Learning Guide

English

Introduction to Preps

version **5.0**

653-00310B-EN Rev B
Internal 731-00222A-EN

www.creo.com

Introduction to Preps

version 5.0

Learning Guide

creo™

Copyright

Trademarks

FCC Compliance

The Creo equipment referred to in this document complies with the requirements in Part 15 of FCC Rules for a Class A computing device. Operation of the Creo equipment in a residential area may cause unacceptable interference to radio and TV reception, requiring the operator to take whatever steps are necessary to correct the interference.

Limitation of Liability

The product, software or services are being provided on an "as is" and "as available" basis. Except as may be stated specifically in your contract, Creo Inc. expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to, any implied warranties of merchantability, fitness for a particular purpose and non-infringement.

You understand and agree that Creo Inc. shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses (even if Creo has been advised of the possibility of such damages), resulting from: (i) the use or the inability to use the product or software; (ii) the cost of procurement of substitute goods and services resulting from any products, goods, data, software, information or services purchased; (iii) unauthorized access to or alteration of your products, software or data; (iv) statements or conduct of any third party; (v) any other matter relating to the product, software, or services.

Creo Inc.
3700 Gilmore Way
Burnaby, B.C., Canada
V5G 4M1
Tel: (1) (604) 451-2700
Fax: (1) (604) 437-9891

http://www.creo.com

Internal 731-00222A-EN

Revised May 2004

Contents

Using This Guide

Who Should Use This Guide

This guide is intended as an introduction to Preps 5.0 for new users. It covers most of the features and functionality of Preps.

For more detailed information, refer to the *Preps 5.0 User Guide*, which is available in PDF (Portable Document Format) on the Preps 5.0 CD.

To use this guide, you should:

- Have a working knowledge of prepress operations
- Be familiar with the Windows operating system
- Be familiar with the Macintosh operating system

This guide assumes that:

- All the hardware, software, and network components of your system are installed, configured, and operating correctly.
- Files submitted to Preps are free of common errors usually resolved during preflight, such as missing fonts and PostScript® errors.

Guiding Principles

This self-study guide incorporates the following adult learning principles:

- Provides conceptual ideas to provide clarity of where training fits in the larger picture
- Provides realistic examples connecting training to real world working environments
- Relates training to what learners already know
- Incorporates hands-on practice to enable learning by doing
- Provides scope of training through learning objectives
- Relates hands-on activities to stated learning objectives

Self-Study Guide Objectives

As a new user, this self-study guide will help you learn to:

- Create and modify a basic Preps job
- Select signatures for a Preps job
- Use placeholders
- Configure devices and preferences
- Create templates
- Add and configure marks
- Preview Preps jobs
- Apply page adjustments
- Apply fitting and tiling options
- Print PostScript and PDF jobs out of Preps

PDF Document

This guide is also provided in PDF.

The PDF document can be used for online viewing and printing using Adobe Acrobat® Reader. When printing the guide, please print the entire guide, including the copyright and disclaimer statements.

For More Information

Visit www.creo.com for documentation, training courses, downloads, and service and support contacts.

1

Working With Jobs

Module Objectives

By the end of this module, you will be able to:

- Create a basic Preps job
- Add source files to the file list
- Add pages to the run list
- Modify the file list and run list
- Add signatures to a job
- Save and name a job

Creating a Basic Preps Job

Important: Preps 5.0 cannot run when Classic mode is active. Stop Classic mode and restart Preps.

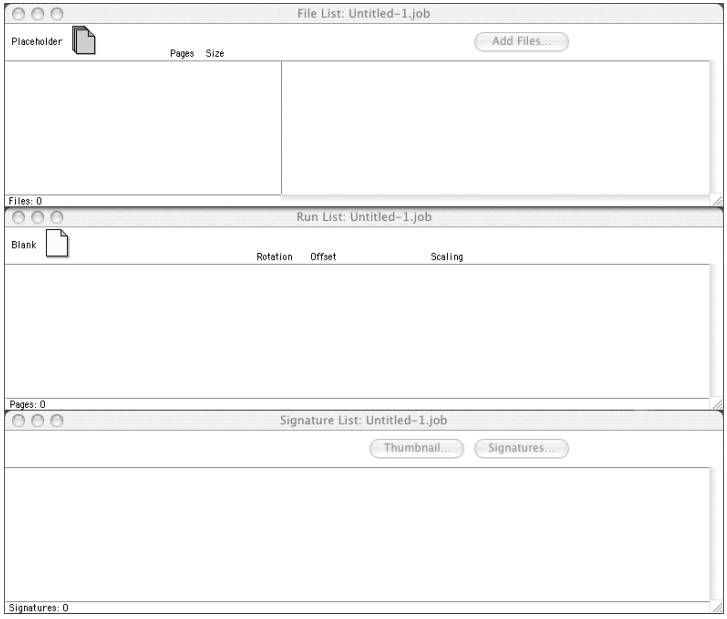
Overview

Preps accepts PostScript®, EPS, TIFF, DCS, and PDF source files from more than 120 applications. Preps Pro and Preps XL for Windows accept Xerox RDO files. You can mix any combination of these files within a job.

There are two types of jobs you can create in Preps:

- Mixed source files with PostScript output
- PDF source files with PDF output

➢ From the **File** menu, choose **New Job > Mixed Files -> PostScript** or **New Job > PDF -> PDF.**



When you create a Preps job, three empty job windows open on screen:

- File List window
- Run List window
- Signature List window

When you add source files to a Preps job, these job windows contain information about the source file, the source file pages, and the selected layout.

File List Window

The file list contains the source files used in a job. Adding source files to the file list makes them available for use in the current job, but you do not have to use all the files in the file list, nor do you have to use all of the pages in each of the files. It does not matter what order files appear in the file list.

Run List Window

The run list is where you arrange the pages in the final printed order, from the beginning to the end. For example, the run list for a small booklet might be set up like this:

Outside front cover

Inside front cover

Page 1

Page 2

Page 3

Page 4

Inside back cover

Outside back cover

Signature List Window

The signature list is where the signatures used for the impositions are listed in the order in which the job will be assembled.

Saving Window Positions

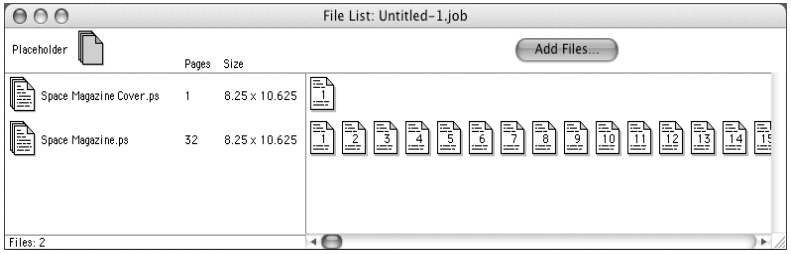
You can customize the job window sizes and positions, and save them as the default.

➢ From the **Windows** menu, choose **Save Window Positions**.

Adding Source Files to the File List

There are three ways to add files to the file list:

- Click **Add Files** in the File List window.
- From the **Job** menu, choose **Add Files**.
- Drag and drop files from the Macintosh Finder or Windows Explorer into the File List window.

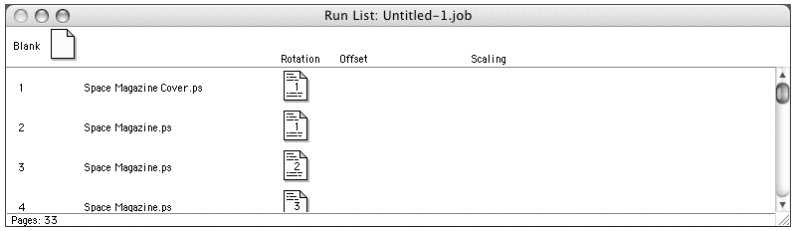


Information about the source files appears in the File List window: the file name, number of pages in the file, and the page size. Icons representing each page in the source file appear on the right side of the File List window.

Adding Pages to the Run List

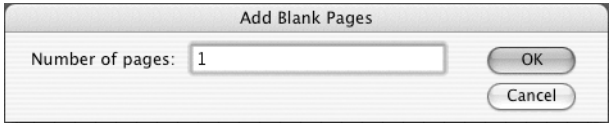
There are three ways to add pages to the run list:

- Select the **Add all pages to run list** check box when you add source files to the file list using **Add Files**.
- Drag and drop files or pages from the file list to the run list.
- Drag and drop files from the Macintosh Finder or Windows Explorer to the run list; if the file is not already present in the file list, it automatically appears in the file list.



Adding Blank Pages to the Run List

You can add blank pages to the run list. For example, if the first chapter in a book contains seven pages and you want the second chapter to start on an odd-numbered page, you can add a blank page in between the first and second chapters to force the second chapter to start on page nine.



Adding a Single Blank Page to the Run List

- Drag the **Blank** page icon from the top of the Run List window to the position in the run list where you want to add the page.

Adding Multiple Blank Pages to the Run List

1. Press and hold the SHIFT key as you click and drag the **Blank** page icon to the run list.
2. The Add Blank Pages dialog box appears. In the **Number of pages** box, type the number of blank pages you want to add.
3. Click **OK**.

Modifying the File List and the Run List

You can add and remove files in the file list, and add, remove, and rearrange pages in the run list.

Selecting Pages in the File List and the Run List

Selecting a Range of Consecutive Pages

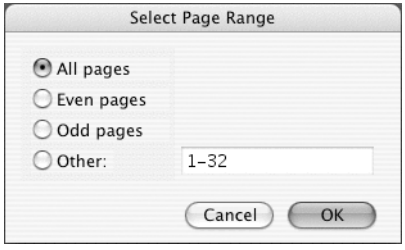
1. Click the first page you want to select in the file or the run list.
2. Press and hold the SHIFT key, then click the last page you want to select.

Selecting Multiple Non-Consecutive Pages

1. Click the first page you want to select in the file or the run list.
2. Press and hold the COMMAND key (Macintosh) or CONTROL key (Windows), then click the additional pages you want to select.

Selecting Pages Using the Select Page Range Dialog Box

1. From the **Edit** menu, choose **Select Page Range**.



2. Select **All pages**, **Even pages**, **Odd pages**, or **Other**. If the File List window is active, these options apply to the currently selected file. If the Run List window is active, these options apply to the pages in the run list. When you select **Other**, you type the page range you want to select. A range of consecutive numbers is indicated with a hyphen. Non-consecutive numbers are separated by a comma.

Removing a Source File From the File List

- Select the file you want to remove, then press the DELETE key. Preps displays a message to confirm that you want to delete the file. When a source file is removed from the file list, its pages are also removed from the run list.

Removing Pages From the Run List

- Select the page(s) you want to remove and press the DELETE key. Removing pages from the run list does not remove pages or files from the file list.

Editing the Run List

You can move pages in the run list by dragging and dropping them to new positions, or by cutting or copying, and pasting them. You can create a copy of a run list page by pressing and holding the OPTION key while dragging and dropping the page to another position in the run list.

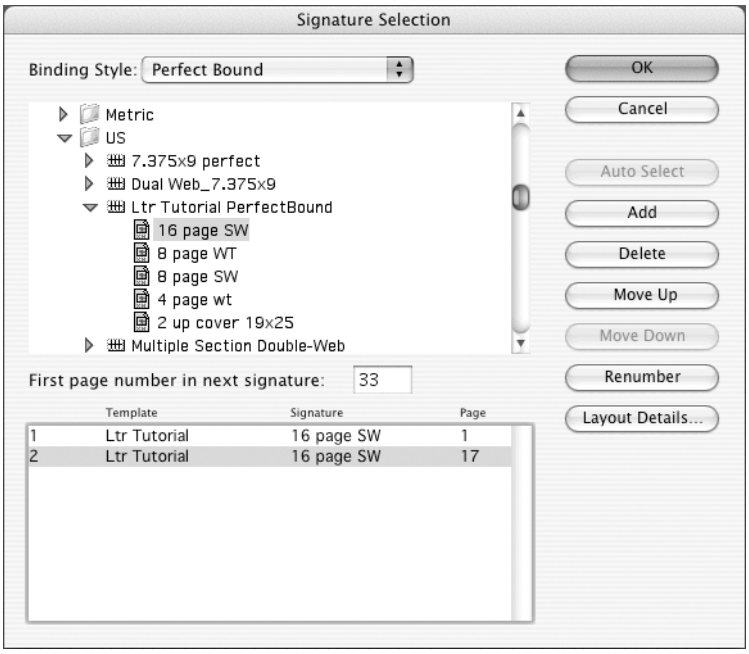
You can replace a page in the run list by dragging a new page from the file list (or from the Finder or Explorer) and dropping it onto the page you want to replace.

Adding Signatures to a Job

When all the pages are in the run list in the correct order, the next step is to select a template to produce imposed output. Preps then flows the run list pages through the signatures in the signature list.

Preps ships with a number of templates that contain commonly used layouts for different binding styles. You can modify these, or create your own.

1. In the Signature List window, click **Signatures**. The Signature Selection dialog box appears.



2. From the **Binding Style** list, select the binding style for the job. Preps supports five binding styles:

   - Flat work
   - Perfect bound
   - Saddle stitched
   - Come 'n' go
   - Cut and stack

   The binding style determines the order in which the job pages flow through the signatures. Once you select a binding style, templates created with that binding style are available for selecting in the Signature Selection dialog box. For more information about binding styles, see *Selecting a Binding Style* on page 56.

3. Select the template you want to use. Templates can contain multiple signatures. There are two ways to add signatures to a job:

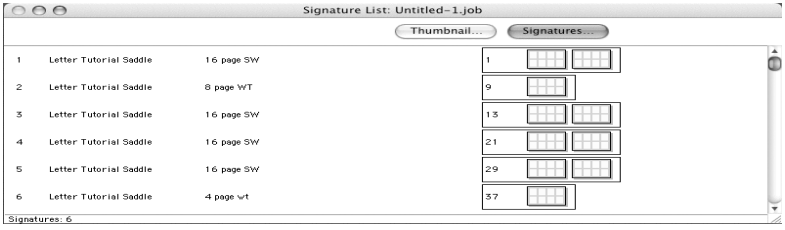
   - Automatically
     Select the template name in the Signature Selection dialog box, then click **Auto Select**. Preps automatically flows the run list pages through the largest signature in the template, reusing the layout as

many times as needed until there are no longer enough pages to fill it. Preps then uses smaller signatures that most closely match the number of remaining run list pages. If there are not enough pages to fill the final signature, Preps leaves the missing pages empty.

- Manually
  To add signatures manually, click the disclosure arrow next to the template name in the Signature Selection dialog box. Select the signature you want to use, then click **Add**. There is no limit to the number of signatures you can add in this manner, so it is possible to create empty signatures.

4. Once you have selected the signatures you want to use, you can change their positions in the job. To move a signature, select it in the Signature Selection dialog box, then click **Move Up** or **Move Down**. To delete a signature, select it, then click **Delete**.

5. When you have finished adding signatures to the job, click **OK**. The signatures appear in the Signature List window.



Saving and Naming a Job

1. From the **File** menu, choose **Save Job** or **Save Job As**.
2. Type a name for the job and select the location where you want to save it.
3. Click **Save**.

Once you have saved and named a Preps job:

- It can be stored anywhere on the system.
- It is portable between Macintosh and Windows versions of Preps.
- It contains references to all source files used, rather than embedding the files in the job.

Activity

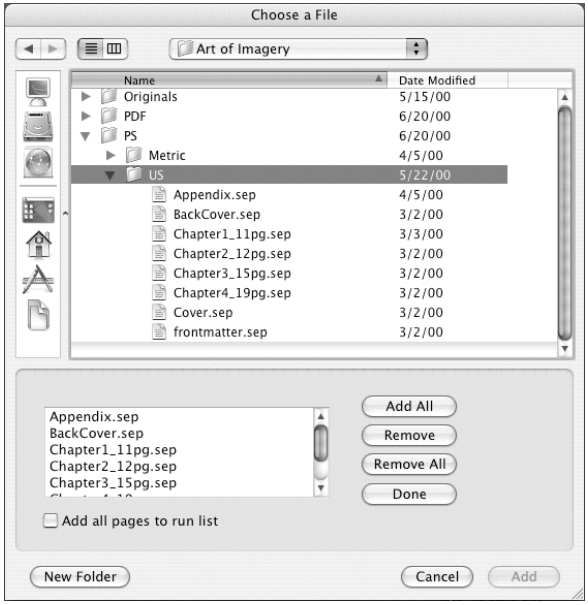
Activity 1: Building a Job

Scenario

The customer has supplied PostScript files for an 8.5" x 11" (A4), 76-page, saddle-stitched book. There is a separate file for each chapter. When the files were created, blank pages were not included, so the total page count is incorrect and many of the chapters do not start on odd-numbered, or right-hand pages.

1. From the **File** menu, choose **New Job**, then **Mixed Files -> PostScript**.
2. From the **Learning Preps:Activity Files:Art of Imagery:PS:US (Metric)** folder, add the following files to the file list:
   - **Appendix.sep** (**Appendix_A4.sep**)
   - **BackCover.sep** (**BackCover_A4.sep**)
   - **Chapter1_11pg.sep** (**Chapter1_11pg_A4.sep**)
   - **Chapter2_12pg.sep** (**Chapter2_12pg_A4.sep**)
   - **Chapter3_15pg.sep** (**Chapter3_15pg_A4.sep**)
   - **Chapter4_19pg.sep** (**Chapter4_19pg_A4.sep**)
   - **Cover.sep** (**Cover_A4.sep**)
   - **Frontmatter.sep** (**Frontmatter_A4.sep**)

3. De-select the **Add all pages to run list** check box.



4. Click **Done.**

5. Click on the file in the file list, and drag the files individually to the run list in the following order:

   - **Cover.sep** (**Cover_A4.sep**)
   - **Frontmatter.sep** (**Frontmatter_A4.sep**)
   - **Chapter1_11pg.sep** (**Chapter1_11pg_A4.sep**)
   - **Chapter2_12pg.sep** (**Chapter2_12pg_A4.sep**)
   - **Chapter3_15pg.sep** (**Chapter3_15pg_A4.sep**)
   - **Chapter4_19pg.sep** (**Chapter4_19pg_A4.sep**)
   - **Appendix.sep** (**Appendix_A4.sep**)
   - **BackCover.sep** (**BackCover_A4.sep**)

6. Examine the first page of each chapter in the run list. Each chapter or section should start with an odd-numbered page. Add blank pages to the run list as needed. Remember, the total page count must be a multiple of 4, and the **BackCover** should be an even-numbered page.

   Next you add signatures to the signature list. The template created for this job is in the **Sample Templates:US** (**Metric**) folder and is called **Letter Tutorial Saddle** (**A4 Tutorial Saddle**).

7. The signatures required for this job are: 4 **16 page SW**, 1 **8 page WT**, and 1 **4 page wt**. To manually add the signatures in the order listed below, select the signature and click **Add**. The correct order for the signatures is:

   16 page SW

   8 page WT

   16 page SW

   16 page SW

   16 page SW

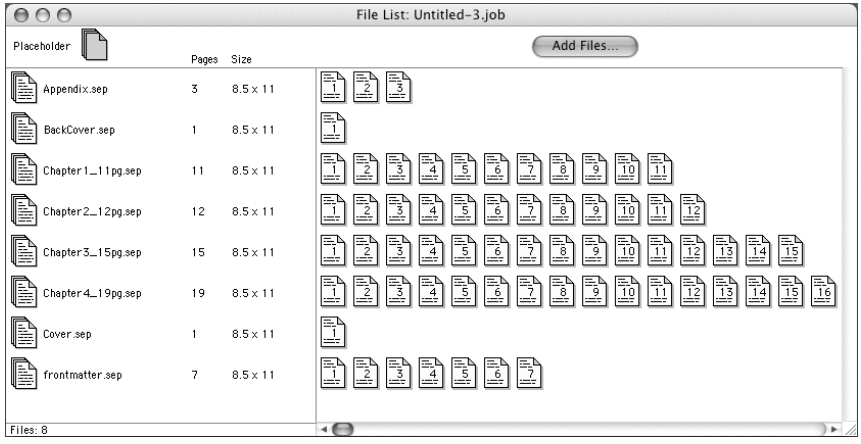
   4 page wt

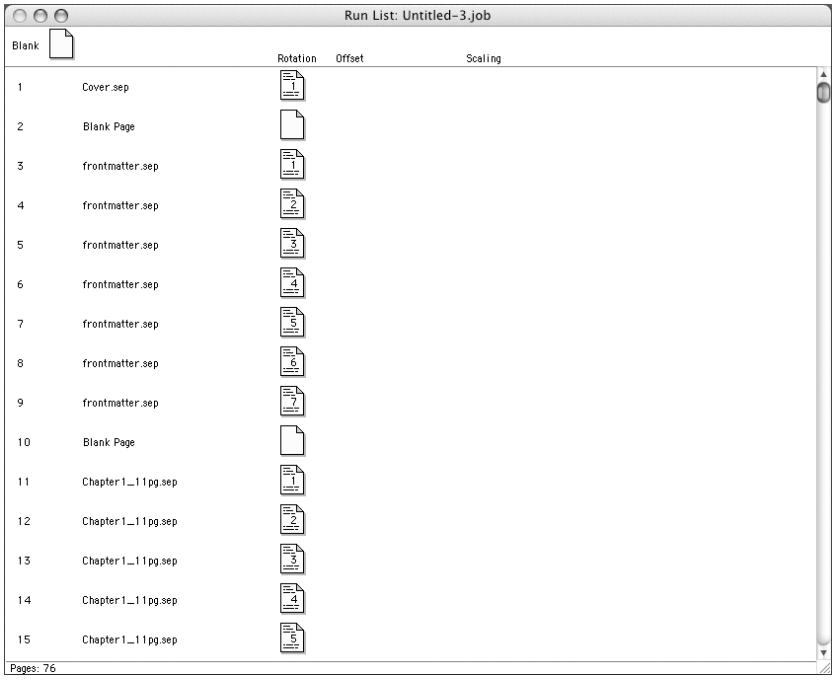
8. Once you've added the above signatures, click **OK** to close the Signature Selection window.

9. Save the job as **<yourname>Job1**.

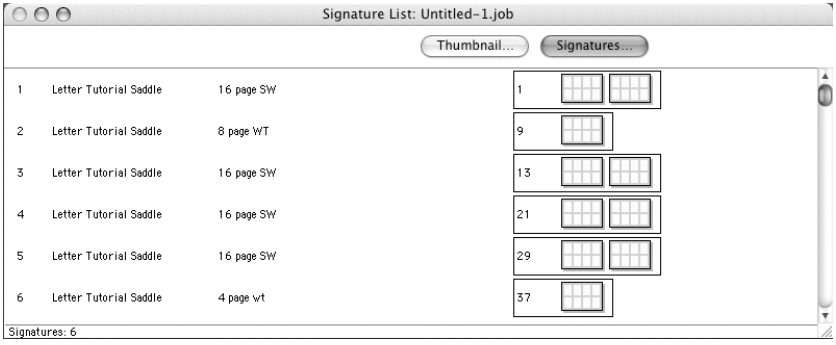
Check Your Work

Compare the finished job to the following 3 diagrams.





Note: There should be a total of 76 pages in the run list. There should be 1 blank page inserted before page 1 of the **Frontmatter**, page 1 of **Chapter 1**, page 1 of **Chapter 2**, (**Chapter 3** starts on an odd-numbered page so no blank is needed), page 1 of **Chapter 4**, page 1 of the **Appendix**, and 2 blank pages inserted before the **BackCover**.



Module Wrap-Up

In this module, you learned to:

- Create a basic Preps job
- Add source files to the file list
- Add pages to the run list
- Modify the file list and run list
- Add signatures to a job
- Save and name a job

2

Working With Placeholders

Module Objectives

By the end of this module, you will be able to:

- Add a placeholder to a Preps job
- Edit a placeholder
- Replace a placeholder with a source file
- Split a placeholder
- Convert a source file to a placeholder
- Use placeholders in a job

Using Placeholders in a Preps Job

Overview

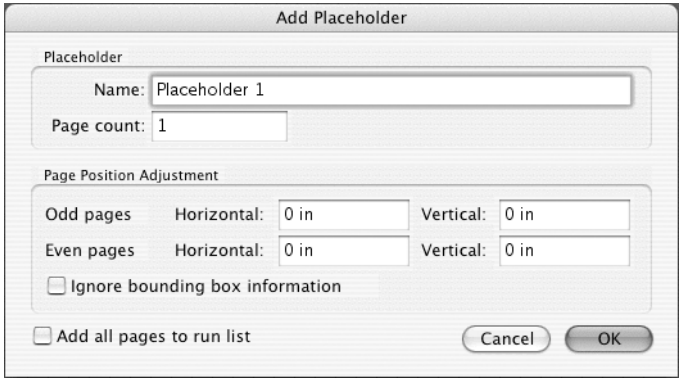
Placeholders are used to set up a job before all the source files are available. When you add a placeholder, you give it a name and page count, then add it to the file list and run list. You replace the placeholder when the source file becomes available.

Adding a Placeholder to a Preps Job

1. Drag and drop the placeholder into the file list.

   Or:

   From the **Job** menu, choose **Add Placeholder**. The Add Placeholder dialog box appears.



2. In the **Name** box, type a name. If you do not know the exact name of the source file, type any descriptive name or use the default name Placeholder 1.
3. In the **Page count** box, type the number of pages in the file.
4. To add the pages to the run list automatically, select the **Add all pages to run list** check box.
5. Click **OK**.

Editing a Placeholder

You can change the name of the placeholder or the page count at any time.

1. From the file list, select the **Placeholder** icon.
2. From the **Edit** menu, choose **Get Information**.
3. The Placeholder Information dialog box opens. Type the changes, then click **OK**.

Replacing a Placeholder With a Source File

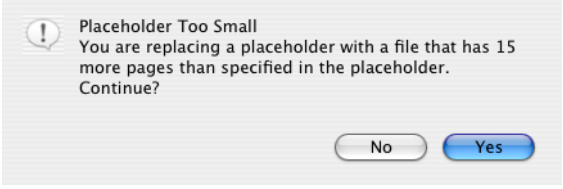
When the source file becomes available, you replace the placeholder.

1. From the file list, select the placeholder.
2. From the **Job** menu, choose **Replace Placeholder**.
3. Navigate to the source file, select it, then click **Choose**.

Different Page Count in Placeholders and Source Files

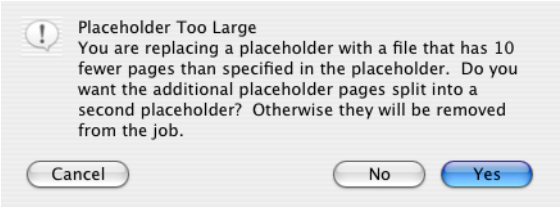
If the source file contains more pages than you indicated for the page count of the placeholder, a warning message appears offering three options:

- Adding the extra pages to the run list after the last page of the placeholder
- Not adding the extra pages to the run list
- Canceling the replacement of the placeholder



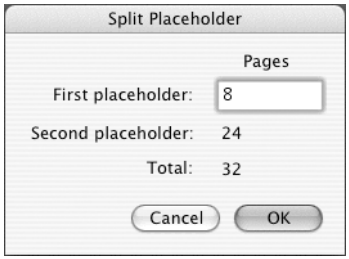
If the source file contains fewer pages than you indicated for the page count of the placeholder, a warning message appears offering three options:

- Removing the extra pages from the run list
- Splitting the placeholder, which creates a new placeholder for the missing pages
- Canceling the replacement of the placeholder



Splitting a Placeholder

1. From the file list, select the placeholder.
2. From the **Job** menu, choose **Split Placeholder**.



3. The Split Placeholder dialog box appears. In the **First placeholder** box, type the number of pages for the first placeholder. The second placeholder contains the remaining pages.
4. Click **OK**.

Converting a Source File to a Placeholder

If a source file used in a job is incorrect, you can convert it to a placeholder to be replaced with a new source file at a later time.

1. From the file list, select the source file.
2. From the **Job** menu, choose **Convert To Placeholder**.

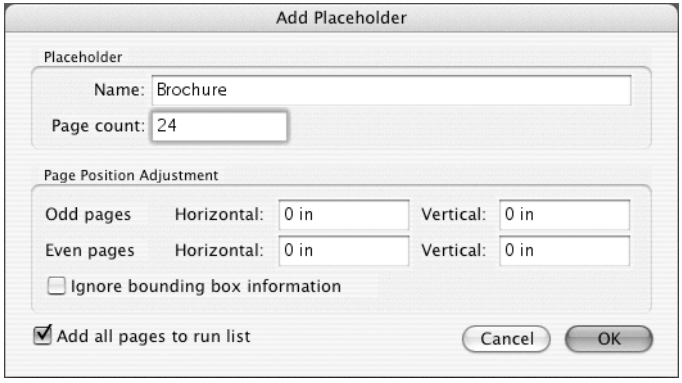
Activity

Activity 1: Using Placeholders in a Job

Scenario

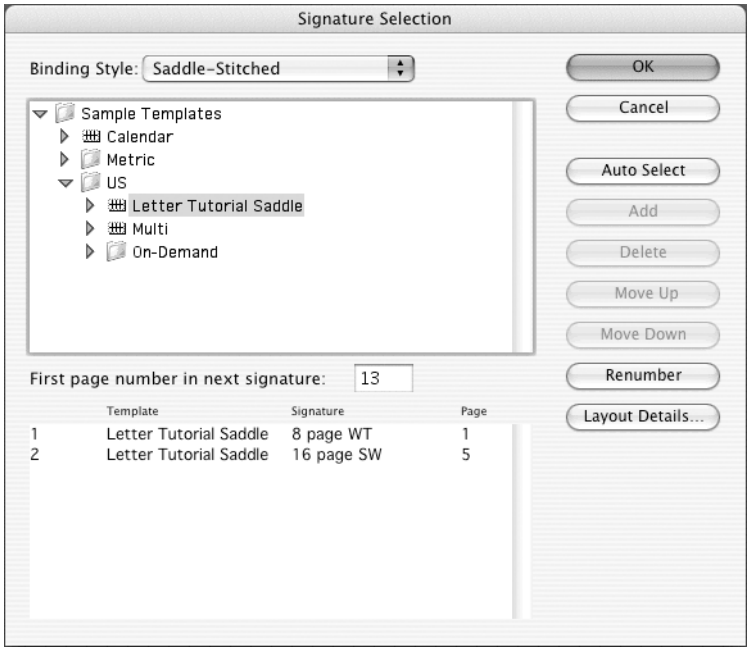
A customer job arrives that requires a tight production schedule. Not all of the source files are available, but there are enough to begin printing a couple of signatures. You use placeholders to set up the job and begin printing; when the rest of the source files are available, you complete the job.

1. From the **File** menu, choose **New Job**, **Mixed Files -> PostScript**.
2. Drag the **Placeholder** icon to the run list. The Add Placeholder dialog box appears. In the **Name** box, type Brochure. In the **Page count** box, type 24. Select the **Add all pages to run list** check box, then click **OK**.



3. In the Signature List window, click **Signatures**.
4. From the **Binding Style** list, select **Saddle-Stitched**. The template created for this job is in the **Sample Templates:US** (**Metric**) folder and is called **Letter Tutorial Saddle** (**A4 Tutorial Saddle**).

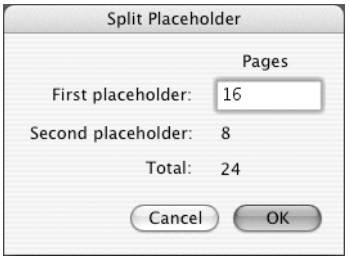
5. Select the **Letter Tutorial Saddle** (**A4 Tutorial Saddle**) template, and click **Auto Select.** You should see 2 signatures in the list; one **16-page Sheetwise**, and one **8-page Work and Turn.**



6. Click **OK.**

The customer calls regarding the job. He explains that instead of one 24-page PostScript file, you will receive a 16-page file called **Brochure.ps** and an 8-page file called **Insert.ps**. You can split the placeholder into two separate placeholders.

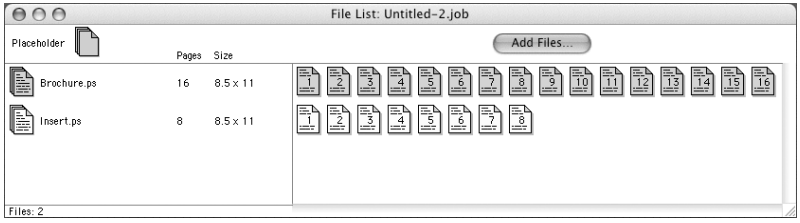
- From the file list, select the placeholder. From the **Job** menu, choose **Split Placeholder**. In the **First placeholder** box, type 16 for the page count. Note that the page count for the second placeholder is automatically calculated. Click **OK**. There are now two placeholders in the file list.



The PostScript files arrive from the customer. You now replace the placeholders.

1. From the file list, select the 16-page placeholder. From the **Job** menu, choose **Replace Placeholder**. Navigate to the **Learning Preps:Activity Files:Brochure:US** (**Metric**) folder and select **Brochure.ps** (**Brochure-A4.ps**). Click **Choose**. The placeholder is replaced with the PostScript file.

2. Select the 8-page placeholder. From the **Job** menu, choose **Replace Placeholder**. Navigate to the **Learning Preps:Activity Files:Brochure:US** (**Metric**) folder and select **Insert.ps** (**Insert-A4ps**). Click **Choose**. The placeholder is replaced with the PostScript file.



The customer makes changes to the brochure and calls to explain that a new PostScript file is coming.

➢ Select the **Brochure.ps** icon in the file list. From the **Job** menu, choose **Convert to Placeholder**.

The new PostScript file arrives, but the customer has made a single file that includes both the brochure and the insert.

1. Select the **Insert.ps icon** in the file list. Press the **Delete** key. A dialog box appears asking, **Remove this file from the File List, and remove its pages from the Run List**? Click Yes.
2. Select the **Brochure.ps** (**Brochure-A4.ps**) placeholder in the file list. From the **Job** menu, choose **Replace Placeholder**. Navigate to the **Learning Preps:Activity Files:Brochure:US** (**Metric**) folder and select **Brochure_with_Insert.ps** (**Brochure_with_Insert A4.ps**). A dialog appears informing you the page count of the placeholder is smaller than the PostScript file, and asks if you want to continue. Click **Yes**.

The job is now ready to save and print.

Module Wrap-Up

In this module, you learned to:

- Add a placeholder to a Preps job
- Edit a placeholder
- Replace a placeholder with a source file
- Split a placeholder
- Convert a source file to a placeholder
- Use placeholders in a job

3

Configuring Preps

Module Objectives

By the end of this module, you will be able to:

- Add and remove an output device
- Configure an output device
- Create a custom page size
- Specify preferences for measurement units, language, input file handling, output options, folder locations, and PDF handling

Configuring Devices

Overview

Preps supports any output device for which a PostScript Printer Description (PPD) file is available. PPD files contain information about the output device, such as available page sizes, recommended resolutions, halftone line screens, halftone spot shapes, screen angles, and built-in fonts.

Preps ships with a number of PPD files that were originally provided by the output device manufacturers, but only a few are included when you install Preps. Additional PPD files are available on the Preps CD in the **PPD Files** folder, but they may be outdated, so we recommend that you use the PPD file that was supplied with the output device or that you generated using a RIP utility.

You add PPD files to Preps by copying them into the **Preps 5.0:printers:ppd** folder. The name must end in ".ppd" and cannot contain any special characters such as ampersands, slashes, and so on.

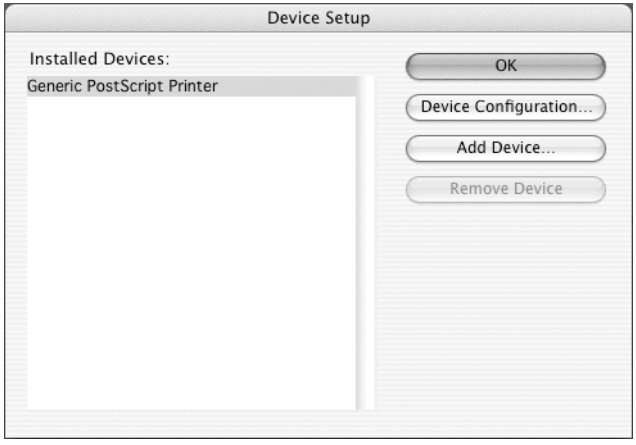
When you install Preps for the first time, you must add, configure, and connect the output devices you want to use. You may add as many output devices as required at any time.

Adding and Removing a Device

When you add a device, give it a unique nickname. Because each instance of a device is uniquely named, you can add the same device multiple times. This allows you to save different configuration options for an output device.

Adding a Device

1. From the **Setup** menu, choose **Device Setup**.



2. Click **Add Device**.
3. From the **Device Type** list, select the device. The names in this list are taken from the Model Name inside the PPD file and are usually different from the file name you see in the Finder or Explorer.
4. In the **Nickname** box, type a descriptive name for the device.

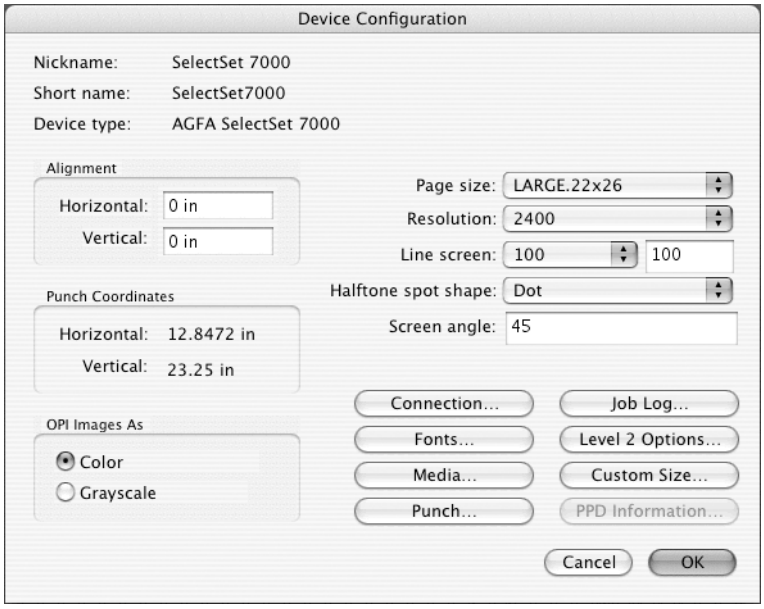
5. Click **OK**. The Device Configuration dialog box appears.

Removing a Device

➢ In the Device Setup dialog box, select the device, then click **Remove Device**.

Device Configuration

Output device options that you can configure include the page size, alignment, resolution, line screen, halftone spot shape, and screen angle. The information that appears in the Device Configuration dialog box is taken from the PPD or PPX (PPD extension files used by Preps for some output devices) for the device. You can change the configuration of an output device at any time.



Alignment

Changing the numbers in the **Horizontal** and **Vertical** boxes under **Alignment** moves the imaged data within the imageable area defined by the page size. Do not use alignment adjustments in conjunction with punch coordinates because they conflict.

Punch Coordinates

If the output device has a center punch, the horizontal and vertical coordinates for the selected page size, appear in the **Punch Coordinates** area of the Device Configuration dialog box. The numbers that appear here indicate the position of the punch mark relative to the PostScript origin point. If punch coordinates are not specified for the selected page size, this area of the dialog box is blank.

OPI Images As

If the job contains OPI-linked TIFF images and Preps Pro or Preps XL is doing the image replacement, you can print composite output on a color output device as either **Color** or **Grayscale**. The type of output is generally decided on a per-job basis. Printing grayscale composite output on a color output device is useful for quickly proofing a job.

Page Size

The **Page Size** list contains the page sizes that are supported by the output device. PPD files contain a limited number of pre-defined page sizes, but if the output device supports custom page sizes, you can add more page sizes to the list.

See *Custom Page Size* in the *Preps 5.0 User Guide* for information on creating custom page sizes.

Resolution

The **Resolution** list contains all the resolutions supported by the selected output device.

Line Screen

The manufacturer-recommended screen angles for the selected output device appear in the **Line Screen** list, but you can specify other line screen amounts by typing them in the box. The lines-per-inch (lpi) amount sets the line screen for halftones and composite (unseparated) output.

The line screen amount is used in conjunction with the **Override line screen** option in the Print dialog box. See *Module 9, Printing, Halftone Screening* on page 154. The line screen amount specified here is used as the default line screen amount for spot colors, unless it is overridden by information in the PPD or on the RIP or output device.

Halftone Spot Shape

The halftone spot shapes that are supported by the selected output device appear in the **Halftone spot shape** list. The halftone spot shape is used in conjunction with the **Override spot shape** option in the Print dialog box. See *Module 9, Printing, Halftone Screening* on page 154. The halftone spot shape you select here is used when printing composite output. You select

the spot shape for separated output on the **Color Separations** tab of the Print dialog box. See *Module 9, Printing, Line Screen and Screen Angle* on page 157.

Screen Angle

The manufacturer-recommended screen angle for the selected output device appears in the **Screen angle** box. This number is used for composite output and for spot colors, unless it is overridden by the information in the PPD or on the RIP or output device.

Connection

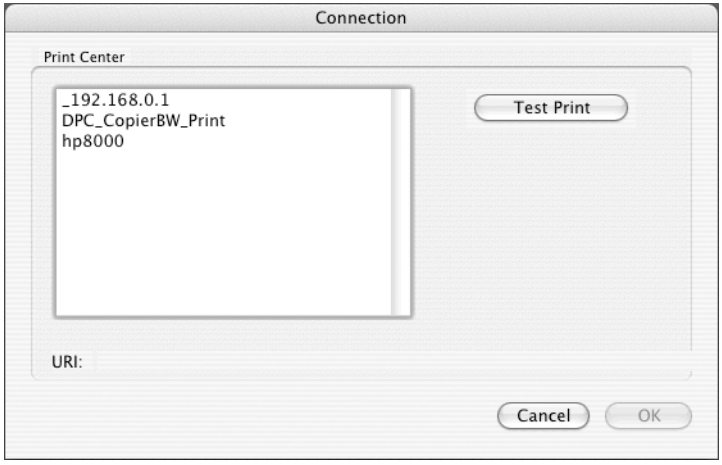
Macintosh

In Preps 5.0, all communication with output devices goes through CUPS (Common UNIX® Printing System) to be compatible with Mac OS X, which is based on UNIX. Using CUPS, Mac OS X can locate printers anywhere on your AppleTalk network using the OS 9-compatible PAP (Printer Access Protocol), or anywhere on the Internet using IP printing.

In Preps 5.0, before you can add an output device to Preps, you need to add the printer using the Macintosh Printer Setup Utility, which is available from **Go>Utilities**.

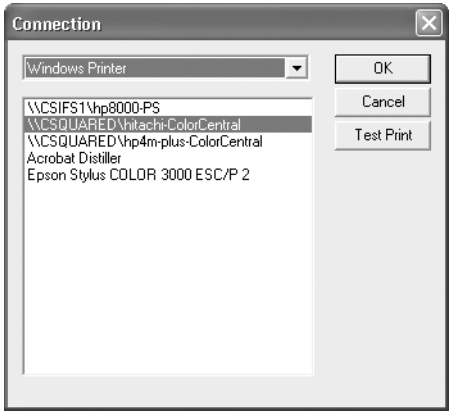
Note: Preps on Macintosh OS 9.2.2 and earlier does not use the Chooser. Instead, you establish the connection from within Preps. In the **AppleTalk Zones** area, select the zone, then, in the **Select a Printer** area, select the output device.

➢ In the Connection dialog box, from the **Print Center** list, select the appropriate device.



Windows

➢ On Windows, in the Connection dialog box, select the Windows printer.

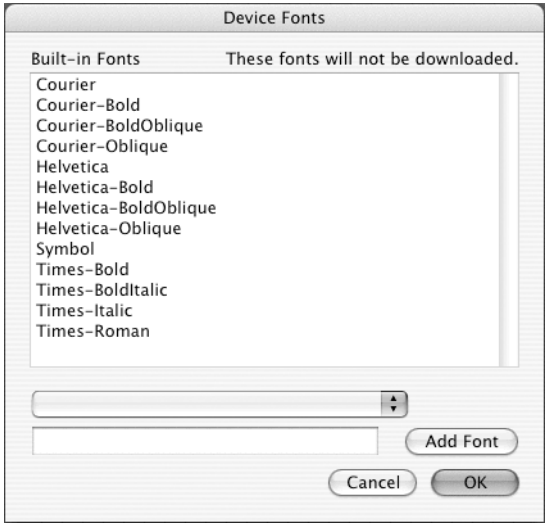


Test Print

To produce output, a connection between Preps and the currently selected output device must be established. You can confirm the connection by clicking **Test Print**. This sends a small PostScript file that contains box with an X.

Fonts

When you click **Fonts** in the Device Configuration dialog box, the Device Fonts dialog box appears. This dialog box lists the fonts that are described in the PPD for the currently selected output device. If you downloaded fonts to the RIP that do not appear in this list, you can add the fonts to the list.



1. In the **Font Name** box, type the name of the font.
2. Click **Add Font**.
3. Click **OK**.

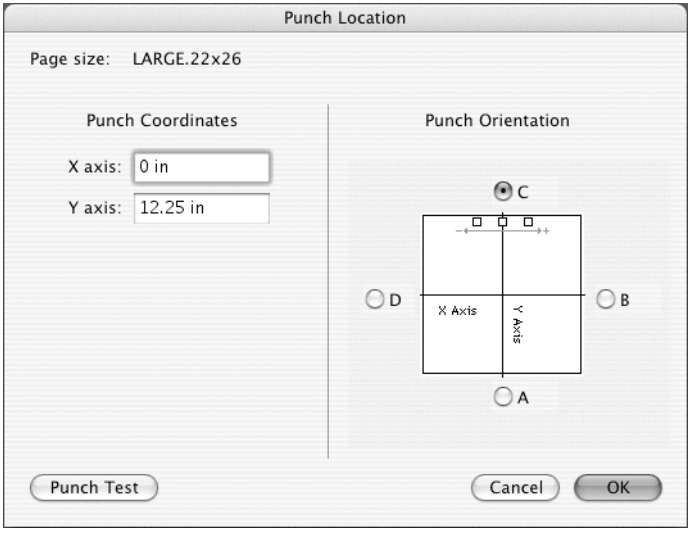
Media

If the output device is a fixed-sheet device, such as a laser printer, you can specify the input and output trays.

1. Click **Media**.
2. In the Fixed Sheet Device dialog box, select the **Input Tray** and, if available, the **Output Tray**. Not all fixed-sheet devices have output trays.
3. Click **OK**.

Punch

Punch coordinates are used to precisely position the selected page size on the output media (film or plate) when printing from Preps. Some pre-defined page sizes include punch coordinates. For those that do not, and for any custom page sizes you create, you can add punch coordinates. Even if the output device does not have a punch, you can use punch coordinates to precisely position the Preps output.



For instructions on configuring punch coordinates, see the *Preps 5.0 User Guide*.

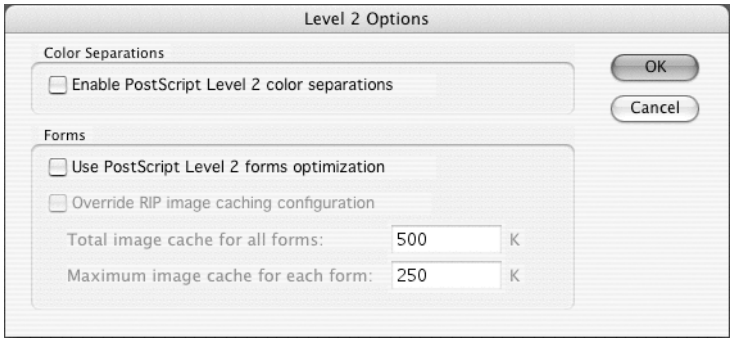
Job Log

The job log is a series of status messages the output device generates while Preps prints a job. You cannot print the **Job Log** from Preps; however, you can open and print it using a text editor. The **Job Log** file is called **log.txt** and is located in the **Preps 5.0:Printers:(device nickname)** folder.

Level 2 Options

Enable PostScript Level 2 color separations

Some PostScript Level 2 RIPs can do color separation. Preps allows you to take advantage of in-RIP separation while still retaining control over many separation settings, such as color builds and remapping of spot colors. When color separation in the RIP is enabled, Preps outputs a composite file instead of an individual file for each color. See *Module 9, Printing, Level 2 Options* on page 158 for more information.



Use PostScript Level 2 forms optimization

For jobs using step and repeat, forms optimization creates smaller PostScript files that process faster. Forms optimization applies only to EPS files and composite color input and output.

Without forms optimization, if you re-use or step and repeat an image 10 times, Preps sends the image 10 times. With forms optimization, Preps sends the image once and refers to it 10 times, reducing the processing time and the size of the PostScript file. Preps achieves this reduction by defining a Level 2 form for the image and using the form each time the image appears in the job.

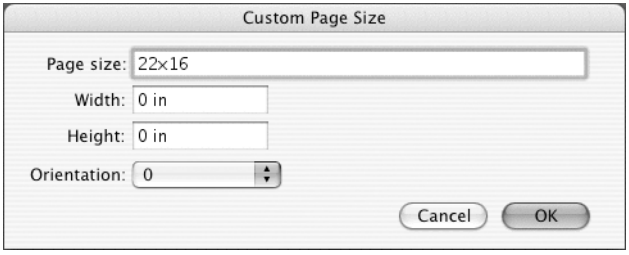
When you enable forms optimization, default amounts of image cache are already reserved for the selected output device. Creo recommends that you leave the default settings unchanged. However, if you are an advanced user of Preps and are sure that the default settings are too low for forms optimization in a particular situation, you may want to change the settings

Custom Page Size

For output devices that support custom page sizes, the **Custom Page Size** option allows you to add and edit additional page sizes.

Adding a Custom Page Size

1. In the Device Configuration dialog box, click **Custom Size**. The Page Sizes dialog box appears.
2. Click **Add**.
3. In the Custom Page Size dialog box, type a descriptive name in the **Page size** box. The custom page size name cannot contain spaces or special characters.



4. In the **Width** and **Height** boxes, type the dimensions for the new page size.
5. The **Orientation** determines the orientation of the page size on the output media (film or plate). To ensure the orientation is correct, you must print a mock-up of a press sheet that fits on the custom page size in only one direction. See *Module 9, Printing*, on page 145. We recommend that you start with orientation 0. Each of the orientations in the list represents a 90-degree rotation.
6. Click **OK**.

Editing or Deleting Custom Page Sizes

➢ In the Page Sizes dialog box, select the page size, then click **Edit** or **Delete**.

PPD Information

After you edit the PPD settings for an output device in PPD Browser, the next time you open the Device Configuration dialog box for that device, **PPD Information** is available. The PPD Information window shows only the settings you have changed from the defaults. To change a setting shown in the PPD Information window, use the PPD Browser.

See the *Preps 5.0 User Guide* for information on changing settings in the PPD Browser.

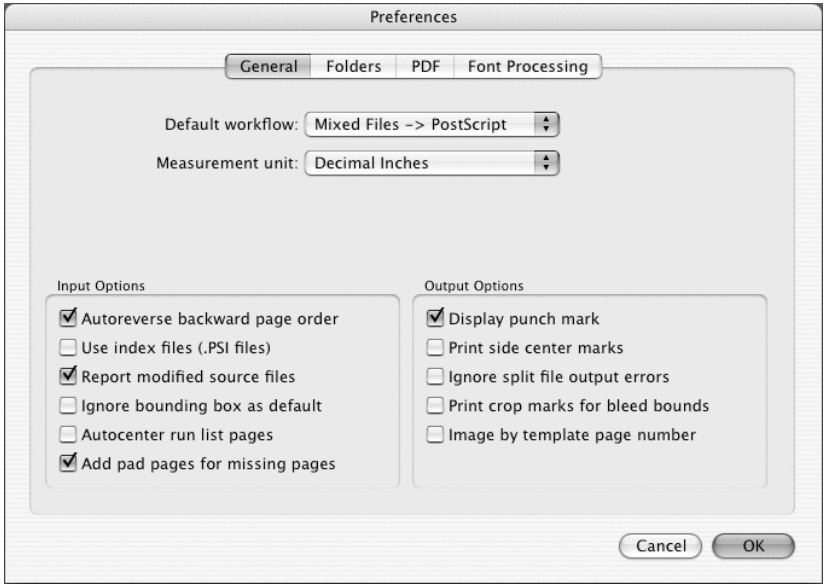
Preferences

Overview

You access the Preps preferences from the **Preps** menu. The changes you make to the preferences affect the general settings of the Preps application. In the Preferences dialog box, you select options for:

- General settings, such as workflow, measurement units, input file handling, and output options
- Folder locations
- PDF handling
- Font processing

General Tab



Default Workflow

The default workflow is the workflow that is selected when you create a new job using the keyboard shortcut (COMMAND+N on Macintosh, or CTRL+N on Windows). The choices are:

- **Mixed Files -> PostScript**
  Allows you to add multiple types of source files and print to a PostScript output device or PostScript file
- **PDF -> PDF**
  Allows you to add only PDF files as source files and export PDF files

Measurement Unit

The default measurement unit in Preps is decimal inches for the US English language, and millimeters for all other languages. You can select other measurement units to use as the default:

- **Picas & Points**
  Expressed as **123p4** and based on the Adobe PostScript standard: 1 inch = 72 points (1 mm = 2.835 points)
- **Decimal Inches**
  Expressed as **12.345 in**
- **Centimeters**
  Expressed as **12.34 cm**
- **Millimeters**

  Expressed as **123.4 mm**
- **Points**

  Expressed as **1234pt**
- **Picas**

  Expressed as **123.45 pi**
- **Fractional Inches**
  Expressed as **12+3/4 in**

Tip: When you are working in Preps, you can type numbers using any measurement unit you want. Preps automatically converts them to the measurement unit set in the preferences.

Language

Preps comes with US English, Deutsch, Español, and Français.

In previous releases of Preps, you could switch between languages by selecting a language in the Preferences dialog box. In Preps 5.0 running on Mac OS X, you change languages at the operating system level, by moving the desired language to the top of the list in the International dialog box (**Applications>System Preferences>International**). You then restart Preps for the change to take effect.

Note: On Windows, you use the Preferences dialog box to change languages, and the change takes place immediately, without restarting Preps.

Input Options

Autoreverse Backward Page Order

Some source files are created with their pages in reverse numerical order. When the **Autoreverse backward page order** check box is selected, Preps changes the order of the pages whenever it encounters the tag that indicates descending page order. This option does not affect files that do not contain this tag.

Use Index Files (.PSI Files)

Index files are created after Preps reads the source files and contain only the information Preps needs to load the files. This is used when you reopen Preps jobs that contain large, unchanged source files. In these cases, Preps reads the index file rather than re-parsing the source file to find information such as the number and size of pages, colors, and fonts used in the file. If the source files are small, or if you do not often reopen Preps jobs, you should not use index files.

Report Modified Source Files

When this check box is selected and a source file has been changed since the last time the job was saved, Preps displays a message box indicating that changes to the source file may make it necessary to modify the job's run list (for example, if the page count of the file has changed).

Ignore Bounding Box as Default

The bounding box may define the elements on a page, rather than the trim size of the page itself. If a job contains pages whose bounding boxes are different for each page, you will need to set up offsets for each page individually so they will be positioned correctly. If you select the **Ignore bounding box by default** check box, Preps ignores the bounding box and places all pages that are subsequently added to jobs in the same relative position to the PostScript 0,0 point. This 0,0 point is typically to the lower-left corner of the page in the source document, someplace outside the page trim area. Ignoring the bounding box allows you to use a single set of offsets for all pages to position them correctly in Preps.

Autocenter Run List Pages

Some source files are positioned incorrectly when you add them to a Preps job. For example, Rampage™ FPOs typically require page offsets of about half an inch. The **Autocenter run list pages** option automatically centers all pages that you add to the run list.

Add Pad Pages for Missing Pages

When you print selected pages from a source document to a PostScript or PDF file, the other pages in the document are omitted. When you add the file to a Preps job and the **Add pad pages for missing pages** check box is selected, Preps adds pad pages to replace the missing pages. This is useful when creating layering jobs (digital double burns).

Output Options

Display Punch Mark

The punch mark is used to accurately position Preps output on the selected page size (film or plate). If you do not want this mark to print, clear the **Display punch mark** check box. The punch mark is always displayed in the template editor.

Print Side Center Marks

Preps automatically places center marks at the top and bottom of the press sheet. To print center marks on the left and right sides of the press sheet, select the **Print side center marks** check box.

Ignore Split File Output Errors

When this option is selected and Preps is printing divided output, such as signatures or sides (see *Module 9, Printing*, on page 145), if a PostScript error occurs in one of the parts (signatures, sides, and so on) of the job, Preps provides the option to continue printing the subsequent parts. If the **Ignore split file output errors** check box is cleared, the remaining parts do not print.

Print Crop Marks for Bleed Bounds

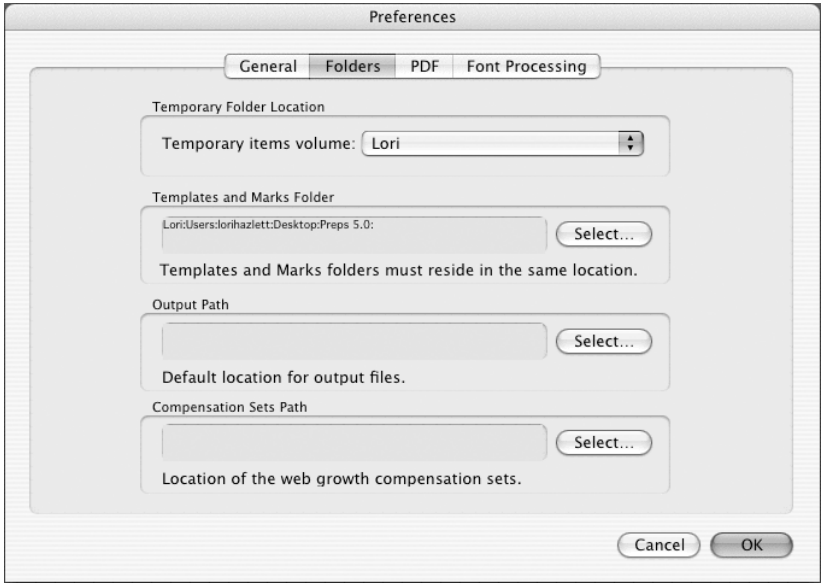
When the **Print crop marks for bleed bounds** check box is selected, crop marks that indicate the page bleeds appear on the printed output. These bleed crop marks do not appear in the template editor.

Image by Template Page Number

When the **Image by template page number** check box is selected, Preps images the pages in the order in which they appear on the template. This is necessary when using a layering template. The default setting for this check box to be cleared. This creates the smallest possible file size output by optimizing processing of the source files.

See the *Preps User Guide* for more information on layering.

Folders Tab



You can specify or change the location of several folders that Preps uses:

- Temporary files
- Templates and marks
- Output path
- Web growth compensation sets

Setting Up or Changing Folder Locations

1. Click **Select** for the folder location you want to modify.
2. Navigate to the location you want to use. If you want to create a new folder, click **New Folder**, type a name for the folder, then click **Create**.

3. When you have selected the folder you want to use, click **Choose**.

Temporary Folder Location

On Macintosh, the temporary files that Preps creates are stored in the invisible **Temporary Items** folder. The operating system automatically empties this folder whenever the computer is shut down or restarted.

On Windows, Preps uses the **PrepsTemp** folder that is stored within a single, system-wide temporary folder called **Temp** that cannot be changed.

Templates and Marks Folder

You can store templates in a central location, such as on a server, so they can be accessed from several workstations. The **Templates** and **Marks** folders must be located in the same parent folder. For example, the **Templates** folder cannot be located on a server with the **Marks** folder located on a local hard drive. When you select a parent folder as the location for templates and marks, subfolders called **Templates** and **Marks** are automatically created. The **Marks** folder also contains a subfolder called **dupmarks**. Move the templates and marks you want to use with Preps into their respective folders.

Output Path

Output Path is used to establish the default location for printing from Preps to a PostScript file.

Compensation Sets Path

The **Compensation Sets Path** is the location where you store the web growth compensation set for Preps Pro. If you are using multiple copies of Preps, you may want to store the compensation sets on a server that is accessible to all Preps workstations.

PDF Tab

When working in a "mixed files" workflow, Preps creates PostScript files from all PDF source files. You can configure Preps to use an internal converter or Adobe Acrobat to perform this conversion. If you want to use Acrobat, you must install an Acrobat plug-in and select the location of Acrobat.

See *Module 10, Native PDF Workflow* and the *Preps 5.0 User Guide* for more information on the PDF-in/PDF-out workflow.

Font Processing Tab

You configure font-processing options on the **Font Processing** tab of the preferences.

See the *Preps 5.0 User Guide* for more information on fonts.

Module Wrap-Up

In this module, you learned to:

- Add and remove an output device
- Configure an output device
- Create a custom page size
- Specify preferences for measurement units, language, input file handling, output options, folder locations, and PDF handling

4 Templates

Module Objectives

By the end of this module, you will be able to:

- Identify the basic parts of a template
- Create a new template
- Select a binding style
- Add a signature
- Select a work style
- Create an imposition
- Assign page numbering
- Adjust margins and gutters
- Save a template
- Add additional signatures
- Add independent pages to a press sheet
- Step and repeat independent pages

Template Basics

Overview

Templates are the layout masters that are used in Preps jobs to produce imposed output that can be printed. The template provides a pattern, or framework, into which job pages flow and ensures that when the job is printed, the pages are imposed and positioned correctly.

Preps ships with a number of templates that contain commonly used layouts for different binding styles. It is easy to create custom templates that can be tailored to specific requirements.

Parts of a Template

Preps templates are based on specific binding styles and may contain:

- Press sheets
- Signatures
- Template pages
- Template marks
- Gutters

Basic Rules of a Template

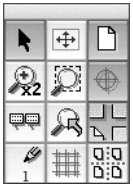
- A template is not limited to a specific job
- A template can be used repeatedly, for multiple jobs, regardless of the number of pages in the job

Templates Are Based on

- Printing device/press
- Binding style
- Finished page trim size
- Work style

Template Tool Palette

When a template is created or opened, Preps displays the **Template Tool** palette. These tools are used to view, create, and edit templates.


Mac Tool Palette


Windows Tool Palette

 **Select Object:** Selects objects in the template editor

 **Fit in Window:** Fits the entire template in the window

 **Show/Hide Pages:** Shows or hides the pages on the imposition

 **Zoom 2X (Macintosh only):** Zooms in at 2X the current magnification

 **Zoom:** Marquee or click the template to zoom in

 **Show/Hide Marks:** Shows or hides the template marks

 **Fit Press Sheet in Window:** Fits the selected press sheet in the window

 **Last View:** Switches between the two most recent views

 **Show/Hide Gutters:** Shows or hides the gutters

 **Page Numbering:** Numbers the template pages

 **Show/Hide Grid:** Shows or hides the grid

 **Show/Hide Tiles:** Shows or hides the tiles

 **Grabber (Windows only):** Scrolls around the template

Template Menu

When you open or create a template, Preps adds a **Template** menu to the menu bar. The commands in the **Template** menu are used to add information to templates and adjust the way they appear on screen.

Creating a New Template

In a production environment, job specifications are frequently described on a job ticket. In Preps, you transfer those job specifications to a template.

To create a template, you need the following information:

- Binding style
- Press sheet size
- Finished page size (trim)
- Work style
- Folding dummy
- Setback amount (plate bend)
- Imposition layout

Activity

Activity 1: Creating a Saddle-Stitched Template

Scenario

This activity teaches you how to create a saddle-stitched template that contains three signatures: a 16-page sheetwise, an 8-page work-and-turn, and a 4-page work-and-turn.

Creating a Template

1. From the **File** menu, choose **New Template**.
2. Preps prompts you to name the template. Because all the signatures in a template must share the same binding style and page trim size, you could include these attributes in the name. In the **Template Name** box, type Letter Saddle-stitched (A4 Saddle-stitched).

Selecting a Binding Style

The binding style determines the order in which run list pages flow through the template. When you use the **Auto Select** feature, Preps flows the run list pages through the largest signature in the template. If there aren't enough run list pages remaining to complete another full signature, and partial signatures exist in the template, Preps flows the remaining run list pages through the signature that most closely matches the number of remaining pages. If there are not enough pages to fill the last signature, the last template pages are left empty.

There are five binding styles available in Preps. Flat work, perfect-bound, saddle-stitched, come 'n go, and cut and stack. The *Preps 5.0 Learning Guide* focuses on the saddle-stitched, perfect-bound, and flat work binding styles.

Flat Work

The flat-work binding style is used for unfolded signatures. Flat work does not have any binding. When a job uses a flat-work template, Preps flows the run list pages into the signature by matching the number of the run list page to the number of the template page.

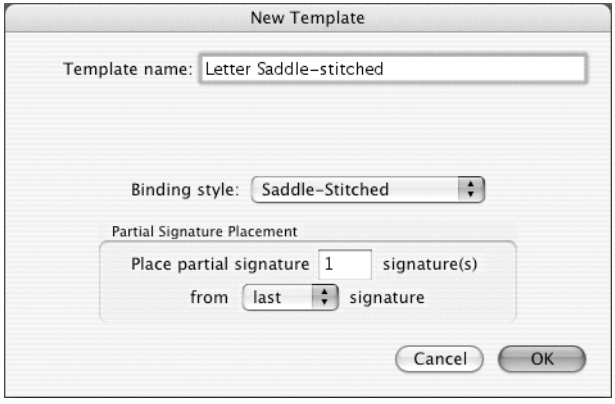
Perfect Bound

When a job uses a perfect-bound template, Preps flows the run list pages through each signature in the order that the pages appear in the run list.

Saddle Stitched

When a job uses a saddle-stitched template, Preps flows equal numbers of pages from the beginning and from the end of the run list through each signature in the job. For example, in a saddle-stitched job using a 16-page signature, Preps flows the first 8 pages and the last 8 pages in the run list through the signature.

See the *Preps User Guide* for additional information on binding styles.



1. To select a binding style, in the New Template dialog box, from the **Binding Style** list, select **Saddle-Stitched**.
2. Click **OK.**

Adding a Signature

The Add Signature dialog box appears. This dialog box is where you type information about the first signature in the template.

1. In the **Signature name** box, type 16-page sheetwise.
2. Accept the default setting of **Make Signature Available for Auto Select**.
3. Accept the default setting of 1 for **Number of sections**. Multiple sections are available only in Preps Pro and are considered an advanced-user option, so they are not covered in the *Preps 5.0 Learning Guide*.

See the *Preps User Guide* for information on multiple sections.

Selecting a Work Style

There are five work styles available in Preps. Sheetwise, work-and-turn, work-and-tumble, perfector, and single-sided. The work style you select depends on how the job will be run on the press.

The *Preps 5.0 Learning Guide* focuses only on the sheetwise, work-and-turn, and single-sided work styles.

See the *Preps User Guide* for additional information on work styles.

Sheetwise

Sheetwise uses different plates to print the front and the back of the press sheet. The paper is run through a press that prints on one side of the sheet. The first plate is used to print the front side of the press sheet. The paper is then turned over along the vertical axis and run through the press again, using the second plate to print the back side of the press sheet.

Work-and-Turn

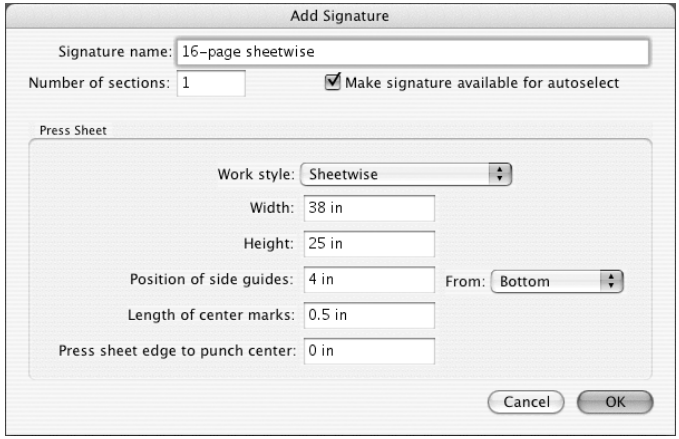
The work-and-turn work style contains both sides of the imposition on the same plate. Work-and-turn jobs are created to use the same gripper edge and the opposite side guide for positioning the back and side guides of the press sheet. After the first side is printed, the press sheet is turned over from left to right so the second side can be printed. After printing, the sheet is cut in half along the vertical axis, resulting in two separate, identical signatures.

Single-Sided

The single-sided work style prints the press sheet only on the front side. This work style is often used for posters and other single-sided jobs.

1. Under **Press Sheet**, from the **Work style** list, select **Sheetwise**.
2. The first signature you create has a press sheet size of 38" x 25" (1000 mm x 700 mm). These dimensions appear in the **Width** and **Height** boxes as the defaults.

Note: Preps always places the gripper edge of the press sheet at the bottom of the computer screen.



3. Leave the **Position of side guides**, **From**, and **Length of center marks** settings at the defaults.
4. The "setback" or "plate bend" amounts are described in the **Press sheet edge to punch center** box. This amount depends on the press on which the job is to be printed. Accept the default of **0**.
5. Click **OK**.

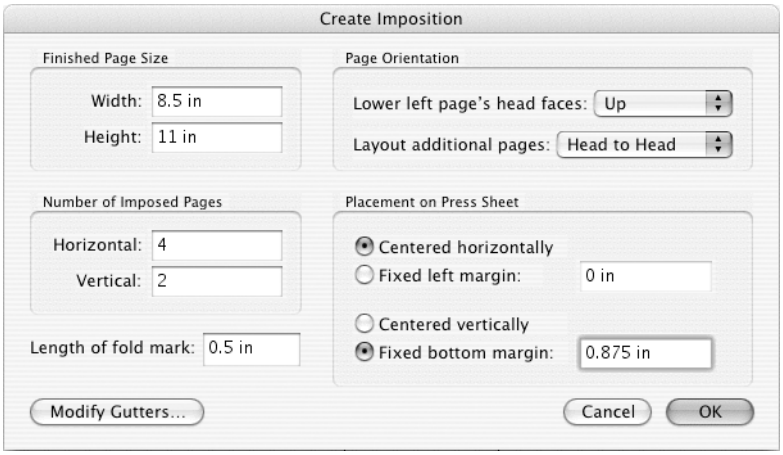
The first signature appears on the computer screen. A solid line encompasses the signature, and a solid line defines each side of the press sheet.

Note: When you add elements to a press sheet, you work only on the front side. Preps automatically mirrors all elements on the back side.

Creating an Imposition

1. From the **Template** menu, choose **Create Imposition**.
2. Under **Finished Page Size**, accept the default amounts in the **Width** and **Height** boxes of **8.5 in** x **11 in** (**210 mm** x **297 mm** [A4]).
3. Under **Number of Imposed Pages**, type 4 in the **Horizontal** box, and type 2 in the **Vertical** box. This describes an imposition that has, on the front side of the press sheet, two rows of 8.5" x 11" (210 mm x 297 mm [A4]) pages with four pages in each row.
4. In the **Length of Fold Mark** box, accept the default amount of **0.5 in** (**6 mm**).

5. Under **Page Orientation**, in the **Lower left page's head faces** list, select **Up.**
6. From the **Layout additional pages** list, select **Head to Head.**
7. Under **Placement on Press Sheet**, leave the **Center horizontally** option selected.



8. Click the **Fixed bottom margin** option, and type 0.875 in (25 mm).

Note: If the **Measurement unit** in the Preferences dialog box is **Fractional Inches** or **Decimal Inches**, you do not need to type in after the amounts.

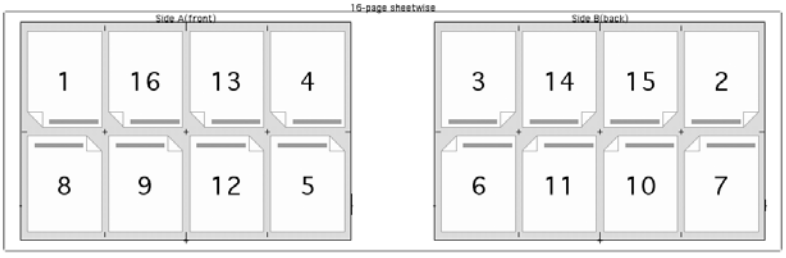
9. Click **OK.**

The press sheet now has an imposition on it that shows pages, margins, and gutters. The margins and gutters are the shaded areas between and around the pages.

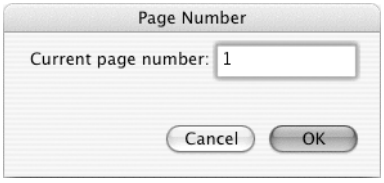
Page Numbering

The numbering sequence on the template pages determines the order in which the run list pages flow through the template when it is used in a job. Each signature in a template starts with the number 1. For example, a 16-page signature is numbered 1-16, and an 8-page signature in the same template is numbered 1-8.

1. Select the **Numbering** tool from the **Tool** palette.
2. Place the cursor over the page in the upper-left corner of the front side of the press sheet and click once. Note that the **Numbering** tool in the **Tool** palette now displays the number **4**.
3. Place the cursor over the page in the upper-right corner of the front side of the press sheet and click once. Note that the number on the back side of the press sheet change automatically.
4. The **Numbering** tool in the **Tool** palette now displays the number **5**. Follow the numbering pattern in the following diagram to finish numbering the pages on the front side of the press sheet.



5. If you make a mistake in the numbering sequence, double-click the **Numbering** tool. The Page Number dialog box appears. Type the correct number in the **Current page number** box, then click **OK**. Notice that the number in the **Numbering** tool on the **Tool** palette changes.

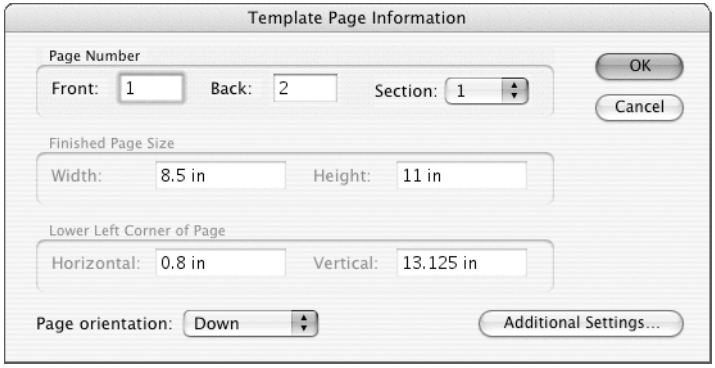


Tip: To use the "repeat page number" option for numbering multiple pages with the same number, hold down the SHIFT key as you click with the **Numbering** tool.

Template Page Information

The Template Page Information dialog box allows you to change page numbers, the orientation of a page, as well as view the page size and position.

1. Click a page on the template to select it.
2. From the **Edit** menu, choose **Get Information**.
3. Do not modify the template page information at this time. Click **Cancel** to close the Template Page Information dialog box.



Adjusting Margins and Gutters

The margins are the areas between the edges of the press sheet and the imposition. The gutters are the area between the rows of imposed pages. You define only the left and bottom margin values. The right and top margins default to the remaining available space. You can adjust the left and bottom margins in the Create Imposition or Modify Imposition dialog box by selecting the **Fixed left margin** or **Fixed bottom margin** option.

Adjusting Gutters

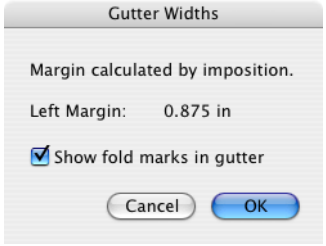
1. Select the **Select Object** tool from the **Tool** palette.
2. Click the vertical gutter between pages **1** and **16**.

3. When the gutter is selected, from the **Edit** menu, choose **Get Information**.
4. In the **Left Half** and **Right Half** boxes, type 0.
5. Click **OK**.
6. Click the vertical gutter between pages **4** and **13**, then repeat steps 3 through 5.
7. Click the vertical gutter between pages **13** and **16**, then from the **Edit** menu, choose **Get Information**.

8. In the **Left Half** and **Right Half** boxes, type 1.125 in (25 mm).
9. Click **OK**.

Verifying the Left and Right Margins

1. Click the left vertical margin, then from the **Edit** menu, choose **Get Information**. **0.875 in** (**55 mm**) should appear in the **Left Margin** box. If this is incorrect, from the **Template** menu, choose **Modify Imposition**. Select the **Fixed left margin** option and enter the correct value.



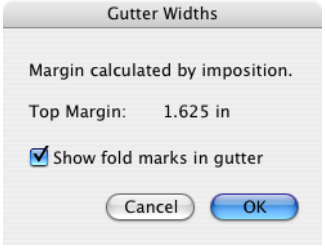
2. Click **OK**.

3. Click the right vertical margin, then from the **Edit** menu, choose **Get Information**. **0.875 in** (**55 mm**) should appear in the **Right Margin** box. Notice that you cannot change this number. Click **OK** or **Cancel**. If the **Right Margin** amount is incorrect, go back and check the amounts for the vertical gutters.

Tip: The only way to select a gutter that has a width of 0 is to drag a marquee around the gutter, starting completely off one edge of the press sheet and dragging off the opposite edge of the press sheet.

Setting the Horizontal Gutters

1. Click the horizontal gutter between the heads of the pages, then from the **Edit** menu, choose **Get Information**.
2. In the **Top Half** and **Bottom Half** boxes, type 0.25 in (6 mm), then click **OK**.
3. Click the horizontal margin at the bottom of the press sheet. From the **Edit** menu, choose **Get Information**, and verify that it says **0.875 in** (**25 mm**). If this number is incorrect, change it. Click **OK**.
4. Click the horizontal gutter at the top of the press sheet. From the **Edit** menu, choose **Get Information,** and verify that it says **1.625 in** (**69 mm**). If this is incorrect, go back and check the amount for the horizontal gutter.



Saving a Template

It is a good idea to save a template after you create each signature. You can save a template in any location, such as in a customer job folder, but you cannot use it in a Preps job unless it is in the **Templates** folder.

Tip: You can create subfolders within the **Templates** folder. For example, you may want to group your templates based on the press for which they were created.

1. From the **File** menu, choose **Save Template As**.
2. The default name for the template is the name you typed when you first created the template, but you can type a different name in the **Save As** box if you want.
3. Click **Save**.

The template you created contains a 16-page signature that can be used with any 8.5" x 11" (A4) saddle-stitched job.

Activity

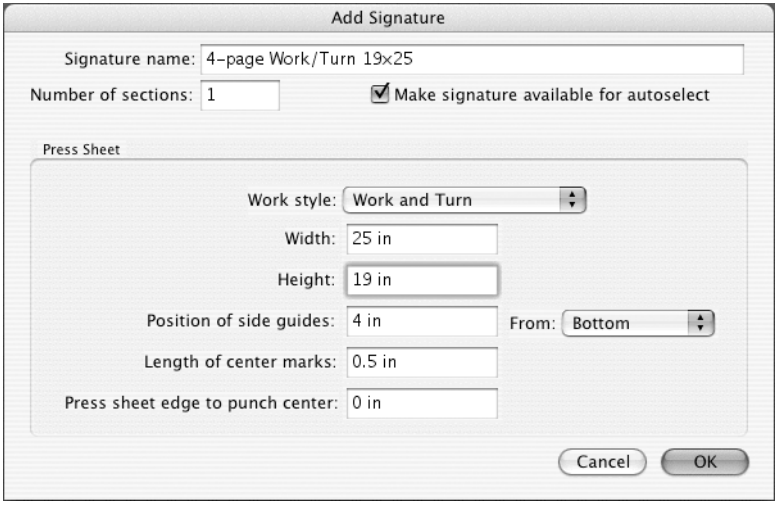
Activity 2: Adding Additional Signatures

Scenario

Not all jobs have page counts in 16-page increments. But if a template contains a 16-page signature, an 8-page signature, and a 4-page signature, you can impose almost any job regardless of the number of pages.

Adding a 4-Page Work-and-Turn Signature

1. Using the same template from *Activity 1, "Creating a Saddle-Stitched Template,"* from the **Template** menu, choose **Add Signature**.
2. In the **Signature Name** box, type 4-page Work/Turn 19x25 (455 mm x 650mm). Leave **Number of sections** and **Make signature available for auto select** at the default settings.
3. Under **Press Sheet**, from the **Work style** list, select **Work and Turn**.



4. In the **Width** box, type 25 in (650 mm).
5. In the **Height** box, type 19 in (455 mm).

6. Leave all other options at the default settings. Click **OK**.

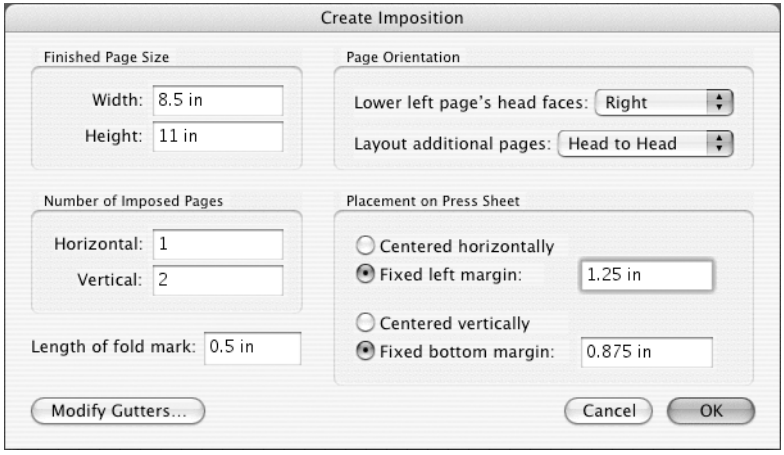
There is now a new signature that does not contain an imposition. Notice that this press sheet appears to have only one side. There is a vertical line in the center of the sheet. The left half of the press sheet represents the front side of the work-and-turn signature, and the right half of the sheet represents the back side.

Creating an Imposition

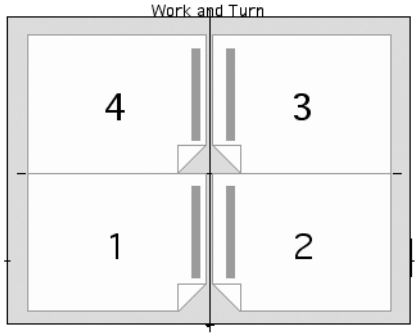
1. From the **Template** menu, choose **Create Imposition**.
2. Under **Finished Page Size**, in the **Width** and **Height** boxes, accept the default amounts of **8.5 in** x **11 in** (**210 mm** x **297 mm**).
3. Under **Number of Imposed Pages**, type 1 in the **Horizontal** box, and type 2 in the **Vertical** box.

Note: On a work-and-turn signature, the front side is represented by the left half of the press sheet, so even though there is a total of eight pages on the press sheet, the front side contains two rows of two pages.

4. In the **Length of Fold Mark** box, accept the default amount of **0.5 in** (**6 mm**).
5. Under **Page Orientation**, from the **Lower left page's head faces** list, select **Right.**
6. From the **Layout additional pages** list, select **Head To Head**.

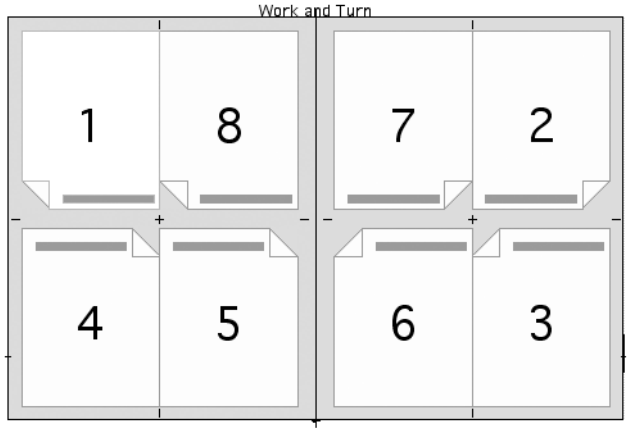


7. Under **Placement on Press Sheet**, click the **Fixed left margin** option, and type 1.25 in (20 mm).
8. Click the **Fixed bottom margin** option, and type 0.875 in (15 mm).
9. Click **OK**.
10. The only gutter that needs to be defined is the horizontal gutter between the pages. Select this gutter, then, from the **Edit** menu, choose **Get Information**.
11. In the **Top Half** and **Bottom Half** boxes, type 0.
12. Click **OK**.
13. Select the **Numbering** tool in the **Tool** palette, and number the pages to match the following diagram.



Adding a 8-Page Work-and-Turn Signature

Now create an 8-page work-and-turn signature.



1. Add a new signature with a press sheet size of 38" x 25" (1000 mm x 700 mm).
2. Create an imposition with 8.5" x 11" (210 mm x 297 mm [A4]) pages, placed 2 horizontally and 2 vertically. The lower left pages head faces up, and the additional pages are placed head to head.
3. Set the left margin to 0.875" (25 mm), and the bottom margin to 0.875" (25 mm).
4. Change the gutters to a width of 0 as illustrated in the above diagram.
5. Number the pages following the diagram above.

Activity

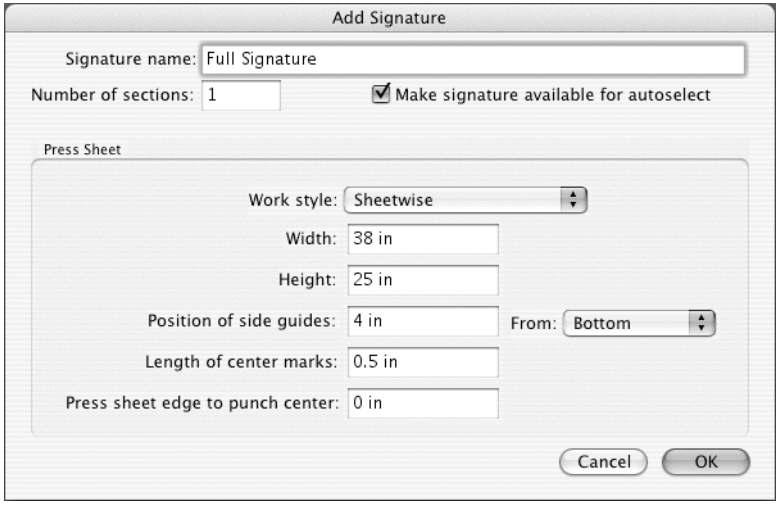
Activity 3: Creating a Signature Using Independent Pages

Scenario

You can create layouts that contain pages that have different sizes and orientations, which can be used for flat work or ganged jobs. You do this by using independent pages, which are added to the press sheet one at a time and do not have gutters. Individual independent pages can be deleted or moved, or even overlapped on top of other pages.

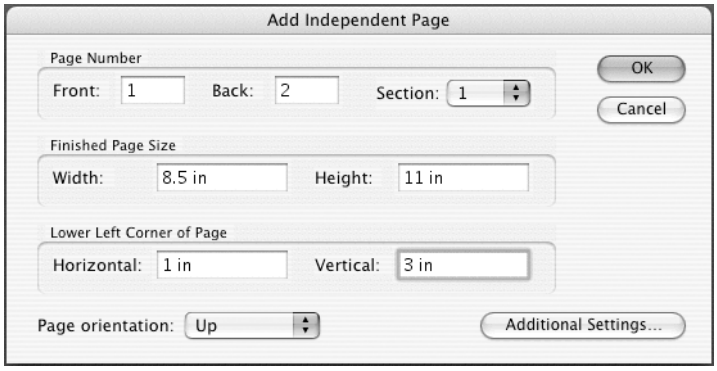
Adding Independent Pages

1. Create a new perfect bound template, and name it Independent Pages.
2. Add a signature using a sheetwise work style, and a press sheet with a width of 38" and a height of 25" (1000 mm x 700 mm).



3. From the **Template** menu, choose **Add Independent Page**.
4. Under **Page Number**, accept the default page numbers in the **Front** and **Back** boxes (1 and 2).

5. Under **Finished Page Size**, accept the default amounts in the **Width** and **Height** boxes of **8.5 in** and **11 in** (**210 mm** x **297 mm** [A4]).
6. Under **Lower Left Corner of Page**, you type the position of the lower-left corner of the independent page relative to the lower-left corner of the press sheet. In the **Horizontal** box, type 1 in (25 mm), and in the **Vertical** box type 3 in (50 mm).



7. From the **Page Orientation** list, accept the default head direction of **Up**.
8. Click **OK**.

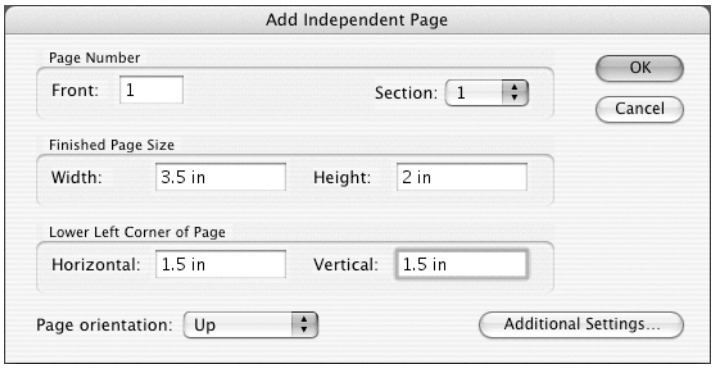
The independent page appears on the press sheet. You can reposition independent pages by clicking and dragging them to a new location on the press sheet.

Step and Repeat

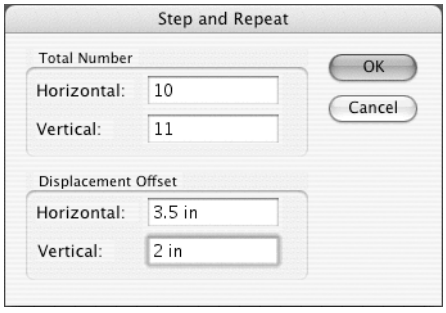
You use the step-and-repeat feature to duplicate an independent page on a press sheet. Step-and-repeat is used for jobs such as multiple business cards on a press sheet.

1. Using the same template, from the **Template** menu, choose **Add Signature**. The Add Signature dialog box appears.
2. In the **Signature name** box, type Business Cards.
3. From the **Work style** list, select **Single-Sided**.
4. Accept the default press sheet size of 38" x 25" (1000 mm x 700 mm).
5. Click **OK**.
6. From the **Template** menu, choose **Add Independent Page**.

7. Under **Page Number**, in the **Front** box accept the default page number of **1**.
8. Under **Finished Page Size** in the **Width** box, type 3.5 in (100 mm). In the **Height** box, type 2 in (50 mm).
9. Under **Lower Left Corner of Page** in the **Horizontal** and **Vertical** boxes, type 1.5 in (27.5 mm).



10. From the **Page orientation** list, accept the default head direction of **Up**.
11. Click **OK**.
12. Click the independent page to select it.
13. From the **Edit** menu, choose **Step and Repeat**.
14. Under **Total Number** in the **Horizontal** box, type 10 (in metric, type 9). In the **Vertical** box type 11 (in metric, type 11). This results in a total number of pages on the press sheet of 110: 11 rows with 10 pages in each row. (In metric, 99: 11 rows with 9 pages in each row.) The total number includes the original page.



15. Under **Displacement Offset**, in the **Horizontal** box type 3.5 in (105 mm). In the **Vertical** box type 2 in (55 mm). The amount includes the size of the independent page and any amount you want the pages to be offset.
16. Click **OK**.

Nesting and Layering

You can overlap independent pages to fit images together to maximize the space on the press sheet and to avoid media waste. This technique is called nesting.

Independent pages can be layered, or placed directly on top of other pages, to create the digital equivalent of a double burn. The final output consists of a combination of two or more pages superimposed. This technique is called layering.

See the *Preps 5.0 User Guide* for more information on layering and nesting.

Module Wrap-Up

In this module, you learned to:

- Identify the basic parts of a template
- Create a new template
- Select a binding style
- Add a signature
- Select a work style
- Create an imposition
- Assign page numbering
- Adjust margins and gutters
- Save a template
- Add additional signatures
- Add independent pages to a press sheet
- Step and repeat independent pages

5

Marks

Module Objectives

By the end of this module, you will be able to:

- Identify the two types of template marks
- Identify where Preps stores marks
- Add a smart duplicating mark to a template
- Add a smart collation mark to a template
- Add a smart custom mark to a template
- Add a smart text mark to a template
- Save SmartMarks®
- Edit SmartMarks
- Specify SmartMark color
- Use a template containing SmartMarks in a job
- Create SmartMarks independent of a template
- Create a mark group
- Apply a mark group to a template

Overview

Preps uses two kinds of template marks:

- SmartMarks, which are positioned and sized dynamically and have special features
- Static marks, which are positioned by coordinates

A variety of both kinds of marks are installed with Preps ready for use, and you can create your own custom EPS or TIFF marks for use as both SmartMarks and static marks.

In Preps 5.0, you can create mark groups at the operating-system level or from within Preps. Only SmartMarks can be included in a mark group; static marks cannot be included.

Note: *Module 5, Marks* focuses on the use of SmartMarks.

See the *Preps 5.0 User Guide* for information on static marks.

Location of Template Marks

Template marks are stored in the **Marks** folder. For marks to be available for use with templates, the **Marks** folder must be in the same parent folder as the **Templates** folder. If you decide to move your templates to a different location, such as a server, Preps creates a new **Templates** folder, containing a new **Marks** folder, a new **SmartMarks** folder, and a new **Dupmarks** subfolder. Preps does not move your templates or marks for you; you manually move your templates, static marks, SmartMarks, and duplicating marks into their new folders, and delete the old, empty folders.

Preps Migration Utility

The Preps Migration utility enables you to easily copy output devices, marks, templates, and profiles from one installation of Preps to another. The Preps Migration Utility for Preps 3.5 and later runs on Mac OS® and Microsoft® Windows® operating systems.

For more information on the Preps Migration Utility, see the Preps installation CD and/or the technical bulletin *Preps Migration Utility 1.x User Guide*, available on the Creo web site.

SmartMarks Overview

SmartMarks are more powerful than static marks in their ability to reposition and resize themselves dynamically in response to rules you specify, and in their ability to be easily copied from template to template. SmartMarks are either embedded in a template or defined as a separate SmartMark file, known as a .SMK file. Many, but not all, SMK files contain a reference to an EPS or TIFF file in the **Marks** folder. The SMK file resides in the **SmartMarks** folder and contains the rules for placing the SmartMark; the referenced EPS file is imaged on the output media. You can specify SmartMark positions with respect to press sheets, impositions (with or without accounting for bleeds), vertical gutters, horizontal gutters, non-tiled media size, and the margins between an imposition and the edge of the press sheet.

Note: Templates that contain SmartMarks are *not* backward-compatible with earlier versions of Preps. A SmartMark can not be converted to a static mark, and a template that contains SmartMarks is not compatible with Preps 4.x; however, older templates edited in Preps 5.0 that do not contain SmartMarks are still usable in Preps 4.x.

Types of SmartMarks

The following types of SmartMarks are available in Preps:

- Rectangle marks
- Line marks
- Text marks
- Duplicating marks
- Collation marks
- Fold marks
- Crop marks
- Custom marks

Note: The *Module 5, Marks* activities focus on the following SmartMarks; duplicating marks, collation marks, custom marks, text marks, and crop marks.

See the *Preps 5.0 User Guide* for information on smart rectangle marks, smart line marks, and smart fold marks.

Activity

Activity 1: Adding a Smart Duplicating Mark

Scenario

In this activity you learn how to add a color bar to a press sheet. Although this activity focuses on duplicating marks, many of the SmartMarks have identical options and may also be covered.

Smart Duplicating Marks Overview

When you use a duplicating mark, the mark fills the area you specify, and any part of a mark that extends beyond that area is cropped.

The .SMK file for a smart duplicating mark is stored in the **SmartMarks** folder, and it references an EPS, TIFF, or PDF mark file in the **Dupmarks** folder. Smart duplicating marks can be rotated by 90, 180, or 270 degrees. You can set the size of the mark as fixed height and width; fixed height, and centered horizontally; or fixed height and centered vertically.

Creating a New Template

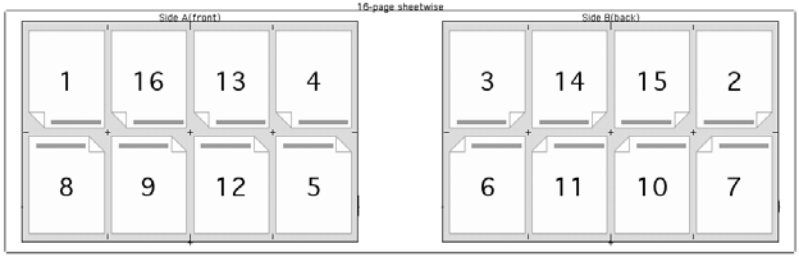
1. From the **File** menu, choose **New Template**.
2. In the New Template dialog box, in the **Template Name** box, type SmartMarks.
3. From the **Binding Style** list, select **Perfect Bound**.
4. Click **OK**.

   The Add Signature dialog box appears.
5. In the **Signature name** box, type 16-page Sheetwise.
6. Accept the default setting of **1** for **Number of Sections**.
7. Accept the default setting of **Make Signature Available for Auto Select**.
8. Under **Press Sheet**, from the **Work Style** list, select **Sheetwise**.

9. In the **Width** and **Height** box, accept the defaults of **38 in** x **25 in** (**1000 mm** x **700 mm** [A4]).
10. Accept the remaining defaults, and click **OK**.

Creating an Imposition

1. From the **Template** menu, choose **Create Imposition**.
2. Under **Finished Page Size**, accept the default amounts in the **Width** and **Height** boxes.
3. Under **Number of Imposed Pages**, type 4 in the **Horizontal** box, and type 2 in the **Vertical** box.
4. Under **Page Orientation**, accept the default settings of **Lower Left Page's Head Faces: Up** and **Layout Additional Pages: Head To Head**.
5. Under **Placement on Press Sheet**, accept the default placement of **Centered horizontally** and **Centered vertically**.
6. In the **Length of fold mark** box, accept the default amount.
7. Click **OK**.
8. The press sheet now has an imposition on it that shows pages, margins, and gutters.
9. Select the **Numbering** tool in the **Tool** palette, and number the pages to match the following diagram.



Adding a Smart Duplicating Mark

1. From the **Template** menu, choose **Add SmartMark>Dupmark**.
2. In the **Name** box, type Activity 1 Colorbar.

   A mark can be given a unique name for purposes of identification (for example, if the mark serves a specific purpose on the template, or is associated with a specific vendor or job).

Next you specify whether the mark is a fixed size, or has a variable height or width. You also specify the type of mark and whether it is rotated.

Table 1: Settings specific to smart duplicating marks

Setting	Description
Fixed size box	Places a mark that repeats itself as many times as possible filling the area specified in the **Width** and **Height** boxes.
Height is variable option	Type an amount in the **Width** box to place a mark vertically that repeats itself as many times as possible based on the media size.
Width is variable option	Type an amount in the **Height** box to place a mark horizontally that repeats itself as many times as possible based on the media size.
Image file list	Select the image file to use in the mark.
Image rotation list	Specify the amount by which to rotate the mark around the selected anchor point.

3. Select the **Width is variable** option.
4. In the **Height** box, type 0.25 in (6.35 mm).
5. From the **Image file** list, select **colorbar.eps**.
6. From the **Image rotation** list, accept the default of **0**.

Specifying Positioning Rules

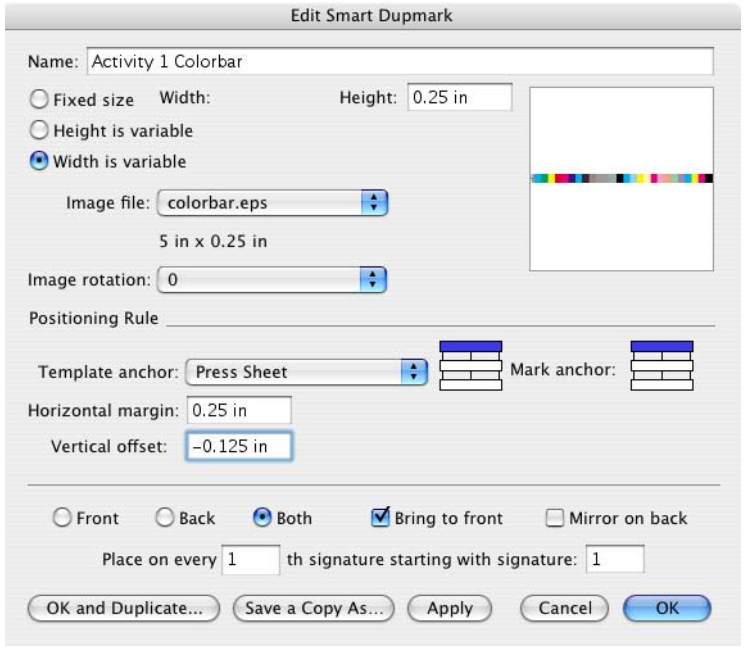
Positioning rules determine the part of the template to which the mark is anchored, the anchor point on the template part, and the horizontal and vertical offset. In the case of rectangle and duplicating marks, you also specify the point on the mark that you want to use as the anchor point for positioning.

There are five SmartMarks that require you to specify positioning rules: rectangle marks, line marks, text marks, duplicating marks, and custom marks. Collation marks, fold marks, and crop marks use different options to specify positioning.

Table 2: Positioning rule settings for duplicating marks, line marks, rectangle marks, text marks, and custom marks.

Setting	Description
Template anchor list and diagram	Determines the part of the template to which you want to anchor the mark, and the point on the template part to which you want to anchor the mark.
Mark anchor diagram	Determines the point on the mark that you want to use as the anchor for positioning. **Note:** This option is available only for smart rectangle marks, and smart duplicating marks.
Horizontal and **Vertical offset** boxes	Type the amount that you want to offset the mark.

1. From the **Template anchor** list, select **Press Sheet**.
2. On the template anchor diagram, select the top reference point.
3. On the mark anchor diagram, select the top reference point.
4. In the **Horizontal offset** box, type 0.25 in (6.35 mm).
5. In the **Vertical offset** box, type -0.125 in (-3.175 mm).


Edit Smart Dupmark
Name: Activity 1 Colorbar
Fixed size
Width:
Height: 0.25 in
Height is variable
Width is variable
Image file: colorbar.eps
5 in x 0.25 in
Image rotation: 0
Positioning Rule
Template anchor: Press Sheet
Mark anchor:
Horizontal margin: 0.25 in
Vertical offset: -0.125 in
Front
Back
Both
Bring to front
Mirror on back
Place on every 1 th signature starting with signature: 1
OK and Duplicate...
Save a Copy As...
Apply
Cancel
OK

Specifying Signature Placement

Once you have configured the positioning rules for the mark, you specify the remaining placement rules.

Table 3: Additional placement rules for SmartMarks

Setting	Description
Front, **Back**, or **Both** options	Determines which side(s) of the press sheet and/or media you want the mark to print.
Bring to front check box	Prints the mark on top of other content.
Mirror on back check box	Prints the mark in the same relative position on the back of the press sheet.
Place on every _th signature starting with signature: _ boxes	Determines the signatures on which you want the mark to print.
Restrict to section check box and box	Type the number of the section to which you want to restrict the mark. **Note:** This option is available only for smart text marks, and smart collation marks.

- Accept the defaults of **Both**, **Bring to front**, and **Place on every 1th signature starting with signature: 1**.

Saving SmartMarks

When you are ready to use and/or save the mark, you can duplicate it, save a copy under a different name, or apply the changes to the existing mark.

Table 4: .Settings for saving SmartMarks

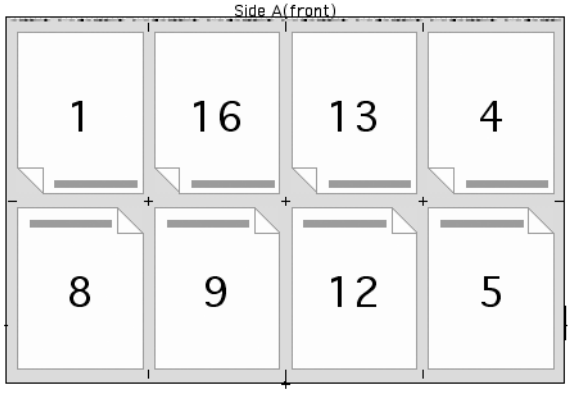
Option	Description
OK and Duplicate button	Creates a duplicate mark that you can modify and save under a different name.
Save a Copy As button	The original mark remains unchanged. You type a name in the **Save As** box, and the mark is saved by default to the **SmartMarks** folder.
Apply button	Allows you to see the effects of the mark and keep the dialog box open.
OK button	Saves the mark as is and closes the dialog box.

1. Because this mark is used in a later activity, click **Save a Copy As** to save the mark to the **SmartMarks** folder.

Note: When you click **OK and Duplicate** or **OK**, this embeds the mark in the template only and does not create an external copy of the mark in the **SmartMarks** folder.

2. In the **Save As** box, accept the default name of **Activity 1 Colorbar.smk**, and click **Save**.
3. Click **OK** to close the Edit Smart Dupmark dialog box.

Notice there is now a colorbar placed across the width of the press sheet. The **colorbar.eps** mark is 5 in x 0.25 in (127 mm x 6.35 mm). Preps repeats the mark as many times as possible within the area you specified. Any part of the mark that extends beyond this area is cropped. Because variable width is specified for the SmartMark, it automatically resizes itself to different media and/or press sheet sizes.


Side A(front)
1
16
13
4
8
9
12
5

Activity

Activity 2: Adding a Smart Collation Mark

Scenario

In this activity you learn how to add a smart collation mark to the same template and signature you used in *Activity 1*.

Smart Collation Marks Overview

Signature collation marks are used to identify each signature and ensure that the signatures are collated in the correct order and that none are missing or duplicated. Smart collation marks are available for both perfect bound and saddle-stitched binding styles and can include trailing text.

To place smart collation marks, first number the pages on the template. If you renumber the pages later, you do *not* need to redo the collation mark—the collation mark automatically adjusts for the new numbering.

Saddle-stitched collation marks are always placed above the head of the low-folio page number. Perfect-bound collation marks are always placed between the highest and lowest folio pages.

A smart collation mark whose binding style does not match that of the template, or contains high and low folio pages that aren't placed next to each other, becomes invisible, can not be selected, and does not image. To correct the improper use of a smart collation mark, change the binding style specified for the mark to match the template binding style and/or renumber the high and low folio pages placing them next to each other.

Smart collation marks can be included in mark groups.

Adding a Smart Collation Mark

1. Using the same signature and template from *Activity 1*, from the **Template** menu, choose **Add SmartMark>Collation Mark**.
2. In the **Name** box, type Activity 2 Collation Mark.

Table 5: Settings specific to collation marks

Setting	Description
Binding list	Determines the binding style for the mark. **Note:** the binding style specified for the mark should be the same as the template binding style.
Type list	Determines the type of collation mark.
Offset box	Determines the distance the collation mark is offset from the **Offset origin**.
Offset origin box	Determines the edge from which you want to offset the collation mark.
Width box	Determines the width of the collation mark.
Length box	Determines the length of the collation mark.
Step distance box	Determines the size of each mark along the fold. If the distance is a negative number, the marks step in the opposite direction.
Optional text box	Type any text that you want to trail the mark and print in the same color as the mark.
Restrict to section check box and box	For a multi-section template, this option determines the section to which you want to restrict the mark.

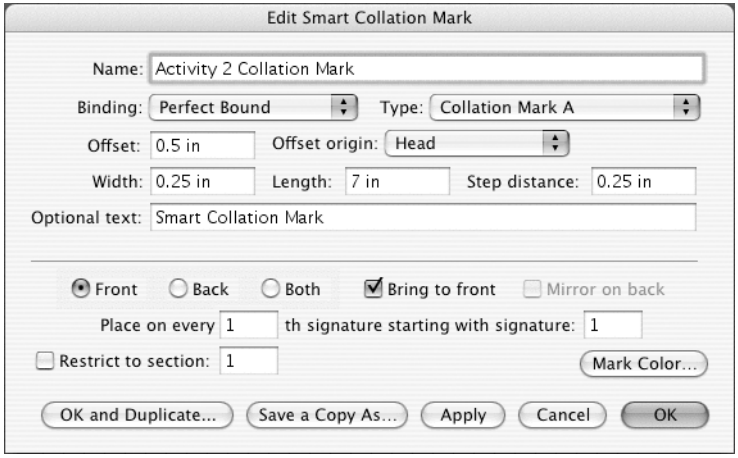
3. From the **Binding** list, select **Perfect Bound**.

Important: Preps does not prevent importing or creating saddle-stitch collation marks inside perfect-bound templates, or vice versa. A smart collation mark whose binding style does not match that of the template, or contains high and low folio pages that aren't placed next to each other, becomes invisible, can not be selected, and does not image. To correct the improper use of a smart collation mark, change the binding style specified for the mark to match the template binding style. Renumber the high and low folio pages to place them next to each other.

4. From the **Type** list, select **Collation Mark A.**
5. In the **Offset** box, type 0.5 in (12.7 mm).
6. From the **Offset origin** list, select **Head.**
7. In the **Width** box, type 0.25 in (6.35 mm).
8. In the **Length** box, type 7 in (177.8 mm).
9. In the **Step distance** box, type 0.25 in (6.35 mm).

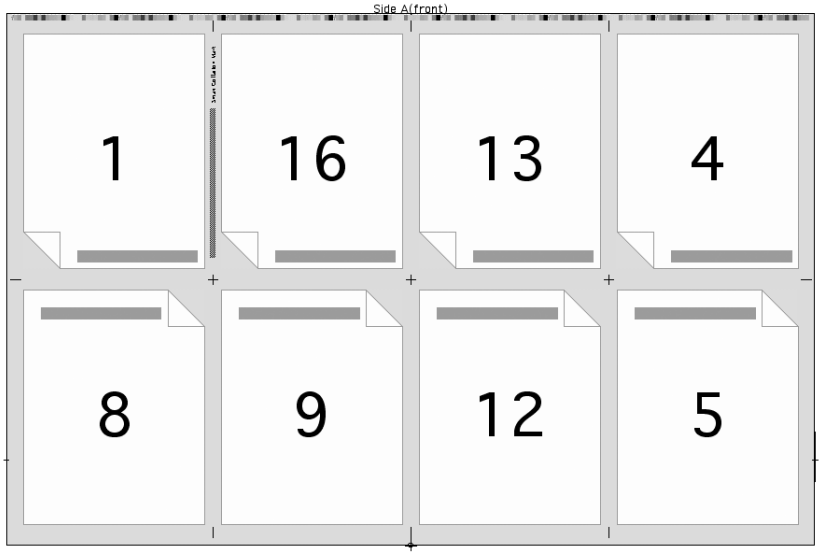
Note: In jobs with many signatures, the stepping cycle is repeated when marks reach a point defined by a maximum stepping distance.

10. In the **Optional text** box, type Smart Collation Mark.
11. Select the **Front** option, and accept the remaining defaults.



12. Because this mark is used in a later activity, click **Save a Copy As** to save the mark to the **SmartMarks** folder.
13. In the **Save As** box, accept the default name of **Activity 2 Collation Mark.smk**, and click **Save.**
14. Click **OK** to close the Edit Smart Collation Mark dialog box.

Notice there is now a collation mark with trailing text between pages 1 and 16 on the front of the press sheet.



Activity

Activity 3: Adding a Smart Custom Mark

Scenario

In this activity you learn how to add a registration mark as a smart custom mark. Use the same template and signature as the previous activity.

Smart Custom Marks Overview

Preps ships with a number of smart custom marks. These marks are stored in the **Marks** folder. You can also create your own marks in a graphics program and save them as either EPS or TIFF files in the **Marks** folder.

See the *Preps 5.0 User Guide* for more information on creating custom marks and adding them to Preps.

Adding a Smart Custom Mark

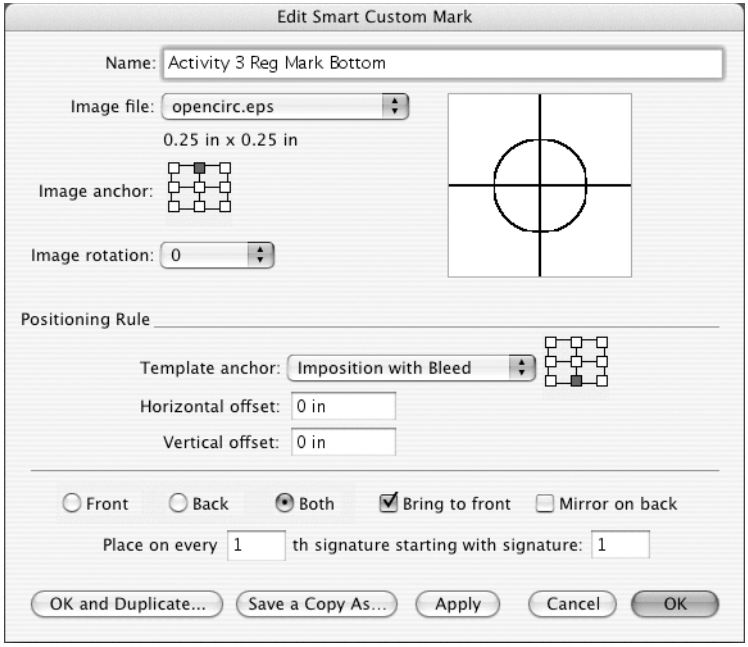
1. Using the same signature and template from the previous activity, from the **Template** menu, choose **Add SmartMark>Custom Mark**.
2. In the **Name** box, type Activity 3 Reg Mark Bottom.

Table 6: Settings specific to smart custom marks

Setting	Description
Image file list	Determines the image file to use in the mark.
Image anchor diagram	Determines the point on the mark image to use as the anchor point.
Image rotation list	Determines the amount by which to rotate the mark around the selected anchor point.

3. From the **Image file** list, select **opencirc.eps**.
4. On the **Image anchor** diagram, select the top middle point.

5. From the **Image rotation** list, accept the default of **0**.
6. Under **Positioning Rule**, from the **Template anchor** list, select **Imposition with Bleed**.
7. On the **Template anchor** diagram select the bottom middle point.
8. Under **Horizontal offset** and **Vertical offset**, accept the default of **0**.
9. Accept the defaults of **Both**, **Bring to front**, and **Place on every 1th signature starting with signature: 1**.



10. Because this mark is used in a later activity, click **Save a Copy As** to save the mark to the **SmartMarks** folder.
11. In the **Save As** box, accept the default name of **Activity 3 Reg Mark Bottom.smk**, and click **Save**.
12. Click **OK** to close the Edit Smart Custom Mark dialog box.
13. The registration mark is placed on the gripper edge of the press sheet between pages 5 and 8. To view the mark, use the **Zoom** tool on the **Tool** palette.

Tip: To zoom back out, click the **Fit in Window** tool on the **Tool** palette.

Activity

Activity 4: Adding a Smart Text Mark

Scenario

In this activity you learn how to add a smart text mark. Use the same template and signature as the previous activity.

Smart Text Marks Overview

There are two types of smart text marks. Flat identifier text and text marks. A **Flat Identifier Text** mark appears in exactly the same position on each side of a press sheet and/or media. A **Text Mark** is backed up (mirrored) on the opposite side of a press sheet and/or media.

Adding a Smart Text Mark

1. Using the same signature and template from the previous activity, from the **Template** menu, choose **Add SmartMark>Text Mark**.
2. In the **Name** box, type Activity 4 Text Mark.

Table 7: Settings specific to smart text marks

Setting	Description
Text box	Type the text or the variable to use in the mark.
Text size (pts) box	Type the text size in points.
Angle list	Determines the amount by which to rotate the mark around the selected text anchor point.
Text anchor diagram	Determines the point on the text mark to use as the anchor point on the template.
Flat identifier text check box	Places the mark in exactly the same position on each side of the press sheet and/or media.
Restrict to section check box and box	For a multi-section template, this option determines the section to which you want to restrict the mark.

Specifying Variable Text

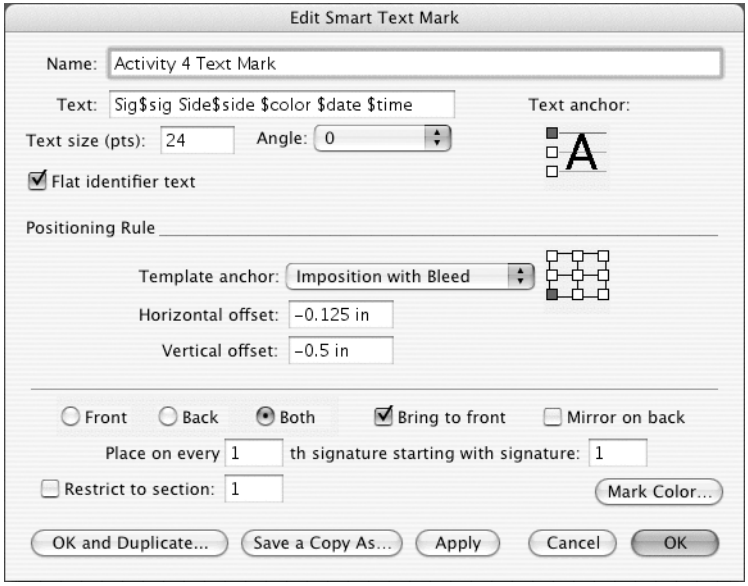
When you add a smart text mark to a press sheet and/or media, you specify the text you want to print. You can also use variable text to automatically print information about the job, the template, or the part of the job being printed. All variable text begins with "$," and is not case sensitive.

Table 8: Predefined variables that can be printed in text marks

This Variable...	Prints This in the Text Mark
$COMMENT	The text in the **Comment** box in the Print dialog box
$COLOR	The color name for the current separation
$CUSTOMER	The customer ID number specified in the Job Notes dialog box (Mac) or the Job Information dialog box (Windows)
$DATE	The date the job was printed
$JOBDATE	The date the Preps job was last saved
$JOBID	The job ID number specified in the Job Notes dialog box (Mac) or the Job Information dialog box (Windows)
$JOBNAME	The job file name
$JOB_TITLE	The job title
$SIDE	The press sheet side (A = front or B = back). For multi-web signatures, additional sides are labeled C, D, etc.
$SIG	The number of the current job signature
$TIME	The time the job was printed
$WEB	The web number of the press sheet

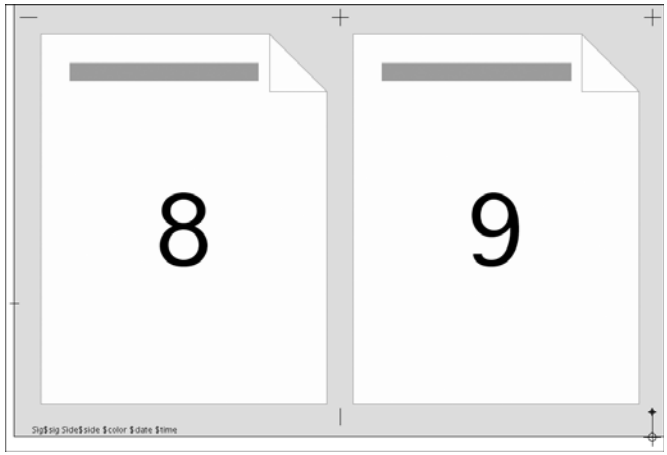
1. In the **Text** box, type Sig$sig Side$side $color $date $time.
2. In the **Text size (pts)** box, type 24.
3. In the **Angle** box, accept the default of **0.**
4. On the **Text anchor** diagram, select the top point.
5. Select the **Flat identifier text** check box.
6. Under **Positioning Rule**, from the **Template anchor** list, select **Imposition with bleed**.

7. On the **Template anchor** diagram, select the bottom, left point.
8. In the **Horizontal offset** box, type -0.125 in (-3.175 mm).
9. In the **Vertical offset** box, type -0.5 in (-12.7 mm).



10. Accept the remaining defaults of **Both**, **Bring to front**, and **Place on every 1th signature starting with signature: 1**.
11. Because this mark is used in a later activity, click **Save a Copy As** to save the mark to the **SmartMarks** folder.
12. In the **Save As** box, accept the default name of **Activity 4 Text Mark.smk**, and click **Save**.
13. Click **OK** to close the Edit Smart Text Mark dialog box.
14. Notice that the text mark is placed on the gripper edge of the press sheet in the lower left corner. To view the mark, use the **Zoom** tool on the **Tool** palette.

Note: To zoom back out, click the **Fit in Window** tool on the **Tool** palette.



Editing SmartMarks

You edit a SmartMark in the appropriate Edit Smart Mark dialog box. You can edit only one mark at a time.

➢ Select the text mark you added in the previous step, and from the **Edit** menu, choose **Get Information**.

Tip: You can open the Edit dialog box for an existing SmartMark by double-clicking the mark on a Macintosh or right-clicking the mark on Windows.

Specifying SmartMark Color

You can specify color for the following SmartMarks:

- Rectangle marks
- Line marks
- Text marks
- Collation marks
- Fold marks

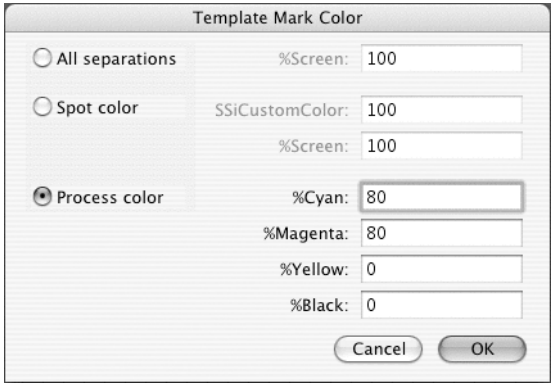
1. In the Edit Smart Text Mark dialog box, click **Mark Color**.

In the Template Mark Color dialog box, you specify the color and halftone screen percentages for the mark.

Table 9: Mark color settings

Setting	Description
All separations option	Prints the mark on all separations. You specify the halftone screen percentage for the mark in the **%Screen** box.
Spot Color, **SSICustomColor**, and **%Screen** option	Assigns a custom color to a mark. Type a number in the **SSiCustomColor** box as an identifier. The SSi custom color number is a placeholder that can be mapped to any spot color or process color equivalent in the Print dialog box on the **Color Separations** tab when you print. You specify the halftone screen percentage for the mark in the **%Screen** box.
Process color option	Prints the mark in process color. You specify the halftone screen percentages in the **%C**, **%M**, **%Y**, and **%K** boxes. The mark prints with the process color build you have specified.

2. Click the **Process color** option. Type 80 in the **%Cyan** box, and in the **%Magenta** box, type 60. Type 0 in the **%Yellow** and **%Black** boxes.



3. Click **OK** to close the Template Mark Color dialog box.

4. Click **OK** again to close the Edit Smart Text Mark dialog box.

Note: The mark color is displayed when you preview and print the job.

5. From the **File** menu, choose **Save Template** to save the template to the **Templates** folder.
6. Close the template.

Activity

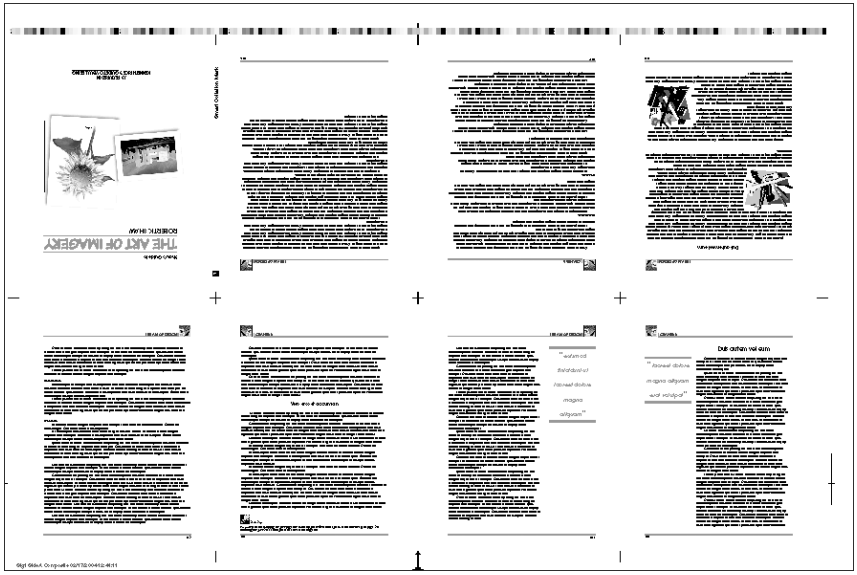
Activity 5: Using the SmartMarks Template in a Job

Scenario

In this activity you create a new job, and use the SmartMarks template from the previous activities to view the marks in the Preps Previewer.

Using the SmartMarks Template in a Job

1. From the **File** menu, choose **New Job**, then **Mixed Files -> PostScript**.
2. In the Run List window, click **Add Files**.
3. From the **Learning Preps:Activity Files:Art of Imagery:PS:US (Metric)** folder, select **Cover.sep** and **Chapter3_15pg.sep** (**Cover_A4.sep** and **Chapter3_15pg_A4.sep**), and click **Add**.
4. Select the **Add all pages to run list** check box.
5. Click **Done**.
6. In the Signature List window, click **Signatures**.
7. From the **Binding Style** list, select **Perfect Bound**.
8. Select the **SmartMarks** template you created in the previous activities, and click **Auto Select**.
9. Click **OK** to close the Signature Selection window.
10. In the signature list, select the signature, and from the **File** menu, choose **Preview**.
11. To view the page content in addition to the marks, click **Preview**.



12. Click **Close** to close the Preview window.

Activity

Activity 6: Creating SmartMarks Independent of a Template

Scenario

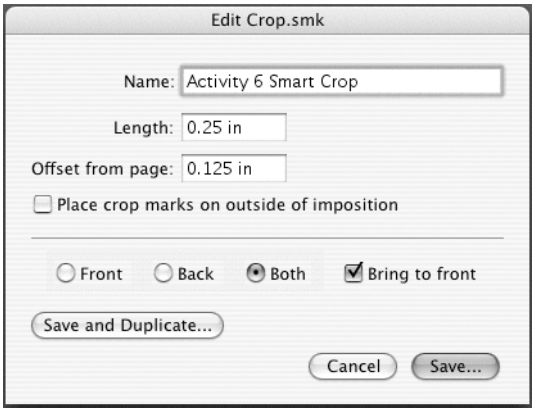
In this activity you learn how to create new SmartMarks independent of a template. You also modify an existing SmartMark to create three additional copies, each with its own unique properties.

Note: All of the SmartMarks can be created independent of a template. Smart crop marks are used in this activity for the purpose of teaching the feature.

Creating Smart Crop Marks

When you add smart crop marks to imposition pages in a template or independent of a template, the marks are added to all pages. To add crop marks to specific pages, you must use static crop marks. Smart crop marks can be added around only the outside of the imposition, or to all four corners of each imposed page.

1. From the **File** menu, choose **New SmartMark>Crop Marks**.
2. In the Edit Crop.smk dialog box, in the **Name** box, type Activity 6 Smart Crop.
3. In the **Length** box, accept the default of **0.25 in** (**7 mm**).
4. In the **Offset from page** box, accept the default of **0.125 in** (**3 mm**).
5. Clear the **Place crop marks on outside of imposition** check box.
6. Accept the remaining defaults of **Both** and **Bring to front**.

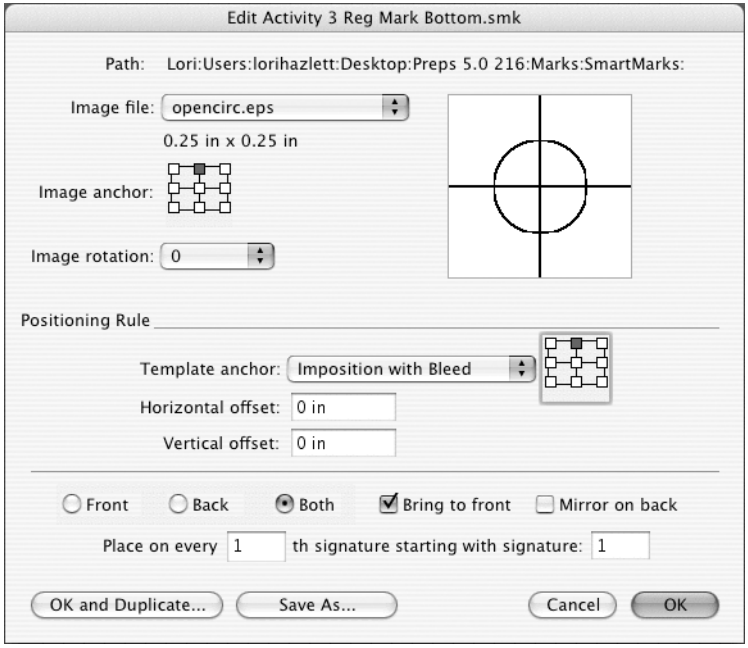


7. Click **Save**.
8. In the **Save As** box, accept the default name of **Activity 6 Smart Crop.smk**.
9. Click **Save** to save the smart crop marks to the **SmartMarks** folder.

Creating Custom Marks

In this part of the activity, you open the smart registration mark you created in *Activity 3*, and modify its properties to create three additional registration marks.

1. From the **File** menu, choose **Open SmartMark**.
2. In the **Marks:SmartMarks** folder, select **Activity 3 Reg Mark Bottom**, and click **Choose**.
3. Under **Positioning Rule** on the **Template anchor** diagram, select the top, middle point.



4. Click **Save As**, and in the **Save As** box, type Activity 6 Reg Mark Top.
5. Click **Save** to save the mark to the **SmartMarks** folder.

Note: The Edit Activity 3 Reg Mark Bottom.smk dialog box should still be displayed.

6. Under **Positioning Rule** on the **Template anchor** diagram, select the left, middle point.
7. Click **Save As**, and in the **Save As** box, type Activity 6 Reg Mark Left.
8. Click **Save**.
9. Under **Positioning Rule** on the **Template anchor** diagram, select the right, middle point.
10. Click **Save As**, and in the **Save As** box, type Activity 6 Reg Mark Right.
11. Click **Save**.
12. Click **OK** to close the Edit Activity 3 Reg Mark Bottom.smk dialog box.

Activity

Activity 7: Creating a Mark Group

Scenario

In this activity you learn how to create a mark group. You use the SmartMarks created in the previous activities to create the mark group.

Creating a Mark Group

In Preps 5.0, you can create mark groups at the operating-system level or from within Preps by saving them from the Template Editor window to a specific SmartMark group folder. Only SmartMarks can be included in a mark group; static marks cannot be included.

1. In the Finder or Windows Explorer, navigate to the **Marks:SmartMarks** folder. Create a new folder in the **SmartMarks** folder, and name it Learning Guide Mark Group.
2. Drag the following SmartMarks into the **Learning Guide Mark Group** folder:
   - **Activity 1 Colorbar.smk**
   - **Activity 2 Collation Mark.smk**
   - **Activity 3 Reg Mark Bottom.smk**
   - **Activity 4 Text Mark.smk**
   - **Activity 6 Reg Mark Left.smk**
   - **Activity 6 Reg Mark Right.smk**
   - **Activity 6 Reg Mark Top.smk**
   - **Activity 6 Smart Crop.smk**

Activity

Activity 8: Applying a Mark Group to a Template

Scenario

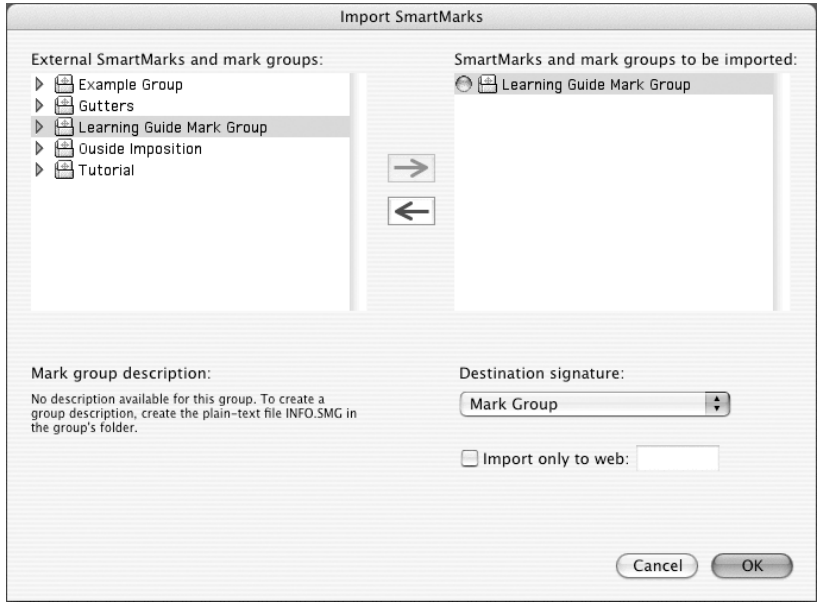
In this activity you learn to apply the mark group you created in the previous activity to a template.

Applying a Mark Group to a Template

You apply mark groups to a template by importing them into the template. You can add a mark group to all signatures, a particular signature, a particular web, or to a particular web on a particular signature. If you choose a particular web, no check is made that web actually exists on that particular signature or signatures.

You import mark groups into a template in the Import SmartMarks dialog box. Mark groups are distinguished from individual marks in the left column by the disclosure triangle, and in the right column by the green circle.

1. From the **File** menu, choose **Open Template>From Templates Folder.**
2. Select the **SmartMarks** template from the previous activities, and click **Open.**
3. From the **Template** menu, choose **Add Signature.**
4. In the **Signature Name** box, type Mark Group.
5. Accept the remaining defaults, and click **OK.**
6. From the **Template** menu, choose **Create Imposition.**
7. Accept the defaults in the Create Imposition window, and click **OK.**
8. Use the **Numbering** tool on the **Tool** palette to number the pages exactly like the **16-page Sheetwise** signature.
9. From the **Template** menu, choose **Import SmartMarks.**



10. In the **External SmartMarks and mark groups** column, click the **Learning Guide Mark Group** folder, and then click the right arrow button.
11. From the **Destination signature** list, select the **Mark Group** signature.
12. Click **OK.**

Note: If you import the same mark group twice to the same location, an exclamation point icon appears next to the mark group name in the right column. By default, Preps removes the mark group previously imported, and then imports the current contents of the mark group.

See the *Preps 5.0 User Guide* for more information on importing mark groups.

Notice that all of the marks in this mark group are automatically placed on the **Mark Group** signature.

13. From the **File** menu, choose **Save Template.**

Module Wrap-Up

In this module, you learned to:

- Identify the two types of template marks
- Identify where Preps stores marks
- Add a smart duplicating mark to a template
- Add a smart collation mark to a template
- Add a smart custom mark to a template
- Add a smart text mark to a template
- Save SmartMarks
- Edit SmartMarks
- Specify SmartMark color
- Use a template containing SmartMarks in a job
- Create SmartMarks independent of a template
- Create a mark group
- Apply a mark group to a template

6 Previewer

Module Objectives

By the end of this module, you will be able to:

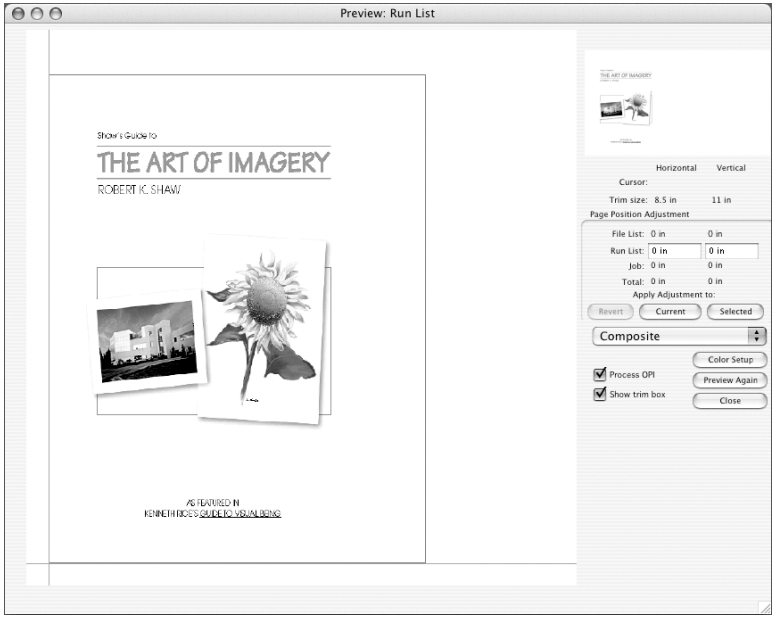
- Preview Preps jobs
- Use the zoom function to preview more detail
- Preview individual colors
- Use rulers and guides to line up page elements

Previewing Preps Jobs

Overview

The Preps previewer RIPs the page content and allows you to view pages and imposed signatures. You can view either a composite view of all colors, or individual color plates.

1. With a Preps job open, select a page in either the file list or the run list.
2. From the **File** menu, choose **Preview**. The previewer opens and a mock-up view of the page appears.
3. Click **Preview**. This starts the Adobe CPSI RIP that is used for previewing. The RIPed page appears.



Previewing a Signature

1. Select a signature in the signature list.
2. From the **File** menu, choose **Preview**.
3. If the signature is double-sided, from the **Signature** list at the top right of the previewer dialog box, select the side you want to preview.
4. Click **Preview**.

Zooming

You can zoom in to re-RIP a section of a page to get a more detailed view. Click and drag to marquee an area, or use one of the following keyboard shortcuts:

Macintosh

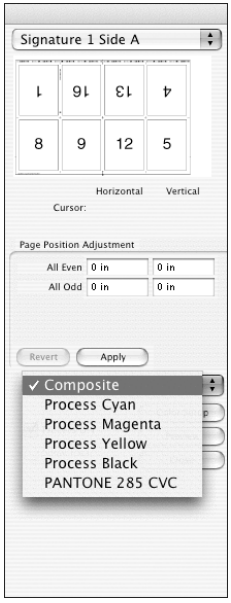
- Zoom in: COMMAND++ (plus)
- Zoom out: COMMAND+- (minus)
- Fit in window: COMMAND+0 (zero)

Windows

- Zoom in: CONTROL++ (plus)
- Zoom out: CONTROL+- (minus)
- Fit in window: CONTROL+0 (zero)

Previewing Individual Colors

The default setting is to preview in composite mode. To preview an individual color plate, select the color in the list, then click **Preview** and/or **Preview Again**.



Show Trim Box

The trim box is determined by the page size on the signature that is used in the job, so only run list pages can be viewed with a trim box. The trim box shows as a red outline in the previewer window, and its purpose is to allow you to see how the page information fits.

Process OPI

OPI processing is available only in Preps Pro and Preps XL; it is not available in Preps Plus. When the Process OPI check box is selected, the previewer displays the images using the OPI settings you have configured.

Rulers and Guides

The previewer has rulers and guides you can use to make sure elements line up correctly.

Changing the Origin (0,0) Point of the Ruler

1. Click the intersection of the ruler in the box in the lower-left corner of the Preview window, and drag it to the new position.
2. Double-click the intersection of the ruler in the box in the lower-left corner of the Preview window to return the origin point to the default setting.

Adding Guides

- Click the horizontal or vertical ruler and drag a guide to the position you want. Press and hold the shift key to snap the guide to a ruler mark.

Removing a Guide:

- Drag the guide back to the ruler.

Module Wrap-Up

In this module, you learned to:

- Preview Preps jobs
- Use the zoom function to preview more detail
- Preview individual colors
- Use rulers and guides to line up page elements

7

Page Adjustments

Module Objectives

By the end of this module, you will be able to:

- Apply page offsets to source files and run list pages using the Previewer
- Apply page offsets to a source file, run list page, or an entire job without using the Previewer
- Identify what a source file bounding box represents, and how to ignore the bounding box information in Preps
- Apply page scaling adjustments to run list pages
- Rotate run list pages

Page Offsets

Overview

Page offsets allow you to precisely adjust the position of pages. You can adjust page offsets in several places, including in the previewer. There are three ways to adjust page offsets to compensate for alignment problems with source files:

- Applying offsets to the entire job
- Applying offsets to a selected file
- Applying offsets to selected pages

Adjusting Page Positions in the Previewer

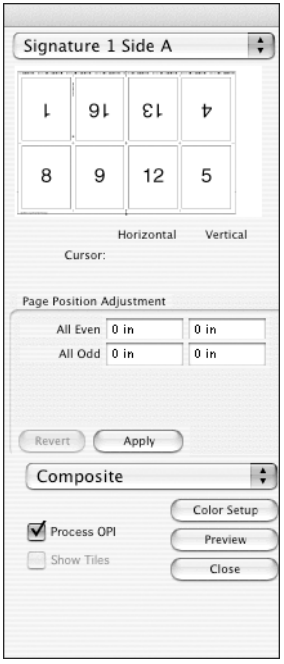
Changing Page Offsets for the Entire Job

You can apply the same offset amounts to all the source files in a job. This adjustment is useful if you want to move the page away from the binding for easier readability, or if you change the binding method for a job.

When you change the offsets for a job, you can specify different offset amounts for odd and even pages.

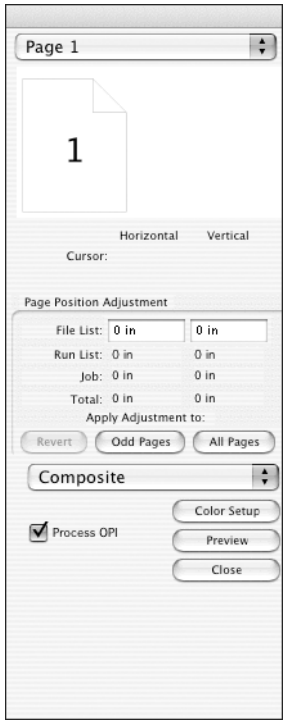
➢ In the previewer, type the offset amounts in the **All Even** and **All Odd** boxes under **Page Position Adjustment**.

These offsets are recorded in the Layout Details dialog box and affect all the pages in the entire job.



Changing Page Offsets for a Source File

When you preview pages from the file list, you can apply horizontal and vertical offsets to all the odd pages, all the even pages, or all the pages in the source file.



1. In the previewer, place the cursor over the pages, press the COMMAND (CONTROL) key, then click and drag the page to the new position.

   Or:

   In the **Page Position Adjustment** area, type the new coordinates in the **File List** boxes.

2. Click **Odd Pages**, **Even Pages**, or **All** to apply the offsets to the pages.

Tip: To move the pages up or to the right, use positive numbers. To move the pages down or to the left, use negative numbers. The direction of movement is relative to the orientation of the imposed page.

Changing Page Offsets for Run List Pages

When you preview pages from the run list, you can apply offsets the same way as for the pages in the file list, but you can choose to apply offsets to just a single page, or to all the selected pages.

These adjustments are applied two ways:

- Click **Current** to apply offsets to only the page currently being previewed
- Click **Selected** to apply offsets to all the run list pages you selected to preview

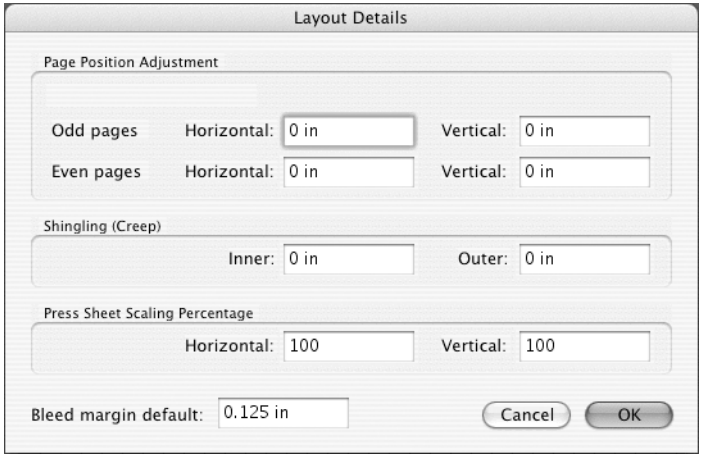
The offset amounts you type in the previewer appear in the Run List window next to the page icons.

Note: The amount of the page offsets for the entire job, files, and run list pages are added together. You can see the cumulative total of adjustments for a page only when you view a run list page in the previewer.

Adjusting Page Positions Without Using the Previewer

Changing Page Offsets for the Entire Job

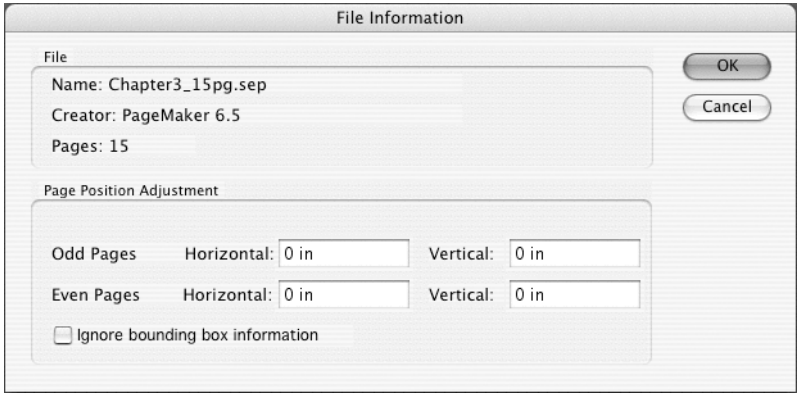
You can make page offset adjustments without using the previewer.



1. From the **Job** menu, choose **Layout Details.**
2. Under **Page Position Adjustment**, type the offset amounts in the **Horizontal** and **Vertical** boxes.

Changing Offsets for a Source File

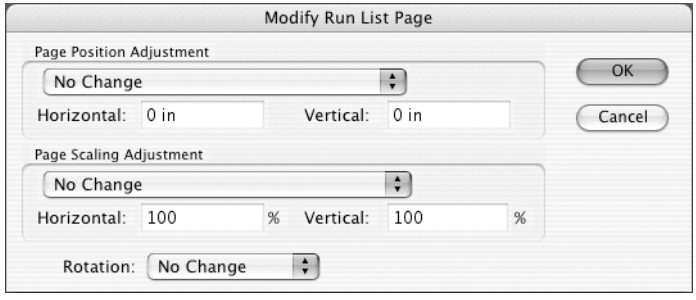
You can make source file adjustments without using the previewer.



1. Select the file in the file list.
2. From the **Edit** menu, choose **Get Information**.
3. Under **Page Position Adjustment**, type the offset amounts in the **Horizontal** and **Vertical** boxes for the **Odd Pages** and **Even Pages**.

Changing Offsets for Run List Pages

You can make run list page adjustments without using the previewer.



1. Select the page(s) in the run list.
2. From the **Job** menu, choose **Modify Run List Page**.
3. Under **Page Position Adjustment**, type the page offset amounts in the **Horizontal** and **Vertical** boxes.

There are four options for **Page Position Adjustment**:

- **No Change**: There is no change to the current page position.
- **Centered**: The center point of the bounding box of the source file page is positioned to the center point of the template page.
- **Set to**: You type a specific position for the lower-left corner of the page.
- **Change by**: You type the amount you want added to or subtracted from the page's current position.

Information about the offsets that are applied to run list pages appears in the Run List window next to the page icon. This information does not include any source file or job offset adjustment amounts.

Source File Bounding Boxes

Source files contain information about the size of the imageable area of a page. This is known as the bounding box. Some desktop applications describe the bounding box as the trim size of the page, while others use the trim plus bleed or the elements on the page.

In some cases, you may not want Preps to use the bounding box to position the pages. For example, if a job contains pages that have different sized bounding boxes for every page, using the bounding box for positioning the pages requires you to set different page adjustment amounts for every page. It is much easier to correctly position multiple pages when they require the same offset amounts.

Preps has a setting that causes it to ignore the bounding box information and use the PostScript origin point to position the pages. The PostScript origin point is not usually the same as the trim size of the page, but it is the same for all files created from the same desktop application, so all pages require the same offset amount.

There are two ways for Preps to ignore the bounding box:

- Globally: If you select the **Ignore bounding box by default** check box on the **General** tab of the Preferences dialog box, Preps ignores the bounding box for all source files that are subsequently added to Preps jobs. This method can be used if you have many files with unacceptable bounding boxes.
- Individual files: If you select the **Ignore bounding box information** check box in the File Information dialog box (select a file in the file list, then go to the **Edit** menu and choose **Get Information**), Preps ignores the bounding box for only the selected file. This method can be used if only some of the files have unacceptable bounding boxes.

The bounding box for a PostScript or EPS source file is usually the same as the trim size of the page. The bounding box for a TIFF source file is the same as the image size.

Activity

Activity 1: Making Manual Page Adjustments

Scenario

This job is a 17" x 22" (430 mm x 560 mm) poster, plus bleeds. The supplied file is an EPS that was created in an illustration program. These types of files include the bleed amount as part of the page size, so when the file is added to a Preps job, the lower left corner of the outside edge of the bleed, rather than the trim size of the page, is positioned in the lower-left corner of the Preps template page.

1. From the **File** menu, choose **New Job**, then **Mixed Files -> PostScript**.
2. From the **Learning Preps:Activity Files:Dog Show Poster-Ad:US** (**Metric**) folder, add **Dog-Show-17x22.fh8.eps** (**Dog-Show-Poster-A3.fh8.eps**) to the file list and to the run list.
3. In the signature list, click **Signatures**.
4. From the **Binding Style** list, select **Flat work**.
5. From the **Sample Templates:US** (**Metric**) folder, select **17x22 poster** (**430x560mm poster**), and click **Auto Select**.
6. Click **OK** to close the Signature Selection window.
7. Select the page in the run list and preview it (from the **File** menu, choose **Preview**; then click **Preview**).
8. Make page adjustments either by moving the page in the Previewer - hold down the COMMAND key (CONTROL key on Windows), then click and drag the page image - or by entering adjustments in the run list boxes in the palette at the right side of the Previewer window.
9. When the page is correctly positioned, click **Current**, then click **Close**.
10. You see the offset amount in the run list window.

The page should now be correctly positioned.

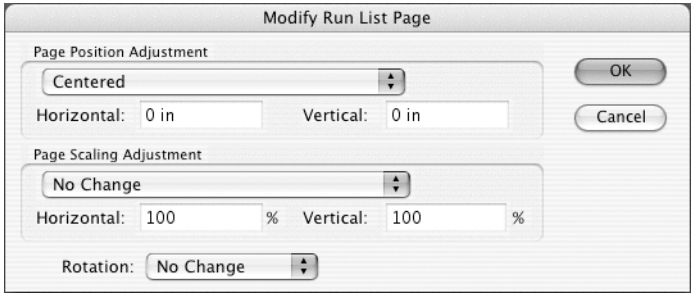
Activity

Activity 2: Using Autocentering to Make Page Adjustments

Scenario

This is an alternate method that can be used to obtain the same results as *Activity 1: Making Manual Page Adjustments.*

1. Using the job from *Activity 1: Making Manual Page Adjustments,* select the page in the run list.
2. From the **Job** menu, choose **Modify Run List Page**.
3. Under **Page Position Adjustment**, select **Centered** from the list, then click **OK**.



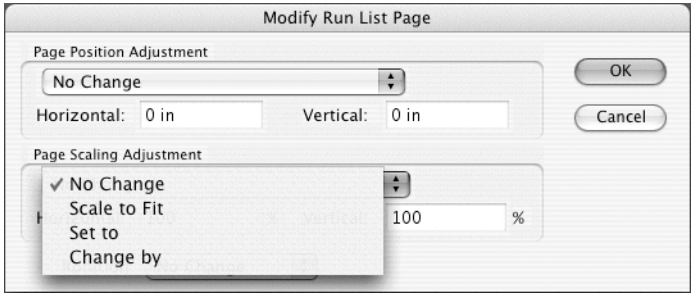
4. Notice the word **Centered** and the offset amount in the run list window.
5. To view the results, select the page in the run list, then from the **File** menu, choose **Preview**.
6. Click **Preview.**

The page should now be correctly positioned.

Scaling

You can scale (enlarge or reduce) run list pages proportionally (using the same amounts for the horizontal and vertical dimensions) or anamorphically (using different amounts for the horizontal and vertical dimensions).

1. Select the page(s) in the run list.
2. From the **Job** menu, choose **Modify Run List Page**.



3. Under **Page Scaling Adjustment**, select the desired **Page Scaling Adjustment** option in the list.

There are four options for **Page Scaling Adjustment**:

- **No Change**: There is no change to the current page size.
- **Scale to fit**: The page is scaled so the bounding box of the source file fits in the template page without losing any page data. The entire page is scaled proportionately and positioned in the lower-left corner of the template page. If the page does not exactly fit in both dimensions, there is extra space at the top or right edge of the page.
- **Set to**: You type a specific amount for page scaling.
- **Change by**: You type the percentage of scaling you want to apply to the existing amount of page scaling.

Information about the scaling that is applied to run list pages appears in the Run List window next to the page icon.

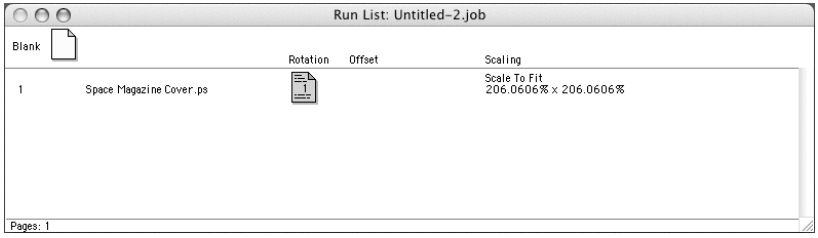
Activity

Activity 3: Using Autoscaling to Make Page Adjustments

Scenario

The supplied file is a letter-size magazine cover that the customer wants to reprint as a 17" x 22" (A2) poster.

1. From the **File** menu, choose **New Job**, then **Mixed Files -> PostScript**.
2. From the **Learning Preps:Activity Files:Space Magazine:US** (**Metric**) folder, add **Space Magazine Cover.ps** (**A4 Space Mag Cover.ps**) to the file list and to the run list.
3. In the signature list, click **Signatures**.
4. From the **Binding Style** list, select **Flat work**.
5. From the **Sample Templates:US** (**Metric**) folder, select **17x22 poster** (**A2 Poster**), and click **Auto Select**.
6. Click **OK** to close the Signature Selection window.
7. Select the page in the run list.
8. From the **Job** menu, choose **Modify Run List Page**.
9. Under **Page Scaling Adjustment**, select **Scale to Fit** from the list, then click **OK**.
10. Notice the words **Scale To Fit** and the scaling percentage amount in the run list window.



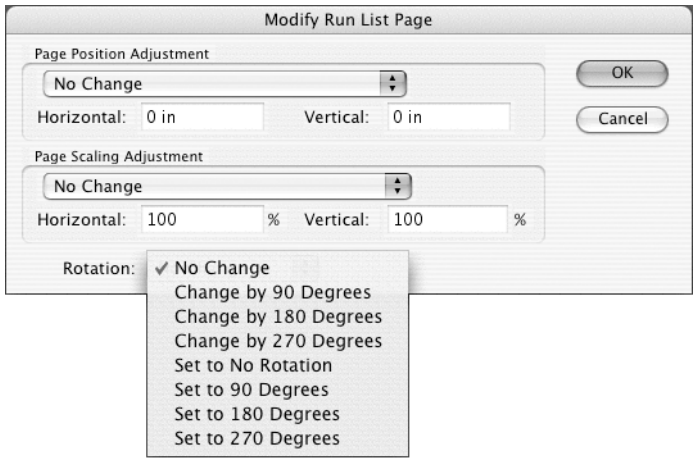
11. To view the results, select the page in the run list, then from the **File** menu, choose **Preview.**
12. Click **Preview.**

The page should now be correctly scaled.

Rotation

You can rotate run list pages in 90-degree increments. For example, if a source file page is created with a landscape orientation and you want to use it in a portrait-oriented template page, you can rotate the page in the run list so it fits the template page.

1. Select the page(s) in the run list.
2. From the **Job** menu, choose **Modify Run List Page**.



3. Select the **Rotation** option in the list.

There are eight options for **Rotation**:

- **No Change**: There is no change to the page's current rotation.
- **Change by 90 Degrees**: The page rotates 90 degrees counterclockwise from its current orientation.
- **Change by 180 Degrees**: The page rotates 180 degrees counterclockwise from its current orientation.
- **Change by 270 Degrees**: The page rotates 180 degrees counterclockwise from its current orientation.
- **Set to No Rotation**: The page reverts to its original orientation, with no rotation.
- **Set to 90 Degrees**: The page rotates 90 degrees counterclockwise from its original orientation.

- **Set to 180 Degrees**: The page rotates 180 degrees counterclockwise from its original orientation.
- **Set to 270 Degrees**: The page rotates 270 degrees counterclockwise from its original orientation.

The page icon in the Run List window rotates to the appropriate orientation.

Module Wrap-Up

In this module, you learned to:

- Apply page offsets to source files and run list pages using the Previewer
- Apply page offsets to a source file, run list page, or an entire job without using the Previewer
- Identify what a source file bounding box represents, and how to ignore the bounding box information in Preps
- Apply page scaling adjustments to run list pages
- Rotate run list pages

8

Fitting and Tiling

Module Objectives

By the end of this module, you will be able to:

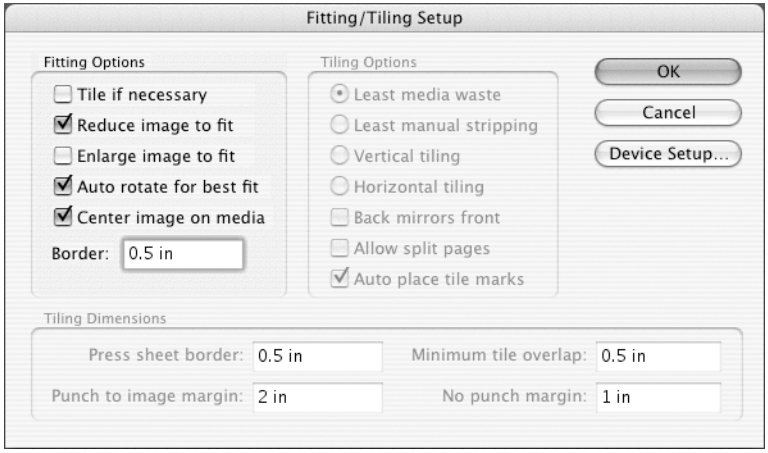
- Specify fitting options
- Specify tiling options

Fitting Options

Overview

Fitting options determine how the press sheet fits on the selected media size, or page size. The media size is the size of the film or plate onto which a Preps press sheet is imaged (see *Page Size* on page 34). Fitting options include reducing, enlarging, rotating, and centering the press sheet image.

➢ From the **File** menu, choose **Fitting/Tiling Setup**.



The fitting options are:

- **Tile if necessary**: This option activates automatic tiling. If the size of the press sheet is larger than the size of the media, Preps divides the press sheet into tiles.
- **Reduce image to fit**: If the press sheet size is larger than the size of the media, Preps reduces the press sheet so it fits on the media.
- **Enlarge image to fit:** If the press sheet size is smaller than the size of the media, Preps enlarges the press sheet so it fits on the media.
- **Auto rotate for best fit:** Preps automatically rotates the press sheet for the best fit on the media. This option is available only for media sizes that do not have punch coordinates.

- **Center image on media**: Preps centers the press sheet on the media. This option is available only for media sizes that do not have punch coordinates.
- **Border:** This option specifies an amount for the border around the press sheet. This option can be used to include marks that appear outside the boundaries of the press sheet, or if an output device cannot print all the way to the edge of the media. Specifying a border when using the **Reduce image to fit** option ensures that the image is not cut off at the edges.

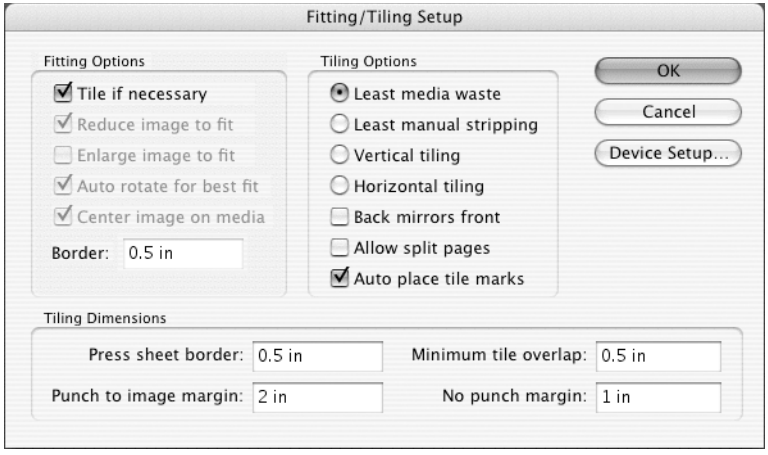
Tiling Options

Overview

Tiling options are used for press sheets that are larger than the imageable area of the output device. Tiles can be aligned using tile marks and manually stripped together to create a single form, or flat. The flat is exposed to create a fully imposed printing plate. Tiling is generally used for small-and medium-format imagesetters.

When tiling is enabled, if you select a different media size or a different output device, Preps automatically recalculates the tiling for the new media size.

1. From the **File** menu, choose **Fitting/Tiling Setup**.



2. Under **Fitting Options**, select the **Tile if necessary** check box. The fitting options become unavailable and the tiling options become available.

The tiling options are:

- **Least media waste**: This is the default option. Preps tiles the press sheet in the direction that uses the least amount of media.
- **Least manual stripping**: Preps tiles the press sheet in the direction that requires the least manual stripping, typically using the fewest tiles.
- **Vertical tiling:** Preps orients all tiles vertically.
- **Horizontal tiling:** Preps orients all tiles horizontally.
- **Back mirrors front**: Preps tiles the back side of the press sheet so it is a mirror image of the front side.
- **Allow split pages**: This option allows tiles to contain partial pages, so when tiles overlap in the middle of a page, the page appears on all tiles. The default setting is for this check box to be cleared, so tiled press sheets contain only complete pages. However, if a page is positioned so that it does not appear entirely on any one tile, Preps displays an error message. In that case, you must enable this option.
- **Auto place tile marks**: This option automatically places tile marks in the overlapping areas of adjacent tiles. These marks are used to align the tiles when they are stripped together. For imposed pages, tile marks are placed in the gutters. For independent pages, tile marks are placed between the pages. If a press sheet does not have gutters, or if there is no space between independent pages, Preps does not add tile marks. You cannot select, move, or edit tile marks that are placed automatically.

Tiling Dimensions

The settings under **Tiling Dimensions** affect the placement of the tiles on the selected media size.

The tiling dimension options are:

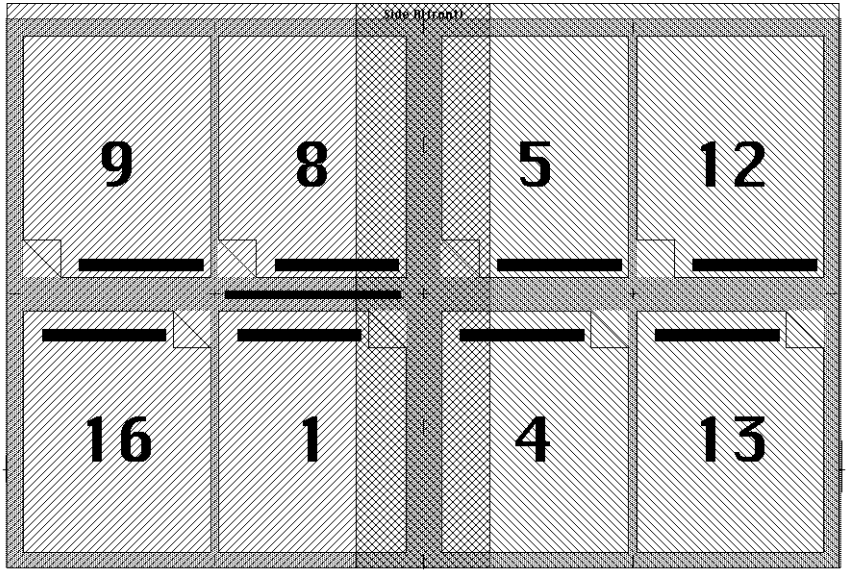
- **Press sheet border**: This option specifies an amount for the border around the press sheet. This option can be used to include marks that appear outside the boundaries of the press sheet, or if an output device

cannot print all the way to the edge of the media. The amount you type for the border is added to the left and bottom sides of the press sheet and can affect the number of tiles produced.

- **Minimum tile overlap**: This setting determines the minimum amount of overlap for tiles. As Preps calculates the tiles, the overlap area can be larger than the amount you specify, but never smaller. This setting can affect the number of tiles produced. If Preps determines that only one tile is needed, this setting is ignored.
- **Punch to image margin**: When printing to an output device that has a punch, this setting ensures that the imageable area of the tile (press sheet plus press sheet border) does not appear in the punch area. If Preps determines that only one tile is needed, this setting is ignored.
- **No punch margin**: If the output device does not have a punch, and the job has only one tile, you may add a strip to the bottom of the press sheet by specifying a value for **No punch margin**. This allows an image-free area for conventional punching.

Show Tiles Tool

When the **Tile if necessary** check box is selected in the Fitting/Tiling Setup dialog box, and the **Show/Hide Tiles** tool is selected in the template, you can view how the tiles fit on the selected signature.



The individual tiles are represented by diagonal lines. The area where tile overlap is represented by a cross-hatch pattern.

Module Wrap-Up

In this module, you learned to:

- Specify fitting options
- Specify tiling options

9

Printing

Module Objectives

By the end of this module, you will be able to:

- Describe the five output options
- Print imposed output to a printer, create a PostScript file, output an Adobe Job Ticket, discard the output, create a Job Description File (JDF), and/or create a CIP3 cutting data file (PPF)
- Specify a print range, output format, imaging options, and halftone screening
- Specify color separations
- Enable PostScript level 2 options

Printing

Printing a job from Preps is similar to printing from other desktop applications.

Output Options

There are five printing options:

- Sending a PostScript file
- Thumbnails
- Template mock-up
- Job mock-up
- Imposed output

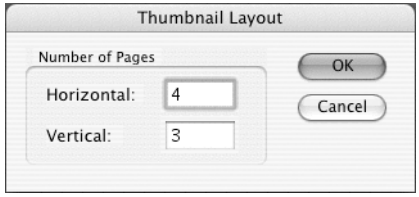
Thumbnails, template mock-ups, job mock-ups, and imposed output can be printed as composite or color separated.

Sending a PostScript File

Preps has a built-in option for sending individual PostScript source files directly to an output device, bypassing any processing by Preps. This option can be used to for isolate PostScript problems. When you send a PostScript file to the output device, if an error occurs or the file does not print, this usually means the problem is with the PostScript file and not with Preps. However, even if the file prints correctly when it is sent directly to the output device, if it is made incorrectly, it may not print correctly when it is imposed in Preps.

Thumbnails

Thumbnails are typically printed on a proofing printer, such as a laser printer. In a thumbnail layout, the job pages are laid out in the order in which they appear in the run list. You choose how many pages you want to print on each sheet by specifying the horizontal and vertical numbers. In the example below, 20 thumbnails appear on each sheet.



Thumbnails can be used to check the order of the pages in the run list, and to isolate PostScript problems. When you print thumbnails, Preps processes the pages on each sheet in reverse order. For example, if you print 2 x 2 thumbnails of pages 1-4 in the run list, Preps process page 4 first, then pages 3, 2, and 1. This tests the source file for DSC compliance.

See the *Preps 5.0 User Guide* for information on DSC compliance and PostScript files.

Template Mock-Ups

Template mock-ups provide a quick way to verify that the template is created correctly, and to test the integrity of the template and marks. Page information from the source files does not print. Template mock-ups show numbered boxes that reflect the page numbering in the Preps template. All template marks and page marks print.

Job Mock-Ups

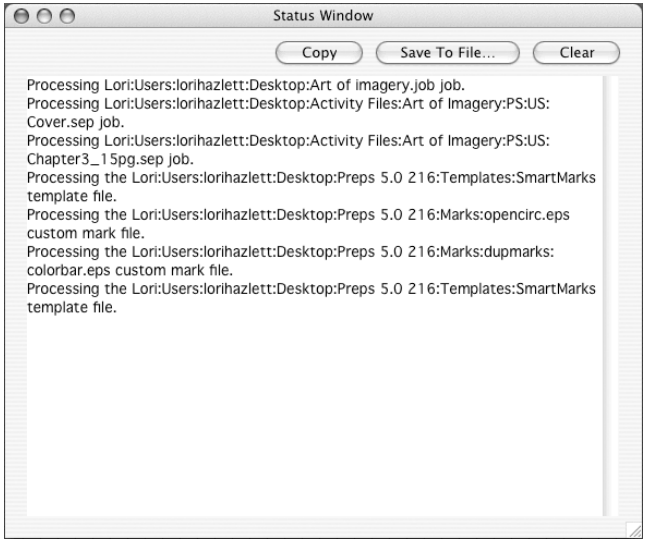
Job mock-ups provide a quick way to verity that the page numbering is correct on the imposition. Page information from the source files does not print. Job mock-ups show numbered boxes that reflect the order in which the run list pages are flowed through the signatures in the template. All template marks and page marks print.

Imposed Output

Imposed output includes all marks and source file page information imposed into signatures. This is considered to be final output.

Status Window

When you print from Preps, a log of the printing process, including any PostScript errors (Macintosh only), appears in the Status window.



To display the status window when Preps is not printing:

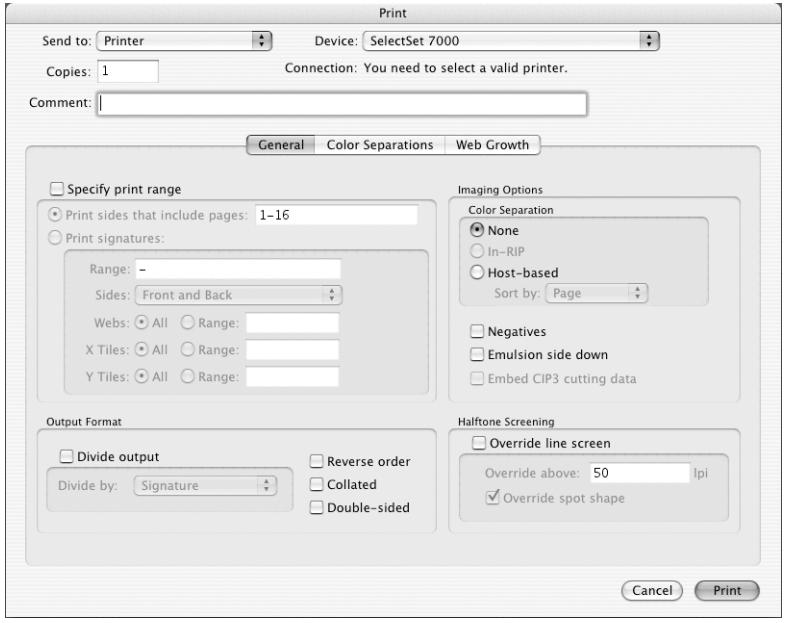
➢ From the **Windows** menu, choose **Show Status Window**.

To hide the status window:

➢ From the **Windows** menu, choose **Hide Status Window**.

Print Settings

➢ To print a Preps job, from the **File** menu, select **Print.**



Send to

When you print a Preps job, you can send it to a printer, create a PostScript file, output an Adobe Job Ticket, discard the output, create a Job Description File (JDF), or create CIP3 cutting data files (PPF).

- **Printer**: The job is sent directly to the selected output device.
- **PS File**: The job is printed to one or more PostScript files, which can be sent to other locations or downloaded to an output device. When you select this option, Preps prompts you for a file name and a location to save the file.

- **Adobe Job Ticket**: An Adobe Portable Job Ticket is a specification about how to impose and print a job. This option creates an Adobe Portable Job Ticket for workflows such as Adobe Extreme that is saved in the designated location.
- **Discard**: This option discards the output, and and can be used to verify that a job can be successfully processed, without wasting output media or disk space.
- **JDF**: Although the Job Description Format is not widely implemented in the industry at this time, Creo sees substantial further potential for JDF to increase connectivity among its own suite of applications, as well as integration with third-party workflows.
- **PPF**: The Print Production Format (PPF) is a cutting description file that allows pre-setting a cutter for the placement and order of cuts.

Device

You can select any device that is available to Preps directly from the Print dialog box. The connection information appears under the name of the selected device.

Copies

You enter the number of copies you want to print.

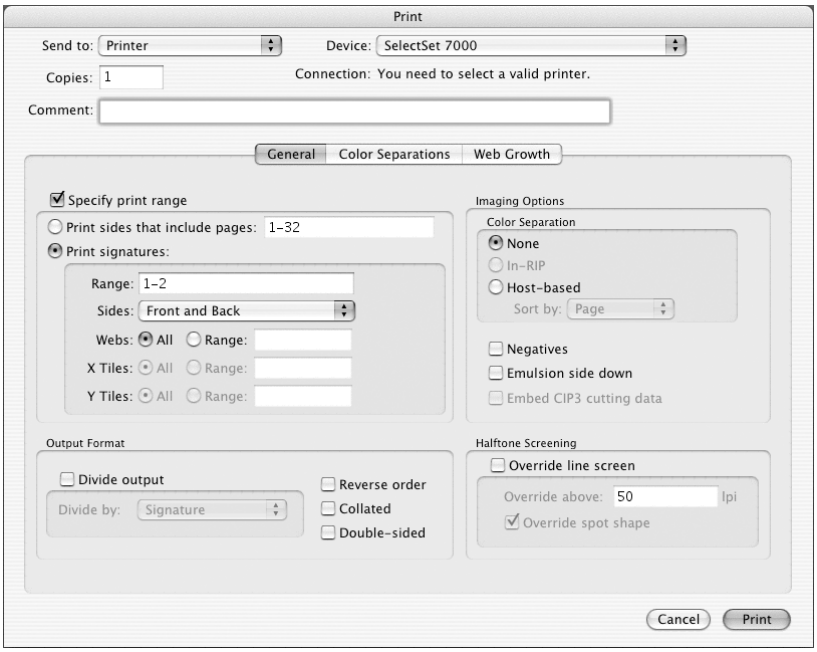
Comment

The text in the **Comment** field prints if a $Comment text mark is present on the template used for the job.

General Tab

Overview

Some of the options in this tab change depending on whether or not tiling is enabled in the **Fitting/Tiling Setup**.



Specify print range

If this option is de-selected, the entire job prints. If you select this option, you can select specific pages, signatures, webs, or tiles to print.

Print sides that include pages

This allows you to specify a page or group of pages to print. Preps prints the entire side of a press sheet that contains those pages. Use a dash to print a range of pages, and a comma to separate pages or ranges of pages.

Print signatures

This allows you to specify a range of signatures, sides, webs, and/or tiles to print.

Range

Enter the numbers of the signatures you want to print. Use a dash to print a range of signatures, and a comma to print non-consecutive signatures.

Sides

You can print the front, back, or both sides of a press sheet.

Webs

A web is typically two or more press sheets that fold and bind together as a signature. You can print all webs, or specify a range of webs to print.

X Tiles and Y Tiles

The X and Y refer to the horizontal and vertical numbers of the tiles. The diagram at right shows how the four tiles that make up a signature are numbered.

Output Format

Divide output

You can print a full job with all Preps versions. With the Pro and Plus versions, you also can print a job in parts. The default setting is **Divide output**, de-selected this causes the entire job to print. If the job prints to a PostScript file, a single file is created for the whole job. When you divide a Preps job into parts, if one part fails to print, the remaining parts can still print.

This feature is used for:

- Creating a PostScript file for a large job and dividing it into smaller parts to fit on small disks
- Multiplexing (dual RIPs)
- Printing large jobs overnight that may error, in which case the RIP can continue to the next file in the job

➢ To divide the Preps output, select **Divide Output** and select one of the options from the list.

Divide by: Signature

Each signature prints separately. If the job prints to a PostScript file, a separate file is created for each signature.

Divide by: Press Sheet

Each press sheet prints separately. If it is a multiple-web job, each web (sides A and B, C and D, etc.) prints separately. If the job prints to a PostScript file, a separate file is created for each press sheet.

Divide by: Side (or Tile)

Each side of each press sheet prints separately. If tiling is being used, each tile prints separately. If the job prints to a PostScript file, a separate file is created for each side or tile.

Divide by: Separated Side (or Tile)

Each separation for each side or tile prints separately. If the job prints to a PostScript file, a file is created for each separation of each side or tile. This option is commonly used for printing computer-to-plate.

Reverse order

The signatures print in reverse order, from last to first.

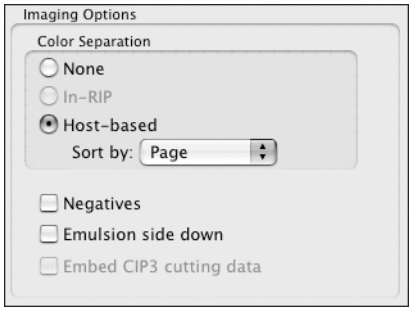
Collated

Multiple copies of a job print in collated sets; most often used for on-demand work.

Double-sided

The job pages print on both sides of a sheet of media, provided the selected output device supports duplexing. This is most often used for on-demand work.

Imaging Options



Color Separation - None

This produces composite ouput for printing color proofs or single-color jobs.

Color Separation - In-RIP

This option tells Preps to include instructions so that the RIP generates the separations. This option is available only if you have a Level 2 or PostScript 3 RIP with color-separation capabilities and have enabled PostScript Level 2 in-RIP separations in **Device Configuration**.

Color Separation - Host-based

When you select **Host-based**, Preps creates the color separations using its built-in PostScript Level 1 color separator. You select how you want Preps to group the output.

- **Sort by: Page**: Preps outputs all the CMYK plates plus spot colors for each page, followed by subsequent sets for the remaining pages.

Tip: The **Negatives** option overrides any similar options built into the RIP, but does not override options set at the marking engine. If it is selected both in Preps and on the output device, their effects cancel each other. We recommend that you always set them on the output device, rather than in Preps.

- **Sort by: Color**: Preps outputs the plates for all signatures or tiles in this order: cyan, magenta, yellow, black, and spot colors in the order in which they appear on the **Color Separation** tab of the Print dialog box.

Negatives

The colors black and white are reversed to create a negative image (not available in the XL version).

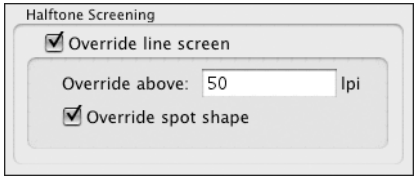
Emulsion side down

The job is right-reading when the output media is viewed with the emulsion side down. If this check box is deselected, the output is right-reading when viewed with the emulsion side up (not available in Preps XL).

Embed CIP3 Cutting Data

If a job is printed as an Adobe Job Ticket, you have the option of including the CIP3 cutting data. This option is not available if you print a PostScript file, JDF, or directly to an output device. If a job is printed as PPF files, this option is not available because PPF files already include the CIP3 cutting data.

Halftone Screening



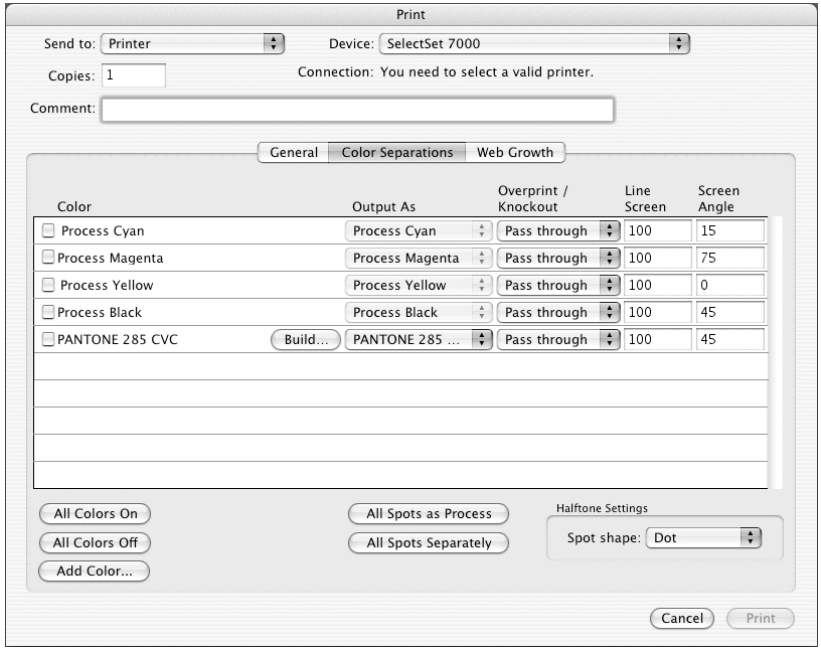
Override line screen

Selecting this option ensures that the halftone screens of the images in your final output are consistent, and of the quality you want. By checking this option, you set a minimum, or threshold, halftone screen value in the **Override above** box. Any halftone screen value in your source files greater than this is overridden by Preps.

Override spot shape

If you override the halftone line screen, you can also override the spot shape of the halftone screens to ensure consistency in your final output. Preps uses the spot shape selected in the Device Configuration dialog box for composite output; Preps uses the spot shape selected on the **Color Separations** tab for color-separated output.

Color Separations Tab



Overview

In addition to source files containing black only, Preps accepts PostScript, EPS, DCS, TIFF, and PDF source files that contain pre-separated or composite color. If your source files are pre-separated, you must print host-based separations from Preps. However, if your source files are composite, you can print composite or separated. When printing separations, you can change process color builds for spot colors that are converted to CMYK, overprint and knockout settings, line screens, and screen angles, and you can map spot colors to print with other colors.

Colors

The **Colors** column lists all colors that are present in the job. To prevent a color from printing, de-select the check box next to the color name. To simultaneously set all colors to print or not to print, click **All Colors On** or **All Colors Off**.

Build

You can change the process color build for spot colors that have been converted to process builds. This feature can be used when you have source files from different applications, and the applications have defined the process equivalent of the same spot color differently.

Output As

When working with DSC-compliant composite input files, you can print any spot color on the same plate as any other color in the job, or convert it to a process build. You can convert the colors individually, or click **All Spots As Process** or **All Spots Separately** to change all colors in the job simultaneously.

Overprint/Knockout

Preps has three overprint options. You can select a different option for each color.

Pass through

Retains the overprint that was applied by the application that created the source files.

Knockout

Knocks out the selected color from all other separations. If knockout is applied, any overprint information for the selected color in the composite source file is overridden. This option applies to all screen values of the selected color.

Overprint

Forces the selected plate color to overprint all other plate colors. This option works only for composite source files that were created without overprint instructions for black plate information. This option applies to all screen values of the selected color.

Line Screen and Screen Angle

You can choose line screens and screen angles for each color in the **Colors** list. The default line screens and screen angles vary, depending upon the selected output device.

Add Color

If a source file does not contain adequate DSC comments about a color, Preps does not receive information about the color and cannot display it on the **Color Separations** tab. You can, however, manually add the color to the **Colors** list by typing in the name of the color exactly as it appears in the source document.

Halftone Settings - Spot Shape

You may change the halftone spot shape for all the colors can the job. The available halftone spot shapes options are in the PPD or PPX file for the selected output device.

Level 2 Options

Overview

Level 2 Options work with the selected output device to:

- Enable PostScript Level 2 color separations
- Enable PostScript Level 2 forms optimization
- Change the default settings for forms optimization (for advanced users only and not described here)

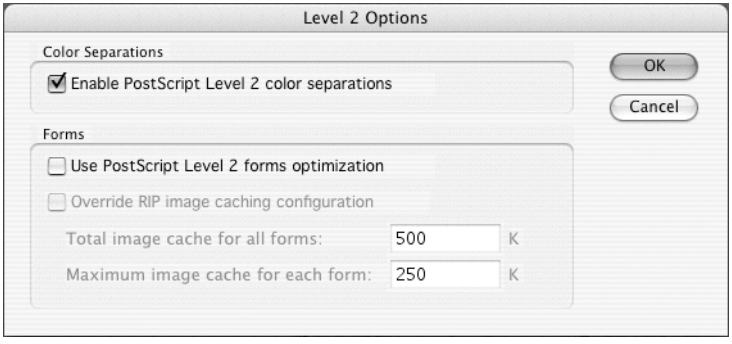
Color Separations

You have two options for printing color separations from Preps:

- Using Preps' built-in color-separation engine (host-based separations)
- Using PostScript Level 2 in-RIP color separations

Preps uses a PostScript Level 1 color separator, which allows you to control how the output is separated, including screen angles, mapping one spot color to another, and converting spot colors to process. This option works only with source files that are PostScript Level 1.

Preps also supports color separation in the RIP for Level 2 PostScript devices that support this functionality. You have the same control over how the output is separated as you do with Preps' color separator, but the output from Preps is a composite file that is separated by the RIP. You must use this option if your source files are PDFs, or if they are PostScript files that contain Level 2 or PostScript 3 information.



1. From the **Setup** menu, select **Device Setup**.

2. In the Device Setup dialog box, select the output device.
3. Click **Device Configuration**.
4. Click **Level 2 Options**.
5. Select the **Enable PostScript Level 2 color separations** check box.
6. Click **OK**.

This enables the **Color Separation: In-RIP** option on the **General** tab in the Print dialog box.

Module Wrap-Up

In this module, you learned to:

- Describe the five output options
- Print imposed output to a printer, create a PostScript file, output an Adobe Job Ticket, discard the output, create a Job Description File (JDF), and/or create a CIP3 cutting data file (PPF)
- Specify a print range, output format, imaging options, and halftone screening
- Specify color separations
- Enable PostScript level 2 options

10 Native PDF Workflow

Module Objectives

By the end of this module, you will be able to:

- Describe the Preps PDF native workflow
- Create a PDF native job and print it to a PDF file

Native PDF Workflow

Overview

Preps 4.0 and later allows you to work in native PDF format. This means you use PDF source files and output PDF from Preps. Using a PDF workflow is very similar to a PostScript workflow, with a few exceptions:

- You use the same templates you use for PostScript or mixed-file workflows, but any custom EPS marks you place must also have PDF versions (most marks that ship with Preps have PDF equivalents)
- Input (source) files and output must be composite
- No font handling occurs
- No OPI processing occurs
- The following on-demand features are not supported: finishing and duplexing settings, **Choose Media** features, tab sheets, and slip sheets

Template Marks

You create templates using the EPS or TIFF marks. When you print a PDF native job out of Preps, the PDF marks are automatically substituted for the EPS or TIFF marks. This allows you to have generic templates that can be used in either a PDF or mixed workflow.

Preps provides PDF versions of some of the standard template marks—specifically, the static marks (the marks that don't change based on output device or on instructions that come from the PostScript in a mixed-files job).

Some of the dynamic EPS marks, such as **sigcolla.eps**, **sigcollb.eps**, etc., cannot be used with PDF native jobs, although the "built-in" collation marks (such as **Signature Collation Mark A**) work correctly.

Custom EPS marks can be used, provided a PDF equivalent of the mark is present in the **Marks** folder. You create a PDF version of an EPS mark either by exporting from the native application in which you created the EPS, or by using Adobe Acrobat Distiller to create a PDF. Using the latter method may require that you open the PDF in Adobe Acrobat and use the cropping tool to crop it to its correct size; Distiller cannot create a PDF smaller than 1" x 1".

See the *Preps 5.0 User Guide* for more information on creating PDF versions of custom marks

Activity

Activity 1: Creating a PDF Native Job

Scenario

The following activity teaches you how to create a PDF native job and print it to a PDF file. (Metric versions are shown in parentheses.) You add PDF files to a job the same way you add any source files (see *Module 1, Working With Jobs*).

1. From the **File** menu, choose **New Job**, then **PDF -> PDF**.
2. From the **Learning Preps:Activity Files:Art of Imagery:PDF:US** (**Metric**) folder, add to the file list the following files (or their metric equivalents):

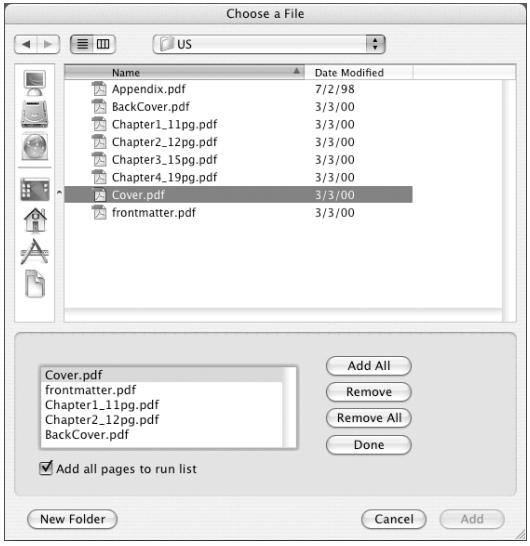
   Cover.pdf

   Frontmatter.pdf

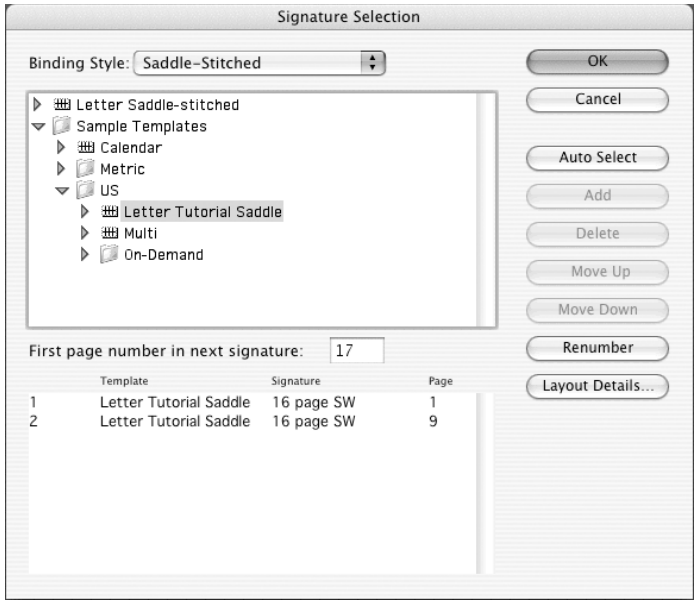
   Chapter1_11pg.pdf

   Chapter2_12pg.pdf

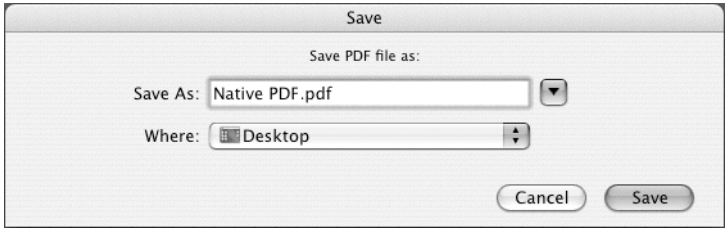
   Backcover.pdf



3. Add the files to the run list in the order listed above.
4. In the Signature List window, click **Signatures**.
5. From the **Templates:Sample Templates:US** (**Metric**) folder, select the **Saddle Stitched** binding style, then select **Letter Tutorial Saddle** (**A4 Tutorial Saddle**).
6. Click **Auto Select**. You should see two **16 page SW** signatures in the list at the bottom of the window.



7. Click **OK**.
8. From the **File** menu, choose **Print**.
9. From the **Send to** list, select **PDF File**.
10. Click **Print**.
11. In the Save dialog box, in the **Save As** box, type a name for the output file.



12. From the **Where** list, select a location to save the PDF.
13. Click **Save**.
14. To view the file, locate the PDF file, and open it in Adobe Acrobat.

Module Wrap-Up

In this module, you learned to:

- Describe the Preps PDF native workflow
- Create a PDF native job and print it to a PDF file

www.creo.com | creo™