

Printing in ARCHLine.XP 2018

This training material is recommended to all existing and prospective ARCHLine.XP users. You can acquire the basic knowledge of printing, preparing plot layout and all those tools which helps to customize the documentation step by step. We wish you successful experience in design.

CadLine

What is ARCHLine.XP?

ARCHLine.Xp is a multi-functional architectural and interior design CAD design software which supports designing apartments, offices, restaurants, shops and also creating 3D visual plans on professional level. Contains all the necessary tools in order to produce professional documentation.

This manual provides detailed information to get experience how to prepare printing. You can learn ARCHLine.XP® basic principles and commands.

To get the most out of the training material we recommend to download ARCHLine.XP software. You can also find the corresponding the Training - Video Tutorials on YouTube, so you can follow the instruction easily detailed in this manual.

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1. Printing in ARCHLine.XP 2018

Following the instructions in this handbook, you can learn how to make documentation to your clients and professionals based on the project created in ARCHLine.XP. Through a family house project, we demonstrate the steps how to create documentation.

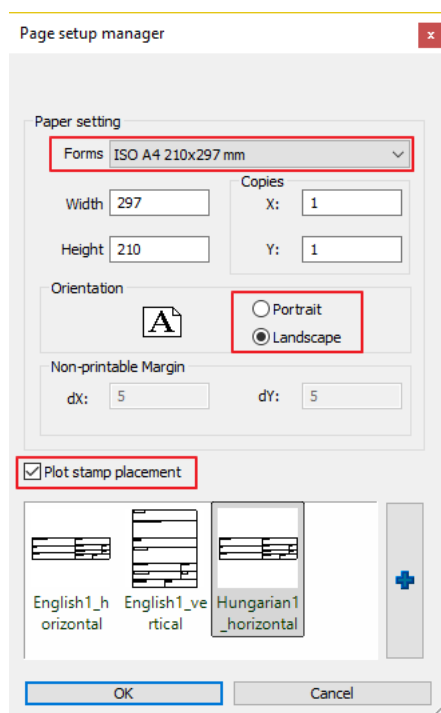
1.1. Create plot layout

To document differently scaled plans in a project, it is a good idea to create a plot layouts. It is also recommended to use them as they result neat appearance. The plot layout is a drawing surface with frames and labels, in addition the two-dimensional elements and three-dimensional models can be also placed here.

1.1.1. Prepare plot layout, settings

You can access to the prepare plot layout command by selecting the Ribbon Bar/Documentation/ Plot layout/ Prepare plot layout

In the dialog window, we have the following options:



Paper sizes

To prepare printing you can define the plot layout size. This format might be different from the actual printing format. The user can also define a special customized size. The default format is determined by that actual paper size which is used by the current printer, so it is recommended to use that.

Orientation

The Orientation setting defines the position of the paper. Portrait or Landscape can be selected from Paper Size.

Margin

The dialog displays the margin values that belong to the current printer driver. They are the absolute minimum; you should not enter values less than these because it might happen that some part of the drawing will be out of the paper printable area.

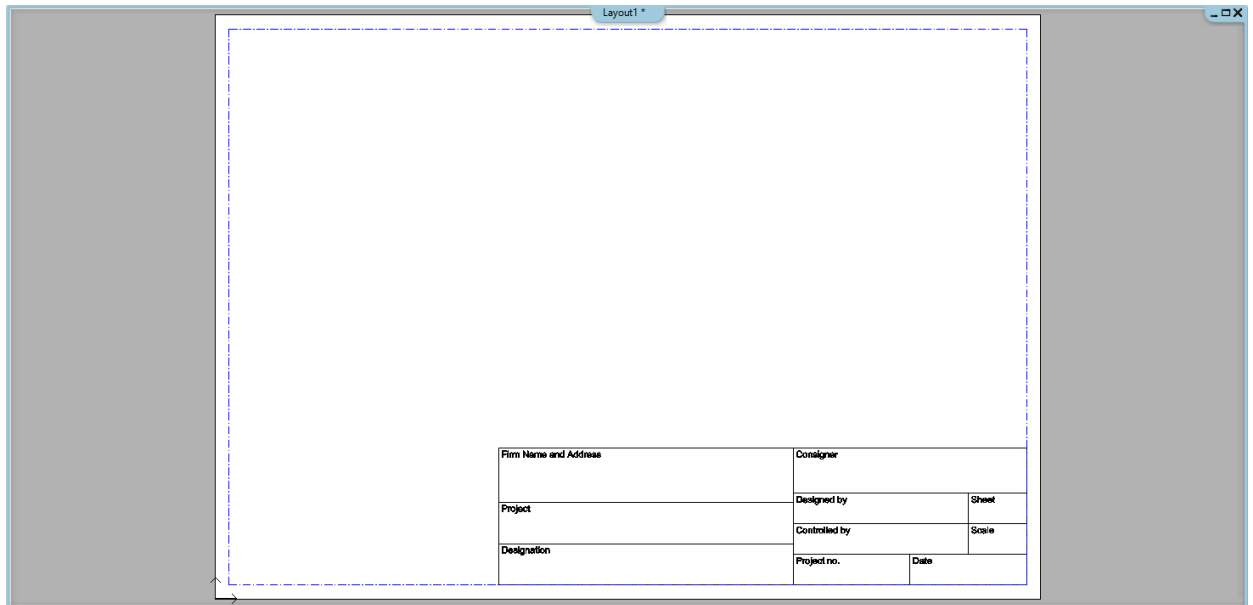
Template plot stamp

Select a plot stamp template from the list, or click Select New Item (Blue Cross) button to select other plot stamps.

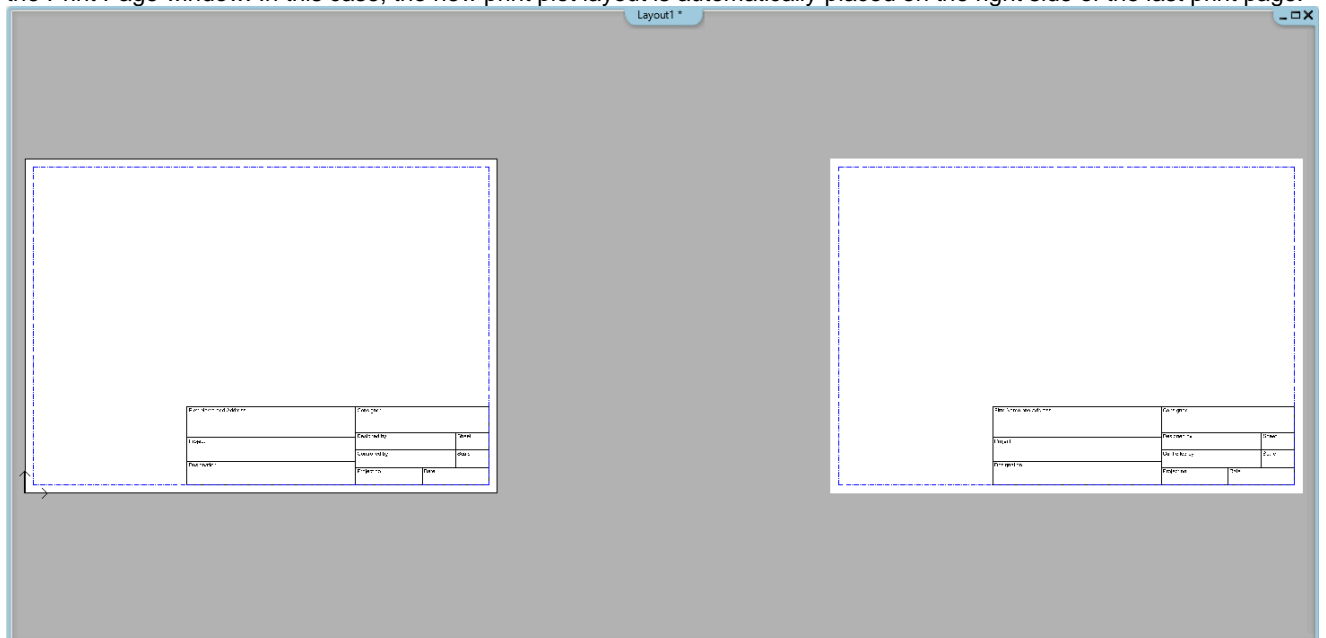


How to calculate the printable area? You can get the dimensions of the printable area if you take away the least margin size required by the printer from the size of particular sheet of paper. The dimensions of the printable area can be calculated as follows: Printable area length = paper length - (top + bottom margins) Printable area width = paper width - (left + right margins).

- When you press OK, the ARCHLine.XP will create a new Print Page window and if you activated the Plot Stamp Placement option, the program will automatically place the selected plot stamp on the print page.



- If you want to create a new plot layout next to the existing plot layout, start the Prepare plot layout command by pressing the Print Page window. In this case, the new print plot layout is automatically placed on the right side of the last print page.



If you want to create a new print page window, start the command from an active window which is not a print page window (eg. floor plan window, 3D view, section, etc.).

1.1.2. Fill out the placed plot stamp automatically

The File / BIM / Project parameters dialog parameter values are automatically copied to the plot stamp on the page only if the text starting with the \$ character on the plot stamp matches to the name of the parameter used in the dialog.

Project Properties

Parameters	Value
Organization name	
Family name	
Given name	
Creation date	2018.01.04. 12:31:07
Building site name	
Project Name	Detached dwelling
Project Number	
Building site total area [m2]	0 m ²
Area available for Building	0 m ²
Maximum height of the Building:	0 m
Begin Date	2014
End Date	2015
Status	
Author	SCHOLTZ GÁBOR
Client Name	CADLine Kft.
Project Address	BARGE Str.
Postal Code	1037
Town	
Region	
Country	
Project Location	-52°28'48", 1°54'0"
Building Type	Office

Add

☐ Do not show this dialog again

OK Cancel

Enter Parameter Value

Parameters (grey) and static text (white) that are listed in the dialog. Modify the values in the 2nd column if necessary.

Name	Value
Controller	
Company Address	
Company Name	
Consigner	
Date	
Designation	
Designer	
Project	
Project no.	
Scale	
Sheet	
	Project
	Designed by
	Project no.
	Scale
	Date

Update Project parameters

OK Cancel

Enter Parameter Value

Parameters (grey) and static text (white) that are listed in the dialog. Modify the values in the 2nd column if necessary.

Name	Value
Controller	
Company Address	
Company Name	
Consigner	
Date	18/08/2017
Designation	King Str.
Designer	Istvan Kiss
Project	Family house
Project no.	B/1
Scale	
Sheet	
	Project
	Designed by
	Project no.
	Scale
	Date

Update Project parameters

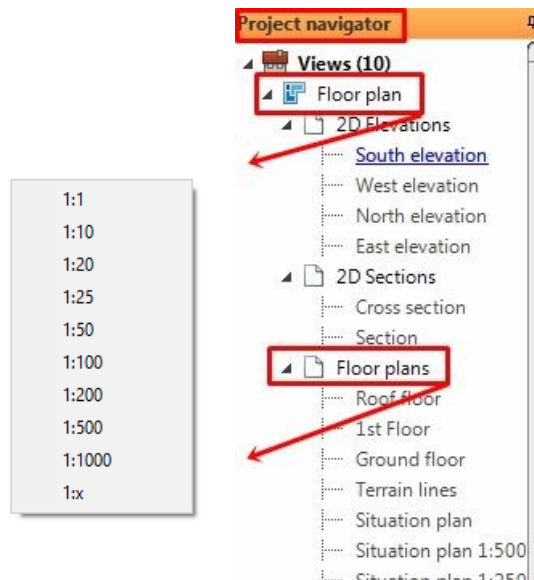
OK Cancel

\$ Project = Project Name;
 \$ Designer = Designer name;
 \$ Projnum = Building number;
 \$ Designation = Building address;

Firm Name and Address		Consigner	
\$company		\$consigner	
\$compaddr			
Project	\$project	Designed by	\$designer
		Controlled by	\$sheet
Designation	\$designation		\$scale
		Project no.	\$projnum
		Date	\$date

1.1.3. Placing a drawing on the plot layout with drag and drop method

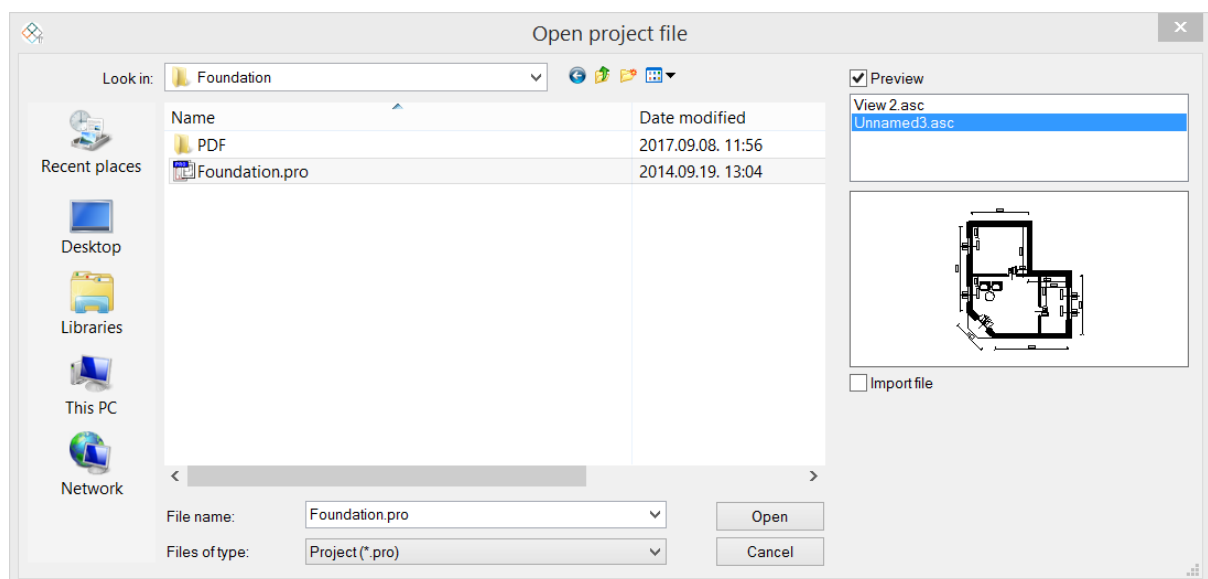
From the Project Navigator, you can drop drawings on the plot layout by dragging the desired level name or 3D view by keeping the left button down and moving to the plot layout. The Project Navigator is available on the right side of the program. Releasing the left button above the print layout window, you can specify the scale of the 2D drawing in the appearing menu.



After loading and placing the drawing files on the plot layout you can freely place scales, text, North Symbols, and image files as a background image. For example, from the Project Manager, you can place the saved photorealistic images of the 3D model.

1.1.4. Import drawing

If you don't want to open a drawing from the current project, use the Ribbon Bar/ Documentation/ Plot layout/ Import Drawing from Project command. The Open Project dialog window appears, here you can select the projects and the corresponding drawing to place on the plot layout. Press the Open button.

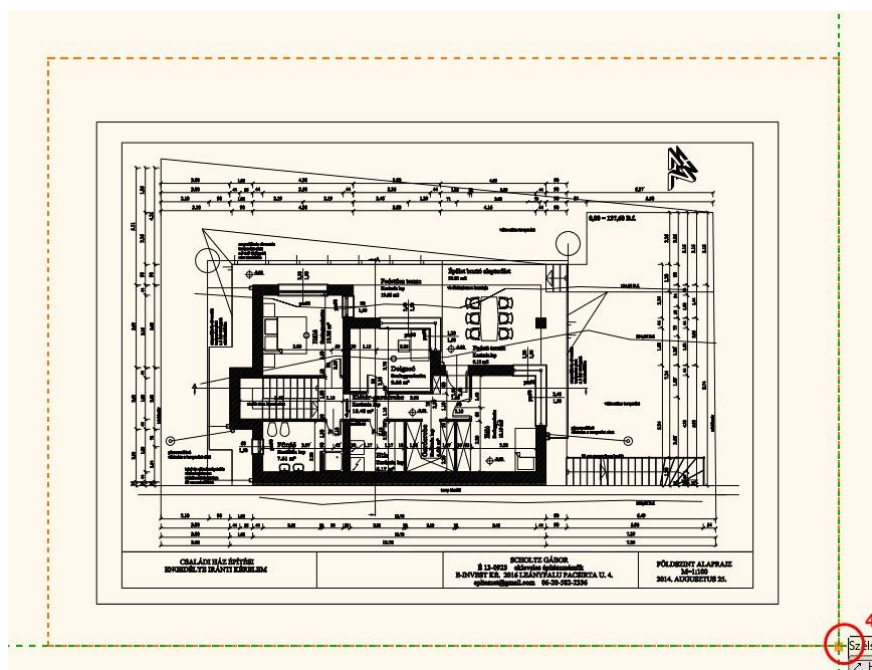
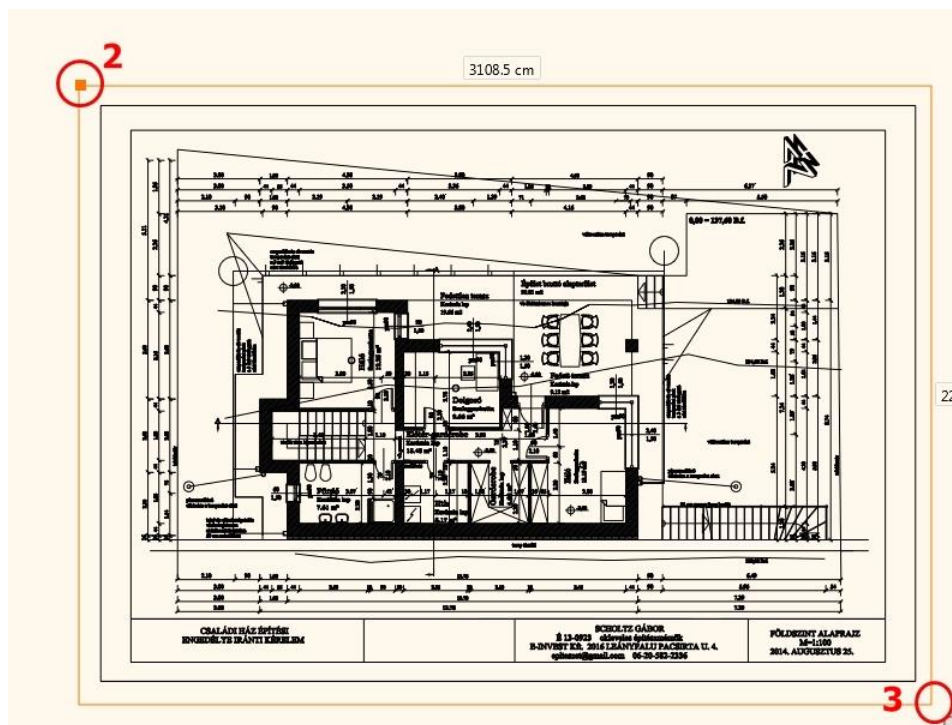


- Enter the desired scale in the appearing dialog window.

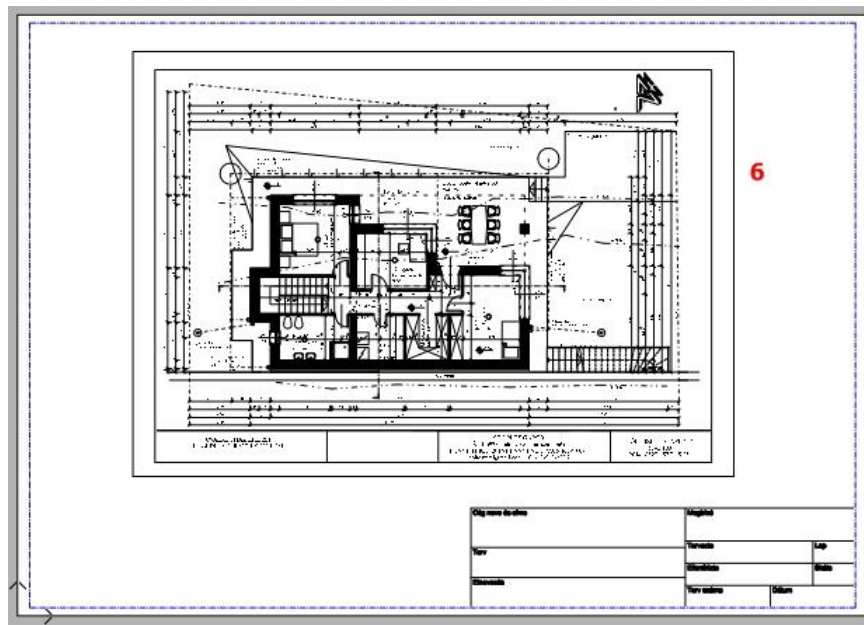
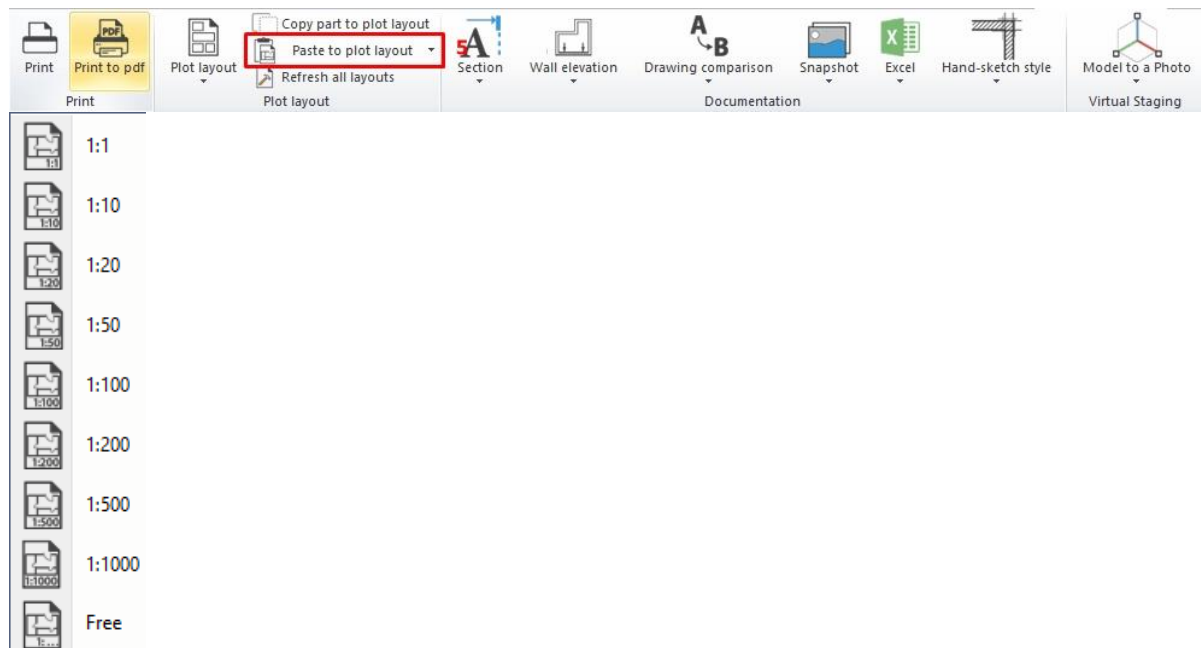
1.1.5. Copy a partial content and paste it onto the plot layout

Next, from the records of the existing floor plan with a given scale factor, we will paste some of its details to the empty page. Please follow these steps:

- Activate the window you want to copy the content from.
- Choose Ribbon Bar/Documentation / Copy part to plot layout command (1).
- Select the part you want to copy (2,3).
- Define the starting point to grab the selected part for placing (4).

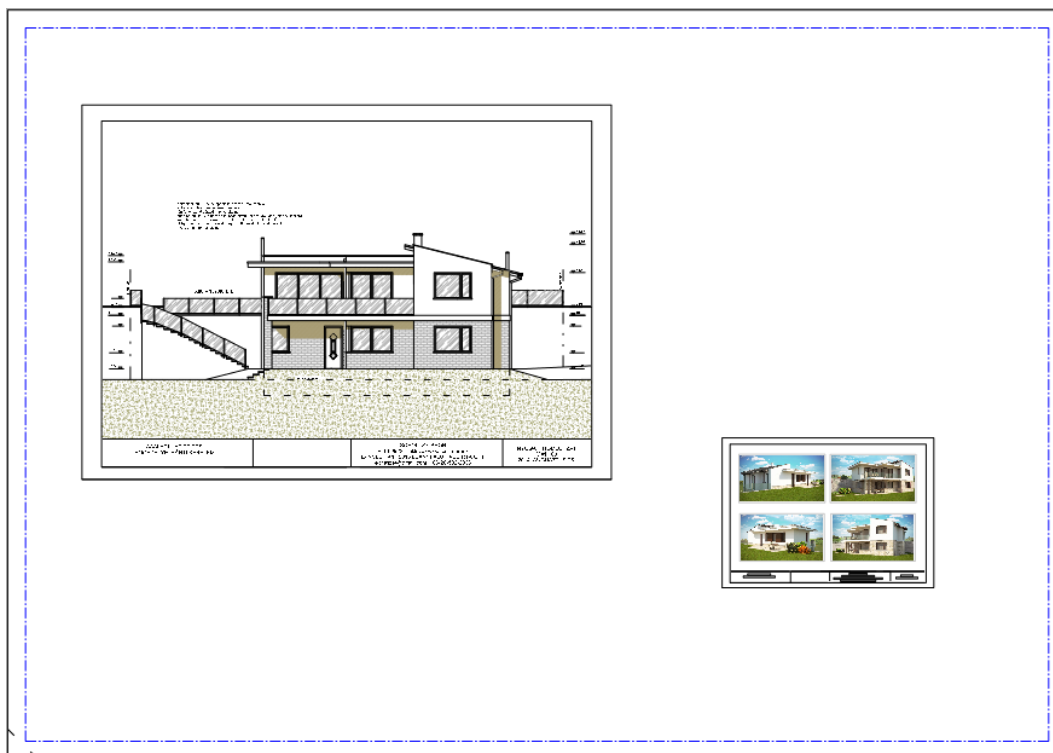


- Activate the plot layout (print layout).
- Choose Ribbon Bar/Documentation / Paste to plot layout command (5)
- Place the drawing (6).



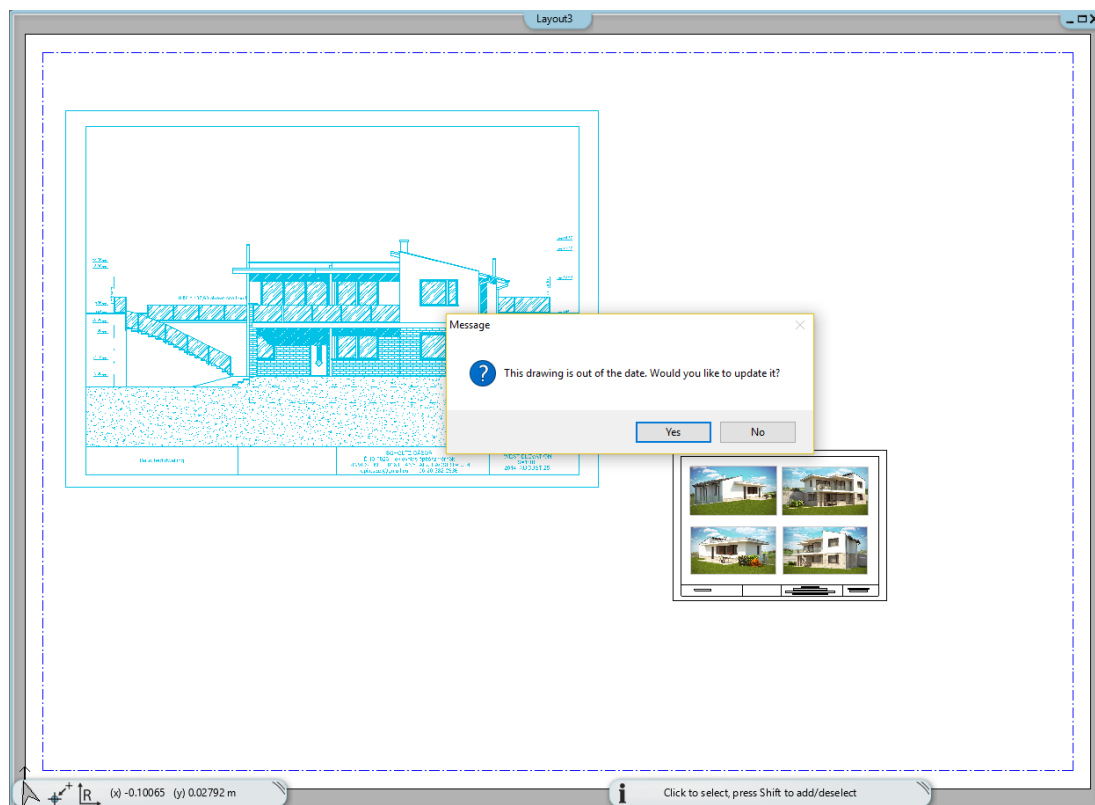
! The command differs from the general Copy command because this cuts accurately the selected part including the boundary line. Also it intersects the border crossing elements, e.g. dimension, text, and wall.

- Copy the layout of the 3D model, floor plan, wall view, etc. as it is described above. So, thus it is possible to place drawings of different scales on the same page.



1.1.6. Time stamp, refresh drawing

The Time Stamp function compares the drawing on the plot layout to the state of the source. In case the latest one is the newest, when you click on a drawing, it offers you to update the drawing on the page. The time stamp helps keeping the design elements in line with the print state.



1.1.7. Refresh plot layout

The program keeps the connection with the original files; the modifications made on the drawing will appear on the layout as well.

When the layout has already been created, but you are still working on the project, the modifications will automatically refresh on the layout when the command is selected.

When the layout contains a drawing that is not a part of the project, the command looks for this drawing on the hard disk and loads and refreshes it.

When you move the project to another computer, the command is not able to find the drawing on the original path, therefore it offers to find the new path of the drawing.

! Attention! Before you execute the Refresh Layout command please save the project because the layout will be updated with the latest version saved on the hard disk'

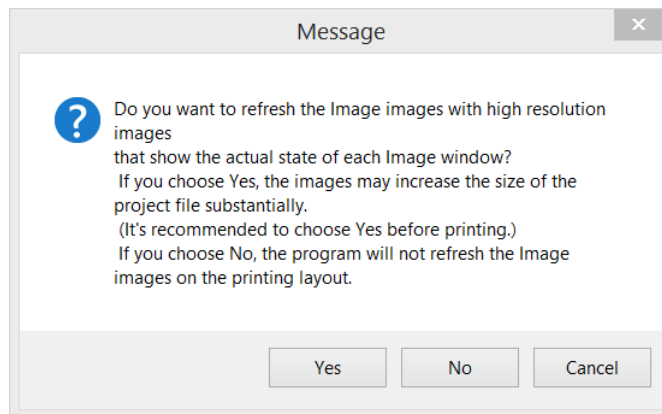
Placing the Image 3D window content on the plot layout

It is possible to place the content of the Image 3D window on the plot layout. The resolution of the image will not be the same as the resolution of the screen.

Before printing, it is suggested to use the *Ribbon Bar/ Documentation– Refresh all layout* command. The resolution of the image will change to the best available settings of the printer.

! Corresponding to the printer settings in case of a high resolution, the image size will increase significantly, causing enlargement of the project size.

If the saved file and the current status differs from each other, the following message appears when the page is updated:

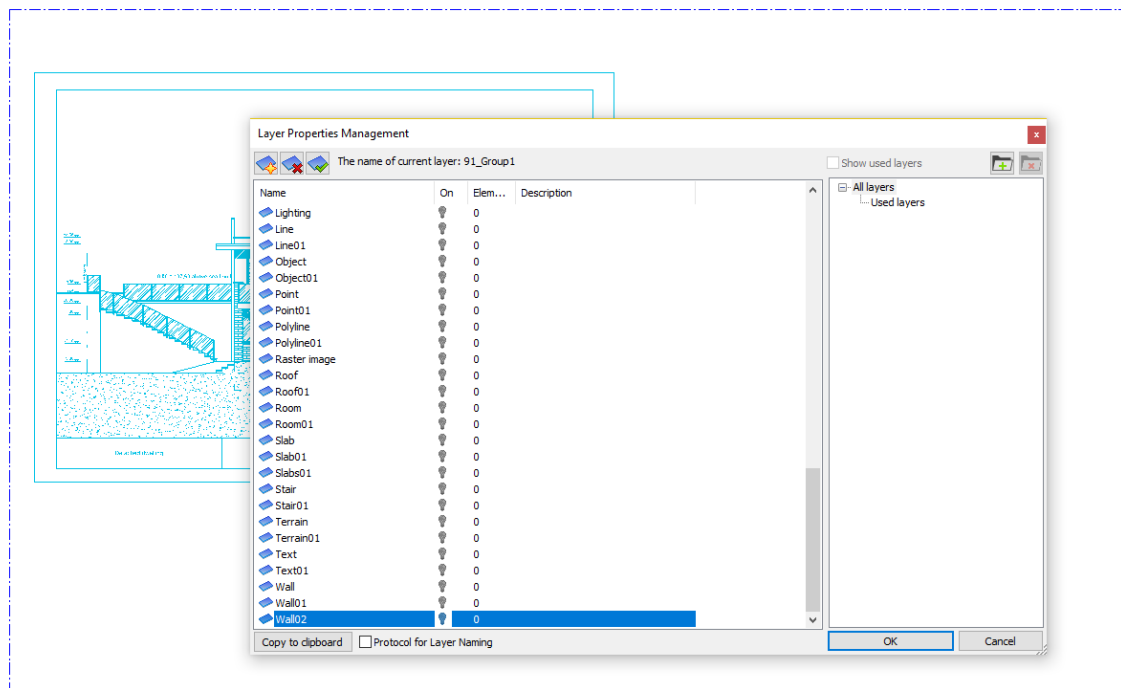


1.1.8. Other changes

Sometimes some parts of the project require modifications.

Turn off or on layers:

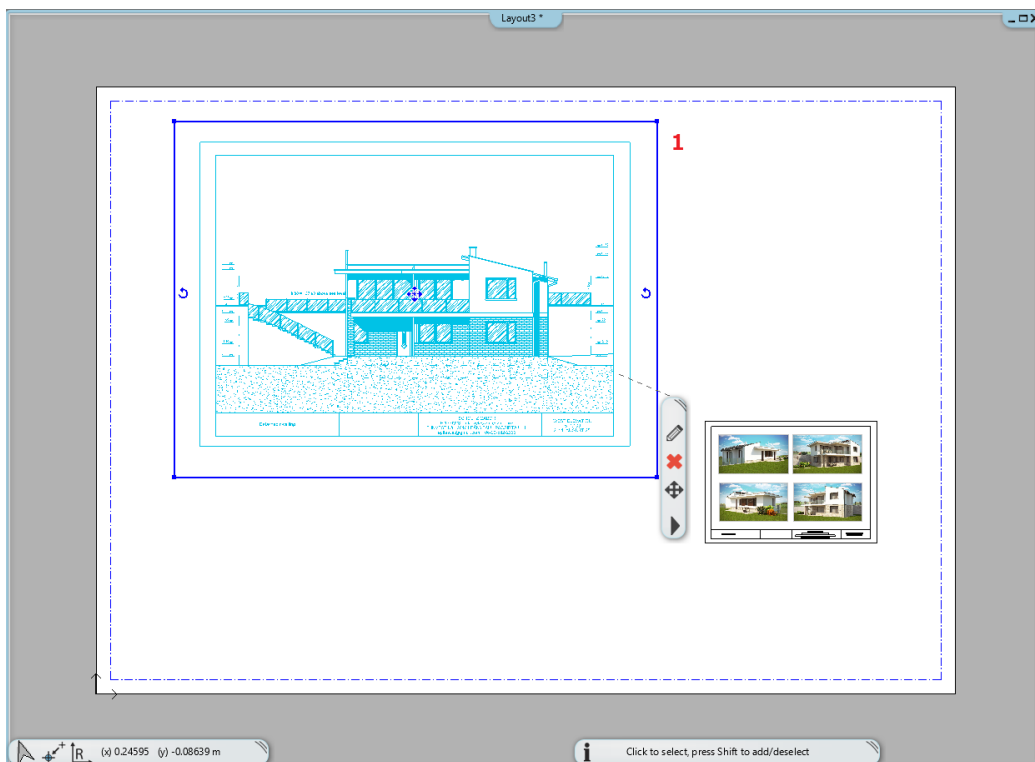
- Enable the Print Window, select the floor plan on the page and click on the pencil icon in the context menu.
- In the popup dialog window, click Layers.
- Turn off the layers of object.

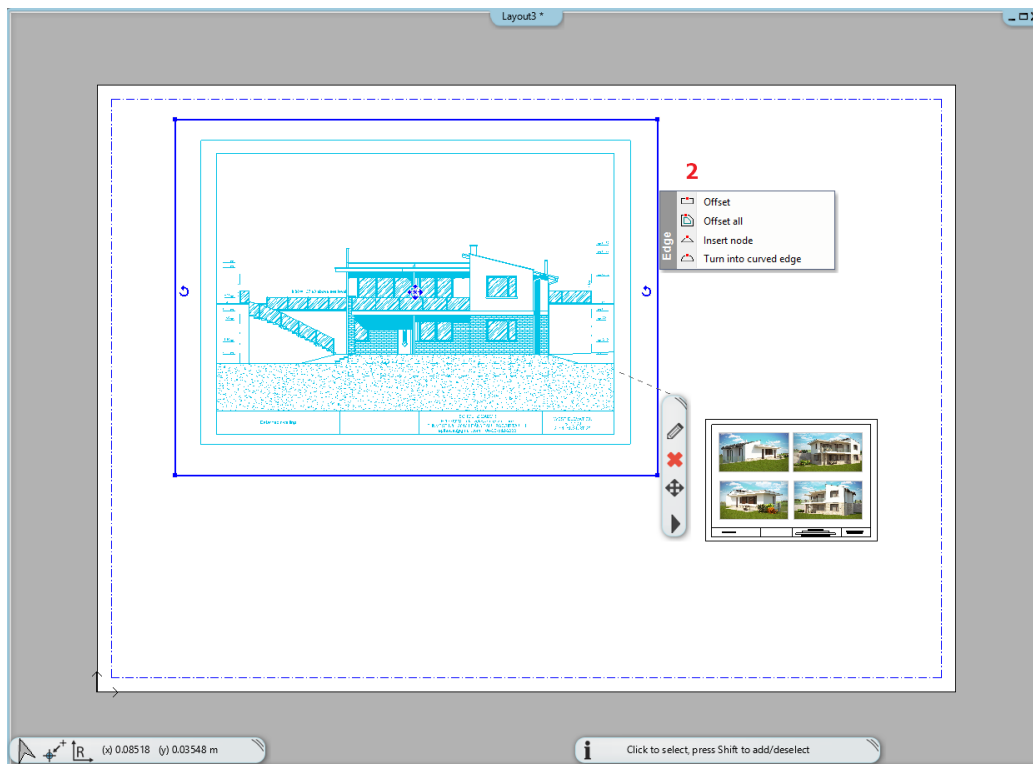


Modification of boundary line:

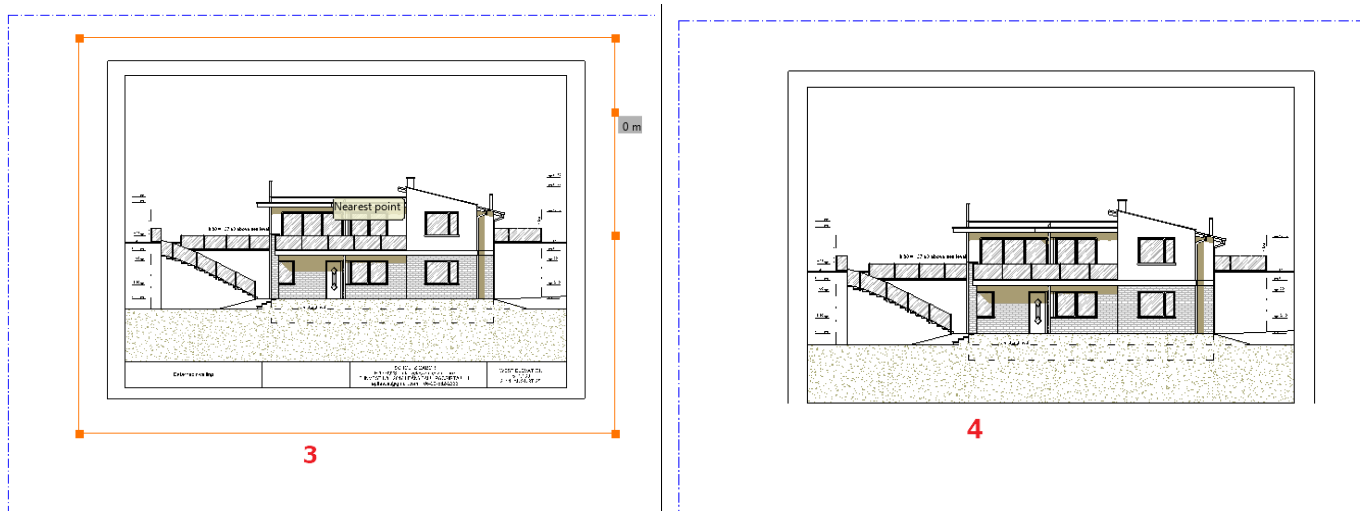
The boundaries of the drawings on the plot layout can be edited as you wish, so irrelevant details of drawings can be removed without editing the original drawing. This method is the following:

- Activate the print page window.
- Select the drawing you want to edit on the plot layout. The blue contour (1) of the inserted detail will appear. Click on any of sides to appear the context menu and select Offset command (2).



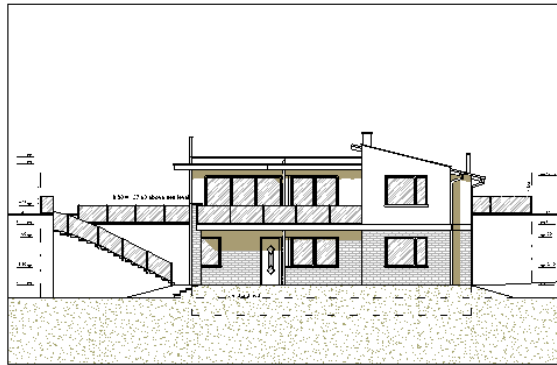


- Modify the detail (3) on the page to the desired range using the previous method. Position the wall dimensions (4) outside the blue outline.



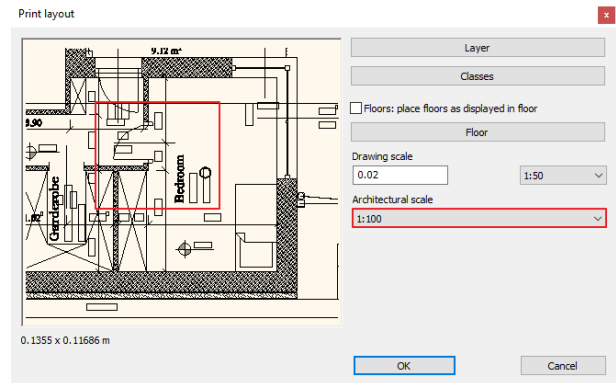
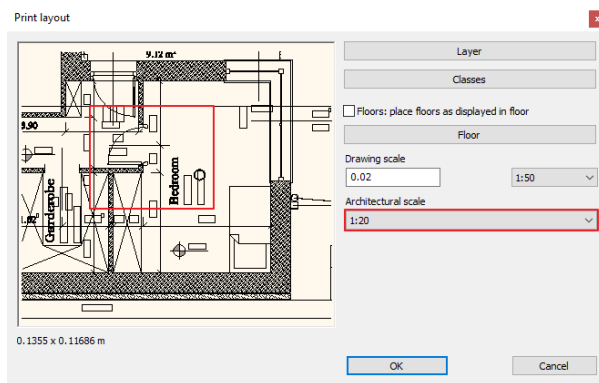
- Then press ENTER to apply changes. The result is the following (5). Using this option we will not cut off permanently from the plan, we will only hide it, which can be restored at any time.

5



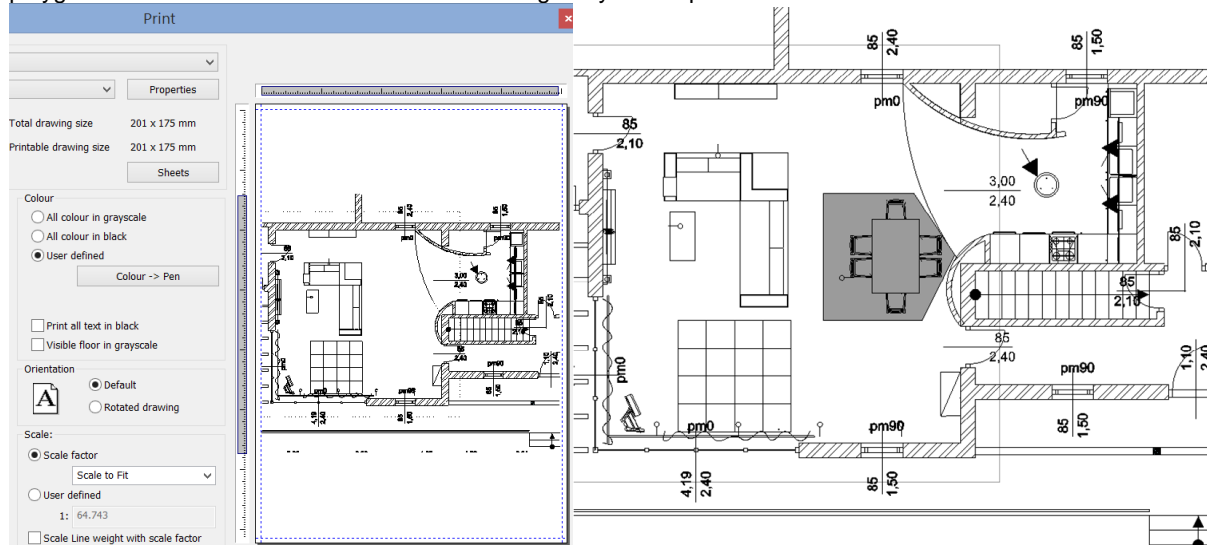
1.1.9. Modification of architectural scale

The architectural scale factor can be handled irrespective of the drawing scale.



1.1.10. Wipe out

The “Wipe out” is a polygon that covers the underlying objects with a transparent grey area. When printing, the objects under the polygon will be hidden. Select Ribbon Bar/ Drafting/ Polyline/ Wipe out



1.2. Creating, save, place and modify the plot stamp

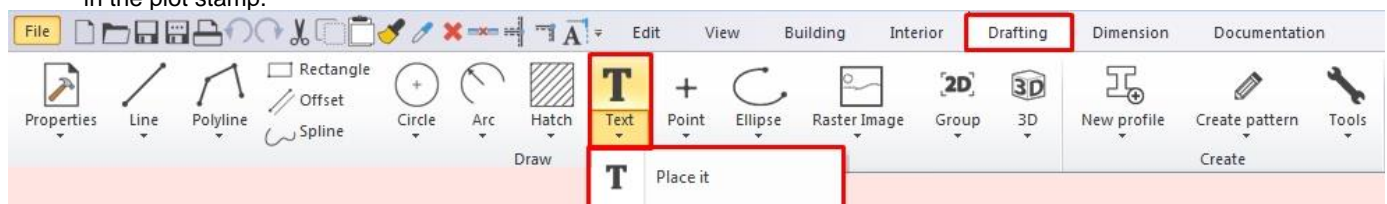
Documentation can be formally unified with the use of the plot stamp, which provides a suitable framework for the presented plans. It is possible to create a plot stamp characterized by repeating elements such as project name, company name, etc., which that can be saved later on the plot layout. It is desirable to draw a plot stamp in different sizes, as well as in portrait and landscape positions, which you can use afterwards.

1.2.1. Creating plot stamp

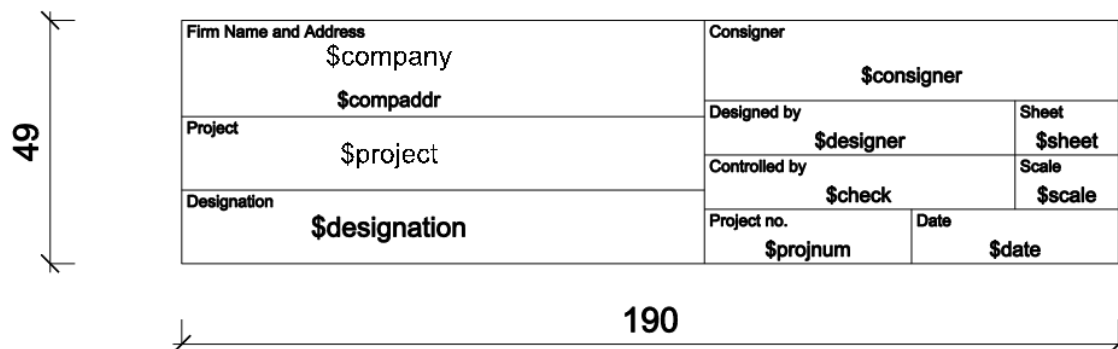
You can create a symbol /plot stamp with the following steps.

When you create a text starting with the \$ character, ARCHLine.XP handles it as parametric text and this way the unique plot stamp will work as a dynamic plot stamp.

- Draw a rectangle in a real 1:1 size, for example 190 x 50 mm.
- Draw the cells with the line drawing tool.
- Change the height of the text to 5-10 mm to fit in the columns.
- Add text starting with \$ characters, the content of which can be modified later after placing the stamp from the library.
- Place subtitles (for example consigner, project name, etc.) using the Ribbon Bar/ Drafting / Text / Text – place it command in the plot stamp.

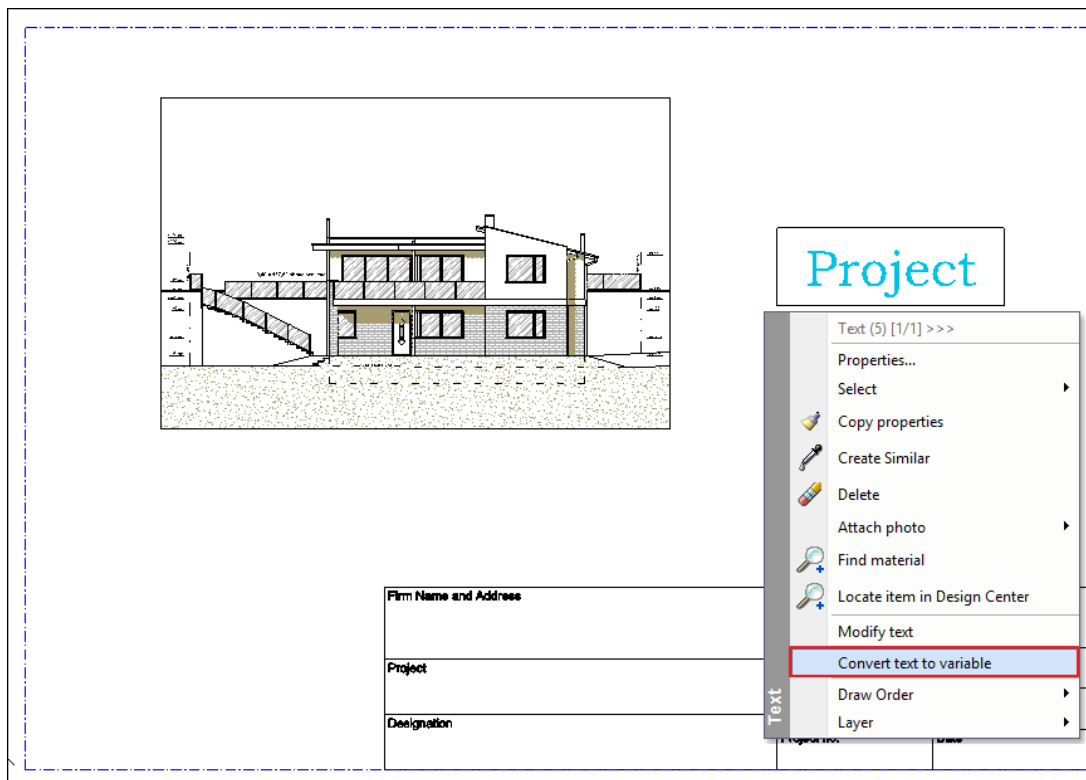


- If you want to place a logo / image in the plot stamp, select the Ribbon Bar/ Drafting/ Raster Image command, select the image and place it on any point, then move the mouse to determine the size of the image, then click on the final position.



1.2.2. Convert text to variable

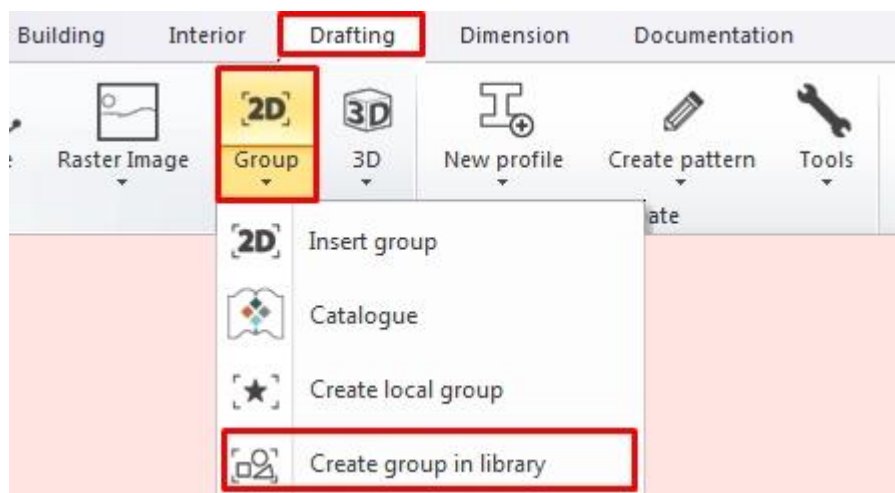
Convert text to variable: Draw a rectangle with help of Ribbon Bar/ Drafting / Polyline / Rectangle command. When the rectangle is created choose the Ribbon Bar/ Drafting / Text / Text – place it option. Adjust the height of the text to the correct size, then right click and „Convert text to variable” command.



1.2.3. Save the plot stamp

When you have finished setting up permanent content, it is recommended to save the plot stamp. It will be available later and make easier the documentation.

- Select Ribbon Bar/ Drafting / Group / Create group in library in the top menu bar.



- Select the items and close the selection by pressing Enter.
- Then define at least two reference points, which you will use to place it with and then press Enter.
It is a good idea to choose the corners of the rectangle, so when you place them later, the plot stamp will always be within the printing range.

Firm Name and Address		Consigner	
Project		Designed by	Sheet
Designation		Controlled by	Scale
		Project no.	Date

- Type the name, category, sub category and Producer fields in the dialog window that appears.
- Type the name of the library element (eg A3_landscape).
- Define the category and subcategory of the item (e.g. PRINTING / English or My), and then click OK.

Create new item in the library

Name of the new item in the library:
A3_landscape

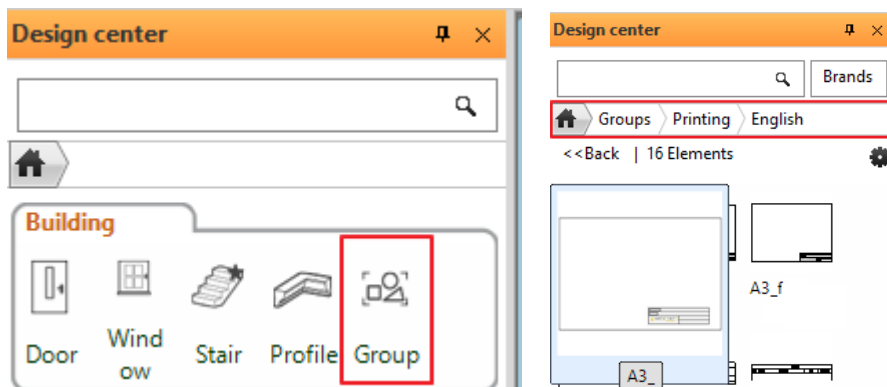
Category:
PRINTING

Sub category:
English

Producer:
Generic

OK Cancel

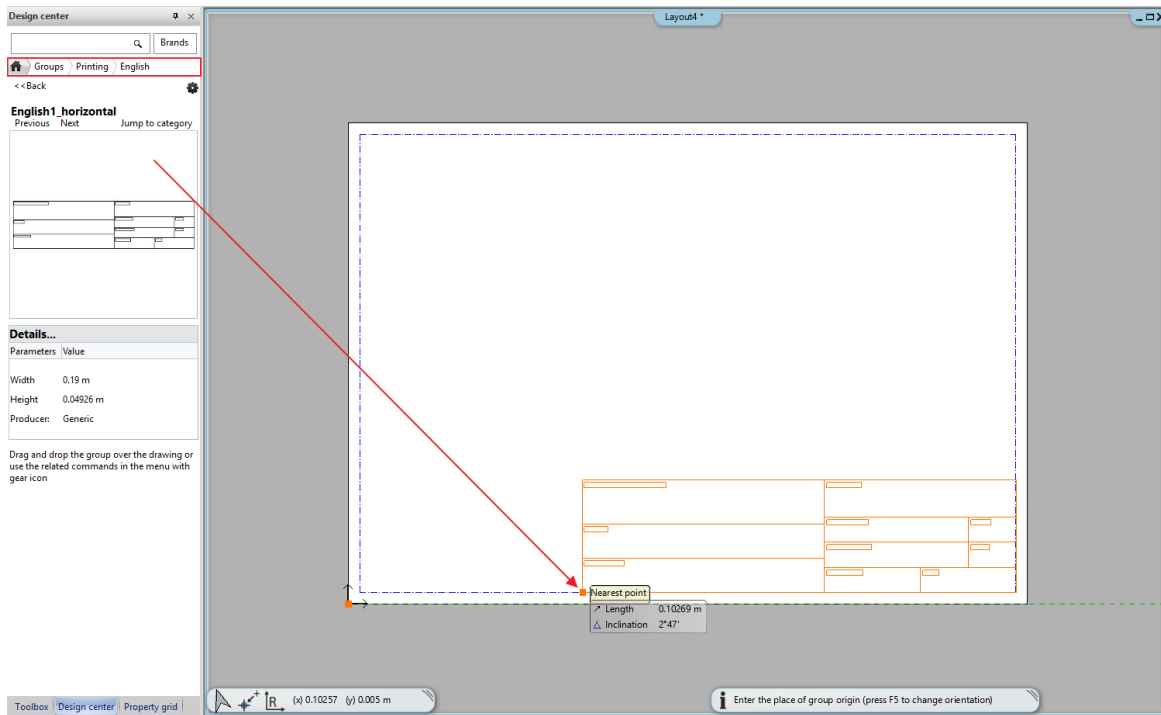
The new unique plot stamp will be found in the Design Center / Group / Printing / English or My Category.



1.2.4. Place the plot stamp

You can always use the saved plot stamp as a group and place it on the plot layout at any time:

- Open another empty plot layout.
- The plot stamp is located in the Design Center / Building / Group category, where it had been saved before (Printing /English). Find it in the library.

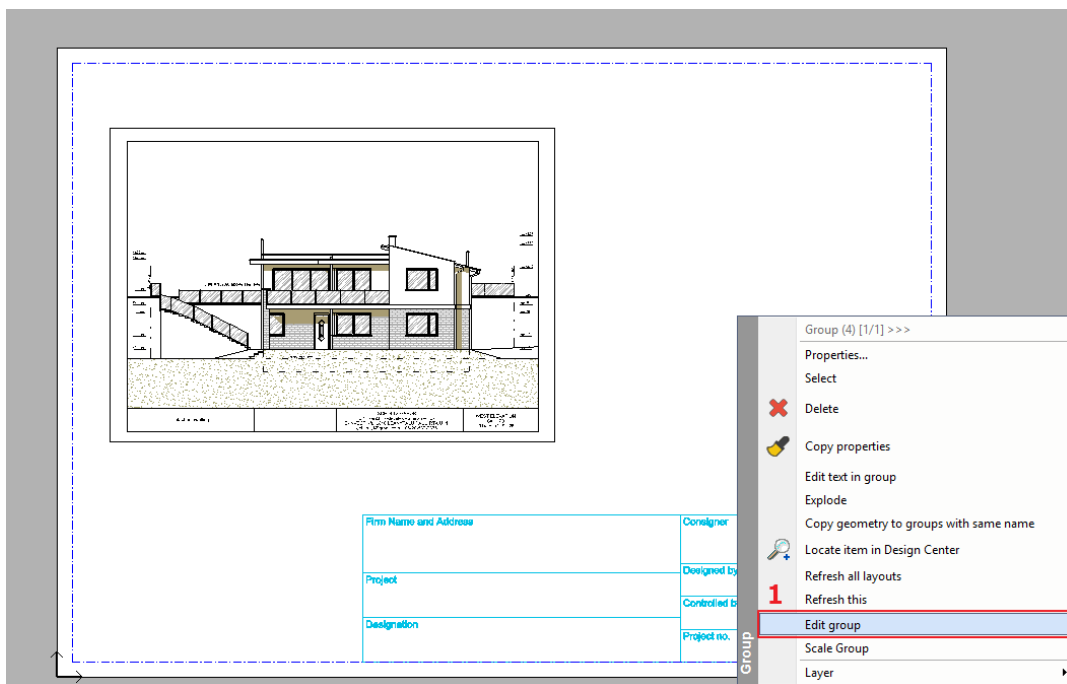


- Simply use “drag and drop” method and place it on the empty plot layout in the bottom right corner.

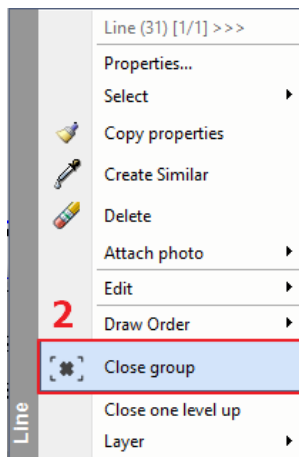
1.2.5. Modify the plot stamp

If it is necessary the saved plot stamp can be also modified after placing it:

- Select the plot stamp and choose Edit group from the Local menu (1), the contents of the plot layout turns grey.

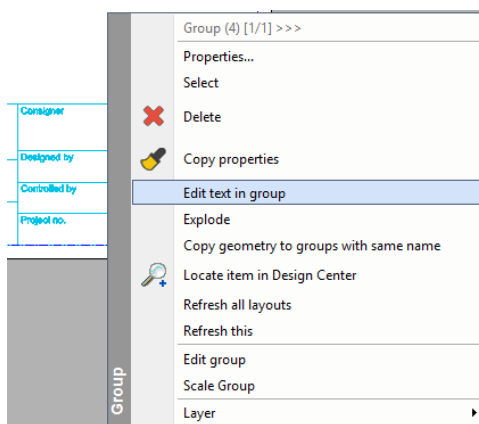


- Then you can modify the elements of the group (text, lines).
- After making the changes, make sure to close the group by using the Close group command in the Local menu (2).



1.2.6. Edit text in group

- Right-click on the plot stamp and then select Edit text in group from the context menu.



- Parametric texts are in the grey zone. In the Value box, type the new text.

Enter Parameter Value

Parameters (grey) and static text (white) that are listed in the dialog. Modify the values in the 2nd column if necessary.

Name	Value
Controller	
Company Address	
Company Name	
Consigner	
Date	
Designation	
Designer	
Project	Family House
Project no.	
Scale	
Sheet	
	Project
	Designed by
	Project no.
	Scale
	Date

Update Project parameters

OK Cancel

Enter Parameter Value

Parameters (grey) and static text (white) that are listed in the dialog. Modify the values in the 2nd column if necessary.

Name	Value
Controller	
Company Address	
Company Name	
Consigner	
Date	
Designation	
Designer	
Project	Family House
Project no.	
Scale	
Sheet	
	Project
	Designed by
	Project no.
	Scale
	Date

Update Project parameters

OK Cancel

- Non-parametric (static) texts are in the white zone. In the Value box, type the new text.

Enter Parameter Value

Parameters (grey) and static text (white) that are listed in the dialog. Modify the values in the 2nd column if necessary.

Name	Value
Controller	
Company Address	
Company Name	
Consigner	
Date	
Designation	
Designer	
Project	Family House
Project no.	
Scale	
Sheet	
	Project name
	Designed by
	Project no.
	Scale
	Date

Update Project parameters

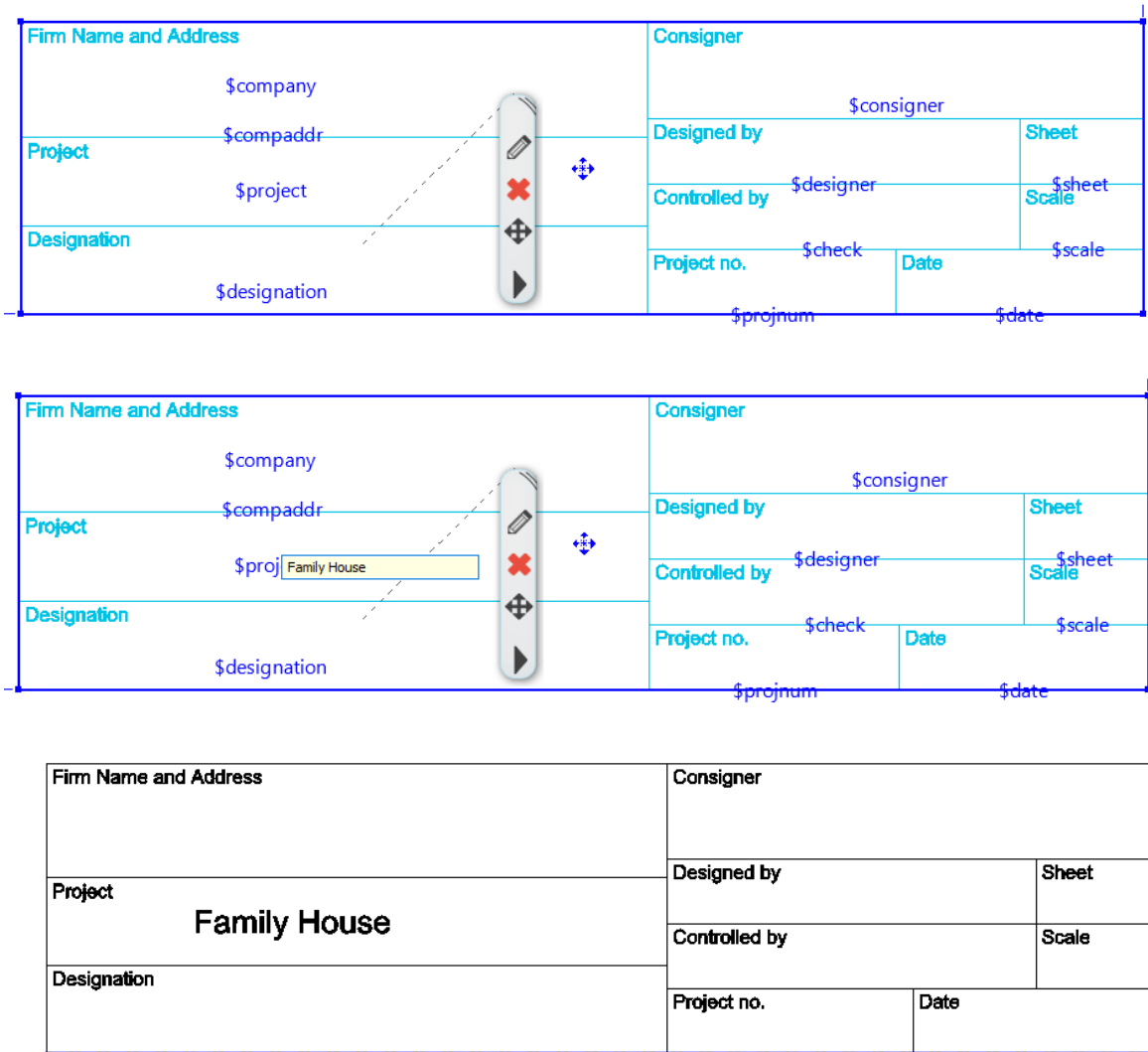
OK Cancel

- Press OK to close the dialog window. The plot stamp is refreshed.

Firm Name and Address		Consigner	
Project name	Family House	Designed by	Sheet
Designation		Controlled by	Scale
		Project no.	Date

1.2.7. Edit directly text in the plot stamp

Click on the plot stamp. Parametric texts appear with blue markers. You can modify the blue-labeled parametric text by clicking and typing new content and then press Enter.



1.3. Send printing to printer

The File / Print command allows the followings:

- ❖ printing the current drawing or
- ❖ the current plot layout.

The Print dialog window sends the prepared drawing (or the printing environment) to the default printer (printer, plotter file) set in the operation system.

Printer

On top of the dialog, you can find the type of the printer, the paper size and the printable area. You can get the dimensions of the printable area if you take away the least margin size required by the printer from the size of particular sheet of paper. You can select here the type of the printer tool.

Settings

The Setup button displays the MS-Windows standard Printer Setup dialog window. Here you can set up the printer properties.

If you would like to print into file, switch on the here appearing **Print to file** option.

These values are valid on the current printing only!

If you wish to use your new setup continuously, please use the MS-Windows standard Printer dialog (*Start menu – Setting – Printers*).



We recommend to define the sheet size and orientation under Paper size.

Tiling support

Define the new paper size. You can define a custom paper size as well.

Click OK to return to the Print dialog. The Tiling button displays the number of pages needed in X and Y direction (e.g. your A4 printer can print an A3 size drawing as 2 pieces of A4 paper, adding the margin!).



If you wish to use the default paper size of your printer, please choose the DEFAULT option from the Paper size list. Choosing any other option the printer will indicate that the default paper size is not sufficient to complete the printing.

Paper size

Here you can set the paper size, orientation, and the number of copies.

On the basis of these set parameters automatically will refresh the paper and printable size information in Print dialog.

Tutorial

Orientation

Specifies the drawing orientation. You can select Default or Rotated drawing option.

! Don't mix up the Orientation with paper orientation. The first one refers to the drawing and the other to the paper sheet.

Content to print

Specifies the area of the drawing to be printed.

Entire drawing

Displays and prints the entire drawing.

Current view

Displays and prints only that part of the drawing which actually appears.

Window

Displays and prints only a selected part of the drawing. By choosing Window option you can select the printable area by a rectangle. Then the program automatically returns to the Print dialog.

Printable area

Shows and prints only the selected part of the drawing but using the predefined printing paper size and printing scale factor.

- First, choose a printing scale.
- Choose the paper size.
- Selecting this option the program automatically turns back to the drawing and there you can select the printable area by using the square that the program offers. This square corresponds to the paper size in the given scale. Finally the program turns back to the Print dialog.

! We recommend using this option when you print only a part of your drawing!



The *Printable area option* uses the paper settings of the default printer. Therefore if you set the paper properties in *Printer* dialog window, or if you use the *Rotated drawing* option the end result will be inappropriate. We recommend in this case to use the *Printable area option* in order to set the paper properties in *Windows – Control panel – Printer settings* window. This problem will not occur when you print PDF.

Scale

You can define the scale factor in the following ways:

Scale factor

Choose a predefined scale factor:
e.g.: 1:100
The Scale to Fit calculates the best scale to fit the current paper size.

User defined

Enter the scale value : 1: 15

! We recommend using the scale 1:1 in case of plot layout!

Scaled line width

Scales the line width in proportion to the scale factor when activated.

Line width active

If the check box is switched **Off**, all the lines are printed with zero line width. It can reduce the printing time significantly.
If the check box is switched **On**, the program prints all lines with the defined line width.

Shift**X and Y**

Defining the X and Y coordinates you can shift the printing origin.

Centre point

It moves the drawing centre point into the paper centre point.

X:	<input type="text" value="69.2"/>	mm
Y:	<input type="text" value="47.5"/>	mm
<input checked="" type="checkbox"/> Center the plot		

Colour

There are several possibilities for printing. You can choose:

- ❖ All colour in greyscale
- ❖ All colour in black
- ❖ User defined
Here you can change colours and associated line width.
- ❖ Print all text in black
- ❖ Visible floor in grey scale

<input type="radio"/> All colour in grayscale
<input type="radio"/> All colour in black
<input checked="" type="radio"/> User defined
<input type="button" value="Colour -> Pen"/>
<input type="checkbox"/> Print all text in black
<input type="checkbox"/> Visible floor in grayscale

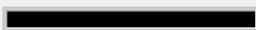
Plotter Colour assignment

Plotter colour assignment

Open setting

Save setting









Change all colour to ☐



Default

Open CTB file

Unload CTB data

Index	Draw	Pen colour	Pen width
black			0.042 mm
ArchLINE.XP: 27			0.042 mm
ArchLINE.XP: 212			0.042 mm
R: 168 G: 156 B: 115			0.042 mm

OK

Cancel

Choosing “Colour- Pen” option in the appearing dialog, you can assign to the colours of the drawing, different pen colour and pen width.

You can save your settings by selecting “Save setting” and later you can reload these by “OPEN” button.
The **Change all colour to** option assigns the same colour to each colour in the list.

Printing: Visible floor in greyscale

In the Print dialog window, you can find the “*Visible floor in greyscale*” option in the top right corner. When you activate this option, you will be able to print out the content of the visible floor too, as you see it on the drawing.
The content of the active floor will be printed as previously was set, and the content of the visible floor will be printed in plain grey. Turn on this option if you want to print the content of the visible floor as well.

Colour

☐ All colour in grayscale

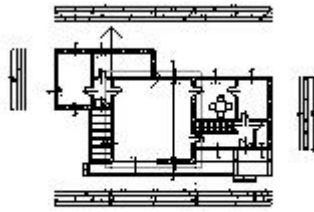
☐ All colour in black

☒ User defined

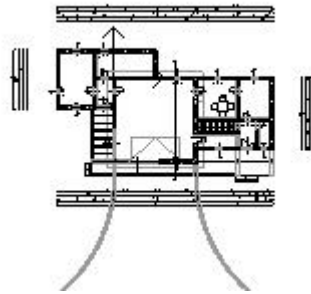
Colour -> Pen

☐ Print all text in black

☒ Visible floor in grayscale



Visible floor in greyscale OFF



Visible floor in greyscale ON

Preview

The “Preview” dialog window shows the drawing as it will be printed. You can save time by using this tool and avoid the wrong end result.

The white rectangle represents the paper. The selected drawing is in the grey rectangle. The rulers on the top and side helps you to move the drawing graphically.



If the drawing window is outside the paper frame, please note that part will not be printed!

Scale

Enter the scale value from the list, or type in the box.

☒ Scale factor

1:1

☐ User defined

1: 1

☐ Scale Line weight with scale factor

☒ Plot Line weight ON/OFF

Printing

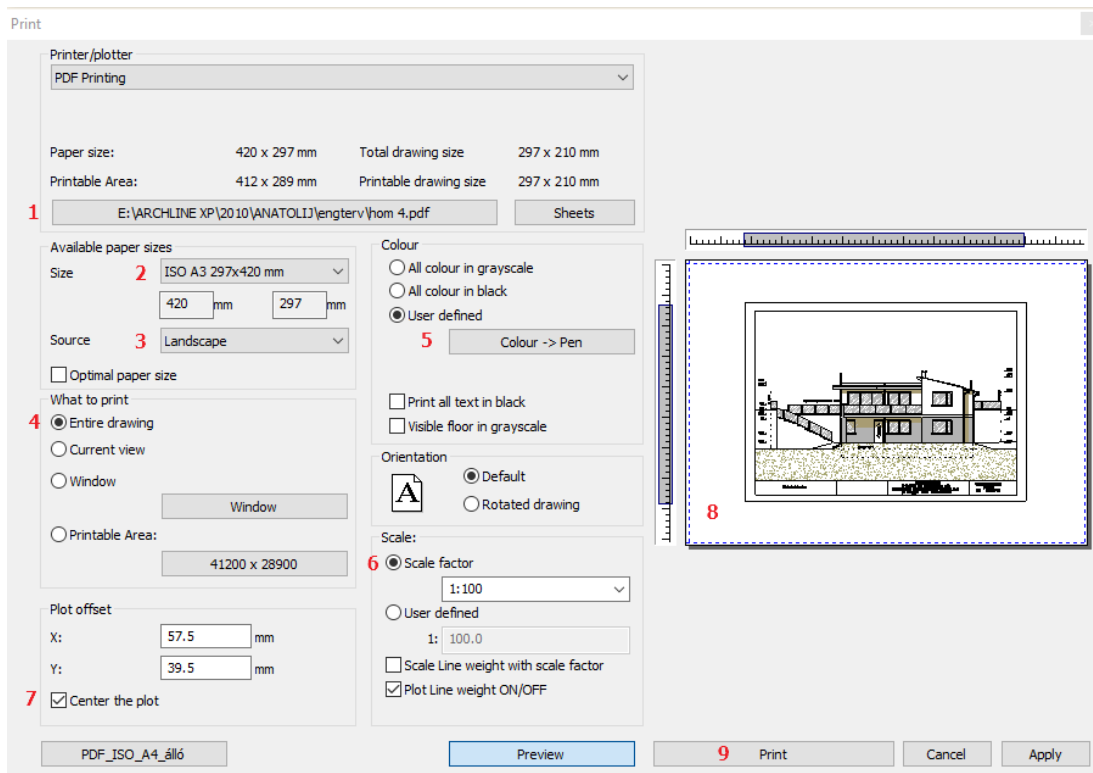
Start printing clicking on the button.

1.4. Printing in PDF format

Printing the plot layout into PDF format happens the following way:

Choose the File menu - Print to pdf command and set the following properties in the dialog window:

- **File:** Here you can specify the folder under the PDF will be saved and the give name of the file. (1)
- **Available paper sizes:**
- Size: A3 (The same paper size as the plot layout) (2)
- Source: Landscape (3)
- **What to print:** You can choose to print your entire plot layout, or just one of the pages. In this case, you can change the „Window” option. (4)
- **Colour:** User defined (5)
- **Scale:** Select the optimal scale factor (6)
- **Plot offset:** Center the plot (7)
- If the desired result appears on the preview window (8), click the Print button to create the PDF (9).



PDF is created in the predefined folder under the specified name.

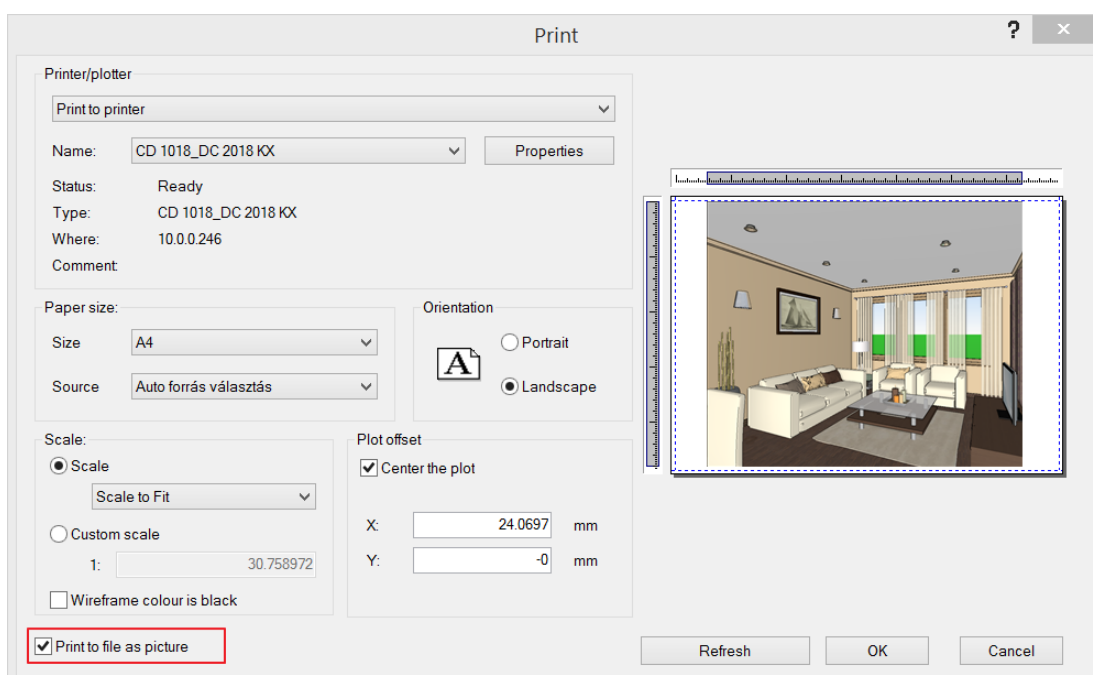
1.5. Printing the 3D image window

Print directly

There is an option to print vectorial the content of 3D image window and also to save the model as image in an image file.

- Activate an Image window.
- Select File menu – Print command.

The settings are similar to the general printing dialog, but it is simplified.



Print to file as image

The program saves the content of the 3D Image window as a jpg image file. The image can be printed out afterwards.

Print to PDF file

If you select the *File menu – Print to Pdf* file command, a similar window will appear, there you have to define the name of PDF file. There is also an option to set the image resolution.

We recommend scaling the 1:100 (In case of 1:1 the file size will be too large.)

Placing the Image window on the plot layout

It is possible to place the content of the 3D Image window on the plot layout. The resolution of the image will be the same as the resolution of the screen. Before printing, it is suggested to apply the *Plot Layout menu – Refresh layout* command, so the resolution of the image will change to the best available settings.



The refresh layout resolution means that the image size and the project file size will increase substantially.

1.6. Print queue

Putting together the Printing Queue became easier. By clicking on the green plus, you can select the next view to be added to the Printing Queue from the Project Navigator.

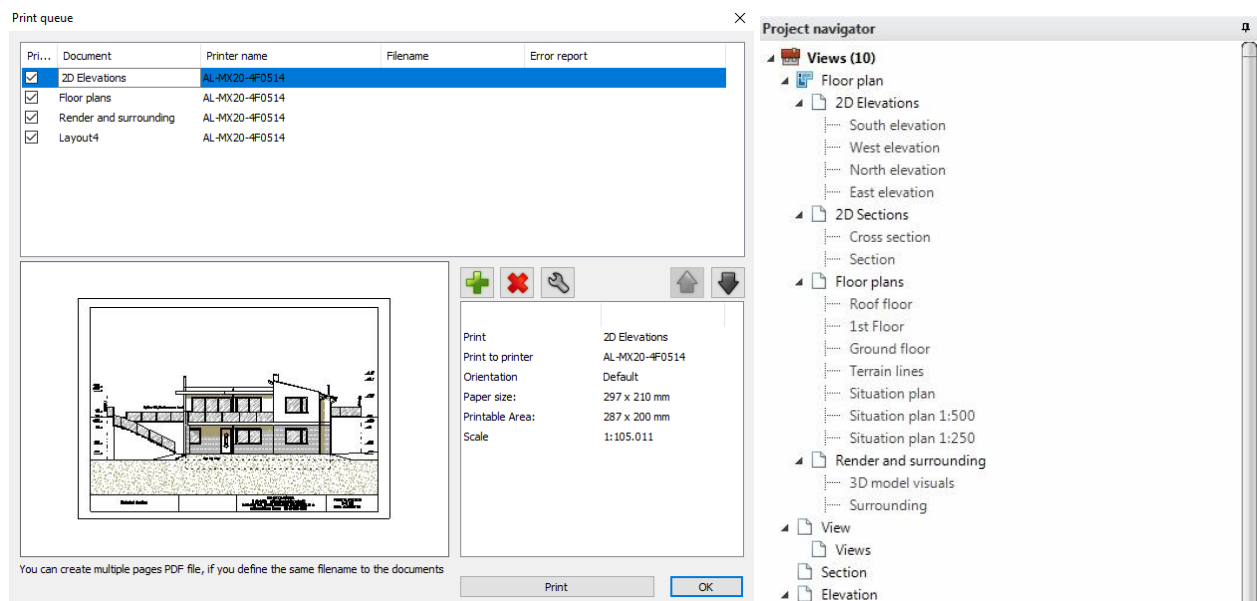
The Print Queue dialog lets you collect upcoming documents to be printed.

Print Queue tool can be found under File menu.

You can add, modify and cancel documents before starting to print.

You can print the documents as one PDF file with multiple pages or you can print it directly to any selected printer.

The Print queue list is stored in the project, which means you can collect print jobs of multiple drawings of your project into the same list.



You can find in the Print queue window the actual job list, a preview area, a settings area and a controller area.

1.6.1. Current job list

The current job list is at the very top of the dialog window, and it is empty by default. When a printable task is added, it will be listed in this area. A print job has the following properties:

- Printable
- Document
- Printer name
- Filename
- Error report

Printable

You can use the Printable option in the Current job list to enable or disable the printing.

When you add a print job to the list, the printable option is enabled by default. If you do not want to print the selected print job, but you want to keep it in the queue just disable this option. When you start the Print command all disabled print jobs will simply be skipped.

Document

The document field of the selected print job shows the name of the document. You can rename it at any time.

Printer name

The Printer name shows the name of the printer that will be used to print the selected print job.

If you selected the Print to PDF option, you will see the Print to PDF text here.

Filename

If you want to print into a PDF file, here you can find the name of the file and the path to access.

Error report

If there is an error you will see the error report message in the Error report field.

1.6.2. Print preview

The Print preview shows the preview of the selected print job. The quality of the print preview is usually lower than the final result. It only gives information about the position of the printing area.

1.6.3. Print job information

The Print job information list shows information about the selected print job, such as the print size, orientation and scale of the printed drawing.

1.6.4. Controllers

The Print queue dialog has few controllers, which allow you to modify the print queue by adding or removing a job or changing the execution order.

Add print job

You can add drawings as a new print job to the print queue by pressing the Add print job button.

If you would like to add another drawing to the print queue press OK in the Print queue dialog. Then activate the drawing that you wish to add. Open again the Print queue dialog and press the Add print job button.

Remove print job

Select the document you want to remove from the Print Queue and press Delete.

Print job details

The Print job details button allows you to modify details of the currently selected print job such as: Paper size, printer, orientation, and scaling or pen settings.

Move up

The print queue is ordered by print priority. This means that the list that you can see is the actual printing order. The first object of the print queue will be printed first and the last object will be printed at last. If you press the Move up button, the selected print job will be moved up one level in the print queue.

Move down

The print queue is ordered by print priority. This means that the list that you can see is the actual printing order. The first object of the print queue will be printed first and the last object will be printed at last. If you press the Move down button, the selected print job will be moved down one level in the print queue.

1.6.5. Start printing

The Start printing button starts the print queue based on the current order. Print jobs will be sent to the printer (or printers) you set and PDF files will be saved and automatically open when the printing is done.

Tutorial

