

User guide



PRISMAprepare VDP Editor

VDP Editor



A CANON COMPANY

Canon

Production Systems - Cutsheet

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Chapter 1

Introduction

Software version

This documentation describes the functionality of PRISMAprepare VDP Editor v6.3.

Introduction

The [VDP] editor offers basic functions to generate documents with variable data. The variable data is retrieved from an external data source.

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 16](#)

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 16](#)
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.



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 application options on page 23](#) 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.

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

PDF is the native file format for PRISMAprepare VDP Editor.

Next to PDF files, PRISMAprepare VDP Editor 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.

Native file support

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

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.

Procedure

1. Click [File] - 'Import file from TWAIN scanner...'.
The original interface of the scanner is used. The interface can be different for each 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.

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. 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].



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...].
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.

Define the application options

Introduction

Click [Tools] - [Options] to define options for the application and options for the document.

- The options for the application are applied when you click button [OK].

Define the application options

The options for the application are applied when you click button [OK].

Setting	Description
[Recent files]	Use this option to specify the number of files that should appear in the Open recent list in the [File] menu.
[Clear List]	Click this button to remove the files from the Open recent list in the [File] menu.
[Open 'Save as' dialog for converted documents]	<p>Enable this option to open the 'Save as' dialog for converted documents that are being saved for the first time. Documents are converted by the application because the original document is:</p> <ul style="list-style-type: none"> • A non-page programmed PDF • A PDF with an ODW 3.6.x page programme. <p>You can use the 'Save as' functionality to keep the original PDF document. By default, the [Save] dialog is offered to the user.</p>
[Enable overprint preview]	<p>With option [Enable overprint preview] you can simulate overprints in the application. This option allows you to gain an estimation of how overprint behaviour appears in the printed document.</p> <p> NOTE Option [Enable overprint preview] is overruled by option [Overprint simulation] in the [Print] dialogue.</p>
[Color spaces]	<p>[Color spaces] determine the appearance of colors in documents that do not use a color model. If you open a document embedded with a color profile that does not match the color space profile, the application preserves the embedded profile.</p>

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.

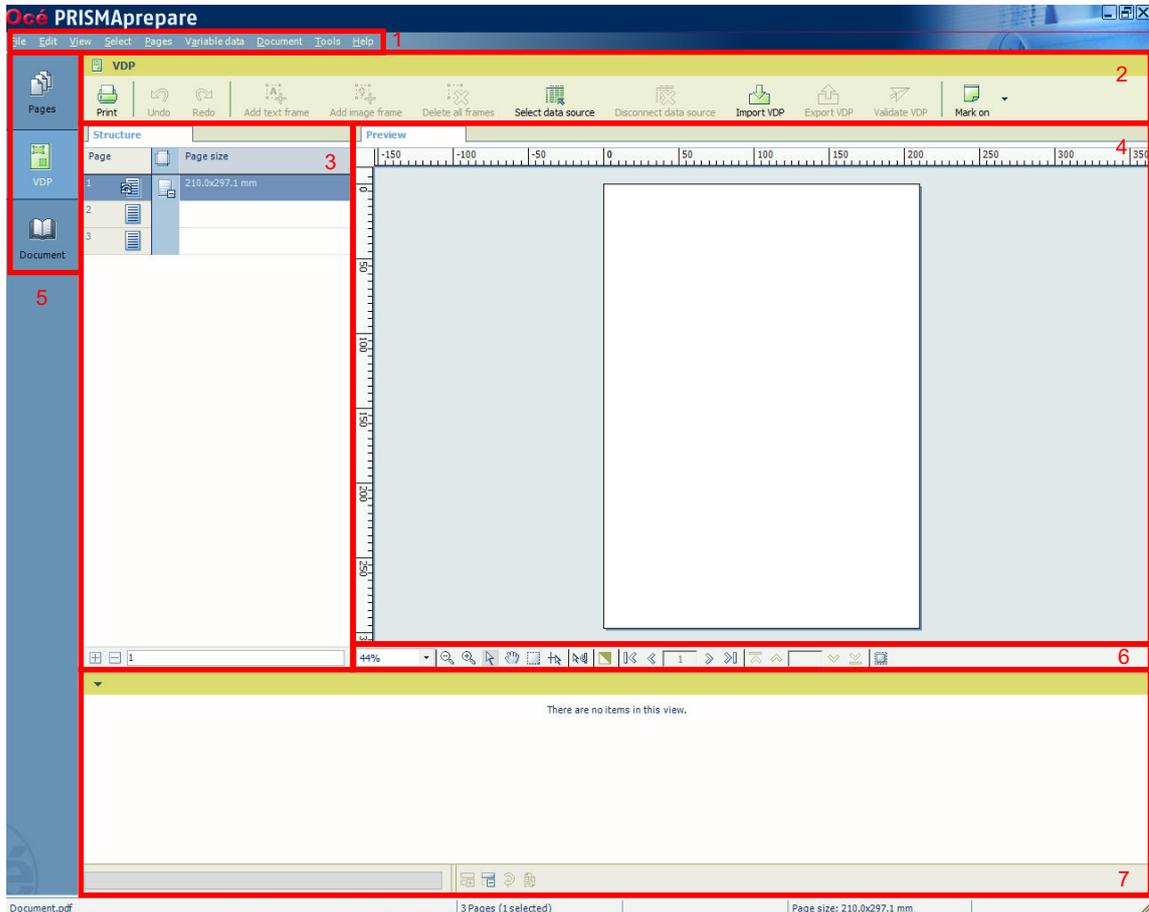
Chapter 3

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 text, numbers, dates, etc from a data source to variable data documents.
	[Add image frame] Add images from a data source to variable data documents.
	[Add bar code frame] Add barcodes to variable data documents. You can generate barcodes from: <ul style="list-style-type: none"> • Variable data retrieved from an external data source. You can use static text in combination with the variable data. • A counter in combination with static text and the print date and print time.
	[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.
	[New counter] You can create documents with variable data without using a data source. You can simply use a counter in combination with static text and the print date and print time. You can use the counter in text frames and barcode frames.

Button	Description
	[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.
   	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].
	Color palette The color palette offers you the possibility to store and manage colors within the application. You can use the colors for the frames and their text.

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 group pages based on their page programmed settings. For every (sub)section of pages, a bar is created. With these bars you can easily manage your (sub)sections.

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

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. [Icons on page 24](#)
- 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.

Footer

Tool	Description
	Click the [Collapse all groups] button to collapse all groups of the active column. The active column is the first column behind the [Page] column. This option is also available via [View] - [Collapse all groups].
	Click the [Expand all groups] button to expand all groups of the active column. This option is also available via [View] - [Expand all groups].

Tool	Description
Enter page numbers	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.
	[Thumbnail view] Click this icon to display the thumbnail of each page in the column [Page].

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.

You can exactly position a guideline. Click [View] - [Add guideline] or double-click a ruler. A dialog appears that allows you specify the exact position of the guideline. You can save the defined guidelines as default guidelines. Click [View] - [Save as default guidelines]. You can apply the default guidelines to any document. Click [View] - [Apply default guidelines].

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
	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].
	[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.
	[Last variable data document] Select the last row in the data source file.

Tool	Description
	[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.

Create a counter

Introduction

You can create documents with variable data without using a data source. You can simply use a counter in combination with static text and the print date and print time. You can use the counter in text frames and barcode frames.

This option is available via:

- The button bar: click the button [New counter].
- The menu: click [Variable data] - [New counter].

Procedure

1. Click [Variable data] - [New counter].
2. In the [Start at] box, enter the number that you want to start with.
3. In the [Increment] box, enter the incremental value for the counter.
4. Enter the number of rows.
This setting defines the number of variable data documents that will be created using this counter.
5. Configure the format of the counter.
Enter the number of digits and specify the padding character. You cannot use a TAB as padding character. The preview displays how the counter is formatted.

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]	<ul style="list-style-type: none"> • [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. For each text frame, you can use static text in combination with the variable data. You can use the variable data in multiple frames. 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

You can define the frame when you have selected a data source or created a counter.

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]	<ul style="list-style-type: none"> • 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 color of the frame. You can define the transparency of the background of the frame.
[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 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.
[Horizontal shift] / [Vertical shift]	You can define the exact position of the frame on the page(s).
[Rotation]	You can rotate the frame.

6. Use the variable data in combination with static text:

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: <ul style="list-style-type: none"> • String • Number • Date and time
[Insert row number]	You can add the number of each row in the data source to the variable data. <ul style="list-style-type: none"> • [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]	This button is available when you select a field of type "number". <ul style="list-style-type: none"> • [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]	This button is available when you select a field of type "date/time". You can define the [Time format] and the [Date format].
[Insert "Print date/time"]	You can add the print date and print time as a stamp to the variable data. Click [Format date/time] define the [Time format] and the [Date format].

Setting	Description
[Insert counter]	<p>This button is available when one or more counters are available.</p> <ol style="list-style-type: none"> 1. Select the counter that you want to use from the drop-down list and click OK. The counter is added to the text field. 2. You can configure the font and text attributes for each counter.
[Remove lines with empty fields]	<p>A line of text in the frame can contain only one field from the data source. An empty line is displayed when the value in the data source is empty. Enable this option to remove the empty line from the variable data document. The lines below the empty line are moved up. If a line consists of more than one field, the line is removed only if all fields are empty.</p> <p>This option does not remove an empty line created by the operator. For example, the operator can add an empty line in the frame by pressing the "Enter" button.</p> <p>Example Business cards can display a fax number. Enable this option to remove the line containing the fax number when the concerning field has no value.</p>
Text	<p>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 configure the font and text attributes at character level for fixed text and for each field.</p> <p>The [VDP] workspace does not offer automatic font detection. You must determine yourself which font is used in the master document.</p> <p>You can define the transparency of the text.</p>

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]	<ul style="list-style-type: none"> • 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]	<p>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.</p> <p>You can use fields of type:</p> <ul style="list-style-type: none"> Image <p> NOTE If you select a field type other than "Image", a red cross is displayed in the frame in the preview view.</p> <p>The image field must contain:</p> <ul style="list-style-type: none"> The name of the image. The absolute path to the image or the path relative to the image folder. <p>Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.</p>
[Image folder]	<p>Click the [Browse...] button. Browse to the image folder. You can define one image folder per image frame.</p> <p> NOTE If you select a folder that does not contain images, a red cross is displayed in the frame in the preview view.</p>
[Transparency]	You can define the transparency of the image.

7. [Scale and position] of the image:

Setting	Description
[Scale]	<ul style="list-style-type: none"> [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. <p>Option [Keep ratio] enabled: The image is scaled relative to its original size.</p>
[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.

Add a barcode frame

Introduction

You can generate barcodes from:

- Variable data retrieved from an external data source. You can use static text in combination with the variable data.
- A counter in combination with static text and the print date and print time.

The settings of the barcode frame are valid for all rows of the data source or the counter. The barcode is never clipped to fit the barcode frame.

This option is available via:

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

Before you begin

You can define the frame when you have selected a data source or created a counter.

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 bar code frame].
The [Bar code frame] dialog opens.
3. Define on which pages you want to add the barcode frame:

Setting	Description
[Pages]	<ul style="list-style-type: none"> • All pages • Selected pages • Current page

4. [Border color] of the barcode frame:

Setting	Description
[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 of the border.

5. [Size and position] of the barcode 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.
[Horizontal shift] / [Vertical shift]	You can define the exact position of the frame on the page(s). You cannot rotate the frame.

6. Configure the barcode:

Setting	Description
[Type]	<ul style="list-style-type: none"> • [1D bar code] Linear or 1D barcodes use a series of variable-width lines and spaces to encode data. Linear barcodes hold just a few dozen characters, and generally get physically longer as more data is added. 1D barcodes are dependent on database connectivity to be meaningful. If you scan a UPC code, for instance, the characters in the barcode have to relate to an item in a pricing database to be useful. • [2D bar code] 2D barcodes use patterns of squares, hexagons, dots, and other shapes to encode data. They can be much smaller while holding more data (hundreds of characters) than 1D codes. Data is encoded based on both the vertical and horizontal arrangement of the pattern, thus it is read in two dimensions. A 2D barcode doesn't just encode alphanumeric information. These codes can also contain images, website addresses, voice, and other types of binary data. That means you can make use of the information whether you are connected to a database or not. A large amount of information can travel with an item labeled with a 2D barcode.
[Resolution]	The width of the barcode depends on the number of characters encoded and the type of barcode. A barcode can only be decoded if each bar and each space can be scanned. If the bars and spaces blur into each other then it makes it harder, if not impossible, to decode the barcode. The width of the barcode is measured in pixels. The resolution is the detail the barcode holds. A higher resolution means more barcode detail. Smaller barcodes must be printed at high resolution to be encoded accurately.
Horizontal and vertical margin	<p>In barcode technology, a quiet zone is the blank margin on either side of a barcode that's used to tell the barcode reader where a barcode's symbology starts and stops. The purpose of a quiet zone is to prevent the reader from picking up information that does not pertain to the barcode that is being scanned. The blank margin will not send a scanning signal, hence the name "quiet".</p> <ul style="list-style-type: none"> • [1D bar code] A 1D barcode should have a quiet zone of at least 6 mm on each horizontal side and at least 1.6 mm on each vertical side. • [2D bar code] A 2D barcode should have a quiet zone of at least 2 mm on each side. <p>When the barcode is rotated, the minimum values for the quiet zone are rotated accordingly.</p>
[Rotation]	You can rotate the barcode. You cannot rotate the frame.
[Encoding]	The selected barcode type determines which barcode encodings are available to you.

Setting	Description
[Check sum] or [Error correction]	<ul style="list-style-type: none"> • [1D bar code] Checksum information can be stored in the barcode to verify the barcode is correct. • [2D bar code] There are four error correction levels used for QR codes. Each level adds different amounts of "backup" data to the QR code. The selected level depends on how much damage the QR code is expected, and hence how much error correction may be required: <ul style="list-style-type: none"> • Level L - up to 7% damage • Level M - up to 15% damage • Level Q - up to 25% damage • Level H - up to 30% damage
Color and background color	You can configure the color of the barcode and the background color of the frame.

7. Use the variable data or counter in combination with static text:

Setting	Description
[Insert field]	<p>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.</p> <p>You can use fields of type:</p> <ul style="list-style-type: none"> • String • Number • Date and time
[Insert row number]	<p>You can add the number of each row in the data source to the variable data.</p> <ul style="list-style-type: none"> • [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]	<p>This button is available when you select a field of type "number".</p> <ul style="list-style-type: none"> • [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].

Setting	Description
[Format date/time]	This button is available when you select a field of type "date/time". You can define the [Time format] and the [Date format].
[Insert counter]	This button is available when one or more counters are available. <ol style="list-style-type: none"> 1. Select the counter that you want to use from the drop-down list and click OK. The counter is added to the text field. 2. You can configure the font and text attributes for each counter.
[Remove lines with empty fields]	A line of text in the frame can contain only one field from the data source. An empty line is displayed when the value in the data source is empty. Enable this option to remove the empty line from the variable data document. The lines below the empty line are moved up. If a line consists of more than one field, the line is removed only if all fields are empty. This option does not remove an empty line created by the operator. For example, the operator can add an empty line in the frame by pressing the "Enter" button. Example Business cards can display a fax number. Enable this option to remove the line containing the fax number when the concerning field has no value.
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 configure the font and text attributes at character level for fixed text and for each field. The [VDP] workspace does not offer automatic font detection. You must determine yourself which font is used in the master document. You can define the transparency of the text.

8. [Scale and position] of the barcode:

Setting	Description
[Scale]	<ul style="list-style-type: none"> • [None] • [Fit to frame] The barcode is scaled up or down to fit the frame. • [Shrink to frame] The barcode is scaled down if the barcode is larger than the frame. The barcode is not scaled up. <p>Option [Keep ratio] enabled: The barcode is scaled relative to its original size.</p>
[Position]	Use the arrows or the central dot to position the barcode in the frame.

9. 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).

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