



KWizCom Corporation



iMUSH

Information Management Utilities for SharePoint

Printing Feature

User Guide

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INTRODUCTION

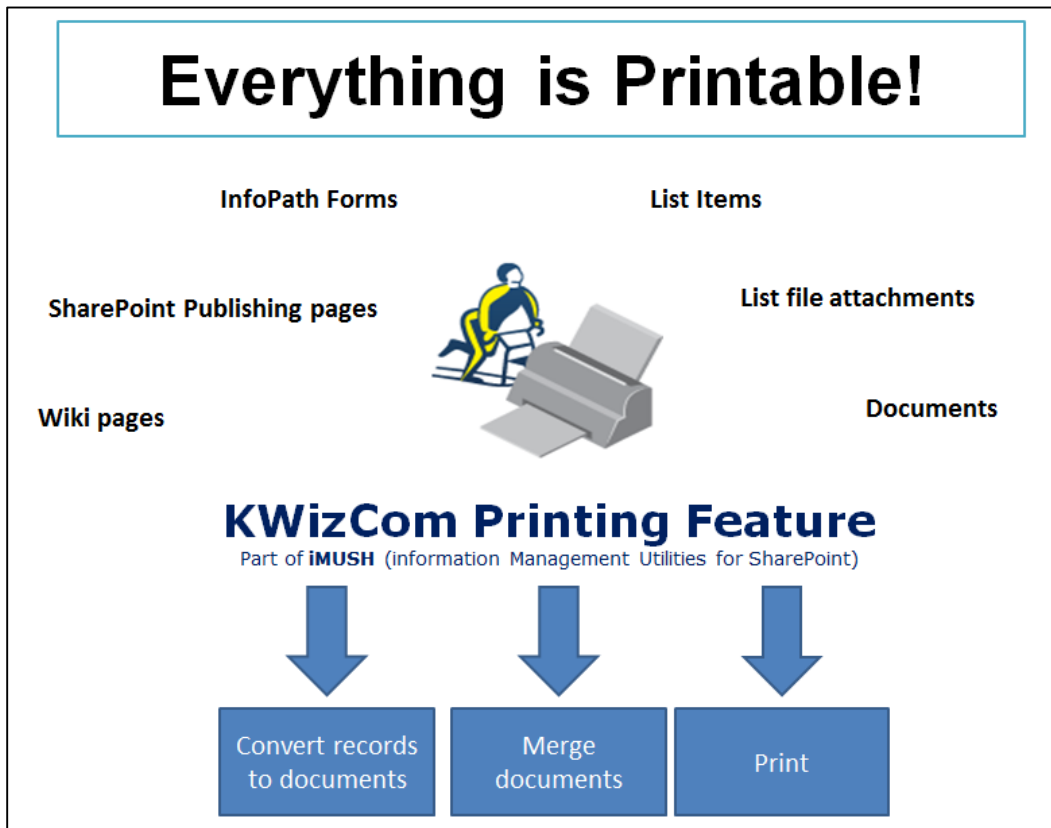
GENERAL

This document provides all the information needed to install, evaluate and deploy this KWizCom product:

- Introduction
- Installation Guide
- Administrator Guide
- FAQ
- Version Release Notes

PRODUCT OVERVIEW

iMUSH Printing Feature is part of the [iMUSH Bundle](#)



You can now easily select the documents, InfoPath forms, publishing pages, list items and attachments that you wish to publish, merge them into a PDF file and print - all done in a single click!

WHY DID WE BUILD IT?

Many of us spend a lot of time manually creating documents that actually can be created automatically from records (list items).

This is true form many types of information that should be managed as structured data (lists), rather than as documents, but still we need to publish them as documents.

Such data items include Sales leads, Sales proposals, purchase orders, work orders and more.

The iMUSH-Print feature enables you to manage these information entities and others as records (list items), and allow you to produce PDF documents for them.

Besides that, the iMUSH-Print feature provides some additional features, bridging over the gap of Printing in SharePoint:

- Print documents without the need to download them first.
- Merge several documents into a single printable document (no need to print them one by one).
- Print tasks, events or any other type of SharePoint list items.
- Convert InfoPath web forms to .PDF and print
- Print SharePoint publishing pages
- Export information from SharePoint to .PDF files.

KEY FEATURES

Feature	iMUSH-Print feature	SharePoint 2007/2010/2013
Merge documents and list items into a .PDF file	√	
Convert/Print selected documents or list items	√	
Convert/Print list items with/without attachments	√	
Convert InfoPath web forms to .PDF	√	
Print InfoPath web forms	√	
Print SharePoint publishing pages	√	
Convert/Print CAD files*	√	
Export Wiki pages to .PDF documents	√	
Customizable page header & Footer	√	
Support high resolution printing	√	

PDF conversion API	√	
Print watermarks	√	
Convert to PDF Workflow activity**	√	
Cross-browser	√	
Multi-lingual	√	

* Requires a license of CAD converter plug-in

** Requires a license of the Workflow Activity Toolkit product.

INSTALLATION GUIDE

SOFTWARE REQUIREMENTS

SERVER REQUIREMENTS

- SharePoint 2007 / WSS 3.0 or
- SharePoint Server/Foundation 2010/2013

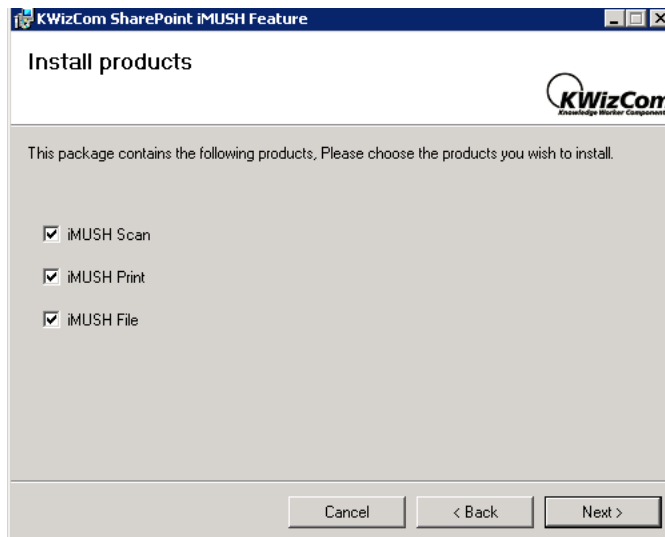
CLIENT REQUIREMENTS

- Windows Vista/7/8 or Mac OSX V10.9
- Microsoft Internet Explorer 9+, Mozilla Firefox (Latest version), Google Chrome (Latest version), Safari (Latest version).

INSTALLATION PROCEDURE

SHAREPOINT 2007

1. Log in using SharePoint administrator account to your SharePoint front-end server.
2. Download the product's latest evaluation version from KWizCom's internet web site. This evaluation version is fully functional for 30 days. Further details about product activation can be found in the Administrator guide (next section).
3. Unzip the product's zip file on your SharePoint server.
4. Double-click the .msi file in order to begin the web installation.
5. The installation includes all the products which are part of the iMUSH suite:



Please select only the products that you wish to install and click “Next”.

6. When the installation process is complete it will recycle all application pools automatically.

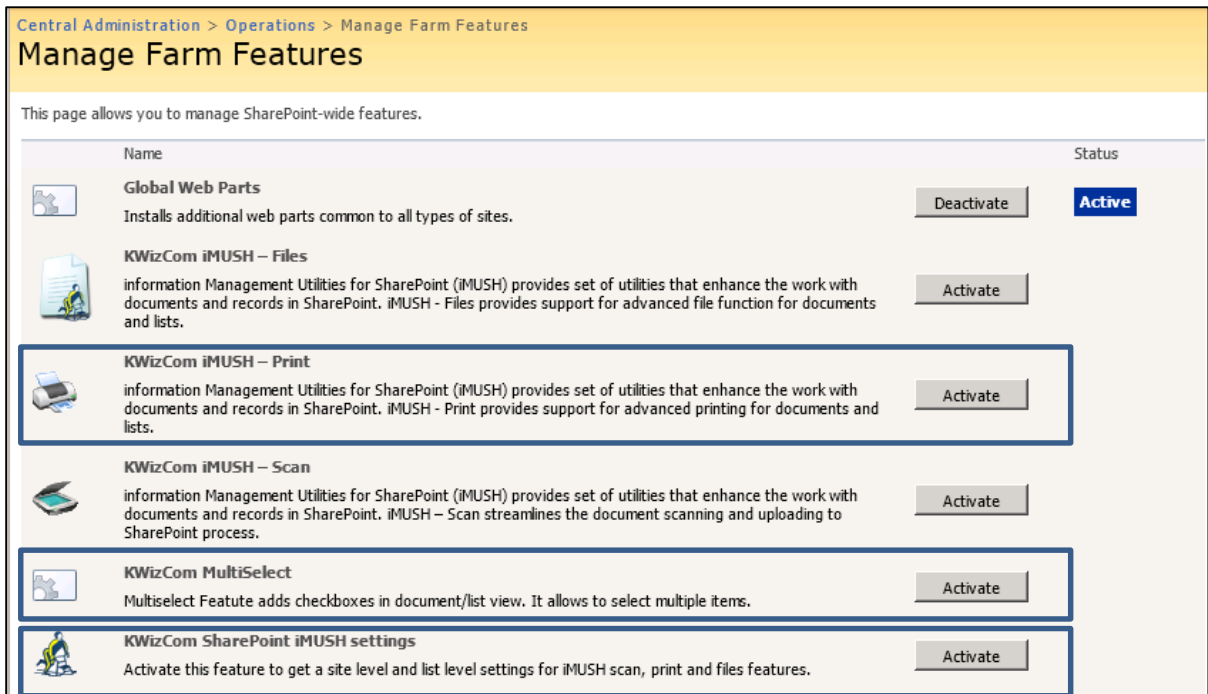
SHAREPOINT 2010/2013

1. Log in as SharePoint administrator account to your SharePoint front-end server.
2. Browse the product’s page on KWizCom’s website and click the “Go” link under the “Install using our Web Installer” section.
This will start the KWizCom web installer.
3. **Note:** The KWizCom Web Installer will automatically offer you to upgrade other existing KWizCom products on your farm, in case you have old versions installed. You can check which products you wish to update at this time.
In case you prefer just to download the relevant .wsp packages and manually deploy them, then in the web installer UI check the “Download only” option (3rd page in the installer’s wizard).
When the installer finishes you will be able to go to the installer’s folder on your server, and install the KWizCom packages by simply running the “SP-WSPInstaller” PowerShell script.
4. At the end of the installation process, you should see all packages deployed in the **Central Admin >System settings>Manage Farm Solutions** page, and the KWizCom SharePoint Foundation package should be deployed also in the Central Admin’s web application.

POST INSTALLATION

SHAREPOINT 2007





1. After completing the installation, you will see a new KWizCom entry in Windows **Start -> All Programs -> KWizCom-> KWizCom iMUSH**
2. The installation adds all iMUSH features to the farm level and to site collection level. By default the Farm level features are active, enabling you to start using this feature immediately. You need to make sure that the following features are activated:
 - a. KWizCom iMUSH – Print
 - b. KWizCom – MultiSelect
 - c. KWizCom SharePoint iMUSH settings



3. In case you wish this feature to be available only in a specific site collection, disable the farm feature, and enable those 3 features at the site collection level.

SHAREPOINT 2010/2013

1. After you have successfully deployed the required iMUSH product/s,
The following features will be activated on farm level: (You can disable them on farm level and activate them only for the desired site collections)
 - a. KWizCom iMUSH – Print
 - b. KWizCom SharePoint iMUSH settings

	KWizCom iMUSH – Files information Management Utilities for SharePoint (iMUSH) provides set of utilities that enhance the work with documents and records in SharePoint. iMUSH - Files provides support for advanced file function for documents and lists.	<input type="button" value="Activate"/>
	KWizCom iMUSH – Print information Management Utilities for SharePoint (iMUSH) provides set of utilities that enhance the work with documents and records in SharePoint. iMUSH - Print provides support for advanced printing for documents and lists.	<input type="button" value="Activate"/>
	KWizCom iMUSH – Scan information Management Utilities for SharePoint (iMUSH) provides set of utilities that enhance the work with documents and records in SharePoint. iMUSH – Scan streamlines the document scanning and uploading to SharePoint process.	<input type="button" value="Activate"/>
	KWizCom SharePoint iMUSH settings Activate this feature to get a site level and list level settings for iMUSH scan, print and files features.	<input type="button" value="Activate"/>

UN-INSTALLATION PROCEDURE

SHAREPOINT 2007

1. Log in using SharePoint administrator account to your SharePoint front-end server.
2. Go to Control Panel and double-click **Add or Remove Programs**.
3. Select product entry and click **Remove** button.
4. Click **Yes** to approve the removal of the component.
5. Once the product was un-installed, close the **Add or Remove Programs** screen.

SHAREPOINT 2010/2013

1. Retract and remove the solution using SharePoint central admin or by using stsadm/powershell command line.

ADMINISTRATION GUIDE

This section describes all administration activities related to KWizCom File Controller feature, including: product activation, localization and configuration and customization.

PRODUCT ACTIVATION

KWizCom products are available for evaluation prior to purchase.


This way you can try our products and verify that they indeed meet your needs. Each evaluation version contains all features of the component's production version. The only difference between the versions is that the evaluation version is time-limited and will operate for a period of one month.

Once you decide to purchase a KWizCom product you will need to **order** and then to **activate** the product. The steps that need to be taken next are listed below.

SharePoint 2007

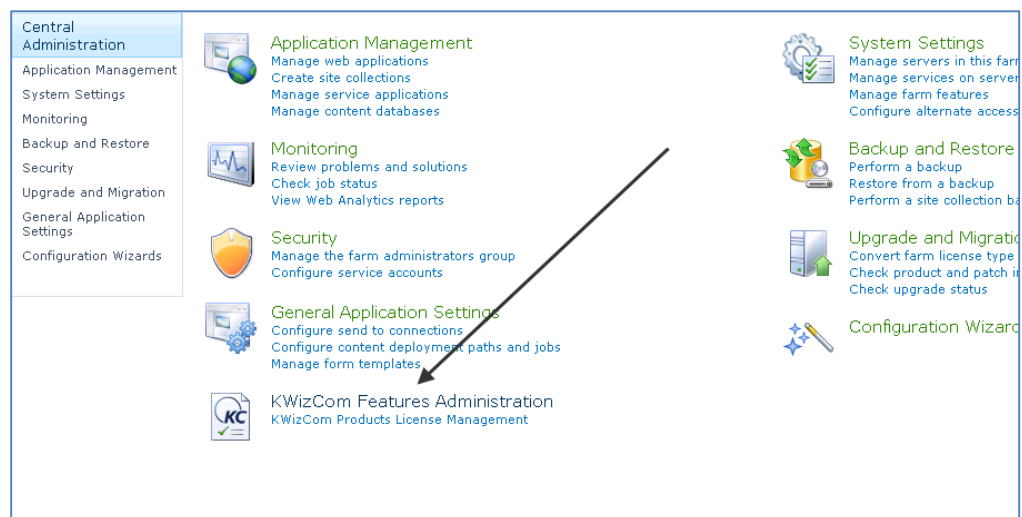
1. Order the product on the KWizCom website – www.KWizCom.com, or contact our sales team at sales@kwizcom.com.
2. After the order was made, activate your installed evaluation version through the Product Activation Request page on KWizCom's web site: <http://www.kwizcom.com/ProductReg>. You will have to copy your *Product Code* (you will see the product code on the "About" product page):



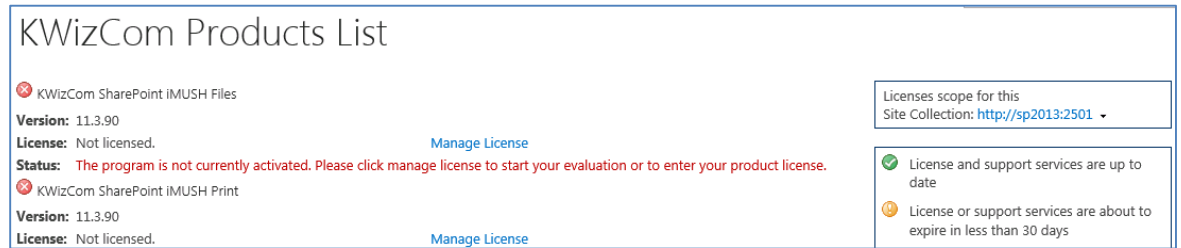
3. Get the product activation key – this key will be sent to you by email once your order is processed.
4. Activate your installed evaluation version -
click **Start -> All Programs -> KWizCom -> [product name] ->  Activate [product]**

SharePoint 2010/2013



1. Order the product on the KWizCom website – www.KWizCom.com, or contact our sales team at sales@kwizcom.com.
2. After the order was made, you can activate your installed evaluation version. Activation is done by the following steps:
 - a. Open SharePoint Central Admin. On the main “Central Administration” page, you will see the “KWizCom Features Administration” icon:





- b. Click the KWizCom Features Administration icon. You will be redirected to a page that allows you to manage all your installed KWizCom products’ licenses:



KWizCom Products List

-  KWizCom SharePoint iMUSH Files
Version: 11.3.90
License: Not licensed. [Manage License](#)
-  KWizCom SharePoint iMUSH Print
Version: 11.3.90
License: Not licensed. [Manage License](#)

Licenses scope for this Site Collection: <http://sp2013:2501>

-  License and support services are up to date
-  License or support services are about to expire in less than 30 days

- c. Click the “Manage License” link next to the product that you wish to activate. You will be redirected to that product’s license management page:



KWizCom Products List › KWizCom SharePoint iMUSH Print

Product Information

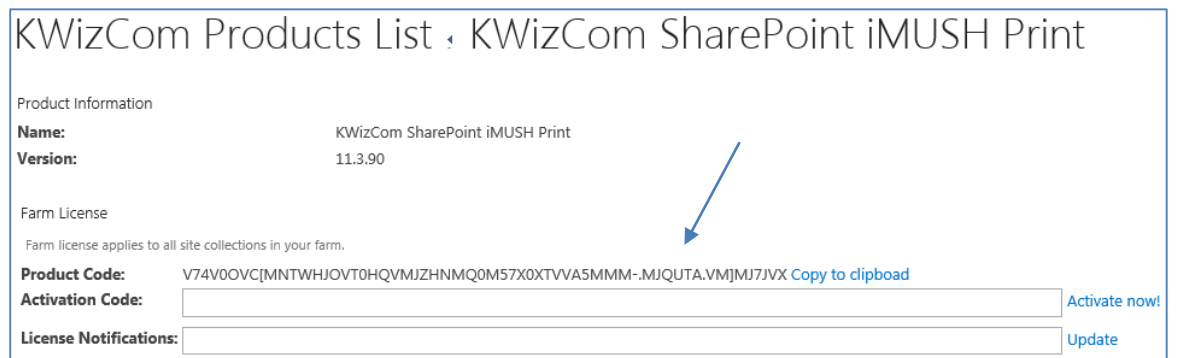
Name: KWizCom SharePoint iMUSH Print
Version: 11.3.90

Farm License

Farm license applies to all site collections in your farm.

Product Code: Not requested [Request product code and start your evaluation license now!](#)

- d. Click on the “Request product code and start your evaluation now” link, A product code will be generated and displayed as in the following screenshot:



KWizCom Products List › KWizCom SharePoint iMUSH Print

Product Information

Name: KWizCom SharePoint iMUSH Print
Version: 11.3.90

Farm License

Farm license applies to all site collections in your farm.

Product Code: V74V0OVC[MNTWHJOVT0HQVMJZHNMQ0M57X0XTVVA5MMM-.MJQUTA.VM]MJ7JVX [Copy to clipboard](#)

Activation Code: [Activate now!](#)

License Notifications: [Update](#)

- e. Copy the product code.
- f. Browse the *Product Activation Request* page on KWizCom’s web site: <http://www.kwizcom.com/support/product-activation/>.

Product Activation Request

In order to deactivate a product please [click here](#).

This Product Activation Form is used to get your product activation key after you have purchased the product.

Please fill out the following form. Once we get your product activation request, a product activation key will be sent to you by email, along with the activation process description.

*Customer Name:

*E-mail address:

*Share-It Order/Invoice Number:

*Product Code:

*License Type:

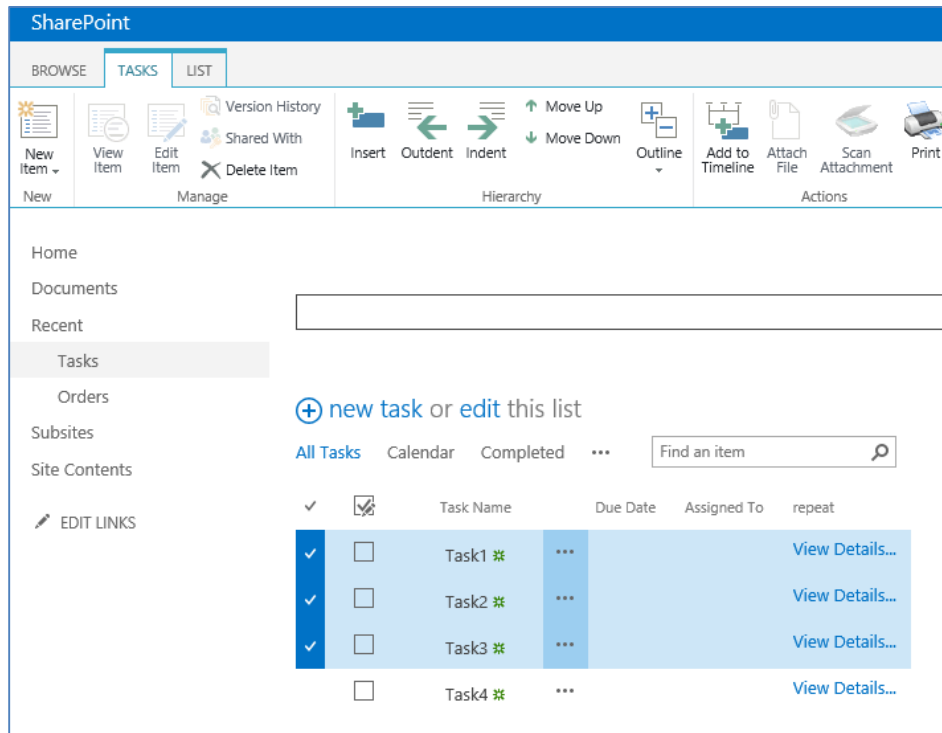
Copy your *Product Code* into the “Product Code” field, and after you fill-out all other form fields, click “Send Activation Request button.

- g. Once your order is confirmed, you will receive the Activation Code for your product by email.
- h. Copy the activation code into the “Activation Code” field in the product’s license management page and click “Activate now!” link.

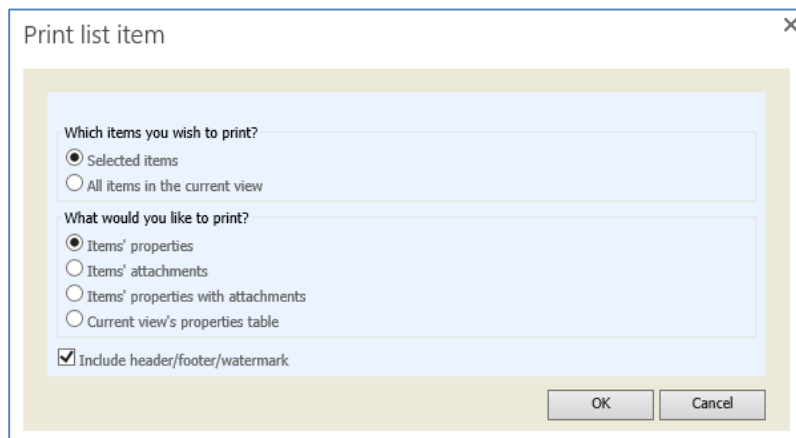
That’s it! Your product is now fully activated.

CONVERTING ITEMS TO .PDF/PRINTING ITEMS IN SHAREPOINT

To print documents or list items, you simply have to select the items you wish to print (by checking the requested items' checkboxes), and then click the "Print" button:



You will then be able to choose between various printing options (Print properties, attachments, both). As a result, a .PDF file will be created. This file includes the selected items – all merged into a single file that you can save and print.



CONFIGURING PRINT SETTINGS

As an administrator, you can configure various printing settings in a site or in a list/library level. By default, all lists & libraries in a site inherit their printing settings from the site.

In Site Settings page, click the “KWizCom iMUSH Feature Management” link:



Once you click that link, you’ll be redirected to the iMUSH Feature Settings page, which allows you to manage all your installed iMUSH products – Print, Scan and File. The following screenshot shows the Print Settings section in that page:

Print Settings

Use this section to define global print settings that will apply to all lists and libraries in the current site.

Print Views

Type a ";" delimited list of InfoPath view names that you wish to be used. If no view name is provided, each selected InfoPath form's default view will be used for printing.

Print page size: Letter

Page orientation: Portrait Landscape

Print page margins:

Top: pt

Bottom: pt

Left: pt

Right: pt

Please note that Office Documents use their native page size, orientation and margins. However, margins settings are applied to the header and footer, if specified.

Use client rendering

Check the checkbox if you have custom security provider which requires special login information

Use high resolution printing for web content

High resolution printing supports printing web content such as forms, web pages, InfoPath forms that have smaller fonts and content

Print item properties pages as image

Printing the item properties page as an image produces high-fidelity result, just like you see in the browser, but may cause issues on large forms with page breaks. Uncheck this property to print an html table with the item's properties instead of an image.

By default, include header, footer and watermark

Allow users to include/exclude header, footer and watermark

Print Header Format

Print Footer Format

Enter print header or footer to add to all printed pages.
You can use the following tokens:

[List] - to get the list name
 [Attachment] - to get the attachment name
 [Item:Field] - to get any field from the current item
 [Now] - to get current time
 [Me] - to get current user name
 [PageNum] - to get current page number for the current file

Tokens support formatting, simply type the format text after '|'
 The token value will be inserted instead of the '{0}' placeholder.
 Time token 'Now', expects date time formats.
 PageNum token, expects 2 values: {0} for current page and {1} for total number of pages.

Use * to split content to cells. Up to 3 cells supported (max 2 stars)

If a token value does not exist or is empty, the entire token with its format will be ignored.

Print Watermark Format

Watermark format accept all tokens and formatters as header and footer, except for the * formatter. Watermark does not use * to split content into cells.

Watermark settings

Font: Courier

Font size: pt

Opacity: %

Font color: Black

Layout: Diagonal Horizontal

Property	Description
Print Views	<p>This property is relevant when printing InfoPath web forms.</p> <p>Type in this textbox the InfoPath view names (separated by “;”) that you would like to be printed by default. When users click “Print” to print an InfoPath form/s, the software will look for a view name equal to one of the ones defined in this property. If the printed form doesn’t have such a view, its default view will be printed.</p>
Print page size	Choose target page size.
Page orientation	Choose target page orientation (Landscape/Portrait).
Print page margins	Define printed page’s top, bottom, left and right margins.
Use high resolution printing for web content	<p>When users print SharePoint web pages, wiki pages or InfoPath forms that include very small fonts, you may want to increase the printing resolution for a higher printing quality.</p> <p>Checking this property will result in better printing quality, but requires you to have enough memory on your SharePoint WFE server (since high resolution images require more memory).</p>
Print item properties pages as images	<p>The properties page (this is one of the available templates), has 2 printing methods that you can choose from:</p> <ul style="list-style-type: none"> • Print as an image (property checked) – This printing method produces a screen capture of the printed item’s “View item” page. The advantage of this printing method is that it prints the “view item” page exactly as-is, including added web parts. • Print as HTML (property unchecked) – This printing method produces an html table with the item’s properties. Use this method when you have large forms with page breaks.
By default, include header, footer and watermark	When this property is checked, when an end-user prints something, it will include the configured header/footer/watermark.
Allow users to include/exclude header, footer and watermark	When this property is checked, end-user can decide if the configured header/footer/watermark will be included in the printout.
Print Header Format	<p>Use this property to configure the printing template’s header (in site level or list/library-specific).</p> <p>You can configure a single line header that includes various dynamic tokens that are rendered in run-time. A full list of these tokens in displayed bellow this property.</p>
Print Footer Format	<p>Use this property to configure the printing template’s footer (in site level or list/library-specific).</p> <p>You can configure a single line footer that includes various dynamic tokens that are rendered in run-time. A full list of these tokens in displayed bellow this property.</p>

Print Watermark Format	Use this property to type a text that you wish to be displayed on the converted PDF document as watermark. You can also use dynamic tokens (same ones that you can use for the header and footer).
Watermark settings	Use these properties to configure the displayed watermark layout (font, color, font size and watermark direction).



FAQ

WHAT IS “iMUSH”?

iMUSH – Information Management Utilities for SharePoint.

iMUSH is a package of utilities, mostly used by offices working mainly with documents. It includes the following utilities: Scan, Print, File and Report.

Each one of the utilities is licensed and sold separately. Customers ordering the complete iMUSH bundle benefit from KWizCom’s bundle discounts.

WHAT DOES iMUSH-PRINT DO?

iMUSH-Print enables users to easily print documents, web pages, InfoPath forms and list items. It also enables users to merge selected documents/list items into a single .PDF file.

DOES iMUSH REQUIRE MS OFFICE INSTALLATION ON THE CLIENT/SERVER?

No. iMUSH-Print doesn’t require any MS Office installation.

CAN I USE iMUSH WITH BROWSERS OTHER THAN MICROSOFT INTERNET EXPLORER?

Yes!

You can use iMUSH-Print with additional browsers such as Firefox, Google Chrome and Safari.

WITH WHICH SHAREPOINT VERSIONS CAN I USE THIS FEATURE?

KWizCom’s iMUSH printing feature works in SharePoint 2007/WSS 3.0 and SharePoint 2010/2013 server/foundation.