

# User guide



## PRISMAprepare



A CANON COMPANY

**Canon**

Production Systems - Cutsheet

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## Language

Translation of the original instructions that are in British English.

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# **Chapter 1**

## Introduction

# Software version

This documentation describes the functionality of PRISMAprepare v7.1.1.

# What's new in software version 7.1.1

## Production workspace

- The new "Production" workspace replaces the old print dialog
- See the effect of the changes to the production settings immediately in the dynamic preview
- Optimize the document using the available production settings
- Use the structure view for easy navigation and organization of the document pages
- View the effect of the production settings as abstract symbols

## Improved creep compensation

Specify the creep compensation by defining the booklet thickness

## Media print mode

Select the correct media print mode when submitting your document to an Océ VarioPrint i-series printer

## Increased finishing support

Track and control your documents by using extended barcodes as a print mark

## Improved automation templates

- Adjust the parameters of automation templates before execution
- Edit existing automation templates

## Documentation

- The help files are available online
- The manuals are published on "<http://downloads.oce.com>"

## Supported file formats

PDF is the preferred file format for PRISMAprepare. Next to PDF files, PRISMAprepare can open a number of non-PDF file formats. These files are automatically converted to PDF when the files are opened. To convert files automatically, you need Microsoft Office 2010, or higher. Any file format accepted by Microsoft Office can be used.

# List of concepts

## Media size

The width and the height of the physical sheet.

## Page size

The width and height of the digital image of a page.

## Page content

All digital information of the page, e.g., text, images, frames, etc. The digital image contains all digital information.

## 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.

## 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.

For example, for transparent sheets, you can specify media to be [1-sided]. This application allocates only one page to this sheet, leaving the other sheet side empty. The ghost page side is indicated with the following icon: 

## Document type

When you want to create a book, you can select the proper document type. The available document types are the most common forms of books and booklets. For each document type, you have to configure a unique set of settings.

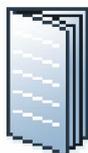
- Normal
- [Booklet]
- [Multi-booklet]
- [Perfect Binding]
- Cover
- [Signature book]

## Normal



The document consists of separate sheets. You can add finishing on a sheet level. "Normal" is the default document type.

### [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.

### [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.

### [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.

### [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 each side of a sheet of paper. When each sheet is folded twice, a booklet is generated.
- [Quarto signature book]: four pages are imposed on each side of a sheet of paper. When each sheet is folded three times, a booklet is generated.

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

## 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 pre-set]

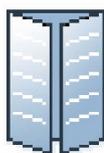
A color pre-set is a collection of color and quality settings that matches a specific document type, workflow or color application. A color pre-set is defined at the print server and available at the printer driver. Use the Settings Editor of the print server to create new color pre-sets. Use this setting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

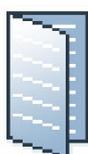
To allow the panels to nest inside each other properly, the outer panels are usually slightly smaller than the inner panels. The outer panels fold in to the middle and cover the inner panels.



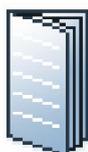
A variation is the [Simple gatefold]. One sheet folded in 8 panels. The left and right edges fold inward with parallel folds and meet in the middle of the sheet without overlapping. Each side of a sheet is a PDF page.

[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 [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.

## 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

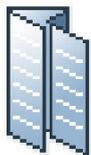
When you open a non-page programmed document in PRISMAprepare, then the application adds page programming to the document. For example, a default media size is assigned and any PDF bookmarks are converted into sections. Furthermore, the settings in the [Clean document options] dialog are applied to the document. When you save the document, the document is considered to be page programmed.

## 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.

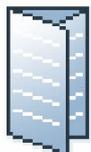
## Sheet

One sheet contains one or more pages.

You map the pages of your document to physical sheets.

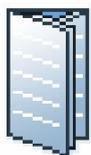
For example, one A3 sheet can contain four A4 pages.

## [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.

## Preflight

The preflight operation checks if any rules are violated in the PDF file(s). The set of rules is fixed. Some of the rules can be configured.

If enabled, the automatic preflight operation is applied when a customer submits an order. The automatic preflight operation allows you to fix the violations according to the configured rules or cancel the operation with that 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. 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.

## Automation templates

You can automate a repetitive task so that you can do the task again with a single click. You can create an automation template for each repetitive task. For example, you want to apply the same layout to certain documents. Each template is added to the template catalog. The templates are displayed alphabetically in a list. They can be applied manually or automatically. The benefits of the automation templates are:

- Saving time and minimizing errors as the layout is standardized and preparation is done in the background.
- Consistent layout in a multiple operator environment.

## **Chapter 2**

Configure the application

# Configure the general options

In this dialog, you can configure:

- A number of general settings for the application.  
These settings are applied to the application when you click button [OK].
- A number of general settings for all documents.  
These settings are applied when you open a document.

## General settings for the application

1. Click [Tools] - [General options].
2. [System of measurement for media]  
PRISMAprepare uses these media properties when opening a non-page programmed file. 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].  
The media weight settings are not automatically available in the [Production] workspace. You have to close and open PRISMAprepare to load the media weight settings in the [Production] workspace.
  - [Default media size] and [Media weight]  
These settings define which units are used by default for the media size and the media weight.
    - [Metric (A4, A3, ...)]  
Use the metric system to define the media size [mm] and/or media weight [g/m<sup>2</sup>].
    - [Imperial (Letter, Ledger, ...)]  
Use the imperial system to define the media size [inch] and/or media weight [lb bond].
  - [Maximum media size]  
This settings defines the maximum size for media in the media catalog.
3. [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.
4. 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.  
The overprint preview setting is not automatically available in the [Production] workspace. You have to select another workspace and then select the [Production] workspace to load the overprint preview setting in the [Production] workspace.  
Option [Enable overprint preview] is overruled by option [Overprint simulation] in the [Production] workspace.
5. [Color spaces]  
Select the default color space for the application. The working spaces will be set automatically according to the selected color space. The color space embedded in a document can be different from the color space used by the application. In this case, the application uses the embedded color space of the document.  
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.
6. Click [OK] to apply these settings to the application.

## General settings for all documents

1. Click [Tools] - [General options].
2. [Assign pick list media for folded sheets]  
This option defines the media assignment when the [Document type] is set to [Booklet].
  - [To pages]  
Assign the media only to the selected pages of the booklet.
  - [To whole sheets]  
Assign the media to the sheets of the selected pages. For example, a sheet in a booklet can contain four pages. When you apply a media to one of these pages, then the media is assigned to all four pages on that sheet.
3. [PDF annotations]  
The PDF annotations setting is not automatically available in the [Production] workspace. You have to select another workspace and then select the [Production] workspace to load the PDF annotations setting in the [Production] workspace.
  - This option sets the default behavior for [PDF annotations] embedded in PDF files. The application can only handle stamps and markups.  
This setting can be overwritten in the dialog [Configure the general options for the current document on page 20](#).
  - [Open the "PDF annotations" dialog]  
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.
  - [Warn 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.
4. Click [OK]  
These settings are applied when you open a document.

## Configure the general options for the current document

The options in this dialog are valid only for the current document.

1. Click [Document] - [Document options...].
2. [PDF annotations]  
This option defines which PDF annotations are allowed in the current document. The application can only handle stamps and markups.  
The PDF annotations setting is not automatically available in the [Production] workspace. You have to select another workspace and then select the [Production] workspace to load the PDF annotations setting in the [Production] workspace.
3. [Add page program content to the ghost pages]  
This option defines if page programming should also be applied to ghost pages.
4. [Include the ghost pages 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.
5. Click [OK]

## Configure the general settings for non-page programmed documents

The settings in this dialog will be applied to a non-page programmed document when you open the document.

1. Click [Tools] - [Clean document options].
2. Configure the general settings for non-page programmed documents.

Setting	Description
[Open 'Save as' dialog for converted documents]	<p>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:</p> <ul style="list-style-type: none"> <li>• A non-page programmed PDF</li> <li>• A PDF with an ODW 3.6.x page program</li> <li>• A Microsoft Office document</li> </ul> <p>Use the [Save as...] functionality to keep the original PDF document.</p>
[Warn when PDF boxes change when opening file]	<p>The PDF boxes are checked when you open a non-page programmed PDF document . The application can change the PDF boxes, see <a href="#">Which PDF boxes are used in a page programmed document? on page 87</a>.</p> <p>Enable this option to display a warning if the PDF boxes are changed by the application.</p>
[Warn when the file contains a bleed box]	<p>The PDF boxes are checked when you open a non-page programmed PDF document . Enable this option to display a warning when the document contains a bleed box.</p>
Document layout	<p>[1-sided or 2-sided]</p> <p>Define whether the application opens a non-page programmed PDF as a 1-sided or 2-sided document.</p>
	<p>[Binding edge]</p> <p>The position of the binding edge determines how the pages are printed on the paper. You can select the following options:</p> <ul style="list-style-type: none"> <li>• [Left] The document will print so that the pages of the produced document turn over the left side of the paper.</li> <li>• [Top] The job will print so that the pages of the produced document turn over the top side of the paper.</li> <li>• [Right] The job will print so that the pages of the produced document turn over the right side of the paper.</li> </ul>
	<p>[Use default media]</p> <p>Assign a default media to the pages of the non-page programmed document when the document is opened for the first time. Click [Define default media] to select a default media for non-page programmed PDFs.</p>

Setting	Description
[Convert PowerPoint to PDF options]	<p>The default options used when you import PowerPoint files.</p> <ul style="list-style-type: none"><li>• [Full page slides] Import all slides as separate pages. The layout and page options as defined in PowerPoint are used.</li><li>• [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.</li><li>• [Notes pages] Put one slide and its notes per page. You can use the [Page orientation] option in combination with this option.</li><li>• [Frame slides] Select this option to put a thin line around the slides.</li></ul>
[Open "Convert PowerPoint to PDF options" dialog]	<p>This option allows you to enter the conversion settings when you open a PowerPoint file.</p>

3. Click [OK]

# Change the unit of measurement of PRISMAprepare from U.S. to Metric, or vice versa

You can change the measurement units PRISMAprepare came with. For a full change of the measurement units, you need to make changes in two locations:

1. Configure the regional settings in the operating system:  
PRISMAprepare uses the regional settings to configure, for example, the rulers in the preview.  
You can change the PRISMAprepare measurements from centimeters to inches, or vice versa.
2. Configure the default media properties in PRISMAprepare:  
You can change the default media properties from centimeters to inches and g/m<sup>2</sup> to lbs, or vice versa.

## Configure the regional settings

PRISMAprepare uses the regional settings to configure, for example, the rulers in the preview.

Configure the regional settings in the Control Panel of Windows. The click path can differ between versions of Windows:

1. Click 'Start' - 'Control Panel' - 'Region and Language'.  
For Windows Server 2012, select 'Clock, Language, and Region' - 'Region' - 'Change date, time, or number formats'.
2. Click the 'Additional settings...' button.
3. Set 'Measurement System' option to 'Metric' [mm] or 'U.S.' [inch].

## Configure the default media properties

This setting defines which unit is used by default for the media size and the media weight.

1. Click [Tools] - [General options].
2. [System of measurement for media]  
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].  
The media weight settings are not automatically available in the [Production] workspace. You have to close and open PRISMAprepare to load the media weight settings in the [Production] workspace.
  - [Default media size] and [Media weight]  
These settings define which units are used by default for the media size and the media weight.
    - [Metric (A4, A3, ...)]  
Use the metric system to define the media size [mm] and/or media weight [g/m<sup>2</sup>].
    - [Imperial (Letter, Ledger, ...)]  
Use the imperial system to define the media size [inch] and/or media weight [lb bond].
  - [Maximum media size]  
This settings defines the maximum size for media in the media catalog.
3. Click [OK].

## Customize the toolbar

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

Do the following steps to customize the toolbar:

1. Click [View] - [Customize toolbar...].
2. 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.
3. Click [OK].

## Add colors to the color palette

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] and the [VDP] workspace.

### Add or edit a color

1. Click: [Tools] - [Color palette...].
2. Click the [New] button to add a new color to the color palette.
3. Define a name for the color.
4. 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 procedure "Create a spot color" below.
  - [Grayscale]  
Define the [Brightness]. With this setting, you can make the image lighter or darker.

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].

5. Click [OK].

### Add a spot color

You can add spot colors to the color palette.

1. Define a name for the color.
2. Select the [Spot color] value.
3. 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.

4. Default or custom spot color
  - Click [Spot color library...] if you want to use a default spot color.

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.

- [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. You can also select a default spot color first. Then, you can customize the spot color using the input mode and the tint.

5. [Tint]

You can create a tint or lighter percentage of a spot color.

6. Click [OK].

# Manage media

## Add media to the media catalog

This application offers a default media catalog which contains the most used media types. You can assign the media to selected pages.

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.

1. Click [Tools] - [Media] - [Media catalog].
2. Click [New].

The [New media] dialog will appear.

3. Configure the media settings.

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.

Setting	Description
[Name]	Enter the media [Name].
[Size]	<ul style="list-style-type: none"> <li>• You can select a default media size from the drop-down list, for example 'A4' and 'Letter'.</li> <li>• 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.</li> </ul> <p> <b>NOTE</b> 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.</p>
[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.
[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.

Setting	Description
[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.   <b>NOTE</b> The [Preview] section gives you a rough overview of the specified media.

4. Click [OK].

## Manage media

1. Click [Tools] - [Media] - [Media catalog].
2. You can manage the media:

Action	Description
Edit	<ol style="list-style-type: none"> <li>1. Select a media and click [Edit].</li> <li>2. Edit the media properties and click [OK] to save the changes. 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.</li> </ol>
Delete	<ol style="list-style-type: none"> <li>1. Select a media and click [Delete]. You can delete media from the [Media Catalog]. If the media is used in your document, the media is not deleted from your document.</li> </ol>
Add to pick list	<p>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.</p> <ol style="list-style-type: none"> <li>1. Move the switch in front of the media to add the media to the pick list. The media is available in the pick list when you see the check mark. The media is not available when you see the cross.</li> </ol>
Search media	<ul style="list-style-type: none"> <li>• Use the text field to filter the media on typed text. Use the two drop-down lists to refine the filter using media size and media weight. Only those media are shown that match the criteria of the filter.</li> <li>• Click [Reset]. The filter is removed and all media is displayed.</li> </ul>

3. Click [Close].

## Export the media catalog

A message is shown when a printer does not support the export, or merge, of a media catalog file. You cannot export an empty media catalog.

1. Click [Tools] - [Media] - [Media catalog].
2. Click [Export].
3. You can export the media catalog directly to a printer or to an XML file.
  - [Export to printers]  
You can only export the media catalog to printers driven by a PRISMAsync Print Server.
    1. The printer must be switched on during the export of the media catalog.
    2. Select the printer(s). These printer(s) receive the media catalog of PRISMAprepare. The administrator configures which printers are available to you.
    3. You can select the following options:
      - [Merge with the existing media catalog]  
Merge the media catalog of the printer with the media catalog of PRISMAprepare.
      - [Replace the existing media catalog]  
Replace the media catalog of the printer with the media catalog of PRISMAprepare.
      - [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 PRISMAprepare.
  - [Export to file]
    1. For option [Format] you can select the following values:
      - PRISMAprepare file  
Use this format when you want to configure other installations of PRISMAprepare. You need an XML file with this format when you want to import the media catalog in PRISMAprepare.
      - [Printer file]  
Obsolete. Do not use this value.
      - [Printer file - new generation]  
An XML file is created that contains the media catalog of PRISMAprepare. You can use this file only for printers driven by a PRISMAsync Print Server. It is recommended to use option [Export to printers] instead of creating an XML file with format [Printer file - new generation].
4. Define the default banner page, front cover and back cover in the exported media catalog.
5. Click [Export].

## Import the media catalog

1. Click [Tools] - [Media] - [Media catalog].
2. Click [Import].
3. You can import the media catalog file directly from one or more printers, or from an XML file.
  - [Import from printers]  
You can only import the media catalog from printers driven by a PRISMAsync Print Server or by a Fiery Print Server.
    1. The printer must be switched on during the import of the media catalog.
    2. Select the printer(s). PRISMAprepare imports the media catalog of these printers.  
The administrator configures which printers are available to you.
  - [Import from file]  
You can configure PRISMAprepare with the media catalog of an other installation of PRISMAprepare. Do:
    1. Browse to the media catalog file. The media catalog file is an XML file. The XML file must have format 'PRISMAprepare file'.  
  
You can only configure a printer driven by a PRISMAsync Print Server with the media catalog of PRISMAprepare. Do:
      1. Use the 'Settings Editor' to import an XML file with format [Printer file - new generation] into the printer.
4. You can select the following options:
  - [Merge with the existing media catalog]  
Merge the imported media catalog with the media catalog of PRISMAprepare.  
It is recommended to select this option when you import the media catalogs of more than one printer.
  - [Replace the existing media catalog]  
Replace the media catalog of PRISMAprepare with the imported media catalog.
5. Click [OK].

## Restore the default media catalog

You can manually add media to the media catalog, or you can import media from a printer or from an XML file. However, you can always restore the default media catalog. The existing media catalog will be replaced with the default media catalog. Any non-default media will no longer be available in the catalog. If non-default media is used in your document, the media is not deleted from your document.

1. Click [Tools] - [Media] - [Media catalog].  
The [Media Catalog] dialog will appear.
2. Click [Restore].
3. Confirm that you want to replace the existing media catalog with the default media catalog.

## Order new media

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.

1. Click [Tools] - [Media] - [Order media].  
The 'Océ Media Guide' website appears.

## Manage the automation templates

You can automate a repetitive task so that you can do the task again with a single click. You can create an automation template for each repetitive task. For example, you want to apply the same layout to certain documents. Each template is added to the template catalog. The templates are displayed alphabetically in a list. They can be applied manually or automatically. The benefits of the automation templates are:

- Saving time and minimizing errors as the layout is standardized and preparation is done in the background.
- Consistent layout in a multiple operator environment.

## Create a new automation template

You can add most settings available in PRISMAprepare to an automation template. For example, you can add the operations to clean-up scanned pages to the template. However, almost all VDP settings are disabled. You can select the allowed settings via the menu, the [Structure] view and the [Preview] view. The settings that you select when recording an automation template are actually applied to the document. The only setting that is not applied is the print command.

1. Click [Document] - [Create new template]. Or:  
Click [Tools] - [Automation templates] - [Automation template catalog]. Click [New].
2. Click [Create].

### **Start creating the automation template:**

You can add most settings available in PRISMAprepare to an automation template. For example, you can add the operations to clean-up scanned pages to the template. However, almost all VDP settings are disabled. Still, you can add VDP settings to an automation template. Do:

1. Before you create a new automation template, go to the VDP workspace.
2. Open a document and apply all VDP settings that you want to use in the automation template.
3. Click [Export VDP] and save the VDP settings to disk as an XML file.
4. Now, start creating the new automation template.
5. Go to the VDP workspace and click [Import VDP].
6. Browse to the location of the file containing the VDP settings and click [Open].  
All imported VDP settings are added to the automation template.



### **NOTE**

The data source and images must remain in the same location as they were when you exported the VDP settings. If their location changes, the links to these variables become invalid in the XML file.

The feedback area displays the selected settings and the executed actions.

- Click button [Undo] to remove selections or actions from the template.
3. Click [Stop] to finalize the automation template.
  4. Click [Yes] to save the template.
  5. Type a name and a description for the automation template.
    - Enable the [Add to pick list] option to add the template to the [Pick list]. The [Pick list] is a subset of the [Automation template catalog]. You can apply a template to a document without having to open the [Automation template catalog].
  6. Click [OK].

The template is saved and added to the template catalog.

## Edit an automation template

You can edit a subset of the settings of an existing automation template, but you cannot delete any settings. You can save the subset of settings to a parameter file. The other settings of the automation template will not be saved. You can use the parameter file to apply the changed settings to automation templates in the hot folders.

1. Click [Tools] - [Automation templates] - [Automation template catalog].
2. Select an automation template and click [Edit].

Setting	Description
[Set the properties of the document.]	Type a new title for the document. Click [Document] - [Properties] when you create the automation template.
[Insert the pages after the selection] [Insert the pages before the selection]	Add the pages of one or more files to the document. You cannot change the location where the pages must be added. Click [Edit] - [Insert pages] when you create the automation template.
[Save the document with another name]	Change the filename and save the document to another location. Click [File] - [Save as...] when you create the automation template.
[Assign media to the selection]	Change the media for the selected pages. The imposition settings can be affected when you select other media. Click [Pages] - [Assign media] when you create the automation template.
[Assign tab captions to the tab media]	Change the selected tab media or assign media without tabs to remove the tabs. When you change the tab media, you have to assign the tab captions to the selected tab media: <ol style="list-style-type: none"> <li>1. Click [Document] - [Tab captions].</li> <li>2. For option [Media], select the correct tab media from the drop-down list.</li> <li>3. Click [OK].</li> </ol>

Setting	Description
[Specify the production settings]	<p>Change the number of sets. In the [Production] workspace, change the number of sets when you create the automation template. See icon:</p> 
	<p>Change the job name. In the [Production] workspace, change the job name when you create the automation template. Click icon:</p> 
	<p>Change the file name and location for the PDF file when you print to PDF. When you create the automation template:</p> <ol style="list-style-type: none"> <li>In the [Production] workspace, select the printer: PRISMAprepare print to PDF.</li> <li>Click [Print]. The [Print to PDF] dialog opens.</li> <li>Click [Browse...] to configure the name and the location for the PDF file.</li> <li>Click [Save] and [OK].</li> </ol>
	<p>Select the printer that you want to send your document to. In the [Production] workspace, select the printer from the drop-down list when you create the automation template.</p>
	<p>Change the value for the barcode. The application does not check if the entered characters are accepted for the selected barcode. When you create the automation template:</p> <ol style="list-style-type: none"> <li>In the [Production] workspace, select the [Layout] tab.</li> <li>Open the settings of the [Imposition template].</li> <li>Open the settings of the [Print marks].</li> <li>Enable [Bar code] and configure its settings.</li> </ol>
[Change the spine caption]	<p>Type a new text for the spine caption. In the [Document] workspace, click [Document] - [Spine caption] when you create the automation template.</p>

- Click [Create parameter file] to save the subset of settings of the automation template to a file. You can use the parameter file to apply the changed settings to automation templates used by the hot folders.
  - Browse to the location where you want to save the file.
  - Enter a file name and click [Save].  
The subset of settings are saved in a file with extension "mrparam".
- Click [Save] to apply your changes to the existing automation template. Or click [Save as...] to create a new automation template.
- Close the automation dialogs.

## Manage the automation templates

1. Click [Tools] - [Automation templates] - [Automation template catalog].
2. Select an automation template. Either:

Action	Description
Rename	<ol style="list-style-type: none"> <li>1. Click [Rename].</li> <li>2. Type a name and a description for the automation template. <ul style="list-style-type: none"> <li>• Enable the [Add to pick list] option to add the template to the [Pick list]. The [Pick list] is a subset of the [Automation template catalog]. You can apply a template to a document without having to open the [Automation template catalog].</li> </ul> </li> </ol>
Delete	<ol style="list-style-type: none"> <li>1. Click [Delete].</li> </ol>
Add to pick list	<p>Click the slider in front of the name of the automation template. When the slider displays a checkmark, the automation template is added to the pick list. When the slider displays a cross, the automation template is removed from the pick list.</p> <p>You can also do:</p> <ol style="list-style-type: none"> <li>1. Click [Rename].</li> <li>2. Enable the [Add to pick list] option to add the template to the [Pick list]. The [Pick list] is a subset of the [Automation template catalog]. You can apply a template to a document without having to open the [Automation template catalog].</li> </ol>

3. Click [OK].

## Export the automation templates

You can export one or more templates from PRISMAprepare.

The data source and images must remain in the same location as they were when you exported the VDP settings. If their location changes, the links to these variables become invalid in the XML file.

1. Click [Tools] - [Automation templates] - [Export automation templates].
2. Select the template(s) that you want to export.  
Enable option [Export all] to select all templates.
3. Click [Export].
4. Browse to the location where you want to save the file.
5. Enter a file name and click [Save].  
The templates are saved in a zip file.
6. Close the [Export automation templates] dialog.

## Import the automation templates

You can import templates into PRISMAprepare.

1. Click [Tools] - [Automation templates] - [Import automation templates].
2. Click [Browse...]. Browse to the templates file. The templates file is a zip file.
3. Select the zip file and click [Open].
4. You can select the following options:
  - [Merge with the existing automation 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 automation templates]  
All templates of the application are deleted first. The imported templates are used by the application.
5. Click [OK].

# Manage stamps

## Create a new stamp

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.

1. Click [Tools] - [Stamps] - [Stamp catalog...].
2. Click [New].
3. Type a name for the stamp.
4. Define the type of stamp:
  - [Text]
    1. Define the text of the stamp in the text area. Select the options that you want to apply to the default font, such as font style and font size.
    2. [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.
  - [Image]
    1. Select an image as stamp. Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.
    2. [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. 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.
6. You can define the transparency of the stamp. Select the rotation that you want to apply to the stamp. 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.
7. Select option [Print stamp on both sides] to print the stamp on the front side and the back side of the page.
8. [Mirror on back side]  
You have defined the stamp and its position on one side of the page. Enable this option to mirror the stamp on the other side of the page.
9. Click [OK].  
The stamp is saved and added to the stamp catalog.

## Manage stamps

You can apply more than one stamp to the pages. 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.

### Manage the stamps in the document

#### Edit a stamp in the document

This operation has no impact on stamps in the stamp catalog.

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.
3. Edit the settings of the stamp.
4. Click [OK].  
The stamp is changed on all pages that contain the stamp.

#### Remove a stamp from the document

This operation has no impact on stamps in the stamp catalog.

1. Click [Pages] - [Stamps] - [Remove].  
A list of stamps appears. Each stamp in the list is applied to the selected page(s).
2. 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).

#### Copy a stamp from the document to the stamp catalog

Stamps are greyed out when they are already available in the stamp catalog.

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.

### Manage the stamps in the catalog

#### Copy a stamp

1. Click [Tools] - [Stamps] - [Stamp catalog...].
2. Click [Copy].
3. Edit the settings of the copied stamp.
4. Click [OK].  
The stamp is saved and added to the stamp catalog.

#### Edit a stamp

This operation has no impact on stamps that are applied to the document.

1. Click [Tools] - [Stamps] - [Stamp catalog...].
2. Click [Edit].
3. Edit the settings of the stamp.
4. Click [OK].

### Delete a stamp

This operation has no impact on stamps that are applied to the document.

1. Click [Tools] - [Stamps] - [Stamp catalog...].
2. Select the stamp that you want to delete.
3. Click [Delete].
4. Confirm that you want to delete the stamp.

## Export the stamps

You can export one or more stamps from the stamp catalog.

1. Click [Tools] - [Stamps] - [Export stamps].
2. Select the stamp(s) that you want to export.  
Enable option [Export all] to select all stamps.
3. Click [Export].
4. Browse to the location where you want to save the file.
5. Enter a file name and click [Save].  
The stamps are saved in a zip file.

## Import the stamps

You can import one or more stamps into the stamp catalog.

1. Click [Tools] - [Stamps] - [Import stamps].
2. Click [Browse...]. Browse to the stamp catalog file. The stamp catalog file is a zip file.
3. Select the zip file and click [Open].
4. 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.
5. Click [OK].

## Start an external application

You can modify selected pages in an external application. When you close the external application, you import the updated pages into your document.



### NOTE

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

1. Select the pages that you want to use in the external application.  
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.
2. Click [Tools] - [External applications].
3. Select the required external application.  
The selected pages will be exported to the external application.
4. Use the external application to modify the selected pages.
5. Save your changes and close the external application.
6. Click [Import] to import the selected pages into the application.  
Click [Cancel] to discard the changes that you made in the external application.

## Configure the proof PDF settings

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. You can generate a proof PDF in the [Production] workspace.

### Pre-requisites

- [Configure the email server on page 44.](#)  
You can email proof PDF files to a customer directly.
- [Configure the proof PDF files on page 45](#)  
You can configure the default settings used to generate proof PDF files.

## Configure the email server

You can email proof PDF files to a customer directly.

1. Click [Tools] - [Proof PDF] - [Email server...] to configure the email server.
2. [Email server type]
  - [Microsoft Outlook]  
Select this option to use the Microsoft Outlook account of the currently logged in user. PRISMAprepare and Microsoft Outlook must be installed on the same computer.
  - [SMTP server]  
Select this option to use an SMTP server account to send proof PDF files. You need to also fill in the [SMTP server configuration].
3. [SMTP server configuration]
  - [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.
4. Click OK.

## Configure the proof PDF files

1. Click [Tools] - [Proof PDF] - [Proof PDF options...].
2. You can select a background image to be used on all the pages of the proof PDF. You can select a background image:
  - From a list of predefined images installed with PRISMAprepare.  
Click the drop-down list.
  - 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.

3. Set option [Measurement system] to [Metric (A4, A3, ...)] or [Imperial (Letter, Ledger, ...)]. The measurement system is used for the proof PDF information inserted in the Proof PDF file.
  - [Metric]  
Use the metric system to define the media size [mm] and media weight [g/m<sup>2</sup>].
  - [Imperial]  
Use the imperial system to define the media size [inch] and media weight [lb bond].
4. 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.
5. 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.
6. [File name]  
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.
7. You can type a subject and message for the email to the customer that contains the proof PDF.
8. Click OK.  
You can generate a proof PDF in the [Production] workspace.

## Configure printers and printer-related settings

You can configure printers and a number of printer-related settings in the [PRISMAprepare Administration]. You need system administration rights to configure any other settings in the [PRISMAprepare Administration].

### Configure the printer settings

You can use the printer discovery tool to easily add printers to PRISMAprepare.

With this printer discover tool, you can detect printers on your network and get the configuration of the printers by standard SNMP protocol. The SNMP protocol must be enabled on the printers. When SNMP is not enabled, you can still add printers manually.

1. Open the [PRISMAprepare Administration].
2. Select [Printer settings].
3. Add and configure printers.  
Click the [Help] button to read how you can configure the [Printer settings].

### Configure the finishing templates

You can manage the specific finisher templates for the finishers that are available to the users. The finishers can be in-line or off-line. The finisher template defines which fold, punch and staple options are available for a specific finisher and document type. The generic templates for staples are always available to the users. The generic templates for punch, fold and booklet can be made available to the users.

1. Open the [PRISMAprepare Administration].
2. Select [Application settings].
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

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.

1. Open the [PRISMAprepare Administration].
2. Select [Application settings].
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 3**

Generic options for all workspaces

# Introduction

PRISMAprepare is a professional and productive make-ready application. The application offers three dedicated workspaces to prepare your document:

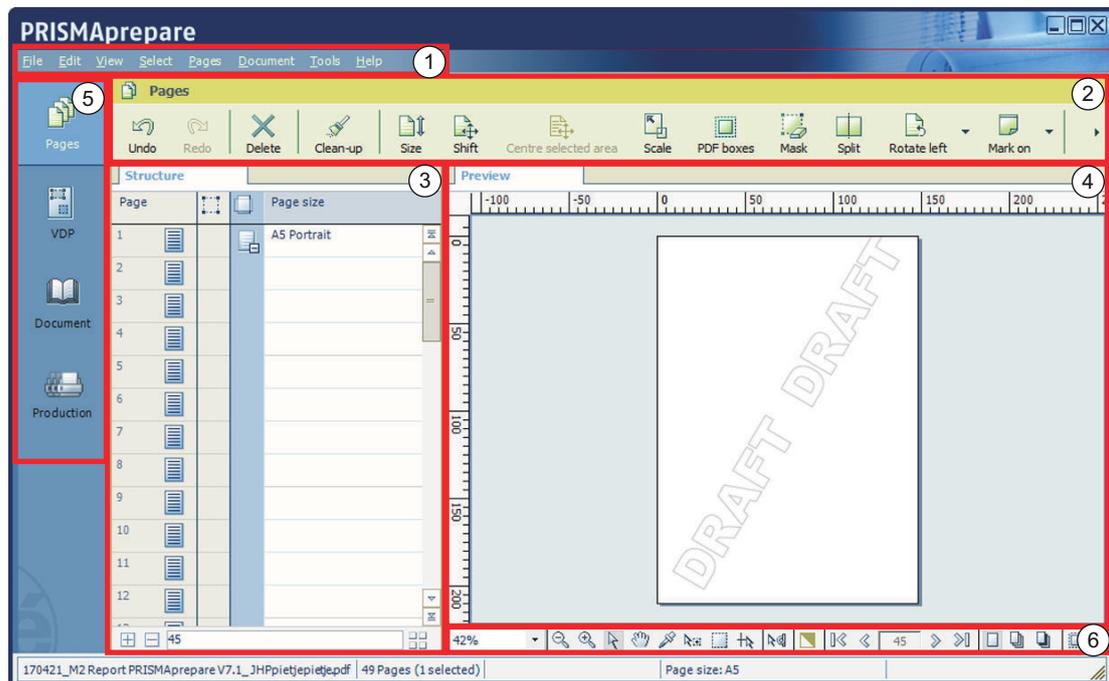
- The [Pages] workspace  
Collect the pages for your document and adjust the content of the pages.
- The [VDP] workspace  
Use basic functions to generate documents with variable data. The variable data is retrieved from an external data source.
- The [Document] workspace  
Transform a set of pages into a fully prepared document.
- The [Production] workspace  
Use the production settings to prepare your document for printing.

This documentation contains a chapter for each workspace. Actions that are unique for the concerning workspace are described in that chapter. Generic options are described in chapter "Options available in all workspaces."

## The context menu

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

## User interface



The user interface contains the following elements:

1. **The menu bar**  
Use the menu bar to select an action and open the Help file.
2. **The toolbar**  
Use the toolbar for quick access to most used actions.
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 preview view is a WYSIWYG preview that shows all settings that affect the appearance of your document. For example staples, tab captions, page numbers, and so on.

#### 5. The navigation bar

Use this navigation bar to switch between the available workspaces.

#### 6. The tools in the preview view

Each workspace offers a number of dedicated tools in the preview view.

## The [Structure] view

The [Structure] view offers an overview of the pages of the document. You can drag and drop pages in the [Structure] view. Columns and [icons on page 51](#) give feedback about the sheets and page settings. Each workspace offers a different set of columns. Depending on the workspace, you can use a one or more of the following columns:

- 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. Use the [Select objects] tool in the preview view to select any objects. Or click [Tools] - [Select objects].
- [Section]
 

You can group sequential pages that belong together (for example chapters) in a section. A bar shows which pages are grouped into 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.

### Configure the [Structure] view

You can adjust the columns:

- Show or hide columns
 

Click [View] - [Show columns] to define if a column is visible or not.
- Column order
 

To change the order of the columns you can drag the column headers to a new position.
- Column width
 

You can drag the separators in the column header to change the width of a column.
- Column caption
 

You can show or hide the column caption when you double click on the column's header.

## Footer

Tool	Description
	Click the [Collapse all groups] button to collapse all page groups that use the same media. This option is also available via [View] - [Collapse all groups].
	Click the [Expand all groups] button to expand all page groups that use the same media. This option is also available via [View] - [Expand all groups].
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].

## Icons

Icons give feedback about the sheets and page settings in the [Structure] view.

Icons	Description
<b>Page column</b>	
	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.   <b>NOTE</b> 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.   <b>NOTE</b> 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.
	This icon refers to a group of pages. It appears when a group of pages consists completely of pages that cannot be selected.

Icons	Description
  	<p>With these icons, you can expand or collapse a group of pages.</p>
<b>Page size column</b>	
	
	<p>This icon refers to portrait pages of A4-like size.</p>
	<p>This icon refers to landscape pages of A4-like size.</p>
	<p>This icon refers to portrait pages of A3-like size.</p>
	<p>This icon refers to landscape pages of A3-like size.</p>
  	<p>These icons refer to pages with fold settings.</p>
<b>Media column</b>	
	
	<p>This icon refers to portrait pages of A4-like size.</p>
	<p>This icon refers to landscape pages of A3-like size.</p>
	<p>This icon refers to punched media.</p>
	<p>This icon refers to Tab media.</p>
	<p>This icons refers to inserts of A4-like size.</p>
	<p>This icon refers to inserts of A3-like size.</p>

Icons	Description
<b>Section column</b>	
	
	This icon refers to a section.
	This icon refers to one or more collapsed sections.
<b>Output group column</b>	
	
	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].
<b>Hole punch column</b>	
	
	This icon appears when a page contains hole punch settings.

## Undo and redo commands

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

Command	Description
[Undo]	Click [Edit] - [Undo] to undo the previous command. You can undo commands until there are no more commands to undo, or until you save the document.
[Redo]	Click [Edit] - [Redo] to redo the previous undone command. You can redo commands until there are no more commands to redo, or until you save the document.
[Revert to last saved]	Click [File] - [Revert to last saved] to discard the changes to the document and return to the last saved version.

## Repeated selection

You can make repeated selections in your document. A repeated selection consists of two or more pages that will be repeated in the document. The repeated selections are marked with horizontal separation lines in the [Structure] view.

When you select and configure a page in a repeated selection, the same page is selected and configured in all 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

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.  
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 999.
4. Select and configure the pages in the repeated selection.  
When you select and configure a page in a repeated selection, the same page is selected and configured in all repeated selections.

### Change the number of pages in the repeated selection

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

### Remove repeated selection

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

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.

You can combine two or more files into a single document. PRISMAprepare lets you preview and arrange the pages. You can delete unwanted pages and move pages in the document.

### Insert pages

You can insert all pages of an external PDF file in your document. It is not possible to insert a subset from an external PDF file.

You can insert pages imported from a twain scanner.

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.
1. Select the page in the document where you want to insert the pages.
  2. Click [Edit] - [Insert pages].
  3. Browse to the file that you want to insert, or import the pages from a TWAIN scanner.
  4. Configure the settings for the inserted pages:
    - [Position]  
Insert the pages before or after the selected page.
    - [Create section]  
When your document does not contain any sections, then the pages are inserted as a new section in your document. If your document contains sections, you can configure if:
      - The inserted pages must be added as a new section.
      - The inserted pages must be added as a subsection of the currently selected section.
    - [Use page properties of]  
Select the page programming settings:
      - Select option [Inserted file] to keep the page programming settings of the inserted pages. A page programmed PDF file can use settings that are incompatible with the current document. This option is then disabled. The pages receive the page programmed settings of the current document.
      - Select option [Selected page] to apply the page programming settings of the selected page to the inserted pages.
    - [VDP frames]  
When your document contains VDP frames, you can:
      - Select option [Keep frames of selected pages] to apply the VDP frames to the inserted pages.
      - Select option [No frames] to insert the pages without any VDP frames.
  5. Click [OK].

### Replace pages

You can replace pages with the pages of an external document.

You can replace pages with pages imported from a twain scanner.

1. Select the pages in the document that you want to replace.  
The number of selected pages does not have to be equal to the number of pages in the file or from the TWAIN scanner.
2. Click [Edit] - [Replace pages].

3. Browse to a file, or import the pages from a TWAIN scanner.
4. Configure the settings for the replacement pages:
  - [Use page properties of]  
Select the page programming settings:
    - Select option [Inserted file] to keep the page programming settings of the replacement pages. A page programmed PDF file can use settings that are incompatible with the current document. This option is then disabled. The pages receive the page programmed settings of the current document.
    - Select option [Selected page] to apply the page programming settings of the selected page to the replacement pages.
  - [VDP frames]  
When your document contains VDP frames, you can:
    - Select option [Keep frames of selected pages] to apply the VDP frames to the replacement pages.
    - Select option [No frames] to add the replacement pages without any VDP frames.
5. Click [OK].

### Delete unwanted pages and move pages in the document

Delete pages

1. Select the page that you want to delete from your document.
2. Click [Edit] - [Delete pages].

Move pages

1. You can drag and drop a page into position. Or use the [Cut pages] and [Paste pages] commands to move pages within your document.
2. Use the [Copy pages] and [Paste pages] commands to copy pages within your document.

## Import a file from a TWAIN scanner

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.

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.

## Share pages between instances of PRISMAprepare

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

### 1. Share the pages

1. Select the pages that you want to use in another instance of PRISMAprepare.
2. Click [Edit] - [Copy].

The selected pages are exported to the Microsoft Windows clipboard.

### 2. Use the pages

1. Select a page of the document in the other instance of PRISMAprepare.
2. Click [Edit] - [Import pages from clipboard].

The application inserts the pages from the clipboard after the selected page. The imported pages receive the page programmed settings of the selected pages in the document.

The pages from the clipboard can contain [VDP frames]. The [VDP frames] are removed when you import the pages.

---

## Correct pages

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.

## Rotate a page



### NOTE

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

1. Select the pages that you want to rotate.  
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.
2. Click [Pages] - [Rotate pages].
  - [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.

## Mark or unmark pages

You can mark or unmark 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.
- 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.

### Mark or unmark pages

1. Select the pages that you want to mark or unmark.
2. To mark the pages, click [Pages] - [Mark] - [On].  
To unmark the pages, click [Pages] - [Mark] - [Off].

### Mark all pages that contain color automatically

1. Click [Pages] - [Mark] - [Color].  
The automatic color detection marks all pages that contain color.

### Mark pages as VDP pages



#### NOTE

This option is only available in the [VDP] workspace.

1. Click [Pages] - [Mark] - [VDP].  
All pages that contain [VDP frames] are marked. [VDP frames] are frames of type [Text frame] and/or [Image frame].

### Use preconditions to define when pages are considered color pages



#### NOTE

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

You can define a number of preconditions to define when pages are considered color pages. A page will be marked as a color page only if the preconditions are met.

Setting	Description
Reset your settings	1. Click the reset button to reset your settings in this dialog. You can find the reset button just below the 'X' of the dialog.

1. Click [Pages] - [Mark] - [Color advanced...].
2. Select the pages that you want to inspect.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
  - Select if you want to inspect the complete page or a selected area. To select an area, use the [Select area with rectangle] tool in the footer of the preview.
3. Define the minimum percentage of color on a page:  
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%.
  - [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.

4. 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%.
  - [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.
5. You can exclude objects from the color detection. To do so, enable option [Only process the contents of the page].  
Objects are user defined content: [Stamps], [Bleed tabs], [Tab captions], [Spine caption], [Header and Footer].
6. Click [OK].  
All existing marks are removed prior to the new color detection.

## Convert to grayscale

You can convert one or 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.

Color images can be converted to grayscale 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.

1. Select one or more pages.  
The file may contain a mix of CMYK, RGB, or spot color objects.
2. Click [Pages] - [Convert to grayscale].  
The selected pages are converted to grayscale.

# Enhance your document

## Apply an automation template

You can automate a repetitive task so that you can do the task again with a single click. You can create an automation template for each repetitive task. For example, you want to apply the same layout to certain documents. 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 190](#) to apply multiple templates in one action.

Action	Description
Cancel the application of a template	1. When you apply a template, the [Apply automation template] dialog opens. Click [Cancel] to cancel the application of the template. All settings, which are already applied by the template, are undone.
Undo	1. Click [Undo] to undo all settings which are applied by the template.

1. Click [Document] - [Apply automation template] and select an automation template from the pick list. Or:  
Click [Document] - [Apply automation template] - [From automation template catalog...].  
Then, select an automation template from the catalog.
2. 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.
3. You can apply another template to your document. Select the template that you want to apply to your document and click [Apply].
4. Click [Close].

## Edit and apply an automation template

You can edit a subset of the settings of an existing automation template just before you apply it to the current document.

1. Click [Document] - [Apply automation template] and select an automation template from the pick list. Or:  
 Click [Document] - [Apply automation template] - [From automation template catalog...].  
 Then, select an automation template from the catalog.
2. Select an automation template and click [Edit and apply].

Setting	Description
[Set the properties of the document.]	Type a new title for the document. Click [Document] - [Properties] when you create the automation template.
[Insert the pages after the selection] [Insert the pages before the selection]	Add the pages of one or more files to the document. You cannot change the location where the pages must be added. Click [Edit] - [Insert pages] when you create the automation template.
[Save the document with another name]	Change the filename and save the document to another location. Click [File] - [Save as...] when you create the automation template.
[Assign media to the selection]	Change the media for the selected pages. The imposition settings can be affected when you select other media. Click [Pages] - [Assign media] when you create the automation template.
[Assign tab captions to the tab media]	Change the selected tab media or assign media without tabs to remove the tabs. When you change the tab media, you have to assign the tab captions to the selected tab media: <ol style="list-style-type: none"> <li>1. Click [Document] - [Tab captions].</li> <li>2. For option [Media], select the correct tab media from the drop-down list.</li> <li>3. Click [OK].</li> </ol>

Setting	Description
[Specify the production settings]	<p>Change the number of sets. In the [Production] workspace, change the number of sets when you create the automation template. See icon:</p> 
	<p>Change the job name. In the [Production] workspace, change the job name when you create the automation template. Click icon:</p> 
	<p>Change the file name and location for the PDF file when you print to PDF. When you create the automation template:</p> <ol style="list-style-type: none"> <li>1. In the [Production] workspace, select the printer: PRISMAprepare print to PDF.</li> <li>2. Click [Print]. The [Print to PDF] dialog opens.</li> <li>3. Click [Browse...] to configure the name and the location for the PDF file.</li> <li>4. Click [Save] and [OK].</li> </ol>
	<p>Select the printer that you want to send your document to. In the [Production] workspace, select the printer from the drop-down list when you create the automation template.</p>
	<p>Change the value for the barcode. The application does not check if the entered characters are accepted for the selected barcode. When you create the automation template:</p> <ol style="list-style-type: none"> <li>1. In the [Production] workspace, select the [Layout] tab.</li> <li>2. Open the settings of the [Imposition template].</li> <li>3. Open the settings of the [Print marks].</li> <li>4. Enable [Bar code] and configure its settings.</li> </ol>
[Change the spine caption]	<p>Type a new text for the spine caption. In the [Document] workspace, click [Document] - [Spine caption] when you create the automation template.</p>

3. Click [Apply].  
The changes to the automation template are applied only to the current document. The changes are not saved.  
A message appears when the template is applied. You can view the details when the template was not applied successfully.
4. Close the automation dialogs.

## Preflight documents

The preflight operation checks if any rules are violated in the document(s). The set of rules is fixed. All add-ons (stamps, header and footer, bleed tabs, ...) and images added by the operator are not preflighted.

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.

### Preflight your document manually

Additional action	Description
Undo the preflight of the document	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If not saved yet you can also open the file menu and use [Revert to last saved]</li> </ul>

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. The preflight report shows a summary of the problems that have been found/fixed.

### Configure the rules used to preflight your document

The preflight operation checks if any rules are violated in the document. 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.

## Enable automatic preflight

Additional action	Description
Undo the preflight of the document	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If not saved yet you can also open the file menu and use [Revert to last saved]</li> </ul>

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].

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. The preflight report shows a summary of the problems that have been found/fixed.

Rules can be configured as "Warning" or as "Error." You have to fix the violation when the rule is configured as "Error."

### Configure the rules used to preflight your document

The preflight operation checks if any rules are violated in the document. 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.

## Change the properties of the document

The document properties are taken from the corresponding PDF document properties.

1. Click [Document] - [Properties].
2. Change the properties.
3. Click [OK].

# **Chapter 4**

## The [Pages] workspace

# The toolbar

Button	Description
	<b>Undo</b> The previous command is undone.
	<b>Redo</b> The previous undone command is redone.
	<b>Delete</b> Delete pages
	<b>Clean-up</b> Clean-up scanned images
	<b>Size</b> Modify the page size
	<b>Shift</b> Shift the page content
	<b>Scale</b> Scale the page content
	<b>PDF boxes</b> Define the PDF boxes
	<b>Mask</b> Mask a specific area
	<b>Split</b> Split pages
	<b>Rotate</b> <ul style="list-style-type: none"> <li>- Rotate the pages 90 degrees to the right.</li> <li>- Rotate the pages 90 degrees to the left.</li> <li>- Rotate the pages 180 degrees.</li> </ul>
	<b>Mark</b> <ul style="list-style-type: none"> <li>- Add a mark to pages.</li> <li>- Remove a mark from pages.</li> <li>- Add a mark to all color pages.</li> <li>- Add a mark to all color pages. Define custom settings for the color detection.</li> </ul>
	<b>Edit image</b> Change the overall appearance of an image. You can edit the saturation, the brightness and the color values of an image.

Button	Description
	<b>Edit colors</b> Replace or change one specific color for text and graphic objects.
	<b>Edit text</b> Use this option to do small changes in the text of the document.
	<b>Color palette</b> The color palette offers you the possibility to store and manage colors within the application.

## The tools in the preview view

The preview view is a WYSIWYG preview that shows all settings that affect the appearance of your document. For example staples, tab captions, page numbers, and so on.

You can use a number of tools in the [Preview] view.



Tool	Description
Zoom selection	Type the zoom factor. Or click [View] - [Zoom].
	<b>[Zoom in]</b> or <b>[Zoom out]</b> Or click [Tools] - [Zoom out] / [Zoom in].
	<b>[Select page]</b> Or click [Tools] - [Select pages].
	<b>[Drag]</b> Use this tool to drag the page in the [Preview] view. Or click [Tools] - [Drag].
	<b>[Color picker]</b> 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].
	<b>[Select object]</b> 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].
	<b>[Select area with rectangle]</b> 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].   <b>NOTE</b> Press <Shift> on the keyboard and select with the mouse to select and invert an area with one action.
	<b>[Select area inside guidelines]</b> 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].

Tool	Description
	<b>[Repeated selection]</b> 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.
	<b>[Invert selected area]</b> 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.
	<b>[First page]</b>
	<b>[Previous page]</b>
Current page	Shows the current page number.
	<b>[Next page]</b>
	<b>[Last page]</b>
	<b>[Single page view]</b> Or click [View] - [Single page view].
	<b>[Stacked view]</b> 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].
	<b>[Mirrored stacked view]</b> 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].
	<b>[Show the content outside of the page]</b> 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].

# Use guidelines

## 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.

# Group and manage sequential pages

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 a bar in the [Structure] view.

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

1. Select the pages that you want to include in the section.
2. Click [Pages] - [Section] - [Create].
3. Enter the section name and click [OK].

The selected pages are grouped in a section. You can add only complete subsections to a section.

## Create a subsection

1. Select the pages within a section that you want to include in the subsection.
2. Click [Pages] - [Section] - [Level x] - [Create].
3. Enter the subsection name and click [OK].

The selected pages are grouped in a subsection within the section. A subsection can only be a part of a single section.

## Manage a section

1. Select the (sub)sections and pages that you want to manage. Now you can:
  - Rename the selected (sub)sections.
  - Merge the selected (sub)sections and pages into a single new section.
2. Click [Pages] - [Section] - [Level x] - [Replace].  
Enter the new section name and click [OK].

## Delete a (sub)section

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

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

## Rasterize pages

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

**Question:** What happens when I rasterize a page?

**Answer:** Vector graphics, text documents, et cetera are converted into bitmaps when you rasterize a page. When an image is rasterized, the quality of the image decreases. 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.

**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.

**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

You can rasterize pages in the clean-up workflow or directly via option rasterize.

1. Click [Pages] - [Rasterize]. Select which pages you want to rasterize.  
When you enter the clean-up workflow, you can rasterize all pages that are not detected as scanned pages. 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.
2. 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.
3. Select the resolution that is used by your printer. The application becomes slower when you select a high resolution.
4. Click [OK].

## Clean-up scanned pages

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

- 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.

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

**Question:** Some pages are not recognized as scanned pages. How can I clean-up these pages?

**Answer:** You have to rasterize pages 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.

## Rotate the scanned page content

1. Select the scanned pages that you want to clean up. Click [Select] - [Scanned pages] to select all scanned and rasterized pages.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [Clean-up].
  - If required, rasterize the pages that are not recognized as scanned pages.
3. Click the [Rotate 180°] tab.
4. Select the scanned pages for which you want to rotate the page content.
5. Click [Apply].

The page content of the scanned pages is rotated 180 degrees.

## Despeckle the scanned page content

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. You can despeckle the page content of scanned pages.



### NOTE

Light gray areas can be considered as noise.

1. Select the scanned pages that you want to clean up. Click [Select] - [Scanned pages] to select all scanned and rasterized pages.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [Clean-up].
  - If required, rasterize the pages that are not recognized as scanned pages.
3. Click the [Despeckle] tab.
4. Select the scanned pages that you want to despeckle.
5. 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.

6. Select to remove:
  - The [Noise with radius:] option can be applied to:
    - black and white pages,
    - grayscale pages,
    - color pages.

Speckles that are equal to or smaller than the defined radius in pixels are removed automatically by this application. Option [Noise with radius:] can be applied multiple times for a better despeckle result. Every time you apply option [Noise with radius:] gray images can become whiter and lines can become thinner. Use your own judgment to determine when option [Noise with radius:] does not improve the despeckle result anymore. You can always [Undo] option [Noise with radius:].

  - The [Objects smaller than:] option can only be applied to black and white pages. You can define the number of pixels of a speckle manually. You can also drag a box around an object to measure its size with the measurement tool. The application will remove all objects smaller than the defined number of pixels.
7. Click [Apply] to despeckle the scanned page content.

## Deskew the scanned page content

**Question:** Why does [Automatic] deskew not deskew the page?

**Answer:**

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.

**Question:** Why is content lost after a deskew at a large angle?

**Answer:** 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.

### Deskew the scanned page content

1. Select the scanned pages that you want to clean up. Click [Select] - [Scanned pages] to select all scanned and rasterized pages.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [Clean-up].
  - If required, rasterize the pages that are not recognized as scanned pages.
3. Click the [Deskew] tab.
4. Select the scanned pages that you want to deskew.
5. 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.
6. Click [Apply] to deskew the scanned page content.

## Align the scanned page content

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.

**Question:** Why is the content on some pages not aligned?

**Answer:** 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.

### Align the scanned page content

1. Select the scanned pages that you want to clean up. Click [Select] - [Scanned pages] to select all scanned and rasterized pages.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [Clean-up].
  - If required, rasterize the pages that are not recognized as scanned pages.
3. Click the [Align] tab.
4. Select the scanned pages that you want to clean up in the structure view.
5. [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. If the object is not found on one or more pages, than the content of the concerning pages is not aligned.
  - [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

Page content is lost when it is shifted from the page. In this case, [Undo] the alignment operation.

6. Click [Apply] to align the scanned page content.

## Erase parts of the scanned page content

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.

1. Select the scanned pages that you want to clean up. Click [Select] - [Scanned pages] to select all scanned and rasterized pages.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [Clean-up].
  - If required, rasterize the pages that are not recognized as scanned pages.
3. Click the [Erase] tab.
4. Select the scanned pages for which you want to erase a part of the page content.
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

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.

### Change the page size

You can 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.

Setting	Description
Reset your settings	<ol style="list-style-type: none"> <li>1. Click the reset button to reset your settings in this dialog.</li> <li>2. The reset button is placed just below the 'X' of the dialog.</li> </ol>

### Change the page size

1. Select the pages for which you want to change the page size.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [Size].
3. [Resize]
 

Specify whether you want to change the [Page and content] size or just the [Page] size.
4. [Size]
 

Select a predefined page size from the drop-down list. The width and length of the selected page size is shown. You can also define a [Custom] page size yourself. You can drag the page borders with your mouse to set a page size.

The [Portrait] and [Landscape] icons allow you to specify the sheet orientation.
5. [Position]
  - Select option [Center page] to keep the page content always in the center of the page.
  - Select option [Page shift] to shift the page independently from the page content. Define the horizontal and vertical shift with the spinbox.

When the [Page shift] option is selected, you can move the page with your mouse within the [Preview] view.
6. Click [Apply].

## Shift the page content

You can 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.

Setting	Description
Center a selected area	<ol style="list-style-type: none"> <li>1. Select the pages for which you want to shift the page content.</li> <li>2. To select an area, use the [Select area with rectangle] tool in the footer of the preview.</li> <li>3. Click [Pages] - [Center selected area]. Now, the selected area is centered on all selected pages.</li> </ol>
Reset your settings	<ol style="list-style-type: none"> <li>1. Click the reset button to reset your settings in this dialog. You can find the reset button just below the 'X' of the dialog.</li> </ol>

1. Select the pages for which you want to shift the page content.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [Shift].
3. Define the horizontal and vertical shift with the spinbox. You can also drag the content of the page with your mouse in the [Preview] view.
4. Click [Apply].

## Scale the page content

You can 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.

1. Select the pages for which you want to scale the page content.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [Scale].
3. 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.
4. Click [Apply].

## Which PDF boxes are used in a page programmed document?

### The PDF boxes

A PDF page may include production-related content that falls outside the boundaries of the finished page. The production-related content can be a bleed area, print marks, etc. To control such content, a PDF page may contain as many as five separate boundaries:

- [Media box]
 

When you open a non-page programmed document in PRISMAprepare for the first time:

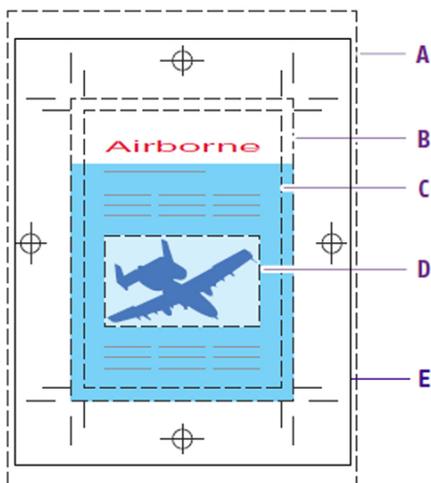
  - PRISMAprepare uses the media box of each page to assign the media size for that page. When the media size has been assigned, the media box is no longer actively used by PRISMAprepare. The media box always exists and it is the largest PDF box.
- [Crop box]
 

The crop box may contain print marks, trim marks, color strips, etc in addition to the bleed area and the page content. The print marks, etc are taken from the original PDF page.
- [Bleed box]
 

The bleed box may contain a bleed area in addition to the page content. Usually, the bleed area is 3 to 5 mm larger than the trim box.
- [Trim box]
 

The size of the trimmed page. The trimmed page contains the page content. For each page, the trim box is equal to the page size. In theory, the page size can be different for each PDF page.
- PRISMAprepare does not use the art box.

The trim box is always equal to the page size. The media box is not necessarily equal to the media of the document. For example, for a booklet, PRISMAprepare imposes two pages on one side of the media. Each page has its own media box which is not equal to the media of the booklet.



- |                     |                     |
|---------------------|---------------------|
| <b>A. Media box</b> | <b>B. Bleed box</b> |
| <b>C. Trim box</b>  | <b>D. Art box</b>   |
| <b>E. Crop Box</b>  |                     |

## Defining the page size

PRISMAprepare creates any missing PDF boxes when you open a non-page programmed document in PRISMAprepare for the first time:

1. If no trim box is defined, but a bleed box is defined, then the trim box receives the size of the bleed box.
2. If also the bleed box is undefined, but a crop box is defined, then the trim box and bleed box receive the size of the crop box.
3. Finally, if also the crop box is undefined, then the trim box, bleed box, and crop box receive the size of the media box. The media box is always present in a PDF page.

The following size rules apply:

[Media box] ≥ [Crop box] ≥ [Bleed box] ≥ [Trim box].

## Changing the PDF boxes automatically and manually

- PRISMAprepare changes the trim box automatically when the page size changes.
- PRISMAprepare automatically maintains the relations between the PDF boxes according to the size rules.  
[Media box] ≥ [Crop box] ≥ [Bleed box] ≥ [Trim box].
- The operator can change the PDF boxes manually.

For example, when you assign a smaller media to a page, you can select to reduce the page size. Now, PRISMAprepare automatically modifies the trim box. PRISMAprepare does not modify the trim box when you assign a larger media without changing the page size. If required, the operator must manually modify the other PDF boxes.

## Print the content of a PDF box

By default, the content of the bleed box is printed when the document contains a bleed area, otherwise the content of the crop box is printed.

You can change which content must be printed in the [Layout] tab of the [Production] workspace. In this tab, you can select which PDF box must be printed.

## Settings for the PDF boxes

### Settings for all PDF boxes

1. Select the pages for which you want to change the PDF boxes.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [PDF boxes].
3. [Show all PDF boxes]  
Enable this option to show all PDF boxes, not just the trim box.

### Unique settings for the [Trim box]

The size of the trimmed page. The trimmed page contains the page content. For each page, the trim box is equal to the page size. In theory, the page size can be different for each PDF page.

Setting	Description
[Size]	<p>Select a predefined trim box size from the drop-down list. The width and length of the selected trim box size is shown.</p> <p>Set the page orientation for the trim box with the [Portrait] and [Landscape] buttons.</p> <p>You can also define a [Custom] trim box size yourself. Alternatively you can drag the trim box to the desired size in the preview.</p>
[Position]	<p>The application uses the trim box to position a page on a sheet.</p> <ul style="list-style-type: none"> <li>• [Center page] Centre the trim box with respect to the page contents.</li> <li>• [Page shift] Shift the trim box over the page contents. Alternatively you can drag the trim box in the preview.</li> </ul>

### Unique settings for the [Bleed box]

The bleed box may contain a bleed area in addition to the page content. Usually, the bleed area is 3 to 5 mm larger than the trim box.

Setting	Description
[Size]	<p>You can change the size of the bleed box with respect to the trim box. Enlarge the bleed box to create a bleed area.</p> <p>Enable option [On all trim box edges] to create an equal distance for all edges of the [Bleed box] with respect to the [Trim box].</p> <p>Disable this option to define custom distances per edge of the [Bleed box] with respect to the [Trim box].</p>
[Bleed content]	<ul style="list-style-type: none"> <li>• [No bleed area] Leave the bleed area empty.</li> <li>• [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.</li> <li>• [Fill with color] Fill the bleed area with a color. <ul style="list-style-type: none"> <li>• [Color palette...] <a href="#">Add colors to the color palette on page 25</a></li> <li>• [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].</li> </ul> </li> </ul>

### Unique settings for the [Crop box]

The crop box may contain print marks, trim marks, color strips, etc in addition to the bleed area and the page content. The print marks, etc are taken from the original PDF page.

Setting	Description
[Size]	You can change the size of the crop box with respect to the trim box. Enable option [On all trim box edges] 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].

### Unique settings for the [Media box]

When you open a non-page programmed document in PRISMAprepare for the first time:

- PRISMAprepare uses the media box of each page to assign the media size for that page. When the media size has been assigned, the media box is no longer actively used by PRISMAprepare. The media box always exists and it is the largest PDF box.

Setting	Description
[Size]	<ul style="list-style-type: none"><li>• [Fit to crop box] Enable this option to use the same size for the [Media box] as for the [Crop box].</li><li>• [On all crop box edges] Enable option [On all crop box edges] to create an equal distance for all edges of the [Media box] with respect to the [Crop box].</li></ul>

## Mask parts of the page content

You can 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. Applied masks will be scaled, rotated, and shifted along with the content of the 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.

1. Select the pages for which you want to mask a part of the page content.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [Mask].
3. Use any of the selection tools to select the area that you want to mask.
4. Click [Apply].

## Split the page

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

1. Select the pages that you want to split.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [Split].
3. Select your [Split] option.
  - 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.
4. Click [OK].

## Edit an image

You can change the overall perception of an image. You can edit images with an [RGB], [CMYK] and [Grayscale] color space. 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.

Setting	Description
[Proof print...]	Click this button to create a proof PDF or proof print. A proof is used to show a customer the final layout of the product before final production.
Reset your settings	1. Click the reset button to reset your settings in this dialog. You can find the reset button just below the 'X' of the dialog.

1. Click [Pages] - [Edit image].
2. Select an image on the current page, or select all images in the document by clicking [Select all images]. A blue border is placed around the selected images.  
You can click the [Up] and [Down] arrow to display previous or next image when several images are selected.
3. Depending on the color space, you can edit:
  - [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 the color values of images with an [RGB] or [CMYK] color space.
4. Click [Apply].

## Edit the color of text and graphics

You can replace or change one specific color of text and 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. You can edit objects with an [RGB], [CMYK] and [Grayscale] color space.

There are 3 different tabs with a different function.

Setting	Description
[Proof print...]	Click this button to create a proof PDF or proof print. A proof is used to show a customer the final layout of the product before final production.
Reset your settings	1. Click the reset button to reset your settings in this dialog. You can find the reset button just below the 'X' of the dialog.

1. Select the pages that you want to change.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [Edit colors].
3. Select an action on the left-hand side of the dialog:
  1. Change the color of an object.
  2. Change one color in an area.
  3. Change all colors in an area.
4. You can select complete lines of text or only parts of the line. You have to select a complete object. Graphic objects are images, line art, PDF objects, etc. A blue border is placed around the selected images.
5. You can replace the color with a color from the color palette or 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].
6. Select how you want to change the fill and stroke color. Fill sets the color inside an object and stroke sets the color of the line drawn around an object. For example, a circle with a red body and a black outline. For this object, the fill is red and the stroke is black. For a fully red circle, both the fill and the stroke are red.
  - [Fill]  
Only the fill color is changed
  - [Stroke]  
Only the stroke color is changed
  - [Fill same as stroke]  
The fill color will be become the same as the stroke color
  - [Stroke same as fill]  
The stroke color will be become the same as the fill color
7. Click [Apply].

## Edit text

You can edit the text of a PDF document. However, the edit functionality is limited. You can edit a maximum of one line of text at a time.

1. Click [Pages] - [Edit text].
2. Select one complete line of text or only parts of the line. A blue border is placed around the selected text.
3. Edit the text in the dialog.
4. [Keep width of content box]

The content box is the blue border that is placed around the selected text. When the edited text is longer than the selected text:

- The edited text is completely visible when this option is disabled. The edited text can cover existing text or images.
  - The edited text is cut off at the edge of the content box when this option is enabled.
5. Click [Apply].



# **Chapter 5**

## The [VDP] workspace

## The toolbar

Button	Description
	<b>Undo</b> The previous command is undone.
	<b>Redo</b> 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"> <li>• Variable data retrieved from an external data source. You can use static text in combination with the variable data.</li> <li>• A counter in combination with static text and the print date and print time.</li> </ul>
	[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.
	[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
	<b>Mark</b> 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].
	<b>Color palette</b> 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 tools in the preview view

The preview view is a WYSIWYG preview that shows all settings that affect the appearance of your document. For example staples, tab captions, page numbers, and so on.

You can use a number of tools in the [Preview] view.



Tool	Description
Zoom selection	Type the zoom factor. Or click [View] - [Zoom].
	<b>[Zoom in]</b> or <b>[Zoom out]</b> Or click [Tools] - [Zoom out] / [Zoom in].
	<b>[Select page]</b> Or click [Tools] - [Select pages].
	<b>[Drag]</b> Use this tool to drag the page in the [Preview] view. Or click [Tools] - [Drag].
	<b>[Select area with rectangle]</b> 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].   <b>NOTE</b> Press <Shift> on the keyboard and select with the mouse to select and invert an area with one action.
	<b>[Select area inside guidelines]</b> 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].
	<b>[Repeated selection]</b> 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.
	<b>[Invert selected area]</b> 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.
	<b>[First page]</b>

Tool	Description
	<b>[Previous page]</b>
Current page	Shows the current page number.
	<b>[Next page]</b>
	<b>[Last page]</b>
	<b>[First variable data document]</b> Select the first row in the data source file.
	<b>[Previous variable data document]</b> 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.
	<b>[Next variable data document]</b> Select the next row in the data source file.
	<b>[Last variable data document]</b> Select the last row in the data source file.
	<b>[Show the content outside of the page]</b> 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].

## Select a data source

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. 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.

Action	Description
Disconnect the data source	All frames will be deleted when you disconnect the data source. 1. Click [Variable data] - [Disconnect data source]. The data source is disconnected. The frames are deleted from the document.

### 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].

## Configure the formats of the data source fields

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.

1. Right-click a field in the data source view.
2. Based on the field type, you can select:
  - [Default image folder]  
Browse to the folder that contains the images that you want to use. 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]  
Configure the format for the time and date.
  - [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].

3. Click [OK].

## Create a 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.

1. Click [Variable data] - [New counter].
2. In the [Start at] box, enter the number 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.
6. Click [OK].

# Manage the variable data

## Select the variable data

You can create documents with variable data. The variable data is retrieved from an external data source. The data source view shows the rows and fields of the selected data source file. The fields of each row contain variable data. By default, all rows are selected. You can unselect the rows that you do not want to print. The variable data from the selected rows is printed.

1. Enable the checkbox in front of a row to select the row. Disable the checkbox to unselect the row.

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.

The variable data from the selected rows is printed.

Additional actions	Description
Hide unselected rows	<ul style="list-style-type: none"> <li>• Click the [Hide unselected rows] option to hide the unselected rows in the data source view. This option is available in the footer of the data source view.</li> </ul>
Show all rows	<ul style="list-style-type: none"> <li>• Click the [Show all rows from the data source] option to show all rows from the data source. This option is available in the footer of the data source view.</li> </ul>

## Set the header row

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.

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.

Additional actions	Description
Reset the header row	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Sort the columns	<ul style="list-style-type: none"> <li>• Click on a column header to sort the fields in the column. You can sort ascending and descending.</li> </ul>
Use the original order of the fields in the data source file	<ul style="list-style-type: none"> <li>• Click the [Revert to original order] option to use the order of the fields in the data source file. This option is available in the footer of the data source view.</li> </ul>

# Manage the frames

## Add a text, image, or barcode frame

You can 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].

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.

### Content of this topic

The specific settings for each type of frame are described in the chapters "Content" and "Barcode settings":

- Content for the text, image, and barcode frame
- Barcode settings for the barcode frame

Then, the generic settings are described, for example, the size and position of a frame.

### Add a frame

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

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].  
Define the frame settings, see the chapters in this topic for the descriptions of the settings.
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.

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.

### Content

- Use variable images for image frames:

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"> <li>Image</li> </ul> <p> <b>NOTE</b> 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"> <li>The name of the image.</li> <li>The absolute path to the image or the path relative to the image folder.</li> </ul> <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.</p> <p>You can define one image folder per image frame.</p> <p> <b>NOTE</b> 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.

- Use the variable data or the counter in combination with static text for text frames and barcode frames:

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"> <li>String</li> <li>Number</li> <li>Date and time</li> </ul>
[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"> <li>[Number format] Select the format for the row numbers.</li> <li>[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: &lt;current row number&gt;/&lt;total number of rows&gt;.</li> <li>[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.</li> </ul>

Setting	Description
[Format number]	<p>This button is available when you select a field of type "number".</p> <ul style="list-style-type: none"> <li>• [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.</li> <li>• [Decimal digits] You can define the number of digits displayed behind the [Decimal separator].</li> <li>• You can define the [Decimal separator] and the [Thousands separator].</li> </ul>
[Format date/time]	<p>This button is available when you select a field of type "date/time". You can define the [Time format] and the [Date format].</p>
[Insert "Print date/time"]	<p>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].</p>
[Insert counter]	<p>This button is available when one or more counters are available.</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. You can configure the font and text attributes for each counter.</li> </ol>
[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. 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><b>Example</b> 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>The [VDP] workspace does not offer a color picker. You must determine yourself which color is used in the master document.</p> <p>You can define the transparency of the text.</p>

### Bar code settings

Configure the barcode:

Setting	Description
[Type]	<ul style="list-style-type: none"> <li>• [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.</li> <li>• [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.</li> </ul>
[Resolution]	<p>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.</p>
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"> <li>• [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.</li> <li>• [2D bar code] A 2D barcode should have a quiet zone of at least 2 mm on each side.</li> </ul> <p>When the barcode is rotated, the minimum values for the quiet zone are rotated accordingly.</p>
[Rotation]	<p>You can rotate the barcode. You cannot rotate the frame.</p>
[Encoding]	<p>The selected barcode type determines which barcode encodings are available to you.</p>

Setting	Description
[Check sum] or [Error correction]	<ul style="list-style-type: none"> <li>[1D bar code] Checksum information can be stored in the barcode to verify the barcode is correct.</li> <li>[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"> <li>Level L - up to 7% damage</li> <li>Level M - up to 15% damage</li> <li>Level Q - up to 25% damage</li> <li>Level H - up to 30% damage</li> </ul> </li> </ul>
Color and background color	You can configure the color of the barcode and the background color of the frame.

## Pages

Select the pages to which you want to add the frames:

- To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
- To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.

## Colors for the borders and the fill

- Click [Edit] to select the border color of the frame.
- You can define the line of the border.

## Size and position of the frame

- 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.

## Scale and position

- You can scale the image or barcode within the frame:
  - [None]  
The barcode is scaled up or down to fit the frame.
    - [Fit to frame]  
The barcode is scaled down if the barcode is larger than the frame. The barcode is not scaled up.
- Option [Keep ratio] enabled: The barcode is scaled relative to its original size.
- Use the arrows or the central dot to position the image or barcode in the frame.

## Manage the frames

Action	Description
Edit a frame	<ol style="list-style-type: none"> <li>1. Double-click the frame that you want to edit.</li> <li>2. Edit the settings of the frame.</li> <li>3. Click [OK].</li> </ol>
Copy a frame	<ol style="list-style-type: none"> <li>1. Right-click the frame that you want to copy. The context menu opens.</li> <li>2. Click [Copy]. The new frame is added on top of the frame it was copied from.</li> <li>3. Drag the frame to the correct location on the page.</li> </ol>
Delete a selected frame	<ol style="list-style-type: none"> <li>1. Right-click the frame that you want to delete. The context menu opens.</li> <li>2. Click [Delete]. The selected frame is deleted from the document.</li> </ol>
Delete all frames	<ol style="list-style-type: none"> <li>1. Click [Variable data] - [Delete all frames]. The frames are deleted from the document.</li> </ol>

## Change the order of the frames

### Introduction

A frame is added to the document on top of the page content. A new 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.

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.

## Validate the [VDP] data

### Configure the rules used to validate and preflight the [VDP] data

The [Validate VDP] operation checks if any rules are violated in the variable data document. This operation uses a number of rules specific for VDP data in combination with a number of preflight rules. The following rules, which are specific for VDP data, are always used. These rules cannot be configured:

- [The data source contains one or more incompatible field types 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 one or more non-printable characters.]

In addition, a number of preflight rules can be used to validate the VDP data. You can enable or disable these rules in the [Preflight] dialog. 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.

1. Go to the [Pages] workflow or the [Document] workspace.
2. Click [Document] - [Preflight document] to configure the manual preflight rules.  
Click: [Tools] - [Automatic preflight settings] to configure the automatic preflight rules.
3. You can use the following preflight rules to validate the VDP data:
  - [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.
4. Click [OK]

### Validate the [VDP] data

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.

1. Click [Variable data] - [Validate VDP].  
A [Validate VDP] report is generated. The report shows the problems that have been found.
2. 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.
3. Click [Close].

## Export the [VDP] data

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.

Import the [VDP] data to apply the same [VDP] layout to a document with other content. For example, to create a weekly bulletin.

1. Click [Variable data] - [Export VDP].  
The [Export VDP] dialog 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.

## Import the [VDP] data

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.

1. Click [Variable data] - [Import VDP].  
The [Import VDP] dialog 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.



# **Chapter 6**

The [Document] workspace

## The toolbar

Button	Description
	<b>Undo</b> The previous command is undone.
	<b>Redo</b> The previous undone command is redone.
 	<b>Insert sheet</b> - Insert sheet before selection - Insert sheet after selection
	<b>Delete</b> Delete page(s)
	<b>Media</b> Assign media from the 'Media catalog' to page(s)
 	<b>1-sided/2-sided</b> - Set page(s) to 1-sided - Set page(s) to 2-sided
  	<b>Force to</b> - 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
	<b>Binding margin</b> Shift the binding margin
  	<b>Rotate</b> - Rotate the page(s) 90 degrees to the right - Rotate the page(s) 90 degrees to the left - Rotate the page(s) 180 degrees
  	<b>Mark</b> Add mark to page(s) Remove mark from page(s) - Add mark to all color page(s)

Button	Description
	<p><b>Staple settings</b></p> <ul style="list-style-type: none"> <li>- Add staples to pages.</li> <li>- Add saddle stitches to pages.</li> <li>- Remove any staple settings from pages.</li> </ul>
	<p><b>Punch settings</b></p> <ul style="list-style-type: none"> <li>- Define the punch type for one or more pages.</li> <li>- Remove the punch type for one or more pages.</li> </ul>
	<p><b>Fold settings</b></p> <ul style="list-style-type: none"> <li>- Define the fold settings for one or more pages.</li> <li>- Remove the fold settings for one or more pages.</li> </ul>
	<p><b>Other binding</b></p> <ul style="list-style-type: none"> <li>- Add other binding to pages.</li> </ul>
	<p><b>Document type</b></p> <p>Define the [Document type] for your document. The [Document type] is assigned to the entire document.</p>
	<p><b>Tabs</b></p> <p>You can define [Tab captions] and [Bleed tabs] to one or more pages.</p>

## The tools in the preview view

The preview view is a WYSIWYG preview that shows all settings that affect the appearance of your document. For example staples, tab captions, page numbers, and so on.

For all fold types which are applied on document level, animations are available to see how the page(s) are folded. See procedure [Define the fold settings on page 131](#).

You can use a number of tools in the [Preview] view.



Tool	Description
	Zoom selection Type the zoom factor. Or click [View] - [Zoom].
	<b>[Facing pages view]</b> 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. Or click [View] - [Facing pages view].
	<b>[Continuous pages view]</b> 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. Or click [View] - [Continuous view].
	<b>[Thumbnail view]</b> Use the thumbnail view for easy navigation and organization of the document pages Or click [View] - [Thumbnail view].
	<b>[Folded pages view]</b> The pages with sheet fold settings are displayed folded. The pages are displayed as they appear in a book. When a fold setting is applied, the fold lines are displayed in the [Preview] view. Or click [View] - [Folded pages view].
	<b>[Unfolded pages view]</b> The pages with sheet fold settings are displayed unfolded. The pages are displayed as they appear in a book. When a fold setting is applied, the fold lines are displayed in the [Preview] view. Or click [View] - [Unfolded view].
	<b>[Select page]</b> Or click [Tools] - [Select pages].
	<b>[Drag]</b> Use this tool to drag the page in the [Preview] view. Or click [Tools] - [Drag].

Tool	Description
	<p><b>[Repeated selection]</b> 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.</p>
	<p><b>[First variable data document]</b> Select the first row in the data source file.</p>
	<p><b>[Previous variable data document]</b> Select the previous row in the data source file.</p>
<p>Current row</p>	<p>Shows the number of the currently selected row. The content of the currently selected row is displayed in the frame(s).</p>
	<p><b>[Next variable data document]</b> Select the next row in the data source file.</p>
	<p><b>[Last variable data document]</b> Select the last row in the data source file.</p>

## Group and manage sequential pages

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 a bar in the [Structure] view.

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

1. Select the pages that you want to include in the section.
2. Click [Pages] - [Section] - [Create].
3. Enter the section name and click [OK].  
The selected pages are grouped in a section. You can add only complete subsections to a section.

### Create a subsection

1. Select the pages within a section that you want to include in the subsection.
2. Click [Pages] - [Section] - [Level x] - [Create].
3. Enter the subsection name and click [OK].  
The selected pages are grouped in a subsection within the section. A subsection can only be a part of a single section.

### Manage a section

1. Select the (sub)sections and pages that you want to manage. Now you can:
  - Rename the selected (sub)sections.
  - Merge the selected (sub)sections and pages into a single new section.
2. Click [Pages] - [Section] - [Level x] - [Replace].  
Enter the new section name and click [OK].

### Delete a (sub)section

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

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

---

## Allocate pages

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.

## Insert blank sheets

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

### Insert a blank sheet

1. Select the page where you want to insert a blank sheet.
2. Click [Edit] - [Insert sheet before].  
Use option [Insert sheet after] to insert the blank sheet after the selected page.
3. Select the media for the blank sheet.  
In most cases, the media for the blank sheet is allowed to differ from the media in your document. However, it is not always possible to have different media sizes in your document, for example, when your document is a booklet. In this case, a warning can appear. You are asked if you want to convert all pages of the document to the new media size.

### Insert multiple blank sheets

1. Select the pages where you want to insert blank sheets.  
For example: when you select 3 pages, then a blank sheet is inserted in front (or after) each page in the selection.
2. Click [Edit] - [Insert sheet before].  
Use option [Insert sheet after] to insert the blank sheet after the selected page.
3. Select the media for the blank sheets.  
In most cases, the media for the blank sheet is allowed to differ from the media in your document. However, it is not always possible to have different media sizes in your document, for example, when your document is a booklet. In this case, a warning can appear. You are asked if you want to convert all pages of the document to the new media size.

## Insert blank pages

You can insert blank pages in your document.

### Insert a blank page

1. Select the page where you want to insert a blank page.
2. Click [Edit] - [Insert page before].  
Use the [Insert page after] option to insert the blank page after the selected page.
3. Select the media for the blank page.  
In most cases, the media for the blank page is allowed to differ from the media in your document. However, it is not always possible to have different media sizes in your document, for example, when your document is a booklet. In this case, a warning can appear. You are asked if you want to convert all pages of the document to the new media size.

### Insert multiple blank pages

1. Select the pages where you want to insert blank pages.  
For example: when you select 3 pages, then a blank page is inserted in front (or after) each page in the selection.
2. Click [Edit] - [Insert page before].  
Use the [Insert page after] option to insert the blank page after the selected pages.
3. Select the media for the blank pages.  
In most cases, the media for the blank page is allowed to differ from the media in your document. However, it is not always possible to have different media sizes in your document, for example, when your document is a booklet. In this case, a warning can appear. You are asked if you want to convert all pages of the document to the new media size.

## Repeat pages

You can select one or more pages and repeat these pages in the document. You can page-program the original page or pages of the repetition in the pages workspace. The changes are applied to all repeated pages.

Setting	Description
Remove the repeated pages	When you remove the repeated pages, the original page remains in the document. <ol style="list-style-type: none"><li>1. Select the repeated pages that you want to remove.</li><li>2. Click [Edit] - [Remove repeated pages].</li></ol>

1. Select the page that you want to repeat in the document. You can also select multiple pages.
2. Click [Edit] - [Repeat pages].
3. Define the repetition factor and click OK. The repeated pages are enclosed by black lines in the structure view.

For example, you select one page and the repetition factor is 10. The selected page is added an additional 9 times to the document.

## Setting pages to 1-sided or 2-sided

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

1. Select the pages.
2. Click [Pages] - [1-sided] to allow content only on one side of the sheet.  
Click [Pages] - [2-sided] to allow content on both sides of the sheet.

## Forcing pages to one side of a sheet

### Force a page to the front side of a sheet

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

1. Select the page(s) you want to force to the front side of a sheet.
2. Click [Pages] - [Force to] - [Front].

### Force a page to the back side of a sheet

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

1. Select the page(s) you want to force to the back side of a sheet.
2. Click [Pages] - [Force to] - [Back].

### Force a page to all back sides

You can force a page to the back side of all sheets of the document. You can use this functionality to create business cards, contract forms, etc.

1. Select the page you want to use on the back side of all sheets in the document.
2. Click [Pages] - [Force to] - [All back sides].

The same page is forced on the back side of all sheets of the document.

### Remove the forced location of a page

One or more pages are forced to a side of a sheet. You can remove the forced location of the pages.

1. Select the page(s) that are set [Force to front] or [Force to back].
2. Click [Pages] - [Force to] - [None].

## Define your document

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.

### Assign media to pages

In most cases, you can assign media to the selected pages that differs from the media in your document. However, it is not always possible to have different media sizes in your document, for example, when your document is a booklet. In this case, a warning can appear. You are asked if you want to convert all pages of the document to the new media size.

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 18](#).

1. Select the pages.
2. Click [Pages] - [Assign media] and select a media from the pick list. Or: Click [Pages] - [Assign media] - [From media catalogue] . Then, select a media from the catalog.
  - You can select option [Assign to whole sheets] 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).
3. Define the page size, if required. The [Page size] dialog opens if the size of the assigned media is not equal to the size of the selected page(s).
  - [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.

## Set the binding margin

Use this option to create additional white space along the binding edge. You can set the binding margin for each separate page of your document.

1. Select the pages for which you want to set the binding margin. You have to select all pages when you want to set the binding margin for the entire document.
2. Click [Pages] - [Binding margin].
3. Set the binding margin in the spinbox.
4. Click [OK].

## Define the staple setting

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

1. Select the pages for which you want to define a staple setting. You have to select all pages when you want to define stapling for the entire document.
2. Click [Pages] - [Staple].
3. Define the staple setting. Select a staple setting which 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.
  - Select [Other binding] to create output groups for off-line finishing. For example, a group of pages must be glued.

## Define the punch settings

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

1. Select the pages for which you want to define a punch type. You have to select all pages when you want to define punching for the entire document.
2. Click [Pages] - [Hole punch].
3. Define the punch type. Select a punch type which matches the capabilities of your finisher.



### NOTE

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

## Define the fold settings

All fold types are applied to all pages of the document, except the [Z-fold]. 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.

Additional action	Description
Folded and unfolded view in animations	<ol style="list-style-type: none"> <li>1. Click [View] - [Folded view]. Or move your mouse over the top or bottom of the page in the [Preview] view. An arrow becomes available. Click this arrow.</li> <li>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).</li> </ol>

1. Click [Pages] - [Fold].
2. Select a fold type.  
Option [No fold] removes all folds from the document. Each set of folded sheet(s) becomes an output group.
3. Define the required settings for the fold type. The required settings can differ between the available fold types.
  - [Finisher]  
Select the intended finisher for this document. By selecting the intended finisher you can improve the preview of your document. In the [Production] workspace, you decide to which finisher you send your document.  
The administrator configures which finishers are available.
  - [Print first page on]  
[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 sheet is unfolded.  
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.

  - You can select stapling for a multi fold setting. The option [Staple] overrules any previously assigned staples.
4. Click [OK].

## Define the header and footer

You can add a header and footer to the pages of the document.

Additional actions	Description
Remove the header and footer	<ul style="list-style-type: none"> <li>Click [Pages] - [Remove header and footer]. The header and footer are removed from your document.</li> </ul>
Include or exclude pages from page numbering	<p>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.</p> <ol style="list-style-type: none"> <li>Select the pages that you want to exclude from the page numbering.</li> <li>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.</li> <li>Select the pages that you want to include for the page numbering.</li> <li>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.</li> </ol>

- Select the pages for which you want to create the header and footer. To add the header and footer to the entire document, select [Whole document] for option [Apply settings to] in the dialog.
- Click [Pages] - [Header and Footer].  
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.

- Create the header and footer.

Header and footer settings

Setting	Description
[Text]	You can use different fonts and colors for the header and footer. ▶

Setting	Description
[Page number...]	<p>You can add page numbers at the current position in the selected text area.</p> <ol style="list-style-type: none"> <li>Click [Page number...] and select: <ul style="list-style-type: none"> <li>[Start at] to define the first page number to use for the page numbering.</li> <li>Or simply add the current page number. The page numbering increases for each page.</li> </ul> </li> <li>Select the format for the page numbers.</li> <li>[Number of digits] <p>When applying a page number on one or several pages, you can set a fixed number of digits for 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.</p> </li> <li>[Insert total number of pages of the document] <p>Select this option to add the total number of pages of the document to the page numbering. The page numbering is displayed as: &lt;current page number&gt;/&lt;total number of pages&gt;.</p> </li> <li>[Repeat page number] <p>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.</p> </li> </ol>
[Filename]	You can add the filename at the current position in the selected text area.
[Date...]	You can add the date at the current position in the selected text area. The [Date...] is added as plain text. Select the correct format for the date.
[Section name]	You can add the [Section name] at the current position in the selected text area.
[Time...]	You can add the time at the current position in the selected text area. The [Time...] is added as plain text. Select the correct format for the time.
[Document title]	You can add the [Document title] at the current position in the selected text area.
[Margins]	Set the margins between the paper edges and the header and 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]	<p>Enable this option to print the [Header and Footer]:</p> <p>On the front side: &lt;left text area&gt; - &lt;center text area&gt; - &lt;right text area&gt;</p> <p>On the back side: &lt;right text area&gt; - &lt;center text area&gt; - &lt;left text area&gt;</p>
[Apply settings to]	Define whether the [Header and Footer] are added to the [Whole document] or just to the [Selected pages].

4. Click [OK].

## Set to default

The set to default command applies the default properties to the selected page(s). Document settings are not changed with this command.

1. Select the pages to which you want to apply the default settings.
2. Click [Pages] - [Set to default].

The following default properties are applied to the selected page(s):

Setting	Set to	When
Fold settings	[None]	<ul style="list-style-type: none"> <li>• [Sheet fold] = [Z-fold]</li> <li>• Document fold ([Multi half-fold], [Gatefold], et cetera) and all pages are selected.</li> </ul>
[Hole punch]	[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]	[None]	<ul style="list-style-type: none"> <li>• [Document type] = [Normal].</li> <li>• [Document type] = [Multi half-fold] and all pages in the output group are selected.</li> </ul>
[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

During the 'Enhance your document' phase you enhance your document. At the end of this phase you can print your document.

## Create the tab captions

### Before you begin

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 have to define the order of the tabs in the document type.

### Create the tab captions

Use the [Tab captions] dialog to define the text on the tabs of the tab sheets in your document. A document can contain either bleed tabs or tab media. 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. You can define all tab captions before you add the tab sheets to your document.



#### NOTE

A document can contain either bleed tabs or tab media.

1. Click [Document] - [Tab captions].
2. Type a tab caption for each row. A tab caption can contain up to three lines of text.
  - **[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.
3. Use the [From media catalogue] 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 button [New...] to define new tab media, see [Add media to the media catalog on page 27](#).
4. 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.
5. Define the [Orientation] of the tab 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.

- 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.
  - 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.
6. Click [Advanced...] to configure the text and/or add an image to the selected tab caption. Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.
  7. Click [OK].

### Additional actions

The button bar of the tab caption dialog allows you to do the following:

Additional actions	Description
[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 or export the tab captions

### Export the tab captions

You can export the tab captions to a txt file.

1. Click [Document] - [Tab captions].
2. Click [Export].
3. Browse to the location where you want to save the file.
4. Enter a file name and click [Save].
5. Click [OK] to export the tab captions to a txt file.

### Import the tab captions

You can import the tab captions from a txt file.

1. Click [Document] - [Tab captions].
2. Click [Import].
3. You can import the tab captions from:
  - [File]  
Click [Browse...]. Select the tab captions file and click 'Open'.
  - [Section names]  
You can use the names of a section 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.

4. 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.
5. Click [OK].

## Create the bleed tabs

Use the [Bleed tabs] dialog to define the page ranges and captions of the bleed tabs. The [Preview] view shows how the [Bleed tabs] are printed in your document.



### NOTE

A document can contain either bleed tabs or tab media.

Additional action	Description
Remove the bleed tabs	1. Click [Document] - [Remove bleed tabs]. The [Bleed tabs] are removed from your document.

1. Click [Document] - [Bleed tabs].
2. You can create [Bleed tabs] in the following ways:
  - Select the [Use section level] option.  
When the document contains sections, the 'Use section level' option is automatically selected.  
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.
3. 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.
  - **[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.
4. Enable option [Caption] and type tab captions for each page range. A tab caption can contain up to three lines of text.  
If the [Caption] option is not selected, the tab captions are not printed in the document.
5. 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.
6. 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].
7. 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 [Margins] are used for the front side and the back side of the page.
8. 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.
9. Use the [Rotate 180 degrees on reverse side] option to define the orientation of the caption on the back side of the page.  
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.
10. Click [Advanced...] to configure the text and/or add an image to the selected tab caption. Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.

- Click [OK].

### Additional actions

The button bar of the tab caption dialog allows you to do the following:

Additional actions	Description
[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.
[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.
[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 or export the bleed tab captions

### Export the bleed tab captions

You can export the tab captions to a txt file.

- Click [Document] - [Bleed tabs].
- Click [Export].
- Browse to the location where you want to save the file.
- Enter a file name and click [Save].
- Click [OK] to export the tab captions to a txt file.

### Import the bleed tab captions

You can import the tab captions from a txt file.

- Click [Document] - [Bleed tabs].
- Click [Import].
- You can import the tab captions from:
  - [File]  
Click [Browse...]. Select the tab captions file and click 'Open'.
  - [Section names]  
You can use the names of a section 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.
- Click [OK].

## Define the document type

You can define the [Document type] for your document. The [Document type] is assigned to the entire document. When you change the document type, the staple, fold and punch settings are set to [None].

This chapter describes the possible document types, their constraints 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].

### Related information

For a description of each document type, see [List of concepts on page 11](#)

1. Click [Document] - [Document type].
2. Define the required settings for the document type, see the tables below.  
The required settings can differ between the available document types.
3. Click the [OK] button.  
For booklets, you can also click the [Spine caption] button to save your changes and to open the [Spine caption] dialog.



#### NOTE

When you create a cover, then all pages in the document that do not belong to the cover are removed.

### Normal

Setting	Description
[Binding edge]	<p>The position of the binding edge determines how the pages are printed on the paper. You can select the following options:</p> <ul style="list-style-type: none"> <li>• [Left] The document will be printed so that the pages of the produced document will turn over the left side of the paper.</li> <li>• [Top] The job will be printed so that the pages of the produced document will turn over the top side of the paper.</li> <li>• [Right] The job will be printed so that the pages of the produced document will turn over the right side of the paper.</li> </ul>
[Tab ordering]	<p>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].</p>
[Cover]	<p>This option brings up another dialog window. You can select the following options:</p> <ul style="list-style-type: none"> <li>• [Included in current document] The cover is defined in the current document.</li> <li>• [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.</li> <li>• Configure the front and back cover. You can define which sides of each cover receive an image.</li> </ul>

## Booklet

Setting	Description
[Binding edge]	<p>The position of the binding edge determines how the pages are printed on the paper. You can select the following options:</p> <ul style="list-style-type: none"> <li>• [Left] The document will be printed so that the pages of the produced document will turn over the left side of the paper.</li> <li>• [Top] The job will be printed so that the pages of the produced document will turn over the top side of the paper.</li> <li>• [Right] The job will be printed so that the pages of the produced document will turn over the right side of the paper.</li> </ul>
[Tab ordering]	<p>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].</p>
[Finisher]	<p>Select the intended finisher for this document. By selecting the intended finisher you can improve the preview of your document. In the [Production] workspace, you decide to which finisher you send your document.</p>
[Staple]	<p>Select the staple pattern for the spine of the booklet.</p>
[Page size]	<p>Define the [Page size]:</p> <ul style="list-style-type: none"> <li>• 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 sheets are used when you print the booklet document. You have an A3 sheet, if "include spine with" is not checked; otherwise the sheet is larger.</li> <li>• 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.</li> </ul>

Setting	Description
[Cover]	<p>This option brings up another dialog window. You can select the following options:</p> <ul style="list-style-type: none"> <li>• [Included in current document] The cover is defined in the current document.</li> <li>• [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.</li> <li>• [The cover has already been created] The document already contains a cover. The cover consists of the first and last page of the document.</li> <li>• [The cover must be created] The application creates a cover using the first two pages and the last two pages of the document.</li> <li>• [Print on both sides] Print both the inside and the outside of the cover.</li> <li>• [Print back cover] You can choose to print the back cover, or only the front cover.</li> </ul>
[Media size]	<p>[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.</p>

### Multi-booklet

Setting	Description
[Binding edge]	<p>The position of the binding edge determines how the pages are printed on the paper. You can select the following options:</p> <ul style="list-style-type: none"> <li>• [Left] The document will be printed so that the pages of the produced document will turn over the left side of the paper.</li> <li>• [Top] The job will be printed so that the pages of the produced document will turn over the top side of the paper.</li> <li>• [Right] The job will be printed so that the pages of the produced document will turn over the right side of the paper.</li> </ul>
[Tab ordering]	<p>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].</p>
[Finisher]	<p>Select the intended finisher for this document. By selecting the intended finisher you can improve the preview of your document. In the [Production] workspace, you decide to which finisher you send your document.</p>
[Staple]	<p>Select the staple pattern for the spine of the booklet. ▶</p>

Setting	Description
[Page size]	<p>Define the [Page size]:</p> <ul style="list-style-type: none"> <li>• 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 sheets are used when you print the booklet document.</li> <li>• 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.</li> </ul>
[Create output groups]	<ul style="list-style-type: none"> <li>• [sheets per output group] Select the number of sheets per output group. Each output group is folded separately to become a signature in the multi-booklet.</li> <li>• <b>One set for a section level</b> Select level 1 up to 5 for the section levels. Each output group contains the pages of the selected level and deeper. Each output group is folded separately to become a signature in the multi-booklet.</li> </ul>
[Cover]	<p>This option brings up another dialog window. You can select the following options:</p> <ul style="list-style-type: none"> <li>• [Included in current document] The cover is defined in the current document.</li> <li>• [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.</li> <li>• [The cover has already been created] The document already contains a cover. The cover consists of the first and last page of the document.</li> <li>• [The cover must be created] The application creates a cover using the first two pages and the last two pages of the document.</li> <li>• [Print on both sides] Print both the inside and the outside of the cover.</li> <li>• [Print back cover] You can choose to print the back cover, or only the front cover.</li> </ul>

## Perfect binding

Setting	Description
[Binding edge]	<p>The position of the binding edge determines how the pages are printed on the paper. You can select the following options:</p> <ul style="list-style-type: none"> <li>• [Left] The document will be printed so that the pages of the produced document will turn over the left side of the paper.</li> <li>• [Top] The job will be printed so that the pages of the produced document will turn over the top side of the paper.</li> <li>• [Right] The job will be printed so that the pages of the produced document will turn over the right side of the paper.</li> </ul>

Setting	Description
[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 [Production] workspace, you decide to which finisher you send your document.
[Cover]	This option brings up another dialog window. You can select the following options: <ul style="list-style-type: none"> <li>• [Included in current document] The cover is defined in the current document.</li> <li>• [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.</li> <li>• [The cover has already been created] The document already contains a cover. The cover consists of the first and last page of the document.</li> <li>• [The cover must be created] The application creates a cover using the first two pages and the last two pages of the document.</li> <li>• [Print on both sides] Print both the inside and the outside of the cover.</li> <li>• [Print back cover] You can choose to print the back cover, or only the front cover.</li> </ul>
[Unprinted area]	The spine area and the hinge side glue area must remain free of ink and toner. The unprinted area on the first and last page of the book block is the hinge side glue area. This area receives only glue to ensure a good adhesion between the book block and the cover.

## Cover

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: <ul style="list-style-type: none"> <li>• [Left] The document will be printed so that the pages of the produced document will turn over the left side of the paper.</li> <li>• [Top] The job will be printed so that the pages of the produced document will turn over the top side of the paper.</li> <li>• [Right] The job will be printed so that the pages of the produced document will turn over the right side of the paper.</li> </ul>

Setting	Description
[Cover]	<p>This option brings up another dialog window. You can select the following options:</p> <ul style="list-style-type: none"> <li>• [The cover has already been created] The document already contains a cover. The cover consists of the first and last page of the document.</li> <li>• [The cover must be created] The application creates a cover using the first two pages and the last two pages of the document.</li> <li>• [Print on both sides] Print both the inside and the outside of the cover.</li> <li>• [Print back cover] You can choose to print the back cover, or only the front cover.</li> </ul>

## Signature book

Setting	Description
[Binding edge]	<p>The position of the binding edge determines how the pages are printed on the paper. You can select the following options:</p> <ul style="list-style-type: none"> <li>• [Left] The document will be printed so that the pages of the produced document will turn over the left side of the paper.</li> <li>• [Top] The job will be printed so that the pages of the produced document will turn over the top side of the paper.</li> <li>• [Right] The job will be printed so that the pages of the produced document will turn over the right side of the paper.</li> </ul>
[Tab ordering]	<p>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].</p>
[Signature book]	<p>Select the type of [Signature book]:</p> <ul style="list-style-type: none"> <li>• [Octavo signature book]: eight 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.</li> <li>• [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.</li> </ul>

Setting	Description
[Cover]	<p>This option brings up another dialog window. You can select the following options:</p> <ul style="list-style-type: none"><li>• [Included in current document] The cover is defined in the current document.</li><li>• [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.</li><li>• [The cover has already been created] The document already contains a cover. The cover consists of the first and last page of the document.</li><li>• [The cover must be created] The application creates a cover using the first two pages and the last two pages of the document.</li><li>• [Print on both sides] Print both the inside and the outside of the cover.</li><li>• [Print back cover] You can choose to print the back cover, or only the front cover.</li></ul>

## Create the spine caption

Use the [Spine caption] dialogue to define text, a background color and/or a background image on the spine of your document. The image is placed over the background color and the text is placed over the image. You can create a spine caption only if your Document type is [Booklet] or [Perfect Binding].

Additional action	Description
Remove the spine captions	1. Click [Document] - [Remove spine caption]. The spine captions are removed from your document.

1. Click [Document] - [Spine caption] or double-click the spine caption in the [Preview] view.
2. [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.
3. Define the background color for the spine caption. You can select the background color or use the color picker tool.
4. Enable the [Text] option to add text to the spine. The spine caption can contain up to three lines of text. Select the options that you want to apply to the default font, such as font style and font size.  
Align the text on the spine and define the orientation of the text.
5. 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.  
Align the image on the spine and define the orientation of the image. You can use [Scale to fit] to fit the image to the spine.  
Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.
6. You can define the width of the spine automatically or use a custom width. By default, the width of the spine depends on the number of pages in your document but it can be set to a fixed value.
7. Click [OK].

## Apply a stamp

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 more than one stamp to the pages. Applied stamps become part of the page programming of the document.

1. Select the pages to which you want to apply the stamp.
  - To select a page range: select a page in the structure view, press the <Shift> key, then select another page.
  - To select non-sequential pages: select a page in the structure view, press the <Ctrl> key, then select several non-sequential pages.
2. Click [Pages] - [Apply stamp] and select a stamp from the pick list. Or:  
Click [Pages] - [Apply stamp] - [From stamp catalog...]. Then, select a stamp from the catalog.
3. Click [Apply].

# **Chapter 7**

## The [Production] workspace

## The toolbar

Button	Description
	<p>[View general information concerning your document]</p> <p>View general information concerning your document and the selected printer.</p> <p>Specify the [Operator note]. The [Operator note] is displayed on the operator panel, if your printer supports this functionality.</p>
<p>Warning:</p>  <p>Error:</p> 	<p>[View all errors and warnings]</p> <p>PRISMAprepare informs you about settings that are not supported by the selected printer. No icon is displayed when there are no errors, warnings, or information messages.</p>
	<p>[View all errors and warnings]</p> <p>PRISMAprepare informs you about issues that you can solve for the selected printer. No icon is displayed when there are no errors, warnings, or information messages.</p>
	<p>[Printer]</p> <p>Select the printer that you want to send your document to.</p> <ul style="list-style-type: none"> <li>If available, you can click the printer driver button to define options that are not available in the [Production] workspace. You can find this button next to the printer driver.</li> </ul> <p>For example, the printer driver of a color printer can offer color settings which are not supported by PRISMAprepare. If the [Production] workspace offers all driver settings, then the driver settings button is not added to the [Production] workspace.</p> <p>The color of the icon informs about the state of the selected printer:</p> <ul style="list-style-type: none"> <li>Red: failure</li> <li>Orange: needs attention</li> <li>Green: printing</li> <li>Gray: idle</li> <li>Light gray: unknown</li> </ul> <p>Use the "PRISMAprepare Administration" to add new printers. The newly added printer is not automatically available in PRISMAprepare. You have to close and then open PRISMAprepare again to load the printer in the application.</p>
	<p>[Number of sets]</p> <p>A message can appear in information field [View general information concerning your document] concerning the number of sets:</p> <ul style="list-style-type: none"> <li>'x' sets printed as 1 copy The print file is sent to the printer. The file is printed once.</li> <li>'x' sets printed as 'y' copies The print file is sent to the printer along with an instruction to print the file 'y' times.</li> </ul> <p>The maximum value for number of sets is 65000.</p>

Button	Description
	[Destination] Select to which queue or DocBox you want to submit the document.
All / selected sheets	[Print range] Select to print all sheets or only the sheets containing pages which are selected in another workspace. You cannot select pages in the [Production] workspace.
	[Proof PDF] Click this button to create a proof PDF or proof print. A proof is used to show a customer the final layout of the product before final production. Select an action for the proof PDF file: <ul style="list-style-type: none"> <li>• [Save] Saves the proof PDF to the desired folder.</li> <li>• [Save and send] Saves the proof PDF to the desired folder and sends the Proof PDF to a customer via Email. Click [Tools] - [Proof PDF] - [Email server...] to configure the email server.</li> </ul>
	[Test print] Submit a document to the printer. The number of sets = 1.
	[Print] Submit a document to the printer.
	<ul style="list-style-type: none"> <li>• [Defaults] Restore the original print settings for the current document. The print settings are retrieved from the document.</li> <li>• [Save] You can change the settings in the [Production] workspace and save these to the document. You must enable option [Save the production settings] when you close or save the document.</li> </ul>

## The tools in the preview view

The preview view is a WYSIWYG preview that shows how the production settings affect the appearance of your document. You can use a number of tools in the [Preview] view.

Tool	Description
	<ul style="list-style-type: none"> <li>• [Thumbnail view] Click this icon on the left-hand side of the preview to display the thumbnail of each page. All thumbnails are of identical size, independent of the sheet size.</li> <li>• [Production settings] Click this icon on the right-hand side of the preview to hide the production settings.</li> </ul>
	[Thumbnail view] - [Pin or unpin the dialog] The thumbnail view closes when you click outside the thumbnail dialog.
	[Thumbnail view] - keep the thumbnail view open The thumbnail view remains open when you click outside the thumbnail dialog.
	This icon is displayed in the thumbnail view for each sheet with a marked page.
Blue background	The thumbnail view can mark sheets with a blue background. These sheets contain pages selected in another workspace. You cannot select pages in the [Production] workspace. Select [Print range] = [Selected sheets] to print the marked sheets.
	<ul style="list-style-type: none"> <li>• [Thumbnail view] Click this icon on the left-hand side of the preview to hide the thumbnail view.</li> <li>• [Production settings] Click this icon on the right-hand side of the preview to show the production settings.</li> </ul>
Zoom selection	Type the zoom factor.
	[Show the content of the pages] Show or hide the content of the pages in the preview. This setting can be used in combination with setting [Show abstract symbols on the pages].
	[Show abstract symbols on the pages] Show or hide the abstract symbols on the pages in the preview. The abstract symbols show the page number and the imposition layout of the page. This setting can be used in combination with setting [Show the content of the pages].
	[Trim box] Click this icon to view the size of the trimmed page. The trimmed page contains the page content. The trim box is shown as a dotted line.

## Error avoidance

At print time, PRISMAprepare informs you about:

- Settings that are not supported by the selected printer.
- Issues that you can solve for the selected printer.

Click icon [View all errors and warnings] to view the notifications. No icon is displayed when there are no errors, warnings, or information messages.

Error avoidance is not available on all the supported printer models.

### 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. 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 printers driven by a PRISMAsync Print Server.

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.

## Production settings

### Split & merge

Option [Split & merge] becomes available when your document contains marked pages.

- **[None]**  
The document is printed on one printer.
- **[Split]**  
The printer only prints the sheets with marked pages. For example, you have marked all color pages 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 sheets with marked pages is shown.  
When you select option [Split], the document is printed without any finishing settings.
- **[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 to PDF

1. In the [Production] workspace, select the printer: PRISMAprepare print to PDF.
2. Click [Print].  
The [Print to PDF] dialog opens.
3. You can print the document as one file or as multiple files. Select either:
  - [File name]  
Select this option to print the document as one file. Click [Browse...] to configure the name and the location for the PDF file.
  - [Create a file for each section of level 1]  
In your document, 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.  
Select this option to create a file for each section of level 1. The file will contain all pages of that section and its subsections. Click [Browse...] to configure the location for the PDF files.
4. [Create a bookmark for each section]  
Create a bookmark for each section and subsection in the PDF file.
5. Resolution of images  
You can leave the resolution of the images unchanged, or you can set a maximum resolution for the images.  
For example, you select 300 dpi as a maximum resolution. Images with a resolution larger than 300 dpi are reduced to 300 dpi. Images with a resolution lower than 300 dpi keep their resolution.
6. Click [OK].

## Define the [Media] settings

The [Media] tab allows you to modify the mapping of the media. All media that is used within your document is displayed here. You can verify if the media in the document is correctly mapped to media in the printer.

Setting	Description
[Media]	<p>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.</p> <p>Only a subset of the sheets will be printed when value [Split] is selected for option [Split &amp; merge]. These are the sheets with marked pages. The following icon identifies the media for the sheets with marked pages:</p> 
[Printed on]	In this column you can verify if the media in the document is correctly mapped to media in the printer.
[Media print mode]	<p>PRISMAprepare never automatically maps a media print mode. You have to click the pencil icon and select a media print mode yourself. You can select a media print mode when you submit your document to an Océ VarioPrint i-series printer v2.3 or higher.</p> <ul style="list-style-type: none"> <li>• [Printer default] The default media print mode of the selected printer will be used.</li> </ul>
	<p>Click the pencil icon to map the media manually. You can map the media manually when the media in the document is not correctly mapped to media in the printer.</p> <p>Rename media for easy recognition of job partitions. The media name is displayed on the operator panel, if your printer supports this functionality.</p>

### Map the media manually in PRISMAprepare or on the Fiery Print Server

You have to configure the Fiery Print Server by enabling its JDF print path. Then, PRISMAprepare can send PDF files with a JDF ticket to the Fiery Print Server using the JMF network protocol. To enable the JDF print path, see [Enable the JDF print path on the Fiery Print Server on page 180](#).

Now, PRISMAprepare can also download the media catalog from the printer. PRISMAprepare 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 available in the printer. You have to map the media manually if the automatic media mapping is not correct or not possible. See either the procedure "Map the media manually in PRISMAprepare" or the procedure "Map the media manually on the Fiery Print Server" below.

To solve any problems connecting to the Fiery Print Server, see [How to troubleshoot the communication between PRISMAprepare and the Fiery Print Server on page 185](#).

#### Map the media manually in PRISMAprepare

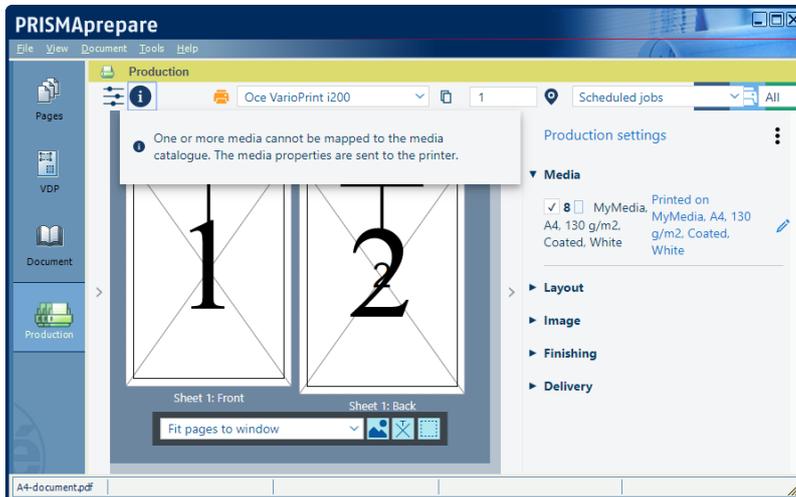
You can map the media manually either in PRISMAprepare or in the command workstation of Fiery. This procedure describes how you can map the media manually in PRISMAprepare. Below this procedure, you can find the procedure describing how you can map the media manually on the Fiery Print Server.

**To avoid mapping the media manually, you can import the Fiery paper catalog into PRISMAprepare. Firstly, you have to create the required media on the Fiery Print Server. Then,**

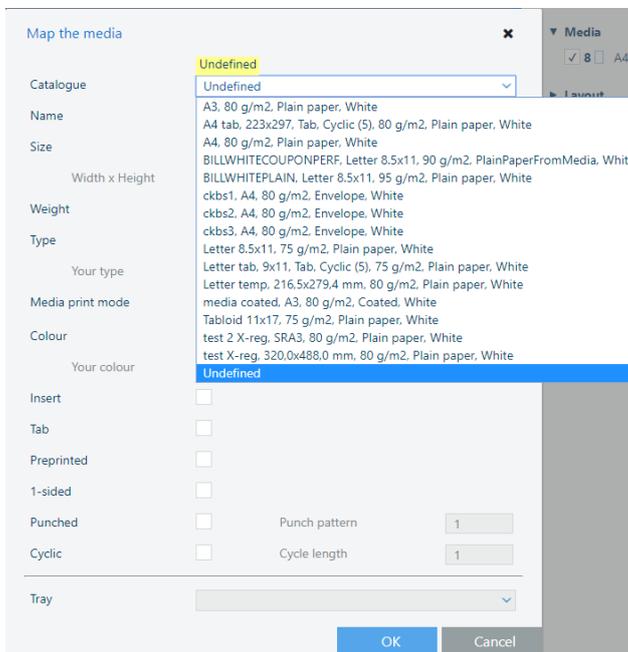
**you have to import the media catalog in PRISMAprepare. You can import the Fiery paper catalog when you use PRISMA Core 6.3.0 or higher. After the import of the media catalog, you don't have to map the media manually anymore.**

In PRISMAprepare, do:

1. Select the "Production" workspace.
2. Check if the automatic media mapping is correct.



3. If the automatic media mapping is NOT correct, click the pencil icon. You can find the pencil icon on the right-hand side of the proposed media.
4. Select the media that you want to use from the media catalog of the printer and click OK.



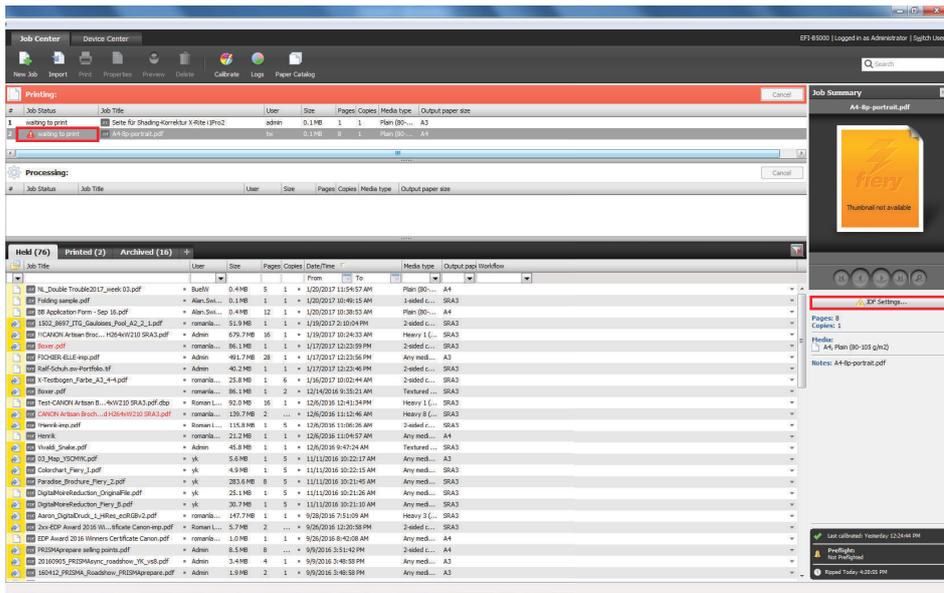
## Map the media manually on the Fiery Print Server

You can map the media manually either in PRISMAprepare or in the command workstation of Fiery. This procedure describes how you can map the media manually on the Fiery Print Server.

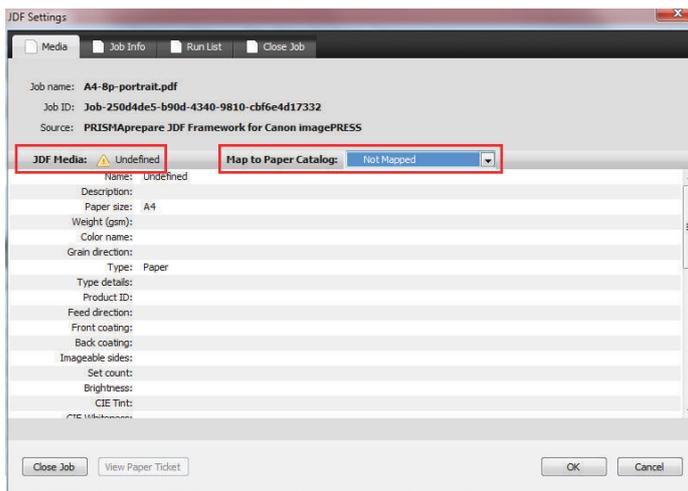
To avoid mapping the media manually, you can import the Fiery paper catalog into PRISMAprepare. Firstly, you have to create the required media on the Fiery Print Server. Then, you have to import the media catalog in PRISMAprepare. You can import the Fiery paper catalog when you use PRISMA Core 6.3.0 or higher. After the import of the media catalog, you don't have to map the media manually anymore.

On the Fiery Print Server, do:

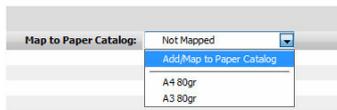
1. Open the command workstation of Fiery and select the tab "Job Center".
2. An icon with exclamation mark is shown in front of a job when the media cannot be automatically mapped.



3. Select the job and click button "JDF Settings..." on the far right of the pane.
4. The media is not available in the paper catalog: "JDF Media: Undefined".



5. Select value "Add/Map to Paper Catalog" for option "Map to Paper Catalog" and click OK. The media is added to the paper catalog with name "Undefined".



6. Assign the media to a tray.  
The job starts printing when the newly created media is mapped to a media in a tray.

## Define the [Layout] settings

The [Layout] tab allows you to specify the imposition of the pages. Optionally, you can configure additional layout settings. For example, you can add print marks like registration marks, barcodes, and color strips to your document. The options in this tab are available in four levels.

Level	Settings
1	<ul style="list-style-type: none"> <li>[Cover media] and [Document media]</li> <li>[Imposition template]</li> </ul> Use option [Imposition template] to select an existing arrangement of the pages on the sheets.
2	Open the settings of the [Imposition template]. The following settings become available: <ul style="list-style-type: none"> <li>[Print content]</li> <li>[Imposition type]</li> </ul> Use option [Imposition type] to create a custom arrangement of the pages on the sheets. The value of option [Imposition template] becomes [Custom] to indicate that you are no longer using a default imposition template. <ul style="list-style-type: none"> <li>[Same-up]</li> </ul> Use option [Same-up] to repeat the imposed pages as defined by the [Imposition type]. The imposed pages will be repeated per sheet side. <ul style="list-style-type: none"> <li>[Gutters and alignment]</li> <li>[Print marks]</li> </ul>
3	Open the settings of the [Print marks]. The available print marks become available.
4	Define the settings for most print marks.

Setting	Description
	You can configure a number of the options. Click the pencil icon to open the settings of an option.
	Click the collapse icon to close the settings of an option.
	Save your changes.

### [Cover media]

The [Cover media] option is disabled if your document does not have a cover.

- 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.

The [Portrait] and [Landscape] settings allow you to specify the sheet orientation.

The following settings are disabled when your document contains both portrait and landscape media: [Width], [Height], [Portrait] and [Landscape].

### [Document media]

- You can select a default media size from the drop-down list, for example 'A4' and 'Letter'. This sheet size is applied to the whole document.

- 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.

The [Portrait] and [Landscape] settings allow you to specify the sheet orientation.

The following settings are disabled when your document contains both portrait and landscape media: [Width], [Height], [Portrait] and [Landscape].

### [Imposition template]

Imposition consists of the arrangement of the pages on the sheet, in order to obtain faster printing, simplify binding, and reduce paper waste. Correct imposition minimizes printing time by maximizing the number of pages per impression. To achieve this, the printed sheet must be filled as fully as possible.

You can select an existing imposition template. Optionally, you can configure additional layout settings. For example, you can add print marks like registration marks, barcodes, and color strips to your document. The value of option [Imposition template] becomes [Custom] to indicate that you are no longer using a default imposition template. You can save the combination of imposition template and additional settings to create a custom imposition template.

The default imposition templates offer basic imposition. For example, the template [2-up (1-sided)] places two pages on one sheet side. No additional layout settings are applied to the document. A subset of the imposition settings is available when different media sizes are used in the document. The different imposition types are grouped and explained below.

### [Imposition template] - [General]

- [None]
- [Custom]
 

Use option [Imposition type] to create a custom arrangement of the pages on the sheets. The value of option [Imposition template] becomes [Custom].
- [2-up (1-sided)] / [2-up (2-sided)]
 

Two pages are placed on each sheet side in (left to right) reading order.
- [16-up (1-sided)] / [16-up (2-sided)] / [4-up (1-sided)] / [4-up (2-sided)] / [9-up (1-sided)] / [9-up (2-sided)]
 

4, 9, 16 pages are placed on each sheet side in the (left to right and top to bottom) reading order.
- [VDP4-up]
 

4 pages with variable data are placed on one sheet side in the (left to right and top to bottom) reading order.
- [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.

### [Imposition template] - [Cut and stack]

The Cut & Stack imposition enhances printer productivity when printing large documents. For example, 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 pages are rotated 180 degrees compared to the right pages. The binding edges of the pages are on the inside of the sheet.
- [Cut and stack with binding edge outside]  
The right pages are rotated 180 degrees compared to the left pages. The binding edges of the pages are on the outside of the sheet.
- [Cut and stack - 4 stacks]  
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.
- [VDP cut and stack - 4 stacks]  
Four pages with variable data are placed on one sheet side in a way that, after cutting the paper in 4 parts, the piles are stacked to build the full document.

### [Imposition template] - [Same-up]

- [Same-up with binding edge inside]  
The same page is printed twice per sheet side. The left pages are rotated 180 degrees compared to the right pages. The binding edges of the pages are on the inside of the sheet.
- [Same-up with binding edge outside]  
The same page is printed twice per sheet side. The right pages are rotated 180 degrees compared to the left pages. The binding edges of the pages 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.

### [Print content]

- You can select which PDF box should be printed. The content of the selected PDF box will be printed. Or use a custom print area.
- [Custom bleed area]  
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.

### [Imposition type]

Use option [Imposition template] to select an existing arrangement of the pages on the sheets.

Use option [Imposition type] to create a custom arrangement of the pages on the sheets. The selected [Document type] determines which values are available in the drop-down list. The value of option [Imposition template] becomes [Custom] to indicate that you are no longer using a default imposition template.

- [Horizontal] and [Vertical]  
Define the number of pages that must be imposed on one sheet side.
- [Impose]  
Option [Impose] becomes available when you have selected value [Cut and stack] for option [Imposition type].
  - [Pages per stack]  
Arrange the pages in stacks. The stacks are created in the order of the value of option [Arrange pages on sheet]. The first page is imposed on the first sheet, the second page on the second sheet until you have reached the last sheet. These pages form the first stack. The

second stack starts again on the first sheet and moves down until the last sheet is reached. Et cetera.

**For example:**

Your document is 1-sided and contains 40 pages. You have selected [Cut and stack] with two pages horizontal and two pages vertical. So, four pages are printed per sheet. The value of option [Arrange pages on sheet] is [From left to right and top to bottom]. The application starts arranging the pages in four stacks. The first stack starts with the page in the left-top, The second stack starts with the page in the right-top. Left-bottom the third stack and right-bottom the fourth stack. The first 10 pages are arranged in the first stack, the next 10 pages in the second stack, etc. The sheets are cut in four parts. The stacks are stacked on top of each other according to the value of option [Arrange pages on sheet]. The four stacks form a perfect sequential order of the pages.

- [Pages per sheet]  
Arrange all pages for the first sheet, then move one sheet down to arrange the pages for the next sheet, etc. Arrange the pages per sheet in the order of the value of option [Arrange pages on sheet].
- [Arrange pages on sheet]  
Option [Arrange pages on sheet] becomes available when you have selected value [Cut and stack] for option [Imposition type].  
The value of option [Arrange pages on sheet] determines the arrangement of the pages on the sheets.
- [Rotation]  
Option [Rotation] becomes available when you have selected value [Cut and stack] for option [Imposition type].  
Rotate pages 180 degrees.  
The value determines which pages will be rotated. For example, 3x3 pages are imposed per sheet side in three horizontal rows and three columns. Select [Vertical odd] to rotate all pages in the first and third column.

## [Same-up]

Use option [Same-up] to repeat the imposed pages as defined by the [Imposition type]. The imposed pages will be repeated per sheet side. The option [Same-up] becomes available when you select value [Cut and stack] for option [Imposition type].

For example, you have selected [Cut and stack] with two horizontal and two vertical pages per sheet side. Then, you select [Same-up] with value two for horizontal and two for vertical. Now, the four imposed pages as defined by [Imposition type] will be repeated two times horizontally and two times vertically.

Select how you want to repeat the imposed pages as defined by [Imposition type]:

- [1]:  
No repetition. Use the imposed pages as defined by [Imposition type].
- [Custom]:  
Define the repetition of the imposed pages as defined by [Imposition type] yourself with the [Horizontal] and [Vertical] settings.

## [Gutters and alignment]

### Gutters

Define the distance between the pages on the sheet with the horizontal and vertical gutter. You cannot define a negative gutter.

### [Automatic gutters]

#### [Manual gutters]

- [Gutters for imposition type]  
Use option [Imposition type] to create a custom arrangement of the pages on the sheets. For example, you have selected [Cut and stack] with two horizontal and two vertical pages per sheet side. Use option [Gutters for imposition type] to define the gutters for the pages imposed on the sheet by option [Imposition type].
- [Gutters for same-up]  
Use option [Imposition type] to create a custom arrangement of the pages on the sheets. For example, you have selected [Cut and stack] with two horizontal and two vertical pages per sheet side. Use option [Same-up] to repeat the imposed pages as defined by the [Imposition type]. For example, you have selected [Same-up] with value two for horizontal and two for vertical. Now, the four imposed pages per sheet side defined by [Imposition type] will be repeated two times horizontally and two times vertically. Use option [Gutters for same-up] to define the gutters between each repetition of the four imposed pages.
- [Use bleed]  
Use the bleed box instead of the trim box of each page. The bleed box may contain a bleed area in addition to the page content. Usually, the bleed area is 3 to 5 mm larger than the trim box.

#### Alignment

Define the position of the page on the sheet with the shift and the horizontal and vertical settings. You can define a negative shift.

Use option [Same on both sides] to put the page on the same position on the front side and back side of the sheet.

Disable [Same on both sides] to handle the position on [Front side] and [Back side] separately.

### [Print marks]

You can define which marks are printed on the output media. You can define if the selected marks must be printed on all sheets or only on the first sheet.

- [No marks on binding edge]  
You can select to not print any marks along the binding edge, for example, when your document is a booklet.
- [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, location, and the stroke of this print mark.
- [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, location, and the stroke of this print mark.
- [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, location, and the stroke of this print mark.
- [Job integrity marks]  
You can add the sheet number and the sheet side to the printed pages.  
You can define the location of this print mark.
- [Collating marks]  
Use this option to print black marks on the outside fold of each signature in bookbinding.

The black marks are positioned differently on the outside fold of each signature in bookbinding to aid in collating.

- [Bar code]

You can create an automated workflow for finishers by using a barcode and a registration mark for finisher. For example, the automated workflow can be used for the Duplo DC-646. See topic "Automated workflow by using barcodes for finishers, for example, the Duplo DC-646" in the technical service manual.

The barcode and readable text are always black when you define a barcode in the [Production] workspace.

Four settings ensure the readability of the barcode: checksum for [1D bar code] or error correction for [2D bar code], minimum size of the barcode, quiet zone and resolution.

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".

- [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.

You have to configure the quiet zone and the resolution in the configuration file. Browse to the config file and open it using a text editor, for example, Notepad:

```
C:\ProgramData\Oce\PRISMAcore\Configuration
\PRISMAcore.Plugin.PBE.AppSettings.config
```

- "BarcodeResolution" value="600"

The default value for the resolution is 600. Possible values: 300 or 600. An unsupported value is ignored and 600 is used instead.

- "BarcodeWhiteBorderSize" value="3"

The horizontal and vertical margins form the non-printable area, or quiet zone, around the barcode. The default value is 3 mm. The horizontal and vertical margins both use the value of "BarcodeWhiteBorderSize".

When the barcode is rotated, the minimum values for the quiet zone are rotated accordingly.

1. [Text]

The typed text and any variables are encoded as a barcode. The barcode type determines whether you can use digits, text, variables, or a combination of these in the text. You can add the sheet number, the total number of sheets, and the job name to the text of the barcode. Finishers can use this information to check if the order of sheets is correct and to check if the job contains all sheets.

Icon	Description
#	Click this icon to add the sheet number as a variable to the text for the barcode. The actual sheet number is automatically added for each sheet that contains a barcode.
	Click this icon to add the total number of sheets as a variable to the text for the barcode. The actual number of sheets is automatically added for each barcode.
	Click this icon to add the job name as a variable to the text for the barcode. The actual job name is automatically added for each barcode.

2. [Minimum number of digits]

Some finishers require a minimum number of digits for the sheet number and/or total number of sheets. The maximum value is 10. "0" is used as padding character.

3. [Type]

- [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 pages, 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.

4. [Encoding]

The selected barcode type determines which barcode encodings are available to you.

5. [Check sum] or [Error correction]

- [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:

- Level L - up to 7% damage
- Level M - up to 15% damage
- Level Q - up to 25% damage
- Level H - up to 30% damage

6. [Human readable text]

Enable this option to add the text of the barcode directly under the barcode. Or disable this option to only show the barcode.

7. [Minimum size]

Some finishers require a minimum barcode size. The minimum size encompasses the barcode, the margins, and the readable text under the barcode.

8. [Position on sheet]

You can define the location of the barcodes. Use the options [Position on sheet] and [Shift].

- [Color strip]

You can add a color strip to the front side of the printed sheets. The color strip will not be added to the back side. Color strips are used in PRISMAprepare as color proofing strips on the printed output.

- [Registration mark for finisher]

Select a registration mark and configure the position of the registration mark on the sheet.

You can create an automated workflow for finishers by using a barcode and a registration mark for finisher. For example, the automated workflow can be used for the Duplo DC-646. See topic "Automated workflow by using barcodes for finishers, for example, the Duplo DC-646" in the technical service manual.

- [Registration marks]

Registration marks print outside the trim area of the page. They can 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.

### [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 media.

#### 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.

- [None]
- [Outside]  
Shift the page content to the outside of the booklet.
- [Inside]  
Shift the page content to the inside of the booklet.
- [Computed thickness] / [Computed thickness of first booklet]  
PRISMAprepare automatically recalculates the thickness of the booklet when the number of sheets or the thickness of the media changes.
  - In case of a booklet, the computed booklet thickness is the spine size.
  - In case of a multi-booklet, the computed thickness is:
    - The thickness of one output group when each output group contain a constant number of sheets. If the last booklet has fewer sheets, its thickness is calculated but not displayed.
    - The thickness of the first output group when the output groups contain different numbers of sheets. The thickness of the other output groups is calculated but not displayed.
- [Booklet thickness] / [Thickness of first booklet]  
You can increase or decrease the creep compensation by changing the booklet thickness. The maximum difference is 5 mm compared to the computed thickness.

## Create a custom imposition template

You can create and save custom imposition templates.

1. Select the [Layout] tab in the [Production] workspace.
2. Use option [Imposition type] to create a custom arrangement of the document pages on the sheets. The value of option [Imposition template] becomes [Custom].
3. Add any of the settings in the [Layout] tab to the imposition template.
4. Click the [Save] icon next to the drop-down list of option [Imposition template].  
Virtually all settings in the [Layout] tab are saved to the custom imposition template.  
However, the document media and the cover media are not saved.
5. Type the name for the imposition template and click OK.  
The imposition template is added:
  - To the drop-down list of option [Imposition template].
  - To the imposition templates managed in the administration console.

## Define the [Image] settings

The [Image] tab allows you to specify the color and image settings for the document. Not all settings are available for all printer models.

Setting	Description
	You can configure a number of the options. Click the pencil icon to open the settings of an option.
	Click the collapse icon to close the settings of an option.
	Save your changes.

### [Resolution]

The resolution that you can select depends on the printer.

- [Printer default]  
Use the resolution defined in the selected printer when no value is provided.

### [Color management]

Color management is the controlled conversion between the color representations of the document in the application to the Postscript file.

- [No color management]  
Disable color management and use any embedded color profiles in the document.
- [Printer\PostScript color management]  
The color profiles of the printer are used to convert the colors.
- [Printer color profile]  
Select a color profile. The profile is used to convert the colors.

### [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 pre-sets]**

Printer misregistration can cause gaps between colors on the printed pages. You can enable trapping to compensate for potential gaps between colors. 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. The fattening function can increase the readability of texts with small fonts (< 6 points, 6/72 inch). However, when you print special data such as barcodes, fattening can make barcodes difficult to read. Therefore, you can turn the fattening function off when you print such special data. 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]

The minimum line width function is required to keep thin lines visible. The lines in PS/PDF jobs always keep a minimum width of 1/600 inch. However, when you print special data such as CAD drawings, smaller lines may be required. Therefore, you can turn the minimum line width function off. Then even thinner lines will be printed. 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.
- [Light]  
Print all lines with a minimum line width of 1/1200 inch.
- [Normal]  
Print all lines with a minimum line width of 1/600 inch.
- [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.

### [Halftone]

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. Select the [Halftone] setting.

- [Printer default]  
Use the halftone defined in the selected printer when no value is provided.

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. You can change the tonal values of an image. Or, you can compensate for the media that you print on. For example, the brightness and contrast will be different for glossy paper than for canvas.

- [Printer default]  
Use the brightness defined in the selected printer when no value is provided.
- [Custom]  
Use the slider to select a value.

This setting is not available for all printer models.

### [Contrast]

You can overrule the defined contrast settings in the document, without losing the original contrast settings. You can change the tonal values of an image. Or, you can compensate for the media that you print on. For example, the brightness and contrast will be different for glossy paper than for canvas.

- [Printer default]  
Use the contrast defined in the selected printer when no value is provided.
- [Custom]  
Use the slider to select a value.

This setting is not available for all printer models.

**[Color pre-sets]**

A color pre-set is a collection of color and quality settings that matches a specific document type, workflow or color application. 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.

You can change the settings of the selected color pre-set for the current job only. You cannot save your changes. See [Custom color pre-sets on page 171](#).

This setting is not available for all printer models.

**Custom color pre-sets**

You can change the settings of the selected color pre-set for the current job only. You cannot save your changes. You have to use the Settings Editor of the printer to create new color pre-sets.

**[Name]**

If you change a setting of the selected color pre-set in this dialog, the name changes into [Custom]. You can use the custom color pre-set only for the current job. You cannot save your changes.

**[Color]**

Print in [Color] or [Black & white].

**[Halftone for images], [Halftone for text/lines] and [Halftone for graphics]**

These settings define the halftone screening for images, text/lines and graphics. You are advised to use the default option.

- [Fine]
- [Normal]
- [Error diffusion]

Error diffusion is a type of halftoning in which the quantization residual is distributed to neighboring pixels that have not yet been processed. Its main use is to convert a multi-level image into a binary image, though it has other applications.

**[Spot color matching]**

A spot color in a document is defined by a color name and an alternative color specification. The printer 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.

- [Yes] (default)  
Match the document colors with the color library of the printer
- [No]  
Use the alternative color specification

**[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.

### **[Input profile]**

For most objects, color profiles and rendering intents are embedded in the document. However, objects with a color specification in DeviceRGB or DeviceCMYK have no embedded color profile and rendering intent. In this dialog, you can specify an input color profile and rendering intent for these objects. [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.

#### **[DeviceRGB / Embedded profiles]**

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.

#### **[DeviceCMYK / Embedded profiles]**

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.

### **[Rendering intent]**

For most objects, color profiles and rendering intents are embedded in the document. However, objects with a color specification in DeviceRGB or DeviceCMYK have no embedded color profile and rendering intent. In this dialog, you can specify an input color profile and rendering intent for these objects. 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 or overrule the embedded profiles**

- [Use embedded profiles and DeviceRGB settings] and [Use embedded profiles and DeviceCMYK settings]  
For most objects, color profiles and rendering intents are embedded in the document. Use these profiles and rendering intents for these objects. However, objects with a color specification in DeviceRGB or DeviceCMYK have no embedded color profile and rendering intent. Use the DeviceRGB settings or DeviceCMYK settings in this dialog for the objects that have no embedded color profile and rendering intent.
- [Overrule embedded profiles with DeviceRGB settings] and [Overrule embedded profiles with DeviceCMYK settings]  
For most objects, color profiles and rendering intents are embedded in the document. Select this setting to ignore these profiles and rendering intents. Use the DeviceRGB settings or DeviceCMYK settings in this dialog for all objects.

## Define the [Finishing] settings

The [Finishing] tab allows you to specify the finishing settings for the document. Not all settings are available for all finishers.

### [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.
- [Corner staple]  
Print the document with 1 staple in the corner, but without any fold and punch 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.

### [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].

### [Creasing]

Apply a crease to define a fold line. For example, creasing of the covers is often a part of bookbinding. The well-defined folding lines then act as hinges for the folding.

You can select which pages must be creased. The location of the crease is defined in the finishing template used by the finisher.

### [Trimming mode]

- [None]
- [From]  
Only the front edge of the sheet is cut. Use option [Finishing size] to define the sheet size after trimming. The drop-down list contains predefined sheet sizes, e.g. A4. Or you can select value [Custom] to define the width of the sheet yourself.
- [Front, top, bottom]  
The front edge and the top and bottom of the sheet are cut. Use option [Finishing size] to define the sheet size after trimming. The drop-down list contains predefined sheet sizes, e.g. A4. Or you can select value [Custom] to define the width and the height of the sheet yourself. You can also define the [Bottom offset].

### **[Saddle press]**

Enable the [Saddle press] option to apply mechanical pressure to a folded document. The result is a tightly folded document with a flat spine. Use the [Adjustment] option to increase or decrease the mechanical pressure.

This setting is not available for all finishers.

## Define the [Delivery] settings

The [Delivery] tab allows you to specify how the document must be delivered in the output tray.

### [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].

### [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]

- [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.

Normal order: 1-2 3-4 5-6 7-8 9-10

[Reverse order]: 10-9-8-7-6-5-4-3-2-1

### [Swap pages]

Use this setting to turn the pages in the [Output location].

Normal order: 1-2 3-4 5-6 7-8 9-10

[Swap pages]: 2-1 4-3 6-5 8-7 10-9

[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 by a separator sheet.

**[Remove ghost pages]**

You can print a document to PDF. You can optimize the PDF file by removing any ghost pages from 1-sided documents and from the end of (variable data) documents. Not all ghost pages can be removed from each PDF file. For example, ghost pages created for a booklet will remain.

## Define the [Accounting] settings

The accounting information is stored in a log file on the print server. The administrator configures when the [Accounting] settings are available to you.

- Type the [Account ID].
- Type the [Cost center].
- Type any additional information.

# **Chapter 8**

## **Configure the Fiery Print Server**

# Enable the JDF print path on the Fiery Print Server

## Introduction

You have to enable the JDF print path on the Fiery Print Server and configure its paper catalog as JDF based. Then, PRISMAprepare can send PDF files with a JDF ticket to the Fiery Print Server using the JMF network protocol.

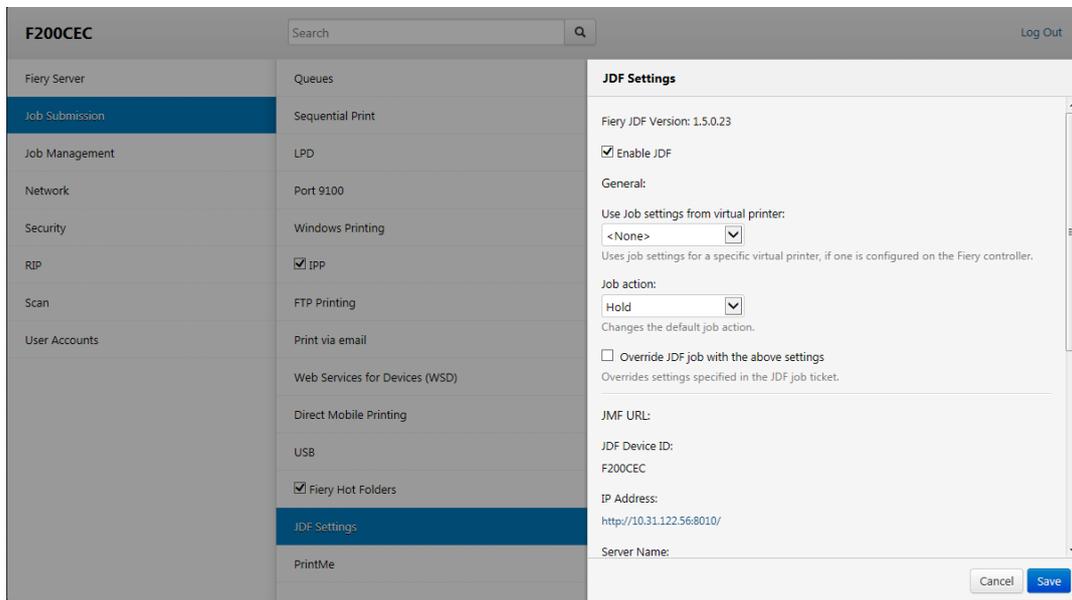
Now, PRISMAprepare can also download the media catalog from the printer. PRISMAprepare compares the media used in the document with the media catalog from the printer. When possible, the media in the document is mapped automatically to media from the printer catalog. You have to map the media manually if the automatic media mapping is not correct or not possible. See [Map the media manually in PRISMAprepare or on the Fiery Print Server on page 156](#).

To solve any problems connecting to the Fiery Print Server, see [How to troubleshoot the communication between PRISMAprepare and the Fiery Print Server on page 185](#).

## Configure the Fiery Print Server

### JDF settings

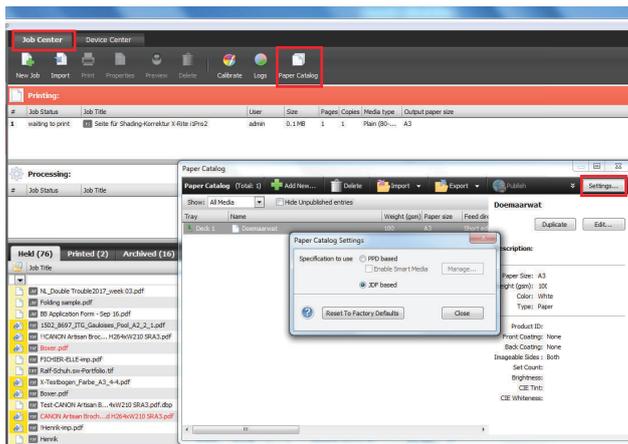
1. Connect to the Fiery Print Server and log in as administrator.
2. Click tab "Device Center", then click tab "General".
3. Click button "Server Configuration"
4. Click "Job Submission - JDF Settings".
5. Enable setting "Enable JDF". You can find this setting in the top of the dialog. Disable setting "Override JDF job with the above settings".



6. Click "Save".

### Paper catalog

1. Click tab "Job Center", then click "Paper Catalog".



2. Click button "Settings...".
3. Select value "JDF based" for option "Specifications to use".
4. Click "Close".

You have enabled JDF/JMF on the Fiery Print Server and configured the paper catalog as JDF based. PRISMAprepare can now import the media catalog of the printer for automatic media mapping.

# Media is not mapped automatically. The Fiery Print Server only contains media of type "Insert"

## Problem

You have to enable the JDF print path on the Fiery Print Server and configure its paper catalog as JDF based. See [Enable the JDF print path on the Fiery Print Server on page 180](#).

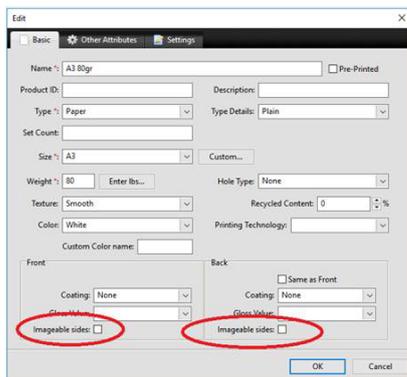
However, when you enable the JDF print path and set the paper catalog to "JDF based", a problem occurs with existing media. All existing media on the print server receive value "Off" for media attribute "Imageable sides". The Fiery Print Server does not handle these media as inserts. However, PRISMAprepare receives this media as media of type "Insert".

- All media, which was created on the Fiery Print Server before JDF is enabled, is sent to PRISMAprepare as media of type "Insert". You have to update all existing media on the Fiery Print Server. See step 2.
- All media, which is created on the Fiery Print Server after JDF is enabled, is sent to PRISMAprepare correctly.

You have to manually fix the media on the Fiery Print Server.

## Fix the existing media on the Fiery Print Server

1. Connect to the Fiery Print Server and log in as administrator.
2. Click tab "Job Center", then click "Paper Catalog".
3. For each media, enable option "Imageable sides" for the front and/or back page, if required.



4. Import the paper catalog of the Fiery Print Server into PRISMAprepare. It is recommended that you select option [Merge with the existing media catalog] when you import the media catalog. Now, PRISMAprepare can use the media of the printer for automatic media mapping.

# Media is not mapped correctly. Option "Imageable sides" is disabled for "Insert", "1-sided" and "2-sided" media on the Fiery Print Server

## Problem

You have to enable the JDF print path on the Fiery Print Server and configure its paper catalog as JDF based. See [Enable the JDF print path on the Fiery Print Server on page 180](#).

However, when you enable the JDF print path and set the paper catalog to "JDF based", a problem occurs with existing media. All existing media on the print server receives value "Off" for media attribute "Imageable sides". Consider the following situation:

1. JDF is not activated on the Fiery Print Server.
2. Three types of media are available in the Fiery paper catalog: media A, B, and C. These media do not have the JDF parameter "ImagableSide" in their JDF description.
3. Then, JDF is activated on the Fiery Print Server and the paper catalog is set to "JDF based".
4. Three new types of media are defined and added to the Fiery paper catalog: media X, Y, and Z. These new media get the JDF parameter "ImagableSide" in their JDF description.

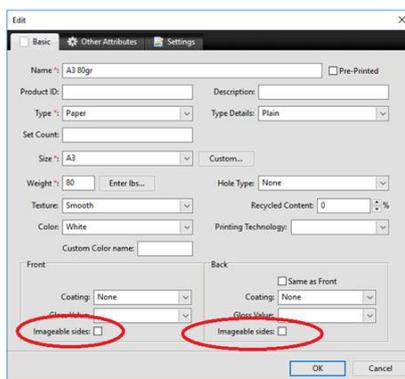
Now, the Fiery paper catalog contains media with different JDF descriptions. Media A, B, and C do not have a description for the "ImagableSide", while media X, Y and Z do have this description available.

- Media without JDF parameter "ImagableSide" can be sent to PRISMAprepare. PRISMAprepare considers this media to be 2-sided.
- Media with JDF parameter "ImagableSide" can be sent to PRISMAprepare. PRISMAprepare evaluates parameter "ImagableSide" and treats the media according to this setting: Insert 1-sided, or 2-sided media.

You have to manually fix the media A, B, and C on the Fiery Print Server. Then, you have to import the fixed paper catalog in PRISMAprepare.

## Fix the existing media on the Fiery Print Server

1. Connect to the Fiery Print Server and log in as administrator.
2. Click tab "Job Center", then click "Paper Catalog".
3. For each media, enable option "Imageable sides" for the front and/or back page, if required.



4. Click OK.  
At the OK command, the JDF parameter "ImagableSide" and its value is added to the JDF description of the concerning media.

5. Import the paper catalog of the Fiery Print Server into PRISMAprepare.  
It is recommended that you select option [Merge with the existing media catalog] when you import the media catalog. Now, PRISMAprepare can use the media of the printer for automatic media mapping.

# How to troubleshoot the communication between PRISMAprepare and the Fiery Print Server

## Introduction

Check the steps in the table if the communication between PRISMAprepare and the Fiery Print Server does not work. Examples of failed communication are:

- Cannot automatically map the media
- Cannot load the media catalog from the Fiery Print Server
- Cannot import the media catalog from the Fiery Print Server
- Cannot send a job

## Procedure

1. Print a test page. If the page is not printed verify that the printer is online and that you can ping it from your computer.
2. Check that the IP address of the printer is correct.
  - 1.
  2. Select [Printer settings].
  3. Select a printer. If required, click [Edit].
  4. Go to tab "Connection".
  5. Check that the JMF URL in the Fiery Print Server corresponds to the printer URL in tab "Connection".
  6. Check that the IP address in tab "Connection" uses the correct port number, which is 8010 for Fiery Print Servers.  
The format for the printer URL is "http://<IP address>:<port number>". For example: http://10.10.10.10:8010
3. Check that JDF is enabled on the Fiery Print Server.  
When JDF is not enabled, PRISMAprepare cannot automatically map the media used in the document with the media catalog from the printer. See [Enable the JDF print path on the Fiery Print Server on page 180](#)
4. Check that the service "Fiery CSI Atom" for the JMF/JDF server is running on your Fiery Print Server.
  1. Open the "Services" dialog on the computer running the command workstation of Fiery.
  2. Restart the service "Fiery CSI Atom".

Error Reporting Service	Collects, stores, and reports unexpected applicati...	Started	Automatic	Local System
Event Log	Enables event log messages issued by Windows-b...	Started	Automatic	Local System
ExplorerHook		Started	Automatic	Local System
Fiery Bridge Mailbox Synchronization		Started	Automatic	Local System
Fiery CSI Atom	JMF/JDF Interface to the Fiery	Started	Automatic	Local System
Firebird Guardian - DefaultInstance	Firebird Server Guardian - www.firebirdsql.org	Started	Automatic	Local System
Firebird Server - DefaultInstance	Firebird Database Server - www.firebirdsql.org	Started	Manual	Local System
FLEXnet Licensing Service	This service performs licensing functions on behal...	Started	Manual	Local System

5. If you have a firewall:
  - Check that the processes used by PRISMAprepare are not blocked. These processes are "PRISMAprepare.exe, OBNGLightProcess.exe, mmc.exe".
  - Check that port TCP 8010 is opened.
6. If PRISMAprepare cannot load the media catalog from the Fiery Print Server: Bypass the proxy server for the driverless printers  
Do this for all browsers.  
Internet Explorer and Chrome both rely on the Internet Options settings for proxy information, so you don't need to configure them separately. Firefox optionally uses its own proxy settings, so you might need to add exceptions in Firefox.
  1. Open Internet Explorer on the computer where:

- PRISMAprepare is installed.
  - The "Operator console" of PRISMAaccess is installed.
2. Click: Tools - Internet options.
  3. Click tab "Connections", then click button "LAN settings".
  4. Enable option "Bypass proxy server for local addresses".
  5. Click button "Advanced".
  6. Add either the hostname or IP address of each driverless printer to the list of exceptions for the proxy server.



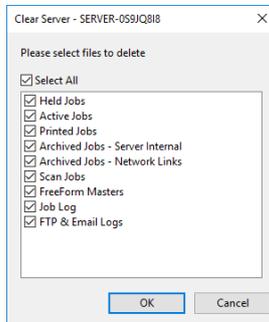
**NOTE**

You have to add the hostname—not the IP address—for Windows 7, and for IE 6.0, 7, 8, and 9.

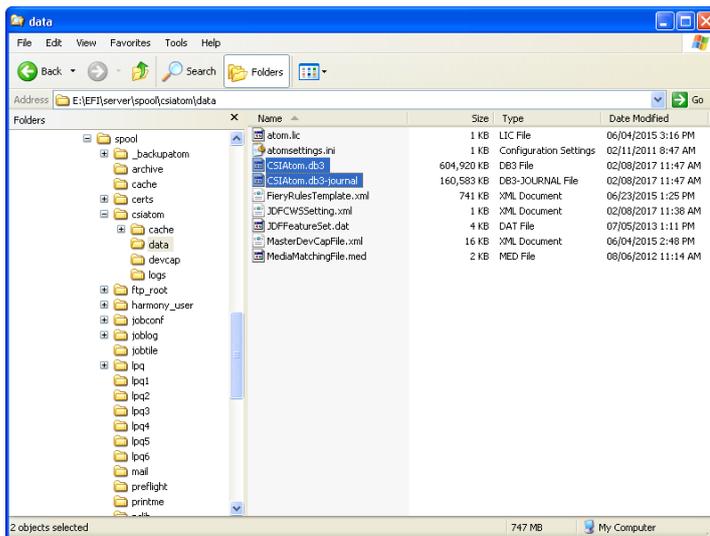
7. Click "OK", click "OK" again, and click "OK" to close the dialog.
  8. Test if the bypass proxy is bypassed for the added driverless printers:  
Open an Internet browser and connect to the printer with hostname or IP address. If you cannot connect to the printer, you have to check the printer address in the list of exceptions of your proxy server.
7. If PRISMAprepare cannot load the media catalog from the Fiery Print Server: repair the JDF database on the Fiery Print Server.  
**Cause:** The JDF database can become corrupt when you reboot the Fiery Print Server while a job is "hanging". In this case, the Fiery Print Server does not send any responses anymore to PRISMAprepare.

**Solution:**

1. Open the command workstation of Fiery.
2. Click "Server - Clear Server...".
3. Enable option "Select All" and click OK.  
All items on the server will be selected and removed.



4. Open the "Services" dialog on the computer running the command workstation of Fiery.
5. Stop the service "Fiery CSI Atom".
6. Go to folder "EFI\server\spool\csiatom\data" and delete the database and the database journal: "CSIAtom.db3" and "CSIAtom.db3-journal".



7. Go to folder "EFI\server\spool\csiatom" and delete any temporary PDF files.
8. Restart the service "Fiery CSI Atom".
9. Wait 5 minutes, or reboot the Fiery Print Server.  
Now, you can load the media catalog from the Fiery Print Server.
8. If the import of the media catalog results in a connection error: check the media in the media catalog. PRISMAprepare does not support media without media sizes.
  1. Open the command workstation of Fiery.
  2. Open the Paper Catalog.
  3. Open the media that has no paper size assigned. You can check this in column "Paper size".
  4. Select a paper size for the media and click "Save".
  5. Import the media catalog again in PRISMAprepare. It is recommended that you select option [Merge with the existing media catalog] when you import the media catalog.

# Which media properties are supported when mapping PRISMAprepare media to the Fiery paper catalog?

## Supported media properties for mapping

The media attributes as used in PRISMAprepare are mapped to media properties known by the printer. The mapping ensures that the media will be correctly handled by the printer. See the list of the supported media properties of PRISMAprepare and their JDF equivalent in the Fiery paper catalog:

PRISMAprepare media property	Fiery JDF catalog property
Media size (width, height)	Paper Size
Media weight	Weight
Media type	Type details
Media color	Color name
Insert	Imageable side: neither
Tab	Type details
Preprinted	Pre-Printed
1-sided	Imageable side: front
Punched, punch pattern	Hole type
Cyclic, cycle length	Set count
Input tray	Tray

## Mapping rules

In general, PRISMAprepare memorizes the media mapping for each job, for each media and for each printer. However, the following specific mapping rules exist:

1. Mapping a media name onto a different media name while keeping all the other media attributes. The application memorizes the mapping for each media and for each printer.
2. Mapping an undefined media type onto an existing media type while keeping all the other media attributes. The application memorizes the mapping for each media and for each printer.
3. Mapping an undefined media color onto an existing media color while keeping all the other media attributes. The application memorizes the mapping for each media and for each printer.

# **Chapter 9**

## The command line interface

# The command line interface

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

You can use the parameters in any order. The available parameters are as specified in the table below.

The command line interface

Setting	Description
cmd /C	<p>Use parameter 'cmd /C' to launch 'PRISMAprepare.exe' synchronously with the command shell. By default, 'PRISMAprepare.exe' runs asynchronously.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <p> <b>NOTE</b> When you use this parameter, exit codes are returned.</p>
PRISMAprepare.exe	<p>You must execute the command 'PRISMAprepare.exe' in the installation directory of this application.</p>
<path\file name>	<p>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 : <a href="#">Supported file formats on page 10</a></p> <p> <b>NOTE</b> This setting is mandatory.</p>

Setting	Description
/F	<ul style="list-style-type: none"> <li>• With parameter "/F": Preflight is applied when opening the document. The rules configured for automatic preflight are used.</li> <li>• Without parameter "/F": No preflight is applied when opening the document, even if automatic preflight is enabled in the application.</li> </ul> <p>Parameter "/F" can be overruled by parameter "/T".</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
/VDPS <VDPSourceFile>	<p>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".</p> <p>The parameter '/VDPS' can overrule the data source file that is saved in the master document.</p> <p>If parameter '/T' and parameter '/VDPS' are used, the variable data is added to the document before the template(s) are applied.</p> <p> <b>NOTE</b> 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.</p>
/VDPSD <VDPSourceDetail>	<p>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. For example: "name".</p> <p>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.</p> <p>This parameter is ignored if the data source is of type *.csv or if the '/VDPS' parameter is not used.</p>
/VDPP <Password>	<p>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.</p>

Setting	Description
/VDPL <VDPDataFile>	<p>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".</p> <ul style="list-style-type: none"> <li>• With parameter '/VDPS': The data source file defined with parameter '/VDPS' is used instead of the data source file defined in the [VDP] data.</li> <li>• With parameter '/T': The [VDP] data is applied to the document before the template(s) are applied.</li> </ul>
/VDPV	<p>Use parameter '/VDPV' to validate the [VDP] data. Parameter '/VDPV' is applied only after the other [VDP] parameters have been applied.</p>
/T	<p>Use parameter '/T' to apply one or more automation templates to the job. The templates are applied in the defined order. The templates must be separated by a " ". The template names are case sensitive.</p> <p>For example: /T "&lt;Template1&gt; &lt;Template2&gt; &lt;Template3&gt;".</p> <p>The following limitations to parameter '/T' apply:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> </ul> <p>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>
/P <printer name>	<p>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.</p> <p>If parameter '/T' and parameter '/P' are used, the parameter '/P' overrules the printer that is defined in the template(s).</p> <p>If parameter '/I' and parameter '/P' are used, the [Production] workspace of the application opens. The printer that is defined by parameter '/P' is selected in the [Production] workspace. You can define the print settings. Click button [Print] to continue with the "PRISMAprepare.exe" command.</p> <p> <b>NOTE</b> 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.</p>

Setting	Description
/C <no of copies>	<p>The number of copies between 1 and 65535. The defined number of copies overrides the number of 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.</p> <p>If parameter '/T' and parameter '/C' are used, the parameter '/C' overrides the number of copies that is defined in the template(s).</p> <p>If parameter '/I' and parameter '/C' are used, the [Production] workspace of the application opens. The number of copies that is defined by parameter '/C' is used in the [Production] workspace. You can define the print settings. Click button [Print] to continue with the "PRISMAprepare.exe" command.</p>
/SP	<p>Use parameter '/SP' to generate a Proof PDF.</p> <p>The default path and the name of the proof PDF is: &lt;Document folder&gt;\&lt;Document name&gt;_ProofPDF.pdf.</p> <p>Use the /SPO parameter to change the Proof PDF file name.</p> <p>When /SP is used, the proof PDF is not printed. An exception is when an automation templates requests printing of the proof PDF. 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.</p> <p>The number of copies specified in the command line (/C parameter) appears in the Proof PDF banner note.</p> <p>The /SP parameter is ignored when combined with /T (a Proof PDF is generated only if requested in an automation template).</p>
/SPO <soft proof file name>	<p>Use parameter '/SPO' to specify the Proof PDF file name. The file name can contain the following special characters</p> <ul style="list-style-type: none"> <li>• a date stamp (%d)</li> <li>• a timestamp (%t).</li> </ul> <p>The path optionally specified in the /O parameter has no impact on this default.</p> <p>The file name must be enclosed between double quotes. For example: "name".</p> <p>The parameter is ignored if the command line contains no Proof PDF request be it via the /SP parameter or via a template (/T).</p> <p>When combined with /T the parameter overrides the Proof PDF file name(s) defined in the template(s).</p> <p>When combined with /I the parameter is proposed in the Save Proof PDF dialog opened as a result of the CLI command.</p> <p>The parameter has no impact on the user settings or on further manual Proof PDF requests.</p>

Setting	Description
/SPM <Metric   Imperial>	<p>Use parameter '/SPM' to specify the metric system used during the Proof PDF generation.</p> <p>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.</p> <p>The parameter is ignored if the command line contains no Proof PDF request be it via the /SP parameter or via a template (/T).</p> <p>When combined with /T the parameter overrules the metric system defined in the template(s).</p> <p>When combined with /I the parameter is used exclusively for the Proof PDF requested via the current command line.</p> <p>The parameter has no impact on the user settings or on further manual Proof PDF requests.</p>
/SPR <DPI72   DPI300>	<p>Use parameter '/SPR' to specify the resolution used during the Proof PDF generation.</p> <p>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.</p> <p>The parameter is ignored if the command line contains no Proof PDF request be it via the /SP parameter or via a template (/T).</p> <p>When combined with /T the parameter overrules the resolution defined in the template(s).</p> <p>When combined with /I the parameter is used exclusively for the Proof PDF requested via the current command line.</p> <p>The parameter has no impact on the user settings or on further manual Proof PDF requests.</p>
/SPL <CZ   DK   DE   GB   US   ES   FI   FR   HU   IT   JP   NO   NL   PL   PT   RU   SE   CHZ>	<p>Use the '/SPL' parameter to specify the language used during the Proof PDF generation.</p> <p>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, British English, American English, Spanish, Finnish, 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.</p> <p>The parameter is ignored if the command line contains no Proof PDF request be it via the /SP parameter or via a template (/T).</p> <p>When combined with /T the parameter overrules the language defined in the template(s).</p> <p>When combined with /I the parameter is used exclusively for the Proof PDF requested via the current command line.</p> <p>The parameter has no impact on the user settings or on further manual Proof PDF requests.</p>

Setting	Description
/SPB <Background image>	<p>Use parameter '/SPB' to specify the background image used during the Proof PDF generation.</p> <p>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.</p> <p>The path must be enclosed between double quotes. For example: "C:\My Folder\images".</p> <p>The parameter is ignored if the command line contains no Proof PDF request be it via the /SP parameter or via a template (/T).</p> <p>When combined with /T the parameter overrules the background defined in the template(s).</p> <p>When combined with /I the parameter is used exclusively for the Proof PDF requested via the current command line.</p> <p>The parameter has no impact on the user settings or on further manual Proof PDF requests.</p>
/SPN <Note text>	<p>Use parameter '/SPN' to specify the soft proof note used during the Proof PDF generation.</p> <p>The parameter is followed by a string corresponding to the note text. If not specified, the note is empty. The text must be enclosed between double quotes. For example: "text".</p> <p>The parameter is ignored if the command line contains no Proof PDF request be it via the /SP parameter or via a template (/T).</p> <p>When combined with /T the parameter overrules the note defined in the template(s).</p> <p>When combined with /I the parameter is used exclusively for the Proof PDF requested via the current command line.</p> <p>The parameter has no impact on the user settings or on further manual Proof PDF requests.</p>
/SPVDP	<p>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.</p>
/O <OutputFile>	<p>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.</p> <p>The parameter '/O' must be used in combination with parameter '/T'.</p>
/L <LogFile>	<p>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.</p> <p>The name of the log file cannot be the same as the name of the document file or the output file.</p> <p>The parameter '/L' cannot be used in combination with parameter '/I'.</p>

Setting	Description
/l	Use parameter '/l' to open this application. You can edit the job in the application. Parameter '/l' can be used in combination with other parameters. See the descriptions of the parameters for detailed information.
/Finishing	Use parameter '/Finishing' to create a JDF finishing ticket for a near-line finisher. The parameter can be followed by the name of a finishing flow. The name must be enclosed between double quotes. For example: "name". If this parameter is used without the name of a finishing flow, then the finisher as defined in the document is used. The finisher as defined in the document is used even if a finishing flow name is defined in the print settings or in an automation template. This parameter must be used in combination with a print command, either '/P' or a print command recorded in an automation template. This parameter is ignored if no print command is used. The finishing flow name used in combination with this parameter overwrites the finishing flow in the print settings and the automation templates.

### Examples

- `PRISMAprepare.exe "C:\Temp\10pages.pdf" /l`  
The application opens. You can edit the job.
- `PRISMAprepare.exe "C:\Temp\10pages.pdf" /C 5 /l`  
The application opens. The [Production] workspace 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 /l`  
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.

Setting	Description
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.
40000	The automation template is executed. One or more warnings are reported.
50000	No file available to save.
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.
50030	Syntax error in the parameter file for the automation template.
50031	The parameter file for the automation template contains an invalid instruction.
50032	An instruction in the parameter file for the automation template contains an invalid parameter.
50033	An instruction in the parameter file for the automation template contains an invalid parameter value.
50034	The parameter file for the automation template uses an invalid encoding. The encoding must be UTF-8.
50035	The parameter file for the automation template cannot be found.
50036	The parameter file for the automation template cannot be read.
50037	The extension of the parameter file for the automation template must be '*.mrparam'.

Setting	Description
50099	Unrecoverable error. The script cannot be recorded or replayed.

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# Canon

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