User guide

PRISMAprepare

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Chapter 1
Introduction

Software version

This documentation describes the functionality of PRISMAprepare v6.2.

What's new in software version 6.2

Soft Proof PDF

Precise representation of the finished product to be shared with your customer.

Allows validation of the prepared documents prior to production without the need for hardcopy proof.

Generic PDF viewers can be used for annotation: remarks and questions.

Content editing

Make last-minute adjustments on Text, Image, and Graphic Objects:
- Fix text (typically typos of few characters).
- Copy and move graphical objects inside the same document.
- Select a bitmap area and copy or move it inside the same document.

Apply color adjustments to selected objects.

Delete selected objects.

PDF boxes

Extended support of PDF boxes, by an advanced visualization and parameterization.

Easy correction and modification of PDF boxes in your customers' PDF.

Native file support

On opening MS Office/Open Office documents PRISMAprepare converts them to PDF automatically .

Improved configuration

Discover and configure the printers automatically, including online finishers.

No need to install the printer driver for PDF/JDF printers.

Configure PRISMAprepare much easier and faster, without restarting the running instances of PRISMAprepare.

Printer images automatic generation

Automatically generate the image associated to the printer, according to its configuration.

Improved licenses update

Possible automatic update of licenses.

Warning on maintenance expiry.

Introduction

This application provides an easy way to prepare and print your document.

The workflow of this application contains the following steps:

- **Collect** all pages from analog or digital sources, do a **Scan clean-up** on the scanned pages, and **Correct** minor imperfections.
  You use the[Pages] workspace for this.
- **Allocate** pages onto sheets, **Define** media and binding settings, and **Enhance** your document.
  You use the[Document] workspace for this.
- **Route** your job to a printer (and finisher) and **Optimize** the job for that route.
  For this, you use the [Print] dialog.

Chapter 2
Start using the application

Open and close a document

Introduction

This application can handle documents with format PDF v1.7 (and older) and Microsoft office documents (if Microsoft office is installed).

For a complete overview and prerequisites see : *Supported file formats* on page 20

When you open a 'read-only' document a warning message will appear. If you continue, you will not be able to save the changes that you make in your document.

The 'Open', 'Open recent' and 'Close' options are not available when this application is opened via another application.

For example, a job management application offers the possibility to add page program settings to a document. You open this application via the job management application to modify the document. You can only modify the current document.

Missing fonts

In case of missing fonts in the PDF file, the tab caption, the spine caption or the page numbers, an error message will appear. The 'Missing fonts' message indicates that required fonts are:
• Not embedded in the PDF document.
• Not installed on your computer.
• Installed on your computer, but the Adobe® Acrobat® setting called 'Local font' is deselected. When you open the document, the missing fonts will be substituted according to the Adobe® Acrobat® settings.

Document cannot be opened

If the PDF document cannot be opened due to PDF security restrictions, an error message appears.

Open a document

Procedure

1. Click [File] - [Open]....
   A [Browse] dialog will appear.
2. Browse to the location of the file to open.
   See : *Supported file formats* on page 20
3. Select the file and click [Open].

🖉 NOTE
If you opened a document that did not contain any settings for the application, the default settings will be added to the document. A default media size is assigned and any pdf bookmarks are converted into sections in the document. Thus, even if you did not modify the document, a message will appear which asks you to save the document including the specific settings for this application.

Close a document

Procedure

1. Click [File] - [Close].
   If you changed the document, you are asked to save the changes.
   If you changed the print settings, you can [Save the print settings] for the document.

   📝 NOTE
   If you opened a document that did not contain any settings for the application, the default settings will be added to the document. A default media size is assigned and any pdf bookmarks are converted into sections in the document. Thus, even if you did not modify the document, a message will appear which asks you to save the document including the specific settings for this application.

Open a recently used document

Procedure

1. Click [File] - **Open recent**.
   The documents recently used will appear.
2. Select the document that you want to open.

   📝 NOTE
   The *Define the general options* on page 28 dialog allows you to specify the number of recently used documents that are listed. In this dialog you can also clear the list of recent documents with the [Clear List] button.

Revert to the last saved version of the document

Introduction

You can discard the changes to a document and return to the last saved version.

The [Revert to last saved] option is not available when this application is opened through another application.

For example, a job management application offers the possibility to add page program settings to a document. You open this application via the job management application to modify the document. You can only modify the current document and save the changes.

When to do

To revert to the last saved version

Procedure

1. Click [File] - [Revert to last saved].
   A dialog will appear that allows you to discard the changes.
2. Click [Yes].
   The last saved version of the document will be opened.

Supported file formats

Introduction

Besides the PDF file formatPRISMAprepare can open a number of native (non-PDF) file formats.

These files are automatically converted to PDF when the files are opened. You can save a converted document only as PDF file, not in the original format.

Overview of the file formats supported.

PDF

PDF is the native file format for PRISMAprepare.

PDF

Item	Specification
PDF	The application can handle documents with format PDF v1.7 and older

Special note for Hot folders

The Hot folders do not support the native file formats described below unless a change has been made in component services.

This change in component services is described in the Technical Service Manual of PRISMAprepare.

Microsoft Office

For native file support you need :
- Microsoft Office 2007 SP2 with the add-in "Microsoft Add-in Microsoft Save As PDF".
- Or any newer versions of Microsoft Office (add-in not required).

✎ NOTE
Microsoft Office $\geq$ 2010 must be installed to convert the OpenDocument file formats.

When Microsoft Word is installed

Supported extensions	Specification
.doc, .docx, .docm	Word document
.rtf	Rich text format
.txt	Text file
.wps	Works 6 – 9
.odt	OpenDocument text

When Microsoft Excel is installed

Supported extensions	Specification
.xls, .xlsx, .xlsm, .xlsb	Excel worksheets
.ods	OpenDocument spreadsheet

When Microsoft PowerPoint is installed

Supported extensions	Specification
.ppt, .pptx, .pptm, .pps , .ppsx, .ppsm	PowerPoint presentation
.odp	OpenDocument presentation

Save a document

Introduction

When you save a document, the current file name will be used.

The 'Save as' command allows you to save your document using a new file name and/or another folder. The 'Save as' option is not available when this application is opened via another application. For example, a job management application offers the possibility to add page program settings to a document. You open this application via the job management application to modify the document. You can only modify the current document and save the changes.

When you save a variable data document, the reference to the data source file is saved as well.

Save a document

Procedure

1. Click [File] - [Save].
   If you changed the print settings, you can [Save the print settings] for the document.

   📝 NOTE
   If no changes have been made since the last save command, the [Save] command is disabled.

Save a document using a new file name

Procedure

1. Click [File] - [Save as...].
   If you changed the print settings, you can [Save the print settings] for the document.
2. Specify the new file name and/or folder and click [Save].

Close the application

Introduction

Use the 'Exit' command to close the application.

When to do

To close the application

Procedure

1. Click [File] - **Exit**.
   or
2. Click the close button ('X') in the right top-corner.

Undo and redo commands

Introduction

Every command in this application can be undone or redone until you save the document.

Undo a command

Procedure

1. Click [Edit] - 'Undo'.
   The previous command is undone.
2. Repeat step 1 until you have undone the desired commands.

   📝 NOTE
   You can undo commands since the last moment you have saved the document.

Redo a command

Procedure

1. Click [Edit] - 'Redo'.
   The previous undone command is redone.
2. Repeat step 1 until you have redone the desired commands.

   🖉 NOTE
   You can redo commands until there are no more commands to redo, or until you save the document.

Start an external application

Introduction

Use the **Tools** menu to start one of the configured external applications. You can modify the selected pages in this external application. When you close the external application, you import the updated pages into your document.

An external application can be configured to accept only 1 PDF page. When you select multiple pages, the concerning external application is not available to you.

✎ NOTE
The administrator defines which external applications are available in the 'Tools' menu.

Start an external application

Procedure

1. Select the pages that you want to use in the external application.
2. Click **Tools** and select the required external application.
   The selected pages will be exported to the external application.
3. Use the external application to modify the selected pages.
4. Close and save the external application.
5. Click [Import] to import the selected pages into the application.
6. Click [Cancel] to discard the changes that you made in the external application.

Define the general options

Introduction

Click [Tools] - [General options] to define general options for the application and the documents.

There are two types of general options available :
- The options for the application are applied when you click button [OK].
- The options for the document are applied when you open a document.

The [General options]

Options for the application are applied when you click [OK].

Setting	Description

[Default media system]	This setting defines the default media size and the media weight unit used. You can select the following options:
	• [Metric]
	  Use default media size 'A4' and media weight unit [g/m2].
	• [Imperial]
	  Use default media size 'Letter' and media weight unit [lb bond].

[Recent files]	Specify the number of files that appear in the [Open recent] list in the [File] menu.
[Clear List]	Removes the files from the [Open recent] list in the [File] menu.
[Enable overprint preview]	The [Enable overprint preview] option simulates overprints in the application. Use this option to get an estimation of how overprint behavior appears in the printed document. ✎ NOTE Option [Enable overprint preview] is overruled by option [Overprint simulation] in the [Print] dialogue.
[Color spaces]	A color space is an intermediate color space used to define and edit colors in Adobe applications. Each color model has an associated color space profile. Use this option to choose the default color space profiles. A color space profile acts as the source profile for newly created documents that use the associated color model. For example, if sRGB IEC61966-2.1 is the current RGB color space profile, each new RGB document that you create will use colors within the sRGB IEC61966-2.1 gamut. Color spaces also determine the appearance of colors in documents that do not use a color model. When you open a document embedded with a color profile that does not match the color space profile, the application keeps the embedded profile.

The [Document options]

The options for the document are applied when you open a document.

Setting	Description
[Assign pick list media for folded sheets]	Defines the media assignment when the [Document type] is set to [Booklet]. You can select the following options: • [To page(s)] Assigns the media to the selected pages only. • [To whole sheet(s)] Assigns the media to the sheets of the selected pages. This means that the media is also assigned to the pages that are located in the other half of the booklet.
[PDF annotations]	The option sets the default behavior for [PDF annotations] embedded in PDF files. The application can only handle stamps and markups. You can select the following options: • [Open 'PDF annotations' dialogue to select the default setting.] If this option is enabled, the [PDF annotations] dialogue opens when you open a PDF file. You can define how to handle stamps and markups for the opened PDF file. • [Display a warning when a file contains sticky notes.] If this option is enabled, a warning is displayed when sticky notes are used in the PDF file. The sticky notes are removed when you save the PDF file in PRISMAprepare. Sticky notes are not displayed or printed in PRISMAprepare.

Set the measurement settings

The application uses the measurement settings defined by Microsoft Windows.

You can change measurement setting in Windows 7 as follows:
1. Click 'Start' - 'Control Panel' - 'Region and Language'.
2. click the Additional settings...' button.
3. Set 'Measurement System' option to 'Metric' [mm] or 'U.S.' [inch].

NOTE
Standard media sizes always use their own measurement units regardless of the chosen 'Measurement System' value. The size of A4 media is always in [mm], the size of Letter media is always in [inch].

Define the clean document options

Introduction

Click [Tools] - [Clean document options] to define options used for non-page programmed documents.

The [Clean document options]

Setting	Description
[Open 'Save as' dialog for converted documents]	This option enables the 'Save as' dialog for converted documents when saved for the first time. Documents are converted by the application when the original document is: • A non-page programmed PDF • A PDF with an ODW 3.6.x page program • A Microsoft Office document Use the 'Save as' functionality to keep the original PDF document. The 'Save' dialog is offered to the user by default.
[Display a warning when the PDF boxes are changed by the application.]	The PDF boxes are checked when you open a non-page programmed PDF document. Invalid PDF boxes will be corrected. This option shows a warning if the PDF boxes are corrected by the application.
[1-sided or 2-sided]	Define whether the application opens a non-page programmed PDF as a 1-sided or 2-sided document.

[Binding edge]	The position of the binding edge determines how the pages are printed on the paper. You can select the following options:
	• [Left]
	  The document will print so that the pages of the produced document turn over the left side of the paper.
	• [Top]
	  The job will print so that the pages of the produced document turn over the top side of the paper.
	• [Right]
	  The job will print so that the pages of the produced document turn over the right side of the paper.

[Use default media]	Use a default media for non-page programmed PDFs. Click [Define default media] to select a default media for non-page programmed PDFs.
[Convert PowerPoint to PDF options]	The default options used when you import PowerPoint files.
[Full page slides]	Import all slides as separate pages. The layout and page options as defined in PowerPoint are used.
[Handouts]	Combine one or more slides on one page. Define the number of slides per page. You can also define the order of the slides.

Setting	Description
[Notes pages]	Put one slide and its notes per page. You can use the [Page orientation] option in combination with this option.
[Page orientation]	Define which page orientation to use. Options are [As in document], [Portrait] and [Landscape].
[Frame slides]	Select this option to put a thin line around the slides.
[Open 'Convert PowerPoint to PDF options' dialog]	This option allows you to enter the conversion settings when you open a PowerPoint file. When you make no selection, the default options are used.

Define the document options

Introduction

Click 'Document' - [Document options...] to define a number of options for the currently opened document. These options overrule any general settings, for example the [PDF annotations] option as defined in *Define the general options* on page 28.

Define the document options

Setting	Description
[PDF annotations]	This setting defines which PDF annotations should be used in the document. The options are: • [None] 　No PDF annotations are used. • [Show and print stamps] 　Show and print PDF annotation stamps. • [Show and print stamps and markups] 　Show and print PDF annotation stamps and markups. • [Show stamps] 　Only show PDF annotation stamps. • [Show stamps and markups] 　Only show PDF annotation stamps and markups.
[Add page program content to ghost page(s)]	This option defines if page programming should also be applied to ghost pages.
[Include the ghost page(s) for page numbering]	• When you enable this option: The document pages and the ghost pages receive page numbers. The ghost pages become part of the document. • When you disable this option: The document pages receive page numbers. The ghost pages are ignored.

Use [Proof PDF]

Introduction

A document prepared with PRISMAprepare can be proofed before production.

A PDF of the prepared document is generated, showing realistic pictures of the product, with all the finishing artifacts (punched holes, staples, tabs …) and containing page media information.

This generated PDF file is called a [Proof PDF].

A proof PDF is used to show a customer the final layout of the product before final production.

Banner note contents

The banner note of the Proof PDF summarizes document metadata and statistics:
- The page programmed document (file) name
- The document properties as defined in PRISMAprepare, if specified.
  (title, owner, account, address, banner message, special instructions, document creation date)
- The creation date of the Proof PDF.
- The number of pages in the Proof PDF.
- The number of sets
- The number of VDP instances
- The Proof PDF note (as specified in the Proof PDF options)

Before you can use [Proof PDF] some setting are needed

Use [Tools] - [Proof PDF] to define the options used for Proof PDF.

To use Proof PDF in PRISMAprepare you need to define the following settings.
- *Define the Email server options* on page 33.
  This enables you to send Proof PDF files to a customer directly.
- *Define the Proof PDF options* on page 35
  The default settings used for the generation of Proof PDFs.

Define the Email server options

Introduction

Click [Tools] - [Proof PDF] - [Email server...] to define Email server options.

The Email server options

[Email server type]

Setting	Description
[Microsoft Outlook]	Select this to use the Microsoft Outlook account to send Proof PDF files. This is the default.
[SMTP server]	Select this to use a SMTP server account to send Proof PDF files. You need to also fill in the [SMTP server configuration].

[SMTP server configuration]

Setting	Description
[Server name]	Enter the DNS name or IP address of the SMTP server.
[Port number]	Enter the port number for the connection to the SMTP server.
[From]	Enter the user name of the account on the SMTP server.
[Password]	Enter the password of the account on the SMTP server.

Define the Proof PDF options

Introduction

Click [Tools] - [Proof PDF] - [Proof PDF options...] to define Proof PDF options.

All of these settings are defaults and can be changed during the creation of a Proof PDF.

The [Proof PDF] options

[File settings]

Setting	Description
[Background image]	You can select a background image to be used on all the pages of the proof PDF. You can select a background: • From a list of predefined images installed with PRISMAprepare. • From an image of your own on your system. Use the [New...] button to import your own picture in PRISMAprepare. Preview the background image by clicking on the magnifier button next to the image name. Once used your image will stay in the presented list.
[Measurement system]	The measurement system is used for the proof PDF information inserted in the Proof PDF file. The available options are • [Metric] • [Imperial] The default value is [Metric].
[Image resolution]	Set the image resolution: All the images in the document (except the background image) will be generated with the specified resolution in the proof PDF document. The available options are • 72 pi • 300 dpi The default value is 72 dpi.
[Language]	The language is used for the soft proof information inserted in the soft proof file. The operator may choose any of the 18 supported languages. The default value is the operating system language.

Setting	Description

Proof PDF filename	Set a template for the default name of the generated Proof PDF. You can compose it from free text and/or predefined tags inserted using buttons :
	• + [Filename]
	  The name of the source file.
	• + [Date...]
	  The date in a number of different styles.
	• + [Time...]
	  The time in a number of different styles.
	• + [Version]
	  An auto increment proof file generation counter.
	
	The Proof PDF filename shows a sample of the generated Proof PDF filename after applying the template.

[Email settings]

Setting	Description
[Subject]	Set the default subject for the Email of the Proof PDF.
[Message]	Set the default message that is in the Email of the Proof PDF.

Create a [Proof PDF]

The steps required to create a Proof PDF:
1. Open the file you want to create a Proof PDF file from.
2. Do all page programming required.
3. Start the print Dialog.
4. Click the [Proof PDF] button at the bottom.
5. Set the required options for this Proof PDF.
   See the table below for the available options.
6. You determine how the Proof PDF is handled by the button at the bottom.
   In the drop down list you can select these options:
   • [Save]
     Saves the proof PDF to the desired folder.
   • [Save & send]
     Saves the proof PDF to the desired folder and sends the Proof PDF to a customer via Email.

The save the [Proof PDF] options

[File settings]

Setting	Description
[Filename]	The Proof PDF filename generated using the template from "Define the Proof PDF options". Use the [...] button to change the proof PDF version number. ✎ NOTE The button is only available when the Filename template contains a version tag.
[Folder]	The folder used to store the Proof PDF. By default this is the folder where the source file is located. Use the [Browse...] button to select another folder if required.
[View the file]	Use this option to automatically open the Proof PDF after it is generated. The file is opened with your default PDF viewer.
[Background image]	You can select a background image to be used on all the pages of the proof PDF. You can select a background: • From a list of predefined images installed with PRISMAprepare. • From an image of your own on your system. Use the [New...]button to import your own picture in PRISMAprepare. Preview the background image by clicking on the magnifier button next to the image name. Once used your image will stay in the presented list.
[Measurement system]	The measurement system is used for the proof PDF information inserted in the Proof PDF file. The available options are : • [Metric] • [Imperial] The default value is [Metric].

Setting	Description
[Image resolution]	Set the image resolution: All the images in the document (except the background image) will be generated with the specified resolution in the proof PDF document. The available options are • 72 pi • 300 dpi The default value is 72 dpi.
[Language]	The language is used for the proof PDF information inserted in the proof PDF file. The operator can choose any of the 18 supported languages. The default value is the operating system language.

Use the color palette

Introduction

The color palette offers users the possibility to store and manage colors within the application. The palette can contain colors from the [RGB], [CMYK] and [Grayscale][Color space]. It is not a complete library, but a means to quickly access the most-used colors and the colors from the document. The user can add, copy, edit and delete colors from the palette. Pantone Spot Colors libraries are automatically installed.

The available colors in the [Color palette] are shown in two tabs:
1. [My palette]
   These colors are defined by the user.
2. [Document palette]
   These colors are used in the current document for text and graphics. Colors of images are not available. Tab [Document palette] is only available when the color palette is opened via the [Edit colors] dialog.

The [Color palette] is available in the [Pages] workspace via:
- The button bar: click the button [Color palette].
- The menu: click 'Tools' - [Color palette...].
- Open the [Edit colors] dialog and click the [Color palette...] button.

Add or edit a color

Procedure

1. Click: 'Tools' - [Color palette...]
   The [Color palette] dialog box appears.
2. Click the [New] button to add a new color to the color palette. The [New color] dialog box appears.
   Or select a color and click button [Edit] to edit a color. The [Change color] dialog box appears.
3. Create or edit the color. You can define the color manually or you can use the color picker.
   Click the icon of the color picker to activate or deactivate the color picker. You can pick the color of text and of graphical objects. The [Color space] of the selected object is used. The color picker cannot retrieve the exact colors of an unsupported [Color space].

Setting	Description
[Name]	Define a name for the color.

[Color space]	The [Color space] value can be:
	• [CMYK]
	  Define the [CMYK] values for the color.
	• [RGB]
	  Define the [RGB] values for the color.
	• [Spot color]
	  You can define a custom [Spot color]. See the table below.
	• [Grayscale]
	  Define the [Brightness]. With this setting, you can make the image lighter or darker.

.
You can define a custom [Spot color].

Setting	Description
[Name]	Define a name for the color.
[Color space]	Select the [Spot color] value.
[Spot color name]	Define a name for the spot color. The default name of the spot color is used when you select a spot color from the [Spot color library]. 📝 NOTE Do not use 'All' or 'None' as the [Spot color name]. 'All' and 'None' are reserved names. The print results become unpredictable when you use these reserved names.
[Tint]	You can create a tint or lighter percentage of a spot color.
Default or custom spot color	You can use a default spot color, or you can create a custom spot color. • From [Spot color library...] Select this option if you want to use a default spot color. Click the [Spot color library...] button to open the [Spot color library]. Select a library from the drop-down list. Select the spot color from the list of colors. You can type - part of - a spot color name in the [Name] field and click the [Filter] button. A subset of the available spot colors is displayed. Click [OK] after you have selected a spot color. The name of the default spot color is automatically used for the [Spot color name] option. It is recommended that you change the [Spot color name] if you can change the [Tint] of the spot color. The [Custom spot color] option is disabled when you select this option. • [Custom spot color] Use the [Input mode] to define the [Color space] of the custom spot color. You can define the color manually or you can use the color picker. You can change the [Tint] of the custom spot color.

Use the clipboard

Export pages to clipboard

Introduction

You can open PRISMAprepare multiple times in the same Microsoft Windows session. You can use pages between instances of PRISMAprepare via the clipboard.

1. Export the selected pages to the clipboard of Microsoft Windows.
2. Import the pages into a document that is opened in another instance of PRISMAprepare. The imported pages receive the page programmed settings of the selected pages in the document. For example: the [Document type], page size, [Bleed tabs], [VDP frames], et cetera.

This option is available via:

- The menu: click [Pages] - [Export pages to clipboard].
- The context menu: right-click the selected page(s) and select option [Export pages to clipboard].

Procedure

1. Select the pages that you want to use in another instance of PRISMAprepare.
2. Click [Pages] - [Export pages to clipboard].
   The selected pages are exported to the Microsoft Windows clipboard.

Import pages from clipboard

Introduction

You can open PRISMAprepare multiple times in the same Microsoft Windows session. You can use pages between instances of PRISMAprepare via the clipboard.

1. Export the selected pages to the Microsoft Windows clipboard.
2. Import the pages into a document that is opened in another instance of PRISMAprepare. The imported pages receive the page programmed settings of the selected pages in the document. For example: the [Document type], page size, [Bleed tabs], [VDP frames], et cetera.

This option is available via:
- The menu: click [Pages] - [Import pages from clipboard].
- The context menu: right-click the selected page(s) and select option [Import pages from clipboard].

Procedure

1. Select one or more pages in the document.
2. Click [Pages] - [Import pages from clipboard].
   The [Import pages from clipboard] dialog opens.
3. Define the [Position] of the pages:
   - [Before selection]
     Insert the pages from the clipboard before the selected pages in the document. The inserted pages receive the page programmed settings of the first selected page in the document.
   - [After selection]
     Insert the pages from the clipboard after the selected pages in the document. The inserted pages receive the page programmed settings of the last selected page in the document.
   - [Replace selection]
     Replace the selected pages in the document with the pages from the clipboard. Each inserted pages receives the page programmed settings of the corresponding selected page in the document.
4. The pages from the clipboard can contain [VDP frames].
   - [No frames]
     The [VDP frames] are removed when you import the pages.
   - [Keep frames of selected pages]
     The [VDP frames] of the imported pages are kept. You must select a data source file to add the variable data to the frames.
5. Click [OK].

Shortcut keys

Introduction

This application supports keyboard shortcut keys.

General shortcut keys

General shortcut keys

Function	Key(s)	Precondition
Close the active window	ALT + F4	Focus on application
Display the application help	F1	Focus on application
Activate the selection tool	ESC	Focus on [Preview] view
Reset the cut pages	ESC	Focus on [Structure] view
Undo the last action.	CTRL + Z	Focus on application
Redo the last action	CTRL + Y	Focus on application
Cut	CTRL + X	Focus on application
Paste	CTRL + V	Focus on application
Open the Print dialog	CTRL + P	Focus on application
Open the Open dialog	CTRL + O	Focus on application
Select all	CTRL + A	Focus on application
Save	CTRL + S	Focus on application
Save as	CTRL + SHIFT + S	Focus on application
Delete the selected item	DELETE	Focus on application
Select the page with focus	SPACEBAR	Focus on [Preview] view / [Structure] view
Add/remove the current page to/from selection	CTRL + SPACE-BAR	Focus on [Structure] view
Zoom in	CTRL + +	Focus on [Preview] view / [Structure] view
Zoom out	CTRL + -	Focus on [Preview] view / [Structure] view
Fit the page to the window	CTRL + 0	Focus on [Preview] view / [Structure] view
Zoom 100%	CTRL + 1	Focus on [Preview] view / [Structure] view
Zoom 200%	CTRL + 2	Focus on [Preview] view / [Structure] view
Activate the zoom out tool	CTRL + W	Focus on [Preview] view
Activate the zoom in tool	CTRL + Q	Focus on [Preview] view
Activate the selection tool	CTRL + E	Focus on [Preview] view

Function	Key(s)	Precondition
Activate the drag tool	CTRL + H	Focus on [Preview] view
Activate the rectangle selection tool	CTRL + R	Focus on [Preview] view
Activate the area selection tool	CTRL + T	Focus on [Preview] view
Activate zoom out tool (temporary)	SHIFT + W (hold)	Focus on [Preview] view
Activate the zoom in tool (temporary)	SHIFT + Q (hold)	Focus on [Preview] view
Activate the drag tool (temporary)	SHIFT + H (hold)	Focus on [Preview] view
Select the inverse of a rectangle	SHIFT (hold) + draw an area with the rectangle selection tool	Focus on [Preview] view
Select the inverse of a selected area	SHIFT (hold) + select an area between guidelines	Focus on [Preview] view
Show/hide columns	CTRL + G	Focus on [Preview] view
Show/hide contents outside of the page	CTRL + J	Focus on [Preview] view
Invert a selected area	CTRL + I	Focus on [Preview] view

Navigation in main menu and context menus

Every menu item is accessible with access keys. Access keys are keys used in combination with the ALT key to activate a control. Access keys appear as underlined letters on a menu.

Navigation in main menu and context menus

Function	Key(s)	Precondition
Activate the menu bar and enter the menu mode	ALT	Focus on application
Activate the menu bar and enter the menu mode	F10	Focus on application
Execute the corresponding command	ALT + access key	Focus on application
Display the context menu for the selected item	Context menu button	Focus on [Preview] view / [Structure] view
Display the context menu for the selected item	SHIFT + F10	Focus on [Preview] view / [Structure] view
Open the menu item, move to the item below, or move to the top of the menu if the focus is located in the bottom of the menu.	DOWN ARROW	Focus on menu
Move to the menu item above, or move to the bottom of the menu if the focus is located at the top of the menu.	UP ARROW	Focus on menu

Function	Key(s)	Precondition
Open the next menu to the right, or open a submenu	RIGHT ARROW	Focus on menu
Open the next menu to the left, or close a submenu.	LEFT ARROW	Focus on menu
Execute the selected command	ENTER	Focus on menu

Navigation in main window

Navigation in main window

Function	Key(s)	Precondition
Move the focus forward through the controls inside the view	TAB	Focus on main window
Move the focus backward through the controls inside the view	SHIFT + TAB	Focus on main window
Move the focus to the next view	CTRL + TAB	Focus on main window
Move the focus to the next view	F6	Focus on main window
Move the focus to the previous view	CTRL + SHIFT + TAB	Focus on main window
Move the focus to the previous view	SHIFT + F6	Focus on main window

Navigation in secondary windows

The [OK] and [Cancel] buttons have no access keys. They are operated with the ENTER and ESC keys.

Navigation in secondary windows

Function	Key(s)	Precondition
Move the focus forward through the controls	TAB	Focus on secondary window
Move the focus backwards through the controls	SHIFT + TAB	Focus on secondary window
Move focus to the next tab	CTRL + TAB	Focus on secondary window
Move focus to the next tab	CTRL + SHIFT + TAB	Focus on secondary window
Select the corresponding command	ALT + access key	Focus on secondary window
Move the focus or selection in a group of controls or items	ARROW keys	Focus on secondary window
Cancel	ESC	Focus on secondary window
OK	ENTER	Focus on secondary window
Execute the control with the focus	SPACEBAR	Focus on secondary window

Keyboard selection in lists and list boxes

It is possible to select multiple items in a list with the keyboard. Besides focus, an anchor is used. The item that has the focus also has the anchor.

Keyboard selection in lists and list boxes

Function	Key(s)	Precondition
Select previous item. Deselect all other items	UP ARROW	Focus on list
Select next item. Deselect all other items	DOWN ARROW	Focus on list
Move to previous item. Keep the selection of all other items.	CTRL + UP AR-ROW	Focus on list
Move to next item. Keep the selection of all other items.	CTRL + DOWN ARROW	Focus on list
Select all items from the anchor to the previous item(s). Deselect all other items	SHIFT + UP AR-ROW	Focus on list
Select all items from the anchor to the next item(s). Deselect all other items	SHIFT + DOWN ARROW	Focus on list
Select the item with focus. Deselect all other items.	SPACEBAR	Focus on list
Toggle the selection state of an item with focus.	CTRL + SPACE-BAR	Focus on list
Select all items from the anchor to the focus. Deselect all other items	SHIFT + SPACE-BAR	Focus on list
Select the first item of the list. Deselect all other items	HOME	Focus on list
Select the last item of the list. Deselect all other items	END	Focus on list
Move to the fist item of the list. Keep the selection of all other items.	CTRL + HOME	Focus on list
Move to the last item of the list. Keep the selection of all other items.	CTRL + END	Focus on list
Select all items from the anchor to the first item of the list. Deselect all other items	SHIFT + HOME	Focus on list
Select all items from the anchor to the last item of the list. Deselect all other items	SHIFT + END	Focus on list
Select the item with the same first letter/number	Any printable key	Focus on list

Edit boxes

Edit boxes

Function	Key(s)	Precondition
Move the cursor to the beginning of the line	HOME	Focus on edit box
Move the cursor to the end of the line	END	Focus on edit box
Move the cursor to the beginning of the previous word	CTRL + LEFT AR-ROW	Focus on edit box
Move the cursor to the beginning of the next word	CTRL + RIGHT ARROW	Focus on edit box
Move the cursor to the beginning of the previous line	CTRL + UP AR-ROW	Focus on edit box
Move the cursor to the beginning of the next line	CTRL + DOWN ARROW	Focus on edit box
Move the cursor to the beginning of the text	CTRL + HOME	Focus on edit box
Move the cursor to the end of the text	CTRL + END	Focus on edit box
Select or extend the selection	SHIFT + cursor movement (AR-ROW, HOME, END)	Focus on edit box
Select or extend the selection with complete words	SHIFT + CTRL + cursor movement (ARROW, HOME, END)	Focus on edit box

Drop-down boxes

Drop-down boxes

Function	Key(s)	Precondition
Select the current item	ENTER	Focus on drop-down box
Move the selection to the previous item	LEFT ARROW	Focus on drop-down box
Move the selection to the previous item	UP ARROW	Focus on drop-down box
Move the selection to the next item	RIGHT ARROW	Focus on drop-down box
Move the selection to the next item	DOWN ARROW	Focus on drop-down box
Display or hide the list	F4	Focus on drop-down box
Display the list	ALT + DOWN AR-ROW	Focus on drop-down box
Hide the list	ALT + UPPER AR-ROW	Focus on drop-down box

Function	Key(s)	Precondition
Move the selection to the next item with the same first letter/number	Any printable key	Focus on drop-down box

Check box

Check box

Function	Key(s)	Precondition
Toggle the check box	SPACEBAR	Focus on check box
Set the value to true	+	Focus on check box
Set the value to false	-	Focus on check box

Radio buttons

Radio buttons

Function	Key(s)	Precondition
Select the previous value	LEFT ARROW	Focus on radio button group
Select the previous value	UP ARROW	Focus on radio button group
Select the next value	RIGHT ARROW	Focus on radio button group
Select the next value	DOWN ARROW	Focus on radio button group
Select the value with focus	SPACEBAR	Focus on radio button group

Slider

Slider

Function	Key(s)	Precondition
Set the slider to the previous value	LEFT ARROW	Focus on slider
Set the slider to the previous value	UP ARROW	Focus on slider
Set the slider to the next value	RIGHT ARROW	Focus on slider
Set the slider to the next value	DOWN ARROW	Focus on slider

Date/time

Date/time

Function	Key(s)	Precondition
Display the calendar	F4	Focus on date/time
Display the calendar	ALT + DOWN ARROW	Focus on date/time
Hide the calendar	ALT + UP ARROW	Focus on date/time
Move to the previous month in the calendar	PAGE UP	Focus on date/time
Move to the next month in the calendar	PAGE DOWN	Focus on date/time

Function	Key(s)	Precondition
Move to the previous year in the calendar	CTRL + PAGE UP	Focus on date/time
Move to the next year in the calendar	CTRL + PAGE DOWN	Focus on date/time
Move up/right/down/left in the calendar	ARROW keys	Focus on date/time

Icons

Introduction

The [Structure] view uses the following icons to display the sheets and to give feedback about the page settings.

Icons

Icons

Icons	Description
Page column	
	The page icon refers to a single page.
	This icon appears when you move a page.
	This icon refers to a disabled page. It appears when a page cannot be selected.
	If the page is a scanned page, this icon is displayed on top of the page icon. ✎ NOTE This icon is only visible in the [Pages] workspace.
	This icon is displayed on top of the page icon if the page is currently selected in the [Preview] view. ✎ NOTE This icon is only visible in the [Pages] workspace.
	This icon is displayed on top of the page icon if the page is marked in the [Preview] view.
	The icon refers to a blank page.
	This icon appears when you move a blank page.
	This icon refers to a disabled blank page. It appears if a blank page cannot be selected.
	The icon refers to a group of pages.
	This icon appears when you move a group of pages.

Icons	Description
	This icon refers to a group of pages. It appears when a group of pages consists completely of pages that cannot be selected.
▬ ➕	With these icons, you can expand or collapse a group of pages.
Page size column	
	This icon refers to portrait pages of A4-like size.
	This icon refers to landscape pages of A4-like size.
	This icon refers to portrait pages of A3-like size.
	This icon refers to landscape pages of A3-like size.
	These icons refer to pages with fold settings.
Media column	
	This icon refers to portrait pages of A4-like size.
	This icon refers to landscape pages of A3-like size.
	This icon refers to punched media.
	This icon refers to Tab media.
	This icons refers to inserts of A4-like size.
	This icon refers to inserts of A3-like size.

Icons	Description
Section column	
	This icon refers to a section.
	This icon refers to one or more collapsed sections.
Output group column	
	This icon appears when the finishing setting for this page is set to one staple.
	This icon appears when the finishing setting for this page is set to two or more staples.
	This icon appears when the finishing setting for this page is set to [Other binding].
Hole punch column	
	This icon appears when a page contains hole punch settings.

List of concepts

Blank page

A blank page is an empty page created by the user and inserted in the PDF file. A blank page has no content but can have tab caption, [Bleed tabs], stamps and header and footer.

Blank sheet

A blank sheet is a sheet for which each sheet side contains a blank page.

[Booklet]
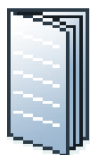
In a [Booklet] there are multiple sheets folded in 4 panels with one fold in the centre. Each panel is a separate PDF page. The sheets are folded inside each other.

This application puts the pages correctly on the sheets. For example, the pages 1 and 8 are printed on one side of the sheet. The pages 2 and 7 are printed on the other side of the sheet.

[Booklet] is applied to all pages in the document.

Ghost page

This is an automatically created empty sheet side that can appear and disappear, depending on the page allocation.

You cannot select a ghost page because you cannot perform any operation on it.

[Signature book]

In a [Signature book] there are multiple sheets folded in 4 or 8 panels with 2 or 4 folds. Each panel is a separate PDF page. The sheets are folded inside each other.
- [Octavo signature book]: eight pages are imposed on the front and on the back of the sheets in a way that, when each sheet sheets are folded twice, a booklet is generated. The cover media wraps the folded pages (size is typically 2 x book block + spine). It can be composed by imposing several pages on the cover sheet or using one pre-composed cover page.
- [Quarto signature book]: four pages are imposed on the front and on the back of the sheets in a way that, when each sheet is folded twice, a booklet is generated. The cover media wraps the folded pages (size is typically 2 x book block + spine). It can be composed by imposing several pages on the cover sheet or using one pre-composed cover page.

[Signature book] is applied to all pages in the document.

[Multi-booklet]

[Multi-booklet] (aka Quire, aka Kattern).

Two pages are imposed on the front and on the back of the sheets in a way that, when the sheets are folded in half in groups (i.e. 3 sheets at a time), a booklet is generated. The cover media wraps the folded pages (size is typically 2 x book block + spine). It can be composed by imposing several pages on the cover sheet or using one pre-composed cover page.

Color

Setting	Description
[Saturation]	Saturation is the hue of a color relative to its own brightness. The hue is the difference between a color and a gray background. With this setting, you can add more or less color to the image.
[Brightness]	Brightness is determined by the amount of light that is reflected by a color. With this setting, you can make the image lighter or darker.
[Grayscale]	Grayscale images are also known as black-and-white images. Such images are composed exclusively of shades of gray, varying from black at the lowest intensity to white at the highest.
[RGB]	The RGB color model is an additive color model in which red, green, and blue are added together in various ways to reproduce a broad array of colors.
[CMYK]	The CMYK color model is a subtractive color model in which cyan, magenta, yellow and key black are used in various ways to reproduce a broad array of colors.

[Color preset]

A color pre-set is a collection of color and quality settings that matches a specific document type, workflow or color application. A color pre-set is defined at the printer controller and available at the printer driver. Use the settings editor of the printer controller to create new color pre-sets. Use this setting to print with an optimal print quality.

[Gatefold]

In a [Gatefold] there is one sheet folded in 8 panels. The left and right edges fold inward with parallel folds and meet in the middle of the sheet without overlapping. The sheet is then folded again along a fold in the middle of the sheet. Each side of a sheet is a PDF page.

To allow the panels to nest inside each other properly, the outer panels are usually slightly smaller than the inner panels. The outer panels fold in to the middle and cover the inner panels.

A variation is the [Simple gatefold]. One sheet folded in 8 panels. The left and right edges fold inward with parallel folds and meet in the middle of the sheet without overlapping. Each side of a sheet is a PDF page.

[Gatefold] and [Simple gatefold] are applied to all pages in the document.

Half Fold
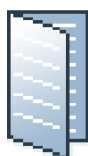
In a [Half-fold] there is one sheet folded in 4 panels. The sheet is folded along a fold at the centre, parallel to the short-edge of the page. Each side of a sheet is a PDF page.

A variation is the [Long Fold], where the fold is parallel to the long-edge of the page.
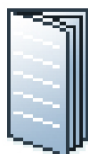
A variation is the [Multi half-fold]. Multiple sheets are folded in 4 panels along a fold at the centre. Each side of a sheet is a PDF page. The sheets are folded inside each other.

[Half-fold], [Long Fold] and [Multi half-fold] are applied to all pages in the document.

Normal

The document consists of separate sheets. You can add finishing on a sheet level.

Page

This application presents the pages of a document to you. You can apply page program settings to the pages of your document.

Page programmed

A document is considered to be page programmed when it is opened and saved in PRISMAprepare.

Panel

A panel is an area on a sheet which is delimited by:
- - The edge of the sheet and a fold line.
- - Two fold lines.

[Parallel fold]

In a [Parallel fold] there is one sheet folded in 8 panels. The sheet is folded in half and then folded in half again with a fold parallel to the first fold. Each side of a sheet is a PDF page.

To allow the panels to nest inside each other properly, the two inside folded panels are slightly smaller than the two outer panels.

[Parallel fold] is applied to all pages in the document.

[Perfect Binding]

[Perfect Binding] is a form of adhesive binding and gives a result similar to paperback books.

The document sheets are aligned to form a perfect stack. The sheets are then glued together at the spine and a cover is glued to the sheets.

[Perfect Binding] is applied to all pages in the document.

Sheet

One sheet contains one or more pages.

You map the pages of your document to physical sheets.

For example, one A3 sheet can contains four A4 pages.

[Tri-fold in]
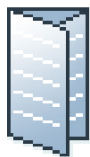
In a [Tri-fold in] there is one sheet folded in 6 panels with two parallel folds. Each side of a sheet is a PDF page.

The right panel folds inward and the left panel folds over the right panel. To allow the panels to nest inside each other properly, the folded in right panel is usually slightly smaller than the other panels.
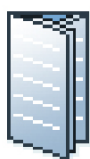
A variation is the [Multi tri-fold in]. Multiple sheets are folded in 6 panels with two parallel folds. Each side of a sheet is a PDF page. The sheets are folded inside each other.

[Tri-fold in] and [Multi tri-fold in] are applied to all pages in the document.

> **NOTE**
> [Tri-fold in] and [Multi tri-fold in] documents can be folded on different finishers. Therefore, the fold lines of these two document types can differ from each other.

[Tri-fold out]

In a [Tri-fold out] there is one sheet folded in 6 panels. The two parallel folds go in opposite directions. Each side of a sheet is a PDF page.

This is a simple zig-zag fold where each panel is about the same size.

[Tri-fold out] is applied to all pages in the document.

[Z-fold]

The [Z-fold] is a variation of the [Tri-fold out]. In an [Z-fold] one panel is twice the size of the other two.

[Z-fold] is applied to one sheet in the document.

Chapter 3
The [Pages] workspace

Introduction

Introduction

The [Pages] workspace offers the tools to collect the pages for your document and adjust the content of the pages. You use the [Pages] workspace during the 'Collect pages', 'Clean-up scanned pages' and 'Correct pages' phase.
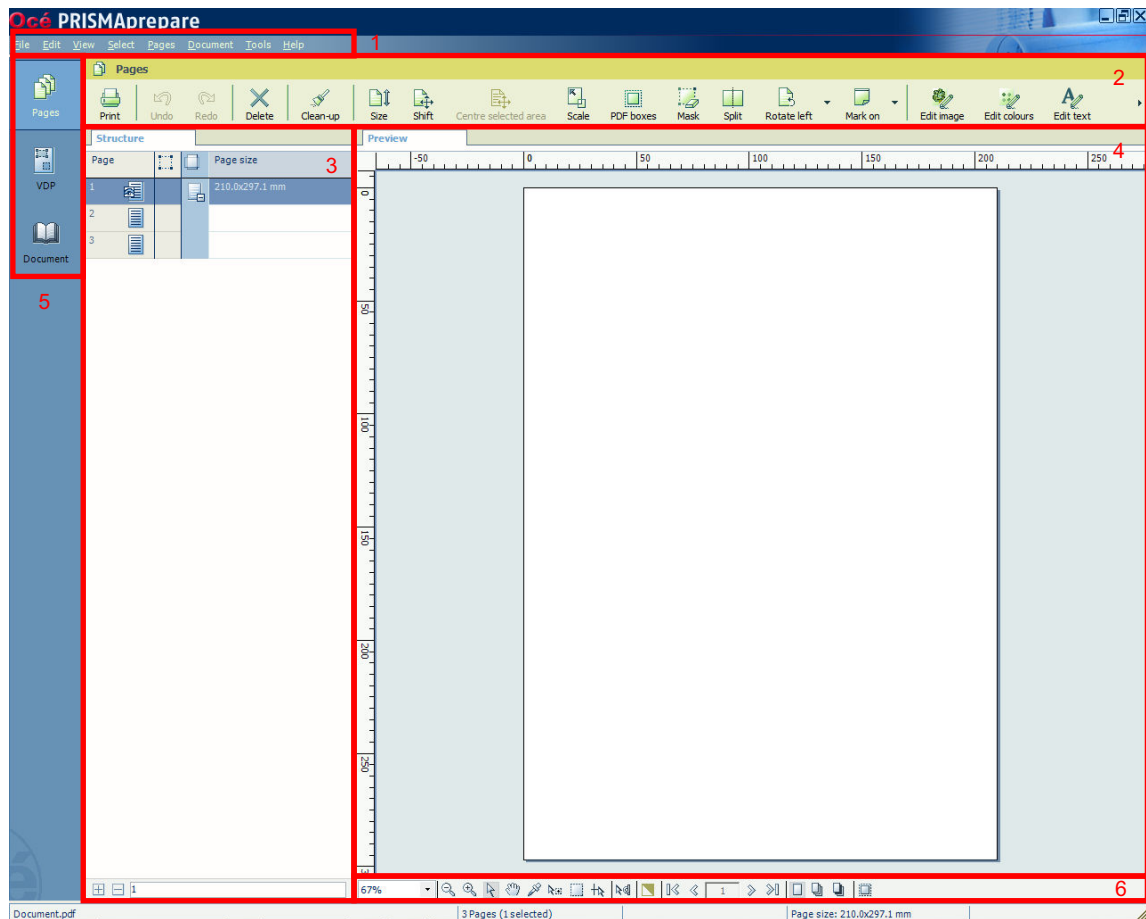
The [Pages] workspace contains the following elements:

1. **The menu bar**
   Use the menu bar to select an action and open the Help file.
2. **The button bar**
   Use the button bar for quick access to the actions most often used.
3. **The [Structure] view**
   The [Structure] view offers an overview of the structure of your document. You can navigate within your document and select pages.
4. **The [Preview] view**
   The [Pages] workspace offers a WYSIWYG preview that shows the pages one by one or stacked (on top of each other).
5. **The navigation bar**
   Use this navigation bar to switch between the available workspaces.
6. **The footer**

Use this footer to specify the zoom factor and to select the required tools.

Open the [Pages] workspace

Click the [Pages] button, or

Click [View] - [Pages workspace].

The context menu

You can access the context menu when you right-click on a page(s). This allows quick access to the actions most often used. The context menu is available in the [Preview] and [Structure] view.

The toolbar

Introduction

The customizable toolbar allows you to add, move and remove buttons.

Do the following steps to customise the toolbar:
- Click [View] - [Customize toolbar...].
  Or right-click the toolbar and select the [Customize toolbar...] option.
- A window opens that shows all the buttons that you can add to your toolbar.
- Drag and drop the button on the toolbar to add buttons or drag a button from the toolbar to remove a button.
- In the view option you can select different sizes and layouts for the buttons.
- Use 'Revert to default layout' to get the default buttons and view option.

The toolbar

Button	Description
	Print Print the job.
	Undo The previous command is undone.
	Redo The previous undone command is redone.
	Delete Delete pages
	Clean-up Clean-up scanned images
	Size Modify the page size
	Shift Shift the page content
	Scale Scale the page content
	PDF boxes Define the PDF boxes
	Mask Mask a specific area
	Split Split pages

Button	Description
	Rotate - Rotate the pages 90 degrees to the right. - Rotate the pages 90 degrees to the left. - Rotate the pages 180 degrees.
	Mark - Add a mark to pages. - Remove a mark from pages. - Add a mark to all color pages. - Add a mark to all color pages. Define custom settings for the color detection.
	Edit image Change the overall appearance of an image. You can edit the saturation, the brightness and the color values of an image.
	Edit colors Replace or change one specific color for text and graphic objects.
	Edit text Use this option to do small changes in the text of the document.
	Color palette The color palette offers you the possibility to store and manage colors within the application.

The [Structure] view

Introduction

The [Structure] view provides easy navigation and selection of pages in the document. It also gives an overview of the page programmed settings that are used in your document.

You can drag and drop pages in the [Structure] view.

Horizontally, the [Structure] view displays columns. These columns describe properties on which you can group pages. These groups allow you to easily select a range of pages that have the same properties.

Vertically, the document is shown in pages and groups of pages. For every (sub)section of pages, a bar is created. With these bars you can easily manage your (sub)sections.

Right-click anywhere in a column to get a context menu. The context menu depends on the position where you right-click.

The available columns

You can group pages based on the following criteria:
• The [Page] column shows the pages and blank sheets of your document. The [Page] column contains the logical page index.
• The [Selected objects] column shows how many objects are selected on each page.
• [Section]
  You can group sequential pages that belong together (for example chapters) in a section. You can divide a section into subsections. Up to 5 levels are possible here. The names of each [Section] level are displayed.
• [Page size]
  The sequential pages with the same page size and orientation. This column also shows any fold settings.

Every column has icons and labels:
• The icon section displays icons that give feedback about the properties of the (group of) pages.
• The label section displays in text the properties of the (group of) pages.
  You can show or hide the label when you double click on the column's header.

You can adjust the columns:
• Show or hide columns
  Click [View] - [Show columns] to define if a column is visible or not. You can right-click the column header and use its context menu.
• Column order
  To change the order of the columns you can drag the column headers to a new position. The active column is the first column behind the [Page] column. You can use this active column to expand or collapse a group of pages.
• Column width
  You can drag the separators in the column header to change the width of a column.

Feedback icons

Feedback *Icons* on page 50 are displayed in the columns.

Footer

Click the [Expand all groups] button to expand all groups of the active column.

This option is also available via [View] - [Expand all groups].

Click the [Collapse all groups] button to collapse all groups of the active column.

This option is also available via [View] - [Collapse all groups].

> ✎ NOTE
> The active column is the first column behind the [Page] column.

Enter page numbers or page ranges in the [Pages] field to select pages. The character n is used to define the last page. Character * defines all pages. For example: 1,5,9-n.

Note that disabled pages and blank sheets cannot be selected via the pages field.

Related information

Configure sections on page 69

The [Preview] view

Introduction

The [Preview] view displays:
- The current page ([Single page view]) or the selected pages on top of each other in see-through mode ([Stacked view]).
- The additional content:
  [Header and Footer], [Tab captions] and [Bleed captions], [Stamps].
- The finishing settings:
  [Staple], [Fold], [Hole punch].
  When a fold setting is applied, the fold lines are displayed in the [Preview] view.

The footer contains tools that you can use in the [Preview] view.

Rulers & guidelines

Rulers are displayed at the top and left of the [Preview] view. The units displayed in the rulers depend on the [Region] setting (inches/mm).

Guidelines can be placed in the [Preview] view by dragging them from the rulers
- Horizontal ruler: horizontal guideline
- Vertical ruler: vertical guideline
- Intersection of horizontal and vertical ruler: horizontal and vertical guidelines.

Guidelines can also be numerically positioned.

Double-click the rulers or right-click in the [Preview] view. Then click **View** - [Add guideline]... for the menu to add a guideline.

Right-click on an existing guideline to edit, center, or delete it.

Show or hide guidelines:
- Option 'Show guidelines' in menu 'View' is automatically enabled when you add a guideline.
- Click 'View' - 'Remove all guidelines' to delete all guidelines from the [Preview] view.

Footer

The footer contains tools that you can use in the [Preview] view.

Tools and icons in the footer

Tool	Description
Zoom selection	Use this to specify the zoom factor. Or click 'View' - [Zoom].
	Use these tools to **[Zoom in]** or **[Zoom out]**. Or click 'Tools' - [Zoom out]. Click 'Tools' - [Zoom in].
	[Select page] Or click 'Tools' - [Select pages].

Tool	Description
	[Drag] tool Use this tool to drag the page in the [Preview] view. Or click 'Tools' - [Drag].
	[Color picker] Point this tool to text and graphical objects to see the color information. The color picker cannot retrieve the exact colors of an unsupported [Color space]. Or click 'Tools' - [Color picker].
	[Select object] Use the [Select object] tool to select an object. A blue border is placed around the selected object. Press button 'CTRL' to select multiple objects. Or click 'Tools' - [Select object].

	[Select area with rectangle]
	You can draw a selection rectangle using your mouse. The selected area is visible by a dotted line around the selected area.
	To reset a selection, click your mouse inside the [Preview] view.
	Or click 'Tools' - [Select area with rectangle].
	
	    NOTE
	    Push 'Shift' on the keyboard and select with the mouse to select and invert an area with one action.

	[Select area inside guidelines] You can select an area that is marked by guidelines and page-borders by clicking inside this area. The selected area is visible by a dotted line around the selected area. To reset a selection, click your mouse inside the [Preview] view. Or click 'Tools' - [Select area inside guidelines].
	[Repeated selection] Click the [Repeated selection] tool to define repeated selections. A spinbox appears. You can define the number of pages for the repeated selections with the spinbox.
	[Invert selected area] Click the [Invert selected area] button to select the page content outside the initially selected area. For example, you select a Company logo. Then you click the [Invert selected area] button. Now, the page content without the Company logo is selected.
	[First page]
	[Previous page]
Current page	Shows the current page number.
	[Next page]
	[Last page]

Tool	Description
	[Single page view] Or click 'View' - [Single page view].
	[Stacked view] In a stacked view the selected pages are displayed on top of each other in see-through mode (transparent background). The current page is displayed in a green color to make it stand out in the stacked view. Or click 'View' - [Stacked view].
	[Mirrored stacked view] In a stacked view the selected pages are displayed on top of each other in see-through mode (transparent background). The current page is displayed in a green color to make it stand out in the stacked view. All selected pages are stacked with the even pages shown in a mirrored way. In the [Mirrored stacked view] you can check the margins on all sides of the pages. Or click 'View' - [Mirrored stacked view].
	[Show the content outside of the page] Select this option if you want to show the content outside of the page. In this view the bleed margin is indicated by a dotted line around the page. Or click 'View' - 'Show content outside of page'.
Bleed size	The define bleed size in mm or inches. Click the [Bleed area] button.

Configure sections

Introduction

You can group sequential pages that belong together (for example chapters) in a section. You can divide a section into subsections. Up to 5 levels are possible here. A section is indicated by the section *Icons* on page 50 in the [Structure] view. You can expand or collapse the section by clicking the '+' or '-' of the section icon.

Sections can be used for quick document preparation. For example: insert a tab before each chapter, set an appendix to [1-sided], or force each first page of a section to the front side of a sheet.

When a document is opened any PDF bookmarks are converted into sections in the document.

Create a section

Procedure

1. Select the pages that you want to include in the section.
2. Click [Pages] - [Section] - [Create]....
   The [Create section] dialog box appears.
3. Enter the section name and click [OK].
   The selected pages are grouped in a section.

   📝 NOTE
   You can add only complete subsections to a section.

Create a subsection

Procedure

1. Select the pages within a section that you want to include in the subsection.
2. Click [Pages] - [Section] - **Level x** - [Create]....
   The [Create section] dialog box appears.
3. Enter the subsection name and click [OK].
   The selected pages are grouped in a subsection within the section.

   ✎ NOTE
   A subsection can only be a part of a single section.

Replace a section

Procedure

1. Select the (sub)sections and pages that you want to replace.
   Now you can:
   • Rename this (sub)section if you have selected only one (sub)section.
   • Merge the selected (sub)sections and pages into a single new section.
   • Split a partially selected (sub)section.
2. Click [Pages] - [Section] - **Level x** - **Replace**....
   The [Replace section] dialog box appears.
3. Enter the new section name and click [OK].

Delete a (sub)section

Procedure

✎ NOTE
When you delete a (sub)section, the pages within that (sub)section are not deleted.

1. Select the section that you want to delete.
2. Click [Pages] - [Section] - 'Level x' - [Delete].
   The (sub)section is deleted.

Show section levels

Procedure

1. Click **View** - **Show section levels**.
2. Define how many section levels you want to show in the [Structure] view.

📝 NOTE

You can create a (sub)section at a level that is currently not shown. This will cause all section levels to be shown. When you create a (sub)section at a section level that is currently shown, all hidden section levels remain hidden.

Repeated selection

Introduction

You can make repeated selections in your document. The repeated selections are marked with horizontal separation lines in the [Structure] view.

Your changes are applied to all pages in the active repeated selections.

Pages that are excluded from the repeated selections are grayed.

✎ NOTE
The repeated selections are removed when you execute operations: [Size], [Shift], [Scale], [Mask], [Edit image], [Edit colors].

Enable repeated selection

Procedure

1. Select the page where you want to start the repeated selections. The repeated selections continue to the last page of the document.
   When you select a page range, the repeated selections are active within the page range.
   The last group of pages can contain less pages than defined in the pages spinbox.

   ✎ NOTE
   Cover pages are excluded from a repeated selection.

2. Click the 'Repeated selection' tool in the footer of the [Preview] view.
   A spinbox appears.

3. Define the number of pages for the repeated selection in the spinbox.
   The minimum number of pages is 2. The maximum number of pages is 99.

Change the number of pages in the repeated selection.

Procedure

1. Change the number of pages in the pages spinbox. Press 'Enter'.
   Or:
2. Insert or delete pages within a repeated selection. The pages spinbox is updated.

Remove repeated selection

Procedure

1. Click the 'Repeated selection' tool in the footer of the [Preview] view.
   The repeated selections are removed. The icon of the 'Repeated selection' tool is disabled and the pages spinbox disappears.

Collect pages

Introduction

Introduction

During the 'Collect pages' phase, you collect all pages for your document.

At the end of this phase your document contains all pages in the correct order.

Collect pages

During the 'Collect pages' phase, you can:
- Insert pages into your document.
  - You can insert all pages of an external PDF file.
    It is not possible to insert a subset from an external PDF file.
  - You can insert pages imported from a twain scanner.
- Replace pages within your document.
  - You can replace pages with the pages of an external document.
  - You can replace pages with import pages from a twain scanner.
- Copy pages within your document.
- Move pages within your document.
- Delete pages from your document.
- Create sections or subsections of sequential pages that belong together (for example chapters).

Insert pages

Introduction

Use the [Insert pages]... command to insert one or more external file(s) into your document.

See : *Supported file formats* on page 20

Example scenarios:
- You want to combine multiple documents into one document. Open the first document and insert every other document into this document.
- You want to add new chapters to a document which already has page programmed settings, like page numbering. The new chapters are provided as separate documents. Open the document and insert each new chapter at the right insertion point.

> **NOTE**
> It is only possible to insert whole file(s).

This option is available via:
- The menu: click 'Pages' - 'Insert pages...'.
- The context menu: right-click the selected page(s) and select option 'Insert pages...'.

Procedure

1. Select the location where you want to insert the file(s).
2. Click [Pages] - [Insert pages]....
   The [Insert pages] dialog box appears.
3. Use the [Add file(s)] button to select the file(s) that you want to insert.
   Or click the [Choose this option to insert pages from the TWAIN scanner into your document.] button to *Import a file from a TWAIN scanner* on page 85.
4. Use the [Move file(s) up] and [Move file(s) down] buttons to set the order of the files. In this order the files are added to your document.

> **NOTE**
> You can use the [Delete file(s)] button to remove a selected file from the list.

5. Use the [Position] setting to insert the file(s) before or after the selected pages.
6. For [Create section] setting:
   - Select the [As new section] option to create a new section for the file(s) in your document.
   - Select the [In current section] option to create a subsection in the current active section for the file(s).

> **NOTE**
> Option [In current section] is available only if your document contains sections.

7. Different options for setting [Use page properties of] can be available:

Setting	Description
[Inserted file(s)]	The inserted file(s) keep their own page properties. > **NOTE** > A page programmed PDF file may include a *Define the document type* on page 253 that is incompatible with the current document. Option [Inserted file(s)] is then disabled. The pages receive the page programd settings of the current document.

Setting	Description
'Selected page'	The inserted file(s) receive the page properties of the selected page. This option is available when you select one page as the location to insert the pages.
'First selected page'	The inserted file(s) receive the page properties of the first page of the selected pages. This option is available when: • You select multiple pages as the location to insert the pages and • You select option 'Before selection' for setting [Position].
'Last selected page'	The inserted file(s) receive the page properties of the last page of the selected pages. This option is available when: • You select multiple pages as the location to insert the pages and • You select option 'After selection' for setting [Position].

8. Click [OK] to insert the file(s).

Replace pages

Introduction

Use the [Replace pages]... command to replace a set of consecutive pages from your document by an external file.

See : *Supported file formats* on page 20

✎ NOTE
It is only possible to replace pages with a complete file.

This option is available via:
• The menu: click 'Pages' - 'Replace pages...'.
• The context menu: right-click the selected page(s) and select option 'Replace pages...'.

Procedure

1. Select the set of consecutive pages that you want to replace.
2. Click [Pages] - [Replace pages]....
   The [Replace pages] dialog will appear.
3. You can replace the pages with an external file or with a scanned file.
   • [File]
     Use the [Browse...] button to select the external file that you want to use.
   • [TWAIN scanner]
     Select this option to *Import a file from a TWAIN scanner* on page 85.
4. Different options for setting [Use page properties of] can be available:

Setting	Description
[Inserted file]	The pages in the file keep their own page properties when they replace the selected pages. ✎ NOTE A page programmed PDF file may include a *Define the document type* on page 253 that is incompatible with the current document. Option [Inserted file] is then disabled. The pages receive the page programd settings of the current document.
'Selected page'	Each page of the file receives the page properties of the selected page. This option is available when you select to replace one page. ✎ NOTE The pages of the file are inserted with the page properties of the selected page.
'Selected pages'	Each page of the file receives the page properties of the corresponding page in the page selection. This option is available when you select to replace multiple pages. ✎ NOTE The pages of the file are inserted with the page properties of the last page of the page selection.

5. Click [OK] to replace the pages.

Delete pages

Introduction

Use the [Delete] command to delete pages from your document.

This option is available via:
- The button bar: click the drop-down button [Delete].
- The menu: click [Pages] - [Delete pages].
- The context menu: right-click the selected page(s) and select option [Delete pages].

Procedure

1. Select the page(s) that you want to delete from your document.

   🖉 NOTE
   You can also delete blank sheet(s).

2. Click [Pages] - [Delete pages].
   The selected page(s) will be deleted.

Move pages

Introduction

You can change the order of the pages within your document. Use the [Cut pages] and [Paste pages] commands to move pages within your document.

These options are available via:
- The menu: click [Pages] - [Cut pages].
- The menu: click [Pages] - [Paste pages].
- The context menu: right-click the selected page(s) and select option [Cut pages].
- The context menu: right-click the selected page(s) and select option [Paste pages].

Move pages

Procedure

1. Select the page(s) that you want to move.
2. click [Pages] - 'Cut pages'.
3. Navigate within your document and select the page where you want to insert the page(s).
4. click [Pages] - 'Paste pages'.
5. Specify whether you want to paste the page(s) 'before' or 'after' the selected page.

Drag and drop pages

Procedure

1. Use the drag tool to drag and drop pages.

   You can drag and drop pages in the [Structure] view and in the [Preview] view.
   Or click 'Tools' - [Drag].

Copy and paste pages

Introduction

Use the 'Copy pages' and 'Paste pages' commands to copy pages within your document.

These options are available via:
- The menu: click [Pages] - 'Copy pages'.
- The menu: click [Pages] - 'Paste pages'.
- The context menu: right-click the selected page(s) and select the 'Copy pages' option.
- The context menu: right-click the selected page(s) and select option 'Paste pages'.

Procedure

1. Select the page(s) that you want to copy.
2. Click [Pages] - 'Copy pages'.
3. Navigate within your document and select the page where you want to insert the page(s).
4. click [Pages] - 'Paste pages'.
5. Specify whether you want to paste the page(s) 'before' or 'after' the selected page.

Import a file from a TWAIN scanner

Introduction

You can scan and import paper documents with any scanner that supports the TWAIN interface. The application automatically detects which color and B&W TWAIN scanners are available. The original interface of the scanner is used. The interface can be different for each scanner.

The scanned pages are imported as an external PDF file. You can:
- Use the external PDF file as a new document.
- Use the [Insert pages]... command to insert one or more external PDF file(s) into your document.
- Use the [Replace pages]... command to replace a set of consecutive pages from your document by an external PDF file.

You can clean-up the scanned pages. Click the [Clean-up] button to have the scan clean-up operations available.

Procedure

1. Click [File] - 'Import file from TWAIN scanner...'.
2. Select a TWAIN scanner and click 'Select'.
   The original interface of the scanner is used. The interface can be different for each scanner.
3. If required, set any settings of the scanner.
4. Scan the file.
   The file is imported as an external PDF file.

Clean-up scanned pages

Introduction

Introduction

You can clean-up scanned pages. Click the [Clean-up] button to have these operations available.

Fold lines and punches are not displayed in the [Clean-up] [Preview] view.

Some pages are not recognized as scanned pages. How can I clean-up these pages?
1. You must *Rasterize a page* on page 87 which are not recognized as scanned pages.
    You can clean-up the rasterized pages.

📝 NOTE
Any mask that you apply on page content disappears when you click the [Clean-up] button. After you close the [Clean-up] dialog, the mask appears again. For example, you have masked some page content. Then you click the [Clean-up] button. This causes the mask to disappear. In the [Clean-up] dialog you align the content of the page. Then you close the [Clean-up] dialog and the mask appears again. Now, the mask might cover some of the aligned page content. Therefore, always do a clean-up before you mask any content.

Clean-up scanned pages

The scan [Clean-up] button offers the following operations:
*   Rasterize a page.
*   Rotate the scanned page content.
*   Remove all speckles.
*   Put scanned content straight on a page.
*   Align the scanned content.
*   Erase areas of the scanned content.

Rasterize a page

Introduction

Use the 'Rasterize' option for scanned pages that are not detected as scanned pages by the application.

This option is available via:
- The button bar: click the button [Clean-up].
- The menu: click 'Pages' - [Rasterize].
- The menu: click 'Pages' - [Clean-up].
- The context menu: right-click the selected page(s) and select option [Rasterize].
- The context menu: right-click the selected page(s) and select option [Clean-up].

NOTE
Vector graphics, text documents, et cetera are converted into bitmaps when you rasterize a page.

NOTE
When an image is rasterized, the quality of the image decreases.

NOTE
Select the rasterize mode which best describes the pages that you want to rasterize. The best matching mode generates an optimal rasterize result and preview view.

Questions and answers

Procedure

1. **Question**: Why is the preview view of a rasterized page so poor?
   Answer: When you rasterize an image you convert the image into a bitmap.
   For example, you convert a grayscale vector image. The created bitmap can only contain black and white pixels. The different shades of gray must be converted using black and white pixels. Dark gray is represented with more black pixels in a certain area. Light gray is represented with less black pixels in a certain area.
   The bitmap in the preview view must be resized to fit the preview window. Usually the bitmap is decreased and this results in the 'leaving out of pixels' in the preview view. This results in the poor review quality.
2. **Question**: Is the print result of a rasterized page of the same poor quality as the preview view?
   Answer: No. The print result is almost the same as a pdf page, as long as you select the correct rasterize mode for the concerning page(s).

Rasterize one or more pages via the clean-up button

Procedure

1. Click the [Clean-up] button.
   The [Clean-up] dialog box appears.
2. Select option:
   • [Continue scan clean-up with the scanned pages]
     One or more of the selected pages are not detected as scanned pages.
     Select this option to clean-up only the detected scanned pages.
   • [Rasterize]
     One or more of the selected pages are not detected as scanned pages.
     Select this option if the selected pages are scanned pages, but some are not detected as scanned pages.

[Mode]	Select the rasterize mode which best describes the pages that you want to rasterize:
	• Black and white
	  Use this mode for text pages.
	• [Grayscale]
	  Use this mode for text pages that contain grayscale images.
	• [Color]
	  Use this mode for color pages.
	
	  ✎ NOTE
	  The different modes are designed to rasterize a specific type of data, such as grayscale pages.

[Resolution]	Select the resolution that is used by your printer.
	
	  ✎ NOTE
	  The application becomes slower when you select a high resolution.

Rasterize one or more pages via the Rasterize option

Procedure

1. Click [Pages] - [Rasterize].
   The [Rasterize] dialog box appears.
2. Select which pages you want to rasterize.

   ✎ NOTE
   When an image is rasterized, the quality of the image decreases.

3. Define the following options:

[Mode]	Select the rasterize mode which best describes the pages that you want to rasterize:
	• Black and white
	  Use this mode for text pages.
	• [Grayscale]
	  Use this mode for text pages that contain grayscale images.
	• [Color]
	  Use this mode for color pages.
	
	✎ NOTE
	The different modes are designed to rasterize a specific type of data, such as grayscale pages.

[Resolution]	Select the resolution that is used by your printer. *✎ NOTE* The application becomes slower when you select a high resolution.

Rotate the scanned page content

Introduction

You can rotate the page content of scanned pages 180 degrees.

The settings for the Rotate 180° option

Procedure

1. You can define the following settings for the [Rotate 180°] option:

[Rotate 180°]

Setting	Description
[Pages]	Select if you want to rotate the scanned page content for: • All pages • Selected pages • Current page

Rotate the page content of scanned pages 180 degrees

Procedure

1. Select the scanned pages for which you want to rotate the page content.
2. Click the [Clean-up] button.
3. Optionally: *Rasterize one or more pages via the clean-up button* on page 88.
4. Click the [Rotate 180°] button.
5. Click [Apply].
   The page content of the scanned pages is rotated 180 degrees.

Despeckle the scanned page content

Introduction

You can despeckle the page content of scanned pages.

Speckles are small defects in a scanned image. The small defects occur as extra pixels or collections of extra pixels in the scanned image.

The defects can be caused by dust on the document or on the scanning surface.

The settings for option [Despeckle]

Procedure

1. You can define the following settings for the [Despeckle] option:

Despeckle

Setting	Description
[Pages]	Specify whether you want to despeckle the scanned page content for: • All pages • Selected pages • Current page
[Area]	Specify whether you want to despeckle: • [Complete page] Use this option if your scanned page contains text only. • [Selected area] Use this option if your scanned page contains both images and text. Use any of the selection tools to select the area containing text. ✎ NOTE Do not despeckle images.
[Remove]	Select to remove: • [Noise with radius:] Speckles that are equal to or smaller than the defined radius in pixels are removed automatically by this application. • [Objects smaller than:] a defined number of pixels. You can define the number of pixel of a speckle manually. You can also drag a box around an object to measure its size with the measurement tool. ✎ NOTE Light gray areas can be considered as noise.

The [Objects smaller than:] option can only be applied to black and white pages.
The [Noise with radius:] option can be applied to:
• black and white pages,
• grayscale pages,
• color pages.

Option [Noise with radius:] can be applied multiple times for a better despeckle result.

✎ NOTE
Every time you apply option [Noise with radius:] gray images can become whiter and lines can become thinner. Use you own judgment to determine when option [Noise with radius:] does not improve the despeckle result anymore. You can always [Undo] option [Noise with radius:].

Despeckle the scanned page content

Procedure

1. Select the scanned pages that you want to despeckle.
2. Click the [Clean-up] button.
3. Optionally: *Rasterize one or more pages via the clean-up button* on page 88.
4. Click the [Despeckle] button.
5. Set the [Despeckle] settings.
6. Click [Apply] to despeckle the scanned page content.

Deskew the scanned page content

Introduction

You can deskew the page content of scanned pages.

Why does [Automatic] deskew not deskew the page?
1. The page cannot be deskewed automatically when the deskew angle is greater than 20 degrees. First do a manual deskew and then an automatic deskew.
2. There is too little information or too many graphics on the page to deskew automatically. Deskew manually.
3. Due to the skew algorithm, texts that use non-Latin fonts (e.g. Chinese and Japanese) do not deskew automatically. Deskew manually.

Why is content lost after a deskew at a large angle?
1. The content is rotated during the deskew. Content that is rotated beyond the page boundaries is lost permanently.
   Click [Undo] to recover the lost content.

The settings for option Deskew

Procedure

1. You can define the following settings for the [Deskew] option:

Deskew

Setting	Description
[Pages]	Specify whether you want to deskew the scanned page content for: • All pages • Selected pages • Current page

[Deskew]	Select to deskew:
	• [Automatic]
	  Deskewing is performed automatically by the application.
	• [Manual]
	  You can define the deskew angle manually.
	  You can use the mouse to measure the angle in the preview view with the angle tool. You can adjust the angle with the handles on each side of the line.

Deskew the scanned page content

Procedure

1. Select the scanned pages that you want to deskew.
2. Click the [Clean-up] button.
3. Optionally: *Rasterize one or more pages via the clean-up button* on page 88.
4. Click the [Deskew] button.
5. Set the [Deskew] settings.
6. Click [Apply] to deskew the scanned page content.

Align the scanned page content

Introduction

You can align the page content of scanned pages.

The purpose of this action is to set the margin of each page at the same location.

Why is the content on some pages not aligned?
1. The content of the selected pages is aligned to the selected object on the current page. If the object is not found on one or more pages, than the content of the concerning pages is not aligned.
   Tip: select [Stacked view] and make sure you see a green object in the selected area.

The settings for the Align option

Procedure

1. You can define the following settings for the [Align] option:

Align

Setting	Description
[Pages]	Specify whether you want to align the scanned page content for: • All pages • Selected pages • Current page
[Alignment]	• [Align object] You select an object - for example the company logo - with the selection tool. The object is then aligned to the same position for all selected pages. Be aware that the entire page content moves with the selected object. • [Align content to:] The content of the page is aligned to a certain location on the page. You define the location with the available guidelines. ✎ NOTE If you align an object, make sure the object is within the selected area on ALL pages. Otherwise, the object will not be aligned. ✎ NOTE Page content is lost when it is shifted from the page. In this case, [Undo] the alignment operation.

Align the scanned page content

Procedure

1. Select the scanned pages that you want to align.
2. Click the [Clean-up] button.
3. Optionally: *Rasterize a page* on page 87.
4. Click the [Align] button.
5. Set the [Align] settings.
6. Click [Apply] to align the scanned page content.

Erase parts of the scanned page content

Introduction

You can erase parts of the page content of scanned pages.

For example, the scanned page contains punch holes or black strips at the border.

The settings for the Erase option

Procedure

1. You can define the following settings for the [Erase] option:

[Erase]

Setting	Description
[Pages]	Specify whether you want to erase parts of the scanned page content for: • All pages • Selected pages • Current page

Erase parts of the scanned page content

Procedure

1. Select the scanned pages for which you want to erase a part of the page content.
2. Click the [Clean-up] button.
3. Optionally: *Rasterize one or more pages via the clean-up button* on page 88.
4. Click the [Erase] button.
5. Use any of the selection tools to select the area that you want to erase.
6. Click [Apply] to permanently erase the selected area.

Correct pages

Introduction

Introduction

During the 'Correct pages' phase, you determine the layout of your document.

The content and layout of the pages within your document are correct at the end of this phase.

Correct pages

During the 'Correct pages' phase, you can:
- Change the page size
- Shift the page content
- Scale the page content
- Mask the page content
- Split the page
- Rotate the page content
- Mark pages to separate special pages (like pages with colour) from other pages.

📝 NOTE
In the [Preview] view you can monitor the correction actions.

Change the page size

Introduction

The [Size] button allows you to change the page size and the page content size simultaneously.
Or, you can change the page size without changing the page content size.

For example, you receive a document with [Letter] size pages. You want to print the document on [A4]. So you must set the page size to [A4] and also scale the page content so that it fits.

✎ NOTE
You cannot change the page size of tab sheets and pages with sheet folds.

✎ NOTE
[VDP frames] are not scaled.

This option is available via:
- The button bar: click the button [Size].
- The menu: click [Pages] - [Size].
- The context menu: right-click the selected page(s) and select option [Size].

Size

Setting	Description
[Pages]	Specify whether you want to change the page size for: • All pages • Selected pages • Current page
[Resize]	Specify whether you want to change the [Page and content] size or just the [Page] size. ✎ NOTE [VDP frames] are not scaled.
[Size]	Select a predefined page size from the drop-down list. The width and length of the selected page size is shown. Set the page orientation for the predefined page sizes with the [Portrait] and [Landscape] buttons. You can also define a [Custom] page size yourself. ✎ NOTE You can drag the page borders with your mouse to set a page size.

Setting	Description
[Position]	Select option [Center page] to keep the page content always in the center of the page. Select the [Page shift] option to shift the page independently from the page content: • [Right] Select a positive value for a horizontal shift to the right. • [Left] Select a negative value for a horizontal shift to the left. • [Bottom] Select a positive value for a vertical shift downward. • [Top] Select a negative value for a vertical shift upward. NOTE When the [Page shift] option is selected, you can move the page with your mouse within the [Preview] view.

Change the page size

Procedure

1. Select the pages for which you want to change the page size.
2. Click the [Size] button.
   The [Size] dialog box appears.
3. Specify the [Size] settings:
4. Click [Apply] to confirm the changes.

NOTE
You cannot change the page size of tab sheets and pages with sheet folds.

Reset your settings

Procedure

1. Click the reset button to reset your settings in this dialog.
   The reset button is placed just below the 'X' of the dialog.

Shift the page content

Introduction

The [Shift] button allows you to shift the content of the page. The whole content of the page shifts with this action.

For example, you need to adjust the margins of the pages.

These options are available via:
- The button bar: click the button [Shift].
- The menu: click 'Pages' - [Shift].
- The context menu: right-click the selected page(s) and select option [Shift].

Shift

Setting	Description
[Pages]	Specify whether you want to shift the page content for: • All pages • Selected pages • Current page
[Shift]	Allows you to shift the content of the page to the: • Right Select a positive value for a horizontal shift to the right. • Left Select a negative value for a horizontal shift to the left. • Bottom Select a positive value for a vertical shift downward. • Top Select a negative value for a vertical shift upward. Use any of the selection tools to select an area of the content. Click option [Center selected area]. Now, the selected area is centered on the page. ✎ NOTE You can also drag the content of the page with your mouse in the [Preview] view.

Shift the page content

Procedure

1. Select the pages for which you want to shift the page content.
2. Click the [Shift] button.
   The [Shift] dialog box appears.
3. Specify the [Shift] settings:
4. Click [Apply] to confirm the changes.

Reset your settings

Procedure

1. Click the reset button to reset your settings in this dialog.
The reset button is placed just below the 'X' of the dialog.

Scale the page content

Introduction

The [Scale] button allows you to scale the content of the page. Scaling starts from the center of the page. Page content that falls outside the page size after scaling will not be printed.

✎ NOTE
[VDP frames] are not scaled.

These options are available via:
*   The button bar: click the button [Scale].
*   The menu: click 'Pages' - [Scale].
*   The context menu: right-click the selected page(s) and select option [Scale].

Scale

Setting	Description
[Pages]	Specify whether you want to scale the content of the page for: • All pages • Selected pages • Current page
[Scale]	Specify the percentage by which you want to increase or decrease the content of the page. You can also scale the page content with your mouse in the [Preview] view. ✎ NOTE [VDP frames] are not scaled.

Scale the page content

Procedure

1. Select the pages for which you want to scale the page content.
2. Click the [Scale] button.
    The [Scale] dialog box appears.
3. Specify the [Scale] settings:
4. Click [Apply] to confirm the changes.

Reset your settings

Procedure

1. Click the reset button to reset your settings in this dialog.
   The reset button is placed just below the 'X' of the dialog.

The PDF boxes

Introduction

The application supports the following [PDF boxes]:
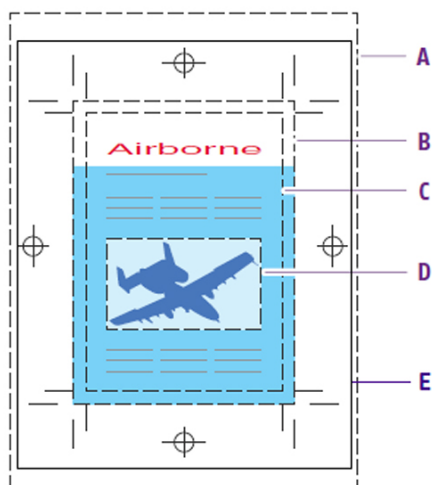
A. Media box   **B.** Bleed box
C. Trim box   **D.** Art box
E. Crop Box

- The [Media box] defines the width and the height of the page.
  The [Media box] is always available and is the largest box.
  The [Media box] is always centered on the [Trim box] (changing the [Trim box] also changes the [Media box])
- The [Crop box] defines the area to which the page content needs to be trimmed.
  The trim marks and color strips can be inside the crop box.
- The [Bleed box] defines the area to which the page content is trimmed after your job is printed and cut to the finished size. The bleed box is usually 3 to 5 millimeters larger than the trim box.
- The [Trim box] defines the intended dimensions of the finished page. It defines the actual page size.
  The application uses the trim box to position a page on a sheet.
- The application does not use the art box.

The following size rules apply:

[Media box] $\geq$ [Crop box] $\geq$ [Bleed box] $\geq$ [Trim box].

For a normal document, the application maps the PDF boxes to the following concepts:

PDF box	PRISMAprepare concept
[Media box]	[Media size]
[Crop box]	[Printable area]
[Bleed box]	[Bleed area]

PDF box	PRISMAprepare concept
[Trim box]	[Page size]

The application uses the [Media box] of a clean document to define the [Media size]. From then, the media size is independent of the media box size.

Trim box

Introduction

The [Trim box] defines the intended dimensions of the finished page. It defines the actual page size.

The application uses the trim box to position a page on a sheet.

By default, the trim box, the bleed box and crop box have the same size.

✎ NOTE
Changing the [Trim box] also changes the [Media box] .

Available settings for [Trim box]

Setting	Description
[Pages]	Select if you want to change the trim box for: • All pages • Selected pages • Current page
[Show all PDF boxes]	Enable this option to show all PDF boxes, not just the trim box.
[Size]	Select a predefined trim box size from the drop-down list. The width and length of the selected trim box size is shown. Set the page orientation for the trim box with the [Portrait] and [Landscape] buttons. You can also define a [Custom] trim box size yourself. Alternatively you can drag the trim box to the desired size in the preview.
[Position]	• [Center page] Centre the trim box with respect to the page contents. • [Page shift] Shift the trim box over the page contents. Alternatively you can drag the trim box in the preview.

Bleed box

Introduction

The [Bleed box] defines the area to which the page content is trimmed after your job is printed and cut to the finished size. The bleed box is usually 3 to 5 millimeters larger than the trim box.

By default, the trim box, the bleed box and crop box have the same size.

Available settings for [Bleed box]

Setting	Description
[Pages]	Select if you want to change the bleed box for: • All pages • Selected pages • Current page
[Show all PDF boxes]	Enable this option to show all PDF boxes, not just the bleed box.
[Size]	You can change the size of the bleed box with respect to the trim box. Enlarge the bleed box to create a bleed area. Enable the [On all trim box edges] option to create an equal distance for all edges of the [Bleed box] with respect to the [Trim box]. Disable this option to define custom distances per edge of the [Bleed box] with respect to the [Trim box].

[Bleed content]	• [No bleed area]
	  Leave the bleed area empty.
	• [Enlarge page content]
	  The page content is enlarged to create the content for the bleed area. The defined bleed size is used to determine the scale factor to scale the page content.
	• [Fill with color]
	  Fill the bleed area with a color.
	  • [Color palette...]
	    Use the color palette on page 39
	  • [Color picker...]
	    You can pick the color of text and of graphical objects. The [Color space] of the selected object is used. The color picker cannot retrieve the exact colors of an unsupported [Color space].

Crop box

Introduction

The [Crop box] defines the area to which the page content needs to be trimmed.

The trim marks and color strips can be inside the crop box.

Available settings for [Crop box]

Setting	Description
[Pages]	Select if you want to change the crop box for: • All pages • Selected pages • Current page
[Show all PDF boxes]	Enable this option to show all PDF boxes, not just the crop box.
[Size]	You can change the size of the crop box with respect to the trim box. Enable the [On all trim box edges] option to create an equal distance for all edges of the [Crop box] with respect to the [Trim box]. Disable this option to define custom distances per edge of the [Crop box] with respect to the [Trim box].

Media box

Introduction

The [Media box] defines the width and the height of the page.

The [Media box] is always available and is the largest box.

The [Media box] is always centered on the [Trim box] (changing the [Trim box] also changes the [Media box])

Available settings for [Media box]

Setting	Description
[Pages]	Select if you want to change the media box for: • All pages • Selected pages • Current page
[Show all PDF boxes]	Enable this option to show all PDF boxes, not just the media box.
[Size]	• [Fit to crop box] Enable this option to use the same size for the [Media box] as for the [Crop box]. • [On all crop box edges] Enable the [On all crop box edges] option to create an equal distance for all edges of the [Media box] with respect to the [Crop box].

Mask parts of the page content

Introduction

Use the [Mask] button to mask those parts of the page content that you do not want to print.

For example, you want to remove a company logo from a document.

✎ NOTE
Applied masks will be scaled, rotated, and shifted along with the content of the pages.

This option is available via:
- The button bar: click the button [Mask].
- The menu: click 'Pages' - [Mask].
- The context menu: right-click the selected page(s) and select option [Mask].

Mask

Setting	Description
[Pages]	Specify whether you want to mask the page content for: • All pages • Selected pages • Current page

✎ NOTE
Any mask that you apply on page content disappears when you click the [Clean-up] button. After you close the [Clean-up] dialog, the mask appears again. For example, you have masked some page content. Then you click the [Clean-up] button. This causes the mask to disappear. In the [Clean-up] dialog you align the content of the page. Then you close the [Clean-up] dialog and the mask appears again. Now, the mask might cover some of the aligned page content. Therefore, always do a clean-up before you mask any content.

Procedure

1. Select the pages for which you want to mask a part of the page content.
2. Click the [Mask] button.
   The [Mask] dialog box appears.
3. Use any of the selection tools to select the area that you want to mask.
4. Specify the [Mask] settings:
5. Click [Apply] to confirm the changes.

Split the page

Introduction

Use the [Split] button to split the page.

For example, you have received a booklet document with [A3] pages. You want to split all pages to [A4] page size.

This option is available via:
* The button bar: click the button [Split].
* The menu: click [Pages] - [Split].
* The context menu: right-click the selected page(s) and select option [Split].

Split

Setting	Description
[Pages]	Specify whether you want to split the page for: • All pages • Selected pages • Current page
[Split]	• Select the [In half] option to split the page at the longest or shortest page side. • Select the [At guideline] option. Then drag a horizontal or vertical guideline onto the page. The page is split at the position of the guideline.

Procedure

1. Select the pages that you want to split.
2. Click the [Split] button.
   The [Split] dialog box appears.
3. Select your [Split] option.
4. Click [OK] to split the pages.

Rotate a page

Introduction

The [Rotate pages] option allows you rotate the page(s).

The following options are available:
- [Rotate right]
  Rotate the page(s) 90 degrees to the right.
- [Rotate left]
  Rotate the page(s) 90 degrees to the left.
- [Rotate 180 degrees]
  Rotate the page(s) 180 degrees.

All pages of the booklet are rotated:

- If the selected pages are part of a [Booklet], or

- If a fold setting is applied to the whole document.

NOTE
If the selected pages have [Tab] media, you can only rotate the pages 180 degrees.

This option is available via:
- The button bar: click the drop-down button [Rotate pages].
- The menu: click 'Pages' - 'Rotate'.
- The context menu: right-click the selected page(s) and select option 'Rotate'.

Procedure

1. Select the page(s) that you want to rotate.
2. Click the [Rotate pages] drop-down button.
3. Select the rotation that you want to apply.
   The selected pages are rotated.

NOTE
If the selected pages have [Tab] media, you can only rotate the pages 180 degrees.

Page content editing

Introduction

In PRISMAprepare Objects can be edited/manipulated within the pages.

Objects can be graphics, images or text.

The following actions can be done on selected objects:
- [Copy] / [Paste]
- [Cut] / [Paste]
- [Delete]
- [Edit text]
- [Shift]

Selection of the objects can be done by :
- Select object tool.
- Select area tool.

Restrictions

Action	Applies to	Text	Image	Partial (Scanned) image	Graphical object
[Copy] / [Paste] [Cut] / [Paste]	Copy / Cut : Multiple selection on the same page Paste on the same page or on another one, in the same document or in another PRISMAprepare instance	x	V	V	V
[Delete]	Multiple selection on the same page or on different pages	V	V	V	V
[Edit text]	Single selection	V	x	x	x
[Shift]	Single selection on the same page	V	V	V	V
[Shift]	Multiple selection on different pages	V	V	x	V

Copy / paste

Introduction

Use [Copy] / [Paste] to copy objects from one page to another, or even to another document.

Procedure

1. Select the objects.

2. Use [Copy] to copy the original objects.
   You can Copy using the following methods:
   • Press Ctrl-c.
   • Right mouse click - [Copy] on one of the objects.
   • [Edit] - [Copy] in the menu.
3. Go to the destination page.
   This can be another document in PRISMAprepare.
4. Use [Paste] to place the copied objects here.
   You can paste using the following methods:
   • Press Ctrl-v.
   • Use [Edit] - [Paste] in the menu.

Cut / paste

Introduction

Use [Cut] / [Paste] to move object from one page to another, or even to another document.

Procedure

1. Select the objects.
2. Use [Cut] to remove the objects.
   You can Cut using the following methods:
   • Press Ctrl-x.
   • Right mouse click - [Cut] on one of the objects.
   • [Edit] - [Cut] in the menu.
3. Go to the destination page.
   This can be another document in PRISMAprepare.
4. Use [Paste] to paste the cut objects.
   You can paste using the following methods:
   • Press Ctrl-v.
   • Use [Edit] - [Paste] in the menu.

Delete

Introduction

Use [Delete] to remove object from one or more pages.

Procedure

1. Select the objects.
2. Use your [Delete] button to delete the objects.
   You can also use
   - Right mouse click - [Delete] on one of the objects.
   - [Edit] - [Delete] in the menu.
3. The confirmation dialog appears.
4. Click [Yes] to confirm.

Edit text

Introduction

Use [Edit text] to do small changes in the text of the document.

Procedure

1. Select a text line.
2. Click the [Edit text] button.
    The [Edit text] dialog box appears.
3. Change the text to your liking.
    Only basic text functions are allowed here. No layout options available.
    Use the [Keep width of content box] option if you need to stay within the current context box. If the text does not fit, the text is shrink or enlarged to make it fit.
4. Click [Apply] to confirm the changes.

Shift

Introduction

Use [Shift] to move object within one or more pages.

Procedure

1. Select the objects.
2. Use [Shift] to move the objects.
   You can Shift using the following methods:
   • Right mouse click - [Shift] on one of the objects.
   • Use [Pages] - [Shift] in the menu.
3. The shift dialog appears.
4. Use this dialog to shift the objects or use your mouse to drag the objects.
5. Click [Apply] to confirm the shift.

Mark or unmark a page

Introduction

You can mark or unmark pages. This allows you to:
• Define pages as special pages.
• Define pages as color pages.

You can process the marked pages separately from other pages of the document, for example:
• Print only the marked pages, or do not print the marked pages.
• Use inserts for the marked pages when you print your document.
• Use a different tray for the marked pages when you print your document.

✎ NOTE
Option [Mark color] allows you to automatically mark all colour pages. You can then print only the color marked sheets on a color machine.

These options are available via:
• The button bar: click the drop-down button [Mark pages].
• The menu: click [Pages] - 'Mark'.
• The context menu: right-click the selected page(s) and select option 'Mark'.

Marking and unmarking pages

Introduction

You can mark or unmark pages. This allows you to:
• Define pages as special pages.
• Define pages as color pages.

You can process the marked pages separately from other pages of the document, for example:
• Print only the marked pages, or do not print the marked pages.
• Use inserts for the marked pages when you print your document.
• Use a different tray for the marked pages when you print your document.

✎ NOTE
Option [Mark color] allows you to automatically mark all colour pages. You can then print only the color marked sheets on a color machine.

These options are available via:
• The button bar: click the drop-down button [Mark pages].
• The menu: click [Pages] - 'Mark'.
• The context menu: right-click the selected page(s) and select option 'Mark'.

Mark pages as color page

Procedure

1. Click the [Mark pages] drop-down button.
2. Click [Mark color].
3. The automatic color detection marks all pages that contain color.

✎ NOTE
If you want to unmark pages that were marked by the automatic color detection, use option [Mark off].

Mark pages as color pages with custom settings

Procedure

1. See procedure *Mark color pages with custom settings* on page 127.

    ✏ NOTE
    This option is only available in the [Pages] workspace.

Unmark a page

Procedure

1. Select the page(s) to unmark.
2. Click the [Mark pages] drop-down button.
3. Click [Mark off].
   The mark is removed from all selected page(s).

Mark color pages with custom settings

Introduction

The [Mark color advanced...] option allows you to define custom settings for the color detection.

The custom settings define when a page is marked as a color page.

✎ NOTE
This option is only available in the [Pages] workspace.

You can process the marked pages separately from other pages of the document, for example:
• Print only the marked pages, or do not print the marked pages.
• Print only the color marked sheets on a color machine.
• Use inserts for the marked pages when you print your document.
• Use a different tray for the marked pages when you print your document.

Define the minimum percentage of color on a page:

You can define a [Threshold] for the color detection. The threshold defines the percentage of color pixels that must be detected on a page to mark that page as a color page.

The threshold can range from 0% to 20%.

Exclude grayscale images from the color detection:

Pages with grayscale images can be marked as color pages by the color detection process.

Increase the value of the [Grayscale tolerance] option to exclude grayscale values from the color detection.

The threshold can range from 0% to 20%.

The preview view

The preview view shows the current page. The preview view displays the areas that are considered as color according to the current settings. When the settings are changed, the preview view is updated accordingly.

You can find the detected percentage of color on the current page below option 'Threshold'.

This option is available via:
• The button bar: click the drop-down button [Mark pages]. Select the [Mark color advanced...] option.
• The menu: click 'Pages' - 'Mark'. Select the [Color advanced...] option.
• The context menu: right-click the selected page(s) and select option 'Mark'.

Mark pages as color pages with custom settings

Procedure

1. Click [Pages] - 'Mark' - [Color advanced...].
2. Define whether the color detection must be executed for:
   • [All] pages
   • [Selected] page(s)
3. Define whether the color detection must be executed for:
   • [Complete page]
   • [Selected area]
     Use the 'Rectangle selection tool' to select the area for the color detection.
     You can select the area in the preview view of the current page.

4. Define the [Threshold] for the color detection.
   A page is marked as a color page when the percentage of color on the page is larger than the threshold.
   [Color percentage] displays the percentage of color detected on the selected page.
   Use the spin box or the slider to define the [Threshold]:
   • [Threshold] = 0%:
     The page is marked as a color page when one color pixel is detected.
   • [Threshold] = 20%:
     All pages with a color percentage of 20%, or larger, are marked as color pages.
5. Pages with grayscale images can be marked as color pages by the color detection process.
   Increase the value of the [Grayscale tolerance] option to exclude grayscale values from the color detection.
   Use the spin box or the slider to define the [Grayscale tolerance]:
   • [Grayscale tolerance] = 0%:
     The page is marked as a color page when one grayscale pixel is detected.
   • [Grayscale tolerance] = 20%:
     All pages with a grayscale percentage of 20%, or larger, are marked as color pages.
6. You can exclude objects from the color detection.
   • Enable the [Only process the contents of the page.] option:
     The color detection is done on the content of the page(s).
   • Disable the [Only process the contents of the page.] option:
     The color detection is done on the content of the page(s) and on objects. Objects are user defined content: [Stamps], [Bleed tabs], [Tab captions], [Spine caption], [Header and Footer].
7. Click [OK].

🖉 NOTE
All existing marks are removed prior to the new color detection. The marks are removed when you click the [OK] button.

Reset your settings

Procedure

1. Click the reset button to reset your settings in this dialog.
   The reset button is placed just below the 'X' of the dialog.

Unmark a page

Procedure

1. Select the page(s) to unmark.
2. Click the [Mark pages] drop-down button.
3. Click [Mark off].
   The mark is removed from all selected page(s).

[Convert to grayscale]

Introduction

You can convert one ore more pages to grayscale.

For example, the document contains images with a [Color space] other than [RGB], [CMYK] or [Grayscale]. You cannot edit these images. When you convert the pages with the images to grayscale, you can also edit the images.

Grayscale images are also known as black-and-white images. Such images are composed exclusively of shades of gray, varying from black at the lowest intensity to white at the highest.

Procedure

1. Select one or more pages.
2. Click [Pages] - [Convert to grayscale].
   The selected pages are converted to grayscale.

Edit the image perception

Introduction

In the [Edit image] dialog, you can change the overall appearance of an image. You can edit the [Saturation], the [Brightness] and the [Color values] of an image. Several images can be selected and edited at the same time. If the color spaces are different, only the Saturation and Brightness can be edited.

🖉 NOTE
You can edit images with an [RGB], [CMYK] and [Grayscale][Color space].

You can open the [Edit image] dialog while no image is selected. You can select and edit any image while the dialog remains open.

A [Before] and an [After] preview are available in the [Edit image] dialog. The [Before] preview shows the image before a change is applied. The [After] preview shows the effect of the current changes to the image.

You can click the [Up] and [Down] arrow to display previous or next image when several images are selected.

The [Edit image] options are available via:
• The button bar: click the button [Edit image].
• The menu: click 'Pages' - [Edit image].
• The context menu: right-click in the [Preview] view and select the [Edit image] option.

Edit the image

Procedure

1. Use the [Select object] tool to select images.
   A blue border is placed around the selected images.
2. Click option [Edit image].
   The [Edit image] dialog box appears.
3. You can edit the [Saturation], the [Brightness] and the [Color values] of an image.

Edit image options

Setting	Description
[Saturation]	With this setting, you can add more or less color to the image.
[Brightness]	With this setting, you can make the image lighter or darker.
[Color values]	You can edit images with an [RGB], [CMYK] and [Grayscale][Color space].
Zoom factor	Select the zoom factor for the preview of the image.
[Proof print...]	You can generate a proof document with all impacted pages. Click the [Proof print...] button. The [Proof print] dialog box appears. You can set the print settings. Click the [Proof print] button. The PDF proof page is generated.
[Undo] and [Re-do]	You can always [Undo] your changes.

4. Click [Apply] to confirm the changes.
   The preview of the image is updated according to the changes.

Related information

List of concepts on page 53

Edit the color of text and graphics

Introduction

In the [Edit colors] dialog, you can replace or change a specific color in text or graphic objects. Graphic objects are images, line art, PDF objects, etc. When you edit an image in the [Edit colors] dialog, the image becomes a monochrome image in tints of the selected color.

There are 3 different tabs with a different function.
1. Change the color of an object.
2. Change one color in an area.
3. Change all colors in an area.

✎ NOTE
You can edit objects with an [RGB], [CMYK] and [Grayscale][Color space].

You can open the [Edit colors] dialog while no object is selected. You can select and edit any object while the dialog remains open.

A [Before] and an [After] preview are available in the dialog. The [Before] preview shows the color of an object before a change is applied. The [After] preview shows the effect of the current changes to the object.

A red cross on a white field is displayed in the preview when:
• An image is selected.
• A graphical object with an unsupported [Color space] is selected.
• Multiple objects with different colors or [Color space] are selected.

The [Edit colors] options are available via:
• The button bar: click the button [Edit colors].
• The menu: click 'Pages' - [Edit colors].
• The context menu: right-click in the [Preview] view and select the [Edit colors] option.

Change the color of an object

Introduction

In the first tab of [Edit colors] you can change the color of a separate object.

Procedure

1. Click 'Pages' - [Edit colors].
   The [Edit colors] dialog box appears.
2. Click on the first tab and define the settings to be used:

Setting	Description
[Select]	• [Text] You can select complete lines of text or only parts of the line. • [Graphics] Graphic objects are images, line art, PDF objects, etc. You can select text and graphics with the: • Draw rectangle with [Select object] tool: you can select objects inside an area, drawing a rectangle with the [Select object] tool. • [Select object] tool: The color is replaced or changed for all objects with the same [Color values] and [Color space] as the selected color. The objects are changed in the selected page range.
[Replace color]	You can replace a color with a color from the: • [Color palette...] *Use the color palette* on page 39 • [Color picker...] You can pick the color of text and of graphical objects. The [Color space] of the selected object is used. The color picker cannot retrieve the exact colors of an unsupported [Color space].
[Before] / [After] pane	Here you see the color [Before] and [After] the color change. You can also select what exactly to change • [Fill] Only the fill color is changed • [Stroke] Only the stroke color is changed • [Fill same as stroke] The fill color will be changed with the same color as the stroke color • [Stroke same as fill] The stroke color will be changed with the same color as the fill color
[Proof print...]	You can generate a proof document with all impacted pages. Click the [Proof print...] button. The [Proof print] dialog box appears. You can set the print settings. Click the [Proof print] button. The PDF proof page is generated.
[Apply]	Click the [Apply] button to approve your changes.
[Close]	Click the [Close] button to approve your changes.
[Undo] and [Redo]	You can always use the [Undo] and [Redo] button in the button bar to undo or redo your changes.
[Reset]	Click [Reset] button in the button bar to discard your changes.

Change one color in an area

Introduction

In the second tab of [Edit colors] you can change one specific color in an area.

Procedure

1. Click 'Pages' - [Edit colors].
   The [Edit colors] dialog box appears.
2. Click on the second tab and define the settings to be used:

Setting	Description
[Pages]	Define whether you want to replace or change the color on: • All pages • Selected pages • Current page

[Select]	• [Text]
	  You can select complete lines of text or only parts of the line.
	• [Graphics]
	  Graphic objects are images, line art, PDF objects, etc.
	
	You can select text and graphics with the:
	• [Select area with rectangle] tool:
	  The color is replaced or changed for all objects in the selected area. The objects in the selected area are changed in the selected page range.

[Replace color]	You can replace a color with a color from the:
	• [Color palette...]
	  Use the color palette on page 39
	• [Color picker...]
	  You can pick the color of text and of graphical objects. The [Color space] of the selected object is used. The color picker cannot retrieve the exact colors of an unsupported [Color space].

[Before] / [After] pane	Here you see the color [Before] and [After] the color change.
	You can also select what exactly to change
	• [Fill]
	  Only the fill color is changed
	• [Stroke]
	  Only the stroke color is changed
	• [Fill and stroke]
	  The fill color will be changed with the same color as the stroke color

[Proof print...]	You can generate a proof document with all impacted pages. Click the [Proof print...] button. The [Proof print] dialog box appears. You can set the print settings. Click the [Proof print] button. The PDF proof page is generated.
[Apply]	Click the [Apply] button to approve your changes.
[Close]	Click the [Close] button to approve your changes.
[Undo] and [Redo]	You can always use the [Undo] and [Redo] button in the button bar to undo or redo your changes.
[Reset]	Click [Reset] button in the button bar to discard your changes.

Change all colors in an area

Introduction

In the third tab of [Edit colors] you can change all colors of an area to another color.

Procedure

1. Click 'Pages' - [Edit colors].
   The [Edit colors] dialog box appears.
2. Click on the third tab and define the settings to be used:

Setting	Description
[Pages]	Define whether you want to replace or change the color on: • All pages • Selected pages • Current page
[Select]	• [Text] You can select complete lines of text or only parts of the line. • [Graphics] Graphic objects are images, line art, PDF objects, etc. You can select text and graphics with the: • [Select area with rectangle] tool: The color is replaced or changed for all objects in the selected area. The objects in the selected area are changed in the selected page range.
[Replace color]	You can replace a color with a color from the: • [Color palette...] *Use the color palette* on page 39 • [Color picker...] You can pick the color of text and of graphical objects. The [Color space] of the selected object is used. The color picker cannot retrieve the exact colors of an unsupported [Color space].
[After] pane	Here you see the color [After] the color change. You can also select what exactly to change • [Fill] Only the fill color is changed • [Stroke] Only the stroke color is changed • [Fill and stroke] The fill color will be changed with the same color as the stroke color
[Proof print...]	You can generate a proof document with all impacted pages. Click the [Proof print...] button. The [Proof print] dialog box appears. You can set the print settings. Click the [Proof print] button. The PDF proof page is generated.
[Apply]	Click the [Apply] button to approve your changes.
[Close]	Click the [Close] button to approve your changes.
[Undo] and [Re-do]	You can always use the [Undo] and [Redo] button in the button bar to undo or redo your changes.
[Reset]	Click [Reset] button in the button bar to discard your changes.

Enhance your document

Apply a template

Introduction

You can create templates for documents that need the same layout. Each template is added to the template catalog.

The templates are displayed alphabetically in a list.

You can apply one template at a time to your document. After the template is applied, you can apply an other template to your document.

✏️ NOTE
Use *The command line interface* on page 339 to apply multiple templates in one action.

Cancel the application of a template

When you apply a template, the [Apply template] dialog opens. The dialog shows a progress bar and contains a [Cancel] button.

Click [Cancel] to cancel the application of the template. All settings, which are already applied by the template, are undone.

Apply a template from the template catalog

Procedure

1. Click [Document] - 'Apply template'.
2. Click 'From template catalog...'
   The [Apply template] dialog opens.
3. Select the template that you want to apply to your document.
4. Click [Apply].
   The template is applied to your document.
   A message appears when the template is applied. You can view the details when the template was not applied successfully.
5. Click [Close].
   The [Apply template] dialog opens.
   You can apply another template to your document. Select the template that you want to apply to your document and click [Apply].
   Click [Close] to return to the application.

✏️ NOTE
Click [Undo] to undo all settings which are applied by the template.

Apply a template from the Pick list

Procedure

1. Click [Document] - 'Apply template'.
2. Select the template from the pick list.
   The template is applied to your document.
   A message appears when the template is applied. You can view the details when a template was not applied successfully.
3. Click [Close].

   📝 NOTE
   Click [Undo] to undo all settings which are applied by the template.

Define the document properties

Introduction

The Document properties are initialized based on the corresponding PDF document properties. Once you change the Document properties within this application, these properties will not be overruled by the PDF properties in the future.

Click [Document] - [Properties] to specify the document properties.

Document properties

Setting	Description
Title	Enter the document title here.
Owner	Enter the document owner here.
Account	Enter your account here.
Addressee	Enter your address here,
Banner message	Specify the message that should appear on the banner page.
Special instruc-tion	Specify the special instruction message.
Creation date	Specify the creation date here.

Chapter 4
The [VDP] workspace

Introduction

Introduction

The [VDP] workspace offers basic functions to generate documents with variable data. The variable data is retrieved from an external data source.
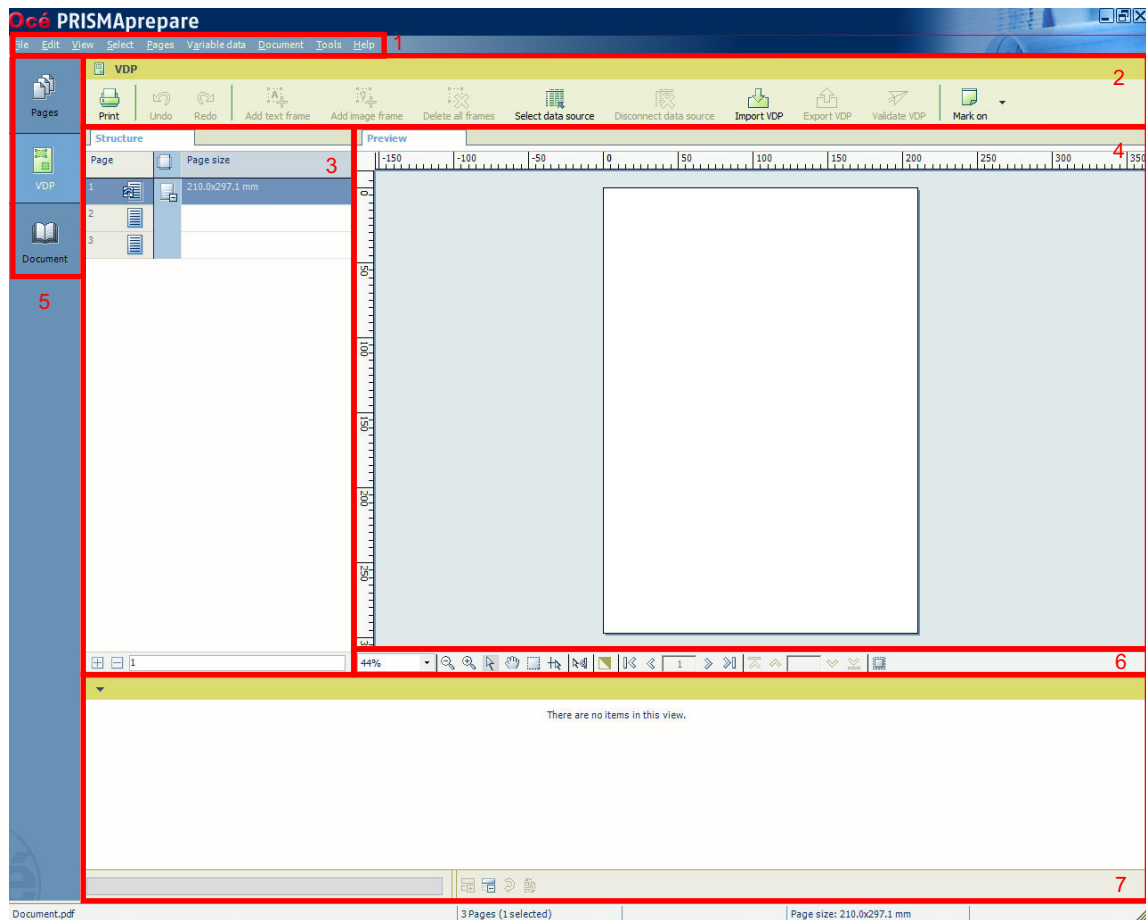
The [VDP] workspace contains the following elements:

1. **The menu bar**
   Use the menu bar to select an action and open the Help file.
2. **The button bar**
   Use the button bar for quick access to the actions most often used.
3. **The [Structure] view**
   The [Structure] view offers an overview of the structure of your document. You can navigate within your document and select pages.
4. **The [Preview] view**
   The [VDP] workspace offers a WYSIWYG preview that shows the pages one by one or stacked (on top of each other).
5. **The navigation bar**
   Use this navigation bar to switch between the available workspaces.
6. **The footer**
   Use this footer to specify the zoom factor and to select the required tools.
7. **The data source view**

The data source view shows all rows and fields of the selected data source.

Open the [VDP] workspace

Click the [VDP] button, or

Click [View] - [VDP workspace].

The context menu

You can access the context menu when you right-click on a page(s). This allows quick access to the actions most often used. The context menu is available in the [Preview] and [Structure] view.

The toolbar

Introduction

The customizable toolbar allows you to add, move and remove buttons.

Do the following steps to customise the toolbar:
- Click [View] - [Customize toolbar...].
  Or right-click the toolbar and select the [Customize toolbar...] option.
- You will get a window showing all the buttons that you can add to your toolbar.
- Drag and drop the button to and from the toolbar to change your toolbar.
- In the view option you can select different sizes and layouts for the buttons.
- Use 'Revert to default layout' to get the default buttons and view option.

The toolbar

Button	Description
	Print Print the job.
	Undo The previous command is undone.
	Redo The previous undone command is redone.
	[Add text frame] Add a [Text frame] to the page(s) to create a document with variable data.
	[Add image frame] Add a [Image frame] to the page(s) to create a document with variable data.
	[Delete all frames] Delete all [VDP frames] from the document.
	[Select data source] Select a data source. The data source contains the variable data for the document.
	[Disconnect data source] Disconnect the data source. The data source contains the variable data for the document.
	[Import VDP] You can import the VDP data from an XML file.
	[Export VDP] You can export the VDP data to an XML file.
	[Validate VDP] Check if any rules are violated in the variable data document. The rules are related to VDP frames.

Button	Description
	Mark Add mark to page(s) Remove mark from page(s) - Add mark to all color page(s) - Add mark to all pages that contain [VDP frames]. [VDP frames] are frames of type [Text frame] and/or [Image frame].

The [Structure] view

Introduction

The [Structure] view provides easy navigation and selection of pages in the document. It also gives an overview of the page programmed settings that are used in your document.

You can drag and drop pages in the [Structure] view.

Horizontally, the [Structure] view displays columns. These columns describe properties on which you can group pages. These groups allow you to easily select a range of pages that have the same properties.

Vertically, the document is shown in pages and groups of pages. For every (sub)section of pages, a bar is created. With these bars you can easily manage your (sub)sections.

Right-click anywhere in a column to get a context menu. The context menu depends on the position where you right-click.

The available columns

You can group pages based on the following criteria:
- The [Page] column shows the pages and blank sheets of your document. The [Page] column contains the logical page index.
- [Section]
  You can group sequential pages that belong together (for example chapters) in a section. You can divide a section into subsections. Up to 5 levels are possible here. The names of each [Section] level are displayed.
- [Page size]
  The sequential pages with the same page size and orientation. This column also shows any fold settings.

Every column has icons and labels:
- The icon section displays icons that give feedback about the properties of the (group of) pages.
- The label section displays in text the properties of the (group of) pages.
  You can show or hide the label when you double click on the column's header.

You can adjust the columns:
- Show or hide columns
  Click [View] - [Show columns] to define if a column is visible or not. You can right-click the column header and use its context menu.
- Column order
  To change the order of the columns you can drag the column headers to a new position. The active column is the first column behind the [Page] column. You can use this active column to expand or collapse a group of pages.
- Column width
  You can drag the separators in the column header to change the width of a column.

Feedback icons

Feedback *Icons* on page 50 are displayed in the columns.

Footer

Click the [Expand all groups] button to expand all groups of the active column.

This option is also available via [View] - [Expand all groups].

Click the [Collapse all groups] button to collapse all groups of the active column.

This option is also available via [View] - [Collapse all groups].

✐ NOTE
The active column is the first column behind the [Page] column.

Enter page numbers or page ranges in the [Pages] field to select pages. The character n is used to define the last page. Character * defines all pages. For example: 1,5,9-n.

Note that disabled pages and blank sheets cannot be selected via the pages field.

Related information

Configure sections on page 69

The [Preview] view

Introduction

The [Preview] view displays:
- The current page and its page content.
- The additional content:
  [Header and Footer], [Tab captions] and [Bleed captions], [Stamps].
- The finishing settings:
  [Staple], [Fold], [Hole punch].
  When a fold setting is applied, the fold lines are displayed in the [Preview] view.
- The [VDP frames] and their content.
  The content of the currently selected row is displayed in the frame(s).

The footer contains tools that you can use in the [Preview] view.

Rulers & guidelines

Rulers are displayed at the top and left of the [Preview] view. The units displayed in the rulers depend on the [Region] setting (inches/mm).

Guidelines can be placed in the [Preview] view by dragging them from the rulers
- Horizontal ruler: horizontal guideline
- Vertical ruler: vertical guideline
- Intersection of horizontal and vertical ruler: horizontal and vertical guidelines.

Guidelines can also be numerically positioned.

Double-click the rulers or right-click in the [Preview] view. Then click **View** - [Add guideline]... for the menu to add a guideline.

Right-click on an existing guideline to edit, center, or delete it.

Show or hide guidelines:
- Option 'Show guidelines' in menu 'View' is automatically enabled when you add a guideline.
- Click 'View' - 'Remove all guidelines' to delete all guidelines from the [Preview] view.

Footer

The footer contains tools that you can use in the [Preview] view.

Tools and icons in the footer

Tool	Description
Zoom selection	Use this to specify the zoom factor. Or click 'View' - [Zoom].
	Use these tools to **[Zoom in]** or **[Zoom out]**. Or click 'Tools' - [Zoom out]. Click 'Tools' - [Zoom in].

Tool	Description
	[Select page] Or click 'Tools' - [Select pages].
	[Drag] tool Use this tool to drag the page in the [Preview] view. Or click 'Tools' - [Drag].
	[Select area with rectangle] You can draw a selection rectangle using your mouse. The selected area is visible by a dotted line around the selected area. To reset a selection, click your mouse inside the [Preview] view. Or click 'Tools' - [Select area with rectangle]. ✎ NOTE Push 'Shift' on the keyboard and select with the mouse to select and invert an area with one action.
	[Select area inside guidelines] You can select an area that is marked by guidelines and page-borders by clicking inside this area. The selected area is visible by a dotted line around the selected area. To reset a selection, click your mouse inside the [Preview] view. Or click 'Tools' - [Select area inside guidelines].
	[Repeated selection] Click the [Repeated selection] tool to define repeated selections. A spinbox appears. You can define the number of pages for the repeated selections with the spinbox.
	[Invert selected area] Click the [Invert selected area] button to select the page content outside the initially selected area. For example, you select a Company logo. Then you click the [Invert selected area] button. Now, the page content without the Company logo is selected.
	[First page]
	[Previous page]
Current page	Shows the current page number.
	[Next page]
	[Last page]
	[First variable data document] Select the first row in the data source file.
	[Previous variable data document] Select the previous row in the data source file.
Current row	Shows the number of the currently selected row. The content of the currently selected row is displayed in the frames.
	[Next variable data document] Select the next row in the data source file.

Tool	Description
	[Last variable data document] Select the last row in the data source file.
	[Show the content outside of the page] Select this option if you want to show the content outside of the page. In this view the bleed margin is indicated by a dotted line around the page. Or click 'View' - 'Show content outside of page'.
Bleed size	The define bleed size in mm or inches. Click the [Bleed area] button.

Select a data source

Introduction

The data source contains the variable data for the document.

The supported data source types are: *.accdb, *.mdb, *.xlsx, *.xls and *.csv. Password-protected data sources of type *.xlsx, *.xls and *.csv are not supported. If special characters are used in a *.csv file, you must define the encoding of the file to display the characters correctly. You must create a schema.ini file at the same location of the *.csv file. The schema.ini file must contain:

1. Name of the data source file.
   For example: [sourceFile.csv]
2. The [Text delimiter]. If a schema.ini file is used to define the encoding, the [Text delimiter] must be defined in the file as well.
   For example: Format=Delimited(,)
3. The encoding of the data source file. The encoding can be: ANSI, UTF-8 or Unicode.
   For example: CharacterSet=ANSI

When you have selected a data source, you can define the frames for the variable data. If you select another data source after the frames are defined, the frames remain valid when:

1. The new data source type is identical to the used data source type.
2. The new data source contains the same fields as used in the frames.
3. The field types in the new data source are identical to the field types in the used data source.

This option is available via:
- The button bar: click the button [Select data source].
- The menu: click [Variable data] - [Select data source].
- The context menu: right-click the selected page(s) and select option [Select data source].

Select a data source

1. Click [Variable data] - [Select data source].
   A [Browse] dialog will appear.
2. Browse to the data source file.
3. Select the data source file and click [Open].
4. If the data source type is *.csv, you must define the [Text delimiter] and/or the [Text separator].
5. Click [OK].

Disconnect a data source

Introduction

All frames will be deleted when you disconnect the data source.

Procedure

1. Click [Variable data] - [Disconnect data source].
    The data source is disconnected. The frames are deleted from the document.

Import the [VDP] data

Introduction

Import the [VDP] data to apply the same [VDP] layout to a document with other content. For example, to create a weekly bulletin. You can import the [VDP] data from an XML file. The [VDP] data contains:
- The properties of the frames which use the variable data.
- The location of the data source file.

This option is available in the [VDP workspace] via:
- The button bar: click the button [Import VDP].
- The menu: click [Variable data] - [Import VDP].

Procedure

1. Click [Variable data] - [Import VDP].
   The [Import VDP] dialog box appears.
2. Browse to the location of the[VDP] data file.
3. Select the XML file.
4. Click [Open].
   The [VDP] data is imported and applied to the document.

Export the [VDP] data

Introduction

You can export the [VDP] data to an XML file. The [VDP] data contains:
- The properties of the frames which use the variable data.
- The location of the data source file.

This option is available in the [VDP workspace] via:
- The button bar: click the button [Export VDP].
- The menu: click [Variable data] - [Export VDP].

Procedure

1. Click [Variable data] - [Export VDP].
   The [Export VDP] dialog box appears.
2. Browse to the location where you want to save the file.
3. Enter a file name and click [Open]. The XML file is saved to disk.

Validate the [VDP] data

Introduction

The [Validate VDP] operation checks if any rules are violated in the variable data document. Only the selected rows of the data source are validated. The [Validate VDP] operation cannot fix most of the detected violations. It is recommended that you fix these problems manually before you print the job. You can configure a number of rules which are used by the [Validate VDP] operation.

The following rules cannot be configured:
- [The data source contains incompatible field type(s) and/or required fields are missing.]
- [The image folder is invalid or cannot be accessed.]
- [The field type or field format is invalid.]
- [The frame is too small to contain all text.]
  [The frame is too small to contain the image.]
- [A font is invalid.]
- [The text contains non-printable character(s).]

The following rules can be configured in the [Preflight] dialogue:
- [Content too close to border rule]
  This rule is used to check if frames are too close to the page border.
- [Image compression is too high rule]
- [Image resolution is too high rule]
  The preflight operation can fix the violations detected by this rule.
- [Image resolution is too low rule]
- [Hairline rule]
  This rule is used to check the line weight of the frame borders. The preflight operation can fix the violations detected by this rule.

✎ NOTE

When automatic preflight is enabled, the configured rules for automatic preflight are used. When automatic preflight is disabled, the configured rules for manual preflight are used.

This option is available in the [VDP workspace] via:
- The button bar: click the button [Validate VDP].
- The menu: click [Variable data] - [Validate VDP].
- The context menu: right-click any of the page(s) and select option [Validate VDP].

Procedure

1. Click [Variable data] - [Validate VDP].
   The [Validate VDP] operation checks if any rules are violated in the variable data document. Only the selected rows of the data source are validated.
2. A [Validate VDP] report is generated. The report shows the problems that have been found.
   - The [Validate VDP] operation cannot fix most of the detected violations. It is recommended that you fix these problems manually before you print the job.

✎ NOTE

The validation report is not updated when you fix a violation. Generate the report again to update the report.

3. Click [Close].

Manage the variable data

Introduction

The [VDP] workspace offers basic functions to generate documents with variable data. The variable data is retrieved from an external data source. You can select the variable data in the data source view. The data source view shows the selected rows and fields of the data source file.

Set the header row

Introduction

You can set one of the rows in the data source as header row. The values in the header row are used as column headers. The data in the rows above the header row is not used when the variable data document is printed. The rows above the header row are hidden from the data source view.

Click on a column header to sort the fields in the column. You can sort ascending and descending. Click the [Revert to original order] option to use the order of the fields in the data source file. The [Revert to original order] option is available in the footer of the data source view.

Procedure

1. Right-click a row in the data source view.
2. Select the [Set as header row] option from the context menu.
   The row is set as custom header row.

Reset the header row

Procedure

1. Select the [Reset header row] option from the footer of the data source view.
   The original header row from the data source file is used. All rows in the data source are available in the data source view.

Select the variable data

Introduction

The [VDP] workspace offers basic functions to generate documents with variable data. The variable data is retrieved from an external data source. You can select the variable data in the data source view. The data source view shows the rows and fields of the selected data source file.

By default, all rows are selected. You can unselect the rows that you do not want to print. Click the [Hide unselected rows] option to hide the unselected rows in the data source view. Click the [Show all rows from the data source] option to show all rows from the data source. These options are available in the footer of the data source view.

Procedure

1. Enable the checkbox in front of a row to select the row. Disable the checkbox to unselect the row. The variable data from the selected rows is printed.

   📝 NOTE
   Enter row numbers or row ranges in the text field in the footer of the data source view to select rows. The character n is used to define the last row. Character * defines all rows. For example: 1,5,9-n.

Set default formats

Introduction

The data source view shows the rows and fields of the selected data source file. You can set default formats for the fields available in the data source file. The default format does not change the format of fields that are already used in existing frames.

Procedure

1. Right-click a field in the data source view.
   Based on the field type, you can select:
   - [Default image folder]
   - [Default date/time format]
   - [Default number format]
2. Set the default format:

Setting	Description
[Default image folder]	Browse to the image folder. ✎ NOTE If you select a folder that does not contain images, a red cross is displayed in the frame in the preview view.
[Default date/ time format]	You can define the [Time format] and the [Date format].
[Default number format]	• [Integer digits] You can define a minimum number of digits to express the numbers from the selected field(s). Leading zeros are used to pad the number. If the defined number of digits is too small to express the number, the actual number from the field is used. • [Decimal digits] You can define the number of digits displayed behind the [Decimal separator]. • You can define the [Decimal separator] and the [Thousands separator].

✎ NOTE
The default format does not change the format of fields that are already used in existing frames.

3. Click [OK].

Manage the frames

Add a text frame

Introduction

The [VDP] workspace offers basic functions to create documents with variable data. The variable data is retrieved from an external data source. You can define one or more frames which use the variable data. The settings of each frame are valid for all rows in the data source. A frame can be positioned partially outside the page. For example, to use variable data on [Bleed tabs].

The [VDP] workspace does not offer automatic font detection. You must determine yourself which font is used in the master document.

This option is available via:
- The button bar: click the button [Add text frame].
- The menu: click [Variable data] - [Add text frame].
- The context menu: right-click the selected page(s) and select option [Add text frame].

Before you begin

When you have selected a data source, you can define the frames for the variable data.

Procedure

1. Select tool [Select area with rectangle].
   You can draw a selection rectangle using your mouse. The selected area is visible by a dotted line around the selected area.
2. Click [Variable data] - [Add text frame].
   The [Text frame] dialog opens.
3. Define on which pages you want to add the text frame:

Setting	Description
[Pages]	• All pages • Selected pages • Current page

4. [Fill and border color] of the text frame:

Setting	Description
[Fill color]	Click [Edit] to select the background colour of the frame. You can define the transparency of the background of the frame.
[Border color]	Click [Edit] to select the border colour of the frame. You can define the transparency of the frame border.
[Line weight]	You can define the line width of the border.

5. [Size and position] of the text frame:

Setting	Description
[Width] / [Height]	You can define the width and height of the frame. You can also change the size of the frame with your mouse in the [Preview] view.

Setting	Description
[Horizontal shift] / [Vertical shift]	You can define the exact position of the frame on the page(s).
[Rotation]	You can rotate the frame.

6. Define the variable data:

Setting	Description
[Insert field]	The drop-down list contains the available column headers of the selected data source. Select one or more column headers from the data source. For each selected row, the variable data is taken from each field of the selected column. The variable data is printed on the master document. You can use fields of type: • String • Number • Date and time
[Insert row number...]	You can add the number of each row in the data source to the variable data. • [Number format] Select the format for the row numbers. • [Insert total number of rows] Select this option to add the total number of rows of the data source to the row numbering. The row number is displayed as: <current row number>/<total number of rows>. • [Number of digits] You can define a fixed number of digits to express the row number. Leading zeros are used to pad the row number. If the defined number of digits is too small to express the number of rows, the actual number of rows is used.
[Format number]	• [Integer digits] You can define a minimum number of digits to express the numbers from the selected field(s). Leading zeros are used to pad the number. If the defined number of digits is too small to express the number, the actual number from the field is used. • [Decimal digits] You can define the number of digits displayed behind the [Decimal separator]. • You can define the [Decimal separator] and the [Thousands separator].
[Format date/ time]	You can define the [Time format] and the [Date format].
[Font]	Select several different font attributes that must be used for the variable data. The different font attributes can be specified at character level for fixed text and per field for the variable data. • Font and font size The [VDP] workspace does not offer automatic font detection. You must determine yourself which font is used in the master document. • Bold / Italic / Underlined / Strikethrough. • Different text colors. • Alignment of the text.

Setting	Description
Text	The text in the text box is added to the frame. Click [Insert field] to insert one or more fields from the data source. You can also type text directly in the text box. You can define the transparency of the text.

7. Click [OK].
The frame is added to the document on top of the page content. The frame is added on top of any existing frames.

After you finish

If you select another data source after the frames are defined, the frames remain valid when:
1. The new data source type is identical to the used data source type.
2. The new data source contains the same fields as used in the frames.
3. The field types in the new data source are identical to the field types in the used data source.

Add an image frame

Introduction

The [VDP] workspace offers basic functions to create documents with variable data. The variable data is retrieved from an external data source. You can define one or more frames which use the variable data. The settings of each frame are valid for all rows in the data source. A frame can be positioned partially outside the page. For example, to use variable data on [Bleed tabs].

The [VDP] workspace does not offer a color picker. You must determine yourself which colour is used in the master document.

This option is available via:
• The button bar: click the button [Add image frame].
• The menu: click [Variable data] - [Add image frame].
• The context menu: right-click the selected page(s) and select option [Add image frame].

Before you begin

When you have selected a data source, you can define the frames for the variable data.

Procedure

1. Select tool [Select area with rectangle].
   You can draw a selection rectangle using your mouse. The selected area is visible by a dotted line around the selected area.
2. Click [Variable data] - [Add image frame].
   The [Image frame] dialog opens.
3. Define on which pages you want to add the image frame:

Setting	Description
[Pages]	• All pages • Selected pages • Current page

4. [Fill and border color] of the image frame:

Setting	Description
[Fill color]	Click [Edit] to select the background color of the frame. You can define the transparency of the background of the frame. The [VDP] workspace does not offer a color picker. You must determine yourself which colour is used in the master document.
[Border color]	Click [Edit] to select the border color of the frame. You can define the transparency of the frame border.
[Line weight]	You can define the line width of the border.

5. [Size and position] of the image frame:

Setting	Description
[Width] / [Height]	You can define the width and height of the frame. You can also change the size of the frame with your mouse in the [Preview] view.

Setting	Description
[Horizontal shift] / [Vertical shift]	You can define the exact position of the frame on the page(s).
[Rotation]	You can rotate the frame.

6. Define the variable data:

Setting	Description

[Field]	The drop-down list contains the available column headers of the selected data source. Select one or more column headers from the data source. For each selected row, the variable data is taken from each field of the selected column. The variable data is printed on the master document.
	You can use fields of type:
	• Image
	
	  ✏ NOTE
	  If you select a field type other than "Image", a red cross is displayed in the frame in the preview view.
	
	The image field must contain:
	• The name of the image.
	• The absolute path to the image or the path relative to the image folder.
	
	Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.

[Image folder]	Click the [Browse...] button. Browse to the image folder.
	You can define one image folder per image frame.
	
	  ✏ NOTE
	  If you select a folder that does not contain images, a red cross is displayed in the frame in the preview view.

[Transparency]	You can define the transparency of the image.

7. [Scale and position] of the image:

Setting	Description

[Scale]	• [None]
	• [Fit to frame]
	  The images are scaled up or down to fit the frame.
	• [Shrink to frame]
	  The images are scaled down if the images are larger than the frame. The images are not scaled up.
	
	Option [Keep ratio] enabled: The image is scaled relative to its original size.

[Position]	Use the arrows or the central dot to position the image in the frame.

8. Click [OK].
   The frame is added to the document on top of the page content. The frame is added on top of any existing frames.

After you finish

If you select another data source after the frames are defined, the frames remain valid when:
1. The new data source type is identical to the used data source type.

2. The new data source contains the same fields as used in the frames.
3. The field types in the new data source are identical to the field types in the used data source.

Edit a frame

Introduction

The [VDP] workspace offers basic functions to create documents with variable data. The variable data is retrieved from an external data source. You can define one or more frames which contain the variable data. You can edit the created frames.

This option is available via:
- The context menu: right-click the frame and select the [Edit] option.
- Double-click the frame.

Procedure

1. Double-click the frame.
   The [Text frame] dialog or [Image frame] dialog opens.
2. Edit the frame.
3. Click [OK] to confirm the changes.

Copy a frame

Introduction

The [VDP] workspace offers basic functions to create documents with variable data. The variable data is retrieved from an external data source. You can define one or more frames which contain the variable data. You can copy the created frames.

This option is available via:
- The context menu: right-click the frame and select option [Copy].
- Double-click the frame.

Procedure

1. Double-click the frame.
   The [Text frame] dialog or [Image frame] dialog opens.
2. Define the settings for the frame.
3. Click [OK].
   The frame is added to the document on top of the page content. The frame is added on top of any existing frames.

Change the order of the frames

Introduction

You can add a frame to the document on top of the page content. The frame is added on top of any existing frames. You can change the order of the frames which are on top of the page content.

You can move one or more frames behind the page content. You can change the order of the frames which are behind the page content.

This option is available via:
- The context menu: right-click the frame that you want to bring to the front or send to the back.

Procedure

1. Right-click the frame that you want to bring to the front or send to the back. The context menu opens.
   - [Behind page content]
     Move the frame behind the page content. You can change the order of the frames which are behind the page content.
   - [Bring to front]
     The selected frame is placed on top of all frames.
   - [Send to back]
     The selected frame is placed at the bottom of all frames.
   - [Bring forward]
     The selected frame is moved one frame up.
   - [Send backward]
     The selected frame is moved one frame down.

Delete frames

Introduction

You can delete one or more frames from the document:
- You can delete a selected frame.
- You can delete all frames in one action.

Delete a selected frame

1. Right-click the frame that you want to delete.
   The context menu opens.
2. Click [Delete].
   The selected frame is deleted from the document.

Delete all frames

1. Click [Variable data] - [Delete all frames].
   The frames are deleted from the document.

Mark or unmark a page

Introduction

You can mark or unmark pages. This allows you to:
- Define pages as special pages.
- Define pages as color pages.

You can process the marked pages separately from other pages of the document, for example:
- Print only the marked pages, or do not print the marked pages.
- Use inserts for the marked pages when you print your document.
- Use a different tray for the marked pages when you print your document.

✎ NOTE
Option [Mark color] allows you to automatically mark all colour pages. You can then print only the color marked sheets on a color machine.

These options are available via:
- The button bar: click the drop-down button [Mark pages].
- The menu: click [Pages] - 'Mark'.
- The context menu: right-click the selected page(s) and select option 'Mark'.

Marking and unmarking pages

Introduction

You can mark or unmark pages. This allows you to:
- Define pages as special pages.
- Define pages as color pages.

You can process the marked pages separately from other pages of the document, for example:
- Print only the marked pages, or do not print the marked pages.
- Use inserts for the marked pages when you print your document.
- Use a different tray for the marked pages when you print your document.

✎ NOTE
Option [Mark color] allows you to automatically mark all colour pages. You can then print only the color marked sheets on a color machine.

These options are available via:
- The button bar: click the drop-down button [Mark pages].
- The menu: click [Pages] - 'Mark'.
- The context menu: right-click the selected page(s) and select option 'Mark'.

Mark pages as color page

Procedure

1. Click the [Mark pages] drop-down button.
2. Click [Mark color].
3. The automatic color detection marks all pages that contain color.

✎ NOTE
If you want to unmark pages that were marked by the automatic color detection, use option [Mark off].

Mark pages as VDP pages

Procedure

1. Click the [Mark pages] drop-down button.
2. Click [Mark VDP].
3. All pages that contain [VDP frames] are marked. [VDP frames] are frames of type [Text frame] and/or [Image frame].

Unmark a page

Procedure

1. Select the page(s) to unmark.
2. Click the [Mark pages] drop-down button.
3. Click [Mark off].
   The mark is removed from all selected page(s).

Chapter 5
The [Document] workspace

Introduction

Introduction

The [Document] workspace offers the tools to transform pages into a fully prepared print job. You use the [Document] workspace during the 'Allocate pages', 'Define your document' and 'Enhance your document' phase.

The [Document] workspace is the default workspace when opening a file.
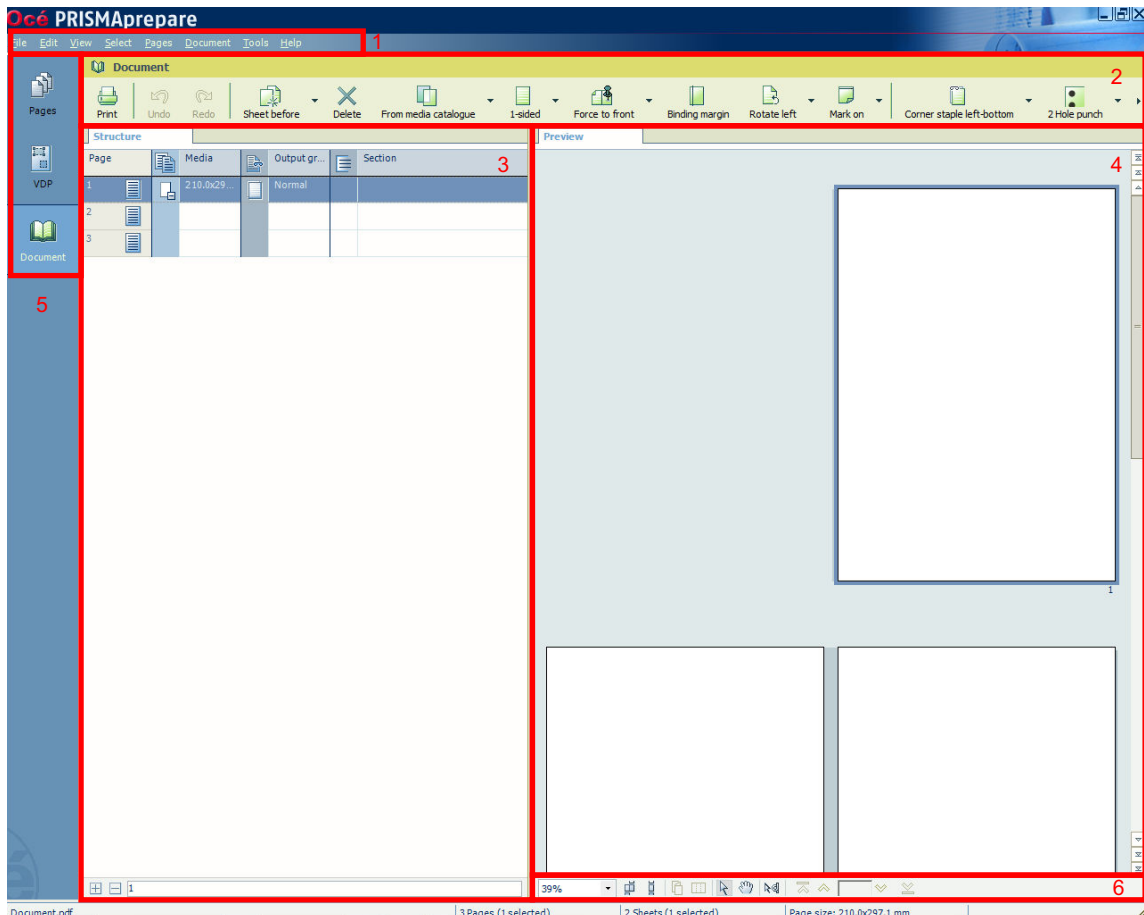
The [Document] workspace contains the following elements:

1. **The menu bar**
   Use the menu bar to select an action and open the Help file.
2. **The button bar**
   Use the button bar for quick access to the actions most often used.
3. **The [Structure] view**
   The [Structure] view offers an overview of the structure of your document. You can navigate within your document and select pages.
4. **The [Preview] view**
   The [Document] workspace offers a WYSIWYG preview that shows how your document looks when all production steps are completed.
   All settings that affect the appearance of your document are shown, for example staples, tab captions, page numbers, and so on.
   The pages of your document can be shown in different *The Preview view* on page 180.
5. **The navigation bar**

Use this navigation bar to switch between the available workspaces.

6. **The footer**
Use this footer to specify the zoom factor and to select the required tools and views.

Open the [Document] workspace

Click the [Document] button, or

Click [View] - [Document workspace].

The context menu

You can access the context menu when you right-click on a page(s). This allows quick access to actions, for example create sections, insert pages, assign media, and so on. The context menu is available in the [Preview] and [Structure] view.
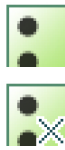
The toolbar

Introduction

The customizable toolbar allows you to add, move and remove buttons.

Do the following steps to customise the toolbar:
• Click [View] - [Customize toolbar...].
  Or right-click the toolbar and select option [Customize toolbar...].
• You will get a window showing all the buttons that you can add to your toolbar.
• Drag and drop the button to and from the toolbar to change your toolbar.
• In the view option you can select different sizes and layouts for the buttons.
• Use 'Revert to default layout' to get the default buttons and view option.

The toolbar

Button	Description
	Print Print the job.
	Undo The previous command is undone.
	Redo The previous undone command is redone.
	Insert sheet - Insert sheet before selection - Insert sheet after selection
	Delete Delete page(s)
	Media Assign media from the 'Media catalog' to page(s)
	1-sided/2-sided - Set page(s) to 1-sided - Set page(s) to 2-sided
	Force to - Force the page(s) to the front side of the sheet - Force the page(s) to the back side of the sheet - Do not force the page(s) to any side of the sheet
	Binding margin Shift the binding margin

Button	Description
	Rotate - Rotate the page(s) 90 degrees to the right - Rotate the page(s) 90 degrees to the left - Rotate the page(s) 180 degrees
	Mark Add mark to page(s) Remove mark from page(s) - Add mark to all color page(s)
	Staple settings - Add staples to pages. - Add saddle stitches to pages. - Remove any staple settings from pages.
	Punch settings - Define the punch type for one or more pages. - Remove the punch type for one or more pages.
	Fold settings - Define the fold settings for one or more pages. - Remove the fold settings for one or more pages.
	Other binding - Add other binding to pages.
	Document type Define the [Document type] for your document. The [Document type] is assigned to the entire document.
	Tabs You can define [Tab captions] and [Bleed tabs] to one or more pages.

The [Structure] view

Introduction

The [Structure] view provides easy navigation and selection of pages in the document. It also gives an overview of the page programmed settings that are used in your document.

You can drag and drop pages in the [Structure] view.

Horizontally, the [Structure] view displays columns. These columns describe properties on which you can group pages. These groups allow you to easily select a range of pages that have the same properties.

Vertically, the document is shown in pages and groups of pages. For every (sub)section of pages, a bar is created. With these bars you can easily manage your (sub)sections.

Right-click anywhere in a column to get a context menu. The context menu depends on the position where you right-click.

The available columns

You can group pages based on the following criteria:
- The [Page] column shows the pages and blank sheets of your document. The [Page] column contains the logical page index.
- [Section]
  You can group sequential pages that belong together (for example chapters) in a section. You can divide a section into subsections. Up to 5 levels are possible here. The names of each [Section] level are displayed.
- [Media]
  The sequential pages that have the same media are grouped within a [Media] group. If media is present in your document but it was removed from the [Media Catalog], this media is shown in grey.
- [Output group]
  The sequential pages that are stapled or folded together are grouped within a [Output group] group. This column also shows the document type.
- [Page size]
  The sequential pages with the same page size, orientation and sheet fold.
- [Hole punch]
  The sequential pages that have the same punch pattern are grouped within a [Hole punch] group.

Every column has icons and labels:
- The icon section displays icons that give feedback about the properties of the (group of) pages.
- The label section displays in text the properties of the (group of) pages.
  You can show or hide the label when you double click on the column's header.

You can adjust the columns:
- Show or hide columns
  Click [View] - [Show columns] to define if a column is visible or not. You can right-click the column header and use its context menu.
- Column order
  To change the order of the columns you can drag the column headers to a new position. The active column is the first column behind the [Page] column. You can use this active column to expand or collapse a group of pages.
- Column width
  You can drag the separators in the column header to change the width of a column.

Feedback icons

Feedback *Icons* on page 50 are displayed in the columns.

Footer

Click the [Expand all groups] button to expand all groups of the active column.

This option is also available via [View] - [Expand all groups].

Click the [Collapse all groups] button to collapse all groups of the active column.

This option is also available via [View] - [Collapse all groups].

📝 NOTE
The active column is the first column behind the [Page] column.

Enter page numbers or page ranges in the [Pages] field to select pages. The character n is used to define the last page. Character * defines all pages. For example: 1,5,9-n.

Note that disabled pages and blank sheets cannot be selected via the pages field.

The [Preview] view

Introduction

The [Preview] view shows how your document is prepared for print. Each page is displayed within a box representing the page size, orientation, and the content of that page. The [Preview] view displays:
- The [Document type].
- The additional content:
  [Header and Footer], [Tab captions] and [Bleed captions], [Stamps].
- The finishing settings:
  [Staple], [Fold], [Hole punch].
  When a fold setting is applied, the fold lines are displayed in the [Preview] view.
- The [VDP frames] and their content.
  The content of the currently selected row is displayed in the frame(s).

For all fold types which are applied on document level, animations are available to see how the page(s) are folded. See procedure *Folded and unfolded view in animations* on page 228.

The footer contains tools that you can use in the [Preview] view.

Ghost page

A ghost page side is a side of a sheet to which no page has been allocated. The side remains empty. This may be caused by:
- 1-sided media
  In the [Media Catalog] you can specify media to be [1-sided]. The media must only be printed on one side (for example transparent sheets).
  This application allocates only one page to this sheet, leaving the other sheet side empty. The ghost page is indicated by the following icon:
- 1-sided page
  You can specify a page to be [1-sided]. This application will make sure that only this page is allocated to the sheet, leaving the other sheet side empty. The ghost page side is indicated with the following icon:
- Other
  When pages have different media sizes, page sizes, or fold, staple, or punch settings, they cannot be allocated to the same sheet. If necessary, this application automatically assigns such pages to sheets with one ghost page. An automatically created ghost page is not indicated by an icon, but with a specific pattern. This pattern will not be printed.

Important differences between a ghost page and a blank sheet:
- An automatically created ghost page can appear and disappear, depending on the page allocation.
  A blank sheet is defined by the user.
- You cannot select a ghost page because you cannot perform any operation on it.
  However, you can select a blank sheet and perform operations on it.
- Ghost pages cannot contain any content. Ghost pages cannot, for example, contain a page number or a tab caption. If you need content on a ghost page, you have to turn it into a blank sheet.
- A ghost page is not shown in the [Structure] view.
  A blank sheet is always shown in the [Structure] view.
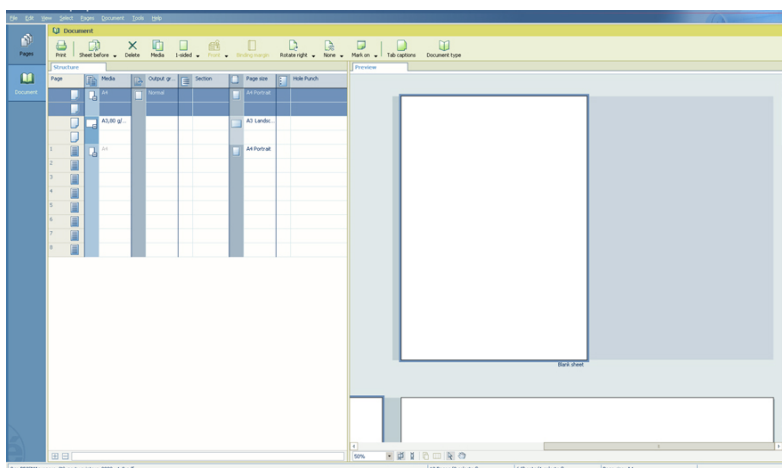
[1] Ghost page

Feedback in the [Preview] view

Feedback	Description
Page Ids	The consecutive pages of your document are numbered in the [Preview] view. ghost pages and blank sheets are not numbered.
Page numbers	Next to the [Preview] view numbering of the pages, you can add page numbers (including pre- and postfixes) to the content of the pages. The [Preview] view shows you how the page numbers are printed on the pages.
[Facing pages view]	The pages are displayed as they appear in a book. You can fold or unfold pages that have a sheet fold. Move your mouse over the outermost fold pane of such a sheet. An arrow becomes available. With this arrow, you can toggle between the folded and unfolded view.
[Continuous pages view]	The pages are displayed underneath each other. The pages are always shown unfolded. This view is available when your [Document type] is set to [Normal] or to [Perfect Binding]. This view is also available when a document fold is chosen that applies to all pages in the document.
Folded and unfolded view	When a fold setting is applied, the fold lines are displayed in the [Preview] view. • [Folded pages view] The pages with sheet fold settings are displayed folded. All pages are displayed as in the [Facing pages view] view. • [Unfolded pages view] The pages with sheet fold settings are displayed unfolded. All pages are displayed as in the [Facing pages view] view.
[Hole punch]	When a [Hole punch] setting is applied to the current page, the punch holes are displayed in the [Preview] view.

Feedback	Description

Media properties	The following media properties are visible in the [Preview] view.
	• Media color
	  The media color of a page is shown.
	  If the media color is unknown, the media color is shown as gray.
	• Media description
	  The media properties are displayed in a tool tip when you move your mouse over a page border.

Tabs	• Tabs and tab captions
	  Tabs and tab captions are displayed in the [Preview] view. The tabs that are located before the left-hand page in the spread view are displayed 'behind' this page. If these tabs contain a tab caption at the back side of the sheet, this tab caption is displayed. The tabs that are located after the right-hand page in the spread view are displayed 'behind' this page. If these tabs contain a tab caption on the front side of the sheet, this tab caption is displayed.
	• Multiple tab sets
	  If your document contains multiple tab sets, only the tab set to which the page belongs will be displayed behind this page. The tab set of the first page in the spread can differ from the tab set of the second page. Tabs of a page with a different page size than the page in the current spread view are not displayed.
	
	If you move your mouse over the tab caption, the tab caption is displayed. You can also use tab captions for navigation purposes. You can double-click the tab caption to open the [Tab captions] window.

[Spine caption]	The [Spine caption] (only possible in case of [Booklet]) is displayed in the [Preview] view at the left or at the top of the first page. The [Spine caption] field appears in the background color of the media. The width of the [Spine caption] field depends on the number of pages within your document. The [Spine caption] is displayed according to the location and format that you have specified. When you double-click the [Spine caption] field the [Spine caption] editor will appear.
Feedback icons	When you use the [Force page] setting or the [Mark pages] setting, this is indicated in the [Preview] view by icons.
Selection and focus	When you select a page, this is displayed in the [Preview] view by a selection border around the page. The focus of a page is displayed in the [Preview] view by a dashed box around the page.

Hide and show the [Bleed tabs]	• Hide [Bleed tabs]
	  The [Bleed tabs] are not displayed in the [Preview] view. The [Bleed tabs] remain added to the document and are printed on the pages.
	• [Show bleed tabs]
	  The [Bleed tabs] are displayed in the [Preview] view.

Footer

The footer contains tools that you can use in the [Preview] view.

The state (inactive or active) is displayed by the icon.

Tools and icons in the footer

Tool	Description
Zoom selection	Use this to specify the zoom factor. Or click 'View' - [Zoom].
	[Facing pages view] The pages are displayed as they appear in a book. You can fold or unfold pages that have a sheet fold. Or click 'View' - [Facing pages view].
	[Continuous pages view] The pages are displayed underneath each other. The pages are always shown unfolded. Or click 'View' - [Continuous pages view].
	[Folded pages view] The pages with sheet fold settings are displayed folded. All pages are displayed as in the [Facing pages view] view. Or click 'View' - [Folded pages view].
	[Unfolded pages view] The pages with sheet fold settings are displayed unfolded. All pages are displayed as in the [Facing pages view] view. Or click 'View' - [Unfolded pages view].
	Select page Or click 'Tools' - [Select pages].
	Drag tool Use this tool to drag the page within the view when the page is not completely visible. Or click 'Tools' - [Drag].
	[Repeated selection] Click the [Repeated selection] tool to define repeated selections. A spinbox appears. You can define the number of pages for the repeated selections with the spinbox.
	[First variable data document] Select the first row in the data source file.
	[Previous variable data document] Select the previous row in the data source file.
Current row	Shows the number of the currently selected row. The content of the currently selected row is displayed in the frame(s).

Tool	Description
	[Next variable data document] Select the next row in the data source file.
	[Last variable data document] Select the last row in the data source file.

Configure sections

Introduction

You can group sequential pages that belong together (for example chapters) in a section. You can divide a section into subsections. Up to 5 levels are possible here. A section is indicated by the section *Icons* on page 50 in the [Structure] view. You can expand or collapse the section by clicking the '+' or '-' of the section icon.

Sections can be used for quick document preparation. For example: insert a tab before each chapter, set an appendix to [1-sided], or force each first page of a section to the front side of a sheet.

When a document is opened any PDF bookmarks are converted into sections in the document.

Create a section

Procedure

1. Select the pages that you want to include in the section.
2. Click [Pages] - [Section] - [Create]....
   The [Create section] dialog box appears.
3. Enter the section name and click [OK].
   The selected pages are grouped in a section.

   📝 NOTE
   You can add only complete subsections to a section.

Create a subsection

Procedure

1. Select the pages within a section that you want to include in the subsection.
2. Click [Pages] - [Section] - **Level x** - [Create]....
   The [Create section] dialog box appears.
3. Enter the subsection name and click [OK].
   The selected pages are grouped in a subsection within the section.

> 📝 NOTE
> A subsection can only be a part of a single section.

Replace a section

Procedure

1. Select the (sub)sections and pages that you want to replace.
   Now you can:
   - Rename this (sub)section if you have selected only one (sub)section.
   - Merge the selected (sub)sections and pages into a single new section.
   - Split a partially selected (sub)section.
2. Click [Pages] - [Section] - **Level x** - **Replace**....
   The [Replace section] dialog box appears.
3. Enter the new section name and click [OK].

Delete a (sub)section

Procedure

> 🖎 NOTE
> When you delete a (sub)section, the pages within that (sub)section are not deleted.

1. Select the section that you want to delete.
2. Click [Pages] - [Section] - 'Level x' - [Delete].
   The (sub)section is deleted.

Show section levels

Procedure

1. Click **View** - **Show section levels**.
2. Define how many section levels you want to show in the [Structure] view.

✎ NOTE
You can create a (sub)section at a level that is currently not shown. This will cause all section levels to be shown. When you create a (sub)section at a section level that is currently shown, all hidden section levels remain hidden.

Repeated selection

Introduction

You can make repeated selections in your document. The repeated selections are marked with horizontal separation lines in the [Structure] view.

Your changes are applied to all pages in the active repeated selections.

Pages that are excluded from the repeated selections are grayed.

✎ NOTE
The repeated selections are removed when you execute operations: [Size], [Shift], [Scale], [Mask], [Edit image], [Edit colors].

Enable repeated selection

Procedure

1. Select the page where you want to start the repeated selections. The repeated selections continue to the last page of the document.
When you select a page range, the repeated selections are active within the page range.
The last group of pages can contain less pages than defined in the pages spinbox.

   ✎ NOTE
   Cover pages are excluded from a repeated selection.

2. Click the 'Repeated selection' tool in the footer of the [Preview] view.
A spinbox appears.

3. Define the number of pages for the repeated selection in the spinbox.
The minimum number of pages is 2. The maximum number of pages is 99.

Change the number of pages in the repeated selection.

Procedure

1. Change the number of pages in the pages spinbox. Press 'Enter'.
   Or:
2. Insert or delete pages within a repeated selection. The pages spinbox is updated.

Remove repeated selection

Procedure

1. Click the 'Repeated selection' tool in the footer of the [Preview] view.
   The repeated selections are removed. The icon of the 'Repeated selection' tool is disabled and the pages spinbox disappears.

Allocate pages

Introduction

Introduction

During the 'Allocate pages' phase, you allocate pages to sheets. You can also insert sheets to your document.

At the end of this phase all pages are allocated to sheets within your document.

Allocate pages

During the 'Allocate pages' phase, you can:
- Set a page to [1-sided]. This means that the back side of the sheet stays empty.
- Set a page to [2-sided]. This means that the back side of the sheet is allowed to get content.
- Use the [Force to front] command to set pages to the front side of a sheet. For example, to start a new chapter on the front side of a sheet.
- Use the [Force to back] command to set pages to the back side of a sheet.
- Insert blank sheets into your document. A blank sheet is a sheet with two blank pages.
- A blank page can be added before or after the current page.
- Insert sheets into your document. You can also delete or replace existing sheets of your document.
- You can [Insert pages] in the document with pages from an external PDF file or imported pages from a TWAIN scanner.
- You can [Replace pages] in the document with pages from an external PDF file or imported pages from a TWAIN scanner.
- You can [Delete] pages from your document.

📝 NOTE
You cannot set a page to [1-sided] when that page is set to [Force to back].

Insert blank sheets

Introduction

You can insert blank sheets into your document. A blank sheet is shown as two blank pages in the [Preview] view.

✎ NOTE
Due to certain *Constraints* on page 230, it is not always possible to have different media sizes in your document. If you change the media size of a page, a warning can appear. You are asked if you want to convert all pages of the document to the new media size.

These options are available via:
- The button bar: click the drop-down button [Insert sheet].
- The menu: click 'Pages' - 'Insert sheet before'.
- The menu: click 'Pages' - 'Insert sheet after'.
- The context menu: right-click the selected page(s) and select option 'Insert sheet before' or 'Insert sheet after'.

The first time you use the drop-down button, the blank sheet receives the media of the first selected page. From then on, the application uses the media, which was last inserted via the menu, for the blank sheet.

When you want to define the media for the blank sheet yourself, you must use the menu.

Insert a blank sheet

Procedure

1. Select the page where you want to insert a blank sheet.
2. Click [Pages] - **Insert sheet before**.

✎ NOTE
Use option **Insert sheet after** to insert the blank sheet after the selected page.

3. Select the media for the blank sheet.

Insert multiple blank sheets

Procedure

1. Select the pages where you want to insert blank sheets.
   For example, if you select 3 pages, 3 empty sheets will be inserted.
2. Click [Pages] - **Insert sheet before**.

   NOTE
   Use the **Insert sheet after** option to insert the blank sheets after the selected pages.

3. Select the media for the blank sheets.

Insert blank pages

Introduction

You can insert blank pages in your document.

✎ NOTE
Due to certain *Constraints* on page 230, it is not always possible to have different media sizes in your document. If you change the media size of a page, a warning can appear. You are asked if you want to convert all pages of the document to the new media size.

The first time you use the drop-down button, the blank page receives the media of the first selected page. From then on, the application uses the media, which was last inserted via the menu, for the blank page.

When you want to define the media for the blank page yourself, you must use the menu.

Insert a blank page

Procedure

1. Select the page where you want to insert a blank page
2. Click [Pages] - [Insert page before].

✎ NOTE
Use the [Insert page after] option to insert the blank page after the selected page.

3. Select the media for the blank page.

Insert multiple blank pages

Procedure

1. Select the pages where you want to insert blank pages
   For example, if you select 3 pages 3 empty pages will be inserted.
2. Click [Pages] - [Insert page before].

   📝 NOTE
   Use the [Insert page after] option to insert the blank page after the selected pages.

3. Select the media for the blank pages.

Insert pages

Introduction

Use the [Insert pages]... command to insert one or more external file(s) into your document.

See : *Supported file formats* on page 20

Example scenarios:
- You want to combine multiple documents into one document. Open the first document and insert every other document into this document.
- You want to add new chapters to a document which already has page programmed settings, like page numbering. The new chapters are provided as separate documents. Open the document and insert each new chapter at the right insertion point.

> **NOTE**
> It is only possible to insert whole file(s).

This option is available via:
- The menu: click 'Pages' - 'Insert pages...'.
- The context menu: right-click the selected page(s) and select option 'Insert pages...'.

Procedure

1. Select the location where you want to insert the file(s).
2. Click [Pages] - [Insert pages]....
   The [Insert pages] dialog box appears.
3. Use the [Add file(s)] button to select the file(s) that you want to insert.
   Or click the [Choose this option to insert pages from the TWAIN scanner into your document.] button to *Import a file from a TWAIN scanner* on page 85.
4. Use the [Move file(s) up] and [Move file(s) down] buttons to set the order of the files. In this order the files are added to your document.

> **NOTE**
> You can use the [Delete file(s)] button to remove a selected file from the list.

5. Use the [Position] setting to insert the file(s) before or after the selected pages.
6. For [Create section] setting:
   - Select the [As new section] option to create a new section for the file(s) in your document.
   - Select the [In current section] option to create a subsection in the current active section for the file(s).

> **NOTE**
> Option [In current section] is available only if your document contains sections.

7. Different options for setting [Use page properties of] can be available:

Setting	Description
[Inserted file(s)]	The inserted file(s) keep their own page properties.
	> **NOTE** A page programmed PDF file may include a *Define the document type* on page 253 that is incompatible with the current document. Option [Inserted file(s)] is then disabled. The pages receive the page programd settings of the current document.

Setting	Description
'Selected page'	The inserted file(s) receive the page properties of the selected page. This option is available when you select one page as the location to insert the pages.
'First selected page'	The inserted file(s) receive the page properties of the first page of the selected pages. This option is available when: • You select multiple pages as the location to insert the pages and • You select option 'Before selection' for setting [Position].
'Last selected page'	The inserted file(s) receive the page properties of the last page of the selected pages. This option is available when: • You select multiple pages as the location to insert the pages and • You select option 'After selection' for setting [Position].

8. Click [OK] to insert the file(s).

Replace pages

Introduction

Use the [Replace pages]... command to replace a set of consecutive pages from your document by an external file.

See : *Supported file formats* on page 20

✎ NOTE
It is only possible to replace pages with a complete file.

This option is available via:
- The menu: click 'Pages' - 'Replace pages...'.
- The context menu: right-click the selected page(s) and select option 'Replace pages...'.

Procedure

1. Select the set of consecutive pages that you want to replace.
2. Click [Pages] - [Replace pages]....
   The [Replace pages] dialog will appear.
3. You can replace the pages with an external file or with a scanned file.
   - [File]
     Use the [Browse...] button to select the external file that you want to use.
   - [TWAIN scanner]
     Select this option to *Import a file from a TWAIN scanner* on page 85.
4. Different options for setting [Use page properties of] can be available:

Setting	Description
[Inserted file]	The pages in the file keep their own page properties when they replace the selected pages. ✎ NOTE A page programmed PDF file may include a *Define the document type* on page 253 that is incompatible with the current document. Option [Inserted file] is then disabled. The pages receive the page programd settings of the current document.
'Selected page'	Each page of the file receives the page properties of the selected page. This option is available when you select to replace one page. ✎ NOTE The pages of the file are inserted with the page properties of the selected page.
'Selected pages'	Each page of the file receives the page properties of the corresponding page in the page selection. This option is available when you select to replace multiple pages. ✎ NOTE The pages of the file are inserted with the page properties of the last page of the page selection.

5. Click [OK] to replace the pages.

Delete pages

Introduction

Use the [Delete] command to delete pages from your document.

This option is available via:
- The button bar: click the drop-down button [Delete].
- The menu: click [Pages] - [Delete pages].
- The context menu: right-click the selected page(s) and select option [Delete pages].

Procedure

1. Select the page(s) that you want to delete from your document.

   📝 NOTE
   You can also delete blank sheet(s).

2. Click [Pages] - [Delete pages].
   The selected page(s) will be deleted.

Move pages

Introduction

You can change the order of the pages within your document. Use the [Cut pages] and [Paste pages] commands to move pages within your document.

These options are available via:
• The menu: click [Pages] - [Cut pages].
• The menu: click [Pages] - [Paste pages].
• The context menu: right-click the selected page(s) and select option [Cut pages].
• The context menu: right-click the selected page(s) and select option [Paste pages].

Move pages

Procedure

1. Select the page(s) that you want to move.
2. click [Pages] - 'Cut pages'.
3. Navigate within your document and select the page where you want to insert the page(s).
4. click [Pages] - 'Paste pages'.
5. Specify whether you want to paste the page(s) 'before' or 'after' the selected page.

Drag and drop pages

Procedure

1. Use the drag tool to drag and drop pages.

   You can drag and drop pages in the [Structure] view and in the [Preview] view.
   Or click 'Tools' - [Drag].

Copy and paste pages

Introduction

Use the 'Copy pages' and 'Paste pages' commands to copy pages within your document.

These options are available via:
- The menu: click [Pages] - 'Copy pages'.
- The menu: click [Pages] - 'Paste pages'.
- The context menu: right-click the selected page(s) and select the 'Copy pages' option.
- The context menu: right-click the selected page(s) and select option 'Paste pages'.

Procedure

1. Select the page(s) that you want to copy.
2. Click [Pages] - 'Copy pages'.
3. Navigate within your document and select the page where you want to insert the page(s).
4. click [Pages] - 'Paste pages'.
5. Specify whether you want to paste the page(s) 'before' or 'after' the selected page.

Setting pages to 1-sided or 2-sided

Set a page to 1-sided

Introduction

Use [1-sided] pages if the back side of the sheet must be empty.

This option is available via:
- The button bar: click the drop-down button [1-sided].
- The menu: click [Pages] - [1-sided].
- The context menu: right-click the selected page(s) and select option [1-sided].

Procedure

1. Select the page that must be on a [1-sided] sheet.
2. Select [1-sided] from the [Pages] menu.

> ✏ NOTE
> You cannot set a page to [1-sided] when that page is set to [Force to back].

Related information

Set a page to 2-sided

Introduction

Use [2-sided] pages if the back side of the sheet is allowed to get content.

This option is available via:
- The button bar: click the drop-down button [2-sided].
- The menu: click [Pages] - [2-sided].
- The context menu: right-click the selected page(s) and select option [2-sided].

Procedure

1. Select the page that must be on a [2-sided] sheet.
2. Select [2-sided] from the [Pages] menu.

Related information

Set a page to 1-sided on page 205

Forcing pages to front or back

Force a page to the front side of a sheet

Introduction

The [Force to front] command sets pages to the front side of a sheet.

You can also use the [Force to front] command if your [Document type] is [Booklet].

For example, you can use the [Force to front] command to begin a new chapter on the front side of a sheet.

Procedure

1. Select the page(s) you want to force to the front side of a sheet.
2. Click the [Force page] drop-down button.
3. Select the [Force to front] option.
   Or
   Select [Pages] - 'Force to' - [Front].

   📝 NOTE
   The [Preview] section displays the page with an icon that indicates the page is forced to front.

Related information

Force a page to the back side of a sheet on page 208

Force a page to the back side of a sheet

Introduction

The [Force to back] command sets pages to the back side of a sheet.

You can also use the [Force to back] command if your [Document type] is [Booklet].

Procedure

1. Select the page(s) you want to force to the back side of a sheet.
2. Click the [Force page] drop-down button.
3. Select the [Force to back] option.
   Or
4. Select [Pages] - 'Force to' - [Back].

   📝 NOTE
   The [Preview] section displays the page with an icon that indicates the page is forced to back.

Related information

Force a page to the front side of a sheet on page 207

Do not force a page to any side of the sheet

Introduction

The [Force to none] command lets you remove the [Force to front] or [Force to back] settings of the selected pages.

Procedure

1. Select the page(s) that are set [Force to front] or [Force to back].
2. Click the [Force page] drop-down button.
3. Select the [Force to none] option.
   Or
4. Select [Pages] - 'Force to' - [None].

✎ NOTE
The side of the sheet on which the page(s) is/are printed depends on the settings of the previous pages.

Related information

Force a page to the front side of a sheet on page 207
Force a page to the back side of a sheet on page 208

Import a file from a TWAIN scanner

Introduction

You can scan and import paper documents with any scanner that supports the TWAIN interface. The application automatically detects which color and B&W TWAIN scanners are available. The original interface of the scanner is used. The interface can be different for each scanner.

The scanned pages are imported as an external PDF file. You can:
- Use the external PDF file as a new document.
- Use the [Insert pages]... command to insert one or more external PDF file(s) into your document.
- Use the [Replace pages]... command to replace a set of consecutive pages from your document by an external PDF file.

You can clean-up the scanned pages. Click the [Clean-up] button to have the scan clean-up operations available.

Procedure

1. Click [File] - 'Import file from TWAIN scanner...'.
2. Select a TWAIN scanner and click 'Select'.
   The original interface of the scanner is used. The interface can be different for each scanner.
3. If required, set any settings of the scanner.
4. Scan the file.
   The file is imported as an external PDF file.

Define your document

Introduction

Introduction

During the 'Define your document' phase you define how your document should look like.

At the end of this phase the layout of your document is correct.

Define your document

During the 'Define your document' phase, you can:
- Assign media to the pages.
- Specify the binding margin.
- Rotate one or more pages.
- Mark pages to separate special pages (like pages with color) from other pages.
- Convert one ore more pages to grayscale.
- Define the staple settings.
- Define the punch settings.
- Define the fold settings.
- Define the header and footer.
- Define stamps.
- Set the default properties to selected page(s).

> ✎ NOTE
> There are constraints for certain settings to the document. See *Constraints* .

Assign media to pages

Introduction

To assign media to pages you can:
- Select media from the *Manage the media catalog* on page 268. This is the quickest way.
- Select media from the [Document media] list.
- Select media from the complete [Media Catalog].
  The [Media] button is used to assign media to the selected pages.

NOTE
You can assign only one type of media to the selected page(s).

NOTE
Due to certain *Constraints* on page 230, it is not always possible to have different media sizes in your document. If you change the media size of a page, a warning can appear. You are asked if you want to convert all pages of the document to the new media size.

Assign media using the Pick list

Procedure

1. Select the page(s).
2. Click [Pages] - [Assign media].
3. Select the media from the pick list.
4. Define the page size, if required. See the table below.
   The [Page size] dialog opens if the size of the assigned media is not equal to the size of the selected page(s).

NOTE
If the [Document type] is [Booklet], the media is assigned to the selected page(s), or to the sheet(s) of the selected pages. This behavior is defined by setting [Assign pick list media for folded sheets] in *Define the application options* on page 28.

Assign media using the [Document media] list

Procedure

✎ NOTE
The [Document media] list contains an overview of all media that is currently used in your document. This list is located above the *Manage the media catalog* on page 268. If the document contains a media which is not defined in the media catalog, than this media is shown in gray. This can occur when you have imported a document.

1. Select the page(s).
2. Click [Pages] - [Assign media].
3. Select the media from the [Document media] list.
4. Define the page size, if required. See the table below.
   The [Page size] dialog opens if the size of the assigned media is not equal to the size of the selected page(s).

Assign media using the Media catalog

Procedure

1. Select the page(s).
2. Click [Pages] - [Assign media].
3. Click [From media catalogue].
   The [Media Catalog] dialog will appear.
4. Select the media from the [Media Catalog] and click [Assign].
5. Define the page size, if required. See the table below.
   The [Page size] dialog opens if the size of the assigned media is not equal to the size of the selected page(s).

   📝 NOTE
   You can select option [Assign to whole sheet(s)] in the [Media Catalog]. The selected media is then assigned to all pages that are positioned to the same sheet(s) as the selected page(s).

Define the page size

Procedure

1. The [Page size] dialog opens if the size of the assigned media is not equal to the size of the selected page(s).

Option	Description
[Keep page size]	Select this option to keep the page size of the original media. Use this option when you want to print the page on a larger media size and cut it afterwards. For example: You select four pages with a media size of A4. You assign 228x305mm media to the selected pages. You select the [Keep page size] option. For each page, the original page size is kept. In the [Structure] view, column [Page size] has value A4 for the selected pages. The [Preview] view displays the four pages as A4. ✏ **NOTE** The [Keep page size] option is disabled when you assign a smaller media to the selected page(s).
[Change page size]	Select this option to change the page size of the original media into the page size of the assigned media. For example: You select four pages with a media size of A4. You assign A3 media to the selected pages. You select the [Change page size] option. You do not select the [Scale pages] option. For each page, the original page size is changed into the page size of the assigned media. The content of the pages is not scaled to fit the assigned media size. In the [Structure] view, column [Page size] has value A3 for the selected pages. The [Preview] view displays the four pages as A3.
[Scale pages]	Select this option to scale the content of the original pages to the size of the assigned media. For example: You select four pages with a media size of A4. You assign A3 media to the selected pages. You select the [Change page size] option. You select the [Scale pages] option. For each page, the original page size is changed into the page size of the assigned media. The content of the pages is scaled to fit the assigned media size. In the [Structure] view, column [Page size] has value A3 for the selected pages. The [Preview] view displays the four pages as A3. ✏ **NOTE** This option is available when the [Change page size] option is selected. ✏ **NOTE** [VDP frames] are not scaled.

Specify the binding margin

Introduction

You can specify the binding margin that is used for your document.

Use this option to create additional white space along the binding edge.

Procedure

1. Select the pages for which you want to specify the binding margin.
2. Click the [Margin] button.
   Or
3. Click [Pages] - [Binding margin]....

Rotate a page

Introduction

The [Rotate pages] option allows you rotate the page(s).

The following options are available:
- [Rotate right]
  Rotate the page(s) 90 degrees to the right.
- [Rotate left]
  Rotate the page(s) 90 degrees to the left.
- [Rotate 180 degrees]
  Rotate the page(s) 180 degrees.

All pages of the booklet are rotated:

- If the selected pages are part of a [Booklet], or

- If a fold setting is applied to the whole document.

NOTE
If the selected pages have [Tab] media, you can only rotate the pages 180 degrees.

This option is available via:
- The button bar: click the drop-down button [Rotate pages].
- The menu: click 'Pages' - 'Rotate'.
- The context menu: right-click the selected page(s) and select option 'Rotate'.

Procedure

1. Select the page(s) that you want to rotate.
2. Click the [Rotate pages] drop-down button.
3. Select the rotation that you want to apply.
   The selected pages are rotated.

NOTE
If the selected pages have [Tab] media, you can only rotate the pages 180 degrees.

Mark or unmark a page

Introduction

You can mark or unmark pages. This allows you to:
- Define pages as special pages.
- Define pages as color pages.

You can process the marked pages separately from other pages of the document, for example:
- Print only the marked pages, or do not print the marked pages.
- Use inserts for the marked pages when you print your document.
- Use a different tray for the marked pages when you print your document.

✎ NOTE

Option [Mark color] allows you to automatically mark all colour pages. You can then print only the color marked sheets on a color machine.

These options are available via:
- The button bar: click the drop-down button [Mark pages].
- The menu: click [Pages] - 'Mark'.
- The context menu: right-click the selected page(s) and select option 'Mark'.

Marking and unmarking pages

Introduction

You can mark or unmark pages. This allows you to:
- Define pages as special pages.
- Define pages as color pages.

You can process the marked pages separately from other pages of the document, for example:
- Print only the marked pages, or do not print the marked pages.
- Use inserts for the marked pages when you print your document.
- Use a different tray for the marked pages when you print your document.

✎ NOTE

Option [Mark color] allows you to automatically mark all colour pages. You can then print only the color marked sheets on a color machine.

These options are available via:
- The button bar: click the drop-down button [Mark pages].
- The menu: click [Pages] - 'Mark'.
- The context menu: right-click the selected page(s) and select option 'Mark'.

Mark pages as color page

Procedure

1. Click the [Mark pages] drop-down button.
2. Click [Mark color].
3. The automatic color detection marks all pages that contain color.

> **NOTE**
> If you want to unmark pages that were marked by the automatic color detection, use option [Mark off].

Unmark a page

Procedure

1. Select the page(s) to unmark.
2. Click the [Mark pages] drop-down button.
3. Click [Mark off].
   The mark is removed from all selected page(s).

[Convert to grayscale]

Introduction

You can convert one ore more pages to grayscale.

For example, the document contains images with a [Color space] other than [RGB], [CMYK] or [Grayscale]. You cannot edit these images. When you convert the pages with the images to grayscale, you can also edit the images.

Grayscale images are also known as black-and-white images. Such images are composed exclusively of shades of gray, varying from black at the lowest intensity to white at the highest.

Procedure

1. Select one or more pages.
2. Click [Pages] - [Convert to grayscale].
   The selected pages are converted to grayscale.

Define the staple setting

Introduction

The [Staple] option allows you to define the staple settings for one or more pages.

📝 NOTE
There are *Constraints* on page 230 for the staple settings.

These options are available via:
- The button bar: click the drop-down button [Staple].
- The menu: click [Pages] - [Staple].
- The context menu: right-click the selected page(s) and select option [Staple].

Define the staple settings

Procedure

1. Select the page(s) for which you want to define a staple setting.
2. Click the drop-down button [Staple] in the button bar.
3. Define the staple setting.
   If possible, select a staple setting which matches the capabilities of your finisher. For example: 2 Edge staples left-edge (<your finisher>).
   - [None]
   - Staple pattern
     Select a staple pattern that matches the capabilities of your finisher.
   - [Staple sections]
     You can create stapled output groups for one or more sections. All pages of the concerning sections must be selected.
     In the [Staple sections] dialog you can define from which section level you want to apply the staples.
     The staples are applied to the selected level and deeper.
   - [Other binding]
     Select [Other binding] to create output groups for off-line finishing. For example, a group of pages must be glued.

📝 NOTE
The option [Staple sections] overrules any previously assigned staples.

Change the staple settings

Procedure

1. Select any page or any part of an output group.
2. Define the new staple setting.

📎 NOTE
A partly selected output group is split.

Change the staple settings for output groups

Procedure

1. Select the output groups where you want to apply staples.
2. Select a staple setting.
   The [Staple] dialog box appears.
3. Select option [Merge current output groups] to create one output group from the selected output groups. The new output group gets the defined staple setting.
   Select the [Keep current output groups] option if you want to keep the existing output groups. All selected output groups get the defined staple setting.

   📝 NOTE
   Partly selected output groups are automatically split.

Define the punch settings

Introduction

The [Hole punch] option allows you to define the punch type for one or more pages.

✎ NOTE
There are *Constraints* on page 230 for the punch settings.

These options are available via:
- The button bar: click the drop-down button 'Punch'.
- The menu: click [Pages] - [Hole punch].
- The context menu: right-click the selected page(s) and select option [Hole punch].

Procedure

1. Select the page(s) for which you want to define a punch type.
2. Click the drop-down button 'Punch' in the button bar.
3. Define the punch type.
   If possible, select a punch type which matches the capabilities of your finisher. For example: 2 Hole punch (<your finisher>).

✎ NOTE
A punch type, which is shown in gray, is in use in the document, but is not configured in this application.

Define the fold settings

Introduction

The [Fold] option allows you to define the staple settings for one or more pages.

All fold types are applied on document level, except the [Z-fold]. The [Z-fold] is applied on sheet level.

✎ NOTE
There are *Constraints* on page 230 for the fold types.

These options are available via:
- The button bar: click the drop-down button [Fold].
- The menu: click [Pages] - [Fold].
- The context menu: right-click the selected page(s) and select option [Fold].

Related information

List of concepts on page 53

Define the fold settings on sheet level

Procedure

1. Select the page for which you want to define a fold type.
2. Right-click the selected page.
3. Define the desired sheet fold.

✎ NOTE
The [Z-fold] is the only fold type which is applied on sheet level.
This sheet must be bigger than the other sheets of the document.

Related information

List of concepts on page 53

Define the fold settings on document level

Procedure

1. Click the drop-down button [Fold] in the button bar.
2. Select a *List of concepts* on page 53.
   Option [No fold] removes all folds from the document. Each set of folded sheet(s) becomes an output group.

   📝 **NOTE**
   All fold types are applied on document level, except the [Z-fold]. The [Z-fold] is applied on sheet level.

3. Define the required settings for the fold type, see *Settings for the fold types* on page 229.
   The required settings can differ between the available fold types.
4. Click the [OK] button.

Folded and unfolded view in animations

Procedure

1. Click 'View' - 'Folded view' in the menu bar.
   Or move your mouse over the top or bottom of the page in the [Preview] view. An arrow becomes available. Click this arrow.
   The [Fold preview] dialog box appears.
2. Click button [Fold] to view an animation of how the page(s) are folded in the finisher.
   Click button [Unfold] to unfold the page(s).
   You can select the following options:
   - [Outside of folded sheet]
     The first page is visible for the reader when a single sheet is folded.
   - [Inside of folded sheet]
     The first page is visible for the reader when a single is unfolded.

Settings for the fold types

Setting	Description
[Finisher main tray]	Select the intended finisher for this document. By selecting the intended finisher you can improve the preview of your document. In the [Print] dialog, you decide to which finisher you send your document. ✏ NOTE The administrator configures which finishers are available.
[Pages]	All fold types are applied on document level, except the [Z-fold]. The [Z-fold] is applied on sheet level.

[Print first page on]	You can select the following options:
	• [Outside of folded sheet]
	  The first page is visible for the reader when a single sheet is folded.
	• [Inside of folded sheet]
	  The first page is visible for the reader when a single is unfolded.
	
	✏ NOTE
	Both settings apply to every odd page in an output group.

[Create output groups]	You can select the following options for a multi fold setting:
	• [Single output group]
	  The document is defined as one output group. This output group is folded in its entirety.
	• [pages per output group]
	  You define the number of pages per output group. Each output group is folded separately.
	
	✏ NOTE
	No warning is reported when the total number of pages in a document is not an integer multiple of the output group size. In case of a mismatch, the last output group contains fewer pages.

[Staple]	You can select the following options:
	• [None]
	• Staple pattern
	  Select a staple pattern that matches the capabilities of your finisher.
	• [Staple sections]
	  You can create stapled output groups for one or more sections. All pages of the concerning sections must be selected.
	• [Other binding]
	  Select [Other binding] to create output groups for off-line finishing. For example, a group of pages must be glued.
	
	✏ NOTE
	The option [Staple sections] overrules any previously assigned staples.

Constraints

Introduction

There are constraints for certain settings to the document.

Procedure

1. There are constraints for certain settings to the document:

Document type	Pages per output group	Output groups in document	Orientation	Media size	Media type	Binding edge	Binding margin	Staples	Hole punch	Sheet fold	Spine caption	Page size = media size
Normal	1..M	1..N	Mixed	Mixed	Tab on long edge only	Same	Yes	None, Saddle, Other	Yes	Z-Fold	No	No, except for Z-Folds
Booklet	M	1	Same	Same	No tab, No pre-punch	Same	Yes	None, Saddle	No	No	Yes	No
Perfect Binding	M	1	Same, except for Z-Folds	Same, except for Z-Folds	No tab, pre-punch allowed (except for cover)	Same	Yes	None	Yes, except for cover	Yes, except for cover	Yes	Yes, except for cover
Tri-Fold In	M	1	Same	Mixed	No tab	Left	No	None	Yes	Tri-Fold In	n/a	Yes
Multi Tri-Fold In	<set>	N	Same	Same	No tab	Left	No	None	Yes	Tri-Fold In	n/a	Yes
Tri-Fold Out	M	1	Same	Mixed	No tab	Left	No	None	Yes	Tri-Fold Out	n/a	Yes
Parallel Fold	M	1	Same	Mixed	No tab	Left	No	None	Yes	Parallel Fold	n/a	Yes
Gate Fold	M	1	Same	Mixed	No tab	Left	No	None	Yes	Gate Fold	n/a	Yes
Simple Gate Fold	M	1	Same	Mixed	No tab	Left	No	None	Yes	Simple Gate Fold	n/a	Yes
Half Fold	M	1	Same	Mixed	No tab	Left	No	None	Yes	Half Fold	No	No
Multi Half Fold	<set>	N	Same	Same	No tab	Left	No	None, Saddle	Yes	Half Fold	No	No

Example 1

Procedure

1. You have chosen the [Tri-fold in] fold setting for your document.
   You want to add a [Spine caption].
   Now, you must change the [Document type] to [Booklet].

Example 2

Example 2

Procedure

1. You have chosen the [Multi tri-fold in] fold setting for your document. Your media size is A4. You want to add two A3 sheets to your document, but you want to keep the same fold setting. Now, you must change the [Document type] to [Tri-fold in].

Example 3

Example 3

Procedure

1. You have defined hole punch settings to a number of pages of your document.
   You want to create a [Booklet].
   The hole punch settings are removed.

Define the header and footer

Introduction

You can add a header and footer to the pages of the document. The [Preview] view shows you how the header and footer are printed on the pages.

This option is available via:
- The menu: click [Pages] - [Header and Footer].
- The context menu: right-click a page in the [Preview] view and select the [Header and Footer] option.

The preview view

The [Preview] view shows you how the header and footer are printed on the pages.

At the top of the [Preview] pane, three text areas are available to define the header. At the bottom of the [Preview] pane, three text areas are available to define the footer. The text for the [Header and Footer] is not wrapped. Press 'Enter' to start the text on a new line. You can define different fonts and colors for the text in each of the text areas.

✎ NOTE
The text in a text area can overlap the text of other text areas. The text in a text area can also overlap the text of the document.

Define the header and footer

Header and footer settings

Setting	Description
[Font...]	Select several different font attributes that must be used for the spine caption. The different font attributes can be specified at character level • Font and font size • Bold / Italic / Underlined / Strikethrough. • Different text colors. You can define different fonts and colors for each text area of the [Header and Footer].
[Page number...]	Add page numbers with the [Insert page number] dialog. See the [Insert page number] procedure below.
[Filename]	The [Filename] is added at the current position in the selected text area.
[Date...]	Add the [Date...] with the [Insert date] dialog. Select the correct format for the date. The [Date...] is added at the current position in the selected text area. The [Date...] is added as plain text.
[Section name]	Add the [Section name] with the [Insert the section name] dialog. The [Section name] is added at the current position in the selected text area. The [Insert the section name] dialog does not appear if only one [Section level] is defined in the document.
[Time...]	Add the [Time...] with the [Insert time] dialog. Select the correct format for the time. The [Time...] is added at the current position in the selected text area. The [Time...] is added as plain text.

Setting	Description
[Document title]	The [Document title] is added at the current position in the selected text area.
[Margins]	• [Left] The margin between the left paper edge and the [Header and Footer]. • [Right] The margin between the right paper edge and the [Header and Footer]. • [Top] The margin between the top paper edge and the header. • [Bottom] The margin between the bottom paper edge and the footer.
[Print header/ footer on both sides]	Define whether you want to add the [Header and Footer] on the [Front and back side] or on the [Front side only].
[Mirror on back side]	Enable this option to print the [Header and Footer]: On the front side: <left text area> - <center text area> - <right text area> On the back side: <right text area> - <center text area> - <left text area>
[Apply settings to]	Define whether the [Header and Footer] are added to the [Whole document] or just to the [Selected page(s)].

[Insert page number]

Setting	Description
[Page number...]	Select: • [Start at] to define the first page number to use for the page numbering. • [Continue from previous] page number.
[Page number format]	Select the format for the page numbers.
[Number of digits]	When applying a page number on one or several pages, you may specify a fixed number of digits to be used to express the page number. Leading zeros are used to pad the page number. The required number of digits may be exceeded if more digits are necessary for the page number.
[Insert total number of pages of the document]	Select this option to add the total number of pages of the document to the page numbering. The page numbering is displayed as: <current page number>/<total number of pages>.
[Repeat page number]	Select this option to use the same page number on a number of consecutive pages. For example: [Repeat page number] = 4. The selected page and the next four pages receive the same page number.

Include or exclude pages from page numbering

Introduction

You can add a header and footer to the pages of the document. The page numbers are added to the header or footer. You can include or exclude pages from the page numbering.

This option is available via:
- The button bar: click the button [Exclude from page numbering] / [Include for page numbering].
- The menu: click [Pages] - [Exclude from page numbering] / [Include for page numbering].
- The context menu: right-click the selected page(s) and select option [Exclude from page numbering] / [Include for page numbering].

Procedure

1. Select the pages that you want to exclude from the page numbering.
2. Click [Pages] - [Exclude from page numbering].
   The pages are excluded from the page numbering. The pages are also excluded from the total number of pages of the document.
3. Select the pages that you want to include for the page numbering.
4. Click [Pages] - [Include for page numbering].
   The pages are included in the page numbering. The pages are also included in the total number of pages of the document.

Remove the header and footer

Introduction

Use the [Remove header and footer] command to remove the header and footer from your document.

Procedure

1. Click [Pages] - [Remove header and footer].
   The header and footer are removed from your document.
   The settings in the [Header and Footer] dialog are removed.

Set to default

Introduction

The set to default command applies the default properties to the selected page(s). Document settings are not changed with this command.

Procedure

1. Click [Pages] - [Set to default].
   The following default properties are applied to the selected page(s):

Setting	Set to	When
Fold settings	[None]	• [Sheet fold] = [Z-fold] • Document fold ([Multi half-fold], [Gatefold], et cetera) and all pages are selected.
[Hole punch] settings	[None]	All situations
[Force to front] [Force to back]	[Force to none]	All situations
[Mark pages]	Off	All situations
[Binding margin]	0	All situations
[Media]	Default media based on the page size of the selected page(s)	All situations
[1-sided] [2-sided]	[2-sided]	All situations
[Staple] settings	[None]	• [Document type] = [Normal]. • [Document type] = [Multi half-fold] and all pages in the output group are selected.
[Document type]	[Normal]	All pages are selected
[Bleed tabs]	[None]	All pages are selected
	Keep [Bleed tabs]	Not all pages are selected
[Header and Footer]	[None]	All situations
[Stamps]	[None]	All situations

Enhance your document

Introduction

Introduction

During the 'Enhance your document' phase you enhance your document.

At the end of this phase you can print your document.

Enhance your document

During the 'Enhance your document' phase, you can:
- Create and edit the [Tab captions]
- Create and edit the [Bleed tabs]
- Define the document type.
  For example, the document type can be defined as booklet.
- Create and edit the [Spine caption]
- Create and apply one or more templates to the document.
- Define the document properties.

Apply a template

Introduction

You can create templates for documents that need the same layout. Each template is added to the template catalog.

The templates are displayed alphabetically in a list.

You can apply one template at a time to your document. After the template is applied, you can apply an other template to your document.

✎ NOTE
Use *The command line interface* on page 339 to apply multiple templates in one action.

Cancel the application of a template

When you apply a template, the [Apply template] dialog opens. The dialog shows a progress bar and contains a [Cancel] button.

Click [Cancel] to cancel the application of the template. All settings, which are already applied by the template, are undone.

Apply a template from the template catalog

Procedure

1. Click [Document] - 'Apply template'.
2. Click 'From template catalog...'
   The [Apply template] dialog opens.
3. Select the template that you want to apply to your document.
4. Click [Apply].
   The template is applied to your document.
   A message appears when the template is applied. You can view the details when the template was not applied successfully.
5. Click [Close].
   The [Apply template] dialog opens.
   You can apply another template to your document. Select the template that you want to apply to your document and click [Apply].
   Click [Close] to return to the application.

✎ NOTE
Click [Undo] to undo all settings which are applied by the template.

Apply a template from the Pick list

Procedure

1. Click [Document] - 'Apply template'.
2. Select the template from the pick list.
   The template is applied to your document.
   A message appears when the template is applied. You can view the details when a template was not applied successfully.
3. Click [Close].

> 📝 NOTE
> Click [Undo] to undo all settings which are applied by the template.

Create and edit the [Tab captions]

Introduction

Use the [Tab captions] dialog to define the text on the tabs of the tab sheets in your document. The [Preview] view shows how the tab captions are printed on the tabs.

You must create a group of tab captions for each different tab media that you use in your document. You can define a maximum of 4 different tab groups.

Every tab media has a [Cycle length]. The number of tabs shown at one time in the [Preview] view is equal to the [Cycle length] for this tab media.

The [Cycle length] is defined in the [Media Catalog] for every tab media.

For a correct position of the tab caption text you must define the [Top / bottom indent] in the [Media Catalog]. The [Top / bottom indent] is the distance between the top of the tab media and the top of its first tab.

You can define all tab captions before you add the tab sheets to your document.

This option is available via:
- The button bar:
  Click the drop-down button [Tabs] and select [Tab captions].
- The menu: click [Document] - [Tab captions].
- The preview view: double-click a tab in the [Preview] view.

📝 NOTE
A document can contain either [Bleed tabs] or tab media.

The tab caption dialog

The button bar of the tab caption dialog allows you to do the following:
- **[Start set] or [Continue set]**
  Use the [Start set] button to start with a new set of tab sheets. The tab of the first tab sheet is at the upper right corner in the case of portrait orientation. For landscape orientation the first tab is at the bottom right corner.
  For example, the tab set contains five tab sheets. Select the fourth tab caption. Click the [Start set] button. Then the selected tab caption becomes the first tab caption of a new set of tab sheets. The unused tab sheets of the previous set - in this example the tab sheets four and five - are discarded. Now, the tab captions continue on a new set of tab sheets. The [Start set] button changes into [Continue set] for the first tab of the new set of tab sheets. Click the [Continue set] button to undo this action.
- **[Delete]**
  Use this button to delete the selected tab caption.
  The tab page in your document will not be removed.
- **[Up] / [Down]**
  Use these buttons to move the selected tab caption up or down.
- **[Insert]**
  Use this button to insert a new tab caption before the selected tab caption.
- **[New group]**
  Use this button to create a new group of tab captions.
  You must create a group of tab captions for each different tab media that you use in your document. You can define a maximum of 4 different tab groups.
- **[Delete group]**
  Use this button to delete the selected group of tab captions.
- **[Import]**

Click this button to import the tab captions from a txt file.
- **[Export]**
  Click this button to export the tab captions to a txt file.

Create the tab captions

Procedure

1. Click the [Tab captions] button in the button bar.
   The [Tab captions] dialog box appears.
2. Select a row and enter the tab caption.

   📝 NOTE

   A tab caption can contain up to three lines of text.

3. Repeat step 2 to enter the text for the rest of the tab captions.

   📝 NOTE

Configure the tab captions

Procedure

1. You can configure the tab captions

Setting	Description
[Media]	Use the [Media] drop-down list to select the media that you want to use for the tab sheet(s). You can only select [Tab] media here. You can also create new media. Click the [New...] button to define new tab media, see *Manage the media catalog* on page 268.
[Horizontal] [Vertical]	Use the [Horizontal] and [Vertical] options to align the tab captions. Use the associated [Margin] option to set the top distance and side distance of the caption on the tab. The same value is used for the front side and the back side of the tab sheet.
[Orientation]	Define the [Orientation] of the tab caption.
[Print caption]	Use the [Print caption] option to specify whether the captions must also be printed on the back side of the tab. Not all supported printer models can print on the back side of the tab. You will be notified about this in the notification area when you select that printer.
[Rotate 180 degrees]	Use the [Rotate 180 degrees] option to define the orientation of the caption on the back side of the tab. Not all supported printer models can print on the back side of the tab. You will be notified about this in the notification area when you select that printer.
[Crop text]	A tab caption can contain up to three lines of text. Any additional lines of text are printed outside the tab onto the tab sheet. Select this option to crop the text. Now, only the text that fits on the tab is printed.
[Font...]	Click [Font...] to select the font that must be used for the tab caption.
[Color...]	Click [Color...] to select the color that must be used for the tab caption.
[Advanced...]	Click [Advanced...] to get advanced possibilities for your tab caption. See: *Advanced tab captions options* on page 244

2. Click [OK].

Advanced tab captions options

Introduction

You can add text and/or images to the tabs.

Procedure

1. Enable the [Text] option to select and modify the text and its attributes.
   - Font and font size.
   - Bold / Italic / Underlined / Strikethrough.
   - Vertical text
     The selected text is printed vertically.
   - Different text colors.

   📝 **NOTE**
   The different font attributes can be specified at character level

2. Enable the [Image] option to add an image to your tab.
   - Check the image box to add an image via the browse button.
     Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.
   - The vertical and horizontal options allow you to align the image on the tab.
   - Rotate the image / Scale to fit / Rotate 180 degrees on back side.

   📝 **NOTE**
   The text is placed over the image (if any).

3. Click [OK].

Import the tab captions

Procedure

1. Click the [Import] button.
    The [Import tab captions] dialog box appears.
2. You can import the tab captions from:
    - [File]
      Click the '[Browse...]' button.
      Select the tab captions file and click 'Open'.
    - [Section names]
      You can use the names of a [Section] level as tab caption. Select from which level you want to use the [Section names].
    - [Clipboard]
      You can use the data on the clipboard as tab captions.
3. Define if you want to use the imported tab captions for:
    - [This group]
      The tab captions are added to the current group of tab captions. The tab captions are added before the active row.
    - [New group]
      A new group of tab captions is created. The tab captions are added to the new group of tab captions.
      You must create a group of tab captions for each different tab media that you use in your document. You can define a maximum of 4 different tab groups.

Export the tab captions

Procedure

1. Click the [Export] button.
   The [Export tab captions] dialog box appears.
2. Click the '[Browse...]' button.
3. Specify the new file name and/or folder and click [Save].
4. Click [OK] to export the tab captions to a txt file.

Create and edit the [Bleed tabs]

Introduction

Use the [Bleed tabs] dialogue to define the page ranges for the [Bleed tabs] and the [Bleed tabs] captions. The [Preview] view shows how the [Bleed tabs] are printed in your document.

This option is available via:
- The button bar:
  Click the drop-down button [Tabs] and select [Bleed tabs].
- The menu:
  Click [Document] - [Bleed tabs].
- The preview view:
  Double-click a bleed tab in the [Preview] view.

✎ NOTE
A document can contain either [Bleed tabs] or tab media.

The [Bleed tabs] dialogue

The button bar of the [Bleed tabs] dialog allows you to do the following:
- **[Start set] or [Continue set]**
  Use the button [Start set] to start the [Bleed tabs] at the top of the page.
  For example, you have defined a [Cycle length] of 5. This means that the [Bleed tabs] of five page ranges run from top to bottom. The bleed tab of the sixth page range starts at the top of the page again.
  Select the fourth page range. Click the [Start set] button. The bleed tab of the fourth page range starts at the top of the page. The [Start set] button changes into [Continue set] for the fourth page range. Click the [Continue set] button to undo this action.
- **[Delete]**
  Use this button to delete the selected page range. The deleted page range leaves a gap between the defined page ranges.
  The pages in your document will not be removed.
- **[Insert]**
  Use this button to insert a new tab caption before the selected tab caption.
- **[Up] / [Down]**
  Use these buttons to move the selected tab caption up or down. The color of the tab caption is not moved up or down.
- **[Import]**
  Click this button to import the tab captions from a txt file.
- **[Export]**
  Click this button to export the tab captions to a txt file.

Create the [Bleed tabs]

Procedure

1. Click the drop-down button [Tabs] and select [Bleed tabs].
   The [Bleed tabs] dialog box appears.
2. You can create [Bleed tabs] in the following ways:
   - Select the [Use section level] option.
     Select a [Section] level from the drop-down list. The page ranges of the selected [Section] level are used to create the [Bleed tabs].

- Define the page ranges manually.
  Enter each page range separated by a '-'. For example: 5-10. Each page range becomes a bleed tab.
  Page ranges are not allowed to overlap. Gaps are allowed between the page ranges.

> **NOTE**
>
> When the document contains sections, the 'Use section level' option is automatically selected.

3. Click the icon in front of the page range to select the color that must be used for the bleed tab.
   The default color for the [Bleed tabs] captions is black.
   Press key 'Shift' and right-click page ranges to select multiple page ranges.
4. Define the [Cycle length] option.
   Option [Cycle length] is available in the [Preview] view.
   For example, you have defined a [Cycle length] of 5. This means that the [Bleed tabs] of five page ranges run from top to bottom. The bleed tab of the sixth page range starts at the top of the page again.
5. Select the [Caption] option.
   You can enter or edit the [Bleed tabs] captions for each page range. A tab caption can contain up to three lines of text.
   You can use the names of a [Section] level as tab caption. See 'Import the tab captions'.

> **NOTE**
>
> If the [Caption] option is not selected, the tab captions are not printed in the document.

6. Click the icon in front of the tab caption to select the color that must be used for the tab caption.
   The default color for the tab captions is white.
   Press key 'Shift' and right-click page ranges to select multiple page ranges.

Configure the [Bleed tabs]

Procedure

1. Select the [Shape] of the [Bleed tabs].
2. Define the [Width] of the [Bleed tabs].
3. Define the [Top / bottom indent].
   The [Top / bottom indent] is the distance between the top and bottom of the page and the top and bottom of the [Bleed tabs].
4. Select the [Print bleed tabs on both sides] option to print the [Bleed tabs] on the front side and the back side of the page.
5. Click [Font...] to select the font that must be used for the tab caption.
6. Click [Color...] to select the Color that must be used for the tab caption.
7. Click [Advanced...] to:
   - Change the text settings of the [Bleed tabs] captions.
   - Add an image to the [Bleed tabs].

   See: *Advanced bleed tab options* on page 250
8. Define the [Orientation] of the tab caption.
9. Use the [Horizontal] and [Vertical] options to align the tab captions.
10. Use the associated [Margin] option to set the top distance and side distance of the caption on the tab. The [Margins] are used for the front side and the back side of the page.
11. Use the [Rotate 180 degrees on reverse side] option to define the orientation of the caption on the back side of the page.

> **NOTE**
> These options are the global ones, valid for all tabs. Using 'Advanced' will allow giving specific options to the chosen tabs

Advanced [Bleed tabs] options

Introduction

You can add text and/or images to the bleed tabs.

Procedure

1. Enable the [Text] option to select and modify the text and its attributes.
   - Font and font size
   - Bold / Italic / Underlined / Strikethrough
   - Vertical text
     The selected text is printed vertically.
   - Different text colors

   📝 NOTE
   The different font attributes can be specified at character level

2. Enable the [Image] option to add an image to your bleed tab.
   - Check the image box to add an image via the browse button.
     Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.
   - The vertical and horizontal options allow you to align the image on the bleed tab.
   - Rotate the image / Scale to fit / Rotate 180 degrees on back side.

   📝 NOTE
   The image is placed over the background color (if any) and the text is placed over the image (if any)

3. Click [OK].

[Import bleed tab captions]

Procedure

1. Click the [Import] button.
   The [Import bleed tab captions] dialog box appears.
2. You can import the [Bleed tabs] captions from:
   - [File]
     Click the '[Browse...]' button.
     Select the [Bleed tabs] captions file and click 'Open'.
   - [Section names]
     You can use the names of a [Section] level as tab caption. Select from which level you want to use the [Section names].
   - [Clipboard]
     You can use the data on the clipboard as [Bleed tabs] captions.

[Export bleed tab captions]

Procedure

1. Click the [Export] button.
   The [Export bleed tab captions] dialog box appears.
2. Click the '[Browse...]' button.
3. Specify the new file name and/or folder and click [Save].
4. Click [OK] to export the [Bleed tabs] captions to a txt file.

Define the document type

Introduction

You can define the [Document type] for your document. The [Document type] is assigned to the entire document.

This chapter describes the possible document types, their constrains and their settings.

This application offers additional settings for some document types. For example, a spine caption is only possible for option [Booklet] and option [Perfect Binding].

When you change the document type, the staple, fold and punch settings are set to [None]. Select a new staple setting for the changed document type.

✎ NOTE
There are *Constraints* on page 230 for the document type.

This option is available via:
* The button bar: click the button [Document type].
* The menu: click [Document] - [Document type].

Related information

List of concepts on page 53

Define the document type

Procedure

1. Click the [Document type] button in the button bar. Or click [Document type] in the [Document] menu
2. Select the *List of concepts* on page 53.
3. Define the required settings for the document type, see the table "Settings for the document types".
   The required settings can differ between the available document types.
4. Click the [OK] button.

Related information

List of concepts on page 53

Settings for the document types

Introduction

Below an overview of the content of the different tabs.

[Normal] tab

Setting	Description

[Binding edge]	The position of the binding edge determines how the pages are printed on the paper. You can select the following options:
	• [Left]
	  The document will be printed so that the pages of the produced document will turn over the left side of the paper.
	• [Top]
	  The job will be printed so that the pages of the produced document will turn over the top side of the paper.
	• [Right]
	  The job will be printed so that the pages of the produced document will turn over the right side of the paper.

[Tab ordering]	Define the order of the tabs. The available values for this option depend on the selected [Binding edge]. The [Tab ordering] option is valid for tabs and [Bleed tabs].

[Booklet] tab

Setting	Description

[Binding edge]	The position of the binding edge determines how the pages are printed on the paper. You can select the following options:
	• [Left]
	  The document will be printed so that the pages of the produced document will turn over the left side of the paper.
	• [Top]
	  The job will be printed so that the pages of the produced document will turn over the top side of the paper.
	• [Right]
	  The job will be printed so that the pages of the produced document will turn over the right side of the paper.

[Tab ordering]	Define the order of the tabs. The available values for this option depend on the selected [Binding edge]. The [Tab ordering] option is valid for tabs and [Bleed tabs].
[Finisher]	Select the intended finisher for this document. By selecting the intended finisher you can improve the preview of your document. In the [Print] dialog, you decide to which finisher you send your document.

Setting	Description

[Staple]	You can select the following options:
	• [None]
	• Staple pattern
	  Select a staple pattern that matches the capabilities of your finisher.
	• [Staple sections]
	  You can create stapled output groups for one or more sections. All pages of the concerning sections must be selected.
	• [Other binding]
	  Select [Other binding] to create output groups for off-line finishing. For example, a group of pages must be glued.
	  Select [Other binding] to enable jogging of unstapled pages in the [Print] dialog.
	
	✏️ NOTE
	  The option [Staple sections] overrules any previously assigned staples.

[Page size]	Define the [Page size]: • Use [Keep page size] to keep the current page size for all pages with the booklet layout. This means that if your current page size is A4, each page within your booklet layout will be A4. In this case A3 sheet is used when you print the booklet document. You have an A3 sheet, if "include spine with" is not checked; otherwise the sheet is larger. • Use [Reduce page size] to resize the pages. This means that if your current page size is A4, each page within your booklet layout will become A5. In this case A4 sheets are used when you print the booklet document.

[Cover]	This option brings up another dialog window.
	You can select the following options:
	• [Included in current document]
	  The cover is defined in the current document.
	• [From file]
	  The cover is not defined in the current document. The [Browse] button is enabled. You can browse to a file which contains a cover.
	• [the cover is already created]
	  The cover is already prepared in the document.
	• [the cover must be created]
	  The application defines a cover for you from the first two pages and the last two pages of the document.
	• [Print on both sides]
	  Print both front and rear of the page yes/no.
	• [Print back cover]
	  Do you want to print the back cover yes/no.

[Media size]	[Include spine width] allows you to include the spine width in the media size. Particular case: booklet with cover already created: the media size of the cover is used as reference size for all the pages in the document.

[Multi-booklet] tab

Setting	Description
[Binding edge]	The position of the binding edge determines how the pages are printed on the paper. You can select the following options: • [Left] The document will be printed so that the pages of the produced document will turn over the left side of the paper. • [Top] The job will be printed so that the pages of the produced document will turn over the top side of the paper. • [Right] The job will be printed so that the pages of the produced document will turn over the right side of the paper.
[Tab ordering]	Define the order of the tabs. The available values for this option depend on the selected [Binding edge]. The [Tab ordering] option is valid for tabs and [Bleed tabs].
[Finisher]	Select the intended finisher for this document. By selecting the intended finisher you can improve the preview of your document. In the [Print] dialog, you decide to which finisher you send your document.
[Staple]	You can select the following options: • [None] • Staple pattern Select a staple pattern that matches the capabilities of your finisher. • [Staple sections] You can create stapled output groups for one or more sections. All pages of the concerning sections must be selected. • [Other binding] Select [Other binding] to create output groups for off-line finishing. For example, a group of pages must be glued. Select [Other binding] to enable jogging of unstapled pages in the [Print] dialog. ✎ NOTE The option [Staple sections] overrules any previously assigned staples.
[Page size]	Define the [Page size]: • Use [Keep page size] to keep the current page size for all pages with the booklet layout. This means that if your current page size is A4, each page within your booklet layout will be A4. In this case A3 sheet is used when you print the booklet document. • Use [Reduce page size] to resize the pages. This means that if your current page size is A4, each page within your booklet layout will become A5. In this case A4 sheets are used when you print the booklet document.
[Create output groups]	• [sheets per output group] Select the number of sheets per output group here • **One set for a section level** Select level 1 up to 5 for the section levels.

Setting	Description

[Cover]	This option brings up another dialog window.
	You can select the following options:
	• [Included in current document]
	  The cover is defined in the current document.
	• [From file]
	  The cover is not defined in the current document. The [Browse] button is enabled. You can browse to a file which contains a cover.
	• [the cover is already created]
	  The cover is already prepared in the document.
	• [the cover must be created]
	  The application defines a cover for you from the first two pages and the last two pages of the document.
	• [Print on both sides]
	  Print both front and rear of the page yes/no.
	• [Print back cover]
	  Do you want to print the back cover yes/no.

[Perfect Binding] tab

Setting	Description

[Binding edge]	The position of the binding edge determines how the pages are printed on the paper. You can select the following options:
	• [Left]
	  The document will be printed so that the pages of the produced document will turn over the left side of the paper.
	• [Top]
	  The job will be printed so that the pages of the produced document will turn over the top side of the paper.
	• [Right]
	  The job will be printed so that the pages of the produced document will turn over the right side of the paper.

[Tab ordering]	Define the order of the tabs. The available values for this option depend on the selected [Binding edge]. The [Tab ordering] option is valid for tabs and [Bleed tabs].
[Finisher]	Select the intended finisher for this document. By selecting the intended finisher you can improve the preview of your document. In the [Print] dialog, you decide to which finisher you send your document. 📎 NOTE The administrator configures which finishers are available.

Setting	Description
[Staple]	You can select the following options: • [None] • Staple pattern Select a staple pattern that matches the capabilities of your finisher. • [Staple sections] You can create stapled output groups for one or more sections. All pages of the concerning sections must be selected. • [Other binding] Select [Other binding] to create output groups for off-line finishing. For example, a group of pages must be glued. Select [Other binding] to enable jogging of unstapled pages in the [Print] dialog. ✎ NOTE The option [Staple sections] overrules any previously assigned staples.
[Cover]	This option brings up another dialog window. You can select the following options: • [Included in current document] The cover is defined in the current document. • [From file] The cover is not defined in the current document. The [Browse] button is enabled. You can browse to a file which contains a cover. • [the cover is already created] The cover is already prepared in the document. • [the cover must be created] The application defines a cover for you from the first two pages and the last two pages of the document. • [Print on both sides] Print both front and rear of the page yes/no. • [Print back cover] Do you want to print the back cover yes/no.

[Signature book] tab

Setting	Description
[Binding edge]	The position of the binding edge determines how the pages are printed on the paper. You can select the following options: • [Left] The document will be printed so that the pages of the produced document will turn over the left side of the paper. • [Top] The job will be printed so that the pages of the produced document will turn over the top side of the paper. • [Right] The job will be printed so that the pages of the produced document will turn over the right side of the paper.
[Tab ordering]	Define the order of the tabs. The available values for this option depend on the selected [Binding edge]. The [Tab ordering] option is valid for tabs and [Bleed tabs].

Setting	Description
[Signature book]	Select the type of [Signature book]: • [Octavo signature book] • [Quarto signature book]
[Cover]	This option brings up another dialog window. You can select the following options: • [Included in current document] The cover is defined in the current document. • [From file] The cover is not defined in the current document. The [Browse] button is enabled. You can browse to a file which contains a cover. • [the cover is already created] The cover is already prepared in the document. • [the cover must be created] The application defines a cover for you from the first two pages and the last two pages of the document. • [Print on both sides] Print both front and rear of the page yes/no. • [Print back cover] Do you want to print the back cover yes/no.

Remove the [Bleed tabs]

Introduction

Use the [Remove bleed tabs] command to remove the [Bleed tabs] from your document.

Procedure

1. The menu: click [Document] - [Remove bleed tabs].
   The [Bleed tabs] are removed from your document.
   The settings in the [Bleed tabs] dialog are removed.

Create and edit the [Spine caption]

Introduction

Use the [Spine caption] dialogue to define text, a background color and/or a background image on the spine of your document.

✎ NOTE
You can create a spine caption only if your Document type is [Booklet] or [Perfect Binding].

The spine caption is displayed in the [Preview] view on the left or right at the top of the first page. This spine caption position depends on the binding of the document.

By default, the width of the spine caption depends on the number of pages in your document but it can be set to a fixed value.

Create and edit the [Spine caption]

Click [Document] - [Spine caption] or double-click the spine caption in the [Preview] view.

The [Spine caption] dialog box appears.

Spine caption settings

Setting	Description
[Transparency] / [Use bleed]	• Button [Transparency] is available when a cover is imported from a file. Click this button to add transparency to the spine of the imported cover. The spine of the imported cover is used as background for the spine caption. • Button [Use bleed] is available when the cover is created by the application. Click this button to use the available bleed for the spine of the cover. Check if the available bleed is sufficient to fill the entire spine.
[Background color]	Defines the background color for the spine caption. You can select the background color or use the color picker tool.
[Font]	Select several different font attributes that must be used for the spine caption. The different font attributes can be specified at character level
[Text]	Enable the [Image] option to add text to the spine. The spine caption can contain up to three lines of text. • Font and font size • Bold / Italic / Underlined / Strikethrough. • Vertical text The selected text is printed vertically. • Different text colors.
[Vertical]	This is the vertical alignment of the text on the spine caption.
[Horizontal]	This is the horizontal alignment of the text on the spine caption.
[Orientation]	Define the [Orientation] of the spine caption.
[Image]	Enable the [Image] option to add an image to the spine. Click the checkbox and then browse to the file you want to use as background image on the spine caption. Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.
[Vertical]	This is the vertical alignment of the image on the spine.

Setting	Description
[Horizontal]	This is the horizontal alignment of the image on the spine.
[Rotation]	You can rotate the image on the spine.
[Scale to fit]	You can use [Scale to fit] to fit the image to the spine.
[Width]	You can define the width of the caption automatically or use a custom width.

📝 NOTE
The image is placed over the background color and the text is placed over the image.

Apply a stamp

Introduction

Stamps can be configured as watermarks, stamps, logos, static barcodes, signatures, etc. You can create multiple stamps. The stamps are added to the stamp catalog.

You can apply stamps to the pages of the document. Applied stamps become part of the page programming of the document.

Apply a stamp from the stamp catalog

Procedure

1. Select the page(s).
2. Click [Pages] - 'Apply stamp'.
3. Click 'From stamp catalog...'
   The 'Stamp catalog' dialog opens.
4. Select the stamp that you want to apply to your document.
5. Click [Apply].
   The stamp is applied to the page(s).
6. Click [Close].

   NOTE
   You can apply more than one stamp to the page(s).

Apply a stamp from the Pick list

Procedure

1. Select the page(s).
2. Click [Pages] - 'Apply stamp'.
3. Select the stamp from the pick list.
   The stamp is applied to the page(s).

📝 NOTE
The pick list contains all stamps that are applied to your document.

Define the document properties

Introduction

The Document properties are initialized based on the corresponding PDF document properties. Once you change the Document properties within this application, these properties will not be overruled by the PDF properties in the future.

Click [Document] - [Properties] to specify the document properties.

Document properties

Setting	Description
Title	Enter the document title here.
Owner	Enter the document owner here.
Account	Enter your account here.
Addressee	Enter your address here,
Banner message	Specify the message that should appear on the banner page.
Special instruction	Specify the special instruction message.
Creation date	Specify the creation date here.

Chapter 6
Manage media

Manage the media catalog

Introduction

This application offers a default [Media Catalog] which contains the most used media types. You can assign the media to selected pages.

This topic shows you how to add, edit and delete media within the [Media Catalog].

You can add media to the [Pick list]. The [Pick list] is a subset of the [Media Catalog]. It allows quick assignment of media to selected pages without having to open the [Media Catalog].

Click on a column header to sort the [Media Catalog]. You can sort ascending and descending.

Drag the separators to change the width of the columns.

Add media to the media catalog

Procedure

1. Click 'Tools' - [Media] - 'Media catalog...'.
   The [Media Catalog] dialog will appear.
2. Click [New].
   The [New media] dialog will appear.
3. Configure the media settings:

Setting	Description
[Name]	Enter the media [Name].
[Size]	• You can select a default media size from the drop-down list, for example 'A4' and 'Letter'. • You can create a custom media size. Select [Custom] from the drop-down list and change the [Width] and [Height]. Define the unit for the custom media. ✎ NOTE Due to tolerances of the paper size, some custom sizes will be mapped on standard media sizes. See the preview view at the bottom of the dialog.
[Insert]	Select [Insert] if the media is used for insert sheets.
[Tab]	Select [Tab] if the media is tabbed media. The [Top / bottom indent] is the distance between the top of the tab media and the top of its first tab.
[Cyclic]	Select [Cyclic] if the media is part of a set (for example a set of tabs). Use the [Cycle length] setting to specify the length of the set. For example, one set of tabs contains 5 tab sheets.
[Weight]	Specify the media [Weight]. For example '80 g/m2' for A4 and '16 lb bond' for Letter.
[Type]	Select the media [Type]. For example [Plain], [Glossy], or [Transparent]. Select [Custom] from the drop-down list to define a custom media type.
[Color]	Select the media [Color]. For example [White], [Green], or [Orange]. Select [Custom] from the drop-down list to define a custom color.

Setting	Description
[Punched]	Select [Punched] if the media is punched media. Use the [Punch pattern] setting to define the number of holes in the punched media. Select the correct punch pattern for pre-punched media to improve the preview of your document.
[1-sided]	Select [1-sided] if this media can only be used on one side. For example: the media is transparent.
[Preprinted]	Select [Preprinted] to indicate that the media is pre-printed (for example with a company logo).
[Thickness]	Specify the media [Thickness]. This media thickness is used to determine the default [Creep compensation] in case of Booklets. ✎ NOTE The [Preview] section gives you a rough overview of the specified media.

4. Click [OK] to add the media to the [Media Catalog].

✎ NOTE
It is not mandatory to specify the name, weight, type, and color.
If the specified media already exists in the [Media Catalog] you will not be able to add it again.

Edit media within the Media catalog

Procedure

1. Click 'Tools' - [Media] - 'Media catalog...'.
   The [Media Catalog] dialog will appear.
2. Select the media that you want to edit.
3. Edit the media properties and click [OK] to save the changes.

> ✎ NOTE
> You can edit the properties of any media in the [Media Catalog]. If the media is used in your document, the media properties in the document are not changed. If you want to use the edited media in the document, then you must assign the concerning media to the document.

Delete media from the Media catalog

Procedure

1. Click 'Tools' - [Media] - 'Media catalog...'.
   The [Media Catalog] dialog will appear.
2. Select the media that you want to delete.
3. Click [Delete] to delete the media from the [Media Catalog].

📝 NOTE

You can delete media from the [Media Catalog]. If the media is used in your document, the media is not deleted from your document.

Add media to the Pick list

Procedure

1. Click 'Tools' - [Media] - 'Media catalog...'.
   The [Media Catalog] dialog will appear.
2. Select the check-box in front of the media to add the media to the [Pick list].

Export the media catalog

Introduction

You can export the media catalogue directly to a printer or to an XML file.

A message is shown when a printer does not support the export, or merge, of a media catalogue file.

You cannot export an empty media catalog.

Export the media catalogue to the printer(s)

Procedure

1. Click 'Tools' - [Media] - [Export media catalog].
   The [Export media catalog] dialog box appears.
2. Select the [Export to printers] option.
3. Select the printer(s).
   These printer(s) receive the media catalog of this application.

   ✐ NOTE
   The administrator configures which printers are available to you. The administrator also configures which printers can import or export the media catalog.

4. You can select the following options:
   • [Merge with the existing media catalog]
     Merge the media catalog of the printer with the media catalog of this application. You can replace or merge the media catalog on printers with controller version 2, or higher.
   • [Replace the existing media catalog]
     Replace the media catalog of the printer with the media catalog of this application. You can replace the media catalog on printers with controller version 1, or higher.
   • [Replace or merge depending on the printer capabilities]
     The printer capabilities determine if the media catalog of the printer is replaced by or merged with the media catalog of the application.
     This option is valid only for Océ printers that are released after January 1, 2009.
5. Select the media for the [Banner page].
6. Select the [Default front cover].
   With this option you define the default front cover in the media catalog of the printer.
7. Select the [Default back cover].
   With this option you define the default back cover in the media catalog of the printer.
8. Click the [Export] button.

   ✐ NOTE
   The controller of the printer must be switched on during the export of the media catalog.

Export the media catalog to an XML file

Procedure

1. Click 'Tools' - [Media] - [Export media catalog].
   The [Export media catalog] dialog box appears.
2. Select the [Export to file] option.
3. For option [Format] you can select the following values:
   - 'Océ PRISMAprepare file'
     A copy is made of the XML file which contains the media catalog of this application.
     Use this format when you want to configure other installations of this application.
     You can only use an XML file with this format in the *Import the media catalog* on page 275 scenario.
   - [Printer file]
     An XML file is created that contains the media catalog of this application.
     Use this format if you want to configure an Océ printer that was released before January 1, 2009.
   - [Printer file - new generation]
     An XML file is created that contains the media catalog of this application.
     Use this format if you want to configure an Océ printer that was released after January 1, 2009.

   📝 **NOTE**
   It is recommended to use option [Export to printers] instead of creating an XML file with format [Printer file] or [Printer file - new generation].

   📝 **NOTE**
   Use the 'Settings Editor' to import an XML file with format [Printer file] or [Printer file - new generation] into the printer.

4. Select the [Default front cover].
   With this option you define the default front cover in the media catalog file.
5. Select the [Default back cover].
   With this option you define the default back cover in the media catalog file.
6. Click the [Export] button.

Import the media catalog

Introduction

You can import the media catalog file directly from one or more printers, or from an XML file.

The media catalog file must be created with the *Export the media catalog* on page 273 scenario.

Related information

Export the media catalog on page 273

Import the media catalog from the printer(s)

Procedure

1. Click 'Tools' - [Media] - [Import media catalog].
   The [Import media catalog] dialog box appears.
2. Select the [Import from printers] option.
3. Select the printer(s).
   Only Océ printers that are released after January 1, 2009 are available in the list of printers.
   The application imports the media catalog of these printers.

   > **NOTE**
   > The administrator configures which printers are available to you. The administrator also configures which printers can import or export the media catalog.

4. You can select the following options:
   - [Merge with the existing media catalog]
     Merge the media catalog(s) of the selected printer(s) with the media catalog of the application. It is recommended that you select this option when importing the media catalogs of more than one printer.
   - [Replace the existing media catalog]
     Replace the media catalog of the application with the media catalog of the selected printer(s).

   > **NOTE**
   > The controller of the printer must be switched on during the import of the media catalog.

Related information

Export the media catalog on page 273

Import the media catalog from an XML file

Procedure

1. Click 'Tools' - [Media] - [Import media catalog].
   The [Import media catalog] dialog box appears.
2. Select the [Import from file] option.
3. Click the [Browse...] button.
4. Browse to the media catalog file.
   The media catalog file is an XML file.
   The XML file must have format 'Océ PRISMAprepare file'. See *Export the media catalog* on page 273.
5. You can select the following options:
   • [Merge with the existing media catalog]
     Merge the imported media catalog with the media catalog of the application.
   • [Replace the existing media catalog]
     Replace the media catalog of the application with the imported media catalog.
6. Click [OK].

Order new media

Introduction

On the 'Océ Media Guide' website you can find compatible Océ media for your printer, copier or laminator. Detailed information is available on this website for all Océ media.

Procedure

1. Click 'Tools' - [Media] - 'Order media'.
   The 'Océ Media Guide' website appears.

Chapter 7
Manage the templates

Manage the templates

Introduction

You can create templates for documents that need the same layout. Each template is added to the template catalog.

The templates are displayed alphabetically in a list.

You can add a template to the [Pick list]. The [Pick list] is a subset of the [Template catalog]. You can apply a template to a document without having to open the [Template catalog].

✎ NOTE
The [VDP workspace] is disabled when you create a new template. You can apply templates to variable data documents.

Add a template to the template catalog

Procedure

1. Click [Document] - 'Create new template'. Or:
   Click 'Tools' - 'Templates' - 'Template catalog...'. Click [New].
   The [Create template] dialog opens.
2. Create a new template:

Step	Action
1	• Enable the [Do not print the document] option: You are creating a template. You click [Print]. The document is not printed. • Disable the [Do not print the document] option: You are creating a template. You click [Print]. The document is printed, while you create the template.
2	Click the [Create] button.
3	Define all page program settings that you want to add to the template. You can select the settings via the menu, the [Structure] view and the [Preview] view. You can add the operations to clean-up scanned pages to the template. The feedback area displays the selections and the executed actions. ✎ NOTE You can add operation [Import VDP] to the template. You cannot add any other [VDP] actions to the template. You can apply templates to variable data documents. ✎ NOTE Click button [Undo] to remove selections or actions from the template.

3. Stop to create the template:

Step	Action
1	Click the [Stop] button. The [Create template] dialog opens.

Step	Action
2	• Click [Yes] to save the template. The [Save template] dialog opens. • Click [No] to discard the template. • Click [Cancel] to continue to create the template.

4. Save the template:

Step	Action
1	Define the [Name] for the template.
2	Type a description for the template.
3	Optionally, you can enable the [Add to pick list] option to add the template to the [Pick list].

4	Click [OK].
	The template is saved and added to the template catalog.
	
	  📝 NOTE
	    The template is saved to a fixed location on the hard disk.

Rename a template in the template catalog

Procedure

1. Click 'Tools' - 'Templates' - 'Template catalog...'.
   The [Template catalog] dialog opens.
2. Click [Rename].
   The [Rename template] dialog opens.
3. Rename the template:

Step	Action
1	Define the [Name] for the template.
2	Type a description for the template.
3	Enable the [Add to pick list] option to add the template to the [Pick list].
4	Click [OK]. The template is saved and added to the template catalog. ✏ NOTE The template is saved to a fixed location on the hard disk.

Delete a template from the template catalog

Procedure

1. Click 'Tools' - 'Templates' - 'Template catalog...'.
   The [Template catalog] dialog opens.
2. Click [Delete].
   The [Delete template] dialog opens.
3. Click [Yes].
   The template is deleted and removed from the [Template catalog].

Add a template to the Pick list

Procedure

1. Click 'Tools' - 'Templates' - 'Template catalog...'.
   The [Template catalog] dialog opens.
2. Click [Rename].
   The [Rename template] dialog opens.
3. Enable the [Add to pick list] option to add the template to the [Pick list].
4. Click [OK].

Export the templates

Introduction

You can create templates for documents that need the same layout. Each template is added to the template catalog.

The user can export one or more templates from PRISMAprepare.

Procedure

1. Click 'Tools' - 'Templates' - 'Export templates...'.
   The [Export templates] dialog opens.
2. Select the template(s) that you want to export.
   Enable option [Export all] to select all templates.
3. Click the [Export] button.
   The [Select template catalog file] dialog opens.
4. Specify the new file name and/or folder and click [Save].
   The templates are saved in a zip file.

Import the templates

Introduction

You can create templates for documents that need the same layout. Each template is added to the template catalog.

The user can import templates into PRISMAprepare.

Procedure

1. Click 'Tools' - 'Templates' - 'Import templates...'.
   The [Import templates] dialog opens.
2. Click the [Browse...] button.
   The [Select template catalog file] dialog opens.
3. Browse to the templates file.
   The templates file is a zip file.
4. Select the zip file and click [Open].
5. You can select the following options:
   • [Merge with the existing templates]
     Merge the imported templates with the templates that are used by the application.
     A template in the import file can have the same name as an existing template in the application. You are asked if you want to keep or replace the existing template.
   • [Replace the existing templates]
     All templates of the application are deleted first. The imported templates are used by the application.
6. Click [OK].

Chapter 8
Manage stamps

Manage the stamps in the stamp catalog

Introduction

Stamps can be configured as watermarks, stamps, logos, static barcodes, signatures, etc. You can create multiple stamps. The stamps are added to the stamp catalog.

You can apply stamps to the pages of the document. Applied stamps become part of the page programming of the document.

The application makes a distinction between stamps in the stamp catalogue and stamps that are applied to the document. Once a stamp is applied to the document, the applied stamp becomes part of the page programming of the document. When you edit the applied stamp, the stamp is changed in the document. The original stamp in the stamp catalog is not changed.

When you edit the original stamp, the stamp is changed in the stamp catalog. The applied stamp in the document is not changed.

Add a stamp to the stamp catalog

Procedure

1. Click 'Tools' - [Stamps] - 'Stamp catalog...'.
   The 'Stamp catalog' dialog opens.
2. Click [New].
   The 'New stamp' dialog opens.
3. Define the [Name] and the [Type] for the stamp:

Setting	Description
[Name]	Define the name of the stamp.
[Type]	Define the type of stamp: • [Text] The stamp is user defined text. • [Image] The stamp is a image file.

4. When [Type] = [Text]:
   Define the text of the stamp in the text area. You can configure the text.

Setting	Description
[Font...]	Select several different font attributes that must be used for the text stamp. The different font attributes can be specified at character level • Font and font size • Bold / Italic / Underlined / Strikethrough. • Different text colors.
[Alignment]	Align the text: • Align left By default, the text is aligned to the left. • Center • Align right

Setting	Description
[Scale text to page]	Enable this setting to scale the text. You can define the percentage to increase or decrease the size of the text. The text is scaled relative to the size of the first selected page. If no page is selected, the text is scaled relative to the size of the first page containing content.

When [Type] = [Image]:

Setting	Description
[Browse...]	Browse to the image file. Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.
[Scale image]	Enable this setting to scale the image. You can define the percentage to increase or decrease the size of the image. The image is scaled relative to its original size.

5. Configure the stamp:

Header and footer settings

Setting	Description

[Location]	Define the location of the stamp:
	• [In front of page content]
	  The stamp is printed over the page content.
	• [Behind page content]
	  The page content is printed over the stamp.

[Transparency]	You can define the transparency of the stamp.
[Rotation]	Select the rotation that you want to apply to the stamp.
[Position]	Align the stamp to a certain position on the page. Use the [Horizontal shift] and [Vertical shift] to define the exact position of the stamp.
[Print stamp on both sides]	Define if you want to add the stamp on the [Front and back side] or on the [Front side only].
[Mirror on back side]	You have defined the position of the stamp on one side of the page. Enable this option to mirror the position of the stamp on the other side of the page.

6. Click [OK].
The stamp is saved and added to the stamp catalog.

Copy a stamp in the stamp catalog

Procedure

1. Click 'Tools' - [Stamps] - 'Stamp catalog...'.
   The 'Stamp catalog' dialog opens.
2. Click [Copy].
   The 'New stamp' dialog opens.
3. Edit the settings of the copied stamp.
4. Click [OK].
   The stamp is saved and added to the stamp catalog.

Edit a stamp in the stamp catalog

Procedure

1. Click 'Tools' - [Stamps] - 'Stamp catalog...'.
   The 'Stamp catalog' dialog opens.
2. Click [Edit].
   The 'Edit stamp' dialog opens.
3. Edit the settings of the stamp.
4. Click [OK].
   The stamp is saved to the stamp catalog.

   NOTE
   This operation has no impact on stamps that are applied to the document.

Delete a stamp from the stamp catalog

Procedure

1. Click 'Tools' - [Stamps] - 'Stamp catalog...'.
    The 'Stamp catalog' dialog opens.
2. Click [Delete].
    The 'Delete stamp' dialog opens.
3. Click [Yes].
    The stamp is deleted and removed from the stamp catalog.

    📝 NOTE
    This operation has no impact on stamps that are applied to the document.

Manage the stamps in the document

Introduction

Stamps can be configured as watermarks, stamps, logos, static barcodes, signatures, etc. You can create multiple stamps. The stamps are added to the stamp catalog.

You can apply stamps to the pages of the document. Applied stamps become part of the page programming of the document.

The application makes a distinction between stamps in the stamp catalogue and stamps that are applied to the document. Once a stamp is applied to the document, the applied stamp becomes part of the page programming of the document. When you edit the applied stamp, the stamp is changed in the document. The original stamp in the stamp catalog is not changed.

When you edit the original stamp, the stamp is changed in the stamp catalog. The applied stamp in the document is not changed.

Edit a stamp in the document

Procedure

1. Click [Pages] - [Stamps] - [Edit].
   A list of stamps appears. Each stamp in the list is applied to one or more pages of the document.
2. Click the stamp.
   The 'Edit stamp' dialog opens.
3. Edit the settings of the stamp.
4. Click [OK].
   The stamp is changed on all pages that contain the stamp.

   📝 NOTE
   This operation has no impact on stamps in the stamp catalog.

Remove a stamp from the selected page(s)

Procedure

1. Select the page(s).
2. Click [Pages] - [Stamps] - [Remove].
   A list of stamps appears. Each stamp in the list is applied to the selected page(s).
3. You can:
   • Click one of the stamps to remove the selected stamp from the selected page(s).
   • Click [All] to remove all stamps from the selected page(s).

   📝 NOTE
   This operation has no impact on stamps in the stamp catalog.

Copy a stamp from the document to the stamp catalog

Procedure

1. Click [Pages] - [Stamps] - 'Copy to catalog'.
   A list of stamps appears. Each stamp in the list is applied to the document.
2. You can:
   - Click one of the stamps to copy the selected stamp to the stamp catalog.
   - Click [All] to copy all stamps to the stamp catalog.

✎ NOTE
Stamps are greyed out when they are already available in the stamp catalog.

Export the stamps

Introduction

Stamps can be configured as watermarks, stamps, logos, static barcodes, signatures, etc. You can create multiple stamps. The stamps are added to the stamp catalog.

You can export one or more stamps from the stamp catalog.

Procedure

1. Click 'Tools' - [Stamps] - 'Export stamps...'.
   The [Export stamps] dialog opens.
2. Select the stamp(s) that you want to export.
   Enable option [Export all] to select all stamps.
3. Click the [Export] button.
   The [Select stamp catalog file] dialog opens.
4. Specify the new file name and/or folder and click [Save].
   The stamps are saved in a zip file.

Import the stamps

Introduction

Stamps can be configured as watermarks, stamps, logos, static barcodes, signatures, etc. You can create multiple stamps. The stamps are added to the stamp catalog.

You can import one or more stamps into the stamp catalog.

Procedure

1. Click 'Tools' - [Stamps] - 'Import stamps...'.
   The [Import stamps] dialog opens.
2. Click the [Browse...] button.
   The [Select stamp catalog file] dialog opens.
3. Browse to the stamp catalog file.
   The stamp catalog file is a zip file.
4. Select the zip file and click [Open].
5. You can select the following options:
   - [Merge with the existing stamps]
     Merge the imported stamps with the stamps that are used by the application.
     A stamp in the import file can have the same name as an existing stamp in the application. You are asked if you want to keep or replace the existing stamp.
   - [Replace the existing stamps]
     All stamps of the application are deleted first. The imported stamps are used by the application.
6. Click [OK].

Chapter 9
Preflight documents

Introduction

The preflight operation checks if any rules are violated in the document(s). The set of rules is fixed.

Preflight is a function available under license. If the license is not available, the corresponding menu items are grayed out.

If enabled, the automatic preflight operation is applied when a document is being opened, inserted or replaced. You can always apply a manual preflight to an opened document.

A preflight report and an annotated file are generated. The preflight report shows a summary of the problems that have been found. The annotated file shows the complete document with the location of any found problems and fixes. The manual preflight operation automatically fixes the violations according to the configured rules. The automatic preflight operation allows you to fix the violations according to the configured rules or cancel the operation with that document. Some problems are detected by the preflight operation, but cannot be fixed automatically. It is recommended that you fix these problems manually before you print the job.

You can start the preflight operation via the menu bar and the button bar.

📝 **NOTE**
All add-ons (Stamps, Header and Footer, [Bleed tabs], …) and images added by the operator (in stamps, spine caption, tabs,…) are not preflighted.

Preflight your document

Introduction

The preflight operation checks if any rules are violated in the document(s). The available preflight rules are:
- [PDF actions and scripting rule]
  You can configure this rule. The preflight operation can fix the violations detected by this rule.
- [Content too close to border rule]
  You can configure this rule. The preflight operation cannot fix the violations detected by this rule. It is recommended that you fix these problems manually before you print the job.
- [Embedded fonts rule]
  You can configure this rule. The preflight operation can fix the violations detected by this rule.
- [Hairline rule]
  You can configure this rule. The preflight operation can fix the violations detected by this rule.
- [Image compression is too high rule]
  You can configure this rule. The preflight operation cannot fix the violations detected by this rule. It is recommended that you fix these problems manually before you print the job.
- [Image resolution is too high rule]
  You can configure this rule. The preflight operation can fix the violations detected by this rule.
- [Image resolution is too low rule]
  You can configure this rule. The preflight operation cannot fix the violations detected by this rule. It is recommended that you fix these problems manually before you print the job.
- [Transparency rule]
  You cannot configure this rule. The preflight operation cannot fix the violations detected by this rule. It is recommended that you fix these problems manually before you print the job.
- [Overprint rule]
  You cannot configure this rule. The preflight operation cannot fix the violations detected by this rule. It is recommended that you fix these problems manually before you print the job.
- [Restricted permissions rule]

This rule is always enabled. You cannot configure this rule. The preflight operation cannot fix the violations detected by this rule. It is recommended that you fix these problems manually before you print the job.

Procedure

1. Click: [Document] - [Preflight document].
2. Select the rules you want to use to preflight your document.
3. Configure the rules you want to use to preflight your document.
   Click button [Edit] to configure a rule.
4. Click [OK] to start the preflight analysis.
   The manual preflight operation automatically fixes the violations according to the configured rules. Some problems are detected by the preflight operation, but cannot be fixed automatically. It is recommended that you fix these problems manually before you print the job.

Fix any found problems

Procedure

1. The preflight report shows a summary of the problems that have been found/fixed.
2. You can click button [View preflight report] and button [Save preflight report].
   Any found problems are annotated in the PDF file.
3. Do:
   - For manual preflight:
     The manual preflight operation automatically fixes the violations according to the configured rules.
     Click [Close].
   - For automatic preflight:
     Click button [Yes] to fix the violations according to the configured rules.
     Click button [No] to cancel the operation with that document.

   Some problems are detected by the preflight operation, but cannot be fixed automatically. It is recommended that you fix these problems manually before you print the job.

Undo the pre-flight of the document

Procedure

1. Undo is available after a manual preflight only if fixes were applied; it removes the fixes applied on a document, except those concerning the fonts. However, Undo is always available in template recording mode.
2. If not saved yet you can also open the file menu and use [Revert to last saved]

Enable automatic preflight

Introduction

The preflight operation checks if any rules are violated in the document(s). The available preflight rules are:

- [PDF actions and scripting rule]
  You can configure this rule. The preflight operation can fix the violations detected by this rule.
- [Content too close to border rule]
  You can configure this rule. The preflight operation cannot fix the violations detected by this rule. It is recommended that you fix these problems manually before you print the job.
- [Embedded fonts rule]
  You can configure this rule. The preflight operation can fix the violations detected by this rule.
- [Hairline rule]
  You can configure this rule. The preflight operation can fix the violations detected by this rule.
- [Image compression is too high rule]
  You can configure this rule. The preflight operation cannot fix the violations detected by this rule. It is recommended that you fix these problems manually before you print the job.
- [Image resolution is too high rule]
  You can configure this rule. The preflight operation can fix the violations detected by this rule.
- [Image resolution is too low rule]
  You can configure this rule. The preflight operation cannot fix the violations detected by this rule. It is recommended that you fix these problems manually before you print the job.
- [Transparency rule]
  You cannot configure this rule. The preflight operation cannot fix the violations detected by this rule. It is recommended that you fix these problems manually before you print the job.
- [Overprint rule]
  You cannot configure this rule. The preflight operation cannot fix the violations detected by this rule. It is recommended that you fix these problems manually before you print the job.
- [Restricted permissions rule]
  This rule is always enabled. You cannot configure this rule. The preflight operation cannot fix the violations detected by this rule. It is recommended that you fix these problems manually before you print the job.

Procedure

1. Click: [Tools] - [Automatic preflight settings].
2. Click: [Enable automatic preflight].
3. Select the rules you want to use to preflight your document.
4. Configure the rules you want to use to preflight your document.
   Click button [Edit] to configure a rule.
5. Click [OK] to start the preflight analysis.
   The manual preflight operation automatically fixes the violations according to the configured rules. Some problems are detected by the preflight operation, but cannot be fixed automatically. It is recommended that you fix these problems manually before you print the job.
6. Click [OK] to save your settings.
   The automatic preflight operation is applied when a document is opened, inserted or replaced. The automatic preflight operation allows you to fix the violations according to the configured rules or cancel the operation with that document. Some problems are detected by the preflight operation, but cannot be fixed automatically. It is recommended that you fix these problems manually before you print the job.

Chapter 10
The Print dialog

Introduction

Introduction

The print settings are retrieved from the document. You can optimize the printing process by configuring the print settings.

Optimize

Tab	Description
[Media]	• Select on which media you want to print. ✎ NOTE You can rename the media in the page programmer for easy recognition of job partitions.
[Layout]	• Cover media • Document media • Imposition settings • Same up settings • Document type options • Page marks
[Image]	• Specify the printer resolution • Specify color quality • Color adjustment • Color template • And more...
[Finishing]	• Stapling options • Feed edge • Trimming mode
[Delivery]	• Define your [Output] Location (e.g. tray 1) • Define your [Presentation] settings (e.g. offset stacking)
[Accounting]	• The accounting information

Error avoidance

Introduction

At print time, PRISMAprepare informs you about requests impossible to produce on the selected printer. This information is a warning. The warnings are displayed in the notification area just below the job information.

Error avoidance is not available on all the supported printer models. You will be notified about this in the notification area when you select that printer.

How does it work

The prerequisite to get correct error avoidance warnings is an up-to-date printer configuration (i.e. which finishers are available at the printer).

During the preparation and printing of a document you choose the most appropriate resources to obtain the requested result. Resources may be media, printers and finishers. Due to the multiplicity and complexity of the possible combinations of resources your choice may be not optimal or even impossible.

Also, a document may be prepared optimally for printer A and because this printer is not available it can be printed on printer B. Printer A and B may have different capabilities and limits that will impact the produced document.

At print time, PRISMAprepare informs you about requests impossible to produce on the selected printer. This information is a warning. The document can still be printed on the target printer. The exception is when the requested media is not supported; in this case the print job is blocked.

The error avoidance operation takes only the features of a printer into account that are supported by PRISMAprepare. The media mapping is taken into account for all new VarioPrint, imagePRESS and imageRUNNER printers.

The print settings requested via the printer driver are not covered by the error avoidance checks. Offline finishing is ignored during the error avoidance checks.

Define the print settings

Select a printer

Introduction

The printer selection pane is on the left hand side. The pane content can be changed by using the buttons at the bottom of the pane. The left button will display the printer image and printer name. The right button will display only the printer names. You can sort the printers ascending or descending.

Procedure

1. Select the [Printer] that you want to send your document to.
2. If available, you can click the printer driver button to define options that are not available in the [Print] dialogue. You can find this button next to the printer driver in the [Print] dialog.
   For example, the printer driver of a color printer can offer color settings which are not supported by PRISMAprepare.
   If the [Print] dialogue offers all driver settings, then the driver settings button is not added to the [Print] dialogue.
3. Specify the [Number of sets].
   A message can appear behind the number of sets:
   • [{0} sets printed as 1 copy]
     The print file is sent to the printer. The file is printed once.
   • [{0} sets printed as {1} copies]
     The print file is sent to the printer along with an instruction to print the file {1} times.
4. Specify the [Job name].

   📝 NOTE
   By default, the PDF file name is used.

5. Specify the [Operator note].

   📝 NOTE
   The [Operator note] is displayed on the operator panel, if your printer supports this functionality.

6. Select the [Print range].

Split and merge

Introduction

When you select option [Split], the document is printed without any finishing settings.

Split and merge

- **[None]**
  The document is printed on one printer.
- **[Split]**
  The printer only prints the marked sheets. For example, you have marked all color sheets in the document. If one side of a sheet is a color page, then the complete sheet is printed on a color printer.
  The percentage of marked sheets is shown.
- **[Merge]**
  This setting will print your document and insert the marked sheets at the right place in the document.

When you select the [Split] or [Merge] option, you can select:

- **[Use separate paper trays]**
  Select this option to allocate a separate paper tray for each type of insert sheet.
  So, if you have five different insert sheets in your document, you need at least six paper trays. One paper tray for the normal paper and five paper trays for the insert pages.
  If you do not select this option, the different insert sheets must be put in one paper tray. So, if you have two different insert sheets, then put the insert sheets cyclic (1-2, 1-2, ...) in one paper tray.

Print preview window

Introduction

In the top section of the [Print] dialog, you can see a mini preview window.

Certain finishing settings can only be handled by a specific finisher. If the specific finisher is not installed, the print preview will not show the concerning finishing settings.

Procedure

1. Click the magnifier button or left click on the mini preview to get a full size print preview window. The preview allows you to scroll through the print job and zoom.
2. Click the [Save as...] button to save the print preview in a PDF file. The saved PDF file does not contain any finishing settings.

Optimize the printed document

Define the [Media] settings

Introduction

The print settings are retrieved from the document. You can optimize the printing process by configuring the print settings. This topic describes the [Media] settings.

Define the [Media] settings

Setting	Description
[Media]	All media that is used within your document is displayed here. Use the selection-box to specify the media that you want to print. This allows you to print your job in multiple batches and combine the job afterwards. Rename media for easy recognition of job partitions. ✎ NOTE The media name is displayed on the operator panel, if your printer supports this functionality.
Column [Use this]	In this column you can verify if the media in the document is correctly mapped to media in the printer.
Button [Map the media]	You can map the media manually when the media in the document is not correctly mapped to media in the printer. Click the [Map the media] button to map the media manually.

Map the media

Introduction

The application maps the media in the document to media in the printer. In some cases, the application cannot map the media automatically. You can map the media manually if the automatic mapping is not correct or not possible. You can change the media properties that are supported by the printer. The media properties that are not supported by the printer are grayed-out. The values in the drop-down lists depend on the selected printer.

✎ NOTE
You can send documents with page programmed settings to any printer. However, some printers cannot process all programmed settings. In such a case a printer window appears. With the printer window you can set the programmed settings to the capabilities of the selected printer.

When to do

The application downloads the media catalog from the printer. Then, the application compares the media used in the document with the media catalog from the printer. When possible, the media in the document is mapped automatically to media from the printer catalog. You can map the media manually if the automatic mapping is not correct or not possible.

Procedure

1. Map the media manually:

✎ NOTE

The printer model determines which settings you can configure.

Setting	Description
[Catalog]	• The selected media after mapping is displayed. • [Undefined] is displayed when automatic mapping is incomplete or not possible.
[Name]	Enter the media [Name].
[Size]	• You can select a default media size from the drop-down list, for example 'A4' and 'Letter'. • You can create a custom media size. Select [Custom] from the drop-down list and change the [Width] and [Height]. Define the unit for the custom media.
[Weight]	Specify the media [Weight]. For example '80 g/m2' for A4 and '16 lb bond' for Letter.
[Type]	Select the media [Type]. For example [Plain], [Glossy], or [Transparent]. Select [Custom] from the drop-down list to define a custom media type.
[Color]	Select the media [Color]. For example [White], [Green], or [Orange]. Select [Custom] from the drop-down list to define a custom color.
[Insert]	Select [Insert] if the media is used for insert sheets.
[Tab]	Select [Tab] if the media is tabbed media.
[Preprinted]	Select [Preprinted] to indicate that the media is pre-printed (for example with a company logo).
[1-sided]	Select [1-sided] if this media can only be used on one side. For example: the media is transparent.
[Punched]	Select [Punched] if the media is punched media. Use the [Punch pattern] setting to define the number of holes in the punched media.
[Cyclic]	Select [Cyclic] if the media is part of a set (for example a set of tabs). Use the [Cycle length] setting to specify the length of the set. For example, one set of tabs contains 5 tab sheets.
Tray	Select which tray of the printer must be used.

2. Click [OK].

Define the [Layout] settings

Introduction

The print settings are retrieved from the document. You can optimize the printing process by configuring the print settings. This topic describes the [Layout] settings. The [Layout] tab allows the user to modify the position of the page content on a sheet.

✐ **NOTE**
The layout tab settings are disabled if your document contains different media orientations. For example: A4 landscape + A4 portrait.

Define the [Layout] settings

Setting	Description

[Cover media]	• [Media]:
	  You can change the [Media] size of your cover here.
	• [Custom]:
	  Select [Custom] if you want to create a custom sized sheet size with the [Width] and [Height] settings.
	
	The [Portrait] and [Landscape] settings allow you to specify the sheet orientation.
	
	✐ **NOTE**
	   The [Cover media] option is disabled if your document does not have a cover.

[Document media]	• [Media]:
	  You can change the [Media] size of your document here. This sheet size is applied to the whole document.
	• [Custom]:
	  Select [Custom] if you want to create a custom sized sheet size with the [Width] and [Height] settings.
	
	The [Portrait] and [Landscape] settings allow you to specify the sheet orientation.

Setting	Description
[Imposition]	✎ NOTE A subset of the [Imposition] settings is available when different media sizes are used in the document. • [None] • [2-up] Two pages are placed on each sheet side in (left to right) reading order. • [4-up], [9-up], [16-up] 4, 9, 16 pages are placed on each sheet side in the (left to right and top to bottom) reading order. • [N-up] Several pages are placed on one sheet side in the (left to right and top to bottom) reading order. The number of pages per sheet side is computed depending on the page size and media size. • [VDP N-up] Several pages with variable data are placed on one sheet side in the (left to right and top to bottom) reading order. The number of pages per sheet side is computed depending on the page size and media size. • [Folio] Four pages per sheet are placed in a way so that each sheet can be folded in half. All the folded sheets are stacked. • [Octavo] Generates the same imposition as the [Octavo signature book] document type. • [Quarto] Generates the same imposition as the [Quarto signature book] document type.

Setting	Description
[Imposition]: [Cut and stack]	• [Cut and stack] The Cut & Stack imposition enhances printer productivity when printing large documents. Two pages are printed per sheet side. The sheets are cut in two parts. The left stack is stacked on top of the right stack to form a perfect sequential order. • [Cut and stack] The left and right pages are printed in the same orientation. • [Cut and stack with binding edge inside] The left image(s) are rotated 180 degrees compared to the right image(s). The binding edges of the images are on the inside of the sheet. • [Cut and stack with binding edge outside] The right image(s) are rotated 180 degrees compared to the left image(s). The binding edges of the images are on the outside of the sheet. • [Cut and stack] **(4)** Four pages per sheet side are placed in a way that, after cutting the paper in 4 parts, the piles are stacked to create the full document. • [Cut and stack] **(N)** The number of pages per sheet side is computed depending on the page size and media size. Pages are placed in a way that, after cutting the paper, the piles are stacked to create the full document. • [VDP cut and stack - N stacks] The number of pages per sheet side is computed depending on the page size and media size. Each page contains variable data. Pages are placed in a way that, after cutting the paper, the piles are stacked to create the full document.
[Imposition]: [Same-up]	• [Same-up] The same page is printed twice per sheet side. • [Same-up with binding edge inside] The same page is printed twice per sheet side. The left image(s) are rotated 180 degrees compared to the right image(s). The binding edges of the images are on the inside of the sheet. • [Same-up with binding edge outside] The same page is printed twice per sheet side. The right image(s) are rotated 180 degrees compared to the left image(s). The binding edges of the images are on the outside of the sheet. For example, use this option when pre-punched paper is used with the punched holes on both ends of the paper. • [VDP same-up] The same page with variable data is printed twice per sheet side. The pages are printed with one edge attached to each other. For example, use this option when you want to print a ticket with ticket stub.
[Gutter]	• Define the distance between the imposed pages on the sheet with the [Horizontal] and [Vertical] settings.

Setting	Description
[Position on sheet]	Use the [Same on both sides] option to keep front and rear the same. You can handle the position on [Front side] and [Back side] separately if [Same on both sides] is not enabled. Horizontal position can be Left/Center/Right. Use the shift option to shift this position Left or Right. Vertical position can be Top/Center/Bottom. Use the shift option to shift this position Up or Down.
[Print content]	You can select which PDF box should printed. The content of the selected PDF box will be printed. Or use a custom print area. In this process the page contents are not scaled. You can select one of the options listed below: • [Crop box] Default option. The content of the crop box will be printed. • [Trim box] The content of the trim box will be printed. • [Bleed box] The content of the bleed box will be printed. • [Custom] Click the edit icon to the right to enter a distance from the page edges. That distance will be taken inward from the largest PDF box to determine what the printed page content will be.
[Same-up]	Select how many images you want to print on one side of the sheet. • [1]: One image. • [Maximum]: The application calculates the maximum number of images that fit on one side of the sheet. For example, two A4 images on one A3 sheet. The calculation takes several settings into account. For example, only one A4 image on one A3 sheet if a bleed area is needed. • [Custom]: Define the number of images yourself with the [Horizontal] and [Vertical] settings.
[Gutter]	• Define the distance between the images on the sheet with the [Horizontal] and [Vertical] settings.

Setting	Description
[Creep compensation] and [Inside creep compensation]	Use [Creep compensation] to make sure that the margins on all pages are equal after the booklet is folded and trimmed. The [Creep compensation] factor is calculated from the [Thickness] of the paper. • Select [Creep compensation] to shift the page content to the outside of the booklet. • Select [Creep compensation] and [Inside creep compensation] to shift the page content to the inside of the booklet. **For example:** You have 30 sheets, which you fold to make a booklet. The sheets in the middle of the booklet stick out compared with the cover of the booklet. When you trim the sheets that stick out, the distance between the page content and the sheet edges is changed. This means that the page content creeps towards the edge of the sheets due to the trim action. ✐ NOTE The [Thickness] of the used media must be defined when you enable option [Creep compensation].
[Gain]:	With the [Gain] option you can increase or decrease the calculated [Creep compensation] factor.
[Collating marks]	Use this option to print black marks on the outside fold of each different signature in bookbinding. The black marks are positioned differently on the outside fold of each different signature in bookbinding to aid in collating.

Setting	Description
[Page marks]	You can define which marks are printed on the output media.
	• [Corner trim marks] These marks are lines printed in the corners of the sheets to indicate where to trim the paper. You can define the size and the location of these marks.
	• [Center marks] Center marks are vertical lines used to indicate the centre of the printed page. For example, the centre of the spine of a booklet. You can define the size and the location of these marks.
	• [Fold marks] Fold marks are vertical lines used to indicate where the printed page must be folded. The fold marks overwrite center marks. You can define the size and the location of these marks.
	• [Registration marks] Registration marks print outside the trim area of printing. These may include bulls-eye targets, corner trim marks, etc. These marks allow the operator to accurately align printed pages and better align cuts when trimming.
	• [File name] Print the file name on each page.
	• [Print date] Print the print date on each page.
	• [Remarks] Print the remarks on each page.
	• [Color strip] You can add a color strip to the printed pages. You can select a color strip from the drop-down list. You can define the location and the alignment of the color strip.
	• [Print marks] You can define if the selected marks must be printed on all sheets or only on the first sheet. Select the [No marks on binding edge] option when you do not want to print marks on the binding edge. For example, you can select this option for perfect binding documents.

Define the [Image] settings

Introduction

The print settings are retrieved from the document. You can optimize the printing process by configuring the print settings. This topic describes the [Image] settings.

Define the [Color quality] settings

Setting	Description
[Resolution]	The resolution that you can select depends on the printer.
[Color management]	• [No color management] • [Printer\PostScript color management] Color management is the controlled conversion between the color representations of the document in the application to the Postscript file.
[Overprint simulation]	By default, when you print opaque, overlapping colors, the top colour knocks out the area underneath. Overprinting prevents knockouts and makes the topmost overlapping printing ink appear transparent in relation to the underlying ink. This setting is used by Adobe Acrobat. This setting is not available for all printer models.
[Use PDF output intent]	The PDF output intent describes how you plan to print the entire document. If the file contains device-independent colors, the output intent provides data which defines how the color data must be printed. The output intent provides all the information required to ensure that the file can be printed consistently, even when device independent color data is used. This setting is used by Adobe Acrobat. This setting is not available for all printer models.
[Enhanced color rendering]	Color rendering relates to the color appearance of printed color pages under a given light source. You can select: • [Printer default] Use the color rendering algorithm of the selected printer. • [On] Use the color rendering algorithm of this application. • [Off] Disable color rendering. This setting is not available for all printer models.
[Color bar]	You can add a color bar to the printed pages. The drop-down list contains the available color bars of the selected printer. You can define the location and the alignment of the color bar. This setting is not available for all printer models.
[Information bar]	You can add an information bar to the printed pages. The drop-down list contains the available information bars of the selected printer. You can define the location and the alignment of the information bar. This setting is not available for all printer models.
[Trapping]	Printer misregistration can cause gaps between colors on the printed pages. You can enable [Trapping] to compensate for potential gaps between colors. ▶

Setting	Description
[Trapping pre-sets]	A trapping preset is a collection of trap settings you can apply to pages in a PDF. The drop-down list contains the available [Trapping pre-sets] of the selected printer. This setting is not available for all printer models.
[Image smoothing]	[Image smoothing] blends adjacent colors in an image to make color transitions less noticeable. Use this setting when the printer resolution is higher than the image resolution. This setting is not available for all printer models.

[Fattening]	You can apply [Fattening] to the text and lines of the document. You can select:
	• [Printer default]
	  Use the fattening algorithm of the selected printer.
	• [On]
	  Use the fattening algorithm of this application.
	• [Off]
	  Disable fattening.
	
	This setting is not available for all printer models.

[Minimum line width]	Select this option to print all lines with a minimum line width. This option ensures that all lines are visible in the printed document. You can select:
	• [Printer default]
	  Use the minimum line width of the selected printer.
	• [Fine]
	• [Normal]
	• [Off]
	  Disable the [Minimum line width] option. Thin lines might not be printed in the document.
	
	This setting is not available for all printer models.

Define the [Color adjustment] settings

Setting	Description
[Halftone]	Select the [Halftone] setting. A halftone image is made up of a series of dots rather than a continuous tone. Larger dots are used to represent darker, more dense areas of the image, while smaller dots are used for lighter areas. As long as the resolution of the image is high enough, the dots appear as a continuous image to the human eye. This setting is not available for all printer models.
[Brightness]	You can overrule the defined [Brightness] settings in the document, without losing the original [Brightness] settings. • [Printer default] • [Custom] This setting is not available for all printer models.

Setting	Description
[Contrast]	You can overrule the defined [Contrast] settings in the document, without losing the original [Contrast] settings. • [Printer default] • [Custom] This setting is not available for all printer models.

Define the [Color pre-set] settings

Setting	Description

[Color pre-sets]	The drop-down list contains the available color templates of the selected printer.
	When the printer is not available, the color templates cannot be loaded. In this case, the default templates are loaded:
	• [Black and white mode]
	  Select this template for black and white documents.
	• [Office documents]
	  Select this template for documents that contain low quality images. For example, graphs.
	• [Photographic content]
	  Select this template for documents that contain high quality images. For example, photos.
	
	You can define custom color pre-sets. See *Colour settings* on page 321.
	This setting is not available for all printer models.

Colour settings

Introduction

You can create color pre-sets for your document types, workflows or color applications with the settings editor on the printer controller. You can use the new color pre-sets in the print dialog.

[Color preset]

A color pre-set is a collection of color and quality settings that matches a specific document type, workflow or color application. A color pre-set is defined at the printer controller and available at the printer driver. Use the settings editor of the printer controller to create new color pre-sets. Use this setting to print with an optimal print quality.

[Custom color presets]

Use the [Custom color presets] to change the colour settings of the selected colour pre-set for the current job only. When you click [Custom color presets], the [Custom color presets] window opens. Use the settings editor of the printer controller to create new colour pre-sets.

[Custom color pre-sets] window

The printer controller uses the embedded color profiles and rendering intents of the objects in the document. Objects with a color specification in DeviceRGB or DeviceCMYK have no embedded

color profile and rendering intent. For these objects a default input color profile and rendering intent are defined by the printer driver for optimal print quality.

Setting	Description
[Name]	The name of the color pre-set. The default names of the color pre-sets are the following. • Black and white • Office documents • Photographic content If you change a setting in the printer driver, the [Name] changes into [Custom color pre-sets].
[Description]	The [Description] of the color pre-sets informs you when you can apply the color pre-set.

Define the [Color] settings

Setting	Description
[Color]	Print in [Color] or [Black & white].
[Halftone for graphics and images]	Defines the halftone screening for graphics and images. You are advised to use the default option.
[Halftone for text]	Defines the halftone screening for text. You are advised to use the default option.
[Spot color matching]	A spot color in a document is defined by a color name and an alternative color specification. The printer controller uses the color name to match with the closest color of the printer. The colors of the printer are defined in color libraries on the printer controller. • Select [No] to use the alternative color specification • Select [Yes] (default) to match the document colors with the color library of the printer controller
[Color mapping group]	You can select a color mapping group to apply color transformations to the image colors. Color mapping re-maps the image values to be suitable for printing purposes. You can select a color mapping group for RGB, CMYK or spot color to re-map the images to a spot color.
[PDF/X output intent]	The output intent is defined by a profile. The output intent represents what the author had in mind for the final output of the document. For example, the author creates the document in an RGB color space, but the document must be printed on a SWOP press. In this case, you can select a SWOP profile as the [PDF/X output intent].
[PDF overprint simulation]	By default, when you print opaque, overlapping colors, the top colour knocks out the area underneath. Overprinting prevents knockouts and makes the topmost overlapping printing ink appear transparent in relation to the underlying ink. This setting is used by Adobe Acrobat. This setting is not available for all printer models.
[Force black overprint]	Enable this option to make sure that a black type always overprints colored objects behind it.

Define the [DeviceRGB / Embedded profiles] settings

Setting	Description
[Input profile]	[Input profile] defines a reference color workspace for the color data of the objects in the document. An [Input profile] is used to define colors in a device independent way. The following DeviceRGB options are available. • sRGB Use this input profile in Windows Office or similar environments. • [None] Use this option to use the printer device colors. • AdobeRGB1998 Use this input profile if the documents are prepared for use on high chroma devices. • AppleRGB Use this input profile if the documents are prepared in Apple environments. • ColorMatchRGB Use this input profile if the color data was created in a very big color workspace. Make sure you use [Perceptual] as [Rendering intent] to avoid that color areas clip and to preserve details.

Setting	Description

[Rendering intent]	The [Rendering intent] defines the color conversion strategy that is needed because colour gamuts differ per device (monitors, printers). The required print quality determines the rendering intent you need for an optimal color conversion.
	The following options are available.
	• [Absolute colorimetric]
	  The exact colors that are within the gamut of the printer are kept, even the colors near the white point. Prints white areas with a light background. The out-of gamut colors are mapped to colors on the border of the printer gamut. Details, continuity and contrast in colored areas can be lost due to the mapping.
	  This setting is useful to map spot colors and it is useful to make proof prints.
	• [Relative colorimetric]
	  The exact colors that are within the gamut of the printer are kept, except the colors near the white point. Prints white areas perfectly white (no toner or ink is used). The out-of gamut colors are mapped to colors on the border of the printer gamut. Details, continuity and contrast in colored areas can be lost due to the mapping.
	  This setting is useful to make proof prints.
	• [Perceptual] (default)
	  All colors are converted relative to each other, preserving details, continuity and contrast. The out-of gamut colors are mapped to colors within the printer gamut. Prints white areas perfectly white (no toner or ink is used).
	  This setting is useful to print images or photos.
	• [Saturation]
	  All colors are converted relative to each other, preserving saturated colors and pure colors as much as possible. The out-of gamut colors are mapped to colors within the printer gamut. Prints white areas perfectly white (no toner or ink is used).
	  This setting is useful for presentations, line-art, histograms, artist impressions, business graphics, et cetera.

[Use embedded profiles and DeviceRGB settings]	Embedded color profiles are used. [Input profile] and [Rendering intent] settings are used for objects in documents with DeviceRGB color specification.
[Overrule embedded profiles with DeviceRGB settings]	Embedded color profiles are overruled with the [Input profile] and [Rendering intent] settings. [Input profile] and [Rendering intent] settings are used for objects in documents with DeviceRGB color specification.

Define the [DeviceCMYK / Embedded profiles] settings

Setting	Description
[Input profile]	[Input profile] defines a reference color workspace for the color data of the objects in the document. An [Input profile] is used to define colors in a device independent way. The DeviceCMYK profiles list contains color profiles as defined by formal standardization organizations. Select the same CMYK color profile that was used to create the document. Select no color profile to leave the DeviceCMYK color specification as is.

Setting	Description
[Rendering intent]	The [Rendering intent] defines the color conversion strategy that is needed because colour gamuts differ per device (monitors, printers). The required print quality determines the rendering intent you need for an optimal color conversion. The following options are available. • [Absolute colorimetric] The exact colors that are within the gamut of the printer are kept, even the colors near the white point. Prints white areas with a light background. The out-of gamut colors are mapped to colors on the border of the printer gamut. Details, continuity and contrast in colored areas can be lost due to the mapping. This setting is useful to map spot colors and it is useful to make proof prints. • [Relative colorimetric] The exact colors that are within the gamut of the printer are kept, except the colors near the white point. Prints white areas perfectly white (no toner or ink is used). The out-of gamut colors are mapped to colors on the border of the printer gamut. Details, continuity and contrast in colored areas can be lost due to the mapping. This setting is useful to make proof prints. • [Perceptual] (default) All colors are converted relative to each other, preserving details, continuity and contrast. The out-of gamut colors are mapped to colors within the printer gamut. Prints white areas perfectly white (no toner or ink is used). This setting is useful to print images or photos. • [Saturation] All colors are converted relative to each other, preserving saturated colors and pure colors as much as possible. The out-of gamut colors are mapped to colors within the printer gamut. Prints white areas perfectly white (no toner or ink is used). This setting is useful for presentations, line-art, histograms, artist impressions, business graphics, et cetera.
[Use embedded profiles and DeviceCMYK settings]	Embedded color profiles are used. [Input profile] and [Rendering intent] settings are used for objects in documents with DeviceCMYK color specification.
[Overrule embedded profiles with DeviceCMYK settings]	Embedded color profiles are overruled with the [Input profile] and [Rendering intent] settings. [Input profile] and [Rendering intent] settings are used for objects in documents with DeviceCMYK color specification.

Define the [Finishing] settings

Introduction

The print settings are retrieved from the document. You can optimize the printing process by configuring the print settings. This topic describes the [Finishing] settings.

Define the [Finishing] settings

Setting	Description
[Finishing]	You can overrule the defined finishing settings in the document, without losing the original finishing settings. • [As in document] Print the document with the original finishing settings. • 'No finishing' Print the document without any finishing settings. • [1 Edge staple] Print the document with 1 staple, but without any fold and punch settings. • [2 Edge staples] Print the document with 2 staples, but without any fold and punch settings. • [Corner staple] Print the document with 1 staple in the corner, but without any fold and punch settings. For example, you make a test print with option [1 Edge staple]. The document is printed with 1 staple, but without any fold and punch settings. Then you select option [As in document] and print again. The document is printed with the original finishing settings as defined in the application.
[Feed edge]	The paper can be fed into the printer with the long edge or the short edge. This depends how the paper is loaded in the paper tray. • [Printer default] Use paper from the default paper tray of the printer. • [Short edge] Use paper from a paper tray where the [Feed edge] is [Short edge]. • [Long edge] Use paper from a paper tray where the [Feed edge] is [Long edge].
[Trimming mode]	• [Off] • [From] Only the front edge of the page is cut. Use the [Finishing size] option to define the page size after trimming. The drop-down list contains predefined page sizes, e.g. A4. Or you can select the [Custom] value to define the width of the page yourself. • [Front, top, bottom] The front edge and the top and bottom of the page are cut. Use the [Finishing size] option to define the page size after trimming. The drop-down list contains predefined page sizes, e.g. A4. Or you can select the [Custom] value to define the width and the height of the page yourself. You can also define the [Bottom offset].

Setting	Description
[Saddle press]	Enable the [Saddle press] option to apply mechanical pressure to a folded document. The result is a tightly folded document. Use the [Adjustment] option to increase or decrease the mechanical pressure. 📝 NOTE Check if your finisher supports this option.

Define the [Delivery] settings

Introduction

The print settings are retrieved from the document. You can optimize the printing process by configuring the print settings. This topic describes the [Delivery] settings.

Define the [Output] settings

Setting	Description
[Destination]	Define to which queue of the selected printer you want to print.
[Output location]	Depending on the configured output locations and the selected printer, you can select an available [Output location].
[Unused cyclic media]	Any unused cyclic media, such as tab media, is deposited in an [Output location]. Depending on the configured output locations and the selected printer, you can select an available [Output location].

Define the [Presentation] settings

Setting	Description
[Sort]	You can specify the sorting method: • [By set] The pages of a job will be sorted in the order 123, 123, 123. • [By page] The pages of a job will be sorted in the order 111, 222, 333. • [By variable data document] The pages with variable data will be sorted in the order 111, 222, 333.
[Offset stacking]	You can select: • [Off] The job is stacked in the [Output location] as one straight stack. • [By set] The job is stacked in the [Output location] with a small offset between each set. • [By output group] The job is stacked in the [Output location] with a small offset between each output group. The output groups are defined in the [Document] workspace. • [By variable data document] The job is stacked in the [Output location] with a small offset between each variable data document.
[Reverse order]	By default, the first sheet of the job is delivered first. When you select the [Reverse order] setting, the last sheet of the job is delivered first. **Example** Normal order: 1-2 3-4 5-6 7-8 9-10 [Reverse order]: 10-9-8-7-6-5-4-3-2-1

Setting	Description
[Swap pages]	Use this setting to turn the pages in the [Output location]. **Example** Normal order: 1-2 3-4 5-6 7-8 9-10 [Swap pages]: 2-1 4-3 6-5 8-7 10-9 ✏ NOTE [Swap pages] & [Reverse order]: 9-10-7-8-5-6-3-4-1-2
[First sheet to end]	Select this setting if you want to move the first sheet to the end of the job. You can use this setting, for example, if the first A3 sheet is used as a cover sheet for the rest of the A4 job.
[Rotate 180 degrees]	The [Output location] of a job can be an [External finisher]. Some external finishers require a 180 degree rotation of the jobs before the jobs go into the external finisher. The documentation of the external finisher describes how a job must go into the external finisher. If a 180 degree rotation is required, you select this setting.
[Separator sheet]	Select this option to separate each set with a [Separator sheet].

Define the [Accounting] settings

Introduction

The print settings are retrieved from the document. You can optimize the printing process by configuring the print settings. This topic describes the [Accounting] settings.

The accounting information is stored in a log file on the controller. The administrator configures when the [Accounting] settings are available to you.

Define the [Accounting] settings

Setting	Description
[Account ID]	Type the [Account ID].
[Cost center]	Type the [Cost center].
[Custom]	Type any additional information.

Buttons

Introduction

The [Print] dialog contains buttons that allow you to restore the default print settings or restore the last used print settings. You can create a test print and submit or cancel your print job.

Buttons

Button	Description

[Print settings]	Click this button to change the printer settings.
	• [Defaults]
	  Restore the default print settings as defined in the application.
	• [Last saved]
	  Restore the last saved print settings from the document.
	• [Save]
	  Save the current print settings into memory. The saved print settings remain valid until you close the application.
	  You can save the print settings in the document. You must enable option [Save the print settings] when you close or save the document.

[Proof PDF]	Click this button to create a Proof PDF. A proof PDF is used to show a customer the final layout of the product before final production. See : *Use Proof PDF* on page 33 for a full explanation.
[Print]	Click this button to print the job. The [Print] dialog remains open.
	[Test print] Click this button to make one test print of the job. The [Print] dialog remains open.
[Cancel]	Click this button to cancel printing and close the [Print] dialog.

Chapter 11
Configure printer-related settings in the administration console

Introduction

Users can configure printer-related settings in the administration console.

Introduction

Procedure

1. You can configure the [Printer settings] in the [Printer settings] administration console.
2. You can configure the [Finishing templates] in the [PRISMAprepare Administration].
3. You can configure the [Punch patterns] in the [PRISMAprepare Administration].

✎ NOTE
You need system administration rights to configure any other settings in the [PRISMAprepare Administration].

Configure the printer settings

Introduction

You can configure the [Printer settings] in the [Printer settings] administration console.

Procedure

1. Open the [Printer settings] administration console via the Start menu.
2. Double-click the [Printer settings] option in the right-hand pane.
3. Configure the [Printer settings].
   Click the [Help] button to read how you can configure the [Printer settings].

Configure the finishing templates

Introduction

You can manage the specific finisher templates for the finishers that are available to the users. The finisher template defines which fold, punch and staple options are available for a specific finisher.

The related finishers can be in-line or off-line finishers.

Only the generic templates for staples is always available to the users. The generic templates for punch, fold and booklet can be made available to the users.

You can configure the [Finishing templates] in the [PRISMAprepare Administration].

Procedure

1. Open the [PRISMAprepare Administration] via the Start menu.
2. Select the [Application settings] option.
3. Double-click the [Finishing templates] option in the right-hand pane.
4. Configure the [Finishing templates].
   Click the [Help] button to read how you can configure the [Finishing templates].

Configure the punch patterns

Introduction

The punch patterns define the punch parameters for pre-punched media. You can also create punch patterns for custom pre-punched media. The punch patterns are available in the media catalog. Select the correct punch pattern for pre-punched media to improve the preview of your document.

The punch patterns can also be read from finishing templates that contain punch patterns.

> 🖉 NOTE
> Generic punch patterns cannot be removed or replaced.

You can configure the [Punch patterns] in the [PRISMAprepare Administration].

Procedure

1. Open the [PRISMAprepare Administration] via the Start menu.
2. Select the [Application settings] option.
3. Double-click the [Punch patterns] option in the right-hand pane.
4. Configure the [Punch patterns].
   Click the [Help] button to read how you can configure the [Punch patterns].

Chapter 12
The command line interface

Introduction

You can print a job via the command line interface (CLI).

If you don't define any parameters in the CLI and the job is page programmed:
- The job is printed with the print settings that are saved in the job.
  And
- The job is printed on the printer that is saved in the job.

If you don't define any parameters in the CLI and the job is not page programmed:
- The job is printed on the default printer with the default print parameters.

The syntax of the CLI

[cmd /C] PRISMAprepare.exe "<path\file name>" parameters

The available parameters are as specified in the table below.

✎ NOTE
You can use the parameters in any order.

The command line interface

Setting	Description
cmd /C	Use parameter 'cmd /C' to launch 'PRISMAprepare.exe' synchronously with the command shell. By default, 'PRISMAprepare.exe' runs asynchronously. • With parameter "cmd /C": The "PRISMAprepare.exe" command is executed with the defined parameters. Any preflight messages and automation messages are displayed in the [Command Prompt]. When the "PRISMAprepare.exe" command terminates, the command line becomes available again. • Without parameter "cmd /C": The "PRISMAprepare.exe" command is executed in the background with the defined parameters. No messages are displayed in the [Command Prompt]. The command line is available immediately. ✎ NOTE When you use this parameter, exit codes are returned.
PRISMAprepare.exe	You must execute the command 'PRISMAprepare.exe' in the installation directory of this application.
<path\file name>	The path and the name of the job. The path and the name must be enclosed between double quotes. For example: "C:\My Folder\My file.pdf". See : *Supported file formats* on page 20 ✎ NOTE This setting is mandatory.

Setting	Description
/F	• With parameter "/F": Preflight is applied when opening the document. The rules configured for automatic preflight are used. • Without parameter "/F": No preflight is applied when opening the document, even if automatic preflight is enabled in the application. Parameter "/F" can be overruled by parameter "/T". • If only parameter "/T" is specified but one of the automation templates contains an operation with preflight: Preflight is applied when opening the document in the template. The rules configured for automatic preflight are used. • If parameter "/T" and parameter "/F" are specified but none of the automation templates contain an operation with preflight: No preflight is applied when opening the document in the template, even if automatic preflight is enabled in the application.
/VDPS <VDPSourceFile>	Use parameter '/VDPS' to define the path and the name of the data source file for variable data documents. The path and the name must be enclosed between double quotes. For example: "C:\My Folder\My data source.xls". The parameter '/VDPS' can overrule the data source file that is saved in the master document. If parameter '/T' and parameter '/VDPS' are used, the variable data is added to the document before the template(s) are applied. ✎ NOTE Data source of type *.xlsx, *.xls or *.csv: the first sheet is used if multiple sheets are available in the data source file. Data source of type *.accdb or *.mdb: the first table or view is used if multiple tables or views are available in the data source file. See the log file for more information.
/VDPSD <VDPSourceDetail>	Use the '/VDPSD' parameter to define which Excel sheet, Microsoft Access table, or Microsoft Access view must be used from the data source. The name must be enclosed between double quotes. Use the '/VDPSD' parameter in combination with the '/VDPS' parameter. If you do not use the '/VDPSD' parameter, the first - in alphabetical order - Excel sheet, Microsoft Access table, or Microsoft Access view from the data source is used. This parameter is ignored if the data source is of type *.csv or if the '/VDPS' parameter is not used.
/VDPP <Password>	Use parameter '/VDPP' to provide the password for a password-protected data source of type *.accdb or *.mdb. Password-protected data sources of type *.xlsx, *.xls and *.csv are not supported. The password must be enclosed between double quotes.

Setting	Description

/VDPL <VDPDataFile>	Use parameter '/VDPL' to define the path and the name of the [VDP] data file for variable data documents. The path and the name must be enclosed between double quotes. For example: "C:\My Folder\My VDP data file.xml".
	• With parameter '/VDPS':
	  The data source file defined with parameter '/VDPS' is used instead of the data source file defined in the [VDP] data.
	• With parameter '/T':
	  The [VDP] data is applied to the document before the template(s) are applied.

/VDPV	Use parameter '/VDPV' to validate the [VDP] data. Parameter '/VDPV' is applied only after the other [VDP] parameters have been applied.

/T	Use parameter '/T' to apply one or more templates to the job. The templates are applied in the defined order. The templates must be separated by a "|".
	For example: /T "<template1>|<template2>|<template3>".
	The following limitations to parameter '/T' apply:
	• Parameter '/T' is used and none of the template(s) contain a print action:
	  The job is not printed, not even when the parameters '/C' and/or '/P' are used.
	
	• Parameter '/T' is used and one or more template(s) contain a print action:
	  The parameter '/C' overrules the number of copies that is defined in the template(s).
	  The parameter '/P' overrules the printer that is defined in the template(s).
	
	If parameter '/T' and parameter '/I' are used, the application opens. The automation templates are executed in the application. You must close the application to continue with the "PRISMAprepare.exe" command.

/P <printer name>	Define the printer that must be used to print. The printer name must be enclosed between double quotes. For example: /P "Oce 970C v2.1". The defined printer overrules the printer which is saved in the job. If /P is not defined, the printer which is saved in the job is used. If parameter '/T' and parameter '/P' are used, the parameter '/P' overrules the printer that is defined in the template(s). If parameter '/I' and parameter '/P' are used, the print dialogue of the application opens. The printer that is defined by parameter '/P' is selected in the print dialogue. You can define the print settings. Click button [Print] to continue with the "PRISMAprepare.exe" command. 📝 NOTE When you define a printer, part of the print settings can be reset to the default values. This depends on the capabilities of the printer.

Setting	Description
/C <no of copies>	The number of copies between 1 and 65535. The defined number of copies overrules the number fo copies which is saved in the job. If /C is not defined, the number of copies which is saved in the job is used. Otherwise, one single copy is printed. If parameter '/T' and parameter '/C' are used, the parameter '/C' overrules the number of copies that is defined in the template(s). If parameter '/I' and parameter '/C' are used, the print dialogue of the application opens. The number of copies that is defined by parameter '/C' is used in the print dialogue. You can define the print settings. Click button [Print] to continue with the "PRISMAprepare.exe" command.
/SP	Use parameter '/SP' to generate a Proof PDF. The Proof PDF generated by default is <Document folder>\<Document name>_ProofPDF.pdf. Use the /SPO parameter to change the Proof PDF file name. When /SP is used there is no print except in conjunction with automation templates that requests printing. A printer specified in the command line influences the result of the Proof PDF. The following impacts are possible: BW or color content, representation of the finishing processed inline, mapped media. The number of copies specified in the command line (/C parameter) appears in the Proof PDF banner note. The /SP parameter is ignored when combined with /T (a Proof PDF is generated only if requested in an automation template).
/SPO <soft proof file name>	Use parameter '/SPO' to specify the Proof PDF file name. The file name can contain the following special characters • a date stamp (%d) • a timestamp (%t). The path optionally specified in the /O parameter has no impact on this default. A file name containing special DOS characters must be specified between double quotes ("). The parameter is ignored if the command line contains no Proof PDF request be it via the /SP parameter or via a template (/T). When combined with /T the parameter overrules the Proof PDF file name(s) defined in the template(s). When combined with /I the parameter is proposed in the Save Proof PDF dialog opened as a result of the CLI command. The parameter has no impact on the user settings or on further manual Proof PDF requests.

Setting	Description
/SPM \<Metric | Imperial>	Use parameter '/SPM' to specify the metric system used during the Proof PDF generation. The parameter is followed by one of the values Metric or Imperial. The strings are case-insensitive. If not specified, the default Proof PDF metric system is used. The parameter is ignored if the command line contains no Proof PDF request be it via the /SP parameter or via a template (/T). When combined with /T the parameter overrules the metric system defined in the template(s). When combined with /I the parameter is used exclusively for the Proof PDF requested via the current command line. The parameter has no impact on the user settings or on further manual Proof PDF requests.
/SPR \<DPI72 | DPI300>	Use parameter '/SPR' to specify the resolution used during the Proof PDF generation. The parameter is followed by one of the values DPI72 | DPI300. The strings are case-insensitive. If not specified, the default Proof PDF resolution is used. The parameter is ignored if the command line contains no Proof PDF request be it via the /SP parameter or via a template (/T). When combined with /T the parameter overrules the resolution defined in the template(s). When combined with /I the parameter is used exclusively for the Proof PDF requested via the current command line. The parameter has no impact on the user settings or on further manual Proof PDF requests.
/SPL \<CZ | DK | DE | GB | US | ES | FI | FR | HU | IT | JP | NO | NL | PL | PT | RU | SE | CHZ>	Use the '/SPL' parameter to specify the language used during the Proof PDF generation. The parameter is followed by one of the values CZ, DK, DE, GB, US, ES, FI, FR, HU, IT, JP, NO, NL, PL, PT, RU, SE, CHZ (Czech, Danish, German, English, English, Spanish, Finish, French, Hungarian, Italian, Japanese, Norwegian, Dutch, Polish, Portuguese, Russian, Swedish, Chinese). The strings are case-insensitive. If not specified, the default soft proof language is used. The parameter is ignored if the command line contains no Proof PDF request be it via the /SP parameter or via a template (/T). When combined with /T the parameter overrules the language defined in the template(s). When combined with /I the parameter is used exclusively for the Proof PDF requested via the current command line. The parameter has no impact on the user settings or on further manual Proof PDF requests.

Setting	Description
/SPB <Background image>	Use parameter '/SPB' to specify the background image used during the Proof PDF generation. The parameter is followed by the complete path to the file containing the background image. The supported file types are tif, tiff, jpg, jpeg, bmp, gif and png. If not specified, the default background image is used. A path containing special DOS characters must be specified between double quotes ("). The parameter is ignored if the command line contains no Proof PDF request be it via the /SP parameter or via a template (/T). When combined with /T the parameter overrules the background defined in the template(s). When combined with /I the parameter is used exclusively for the Proof PDF requested via the current command line. The parameter has no impact on the user settings or on further manual Proof PDF requests.
/SPN <Note text>	Use parameter '/SPN' to specify the soft proof note used during the Proof PDF generation. The parameter is followed by a string corresponding to the note text. If not specified, the note is empty. A string containing special DOS characters must be specified between double quotes ("). The parameter is ignored if the command line contains no Proof PDF request be it via the /SP parameter or via a template (/T). When combined with /T the parameter overrules the note defined in the template(s). When combined with /I the parameter is used exclusively for the Proof PDF requested via the current command line. The parameter has no impact on the user settings or on further manual Proof PDF requests.
/SPVDP	Use parameter '/SPVDP' to generate the Proof PDF for all variable data documents. If the parameter is not specified, the Proof PDF is generated only for the first variable data document.
/O <OutputFile>	Use parameter '/O' to define the path and the name for the output file. The output file is created after the template(s) are applied to the document. The path and the name must be enclosed between double quotes. The parameter '/O' must be used in combination with parameter '/T'.
/L <LogFile>	Use parameter '/L' to define the path and the name for the log file. Any error, warning and information messages are logged in the log file. The path and the name must be enclosed between double quotes. The name of the log file cannot be the same as the name of the document file or the output file. The parameter '/L' cannot be used in combination with parameter '/I'.

Setting	Description
/I	Use parameter '/I' to open this application. You can edit the job in the application. Parameter '/I' can be used in combination with other parameters. See the descriptions of the parameters for detailed information.

Examples

- PRISMAprepare.exe "C:\Temp\10pages.pdf" /I
  The application opens. You can edit the job.
- PRISMAprepare.exe "C:\Temp\10pages.pdf" /C 5 /I
  The application opens. The print dialog opens. The printer which is saved in the job is selected. The number of copies is 5. Define the print settings and print the job.
- PRISMAprepare.exe "C:\Temp\10pages.pdf" /P "Oce 970C v2.1" /C 50
  Print 50 copies of the document on the defined printer. Use the other print settings which are saved in the PDF file.
- PRISMAprepare.exe "C:\Temp\10pages.pdf" /T "MonthlyReport|CiceroPrint" /P "Oce VP6250" /C 50
  Apply the template "MonthlyReport" to the document. Then apply template "CiceroPrint" to the document. Print 50 copies and use the defined printer. Do not use the printer and number of copies defined in the templates.
- PRISMAprepare.exe "C:\Temp\10pages.pdf" /VDPL "C:\My Folder\My VDP data file.xml" /VDPV /I
  The application opens. The [VDP] data stored in file "My VDP data file.xml" is applied to document "10pages.pdf". The [VDP] data is validated. You can edit the job in the application.

The exit codes

Setting	Description
0	Operation successful.
1	Execution error.
2	The file cannot be found.
3	The path cannot be found.
4	The file cannot be opened.
5	Access is denied.
111	The file name is too long.
1056	The application is already running.
30000	The license is invalid.
30001	The license server contains an invalid floating license.
30002	Connection error for the license server. Cannot retrieve a floating license.
30003	The license server encountered an error. Cannot retrieve a floating license.
30004	The license is expired.
30005	The maximum number of users is reached for this floating license.
30009	The version is incorrect.

Setting	Description
40000	The template is executed. One or more warnings are reported.
50001	The file does not exist
50002	You have insufficient rights to execute this operation.
50003	Syntax error in the script.
50004	The automation license feature is not available.
50005	Generic error.
50010	Unknown template file.
50011	A parameter is used more than once in the command line interface.
50020	One of the parameters is not supported.
50021	The value of one of the parameter is incorrect.
50022	Unknown finisher.
50023	A page programme setting cannot be applied.
50099	Unrecoverable error. The script cannot be recorded or replayed.

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