



SharePoint Printing Services

Easy, Convenient, Direct Printing for SharePoint 2010 and 2007

This white paper is intended to aid business decision makers who are responsible for Microsoft SharePoint administration, maintenance, and management. It outlines the challenges faced by businesses to find a solution for printing documents directly from SharePoint and describes the benefits of using the Unbounded Solutions SharePoint Printing Service, the only fully integrated SharePoint printing solution available on the market today.

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Executive Summary

Printing many documents or multiple versions of a document from SharePoint is a long and unnecessarily complicated process. For businesses that print entire SharePoint folders or libraries, manually opening and printing each necessary document individually is an inefficient method. It is necessary to have some kind of solution that streamlines the process of printing several documents, document versions, and item lists in SharePoint. An integrated Printing Service tool is the most cost effective and productivity-minded solution.

1. Printing as a Business Practice

All businesses print documents for meetings, backups, regulation compliance and a number of other reasons. Although documents are printed on an individual basis, there are many occasions upon which several documents need to be printed at once — such as a group of reports or all of the documentation for a project.

Businesses that are required to keep hard copies of all documentation may print documents one at a time but tend to print them in bulk at the end of the day, especially if they are logging documents like forms, applications or reviews. For instance, the University of Virginia Darden School of Business is a client of Unbounded Solutions, and needed to print several student assignments, among other important documents, that have been attached to list items in the university's SharePoint environment.

2. The Time and Cost of Printing

Manually printing a Word document, for instance, requires the user to find the document in SharePoint, open it in Microsoft Word and then print it from there. This becomes a challenge if the user needs to print 10, 20, or 100 documents at a time then his time is being wasted waiting for programs to open and documents to load. These frustrating delays can add up to minutes or even hours a week waiting for items to be opened and printed. The University of Virginia faculty members are already busy with the day-to-day departmental organization without also being responsible for opening every assignment sent as an attachment to a professor and printing them one at a time and making sure that every assignment is accounted for. Table 1 illustrates how much time a direct printing service can save in three different printing situations: Printing a single document from a folder, printing some but not all of the documents from a folder, and printing all of the documents from a folder at one time.

Table 1: Time Saving Table Printing Multiple Documents in a Single Folder

Number of Documents	Without SharePoint Printing	With SharePoint Printing
1	15 seconds	4 seconds
5 (Specific Documents)	40 seconds	7 seconds
20 (All Documents)	2 minutes, 55 seconds	4 seconds

3. Finding a Printing Solution

The options for solving the issue of printing several documents or document versions one at a time are limited. The first option, of course, is to continue utilizing the restricted printing capabilities that SharePoint has natively. The second option is to find software that already exists and seamlessly integrates into the SharePoint application, making it fast and simple to begin directly printing from SharePoint. This solution should have already been tried and tested by many organizations that can verify the immediate return of investment for the product. The University of Virginia Darden School of Business had a pressing need to find a solution that will cut down on their time spent printing individual items and that will increase the assurance that no document gets accidentally skipped over or lost.

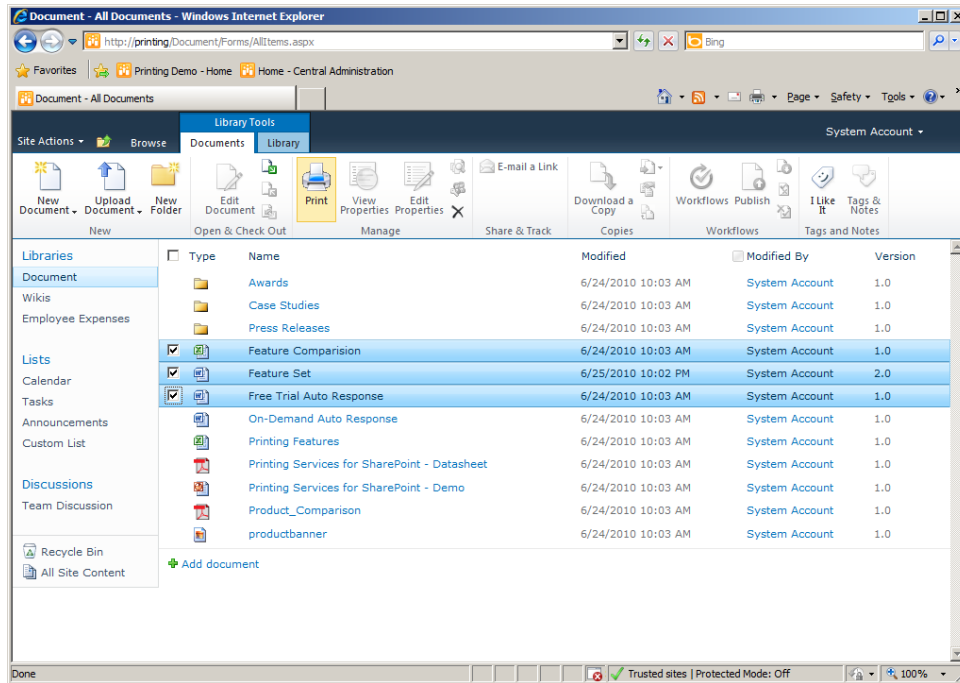
4. The Unbounded Solution

Many printing solutions available only allow list-level printing directly from SharePoint. SharePoint Printing Services is the only product available that enables you to print any of your content from SharePoint directly. SharePoint Printing Services is available in a Basic or Enterprise edition to best suit the printing needs of your SharePoint Organization.

4.1 Printing Multiple Documents and Versions

SharePoint Printing Services is also the only printing solution that can print multiple documents from a folder or library at one time. Figure 1 illustrates how easy it is to print multiple documents using SharePoint Printing Services). By using SharePoint Printing Services from Unbounded Solutions, the Darden School of Business has saved the faculty a large amount of tedious and stressful work by allowing them to print all of the attachments in their item lists directly and at once, with an itemized list of the printed content. They are able to quickly print all of the material and then see clearly that no student's work has been overlooked. Streamlining the printing process not only makes the job go faster and more easily, but it also removes the unnecessary steps that can lead to costly mistakes.

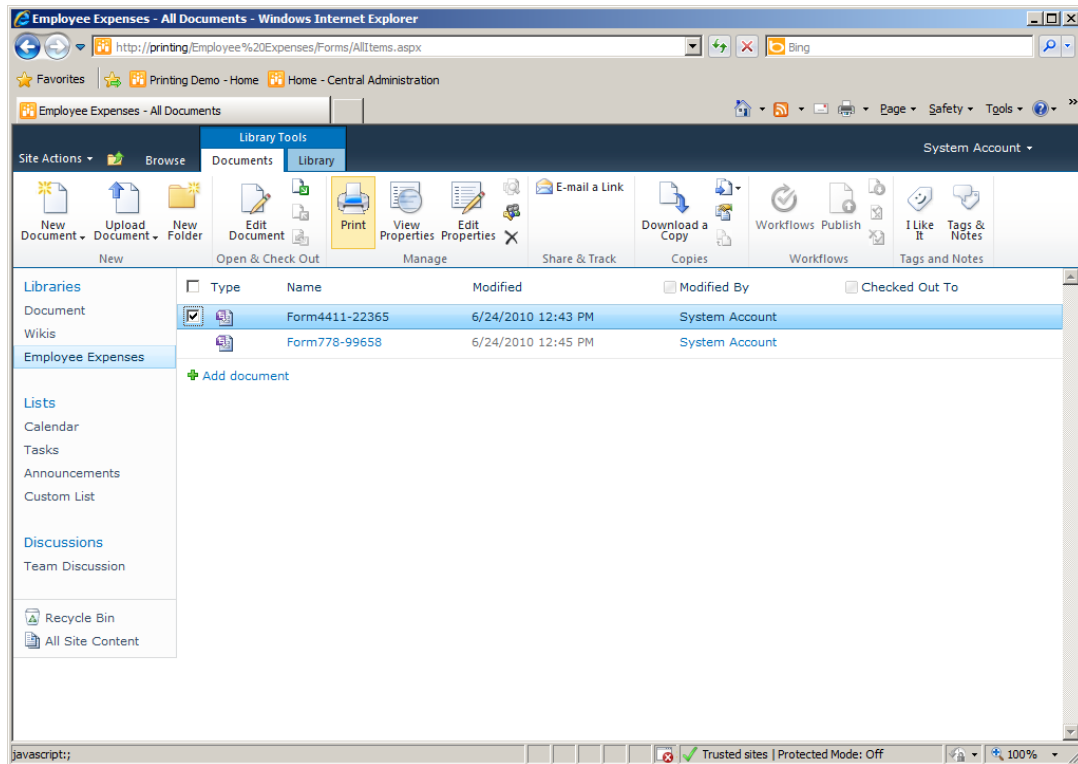
Figure 1: Printing Multiple Documents in a Library



4.2 Printing InfoPath Forms and Attachments

The Unbounded Solutions SharePoint Printing Services tool allows you to print attachments from list items without having to open the attachment from the item first. One of the strongest features of SharePoint Printing Services is its ability to print InfoPath forms directly and attachments associated with InfoPath forms. Since the nature of InfoPath forms is that many forms must be filled out and submitted (applications, requests, and other necessities) and they tend to come in large numbers, it makes sense to be able to print out all of them at once instead of one at a time. Figure 2 shows the convenience of SharePoint Printing Services printing InfoPath forms directly.

Figure 2: Printing InfoPath Forms Directly



4.3 Printing Filtered Lists and Libraries

Often when a folder contains a large number of documents, filtering is required to find particular information. Content might be filtered by name, date, document type, or any other number of parameters in order to capture the appropriate data. With SharePoint Printing Services, it is possible to filter the contents of a folder or library and print all of the content from the filtered results.

4.4 Fully Integrated SharePoint Printing

SharePoint Printing Services fits right into the SharePoint application as a part of the toolbar at the top of the screen. As an integrated component of the system, SharePoint Printing Services retains your existing security standards and allows you to print without disrupting your firewalls, security, or your SharePoint experience.

4.5 Printing Multiple Content Types

You can print documents, folders, lists, web parts (any component of your SharePoint site that you use, such as contacts, link lists, or calendars) without having to open the items manually or copy and paste the content into another application to make it printable. When printing several items in a list, folder, or library, Unbounded Solutions Printing Services can help streamline the process by allowing you to select what items or documents that you need and to print them directly from the SharePoint application instead of from the documents' native applications. Figure 3 shows how easy it is to print your important web parts.

Figure 3: Printing a Web Part (Calendar)

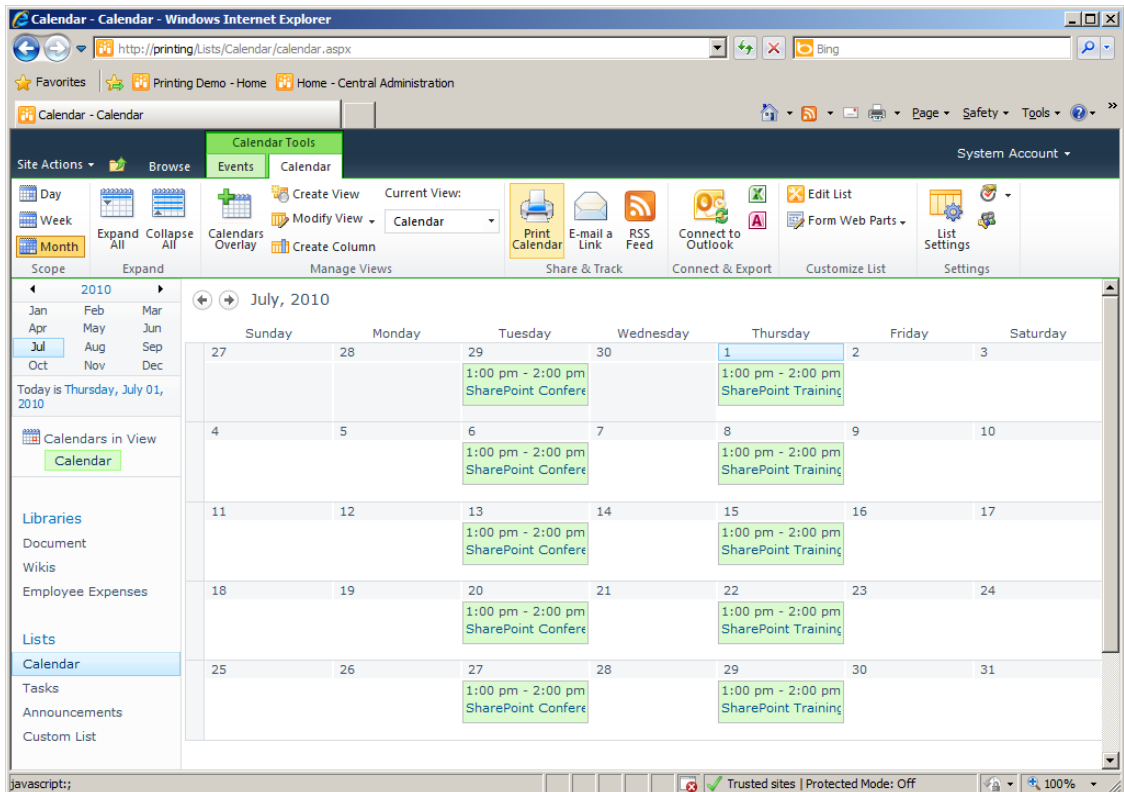


Table 2: Features and Product Edition Comparison

Features	Small Business Edition	Enterprise Edition
Document Library	✓	✓
Custom Lists	✓	✓
Announcements	✓	✓
Tasks	✓	✓
Project Tasks	✓	✓
Discussion Board	✓	✓
Report Library		✓
Issue Tracking	✓	✓
Wiki Page Library		✓
Picture Library	✓	✓
Meetings	✓	✓
Meeting Agenda	✓	✓
Meeting Objectives	✓	✓
Meeting Decisions	✓	✓
Meeting Attendees	✓	✓
Calendar		✓
InfoPath Library		✓
KPI Lists		✓
Links	✓	✓
Excel Workbooks		✓
Custom Views		✓
Library Level Printing	✓	✓
Folder Level Printing	✓	✓
Item Level Printing	✓	✓
Version Level Printing		✓
Multi-Lingual Support	✓	✓
Seats	50	Unlimited
Web Front Ends (WFE)	3	Unlimited
Email Support	✓	✓
Phone Support		✓
Print to PDF		✓

5. Conclusion

The University of Virginia Darden School of Business has found that SharePoint Printing Services has been exactly the solution the needed to simplify an unnecessarily complex task: “We’ve been very happy with the SharePoint Print List feature,” said Kevin Russell, of the Darden School in an email about this product. “Our faculty assistants love it.”

The Unbounded SharePoint Printing Service is a unique solution to a common business problem. This tool increases efficiency and productivity by streamlining the printing process. SharePoint Printing Services is the fast, convenient way to meet your printing needs directly.