Kodak

Preps

Imposition Software

Version 6.0

User Guide

English

Contents

1 Overview

Licensed features

Production-mode software is activated via dongle-based licensing or, in Prinergy workflows, via floating license. Each license type offers a basic feature set and additional capabilities for specific industry applications.

License types

- Preps® Digital includes the basic feature set, tailored for smaller-scale digital presses with a maximum 2-up sheet size.
- Preps Plus is tailored for the commercial printing industry, and it offers the same feature set as Preps Digital, with the addition of support for all available sheet sizes and tiling.
- Preps Digital Pro adds JDF workflow support and binding data output, CIP3 cutting data output, and the AutoGang feature (which is semiautomated in stand-alone Preps and fully automated via AutoGang hot folders for Prinergy floating licenses).
- Preps Pro meets the needs of both the on-demand and commercial printing industries. It supports all of the above capabilities, and adds publication assembly planning for products—including support for multiple products that can use mixed binding styles in their parts, a dynamic **Assembly** view, and web growth compensation.

Basic feature set

The following feature set is provided with all licenses:

- Advanced run-list management in a **Pages** view
- **Press Runs** view that combines job layout manipulation and content previews
- Media, stock, mark, and layout resources for drag-and-drop layout creation
- Custom layout searches of existing templates and fold patterns
- Multiple sections per press sheet
- Manual drag-and-drop ganging
- Fold pattern resources for on-the-fly impositions
- SmartMarks® and mark groups

- Output to JDF, PJTF, PDF, and PS files
- Multiple-language support

Feature comparison

The following chart compares the additional features that are activated by each license type.

Feature	Preps Pro	Preps Plus	Preps Digital Pro	Preps Digital
Unlimited sheet size, up to maximum supported	yes	yes	Limit is 2-up size	Limit is 2-up size
Mixed binding styles	yes			
Assembly view	yes			
Web growth compensation	yes			
Multiple products and parts	yes			
JDF input	yes		yes	
JDF auto signature matching (ASM)	yes		yes	
JDF auto signature creation (ASC)	yes		yes	
AutoGang for semiautomation	yes		yes	
* AutoGang hot folders for full automation	yes		yes	
JDF binding data output	yes		yes	
CIP3 cutting data export (JDF, PPF, PJTF)	yes		yes	
Automatic and custom tiling	yes	yes		
Fold pattern resource	yes	yes	yes	yes

* This feature is available only with a Prinergy Connect or Prinergy Evo floating Preps Pro license.

Note: The *Preps User Guide* describes the full feature set that is included with the most comprehensive license (Preps Pro). If you see information about a capability that is not available in your copy of the software, it is possible that your license does not support that feature.

Task-based views

Tab between dynamically updated views as you work on a job's pages, press runs, or product assemblies, with an interactive workspace and supporting list panes in each view.

- In the **Pages** view, set up the product run lists with blank, placeholder, or PDF content pages; preview individual pages and page details; adjust the trim boxes; and reposition, scale, or rotate the PDF content.

- In the **Press Runs** view, create and interactively edit and preview any number of sheetfed and multiweb press runs to accommodate the job's pages. Manage the stock, media, marks, and layout for each sheet or web either individually or for linked press runs.

- In the **Assembly** view, provide the product intent for a customer job, which can include multiple products and parts, and mixed binding styles. Interactively plan the binding assembly of each products part's and sections, and autogenerate the press runs based on your planned details.

Working with the views

The way that you use the views can be affected by such factors as the job types, product requirements and complexity, the number of people who work on jobs, the feature set supported by your software license, and personal preferences.

Here are a few possibilities:

- For ganged jobs or for basic single-product, single-part jobs, you might work entirely in the **Press Runs** view.
- Or you might first use the **Pages** view to collect the input files or define file placeholders and set up the run list, and then switch to the **Press Runs** view to build the press-run layouts.
- For intelligent setup of ganged press runs, you might use the AutoGang feature in the **Press Runs** view.
- Jobs for complex publications might be done in stages.

  For example, a planner, customer service representative, or senior prepress operator might start a job by providing the product intent in the **Assembly** view (license-dependent). The job can then be

completed by a prepress operator who creates the layouts and prints the press runs.

- In a JDF-based workflow, you use the **Assembly** view to provide any information that was not received via JDF, and then check the autogenerated press-run layouts in the **Press Runs** view.

User interface tools

- Drag-and-drop functionality for placing and moving items
- Toolbars and keyboard shortcuts for most tasks
- Context (right-click) menus for managing the resources
- Arrow icons for expanding or collapsing the panes
- Adjustable dividers for resizing the panes
- Instant access to properties of items that you select in the workspace
- Dynamic updating in all affected areas when edits are made in any area
- Menus and dialog boxes for less frequently performed tasks
- The Help menu for user information and demonstration movies

User interface regions

The user interface panes are grouped by general purpose in the left side, center area, and right side of the window:

- The left side of the window contains lists of job assets, from which you can select elements for building a job.
- The center region is your primary job-building area.
- The right side gives you detailed control over selected job elements.

All information is dynamically updated as you make changes in related areas.
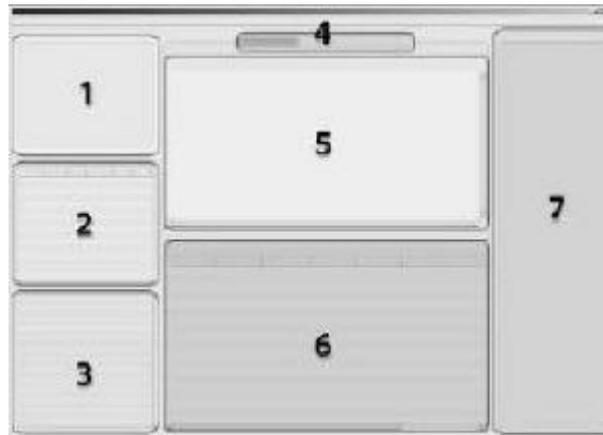
1	Products	Use the **Products** pane to view and manage the job structure.

		For manual layouts, you can select and drag sections to the Press Runs workspace.
2	Files	In the **Files** list, you add customer PDF input files, create placeholder files, and select file pages to add to a run list or press-run layout.

3	Resources	Use the **Resources** pane to select and manage your resources for building press runs.
		
		• **Media** list
		• **Stock** list
		• **Marks** list
		• **Layouts** pane:
		
		   ❒ **Templates** list
		   ❒ **Fold Patterns** list
		   ❒ **Search** tool

4	View tabs	Toggle between views for primary aspects of a job • **Pages** view • **Press Runs** view • **Assembly** view
5	Workspace	Review, rearrange, and edit items in the workspace to dynamically update the properties. • In the **Pages** view, preview pages and check trim boxes. • In the **Assembly** view, plan multiple products and parts. • In the **Press Runs** view, build and check press-run layouts. Use viewing tools and menu options to control which details are displayed.
6	Summary lists	In each view, manage a list of all applicable job items. You can arrange the rows and columns, change the sort order and width of columns, and expand or collapse the rows. Select an item in the **Press Runs List** or **Pages List** to display it in the workspace. In the **Assembly** workspace, you can toggle between graphical and list formats.
7	Properties	Use the **Properties** pane to view and edit the settings of selected job items. All applicable panes and lists are dynamically updated with your changes. Select an item in a workspace, summary list, or **Products** list to display its settings in the **Properties** pane.

2 Jobs

Many of your jobs can be completed using variations of a few basic tasks.

General tips

This list summarizes useful tips, such as how to select, delete, rearrange, and access the properties of items.

Option	Description
Selecting an object in the workspace or **Products** list	Displays its settings in the **Properties** pane
Selecting a press run, sheet, web, or surface in the **Press Runs List**	Displays the layout in the workspace (or the first layout of multiple webs, with the web-selection list); if a press run is selected, also displays its settings in the **Properties** pane
Selecting a page in the **Pages List**	Displays its preview in the workspace and its settings in the **Properties** pane
Double-clicking an imposition in the workspace	Displays its Modify Imposition dialog box
Double-clicking a stock, media, mark, or template in a **Resources** pane list	Adds that resource to the layout in its default position
Right-clicking an item in a **Resources** pane list or in the **Products** list	Displays a context menu of options for that item or list
Double-clicking inside an editable text box or column	Makes it editable, and in some cases, displays a selection list
Tabbing out of a text box that you edited	Applies your edit and moves the cursor to the next text box, if applicable

Option	Description
Deleting versus removing	Typically, removing takes an item out of the workspace but retains it in the job, and deleting makes it permanently unavailable
Pressing Delete versus Option/Alt +Delete to remove a ganged page	To remove a ganged content page and its template page, select the page and press Delete; to remove only the content page, press Command/Ctrl +Delete
Dragging rows in the **Press Runs List**	Rearranges the press runs for your viewing convenience
Dragging sections in the **Assembly** workspace	Can be used to combine sections or change their binding style or sequence; updates the page and section numbering accordingly
Editing a property with multiple values (−−, **Mixed**, **Multiple**)	When multiple selected items are set to different values, your edit sets them all to the same value.

Summary of job steps

The following steps summarize the main aspects of most single-product jobs. Not all steps must be performed in a specific order, many can be combined or automated, and there are flexible ways to perform most steps.

Requirements:

You should have a solid prepress background and understanding of imposition concepts and workflow.

1. Optionally define the product intent, including the product and part page counts.
2. (Skip this step for unpopulated jobs.) Add the input files to the job.
3. (Skip this step for ganged jobs.) Set up the run list with PDF, placeholder, or blank pages.
4. Add media and stock to a press run.
5. Create a press-run layout with page positions, content, marks, and trims, as needed.

6. Continue building the press runs to accommodate the pages for this job.

7. Save the job, and print the output files.

8. Optionally save the job as a template or fold pattern for reuse.

Creating different job types

The way that you create jobs can be affected by such factors as the job types, product requirements and complexity, the number of people who work on jobs, the feature set supported by your software license, and your preferred way of working.

This topic provides brief summaries of the steps involved. For details, see the applicable topics.

Note: Work on only one job at a time.

➢ Choose a method:

Job type	Steps
Basic jobs	1. Select **File** > **New**. 2. Set up the run list in the **Pages** view. 3. Build the layouts in the **Press Runs** view.
Manual ganging jobs, Jobs with a single product and binding style	1. Select **File** > **New**. 2. Set up the **Files** list. 3. Build the layouts in the **Press Runs** view.
Jobs with multiple products, parts, binding styles (without using product intent or the **Assembly** view)	1. Select **File** > **New**. 2. Use the **Products** list and **Properties** pane to define the parts and sections. 3. Set up the run list in the **Pages** view. 4. Build the layouts in the **Press Runs** view.

Job type	Steps
Jobs planned via product intent in the **Assembly** view	1. Select **File** > **New Job With Product Intent** and provide the available information. 2. If another product is needed in this job, select **File** > **Add New Product Intent**. 3. Check and refine the job structure and properties in the **Assembly** view. 4. Click **Generate Press Runs**. 5. Set up the run list in the **Pages** view. 6. Check and finalize the layouts in the **Press Runs** view.
JDF automation jobs	1. Select **File** > **Open**. 2. Locate and open the JDF file. 3. Check and refine or complete the generated job structure and properties in the **Assembly** view. 4. If you made structural changes, regenerate the press runs. 5. Set up the run list in the **Pages** view. 6. Check and finalize the layouts in the **Press Runs** view.
AutoGang jobs (stand-alone)	1. Select **File** > **New**. 2. Set up the **Files** list. 3. Set up the **AutoGang** list. 4. Generate the autoganged press runs. 5. Check and finalize the layouts in the **Press Runs** view.

Basic steps for printing the output

When you print the output, you provide basic information, such as the print range, and you can also set up advanced options for color mapping and web growth compensation.

1. Optional: In the Preferences dialog box, load a suitable profile or set options as needed on the **Output** tab.

   You can set default values for:

   - **Output type** (**PS**, **PDF**, **PJTF**, **JDF**, or **PPF**)
   - **CIP3/PPF** (**Generate multipage cut blocks**, **CIP3 units**)
   - **JDF** (**Include JDF folding data**, **Include HTML for WST equipment setup**)

- **PDF** (**Split File Name**)
- **Display punch mark**
- **Print side center marks**
- **Ignore split file output errors**
- **Print crop marks for bleed bounds**
- **Auto rotate for best fit**
- **Center image on media**
- **Output PS marks flats for PJTF/JDF**
- **Print page and sheet bounding boxes**
- **Skip device warning**
- **Scale shingled pages** (**Proportionally** or **Anamorphically**)
- **Shingle crop marks**

2. Select **File** > **Print**.

3. In the **Send to** list in the Print dialog box, select the output file type or **Printer**.

4. Accept or change the **Media**.

   Any change that you make to the media selection applies to the entire output.

5. Set up other print options on the dialog box tabs as needed.

6. Click **Print**.

7. If you are printing divided output and the Print File ID dialog box appears, type an identifier to include in each file name, and click **OK**.

8. If printing to file, specify a file name and folder location for the output.

   If you generate divided output for media configurations that are set up with divided output paths, the files are placed in those folders and you cannot redirect the output.

Saving and closing a job and template

After generating the output, you can optionally store a job and its layouts for future reuse. If you save a job as a template, information about each unique press-run layout is stored as a template signature.

1. To save the job, select **File** > **Save** or **Save As**, and accept or change the file name and location.

   The default location is the same folder that was used for the last save.

   The job is saved with a **.job** file name extension. The job file stores all the necessary data to allow it to be reopened and printed again, if needed.

2. To store any unique layouts in the job for future reuse, select **File** >
   Save as Template.
   The template is saved with a **.tpl** file name extension.

3. To close the job window, select **File** > **Close**.

4. To close the software, select **File** > **Exit**.

3 Pages

Manage the product run lists in the **Pages** view, and in the **Press Runs** view, manage the placement of pages on the layouts. You can also create your own lists of folio and color names to use as resources for describing individual pages.

Page terminology

Many terms can be used for pages, depending on the context.

Pages being prepared for layouts

Each file page in a job's **Files** list is either a PDF page or a placeholder page.

In the **Pages** view, you create a product's run-list pages by adding PDF pages, blank pages, or placeholder pages to the **Pages List**.

You can also sort a multipart product's run-list pages by parts and part pages.

Pages being planned for layouts

In the **Assembly** view, you create planned pages when you specify a page count for a product, part, or section.

Before you add a layout resource (fold pattern or template) to a press run or assembly, its pagination scheme defines a conceptual low folio page, which is page 1. When you create a new press-run section from a layout resource, the low folio page is occupied by the first page that flows into this section from the run list.

Pages in layouts

In the **Press Runs** view, each content page on a layout occupies the position that is defined by its corresponding template page.

A template page can represent an imposition page or a ganged page:

- An imposition page is one page position within an even grid of same-size pages that will be folded together to form a book signature. Each

imposition page respects the folds and bleeds of adjacent imposition pages.
- An ganged page is a page position in a flat-work layout that will not be folded and bound. Care must be taken to prevent content overlap with adjacent page content. Ganged pages can also be referred to as an independent page.

Each content page on a press run represents an imposed run-list page or a ganged instance of a page from the **Files** list.

Input files

Customer content is provided either as PDF files or as source document files that you must convert to PDF. You can also work with placeholder files.

Setting up the Files list

Collect customer PDF input or placeholder files in the **Files** list.

Requirements:

Although the source documents might be created in various software products, they must be submitted as PDF input files.

Input files can include:

- Single-page or multiple-page PDF documents from various other software sources
- Individual PDF page files that were exported by a prepress system
- File placeholders and pages

➢ Choose a method for building the **Files** list:

- Drag PDF files from a local or network folder location to the **Files** list, or select **File** > **Add**, and locate and add the files.
- Drag files directly to a run list in the **Pages** view or to a layout in the **Press Runs** view.
- To add file placeholders, select **Job** > **Add Placeholder**, give the placeholder a name, and specify the number of placeholder pages.
- When setting up a run list, use the **Add Pages** tool in the **Pages** view to create placeholders.

Next:

Select and drag PDF or file placeholder pages from the **Files** list to a product run list in the **Pages** view or directly to a press sheet in the **Press Runs** view.

Note: The original files are not affected by any adjustments that you make within your job. Job input files and information about any page adjustments that you make in the layouts remain associated with the job after it is saved.

Files list

The **Files** list displays information about the input files and pages, including the number of times each page appears on a press run in the job.

File Name	Displays the name of each file or file placeholder that you add to the job. Multipage files can be expandeed to show their list of sequentially numbered pages. This page number is appended to the **File Name** in the **Pages List**.
Count	A dynamically updated value appears beside each page to indicate the number of times that the page appears on a press run in the job.
Pages	Displays the number of pages that each file contains
Trim	Displays the dimensions the PDF page or placeholder page. If a PDF input file does not specify the trim box size, the bleed box or media box size is used.
Colors	Displays the colors that are specified in the PDF input file
[+] and [−]	Click to locate and add files or to remove selected files.

Preparing suitable PDF input files

Generate suitable PDF input files from customer source files by following guidelines for configuring the PDF export settings in Adobe Acrobat Distiller job options or other desktop software.

Note: Settings that are not mentioned here are optional. For specific details, see the documentation for the software that you use to generate the PDF files.

Files

- Keep the default compatibility settings, or set the appropriate PDF file-type version for the job. For example, for files that contain transparencies, use PDF 1.5 or later.
- The recommended resolution is 2400 dpi.
- Do not use:

    ❐ Object level compression
    ❐ Auto-rotation of pages
    ❐ Embedded thumbnails
    ❐ Optimization for web viewing

Images

- For color and grayscale images, use **ZIP** compression.
- For monochrome images:

    ❐ Use CCITT Group 4 compression.
    ❐ Do not use downsampling.
    ❐ Do not anti-alias to gray.

Note: To create smaller files, you may use downsampling and JPEG compression if they are acceptable to you and/or your customer. However, there will be some data loss.

Color

- Do not use an Adobe Color Settings file.
- Leave color unchanged (no color management).
- Apply the default document rendering intent.
- Device dependent: Enable under color removal and black generation, and preserve any transfer functions that are found.

Fonts

- Embed fonts. For maximum font information, include 100% subset fonts.

    If you do not embed fonts in the PDF file and the outline font used in the source file is not available, Acrobat may substitute the Multiple Master fonts.
- Allow processing to continue if embedding fails.

Advanced settings

- Convert gradients to smooth shades.
- Preserve level 2 copypage semantics.
- Preserve overprint settings, with a nonzero default level.

- Save Adobe PDF settings inside the PDF file.
- Save original JPEG images inside the PDF file, if possible.
- Process DSC comments.
- Preserve EPS information from DSC.
- Preserve OPI comments.
- Preserve document information from DSC.
- Resize page and center artwork for EPS files.

- Do not permit:

  ❐ PostScript® file to override Adobe PDF settings
  ❐ PostScript XObjects
  ❐ Conversion of smooth lines to curves
  ❐ Saving Portable Job Ticket inside PDF file
  ❐ Using prologue.ps and epilogue.ps
  ❐ Logging DSC warnings
  ❐ A compliance standard
- Also, do not apply a compliance standard (such as PDF/X-1a).

Previewing pages

Preview a job's pages in the **Pages** and **Press Runs** workspace panes.

1. In the **View** menu, select the features that you want to preview.
2. Select a page to preview its content and trim box alignment:

   - To preview an input file page before adding to a run list, use your Adobe Acrobat software to open the file from its folder location.
   - To preview a run-list page in the **Pages** view , select a page in the **Pages List**.
   - To preview a content page in the **Press Runs** view, select the press run, sheet, web, or side that contains the section in the **Press Runs List**.

Run-list pages

A run list organizes a product's pages in front-to-back sequence, so that the pages will flow correctly through the template pages in a layout. To help you plan the distribution of pages on the press runs, you can provide detailed information and notes about each run-list page.

Setting up a product run list

As you set up a product run list, you can add details about each page to help ensure that all the pages are correctly placed in the run list and on a press run.

Depending on the job, you might set up a product run list either before or after preparing the press-run layouts.

For gang-only jobs, you do not set up a run list. Instead, you add file pages directly to a press run.

For multiple-product imposition jobs, you set up a run list for each product.

1. Go to the **Pages** view.
2. On the **Pages List** toolbar, set the **View by** option to **Product**.

Note: With basic license types, the list can be viewed only by product.

3. Choose a method:

   - To add an entire file: Click and drag the file (or file placeholder) from the **Files** list, or directly from a folder location onto the product name in the **Pages List**.
   - To add an individual page or placeholder page: Click and drag the page from the **Files** list onto the product name, to a specific run-list position, or onto a page to replace it. Press Shift, then click and drag to select and add multiple pages.
   - To add empty placeholder pages, use the **Add Pages** icon in the **Pages List** toolbar: Double-click or drag the icon, and in the dialog box that appears, select the product, name the placeholder, and specify the page count and position in the list.
   - To insert a single blank page, use the **Add Blank Pages** icon: Drag the icon to a specific run-list position, or drag it onto a page to replace the page.
   - To drag a specific number of blank pages using the **Add Blank Pages** icon: Press and hold Option/Alt as you drag the icon, specify the page count in a pop-up dialog box, and drop the pages at an insertion point.
   - To add multiple blank pages at a specific location using the **Add Blank Pages** icon: A

   The run-list position numbers are updated according to where you placed the new pages:

Inserting between page positions	Renumbers the run-list page positions in sequence from the insertion point. If you previously applied folios, they are retained, and you will need to apply folios to the new pages.
Replacing page positions	Retains the numbering of the page or pages in the selected position.

Note: If you drag multiple pages onto a single existing page position, then the additional new pages replace the corresponding number of following page positions, and new page positions are added if needed. |

4. Adjust the **Pages List** to ensure that the run-list pages are in reader sequence:

   - To rearrange the pages: Drag the page rows as needed.
   - To remove pages: Select the pages and click Delete. This does not affect the **Files** list.
   - To cut or copy and paste a page: Select the page, select Edit > Cut or Copy, click the page that should be after the pasted run-list pages, and select Edit > Paste.

5. Edit the settings in each row, as needed.

   You can assign folios, edit the placeholder names and planned colors, and write notes.

6. If the product contains parts (license-dependent), select **Part** in the **View by** area of the toolbar, and drag pages as needed to organize them into part-page positions.

Working with placeholders

Create multipage file placeholders or individual placeholder pages, and replace them as content becomes available, or keep the placeholders to print output for unpopulated workflows.

Use placeholders when customer input files are not yet available, or if content is to be added by a downstream workflow system.

➢ Choose a task:

Add a file placeholder to the **Files** list	1. Select **Job** > **Add File Placeholder**. 2. Specify the page trim size and number of pages, and provide an optional name. 3. Click **OK** to add the file placeholder and its placeholder pages to the file list. 4. Add the placeholder pages to the job's press sheet layouts. The file and its pages appear in green text to indicate that they are placeholders that can be replaced with content files when available.
Replace a file placeholder	1. In the **Files** list, select the placeholder file. 2. Select **Job** > **Add File Placholder**. 3. If the page count of the placeholder file and the new content file are different, your response to the message that appears depends on whether you still need to fill the exact number of pages that were in the placeholder file. • The file name is updated. • Any new content pages automatically replace any corresponding placeholder pages that were already placed. • If the page count was different, the file list is adjusted. For example, if the replacement file contained fewer pages than the placeholder, a new placeholder file might appear for the pages that were not yet replaced by new content pages.
Add placeholder pages to a run list	1. Double-click the **Add Pages** tool in the **Pages List** toolbar. 2. In the Add Pages dialog box, select the product, give the new file placeholder a name, and specify the page count and position information. The placeholder pages are inserted into the run list, and the placeholder file appears in green text in the **Files** list.

Replace a placeholder page	Drag a PDF page or the **Blank Page** icon onto the placeholder page in the run list or on a press-run layout.
Replace a file placeholder	1. In the **Files** list, select the file placeholder. 2. Select **Job** > **Replace File Placeholder** Job, and locate and open the file. If the page counts are different, a message prompts you to resolve the difference. The new file replaces the placeholder file in the **Files** list, and new content pages replace the corresponding placeholder pages. If the page count was different, the **Files** list is adjusted according to your response to the message.

Pages view reference

In the **Pages** view, set up the product run lists with blank, placeholder, or PDF content pages; preview individual pages and page details; adjust the trim boxes; and reposition, scale, or rotate the PDF content.

Pages workspace

Use the workspace in the **Pages** view to check the alignment of the content within the trim box. You can reposition the content by dragging the page, or fine-tune the positioning by directly editing the dimension text boxes.

Select a page in the **Pages List** to display it in the workspace. Selecting a page also displays its settings in the **Properties** pane.

Tip: To control which details are displayed, use the **View** menu and workspace toolbar.

Page trims   You can view the following trims:

- Trim box: Dark blue rectangle that initially represents the PDF file or the default page size for a placeholder page. After the run-list page is placed on a press run, the trim box is derived from the template page.
- Bleed box: Red rectangle that is relative to the trim box

- Page size: Green lines that show a PDF page relative to the trim box, adjusted when you reposition, rotate, or scale the PDF run-list page
- Planned page size box: Pink rectangle that appears only if specified for an assembly's product intent

Select	For pages that are already assigned to a layout, use this tool to select and drag the trim guides to reposition the content within the trim box.
Rotate	Rotates the content of the previewed page in 90-degree increments without changing the template-page orientation
Pan	Moves your view of the workspace
Zoom	Either click the object or general area that you want to inspect more closely, or drag a marquee around a specific area.
Show Page Previews	Displays a preview of all page content
Show Dimensions	Displays the page dimensions, including any distances between the template-page trim box and the PDF content trim box. You must select **View** > **Show Trim Box** to use this option.
Page preview navigators	Select a page in the **Pages List** to display, and then use the arrow keys to scroll through the other pages in the current list.
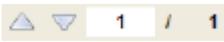
The text box displays the run-list number of the currently previewed page, followed by the total number of pages in the current list.

To jump to a specific page within the currrent list, type its run-list number into the box.

View menu in the Pages view

The **View** menu lets you control the details that you see in the workspace.

You can toggle these menu items between showing and hiding the specified items.

Show Dimensions	Displays the layout dimensions, including distances between section or ganged page

	edges or centers (depending on Preferences). Dimension text boxes become editable when you click a page or section.
Show Page Previews	Displays a preview of all page content
Show Page Sizes	Displays the page width and height dimensions
Show Trim Boxes	Displays a dark blue box that indicates the page trim size
Show Bleed Boxes	Displays a red box that shows the page bleed margins
Show File Page Numbers	Displays the input file's page number on each page
Show File Names	Displays the input file name on each page. If **Show File Page Numbers** is also selected, the page number is appended to the file name.
Show Folio	Displays the folio that you assigned in the **Pages List**

Pages List

Manage the product run-list pages in the **Pages List** in the **Pages** view, and immediately preview a page that you select in the list.

Note: For gang-only jobs, you add the PDF file pages to the **Files** list and then work directly in the **Press Runs** view. You do not set up a **Pages List**. For licenses that support multiple products, the ganged pages also appear as two-page (front, back) products in the **Pages List**.

Toolbar

Add Pages	Double-click or drag the icon, and in the dialog box that appears, select the product, name the placeholder, and specify the page count and position in the list.
	The new placeholder file and file pages also appear in the **Files** list.
Add Blank Pages	To insert a single blank page: Drag the icon to a specific run-list position, or drag it onto a page to replace the page.
	To drag a specific number of blank pages: Press and hold Option/Alt as you drag the icon, specify the page count in a pop-up dialog box, and drop the pages at an insertion point.

	To add multiple blank pages at a specific location: Double-click the icon, and in the dialog box that appears, select the product, and specify the page count and position in the list.
Folio list	Lists the standard folio sets that are provided with the software and any common folio resources that you add.
	Note: These folios are for reference only. Page lists can be ordered only by product or page numbers.
	Select a folio set to autoapply to the page list, based on the binding style, or select **User-defined** to edit the page folios directly in the list.
	To ignore the binding style and apply sequential numbers from front to back, select **1, 2, 3...**.
Increment	Sequentially increments and applies the alphanumeric or roman numeric folio of the currently selected page to the remaining page rows in the list. You can use this tool in the **Folio** column.
Repeat	Copies the selected cell text into the remaining page rows. You can use this tool in the **Folio**, **Planned Colors**, and **Notes** columns.
C, M, Y, K Throughout	Sets the **Planned Color** of the page list to **CMYK**. You can also edit this value for individual pages.
Black Throughout	Sets the **Planned Color** of the page list to black. You can also edit this value for individual pages.
View by	**Note:** Basic licenses that support only one product per job do not include this option.
	• **Product**: For each product, lists all of its pages in **Run List** order, from the front to the back of the product. The **Part Page** column shows the part page numbers that occupy each run-list position.
	• **Part**: For each product, lists the pages per part in **Part Page** order, in collapsible tree lists. The **Run List** column shows the run-list positions that each part page occupies.

List columns

Tip: Drag the column edges to adjust their widths. Drag the column headers to rearrange the columns.

Part Page
(License-dependent) Displays the page numbers according to their position within a part, and indicates whether each page is assigned to a press run. The presentation of this list depends on your current **View by** selection:

- By **Part**: **Part Page** is the first column and provides a collapsible tree view of product names, part names, and the pages, numbered according to their position in the part.
- By **Product**: **Run List** is the first column, and each page number is decribed by its part name.

Folio
Click this cell and select a common folio resource from the list, or double-click and edit the value. You can use the **Increment** or **Repeat** tools to apply your folio to the remaining pages in the list.

Note: If you insert new pages between pages with incremented folios, reapply the selected folio set or manually edit the folios to reflect the correct sequence.

Run List
Defines the reader sequence of the pages in one product, from front to back. The auto-assigned run-list numbers cannot be edited. When you view the **Pages List** by product, the **Run List** column is the first column.

File Name
Displays the editable placeholder name or the noneditable PDF file name of the content page. For placeholder pages, you can double-click and edit the value.

Planned Colors
Click this cell and select a common color resource from the list, or double-click and type a descriptor to serve as a placeholder for the expected actual color. When the actual color is updated, you can check for discrepancies and resolve or ignore them, as needed.

The list includes the standard CMYK process colors, standard coatings, your predefined common color resources, and any custom colors that are used in this job.

You can use the **Repeat** tool to apply your color selection to the remaining pages in the list.

Press Shift and click to select multiple items from the list, and use a comma to separate multiple typed values.

Actual Colors   Displays the actual colors that are provided by the input file, which are updated whenever a color is mapped to another color separation in the **Press Runs** view

Notes   Type or view a note for your own reference or for/ from another operator.

Run list page properties

Select a page in the **Pages List** to display its trim boxes and content in the workspace and its settings in the **Properties** pane.

Part Name   Displays the part to which this page is assigned

Run List Position Displays the sequential position of the page within the product, derived from the **Run List** column in the **Pages List**

File Name   Displays the editable file placeholder name or the noneditable PDF file name

Page Size, W, H   Depends on the current state of the page that occupies this run-list position:

- If the page is not yet placed on a press-run layout: Displays the dimensions of the PDF page or placeholder page. If a PDF input file does not specify the trim box size, the bleed box or media box size is used.
- If the page is placed on a press-run layout: Displays the **Finished Page Size** that is defined in the **Template Page** properties.

Folio   Displays the current value of the **Folio** column in the **Pages List**. Your edits are updated in both locations.

Planned Colors   Select a common color resource from the list, or type a descriptor to serve as a placeholder for the expected actual color.

Actual Colors   Displays the actual colors that are provided by the input file, which are updated whenever a color is mapped to another color separation in the **Press Runs** view

Content page section

Position

- **Center in template page**
- **Use trim offsets**: Select this check box to be able to manually position the content within the template page.

  You can specify the width and height distances between the lower-left corner of the content page and the lower-left corner of the template page, or drag the page in the workspace to update these values.

  Note: The lower-left corner of a content page is defined in terms of either the trim box or the bleed box, depending on how the page size is defined in the input file.

Scaling

Scaling is based on either the trim box or the bleed box, depending on how the page size is defined in the input file.

- **None**: Applies no scaling (default)
- **Scale the content to fit template page**: The results depend on the **Constrain proportions** setting:

  ❏ If proportions are constrained: Scales the height and width of the content page to the best possible fit within the template page, while also ensuring that the new proportions of the content page match its original dimensions.

  ❏ If proportions are not constrained: Automatically scales the height and width by separate factors as needed for the best possible fit to completely fill the template page, with no extra space.

- **Set Scaling**: Specify scaling percentages or new page dimensions for the width and height.

  ❏ If proportions are constrained: Typing one value automatically sets the other value proportionately.

  ❏ If proportions are not constrained: You can specify separate values for the width and height.

- Select the **Constrain proportions** to retain the original proportions of the content page, or clear it if you need to change the proportions anamorphically.

  Note: If you do not constrain proportions, skewed images can result.

Page Rotation   You can rotate a content page within the template page in 90-degree increments. The content rotates around the page center, independent of the template page.

Comments   Type or view a note for your own reference or for/from another operator.

Pages on press runs

Every content page on a press-run layout has a corresponding template page that defines the placement of its content on the sheet and within the final trim box. You control the details to preview, and you can edit page properties either directly in the layout or in the **Properties** pane.

Managing pages on press-run layouts

Access the template and content page properties for fine-tuning the pages on press runs, and replace placeholders with content pages as they become available.

➢ Choose a task:

Acess page properties	In the workspace, select the page or pages: • Use the **Select** tool to select an independent or ganged page, or all the pages in an imposition. • For imposition pages, use the **Page Select** tool. • For pages within a ganged page group, use the **Ungroup** tool before selecting. Make your edits in the **Properties** pane on the **Content Page** and **Template Page** tabs.
Replace a content or placeholder page	Drag the new content page to the target page position, and release the mouse when the recycle symbol appears. All same-numbered template pages are updated with the new content. To replace one content page without updating all the other same-numbered pages, press Option/Alt and drag.
Move a ganged page	Select and drag the page, and release the mouse when guide lines indicate a suitable position. To fine-tune its position, edit its gutter and/or margin text boxes. In the workspace, use the **Select** tool to: • Move a page Select an ungrouped ganged page or a page group. • Press and hold Shift while clicking multiple pages. • To select pages within a ganged page group, use the **Ungroup** tool before selecting

Adding content pages directly to a layout

For ganged jobs, you can place pages directly on a press-run layout without first setting up a run list in the **Pages** view.

1. Select the pages using any of these methods:

   - In the **Files** list, select a PDF file or file placeholder.

     Note: If the content files are not yet available, select **Job** > **Create File Placeholder** to add the required number of placeholder pages to the **Files** list.
   - In the **Files** list, expand a multipage file to view its list of pages. Select a single page, or press Shift+click to select multiple pages.
   - Select a PDF file from an accessible folder in the file directory.

2. For press runs that already contain a layout resource, drag the selected file, page, or pages onto a template page.
   The first page is assigned to the template page position, and any additional new content pages flow through the available template pages in sequence.

   Note: Any existing content on the affected template pages is replaced.

3. For manual ganging, drag the selected pages to a position on the press sheet.

   - If you drag the pages to an empty area, the pages cascade onto the sheet, and you can arrange them.
   - If you drag a page to a position near an existing page on the sheet, it snaps into the default snap position that is defined in the Preferences dialog box.
   - If you drag the selected pages onto a template page, the first page is assigned to the template page position, and any additional new content pages flow through the available template pages in sequence.

     Note: Any existing content on the affected template pages is replaced.

4. To place any remaining content pages, you can either duplicate the press run, or insert a new sheet via the **Jobs** menu, and repeat the steps as needed.

5. In the **Pages** view, check the run list that was generated.

The Count column in the **Files** list is updated with the number of instances of each page on a press run. A value of 0 (zero) appears beside any page that is not yet assigned to a press run.

Press Runs view reference for pages

Use the **Press Runs** view to manage the placement of pages on the layouts.

View menu in the Press Runs view

The **View** menu lets you control the details that you see in the workspace.

You can toggle these menu items between showing and hiding the specified items.

Show Dimensions	Displays the layout dimensions, including distances between page edges or centers (depending on settings in the Preferences dialog box) and between adjacent pages and press sheet edges. Select a layout element to edits its text boxes.
Show Page Previews	Displays a preview of all page content
Show Page Sizes	Displays the width and height of the selected page, page group, mark, stock, or media
Show Trim Boxes	Displays a dark blue box that indicates the page trim size
Show Bleed Boxes	Displays a red box that shows the page bleed margins
Show File Page Numbers	Displays the input file's page number on each page
Show File Names	Displays the input file name on each page. If **Show File Page Numbers** is also selected, the page number is appended to the file name.
Show Template Page Numbers	Displays the page numbers at the center of each page
Show Marks, Show Pages	Displays or hides the pages or marks. For example, turning off the display of pages makes it easier to check or select marks.
Show Tiles	Displays the tiles and tile marks, if applicable
Show Group Count	Displays the number of pages in each ganged or step-and-repeat page group

Show Folio	Displays the folio that you assigned in the **Pages List**

Content page properties

In the workspace, select a page, and in the **Properties** pane, select the **Content Page** tab to display its settings. The customer's original files are not affected by any changes that you make to the page in the layout, and any rotation or scaling that you apply affects only the selected page.

File Name	Displays the full path and name of the customer input file
Page Number	Displays the sequentially assigned number, derived from the input file in the **Files** list
Page Size, W, H	Displays the dimensions the PDF page or placeholder page. If a PDF input file does not specify the trim box size, the bleed box or media box size is used.
Position	• **Center in template page** • **Use trim offsets**: Select this check box to be able to manually position the content within the template page. You can specify the width and height distances between the lower-left corner of the content page and the lower-left corner of the template page, or drag the page in the workspace to update these values. **Note:** The lower-left corner of a content page is defined in terms of either the trim box or the bleed box, depending on how the page size is defined in the input file.
Scaling	Scaling is based on either the trim box or the bleed box, depending on how the page size is defined in the input file. • **None**: Applies no scaling (default) • **Scale the content to fit template page**: The results depend on the **Constrain proportions** setting: ❐ If proportions are constrained: Scales the height and width of the content page to the best possible fit within the template page, while also ensuring that the new proportions

of the content page match its original
dimensions.

❑ If proportions are not constrained:
Automatically scales the height and width by
separate factors as needed for the best
possible fit to completely fill the template
page, with no extra space.

• **Set Scaling**: Specify scaling percentages or new
page dimensions for the width and height.

❑ If proportions are constrained: Typing one
value automatically sets the other value
proportionately.

❑ If proportions are not constrained: You can
specify separate values for the width and height.

• Select the **Constrain proportions** to retain the
original proportions of the content page, or clear
it if you need to change the proportions
anamorphically.

Note: If you do not constrain proportions, skewed images
can result.

Page Rotation   You can rotate a content page within the template
page in 90-degree increments. The content rotates
around the page center, independent of the template
page.

Template page properties (common)

In the **Press Runs** workspace, select a page, and in the **Properties**
pane, select the **Template Page** tab to display its settings. Template
pages define the positioning of content pages on press-run layouts.

Page Number,   The front and back page numbers and the section
Section   numbers determine the flow of the run-list pages.

When you duplicate or copy ganged or
independent pages, the template page numbers are
retained. However, if you duplicate an entire press
run that contains a layout, the page numbers
increment sequentially in the new press run.

Finished Page   The final width and height of the printed and
Size, W, H   trimmed product page. The default dimensions are
defined on the **General** tab in the Preferences
dialog box.

Reference Point	The corresponding corner or center point on both the sheet and the page, from which **Position on Sheet** offsets are measured.
	This point remains constant when rotation is applied.
Position on Sheet, H, V	The horizontal and vertical offset distances between the reference point and the lower-left page corner
Locked	Imposition pages are always locked into their **Position on Sheet** and **Reference Point**, which is always the lower-left corner. Rotation can be applied, because it does not change the reference point.
Page Orientation	The head direction of the template page, which can be up, right, down, or left
Content Bleed Limits	The maximum bleed to allow on each page edge. By default, all four edges use the default bleed limit.

To be able to edit the values, use the check boxes:

- Select the **Use default** check box to apply the default limit that is defined on the **General** tab in the Preferences dialog box.
- Select the **Use symmetrical margins** check box to apply the **Top** width to all four edges.
- Clear the **Use symmetrical margins** check box to activate all the text boxes, and then specify the individual widths.

Page rotation and shingling for imposition template pages

When an imposition section is folded, its pages might bottle (also known as skew) due to the number of pages, the thickness of the paper,

or the folding equipment. You might also need to set or disable shingling for specific pages in a book.

In the **Press Runs** workspace, select a page, and in the **Properties** pane, select the **Template Page** tab to display its settings. Template pages define the positioning of content pages on press-run layouts.

Page Bottling (Rotation)
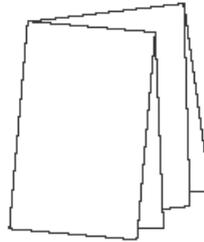
To compensate for bottling, you rotate the pages in the opposite direction. You specify either a positive or negative degree of bottling:

- A **positive** amount rotates the pages counterclockwise relative to the head direction on the press sheet front.
- A **negative** amount rotates the pages clockwise on the press sheet front. The back side pages automatically rotate to line up with the front side pages.

Specify the **Degrees** and the point **Around** which to rotate the pages.

Top left corner	Top right corner
Lower left corner	Lower right corner
Arbitrary point	Center
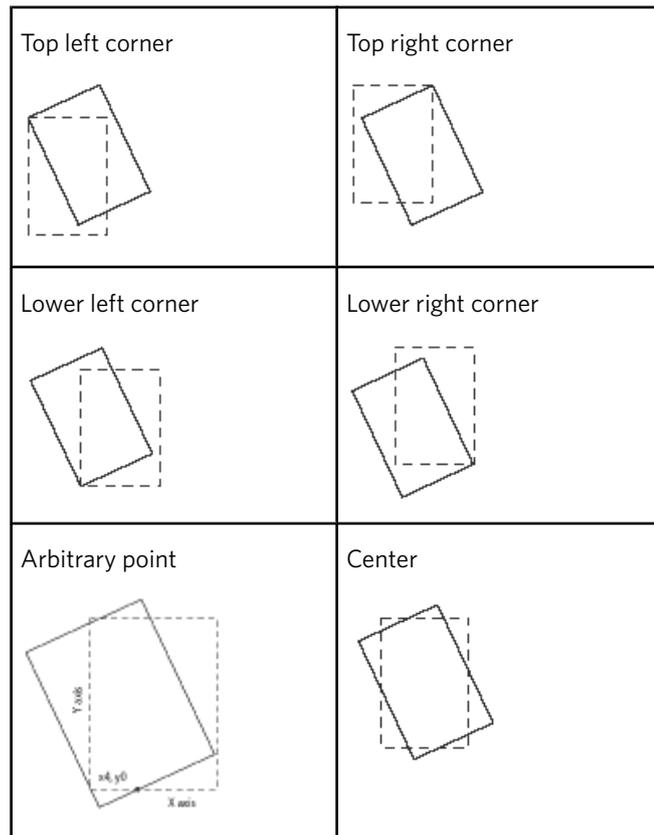
Note: If you select **Arbitrary Point**, also specify the **X** and **Y** coordinates of the point.

Shingling (Creep)	Use these settings to override a book's creep compensation, such as when images spread across adjacent pages.

Shift Page Content: Select the direction for shifting the image area to override the default setting that is derived from the product.

Amount

- **Automatic**: Applies the **Shingling (Creep)** compensation that this product currently uses.
- **Custom**: Overrides the product's **Shingling (Creep)** compensation by your specified amount.

Common resources for planning pages

Use common resources to provide information about pages to help you organize a product's run list, its part page lists, and the distribution of pages on the press-run layouts.

Managing the common colors

Customize the planned colors that you can assign to pages by adding your own color names to the common colors that the software provides.

1. Select **Resources** > **Common Colors**.
2. Choose a task:
   - Click **[+]** and type the new color name.
   - Select an existing color, click **Edit**, and type a new name for the color.
   - To delete a color, select the color and click **Delete**.

The revised list is immediately available in all **Planned Color** lists. The software stores the list details in a **commonColors.xml** file in the **Resources** folder.

Managing the common folios

Customize the folios that you can assign to run-list pages by either adding your own folios or customizing the standard folio sets that the software provides.

1. Select **Resources** > **Common Folios**.
2. Choose a task:
   - Click **[+]** and type the new folio name.
   - Select an existing folio, click **Edit**, and type a new name for the folio.
   - To delete a folio, select the folio and click **Delete**.

The revised list is immediately available in the **Folio** column of the **Pages List**. The software stores the list details in a **commonFolios.xml** file in the **Resources** folder.

Standard page size conversion

These lists provide horizontal and vertical scaling percentages required to convert common page sizes to other standard sizes.

Tabloid ANSI B (11 x 17 in.; 279 x 432 mm)

Convert to:	H %	V %
Legal	77	82
Letter	77	65
Half-letter	50	50
ISO A3	106	97
ISO B4	90	82
ISO A4	75	69
ISO B5	63	58
ISO A5	53	49

Legal ANSI B (8.5 x 14.0 in.; 216 x 356 mm)

Convert to:	H %	V %
Tabloid	129	121
Legal	---	---
Letter	100	78
Half-letter	65	61
ISO A3	138	118

ISO B4	116	99
ISO A4	97	83
ISO B5	81	70
ISO A5	69	59

Letter ANSI A (8.5 x 11.0 in.; 216 x 279 mm)

Convert to:	H %	V %
Tabloid	129	155
Legal	100	128
Half-letter	65	77
ISO A3	138	151
ISO B4	116	127
ISO A4	97	106
ISO B5	81	90
ISO A5	69	75

Half Letter (5.5 x 8.5 in.; 140 x 216 mm)

Convert to:	H %	V %
Tabloid	199	200
Legal	154	165
Letter	154	129
ISO A3	212	194
ISO B4	179	163

ISO A4	150	138
ISO B5	126	116
ISO A5	106	97

ISO A3 (11.7 x 16.5 in.; 297 x 420 mm)

Convert to:	H %	V %
Tabloid	94	103
Legal	73	85
Letter	73	66
Half-letter	47	51
ISO B4	84	84
ISO A4	71	71
ISO B5	59	60
ISO A5	50	50

ISO B4 (9.8 x 13.9 in.; 250 x 353 mm)

Convert to:	H %	V %
Tabloid	112	122
Legal	86	101
Letter	86	79
Half-letter	56	61
ISO A3	119	119
ISO A4	84	84

ISO B5	70	71
ISO A5	59	59

ISO A4 (8.3 x 11.7 in.; 210 x 297 mm)

Convert to:	H %	V %
Tabloid	133	145
Legal	103	120
Letter	103	94
Half-letter	67	73
ISO A3	141	141
ISO B4	119	119
ISO B5	84	84
ISO A5	70	71

ISO B5 (6.9 x 9.8 in.; 176 x 250 mm)

Convert to:	H %	V %
Tabloid	159	173
Legal	123	142
Letter	123	112
Half-letter	80	86
ISO A3	169	168
ISO B4	142	141

ISO A4	119	119
ISO A5	84	84

ISO A5 (5.8 x 8.3 in.; 148 x 210 mm)

Convert to:	H %	V %
Tabloid	189	206
Legal	146	170
Letter	146	133
Half-letter	95	103
ISO A3	201	200
ISO B4	169	168
ISO A4	142	141
ISO B5	119	119

4 Press runs

The way that you prepare a job's list of press runs depends on factors such as the product types and press requirements. Each press run targets a media for a specific press, or it can target a virtual media if press selection will be made downstream for downstream. You designate the stock for each sheet or web in a press run that will run in one pass through a printing press, and then add the layouts for one or more product sections and ganged products.

Flexible tools for creating layouts

You might use the same tools for most jobs, or you might switch between several methods to match the variations in jobs. Tools include stock and media resources, layout resources and searches, manual and automated ganging, product intent and assembly planning, and JDF automation.

Press-run creation tool	Useful for:
Stock and Media lists	Manually targeting a specific sheet and device, including for last-minute changes that do not affect the layouts and pages
Layouts Search	Quickly finding suitable layout within a large collection of templates or fold patterns, based on various search criteria, including page count, binding style, and name
Templates list	Repeating the same layouts for multiple products and jobs that require specific page and sheet sizes, binding styles, and page numbering
AutoSelect	Generating press runs for a single-part product's run list whose page count can be efficiently imposed using a standard binding style
Fold Patterns list	Building layouts on the fly for products and product sections that vary in page count, page size, stock, media, and binding style; also for flexibility in orienting a section to match the folds to the stock grain, or for customized content transformations for different bind edges
	Fold patterns quickly create press-run sections with prenumbered page grids. The default or planned sheet and page size are automatically applied, and you can change these properties on the fly, or rotate or flip the grid on the press sheet.

Manual ganging	Placing ganged flat-work pages with full drag-and-drop control; stepping and repeating ganged pages and page groups on press runs
AutoGang	Saving time by allowing the software to gang multiple products in flatwork-only jobs, based on your settings and priorities
AutoGang hot folders	Fully automated ganging in a Prinergy workflow
Create Imposition dialog box	Legacy way of creating an imposition section with fixed gutters, which you can use in the current job and/or to save as a template
Product Intent dialog box	Starting a new multipart product by copying all the known requirements into a single dialog box, perhaps by copying from a printed job ticket. If enough detail is provided, you can proceed directly to autogenerating or manually completing the press runs.
Assembly view	Revising, refining, or completing the product intent details for jobs with multiple products, parts, and binding styles before autogenerating or manually completing the press runs
JDF automation	Deriving the product intent from a JDF file, which can support auto signature creation (ASC), auto signature matching (ASM), or both

Section terminology

A section is a container for an imposition grid of pages that will be in the correct sequence when folded and bound. However, the actual definition can depend on whether you are discussing a planned product component in the **Assemby** view or a production component in the **Press Runs** view.

Press-run sections

A section on a layout is referred to as a press-run section. (This is also known as a book signature, or in JDF, as a `BinderySignature`.)

You can manually create a press-run section by adding a template signature or fold pattern to a layout, or creating an imposition for a layout.

After a press sheet is printed and cut, each section is folded and trimmed, and arrives at the finishing equipment as one folded signature.

Product sections

When setting up a book structure in the **Assembly** view or in the **Products** list, you organize its text part into sequentially numbered

product sections. A product section represents a specific planned page range within a product assembly, which can be imposed or ganged with other product sections on a press run

You can also create press-run sections by autogenerating the press runs from product intent, or by dragging product sections from the **Products** list.

Multiple sections

Each section on a press-run layout represents one instance of a product section, depending on how you plan your press runs. There are many ways to create a press run with multiple sections, including these examples:

- Renumbering a fold pattern or an imposition on a layout so that it contains two low-folio pages (that is, both are page 1) breaks it into two press-run sections.
- Ganging a product section by dragging it twice to the same press run results in two identical signatures for two copies of the same product.
- You can also gang product sections from different products to create a multisection press run.

Resources for press runs

When building a press run, use the lists of predefined resources to select and add the media, stock, marks, and layouts. The software ships with sample resources, and you can configure additional resources for the lists.

About setting up the resource lists

Set up resource lists with your commonly used media, stock, marks, and layouts for building press runs, and manually drag the resources to a layout, or use various tools for generating the layouts.

The **Resources** pane provides the following lists:

- The **Stocks** list contains the available sheet sizes. Each stock resource represents a press sheet that will be printed on one or both sides to produce the final printed product. When adding a stock, you

specify its dimensions and characteristics for your own reference—such as manufacturer, weight, and grain direction.

- The **Media** list contains the software's predefined standard media and the media resources that you configure to target specific devices. You can also store tile sets for specific media resources.

- The **Marks** list contains the predefined marks and the mark files that you create, which are based on the Kodak® SmartMarks software technology.

- The **Layouts** pane contains a **Templates** list, a **Fold Patterns** list, and a **Search** tool for filtering the lists.

  ❒ The **Templates** list contains complete, reusable layouts that predefine the press-sheet dimensions and template page sizes, positions, and numbering for specific binding styles.

  The software includes a selection of sample templates, and you can save frequently repeated jobs as templates. When setting up the software, you might create noncustomer jobs with layouts for the purpose of creating templates.

  Note: You can also migrate and continue to use existing templates from previous installations.

  ❒ The **Fold Patterns** list contains dimensionless, prenumbered page grids that you drag to press runs to build imposition layouts on the fly. You can edit the default binding style, page size, page numbers, and trims that are automatically applied to the resulting press-run section.

  The software includes standard fold patterns that are derived from the *CIP4 Pagination Catolog* (also referred to as the *JDF Fold Catalog*). You can also create and save new fold patterns or variations of standard fold patterns.

  ❒ Use the **Layouts Search** tool to find a specific layout in large collections of templates and fold patterns.

Fold patterns

Fold patterns quickly create press-run sections with prenumbered page grids. The default or planned sheet and page size are automatically applied, and you can change these properties on the fly, or rotate or flip the grid on the press sheet.

A fold pattern describes the sequence of folds that the folding machine will apply. A standard set of fold patterns is included with the software, and you can create and store custom fold patterns. Although you cannot change the standard JDF fold patterns, you can save them under different names to suit your operations.

Each reusable fold pattern resource defines an imposition section's lay direction on the press sheet. By default, the lower-left corner is the

reference point, and you can flip it to place the section's lay corner on and rotate it before or after adding it to a press run, and define trims as needed for production.

Fold patterns provide dynamic flexibility in creating jobs:

- Add a fold pattern directly to a sheetfed or web press run, and then autogenerate duplications to build the **Press Runs List** for the product's run list.
- Select a fold pattern for an assembly part to set the default for its sections, and then change the selection for individual sections as needed.
- Use the **Layouts** search function to quickly find a fold pattern, based on criteria such as page count, binding style, and name.
- Using fold patterns reduces the need for maintaining large collections of templates.

  ❒ Use one fold pattern instead of multiple templates that are the same except for the page and sheet sizes.
  ❒ The search function also makes it easy to find all the templates that use the same fold sequence.

- Use custom profiles to store default page and sheet sizes for frequently repeated jobs, or set the sizes on the fly for each job.

You can also change a fold pattern's pagination in a press-run section. When you select the **Page Numbering** tool, highlighting indicates all suitable candidates that can be used for page 1 without changing the fold pattern.

For specific bindery requirements, experienced users can define and store a content transformation with a custom fold pattern. Instead of changing template page orientation settings in the **Press Runs** view, you can flip and rotate the entire grid's pages relative to the bind edge, such as for calendars and right-bound books.

Fold information is included in JDF output, for use by JDF-enabled bindery equipment.

Creating a custom fold pattern resource

To add a resource to the **Fold Patterns** list, you select a fold pattern on which to base the custom fold pattern.

For example, you might need to rotate a fold pattern's orientation on the sheet so that its folds can follow the stock grain. You can either apply the rotation on the fly for the one job, or you can store it as a reusable fold pattern resource.

Experienced users can also create fold patterns that change the orientation of pages in reference to the bind edge, such as for books that are bound on the right side or calendars with head-to-foot pages.

1. Choose a method to access the Select a Fold Pattern dialog box:
   - Select **Resources** > **Fold Patterns**.
   - In an assembly job, define a part with values for its **Planned Page Count** and **Largest Section**, select a section to display its properties, and in the **Fold Patterns** list, select **Browse for fold pattern**.

2. In the **Fold Sets** pane, choose a method to specify the fold pattern on which to base the new resource:
   - Select a fold pattern from the search results in the **Available Fold Patterns** list, or scroll through the JDF or custom fold patterns and select a fold pattern.

     A thumbnail of the selected fold pattern appears in the **Preview** pane.
   - Select a fold set to display thumbnails of its fold patterns in the **Preview** pane.

3. In the **Preview** pane, select a fold pattern thumbnail to activate its **Rotate** and **Flip** buttons.

4. To change the orientation of the fold pattern, click **Rotate** and **Flip**, as needed.
   The thumbnail shows how the fold pattern will appear in the workspace when you add it to a press run.

5. Skip this step if you do not need to designate a different bind edge.

Note: This is an advanced task for experienced users.

   a. Ensure that the correct thumbnail is selected in the **Preview** pane, and click **Bind Edge**.
   b. In the **Transformation** list in the Bind Edge dialog box, choose a rotation or flip increment to change the orientation of the pages in reference to the bind edge.

      For example, for a calendar, you might rotate right-side binding, the pages might need to be flipped once.
   c. When the desired transformation is displayed in **Preview**, click **Select**.

   In the Select a Fold Pattern dialog box, the adjusted fold pattern thumbnail is selected, and its buttons are activated.

6. Click **Save As**.

Note: When you click away from the thumbnail, its buttons revert to text that display the current rotation amount and flip status.

7. Give the fold pattern a name, and optionally assign the fold pattern to a new or existing fold set.

The fold pattern name and the name of its base fold pattern appear in the **Custom Fold Patterns** list in the **Fold Sets** pane lists, in the **Fold**

Patterns list in the **Layouts** resource and **Properties** panes. The software stores the list details in the **FoldingPatterns.xml** file in the **Resources** folder.

Note: Standard fold patterns are never affected by edits that you make when creating a custom fold pattern.

Select a Fold Pattern dialog box

Select, customize, and save a fold pattern under a new name,and optionally group it with other fold patterns in a custom fold set.

Adding a fold pattern to a layout creates one imposition section in a specific production orientation on the sheet, and you can rotate or flip the section on the sheet.

Each fold pattern contains prenumbered template pages in a specific orientation relative to the bind edge. For special binding requirements, you can access another dialog box for transforming the pages relative to a different binding edge.

Fold Sets

Available Fold Patterns	Lists the patterns that match your specified page count
JDF Fold Pattern	Lists the available standard JDF patterns, which are based on a left-side binding for production purposes
	The JDF fold pattern sets are grouped according to the number of pages in each pattern. For example, select F8 to display thumbnails of all the standard 8pp fold patterns.
Custom fold patterns	Displays the unique fold patterns that you created, listed either individually or under the group names that you defined

Preview

The **Preview** pane displays the fold pattern or fold set that you select in the **Fold Sets** list. If you open this dialog box after filtering it by page count, it displays the patterns in the **Available Fold Patterns** list.

For standard JDF patterns, the CIP4® fold catalog identifier for this fold pattern is displayed. For more details, see the *CIP4 Pagination Catalog*, available at *http://www.cip4.org/*.

The following items appear for each previewed fold pattern.

Pattern name and grid	The name of the standard or custom fold pattern is followed by the number of horizontal and vertical pages in this pattern's grid.
Thumbnail diagram	Each diagram shows the template page positions relative to the bind edge.

- A ⊤ symbol indicates the page head direction.
- Cut lines are dashed, and fold lines are solid.
- A solid line with gray shading indicates the bind edge.
- A red solid-line symbol indicates the lay corner, and it is dashed when the fold pattern is flipped.

Rotate	Clicking the fold pattern thumbnail activates this button.
	When the thumbnail is not selected, it displays the current rotation.
	Set the degree of clockwise rotation, relative to the sheet's grip edge. Each successive click of the activated button rotates the pattern thumbnail by 90 degrees.
Flip	Clicking the fold pattern thumbnail activates this button.
	When the thumbnail is not selected, it displays which side of this fold pattern will by default be placed on the front of the press sheet for production purposes.
	The default state is **No** (not flipped), as indicated by the lay corner indicator at the lower-left. Select **No** to flip the fold pattern and change its flipped state to **Yes** (flipped).
Save As	Click to save the currently displayed thumbnail, rotation, flip status as a custom fold pattern. You can also save an unchanged standard fold pattern as a custom pattern if you want to use a different name, or place it in a custom group.
	In the Save Custom Fold Pattern dialog box, you can perform any of the following actions:

- Give the fold pattern a **Custom Name**.
- Select an existing fold set in the **Group** list.
- Type a new group name to create a fold set that contains this fold pattern.

Bind Edge   Displays the Bind Edge dialog box

Experienced users can apply flip and rotate transformations to change the orientation of the pages relative to the bind edge. For more details, see the *CIP4 Pagination Catalog*, available at *http:// www.cip4.org/*.

Templates

Templates are standalone files that store complete information about reusable layouts for a specific binding style. Information about each unique layout is stored in a template signature within the template, including its media, press sheet size, work style, template page positions, and marks. Templates are useful for frequently repeated jobs.

The **Templates** list contains complete, reusable layouts that predefine the press-sheet dimensions and template page sizes, positions, and numbering for specific binding styles.

The software includes a selection of sample templates, and you can save frequently repeated jobs as templates. When setting up the software, you might create noncustomer jobs with layouts for the purpose of creating templates.

Note: You can also migrate and continue to use existing templates from previous installations.

The **Layouts** search tool makes it easy to find the right template for an imposition. However, if you must store and retrieve a unique template for most jobs, it can be more efficient to use a fold pattern resource instead, which allows you to change the stock, page sizes, and individual trims on the fly.

Note: When you apply a template resource to a job, the layouts are added to the JOB file, and the original template is no longer referenced. If you separately edit and resave the template that you used for this job, the changes are not automatically applied when you reopen the job. To apply the changes, you must reapply the template.

Saving a job's layouts as a template

Store frequently repeated jobs or press-run layouts as a reusable template resource.

1. Start a job and build the layouts that you want to save as a template.

2. To save the layouts as a template, select **File** > **Save As Template**, give the template a name, and select a location in the **Templates** folder.

- Mac OS®: The name can be up to 31 characters long, including the **.tpl** file-name extension. Avoid using special characters, particularly if you might open this file on a computer that is running Microsoft® Windows®.
- Windows: The name can be up to 50 characters long, including the **.tpl** file-name extension. The name can contain spaces, but cannot contain any special characters, such as \ | : " " ? < > / .

Each unique press-run layout is stored as a template signature within the template's TPL file in the **Templates** folder. The new resource appears in the **Templates** list in the **Layouts** pane.

Note: When you apply a template resource to a job, the layouts are added to the JOB file, and the original template is no longer referenced. If you separately edit and resave the template that you used for this job, the changes are not automatically applied when you reopen the job. To apply the changes, you must reapply the template.

Creating a new media resource

To add a resource to the **Media** list, you prepare a media configuration for a specific target device. You can set up a media configuration for any valid size that is defined in the device-specific PostScript Printer Description (PPD) files in the **Printers** folder.

The software DVD provides several PPD files, and you can get the most current PPD files directly from the manufacturer of your imaging device. If a device is already installed on your operating system, you can use a copy of the system's PPD file.

1. (Skip this step if the PPD file is already installed.) Copy the new device PPD file and paste it to the **\Printers\ppd** folder.

   The name of the PPD file must end in **.ppd**, and contain no special characters.

2. Select **Resources** > **New Media**.

3. Select the **Media Type**.

   The **Media Type** list displays all the media for which a device PPD file exists in the **\Printers\ppd** folder.

Note: To create a virtual media configuration that is equal to or larger than the stock size, select **Press Sheet Size**.

4. Provide a meaningful nickname for the new media configuration, and click **OK**.

5. In the Media Configuration dialog box that appears, select the size, and set any other options that you need.

Note: For Press Sheet Size media configurations, you cannot change the **Size** (**PressSheetSize**). However, you can optionally increase the size of the output by specifying top, bottom, and side margins. You cannot set margins for other media types.

6. Close the dialog box.

The new media resource appears in the **Media** list in the **Resources** pane. The software stores the details for each media in a *MediaName* **\printer.ppd** file in the **Printers** folder.

Creating a new stock resource

To add a resource to the **Stocks** list, you define its press sheet size and provide additional details for your own reference.

A list of sample stock sizes is provided to help you get started. The following procedure bases a new resource on an existing resource.

1. In the **Resources** pane, click **Stock** to expand the list.
2. Select an existing stock that is similar to the new stock resource that you want to define.
3. Right-click the stock, and select **Duplicate**.
4. Edit the properties, and save the stock with a new name.

   Information that you can store includes the stock name, manufacturer, dimensions, weight, and grain direction. Web-fed stock dimensions represent the size of the roll width by the cutoff length.

The new stock appears in the **Stock** list in the **Resources** pane. The software stores the list details in the **sheets.xml** file in the **Printers** folder.

Creating a new mark resource

To add a new resource to the **Marks** list, you define a mark that is based on an existing SmartMarks (SMK) file. You can create, edit, and duplicate individual marks or groups as needed.

1. On the **Folders** tab in the Preferences dialog box, set the default **Templates, Marks, and Resources** path for this installation.

2. Choose a method to create or modify a mark:

- Select **Resources** > **New SmartMark**, choose a mark type, and edit its name and properties.
- In the **Marks** list, right-click a mark to use as the basis, select **Duplicate** or **Edit**, edit its name and properties, and save the mark or a copy of the mark under a new name.

3. Save the mark to a location in the **/Marks/SmartMarks/** folder. The mark's positioning information is stored in its ***MarkName*.smg** file.

Important: Only marks that are stored in this folder appear in the **Marks** list.

4. Optionally, create a group of marks that can be added and automatically positioned all at once:

   a. Create a new subfolder within the **SmartMarks** folder, with a name to identify this mark group.

   b. Drag or copy the SMK files for this group into the new folder.

   An **info.smg** file stores the information about the group in the same folder as the individual SMK files.

The marks and groups that you create appear in the **Marks** list in the **Resources** pane.

Press Runs view reference

In the **Press Runs** view, create and interactively edit and preview any number of sheetfed and multiweb press runs to accommodate the job's pages. Manage the stock, media, marks, and layout for each sheet or web either individually or for linked press runs.

View menu in the Press Runs view

The **View** menu lets you control the details that you see in the workspace.

You can toggle these menu items between showing and hiding the specified items.

Show Dimensions	Displays the layout dimensions, including distances between page edges or centers (depending on settings in the Preferences dialog box) and between adjacent pages and press sheet edges. Select a layout element to edits its text boxes.

Show Page Previews	Displays a preview of all page content
Show Page Sizes	Displays the width and height of the selected page, page group, mark, stock, or media
Show Trim Boxes	Displays a dark blue box that indicates the page trim size
Show Bleed Boxes	Displays a red box that shows the page bleed margins
Show File Page Numbers	Displays the input file's page number on each page
Show File Names	Displays the input file name on each page. If **Show File Page Numbers** is also selected, the page number is appended to the file name.
Show Template Page Numbers	Displays the page numbers at the center of each page
Show Marks, Show Pages	Displays or hides the pages or marks. For example, turning off the display of pages makes it easier to check or select marks.
Show Tiles	Displays the tiles and tile marks, if applicable
Show Group Count	Displays the number of pages in each ganged or step-and-repeat page group
Show Folio	Displays the folio that you assigned in the **Pages List**

Press Runs List

Use the tools and settings in the **Press Runs List** to manually build and manage a job's press runs. You can also use AutoGang, AutoSelect, product intent for assemblies, or JDF automation to generate the list. Selecting a press run, sheet, web, or side in the **Press Runs List** displays it in the workspace.

Tip: Drag the column edges to adjust their widths. Drag the column headers to rearrange the columns.

Duplicate Sheet   Adds a copy of the current press run with layout and without content.

You can also use the following shortcuts instead of using the **Job** menu:

- Press Alt+click this tool to display the Add dialog box for adding and linking a blank press run with the default stock.
- Right-click this tool to insert a duplicate of the current press-run layout as a new web in the same press run. Adding a web to a sheetfed press run converts it to a web press run.

Delete Sheet	Removes the current press run and any layouts that it contains.
Move Down, Move Up	When you move a press run, the **Press Run ID** numbers are updated accordingly. Moving a press run up or down does not change the product section numbers.
Linked icon	Indicates a linked press run. Any autogenerated, duplicated, or copy-and-pasted press runs with the same layout and stock are automatically linked. Linked press runs share the same page positions, trims, marks, and stock. All members are automatically updated when you change any member of a linked group.
Press Run ID	This column lists the press runs by a sequentially assigned number, which simply describes its position in the list. You can expand a press run to display its component sheets, webs, or sides. Selecting a press run in this list displays it in the workspace and its settings in the **Properties** pane.
Work Style	View or select the work style that describes how the press physically prints the press sheet: - Sheetwise - Work and Turn - Work and Tumble - Perfector - Single-sided
Sections	Lists each product section that appears on this press run one or more times, identified by the product letter and product section number
Colors	Displays the actual content colors that are defined in the PDF input files (not editable). Note: Use the **Pages** view to check for discrepancies between planned and actual colors.

Stock	The name of the stock resource that you assigned to this press run
Media	The name of the media resource that you assigned to this press run
Template	If a template was used to build this press run, displays the template name. Otherwise, a default **Untitled** name is assigned, with a number that increments for each existing Untitled template in the **Templates** list. If you save the current job as a template, the new name is displayed.
Template Signature	If a template was used to build this press run, displays the template signature name. Otherwise, an editable default name is assigned, starting at **Untitled Sig 1** and incrementing for each unique layout.
Run Length	The number of times that this press run must run through the press to print the required product quantity.
	For example, if a customer requires 5000 copies of a flat-work product, and you gang the product 5-up on the press run, then you will specify a **Run Length** of `1000`.
Generate Press Runs	If the product intent is sufficiently defined, the required number of press runs and impositions is automatically generated, and the run-list pages flow into position according to the template page numbering.

Work styles for press sheets and webs

Each press sheet or web in a press run is assigned a work style, which describes how the press sheet will run on the press.

The default work style is defined on the **General** tab in the Preferences dialog box, and can be sheetwise, work and turn, work and tumble, perfector, or single-sided.

Sheetwise

Sheetwise is one of the most common work styles. Different plates are used to print the front and back of the press sheet.
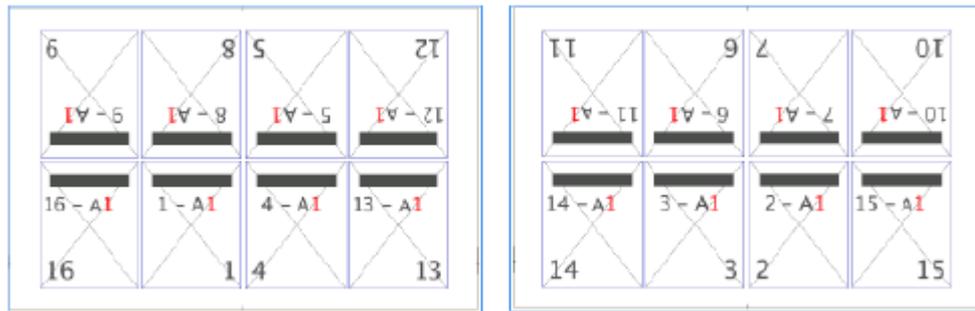
The paper is run through a press to print the front side of the sheet. It is then turned over on the vertical axis and run through the press again using the same gripper edge, and a second plate is used to print the back side of the sheet.

Web presses also use the sheetwise style, but they print both sides in a single pass.

For digital and on-demand output, you usually use the sheetwise work style, and the press sheet size is the size of the paper on which the job is printed.

Work and turn

For a work-and-turn work style, both sides of the imposition are imaged on the same plate.
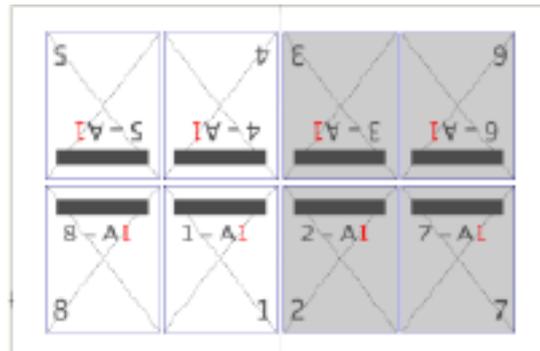
The imposition is divided in half at the vertical center so that the images for the front are on one half and the images for the back are on the other.

After the first side of a work-and-turn imposition is printed, the sheet is turned over on the vertical axis so that the second side can be printed using the same gripper edge. After printing, the sheet is cut in half before folding, creating two identical copies.

Work and tumble

For a work-and-tumble work style, both sides are imaged on the same plate.
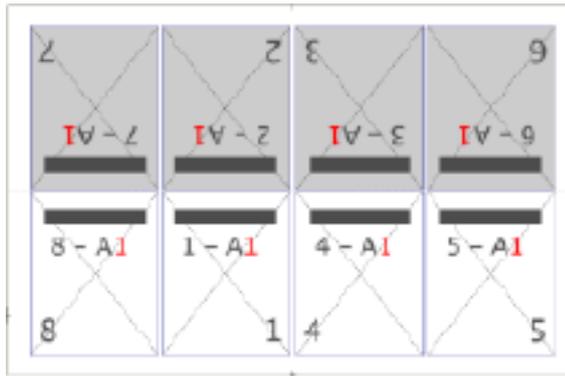
The imposition is divided in half at the horizontal center so that the images for the front are on one half and the images for the back are on the other.

After the first side of a work-and-tumble imposition is printed, the sheet is turned over on the horizontal axis so that the second side can be printed using opposite grippers, gripping first the leading edge, then turning the sheet over to grip from the tail edge.

After printing, the sheet is cut in half before folding, creating two identical copies.

Perfector

The perfector work style is used for a sheetfed perfecting press. Perfecting presses print both sides of the paper in one pass.
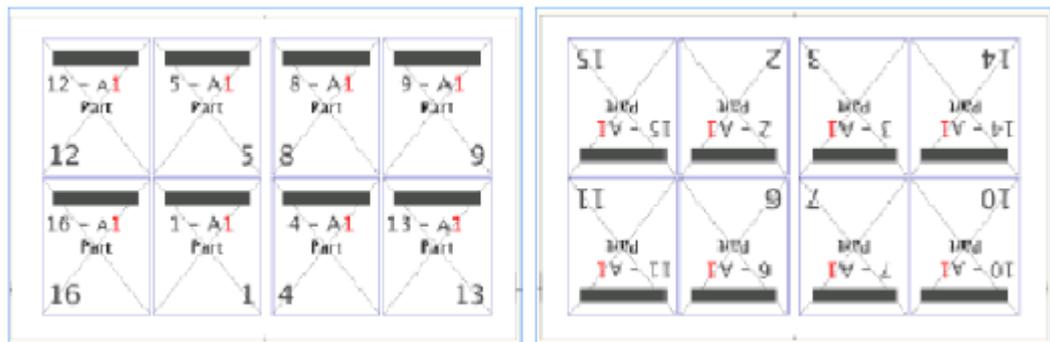
After the first side of the press sheet is printed, it is turned over on the horizontal axis, changing the gripper to the opposite edge so that the second side can be printed.

For a perfector work style, the back side of the press sheet is automatically rotated 180 degrees.

Single-sided

For a single-sided work style, the press sheet has only a front side.
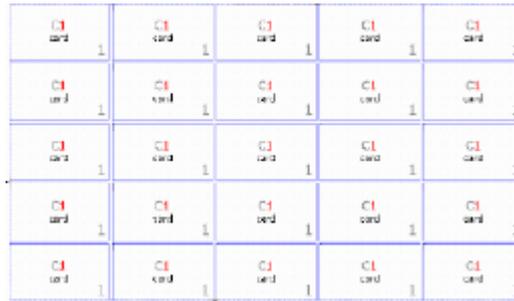
This work style is commonly used for flat work such as posters, business cards, and labels.

Work styles in the workspace

Your work style selection affects how the press sheet and pages appear in the workspace.

For example, the workspace displays an entire side of a work-and-turn or work-and-tumble sheet. A dashed line indicates where the sheet will be cut after the first side is printed, the sheet is turned, and the other side is printed, resulting in two identical copies per sheet.

Whenever you place a page at one side of the sheet in the workspace, a mirrored image of its back page appears on the other side, because that is where it will be when the sheet runs through the press the second time. Marks and gutters are similarly reflected, and you can reposition pages on either side to automatically update both sides.

The following example shows a work-and-tumble layout with one page ready for step and repeat:
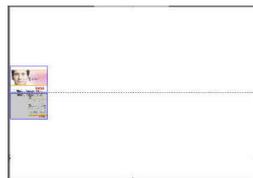
You can change a press sheet's work style at any time, and the layout is updated immediately in the workspace.

The following example shows the result when you change a **Sheetwise** layout to **Work and Turn**:
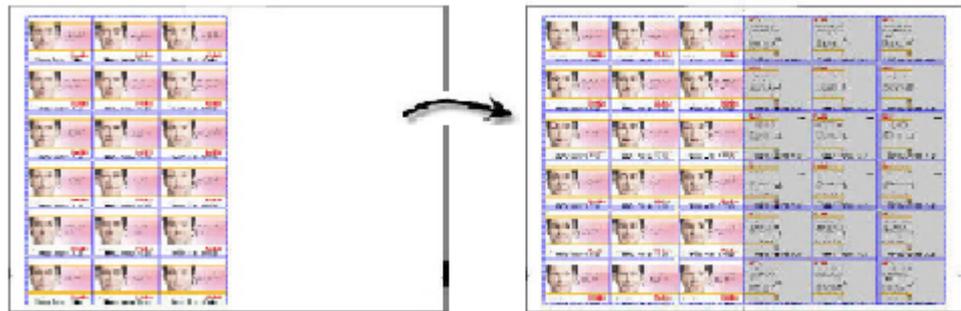
Press Runs workspace

Use the **Press Runs** workspace to interactively build, preview, and adjust a job's press-run layouts.

Select a press run, sheet, web, or side in the **Press Runs List** to display it in the workspace. Selecting an element in the workspace displays its settings in the **Properties** pane.

Dimensions can be edited directly in the workspace by typing in the text boxes or by dragging items.

Tip: To control which details are displayed, use the **View** menu and workspace toolbar.For information about specific layout elements in the workspace, see the applicable topics.

Select	Use this tool for most mouse tasks.

- Click an object to select it.
- Press and hold SHIFT while clicking multiple objects.
- Drag a marquee around multiple objects.
- Click one page in a group to automatically select all of the pages in the group.

Direct Select	Select an item within another object, such as an imposition page inside an imposition.
Page Numbering	Click this tool and then select a page to automatically number or renumber it.

To manually renumber a selected page, edit the **Page Number** box that appears under the tool bar.

Note: Imposition pages can be dynamically renumbered when you use a fold pattern. For all other impositions, you must manually number or renumber the pages.

Pages in fold patterns are prenumbered, and you can renumber them.

- When you select this tool after placing a fold pattern in the workspace, the valid low-folio page positions are highlighted.
- Clicking a highlighted page designates it as a low folio.
- The remaining pages are automatically numbered.
- Designating more than one low folio creates multiple sections.
- If you renumber a page, the remaining pages are automatically renumbered.
- Clicking or renumbering a nonvalid page changes the fold pattern.

Impositions that you create using the Create Imposition dialog box must be manually numbered or renumbered. Impositions that are based on a template can be renumbered.

- After selecting the tool, the first page that you click is the low folio, and you can click the remaining imposition pages in sequence to number or renumber all the pages.
- To create multiple deliveries of the same product, designate multiple pages as page 1.

Pan	Drag your view of the workspace
Zoom	Either click the object or general area that you want to inspect more closely, or drag a marquee around a specific area.
Step and Repeat	In the settings that appear under the tool bar when you click this tool, select how the repeated pages or sections are to be separated, and then drag the mouse across the area.

- **Trim to trim** (default): The trim edges touch, and any inner bleed margins are automatically removed.
- **Bleed to bleed**: The inner bleed margins are automatically adjusted to half their original width.
- **Gutters**: When you specify the horizontal and vertical distances, any overlapping bleed margins

	are automatically adjusted to split the width equally.
AutoGang	Generate the job's AutoGang list from all **Files** list pages.
Show Page Previews	Displays a preview of all page content
Show Dimensions	Display the layout dimensions, including distances between edges or centers, depending on your Preferences and **View** menu selections.
Rotate	Rotate the selected section or template page. The content follows the template page orientation.
Group, Ungroup	Create or break apart a group of selected sections or ganged pages.
Flip	Flip your view of the sheet. The result depends on the selected work style: • Sheetwise: Flips on the vertical axis. The grip edge still appears at the bottom. • Perfector: Flips on the horizontal axis. Your view of the grip edge position changes.
Transparency	Slide the control button to adjust the transparency to better your view of the press sheet, as if it were on a light table.
Layout selector	Switch the workspace between multiple webs that you selected in the **Press Runs List**.
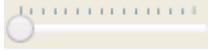
Layout dimensions in the workspace

Set preferences, select **View** menu options, and click workspace tools to control the display of dimensions in the workspace.

- The default unit, distance measurement type, and snap type are defined on the **General** tab in the Preferences dialog box.
- In the workspace, most applicable text boxes become editable when you click a page or section. Some can be edited only in the **Properties** pane.
- Measurements that are not in an editable state appear in dimmed text boxes with no borders.

- A blue border around a measurement text box indicates that it is editable.
- A lock icon ⬚ appears on any pages or sections that cannot be repositioned. (Marks are locked by default.) Objects that can be locked or unlocked include a check box in their **Properties** pane, or you can use the **Objects** menu.
- If you edit the distance between a locked page and an adjacent page, the locked page does not move, even if it is the page that you selected. Only the adjacent page moves.

Measurement	Description
Page or page group dimensions 127.353 mm 89.253 mm 28.8185 cm 17.78 cm	Select **Show Page Sizes** to display gray lines and text boxes for the width and height of a selected object. A dashed blue border indicates a selected group. Finished page dimensions can be edited only on the **Template Page** tab in the **Properties** pane. The dimensions of a placed media or stock cannot be edited in the workspace.
Margins between stock edge and selected page, section, or media edges 55 mm 120 mm	Black lines and text boxes indicate sheet margins, and you can edit the text boxes to reposition the objects.
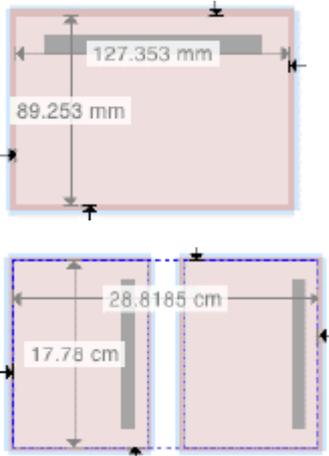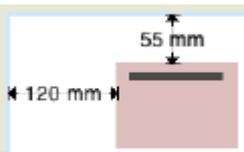
Measurement	Description
Center to center distances	Select **Show Dimensions** to display cyan lines and text boxes for the distances between the centers of equal-sized and aligned objects.
Trim edge to trim edge distances	Select **Show Dimensions** to display black lines between the edges of a selected object (page or section) and any adjacent edges of the same object type, such as to show gap, gutter, or trim widths.
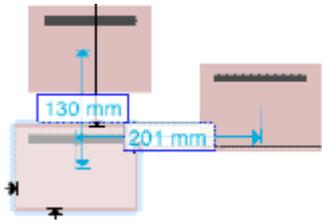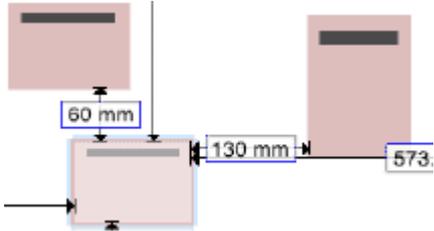
Notes:

- A gutter is the space between the trim edges of any two rows of pages or sections on a press sheet, as in pages within a ganged page group or an imposition page grid.
- A gap is the space between two independent (or ganged) pages on a press sheet.
- A trim is a gutter or margin area that will be trimmed from a final page.

Press run properties

In the **Press Runs List**, select a press run to display its settings in the **Properties** pane.

Page Count	The number of template pages on this press-run layout
Fold Pattern	Select from the filtered list of fold patterns that match the section page count, or click **Browse for fold pattern** to display the Select A Fold Pattern dialog box.
Template Name	If a template was used to build this press run, displays the template name. Otherwise, a default **Untitled** name is assigned, with a number that increments for each existing Untitled template in the **Templates** list. If you save the current job as a template, the new name is displayed.

Signature Name	If a template was used to build this press run, displays the template signature name. Otherwise, an editable default name is assigned, starting at **Untitled Sig 1** and incrementing for each unique layout.
Auto Select Signature	If you select this check box (default), the **Auto Select** option is added to the context menu for this template signature in the **Layouts** resource pane.
Section Count	The number of times that you added a product section to this press-run layout. You can add one or more product sections to a single press run, including the same product section multiple times or multiple different sections, typically for the same product.
Binding Style	Determines the sequence in which content pages flow through the template pages on the press-run layouts:

- **Flat Work** (no binding)
- **Perfect Bound**
- **Saddle Stitched**
- **Come and Go**
- **Cut and Stack**
- **Mixed** (more than one binding style)

Work Style	View or select the work style that describes how the press physically prints the press sheet:

- Sheetwise
- Work and Turn
- Work and Tumble
- Perfector
- Single-sided

Stock	The name of the stock resource that you assigned to this press run
Media	The name of the media resource that you assigned to this press run
Width, Height	The dimensions of the stock for this press run
Punch Distance	• If the media has a punch, specify the distance from the press sheet edge to the punch center. • If the media has no punch, specify a positive value that moves the virtual punch location off the press sheet.

The punch is the hole on which the media can be anchored on pins for accurate alignment (also referred to as setback).

Binding styles

The binding style determines the sequence in which job pages flow through an imposition's template pages. You can set a general default binding style in the Preferences dialog box, optionally change the default for a specific product or part, and assign binding styles to individual product sections.

The following binding styles are available.

Perfect Bound Content pages flow through the template pages in their run-list sequence.
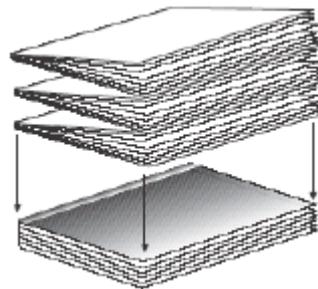
Saddle Stitched An equal number of pages flow from the beginning and the end of the run list through the sections, starting by default with the largest section.
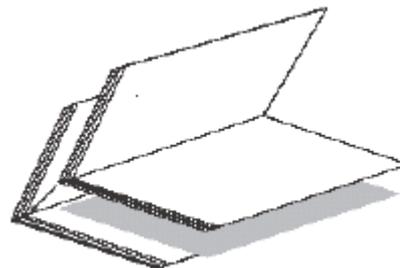
Come and Go In a come-and-go job, the entire run list flows twice through the same press runs, which are automatically divided into two press-run sections. The template pages are numbered so that the run list first flows through the first section in run-list sequence, and through the second section in reverse sequence. The resulting two identical books are

perfect-bound together on a common edge, and then cut apart.
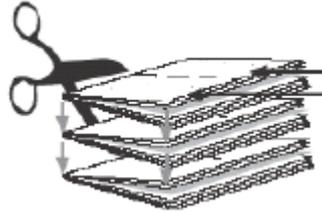
| Cut and Stack | This binding style lays out an entire book on one multisheet press run with two (or more) template pages per sheet. The necessary number of sheets and impositions are automatically generated to accommodate the content. The first half of the run list flows sequentially through one template page position on all the sheets, and the second half flows through the other template page position. The printed sheets are split into two correctly paginated book blocks that are stacked to form a complete book. |

| Flat Work (no binding) | Select this binding style for products that are not bound, such as posters, inserts, business cards, and leaflets. |
| Mixed binding styles | If a part's product sections use multiple binding styles, the **Binding Style** property is **Mixed**. |

Press-run section properties

Select a section in the **Products** list or workspace to display its settings in the **Properties** pane.

The **Part Name**, **Part Type**, and **Binding Style** are derived from the part properties.

The ability to edit properties can also depend on whether you are viewing a press-run section in the **Press Runs** view or a product section

in the **Assembly** view, and whether you create the imposition in the section from a fold pattern or a sheet-based imposition.

Part Name	Use or edit the default name.
Part Type	Can be **Cover**, **Text**, **Folder**, or **Flat work**
Section	The number that determines the binding order of the product sections. If the product sections are rearranged in the workspace, the section numbers are automatically adjusted to reflect the new sequence.
Lock	Select this check box to prevent this product section from being rearranged within the assembly.
First Page Number	Determines the starting page and range of run-list pages that will be printed in this section, based on its page count
Trim Size	The planned width and height of the printed product page, after it is bound and trimmed. The default dimensions are defined on the **General** tab in the Preferences dialog box.
Template Name	If a template was used to build this press run, displays the template name. Otherwise, a default **Untitled** name is assigned, with a number that increments for each existing Untitled template in the **Templates** list. If you save the current job as a template, the new name is displayed.
Page Count	The number of pages in this component
Fold Pattern	Select from the filtered list of fold patterns that match the section page count, or click **Browse for fold pattern** to display the Select A Fold Pattern dialog box.
Binding Style	The style that determines the sequence in which the run-list pages flow through the template pages on the press-run layouts
Reference Page	Applies only to sheet-based impositions that you create or add from a template.Select the orientation of the section's lower-left page, which serves as the reference for the other pages in this section.
Lay out additional page	Applies only to sheet-based impositions that you create or add from a template. Select the orientation of the other pages in this section, relative to each other, based on the reference page.

Planned Colors	Select or type the names of the colors that are planned for this item.
Colors	Displays the actual content colors that are defined in the PDF input files (not editable).
	Note: Use the **Pages** view to check for discrepancies between planned and actual colors.
Comments	Type or view a note for your own reference or for/from another operator.

The following properties can be edited only in the **Press Runs** view:

Fold Flip	Select **No** to flip the fold pattern and change its flipped state to **Yes** (flipped).
Fold Rotation	Set the degree of clockwise rotation, relative to the sheet's grip edge.
Bind Edge	Experienced users can apply flip and rotate transformations to change the orientation of the pages relative to the bind edge. For more details, see the *CIP4 Pagination Catalog*, available at *http://www.cip4.org/*.
Head Trim, Foot Trim, Face Trim, Spine, Front Lip, Back Lip	The applicable gutter or margin widths that will be trimmed from the page edges; applies only to impositions that are based on a fold pattern; editable after you select a **Fold Pattern**.
	In addition to setting individual trim margins, you can set a spine width (such as for the backbone of a book cover) and lip widths (such as to create overfold edges on the front or back page of the folded signature).

Using the Layouts Search tool

Use the **Layouts Search** tool to quickly find a suitable layout resource for a press run.

1. On the **Layouts** pane, click the **Search** tool.
   The search options that appear depend on whether you already used this tool.
2. If no criteria selection list appears, click **[+]**.
3. In the criteria selection list, choose **Page Count**, and specify how many page positions are required in the layout.
   This filters the lists in the **Layouts** pane.

4. Click **[+]** as needed to add criteria and narrow the search results. You can specify:

- **Name**
- **Binding Style**
- **Work Style**
- **Page Size**
- **Stock**
- **Page Grid** (horizontal: **X**, vertical: **Y**)
- **Section Count**

5. Review the filtered list of layouts.

6. If the results are not satisfactory, repeat the search with different criteria. You can:

- Change criteria selections.
- Click **[–]** to remove a criteria.
- Click **Reset** to clear all your criteria selections, and start over again with new selections.

Next: Select and add the resource to a press run, and continue defining the layout.

Building press runs on the fly

Use the **Layouts Search** tool to quickly find a suitable fold pattern or template for creating a press-run layout. When you use fold patterns, you can also change the default page and sheet sizes as needed.

1. On the **Layouts** pane, click the **Search** tool.

   The search options that appear depend on whether you already used this tool.

2. If no criteria selection list appears, click **[+]**.

3. In the criteria selection list, choose **Page Count**, and specify how many page positions are required in the layout.
   This filters the lists in the **Layouts** pane.

4. Click **[+]** as needed to add criteria and narrow the search results. You can specify:

- **Name**
- **Binding Style**
- **Work Style**
- **Page Size**
- **Stock**

- **Page Grid** (horizontal: **X**, vertical: **Y**)
- **Section Count**

5. Review the filtered list of layouts.

6. If the results are not satisfactory, repeat the search with different criteria. You can:

   - Change criteria selections.
   - Click **[–]** to remove a criteria.
   - Click **Reset** to clear all your criteria selections, and start over again with new selections.

7. Select a **Templates** or **Fold Patterns** layout, and drag it to the press sheet.
   The result depends on whether you select a template or a fold pattern.

   If you select a fold pattern:

   - The template pages are prenumbered according to the fold sequence.
   - The page size is derived from the **General** tab on the Preferences dialog box.
   - The **Properties** pane displays the section's properties, including the fold pattern name.

   If you select a template:

   - The template pages are numbered by the template.
   - The page size is derived from the template signature.
   - The **Properties** pane displays the section's properties, including the template and template signature name.

   And in either case:

   - In the **Press Runs List**, the **Section** column for this press run displays a sequentially-assigned product and section number for the new imposition, and the same information appears on the new section's pages in the workspace.
   - In the **Pages List**, a run-list page position is created for each imposition page position.
   - The **Products** list includes a new section and section page count.

8. In the **Press Runs List**, select the press run.

9. In the **Properties** pane, select the **Auto Select Signature** check box.

10. Drag the customer's PDF file from its folder location or the **Files** list to the low-folio position of the imposition.

    - The pages flow through the template pages in sequence.
    - The required number of press runs and impositions is automatically generated to accommodate the run-list pages,

which flow into position according to the template page numbering.

- If you switch to the **Pages** view, you will see that the run list contains the PDF file's pages. It shows the file name and actual color for each page, including any pages that are not yet placed.

11. In the workspace, check and adjust the layouts and trims as needed.

If you used a fold pattern, you can edit individual head, foot, face, spine, and lip trims. If you used a template, you can edit one gutter to apply the same gutter width to every page in the page grid.

12. In the **Marks** list, select and double-click marks or a mark group to add them to the currently selected press-run layout.
Each mark is also added to all linked layouts, and its name remains highlighted in the **Marks** list until you delete or edit the placed instance of this mark.

Using AutoSelect to generate press runs from a run list

Autoselecting a template or fold pattern imposes a product's run list by flowing its pages into the required number of autogenerated press runs.

This method works best for products with standard page counts that can be evenly divided into the autoselected page grid.

Autoselecting a template instead of a single page grid (fold pattern or template signature) applies the template signatures that will print the fewest possible pages.

1. In the **Pages** view, set up the product's run list.
2. In the **Layouts** pane, select and right-click a template or fold pattern.
3. Choose **Auto Select**.
The run-list pages flow into position in the generated press runs.
4. In the **Press Runs** view, check and adjust the results as needed.

Creating an imposition without using a Layouts resource

When you do not use a fold pattern or template **Layouts** resource, an imposition's fold sequence is determined by the section binding style and manual page numbering.

Note: In this guide, the term imposition typically refers to a fold-based layout for bound products.

You typically use this method when no available fold pattern or template matches a product's requirements for gutters, page numbering, and page orientation.

1. Start a new job—either for an actual job or just to set up a new template —and optionally set up a run list.
2. Select **Job** > **New Sheet** to start a new press run.
   A new press run is added in the **Press Runs List** and displayed in the workspace.
3. Change the stock and media selections, if needed.
4. Select **Job** > **Create Imposition**.
5. Define the imposition page grid by specifying the page size and the number of horizontal and vertical pages.

   The default page size is defined on the **General** tab in the Preferences dialog box.
6. Specify the page orientation for the reference page and the other pages in the grid.

Note: You can do this only if the **Fold Pattern** is **None**.

7. Click **OK**.

   - The press run in the workspace contains the page grid that you defined.
   - The template pages are numbered according to the default binding style.
   - If the run list is set up already, the run-list pages flow automatically through the template pages.

8. If the run list contains more pages to place, click the **Duplicate Sheet** tool in the **Press Runs List** toolbar as often as needed to place all the pages.
9. In the layout, select a press-run section to display, and select the binding style and set other options as needed in the **Properties** pane.

   You can optionally double-click the section to display its Modify Imposition dialog box.
10. In the layout, click and edit the gutter text boxes to set the face, foot, and head trims, and drag a section or edit its margin text boxes to reposition it on the press sheet.

Note: The same gutters and margins are applied to each duplicate of this press run.

11. Number or renumber the template pages as needed:
    a. In the workspace, click the **Page Numbering** tool.
       In the layout, any page that is a suitable low-folio candidate is highlighted.
    b. Click a template page to designate it as the low folio for this press-run section.
       The back page is automatically numbered, and any page that is a candidate for the next page number is highlighted.
    c. Click pages in succession until all pages are numbered according to the binding style and your desired fold sequence.
       The same numbering scheme is applied to each duplicate of this press run, and the run-list pages now flow through the press-run sections according to the new page numbering.
12. In the **Marks** list, select and double-click marks to add to the layouts.
13. To save the layouts as a template, select **File** > **Save As Template**, give the template a name, and select a location in the **Templates** folder.

    - Mac OS: The name can be up to 31 characters long, including the **.tpl** file-name extension. Avoid using special characters, particularly if you might open this file on a computer that is running Microsoft Windows.
    - Windows: The name can be up to 50 characters long, including the **.tpl** file-name extension. The name can contain spaces, but cannot contain any special characters, such as \ | : " " ? < > / .

    Each unique press-run layout is stored as a template signature within the template's TPL file in the **Templates** folder. The new resource appears in the **Templates** list in the **Layouts** pane.

Multiple imposition sections on a press run

A press-run layout can contain multiple identical or unique product sections to control placement of pages.

Identical sections can be used to print multiple deliveries of a product or product section on the same press run, or you can organize an imposition into multiple sections to flow the pages through different press runs and still be able to collate them correctly.

You can use multiple imposition sections for a variety of purposes. For example, use them to:

- Run a few color pages of a job on the same press sheet. You can use normal collation marks and text marks to identify the sections,

without additional custom marks. You can restrict marks to print on specific sections.

- Print two or more sections of a book product on a single sheetfed or multiple-web press run as the content becomes available. Identifying marks can be used to collate the parts and produce the correct final page order.
- Print sections with different binding styles on the same press run.
- Break up a large printing job into press runs.
- Run the color sections in one press run, and run the black and white sections in the other press runs.
- Print similar sections from different products on one press run.
- Print product sections out of order if some of the input files are not yet available.
- Run a job on a very large sheetfed or web press run.
- On one press run, print multiple small sections that small folding equipment can accommodate.
- Avoid problems by splitting sections when more folds are required than can be accommodated by the paper or folding equipment, or when media is difficult to fold.

Managing multiple sections

Each page is identified by a section number as well as a page number, to define the page flow.

All sections on a press run respect shingling and marks, including press sheet sluglines ($sig variable) and collation marks.

You can also renumber the sections and pages, including locked page numbers, such as to reprint or replace pages in a completed job. Or, if you print selected sections for an incomplete product, the collation marks might need to stay in the correct order.

Working with layout sides

In the **Press Runs** view, edit or check both sides of a sheet or web that uses a two-sided work style.

➢ Choose a task:

- To preview a specific surface in the workspace, expand the press run in the **Press Runs List**, and select the front or back of a sheet, or the top or bottom of a web.
- To view the next web in the current press run, select it in the drop list at the top-right corner of the workspace.

- To access the other side of the currently displayed layout for editing, click the **Flip** tool.
- To check back-to-front layout alignment as if using a light table, pull the **Transparency** slider tool to around the middle.
- To autonumber the pages on the back of a press sheet or bottom of a web, number the front pages.

Manually adding press runs

You can create a new press run in the **Press Runs List** by inserting an empty sheet or web before adding the layout, or by duplicating or copying a press run after completing its layout.

➢ Choose a method:

- To insert an empty press run that uses the default stock, select **Job** > **New Sheet**, or press Alt+click the **Duplicate Sheet** tool in the **Press Runs List** toolbar.
- To insert a new press run that contains the same layout as the currently selected press run, without content, click the **Duplicate Sheet** tool in the **Press Runs List** toolbar, or select **Job** > **Duplicate Sheet**.
- To insert an exact copy of the currently selected press run, with content, select **Edit** > **Copy** and then **Edit** > **Paste**. The new press run contains copies of the layout's content and template pages.
- To add a web that duplicates the currently selected web or sheet, select **Job** > **Web** > **Insert New Web**, or right-click the **Duplicate Sheet** tool in the **Press Runs List** toolbar. Adding a web to a sheetfed press run converts it to a web press run.

A new press run is inserted in sequence after the selected press run, and its first sheet side appears in the workspace.

Multiweb layouts

You can create a web press run with any number of webs, and then insert, delete, move, or copy webs as needed. Maintain the same zoom level and relative focal point as you toggle between the webs in the workspace.

Webs provide flexible options for working with sections:

- When you duplicate a web that contains an imposition section, the imposition is duplicated, and the page numbering is auto-upated across all the webs.
- You can also number or renumber the pages on each web individually.
- The pages for one product section can be laid out across all the webs in a press run.
- The printed press sheets that are cut from the web rolls can be placed on top of each other and folded to form a single signature.
- Each web in a press run can be shared by multiple sections.
- For example, when three sections are laid out across two webs in a press-run layout, the printed press sheets are cut from the web rolls and cut again to split out the three sections. Each section results in one signature.

Adding or replacing a press run's stock or media

Add or change the sheet and media size for a press run at any stage of a job.

Follow these steps to manually start up a new press run, or to change a press run's resources after creating a layout using any of the available methods. New press runs appear with the default stock.

1. Select the press run in the **Press Runs List**, or insert a new press run.
   You can change the stock and add a media as needed.
2. In the **Press Runs List**, select the press run.
3. To specify the plate size, double-click an item in the **Media** list.
   A scaled gray rectangle appears in the workspace.

Note: If you do not select a media now, you can select it when you print the output.

4. To specify the press-sheet size, double-click an item in the **Stock** list.
   A scaled white rectangle appears in the workspace.

Note: If you add both a media and a stock, the stock rectangle snaps onto the media's defined punch location.

Adding marks to a press-run layout

When you add a mark to a press run, it is anchored and positioned automatically according to its defined properties.

➤ In the **Marks** list, select and double-click marks to add them to the currently selected press-run layout.

You can add individual marks, mark groups, and selected marks from within a group to a press-run layout.

The marks are also added to any linked press runs, and the name of each placed mark remains highlighted in the **Marks** list until you delete or edit it.

The job file references any mark files that it uses. However, if you edit or move a placed mark so that its properties no longer match a stored SMK file, the mark data is embedded and stored in the job file.

Bleed margins for sections with bottling

Bleed margins for bottled pages are restricted to the original position of the page bleed margins, so that the bleeds do not overlap with adjacent pages.
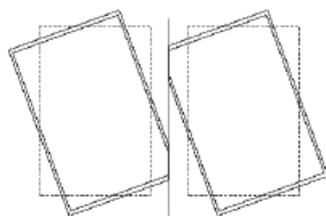
In this example:

- The dashed lines represent the original position of the page bleed margins.
- The solid lines represent the position of the bottled pages.
- The solid double lines indicate where the bleeds are retained.

Shingling the page images for creep compensation

Creep in a book can cause content to be trimmed due to pages pushing out when the sections are folded. You compensate for creep by

progressively shingling the page image areas towards the binding to decrease the page gutter or margin width, without affecting content. If you must maintain the gutter and margin widths, you can choose to progressively scale the images instead of shifting them.

The amount of creep in a book is affected by the number of folds and by paper thickness, and the affected pages depends on the binding style:

- In a saddle-stitched books, the increased thickness at the fold can cause the inside section to push out.
- In perfect-bound books, creep is limited to the inner pages in each individual section.

Note: To additionally compensate for page skew that might be due to the number of pages, the thickness of the paper, or the folding equipment, you can apply **Page Bottling** rotation in the template page properties. You can also override a product's shingling settings for specific template pages.

1. Configure the related settings on the **Output** tab in the Preferences dialog box as needed:

Scale shingled pages	Choose the default scaling type: • **Anamorphically (Horizontally)**: Changes the vertical and horizontal ratios • **Proportionally**: Retains the vertical and horizontal aspect ratio
Shingle crop marks	Shifts the crop marks along with pages that are shingled for creep

2. Determine the amount of shingling to apply, using either the approximate formula or exact method.

    Approximate formula: (number of sheets/4) × stock thickness

    The value that you use for the number of sheets depends on the binding type:

    - If perfect bound: pages per section
    - If saddle-stitched: pages per product or part

    Tip: The value of stock thickness is measured in microns. Use a micrometer or obtain the measurement value from the paper supplier.

3. Exact method:

   a. Make a folding dummy using the same kind of paper and the same folding equipment that you plan to use for the job.

   b. Measure the amount of creep with a precise instrument.

   c. Measure the difference between the outer edge (face) of the outermost page and the outer edge of the innermost page. This is the total creep compensation amount that is needed, which you can apply to either the innermost or outermost pages or divide between the inner and outer pages.

4. In the **Shingling (Creep)** property, optionally select the **Scale** check box to preserve the margins and progressively scale the images instead.

5. In the **Inner** and **Outer** boxes, specify the distance and direction to move the innermost and outermost page edges.

   • If **Scaling** is not selected, positive values move the image area toward the bind edge of the page, and negative values move the image area away from the bind edge.

   • If **Scaling** is selected, positive values reduce the image area, and negative values increase the image area, based on the Preferences settings.

   • For a perfect-bound or come-and-go product or part, the **Inner** amount shifts or scales the innermost pages of each section. The specified amounts are applied to the largest sections, and shingling on any smaller sections is scaled back so that all sections match each other after binding.

   • For a saddle-stitched product or part, the **Inner** amount shifts or scales the innermost pages.

6. To override the shingling for specific pages, edit the template page properties.

   For example, to prevent image distortion in crossover text or images that spread across adjacent pages, you can apply zero shingling and zero-bleed margins.

Ganged layouts

A ganged layout consists of independently positioned pages on a press sheet. You can rotate, scale, align, group, and step-and-repeat the pages, and edit the margins and gaps directly in the workspace or in the **Properties** pane. Ganged layouts can be manually generated, or you can use the AutoGang feature.

Ganged flat-work layouts

You can arrange independent pages to create ganged layouts that make effective use of the press runs.

Mixed-size, flat-work products can be ganged on the same press run:
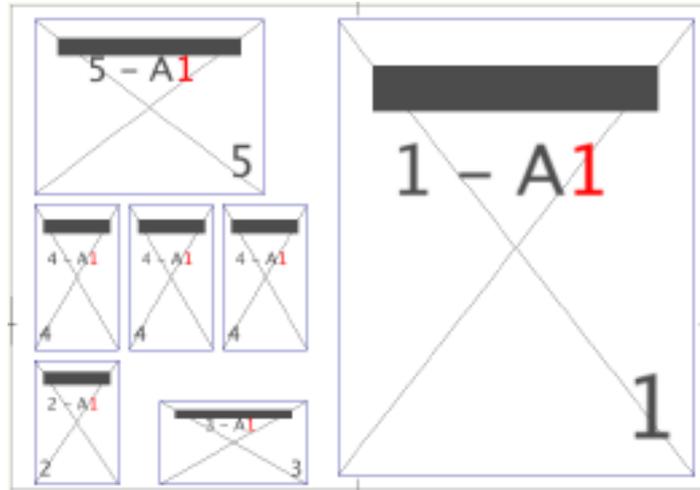
You can step and repeat a page to fill a selected area on the press sheet with duplicates, which is useful for jobs such as business cards.
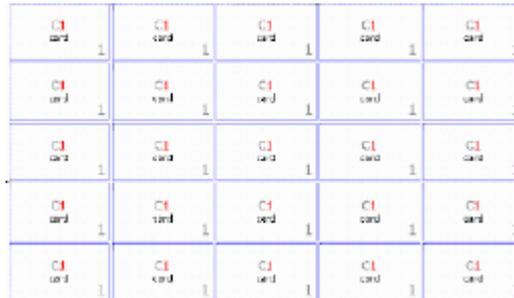
For nested work, you overlap pages, typically for press sheets that are being finished with die-cutting. The input files require transparent backgrounds.
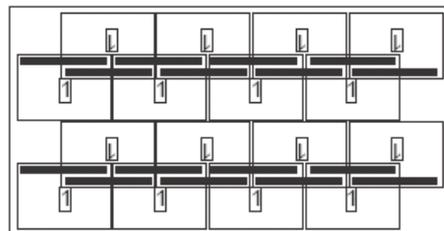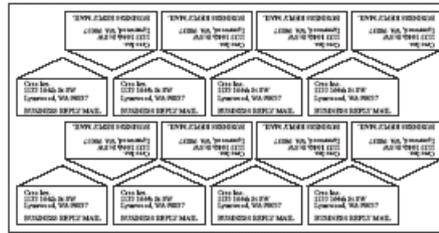
You can completely overlay independent pages, resulting in what is traditionally called a double burn. The final imposed page combines two or more images, depending on how many pages you overlay.

This technique is useful for products that use the same content on each page plus additional or changing information.

Depending on the intended use, the input files of the overlaying pages might require transparent backgrounds.

Manually creating a ganged layout

Ganged pages have no dependency on adjacent pages, and you have full control over their positioning.

Requirements: On the **General** tab in the Preferences dialog box, select a snap option for placing pages.

Note: For gang-only jobs, you add the PDF file pages to the **Files** list and then work directly in the **Press Runs** view. You do not set up a **Pages List**. For licenses that support multiple products, the ganged pages also appear as two-page (front, back) products in the **Pages List**.

1. Select the pages using any of these methods:

   - In the **Files** list, select a PDF file or file placeholder.

     Note: If the content files are not yet available, select **Job** > **Create File Placeholder** to add the required number of placeholder pages to the **Files** list.
   - In the **Files** list, expand a multipage file to view its list of pages. Select a single page, or press Shift+click to select multiple pages.
   - Select a PDF file from an accessible folder in the file directory.

2. For manual ganging, drag the selected pages to a position on the press sheet.

   - If you drag the pages to an empty area, the pages cascade onto the sheet, and you can arrange them.
   - If you drag a page to a position near an existing page on the sheet, it snaps into the default snap position that is defined in the Preferences dialog box.
   - If you drag the selected pages onto a template page, the first page is assigned to the template page position, and any

additional new content pages flow through the available
template pages in sequence.

Note: Any existing content on the affected template pages is replaced.

3. In the **Marks** list, select and double-click marks to add to the layouts.

4. Select **File** > **Save** to save the job.

Step-and-repeat layouts

Use step-and-repeat to quickly fill an area with copies of a page, page
group, or multiple pages, while retaining the same template page
numbers and settings as the original pages. The pages are
automatically grouped and function as a single object that can be
ungrouped.

To create a step-and-repeat group, you can use the **Step & Repeat** tool,
or you can apply advanced settings in a dialog box.

- When you click the **Step & Repeat** tool, a new toolbar appears with
  options for separating the pages in the group of copies that you will
  create.

  As you drag a page across an area, the number of copies that will fit
  is displayed and updated. In this example, the lower-left page was
  used to create a step-and-repeat group of 42 pages that flowed
  around an existing page.
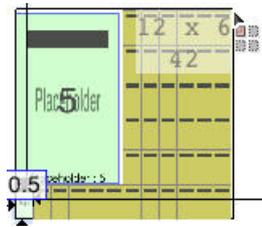
- Use the Duplicate dialog box when you need to create a step-and-
  repeat group with particular requirements.

  For example, you can choose to fill the press sheet with as many
  repeated pages as will fit and whether to flow around existing pages
  or marks.

Step and repeat options (Duplicate dialog box)

Use advanced options when you need to create a step-and-repeat group with particular requirements.

Select a page in the workspace, and select **Edit** > **Duplicate**.

Fill press sheet with stepped pages	Fills the press sheet with as many stepped pages as will fit
Apply specific number of steps	Repeats the page by the number of horizontal and vertical steps that you specify
Arrange pages	**Trim to trim** (default): The trim edges touch, and any inner bleed margins are automatically removed. **Bleed to bleed**: The inner bleed margins are automatically adjusted to half their original width. **Gutters**: When you specify the horizontal and vertical distances, any overlapping bleed margins are automatically adjusted to split the width equally.
Step around existing pages, Step around existing marks	Select these check boxes to prevent the page copies from covering any existing pages or marks.
Center the result on the press sheet	Select this check box if you want the group that will result from the step-and-repeat action to be centered on the sheet. If this check box is cleared, the pages are stepped to the right and down from the original page.

Working with ganged page groups

Ganged page groups are treated as single objects.

Requirements: Use these tasks to organize ganged pages into groups after adding them to a press run.

➢ Choose a task:

Group selected pages in their current position	Drag a marquee to select the pages, and click the **Group** tool.
Group selected pages and apply uniform gutters	1. Select a reference page for the group. 2. Optionally lock the page to its position on the sheet, in the template page properties. 3. Drag a marquee to select the pages. 4. Edit the reference page gutter text boxes. 5. Click the **Group** tool. The same gutters are applied throughout the group.
Break a group apart	Select the group and click the **Ungroup**tool.
Step and repeat a selected page or group	Choose a method: • Basic: With the page selected, click the **Step & Repeat** tool, select how the repeated pages are to be separated, and drag the page to the opposite corner or side of the area. • Avanced: Select **Edit** > **Duplicate**, and set the options that appear.
Replace a content page within a group	Drag the new content page to the target page position, and release the mouse when the recycle symbol appears. All same-numbered template pages are updated with the new content. To replace one content page without updating all the other same-numbered pages, use Option/Alt + drag.
Edit gutters in a selected group	1. Click the **Ungroup** tool. 2. While the ungrouped pages remain selected, edit one page's gutter text boxes. The same gutters are applied throughout the group. 3. Click the **Group** tool to regroup the pages.
Access the properties of all pages in a group	Select the group, and in the **Properties** or workspace, make any required edits. Unedited settings for individual pages are not affected.

Rotate a page group	Select the page and cick **Rotate**. Rotating a group rotates the entire group as if it were one object:
Rotate one page in a group	1. **Ungroup** the pages. 2. Click elsewhere so that the pages are no longer selected. If you apply rotation while the pages are still all selected, page overlap will result: 3. Select the page and click **Rotate**. 4. Edit the gutters if necessary. 5. Regroup the pages.
View the dimensions of a group	Select **View** > **Show Page Sizes**, and select the group.
View the page counts of groups	Select **View** > **Show Group Count**.
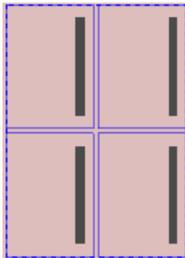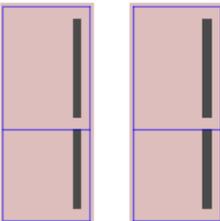
A dashed line forms a blue rectangle around grouped pages.

Setting gutters between ganged page rows

1. Select a page to use as the reference for the pages for which you want to set common gutters.
2. Optionally lock the page into position.
3. Drag a marquee around all of the pages that you want to arrange in a uniform layout, including the page that you will use as reference.
4. To set the vertical and horizontal gutters for all of the selected pages, edit the reference page's gutter text boxes. For example, if you are using the lower-left page as the reference, you will edit its top and right gutters.

Removing a ganged page from a press run

- To remove a content page with its template page, select the content page and press Delete.
- To remove a template page that has no content, select the template page and press Delete.
- To remove a content page without removing its template page, use Command/Ctrl + Delete.

Note: Removing a template page that has content on its other side also removes both content pages from the layout.

5 Assembly

The **Assembly** view gives experienced prepress operators or planners a visual and efficient way of planning a complex product's sections before creating the press runs. You can define or edit product intent, compare your settings with any JDF-specified values, and use drag-and-drop or manual editing to make adjustments.

Note: Access to the **Assembly** view and the **Products** list is license-dependent. This also applies to the corresponding ability to work with multiple products, parts, and binding styles in a job.

Product intent and assembly planning

Start a product assembly by entering the available product intent that describes the customer's product requirements, or by opening a JDF file that prefills this information.

The **Assembly** view provides access to all the information and settings that you need for planning a job's product assemblies:

Use this:	To view or edit this:
Product Intent dialog box	The job information and product intent for the first product in a job
Assembly workspace	The assembly of each product's parts and sections in graphic or list format, with visual indicators for items that require your input
Products list	The basic structural components, with visual indicators for items that need to be added to a press run
Properties pane	The detailed settings for a selected item, with visual indicators for settings that require your input. For JDF-based jobs, you can expand this pane to compare your settings with the original JDF requirements.

Product intent can also be accessed from other views:

- In all views, you can view the basic structural components in the **Products** list.
- In the **Press Runs** view, you can edit any of the press-run section properties that are linked to the corresponding product section's intent, such as the stock, fold pattern, or colors.

Notes:

- Other details that you add in the **Press Runs** view, such as marks and content page adjustments, have no relationship with product intent.
- To make significant structural changes, such as increasing or decreasing a product's total page count, you must edit the product assembly.
- For basic jobs that do not consist of multiple products, parts, or binding styles, you can ignore product intent and work entirely in the **Press Runs** view, using **Pages** view when needed.
- If you reopen a job that was created in an older version of the software that did not yet support multiple products and parts per job, then that entire job is treated as a single product with a single part.

Product parts

You can plan the following part types for a product assembly:

- **Cover**: The outermost part of a bound product. You typically choose a standard fold pattern for covers, depending on the binding type.
- **Text**: The body part of a bound product, consisting of sections that will be perfect-bound or saddle-stitched along the spine edge
- **Folder**: A single-section part that is cut and folded only, for products such as a gatefold brochure. A folder spine is not stitched or glued.
- **Flat work**: A single-section part that consists of only one front and (for two-sided work) one back template page, with no anticipated folding or binding, such for book marks.

Preparing a job assembly

You typically start planning a new product assembly when you receive the job ticket from an estimator or the MIS.

Note: Access to the **Assembly** view and the **Products** list is license-dependent. This also applies to the corresponding ability to work with multiple products, parts, and binding styles in a job.

Adding a product via the Products pane

From either the **Press Runs** view or the **Assembly** view, you can use the **Products** pane to quickly add products and parts for new jobs or in-progress assembly jobs.

New jobs always contain one default product, and if your license supports multiple products, you can add products.

1. In the **Products** list, right-click a product, and select **New Product**.
2. Select the new product that appears in the list.

   The **Properties** pane displays the settings for this item.
3. Switch to the **Properties** pane to define the details:
   a. Rename the product (if desired).
   b. Specify the total **Page Count**.
   c. Select a **Binding Style**.
   d. Provide values for the other properties (as required).
4. In the **Products** list, right-click the product and select **New Part**.
5. Select the new part that appears in the list.

   The **Properties** pane displays the settings for this item.
6. In the **Properties** pane, define the details:
   a. Rename the part (if desired).
   b. Select its **Type**.
   c. Specify the total **Page Count**.
   d. Specify the number of pages that are to be in its **Largest Section**.
   e. Provide values for the other properties (as required).

   The part name in the **Products** list is updated to show the page count, and the part now contains its list of sections.
7. Repeat as needed to add parts and products.

Starting an assembly job with product intent

Set up the assembly for the first product in a multiproduct job by entering the available intent details in a single dialog box.

Requirements: This procedure assumes that the necessary resources are already configured.

Note: Access to the **Assembly** view and the **Products** list is license-dependent. This also applies to the corresponding ability to work with multiple products, parts, and binding styles in a job.

Product intent information is shared between the Product Intent dialog box, the **Products** pane, the **Assembly** workspace, and the **Properties** pane for a selected product component.

Note: Only one job can be open at a time.

1. Select **File** > **New Job With Product Intent**.
2. In the Product Intent dialog box on the **Products Intent** pane, provide the product assembly requirements, including its total page count.
3. In the **Comments** box, optionally type a reminder or memo that you or other operators can review and edit in the **Properties** pane for this item at any time.
4. On the **Parts Intent** pane, define the part assembly requirements for each part in this product:
   a. To add a part, click **[+]**.
      A new expanded tab of blank properties appears, labeled with the default name for the part.
   b. Rename the part (if desired), select its **Type**, specify its total **Page Count**, and provide values for the other properties. (After closing this dialog box, you will still be able to edit or provide any missing values via the **Properties** pane.)
   c. Repeat as needed to define all the parts for the product.
      You can click the tabs in the **Parts Intent** pane to toggle between multiple parts.
5. When you finish defining the product parts, click **OK** to close the dialog box.
6. If additional products are required for this job, select **File** > **Add New Product Intent**, and repeat the above steps as needed.
7. If you need to define more parts after you close the Product Intent dialog box, you can click **[+]** in the **Parts** area of the product's **Properties** pane.

The product structure appears in the **Products** list and workspace.

Next:

You can continue to refine the assembly, until you are ready to generate the press runs.

Managing product assemblies

Based on the product intent and the bindery's requirements for a product, organize the product assembly in the **Assembly** workspace.

Requirements: You already defined the intent for one product and now need to make changes.

Note: Access to the **Assembly** view and the **Products** list is license-dependent. This also applies to the corresponding ability to work with multiple products, parts, and binding styles in a job.

➢ Choose your tasks:

Note: Although there are typically multiple ways to perform a task, this list describes only one way of performing each task. For example, you can manipulate an object in the workspace or edit its settings in the **Properties** pane to immediately update both.

Option	Description
Edit product section properties:	In the workspace, select the product section, and in the **Properties** pane, edit its settings as needed.
Edit part properties:	In the **Products** list, select the product, and in the **Properties** pane, rename it and edit its settings as needed.
Rearrange and renumber sections:	In the workspace, drag the sections into the desired sequence.
Change a section's binding style in relation to other sections in a part:	In the workspace, drag a section to visually change its binding relationship to another section in the part. • For perfect binding, drop one section directly under or above and left-aligned with another section, so that they appear stacked. • For saddle-stitched binding, drop one section at the right side of another section, so that a connecting line indicates a nested relationship.
Combine sections into a single section:	In the workspace, drag one section directly onto another section.
Add sections and pages to a part:	In the **Products** list, click the part, and in the **Properties** pane, edit its page count. The required number of additional sections appear in the workspace and in the **Products** list, based on the part's default binding style and largest section size.
Edit a product's page count	In the **Products** list, click the product, and in the **Properties** pane, edit its page count. Sections are automatically added or removed as needed, which you can adjust as needed.
Add parts to a product	In the **Products** list, click the product, and in the **Properties** pane in the **Parts** area, click **[+]** to add parts to the list. Double-click a part in the list to display its settings.

Option	Description
Split a section	1. In the workspace, select the section, and click the **Split Section** tool. 2. Specify the number of sections to create from the selected section, and click **[+]**. A list appears with the sections and page counts that can be created to total the original page count. When all pages are accounted for, a running tally indicates that zero pages remain to be placed. 3. If you prefer to split the section differently, edit the results by overtyping the page counts for each section. You can type a page count into the extra placeholder to increase the number of sections in the split. 4. When you are satisfied with the distribution of the pages, click **OK**. The new sections appear in the workspace, replacing the original section. 5. Drag the sections as needed to define the sequence and binding styles.
Delete a part or section	In the **Products** list or workspace, click the part or section, and press Delete. To avoid an error condition, also edit the product's page count.
Add a product	Select **File** > **Add New Product Intent**, and provide the details.
Edit a product's properties	Edit a product's initial properties using the Product Intent dialog box. This sets the default values for any parts and sections that you might later add. To edit an existing product, select the product in the **Products** list to display its settings in the **Properties** pane. After you close the Product Intent dialog box, you can edit only the the product name, job ID, customer name, due date, and comments, and you can add and delete parts. The remaining values are read-only and reflect the sum total of the parts and sections.

The section properties and page ranges are automatically updated in all applicable panes when you change the section binding styles, page counts, and sequential position within the part.

Using drag and drop to edit an assembly

Edit the binding styles and section sequence using your mouse.

Requirements: Define the product intent, and view it in the **Assembly** workspace.

➢ In the **Assembly** view, choose a task:

- Change the section sequence or binding type.

  As you drag, a guideline and wireframe section box indicates the nearest drop point. For example, drag a saddle-stitched section to the left to convert it to a perfect-bound section:
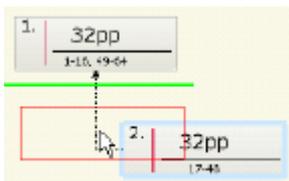
- Create a part with mixed binding styles.

  In this example, one section is saddle-stitched to another, and the resulting booklet is perfect bound to the third section.
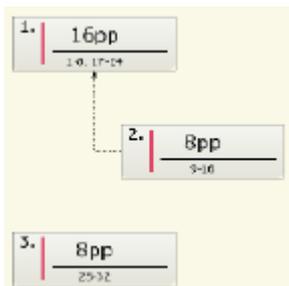
  The **Binding Style** in the **Properties** pane for section 1 will display a value of **Multiple**, and the page range is dynamically updated.

- Combine two sections and their page counts.

  Dragging a section onto another section creates one merged section—drop the dragged section when the target section becomes highlighted:
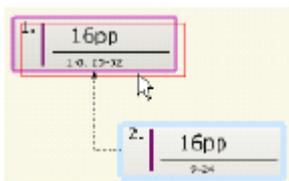
The section properties and page ranges are automatically updated in all applicable panes when you change the section binding styles, page counts, and sequential position within the part.

Generating an assembly's press-run layouts

After defining a product assembly, you can trigger automatic generation of the press-run layouts.

1. In the **Assembly** view, ensure that the product is fully defined.

   Note: If it is only partially defined, do not use this procedure. Instead, you can manually finish defining its parts and sections and creating the press-run layouts in the **Press Runs** view.

2. Select the product in either the workspace or in the **Products** list.

3. Click **Generate Press Runs**.
   If the press-run layouts are successfully generated, the view switches to the **Press Runs** view. If they fail to be generated, you can edit the settings and try again, or switch to **Press Runs** view and manually complete the job.

   Next: In the **Press Runs** view, check and adjust the generated press-run layouts and trims as needed, and print the output.

Assembly view reference

As you define and edit an assembly's properties in the Product Intent dialog box, **Assembly** workspace, **Properties** pane, and **Products** panes, the corresponding settings are updated in all of these areas.

Products list

The **Products** list maintains a summary of the job's products, parts, and sections. You can select a component to display its settings in the **Properties** pane. When manually building press runs, you can drag the product sections from this pane to to create press-run sections.

Note: You can right-click any item in the **Products** list to access a context menu for adding products and parts.

Product and part details	Collapse and expand your view of products as needed. The following information about each

product is displayed and updated as you make changes:

- Product: Color-coding, name, planned page count
- Part: Color coding, name, page count, planned colors
- Sections: Color coding, number, part name, section page count

Assembly workspace

In the **Assembly** workspace, you can toggle your view of each product's assembly between a graphical format and a more compact list format. You can drag sections to rearrange or merge them or to change their binding styles.

Split Section tool	This tool displays the Split dialog box. Specify the number of sections to create from the selected section, and click **[+]**.
Pan	Drag your view of the workspace.
Toggle product view	/ Switch between viewing a product in a graphical format or a more compact list format.
Color coding	A unique color code identifies the corresponding products in the **Products** list and the **Assembly** workspace.
Product and part details	Collapse and expand your view of products as needed. The following information about each product is displayed and updated as you make changes:

- Product: Color-coding, name, planned page count, page size
- Part: Color coding, name, page count, planned colors, page range
- Sections: Color coding, number, part name, section page count, planned colors, page range

Visual information	The arrangement of the sections indicates the binding type:
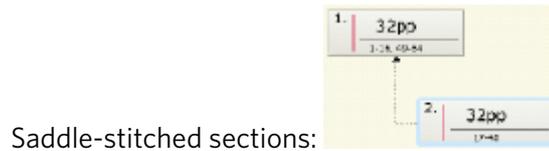
Saddle-stitched sections:

In list format, smaller icons are used:
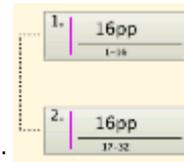
Perfect-bound sections:

| **Generate Press Runs** | If the product intent is sufficiently defined, the required number of press runs and impositions is automatically generated, and the run-list pages flow into position according to the template page numbering. |

Product properties (assembly intent)

Product Name	Use or edit the default name.
Job ID	Optional; blank by default; accepts alphabetic characters and numbers
Due Date	The date that you type appears in the format *yyyy-mm-dd*. This information is currently for your own reference only.
Planned Page Count	The product page count, which is initially specified in the product intent, can be updated only by changing the part page counts.
Binding Style	Determines the sequence in which content pages flow through the template pages on the press-run layouts:

- **Flat Work** (no binding)
- **Perfect Bound**
- **Saddle Stitched**
- **Come and Go**
- **Cut and Stack**
- **Mixed** (more than one binding style)

| **Planned Colors** | Select a predefined common color resource, or type a new descriptor as a placeholder for the actual color. |

Comments	Type or view a note for your own reference or for/from another operator.
Parts	Click **[+]** to add as many parts as needed, which derive their default properties from the product. To display a part and its properties, double-click the part name.
Generate Press Runs	If the product intent is sufficiently defined, the required number of press runs and impositions is automatically generated, and the run-list pages flow into position according to the template page numbering.

Part properties (assembly intent)

Part Name	Use or edit the default name.
Part Type	Can be **Cover**, **Text**, **Folder**, or **Flat work**
Planned Page Count	The number of pages that you expect this part to contain
Trim Size	The planned width and height of the printed product page, after it is bound and trimmed. The default dimensions are defined on the **General** tab in the Preferences dialog box.
Binding Style	Determines the sequence in which content pages flow through the template pages on the press-run layouts: • **Flat Work** (no binding) • **Perfect Bound** • **Saddle Stitched** • **Come and Go** • **Cut and Stack** • **Mixed** (more than one binding style)
Largest Section	The highest number of pages that will be in the page grid of the largest section. This value filters the fold pattern list and determines the product sections that are created, based on the part's page count.
Planned Colors	Select a predefined common color resource, or type a new descriptor as a placeholder for the actual color.

Stock	When you select a stock resource from this list, its defined press-sheet dimensions are also displayed.

Product section properties

Select a section in the **Products** list or workspace to display its settings in the **Properties** pane.

The **Part Name**, **Part Type**, and **Binding Style** are derived from the part properties.

The ability to edit properties can also depend on whether you are viewing a press-run section in the **Press Runs** view or a product section in the **Assembly** view, and whether you create the imposition in the section from a fold pattern or a sheet-based imposition.

Part Name	Use or edit the default name.
Part Type	Can be **Cover**, **Text**, **Folder**, or **Flat work**
Section	The number that determines the binding order of the product sections. If the product sections are rearranged in the workspace, the section numbers are automatically adjusted to reflect the new sequence.
Lock	Select this check box to prevent this product section from being rearranged within the assembly.
First Page Number	Determines the starting page and range of run-list pages that will be printed in this section, based on its page count
Trim Size	The planned width and height of the printed product page, after it is bound and trimmed. The default dimensions are defined on the **General** tab in the Preferences dialog box.
Template Name	If a template was used to build this press run, displays the template name. Otherwise, a default **Untitled** name is assigned, with a number that increments for each existing Untitled template in the **Templates** list. If you save the current job as a template, the new name is displayed.
Page Count	The number of pages in this component
Fold Pattern	Select from the filtered list of fold patterns that match the section page count, or click **Browse for fold pattern** to display the Select A Fold Pattern dialog box.

Binding Style	The style that determines the sequence in which the run-list pages flow through the template pages on the press-run layouts
Reference Page	Applies only to sheet-based impositions that you create or add from a template.Select the orientation of the section's lower-left page, which serves as the reference for the other pages in this section.
Lay out additional page	Applies only to sheet-based impositions that you create or add from a template. Select the orientation of the other pages in this section, relative to each other, based on the reference page.
Planned Colors	Select or type the names of the colors that are planned for this item.
Colors	Displays the actual content colors that are defined in the PDF input files (not editable). Note: Use the **Pages** view to check for discrepancies between planned and actual colors.
Comments	Type or view a note for your own reference or for/ from another operator.

The following properties can be edited only in the **Press Runs** view:

Fold Flip	Select **No** to flip the fold pattern and change its flipped state to **Yes** (flipped).
Fold Rotation	Set the degree of clockwise rotation, relative to the sheet's grip edge.
Bind Edge	Experienced users can apply flip and rotate transformations to change the orientation of the pages relative to the bind edge. For more details, see the *CIP4 Pagination Catalog*, available at *http:// www.cip4.org/*.
Head Trim, Foot Trim, Face Trim, Spine, Front Lip, Back Lip	The applicable gutter or margin widths that will be trimmed from the page edges; applies only to impositions that are based on a fold pattern; editable after you select a **Fold Pattern**. In addition to setting individual trim margins, you can set a spine width (such as for the backbone of a book cover) and lip widths (such as to create overfold edges on the front or back page of the folded signature).

6

Output printing

When you print a job, you generate the output the files that contain its layout and imaging data, or you can print directly to a connected device. A job's output can target multiple media resources and can be split by component type.

Basic steps for printing the output

When you print the output, you provide basic information, such as the print range, and you can also set up advanced options for color mapping and web growth compensation.

1. Optional: In the Preferences dialog box, load a suitable profile or set options as needed on the **Output** tab.

   You can set default values for:

   - **Output type** (**PS**, **PDF**, **PJTF**, **JDF**, or **PPF**)
   - **CIP3/PPF** (**Generate multipage cut blocks**, **CIP3 units**)
   - **JDF** (**Include JDF folding data**, **Include HTML for WST equipment setup**)
   - **PDF** (**Split File Name**)
   - **Display punch mark**
   - **Print side center marks**
   - **Ignore split file output errors**
   - **Print crop marks for bleed bounds**
   - **Auto rotate for best fit**
   - **Center image on media**
   - **Output PS marks flats for PJTF/JDF**
   - **Print page and sheet bounding boxes**
   - **Skip device warning**
   - **Scale shingled pages** (**Proportionally** or **Anamorphically**)
   - **Shingle crop marks**

2. Select **File** > **Print**.

3. In the **Send to** list in the Print dialog box, select the output file type or **Printer**.

4. Accept or change the **Media**.

   Any change that you make to the media selection applies to the entire output.

5. Set up other print options on the dialog box tabs as needed.

6. Click **Print**.

7. If you are printing divided output and the Print File ID dialog box appears, type an identifier to include in each file name, and click **OK**.

8. If printing to file, specify a file name and folder location for the output.

    If you generate divided output for media configurations that are set up with divided output paths, the files are placed in those folders and you cannot redirect the output.

Printing job layout reports

Print layout mockups and press-run summaries in a report, which you can use for your own reference or provide to another operator.

1. Select **File** > **Print Job Layout Report**.

2. In the **Send to** list, select the output type (typically **PDF** or **Printer**).

3. In the **Job Report Media** list, select the media size.

Note: Selecting **Generic PostScript Printer** applies the printer's default page size.

4. Click **Print**.

The report includes a mock-up of and details about each press run, including press run ID and sheet or web number, sheet size and utilization, run length, and color separation names.

Output Preferences

The output settings that are defined in the currently loaded profile are applied by default when you print a job.Use a custom profile to store and load specific print settings that you define on the **Output** tab in the Preferences dialog box.

In Mac OS: Select **Preps** > **Preferences** > **Output**.

In Microsoft Windows: Select **Edit** > **Preferences** > **Output**.

Defaults

Output Type
- **Printer**: Prints to the printer that is selected in the Connection dialog box. Divided output is not available.
- **PS**: Generates one or more PostScript files

- **PDF**: Generates one or more PDF output files
- **PJTF**: Generates an Adobe Job Ticket file for workflows that require Portable Job Ticket Format job data
- **JDF**: Generates a Job Definition Format file
- **PPF**: Generates one Print Production Format cutting-data file per press sheet

CIP3/PPF

Generate multipage cut blocks	Clearing this check box configures the cutting data in PPF output to correctly handle adjoining cut blocks for perfect-bound and saddle-stitched impositions.
CIP3 units	Select the measurement unit that is required by the cutting equipment.

JDF

Include JDF folding data	Forwards the CIP4 folding data that is received in a qualified MIS JDF job file, for the setup of CIP4-compliant folding equipment
Include HTML for WST equipment setup	For automation of Wafer Systems Technology (WST) equipment only. Select this check box to add HTML postpress information to a **JDFMarks-Flats** subfolder in the output folder.

Notes:

- The job notes must include *JobID* and *JobName* values.
- The **Output PS marks flats for PJTF/JDF** preference must be enabled.
- The press-run layouts must include WST bar code marks (PDF for working on the layouts, PS for output).

PDF

Split File Name	Generates divided output file names according to the format that you specify. You can include literal text and file-name variables.

- Use `{ }` curly brackets to enclose the variable name followed by its limits, which are enclosed in **<>** angle brackets. The variable names

must not contain spaces, although any spaces that exist in the substituted value or any literal text are maintained.

- Use <> angle brackets to indicate how many characters will represent the value. For example, <3> uses 3 characters, and a value of 2 will appear as 002.
- Use [] square brackets to enclose any literal text that is to appear "as is".

The following list of available variables shows the software maximum characters in the angle brackets, which you can edit.

- Up to the first 19 characters of the job's identifier (including spaces) can be used. Choose a variable:

  ❏ {*PrintID*<19>} derives the value from the Print File ID dialog box.
  ❏ {*JobName*<19>} derives the value from the job's file name and includes the .job or .jdf extension, except when it is saved without an extension in Mac OS.
  ❏ {*JobID*<19>} derives the value from the job notes.

  Note: If you include *JobName* instead of *PrintID* and are printing divided PDF output to a network folder, ensure that the folder and contents are correctly set up with read and write privileges for Group and Other.

- {*Device*<19>}, derived from the **Media** resource for the press run
- {*Sig*<3>}, derived from the **Press Run ID** in the job's **Press Runs List**
- {*Side*<2>}. The value will be:

  ❏ All sides: the number 0
  ❏ Separated sides: a letter incrementing from A to Z

- {*XTile*<1>}{*YTile*<1>}. The following numbers identify the tiles:

  ❏ All tiles: Number 0
  ❏ Selected X tiles: Numbers incrementing from 1 to 9
  ❏ Selected Y tiles: Letters incrementing from A to Z

- [*FileNameExtension*]. Use literal text to specify the file type. For multiple output types, [.m] is used.
- {*ColorNum*<2>}. The following numbers identify the separations:

  ❏ Process colors: The numbers 00 to 04 (00=multiple colors, 01=cyan, 02=magenta, 03=yellow, 04=black)
  ❏ Spot colors: The numbers 05 to 98, according to the list on the **Color Separations** tab in the Print dialog box
  ❏ Composite: The number 99

Note: Remember to reduce the size of the other variables if needed.

General

- **Display punch mark**
- **Print side center marks**
- **Ignore split file output errors**: Prevents an error from interrupting a divided (split file) output operation. You can check the Status or Job Log window for output error information.
- **Print crop marks for bleed bounds**
- **Auto rotate for best fit**
- **Center image on media**
- **Output PS marks flats for PJTF/JDF**: For advanced users. Select this check box if you have special production marks that are written in PostScript and that must be included with PJTF or JDF output.

Note: A PDF version of each PostScript mark is required for building the layouts and editing the SMK properties.

- **Skip device warning**: Suppresses the message that appears when the selected media is smaller than the stock, such as when tiling

Scale shingled pages	Choose the default scaling type: • **Anamorphically (Horizontally)**: Changes the vertical and horizontal ratios • **Proportionally**: Retains the vertical and horizontal aspect ratio
Shingle crop marks	Shifts the crop marks along with pages that are shingled for creep

Common Print options

These options appear on every tab in the Print dialog box.

Select **File** > **Print**. The following options appear on all tabs of the Print dialog box.

Send to	Lists all available output types, and displays the current output type. You can select a different output type each time you print. • **Printer**: Prints to the printer that is selected in the Connection dialog box. Divided output is not available. • **PS**: Generates one or more PostScript files • **PDF**: Generates one or more PDF output files

- **PJTF**: Generates an Adobe Job Ticket file for workflows that require Portable Job Ticket Format job data
- **JDF**: Generates a Job Definition Format file
- **PPF**: Generates one Print Production Format cutting-data file per press sheet

The default type is defined on the **Output** tab in the Preferences dialog box.

Copies   Specify the number of copies to be printed.

Comment text Type text or text-mark variables to build the the `$Comment` text mark for this job.

Media   Lists all available media resources, including any tile sets that you create, and displays the job's media selection. The default media is **Press Sheet Size**.

If **Multiple** appears, then the output targets more than one media size and will be imaged by one or more devices:

- Changing this setting applies the selection to the entire output.
- The lowest supported capabilities apply to the entire output.
- One JDF, PJTF, or PDF output file contains the separate media information for each press sheet.
- JDF or PJTF output also includes a separate marks flat per media.
- PDF output generates a single file that contains the different media sizes, and only the applicable press runs are printed by each device. (To send separate files, you can use divided output.)

Connection   Displays the connected printer that is currently selected in the Connection dialog box for the target media; not displayed for multiple media.

Print   Sends the output to the **Send to** selection. The default output path is defined on the **Folders** tab in the Preferences dialog box.

If the Print ID dialog box appears, type an identifier that is prepended to the file name of each output file generated. The maximum number of characters for the **Split File Name** is defined on the Preferences **Output** tab.

If the Print ID dialog box does not appear, it indicates that the split file name format in Preferences uses a different identifier.

General Print options

Use the **General** tab in the Print dialog box to set up the basic output requirements.

Select **File** > **Print** > **General**.

Specify print range	Select this check box to print a partial job.
	Use a dash to indicate a range, and use a comma to separate multiple values (1-4,9-12,21-24). Do not insert spaces.
Output Format, Divide by	For PS or PDF output, specify the components by which to divide a job's output. A separate file is generated for each component of that type.

- Optionally, use this setting in conjunction with a print range.
- Set up to 999 divisions for a job, with multiple output files generated per division.
- Without divided output, full jobs are printed by default, and if a problem is encountered, printing stops.
- With divided output, printing skips a problem file and goes to the next component file.
- Divided output files can be automatically placed into media-specific target folders, which you define in the Media Configuration dialog box.
- Divided output is not available for JDF, PJTF, or PPF output.

The split file name format for divided output is defined on the **Output** tab in the Preferences dialog box.

Color Handling	**None**: Passes any color information through "as-is".
	PDF Color mapping: Activates the **Color Separations** tab.

- If you print to PDF output, the RIP derives the color mapping information from the composite PDF output files.
- You can set up PS or Printer color-mapped output and print to PostScript devices that support in-RIP separations.
- Or, after setting up the mappings, switch the output type to PDF and generate color-mapped composite PDF output files.

Emulsion side down	Prints the job with the emulsion side down. The media device setting can override this setting.
Embed CIP3 cutting data	Adds the CIP3 cutting data to PJTF or JDF output files

Color separations setup

After enabling color mapping on the Print **General** tab, define the ink colors for each plate on the **Color Separations** tab. For example, you can map a spot color to print on its process equivalent plates or another spot color.

Setting up the color separations

1. Select **File** > **Print**.
2. On the **General** tab in the Print dialog box, select **PDF Color Mapping** to activate the options on the **Color Separation** tab.
3. Click the **Color Separations** tab.
4. In the **Color** column lists, select the colors that are to print on their own separations.
5. Ensure that all required spot colors are in the job's color list and, if needed, are defined with suitable process builds.
6. Specify how any spot colors are to print:

   - To print a spot color on its own separation: Select the spot color's check box and its own color name in the color's **Output As** list. If the spot color is not yet on the list, you can add it.
   - To print a spot color with its process equivalents: Select **Process Colors** in the color's **Output As** list and select the spot color's check box. The spot color is printed on CMYK separations according to its defined process build.

- To print a spot color with a specific separation: Select the process color separation in the spot color's **Output As** list.

- To print all spot colors as their process equivalents: Click **All Spots as Process**.

- To reset all the spot colors to print separately when the output settings for the spot colors are varied: Click **All Spots Separately**.

7. Change the **Overprint\Knockout** settings, if needed for any SSiCustomColor separations.

8. Change the **Line Screen** and **Screen Angle** settings, if needed.

Defining a spot color's process equivalent

To define the process build for a spot color, you need to specify the required CMYK color percentages.

1. On the **Color Separations** tab in the Print dialog box, click **Build** beside the color for which you want to define or redefine a process build.
   The **Defined build** CMYK percentages are derived from the input file and updated as you make changes.

2. In the Process Build dialog box, specify the **New Build** percentages. The **Use new build** check box is automatically selected, and the **Defined build** percentages are updated as soon as you type a new value.

3. To save the build, ensure that the check box is selected before closing the dialog box.

   You can change the values as often as needed by clearing this check box to revert to the previous build.

4. To map the spot color to the corresponding process color separations in the output, on the **Color Separations** tab in the Print dialog box, select **Process Colors** in the spot color's **Output As** column.

Adding a spot color to a job's color list

1. On the **Color Separations** tab in the Print dialog box, click **Add Color**.

2. Type the exact name of the color as identified in the originating specification, with identical capitalization and spelling.
   The new spot color appears in the **Color** list. If this color will print on its own separation, skip step 3.

3. If you need to map the new spot color to process colors, click **Build**, and specify the **New Build** percentages.

Color Separations Print options

Select **File** > **Print**, select a media and output type that support color handling, select **PDF color mapping**, and click the **Color Separations** tab.

Option	Description
Color list and check boxes	Lists all the colors in the output, including CMYK process colors, spot colors, and mark SSiCustomColors. All process and spot colors print by default. In JDF output, to prevent unexpected results with spot colors that are set in the input files to overprint, turn spot colors off.
Output As	Indicates the color separation on which to print all of the page content that uses the selected color. Each process color and each spot color maps by default to its own separation. To map the color to another color separation, select the color in the **Output As** list. To map a spot color to its process equivalents, select **Process Colors**.
Overprint/Knockout	Derived from the PDF input files; cannot be changed. SSiCustomColors in marks are set by default to pass through as overprint. <table><tr><td>**Pass through**</td><td>Retains the input file settings for the selected color. By default, all colors are set to pass through without overprinting or knocking out.</td></tr><tr><td>**Overprint**</td><td>Prints the selected color on top of other colors and can result in a totally different color. Use with care.</td></tr><tr><td>**Knockout**</td><td>Knocks out a space for the selected color on the other separations and retains its original color. Use with care.</td></tr></table>
Line Screen	You can apply one line screen to each color separation. For mapped spot colors, the line screens for each of the process colors apply.

Option	Description
Screen Angle	When you use a line screen that is not defined in a PPD or PPX file, screen angles of 15, 75, 90, and 45 are assigned by default to cyan, magenta, yellow, and black, respectively. If you change the line screen for a selected color, the screen angle remains the same unless you change it.
Add Color	Define a missing color when a spot color used in a job fails to appear in the color list.
Build	Displays the Process Build dialog box for this spot color.
All Colors On/Off	Select or clear to select or clear all the color check boxes.
All Spots as Process / Separately	To map spot colors all at once instead of individually: • Click **All spots as process** to change all spot colors to their process equivalents. • Click **All spots separately** to change all spot colors to "output as" their own separate plate.

Web growth

Web growth occurs when large rolls of thin or lower quality paper such as newsprint run through the color units of a web press. Use the Print **Web Growth** tab to compensate by applying scaling the color separations.

Scaling to compensate for web growth

Define reusable scaling sets that compensate for stretch at each of the ink units on particular web presses. When printing jobs, you can select and apply or edit a scaling set as needed.

The amount by which the paper stretches varies for each ink unit, depending on the water and ink that the paper absorbs, and the tension that is applied to the paper as it runs through each ink unit.

A print shop typically knows what percentage of stretch occurs at each unit. If they don't know the exact percentages, they can easily run a test job through the press and measure the stretch percentage for each unit.

To define web-growth compensation scaling sets, you require an advanced understanding of web press concepts and behaviors. To manage the scaling sets, you can:

- Add, edit, and store reusable scaling sets as needed
- Edit an existing scaling set for a specific job
- Duplicate and edit an existing set to create a new set

You can optionally set up a central folder for compensation scaling sets, and set the path on the **Folders** tab in the Preferences dialog box at each installation that uses this folder.

Note: Changes that a user makes at one installation are not reflected at another installation until the other installation's Web Growth Compensation Sets window is closed and reopened.

Applying a scaling set to job output

1. Select **File** > **Print** > **General**.
2. Select **PDF Color Mapping**.
3. Set up the **Color Separations** tab.
4. On the **Web Growth** tab, select **Compensate for Web Growth.**.
5. The first time that you use this feature, a message asks you to locate the scaling sets folder (and create if necessary).
6. On the **Web Growth** tab, select a scaling set from the **Compensation Set** list.
   The number of ink units for the selected set appear below your selection.
7. If you do not want to use exact compensation, clear the **Use exact compensation** check box.
8. Select a scaling set to use, or select a set that is somewhat but not completely correct for the job.

   - To create a new set from a copy of the selected set, click **Duplicate and Edit**.
   - To edit the selected set, click **Edit This Set**.
9. Click **Print** to generate the output.

Your changes are applied to this job's output. Sets that you create are stored for reuse.

Web Growth Print options

Select **File** > **Print** > **Web Growth**.

Option	Description
Compensate for Web Growth	Select to activate the web-growth compensation options.
Compensation Set list	Select a set from the alphabetical list of sets that are defined.
Set type, Ink units	When you select a set from the list, the type (**Scaling**) and the number of ink units that are defined for the set appear.
Use exact compensation	Scales the raster images. Each object on each separated page is translated (moved a certain distance) and scaled (made larger or smaller). This scales the page position and the page itself, which in effect scales the entire press sheet.
	In most cases, these changes provide the best compensation for the effects of web growth. Under certain circumstances, you might want to translate images but not scale them.
	For copydot files with screened data, clear the **Use exact compensation** check box.
Color to Ink Unit Mapping	
Printing Colors	All job colors are listed, including any spot colors that are printing separately.
Ink Unit	A default ink unit identifier is listed for each color, where 1 is the first color that will be printed, 2 is the second, and so on. If needed, you can edit these numbers to remap the colors to the actual ink units in the correct sequence.

Creating and managing the scaling sets

When you define a scaling set, you need to know the press orientation, the sequence of the ink units, and the percentage by which the press

will stretch the paper at each unit. You can define as many different scaling sets as you need.

1. Select **Setup** > **Web Growth Compensation Sets**.
2. Locate and open the compensation sets file.

   The first time that you use this feature, a message asks you to locate the scaling sets folder (and create if necessary). The location appears on the **Folders** tab in the Preferences dialog box after you restart the software.
3. In the Web Growth Compensation Sets window, choose a task:

   • To add a new set, click **Scaling Set**.

     Map the ink colors to the press units and apply a scaling percentage to each ink color, which resizes the images appropriately for each color.
   • To modify only the scaling percentages in a scaling set, select the set and click **Edit**.
   • To create and edit a copy of a scaling set, select the set and click **Copy**.
   • To delete a scaling set, select the set and click **Delete**.
4. If applicable, edit the options in the dialog box that appears:

   • If adding a new set, type a name for the scaling set, and specify the **Number of ink units**, the **Sheet width**, and the **Reference ink unit**, and click **Create**.
   • If editing a set, enter the scaling percentage to apply to each ink unit, and click **OK**.

Web Growth Compensation Sets window

Select **Setup** > **Web Growth Compensation Sets**.

Option	Description
Table of scaling sets	You can click a column header to change the sort order. This does not affect the alphabetical sort order of scaling sets on the **Web Growth** tab in the Print dialog box. **None** is always the first item in the list.
Set type	All types are **Scaling**.
Name	Name of the scaling set

Ink Units	Number of units that you defined when creating this scaling set
Sheet Width	Press sheet width that you defined when creating this scaling set

Scaling Set setup dialog boxes

Select **Setup** > **Web Growth Compensation Sets**, and if prompted, locate and open your compensation sets folder.

New

Click **Scaling Set** to add a new set.

Option	Description
Name	Maintain a clear, consistent approach to naming the scaling sets.
Number of ink units	Type the number of ink units in the target press.
Reference ink unit	Type the number of the ink unit that prints the reference ink against which all other units are scaled. In general, the last ink unit on the press is the reference unit.
Sheet width	Type the width of the web-press sheet. This value appears beside the scaling set name in the Web Growth Compensation Sets dialog box, to make it easier to select a suitable set. It is not used elsewhere.

Copy

Select an existing set, and click **Copy**.

Option	Description
Name	Accept or edit the name of the scaling set copy.

Reference ink unit	Type the number of the ink unit that prints the reference ink. In general, the last ink unit on the press is the reference unit.
Number of ink units	Type the number of ink units in the target press.
Sheet width	Type the width of the web-press sheet. The value that you enter appears beside the scaling set name in the Web Growth Compensation Sets dialog box, to make it easier to select a suitable set. It is not used elsewhere.

Edit

Select an existing set, and click **Edit**.

Option	Description
Name	Displays the name of the scaling set that you selected in the Web Growth Compensation Sets dialog box
Reference ink unit	Displays the ink unit number of the reference ink unit.
Ink unit	Map the unit numbers (1 is the first unit) to scaling percentages. At print time, you can map the units to the colors in the job. The percentages remain mapped to the unit numbers.
Scaling	The reference ink unit is always scaled at 100 percent, and you then define scaling percentages for the other ink units relative to the reference unit.

7 Media and devices

Each press run targets a media resource that represents either a media configuration for a specific output device or a virtual press-sheet-size media that allows the selection to be made downstream.

Media configurations

A media configuration associates a media size and type with the device PPD file that determines the supported sizes.

The supported media dimensions for a particular device are defined in the device's PostScript Printer Description (PPD) file. When setting up the software, add the PPD files for each output device type that you will use, and then create the media configurations for each media size that you use at a particular device. If supported by the device PPD, you can also add custom media sizes.

When you add a new device PPD or create a new media configuration, the information is stored in the **Printers** folder. You can share a single **Printers** folder between multiple installations by setting the same path on the **Folders** tab in the Preferences dialog box at each installation.

Note: When printing to a file type, your computer does not need to be physically connected to the target device.

Standard media resources

The software includes a few standard media resources that cannot be deleted, with limited options for editing their properties.

- Use the default **Generic PostScript Printer** media resource to print directly to a device that is connected to your computer's operating system, such as a laser printer in your local network.
- When the media choice will be made in a downstream system, you can print to a virtual **Press Sheet Size** media that is equal to the stock size. You can optionally add margins for marks that must print off the sheet.

Creating a new media resource

To add a resource to the **Media** list, you prepare a media configuration for a specific target device. You can set up a media configuration for any

valid size that is defined in the device-specific PostScript Printer Description (PPD) files in the **Printers** folder.

The software DVD provides several PPD files, and you can get the most current PPD files directly from the manufacturer of your imaging device. If a device is already installed on your operating system, you can use a copy of the system's PPD file.

1. (Skip this step if the PPD file is already installed.) Copy the new device PPD file and paste it to the **\Printers\ppd** folder.

   The name of the PPD file must end in **.ppd**, and contain no special characters.

2. Select **Resources** > **New Media**.

3. Select the **Media Type**.

   The **Media Type** list displays all the media for which a device PPD file exists in the **\Printers\ppd** folder.

   Note: To create a virtual media configuration that is equal to or larger than the stock size, select **Press Sheet Size**.

4. Provide a meaningful nickname for the new media configuration, and click **OK**.

5. In the Media Configuration dialog box that appears, select the size, and set any other options that you need.

   Note: For Press Sheet Size media configurations, you cannot change the **Size** (**PressSheetSize**). However, you can optionally increase the size of the output by specifying top, bottom, and side margins. You cannot set margins for other media types.

6. Close the dialog box.

The new media resource appears in the **Media** list in the **Resources** pane. The software stores the details for each media in a ***MediaName* \printer.ppd** file in the **Printers** folder.

Creating and using tile sets

Creating and storing a tile set for a specific media resource gives you the choice of sending output to either the full media size or to tiles, which can be stripped together after imaging.

Tiling breaks up the output so that it can be imaged onto a smaller media size than the stock for which a layout is designed.
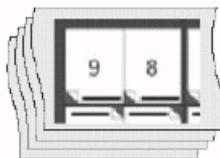
1. Determine the media dimensions and any punch requirements of the device that will image the tiles.

2. Plan how the tiles can be stripped to fit the final media and stock, including the number of tiles needed, the grid arrangement, and any overlap dimensions.

3. In the **Media** list, select the media for which you will create the tile set.

4. Select **Resources** > **New Tile Set**.

5. Specify the following details for the tile set:

   - The tile media and device information, including the punch co-ordinates
   - The tile grid's horizontal and vertical page count
   - The tile orientation and overlap
   - The distance from the trim edge of the stripped tiles to the sheet edge

   The tile set appears in a sublist under the media resource in the **Media** list.

6. Start a job and build the layout, including any marks that are required for the final output.

7. In the **Media** list, select and add the media's tile set to the layout.

8. Select **Resources** > **Add Tile Mark to Sheet**, and choose the **Mark Type** that corresponds to the tile orientation.

9. Print the tiles:

Tip: To suppress a message that appears when printing to a media that is smaller than the sheet, select the **Skip device warning** check box on the **Output** tab in the Preferences dialog box.

    a. Select **File** > **Print**.

    b. In the **Media** list, select the tile set.

    c. Set up the other print options as needed, and click **Print**.

The printed tiles are imaged according to the tile set, and the tile marks appear in the overlapping area of adjacent tiles:
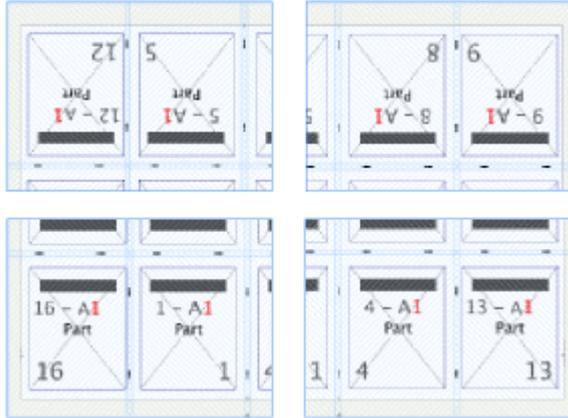
10. Overlap the printed tile sheets using the tile alignment marks, based on matching numbers.

For example, the tile marks on adjacent overlapping tiles might be x1y1 and x1y2.

- **X** indicates a vertical column position.
- **Y** indicates a horizontal row.

The colors on the paired marks are reversed, which helps you to determine whether adjacent tiles are positioned correctly.

Adjacent tiles before stripping:	Tling marks correctly aligned:
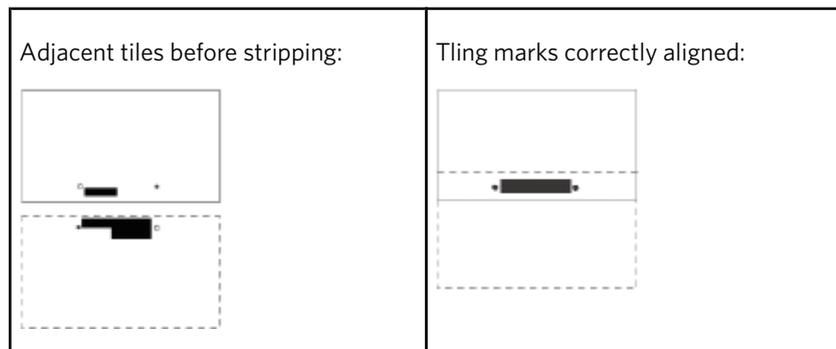
The stripped tiles form a flat:
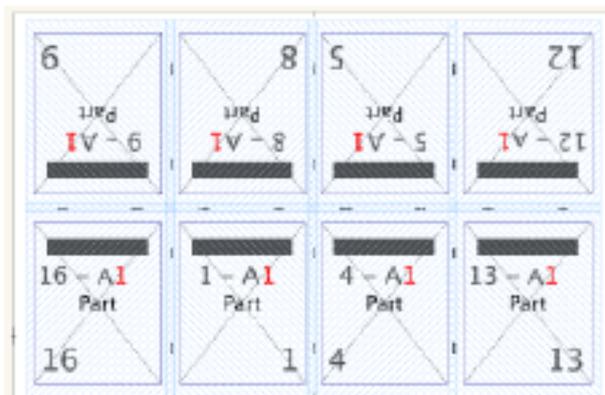
Note: Tile sets are saved only as a media resource and are not saved with the job.

Next:

If you used tiling for proofing, you can print the job again, sending the output to the media resource instead of the tile set.

Media Configuration settings

Edit or define a new media resource in the Media Configuration dialog box. In the **Press Runs** workspace, you can select the layout's media to view its settings in the **Properties** pane.

|	
Nickname	The name that you specified in the Add Media dialog box
Short name	Derived from the PPD. If the PPD does not provide a short name for the device, the media nickname is displayed.
Media type	The type that you selected in the Add Media dialog box
Size	List of supported media sizes. The selected size is applied by the media resource.
Margin	Optionally set top, bottom, and side margins to add an allowance for marks that must print off the sheet.
Divided output path	The folder location that collects any divided output for this media resource • To set or change the path, click **Select**. • To use the default output path that is specified on the **Folders** tab in the Preferences dialog box, click **Use default**.

	Note: You cannot type or copy a path into this box. Also, when printing divided output, you cannot override the folder location. It can be changed only here.
Alignment, Horizontal, Vertical	If needed, specify offset amounts to keep the image within the usable area of the media or to compensate for a small mechanical misalignment in the device.
	Note: This setting is effective only if the **Center Image in Media** check box is cleared on the **Output** tab in the Preferences dialog box.
	You can store different alignment information for each size that is supported by a device.
Connection	Displays the Connection dialog box
Error Log	Available only if you received an error message while printing output to this device; displays the error information
Job Log	Displays a Job Log of status messages that are generated by the output device each time you print a job to that device
Punch	Displays the Punch Location dialog box
Custom Size	Displays the Edit Page Size dialog box, from which you can access the Custom Size dialog box
PPD Information	Available only if you already edited the PPD settings using the PPD Browser; displays the PPD Information window, which lists only those settings that are no longer at their default values.
	To change any of these or other PPD settings, use the PPD Browser tool.

Media list in the Resources pane

The **Media** list contains the software's predefined standard media and the media resources that you configure to target specific devices. You can also store tile sets for specific media resources. Use this list to specify the media size and its target device for a press run. You can also use the context menus to manage the media resources.

Nickname	The name that you specified in the Add Media dialog box

Dimensions	Height and width of the media **Size** that is currently selected in the Media Configuration dialog box
Punch	Vertical offset of the punch, derived from the **Punch Location** settings in the Media Configuration dialog box. This offset appears in the workspace as a dark gray area between the defined punch center and the bottom edge of the media.

Note: Only devices that have a defined punch location can be added to a press sheet.

The media punch edge and stock punch grip edge are always displayed at the bottom of the workspace, whether the punch orientation is set to A, B, C, or D. For example, if the punch orientation is B (right edge), then the media object in the workspace rotates 90° to show the media punch at the bottom. The stock that you add does not rotate.

Size	Names the area on which the layout will print; derived from the `PageSize` value in the device PPD file

Context menus

Right-click a resource item to access a context menu.

Add	Displays the Add Media dialog box
Edit	Displays the Media Configuration dialog box for the selected media resource
Delete	Deletes the media configuration from the **Printers** folder

Connecting a printer for direct printing

To be able to print directly to a device such as a laser printer on your network, you define the connection in its media configuration.

Requirements:

The printer must already be installed and selectable on your computer.

1. In the **Media** list, right-click **Generic PostScript Printer**, and select **Edit**.
2. In the Media Configuration dialog box, click **Connection**.
3. In the Connection dialog box, select the printer.

4. Click **Test Print**.

5. After the test page prints, click **OK**.

Tip: If a test page does not print, troubleshoot the printer and operating system setup.

Determining the punch location

To automatically position press sheets so that the image is accurately centered on the center pin of a punch system, you calculate and define the punch coordinates for the media configuration.

1. In the Media Configuration dialog box, select the **Media Size**.

2. Click **Punch**.

3. In the Punch Location dialog box, click **Punch Test** to generate a test page.

4. Position the imaged test page so that it is oriented to match the diagram in the dialog box.

5. In the **Punch Orientation** area, select the letter that represents the punch side of the media.

   By default, a punch mark appears centered on the bottom edge of the press sheet (A).

6. Measure the X axis:

   a. Click the **X Axis** box to display arrows in the diagram that show which measurement from the test to use.

   b. On the test media, measure from the center of the test image to the center of the punch system.

   c. Type this measurement in the **X Axis** box.

7. Measure the Y axis:

   a. Click the **Y Axis** box to display arrows in the diagram that show which measurement from the test to use.

   b. Measure from the center of the punch center hole to where the center measurement line would extend off the media.

   c. Type this measurement in the **Y Axis** box.

8. Click **OK**.

9. Print a placeholder layout to check the placement of the punch mark.

The punch coordinates remain at these settings until you edit them.

Turning off punch marks in the output

Specify a location for the punch mark that is beyond the edge of the press sheet.

By default, a punch mark appears centered on the bottom edge of the press sheet. Use this procedure if you do not want the punch mark to appear on the press sheet, or to include an amount for setback or plate bend.

1. In the Preferences dialog box, load the profile that you want to use for printing without punch marks.
2. On the **Output** tab in the Preferences dialog box, clear the **Display punch mark** check box.
   The punch mark will not preview or print in job layouts while this check box is cleared.
3. To permanently turn punch marks off in all press runs that you print using this profile, save the currently loaded profile.

Using custom media sizes

When none of the standard media sizes in a device PPD file fit a job's needs, you can use a custom size, if supported by the PPD.

Note: In PPD files, the media size is referred to as the device `PageSize`.

1. In the **Media** list, right-click the media resource, and select **Edit**.
2. In the Media Configuration dialog box, click **Custom Size**.

   This button is available only if the device PPD supports custom media sizes.
3. Choose a task:

   - To add a new media size: Click **Add**, give the new size a name, and specify its dimensions and orientation.
   - To change an existing custom media size: Select the size name, click **Edit**, and edit the dimensions, name, and orientation, as needed.
   - To delete an existing custom page size, select the size name, and click **Delete**. You cannot delete a standard size.

   Note: Standard sizes that are defined in the PPD files cannot be edited or deleted.

4. Click **OK** as needed to apply your changes and return to the Media Configuration dialog box.
   The **Size** list contains your changes.

5. Choose one of the following steps:

   - Select the new size for this media resource, and close the dialog box.
   - Do not select the new size, and instead, close the dialog box, right-click the same item in the **Media** list, and select **Add**. You can then create a new media resource with a new nickname for your new custom size.

You can now use the custom media for a press run. The grip edge appears at the bottom of the workspace, according to the orientation that you specified.

Custom Size dialog box

In the Media Configuration dialog box, click **Custom Size**.

Option	Description
Name	Type a descriptive name for this page size. The name can be up to 40 characters long and must not include any special characters, spaces, slashes (/ or \), colons (:), tabs, or new line characters.
Width, Height	Specify the dimensions of the custom media.
Orientation	The availability of orientations depends on the capabilities of the device and always includes **0**, which is the default device orientation as defined in the PPD. The default can be 0, 90, 180, or 270 degrees, depending on what the RIP uses as the load edge.
	Custom page orientation settings **1**, **2**, and **3**, if available, rotate the orientation in 90-degree increments.

Moving the Printers folder

A software restart is required whenever you move the **Printers** folder.

You might want to set a single **Printers** folder to be shared by multiple installations, or copy the device PPD files and media configurations from a previous installation to a new installation of the software.

1. Create the new **Printers** folder, if it does not already exist.
2. Move your existing device files to the new folder.
   Be sure to include the **printers.psm** file.
3. On the **Folders** tab in the Preferences dialog box, set the new location.
4. Restart the software to activate the new location.

Media-related files

To ensure that the software knows about the available media sizes and device capabilities, you must add a PostScript Printer Description (PPD) file for each device.

All files that are required to support media resources are stored in the **Printers** folder. Information about a device's media support can be provided in any of the following files:

- PPX files: A PostScript printer extension (PPX) file can be used to expand the PPD information to allow a device to take advantage of capabilities such as custom media sizes, punch coordinates, and page positioning. If there is conflict between a PPD and PPX, the PPX is used. Not all devices need a PPX file.
- Device PPD files: When you add a media resource, a **printer.ppd** file stores its information inside a new folder with the same name as the nickname. If you change the configuration settings, the **printer.ppd** file is automatically updated. If necessary, you can edit additional settings using the PPD Browser tool that is installed with the software.

Note: Although you can edit the supported settings, PPD files are copyrighted and should not be modified.

- Default PPD file: If the software cannot find required information in a PPD or PPX file, it uses the configuration defaults that are stored in the **defaults.ppd** file in the **/Printers/PPD/** folder.

The software looks for information in this sequence: **printer.ppd** file > PPX file (if available) > device PPD file > **defaults.ppd** file.

Note: You can replace the pre-installed PPD files or add new PPD or PPX files. The best source for an up-to-date PPD is the device manufacturer.

Editing a PPD file using PPD Browser

PPD Browser is stand-alone software that is automatically installed with the software.

Depending on the device, the PPD settings that you can change in PPD Browser generally include settings that you cannot change in the Media Configuration dialog box.

1. Start PPD Browser by double-clicking its icon in the installation folder.

   (On the Microsoft Windows operating system, select **PPD Browser** from the **Start** menu.)

   The **Installed Devices** list that appears contains all devices for which you already added a PPD file.

Note: PPD Browser will be unable to find the **printer.ppd** file if a media configuration nickname includes characters from the extended character set.

2. Select a device, and click **OK**.

   If a message indicates that PPD Browser cannot read the file that you selected, obtain an updated PPD file from the manufacturer.

   Each device has one or two tabs of settings: one labelled with the name of the device, and one, if available, for the installed options. Icons indicate whether a default or edited value is currently applied when you print to this device:

   • A printer icon indicates a default value.
   • A pointing hand icon indicates a nondefault value that you can edit.

3. On each available tab, edit the settings as needed.

Tip: To make a setting editable, click the icon to change it to a pointing hand.

Note: If an installed option is not set correctly for a particular device, related settings on the other tab might be unable to accept your changes.

4. Select **File** > **Save Settings**.

   After saving, you cannot choose **Revert**, but you can manually restore the previous settings, if known, or you can delete the device and add it back to restore the default settings.

5. To select another device to edit, select **File** > **Open Device**.

In the Media Configuration dialog box, the **PPD Information** button becomes available only if the PPD file was edited. You can then view the nondefault settings that were applied.

Checking a media's job log

Information about each job that is printed to a media configuration is accumulated in its job log.

1. In the **Media** list, right-click the media that you want to check, and select **Edit**.
2. In the Media Configuration dialog box, click **Job Log**.
3. Review the job log that appears.

The log is updated with the job name, print time and the number of pages, separations, and copies. Unsuccessful or canceled jobs are also noted.

When you close the software, the job log is saved so you can go back and look at logs from the past, if necessary. The **log.txt** files are stored in the **Printers** folder.

8 Marks

All marks that you can create and add to press runs are based on the Kodak SmartMarks software technology. Each mark is dynamically placed and sized, based on the positioning rules that you configure and store in its SMK file. You can create collation, crop, custom, duplicating, fold, rectangle, and text SmartMarks and groups, and you can also set preferences for built-in side guide and center sheet marks.

Mark anchors

SmartMarks can be anchored to the points that you specify on press sheets, pages, page bleeds, or media. You can set horizontal and vertical offsets to allow space between the mark image and component anchor points.

When adding most SmartMarks to a press-run layout, you choose the layout component to which you are adding the mark, and then you select two anchor points: on the rectangle that represents the mark image and the rectangle that represents the component.

For example, selecting the upper-left anchor points:
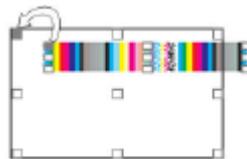
Results in this mark position:

Anchor-to component	Rectangle description
Press sheet	Dimensions of the stock resource

Media	Dimensions and position of the media resource **Note:** To print marks that extend off the sheet when the media is smaller than the sheet, use a **Press Sheet Size** media resource that is configured with an extra margin.
Page or page bleed	Trim or bleed dimensions of a template page or ganged page group **Note:** A page-anchored mark is placed on all instances of the page and shifts to match any page orientation changes.
Imposition or Imposition with bleeds	Farthest extents of the trim boxes or the bleed boxes of all pages in an imposition
Gutter (horizontal, vertical)	Set of horizontal or vertical rectangles between trim boxes of the pages of an imposition and between the opposing edges of the imposition-with-bleeds rectangle
Margin (top, bottom, left, right)	Rectangle between the corresponding edges of the imposition and the press sheet, and between the opposing edges of the imposition
Margin (top left, top right, bottom left, bottom right)	Rectangle between the corresponding corners and edges of the imposition and press sheet
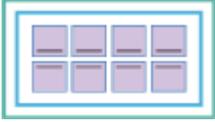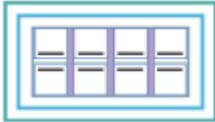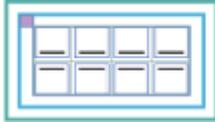
"Bring to Front" for overlapped marks

To ensure that the correct mark is printed on top of the others, you need to know the default layer sequence that the software applies.

If you overlap marks on a press-run layout, the **Bring to Front** option gives you some control over which mark is to print on top. However, if you place a mark group, you are adding several SmartMarks at once, all of which might be set to **Bring to Front**.

When you add individual SmartMarks that overlap:

- The first mark that you add to a press sheet becomes the bottom-most mark.
- Each subsequent mark that you add will be on top of the previous mark.

When you create and import a SmartMarks group:

- Marks in a group are added in ascending order, sorted by file name.
- The highest mark on the press sheet has the lowest file name, and the rest of the marks are added in top-down order.

The easiest way to control the layering is by adding numbers to the mark file names, giving the lowest number to the mark that you want on top.

For example, in this SmartMarks group, the **1_ssi_Custom** mark is the highest mark and **4_Bottom_Rectangle** is the lowest:

- 1_ssi_Custom
- 2_Registration_Custom
- 3_Yellow_Rectangle
- 4_Bottom_Rectangle

Note: If any individual SmartMarks are added after this group is placed, then they are placed on top of it.

Legacy static marks in older files

Limited support is provided for legacy static marks that might exist in older jobs or templates that you open in this newer software.

Depending on various factors, the static marks are retained, autoconverted to SmartMarks, or deleted.

- Rectangle, line, and text marks can be retained as static marks in a job, as long as you do not edit them. Otherwise, the mark will be converted to a sheet-anchored SmartMark.
- All static crop marks on a sheet become page-anchored crop SmartMarks.
- Static exposure marks are retained as static marks. They can be edited and are included in the output. There is no corresponding type of SmartMark for exposure bars.
- If you open a file that contains an unsupported type of static mark, a message informs you that the mark will be deleted if you continue.
- Any converted or deleted static marks in a job are stored with the job. The original template is not affected.

General mark tasks

You can add, edit, duplicate, copy, reposition, and delete SmartMarks, set up mark groups, and add your own image files to use for custom or duplicating marks.

Creating a new mark resource

To add a new resource to the **Marks** list, you define a mark that is based on an existing SmartMarks (SMK) file. You can create, edit, and duplicate individual marks or groups as needed.

1. On the **Folders** tab in the Preferences dialog box, set the default **Templates, Marks, and Resources** path for this installation.
2. Choose a method to create or modify a mark:

   - Select **Resources** > **New SmartMark**, choose a mark type, and edit its name and properties.
   - In the **Marks** list, right-click a mark to use as the basis, select **Duplicate** or **Edit**, edit its name and properties, and save the mark or a copy of the mark under a new name.

3. Save the mark to a location in the **/Marks/SmartMarks/** folder. The mark's positioning information is stored in its ***MarkName*.smg** file.

   Important: Only marks that are stored in this folder appear in the **Marks** list.

4. Optionally, create a group of marks that can be added and automatically positioned all at once:

   a. Create a new subfolder within the **SmartMarks** folder, with a name to identify this mark group.

   b. Drag or copy the SMK files for this group into the new folder.

   An **info.smg** file stores the information about the group in the same folder as the individual SMK files.

The marks and groups that you create appear in the **Marks** list in the **Resources** pane.

Adding marks to a press-run layout

When you add a mark to a press run, it is anchored and positioned automatically according to its defined properties.

➢ In the **Marks** list, select and double-click marks to add them to the currently selected press-run layout.

   You can add individual marks, mark groups, and selected marks from within a group to a press-run layout.

   The marks are also added to any linked press runs, and the name of each placed mark remains highlighted in the **Marks** list until you delete or edit it.

The job file references any mark files that it uses. However, if you edit or move a placed mark so that its properties no longer match a stored SMK file, the mark data is embedded and stored in the job file.

Deleting a mark from the Marks list

Note: This action cannot be undone. It does not delete any instances of this mark that were modified or moved after they were placed on the sheet.

1. In the **Marks** list, right-click a mark.

2. Select **Delete** to permanently remove the mark file from both the **Marks** folder and **Marks** list, including all placed instances of this mark.

Editing a placed mark

1. If the mark on the press run is an unedited instance of a mark resource, locate and right-click the highlighted mark name in the **Marks** list, and choose **Select in Sheet**.
   This selects all placed instances of the mark and displays its settings in the **Properties** pane.
2. If the placed mark does not exist in the **Marks** list, choose a method.

   • Click a mark, or press and hold Shift while clicking multiple marks.
   • If the mark is small, click the **Zoom** tool, and click or draw a marquee around the area that contains the mark.
3. In the **Properties** pane, edit the properties as needed.

   When you modify a placed mark, its name is no longer highlighted in the **Marks** list, because it is no longer an exact instance of the original mark file. The placed mark properties are stored with the job.

   Note: Editing a mark file by right-clicking it in the **Marks** list does not affect instances of this mark that were previously added to a press sheet.

Dragging a mark to a new position

1. In the placed mark's properties, clear the **Lock mark to this position** check box.
2. Drag the mark to a new position.

   The offset values are immediately updated in the placed mark's properties. When you save the job, the mark is automatically locked in its new position.

Copying marks between press sheets

1. Select the mark or marks on the current press run.
2. From the **Edit** menu, select **Copy**.
3. Select another press sheet.
4. From the **Edit** menu, select **Paste**.

Creating a mark group

You can create a group of marks that can be both added and automatically positioned at the same time.

Requirements: Create all the mark resources that you want to place into a group. For example, a mark group might contain a flat identifier text mark, fold mark, crop marks, color bar, and custom registration marks for your press.

1. Create a new subfolder in the **SmartMarks** folder, with a name to identify this mark group.
2. Drag or copy the SMK files for this group into the new folder.
   An **info.smg** file stores the information about the group in the same folder as the individual SMK files, and the new group appears in the **Marks** list.

Managing placed crop and fold marks

➤ Choose a task:

- To select a crop or fold mark: Press Option/Alt+click the mark.
- To select multiple crop or fold marks: Hold Shift+Option/Alt and click the marks one at a time.
- To delete crop or fold marks: Select the marks (press Option/Alt or Shift+Option/Alt), and press Delete.
- To restore a partial set of crop marks to a full set: In the crop mark properties, click the Place crop marks on outside of imposition check box until it is in either a cleared state or selected state with a white background, depending on your requirements.
- To delete an entire crop mark set: Select one or more crop marks, and press Delete.
- Optionally configure default white knockout under marks on the **Marks** tab in the Preferences dialog box.

Marks Preferences settings

You can store default mark settings in a profile, including mark dimensions and text-mark fonts.

In Mac OS: Select **Preps** > **Preferences** > **Marks**.

In Microsoft Windows: Select **Edit** > **Preferences** > **Marks**.

Defaults

Specify the following default measurements:

- **Rectangle Mark Width**
- **Rectangle Mark Height**
- **Crop Mark Distance**
- **Crop Mark Length**
- **Line Width**
- **Fold Mark Length**

Text Marks

View the currently installed and designated default font for each of the following text-mark types:

- **General Text Mark Font**
- **Roman Text Mark Font**
- **CJK Text Mark Font**
- **CJK Text Mark Font Preview**
- **CJK Text Mark Character Collection**

Note: If multiple fonts are installed for any of these types, you can select from a list to change the current default. To install a new text-mark font, use the Profile Editor utility.

Sheet Marks

Use sheet marks: Clear this check box if side guides and center marks are not required by default. Selecting this check box activates the following options.

Place side guides: [ ] From [ ]	On sheetfed presses, side guides are used to position the sheet as it feeds into the press. Specify the distance that is needed between the center of the side guides and the edge that you are measuring from (this is the gripper edge).
Length of center marks	Specify the length of the center marks that indicate the top and bottom centers of the press sheet. The top center mark begins 3 mm (1/8 in.) above the press sheet, and the bottom center mark begins 3 mm (1/8 in.) below the press sheet. If you do not want center marks, type 0.

Other Marks

- **Add white KO under crop marks**: Select the check box to include white knockout.
- **Add white KO under fold marks**: Select the check box to include white knockout.
- **Collation mark steps from head direction**

Common settings for SmartMarks

Settings that you can edit for most SmartMark types include name, anchor, and placement information, and options for saving, creating, and duplicating marks.

Identifying marks

Mark Type	(**Properties** pane only) Displays the SmartMark type on which the selected mark is based.
Name	The mark name can be edited only when creating a new SmartMark or editing a selected mark in the **Properties** pane, or you can use the **Rename** context-menu item for marks in the Marks list.
	The name that you specify for a new SmartMark becomes the mark's default SMG file name in the Save As dialog box when you save the new or edited mark file.
	In the **Properties** pane, if you edit the name of a selected placed mark, no corresponding SMG file is created. The mark name and settings are stored only in the JOB file and TPL file, if applicable.

Anchoring marks

Note: See also *Mark anchors* on page 133 and the topics about specific mark types.

Anchor to	Select the component to which the mark will be anchored, and on the diagram, click a reference point for the selected component.
Mark Anchor	On the diagram, click a reference point for the mark image.
Margins or offsets (various labels)	Type the amounts of horizontal and vertical space to allow between the mark and component anchor points.

| Lock mark to this position | Clear this check box to temporarily allow the mark to be dragged to a new position. The repositioned mark is automatically locked in its new position and any offset values are updated. |
| | **Note:** Any mark type that does not offer this option is locked by default. |

Placing marks on press runs

Front, Back, Both	Specify the side or sides on which to place the mark.
	Range: When anchoring custom or crop marks to a page or page bleed, you can specify a page range.
	Use a dash to indicate a range, and use a comma to separate multiple values (1-4,9-12,21-24). Do not insert spaces.
Bring to front	Select this check box to print the mark on top of any other content. See also *"Bring to Front" for overlapped marks* on page 135.
Mirror on back	Select this check box to print the mark in the same relative position on the back of the press sheet. If you flip the press sheet in the workspace, you can see that the mark is in the same place. Mirrored text in text marks is reversed. This option does not apply to crop, collation, or fold marks.
Place on every...	Specify the press runs on which the mark is to print.
	For example, to place it on every second press run starting with the second press run, type 2 in both boxes. To print the mark on all press runs, accept the default values (1, 1).
Restrict to section	This option is available for custom, collation, and text marks. To add this mark to only one section on a multiple-section press run, select this check box and select the section number on which to place this mark.
Lock mark to this position	Clear this check box to temporarily allow the mark to be dragged to a new position. The repositioned mark is automatically locked in its new position and any offset values are updated.

Saving your mark edits

Mark resources can be edited and saved via the **Resources** menu and the context menus in the **Marks** list. On press-run layouts, you can edit

the properties of selected marks, and your edits are stored with the job without affecting the mark resource files.

The available buttons depend on how you access the mark properties:

- Via the **Properties** pane: No buttons are provided, because this pane applies only to the current press run.
- Via the **Resources** menu: The dialog box provides **Cancel**, **Save**, and **Apply & Save** buttons.

  Clicking **Apply & Save** places this mark on the current press run, saves it as SMK file, and adds it to the Marks list. A reference to the SMK file is saved in the JOB file, unless you edit or move the placed mark.
- Via the **Edit** context menu item in the Marks list: The dialog box provides **Cancel**, **Save**, and **Save a Copy As** buttons.
- Via the **Duplicate** context menu in the Marks list: The dialog box provides **Cancel** and **Save** buttons. The file is saved with the same name, with the addition of Copy, and you can then use the **Rename** context menu item if desired.

Setting mark color

The **Mark Color** dialog box can be accessed when configuring the following mark types:

- Collation
- Crop
- Fold
- Line
- Rectangle
- Text

Mark Color dialog box

The **Mark Color** button is available for the following mark types:

- Collation
- Crop
- Fold
- Line
- Rectangle
- Text

All Separations: %Screen	Prints the mark on all separations. In the **%Screen** box, specify the screening percentage.

Spot Color: **%Screen,** **SSiCustomColor**	Prints the mark on the separations that are mapped to the spot color that you specify. In the **%Screen** box, specify the screening percentage. In the **SSiCustomColor** box, type an SSi custom color name and number, such as `SSiCustomColor101`. The SSi custom color number is a placeholder that can be mapped to any spot color or process color equivalent when you set up the Print **Color Separations** tab. You can prevent a mark from printing by setting its color build to all zeroes.
Process Color: **%Cyan,** **%Magenta,** **%Yellow, %Black**	Prints the mark on process color separations. Type the CMYK percentages to specify the process color build for the mark.

Custom and duplicating marks

Custom marks can be created from existing marks or by adding your own image files. When creating a duplicating mark, you set up an image file to repeat automatically to fill a specified area.

Mark image files

Custom marks that you create require both an EPS and a PDF version of the image. You select the **.eps** image file when creating a custom mark, and the corresponding **.pdf** file is automatically included in the output. EPS marks can optionally be included with PJTF or JDF output.

Image files for the following custom mark types are included with the software:

- Registration marks
- Short- and long-side guides
- Bender mark for NELA plate-bending system, to help ensure accurate positioning on the cylinder
- Color bar duplicating marks (located in the **Dupmarks** folder)
- In-RIP color ID marks in various rotations
- Digital exposure test mark
- Device resolution mark

- Collation marks (available as PostScript only)
- Bar code marks for WST and Müller Martini equipment (available as PostScript only)

In order to use PostScript-based marks such as the collation marks and bar code marks, you must enable the **Output PS marks flats for PJTF/JDF** option on the **Output** tab in the Preferences dialog box.

Bar codes in custom marks

JDF or PJTF output can include PostScript marks flats that contain custom bar codes for preventing collation and folding errors in postpress equipment. The finishing equipment scans the coded text-mark variables in each mark to check that all the signatures belong to the same job and are in the correct sequence.

Note: Before adding PostScript-coded marks such as bar codes to a job, you must select the **Output PS marks flats for PJTF/JDF** check box on the **Output** tab in the Preferences dialog box.

When deciding where to place a bar code mark, be sure to apply any guidelines provided by the finishing equipment manufacturer. You typically place the bar code in the spine or grip area, positioned so that the bar code scanner will be able to read it.

The bar code that you select depends on the target equipment that the mark was designed for, in accordance with the manufacturer requirements. The software includes bar code images that can be read by Müller Martini and Wafer Systems Technologies (WST) optical scanners during job finishing:

- The **MM-barcode128c.eps** bar code for Müller Martini's automatic signature detection (Asir) or compliant equipment contains the job ID (0-4999), signature ID (0-99), and total number of signatures in the output.

- The **WST-bar2of5.eps** WST-compliant bar code contains the job ID (0-99999) and signature ID (0-99), and the `WST-bar2of5w-text.eps` mark also displays a human-readable version of the numbers represented by the bar code symbols.

Each mark contains the job and signature ID text-mark variables, with a defined number of numeric digits allocated for each variable. Leading zeros automatically fill the bar code when fewer digits are required.

Otherwise, the value is truncated from the front to the defined number of digits:

- If a bar code allocates two digits for a signature ID, and the actual job signature number is 5, 105, or 205, the bar code represents the signature as number 05.
- If a job ID is allocated five digits, and the actual job ID is 123, the bar code uses number 00123. If the actual job ID is 12345678, the number 45678 is used.

Note: All ID numbers must contain numeric characters only. The job will fail to print or preview if an applicable ID contains any characters that are not numeric. If the job does not contain a job ID and the bar code requires the job ID, the job will still print, but the job ID portion of the bar code will be set to all zeros.

Bar code marks are cross-platform compatible. However, they can be previewed only on the same platform (Microsoft Windows or Mac OS) on which the press-run layout was created.

If you have a solid understanding of the PostScript language and bar code technology, you can edit the number of digits for the signature and job ID.

Adding a new custom mark

A custom mark consists of an image file and the SMK file that stores its positioning rules.

1. Skip this step if your workflow does not require a TIFF mark in the output. If your workflow requires TIFF marks, you must wrap the image in both an EPS file and a PDF file.
    a. Prepare the TIFF image in your source software.
    b. Use Adobe Illustrator® to create a new document with the exact same dimensions as the TIFF image.
    c. Place the TIFF image into the document.
2. Save the image document as a PDF file. See *Preparing suitable PDF input files* on page 15.
3. Save your image document as an EPS file.

    Set the preview as recommended for your software version, and enable the option for including linked files.
4. Place the PDF and EPS image files into the **Marks** folder.
5. Select **Resources** > **New SmartMark** > **Custom Mark**.
6. Edit the properties:
    a. Give the new mark file a suitable name.
    b. Locate and select the mark image file.
    c. Edit the anchor and placement details as needed.

7. Save the mark to the **SmartMarks** folder in the configured **Preferences** folder location for marks.

Mark image files can reside anywhere in the **Marks** folder or subfolders.

Note: If you add a custom EPS mark image file with the same file name as an existing mark image file, the original file is overwritten.

The new custom mark is added to the **Marks** list.

Next:

When you add the custom mark to a job, the SmartMark rules will retrieve the correct image file for previewing and printing.

In order to use PostScript-based marks such as the collation marks and bar code marks, you must enable the **Output PS marks flats for PJTF/JDF** option on the **Output** tab in the Preferences dialog box.

Custom Mark settings

You can add a new custom mark for an existing mark or for an image file that you create in your choice of software. Custom mark images are also used to create duplicating marks.

Image file	Select the image file to use in the mark.
Rotation	Select the number of degrees to rotate the mark image clockwise around the mark anchor point.

For information about the following settings, see *Common settings for SmartMarks* on page 141.

- **Anchor to**, **Mark Anchor**
- **Margins**
- **Lock mark to this position**
- **Front, Back, Both, Range**
- **Mirror on back**
- **Bring to Front**
- **Place on every...**
- **Restrict to section**

Creating a new duplicating mark (color bar)

Create a duplicating mark that repeats a mark image file to automatically fill a specified area.

You can choose to repeat the image from one end of the mark length to the other (clear the **Centered** check box), or to repeat it to either side from the center of the mark area (select **Centered**).

1. In the **Marks** folder, select both the EPS and PDF version of an existing custom mark image file.
2. Move (do not copy) the mark image file to the **Dupmarks** folder.

   A mark image file that is in the **Dupmarks** folder must not also reside in another location within the **Marks** folder.
3. Restart the software, so that it will recognize the mark file as a duplicating mark.
4. Select **Resources** > **New SmartMark** > **Duplicating**.
5. Edit the properties:
   a. Give the new mark a suitable name.
   b. Locate and select the mark image file.
   c. Specify the area that the mark is to fill.
   d. Edit the remaining mark properties as needed.
6. Click **Save** to automatically add the new duplicating mark to the **Marks** list.

The duplicating SMK file is stored in the **SmartMarks** folder and references the custom mark image file in the **Dupmarks** folder. When you add this mark to a press sheet, it will automatically repeat to fill the area that you specify.

Duplicating Mark settings

Use duplicating marks to add color bars to press sheets. The mark image duplicates automatically within a specified area on a press sheet, typically across its width or within a fixed area that you specify.

Image file	Select the image file to use in the mark.
Rotation	Select the number of degrees to rotate the mark image clockwise around the mark anchor point.
Size Type	Select a fixed or variable size type, and specify the fixed dimension of the area that is to be

automatically filled with duplications of the color-bar mark image:

- To create a fixed-size mark: Select **Fixed**, and specify the **Width** and **Height** in the text boxes that appear.
- To create a vertical mark that automatically matches the height of the component: Select **Variable height**, and specify the mark thickness in the **Width** text box that appears.
- To create a horizontal mark that automatically matches the width of the component: Select **Variable width**, and specify the mark thickness in the **Height** text box that appears.

Duplicate from center	Select this check box to center the mark image in the specified mark area and to automatically duplicate the image to either side of the center until the area is filled.
	Clear this check box if the mark image is to be automatically duplicated from one end to the other end.
Apply workflow calibration	Note: This option applies only to JDF or PJTF output; it is ignored for all other output types.
	Select this check box to generate a pair of marks flats:, one containing the uncalibrated version of the marks, the other with calibrated marks in case this is needed downstream. Uncalibrated marks are not affected by color profiles or curves applied to jobs.
Anchor to	Select the component to which the mark will be anchored.
	On the diagram, click a reference point for the selected component.

- Fixed-size mark: Choose any of the nine points.
- Vertical mark (variable height): Choose one of the three vertical anchor points to anchor the mark to the left edge, center, or right edge of the component.
- Horizontal mark (variable width): Choose one of the three horizontal anchor points to anchor the mark to the top edge, center, or bottom edge of the component.

Offsets	Type the amounts of horizontal and vertical space to allow between the mark and component anchor points and between the mark image and the component edge.

- For a fixed-size mark: In the **H Offset** and **V Offset** text boxes, specify the vertical and horizontal distances between the mark and component anchor points.
- For a vertical mark (variable height): In the **H Offset** and **V Margin** text boxes, specify the horizontal distance from the component anchor point and a width for the vertical margin between the mark and the component.
- For a horizontal mark (variable width): In the **V Offset** and **H Margin** text boxes, specify a vertical distance from the component anchor point and a width for the horizontal margin between the mark and the component.

For information about the following settings, see *Common settings for SmartMarks* on page 141.

- **Mark Anchor**
- **Lock mark to this position**
- **Front, Back, Both**
- **Mirror on back**
- **Bring to Front**
- **Place on every…**

Text marks

Text-mark variables

When you add code words called variables to your text marks, their values are derived from the job details and included in the output.

Note: Text-mark variable names are not case-sensitive. Before Asian or other Unicode™ fonts can be rendered in text marks, the CJK text-mark profile options must be correctly set.

This variable	Prints this content:
$Comment	Derived from the Comment that you type in the Print dialog box
$Color	The colors on the side of the sheet where the text mark is placed

`$ColorNum`	The numeric identifier for the color • Process colors: 00=multiple colors, 01=cyan, 02=magenta, 03=yellow, 04=black • Spot colors: The numbers 05 to 98 • Composite: The number 99
`$Date`	Indicates when the job was last printed to file
`$Device`	Derived from the **Nickname** in the Media Configuration dialog box
`&JobDate, $JobTime`	Indicates when the job was last saved
`$JobID`	The job ID number
`$JobName`	The job file name (includes the **.job** extension)
`$Job_Title`	The name that you give the saved job
`&LocaleLongDate, $LocaleJobDate`	Same as DATE and JOBDATE, except that the applicable format is applied based on the current international settings at the operating system level
`$PressRunNumber`	The sequential number as it appears in the job's **Press Runs List**
`$PressSheetName`	The relative stock name. The stock can be specified by an MIS JDF file, and the selected stock is included in JDF output.
`$SheetHeight, $SheetWidth`	The stock dimensions, in the default measurement unit
`$Side`	The press sheet side (A = front, B = back). For multiple-web press runs, the additional sides are labeled C, D, and so on. If sides are printed together, this variable is blank.
`$Sig`	The press run ID number
`$SigName`	The name of the current press run
`$Template`	The relative path and name of the signature's template Note : The relative path starts at the default Templates folder (as set in Preferences). A colon [:] is used to delimit any subfolders in the path.

$Time	The time the job was output from Preps, using the 24-hour clock
$Web	The numeric identifier of the current press sheet
$XTile, $YTile	The horizontal (X) and vertical (Y) tile identifiers. If all tiles are printed together, this variable is blank.

Text Mark settings

When setting text mark properties, you can type plain text and optionally include text-mark variables that derive their values from a variety of sources. You can also set default font information on the **Marks** tab in the Preferences dialog box.

Note: Set the default text-mark font properties on the **Marks** tab in the Preferences dialog box.

Text	Type the mark text, which can include text-mark variables such as $Job_Title.
Text Size	Type the text height in points.
Script	Select **Roman** or **CJK** to set the corresponding text-mark font that is defined on the **Marks** tab in the Preferences dialog box.
Rotation	Select the number of degrees to rotate the mark image clockwise around the mark anchor point.
Vertical Text	Select this check box if vertical characters are to be used in the marks. The appearance of the vertical characters depends on the mark rotation:

Rotation when **Vertical** is selected:

Rotation when **Vertical** is not selected:

Flat Identifier Mark	Select this check box to place the text mark in exactly the same place on each press-sheet side. For example, you might use this mark to identify the color separation per plate, using the `$Color` or `$ColorNum` text-mark variable.
Text Anchor	Click a reference point on the diagram, which represents the left edge of the first text-mark character.

For information about the following settings, see *Common settings for SmartMarks* on page 141.

- **Mark color**
- **Anchor to**
- **Margins**
- **Lock mark to this position**
- **Front, Back, Both**
- **Mirror on back**
- **Bring to Front**
- **Place on every...**
- **Restrict to section**

Creating a CJK text mark

Create text marks using a Roman-style or CJK (Chinese, Japanese, Korean) font, rotated as needed.

1. In the text mark's properties, select **CJK** from the **Script** list.
2. To create a vertical text mark, select the **Vertical Text** check box, and specify the text orientation.
3. Edit the properties as needed for the new mark, and click **Save**.

Crop Mark settings

Crop marks can be added and managed individually or as a set, and are always anchored to pages. On the **Output** tab in the Preferences dialog box, you can choose to shift the crop marks with page shingling and to print additional crop marks for the bleed margins. On the **Marks** tab, you can also set an optional white knockout.

Length	Type a length for the crop marks.
	Note: Set the default length on the **Marks** tab in the Preferences dialog box.
Offset from page	Type the distance from the page trim corners to place the crop marks. This number can be negative.
	Note: Set the default distance on the **Marks** tab in the Preferences dialog box.
Style	Select the line type (solid, dotted, or dashed).
Place crop marks on outside of imposition	Select this check box to automatically prevent placement of any crop marks that would be inside the imposition, such as in the gutters between the pages.
Bring to Front	Prints the mark on top of any other content

- If **Bring to Front** is either selected or cleared in the same way for both marks, then the crop mark will print over a color bar.
- If only one of the two overlapping marks is selected, then that mark will print on top.

Note: All output types except JDF or PJTF support printing crop marks on top of duplicating marks.

For information about the following settings, see *Common settings for SmartMarks* on page 141.

- **Mark color**
- **Lock mark to this position**
- **Front, Back, Both, Range**

Collation Mark settings

Add collation marks to identify the planned sequence of the sections in a product assembly, based on the binding style. If you change the page count or renumber the pages, the collation marks adjust automatically. You can place collation marks in the trim or content areas, anchored to low, high, or mid folio pages of product sections. The marks can be trimmed off after the collation is checked at the bindery.

Binding	Select the binding style, which determines the placement of the marks. **Note:** A collation mark whose binding style does not match that of the section will not image.
Type	Select a mark type that provides the desired character rotation and text-mark font. **Collation Mark A**: Numeric collation indicator inside the mark, rotated 90 degrees **Collation Mark B**: Numeric collation indicator inside the mark, no rotation **Collation Mark C**: No collation indicator inside the mark **JA**, **ZH**, **ABC**: Japanese, Simplified Chinese, Roman characters. Your selection applies the corresponding text-mark font that is defined on the **Marks** tab in the Preferences dialog box.

Collation Mark A-JA (rotated 90 degrees):	**Collation Mark B-ZH** (no rotation):
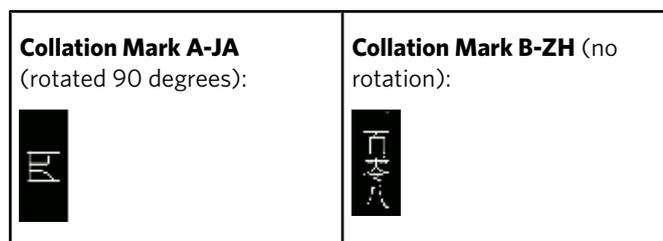
Origin	Select the edge from which to offset the collation mark. The available options are determined by the binding style. **Note:** You can also set a **Collation mark steps from head direction** option on the **Marks** tab in the Preferences dialog box.
Width	Specify how wide each mark will be.

Length	Specify the distance from the start point that may be used by the stepped collation marks, after which the next mark is placed at the start point again.
Step distance	Specify the distance between the optional text and the collation mark, which can be positive or negative, and not zero.
Optional Text	Type any text that is to trail the mark and print in the same color as the mark. You can use regular text and text-mark variables.
	Note: The font used in the optional text is not affected by the type of collation mark.
Script	Select **Roman** or **CJK** to set the corresponding text-mark font that is defined on the **Marks** tab in the Preferences dialog box.
Vertical Text	Select this check box if vertical characters are to be used in the marks. The appearance of the vertical characters depends on the mark rotation:

Rotation when **Vertical** is selected:

Rotation when **Vertical** is not selected:

Step optional text with mark	Select this check box if you want the trailing text to step along with the mark. Clear this check box if you

want the text to appear at the same position on all job signatures, such as for multisection impositions.

For information about the following settings, see *Common settings for SmartMarks* on page 141.

- **Mark color**
- **Bring to Front**
- **Place on every...**
- **Restrict to section**

Fold Mark settings

Edit the mark length, line style, color, and gutter offset. You can also set a default fold length and optional white knockout on the **Marks** tab in the Preferences dialog box. In the workspace, you can select and delete individual marks when necessary.

Length	Type a length for the fold mark. **Note:** Set the default length on the **Marks** tab in the Preferences dialog box.
Offset	This number can be negative.
Style	Select the line type (solid, dotted, or dashed).

For information about the following settings, see *Common settings for SmartMarks* on page 141.

- **Mark color**
- **Front, Back, Both**
- **Bring to Front**
- **Place on every...**

Line Mark settings

Edit the mark length, line style, color, and placement details. You can also set the default line width on the **Marks** tab in the Preferences dialog box.

Note: Set the default line width on the **Marks** tab in the Preferences dialog box.

Size	• If you select **Fixed Length**, specify the **Length** of the line mark and the **Angle** (number of degrees) by which it is to be rotated.
	• Select either **Vertically centered** or **Horizontally centered** if you require a straight, centered line mark of variable length that is automatically sized to fit the **Anchor to** selection.
Style	Select the line type (solid, dotted, or dashed).

Anchor

For fixed-length line marks, you can select any of the nine points in the **Anchor to** diagram, and then specify any vertical and horizontal offsets to be applied to the selected anchor point.

For variable-length marks, the anchor points are selectable vertical or horizontal lines, corresponding to the selected **Size** centered option.

- For vertically centered marks, you can apply a horizontal offset, and specify how much vertical margin to allow. (Applying a vertical margin shortens the line mark.)
- For horizontally centered marks, the reverse applies.

Horizontal, Vertical	Type the amounts of horizontal and vertical space to allow between the mark and component anchor points.

For information about the following settings, see *Common settings for SmartMarks* on page 141.

- **Mark color**
- **Anchor to**
- **Lock mark to this position**
- **Front, Back, Both**
- **Mirror on back**
- **Bring to Front**

- **Place on every...**
- **Restrict to section**

Rectangle Mark settings

Edit the mark dimensions, line style, color, and placement details. You can also set the default dimensions on the **Marks** tab in the Preferences dialog box.

Size	Select a size type and specify the mark's fixed or variable dimensions.

- If you select **Fixed**, specify the mark's **Width** and **Height**.
- If you select **Height is variable**, specify the fixed **Width** for a vertical rectangle.
- If you select **Width is variable**, specify the fixed **Height** for a horizontal rectangle.

Note: Set the default dimensions on the **Marks** tab in the Preferences dialog box.

Style	Select the line type (solid, dotted, or dashed).

Anchor

For fixed-size marks, you can choose any of the nine points in the **Anchor to** diagram, and then specify any vertical and horizontal offsets to be applied to the selected anchor point.

For variable-sized marks, the anchor points are selectable vertical or horizontal lines, corresponding to the selected **Size** centered option.

- For variable height marks, you can apply a horizontal offset and specify how much vertical margin to allow. (Applying a vertical margin shortens the mark's height.)
- For variable width marks, the reverse applies.

Horizontal, Vertical	Type the amounts of horizontal and vertical space to allow between the mark and component anchor points.

For information about the following settings, see *Common settings for SmartMarks* on page 141.

- **Mark color**
- **Anchor to**, **Mark Anchor**
- **Lock mark to this position**

- **Front, Back, Both**
- **Mirror on back**
- **Bring to Front**
- **Place on every...**
- **Restrict to section**

9 Administration

Profiles and preferences

Configure preference settings that suit your most typical requirements, and store them in reusable custom profiles.

Profiles for storing default settings

Many default settings are stored in the software's default profile. You can store customized settings in additional profiles to reuse for your most common job types.

You might switch between custom profiles for:

- Jobs that have similar custom requirements
- Jobs that you run regularly
- Settings for printing proofs
- Settings for final output
- Settings for individual prepress operators

The settings in profiles are stored in corresponding text files that have a CFG file name extension. The **Profiles/default** folder contains the default profile (**default.cfg**), and a new subfolder is automatically created to store each new profile that you create.

Configuration subfolders and files are portable and can be copied into any other installation's **Profiles** folder. Each CFG file must be in its own subfolder with the same name.

In a configuration file, each line represents one option that can be either turned on or off or set to a specific value. Most of these options are controlled by a dialog box. However, if necessary, advanced users can edit technical options that are not exposed in a dialog box.

Note: You must start and close the software at least once after it is installed before you can see the default profile contents in a text editor. The **Profiles** folder, which contains the configuration files for both the default profile and your custom profiles, cannot be shared. Each installation uses only its own **Profiles** folder.

Setting your preferences

You can set default values for various settings throughout the software. Define your preferences for the current session, and optionally store the settings in a profile.

1. Open the Preferences dialog box:

    -   In Mac OS: Select **Preps** > **Preferences**.
    -   In Microsoft Windows: Select **Edit** > **Preferences**.

2. Set preferred values on each tab as needed.

The default values appear in various other areas of the software, where they are typically editable for a specific purpose, without changing the stored default values. The default values can be changed only in the Preferences dialog box.

Next: You can optionally store various combinations of settings in custom profiles.

Using custom profiles

Store collections of preference settings in custom profiles, and edit or switch profiles for specific purposes in a job or between jobs.

You can follow these steps as part of a job or without a job open. If you want to include print settings, a job must be open.

1. Open the Preferences dialog box:

    -   In Mac OS: Select **Preps** > **Preferences**.
    -   In Microsoft Windows: Select **Edit** > **Preferences**.

2. In the **Profile Name** list, select a profile, and close the dialog box.

    Chose a profile that you want to edit and save, or a profile on which you want to base a new profile.

    The settings in the Preferences dialog box change to match the stored settings.

3. Edit the settings as needed.

4. In the common area on the Preferences dialog box, click **Save Profile**.

5. Choose a task:

    - To save your edits to the currently loaded profile, accept the displayed name and click **OK**.
    - To save the settings to a new profile, type a name for the profile, and click **OK**.

    If you saved a new profile, it is added to the **Profile Name** list, and its CFG file is placed into a new folder with the same name, within the **Profiles** folder.

6. Repeat as needed to edit or create additional profiles.

A profile's settings remain in effect until the next time that you change them in the Preferences dialog box.

General Preferences

Specify your preferred values for commonly used settings.

In Mac OS: Select **Preps** > **Preferences** > **General**.

In Microsoft Windows: Select **Edit** > **Preferences** > **General**.

Units	The unit type that you select is immediately applied to all displayed measurement values.

Notes:

- The default measurement unit for all non-English installations is **Millimeter**.
- Other selectable units are **Centimeter**, **Inch** (English default), **Point**, and **Pica**.
- Picas and points are based on the PostScript standard of 72 points to the inch, not the traditional 72.31 points to the inch.
- Whenever you type a measurement without including a unit type, the next time that you view this property, the default unit will also be displayed.
- If you type a measurement number and follow it with a unit that is different from the default unit, then the next time that you view this property, you will see that it was converted to the default unit. For example, if you type `215.9 mm` when the default is inches, it is converted to `8.5 in`.

Defaults

Specify the values that will be presented as defaults for these items:

- **Default Work Style** for press runs
- **Default Binding Style** for sections

- **Default Stock** for press sheets
- **Page Width**, **Page Height** for template pages
- **Default Bleed Limit** for maximum size of bleed margins

Notes:

❐ When an input file specifies bleed margins that are wider than this limit, the margins are automatically reduced to the limit that you specify here.

❐ If no bleed is specified, the default bleed limit is applied to the placed pages. (The input file is not affected.)

❐ The bleeds of adjacent pages are automatically adjusted so that they meet in the middle between the pages, up to the maximum that you specify here.

- **Press Sheet Edge to Punch Center** for press runs

Input Options

Report modified input files	Select this check box to see a message when an input file has changed since the last time that you saved the job, so that you can update the run list, if necessary.
Autocenter run list pages	Select this check box to automatically center all run-list pages. You can override this on a per-page basis.

Show dimensions

Select how you prefer to see distance measurements in the workspace when the **Show Dimensions** view option is turned on.

- **Center to center**
- **Trim edge to trim edge**

Snap

Choose the type of snapping to apply for draggging and dropping pages:

- **Trim to trim** (default): The trim edges touch, and any inner bleed margins are automatically removed.
- **Bleed to bleed**: The inner bleed margins are automatically adjusted to half their original width.
- **Gutters**: When you specify the horizontal and vertical distances, any overlapping bleed margins are automatically adjusted to split the width equally.

Display

Show Units	Select this check box if you want to see the units in all measurement boxes in the workspace. Clear this check box if you want only the numeric values.

Antialias Lines	Select this check box to diminish the appearance of jagged edges in the display. This does not affect the output.
High Resolution Preview	• Select this check box for more accurate previews (144 dpi). • Clear this check box if you prefer faster previews (72 dpi).
Default Bleed Limit	Specify the maximum size of bleed margins. When an input file specifies bleed margins that are wider than this limit, the margins are automatically reduced to the limit that you specify here.

Common Preferences

You can load or save a profile from any tab in the Preferences dialog box.

In Mac OS: Select **Preps** > **Preferences**.

In Microsoft Windows: Select **Edit** > **Preferences**.

Profile Name	Lists the profiles that currently exist in a folder in the **Profiles** folder
Save Profile	Saves your current settings to a profile. In the dialog box that appears, you can select a profile from the **Profile Name** list, or type a name for the new profile that is then automatically added to the **Profiles** folder.
Language (Windows only)	Displays all the user interface options in the selected language **Note:** This setting does not change the measurement unit, which you can set separately.

Files and folders

You work with various job and setup file types, and you must configure certain folder paths for the software to use.

File types and folder locations

As a job is processed, a variety of files are used, referenced, created, and stored, output, or destroyed. Other software-support files store the configurations and resources that you define.

Tip: For ease of retrieval, be sure to establish and maintain a clear, consistent approach to file naming and storing.

Job files

- New job files (**.job**) that you create and save.
- Input files that provide the customer content (**.pdf**)
- Customer source-document files that you might be required to convert to Adobe Acrobat PDF input files
- Existing job files (**.job**) that you might reopen, edit, and save.
- Job files (**.job**) that are generated by Kodak UpFront® software.
- JDF files (**.jdf**) that are generated by an MIS or other system
- Job output files (**.jdf**, **.pjtf**, **.ps**, **.ppf**, **.pdf**)

Software-support file types

- SmartMark files (individual **.smk** files and group **info.smg** files)
- Mark image files (**.eps**, **.tif**, or **.pdf**)
- Template files (**.tpl**)
- Profile configuration files (**.cfg**)
- Media configuration and device files (**.ppd** or **.ppx**)
- Resource list files (**.xml**)
- Other file types that are accessed only by the software

Standard file locations

- Whenever the software is unable to find a folder or file that is needed, a message prompts you to locate it.
- Customer input files, job files, and output files can be stored in any accessible folder. Network servers can be a Mac OS, Microsoft Windows, or UNIX-based.
- You can use the Job File Collector utility to collect and store all the files associated with a job.
- The files that store templates, marks, media, stock, common color, folios, fold patterns, and web-growth compensation sets must be stored in the locations that you define on the **Folders** tab in the Preferences dialog box.

- The Migration utility can be used to move software configuration and resource files from one installation to another.
- The software installation folder structure includes files that are needed for processing. Do not move or alter these folders unless instructed to do so.

The difference between a job file and a template file

Each job contains and stores its own layout information in its JOB file, and you can optionally can save a frequently-repeated job as a template in a separate TPL file, for quick reuse.

- Template information that is stored in TPL files:

  A template can be used to set up predefined press-run layouts for a job, but it has no permanent association with a JOB file or any content files. The exception is jobs that were created using legacy versions of the software, which derive their layouts from specific referenced TPL files. If you open and edit a legacy job, the referenced template is updated only if you select **Save As Template**.
- Template information that is stored in JOB files:

  When you save a job, its press-run layout details and content references are all stored in the JOB file. The job can be reopened and reprinted with the assurance that nothing has changed since you last saved it.

Note: When you apply a template resource to a job, the layouts are added to the JOB file, and the original template is no longer referenced. If you separately edit and resave the template that you used for this job, the changes are not automatically applied when you reopen the job. To apply the changes, you must reapply the template.

Folders and files that can be moved or shared

Instead of storing resource configurations on each computer in a networked environment, you can keep just one set of shared files where multiple users can access them.

The same paths can be set on the **Folders** tab in the Preferences dialog box of each installation that is to share folders.

The following folders can be shared as a single group:

Important: These folders must be named as shown, and must all be within the same parent folder.

- **Templates** folder: Contains your templates subfolders and files (TPL). Do not change the name of this folder.
- **Marks** folder: Contains your mark image files (PDF, EPS). Do not change the name of this folder.
- **Resources** folder: Contains the XML files that store your common colors, folios, and fold patterns. Do not change the name of this folder.

The **Marks** folder has additional structural requirements:

- **Marks\Dupmarks**: Contains your duplicating mark image files. Do not change this folder's name or path.
- **Marks\SmartMarks**: Contains your SmartMark files (SMK), including any subfolders that you add. Do not change this folder's name or path.
- **Marks\SmartMarks*MarkGroupName*** folders: Contain your group member SMK files and the group **info.smg** file. These subfolders, which you can define as needed to create mark groups, must be in the **Marks\SmartMarks** folder.

Each of the following folders can be shared from any accessible location in your network:

- **Printers** folder: Contains the configuration files and list that define your media, stock, tile sets, and devices. Do not change the name of this folder.

Note: If you move this folder, you must restart the software.

- ***Your compensation sets*** folder: Contains your web growth scaling sets. You can give this folder a name of your own choosing.

Notes:

- These files are protected against more than one user applying edits simultaneously, although multiple copies of a shared file can be open for viewing. However, this does not protect against someone deleting or moving a shared file at the operating system level while the file is being edited.
- You can create additional subfolders and move files around inside the standard folder structure without closing the software.
- Shared items are available immediately from their new locations.
- You can edit, add, or delete files in these folders from any installation of the software.
- Instead of sharing folders, you can copy the contents of folders between installations.

Moving and sharing folders

Set up central folders and configure multiple installations to share the files.

Using a central Mac OS, Microsoft Windows, or UNIX-based server ensures that everyone is using the latest revision of a particular file. Depending on your requirements, you can choose which of the following steps to implement.

1. Set up shared **Templates**, **Marks**, and **Resources** folders:

Note: These folders are interdependent and cannot be shared individually. The software must be able to find these folders when it starts.

   a. Choose the software installation folder that is to share its templates, marks, and other resources (common colors, folios, fold patterns).
   b. Prepare the central resource lists by adding any items that need to be shared, deleting any items that are not needed, and moving any desired files from other installations to their respective folders at the central installation.

   Note: The correct folder names and structure are important.

   c. On the **Folders** tab in the Preferences dialog box at each installation that will use these folders, set the new **Templates, Marks, and Resources folders** path.

2. Set up a shared **Printers** folder, and/or move the files from one installation to another:

   a. Create the new **Printers** folder at any accessible location in your network, or choose an existing software installation's **Printers** folder.
   b. At one of the installations, add any required media, stock, tile sets, and device PPD files that you want to share or move.
   c. Use the Migration tool or manually move the contents of the **Printers** folder that contains the prepared media resources to the new folder.

   Note: If you manually move the files, be sure to include all the subfolders and all the files that are at the root of the **Printers** folder, including the output resource list files: **printers.psm** (media), **tileset.psm** (tile sets), and **sheet.xml** (stock).

   d. On the **Folders** tab in the Preferences dialog box at each installation that will use this folder, set the new **Printers folder** path.
   e. Restart the software to activate the new location.

Note: The software must be able to find this folder when it starts.

3. Set up a shared compensation sets folder:

   a. At one of the installations, prepare the scaling sets that you want to share.

   b. Move the folder that contains the sets to any accessible location in your network, or share the folder that you prepared.

   c. On the **Folders** tab in the Preferences dialog box at each installation that will use this folder, set the new **Compensation Sets folder** path.

4. Optionally manage the **Templates**, **Marks**, **Resources**, **Printers**, and compensation sets folders by deleting any files that will not be used by the installations.

You can edit, add, or delete files in these folders from any installation of the software.

Folders Preferences

In Mac OS: Select **Preps** > **Preferences** > **Folders**.

In Microsoft Windows: Select **Edit** > **Preferences** > **Folders**.

Option	Description
Temporary Folder	Displays the folder that the software uses while processing files
Templates, Marks, and Resources Folder	Specify the parent folder that contains the **Templates**, **Marks**, and **Resources** folders. You can specify a central folder for multiple installations.
Printers Folder	Specify the folder that stores all the media configuration and PPD files. You can specify a central folder for multiple installations.
Output Path	Select the default location for output files. This path is presented by default when you print to a file type.
	To retain the last-used output folder as the default for the next time you print, select the **Use last location** check box. The **Output Path** displays **Use last location** instead of an actual path. To cancel, click **Select**, and set the path to a fixed location.
Compensation Sets Path	Specify the folder that stores the web-growth compensation sets for this installation.

Managing job notes

Set up the job notes to provide the content for text-mark variables. The default note types are defined in the media PPD files, and the content can be manually provided or derived from JDF data. You can also define new text-mark variables and content for a specific job.

Note: If a job uses multiple media, then the job notes contain the default notes for each media.

1. Select **Job** > **Job Notes**.
2. To add a custom note to the list:
   - In Mac OS: Click **New Note**, and provide the new **Type** and **Content**.
   - In Microsoft Windows: Provide the new values in the **Type** and **Content** boxes, and click **Add/Modify Note**.

   You can use literal text and text-mark variables to build a job note.

   To define a new variable to use in text marks for this job, when specifying the type, use the format $*VariableName*.

   Note: Do not insert spaces.
3. To delete a custom job note, select the note, and click **Delete Note**.

   Note: Default note types cannot be deleted. Only their content can be edited.
4. To edit a note, select the note, and edit the **Content**.
   In Windows, click **Add/Modify Note**.

Any custom note types and content that you create are stored with that job only.

Checking the current session's status messages

Review status information about your job activities.

You might need this for JDF import diagnostics or to review software messages about such details as missing marks.

1. Select **Windows** > **Show/Hide Status Window**.
2. Optionally copy the contents to a text file.

10 Automation support

Automation features are license dependent.

Mark rules for JDF automation and AutoGang

Mark rules define the criteria that determine which SmartMarks are added when press-run layouts are generated by AutoGang and JDF automation. Use the Mark Rules Editor to configure the criteria for each rule that you create, and select the marks and mark groups that are added by that rule.

Creating a mark rule

Use the Mark Rules Editor to create the rules for adding marks to autocreated and autoganged layouts.

1. In the **Preps\Extras** folder double-click the **PrepsMarkRulesEditor** file to start the software.
2. In the Mark Rules Editor, locate the software installation folder:
   - In Mac OS: Select **PrepsMarkRulesEditor** > **Preferences**.
   - In Microsoft Windows: Select **Tools** > **Options**.
3. On the **General** tab in the Preferences dialog box, load the profile to be used and set the **Unit** for specifying dimensions in the criteria settings.
4. In the Preps Mark Rules Editor window, click **[+]** to add a new rule.
5. Configure the criteria in the rule settings.

   It is not necessary to provide a value for each of the settings. For example, a generic rule to apply crop marks to all autocreated signatures might contain only the rule name.
6. In the **SmartMarks** list, choose the marks to be applied by this rule, and drag them to the **Marks to be added** list.
7. Click **Save Rules**.
8. Repeat as needed to set up additional rules.

9. To activate the rules for JDF auto signature creation, enable the **Add SmartMarks based on mark rules** option on the **JDF** tab of the Preferences dialog box.

- The mark rules are added to an XML file inside the **Printers** folder.
- For JDF auto signature creation, rules are applied based on the JDF data's work style, binding type, front and back colors, and sheet size (or size range).
- For AutoGang, rules are applied based on the flat work binding style and specified sheet size in the AutoGang Preset.
- When more than one rule matches a press run, all matching rules are applied.

Criteria for mark rules

Not all of the possible criteria apply to both the AutoGang and JDF Auto Signature Creation features.

General criteria

The following settings can be used as criteria by both AutoGang and JDF automation.

Rule Name	Give the rule a descriptive name.
Work Style	- Not specified (Any binding style qualifies as a match.) - SheetWise - Perfector - Work & Turn - Work & Tumble - Single Sided
Binding Type	- Not specified - Saddle Stitch - Perfect Bound - Flatwork (This is the only binding type that the AutoGang feature uses.)
Sheet Size (Min) W and H	The dimensions of the smallest press sheet to which this rule applies
Sheet Size (Max) W and H	The dimensions of the largest press sheet to which this rule applies

Criteria for auto signature creation

The following settings are specific to the auto signature creation (ASC) feature.

Press Name	For your reference only, describe the press that is represented in the MIS software by the **Device ID**. The software doesn't use this information.
Device ID	Device ID that the MIS software assigns to this device. If no device is specified, then all devices are considered.
Device ID Front Colors	Number of colors on the front side of the job that are described in the JDF file
Back Colors	Number of colors on the back side of the job that are described in the JDF file

JDF automation

The open-standard job definition format (JDF) is used by JDF-compliant systems to communicate data and automatically trigger specific job tasks. Experienced users with JDF training can set up profiles for varying degrees of job automation, and they can manually intervene in automation jobs when needed.

JDF jobs

In a JDF workflow, the management information system (MIS) sends you a JDF file that represents the job ticket and specifies the imposition requirements in its stripping data. Incoming JDF files can contain enough product intent to autogenerate the **Press Runs List** via template-signature matching or creation, and you can add or edit details as needed.

The currently loaded profile determines the type of automation that is applied when a JDF file is opened, based on the **JDF** tab settings in the Preferences dialog box.

When you open an MIS JDF file, the software immediately examines the JDF data (stripping parameters) and attempts to resolve the requirements using a specific sequence, depending on the profile.

Manually matching the source JDF values

You can manually edit the product intent to match the JDF values when:

- The profile is configured for matching only, and no suitable template is found.
- The profile is configured for signature matching or creation, and the JDF data is not complete.
- The original intent needs to be updated with late change requests.

When the product intent is fully defined, you can generate the **Press Runs List**.

When structural changes are needed

When necessary, you can make structural changes, such as to accommodate an increased page count. Before proceeding, determine whether the customer service represetive will send you new or updated JDF data to replace this job, or whether you will change the job manually.

You can manually specify the new product intent in the **Assembly** view, and create the additional press-run layout in the **Press Runs** view. Although the printed result might be correct, the new press run will have no association with the original JDF stripping parameters, and the JDF output will contain an apparently unrequested press run.

Tips for optimal results

The JDF data that you receive can vary in structure and content between MIS systems and jobs. Even when the data is very comprehensive, mismatched properties can result if the profile requires several mandatory criteria, with a low tolerance for differences.

And even if the JDF data and the profile both have minimal requirements and the press-run layouts are easily autogenerated, the impositions might not be suitable. In that case, you might need to compare the JDF values of nonmandatory settings with the autoselected values, and then manually edit the settings to match more of the JDF values.

Here are some suggestions for achieving better results:

- Store suitable JDF settings in custom profiles, so that the generated impositions will be compliant with downstream systems.
- Configure additional profiles, and switch between them as needed.
- For auto signature matching, maintain a well-organized collection of layout resources (templates).
- For more accurate matching, create a profile that uses all or most of the **Matching Criteria** and a fairly strict **Match Tolerance**.
- For easier matching (with the risk of unsuitable results), use fewer **Matching Criteria** and a more lenient **Match Tolerance**.

Completing a JDF job

After opening a JDF file, you can check the autogenerated layouts, compare the current settings alongside the source JDF values, and make any necessary adjustments before you print the output.

Note: For auto signature creation, define the mark rules that will add the correct marks to the autogenerated layouts.

Implement any of these steps that apply to your situation, based on your awareness of the type of JDF data that you receive from your MIS.

For example, if the JDF data is consistently well defined, you might proceed to print the generated press-run layouts, with or without first checking the results.

1. In the **Preferences** dialog box, load a suitable profile or set options as needed on the **JDF** tab.

    a. Choose the automation type:

       - For auto signature creation (ASC) only, select **Create Only**.
       - For auto signature matching (ASM) only, select **Match only**.
       - For the most flexible automation, select **Match then create** (ASM/C).

    b. Select the matching criteria that are mandatory, and set the **Match Tolerance** level.

2. Select **File** > **Open**, and locate and open the JDF file.

    The job notes are updated with the JDF file name, descriptive name, and MIS job ID, if provided. The run list is populated with PDF pages if the JDF includes a reference to the input files; otherwise, blank pages fill the specified page count.

    The results and your next actions depend on the JDF data contents and the profile settings.

    Depending on the configured auto generation type, the software tries to resolve the requirements in the following sequence:

If the JDF data contains:	For:	The software:	Typical next steps
A reference to a valid template that is in the **Templates** folder	ASM, ASC, ASM/C	Ignores the profile settings, and generates the assembly and press runs based on the referenced template	Check the generated press runs in the **Press Runs** view, and make any necessary adjustments before printing.
Sufficient stripping data, no template reference	ASM	Based on the **Matching Criteria**, tries to match the mandatory JDF values to the values in an existing template (within the profile's **Match Tolerance** limit) and if successful, generates the assembly and press runs based on the template	Check the generated press runs in the **Press Runs** view, compare the JDF values and settings in the **Properties** pane, and make any necessary adjustments before printing.
	ASM/C	Based on the **Matching Criteria**, tries to match the mandatory JDF values to the values in an existing template (within the profile's **Match Tolerance** limit) and if unsuccessful, generates the assembly and press runs based on the template	If ASM was unsuccessful, you can manually complete the job.
	ASC	Applies the JDF values to the intent properties, and generates the assembly and press runs	
Insufficient stripping data	ASM, ASC, ASM/C	Highlights the missing properties and generates a minimal assembly or no assembly	Obtain the missing customer requirements for the product intent, update the properties, and generate and check the press runs before printing.

3. In the **Assembly** view, check the generated product assembly and intent settings:

    a. In the workspace, review the product structure that was derived from the JDF data.

    b. In the **Properties** pane, expand the **Source JDF Values** column.

    c. For each product, part, and section one at a time, compare the current property settings with the source JDF values, and edit or complete the settings as needed.

    The **Properties** pane highlights any mandatory settings that are not within the profile's defined JDF **Match Tolerance** level for its **Matching Criteria** selections. You can edit or specify values for mandatory and non-mandatory settings.

Note: Skip the next step if the press runs were already autogenerated and no edits are required.

4. Click **Generate Press Runs**.

   If the press-run layouts are successfully generated, the view switches to the **Press Runs** view. If they fail to be generated, you can edit the settings and try again, or switch to **Press Runs** view and manually complete the job.

5. In the **Press Runs** view, check the autogenerated press-run layouts and make any changes needed for production, such as to change the stock selection.

   Any autogenerated, duplicated, or copy-and-pasted press runs with the same layout and stock are automatically linked.

6. Print the output.

JDF Preferences

Use the **JDF** tab in the Preferences dialog box to define how the software automates JDF-based jobs, and optionally save the settings in a custom profile.

In Mac OS: Select **Preps** > **Preferences** > **JDF**.

In Microsoft Windows: Select **Edit** > **Preferences** > **JDF**.

Signature Creation

Choose the automation method used to build the **Press Runs List**:

Match only	Always attempt to build the **Press Runs List** by matching the requirements to existing template signatures, and never automatically create press-run layouts. This is also known as auto signature matching (ASM).
Create only	Always build the **Press Runs List** by autocreating the layouts; ignore any templates that are in the **Templates** folder. This is also known as auto signature creation (ASC).
Match then create	Always build the **Press Runs List** by first mtaching the requirements to existing template signatures (ASC), and create a press-run layout only when unable to find a match (ASC).

Matching Criteria

Choose the characteristics that will be used as criteria for matching:

- **Check sheet size**
- **Check work style**
- **Check head and foot trim**
- **Check fold pattern**: When autogenerating signatures, matches the specified fold pattern number, as defined in the CIP4 JDF Fold Catalog.
- **Check fold orientation**: When autogenerating signatures, matches the specified JDF rotate and flip coordinates. The bindery uses this information to transform the production signature as it comes off the press to its final product orientation.

Match Tolerance   Decrease this tolerance to a stricter level for more precise matching, or increase it to a more lenient level to increase the likelihood of successful matching.

Signature Creation Marks

Add SmartMarks based on mark rules   Select this check box when you are ready to activate your mark rules.

Add JDF error marks   Clear this check box to suppress error messages in text marks, which can appear when the JDF geometry specifications include incomplete or inconsistent information. If this check box is selected, you can manually delete the error marks.

Error Mark Tolerance   If **Add JDF error marks** is selected, set the tolerance level to allow before adding the error mark.

JDF Output

Format the output based on this specification
- **JDF version 1.2** (software default)
- **JDF version 1.3**
- **JDF version 1.4**

Use relative paths for marks   If selected, formats the URL for the location of the marks as a path that is relative to the location of the JDF output file.

Use relative paths for input files   If selected, formats the URL for the location of the content input files as a path that is relative to the current location of the JDF file.

JDF output

You can print JDF output from any job, including jobs that were not based on MIS JDF data. You can save a JDF-based job as a regular JOB file, and you can also print it to any of the supported output types.

JDF output files contain all the information needed to re-open and automatically reconstruct the job, for example, if a job needs to be re-plated. This is referred to as JDF roundtripping.

JDF output can be generated from any job, including jobs that were not started from JDF data. Other features of JDF output include:

- Color mapping and web-growth compensation are supported and can be configured in the Print dialog box.
- In the Print dialog box, you can export CIP3 cutting data by either embedding it inside the JDF output file or by printing the job twice: once to JDF, and once to PPF. Your method depends on the postpress system capabilities.
- If the MIS JDF includes CIP4 folding data for setting up CIP4-compliant folding equipment, it is passed through in the JDF output.

AutoGang

The AutoGang feature makes intelligent decisions to determine which PDF pages constitute a complete flat-work product. It chooses the best positions for pages on the press sheets, based on the settings and priorities that you assign. You can review and adjust the results as needed.

Creating an AutoGang preset

AutoGang presets apply specific settings and optimization priorities.

Note: The default profile and any custom profiles all share the same AutoGang presets, which are stored in a special configuration file called **Autoganging.cfg**.

1. Select **Resources** > **AutoGang Presets**.
2. To add a new AutoGang preset, click **[+]**, or select a preset and click **[+]** to add a duplicate.
3. Specify a name, and choose the media and stock that this preset will apply .

4. Specify the margins that will determine the dimensions of the imageable area on the sheet.

5. Choose the work style.

   If you select a two-sided work style, products will be autoganged in front-and-back content page pairs.

6. Set the default gap limit between pages.

   Any bleed margins that are wider than this limit will be adjusted to fit this space.

7. Choose whether AutoGang should optimize for digital printing (zero makeready), offset printing (default makeready), or print cost (actual calculated make ready).

   If you choose to optimize for cost, you must enter the total costs for press runs for quantities of 500 sheets and 1000 sheets (including all costs that you want considered in the calculations).

   Note: The default offset printing option adds 200 sheets to the run length quantity as an approximation of makeready time and materials, or waste per press run.

8. Specify the step direction for the autoganged layout of multiple-up products on a press run.

   Note: This can depend on whether an automatic or manual cutter is used.

   - Choose a specific direction if the items must be adjacent, to form blocks with either horizontal or vertical cut lines.
   - If a specific direction is not required, allow the software to calculate the layouts based on cut efficiency.

     This can result in horizontal or vertical cut lines on a layout, or both.

9. If you choose cut efficiency, use the slider to indicate whether the autocalculation should make a quick decision or take more time to create a more efficient layout.

10. If products or cut blocks may be rotated for the best fit, select the **Allow Rotation** check box, or clear it to prevent rotation.

11. (Skip this step if you are not using AutoGang hot folders in a Prinergy workflow.) Choose whether files are to be autoganged on a first in, first out basis.

    If selected, the file that was in the hot folder for the longest time is included in the autoganged layout. Oher files might also be included, depending on your optimization and step direction choices.

12. To create a new preset based on these settings, click **Save as Preset**.

Generating the AutoGang press runs

1. Set up the **AutoGang** tab in the Preferences dialog box.

2. Use the Mark Rules Editor to configure rules for automatically adding marks to the generated press runs.

3. Set up the Files list.

4. Click the **AutoGang** tool to generate the job's AutoGang list.
   All Files list pages are automatically added to the job's AutoGang list. Each single-sided page or two-sided page pair is considered to be one flat-work product, and each row displays information about one flat-work product.

5. Review and adjust the list as needed:

What you can do	Description
Select the AutoGang preset	Accept, change, or edit the **AutoGang Preset** selection as needed for this job.
Check front and back page pairs	When the selected preset uses a two-sided work style, the pages are autopaired in front and back page positions. Each even-numbered page is assigned to the back of its preceding odd-numbered page. **Tip:** You can change the way a product is paired by dragging a product row to anywhere else in the list to create two new products with content on the front only. Dragging one of these rows onto another blank-backed product replaces its blank back with the dragged content.
Select products for ganging	Select the check boxes to include the products in this ganging session. Products with cleared check boxes will be ignored.
Set the quantities	Use one of these methods: **Note:** It does not matter if the check box is selected or cleared. • Double-click in the **Quantity** column, type a new value, and tab to the next row. • Select multiple products that require the same quantity by clicking on the front page names, (not the check boxes), click **Set Quantity**, and type the value.

6. To generate the layouts for the selected products, click **Gang**.

7. Review and adjust the results as needed.

   The number of generated press runs depends on the job size and the settings in the Preferences dialog box. The generated press run names are appended with the press run lengths.

8. Save the job and print the output.

AutoGang Preferences

In Mac OS: Select **Preps** > **Preferences** > **AutoGang**.

In Microsoft Windows: Select **Edit** > **Preferences** > **AutoGang**.

Replace current sheet(s)	Select or clear the check box, depending on whether existing press-run layouts are to be replaced or retained. **Note:** If this check box is cleared, the default press run that is available in every new job must be manually deleted.
Press Sheet Generation	Use the check boxes to specify whether to generate all the layouts for the entire AutoGang list. **Tip:** Clear the **Replace current sheet(s)** check box, generate first best sheets for different combinations of settings, and compare the results before generating all the layouts with the **Create multiple sheets** option.
Create multiple sheets (for selected products)	Generates press runs to lay out all the AutoGang products
Create first best sheet	Autoselects products and generates only the best possible ganged layout, based on the current settings. Any products that do not fit are not placed.

AutoGang hot folders for Prinergy systems

The AutoGang feature includes a hot folder capability to fully automate job ganging for a Kodak Prinergy workflow system. You can set up as many AutoGang presets as needed to associate with the hot folders that you create.

Setting the root hot folder

After you specify a root hot folder location locally or on a server, Preps watches the hot folders for input files, generates layouts based on a hot

folder's associated AutoGang presets, and places the output files in the specified folder locations.

All AutoGang hot folders must reside within the same root folder location, which is used by all profiles.

➢ On the **AutoGang** tab in the Preferences dialog box, click **Select**, and locate the root hot folder that will contain all the individual hot folders that you create on either your computer or on a server in your network.

Click **New Folder** as needed if the folder does not yet exist.

Tip: For network locations, use the SMB protocol to connect to the server.

Setting up an AutoGang hot folder

You can set up as many AutoGang hot folders as needed for your operations, with one or more quantity-based folders per hot folder.

Adding PDF input files to a quantity-based folder automatically sets the number of copies to be printed. Each hot folder scans and prints the contents of its quantity folders according to the schedule that you set up. You also specify the AutoGang preset to be used by each hot folder, as well as the output file type and the folders where the job, product, and output files are automatically placed when the job is finished.

New hot folders that you set up following this procedure are automatically created inside the **Root Hot Folder** path that you define in the Preferences dialog box.

1. From within the Kodak Prinergy Workshop software, open the Preps software.
2. Expand the **AutoGang** resource pane to display the categorized hot folders that are currently defined in the **AutoGang** resource list.

   This list initially contains no hot folders. As you configure and add hot folders to the **AutoGang** resource list, they are automatically listed under either the **Manual print** or **Automatic print** category, depending on your hot folder settings.
3. To create and configure a new hot folder, click **[+]**.
4. At the top of the settings dialog box that appears, give your new hot folder a descriptive name.

Tip: Keep in mind that Mac OS file names are limited to a total of 32 characters. The date and time of printing are automatically added to AutoGang output file names, which leaves only up to 13 characters for the hot folder name portion, depending on the file name extension.

5. Choose the **AutoGang Preset** that this hot folder uses.

6. In the **Scan every** box, specify how frequently (number of minutes) the software should scan the hot folder for new files.

7. In the **Quantity Folders** area, type a value for each quantity-based subfolder that this hot folder requires.

   Optionally click **[+]** to add more quantity folders, if needed.

8. In the **Print Options** area, select the **Output Type** that this hot folder generates: **JDF**, **PJTF**, or **PDF**.

9. Specify where this hot folder places each type of generated file when it completes a job.

This folder location:	Collects these files types:
Output ganged layout to	The generated JDF, PJTF, or PDF output files
Move product files to	The PDF input files that have been ganged
Output Preps .job files to	The automatically saved Preps job files
Check box **Output PPF to**	Select this check box if Print Production Format (PPF) output files are also to be generated. You can then locate the folder where PPF files are to be placed.

   You can add new folders to collect these files in any accessible location or various locations in the network. Give the folders names that are meaningful for your purposes.

10. Choose a print option, depending on whether you want to preview the layouts:

Choose this option:	To do this:
Manual Print	Preview each generated layout, and make any adjustments needed. When you are satisfied with the layouts, manually print the output. For manual printing, there are no further settings to specify.
Automatic Print	Save the job and generate the autoganged layouts automatically, with no manual intervention. Selecting this option activates additional options.

   Your choice determines the category under which this hot folder appears in the **AutoGang** resource list.

   Note: Jobs created via hot folder cannot be manually saved, to be consistent with the automated hot-folder file management.

11. For automatic printing only, set the schedule for automatically generating the output **when sheet utilization is above** the minimum percentage that you specify.

    You can choose to print the output immediately, every specified number of hours, at a specific time each weekday (Monday to Friday), or at a specific time every day (Monday to Sunday).

    Printing takes place when your specified sheet utilization percentage is reached, and the files are then placed in the folders that you defined.

12. Click **OK**, and verify that the new hot folder appears in the **AutoGang** resource list.

13. To refresh the hot folder **AutoGang** list, click **Rescan**.

Tip: Double-clicking a hot folder in the AutoGang list will pause the hot folder and change the appearance of the icon, until you double-click it again to make it active.

Autoganging a job for Prinergy

1. Place the PDF input files into a suitable quantity-based folder within an AutoGang hot folder.

Note: Input files must be either single-page PDF files (for single-sided work style) or two-page PDF files (two-sided work style). Files with more than two pages (or more than one in a single-sided hot folder) are moved to the error folder, because parts of a file cannot be ganged independently.

2. If this is a manual print job, open the Preps software from within the Prinergy Workshop software, and check the generated layouts before saving and printing the job.

3. For the first few autogang jobs that you run, you might want to verify that the output files were generated and placed in the configured folder locations.

    The output file names automatically include date, time, and hot folder name, in this format:

    YYMMDDHHmm_nn_<HotFolderName>, where *nn* represents the incremented file ID number.

Note: You cannot currently change the way that output files are named.

4. For information about processing the final output in Prinergy, see the Prinergy documentation.

11   Shortcuts

User interface viewing tools

Click the arrows and stretch the dividers to fit the window panes to your needs.
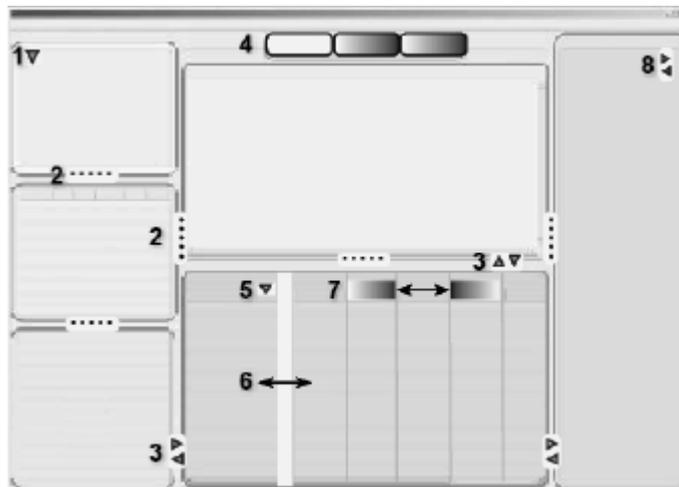
1	Click a triangle to expand or collapse a list tree .
2	Drag a divider to stretch or shrink a pane.
3	Expand a pane to hide the adjacent panes.
4	Click a tab to switch views.
5	Click the triangle to reverse a column's sort order.
6	Drag the column edges to adjust their widths.
7	Drag the column headers to rearrange the columns.
8	Stretch or shrink a column.

Menu shortcuts (Windows)

To do this:	First:	Then press these keys:	
* Select all objects	Select an object	Ctrl	A
* Select all same-type objects	Select nothing	Ctrl	A
Locate and add files	Open or start a job	Alt+Ctrl	A
Duplicate or step and repeat	Select an object	Ctrl	D
* Flip the sheet	Set up a press sheet	Ctrl	F
* Group	Select pages	Ctrl	G
* Ungroup	Select a page group	Shift +Ctrl	G
* Lock	Select an object	Ctrl	L
* Unlock	Select a locked object	Shift +Ctrl	L
Create imposition dialog box		Ctrl	M
Start a new job	Save current job	Ctrl	N
Locate and open a job		Ctrl	O
Open the Print dialog box		Ctrl	P
Close the software		Ctrl	Q
Save this job		Ctrl	S
Save this job as...		Shift +Ctrl	S
* Add a new press run		Ctrl	T
* Duplicate this press run	Select a press run	Shift +Ctrl	T

To do this:	First:	Then press these keys:	
Paste	Select an object	Ctrl	V
Close this job	Save current job	Ctrl	W
Cut	Select an object	Ctrl	X
Undo (if undoable)		Ctrl	Z
Redo		Shift +Ctrl	Z
Expand a resource pane:			
* Media list		Ctrl	1
* Stock list		Ctrl	2
* Marks list		Ctrl	3
* Layouts pane		Ctrl	4
* AutoGang pane		Ctrl	5
Zoom:			
*Zoom in/out	Select an object	Ctrl	plus (+) / minus (-)
Fit in window		Ctrl	0
* View at actual dimensions	Select an object	Alt+Ctrl	0
Align objects:			
Align left	Select an object	Shift	←
Align top	Select an object	Shift	↑
Align right	Select an object	Shift	→
Align bottom	Select an object	Shift	↓

* Indicates a specialized command key sequence for this software. All other commands are standard to the operating system.

Menu shortcuts (Mac OS)

Keyboard symbols:

- Command ⌘
- Shift ⇧
- Option ⌥
- Control ⌃

To do this:	First:	Then press these keys:	
* Select all same-type objects	Select an object	⌘	A
* Select all objects		⌘	A
Locate and add files	Open or start a job	⌃+ ⌘	A
Duplicate or step and repeat	Select an object	⌘	D
* Flip the sheet	Display a press sheet or web	⌘	F
* Group	Select pages	⌘	G
* Ungroup	Select a page group	⇧+⌘	G
* Lock	Select an object	⌘	L
* Unlock	Select a locked object	⇧+⌘	L
Minimize		⌘	M
Start a new job	Save current job	⌘	N
Locate and open a job		⌘	O
Open the Print dialog box		⌘	P
Close the software		⌘	Q

To do this:	First:	Then press these keys:	
Save this job		⌘	S
Save this job as...		⇧+⌘	S
* Add a new press run		⌘	T
* Duplicate this press run	Select a press run	⇧+⌘	T
Paste		⌘	V
Close this job	Save current job	⌘	W
Cut	Select an object	⌘	X
Undo (if undoable)		⌘	Z
Redo		⇧+⌘	Z
Expand a resource pane:			
* Media list		⌘	1
* Stock list		⌘	2
* Marks list		⌘	3
* Layouts pane		⌘	4
* AutoGang pane		⌘	5

Zoom:			
*Zoom in/out	Select an object	⌘	plus (+) / minus (-)
Fit in window		⌘	0
* View at actual dimensions	Select an object	⌥+⌘	0

Align objects:			
Align left	Select an object	⇧	←
Align top	Select an object	⇧	↑
Align right	Select an object	⇧	→
Align bottom	Select an object	⇧	↓

Changing the order of overlapping objects			
Bring to front	Select an object	⌥+⌘	]
Bring forward	Select an object	⌘	]
Send backward	Select an object	⌥+⌘	[
Send to back	Select an object	⌘	[

Other keyboard shortcuts		
Preferences dialog box	⌘	, (comma)
Help (user guide and other information)	⌘	?
* Display next sheet	⇧+⌘	>
* Display previous sheet	⇧+⌘	<

> * Indicates a specialized command key sequence for this software. All other commands are standard to the operating system.

Other shortcuts

This table summarizes various other shortcuts that use the keyboard, the mouse, or both.

Note: In these shortcuts a plus sign is used to mean the word and—it does not mean to press the plus (+) key.

To achieve this:	Use this shortcut:	Description
Viewing and selecting items		
Select an imposition page within a page grtid	Use the **Page Select** tool, and click the page	
Select multiple pages or marks	Shift + click the items, or drag a marquee around them	Allows you to click multiple pages or marks, or drag a marquee around them to select them all
Select a fold mark	Mac OS: Option + Shift + click Windows: Alt + click	Allows you to view and edit the fold mark properties
Zoom in and out	Roll the mouse wheel	Increases or decreases the zoom as you roll the mouse wheel
Pan your current view	Spacebar + drag an object in the workspace	Moves the press sheet in the same way as the **Pan** tool
Editing		
Edit a layout's page properties	Select a page in the workspace	Activates the editable text boxes in the workspace, depending on the current **View** menu selections, and displays the **Content Page** and **Template Page** settings in the **Properties** pane
Edit a layout's mark	Double-click a mark in the workspace	Displays the selected mark's settings in the **Properties** pane
Edit a reusable media, stock, or mark resource	Right-click the item in the corresponding list in the **Resources** pane	Displays a context menu from which you can choose **Edit**
Edit a press-run section's trims	In the workspace, select the section	Activates the editable text boxes in the workspace, depending on the current **View** menu selections, and displays its settings in the **Properties** pane
Edit a product section	From any view, select the section in the **Products** list.	Displays its settings in the **Properties** pane
Edit an imposition on a layout	Double-click the imposition	Displays the Edit Imposition dialog box

Editing		
Edit a product or product part	From any view, select the product or part in the **Products** list.	Displays its settings in the **Properties** pane. Structural edits of multipart products can be made only in the **Assembly** view, such as changing the page count
Edit content trim boxes	Select the page in the **Pages List**	Displays the page and trim boxes in the **Preview** pane (depending on **View** menu settings) and its run-list page settings in the **Properties** pane
Edit a press run's settings	Select the press run in the **Press Runs List**	Displays its settings in the **Properties** pane. You can also edit certain settings directly in the list row.
Edit gutters in a layout	In the workspace, select the press-run section	Displays its editable gutter or trim text boxes in the workspace and **Properties** pane
Edit a media's punch location	In the **Media** list, right-click the media, select **Edit**, and in the Media Configuration dialog box, click **Punch Location**.	Displays the Punch Location dialog box
Edit a layout's distance beween the sheet edge and the media punch	In the workspace, select the stock.	Displays its settings in the **Properties** pane, including the editable **Punch Distance**

Moving items		
Move a page along its axis	Shift + drag a page	Moves a page to a position that is on either the X or Y axis of its original position. If you move the page diagonally, it snaps to its nearest original axis.
Nudge an item	Select the item and use the arrow keys	Moves the selected, unlocked page or mark in the direction of the arrow
Override the snap behavior	Mac OS: Command + drag Windows: Ctrl +drag	Drags the selected page without regard to snap settings. When you release the mouse, the page remains exactly where it is instead of snapping to the nearest available grid line.

Replacing items		
Replace a content page in a layout	Drag new page over old page until recycle symbol appears, then drop.	Replaces that page and any other page on the press sheet that has the same template number. Retains the original template page properties for each replaced page.
Replace content on only one of multiple same-numbered template pages	Mac OS: Option + drag Windows: Alt + drag	Replaces only the page with a recycling symbol on it, even if it is in a group. Does not affect any other pages with the same template page number. Assigns the next available template page number to the new page. Works only for pages dragged from the file list.
Replace a stock or media in a layout	Double-click the new item in the **Stock** or **Media** list	Replaces without removing any placed pages
Replace a press-run layout	Double-click the new template signature in the **Templates** list	Removes any placed pages and replaces the existing layout resources in the workspace
Replace selected file list placeholder with content	**Job** > **Replace File Placeholder**	Replaces the file placeholder with content. If the new file is larger or smaller than the placeholder, a message asks you what to do with the extra pages in the larger file.

Creating duplicates		
Duplicate a selected page once	Mac OS: Option + drag Windows: Alt + drag	Places a copy of the original page, with content, where you release the mouse
Duplicate a selected page via step and repeat	Mac OS: Command + D Windows: Ctrl + D	Displays a dialog box with the step-and-repeat options
Duplicate a selected press run	Mac OS: Command + D Windows: Ctrl + D	Adds and selects the duplicated press-run layout, without content
Copy a selected press run or ganged page	Mac OS: Command + C, Command + V Windows: Ctrl + C, Ctrl + V	Inserts a copy of the press run or places a copy of the page where you release the mouse, with content

Deleting pages		
Delete the entire selected page from a layout	Press Delete.	Deletes the selected template page and its content. This does not affect the **Files** list.
Remove only the content from a selected page on a layout	Mac OS: Option + Delete Windows: Alt + Delete	Removes only the selected content page and not its template page. If used on a page group, removes all the content pages and retains the template pages.

12 For more information and software updates

Several sources of additional information and software downloads are available.

The documentation that is installed with a new software release is written in advance to allow time for translation. Updated information is posted online as it becomes available.

- Troubleshooting information: Search for knowledgebase articles on the Kodak eCentral® Internet portal at *https://ecentral.kodak.com/*.
- Software updates, utilities, and release notes: For up-to-date software and release-specific documentation, go to *http://graphics.kodak.com/* and select **Products** > **Unified Workflow** > **Production** > **Production Planning** > **PREPS Software**.

Note: The knowledgebase and some software downloads require an eCentral user account, which is free.

- Related documentation: Additional guides and technical bulletins are available on the software DVD or *http://graphics.kodak.com/*.
- Online forums: To find or share information and ideas, see the Kodak Graphic User Association forums at *http://www.mygua.org/forums/*.

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