



User Guide

English

Preps Pro/Plus

version **5.0**



Preps

version 5.0

User Guide

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1

Introduction

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Comparing Preps and Traditional Printing

Preps® software is a prepress imposition program that runs on the Mac OS® and Microsoft® Windows® operating systems. You can use Preps to create and print production output on an imagesetter, platesetter, digital press, or on-demand printing device.

Preps was designed to fit into the traditional printing workflow, so you don't have to change the way you work. The diagram on the next page compares the traditional printing workflow with the Preps workflow.

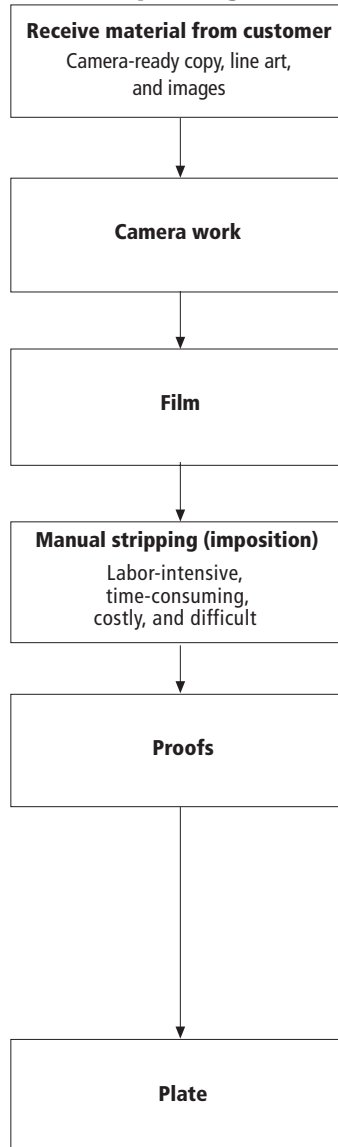
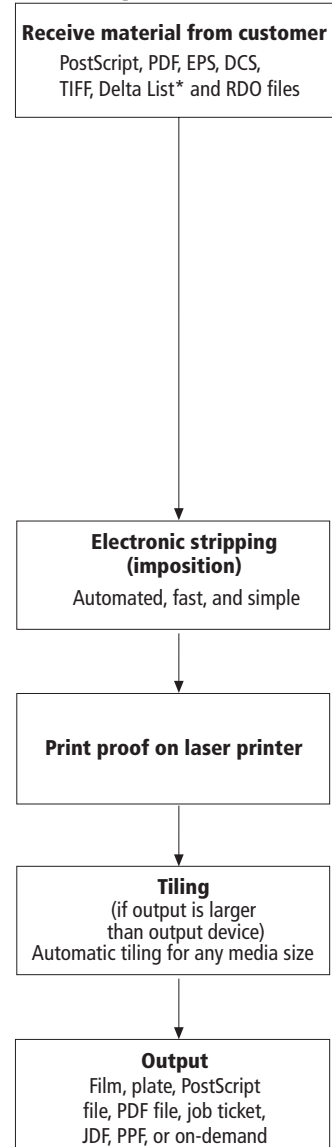
Using Automated Features in Preps

Preps offers many features that automate and accelerate prepress processes.

Flexible Layouts and Signatures

Preps can handle virtually any imposition layout, from simple saddle-stitched and perfect-bound jobs, to complex multiple webs and step-and-repeat flat work jobs, to multiple-section jobs such as magazines with fold-out sections. Job pages are automatically flowed from the source files into the imposition layout in the correct order for the binding style. If a needed source file is not yet available, you can insert a placeholder. Any adjustments you apply to the placeholder pages, such as scaling and rotation, are applied to the source file pages when you replace the placeholder.

You need to create only one signature for each type of layout in a template. Preps automatically calculates the appropriate number of signatures, based on the number of pages in your job.

Traditional printing workflow**Preps workflow**

*in Preps Pro and Plus on Windows NT and 2000

Automatic Fitting and Tiling Options

Preps minimizes the need for manual stripping. You can instruct Preps to divide a press sheet into tiles, if the press sheet is larger than the media for your output device. You can use Preps fitting options to lay out jobs so that the smallest amount of media is used or so that the least amount of manual stripping is necessary.

Font Optimization

With font optimization, Preps can create jobs that are smaller and that print faster. Preps offers a variety of optimization settings: using the font information available at the RIP, using the font information embedded in the source files, using fonts in specified locations, using some combination of these three settings, or doing no font handling at all. These settings allow you to change the handling of fonts when font-related printing problems occur. In addition, you can change the order of the locations that Preps searches for fonts.

OPI Image Replacement

The Pro and XL versions of Preps have OPI image-replacement capabilities that re-link image files to source files. Linking image files results in smaller output files and faster network processing.

Color Separation

Preps has a built-in color separator that handles spot colors and process colors with equal ease. With composite PostScript®, you can convert a spot color to a process color build or map it to another spot color. You can also redefine the process color build of a spot color after converting it.

Template Editor

With the Preps template editor, you can design the layout of your impositions. You can change the imposition layout, adjust gutter widths, add marks, adjust page positions, and apply shingling and bottling. You can create multiple-section templates to print two or more book signatures in a single press run on a multiple web press or on standard size presses.

You can organize your templates in subfolders within the master **Templates** folder, and you can keep the **Templates** folder on a server or anywhere most convenient for you.

Forms Optimization

Forms optimization allows Preps to create smaller PostScript job files that process faster. Using forms caching, Preps sends a stepped and repeated image (EPS or composite) only once, and refers to that cached image for each repetition used in the job.

Placeholders

When some of the files needed for a job are not yet available, you can use placeholders in your Preps job. Any offsets, rotations, or scaling you apply to the placeholder pages are transferred to the job pages when you replace the placeholders with the actual files.

Web Growth Compensation

Web growth can cause colors to print out of registration with each successive pass to apply another color. In Preps Pro, you can set up compensation sets per ink unit and apply the compensation to press sheets as they print.

AppleScript Capability

Preps 5.0 on a Macintosh computer includes an AppleScript® dictionary you can use to automate routine and repetitious tasks. AppleScripts you place in the **Scripts** folder in your Preps installation are available from the AppleScript menu.

Using Different Kinds of Files in Preps Jobs

Preps accepts PostScript, PDF, EPS, DCS, TIFF, and RDO (Windows only) source files from over 120 applications. You can mix these file types in a single Preps job.

PostScript Source Files

For Preps to process PostScript source files fully, the files must comply with Adobe's Document Structuring Conventions (DSC). DSC comments give Preps information about the fonts, colors, images, and page structure in a PostScript file. DSC compliance is relevant only to PostScript-based files, not to other types of files such as TIFFs.

If a PostScript file is not DSC-compliant, Preps may be able to process it, but may not be able to offer the full range of features. In many cases, Preps contains special filters to support applications that generate non-DSC-compliant PostScript.



Note: For more information about DSC-compliant PostScript files, see *Appendix 1, DSC-Compliant PostScript Files*, in **Preps_5-0_Appendixes.pdf** in the **User Guides** folder on your Preps CD.

The **Creating PostScript Files** folder on the Preps CD contains step-by-step instructions for creating PostScript files from many applications. All the instructions files in the **Creating PostScript Files** folder are in English. For the most current information, also check our Web site at <http://www.creo.com>.

PDF Source Files



Note: Preps is compatible with Adobe PDF Library (installed with Preps), version 4.0x of Adobe® Acrobat® software, and version 5.0x of Adobe Acrobat.

Preps accepts both black and white and composite color PDF source files. When creating PDF files from files that contain color, be sure to use the appropriate settings in Adobe Distiller® software to make sure your color separations and spot colors come through correctly (you can include PDF files with color separations in mixed-file jobs, but not in native PDF jobs). For instructions, see the appropriate PDF document in the **Creating PostScript Files** folder on the Preps CD. For example, if you are creating a PDF in Acrobat 4.0 on Macintosh, see the file called **HTS_ACRO_40_Mac.pdf**. These files are also available on our Web site at <http://www.creo.com>.

EPS, DCS, and TIFF Source Files

Preps accepts EPS files, including DCS (Desktop Color Separation) files, that are pre-separated. For instructions on how to save EPS files from various applications, see the appropriate PDF document in the **Creating PostScript Files** folder on the Preps CD. These files are also available on our Web site at <http://www.creo.com>.

Preps accepts TIFF files in the most common formats: 1-bit (line art), 8-bit (grayscale), 24-bit (RGB), and 32-bit (CMYK).

RDO Source Files

The Windows version of Preps accepts RDO files as source files. An RDO file is generated by Xerox® DigiPath® software and provides information about the names and the order of scanned TIFF files. To add RDO source files to a Windows Preps job, you need special DLL (dynamic link library) files, which are installed along with Preps if you have DigiPath software on your computer.

Preps Manuals and Other Documentation

The Preps *User Guide* provides comprehensive information about installing and using Preps. Step-by-step procedures are included, along with detailed explanations of Preps features and options. PDF copies of the Preps *User Guide* in English, French, German, and Spanish are provided on the Preps CD.

Learning Preps gets you up and running in Preps quickly, allowing you to begin producing jobs easily. A printed copy of *Learning Preps* in English is provided in your Preps package and in PDF on the Preps CD; the **Learning Preps** folder on the CD also includes a folder called **Exercise Files**, containing files to use with the lessons in *Learning Preps*.

Also included on the CD are sample files. The **Sample Files** folder includes **Training Files**, used in the Preps training courses, and **Troubleshooting Files**, used by Technical Support.

The screen images in the *User Guide* and *Learning Preps* are of Macintosh dialog boxes. When there is a significant difference, screen images for both the Macintosh and Windows versions are shown.

Preps Products

There are three Preps products, each with a different combination of features. The table shows the differences between the products.

Feature	XL	Plus	Pro
Application PostScript files accepted	120+	120+	120+
PostScript, PDF, EPS, DCS, and TIFF files accepted	Yes	Yes	Yes
Native PDF imposition	Yes	Yes	Yes
Multiple sections	No	No	Yes
APR, OPI, and DCS pass through	Yes	Yes	Yes
OPI processing	Yes	No	Yes
DCS processing	No	No	Yes
Font optimization and downloading	Yes	Yes	Yes
Levels 1 and 2 color separation	No	Yes	Yes
Automatic and custom tiling	No	Yes	Yes
Multiple output files	No	Yes	Yes
Press marks	No	Yes	Yes
Xerox DocuTech® job tickets	Yes	No	Yes
Xerox DigiPath documents	Windows only	No	Windows only
PostScript previewer	Yes	Yes	Yes

Feature	XL	Plus	Pro
AppleScript® capability	Macintosh only	Macintosh only	Macintosh only
Web growth compensation	No	No	Yes
CIP3 cutting data for POLAR® cutters	No	No	Yes

2

Installing Preps on a Macintosh

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System Requirements

The recommended and minimum system requirements to run Preps 5.0 on a Macintosh computer are shown here.

System Recommendation	Minimum System Requirements
Mac OS® X 10.3	Mac OS X 10.3
Power Mac G4	Power Mac G3
800 MHz G4 processor	233 MHz G3 processor
512 MB RAM	128 MB RAM
HFS+ hard drive with 2 GB free space	HFS+ hard drive with 500 MB free space
CD-ROM drive	CD-ROM drive
USB™ port	USB port
1024 × 768 monitor resolution	1024 × 768 monitor resolution



Note: If you want to use Adobe Acrobat for PDF conversion in mixed-files jobs, use Acrobat 5.0.

Installation Sequence

To complete installation of Preps, you need to complete the following steps. This is the recommended order:

1. Uninstall any beta versions of Preps.
2. Install the Preps software (see *Installing Preps 5.0* on page 13).
3. Install and run the Preps Migration Utility to migrate from your earlier installation of Preps (Preps 3.5 or later) any templates, marks, profiles, output devices, and PPDs that you want to use with this new release. The installer is available on your Preps CD in **Preps Utilities:Preps Migration 1.3**. The installer also installs a PDF copy of the *Preps Migration Utility 1.3 User Guide*.

4. Install the hardware key if this is a new installation of Preps on this computer, rather than an upgrade to an existing installation (see *Installing the Hardware Key* on page 16).
5. Start Preps, enter your password (see *Chapter 4, Preps Password*), and restart Preps.
6. Install, configure, and connect your output devices (see *Chapter 5, Adding and Connecting Output Devices*, and *Chapter 6, Configuring Output Devices*).

Installing Preps 5.0

To run Preps 5.0 software, you first install the application itself, and then the Classic blocker software. If you are upgrading from an earlier version of Preps, install the new version of Preps in a different folder from the previous version.

The Preps installer automatically installs the Adobe PDF Library, which converts PDF files to PostScript so that you can use the files in mixed-file jobs. If you want to use Adobe Acrobat 5.0 for PDF conversion, you need to direct Preps to Acrobat in the Preferences dialog box (see *Selecting Settings for PDF Conversion* on page 223).

All the items the installer places in the **Preps** folder during installation need to remain in the **Preps** folder for the program to run correctly. Be sure not to move anything from the **Preps** folder to another location. You can move items that are installed outside the **Preps** folder, such as the **Templates** folder, to other locations.

To install the Preps 5.0 application:

1. Double-click **Preps 5.0.dmg**.
2. In the Preps 5.0.dmg dialog box, click **Agree** to agree to the license agreement.
3. Drag the **Preps 5.0** folder to the location where you want to install Preps 5.0.



Note: If you want to rename the **Preps 5.0** folder, do so before running the program for the first time.

Installing the Classic Blocker

Preps 5.0 comes with an iKey® USB™ dongle, but can use either the iKey or an Eve3 USB™ dongle (if you already have one; Creo no longer supports Eve3 ADB dongles). Preps 5.0 runs on Mac OS X only in Native mode, while Preps 4.2 runs on Mac OS X only in the Classic environment. You can alternate running Preps 4.2 and Preps 5.0 on a Macintosh that has Classic blocker software, which forces the Classic environment to release control of the dongle so that Native applications can run; see the table on the next page for specific information.



Note: When the Classic blocker software is running, you cannot run Preps 4.2.

To install the dongle software, you need administrator privileges. The table explains what software you need to install, depending on what you want to do.

If You Want to Do This...	...Install the Following Software...	...and Do the Following
<ul style="list-style-type: none"> Run Preps 5.0 and Preps 4.2, but not at the same time, and you don't need to run any Classic applications while Preps 5.0 is running 	Preps 5.0	Turn off Classic before starting Preps 5.0
<ul style="list-style-type: none"> Run Preps 5.0, and you don't need to run Preps 4.2 at all on this Macintosh <p>And:</p> <ul style="list-style-type: none"> Run Classic applications, <i>except</i> Preps 4.2, at the same time 	<ul style="list-style-type: none"> Preps 5.0 License-classic-block.pkg 	You can keep Classic running while Preps 5.0 is running in Native mode.

To install the Classic blocker (license-classic-block.dmg):

1. Double-click the **Preps 5.0** folder to open the folder.
2. Double-click **license-classic-block.dmg**.

3. In the **license-classic-block** folder, double-click the **license-classic-block.pkg** icon.
4. In the Welcome to Creo Licensing Classic Mode Block Installer dialog box, click **Continue**.
5. In the Important Information dialog box, read the information, and then click **Continue**.
6. In the Software License Agreement dialog box, read the license agreement, and then click **Continue**.
7. Click **Agree** to accept the license agreement.
8. In the Select a Destination dialog box, the startup volume is selected by default. Click **Continue**.
9. In the Easy Install on OS 10 dialog box, click **Install**.
10. In the Authenticate dialog box, type your administrator name and password, and then click **OK**.
11. The installer warns that you must restart the computer when the installation is done. Click **Continue Installation**.
12. In the Install Software dialog box, click **Restart** when the installer tells you that the software was successfully installed.

Uninstalling License-Classical-Block.dmg

If you need to uninstall the Classic blocker disk image, you can do so using the following procedure.



Note: The wording in the dialog boxes may seem misleading because it sounds as if you are installing software when you are actually *uninstalling* software. Please overlook the counter-intuitiveness of the wording and follow the steps in the procedure as described.

To uninstall Classic blocker:

1. Double-click the **Preps 5.0** folder to open the folder.
2. Double-click **license-classic-block-remover.dmg**.
3. In the **license-classic-block-remover** folder, double-click the **license-classic-block-remover.pkg** icon.
4. In the Welcome to Creo Licensing Classic Mode Block Uninstaller Installer dialog box, click **Continue**.

5. In the Important Information dialog box, read the information, and then click **Continue**.
6. In the Software License Agreement dialog box, read the license agreement, and then click **Continue**.
7. Click **Agree** to accept the license agreement.
8. In the Select a Destination dialog box, the OS 10 destination volume is selected by default. Click **Continue**.
9. In the Easy Install on OS 10 dialog box, click **Upgrade**.
10. In the Authenticate dialog box, type your administrator name and password and click **OK**.
11. The installer warns that you must restart the computer when the installation is done. Click **Continue Installation**.
12. In the Install Software dialog box, click **Restart** when the installer tells you that the software was successfully installed.

Installing the Preps Migration Utility

If you have an installation of Preps 3.5 or later, you can use the Preps Migration Utility to migrate items that you want to continue using (output devices, marks, templates, and profiles) from the older version to the new one. The installer for the Migration Utility is on the Preps CD in **Preps Utilities/Preps Migration 1.3**. The installer also installs a PDF copy of the *Preps Migration Utility User Guide*.

Installing the Hardware Key

The hardware key (dongle) is a copy-protection device that plugs into a port on your computer. If the hardware key is not installed or loses its programming, Preps cannot run.

If you are a new Preps customer, you have received an iKey[®] USB (Universal Serial Bus) hardware key with your Preps package. If you are a Preps customer upgrading or updating from a previous release of Preps, you already have an ADB hardware key, an Eve[®] 3 USB hardware key, or an iKey USB hardware key. Preps 5.0 does not run with an ADB dongle, so if

you have an ADB dongle, you need to pay an exchange fee and switch from an ADB dongle to an iKey USB dongle. In the Americas, call 1-800-999-5539. In Europe, Asia, Australia, New Zealand, and the Middle East, contact your local reseller or Creo sales representative. You can find your local contact by visiting the Creo Web site at <http://www2.creo.com/utilities/contact/Main.asp>.

The USB port that accepts an iKey hardware key is identified by the USB symbol shown here. If you need to connect more than one device to the USB port, you can use a hub.



To install a USB dongle:

1. The computer can be either on or off when you insert the USB dongle. Unplug any device currently connected to the USB port you want to use.
2. Plug the iKey into the USB port.

If you have more than one device that needs to plug into the USB port, plug a USB hub into the port and plug the devices into the hub.

For information about entering your password, see *Chapter 4, Preps Password*.

Registering Preps

At your convenience, please register your copy of Preps on our Web site at <http://www.creo.com>. Creo notifies registered customers when product updates and upgrades become available.

3

Installing Preps in Windows

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System Requirements

The recommended and minimum system requirements to run Preps 5.0 on Windows are shown here.

System Recommendation	Minimum System Requirements
Windows 2000 or Windows XP	Windows 2000 or Windows XP
Windows-compatible computer	Windows-compatible computer
800 MHz Intel® Pentium® 3 processor	233 MHz Intel Pentium 2 processor
512 MB RAM	128 MB RAM
1 GB free hard drive space	500 MB free hard drive space
CD-ROM drive	CD-ROM drive
Parallel or USB port	Parallel or USB port
1024 × 768 monitor resolution	1024 × 768 monitor resolution

*Java Runtime Environment; an installer is included in the **Preps Extras\JRE 1.4** folder on the Preps CD. The installer is named **j2re-1_4_1_01-windows-i586.exe**. Run the installer only if PPD Browser does not work correctly.

Hardware Keys and Preps Installation

The order in which you install the Preps program and the hardware key depends on the operating system under which you are installing Preps and the kind of hardware key you are using.

Operating System	Hardware Key	Installation Requirements
Windows XP	iKey	<i>Verify that the computer has a USB port.*</i> Install Preps and insert the iKey in any order. The computer can be on or off when you insert the hardware key.
Windows 2000 and Windows XP	iKey	<i>Install Preps before inserting the dongle.**</i> The computer can be on or off when you insert the hardware key.
Windows 2000 and Windows XP	Parallel	Install Preps and insert the hardware key in any order. The computer must be turned off when you insert the hardware key.



Attention: Under Windows XP, verify that the computer has a USB port *before* installing Preps and/or the iKey driver.*

* If you install an iKey driver on a Windows XP computer that does not have a USB port, major problems result. To correct the problems, it may be necessary to *completely reinstall the operating system*. To avoid this problem, do a Custom installation, and omit the iKey hardware key driver from the items to be installed.



Attention: Under Windows 2000 and Windows XP, you must install Preps *before* inserting the iKey hardware key.**

** If you have a Preps iKey and your computer is running under Windows 2000 or Windows XP, you need to install Preps *before* you insert the iKey. If you mistakenly insert the dongle *before* installing Preps, the dongle tries to use the wrong driver, which causes a serious problem that must be corrected *before* you can use Preps.


Installation Sequence

To complete installation of Preps, you need to complete the following steps. This is the recommended order:

1. Uninstall any beta versions of Preps. You may need to delete some folders manually after uninstalling.
2. Install the Preps program (see *Installing Preps* on page 24).
3. Install the hardware key if this is a new installation of Preps on this computer, rather than an upgrade to an existing installation (see *Installing the Hardware Key* on page 27).
4. Install and run the Preps Migration Utility to migrate from your earlier installation of Preps (Preps 3.5 or later) any templates, marks, profiles, output devices, and PPDs that you want to use with this new release. The installer and user guide for the Preps Migration Utility are available on your Preps CD in **Preps Utilities\Preps Migration 1.3**.
5. Start Preps, enter your password (see *Chapter 4, Preps Password*), and restart Preps.
6. Install, configure, and connect your output devices (see *Chapter 5, Adding and Connecting Output Devices*, and *Chapter 6, Configuring Output Devices*).

Installation Options

The installation options are:

Installation Option	Includes the following:
Standard installation	<ul style="list-style-type: none"> • Preps Program • Languages • Preps plug-in for Adobe Acrobat 5.x (always installed automatically) • Automation (a front end for the PrepsSrv hot folder workflow) • Xerox DigiPath (offers to install a DLL if you have DigiPath software on your computer) • iKey Hardware Key Driver: <i>This component must not be installed if your computer lacks a USB port!</i> • Sentinel Hardware Key Driver
Custom installation	<p>You can include any or all of the following. The items with an asterisk are required to run Preps and are selected by default:</p> <ul style="list-style-type: none"> • Preps Program* • Languages* • Xerox DigiPath (installs a DLL if you have DigiPath software on your computer) • Automation (a front end for the PrepsSrv hot folder workflow) • iKey hardware key driver: <i>This component must not be installed if your computer lacks a USB port!</i> • Sentinel Hardware Key Driver <p>Note: The Preps plug-in for Adobe Acrobat 5.x is always installed automatically in the most recently installed version of Acrobat; it does not appear in the list of items to be selected for installation.</p> 

Installing Preps

You need administrator privileges to install Preps.



Attention: Under Windows XP, verify that the computer has a USB port *before* installing Preps and/or the iKey driver.*

* If you install an iKey driver on a Windows XP computer that does not have a USB port, major problems result. To correct the problems, it may be necessary to *completely reinstall the operating system*. To avoid this problem, do a Custom installation, and omit the iKey hardware key driver from the items to be installed.



Attention: Under Windows 2000 and Windows XP, you must install Preps *before* inserting the iKey hardware key.**

** If you have a Preps iKey and your computer is running under Windows 2000 or Windows XP, you need to install Preps *before* you insert the iKey. If you mistakenly insert the dongle before installing Preps, the dongle tries to use the wrong driver, which causes a serious problem that must be corrected before you can use Preps.

If you are upgrading from an earlier version of Preps, install the new version of Preps in a different folder from the previous version.

The Preps installer automatically installs the Adobe PDF Library, which converts PDF files to PostScript so that you can use the files in mixed-files jobs. If you want to use Adobe Acrobat for PDF conversion, you need to direct Preps to Acrobat in the Preferences dialog box (see *Selecting Settings for PDF Conversion* on page 223).

If you have more than one version of Acrobat on your computer, the Preps installer assumes that you want to use the version of Acrobat installed most recently, and places the Preps plug-in in Acrobat's **Plug_ins** folder so that Preps can use Acrobat for PDF conversion.

To install Preps:

1. Exit any applications that are currently running.
2. Insert the Preps CD in your CD drive.
3. Double-click the Preps installer icon.
4. Wait while the installer unpacks. The installer starts and the Choose Setup Language dialog box opens. In the box, select the language in which you want the installer to run, then click **OK**. The installer runs in the language you choose, and the first time you start Preps, Preps

runs in this language. You can change the language in the Preferences dialog box when Preps is running (see *Selecting a Language* on page 214).

5. The Welcome dialog box opens, reminding you to exit all other applications before continuing. If you have not already done so, minimize the installer window and exit other applications before proceeding. When you are ready to proceed, click **Next**.
6. The Software License Agreement dialog box opens. Read the agreement, then click **Yes** to accept the agreement and continue.
7. The Choose Destination Location dialog box opens. We recommend that you install to an empty folder. If you want to accept the suggested location, click **Next** and go on to step 8. To select or type in a different installation location, click **Browse**. In the Choose Folder dialog box, browse to an existing folder or type a new folder name and click **OK**; the combined path name and folder name can be up to 63 characters. If you typed a new folder name and you need the installer to create the folder, click **Yes** in the **Setup** message box. Back in the Choose Destination Location dialog box, click **Next** to continue.
8. The Setup Type dialog box opens. The two types of installation are Standard and Custom. Select the type of installation appropriate for you and click **Next** (for more information, see *Installation Options* on page 23).



Attention: If you install the iKey driver on a Windows XP computer that lacks a USB port, serious problems result. So if your computer is running under Windows XP and does not have a USB port, be sure to use the **Custom Install** option so that you can exclude the iKey hardware key driver from your installation. You also use **Custom Install** for partial installations (for more information, see *Doing a Partial Installation in Windows* in *Appendix 5, Installing Separate Components and Troubleshooting*, in **Preps_5-0_Appendixes.pdf** in the **User Guides** folder on your Preps CD.

9. If you do not have DigiPath software on your computer, go on to step 10. If you do have DigiPath software on your computer and you chose Standard Installation, a question box opens, asking if you want to install support for DigiPath. Click **Yes** or **No**.
10. If you chose **Standard Install**, go on to step 12.

11. If you chose **Custom Install**, the Select Components dialog box opens. To see more information about an item, click it, or see *Installation Options* on page 23. Click the check box to select an item for installation. A check mark appears in the box when the item is selected. After selecting components, click **Next**.
12. The Select Program Folder dialog box opens. Select the program folder in which you want the Preps icon to appear in the **Start** menu, then click **Next**.
13. The Start Copying Files dialog box opens. Review the information under **Current Settings** to verify that the appropriate components are going to be installed. Click **Next** to begin installation, or click **Back** to back through the previous dialog boxes and make corrections.



Note: The Adobe Acrobat plug-in is automatically installed with both the Standard and Custom installation.)

14. A progress bar appears as Preps is installed, then an informational message opens, telling you about the Preps Migration Utility (see *Installing the Preps Migration Utility* on page 27). Read the message and click **OK**.
15. A Setup Complete message appears telling you that Preps installation is complete. Click **OK**.

Or:

If the installer has had to replace any system DLLs, a Setup Complete message appears telling you that you need to restart the computer before running Preps. Select an option for whether to restart now or later, and click **Finish**.

All the items the installer places in the **Preps** folder during installation need to remain in the **Preps** folder for the program to run correctly. Be sure not to move anything from the **Preps** folder to another location. You can move items that are installed outside the **Preps** folder, such as the **Templates** folder, to other locations.

Installing the Preps Migration Utility

If you have an installation of Preps 3.5 or later, you can use the Preps Migration Utility to migrate items that you want to continue using (output devices, marks, templates, and profiles) from the older version to the new one. The installer is available on your Preps CD in **Preps Utilities\Preps Migration 1.3**. The installer also installs a PDF copy of the *Preps Migration Utility User Guide*.

Installing the Hardware Key

The hardware key (dongle) is a copy-protection device that plugs into a port on your computer. If the hardware key is not installed or loses its programming, Preps cannot run.

Newer computers have a USB port that accepts the iKey hardware key. Older computers accept a parallel hardware key. If you are a new Preps customer, you have received your choice of a Sentinel® parallel hardware key or an iKey USB (Universal Serial Bus) hardware key with your Preps package. If you are a Preps customer upgrading or updating from a previous release of Preps, you already have a Sentinel parallel hardware key, an Eve® 3 USB hardware key, or an iKey USB hardware key. You can continue to use your current hardware key, or you can pay an exchange fee and switch to an iKey. In the Americas, call 1-800-999-5539. In Europe, Asia, Australia, New Zealand, and the Middle East, contact your local reseller or Creo sales representative. You can find your local contact by visiting the Creo Web site at <http://www2.creo.com/utilities/contact/Main.asp>.

Both the iKey and the Sentinel hardware key driver are installed automatically as part of the Preps installation process unless you select the Custom installation and omit the **iKey Hardware Key Driver** and/or the **Sentinel Hardware Key Driver**. *If your Windows NT computer does not have a USB port, you must not install the USB driver.*

The parallel hardware key is a “pass-through” device, so you can connect another device to the parallel port by connecting the device to the hardware key after installing the parallel hardware key in the computer socket.

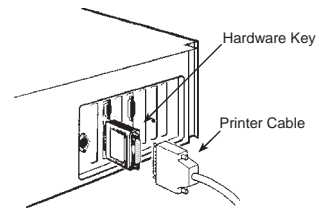
The USB port that accepts an iKey hardware key is identified by the USB symbol shown here. If you need to connect more than one device to the USB port, you can use a hub.



To install a parallel hardware key:



1. *Turn off your computer.* This step is very important. If the computer is running when you connect or disconnect a parallel hardware key, the hardware key may be damaged.
2. Unplug any device currently connected to the parallel port you want to use.
3. Plug the male connector of the hardware key (the connector with pins rather than sockets) into the port.
4. Tighten the attachment screws on both sides of the connector.
5. Reconnect any device that was previously connected to the parallel port by plugging it into the female connector of the hardware key and tightening the attachment screws into the hardware key.
6. Turn on your computer.



To install a USB hardware key:

1. Be sure that Preps has already been installed on the computer before you insert the USB hardware key. Otherwise, the hardware key may try to use the wrong driver, causing serious problems that must be corrected before you can use Preps. The computer can be either on or off when you insert the USB hardware key.
2. Unplug any device currently connected to the USB port you want to use.
3. Plug the iKey into the USB port.

If you have more than one device that needs to plug into the USB port, plug a USB hub into the port and plug the devices into the hub.

For information about entering your password, see *Chapter 4, Preps Password*.

Registering Preps

At your convenience, please register your copy of Preps on our Web site at <http://www.creo.com>. Creo notifies registered customers when product updates and upgrades become available.

4

Preps Password

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Starting Preps

After you install the Preps and the hardware key, start Preps so you can continue setting up your system. The first thing you need to do is provide your password.



Attention: Be sure the date and time zone on your computer are set correctly before you start Preps. If you change the date or time zone after the first time you start Preps, your hardware key may be de-activated. If the hardware key is de-activated, it must be returned to Creo to be reset.

To start Preps on a Macintosh computer:

1. Open the **Preps** folder.
2. Double-click the Preps icon.

To start Preps in Windows:

- On the **Start** menu, click Preps (the default location is in **Start>Programs>Creo>Preps>Preps 5.0**).

Providing Your Password

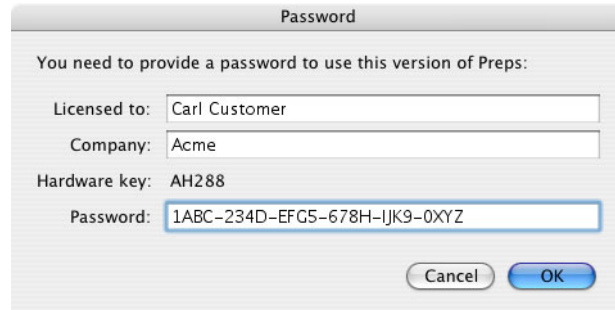
After you install the hardware key and the Preps software, you need to provide a password. You have to perform this task only once. Until you provide the password, Preps does not run.

First Installation

If this is your first installation of Preps, your password is on a paper in a sleeve attached to your software box.

To type in your password:

1. After you start Preps, the logo appears, followed by a message that you need to provide a password to use Preps. Click **OK**.
2. The Password dialog box opens.



3. In the Password dialog box, type your name in the **Licensed to** box and your company name in the **Company** box.
4. Type your password in the **Password** box. Capitalization does not matter and you do not need to type the dashes between the groups of characters.
5. Click **OK**.
6. When a message appears telling you that your password has been accepted and you need to restart Preps for the password to take effect, click **OK**.
7. On the **Preps** menu, choose **Quit Preps** (Macintosh), or on the **File** menu, select **Exit Preps** (Windows).
8. Restart Preps to continue.

Your password is now in effect and Preps is ready to use.

Upgrade

If you are upgrading from a previous release of Preps, you were given the choice of keeping your current hardware key or exchanging it for a new iKey (USB) hardware key. In either case, you need a new password to run Preps.

To obtain a new password:

1. After you start Preps, when a message appears telling you that you need a password to run this version of Preps, click **OK**.
2. The Password dialog box opens. Write down the **Hardware key** number; you need it to request a new password.
3. Contact Creo or your Preps dealer for a new password. You can contact Creo by e-mail at passwords@creo.com or by telephone at (604) 431-4856. Provide your hardware key number from the Password dialog box.



Note: You can display the Password dialog box anytime Preps is running by pressing **COMMAND+U** on Macintosh or **CTRL+U** on Windows.

4. After obtaining a password, follow the instructions in *First Installation* on page 32 to type in your password.

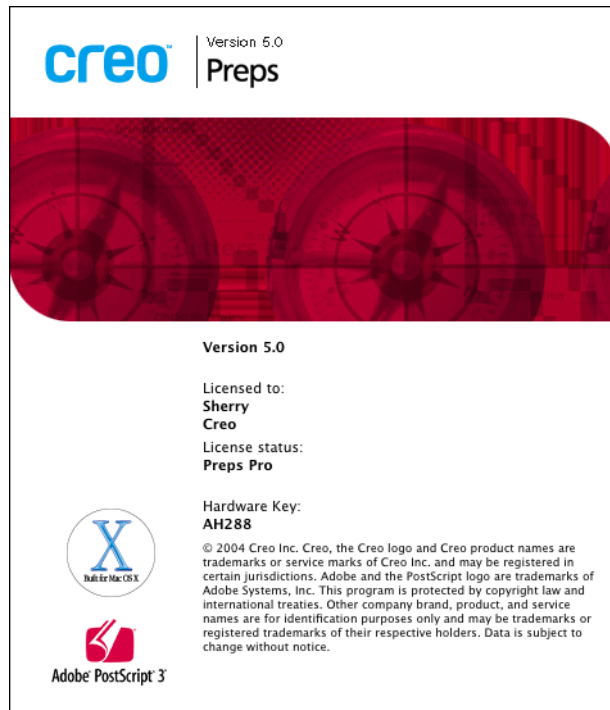
Confirming the Preps Program

You can confirm that the hardware key is working correctly by making sure the correct Preps program is running.

Information about the Preps program that is running appears in the logo screen. Preps can run as Preps Pro, Preps Plus, and Preps XL.

To see which Preps program is running:

1. On a Macintosh computer, choose **About Preps** from the **Preps** menu. In Windows, select **About** from the **Help** menu.



2. Check the product name.
3. Click the logo screen to close it.

If there is a problem, contact Creo for assistance.

5

Adding and Connecting Output Devices

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Output Device Support

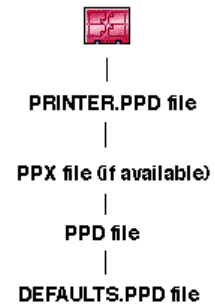
For Preps to be able to support an output device, the device's PostScript Printer Description (PPD) file must be available. The PPD file contains information about the output device. Preps ships with a variety of PPDs as a courtesy to the output device manufacturers; however, these PPDs may not be the latest available for the equipment. We recommend that you contact the manufacturers of your output devices to obtain the most recent PPDs. PPD files are copyrighted, and should not be modified.

It is not necessary for your computer to be connected to the output device to create a Preps job file that can be imaged on that device.

Preps can receive additional information about an output device from the PPX (PostScript printer extension) file, the **printer.ppd** file, and the **defaults.ppd** file.

The diagram shows the order in which Preps receives information about an output device. If there is conflicting information in these sources, Preps uses the information encountered first.

Following is a description of each of these files:



Printer.ppd Files

Each time you add an output device to Preps, a new folder for the device is added to the **Printers** folder, and a **printer.ppd** file for the device is created. You can store different sets of configuration settings for an output device by adding the device again with a different nickname, and saving the alternate settings under that nickname. The configuration information for each occurrence of an output device, and for each new output device you add to Preps, is stored in a separate **printer.ppd** file.

Each output device you add to Preps has its own **printer.ppd** file. If you change the configuration settings for an output device, its **printer.ppd** file is also changed.

PPD Files

Preps supports any output device for which a PPD file is available. PPD files contain information about the output device, such as the available page sizes, the manufacturer-recommended resolutions, halftone line

screens, halftone spot shape, and screen angles. PPD files also list the fonts that are built into the output device. For more information about built-in fonts, see *Built-in Fonts* on page 188.

PPX Files

Some PPX files are written by Creo and ship with Preps; you can also create PPX files. Not all devices need a PPX file. PPX files contain output device information that takes full advantage of Preps capabilities such as additional page sizes, punch coordinates, and page positioning.

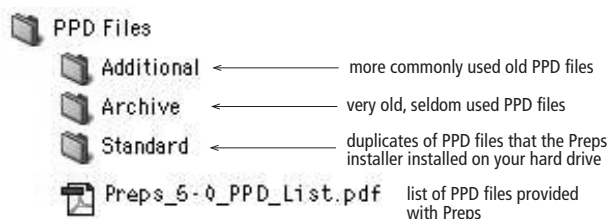
Information in the PPX file supplements that in the PPD file. In the event of a conflict, Preps uses the information from the PPX file.

Defaults.ppd File

The **defaults.ppd** file ships with Preps and contains default device configuration information, such as halftone spot shape. If configuration information for a device is not defined in a PPD or PPX file, the default configuration file is used. Preps has only one **defaults.ppd** file, which is used for all output devices.

Adding PPD Files

Only a small number of PPD files are installed with Preps. If the PPD file for a particular output device was not installed when you installed Preps, you can add the file later. The best source for an up-to-date PPD is the device manufacturer; however, you may be able to use some of the PPD and PPX files provided on the Preps CD (check **PPD files/Standard**, **PPD files/Additional**, and **PPD files/Archive**).



To determine whether the PPD file for the output device is installed:

1. From the **Setup** menu, choose **Device Setup**.
2. In the Device Setup dialog box, click **Add Device**.
3. In the Add Device dialog box, look through the **Device Type** box for the device you want. If it isn't there, you need to add it.

If you have a PPD you want to add to Preps, you can copy it in manually. The name of the PPD file must end in **.ppd** and contain no special characters.

To add a PPD or PPX file to Preps:

- In Macintosh Finder™ or Windows Explorer, drag or copy the PPD or PPX file into the PPD folder located at **Preps 4.x:Printers:ppd**.

The new PPD is available the next time you click **Add Device** in the Device Setup dialog box.

Adding an Output Device

When you install Preps for the first time, you need to add, configure, and connect the output devices you want to use. You can add as many output devices as you want to Preps.

Give each output device you add a unique nickname to identify it. Because each instance of a device is uniquely named, you can add the same device more than once. In this way, you can save different configuration settings for the same output device. You can add output devices to Preps at any time.

You can copy the device configuration information from an older installation of Preps by using the Preps Migration Utility (see *Installing the Preps Migration Utility* on page 16). However, if the PPX file provided with the new release of Preps is more up to date, you may not want to overwrite it with your older version of the PPX.

To add an output device to Preps:

1. From the **Setup** menu, choose **Device Setup**.
2. In the Device Setup dialog box, click **Add Device**.

3. In the Add Device dialog box in the **Device Type** box, select the output device you want to add.

4. In the **Nickname** box, type a unique name for the output device.
5. Click **OK**.

When you add an output device, the Device Configuration dialog box automatically opens. You select configuration settings in this dialog box. You can display the Device Configuration dialog box and change the configuration of an output device at any time by selecting the device in the Device Setup dialog box in the **Installed Devices** box, then clicking **Device Configuration** in the Device Setup dialog box.

Connecting Preps for Macintosh to an Output Device

To produce output through Preps, you establish a connection between Preps and the currently selected output device. You can confirm that a connection has been established by printing a test page.

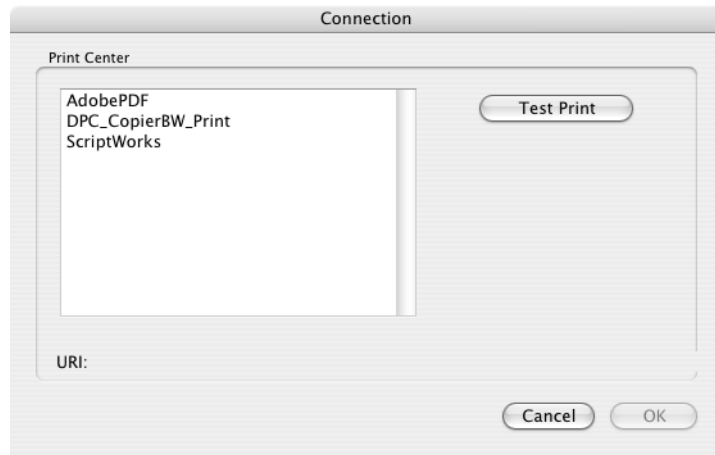
If you are using a Novell print server, you must first enable Apple network services.

Before you can establish a connection between Preps and an output device, the output device must be physically available.

To connect an output device and print a test page:

1. From the **Setup** menu, choose **Device Setup**.
2. In the **Installed Devices** box in the Device Setup dialog box, select the output device you want to connect.
3. Click **Device Configuration**.
4. In the Device Configuration dialog box, click **Connection**.

5. In the Connection dialog box, select the Apple Talk Zone you want to use (if multiple zones are available), and in the **Select a Printer** box, select a printer.



6. Click **Test Print**.
7. After the test page prints, click **OK**. If a test page does not print, try printing from another application to verify that your output device is properly set up and initialized.
8. In the Device Configuration dialog box, and the Device Setup dialog box, click **OK**.

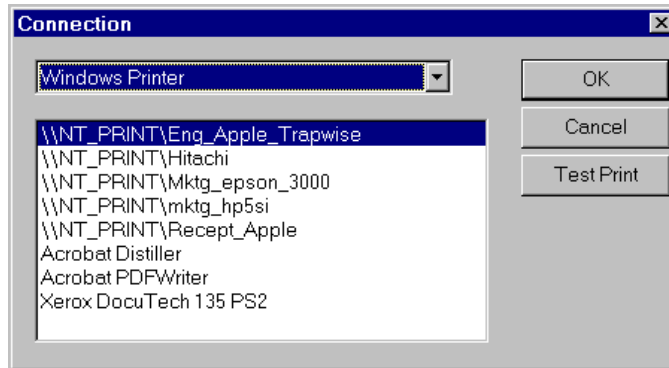
Connecting Preps for Windows to an Output Device

To produce output through Preps, you establish a connection between Preps and the selected output device. You can confirm that a connection has been established by printing a test page.

Before you can establish a connection between Preps and an output device, the output device must be physically available.

To connect an output device and print a test page:

1. From the **Setup** menu, choose **Device Setup**.
2. In the **Installed Devices** box in the Device Setup dialog box, select the output device you want to connect.
3. Click **Device Configuration**.
4. In the Device Configuration dialog box, click **Connection**.
5. In the Connection dialog box, **Windows Printer** is selected.



6. Click **Test Print**.
7. After the test page prints, click **OK**. If a test page does not print, try printing from another application to verify that your output device is properly set up and initialized.
8. In the Device Configuration dialog box and the Device Setup dialog box, click **OK**.

Removing an Output Device

You can remove an output device from Preps at any time.

To remove an output device:

1. From the **Setup** menu, choose **Device Setup**.
2. In the **Installed Devices** box in the Device Setup dialog box, select the output device you want to remove.
3. Click **Remove device**.

4. Click **Yes** to confirm that you want to remove the device.
5. In the **Installed Devices** box, select any output device (you must select an output device before you can close the dialog box).
6. Click **OK**.

6

Configuring Output Devices

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Configuring an Output Device

Device configuration settings include:

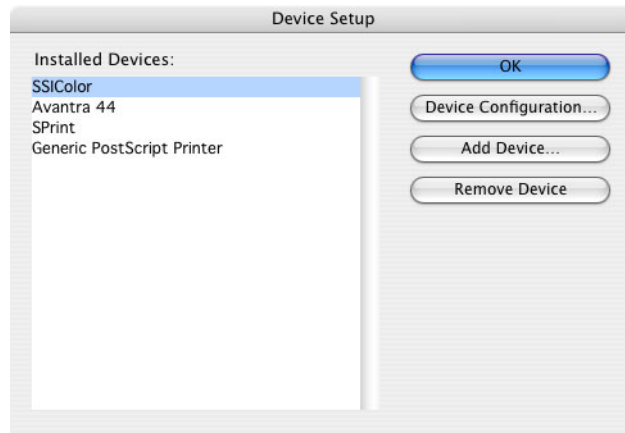
- Page size
- Alignment
- Punch coordinates
- Resolution
- Line screen
- Screen angle
- Halftone spot shape
- Color setting for OPI images
- Device fonts
- Media tray
- Color separation in the RIP
- Level 2 forms optimization
- Cache setting for Level 2 image forms
- Custom page sizes

The Device Configuration dialog box also provides access to the Connection dialog box, the Job Log window, and to PPD information.

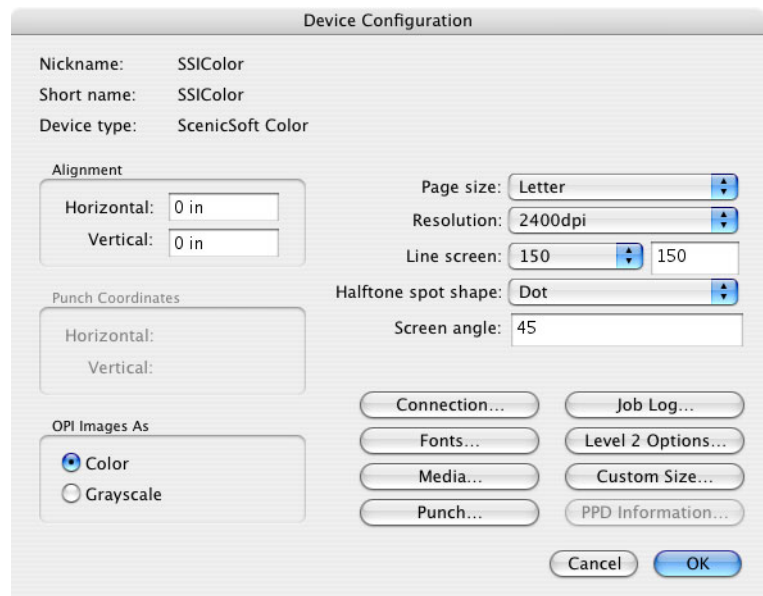
To configure an output device:

1. From the **Setup** menu, choose **Device Setup**.
2. In the Device Setup dialog box, select the output device you want to configure from the **Installed Devices** box.

3. Click **Device Configuration**.



4. In the Device Configuration dialog box, select the device settings you want. See the sections that follow for information about settings.



5. Click **OK**.
6. In the Device Setup dialog box, click **OK**.

Page Size

The **Page Size** box displays the media sizes supported by the output device you are configuring. You can add custom page sizes if none of the listed sizes fit your needs. See *Custom Size* on page 66.

If your output device is a fixed sheet device, you can specify which input and output trays to use by selecting settings in the Fixed Sheet Device dialog box (see *Printing to Fixed Sheet Devices* on page 50).

Printing to Fixed Sheet Devices

If your output device is a fixed sheet device, you can specify the input and output trays you want to use.

Not all fixed sheet devices provide a list of output trays. If your output device is a Xerox DocuTech Publisher, specify the input and output tray information at the output device.

To select input and output trays:

1. In the Device Configuration dialog box, select the media size you want (page size means media size) in the **Page Size** box.
2. Click **Media**.
3. In the **Input Tray** box in the Fixed Sheet Device dialog box, select the tray you want to use for your input.
4. In the **Output Tray** box, select the tray you want to use for your output.
5. Click **OK**.

Alignment

Some output devices cannot image in a small area surrounding the edge of the page. You can compensate in Preps by adjusting the **Horizontal** and **Vertical** offset amounts under **Alignment** to keep the image within the usable area. You can also compensate when the device has a small mechanical misalignment. You can store different alignment information for each page size supported by each output device.

To adjust the alignment for a page size:

1. In the Device Configuration dialog box, select from the **Page Size** box the size you want to adjust.
2. Under **Alignment**, type an adjustment in the **Horizontal** and/or **Vertical** box.

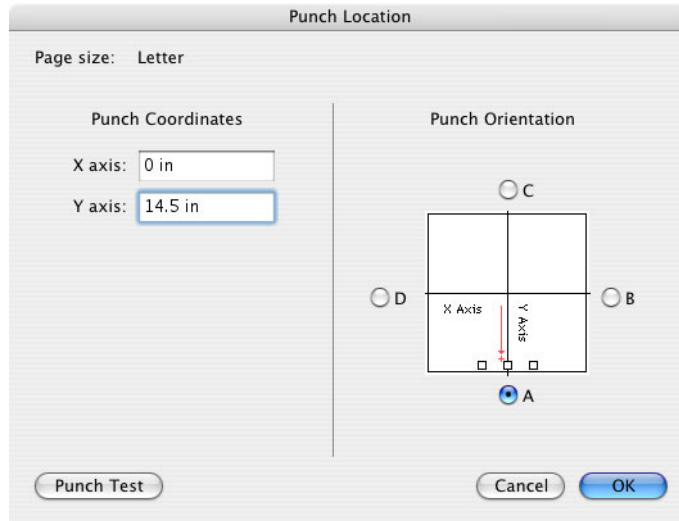
Punch Coordinates

If punch coordinates have been defined for the selected page size, those coordinates are displayed in the lower-left corner of the Device Configuration dialog box. Changes you make to the punch coordinates in the Punch Location dialog box are reflected in the **Punch Coordinates** settings in the Device Configuration dialog box. If punch coordinates have not been defined for the selected page size, nothing is displayed in this area of the dialog box. For information about setting a punch location, see *Sending the Punch Test and Setting the Punch Location* on page 51. For information about turning off punch marks, see *Turning Off Punch Marks in the Profile File* on page 55 and *Creating a Template That Doesn't Show Punch Marks* on page 56.

Sending the Punch Test and Setting the Punch Location

If you want Preps to position press sheets on an output device so the image is centered on the center pin of a punch system, you need to calculate a punch location. Each page size for an output device must have its own punch location to get accurate centering for that page size. To be able to calculate a punch location, you need to send a punch test to the output device.

You send the punch test and set the punch location in the Punch Location dialog box.



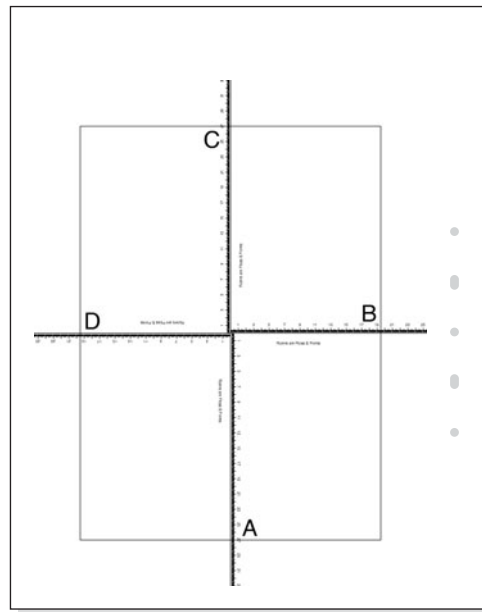
To send the punch test and set the punch location:

1. On the **Setup** menu, click **Device Setup**.
2. In the Device Setup dialog box, select the output device and click **Device Configuration**.
3. In the Device Configuration dialog box, select the page size you want to use in the **Page Size** box.
4. Click **Punch**.
5. In the Punch Location dialog box, click **Punch Test**.

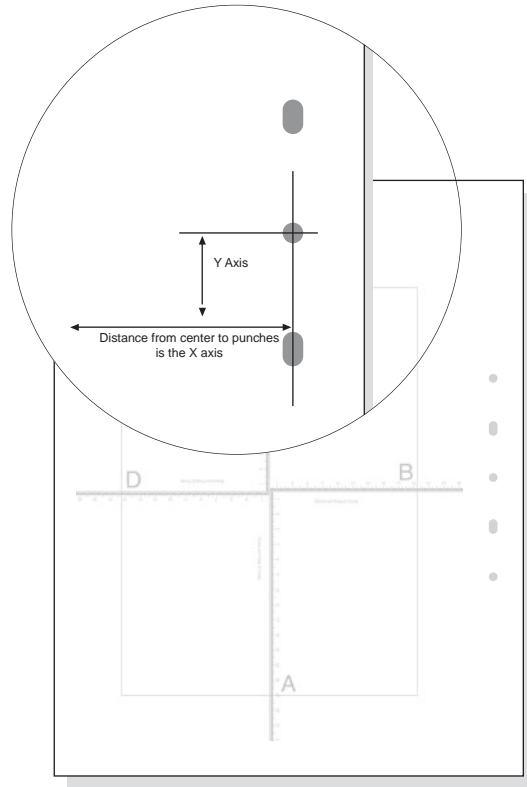


Note: If you need to close this dialog box before you are ready to type in the punch coordinates, click **Cancel** rather than **OK**. Avoid clicking **OK** until the correct coordinates appear in the dialog box because clicking **OK** sets the coordinates for **X Axis** and **Y Axis** to the currently displayed numbers.

The output device prints a test that shows the orientation and measurements from the center to the edges of the page size.



6. Position the film on a light table so that it is oriented like the diagram above. Under **Punch Orientation** in the Punch Location dialog box, select the letter that represents the side of the film where the punch was placed.



7. Click the **X Axis** box to display arrows in the **Punch Orientation** diagram that show which measurement from the test to use. On your test film, measure from the center of the test image to the center of the punch system. Type this measurement in the **X Axis** box.
8. Click the **Y Axis** box to display arrows in the **Punch Orientation** diagram that show which measurement from the test to use. Measure from the center of the center hole of the punch system to where the center measurement line would extend off the film. Type this measurement in the **Y Axis** box.

9. Click **OK**.



Note: You have to click **OK** for your punch settings to take effect. If you click **Cancel** instead of **OK**, Preps does not take the settings.

Print a template mock-up to check the placement of the punch mark. See *Printing a Template Mock-Up* on page 298.

The punch coordinates for this page size on the selected output device remain at these settings until you edit them. If you are printing on a device that does not punch the media, or if for some other reason you do not want the punch registration mark to print on your media, you have two ways to remove the punch marks:

- Turning off punch marks in the profile file
- Editing the template and moving the punch mark outside the image area of the template

Turning Off Punch Marks in the Profile File

You can turn off punch marks permanently for a particular profile by editing the profile file (the **.cfg** file). Each profile is saved in a separate folder in the **profiles** folder of your Preps installation.

To turn off punch marks in the profile file:

1. From the **File** menu, choose **Quit Preps** (Macintosh) or **Exit Preps** (Windows).
2. Open the profile file in a text editor (such as SimpleText on a Macintosh computer or Notepad in Windows). For example, if you want to turn off punch marks in the default profile, open **default.cfg** in the **profiles:default** folder.
3. Find the line that says PUNCHMARK:YES
4. Replace the YES with NO, so that the line now says PUNCHMARK:NO
5. Save and close the file.
6. Restart Preps for the change to take effect.

Creating a Template That Doesn't Show Punch Marks

The default setting is for the punch mark to appear centered on the bottom edge of the press sheet. If you do not want the punch mark to appear on the press sheet, you can specify a location for the punch mark that is beyond the edge of the press sheet. You can also use this procedure to include an amount for setback or plate bend.

Use this procedure for any template when you do not want the punch mark to print on the press sheet. For complete information about creating templates, see *Chapter 19, Templates*.

To create a template without punch marks:

1. From the **File** menu, choose **New Template**.
2. In the New Template dialog box, type a name for the template, select a binding style, and click **OK**.
3. In the Add Signature dialog box, in the **Distance From Press Sheet Edge to Punch Center** box, type a positive number equivalent to the setback or plate bend. The punch marks do not appear on the press sheet, but do image on the film if the **Border** setting in the Fitting/Tiling Setup dialog box is big enough to include the setback amount. (A punch mark appears on a press sheet only when the distance from punch center is a negative number.)
4. See *Adding Signatures and Press Sheets to a Template* on page 342 for information about completing the rest of the information in the Add Signature dialog box.
5. From the **File** menu, choose **Save Template**, name the template, and save it in your **Templates** folder.

Resolution

The **Resolution** box displays the resolutions supported by your output device. The higher the resolution you select, the better the image quality, but the more time it takes to process the images.

Line Screen



Note: Preps uses the **Line Screen** setting in the Device Configuration dialog box only if you select the **Override Line Screen** check box in the Print dialog box on the **General** tab. When you select this override, you also need to specify the lowest line screen setting to be overridden. Selecting this override also overrides the screen angle and enables a secondary override option for the halftone spot shape. See *Screen Angle* on page 58 and *Halftone Spot Shape* on page 59.

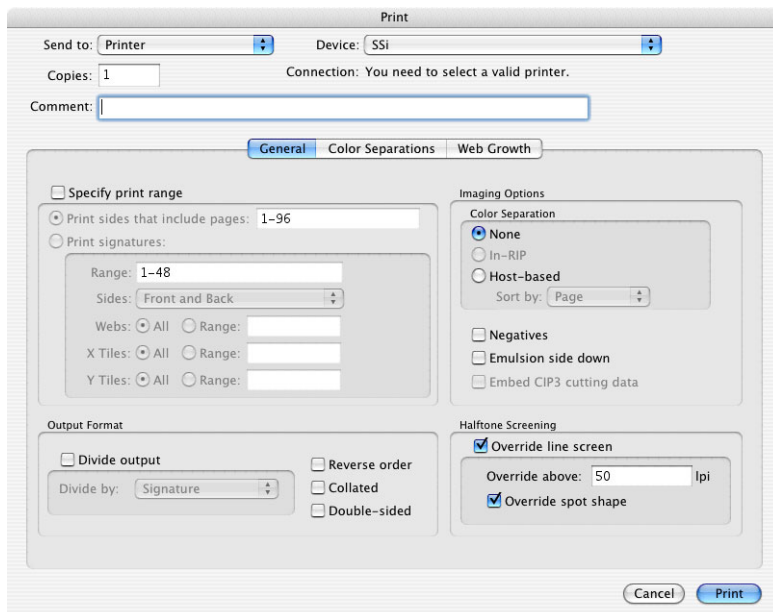
A Preps job can include source files from many different applications. These source files may specify no line screens, varying line screens, or line screens unsuitable for final output. Applying a single **Line Screen** setting ensures that the line screens of the images in your final output are consistent, and of the quality you want. At the same time, you can protect special effects created with low line screen settings by specifying the lowest line screen that can be reset.

The higher the number of lines per inch (lpi) in a line screen, the closer together the lines are. The **Line Screen** box offers the manufacturer-recommended line screens for your output device, and you can type in other settings. (Note that some RIPs override settings in Preps.) The **Line Screen** setting is applied to the halftones, black and white output, color composite (unseparated) output, and spot colors in your job. (You set the line screen for color separations in the Print dialog box on the **Color Separations** tab; see *Selecting Halftone Options* on page 284.)

To apply a consistent line screen when you are ready to print:

1. In the Device Configuration dialog box, select the appropriate lines-per-inch setting in the **Line Screen** box, or type in a setting.
2. Click **OK**.
3. From the **File** menu, choose **Print**.
4. In the Print dialog box on the **General** tab under **Halftone Screening**, select the **Override Line Screen** check box.

5. In the **Override above** box, type the low end of the range of line screens that you want overridden by your setting in the Device Configuration dialog box. Settings below this number remain unchanged when the consistent line screen is applied.



6. After applying other print settings for this job, click **Print**.

Screen Angle

Preps uses your **Screen Angle** setting in the Device Configuration dialog box only if you select the **Override Line Screen** check box in the Print dialog box on the **General** tab. When you select this override, you also need to specify the lowest line screen setting to be overridden. Selecting this override enables a secondary override option for the halftone spot shape; see *Halftone Spot Shape* on page 59.

The screen angle amount you specify in the Device Configuration dialog box is used for black and white composite (unseparated) output, color composite (unseparated) output, spot colors, and as the default for process colors. The manufacturer-recommended screen angles for your output device are listed under **Line Screen** in the Device Configuration dialog box, and you can select any of these settings, or you can type in your own

settings. Preps uses any settings you provide unless the settings are overridden by the output device's RIP. If the PPD for the device does not include a setting you type in, it uses the closest available setting.

If you are printing color separations, even if this is the first time you have printed this job, when you send the job to print, the following message appears: "Device settings have changed since this job was printed. Do you want to use recommended angle and linescreen values for "[nickname of printer]" at [linescreen you specified] lpi?" The term "recommended angle and linescreen values" refers to your settings in the Device Configuration dialog box, regardless of whether they are the manufacturer's recommended settings. If you click **Yes**, Preps prints the job with your specified settings. If you click **No**, Preps prints the job with the settings used for the last job printed on this output device.

Halftone Spot Shape



Note: Preps uses the **Halftone Spot Shape** setting in the Device Configuration dialog box only if you select the **Override Line Screen** and **Override spot shape** check boxes in the Print dialog box on the **General** tab. See *Line Screen* on page 57.

The halftone spot shape you select is used when you print composite (unseparated) output (some RIPs override the settings you use in Preps). It is also used as the spot shape for spot colors.

To select a halftone spot shape:

1. In the Device Configuration dialog box, select a shape from the **Halftone Spot Shape** box.
2. Click **OK** in the Device Configuration dialog box and the Device Setup dialog box.
3. From the **File** menu, choose **Print**.
4. In the Print dialog box on the **General** tab, select the **Override Line Screen** check box under **Halftone Screening** to enable the **Override spot shape** check box.
5. Select the **Override spot shape** check box.
6. After applying other print settings for this job, click **Print**.

You can also change the spot shape in the Print dialog box on the **Color Separations** tab (see *Halftone Spot Shape* on page 285).

Color Setting for OPI Images

If your job contains OPI-linked image files, you can print composite output on a color output device as either color or grayscale. The type of output you print is generally decided on a per-job basis. Printing grayscale composite output on a color output device is useful for quickly proofing a job.

To select a color setting for printing composite output:

- In the Device Configuration dialog box, click either **Color** or **Grayscale**.

For more information about OPI images, see *Chapter 14, Images and OPI Processing*.

Fonts

The **Fonts** button opens the Device Fonts dialog box, which lists the fonts built into or preloaded on the output device, as described in the PPD. If you download fonts to your RIP, you need to create an updated PPD so that Preps knows about the new fonts. You can also add fonts to the list in the Device Fonts dialog box. For complete information, see *Adding Fonts to the Built-in Fonts List* on page 200.

Job Log

The job log is a series of status messages the output device generates while Preps prints a job. For complete information, see *Viewing the Job Log* on page 294.

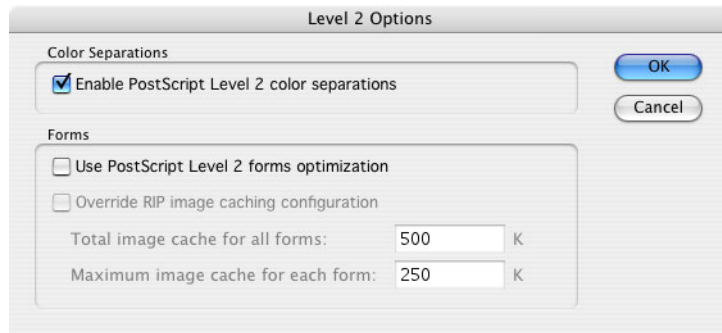
Media

If your output device is a fixed sheet device, you can specify which input and output trays to use by selecting settings in the Fixed Sheet Device dialog box (see *Printing to Fixed Sheet Devices* on page 50).

Enabling Color Separation in the RIP

Some PostScript Level 2 RIPs can do color separation. Preps allow 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.

You enable PostScript Level 2 color separation in the RIP in the Level 2 Options dialog box.



To enable color separation in the RIP:

1. In the Device Configuration dialog box, click **Level 2 Options**.
2. In the Level 2 Options dialog box, select the check box labeled **Enable PostScript Level 2 color separations**.
3. Click **OK** in the Level 2 Options dialog box, the Device Configuration dialog box, and the Device Setup dialog box.

Color separation in the RIP is now enabled. On the **General** tab of the Print dialog box under **Color Separation** in the **Imaging Options** area, select the **In-RIP** button to use this feature.

Four marks in different orientations are available to print the name of the color separation on the film. You use these marks for jobs in which the colors are separated in the RIP. For more information about text marks, see *Static Text Marks* on page 426.

Enabling 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.

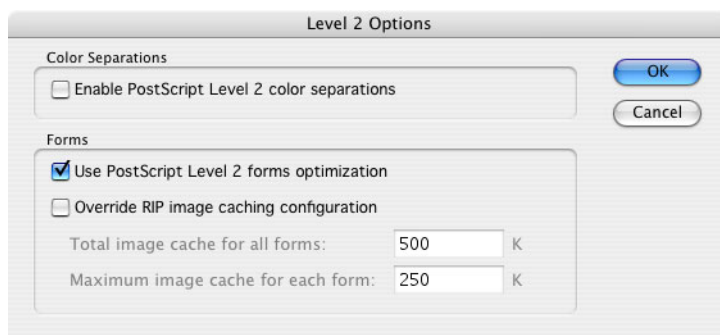
Without forms optimization, if you re-use or step and repeat an image 10 times, Preps sends the image 10 times. With forms optimization, Preps sends the image once and refers to it 10 times, reducing the processing time and the size of the PostScript file. Preps achieves this reduction by defining a 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. We recommend 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.



Note: Forms optimization is possible only when printing to a device that has a hard drive.

You enable PostScript Level 2 forms optimization in the Level 2 Options dialog box.



To enable Level 2 forms optimization:

1. In the Device Configuration dialog box, click **Level 2 Options**.
2. Under **Forms**, select the **Use PostScript Level 2 forms optimization** check box.

3. In the Level 2 Options dialog box, you have three options. You can:
 - Select the check box labeled **Use PostScript Level 2 forms optimization**, and leave clear the check box labeled **Override RIP image caching configuration**.
 - If you select this option, Preps optimizes forms using the output device's default settings for image cache.
 - Select both the check box labeled **Use PostScript Level 2 forms optimization** and the check box labeled **Override RIP image caching configuration**.
 - If you select this option, Preps optimizes forms using Preps default settings for image cache.
 - Select both check boxes and change the Preps default settings for image cache. We recommend 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.
4. If you selected the first or second option, click **OK**. If you want to change the settings, see *Changing Settings for Forms Optimization* on page 64.

Forms optimization is enabled. You are ready to take advantage of forms optimization in your step-and-repeat jobs.

Changing Settings for Forms Optimization

You change settings for forms optimization in the Level 2 Options dialog box. Before you begin, write down the default settings so that you can restore them after you finish this specialized job.

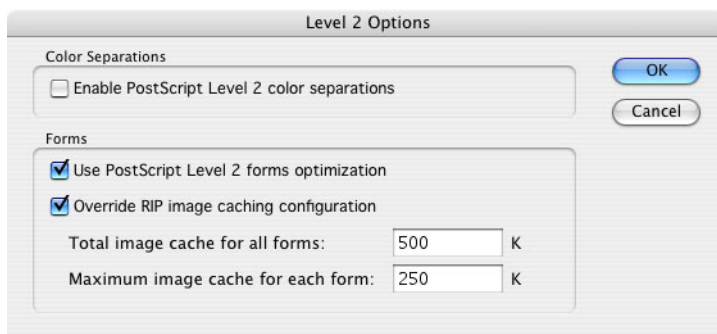
Before you begin changing the settings, you should be aware that:

- Unless you are an advanced user of Preps and are accustomed to changing these kinds of settings, you have a better chance of successfully optimizing forms by keeping the default settings.
- If you set the numbers too high, the RIP may fail to image your job.
- If the default settings for image cache appear as zero, your output device has very little built-in memory. Preps can still use forms, but RIPing speed may not improve.

The changed settings remain when you quit Preps. If at some time you want to restore the default settings, you can re-enter the default numbers. The other way to get back the default settings is to remove the output device from the list of installed devices, then add it again as a new device. See *Removing an Output Device* on page 44 and *Adding an Output Device* on page 40.

Before you can change the settings for forms optimization, you must enable forms optimization. See *Enabling PostScript Level 2 Forms Optimization* on page 63.

The following procedure begins after you have selected the two check boxes under **Forms** in the Level 2 Options dialog box.



To change the default settings:

1. Change the settings for image cache as needed, using the following criteria:

Total image cache for all forms—Cache reserved for rasterized images of all the forms in a job. An example of a situation when you might increase this number is when you want to step and repeat several very large images.

Maximum image cache for each form—Cache reserved for the rasterized image of the largest form in the job. An example of a situation when you might increase this number is when you want to step and repeat a very large image.

2. Click **OK**.

Custom Size

When you print on an imagesetter, sometimes none of the standard page sizes fits your needs. If your output device supports custom page sizes, you can add custom page sizes for these situations.

You add a custom page size in the Custom Page Size dialog box.



If the **Custom Size** button is unavailable, you can still create a custom page size. See *Appendix 3, Adding Custom Page Sizes for an Output Device*, in **Preps_5-0_Appendixes.pdf** in the **User Guides** folder on your Preps CD.

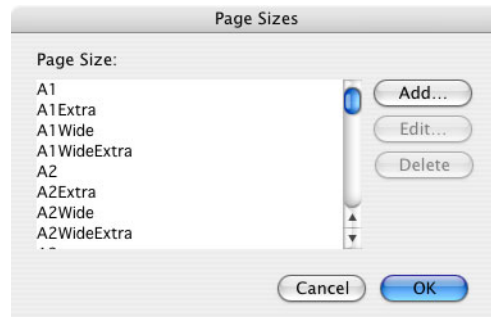
To add a custom page size:

1. In the Device Configuration dialog box, click **Custom Size**.

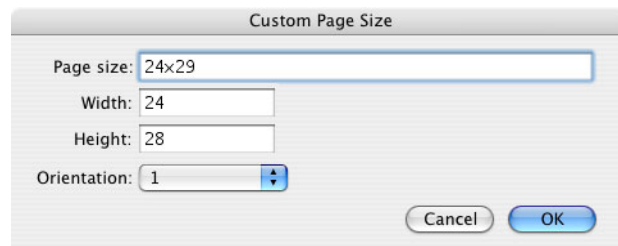


Note: If the **Custom Size** button is unavailable, the selected output device does not support custom page sizes.

2. In the Page Sizes dialog box, click **Add**.



3. In the Custom Page Size dialog box, type a descriptive name for the custom page size in the **Name** box. The name can be up to 40 characters long and must not include any special characters, spaces, slashes (/ or \), colons (:), tabs, or new line characters.



4. In the **Height** and **Width** boxes, type the height and width of the page.
5. In the **Orientation** box, select the appropriate orientation. (Choices depend on the output device; each orientation is 90° from the previous orientation.) You can check the orientation by printing a template mock-up. (See *Printing a Template Mock-Up* on page 298.)
6. Click **OK**.
7. In the Edit Page Size dialog box, click **OK**.

8. In the Device Configuration dialog box, the new custom size is now included in the **Page Size** box. Select the size in the box and click **OK**.
9. In the Device Setup dialog box, click **OK**.

Editing a Custom Page Size

You can edit custom page sizes you have added to Preps. The standard page sizes that come in the PPD files are not editable.

To edit a custom page size:

1. In the Device Configuration dialog box, click **Custom Size**.
2. In the Edit Page Size dialog box, select in the **Page Size** box the name of the custom page size you want to edit.
3. Click **Edit**.
4. In the Custom Page Size dialog box (shown on the previous page), change the height and width settings as necessary.
5. In the **Orientation** box, select a different orientation if necessary.
6. Click **OK**.
7. In the Edit Page Size dialog box (shown on the previous page), click **OK**.
8. To use the edited custom page size now, select it in the **Page Size** box in the Device Configuration dialog box, and click **OK**.

Changing PPD Settings in PPD Browser

PPD Browser is a stand-alone application that allows you to change the settings for your output devices. Your changes are saved in the **printer.ppd** file, which Preps creates when you add the output device to the list of installed devices in the Device Setup dialog box. PPD Browser installs automatically when you install Preps, regardless of the kind of installation you choose (standard, full, or custom).



Note: If PPD Browser does not run on your Windows computer, it may be because JRE is not installed. The installer is provided on the Preps CD. On Windows, the path to the installer is **Preps Extras\JRE 1.4\j2re-1_4_1_01-windows-i586.exe**. On a Macintosh computer, the MRJ comes with all the operating systems that can run Preps, so there is no need to install MRJ separately.

The PPD settings available for you to change in the PPD Browser window vary with the output device. PPD Browser allows you to change the settings that you cannot change directly in any of the Preps dialog boxes (such as in the Device Configuration dialog box).

PPD Browser can edit the **printer.ppd** file for an output device only if the characters in the device's nickname (see *Adding an Output Device* on page 40) belong to the standard character set. If the nickname includes characters from the extended character set, PPD Browser fails to locate the **printer.ppd** file. If this situation occurs, remove the output device from the list of installed devices in the Device Setup dialog box (see *Removing an Output Device* on page 44) and add it again (see *Adding an Output Device* on page 40), this time giving the device a nickname that uses only the standard character set.



Note: You may get an error message in PPD Browser when reading a PPD file that does not comply with Adobe's PostScript Printer Description File Format Specification 4.3, issued in February 1996. If PPD Browser cannot read your PPD file, contact the manufacturer of your output device for an updated version of the file.

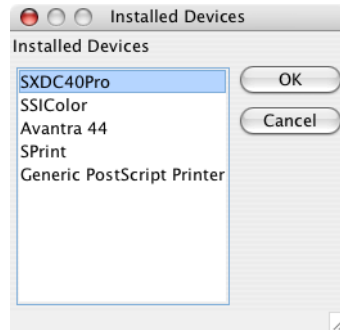
To start PPD Browser:

- Double-click its icon in your Preps folder.
- Or:
- Select **PPD Browser** in your Preps location on the **Start** menu (Windows).

The **PPD Browser** window opens, along with the Installed Devices dialog box, which lists all the output devices you have installed in Preps.

To configure an installed output device:

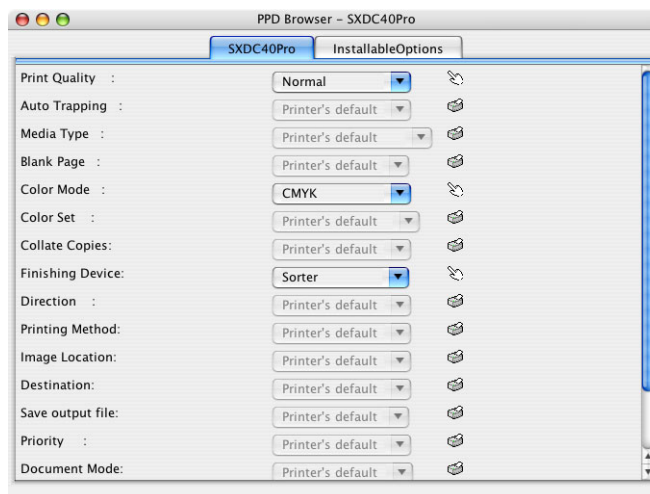
1. In the Installed Devices dialog box in PPD Browser, click the output device you want to configure, then click **OK**.



In the PPD Browser window, some devices have two tabs: one with the name of the output device, and one labeled **Installed Options** or **Options Installed**, depending on the wording in the individual PPD. On both tabs, each setting has a printer icon next to it. The display of this printer icon next to an item means that Preps uses the printer's default for this setting when you print to this device. When you click the printer icon, it changes to a pointing hand. The pointing hand next to an item means that Preps uses the displayed setting when you print to this device.

2. If an **Installed Options** tab shows in the PPD Browser window, click the tab to display it, then check the settings to be sure they are correct for the way your printer is set up (if these settings are incorrect, related settings on the other tab may be unable to accept your changes). To change a setting, click the printer icon next to it. When the printer icon changes to a pointing hand, make your changes.

3. Click the other tab (labeled with the name of the output device). Change any settings as needed, first by clicking the printer icon to change it to a pointing hand, then by changing the setting.



4. If you decide to discard your changes and you haven't saved them yet, choose **Revert** from the **File** menu. If you want to save these settings, choose **Save Settings** on the **File** menu. You cannot restore the original settings by clicking **Revert** after you have saved, so be sure you want these settings before you save them. See below for more information.
5. If you want to change settings for another device, choose **Open Device** on the **File** menu to display the Installed Devices dialog box again, and repeat steps 1 through 4.

If you have already saved your changes and you now want to restore the original settings, you can change them back manually. If you don't know the original settings, you can restore them by removing the output device in the Device Setup dialog box in Preps (see *Removing an Output Device* on page 44), then adding the output device again as a new device (see *Adding an Output Device* on page 40).

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 PPD Browser (see *Changing PPD Settings in PPD Browser* on page 68).

To view PPD information:

- In the Device Configuration dialog box, click **PPD Information**.

Saving Printing and Device Configuration Settings

You can save printing and device configuration settings in a profile. You name the profile, then you can apply it to any job where you want to use these settings. See *Saving Printing and Device Configuration Settings* on page 225.

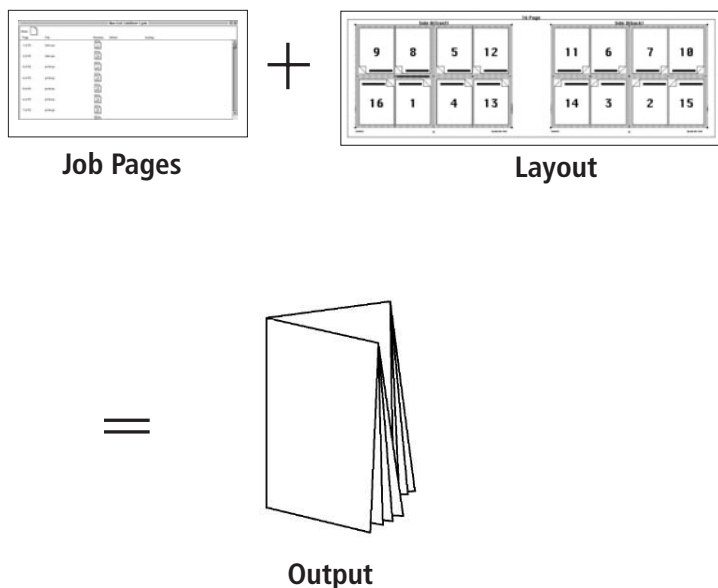
7

Basic Procedures

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Preps Workflow

This chapter summarizes the basic procedures to create a job in Preps. In Preps, you combine job pages with a layout to produce output.



Before you create a Preps job, you need to know which source files and image files are needed for the job, and where they are located. Before you print a mixed-files PostScript job, you need to give Preps the locations of the images used in your job (for Preps Pro and XL) if you are using OPI linking. You also need to give Preps the locations of the fonts used in the job, if they are not embedded in the source files or built into your output device. See *Adding or Removing an Image Location* on page 231 and *Adding Font Locations and Scanning Fonts* on page 198 for information about setting up image and font locations.

The basic workflow in Preps is the same, regardless of whether the output is printed to an output device such as a digital press or platesetter, or to a file such as PDF, a job ticket, etc. For additional information about the native PDF workflow, see *Chapter 15, PDF Native Jobs*.

The basic Preps workflow includes the following steps:

1. Start Preps.
2. Create a new job (or open an existing job).
3. Save and name the job (you can do this anytime after you open the job, even if you have not yet added any files to the job).
4. Add source files to the file list by dragging or by using the Choose a File (Macintosh) or Add Files (Windows) dialog box.
5. Add source file pages to the run list. You can do this step separately, or you can do it at the same time that you add source files to the file list, if you use the Choose a File or Add Files dialog box. You can also drag a file into the run list from an outside location to add the complete file to the run list and file list at the same time, or you can drag the file into the file list, then drag the needed pages or the entire file into the run list.
6. Set up font management (for PostScript output only).
7. Set up OPI processing (for PostScript output in Preps Pro or XL only).
8. Set up web growth compensation (optional; available in Preps Pro).
9. Preview the job (optional); you can preview source file pages, run list pages, and signatures as soon as their icons show in the job window.
10. Proof the job by printing thumbnails (optional).
11. Create a template for the job if no suitable template already exists; add marks as needed.
12. Impose the job by flowing it through a template.
13. Print mock-ups (optional).
14. Set up color separation if necessary (for PostScript output only).
15. Print the job to an output device or to a file.

Starting Preps

You use different methods to start Preps on a Macintosh computer and in Windows.

To start Preps:

- On Macintosh, double-click the Preps icon.

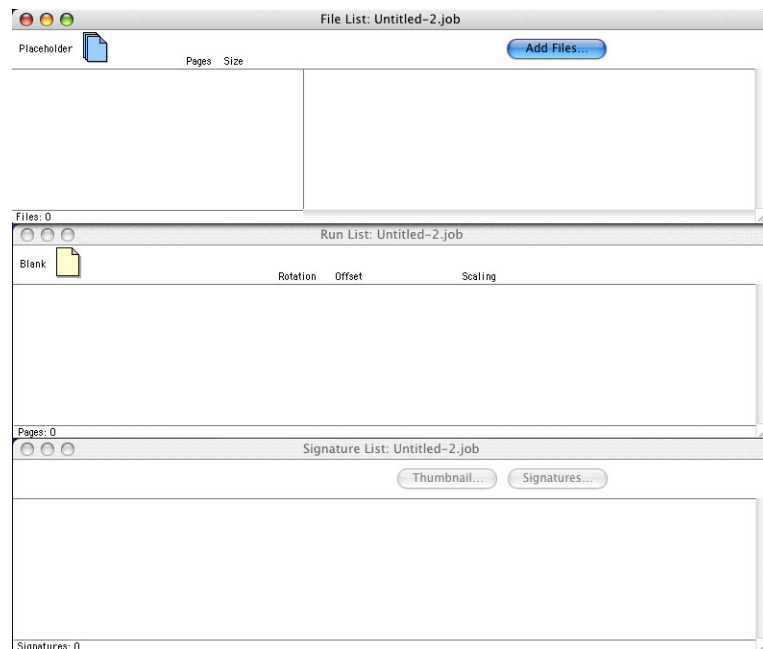
Or:

- On Windows, on the **Start** menu, click Preps (the default location is in **Start>Programs>Creo>Preps>Preps 5.0**)

Preps starts the first time in the language you used during installation. For information about changing the language Preps is using, see *Selecting a Language* on page 214.

Creating a Preps Job

When you create a Preps job, three windows open. They are the File List, Run List, and Signature List windows.



You create a Preps job by:

1. Choosing from the **File** menu to create either a mixed-files job or a native PDF job. The kind of source files you want to include in the job and the form in which you want to output the job determine which kind of job you create (see *Opening a New Job* on page 104).
2. Adding source files to the file list, or adding files directly to the run list (which adds them to the file list at the same time).
3. Adding some or all of the pages in the source files to the run list, if you did not do so in the previous step.
4. Applying a template to flow those pages through signatures.

Adding Source Files to the File List

You can create a Preps job from a variety of file types. You can also create a Preps job from PDF files only. Following are the types of source files you can use in Preps. See *Using Different Kinds of Files in Preps Jobs* on page 5 for information about each type of source file.

- PostScript
- PDF
- EPS
- DCS
- TIFF
- RDO (Windows only)

You begin creating a Preps job by adding files to the file list. You can add as many source files as you want. The file names appear in the File List window, along with information about the page sizes and the number of pages in the file. The number of files in the file list appears in the lower left corner of the File List window.

You add files by dragging them into the File List window from the Macintosh Finder or Windows Explorer, or by using the Choose a File or Add Files dialog box. If you plan to use all the pages in a source file, you can save steps by dragging the file directly into the Run List window. Doing so adds the file to both the run list and the file list at the same time.

To begin creating a Preps job:

1. From the **File** menu, choose **New Job**.
2. On the sub-menu, click **Mixed Files -> PostScript** if the job is to contain various file types or you want to output PostScript, or **PDF -> PDF** if all your source files are PDF.

The Preps job windows open (File List window, Run List window, and Signature List window). Now you can add files to the job by dragging, by using the Choose a File or Add Files dialog box, or by using a combination of both methods.

To add files to the file list by dragging:

Use any of the selection methods listed in the table on page 109.

If you add files one at a time, they are sorted in the order in which you added them. If you add several files at once, the files are sorted in alphabetical order.

You can also add files to a job by dragging them directly into the run list. When you drag a file into the run list, it is automatically added to the file list. However, if you drag more than one file at a time into the run list, the files are sorted in alphabetical order in the run list.

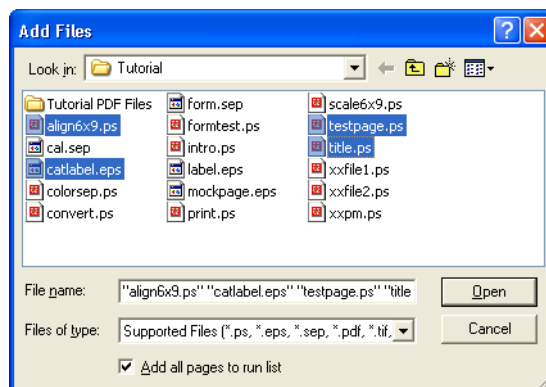
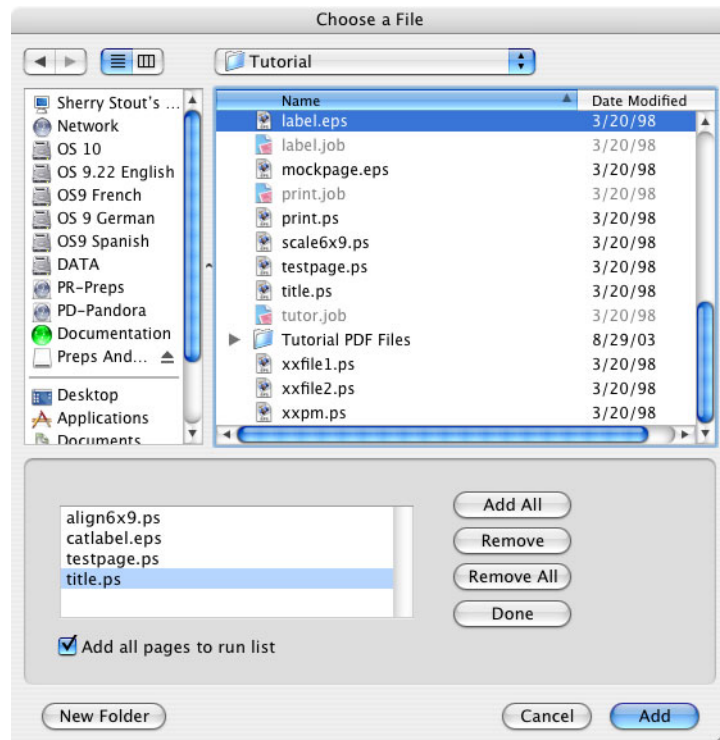
To add files to the file list through the Choose a File or Add Files dialog box:

1. In the File List window, click **Add Files**.



2. In the Choose a File dialog box (Macintosh) or the Add Files dialog box (Windows), select the files you want to add to the file list. See the table on page 109 for methods of selecting files.

On Macintosh, the files are added to the file list and the run list in the order you select them; if you use **Add All** or **COMMAND+A**, the files are added in alphabetical order. On Windows, files are added in the order you select them in the Add Files dialog box.



- The **Add all pages to run list** check box is selected by default. If you want all the pages in the selected files added to the run list automatically, keep the check box selected. If you want to add only some of the pages in these files to the run list, clear the check box; you

can add the pages later by dragging them. If you keep the check box selected, the pages are added to the run list in the same order that you added the files to the file list.

If you select a file by mistake, see *Deleting Files from the Dialog Box or the File List* on page 80.

- 4. On Macintosh, when you finish adding source files, click **Done**. On Windows, click **OK**.

Deleting Files from the Dialog Box or the File List

To delete a file while the dialog box is still open:

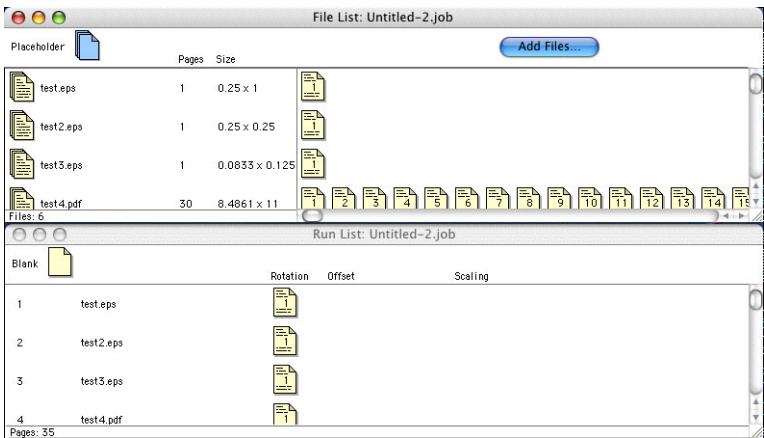
- On Macintosh, select the file and click **Remove**, or click **Remove All** to remove all the files.
- On Windows, hold down CTRL and click a selected file to cancel the selection.

To delete a file from the file list after closing the dialog box:

- Click the file icon and press DELETE.

Adding Pages to the Run List

You add the source file pages you want in the job to the run list by one of the methods described below. An icon representing each page added to the job appears in the Run List window. The number of pages in the run list appears in the lower left corner of the Run List window.



You can add source file pages to the run list in any of four ways:

- Add all the pages in a source file to the run list by dragging the file directly from the Macintosh Finder or Windows Explorer into the run list. The file is added to the file list at the same time.
- Add all the source file pages to the run list at the same time that you add the source files to the file list (the **Add all pages to run list** check box in the Choose a File or Add Files dialog box is selected by default). The pages are added to the run list in the order you selected the source files when you added them to the file list.
- Add an entire source file to the run list by dragging the source file icon from the file list into the run list (see *Adding an Entire Source File to the Run List* on page 113).
- Add individual pages from a source file to the run list by dragging the icons of the selected pages to the run list (see *Adding Selected Source File Pages to the Run List* on page 116).

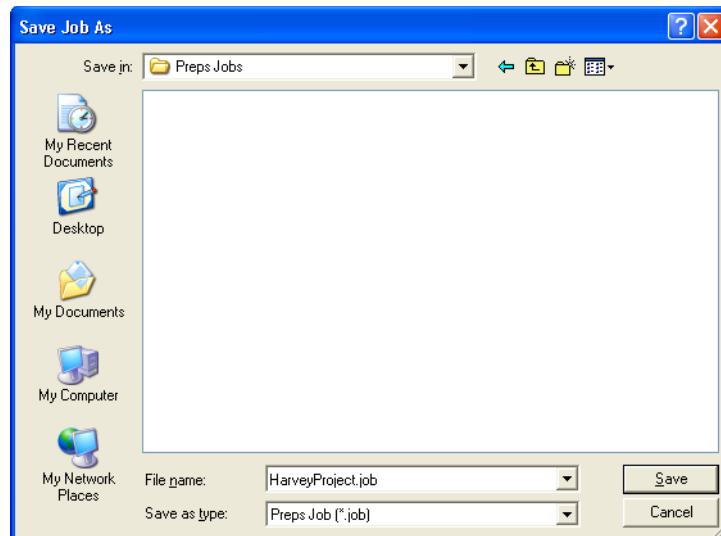
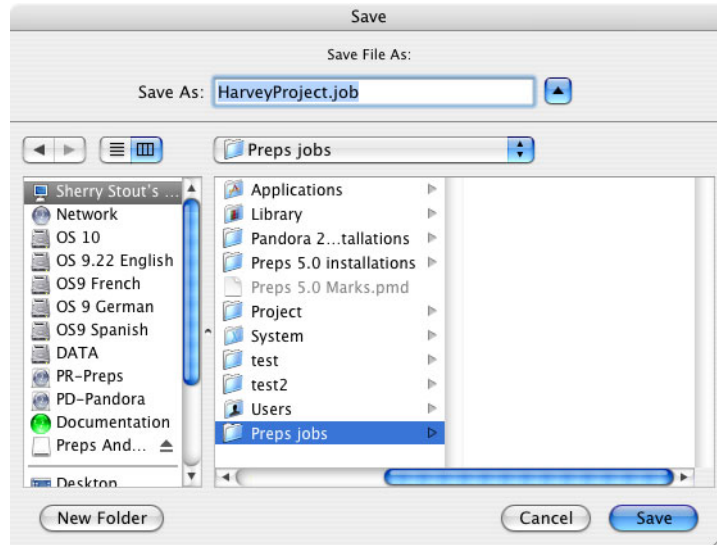
Saving and Naming a Job

You can save a Preps job at any time, even before you have added any files.

You can save jobs and use them again. When you save a Preps job for the first time, you name it. Macintosh job names can contain up to 31 characters, including spaces. Windows job names can contain up to 255 characters, including spaces and the .JOB extension (the path to the file in Windows can contain up to 70 characters).

To save and name a Preps job:

1. From the **File** menu, choose **Save Job**.
2. In the dialog box, select the location in which you want to save the job, and type a file name.



3. Click **Save**.

Setting Up Font Management

For mixed-files jobs, you need to tell Preps where to locate fonts. If you want to use settings other than the defaults for embedded fonts and required fonts, you need to make those selections before printing the job. For information about font management, see *Chapter 12, Fonts*. Font management settings are not available from within Preps for the PDF native workflow.

Setting Up OPI Processing

In Preps Pro and XL, OPI processing makes it possible to keep the art in your job file separate so that the file is smaller and processes faster. Some applications allow you to substitute an OPI tag for an art file, and have Preps replace the tag with the art when you preview, proof, and/or print the job. For more information about OPI processing, see *Chapter 14, Images and OPI Processing*.

To set up OPI processing for your Preps job:

1. On the **Setup** menu, click **OPI Processing**.
2. In the OPI Processing dialog box, the default setting is **Merge when the image is missing**. Keep this setting to replace OPI tags in your job with the art files. (For information on the other settings in the dialog box, see page 234.)
3. Click **Image Locations**.
4. In the Image Locations dialog box, click **Add Location**.
5. Browse to the location of your art files and click **OK**.
6. In the Image Locations dialog box and the OPI Processing dialog box, click **OK**.

Setting Up Web Growth Compensation

In Preps Pro, you can apply a web growth compensation set to the job at print time to correct horizontal web growth on the press you plan to use. The compensation set scales each press sheet a specified amount for each ink unit used to print the job.

If an appropriate scaling set for the press and this job exists, you can apply that scaling set in the Print dialog box on the **Web Growth Compensation** tab when you print the job. If no suitable scaling set exists, you can set one up.

To set up web growth compensation:

1. From the **Setup** menu, choose **Web Growth Compensation Sets**.
2. Browse to the location of your compensation sets file and open the file.
3. In the Web Growth Compensation Sets dialog box, click **Scaling Set**.
4. In the New Scaling Set dialog box, type a name for the scaling set, and specify the **Number of ink units**, the **Sheet width**, and the **Reference ink unit**, then click **Create**.
5. In the Scaling Set dialog box, enter the scaling percentage to apply to each ink unit, then click **OK**.
6. In the Web Growth Compensation Sets dialog box, click the **Close** box.

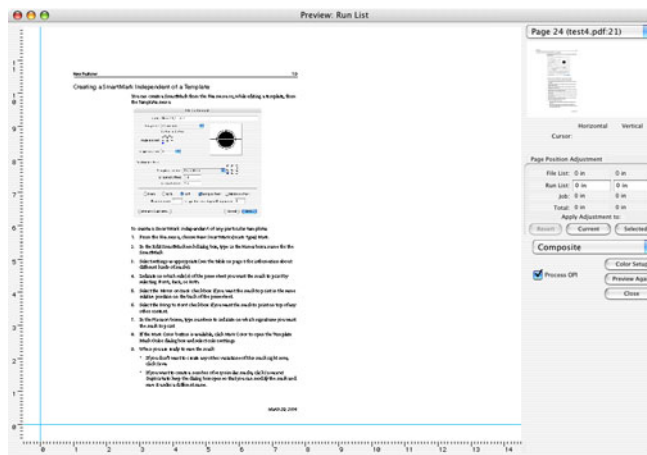
For more information about web growth compensation sets, see *Chapter 18, Web Growth Compensation*.

Previewing the Job

With the Preps built-in previewer, you can preview pages in the file list, run list, or signature list anytime in the process of creating or modifying a job.

To preview a page in the run list:

1. Select a page or pages in the Run List window by one of these methods:
 - Select a single page by clicking it
 - Select a range of pages by clicking the first page, then holding down SHIFT and clicking the last page
 - Select scattered pages by clicking the first page, then holding down COMMAND (Macintosh) or CTRL (Windows) and clicking each page you want
 - Select all the pages in the run list by clicking anywhere in the Run List window, then clicking **Select All** on the **Edit** menu
2. From the **File** menu, choose **Preview**.
3. In the box in the upper right corner of the Preview window, select the page you want to preview.
4. Click **Preview**.



5. Repeat steps 2 and 3 for each page you want to preview.
6. When you finish previewing, click **Close**.

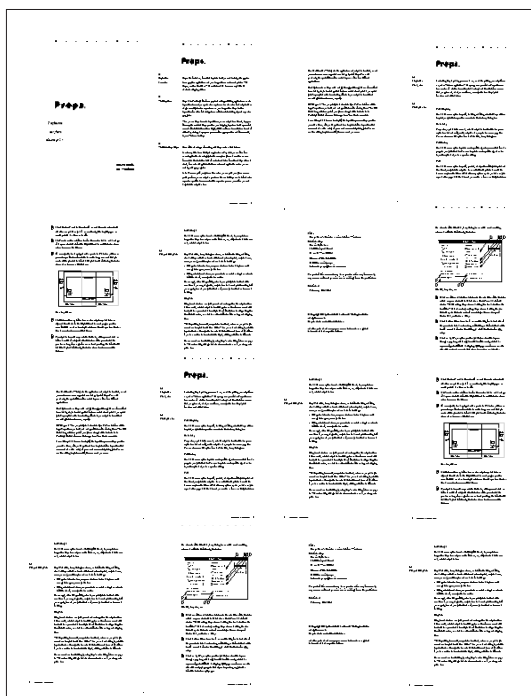
For more information on previewing, see *Chapter 10, Previewing Jobs and Checking Page Alignments*.

Proofing Job Pages Using Thumbnails

After you add source files to the file list and source file pages to the run list, you select a template for the job.

Before you select a template, printing thumbnails lets you proof the job to verify that the pages are going to image correctly when you print the final output. Printing any thumbnail layout other than 1×1 also helps verify that Preps can impose the PostScript in the source files.

When you create a thumbnail layout, you specify how many job pages you want to print vertically and horizontally in the layout. The pages print in rows from left to right, in the order in which they appear in the run list.



To select a thumbnail layout for a job:

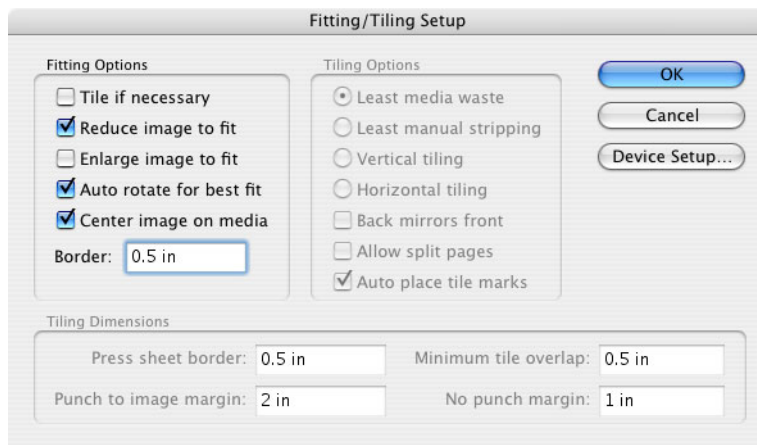
1. In the Signature List window, click **Thumbnail**.
2. In the Thumbnail Layout dialog box, type the number of pages you want to print horizontally on a sheet of media in **Horizontal** box.
3. In the **Vertical** box, type the number of pages you want to print vertically on a sheet of media.
4. Click **OK**.

You generally print thumbnail layouts on a proofer. For information about selecting and configuring output devices, see *Adding an Output Device* on page 40.

You can instruct Preps to reduce the size of the output so the number of horizontal and vertical pages you specified for the thumbnail layout fit on one sheet.

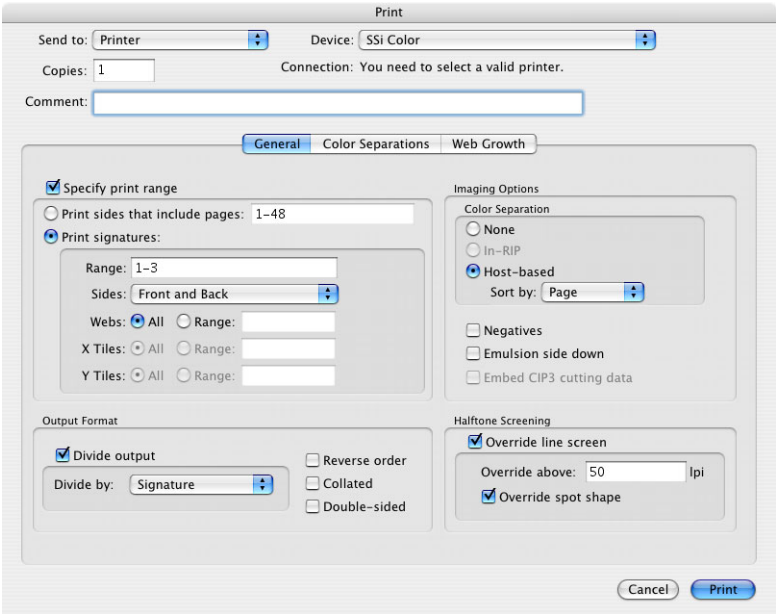
To print a reduced thumbnail layout:

1. From the **File** menu, choose **Fitting/Tiling Setup**.
2. In the Fitting/Tiling Setup dialog box, select the **Reduce image to fit** check box. (This check box is selected by default.) For information about the other options under **Fitting Options**, see *Selecting Fitting Settings* on page 303.

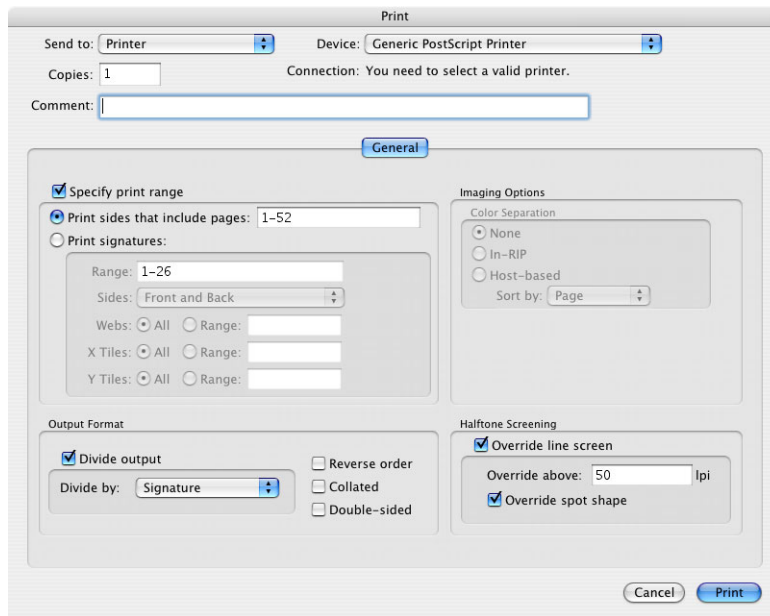


3. Click **OK**.
4. From the **File** menu, choose **Print**.

- 5. In the Print dialog box, click **Print**. By default, Preps prints the whole job. For information about printing part of the job or printing to a file, see *Chapter 16, Printing*.



Imposing a Job by Flowing It Through a Template



You impose job pages by applying a template. Preps imposes your job by flowing the run list pages through the signatures in the template. You can use either a template provided with Preps, or a template you create (see *Chapter 19, Templates*). All these templates are stored either in the **Templates** folder or in a subfolder in a hierarchy of folders you create within the **Templates** folder.

You can display templates in the Template window to decide which one to use.

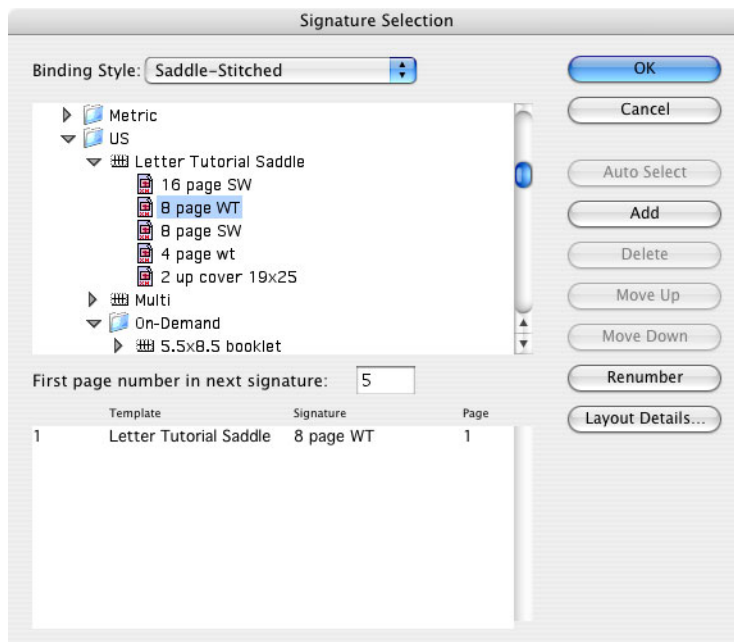


To display a template:

1. From the **File** menu, choose **Open Template**.
2. In the submenu, choose **From Templates Folder** if the template is stored in the **Templates** folder, or **Other** to browse to another location for the template.
3. Select the template you want to open, then click **Open**.
4. After viewing the template, from the **File** menu, choose **Close**.

For information on editing a template, see *Modifying a Template* on page 380.

You select and apply a template to a job in the Signature Selection dialog box..



To select and apply a template:

1. In the Signature List window, click **Signatures**.
2. In the Signature Selection dialog box, select a binding style in the **Binding Style** box. (For information about template binding styles, see *Binding Styles* on page 336.)
3. Select a template in the box.
4. To automatically flow all the pages in the job through the signatures in the template, click **Auto Select**.

Or:

Click **Add** to impose each signature individually. You may need to click **Add** more than once to flow all the job pages through the signature. If you are working with multiple section signatures, you may need to

switch between different templates and different signatures to impose the entire run list (see *Using a Multiple Section Preps Signature to Impose a Run List* on page 130).

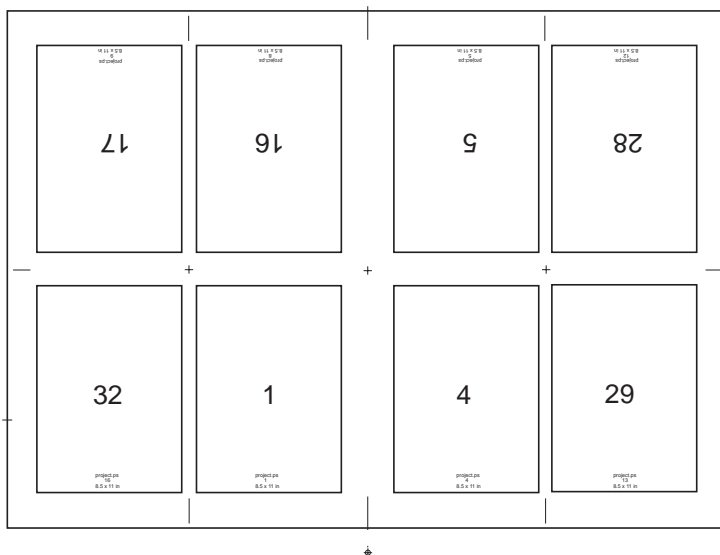
5. Click **OK**.

The number of signatures in the signature list appears in the lower left corner of the Signature List window.

Printing a Job Mock-Up

Before you produce final output, you may want print a job mock-up to see how the pages in the run list flow through the signatures in the template. If you previously selected a thumbnail layout for a job, select a template now if you want to print a job mock-up.

In a job mock-up, the actual run list pages are not printed. Numbered placeholders indicate the layout and orientation of the pages. The order in which pages are flowed through the signatures in the template is determined by the template's binding style. The picture below shows one side of a press sheet in a job mock-up.

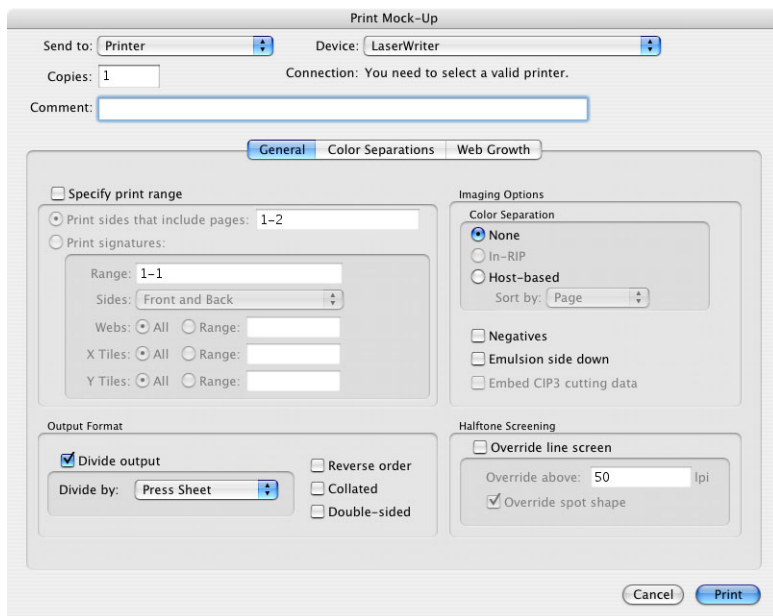


To print a job mock-up:

Front	Back				
<table><tr><td>12</td><td>1</td></tr></table>	12	1	<table><tr><td>2</td><td>11</td></tr></table>	2	11
12	1				
2	11				
Front	Back				
<table><tr><td>10</td><td>3</td></tr></table>	10	3	<table><tr><td>4</td><td>9</td></tr></table>	4	9
10	3				
4	9				
Front	Back				
<table><tr><td>8</td><td>5</td></tr></table>	8	5	<table><tr><td>6</td><td>7</td></tr></table>	6	7
8	5				
6	7				

1. Open a job to which you have applied a template.
2. From the **File** menu, choose **Print Mock-Up**.
3. In the **Device** box, select the printer on which you want to print this mock-up.

4. In the Print Mock-Up dialog box, click **Print**.



Printing Final Output

Preps offers many options for printing final output.

For mixed files jobs, you can:

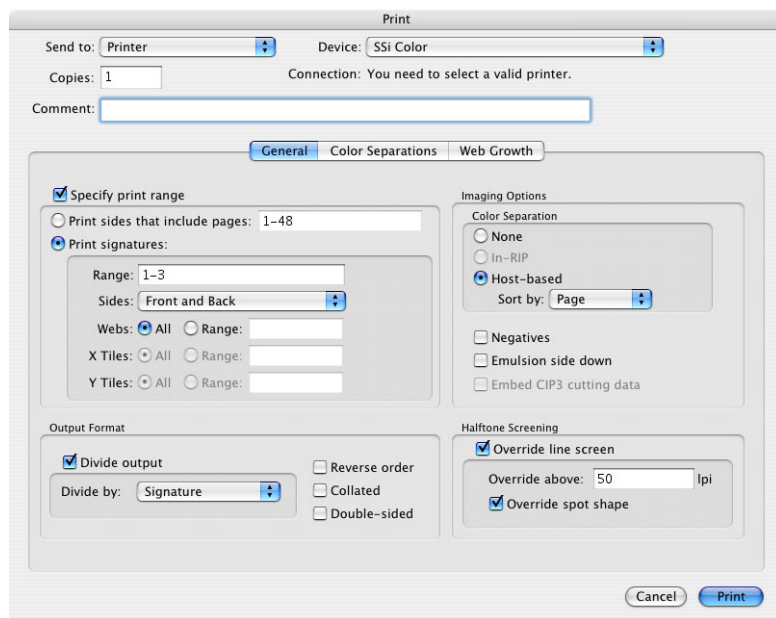
- Print to a single file or to multiple files (see *Send to: Selecting the Print Destination* on page 245)
- Send a job to the output device as an entire job or as component parts such as signatures, press sheets, webs, or tiles (see *Printing to Multiple Files* on page 257)
- Print to an Adobe Job Ticket (see *Printing to an Adobe Job Ticket or a JDF File* on page 250)
- Print to a JDF (Job Definition Format) file (see *Printing to an Adobe Job Ticket or a JDF File* on page 250)
- Print to a PPF (Print Production Format) file (see *Printing to PPF* on page 255)
- Print to discard, to verify without wasting media that a job can be successfully processed (see *Printing to Discard* on page 254)
- Convert spot colors to process color builds in composite PostScript, and redefine the process color builds for converted spot colors (see *Specifying How Spot Colors Print* on page 282)
- Modify the color settings for a job and control the overprint, knockout, line screen, and screen angle of each color (see *Specifying Overprint and Knockout* on page 283 and *Selecting Halftone Options* on page 284)
- Select fitting options to reduce, enlarge, or rotate an image to fit on a sheet of media (see *Selecting Fitting Settings* on page 303)
- Select tiling settings to divide a press sheet into tiles that print on separate sheets of media. These tiles can be stripped together and exposed to create a plate (see *Selecting Tiling Options and Specifying Tiling Dimensions* on page 307).

Before you print a job, make sure you have an output device selected and connected. For information on selecting and connecting output devices, refer to *Chapter 5, Adding and Connecting Output Devices*. For more detailed information about printing, see *Chapter 16, Printing*.

To print a job:

1. Open the job.
2. From the **File** menu, choose **Print**.

3. Set printing settings (see *Selecting Print Settings and Printing a Job* on page 244).
4. In the Print dialog box, click **Print**.



You can print a job as PDF if all the files in the job are PDF in a PDF->PDF workflow. For more information about working with native PDF jobs, see *Chapter 15, PDF Native Jobs*.

For PDF jobs, you can:

- Print the job as one or more PDF files (see *Printing to File as One File* on page 246 and *Printing to Multiple Files* on page 257)
- Print the job one or more PostScript files (see *Printing to File as One File* on page 246 and *Printing to Multiple Files* on page 257)
- Print the job as an Adobe Job Ticket or a JDF file (see *Printing to an Adobe Job Ticket or a JDF File* on page 250)
- Print the job as PPF (see *Printing to PPF* on page 255)

Saving and Closing a Job

Save your job before you close it. If you make changes to a Preps job that you already named, you do not need to rename the job when you save the changes.

If you have not saved this job before now, see *Saving and Naming a Job* on page 81. The instructions that follow are for saving a job you have already named.

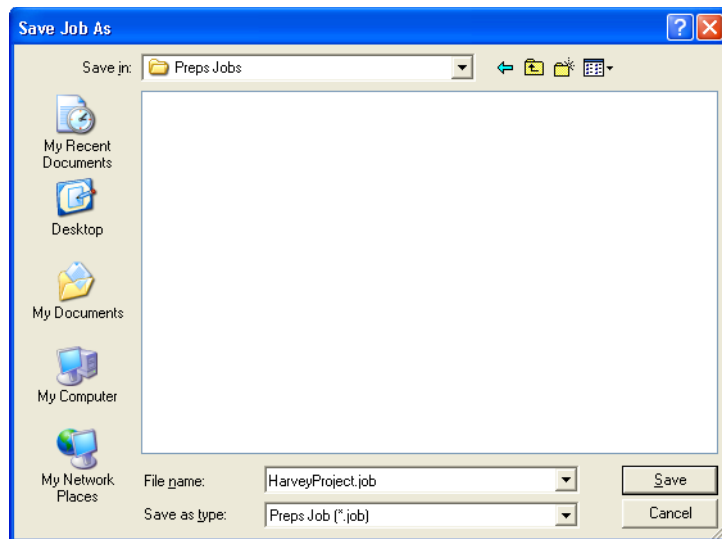
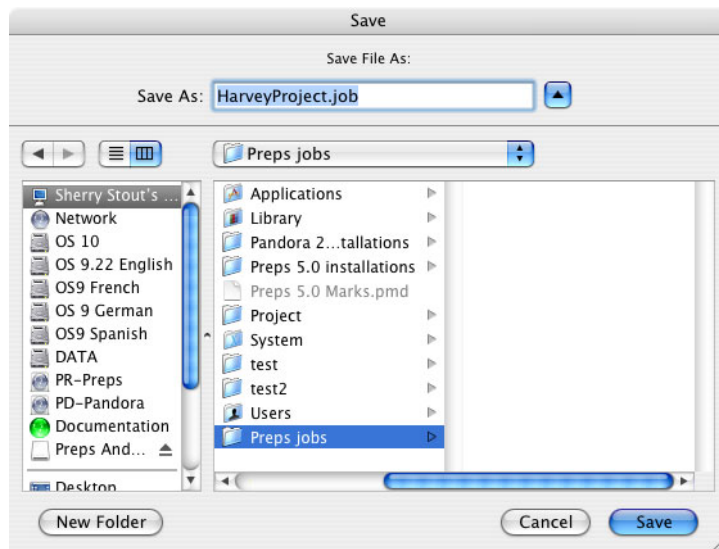
To save and close a job:

1. From the **File** menu, choose **Save Job**.
2. From the **File** menu, choose **Close**.

If you want to save different versions of the job, you can save as many versions as you want under different names.

To save a job under a different name and close it:

1. From the **File** menu, choose **Save Job As**.
2. In the dialog box, select the location in which you want to save this version of the job, and type a file name.



3. Click **Save**.
4. From the **File** menu, choose **Close**.

Opening a Job

You open a saved job from the **File** menu.



Note: On a Macintosh, if two drives on a network have the same name, Preps cannot open a saved job from either of the drives.

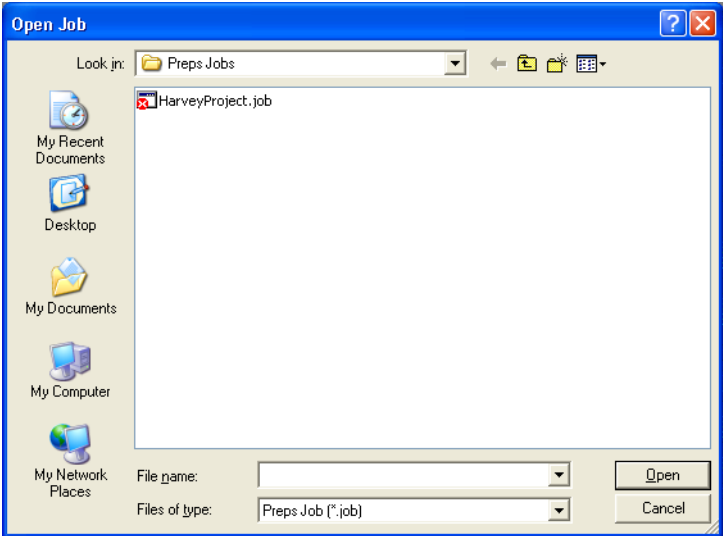
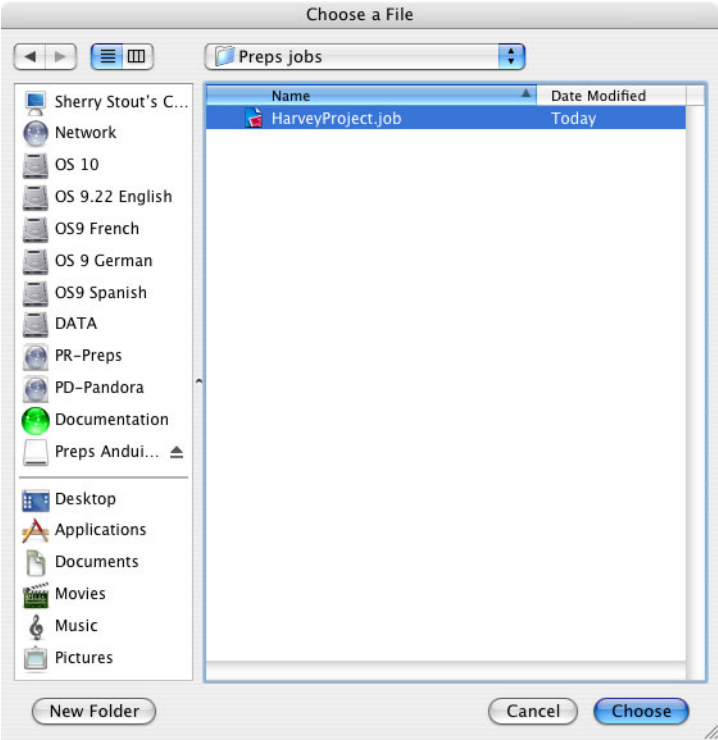
To open a job:

1. From the **File** menu, choose **Open Job**.

Or:

If you are using a Macintosh to open a Preps job created in Windows, hold down the **OPTION** key and from the **File** menu, choose **Open Job**.

- 2. In the dialog box, select the job you want to open, and click **Open**.



If you have moved the template used in the job into a subfolder (or a different subfolder) within the **Templates** folder since the last time you opened the job, a dialog box opens that asks you to locate the template.

To identify the template location:

1. In the Find Template dialog box, browse to the location of the template used in the job, and select it.
2. Click **Open**.

8

Creating Preps Jobs

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This chapter covers in detail the process of creating a job, including:

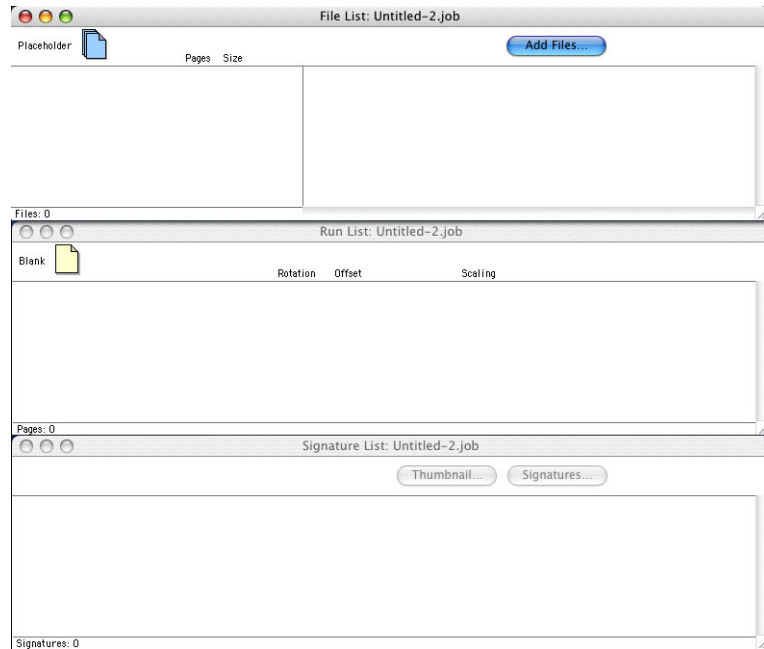
- Adding source file pages to the run list
- Creating the run list for the job
- Using placeholders in the run list (optional)
- Imposing the job by applying a template
- Applying offsets to source files, run list pages, and imposed pages
- Creating job notes

Opening a New Job

You choose either **File>New Job>Mixed Files -> PostScript** or **File>New Job> PDF -> PDF**, depending on the kind of files you plan to include in the job and the form in which you want to output the job. The table lists your options.

Menu Choice	Input Files	Output
Mixed Files -> PostScript	PostScript PDF EPS DCS TIFF RDO (Windows only)	Printer PostScript file(s) Discard Adobe Job Ticket JDF PPF
PDF -> PDF	PDF	Printer PDF file(s) PostScript file(s) Adobe Job Ticket JDF PPF

You create a job in the job window.



To open a new job:

1. From the **File** menu, choose **New Job**.
2. On the sub-menu, choose **Mixed Files -> PostScript** or **PDF -> PDF** (see *Chapter 15, PDF Native Jobs* for more information).

The Preps job windows open (File List window, Run List window, and Signature List window):

- The File List window is where you put all the files that contain pages you want to use in the job. If you choose **Mixed Files -> PostScript**, the files can be any combination of PostScript, PDF, EPS, TIFF, and DCS.

If you choose **PDF -> PDF**, all the files must be PDF (see *Chapter 15, PDF Native Jobs*). The number of files in the file list appears in the lower left corner of the File List window.

If you add a placeholder file to a job, the placeholder file appears in the File List window. The placeholder pages can appear in both the File List window and the Run List window. For more information, see *Using Placeholders* on page 117.

- The Run List window shows the pages of the job in order. The number of pages in the run list appears in the lower left corner of the Run List window. You can add blank pages to the run list wherever you want them (see *Adding Blank Pages to a Run List* on page 126). If you add a placeholder to the file list only, you can manually position the placeholder pages where you want them in the run list (see *Adding a Placeholder to a Job* on page 118); you can also drag a placeholder directly from the **Placeholder** icon to the run list, which automatically adds the placeholder file to the file list.
- The Signature List window shows icons for the job signatures, after you apply a template to the job pages. This window also shows thumbnail icons if you apply a thumbnail to the job. The number of signatures in the signature list appears in the lower left corner of the Signature List window.

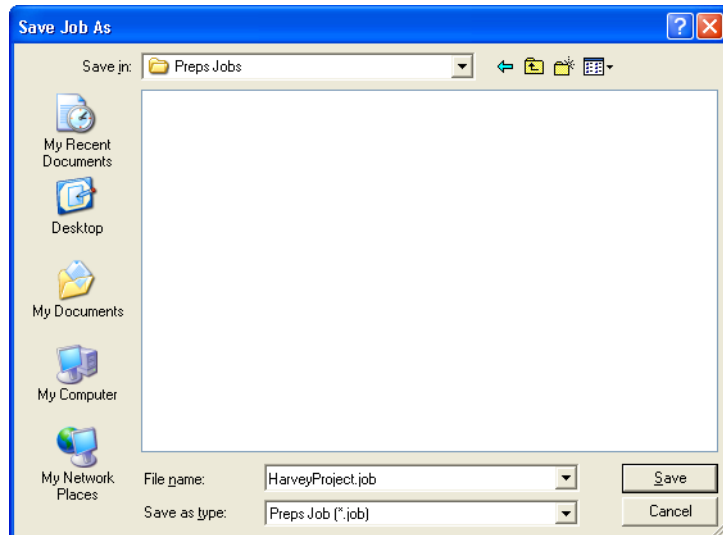
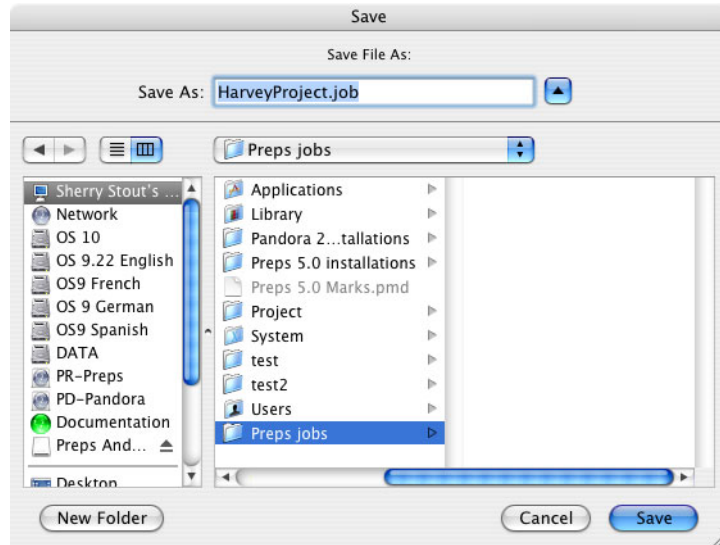
Saving and Naming a Job

You can save a Preps job at any time, even before you have added any files.

You can save jobs and use them again. When you save a Preps job for the first time, you name it. Macintosh job names can contain up to 31 characters, including spaces. Windows job names can contain up to 255 characters, including spaces and the .JOB extension. The path to the file in Windows can contain up to 70 characters.

To save and name a Preps job:

1. From the **File** menu, choose **Save Job**.
2. In the dialog box, select the location in which you want to save the job, and type a file name.



3. Click **Save**.

Adding Source Files to the File List

You can use pages from PostScript, PDF, EPS, DCS, and TIFF source files in Preps jobs when you want to output PostScript, PJTF, JDE, or PPF. The Windows version of Preps also accepts the RDO files generated by Xerox DigiPath products. Preps accepts both composite and pre-separated source files.

You can also create a native PDF job; that is, you can input PDF and output PDF, JDE, or PJTF (composite color only for these file formats). See *PDF Native Jobs*.

You add files to the source file list by dragging, by using the Add Files dialog box, or by using a combination of both methods. You can drag a file directly into the run list to add it to both the run list and the file list at the same time.

In Preps Pro and Preps XL (but not in Preps Plus), if the file you are adding contains an OPI-linked image, a Macintosh system dialog box or the Locate File dialog box (Win) opens so you can browse to the image and select it. Preps uses this step to access the color information for each image. You can avoid this step by setting up the OPI location in Preps (**Setup menu>OPI Processing> Image Locations>Add Location**; see *Adding or Removing an Image Location* on page 231 for details).

To add files to the file list by dragging:

➤ Use any of the methods in the table below.

Selecting Files for a Job	In Macintosh Finder	In Windows Explorer
To add files to the file list one at a time	Click the file and drag it into the File List window.	Click the file and drag it into the File List window.
To add a range of files to the file list	Drag a marquee around the files to select them, then drag them into the File List window.	Drag a marquee around the files, or click the first file in the range, then hold down SHIFT and click the last file in the range. Drag the selected files into the File List window.
To add several files in a folder to the file list	Click the first file, then hold down SHIFT and click each file. Drag the files into the File List window.	Click the first file, then hold down CTRL and click each file. Drag the files into the File List window.
To add all the files in the folder to the file list	Click in the folder, then press COMMAND+A. Drag the files into the File List window.	Click in the folder, then press CTRL+A. Drag the files into the File List window.
To remove a file from those selected to add to the file list	Hold down SHIFT and click the file	Hold down CTRL and click the file

If you add files one at a time, they are sorted in the order in which you added them. If you add several files at once, the files are sorted in alphabetical order.

You can also add files to a job by dragging them directly into the run list. When you drag a file into the run list, it is automatically added to the file list. However, if you drag more than one file at a time into the run list, the files are sorted in alphabetical order in the run list.

To add files to the file list through the Add Files dialog box:

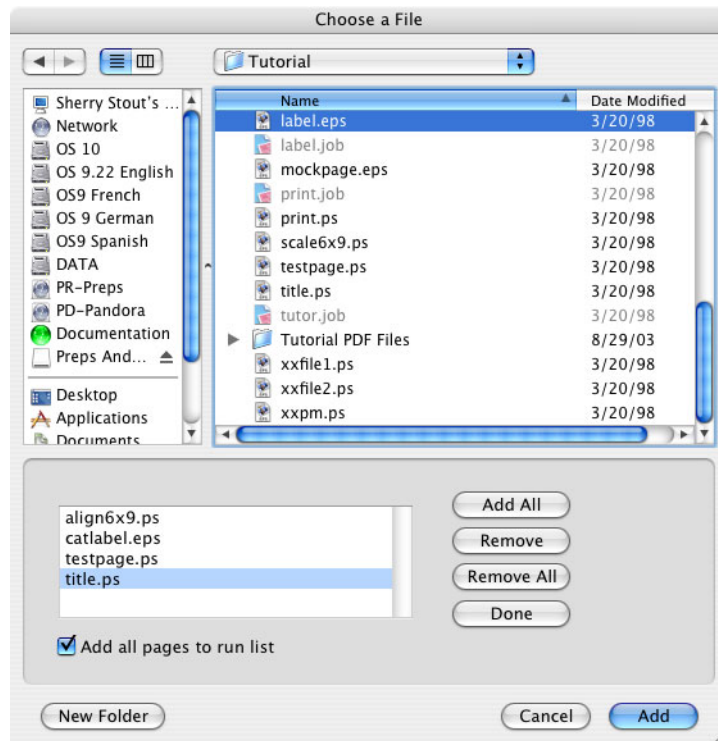
- 1. At the top of the File List window, click **Add Files**.



2. The following table lists the methods of selecting files in the Choose a File (Macintosh) or Add Files (Windows) dialog box.

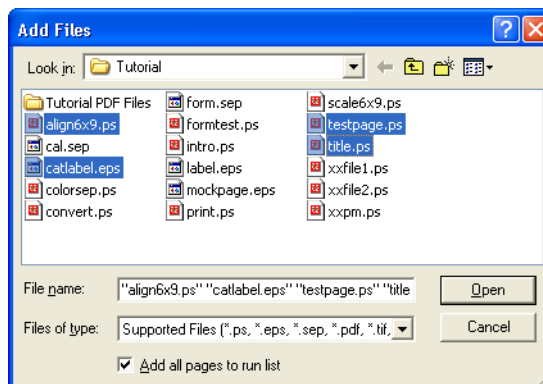
Selecting Files for a Job	On Macintosh	On Windows
To select a single file	Double-click the file; or click the file, then click Add .	Click the file.
To select a range of files	Not possible	Marquee the files; or click the first file, hold down SHIFT, and click the last file.
To add several files in the folder to the list of files to be added	Click Add All , then in the list of selected files, select each file you don't want to include, one at a time, and click Remove .	Hold down CTRL and click each file; or marquee a range that includes the files, then press CTRL and click each file you want to eliminate from the selection.
To select all the files in the folder to be added to the file list	Click Add All or press COMMAND+A.	Press CTRL+A.
To remove a file from those selected to add to the file list	Click the file in the lower list, then click Remove .	Hold down CTRL and click the file.
To remove all the files in the list to be added to the file list	Click Remove All .	Clear the File name box.

3. On a Macintosh, when you have finished selecting files you want to add, click **Done** to add the files to the file list and close the dialog box. On Windows, when you have finished selecting files you want to add, click **Open**.



On a Macintosh, if you accidentally select a source file you don't want in the file list, you can delete it from the list by clicking it, then clicking **Remove**. On Windows, if you accidentally select a source file you don't want in the file list, you can delete it from the selected files by clicking it again before you click **Open**.

If you are running Preps in Windows, you can reduce the list of files in this folder to only those with a specified extension. In the **Files of type** box, select the file format you want to search for (PostScript, TIFF, etc.)



4. The **Add all pages to run list** check box is selected by default. The pages are added to the run list in the order in which you selected the files; the pages are added to the run list in alphabetical file order only if you added all the files in the location to the file list by clicking **Add All** on the Macintosh or selected a range of files to add on Windows instead of selecting the files individually.

If you do not want to add all the source file pages to the run list automatically, clear the check box.

5. When you finish adding source files to the file list, click **Done** (Macintosh) or **Open** (Windows).

Adding an Entire Source File to the Run List

The fastest way to add an entire source file to the run list is to drag the file directly from the Macintosh Finder or Windows Explorer into the Run List window. The file is automatically added to the file list at the same time that it is added to the run list. You can also use the Add Files dialog box, keeping the **Add all pages to run list** check box selected.

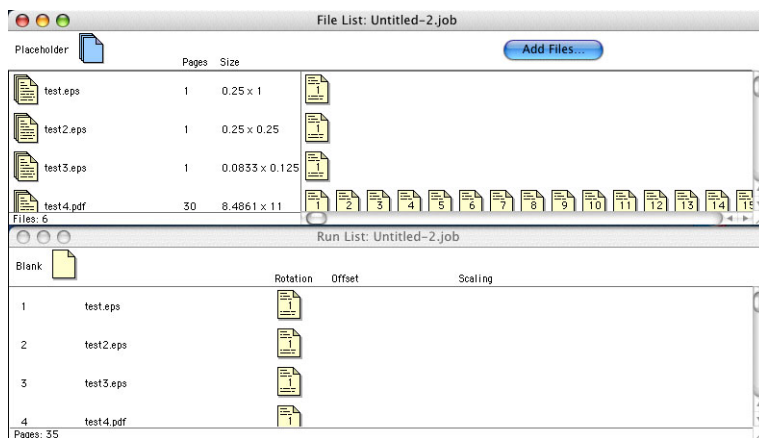


Note: On Macintosh running in Classic OS X, if you drag a PDF into the run list of a mixed-files job, Preps displays a message telling you that “the specified version of Acrobat does not have the SSIPlugin installed.” The workarounds are to start Acrobat first or use the Add Files dialog box to add PDF files.

If the file is already in the file list, you can add it to the run list by dragging it from the File List window into the Run List window. (If you want to add only selected pages to the run list, see *Adding Selected Source File Pages to the Run List* on page 116). The run list can contain all the source file pages, or only the pages you add independently to the run list. Pages are imposed in the order in which they appear in the run list.

To add all the pages in a source file to a job run list by dragging between the job windows:

1. In the File List window, click a source file icon.
2. Drag the source file icon to the position in the Run List window where you want to place the source file pages. An icon outline and a horizontal line move in the Run List window as you drag, to show where the file will be placed if you release the mouse button now.
3. When the indicator line is where you want to place the pages, release the mouse button.



Selecting Pages From Source Files or From the Run List

If you want to add only selected pages in a source file to the run list, you first select those pages in the file list. In Preps, there are many ways to select source file pages and run list pages. Note that in the File List window, you can select pages from only one source file at a time.

To Select...	Do the Following
A page	Click the page icon.
Adjacent pages	<p>Click the icon of the first page you want, hold down SHIFT, and click the icon of the last page you want.</p> <p>Or:</p> <p>(File list) Click a source file icon.</p> <p>(Run list) Click anywhere in the Run List window.</p> <p>From the Edit menu, choose Select Page Range.</p> <p>Click Other.</p> <p>Type the page range you want.</p> <p>Click OK.</p>
Non-adjacent pages	Hold down COMMAND (Macintosh) or CTRL (Windows) key and click each page icon.
Even or odd pages	<p>(File list) Click a source file icon.</p> <p>(Run list) Click anywhere in the Run List window.</p> <p>From the Edit menu, choose Select Page Range.</p> <p>Click Odd Pages or Even Pages.</p> <p>Click OK.</p>
All pages	<p>(File list) Click the source file icon.</p> <p>Or:</p> <p>(Run list)</p> <p>Click anywhere in the Run List window.</p> <p>From the Edit menu, choose Select All.</p>

Adding Selected Source File Pages to the Run List

You do not have to include all the pages in a source file in the job. You can add only the pages you want by clicking them and dragging them into the run list. To be able to add only selected pages, if you use the Add Files dialog box to add files to the file list, be sure that you clear the **Add all pages to run list** check box. If you add pages to the run list that you don't want, you can select them and delete them.

To add selected pages from a source file to the run list:

1. In the File List window, select the pages you want to add to the run list (see *Selecting Pages From Source Files or From the Run List* on page 114).
2. Drag the selected page icon(s) to the position in the Run List window where you want to add them. To add selected pages, make sure you drag one or more page icons, not the source file icon. An icon outline and a horizontal line move in the Run List window as you drag, to show where the file will be placed if you release the mouse button now.
3. Release the mouse button.

When you drag selected source file pages below the bottom or above the top of the Run List window, the window scrolls automatically. However, you may find it easier to scroll to the position in the Run List window before you select the source file pages to add.

Saving Window Positions and Sizes

As you work in the Preps job window, you may find that you prefer to arrange and size the File List, Run List, and Signature List windows in a particular way that is more convenient for you than the default arrangement. You can save your preferred arrangement. When you open a new job, the windows are arranged in your saved positions.

To save window positions and sizes:

1. Arrange and size the three job windows as you prefer.
2. From the **Setup** menu, choose **Save Window Positions**.

To apply your preferred window positions to the current job:

- From the **Setup** menu, choose **Restore Window Positions**.

You can replace your preferred arrangement at any time by moving the windows into your new preferred arrangement, then choosing **Save Window Positions** from the **Setup** menu.

Using Placeholders

You can use placeholders to plan the flow of a job before all the content is available. You can add as many placeholder files as you wish to the file list, and add their pages to the run list. Using placeholders, you can set up page order at the beginning of the job, replace placeholders with final job pages as they become available, and print out signatures as they are completed. You can apply position adjustments such as offsets, scaling, and rotation to the placeholder pages; the adjustments are transferred to the job pages when they replace the placeholder pages. You can set the placeholder to ignore bounding box information, and that setting is transferred to the replacement file. You can also move, copy, and delete placeholder pages in the run list.

If you preview a placeholder page, any offsets, scaling, or rotation you applied to the placeholder shows up in the preview. The preview is labeled as a placeholder and displays the placeholder page number. You can print a signature containing placeholders, although Preps first warns you that the signature includes placeholders. The placeholder prints in the output as a blank page.

Adding a Placeholder to a Job

You add a placeholder to a job with the Add Placeholder dialog box.

To add a placeholder to a job:

1. Drag the placeholder icon into the file pane of the File List window or directly to the desired location into the Run List window.

Or:

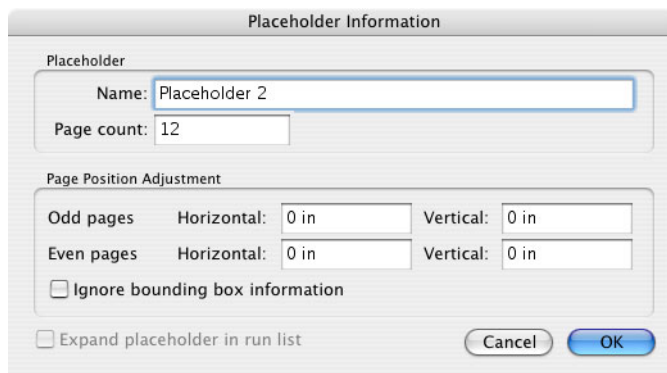
From the **Job** menu, choose **New Placeholder**.

2. In the Add Placeholder dialog box, type a name for the placeholder file in the **Name** box.
3. Type the number of pages needed in the placeholder in the **Page count** box.
4. If necessary, under **Page Position Adjustment** type offsets to apply to the pages in the **Horizontal** and **Vertical** boxes for **Odd Pages** and **Even Pages**. Preps transfers these offsets to the final job pages when you replace the placeholders.
5. If you plan to ignore bounding box information for the final job pages, select the **Ignore bounding box information** check box (see *Ignoring Bounding Box Information* on page 146 for more information).
6. If you want the placeholder pages to be added at the end of the run list, select the **Add all pages to run list** check box. Otherwise, leave the check box clear.

7. If you are adding placeholders to the run list manually, click the placeholder file icon or individual placeholder page icons in the file list, and drag your selection(s) to the desired location(s) in the run list.
8. Click **OK**.

Changing the Size of a Placeholder

After adding a placeholder to a job, you may find that the replacement file is a different size. Preps allows you to replace a placeholder with a file of a different page count (see *Replacing a Placeholder with Job Pages* on page 120), but you also can choose to adjust the page count of a placeholder at any time.

The image shows a 'Placeholder Information' dialog box. It has a title bar with the text 'Placeholder Information'. Inside, there's a section titled 'Placeholder' with two text fields: 'Name:' containing 'Placeholder 2' and 'Page count:' containing '12'. Below this is a section titled 'Page Position Adjustment' with four text fields: 'Odd pages Horizontal:' (0 in), 'Odd pages Vertical:' (0 in), 'Even pages Horizontal:' (0 in), and 'Even pages Vertical:' (0 in). There are two checkboxes: 'Ignore bounding box information' (unchecked) and 'Expand placeholder in run list' (unchecked). At the bottom right are 'Cancel' and 'OK' buttons.

Placeholder Information

Placeholder

Name: Placeholder 2

Page count: 12

Page Position Adjustment

Odd pages Horizontal: 0 in Vertical: 0 in

Even pages Horizontal: 0 in Vertical: 0 in

☐ Ignore bounding box information

☐ Expand placeholder in run list

Cancel OK

To change the size of a placeholder:

1. In the File List window, click the placeholder icon in the file list.
2. From the **Edit** menu, choose **Get Information**.
3. In the Placeholder Information dialog box, in the **Page count** box type the new number of pages you want in the placeholder.

4. If you are increasing the size of the placeholder and you want the additional pages added to the run list after the current last page of the placeholder:

On Macintosh, press the TAB key to activate the **Expand placeholder in run list** check box, then select the check box.

On Windows, when you increase the number in the **Page count** box, the **Add all pages to run list** check box becomes active and is selected by default. Keep the check box selected unless you do not want to add the additional placeholder pages to the run list.

5. Click **OK**.

Replacing a Placeholder with Job Pages

When you replace the placeholder with the real file, you see the replacement occur in both the File List window and the Run List window.

To replace a placeholder with job pages:

- Drag the file containing job pages from the desktop or from Macintosh Finder or Windows Explorer onto the file placeholder icon in the File List window

Or:

Click the placeholder in the file list. From the **Job** menu, choose **Replace Placeholder**, then browse in the dialog box to the location of the file you're adding to the job, click the file, and click **Open**.

If the page count of the replacement file differs from that of the placeholder, one of the following occurs:

If...	the Following Occurs:
The page count is the same	The new file replaces the placeholder file
The replacement file has more pages than the placeholder	<p>The Placeholder Too Small message box opens. You can:</p> <p>Click Cancel to cancel the replacement of the placeholder</p> <p>Click No to omit the extra pages in the replacement file</p> <p>Click Yes to disregard the page count discrepancy and replace the placeholder with the complete replacement file. The file list and run list page counts increase to include the extra pages, and the run list pages from the first extra page to the end are renumbered.</p>
The new file has fewer pages than the placeholder	<p>The Placeholder Too Large message box opens. You can:</p> <p>Click Cancel to cancel the replacement of the placeholder</p> <p>Click No to remove the additional placeholder pages from the run list</p> <p>Click Yes to replace the placeholder with the replacement file, and to add a new placeholder file that includes the extra pages in the placeholder. The leftover placeholder pages are renumbered starting at 1. A placeholder file containing the remaining placeholder pages remains in the file list.</p>

Converting a File to a Placeholder

If a file currently in the file list is going to be replaced later, you can convert it to a placeholder. The placeholder retains the page positioning adjustments previously applied to the file.

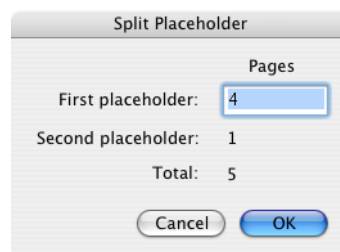
To convert a file in the file list to a placeholder:

1. Select the file(s) in the File List window.
2. From the **Job** menu, choose **Convert to Placeholder**.

The filename changes to italics in the file list and the run list to identify it as a placeholder, and the icon changes to a blue placeholder icon.

Splitting a Placeholder

You can split a placeholder into two parts, which you can use at two different locations in the run list. If you need to split the placeholder further, you can split one of the newly created placeholders again.



To split a placeholder:

1. In the File List window, click the file placeholder icon.
2. From the **Job** menu, choose **Split Placeholder**.
3. In the Split Placeholder dialog box, type in the **First Placeholder** box the number of pages you want in the first of the two placeholders created by the split.
4. Click **OK**.

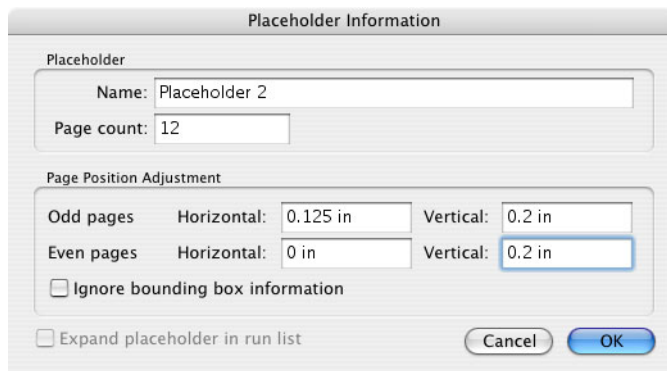
Preps assigns the remaining pages to the second placeholder in the pair. The second placeholder is identified by .2 added to the name of the first placeholder (for example, **Placeholder 1** splits into **Placeholder 1** and **Placeholder 1.2**).

Applying Position Adjustments to a Placeholder

You can apply position adjustments to individual placeholder pages, or to an entire placeholder file. The method for applying offsets to an individual placeholder page is the same as for any other run list page: double-click it

in the run list to open the Modify Run List Page dialog box, and proceed from there. For more information, see *Applying Offsets to Run List Pages* on page 149, *Scaling Run List Pages* on page 153, or *Rotating Run List Pages* on page 157.

You apply offsets to an entire placeholder file in the Placeholder Information dialog box.

The image shows a 'Placeholder Information' dialog box. It has a title bar with the text 'Placeholder Information'. Inside, there's a section labeled 'Placeholder' with two text fields: 'Name:' containing 'Placeholder 2' and 'Page count:' containing '12'. Below this is a section labeled 'Page Position Adjustment'. It contains two rows of input fields. The first row is for 'Odd pages' with 'Horizontal:' set to '0.125 in' and 'Vertical:' set to '0.2 in'. The second row is for 'Even pages' with 'Horizontal:' set to '0 in' and 'Vertical:' set to '0.2 in'. Below these fields is a checkbox labeled 'Ignore bounding box information' which is currently unchecked. At the bottom left is another checkbox labeled 'Expand placeholder in run list' which is also unchecked. At the bottom right are two buttons: 'Cancel' and 'OK'.

To apply offsets to an entire placeholder file:

1. In the File List window, double-click the placeholder file icon.
2. In the Placeholder Information dialog box under **Page Position Adjustment**, type offsets to apply to the pages in the **Horizontal** and **Vertical** boxes for **Odd Pages** and **Even Pages**. Preps transfers these offsets to the final job pages when you replace the placeholders.
3. If you plan to ignore bounding box information for the final job pages, select the **Ignore bounding box information** check box (see *Adding Source Files to the File List* on page 108 for more information).
4. Click **OK**.

Adding and Replacing Job Files and Run List Pages

The table summarizes the ways you can add files to the file list and run list.

To Accomplish This...	Do the Following
Add a file to the file list (but not yet to the run list)	Drag the file from Finder or Explorer into the File List window. Use the Add Files dialog box and clear the Add all pages to run list check box.
Add a complete file to the run list	Drag the file icon from the file list into the desired location in the run list. Drag the file from Finder or Explorer into the desired location in the Run List window (doing so also adds the file to the file list). Use the Add Files dialog box; select the Add all pages to run list check box.
Add a placeholder file to the file list	Drag a placeholder file icon in the file list.
Add a placeholder file or page to the run list	Drag the placeholder icon directly into the desired location in the run list. Drag a placeholder file or page icon from the file list into the desired location in the run list.
Add selected pages of a file to the run list	Drag selected page icons from the file list into the desired location in the run list. Drag the file from Finder or Explorer into the Run List window, then delete unwanted pages from the run list.
Add selected pages of a placeholder to the run list	Drag selected page icons from the file list into the desired location in the run list.

Replace pages in the run list	Drag replacement pages onto old pages or placeholder pages. Delete old pages and paste new pages.
Rearrange pages in the run list	Drag page(s) into the new location(s) in the run list.
Delete pages from the run list	Select pages and press DELETE.

Rearranging Run List Pages

You can use drag functionality to rearrange the pages in the run list.

To rearrange run list pages:

1. Click a page to select it, or use SHIFT-click to select a range of pages (see *Selecting Pages From Source Files or From the Run List* on page 114 for more information).
2. Drag the page(s) to the new location.
3. Release the mouse button.

Deleting Source Files

You can delete source files one at a time from the file list. When you delete a source file, its pages are also deleted from the run list.

To delete a source file:

1. In the File List window, click the source file you want to delete.
2. Press DELETE.
3. Click **Yes** when Preps displays a message asking if you want to delete the file.

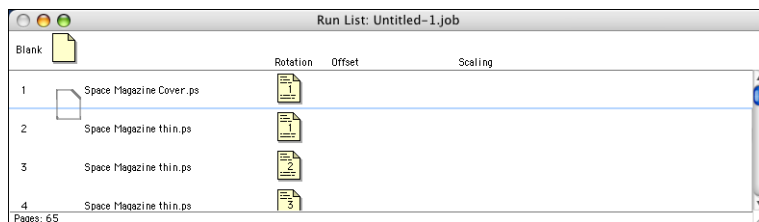
You can replace a source file with an updated version of the same file without creating a new job. See *Updating a Source File* on page 139.

Adding Blank Pages to a Run List

You can add single or multiple blank pages to the run list. Adding blank pages is useful for forcing a chapter to start on a right-hand page. You can also replace a run list page with a blank page.

To add a single blank page to the run list:

1. At the top of the Run List window, click the **Blank** icon and drag it to where you want to place a blank page in the Run List window. A line and a page outline appear for placement purposes.



2. Release the mouse button.

To add several blank pages to the run list:

1. Hold down SHIFT, click the **Blank** icon, and drag it to where you want to place the blank pages in the run list. A line shows the current position of the cursor.
2. Release the mouse button and SHIFT.
3. In the Add Blank Pages dialog box, type the number of blank pages you want to add in the **Number of Pages** box.
4. Click **OK**.

To replace a run list page with a blank page:

1. At the top of the Run List window, click the **Blank** icon and drag it onto the run list page you want to replace with a blank page.
2. Release the mouse button.

Moving Run List Pages

The position of a page in the run list determines the order in which it is imposed in the job. You can move pages in the run list by dragging them, or by cutting or copying and pasting them.

To move a run list page by dragging:

1. Click the page or select the range of pages and drag it to the new location.
2. Release the mouse button.

To cut or copy and paste a run list page:

1. Click the page(s) you want to move.
2. From the **Edit** menu, choose **Cut** or **Copy**.
3. Click the run list page you want immediately behind the pages you are moving.
4. From the **Edit** menu, choose **Paste**.

Deleting pages from the run list does not delete pages from the source files.

To delete a run list page:

1. Click the page you want to delete.
2. Press DELETE.

Imposing Job Pages

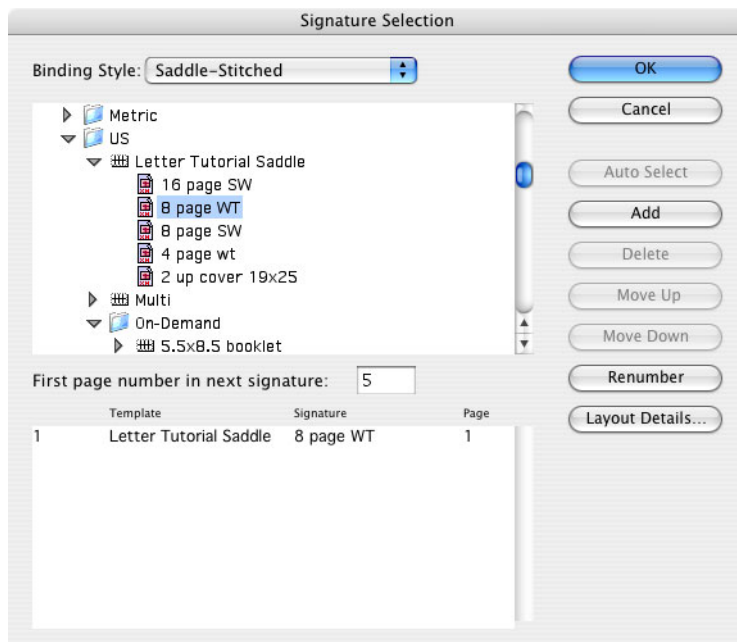
You impose a job by selecting a template and flowing the job pages through the template. Preps ships with a number of templates that contain commonly used layouts for different binding styles. If a template with your specifications already exists, you can quickly flow your job pages through it.



If a template with your job specifications does not exist, you can copy and modify an existing template, or create a new one. For information about copying and modifying or creating a template, see *Chapter 19, Templates*.

When you use the automatic selection feature, Preps first selects the largest full signature in the template that can accommodate the number of pages in the job. The job pages are flowed through that signature as many times as necessary. Then Preps flows the remaining pages through any partial signature in the template. If there is no partial signature in the template, Preps flows the remaining job pages through the full signature and uses blank pages where necessary.

When you select a template to use with a job, you select various options in the Signature Selection dialog box.



To select a template to use with a job:

1. At the top of the Signature List window, click **Signatures**.
2. In the Signature Selection dialog box, select a binding style for the job in the **Binding Style** box.
3. In the template box, select the template for the job. To use a specific signature within the template, click the arrow to display the list of signatures in that template.
4. Click **Auto Select** to impose the entire job.

Or:

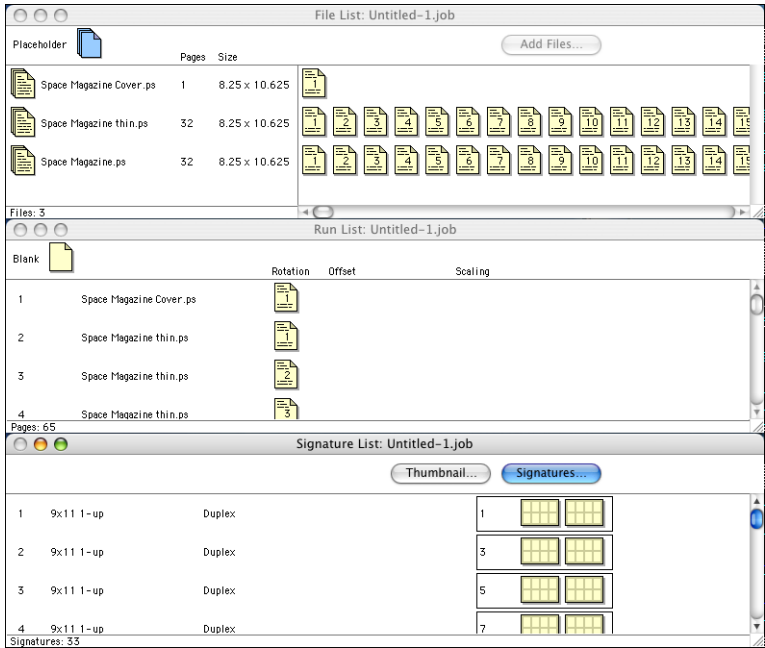
Click **Add** to impose each signature individually. You may need to click **Add** more than once to include enough signatures to accommodate all the job pages. You also use the **Add** button when working with multiple section signatures (see *Using a Multiple Section Preps Signature to Impose a Run List* on page 130).

- 5. After you flow the job pages through a signature, you can change the position of a signature within the job and renumber it by clicking the signature in the Signature Selection dialog box, then clicking **Move Up**, **Move Down**, or **Renumber**.

You can remove a signature from the job by clicking it in the Signature Selection dialog box and clicking **Delete**.

- 6. When you finish, click **OK**.

Information about the way the job pages are flowed through the layout appears in the Signature List window.



Using a Multiple Section Preps Signature to Impose a Run List

The Pro version of Preps offers “multiple sections” (in this context, a “section” is part of a web that is cut after printing and folded into a single book signature). This feature enables Preps to recognize more than one book signature in a single Preps signature. Multiple sections are used, for example, to run a few color pages of a job on the same press sheet. Because

Preps recognizes the individual sections, you can use normal collation marks and text marks to identify the sections, without additional custom marks. As the Preps signature prints, it is split into separate sections.

With multiple sections, you can print two or more book signatures in a single press run on a multiple web press or on standard size presses. You can also print parts of a single printing job with identifying marks that enable you to collate the parts—as they become available—to produce the correct final page order.

On Preps jobs that use only one template for the entire run list, you can click **Auto Select** to flow the entire run list through the signature. On other jobs, including multiple section jobs, you may use more than one kind of template or custom signature; for those jobs, you use the **Add** button to fill one signature at a time with run list pages so that you can change to a different signature at the appropriate point in the run list. When working with multiple sections, you can change book signature numbers as needed (book signature numbers indicate the order in which to collate the folded signatures before binding). Finally, you can change beginning page numbers for the book signatures as needed.

When you create the Preps signature template for multiple sections, you identify each page by a section number as well as a page number. You add collation marks and text marks to identify sections within the Preps signature. Multiple sections allow you to:

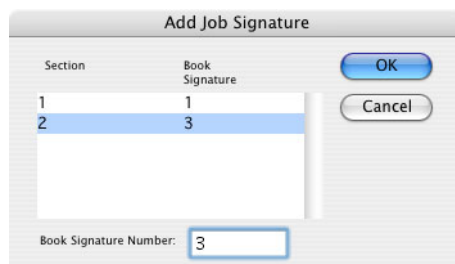
- Break up a large printing job into small Preps jobs
- Run the color pages in one signature, and run the black and white pages in the remaining signatures
- Print like pages (e.g., four-color, two-color, or black and white) from separate printing jobs on a single Preps signature
- Print jobs with pages out of order and without having to add placeholders to the Preps run list if some of the source files are not yet available
- Run a job on a very large Preps signature
- Print book signatures that small folding equipment can accommodate
- Avoid problems when more folds are required than can be accommodated by the paper or folding equipment
- Avoid problems with media that is difficult to fold

To use multiple sections, you need to:

1. Create a Preps signature template with multiple sections.
2. Determine which book signatures to group together.
3. Add the pages to the run list in read order.
4. While applying Preps signatures to the run list, select the book signature numbers for the multiple section signatures.
5. Edit beginning page numbers and book signature numbers as needed.

To impose a run list using a multiple section Preps signature:

1. In the Signature List window, click **Signatures**.
2. In the Signature Selection dialog box, select in the **Binding Style** box the binding style of the template you want to use.
3. In the template box, select the template that includes your custom multiple section Preps signature.
4. Click the list arrow for the selected template to display the list of signatures in that template.
5. Select the Preps signature you want to use for the beginning of the run list.
6. Click **Add** (do not click **Auto Select**, or all the pages in the run list are imposed in order with this multiple section Preps signature).
7. In the Add Job Signature dialog box, you can change the numbers of the book signatures you are adding. Select the line that contains the **Book Signature** number you want to change, then highlight the number in the **Book Signature Number** box and replace it with the correct number.



8. Click **OK**.

9. In the Signature Selection dialog box, select the Preps signature you want to use next, and click **Add**. If the Preps signature you select contains multiple sections, repeat steps 7 and 8 as needed.
10. If you need to change the beginning page number of a book signature that is part of a multiple section signature, double-click it in the lower box of the Signature Selection dialog box. If not, skip to step 15.
11. In the Job Signature Information dialog box, select the line that contains the book signature for which you want to change the first page number.

Section	Book Signature	First Page
1	1	---
2	3	13

Book Signature Number:

First Page Number: ☒ Locked

12. In the **First Page Number** box, type the page number you want to use.
13. If you want to lock this page number so that it doesn't change, select the **Locked** check box.
14. Click **OK**.
15. If you need to change the beginning page number of a book signature that is part of a single section signature, double-click it in the lower box of the Signature Selection dialog box. If not, skip to step 19.

Book Signature Number: ☒ Locked

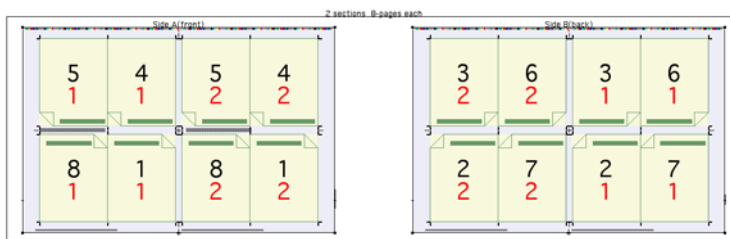
First Page Number: ☒ Locked

16. In the Job Signature Information dialog box, type in the **First Page Number** box the page number you want to use.
17. If you want to lock either or both the book signature number and the first page number, select one or both **Locked** check boxes.
18. Click **OK**.

19. After applying signatures to all the pages in the job, click **OK** in the Signature Selection dialog box.

Sample Multiple Section Job

An example of a job that uses multiple sections is a 32-page saddle-stitched magazine: the outer 8 pages and the inner 8 pages are 4-color process; the remaining 16 pages print black only. You plan to print the two 8-page color sections on the same sheetwise press sheet, saving time and an additional press run. After printing, you cut the press sheet into two 8-page signatures that are folded separately. The black-only section runs as a single 16-page sheetwise signature. For information about creating a multiple section template, see *Multiple Section Templates* on page 363.

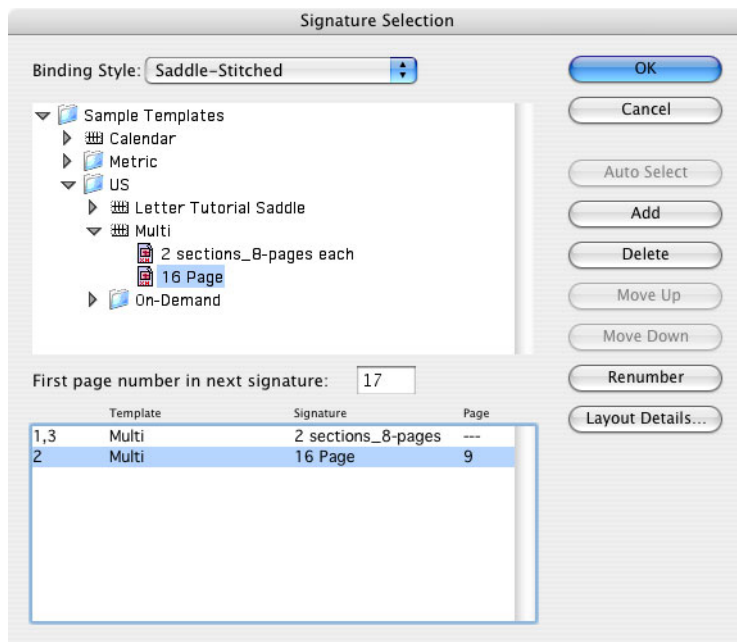


You use the 2-section 8-page template for the color pages, and a 16-page signature for the black-only pages. The color pages become book signatures 1 and 3, and the black-only pages become book signature 2. First, you apply the 2-section 8-page signature to the beginning of the run list, and change the book signature number of the second section from 2 to 3 (see the Add Job Signature dialog box on page 132).

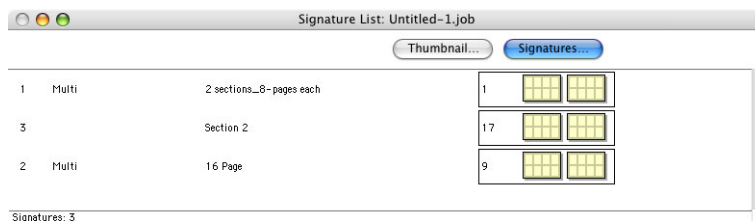
Then you apply the 16-page signature to the remaining pages. Next, you change the first page number of book signature 3 (the inner color pages) to 13 and lock that page number (see the first Job Signature Information dialog box on page 133).

Finally, you change the first page number of the black-only section to 5, and lock that page number (see the second Job Signature Information dialog box on page 133). Notice the different appearance of the Job Signature Information dialog box, depending on whether the information is about a multiple-section signature or a single-section signature.

After you set and lock the beginning page numbers, the Signature Selection dialog box in the example appears as shown below.



The signature list in the example appears as shown below.



Changing and Locking Page Numbers

This section describes three ways to open the Job Signature Information dialog box so that you can change and lock page numbers; two of these methods are more convenient when the Signature Selection dialog box is already closed.

To open the Job Signature Information dialog box:

- In the Signature Selection dialog box, double-click the line for the particular signature.
- Or:
- In the Signature List window, click the particular signature icon, then choose **Edit>Get Information**.
- Or:
- In the Signature List window, double-click the particular signature icon.

The image shows a dialog box titled "Job Signature Information". It contains two input fields: "Book Signature Number" with the value "2" and "First Page Number" with the value "9". To the right of each input field is a "Locked" checkbox. The "Locked" checkbox for "Book Signature Number" is unchecked, while the "Locked" checkbox for "First Page Number" is checked. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

To change and lock the first page number of a book signature:

1. Open the Job Signature Information dialog box by one of the methods listed previously.
2. In the **Book Signature Number** box, type the number of the signature you want to change, if it isn't already displayed.
3. In the **First Page Number** box, type the beginning page number you want for this signature. A check mark appears automatically in the **Locked** check box to indicate that this page number remains unchanged when Preps rennumbers the other pages in the job.
4. Click **OK**.
5. Repeat steps 1-4 for each first page number you want to reset.

Renumbering a Job

When necessary, you can renumber all signatures and pages in a job automatically or manually, including the pages with locked numbers. Renumbering is useful, for example, when you want to print selected signatures out of a job, and need to keep the signature collation marks on those signatures in the correct order for the job, or if you want to reprint one page, or replace a page.



Tip: When you move a signature up or down in the Signature Selection dialog box, the unlocked signatures and pages from that point on renumber automatically. If you want the renumbering to include locked signatures and/or pages, use the **Renumber** button.

Moving Signatures

You can change the order of the book signatures by using the **Move Up** and **Move Down** buttons. Preps renumbers the book signatures and pages from that point on in the list, except those that have a locked first page number.

To move signatures:

1. In the Signature List window, click **Signatures**.
2. In the Signature Selection dialog box, select the signature you want to move.
3. Click **Move Up** or **Move Down** once for each position you want the signature to move up or down in the list.
4. Click **OK**.

Renumbering All Signatures and Pages

To automatically renumber all signatures pages in a job, including locked numbers:

1. In the Signature List window, click **Signatures**.
2. In the Signature Selection dialog box, click **Renumber**.
3. Click **OK**.

Manually Renumbering a Signature

To manually renumber a signature:

1. In the Signature List window, click **Signatures**.
2. In the Signature Selection dialog box, double-click the signature you want to renumber.
3. In the Job Signature Information dialog box, type in the **First Page Number** box the number for the first page (low folio) on that signature.

The image shows a dialog box titled "Job Signature Information". It contains two input fields: "Book Signature Number:" with the value "2" and "First Page Number:" with the value "9". To the right of each field is a "Locked" checkbox. The "Book Signature Number" checkbox is unchecked, while the "First Page Number" checkbox is checked. At the bottom right are "OK" and "Cancel" buttons.

4. Keep the **Locked** check box selected.
5. Click **OK**.

Using Tab Sheets and Slip Sheets

When the selected output device is a DocuTech, you can insert tab sheets and slip sheets in the signature list. A DocuPrint allows you to add slip sheets, but not tab sheets, to a job. The only limitations are that you cannot place a tab sheet or slip sheet directly before a signature that has a locked book signature number, and you cannot lock the book signature number of a tab sheet or slip sheet.

When you insert a tab sheet or a slip sheet in the signature list, Preps automatically renumbers everything in the signature list after the tab or slip sheet except the book signatures with locked numbers.

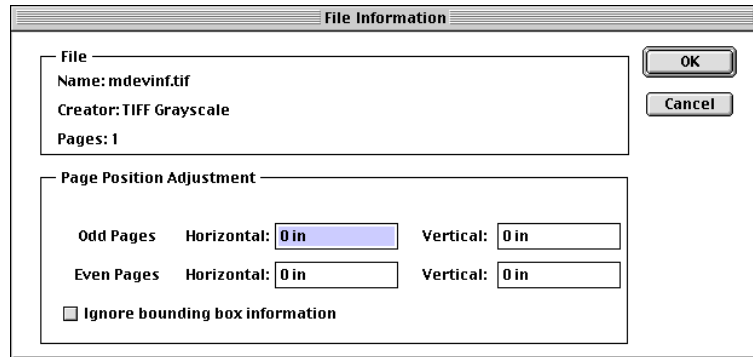


See *Adding Tab Sheets and Slip Sheets* in *Appendix 2, Custom DocuTech Features*, in **Preps_5-0_Appendixes.pdf** in the **User Guides** folder on your Preps CD.

Viewing Information About Source Files

The information about a source file includes the file name, the number of pages in the file, and the application that created the file. It also includes any offsets you have applied to the entire source file, and whether or not you have chosen to have Preps ignore the bounding box information.

Source file information is displayed in the File Information dialog box.



To view information about a source file:

1. Double-click the source file icon in the File List window.
2. After viewing the source file information, click **OK**.

Updating a Source File

If you change a source file, you can replace the old version with the new one in the file list without creating a new job.

To update a source file:

1. In the File List window, select the source file you want to update.
2. Press **DELETE**.
3. Click **Yes** when Preps displays a message asking if you want to delete the file.
4. Click **Add Files**.

5. In the dialog box, select the updated source file; on Macintosh, click **Add**.
6. Clear the **Add all pages to run list** check box unless you want to add the file to the end of the run list.
7. Click **Done** on Macintosh or **Open** on Windows.
8. Click the file's icon in the File List window and drag it into the Run List window. When the Add File icon appears where you want to place the file, release the mouse button.

When you add the updated version of the source file to the job to replace the one you deleted, the file name appears in the File List and Run List windows followed by a <1>. If you delete the file again and replace it with another edited version, the next time the file name is followed by a <2>, and so on.

After you replace the source file (and run list pages), if the page count has changed you need to re-impose the job so that the signatures have the updated pages.

To re-impose the job with the updated file:

1. In the Signature List window, click **Signatures**.
2. In the Signature Selection dialog box, the binding style you previously applied to this job is still in effect. Select the signature you want to use and click **Auto Select** (if you are updating a job with multiple sections, delete signatures you want to replace, then use **Add** instead of **Auto Select**; see *Using a Multiple Section Preps Signature to Impose a Run List* on page 130).
3. If you are using **Auto Select**, in the message box indicating that the existing signatures will be replaced when the auto selection occurs, click **Yes**.
4. Click **OK**.

Now your updated job is ready to use.

Working with Job Notes

Job notes are text that you provide with a Preps job, either to print in a text mark or to identify the job in a job ticket on a DocuTech console. For information about using job notes in text marks, see *Text Variables* on page 404.

Each job note has two parts:

- Job note type
- Job note content

The job note types that are available depend on which output device is selected. Types of job notes are defined in the **printer.ppd** file. You can also create a new job note type and add it to a Preps job. The job note type you create is stored with that job.

When you create, modify, or delete a job note, you make changes in the Job Notes dialog box (Macintosh) or the Job Information dialog box (Windows).

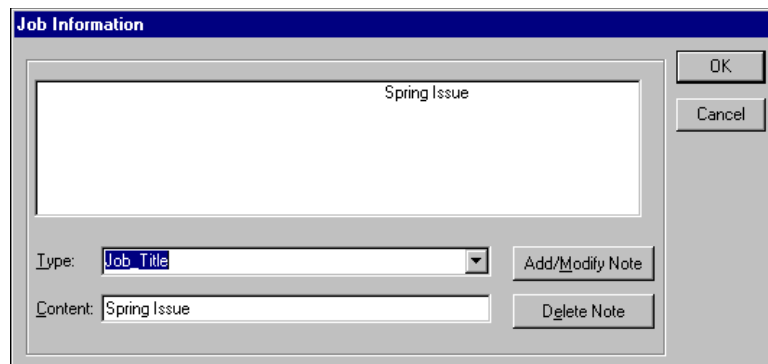
PPD	Type	Content
	Customer	
	Job Title	Spring Issue
	JobId	
	Team	Team A

New Note Cancel OK

To add, edit, or delete a job note for a Preps job on Macintosh:

1. Open the job.
2. From the **Job** menu, choose **Job Notes**.
3. In the Job Notes dialog box, the types of job notes available from the PPD are listed. Type the content for any notes you want to use in the **Content** column on the appropriate line.

4. If you want to add a type of job note, click **New Note**, type a name for the note type in the **Type** column, then type the note in the **Content** column.
5. If you want to update an existing note, select and replace the text as appropriate.
6. You can delete the content of job notes that come from the PPD, but you cannot delete the note type from the dialog box; select the text in the **Content** column and press DELETE. You can completely delete notes and note types that you have created yourself. Select the note you want to delete, and press DELETE.
7. When you have finished working with job notes, click **OK**.



To add, edit, or delete a job note for a Preps job on Windows.

1. Open the job.
2. From the **Job** menu, select **Job Information**.
3. In the Job Information dialog box, select a job note type in the **Type** box, or type a name for a job note type you are creating for this job.
4. In the **Content** box, type the text you want to appear in the job note.
5. Click **Add/Modify Note**.
6. If you want to edit an existing note, select it in the box at the top of the dialog box, then edit the content in the **Content** box or the type in the **Type** box.
7. If you want to delete an existing note, select it in the box at the top of the dialog box, then click **Delete Note**.
8. When you have finished working with job notes, click **OK**.

9

Adjusting Page Positions

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This chapter describes many of the ways in which you can adjust page positions in Preps:

- Applying offsets to source files, run list pages, and imposed pages
- Working with bounding boxes
- Automatically centering run list pages
- Scaling run list pages
- Rotating run list pages

If you plan to apply more than one kind of adjustment to a run list page, apply scaling first, offsets next, and rotation last.

You can also apply offsets to pages in the previewer (see *Adjusting Alignments in the Previewer* on page 166).

Page Offsets

Because the applications in which source files are created differ, pages in your Preps jobs may be positioned inconsistently or incorrectly on the signature. You can compensate for these positioning differences by applying offsets to the pages, either in dialog boxes or in the previewer. This chapter explains how to apply offsets in dialog boxes. The next chapter, *Previewing Jobs and Checking Page Alignments*, explains how to apply offsets in the previewer.

You can apply offsets to:

- An entire source file, or just the even pages or the odd pages in the file
- Selected run list pages (or the entire run list)
- The entire imposed job, or just the even pages or the odd pages in the job

Offsets can be up to 32,767 points.



Note: If you plan also to scale run list pages, scale them before you apply offsets. See *Scaling Run List Pages* on page 153.

Applying Offsets to Source Files

You apply offsets to source files one file at a time. You can apply different offsets to different source files in the same job. Applying offsets to source files is appropriate when (1) the even and odd pages in your job need different offsets or (2) the offsets needed vary from source file to source file. In other situations, it may be easier to apply offsets to selected run list pages or to the entire imposed job. For example, if all the files in your job were created in the same application, you can apply the same offsets to the entire job at once (see *Applying Offsets to Imposed Pages* on page 152).

When you apply offsets to source files, you make changes in the File Information dialog box.

The image shows a 'File Information' dialog box. It has a title bar with the text 'File Information'. Inside, there is a section labeled 'File' with a text box containing 'Name: mdevinf.tif', 'Creator: TIFF Grayscale', and 'Pages: 1'. To the right of this section are 'OK' and 'Cancel' buttons. Below the 'File' section is a section labeled 'Page Position Adjustment'. It contains two rows of input fields: 'Odd Pages' with 'Horizontal: -0.5625' and 'Vertical: -0.95', and 'Even Pages' with 'Horizontal: -0.5625' and 'Vertical: -0.875'. At the bottom of this section is a checkbox labeled 'Ignore bounding box information' which is currently unchecked.

To apply offsets to a source file:

1. In the File List window, double-click the file to which you want to apply offsets.
2. In the File Information dialog box under **Page Position Adjustment** in the File Information dialog box, type horizontal and/or vertical offset amounts for odd and even pages. You can type the offset amount you want or you can type a simple calculation, such as $1/8 + .02$ or $0.5 - 1/16$. The result of the calculation appears in the box where you typed it the next time you open the File Information dialog box for this page.

3. If you want Preps to ignore the bounding box for the source file, select the **Ignore bounding box information** check box. If you have centered or scaled any run list page from this file, the **Ignore bounding box information** check box is unavailable. For more information about the bounding box, see *Ignoring Bounding Box Information* on page 146.
4. Click **OK**.

Cancelling Offsets to a Source File

You can undo these changes immediately after the File Information dialog box closes by choosing **Undo** from the **Edit** menu. If you view the changes in the previewer, then return to the job window, you cannot undo these changes, but must cancel them in the File Information dialog box.

To cancel offsets applied to a source file:

1. Double-click the source file in the File List window.
2. In the File Information dialog box under **Page Position Adjustments**, replace the offsets in the **Horizontal** and **Vertical** boxes with zeroes.
3. Click **OK**.

Ignoring Bounding Box Information

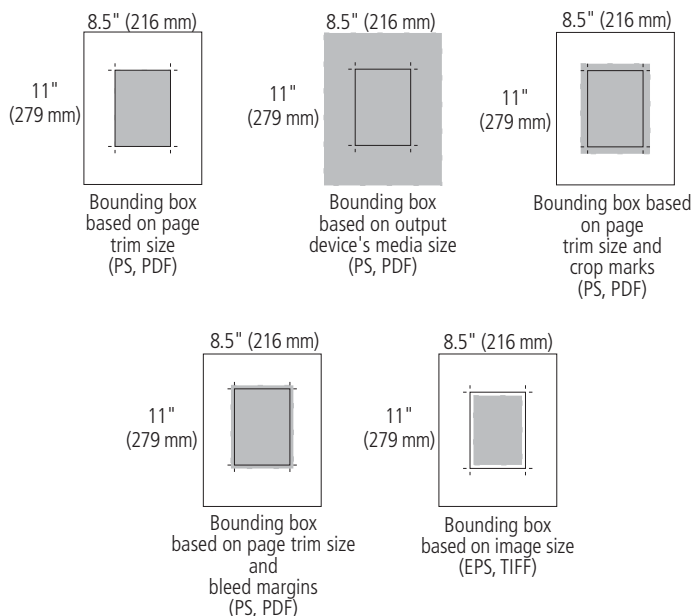
Each page in a source file has a bounding box that gives Preps information about the trim size of the page relative to the position of the image on the page. Some applications define a different bounding box for each page in a file, based on the arrangement of the page elements (art, text, etc.).

Ignoring the bounding boxes may partially correct this problem. When you set Preps to ignore the bounding box, Preps uses the PostScript 0,0 point. This point may not correspond to the lower left trim of the pages, but even if it doesn't, using the 0,0 point can still be useful because now you can apply offsets to the entire file (or job), rather than applying individual, different offsets to each page.

Here is another example of a situation in which ignoring bounding box information can be effective in correcting alignment problems: the page size in the source files is the same as the page size you selected for the output device when you printed to file from the originating application to create PostScript source files. For example, the source file pages are 8 1/2" x 11" and the output device page size is set to 8 1/2" x 11".

Here is an example of a situation in which ignoring bounding box information is probably unhelpful: the source file pages are 7" x 9" and the output device page size is set to 8 1/2" x 11".

Following are examples of the different ways applications define a bounding box.



Preps expects the bounding box for a page in a PostScript or PDF source file to be the trim size of the page. The bounding box for an EPS or TIFF source file is the same as the image size.

If you know before you add source files to a Preps job that you want Preps to ignore the bounding box information, you can set Preps to ignore the bounding box information for all files added to the job from this point on. Only files you add to the job after applying this setting are affected. So for example, if you are about to create a Preps job with 15 source files, and you want Preps to ignore bounding box information for only 5 of these files, you can:

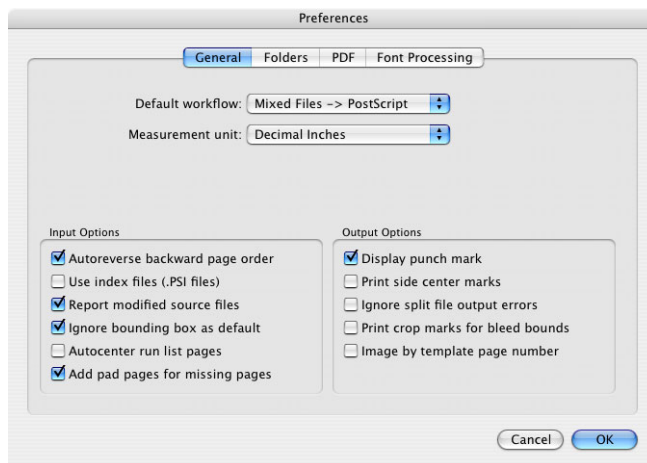
1. Add to the job the 10 files for which you do not want Preps to ignore bounding box information.
2. In the Preferences dialog box on the **General** tab, set Preps to ignore bounding box information by default (see page 148).

3. Add the remaining 5 files to the job.

Preps ignores the bounding box information for the 5 files you added to the job after you applied the setting in the Preferences dialog box. For the other 10 files, Preps still uses the bounding box information. Applying the setting in this way saves you the time of opening the File Information dialog box and changing settings for each of the 5 files.

To ignore bounding box information for all source files added from this point on:

1. From the **File** menu, choose **Preferences**.
2. In the Preferences dialog box on the **General** tab under **Input Options**, select the **Ignore bounding box as default** check box.



3. Click **OK**.

Applying Offsets to Run List Pages

You can apply offsets to selected run list pages; the selected pages can be anything from a single page to the entire run list. Applying offsets in the run list is appropriate when you want to apply offsets only to selected pages without affecting the other pages in the job.



Note: If you plan also to scale run list pages, scale them before you apply offsets. See *Scaling Run List Pages* on page 153.

You can also automatically center selected run list pages. See *Automatically Centering Run List Pages* on page 151.

When you apply offsets to run list pages, you make changes in the Modify Run List Page dialog box.

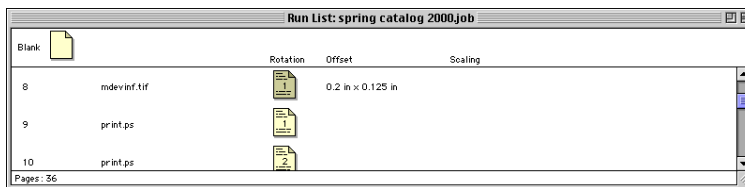
To apply run list page offsets:

1. In the Run List window, select the page or pages to which you want to apply offsets: Click a single page to select it, or hold down SHIFT or CTRL key (Windows) to select non-adjacent pages (see *Selecting Pages From Source Files or From the Run List* on page 114 for detailed information).
2. Double-click one of the selected pages.
3. In the Modify Run List Page dialog box, if these are the first offsets you have applied to the selection, under **Page Position Adjustment** select **Set To** in the box. If you are applying additional offsets to a selection that you have previously offset, select **Change By** in the box.
4. Type horizontal and/or vertical offset amounts you want to apply under **Page Position Adjustment**. You can type the offset amount you want or you can type a simple calculation, such as $1/8 + .02$ or $0.5 - 1/16$. The result of the calculation appears in the run list next to the affected

pages. The result of the calculation appears in the box where you typed it the next time you open the Modify Run List Page dialog box for this page.

5. Click **OK**.

The offset numbers appear in the Run List window next to the affected pages. If you are applying an additional offset to a page that already has an offset, the offset figures that appear by the page in the run list are the cumulative figures.



Cancelling Offsets Applied to Run List Pages

You can undo offsets immediately after the Modify Run List Page dialog box closes by choosing **Undo** from the **Edit** menu. If you view the changes in the previewer, then return to the job window, you cannot undo these changes except in the Modify Run List Page dialog box.

To cancel offsets applied to run list pages:

1. In the run list, select the affected pages again.
2. Double-click one of the selected pages.
3. In the Modify Run List Page dialog box under **Page Position Adjustment**, select **Set To** in the box.
4. The **Horizontal** and **Vertical** boxes display a zero, which is the setting you want to use to cancel the offsets.
5. Leave **Page Scaling Adjustment** and **Rotation** set to **No Change**.
6. Click **OK**.

Notice that in the Run List window, the offsets for these pages have been deleted.

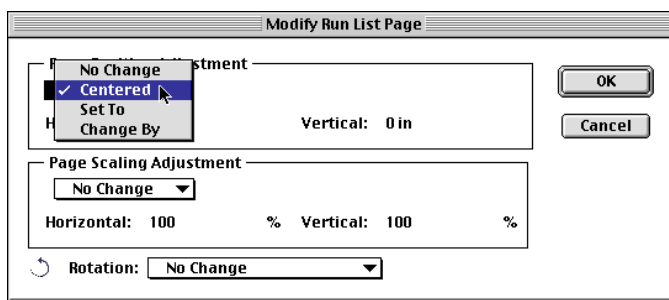
Automatically Centering Run List Pages

Preps can automatically center run list pages in their locations on a template page. When Preps centers a page, it disregards previously applied offsets. The page's bounding box is centered within the appropriate space in the template page.



Note: If you previously set a source file to ignore its bounding boxes, you cannot apply automatic centering to the run list pages that come from that source file unless you first go back and turn off the "ignore bounding box" setting for that source file. See page 146 for more information.

You apply automatic centering in the Modify Run List Page dialog box.



To apply automatic centering to a run list page:

1. In the Run List window, select the pages you want to center: click a single page to select it, or hold down SHIFT to select a range pages, or hold down COMMAND (Macintosh) or CTRL (Windows) to select non-adjacent pages (see *Selecting Pages From Source Files or From the Run List* on page 114 for detailed information).
2. Double-click one of the selected pages.
3. In the Modify Run List Page dialog box under **Page Position Adjustment**, select **Centered** in the box (the centering applies to all the pages you selected before the dialog box opened).
4. Click **OK**.

The word **Centered** appears in the Run List window next to each centered page.

Cancelling Centering Applied to Run List Pages

You can undo centering immediately after the Modify Run List Page dialog box closes by choosing **Undo** from the **Edit** menu. If you view the changes in the previewer, then return to the job window, you cannot undo centering, but must cancel it in the Modify Run List Page dialog box. Use the same procedure as for cancelling offsets (see page 150).

Applying Offsets to Imposed Pages

You apply offsets to imposed pages when you want to apply a set of offsets to all the even pages in the job and/or a set of offsets to all the odd pages in the job. If the offsets are not appropriate for the entire job, instead apply offsets to source files or to selected run list pages to correct positioning differences.

When you apply offsets to imposed pages, you make changes in the Layout Details dialog box.

The screenshot shows the 'Layout Details' dialog box with the following settings:

Page Position Adjustment			
Odd Pages	Horizontal:	-0.5625	Vertical: -0.95
Even Pages	Horizontal:	-0.5625	Vertical: -0.075

Below this, the 'Shingling (Creep)' section shows:

Inner:	0 in	Outer:	0 in
--------	------	--------	------

The 'Press Sheet Scaling Percentage' section shows:

Horizontal:	100	Vertical:	100
-------------	-----	-----------	-----

At the bottom, the 'Bleed Margin Default' is set to 0.125 in.

To apply offsets to imposed pages:

1. From the **Job** menu, choose **Layout Details**.
2. In the Layout Details dialog box under **Page Position Adjustment** in the Layout Details dialog box, type horizontal and/or vertical offset amounts for the odd and even pages. You can type the offset amount you want or you can type a simple calculation, such as $1/8+.02$ or $0.5-1/16$.

3. Click **OK**.

Cancelling Offsets to Imposed Pages

You can undo these changes immediately after the Layout Details dialog box closes by choosing **Undo** from the **Edit** menu. If you view the changes in the previewer, then return to the job window, you need to change settings in the Layout Details dialog box to cancel the offsets.

To cancel offsets to imposed pages:

1. From the **Job** menu, choose **Layout Details**.
2. In the Layout Details dialog box under **Page Position Adjustments**, replace the settings in the **Horizontal** and **Vertical** boxes with zeroes.
3. Click **OK**.

Other settings in the Layout Details dialog box remain unchanged.

Scaling Run List Pages

If run list pages are too large or too small for the finished trim size of the page, you can adjust their size by scaling them. Scaling is not available for pages in native PDF jobs. If you want to apply both scaling and offsets to run list pages, apply scaling first.

You can scale a page in three ways:

- Proportional scaling
Retains the vertical and horizontal aspect ratio of the page.
- Anamorphic scaling
Changes the vertical and horizontal ratios. Anamorphic scaling is useful for reprinting a job on a different page size. For example, you can scale US letter-size pages so they fit on A4 paper for international markets.
- Scale to fit
Preps can automatically scale run list pages to fit in the page trim area of the template page. The scaling percentages that Preps applies to the page to make it fit appear in the Run List window next to the page.



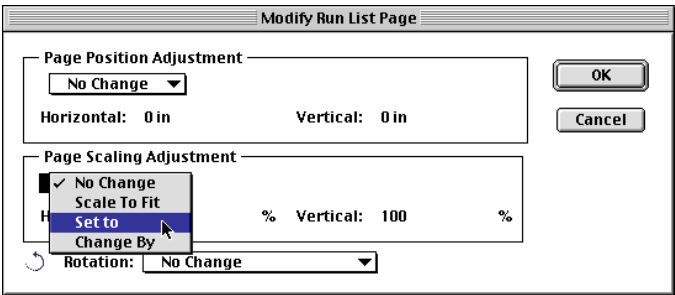
Appendix 8, *Scaling Conversion Percentages*, available in **Preps_5-0_Appendixes.pdf** in the **User Guides** folder on your Preps CD, contains a list of scaling percentages for common page sizes.

You can scale one or more run list pages in Preps. You can apply different scaling amounts to different run list pages, or apply the same amount to any number of run list pages.



Note: If you previously set a source file to ignore its bounding boxes, you cannot apply automatic scaling to the run list pages that come from that source file unless you first go back and turn off the “ignore bounding box” setting for that source file. See page 146.

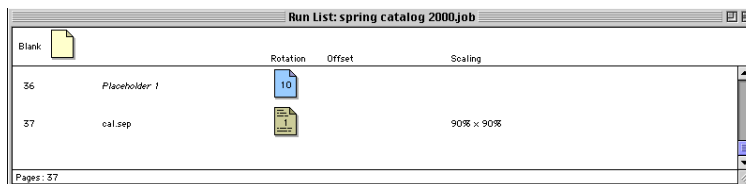
When you scale run list pages, you make changes in the Modify Run List Page dialog box.



To scale run list pages:

1. Select the run list page(s) you want to scale: click a single page to select it, or hold down SHIFT to select a range of pages, or hold down COMMAND (Macintosh) or CTRL (Windows) to select non-adjacent pages (see *Selecting Pages From Source Files or From the Run List* on page 114 for detailed information).
2. Double-click one of the selected pages.
3. In the Modify Run List Page dialog box under **Page Scaling Adjustment**, in the box select **Scale To Fit** to scale the page to fit in the page trim area of the template page, or select **Set To** to scale the page proportionately or anamorphically, or select **Change By** if you are applying additional scaling to a selection that you have previously scaled.
4. In the **Horizontal** and **Vertical** boxes, type the scaling percentages you want to apply to the selection (unless you selected **Scale To Fit**).
5. Click **OK**.

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



Cancelling Scaling Applied to Run List Pages

You can undo scaling immediately after the Modify Run List Page dialog box closes by choosing **Undo** from the **Edit** menu. If you view the changes in the previewer, then return to the job window, you cannot undo scaling except in the Modify Run List Page dialog box.

To cancel scaling applied to run list pages:

1. In the run list, select the affected pages again.
2. Double-click one of the selected pages.
3. In the Modify Run List Page dialog box under **Page Scaling Adjustment**, choose **Set To** in the box.

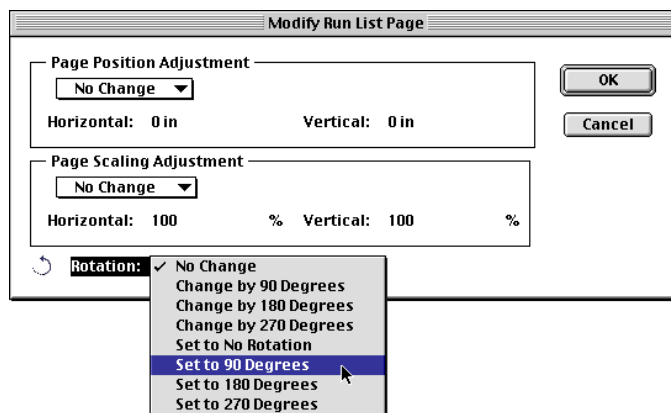
4. The **Horizontal** and **Vertical** boxes display a zero, which is the setting you want to use to cancel the offsets.
5. Leave **Page Position Adjustment** and **Rotation** set to **No Change**.
6. Click **OK**.

Notice that in the Run List window, the scaling information has been deleted.

Rotating Run List Pages

You can rotate one or more run list pages so they have the same orientation as the pages in the template you use for the job. Run list pages rotate counterclockwise in 90 degree increments. Apply rotation last, after applying scaling and offsets.

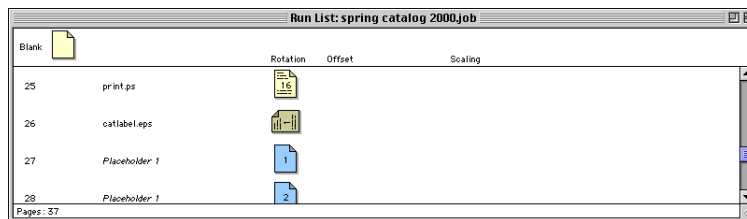
When you rotate run list pages, you make changes in the Modify Run List Page dialog box.



To rotate run list pages:

1. Select the run list page(s) you want to rotate: click a single page to select it, or hold down SHIFT to select a range of pages, or hold down COMMAND (Macintosh) or CTRL (Windows) to select non-adjacent pages (see *Selecting Pages From Source Files or From the Run List* on page 114 for detailed information).
2. Double-click one of the selected pages.
3. In the Modify Run List Page dialog box, select the desired rotation in the **Rotation** box.
4. Click **OK**.

The position of the page icon in the Run List window shows the rotation.



Cancelling Rotation Applied to Run List Pages

You can undo rotation immediately after the Modify Run List Page dialog box closes by choosing **Undo** from the **Edit** menu. If you view the changes in the previewer, then return to the job window, you cannot undo rotation except in the Modify Run List Page dialog box.

To cancel rotation applied to run list pages:

1. In the run list, select the affected pages again.
2. Double-click one of the selected pages.
3. In the Modify Run List Page dialog box, select **Set to No Rotation** in the **Rotation** box.
4. Leave **Page Position Adjustment** and **Page Scaling Adjustment** set to **No Change**.
5. Click **OK**.

Notice that in the Run List window, the page icons have returned to no rotation.

Scaling Press Sheets

Whenever you want to scale the output to a specific size, you can set a scaling percentage for the press sheets. This setting is useful for compensating for differences in flexography.

To scale press sheets:

1. From the **Job** menu, choose **Layout Details**.
2. In the Layout Details dialog box under **Press Sheet Scaling Percentage**, type scaling percentages in the **Horizontal** and **Vertical** boxes.
3. Click **OK**.

Cancelling Press Sheet Scaling

You can undo press sheet scaling immediately after the Layout Details dialog box closes by choosing **Undo** from the **Edit** menu. If you view the changes in the previewer, then return to the job window, you need to change settings in the Layout Details dialog box to cancel the scaling.

To cancel scaling of press sheets:

1. From the **Job** menu, choose **Layout Details**.
2. In the Layout Details dialog box under **Press Sheet Scaling Percentage**, replace the settings in the **Horizontal** and **Vertical** boxes with zeroes.
3. Click **OK**.

Other settings in the Layout Details dialog box remain unchanged.

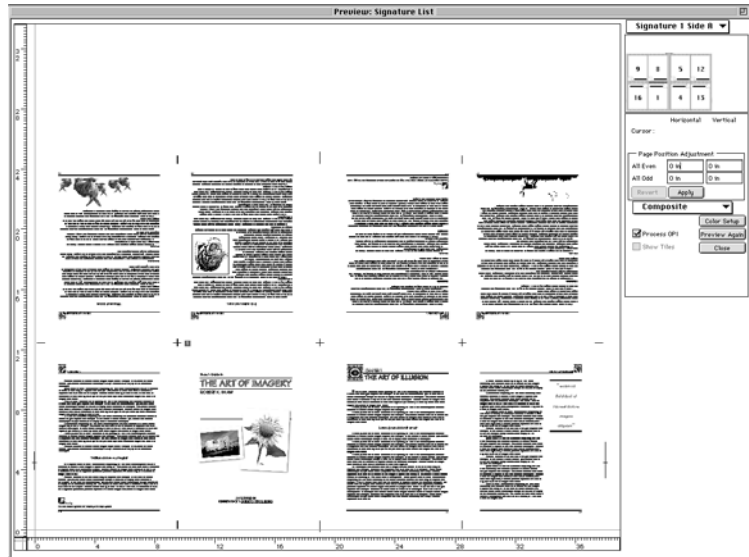
10

Previewing Jobs and Checking Page Alignments

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Uses of the Preps Previewer

With the Prepsfull-color built-in previewer, you can preview a job as either composite images or color separations to verify—without printing a preliminary proof on paper, and without wasting film or plates—that the job will print correctly.



Use the previewer to to:

- Check that the correct job pages are imposed in the correct order.
- Check that job pages are complete.
- Check the colors, fonts, and images in a job.
- Check for and isolate PostScript errors (especially when you do not have a back-channel connection to an output device that allows you to see PostScript errors detected by the RIP).
- Apply offsets to compensate for alignment differences in source files.

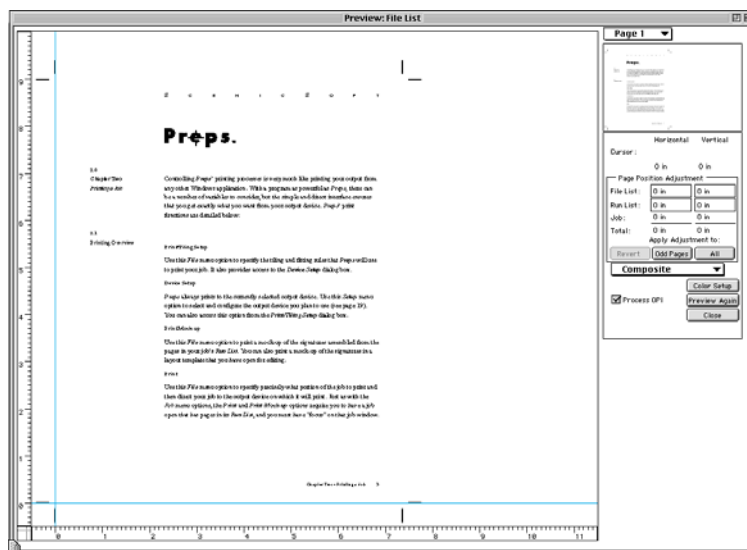
Basic Preview Procedures

You can preview pages from both the file list and the run list, and you can preview signatures from the signature list. The procedure is similar in each case.

To preview:

1. In the File List window, Run List window, or Signature List window, use any of the following methods to select items for previewing:
 - To select a single page, file, or signature to preview, click it.
 - To select adjacent pages or signatures, click the first one, then hold down SHIFT and click the last in the desired range.
 - To select non-adjacent pages or signatures, click one, then hold down COMMAND (Macintosh) or CTRL (Windows) and click each of the others.
2. From the **File** menu, choose **Preview**.
3. In the box in the upper right corner of the Preview window, select the page or signature side you want to preview first, then click **Preview**.
4. Check the preview display for problems you need to correct before printing the job.
5. Repeat Steps 3 through 5 for each item you want to preview.

6. When you finish previewing, click **Close**.



To stop a preview that is currently being RIPed:

- If the status bar is still displayed, click **Cancel**.
- If the status bar is not still displayed, click **Stop** in the Preview window.

Zooming

To zoom all or part of a page to fill the Preview window, drag a marquee around the area to be zoomed.

To zoom the current view to 200 percent, hold down COMMAND (Macintosh) or CTRL (Windows) and press PLUS.

To zoom the current view to 50 percent, hold down COMMAND (Macintosh) or CTRL (Windows) and press MINUS.

To return to the original view, click **Fit in Window** or hold down COMMAND (Macintosh) or CTRL (Windows) and press the ZERO.

Colors

By default, Preps displays color images as composites. To preview color separations and verify that they are correct, select a color in the box above the **Color Setup** button, then click **Preview**.

If you click **Color Setup**, the Color Separations dialog box opens, displaying color information about the page currently being previewed. You can make changes in this dialog box, which are carried over to the **Color Separations** tab of the Print dialog box to be applied when you print the job.

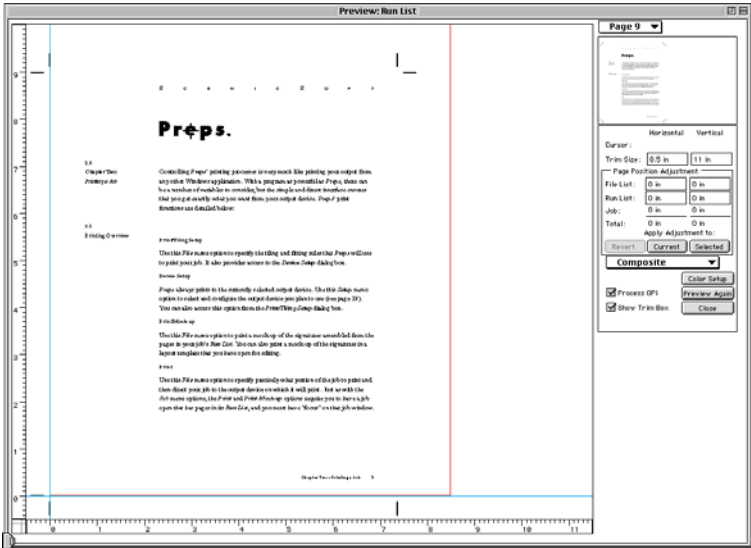
OPI-Linked Images

You select the **Process OPI** check box to display images in the Preview window according to the OPI-handling settings you selected in the OPI Processing dialog box (see *Selecting OPI Image Handling Options* on page 233). For example, if you selected one of the options that merges images linked to the source file with OPI tags, the linked images appear in the Preview window. If you clear the **Process OPI** check box, the preview displays whatever is in the source file—usually a space where the image will appear, or an embedded low-resolution image.

Trim Box

The trim box is a guide for applying offsets to run list pages. Use it to check that a page image is placed correctly with regard to the trim size of the page. You cannot adjust the trim size of page, but you can apply offsets to the page to compensate for alignment problems.

If the job has been imposed, the trim size for run list pages is based on the size of the page in the template used for the job. If the job has not been imposed yet, the trim size is taken from the source file, but the trim box does not appear in the Preview window. To display the trim box for a run list page, impose the job by applying a signature in the Signature Selection dialog box (see *Imposing Job Pages* on page 128), then select the **Show Trim Box** check box in the previewer. A red outline representing the trim size of the page appears in the Preview window.



The trim box shows the finished page size.

Tiling

If you are previewing signatures that are divided into tiles, the **Show Tiles** check box is available. Select the check box to preview the way the imposed press sheet is tiled. For information about tiling options, see *Chapter 17, Fitting and Tiling*.

Adjusting Alignments in the Previewer

With the Preps previewer, you can apply page offsets to adjust alignments. (To apply offsets without using the previewer, see the sections following *Page Offsets* on page 144.



Also see *Appendix 6, Using an Alignment Signature*, in **Preps_5-0_Appendixes.pdf** in the **User Guides** folder on your Preps CD, for information about creating an alignment signature.)

You can apply page offsets to:

- An entire source file, or just the even pages or the odd pages in the file
- An entire imposed job, or just the even pages or the odd pages in the job
- Selected run list pages or the entire run list

If the source files in your job were created by several different applications, the recommended sequence is:

1. Apply offsets to source files (selected in the File List window) to ensure consistency across pages created by each application. Use the previewer to check an even page and an odd page in each source file.
2. Apply offsets to the entire imposed job (selected in the Signature List window) to make any global changes, such as adjusting binding margins.
3. Apply offsets to individual run list pages (selected in the Run List window) as needed to correct for unusual situations.

If the source files in your job were created by one application, the recommended sequence is:

1. Apply offsets to the entire imposed job (selected in the Signature List window) to make any global changes, such as adjusting binding margins or applying consistent page offsets.
2. Apply offsets to source files (selected in the File List window) to correct any peculiarities of individual files. Check an even page and an odd page in each source file to catch file-level problems and ensure consistency.
3. Apply offsets to individual run list pages (selected in the Run List window) as needed to correct for unusual situations.

The procedures for applying offsets to source file pages and run list pages in the previewer are very similar, and are described below. The procedure for applying offsets to the entire imposed job is on page 172.

Applying Offsets to Source Files and Run List Pages

In the Preview window, you can apply offsets in several ways, including:

- Typing offset amounts
- Dragging a page
- Zooming a page and positioning a page element such as a header or footer in a specific location

To apply offsets by dragging a page or typing offset amounts:

1. In the File List window, select the file to which you want to apply offsets.

Or:

In the Run List window, select the page(s) to which you want to apply offsets (see *Basic Preview Procedures* on page 163). To apply offsets to more than one run list page, select all the pages you want to adjust before you open the Preview window.

2. From the **File** menu, choose **Preview**.
3. In the box in the upper right corner of the Preview window, select a page you want to offset, then click the **Preview** button.
4. Under **Page Position Adjustment**, type the offset amounts you want to apply. For a source file, type offsets for the whole file in the **File List** boxes; for one or more run list pages, type offsets in the **Run List** boxes. Positive numbers move pages up and right relative to the head direction; negative numbers move pages down and left.

Or:

Hold down COMMAND (Macintosh) or CTRL (Windows) and drag the page until it is positioned where you want it. The offsets applied by dragging the page appear under **Page Position Adjustment**.



Note: If the trim box is not visible when you are previewing a run list page, you have not yet imposed the job (see *Imposing Job Pages* on page 128). For source file pages, there is no trim box.

Or:

Hold down COMMAND (Macintosh) or CTRL (Windows) and press the arrow keys to nudge the page in one-point increments (72 points = 1 inch). The offsets applied by nudging the page appear in the **Run List** boxes under **Page Position Adjustment**.

5. To apply your offset settings to the source file:
 - If the page currently being previewed is odd numbered, click **Odd Pages** to apply the offsets to all the odd pages of the selected file.
 - If the page currently being previewed is even-numbered, click **Even Pages** to apply the offsets to all the even pages of the selected file.
 - Click **All Pages** to apply the offsets to all the pages of the selected file.
 - If you change your mind, you can cancel the page offsets by clicking **Revert**.

To apply your offset settings to one or more run list pages:

- Click **Current** to apply the offsets only to the run list page you are currently previewing.
 - Click **Selected** to apply the offsets to all the pages you selected in the Run List window before you opened the Preview window.
 - If you change your mind, you can cancel the page offsets by clicking **Revert**.
6. Click **Close**. If you forget to choose pages to apply the offsets to, you get the message “Changes have been made to the offsets. Do you want to discard these changes?” If you want to apply the changes, click **No**, and in the Preview window click a button to apply the offsets to the appropriate pages.

Using Rulers and Guides

You can set the rulers in the Preview window so that the 0,0 point corresponds with the reference point you want to use for page alignment. For example, if you want to position the running footer of a page 5/8" (16 mm) up and 3/8" (10 mm) to the right of the lower left corner of the page's trim size, use the lower left corner of the footer as your reference point, and set the ruler so that this point is given the coordinates of 0,0.

To set the rulers:

- Click the box at the bottom left corner and drag it until the intersection of the horizontal and vertical lines corresponds to your reference point.

Or:

1. Hold down SHIFT and double-click the box in the bottom-left corner of the Preview window.
2. In the Ruler Origin dialog box, type coordinates in the **Horizontal** and **Vertical** boxes, and click **OK**.

When you click one of the rulers, the coordinates for the intersection point are displayed under **Horizontal** and **Vertical Cursor** on the right side of the Preview window. The measurement unit displayed on the rulers depends on the **Measurement Unit** option selected in the Preferences dialog box (see *Selecting the Measurement Units* on page 212).

Holding down SHIFT as you drag the ruler box activates the snap-to feature, which corresponds to the marks on the ruler. You can reset the 0,0 coordinates to their default position by double-clicking the ruler box at the bottom left corner of the ruler.

To add guides, click the horizontal or vertical ruler and drag a guide where you want it. Hold down SHIFT while you drag to snap the guide to the ruler. Move a guide by clicking it, then dragging. Remove a guide by dragging it back to the ruler.

To position a page element such as a header or footer in a specific location:

1. In the File List window or Run List window, select the page(s) you want to adjust (see *Basic Preview Procedures* on page 163).
2. Preview any page that contains the elements you want to use for alignment.
3. Zoom the part of the page that contains the reference point for the location you want.
4. Set the ruler so that its 0,0 coordinates correspond to the reference point.
5. Drag the ruler guides to the location you want to specify for the page element.

6. Hold down **COMMAND** (Macintosh) or **CTRL** (Windows) and drag until the page element is precisely positioned at the intersection of the guides.

Or:

Hold down **COMMAND** (Macintosh) or **CTRL** (Windows) and press the arrow keys to nudge the page in one-point increments.



Note: When you drag or nudge a zoomed page, the page doesn't move—the trim box and the guides move.

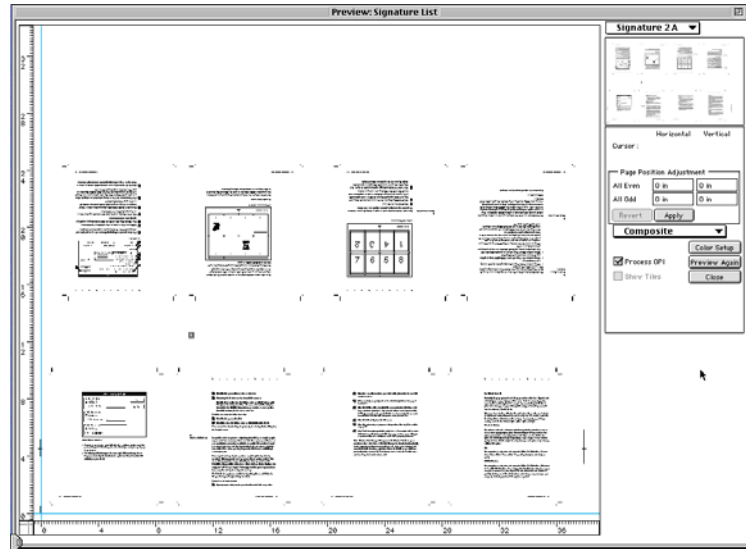
7. For source file pages:
 - If the page is odd numbered, click **Odd Pages** to adjust the page element on all the odd pages in the selected file.
 - If the page is even-numbered, click **Even Pages** to adjust the page element on all the even pages in the selected file.
 - Click **All Pages** to adjust the page element on all the pages in the selected file.
 - If you change your mind, you can restore the page elements to their original positions by clicking **Revert**.

For run list pages:

- Click **Current** to adjust the page element on only the run list page you are currently previewing.
 - Click **Selected** to adjust the page element on all the pages you selected in the Run List window before you displayed the Preview window.
 - If you change your mind, you can restore the page elements to their original positions by clicking **Revert**.
8. Click **Close** to close the Preview window.

Applying Offsets to Imposed Pages

You need to impose job pages by flowing them through a template before you can preview them from the Signature List window. You cannot preview thumbnail layouts.



To apply offsets to imposed pages:

1. Follow the procedure on page 163 for previewing your selected signature.
2. Under **Page Position Adjustment** in the **All Even** and **All Odd** boxes for **Horizontal** and **Vertical** offsets, type the offset amounts you want to apply to the pages in the job.
3. Click **Apply**.
4. Click **Preview Again** to see a preview of the adjusted pages.
5. Click **Close** to close the Preview window.

If you change your mind, you can restore the job pages to their original positions by clicking **Revert**.

After applying offsets to the imposed pages, if you still need to apply offsets to individual run list pages, use the procedure on page 168.

11

Shingling, Bottling, and Bleed Margins

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Overview

You apply shingling and bottling and adjust bleed margins to fine-tune the placement of the page image on the page.

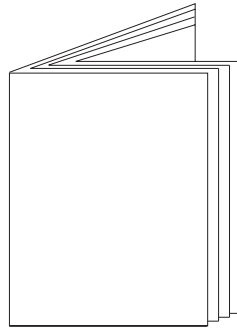
You can automatically apply shingling to an entire job at once, or apply shingling manually to individual pages you select in the template editor. For most users and most purposes, automatic shingling is easier and faster.

You can apply bottling only to pages you select in the template editor.

You can change the default bleed margins for an entire job at once, or apply custom bleed margins manually to selected pages in the template editor.

Applying Shingling to a Job

When signatures are folded, the image area of the inside pages may extend slightly beyond the image area of the outside pages. In a saddle-stitched job, as each folded signature is placed inside another folded signature, the increased thickness at the fold causes the inside signature to extend a bit farther than the signature inside which it is placed. This effect is called creep. In perfect-bound jobs, creep is limited to the pages in each individual signature.



Creep causes inside signatures to extend beyond outside signatures.

You can compensate for creep by applying shingling. When you print a job, shingling moves the image area on a page in the specified direction. You can apply shingling to an entire job, or to selected template pages.

You can have Preps automatically apply shingling to an imposed job by selecting settings in the Layout Details dialog box.

The screenshot shows the 'Layout Details' dialog box with the following settings:

- Page Position Adjustment:**
 - Odd Pages: Horizontal: 0 in, Vertical: 0 in
 - Even Pages: Horizontal: 0 in, Vertical: 0 in
- Shingling (Creep):**
 - Inner: 0.09375 in
 - Outer: -0.03125 in
- Press Sheet Scaling Percentage:**
 - Horizontal: 100
 - Vertical: 100
- Bleed Margin Default:** 0.125 in

Buttons: OK, Cancel

To apply shingling to a job:

1. Open the job.
2. From the **Job** menu, choose **Layout Details**.
3. In the Layout Details dialog box under **Shingling (Creep)**, type in the **Inner** box the amount you want to move the image area of the innermost page. A positive number moves the image area toward the binding; a negative number moves the image area away from the binding. See *Calculating Shingling Amounts* on page 175 for more information.
4. In the **Outer** box, type the amount you want to move the image area of the outermost page.
5. Click **OK**.

Based on these amounts, Preps calculates the distance to move the image area on each of the remaining pages. This distance is based on the total number of job pages and the template binding style.

Calculating Shingling Amounts

For a perfect-bound or come-and-go template, Preps applies the amount you type in the **Inner** box to the innermost pages of each signature. For a saddle-stitched template, Preps applies the amount you type in the **Inner** box to the innermost pages of the book. If you type positive numbers in the

Inner and **Outer** boxes, the image area moves toward the binding edge of the page. If you type negative numbers, the image area moves away from the binding edge of the page.

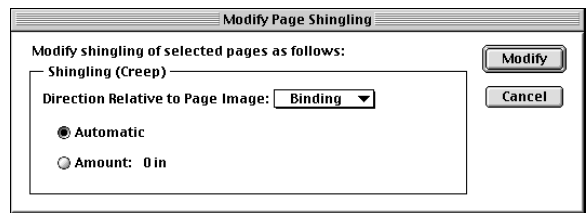
Use the following as a rough guideline in determining the amount of shingling to apply.

Binding Style	Calculate Shingling Amount
Perfect bound	<ol style="list-style-type: none">1. Divide total pages in signature by 4.2. Multiply that number by thickness of paper.
Saddle stitched	<ol style="list-style-type: none">1. Divide total pages in book by 4.2. Multiple that number by thickness of paper.

Creep is affected by the number of folds and by paper thickness. To determine the exact amount of shingling to apply, you may need to make a folding dummy using the same kind of paper and the same folding equipment you plan to use for the job, and measure the amount of creep with a precise instrument. Measure the difference between the outer edge (face) of the outermost page and the outer edge of the innermost page.

Changing the Direction of Shingling for a Job

By default, Preps moves the image area toward the binding. You can change the shingling direction so that the image area is moved to the left, right, up, down, or toward the face (the outer edge). When you change the direction of shingling for a job, you select settings in the Modify Page Shingling dialog box.



To change the direction of shingling for a job:

1. From the **File** menu, choose **Open Template>From Templates Folder** or **Other** (and browse to the location).
2. In the dialog box, select the template you want to modify.
3. Click **Open** or **OK**.
4. Select all the template pages you plan to use for the job.
5. From the **Template** menu, choose **Modify Template Page> Modify Page Shingling**.
6. In the Modify Page Shingling dialog box, select in the **Direction Relative to Page Image** box the direction you want the image area of the pages to move.
7. Keep **Automatic** selected. You use **Amount** only to apply manual shingling to template pages (see *Applying Manual Shingling to Template Pages* on page 180).
8. Click **Modify**.

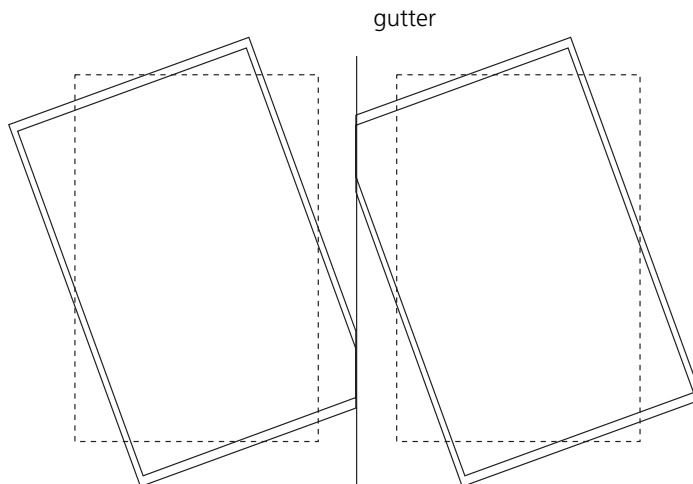
Modifying Bleed Margins for a Job

In Preps, bleed margins restrict the area within which bleeds are printed around the trim size of a page. You must define the bleed information in the source file; Preps does not add bleeds to pages. Preps allows a default of 0.125" for the bleeds you set in your source file.

Bleeds for imposition pages are automatically cut off at the gutter fold lines. However, there is no automatic cut-off point of bleeds for independent pages, so make sure they do not overlap adjacent pages.

Bleeds for template pages with bottling applied are restricted to the original position of the page's bleed margins, so the bleeds do not overlap adjacent pages.

The dotted lines on the next illustration represent the original position of the page bleed margins, while the solid lines represent the position of the bottled pages. The solid double lines indicate the places where the bleeds are retained.



Bleed margins for bottled pages

You can modify the bleed margin amount for an imposed job, or for selected template pages. When you modify the bleed margin for a job, the amount you specify for the bleed margin is applied to all sides of the pages. The new bleed amount applies only to the imposed job currently open. The bleed margin amount returns to the default amount of 0.125" (3.175 mm) for any new jobs you create.

When you modify the bleed margin for selected template pages, you can specify different bleed margins for the top, bottom, left, and right sides of the page.

When you modify a job's bleed margins, you select settings in the Layout Details dialog box.

Layout Details

Page Position Adjustment

Odd Pages Horizontal: 0 in Vertical: 0 in

Even Pages Horizontal: 0 in Vertical: 0 in

Shingling (Creep)

Inner: 0 in Outer: 0 in

Press Sheet Scaling Percentage

Horizontal: 100 Vertical: 100

Bleed Margin Default: 0.125 in

OK Cancel

To modify a job's bleed margins:

1. Open the job you want to modify.
2. From the **Job** menu, choose **Layout Details**.
3. In the Layout Details dialog box, type the bleed margin amount you want in the **Bleed Margin Default** box.
4. Click **OK**.

Opening a Template and Selecting Template Pages

You apply changes to an entire job in the Layout Details dialog box. When you want to make changes to individual template pages, you open the template in the template editor and select the pages you want to modify.

To open a template:

1. From the **File** menu, choose **Open Template>From Templates Folder** or **Other** (and browse to the location).
2. In the dialog box, select the template you want to modify.
3. Click **Open** or **OK**.

You use the **Pointer** tool on the template **Tool** palette to select template pages.

To select a template page:

1. On the template **Tool** palette, click the **Pointer** tool.
2. Click the template page you want to select.

To select more than one template page:

1. On the template **Tool** palette, click the **Pointer** tool.
2. Hold down **SHIFT** and click each template page you want to select.

You can also select more than one template page by using the mouse to drag a marquee around the template pages you want to select.

Applying Manual Shingling to Template Pages

As an alternative to having Preps calculate the shingling amount, you can apply your own shingling amounts to template pages. While this approach may seem more familiar than automatic shingling to some users, manual shingling has a disadvantage in that a manually shingled signature is no longer generic; it is good only for one use, and you have to make a separate signature for each signature in your book.

Automatic shingling calculates the shingling amount for each page, so you don't have to. You can quickly turn shingling on and off for a template by editing the settings in the Layout Details dialog box.

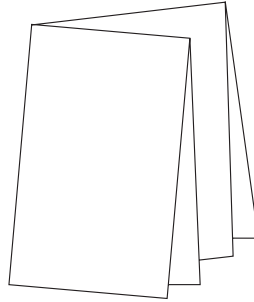
When you apply manual shingling to template pages, you select settings in the Modify Page Shingling dialog box (page 176) or the Additional Settings dialog box (page 185).

To apply manual shingling to template pages:

1. Open the template.
2. Select the template page(s) to which you want to apply shingling.
3. From the **Template** menu, choose **Modify Template Page>Modify Page Shingling**.
4. In the Modify Page Shingling dialog box, click **Amount**.
5. In the **Amount** box, type the shingling amount you want to apply to the selected template page(s).
6. In the **Direction Relative to Page Image** box, select the direction you want the image area of the page(s) to move.
7. Click **Modify**.

Applying Bottling to Template Pages

When a signature is folded, its pages may bottle (skew) because of the number of pages, the thickness of the paper, or the folding equipment. In Preps, you can apply bottling in the opposite direction to compensate.



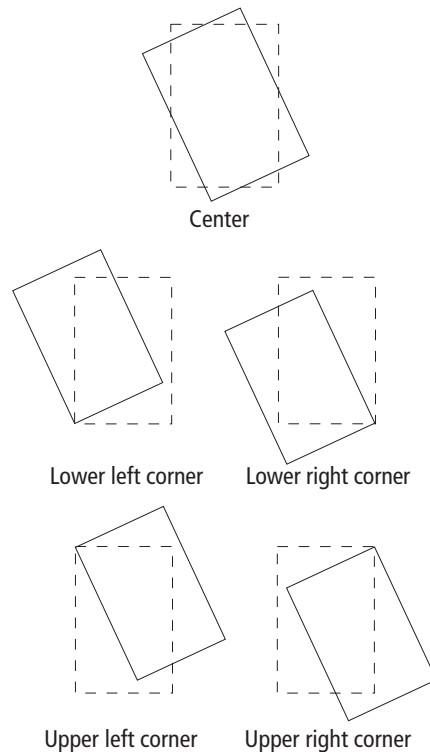
Bottling is used to compensate for page skewing in folded signatures.

When you apply bottling to template pages, you can indicate the degree of bottling you want. If you type a positive amount, the page is rotated counterclockwise relative to the head direction on the front of the press sheet. If you type a negative amount, the page is rotated clockwise on the front of the press sheet. The back sides of the pages are automatically rotated to line up with the front sides.

Bottling Settings

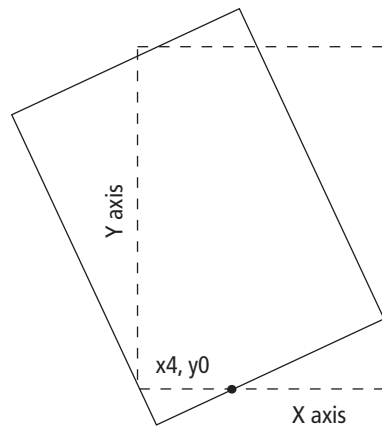
You can select the point around which template pages are bottled, relative to the page position.

You can bottle a page around its:



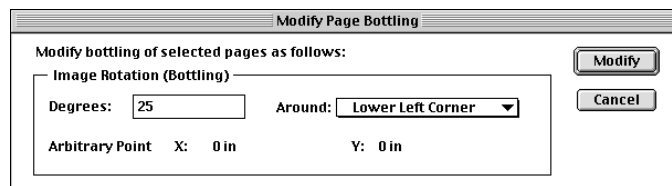
You can also specify an arbitrary point for the X and Y axes, relative to the lower left corner of the page, around which you want to bottle the page. The coordinates for the lower left page corner are 0,0. When you specify an arbitrary point, the page is bottled around that point.

The illustration shows a page bottled around an arbitrary point of 4 on the X axis and 0 on the Y axis.



You can apply bottling to one or more template pages. When you apply bottling to template pages on the Macintosh version of Preps, you can see the bottling on the screen.

When you apply bottling to template pages, you select settings in the Modify Page Bottling dialog box (or the Additional Settings dialog box, page 185).



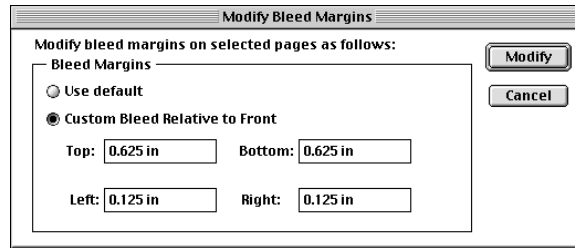
To apply bottling to template pages:

1. Open a template.
2. Select the template page(s) to which you want to apply bottling.
3. From the **Template** menu, choose **Modify Template Page>Modify Page Bottling**.
4. In the Modify Page Bottling dialog box, type in the **Degrees** box the number of degrees to bottle the selected template pages.
5. In the **Around** box, select the point around which you want to bottle the selected template pages.

6. If you selected **Arbitrary Point**, type the coordinates for the point around which you want the template pages bottled in the **Arbitrary Point X** and **Y** boxes.
7. Click **Modify**.

Modifying Bleed Margins for Template Pages

You can modify the bleed margins for one or more template pages. When you modify the bleed margins for template pages, you select settings in the Modify Bleed Margins dialog box or in the Additional Settings dialog box (page 185).



To modify the bleed margins for template pages:

1. Open a template.
2. Select the template page(s) you want to modify.
3. From the **Template** menu, choose **Modify Template Page>Modify Bleed Margins**.
4. In the Modify Bleed Margins dialog box, click **Custom Bleed Relative to Front**.
5. In the **Top**, **Bottom**, **Left**, and **Right** boxes, type the bleed margins you want.
6. Click **Modify**.

Viewing and Modifying Shingling, Bottling, and Bleed Margins

In the Additional Settings dialog box, you can view and modify information about the shingling, bottling, and bleed margins for a selected template page. You view and modify information about one template page at a time.

Additional Settings

Page Rotation (Bottling)
Degrees: Around:
Arbitrary Point X: Y:

Shingling (Creep)
Direction Relative to Page Image:
☐ Automatic ☒ Amount:

Bleed Margins
☐ Use Default ☒ Custom Bleed Relative to Front
Top: Bottom:
Left: Right:

To view or modify information about the shingling, bottling, and bleed margins of a template page:

1. Open a template.
2. Select a template page.
3. From the **Edit** menu, choose **Get Information**.
4. In the Template Page Information dialog box, click **Additional Settings**.
5. View or modify the information.
6. In the Additional Settings dialog box, click **OK**.
7. In the Template Page Information dialog box, click **OK**.

12

Fonts

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Font Types Supported in Preps

This chapter contains information about how to set up Preps's handling of fonts in your jobs. Note that font handling options are limited to jobs output as PostScript; you cannot use Preps font functionality with native PDF jobs.

Preps supports PostScript and Multiple Master fonts. TrueType® fonts are supported if they are embedded in the source file or resident on the output device. TrueType fonts are always optimized within the source file, regardless of any other font settings. This optimization means that the TrueType fonts are moved to the header of the source file so they can be accessed for all pages within that file.

Preps cannot access fonts using third-party font management software. Instead, Preps uses:

- Built-in fonts (fonts available at your output device)
- Embedded fonts (fonts included in the PostScript source files)
- Required fonts (fonts in locations specified in the Font Setup dialog box)

Built-in Fonts

Built-in, or resident, fonts are resident on the hard drive of the RIP (raster image processor) for the output device. They are available for any job printed on that device. Preps receives information about which fonts are built in from the PPD (PostScript printer description) file and PPX (PostScript printer extension) file for the output device.

Embedded Fonts

Embedded fonts are included in the PostScript source files used in a Preps job. It is not necessary for the fonts to be built into the RIP or available in the Preps known font locations. All the information required to image the fonts is included in the PostScript code.

Required Fonts

Required fonts are any fonts that a source file uses that are not embedded in the PostScript file. These fonts can be stored anywhere that Preps can access them, such as the hard drive of your computer, a server on the

network, or even a floppy disk or CD. You define the locations of fonts Preps can access in the Font Locations dialog box. Preps downloads them to the output device as needed.

Font Optimization

The default font handling settings allow Preps to print in the most efficient manner. Part of this process is called font optimization. Font optimization means that Preps sends a font to the RIP the first time it is encountered, but does not send the same font more than once for the same PostScript source file (for embedded fonts) or job (for required fonts). The result of font optimization is that Preps sends the font information to the RIP as few times as possible.

For embedded fonts, optimization means that the font descriptions for each source file are moved to the header for that file within the output file, where they can be accessed by all the pages in that file (the original source file is not changed). Preps sends an embedded font to the RIP only the first time it is encountered in the PostScript source file, and removes any subsequent occurrences in that same file from the output stream. The actual source file is not altered at any time.

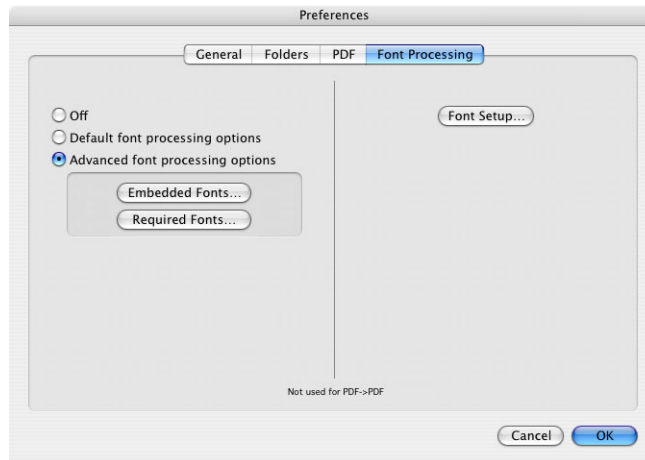
For required fonts, if a font is not described in the PPD as being built into the output device, Preps sends the information to the RIP the first time the font is encountered, but does not send the same font to the RIP again for that job.

Preps uses information from the PPD file for the selected output device to manage font processing without exceeding the available memory of the output device. The less memory the output device has, the more often fonts need to be downloaded.

Font optimization is desirable for almost all situations. However, in some rare instances you may experience problems with fonts and want to use **Advanced Options**.

Changing Font Processing Preferences

You select a setting for font processing in the Preferences dialog box.



To select a setting for font optimization:

1. From the **Edit** menu, choose **Preferences**.
2. In the Preferences dialog box, click the **Font Processing** tab.
3. On the **Font Processing** tab, keep the default setting of **Default font processing options** or click one of the other two options.
4. Click **OK**.

Three settings are available for font optimization in the Preferences dialog box:

- Off

When you select this setting, Preps does no font processing. The only fonts available for a job are those embedded in the source files and those built into the RIP.

- Default font processing options

When you select this setting, Preps uses default settings for embedded fonts and required fonts. These settings are described below.

- ☐ Embedded Fonts

When using fonts embedded in PostScript source files, Preps moves the embedded fonts in each source file to the header for that file within the output file, and removes duplicate fonts from the header. The original source file is not changed. These actions make the output file smaller, which makes processing faster. As long as you are printing directly to the RIP, embedded fonts are always used over fonts available at the RIP.

- ☐ Required Fonts

When using required fonts, Preps searches locations for fonts in the default order. You can change this order if necessary (see *Changing Required Fonts Settings* on page 195).

The priority listing of required fonts determines which fonts are used to image the job. After Preps has processed the job, some workflows may introduce font handling that overrides the settings you have specified.

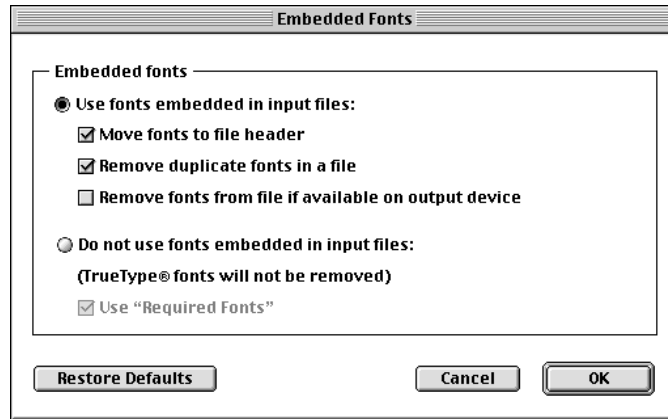
- ☐ Advanced font processing options

Using this setting enables the **Embedded Fonts** and **Required Fonts** buttons so that you can open the dialog boxes and change the settings.

Changing Embedded Fonts Settings

The main reason you might want to change the embedded fonts settings from the defaults is if you are troubleshooting font-related printing problems. Otherwise, it is advisable to leave the default settings unchanged.

You change embedded font settings in the Embedded Fonts dialog box.



To change the Embedded Fonts settings:

1. From the **Edit** menu, choose **Preferences**.
2. In the Preferences dialog box, click the **Font Processing** tab.
3. On the **Font Processing** tab, click **Advanced font processing options**.
4. Click **Embedded Fonts**.
5. In the Embedded Fonts dialog box, select the settings you want to use.
6. Click **OK**.

You can return to the default settings at any time by clicking **Restore Defaults**.

The embedded font setting options are:

- Use fonts embedded in input files

This option is selected by default. When you use this option, the fonts embedded in your source files are included when Preps creates the output file from the pages in your run list. You use this option when you want the embedded fonts to be available when the job is printed.

You have three options for processing the embedded fonts:

☐ Move fonts to file header

When you use this default option, Preps moves the fonts that are embedded in the source file to the header for that file within the output file; the original source file is not changed. Placing the fonts in the file header makes them available whenever they are needed throughout that PostScript file.

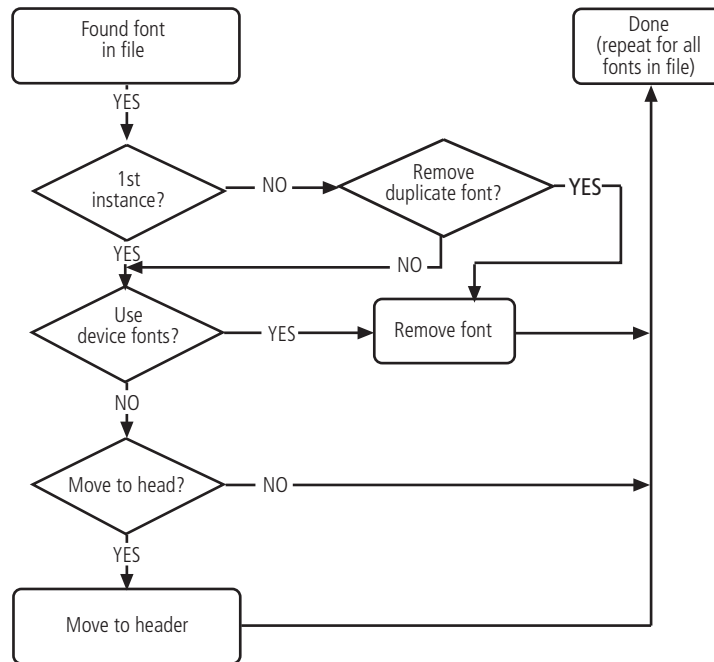
☐ Remove duplicate fonts in a file

When you use this default option, Preps sends a font to the RIP only the first time it is encountered in each PostScript source file. Preps removes information from its output stream for subsequent uses of the font in that same file. This removal makes a smaller output file, which results in faster processing.

☐ Remove fonts from file if available on output device

Using the information available in the PPD for the device you are using, Preps removes fonts from the output file that are available on the RIP. Removing these embedded fonts makes a smaller output file, which results in faster processing. This is not a default option.

This chart illustrates how Preps processes embedded fonts using the default settings.



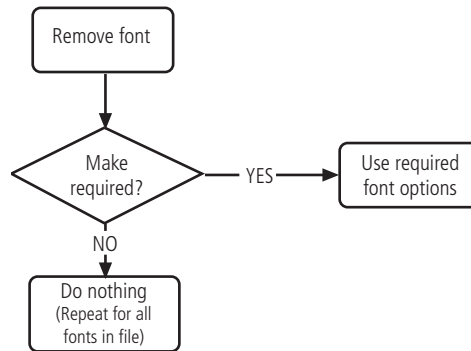
- Do not use fonts embedded in input files

This option is not selected by default. When you use this option, Preps removes all embedded font information from the output file. This option is useful if you are experiencing font-related printing problems and want to determine whether embedded fonts are the cause.

☐ Use “Required Fonts”

When you use this option, Preps treats embedded fonts as required fonts. If this option is not selected, Preps does not send any embedded fonts with its output file. (See *Required Fonts* on page 191.)

This chart illustrates how Preps processes fonts when **Do not use fonts embedded in input files** is selected.



Changing Required Fonts Settings

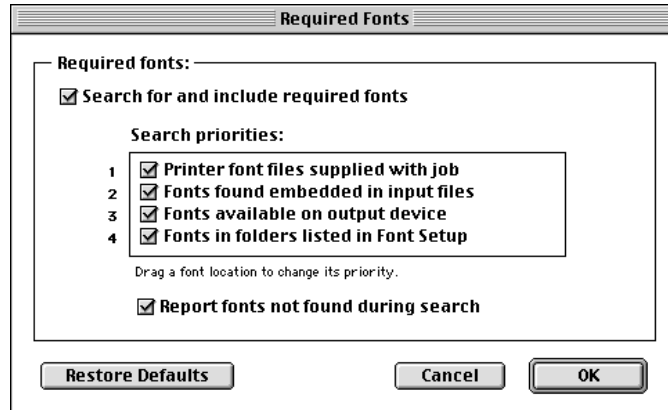
The settings in the Required Fonts dialog box specify the order of the locations where Preps searches for fonts. You can also turn off a location so that Preps does not search there for fonts.

To change the order of search locations for required fonts:

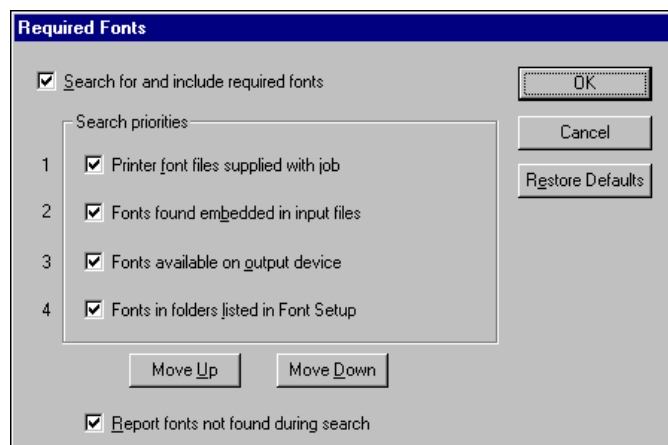
1. From the **Edit** menu, choose **Preferences**.
2. In the Preferences dialog box, click the **Font Processing** tab.
3. On the **Font Processing** tab, click **Advanced font processing options**.

4. Click **Required Fonts**.

- In the Required Fonts dialog box on Macintosh, select the item you want to move, and drag it to a new location. For information about the search priorities, see page 197.



- In the Required Fonts dialog box on Windows, click the item you want to move, then click **Move Up** or **Move Down** until the item is in the location you want. For information about the search priorities, see page 197.



5. When the search locations are in the order you want, click **OK**.

To eliminate a search location:

- Clear the check box next to the item.

If you eliminate a search location, Preps skips over it and goes on to the next search location, regardless of the number that appears to the left of the item. To avoid confusion, you may want move any items you have cleared to the bottom of the list.

You can return to the default settings at any time by clicking **Restore Defaults**.

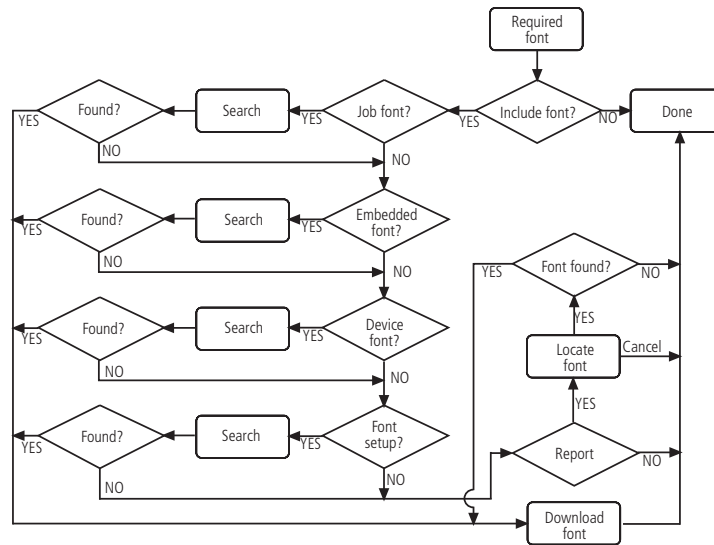
When the **Search for and include required fonts** check box is selected, Preps looks for fonts that are required but not embedded in the source file. You specify which locations Preps searches, and in what order. Preps uses fonts from the first location it encounters and disregards subsequent instances.

The default **Search priorities** order is:

1. **Printer font files supplied with job**
These are the fonts whose location you have specified in the Job Fonts Setup dialog box (see *Setting Job Fonts* on page 202).
2. **Fonts found embedded in input files**
These are fonts that are embedded in other source files in the same job.
3. **Fonts available on output device**
These are fonts that are specified in the PPD as being available at the device you are using.
4. **Fonts in folders listed in Font Setup**
These are the fonts whose locations you have specified in the Font Setup dialog box (see *Adding Font Locations and Scanning Fonts* on page 198).

If the **Report fonts not found during search** check box is selected, Preps prompts you to locate the missing fonts. If this check box is not selected, Preps sends the file to the RIP with no error message, which can result in font substitution and incorrect output.

This chart illustrates how Preps processes required fonts using defaults.



Adding Font Locations and Scanning Fonts

Preps does not ship with any fonts. You purchase fonts from third parties, and install them in the location(s) of your choice.

After you install Preps, you add and scan font locations. Preps cannot read through subfolders, so if your fonts folder contains subfolders, you must define each subfolder as a separate location.

When you add fonts to an existing font location, or add a new font location, scan the location so that Preps can read the font information.

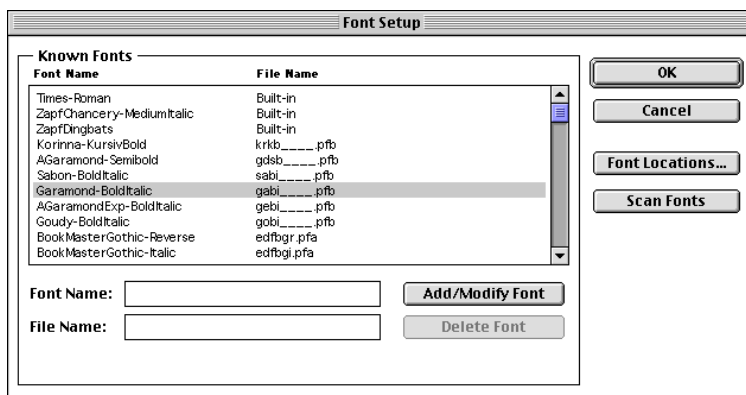


Note: Preps does not locate or scan TrueType fonts; they must be embedded in the source files or resident on the output device.

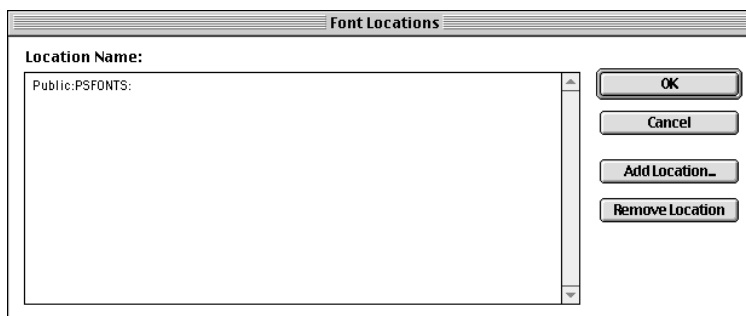
To add a font location and scan fonts:

1. From the **Edit** menu, choose **Preferences**.
2. In the Preferences dialog box, click the **Font Processing** tab.
3. On the **Font Processing** tab, click **Font Setup**.

4. In the Font Setup dialog box, click **Font Locations**.



5. In the Font Locations dialog box, click **Add Location**.

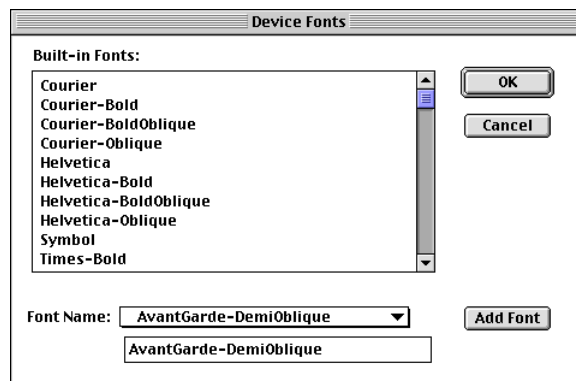


6. In the dialog box, browse to the location of the folder you want to add as a font location.
7. On a Macintosh, in the Choose a Folder dialog box, browse to the location of the folder, select the folder, and click **Open**.
8. In Windows, in the Browse for Folder dialog box, browse to the folder you want to add to the font locations, select it, and then click **OK**.
9. In the Font Locations dialog box, click **OK**.
10. In the Font Setup dialog box, click **Scan Fonts**.
11. After Preps scans the fonts, click **OK**.

When Preps searches for the fonts needed for your jobs, it searches font locations in the order shown in the Font Locations dialog box. If the same font exists in several locations, Preps uses the first occurrence of the font it finds. The order of fonts in the **Known Fonts** box is different from the order Preps searches through when looking for a font.

Adding Fonts to the Built-in Fonts List

Each output device you add to Preps has its own list of built-in fonts in the PostScript printer description (PPD) file. These fonts are identified in the **Built-in Fonts** box in the Device Fonts dialog box. If you have **Fonts available on output device** selected in the Required Fonts dialog box, Preps uses fonts that are built into the device before fonts that are listed in lower priority locations, and does not include those fonts in the output file (see the information on **Search priorities** on page 197).



If you have installed additional fonts on your output device's hard drive, you can add these fonts to the **Built-in Fonts** box. Adding these fonts ensures that Preps does not include them in the output file. Preps stores this information, so every time you print a job using that output device, only those fonts not included in this list are included in the output file. The fewer fonts Preps has to include in the output file, the faster your job processes.

You select options in the Device Fonts dialog box to add fonts to the **Built-in Fonts** box.

To add fonts to the Built-in Fonts box:

1. On the **Setup** menu, click **Device Setup**.
2. In the Device Setup dialog box, select the output device in the **Installed Devices** box.
3. Click **Device Configuration**.
4. In the Device Configuration dialog box, click **Fonts**.
5. In the Device Fonts dialog box, select the font or type the internal PostScript name of the font you want to add to the **Built-in Fonts** box in the **Font Name** box.
6. Click **Add Font**.
7. Repeat steps 5 and 6 for each font you want to add.

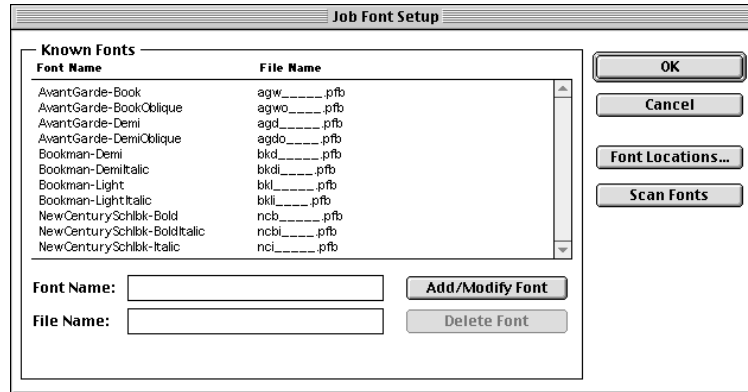
You can discard any changes you make to the list by clicking **Cancel**.

8. After you add the fonts you want, click **OK**.

The fonts you add appear in the **Built-in Fonts** box for the selected output device, and are not included in the output file for any Preps job when you select that output device. Remember, you can add an output device to the list of installed devices more than once, so each instance could have a unique **Built-in Fonts** box.

Setting Job Fonts

You can add locations for fonts that are specific to an individual job that contains mixed files; job font features are not available for native PDF jobs. You set up these font locations in the Job Font Setup dialog box, which is accessible under the **Job** menu when you have a job open in Preps. The **Job Font Setup** dialog box works the same as the **Font Setup** dialog box (see *Adding Font Locations and Scanning Fonts* on page 198).



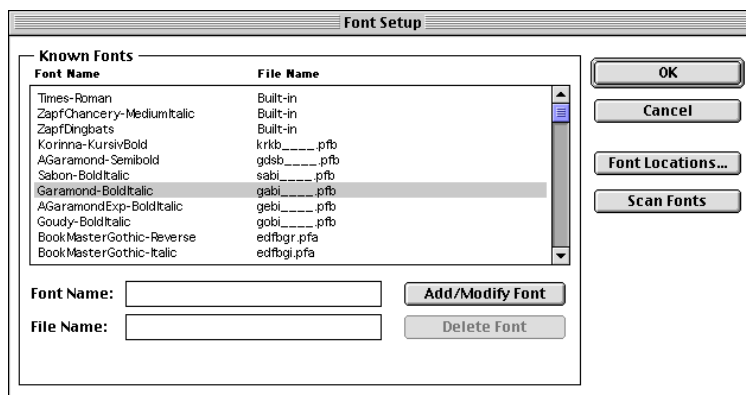
Displaying a List of Known Fonts

Preps displays the names of all the fonts available for the selected output device in the **Known Fonts** box in the Font Setup dialog box. If a font is built into the output device but is also available in a font location you have specified for Preps, the font that takes precedence is the one whose source is listed first in the Required Fonts dialog box.

Each line in the **Known Fonts** box includes a font name and a file name. The font name, in the left column, comes from the font's PostScript code. The file name, in the right column, is what Preps looks for in the font locations. If the font is built into the output device, the file name appears as **Built-in**.

The **Font Name** box in the **Known Fonts** box displays the font names of:

- All the unique built-in fonts for the selected output device that are not superseded by fonts in Preps fonts locations. These fonts vary depending on the selected output device.
- Any fonts you added to the **Built-in Fonts** box for the output device. These fonts vary depending on the selected output device.
- Any fonts located in folders you have specified as Preps font locations. These fonts do not vary by output device and are available for all jobs.



The **File Name** column in the **Known Fonts** box displays information about the font type.

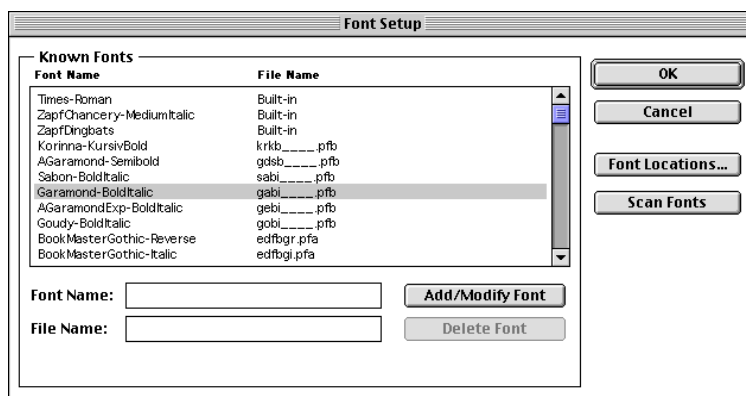
- If a font is built into the selected output device or was added to the **Built-in Fonts** box, **Built-in** is displayed.
- If the font is in one of the Preps font locations, the font file name is displayed.
- If Preps cannot locate a font or it is not in a Preps font location, **Unknown File** is displayed.

Adding a Font Manually

For Preps to find a font that is not embedded or built in, it must be in one of the Preps font locations. If you added the location to the **Font Locations** box and scanned the fonts, but Preps still cannot find the font, you can add it manually.

Preps can find a font you add manually only if you add its location to the **Location Name** list in the Font Locations dialog box.

You add a font manually in the Font Setup dialog box.



To add a font manually:

1. From the **Preps** menu (Macintosh) or the **Edit** menu (Windows), choose **Preferences**.
2. In the Preferences dialog box, click the **Font Processing** tab.
3. On the **Font Processing** tab, click **Font Setup**.
4. In the Font Setup dialog box, click **Font Locations**.
5. If the font location has not been added to the list in the Font Locations dialog box, click **Add Location**. Browse to the location you want to add, select it, and click **Choose** (Macintosh) or **OK** (Windows).
6. In the Font Locations dialog box, click **OK**.
7. In the Font Setup dialog box, type the font name in the **Font Name** box and the font file name in the **File Name** box.
8. Click **Add/Modify Font**.

9. Click **OK**.

The font you add is available for all your Preps jobs. You can add as many fonts as you want.

Modifying Fonts

You may want to modify a font name or the font's file name. For example, you may have made a typing error while adding a font manually.

To modify a font:

1. From the **Edit** menu, choose **Preferences**.
2. In the Preferences dialog box, click the **Font Processing** tab.
3. On the **Font Processing** tab, click **Font Setup**.
4. In the Font Setup dialog box, select the font you want to modify.
5. Make your changes to the information that appears in the **Font Name** and **File Name** boxes.
6. Click **Add/Modify Font**.
7. Click **OK**.

Deleting Fonts

The **Known Fonts** list in the Font Setup dialog box displays all the fonts Preps has encountered in the font locations you set up and in the PPDs you use, as well as the embedded fonts in the source files of your current job.

If you delete a font file that is in a Preps font location, the font still appears in the **Known Fonts** list. If you select a different output device, the fonts listed in the PPD of the first output device still appear in the **Known Fonts** list until you scan fonts again.

You can remove the name of the deleted font by re-scanning the font locations, or by selecting the font name and clicking **Delete Font** in the Font Setup dialog box.

If you delete the name of a font from the **Known Fonts** list, but do not delete the actual font from the font location, Preps locates the font file the next time it scans for fonts, and adds it back to the **Known Fonts** list.

To delete a font name from the Known Fonts list:

1. From the **Edit** menu, choose **Preferences**.
2. In the Preferences dialog box, click the **Font Processing** tab.
3. On the **Font Processing** tab, click **Font Setup**.
4. In the Font Setup dialog box, select the font you want to delete in the **Known Fonts** box.
5. Click **Delete Font**.
6. Click **OK**.

Font options are saved in configuration files called profiles. When you first install Preps, a default profile is used. Any changes you make to font options are automatically saved in this default profile when you exit Preps.

You can save different sets of font options and font locations in custom profiles. Preps stores the font locations information in the profiles, but it does not automatically update the **Known Fonts** list when you load a profile. You must re-scan the font locations when you change profiles so Preps can access the fonts.

If you create and use a profile other than the default profile, when you quit Preps asks if you want to save your font option changes and other configuration changes. For more information about profiles, see *Preferences and Profiles* on page 207.

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Preferences and Profiles

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Overview

This chapter contains information about setting your preferences for Preps jobs.

You can store preferences and some other settings in configuration files called profiles. When you quit Preps, any changes you have made to your preferences are automatically saved in a default profile called **default.cfg**.

You can create and name other profiles in which you save other preferences and settings. By creating different profiles, you can customize Preps for all your job types.

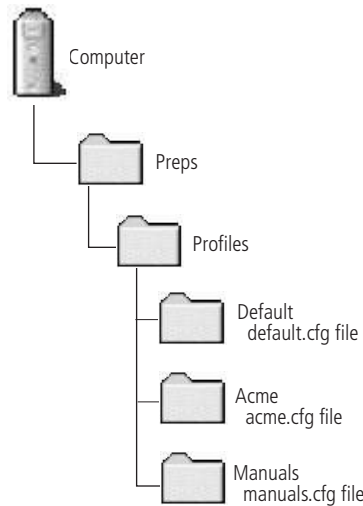
Profiles are useful for:

- Jobs that have similar custom requirements
- Jobs you run regularly
- Settings to use for printing proofs
- Settings to use for final output
- Settings for individual prepress operators

Profiles Folder Structure

When you install Preps, a folder named **Profiles** is created. This folder contains a **default** folder. The default profile for Preps is stored in this folder, and is named **default.cfg**. Each time you create a profile, a new folder is created under **Profiles**. Each folder in the **Profiles** folder contains a configuration file with profile information.

The following diagram shows the location and structure of the Profiles folder with two new profiles added.



Preferences and Settings

The preferences and settings you can save in profiles are:

- Output device settings (**Setup>Device Setup**)
- Font processing settings (**Edit>Preferences**)
- Fitting and tiling settings (**File>Fitting/Tiling Setup**)
- Image handling settings (**Setup>OPI Processing**)
- Bounding box handling (**Edit>Preferences**)
- Measurement unit preferences (**Edit>Preferences**)
- File input and output handling settings (**Edit>Preferences**)
- Some printing settings (**File>Print**)
- Some web growth compensation settings (**File>Print**)
- Language settings on a Windows computer (**Edit>Preferences**). On a Macintosh, you change language at the system level.

All the settings in the following dialog boxes are saved in profiles:

- Preferences dialog box
- OPI Processing dialog box
- Fitting/Tiling Setup dialog box

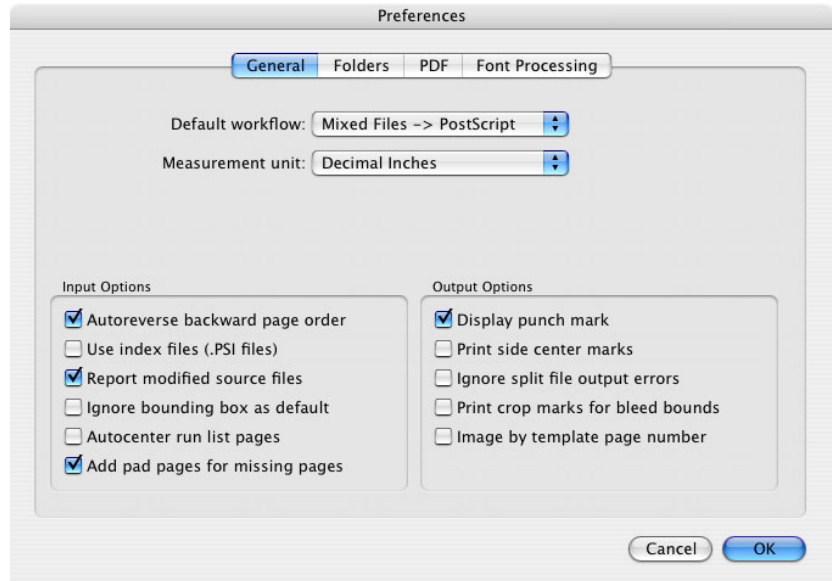
Most of the settings in these dialog boxes are described in detail in other chapters in this User Guide. The settings that aren't described elsewhere are explained in this chapter.

Selecting the Default Workflow

In Preps, you can create two kinds of jobs:

- PostScript jobs, which can include source files in PostScript, PDF, DCS, TIFF, EPS, and RDO (Windows only)
- PDF jobs, which can include only PDF source files

The default job type is automatically set to be mixed files, output as PostScript. You can change the default job type to PDF in, PDF out. If you open a new job by pressing **COMMAND+N** (Macintosh) or **CTRL+N** (Windows), the new job that opens is of the type set as the default in the Preferences dialog box.



To change the default job type:

1. From the **Preps** menu (Macintosh) or the **Edit** menu (Windows), choose **Preferences**.
2. On the **General** tab, select your preference from the **Default Workflow** list.
3. Click **OK**.

Selecting the Measurement Units

When you first use Preps, the default measurement unit is set to decimal inches for English Preps, and to metric units for other languages. You can change the measurement unit to any unit in the list:

- Picas & Points
- Decimal Inches
- Centimeters
- Millimeters
- Points
- Picas
- Fractional Inches



To see the default Preps settings in inches and millimeters, see *Appendix 4, Default Settings*, in **Preps_5-0_Appendixes.pdf** in the **User Guides** folder on your Preps CD.

The following table shows an example of how 8.5 inches is displayed for each measurement unit type:

Units	Example
Picas & Points	51 p0
Decimal Inches	8.5 in
Centimeters	21.59 cm
Millimeters	215.9 mm
Points	612 pt
Picas	51 p
Fractional Inches	8 1/2"

In Preps, picas and points are based on the PostScript standard of 72 points to the inch, rather than the traditional 72.31 points to the inch.

When you select a different measurement unit, Preps displays all the information for your jobs in the selected measurement unit. For example, if you change the measurement unit from decimal inches to points, a page size of 8.5×11 displays as 612×792 in the appropriate dialog boxes.

Changing to fractional inches is an exception to this display rule. Dimensions display as fractional inches only if they are an exact multiple of 1/32 of an inch. Otherwise they display as decimal inches.

When you type a number in a dialog box, you do not have to type the unit of measurement after the number. For example, suppose that you selected decimal inches as your preferred measurement unit. If you type a measurement as 4 in a dialog box, Preps recognizes the number as 4 inches. The next time you open that dialog box, the number appears as **4 in.**

If you type a number with a measurement unit that is different from the unit you selected as your preferred measurement unit, Preps converts the amount to the preferred measurement unit. So if decimal inches is selected as your preferred measurement unit and you type 215.9 mm in a dialog box, the next time you open that dialog box, Preps converts the number to **8.5 in.**

You select settings in the Preferences dialog box on the **General** tab to change the measurement unit.

To change the measurement unit:

1. From the **Preps** menu (Macintosh) or the **Edit** menu (Windows), choose **Preferences**.
2. In the Preferences dialog box on the **General** tab, select the measurement unit you want from the **Measurement Unit** list.
3. Click **OK**.

Selecting a Language

Preps runs in English, French, German, and Spanish. On a Macintosh computer, you change the language setting at the system level.

On Windows, you can save a language setting only in the default profile. Preps always starts with the default profile. For a language change to take effect, you must restart Preps, which causes Preps to revert to the default profile.

To choose a language on Macintosh:

1. In the Finder, from the **Go** menu, choose **Utilities**.
2. Double-click **System Preferences**.
3. In the **System Preferences** window, click **International**.
4. In the **International** window, drag the language you want Preps to use to the top of the list.
5. Close the system windows and restart Preps for the language change to take effect.

In Windows, you can change to a different language in the Preferences dialog box on the **General** tab.

To select a language in Windows:

1. From the **Edit** menu, select **Preferences**.
2. In the Preferences dialog box on the **General** tab, select the language you want from the **Language** box.
3. Click **OK**.
4. Restart Preps for the language change to take effect.

Selecting File Input Options

Preps offers six file input handling options. You can select as many of these options as you want.

You select file input handling options in the Preferences dialog box on the **General** tab.

To select a file input handling option:

1. From the **Preps** menu (Macintosh) or the **Edit** menu (Windows), choose **Preferences**.
2. In the Preferences dialog box on the **General** tab, select the options you want under **Input Options**.
3. Click **OK**.

Following are descriptions of the file input options available in Preps.

Autoreverse Backward Page Order

Occasionally you may have a source file that contains pages in backward numerical order. If the file has the appropriate DSC tags, when this option is selected Preps detects the backward order in the source file and reverses the order of the pages automatically.

Use Index Files (.PSI Files)

In the mixed-files workflow, index files are useful for repetitive jobs that use the same source files over and over. When you select the **Use index files** option, you can decrease the time needed to reload some kinds of large source files by using PostScript index files (.PSI files). Index files are created only for PostScript, EPS, and PDF files.

An index file is created after Preps reads a source file, and contains only the information Preps needs to load the file. The next time you open the job containing the same, unchanged source file, Preps reads the index file, rather than the source file, and loads the job faster. If the source file has changed, Preps reads it instead of the .PSI file.

Report Modified Source Files

If a source file used in a Preps job has changed since the last time you saved the job, this option displays a message notifying you of the change. Changes to a source file may make it necessary to update the run list of the job.

Ignore Bounding Box as Default

This option makes Preps ignore the bounding box information in all the source files you add to jobs from this point on. For more information about bounding boxes, see *Ignoring Bounding Box Information* on page 146.

Autocenter Run List Pages

This option centers run list pages in all jobs by default. If you prefer not to have the pages centered by default, you can still use the Modify Run List Page dialog box to apply the setting to one or more pages in a job.

Add Pad Pages for Missing Pages

When you print selected pages from a document to a PostScript or PDF file, the other pages in the document are omitted. By default, when you add the created file to Preps as a source file, Preps adds pad pages to the source file to replace the “missing” pages. This feature is useful in many situations, such as when creating jobs for digital double burns or other kinds of layering. You can clear the check box to turn this feature off.



Note: This feature works for some, but not all, PDF files, depending on the application and the way the PDF was created.

Selecting Output Options

You can set several default output options on the **General** tab of the Preferences dialog box.

Display Punch Mark

This option prints the punch mark on tiles and signatures, and displays it in the previewer. If this option is cleared, the mark shows in the template editor, but does not preview or print.

Print Side Center Marks

This option turns on automatic placement of center marks on the left and right sides of the press sheet. The marks bleed off the press sheet.

Ignore Split File Output Errors

This option lets Preps continue if it encounters an error in generating split file output. (See *Printing to Multiple Files* on page 257.)

Print Crop Marks for Bleed Bounds

This option prints crop marks indicating the bleed distance.

Image by Template Page Number

This option prints pages in order according to the page numbers in the template. When you select this option, font optimization may not be possible, so the job file may be larger. This option must be enabled for layering, such as creating digital double burns.

Storing Temporary Files

Preps creates temporary files as it processes your jobs. These temporary files are deleted when you quit Preps.

On a Macintosh computer, these temporary files are stored in an invisible folder called **Temporary Items** that is inaccessible to the user. Although you can select any accessible volume as the location of the folder, it is preferable to select a local volume so that Preps does not have to continually access temporary files remotely during processing.

To select a volume for temporary items on Macintosh:

1. From the **Preps** menu, choose **Preferences**.
2. In the Preferences dialog box, click the **Folders** tab.

3. On the **Folders** tab in the **Temporary Folder Location** area, select from the **Temporary items volume** list the volume on which you want to store your Preps temporary files during Preps sessions.
4. Click **OK**.

On Windows, Preps temporary files are stored in a folder named **PrepsTemp** within a single, system-wide temporary folder named **Temp**. The location of the **Temp** folder is shown in the Preferences dialog box on the **Folders** tab under **Temporary Folder**. You cannot change the location of this folder or select a different location for Preps temporary files from within Preps, but you can change the volume in the system settings. See your Windows operating system documentation for information.

Changing the Location of Templates and Marks

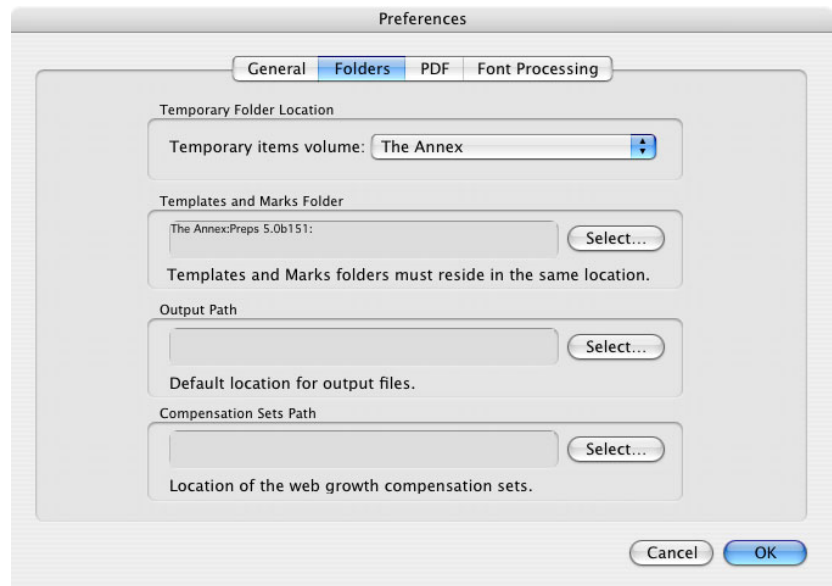
Within the **Templates** folder, you can set up a folder structure in the Macintosh Finder or Windows Explorer to organize your templates in the way that works best for you. You can make changes to the folder structure and move templates around within that structure while Preps is running, and templates are available to you from their new locations the next time you open the Signature Selection dialog box.

It may be more efficient for you to store shared templates and marks on a server, where multiple Preps users can access them. Storing templates and marks in a single location also ensures that everyone is using the latest revision.

You can create a new parent folder in a new, more convenient location, and copy your **Templates** and **Marks** folders and their contents into the parent folder. Then you can identify the new location on the **Folders** tab of the Preferences dialog box.

Preps can use only one location for both templates and marks, so if you choose a new location, move everything you plan to use to the new location and delete the old **Templates** and **Marks** folders.

You select a different location for your **Templates** and **Marks** folders on the **Folders** tab of the Preferences dialog box. The Macintosh instructions follow, then the Windows instructions.



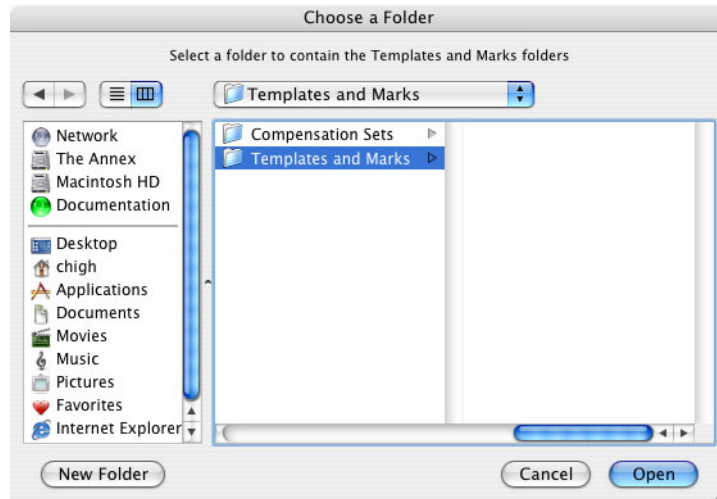
To select a different location for your and marks (templates (Macintosh):

1. From the **Preps** menu, choose **Preferences**.
2. In the Preferences dialog box, click the **Folders** tab.
3. On the **Folders** tab under **Templates and Marks Folder**, click **Select (disregard)**.
4. If you want to create a new parent folder in which to place your **Templates** and **Marks** folders, in the Choose a Folder dialog box, browse to the location where you want to place the new folder and

click **New Folder**. In the New Folder dialog box, type the new folder name of up to 31 characters and click **Create**. In the Choose a Folder dialog box, click **Open**.

Or:

If you want to store your **Templates** and **Marks** folders in an existing parent folder, in the Choose a Folder dialog box, browse to the location of the folder, select the folder, and click **Open**.



5. In the Preferences dialog box, click **OK**.

Before or after designating a new location for your **Templates** and **Marks** folders, move your **Templates** and **Marks** folders to the new location. Be sure that your **SmartMarks** and **dupmarks** folders (inside the **Marks** folder) are inside the **Marks** folder in the new location.

To select a different location for your templates and marks (Windows):

1. From the **Edit** menu, select **Preferences**.
2. In the Preferences dialog box, click the **Folders** tab.
3. On the **Folders** tab under **Templates and Marks Folder**, click **Select**.

4. In the Browse for Folder dialog box, browse to the parent folder in which you want to keep your **Templates** and **Marks** folders, or click **Make New Folder** and create a new folder. Select the folder and click **OK**.



5. In Preferences dialog box, click **OK**.

Before or after designating a new location for your **Templates** and **Marks** folders, move your **Templates** and **Marks** folders to the new location. Be sure that your **SmartMarks** and **dupmarks** folders (inside the **Marks** folder) are folder is inside the **Marks** folder in the new location.

Selecting a Default Output Path

The default output path is the default location to which Preps sends output when you print a job to a file, an Adobe Job Ticket, Job Description Format (JDF), or Print Production Format (PPF). You can select a different location when you send output, but this is the location that Preps offers by default.

The Macintosh instructions follow, then the Windows instructions.

To select a default location for output files (Macintosh):

1. From the **Preps** menu, choose **Preferences**.
2. In the Preferences dialog box, click the **Folders** tab.
3. On the **Folders** tab in the **Output Path** area, click **Select**.

4. If you want to create a new folder in which to place your output files, in the Choose a Folder dialog box, browse to the location where you want to place the new folder and click **New Folder**. In the New Folder dialog box, type the new folder name of up to 31 characters and click **Create**. In the Choose a Folder dialog box, click **Open**.

Or:

If you want to store your output files in an existing folder, in the Choose a Folder dialog box, browse to the location of the folder, select the folder, and click **Open**.

5. In the Preferences dialog box, click **OK**.

To select a default location for output files (Windows):

1. From the **Edit** menu, select **Preferences**.
2. In the Preferences dialog box, click the **Folders** tab.
3. On the **Folders** tab in the **Output Path** area, click **Select**.
4. In the Browse for Folder dialog box, browse to the folder to which you want to send your output files, or (on Windows XP or Windows 2000) click **New Folder** and create a new folder. Select the folder and click **OK**.
5. In Preferences dialog box, click **OK**.

Selecting a Compensation Sets Path

In Preps Pro, the compensation sets path you select is the location where your web growth compensation sets are stored. Preps fully supports sharing a single compensation set path among different computers, even if these computers are a mixture of Windows and Macintosh equipment. To share compensation sets, select a location accessible from all computers.

The Macintosh instructions follow, then the Windows instructions.

To select a compensation sets path (Macintosh):

1. From the **Preps** menu, choose **Preferences**.
2. In the Preferences dialog box, click the **Folders** tab.
3. On the **Folders** tab under **Compensation Sets Path**, click **Select**.

4. If you want to create a new folder in which to place your compensation sets, in the Choose a Folder dialog box, browse to the location where you want to place the new folder and click **New Folder**. In the New Folder dialog box, type the new folder name of up to 31 characters and click **Create**. In the Choose a Folder dialog box, click **Open**.

Or:

If you want to store your output files in an existing folder, in the Choose a Folder dialog box, browse to the location of the folder, select the folder, and click **Open**.

5. In the Preferences dialog box, click **OK**.

To select a compensation sets path (Windows):

1. From the **Edit** menu, select **Preferences**.
2. In the Preferences dialog box, click the **Folders** tab.
3. On the **Folders** tab under **Compensations Sets Path**, click **Select**.
4. In the Browse for Folder dialog box, browse to the folder in which you want to store your compensation sets, or (on Windows XP or Windows 2000) click **Make New Folder** and create a new folder. Select the folder and click **OK**.
5. In Preferences dialog box, click **OK**.

Selecting Settings for PDF Conversion

Source files used in mixed-files jobs are input in many forms—PostScript, TIFF, PDF, and so on. To use PDF files as source files in mixed-file jobs, Preps uses one of the following to convert PDF files to PostScript: the Adobe PDF Library internal converter (which is installed automatically during Preps installation), Acrobat 5.x or Acrobat 4.x. If Acrobat is installed on the computer and the Preps plug-in has been placed in the Acrobat installation, Preps assumes that you want to use it instead of the Adobe PDF Library for PDF conversion unless you tell it otherwise.

If you prefer to use the internal converter for PDF conversion, you can set that preference on the **PDF** tab of the Preferences dialog box. You can also direct Preps to a different installation of Acrobat.



Note: Acrobat 4.x cannot process PDF 1.4 files. If you want to include PDF 1.4 files in mixed-files jobs, use Acrobat 5.x or the Preps internal converter.

On the **PDF** tab of the Preferences dialog box, you can:

- Switch between using the Preps internal converter and Acrobat to convert PDF to PostScript
- Give Preps the new location of Acrobat if you have moved your Acrobat location, or if you want to start using a different installation of Acrobat to convert PDF.

To select settings for PDF conversion:

1. From the **Preps** menu (Macintosh) or the **Edit** menu (Windows), choose **Preferences**.
2. In the Preferences dialog box, click the **PDF** tab.
3. Either select **Preps internal converter** to use the Adobe PDF Library to convert PostScript to PDF, or select **Adobe Acrobat** to use Acrobat for conversion.
4. If you selected **Adobe Acrobat** and you installed Acrobat after installing Preps, click **Select**, browse to the location of the Acrobat version you want to use, select the Acrobat program icon, and click **Open**. Now the correct path is displayed on the **PDF** tab of the Preferences dialog box.
5. Keep selected the check box labeled **Leave Acrobat running once started** to avoid the delay of starting Acrobat every time you add PDF files to a mixed-files job. If Acrobat is already running when you start Preps, Acrobat continues to run after you quit Preps. If Preps starts Acrobat, Acrobat shuts down when you quit Preps.
6. If you want to delete the PostScript files that Preps creates by converting PDF files, select the **Delete converted PostScript after use** check box. If this check box is not selected, Preps saves the converted files in the same folder as PDF files.
7. Click **OK**.

Selecting Font Settings

The dialog boxes you use to select font settings are available from the **Font Processing** tab of the Preferences dialog box. When you first use Preps, and when you want to use fonts that are in a new location, you need to tell Preps where to find the fonts you plan to use.

To select font settings:

1. From the **Preps** menu (Macintosh) or the **Edit** menu (Windows), choose **Preferences**.
2. In the Preferences dialog box, click the **Font Processing** tab.

For information about font settings, see *Chapter 12, Fonts*.

Saving Printing and Device Configuration Settings

The printing settings you can save in profiles are:

- Divide by (Signature, Press Sheet, Side, Separated Side, Tile, Separated Tile)
- Reverse order
- Collated
- Double-sided
- Top-level color separation settings—settings for no separations, in-RIP separation, or host-based separation sorted by page or color (not available for Xerox DocuTech)
- Some web growth compensation settings (Pro only); specifically, the settings to compensate for web growth and to use exact compensation

You select print settings when you want to print an imposed job. For a complete description of printing settings, see *Chapter 16, Printing*.

You can also save the selected output device settings in profiles (the configuration settings for the device are not saved; see *Saving and Loading Profiles* on page 227).

For information about selecting and configuring output devices, see *Chapter 5, Adding and Connecting Output Devices*, and *Chapter 6, Configuring Output Devices*.

Saving and Loading Profiles

When you save a profile, the current preferences and settings are saved.

To save a profile:

1. From the **Setup** menu, choose **Save Profile**.
2. In the Save Profile dialog box, type a name for the new profile in the **Profile Name** box.
3. Click **OK**.

To save changes to an existing profile:

1. From the **Setup** menu, choose **Save Profile**.
2. In the Save Profile dialog box, if the name of the profile to which you want to save these changes appears in the **Profile Name** box, click **OK**. If you want to save these changes to another profile, type the name in the **Profile Name** box, then click **OK**.
3. A confirmation dialog box opens, asking if you want to overwrite the existing profile. Click **Yes**.

After saving a profile, you can load it anytime. If you load any profile except the default profile and then change the custom settings, Preps asks you if you want to save the changes to that profile when you quit Preps. When the default profile is loaded, Preps automatically saves any changes to the default profile when you quit Preps.

To load a profile:

1. From the **Setup** menu, choose **Load Profile**.
2. In the Load Profile dialog box, select the profile you want in the **Profile Name** box.
3. Click **OK**.

14

Images and OPI Processing

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Overview



Note: This chapter covers features available in the Pro and XL versions of Preps, but not in the Plus version.

This chapter tells how to set up image handling for your jobs. Image handling involves:

- Setting up image locations
- Selecting image settings

When you create PostScript source files, some applications give you the choice of either including the actual TIFF, EPS, and DCS images in the source file, or inserting placeholders for them. These placeholders are called OPI tags. OPI stands for Open Prepress Interface, an image prepress convention established by Aldus Corporation.



Embedded Image



OPI-Linked Image

Embedded images are stored in the PostScript file. Embedding the images makes the PostScript file larger and makes network processing slower. For information about the image settings available for PostScript files, see the PDF files in the **Creating PostScript Files** folder on the Preps CD, or check the up-to-date information on our Web site at <http://www.creo.com>.

If you use OPI image processing, each image is stored in a separate file. The image files merge with the PostScript files when you print your Preps job.

The Plus version of Preps does not have OPI-processing capabilities. All images must either be embedded in the source files or merged into the PostScript that Preps outputs using a third-party OPI server.

Advantages of OPI Image Replacement

Using Preps capabilities for replacing OPI images has several advantages. OPI image replacement does the following:

Provides control and flexibility

Linking images gives you more control and flexibility. For example, you can easily adjust the color of an image stored in a separate file. You cannot easily adjust color in an embedded image.

Saves space

Your source files are much smaller because you don't embed images in them; Preps places the linked images when you print the job. You also save space because you do not store extra copies of linked image files. Preps finds a single copy of an image file in any of the locations you have identified.

Saves time

Using OPI links significantly reduces the network processing time required for your jobs.

Saves money

You don't need a separate OPI server to process your jobs through Preps.

Adding or Removing an Image Location

OPI tags provide information about the placement, size, and cropping of linked images. However, you may need to give Preps information about the location of the image files.

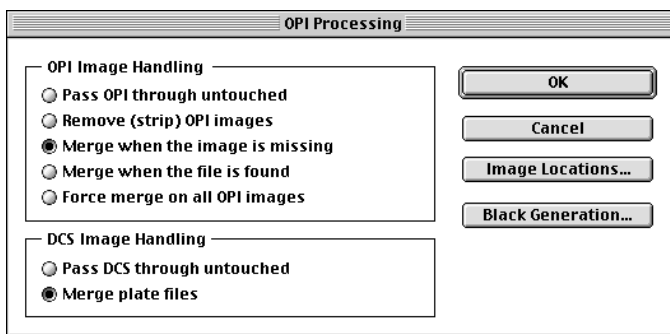
If an image is stored in a location provided by the OPI tag, or in the same folder as the PostScript file, Preps automatically finds it. If the image is stored in a different place, Preps searches its list of image locations to find it. You may want to store all your images in one folder, or you may prefer to have a separate image folder for each job.

You need to tell Preps where you store image files so that Preps can locate the images and merge them into the PostScript files when you print the job. You can use as many image locations as you want.

Information about image locations is saved in configuration files called profiles. For more information about profiles, see *Chapter 13, Preferences and Profiles*.

To add an image location:

1. From the **Setup** menu, choose **OPI Processing**.
2. In the OPI Processing dialog box, click **Image Locations**.



1. In the Image Locations dialog box, click **Add Location**.
2. Select the folder you want to add as an image location.

On the Macintosh, in the Choose a Folder dialog box, select the folder and click **Open**.

In Windows, in the Browse for Folder dialog box, select the folder where the image files are located, and then click **OK**.

The image location you added now appears in the **Location Name** box.

3. In the Image Locations dialog box and the OPI Processing dialog box, click **OK**.

You can remove any image locations you no longer use. When you remove an image location, Preps no longer searches that location for image files.

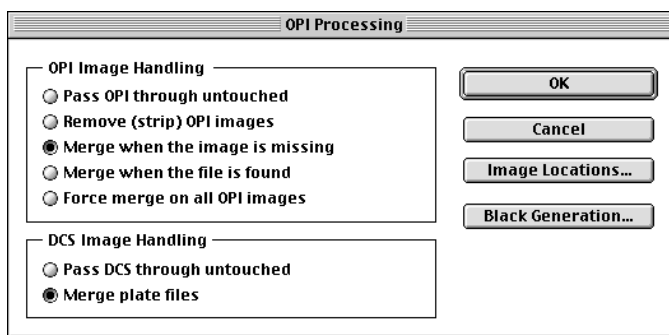
To remove an image location:

1. From the **Setup** menu, choose **OPI Processing**.
2. In the OPI Processing dialog box, click **Image Locations**.
3. In the Image Locations dialog box, select the location you want to remove in the **Location Name** box.
4. Click **Remove Location**.
5. In the Image Locations dialog box and the OPI Processing dialog box, click **OK**.

Selecting OPI Image Handling Options

Preps offers many options for handling OPI-linked images in your jobs. These options are carried out when you print a job.

You select image handling options in the OPI Processing dialog box.



To select image handling options:

1. From the **Setup** menu, choose **OPI Processing**.
2. In the OPI Processing dialog box, click the OPI and/or DCS image handling options you want.
3. Click **OK**.

TIFF and EPS OPI Image Handling

Following is a description of the five options available for handling OPI-linked TIFF and EPS images.

- **Pass OPI through untouched**

Preps does not merge the image files with the source files. If low-resolution images are embedded in the source files, they print. This option is useful when you want to print a quick proof of your job, or when the OPI image replacement is being carried out by an external OPI server.

- **Remove (strip) OPI images**

Any images embedded in your source files are removed from the information sent to the output device, and are not saved. The source files are unchanged. Use this option when an external OPI server merges the images.

- **Merge when the image is missing**

Preps merges the OPI-linked image file only if the image is not embedded in the source file.

- **Merge when the file is found**

Preps merges all the OPI-linked images it finds in the image locations. If Preps cannot locate an image in any of the specified locations, Preps continues to process the rest of the job.

- **Force merge on all OPI images**

Preps merges all the OPI-linked images it finds in the image locations. If Preps cannot find an image, it prompts you for the location.

DCS Images

DCS stands for Desktop Color Separation, an image file standard defined by Quark and used by many applications. DCS images are stored in plate files.

You select options for handling DCS images in the OPI Processing dialog box, using the procedure on page 233. Following is a description of the options available for handling OPI-linked DCS images.

- **Pass DCS through untouched**

Preps does not merge the image files with the source files. This option is useful when you want to print a quick proof of your job, or when an external OPI server is merging DCS images.

- **Merge plate files**

Preps merges the image files with the source files.

Printing Composite Proofs on a Color Output Device

If your job contains OPI-linked image files, you can print composite output on a color output device as either color or grayscale. The type of output you print is generally decided on a per-job basis. Printing grayscale composite output on a color output device is useful for quickly proofing a job.

To select a setting for composite output on a color output device:

1. From the **Setup** menu, choose **Device Setup**.
2. In the Device Setup dialog box, select an output device in the **Installed Devices** box.
3. Click **Device Configuration**.
4. In the Device Configuration dialog box under **OPI Images as**, click **Color** or **Grayscale**.
5. Click **OK** in the Device Configuration dialog box and the **Device Setup** dialog box.

Image handling options are saved in configuration files called profiles. For more information about profiles, see *Chapter 13, Preferences and Profiles*.

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PDF Native Jobs

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Overview

Preps uses PDF files in two kinds of jobs. You can:

- Create jobs that include PDF files mixed with other kinds of files (such as PostScript, TIFF, and EPS files)
- Create PDF native jobs that are composed of only PDF files

When you include PDF files in mixed-files jobs, the PDF files are converted to PostScript when you add the files to the job. But when you create a PDF native job, the files come into the job as PDF and you can send the job to an output device as PDF, or print it to a PDF file, a PostScript file, an Adobe Job Ticket, a JDF file, PPF files, or to discard.

You impose a PDF native job by applying a template in the same way as for any other Preps job; the only difference is that the template marks must have PDF equivalents. Preps substitutes PDF versions of many of the standard template marks when you export a PDF native job, and you can also use custom marks (see *Creating and Using Custom PDF Marks* on page 411 for information about creating PDF versions of custom EPS marks). You can apply offsets, shingling, rotation, and compensate for creep as with any other Preps job.

The following Preps features are not available for PDF native jobs:

- On-demand features: finishing and duplexing settings, **Choose Media** features, tab sheets, and slip sheets
- Scaling of signatures (you can scale individual pages)
- Tiling
- Color separations (Preps can accept and export PDF native jobs with composite color; color separation functionality is not available)
- OPI processing
- Font handling



Note: When you create a PDF native job, Preps notifies you about missing fonts, but otherwise does no font handling; that is, Preps does not locate missing fonts, merge fonts, or optimize fonts. Although Preps lets you open some font dialog boxes (such as the Embedded Fonts dialog box and the Required Fonts dialog box) and change font settings, Preps does not apply these changes to your job. The Job Font Setup dialog box is not available for PDF native jobs.

- Trapping information in PDF files is included in annotations. Preps currently removes annotations, which may affect trapping in PDF native jobs.

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Printing

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Overview

Preps offers advanced control over the final output you produce. You can send a Preps job as an entire job, or in divisions such as signatures, press tiles, separated tiles, , or separated sides, sheets, and sides, depending on the output device and its settings, and the form in which you are printing the job. You can print color separations or composite output, add a comment to appear in a text mark, and selected ranges of ,sides and signatures, tiles, and webs.

A mixed-files job can contain files in a variety of formats; a PDF-native job contains only PDF files (see *Chapter 15, PDF Native Jobs*, for more information). You output both kinds of jobs by printing to an output device or to one or more files. You can send a job to a printer or print it to one or more PostScript files, one or more PDF files (if this is a PDF-native job), an Adobe job ticket file, a JDF file (job description format), PPF files (Print Production Format for CIP3; this format is available in Preps Pro), or to discard.

Before you print a job, regardless of whether you are printing it to a printer, file, an Adobe Job Ticket, discard, a JDF file, or PPF files, you need to select and configure an output device (you can print to discard or file without selecting an output device, but if you do select the output device, you can discover possible errors and problems related to printing the job with the current Preps output device settings). For more information, see *Chapter 5, Adding and Connecting Output Devices*, and *Chapter 6, Configuring Output Devices*. If you are printing to a printer, you also need to connect to the output device. Also decide how you want Preps to fit the output on media. For information about fitting options, see *Selecting Fitting Settings* on page 303.

For PostScript Level 2 and PostScript 3 output devices, you can enable forms optimization. This feature is particularly useful for jobs that step and repeat an image. See *Enabling PostScript Level 2 Forms Optimization* on page 63.

You can print a job mock-up or a template mock-up. For information about printing a job mock-up, see *Printing a Job Mock-Up* on page 296. For information about printing a template mock-up, see *Printing a Template Mock-Up* on page 298.

Selecting Print Settings and Printing a Job

The procedure below describes how to print a job. Following the procedure are detailed descriptions of the settings on the three tabs in the Print dialog box for selecting general settings, color separation settings, and web growth compensation settings. You can save some of these print settings in a profile. For more information about profiles, see *Chapter 13, Preferences and Profiles*.

Note: When you print a Preps job, you select settings on the three tabs in the Print dialog box. The selections you make in the **Send to** box and the **Device** box determine which other settings are offered. PDF-native jobs use only the General tab of the Print dialog box.



Print

Send to: Device:

Copies: Connection: You need to select a valid printer.

Comment:

General Color Separations Web Growth

☒ Specify print range

☐ Print sides that include pages:

☒ Print signatures:

Range:

Sides:

Webs: ☒ All ☐ Range:

X Tiles: ☒ All ☐ Range:

Y Tiles: ☒ All ☐ Range:

Imaging Options

Color Separation

☐ None

☐ In-RIP

☒ Host-based

Sort by:

☐ Negatives

☐ Emulsion side down

☐ Embed CIP3 cutting data

Output Format

☒ Divide output

Divide by:

☐ Reverse order

☐ Collated

☐ Double-sided

Halftone Screening

☒ Override line screen

Override above: lpi

☒ Override spot shape

To select print settings and print a job:

1. Open or create a job and apply a template or a thumbnail layout (you need to use a template to produce Adobe Job Tickets, JDF files, and PPF files).
2. From the **File** menu, choose **Print**.
6. In the Print dialog box, select the print settings you want on the **General** tab, the **Color Separations** tab (see *Selecting Specifications for Color Separation* on page 280), and the **Web Growth** tab (see *Applying Web Growth Compensation* on page 286).
7. If you want to print the whole job, skip to step 9. If you want to print parts of the job, on the **General** tab select the **Specify print range** check box and select settings to identify the parts of the job you want to print (see *Specifying Print Range* on page 269).
8. If you want to print the job as one unit, skip to step 9. If you want to print the job as divisions, select the **Divide Output** check box (Macintosh only), and in the **Divide by** box, select the type of divisions you want to use to create the separate files (see *Printing to Multiple Files* on page 257).
9. Click **Print**.

The following sections cover in detail the settings available in the Print dialog box.

- Settings on the **General** tab are covered from page 245 through page 280.
- Settings on the **Color Separations** tab are covered from page 280 through page 286. These settings are not used for PDF-native jobs.
- Settings on the **Web Growth** tab are covered from page 286 to the end of the chapter. These settings are not used for PDF-native jobs.

Send to: Selecting the Print Destination

In the **Send to** box, you select the type of destination or format to which you want to send the job file(s). The possible destinations and formats are: **Printer**, **PS File**, **PDF File** (PDF-native jobs only), **Discard**, **Adobe Job Ticket**, **JDF**, and **PPF**. Your selection determines which settings are offered

elsewhere in the Print dialog box. The PPF format is available only in Preps Pro.

Printing to Printer

Printing to **Printer** sends the job directly to the selected output device. You can print a job to **Printer** with either thumbnail layouts or a template applied. You can send all or part of a job (see *Specifying Print Range* on page 269). You can send a job as one file or as multiple files, divided by signature, press sheet, etc. (see *Printing to Multiple Files* on page 257).

To print to Printer:

1. Open or create a job and apply a thumbnail layout or a template.
2. From the **File** menu, choose **Print**.
3. In the Print dialog box, in the **Send to** box, select **Printer**.
4. In the **Device** box, select the output device on which this job is to be printed.
5. If you want to print the whole job, skip to step 6. If you want to print parts of the job, select the **Specify Print Range** check box, then specify which parts you want (see *Specifying Print Range* on page 269).
6. If you want to print the job as one unit, skip to step 7. If you want to print the job as divisions, select the **Divide Output** check box (Macintosh only), and in the **Divide by** box, select the type of divisions you want to use to create the separate files. See *Printing to Multiple Files* on page 257 for further instructions.
7. Click **Print**.

Printing to File as One File

Printing to **PS File** or **PDF File** writes the job to disk as one or more files. This section covers printing to file as one file. For information about printing to multiple files, see *Printing to Multiple Files* on page 257.

The Macintosh instructions follow, then the Windows instructions.



Note: On Macintosh, the drive to which you print the file must have a name that is unique on the network. If another drive on the network has the same name, Preps cannot print the job to file, and you get an error message that “you cannot access output device.”

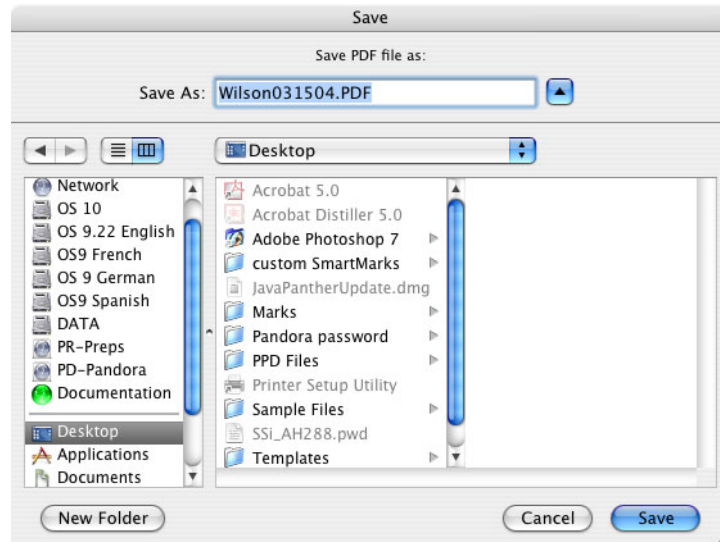
To print a job to file as one file (Macintosh):

1. Open or create a job and apply a thumbnail layout or a template.
2. Save the job if it has not been saved before.
3. From the **File** menu, choose **Print**.
4. In the Print dialog box, in the **Send to** box, select **PS File** or **PDF File** (**PDF File** is available only for PDF-native jobs).
5. In the **Device** box, select the output device on which this file is eventually to be printed.
6. If you want to print the whole job to file, skip to step 7. If you want to print parts of the job to file, select the **Specify Print Range** check box, then specify which parts you want (see *Specifying Print Range* on page 269).
7. If you have selected all the settings you want on all three tabs, click **Print**.



Note: PDF-native jobs use only the **General** tab of the Print dialog box.

8. In the Save dialog box, Preps offers an extension to identify the file type. Type a name in the **Save As** box.



9. Browse to the location where you want to save the file. If you want to create a new folder for the file, click **New Folder**. In the New Folder dialog box, type a name in the **Name of new folder** box, and then click **Create**.
10. When the folder in which you want to save the file is selected, click **Save**.

Preps generates a PostScript or PDF file from the job and saves it in the selected location.

To print a job to file as one file (Windows):

1. Open or create a job and apply a thumbnail layout or a template.
2. From the **File** menu, select **Print**.
3. In the Print dialog box, in the **Send To** box, select **PS File** or **PDF File** (**PDF File** is available only for PDF-native jobs).
4. In the **Device** box, select the output device on which this file is eventually to be printed.
5. If you want to print the whole job to file, skip to step 6. If you want to print parts of the job to file, select the **Specify Print Range** check box,

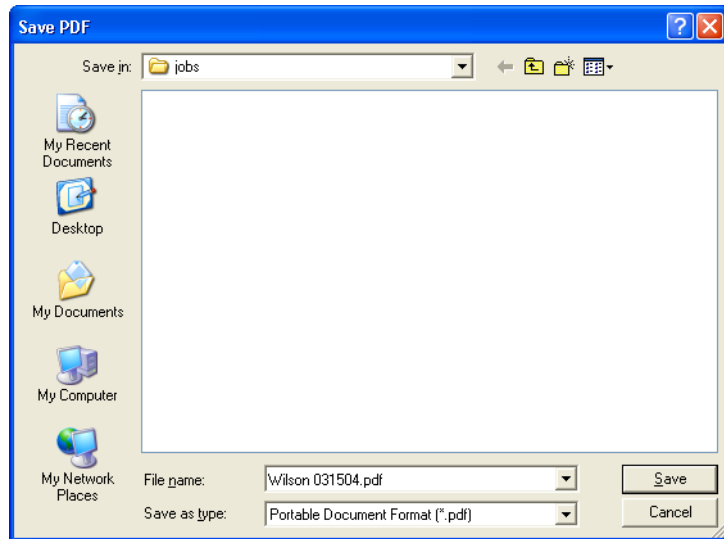
then specify which parts you want (see *Specifying Print Range* on page 269).

6. If you have selected all the settings you want on all three tabs, click **Print**.



Note: PDF-native jobs use only the **General** tab of the Print dialog box).

7. In the Save File or Save PDF dialog box, type a name for the file in the **File name** box. When you save the file, a .ps or .pdf extension is added automatically to identify the file type.



8. Browse to the location where you want to save the file. If you want to create a new folder for the file, click the **Create New Folder** icon. Type a name for the folder, then double-click it to open it.
9. Click **Save**.

Preps generates a PostScript file or PDF file from the job and saves it in the selected location.

Printing to an Adobe Job Ticket or a JDF File

The procedures for printing to an Adobe Job Ticket and a JDF file are similar to each other.

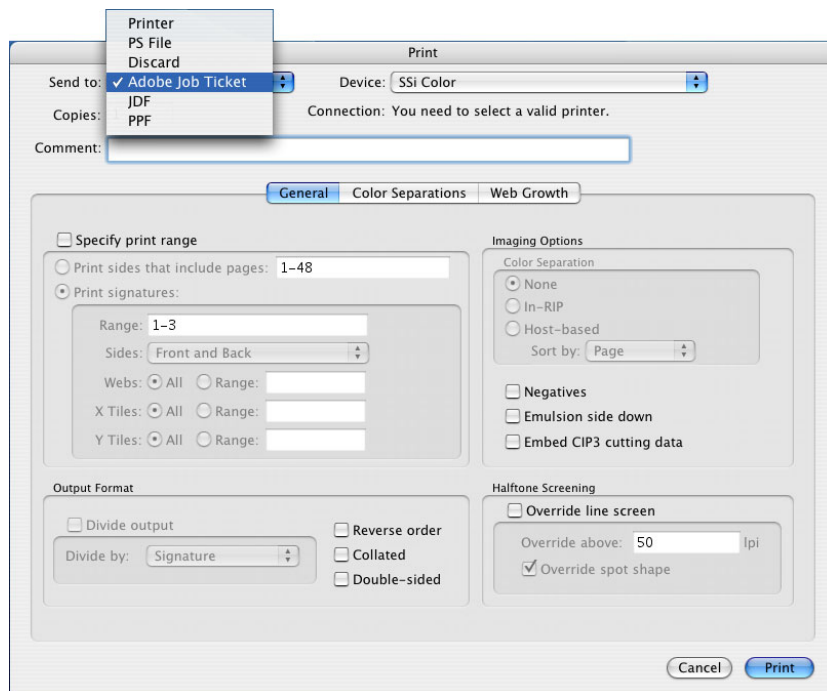
Adobe Job Ticket

An Adobe Job Ticket specifies how to impose and print a job. Preps can print a job to an Adobe Job Ticket for workflows such as Adobe Extreme. To embed CIP3 cutting data in a job, you need to print the job to an Adobe Job Ticket from Preps Pro and select the **Embed CIP3 cutting data** check box (see *Embed CIP3 cutting data* on page 277). You cannot divide or separate colors output when printing to an Adobe Job Ticket.

JDF

JDF, the CIP4 Job Definition Format, is an XML-based file format, built on and compatible with the CIP3 Print Production Format (PPF) and Adobe's Job Ticket Format. JDF is an open data format that adjusts to any workflow to provide a complete description of a job. You cannot divide output or separate colors when printing to JDF.

The Macintosh instructions follow, then the Windows instructions.

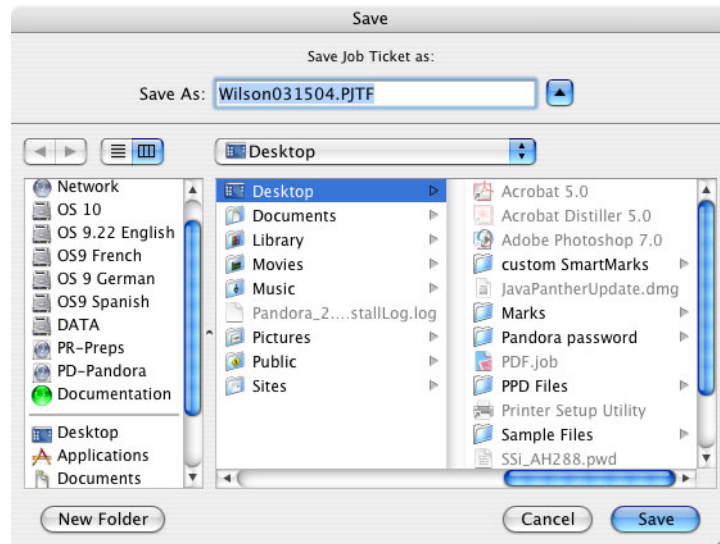


Note: On Macintosh, the drive to which you print the Adobe Job Ticket or JDF file must have a name that is unique on the network. If another drive on the network has the same name, Preps cannot print the job to file, and you get an error message that “you cannot access output device.”

To print a job to an Adobe Job Ticket or a JDF file (Macintosh):

1. Open or create a job and apply a template (Preps can create an Adobe Job Ticket or JDF file for a job only if it contains signatures; a job containing thumbnails cannot be used.)
2. From the **File** menu, choose **Print**.
3. In the Print dialog box, in the **Send to** box, select **Adobe Job Ticket** or **JDF**.
4. In the **Device** box, select the output device on which this output is eventually to be printed.
5. If you want to print the whole job, skip to step 6. If you want to print parts of the job, select the **Specify Print Range** check box, then specify which parts you want (see *Specifying Print Range* on page 269).

6. Click **Print**.
7. In the Save dialog box, Preps offers an extension to identify the file type. Type a name in the **Save As** box.



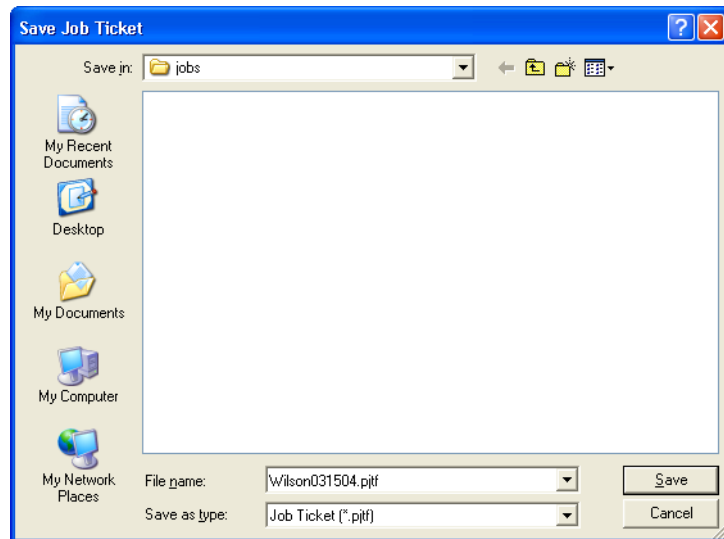
8. Browse to the location where you want to save the file. If you want to create a new folder for the file, click **New Folder**. In the New Folder dialog box, type a name in the **Name of new folder** box, and click **Create**.
9. When the folder in which you want to save the file is selected, click **Save**.

Preps generates an Adobe Job Ticket file or a JDF file and saves it in the selected location.

To print a job to an Adobe Job Ticket or a JDF file (Windows):

1. Open or create a job and apply a template (Preps can create an Adobe Job Ticket or a JDF file for a job only if it contains signatures; a job containing thumbnails cannot be used).
2. From the **File** menu, choose **Print**.
3. In the Print dialog box, in the **Send To** box, select **Adobe Job Ticket** or **JDF**.

4. In the **Device** box, select the output device on which this output is eventually to be printed.
5. If you want to print the whole job, skip to step 6. If you want to print parts of the job, select the **Specify Print Range** check box, then specify which parts you want (see *Specifying Print Range* on page 269).
6. Click **Print**.
7. In the Save [file type] dialog box, type a name for the file in the **File name** box. When you save the file, an extension is added automatically to identify the file type.



8. Browse to the location where you want to save the file. If you want to create a new folder for the file, click the **Create New Folder** icon. Type a name for the folder, then double-click it to open it.
9. Click **Save**.

Preps generates an Adobe Job Ticket file or a JDF file and saves it in the selected location.

Printing to Discard

If you select **Discard** as your destination, Preps processes the job as if to print it, but the results are not sent to the output device or saved in a file. Selecting **Discard** is a good way to verify that a job can be successfully processed, and that all the files and images are available, without wasting media.

This option does not give you information about PostScript errors. If you want information about PostScript errors, send a PostScript file, print a thumbnail of a job, or display the information in the Status window. See *Sending a PostScript File Directly to an Output Device* on page 295, *Viewing the Status Windows* on page 292, or *Proofing Job Pages Using Thumbnails* on page 86.

To print a job to Discard:

1. Open or create a job and apply a thumbnail layout or a template.
2. From the **File** menu, choose **Print**.
3. In the Print dialog box, in the **Send to** box, select **Discard**.
4. In the **Device** box, select the output device on which this output is eventually to be printed.
5. If you want to print the whole job to discard, skip to step 6. If you want to print parts of the job, select the **Specify Print Range** check box, then specify which parts you want (see *Specifying Print Range* on page 269).
6. If you want to print the job to discard as one unit, skip to step 7. If you want to print the job to discard as divisions, select the **Divide Output** check box (Macintosh only), and in the **Divide by** box, select the type of divisions you want to use to create the separate files. See *Printing to Multiple Files* on page 257 for further instructions.
7. If you have selected all the settings you want on all three tabs, click **Print**.



Note: PDF-native jobs use only the **General** tab of the Print dialog box.

Printing to PPF

PPF (Print Production Format) functionality is available in Preps Pro. When you print a job to PPF, the PPF files record CIP3 cutting data for the job. One PPF file is generated for each press sheet in the print range. Print range controls are the only controls available when printing to PPF.

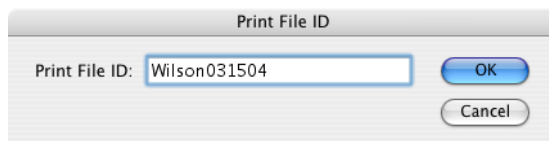
The Macintosh instructions follow, then the Windows instructions.



Note: On Macintosh, the drive to which you print the PPF file must have a name that is unique on the network. If another drive on the network has the same name, Preps cannot print the job to a PPF file, and you get an error message that “you cannot access output device.”

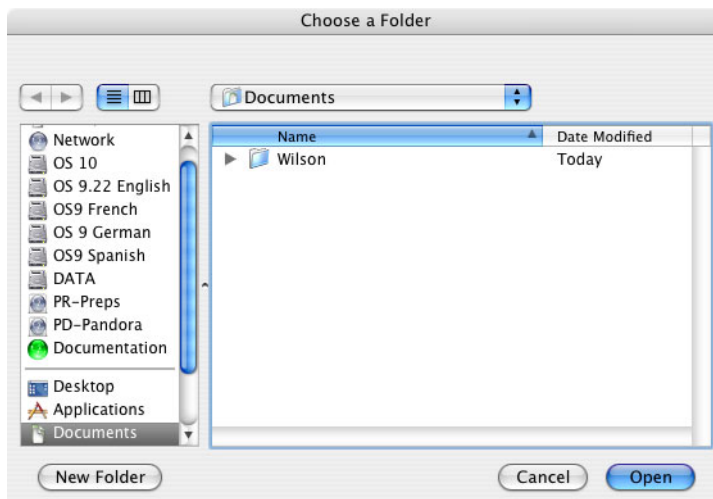
To print a job to PPF (Macintosh):

1. Open or create a job and apply a template.
2. From the **File** menu, choose **Print**.
3. In the Print dialog box, in the **Send to** box, select **PPF**.
4. In the **Device** box, select the output device on which the job is eventually to be printed.
5. If you want to print the whole job, skip to step 6. If you want to print parts of the job, select the **Specify Print Range** check box, then specify which parts you want (see *Specifying Print Range* on page 269).
6. Click **Print**.
7. In the Print File ID dialog box, type a job identifier of up to 20 characters, including spaces, to serve as a prefix for all the PPF file names.



8. Click **OK**.
9. In the Choose a Folder dialog box, browse to the location where you want to save the files. If you want to create a new folder for the files, click **New Folder**. In the New Folder dialog box, type a name in the **New folder name** box, and click **Create**.

10. When the folder in which you want to save the files is selected, click **Open**.

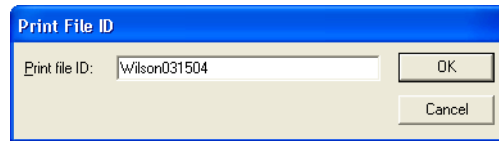


Preps generates a PPF file for each press sheet in the job and saves it in the selected location, adding a .PPF extension.

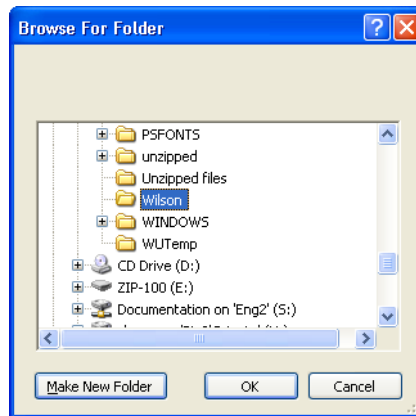
To print a job to PPF (Windows):

1. Open or create a job and apply a template.
2. From the **File** menu, choose **Print**.
3. In the Print dialog box, in the **Send To** box, select **PPF**.
4. In the **Device** box, select the output device on which the job is eventually to be printed.
5. If you want to print the whole job, skip to step 6. If you want to print parts of the job, select the **Specify Print Range** check box, then specify which parts you want (see *Specifying Print Range* on page 269).
6. Click **Print**.

7. In the Print File ID dialog box, type a job identifier of up to 20 characters, including spaces, to serve as a prefix for all the file names.



8. Click **OK**.
9. In the Browse for Folder dialog box, browse to the location where you want to save the files. If you want to create a new folder for the files, click **Make New Folder**, type a name for the folder, and click **OK**.



10. Click **OK**.

Preps generates a PPF file for each press sheet in the job and saves it in the selected location, adding a .PPF extension.

Printing to Multiple Files

By default, Preps prints a job as a full job. If you print a job as a full job and Preps encounters a problem in the job file, printing stops. But if you print a job as signatures, press sheets, tiles, separated tiles, or sides, or separated sides and Preps encounters a problem in a file, Preps skips to the next signature file, press sheet file, tile file, or side file, and continues printing. This feature can be valuable when you want a job to print

unattended. Printing as multiple files also enables you to print jobs that are too large to be written out as one file.

You can print to **Printer**, **PS File**, **PDF File** (PDF-native workflow only), and **Discard** as multiple files by selecting divisions in the **Output Format** area of the Print dialog box. Printing with divisions selected sends the job as multiple files.

To print as tiles or separated tiles, **Tile if necessary** must be selected in the Fitting/Tiling Setup dialog box; to print as sides or separated sides, **Tile if necessary** must be cleared. To print as separated tiles or separated sides, **Host-based** color separation must be selected. The table below summarizes these requirements.



Note: PDF-native jobs can be printed as sides, but not as tiles or separated sides.

To Print a Job Divided by...	Apply the Setting Below in the Fitting/Tiling Setup Dialog Box...	And Apply the Setting Below in the Print Dialog Box
Side	Tile if necessary OFF	Imaging Options: Color Separation setting is unrestricted
Separated Side	Tile if necessary OFF	Imaging Options: Color Separation: In-RIP or Host-based
Tile	Tile if necessary ON	Imaging Options: Color Separation setting is unrestricted
Separated Tile	Tile if necessary ON	Imaging Options: Color Separation: In-RIP or Host-based

The Macintosh instructions follow, then the Windows instructions.



Note: On Macintosh, the drive to which you print the files must have a name that is unique on the network. If another drive on the network has the same name, Preps cannot print the job to files, and you get an error message that “you cannot access output device.”

To print a job to multiple files (Macintosh):

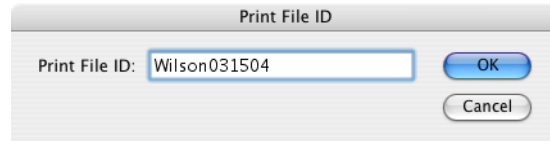
1. Open or create a job and apply a thumbnail layout or a template.
2. For PDF-native jobs and to divide by anything except tiles or separated tiles, skip to step 5. If you want to divide by tiles or separated tiles, from the **File** menu, choose **Fitting/Tiling Setup**.
3. In the Fitting/Tiling Setup dialog box under **Fitting Options**, select **Tile if necessary**.
4. Click **OK**.
5. From the **File** menu, choose **Print**.
6. In the Print dialog box, in the **Send to** box, select **Printer, PS File, PDF File**, or **Discard**.
7. In the **Device** list, select the output device on which this job is to be printed.
8. For PDF-native jobs and to divide by anything except separated sides or separated tiles, skip to step 9. If you want to divide by separated sides or separated tiles, in the **Imaging Options/Color Separation** area, select **In-RIP** or **Host-based** (with either sorting option).
9. In the **Output Format** area, select the **Divide Output** check box (Macintosh) or the **Divide by** check box (Windows).
10. In the **Divide by** list, select the type of divisions you want to use to create the separate files.
11. If you want to print the whole job, skip to step 12. If you want to print parts of the job, select the **Specify Print Range** check box, then specify which parts you want (see *Specifying Print Range* on page 269).
12. If you have selected all the settings you want on all three tabs, click **Print**.



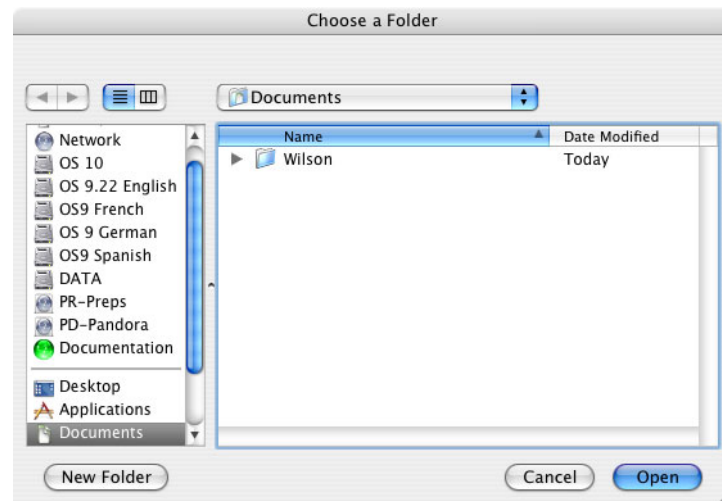
Note: PDF-native jobs use only the **General** tab of the Print dialog box.

13. In the Print File ID dialog box, type a job identifier of up to 19 characters, including spaces (or as specified in the profile in

`SPLITFILENAME` if you have customized the setting; see *Filename Splitting* on page 266), to serve as a prefix for all the file names.



14. Click **OK**.
15. If you are printing to **Printer** or **Discard**, skip to step 16. If you are printing to **PS File** or **PDF File**, in the Choose a Folder dialog box, browse to the location where you want to save the PostScript files. If you want to create a new folder for the files, click **New Folder**. In the New Folder dialog box, type a name in the **New folder name** box, and click **OK**. In the Choose a Folder dialog box, select the folder you want to use, and click **Open**.



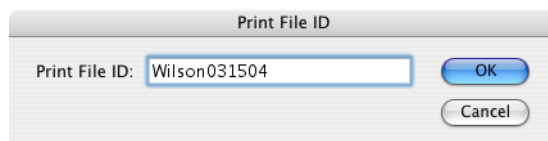
16. The Print Status window opens and shows the progress of the job. You can review this information in the Status window; from the **Windows** menu, choose **Show Status Window**; after viewing the information, from the **Windows** menu, choose **Hide Status Window**.

Preps generates a file for each division of the job, adding an alphanumeric suffix to name each division automatically as it is printed to a printer, a file, or to discard. Preps can accept up to 999 divisions for a job. A resulting filename looks something like this:

“<identifier name>0010A21.m01.” For details about how the filename is composed, see *Filename Splitting* on page 266 for more information.

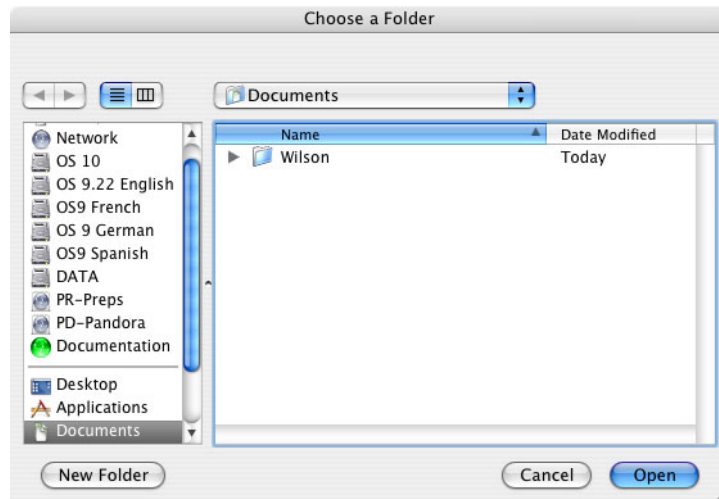
To print a job to multiple files (Macintosh):

1. Open or create a job and apply a thumbnail layout or a template.
2. From the **File** menu, choose **Print**.
3. In the Print dialog box, in the **Send to** list, select **Printer**, **PS File**, **PDF File**, or **Discard**.
4. In the **Device** list, select the output device on which this job is to be printed.
5. In the **Output Format** area, select the **Divide Output** check box (Macintosh) or the **Divide by** check box (Windows).
6. In the **Divide by** list, select the type of divisions you want to use to create the separate files.
7. If you want to print the whole job, skip to step 12. If you want to print parts of the job, select the **Specify Print Range** check box, then specify which parts you want (see *Specifying Print Range* on page 269).
8. Click **Print**.
9. In the Print File ID dialog box, type a job identifier of up to 19 characters, including spaces (or as specified in the profile in `SPLITFILENAME` if you have customized the setting; see *Filename Splitting* on page 266), to serve as a prefix for all the file names.



10. Click **OK**.
11. If you are printing to **Printer** or **Discard**, skip to step 16. If you are printing to **PS File** or **PDF File**, in the Choose a Folder dialog box, browse to the location where you want to save the PostScript files. If you want to create a new folder for the files, click **New Folder**. In the New Folder dialog box, type a name in the **New folder name** box, and

click **OK**. In the Choose a Folder dialog box, select the folder you want to use, and click **Open**.



12. The Print Status window opens and shows the progress of the job. You can review this information in the Status window; from the **Windows** menu, choose **Show Status Window**; after viewing the information, from the **Windows** menu, choose **Hide Status Window**.

Preps generates a file for each division of the job, adding an alphanumeric suffix to name each division automatically as it is printed to a printer, a file, or to discard. Preps can accept up to 999 divisions for a job. A resulting filename looks something like this: “<identifier name>0010A21.m01.” For details about how the filename is composed, see *Filename Splitting* on page 266.

To print a job to multiple files (Windows):

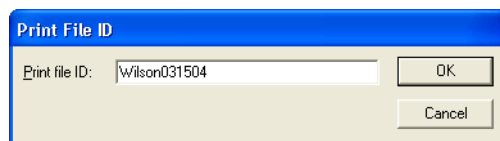
1. Open or create a job and apply a thumbnail layout or a template.
2. For PDF-native jobs and divide by anything except tiles or separated tiles, skip to step 5. If you want to divide by tiles or separated tiles, from the **File** menu, choose **Fitting/Tiling Setup**.
3. In the Fitting/Tiling Setup dialog box under **Fitting Options**, select **Tile if necessary**.
4. Click **OK**.
5. From the **File** menu, choose **Print**.

6. In the Print dialog box, in the **Send to** box, select **Printer**, **PS File**, **PDF File**, or **Discard**.
7. In the **Device** list, select the output device on which this job is to be printed.
8. For PDF-native jobs and to divide by anything except separated sides or separated tiles, skip to step 9. If you want to divide by separated sides or separated tiles, in the **Imaging Options/Color Separation** area, select **In-RIP** or **Host-based** (with either sorting option).
9. In the **Output Format** area, select the **Divide Output** check box (Macintosh) or the **Divide by** check box (Windows).
10. In the **Divide by** list, select the type of divisions you want to use to create the separate files.
11. If you want to print the whole job, skip to step 12. If you want to print parts of the job, select the **Specify Print Range** check box, then specify which parts you want (see *Specifying Print Range* on page 269).
12. If you have selected all the settings you want on all three tabs, click **Print**.



Note: PDF-native jobs use only the **General** tab of the Print dialog box.

13. In the Print File ID dialog box, type a job identifier of up to 19 characters, including spaces (or as specified in the profile in `SPLITFILENAME` if you have customized the setting; see *Filename Splitting* on page 266), to serve as a prefix for all the file names.



14. Click **OK**.
15. If you are printing to **Printer** or **Discard**, skip to step 17. If you are printing to **PS File** or **PDF File**, in the Browse for Folder dialog box, browse to the location where you want to save the files. If you want to

create a new folder for the PDF files, click **Make New Folder**, type a name for the folder, and click **OK**.



16. The Print Status window opens and shows the progress of the job. You can review this information in the Status window; from the **Windows** menu, choose **Show Status Window**; after viewing the information, from the **Windows** menu, choose **Hide Status Window**.



Tip: You can copy and paste the content of the Status Window to a text program.

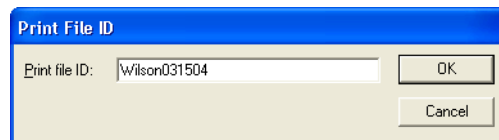
Preps generates a file for each division of the job, adding an alphanumeric suffix to name each division automatically as it is printed to a printer or a file. Preps can accept up to 999 divisions for a job. A resulting filename looks something like this:

<identifier name>0010A21.m01. For details about how the filename is composed, see the table under *Filename Splitting* on page 266.

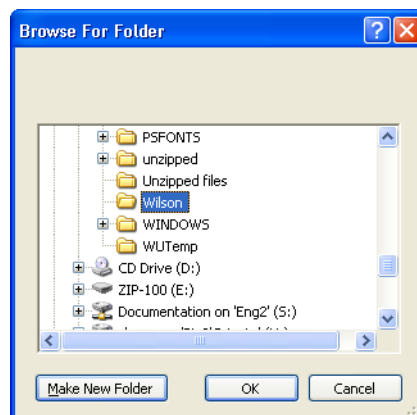
To print a job to multiple files (Windows):

1. Open or create a job and apply a thumbnail layout or a template.
2. From the **File** menu, choose **Print**.
3. In the Print dialog box, in the **Send to** box, select **Printer**, **PS File**, **PDF File**, or **Discard**.
4. In the **Device** list, select the output device on which this job is to be printed.

5. In the **Output Format** area, select the **Divide Output** check box (Macintosh) or the **Divide by** check box (Windows).
6. In the **Divide by** list, select the type of divisions you want to use to create the separate files.
7. If you want to print the whole job, skip to step 12. If you want to print parts of the job, select the **Specify Print Range** check box, then specify which parts you want (see *Specifying Print Range* on page 269).
8. Click **Print**.
9. In the Print File ID dialog box, type a job identifier of up to 19 characters, including spaces (or as specified in the profile in `SPLITFILENAME` if you have customized the setting; see *Filename Splitting* on page 266), to serve as a prefix for all the file names.



10. Click **OK**.
11. If you are printing to **Printer** or **Discard**, skip to step 17. If you are printing to **PS File** or **PDF File**, in the Browse for Folder dialog box, browse to the location where you want to save the files. If you want to create a new folder for the PDF files, click **Make New Folder**, type a name for the folder, and click **OK**.



12. The Print Status window opens and shows the progress of the job. You can review this information in the Status window; from the **Windows** menu, choose **Show Status Window**; after viewing the information, from the **Windows** menu, choose **Hide Status Window**.



Tip: You can copy and paste the content of the Status Window to a text program.

Preps generates a file for each division of the job, adding an alphanumeric suffix to name each division automatically as it is printed to a printer or a file. Preps can accept up to 999 divisions for a job. A resulting filename looks something like this:

<identifier name>0010A21.m01. For details about how the filename is composed, see the table under *Filename Splitting* on page 266.

Filename Splitting

With filename splitting, you can identify your output files by a number of variables. You are limited to 31 characters on both the Macintosh and Windows platforms. Filename splitting happens automatically because the **default.cfg** file contains the following line:

```
-SPLITFILENAME:{PrintID<19>}{Sig<3>}{Side<2>} {XTile<1>}
{YTile<1>}[.m] {ColorNum<2>}
```

If your output device supports it, you can change these default settings by editing the **default.cfg** file or any other profile file in a text editor. The splitfilename as specified in **default.cfg** contains only 30 characters, although 31 characters can be accommodated, so you can add one character to any variable in **default.cfg** before it becomes necessary to delete characters from other variables to stay within the limit of 31 characters. For more information, see *Modifying a Profile File* in *Appendix 7, Custom Multiple File Naming*, in **Preps_5-0_Appendixes.pdf** in the **User Guides** folder on your Preps CD.

This table shows how the filename is composed.

Automatic File Naming Conventions for Multiple File Output		Example
Job identifier	You type a job identifier of up to 19 characters, including spaces.	Crane Bros Job #104
Signatures	Signatures are numbered 001 through 999.	Crane Bros Job #104001
Side	If all sides are printed, they are assigned the number 0. Sides that are printed separately are assigned the letters A-Z.	Crane Bros Job #104001A
Tiles	If all tiles are printed, they are assigned the number 0. X tiles are numbered 1 through 9. Y tiles are assigned the letters A-Z.	Crane Bros Job #104001A1A
Multiple file indicator	The characters “.m” are used to indicate multiple file format.	Crane Bros Job #104001A1A.m

Automatic File Naming Conventions for Multiple File Output		Example
Separations		
Process colors	Process colors are numbered 01 through 04 for CMYK (00=multiple colors, 01=cyan, 02=magenta, 03=yellow, 04=black).	Crane Bros Job #104001A1A.m01
Spot colors	Spot colors are numbered 05 through 98, based on their order on the Color Separations tab of the Print dialog box.	Crane Bros Job #104001A1A.m05
Composite output	Composite output is assigned the number 99.	Crane Bros Job #104001A1A.m99

To use the **Job ID** as defined in the Job Notes dialog box (Macintosh) or the Job Information dialog box (Windows) instead of using the Print File ID dialog box, you can edit the profile file in a text editor and replace the default {PrintID<19>} with {JobID<19>}. You can use a number other than 19 as long as the total number of characters in the filename does not exceed 31 on both the Macintosh and Windows platforms. For more information on job notes, see *Working with Job Notes* on page 141.

Selecting a Device

In the **Device** list, you select the output device to which you want to send the job. The selected output device matters regardless of how the job is being output (file, discard, Adobe Job Ticket, etc.) because it affects settings such as media size, supported resolutions, and line screens. Select an output device that is the same kind as the device you selected in the Device Setup dialog box when you created the job. Your selection determines which settings are offered elsewhere in the Print dialog box.

To select an output device:

- In the Print dialog box, select the device you want to use in the **Device** box.

If the particular output device you want to use does not appear in the box, you need to add it to the list of installed devices. See *Adding an Output Device* on page 40.

Selecting the Number of Copies

By default, Preps prints one copy of a job. To print multiple copies, you specify the number in the **Copies** box.

To set the number of copies:

- In the Print dialog box, type the number of copies you want to print in the **Copies** box.

Providing the Text for Comment Marks

If the template you are using to impose the job contains a text mark with the text variable \$Comment, you need to provide the text you want to appear in the text mark (see *Text Variables* on page 404). The information you type in the **Comment** box in the Print dialog box replaces the \$Comment variable whenever it appears in a text mark in the job.

To provide the text comment for the text variable mark:

- In the Print dialog box, type the text for the text variable mark in the **Comment** box.

Specifying Print Range

If you want to print the entire job, no settings under **Specify Print Range** are needed. If you want to print selected parts of the job, select the **Specify Print Range** check box and specify the range of sides, signatures, webs, or tiles. The next four sections describe the print range options for sides, signatures, webs, and tiles.

Printing Sides that Include Specified Pages

Use this option when you want to print only the sides of signatures that include certain pages. If you select this option in conjunction with one of the divisions in the **Divide by** list in the **Output Format** area—signatures, press sheets, sides, separated sides, tiles, or separated tiles (these last three are for the mixed-files workflow only)—Preps prints only the divisions that include those pages.

To print sides that include specified pages:

1. In the Print dialog box on the **General** tab, select the **Specify Print Range** check box.
2. Click **Print sides that include pages**.
3. In the box, type the page numbers or page ranges that you want to print. Use a dash to indicate a range of pages; follow each page range or individual page with a comma. For example: 1-7, 9, 12-14.

Preps prints the divisions and/or sides that include the selected pages.

Printing Signatures

When you select the **Print signatures** option, you can select the signatures you want to print. If you are printing to **Printer**, **PS File**, **PDF File**, or **Discard** and you select this option in conjunction with one of the divisions in the **Divide by** list in the **Output Format** area—signatures, press sheets, sides, separated sides, tiles, or separated tiles (these last three are for the mixed-files workflow only)—signatures, press sheets, or sides—Preps prints only the divisions that include those signatures. See *Printing to Multiple Files* on page 257 for more information.

To print signatures:

1. In the Print dialog box on the **General** tab, select the **Specify Print Range** check box.
2. Click **Print signatures**.
3. In the **Range** box, type the range of signatures you want to print. Use a dash to indicate a range of signatures; follow each signature range or individual signature with a comma. For example: 1-7, 9, 12-14.

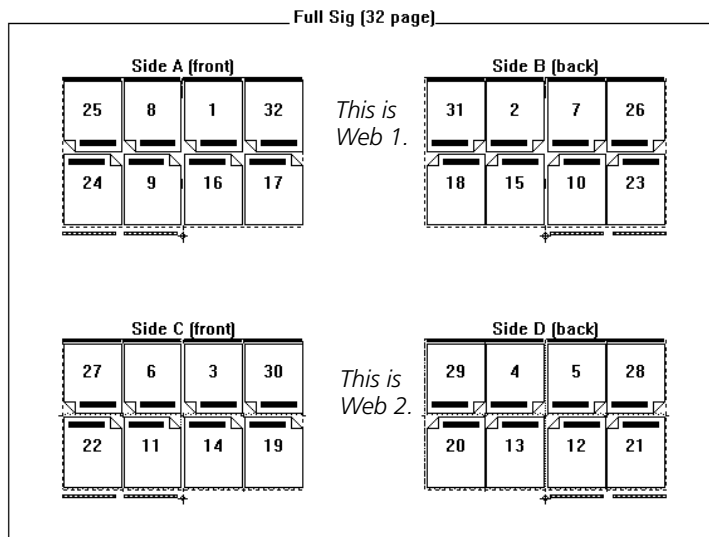
4. If you want to print all sides of signatures within the specified range, leave the **Sides** box set to **Front and Back**. If you want to print just fronts or just backs of signatures, select **Front** or **Back** in the **Sides** box.

Preps prints the selected signature sides.

Printing Webs

You can print all the webs in a job or just selected webs. If you are printing to **Printer**, **PS File**, **PDF File**, or **Discard** and you select this option in conjunction with one of the divisions in the **Divide by** list in the **Output Format** area—signatures, press sheets, sides, separated sides, tiles, or separated tilessignatures, press sheets, sides, or tiles (these last three are for mixed-files workflow only)—Preps prints only the divisions that include those webs. See *Printing to Multiple Files* on page 257 for more information.

Each web is identified by a number, and each web has a front and back. The identification scheme in the Preps template, such as the one shown here using letters to identify sides, does not relate to the way you identify webs for printing. Each web is equivalent to a press sheet.

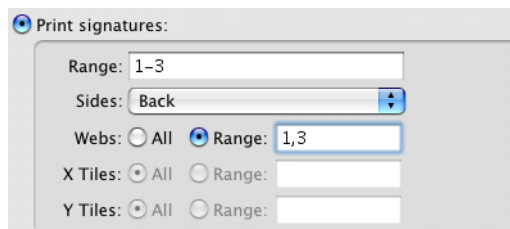


The letters used to label sides in a template do not relate to the way you identify webs for printing.

To print selected webs:

1. In the Print dialog box on the **General** tab, select the **Specify Print Range** check box.
2. Click **Print signatures**.
3. If you want to print only selected webs, in the **Webs** row click **Range**, and in the **Range** box type the range of webs you want to print. Use a dash to indicate a range of webs; follow each web range or individual web with a comma. For example: 1-7, 9, 12-14.
4. By default, both the front and back of the selected webs are printed. To print just the fronts or backs, in the **Sides** list, select **Front** or **Back**.

Example: To print the backs of Webs 1 and 3, apply settings as shown here.



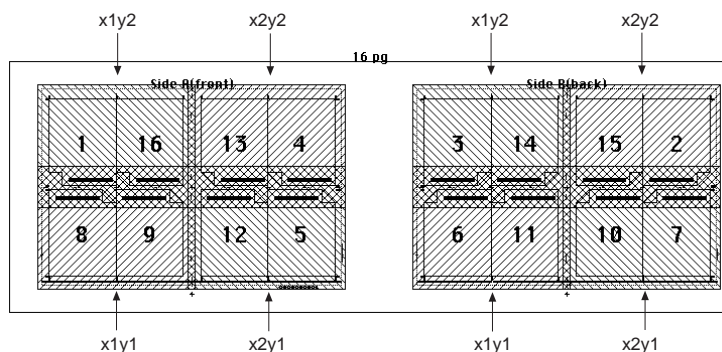
Printing Tiles



Note: Tiling applies only to the mixed-files workflow, not to the PDF-native workflow.

If you are printing to **Printer**, **PS File**, or **Discard** and you select this setting in conjunction with one of the choices in the **Divide by** list in the **Output Format** area—signatures, press sheets, sides, separated sides, tiles, or separated tiles—Preps prints only the divisions that include those tiles. See *Printing to Multiple Files* on page 257 for more information.

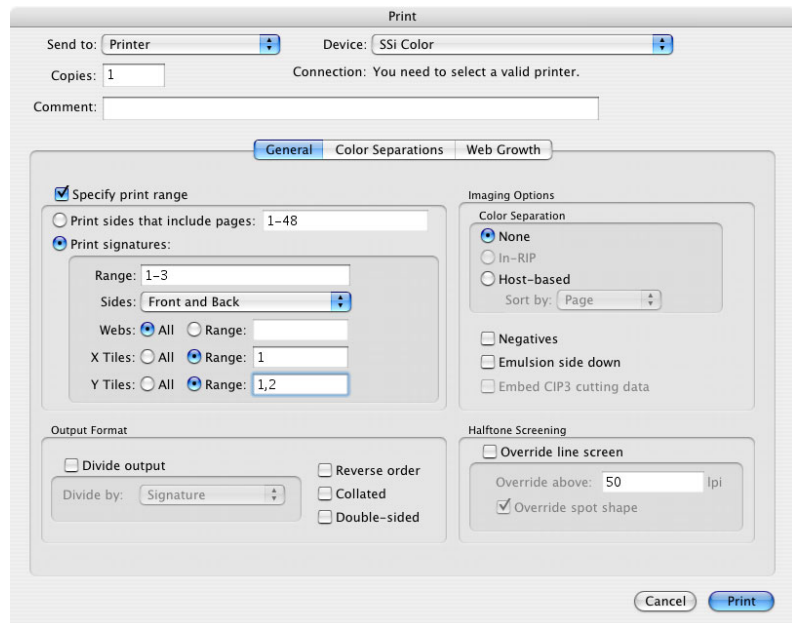
You can print all or selected horizontal (X) and vertical (Y) tiles. The following illustration shows how Preps numbers tiles (unless you select **Back Mirrors Front** in the Fitting/Tiling Setup dialog box).



Example of tile numbering

To print selected tiles:

1. In the Print dialog box on the **General** tab, select the **Specify Print Range** check box.
2. Click **Print signatures**.
3. If you want to print only selected tiles, in the **X tiles** row or the **Y tiles** row click **Range**, and in the **Range** boxes for **X tiles** and **Y tiles**, type the range of tiles you want to print. Use a dash to indicate a range of tiles; follow each tile range or individual tile with a comma. For example: 1-7, 9, 12-14. See the diagram on page 273 for more information about how to select tiles. In the example below, tiles x1y1 and x1y2 would print; tiles x2y1 and x2y2 would not print.



Selecting Output Format

The **Output Format** area offers ways to divide a job and ways to order and print the output.

Divide Output

You can print a job to any destination divided as signatures, press sheets, sides, separated sides, tiles, or separated tiles (see *Printing to Multiple Files* on page 257 for more information). You can use this setting in conjunction with print range settings to print selected sections of the job (see *Specifying Print Range* on page 269).

Reverse Order

Select this check box to print the signatures containing job pages in reverse order.

Collated

Select this check box to have Preps collate the pages into separate copies of the job if you are printing more than one copy.

Double-Sided

Select this check box to have Preps print job pages on both sides of a sheet of media.

Selecting Imaging Options: Color Separation



Note: These settings apply only to mixed-files jobs, not to PDF-native jobs.

The settings in the **Color Separation** area under **Imaging Options** allow you to choose no color separation or either of two modes of color separation. If you select **In-RIP** or **Host-based** color separation, the controls on the **Color Separations** tab are activated, allowing you to adjust the specifications of the color separation. When you print a job, you generally print a separation for each color. With Preps, you also have the flexibility of printing only selected separations, or of sending composite to be separated in the RIP (see *Enabling Color Separation in the RIP* on

page 62). These settings do not apply to PDF, Adobe Job Tickets, JDF, or PPF output. If you are printing part of a job instead of the whole job, only the colors used in the parts of the job you have selected to print are listed on the **Color Separations** tab.

None

The default setting of **None** is appropriate if you are printing the job as composite, or if the job contains only one color.

In-RIP

Select **In-RIP** if you are providing a composite job and you want the colors separated in the RIP. This button is available for devices for which you have selected the **Enable PostScript Level 2 color separations** check box in the Level 2 Options dialog box (see *Enabling Color Separation in the RIP* on page 62).

Host-based

Select this setting if you want to print color separations using Preps’s internal (Level 1) color separator; you also need to select this setting if you are going to apply web growth compensation (Pro only) or merge DCS files (Pro only). In the **Sort by** list, select **Page** or **Color**. The following examples show how Preps sorts separations within the output PostScript file by color and by page for a three-page CMYK job.

Cyan	Magenta	Yellow	Black	Cyan	Magenta	Yellow	Black	Cyan	Magenta	Yellow	Black
Page 1	Page 1	Page 1	Page 1	Page 2	Page 2	Page 2	Page 2	Page 3	Page 3	Page 3	Page 3

Separations sorted by page

Cyan	Cyan	Cyan	Magenta	Magenta	Magenta	Yellow	Yellow	Yellow	Black	Black	Black
Page 1	Page 2	Page 3	Page 1	Page 2	Page 3	Page 1	Page 2	Page 3	Page 1	Page 2	Page 3

Separations sorted by color

Selecting Other Imaging Options

In addition to color separation options, you have the options of printing negatives, printing emulsion side down, and embedding CIP3 cutting data in Adobe Job Tickets (Pro mixed-files jobs only).

Negatives

Select this check box to reverse all color values, creating a negative. This setting overrides the setting at the RIP, but a negative setting on the marking engine of the output device reverses the Preps setting. The table below shows the results of settings in Preps and on the marking engine. In Preps, a “positive” setting means that the **Negatives** check box in the Print dialog box is cleared.

Setting in Preps	Setting on the marking engine of the output device	Result
Positive	Positive	Positive
Positive	Negative	Negative
Negative	Negative	Positive
Negative	Positive	Negative

Emulsion side down

Select the **Emulsion side down** check box to print the job with the emulsion side down. If the Preps setting conflicts with the setting on the imagesetter, the imagesetter setting overrides the Preps setting.

Embed CIP3 cutting data

In the mixed-files workflow, this setting is available only for PostScript jobs printed to an Adobe Job Ticket from Preps Pro. The check box becomes available when you select **Adobe Job Ticket** in the **Send to** box. Select the **Embed CIP3 cutting data** check box to generate CIP3-type cutting data for a POLAR® cutter in the job ticket file, based on information in the Preps template. This data is placed within the Job Ticket file being generated.

Overriding the Line Screen Setting

In the Device Configuration dialog box for the selected output device, you specify a line screen and screen angle for composite output, and a halftone spot shape for all output. In the **Halftone Screening** area of the **General** tab of the Print dialog box, you can override line screens and spot shapes specified in the source files of the job. When you select the line screen override, you also need to specify the lower limit of the line screens to be overridden. Selecting this override enables a secondary override option for the halftone spot shape.

Settings for overriding line screen and spot shape appear in three areas of Preps: the **General** tab of the Print dialog box, the **Color Separations** tab of the Print dialog box, and the Device Configuration dialog box. To clarify what each of these settings do, see the following table.

	Device Configuration Dialog Box	Print Dialog Box, General Tab	Print Dialog Box, Color Separations Tab
Line Screen	Used as default setting for spot colors as listed on the Color Separations tab of the Print dialog box. Applies to composite output from the selected device. Offers the line screens from the PPD, or you can type in a setting.	Overrides line screen settings in source files of the job. “Override above” is useful for retaining coarse line screens needed for special effects.	Applies to the specific color.
Screen angle	Used as default setting for spot colors as listed on the Color Separations tab of the Print dialog box. Applies to composite output from the selected device.	Not applicable.	Applies to the specific color.

	Device Configuration Dialog Box	Print Dialog Box, General Tab	Print Dialog Box, Color Separations Tab
Spot shape	Applies to all output—composite, separated, and spot colors—from the selected device.	Overrides spot shape settings found in the source files of the job, replacing them with the setting in the Device Configuration dialog box.	Applies to all the colors in the job. The spot shape used in the current job persists in subsequent jobs until you change it. The spot shape is not saved in the loaded profile.

To override the line screens in the source files:

1. In the Print dialog box **General** tab in the **Halftone Screening** area, select the **Override Line Screen** check box.
2. In the **Override above** box, type the lowest number of lines per inch that you want to override.
3. If you want to override the spot shape in the source files with the setting from the Device Configuration dialog box, select the **Override spot shape** check box. See the following section for more information.

Override spot shape

When you select the **Override spot shape** check box in the Print dialog box, Preps uses the halftone spot shape you selected in the Device Configuration dialog box to print composite (unseparated) output (some RIPs override the settings you use in Preps). The overriding shape is also used as the spot shape for spot colors.

For color separations, you can also change the spot shape on the **Color Separations** tab of the Print dialog box (see *Halftone Spot Shape* on page 285).

Selecting Specifications for Color Separation



Note: These settings apply only to mixed-files jobs, not to PDF-native jobs.

On the **Color Separations** tab in the Print dialog box, you can specify which separations you want to print, and how you want them to print. If you leave the **Color Separation** setting in the **Imaging Options** area on the **General** tab set to **None** (the default), all the settings on the **Color Separations** tab are unavailable. The settings are available for editing if you select either **In-RIP** or **Host-based** on the **General** tab. Only the colors used in the parts of the job you have selected for printing are listed on the **Color Separations** tab.

On the **Color Separations** tab, all colors are set to print by default.

Print

Send to: Printer

Device: SSI Color

Copies: 1

Connection: You need to select a valid printer.

Comment:

General

Color Separations

Web Growth

Color	Output As	Overprint / Knockout	Line Screen	Screen Angle
<input checked="" type="checkbox"/> Process Cyan	Process Cyan	Pass through	150	105
<input checked="" type="checkbox"/> Process Magenta	Process Magenta	Pass through	150	75
<input checked="" type="checkbox"/> Process Yellow	Process Yellow	Knockout	150	90
<input checked="" type="checkbox"/> Process Black	Process Black	Overprint	150	45
<input checked="" type="checkbox"/> PANTONE 102 CVC	Build... PANTONE 102 ...	Pass through	150	45
<input checked="" type="checkbox"/> Fresh Red	Build... Fresh Red	Pass through	150	45

All Colors On

All Colors Off

Add Color...

All Spots as Process

All Spots Separately

Halftone Settings

Spot shape: Dot

Cancel

Print

To specify which colors to print:

- To print all colors, keep all the check boxes selected.



Note: If a color is mapped to another color in the list, the check box of the remapped color remains visible but disabled.

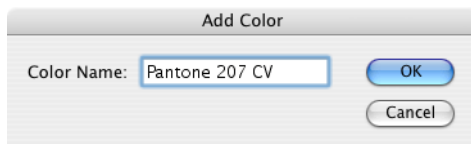
- To print some but not all the colors, clear the check boxes for the colors you do not want to print

Or:

Click **All Colors Off**, then select the check boxes for only the colors you want to print.

Add Color

Some applications, such as QuarkXPress® 3.x, do not provide adequate DSC comments to identify spot colors in a way that Preps can recognize, so these colors do not automatically appear in the list on the **Color Separations** tab. You can add these colors manually.



To add a color to the Colors list:

1. On the **Color Separations** tab, click **Add Color**.
2. In the Add Color dialog box, type the exact name of the color as identified in the originating program, with identical capitalization and spelling. If the name is not a match, Preps may have trouble separating the color.

Specifying How Spot Colors Print



Note: These settings apply only to mixed-files jobs, not to PDF-native jobs.

When you add a color to Preps, by default the color prints on its own separation as a spot color. If you choose, you can convert the spot color to process, using the process color percentages defined for the color in the PostScript source file, or specifying your own process color percentages (see *Defining a Process Color Build* on page 283). You can also map a color to another color. When a color is remapped, all of the page content in that color prints on the separation of the color to which it is mapped. The controls for the remapped color are disabled, and it prints with the settings of the color to which it is mapped.

To print a spot color on its own separation:

- Select the spot color name in the color's **Output As** list. To include the separation in the current output, select the check box to the left of the spot color name.

To print a spot color as process:

- Select **Process Colors** in the color's **Output As** list. If you have not defined a process color for the spot color, see *Defining a Process Color Build* on page 283. If the **Output As** list for a color is unavailable, it is because you have mapped another color to that color. Similarly, you cannot map a spot color to print with another color if that color is itself mapped to another color.

To print a spot color with a specific separation:

- Select the separation in the spot color's **Output As** list.

To print all spot colors as process:

- Click **All Spots as Process**. This is a shortcut for selecting **Process Colors** in each spot color's **Output As** list.

To print all spot colors separately:

- If the output settings for the spot colors are varied and you want to reset all the spot colors to print separately, click **All Spots Separately**. This is a shortcut for selecting each spot color in its own **Output As** list.

Defining a Process Color Build



Note: These settings apply only to mixed-files jobs, not to PDF-native jobs.

When you define a new process color build, you provide color percentages in the Process Build dialog box.

	%C	%M	%Y	%K
Defined build:	--	--	--	--
New build:	97	0	1	2

☒ Use new build

Cancel OK

To define a process color build and apply it to a spot color:

1. On the **Color Separations** tab of the Print dialog box, select **Process Colors** in the **Output As** list in the spot color's row.
2. Click **Build** in the spot color's row.
3. In the Process Build dialog box, type the percentages you want for each color in the **New Build** boxes.
4. Select the **Use new build** check box.
5. Click **OK**.



Note: You can set the process color percentages at any time, but you must output the color set to **Process Colors** for the build to be used. Use the **Use New Build** check box in the Process Build dialog box to switch between the defined build and the new build, while retaining both sets of percentages.

Specifying Overprint and Knockout



Note: These settings apply only to mixed-files jobs, not to PDF-native jobs.

You can set colors to:

- Pass through
- Overprint
- Knockout

Pass through means that the settings in the source file are retained for this color. By default, all colors are set to **Pass through** without overprinting or knocking out. **Overprint** prints the selected color on top of other colors, and can result in a totally different color. All screen percentages of the selected color overprint, so use this option judiciously. **Knockout** knocks out a space for the selected color on the other separations. The knockout color does not overprint other colors, and retains its original color. Knockout may cause undesirable results with screen percentages of the selected color, so use it judiciously.

To set a color to pass through, overprint, or knockout:

- On the **Color Separations** tab of the Print dialog box, in the **Overprint/Knockout** list, select **Pass through**, **Knockout**, or **Overprint** from the list in the row for the color.

Selecting Halftone Options



Note: These settings apply only to mixed-files jobs, not to PDF-native jobs.

Each color in a Preps job can have a unique line screen and screen angle. The same halftone spot shape is used for all the colors in a job. The available line screens, screen angles, and spot shapes vary depending on the output device.

See the table on page 278 for a summary of halftone settings in Preps.

Following the procedure is a further description of the available halftone options.

To select halftone options for color separations:

1. Open or create a job imposed with a template or thumbnail layout.
2. From the **File** menu, choose **Print**.
3. In the Print dialog box on the **General** tab under **Imaging Options**, select either **In-RIP** or **Host-based**; if you select **Host-based**, select a sorting option (see *Host-based* on page 276).
4. Click the **Color Separations** tab.
5. In the **Line Screen** box for a color, type the halftone line screen you want to use for that color.

6. In the **Screen Angle** box for a color, type the halftone screen angle you want to use for that color.
7. Under **Halftone Settings** in the **Spot shape** box, select the spot shape you want to use for all the colors in the job.

Halftone Line Screen

You can apply a different line screen to each color that prints on its own separation. You can have only one line screen per separation. If you convert a spot color to its process color equivalent, the line screens for each of the process colors apply.

By default, the line screen you select for an output device in the Device Configuration dialog box is applied to all colors printed on that device. For information about changing the default halftone line screen, see *Screen Angle* on page 58.

Halftone Screen Angle

Each halftone line screen in the PPD or PPX file of the selected device has a screen angle defined for each process color. These amounts are generally based on the manufacturer's recommendations.

When you use a line screen that is not defined in a PPD or PPX file, Preps assigns the screen angles of 15, 75, 90, and 45 to cyan, magenta, yellow, and black, respectively. If you change the line screen for a selected color, the screen angle remains the same unless you change it.

If you convert a spot color to a process color build, the halftone screen angle for each of the process colors applies. You can have only one halftone screen angle per separation.

Halftone Spot Shape

Information about the available halftone spot shapes is in the PPD or PPX file for the selected output device. The halftone spot shape you select is used for all the colors in the job.

Applying Web Growth Compensation



Note: These settings apply only to mixed-files jobs, not to PDF-native jobs.

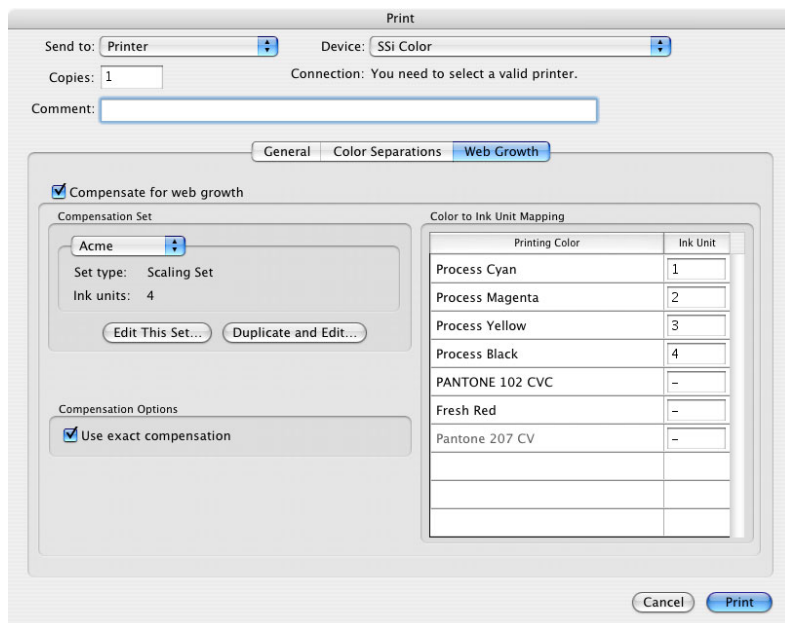
You can apply web growth compensation to a job in Preps Pro. For information about setting up compensation sets, see *Chapter 18, Web Growth Compensation*.

The Macintosh instructions follow, then the Windows instructions.

To apply web growth compensation to a job (Macintosh):

1. Open a job.
2. From the **File** menu, choose **Print**.
3. In the Print dialog box on the **General** tab in the **Imaging Options/Color Separation** area, select **In-RIP** or **Host-based**; if **Host-based**, in the **Sort by** list, select either option (see *In-RIP* on page 276 or *Host-based* on page 276).
4. Click the **Color Separations** tab.
5. On the **Color Separations** tab in the **Colors** column, clear the check boxes of any colors you do not want to print, or re-map those colors to other colors (see *Specifying How Spot Colors Print* on page 282).

6. Click the **Web Growth** tab.



7. On the **Web Growth** tab, select the **Compensate for Web Growth** check box.
8. If you have used compensation sets before with this installation of Preps, skip to step 10. If this is the first time you have used compensation sets with this installation, the Choose a Folder dialog box opens for you to select the folder that contains the compensation sets. Browse to the location of the compensation sets.
9. Select the folder that contains the compensation sets and click **Open**.
10. On the **Web Growth** tab in the **Compensation Set** area, select from the list the compensation set you want to use. The set type (currently only scaling) and the number of ink units are displayed below. Notice that the printing colors and their corresponding ink units are displayed in the **Color to Ink Unit Mapping** area.
11. Exact compensation is selected by default. If you don't want to use exact compensation, in the **Compensation Options** area, clear the **Use exact compensation** check box. See *Exact Compensation* on page 289 for more information.

To apply web growth compensation to a job (Windows):

1. Open a job.
2. From the **File** menu, choose **Print**.
3. In the Print dialog box on the **General** tab in the **Imaging Options/Color Separation** area, select **In-RIP** or **Host-based**; if **Host-based**, in the **Sort by** list, select either option (see *In-RIP* on page 276 or *Host-based* on page 276).
4. Click the **Color Separations** tab.
5. On the **Color Separations** tab in the **Colors** column, clear the check boxes of any colors you do not want to print, or re-map those colors to other colors (see *Specifying How Spot Colors Print* on page 282).
6. Click the **Web Growth** tab.
7. On the **Web Growth** tab, select the **Compensate for Web Growth** check box.
8. If you have used compensation sets before with this installation of Preps, skip to step 10. If this is the first time you have used compensation sets with this installation, in the Browse for Folder dialog box, browse to the location of the compensation sets.
9. Select the folder that contains the compensation sets, and click **OK**.
10. On the **Web Growth** tab in the **Compensation Set** area, select from the list the compensation set you want to use. The set type (currently only scaling) and the number of ink units are displayed below. Notice that the printing colors and their corresponding ink units are displayed in the **Color to Ink Unit Mapping** area.
11. Exact compensation is selected by default. If you don't want to use exact compensation, in the **Compensation Options** area clear the **Use exact compensation** check box. See *Exact Compensation* below for more information.
12. If you have selected all the settings you need on all three tabs, click **Print**.

Exact Compensation

“Exact compensation” means that Preps scales raster images; that is, each object on the separated page is translated (moved a certain distance) and scaled (made larger or smaller). Preps scales the page’s position and scales the page itself; the result is as if the whole press sheet is scaled. In most cases, these changes provide the best compensation for the effects of web growth. Under certain circumstances, you may want to translate images but not scale them. Turning off exact compensation may be useful if you have a CopyDot™ file with screened data. In such cases, clear the **Use exact compensation** check box.

Duplicating and Editing a Scaling Set

You can edit a scaling set or duplicate it and edit a copy from the Print dialog box **Web Growth** tab. You normally perform these tasks from the Web Growth window (see *Copying a Scaling Set* on page 325 and *Editing a Scaling Set* on page 326), but you may be in the middle of printing a job when you realize that you need to change a compensation set. If you need to make adjustments for just this job, use the procedure below. If you realize that this compensation set needs to be adjusted permanently, see *Editing a Scaling Set from the Web Growth Tab* on page 291.

To duplicate and edit a scaling set:

1. Open a job.
2. From the **File** menu, choose **Print**.
3. In the Print dialog box on the **General** tab in the **Imaging Options/Color Separation** area, select **In-RIP** or **Host-based**; if **Host-based**, in the **Sort by** list, select either option (see *In-RIP* on page 276 or *Host-based* on page 276).
4. Click the **Web Growth** tab.
5. In the **Compensation Set** area, select from the list the compensation set that you want to duplicate and edit.
6. Click **Duplicate and Edit**.
7. In the Copy Scaling Set dialog box, a name is created by adding a period and a number to the name of the original scaling set. You can

keep this name or type a different one for the copy of the scaling set in the **Name** box.

Copy Scaling Set

Name:

Number of ink units: Sheet width:

Reference ink unit:

- 8. Edit other settings in the dialog box as appropriate.
- 9. Click **Create**.
- 10. In the Scaling Set dialog box, edit the scaling percentages in the **Scaling** column for each ink unit as appropriate.

Scaling Set

Name: Acme.1

Reference ink unit: 1

Ink Unit	Scaling
1	100 %
2	100.1 %
3	100.25 %
4	100.4 %

- 11. Click **OK**.
- 12. In the Print dialog box, this scaling set is now selected from the list on the **Web Growth** tab in the **Compensation Set** area.

Editing a Scaling Set from the Web Growth Tab

You can edit an existing scaling set from the **Setup** menu (see *Editing a Scaling Set* on page 326) or from the **Web Growth** tab of the Print dialog box. Use this procedure in preference to the procedure for duplicating and editing a scaling set when you want the changes to be permanent, rather than just for the current job.

To edit a scaling set:

1. Open a job.
2. From the **File** menu, choose **Print**.
3. In the Print dialog box on the **General** tab in the **Imaging Options/Color Separation** area, select **In-RIP** or **Host-based**; if **Host-based**, in the **Sort by** box, select either option (see *In-RIP* on page 276 or *Host-based* on page 276).
4. Click the **Web Growth** tab.
5. Under **Compensation Set**, select from the list the compensation set that you want to edit.
6. Click **Edit This Set**.

7. In the Scaling Set dialog box, edit the scaling percentages as appropriate.

Scaling Set

Name: Acme

Reference ink unit: 1

Ink Unit	Scaling
1	100 %
2	100.1 %
3	100.2 %
4	100.35 %

Cancel OK

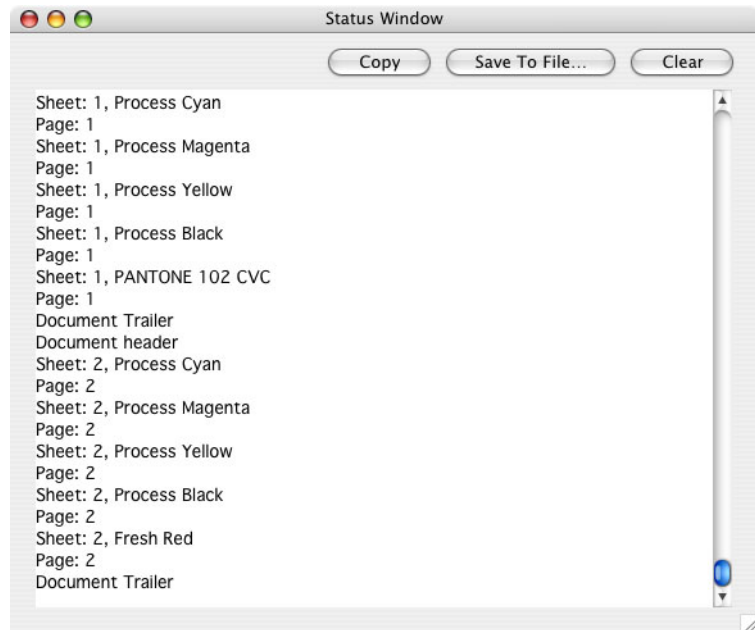
8. Click **OK**.
9. If you want to use this scaling set now, keep it selected from the list on the **Web Growth** tab under **Compensation Set**.

Viewing the Status Windows

Preps has two status windows: **Status** and **Print Status**. The Status window displays status information about Preps operations. The Print Status window opens whenever a job is printing and closes as soon as the job has been completely sent, but you can open the other Status window anytime. You can scroll through the window and review status information about many Preps operations that have occurred since you started Preps, and you can copy and paste the contents of the Status Window to a text program for your records. The Status window displays related information when you select an output device, when you add a PostScript file to a job, when you print, and when you preview. The window does not show information when you save a job or add a signature to a job.

To open the Status window:

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

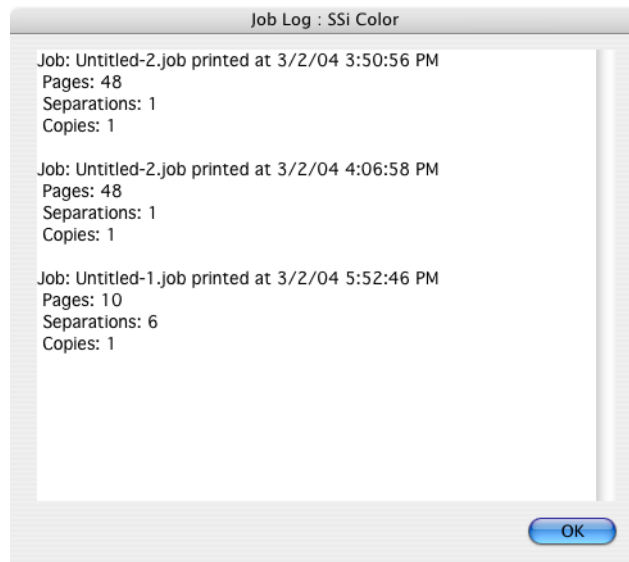
**To hide the Status window:**

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

Viewing the Job Log

The Job Log window displays a list of all the jobs that have been sent to the selected output device. This log accumulates from the moment you add the output device. When you quit Preps, the job log is saved so you can go back and look at job logs from last week or last month, if necessary.

Printer job log entries are generated any time you send a Preps job to a destination (**Printer**, **PS File**, **PDF File**, **Adobe Job Ticket**, **Discard**, **JDF**, or **PPF**). Each entry shows the print time and the number of pages, separations, and copies. A brief message is displayed if the job is unsuccessful or is canceled.



To view the job log:

1. From the **Setup** menu, choose **Device Setup**.
2. In the Device Setup dialog box, select the output device in the **Installed Devices** box.
3. Click **Device Configuration**.
4. In the Device Configuration dialog box, click **Job Log**.
5. After viewing the information, click **OK**.

To print the job log:

1. Open **log.txt** in a text editor such as BBEdit or TextPad. The file is located in the **Printers** folder, within the folder for the selected output device.
2. From the **File** menu, choose **Print**.

Sending a PostScript File Directly to an Output Device

If you are having a problem with a PostScript file and want to determine if the problem is independent of Preps, try sending the file directly to an output device, bypassing any processing by Preps. If you cannot send the PostScript file directly to the output device, then the problem is not with Preps. **Send PostScript File** works only for PostScript files, not for PDF, TIFF, or other kinds of files.

You can also use **Send PostScript File** to print a formatted PostScript file without creating a job in Preps.

You can send PostScript files containing fonts or blocks of PostScript code, known as procsets. You can also send complete PostScript print files created by Preps (see *Printing to File as One File* on page 246).

Before you send a PostScript file, select and connect an output device (see *Chapter 5, Adding and Connecting Output Devices*, and *Chapter 6, Configuring Output Devices*, for information). If the file you are sending is one you created by printing a Preps job to file, send the PostScript file to the output device you selected when you created the PostScript file.

To send a PostScript file directly to an output device:

1. From the **File** menu, choose **Send PostScript File**.
2. In the dialog box, select the file you want to download. Although all the different kinds of files in the same location are listed in the dialog box, Preps can print only PostScript files from this command.
3. Click **OK**.

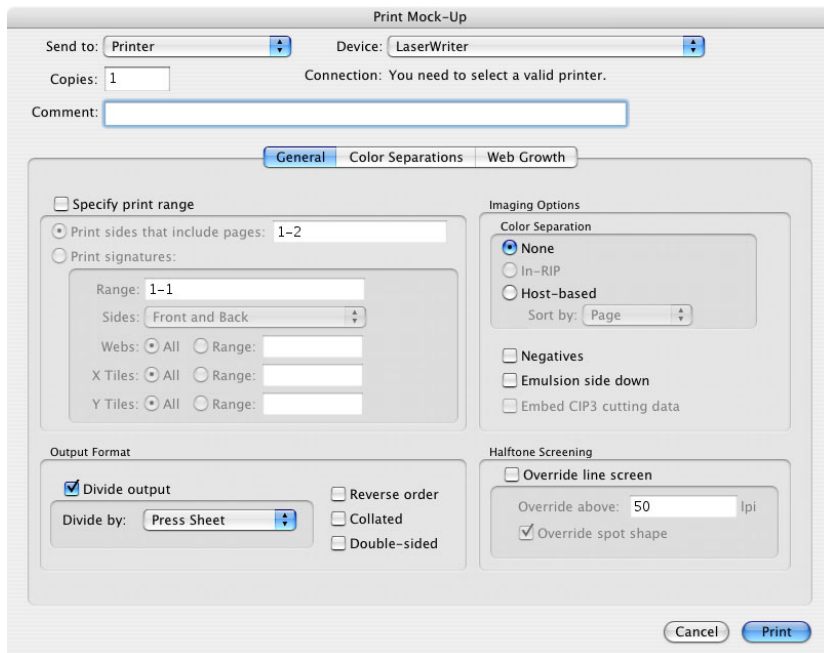
Printing a Job Mock-Up

Before you produce final output, you may want print a job mock-up to see how the pages in the run list flow through the signatures in the template. If you previously selected a thumbnail layout for a job, select a template now if you want to print a job mock-up.

In a job mock-up, the actual run list pages are not printed. Numbered placeholders indicate the layout and orientation of the pages. The order in which pages are flowed through the signatures in the template is determined by the template’s binding style. The picture below shows one side of a press sheet in a job mock-up.



For information about template binding styles, see *Binding Styles* on page 336.

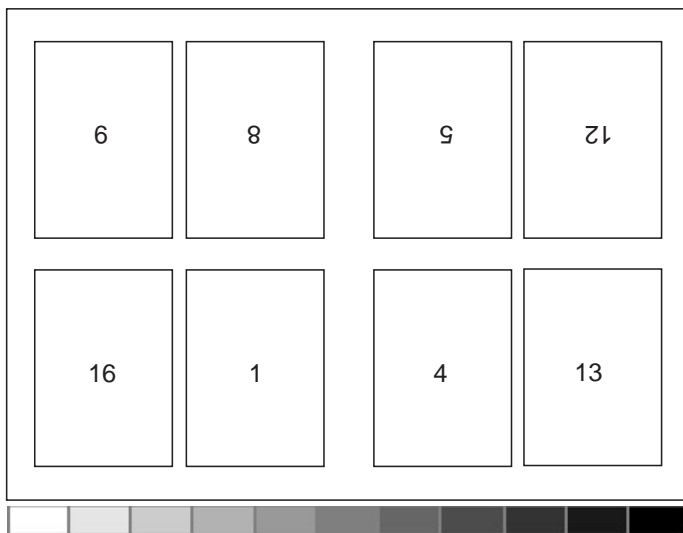


To print a job mock-up:

1. Open a job to which you have applied a template.
2. From the **File** menu, choose **Print Mock-Up**.
3. In the Print Mock-Up dialog box, make sure **Printer** is selected in the **Send to** box, and click **Print**.

Printing a Template Mock-Up

You can print a template mock-up to see how an imposition appears when printed. A template mock-up displays page placeholders and page numbers, and shows the order in which job pages flow through the signature. The mock-up also allows you to verify that new punch coordinates are correct. When you print a template mock-up, you can also see how the gutters and template marks are positioned when the job prints. You can instruct Preps to reduce the mock-up when it is printed, so it fits onto one sheet of media.



Acme Products, Job #7629

Before you print a template mock-up, you select an output device—generally a laser printer.

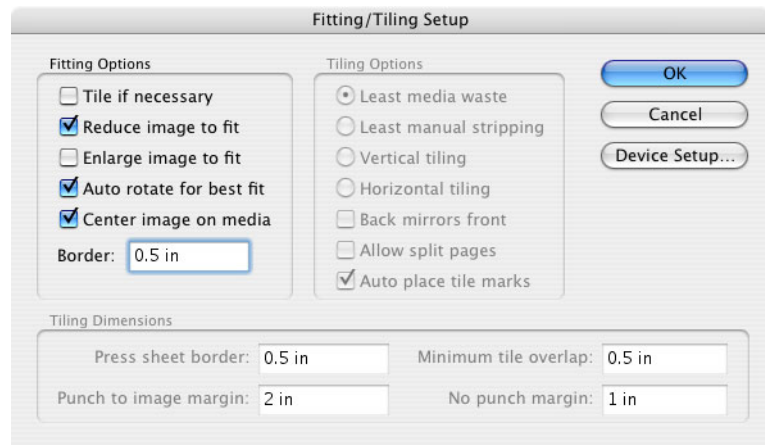
To select an output device:

1. From the **Setup** menu, choose **Device Setup**.
2. In the Device Setup dialog box, select an output device from the **Installed Devices** box.
3. Click **OK**.

For more information about selecting an output device, see *Chapter 5, Adding and Connecting Output Devices*.

To print a reduced template mock-up:

1. From the **File** menu, choose **Fitting/Tiling Setup**.
2. In the Fitting/Tiling Setup dialog box, select the **Reduce image to fit** check box.



3. Click **OK**.
4. From the **File** menu, choose **Open Template>From Templates Folder** or **Other** (and browse to the location).
5. In the dialog box, select the template you want from the box.
6. Click **Open**.
7. From the **File** menu, choose **Print Mock-Up**.
8. In the Print Mock-Up dialog box, click **Print**.

17

Fitting and Tiling

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Overview



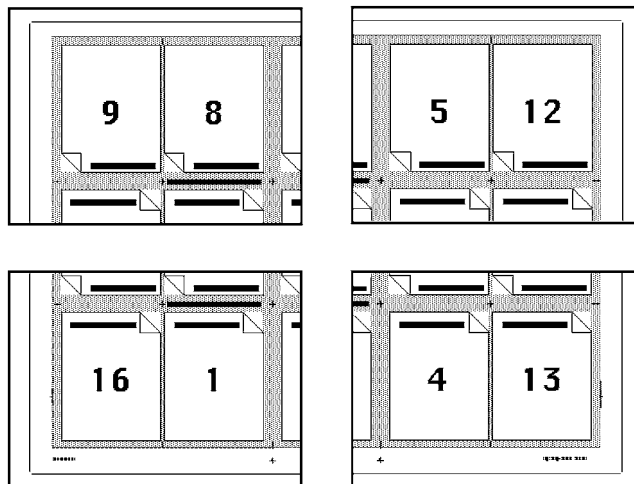
Note: This chapter covers features that are rarely used in on-demand printing environments.

Fitting and tiling settings determine how Preps fits output onto the film, paper, or plate on which a Preps press sheet is being printed or imaged.

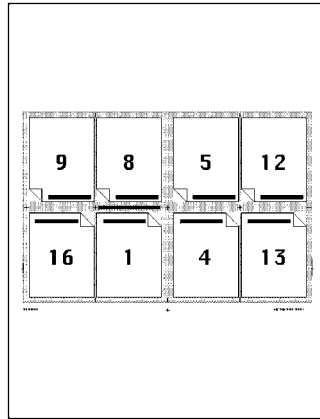
You can select either fitting or tiling settings, but you cannot select both at the same time.

Fitting options are generally used for printing job proofs and mock-ups of jobs designed for large press sheets. By using fitting options, you can reduce the press sheet to fit on the paper size used by your laser printer.

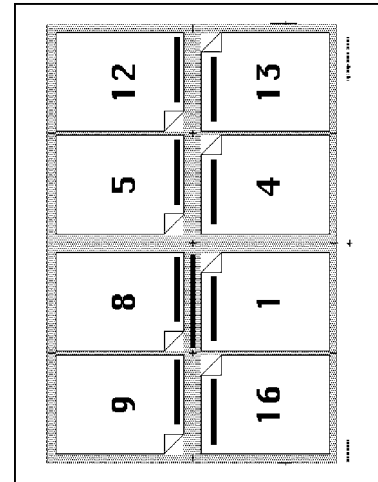
Tiling options are used when the press sheet size is larger than the media size of the output device. When you select tiling options, Preps divides the press sheet into tiles that can be stripped together after they are imaged.



Tile if necessary



38" x 25" press sheet
reduced to fit on letter

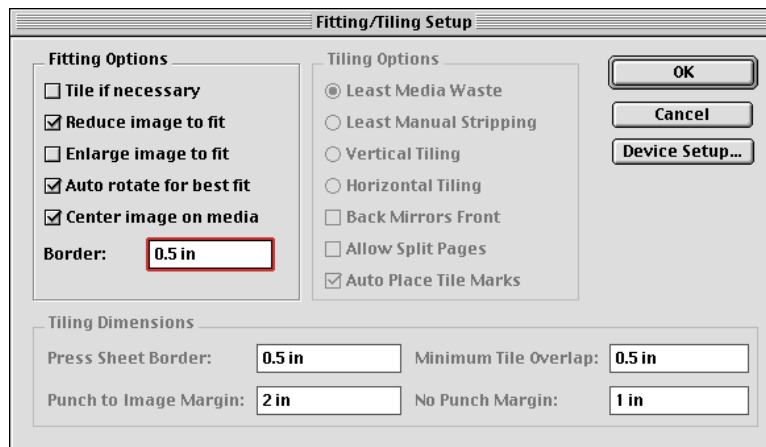


38" x 25" press sheet
reduced to fit and
auto-rotated for best fit on letter

Selecting Fitting Settings

Fitting settings are applied to a job or template when the job is printed. Fitting settings are not saved with a job or template, but you can save them in a profile. For information about profiles, see *Chapter 13, Preferences and Profiles*.

You select fitting settings in the Fitting/Tiling Setup dialog box.



To select fitting settings:

1. From the **File** menu, choose **Fitting/Tiling Setup**.
2. In the Fitting/Tiling Setup dialog box, select fitting settings.
3. Click **OK**.

Following are descriptions of the fitting options available in Preps.

Tile if necessary

This option activates tiling. If the press sheet is larger than the sheet of media, Preps divides the press sheet into tiles that can be stripped together. You select options under **Tiling Options** to specify how you want tiling to be done (see *Selecting Tiling Options and Specifying Tiling Dimensions* on page 307).

When you select **Tile if necessary**, tiling is activated and the rest of the fitting options become unavailable.

Reduce image to fit

If the press sheet is larger than the media, this option reduces the press sheet to fit on a single sheet of media. This option is useful when you are printing to a proofer.

Enlarge image to fit

If the press sheet is smaller than the media, this option enlarges the press sheet to fill a single sheet of media.

Auto rotate for best fit

This option automatically rotates the press sheet for the best fit on a sheet of media. This option is available only for output devices that do not have punches.

Center image on media

Centers the press sheet on the media. This option is available only for media sizes that do not have punch coordinates.

Border

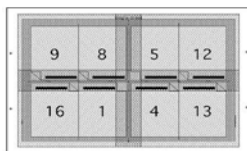
If you enlarge or reduce a press sheet, you can specify an amount for the border around the press sheet. If the press sheet is the same size as or larger than the sheet of media, Preps disregards the border information. Specifying a border is useful, for example, when printing to a laser printer. A laser printer cannot print all the way to the edge of the paper, so by specifying a border when you reduce an image to fit, you ensure that the image is not cut off at the edges.

Tiling Overview

If a press sheet is larger than the selected output device's media, you can instruct Preps to divide the press sheet into tiles. You can align these tiles using Preps tile marks, and manually strip them together to form one piece of film, or flat. The flat is then exposed to create a plate, and the job

is ready to be printed. Tiling is generally used for small and medium format imagesetters.

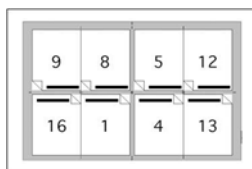
Preps automatically divides a press sheet into tiles, based on the output device media size.



Tiles are imaged on the output device.



Tiles are aligned using tile alignment marks, and are manually stripped together to form a flat.



The aligned flat is exposed to create the plate.

In Preps, there are two ways to apply tiling to press sheets.

Automatic tiling

The automatic tiling feature is selected by default when you activate tiling. Preps divides a press sheet into tiles if the selected media is smaller than the press sheet.

When you use the automatic tiling feature, you can instruct Preps to add tile marks to the press sheet automatically.

Custom tiling

When you activate custom tiling, you can add tiles and position them exactly as you want. You can create a different custom tiling pattern for each media size supported by the selected output device. You can also create a different custom tiling pattern for each press sheet in a template.

Custom tiling information is saved with the template. If you want tile marks to appear on the press sheet, you add and position each mark individually.

Selecting Tiling Options and Specifying Tiling Dimensions

Tiling options and dimensions are applied to a job or template when it is printed. Custom tiling is saved with a template. Automatic tiling settings are not saved with a job or template, but you can save them in a profile. For information about profiles, see *Chapter 13, Preferences and Profiles*.

You select tiling options and specify tiling dimensions in the Fitting/Tiling Setup dialog box (shown on page 301).

To select tiling options and specify tiling dimensions:

1. From the **File** menu, choose **Fitting/Tiling Setup**.
2. In the Fitting/Tiling Setup dialog box, select the **Tile if necessary** check box under **Fitting Options**.
3. Under **Tiling Options**, select tiling options. You can select only one option button, but more than one check box.
4. Under **Tiling Dimensions**, type tiling dimensions (for a description of these options, see *Tiling Dimensions* on page 310).
5. Click **OK**.

If you select a different media size or output device, Preps automatically recalculates the tiling for the new media size.

You select a media size for an output device in the **Page Size** box in the Device Configuration dialog box. If the Fitting/Tiling Setup dialog box is displayed, you can open the Device Configuration dialog box by clicking **Device Setup**, the output device, then **Device Configuration**. You can also open the Device Configuration dialog box by choosing **Device Setup** from the **Setup** menu, selecting the output device, then clicking **Device Configuration**.

Following are the tiling options available in Preps.

Least Media Waste

Automatically tiles the press sheet in the direction that wastes the least amount of media or film.

Least Manual Stripping

Automatically tiles the press sheet in the direction that requires the least manual stripping to create the flat.

Vertical Tiling

Tiles the output media vertically.

Horizontal Tiling

Tiles the output media horizontally.

Back Mirrors Front

Tiles the back of the press sheet as a mirror image of the front of the press sheet. If you use a tiling jig, you may not want to use this feature.

Allow Split Pages

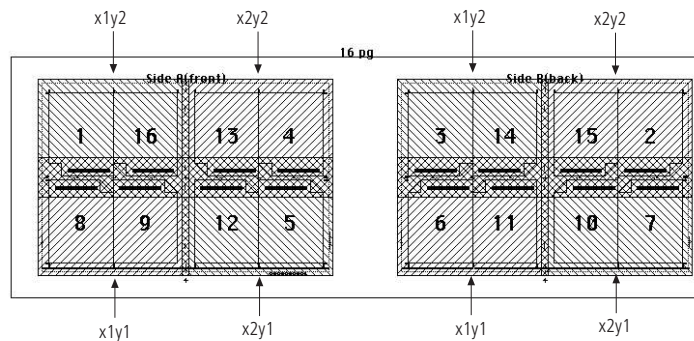
By default, Preps tiles a press sheet so that tiles contain only complete pages. If Preps cannot tile a press sheet without splitting pages, a message is displayed. When you select **Allow Split Pages**, tiles can contain partial pages.

Splitting pages may save film, but can require more difficult manual stripping. This option is generally used for step-and-repeat or gang-up flat work.

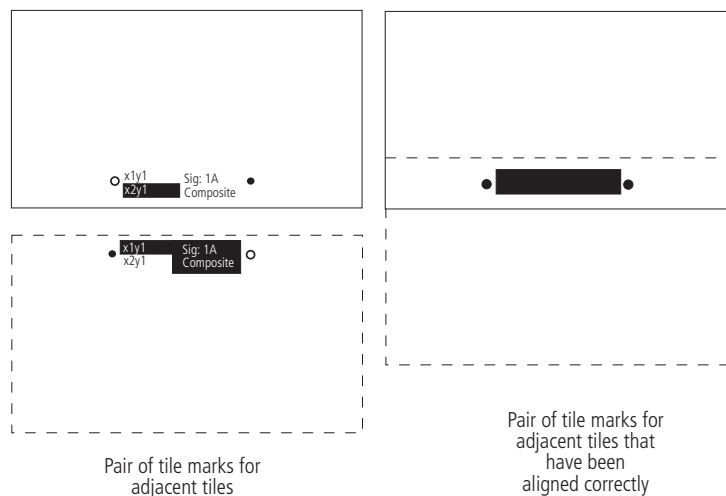
Auto Place Tile Marks

When you select this option, Preps automatically adds tile marks to the overlapping areas of adjacent tiles. These marks are used to align the tiles when they are stripped together.

Each tile is given a unique number, such as x1y1. This number represents the position of the tile on the press sheet.



The same number appears on a pair of tile marks, along with registration marks. The colors on a pair of tile marks are reversed, so that when two adjacent tiles are positioned correctly, the tile marks are opaque.



Tile marks are placed in the gutters between imposition pages. For independent pages, tile marks are placed between the pages. If a template has no gutters, or if there is no space between independent pages, Preps does not add tile marks.

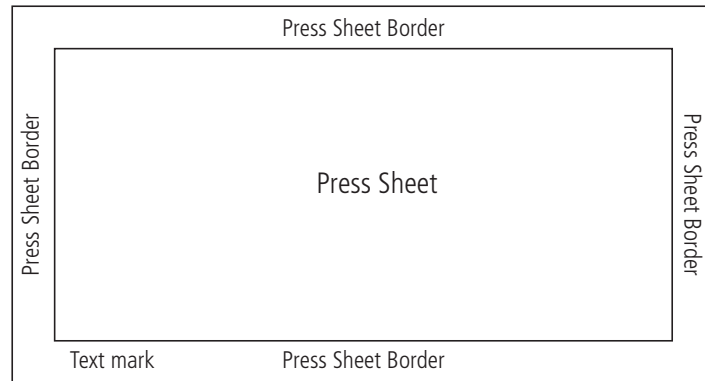
Tile marks that are added using the automatic tiling feature cannot be selected, moved, or edited.

Tiling Dimensions

You can control the placement of tiles by specifying tiling dimensions in the Fitting/Tiling Setup dialog box. Following are the tiling dimension options.

- Press Sheet Border

If a template contains marks that are outside the press sheet, you can add a press sheet border so the marks print with the job. The amount you specify for the border is added to all sides of the press sheet.

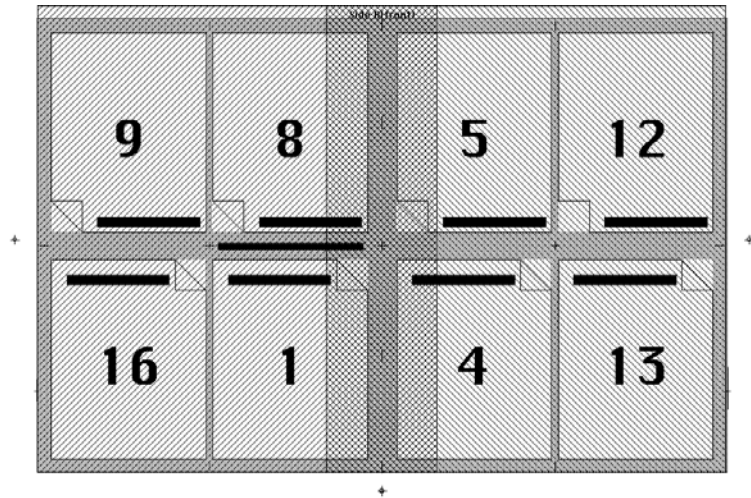


- Punch to Image Margin

If the selected output device has a punch, you can ensure that the imageable area of the tile (press sheet plus press sheet border) does not appear in the punch area by specifying a **Punch to Image Margin** distance. If Preps determines that only one tile is necessary, this amount is ignored.

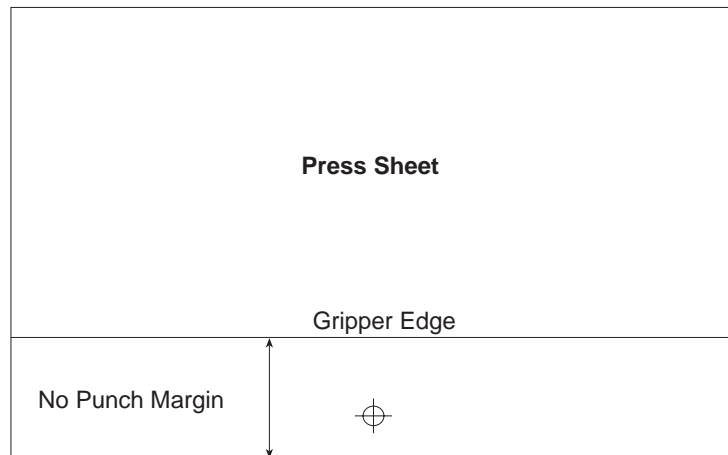
- Minimum Tile Overlap

You can specify the smallest amount of overlap acceptable for the tiles. As Preps calculates the needed tiles, the overlap area may be larger than the amount you specify. If you select the **Allow Split Pages** check box, Preps images any partial page that appears in this overlap area. Otherwise, Preps does not image the partial page.



- No Punch Margin

If the output device does not have a punch and the job has only one tile, you can add a strip to the bottom of the press sheet by specifying a no-punch margin. This option provides an image-free area for conventional punching. The default width is 1 inch (25 mm).



The no punch margin provides an area for conventional punching

Activating Custom Tiling

You can create and save a custom tiling pattern for each media size supported by each output device. The custom tiling pattern is stored with the template when you save it.

When custom tiling is active for a selected press sheet, a check mark appears next to the **Custom Tiling** command on the **Template** menu.

Custom tiling is activated only for the selected media size of the selected output device. If you select a different media size or output device, Preps applies automatic tiling to the press sheets unless you previously saved a custom tiling pattern for the new media size or for the selected media size of the new output device.

If you copy a press sheet with a custom tiling pattern to another template, the custom tiling information is also copied.

To activate custom tiling:

1. From the **File** menu, choose **Fitting/Tiling Setup**.
2. In the Fitting/Tiling Setup dialog box, select the **Tile if necessary** check box under **Fitting Options**.
3. Click **OK**.
4. Open the template to which you want to apply custom tiling.
5. If the tiles are not displayed, on the template **Tool** palette click the **Show/Hide Tiles** tool (see *Template Tool Palette* on page 354).
6. From the **Template** menu, choose **Custom Tiling**.

The tiling options in the Fitting/Tiling Setup dialog box do not apply to custom tiling. However, select the **Allow Split Pages** check box if you want Preps to image partial pages in the tile overlap areas when you print the job. If **Allow Split Pages** is not selected, Preps removes any partial pages in the overlap areas.

When you print a job based on a template containing custom tiling, the custom tiling applies only when you select the output device and media size for which you created the custom tiling.

Adding Custom Tiles to a Press Sheet

When custom tiling is active, you can add tiles to the selected press sheet. The tile size is the same as the media size for the selected output device. See *Chapter 19, Templates*, for complete information about creating and editing templates.

Each tile you add is given a unique identifying number. This number is used to assemble the tiles in the correct order when they are stripped together. We suggest that you do not use Preps's **Copy**, **Paste**, or **Step and Repeat** commands to duplicate tiles on a press sheet, because they would all have the same number.

When you add a tile, by default it is placed at the lower left corner of the press sheet. You can select the tile and drag it to the place you want it to appear, or you can type coordinates for the position you want.

When you add a tile to a press sheet, you select options in the Add Tile dialog box.

The 'Add Tile' dialog box contains the following fields and controls:

- Tile Position:** Left: 16 in, Bottom: 28 in (highlighted with a red border).
- Tile Number:** Horizontal: 6, Vertical: 3.
- Media Size:** Width: 8.5 in, Height: 11 in.
- Punch Position:** Horizontal: (empty), Vertical: (empty).
- Orientation:** Up (dropdown menu).
- Buttons:** Cancel, OK.

To add a custom tile to a press sheet:

1. Open the template containing the press sheet to which you want to add a tile.
2. Select the press sheet to which you want to add a tile.
3. From the **Template** menu, choose **Custom Tiling**. If a check mark appears to the left of the **Custom Tiling** command, custom tiling is already active. If **Add Tile** and **Custom Tiling** are unavailable, first

open the Fitting/Tiling Setup dialog box and select the **Tile if necessary** check box. If **Add Tile** and **Custom Tiling** still are unavailable, select the **Tiling** tool in the **Tool** palette (see *Template Tool Palette* on page 354).

4. From the **Template** menu, choose **Add Tile**.
5. In the Add Tile dialog box, if the media is not punched, type coordinates for the lower left corner of the tile in the **Tile Position Left** and **Bottom** boxes. If the media is punched, type the punch coordinates in the **Punch Position Horizontal** and **Vertical** boxes in the Add Tile dialog box.
6. In the **Tile Number Horizontal** and **Vertical** boxes, type the coordinates to identify the tile if the current coordinates are incorrect.
7. In the **Orientation** box, select an orientation for the tile.
8. Click **OK**.

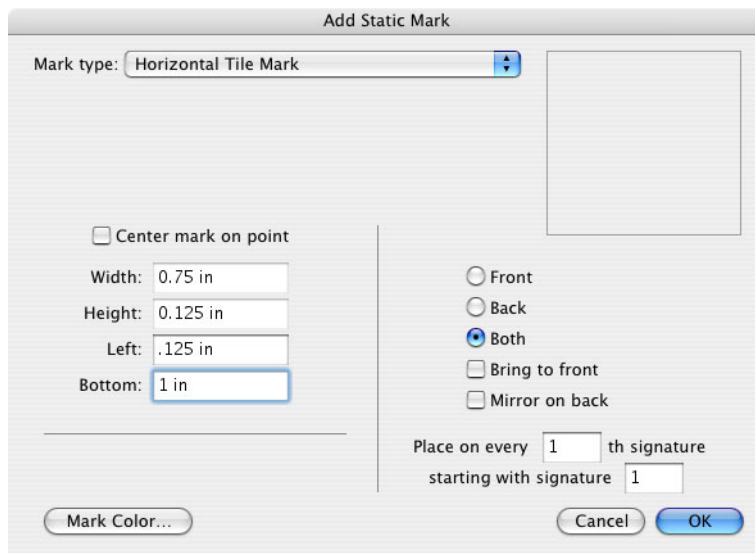
Adding Tile Marks to Custom Tiles

When custom tiling is active, you can add tile marks to the selected press sheet. You position tile marks on the overlapping area of adjacent tiles. When you print a job based on this template, a tile mark with the same number prints on each tile. The colors on a pair of tile marks are reversed, so that when two adjacent tiles are correctly stripped together, the tile marks become opaque (shown on page 309).

When you add a tile mark, by default it is placed at the lower left corner of the press sheet, which has the coordinates of 0,0. You can select the mark and drag it to the place you want it to appear, or you can type coordinates for the position you want. You can also instruct Preps to center the mark on a point that you specify.

By default, Preps prints tile marks on both sides of press sheets.

When you add a tile mark to a custom tile, you select settings in the Add Static Mark dialog box.



To add a tile mark to a custom tile:

1. Open the template that contains the press sheet to which you want to add a tile mark.
2. Select the press sheet to which you want to add the tile mark.
3. From the **Template** menu, choose **Custom Tiling**. If a check mark appears to the left of the **Custom Tiling** command, custom tiling is already active.
4. From the **Template** menu, choose **Add Static Mark**.
5. In the Add Static Mark dialog box, select **Horizontal Tile Mark** or **Vertical Tile Mark** in the **Mark Type** box.
6. In the **Left** and **Bottom** boxes, type the coordinates for the position of the left corner of the mark.

If you select the **Center mark on point** check box, the **Left** and **Bottom** boxes become the **X Ctr** and **Y Ctr** boxes. To use the **X Ctr** and **Y Ctr** settings to place the mark, type the coordinates on which you want the mark centered.

7. Click **OK**.

Viewing a Tiled Press Sheet

When tiling is active, you can see on screen how Preps divides a press sheet into tiles for the media size of the selected output device. If you did not select the **Allow Split Pages** check box, and Preps is unable to tile a press sheet without splitting pages, a warning message appears when you click the **Show/Hide Tiles** tool to display the tiles.

To view a tiled press sheet:

1. From the **File** menu, choose **Fitting/Tiling Setup**.
2. In the Fitting/Tiling Setup dialog box, select the **Tile if necessary** check box under **Fitting Options**.
3. Click **OK**.
4. From the **File** menu, choose **Open Template>From Templates Folder** or **Other** (and browse to the location).
5. In the dialog box, select the template you plan to use for the job.
6. Click **Open** or **OK**.
7. In the Template window, select the press sheet you want to see divided into tiles.
8. On the template **Tool** palette, select the **Show/Hide Tiles** tool.

When the **Show/Hide Tiles** tool is selected, you can view other tiled press sheets by clicking them.

To hide the tiles on a press sheet:

- With the template open and the tiles displayed, select the **Show/Hide Tiles** tool.

Selecting Custom Tiles

When custom tiling is active, you can select the tiles that Preps automatically placed, and you can move them, change their orientation, get information about them, or delete them.

To select a custom tile:

1. Check in the **Template** menu to be sure **Custom Tiling** is turned on.
2. If the template pages are displayed, on the template **Tool** palette select the **Show/Hide Pages** tool to hide the template pages.
3. Click the tile you want to select.

You can select more than one tile at a time.

To select several custom tiles:

1. Check in the **Template** menu to be sure **Custom Tiling** is turned on.
2. If the template pages are displayed, on the template **Tool** palette select the **Show/Hide Pages** tool to hide the template pages.
3. Hold down SHIFT and click each tile you want to select.

Moving or Changing the Orientation of Custom Tiles

There are two ways to move a custom tile. You can:

- Drag the tile to a new position
- Specify coordinates for the new position

When you move a tile by dragging it, you can move several tiles at once.

To drag custom tiles to a new position:

1. Select the tiles you want to move.
2. Drag the selected tiles to a new position.

When you move tiles by specifying position, you move one tile at a time. If the media size (and therefore the tile) has punch coordinates, you move the tile by changing the punch position. If the page does not have punch

coordinates, you move the tile by changing the left and bottom coordinates.

To move a custom tile by specifying coordinates:

1. Select the tile you want to move.
2. From the **Edit** menu, choose **Get Information**.
3. In the Tile Information dialog box, for a tile without punch coordinates, type the coordinates you want in the **Left** and **Bottom** boxes under **Tile Position**. For a tile with punch coordinates, type the coordinates you want in the **Horizontal** and **Vertical** boxes under **Punch Position**.
4. Click **OK**.

You change the orientation of one tile at a time. Orientation is relative to the PostScript origin and the press sheet origin.

You change tile orientation in the Tile Information dialog box.

The screenshot shows a dialog box titled "Tile Information". It is organized into four main sections, each with a title and two input fields:

- Tile Position:** "Left:" with a text box containing "30 in" and "Bottom:" with a text box containing "-0.5 in".
- Tile Number:** "Horizontal:" with a text box containing "5" and "Vertical:" with a text box containing "1".
- Media Size:** "Width:" with a text box containing "8.5 in" and "Height:" with a text box containing "11 in".
- Punch Position:** "Horizontal:" with an empty text box and "Vertical:" with an empty text box.

At the bottom of the dialog, there is an "Orientation:" label followed by a dropdown menu currently set to "Down". To the right of the dropdown are two buttons: "Cancel" and "OK".

To change the orientation of a tile:

1. Select the tile you want to change.
2. From the **Edit** menu, choose **Get Information**.
3. In the Tile Information dialog box, select a direction for the tile in the **Orientation** box.
4. Click **OK**.

Deleting Custom Tiles

To delete custom tiles:

1. Select the tiles you want to delete.
2. Press DELETE.

18

Web Growth Compensation

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Preps Pro's web growth compensation feature allows for the correction of horizontal web growth through the scaling of each press sheet that is output. This chapter explains how to create compensation sets, and *Chapter 16, Printing*, explains how to use them.

Setting Up Scaling Sets

A scaling set is a set of percentages used to compensate for web growth on a particular press. You can define as many different scaling sets as you need. You define a scaling set by specifying a name, a number of ink units, a reference ink unit, and a sheet width, then setting a scaling amount for each ink unit to compensate for web growth. You can use any name and sheet width you like—they serve only to identify the set—but generally it is a good idea to determine a naming system and use it for all your sets. It is recommended that you use names that identify the press and press sheet size for which this set is intended.

The number of ink units in the scaling set is determined by the press. The reference ink unit is always 100 percent, and you define scaling for the other ink units relative to the reference unit. In general, the last ink unit on the press is set as the reference unit, so that the final output is as close as possible to the size specified in Preps.

Preps supports simultaneous access to a shared web growth compensation set folder from multiple installations of Preps. If the compensation set folder is shared between two or more computers running Preps, changes that a user makes to compensation sets are not reflected on other computers until the Web Growth Compensation Sets window is closed and reopened on those computers. Also, new sets added from another computer while the Web Growth Compensation Sets window is open do not show up until you close and reopen the window.

To define a new scaling set:

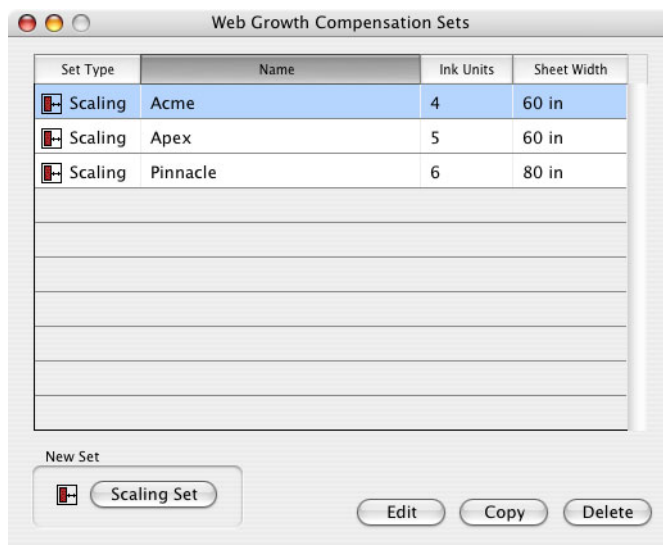
1. From the **Setup** menu, choose **Web Growth Compensation Sets**.
2. If this is the first time you have created a compensation set, you need to identify a location for compensation sets. On Macintosh, in the Choose a Folder dialog box, browse to the location where you want to save compensation sets. If you want to create a new folder for the

compensation sets, click **New Folder**. In the New Folder dialog box, type a name in the **New folder name** box, and click **Create**. In the Choose a Folder dialog box, select the folder and click **Open**.

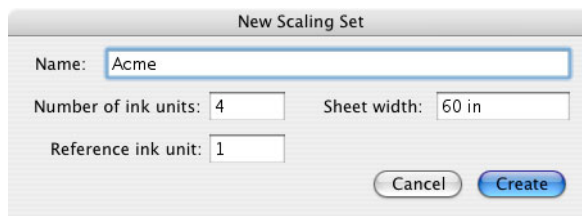
Or:

On Windows, in the Browse for Folder dialog box, browse to the location where you want to save compensation sets. If you want to create a new folder for the PDF files, click **Make New Folder**, type a name for the folder, and click **OK**.

3. The Web Growth Compensation Sets window opens. Under **New Set**, click **Scaling Set**.



9. In the New Scaling Set dialog box, type a name for the scaling set in the **Name** box.



10. In the **Number of ink units** box, type the number of ink units to include in this scaling set.

11. In the **Sheet Width** box, type the width of the press sheets to be printed using this scaling set.
12. In the **Reference ink unit** box, type the number of the ink unit to be used as the reference against which all other units are scaled.
13. Click **Create**.
14. In the Scaling Set dialog box, enter the scaling percentage to apply to each ink unit.

Scaling Set

Name: Acme.1

Reference ink unit: 1

Ink Unit	Scaling
1	100 %
2	100.1 %
3	100.25 %
4	100.4 %

Cancel OK

15. Click **OK**.
16. The Web Growth Compensation Sets window returns to the top, listing the new scaling set. When you have no other sets to create, click the Close box to close the window.

Sorting Web Growth Compensation Sets

You can sort scaling sets in the Web Growth Compensation Sets window. Regardless of the sorting you do in this window, the scaling sets are listed in alphabetical order on the **Web Growth** tab of the Print dialog box, with **None** as the first item in the list.

To sort scaling sets:

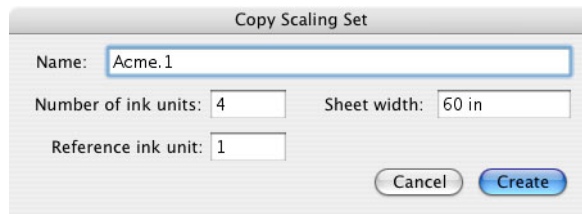
- In the Web Growth Compensation Sets window, click the heading by which you want to sort the list (**Name**, **Ink Units**, or **Sheet Width**).

Copying a Scaling Set

You can copy a scaling set, give the copy a different name, and edit it as needed. If you change the reference ink unit of a copied set, the scaling percentages automatically adjust to preserve the relative scale. If you increase the number of ink units, you need to define scaling percentages for the new ink units.

To copy a scaling set:

1. From the **Setup** menu, choose **Web Growth Compensation Sets**.
2. In the Web Growth Compensation Sets window, select the scaling set you want to copy.
3. Click **Copy**.
4. In the Copy Scaling Set dialog box, type a name for the copy of the scaling set.

A screenshot of the 'Copy Scaling Set' dialog box. It has a title bar that says 'Copy Scaling Set'. Inside, there are three text input fields: 'Name:' with the value 'Acme.1', 'Number of ink units:' with the value '4', and 'Reference ink unit:' with the value '1'. To the right of the 'Number of ink units' field is a 'Sheet width:' field with the value '60 in'. At the bottom right, there are two buttons: 'Cancel' and 'Create'.

5. Edit the scaling set information as needed. If you change the reference ink unit, all scaling percentages are automatically adjusted for the new reference unit.
6. Click **Create**.
7. In the Scaling Set dialog box, edit the scaling percentages as needed.
8. Click **OK**.
9. In the Web Growth Compensation Sets window, click the **Close** box.

Editing a Scaling Set

You can open a scaling set for editing from two locations: the Web Growth Compensation Sets window and the **Web Growth** tab of the Print dialog box (see *Editing a Scaling Set from the Web Growth Tab* on page 291).

You can edit the scaling percentages in a scaling set, but you cannot edit the number of ink units or select a different reference ink unit. If you need to make these changes, copy the set and make the changes in the copy. You can delete the original scaling set if it is no longer useful.

To edit a scaling set:

1. From the **Setup** menu, choose **Web Growth Compensation Sets**.
2. In the Web Growth Compensation Sets window, select the scaling set you want to edit.
3. Click **Edit**.
4. In the Scaling Set dialog box, edit the scaling set.
5. Click **OK**.
6. In the Web Growth Compensation Sets window, click the **Close** box.

Deleting a Compensation Set

You can delete a compensation set anytime. If the folder containing the compensation sets is shared between two or more computers, it is recommended that you quit all other copies of Preps that are running while deleting a compensation set.

To delete a compensation set:

1. From the **Setup** menu, choose **Web Growth Compensation Sets**.
2. In the Web Growth Compensation Sets window, select the scaling set you want to delete.
3. Click **Delete**.
4. In the message box that asks you to confirm your intention to delete the compensation set, click **Yes**.

5. In the Web Growth Compensation Sets window, click the **Close** box.

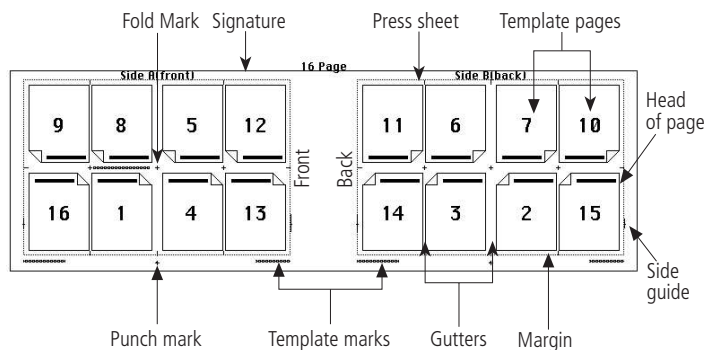
Templates

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Overview

A template is a layout for the pages of your Preps job. You create a template to define the press sheets, signatures, pages, marks, and gutters exactly the way you want them, then flow the pages of your job through the template to lay them out automatically.



The process of creating a template is summarized below.

Steps in Creating a Template

1. In the New Template dialog box: Assign a name to the template, identify a binding style, and specify how to handle partial signatures.
2. In the Add Signature dialog box: Assign a name to the signature you are defining (you can give other names to other kinds of signatures in the same template). Indicate the number of sections in this signature. Specify whether the signature can be selected automatically in the Signature Selection dialog box. Define the press sheet: select a work style, specify dimensions, set position of side guides, etc.
3. In the Create Imposition dialog box: Specify the number and size of the pages in a signature, their orientation, and their placement. Set the length of the fold mark.

Or:

In the Add Independent Page dialog box: Define the size and position of each page in the signature individually, and assign its page number and its section number if the signature has more than one section.

4. This step is for imposition pages only (you assign independent page numbers and section numbers in the Add Independent Page dialog box). For imposition pages, number the pages and the sections (if the signature has more than one section) with the **Page Numbering** tool.
5. Add marks to the template.
6. Save the template in the **Templates** folder, or in any subfolder within the **Templates** folder.

The sample templates that ship with Preps are stored in the **Templates** folder in two subfolders: **US** and **Metric**. When you add new templates, you can set up a folder structure within the **Templates** folder to organize your templates for easy access.

Defining Job Specifications

Before you create a template, you need the following information about the job:

- Binding style
- Press sheet size
- Finished page size
- If this is a multiple section template, you need to determine which pages in your print job belong in which section and which Preps signature. One of the differences between a Preps multiple section template and any other Preps template is that you assign a section number to each page along with the page number.

If the job will be run on a press, rather than on an on-demand printer, you also need information about the press and about the press marks specified for the job. You need:

- Distance from press sheet edge to punch center
- Work style
- Position of side guides
- Length of center marks
- Type, position, content, and color of press (template) marks

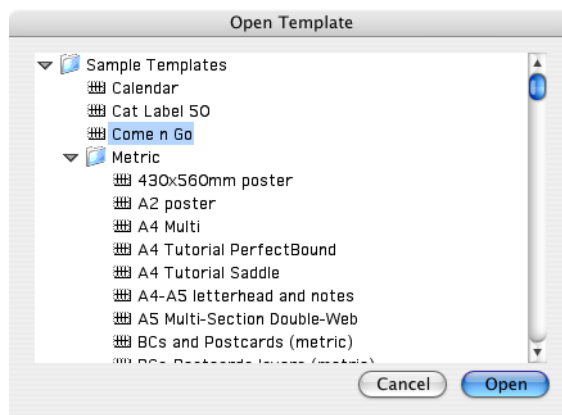
- Layout of the imposition
- Gutter widths

Opening a Template

Preps jobs can be imposed only with templates located within the **Templates** folder structure. If the template is located elsewhere, you can open it and edit it, but you need to save it into the **Templates** folder structure before you can use it for Preps jobs.

To open a template:

1. From the **File** menu, choose **Open Template**.
2. On the submenu, choose **From Templates Folder** if the template is located anywhere in the folder structure in the **Templates** folder, or choose **Other** if the template is located elsewhere.
3. In the Open Templates dialog box, browse to the location of the template and select it.



4. Click **Open** (Macintosh) or **OK** (Windows).

Copying a Template

If a template close to your job specifications already exists, you can copy the template and modify the copy to meet your job specifications, which is faster than creating a completely new template. To create a template without using a copy, see *Creating a Template* on page 335.

On a Macintosh, when you open a template that shipped with Preps, Preps automatically creates a copy of the template, which you can then modify, save, and name.

On a computer running Microsoft Windows, or for Macintosh templates that did not ship with Preps, it is a good idea to create a copy of a template before you modify it. In this way, you keep the original template intact for future use. You can create a copy of the template, name it, and modify it to meet your job specifications.

To copy a template:

1. Open the template (see *Opening a Template* on page 333).
2. From the **File** menu, choose **Save Template As**.

In the dialog box that opens, Preps automatically selects the **Templates** folder as the location for the template copy. You can save a template you want to use with Preps jobs anywhere within the folder structure in the **Templates** folder.

3. On Macintosh, type a name for the template copy in the **Save as** box and click **Save**. The name can be up to 31 characters and can contain spaces.

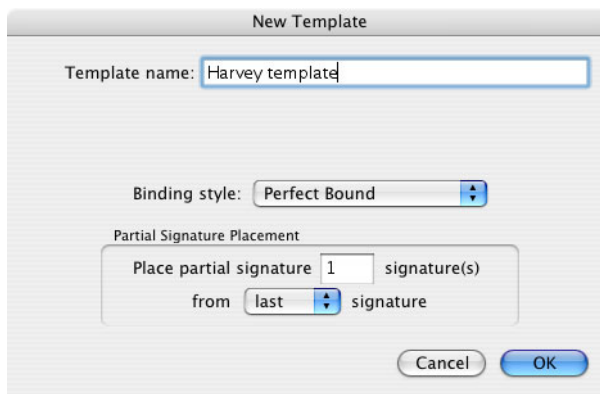
In Windows, type a name for the template copy in the **File name** box and click **OK**. The name can be up to 50 characters, including the .tpl extension, and can contain spaces. See *Template Name* on page 336 for more information.

Creating a Template

When you create a template, you:

- Name the template
- Select a binding style
- Specify the position in which you want partial signatures to be printed, relative to the full signatures.

When you create a template, you select settings in the New Template dialog box. If you later change your mind about these settings, you can edit them in the Template Information dialog box.



To create a template:

1. From the **File** menu, choose **New Template**.
2. In the New Template dialog box, type a descriptive name for the template in the **Template Name** box (see *Template Name* on page 336 for more information).
3. In the **Binding Style** box, select a binding style (see *Binding Styles* on page 336 for more information).
4. Under **Partial Signature Placement**, indicate the position you want for the partial signature (see *Placing Partial Signatures* on page 341 for more information). You can change this setting later if necessary.
5. Click **OK**.

When you create a template, the Add Signature dialog box automatically opens. You select settings in this dialog box to add a signature and press sheet(s) to the template. See *Adding Signatures and Press Sheets to a Template* on page 342.

Template Name

When you create a template, the first thing you do is name it. On Macintosh, the name can be up to 31 characters long. On Windows, the name can be 50 characters long, including the .tpl extension. The name can contain spaces, but cannot contain any of the following characters: \ | : " ' ? < > /

Binding Styles

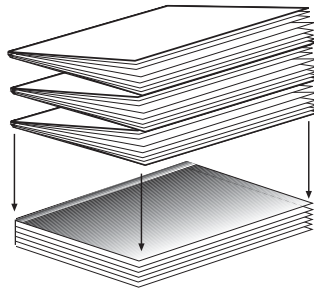
After you name a new template, you select a binding style. Five binding styles are available for Preps XL templates:

- Perfect bound
- Saddle stitched
- Come and go
- Cut and stack
- Flat work (no binding)

The binding style you select determines the order in which job pages are flowed through the template. It also determines how your automatic shingling setting in the Layout Details dialog box is applied to jobs imposed with the template. A template can have only one binding style.

- Perfect-Bound Binding Style

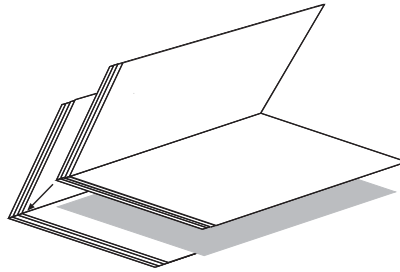
Perfect binding is used for jobs like paperback books. When a job is imposed with a perfect-bound template, Preps flows the run list pages through the signature in the order in which they appear in the run list. If you use **Auto Select** in the Signature Selection dialog box, Preps uses the largest signature available for automatic selection, based on the number of pages in the run list. If you want to choose which signature is applied to which pages, use the **Add** button to apply signatures manually rather than using **Auto Select**.



Perfect-bound binding style

- Saddle-Stitched Binding Style

Saddle stitching is used for jobs like booklets, programs, and catalogs. When a job is imposed with a saddle-stitched template using the **Auto Select** feature in the Signature Selection dialog box, Preps flows an equal number of pages from the beginning and the end of the run list through the largest signature in the template that is available for automatic selection. If there aren't enough run list pages remaining to complete another full signature, Preps flows the remaining pages through the signature that most closely matches the number of remaining pages. Preps adds blank pages to the end of the run list if there are not enough pages to fill the last signature. You can choose to apply signatures manually if automatic selection does not meet your needs.



Saddle-stitched binding style

- Come-and-Go Binding Style

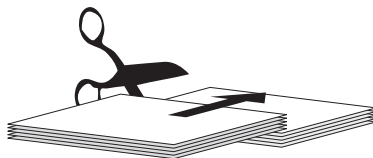
A come-and-go template is used to produce two small perfect-bound books that are perfect bound together on a common edge, then cut apart. When a job is imposed with a come-and-go template using the **Auto Select** feature in the Signature Selection dialog box, Preps takes an equal number of pages from the beginning and the end of the run list to fill the largest signature in the template that is available for automatic selection. You can choose to apply signatures manually if automatic selection does not meet your needs.



Note: You cannot use the come-and-go binding style with a multiple section template.

- Cut-and-Stack Binding Style

The cut-and-stack binding style is used primarily for jobs printed on on-demand output devices to produce different parts of a job simultaneously. For example, Preps imposes the first half of the run list on one side of the press sheet and the second half on the other. The sheets are cut and the one side is stacked on the other for a complete book.



Cut-and-stack binding style

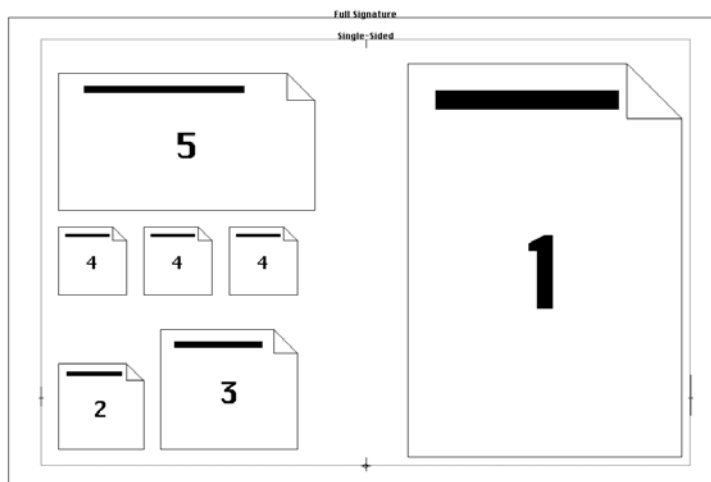
- Flat Work Binding Style (No Binding)

The flat work binding style is used for non-folded signature templates for jobs that are not bound, such as posters, gang-ups, and step-and-repeat work, such as business cards.

In flat work templates, you can combine different page sizes and orientations on a press sheet for gang-up jobs. You can also step and repeat pages, and overlap and nest them for the most efficient use of your film, and for “double-burns.”

When you impose a job using a template with a flat work binding style, Preps flows the job pages into the signature by matching the number of the run list page with the number of the template page. The first run list page is flowed into the template page numbered 1. The second run list page is flowed into the template page numbered 2, etc.

If a template page number appears twice in a signature, the corresponding run list page is imposed twice. For example, if the template page numbered 4 is repeated three times in the signature, the fourth run list page is imposed three times.



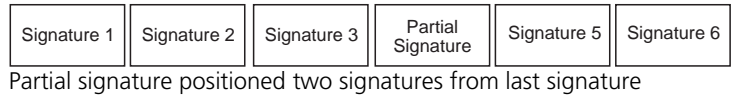
Flat work template example

Placing Partial Signatures

Sometimes the number of pages in a job is not an even multiple of the number of pages in the full signature in a template. For example, a standard signature may contain 16 pages, but your job may contain 88 pages: this number of pages fills up 5 1/2 signatures. Rather than leave 8 pages blank, you create a partial signature, such as an 8-page work-and-turn, to use paper and press time efficiently.

When you create or modify a template, you can specify where to position the partial signature relative to the full signatures. For example, if the job has five full signatures and one partial signature, you can instruct Preps to place the partial signature two signatures from the last signature. Preps positions the partial signature fourth. If you instruct Preps to place the partial signature two signatures from the first signature, Preps positions the partial signature third.

For a new template, you specify the position under **Partial Signature Placement** in the New Template dialog box. To modify an existing template, you specify the position in the Template Information dialog box (see *Modifying a Template* on page 380).



Adding Signatures and Press Sheets to a Template

A signature contains one or more press sheets. Depending on the kind of job, you may decide to print on a sheetfed press or on a web press. You can use Preps templates on both types of presses. You can save time by copying and pasting press sheets within the same template or between templates.

Signatures for jobs that print on a web press often combine several webs. Each press sheet in such jobs is considered a web.

The Add Signature dialog box automatically opens when you click **OK** in the New Template dialog box as you begin to create a new template. You can display the Add Signature dialog box anytime by opening a template and choosing **Add Signature** from the **Template** menu. To display the signature information for an existing signature, see *Modifying Signatures and Press Sheets* on page 350.

When you add a signature and a press sheet to a template, you select settings in the Add Signature dialog box.

The screenshot shows the 'Add Signature' dialog box with the following settings:

- Signature name: Full Signature
- Number of sections: 1
- Page count: 0
- ☒ Make signature available for autoselect
- Press Sheet Information:
 - Work style: Sheetwise
 - Width: 38 in
 - Height: 25 in
 - Position of side guides: 4 in
 - Length of center marks: 0.5 in
 - Press sheet edge to punch center: 0 in
 - From: Bottom

To add a signature and a press sheet to a template:

1. From the **Template** menu, choose **Add Signature**.
2. In the Add Signature dialog box in the **Signature name** box, type a descriptive signature name.

3. Keep the **Make signature available for autoselect** check box selected if you want the signature to be available for automatic selection; the check box is selected by default (see *Make Signature Available for Autoselect* on page 343 for more information).
4. In the **Number of Sections** box, type the number of sections to be included in this Preps signature. Take care to type the correct number of sections; you cannot change this number after you click **OK**.
5. In the **Work Style** list, select a work style for the press sheet. See *Work Style* on page 344 for more information.
6. In the **Width** and **Height** boxes, type the press sheet size.
7. In the **Position of side guides** box, type the distance to place the side guides from the edge you are measuring from: a guide on the left side is X inches from the top or bottom edge (see *Position of Side Guides* on page 349 for more information).
8. In the **From** list, select the edge to measure from when placing the side guides. Click **None** if you do not want side guides.
9. In the **Length of center marks** box, type the amount you want. If you do not want center marks, type 0 (see *Length of Center Marks* on page 349 for more information).
10. In the **Press sheet edge to punch center** box, type the distance amount (see *Press Sheet Edge to Punch Center (Setback)* on page 349 for more information).
11. Click **OK**.

Following is more information about completing the specifications in the Add Signature dialog box. When you have finished setting these specifications, go to *Adding Pages to a Signature* on page 353 to continue creating the template.

Make Signature Available for Autoselect

If you make a signature you are adding to a template available for automatic selection, you can use the **autoselect** feature when you apply the template to a job in the Signature Selection dialog box. **Autoselect** lets you automatically impose an entire job at once.

If you try to automatically select a template that contains signatures that you have not made available for automatic selection, Preps tells you that there are no usable signatures in the template you have selected. See *Modifying Signatures and Press Sheets* on page 350 for information about making a previously existing signature available for automatic selection.

Work Style

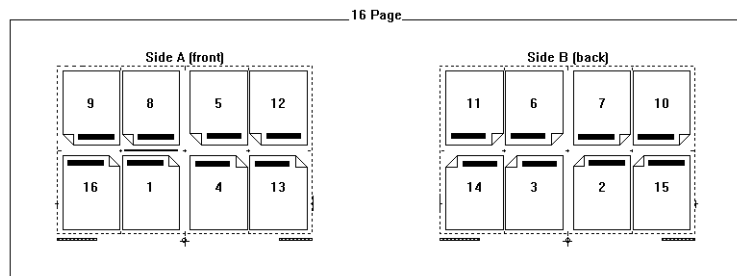
When you add a press sheet to a signature, you need to specify a work style. The work style you specify depends on how the job is run on the press. There are five press sheet work styles available in Preps:

- Sheetwise
- Work-and-turn
- Work-and-tumble
- Perfector
- Single-sided

- Sheetwise Work Style

Sheetwise is one of the most common work styles. Different plates are used to print the front and back of the press sheet. The paper is run through a press to print the front side of the sheet. The paper is then turned over on the vertical axis and run through the press again using the same gripper edge, and a second plate is used to print the back side of the sheet. Web presses also use the sheetwise style, but print both sides in a single pass.

For jobs printed on Xerox DocuTech and DocuPrint and other on-demand output devices, you usually use the sheetwise work style. For on-demand jobs, the press sheet size is the size of the paper on which the job is printed. The maximum press sheet size for DocuTech jobs is 11" x 17" (279 x 432 mm).

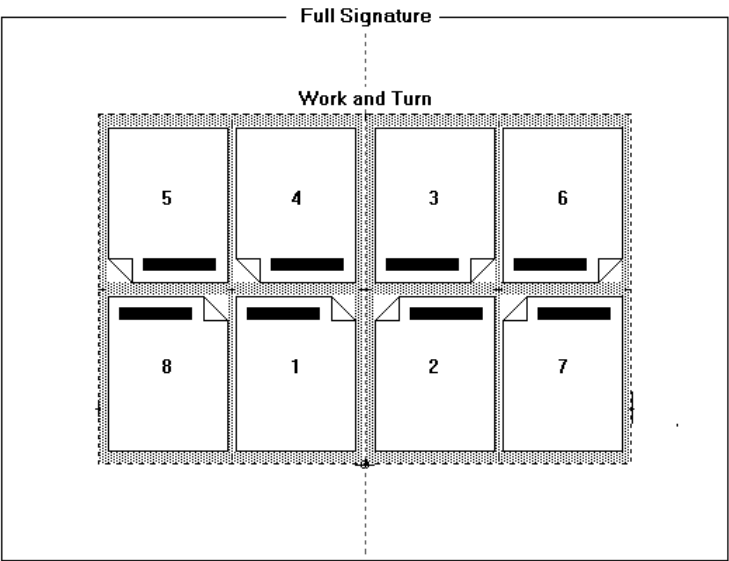


Sheetwise work style

- **Work-and-Turn Work Style**

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

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

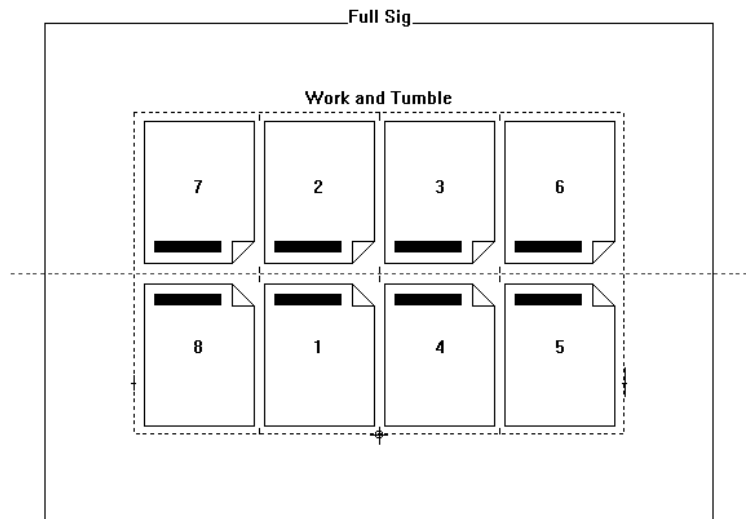


Work-and-turn work style

- Work-and-Tumble Work Style

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

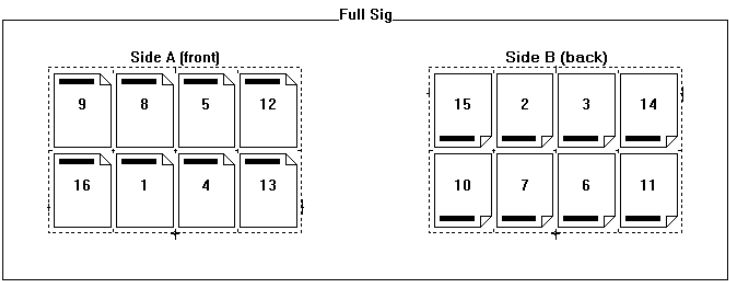
After the first side of a work-and-tumble job is printed, the sheet is turned over on the horizontal axis so that the second side can be printed using opposite grippers, gripping first the leading edge, then turning the sheet over to grip from the tail (the trailing edge). After printing, the sheet is cut in half before folding, creating two identical copies of the half press sheet imposition.



Work and tumble work style

- **Perfector Work Style**

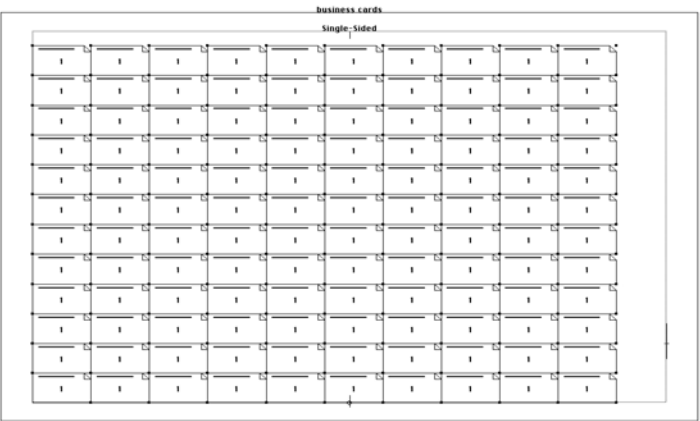
The perfector work style is used for a sheet-fed perfecting press. Perfecting presses print both sides of the paper in one pass. After the first side of the press sheet is printed, it is turned over on the horizontal axis, changing the gripper to the opposite edge so that the second side can be printed. For a perfector work style, the back side of the press sheet is automatically rotated 180 degrees.



Perfector work style

- **Single-Sided Work Style**

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



Single-sided work style

Press Sheet Width and Height

The press sheet size is determined by the size of the media on which the job is printed.

In Preps, press sheets are always displayed on screen with the gripper edge down (the gripper edge is the leading edge of the paper as it passes through a printing press).

Position of Side Guides

The position of the side guides refers to the intersection of the horizontal and vertical lines that compose the side guide mark. On sheetfed presses, side guides position the sheet as it feeds into the press. You indicate the position of the side guides by typing the distance from an edge, and by choosing the edge to measure from. For example, to put the side guides on the left and right edges of the press sheet, two inches from the top, you type `2 in` (or `51 mm`) in the **Position of Side Guides** box in the Add Signature dialog box, and select **top** in the box.

Length of Center Marks

Center marks indicate the center of the press sheet and are positioned at the top and bottom. You can specify the length of the center mark. The top center mark begins 1/8" (3 mm) above the press sheet, and the bottom center mark begins 1/8" (3 mm) below the press sheet.

Press Sheet Edge to Punch Center (Setback)

The punch center refers to the location of the media punch (where a hole is punched so that the media can be anchored on pins for accurate alignment). If the media has a punch, you enter the distance from the press sheet edge to the punch center. If the media does not have a punch, type a positive number large enough to move the punch outside the edge of the press sheet. See *Creating a Template That Doesn't Show Punch Marks* on page 350 for more information.

Creating a Template That Doesn't Show Punch Marks

You can create a template, then specify a location for the punch marks that is beyond the edge of the press sheet.

To create a template without punch marks:

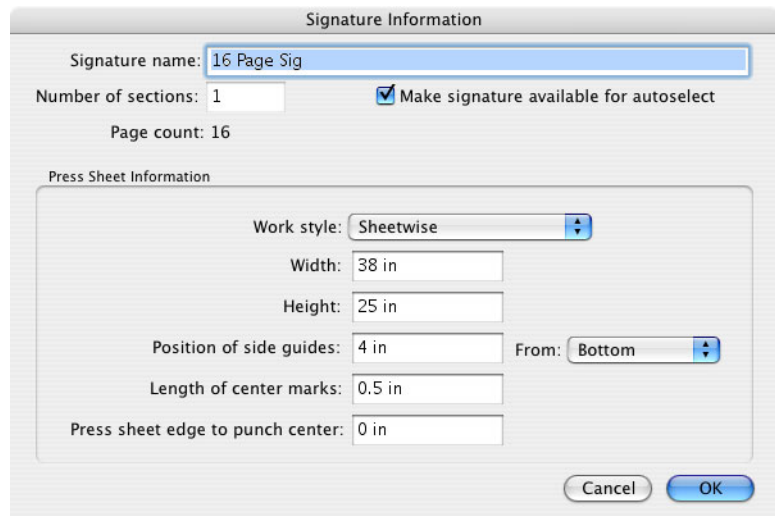
1. From the **File** menu, choose **New Template**.
2. In the New Template dialog box, type a name for the template, select a binding style, and click **OK**.
3. In the Add Signature dialog box, in the **Press sheet edge to punch center** box, type any positive number (a punch mark appears on a press sheet only when the distance from punch center is a negative number).
4. See *Adding Signatures and Press Sheets to a Template* on page 342 for information about completing the rest of the information in the Add Signature dialog box. After completing the rest of the information, click **OK**.

Use this procedure for any template when you do not want the punch mark printing on the output media.

Modifying Signatures and Press Sheets

You can change the name and availability of a signature for automatic selection at any time. You can also change the press sheet size, distance from press sheet edge to punch center (setback), side guide position, and

center mark length. When you modify a signature or press sheet, you select settings in the Signature Information dialog box.

The image shows a 'Signature Information' dialog box. At the top, the title is 'Signature Information'. Below it, there is a text field for 'Signature name:' containing '16 Page Sig'. To the right of this field is a checked checkbox labeled 'Make signature available for autoselect'. Below the signature name field, there are two labels: 'Number of sections:' with a value of '1' and 'Page count:' with a value of '16'. Below these is a section titled 'Press Sheet Information' which contains several settings: 'Work style:' set to 'Sheetwise', 'Width:' set to '38 in', 'Height:' set to '25 in', 'Position of side guides:' set to '4 in' with a 'From:' dropdown set to 'Bottom', 'Length of center marks:' set to '0.5 in', and 'Press sheet edge to punch center:' set to '0 in'. At the bottom right of the dialog are 'Cancel' and 'OK' buttons.

To modify a signature or press sheet:

1. Open the template containing the signature or press sheet you want to modify.
2. Select the signature or press sheet by clicking it.
3. From the **Edit** menu, choose **Get Information**.
4. In the Signature Information dialog box, make your changes. For example, make the signature available for automatic selection by selecting the **Make signature available for autoselect** check box.
5. Click **OK**.

Copying and Pasting Signatures and Press Sheets

When you copy and paste a signature, all the press sheets, template pages, and template marks are copied and pasted as well. You can paste signatures within the same template, or into a different template.

To copy and paste a signature:

1. In the Template window, select the signature you want to copy by clicking it.
2. From the **Edit** menu, choose **Copy**.
3. If you are pasting into a different template, open the second template.
4. Select the signature that comes before the position where you want to paste your copy.
5. From the **Edit** menu, choose **Paste**.

You can also paste press sheets into signatures in the same template or in a different template. When you copy and paste a press sheet, all the template pages and template marks on the press sheet are copied as well, and pasted in the same position as they originally appeared.

To copy and paste a press sheet:

1. In the Template window, select the press sheet you want to copy by clicking it.
2. From the **Edit** menu, choose **Copy**.
3. Select the signature to which you want to add the press sheet.
4. From the **Edit** menu, choose **Paste**.

Deleting Signatures and Press Sheets

Before you delete a signature or press sheet, you select it by clicking it or dragging a marquee around it.

To delete a signature or a press sheet:

1. Select the signature or press sheet you want to delete.
2. Press DELETE.

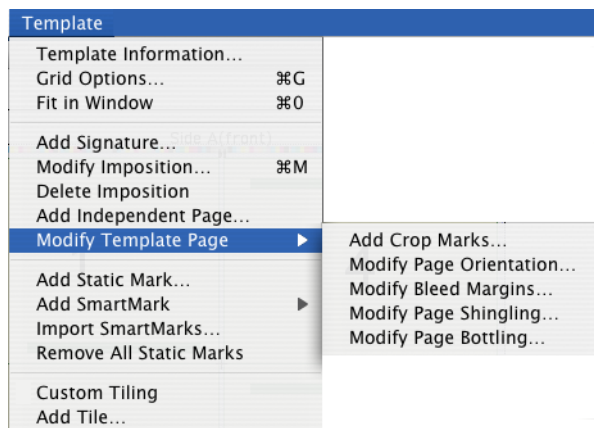
Adding Pages to a Signature

After you click **OK** in the Add Signature dialog box, the new template opens in the Template window. Now you make selections from the **Template** menu to add either imposition pages or independent pages to the Preps signature. You use imposition pages when all the pages in the signature are the same size and you want them placed in an even grid; you use independent pages to combine a variety of page sizes on a single Preps signature. The procedure for imposition pages is given first in the following information (*Adding Imposition Pages* on page 357), followed by the procedure for independent pages (*Adding Independent Pages* on page 372).

To work in the Template window, you need to use the **Template** menu and the template **Tool** palette.

Template Menu

When you create or open a template, Preps adds a **Template** menu to the menu bar. Use the commands on this menu to add information to a template, adjust the way it displays on the screen, and work with template pages.



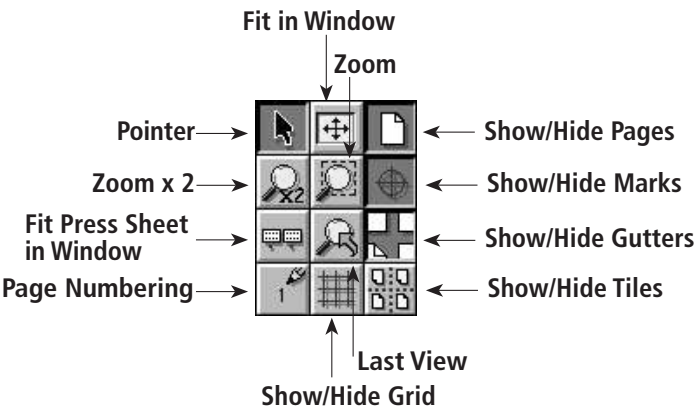
Template Tool Palette

When you create or open a template, Preps displays the template **Tool** palette. You use the tools on the template **Tool** palette to view and modify templates.

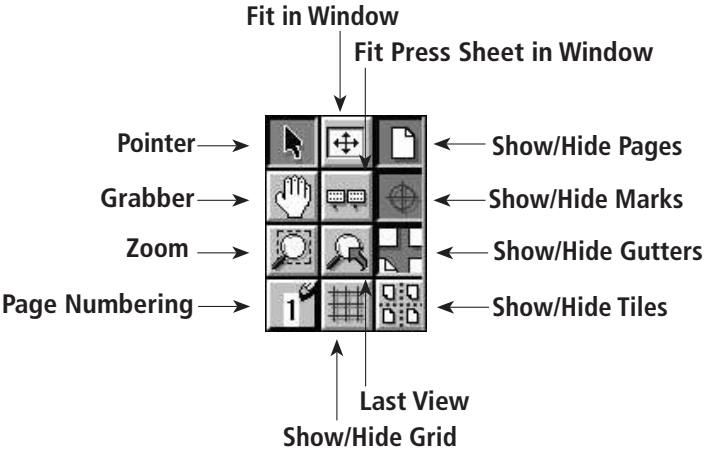
This tool	Does This
Pointer	Selects any object; drags some objects.
Zoom x 2 (Macintosh only)	Doubles the size of the current view.
Grabber (Windows only)	Pans around the viewing window.
Fit Press Sheet in Window	Changes the view of the selected press sheet to fit the window.
Page Numbering	<p>Applies the displayed page number to the page you click; double-clicking this tool opens the Page Number dialog box, where you can edit the page number. Hold down SHIFT to continue applying the same page number to multiple pages.</p> <p>Note: When you finish numbering pages, click another tool immediately to avoid accidentally changing any of your page numbers.</p>
Fit in Window	Reduces view of displayed signatures to fit window.
Zoom	Zooms the area you select by clicking or dragging.
Last View	Toggles between last two views.
Show/Hide Grid	<p>Toggles on and off to show or hide a grid; double-clicking this tool opens the Grid Options dialog box, where you can edit the grid settings.</p> <p>Note: The grid display is turned off by default. Click the tool to display the grid.</p>
Show/Hide Pages	Toggles on and off to show or hide template pages.

This tool	Does This
Show/Hide Marks	Toggles on and off to show or hide template marks (not.
Show/Hide Gutters	Toggles on and off to show or hide gutters. Note: Show gutters must be turned on before you can select a gutter. When Show gutters is turned on, the background of the signature is gray.
Show/Hide Tiles	Toggles on and off to show or hide tiles. Note: Show tiles is turned off by default. Before you can show tiles, you must select the Tile if necessary check box in the Fitting/Tiling Setup dialog box, accessed from the File menu.

Macintosh Template Tool Palette



Windows Template Tool Palette

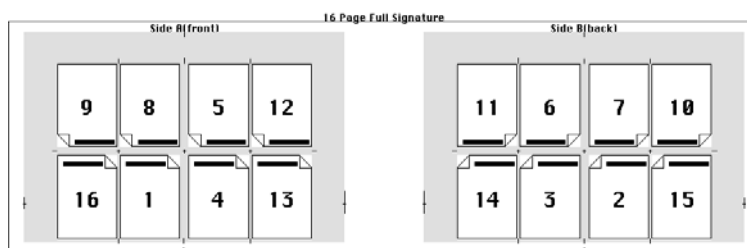


Overview of Imposition Pages

Template pages provide a pattern, or framework, through which job pages are flowed when a job is imposed.

Imposition pages are all the same size, and are positioned in columns and rows on a press sheet. They are separated by gutters and are generally used for folded signatures. When you add imposition pages, you can specify the number of pages that appear in each column and row.

Imposition pages are generally used with templates that have perfect-bound, saddle-stitched, or come-and-go binding styles.



Imposition pages are added as a group and are all the same size.

Adding Imposition Pages

When you add imposition pages to a press sheet, you select settings in the Create Imposition dialog box.

The 'Create Imposition' dialog box is shown with the following settings:

- Finished Page Size:** Width: 8.5 in, Height: 11 in.
- Page Orientation:** Lower left page's head faces: Up, Layout additional pages: Head to Head.
- Number of Imposed Pages:** Horizontal: 4, Vertical: 2.
- Length of fold mark:** 0.5 in.
- Placement on Press Sheet:** Centered horizontally (selected), Fixed left margin: 0 in, Centered vertically (selected), Fixed bottom margin: 0 in.

Buttons: Cancel, OK.

To add imposition pages to a press sheet:

1. From the **Template** menu, choose **Create Imposition**.
2. In the Create Imposition dialog box, type the width and height of the trim size of the finished page in the boxes in the **Finished Page Size** area.
3. In the **Number of Imposed Pages** area, type the number of horizontal and vertical imposition pages you want to add to one side of a press sheet.
4. In the **Page Orientation** area, select the direction you want the top of the lower left page in the group to face.
5. In the **Layout additional pages** list, select the layout of the remaining pages, relative to the lower left page.
6. In the **Placement on Press Sheet** area (Macintosh) or the **Distance from Press Sheet Edge to Imposition** area (Windows), specify where you want the imposition pages relative to the left and bottom press sheet edges.
7. In the **Length of fold mark** box, type a length for the fold mark to display and print in each gutter. Type a 0 to have no fold mark.
8. Click **OK**.

The sections below explain your choices in the Create Imposition dialog box in more depth.

Finished Page Size

Imposition pages on a press sheet are all the same size. You cannot change the size of one page, but you can change the size of all the pages in the imposition.

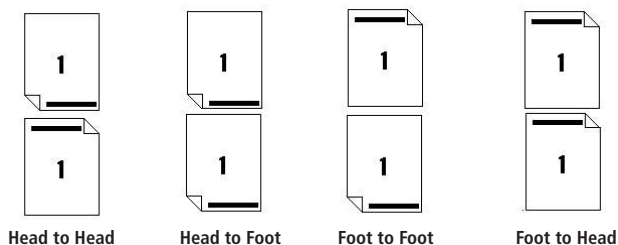
Number of Imposition Pages

When you create an imposition, you indicate the number of pages to add to the press sheet in columns and rows. You can change the number of pages in these columns and rows at any time.

Page Orientation

You can specify the way imposition pages are oriented relative to each other. You can also select the direction the lower left page faces. The remaining imposition pages in the group are oriented relative to the lower left page. Imposition pages can be oriented head to head, head to foot, foot to foot, or foot to head.

The solid bar on a page displayed on screen indicates the top, or head, of the page.



You can change the orientation of individual imposition pages without affecting the other pages in the group (the back of the selected page changes with the front). For more information, see *Modifying Imposition Pages* on page 365.

Distance from Press Sheet Edge to Imposition

You can modify the way a group of imposition pages is positioned on the press sheet. You can center them either vertically or horizontally, or both. You can also specify how far from the bottom and left press sheet edges you want the lower left imposed page to appear. You can combine these settings: for example, you can center the imposed pages vertically, and specify an exact position for the left edge of the press sheet.

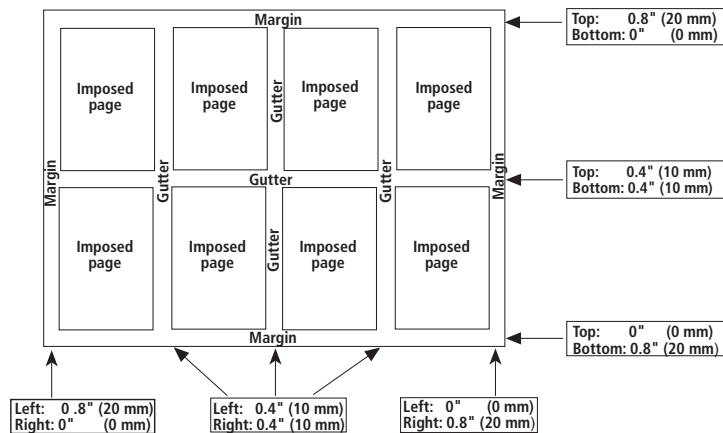
Length of Fold Mark

You can specify the length of the gutter fold marks. If you type a different amount in the **Length of Fold Mark** box, the length of the fold mark changes in the gutters of all the imposition pages on the press sheet. For information about displaying or hiding the fold mark, see *Modifying Gutter Widths and Margin Widths* on page 360.

Modifying Gutter Widths and Margin Widths

When you add imposition pages to a press sheet, Preps evenly distributes unused space among the gutters between pages and the outside page margins (unless you specified amounts for the bottom and left margins when you created the imposition).

For example, eight 8.5" x 11" (216 x 279 mm) imposition pages arranged with four pages across and two pages down use 34" inches horizontally and 22" vertically (864 and 559 mm). For a 38" x 25" press sheet (965 x 635 mm), the remaining horizontal 4" and vertical 3" (102 and 76 mm) are distributed among the gutters and margins as follows:



Each inside gutter is divided into halves. A gutter fold mark is displayed between the halves of an inside gutter. This mark appears on the press sheet when the job is printed. You can change the width of the top and bottom halves of a vertical gutter and the width of the left and right halves of a horizontal gutter.

You can modify the width of only the bottom and left margins of the imposition. The top and right margins are determined by whatever is left over. You click **Bottom Margin** and **Left Margin** in the Modify Imposition dialog box to change the width of the outside margin.

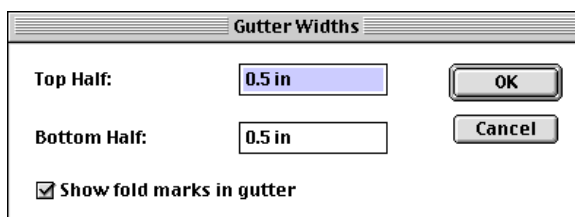
Gutters for imposition pages can have different widths and heights. Gutter widths typically depend on the template binding style. For example, the binding gutters in saddle-stitched templates generally have a width of zero.

The binding gutters in perfect-bound templates have a width equal to the grind.

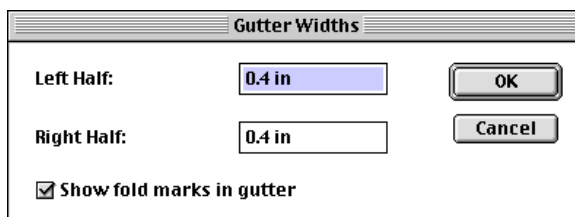
You can modify only one gutter at a time. To modify a gutter, first select it. Display the gutters by selecting the **Show/Hide Gutters** tool, then use the **Pointer** tool to select a gutter.

You can select a gutter by clicking it, or by using the mouse to drag a marquee around it. If a gutter has a width of 0", dragging a marquee around it is the only way you can select it.

To modify the width of a gutter, you select settings in the Gutter Widths dialog box.



The dialog box is titled "Gutter Widths". It contains two input fields: "Top Half:" with a value of "0.5 in" and "Bottom Half:" with a value of "0.5 in". To the right of these fields are "OK" and "Cancel" buttons. At the bottom, there is a checked checkbox labeled "Show fold marks in gutter".



The dialog box is titled "Gutter Widths". It contains two input fields: "Left Half:" with a value of "0.4 in" and "Right Half:" with a value of "0.4 in". To the right of these fields are "OK" and "Cancel" buttons. At the bottom, there is a checked checkbox labeled "Show fold marks in gutter".

To change the width of a gutter and to display or hide gutter fold marks:

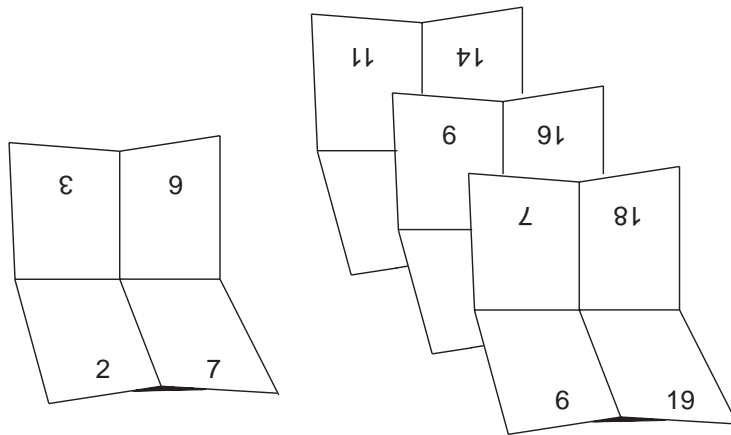
1. Select the **Show/Hide Gutters** tool to display the gutters, if they are not displayed.
2. Select the gutter you want to modify.
3. From the **Edit** menu, choose **Get Information**.
4. In the Gutter Widths dialog box, type the widths you want for each gutter in the **Top Half** and **Bottom Half** boxes or the **Left Half** and **Right Half** boxes.

5. If you do not want fold marks displayed and printed in the gutter, clear the **Show fold marks in gutter** check box.
6. Click **OK**.

For information about recalculating gutter widths after you change the size, orientation, or number of imposition pages, see *Recalculating Gutter Widths* on page 366.

Numbering Imposition Pages

Page numbering determines the order in which the pages from the run list are flowed through the signatures in a template. Page numbering depends on the binding style of the template. You can create a folding dummy to determine the numbering for the imposition pages.



You can create a folding dummy to determine template page numbering

Use the **Page Numbering** tool on the template **Tool** palette to number imposition pages.

Regardless of how many job pages you are imposing, you create and number only one signature for each layout type in a template. Preps flows the job pages through the signature as many times as necessary, in the correct order for the binding style.

To number imposition pages in a single section template:

1. On the template **Tool** palette, select the **Page Numbering** tool.
2. Click the imposition page you want numbered 1.

If the press sheet is two-sided, Preps automatically numbers the back of the page at the same time it numbers the front. The **Page Numbering** tool icon then displays the next page number to use for the imposition.

3. Click the imposition page that corresponds to the number displayed on the **Page Numbering** tool icon.

Or:

To change the number displayed on the **Page Numbering** tool icon, double-click the icon to open the Page Number dialog box. Type the page number you want to use next, and click **OK**.

Or:

To apply the same number to multiple pages, hold down **SHIFT** as you click those pages.

4. Repeat Step 3 until all the imposition pages are numbered.



Note: The **Page Numbering** tool automatically numbers the pages on one side of the press sheet when you manually number the pages on the other. When you work with multiple webs, page numbering jumps between webs (for example, from the front of a press sheet on the first web to the back of a press sheet on the second web). Check the **Page Numbering** tool to see which number comes next.

Multiple Section Templates

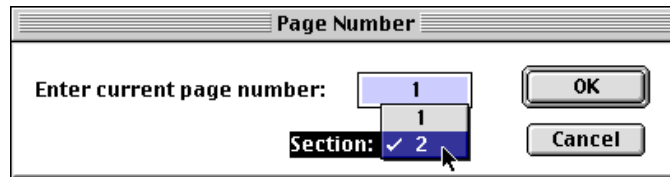
Numbering pages in a multiple section template requires assigning two numbers to each page: one for the section, and one for the page. As with all signatures in Preps, number each section on the signature as if it were the only section (always start with page number 1).



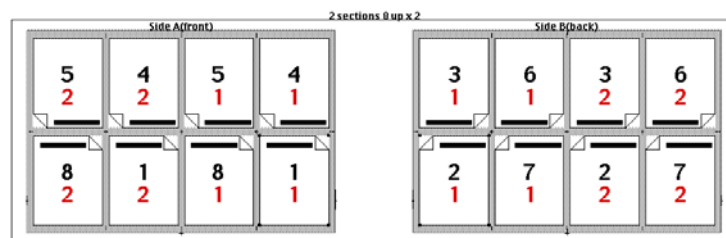
Note: You cannot use a multiple section template in a come-and-go job.

To number imposition pages in a multiple section template:

1. On the **Tool** palette, double-click the **Page Numbering** tool.
2. In the Page Number dialog box, in the **Section** box select the number of the section to which this page belongs.



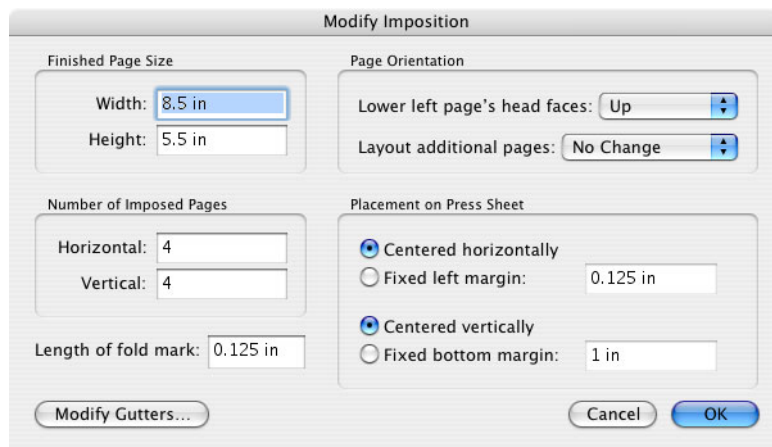
3. Type the page number you want to assign in the **Enter current page number** box.
4. Click **OK**.
5. In the signature, click the page to which you want to assign this section number and page number.
6. If the number that appears next on the **Page Numbering** tool is one you want to assign to another page in the same section, click the page to which you want to assign the page number. If not, double-click the **Page Numbering** tool again to reopen the Page Number dialog box. You can reset the page number, the section number, or both, and continue numbering pages.
7. Repeat Steps 5 and 6 until all the imposition pages are numbered.



Modifying Imposition Pages

After you add imposition pages to a press sheet, you can modify them anytime. You can change any of the settings you selected when you added the imposition pages. You can also choose a way to recalculate the gutters for the modified imposition. Any changes you make are applied to all the imposition pages on the press sheet.

To modify imposition pages, you select settings in the Modify Imposition dialog box.



To modify imposition pages:

1. From the **File** menu, choose **Open Template>From Templates Folder** or **Other** (and browse to the location).
2. In the Open Template dialog box, select the template you want to open and click **Open** (Macintosh) or **OK** (Windows).
3. When the template opens, choose **Modify Imposition** from the **Template** menu.
4. Make the changes you want.
5. Click **OK**.

Recalculating Gutter Widths

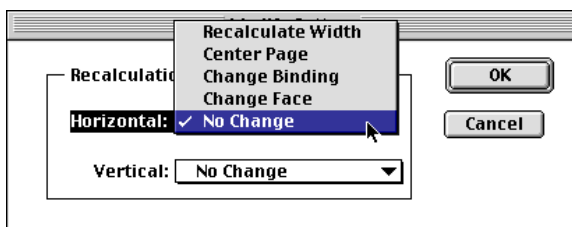
For information about modifying gutter widths and margin widths initially when you are creating a new imposition, see *Modifying Gutter Widths and Margin Widths* on page 360. If you change the size, orientation, or number of imposition pages, the unused vertical and horizontal space on the press sheet is no longer evenly distributed among the gutters. The inside gutters remain the size they originally were, and the excess space is added to the outside margins.



Note: Gutters are oriented relative to the press sheet, not to the page. If you rotate the page, the gutters remain in their original orientation.

You can control the way Preps redistributes this excess space by selecting gutter recalculation options.

You select gutter recalculation options in the Modify Gutters dialog box.



To recalculate gutter widths:

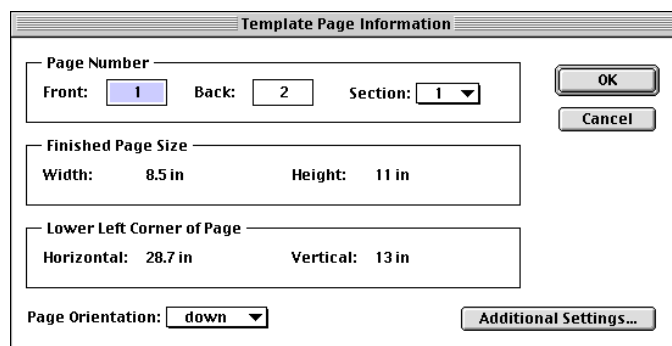
1. From the **File** menu, choose **Open Template>From Templates Folder** or **Other** (and browse to the location).
2. In the Open Template dialog box, select the template you want to open and click **Open** (Macintosh) or **OK** (Windows).
3. When the template opens, choose **Modify Imposition** from the **Template** menu.
4. In the Modify Imposition dialog box, select **Modify Gutters**.
5. In the Modify Gutters dialog box under **Recalculation Options**, select the way you want Preps to recalculate the horizontal and vertical gutters.
6. Click **OK** in the Modify Gutters dialog box and the Modify Imposition dialog box.

The following recalculation options are available for gutters when you modify an imposition:

- Recalculate Width and/or Recalculate Height
Preps distributes the excess space equally among the gutters.
- Center Page
Preps centers the new pages relative to the previous pages.
- Change Binding
Preps adds the excess space to the gutter next to the binding edge.
- Change Face
Preps adds the excess space to the gutter next to the face edge.
- Change Head
Preps adds the excess space to the gutter next to the head of the pages.
- Change Foot
Preps adds the excess space to the gutter next to the foot of the pages.

Changing the Orientation of Individual Imposition Pages

You can change the orientation of individual imposition pages by selecting settings in the Template Page Information dialog box. The front and back of a page change orientation together.



The screenshot shows the 'Template Page Information' dialog box. It has a title bar with the text 'Template Page Information'. Inside, there are three main sections. The first section is 'Page Number' with fields for 'Front: 1', 'Back: 2', and 'Section: 1' with a dropdown arrow. The second section is 'Finished Page Size' with 'Width: 8.5 in' and 'Height: 11 in'. The third section is 'Lower Left Corner of Page' with 'Horizontal: 28.7 in' and 'Vertical: 13 in'. At the bottom, there is a 'Page Orientation: down' dropdown and an 'Additional Settings...' button. On the right side, there are 'OK' and 'Cancel' buttons.

For information about changing the orientation of all the imposition pages on a press sheet, see *Modifying Imposition Pages* on page 365.

To change the orientation of an individual imposition page:

1. Select the page you want to modify.
2. From the **Edit** menu, choose **Get Information**.
3. In the Template Page Information dialog box, select the orientation you want in the **Page Orientation** box.
4. Click **OK**.

Deleting Imposition Pages

You use different methods to delete a single imposition page or a group of imposition pages.

To delete a single imposition page:

1. Select the page in the template.
2. From the **Edit** menu, choose **Get Information**.
3. In the Template Page Information dialog box under **Page Number**, type a zero in the box for the page you want to delete. If you want to delete both the front and the back of the page, type a zero in both boxes.
4. Click **OK**.

To delete the entire imposition of a signature:

1. Select one of the imposition pages you want to delete on the signature.
2. From the **Template** menu, choose **Delete Imposition**.

Overview of Independent Pages

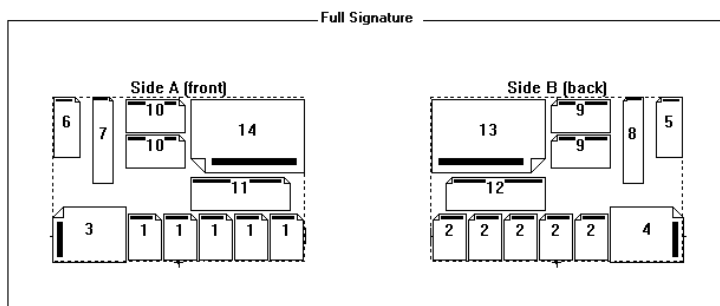
Independent pages are generally used for flat work such as , posters, gang-ups, and step-and-repeat jobs. You add independent pages to press sheets one by one, and you can delete and move them one by one. Independent pages can have different sizes and orientations and can be positioned anywhere—even overlapping each other.

Flat Work Layouts

Flat work layouts include gang-ups and nesting, and overlaying.

Gang-up work

One of the most effective uses of independent pages is to produce gang-up work, consisting of several different small jobs laid out on a single press sheet, optimizing the use of the film or media.



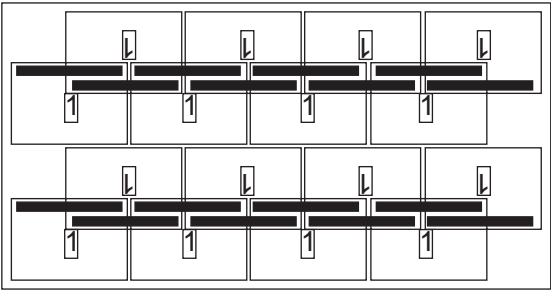
Gang-up work optimizing the use of media

Nesting

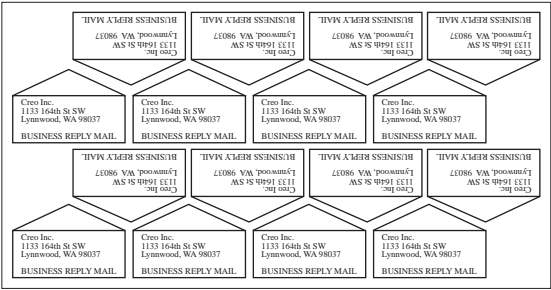
You can overlap independent pages to fit images together with a technique known as nesting. Nesting is often used for press sheets that are being finished with die-cutting.

In PostScript source files, all the pages are defined as rectangles. By overlapping the pages, you can nest oddly shaped or rotated images, eliminating the wasted area between the edges of the image and the page border.

To take advantage of Preps nesting capabilities, the program you use to create the source file must support transparent backgrounds. You can use the Preps previewer to make sure the images are correctly positioned after you impose a job using a template with nested pages.



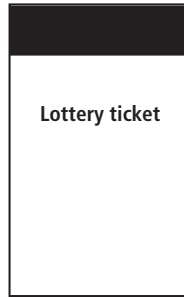
Overlapping independent pages



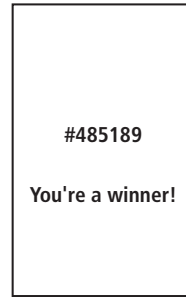
Imposed job with nested images

Overlaying

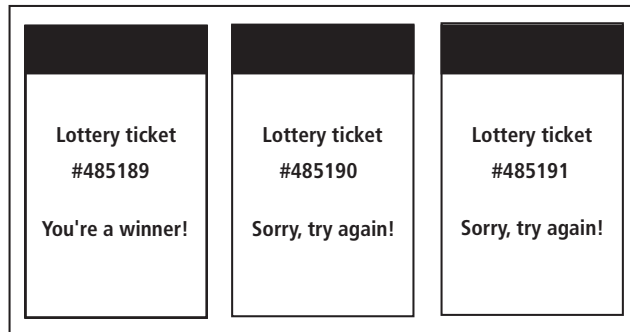
You can completely overlay independent pages, resulting in what is traditionally called a double burn. The final imposed page combines two or more images, depending on how many pages you overlay. This technique is useful for jobs that use the same boilerplate information on each page, but also contain variable information. The program you use to generate the source file must support transparent backgrounds.



Boilerplate text



Variable text



Job imposed as a double burn

Adding Independent Pages

When you add an independent page to a signature, you select settings in the Add Independent Page dialog box. This procedure differs from the one for imposition pages in that you can assign section numbers and page numbers in a dialog box as well as using the **Page Numbering** tool in the **Tool** palette.

When you add an independent page to a press sheet, you select settings in the Add Independent Page dialog box.

The screenshot shows the 'Add Independent Page' dialog box. It has a title bar 'Add Independent Page'. Inside, there are three main sections: 'Page Number' with 'Front' (1), 'Back' (2), and 'Section' (1); 'Finished Page Size' with 'Width' (8.5 in) and 'Height' (11 in); and 'Lower Left Corner of Page' with 'Horizontal' (0 in) and 'Vertical' (0 in). At the bottom, there is a 'Page Orientation' dropdown set to 'up' and an 'Additional Settings...' button. 'OK' and 'Cancel' buttons are on the right side.

To add an independent page to a signature:

1. From the **Template** menu, choose **Add Independent Page**.
2. In the Add Independent Page dialog box, type page numbers for the front and back sides of the page under **Page Number**. (If you selected the **Single-Sided** work style in the Add Signature dialog box or the Signature Information dialog box, the number in the **Back** box became unavailable. If you need to make a change now, see *Modifying Signatures and Press Sheets* on page 350.)
3. In the **Section** box, select the number of the section to which this page belongs.
4. Under **Finished Page Size**, type a page width and height.
5. Click the location you want for the lower left corner of the page.
6. In the **Page Orientation** box, select the direction you want the page to face.
7. Click **OK**.

Repeat this procedure for each independent page you want to add.

Positioning Independent Pages

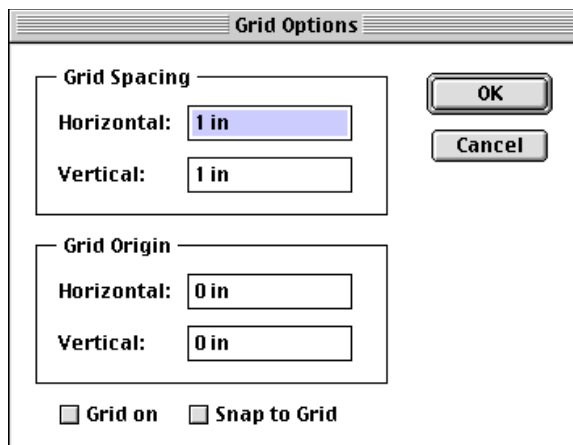
You can position independent pages anywhere on a press sheet by typing coordinates, or by dragging them.

By default, Preps places the lower left corner of an independent page at the lower left corner of the press sheet. This position is indicated by the horizontal and vertical coordinates of 0,0. Changing these coordinates changes the location of an independent page.

To select an independent page, click the **Pointer** tool on the template **Tool** palette, then click the page.

Preps has a grid to help you position independent pages. You display or hide this grid by selecting the **Show/Hide Grid** tool on the template **Tool** palette.

You can display the Grid Options dialog box by double-clicking the **Show/Hide Grid** tool. In this box, you can specify the grid's spacing and its lower left point of origin. The **Snap to Grid** check box helps you more precisely position independent pages and other template marks.



Numbering Independent Pages

The numbering of independent pages corresponds to the order in which pages appear in the run list. If five independent pages are numbered 1, Preps imposes the first page in the run list five times.

There are three ways to number independent pages: with the **Page Numbering** tool and with the Template Page Information dialog box.

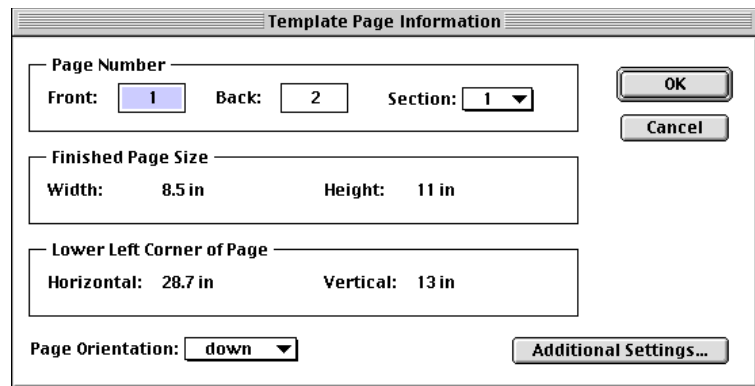
To number independent pages with the **Page Numbering** tool:

1. On the template **Tool** palette, select the **Page Numbering** tool.
2. Select the independent page you want numbered 1.
3. Double-click the **Page Numbering** tool.
4. In the Page Number dialog box, type a number for the next independent page.
5. Select the page that corresponds to the number you typed. If you want to apply this number to multiple pages, hold down **SHIFT** and click the other pages to which you want to assign this number.
6. Repeat Steps 3 through 5 until all the independent pages are numbered.

To number independent pages with the Template Page Information dialog box:

1. Select the page you want to number.
2. From the **Edit** menu, choose **Get Information**.

3. In the Template Page Information dialog box under **Page Number**, type the page number you want in the **Front** or **Back** box.



The screenshot shows the 'Template Page Information' dialog box. It has a title bar with the text 'Template Page Information'. Inside, there are three main sections: 'Page Number', 'Finished Page Size', and 'Lower Left Corner of Page'. The 'Page Number' section has 'Front:' with a text box containing '1', 'Back:' with a text box containing '2', and 'Section:' with a dropdown menu showing '1'. The 'Finished Page Size' section has 'Width:' with a text box containing '8.5 in' and 'Height:' with a text box containing '11 in'. The 'Lower Left Corner of Page' section has 'Horizontal:' with a text box containing '28.7 in' and 'Vertical:' with a text box containing '13 in'. At the bottom, there is a 'Page Orientation:' dropdown menu showing 'down' and an 'Additional Settings...' button. On the right side, there are 'OK' and 'Cancel' buttons.

4. In the **Section** box, select the number of the section that contains this page.
5. Click **OK**.
6. Repeat steps 1-5 for each page you want to number.

Modifying Independent Pages

After you add independent pages to a press sheet, you can modify them anytime. You can change or view information about the selected page's number, size, location, and orientation. You can also change or view information about additional settings. For more information, see *Chapter 11, Shingling, Bottling, and Bleed Margins*.

You must select an independent page to modify it. Select an independent page by first selecting the **Pointer** tool on the template **Tool** palette, then clicking the page.

When you modify an independent page, you select settings in the Template Page Information dialog box.

To modify information about an independent page:

1. Select the page.
2. From the **Edit** menu, choose **Get Information**.
3. In the Template Page Information dialog box, make the changes.
4. Click **OK**.

Duplicating Independent Pages by Copying and Pasting

You can duplicate independent pages by:

- Copying and pasting
- Or:
- Stepping and repeating

When you paste a copy of an independent page on the same press sheet, it is positioned on top of the original page. You can click the copy and drag it to a new location.

You can also copy independent pages to another press sheet. You can copy and paste any number of independent pages at one time. First, select the independent pages you want to copy by selecting the **Pointer** tool on the

template **Tool** palette, then clicking the pages. You can select several independent pages by holding down SHIFT as you click each page you want to select.

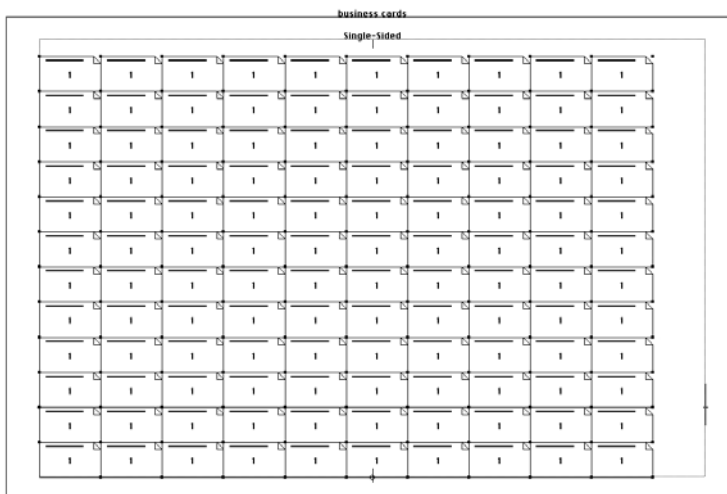
To copy and paste independent pages:

1. Select the independent page(s) you want to copy.
2. On the **Edit** menu, click **Copy**.
3. Click the press sheet to which you want to copy the independent page(s).
4. From the **Edit** menu, choose **Paste**.

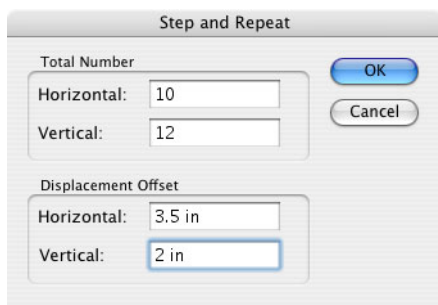
Duplicating Independent Pages Using Step and Repeat

You can duplicate independent pages by stepping and repeating them. When you step and repeat an independent page, you specify the number of times you want the page to appear on the press sheet. This number includes the original page, as well as the pages you want to add.

You also indicate the horizontal and vertical distance between the pages. To calculate the horizontal distance, add the page width to the distance you want between each horizontal page. To calculate the vertical distance, add the page height to the distance you want between each vertical page.



You select settings in the Step and Repeat dialog box to duplicate a selected independent page horizontally and vertically on a press sheet.



To step and repeat an independent page:

1. Select the independent page you want to duplicate.
2. From the **Edit** menu, choose **Step and Repeat**.
3. In the Step and Repeat dialog box under Total Number, type the total number of times, including the original, that you want the page to appear horizontally on the press sheet in the **Horizontal** box.
4. Under **Total Number** in the **Vertical** box, type the total number of times you want the page to appear vertically on the press sheet.
5. Under **Displacement Offset** in the **Horizontal** box, type a number that equals the page width plus the horizontal distance you want between each page.
6. Under **Displacement Offset** in the **Vertical** box, type a number that equals the page height plus the vertical distance you want between each page.
7. Click **OK**.

Deleting Independent Pages

You can select and delete independent pages individually or several at a time.

You select an independent page by selecting the **Pointer** tool on the template **Tool** palette, then clicking the page. You can select many independent pages by holding down **SHIFT** as you click each page, or by dragging a marquee around the pages.

To delete independent pages:

1. Select the pages you want to delete.
2. Press **DELETE**.

Saving a Template

Within the **Templates** folder, you can set up a folder structure in the Macintosh Finder or Windows Explorer to organize your templates in the way that works best for you. You can make changes to the folder structure and move templates around within that structure while Preps is running, and templates are available to you from their new locations the next time you open the Signature Selection dialog box.

You can save a template you want to use with Preps jobs anywhere within the folder structure in the **Templates** folder. You can open and edit a template when it is located elsewhere, but save it somewhere within the **Templates** folder.

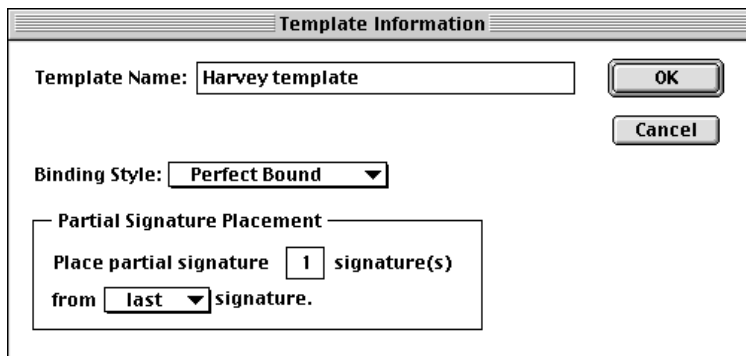
To save a template:

1. First provide the information needed in the New Template dialog box (see *Creating a Template* on page 335) and in the Add Signature dialog box (see *Adding Signatures and Press Sheets to a Template* on page 342). As soon as the template opens in the template editor, you can save it.
2. From the **File** menu, choose **Save Template**.

Modifying a Template

You can change the name of an existing template, the placement of partial signatures, or the binding style at any time.

When you modify a template, you select settings in the Template Information dialog box.



To modify a template:

1. On the **File** menu, click **Open Template>From Templates Folder** or **Other** (and browse to the location).
2. In the Open Template dialog box, select in the box the template you want to change.
3. Click **Open** (Macintosh) or **OK** (Windows).
4. When the template opens, from the **Template** menu choose **Template Information**.
5. In the Template Information dialog box, make the changes.
6. Click **OK**.

Deleting a Template

You cannot delete a template from within Preps. However, you can easily delete template files by using the deletion procedures for your computer. The name of the deleted template appears in the **Template** box in the Signature Selection dialog box until you quit and restart Preps.

To delete a template on a Macintosh:

1. In the Finder, open the **Templates** folder.
2. Click the template you want to delete and drag it to the **Trash**.

3. From the **Special** menu, choose **Empty Trash**.

To delete a template under Windows:

1. Open the Windows Explorer.
2. In the **Templates** folder, select the template file you want to delete.
3. Press DELETE, then click **Yes** to confirm the deletion.

Changing the Location of Templates and Marks

Within the **Templates** folder, you can set up a folder structure in the Macintosh Finder or Windows Explorer to organize your templates in the way that works best for you. You can make changes to the folder structure and move templates around within that structure while Preps is running, and templates are available to you from their new locations the next time you open the Signature Selection dialog box.

It may be more efficient for you to store shared templates and marks on a server, where multiple Preps users can access them. Storing templates and marks in a single location also ensures that everyone is using the latest revision.

You can place a new **Templates** folder in a new, more convenient location by identifying the new location in the Preferences dialog box on the **Folders** tab. In a parent folder in this new location, Preps creates a new **Templates** folder, a new **Marks** folder, and a new **Dupmarks** folder within the **Marks** folder. Then you manually move your template files and mark files into their new folders and move any duplicating marks into the new **Dupmarks** folder (see page 406 for information on duplicating marks).

Preps can use only one location for templates and one for marks, so if you choose a new location, move everything you plan to use out of the old location and delete the old **Templates** and **Marks** folders. You cannot use the location of your Preps 3.0 or Preps 3.1 templates because of the name change: in 3.0 and 3.1, the folder was named **Template** (singular). Since Preps 3.5, the folder has been named **Templates** (plural). If you want to use templates you created in 3.0 or 3.1, copy the templates to the **Templates** folder.

You select a different location for your **Templates** folder and **Marks** folder in the Preferences dialog box on the **Folders** tab. The procedure for Macintosh and the procedure for Windows are explained below.

Selecting a New Folder Location on a Macintosh



To select a different location for your templates and marks on a Macintosh:

1. From the **Preps** menu, choose **Preferences**.
2. In the Preferences dialog box, click the **Folders** tab.
3. On the **Folders** tab under **Templates and Marks Folder**, click **Select (disregard)**.
4. If you want to create a new parent folder in which to place your **Templates** and **Marks** folders, in the Choose a Folder dialog box, browse to the location where you want to place the new folder and click **New Folder**. In the New Folder dialog box, type the new folder name of up to 31 characters and click **Create**. In the Choose a Folder dialog box, select the folder and click **Open**.

Or:

If you want to store your new **Templates** and **Marks** folders in an existing parent folder, in the Choose a Folder dialog box, browse to the location of the folder, select it, and click **Open**.

5. In the Preferences dialog box, click **OK**.

After designating a new location for your **Templates** and **Marks** folders, move your templates into the new **Templates** folder, your static marks into

the new **Marks** folder, and your SmartMarks and duplicating marks into their folders (inside the **Marks** folder).

Selecting a New Folder Location on Windows

To select a different location for your templates and marks on Windows:

1. From the **Edit** menu, select **Preferences**.
2. In the Preferences dialog box, click the **Folders** tab.
3. On the **Folders** tab under **Templates and Marks Folder**, click **Select**.
4. In the Browse for Folder dialog box, browse to the parent folder in which you want to keep your **Templates** and **Marks** folders. If you want to create a new folder for the PDF files, click **Make New Folder**, type a name for the folder, and click **OK**.
5. In the Preferences dialog box, click **OK**.

After designating a new location for your **Templates** and **Marks** folders, move your templates into the new **Templates** folder, your marks into the new **Marks** folder, and your SmartMarks and duplicating marks into their new folders (inside the **Marks** folder).

Template Marks

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Overview



Note: This chapter covers features that are rarely used in on-demand printing environments.

Preps uses two kinds of template marks:

- SmartMarks, which are positioned and sized dynamically and have some 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. You can also create a PDF version of a custom EPS mark to be used in PDF-native jobs; Preps substitutes the PDF version for the EPS version when you print or preview the job (see *Creating and Using Custom PDF Marks* on page 411).

SmartMarks and static marks can be used on both Macintosh and Windows, and both kinds can be used singly or as duplicating marks.

SmartMarks versus Static Marks

In most situations, SmartMarks are the better choice because they are more powerful and versatile. On a Macintosh, you can manipulate SmartMarks through the AppleScript dictionary as well as the user interface.

Marks in jobs created before Preps 5.0 are static marks. Static marks come built in, such as rectangle marks or text marks, or as separate EPS or TIFF files, such as color bars or registration marks.

SmartMarks reposition and resize themselves dynamically in response to rules you specify, and you can easily copy them from template to template. SmartMarks are either embedded in a template file or defined in a SmartMark (**.SMK** file). You can also create sets of SmartMarks, called “mark groups,” to apply to a job all at once.

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 EPS file is simply used as the image to place on the output media and be referenced by the SMK file. 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. If you specify that the collation mark is to be positioned between the high and low folio pages, and then you add more pages to the job and reimpose it, the smart collation mark automatically moves into position between the low folio and the new high folio.



Note: As with static marks, SmartMark references to EPS files are automatically shifted to the corresponding PDF mark file when the SmartMark is used in a PDF-native job.

Selecting a mark generated by a SmartMark selects all the marks generated by that one SmartMark definition. For instance, if you place a custom mark at the top of each vertical gutter and you have a two-row, four-column imposition, the custom SmartMark generates three marks on the press sheet (one for each vertical column). Selecting any one of these three SmartMarks selects all of them.

In two respects, static marks can be more flexible than SmartMarks. You can place static collation marks anywhere you want, while smart collation marks print only between the high and low folio. You can also drag static marks to position them; you cannot drag SmartMarks.



Note: Templates that contain SmartMarks are *not* backward-compatible with earlier versions of Preps. There is no way to convert a SmartMark to a static mark or to convert a template that contains SmartMarks into a form 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.



Note: Marks in Preps jobs exported from UpFront are static marks, and marks that were grouped in UpFront are ungrouped in Preps.

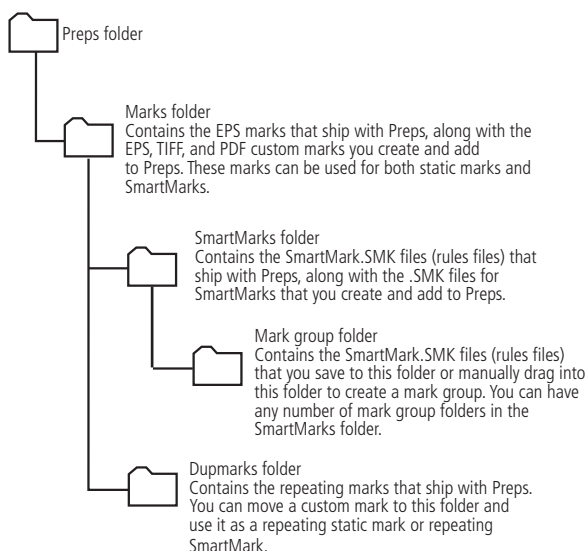
Differences between and common features of SmartMarks and static marks are summarized in the table below.

SmartMarks	Static Marks
Are created by rules in an SMK file in the SmartMarks folder, or by applying rules to an EPS or TIFF file in the Marks or Dupmarks folder	Are built in or available as an EPS or TIFF file in the Marks or Dupmarks folder
Reposition themselves dynamically according to rules specified by you in the appropriate Edit Smart Mark dialog box	Are positioned at coordinates specified by you in the Add Static Mark dialog box or the Template Mark Information dialog box
Cannot be dragged to new positions	Can be dragged to new positions
Are not readable in releases of Preps earlier than Preps 5.0	Are readable in Preps 5.0 and earlier releases, regardless of which release was used to create the job
Can be included in groups	Cannot be included in groups
Can be manipulated on Macintosh from the AppleScript dictionary	Cannot be manipulated on Macintosh from the AppleScript dictionary
Are interchangeable between Macintosh and Windows	Parallel versions of marks are used on Macintosh and Windows

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, in that parent folder Preps creates new **Templates**, **Marks**, **SmartMarks**, and **Dupmarks** folders. Preps does not move your templates or marks for you; you manually move your

templates, SmartMarks, static marks, and repeating marks into their new folders, and delete the old, empty folders. See *Changing the Location of Templates and Marks* on page 383 for more information.



Creating and Editing SmartMarks

You have four ways to create or edit a SmartMark:

- With a template open, from the **Template** menu choose **Add SmartMark>[mark type]**. In the appropriate Edit Smart Mark dialog box, name the mark and select settings. Click **OK**, or **OK and Duplicate** to save the mark. For more information, see *Adding a SmartMark to a Template* on page 392.
- From the **File** menu, choose **New SmartMark>[mark type]**. In the Edit [mark type].smk dialog box, create the mark. Click **Save** or **Save and Duplicate** to save the mark to the **SmartMarks** folder. For more information, see *Creating a SmartMark Independent of a Template* on page 394.
- From the **File** menu, choose **Open SmartMark**. In the Choose a File dialog box (Macintosh) or the Open SmartMark File dialog box (Windows), select and open the mark. In the Edit [mark name].smk

dialog box, edit the mark. Click **OK** or **OK and Duplicate** to save changes under the mark's original name, or **Save As** to save the mark under a different name. For more information, see *Editing SmartMarks* on page 412.

- With a template open, select an existing SmartMark and open the appropriate Edit SmartMark dialog box, make changes to the mark, and click **Save As** to save it under a new name.



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.

Adding a SmartMark to a Template

You use the appropriate Edit SmartMark dialog box to add a SmartMark to a template. The procedure below describes the general steps; see the table on page 398 for information about settings specific to different kinds of SmartMarks.

Edit Smart Dupmark

Name:

☒ Fixed size Width: Height:
☐ Height is variable
☐ Width is variable

Image file:
 5 in x 0.25 in

Image rotation:

Positioning Rule

Template anchor: Mark anchor:

Horizontal offset:
 Vertical offset:

☐ Front ☐ Back ☒ Both ☒ Bring to front ☐ Mirror on back

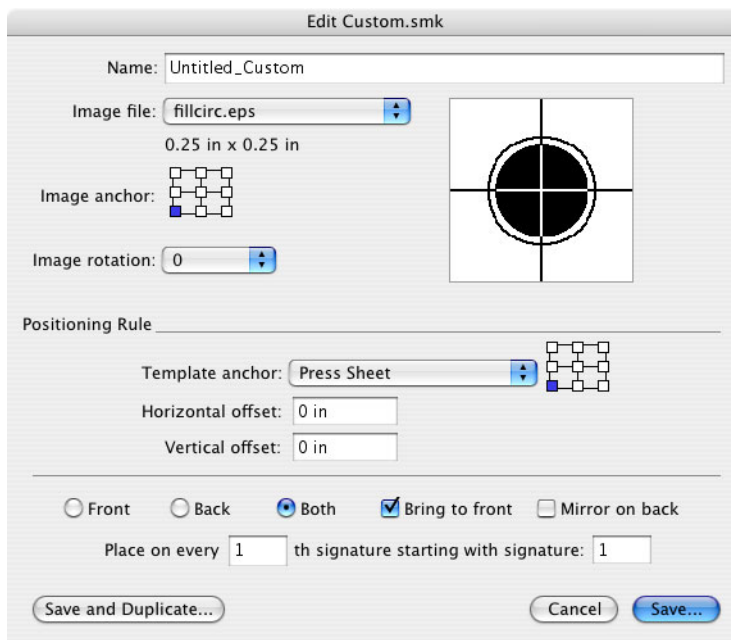
Place on every th signature starting with signature:

To add a SmartMark to a template:

1. With a template open, from the **Template** menu, choose **Add SmartMark>[mark type] mark**.
2. In the appropriate Edit Smart Mark dialog box, type in the **Name** box a name for the SmartMark you're adding.
3. Select settings as appropriate. (See the tables following this procedure for information about different kinds of marks.)
4. Indicate on which sides of the press sheet you want the mark to print by selecting **Front**, **Back**, or **Both**.
5. Select the **Mirror on back** check box if you want the mark to print in the same relative position on the back of the press sheet.
6. Select the **Bring to front** check box if you want the mark to print on top of any other content.
7. In the **Place on** boxes, type numbers to indicate on which signatures you want the mark to print.
8. If a **Mark Color** button is available, click **Mark Color** to open the Template Mark Color dialog box and select color settings (see *Specifying Mark Color* on page 395).
9. When you are ready to use and/or save the mark:
 - To create a number of very similar marks, click **OK and Duplicate** to keep the dialog box open so that you can modify the mark and save the modified version under a different name.
 - To keep the original mark unchanged but save this edited version of the mark under a different name, click **Save a Copy As**, type a name in the **Save As** box, and click **Save**. The mark is saved by default to the **SmartMarks** folder.
 - To see the effects of the mark and keep the dialog box open, click **Apply**. You can change the mark at this point if you want: select new settings and click **Apply** again.
 - To apply this mark as is and close the dialog box, click **OK**.

Creating a SmartMark Independent of a Template

You can create a SmartMark on its own from the **File** menu or, while editing a template, from the **Template** menu.



To create a SmartMark independent of any particular template:

1. From the **File** menu, choose **New SmartMark>[mark type] mark**.
2. In the Edit SmartMark.smk dialog box, type in the **Name** box a name for the SmartMark.
3. Select settings as appropriate (see the table on page 398 for information about different kinds of marks).
4. Indicate on which sides of the press sheet you want the mark to print by selecting **Front**, **Back**, or **Both**.
5. Select the **Mirror on back** check box if you want the mark to print in the same relative position on the back of the press sheet.
6. Select the **Bring to front** check box if you want the mark to print on top of any other content.

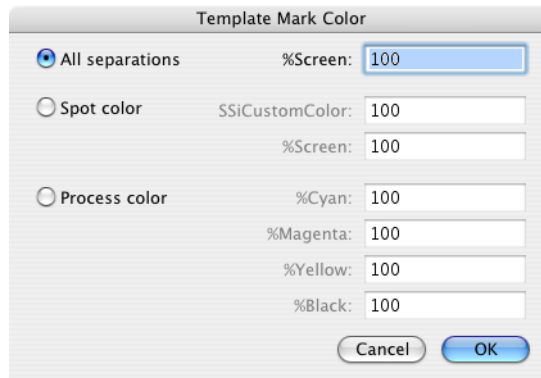
7. In the **Place on** boxes, type numbers to indicate on which signatures you want the mark to print.
8. If a **Mark Color** button is available, click **Mark Color** to open the Template Mark Color dialog box and select color settings (see *Specifying Mark Color* on page 395).
9. When you are ready to save the mark:
 - If you don't want to create any other variations of this mark right now, click **Save**.
 - If you want to create a number of very similar marks, click **Save and Duplicate** to keep the dialog box open so that you can modify the mark and save it under a different name.

Specifying Mark Color

For both SmartMarks and static marks, you can specify the color of a line mark, a rectangle mark, and a text mark. For the built-in static mark versions of these marks, as well as both smart and static collation marks, and the exposure bar mark, the default color is black, but you can specify a color and the screen percentages. For a smart collation mark, the color selection also applies to the optional text.

You cannot specify the color and halftone percentages for EPS and TIFF marks, including those shipped with Preps. However, when printing an EPS that has a spot color defined in it, you can map a spot color in your job to the mark on the **Color Separations** tab of the Print dialog box. You can also convert the spot color to a process color and change the color build. See *Specifying How Spot Colors Print* on page 282.

You specify mark color in the Template Mark Color dialog box.



To specify the mark color:

1. In the appropriate dialog box (Edit SmartMark, Add Static Mark or Template Mark Information), click **Mark Color**.
2. In the Template Mark Color dialog box, select an option:
 - If you select **All Separations**, type a percentage to print on all plates in the **%Screen** box.
 - If you select **Spot Color**, type in the **SSiCustomColor** box a number to use as an identifier. The SSi custom color number is a placeholder that can be mapped to any spot color or process color equivalent. You can use this number to map two spot colors together or convert to a process build in the Print dialog box on the **Color Separations** tab when you print (see *Specifying How Spot Colors Print* on page 282 and *Defining a Process Color Build* on page 283). In the **%Screen** box, type a screen percentage to print.
 - If you select **Process Color**, type percentages in the **%C**, **%M**, **%Y**, and **%K** boxes. The mark prints with the process color build you have specified.
3. In the Template Mark Color dialog box, click **OK**.
4. In the remaining dialog box, click **OK**.

Types of SmartMarks

The following types of SmartMarks are available.

SmartMark	Notable Features
Collation	Available for perfect-bound or saddle-stitched binding styles. Automatically moves with changes in page numbering. A smart collation mark whose binding style does not match that of the template does not image. Collation marks can contain optional trailing text that is rotated and placed to grow away from the placed collation mark. The distance between the optional text and the collation mark is the step distance.
Crop	No additional features beyond static crop marks, except that smart crop marks can be included in groups.
Custom	Uses same EPS and PDF marks as Preps 4.2. Allows for rotation of marks by 90, 180, or 270 degrees.
Dupmark	Uses same EPS and PDF marks as Preps 4.2. Allows for rotation of marks by 90, 180, or 270 degrees. Size can be set as: <ul style="list-style-type: none">• Fixed height and width• Fixed height and centered horizontally• Fixed width and centered vertically
Fold	No additional features beyond static marks, except that smart fold marks can be included in groups.
Line	Length can be set as fixed or centered. Fixed-length lines can be given a rotation angle of 0 to 359 degrees (in whole-degree increments).
Rectangle	Size can be set as: <ul style="list-style-type: none">• Fixed height and width• Fixed height and centered horizontally• Fixed width and centered vertically

Text	Can be rotated by 90, 180, or 270 degrees.
------	--

Embedded SmartMarks are transferred from a template to disk by the “Save” operation available through the dialog boxes. SMK files on shared disks are protected against multiple copies of Preps editing them simultaneously, but multiple copies of Preps *are* allowed to open a shared SMK file for inspection. This locking mechanism is effective only if all access to the file is through Preps. It does not protect against the deletion or movement of the file outside Preps while the file is being edited in Preps.

Settings for Specific Types of SmartMarks

The tables in this section describe the settings you need to apply when creating or editing various types of SmartMarks.

Settings for Smart Collation Marks (see also <i>Smart Collation Marks</i> on page 402)	
Binding list	Select a binding style to match the template.
Type list	Select a collation mark variation to use.
Offset box	Type the offset of the collation mark.
Offset origin list	Select the edge from which you want to offset the collation mark (options are determined by the binding style).
Width box	Type the width of the collation mark.
Length box	Type the length of the collation mark.
Step distance box	Type the step distance of the collation mark. This distance can be positive or negative, but not zero.

Optional text box	Type any text that you want to trail the mark and print in the same color as the mark. This text can be anything, including a variable, as in a text mark.
Restrict to section check box and box	For a multi-section template, select the check box and type the number of the section to which you want to restrict the mark.

Settings for Smart Crop Marks (see also *Editing SmartMarks* on page 412)

Length box	Type the length of the mark.
Offset from page box	Type the distance by which you want to offset the crop mark from the page. This number can be negative.
Place crop marks on outside of imposition check box	Select to limit crop marks to the outside of the imposition, instead of placing them around each page in the imposition.

Settings for Smart Custom Marks (see also *Using Custom Marks and Mark Groups* on page 414)

Image file list	Select the image file to use in the mark.
Image anchor diagram	Select the point on the mark image by which you want to anchor it.
Image rotation list	Select the amount by which to rotate the mark image around your selected anchor point.

Template anchor list and diagram	Select the part of the template to which you want to anchor the mark, and click a point on the diagram to indicate the point on the template part to which you want to anchor the mark.
Horizontal and Vertical offset boxes	Type the amount by which you want to offset the mark.

Settings for Smart Dupmarks (see also <i>Smart Dupmarks on page 407</i>)	
Fixed size/Height is variable/Width is variable options and Width and Height boxes	Select Fixed size and type a width and height; or select Height is variable and type a width, leaving the Height box clear; or select Width is variable and type a height, leaving the Width box clear.
Image file list	Select the image file to use in the mark.
Image rotation list	Select the amount by which to rotate the mark around your selected anchor point.
Mark anchor diagram	Select the point on the mark by which you want to anchor it.
Template anchor list and diagram	Select the part of the template to which you want to anchor the mark, and click a point on the diagram to indicate the point on the template part to which you want to anchor the mark.
Horizontal and Vertical offset boxes	Type the amount by which you want to offset the mark.

Settings for Smart Fold Marks	
Fold mark length box	Type a length for the fold mark.

Settings for Smart Line Marks (see also <i>Smart Line Marks on page 403</i>)	
Fixed length option and box	Select and type a length for a fixed-length line mark.
Vertically centered and Horizontally centered options	Select one for a centered line mark of variable length, depending on the media.
Angle box	Type a number between 0 and 379 to rotate the line mark.
Style list	Select a line style.
Template anchor list and diagram	Select the part of the template to which you want to anchor the mark, and click a point on the diagram to indicate the point on the template part to which you want to anchor the mark.
Horizontal and Vertical offset boxes	Type the amount by which you want to offset the mark.

Settings for Smart Rectangle Marks (see also <i>Smart Rectangle Marks on page 403</i>)	
Fixed size/Height is variable/Width is variable options and Width and Height boxes	Select Fixed size and type a width and height; or select Height is variable and type a width, leaving the Height box clear; or select Width is variable and type a height, leaving the Width box clear.
Template anchor list and diagram	Select the part of the template to which you want to anchor the mark, and click a point on the diagram to indicate the point on the template part to which you want to anchor the mark.
Horizontal and Vertical offset boxes	Type the amount by which you want to offset the mark.

Settings for Smart Text Marks (see also <i>Smart Text Marks on page 404</i> and <i>Text Variables on page 404</i>)	
Text box	Type the text or the variable to use in the mark (see <i>Text Variables on page 404</i>).
Text size (pts) box	Type the text size in points.
Angle list	Select the amount by which to rotate the mark around your selected Text anchor point.
Text anchor diagram	Select the point on the text mark by which you want to anchor it to the template.
Flat identifier text check box	Select to make the mark a flat identifier mark (see <i>Static Text Marks on page 426</i>).
Restrict to section check box and box	For a multi-section template, select the check box and type the number of the section to which you want to restrict the mark.
Template anchor list and diagram	Select the part of the template to which you want to anchor the mark, and click a point on the diagram to indicate the point on the template part to which you want to anchor the mark.
Horizontal and Vertical offset boxes	Type the amount by which you want to offset the mark.

Smart Collation Marks

Smart collation marks are available for both perfect bound and saddle-stitched binding styles and can include trailing text. Smart collation marks can be included in mark groups.

To place smart collation marks, first number the pages on your 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 in the center of the gutter above the head of the low-folio page number. The gutter between the high and low folio pages is considered the “bind edge” and the opposite side is called the “face edge.”

Perfect-bound collation marks are always placed in the center of the gutter between the highest and lowest folio pages. The low folio page number does not have to be numbered “1.”

Preps does not prevent importing or creating saddle-stitch collation marks inside perfect-bound templates, or vice versa, but such mismatched collation SmartMarks do not image in the template editor, in the previewer, or in print. They are in the template editor, but invisible, and you cannot select them. To see if this situation exists, check the Status window. (See *Viewing the Status Windows* on page 292.)

Smart Crop Marks

Smart crop marks have no additional features beyond static crop marks, except that they can be included in mark groups.

Smart Line Marks

The smart line mark can have a fixed length or be centered horizontally or vertically. A fixed-length smart line mark can be given a rotation angle of 0 to 359 degrees (in whole-degree increments). Smart line marks can be included in mark groups.

Smart Rectangle Marks

A smart rectangle mark can have a fixed height and a variable width, or a fixed width and a variable height, and is positioned dynamically according to the settings in the **Positioning Rule** area of the Edit Smart Rectangle Mark dialog box. The smart rectangle mark can be included in mark groups.

Smart Text Marks

Smart text marks can be rotated by 90, 180, or 270 degrees, and can be included in mark groups.

Text Variables

When you add a text mark to a press sheet, you specify the text you want to print. You can also use special codes that automatically print information about the job, the template, or the part of the job being printed. These codes are called variables, because the information that prints varies from one sheet of media to the next. All variable names begin with “\$,” and are not case sensitive.

For example, you can print a job ID in a text mark by specifying \$JOBID as the text in the text mark. Since each job has a different ID number, the \$JOBID code instructs Preps to get the ID for the current job as defined in the Job Notes dialog box (Macintosh) or Job Information dialog box (Windows), and print it in the text mark.

You use the Job Notes dialog box or the Job Information dialog box to define your own variable for a text mark. See *Working with Job Notes* on page 141.

If you create a variable \$COMMENT, the text that you type in the **Comment** box of the Print dialog box appears in the text mark. See *Selecting Print Settings and Printing a Job* on page 244.

The following table lists 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 (Macintosh) 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 (Macintosh) 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, and so on.
\$SIG	The number of the current job signature
\$TIME	The time the job was printed
\$WEB	The web number of the press sheet



Note: Smart text marks can be rotated by 90, 180, or 270 degrees.

EPS and TIFF Marks

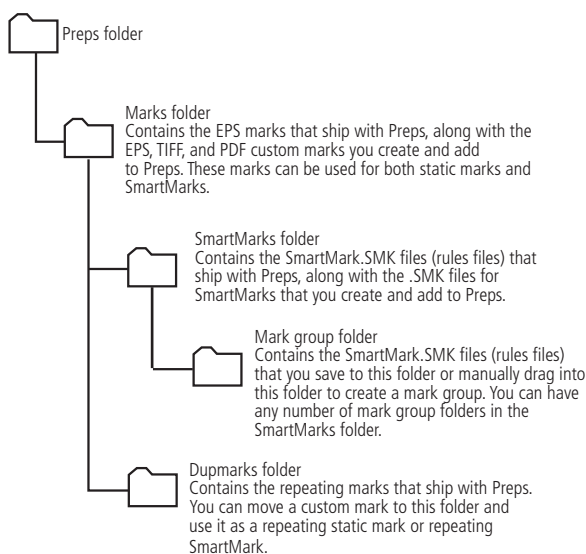
The EPS marks that ship with Preps are:

- Registration marks (**cmykid.eps**, **fillcirc.eps**, **fillcros.eps**, **onlycirc.eps**, **onlycros.eps**, **opencirc.eps**, **opencros.eps**, **regmark1.eps**, **regmark2.eps**)
- Color bar marks (**colorbar.eps**)
- In-RIP color ID marks (**in-rip-color-id.eps**, **in-rip-color-id-90.eps**, **in-rip-color-id-180.eps**, **in-rip-color-id-270.eps**)
- **Digital-Exposure-Test.eps**: This mark can be used to test the fineness of resolution of a platesetter or a filmsetter
- Collation marks

You can add your own custom EPS or TIFF marks to the Preps library. See *Adding Custom EPS or TIFF Marks* on page 408.

EPS and TIFF marks are either printed singly or repeated automatically, depending on where they are stored. Three mark folders are created during Preps installation:

- The **Marks** folder contains the single EPS marks that ship with Preps, and any custom EPS or TIFF static marks you create and save in Preps.
- The **SmartMarks** folder contains the SmartMark **.SMK** files that ship with Preps, and any SmartMarks you create and save in Preps.
- The **Dupmarks** folder contains the repeating EPS marks that ship with Preps, and any marks that you have manually moved to this folder from the **Marks** folder so you can use them as repeating marks.



Single Marks

EPS, TIFF, and PDF marks for SmartMarks and single static marks are stored in the **Marks** folder. When you place a single mark, one copy of the mark is added to the press sheet.

Smart Dupmarks

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 as fixed height and width, fixed height and centered horizontally, or fixed height and centered vertically.

Color Separations

When you use the Level 2 option to separate colors in the RIP, Preps sends a composite file to the RIP. If you use the variable text mark **\$color** with the Level 2 option, the text mark prints on each separation as “composite” instead of as the color name. To print the color names on the separations,

use one of the in-RIP color ID EPS marks. Choose a mark with the appropriate orientation for the job; the mark automatically picks the color names from the source files. The marks are **In-RIP-Color-ID.eps**, **In-RIP-Color-ID-90.eps**, **In-RIP-Color-ID-180.eps**, and **In-RIP-Color-ID-270.eps**.

Because the length of the mark varies depending on which color plate is being imaged, be sure to place the mark where it does not interfere with other elements on the press sheet. Also be sure that the width and height you assign to the mark in the Add Static Mark dialog box are large enough to accommodate either the color name or the mark name. The mark prints in 20-point Helvetica®.

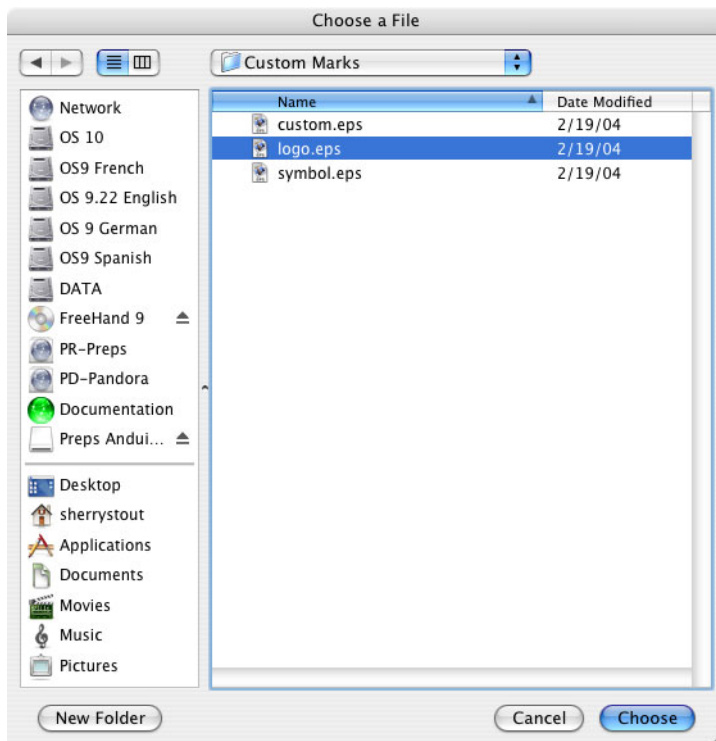
Adding Custom EPS or TIFF Marks

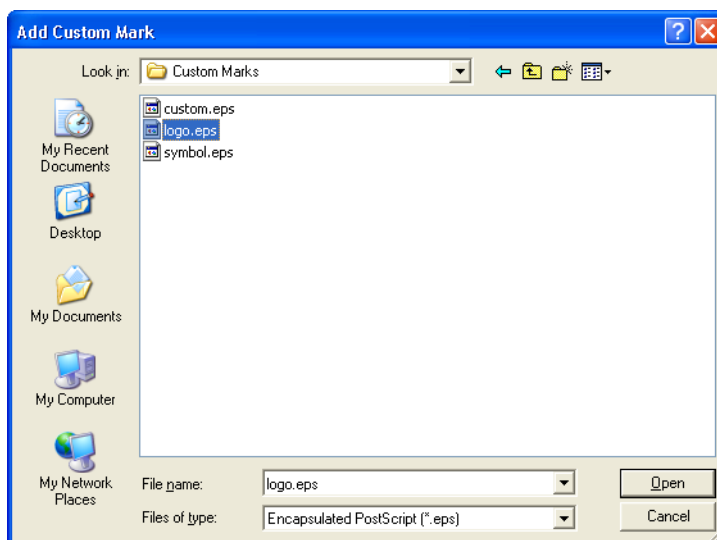
You can create your own marks in a graphics program and save them as either EPS or TIFF files in the **Marks** folder. You can also create PDF versions of EPS custom marks for use in native PDF jobs, and then copy the PDF marks manually into the **Marks** folder (you cannot add a PDF mark to the **Marks** folder through the Add Custom Mark dialog box). Preps substitutes the PDF mark for the EPS mark when the job is exported (see *Creating and Using Custom PDF Marks* on page 411).

If you save a mark as an EPS file that has a preview (PICT on a Macintosh or TIFF in Windows), the preview is displayed in the mark dialog boxes. It is also displayed in the Preps Template window.

When you add a custom EPS or TIFF mark to Preps through **Setup>Add Custom Mark**, the mark is placed in the **Marks** folder regardless of whether you plan to use it as a static mark or a SmartMark. If you add a custom EPS mark with the same file name as an existing mark, the original file is overwritten.

On Macintosh, you add a custom mark in the Choose a File dialog box. On Windows, you add a custom mark in the Add Custom Mark dialog box.





To add a custom mark to the Preps Marks folder:

1. From the **Setup** menu, choose **Add Custom Mark**.
2. In the dialog box, select the mark you want to add.
3. Click **Choose** (Macintosh) or **Open** (Windows).

The dialog box closes and the mark has been added to the **Marks** folder. Because SmartMarks use the same EPS and TIFF files as static marks, the custom mark is now available for use as both types of marks. You can create a SmartMark using this new file by choosing **Custom Mark** from the **SmartMarks** submenu, and selecting the EPS or TIFF file from the **Image file list**.

If you want Preps to recognize the mark as a repeating mark, use the Macintosh Finder or Windows Explorer to move the mark file to the **Dupmarks** folder. Be sure not to leave a copy of the file in the **Marks** folder because the same mark cannot reside in both places.

If Preps is running when you move the file, quit and restart Preps to allow the repeating mark to be recognized.

Creating and Using Custom PDF Marks

You can create a PDF version of a custom EPS mark for Preps to substitute in native PDF jobs.

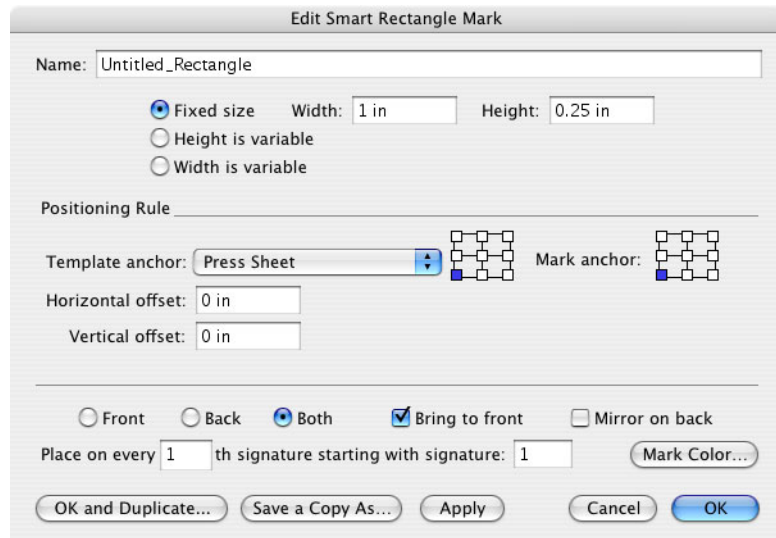
To create a custom PDF mark:

1. Follow the procedure in *Adding Custom EPS or TIFF Marks* on page 408 to create a custom EPS mark. The mark is saved to the **Marks** folder.
2. Create a PDF version of the mark and place it manually in the **Marks** folder. Give the PDF version of the mark the same name as the EPS version (except for the extension).
3. Add the EPS version of the mark to the template you want to use for your native PDF job.
4. Create your native PDF job and impose it using the template with the EPS version of the mark.

When you export the job from Preps, the PDF version of the mark is substituted for the EPS version.

Editing SmartMarks

You edit a SmartMark in the appropriate Edit Smart Mark dialog box.



To edit a SmartMark:

1. Use the **Zoom** tool on the template **Tool** palette to enlarge the mark view on screen so it is easier to select.
2. Select the mark you want to edit. You can edit only one mark at a time.
3. From the **Edit** menu, choose **Get Information**.
4. In the appropriate Edit Smart Mark dialog box, make the changes you want.
5. Click **OK**.

Copying and Pasting Marks

You can cut, copy, and paste one or more template marks on the same press sheet or a different press sheet. When you paste marks on another press sheet, they appear in the same position as on the original press sheet.

To cut or copy and paste one or more marks:

1. Select the marks you want to cut or copy. To select more than one mark, click the first mark, then hold down **SHIFT** and click additional marks.
2. From the **Edit** menu, choose **Cut** or **Copy**.
3. Select the press sheet on which you want to paste the marks.
4. From the **Edit** menu, choose **Paste**.

Creating Mark Groups

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.

To create a mark group at the operating-system level:

1. In the Macintosh Finder or Windows Explorer, create and name a folder within the **SmartMarks** folder. Give the folder a name that identifies this mark group.
2. Drag into the new folder the SmartMarks you want to include in the group.

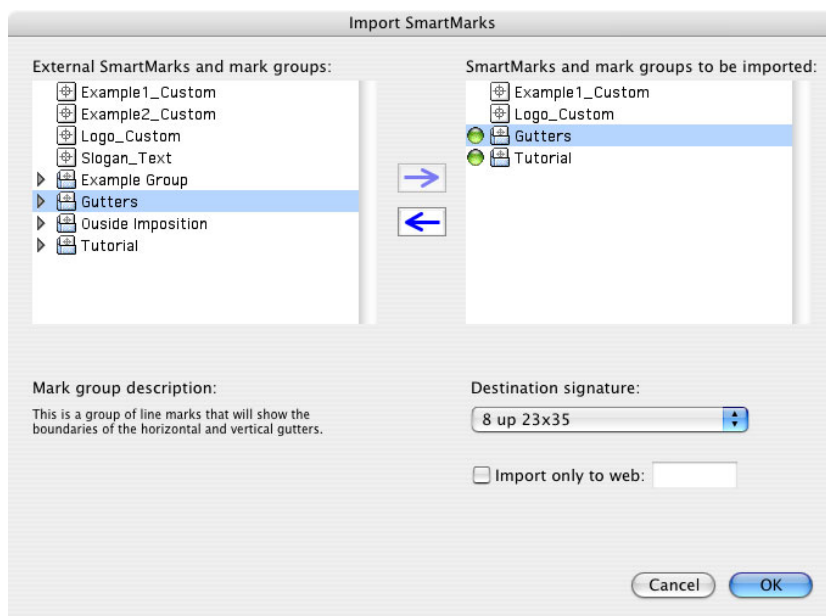
To create a mark group from within Preps:

1. When creating a mark that you want to include in a mark group as well as using it separately, in the dialog box click **Save a Copy As**.
2. Browse to the mark group folder where you want to include the mark, and click **Save**.
3. Repeat step 2 as many times as necessary to add the mark to other groups where you want to use it.

Using Custom Marks and Mark Groups

You apply custom marks and mark groups to a template by importing them into the template. You can add a custom mark or 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 that web actually exists on that particular signature or signatures.

You import custom marks and 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.

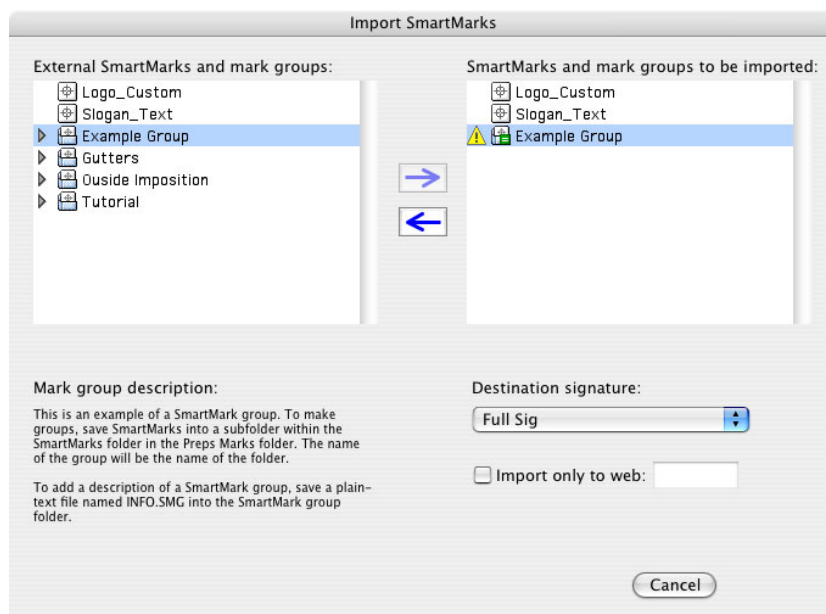


To import a mark group into a template:

1. Open the template.
2. From the **Template** menu, choose **Import SmartMarks**.
3. In the **External SmartMarks and mark groups** column, click the group or mark you want to import, and then click the right arrow button. If you need to check which marks are in the group, click the disclosure triangle to display the list.

4. In the **Destination signature** list, select the signatures to which you want to apply the marks.
5. If you want to apply the marks to only one web, select the **Import only to web** check box, and type the number of the web.
6. When you have selected all the groups and marks you want to import into the template, click **OK**.

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-hand column. By default, Preps removes the mark group previously imported, and then imports the current contents of the mark group. Alternatively, you can add the current contents of the mark group (without deleting the previously imported marks) by double-clicking the icon for that group in the right-hand column. If the icon for the group on the right-hand column is the same as it is on the left-hand column, then no previous application of marks from that mark group was detected for the current destination.



In the Template window, you can select all the marks imported from the same mark group by first selecting one mark that you know came from that group, and then using **OPTION+click** (on Windows, **ALT+left-click**). This keyboard shortcut selects all the marks that came from the same mark group as the selected mark.

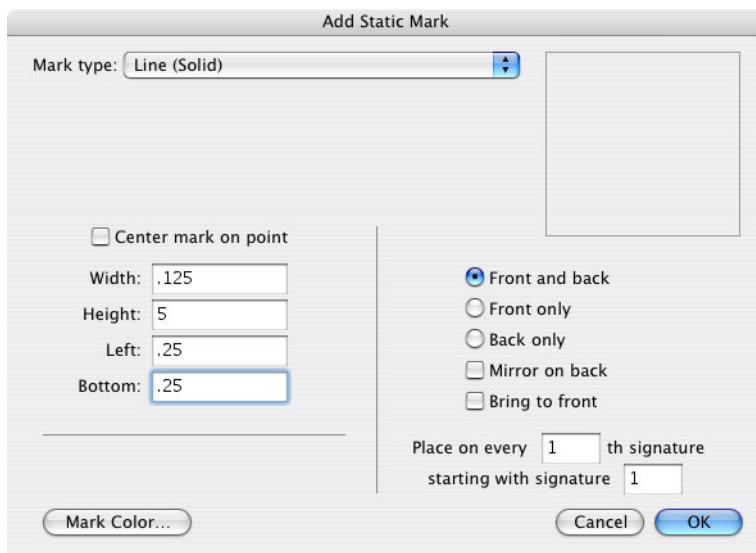
Adding a Static Mark to a Template

The final step in creating a Preps template is to add marks.

Static side guides, center marks, fold marks, and punch marks are template marks that you define when you set the press sheet specifications in the Add Signature dialog box in the process of creating a template (see *Adding Signatures and Press Sheets to a Template* on page 342). You add all other static marks through the procedures described in this chapter.

For information about adding SmartMarks, see *Adding a SmartMark to a Template* on page 392.

You use the Add Static Mark dialog box to add static marks to a press sheet.



To add a static mark to a template:

1. Open the template.
2. Select the press sheet to which you want to add the static mark.
3. From the **Template** menu, choose **Add Static Mark**.
4. In the Add Static Mark dialog box, select in the **Mark type** list the type of mark you want to add. Built-in marks are listed by mark name, EPS and TIFF marks by file name. PDF equivalents of EPS marks are not listed because you do not apply them directly to a template; Preps substitutes PDF marks for their EPS equivalents when you print the job.

If you select an EPS mark with preview data in the file, a preview of the mark displays in the dialog box.

5. If you are adding a text mark, type the text and/or variable names in the **Text** box (see *Static Text Marks* on page 426).
6. If you are adding a static signature collation mark, type the step interval in the **Collate Mark Step Distance** box (see *Static Collation Marks* on page 420).
7. Type the dimensions of the mark in the **Width** and **Height** boxes. (See *Specifying Static Mark Size and Position* on page 424). If the size of the mark is not changeable, the height and width numbers are not displayed as editable.
8. Type the coordinates for the position of the lower-left corner of the mark in the **Left** and **Bottom** boxes. 0, 0 are the coordinates for the lower left corner of the front of the press sheet, so to place the mark an inch from the left and bottom edges of the press sheet, type a 1 in both the **Left** and the **Bottom** boxes.

Or:

Select the **Center mark on point** check box, and in the **X Ctr** and **Y Ctr** boxes, type the coordinates on which you want the mark centered.



Note: You can easily reposition a static mark after adding it to a press sheet by clicking it and dragging it to a new location. In the Macintosh template editor only, you need to turn off the gutter display before you can drag the marks. Click the **Show/Hide Gutters** tool in the **Tool** palette.

9. Select the sides of the press sheet on which you want the mark to appear (**Front and back**, **Front only**, or **Back only**). Marks are automatically positioned correctly for the work style of the press sheet.
10. Select the **Mirror on back** check box if you want the reverse image of the mark to print on the back of the press sheet.
11. Select the **Bring to front** check box if you want the mark to print over page images. If you want the mark to print under page images, leave the check box clear.
12. By default, Preps places marks on every signature. If you want a mark to appear only on selected signatures, identify the signatures on which you want the mark to appear. For example, you can place a mark on every second signature, every third signature, and so on. Type the number of the signature on which you want the mark to start in the **starting with signature** box.
13. If **Mark Color** is unavailable, you cannot change colors for the type of mark you selected. Click **OK**.

If **Mark Color** is active, you can specify the mark color. See *Specifying Mark Color* on page 395.

Built-in Static Marks

Built-in marks are static marks installed as part of the Preps application, as opposed to being supplied in the **Marks** folder. The built-in marks are available only from the list in the Add Static Mark dialog box. SmartMark rule files for the marks in this list, except the exposure bar, are provided in the **SmartMarks** folder. For a table of the differences between the built-in and the smart version of these marks, see *Types of SmartMarks* on page 397.

The built-in static marks are:

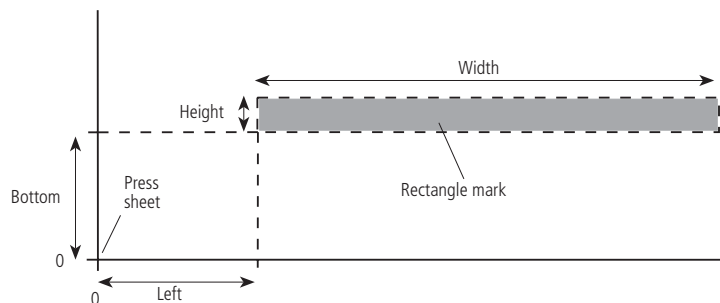
- Collation marks
- Crop marks (color not changeable)
- Exposure bar marks
- Fold marks (color not changeable)
- Line marks
- Rectangle marks
- Text and flat identifier marks

Crop marks are unlike other marks because they are associated with pages rather than press sheets. Crop marks are covered on page 427.

You use the Add Static Mark dialog box to add static marks to a press sheet (page 416).

Static Rectangle Marks

A rectangle mark prints a rectangular area filled with the color you specify. The sides of the rectangle are always parallel to the sides of the press sheet. These marks are often used as ink take-off bars.

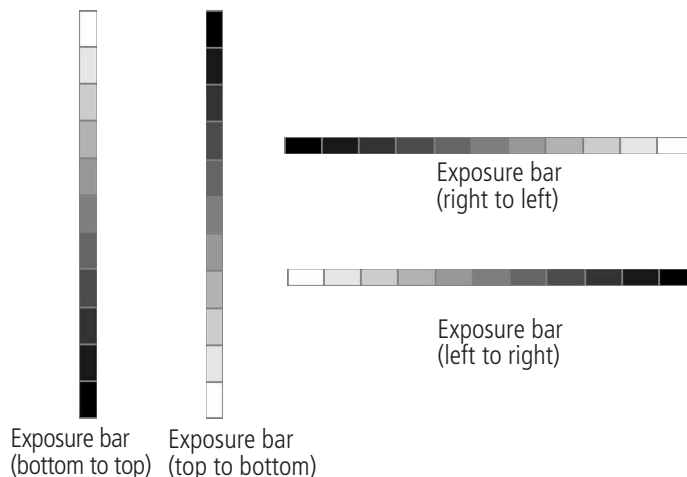


To add a rectangle mark to a press sheet, in the Add Static Mark dialog box select **Rectangle** in the **Mark type** list. Use the **Width**, **Height**, **Left**, and **Bottom** dimensions to define the placement and size of a rectangle mark.

Exposure Bar Marks

An exposure bar mark prints a rectangular grayscale from 0 percent to 100 percent, in steps of 10 percent. You can print the mark in any orientation and color, but it has a fixed size of 0.1875" x 2.0625" (5 x 52 mm).

To add an exposure bar mark to a press sheet, select one of the following in the **Mark type** list in the Add Static Mark dialog box:



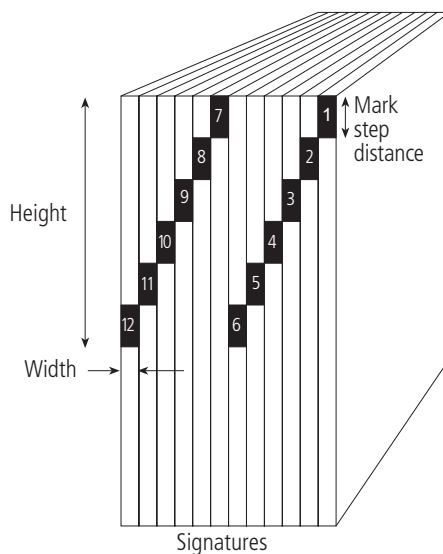
When you type a percentage of 0 for any color in the Template Mark Color dialog box (page 396), an exposure bar does not print for that color. Any percentage from 1 percent to 100 percent for a given color results in the exposure bar printing 100 percent for that color.



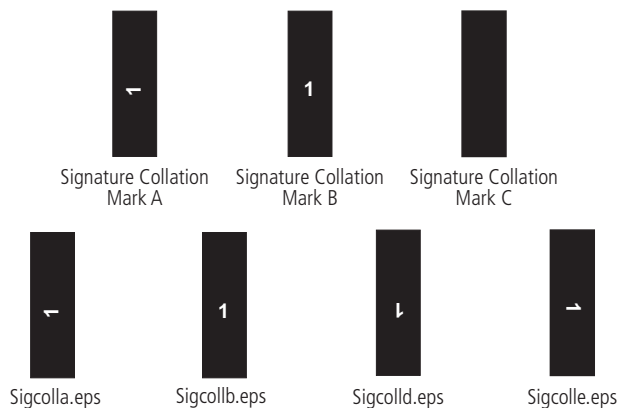
Note: There is no SmartMark exposure bar.

Static Collation Marks

Static signature collation marks normally print on the outside folds of signatures in perfect-bound jobs. Marks on successive signatures are stepped along the folds, so it is easy to see whether signatures are assembled in the correct order. In jobs with many signatures, the stepping cycle is repeated when marks reach a point defined by a maximum stepping distance. Static collation marks normally consist of a black rectangle with reversed-out text indicating the signature number, but you can use other colors.



To add a static collation mark to a press sheet, in the Add Static Mark dialog box, select one of the following in the **Mark types** list:



In the Add Static Mark dialog box, the larger of the amounts you type in the **Width** and **Height** boxes determines the orientation of the mark. If the **Width** is larger, the marks step horizontally; otherwise, the marks step vertically. The former is useful if you want collation marks along the head folds of signatures.

The **Step Distance** you provide also determines the size of each mark along the fold. If the distance is a negative number, the marks step in the opposite direction, and the first mark begins at the opposite end of the total stepping distance.

For example, if you add a signature collation mark that has a **Height** of 6" (150 mm) and a **Width** of 1/4" (6 mm), and you specify a **Step Distance** of 1" (24 mm), each mark is 1" (24 mm) high, 1/4" (6 mm) wide, and steps vertically along the first six signatures in 1" (24 mm) increments. On the seventh signature, the mark prints in the same position as on the first signature, and the sequence begins again.

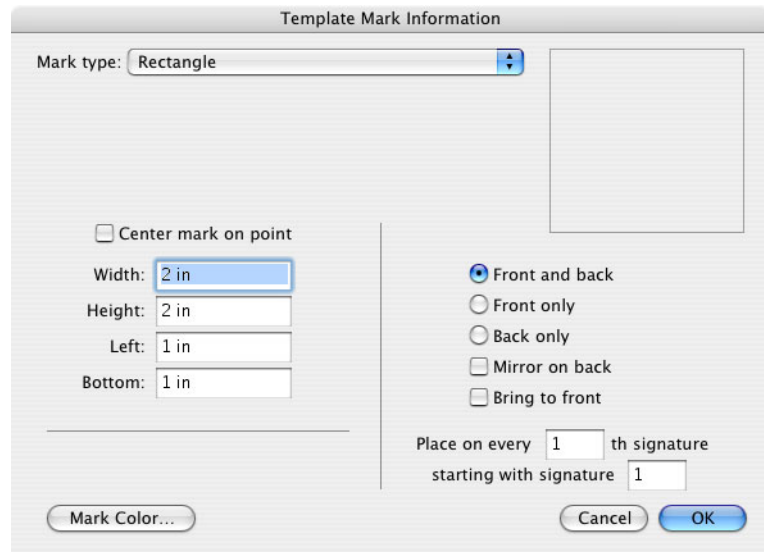
You can also create static custom signature collation marks by writing them in PostScript. **SIGCOLLD.EPS** and **SIGCOLLE.EPS** in the **Marks** folder of your Preps installation are examples of custom collation marks.

Editing Static Marks

After adding a static mark to a press sheet, you can come back later and change its characteristics. The settings available when you edit a mark are the same as when you originally added it.

By default, Preps displays the marks. You can show or hide the marks by clicking the **Show/Hide Mark** tool on the template **Tool** palette.

You edit a static mark in the Template Mark Information dialog box.

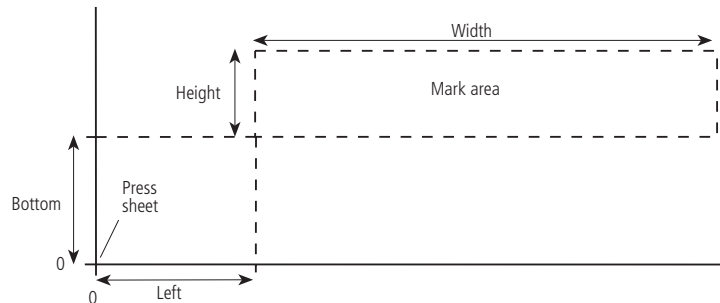


To edit a static mark:

1. Use the **Zoom** tool on the template **Tool** palette to enlarge the mark view on screen so it is easier to select.
2. Select the mark you want to edit. You can edit only one mark at a time.
3. From the **Edit** menu, choose **Get Information**.
4. In the Template Mark Information dialog box, make the changes you want.
5. Click **OK**.

Specifying Static Mark Size and Position

When adding a static mark to a press sheet, you specify the space inside which the mark is to print. For text marks, rectangle marks, and repeating marks, you define the area. For line marks, you define the start and end points. For EPS and TIFF marks, you define the location only; size is predetermined. You always define mark position as viewed from the front of the press sheet, even if you print the mark only on the back.

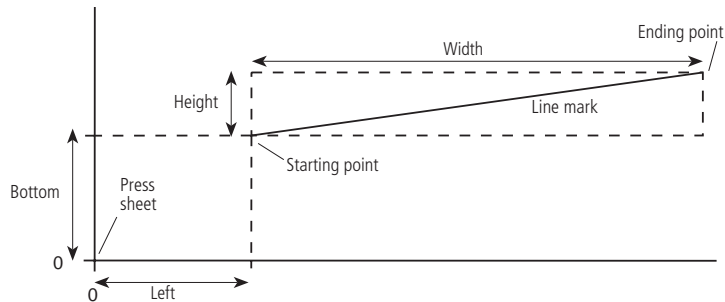


In the Add Static Mark dialog box, the **Width** and **Height** dimensions specify the size of a built-in mark. If the size of the mark is not changeable, no boxes appear around the **Width** and **Height** numbers. For static line marks (page 425), static signature collation marks (page 420), and static text marks (page 426), the **Width** and **Height** dimensions take on special meaning. See those sections for more information.

The **Left** and **Bottom** dimensions specify the distance from the lower-left corner of the press sheet.

Static Line Marks

A static line mark prints a 0.25-point rule in the color you specify.



To add a line mark to a press sheet, in the Add Static Mark dialog box select one of the following in the **Mark type** list:

- Line (Solid)
- Line (Dotted)
- Line (Dashed)

The line starts at a point defined by the **Left** and **Bottom** dimensions and ends at a point defined by the **Width** and **Height** dimensions. Use positive numbers in the **Width** and **Height** boxes to extend the line right and up from the starting point; use negative numbers to extend the line left and down.

To print a vertical line, use a **Width** of zero. To print a horizontal line, use a **Height** of zero. To print a diagonal line, use non-zero numbers for both dimensions.

Static Text Marks

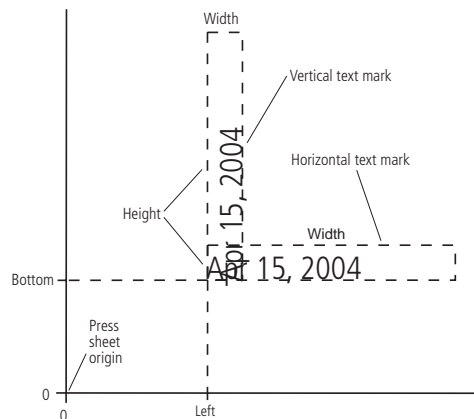
To add a static text mark to a press sheet, in the Add Static Mark dialog box click one of the following in the **Mark type** list:

- Text Mark
- Flat Identifier Text

These mark types are identical except that:

- A standard static **Text Mark** is backed up (mirrored) on the opposite side of a press sheet. You place a mark on the front of a press sheet, and Preps automatically calculates the correct position on the back, depending on the template work style.
- A **Flat Identifier Text** mark appears in exactly the same position on each side of a press sheet. It is normally used to identify each film flat or plate.

In the Add Static Mark dialog box, the smaller amount of the mark **Width** and **Height** determines the type size of the mark. The larger dimension determines the mark orientation. For example, if you specify a **Width** of 5" (360 points) and a **Height** of 1/4" (18 points), the type size is 18 points and the mark prints horizontally.



The text baseline is automatically aligned with the adjacent edge of the rectangle. If the mark text is too long to fit in the rectangle you specify, the text prints beyond the rectangle border and is not truncated.

In the Template window, text marks appear only as rectangular placeholders, except horizontal text marks in Macintosh Preps, which show the text.

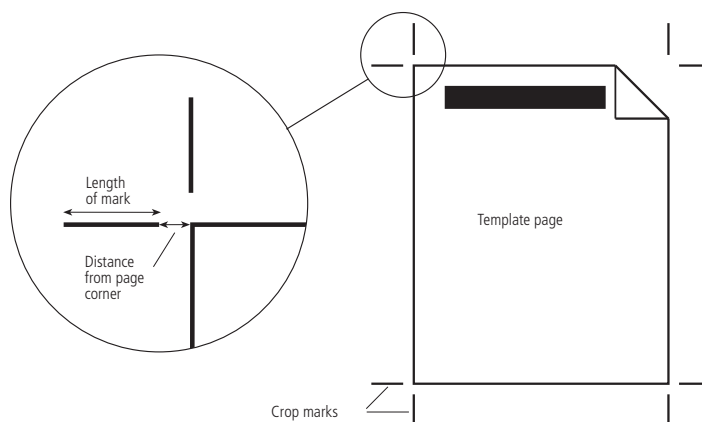
Static Crop Marks

Static crop marks are a special case because they are associated with pages rather than a press sheet. You use a different procedure to add them to a template.

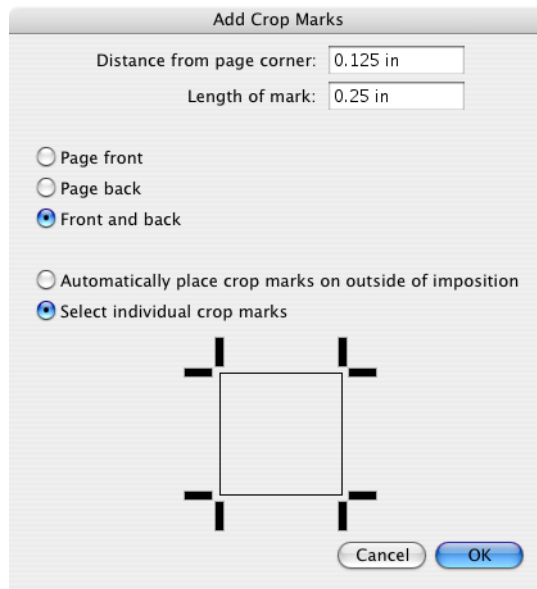
You can add crop marks to imposition or independent pages.

- When you add crop marks to imposition pages, the marks are added to all the selected pages on the press sheet. You can add the crop marks around the outside of the entire imposition, or to all four corners of each imposition page.
- When you add crop marks to one or more independent pages, the marks appear at all four page corners, unless you turn off some of them (Macintosh only).

You can specify the length of crop marks and the distance from the page corners:



When you add static crop marks to pages, you select settings in the Add Crop Marks dialog box.



To add static crop marks to a template page:

1. Open an existing template or create a new template.
2. Select any or all imposition pages in a signature.

Or:

Select the independent pages to which you want to add crop marks.



Note: If pages are already selected when you open the template, click outside the pages to cancel the selections, then click the pages you want. If you skip this step, the **Add Crop Marks** submenu option is unavailable.

3. From the **Template** menu, choose **Modify Template Page**.
4. From the **Modify Template Page** submenu, choose **Add Crop Marks**.
5. In the Add Crop Marks dialog box, type the distance you want to place the marks from the page corner in the **Distance from page corner** box.
6. In the **Length of mark** box, type a length for the crop marks.
7. Select **Page front**, **Page back**, or **Front and back** to indicate the sides of the press sheet on which you want the marks to appear.

8. If you are adding crop marks to imposition pages and want the marks to be added only around the outside of the imposition, select **Automatically place crop marks on outside of imposition**.
9. If you want to print partial crop marks (Macintosh only), keep the default selection of **Select individual crop marks** and click each of the marks to turn them off and on in the preview area of the Add Crop Marks dialog box.
10. Click **OK**.

To modify existing crop marks on a press sheet, repeat the procedure for adding new crop marks. Change the mark parameters as needed.

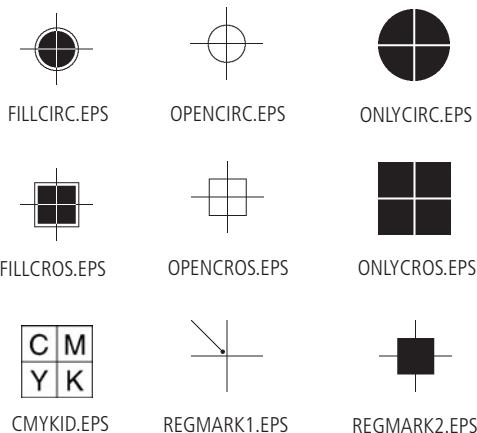
To delete crop marks:

- On both Macintosh and Windows, in the Template window click any crop mark you want to delete, then press **DELETE**.
- On Macintosh, click any crop mark you want to delete in the diagram in the Add Crop Marks dialog box so that the mark becomes unavailable, then click **OK**.
- On Windows, select all the template pages, then type a zero (0) in the **Length of Mark** box in the Add Crop Marks dialog box to delete all the crop marks in this template at once.

Registration Marks

Registration marks are single static marks. You cannot change the size, orientation, or color of registration marks from within Preps. Registration marks appear on all separations.

To add a registration mark to a press sheet, in the Add Static Mark dialog box, select one of the following in the **Mark type** list:



Static Dupmarks

Duplicating marks are stored in the **Dupmarks** folder. When you select a duplicating mark in the Add Static Mark dialog box, you type in the **Width** and **Height** boxes the dimensions of the area to be filled. The larger of the two dimensions determines the mark orientation. Preps then duplicates the mark as many times as needed to fill the area. For example, if you specify a height of 1" (25 mm) and a width of 18" (450 mm), Preps fills the area with horizontal duplicating marks. If you specify a height of 18" (450 mm), and a width of 1" (25 mm), Preps fills the area with vertical duplicating marks.

An alternative to duplicating static marks is to place a single mark, then use the step-and-repeat feature (see *Stepping and Repeating Static Marks* on page 432). However, when you step and repeat the mark, only whole marks are used, so marks may extend beyond the area you want to fill. When you use a duplicating mark, the marks fill the exact area you specify, and any part of a mark that extends beyond that area is cropped.

Color Bars

The color bar is the only duplicating static mark shipped with Preps. It is often duplicated across the width of a press sheet.

The color bar that ships with Preps is based on the GATF Compact Color Test Strip (Part Numbers 7008/7108).¹ You cannot change its color from within Preps.



The color bar is a repeating EPS mark



Note: There is no SmartMark color bar.

Exposure Test Mark

The **digital-exposure-test.eps** mark can be used to test the fineness of resolution of a platesetter or a filmsetter. It includes screen percentages from 1 percent through 100 percent.



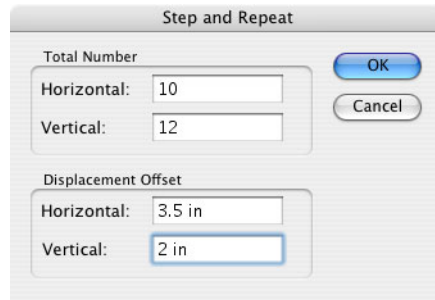
Note: There is no SmartMark exposure test mark.

1. You can obtain an original film version of this color bar mark by calling GATF at 800-662-3916.

Stepping and Repeating Static Marks

You can repeat static marks on a press sheet using step and repeat. This feature can be useful for creating ink take-off bars. You do not use this feature for SmartMarks.

This procedure uses the Step and Repeat dialog box.



To repeat a mark using step and repeat:

1. In the template, click the mark you want to repeat.
2. From the **Edit** menu, choose **Step and Repeat**.
3. In the Step and Repeat dialog box in the **Total Number** area, type in the **Horizontal** box the number of times you want the mark to appear horizontally on the press sheet. Include the original mark in this number.
4. In the **Vertical** box in the **Total Number** area, type the number of times you want the mark to appear vertically on the press sheet. Include the original mark in this number.
5. In the **Displacement Offset** area, type in the **Horizontal** box a dimension equal to the mark width plus the horizontal distance you want between each mark.
6. Under **Displacement Offset**, type in the **Vertical** box a dimension equal to the mark height plus the vertical distance you want between each mark.
7. Click **OK**.

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