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
PRODUCT OVERVIEW

iMUSH Printing Feature is part of the iMUSH Bundle

Everything is Printable!

InfoPath Forms
SharePoint Publishing pages
Wiki pages

List Items
List file attachments
Documents

KWizCom Printing Feature
Part of iMUSH (Information Management Utilities for SharePoint)

Convert records to documents
Merge documents
Print

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 can be created automatically from records (list items).
This is true for 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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Merge documents and list items into a .PDF file</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Convert/Print selected documents or list items</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Convert/Print list items with/without attachments</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Convert InfoPath web forms to .PDF</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Print InfoPath web forms</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Print SharePoint publishing pages</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Convert/Print CAD files*</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Export Wiki pages to .PDF documents</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Customizable page header &amp; Footer</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Support high resolution printing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Feature</td>
<td></td>
<td></td>
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<tr>
<td>---------------------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>PDF conversion API</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Print watermarks</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Convert to PDF Workflow activity**</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Cross-browser</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Multi-lingual</td>
<td>√</td>
<td></td>
</tr>
</tbody>
</table>

* 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 2010/2013/2016

**CLIENT REQUIREMENTS**
- Windows 8+ or Mac OS X 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 2010/2013/2016**

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

![Manage Farm Features]

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 2010/2013/2016

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
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 2010/2013/2016

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 iMUSH-Print 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):

![Product Code](image)
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 2010/2013/2016

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:
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**

- **Name:** KWizCom SharePoint iMUSH Print
- **Version:** 11.3.90

<table>
<thead>
<tr>
<th>Farm License</th>
<th>Product Code</th>
<th>Request product code and start your evaluation license now!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farm license applies to all site collections in your farm.</td>
<td>Not requested</td>
<td></td>
</tr>
</tbody>
</table>

**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

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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**

- **Name:** KWizCom SharePoint iMUSH Print
- **Version:** 11.3.90

<table>
<thead>
<tr>
<th>Farm License</th>
<th>Product Code</th>
<th>Request product code and start your evaluation license now!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farm license applies to all site collections in your farm.</td>
<td>V74VOVC/MN7WUOVT0H9V443ZBADMQ5IXTVVAV5MXM-AMQUTAVM@MT7VX</td>
<td></td>
</tr>
</tbody>
</table>

**Activation Code:** V74VOVC/MN7WUOVT0H9V443ZBADMQ5IXTVVAV5MXM-AMQUTAVM@MT7VX

**License Notifications:**

---

e. Copy the product code.

f. Browse the *Product Activation Request page* on KWizCom’s web site:

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 should select the items you wish to print (by checking the items’ checkboxes), and then click the “Print” button:

![SharePoint interface with tasks and item selection options]

You will then be able to choose between various printing options:
Once you click OK, 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 collection, site and list/library level. By default, all sites inherit the printing site collection settings and all lists & libraries in a site inherit their printing settings from the site.

In site collection settings page, click the “KWizCom iMUSH Print Feature Management” link:

<table>
<thead>
<tr>
<th>SharePoint</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sites and workspaces</td>
<td>Search Configuration Import</td>
</tr>
<tr>
<td>Workflow settings</td>
<td>Search Configuration Export</td>
</tr>
<tr>
<td>Site Closure and Deletion</td>
<td>Site collection features</td>
</tr>
<tr>
<td>Popularity Trends</td>
<td>Site hierarchy</td>
</tr>
<tr>
<td>Term store management</td>
<td>Search engine optimization settings</td>
</tr>
<tr>
<td>Content and structure</td>
<td>Site collection navigation</td>
</tr>
<tr>
<td>Content and structure logs</td>
<td>Site collection audit settings</td>
</tr>
<tr>
<td>Translation Status</td>
<td>Audit log reports</td>
</tr>
<tr>
<td>Search</td>
<td>Portal site connection</td>
</tr>
<tr>
<td>Result Sources</td>
<td>Content type Policy Templates</td>
</tr>
<tr>
<td>Result Types</td>
<td>Storage Metrics</td>
</tr>
<tr>
<td>Query Rules</td>
<td>Site collection app permissions</td>
</tr>
<tr>
<td>Schema</td>
<td>Site Policies</td>
</tr>
<tr>
<td>Search Settings</td>
<td>Content type publishing</td>
</tr>
<tr>
<td>Searchable columns</td>
<td>Popularity and Search Reports</td>
</tr>
<tr>
<td>Search and offline availability</td>
<td>Variations, Settings</td>
</tr>
<tr>
<td>Configuration Import</td>
<td>Variation labels</td>
</tr>
<tr>
<td>Configuration Export</td>
<td>Variation logs</td>
</tr>
<tr>
<td>KWizCom Features Administration</td>
<td>Translatable columns</td>
</tr>
<tr>
<td>KWizCom Clipboard Manager Settings</td>
<td>Suggested Content Browser Locations</td>
</tr>
<tr>
<td>KWizCom iMUSH Print Feature Management</td>
<td>Document ID settings</td>
</tr>
<tr>
<td>KWizCom iMUSH Print Feature Management</td>
<td>HTML, CSS and Security</td>
</tr>
<tr>
<td>KWizCom iMUSH Scan Feature Management</td>
<td>Help settings</td>
</tr>
<tr>
<td>KWizCom iMUSH Scan Feature Management</td>
<td>Site collection Designer Settings</td>
</tr>
<tr>
<td>KWizCom iMUSH Scan Feature Management</td>
<td>Site collection health checks</td>
</tr>
<tr>
<td>KWizCom iMUSH Scan Feature Management</td>
<td>Site collection upgrade</td>
</tr>
</tbody>
</table>

Once you click that link, you’ll be redirected to the Printing Feature settings 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: 20 pt
Bottom: 40 pt
Left: 20 pt
Right: 20 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
[Printed on: [Now: MMMM dd, yyyy h:mm][Me: By: ][PageNum: ]]
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: 40 pt
Opacity: 40 %
Font color: Black
Layout: Diagonal Horizontal
<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print Views</strong></td>
<td>This property is relevant when printing InfoPath web forms. Type in this textbox the InfoPath view names (separated by &quot;,&quot;) 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.</td>
</tr>
<tr>
<td><strong>Print page size</strong></td>
<td>Choose target page size.</td>
</tr>
<tr>
<td><strong>Page orientation</strong></td>
<td>Choose target page orientation (Landscape/Portrait).</td>
</tr>
<tr>
<td><strong>Print page margins</strong></td>
<td>Define printed page’s top, bottom, left and right margins.</td>
</tr>
<tr>
<td><strong>Use high resolution printing for web content</strong></td>
<td>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. 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).</td>
</tr>
</tbody>
</table>
| **Print item properties pages as images** | The properties page (this is one of the available templates), has 2 printing methods that you can choose from:  
- **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. |
<p>| <strong>By default, include header, footer and watermark</strong> | When this property is checked, when an end-user prints something, it will include the configured header/footer/watermark. |
| <strong>Allow users to include/exclude header, footer and watermark</strong> | When this property is checked, end-user can decide if the configured header/footer/watermark will be included in the printout. |
| <strong>Print Header Format</strong> | Use this property to configure the printing template’s header (in site level or list/library-specific). 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. |
| <strong>Print Footer Format</strong> | Use this property to configure the printing template’s footer (in site level or list/library-specific). 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>
<table>
<thead>
<tr>
<th>Print Watermark Format</th>
<th>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).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watermark settings</td>
<td>Use these properties to configure the displayed watermark layout (font, color, font size and watermark direction).</td>
</tr>
</tbody>
</table>

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?  