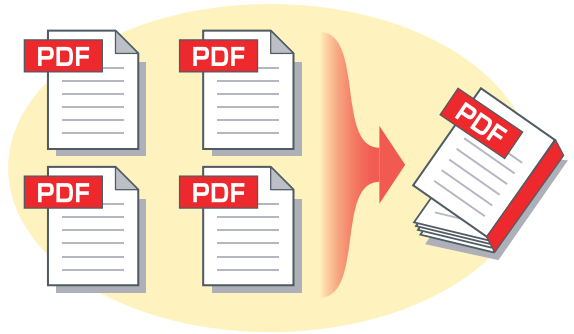
Dividing the PDF document into two at the previewed page



Details

- "Displaying in the Preview Pane"
- "Extracting a Previewed Page"
- "Copying the Previewed Page"
- "Dividing PDF Documents"
- "Dividing PDF Documents into Individual Pages"
- "Converting Multiple Documents into a Single PDF" in the HTML manual

Combining multiple PDF documents

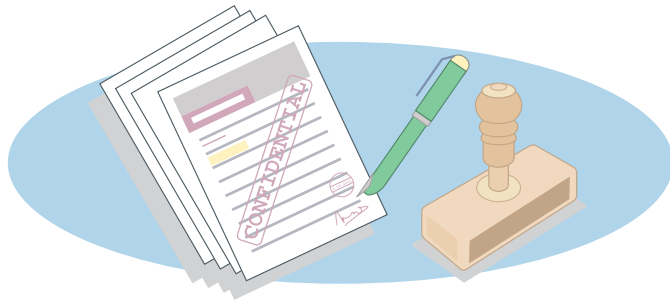


Dividing PDF documents by Page

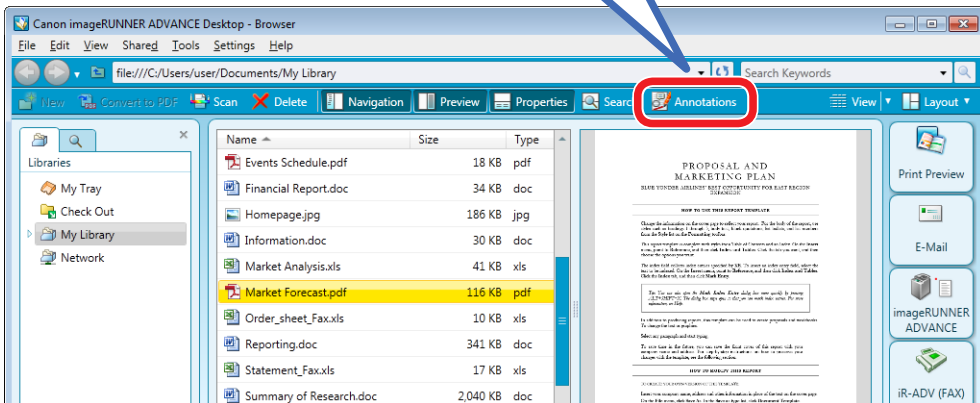
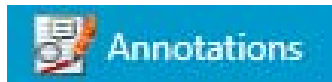


Adding Comments and Stamps

You can add "annotations" such as comments, images, shapes, and digital stamps to binder documents and PDF documents.

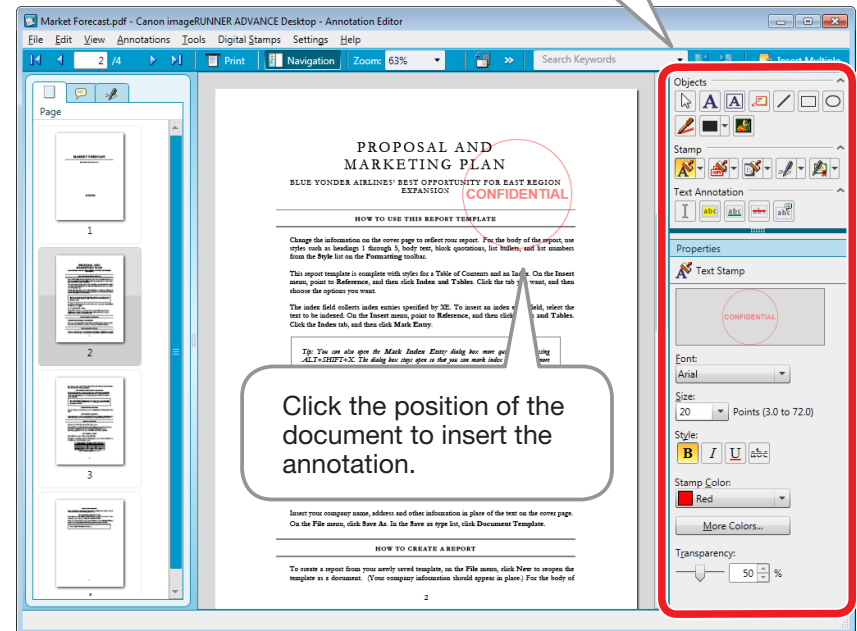


- 1 Select a document.**
Select a document in Desktop Browser, and click the [Annotations] button.



- 2 Insert an annotation.**

First select the type of annotation and set the properties.



Details "Adding/Editing Figures and Text" or "Using Stamps/Digital Stamps" in the HTML manual