

# Informatik xPrint

Version 3.10

## User Guide

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Please download latest version of program and user guide from [www.informatik.com](http://www.informatik.com).

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## **Introduction**

Informatik xPrint is a useful program that converts any printable document to single or multipage TIFF and PDF files and other graphics formats. Informatik xPrint works like a printer, but instead of printing to paper it creates a file. Informatik xPrint uses the reliable Microsoft XPS Document Writer as the printer driver. Internally, the system creates an XPS file first which is then automatically converted to TIFF, PDF and many other formats. You preview the image of the file before you save it. You can also mark up the file with options such as text annotations, redactions, watermarks, highlighting, drawings, etc.

Please take a few minutes to read the entire user guide and get a feel for the workings of Informatik xPrint. There are many options and features that will help you use the system in the most proficient manner.

If you are upgrading from an earlier version of Informatik xPrint, please read the Installation of Upgrade Version section below.

If Informatik xPrint does not appear to work, please read the paragraphs in the Troubleshooting section of this manual before you contact Technical Support.

Informatik xPrint can run on XP and Vista. The program requires Microsoft .NET Framework 3.5. Framework is freely downloadable from the Microsoft website (download center).

Informatik xPrint works with the Microsoft XPS Document Writer. Newer PCs should have the XPS Document Writer listed as a printer. If the XPS Document Writer 'printer' is not displayed with the printers, see the XPS Document Writer section below.

Because the graphics conversions are memory-intensive, you should have at least one gigabyte of memory on your computer to experience a satisfactory performance. xPrint will work with less memory but performance may be disappointing.

While testing the program, until you are familiar with it, never overwrite files.

Always make sure that all affected files are backed up.

## **Licensing**

You may use the free Demo version up to 60 days. The demo version adds a 'Demo' notation on each output file. After 60 days you must either purchase a license or uninstall the software

## Installation of Upgrade Version

If you upgrade from a previous version of Informatik xPrint it is important to consider the following:

Before you install an upgrade, do the following:

1. Disable xPrint Filewatcher. To disable xPrint Filewatcher, look for the xPrint icon (tilted file image) in the Windows' System Tray in the bottom right corner of the screen. Click, then double-click on the icon and disable it. Alternatively, before you run the install program, go to the Program Files\Informatik Inc\Informatik xPrint folder and delete the file called xPrintFileWatcher.exe.
2. Un-install the currently installed version of Informatik xPrint in the Windows Control Panel (Add or remove...). See also Uninstall section below.
3. Re-boot the computer.

## How-To-Use Informatik xPrint

1. Open any document in its native application, for example you open a Word document in Microsoft Word, a spreadsheet in Excel, a web page in the Web Browser.
2. In that native application, click on File menu, and select Print, or click on the Print icon button in the toolbar, if an icon is available
3. The Print dialog will appear where you select the printer. Instead of selecting a paper printer, select the Microsoft XPS Document Writer. If the Microsoft XPS Document Writer is not listed, see section below.
4. Click on the Print or OK button.
5. In the 'File Name' box type the keyword 'xprint' or simply the letter 'x' (without the quotes). Do NOT add a file name extension. Make sure that the currently selected folder is on the C drive. For other options and more advanced use, please read the File Name section below.
6. Press the 'Save' button.
7. Wait while the document 'prints'. Depending on the number of pages of the document, the 'printing' may take a few seconds. In most applications you will see the progress in the status bar at the bottom of the window. If the 'printing' does not complete, please read the paragraph at the end of this section.
8. The image of the document is now displayed in the Informatik xPrint window.
9. You have now options to save the file or to edit (markup) the file: Choose 'Save Now' or 'Go to Markup'. For Markup ignore the next listed step.
10. Optionally, review and choose the Compression and Resolution settings. In most cases just use the default settings. 'Special Pages Handling' allows you to save certain pages in different formats. For example, if all pages are monochrome except one page that has a large color photograph. With the option you can specify that the color page be saved as a JPEG-compressed TIFF (for example) and thus substantially reduce the overall file size.
11. Click on the Save button or choose the Save option from the File menu. You may now save the file in a variety of graphics formats, multi-page or serialized single pages, black and white or in color, at various resolutions. When saving the file, use the '.tif' extension to create a TIFF file, or the '.pdf' extension to create a PDF file. You can also save the file in various other graphics formats.
12. Optionally, press the 'Go to Markup' button. The markup option allows you to mark up the pages before you save them with features such as text annotations, redactions, watermarks, highlighting, drawings, etc. The Markup utility has its own user guide.

13. When done, close the Informatik xPrint window. You may be prompted to confirm that the source XPS file can be deleted. If the source file name is 'xprint' (as recommended), the temporary XPS file will be deleted automatically without a prompt.
14. Inspect the created TIFF file.
  - If Informatik xPrint does not open after you run an XPS print, start xPrint by clicking on the desktop icon, then open the file via the File menu, or Press F4 (make sure that the xPrint window is active). This step is sometimes necessary for very large files. In rare cases, for some document types, multiple instances of xPrint may open; if so, close the extraneous windows.

If it does not work, please read the **Troubleshooting** section bellow.

## Suggestion...

You may want to rename the 'Microsoft XPS Document Writer' to a short name like 'xPrint'. Printer names can be changes in the Start -> Control Panel -> Printers and Faxes window. Right-click on the printer and select Rename from the drop-down menu.

Whether you rename the printer or not, you may still need to create XPS files outside of the Informatik xPrint: Open the Setup window in Informatik xPrint (via the File menu) and un-check the 'xps' checkbox in the XPS File Extension section. This will ensure that only file with the name 'xprint' or extensions '.xprint' will activate the Informatik xPrint.

## XPS Document Writer

You typically start the process as a print action choosing the Microsoft XPS Document Writer (or as renamed). The Microsoft XPS Document Writer should be listed as a printer. It works like a regular paper printer, but instead of printing to paper it creates an XML file.

In the unlikely case that the Microsoft XML Document Writer is not listed as a printer, you need to download the 'XML Essentials Pack' from the Microsoft web site (free download). Keep in mind that you also must have the .NET Framework 3.5 installed on your PC.

When you click on the 'OK' or 'Print' button in the Microsoft XPS Document Writer's dialog you are prompted to enter the file name. In the 'File Name' box type the keyword 'xprint' or simply the letter 'x' (without the quotes). Do NOT add a file name extension. Make sure that the currently selected folder is on the C drive. The folder name is not important at this stage. For other options and more advanced use, please read the File Name section below.

After you press the 'Print' button in the Microsoft XPS Document Writer dialog, the system will 'print' the file to an internal XPS file and the file will open up in the Informatik xPrint window. This may take several seconds, depending on the size of the file.

If Informatik xPrint does not open a reasonable time after you run an XPS print, start xPrint by clicking on the desktop icon, then open the file via the File menu, or Press F4 (make sure that the xPrint window is active). This step is sometimes necessary for very large files. In rare cases, for some document types, multiple instances of xPrint may open; if so, close the extraneous windows.

You may want to rename the Microsoft XPS Document Writer to a more meaningful name, like for example 'xPrint'. Renaming of the printer can be done in the Printer Control Panel.

## **File Name (Output File)**

This sections explains the various option you have for specifying the output file name.

When you do a print in the Microsoft XPS Document Writer, the system creates an internal XPS file. The system then watches for XPS files of certain specific file names created. If such a file is spotted, it opens up the Informatik xPrint and displays the image; you can then save it under any name in various file formats, like TIFF, PDF, etc. You can also edit the image before you save it.

It is important how you name the file when printing in Microsoft XPS Document Writer. If the name is incompatible, Informatik xPrint will not be activated.

It is recommended that you simply use the file name 'xprint' (without the quotes) in the Microsoft XPS Document Writer dialog window. Never use extensions such as .tif, pdf, etc. Alternatively, you can give any name that has an extension of 'xprint', for example 'myfile.xprint'. The file must be saved to a folder on the C drive. The folder name is not important at this stage. If you must save the file to another driver letter, the default setting must be changed in Setup. Setup is accessible via the File menu.

If you use the keyword 'xprint' as the file name in the Microsoft XPS Document Writer (as is recommended), then the temporary XPS file will be automatically deleted once you save your final file as TIFF, PDF, etc. If you use another file name, with the 'xprint' extension, you will get a prompt asking you if you want to delete the temporary XPS file.

Some users may want to create XPS files outside of the Informatik xPrint. In that case, the .xps extension should be disabled in the Setup. Once disabled, only file names of the 'xprint' keyword will activate Informatik xPrint.

## **Save the Document**

When you are ready to save the document, specify or review the color-depth and resolution.

Click on the 'Save Now' button, specify the file 'File name' and 'Save as type'. The file type and/or the extension will determine the graphics format of the output file.

If you have specified default output folders in Setup (you can specify up to three often used folders in Setup), click on one of the Default Dir menu items in the File menu.

In the Save As dialog, select the output folder and enter the file name together with a compatible extension: .tif, .pdf, .png, .gif, .bmp, or .jpg. The extension is important; it controls the format in which the document will be saved. Typically the folder and the file name will be defaulted to the file name that you have specified in the Microsoft XPS Document Writer, if any.

If the document has multiple pages and if you select TIFF or PDF output formats (the only formats that support multiple pages in one file), then the document will be saved as one multipage file. If you prefer to have serialized files, one file per page, request serialization. See Serialization section in the user guide.

If the document has multiple pages and you select PNG, GIF, BMP or JPEG output format, the document will be serialized into separate files, one file per page. See also Serialization in this user guide.

If you save the document as a TIFF and the destination file already exists, the system will prompt you to indicate if you want to overwrite the file or if you want to append to the file. This option is not available for serialized files.

Please click on the 'Which is Best?' link in the xPrint window for suggestions for selecting the best compression and color depth of the output files.

For photograph-type images in TIFF files you may want to use the JPEG compression, as this gives a superior file compression. Note however that not all image viewers support JPEG-compressed TIFF files.

If the file is a multi-page file you may want to save some of the pages in a different compression-type. Type the page range(s) of the pages which you like to save in a different format in the '**Special Pages Handling**' text box. xPrint will then stop at these pages and let you select the compression type.

The temporary XPS file created by the Microsoft XPS Document Writer is kept until you exit the Informatik xPrint window. When you exit, the temporary XPS file will normally be deleted automatically or you will be prompted to delete it. The XPS file can be renamed (and thus saved) with the Copy/Rename XPS File option in the File menu.

## PDF/A

In addition to most common graphics formats, Informatik xPrint supports both the PDF standard and the PDF/A-1b (Long-term Archive) PDF standard. PDF/A should be used if you want the PDF file to be still readable in the distant future. PDF/A is a format that excludes certain advanced features but ensures that the saved files will be readable with all future readers in years to come, 'forever'. PDF/A does not support encryption. To save the output as PDF/A, simply give the output file a '.pdf' extension and check the PDF/A checkbox.

## Serialization

Only TIFF and PDF allow multipage files. If a multipage file is saved as GIF, PNG, BMP or JPEG, each page will be saved as a serialized file. For example if you save a 5-page document as doc.bmp, five files will be created, named doc0001.bmp, doc0002.bmp, etc.

By default, a multipage document, if given a .tif or .pdf extension will be saved as a multipage file. You can save multipage files as serialized single-page TIFF or PDF files by specifying the starting serial in the file name. The syntax of the serial specification is [+0001], so the file name must have the following exact syntax (example): doc[+0001].tif or doc\_[+0001].tif or doc-[+0021].tif . The string must be exact; note the plus sign before the starting number.

For graphics formats other than TIFF or PDF, the serial specification is optional. If the specification is not included, the system will create it in the default format, starting with 0001.

## Appending Files

For TIFF files only, if you save the document to an existing Tiff file, the system will prompt you to indicate if you want to add the document to the existing file.

## Graphics Formats

The document can be saved in one of the following graphics formats: TIFF, PDF, GIF, PNG, BMP or JPEG.

You specify the graphics format by the extension you give the saved file name: Allowed extensions are: .tif, .pdf, .gif, .png, .bmp, and .jpg. Note: the extension names for TIFF and JPEG are the three-character words .tif and .jpg. If the system does not recognize the extension it will create a TIFF file.

Only TIFF and PDF allow multipage files. If a multipage file is saved as GIF, PNG, BMP or JPEG, each page will be saved as a serialized file. For example if you save a 5-page document as mydocument.gif, five files will be created, named mydocument0001.bmp, mydocument0002.bmp, etc. The syntax of the file name can be changed; see Serialization section in this manual.

Please click on the 'Which is Best?' link in the xPrint window for suggestions for selecting the best compression and color depth of the output files.

For photograph-type images in TIFF files you may want to use the JPEG compression, as this give a superior file compression. Note however that not all image viewers support JPEG-compressed TIFF files.

If the file is a multi-page file you may want to save some of the pages in a different format. Type the page range(s) of the pages which you like to save in a different format in the 'Special Pages Handling' text box. xPrint will then stop at these pages and let you select the compression type.

PDF files are in the format of non-searchable raster files.

## Multi-Page Documents

If the document consists of several pages you can navigate through the pages with the Pages navigation buttons in the toolbar.

Only TIFF and PDF allow multipage files. If a multipage file is saved as GIF, PNG, BMP or JPEG, each page will be saved as a serialized file. For example if you save a 5-page document as doc.bmp, five files will be created, named doc0001.bmp, doc0002.bmp, etc. The syntax of the file name can be changed; see Serialization section in this manual.

By default, a multipage document, if given a .tif or .pdf extension will be saved as a multipage file. You can save multipage files as serialized single-page TIFF or PDF files. See Serialization section in this manual.

## Color Depth

Please click on the 'Which is Best?' link in the xPrint window for suggestions for selecting the best color depth of the output files.

If some of the pages need to be saved at a different color depth, enter the pages or page ranges that need to be treated differently in the 'Special Pages Handling' field, for example: 1,5-6. Use the question mark for an unknown last page. The Save process will then halt at these pages and prompt you to enter the color depths for the pages.

## Markup

For extensive Markup options, before you save the file, click on the Go to Markup button for options such as:

Lines  
Arrows  
Paths lines  
Path lines with terminating arrow  
Freehand drawing  
Highlighting  
Redaction (white or black)  
Boxes  
Ellipses  
Text inserts  
Image inserts  
Watermarks  
Stamps  
Text Balloons  
Curved Text

Markup has its own User Guide.

## Setup

The Setup, accessible via the File menu and an icon in the toolbar has five options:

- 1 **Disable the Auto-Activation:** If Auto-Activation is disabled, Informatik xPrint will be disconnected from the Microsoft XPS Document Writer. This means, when you create XPS documents in the Microsoft XPS Document Writer the created file will not be passed to Informatik xPrint. In this case, you need to open Informatik xPrint window from the desktop icon and open the XPS file created by the printer via the File menu. The Auto-Activation can be re-enabled by checking the Auto-Activation checkbox in Setup followed by a system re-boot.
- 2 **Always TIFF LZW Compression:** If set, all Tiff pages and files will be saved in LZW compression. If not set, monochrome TIFF pages will be saved as CCITT4 (TIFF Group 4) and color pages will be saved in LZW compression.
- 3 If you save the documents to particular folders often, you can set up three common folders as default folders. When saving the document in Informatik xPrint, instead of choosing the Save As menu or the Save button, choose one of the Default Dir items in the File menu.
- 4 If you need to create XPS files independent of the Informatik xPrint, i.e. if you do not want XPS files to automatically be displayed in the xPrint window, uncheck the XPS checkbox. In this mode, only XPS files that you create under the filename 'xprint' will open the xPrint window.
- 5 The 'Default Drive Letter' is for advanced use. The default is C. If your default drive is other than C, make an entry to specify your default drive. Generally, you do not need to change the drive letter.

The Markup window has its own setup option.

## Framework .NET 3.5 Compatibility

Informatik xPrint requires the Microsoft .NET Framework 3.5 or later (freely downloadable from the Microsoft web site).

If you are not sure that .NET Framework exists on your PC, don't worry, the Informatik xPrint installation program will prompt you to download and install the correct Framework from the Microsoft download center web site.

## Terminal Server / Citrix Version

Please specify the Citrix default driver letter in Setup.

For more information and instructions please contact Technical Support. The Terminal Server/Citrix option requires Informatik xPrint version 2.60 or higher.

## Trouble Shooting

If Informatik xPrint fails to work correctly, do the following:

If nothing appears to happen after you have selected Microsoft XPS Document Writer or after you have clicked on the 'Save' button, check and see if there is some hidden dialog window or message boxes (behind an open window) that needs to be confirmed.

It is possible that the xPrint Filewatcher is disabled. Click on the Informatik xPrint icon on the desktop (computer screen) to open xPrint, then close xPrint again. This will reset the xPrint Filewatcher. Then try the print again.

For a test, do a simple print of a small Notepad document. This time, use the keyword 'xprint' (without the quotes) as the file name, no extension name. Make sure that the selected folder is on the C drive. If that works it means that you have not used a compatible file name before or that your default drive is not the C drive. Please read the File Name section in this manual.

Make sure that the xPrint File Watcher is running. Check for the xPrint File Watcher in the bottom-right section of the taskbar. Look for the 'tilted file' icon. If the xPrint File watcher is not running. start the Informatik xPrint by double-clicking on the xPrint icon on your desktop. This will start the file watcher program. Then, once it is running you can close the Informatik xPrint window again. If that does not start up the file watcher, go to the Setup and make sure that the 'Auto-Activate Enabled' is checked.

If Informatik xPrint does not open after you run an XPS print, start xPrint by clicking on the desktop icon, then open the file via the File menu (or the Press F4 shortcut; make sure that the xPrint window is active). This step is sometimes necessary for very large files.

Open up the Setup window (from File menu). Be sure that the Default Drive is set correctly. Generally this is the C driver, but you may have your system set to another drive.

A Microsoft XPS Document Writer must be listed among the printers. If it is not listed, please download the 'XML Essentials Pack' from the Microsoft web site (do a search if you cannot readily find it).

If you have installed an upgrade from a previous version, please read the Installation section above. Keep in mind that when upgrading you must specifically un-install the previous version.

Restart Informatik xPrint via the icon on the Desktop or via the Start -> All Programs.

Go to Setup (from File menu). The Default Drive Letter must be set to the drive that you are using when saving files. Check and make sure that the 'Auto-Activate Enabled' is checked. In the XPS Printer Extensions, the xprint extension must be checked. If 'Auto-Activate Enabled' is not checked, check the checkbox AND RESTART Informatik xPrint.

In rare cases, for some document types, multiple instances of xPrint may open; if so, delete the extraneous windows.

If the problem persists, do the following additional tests:

Open the C:\Program Files\Informatik Inc\xPrint folder. Among the files, make sure that you find the xPrint.exe and xPrintFileWatcher.exe.

In the Microsoft Windows Explorer, follow the path to C:\Documents and Settings\All Users\Start Menu\Programs\Startup and make sure you see a file called shortcut\_xprint. If you do not find the shortcut\_xprint file, look for that file in C:\Documents and Settings\[USER]\Start Menu\Programs\Startup (where [USER] is your user name).

If all fails, re-install the Informatik xPrint program, reboot, and restart the Informatik xPrint program.

If the Informatik xPrint window opens twice for the same file, check and make sure that only one instance of the xPrintFileWatcher is running. The xPrintFileWatcher is shown as an icon in the bottom-right corner of the screen (Taskbar) as a 'tilted file' image. If there are two such icons, double-click on one and delete it. Or, delete both, then restart the Informatik xPrint from the desktop icon.

## Technical Support

Before you contact Technical Support, please review the Trouble Shooting section in this manual.

For the current Technical Support contact information please go to the [www.informatik.com](http://www.informatik.com) webpage.

## Uninstall

To uninstall Informatik xPrint, run the 'Add or Remove Programs' in the Control Panel. Before you uninstall, disable xPrint. Look for the xPrint icon in the Windows' System Tray in the bottom right corner of the screen. Click, then double-click on the icon and disable it. Alternatively, after you have uninstalled the program, go to the Program Files\Informatik Inc\Informatik xPrint folder and delete the file called xPrintFileWatcher.exe.

## Other Software

For many other software products please visit our website at [www.informatik.com](http://www.informatik.com). Several products are free of charge.

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