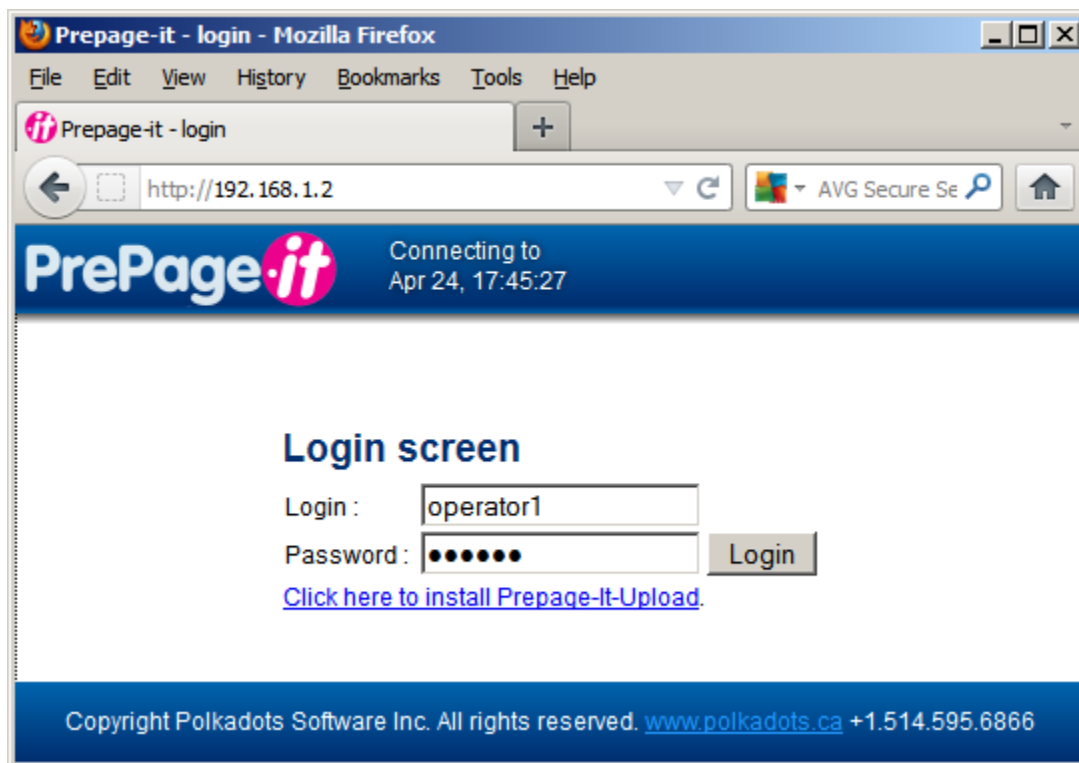

POLKADOTS SOFTWARE

PrePage-it Web v4 Reference Guide *for NEWSPAPER WORKFLOWS*

*How to work with **PREPAGE-IT WEB** in a newspaper workflow*



Effective use of this guide

Go directly to the chapter(s) pertaining to you

- **Chapter 1** – [Basic Facts](#) (p.11) – outlines what an operator needs to know to get started with PrePage-it Web. This will get you up and running.
- **Chapter 2** – [Page-Pairing](#) (p.56) – provides all the details regarding how to set up a page-pairing layout using the Imposition module.
- **Chapter 3** – [Beyond the Basics](#) (p.171) – provides detailed explanations about additional PrePage-it Web tools and features not required by all PrePage-it Web users. This includes queue management, understanding user accounts, handling spot colors and renumbering pages.
- **Chapter 4** – [Administrator Settings](#) (p.201) – contains primarily technical information for the staff who will configure and administer the software. This includes how to control what is shown/hidden in the software interface, numerous default settings, publication pre-configuration (pub codes, zones) and user account creation.
- **Chapter 5** – [Special Features](#) (p.261) – describes some optional or advanced features only found in certain PrePage-it Web workflows, namely: Send-it, Job Definition and PRESSflo.

Software version

The *PrePage-it Web 4 Reference Guide for newspapers* is based on the software versions PrePage-it Web v.4.0.4.0 and Impose-it v.3.0.2.0 (April 2013).

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Introduction

What is PrePage-it Web?

PrePage-it Web is a workflow production and management application. It is a web-based client that servers as a front-end GUI for the PrePage-it workflow, whose newspaper version is referred to as NEWSflo.

PrePage-it Web provides a user-friendly interface that can be launched from a variety of web browsers on any up-to-date Mac or PC workstation. From the web browser window you can control all aspects of workflow production and management: you can submit jobs to be preflighted and RIPped, view softproofs, approve/reject pages, print hard proofs, design the page-pairing layout, monitor each step of the production process, control RIP queues, and output plates to your CTP. The web interface also provides the ability to define re-usable templates and pagination schemes where you specify virtually every aspect of a page-pairing layout as well as the plate layout, so that new jobs can be built up simply by importing these pre-configured schemes. In addition, you can track submitted pages/flats, renumber pages, merge colors, handle spot colors, flip/flop plates, shift/offset and scale pages, automate e-mail notifications as well as configure numerous settings/preferences, and much more.

Layered modules/options

PrePage-it Web, like other *Polkadots'* products, has a modular design. This allows a variety of additional modules and layered options to be easily integrated into your PrePage-it Web setup so as to adapt to your workflow's requirements.

The following is a list of payable modules and options that can be layered unto your PrePage-it Web workflow client in virtually any combination that suits your needs:

- **View-it:** high-resolution web-based pixel on-demand softproofing of rasterized pages and flats – see [View-it Hi-Res softproof](#) on p.33 for more information.
- **Impose-it:** page-pairing module capable of automatically pairing RIPped pages based on pre-defined paginations and templates (for Single Page, Broadsheet, Tabloid, Quarterfold) as well as manual setup (when required) – see [Page-Pairing](#) on p.56 for full details.
- **Custom (N-Up):** allows users of the Imposition module to create custom page-pairing templates such as 3-Up or 6-Up (and many other types of templates besides the standard Single Page, Broadsheet, Tabloid or Quarterfold) – see [Custom \(N-Up\) templates](#) on p.103 for details.

- **Send-it:** remote job submission, e-proofing and job approval i.e. your external suppliers/customers will be able to remotely submit jobs to your RIP, then softproof and approve their own pages – see Section 5.1 [Send-it](#) on p.261 to know more.
- **PRESSflo:** compensates for misalignments in the printing press towers/units, providing a software alternative for cocking/shimming, as well as scales flats in order to compensate for web growth (also known as fan-out) – see Section 5.3 [PRESSflo \(Press Configuration\)](#) on p.283 for details.

Explanations concerning the functioning of PrePage-it Web as well as all the other layered modules and options mentioned above are covered in this manual.

About the installation

PrePage-it Web is installed using a bundle installer such as for the NEWSflo 2013 or PLATEflo 2013 software packages. These installers will install all software components included in your bundle, including PrePage-it Viewer, Rasterize-it and PrePage-it Web. How to install the NEWSflo 2013 bundle is not covered in this manual, however a few important points are listed below.

A PrePage-it Web bundle (such as NEWSflo 2013) needs to be installed on a PC. Supported operating systems include Windows XP Pro / 2003 Standard Server (32-bit) right up to Windows 7 Pro / 2008 Standard Server (64-bit). Once the software bundle is installed, PrePage-it Web clients can be launched from a web browser on any Mac or PC workstation.

Optional modules such as Impose-it, View-it and Send-it do not require any additional installation - they just need to be enabled in the *Polkadots* dongle license.

Warning

Do not plug in any dongles until instructed to do so by the installer.

Warning

If you change the PrePage-it Web **Admin Password** or **Port** from its default, please note it down, otherwise you will not be able to log on to PrePage-it Web after the installation has been completed. Please note that it is also possible to change the PrePage-it Web **Admin Password** any time after the installation has been completed.

Information about other Polkadots Software applications included in your NEWSflo package can be found in their respective manuals, most notably the *PrePage-it User Guide*, *Move-it User Guide* and *Rasterize-it User Guide*.

Chapter 1 -

Basic Facts

This chapter outlines what an operator needs to know to get up and running with PrePage-it Web. It includes getting to know the user interface, a step-by-step job procedure summary, and a description of each basic element required to complete a job.

Reminder

The features and tools you see in the PrePage-it Web interface depend on (i) which user account you are currently logged on with, and (ii) which layered options and modules were purchased and integrated into the PrePage-it Web application. Therefore your PrePage-it Web interface may not show all options/features mentioned in this guide. For more information on this topic, see [Layered modules/options](#) on p.8.

1.1 What can you do with PrePage-it Web?

PrePage-it Web allows internal operators to manage their jobs from the beginning to the end of the workflow process, as listed below:

- create a **New** job
- submit files to be preflighted and RIPped
- see **Upload History** (list of submitted pages and associated users/queues/date & time)
- see **Operation History** (list of actions executed by users)
- see **Job List** (of RIPped jobs)
- set up page-pairing: (i) manually, by adding one section at a time; or (ii) quickly, by adding all sections at once using the **Wizard**; or (iii) instantly, by importing a **Pagination** (i.e. a saved page-pairing layout)
- view softproofs of pages and pairs (low-res **Previews**, med-res **PDF Booklets**, or optionally **View-it** hi-res softproofs)

- print out hard proofs (**Proof** tool) of selected pages or pairs to a printer
- generate and download proofing-resolution **PDF Booklets** (of selected pages) to your workstation and use it for sharing with customers (via e-mail or FTP) – can also be used for softproofing / hard-proofing
- **Renumber** pages
- **Merge Colors** (same page): merge two or more colors from the same page together (e.g. Pantone 128 CVC and Pantone 128 CVU)
- **Merge Colors** (versioning): merge pages from different jobs together to produce multiple-language jobs or other types of multiple-version jobs
- **Approve/Delete** (i.e. reject) pages or pairs, or **Flush** entire jobs
- automatic page-pairing
- automatically generate 1-bit TIFF plate files
- output plates to CTP
- receive e-mail notifications of events (e.g. approved pages, errors)
- queue management from the **Queues** window
- flop any plate / any color
- offset/shift positioning of selected pages
- create and customize **User Accounts**
- pre-configure numerous aspects of the production setup, such as: re-usable **Templates**, re-importable **Paginations**, **Publication Codes**, **Zones**, and various preferences and default settings
- correction for shimming and cocking on the press with the optional PRESSflo module
- have external suppliers/customers remotely submit their jobs to your RIP, then softproof and approve their own pages with the optional Send-it module
- more (depending on user account permissions and purchased options)

1.2 Launching & viewing the Client interface

Web browsers

PrePage-it Web Clients can be opened on any Mac or PC workstation using a variety of web browsers, such as:

- Firefox (Mac or PC)
- Safari (Mac)
- Internet Explorer (PC)

TIP

If portions of the PrePage-it Web interface are missing, displayed incorrectly or not working properly, you may consider trying a different web browser (e.g. Firefox). For other alternatives, please consult the section 1.13 [Basic Troubleshooting & Tips](#) on p.50.

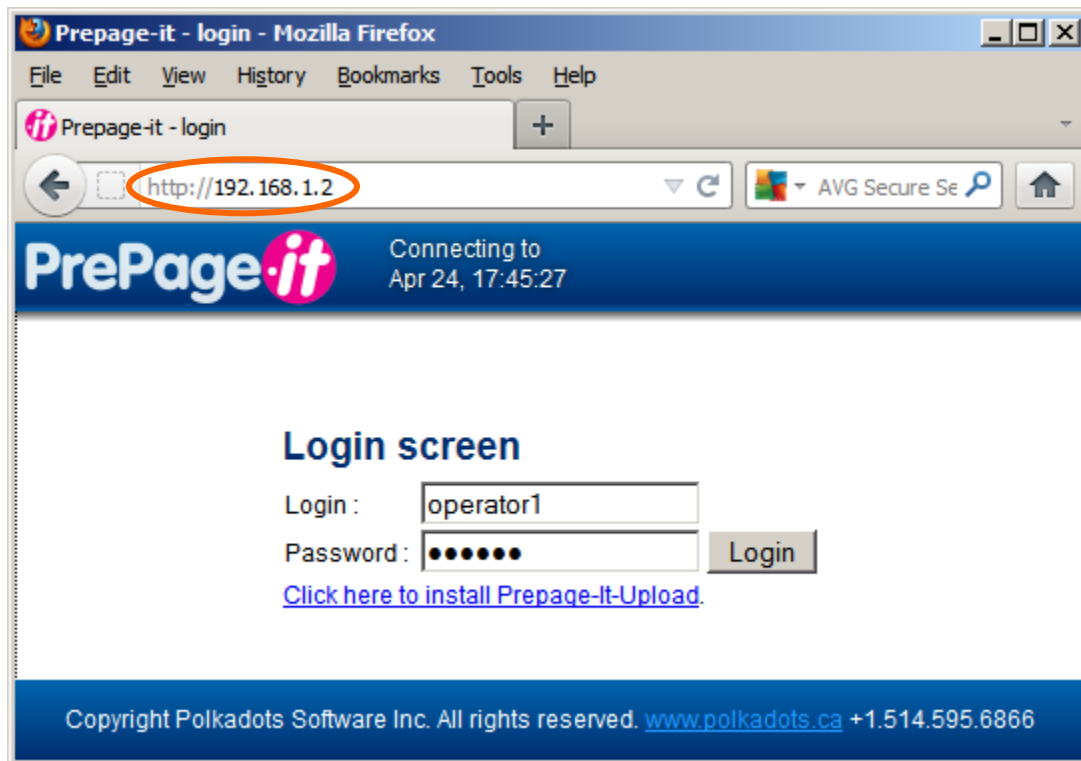
IP address

Use the internal, private IP address of your PrePage-it Web Server →

example: <http://192.168.1.12/>

Add the port number if it is other than port 80 →

example: <http://192.168.1.12:90/>



Tip

Bookmark the Login page as the home page of your web browser for quick access.

Job List window (main interface)

The screenshot shows the PrePage.it Job List window. The interface includes a top navigation bar with 'Jobs', 'Queues', and 'Settings' tabs, and a 'Disconnect' button. The 'Jobs' tab is active, displaying a table of jobs. Callouts provide detailed instructions for each major function:

- Display Job List and manage jobs.** Points to the 'Jobs' tab.
- Manage Queues:**
 - Disable or Reset queues
 - set queues to Rush or Hold
 - set queue Scaling
 - delete & re-prioritize jobs
- Configure Settings:**
 - default settings
 - User accounts
 - Paginations

Note: Most settings require Administrator login.
- Click a jobname link to work on a job or to view job details.** Points to the job names in the table.
- Duplicate job** and **Edit job (main properties)** are shown as options for a selected job.
- Flush (i.e. delete) a job.** Points to the 'Flush.' status link.
- Create a New job.** Points to the 'New' button.

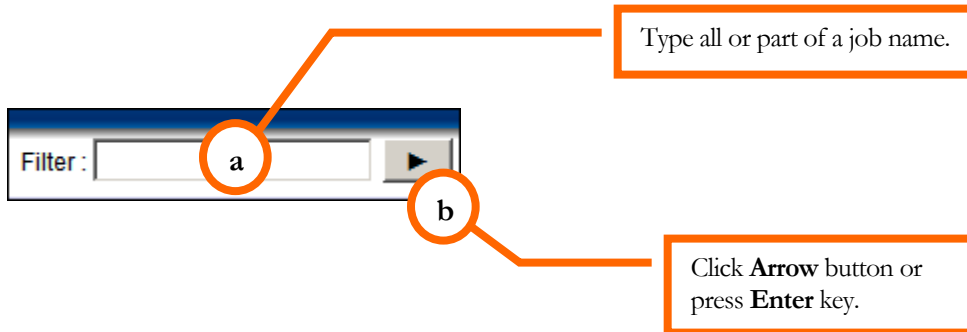
ID	Name	Info (Pages)	Owner	Created	Status
3	abc-0411	15p., 4 colors (15p. ✓)	Administrator	2012-04-18 13:36:42	Flush.
1	abc-0427	16p., 4 colors (16p. ✓)	Administrator	2011-12-09 14:40:36	Flush.

Tip


Click any column heading (e.g. **ID**, **Name**, **Owner**, **Created**) to change sort order. To alternate between ascending and descending order, click the same column again.

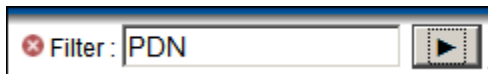
Job Filter

The Job Filter helps you to find a job quickly when your **Job List** has become too long to scan through visually by eyesight.



This will filter the **Job List** down to only those jobs containing the specified filter characters. The filter characters don't have to be at the beginning of the job name, they can be anywhere in the name.

To return to the full job list: click the icon  or empty the **Filter** box and press **Enter/Arrow** key.



Note

If your workflow has been configured to work with tags, then you will see a **Tags** dropdown list next to the **Filter** box. To know how to filter the **Job List** using tags, go to the section [Searching Jobs with Tags](#) on p.248.

Job components

A job folder is where you store, view, edit or manage all the components of a job, including: individual **Pages**, **Imposition** setup and assembled **Pairs**.

Pages (16)

Imposition

Pairs

Status

File upload

1. Select the file that you would like to upload:

Or try [Prepage-it upload](#)

You can also drag and drop files here.

2. Preflight profile:

Status

- ☐ Verify history of operator's actions.

Pages

- ☐ Upload
- ☐ Softproof
- ☐ Approve/Reject

Imposition

- ☐ Set up page-pairing i.e. auto-imposition of pages.

Pairs

- ☐ Monitor progress of page-pairing.
- ☐ Softproof
- ☐ Output to CTP

Show/Hide the File Upload & Notes panel

If you do not see the **File Upload & Notes** panel in either the **Pages** or **Pairs** tab, it may be hidden. To display it, pull the slider towards the right until you see the **File Upload** panel.

Pages (90)

Imposition

Pairs

Select all Preview View-it Approve Delete Renumber PDF

001 001 001 002

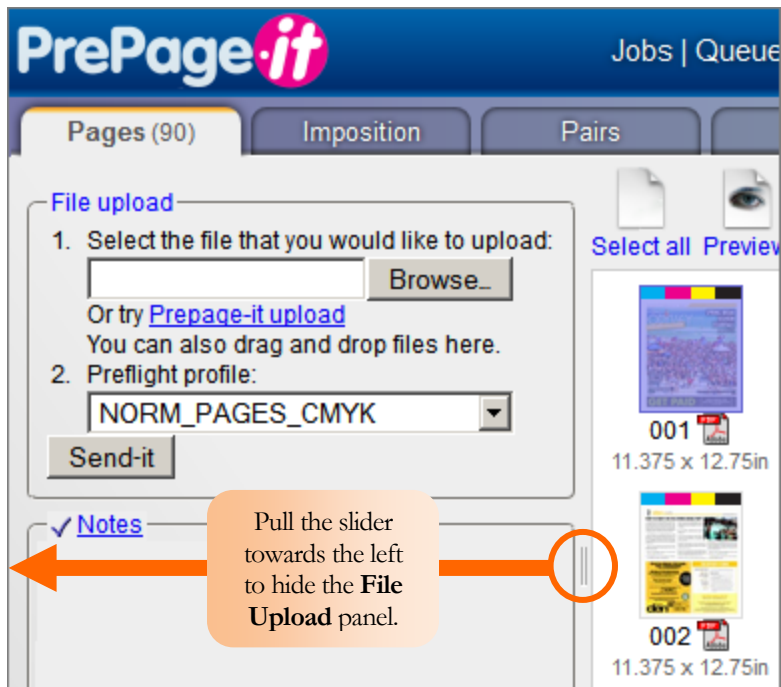
11.375 x 12.75in 11.375 x 12.75in 11.375 x 12.75in 11.375 x 12.75in

002 002 003 003

11.375 x 12.75in 11.375 x 12.75in 11.375 x 12.75in 11.375 x 12.75in

Pull the slider towards the right until you see the **File Upload** panel.

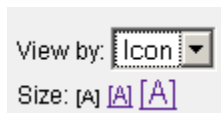
To hide it, pull the slider towards the left.



Note

If you are having trouble seeing all or part of the PrePage-it Web window, consult Section 1.13 [Basic Troubleshooting & Tips](#) on p.50 for help.

View modes (Pages & Pairs)



The pages and pairs within a job can be viewed in one of the two following modes:

- **View by Icon**
- **View by List**











These viewing modes can be selected in the **View By** dropdown menu (shown above) from either the **Pages** or **Pairs** tab.

Tip

The PrePage-it Web viewing modes in the **Pages** and **Pairs** tabs are not to be confused with the **Imposition** viewing modes discussed in the section [Imposition View Modes](#) on p.167.

View by Icon shows the thumbnails of pages/pairs. The size of a thumbnail can be changed to one of three different sizes by clicking one of the **Size:[A]** links.

View by List displays information about pages/pairs without showing any thumbnail. Information includes **Size** (document height/width), **Colors**, **Document** (original filename) and **Date**.

Page ▲	Size	Colors	Queue	BPP	Document	Date
001 ✓	10.75 x 16.5in	   	NORM_PAGES_CMYK	8	twoh_081125_16a001.pdf	May 08, 2012 16:08:31
002 ✓	10.75 x 16.5in	   	NORM_PAGES_CMYK	8	twoh_081125_16a002.pdf	May 08, 2012 15:19:48
003	10.75 x 16.5in		NORM_PAGES_CMYK	8	twoh_081125_16a003.pdf	May 08, 2012 15:20:21
004	10.75 x 16.5in		NORM_PAGES_CMYK	8	twoh_081125_16a004.pdf	May 08, 2012 16:10:25

In this view, the **Pages/Flats** list can be sorted by clicking on any column heading (**Page**, **Size**, **Document**, etc.).

1.3 Operator Procedure summary

The three main phases required to complete a full job are:

Phase I → Submitting Pages

Phase II → Page-Pairing Setup

Phase III → Monitoring and Output

Important

The procedure outlined below is provided as a basic guideline for new users, showing a typical 3-phase procedure – *the exact order and steps to be followed by an operator can be adapted according to what is more suitable or convenient for a particular workflow*.

N.B. In some cases, such as in workflows based on Job Definition, the procedure may need to be adapted so that the order of Phase I and Phase II are reversed i.e. the Page-Pairing Setup may need to be completed before Submitting Pages.

The Operator Procedure is outlined below in a basic, step-by-step format:

Phase I: Submitting Pages

...to be preflighted, RIPped and proofed.

1. Make sure pages are named correctly.
2. Log in to your PrePage-it Web user account.
3. If required, create a new job.
4. For **Job Definition** workflows: configure the job definition.
5. Upload/Submit pages to NEWSflo.
6. For **Job Definition** workflows: the software may not upload your pages if they contain certain errors. If an error occurs, correct it if necessary and resubmit the page.
7. Now if you haven't already done so, open the job.
8. View progression of page-RIPping.
9. Softproof/Hardproof RIPped pages.
10. Approve pages (if required by your setup).

Phase II: Page-Pairing Setup

...determines how pages will be paired up.

1. To access the page-pairing module, click on the **Imposition** tab.
2. For jobs based on **Job Definition**: Verify whether any additional planning is required.
3. For jobs that you want to base on a pre-defined **Pagination** from your **Library**: Click **Import** and select the required **Pagination**. Afterwards, verify whether any additional planning is required.
4. Click the **Properties** icon and specify any publication properties that need to be set.
5. Define the sections of your publication.
6. Verify if the pagination is correct.
7. If you need to modify the pagination, switch over to **Customize Mode**.

8. If required in your workflow setup, identify the color space of each page.
9. If a specific color plate needs to be set with a flop, rotation or custom template, select it and click **Edit Plate**.

Phase III: Monitoring and Output

...monitor to see when pairs are completed, then output them to CTP.

1. To monitor the page-pairing process, click on the **Pairs** tab and select **View by List**.
2. To view a thumbnail of completed pairs, select **View by Icon**.
3. Softproof/Hardproof RIPped pairs, as needed.
4. Approve pairs, if required by your setup.
5. To make plates, select one or more completed pairs and click **Output CTP**.

Tip

Please consult the *NEWSflo 2013 Operator QuickStart* to view a more detailed, step-by-step, illustrated procedure of the basic outline shown above. In addition, more detailed info about each step is provided throughout this chapter, as well as the remainder of this guide.

Tip

Detailed information about how to work with Job Definition mode (including how to activate, configure and approve it) can be found in Section 5.2 [Job Definition workflow](#) on p.269.

1.4 Creating a new job

Click the **New** button in the **Jobs** window to create a new job.



This opens the **Create New Job** dialog box, as shown in the figure below.

Create new job

Give a name and an owner for your job. The following character will be automatically filtered: " < > | ? * . Setting the owner will make the job visible for this user and the ones in the upper level of the hierarchy.

Work mode: ☒ Web ☐ Sheetfed

Pub code: Enter manually... SJD

Run date: 0425 Calendar icon

Owner: ope1

Page prefix: Do not use

Options: ☒ Visible ☐ Auto-approve ☐ Zones

Select **Work Mode** = **Web** (newspapers) or **Sheetfed** (commercial).

For Web jobs (newspapers):

- specify a **Pub Code**

Select an existing **Pub Code** from the dropdown list **or** select **Enter manually** and type it in yourself.

The **Pub Code** is a pre-established abbreviation of the publication name (see [Note](#) on p.23).

E.g. Pub Name ⇒ Sun Journal Daily

Pub Code ⇒ SJD

For Sheetfed (commercial) jobs:

- specify only a **Job Name**

Click the **Calendar** icon and select a **Run Date**.

This is the date of the issue / edition you are producing (only applies to **Web** jobs i.e. newspapers).

Select who will be the **Owner** of this job.

By default, the user who creates the job is the **Owner**. However you can select a different user from the dropdown list if you want to make this job accessible to them.

Refer to the section [Owner](#) on p.23 for details.

Select a **Page Prefix** option:

- **Do not use**
- **Discover for pages** will look for a page number in the filename
- **Discover and enable job def** will look for a page number in the filename and activate Job Definition mode for this job

Refer to the section [Page Prefix](#) on p.253 for details.

If this job will contain zones, then activate **Zones**.

Zones are used when you need to produce a multiple-version publication (e.g. a different newspaper version for each region or market).

When **Zones** have been activated, you must also specify:

- **Main Zone** e.g. the main version of the newspaper
- **Zone Offset** (optional): Set where in the filename to look for a zone code which identifies the zone (only required if different from default).

See [Setting up a publication with zones](#) on p.73 for more information on zones.

Selecting **Visible** will make this job visible to all users "below" the **Owner** in the hierarchy of users. Refer to the section [Visible](#) on p.24 for more information.

If required, activate **Auto-approve** pages.

Note

Some workflows that include the optional Move-it module can be configured so that a job gets created automatically when pages are submitted, in which case the above step would be unnecessary.

Note

PrePage-it Web requires you to specify a **Pub Code** and **Run Date** for **Web** newspaper jobs, but not for **Sheet fed** commercial jobs. Technically these identifiers, along with the filenaming convention and publication name, are no longer essential in order for jobs to work, and in fact commercial jobs are often set up without any of these identifiers. However newspaper jobs usually still use these identifiers in order to allow for more automation to occur within the workflow (primarily via the Move-it module).

To know how to pre-define publications codes, please refer to Section 4.4 [Pub Codes](#) on p.230.

Owner

If you want a job to be visible to a particular user (e.g. one of your customers/suppliers), then select that user as the **Owner** of the job (see figure above to know how).

*EXAMPLE: An Operator can create a job and make it visible to a particular Super-User called CustomerABC (typically an external customer/ supplier) by choosing **Owner** = CustomerABC.*

Note

External customers / external suppliers / Super-Users apply to workflows which include the Send-it module.

In fact, designating someone as the owner of a job means that this user will acquire all the same rights / permissions that they would normally get if they had created the job themselves (i.e. view the job / approve / delete / etc.).

Note that the owner of each job is displayed in the **Job List** window under the **Owner** column.

Visible

By default, a PrePage-it Web job will always be accessible to all users “above” the selected **Owner** for the job. For example, if we choose a Super-User as the owner of a job, then that job will be visible/accessible to all Operators and the Administrator. Refer to the section [Users overview](#) on p.172 for more information about the different levels or “classes” of users.

However in addition to this, you can also make a job visible to every user “under” the owner (in the PrePage-it Web hierarchy of users) by checking the **Visible** box. Here are the specifics:

In a workflow where Send-it is not installed ➡

The only use for the **Visible** option in this case is when the Administrator creates a job (i.e. **Owner** = Administrator) and he/she wants the job to be seen by Operators.

In a workflow where Send-it is installed ➡

In a Send-it workflow, the **Visible** option should only be enabled in a job where **Owner** = Super-User. This will make the job accessible to Users (associated with the Super-User) of that external customer. Note that the Super-User along with all associated Users of one external customer/supplier are sometimes referred to as a [Group / Branch](#) (see p.175 for details).

The **Visible** option should never be applied when **Owner** = Administrator or Operator in a Send-it workflow, as explained in the Warning below.

Warning!

In a PrePage-it Web workflow which includes the Send-it module, avoid creating a job where:

- ☐ **Owner** = Operator or Administrator
- ☐ **Visible** = option is selected

This will make the job accessible to every Super-User and User, which means that every one of your external company suppliers will be able to view this job!

Note that the **Visible** option is not displayed to external customers (when logged on to PrePage-it Web as Super-Users or Users). Therefore in a Send-it workflow, only an internal user (Administrator or Operator) can set up a job so that **Owner** = Super-User and **Visible** = enabled.

Editing Job properties

After a job has been created and its properties have been configured, you can later modify or edit them from the **Modify Job** dialog box.

As the job properties here are essentially the same as when you create a new job, you can refer to the illustration on p.22 ([Creating a new job](#)) to see descriptions of these options.

To access the **Modify Job** dialog box:

- from the [Job List window \(main interface\)](#) (as shown in the figure on p.14) ⇒ click the **Edit Job** properties icon

OR

- from inside any job (example shown in the figure below) ⇒ click the **Edit Job** properties link located on the top right-hand side of the job window

1.5 Uploading / Submitting pages to NEWSflo 2013

Reminder

In some workflows, such as those based on Job Definition, the Page-Pairing Setup may need to be completed **before** operators can upload/submit pages. Please refer to Chapter 2 - [Page-Pairing](#) (starting on p.56) for complete details about page-pairing.

Typically, pages are uploaded / submitted to NEWSflo 2013 in order to be pre-processed (i.e. preflighted, rasterized, etc.) before they are paired up. There are several ways you can submit job files to the RIP. The most common methods are illustrated below.

You can drag and drop pages unto the:

- [PrePage-it Web interface](#)
- [PrePage-it Upload window](#)
- [a single “Drop Bucket”](#) (single input folder configuration)
- [one of several input folders](#) (multiple input folders configuration)

Note

Which input method you use will depend on which one is most convenient and suitable for your workflow. However note that some of these methods require some pre-configuration by a *Polkadots* specialist prior to use. It is also important to keep in mind that a workflow cannot be configured to use *all* the input methods at the same time – it will be set up with the submission method which is determined to be the most suitable for your needs.

...via PrePage-it Web interface

PrePage-it

Pages Imposition P

File upload

1. Select the file that you would like to upload:

Or try [Prepage-it upload](#)

You can also drag and drop files here

2. Preflight profile:

PrePage-it

Pages Imposition P

File upload

Name	Size
✕ KR0110p02-03_2.pdf	1.78Mb
✕ KR0110p01_32_32.pdf	13.12Mb
✕ KR0110p01_32_1.pdf	7.80Mb
✕ KR0110p02-03_3.pdf	3.42Mb

a From the **Job List** window, select the job where you want to upload pages.

b Drag and drop your pages unto the **File Upload** panel.

c Select the queue (**Preflight profile**) that will preflight and RIP your pages.

d Click the **Send-it** button.

Note

Selecting a queue (**Preflight profile**) is not required in some workflow environments (such as when working in Job Definition mode - see [Job Definition Procedure](#) on p.274 for details).

...via PrePage-it Upload

Login (Prepage-it)

Login: ope1

Password: ****

Server: LAB2003-R2

Login Quit

Prepage-it-Upload - ope1 - v2.0.0

File Edit

Remove file Rename Pages: Auto_Dispatch Show web entry

Job: J00185-DN-0623

File name	Size
KR0110p01_32_32.pdf	13.1 Mb
KR0110p01_32_1.pdf	7.7 Mb
KR0110p02-03_3.pdf	3.4 Mb
KR0110p02-03_2.pdf	1.7 Mb

Upload Quit

Select the job where you want to upload pages.

Select the queue (**Preflight profile**) that will preflight and RIP your pages.

Drag and drop your pages here.

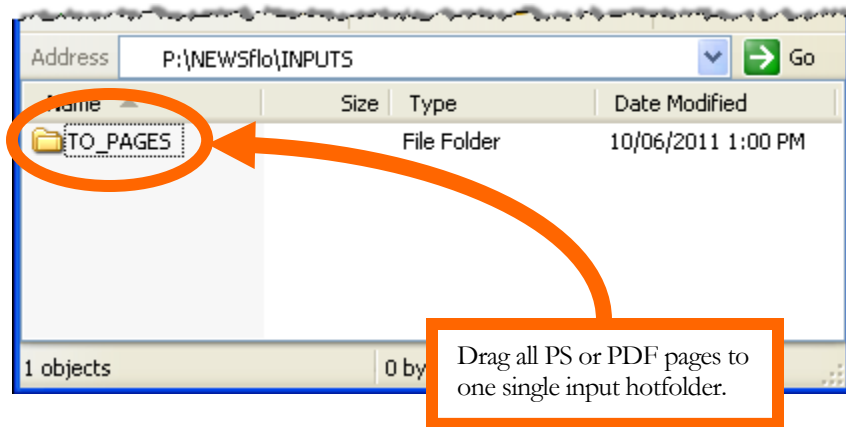
Click the **Upload** button.

Tip

To know more about installing and uploading pages with PrePage-it Upload, you can check out our training video series *Getting familiar with PrePage-it Upload*, available from your *Polkadots* dealer or directly from the [Polkadots web site](#).

...via a single “Drop Bucket”

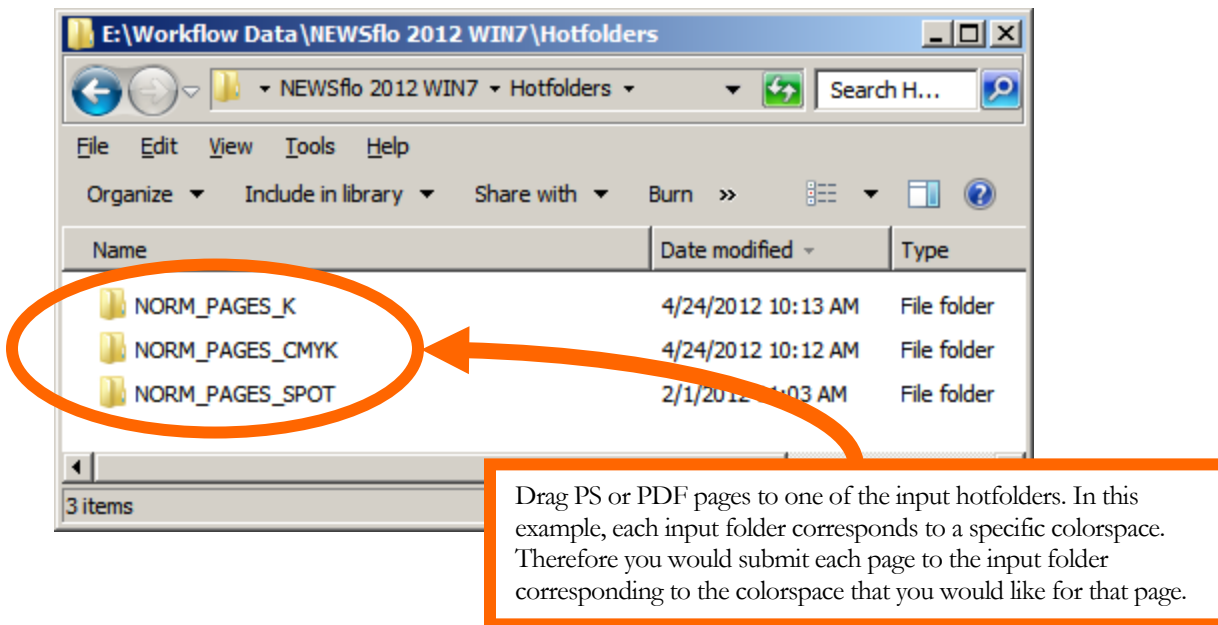
Single Input Folder Configuration



Note: You can submit all pages to a single drop bucket or input folder if your workflow has been set up as a Single Input Folder Configuration. This is typically the case in workflows where an operator must pre-specify the colorspace for each page in the Impose-it window of that job. In this type of workflow configuration, users can submit all pages to the same input folder or drop bucket and each page will be automatically processed in the correct colorspace.

...via one of several input folders

Multiple Input Folders Configuration



The figure above illustrates a multiple-input workflow configuration, where you choose to submit each page to the hotfolder that corresponds to the color space that you would like for that page (Black, Process or Spots). So in this type of setup, there is no need to pre-specify the color space of each page in the Impose-it module.

However it should also be noted that if you are set up with a multiple-input configuration, your workflow may also contain additional input folders which correspond to different ways of processing a submitted page, such as with a scaling factor (shrinking or stretching a page), a different line screen, an RGB or missing fonts detector, etc.

Alternative methods for submitting pages

It may be possible to set up your workflow so that you can submit pages using a different method from the ones described above, if this is more suitable for your workflow. Alternative methods include:

- printing from any Mac or PC application using a Polkadots Printer
- submitting pages to an FTP site/folder





Tip

Please consult a *Polkadots* specialist for more information regarding alternative methods for submitting pages.

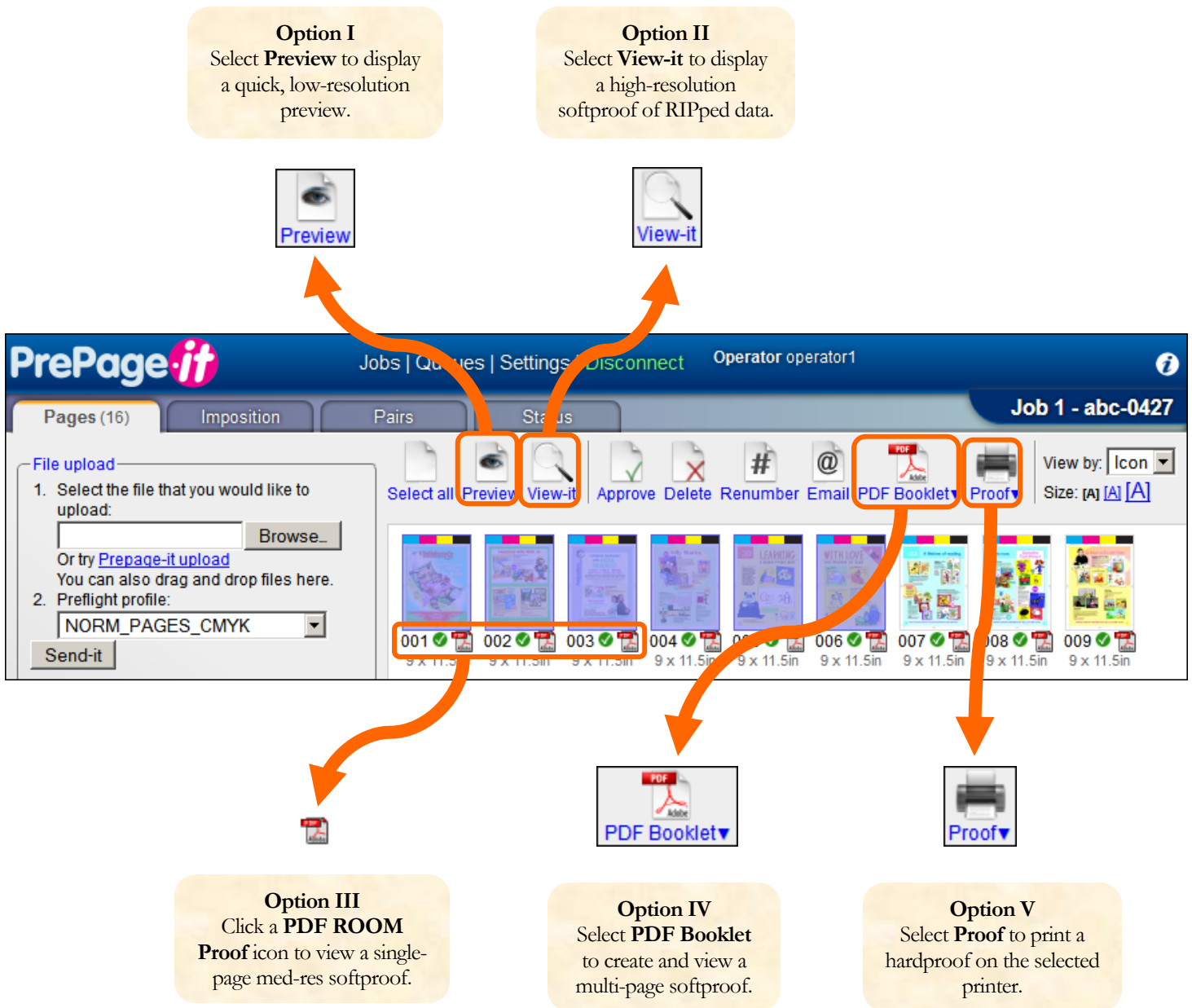
TIPS FOR CREATING AND SUBMITTING/PRINTING MULTIPLE-PAGE FILES TO NEWSFLO:

Single-page files : The typical method for submitting pages to NEWSflo is to create single-page files and add the page number in the filename e.g. NYP_0623_A02, REP-0930-17.

Multiple-page files : Here are some guidelines for creating and submitting/printing multiple-page files to NEWSflo from applications such as Quark/InDesign:

-  in Quark/InDesign, create files where the page numbers are consecutive i.e. do not create an 8-page file with page numbers 1-4 and 25-28 – break it up into 2 files containing pages 1-4 (1st file) and pages 25-28 (2nd file)
-  put 1st page number of the file somewhere in the filename, e.g. REP-0930-17 for an 8-page file containing pages 17-24
-  in Quark/InDesign, it may be helpful to number the pages implicitly, for e.g.: in a file containing pages 17-24, it can be helpful to number the Quark/InDesign pages as p.17-24 rather than leaving them numbered as p.1-8
-  in a NEWSflo setup with multiple Polkadots Queues/Printers: files containing only black pages should be submitted/printed to the Black queue/printer, whereas mixed files (containing both Black and CMYK pages) should be submitted/printed to the CMYK queue/printer

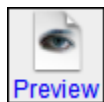
1.6 Softproofing & Hardproofing



How to proof:

1. Select the pages or pairs that you want to proof (refer to Section 1.10 [Selection of pages and pairs](#) on p.43 for more information about selecting items).
2. Select the type of proof that you want (options are illustrated in the figure above and are explained in more detail below).

Low-Res Preview



Clicking the **Preview** toolbar button will show quick, low-resolution previews of all selected pages/pairs. These low-resolution previews of RIPped pages/pairs can be downloaded or saved to your hard disk. If saved, a zipped file will be created containing a TIFF or JPG preview of each selected page/pair.

By clicking the **Download** button (from inside the **Preview** window) you will be able to either download or save the preview, depending on your web browser's settings.

View-it Hi-Res softproof




View-it is an optional, payable module that may be added to PrePage-it Web.

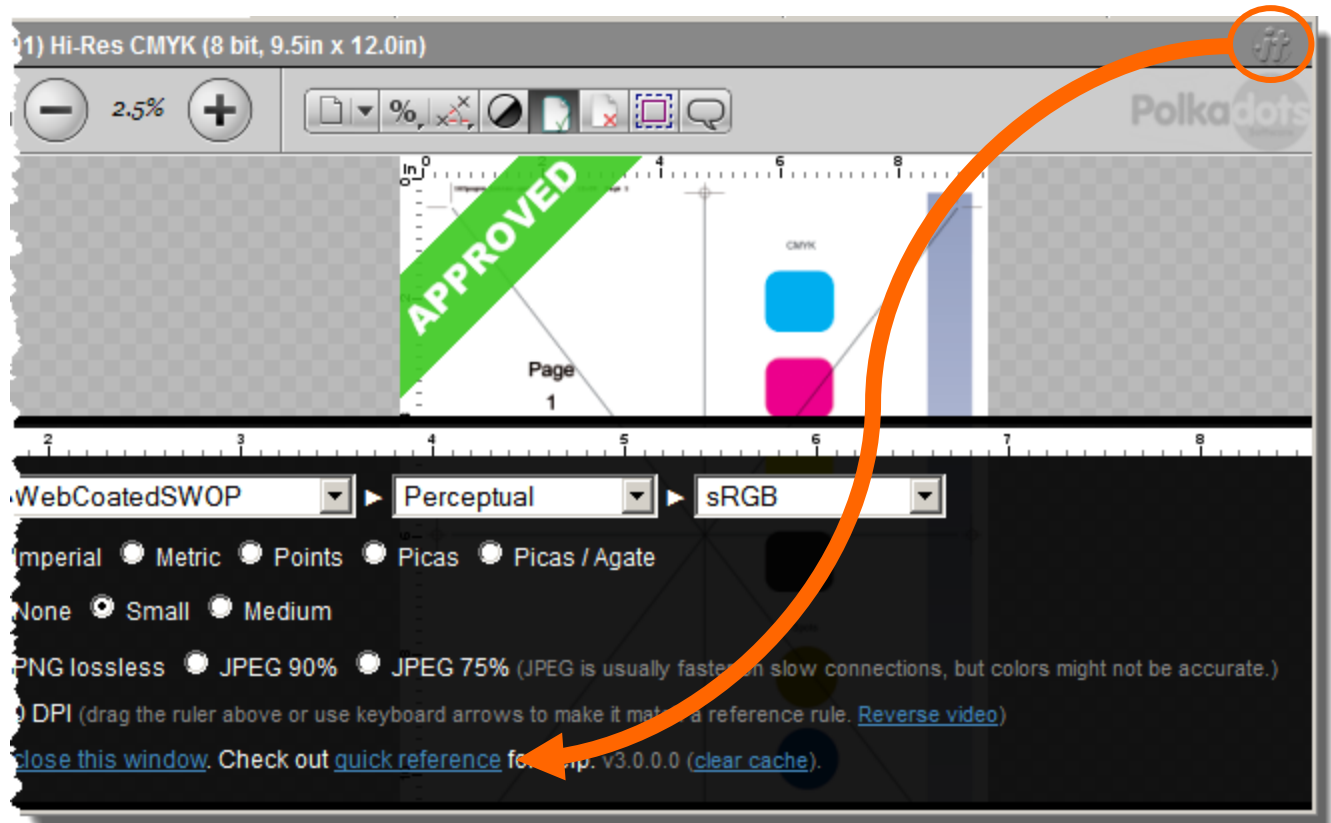
View-it is a high-resolution softproof of the RIPped data, showing the actual rasterized job as it will be printed on the plate. The proof is shown in a web browser and includes a number of tools for easy viewing (zooming, rotating), color information, approval/rejection and measuring (angles, distance). Colors can be viewed individually or together, and there is also an **Offset** tool where you can implement or adjust a page offset.

As well, **Annotation** comments can be written by anyone directly in a View-it softproof and will be visible to anyone who has access to that job (internally and externally).

The View-it module integrates seamlessly into the PrePage-it Web interface. In addition, it is intuitively designed and easy to learn.

To know more about View-it:

- watch the training video entitled **View-it 3.0 Overview**, available from your *Polkadots* dealer, or view it directly from the *Polkadots* web site http://www.polkadots.ca/support/training_videos.php
- consult the View-it Help page from inside the View-it window by doing one of the following:
 - press **F1** on your keyboard (works in most browsers)
 - click the **quick reference** link (as shown in the figure below) - this can be accessed by first clicking the  button in the top-right corner



- or obtain the View-it 3.0 Quick Reference Sheet in a printable PDF format, available from your *Polkadots* dealer or directly from the *Polkadots* web site <http://www.polkadots.ca/support/documentation.php>

Single-page PDF proofs

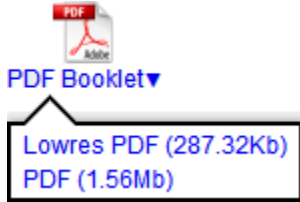


Click the **PDF ROOM Proof** icon  to view/save a single-page med-res PDF.

Note

PDF proofs (low-res or med-res, single-page or multi-page booklets) are available in PrePage-it Web on the condition that the PrePage-it Viewer queue where your pages/pairs were RIPped was configured to produce them. If PDF proofs were not produced by the PrePage-it Viewer queue during the RIPping process, then they will not be available for softproofing. See the *PrePage-it 7 User Guide* for details.

Multi-page PDF booklets



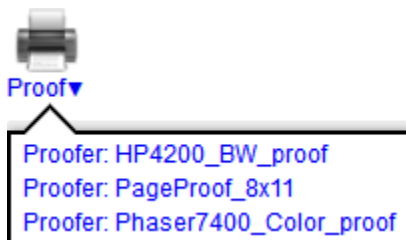
- all selected pages are gathered into a multiple-page PDF file i.e. **PDF Booklet**
- you can view/save either a low-res PDF booklet (**PDF Booklet > Lowres PDF**) or a med-res PDF booklet (**PDF Booklet > PDF**)

If you are not able to create a low-res or med-res PDF booklet, please see the [Note](#) (above) on p.34.

Note

Low-res PDFs are not typically used in a newspaper workflow whereas med-res PDFs may sometimes be used for softproofing. Although both low-res and med-res PDFs include an OPI link to their corresponding hi-res files (and therefore both can be used for imposition), this feature is rarely used in newspaper workflows since NEWSflo already incorporates automated page-pairing.

Hardproofing



Proof any selected pages or pairs by choosing a proofer from the list.
Note: Only pre-configured proofers will appear in the list.

For a technical description of how to pre-configure a “proofer” (i.e. proofing queue/printer), refer to the section on [Proofing queues](#) on p.182.

TIP

Hard proofs of RIPped pages/pairs can be generated automatically (for all pages/pairs) by having your workflow configured with the Autoproofing feature.

1.7 Approving

**Tip**

Unlike previous versions, PrePage-it Web 4.0 does not have a Job Approval option. To approve all pages in a job at the same time, click the **Select All** button in the **Pages** window and then click **Approve**.

Page approval

Page approval is what triggers page-pairing. A flat (pair) will be assembled automatically as soon as all the pages of that pair are approved.

Warning

Pages will never be paired up if they are not approved!

In addition:

- page approval can also serve as a visual reminder for other users working on the same job that the page is OK
- in a **Send-it** workflow, page approval can serve as a confirmation or proof that an external supplier has submitted and approved his/her pages
- information about page approval (i.e. page number, user who approved it, date/time stamp) is automatically logged and available for future reference in the **Status** tab of each job – see Section 1.12 [Status](#) on p.49 for more information

TIP

Manual approval is not required if Auto-approve pages has been activated for a job.

Create new job

Give a name and an owner for your job. The following character will be filtered: \ / : " < > | ? * . Setting the owner will make the job visible for ones in the upper level of the hierarchy.

Work mode: ☒ Web ☐ Sheet fed

Pub code:

Run date:

Owner:

☐ Make this job visible for the entire group.

☐ Auto-approve pages for this job.

Create Cancel

TIP

If page-pairing does not occur after all pages have been approved, the **Auto-Release Plates** option may have been disabled for this job. See [Auto-Release Plates](#) on p.118 for details.

Pair approval

Pair approval is optional:

- it can serve as a visual reminder for other operators working on the same job that the pair is OK and ready to be plated
- information about pair approval (i.e. flat number, user who approved it, date/time stamp) is automatically logged and available for future reference in the **Status** tab of each job – see Section 1.12 [Status](#) on p.49 for more information

1.8 Page Pairing

Page approval is what triggers the assembly of pages into pairs.

A flat (pair) will be assembled automatically as soon as all the pages of that pair are approved. See [Page approval](#) on p.36 for more on this topic.

Once triggered, a flat is assembled according to the directives that you pre-defined in the **Imposition** tab, which include the layout and properties (e.g. page size, plate size, furniture marks), page numbering, orientation and so on.

Monitoring the page-pairing process

Shortly after a page-pair has been assembled, it will appear in the **Pairs** tab. From there you can monitor the page-pairing process in one of two ways:

- **View by Icon** → view thumbnail previews of the assembled pairs
- **View by List** → view more detailed information about the status of each pair (as illustrated in the figure below)

Pairs (6) Status Job 160 - BB-042512

Select all Preview View-it Approve Delete Renummer Proof Output CTP View by: List

Flat	Size	Colors	Queue	BPP	Document	Date	Status
1	36 x 24in	C, M, Y, K	N/A	N/A	N/A	N/A	Waiting for page: 001
2	36 x 24in	C, M, Y, K	N/A	N/A	N/A	N/A	Waiting for page: 010
3	36 x 24in	C, M, Y, K	N/A	N/A	N/A	N/A	Waiting for pages: 011, 014
4	36 x 24in	C, M, Y, K	N/A	N/A	N/A	N/A	Waiting for pages: 012, 013
005	24 x 36in	C, M, Y, K	S_PAIRS_2 1		5-BB-042512_Front_Color.ps	Feb 23, 2012 16:43:05	Up to date
006	24 x 36in	C, M, Y, K	S_PAIRS_2 1		6-BB-042512_Back_Color.ps	Feb 23, 2012 16:44:48	Up to date
007	24 x 36in	C, M, Y, K	S_PAIRS_2 1		7-BB-042512_Front_Mono.ps	Feb 23, 2012 14:44:12	Not up to date: resubmit
008	24 x 36in	C, M, Y, K	S_PAIRS_2 1		8-BB-042512_Back_Color.ps	Feb 23, 2012 14:45:06	Not up to date: resubmit
009	24 x 36in	C, M, Y, K	S_PAIRS_2 1		9-BB-042512_Front_Mono.ps	Feb 23, 2012 14:46:16	Not up to date: resubmit
010	24 x 36in	C, M, Y, K	S_PAIRS_2 1		10-BB-042512_Back_Mono.ps	Feb 23, 2012 14:40:01	Not up to date: resubmit

Waiting for pages: 012, 013

⇐ Flat not done, still waiting for some pages.





































Up to date

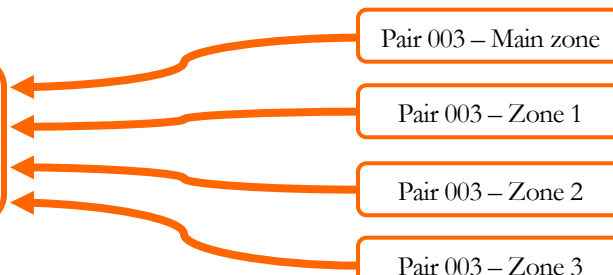
⇐ Flat completed and up to date.

Not up to date: [resubmit](#)

⇐ Flat was completed but is no longer up to date because something has been changed (e.g. modified page, modified template, etc.). To update the flat, click [resubmit](#).

If a publication contains zones, each zone will be listed on a separate line.

Flat ▲	Zone	Size	Colors
001		24 x 36in	   
001	Zone 1	24 x 36in	   
002		24 x 36in	   
003		24 x 36in	   
003	Zone 1	24 x 36in	   
003	Zone 2	24 x 36in	   
003	Zone 3	36 x 24in	C, M, Y, K
004		24 x 36in	   
004	Zone 2	24 x 36in	   
004	Zone 1	24 x 36in	   



Just like with pages, you can softproof / hardproof / approve completed (**Up to date**) pairs, if required by your workflow.

Tip

A detailed description of how to define the page-pairing layout (within a publication's **Imposition** tab) can be found in Chapter 2 - [Page-Pairing](#) starting on p.56.

1.9 Output to CTP

To make plates, select one or more completed pairs and click the **Output CTP** toolbar button.



Output CTP

Select plates you want to output to CTP:

CTP:

Copies:

Separations:

(Use shift or control key to select more than one)

[Override plate parameters](#)

Tip

By default, all selected plates will be output. To output only some plates, select them by pressing **SHIFT+click** (Mac/PC), **CTRL+click** (PC) or **Command+click** (Mac). Then click the **Send** button. For more information about selecting multiple items, please see Section 1.10 [Selection of pages and pairs](#) on p.43.

CTP ⇒ If you have more than one CTP device, select the one you want to output these plates to.

Note

If a job is configured with auto-output (via the **Preference Set** that you selected in the **Imposition Properties**), then the plates will be output automatically. Therefore in this case, there is no need to output them manually as described in this section. See [Preference Sets](#) on p.224 for full details.

Copies ⇒ It is possible to make multiple copies of a plate. If you selected a **Preference Set** in the **Imposition Properties** of this job, PrePage-it Web will output the number of copies specified there. However, if you manually specify the number of copies that you want in the **Copies** box of the **Output CTP** dialog, it will override what's in the **Preference Set**.

Tip

When viewing the **Pairs** tab in **View by List** mode, the **Colors** column will display the number of times each color plate has been output to CTP.

Flat ▲	Size	Colors	Queue
✓ 001	24 x 36in	1 1 2	S_PAIRS_2
✓ 002	24 x 36in	1 1 1	S_PAIRS_2
✓ 003	24 x 36in	1 1 1 1	S_PAIRS_2

Override Plate Parameters

Note

The option **Override Plate Parameters** is only available in specially-configured workflows. Almost all *Polkadots* workflows are configured to produce 1-bit plate files, in which case you should not use this option. **Override Plate Parameters** should only be used in workflows that are specially-configured to initially produce 8-bit plate files.

Override Plate Parameters is designed to take an 8-bit plate file and send it to a PrePage-it/RIP queue to be re-processed (i.e. screened) with the screening options that you specify here, thus allowing you to override the default settings in the RIP queue. Afterwards, as usual, the screened 1-bit plate file will be output to your CTP. This is useful in workflows where it's necessary to decide how a plate should be screened at the last minute, depending on factors such as which device it will be output to.

Warning

1-bit plate files are already screened and therefore should not be output with the option **Override Plate Parameters**. This will cause the plate files to be re-sent through the RIP unnecessarily, where it will attempt to re-screen the files. Not only will this cause wasted time, but you also risk producing moiré patterns if the resolution of the existing 1-bit plate files does not match the resolution of the RIP queue where they will be re-processed.

To set the screening parameters for all selected flats /colors:

- Select/deselect colors to be screened by clicking the corresponding **Color** checkbox.
- To specify **Angle** and **Frequency**, click and type *or* tab and type the values.
- To specify **Dot Shape**, select one from the dropdown menu.
- If you wish all the frequencies to be the same for every color in a flat, first check the **Frequency (LPI)** checkbox, then select the screening frequency for one color. Similarly, you can first select the **Dot Shape** checkbox if you want all the dot shapes to be the same.

CTP: PAIRS

Separations:

(Use shift over checkbox to select only that separation for given page)

[Send plate as is](#)

Color	Angle	<input checked="" type="checkbox"/> Frequency (LPI)	<input checked="" type="checkbox"/> Dot shape
02 - 2-MoveIt4-0503_Back_002.ps (1bit)			
<input checked="" type="checkbox"/> C	15.0	100.0	Line
<input checked="" type="checkbox"/> M	75.0	30.0	Elliptical1
<input checked="" type="checkbox"/> Y	0.0	200.0	Square2
<input checked="" type="checkbox"/> K	45.0	250.0	Round

Send Cancel

Afterwards, from the **CTP** dropdown menu, select the 1-bit RIP queue that will process your pairs. Then click **Send**.

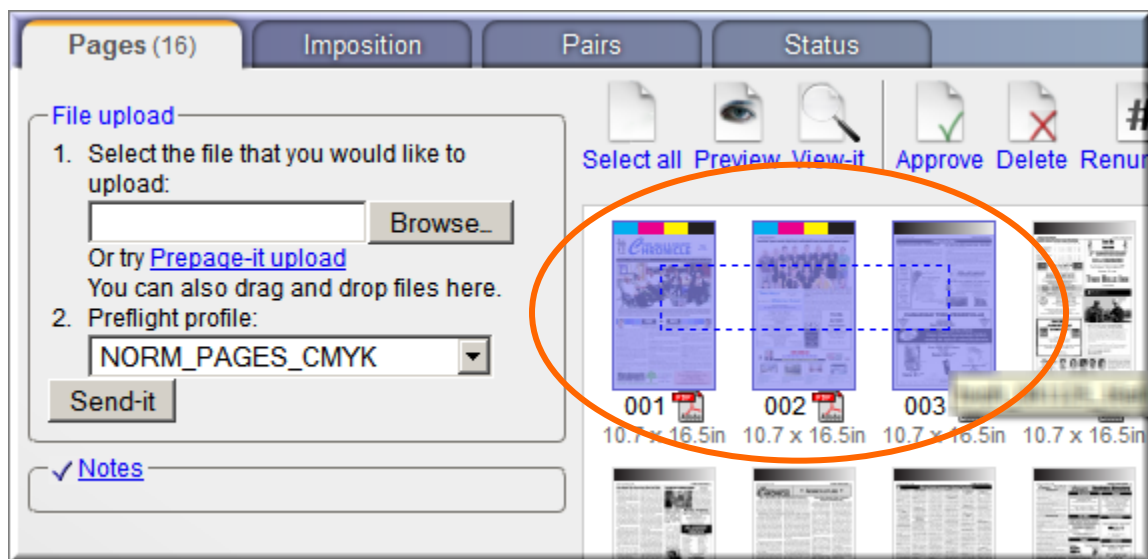
1.10 Selection of pages and pairs

This section summarizes the various selection techniques in PrePage-it Web.

...in the Pages / Pairs tabs

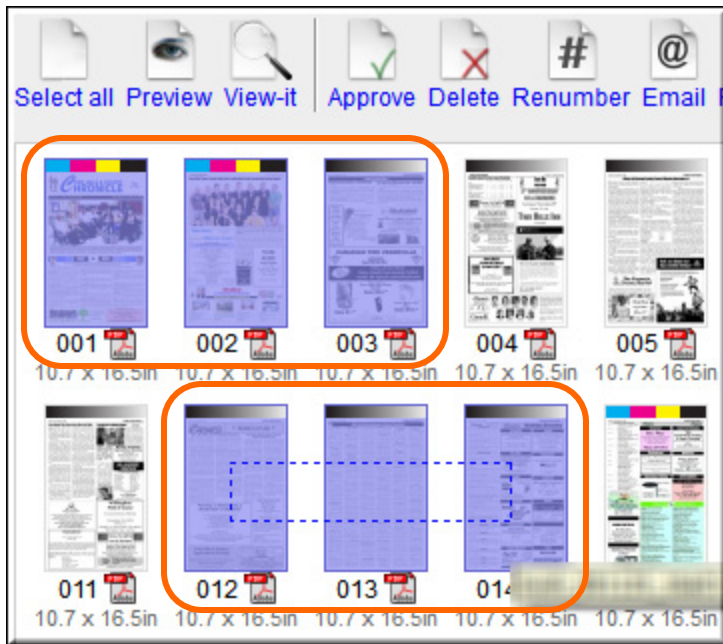
- You can select multiple adjacent pages by clicking inside a page and dragging the mouse across all other desired pages. (**Icon View** only)

Note: You can also deselect pages in the same way.



TIP

This procedure can be repeated in order to select several non- adjacent “groups” of pages inside the same job e.g. p.4-7, 12-19, 22-26. The figure below shows an example.



Note

Please note the selection procedure described above (i.e. dragging across pages) is not supported in some versions of Internet Explorer. If it's not working in your version, try updating to the latest version or try a different web browser.

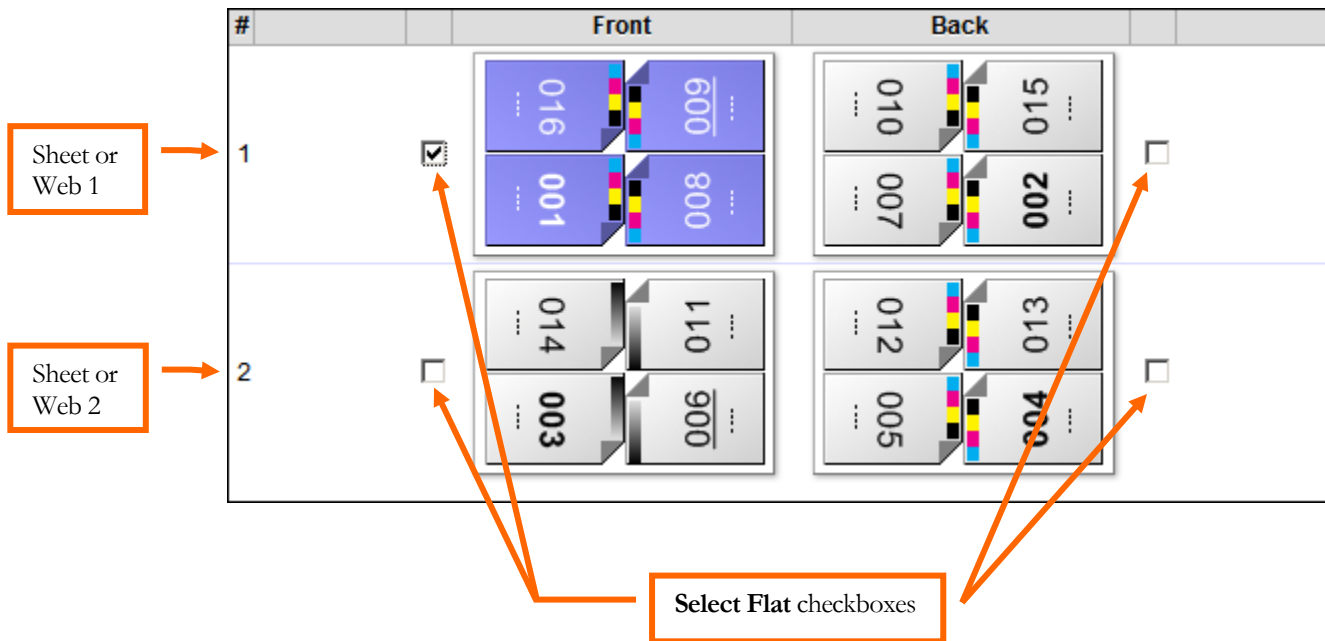
- You can select a list of consecutive pages by (i) clicking on the first page and (ii) **Shift**+clicking the last page you wish to select. (**List View** only)
- You can select a page while automatically deselecting all other selected pages. To do so, middle-click or **Shift**+click a page. (**Icon View** only)
- You can click the **Select All** toolbar button. (**Icon & List View**)
- You can click individual pages/flats. (**Icon & List View**)

...in the Imposition tab

- Click the **Select** toolbar button – the dropdown menu will list a variety of choices such as **Odd Pages**, **Front Pages**, etc.



- Click a **Select Flat** checkbox (to the left and/or right of a flat) to select an entire flat.



- You can also click individual pages.

Note that in the Imposition module, a sheet or a web refers to an entire press sheet (i.e. front and back). However the **Select Flat** checkboxes generally allow you to select only one side of the sheet, which corresponds to one flat or one side of a web (i.e. front or back, even or odd, top or bottom).

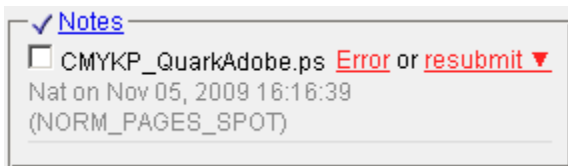
Tip

Pages or flats can usually be deselected in exactly the same way as they are selected.

1.11 Files that error out

General error handling

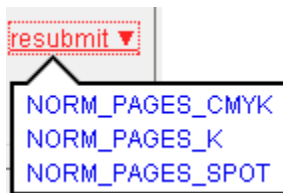
When a file that is being processed by the workflow errors out, it may show up in the **Notes** panel, within the **Pages** or **Pairs** tab. To the right of the filename, you may see one or both of these options displayed in red: **Error** or **Resubmit**.



- **Error** → displays the RIP's error message

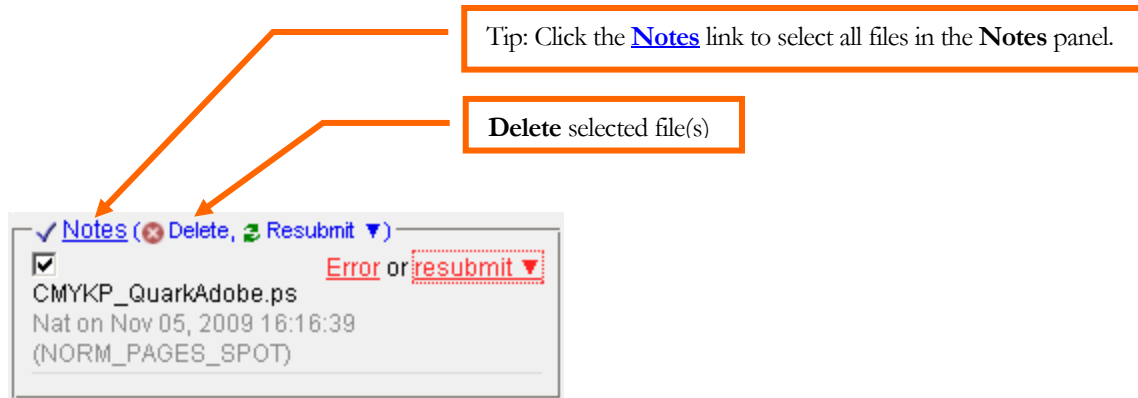
Example: If the RIP generated a “missing fonts” error, then you might try embedding the missing font and re-submitting the page once again.

- **Resubmit** → displays a list of queues from which you can choose to resubmit the file



When you select the checkbox to the left of the errored file, one or both of these options appear above the filename:

- **Delete** → deletes the file from PrePage-it Web
- **Resubmit** → same as **Resubmit** option explained above



Deleting multiple entries

To delete multiple entries (errors) in the **Notes** panel (as shown in the figure above):

1. Select the files to delete by:
 - a. clicking the checkbox next to each required file
 - OR
 - b. clicking the **Notes** link (to select all files in the **Notes** panel)
2. Click the **Delete** link.

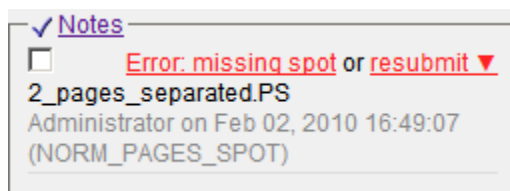
Note that you can also *deselect* all entries in the **Notes** panel by clicking the **Notes** link again.

Handling undefined spot colors

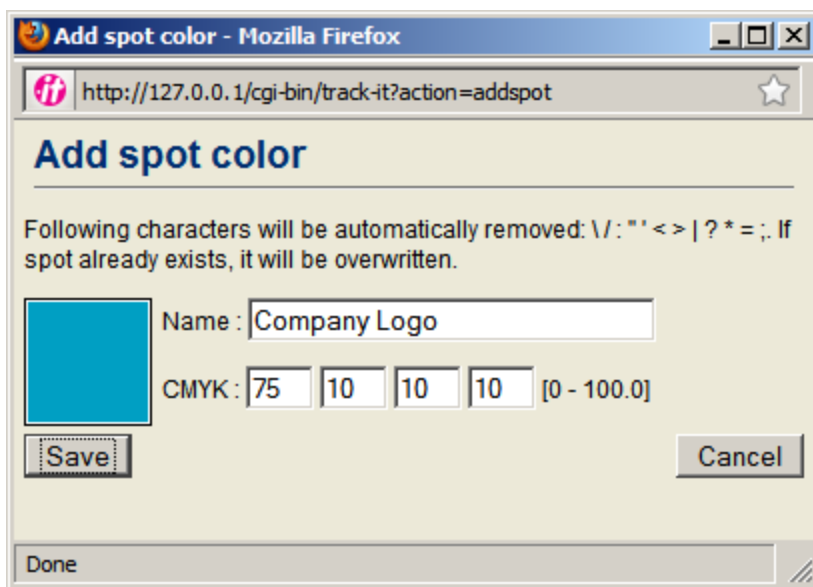
If a job contains spot colors whose CMYK equivalent values are not embedded in the file and which are not defined in the Spot Colors List or in any other source, the job will error out with an "Undefined Spot Color" error. When this occurs, an error message typically appears in the **Notes** panel of the errored job (in the **Pages** or **Pairs** tab), as shown in the following figure.

To resolve this situation:

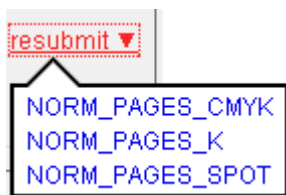
1. Click the link "Error: missing spot" in the **Notes** panel.



2. Specify the CMYK equivalent values of the undefined spot color in the pop-up box that appears, then click **Save**.



3. Resubmit the file to the RIP by clicking the **resubmit** link and selecting a queue.



Note that defining a spot color adds it permanently to the database, therefore future jobs with this color will be automatically handled without errors.

Tip

In order to be able to define an unknown spot color and to resubmit the job (as explained above), the option **Generate an error** must be enabled in the PrePage-it Viewer **Preferences**. More information about the PrePage-it Viewer **Preferences** can be found in the *PrePage-it v7.0 User Guide*.

Additional information about the Spot Colors List, including how to manage it, can be found in Section 3.5 [Spot Colors List](#) on p.193.

Note

Information about errors that occur while working in **Job Definition** mode can be found in the section [Errors and Warnings](#) on p.279.

1.12 Status

Upload history

File	Submit date	Author	Queue	Status
14_error_on_DCS_creation.pdf	Nov 05, 2009 16:23:50	Nat	NORM_PAGES_SPOT	Processed.
CMYKP_QuarkAdobe.ps	Nov 05, 2009 16:16:39	Nat	NORM_PAGES_SPOT	Error
HIBOU_dc_2001004.IFP	Nov 05, 2009 16:16:14	Nat	NORM_PAGES_SPOT	Processed.
HIBOU_CV.ICT	Nov 05, 2009 16:15:37	Nat	NORM_PAGES_SPOT	Processed.
CMYK_UnknownSpot.ps	Nov 05, 2009 16:06:46	Nat	NORM_PAGES_CMYK	Processed, all pages deleted
CKR0110p14-15_14.pdf	Nov 05, 2009 16:06:14	Nat	NORM_PAGES_CMYK	Processed.
K0110_p10-11_10.pdf	Nov 05, 2009 16:05:45	Nat	NORM_PAGES_CMYK	Processed, all pages deleted
KR0110p02-03_3.pdf	Nov 05, 2009 16:05:18	Nat	NORM_PAGES_CMYK	Processed.
SDI-1016!A07!.pdf	Nov 05, 2009 16:04:23	Nat	NORM_PAGES_CMYK	Processed.
HEJO_036.pdf	Nov 05, 2009 16:03:38	Nat	NORM_PAGES_CMYK	Processed.
CKR0110p14-15_15.pdf	Nov 05, 2009 16:03:08	Nat	NORM_PAGES_CMYK	Processed.
SDI-1016!A06!.pdf	Nov 05, 2009 16:02:10	Nat	NORM_PAGES_CMYK	Processed.

Operation history

Action	Author	Date ▲	Comment
Delete page	Jane	2009-11-06 09:34:46	Page 1 of job K0110_p10-11_10.pdf
Approve page	Jane	2009-11-06 09:34:31	Page 1 of job KR0110p02-03_3.pdf
Delete page	Administrator	2009-11-05 16:08:08	Page 2 of job CMYK_UnknownSpot.ps
Delete page	Administrator	2009-11-05 16:08:08	Page 1 of job CMYK_UnknownSpot.ps

Each job includes a **Status** tab, which shows the **Upload History** and **Operations History** for that job:

- **Upload History** shows information about all submitted/uploaded files (filename, date, user, etc.)
- **Operations History** shows information about operations that are carried out after files are submitted/uploaded (e.g. deletions, approvals, output to CTP)
- status information can be useful:
 - for tracking job progress and operator activity
 - as a reference
 - for troubleshooting

1.13 Basic Troubleshooting & Tips

This section includes a few basic troubleshooting guidelines and tips in a question and answer format, including several pointers regarding the proper display of the PrePage-it Web window.

Q: If portions of the PrePage-it Web interface are displayed incorrectly or missing?

A1: Try to reload/refresh the web page using the web browser's **Reload** or **Refresh** command. Most web browsers have a keyboard shortcut for this, such as **Command+R** (Mac) / **CTRL+R** (PC) or **F5** (PC only).

A2: Try clearing the web browser's cache or temporary internet files.

A3: Try it on a different web browser if possible (e.g. Firefox, Safari) and see if the same issue occurs, so as to determine whether this issue is isolated to only one type of web browser. Similarly, if possible, try it on a different web browser version (e.g. v.8.0, v.9.0) or on a different platform (e.g. Mac, PC) to see if the same issue occurs.

Q: Some windows are not opening when you click a link in the PrePage-it Web Client?

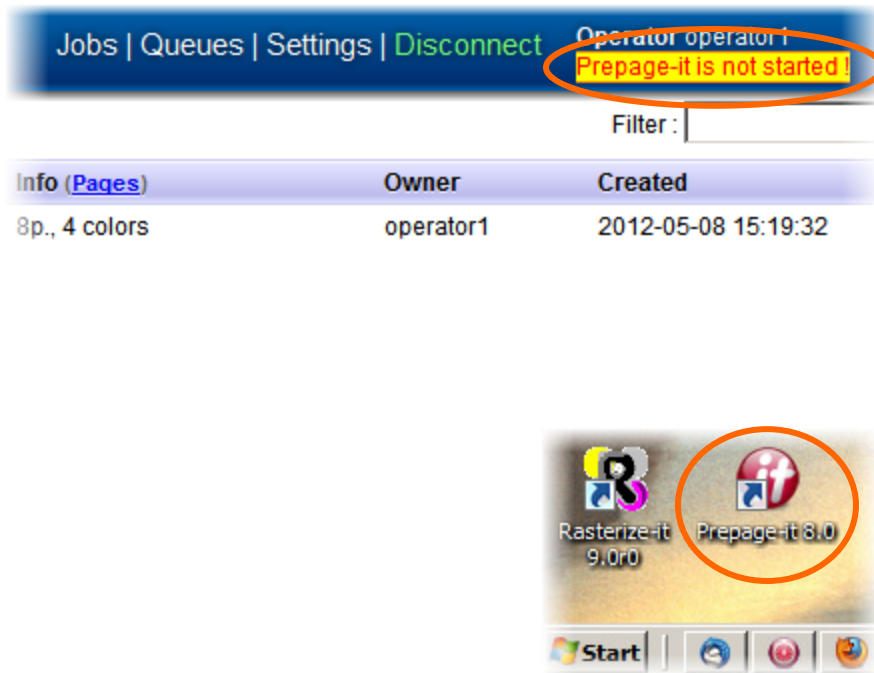
A1: Make sure you are using a recent version of your web browser.

A2: Pop-up blockers and other browser security mechanisms/settings can prevent some PrePage-it Web windows from being displayed.

A3: Avoid adding extra toolbars and add-ons (e.g. Google toolbar, etc.).

*Q: Some PrePage-it Web features, especially those relating to the listing of queues, are not working properly (e.g. can't see queues in **Queue Management** window, can't upload files to any queues, etc.)?*

A: If you see the message "PrePage-it is not started!" appearing in red & yellow at the top of the PrePage-it Web window, you must launch the PrePage-it Viewer application. Failure to do so will cause a number of PrePage-it Web features to not work properly, most notably those relating to the listing of queues. In addition, the job files you've submitted will not be processed. Note that the PrePage-it Viewer is located on the server machine and can only be turned on from there (typically by double-clicking the **Prepage-it 8.0 / 9.0** desktop icon).

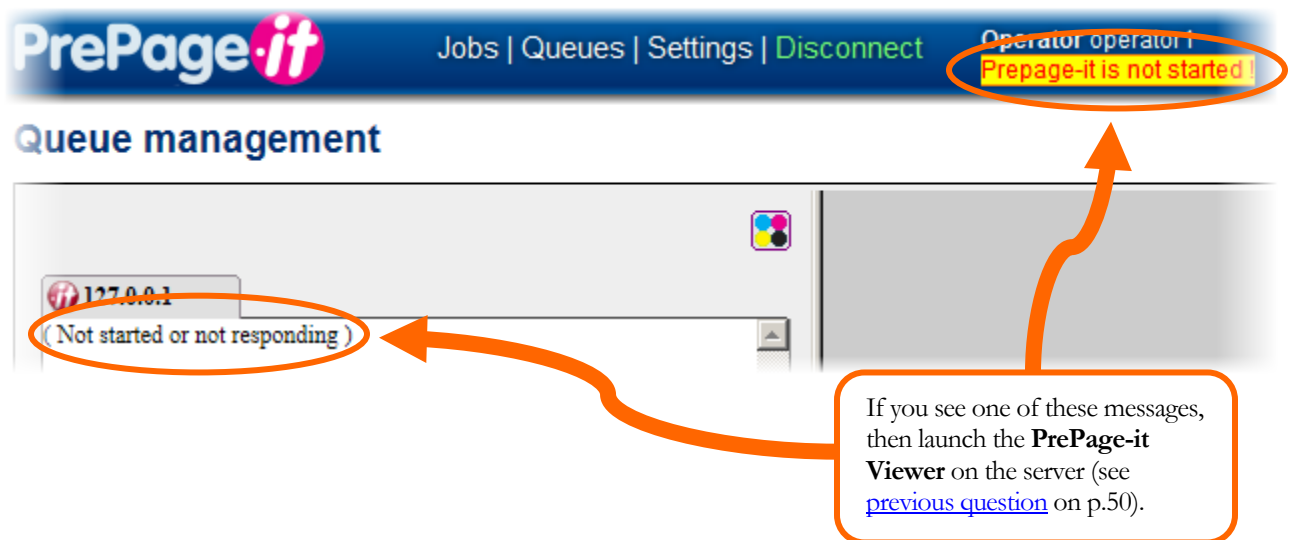


If you see the message:
Prepage-it is not started!
on any PrePage-it Web client,
then launch the **PrePage-it
Viewer** on the server.

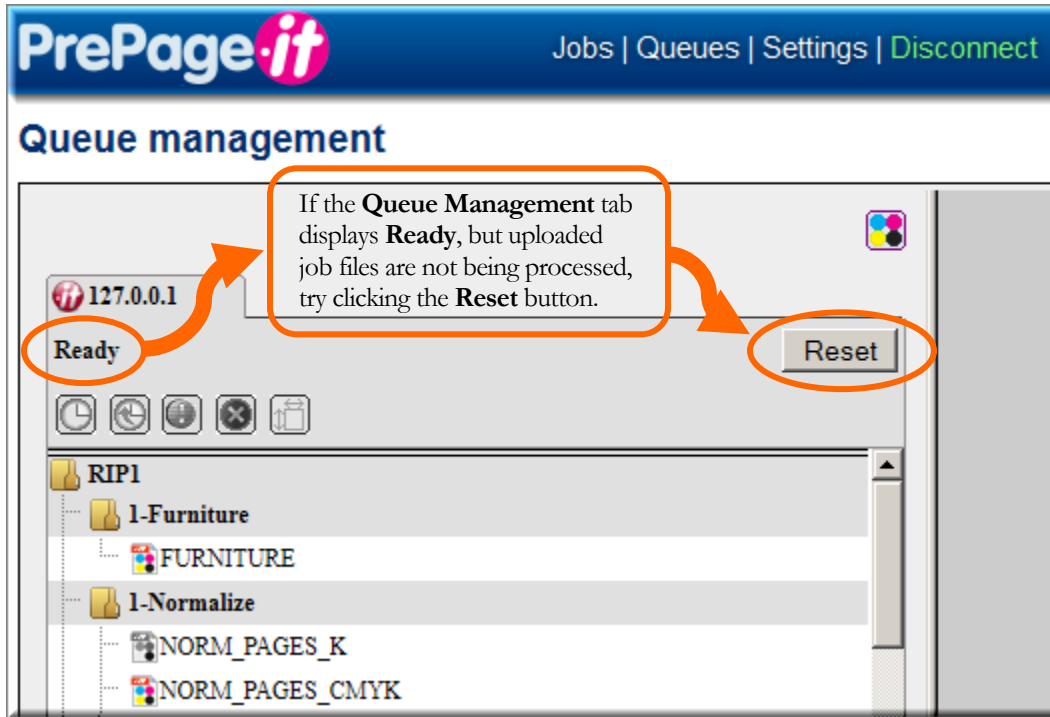
Q: *If uploaded job files don't get processed?*

A1: If you see the message "Not started or not responding" in the **Queue Management** window and/or "PrePage-it is not started!" appearing at the top of the PrePage-it Web window:

- make sure the PrePage-it Viewer application is launched (see [previous question](#) on p.50)

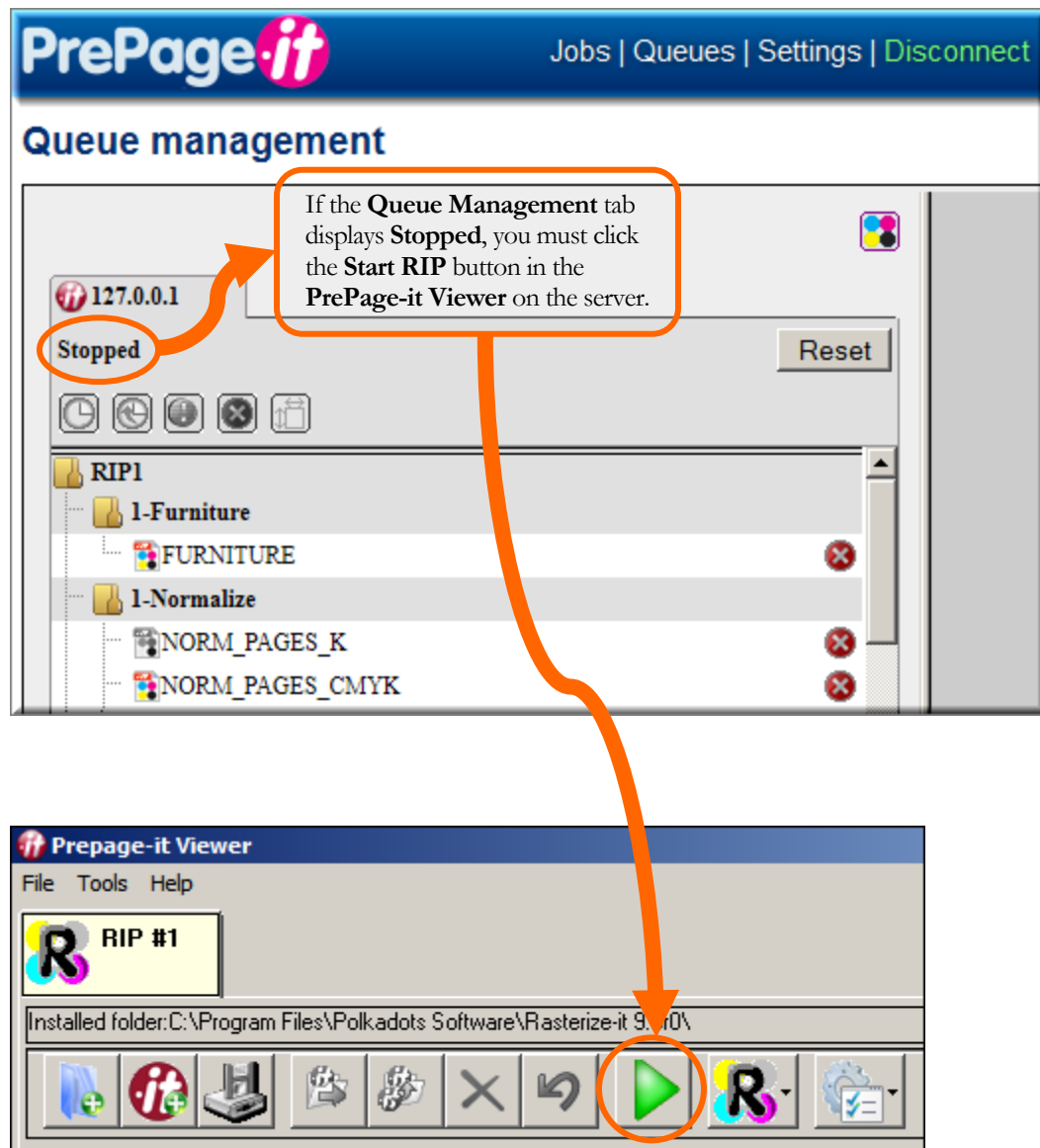


- if launching the application does not solve the problem, try clicking the **Reset** button in the **Queue Management** window. If a job file is stuck in a queue, the reset will flush this file, allowing subsequent jobs to be processed.

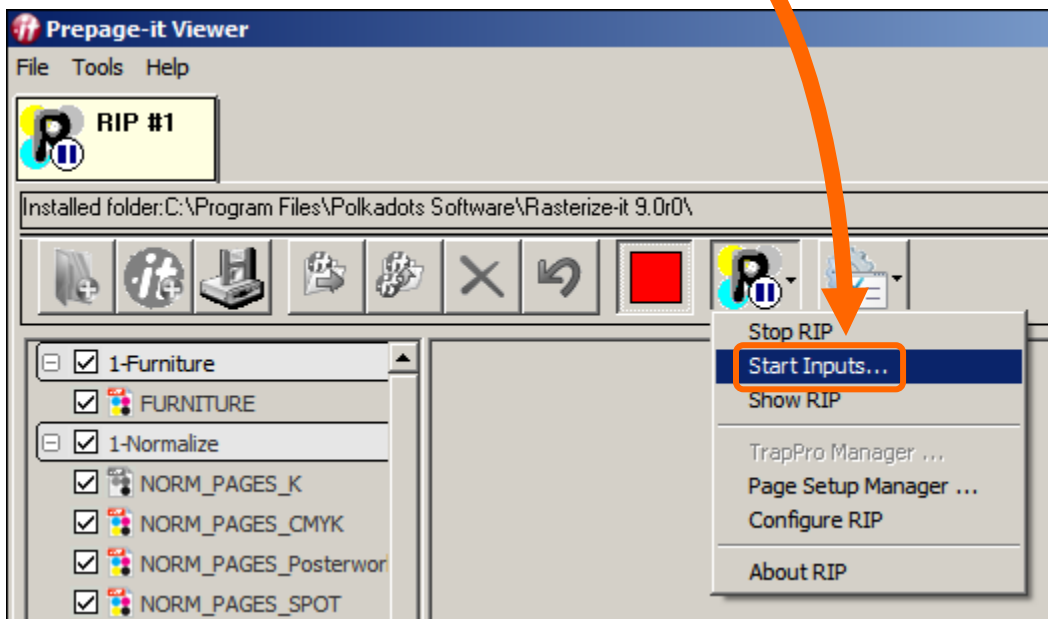
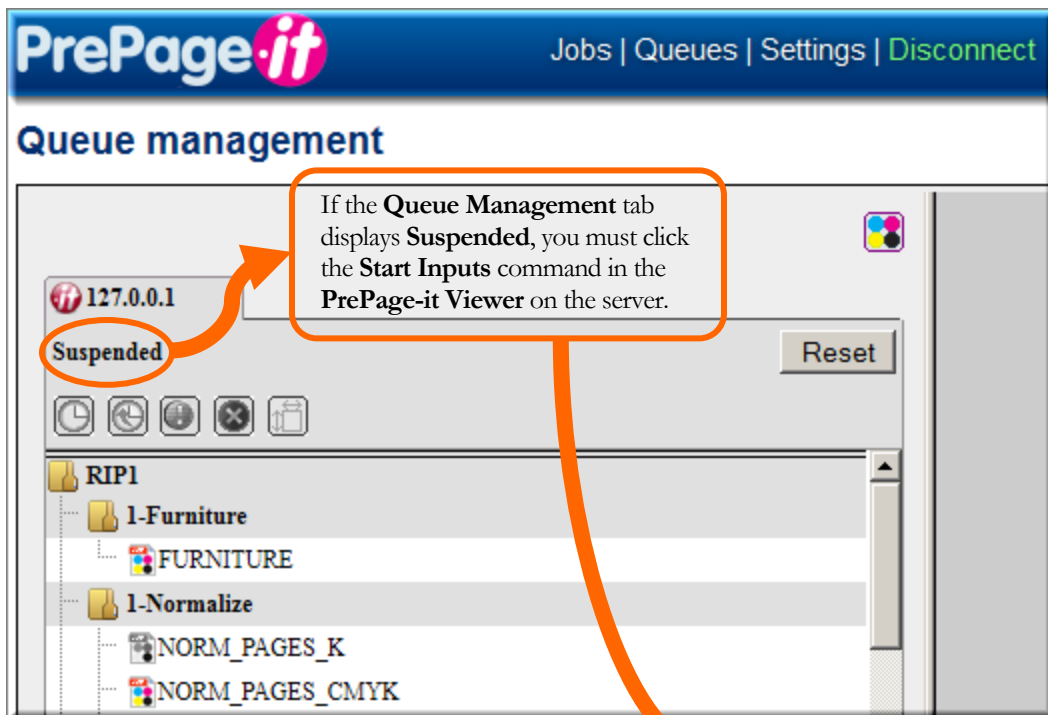


A2: If **Ready** is not displayed in the **Queue Management** tab, this indicates that the PrePage-it RIP is not started *and* ready to process your jobs. In this case:

- if the display shows **Stopped** instead of **Ready**, then you must start the PrePage-it RIP application on the server machine (by clicking the green arrow **Start RIP** toolbar button inside the PrePage-it Viewer application on the server)



- if the display shows **Suspended**, then the PrePage-it RIP Inputs must be started on the server machine (by clicking the **Start Inputs** command from the **RIP Commands** button on the PrePage-it Viewer toolbar)



Note

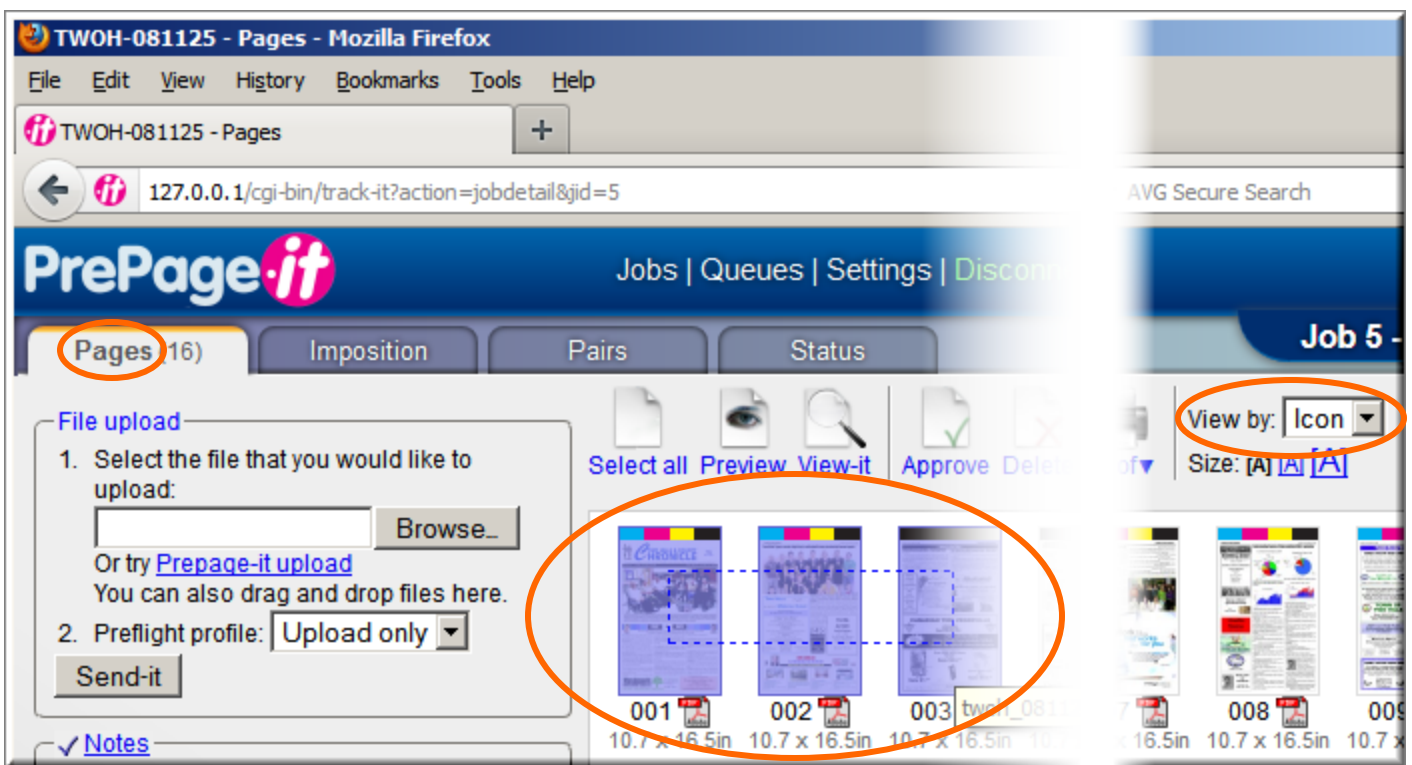
Detailed information about the PrePage-it Viewer is available in the *PrePage-it 7 User Guide*.

Q: I am not able to select pages by dragging the mouse (across the pages that I want to select)?

A1: Make sure your mouse cursor is positioned inside one of the pages that you want to select, and then click and drag the mouse across all other desired pages.

A2: Make sure your PrePage-it Web window is set to **Icon** view and that you are working from the **Pages** or **Pairs** tab.

A3: Certain versions of Internet Explorer do not support this feature. If you are using Internet Explorer, try updating to the latest version of this web browser.



Chapter 2 - Page-Pairing

This chapter provides a detailed guide about the various facets of the **Imposition** module (a.k.a. **Impose-it**), including a step-by-step procedure of how to set up the page-pairing, how to create templates, setting up the pairing layout and properties, pre-defining paginations and various other tools required to complete a page-pairing setup.

Note

Some **Imposition** settings can be configured as defaults, so they don't have to be re-selected for each job. To know how to do this, please refer to Section 4.3 [Impose-it Default Settings](#) on p.212.

2.1 What is Impose-it?

Impose-it is an optional (payable) software module which can be seamlessly integrated into the **PrePage-it Web** environment. It is a simple, but powerful program which automatically pairs up pre-RIPped (pre-flighted) single-pages. It achieves this by relying on page-pairing properties, templates and page numbering layouts which have been pre-defined by a prepress operator. Once the preliminary setup work is done, pages will be automatically paired up after they are RIPped, softproofed and approved.

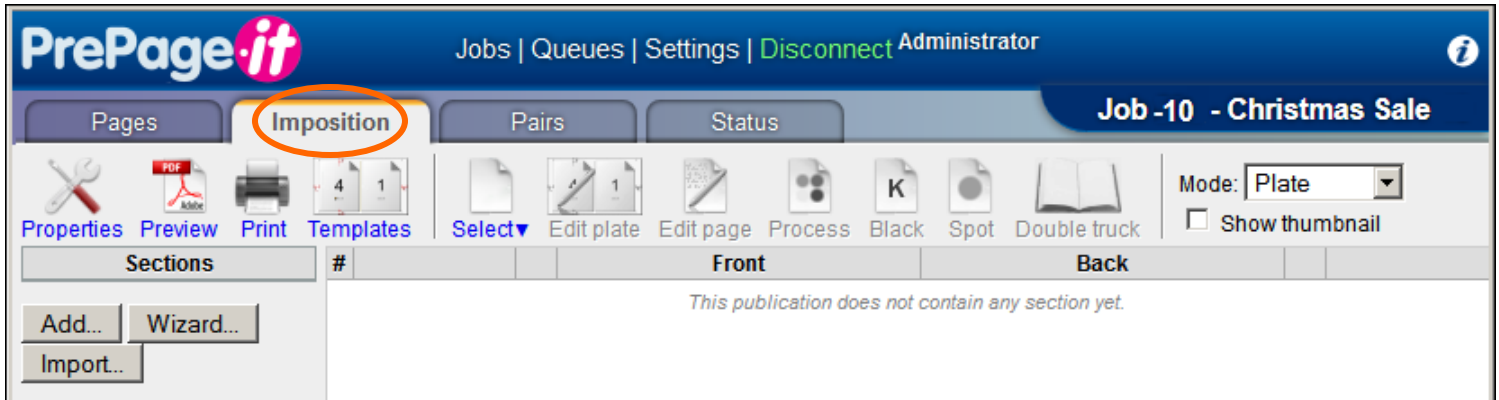
Note

Impose-it cannot be installed and operated as a stand-alone, independent page-pairing module within a third-party workflow – it is designed to be integrated into and operated within a **Polkadots** workflow.

2.2 Overview

Impose-it is typically installed with the **NEWSflo 2013** or **PLATEflo 2013** bundle installer.

Once the software is installed and activated with a Polkadots license, PrePage-it Web will display a separate tab called **Imposition**, which serves as the central window for the Impose-it module.



How are pages automatically paired up by Impose-it ? The main elements required for this to happen are:

- a pairing template
- the page-pairing setup (pairing properties / layout / page numbering, etc.)
- a pre-defined pagination (*optional*)
- pages RIPped and approved

Note

If your workflow uses Job Definition to build up the page-pairing, please refer to Section 5.2 [Job Definition workflow](#) starting on p.269 for details.

This section provides an overview of the main elements of a page-pairing job.

Templates

A page-pairing template is where you define the type (e.g. BroadSheet, Tabloid, Quarterfold) and the physical characteristics of the sheet and/or plate setup. This can include characteristics such as: plate size? page size? page position vis-à-vis the plate or the printed sheet? marks (type and location)? sheet size? etc.

Templates are the basic building blocks on which a publication job is built. If you incorporate paginations into your workflow, these will also be based on your templates.

You need to define at least one template for each type (BroadSheet/Tabloid/Quarterfold) used in your production. A template is defined prior to the first time that you need to use it. Afterwards it can be re-used as often as required – creating templates does not form part of the day-to-day work of a prepress operator.

Detailed descriptions about templates can be found in Section 2.4 [Templates](#) on p.77.

Page-pairing setup

After defining the templates you require, you can configure the page-pairing setup for the current job by setting the various parameters found in the **Imposition** window. Typically for newspapers, you begin by designating the **Work Mode** as **Web**. Then you specify details about a publication, such as: how many sections? how many pages per section? overall page numbering for the job? colorspace of each page? etc. This step forms part of the day-to-day work of a prepress operator since he/she will need to configure a page-pairing setup for each publication that will be produced.

Tip

The time an operator spends configuring page-pairing setups will be significantly reduced if they make use of pre-defined [Paginations](#) (explained below on p.58).

The basic step-by-step procedure for creating a page-pairing setup is outlined in Section 2.3 [How to set up page-pairing](#), starting on p.59. Additional information about specific page-pairing tools can be found throughout the remainder of this chapter.

Note

A page-pairing setup is always based on one (or sometimes multiple) page-pairing template(s).

Paginations

Paginations are a mock-up of a page-pairing setup. It is a page pairing setup that you design and then store in your **Paginations Library** for future use. Such a pagination, which you can pre-define before (or if you prefer, while) creating a production job, becomes a “ready-made” page-pairing setup which you can use as a basis each time you want to make a new publication of the same type. That is, when you make a new edition of a publication, you just import a pre-defined pagination and you are practically done with the page-pairing setup. Only a few items such as double-trucks and zones will need to be specified manually if they are required for your publication.

Paginations are optional. Daily/weekly publications can be built up without the use of paginations. However defining a new production job by importing a pre-defined pagination may optimize your workflow substantially in the long run. The alternative, if you don't use pre-defined paginations, is to rebuild the same publication manually, step-by-step, every day/week/etc.

A more detailed explanation of paginations can be found in Section 2.7 [Paginations](#) on p.151.

Page approval

The final element required for automatic page-pairing to occur is to upload, RIP, softproof and approve pages for the job in question. Approving pages is actually the trigger which causes the software to pair them up. More specifically, you are instructing the software to pair up the approved pages of a job according to the settings that you specified in the *page-pairing setup* and the *pairing template*. Note, however, that pages will be paired up and assembled into a flat only after *all* the pages belonging to the same flat are approved.

To know more about this topic, please refer to Section 1.7 [Approving](#) on p.36.

2.3 How to set up page-pairing

This section explains how to set up page-pairing for a PrePage-it Web newspaper job (i.e. **Work Mode** = **Web**). After this page-pairing setup has been completed, pages will be automatically paired up as soon as they are RIPped, softproofed and approved.

The [Basic procedure](#) starting on p.60 describes a general standard procedure so as to give you a primer or general idea of the steps involved. The exact procedure you will follow will vary based on the way your workflow is configured. Some of the important factors which can affect your page-pairing procedure include:

- do you produce commercial as well as newspaper jobs?
- is your workflow configured with Job Definition?
- are all your jobs made internally or do you receive jobs from external sources via the Send-it module?
- are parts of your workflow automated via Move-it or a third-party software (e.g. ad pagination software)?

Taking factors such as these into account, the exact procedure to be followed may only be confirmed once your workflow has been installed and configured with all the required components and options.

Details about the factors listed above can be found in various parts of this reference guide, most notably Section 5.2 [Job Definition workflow](#) (starting on p.269) and Section 5.1 [Send-it](#) (starting on p.261).

Note

Move-it is a separate, independent automation program that can be layered or integrated into any prepress workflow. For more information please consult a *Polkadots* specialist or refer to the *Move-it User Guide*.

If you produce some publications with multiple zones, the specifics regarding this type of job procedure can be found in the section [Setting up a publication with zones](#), starting on p.73.

Basic procedure

1. Access the Impose-it module from the PrePage-it Web interface by clicking the **Imposition** link from inside the job you want to pair up.

PrePage.it Jobs | Queues | Settings | Disconnect Administrator Administrator
Currently logged onto

Job List Filter: [] [New] [Flush]

ID	Name	Info (Pages)	Owner	Created	Status
20	Merged French Job	8p., 4 colors	Administrator	2010-03-17 11:45:24	Approve or flush..
19	PPM2 job		ppm-user2	2010-03-16 16:52:05	Approve or flush..
18	PPM1 job		ppm-user1	2010-03-16 16:51:48	Approve or flush..
17	Merged English Job	8p., 4 colors	Administrator	2010-03-09 14:41:08	Approve or flush..
16	Language - French	11p., 1 color	Administrator	2010-03-09 13:14:55	Approve or flush..
15	Language - English	17p., 1 color			Approve or flush..
14	Language - background	12p., 4 colors			Approve or flush..
12	job-admin-for-owner-job	3p., 4 colors (1p. ✓)			Approve or flush..
11	Daily Sun		prepress_manage	2010-02-17 16:03:09	Approve or flush..
10	Christmas Sale		prepress_manage	2010-02-17 16:02:49	Approve or flush..
9	Acme 1	5p., 4 colors	prepress_manage	2010-02-17 16:02:25	Approve or flush..

Click a job in the **Job List** to access the **Imposition** tab.

PrePage.it Jobs | Queues | Settings | Disconnect Administrator

Pages **Imposition** Pairs Status **Job -10 - Christmas Sale**

Properties Preview Print Templates Select Edit plate Edit page Process Black Spot Double truck Mode: Plate [v] Show thumbnail

Sections # Front Back

Add Wizard... **Import...**

This publication does not contain any section yet.

Optional: **Import** a pre-defined pagination.

2. If you will set up the page-pairing using a pre-defined pagination from your Library:
 - a Click the **Import** button.
 - b Select a pagination.
 - c Verify if you need to perform any of the remaining steps from this procedure (see [Tip](#) on p.61 below).

Tip

If you do not import a pre-defined pagination from your Library, then:

*you will have to complete the remainder of the steps outlined below

If you do import a pre-defined pagination from your Library, then:

*for certain jobs, that will be sufficient to complete an imposition setup, in which case the remaining steps from this procedure are not required

*in some cases, however, you may need to do a few additional steps to complete the setup

After becoming familiar with this procedure, you will know which steps are required to complete a given job.

For full details about paginations, please refer to Section 2.7 [Paginations](#) on p.151.

3. Click the **Properties** button and specify any page-pairing properties that need to be set.

The screenshot shows the 'Edit Publication' window in Mozilla Firefox. A 'Properties' icon with a wrench and screwdriver is at the top left. The window title is 'Edit Publication - Mozilla Firefox' and the address bar shows '10.254.254.105/cgi-bin/planner?action=editjob&d=2473&jid=292'. The main content area is titled 'Edit Publication' and contains several settings:

- Preference:** A dropdown menu set to 'Mako' (callout 'a').
- Output queue:** A dropdown menu set to 'LB_PAIRS' (callout 'b').
- Page padding:** A text input field set to '3' (callout 'c').
- Page number box height:** A text input field set to '0.0' with 'pt' as a unit (callout 'd').
- Press config:** A dropdown menu set to 'None' (callout 'e').
- Creep:** A section with a 'Value' input set to '0 in', a 'Style' dropdown set to 'Push in', and an 'Apply mode' dropdown set to 'Saddle stitch'.

Callouts provide detailed explanations for these settings:

- Callout 'a':** Select a **Preference Set** → determines **Assembly Queue**, **CTP Device** and **Auto-Output** for this job – see [Preference Sets](#) on p.224 for full details.
- Callout 'b':** **Output Queue** → RIP queue where the imposed pages will be assembled into pairs (note: only required if you did not select a **Preference Set**).
- Callout 'c':** **Page padding** → number of digits used in page numbers.
- Callout 'd':** **Page number box height** → will display page numbers on the plate, in the specified font size. Enter 0 or leave blank to not display any page numbers.
- Callout 'e':** **Press config** → select a suitable press configuration for this publication (note: only required if your workflow includes **PRESSflo** - see Section 5.3 [PRESSflo \(Press Configuration\)](#) on p.283 for details).

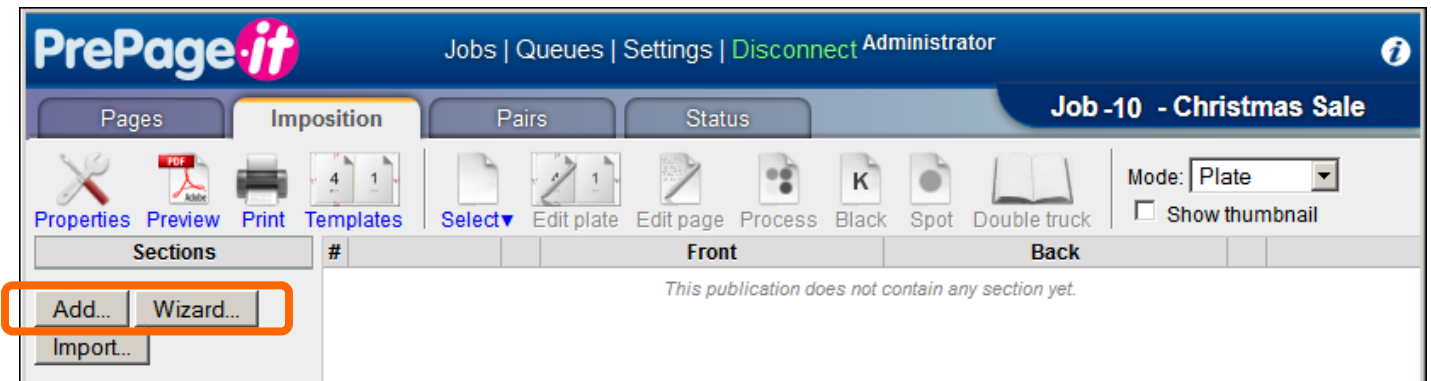
At the bottom right of the window are 'Modify' and 'Cancel' buttons.

Configure all relevant settings as required. Please refer to Section 2.5 [Page-Pairing Properties](#), starting on p.112, for a detailed explanation of all the settings, including **Creep** and **Collating marks**.

- Next, define the sections of your publication layout.

*Note: How to configure the page pairings depends on whether you selected **Work Mode = Web** or **Sheetfed**. *Web mode* (for newspapers) is outlined below.*

If you selected **Work Mode = Web** for this publication, the **Imposition** window will look something like this.



The page pairings can then be set up by clicking either the **Add** button (to define one section at a time) or **Wizard** button (to define several sections at once):

- click here to see [Option I → Add](#) (on p.63)
- click here to see [Option II → Wizard](#) (on p.66)
- if you selected a pagination in step 2 and do not need to add any more sections, then you can click here to skip to the [next step](#) (on p.68)

Option I → Add

The **Add** button opens a dialog box which allows you to define and add one section at a time. It includes a few more parameters than when you use the wizard, giving you the added possibility of specifying:

- a reference **Name** for the section
- a **Pagination Model** (not the same as a Pagination from the Library)
- a **Start Page** *and* an **End Page**

This is useful and convenient for some types of page-pairing, for example, when setting up newspapers that are divided into sections such as A (Sports), B (Politics), C (Classified), etc. It is also useful if the page numbering doesn't follow the standard **Pagination Model** or the page-pairing layout requires you to specify both a **Start Page** and an **End Page** for each section.

Create section - Mozilla Firefox

10.254.254.105/cgi-bin/planner?action=editsection&id=2446&jid=270

New Section

Job: SU1-071812

Name: Prefix:

Template: (Front and back)

Pagination model:

Page count:

Start page: End page:

Web counts:

You define a section by specifying the following parameters:

- a **Name** → Give the section a name. This is for your own reference only.
- b **Prefix** → Only if required, specify a prefix character to be added in front of the page number (these are typically added when newspapers have sections). For example, adding the section characters A, B, C, etc. will yield page numbers such as A001, A002, A003, A004, ... B001, B002, B003, B004, ... C001, C002, etc. (see [Reminder](#) on p.65).
- c **Template** → Select a pre-defined page-pairing template on which this section will be based (see [Note](#) on p.65).
- d **Pagination model** → Select a pagination model i.e. a pre-determined page numbering scheme or pattern (see [Default pagination models](#) on p.219 for more information).
- e **Page Count** → Total number of pages in this section.
- f **Start Page** → Starting page number of this section.
- g **End Page** → Last page number of this section.

After specifying all the required settings, click the **Create** button.

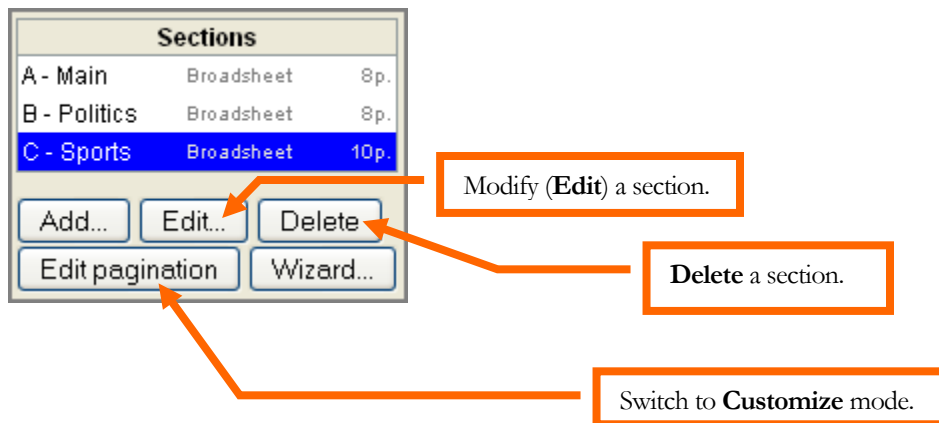
Repeat the procedure above for each section that you need to add.

Note

The **Template** dropdown menu (shown in the previous figure) lists the page-pairing templates which you have previously created in the **Template Editor**. Refer to Section 2.4 [Templates](#) on p.77 for more information on how to create a template.

Reminder

Page numbers in the **Imposition** tab have to match those in the **Pages** tab. For example, a page numbered 003 in the **Pages** tab will not be paired up if the page is numbered B003 in the **Imposition** tab. However note that leading zeroes have no impact on page-pairing, for e.g. B3, B03 and B003 will be considered to be the same page number. As well, the prefix is not case-sensitive, therefore B03, b03, b003 and B003 are considered to be the same page number.



The page-pairing layout for a section can be modified at any time by selecting the section and clicking the **Edit** button.

Option II → Wizard

10.254.254.105/cgi-bin/planner?action=editsign&id=2446&jid=270

Edit Publication Sections

binding: Saddle stitch

Add, remove or edit section of your publication:

Start	Pages	Template	Prefix	Info
Total: <input type="text" value="0"/>				

Save Add section Remove all Cancel

The wizard allows you to define several sections at a time. For each section that you require, click **Add Section** and specify the following:

- a **Start** → Starting page.
- b **Pages** → Total number of pages in the section.
- c **Template** → Page-pairing template on which this section will be based (see [Note](#) on p.65).
- d **Prefix** → Only if required, specify a prefix character to be added in front of the page number (these are typically added when newspapers have sections). For example, adding the section characters A, B, C, etc. will yield page numbers such as A001, A002, A003, A004, ... B001, B002, B003, B004, ... C001, C002, etc. (see [Reminder](#) on p.65).
- e If necessary, select the **Perfect bind** or **Saddle stitch** link option.

After adding all the required sections, click the **Save** button.

The screenshot shows the 'Edit Publication Sections' interface in Mozilla Firefox. The browser address bar shows '10.254.254.105/cgi-bin/planner?'. The page title is 'Edit Publication Sections' and the binding is 'Saddle stitch'. The main heading is 'Add, remove or edit section of your publication:'. Below this is a table with columns: Start, Pages, Template, Prefix, and Info. There are three rows of sections. Each row has a 'Delete' button (red X icon) and a 'Duplicate' button (blue document icon) to its left. The 'Total' section shows '26' pages and '3 sections'. At the bottom are 'Save', 'Add section', and 'Remove all' buttons. Annotations with orange boxes and arrows point to various elements: 'Specify Page info.' points to the 'Pages' column; 'Select one Template for each section (e.g. Broadsheet, Tabloid).' points to the 'Template' column; 'Provide a section Prefix if required.' points to the 'Prefix' column; 'Delete X or Duplicate [icon] a section, if needed.' points to the 'Delete' and 'Duplicate' buttons; and 'Click Add Section once for each section you want to add.' points to the 'Add section' button.

Start	Pages	Template	Prefix	Info
1	8	Standard 11.5 x 22.125_23 inch	A	(Broadsheet, back, Saddle)
1	8	Standard 11.5 x 22.125_23 inch	B	(Broadsheet, back, Saddle)
1	10	Standard 11.5 x 22.125_23 inch	C	(Broadsheet, back, Saddle)

Total: 26 3 sections

Buttons: Save, Add section, Remove all

Tip

To add an identical section, click the **Duplicate** button  next to the section you want to duplicate. Similarly, to delete a section, click the corresponding **Delete** button .

The page-pairing layout can be modified at any time by clicking the **Wizard** button.

Examples

Two examples are shown in the figures below:

- 1st example → a 2-up (broadsheet) publication made up of 3 sections with a total of 16 pages (this produces a different pagination sequence than a single section of 16 pages)
- 2nd example → a mixed imposition of 32 pages with signatures 2-Up (saddle-stitched) and 4-Up (perfect bound)







Edit publication signatures - Mozilla Firefox

http://127.0.0.1/cgi-bin/planner?action=editsign&id=5&jid=6

Edit Publication Signatures

Job: J0006-HEBDO JOURNAL 0417, binding: Perfect bind

Add, remove or edit signature of your publication:

	Start	Pages	Template	Prefix	Info
 	1	4	2-UP		(2UP, Front and back, Saddle stitch)
 	5	8	2-UP		(2UP, Front and back, Saddle stitch)
 	13	4	2-UP		(2UP, Front and back, Saddle stitch)
Total: 16 3 sections					

Buttons: Save Add signature Remove all Cancel

Done

Annotations:

- Specify total number of pages per section. (Points to Pages column)
- Select a template. (Points to Template column)
- Duplicate a section. (Points to Duplicate icon)
- Remove a section. (Points to Remove icon)
- Select a binding style. (Points to Info column)







Edit publication signatures - Mozilla Firefox

http://127.0.0.1/cgi-bin/planner?action=editsign&id=9&jid=13

Edit Publication Signatures

Job: J0013-Chez Vox Magazine, binding: Perfect bind













Add, remove or edit signature of your publication:

	Start	Pages	Template	Prefix	Info
 	1	8	2-UP 25x20		(2UP, Front and back, Saddle stitch)
 	9	16	4UP_25x20		(4UP, Front and back, Perfect bind)
 	25	8	2-UP 25x20		(2UP, Front and back, Saddle stitch)
Total: 32 3 sections					

Buttons: Save Add signature Remove all Cancel

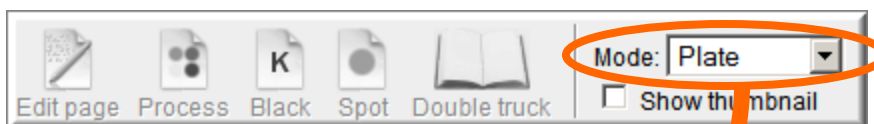
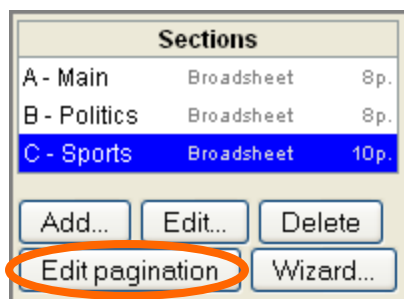
Done

- A preview of the page pairs will now be displayed where you can verify the pagination of each section.

#		Front	Back	
1	<input type="checkbox"/>	  C010 C001	  C002 C009	<input type="checkbox"/>
2	<input type="checkbox"/>	  C008 C003	  C004 C007	<input type="checkbox"/>
3	<input type="checkbox"/>	  C006	  C005	<input type="checkbox"/>

6. If any modifications need to be made to the pagination, this can be done in **Customize** mode. When **Work Mode = Web** is selected in the job properties, then you can go into **Customize** mode by:

- clicking the **Edit Pagination** button
- or*
- selecting **Customize** from the **Mode** dropdown list



QUICK RENUMBER

- Type the number of the 1st page you want to renumber (**Current Prefix**).
- Then click on that page (not directly on the number).
- Finally, continue to click on each subsequent page whose number you want to increment.

AUTOMATIC REPAGINATION

Select a different pagination model from the **Pagination** dropdown list, then click the **Repaginate** icon.

Repaginate Current Prefix: 1

Pagination: Standard Mode: Customize Webs: 3

Front	Back
10 1	2 9
8 3	4 7
6 X	X 5

MANUAL REPAGINATION

Click and type a different page number.


SPECIFY DINKY

Click the small red x to specify the dinky i.e. where no pages will be printed.

IDENTIFY DINKY

Big red x indicates a dinky has been set i.e. no page will be printed there.

When in **Customize** mode, the **Imposition** window will look something like the figure above. From here you can customize the pagination using one of the methods described in the figure above or in one of the following ways:

- If applicable, set or change where a dinky will go. By clicking one of the red “x” symbols , you are indicating that you do not want any page to be printed in that position. Afterwards, to automatically renumber the pages, click the **Repaginate** button.
- You can also tab through the pages (i.e. press the **Tab** key) to manually renumber more than one page.

Note

More information about **Customize** mode and repagination, as well as [Pagination models](#) and [Dinkies](#), can be found in the section [Customize mode options](#) starting on p.134.

Tip

There are more **Customize** options available when a job is configured as **Work Mode = Web** (rather than **Work Mode = Sheet fed**).

7. Once all the pagination is correctly specified, go back to **Preview** mode to see a preview of the whole publication layout by:
 - selecting **Plate** view from the **Mode** dropdown list
 - or*
 - if you see the **Preview mode** button, click it

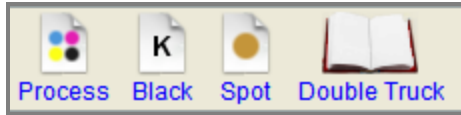
Tip

You can also see thumbnail previews of the pages that are already RIPped by clicking the **Show Thumbnail** checkbox (see [Show Thumbnail](#) on p.168 for details).

8. If required in your workflow setup, identify the color space of each page.

This step is typically required in workflows where you submit all your pages to only one single “drop bucket” (regardless of color space). It is typically not required in publications that have been pre-defined by Job Definition or by importing an existing Pagination from your Library.

To specify the color space: select one or more pages, then click the matching color space button: **Black**, **Process** or **Spot**.



9. Apply any attributes required for specific pages, such as:

- **Double Truck** → Identifying two pages as a center spread.
- **Edit Page** → Specifying a scaling or offset for a page, or link to a page from another job.
- **Blank** → Identifying a page as being a blank page by clicking the **Show Thumbnail** checkbox and selecting the **Blank** toolbar button.

More information about these attributes can be found in the sections [Double Truck](#) (p.140), [Edit Page](#) (p.145) and [Blank Page](#) (p.149).

10. If a specific color plate needs to be set with a flop, rotation or custom template, select it and click **Edit Plate**. See illustration below or refer to [Edit Plate](#) on p.141 for full details.

Edit Plate
Front: 2

Select custom template: Use default section template

Plate flipping: Flip horizontally

Yellow (will be applied on this color only)

☒ Apply selection on front and back plates.

Save Cancel

If this flat will be based on a different template than the rest of the section, specify the **Custom Template**.

Specify if a plate color needs to be **rotated 180** or **flopped vertically / horizontally**.

Note: Newer versions of PrePage-it Web also allow you to select a custom Output Queue per plate.

When done, click the **Save** button to confirm your **Edit Plate** options.

Note

In PrePage-it Web environments which include the PRESSflo module, you may need to choose PRESSflo tower settings in order to complete the setup. To know which additional steps are required in order to complete a PRESSflo job, turn to the section [How to apply a Press Configuration](#) on p.295.

Your page-pairing setup is now complete – you do not need to save anything further.

Setting up a publication with zones

The steps for setting up a publication with zones are similar to those for a standard job. The main steps that are specific to setting up a publication with zones are summarized below.

Info

Details about zones, including how they work and their configuration, can be found in Section 4.5 [Zones](#) on p.233.

Create a new publication

- When creating the new publication, set the following options in the **Create New Job** window:
 - **Zones** (enable zones)
 - **Main Zone** (select main zone)
 - **Zone Offset** (*optional*)

Create new job

Give a name and an owner for your job. The following character will be automatically filtered: \ / : " < > | ? *. Setting the owner will make the job visible for this user and the ones in the upper level of the hierarchy.

Work mode: ☒ Web ☐ Sheet fed

Pub code: Enter manually... SDN

Run date: 0719

Owner: ope1

Page prefix: Do not use

Options: ☐ Visible ☐ Auto-approve ☒ **Zones**

Main zone: Metro zone (MTZ)

Zone offset: 5

Create Save as default Cancel

Enable **Zones** and select **Main Zone**.

Zone Offset is an optional setting which can be used to set a distinct customized zone offset for this particular job. If left blank, the global default **Zone Offset** that was set by the Administrator will take effect. See [Zone Offset](#) on p.236 for details.

Note

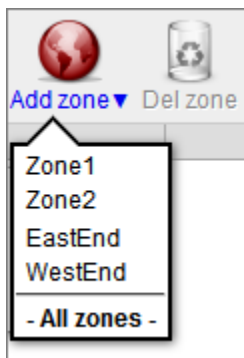
The **Main Zone** dropdown box will list only zones that have been previously defined (to know how to pre-define zones, see [Publication Zones List](#) on p.237).

2. If required: import a Pagination from your Library, set the page-pairing properties, add the required sections to the new publication and customize the page numbering as you would for a standard job. See the [Basic procedure](#) starting on p.60 for more information.

Now specify the multiple-zone pages

These are the pages whose content will vary from one region or zone to another. This means you will be producing multiple versions of each of these pages, where each version will be attributed to a different zone.

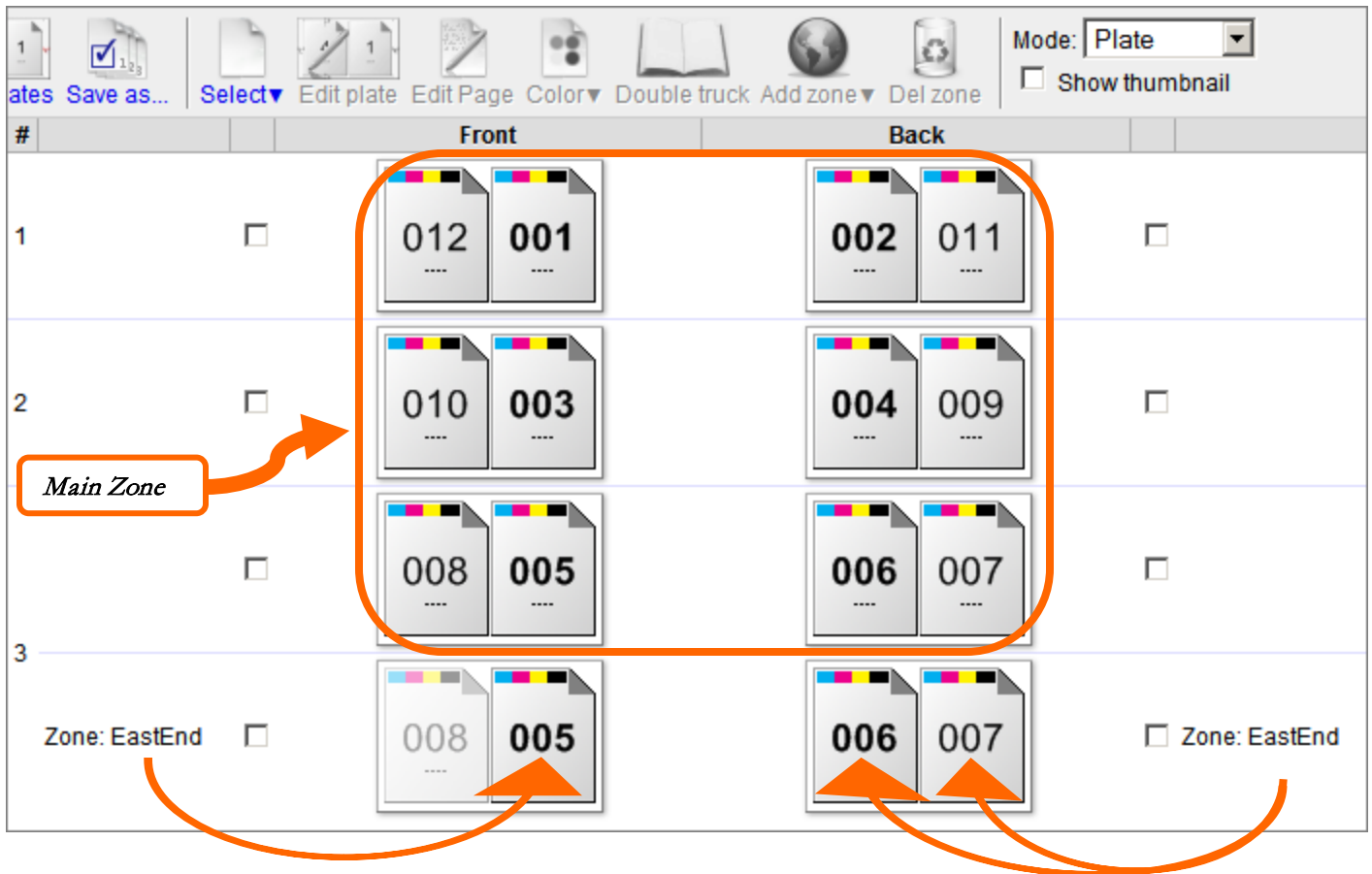
3. Select the multiple-zone page(s).
4. Select all the desired zone(s) from the **Add Zone** dropdown list. You may select one zone, several zones or **All Zones**.



Note

In this step you are specifying *additional* zones (i.e. in addition to the main zone). You do not need to specify the main zone for any specific page – it has already been specified for the whole job back in step [1](#).

5. Multiple-zone pages will be displayed once for each zone/version. All zones (except the main zone) will be explicitly listed.



ZONES EXAMPLE ⇒ 12-PAGE BROADSHEET SECTION *(figure above)*

The figure above is a two-zone publication (Main zone & EastEnd zone) where the content for pages 005, 006 and 007 will vary from one zone to the other. This will result in the following plates being made:

The back side of sheet/web 3 (pages 006, 007) will be produced twice:

- *the first plate will contain pages 006 and 007 for the Main zone
- *the second plate will contain pages 006 and 007 for the EastEnd zone

The front side of sheet/web 3 (pages 005, 008) will also be produced twice:

- *page 008 is the same for both versions (hence it's shown grayed-out for the EastEnd zone plate)
- *but page 005 is different for each zone, therefore the entire plate has to be produced twice

6. If necessary, you may delete any of the zones that you added to the publication by selecting it (i.e. the corresponding page or web) and clicking the **Del Zone** button.

Complete the publication setup and submit your pages

7. If there are any other attributes to specify or anything else left to set up, complete the publication as you usually would.
8. Submit your pages for this publication, making sure to include the zone code in the filename of each page.

2.4 Templates

A page-pairing template is where you define the type (e.g. BroadSheet, Tabloid, Quarterfold) as well as the physical characteristics of the plate setup, such as: plate size? page size? page position and orientation vis-à-vis the plate? You also specify furniture marks (type and location on the plate), slug lines and bleed. As an alternative, you can define the template elements in relation to the printed sheet of paper instead of the plate.

Templates are a mock-up of the printed sheet and/or plate. They show the geometry of the plate/sheet i.e. the location of each element, but not the images or page content.

Every NEWSflo publication you create will be based on at least one page-pairing template - a page pairing layout cannot be made without a template. If you incorporate paginations into your workflow, these will also be based on your templates.

You need to define at least one template for each type (BroadSheet/Tabloid/Quarterfold) used in your production. A template has to be defined prior to the first time that you need to use it for a publication. Afterwards it can be re-used as often as required – creating templates does not form part of the day-to-day work of a prepress operator.

Page-pairing templates can be configured by using either the plate or the printed sheet as your point of reference, depending on what you select as the [Imposition Mode](#) (see p.80 for more information).

Tip

If you need to make templates for a sheetfed press or you simply want to use the printed sheet of paper as your reference for positioning the template elements, you can create a template where **Imposition Mode = Sheet**.

New template

To create a template:

1. Click the **Templates** toolbar button in the **Imposition** tab of any job. This will open the **Template List** window shown below.



Template List					Create	Delete
<input type="checkbox"/>	Name	Format	Plate (in)	Page (in)		
<input type="checkbox"/>	Standard 11.5 x 22.125 23 inch	Broadsheet	36 X 24	11.5 X 22.125		
<input type="checkbox"/>	Standard 11.5 x 22.125 23.5 inch	Broadsheet	36 X 24	11.5 X 22.125		
<input type="checkbox"/>	Standard 11.5 x 22.125 23 Nup	2 x 1	36 X 24	11.5 X 22.125		
<input type="checkbox"/>	Standard 15 x 22.5 30 inch	Broadsheet	36 X 24	15 X 22.5		
<input type="checkbox"/>	Standard 17 x 22.75 34 inch	Broadsheet	36 X 24	17 X 22.75		
<input type="checkbox"/>	Tab 10.5x10.5	Tabloid	36 X 24	10.5 X 10.5		
<input type="checkbox"/>	Tab 10.75x14.5	Tabloid	36 X 24	10.75 X 14.5		
<input type="checkbox"/>	Tab 10.75x16	Tabloid	36 X 24	10.75 X 16		
<input type="checkbox"/>	Tab 10.875x11	Tabloid	36 X 24	10.875 X 11		

2. To define a new template, click the **Create** button at the top of the **Template List** window. This will open the **Create Template** window shown in the following figure.

3. The **Create Template** window is where you:

- give the template a **Name**
- set the **Type** (**Single Page**, **BroadSheet**, **Tabloid**, **Quarterfold** or **Custom** – see [Template Type](#) on p.79)
- select the **Mode** → **Plate** or **Sheet** (see [Imposition Mode](#) on p.80)
- specify the **Plate Size** and **Page Size**

Note: All pages in a standard template must be the same size, as specified here. However pages in [Custom \(N-Up\) templates](#) can be different sizes (see p.103).

- specify **Sheet Size** (for **Sheet Mode** only)
- if required, enable [Half sheet](#) (see p.80) and/or [Foot to Foot](#) (see p.81)

4. When the template has been defined, click **Create**. This will save the template and open the **Template Editor**, where you must set additional parameters for the template, including **Positioning** of pages and **Marks**. Refer to the section [Configuring a template](#) on p.81 for details.

Template Type

Each template requires you to select one of the following template types from the **Type** dropdown menu:

- **BroadSheet** (a.k.a. 2-Up)

- **Tabloid** (a.k.a. 4-Up)
- **Quarterfold** (a.k.a. 8-Up)
- **Single Page** (a.k.a. 1-Up)

This type can be used in cases where a single page contains everything that you want to output on a single plate. Once fully configured, it will allow operators to output a plate which is based on a single-page, but includes all required marks, slug lines, etc.

- **Custom** (also referred to as N-Up)

If you have purchased the Custom or N-Up option, this choice will be visible. This feature allows you to define custom imposition templates, such as 3 x 2 pages or 4 x 1 (see section [Custom \(N-Up\) templates](#) starting on p.103 for details).

Imposition Mode

Page-pairing templates can be defined either in relation to the plate or the printed sheet:

- when **Imposition Mode = Plate** → you configure what the plate will look like i.e. how each element (pages, furniture marks) will be positioned on the plate itself

Therefore you define characteristics such as: plate size? page size? page position and orientation vis-à-vis the plate? furniture marks (type and location on the plate)? slug lines and bleed? etc.

Plate imposition mode is commonly used to make templates for web presses.

- when **Imposition Mode = Sheet** → you configure how each element will be positioned on the printed sheet and then you specify how the sheet is positioned vis-à-vis the plate

Therefore you define most of the same characteristics as for **Plate Mode**, as well as a few different or additional items such as: sheet size? sheet position vis-à-vis the plate? etc. See [Sheet Mode](#) on p.88 for more information.

Sheet imposition mode is commonly used to make templates for sheetfed presses.

Half sheet

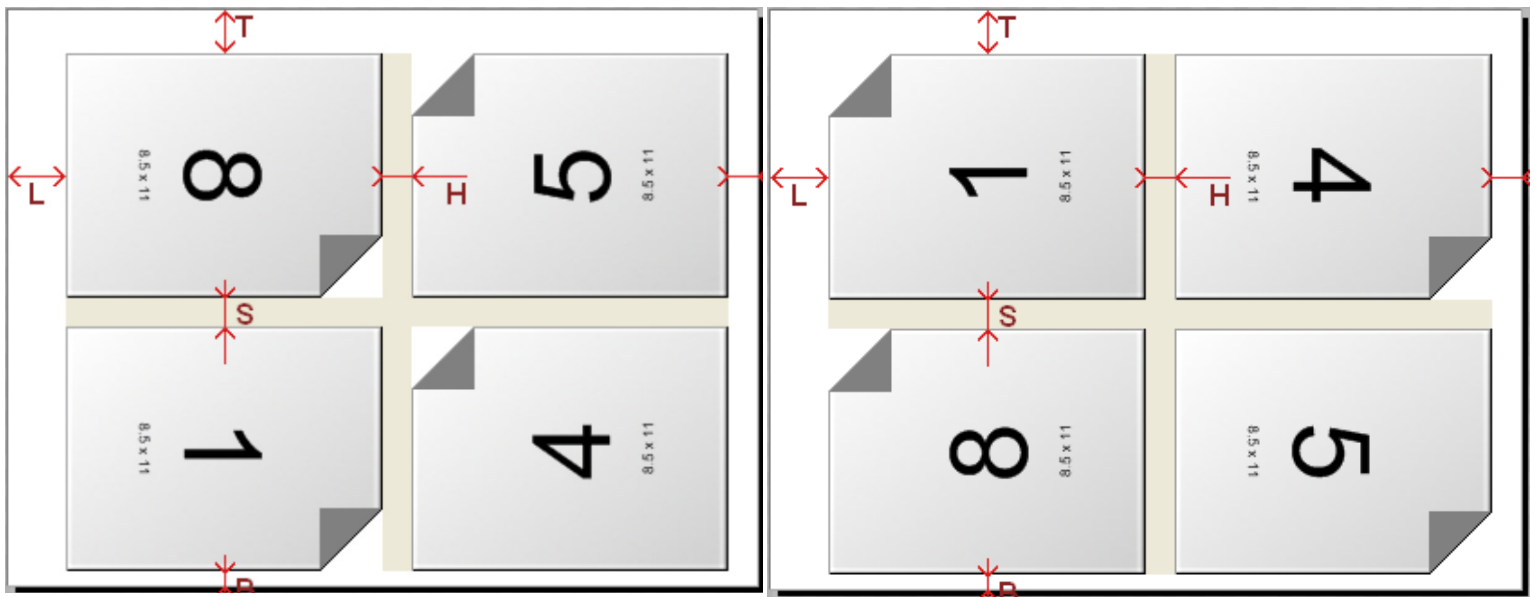
The **Half sheet** option is typically necessary in setups where the plates are half the size (usually half the width) of the printed sheet on the press. For example, you want to produce a Broadsheet publication of 30in x 20in, but your plate machine produces plates that are 15in x 20in, which means your plates are half the width of the job's total size. This feature will automatically cut your

flats in two so they can be imaged on the half-size plates. In this type of setup, it is common for the half-size plates to be placed side-by-side on the press and printed together on the same sheet of paper.

Foot to Foot

The **Foot to Foot** option can be selected for **Tabloid** and **Quarterfold** templates. This will orient the pages in a foot-to-foot style instead of head-to-head. By default, pages are oriented head-to-head so that the heads or tops of the pages are adjacent to each other.

The figure below shows an example of a Tabloid template in both configurations.



Tabloid - Head-to-Head

Tabloid - Foot-to-Foot


Configuring a template







Templates can be configured or modified in the **Template Editor**.

Configuring a new template

After a new template has been defined and you click the **Create** button, this *automatically* opens the **Template Editor**. Here you will need to set additional parameters in order to complete the template configuration, including **Positioning** of pages and **Marks**.

Modify an existing template

To modify the configuration of an existing template, click the name/link or the **Edit Template** icon  of any template in the **Template List** window.

Template List		
<input type="checkbox"/>	Name	Format
<input type="checkbox"/>	 Standard 11.5 x 22.125 23 inch	Broadsheet
<input type="checkbox"/>	 Standard 11.5 x 22.125 23.5 inch	Broadsheet
<input type="checkbox"/>	 Standard 11.5 x 22.125 23 Nup	2 x 1
<input type="checkbox"/>	 Standard 15 x 22.5 30 inch	Broadsheet
<input type="checkbox"/>	 Standard 17 x 22.75 34 inch	Broadsheet
<input type="checkbox"/>	 Tab 10.5x10.5	Tabloid

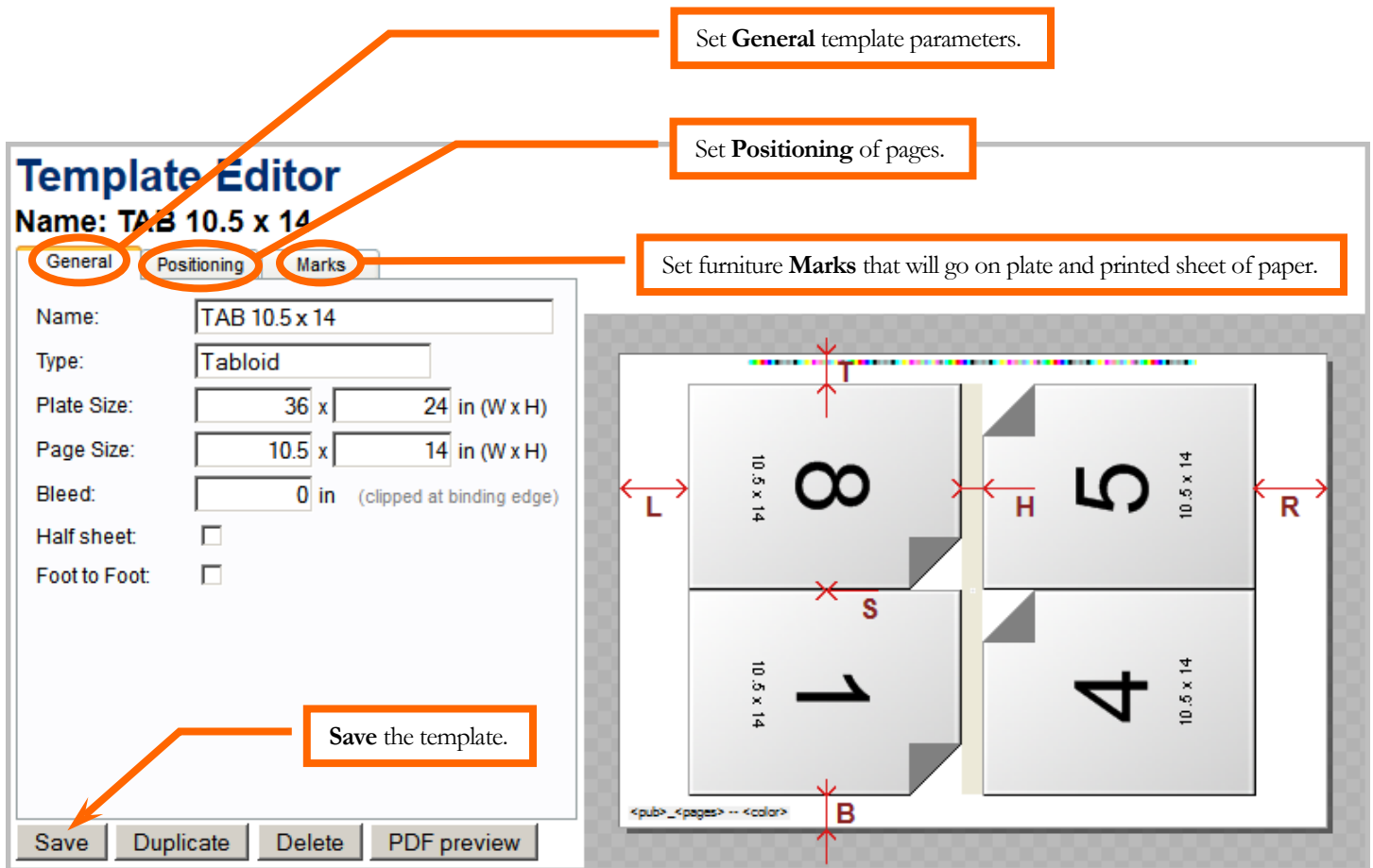
Tip

If you modify templates which are already being used by some publication(s), then the changes will be reflected in these publications. In a default configuration, this means that flats that were already assembled will now show a message saying **Plate not up to date**, after which the flats will be re-assembled using the newly modified template. To avoid changing existing publications, you can make a duplicate of a template, then modify it as required and finally base the new publication on that. To know how, refer to the section [Duplicating a template](#) on p.111.

Note

This section ([Configuring a template](#)) explains how to configure most of the template parameters found in the **Template Editor**. Some parameters, namely the ones that are normally specified when you first create a new template, are described in the section [New template](#), starting on p.78.

The **Template Editor** contains the following tabs: **General**, **Positioning** and **Marks**.

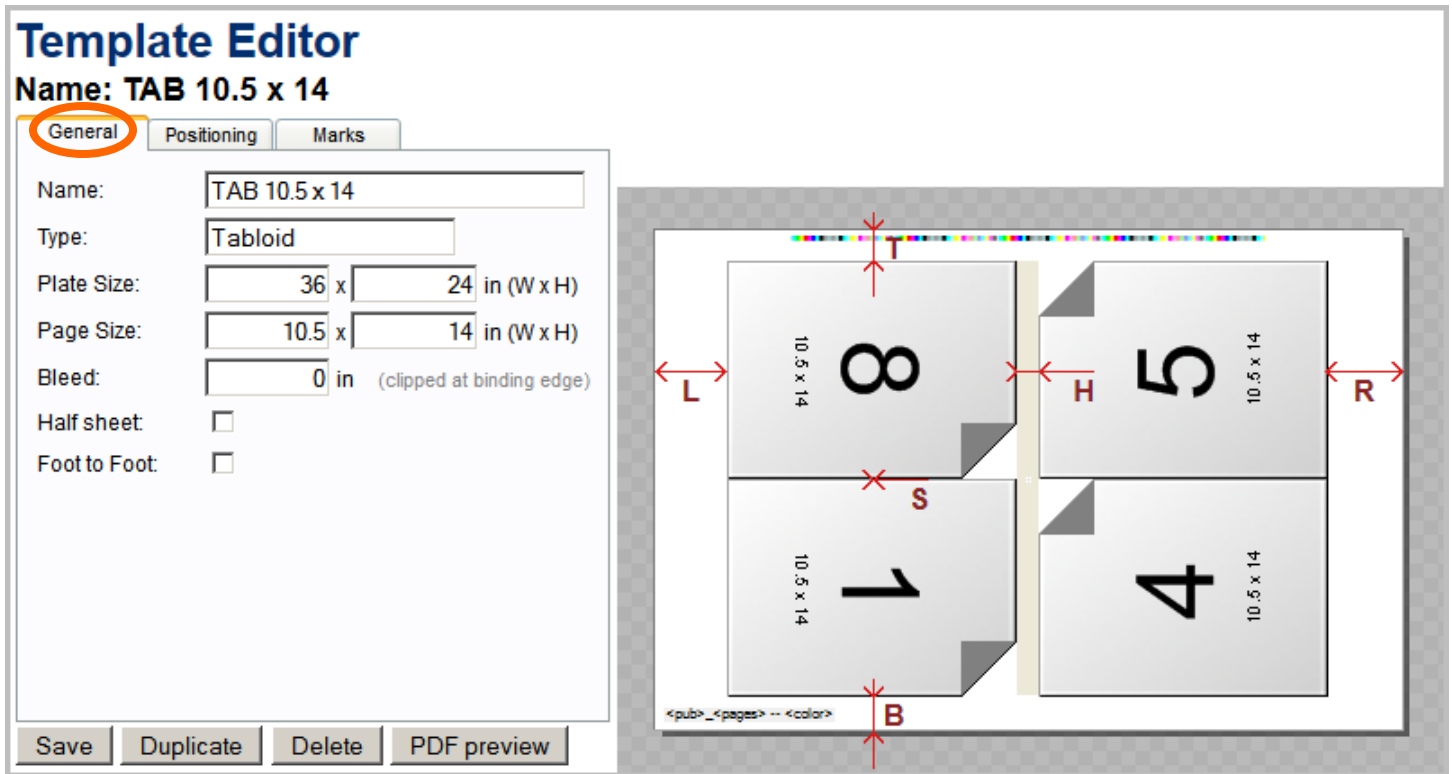


Important

After configuring all the required settings, make sure you click the **Save** button at the bottom of the **Template Editor** window (see figure above).

Tip

To get a preview of your template, click the **PDF Preview** button (see [Previewing a template](#) on p.110 for more on previews).

General tab

The **General** tab shown above consists mainly of parameters which are initially set when the template is created. These settings are explained in the section [New template](#), starting on p.78. Any of these initially defined parameters can be changed here, with the exception of the template **Type**.

The only setting in the **General** tab which cannot be specified when creating a new template is the **Bleed**, explained next.

BLEED

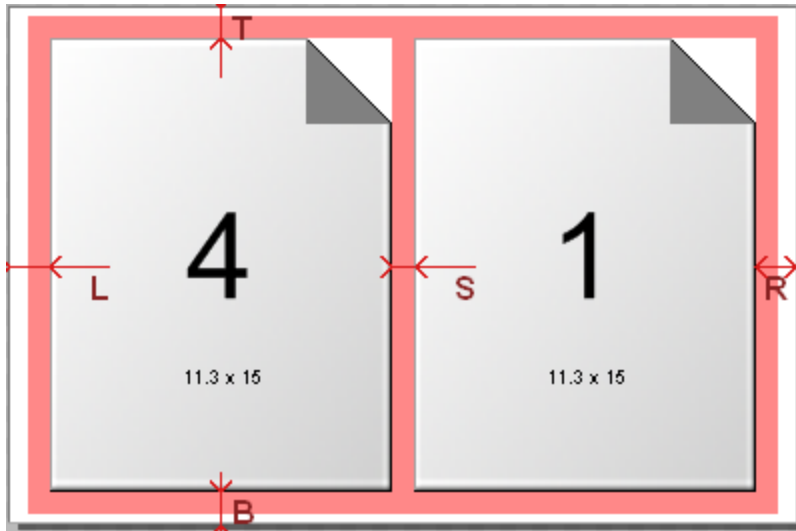
Some pages, such as color pages with a background color along the edges, may require you to add a bleed margin. The bleed area for a page must be added in the design application where you create your page. The **Bleed** setting in the pairing template does not add bleed to your pages – rather it preserves the bleed area that you’ve already specified for your page rather than cropping it off. This means that when the pages are paired and then plated, the bleed area for each page will be conserved on the plate rather than cropped off.

CLIPPED AT BINDING EDGE

If the bleed areas between two adjacent pages overlap, **Impose-it** will attribute half of the total available bleed area to each page. Note that this does not necessarily affect the bleed margin on every side of a page, only on the side(s) where the bleed areas overlap.

Example

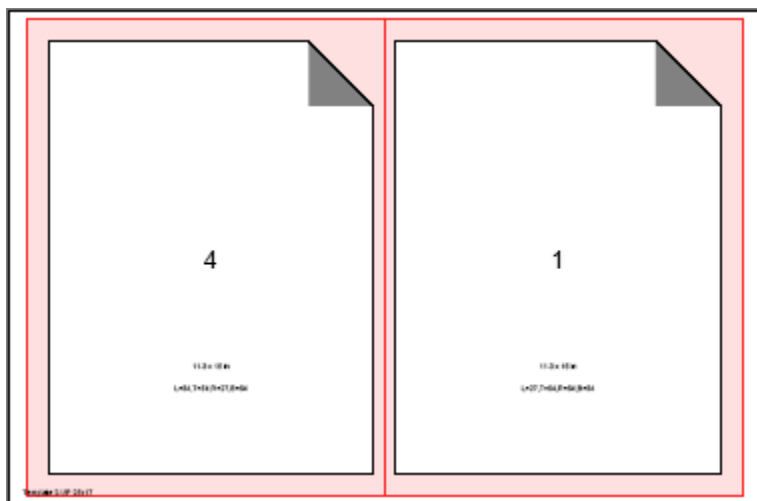
Broadsheet template:



- **Spine** (i.e. distance between 2 pages, abbreviated **S**) = 1 in
- **Bleed** area (represented as the pink area around each page) = 0.75 in

Therefore the total bleed margin between the two pages should be $0.75 \times 2 = 1.5$ in, but the total distance between the two pages (**Spine**) is only 1 inch. As a result, **Impose-it** will take the total distance between the two pages (1 in) and attribute half that distance as the bleed margin of the left page and half for the right page, resulting in a bleed area of 0.5 in per page (instead of the specified bleed of 0.75 inch). As mentioned previously, the 0.5 in bleed margin is only on the side(s) where the bleed areas overlap - the three other sides of each page will preserve the specified 0.75 in bleed margin.

The result can be verified by looking at the **PDF Preview** of a template.



Positioning tab

The template's **Positioning** tab is where you specify the various spaces and distances (i.e. **Gutters** and **Margins**) that will determine where pages will be positioned on the printed sheet and/or plate.

How you position pages on a template depends on whether the **Imposition Mode** is set to **Plate** or **Sheet**. In this section we describe how to position pages in templates set to **Plate Mode** (typically used for web presses). However everything in this section also applies to **Sheet Mode** templates. In the upcoming section [Sheet Mode](#), starting on p.88, we describe the page positioning settings that are specific to **Sheet Mode** templates (typically created for sheetfed presses).

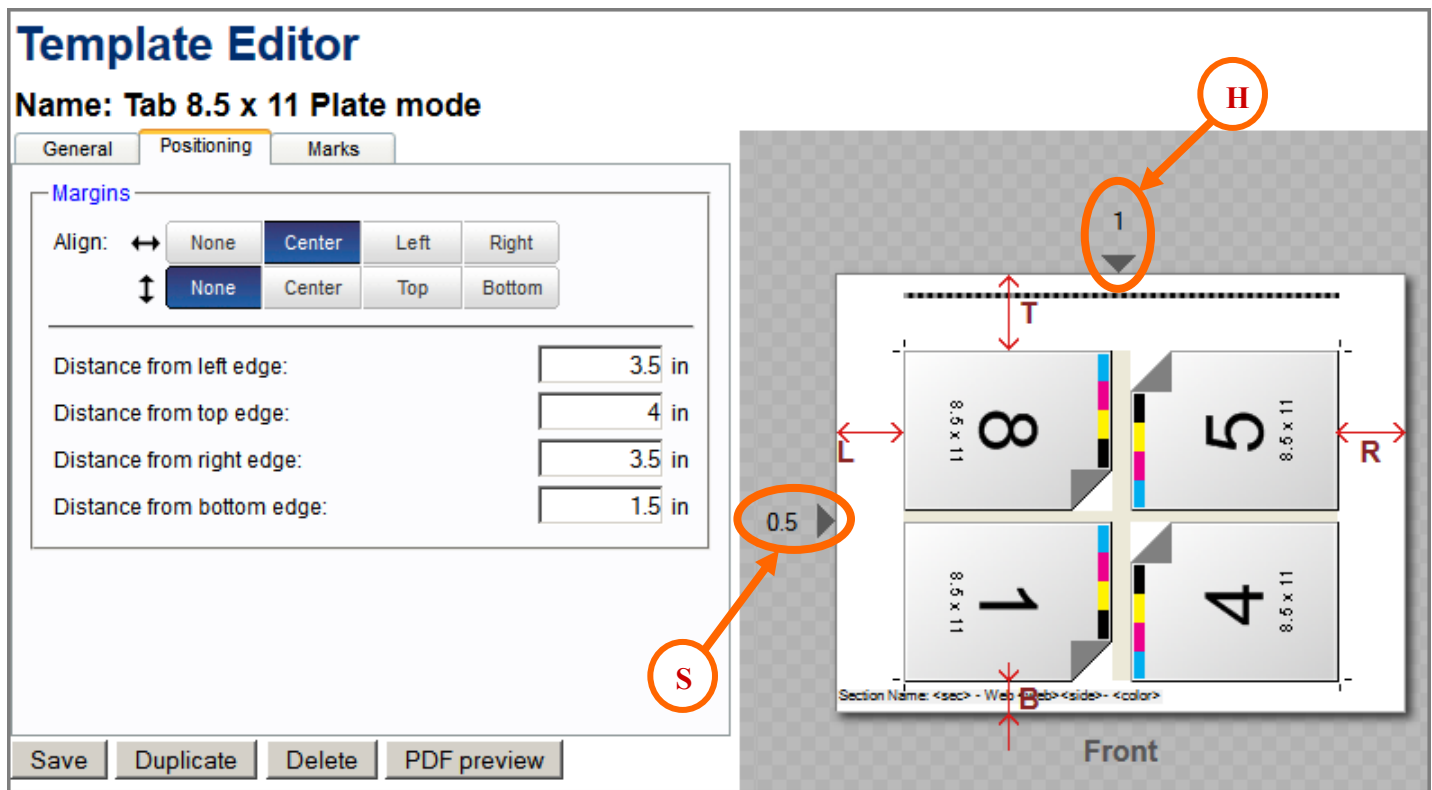


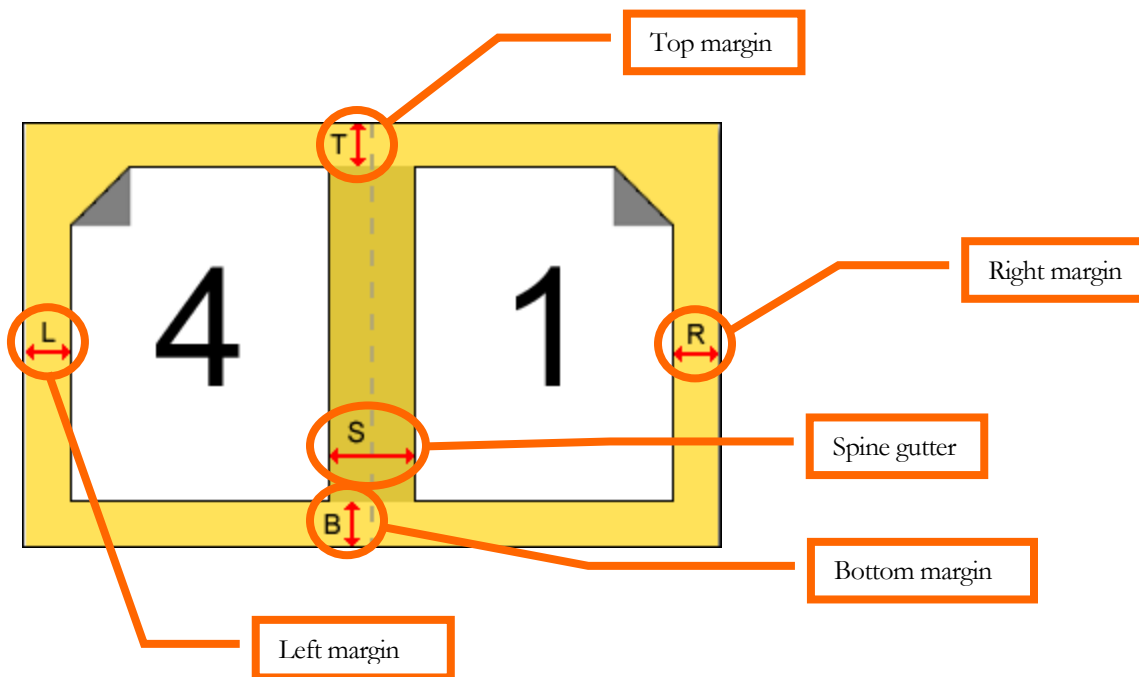
Figure 1 Template Editor - Positioning

The figure above shows the **Positioning** tab for a template set with **Mode = Plate**.

The **Gutters** and **Margins** settings are represented visually on the right side of the **Template Editor** window, abbreviated as follows:

- **S** = **Spine** gutter between pages
- **H** = **Head** gutter between pages
- **T/R/B/L** = **Top/Right/Bottom/Left** margins around the plate


The figure above illustrates a Tabloid template whereas the figure below represents a BroadSheet.



GUTTERS

A **Gutter** or inner margin is the space between the pages in your template. The number of gutters that need to be set (**Spine**, **Head**, etc.) will depend on the template **Type** (BroadSheet, Tabloid, etc.).

The gutter distances between the pages are set directly from the **Preview** window on the right-hand side of the **Template Editor** (shown in [Figure 1 Template Editor - Positioning](#) on p.86):

- required gutter measurements are indicated by a wide arrow, e.g. 
- for each wide arrow, click the number next to it and type the required gutter value (you may also tab your way through them using your keyboard)

MARGINS

What you set for the **Margins** determines where your pages will be positioned within the plate. The positioning can be set manually or automatically.

For automatic positioning → click one of the **Align** buttons:

- **Align** (horizontally) → **Center**, **Right** or **Left**
- **Align** (vertically) → **Center**, **Top** or **Bottom**

The software will then calculate all the margins for you, taking into account the **Page Size**, **Plate Size** and **Gutters** which you specified earlier.

To set the margins manually → type an amount in the **Distance from bottom/top/left/right edge** boxes. Note that as you do so, the software will still calculate some of the distances for you to account for the **Plate Size**, **Page Size** and **Gutters** which you specified earlier. Also note that the **Align** button(s) will default to **None**.

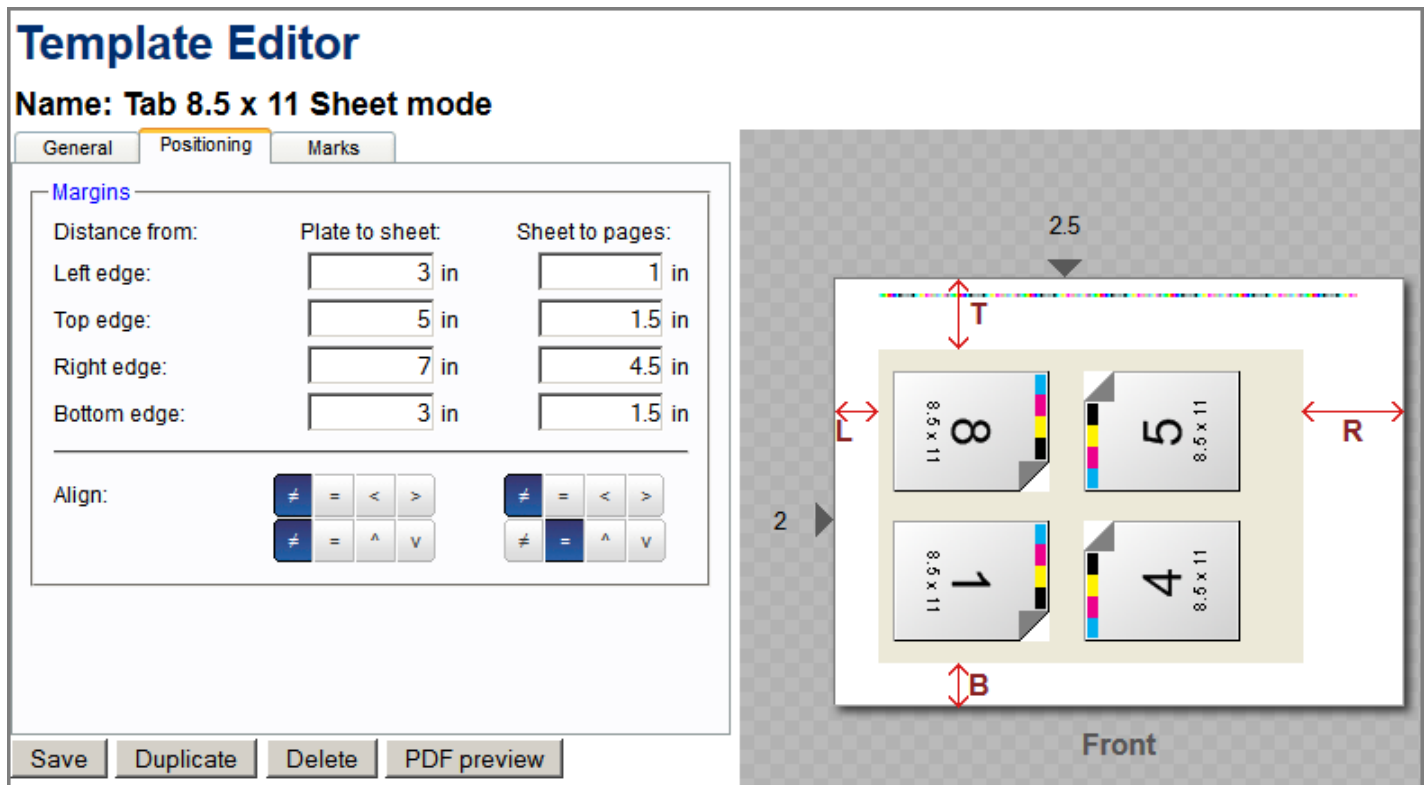
SHEET MODE

Templates set to **Sheet Mode** are normally built for workflows with sheetfed presses. In this mode, pages are positioned in two steps:

1. You specify where the pages are positioned on the sheet of paper.
2. You then specify where the sheet of paper is positioned vis-à-vis the plate.

The order is not important, the result is the same.

The figure below shows the **Positioning** tab for a template set to **Imposition Mode = Sheet**. The plate is represented with a white background whereas the sheet is depicted with a beige background.



Just like with **Plate Mode**, the **Gutters** and **Margins** are set directly on the right side of the **Template Editor** window by clicking next to any of the wide arrows (e.g. **0.5** ➡).

In **Sheet Mode** the positioning of items can be done automatically or manually. The figure below illustrates both methods (manual and automatic) for *positioning a sheet of paper on the plate*.

Margins

Distance from:	Plate to sheet:
Left edge:	3 in
Top edge:	5 in
Right edge:	7 in
Bottom edge:	3 in

Align:

Buttons: [Left] [Center] [Right] [Top] [Center] [Bottom]

To position manually, type in the required values. Note that the **Align** button(s) will default to **None**.

To position automatically in the horizontal direction, click on:
 = **Center**
 < **Left**
 > **Right**

To position automatically in the vertical direction, click on:
 = **Center**
 ▲ **Top**
 ▼ **Bottom**

Just like the methods illustrated in the figure above are used for positioning a sheet of paper on the plate (in the column **Plate to Sheet**), these same methods are also used to position the pages on a sheet of paper (in the column **Sheet to Pages**).

Marks (Furniture)

The **Marks** tab shown in the figure below is where you add furniture marks and slug lines. [Slug Lines](#) are covered in the following section, starting on p.100. Furniture marks are explained next.

Template Editor

Name: Tab with Marks

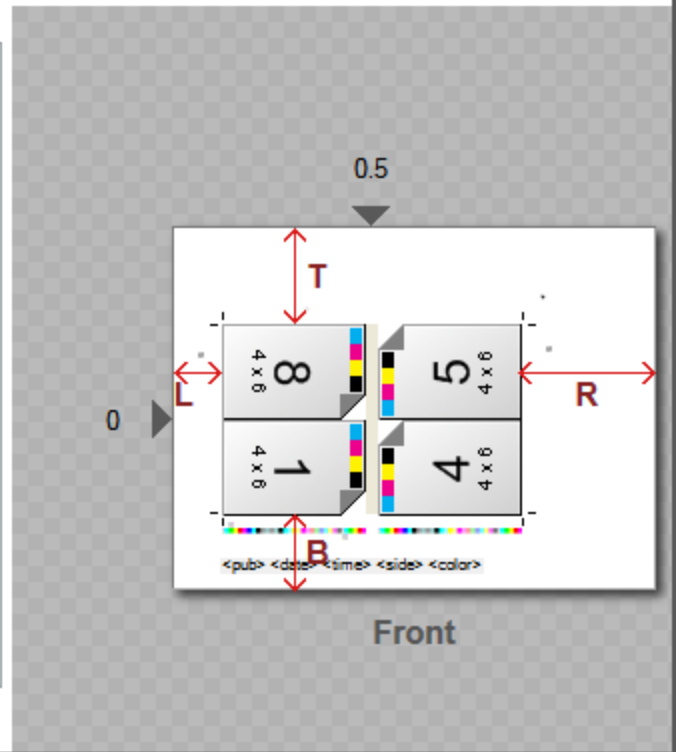
General Positioning **Marks**

Add mark... Add slug line...

Mark	Size	R	X	Y
ABC <pub> <date> <time> <side> <color>		BL	2	0.5
Cross_CMYK_Pos	0.25 x 0.25in	BL	0.5	0.5
Cross_K	0.25 x 0.25in	BL	-1	1
LO	0.25 x 0.252in	BL	0.75	0.75
LO	0.25 x 0.252in	BL	1	1
cmykid	0.25 x 0.25in	BL	0.25	0.25
cmykid	0.25 x 0.25in	BL	0.75	0.75
colorbar06in	6.0033 x 0.2889in	BL	0	0.5
colorbar06in	6.0033 x 0.2889in	BL	0	0.5

Automatic marks: ☒ Crops ☒ Folding ☐ Registration

Save Duplicate Delete PDF preview



The types of furniture marks you can add to a template include registration marks, crop marks, folding marks, cross-hairs, etc., as well as color bars. In addition to **Automatic Marks**, any type of mark that you've created in a graphics application can also be added – this is explained in the section [Custom Marks](#) on p.92.

AUTOMATIC MARKS

To add the default automatic marks, check any or all of the following checkboxes:

- **Crops** (crop marks)
- **Folding** (folding marks)
- **Registration** (registration marks)

You can see what they look like by clicking the **PDF Preview** button. Automatic marks cannot be modified or re-positioned.

CUSTOM MARKS

You can also create your own marks (e.g. cross-hairs, color bars) and add these custom marks at any position on the template.

To add a custom mark, click the **Add Mark** button and specify the following settings:

Template Editor
Name: Tab with Marks

General Positioning **Marks**

Add new mark [Add] [Cancel]

Mark: colorbar06in [Add context]

Bounding box: 6.0033 x 0.2889 in
Sheet size: 20 x 15 in

Reference: ☒ Center bottom ☐ Center

Orientation: ☒ 0° ABC ☐ 90° ABC ☐ 180° ABC ☐ 270° ABC
☒ Mirror image on back

Side: ☒ Front and back ☐ Front ☐ Back

Overprint: ☒ Auto detect ☐ Always
If the mark overlaps a double-truck, it will be removed

Anchor: Center top of page 1,1. Click anchor on right to change

Position: X: 0 Y: 0.5 in

[Save] [Duplicate] [Delete] [PDF preview]

Callouts:

- Select a **Mark**.
- When done, click **Add**.
- Set any required options (**Reference**, **Orientation**, **Side**, **Overprint**).
- Set its **Position** on the plate (**X** = horizontal / **Y** = vertical).
Note: The **X/Y** distances you specify here are measured starting from the **Anchor** point.
- The x/y graph icon shows you the direction of the **X/Y** distances that you specify for the **Position** setting. See [Tip](#) on p.93 below for more information.
- To select the **Anchor** point:
 - hover over any part of the plate, sheet or individual page
 - then click on any pink or grey triangle.

Diagram: A diagram of a printing plate with four pages (1, 2, 3, 4) and a color bar. Dimensions are shown: 4 x 6 for each page, 6 x 6 for the color bar. The diagram is labeled 'Front' and shows the 'Anchor' point at the top center of the page 1,1.

- **Mark** → Select the name of the mark that you want to add from the **Mark** dropdown menu.

*Note: If a mark is not listed in the **Mark** dropdown menu, consult the section [Making Marks Visible in the Template Editor](#) on p.99.*



- **Position** → Specify where to position a mark:
 - **X** is the horizontal distance from the **Anchor** point.
 - **Y** is the vertical distance from the **Anchor** point.

Important

The place where a mark will be located on a plate depends not only on the [Position](#) setting (explained above), but also on the [Anchor](#) (see p.93) and [Reference](#) (see p.94).

Tip

It is important to pay attention to the x/y graph icon when you set the position. This will show you a graphical representation of the direction of the **X/Y** distances that you specify for the **Position** setting. Two examples are shown below.

<i>Example I</i>		<i>Example II</i>	
------------------	---	-------------------	---

Tip

The **Position** setting can have a negative value: e.g. -2.5 inches. A negative value will place the mark in the opposite direction of what is indicated in the x/y graph icon (see previous **Tip**).

- **Anchor** → The **X/Y** distances that you specify in the **Position** setting are measured starting from the **Anchor** point. This is the starting point which, together with the **Position** setting, determines where a mark will be located. Note that the [Reference](#) setting (p.94) also plays a minor role.

Setting the anchor point

The **Anchor** point can be set directly in the preview window (on the right side of the **Template Editor**), either with respect to (i) the plate, (ii) any individual page, or in some cases (iii) the sheet of paper (only when **Imposition Mode** = **Sheet**).

To select the **Anchor** point:

1. By hovering your mouse over any part of the plate, the sheet or any individual page, anchor points (pink or grey triangles) will appear.
2. Click on any pink or grey triangle to set it as the anchor point.

Anchor point advantages

Using an **Anchor** point to set the location of a furniture mark means that the location is relative rather than absolute. This provides several advantages:

- ✓ it is easier to figure out where a mark should be placed relative to a particular page or other specific location on the plate or sheet, rather than having to calculate every mark's location starting from the bottom left corner of the plate
- ✓ reduces or eliminates the chance that a mark has to be re-positioned after a change is made in the template

*Example: If the **Page Size** is modified in the template, then marks whose locations were set with respect to pages will remain at the same spot (relative to the pages), therefore there will be no need to re-position marks after a change like that. Same idea applies if there is a change in the **Plate Size** or the positioning of pages.*

- **Reference** → This setting allows you to decide what part of the mark will be used as a reference when it is positioned using the specified X/Y offsets. This is best illustrated with an example.

Example

- if you specify X=8, Y=5, **Reference**= **Bottom Left**, then the *bottom left* corner of the mark will be positioned at X=8 / Y=5
- if you specify X=8, Y=5, **Reference**= **Center**, then the *center* of the mark will be positioned at X=8 / Y=5

Facts

- The **Reference** setting may only have a minor effect for small-sized marks, but the effect will be more significant on a big mark, for e.g. a 24" color bar.
- **Reference** options adapt (i.e. change) automatically, depending on your choice of **Anchor**. Therefore the **Reference** options that are available to be selected are not always the same.

- The **Reference**, along with the **Position** and **Anchor** settings, determines the exact location of a mark.
- **Orientation** → Set orientation of mark:
 - You can rotate a mark by selecting **90°**, **180°** or **270°**.
 - By default (i.e. when **Mirror image on back** is enabled), the settings you specify for a mark are applied to the front of a flat/web and are mirrored for the back side of the flat. If **Mirror image on back** is disabled, the back of each flat/web will still mirror the *position* of a mark but will not mirror its *image*. Note that this option will only show a visible difference when a mark is not symmetrical. For symmetrical marks, what you choose here will make no difference.
- **Side** → Choose whether to add a mark on the **Front** side of the flat/web, **Back** side or both.
- **Overprint** → Determines whether a mark that overlaps a double-truck will be preserved (i.e. overprinted) or automatically removed:
 - **Auto-detect** will detect and remove any mark that overlaps a double-truck.
 - **Always** will allow all marks to be overprinted on top of a double-truck, at the position that you have specified. **Impose-it** will not automatically remove any marks.

Tip

To re-add a mark multiple times into the same template, duplicate the mark as many times as required, each time positioning the mark in a different location. See the section [Managing Marks](#) on p.100 for more information.

CONTEXTUAL MARKS

A **contextual** mark is a special kind of custom (furniture) mark. What makes it different is that rather than the same mark appearing at a specified location, one of several marks may appear at that location. That is, the software will automatically choose which furniture mark to place in that

position depending on the color context of each plate. The color context refers to the colorspace of selected pages on the plate (see [Info](#) box on p.96 below for more on color context).

A typical contextual mark example is described below.

Example

You can add a contextual furniture mark so that:

- if the pages on the left side of a plate are CMYK → then a CMYK color bar will be added on the left side of the plate
- if the pages on the left side of a plate are Black → then a Black color bar will be added at the *same* location on the left side of the plate

In summary: only one color bar (CMYK or Black) will appear at the specified location on the left side of the plate, depending on whether the left side of the plate contains CMYK or Black pages.

Info

When the Imposition module looks to determine the color context of selected pages on the plate, it relies on the colorspace that is specified for each page in the Imposition tab of a job. In order for contextual marks to work, it is not enough to RIP a page with the correct colorspace. The colorspace of each relevant page must also be correctly specified in the **Imposition** tab of a job.

A contextual mark is configured similarly to a regular custom mark, except for a few extra steps. An overview of the procedure is outlined next.

To configure a contextual mark:

1. Click the **Add Mark** button (accessed from **Template Editor** window > **Marks** tab).
2. Set the **Position** of the mark(s) and any other required options, as explained in the section [Custom Marks](#) on p.92.
3. Highlight (click) the pages whose colorspace will vary from one plate to another. Pages can be selected directly in the preview window (on the right side of the **Template Editor**).

Select the furniture **Mark** that you want to appear at the specified position on the plate *when the highlighted pages correspond to the color context you selected in the **Color** menu below.*

4

Click the **Add Context** button.

Template Editor

Name: Tab with Marks

General

Positioning

Marks

Add new mark

Add

Cancel

Mark: 006_Marque

Add context



Bounding box: 0.25 x 0.25 in

Sheet size: 20 x 15 in

Color: CMYK

5

Select a **Color**.

Mark	Color
006_Marque	CMYK (current)
002_Marque	Black (edit)

Apply when: ☒ All selected pages match ☐ One of themReference: ☒ Top right ☐ CenterOrientation: ☒ 0° ABC ☐ 90° DE ☐ 180° GHI ☐ 270° JKL☒ Mirror image on backSide: ☒ Front and back ☐ Front ☐ BackOverprint: ☒ Auto detect ☐ Always

If the mark overlaps a double-truck, it will be removed

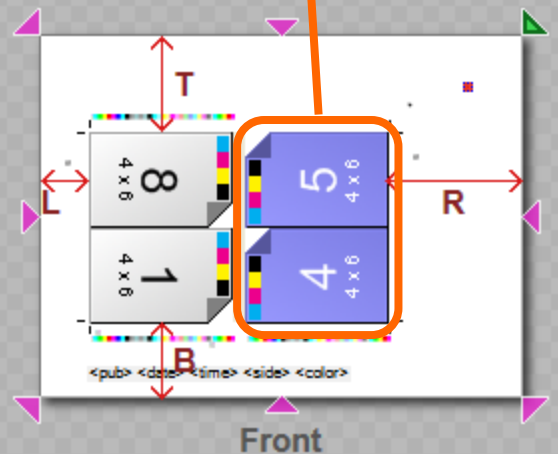
Anchor: Top right of plate. Click anchor on right to change.

Position: X: 2 Y: 2 in


2

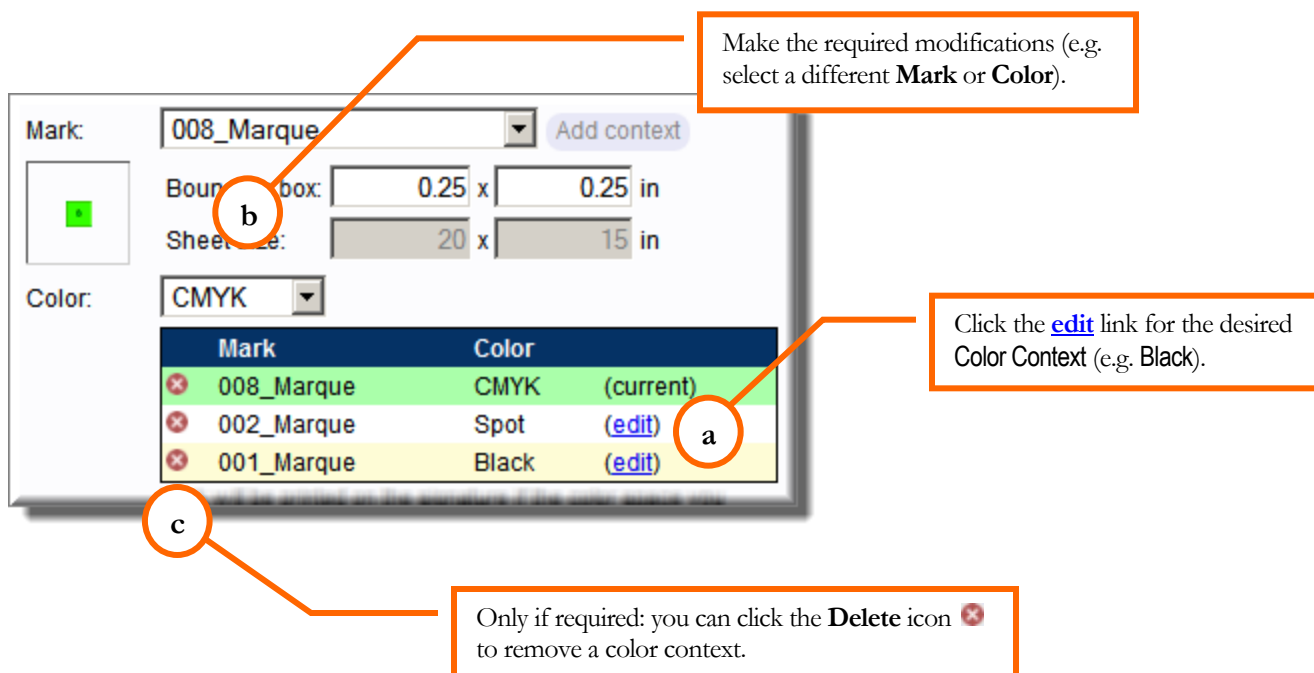
Highlight (click) the pages whose colorspace will vary.

3



Set its **Position** on the plate (**X** = horizontal / **Y** = vertical) and **Anchor**. Then set any other required options (**Reference**, **Orientation**, **Side**, **Overprint**). See the section [Custom Marks](#) on p.92 for details.

4. Click the **Add Context** button.
5. Select a color from the **Color** dropdown list. This color will be compared to the colorspace of pages *as specified in the **Imposition** tab of a job* to see if a match is found. Please see [Info](#) box on p.96 above for more on color context.
6. From the **Mark** dropdown list: select the furniture mark that you want to appear at the specified position on the plate *when the highlighted pages correspond to the color (i.e. context) you selected in step 5.*
7. Repeat steps 4-6 for each additional color context.
8. Choose the **Apply When** option:
 - a **All selected pages match** means a mark will be added to a plate only if *all* the selected (highlighted) pages match the colorspace (i.e. color context) you selected.
 - b **One of them** means a mark will be added if *any* of the highlighted pages matches the colorspace (even if it's just one page).
9. If you need to make any modification to a color context:
 - a click the [edit](#) link for the corresponding color context (e.g. Black) from the list
 - b make the required modifications (e.g. select a different **Color** or **Mark**)
 - c only if required: you can click the **Delete** icon  to remove a context



10. When done, click the **Add** or **Update** button (located in the top right corner).

MAKING MARKS VISIBLE IN THE TEMPLATE EDITOR

If a furniture mark that you want to include in a template is not listed in the **Mark** dropdown menu, then it must be added to the menu list using the procedure below. Here we are referring to the **Mark** dropdown menu found when adding a custom furniture mark, accessed via the **Add Mark** button (shown below).

Template Editor
Name: Tab with Marks

General Positioning Marks

Click the name/link of an existing furniture mark to modify it.

You can remove a furniture mark by clicking the **Delete** icon (X).

You can duplicate a furniture mark by clicking the **Duplicate** icon (two overlapping sheets).

To make one of your custom furniture marks appear in the **Mark** dropdown list, follow the procedure below.

Add mark... **Add slug line...**

	Mark	Size	R	X	Y
ABC	<pub> <date> <time> <side> <color>		BL	2	0.5
	008_Marque	0.25 x 0.25in	BL	2	2
	Cross_K	0.25 x 0.25in	BL	-1	1
LO	LO	0.25 x 0.252in	BL	0.75	0.75
	LO	0.25 x 0.252in	BL	1	1
	cmykid	0.25 x 0.25in	BL	0.25	0.25

Add new mark Add Cancel

Mark: 001_Marque Add context

Bounding box: 0.25 x 0.25 in

Sheet size: 20 x 15 in

How to make a furniture mark appear in the **Mark** dropdown menu:

1. Create a mark in a design program (e.g. Illustrator, Quark, InDesign).
2. Save it in a format such as PS or EPS.
3. RIP the PS or EPS of the mark in the PrePage-it Furniture queue (see [Note](#) below).

Note

Do not upload the mark to the Furniture queue via PrePage-it Web or PrePage-it Upload. Rather, copy it *directly* to the hotfolder of the Furniture queue on the PrePage-it server. As an alternative, you can drag and drop it unto the PrePage-it Viewer window and select the Furniture queue. To know more about PrePage-it queues and hotfolders, refer to the *PrePage-it 7 User Guide*.



Tip

If you are not getting good results when RIPping EPS files (e.g. incorrect page size or blank page), then make sure the options EPS Bounding Box and Add ShowPage are activated in the PrePage-it Furniture queue. Please refer to the *PrePage-it 7 User Guide* for queue configuration details or consult a *Polkadots* specialist.

All marks RIPped in the Furniture queue should automatically appear in the **Mark** dropdown list.

MANAGING MARKS

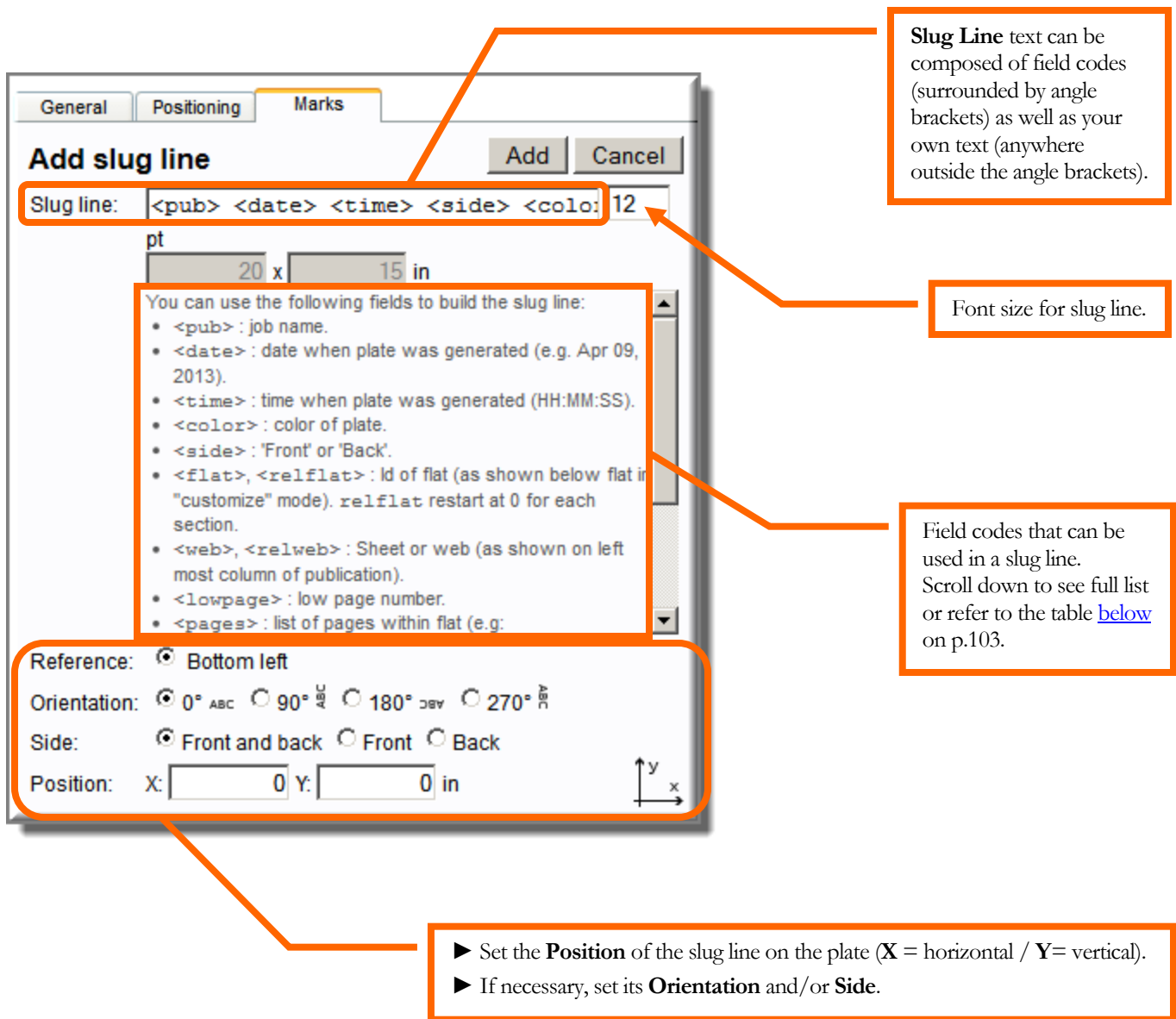
The [previous figure](#) on p.99 also illustrates how to manage marks, i.e.:

- modify an existing mark by clicking the name/link of a custom furniture mark
- remove a furniture mark by clicking the corresponding **Delete** icon 
- duplicate a furniture mark by clicking the **Duplicate** icon 

Slug Lines

A slug line refers to a text label or tag that is written directly on the plate, typically identifying important information about the plate, such as the name of the job, whether it's the front or back side, the plate color, etc.

To add a slug line, click the **Add slug line** button in the **Marks** tab of the **Template Editor**.



The dialog box displayed in the figure above shows the default settings for a slug line. You can change both the text of the slug line and its position on the template, using the following parameters:

- **Slug line** → The slug line text can include field codes and/or literal text. Go to [How to build a Slug Line](#) on p.102 for more information.
- **Font size** → The slug line has a default font size of 12 pt., but can be changed by typing the font size you require.
- **Position** → Specify where to position the slug line:
 - **X** is the (horizontal) distance from the left edge of the plate.
 - **Y** is the (vertical) distance from the bottom of the plate.

Note

Unlike furniture marks, the **Reference** for a slug line is always **Bottom left** and there is no **Anchor** point to set.

- **Orientation** → You can rotate a slug line by selecting **90°**, **180°** or **270°**.
- **Side** → Choose whether to add a slug line on the **Front** side of the flat/web, **Back** side or both.

When you have defined your slug line, click the **Add** button to save it.

HOW TO BUILD A SLUG LINE

The slug line can be built from any combination of field codes and/or literal text.

Codes

- You can use any of the field codes listed in the table [below](#) on p.103. Examples: <pub> <date> <color> <side> <web> <lowpage>.
- Codes must be surrounded by angle brackets e.g. <color> ← ok, color ← not ok.
- The default slug line <pub> <date> <time> <side> <color> is often a suitable choice, as it includes information about the job name (represented by the code <pub>), date when the plate file was produced (<date>), time, side and color of the plate.

Slug Line – Field Codes

You can use the following fields to build the slug line:

- `<pub>` : job name.
- `<date>` : date when plate was generated (e.g. Apr 09, 2013).
- `<time>` : time when plate was generated (HH:MM:SS).
- `<color>` : color of plate.
- `<side>` : 'Front' or 'Back'.
- `<flat>`, `<relflat>` : Id of flat (as shown below flat in "customize" mode). `relflat` restart at 0 for each section.
- `<web>`, `<relweb>` : Sheet or web (as shown on left most column of publication).
- `<lowpage>` : low page number.
- `<pages>` : list of pages within flat (e.g: 001-008-009-016).
- `<zone>`, `<zonecode>` : zone name/code if any.
- `<sec>`, `<seccode>` : Section name / prefix.
- `<dd>`, `<mm>`, `<yy>`, `<yyyy>`, `<wday>` : date field.
- `<tower>` : tower number if using press-flo. Starts at 1.
- `<platepos>` : HI or LO, if applicable. Empty otherwise.

Literal text

- Literal text can be any information that you want to include on the plate, but which will not change from one plate to the next, for example the name of your company.
- Literal text can also be used to include information for which no field codes exist.
- You can type any text you want anywhere in the slug line – just be sure it is not surrounded by angle brackets.

The marks and slug lines you add to a template can be seen in the preview on the right side of the **Template Editor** window.

Tip

To see a better preview of a template you're building, including marks and slug lines, click the **PDF Preview** button.

Custom (N-Up) templates

Custom templates can be created if you have purchased the Custom option (also referred to as the N-Up option). This layered option allows you to make templates other than the standard ones i.e. 1-Up (Single-Page), 2-UP (Broadsheet), 4-Up (Tabloid) and 8-Up (Quarterfold).

With a custom template you can define any “matrix size”, which means that you can specify exactly how many pages across (in the horizontal direction) and how many down (in the vertical direction) the imposition will be. For example, **Matrix size = 3 x 2** means a pairing layout is 3 pages across and 2 pages down, for a total of six pages or 6-Up.

In addition, custom templates also allow for different-sized pages in the same template (please see [Note](#) on p.109 for details). As well, they adapt to different types of work modes (e.g. Perfector, Work & Turn) and also allow you to specify a custom page-numbering scheme.

How to create a custom template

You create a custom template in the same way as a standard template, except for some different or additional steps, as outlined in the procedure below.

Important

Only parameters specific to custom templates are described in this section. For information about all the other template parameters, refer to the sections on creating standard templates i.e. [New template](#) on p.78 and [Configuring a template](#) on p.81.

1. When creating a new custom template, specify the following parameters in the **Create Template** dialog box:
 - **Type=Custom**
 - **Matrix size=W x H** where **W** is the number of pages across (i.e. in the horizontal direction) and **H** is the number of pages up and down (i.e. in the vertical direction)

Create template

Name: 3 x 2 UP

Type: Custom

Mode: Plate

Plate size: 30 x 25 (W x H) (in)

Page size: 8.5 x 11 (W x H) (in)

Matrix size: 3 x 2 (W x H)

Half sheet: ☐

Foot to Foot: ☐

Create Cancel

2. Clicking the **Create** button will open the **Template Editor**. In the **General** tab of the **Template Editor**, you need to specify the **Work Mode**. The choices are:

- **Front and Back**
- **Perfector**
- **Work and Turn**
- **Work and Tumble**

*Note that the **Work and Turn / Tumble** options are only displayed when the specified **Matrix size** allows it.*

General Positioning Marks

Name: 3 x 2 UP

Type: 3 x 2

Work mode: Front and back

Plate Size: 30 x 25 in (W x H)

Page Size: 8.5 x 11 in (W x H)

Bleed: 0 in (clipped at binding edge)

Half sheet: ☐

Reverse pagination: ☒ (required for correct creep offset)

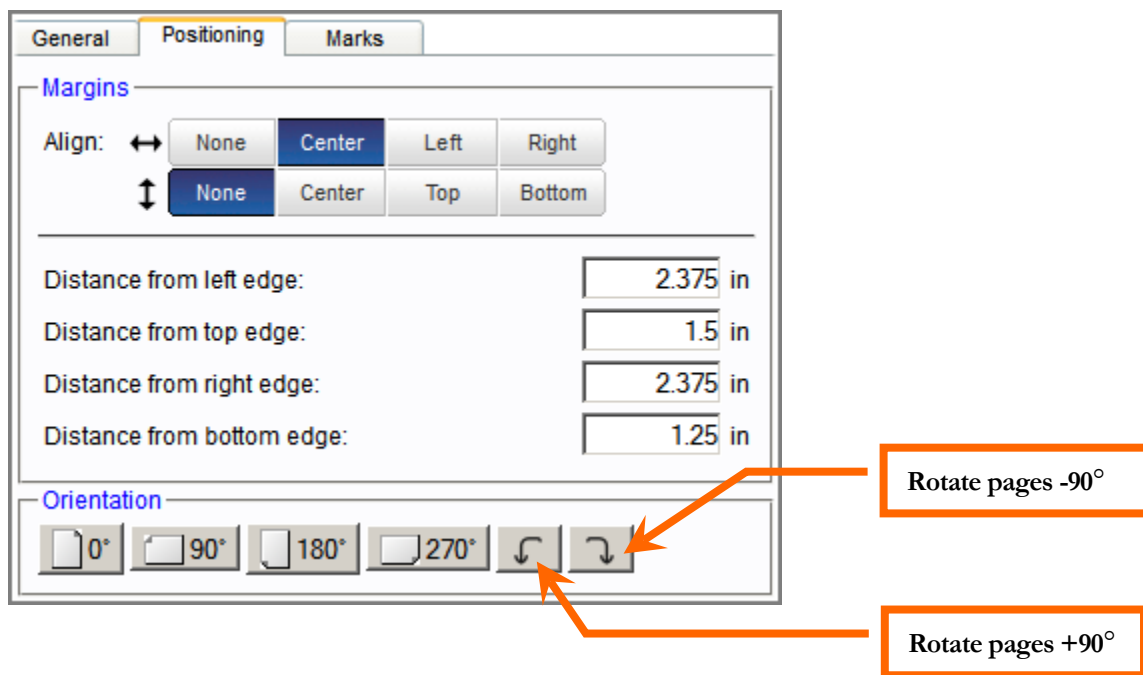
Specify the **Work mode**.

3. Enable **Reverse Pagination** if this template will be used for jobs with “Arabic pagination” i.e. for languages that are written from right to left. Failure to select this option when it will be used for jobs configured with both Arabic pagination and Creep may result in errors, such as incorrect creep offset. To see an example of Arabic pagination, please refer to the [Illustrated Examples](#) starting on p.221.

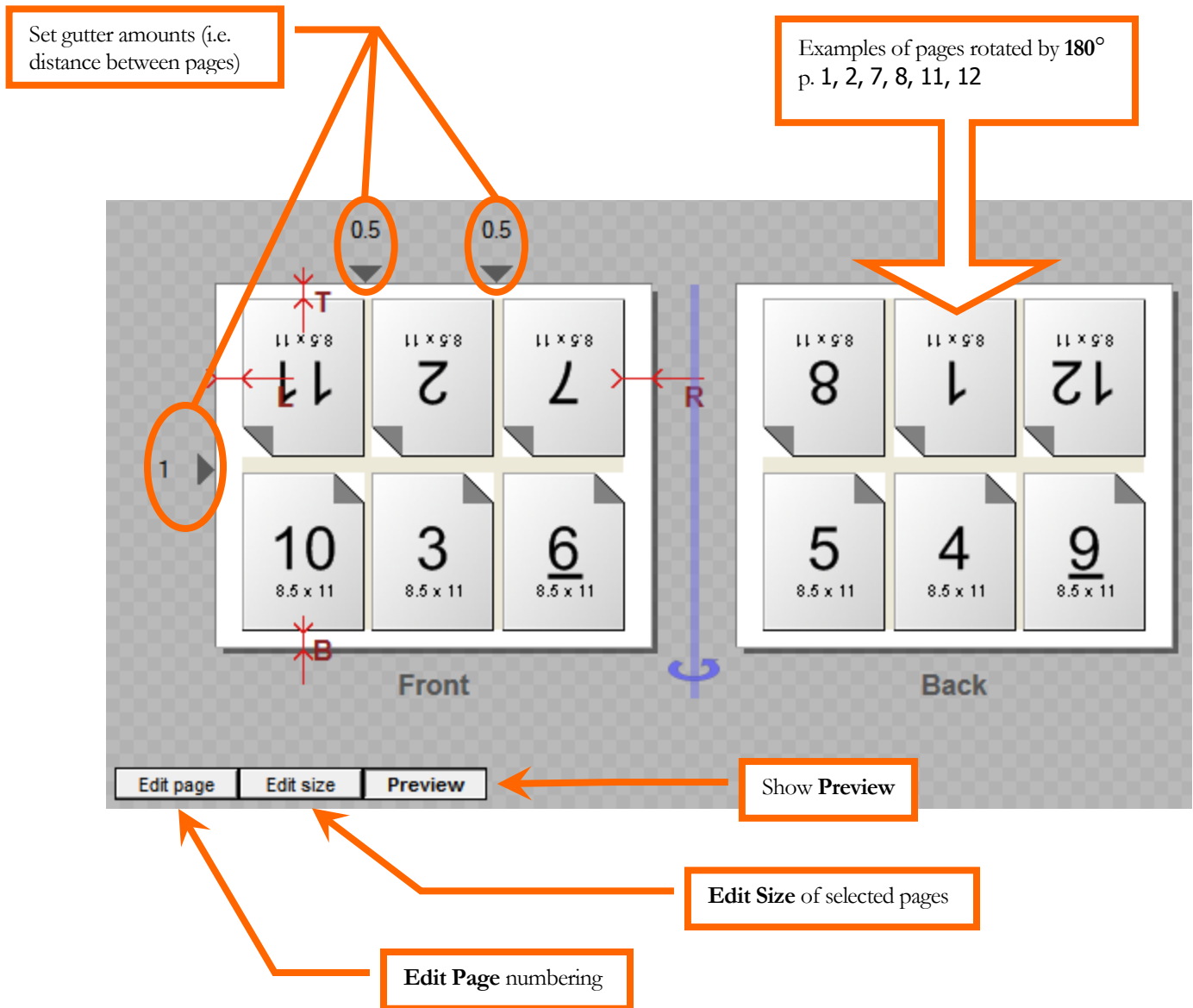
Note

For other types of paginations, i.e. for languages that are written from left to right, **do not** enable this option.

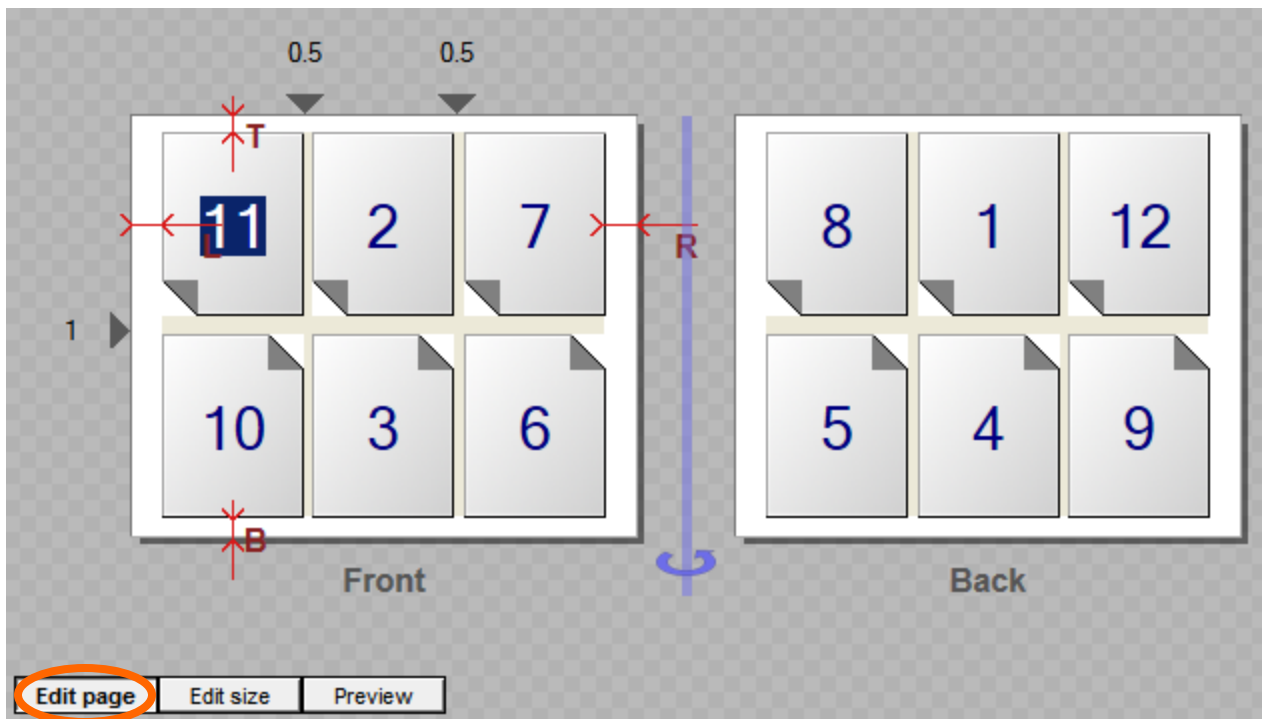
4. If any of the pages need to be rotated, select the page(s) from the right side of the **Template Editor**. Then click one of the **Orientation** options from the **Positioning** tab: **0°**, **90°**, **180°**, **270°**, or the **Rotate +90°/-90°** arrow buttons.



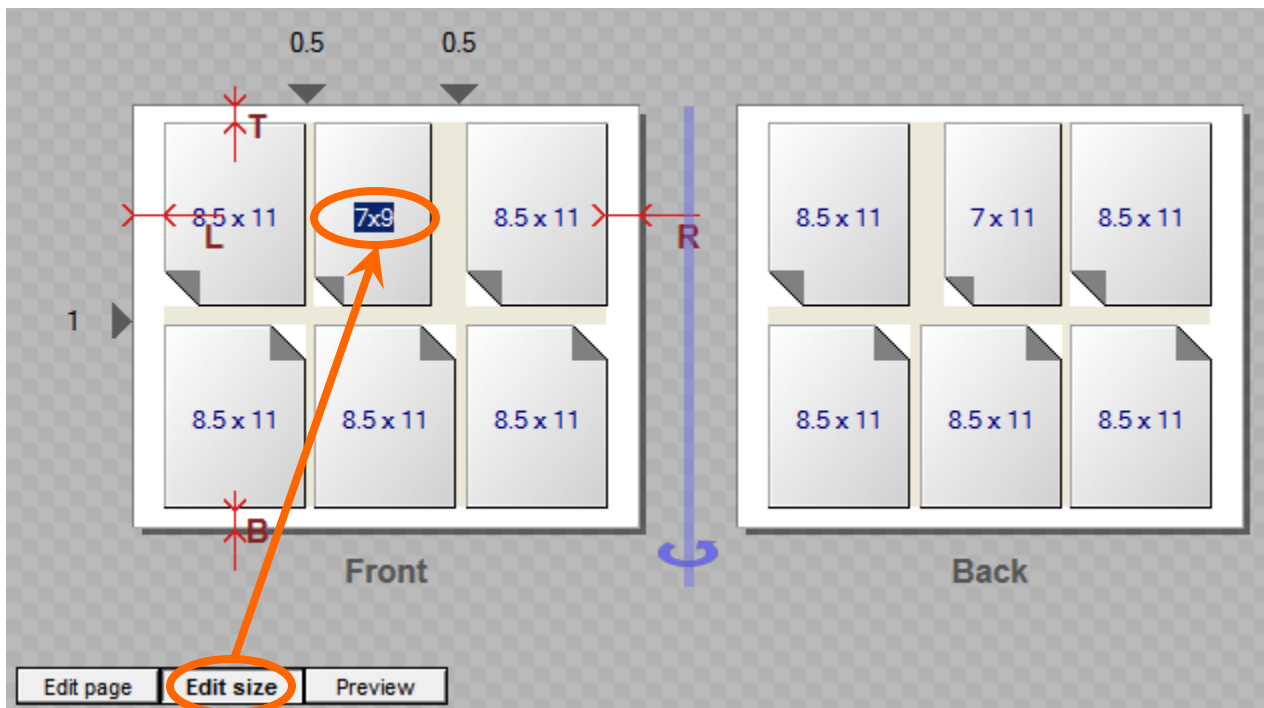
5. Set the gutter distances between the pages from the **Preview** window on the right-hand side of the **Template Editor**:
 - required gutter measurements are indicated by a wide arrow
 - for each wide arrow, click the number next to it and type the required gutter value (you may also tab your way through them using your keyboard)



- Click the **Edit Page** button and set the pagination sequence for this template. Click or tab your way through each page and type the page number you wish to assign to it.



7. If any of the pages are a different size than the specified default **Page Size**:
- click the **Edit Size** button
 - type the size (e.g. 7x9 or 11.5x21.25)
 - press **Enter** or **Tab**



Important

Generally speaking, you cannot do gang-up work with Impose-it (i.e. impositions where pages of different sizes are positioned side-by-side or anywhere in the layout). When you specify pages of different sizes in the same template, Impose-it will position the pages within a **Matrix** grill (of rows & columns), where the size of each matrix cell is determined by the default **Page Size**. As a result, pages of differing sizes will not necessarily be placed side-by-side and they cannot be positioned anywhere you like on the sheet/plate. Later, when you make your imposition, you can set where each page will be positioned (i.e. offset) *within its matrix cell*, but you cannot force pages to be side-by-side. To know how to offset a page's position, please go to the section [Edit Page](#) on p.145. Note that only in certain specific cases, such as if you resize several adjacent pages to the same size, will the matrix grill re-adjust itself *automatically* so that the pages do end up side-by-side. If in doubt, you can try different page sizes and see what the **Preview** looks like in the **Template Editor**.

Tip

To put a page size back to the default, just delete the manually specified size and press **Enter**.

8. When you have finished setting the pagination sequence, click the **Preview** button to see what it looks like.
9. Set any other required parameters just like you would with a standard template. Refer to the sections [New template](#) on p.78 and [Configuring a template](#) on p.81 for details about standard template parameters.
10. Click the **Save** button when you have completed your template configuration.

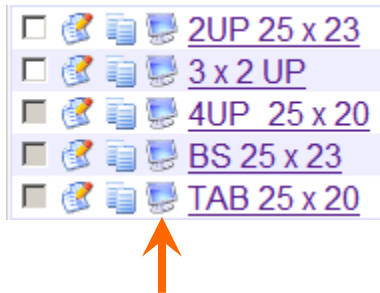
Tip

It is possible to make custom templates where the same page number is repeated more than once, allowing for imposition schemes such as **Parallel Pagination**.


Managing templates

From the **Template List** window, templates can be previewed, modified, duplicated or deleted if necessary.

Previewing a template



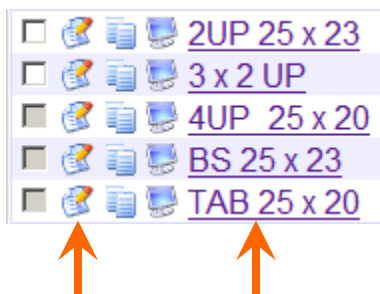
To see a PDF preview of the template, do one of the following:

- click the **Preview** icon  in the **Template List** window (see figure above)
- click the **PDF Preview** button from within the **Template Editor** window


The template preview shows a mock-up of how the pages will be numbered and oriented, as well as all the marks, bleed, and page sizes. No page content is shown.

Note that the PDF preview feature requires that Acrobat Reader be installed.

Modifying (Editing) a template

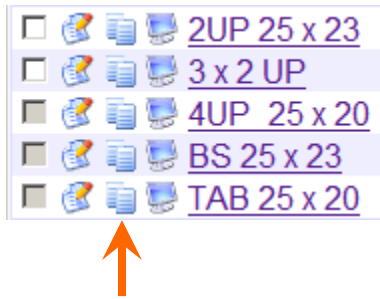


To modify (i.e. edit) a template, do one of the following:

- click the **Edit** icon  for that template in the **Template List** window (see figure above)
- click the template name/link (e.g. [TAB 25 x 20](#))


This will open the **Template Editor** window, where you can modify almost any setting that is shown. Details can be found throughout Section 2.4 [Templates](#), starting on p.77.

Duplicating a template

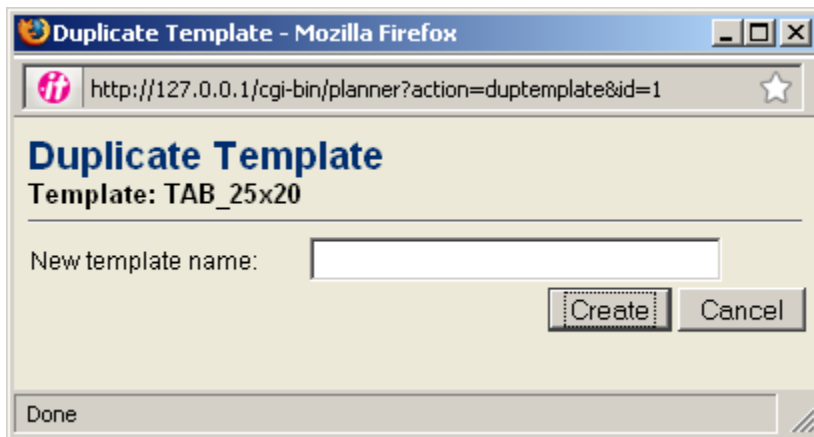


Use the **Duplicate** function to make a copy of an existing template. This facilitates the quick creation and configuration of similar templates.

The **Duplicate** function can be accessed in one of the following ways:

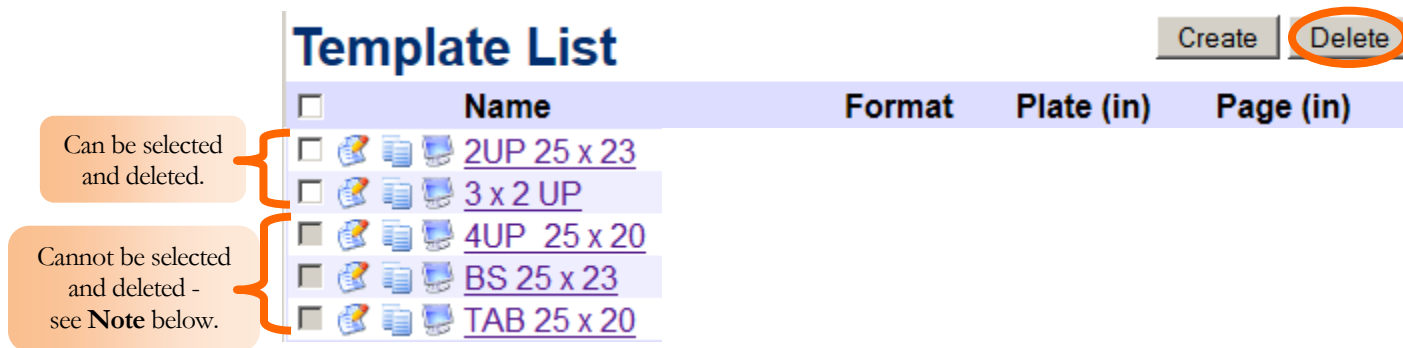
- when you click the **Duplicate** icon  for a template in the **Template List** window (see figure above)
- by clicking the **Duplicate** button from within the **Template Editor** window

In either case, a **Duplicate Template** dialog box opens, prompting you to specify a new template **Name**.



Naming the new template and clicking the **Create** button will generate a copy of the original. This copy can then be modified as required and finally saved by clicking the **Save** button.

Deleting a template



When a template is no longer required, you can delete it in one of the following ways:

- by selecting the template in the **Template List** window (i.e. clicking its checkbox) and then clicking the **Delete** button
- by clicking the **Delete** button from within the **Template Editor** window (if visible)

Note

A template cannot be deleted if it is being used in a job for a page-pairing setup. To delete a template, it must first be dissociated from all imposition jobs. In other words, you will be able to delete a template only if (i) you choose a different template for all associated jobs, or (ii) you delete all jobs that use this template.

2.5 Page-Pairing Properties

Click the **Properties** button to access the page-pairing properties.



Details about how to configure the properties for a page-pairing setup are explained below.

After setting the page-pairing properties, click the **Create** or **Modify** button to save your settings.

Preference

Select the appropriate **Preference Set** for this job *or* select **None**.

↳ If you select a **Preference Set**, this will determine:

- **Output Queue** (i.e. Assembly queue) that will be used to pair up pages.
- **CTP Device(s)** the pairs will be sent to in order to make the plates.

*Note: If the **Preference Set** includes (and hence allows output on) more than one **CTP Device**, then the operator will have to make a choice when he/she outputs a plate.*

- Number of **Copies** to be output of each plate.

- Whether or not the job will **Auto-Output** plate files to your CTP as soon as a pair has been completed.
- Type of printing presses (**Single** or **Double plate per cylinder**) that will be listed in the **Press Config** dropdown menu.

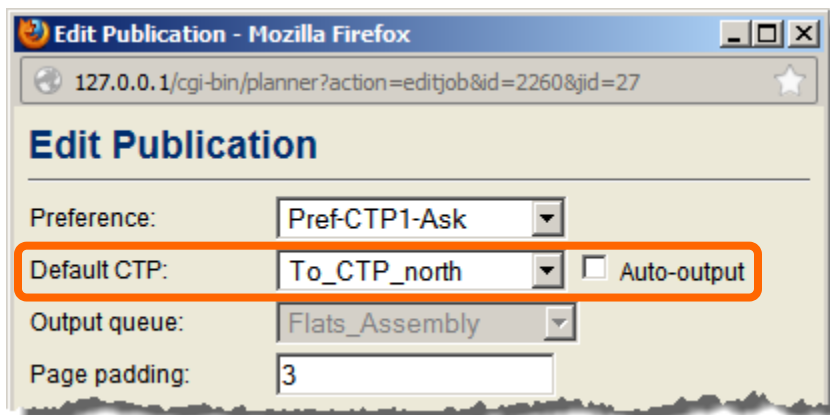
*Note: The **Press Config** dropdown menu is only visible in web press workflows that include the PRESSflo module.*

✎ If you select **None**, then for this job the operator will have to make a manual selection for the **Output (Assembly) Queue**, the **Output CTP** device and the number of plate **Copies** to be made when he/she outputs a plate. In addition, if a **Press Config** needs to be selected, it will have to be done from a dropdown list containing all types of press configurations.

To know more about the elements of a **Preference Set**, please refer to the section [Preference Sets](#) on p.224.

Tip

If you select a **Preference Set** where **Auto-Output** is set to **Ask Before**, then two new options will appear: [Default CTP](#) (explained on p.115) and [Auto-Output](#) (see p.115). These two options are shown in the figure below.



Warning

If you select a **Preference** where **Auto-Output** is set to **Yes** (i.e. enabled for every job), any pairs that have been completed but not yet output will be sent immediately to your CTP device.

Default CTP**Note**

This option is only visible if you've selected a **Preference** where **Auto-Output** is set to **Ask Before**.

This option lets you choose the **Default CTP** for this job. The effect this will have depends on whether or not you enable the **Auto-Output** checkbox *for this job*:

- if **Auto-Output** enabled → your plate files will be auto-output to the **Default CTP**
- if **Auto-Output** disabled → your choice of **Default CTP** will be pre-selected when you do a manual output from the **Output CTP** dialog box

Note that the **Default CTP** option only has any relevance if the **Preference** that you selected allows output on more than one **CTP Device**.

Auto-Output**Note**

This option is only visible if you've selected a **Preference** where **Auto-Output** is set to **Ask Before**. It will not be visible if you've selected a **Preference** where **Auto-Output** is set to **Yes**. In the latter case, all jobs will be auto-output – you will not be given a choice on a job-by-job basis.

The **Auto-Output** checkbox allows you to set whether or not you want this particular job to be auto-output.

Warning

Auto-Output sends plate files to your CTP as soon as a pair has been completed. Therefore any pairs that have been completed but not yet output will be sent immediately to your CTP device as soon as you select this option.

Output Queue

Tip

This option is grayed out if you selected a [Preference](#) (see p.113). The **Output Queue** only needs to be specified when no **Preference Set** has been selected i.e. **Preference = None**.

Select the PrePage-it Viewer (RIP) queue where you want the pages to be assembled into pairs and processed. The default queue, **Flats_Assembly**, is often a suitable choice. Some workflows are configured with additional Assembly queues to address specific needs like load balancing, PRESSflo, scaling, rotations, etc.

Technical Note: All queues located in the PrePage-it Viewer's Assembly queue group will be listed in the **Output Queue** dropdown menu.

Page Padding

Page Padding determines how many digits will be used for page numbers in the Imposition module. Leading zeroes will be added automatically to page numbers whenever necessary so that they match the **Page padding** value you set here.

Example

Let's say you configure **Page padding=3**. If you then add a new section with page numbers such as 8, 9, 10, 11, etc., Impose-it will automatically number the pages with 3 digits, i.e.: 008, 009, 010, 011, etc.

PrePage-it Web already has a default page padding specified in the Administrator **Settings**. It will use this default setting if you do not specify anything here. However if you do specify a page padding amount here, it will override the default setting and will be in effect for this publication only.

Tip

Any operator can change the Page Padding for a specific job, however only the PrePage-it Web Administrator can set the default [Page padding](#) (see p.218).

It should be noted that Page Padding just serves to determine the visual display of page numbers - it has no impact on the page-pairing, as elaborated in the [Tip](#) below.

Tip

Page numbers in the **Imposition** tab have to match those in the **Pages** tab in order for pages to be paired up. However note that the **Page padding** value that you specify, even if it adds leading zeroes to a page number, will have no impact on page-pairing. Leading zeroes in a page number are not taken into account for page-pairing purposes. So for example 3, 03 and 003 are considered to be the same page number and will therefore be matched up for page-pairing purposes.

Page number box height

If you wish to display the page numbers of each page somewhere on the plate (just outside the image area of each page), then type a number other than 0. The number you specify will determine the font size of the page numbers. Note that the position of the page numbers may vary from one job to another, but they will always appear somewhere outside the page image area where there is adequate space.

If you do not want to add any page numbers unto the plate, enter 0 or leave it blank.

Press Config**Note**

This option only applies to workflows where the PRESSflo module is installed. If your setup does not include this feature, the **Press Config** parameter will not be available *or* the only choice in the dropdown menu will be **None**.

From the **Press Config** dropdown menu, select a suitable press configuration for this publication.

WHAT ARE PRESSFLO AND PRESS CONFIGURATIONS?

PRESSflo is an optional, payable feature that can be configured to perform one or both of the functions below:

- compensation for misalignments in the printing press towers/units (also known as cocking/shimming)
- compensation for web growth via the scaling of flats / page-pairs

A Press Configuration is a “template” (or more specifically, a visual representation of your printing press) which is configured by you and which instructs PrePage-it Web on how much and where to apply the required compensations.

Details about how to set up a Press Configuration can be found in Section 5.3 [PRESSflo \(Press Configuration\)](#), starting on p.283.

Tip

Some press configurations, such as those with multiple towers or double-plate cylinders, will require you to specify some additional information while you’re setting up your publication. To know more, please refer to the section [How to apply a Press Configuration](#) on p. 295.

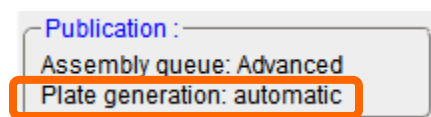
Auto-Release Plates

Note

The **Auto-Release Plates** checkbox may not be visible for jobs where **Work Mode** = **Sheetfed**.

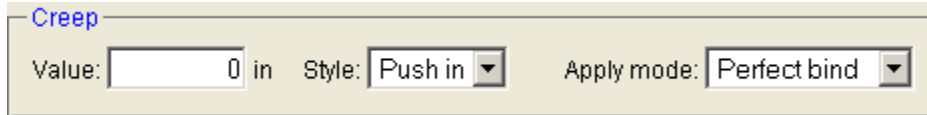
The **Auto-Release Plates** checkbox is selected by default, which causes pairs to be made automatically upon approval of pages. This is the standard mode of functioning in PrePage-it Web (see [Page approval](#) on p.36). However this option can be deselected on a per-job basis if you do not want pairs to be made immediately upon page approval for that job. In this case, when you want approved pages to be paired up, you will have to manually click the [submit](#) or [resubmit](#) link next to each pair that you want to produce.

When the **Auto-Release Plates** option is selected, the Plate Generation: Automatic message becomes visible in the **Imposition** window.



Note that **Auto-Release Plates**, which automatically pairs up pages upon approval, should not be confused with **Auto-Output Plates**, which automatically sends plate files to your CTP as soon as a pair has been completed. Refer to the section [Preference](#) on p.113 or [Preference Sets](#) on p.224 for more information about **Auto-Output Plates**.

Creep



Creep

Value: in Style: Apply mode:

Creep adjustment is required when a publication includes a sufficient number of pages such that after it is folded and bound, the outer pages of a publication booklet protrude slightly as compared to the inner pages (or vice-versa). Creep adjustment is more commonly used in commercial printing rather than newspapers.

If a publication requires creep adjustment, you can configure the following parameters:

- **Value** → amount of creep
(see [Creep Value](#) on p.119)
- **Style** → style of creep (**Push in**, **Pull out** or **Center**)
(see [Creep Style](#) on p.122)
- **Apply mode** → binding style to be applied (**Perfect Bound** or **Saddle Stitched**)
(see [Binding Style](#) on p.122)

Impose-it will use these settings to calculate the required creep and automatically adjust the positioning of each page in a publication, as illustrated in the figure below on p.[121](#).

Tip

Use the **PDF Preview** tool (i.e. **Preview** toolbar button) to preview the effect of creep in your publication.

CREEP VALUE

The **Creep Value** that you specify will be taken to be the *total* amount of creep between the first sheet/web and the last sheet/web. **Impose-it** will then calculate the creep increment for each sheet. The result is that the creep amount will be gradually increased/decreased for each sheet until it reaches the total creep value by the last sheet.

Note

As the creep amount gradually increases/decreases with each subsequent sheet, the page width (i.e. crop box width) will also slightly change. However, it is important to note that this will never cause the page size (image area) to be stretched or scaled.

Example

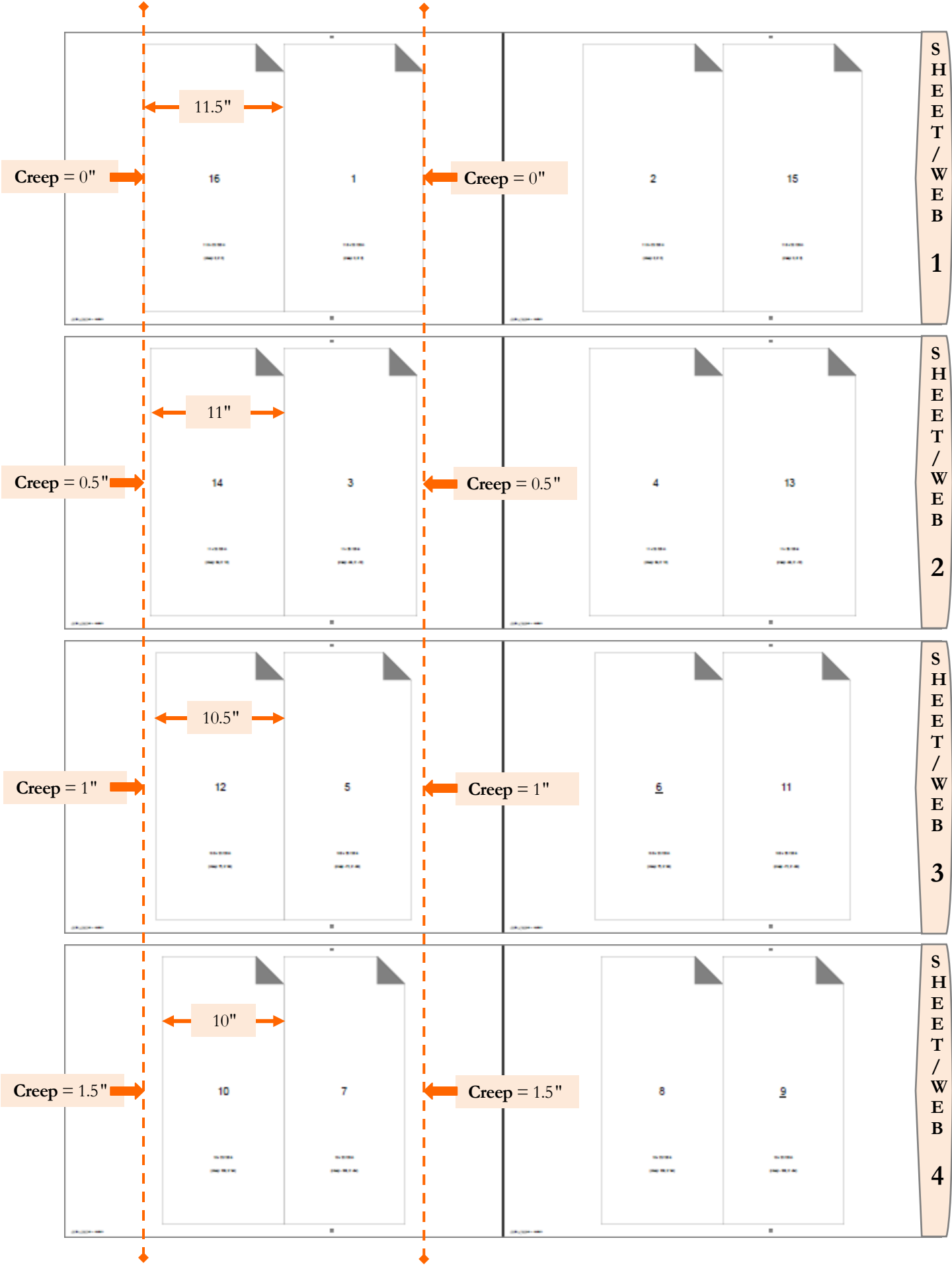
Section = 16-page Broadsheet

Page Size = 11.5 " x 22.125"

Creep Value (total) = 1.5 "

Creep Style = Push in

The following figure (on p. [121](#)) illustrates what this would look like:

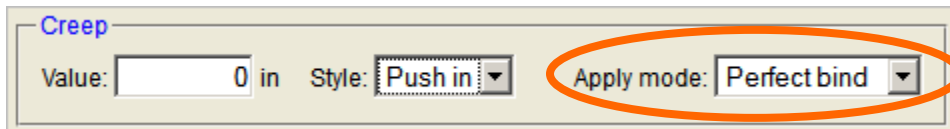


CREEP STYLE

The creep increment can be applied according to one of the following **Creep Styles**:

- **Push in:** pages in the first sheet/web stay at their original position. Then the software will “push” pages of subsequent sheets inwards (towards the center of the plate) until the pages of the final sheet are pushed in by the total creep amount.
See previous figure for an illustrated example.
- **Pull out:** pages in the first sheet/web are pulled out (towards edges of the plate i.e. away from the center) by the total creep amount. Then pages of subsequent sheets gradually go inwards (towards the center of the plate) until the pages of the final sheet are back to the original position.
- **Center:** pages in first sheet/web are pulled out by half the total creep amount. Then pages of subsequent sheets gradually go inwards (towards the center of the plate) until the pages of the final sheet are pushed in by half the total creep amount.

Binding Style



Creep

Value: in Style: Apply mode:

The **Apply Mode** dropdown list is where you choose the binding style for a job. To get more information about the **Creep** option in general, you can refer to the previous section called [Creep](#), starting on p.119.

Note

The binding style selected here will not only determine how the creep will be applied but will also affect the pagination of a job.

EFFECT ON CREEP

Saddle Stitched will calculate the creep increment starting from the first sheet/web in the job until the last sheet/web.

Perfect bind will re-calculate the creep increment for each section/signature.

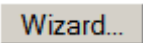

BINDING STYLE PER PUBLICATION VS. PER SECTION

In PrePage-it Web v.4, the binding style selected here will become the default setting for the entire publication. Therefore it will affect the creep and pagination for all sections/signatures in a job.

However for some jobs, it is possible to set a distinct binding style (i.e. different from the default setting) for each section/signature. Whether or not you can set a distinct binding style per section depends on the way you set up your page-pairing layout, including your choice of **Work Mode** (**Web** or **Sheetfed**) and default binding style (as selected in the **Apply Mode** dropdown list).

HOW TO SET THE BINDING STYLE PER SECTION

For jobs where this is permitted, after you've finished specifying the page-pairing **Properties** and begin to add sections to your publications, you can set distinct binding styles *per section* using one of the following tools:

- in newspaper mode (**Work Mode** = **Web**), use the **Wizard** 
- or*
- in commercial mode (**Work Mode** = **Sheetfed**), use the **Edit Layout** tool 

In either case, you will have access to the **Edit Publication Sections** dialog box (shown below) where you can set a distinct binding style per section/signature. To do so, click on the [Saddle Stitch](#) or [Perfect Bind](#) link.

Edit publication sections - Mozilla Firefox

10.254.254.105/cgi-bin/planner?action=editsign&id=2507&gid=324

Edit Publication Sections

binding: Perfect bind

Add, remove or edit section of your publication:

	Start	Pages	Template	Prefix	Info
	1	4	Standard 11.5 x 22.125_23 inch	A	(Broadsheet, Front and back, Saddle stitch)
	1	8	Standard 11.5 x 22.125_23 inch	B	(Broadsheet, Front and back, Perfect bind)
	1	4	Standard 11.5 x 22.125_23 inch	C	(Broadsheet, Front and back, Saddle stitch)

Total: **16** 3 sections

Buttons: **Save** **Add section** **Remove all** **Cancel**

Callouts:

- Default binding style for entire job (selected from **Creep > Apply Mode**) → **Perfect Bind**.
- Distinct binding style (selected for Section A) → **Saddle-Stitched**.
- Distinct binding style (selected for Section C) → **Saddle-Stitched**.

Tip

Any time you change the binding style, even for just one section, this may affect the pagination of a job.

Note

In Work Mode = Sheetfed only: after a section/signature has been created using the **Add Sheet** tool (even if you added just a single sheet), you will no longer have access to the **Edit Layout** dialog box. Therefore you will not be able to change the binding style for a specific section/signature.

Collating marks

Collating marks

☒ Box (WxH): x in ☐ Use header WxH

Note

Collating marks are only available for **Perfect Bind** jobs, not for **Saddle Stitched**.

Note

Collating marks are only used in commercial work – they are not used for newspaper production.

Collating marks serve as a reference when assembling the different signatures of a publication and binding them together. It allows an operator to verify that all the signatures of a publication are there (i.e. that none are missing) and in the correct order before it is bound.

COLLATING MARK DETAILS

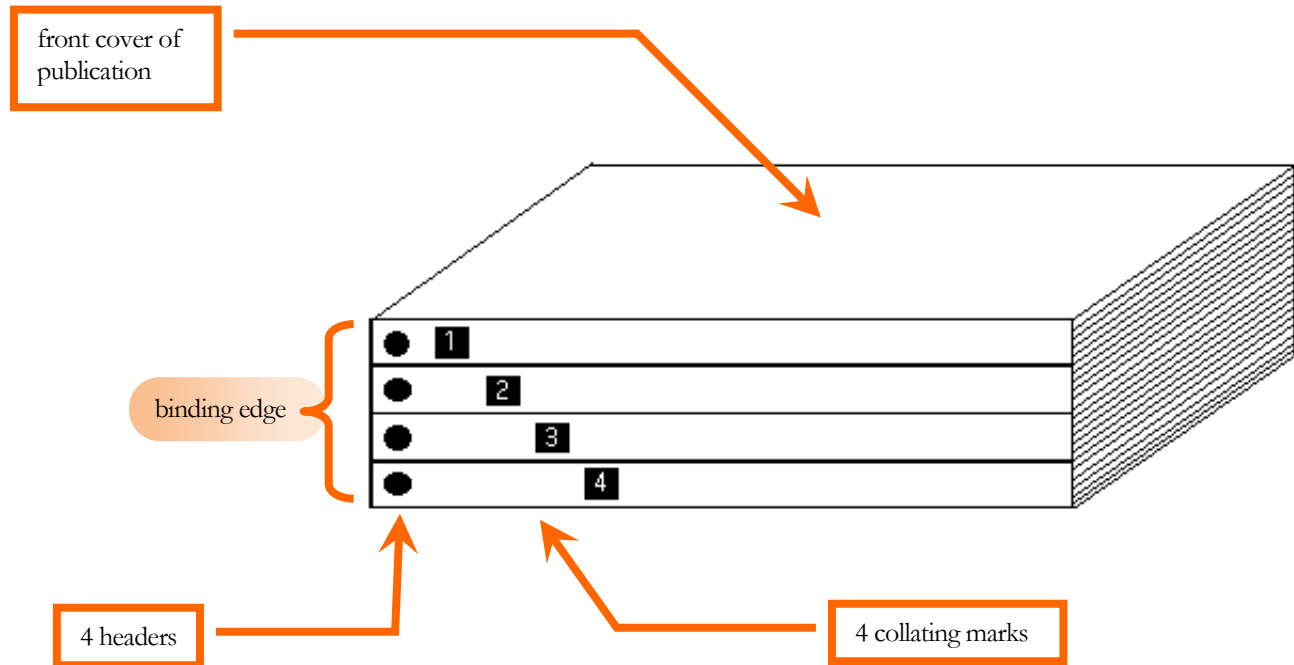
The marks are placed on the binding edge of a signature so that they are visible while a publication is being assembled, but become hidden after it is bound. A collating mark itself is a small, black rectangular box containing the signature number i.e. the first signature is 1, the second signature is 2, etc. (see following figure).

To add collating marks to all signatures of a publication:

- select the **Box (WxH)** checkbox
- specify the **Box** size (i.e. the size of a rectangular mark) e.g. 0.5 x 0.5 inches

In addition, activating **Use header** will include a black circle in each signature for orientation purposes. After a publication is assembled, the circles should all be aligned one below the other, ensuring that none of the signatures have been orientated incorrectly.

The figure below illustrates an example of a publication with four signatures.



2.6 Page-Pairing Layout

Basic Layout of Sections / Signatures

The layout of sections / signatures for a job refers to specifying the following types of imposition parameters:

- how many sections/signatures?
- how many pages per section?
- first (**Start Page**) and last (**End Page**) page number for each section?
- which template is each section based on?
- which pagination is each section based on (optional)?

Note

The layout of sections/signatures is also affected by the [Binding Style](#) (saddle-stitched or perfect binding) that you select in the **Imposition Properties** (see p.122 for details).

The layout of sections/signatures is specified somewhat differently for newspaper jobs (i.e. **Work Mode = Web** in the job **Properties**) and commercial jobs (i.e. **Work Mode = Sheet fed**).

The following two sections explain how to specify the imposition layout for newspaper (web) and commercial (sheetfed) jobs:

- [Layout for Sheetfed](#) (p.127)
- [Layout for Web](#) (p.131)

Tip

Imposition layouts (whether **Sheetfed** or **Web**) can be saved into the **Pagination Library**. Afterwards, **Paginations** can be imported into new jobs in order to quickly build up a new imposition layout. Details about this topic are explained in Section 2.7 [Paginations](#) on p.151.

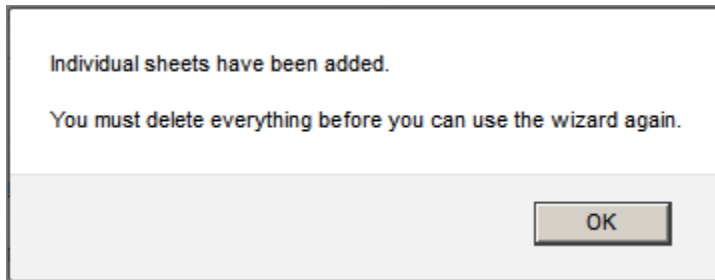
Layout for Sheetfed

For sheetfed jobs, the imposition layout can be built via the **Edit Layout** tool (a.k.a. wizard) or the **Add Sheet** tool:


- The **Edit Layout** wizard is the most commonly used tool since it allows you to quickly define all the signatures from one window, along with a number of related parameters. This is explained on p.128-130, in the section [Sheetfed layout via Edit Layout wizard](#).
- The **Add Sheet** tool is used in special cases when you need to build a signature “piece by piece” in ways that are not possible with the wizard. This may be the case when each sheet/web in a job requires a different pagination, or when the front side of a sheet/web requires a different pagination from the back side. How to use this tool is explained in the section [Sheetfed layout via Add Sheet tool](#), starting on p.130.

Note

Only for **Work Mode = Sheetfed**: after a section/signature has been created using the **Add Sheet** tool, even if you added just a single “sheet”, you will no longer have access to the **Edit Layout** (a.k.a. wizard) dialog box. Therefore you will not be able to change settings like **Template** used, **Prefix** and **binding style** for a specific section/signature unless you first delete all signatures (see figure below).

**SHEETFED LAYOUT VIA EDIT LAYOUT WIZARD**



Clicking the **Edit Layout** button opens the dialog box shown below.

 Edit layout

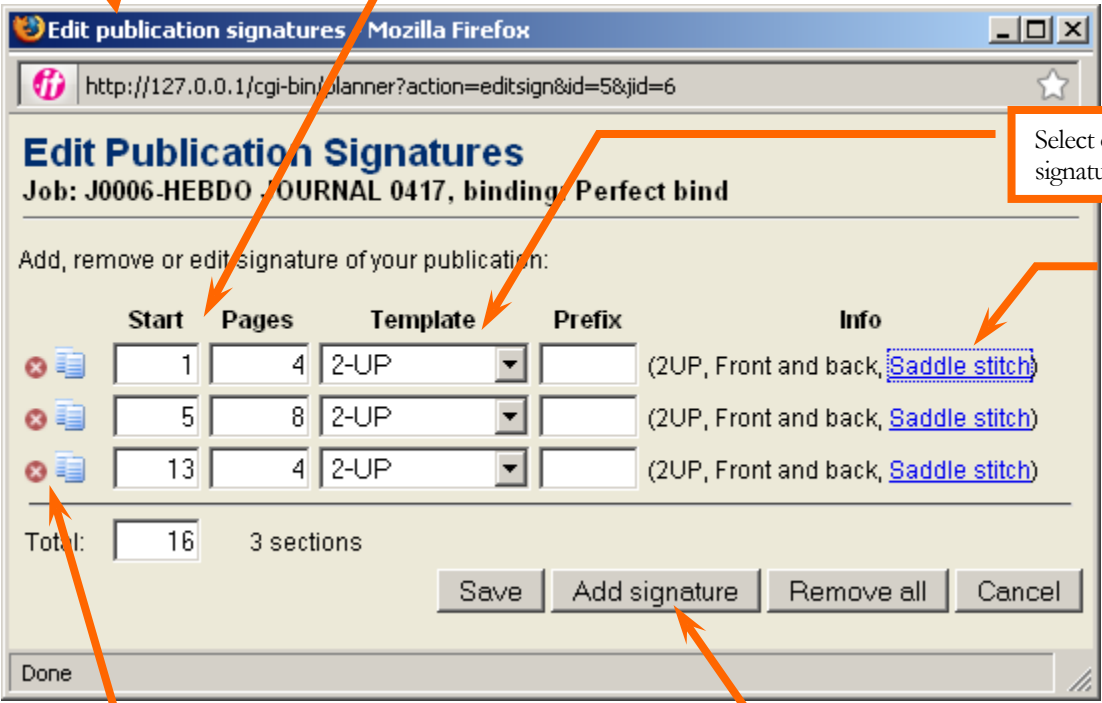
Specify **Page** info.

Select one **Template** for each signature (e.g. 2-Up, 4-Up).

If required, click to change binding style.

Delete  or Duplicate  a signature, if needed.

Click **Add Signature** once for each signature you want to add.



Start	Pages	Template	Prefix	Info
1	4	2-UP		(2UP, Front and back, Saddle stitch)
5	8	2-UP		(2UP, Front and back, Saddle stitch)
13	4	2-UP		(2UP, Front and back, Saddle stitch)

Total: 16 3 sections

Save Add signature Remove all Cancel

Done

Signatures are specified using the procedure outlined below:

1. Click **Add Signature**.
2. Specify the **Start** page.
3. Specify the total number of **Pages**.
4. Select the **Template** on which the signature will be based.
5. Add a **Prefix** *only if required*.

Specify a prefix character to be added in front of the page number. These are typically added for newspapers that are divided into sections. For example, adding the section characters A, B, C, etc., will yield page numbers such as A001, A002, A003, A004, ... B001, B002, B003, B004, ... C001, C002, etc.).

6. Select a binding style by clicking on **Saddle Stitch** or **Perfect Bind**. For more information about this option, please refer to the section [Binding Style](#) starting on p.122.

7. Repeat the procedure above for each signature you want to add to the imposition layout.
8. When done, click **Save**.

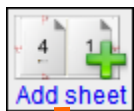
Note that the **Start** page will continue from the previous signature if no **Prefix** is specified, otherwise it will start over at page 1.

Info

A more detailed description of this procedure, including examples, can be found in the section [Option II → Wizard](#) on p.66-68.

SHEETFED LAYOUT VIA ADD SHEET TOOL

Clicking the **Add Sheet** button opens the dialog box shown below.



 A screenshot of a web browser window titled "Add sheet - Mozilla Firefox". The address bar shows "127.0.0.1/cgi-bin/planner?action=addsheet&id=2250&jid=17". The main content area is titled "Add sheet" and "Job: 1+Grp-1111". Below this, there is a label "Select the template your sheet will be based on:" followed by a dropdown menu showing "2-UP". Underneath the dropdown are three radio buttons: "Front and back", "Front only" (which is selected), and "Back only". At the bottom right of the dialog are two buttons: "Add" and "Close".

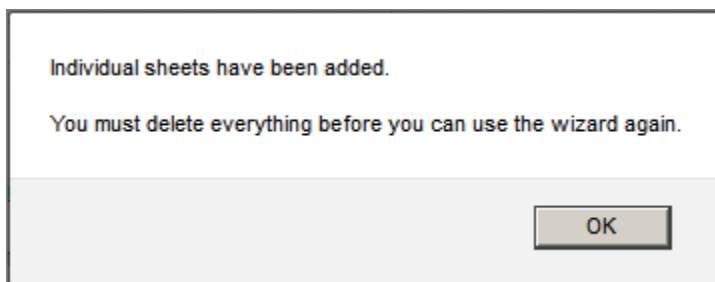
You can build your imposition layout by adding one or more sheets/webs, as outlined in the procedure below:

1. Click the **Add Sheet** toolbar button.
2. Select the **Template** on which the sheet/web will be based.
3. Select which side(s) you want to add: **Front only**, **Back only** or both **Front and back**.
4. Click the **Add** button.

5. Repeat steps 2-4 for each sheet/web you want to add to the imposition layout.
6. When done, click the **Close** button.

Reminder

After you've added one or more sheets using the **Add Sheet** tool, it is always possible to add more sheets by simply re-opening the **Add Sheet** tool. However it is no longer possible to access the **Edit Layout** (a.k.a. wizard) tool. Therefore if it becomes necessary to add or modify settings via the wizard, you must first delete all existing signatures (see figure below).



Layout for Web

For web jobs, the page-pairing layout can be built via either the **Wizard** tool, the **Add/Edit Section** dialog box, or a combination of the two.

Tip

Page-pairing layouts can be saved into the Pagination Library. Afterwards, Paginations can be imported into new jobs in order to quickly build up a new page-pairing layout. Details about this topic are explained in Section 2.7 [Paginations](#) on p.151.

Sections		
A - Main	Broadsheet	8p.
B - Politics	Broadsheet	8p.
C - Sports	Broadsheet	10p.

Wizard → add /edit multiple sections at a time.

Add / Edit Section → configure one section at a time.

WEB LAYOUT VIA WIZARD

The **Wizard** allows you to quickly define several sections at a time, all from the same window.

Example of defining 3 sections: A, B, C.

Select one **Template** for each section.

Add, remove or edit section of your publication:

	Start	Pages	Template	Prefix	Info:
<input type="checkbox"/>	1	8	Standard 11.5 x 22.125_23 inch	A	(Broadsheet, back, Saddle s
<input type="checkbox"/>	1	8	Standard 11.5 x 22.125_23 inch	B	(Broadsheet, back, Saddle s
<input type="checkbox"/>	1	10	Standard 11.5 x 22.125_23 inch	C	(Broadsheet, back, Saddle s

Dinkys will be required if number of pages is not a multiple of 4.

Total: 26 3 sections

The **Wizard** (shown above) is very similar to the Sheet fed **Edit Layout** dialog box. For more information on how to configure it, refer to the section [Sheetfed layout via Edit Layout wizard](#) on p.128 or for a more detailed description procedure (including examples) go to the section [Option II → Wizard](#) on p.66-68.

WEB LAYOUT VIA ADD/EDIT SECTION

The **Add/Edit Section** tool allows you to create or modify one section at a time. This tool can be useful or convenient for some types of impositions, such as when you have to set up the page-pairing layout for newspapers that are divided into sections such as A (Sports), B (Politics), C (Classified), etc.

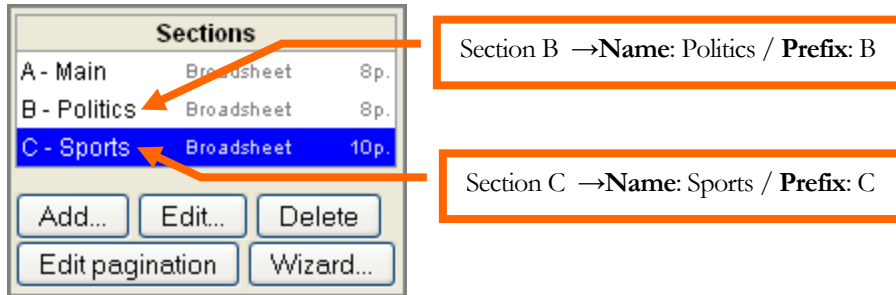
Most parameters are the same as those found in the **Wizard** (explained in the section [Sheetfed layout via Edit Layout wizard](#) on p.128). However there are additional parameters that can be set here which are not found in the **Wizard**, as listed below:

- **Section Name** → for your own reference
- **Pagination model** → choose the pagination model that matches your page numbering scheme (see [Pagination models](#) on p.137 for details)
Note: A Pagination Model is not the same as a Pagination from the Library.
- **End Page** (in addition to **Start Page**) → allows you more flexibility when specifying the page numbering of your sections

To build an entire publication using the **Add/Edit Section** dialog box shown above, you must follow these steps for *each new section*:

1. Click the **Add** button to open the **Add Section** dialog box.
2. Provide the required information.
3. Click **Save** or **Create**.

The completed imposition job displays each section separately.



For more information on how to add individual sections to a page-pairing layout, refer to the section [Option I → Add](#) on p.63-65.

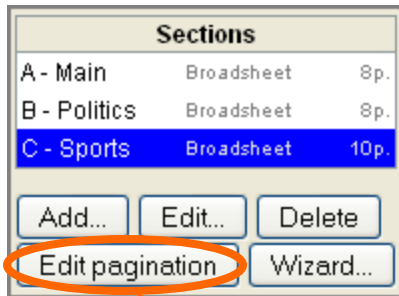
You can modify any section of your page-pairing layout at any time by selecting that section and clicking the **Edit** button.

Customize mode options

Beyond doing the basic page-pairing layout described in the previous section, there are additional aspects of the imposition layout that can be configured when it is displayed in **Customize** mode. In this section we describe these additional configuration parameters.

To switch to **Customize** mode:

- click the **Edit Pagination** button
- or*
- select **Customize** from the **Mode** dropdown menu



Switch between **Edit Pagination** (i.e **Customize** mode) and **Preview** mode.



Switch between **Customize Mode** and **Plate (Preview) Mode**.

Note

Some of the settings described in this section are only available (and hence can only be set) when working on a newspaper imposition (i.e. **Work Mode = Web**).

What you can do in **Customize** mode is illustrated in the figure below and explained in the following pages.

QUICK RENUMBER

- Click **Renumber**.
- Type the number of the 1st page you want to renumber (**Current Prefix**).
- Then click on that page (not directly on the number).
- Finally, continue to click on each subsequent page whose number you want to increment.

AUTOMATIC REPAGINATION

Select a different pagination model from the **Pagination** dropdown list, then click the **Repaginate** icon. See [Pagination models](#) on p.137.

The screenshot displays the PREPAGE-IT WEB 4 interface. At the top, there are two main control areas. On the left, the 'Renumber' button (marked with a # icon) is highlighted with a dashed blue box, and the 'Current Prefix' field shows the number '1'. On the right, the 'Repaginate' button (also marked with a # icon) is highlighted with a solid orange box. Next to it, the 'Pagination' dropdown menu is set to 'Standard', and the 'Mode' dropdown is set to 'Customize'. To the right of these, the 'Webs' field shows a minus sign and the number '3'. Below these controls is a grid representing a newspaper layout, divided into 'Front' and 'Back' sections. The grid contains six pairs of boxes, numbered 1 through 6. Each box contains a page number. Annotations with orange arrows point to specific elements:

- An arrow points from the 'Renumber' button to the 'Current Prefix' field.
- An arrow points from the 'Repaginate' button to the 'Manual Repagination' text box.
- An arrow points from the 'Manual Repagination' text box to the number '1' in the first box of the 'Front' section.
- An arrow points from the 'Manual Repagination' text box to the number '2' in the first box of the 'Back' section.
- An arrow points from the 'Specify Dinky' text box to a small red 'x' icon in the first box of the 'Front' section.
- An arrow points from the 'Specify Dinky' text box to a small red 'x' icon in the second box of the 'Front' section.
- An arrow points from the 'Identify Dinky' text box to a large red 'X' in the second box of the 'Front' section.
- An arrow points from the 'Identify Dinky' text box to a large red 'X' in the first box of the 'Back' section.

MANUAL REPAGINATION
Click and type a different page number.

SPECIFY DINKY
Click the small red x to specify the dinky i.e. where no pages will be printed. See [Dinkies](#) on p.138.

IDENTIFY DINKY
Big red x indicates a dinky has been set i.e. no page will be printed there.

Pagination models

Note

Pagination models can only be used for newspaper jobs i.e. **Work Mode = Web**.

Pagination models provide ready-made page numbering patterns, which can be used as a basis for your imposition sections.

Tip

Pagination models assume that all the sections in a job use the same template and binding style. Therefore pagination models cannot be used for mixed jobs (for e.g., one BroadSheet section and another Tabloid section).

Applying a pagination model to an imposition layout instantly renumbers and re-orient the pages in a section. This provides a quick and easy way for you to automatically adapt a page-pairing layout to different printing presses, folding machines and template types i.e. Broadsheet, Tabloid, etc.

Tip

When creating a job where the pagination model or dinky setup may need to be modified from the default setting, create the job as a Web job (i.e. **Work Mode = Web**).

HOW TO RE-PAGINATE A SECTION

To automatically renumber and re-orient the pages in a section:

1. Select a different pagination model from the **Pagination** dropdown menu (see [previous figure](#) on p.136).
2. Click the **Repaginate** button.

AVAILABLE PAGINATION MODELS

The following pagination models are available in Impose-it:

- **Standard & Standard 180°**
- **Straight & Straight 180°**

- **Reverse Fold Straight & Reverse Fold Straight 180°**
- **Collect & Collect 180°**
- **Arabic & Arabic 180°**

More detailed information on this topic can be found in the section [Default pagination models](#), starting on p.219.

Some points to remember about pagination models:

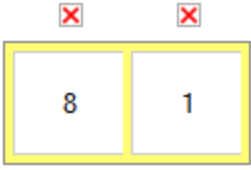
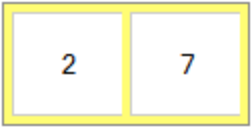
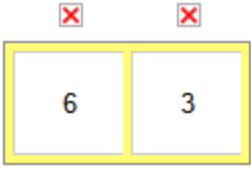
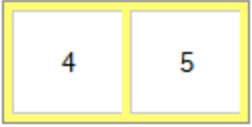
- the pagination models that will be listed from the **Pagination** dropdown menu will depend on the template type that you're working on, i.e. Broadsheet / Tabloid / Quarterfold
- typically, the "180" pagination models rotate each side of a sheet by 180 degrees i.e. the front plate is rotated by 180° degrees and the back plate is rotated by 180°



Some assessment and test trials may be required in order to determine which page numbering / imposition schemes are right for each type of job.



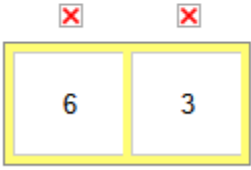
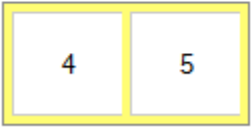
Dinkies

It is possible to indicate that a section, in part or in whole, will be printed on a dinky (sometimes also referred to as a half-web). This refers to flats that will be printed on a half-roll i.e. a roll of paper which is half the width of the web press. Dinkies do not apply to sheetfed presses.

An example of how to specify a dinky is illustrated below. The following figure shows an 8-page 2-up (Broadsheet) section before a dinky is specified.

#	Front	Back
1	 1	 2
2	 3	 4

By clicking on the red symbol  above page 1 we are indicating that we do not want any page to be printed in that position. This will remove the red symbol  and display a *big* red x inside the designated page and its back side.

#	Front	Back
1	 1	 2
2	 3	 4

We are now left with a 6-page section instead of an 8-page. In this example, Sheet 1 will be printed on a half-width roll of paper while Sheet 2 will be printed on a full-width roll.

After specifying a dinky, you may need to renumber the pages in this section. To do so, click the **Repaginate** toolbar button.

Tip

If the pagination is not correct after you specify a dinky and click the **Repaginate** button, make sure the total number of pages (**Page Count**), the **Start Page** and the **End Page** defined in the **Edit Section** window are correct.

Example

If you wish the pages to be automatically renumbered p.1-6, this section must be defined as having a total of 6 pages (**Page Count** = 6), with **Start Page** = 1 and **End Page** = 6.

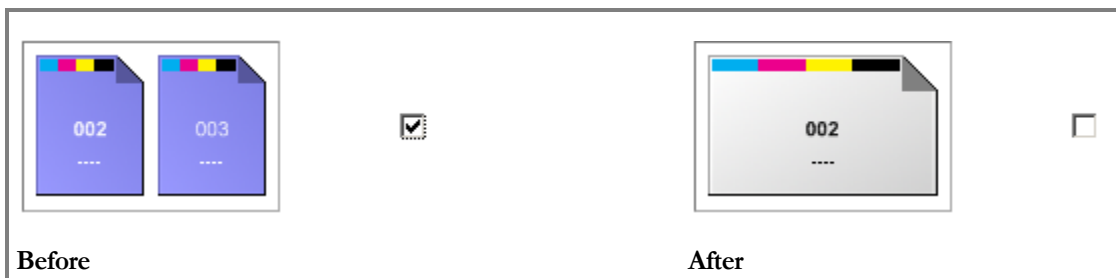
A dinky setting can be removed by clicking again in the same spot (i.e. in the empty checkbox where the red symbol ☒ was previously displayed). This will make the ☒ re-appear for that page. Afterwards, click the **Repaginate** button to renumber the complete set of pages.

Double Truck

You can set 2 pages as a double-truck (i.e. center spread) by selecting them and clicking the **Double Truck** or **Spread** toolbar button.



The figure below shows an example of pages 002 and 003 being specified as a double-truck.



The double-truck is always referred to by the lowest of the two page numbers. Therefore the double-truck page that you submit to PrePage-it Web must be numbered accordingly (page 002 in our example) in order to be automatically imposed.

Tip

To “undo” a double-truck, just select it and re-click the **Double Truck** toolbar button. It will go back to the original 2 pages.

Edit Plate



The following parameters can be set for any selected flat(s):

- **Output Queue** (explained on p.142 in the section [Output Queue](#))
- **Custom Template** (see [Applying different templates](#) on p.142 below)
- **Plate Flipping** (see [Flip/Rotate Plate](#) on p.144)

Indicates the flat that you pre-selected.
E.g. **Front: 2** →
Web/Sheet 2, Front side.

Choose the **Output Queue** where the pre-selected flat(s) will be assembled.

Select custom template if you want to apply a different template to the pre-selected flat(s).

Plate flipping: None (will be applied on this color only)

☐ Apply selection on front and back plates.

☐ Show all possible templates

Save Cancel

If required:
a. Set **Plate Flipping** (Horizontally, Vertically, or Rotate 180).
b. Select which **Color** to flip/rotate.

Show all possible templates instead of showing only those that are of the same type as the default template (e.g. only BroadSheet).

Choose whether to apply **Custom template** and **Plate Flipping** to only one side or to both **front and back plates**.

Output Queue

If you want the selected flat(s) to be assembled by a RIP queue other than the default queue that is set for the whole job, then choose a custom **Output Queue**. For more information about the default **Output Queue** that is set in the **Imposition Properties**, see [Output Queue](#) on p.116.

Applying different templates

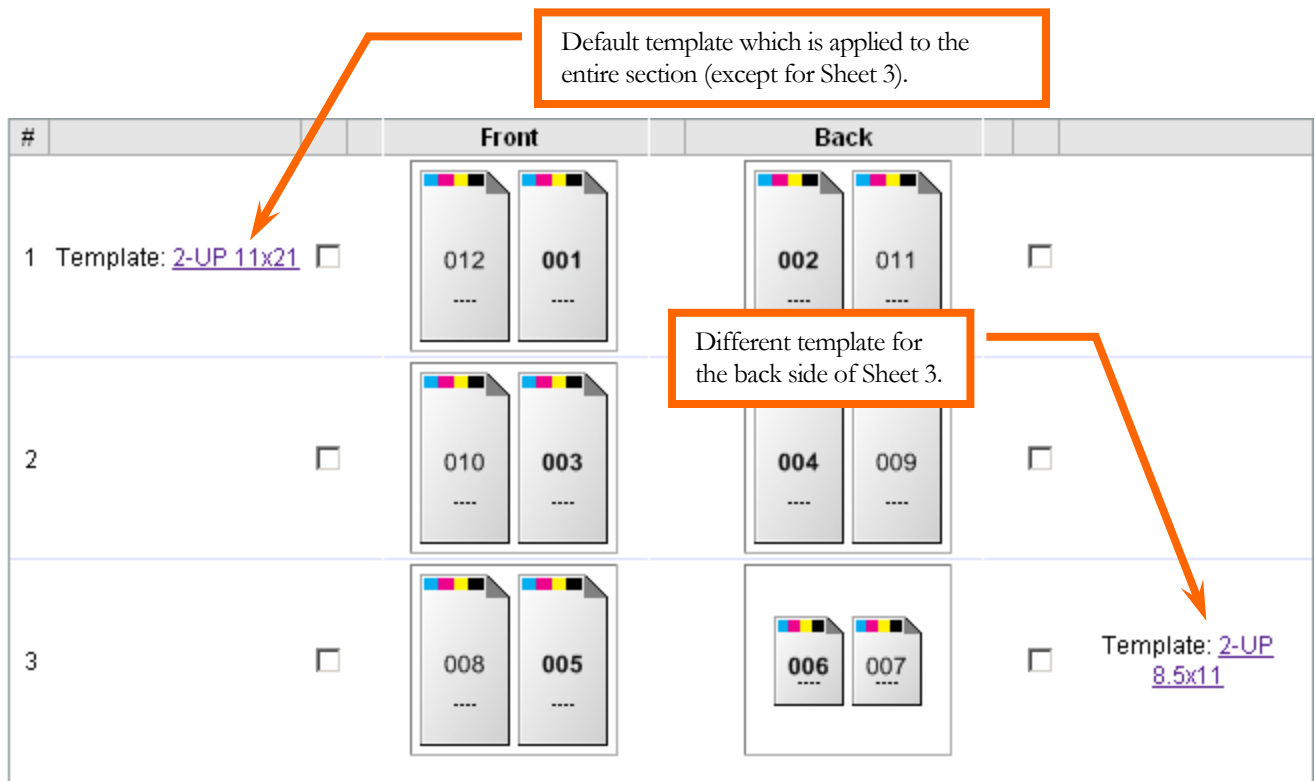
Generally, each section in a page-pairing layout is based on the default template that was selected. However, the software also allows for one or more flats within a section to be based on a *different* (“custom”) imposition template.

Example I

- an 8-page section (containing 2 webs/sheets) is based on a template called BS-8page-verA
- however, the back side of Web/Sheet 2 is different from the rest of the section and therefore needs to be based on a different template called BS-8page-verB
- the result ➡ all flats from this section will be based on the template BS-8page-verA, except for the back side of Web/Sheet 2, which will be based on the template BS-8page-verB

Example II

The figure below shows an example of how the template selected for the back side of Sheet 3 (2-UP 8.5x11) is different from the default template which is applied to the rest of the section/signature (2-UP 11x21).



Imposition layouts using a mixture of different templates are sometimes required both in commercial as well as newspaper impositions. The example in the figure above, where the back side of a sheet uses a template with a different page size, is not a typical example and is only meant to illustrate that it is possible to use different templates within the same section. However, practical examples of mixing different templates in the same job might be:

- templates with and without furniture marks
- a template with a CMYK color bar vs. a template with a Black color bar
- a mixture of template types, i.e. 2-UP, 3-UP, 4-UP, etc.

Tip

When different sets of furniture marks (e.g. a CMYK vs. a Black color bar) are required within the same section, it may be possible to set this up using [Contextual Marks](#) (see p.95 for details).

APPLYING A CUSTOM TEMPLATE

To change the template for one or more flats within a section:

1. Select the required flat(s).
2. Click the **Edit Plate** toolbar button.
3. Choose the required template from the **Select custom template** dropdown menu (see figure on p.[141](#) above).

Tip

If you do not see the required template in the dropdown menu, select the option [Show all possible templates](#) (explained on p.144).

4. To force both the front and back of a web/sheet to be based on the same template, select the **Apply selection on front and back plates** checkbox.

SHOW ALL POSSIBLE TEMPLATES

You can limit the template list shown in the **Select custom template** dropdown menu by unchecking the option **Show all possible templates**. This will ensure you only use templates of the same type as the default template (i.e.. BroadSheet, Tabloid, Quarterfold).

If you need to mix different template types within the same section (e.g. a 2-Up and a 4-Up), then select the option **Show all possible templates** so that you can choose what you require from your complete list of imposition templates.

Flip/Rotate Plate

You can specify that a plate be flipped horizontally or vertically, or rotated 180°.

Note: Only the selected plate color will be flipped/ rotated (as shown in the previous figure on p.[141](#)).



Flip Horizontally



Flip Vertically



Rotate 180°

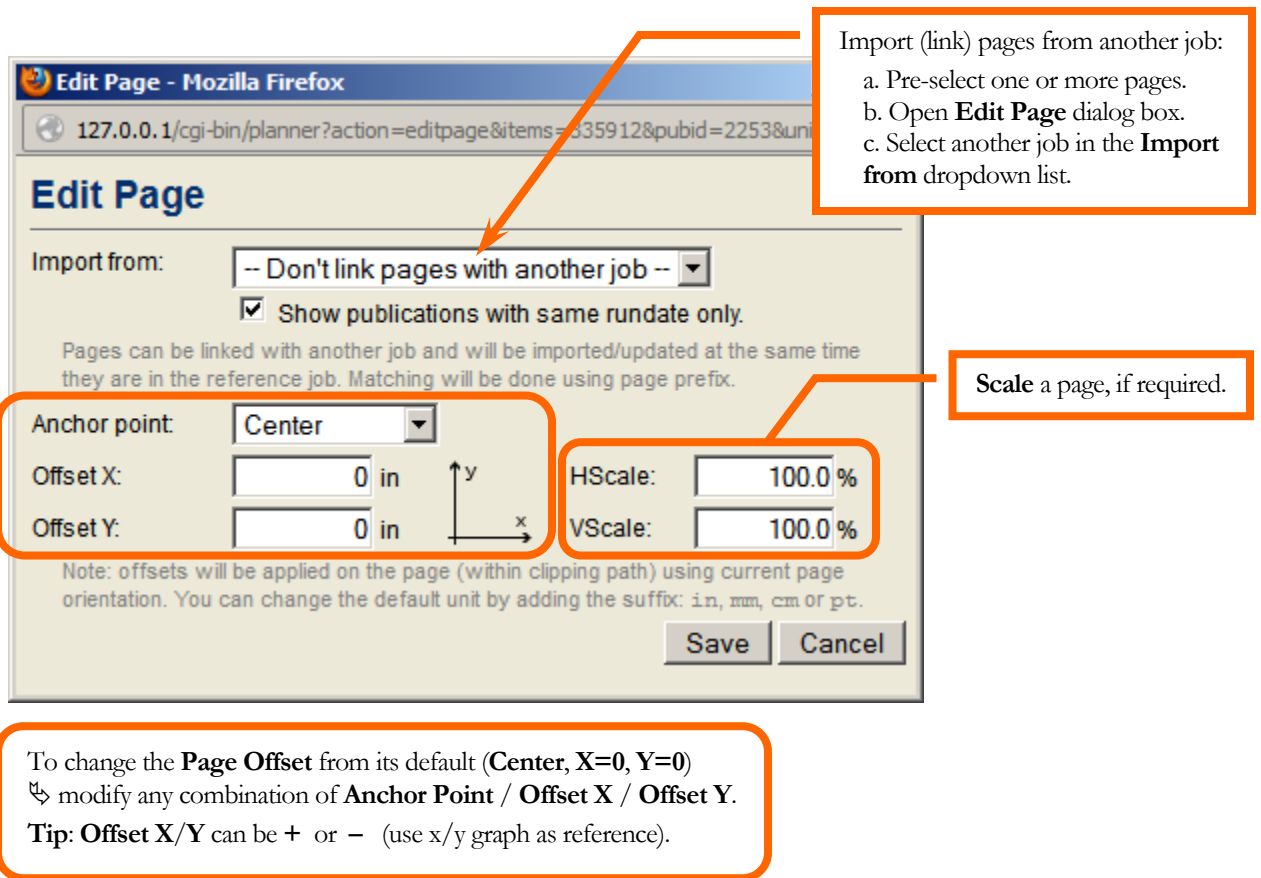
To force both the front and back of a web/sheet to be flipped/rotated, select the **Apply selection on front and back plates** checkbox.

Edit Page



The **Edit Page** tool allows you to:

- **Offset** a page's position
- **Scale** a page's size
- **Import** (link) a page from another job



Import (link) pages from another job:

- Pre-select one or more pages.
- Open **Edit Page** dialog box.
- Select another job in the **Import from** dropdown list.

Scale a page, if required.

To change the **Page Offset** from its default (**Center, X=0, Y=0**)
 ➤ modify any combination of **Anchor Point / Offset X / Offset Y**.
Tip: Offset X/Y can be **+** or **-** (use x/y graph as reference).

Page Offset

By default, all imposed pages are centered. More specifically, each page is centered within a “crop box” whose size and position are defined in the imposition template you’ve selected for this job/section. However you can offset a page’s position so that the page is positioned somewhere else within the crop box rather than in the center.

HOW TO OFFSET A PAGE

The position of a page within its crop box or “clipping path” can be shifted by changing the **Anchor point**, **Offset X**, **Offset Y** or any combination of these:

- **Anchor point** → **Center** (default) / **Top Right** / **Bottom Left** / etc.


Example: selecting an **Anchor point** such as **Bottom Left** will automatically position the page at the bottom left corner of the crop box.

- **Offset X / Y** → set a value for the **Offset X** (horizontal) and/or **Offset Y** (vertical)
 - the page will be shifted by the specified **Offset X / Y** amount (starting from the **Anchor point**)
 - you can specify a measurement unit that is different from the default by adding the suffix in, mm, cm or pt after the value, for example: 1.5 mm
 - the offset value can be positive or negative

Example: Offset X = -2.7

This will offset the page horizontally to the left by 2.7 inches (default unit).

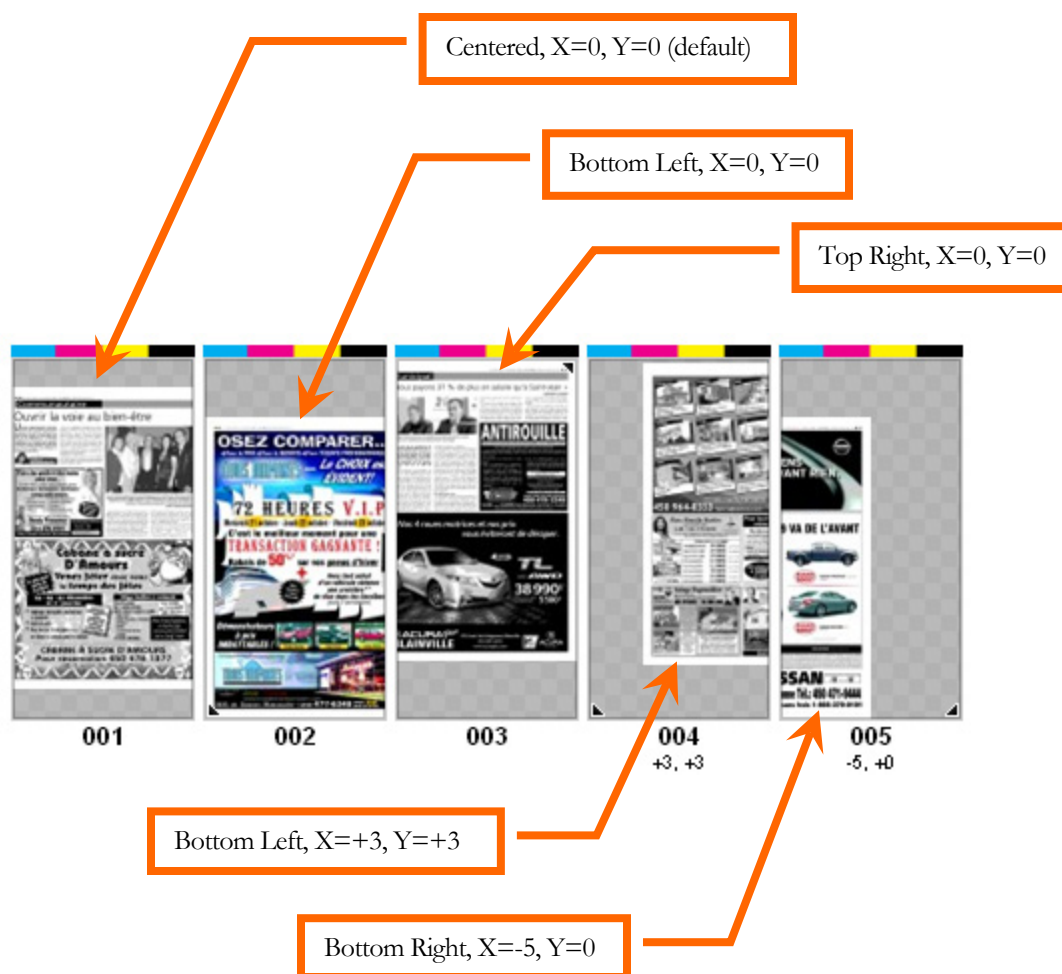
Tip

A convenient alternative way to offset a page is by using the **Offset** tool . Begin by launching a **View-it** softproof *from the Pages tab*, then enable the **Offset** toolbar button and use your keyboard arrow keys (← ↑ → ↓) to offset the page, and finally click **Save**.

Offsets applied to pages can be previewed in:

- ✓ a **View-it** softproof in the **Pages** tab
- ✓ the **Imposition** tab, when **Show Thumbnail** is activated and you are in **Page** or **Plate** view **Mode**
- ✓ a **View-it** softproof in the **Pairs** tab

Several examples of offset pages are shown in the figure below.



As can be seen from the figure above, some of the offset pages will be cut off because they fall outside of the crop box or clipping path.


Scaling a page

Pages can also be scaled horizontally (**HScale**) and/or vertically (**VScale**).

This does not scale the original single-page, which remains as it was originally RIPped. Instead it scales the page “on the fly” during the page-pairing assembly process.

This can be useful if pages (especially those submitted by external customers) are not always uniform from one job to another, sometimes varying slightly in size. The scaling value here can be adjusted to compensate for that without having to re-RIP the original page.

Tip

An alternative way of scaling a page is by using the **Offset** tool . Begin by launching a View-it softproof *from the Pages tab*, then enable the **Offset** toolbar button and scale the page by pressing the keyboard shortcut: **Shift** + arrow keys (**Shift** + ← ↑ → ↓), and finally click **Save**.

Importing Pages

If you are preparing the imposition layout for a new job where some of the pages have already been RIPped in a previous job, there is no need to re-RIP these pages. Simply **Import** or link these pages to the new job you are building.

Note

Importing pages from another job has nothing to do with importing Paginations from the Pagination Library (see Section 2.7 [Paginations](#) on p.151 for full details).

Facts about importing pages:

- A page from an “old” (i.e. existing) job can only be imported to the new job as the *same* page (number). For example: you cannot import page A06 from an old job and link it to page A03 or to B06 in the new job – the link will always be between page A06 in the old job and page A06 in the new job.
- Any changes made to the original page (in the “original job”) will be automatically updated in new job.

HOW TO IMPORT & LINK PAGES

To import one or more pages from another job:

1. Pre-select one or more pages in the **Imposition** tab of the current job. This indicates all the page numbers that you want to import (from another job).
2. Open the **Edit Page** dialog box.
3. Select another job in the **Import from** dropdown list. Typically, this is an existing job which contains pages that are already RIPped and that you would like to also include in the new job you are currently building.
4. After clicking **Save**, you will see the selected pages shown as a transparent icon (see example below).

Example**Job Facts:**

- ☞ *You are creating a new job called DEF-0926 where the page-pairing layout contains a 16-page section.*
- ☞ *You've already created a previous job called ABC-0926 whose pages have already been RIPped.*
- ☞ *The pages 07, 08, 09, 10 in the new job (DEF-0926) are the exact same pages 07, 08, 09, 10 as in the previous job (ABC-0926).*

So...rather than re-RIPping these 4 pages for the new job, just import them from the previous/existing job. To import them:

- ✓ select the pages 07, 08, 09, 10 in the new job
- ✓ then in the **Edit Page** dialog box: go to the **Import from** dropdown list and select the old job ABC-0926 (this is the job where the 4 pages have already been RIPped)

Result: *The figure below shows what the pages 07, 08, 09, 10 look like after they have been imported (linked) from another job.*

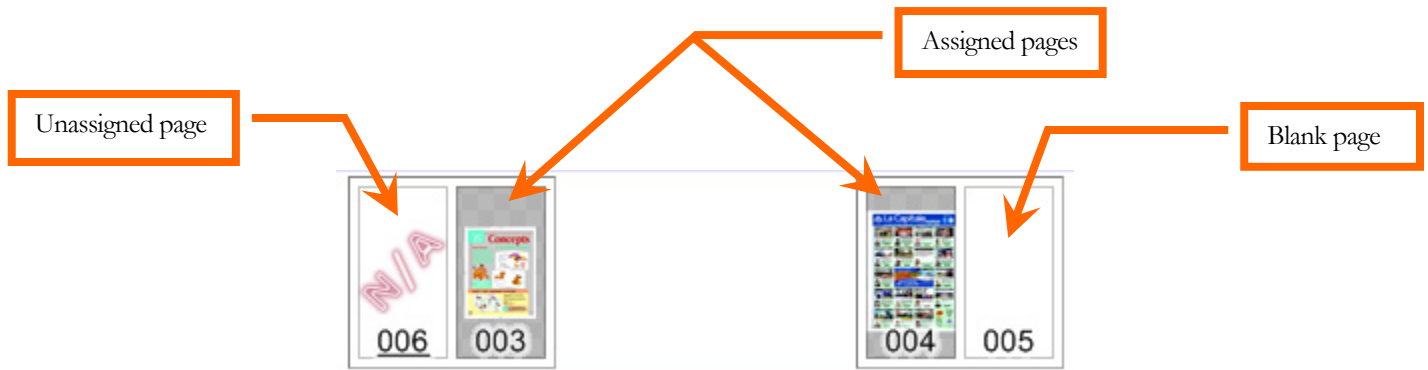


Show publications with same rundate only is enabled by default since many customers use the **Import/link** feature to work on different publication jobs that have the same publication date. However if you want to display all existing publications in the **Import from** list, simply uncheck this option.

Blank Page

The **Blank** toolbar button becomes visible only when the **Show Thumbnail** feature is selected. When it is visible:

- An unassigned page (i.e. one that displays N/A or W/A) can be designated as blank by selecting it and then clicking the **Blank** button. This displays a blank page, such as page 005 in the figure below.
- An assigned page (i.e. one that displays a thumbnail preview) cannot be specified as blank.



Blank vs. N/A or W/A

But what is the difference between a page that is “blank” and one that is N/A (not available) or W/A (waiting for approval)? *A flat will not be imposed/assembled if it contains an N/A or W/A page, whereas it will be assembled if it contains blank pages.* Therefore specifying one or more pages in a flat as blank will allow you to assemble and output a flat, even though it contains some blank pages.

Note that setting a page as blank will not *prevent* it in the future from being assigned to a real page. For example, in the figure above page 005 has been set as blank. However, if an operator RIPs and approves a page 005, it *will* subsequently appear in the thumbnail preview (which is currently blank) and will afterwards be imposed and assembled.

In summary:

- a flat containing even just one unassigned page (N/A or W/A) will be prevented from being assembled
- a flat containing any number of blank pages and/or assigned pages will not be prevented from being assembled

2.7 Paginations

Overview

Paginations are like page-pairing layouts which you pre-configure once and then use as a basis for creating new page-pairing layouts. In the **Pagination**, you pre-configure all the imposition elements that don't change from one job to the next. This can include page numbering, color space of pages, template type, etc. Afterwards, you can create a new page-pairing layout (for a new job) based on one of these pre-configured **Paginations**. Typically, this will instantly complete most of the page-pairing layout, leaving only a few remaining elements to specify (such as double-trucks, zones or any elements that change from one job to the next).

A **Pagination** is a mock-up of a page-pairing setup. It is as if you designed the page pairing setup of a daily publication and then clicked **Save**. The **Pagination** then becomes a “ready-made” page-pairing layout which you can use as a basis for creating new publications.

Administrators or **Operators** can build up a **Pagination Library** containing all the various **Paginations** required for your actual production jobs. Afterwards, any internal **Operator** or even an external customer (i.e. a **Super-User** who is authorized by the **Administrator**) will have access to these pre-defined **Paginations** and can therefore use them as a basis for quickly creating their production jobs.

Building up a **Pagination Library** initially requires a short time investment since it means pre-configuring the layouts that you frequently re-use, but in the long run they can save your operators/customers a lot of time. An alternative to building up a **Pagination Library** before you begin production with your new system is to do it “as you go”. That is, each time you build up a new production job for the first time, you can save it as a pagination and this way gradually fill your library as you go. These paginations will then be subsequently re-used to build future jobs.

Although **Paginations** provide a convenient way to build your page-pairing layouts, you are not obligated to create your page-pairings this way. However the alternative, if you don't use pre-configured **Paginations**, is to rebuild the same publications manually from scratch, step-by-step, every day/week/etc. How to manually build a publication without using **Paginations** is described throughout Chapter 2, especially in Section 2.6 [Page-Pairing Layout](#) (starting on p.126) and Section 2.5 [Page-Pairing Properties](#) (starting on p.112).

Pagination Library vs. Customize / Edit Pagination vs. Pagination Models

Initially the term pagination may lead to some confusion within the context of the PrePage-it Web v.4 environment. So let's clarify some terms:

Pagination / Pagination Library → A **Pagination** is a mock-up of an entire page-pairing layout which is pre-configured by a PrePage-it Web **Operator** or **Administrator** and is used to quickly create the page-pairing layouts for new publications. The **Pagination Library** refers to the complete collection of paginations that have been created by all the **Operators** and **Administrators** within a company.

This topic is explained in Section 2.7 [Paginations](#) starting on p.151.

Customize / Edit Pagination → This mode allows you to edit (customize) a few specific elements about your page pairing setup. This includes:

- repaginating or renumbering of pages via one of the manual or partially automated mechanisms incorporated into PrePage-it Web v.4
- specifying dinkies
- applying pre-existing Pagination Models (see below)

This topic is explained in the section [Customize mode options](#) starting on p.134.

Pagination Models → These are pre-existing page numbering schemes included with the PrePage-it Web v.4 **Imposition** module that are designed to correspond to the requirements of different printing presses, folding machines and template types. Some examples are **Standard**, **Collect**, **Reverse Fold Straight** and **Arabic**.

This topic is explained in the sections [Pagination models](#) (p.137) and [Default pagination models](#) (p.219).

*Note: **Pagination Models** have no relation to the **Pagination / Pagination Library** explained above.*

Note

The term **Template** within the context of the PrePage-it Web v.4 environment means something different than a **Pagination**. A **Template** describes the geometry of the physical plate, meaning the plate size, page size/position/orientation, furniture marks, etc. For details, see Section 2.4 [Templates](#) on p.77.

How are paginations imported?

Paginations can be used to build up page-pairing layouts in either Job Definition workflows or Standard workflows (i.e. no Job Definition).

Note that for **Standard** workflows there are a few variations on how to import paginations. This depends on:

- (a) whether you are working on a newspaper or commercial job

and

- (b) in the case of a newspaper publication: whether it requires you to import a Whole Pagination or a Pagination by Sections.

Each of these variations is explained below. Click one of the following links to know → *How to import paginations*:

- [...in Standard Newspaper workflows](#) (see p.153)
- [...in Standard Commercial workflows](#) (see p.157)
- [...in Job Definition workflows](#) (see p.159)

Warning

If your publication already contains sections and then you import a pagination (even if it is just a single-section pagination), you will overwrite (i.e. erase) all existing sections and replace them by the newly imported pagination.

...in Standard Newspaper workflows

For a standard newspaper publication (**Work Mode = Web**), paginations can be imported either as a whole or in sections.

IMPORTING A WHOLE PAGINATION

When you import a whole pagination, you are selecting one pagination which includes all the required sections for your publication. It may consist of one or several sections, depending on what is required by the publication you're working on. This is a "one-click" importation.

To build a newspaper publication based on a pre-defined Whole Pagination from your Library:

- Click **Import** from the **Imposition** window.
- From the **Import Pagination** dialog box, select the required **Pagination** (by clicking the corresponding **Import** button).
- If there are any other settings to configure or modify manually in the page-pairing layout, do so now.

Import pagination (Or [import by section](#))

Name: Pages: Format:

Name	Pages	Format	Import
Page_111111	4p.	Broadsheet	<input type="button" value="Import"/>
11p_Section_111111	8p.	Broadsheet	<input type="button" value="Import"/>
11p_Section_111111_22	8p.	Broadsheet	<input type="button" value="Import"/>
11p_Letter_Collector	12p.	Broadsheet	<input type="button" value="Import"/>
11p_Sect_2	16p.	Broadsheet	<input type="button" value="Import"/>
11p_111	16p.	Broadsheet	<input type="button" value="Import"/>
Pagination for 111111	24p.	Broadsheet	<input type="button" value="Import"/>
11p_111 - 111111	16p.	Tabloid	<input type="button" value="Import"/>
11p_111 to 111111	20p.	Tabloid	<input type="button" value="Import"/>
11p_Letter_111111_Production	32p.	Tabloid	<input type="button" value="Import"/>
11p_Letter_111111_Production	32p.	Tabloid	<input type="button" value="Import"/>

Imposition

Pages: Mode: ☐ Show thumbnail

Sections: - ALL Tabloid 8p.

Section Info: Pages: 8

Only if required: manually configure or customize any page-pairing settings.

IMPORTING A PAGINATION BY SECTIONS

When you import a pagination by sections, you are presented with a list of single-section paginations. That is, rather than seeing the full list of paginations that you pre-defined, you see only the ones that contain one section. Then you may pick and choose as many of these single-section paginations as you want, until you have all the sections you need for a particular job.

Finally, when you click **Import**, you are importing the entire set of single-section paginations that you selected, which together form the equivalent of a whole pagination. As you can see, this is not a “one-click” importation.

Importing a pagination by sections provides added flexibility to quickly build up recurring jobs that are not identical, but that are made up of similar components.

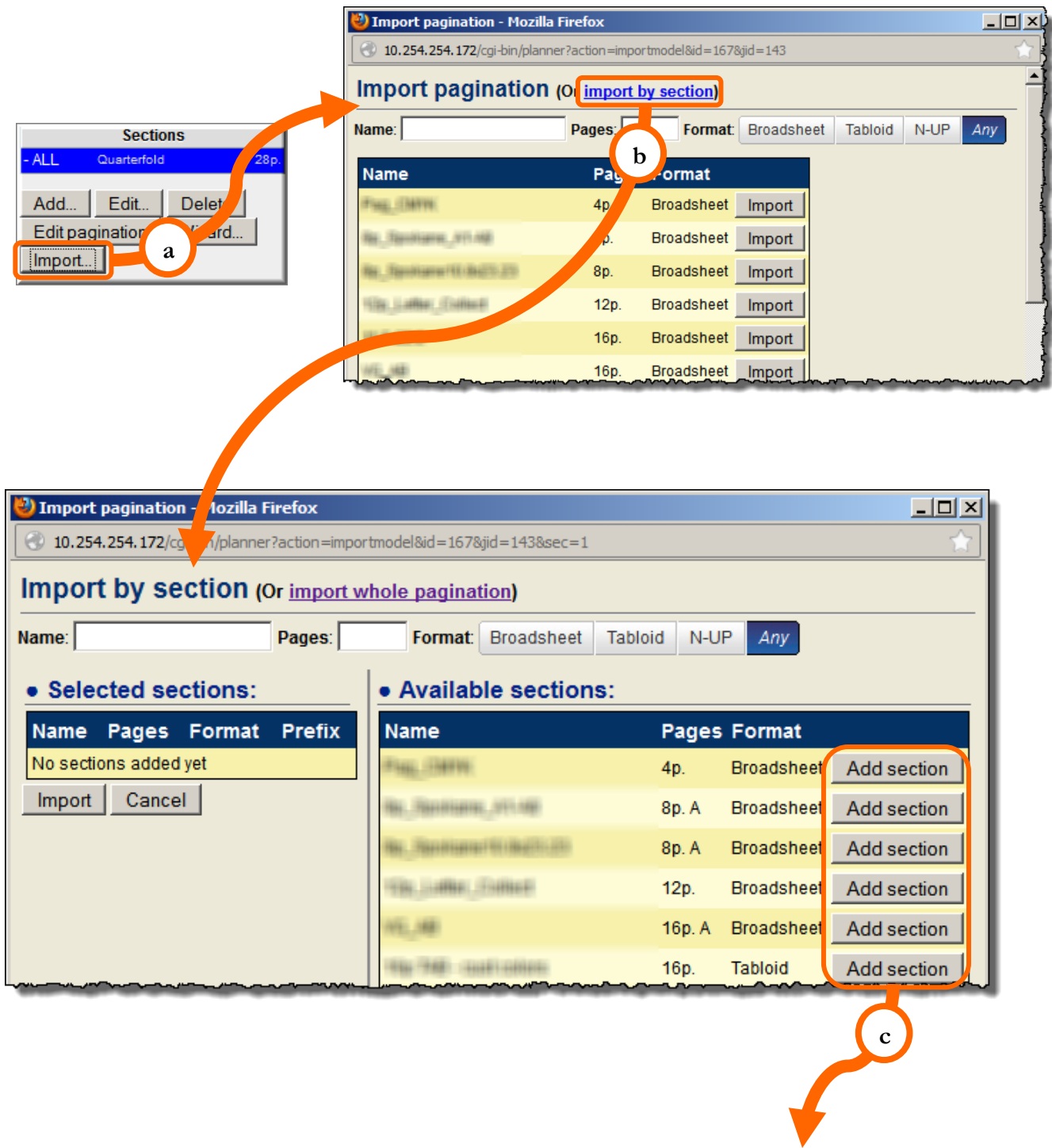
Note

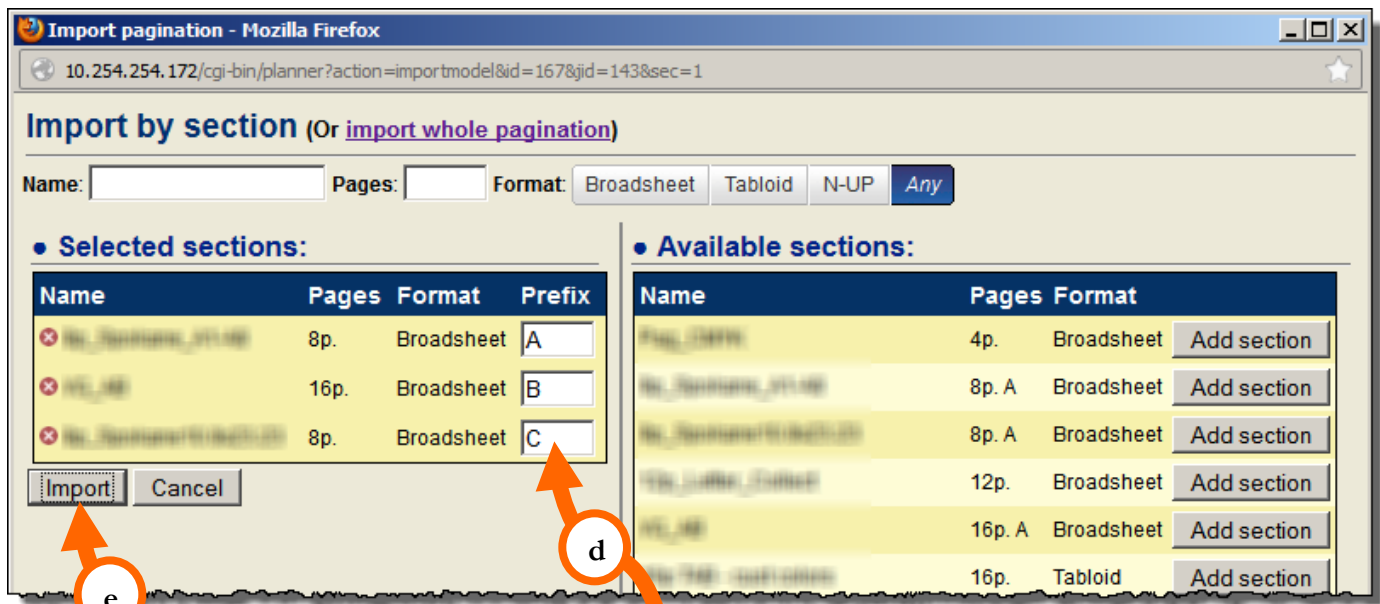
The only paginations that you will be allowed to **Import by Section** are single-section paginations. That is, you will not be able to select one section from a multi-section pagination. Rather, the pagination itself must have been pre-defined by you as containing only a single section.

To build a newspaper publication based on pre-defined **Pagination by Sections** from your Library:

- (a) Click **Import** from the **Imposition** window.
- (b) From the **Import Pagination** dialog box, click the **Import By Section** link.
- (c) Select one or more single-section **Paginations** (by clicking the corresponding **Add Section** buttons).
- (d) If required, type a **Prefix** for each section that you’ve added.
- (e) After you’ve added all the required single-section **Paginations** to the list of **Selected Sections**, click the **Import** button.
- (f) If there are any other settings to configure or modify manually in the page-pairing layout, do so now.

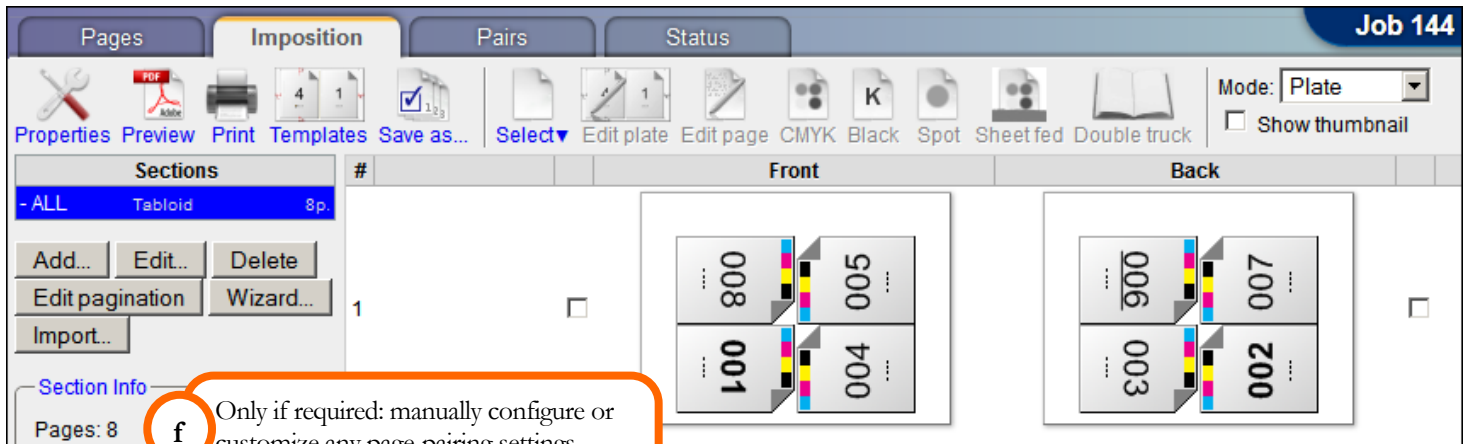
This procedure is illustrated in the following figures.





Click **Import**.

If required, type a **Prefix** for each section.

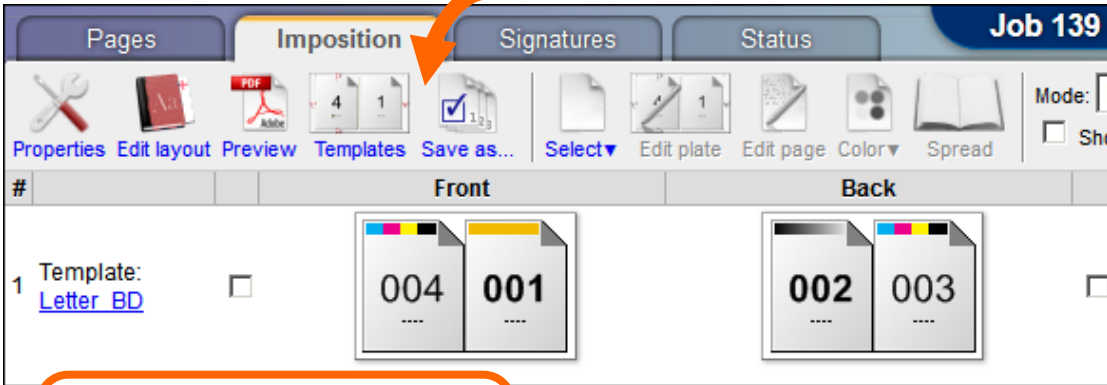
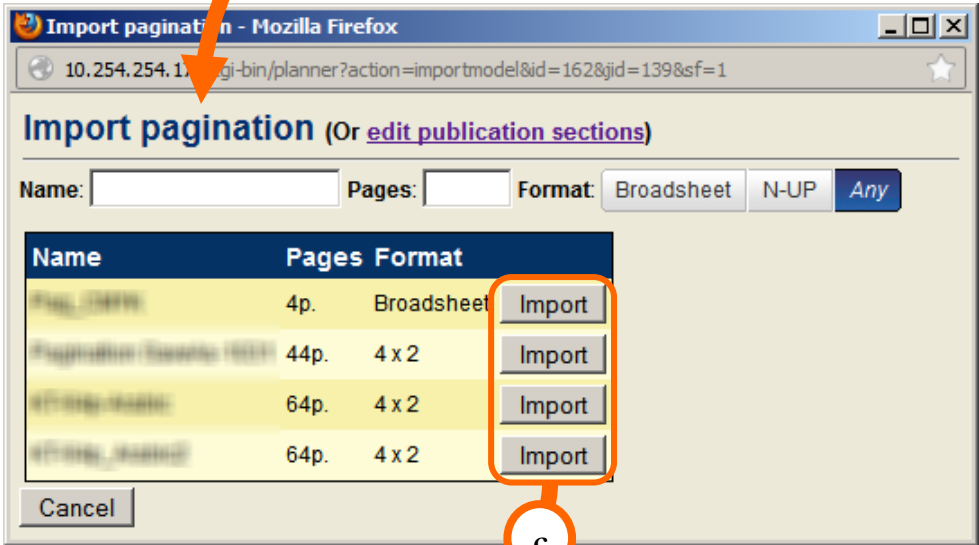
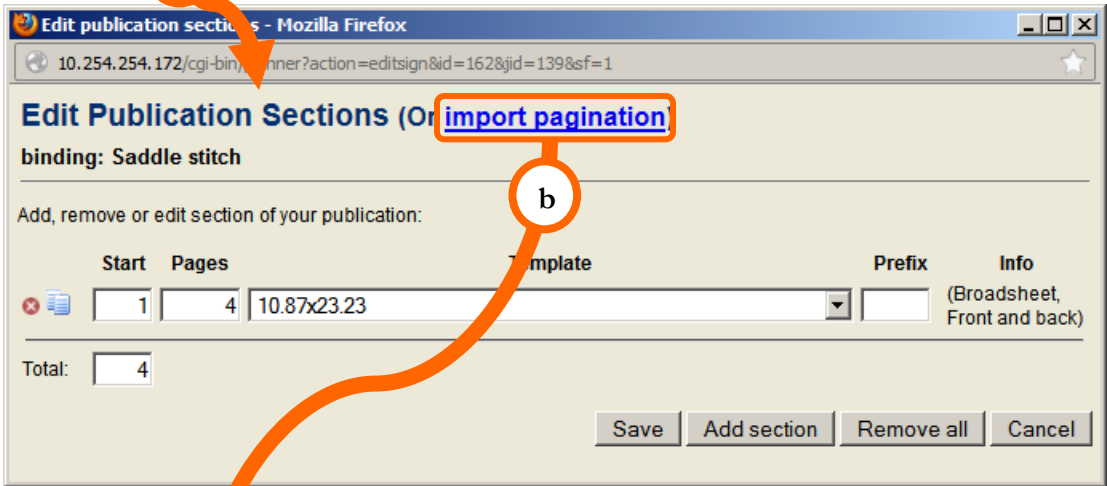


Only if required: manually configure or customize any page-pairing settings.

...in Standard Commercial workflows

To build a commercial job based on a pre-defined Pagination from your Library:

- Click **Edit Layout** from the **Imposition** window.
- In the **Edit Layout** dialog box that opens, click the **Import Pagination** link.
- From the **Import Pagination** dialog box, select the required **Pagination** (by clicking the corresponding **Import** button).
- If there are any other settings to configure or modify manually in the imposition layout, do so now.



d Only if required: manually configure or customize any imposition settings.

...in Job Definition workflows

In Job Definition workflows, paginations can be imported from either:

- the **Job Definition** window (see [Import from Job Definition window](#) on p.159), or
- the **Imposition** window (see [Import from Imposition window](#) on p.162)

These Import Pagination procedures for Job Definition workflows (described below) are the same for both commercial (**Sheetfed**) and newspaper (**Web**) jobs.

IMPORT FROM JOB DEFINITION WINDOW

This procedure will populate the **Pages** and **Job Definition** windows with information about expected pages (e.g. page number / colorspace / size), as well as populate the **Imposition** window with the expected page pairings.

Note

Page pairings will populate the **Imposition** window only if you explicitly import (i.e. *automatically* specify) a pre-defined pagination. If you *manually* specify the pages/sections in the Job Definition, this will populate the **Job Definition** window, and in some cases the **Pages** window, but not the **Imposition** window. This is because manually-specified page/section definitions cannot be associated with a page-pairing template. To know more about the difference between manually vs. automatically specifying paginations, go to the section [Main Steps in Job Definition](#) on p.274.

To build a job (including the page-pairing layout) within a Job Definition workflow that is based on a pre-defined Pagination from your Library:

- From the **Job Definition** window of the pertinent publication, click the **Pagination** toolbar button. This will open the **Edit Sections** dialog box.
- Now from the **Paginations** tab inside the dialog box, click the **Select** button corresponding to the desired pagination.

- (c) At this point: configure any other required Job Definition attributes that need to be specified *manually* from the **Job Definition** window. Attributes appear as toolbar buttons such as: page colorspace (**CMYK, Black, Spot**) / **Page Size** / **Double Truck**.
- (d) Next click the **Export to imposition** or **Approve Pagination** toolbar button. This exports the entire page-pairing layout to the **Imposition** window.

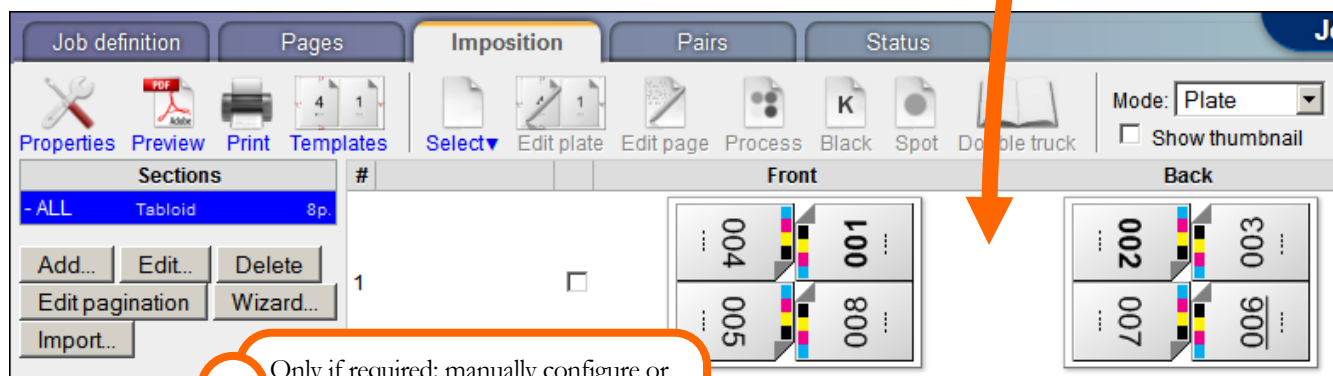
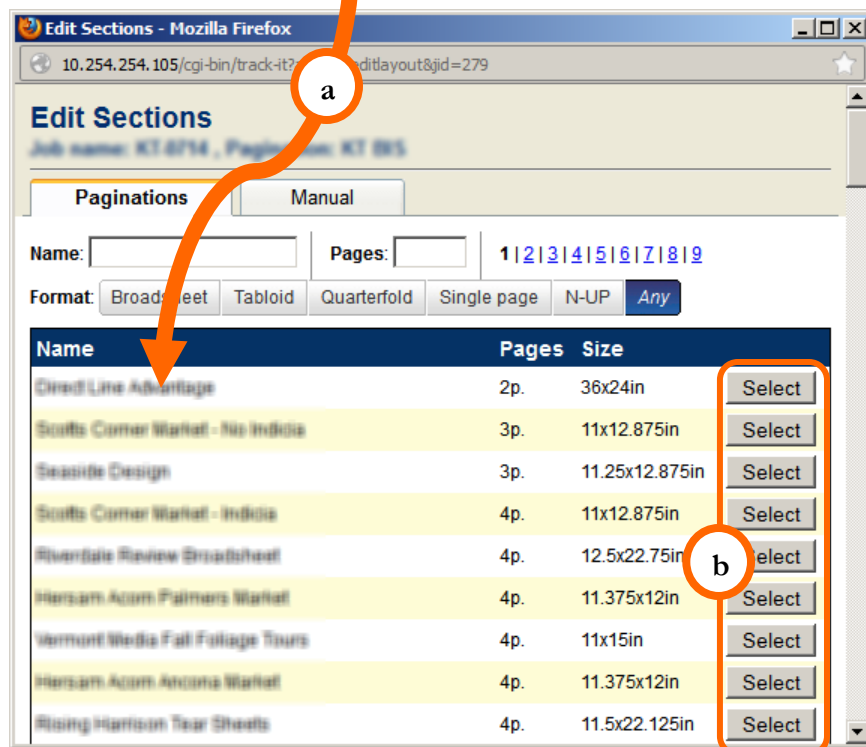
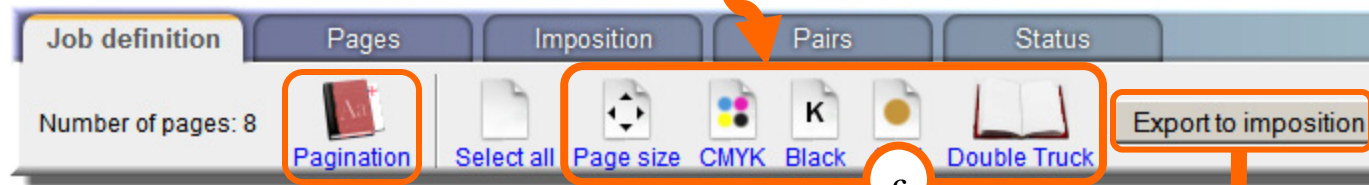
*Note 1: The toolbar buttons **Export to imposition** and **Approve Pagination** are equivalent. One or the other may be visible, depending on various factors (e.g. User Account / Job Owner, Import Pagination method).*

*Note 2: When Super-Users approve the job definition, this will indeed export the page-pairing layout that has been defined in the pagination. However Super-Users will not see that, since they do not have access to the **Imposition** tab.*

- (e) If there are any other settings to configure or modify manually in the **Imposition** window, do so now.

This procedure is summarized in the illustration below. The complete step-by-step procedure can be found in the section [Main Steps in Job Definition](#) on p.274.

If required: manually specify Job Def attributes.



Only if required: manually configure or customize any page-pairing settings.

IMPORT FROM IMPOSITION WINDOW

An alternative way to import a pagination into a Job Definition workflow is to do it “on-the-fly”. That is, for jobs where you do not have a pre-defined Pagination which corresponds to your needs, you can manually design the page-pairing layout and then extract the page information (page number, colorspace, etc.) from the **Imposition** window and import that into the **Job Definition** window. Here is a summary of this procedure:

- (a) Manually design the page-pairing layout in the **Imposition** window.
Make sure you specify all relevant page information, such as colorspace and page numbering.
- (b) Click the **Export Job Def** toolbar button.
- (c) If you wish to keep this pagination scheme for future use, you can add it to the **Pagination Library** by clicking the **Save As...** button.
- (d) Go to the **Job Definition** window and verify if anything else needs to be specified manually.

Pre-Defining a new pagination

Pre-defining a pagination is a “one-time task”. Once it is done, it will significantly reduce the time it takes an internal operator or external customer to create any new publication (for example a daily or weekly job) based on this pagination.

You will need to pre-define one pagination for each different type of publication that you make. Depending on the type of publications that you do, it is possible that you may pre-define a pagination which will be used as a basis for only *one* single publication while another pagination may be used as a basis for *several* similar jobs.

You can pre-define a pagination in one of the following ways:

- [...via the Save As button \(Imposition window\)](#) (see p.163)
- [...via the Paginations tab \(Settings window\)](#) (see p. 163)

Each pagination that you pre-define, regardless which method you use, will be added to your Paginations Library. How to work with the Paginations Library is illustrated in the section [...via the Paginations tab \(Settings window\)](#), starting on p. 163.

...via the Save As button (Imposition window)

You can pre-define a pagination from the **Imposition** window of any job in the following way:

1. Design the page-pairing layout of a publication that you need to redo on a regular basis (e.g. daily, weekly, etc.). For more information about how to do this, see **Tip** below.
2. Then to keep this pagination scheme for future use, click the **Save As...** toolbar button. This will add the page-pairing layout to your **Paginations Library**.

Tip

Detailed explanations for how to manually build a publication *without using Paginations* is described throughout Chapter 2, especially in Section 2.6 [Page-Pairing Layout](#) (starting on p.126) and Section 2.5 [Page-Pairing Properties](#) (starting on p.112).

...via the Paginations tab (Settings window) a.k.a. PAGINATIONS LIBRARY

From the **Settings > Paginations** window, paginations can be pre-defined by Administrators or Operators without having to work on an actual job.

The following figures illustrate how to manage the Paginations Library as well as how to pre-define a new pagination (as summarized in the steps below):

STEP 1 - *Click the **New Pagination** button.*

STEP 2 - *Fill up the **Create Pagination** dialog box.*

STEP 3 - *Specify the details about this new pagination.*

Managing the Paginations Library

i.e. Create/Modify/Duplicate/Delete/Filter Paginations

STEP 1: Click to create a New Pagination.

Delete all selected paginations.

This part let you add pagination models that customer can use as a template for uploading their pages:

Filter by: Name: Pages: Format:

	Name	Format	Pages	Size	
<input type="checkbox"/>	Good Life Advantage	Single page	2	36 x 24in	Delete
<input type="checkbox"/>	Souths Corner Market - No Index	Tabloid	3	11 x 12.875in	Delete
<input type="checkbox"/>	Seaside Design	Tabloid	3	11.25 x 12.875in	Delete
<input type="checkbox"/>	Souths Corner Market - Index	Tabloid	4	11 x 12.875in	Delete
<input type="checkbox"/>	Wendell Review Broadsheet	Broadsheet	4	12.5 x 22.75in	Delete
<input type="checkbox"/>	Wendell Review Tabloid	Tabloid	4	11.375 x 12in	Delete
<input type="checkbox"/>	Wendell Media Fall Edition Tabloid	Tabloid	4	11 x 15in	Delete
<input type="checkbox"/>	Wendell Media Spring Edition Tabloid	Tabloid	4	11.375 x 12in	Delete
<input type="checkbox"/>	Wendell Media Summer Edition Tabloid	Tabloid	4	11.375 x 12in	Delete
<input type="checkbox"/>	Wendell Media Winter Edition Tabloid	Tabloid	4	11.375 x 12in	Delete
<input type="checkbox"/>	Wendell Media Yearly Edition Tabloid	Tabloid	4	11.375 x 12in	Delete
<input type="checkbox"/>	Wendell Media Yearly Edition Broadsheet	Broadsheet	4	11.5 x 22.125in	Delete
<input type="checkbox"/>	Wendell Media Yearly Edition Tabloid	Tabloid	4	11.5 x 22.125in	Delete
<input type="checkbox"/>	Wendell Media Yearly Edition Broadsheet	Broadsheet	4	11.5 x 22.125in	Delete
<input type="checkbox"/>	Wendell Media Yearly Edition Tabloid	Tabloid	4	11.5 x 22.125in	Delete
<input type="checkbox"/>	Wendell Media Yearly Edition Broadsheet	Broadsheet	4	11.5 x 22.125in	Delete
<input type="checkbox"/>	Wendell Media Yearly Edition Tabloid	Tabloid	4	11.5 x 22.125in	Delete
<input type="checkbox"/>	Wendell Media Yearly Edition Broadsheet	Broadsheet	4	11.5 x 22.125in	Delete
<input type="checkbox"/>	Wendell Media Yearly Edition Tabloid	Tabloid	4	11.5 x 22.125in	Delete

Filter options for Pagination Library.

Click on an existing pagination to modify it.

Duplicate a pagination.

Delete a single pagination from the list.

Pre-defining a New Pagination

Note: STEP 1 is shown in the previous figure.

Note 2: Some of the parameters shown below (e.g. **Job Type**, **Press Config**) are not available in all workflow configurations.

STEP 2: Fill in the Create Pagination dialog box.

Give the pagination a **Name**.

Select the **Job Type**: typically **Web** for newspapers or **Sheetfed** for commercial work.
Note: As a general rule, pagination settings can be overridden when creating a new job. See [Tip](#) on p.166 for details.

Specify the RIP **Output Queue** where the pages should be assembled into pairs and processed.

Optional: Specify a **Page Number Box Height** only if you want to add the page number of each page onto the plate. The page number will be displayed somewhere outside each page's bleed box wherever there is available space.

Optional: Specify **Creep** settings (**Value**, **Style**, **Apply Mode**) if required. See [Creep](#) on p.119 for details.
Note: Your version may also allow you to specify **Zone** settings. See step [h](#) on p.22.

Optional: You can select a **Press Config** only if your workflow includes the PRESSflo module.
PRESSflo provides compensation for web growth and for misalignments in the printing towers/units of a web press.

When done, click **Create**.

Create Pagination - Mozilla Firefox
127.0.0.1/cgi-bin/planner?action=editjob&id=0&ismodel=1&workmode=0

Create Pagination

Name:

Job type: (Will be overridden by the job once it has been created.)

Output queue:

Page number box height: pt
(page number will appear above or below bleed box, depending on how much space there is between pages. Enter 0, or leave blank to not print any page number)

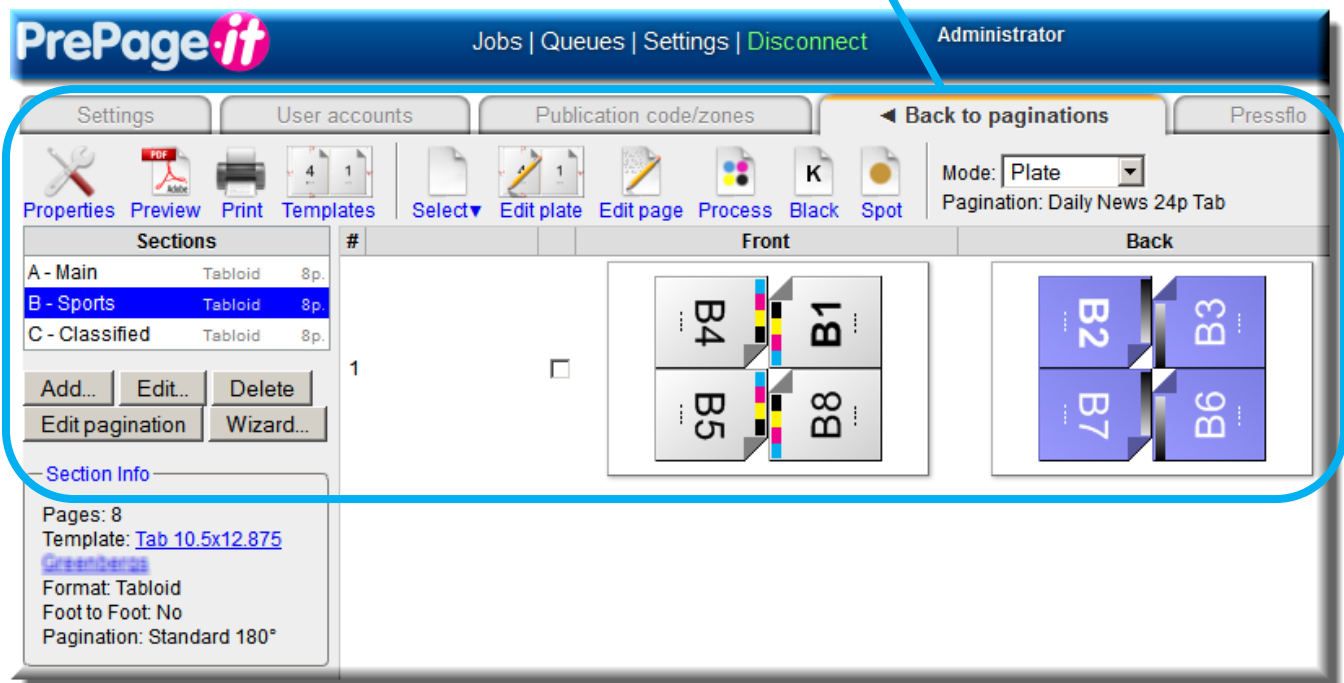
Press config:

Creep
Value: in Style: Apply mode:

Tip

The settings that you choose when you create a pagination will be automatically inherited by all new jobs based on this pagination. However, as a general rule, these settings can be modified (i.e. custom selected) when making a new job, thereby overriding what was pre-defined in the pagination.

STEP 3: Specify all required pagination details, then click **Back to Paginations** to save it.



The main pagination details that need to be specified in **STEP 3** are:

- Create the required sections one at a time by clicking the **Add** button or all at once with the **Wizard**. *Note: You must create at least one section.*
- Specify the colorspace of each page by clicking **Process** or **Black** or another color from the toolbar icons.
- Verify and if necessary adjust the page numbering by going into **Customize** mode (click the **Edit Pagination** button or select **Customize** from the **Mode** dropdown menu).

- d. Configure any other pertinent elements of the pagination, then click **Back to Paginations** to save it.

Important

Pre-defining a pagination to add to your library is very similar to defining the page pairing layout for an actual production job. Said differently, when a pagination is pre-defined in the **Settings > Paginations** window, it for the most part involves configuring the same parameters as when you define a page pairing layout from the **Imposition** window.

The main steps and points for doing this are *summarized* in this section. To get a full overview / understanding of this topic, please go over Chapter 2 - [Page-Pairing](#) (starting on p.56). If you require a more detailed understanding of *one or more particular parameters*, most of this information can be found either in Section 2.5 [Page-Pairing Properties](#) (starting on p.112) or Section 2.6 [Page-Pairing Layout](#) (starting on p.126).

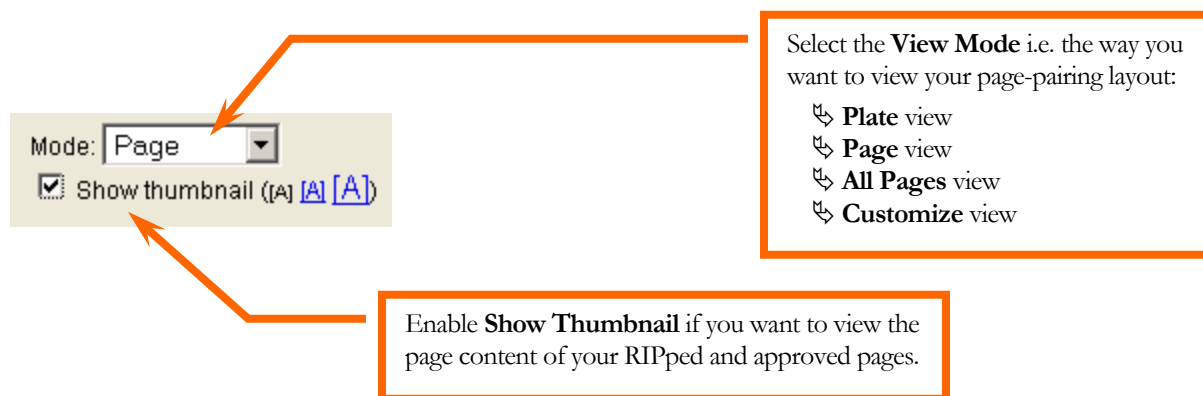
2.8 Impose-it Viewing & Printing features

This section discusses viewing and printing features specific to the page-pairing module. For information about View-it or other PrePage-it Web softproofing and printing tools, refer to Section 1.6 [Softproofing & Hardproofing](#), starting on p.32.

Imposition View Modes

Tip

The **Imposition** viewing modes are not to be confused with the PrePage-it Web viewing modes in the **Pages** and **Pairs** tabs, which are discussed in the section [View modes \(Pages & Pairs\)](#) on p.17.



From the **View Mode** dropdown list (shown in the figure above), you can choose one of the following ways to view your page-pairing layout:

- **Plate** view: shows all the pages (or if **Work Mode** = **Web**, only pages within the selected section), sheet by sheet, including their orientation.
- **Page** view: shows all the pages (or if **Work Mode** = **Web**, only pages within the selected section) individually from lowest to highest, without displaying which sheet they belong to or their page-pairing layout and orientation.
- **All Pages** view: is only available for jobs where **Work Mode** = **Web**: it is similar to **Page** view, except that it shows all the pages in the entire job rather than just one section at a time.
- **Customize** mode: allows you to customize the pagination sequence of the entire job (or if **Work Mode** = **Web**, only pages within the selected section), set dinkies, and more. Please see [Customize mode options](#) on p.134 for details and also Section 2.3 [How to set up page-pairing](#) on p.59 to view an entire page-pairing procedure which includes customization.

Show Thumbnail

All view modes except **Customize** allow you to see a thumbnail of the actual page content when you click the **Show Thumbnail** checkbox. If no page content image can be shown, the page will display a **N/A** or **W/A** sign (where **N/A** = “not available” and **W/A** = “waiting for approval”).

Thumbnail previews of pages appear as soon as a page has been RIPped and approved, even before the flat is produced.

When the **Show Thumbnail** checkbox is selected, the **View-it** button becomes visible in the toolbar. This allows you to select pages and view their hi-res softproofs directly from the **Imposition** tab. Please refer to the section [View-it Hi-Res softproof](#) on p.33 for more information about this topic.

Furthermore, an additional option is visible when you are in **Pages** or **All Pages** view mode: three different sized [\[A\]](#) icons are visible, allowing you to choose between three different sizes of page thumbnail previews.

Imposition Layout - Preview & Printout



PDF Preview

The **PDF Preview** toolbar button shows a preview / mock-up of the entire page-pairing layout, one flat at a time. The preview shows:

- the actual page content image when the **Show Thumbnail** option is enabled; otherwise it shows blank, empty pages
- all slug lines and furniture marks (crop, registration, color bars, etc.) that you've added to the page-pairing layout, as well as any bleed box that was specified
- useful reference information such as page number, page size, section name (if any was specified), section side and creep amount

*Note: Some info such as page size and creep amount is not shown when **Show Thumbnail** is enabled.*

Note that the PDF Preview requires Acrobat Reader to be installed.

Printout

Note

In older versions of PrePage-it Web, the **Print** toolbar button in the **Imposition** tab may not be available for jobs where **Work Mode** = **Sheetfed**. However web browsers with the latest Adobe PDF Plug-In / Add-On will give you the option of printing the [PDF Preview](#) described above, which will yield a similar result.

Clicking the **Print** toolbar button in the **Imposition** tab will print all sections of your page-pairing layout, divided by webs/sheets. Before it is printed, it will show you a print preview of what to expect in the printout.

The print preview as well as the printout itself will include the same (or similar) elements as the [PDF Preview](#) described above (see p.169). Most notably, it will print the actual page content

image if the **Show Thumbnail** option is enabled - otherwise it will print a mock-up which includes blank, empty pages.

Chapter 3 - Beyond the Basics

This chapter covers several topics that go beyond the essential basics, including how to manage RIP queues, understanding user accounts, tools for renumbering pages, managing spot colors and merging colors, as well as how to do multiple-version jobs.

3.1 Understanding User Accounts

In order to use PrePage-it Web, you must log on with a username and password. This user account:

- determines what information is visible to you
- determines which actions/commands you are allowed to execute
- permits the software to keep track of and log user activity such as submitting, approving & deleting files

Tip

User activity such as uploading/approving/deleting files is logged by PrePage-it Web and listed for reference purposes at various points in the web interface, especially in the **Status** tab of each job (refer to Section 1.12 [Status](#) on p.49).

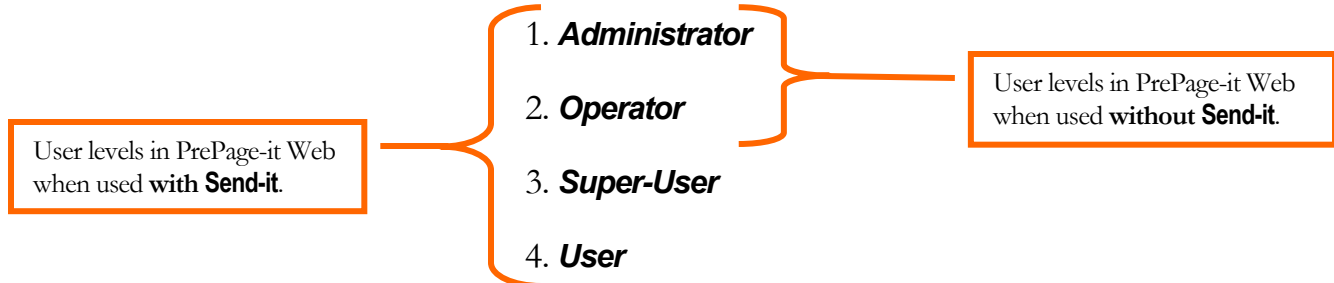
Note

This section lists the different types of user accounts and explains what each type is entitled to do. For a practical description of how to create and manage user accounts, please refer to Section 4.1 [Managing User accounts](#) on p.201.

Users overview

PrePage-it Web has 2 levels or “classes” of users: Administrator and Operator. If it is used in conjunction with the Send-it software, there are 2 additional levels of users: Super-User and User.

Listed in order from highest to lowest rights/permissions:



Levels 1 and 2 (Administrator and Operators) are internal employees of the company who purchased PrePage-it Web. These are the only user levels when PrePage-it Web is used without Send-it.

Levels 3 and 4 (Super-Users and Users) are the customers/suppliers of the company who purchased PrePage-it Web, i.e., those external to your company who submit files to your RIP. These user levels require the Send-it module to be active in your workflow.

Since these 4 levels or classes of users are related, they are all explained here.

Note

For more information about the Send-it application, refer to Section 5.1 [Send-it](#) on p.261.

Note that in a standard configuration *all* levels of users can:

- create jobs
- submit files to Pages queues

Administrator

There is one PrePage-it Web Administrator. The administrator can:

- create any type of **User Account** i.e. Operator/Super-User/User
- create and **Manage Groups**
- pre-define **Publication Codes** and **Zones**

- set the various PrePage-it Web preferences and default settings in the **Settings** window:
 - **Global Queue Visibility** i.e. visibility of queues (applies to all users)
 - **Staff Notifications** i.e. e-mail notifications to staff members
 - **Server Configuration** i.e. default workflow and server settings
 - **Show/Hide Tools** i.e. visibility of toolbar buttons (applies to all users)
- do everything Operators/Super-Users/Users can do

Note

The administrator logs on with username = **admin**. A default password will be supplied to you by your dealer, but it can be changed at any time by the administrator.

Operators

Operators are company employees. They can:

- create a **New** job
- list and submit/upload files to any workflow queues
- view pages & pairs of all jobs (except Administrator-created jobs that have *not* been shared i.e. **Visible** = not activated)
- approve/delete pages & pairs of all jobs
- set up every aspect of the page-pairing process (**Imposition**):
 - set up sections, page numbering/orientation/colospace, double-trucks, etc.
 - create re-usable **Templates** and **Paginations**
- output completed pairs to be plated on CTP
- do queue management from the **Queues** window
- see **Status** information for all jobs
- work on job pages & pairs using the tools in PrePage-it Web 4, such as:
 - softproofing (**Preview**, **View-it**) & hardproofing (**Proof**)
 - **Renumber**
 - download low-res or med-res **PDF Booklet** proofs
 - **Merge Colors** (i.e. merge plates)

- for workflows that include Send-it, Operators can create Super-User accounts and specify:
 - which queues a specific Super-User can see (*to know how, see [Customer \(Super-User\)](#) Queue Visibility on p.240*)
 - whether or not a Super-User has access to the **Pairs** tab
 - which paginations a Super-User will be allowed to use in a Job Definition workflow

A more exhaustive list can be found in Section 1.1 [What can you do with PrePage-it Web?](#) on p.11.

Super-Users

Reminder

Super-User accounts can only be created and used when the optional Send-it module is added to the PrePage-it Web workflow.

A Super-User works for a supplier or client of the main company. He/she would typically be the supplying company's prepress manager or person responsible for creating and submitting jobs destined to be printed at the main company's printing press.

Depending on how the account is configured, a Super-User can do some or all of the following:

- create a **New** job
- list **Pages** queues and submit files to them (but not to **Assembly** queues)
- list & softproof pages (via **Preview** or **View-it**) of jobs from their own group / branch *i.e. their own company's jobs, either submitted by themselves or by any User in their company*
- **Approve/Delete/Renumber** pages of jobs from their own group / branch
- create **Users**
- if authorized ⇒ list/softproof/approve pairs (flats) from the **Pairs** window
- if authorized ⇒ list and configure pages from the **Job Definition** window

Users

Reminder

Users accounts can only be created and used when the optional Send-it module is added to the PrePage-it Web workflow.

Users also work for a supplier or client of the main company. However, unlike the Super-User, they are limited to a minimal number of tasks. Users are typically created when a supplier/client has several employees who work with Send-it. In such a scenario, they will be able to (i) distinguish who has uploaded, softproofed and approved pages, and (ii) keep each User's jobs inaccessible to other Users.

Users can:

- create a **New** job
- list **Pages** queues and submit files to them (but not to **Assembly** queues)
- list & softproof (via **Preview** or **View-it**) only their own job pages
- **Approve/Delete/Renumber** only their own job pages

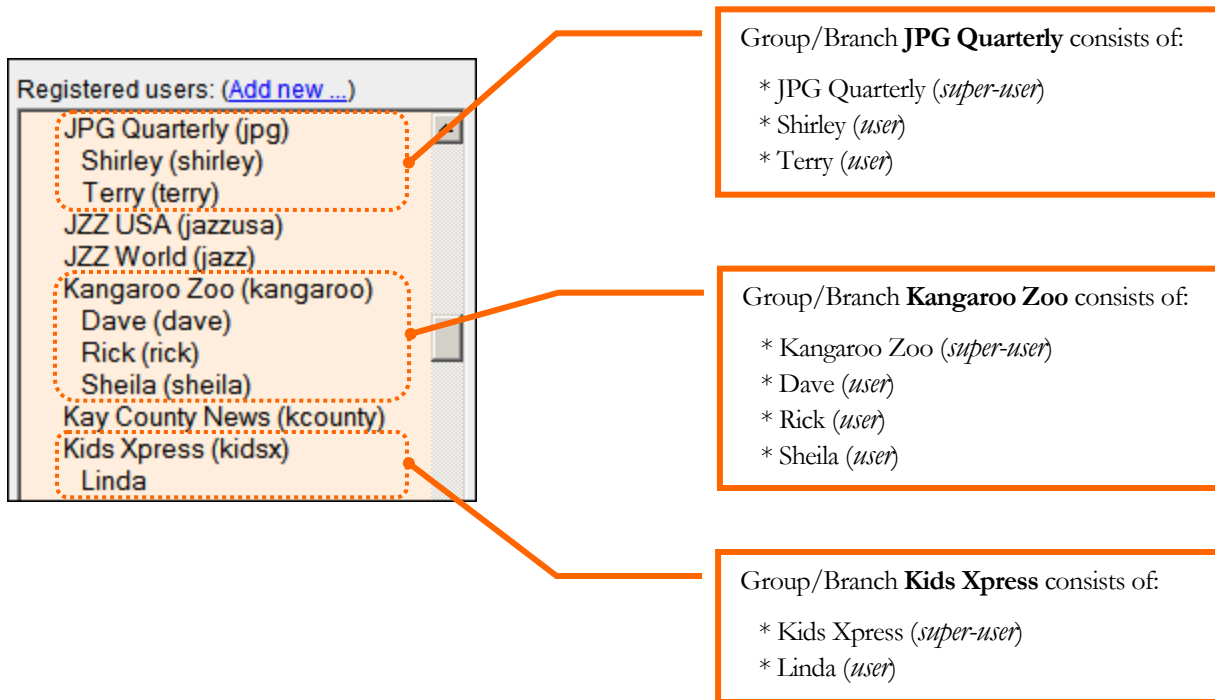
Group / Branch

Note

A Group / Branch applies only to a PrePage-it Web workflow which includes the optional Send-it module.

A Group / Branch describes a branch within the PrePage-it Web *user hierarchy structure*. Specifically, it includes all the user accounts for one external company/supplier, i.e., a Super-User along with all the Users from that company.

A few examples are illustrated below.



When does a Group / Branch come into play?

When a new job is created where:

- ☐ **Owner** = Super-User
- ☐ **Visible** (make this job visible for the entire group) = option is selected

The above conditions will make a new job visible to an entire Group / Branch. By comparison, leaving the option **Visible** unchecked means the job will be visible only to the Super-User.

To see an illustrated diagram of how to create such a job, go to Section 1.4 [Creating a new job](#) on p.21. To know more about the **Visible** option, refer to the section [Visible](#) on p.24.

3.2 Renumbering



Renumber

Use the **Renumber** toolbar button if you want to correct or change the page numbering of one or more selected pages.

The **Renumber** tool offers two different ways of renumbering:

- [Renumber - Method I](#) (p.177): First select page(s), then click **Renumber** tool.
*Note: Method I can also be used to renumber flats (in the **Pairs** tab).*
- [Renumber - Method II](#) (p.178): First click **Renumber** tool, then select pages.

Tip

Please refer to Section 1.10 [Selection of pages and pairs](#) on p.43 for detailed information about how to select items.

Renumber - Method I

Method I: To renumber one page only:

- ☐ select the page
- ☐ click the **Renumber** button
- ☐ type the new page number

Method I: To renumber multiple pages:

- ☐ select multiple pages
- ☐ click the **Renumber** button
- ☐ type the first (i.e. lowest) page number

See details below.

When you renumber multiple pages:

- the number you specify will go to the *lowest* selected page
- the other selected pages *in order from lowest to highest* will take on incremental values e.g. 015, 016, 017, 018, etc.

Note

Default increment = 1.

To increment page numbers by more than 1: add “/” followed by the increment value.

Example: 015 /3 will renumber pages →015, 018, 021, 024, etc.

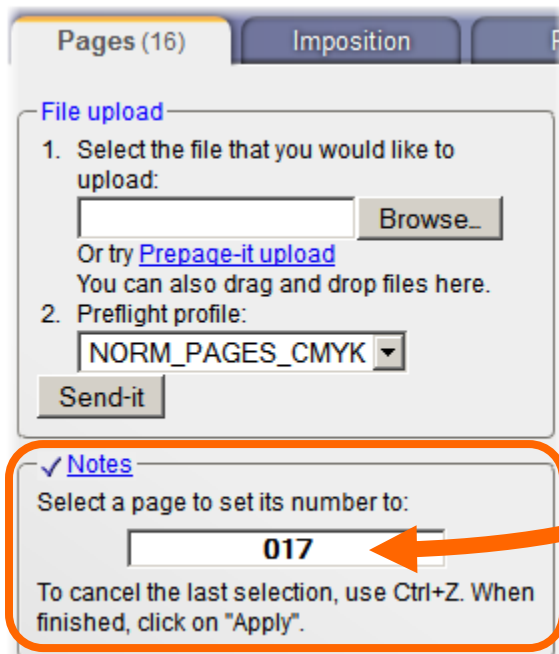
- if required, add leading 0's to set the total number of digits that you want the page number to have e.g. 6 or 06 or 006

Renumber - Method II

1. Click **Renumber** toolbar icon.



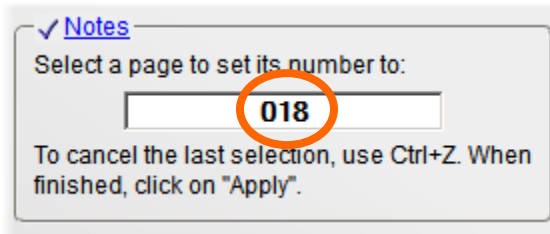
2. In the **Notes** panel, type the page number that will go to the *first* page you select.



3. Select (click) a page to renumber.

4. Continue by clicking once on each page that you want to renumber.

*Note: The page number in the **Notes** panel will automatically increment by 1 each time you click another page. Therefore each subsequent page that you select will take on an incremental value (e.g. 017, 018, 019, 020, etc.), in the order that you select them.*



5. Type **CTRL+Z** if you wish to cancel or undo the last page renumber. Multiple undos are possible.
6. To finalize the pages renumbered, click the **Apply** toolbar icon.



What exactly gets renumbered?

Note: The points in the table below apply to both methods of renumbering.

Facts about Renumbering

✓	✗
<ul style="list-style-type: none"> Yes, the page number displayed in the PrePage-it Web interface will change (whether in View by Icon or View by List mode). Yes, this new page number is what will be taken into account when pages are paired up (by the Imposition module) 	<ul style="list-style-type: none"> No, the RIPped files on the hard disk are not renamed or renumbered. No, the original file(name) that you submitted / uploaded is not changed. No, the Document name shown in the PrePage-it Web interface (View by List mode) will not change.

Tip

In PrePage-it Web: if you re-submit the same file twice, it will overwrite the original, even if you used the **Renumber** tool to change its page number. A re-submitted file will overwrite the original *as long as the filename is the same*.

3.3 Understanding Queue types

Queues determine how files are preflighted and RIPped after they're uploaded. The user who submits pages also selects the queue in which they will be processed. Note that selecting a queue is not required in Job Definition workflow environments - see [Job Definition Procedure](#) on p.274 for details.

PrePage-it Web lists two main types of PrePage-it RIP queues for submitting your files: Pages (Normalize) and Pairs/Flats (Assembly & Output). Other queue types listed may include Proofing and Upload Only, as explained next.

Tip

Queues are listed according to their type in the **Queue Management** window, and can be monitored and managed from there as well. Refer to the Section 3.4 [Queue Management](#) on p.186 for more information.

Pages (Normalize) queues / Preflight Profiles

NORM_PAGES_CMYK
 NORM_PAGES_K
 NORM_PAGES_SPOT

- preflight and process single-pages, RIPping them into rasterized, contone pages
In exceptional cases, halftone pages are produced. However in the vast majority of workflows, files are screened during page-pairing in a Flats-Assembly queue.
- listed in:
 - the **Pages** tab of a job
 - the Normalize or Pages group in the **Queue (Management)** window
 - PrePage-it Upload's queue list
- normalize pages into the DCS 2.0 format - each RIPped page includes:
 - hi-res separations (for output)

- med-res component (for proofing)
- low-res page (for fast page-pairing - contains OPI link to hi-res)

Pairs/Flats (Assembly & Output) queues

Assembly



- an Assembly queue (shown above) typically assembles pages into pairs, performing the low-res/hi-res substitution and then generating the 1-bit TIFFs that will be used to make your plates
- listed in:
 - the **Imposition** tab of a job
 - the Assembly/Flats group in the **Queue (Management)** window
 - PrePage-it Upload's queue list
- can be used anytime you want to generate 1-bit TIFFs that are destined for making plates

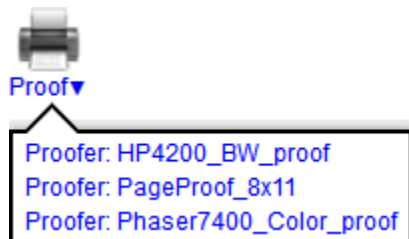
Output



- an Output queue (shown above) is a mechanism that allows you to move 1-bit TIFFs to your output device (e.g. CTP):
 - technically, it moves 1-bit TIFFs to the **Output Folder** of the selected Output queue (e.g. To_CTP_G4)
 - typically this **Output Folder** is set up to be monitored by your TIFF Catcher
 - Output queues can be accessed by clicking the **Output CTP** toolbar button from the **Pairs** tab (they are also listed in the **Queue Management** window)



Proofing queues



The proofers listed in the **Proof** dropdown list (shown in the figure above) are used to print hard proofs of pages or pairs to a printer. The **Proof** toolbar button may appear in either the **Pages** or **Pairs** window, or both, depending on how your workflow is configured.

Technical Setup

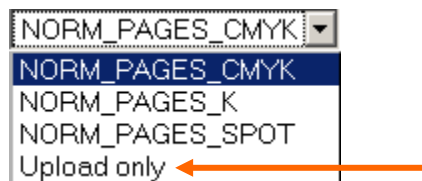
In order for proofers to appear in the **Proof** dropdown list and to work properly, they must be suitably pre-configured. Specifically, each listed proofer must have a corresponding PrePage-it queue created inside the PrePage-it Viewer - Queue Group called **Proofs**. Each one of these queues should be configured to output the type of proof(s) required by a company and its customers. If necessary, you must also create the Queue Group **Proofs**.

In addition, the **Pages** or **Flats_Assembly** queue that will initially process the file must be configured to produce a Standard Low-Res FIO if you intend to hard proof this file later.

Tip

Detailed technical information about configuring queues in the PrePage-it Viewer can be found in the *PrePage-it v7.0 User Guide*.

Upload Only



The **Upload Only** queue is listed in the **Pages** tab of a PrePage-it Web job or in PrePage-it Upload's queue list. This is not really a queue per se since it does not RIP or process files. Rather, it provides a way of exchanging files between internal and external users. Similar to an FTP Client, it can be used to upload and download any type of file. This means not only PS or PDF jobs, but also source files that cannot be sent directly to a RIP e.g. native Quark/InDesign or text files.



When a job is submitted to the **Upload Only** queue, it will appear in the **Notes** panel of the **Pages** tab (see figure above). Once it is listed in the **Notes** panel of a job, any user who has access to that particular job can download a copy of the file to their workstation.

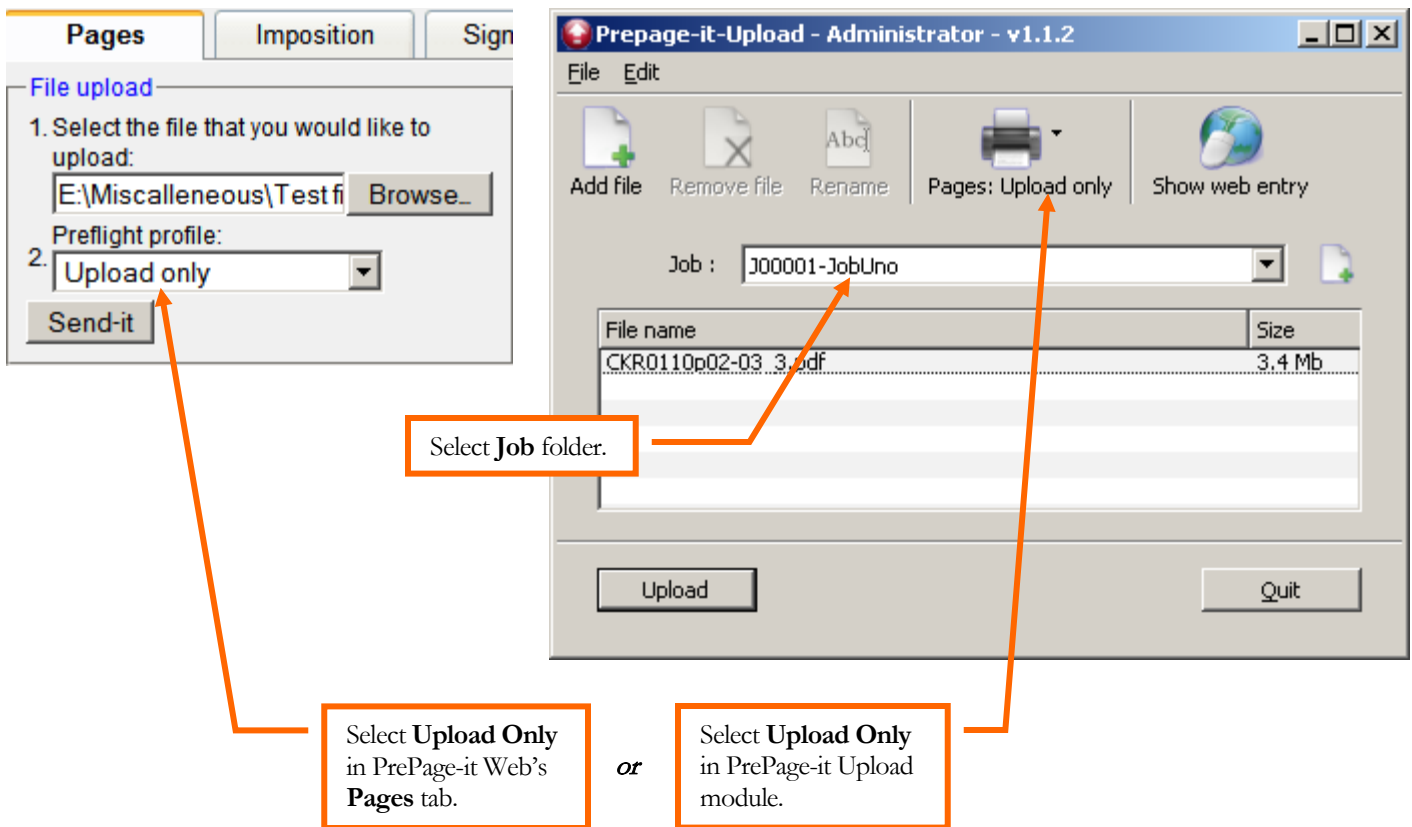
- clicking [download](#) allows you to save the file on your hard disk
- the file will remain in the **Notes** panel until it is deleted by putting a checkmark next to the file and then clicking the [Delete](#) link



Reminder

In order to exchange files with Users/Super-users (external suppliers/customers), the Send-it module must be done - activated.

If a file is submitted with PrePage-it Upload, both the **Job** folder (e.g. J00001-JobUno) as well as the queue **Pages:Upload Only** must be specified.



Tip

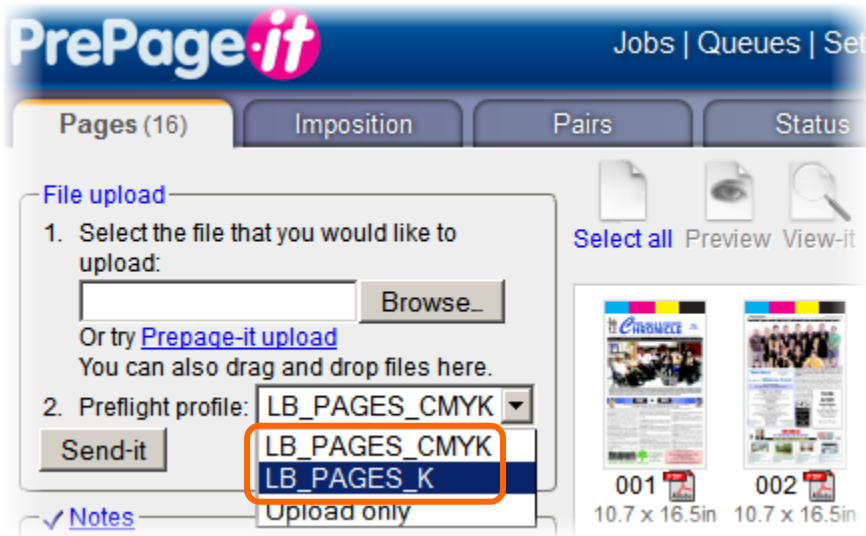
You can prevent a customer/supplier from submitting jobs directly to a RIP queue by hiding all queues except the **Upload Only** queue.

Upload Only - sample workflow

One possible use for the Upload Only “queue” is for external suppliers/customers who might have difficulty submitting their own jobs and therefore require the simplest possible method for uploading their files. Such a method could be implemented through the following procedure:

1. Create a PrePage-it Web job folder for your customer.
2. Have your customer upload their pages to that job folder using the **Upload Only** queue.
3. Locate their pages in the **Notes** panel and submit them to the appropriate RIP queue.
4. Afterwards, they will be able to see the softproofs of their job and can then approve the pages if acceptable.

Load Balancing queues



In workflows equipped with the Move-it Load Balancing module, PrePage-it Web will by default list only Load Balancing queues. Here we are referring to the queues listed when you *upload* a job file, namely in the:

- PrePage-it Web **File Upload** panel (shown in the figure above)
- **PrePage-it Upload** application window
- **Polkadots Printers**

This does not apply to the **Queue Management** window, where all queues are listed, not just Load Balancing queues.

Tip

If you need to monitor or manage load balancing queues, you can access them from the **Queue Management** window, as described in Section 3.4 [Queue Management](#), starting on p.186.

You will find Load Balancing queues in workflows which include two or more PrePage-it RIPs along with the optional Load Balancing module. The role of this optional module is to intelligently distribute jobs between RIPs in such a way as to draw the most productivity out of your workflow.

From an operator's point of view, uploading job files to a Load Balancing setup is virtually identical to a standard setup. That is, you can expect to see the typical Pages and Pairs queues listed. After a

file is submitted, the software will decide which RIP to send it to in order to ensure maximum efficiency in the workflow – this part is transparent to the operator.

Note that in a Load Balancing setup, although PrePage-it Web will list only Load Balancing queues by default, it is possible to manually configure it to display the entire set of PrePage-it queues instead of just Load Balancing queues, if required. That is, it can be configured to display all the PrePage-it queues in all the RIPs in your workflow, giving you the possibility of deciding exactly where to upload job files. This might be used in specific or special cases, such as if the main PrePage-it server (along with the Load Balancing module) temporarily goes down and you need to upload files directly to the secondary PrePage-it server.

Who can access queues?

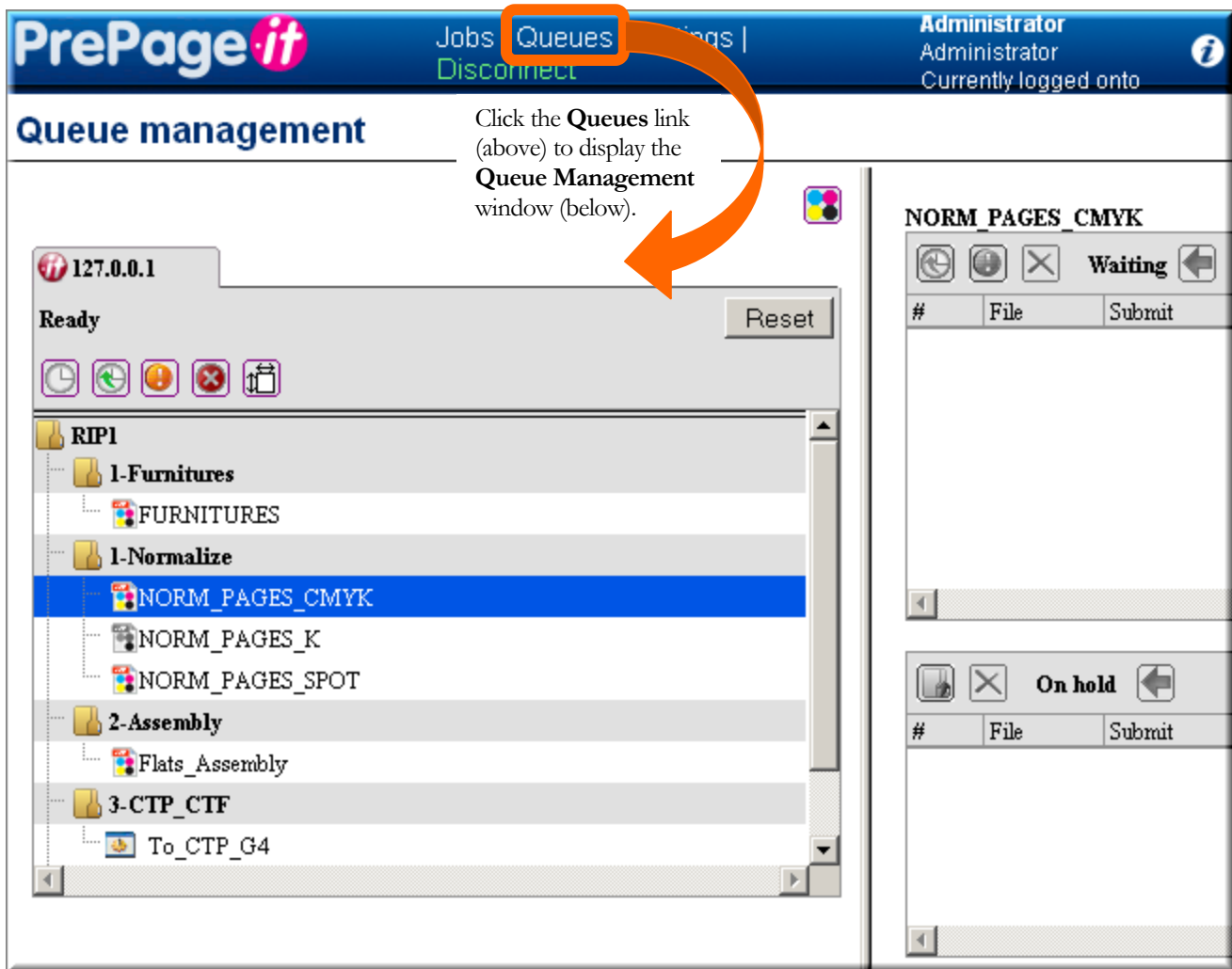
- Administrators and Operators can generally see and use all queues (unless hidden by an Administrator).
- Super-Users and Users typically see and use Pages and Upload Only queues (but not Pairs queues nor those hidden by an Administrator). However this is customizable per Super-User.

Note: Queue visibility for Super-Users and Users applies only to a workflow that includes the Send-it module.

3.4 Queue Management

Note

Newer versions of PrePage-it Web include a window called the PrePage-it Web Manager, which is a modified version of the Queue Manager explained in this section. Note that the PrePage-it Web Manager is not covered in this reference guide, however the way it functions is based on the same ideas as the Queue Manager explained here.



The **Queue Management** window displays your PrePage-it Viewer queues. Here you can monitor and manage some aspects of your jobs *while they're being RIPped*, as well as do some queue management.

In this section you will find a summary of how it works and what you can do.

Note

For workflows that include the Move-it module and are configured with Load Balancing, the **Queue Management** window will also display the Move-it Load Balancing "queues". See [Queue Management in a multiple PrePage-it / RIP workflow](#) on p.192 for more information.

Troubleshooting Tips

I. If you cannot process files through the RIP and the display shows **Stopped** or **Suspended** (rather than **Ready**), then make sure that:

- (a) the RIP is launched
- (b) the RIP Inputs are started on the PrePage-it RIP server.

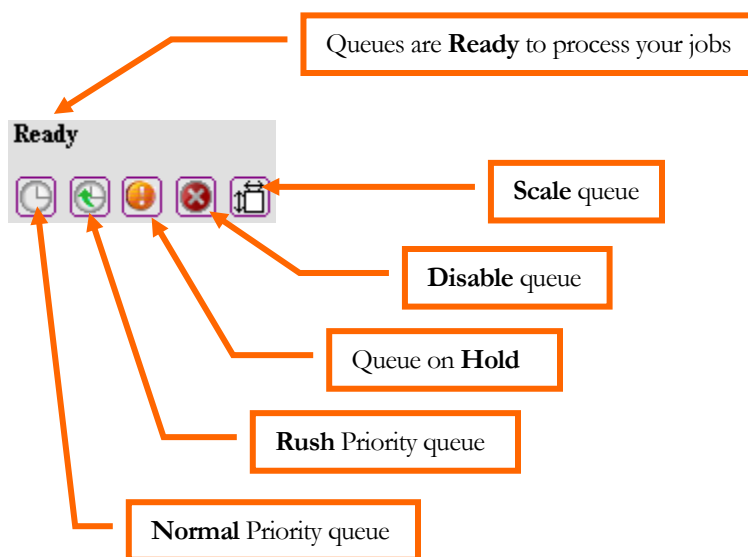
II. If launching the RIP application and Inputs does not solve the problem and the display shows **Ready**, try clicking the **Reset** button in the **Queue Management** window. If a job file is stuck in a queue and preventing other jobs from being processed, the reset will flush this file. This is often sufficient to unblock the system, thus allowing subsequent jobs to be processed.

For more detailed information about the tips described above, please refer to [Basic Troubleshooting Tips](#) (specifically Q&A's between p.50-55).

Queue Status

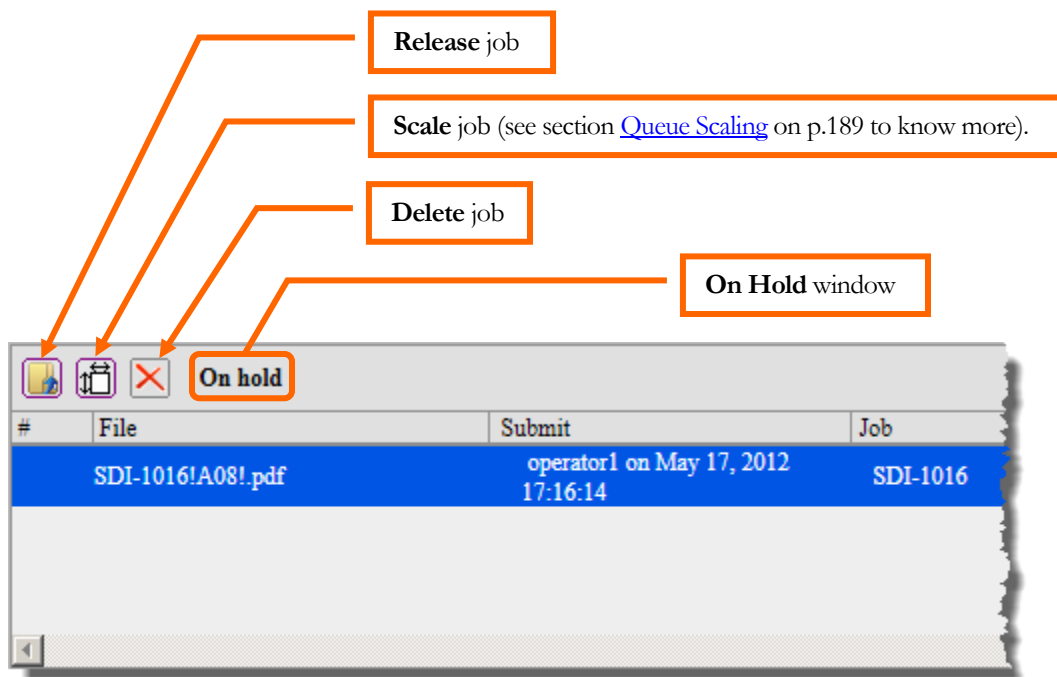
Basic facts:

- queues are listed when the PrePage-it Viewer is launched
- **Ready** is displayed when the RIP is started and ready to process your jobs - otherwise the display shows **Stopped** or **Suspended** (refer to [Troubleshooting Tips](#) above)



The status of a queue can be set to **Normal**, **Rush**, **Hold** or **Disable**:

- **Normal** is the default setting for queues - this means jobs submitted to PrePage-it Web will be processed FIFO (first-in-first-out), that is, they will be RIPped in the order that they are submitted.
- **Rush**: jobs submitted to queues set to **Rush** priority will be processed before jobs submitted to other queues.
- **Hold**: jobs submitted to queues on **Hold** will not be processed until you release them – they will be listed in the **On Hold** window until you select the job and click the **Release** button. Note that it is also possible to scale a job before you release it by clicking the **Scaling** button and specifying the required scaling values. In addition, if you decide not to process a job that is on hold, you can delete it.

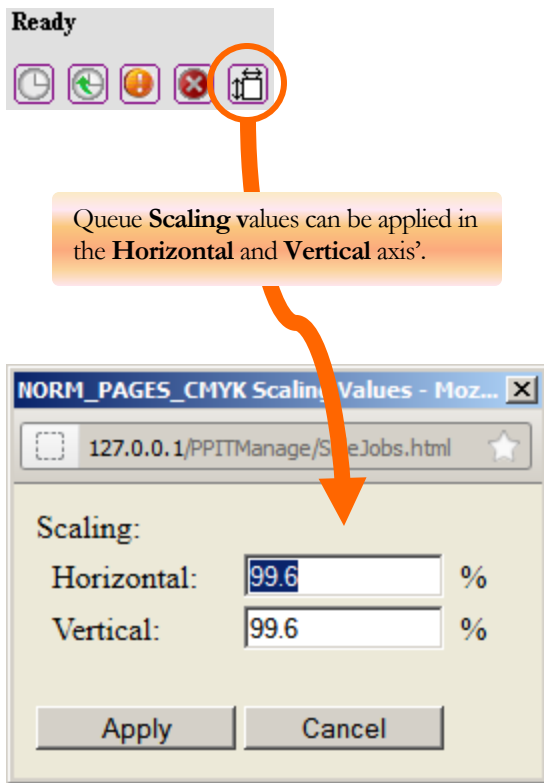


- **Disable**: makes a queue inactive – it will not process any jobs.

Queue Scaling

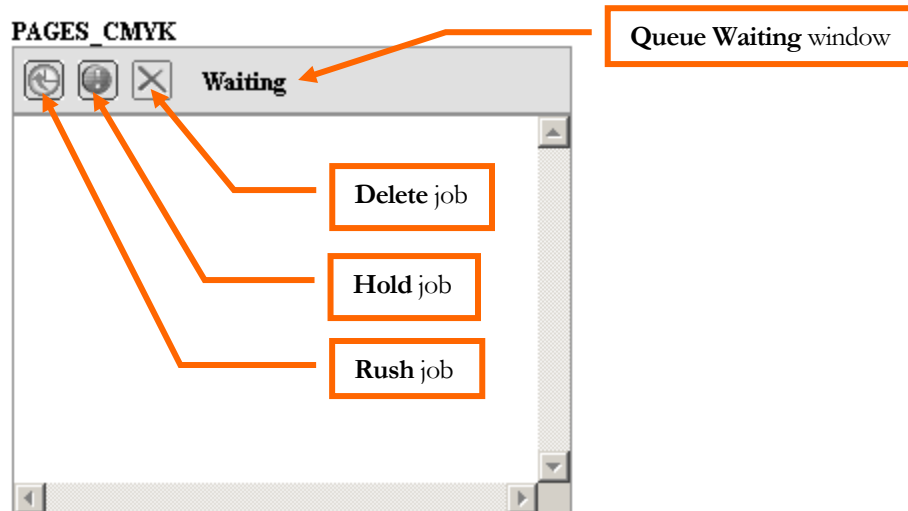


In addition to being able to scale a job while it's on **Hold**, a queue can also be set with a **Scaling** value so that all jobs going through that queue will be scaled by the specified amount.





Job Status

When a job is waiting to be processed (typically because the RIP is already busy processing another job), it is displayed in the **Queue Waiting** window.

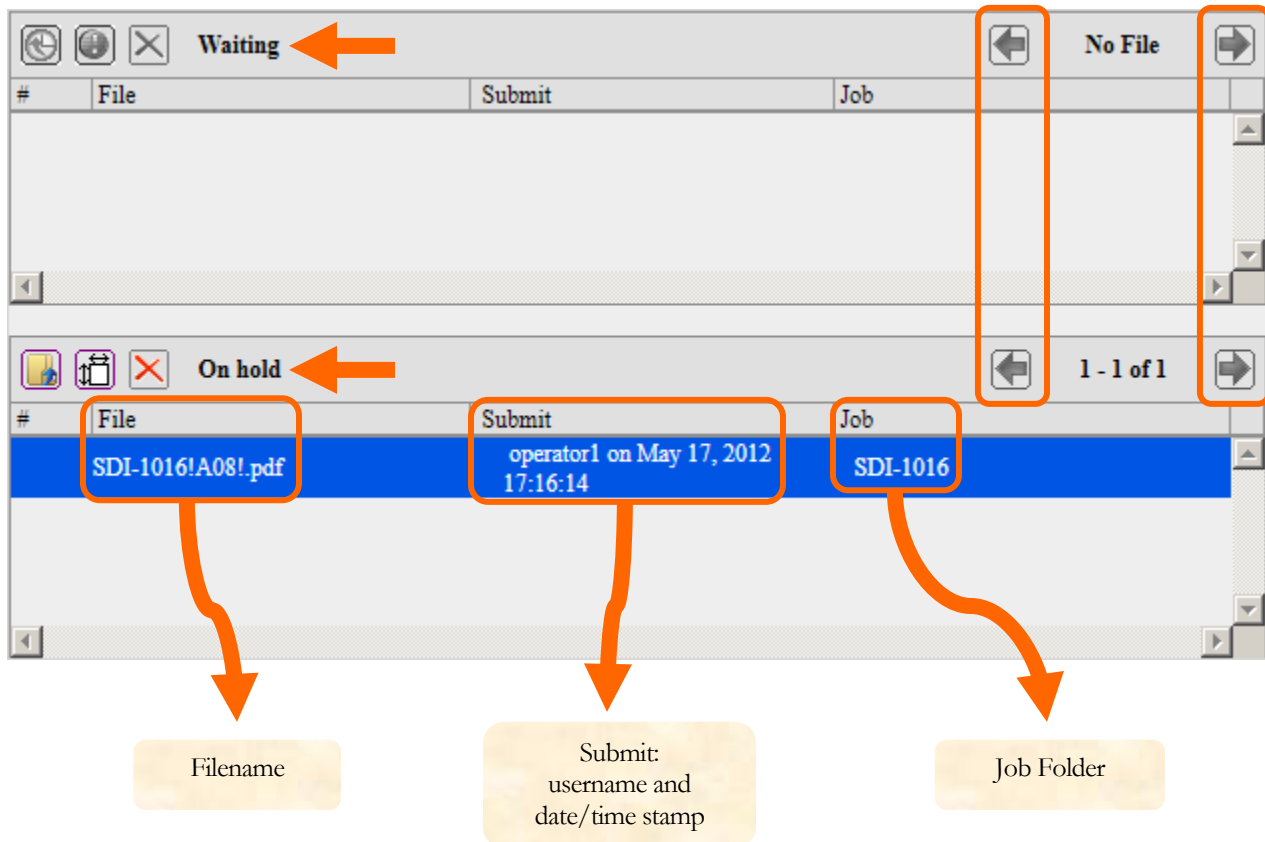


Here you can set the status of an *individual job* by clicking the **Rush**, **Hold** or **Delete** button:

- **Rush** job: will be processed before all other jobs that are waiting

- **Hold job:** it will appear in (or go back to) the **On Hold** window and will stay there until you release it  or delete it  (see figure below)
- **Delete job:** will remove the job before it is processed

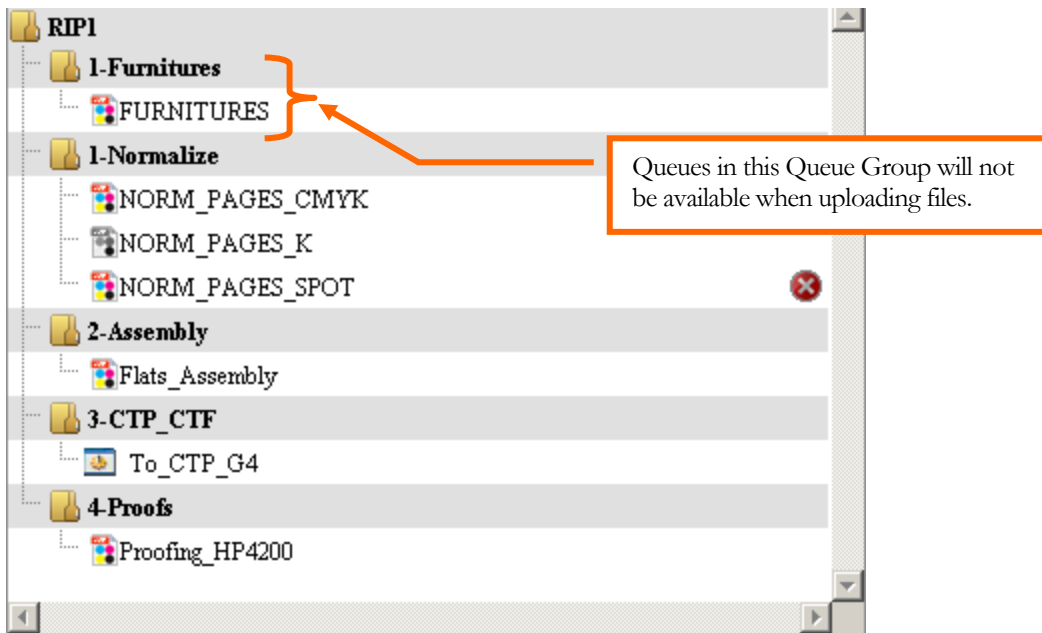
*Note that job files in the **Queue Waiting** or **On Hold** windows will be listed no more than 50 files at a time. Operators will be able to scroll through them using the **Next** and **Previous** arrow buttons.*



Queue Groups

When PrePage-it queues are created in the PrePage-it Viewer, they are typically organized into Queue Groups and displayed as such in PrePage-it Web:

- 1-Normalize (page pre-RIPping queues, also referred to as Pages queues or Preflight Profiles)
- 2-Assembly (assembly of Flats or Pairs queues)
- 3-CTP_CTF (Output to CTP queues)

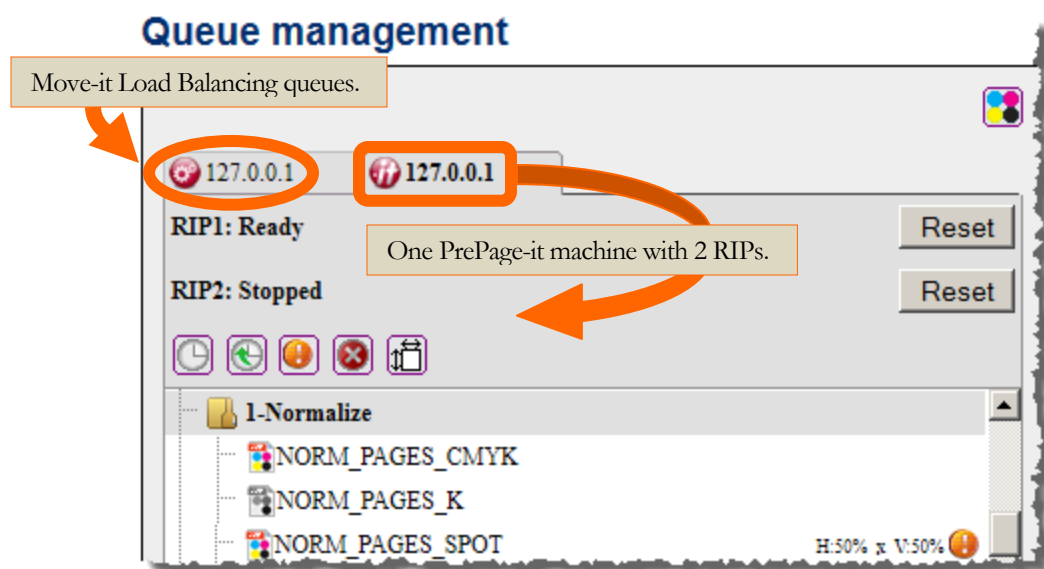



Normalize and Assembly queues are generally available when uploading jobs to PrePage-it Web – other queues that may be listed (e.g. 1-Furniture, 3-CTP_CTF, 4-Proofs) have special or specific uses. See Section 3.3 [Understanding Queue types](#) on p.180 for more information on this topic.

Queue Management in a multiple PrePage-it / RIP workflow

The following points apply to environments with multiple PrePage-it RIPs (which may include Move-it Load Balancing), whether on a single server or multiple server machines:

- The **Queue Management** window can be used to display and manage all PrePage-it queues from every server machine:
 - each PrePage-it/RIP machine is listed in a different tab (and can be identified by its IP address)
 - if there are 2 or more PrePage-it/RIPs *on the same machine*, they are identified and labelled separately as RIP1, RIP2, etc.



- If your setup includes the Move-it Load Balancing module, the **Queue Management** window can also be used to display and manage Load Balancing “queues” (i.e. input folders), regardless which server machine(s) the Load Balancing is installed and configured on. The Load Balancing queues are listed separately, in a different tab denoted by the Move-it icon . More information can be found in the section [Load Balancing queues](#) on p.185.
- By default, only PrePage-it queues from the local server machine are listed in the **Queue Management** window. In order for additional PrePage-it queues (from other server machines) and Load Balancing queues to be displayed, some manual configuration needs to be done by a qualified *Polkadots* specialist.

3.5 Spot Colors List

The Spot Colors List is a database of CMYK equivalent values for spot colors. PrePage-it uses this database to generate CMYK simulations of spot colors whenever a job requires it (e.g. to output ROOM hardproofs).

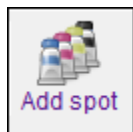
PrePage-it only refers to its spot color list for some jobs. In many cases, CMYK equivalent values are derived from other sources. For example, many jobs have spot color values embedded right in the source file.

Note

By default, when a job has a spot color value embedded in the source file, not only will PrePage-it use this CMYK simulation value for the current job, but it will also add it to the Spot Colors List for future reference.

How to define a spot color is explained next. More detailed information about the Spot Colors List, including alternative ways that you can configure it to work can be found in the *PrePage-it v7.0 User Guide*.

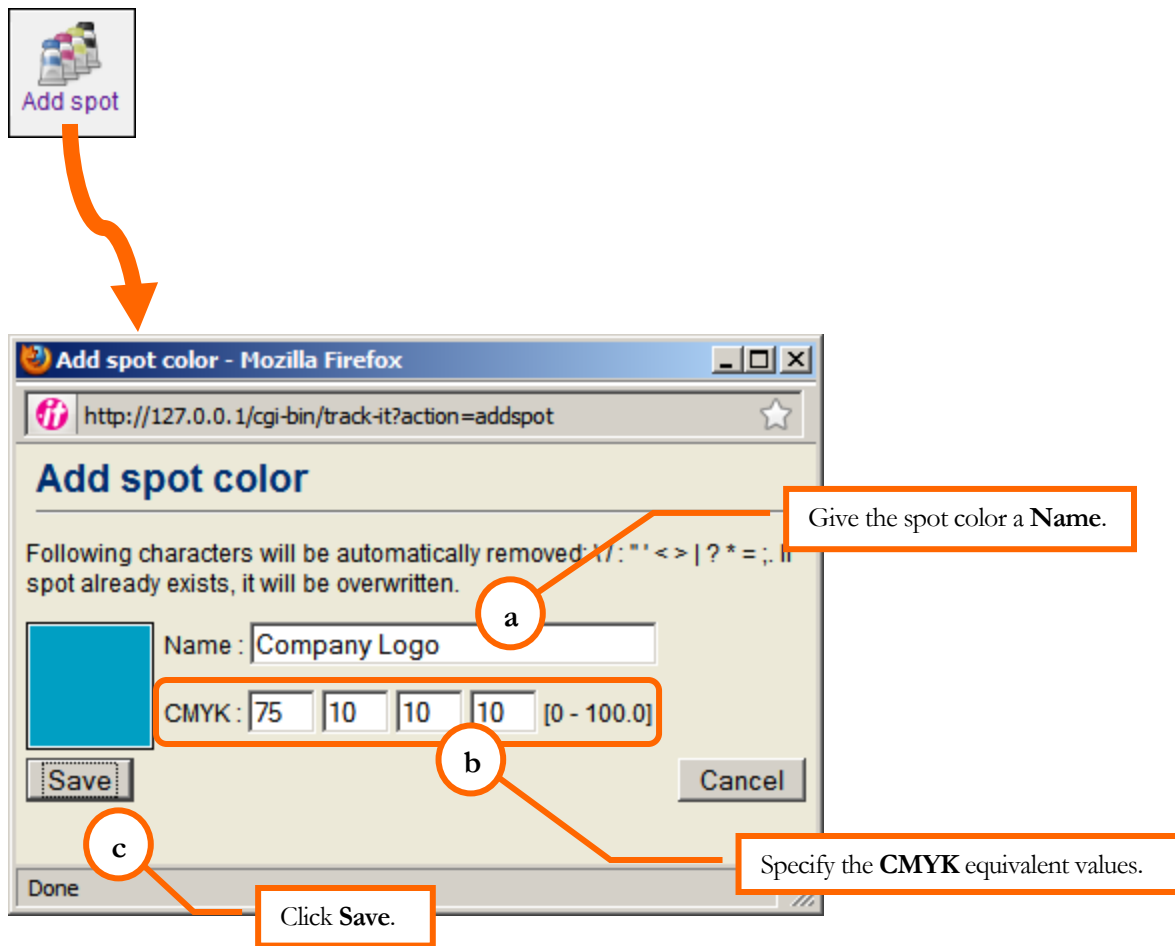
Defining a spot color (Add Spot button)



If a job contains spot colors whose CMYK equivalent values are not embedded in the file and which are not defined in the Spot Colors List or in any other source, the job will error out with an "Undefined Spot Color" error. What to do when this occurs is explained in the section [Handling undefined spot colors](#) on p.47. However, if you know that a job contains a special or uncommon spot color, you can avoid an error altogether by defining this spot color before submitting the job for processing.

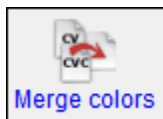
A simple way to define a spot color is:

1. Go into any job.
2. Click the **Add Spot** button in the toolbar.
3. In the pop-up box that appears, provide the required information.



When you define a spot color, it gets permanently added to the **Spot Colors List**. These equivalent CMYK values will then be automatically used in any future job that contains this color, thereby preventing the job from erroring out with an "Undefined Spot Color" error.

3.6 Merging Colors



The **Merge Colors** tool allows for two types of merge:

- merging two (or more) colors from the same page into a single plate color
- merging colors from pages of *different* jobs, typically to create multiple versions of a job (for e.g. a multi-language publication) → see [Versioning](#) on p.197

Merging colors from the same page

This tool allows you to merge together two (or more) color plates from the same RIPped page into a single plate color, which combines everything from the individual plate files. A typical use of the Merge Colors tool is with pages where two plate colors with similar names (e.g. Pantone 123 CV and Pantone 123 CVC) were unintentionally produced and were actually supposed to be on the same plate.

How to merge

The screenshot shows a web browser window titled "Merge colors - Mozilla Firefox" with the URL `http://127.0.0.1/cgi-bin/track-it?action=mergecolors&pages=8:5;`. The main heading is "Select colors that you want to merge: (or merge with pages of another job)". Below this is a list of colors: Cyan, Magenta, Yellow, Black, PANTONE 188 C, and PANTONE 188 U. The last two are highlighted in blue. At the bottom, there is a "Merge into:" dropdown menu showing "PANTONE 188 C", and "Merge" and "Cancel" buttons. A status bar at the very bottom says "Done".

1. Select a page and click the **Merge Colors** toolbar button to open this dialog box.
2. Select colors that you want to merge (e.g. **Pantone 188 C** and **Pantone 188 U**) by using CTRL+click.
3. From the dropdown list, select the plate they should be merged into.
4. Click the **Merge** button.

Merge - technical details

The table below shows the specifics about which components of a RIPped page are merged and which are not.

Merge Colors tool

(Components of ROOM file that are merged)

File Type	Merged	Not Merged
Hi-Res	✓	
Low-Res Standard	✓	
Low-Res PDF	✓ * see Note 1 below	
View-it softproof	✓	
PDF softproof		✓
Original file		✓

Note 1

The Low-Res PDF file is not itself actually merged, but it contains OPI links that will cause the substitution of the correct color separations. That is, low-res PDFs will be replaced by hi-res separations according to how they were merged by the **Merge Colors** tool.

Note 2

When merging two (or more) colors from the same page, nothing is re-RIPped. Instead, components of the existing ROOM file (e.g. hi-res, standard low-res) are merged.

Versioning

The **Merge Colors** tool also includes the capacity to merge colors from pages of *different* jobs, a feature which can be used to create multiple versions of a job. A typical example would be a multi-language publication where texts in different languages are merged to a common publication background.

Versioning procedure

The main steps for creating a multiple-version job are summarized below (using the example of a multi-language publication):

- i. **Create Job 1** → Create a job containing the “background” of all the pages. The pages of this job are typically CMYK and they should contain everything except the text.
- ii. **Create Job 2** → Create a job containing the “foreground” of the *same* pages as **Job 1**. The pages in this job should include only the text of one language and will therefore contain only a single color, typically **Black** or a spot. The pages of this “foreground” job (from this point forward referred to as **Overprint** job) will later be overprinted on the “background” pages from **Job 1**.
- iii. **Create Job 3, 4, etc.** → Create an additional **Overprint** job for each language required.
- iv. **Merge Jobs 1&2, 1&3, 1&4, etc.** → For each language, use the **Merge Colors** tool to merge the pages from the background job (i.e. **Job 1**) with the pages of an **Overprint** job (i.e. language text) to create a *new* job of merged pages. Redo the merge for each language required.

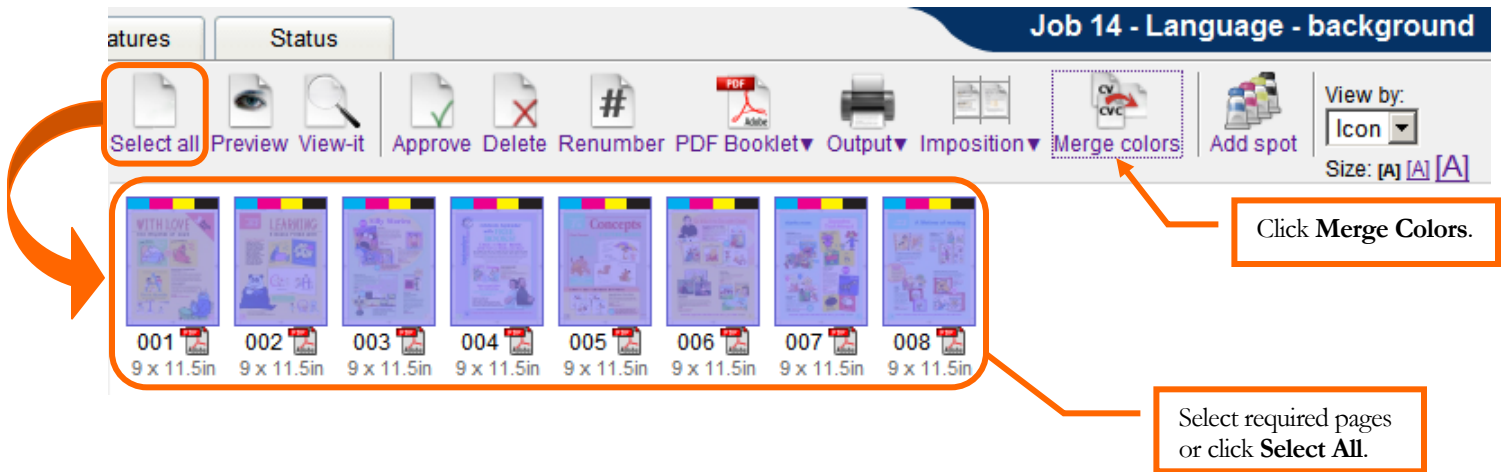
Note

When merging to create multiple versions of a job, each new version is freshly RIPped by the system, producing fresh new ROOM files (i.e. hi-res, low-res, softproofs, etc.). The source jobs that were used for the merge remain as they were – they are not affected by the merge process.

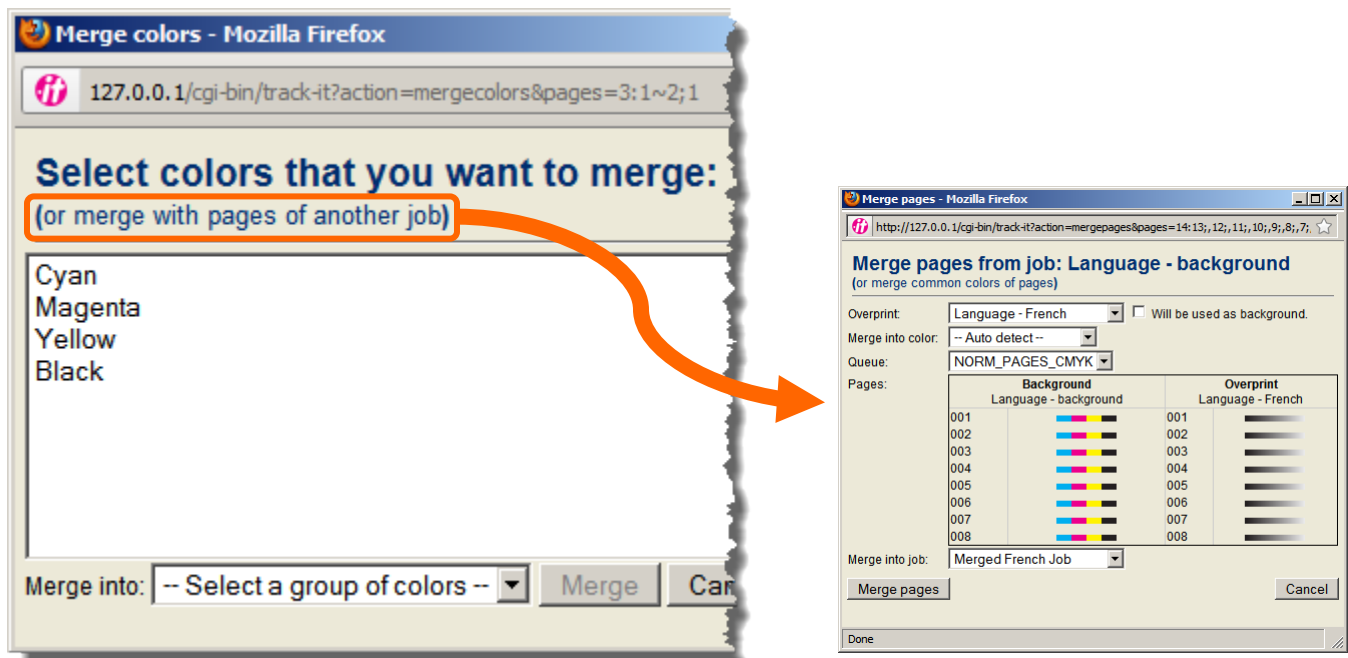
Versioning example

This sample procedure demonstrates how to merge the pages of the background job (**Job 1**) with the pages of the French language text job (**Job 2**) to create a *new job* of fully merged pages called Merged French Job (i.e. **Merge of Jobs 1&2**).

1. In the background job, select all pages that you want to merge and click the **Merge Colors** button.



2. In the **Merge Colors** dialog box, click the option **merge with pages of another job**. This will open the **Merge Pages** dialog box.



3. In the **Merge Pages** dialog box (see detailed figure below):
 - a. Select **Overprint** = **Language – French**. In this example, **Language – French** is the single-color job containing only the French text. It will be overprinted on the background job that you selected in step 1.
 - b. Select **Merge into color** = **Auto detect**. **Auto detect** will merge the color from the **Overprint** job (typically **Black** text) with the same color in the background job, if it is present. In cases where the overprint text color is not already present in the background job, **Auto detect** will not merge but rather add the text color separation into the newly merged job.

*Note: The alternative to **Auto detect** is to force the text color separation to merge into a specific (existing) background color by choosing the desired color from the dropdown list.*

- c. Select the **Queue** that will merge the Overprint and Background jobs together to produce a new merged job.

*Note: If the queue you require is not listed, then add it to the **Normalize** queue group in the **PrePage-it Viewer** (see PrePage-it 7 User Guide for details). The merging **Queue** is typically 8-bit, but can also be 1-bit if required by the customer.*

- d. Select **Merge into job** = Merged French Job. All the merged pages that are produced will go into the job that you select from the dropdown list (e.g. Merged French Job). If you need to create a new job folder, you can do so now by selecting the option **Add new job** from the dropdown list.
- e. Finally click the **Merge pages** button.

Merge pages - Mozilla Firefox

http://127.0.0.1/cgi-bin/track-it?action=mergepages&pages=14;13;,12;,11;,10;

Merge pages from job: Language - background
(or merge common colors of pages)

Overprint: Language - French ☐ Will be used as background.

Merge into color: -- Auto detect --

Queue: NORM_PAGES_CMYK

Pages:

Background		Overprint	
	Language - background		Language - French
001		001	
002		002	
003		003	
004		004	
005		005	
006		006	
007		007	
008		008	

Merge into job: Merged French Job

Merge pages Cancel

Done

Callouts:

- a**: Select the **Overprint** job, typically a single-color text-only job.
- b**: Select **Auto detect** or in special cases, select a specific color from the dropdown list.
- c**: Select the **Queue** that will merge the pages.
- d**: Select the **new** job where the merged pages will be collected.
- e**: Click **Merge pages** button.

After being processed by the selected queue (e.g. **Queue** = NORM_PAGES_CMYK), the merged pages will show up inside the selected job folder (e.g. **Merge into job** = Merged French Job).

Chapter 4 - Administrator Settings

This chapter goes over all the **Settings** that the workflow Administrator needs to know about PrePage-it Web, including what each setting is for and how to configure them. These default settings determine how PrePage-it Web will function, allowing you to customize it according to your needs and preferences.

Warning

Administrator **Settings** should only be configured by someone who is sufficiently knowledgeable about PrePage-it Web and who has at least a basic understanding of the PrePage-it workflow (a.k.a. NEWSflo). Misconfiguring a setting can cause the software to become partially or completely incapacitated.

4.1 Managing User accounts

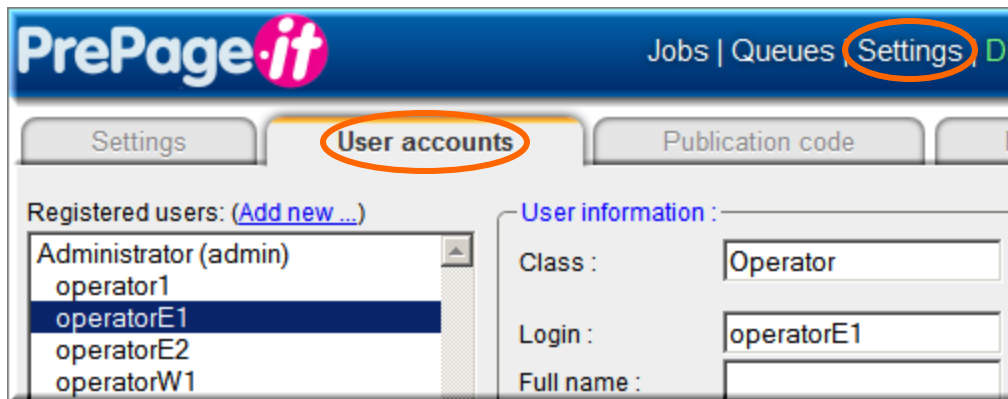
Tip

For an introduction into the topic of user accounts, see Section 3.1 [Understanding User Accounts](#) on p.171.

Tip

For PrePage-it Web servers which will be accessible via a public, external IP address (which is typically the case for Send-it configurations), we recommend for security reasons changing the PrePage-it Web **Admin Password** from its default as well as including passwords for all user accounts that you create.

User accounts can be managed in the **User Accounts** window (click **Settings** > **User Accounts**).

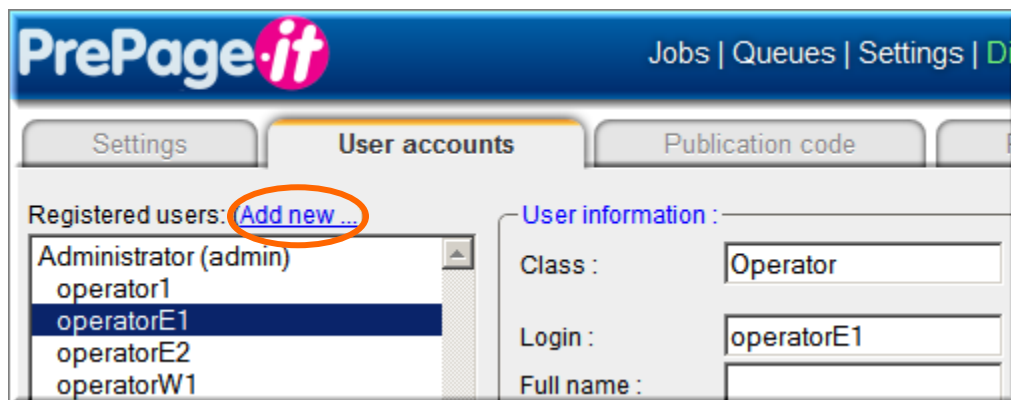


Note

Operators, and especially Super-Users, have limited access regarding what they can do when configuring user accounts. Administrators, on the other hand, are not limited and can do everything described in this section.

Creating a new user

1. Click the **Add New** link.



2. Specify the required **User information**:

User information :

Manager :	<input type="text" value="ope1 (Operator)"/>	Select the user group in which the new user will belong.
Class :	<input type="text" value="Super-user"/>	Can submit pages, view and approve their own company's jobs and create User accounts.
Login :	<input type="text"/>	Identifier used to login to Send-it. Case is not sensitive.
Full name :	<input type="text"/>	Optional name used for display purposes. Can also be used as login.
Description :	<input type="text"/>	Arbitrary text you would like to associate with this user.
Group :	<input type="text" value="--- None ---"/>	Custom access rights for this user. Manage groups
Password :	<input type="text"/>	Case sensitive, can be empty.
Confirm :	<input type="text"/>	

☐ Allow super-user to access signatures tab

- a **Manager**: determines which part of the user hierarchy the new user will belong to. Select a **Manager** that is one level or **Class** higher than the user account you are creating.
- b **Class**: is determined automatically, depending on the **Manager** that you select, and cannot be changed manually. It is always one level or **Class** lower than the **Manager** you select.
- c Choose a **Login** and **Password**, then **Confirm** it.
- d **Full Name** and **Description** are optional. For display and reference purposes only.

3. Click the **Add** button.

4. Specify any other of the optional settings that are applicable:

User information :

Class : Can submit pages, view and approve their own company's jobs and create User accounts.

Login : Identifier used to login to Send-it. Case is not sensitive.

Full name : Optional name used for display purposes. Can also be used as login.

Description : Arbitrary text you would like to associate with this user.

Group : Custom access rights for this user. [Manage groups](#)

Page prefix: Custom page prefix finder for this super-user and associated users. If blank, will use the one defined in server configuration.

Password : Case sensitive, can be empty.

Confirm :

☒ Allow super-user to access signatures tab
[Set pagination models allowed in job definition.](#)

Queue visibility for this super-user :

NORMALIZE ☐ ☐

CK :	✓	✗
CMYK_SheetFed :	✓	✗
K_Only_PGB_RIP2 :	✓	✗
K_Only_RIP2 :	✓	✗
K_SheetFed :	✓	✗
MK :	✓	✗
NOPage_PAGES_CMYK_RIP2 :	✓	✗
NORM_PAGES_Blnkit :	✓	✗
NORM_PAGES_CMYK :	✓	✗
NORM_PAGES_CMYK_RIP2 :	✓	✗
NORM_PAGES_K :	✓	✗
NORM_PAGES_SPOT :	✓	✗
Noir_Pantone :	✓	✗
PAGES_CMYK_RemoteRIP2 :	✓	✗
PREV95_PAGES_CMYK_RIP2 :	✓	✗
Spot_SheetFed :	✓	✗
Upload only :	✓	✗
WS-INK-IT-PAGES-CMYK :	✓	✗
WS_INKIT_PAGES_CMYK :	✓	✗
YK :	✓	✗

a **Group:** Select a group only if you want this user to have access rights (e.g. access to tools, modules, settings) which are different from the global default settings. See [Manage \(Access\) Groups](#) on p.206 for more information.

b Custom **Page Prefix** (applies to Super-Users only): If required, specify a custom **Page Prefix** which will apply only to a specific customer (i.e. Super-User). This will override the default **Page Prefix**, if it has been specified in the **Settings > Server Configuration**.

*The **Page Prefix** (whether default or custom) instructs the software on how to recognize the page number of a submitted filename. Refer to [Global \(Default\) vs. Custom Page Prefix](#) on p.255 for more information.*

c **Queue Visibility for this Super-User:** If required, specify which queues will be visible or hidden to a specific customer (i.e. Super-User) when they upload their pages. See Section 4.6 [Queue Visibility](#) on p.239 for more information.

d Other (note: options available will vary, depending on user level or class):

➤ **Allow super-user to access signatures tab**

*This will allow an external customer to see what's going on in the **Pairs** tab.*

➤ **Set pagination models allowed in job definition**

*This will decide which paginations will be available to a Super-User when they want to import a pagination from the **Job Definition** tab (note: Super-Users never have access to*

the **Imposition** tab). See [Pagination Models Availability](#) on p.212 for a more complete explanation.

Tags

This option will be hidden unless it has been enabled by an Administrator or Operator. See the section [Allow operators to set tags on jobs](#) on p.247 to know how this feature works.

5. Click **Modify** to save changes.

Modifying an existing user

1. Select a **Registered user** from the list.

The screenshot shows the 'User accounts' tab with three sub-tabs: 'Settings', 'User accounts' (active), and 'Publication code'. On the left, under 'Registered users: (Add new ...)', a list of users is shown. 'operatorW1' is selected and highlighted with a blue background and a red circle. Below it, a group of users is highlighted in orange. On the right, the 'User information' panel displays the details for the selected user: 'Class' is 'Operator', 'Login' is 'operatorW1', 'Full name' is empty, 'Description' is empty, 'Group' is 'Group-West' (selected from a dropdown), 'Password' and 'Confirm' fields are masked with dots. At the bottom of the panel are 'Modify' and 'Delete' buttons.

2. Make the required changes to the **User information**, then click the **Modify** button.

Note

To remove a user, select a **Registered user** from the list and click the **Delete** button.

Manage (Access) Groups

Note

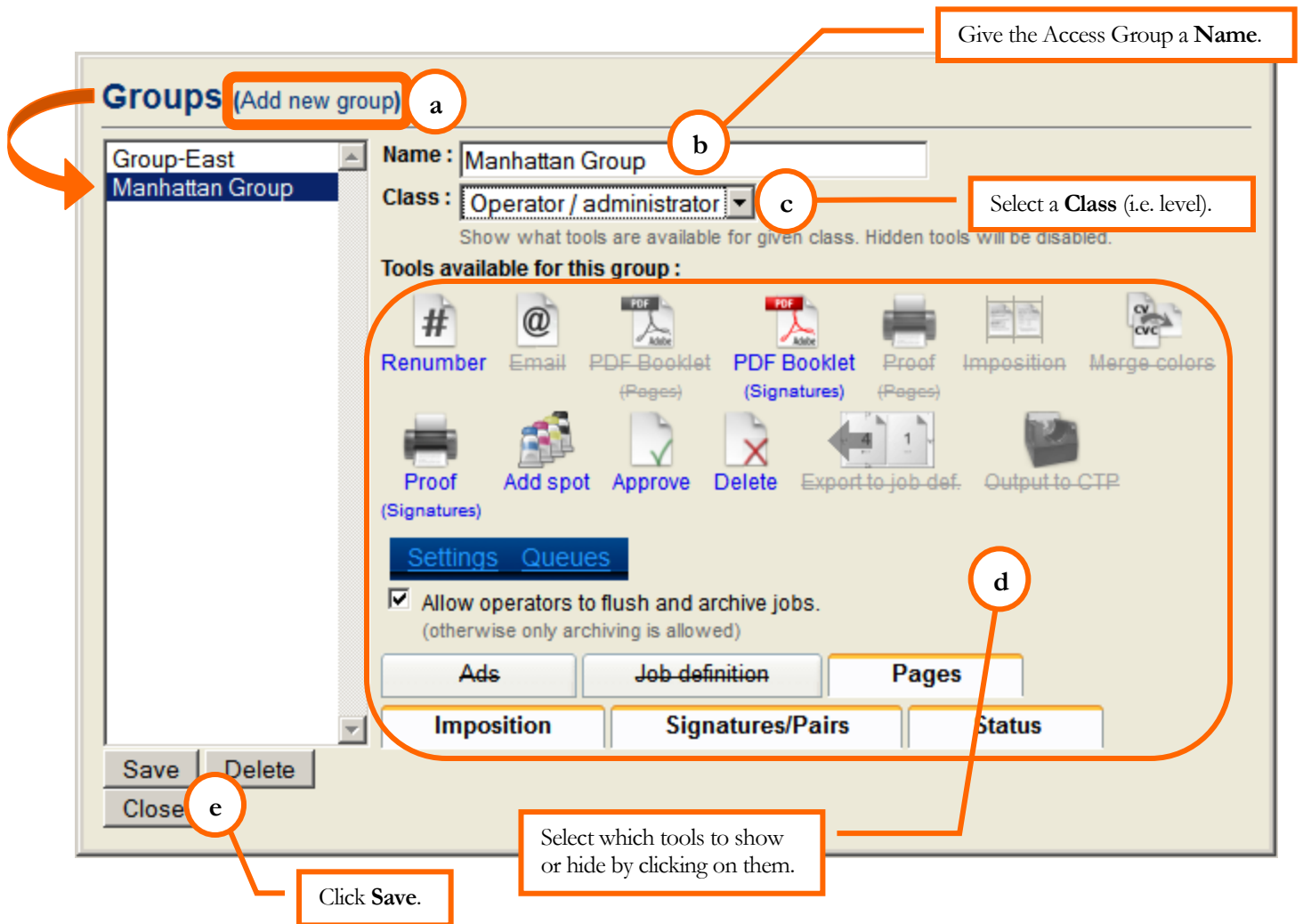
Access Groups have no relation to a Group / Branch. To know the difference, compare this section with [Group / Branch](#) on p.175.

Access Groups can be created so that they can be used to give a group of users access to a uniform set of tools/features. Access to many PrePage-it Web tools can be quickly given or denied for the entire group. If no Access Groups are created, the access rights of users is determined by the global default settings (see the section [Which access rights take precedence?](#) on p.208 for more details).

How to create and assign Access Groups

You create an Access Group by clicking the **Manage Groups** link and then following the instructions illustrated in the figure below.

After an Access Group has been defined, it can easily be modified at any time by changing the settings in the **Groups** dialog box shown below and then clicking **Save**.



Once an Access Group has been created, it can be assigned to any user by selecting it from the **Group** dropdown list of any User Account (see [Creating a new user](#) on p.202 for full procedure).

Group : Group-East Custom access rights for this user. [Manage groups](#)

After an Access Group has been assigned to one or more users, all of them will inherit the same access rights to PrePage-it Web tools and features.

Note

An Access Group (like a user) can be defined or associated with only one particular Class/Level. For example the Manhattan Group can be associated with the **Operator/Administrator Class** *or* the **Super-User Class**, but not both.

Which access rights take precedence?

The Administrator's **Show/Hide Tools** (global setting) supersedes any Access Group settings of “available tools”. More specifically, this means that:

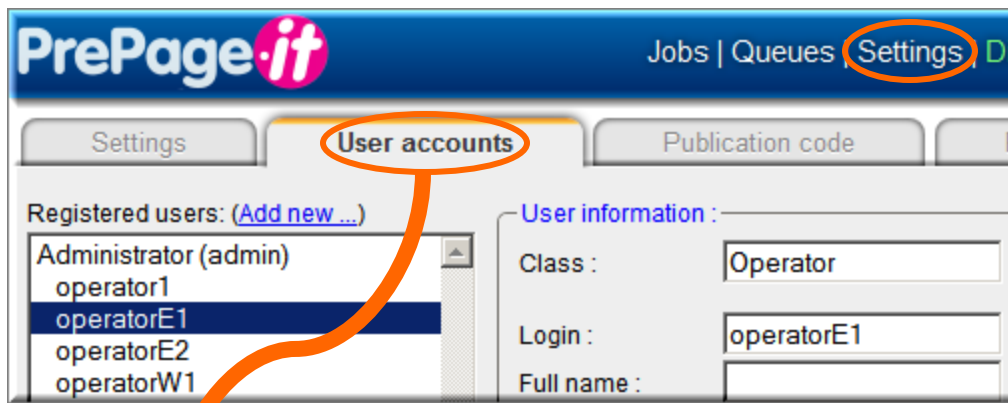
- tools that are hidden in the Administrator's **Show/Hide Tools** (global setting) will always remain hidden, regardless of what is set in any Access Group
- Access Groups can only *hide more tools* (i.e. tools that were not already hidden by the Administrator) - they can never show tools that were hidden by the Administrator's global setting

Note

Please see Section 4.7 [Show/Hide Tools](#) on p.241 to know more about this global setting.

4.2 E-mail (Staff) Notifications

E-mail Notifications are set up in the **User Accounts** window (click **Settings > User Accounts**).



Sales staff / notifications :

This list lets you configure notifications for salespeople who wish to receive e-mails when users perform certain actions.

Sales representative	E-mail	Users handled	Action
Jim Brown	jbrown@xyz.com	all	Edit , remove
Janet M	janetm@xyz.com	printmag, acmeprint	Edit , remove
Mary J	maryj@def.com	all	Edit , remove

What are E-mail / Staff Notifications ?

- they notify specified staff members that certain PrePage-it Web events (e.g. jobs submitted, job errors) have occurred
- notified users are typically sales (or other) staff, but anyone with an e-mail address can be notified – the person is not required to have a PrePage-it Web user account

Tip

If e-mails take too long (after the event occurred) to arrive, the **Mail Digest** setting may be too high. See [Mail digest](#) on p.256 for details.

How to configure e-mail notifications

Note

The **Server Configuration** → **SMTP** settings must be configured in order for e-mail notifications to work. See [Warning!](#)

The **Temporary Folder** is required by PrePage-it Web to do its job. Never delete this folder.

- the **Temporary Folder** is required by PrePage-it Web to temporarily store data
- PrePage-it Web manages this folder and automatically removes data when it is no longer necessary
- it can be set to any local folder, provided it's on a drive with plenty of free disk space

SMTP settings on p.259 for more information.

To set up a staff member to receive e-mail notifications:

1. Provide the staff person's **Name** and **E-mail** address.
2. Specify which events (**Notify on**) and which users (**Users Handled**) they should be notified about.
3. Click the **Create** button.

Tip

Users Handled does not refer to staff that you wish to notify about events, but rather to PrePage-it Web users who are causing the events to occur.

Configuration Example I

Create Sales Representative :

Name:

E-mail:

Users handled:

Provide a comma-separated list of 'Users handled' or simply type "all" to indicate all users.

Notify on: ☒ Submit new job
☒ Error (error report will be included in the e-mail)
☐ Accept page or job
☐ Reject page or job

In the figure above, Jim Brown will receive e-mails whenever any user (**Users Handled: all**) submits a new job (**Submit new job**) or gets errors (**Error**).

Configuration Example II

Below, Janet M will receive e-mails when certain specific users (**Users Handled: printmag, acmeprint**) approve a page (**Accept Page or Job**).

Create Sales Representative :

Name:

E-mail:

Users handled:

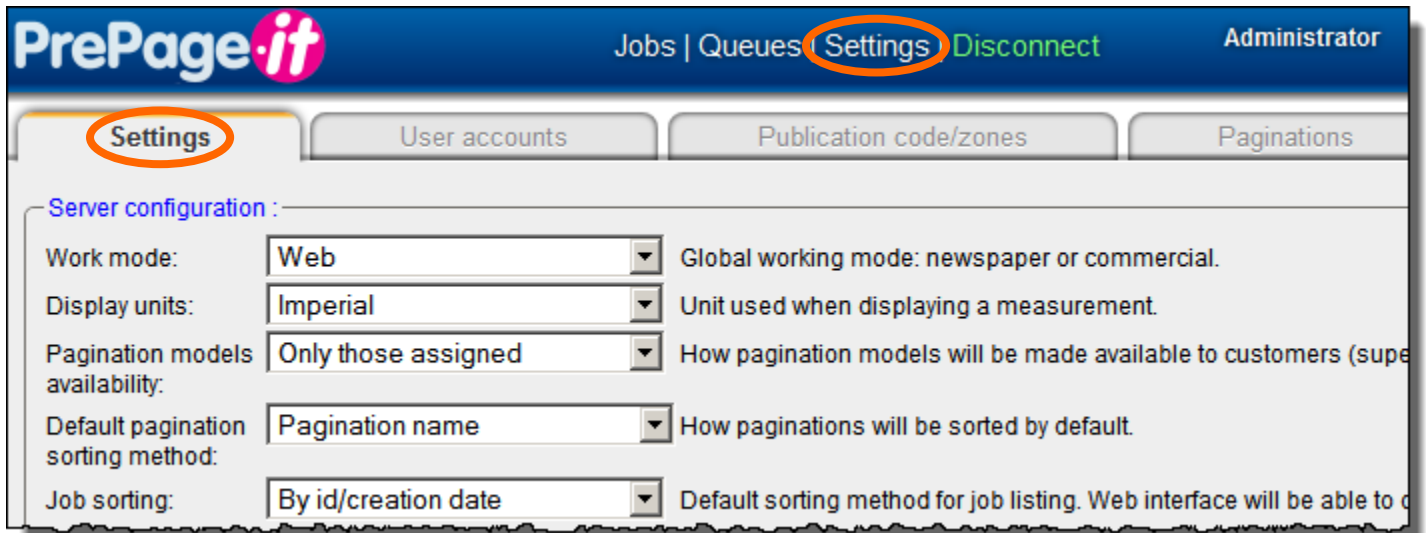
Provide a comma-separated list of 'Users handled' or simply type "all" to indicate all users.

Notify on: ☐ Submit new job
☐ Error (error report will be included in the e-mail)
☒ Accept page or job
☐ Reject page or job

4.3 Impose-it Default Settings

There are a number of Impose-it default settings that can be set by the Administrator. Several of these can be overridden by an Operator when building up the page-pairing layout of a job, but some cannot.

The **Settings** window shown in the figure below is where you can configure most of the default settings or preferences specific to the Impose-it module.



To access the **Settings** window:

1. Click the **Settings** link.
2. Go to the **Settings** tab.

Note that after making any changes to the settings, you must click the **Save Changes** button (near the bottom of the **Settings** window) to keep the changes.

The remainder of this section explains each Impose-it default setting individually.

Pagination Models Availability

Pagination models availability:	Only those assigned	▼
---------------------------------	---------------------	---

Administrators/Operators can configure it so that a Super-User will be able to import only select paginations (from the Pagination Library) when building up a job in Job Definition mode. This can be configured in the **Set pagination models allowed in job definition** dialog box, as shown in the two following figures. Note that this setting can be found in a Super-Users' account information – please see the section [Creating a new user](#) on p.202 for more information.

The setting **Pagination Models Availability** affects *how* Administrators/Operators will choose the required paginations from the Library when they are configuring a Super-User account:

- **Only those assigned** → means that when an Administrator/Operator selects paginations in the **Set pagination models allowed in job definition** dialog box, *only the paginations they select* will be made available for the specified Super-User.

Pagination models

Select pagination models that customer Odyssey is allowed to set in the job definition tab:

Name: Pages:

Format:

Name	Page	Size
<input checked="" type="checkbox"/> 10000_10000	40p.	11.5x15.5in
<input type="checkbox"/> 11111_11111	16p.	11.5x22.2in
<input type="checkbox"/> 11111_10000	40p.	11.5x15.5in
<input checked="" type="checkbox"/> 10000_10000_10000	12p.	8.5x11in

- **All but those assigned** → means that when an Administrator/Operator selects paginations: *all paginations except those that they select* will be made available for the specified Super-User. In other words, the paginations they select are the ones that will not be made available.

Choose pagination - Mozilla Firefox

10.254.254.172/cgi-bin/track-it?action=pgassoc&suid=10

Pagination models

Select pagination models that customer Odyssey is **not** allowed to set in the job definition tab:

Name: Pages:

Format:

Name	Page	Size
<input type="checkbox"/> 10000_10000	40p.	11.5x15.5in
<input checked="" type="checkbox"/> 11111_11111	16p.	11.5x22.2in
<input checked="" type="checkbox"/> 11111_10000	40p.	11.5x15.5in
<input type="checkbox"/> 10000_10000_10000	12p.	8.5x11in

This option is especially useful in cases where one has built up a long list of paginations in their Pagination Library. In this case, by configuring the more appropriate choice, it can make it

considerably easier (i.e. faster) for an Administrator/Operator to select the paginations that they wish an external customer (Super-User) to have access to.

In some cases, such as when a Pagination Library consists of a very short list of paginations, then what you choose here may not make a significant difference.

Default Pagination Sorting Method

Determines how Paginations are sorted and listed in the **Import Pagination** dialog box. This applies to when a user imports a pagination from either the **Imposition** tab or the **Job Definition** tab.

You can sort the list in one of the following ways:

- **Ascending number of pages** → according to total number of pages, from lowest to highest (e.g. 4p, 12p, 32p)
- **Pagination name** → according to alphabetical order of pagination name
- **Pagination format, then name** → first according to format (e.g. BroadSheet, Tabloid), second according to pagination name
- **Pagination format, then pages** → first according to format (e.g. BroadSheet, Tabloid), second according to total number of pages (e.g. 4p, 12p, 32p)

This becomes especially useful in cases where one has built up a long list of paginations in the Pagination Library. In this case, by configuring the most suitable choice for sorting your pagination list, it can make it much easier for you to find and select the paginations you're looking for.

Output flat

Determines the name of the assembled flat (PS file) that **Impose-it** creates and then sends to the **Flats_Assembly** queue, which in turn determines the names of the 1-bit TIFF plate files that are produced by the same queue. The **Output Flat** filename can be specified by using any combination of codes/tokens and literal (alphanumeric) text.

Default Filename for Output Flat

By default → **Output Flat** (filename) = <flatid>-<job>_<side>.ps
...where <flatid>, <job> and <side> are examples of codes/tokens.

The table below shows some sample filenames generated from the default **Output Flat** setting. For each flat, it shows the name of the: (i) PS file sent to the **Flats_Assembly** queue and (ii) 1-bit TIFF plate files produced by the **Flats_Assembly** queue.

Note

The default **Output Flat** filename in your version of PrePage-it Web may vary from the one shown above.

Output Flat sample filenames

(based on the default = <flatid>-<job>_<side>.ps)

Flat #	PS Filename	1-bit TIFF plate files
Flat #1	01-JobName_Front.ps	01-JobName_Front_C.tif 01-JobName_Front_M.tif 01-JobName_Front_Y.tif 01-JobName_Front_K.tif
Flat #2	02-JobName_Back.ps	02-JobName_Back_C.tif 02-JobName_Back_M.tif 02-JobName_Back_Y.tif 02-JobName_Back_K.tif
Flat #3	03-JobName_Front.ps	etc.
Flat #4	04-JobName_Back.ps	

Custom Filename for Output Flat

The **Output Flat** filename can be changed from the default. It can consist of any combination of literal (alphanumeric) text and codes/tokens, in any order.

The codes/tokens that can be used are:

- <flatid> → Flat ID number, as seen in the **Pairs/Signatures** tab while in **View by: List** mode. Flat ID starts at 1 and is odd for the front side and even for the back side (of a web).

- `<relflat>` → Same as `<flatid>`, but restarts at 1 for each section (only applies to multi-section jobs).
- `<web>` → Web or sheet number, as seen in **Imposition** tab.
- `<relweb>` → Same as `<web>`, but restarts at 1 for each section (only applies to multi-section jobs).
- `<side>` → Front or Back.
- `<job>` → PrePage-it Web job name.
- `<half>` → L is left part of half-sheet, R is right part (applies to half-sheet jobs only).
- `<zone>` → Zone name.
- `<zonecode>` → Zone code (i.e. abbreviation, as configured in **Settings > Publication Code / Zones**).
- `<lowpage>` → Lowest page number contained in a flat.
- `<pages>` → List of all pages contained in a flat.
- `<cspace>` → Mono (if plate contains only black pages), otherwise Color.
- `<sec>` → Section name.
- `<seccode>` → Section **Prefix**.
- `<tower>` → Tower number (applies only to PRESSflo workflows).
- `<platepos>` → Plate position on a double-plate cylinder ⇔ HI or LO (applies only to PRESSflo workflows).

Note

If a code/token does not exist for a particular job or flat, it will not be included in the flat's filename. See [Excluding unwanted characters](#) on p.216 (below) for more information.

Excluding unwanted characters

As mentioned in the previous note, when a code/token does not exist for a particular job or flat, it will not be included in the flat's filename. For example, if a job does not contain any half sheets, the code/token `<half>` will not add anything to the output flat filename. Sometimes,

however, this may result in an untidy or confusing-looking filename. In these cases, the name can be kept clear and tidy by placing curly braces { } at strategic points in the **Output Flat** filename.

Specifically, curly braces { } can be used to prevent unwanted characters from being added to an output filename. This is best illustrated by an example, as shown in the table below.

Excluding unwanted characters in Output Flat filenames by using → curly braces { }		
<i>In this example</i> ⇒ Flatid=127. Job=JobName. Side=Front. Zone and Tower are variable.		
Output Flat <i>without curly braces</i> ⇒ <flatid>-<job>_<side>_<zonecode>_T<tower>.ps		
<i>Zone</i>	<i>Tower</i>	<i>Output filename</i>
3	2	127-JobName_Front_3_T2.ps
None	None	127-JobName_Front__T.ps
Output Flat <i>with curly braces</i> ⇒ <flatid>-<job>_<side>{<zonecode>_T<tower>}.ps		
<i>Zone</i>	<i>Tower</i>	<i>Output filename</i>
3	2	127-JobName_Front_3_T2.ps
None	None	127-JobName_Front.ps

Notice how, with or without curly braces, the output filename is the same when a job has a zone and a tower. However it has unnecessary characters “_” and “T” when a job has no zone or tower (and no curly braces are used to exclude these characters).

Mark Path

Specify the folder where your RIPped furniture marks are located. Typically, this corresponds to the **Output Folder** of the Furniture queue in the PrePage-it Viewer.

Once specified, the software will look in this folder and take note of all the RIPped furniture marks that are located there. As a result, it will list all these marks in the **Mark** dropdown list. Hence afterwards, you will be able to select them when you are adding furniture to your page-pairing templates.

Tip

The **Mark** dropdown list can be accessed from **Templates > Marks > Add** or **Edit Mark**. Detailed information about this topic can be found in the section [Custom Marks](#) on p.92. You can also find specific information about [Making Marks Visible in the Template Editor](#) on p.99.

Precision

The **Precision** setting lets you choose how many numbers after the decimal will be used for measurements. This setting applies primarily to **Impose-it**, though it may affect other parts of PrePage-it Web.

As an example, let's say you configure **Precision=2**. **Impose-it** will allow you to specify a measurement such as 22.67 inches. However numbers with 3 or more digits will be truncated and rounded off. So if you've configured **Precision=2** and then you specify a measurement of 22.679, it will automatically be truncated down to 22.68.

Page padding

Page Padding determines how many digits will be used for page numbers in the Imposition module. Leading zeroes will be added automatically to page numbers whenever necessary so that they match the **Page padding** value you set here.

Example

Let's say you configure **Page padding=3**. If you then add a new section with page numbers such as 8, 9, 10, 11, etc., **Impose-it** will number the pages with 3 digits, i.e.: 008, 009, 010, 011, etc.

This is a global default setting that applies to all jobs, however it can be overridden in a specific publication by configuring the [Page Padding](#) setting in that job's imposition **Properties** (see p.116).

It should be noted that **Page Padding** just serves to determine the visual display of page numbers - it has no impact on impositions, as elaborated in this [Tip](#) on p.117.

Default pagination models

Note

Pagination models can only be used for newspaper jobs i.e. **Work Mode = Web**.

Note

The Pagination models discussed here should not be confused with Pagination layouts that you have saved in your Pagination Library. For more on this topic, see Section 2.7 [Paginations](#), starting on p.151.

Pagination models overview

Pagination models provide ready-made page numbering patterns, which can be used as a basis for your imposition sections. A variety of common pagination models are included with **Impose-it** for your convenience.

Tip

Pagination models assume that all the sections in a job use the same template and binding style. Therefore pagination models cannot be used for mixed jobs (for e.g.: one **BroadSheet** section and one **Tabloid** section).

Pagination models make it easier for operators to adapt a page-pairing layout to different printing presses, folding machines and publication types. Some examples are pagination models that correspond to:

- the page numbering scheme you require for a double-plate setup (i.e. a press with two plates per cylinder)
- a setup where the cover page (i.e. page 1) is collected at the bottom of the printed stack instead of the top

Note that some assessment and test trials may be required in order to determine which pagination models are suitable for your workflow.

Alternatives to Pagination models

If you find that your production environment requires page numbering schemes which do not match any of the available pagination models, there are several alternatives at your disposal:

- create your own custom templates with the page numbering patterns you require, and use these as a basis for your imposition layouts

Custom templates can be created provided your Polkadots workflow includes the optional Custom (N-UP) module - see [Custom \(N-Up\) templates](#) on p.103 for more information.

- create a “pagination” layout and save it to your Pagination Library, then create new page-pairing layouts by importing a “pagination” from your Library

See Section 2.7 [Paginations](#), starting on p.151, for details.

- manually paginate a page-pairing layout

To know how, go to the section [Basic procedure](#) and read step [6](#) on p.69.

How Default Pagination models work

Default paginations		
Broadsheet:	<input type="text" value="Standard"/>	Pagination model to use when creating broadsheet sections
Tabloid:	<input type="text" value="Standard"/>	Pagination model to use when creating tabloid sections
Quarterfold:	<input type="text" value="Standard"/>	Pagination model to use when creating quarterfold sections

When sections are created in a job, pages are automatically numbered and oriented according to the associated default pagination model which you select here (as shown in the figure above):

- you can select a different default pagination model for **BroadSheet** / **Tabloid** / **Quarterfold**
- each new section that you create in a job will default to one of these pre-selected pagination models
- if a particular job requires a pagination model other than the default one, it can be changed from inside of that job – to know how to change it, refer to the section [How to re-paginate a section](#) on p.137

Tip

When creating a job where the pagination model or dinky setup may need to be modified from the default, create the job as a Web job i.e. **Work Mode = Web**.

Pagination models Available

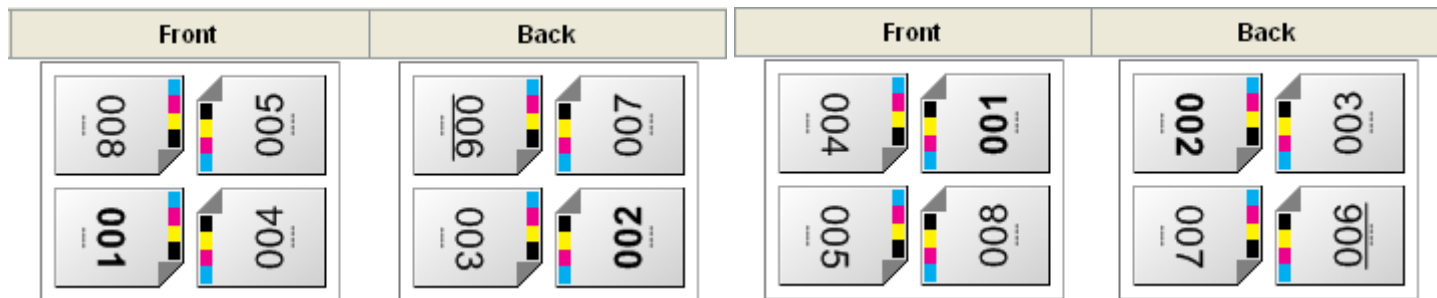
The following pagination models are available in the Impose-it module:

- **Standard & Standard 180°**
- **Straight & Straight 180°**
- **Reverse Fold Straight & Reverse Fold Straight 180°**
- **Collect & Collect 180°**
- **Arabic & Arabic 180°**

In general, the “180” pagination models rotate each side of a sheet by 180 degrees i.e. the front plate is rotated by 180° and the back plate is rotated by 180°. Note that when you go to select a pagination model from any given dropdown menu, you may not see the entire list as shown above – only the models that can be used in that given context are listed.

Illustrated Examples

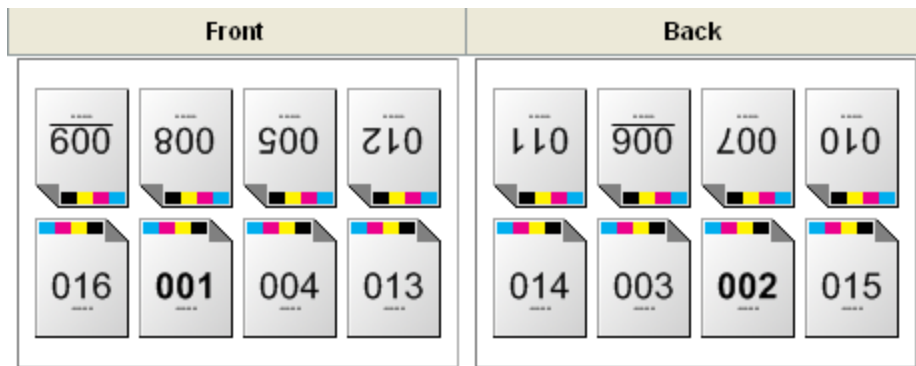
The figure below shows an example of an 8-page Tabloid section: Standard vs. Standard 180. The Standard 180 rotates the front by 180 degrees and the back by 180 degrees.



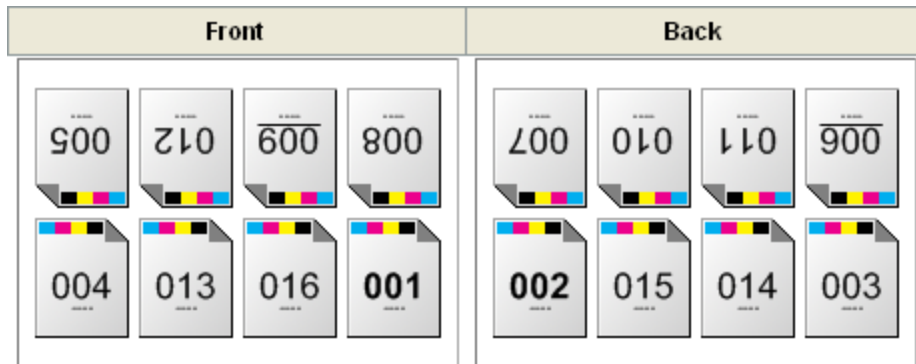
Tabloid – Standard

Tabloid – Standard 180

The Reverse Fold Straight and Reverse Fold Straight 180 only apply to 8-Up (Quarterfolds). This pagination scheme results in page 1 (i.e. the cover page) being placed at the bottom of the printed stack instead of the top. This is the way some folding machines stack their pages. The figure below shows an example of a 16-page 8-Up (Quarterfold) section - Standard vs. Reverse Fold Straight.



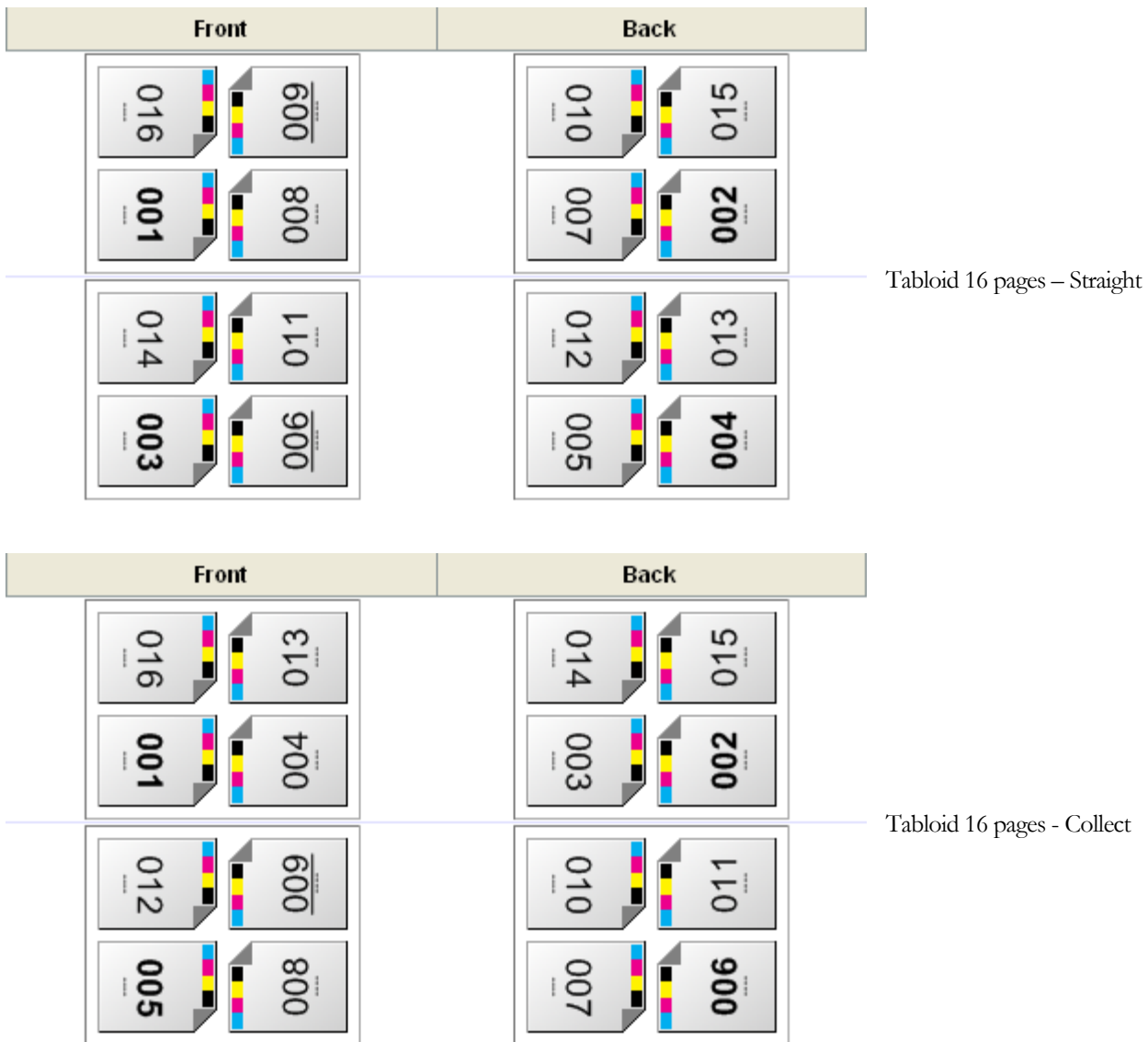
8-Up (Quarterfold) - Standard



8-Up (Quarterfold) - Reverse Fold Straight

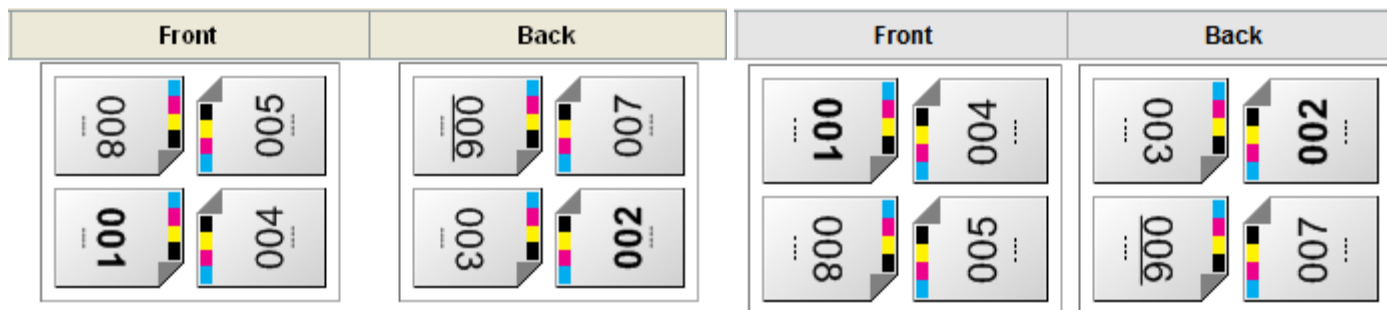
The **Straight** and **Collect** pagination models may be suitable for some presses with double-plates per cylinder. The page numbering scheme will vary depending on whether the two plates that are on the same cylinder are identical or different. In addition, these pagination models may also be suitable for other configurations.

The figures below illustrate an example of the page numbering layouts of the **Straight** vs. **Collect** pagination models, in a 16-page Tabloid setup.



The Arabic pagination model has been designed for languages that are written from right to left, such as Arabic.

The figures below illustrate the difference in page numbering layouts between the Standard and Arabic pagination models, in an 8-page Tabloid setup.



Tabloid – Standard

Tabloid – Arabic

Preference Sets

[Create preference set:](#)

Here you can define preference sets to pre-configure some settings for Imposition and Signatures tabs:

Name:

Assembly queue:

CTP devices: ☐ To_CTP_north
☐ To_CTP_south

Press type: ☒ Single plate per cylinder
☐ Double plate per cylinder

Auto-output: ☒ No ☐ Yes ☐ Ask before

Copies:

Note: if you select a preference with auto-output enabled, plates that have not been output yet, will be sent to the selected CTP device. Copies specify the default number of plates that will be sent to CTP device.

Name	Assembly queue	CTP devices	Press type	Auto-output	Copies	
Pref-CTP1	Flats_Assembly_270	To_CTP_north	Single plate		1	Edit , Delete
Pref-CTP1-Ask	Flats_Assembly_270	To_CTP_north	Single plate	Ask before	1	Edit , Delete
Pref-CTP1-Auto	Flats_Assembly_270	To_CTP_north	Single plate	Yes	2	Edit , Delete
Pref-CTP2	Flats_Assembly	To_CTP_south	Double plate		1	Edit , Delete

A Preference Set defines several characteristics about how a page-pair will be processed, including (a) which PrePage-it RIP queue will assemble the page-pairs, (b) which CTP device the assembled page-pairs will be output to, (c) whether or not they should be output automatically and (d) whether to output multiple copies of a plate. For workflows that include the PRESSflo module and a double-plate per cylinder press, the **Press Type** setting can simplify the selection operators must make regarding the printing press that will print this job.

Create preference set:

Here you can define preference sets to pre-configure so

Name:

Assembly queue:

CTP devices: ☐ To_CTP_north
☐ To_CTP_south

Press type: ☒ Single plate per cylinder
☐ Double plate per cylinder

Auto-output: ☒ No ☐ Yes ☐ Ask before

Copies:

Note: if you select a preference with auto-output enabled, plates that have not been output yet, will be sent to the selected CTP device. Copies specify the default number of plates that will be sent to CTP device.

Create a **Preference Set** here.

List of created **Preference Sets** and their properties.

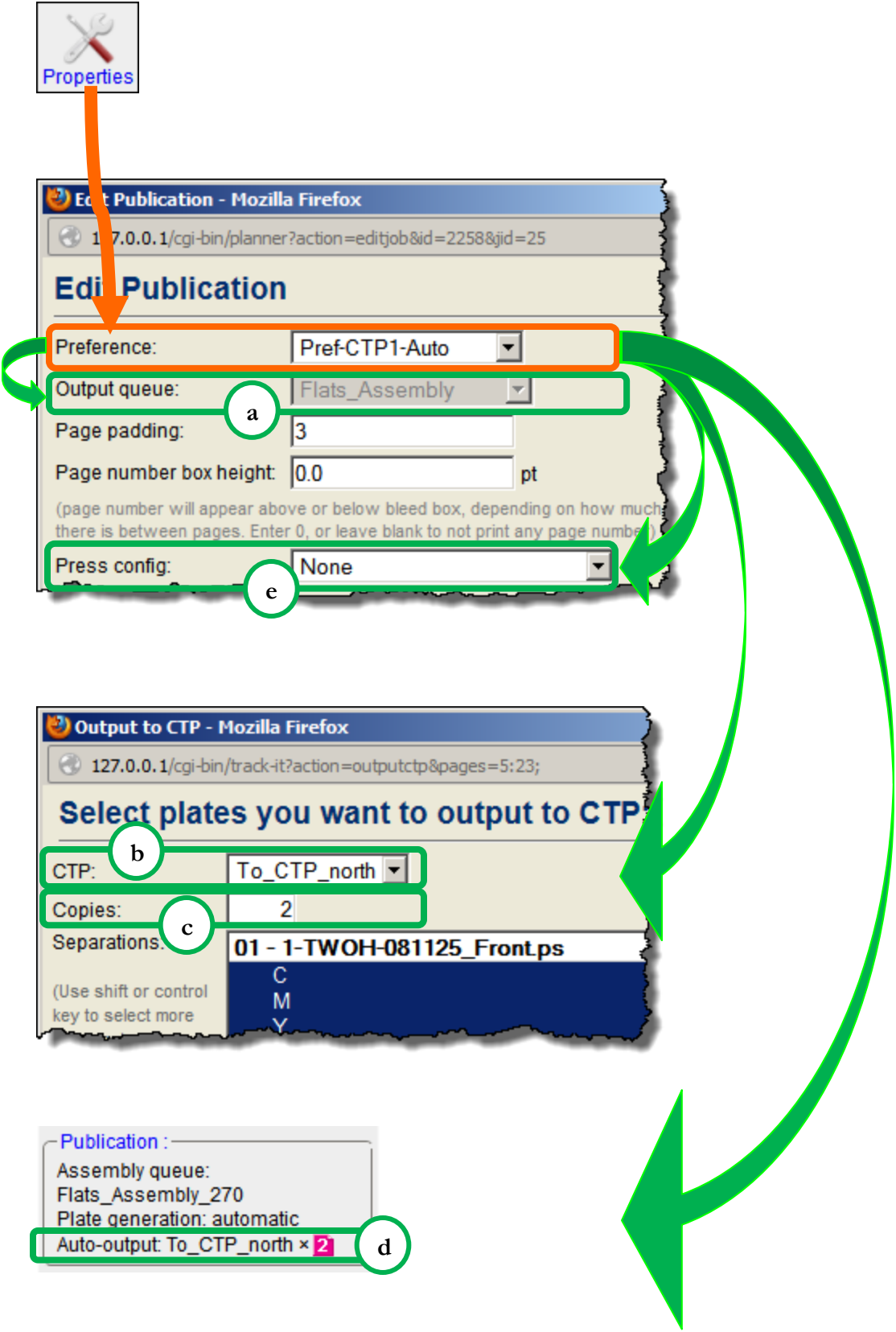
Name	Assembly queue	CTP devices	Press type	Auto-output	Copies	
Pref-CTP1	Flats_Assembly_270	To_CTP_north	Single plate		1	Edit , Delete
Pref-CTP1-Ask	Flats_Assembly_270	To_CTP_north	Single plate	Ask before	1	Edit , Delete
Pref-CTP1-Auto	Flats_Assembly_270	To_CTP_north	Single plate	Yes	2	Edit , Delete
Pref-CTP2	Flats_Assembly	To_CTP_south	Double plate		1	Edit , Delete

You can create as many **Preference Sets** as you need. Once defined, an operator can apply a **Preference Set** to a job in order to help build up a publication *more quickly and error-free*. An operator assigns a **Preference Set** to a job by selecting a **Preference** from the **Properties** dialog box of the **Imposition** tab (see figure below).

Preference Set details

To understand if and how to create a **Preference Set**, consider what happens when an operator applies a **Preference Set** to an imposition job.

The example in the figure below illustrates how an operator selects a **Preference** (from the **Properties** dialog box of the **Imposition** tab) and what happens as a result.



The figure above illustrates that selecting a **Preference** causes the following to occur:

- (a) **Output Queue** (i.e. Assembly queue) will be automatically determined.

Note: The dropdown menu will become grayed out, hence an operator will not be able to select a different queue. See [Output Queue](#) on p.116 for more information on this topic.

- (b) **CTP Device** will be automatically selected in the **Output to CTP** dialog box, and other CTP Devices will be hidden.

*Note: If the **Preference Set** includes (and hence allows output on) more than one **CTP Device**, then the operator will have to make a choice from the **CTP** dropdown menu (see figure above).*

- (c) **Copies** of plates to be output will be automatically selected in the **Output to CTP** dialog box.

- (d) **Auto-Output** (if enabled in Preference Set) is configured to automatically send plate files to your CTP as soon as a pair has been completed. See p.227 for [Auto-Output Details](#).

- (e) **Press Config** dropdown menu will only list press configurations for the pre-selected **Press Type** (i.e. it will list only single-plate or only double-plate per cylinder presses). See [Press Type](#) on p.229 for details.

If no Preference Sets are selected in a workflow, then for each job the operator will have to make a manual selection for the **Output (Assembly) Queue**, the **Output CTP** device and the number of plate **Copies** to be made. He/she will also have to manually output each plate. In addition, if a **Press Config** needs to be selected, it will have to be done from a dropdown list containing all types of press configurations.

Conclusion ☞ For very simple, straightforward workflows, **Preference Sets** may not be required since operators may not gain much in speed or security from using them. For more elaborate workflows, however, **Preference Sets** can be quite helpful in building up your page-pairing layouts a little faster while reducing the likelihood of errors.

Auto-Output Details

The choices for **Auto-Output** are:

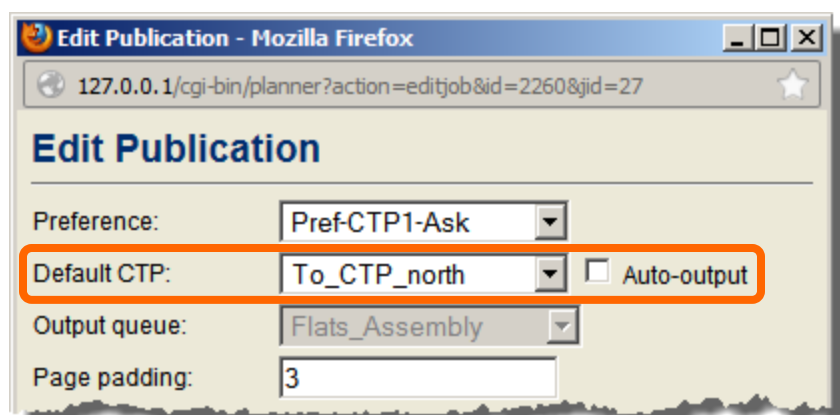
- **No** → operators will have to manually send plate files to the CTP via the **Output CTP** dialog box in the **Pairs** tab
- **Yes** → plate files will be automatically sent to your CTP as soon as a pair has been completed

Warning: No user intervention is required in this mode, therefore depending on how your CTP is configured, plates may start coming out as soon as the first pages of a job have been paired up.

Note: If 2 **CTP Devices** are selected in a Preference Set, flats will automatically be distributed between the 2 CTPs – see [Impose-it Load Balancing](#) on p.228 for details.

- **Ask Before** → allows you to choose per-job whether or not you want to auto-output

The **Ask Before** option does not automatically output plates for all jobs. Rather, it adds 2 more choices in the **Imposition Properties** dialog box: **Default CTP** and **Auto-Output**.



The figure above shows an example where the **Preference** Pref-CTP1-Ask (configured with the **Ask Before** option) was selected for a job, and the two new choices that appear:

- **Auto-Output** allows you to set whether or not you want this particular job to be auto-output
- **Default CTP** lets you choose which CTP device your plate files will be auto-output to for this job

*Note: If you select a **Default CTP** but disable the **Auto-Output** checkbox for this job, your choice of **Default CTP** will be pre-selected when you do a manual output from the **Output CTP** dialog box.*

Impose-it Load Balancing

When **Auto-Output** is set to **Yes** and 2 **CTP Devices** are enabled in a **Preference Set**, flats are automatically distributed between the 2 CTPs:

- if multiple jobs are being auto-output at the same time, they will be output by alternating between the 2 CTPs (technically, all the plates from all the jobs that use the same **Preference Set** will be distributed between the 2 CTPs)
- for CMYK flats: all 4 plates for one flat are sent to the same CTP to ensure there are no differences or problems with calibration, registration, etc.

This feature helps to maximize throughput on the 2 CTPs.

Reminder

When **Auto-Output** is set to **Ask Before**, even though 2 **CTP Devices** are enabled in a **Preference Set**, flats will not be automatically distributed between the 2 CTPs. The plates will be output on 1 CTP only, the one the operator selects as **Default CTP** in the **Imposition Properties** dialog box. This is shown in the previous figure and explained in previous section [Auto-Output Details](#) on p.227.

Tip

Impose-it Load Balancing, as explained in this section, is not to be confused with Move-it Load Balancing, which typically performs load balancing of jobs submitted to PrePage-it RIP queues in a multiple-server / multiple-RIP setup. Impose-it Load Balancing distributes flats between multiple CTPs. More information about Move-it Load Balancing can be found in the *Move-it User Guide*.

Press Type Details**Tip**

The option **Press Type = Double plate per cylinder** can only be set in workflows which include the PRESSflo module *and* a printing press with “double-plate per cylinder” capacity. In all other cases, this option *must* be set to **Press Type = Single plate per cylinder**.

Pre-configuring the **Preference Set** with information about the **Press Type** will reduce the risk of error when an operator is building up the page-pairing layout of a publication. It will do this by giving the operator a more limited choice of options when they have to select the **Press Config** for a job.

Your selection of **Press Type** will cause one of the following to occur when an operator sets the **Imposition Properties** for a new job:

- **Single plate per cylinder** → Only single-plate per cylinder printing presses will be listed in the **Press Config** dropdown menu.
- **Double plate per cylinder** → Only double-plate per cylinder printing presses will be listed in the **Press Config** dropdown menu.

Edit Publication

Preference: Pref-CTP1

Output queue: Flats_Assembly

Page padding: 3

Page number box height: 0.0 pt

(page number will appear above or below bleed box, depending on how much between pages. Enter 0, or leave blank to not print any page number)

Press config: None

Depending on the **Press Type** that has been pre-defined for the selected **Preference** (e.g. Pref-CTP1), only single-plate or only double-plate per cylinder presses will be listed here in the **Press Config** dropdown menu.

More information on the PRESSflo module can be found in Section 5.3 [PRESSflo \(Press Configuration\)](#), starting on p.283.

4.4 Pub Codes

Tip

Pub Codes are only useful for newspaper jobs (i.e. publications printed on a web press).

When you create a newspaper job (i.e. **Work Mode = Web**), you are prompted to specify a **Pub Code** (publication code).

Create new job

Give a name and an owner for your job. The following character will be a filtered: \ / : " < > | ? * . Setting the owner will make the job visible for the ones in the upper level of the hierarchy.

Work mode: ☒ Web ☐ Sheet fed

Pub code:

Run date:

Owner:

☐ Make this job visible for the entire group.

☐ Auto-approve pages for this job.

☐ Enable job definition.

☐ Enable zones. Select main one:

Zone offset: (If blank, default value is: 4)

Select an existing **Pub Code** from the dropdown list **or** select **Enter manually** and type it in yourself.

A publication code is an abbreviation of the publication name, for e.g.:

Pub Name ⇨ Sun Journal Daily

Pub Code ⇨ SJD

Pub codes can be selected from the **Create New Job** dialog box (see figure above) provided they have been pre-defined in the **Settings** window > **Publication Code/Zones** tab.

PrePage.it Jobs | Queues **Settings** Disconnect Administrator

Settings User accounts **Publication code/zones** Paginations Pressflo

This part will let you configure publication name that can be used to prefill the job creation popup. This is only useful when working with a web press.

Name	Code	Rundate format	Customer	
AV	AV	MMDDYY		Edit Delete
CO	CO	MMDDYY		Edit Delete
Code Su1	SU1	MMDDYY		Edit Delete
Code Su2	SU2	MMDDYY		Edit Delete
Code Su3	SU3	MMDDYY		Edit Delete
FC	FC	MMDDYY		Edit Delete
Harrisburg Times	HT	MMDDYYYY		Edit Delete
LF	LF	MMDDYY		Edit Delete
LV	LV	MMDDYY		Edit Delete
NG	NG	MMDDYY		Edit Delete
RF	RF	MMDDYY		Edit Delete
Sun Daily News	SDN	MMDD		Edit Delete
TG	TG	MMDDYY		Edit Delete
WD	WD	MMDDYY		Edit Delete
WJ	WJ	MMDDYY		Edit Delete
WU	WU	MMDDYY		Edit Delete
WX	WX	MMDDYY		Edit Delete

Create publication code:

Name:

Code:

Customer: -- Internal --

Rundate format:

Constraints the way rundate will be formatted when creating a job. Can use the following tokens:

- YYYY: Year, 4 digits.
- YY: Year, 2 digits.
- MM: Month, 2 digits, padded with 0.
- DD: Day, 2 digits, padded with 0.
- Any other: will be included as is.

Create

Here you can define a global zone list. This can be used to set a reference job (main zone) in which a few pages will be specific to some area (secondary zones).

Create a new zone:

Name:

Code:

☐ This is a main zone.

You can define several main zones. If only one is setup, it will be automatically selected if activating zone within a job.

Create

Name	Code	Main zone?	
Main zone	MZ	Yes	Edit Delete
Main zone 2	MZ2	Yes	Edit Delete
SP0	SP0	Yes	Edit Delete
SP1	SP1		Edit Delete
SP2	SP2		Edit Delete
Zone 1	Z1		Edit Delete
Zone 2	Z2		Edit Delete
Zone 3	Z3		Edit Delete

Publication Codes List ⇔ here you can view the list, and **Edit** or **Delete** a pub code.

Create a new Publication Code

Pre-defined publication codes are useful for both internal and external users when they are creating a new job:

- selecting a pub code (rather than re-typing it each time) when creating a new job is faster, more convenient and prevents errors (e.g. typos)
- pub codes also help identify a job and make it easier to filter or sort the **Job List**

Note

When creating a new job, specifying a pub code is required in certain workflow setups, such as those configured to upload pages via Move-it.

To create or define a new pub code, specify the following information:

Create publication code:

a Name: Sun Daily News

b Code: SDN

c Customer: -- Internal --

d Rundate format: MMDD

e Create

Specify the publication **Name**.

Specify a publication **Code** i.e. an abbreviation of the publication name.

If this is a publication from an external **Customer**, select their name from the dropdown list. Otherwise, select **Internal**.

Specify the **Rundate format** for this publication using the letters M, D and Y (see figure for details). This format will be honored when you create a new job and select the **Run Date** from the **Calendar** icon (see Section 1.4 [Creating a new job](#) on p.21).

Click **Create**.

Constraints the way rundate will be formatted when creating a job. Can use the following tokens:

- YYYY: Year, 4 digits.
- YY: Year, 2 digits.
- MM: Month, 2 digits, padded with 0.
- DD: Day, 2 digits, padded with 0.
- Any other: will be included as is.

4.5 Zones

This section explains how zones work and how to do their initial configuration. To view the procedure for an operator to create a publication with zones, see [Setting up a publication with zones](#) on p.73.

Overview

Zones are used when you need to produce multiple-version publications.

Example → Multiple-version Publication

A newspaper is produced for an area which encompasses a main city and three neighboring towns. The newspaper going out to these towns is essentially the same as for the main city, except for page 17, which is dedicated to local regional content and therefore varies from one town to another. Page 17 may include local special-interest stories, ads aimed at different markets and/or with different pricing, etc.

The zones feature allows you to create and manage the newspaper in the example above by defining one publication with four versions (a main zone and three secondary zones). The result is that you end up producing one newspaper with four different versions of page 17. The

software then takes care of combining all the pages so as to produce the four distinct newspaper versions. In the process, the software will produce four versions of the plate that includes page 17.

Since you will be creating different versions of page 17, you will need to name each version of this page differently so the software can distinguish them.

Main & secondary zones

When setting up a publication with zones in NEWSflo:

- **Main Zone** ⇒ refers to the main publication i.e. *all* the pages of the main city newspaper, including its own version of page 17
- **Secondary Zone** ⇒ refers only to the page 17 for one of the neighboring towns i.e. *only* the page(s) that are different in a neighboring towns' newspaper

Checklist for zones

Here is a list of elements that need to be set in order for a publication with zones to be produced successfully:

- configure the [Zone Offset](#) (see p.236)
- create (i.e. pre-define) the required zones in the global [Publication Zones List](#) (see p.237)
- create a publication where (i) the option **Enable Zones** is activated, (ii) the **Main Zone** is specified and (iii) one or more pages are specified as belonging to a secondary zone
- name the page files that you will submit according to the criteria you specified both in the **Zone Offset** and the **Publication Zones List**, i.e., so that the software can distinguish which zone it belongs to

How to configure and work with these elements is described next.

How is the zone of a submitted page identified?

If you want the zone of an incoming page to be correctly identified, you must (i) indicate the zone in the page's filename and (ii) instruct PrePage-it Web where in the filename to look for the zone. Let's illustrate this with an example.

Example → Zone identification

Let's say we configure the following settings:

Zone Offset ⇒ 4

Publication Zones List ⇒ MZ = Main zone

EZ = East zone

WZ = West zone

SZ = South zone

Now let's say we create a multi-zone publication called Sun Daily News (SDN) where page 17 differs for each zone. Then we create the four different versions of page 17, name them as shown below and submit them to the workflow:

17-MZ-SDN-0724.pdf

17-EZ-SDN-0724.pdf

17-WZ-SDN-0724.pdf

17-SZ-SDN-0724.pdf

In order to detect and identify the zone for each page:

- the software looks at the 4th character of each filename (i.e. **Zone Offset**)
- starting at the 4th character, it looks for a matching zone code i.e. one that is listed in the global **Publication Zones List** (e.g. MZ, EZ, WZ, SZ)

Now let's look at the [Zone Offset](#) (see p.236) and [Publication Zones List](#) (see p.237) in more detail.

Note

If a page file is not named according to your pre-established filenames convention, NEWSflo may not be able to correctly identify it, in which case you may see an error message in the **File Upload** or **Notes** panel (example shown in figure below).

File upload

Name	Size	Prefix
SDN-0724-A02.pdf	1.45Mb	?

Cannot find any prefix in filename!
(rename)

Send-it

✓ Notes

Cannot find any prefix in filename!

generally occurs when NEWSflo cannot identify the page number, most likely because the page filename is incorrectly written.

Zone Offset

The default **Zone Offset** is configured in the **Settings** window > **Settings** tab > **Server Configuration** panel

PrePage.it Jobs | Queues **Settings** Disc

Settings User accounts Publication code/zones

Server configuration

Work mode: Select for each job Global working mode: ne

Display units: Imperial Unit used when displayi

Page padding: 3 Number of digits used for page numbers in Impose-it.

Zone offset: 4 Offset in characters where zone code can be found in filename. First character is 1. Can be overridden in job's properties.

Default paginations

Broadsheet: Standard Pagination model to use when creating broadsheet sections

Tabloid: Standard Pagination model to use when creating tabloid sections

Quarterfold: Standard Pagination model to use when creating quarterfold sections

Save changes

After specifying the **Zone Offset** number, click **Save Changes** for it to take effect.

As mentioned earlier, **Zone Offset** determines where the software will start to look for a zone code in the filename of an uploaded/submitted page. For example, if the **Zone Offset** = 4, then NEWSflo will look at the 4th character of each submitted page and it will expect to find a zone code there (i.e. one that is listed in the **Publication Zones List**). The zone code will then be used to identify which zone that page belongs to.

Tip

It is possible to specify a custom **Zone Offset** per job. This can be specified in the **Create New Job** or **Edit Job Properties** dialog box, as shown in the figure below.

Create new job

Give a name and an owner for your job. The following character will be automatically filtered: \ / : " < > | ? *. Setting the owner will make the job visible for this user and the ones in the upper level of the hierarchy.

Work mode: ☒ Web ☐ Sheet fed

Pub code: Enter manually... SDN

Run date: 0719

Owner: ope1

Page prefix: Do not use

Options: ☐ Visible ☐ Auto-approve ☒ **Zones**

Main zone: Metro zone (MTZ)

Zone offset: 5

Create Save as default Cancel

Note: The software will look for a zone code only if the option **Zones** is activated in a job - otherwise this setting will have no effect.

The **Zone Offset** setting can be customized/overridden for any particular job by specifying a value in the **Create New Job** or **Edit Job Properties** dialog box.

Publication Zones List

The **Publication Zones List** is configured in the **Settings** window > **Publication Code/Zones** tab.

PrePage.it Jobs | Queues **Settings** Disconnect Administrator

Settings User accounts **Publication code/zones** Paginations Pressflo

This part will let you configure publication name that can be used to prefill the job creation popup. This is only useful when working with a web press.

Name	Code	Rundate format	Customer	
AV	AV	MMDDYY		Edit Delete
CO	CO	MMDDYY		Edit Delete
Code Su1	SU1	MMDDYY		Edit Delete
Code Su2	SU2	MMDDYY		Edit Delete
Code Su3	SU3	MMDDYY		Edit Delete
FC	FC	MMDDYY		Edit Delete
Harrisburg Times	HT	MMDDYYYY	Harrisburg Times	Edit Delete
LF	LF	MMDDYY		Edit Delete
LV	LV	MMDDYY		Edit Delete
NG	NG	MMDDYY		Edit Delete
RF	RF	MMDDYY		Edit Delete
Sun Daily News	SDN	MMDD		Edit Delete
TG	TG	MMDDYY	TG Daily	Edit Delete
WD	WD	MMDDYY	Washington Post/Star	Edit Delete
WJ	WJ	MMDDYY		Edit Delete
WU	WU	MMDDYY		Edit Delete
WX	WX	MMDDYY		Edit Delete

Create publication code:

Name:

Code:

Customer: -- Internal --

Rundate format:

Constraints the way rundate will be formatted when creating a job. Can use the following tokens:

- YYYY: Year, 4 digits.
- YY: Year, 2 digits.
- MM: Month, 2 digits, padded with 0.
- DD: Day, 2 digits, padded with 0.
- Any other: will be included as is.

Create

Here you can define a global zone list. This can be used to set a reference job (main zone) in which a few pages will be specific to some area (secondary zones).

Create a new zone:

Name:

Code:

☐ This is a main zone.
You can define several main zones. If only one is setup, it will be automatically selected if activating zone within a job.

Create

Name	Code	Main zone?	
Main zone	MZ	Yes	Edit Delete
Main zone 2	MZ2	Yes	Edit Delete
SP0	SP0	Yes	Edit Delete
SP1	SP1		Edit Delete
SP2	SP2		Edit Delete
Zone 1	Z1		Edit Delete
Zone 2	Z2		Edit Delete
Zone 3	Z3		Edit Delete

Create a new Publication Zone

Publication Zones List ⇌ here you can view the list, and **Edit** or **Delete** a zone.

You need to pre-define all the zones that will be used in your publications. NEWSflo will refer to this pre-defined zones list in order to identify the zones of the pages that are uploaded/submitted. In addition, when you design the page-pairing layout for a publication with zones, the dropdown lists in the software will include only zones that have been pre-defined here.

When you define a zone, you have to specify a zone code, which is an abbreviated code for that zone. Afterwards, when a page is submitted to the workflow (into a publication where zones are enabled), its filename must contain one of the zone **Codes** from this list (e.g. MZ or Z1).

Defining a new zone

New zones are pre-defined in the **Settings** window > **Publication Code/Zones** tab (refer to previous figure to see full window). An example is illustrated below.

Create a new zone:

Name: **a**

Code: **b**

☒ **This is a main zone.** **c**

You can define several main zones. If only one is setup, it will be automatically selected if activating zone within a job.

d

Type a **Name for the zone.**

Specify a zone **Code i.e. an abbreviated code for the zone.**

If the zone you are defining is a main zone, then check the option **This is a main zone. If you are creating a secondary zone, leave this option unchecked.**

Click **Create.**

Tip

Each newspaper can only be set up with one main zone. However NEWSflo allows you to define several main zones in order to accommodate workflows where multiple newspapers are produced. By allowing you to associate a different **Zone Code** for each publication's main zone, each newspaper you produce (including those being submitted by external suppliers) can have a distinct **Zone Code** rather than obligating everyone to conform to the same one.



4.6 Queue Visibility

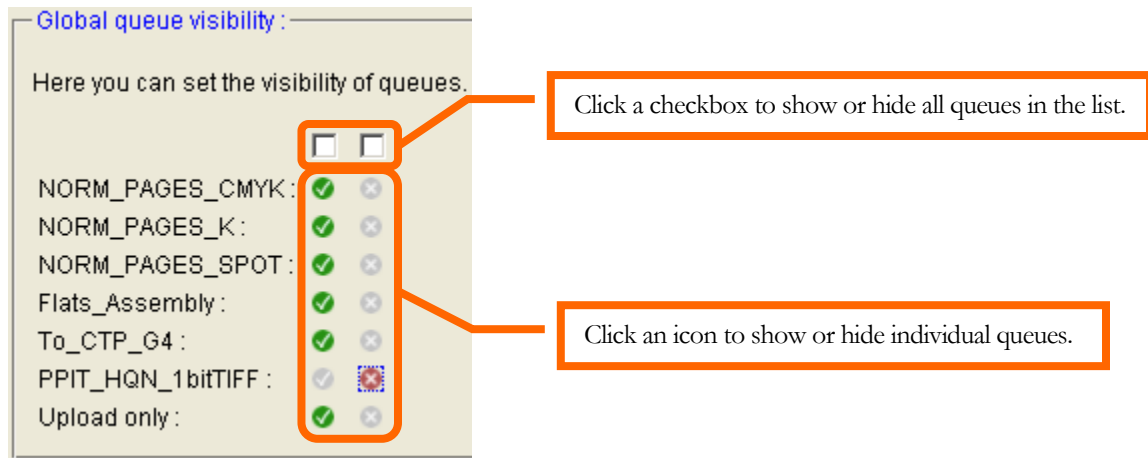
It is possible to set which queues will be visible or hidden. Queue Visibility can be set globally (in any PrePage-it Web workflow) and also for specific *external* users (in any Send-it workflow).

Note

Queue Visibility determines whether queues are accessible for uploading jobs by showing or hiding them in the **Pages & Pairs** tabs of any job as well as in the **PrePage-it Upload** window. However queues are *always* visible in the **Queues** window for the purpose of queue management - they are not affected by these settings.

Global Queue Visibility

- only the PrePage-it Web Administrator can configure **Global Queue Visibility** - an Operator cannot reverse this setting
- hidden queues will not be visible to anyone except the PrePage-it Web Administrator
- **Global Queue Visibility** is set from the **Settings > User Accounts** window by specifying (clicking) which queues should be visible  or hidden 





Tip

Click the checkbox above the show icons  to make *all* queues visible. Or click the checkbox above the hide icons  to hide *all* queues.

Customer (Super-User) Queue Visibility

- Customer Queue Visibility refers to the queues that Superusers and Users can see, therefore it only applies to workflows that include the Send-it module
- both the PrePage-it Web Administrator and Operators can configure or modify Customer Queue Visibility
- hidden queues will not be visible to the selected Superuser and his or her entire group / branch of users (i.e. all the employees of one external customer/supplier)
- note: queues that have been hidden by the Administrator in the **Global Queue Visibility** settings cannot be made visible to an external customer (Superuser)

To set Customer Queue Visibility for a Superuser:

1. Go to the **Settings > User Accounts** window.
2. Select a Superuser from the **Registered Users** list.
3. Specify which queues should be visible  or hidden  from the **Queue Visibility for this Super-User** panel (located on the right side of the **User Information** window).
4. Click the **Modify** button.









































User information :

Class :	<input type="text" value="Super-user"/>	Can submit pages, view and approve their own company's jobs and create User accounts.
Login :	<input type="text" value="dailysu"/>	Identifier used to login to Send-it. Case is not sensitive.
Full name :	<input type="text"/>	Optional name used for display purposes. Can also be used as login.
Description :	<input type="text"/>	Arbitrary text you would like to associate with this user.
Group :	<input type="text" value="-- None --"/>	Custom access rights for this user. Manage groups
Page prefix:	<input type="text"/>	Custom page prefix finder for this super-user and associated users. If blank, will use the one defined in server configuration.
Password :	<input type="password" value="....."/>	Case sensitive, can be empty.
Confirm :	<input type="password" value="....."/>	

☒ Allow super-user to access signatures tab
[Set pagination models allowed in job definition.](#)

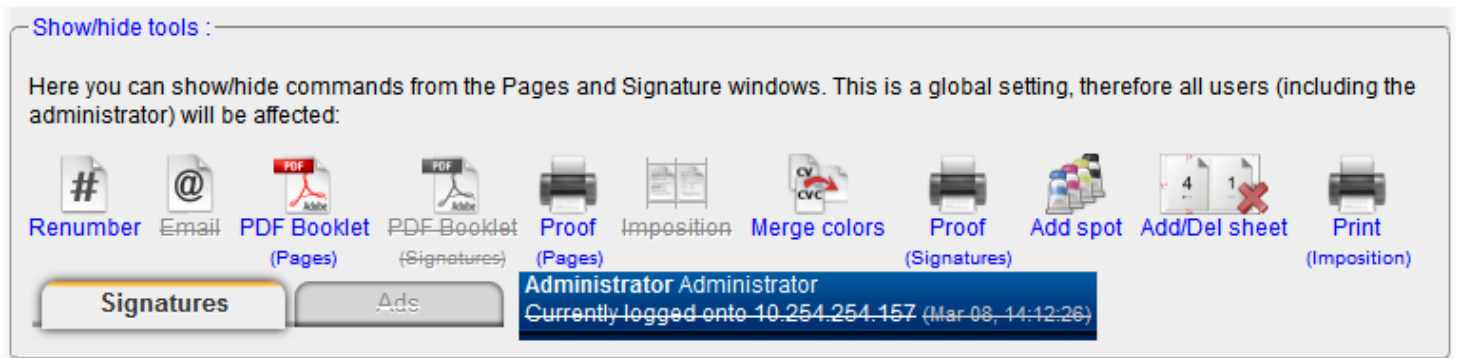
Queue visibility for this super-user :

NORMALIZE ☐ ☐

CK :		
CMYK_SheetFed :		
K_Only_PGB_RIP2 :		
K_Only_RIP2 :		
K_SheetFed :		
MK :		
NOPage_PAGES_CMYK_RIP2 :		
NORM_PAGES_Blnkit :		
NORM_PAGES_CMYK :		
NORM_PAGES_CMYK_RIP2 :		
NORM_PAGES_K :		
NORM_PAGES_SPOT :		
Noir_Pantone :		
PAGES_CMYK_RemoteRIP2 :		
PREV95_PAGES_CMYK_RIP2 :		
Spot_SheetFed :		
Upload only :		
WS-INK-IT-PAGES-CMYK :		
WS_INKIT_PAGES_CMYK :		
YK :		

4.7 Show/Hide Tools

The **Show/Hide Tools** panel, located in the **Settings** tab, allows the Administrator to hide software features such as toolbar buttons (mainly from the **Pages** and **Pairs** tab), and even entire tabs/windows, from the interface. In doing so, you can customize the interface by removing all items not needed by your operators, helping to minimize errors and wasted time. You can also adapt the interface as time goes by, adding or removing tools as needed.



Any tool or feature in the **Show/Hide Tools** panel can be shown/hidden by clicking on it. This is a global setting and therefore affects all users.

If you want to custom-configure which tools or features are shown/hidden for certain specific users, this can be done by creating [Manage \(Access\) Groups](#), as described on p.206. However note that **Access Groups** can only hide *additional* tools from a group of users (i.e. tools that are not already hidden by the Administrator) - they can never *show* tools that have been hidden by the Administrator's global setting.

4.8 General Server Configuration

The **Server Configuration** panel in the **Settings** window contains settings that the Administrator can configure which affect PrePage-it Web globally.

Note

This section describes the general **Server Configuration** settings. Other **Server Configuration** settings (i.e. those specific to a particular module or feature) are explained in their respective sections, most notably in Section 4.3 [Impose-it Default Settings](#) on p.212.

Tip

To preserve any changes made to the **Server Configuration** settings, click the **Save Changes** button at the bottom of the window panel.

Work Mode

Your choice of **Work Mode** will affect what you see in the PrePage-it Web interface (for e.g. toolbar buttons, feature options, terminology used), especially in the **Imposition** window. It causes the interface to adapt itself for either newspaper or commercial work.

Select one of the following:

- **Web** → if you only produce newspapers
- **Sheetfed** → if you only do commercial work
- **Select for each job** → if you do both newspaper and commercial work – in this case, you will have the option of selecting the **Work Mode** per job

If you select **Web** or **Sheetfed** here, this setting will be in effect for every new job created, and the operator will not be able to change it. If you choose **Select for each job** here, then the operator will be able to specify or change the **Work Mode** per job.

Display Units

Select the measurement unit that will be used by PrePage-it Web for display purposes.

Measurements can be displayed in **Imperial** (i.e. inches) or **Metric** (i.e. mm).

Job Sorting

This is how jobs will be sorted by default in the **Job List** window.

Any user can manually change how jobs are sorted in his web browser by clicking the preferred column heading (e.g. **ID**, **Name**, **Owner**, **Created**, etc.). To know how, read the [Tip](#) on p.14 and look at the screenshot shown just above it.

Job Folder

The **Job Folder** parameter determines the job folder name *on the hard disk*. After a job has been submitted via PrePage-it Web and processed by the RIP, it is stored on the hard disk in a job folder whose name is determined by this parameter. This, in turn, affects how job folders will be ordered on the hard disk.

In addition, you can configure it so that jobs are sorted by user, that is, according to the user account who submits a job. How to do this is explained in the section [Include sorting by customer](#) on p.246.

Note

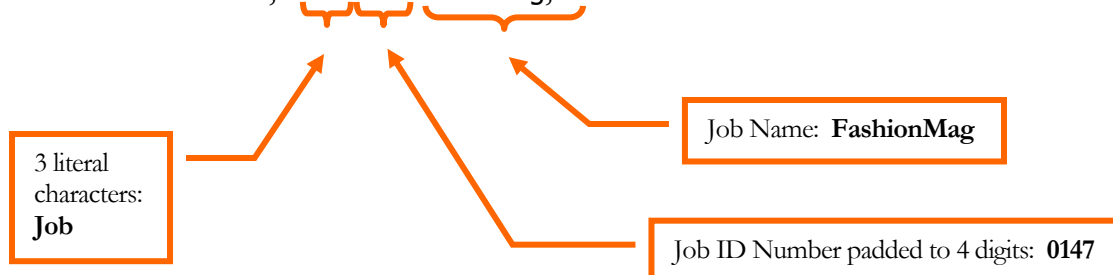
The PrePage-it Web **Job Folder** parameter overrides the PrePage-it Viewer queue's job sorting parameter (called **Sort Jobs using first x characters of filenames**). See *PrePage-it v7.0 User Guide* for details.

Job Folder name example

To illustrate how job folder names are generated from the **Job Folder** parameter, we'll look at a concrete example. Let's say we set the **Job Folder** parameter to `Job%04N-%J`, this means the following:

- **Job** → literal characters (in our example, we have included the 3 characters **Job** at the beginning of the job folder name – in general, you can include any characters you wish anywhere in the job folder name)
- **%N** → Job ID Number (this is the Job **ID** number that you see in the PrePage-it Web **Job List** window - it automatically increments with each new job)
- **04** → including a number like **04** inside the Job ID variable **%N** means that you want it to be padded with this many zeroes (in our example, if the Job ID Number is less than 4 digits, it will be padded with 0's)
- **%J** → Job Name (as seen in the PrePage-it Web **Job List** window)

This sample parameter setting will produce job folder names such as the following: `Job0030-Seacast`, `Job0147-FashionMag`, `Job0055-SharedJob`.



When configuring the **Job Folder** setting, keep in mind the following tips:

- it is recommended to include the Job ID Number and Job Name

This ensures that all PrePage-it Web job folder names will be unique, which in turn prevents two jobs from getting mixed up inside the same job folder on the hard disk. Including the Job ID Number and Job Name is all the more important if you have not activated the option [Include sorting by customer](#) (see p.246).

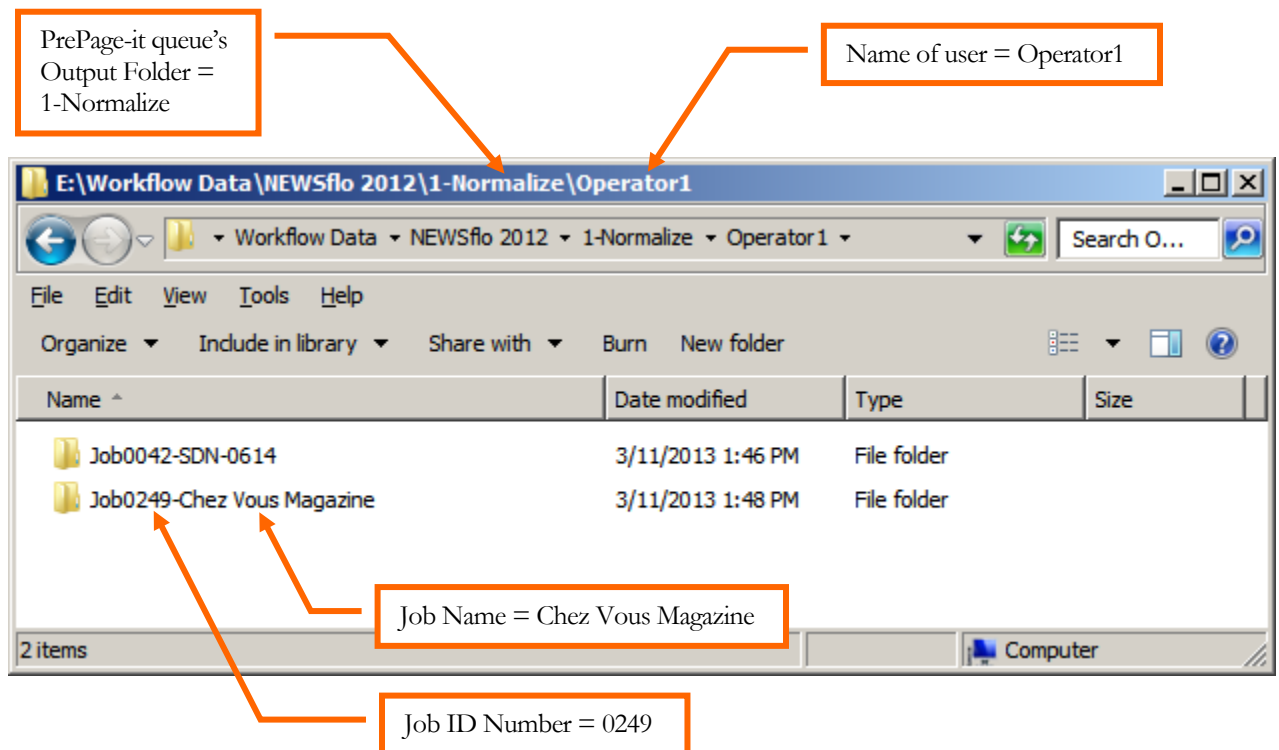
- an appropriate number padding should be specified (this helps keep job folders sorted alphabetically on the hard disk, even after a high number of jobs have been processed)

Job Sorting Overview

On the hard disk, job folders are by default organized with the structure
Output Folder\User\Job Folder, where:

- Output Folder → PrePage-it Viewer queue's **Output Folder**
- User → the user/operator/customer (technically, the PrePage-it Web user account) who submitted the job
- Job Folder → generated according to PrePage-it Web's **Job Folder** settings (e.g. Job%04N-%J)

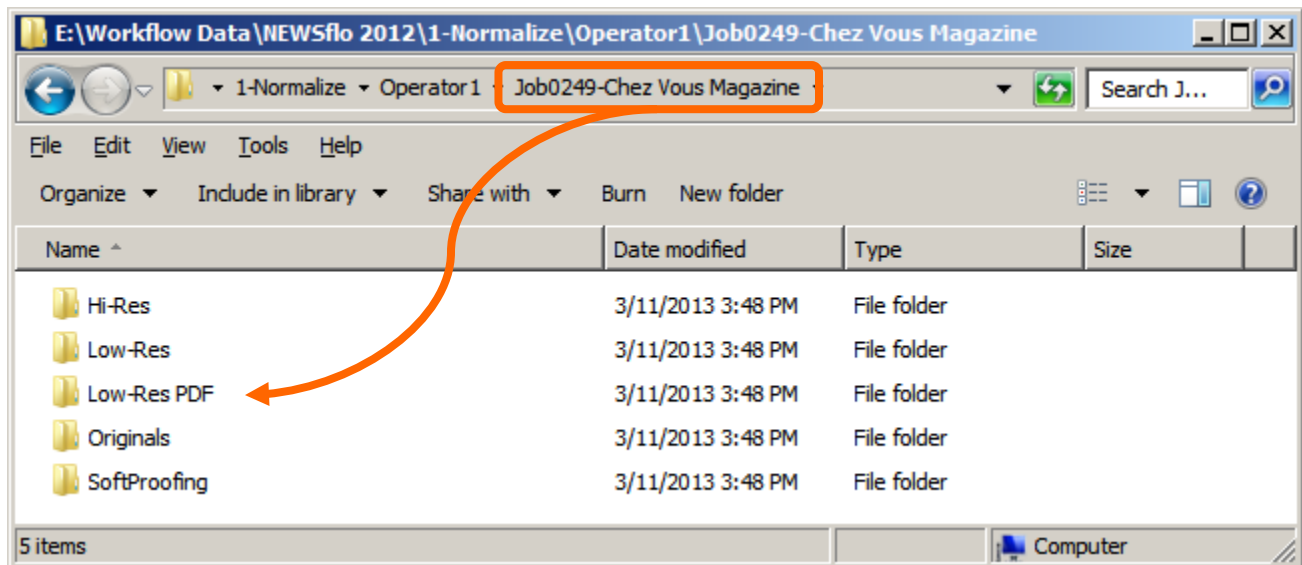
The figure below shows an example with 2 job folders submitted by the user Operator1.



Tip

It is possible to exclude the user account name from the path structure by disabling the option [Include sorting by customer](#) (see p.246 for details). In this case, all jobs would reside in the root of the **Output Folder** (in our example above, 1-Normalize).

Inside each job folder, you will find the different components of the job i.e. **Hi-Res**, **Low-Res**, etc. Note that job folders may vary in what they contain, depending mainly on PrePage-it Viewer queue settings.

**Note**

For detailed information about the different components that are produced for a job i.e. **Hi-Res**, **Low-Res**, etc., please consult the *PrePage-it v7.0 User Guide*.

Include sorting by customer

This option allows you to choose whether or not you want to sort jobs on the hard disk according to user accounts (i.e. the user who submitted the job):

- if this option is enabled, the job folders on the hard disk will be organized with the following structure: Output Folder\User\Job Folder
e.g. |WORKFLOW DATA|Newsflo 2012|1-Normalize|Operator1|Job0249-Chez Vous Magazine
- if this option is disabled, job folders on the hard disk will be organized with the structure: Output Folder\Job Folder

e.g. |WORKFLOW DATA|Newsflo 2012|1-Normalize|Job0249-Chez Vous Magazine

The examples of path structures shown above are based on the previous section [Job Sorting Overview](#), starting on p.245. Please refer to this section for a basic overview of the job folder structure on the hard disk, including illustrated examples.

Reminder

If you disable customer sorting, it is recommended to include the Job ID Number in the job folder names. This will ensure that all PrePage-it Web job folder names will be unique, which in turn will prevent two jobs from getting mixed up inside the same job folder on the hard disk.

Allow operators to set tags on jobs

Tags overview

In the PrePage-it Web application, **tags** can be assigned to a job, acting as keywords. Afterwards, you can use those tags when doing job searches in PrePage-it Web to quickly find the jobs you're looking for.

When you enable the option **Allow operators to set tags on jobs**, the **Tags** feature becomes available. When this option is disabled, the **Tags** feature becomes completely hidden from the software interface.

Working with **tags** involves these steps:

- creating tags
- assigning a tag to a job
- doing a job search with tags

In addition, it is also possible to limit the jobs that a user sees in the **Job List** window by [Assigning a Tag to a User Account](#) (see p.249).

Creating & Assigning Tags

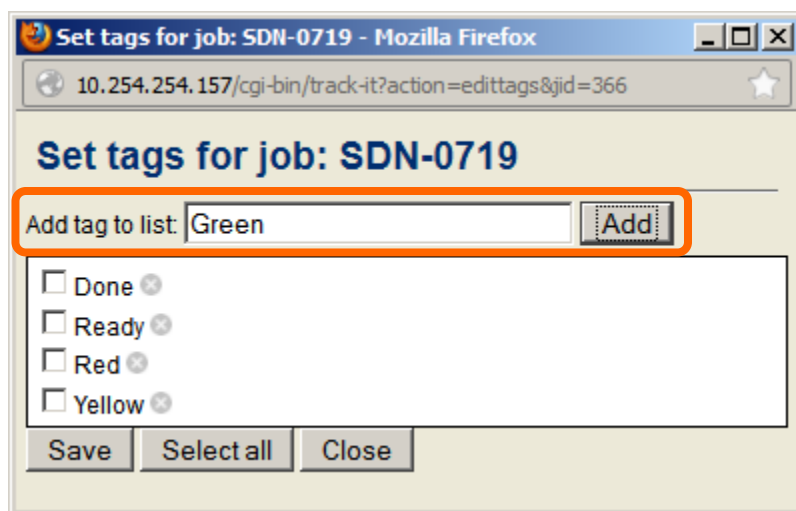
To create and/or assign a tag to a job:

1. Click the **Tags** icon  in the **Tags** column of the job you want to tag.







ID	Name	Publication	Info (Pages)	Owner	Tags	Created
369	UPLOAD NOUVEAUMODE LB 3		24p., 4 colors	ope1		2013-03-11 14:44
368	RemotePages		1p., 4 colors	ope1		2013-03-08 08:42
366	SDN-0719			ope1	Yellow 	2013-03-07 10:41
365	remote		32p., 6 colors (32p. )	ope1		2013-03-06 15:00
364	SEC-START		16p., 1 color (4p. )	ope1		2013-03-06 11:37
363	PREPS REMOTE		33p., 4 colors (16p. )	ope1	Done 	2013-03-05 15:04
356	SheetFed TPL 2		32p., 6 colors (32p. )	ope1		2013-03-04 09:49

2. If you need to create a new tag, type the name of the new tag in the dialog box that opens and click the **Add** button.



Set tags for job: SDN-0719

Add tag to list:

☐ Done 
☐ Ready 
☐ Red 
☐ Yellow 

3. If you want to tag this job, click one or more of the checkboxes corresponding to the required tags, then click the **Save** button.


Assigned tags will be displayed in the **Tags** column of each job.

Searching Jobs with Tags

In the **Job Filter** box (near the top of the **Job List** window), a **Tags** dropdown list appears with all the tags listed. To do a job search for all jobs containing a specific tag:

1. Choose the desired tag from the **Tags** dropdown list.



2. Then initiate the search by clicking the arrow button .

Only jobs containing the selected tag will be listed. To display the full job list again, erase all text from the **Job Filter** box and click the arrow button  again.

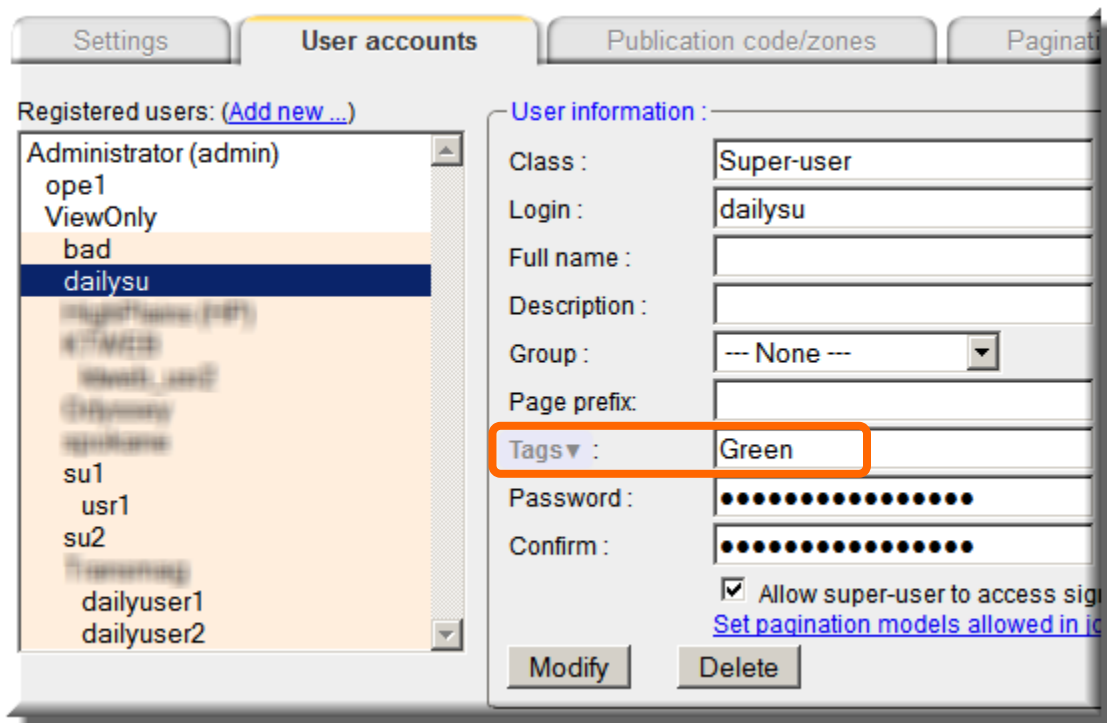
Assigning a Tag to a User Account

It is possible to limit the jobs that a user sees in the **Job List** window by assigning a tag to their **User Account**. Once assigned, when that user logs on with their PrePage-it Web account, they will only see jobs associated with the selected tag. Note, however, that the user can then override this default setting by removing any job filters that have been set, effectively re-displaying the full job list again (as explained in the previous section [Searching Jobs with Tags](#) on p.248).

Only an Administrator or Operator can add or remove a tag assignment for a user account.

To assign a tag to a PrePage-it Web user:

1. From the **Settings > User Accounts** window, select a user from the **Registered Users** list.



2. Next, associate a tag with this user by selecting one from the **Tags** dropdown list.

3. Finally, click the **Modify** button.

Note

For more information about configuring user accounts, refer to Section 4.1 [Managing User accounts](#), starting on p.201.

File Splitting

If the option **File Splitting: Split file with Job Definition** is activated in the **Settings > Server Configuration** panel, multi-page PDFs will be automatically split into single pages for every job where Job Definition is enabled.

Note

Job Definition mode is enabled per job by configuring the option **Page Prefix = Discover and enable Job Def.** Detailed information about this topic can be found in Section 5.2 [Job Definition workflow](#), starting on p.269.

File Splitting is a global setting.

Note that a multi-page PDF will be split first and then the single-pages will be submitted to the RIP. In this way, each page will be directed to an appropriate RIP queue according to the attributes that you specify for this page in the **Job Definition**. As a result, you may notice a slight delay between the time you upload a multi-page PDF and the moment when pages begin being processed.

Out of range pages

If for some reason a split page is out-of-range (e.g. you've defined 128 pages in the **Job Definition** but 132 pages are split), it will be shown with an error message. You will then have the option of deleting or renaming/renumbering that page.

Archive

The **Archive** feature allows you to store completed jobs that are no longer in production, but that you may need to refer to or re-use at a later time.

Depending on how this setting is configured, Operators will have the possibility of either deleting (i.e. flushing) or archiving jobs, but not both. Specifically, when the **Archive** option is:

- enabled → Operators will only be able to archive jobs
- disabled → Operators will only have the option of deleting (flushing) jobs

Only the Administrator has full privileges. Therefore when the **Archive** option is enabled, he/she can choose to either flush or archive a job.

Archiving privileges for Administrators vs. Operators is summarized in the table below.

When the Archive feature is enabled...		
	Administrator	Operator
User Privilege	can flush or archive a job	can only archive a job
Archive button visible instead of Flush button (for archiving <i>multiple jobs simultaneously</i>)	both (Archive and Flush)	✓
Can Restore archived jobs from the Job List (when checkbox Include archived jobs is selected)	✓	✓
Status column shows option Flush or Archive (to flush or archive <i>a single job</i>)	✓	✗

Tip

[Manage \(Access\) Groups](#) (see p.206) can be configured to **Allow operators to flush and archive jobs**. Therefore if an Operator is associated with such a group, they will inherit these privileges.

How does archiving work?

Archiving compresses the RIPPed job into a zip file and places it in the [Archive Folder](#) (see p.252). At the same time, it deletes the RIPPed job files from their original Output Folder location.

Archived jobs are not shown in the **Job List** by default. To see these jobs, you need to activate the **Include archived jobs** checkbox. However since the RIPPed job files have been deleted from their original location, you will only be able to see textual information about the job. To be able to see softproofs or to resume working on the job, you have to restore it.

Restoring an archived job

Archived jobs can be restored from the **Job List** window (by an Administrator/Operator) or in **Settings > Archived Folder** (by an Administrator), but never by a Super-User/User.

To restore an archived job from the **Job List** window:

1. Activate the checkbox **Include archived jobs**. This will display all archived jobs.
2. Click the **Restore** link next to the job you want to restore. This will copy all job files back to their original location, making softproofs and other features available so you can work on the job.

To know how to restore an archived job from the Administrator **Settings** window, see [Archive Folder](#) on p.252.

Archive Folder

Archived jobs are compressed into a zip file and placed in the **Archive Folder** that you specify here. See the section [Archive](#) on p.250 for more information about archiving.

Archived jobs can later be restored to their original location, making it possible to view softproofs or resume working on the job. Although **Operators** can only restore jobs from the **Job List** window, **Administrators** can also restore jobs by clicking the **Restore** link in the **Settings** window, as shown in the figure below.

Archive folder: Where zipped archives will be stored. You can also [restore](#) them from this location.

Restore archive

Name	Size	Creation date	Pages	Signatures	
ABC-0312.tar	0.00 Mb	Mar 13, 2013 12:49:00	0	0	Restore
JobAutoAppro_SU-0919.tar	14.4 Mb	Sep 18, 2012 13:46:01	1	0	Restore
KT.tar	82.5 Mb	Oct 30, 2012 07:52:43	64	9	Restore
MAi-19.tar	90.3 Mb	Sep 20, 2012 09:33:56	3	1	Restore
manualPag_bis.tar	50.3 Mb	Oct 31, 2012 11:28:17	44	2	Restore
Planner_Letter-0921.tar	455 Mb	Oct 30, 2012 14:25:18	128	24	Restore
ToArchive.tar	14.8 Mb	Sep 14, 2012 11:21:43	1	0	Restore
XYZ-1234.tar	153 Mb	Sep 17, 2012 11:55:03	7	1	Restore

From the **Restore Archive** dialog box you can view information about a job by clicking the  icon or restore a job by clicking the corresponding [Restore](#) link.

Page Prefix

Tip

A **Page Prefix** (global and/or custom) has to be specified in order for Job Definition mode to be enabled and therefore to work. Refer to the section *Job Definition Overview* → [Activation](#) on p.270 to know more about all the elements required to activate Job Definition.

Generally speaking, the **Page Prefix** setting must be set so as to define how page numbers will be recognized in a submitted filename. It can have two possible uses, depending on the choice made by a user when they create a new job:

- to identify the page numbers of pages submitted for a job where a filenames convention is being observed (or is expected) – this applies to a workflow which uses a filenames convention but does not operate with Job Definition
→ *when creating a new job, this corresponds to the option **Discover for pages***
- to identify the page numbers of pages submitted for a job which is being processed in Job Definition mode
→ *when creating a new job, this corresponds to the option **Discover and enable Job Def***

Therefore once a **Page Prefix** has been set, how exactly it will be used is determined on a per-job basis, depending on the choice that is made by a user when creating a new job. To know how a user makes this choice, refer to Section 1.4 [Creating a new job](#) on p.21.

Tip

If the choice **Page Prefix = Do not use** is made *when creating a new job*, the **Page Prefix** specified here will have no effect.

When a **Page Prefix** is specified, uploaded pages will be verified to see if they conform to the **Page Prefix** filenames template. If they do not conform, pages will not be processed until they are appropriately renamed. See [Errors and Warnings \(Example I\)](#) on p.279 for more information.

How to specify the Page Prefix

When specifying the **Page Prefix**, the main thing is to indicate where in the filename PrePage-it Web will be able to find and extract the page number.

The following table lists the characters and codes/tokens that can be used to build the **Page Prefix** filename template, along with some examples.

PAGE PREFIX	
<i>Codes / Tokens</i>	
<Prefix>	...where in a page's filename the page number will be found
<Prefix:[num]>	...same as <Prefix> , except that the page number will always be the same number of digits, as specified in the [num] variable
?	...represents a single character
*	...represents any sequence of characters
<...>	...any characters surrounded by angle brackets will be removed from the filename
Literal characters (case-sensitive)	...any fixed characters that will never change in a page's filename
<i>Examples</i>	
<Prefix>-	represents... a filename where the page number is what comes before the first dash e.g. 007-job1.ps, 09-job2.pdf
*-<Prefix:3>.pdf	represents... a filename where the page number comes after the first dash, is only 3 digits long, and is followed by .pdf e.g. job123-008.pdf, jobabc-012.pdf
-<!><Prefix><!>.pdf	represents... a filename where the page number is surrounded by exclamation marks and dashes, but the exclamation marks will be removed after the file is uploaded e.g. after the file job1-!008!-oct26.pdf is uploaded, the exclamation marks are removed, resulting in the filename job1-008-oct26.pdf

Global (Default) vs. Custom Page Prefix

In PrePage-it Web v.4, the **Page Prefix** can be specified both at the global level (default setting for all users) and the local level (custom setting per external supplier i.e. Super-User). The differences between the two are listed below:

- global **Page Prefix**:
 - will take effect for all users, with the exception of Super-Users for whom a custom **Page Prefix** has been set
 - is set by the Administrator in the **Server Configuration** panel (**Settings** tab)
- custom **Page Prefix** (per Super-User):
 - each custom **Page Prefix** will take effect for one Super-User
 - allows you to adapt to the filenaming convention of an external supplier company so that they can use a filenaming which is suitable for them and not be obligated to conform to a global filenaming convention (in many cases, this means an external supplier can keep their existing filenaming convention rather than adopting one which is identical for everyone)
 - can be specified by an Administrator/Operator in the **User Account** of a Super-User (to know how, see the section [Creating a new user](#) on p.202)
 - if left blank, the default global **Page Prefix** will take effect for this Super-User

Page Prefix & Job Definition

For jobs where Job Definition is activated, after PrePage-it Web has determined that the filename of an uploaded page conforms to the **Page Prefix** filenaming template, the following will occur:

- the page number will be extracted from the filename
- PrePage-it Web will check to see which attribute(s) has been assigned to this page in the **Job Definition** window
- the page will be automatically submitted to the PrePage-it Viewer queue that has been associated with this attribute(s)

For a slightly more technical description, see [Technical Summary](#) on p.274.

Mail digest

Determines how often e-mail (staff) notifications will be sent:

- type a number representing time interval (in minutes) e.g. 5 means e-mails will be sent every 5 minutes
- type 0 for immediate send, i.e. as soon as an action occurs, an e-mail will be sent

- can be used to prevent e-mails from being sent too frequently

*Example: If a staff member needs to be notified about page approvals, the **Mail Digest** can be configured to send a single e-mail notification every 10 or 15 minutes (listing all the pages that have been approved), rather than sending an e-mail for each page that is approved.*

- to disable e-mail notifications, delete the settings for the **SMTP Server** or **E-mail / Staff Notifications**

Note

More information about this topic can be found in Section 4.2 [E-mail \(Staff\) Notifications](#), starting on p.208.

Approval directory

	Pages	Signatures	Ads
Approval dir:	<input type="text"/>	P:\NEWSFLO_2012\Or	<input type="text"/>
Approval filter:	<input type="text"/>	Lowres Standard	<input type="text"/>

Specifying an **Approval directory** will cause files (e.g. pages/flats/ads) to be copied to the specified folder, once they are approved by a user.

- A typical use for the **Approval directory** is to accomodate workflows that use third-party imposition software. In this case, the **Approval directory** can be configured so that *approved* low-res FIO files are copied to a particular directory, where they will be available/accessible to be imposed by a third-party software.
- In general, the **Approval directory** can be enabled anytime an approved file (page, flat, ad) needs to be automatically copied somewhere, whatever the reason.
- To determine which type(s) of approved files will be copied, specify a directory path *for each type of file required*: **Pages**, **Signatures** (pairs) and/or **Ads**. You can specify one or more directories, as needed.

Note

If you do not require an **Approval directory**, it should be left blank – otherwise files will be needlessly copied each time an operator approves something.

- To copy only a specific ROOM component of an approved page/flat/ad (e.g. Lowres Standard, Lowres Preps, HiRes), specify this in the [Approval filter](#) (explained on p.258).

Approval filter

Tip

This setting will have no effect unless an [Approval directory](#) has been specified. See p.257 for details.

Specifying an **Approval directory** will cause files (e.g. pages/flats/ads) to be copied to the specified folder, once they are approved by an operator. By default, this means that the entire RIPped job (hi-res, low-res, etc.) will be copied to the **Approval Directory**. This is, in fact, what happens when the **Approval Filter** is left blank.

To copy *only a specific ROOM component* of an approved page/flat/ad (e.g. Lowres Standard, Lowres Preps, HiRes), you need to specify the desired ROOM components in the **Approval Filter**.

ROOM components are specified in the **Approval Filter** using the following code words:

- Lowres Standard → will copy only standard low-res files
- Lowres PDF → will copy only PDF low-res files
- Lowres Preps → will copy only Preps low-res files
- Lowres* → will copy *all* low-res files
- DCS 2.0 → will copy the DCS 2.0 files (hi-res, med-res, low-res)
- HiRes → will copy only hi-res files
- ColorInfo → will copy color information about the files

Each filter type (**Pages**, **Signatures**, **Ads**):

- must be specified explicitly, if required (e.g. **Pages** = Lowres Standard *and* **Ads** = Lowres Standard)
- may contain multiple entries, as long as each entry is separated by a comma (e.g. **Pages** = Lowres Standard, Lowres PDF, HiRes)

Auto Delete Jobs

Set jobs to be automatically deleted after a specified number of days. This will completely delete the job, both from the PrePage-it Web interface and from the hard disk. For example, specifying **Auto Delete Jobs=7** will delete all jobs 7 days after their creation date. Note that this includes all aspects of a job i.e. the pages, pairs, etc.

Note

Saved Templates and Paginations are stored on their own, independent of jobs, and are not affected by this setting.

This auto-delete setting allows you to establish an automatic clean-up or maintenance procedure.

Set to 0 or leave blank to disable this feature. In this case, jobs can still be deleted manually via the **Flush** command in the **Job List** window.

Important

If **Archive** is activated, then enabling **Auto Delete Jobs** will actually archive jobs instead of deleting them. Please see [Archive](#) on p.250 for more information about archiving.

Temporary folder

Warning!

The **Temporary Folder** is required by PrePage-it Web to do its job. Never delete this folder.

- the **Temporary Folder** is required by PrePage-it Web to temporarily store data
- PrePage-it Web manages this folder and automatically removes data when it is no longer necessary
- it can be set to any local folder, provided it's on a drive with plenty of free disk space

SMTP settings

- required by PrePage-it Web for when it needs to send e-mails, such as with Staff E-mail Notifications
- you configure it by providing the following information:
 - **SMTP Server** → an SMTP mail server address e.g. mail.xyz.com
 - a valid e-mail user account for the specified **SMTP Server**:
 - **SMTP User** → username
 - **SMTP Password** → password

Tip

You can disable Staff E-mail Notifications by deleting the **SMTP Server** settings.

Reminder

As mentioned at the beginning of this section, click the **Save Changes** button to preserve any changes made to settings in the **Server Configuration** panel.

Tip

In order to make backups of the PrePage-it Web database, please use the Polkadots Backup module. Access it from the Polkadots server machine by clicking: **Start > Programs > Polkadots > Polkadots Backup**. Polkadots Backup can also be used to restore backed up data in case of data loss. Detailed information about this module can be found in the *PrePage-it 7 User Guide*.

Chapter 5 - Special Features

This chapter covers a few optional, advanced or special features, namely: Send-it, Job Definition and PRESSflo.

5.1 Send-it

This section covers what an administrator or internal operator needs to know regarding Send-it. It only includes information specifically related to Send-it that's not already included in other parts of this reference guide.

For a detailed description of this optional module, especially with regards to how an *external user* should work with Send-it, please refer to the separate manual *Send-it 4.0 for NEWSflo - External Suppliers Handbook*, available from your *Polkadots* dealer.

Note

The specifics about how external users (i.e. customers/suppliers) work with Send-it, whether newspaper or commercial, are virtually identical to how internal operators do – the major difference is that external users are limited in what they can do. Therefore specifics about the tools and procedures that Send-it Super-Users and Users will have to use (e.g. how to submit pages, softproof/approve/reject pages, etc.) are the same as for internal operators, as summarized in Ch.1 [Basic Facts](#) and then elaborated throughout the remainder of this guide. And as mentioned earlier, this information is also summarized in a separate manual called *Send-it 4.0 for NEWSflo - External Suppliers Handbook*, which can be supplied to your customers.

In Send-it we talk about internal and external users:

- *internal users* (technical name → Administrator and Operators) refers to employees of the company that has purchased PrePage-it Web

- *external users* (technical name → Super-Users and Users) refers to employees of your external customers / suppliers, who will prepare and submit pages to your workflow via the Send-it module

Tip

Since a Send-it configuration requires the PrePage-it Web server to be accessible via a public, external IP address, we recommend for security reasons changing the PrePage-it Web Admin Password from its default as well as creating user accounts which include passwords.

Overview

Send-it is an optional, payable module that may be layered unto PrePage-it Web. It is designed for remote job submission, e-proofing and job approval. It gives external suppliers the ability to submit files to *your* RIP for preflighting and RIPping. It also allows them to remotely softproof their own rasterized “post-RIP” pages and to consequently approve or reject them. Once an external user approves a job (i.e. its pages), internal operators take over to complete the job, typically by initiating and/or monitoring the assembly of flats and then outputting them to the CTP for plate-making.

Send-it integrates seamlessly with the PrePage-it Web interface and adds powerful functionality to your workflow, allowing external users to submit, track, softproof and approve files much like internal operators do. It is typically integrated into a workflow as an add-on to PrePage-it Web, within a software package such as NEWSflo 2013 or PLATEflo 2013. No separate installation is required - all that is needed is for the *Polkadots* dongle license to be activated with the Send-it option.

Send-it Details

Here we cover the main points you should know regarding (i) the Send-it user accounts that your external suppliers will use to access the Send-it module and (ii) how you and your suppliers can work collaboratively on jobs.

Your customers/suppliers will be able to log on to the Send-it web interface right from their own workstations, using the credentials of the [Send-it user accounts](#) (explained on p.263) that you create for them. Once logged on, they will be able to work with Send-it in a very similar way to how internal operators work with PrePage-it Web.

Tip

To see the Send-it interface that your customers/suppliers are using when they submit pages to you, create a Super-User or User account and log on with that account.

By default an external user will be able to submit/softproof/approve and reject pages. However a Super-User's access can be customized by permitting greater access (e.g. authorizing them to softproof pairs) or even by denying what they can normally access by default. Nevertheless, they will never be able to control the page-pairing, or have access to queue management or plate-making. It is also important to note that regardless of whatever else they may be authorized to do or access, external users will only be able to see their own jobs.

As mentioned earlier, after an external user has approved the pages of one of their jobs, internal operators take over to complete it just like they would one of their own internally-produced jobs.

Send-it user accounts

The following is a summary of what you should know about the Send-it user accounts that you will have to set up for your external suppliers:

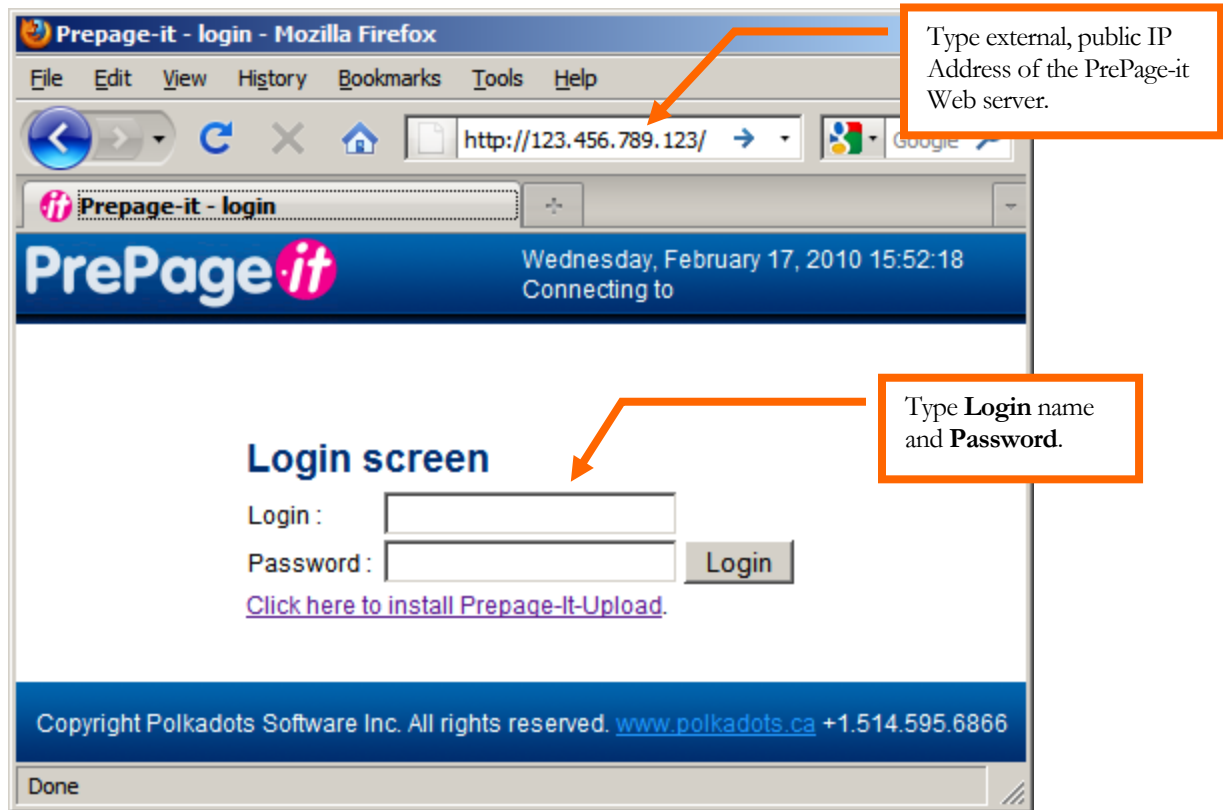
- ✱ each one of your customers/suppliers should be assigned one Super-User account – i.e. you need to make at least one Super-User account per company (generally given to the prepress manager or equivalent)
- ✱ if a company wants additional employees (not just the prepress manager) to work with Send-it, then a separate User account can be created for each employee who needs to submit jobs, softproof them, etc.

Tip

Rather than creating multiple user accounts for an external supplier company, a simpler alternative is to let all employees use the same **Super-User** account. This setup may be convenient and suitable for companies where one or more of the following conditions apply: (i) only a few employees will work with **Send-it**; (ii) all employees are authorized to have access and work on the same jobs; (iii) all employees will be authorized to perform the same functions within a job, e.g. **Approve** / **Delete** / **ReNUMBER** pages; (iv) there is no need to track (log) exactly what each employee did within each job, and (v) security concerns are not problematic.

If there is a need to limit what some users can do or have access to, or it is important to maintain a log history of what each employee does within each job, then you will need to create additional accounts for these users. To better assess this question, compare the rights/privileges of [Super-Users](#) vs. [Users](#) , starting on p.174.

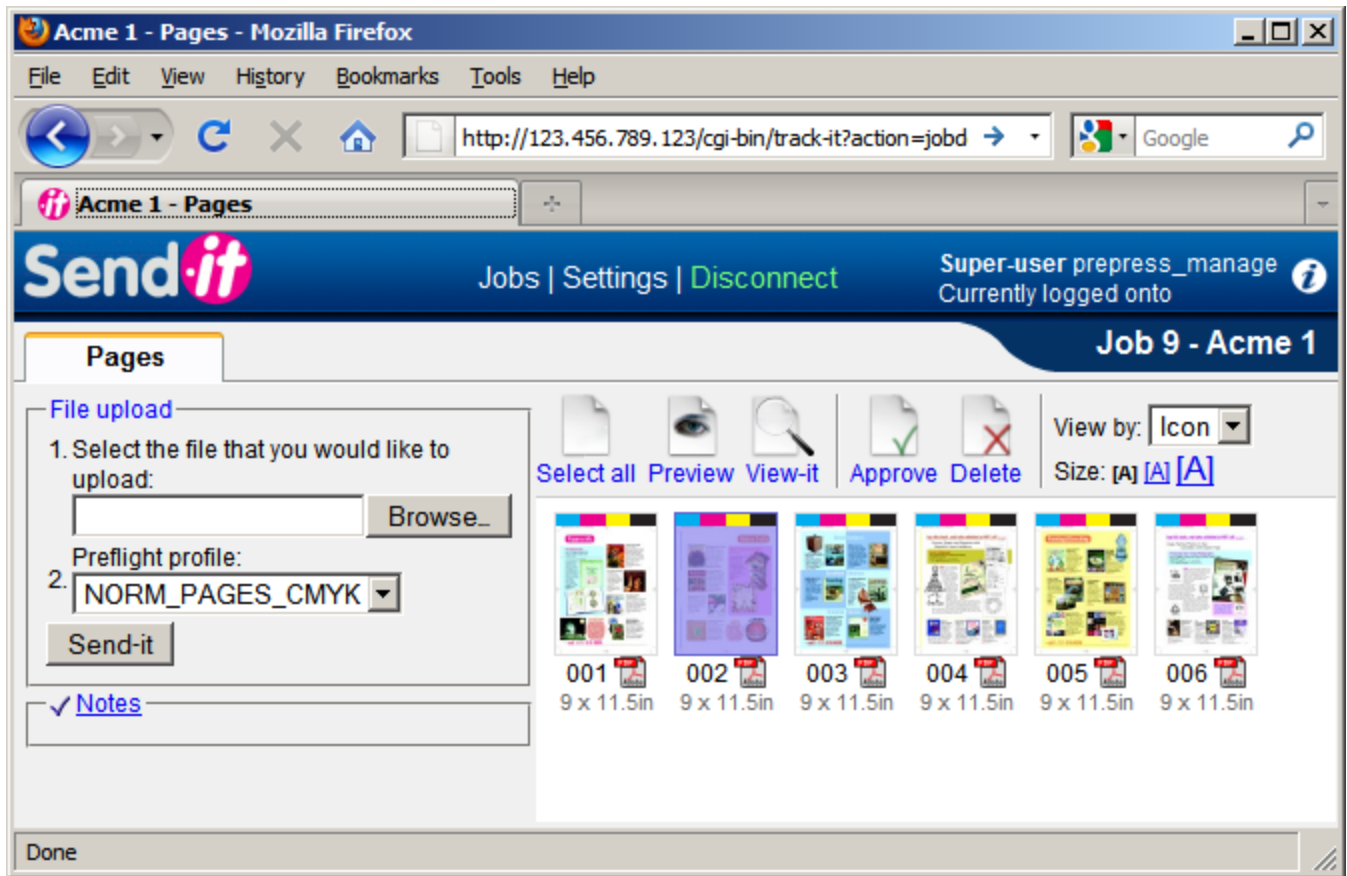
- ✱ if multiple **User** accounts are required, they can either be created and managed by the **Super-User** (e.g. prepress manager) for any of his/her employees, or as an alternative **User** accounts may be created by the **PrePage-it Web Administrator**
- ✱ all **Super-Users** and **Users** will be able to log on to the **Send-it** web interface from their own workstation by:
 - (i) typing your **PrePage-it Web** server's **External, Public IP Address** into any web browser
 - (ii) logging on with their **Login name** and **Password**



Tip

If you don't know the external, public IP address of your PrePage-it Web server, open a web browser directly on the server machine and go to the following web site: <http://www.whatismyip.com/>. If in doubt, please refer to your network administrator or IT specialist.

- * the Send-it interface is similar to PrePage-it Web, except that the Send-it logo is shown in the top left corner and Super-Users and Users have limited access and functionality



✳ the Administrator can increase or decrease the number of features/tools/windows that a Super-User can access by modifying the following settings:

- **User Accounts** (refer to [Creating a new user](#) on p.202 to see configurable options for a Super-User account – *note: Super-User account settings can also be configured by an Operator*)
- **Show/Hide Tools** (refer to Section 4.7 [Show/Hide Tools](#) on p.241)
- **Access Groups** (see [Manage \(Access\) Groups](#) on p.206)

✳ examples of features/tools/windows that a Super-User can access (or be denied):

- toolbar buttons → **Approve/Delete/Renumber**
- windows → **Pairs/Job Definition/Settings**
- RIPping queues → **Preflight Profile** (Normalize queues)

✳ basic principles governing how access to various tools is given/denied to a Super-User:

- by default, a Super-User's access to the following features is determined by the PrePage-it Web global settings: **Queue Visibility**, **Approve/Delete/Renumber** buttons, **Settings** window, **Job Definition** window (*only if Page Prefix has been set*)

- in addition, the following features can be shown or hidden for a particular Super-User by modifying their **User Account** settings: **Queue Visibility** (hidden), **Pairs** window (shown), and **paginations allowed in job definition** (shown/hidden)
- furthermore, creating **Access Groups** allows you to hide/deny most features (and also to show a few features) for a particular Super-User

More information about Send-it user accounts, including Super-Users and Users, can be found in Section 3.1 [Understanding User Accounts](#), starting on p.171.

Working with Send-it

The following is a summary of main points regarding how you and your external suppliers can work collaboratively on a job within the Send-it workflow:

✱ to start a new job:

- the more common way → an external user creates a new job themselves
- the alternative way → an internal operator creates a new job for them, making sure to select the Super-User (of the external company) as the **Owner** of the job

*Note: Selecting the Super-User (of the external company) as the **Owner** of the job is required in order for the job to be accessible to him/her. Refer to the section [Owner](#) on p.23 for details.*

✱ submitting pages: typically, *they* (your external suppliers) will be the ones submitting pages to *your* PrePage-it RIP queues; then they will softproof their own pages and decide whether to approve or reject them

Tip

If you wish to prevent some Super-Users or Users from submitting jobs directly into your PrePage-it RIP queues, you can hide some or all queues from them. In the case where you hide all queues from them, you can ask them to submit pages via the [Upload Only](#) “queue” (see p.182 for details).

- ✱ if the page numbers of some of the processed pages are not correct for some reason, external users can renumber them in order to ensure the proper pairing of pages
- ✱ if working in Job Definition mode, the job definition needs to be configured *before* any pages are submitted:

- a job may be defined by an internal operator or by an authorized external user
- defining a job involves specifying a number of attributes about the job, such as: total number of pages, page size, page color, job/imposition type (e.g. BroadSheet, Tabloid) and double trucks – please refer to Section 5.2 [Job Definition workflow](#) on p.269 for more information
- attributes can be specified either manually or by importing a pre-defined pagination

Tip

Just like with internal operators working in Job Definition mode, external users who submit pages must conform their filenames to the established filenaming convention. Incorrectly named files will error out and remain in the **Notes** panel until the file is properly renamed. Refer to the section [Errors and Warnings](#) starting on p.279 for more information.

Tip

After completing the job definition, it must be approved by a user (internal or external, depending on your workflow). However note that the job definition can be approved before or after pages are submitted, depending on what is more suitable for your workflow environment. Therefore operators should be aware that it is possible to submit pages even though the job definition has not yet been approved.

- ✳ once job pages have been processed, they will be accessible to internal operators – therefore if required by your workflow: *you* (internal operator) will be able to softproof and approve/reject/renumber *their* (external suppliers’) job pages
- ✳ when softproofing with View-it:
 - Annotation comments can be written by anyone directly in a View-it softproof and will be visible to anyone who has access to that job (internally and externally)
 - internal users can apply an offset or scaling to a page directly from a View-it softproof - external users can only view an offset or scaling, if it has been applied to a page

- ✱ although uncommon, you (Administrator/Operator) may authorize an external user (Super-User) to have access to the **Pairs** tab of a job, if there is a need – this will give them the ability to softproof pairs/flats, but they will not have access to any other tools in the **Pairs** tab
- ✱ once an external user approves a job's pages, internal operators take over to complete the job, typically by initiating or monitoring the assembly of flats and then outputting them to the CTP for plate-making

5.2 Job Definition workflow

PrePage-it Web can be configured to work in Standard mode or Job Definition mode.

In **Standard** mode: you define/configure and produce your job as you go, step-by-step. Many of the steps (configuration and production) are done manually. This is **PrePage-it Web**'s default mode of operation and is what you'll find explained throughout most of this user guide.

In **Job Definition** mode: you define as many parts of a job as possible *before* you begin any production on it. It requires some initial configuration (by knowledgeable personnel) and a basic understanding of how to use it (by internal/external users). For many customer installations, this initial investment can turn into an effective way to run a workflow, whether it will be used only by internal operators or even more so if it will also be used by external users. The benefits are that the production phase can become significantly faster, simpler, more automated and more error-free.

Note that **Job Definition** is not the default mode of operation and therefore must be activated. Details about how to pre-define the job specifications and how to produce a job are explained in this section of the user guide.

Job Definition Overview

Here are the basic facts about Job Definition.

BENEFITS

How does **Job Definition** provide several, significant benefits?

I ➤ It establishes a framework which determines what kind of pages will be allowed in a job (e.g. which page numbers? which page sizes? which colorspaces?). This constrains which pages a user can submit. When pages or other job elements do not conform to the job definition, they are disallowed or rejected, and an error message is issued. In some cases, a non-conforming page is processed anyway and a warning message is issued instead, alerting the user about it so they can decide what action should be taken. This framework helps to minimize user errors (both internal

and external users) and reduces wasted time since submitted pages are systematically checked against the specifications of the job definition *as the job progresses*.

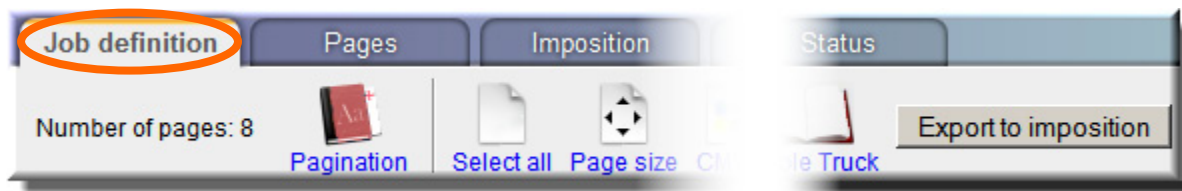
II ➤ In addition, job definition (especially when used in conjunction with **Paginations**) can be used to significantly reduce repetitive work by pre-defining large parts of a job almost instantly, that is, with a few clicks. This results in jobs being built up faster and easier because you are pre-specifying what kind of pages the job is expecting to receive (as mentioned above) as well as pre-defining the entire page-pairing layout. To know more about the topic of **Paginations**, see Section 2.7 [Paginations](#), starting on p. 151.

ACTIVATION

Job Definition mode is not activated by default and must be activated by:

- configuring some initial settings (such as the **Page Prefix**), as explained in the section [Job Definition – Initial Configuration](#) on p.272
- selecting **Discover and enable Job Def** from the **Page Prefix** dropdown list when creating a new job, as shown in the section [Main Steps in Job Definition](#) on p.274

After being activated, a job will display an extra tab called **Job Definition**.



BEFORE PAGES ARE SUBMITTED...

In Job Definition mode, before pages are submitted for processing:

- * users who submit pages must name them according to a pre-established filenames convention (as specified in the **Page Prefix** template – see [Page Prefix](#) starting on p.253)
- * for each job, a user (internal or external) must specify attributes in the **Job Definition** tab (either manually or by importing paginations), such as:
 - sections: how many? prefix character?
 - how many pages per section?
 - the page number/color/size of each page

- if applicable: assign to each page a customized attribute set that describes that page

Note: Customized attribute sets must initially be hand-configured by a Polkadots specialist and are not part of a standard PrePage-it Web installation.

Tip

After completing the job definition, it must be approved by a user (internal or external, depending on your workflow). However note that the job definition can be approved before or after pages are submitted, depending on what is more suitable for your workflow environment. Therefore operators should be aware that it is possible to submit pages even though the job definition has not yet been approved.

AFTER PAGES ARE SUBMITTED...

After the job definition has been completed, users can submit files and they will be processed according to the job definition. This means that submitted pages will automatically:

- * go to the correct RIPping queue (**Preflight Profile**), therefore pages will be processed according to the colorspace specified in the job definition
- * be scaled according to the **Page Size** specified in the job definition:
 - when a page is specified as being a certain size (height and width) in the **Job Definition** tab, that page will be automatically scaled if the difference in size *between the actual submitted page and the job-defined page size* is less than 4%
 - if the difference in size is more than 4%, then the page will error out
- * be paired up after they have been approved, provided you specified page-pairing information in the job definition (typically done by importing a pagination)

*Note: To know more about specifying page-pairing information by importing a pagination, which instantly populates the **Imposition** window with the entire page-pairing layout, see the section [...in Job Definition workflows](#) on p.159.*

Tip

Pages cannot be approved before the job definition has been approved.

Tip

Pages that do not match the job definition specifications may error out. Examples of mismatches are an incorrect filename, page number out of range, incorrect page size, etc.. See the section [Errors and Warnings](#) on p.279 for details.

Job Definition – Initial Configuration

Job Definition mode requires some initial configuration in order to work. This configuration, which is outlined below, should be done by a Polkadots specialist, PrePage-it Web Administrator or other qualified personnel. It only needs to be set once and is typically done during the software installation phase.

Page Prefix

You must specify a global **Page Prefix**. In addition, you may also need to configure some custom **Page Prefixes** for specific external users:

- the **Page Prefix** setting serves as a filename template, indicating the type of filename PrePage-it Web is expecting so that it can identify pages that are submitted, specifically by knowing where in the filename it should look to extract the page number
- the global **Page Prefix** is specified in the Administrator **Settings** window and will be in effect for all users, with the exception of Super-Users for whom a custom **Page Prefix** has been set
- a custom **Page Prefix** can be specified in the **User Account** of a Super-User and will apply only to that user (if left blank, the global **Page Prefix** will take effect)

Details about this topic can be found in the section [Page Prefix](#) starting on p.253.

Important

If you do not specify any **Page Prefix** at all (global or custom), then Job Definition mode cannot be enabled and therefore will not work.

Attribute-Queue matchups

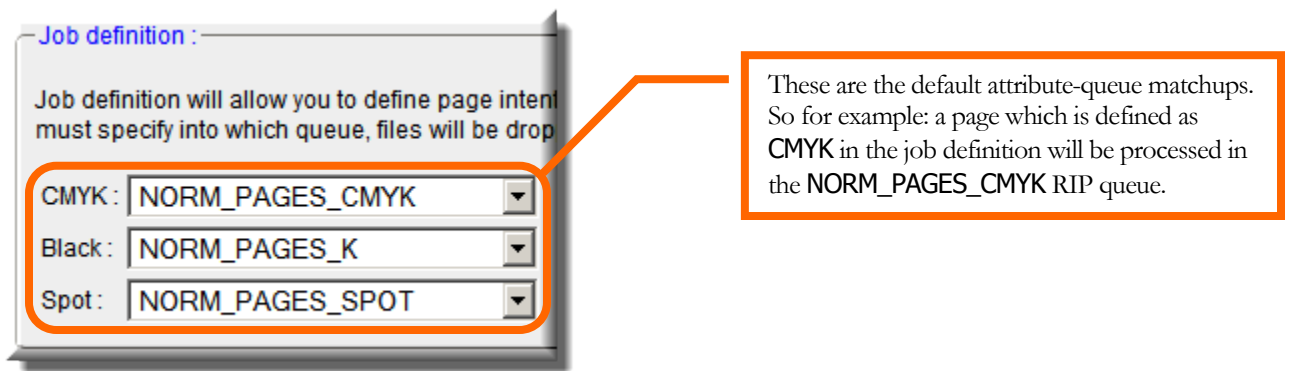
In order for PrePage-it Web to know which RIP queue it should send your pages to, it relies on:

- (a) the attribute that a user assigns to each page within a job
- (b) the PrePage-it RIP queue which has been associated with that attribute

Attributes appear as toolbar buttons in the **Job Definition** window. A job page must be assigned at least one attribute (to indicate its colorspace) and may also be assigned other attributes to indicate other properties about that page.

In the initial configuration, you must associate each attribute with a queue:

- for each attribute in the **Job Definition** panel within the Administrator **Settings** window, specify the PrePage-it Viewer queue where submitted pages should be processed
- there are three default colorspace attributes: **CMYK, Black, Spots**



It is also possible to create custom attributes. That is, other attributes (or attribute sets) which are pertinent to your workflow can be added to the list of default attributes:

- examples are attributes other than colorspace (trapping settings, scaling factor) or attributes for specific color combinations (CK, MK, CMY)
- *attribute sets* can also be created and added to the list – these are simply a combination of one or more attributes about a page

Note

To request that customized attributes be added to your workflow, please contact a Polkadots representative. This requires a manual configuration and may incur an additional cost.

Technical Summary

Once this initial configuration is done, internal/external users have to assign a color attribute (or a customized attribute set) to each page in a job . How to assign attributes, which appear as toolbar buttons in the **Job Definition** window, is illustrated in following section [Job Definition Procedure](#) on p.274.

The combination of the initial configuration along with the assignment of attributes to each page in a job will result in all submitted pages going to the correct RIPping queue. The software will figure this out by:

- i. analyzing the filename (by comparing it to the **Page Prefix** that was configured) and identifying its page number
- ii. looking up the attribute that an internal/external user has associated with this page number in the **Job Definition** tab (the default color attributes are **Black**, **CMYK** and **Spot**)
- iii. referencing the queue that has been associated with this attribute in the **Administrator Settings** window (**Job Definition** panel)

Job Definition Procedure

Here we go over the essential steps required to complete a job in **Job Definition** mode, focussing on the steps required *specifically for Job Definition mode* and which are different from the standard procedure.

Most of the general information that you need to know about the standard procedure for completing a job is summarized in Section 1.3 [Operator Procedure summary](#) on p.18 and is elaborated in greater detail throughout Chapter 1 - [Basic Facts](#) , starting on p.11.

Main Steps in Job Definition

1. Create a new job:
 - a. Select **Discover and enable Job Def** from the **Page Prefix** dropdown list.
 - b. Select any other required options as in the standard procedure.

Create new job

Give a name and an owner for your job. The following character will be automatically filtered: \ / : " < > | ? *. Setting the owner will make the job visible for this user and the ones in the upper level of the hierarchy.

Work mode: ☒ Web ☐ Sheet fed

Pub code: XYZ

Run date:

Owner:

Page prefix:

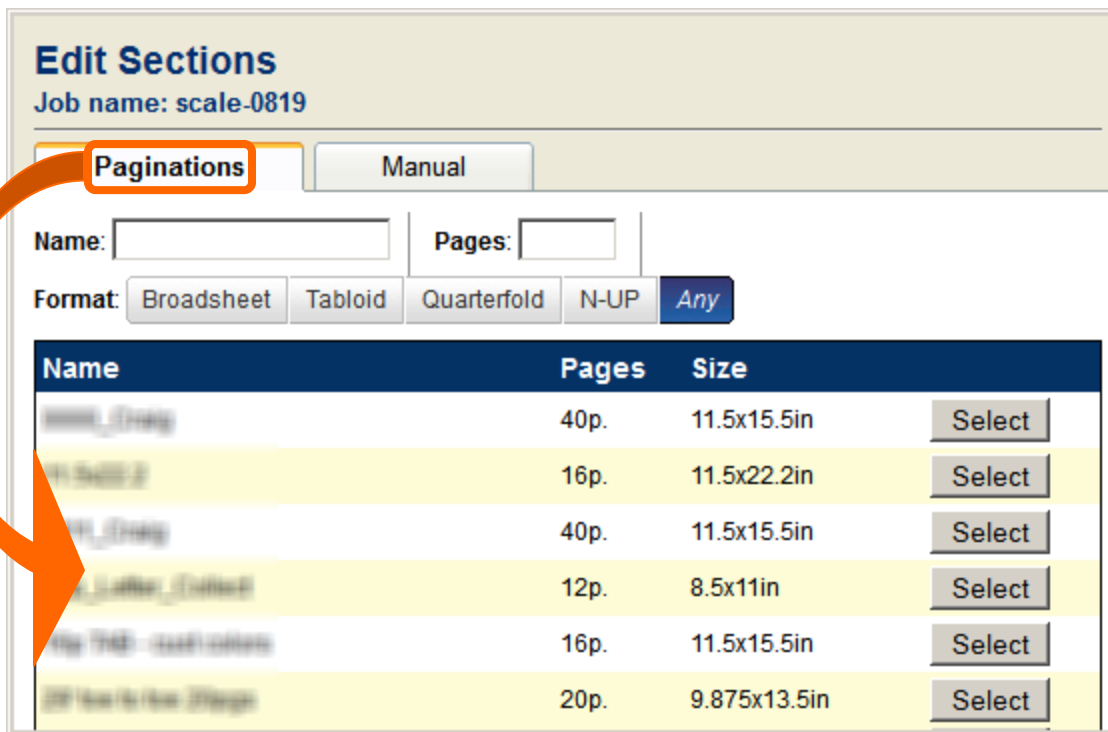
Options: ☐ Visible ☐ Auto-approve ☐ Zones

2. Open the job. You will see an extra tab called **Job Definition**.



3. To start building up the Job Definition, click the **Pagination** toolbar button. This will open the **Edit Sections** dialog box.

*From here you will either define the job automatically (by importing a pagination) **or** you will define the sections/pages of your job manually. Both are shown in the following steps.*



Edit Sections
Job name: scale-0819

Paginations Manual

Name: Pages:

Format:

Name	Pages	Size	
11.5x15.5in	40p.	11.5x15.5in	<input type="button" value="Select"/>
11.5x22.2in	16p.	11.5x22.2in	<input type="button" value="Select"/>
11.5x15.5in	40p.	11.5x15.5in	<input type="button" value="Select"/>
8.5x11in	12p.	8.5x11in	<input type="button" value="Select"/>
11.5x15.5in	16p.	11.5x15.5in	<input type="button" value="Select"/>
9.875x13.5in	20p.	9.875x13.5in	<input type="button" value="Select"/>

4. **Automatic** : If your workflow includes pre-defined paginations which you will use to build up this job, then click the **Paginations** tab and select the required pagination from the list.

*Once the job definition is approved (in step 8), this will populate the **Job Definition**, **Pages** and **Imposition** windows with information about expected pages (e.g. page number/colorspace/size) as well as the page-pairing layout. More information about importing paginations can be found in the section [...in Job Definition workflows](#) on p.159 as well as in the entire Section 2.7 [Paginations](#), starting on p.151.*

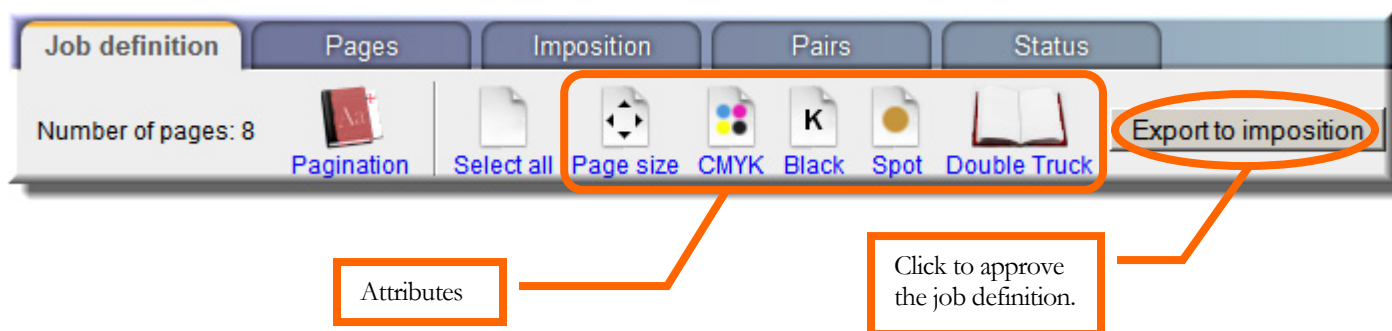
5. **Manual** : If you do not use pre-defined paginations to build up your jobs, then click the **Manual** tab and define the sections/pages.

*Once the job definition is approved (in step 8), this will populate the **Job Definition** window, and in some cases the **Pages** window, with information about expected pages. It does not transmit any page-pairing information to the **Imposition** window since the page/section definitions made here cannot be associated with a page-pairing template.*

Note

Defining the sections/pages manually in the **Job Definition** window is similar to doing it in the **Imposition** window (using the **Wizard** tool). Please refer to [Option II → Wizard](#) on p.66 to see an illustrated description of how to do this.

- Next, if there are any attributes that you need to specify manually in the **Job Definition** window, do so now. Attributes appear as toolbar buttons and can vary per workflow. Examples are: page colorspace (CMYK, Black, Spot) / Page Size / Double Truck.



- Users can now submit pages to this job. For each page, the software will identify its page number and direct it to the appropriate queue for preflighting and RIPPING. After it has been processed, you will be able to softproof it, just like in the standard procedure.

Note

Since pages are automatically directed to the appropriate queue in Job Definition mode, PrePage-it RIP queues are typically not visible. See [Queue Visibility when submitting pages in Job Definition mode](#) on p.279 for details.

Warning

Pages that do not match the job definition specifications may error out. This includes incorrectly named files (i.e. pages that do not conform to your pre-established filenaming convention) and page numbers that are out of range. See [Errors and Warnings](#) on p.279 for more information.

8. After completing the job definition, it must be approved by a user (internal or external, depending on your workflow) - see [Tip](#) on p.271. To approve, click the **Export to imposition** or **Approve Pagination** toolbar button.

*Note: The toolbar buttons **Export to imposition** and **Approve Pagination** are equivalent. One or the other may be visible, depending on various factors (e.g. User Account / Job Owner, Import Pagination method).*

9. If anything remains to be configured manually in the **Imposition** window, do so now as per the standard procedure. Please refer to Chapter 2 - [Page-Pairing](#), starting on p.56, for complete details.
10. After softproofing, approve pages so that they begin being paired up.
11. Softproof pairs and output to CTP as per standard procedure.

Queue Visibility when submitting pages in Job Definition mode**PrePage-it Web**

Those who are logged on to PrePage-it Web will not see any queues listed.

PrePage-it Upload

For those using the PrePage-it Upload utility:

- external users will not see any queues listed
- internal users will see the complete queue list and hence will be able to choose any queue for file submission, effectively overriding the job definition

Pages: Auto Detect

Whenever a listing of queues is visible in Job Definition mode, an additional “queue” called **Pages: Auto Detect** will also be visible. This queue will be selected by default and should be left that way if you wish that your pages be automatically dispatched to the correct queue, according to the job definition.

Note

Queue Visibility when submitting pages to be processed is not to be confused with queue visibility in the **Queue Management** window (where pages cannot be submitted for processing and queues are only listed for queue management purposes) – see Section 3.4 [Queue Management](#) on p.186 for details.

Errors and Warnings

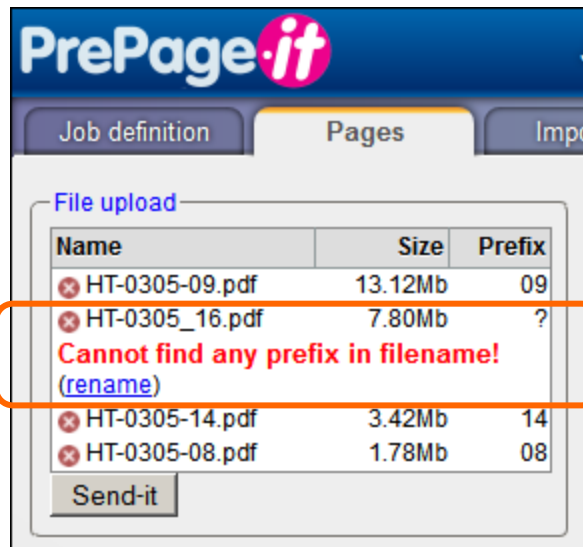
Pages that have been submitted/uploaded and that do not match the job definition specifications may cause an error or a warning message to appear. Shown below are several illustrated examples, along with some possible solutions.

Example I

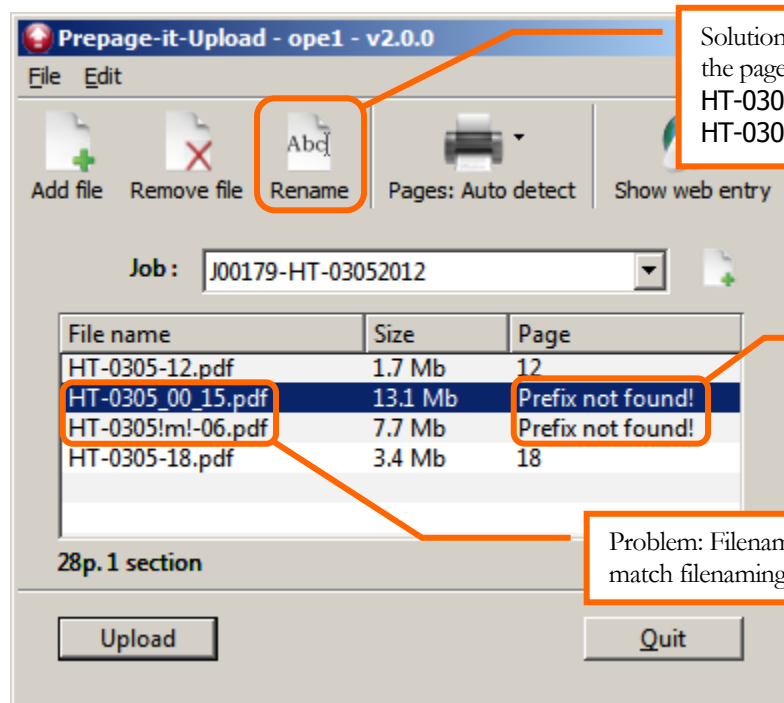
Error: Some submitted pages were named incorrectly (i.e. their filenames do not conform to your established filenaming convention, as per the **Page Prefix**).

Solution: PrePage-it Web / PrePage-it Upload will not upload pages if they contain certain types of errors, most notably if they have an incorrect filename. An error message will be

displayed, such as Prefix not found! When this happens, make the necessary corrections (i.e. rename the files) and then click the **Send-it** or **Upload** button again.



Error: Page not recognized
(due to incorrect filenaming).
Click the [rename](#) link to
correct the filename to:
HT-0305-16.pdf



Solution: **Rename** files so that
the page number is recognized:
HT-0305-15.pdf
HT-0305-06.pdf

Error message: Pages not recognized
(due to incorrect filenaming).

Problem: Filenames do not
match filenaming convention.

Example II

Error: Pages A19 and C03 have not been defined in the job definition because this job does not include these two pages. Therefore the error **Page Number is out of range!** occurs when these pages are submitted.

Solution: Modify the page number (by clicking the [rename](#) link) if the page was numbered incorrectly or delete the page if it was mistakenly uploaded (by clicking the delete icon ☒).

Job definition **Pages** **Imp**

File upload

Name	Size	Prefix
☒ YYZ-1212-!A04!.pdf	1.69Mb	A04
☒ YYZ-1212-!A01!.pdf	1.69Mb	A01
☒ YYZ-1212-!A02!.pdf	4.26Mb	A02
☒ YYZ-1212-!A19!.pdf	4.26Mb	?
Page number (A19) is out of range! (rename)		
☒ YYZ-1212-!C03!.pdf	1.45Mb	?
Page number (C03) is out of range! (rename)		

[Send-it](#)

✓ [Notes](#)

File upload

Select the file that you would like to upload:

[Browse...](#)

Or try [Prepage-it upload](#)

You can also drag and drop files here.

[Send-it](#)

✓ [Notes](#) ☒ [Delete](#)

☐ YYZ-1212-!C03!.pdf [rename](#) or [submit](#)
Administrator on Dec 17, 2012 18:03:59
Page number (C03) is out of range!

☒ YYZ-1212-!A19!.pdf [rename](#) or [submit](#)
Administrator on Dec 17, 2012 18:03:59
Page number (A19) is out of range!

File Upload panel
(before attempting upload)

Notes panel
(after attempting upload)

Note

Some errors/warnings appear immediately after a page has been uploaded to PrePage-it Web (and before it goes to the RIP) whereas some only occur after a page has been submitted to the RIP for processing.

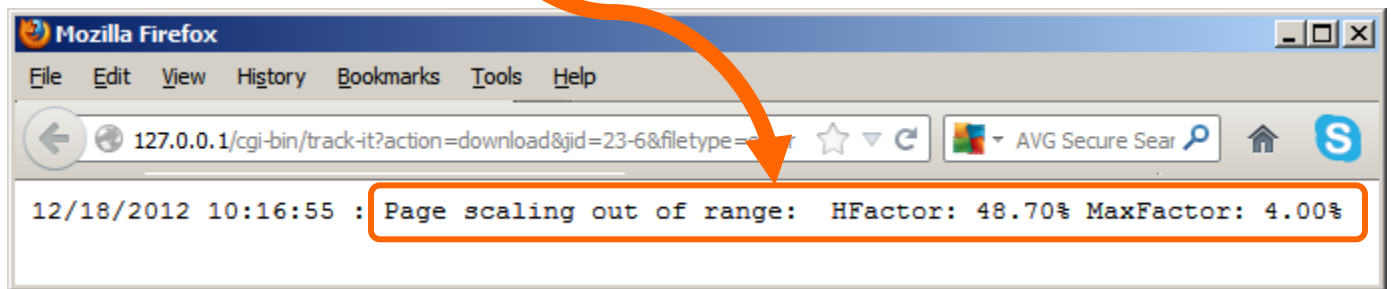
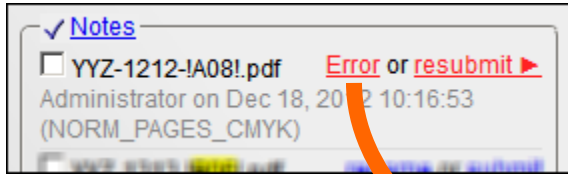
Example III

Error: Page A08 has a bigger page size that what is defined in the job definition.

Solution: When the size (height, width) of a submitted page differs from its job-defined size, there are two possible outcomes:

- if the difference in size is less than 4%, the page will be automatically scaled to the correct size (as per job definition)
In this case, you do not need to do anything.

- if the difference in size is more than 4%, the page will not be scaled or RIPped - instead an error message will be generated
In this case, you will have to find out why there is such a big discrepancy and then decide what you want to do with that page.



Example IV

Warning: The colorspace of a submitted page does not correspond to the colorspace specified in the job definition.

Solution: When this happens, a warning may be issued, but the page is processed anyway.

Case A: If a page has been specified as CMYK in the job definition, but a Black page is submitted by the user, the page will be processed and a warning will be issued. The warning will alert the internal/external users, who can then decide if anything needs to be modified with that page.

Case B: If a page has been specified as Black in the job definition, but a CMYK page is submitted by the user, the page will be processed - no warning will be issued. By default, PrePage-it applies an Autofix in cases like this which converts a CMYK page to black.

Tip

Some errors/warnings, when viewed in the **Pages** tab (**View by Icon**), are shown with a background color surrounding the thumbnail of the page, typically:

- ↳ **yellow** (for warnings)
- ↳ **red/pink** (for errors).

Tip

When warnings regarding colorspace are issued, they take into account every color in a page, including any CMY marks (registration, folding, etc.). So, for example, a black & white page containing CMYK registration marks will be considered a 4-color process page, not a 1-color black page.

Tip

To see more detailed error messages and logs when an error or warning occurs, use the PrePage-it Web **Event Viewer**. This is a centralized web application showing events (such as errors) for all installed *Polkadots* modules. Please consult the **Event Viewer Web** quick reference sheets, available from your *Polkadots* dealer.

5.3 PRESSflo (Press Configuration)

The Press Configuration feature, also known as PRESSflo, is a layered (payable) option which can be added to the standard NEWSflo bundle. PRESSflo has been designed for companies which use web presses, such as newspaper production facilities.

Note

PRESSflo compensation can only be applied to PrePage-it Web jobs that are defined as **Work Mode = Web** (generally speaking, jobs destined to be printed on a web press).

Overview

Web presses develop misalignments with time, which have traditionally required press operators to cock and/or shim the plates in order to compensate. That is, the plates are slightly rotated and sometimes shifted over a little in order to ensure that the printouts are properly aligned. This requires the purchase of additional equipment and extra setup time for each plate. PRESSflo compensates for these misalignments in the printing press towers/units by providing a software alternative for cocking/shimming.

In addition, the Press Configuration feature can also scale flats in order to compensate for the web growth (also known as fan-out) that occurs as the paper roll travels through the print units.

How does PRESSflo perform compensation?

First, the Press Configuration feature allows you to visually replicate your print units. Then based on this virtual press configuration, you specify all the rotations, shifts/offsets, scaling values, etc., that need to be applied in order to achieve all the required compensations (for various misalignments, web growth, etc.). PRESSflo will then incorporate all these compensation factors directly into the 1-bit TIFFs that will be used to produce the plate. That is, the image in the 1-bit TIFF will already be rotated, scaled, etc. As a result, the plates that are made from these 1-bit TIFFs can then be placed on the cylinder in the normal, straight position, without needing any mechanical adjustments.

The specific steps required to achieve press compensation via PRESSflo can be divided into two phases:

- (i) **Pre-defining Press Configuration(s)** → specifying all compensation factors required for each press tower i.e. rotations, scaling, etc. (this is a once-only configuration)
See the section [How to build a press configuration](#), starting on p.284, for details.
- (ii) **Assigning Print Towers** → assigning each web/sheet from each job to a specific print tower (this must be repeated per job)
To know the procedure for building a PRESSflo job, including how to assign a web/sheet to a print tower, turn to [How to apply a Press Configuration](#) on p.295.

Note

In order for PRESSflo to work, the Move-it module must be configured by a *Polkadots* specialist to automate the press compensation workflow.

How to build a press configuration

Here is what you need to know regarding how to pre-define your press configuration(s).

Press Configuration Overview

Press Configurations are created only once and then re-used over and over again as a basis for building publications.

You will need to define at least one Press Configuration for each printing press structure containing print units/colors that are misaligned or that require web growth compensation. The definition includes: name of press, how many towers, how many press units/colors per tower, etc. Note that the Press Configuration you define is not necessarily a literal representation of the

physical/mechanical structure of your press, but rather a virtual press configuration, as explained in the [Note](#) on p.288.

Afterwards, you will need to specify all the required adjustments for each press unit, one measure for the front and one for the back. The front and back refer to the two cylinders/plates which are used to print the front side and back side of the paper roll. The main adjustments that need to be specified are:

- which side (left or right) of the plate has to be tilted or raised
- **Shimming** distance (not angle) i.e. total amount that the right or left side of the plate needs to be raised by (displayed as a thin red line in the PrePage-it Web interface)
- **Web Growth** amount required for each press unit

Note

For the Shimming amount, you must provide the distance in inches, mm or points. The software will then calculate the angle that the plates need to be rotated by.

Additional settings need to be configured if your press requires adjustments for (i) double-plate cylinders, (ii) “vertical web growth”, or (iii) vertical or horizontal shifts/offsets. For more information about these adjustments, see [Double plate per cylinder](#) on p.293, [Web growth values in both directions \(horizontal and vertical\)](#) on p.293, or [Specifying press adjustments \(via dialog box\)](#) on p.290, respectively.

Procedure for building a Press Configuration

To visually replicate your print units, you must be logged onto PrePage-it Web as the Administrator. Once logged on, click **Settings** > **PRESSflo**. This will take you to the **PRESSflo** window, where you can create, edit, duplicate or delete a press configuration.

Press configuration allows you to set webgrowth and/or shimming within Impose-it publications:

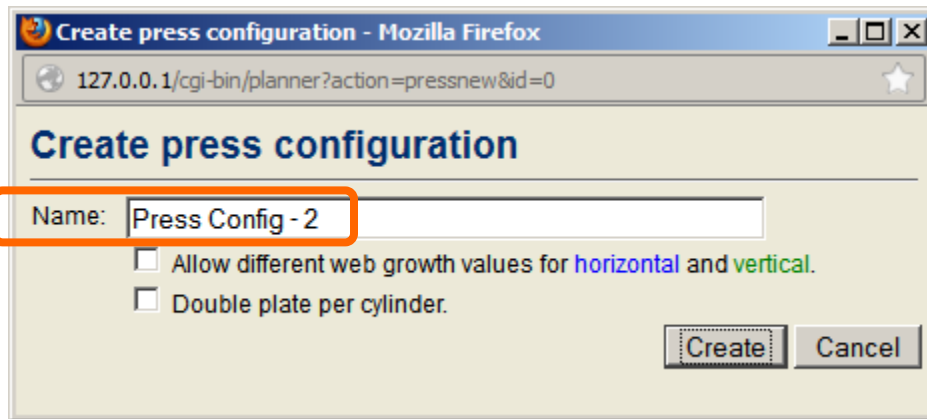
Name	Type	Preview	Colors	
Pressflo1	Single plate per cylinder		C, M, Y, K	Delete
Pressflo2	Double plate per cylinder		C, M, Y, K, SE, A E	Delete
Pressflo2_SinglePlate	Single plate per cylinder		C, M, Y, K	Delete
Pressflo_Colombus	Double plate per cylinder		C, M, Y, K	Delete
nouvelle	Single plate per cylinder		C, M, Y, K	Delete

Note

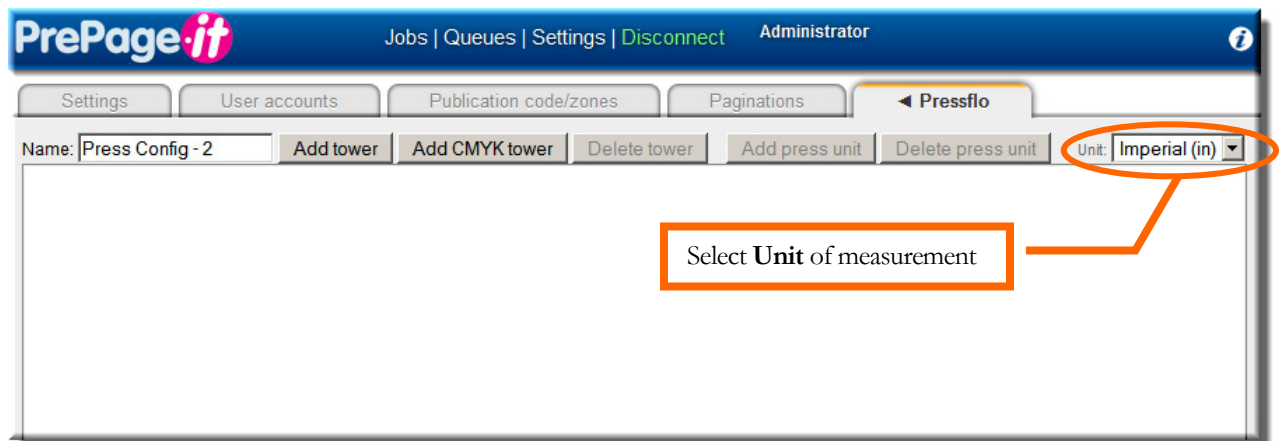
If you do not see the **PRESSflo** window, it is either because you are not logged on as the PrePage-it Web Administrator or because PRESSflo has not been activated in your dongle license.

To create a new press configuration:

1. Click the **New press configuration** button. In the dialog box that opens, type a name for it. If required, select the following options:
 - a. [Web growth values in both directions \(horizontal and vertical\)](#) (see p.293)
 - b. [Double plate per cylinder](#) (see p.293)



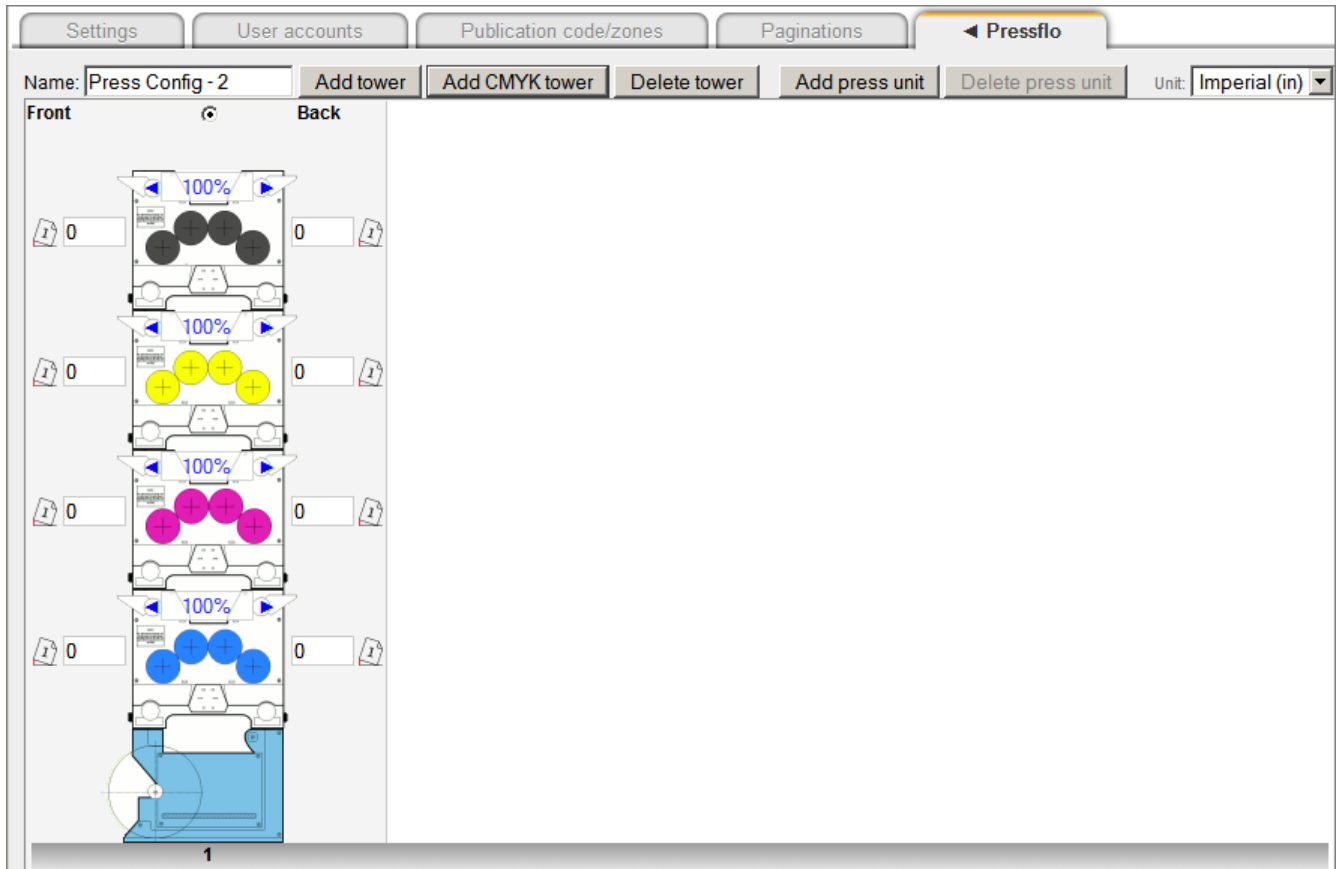
2. After selecting the options you require and clicking the **Create** button, the Press Configuration Editor will open. It is here that you build your press configuration.



Tip

The **Unit** dropdown menu (on the right hand side) allows you to choose your preferred measurement unit for the Press Configuration Editor, i.e. inches, mm, etc.

3. Begin by adding towers (**Add Tower**, **Add CMYK Tower**) and press units (**Add Press Unit**), as required, until you've replicated the structure of your own printing press. See [Important](#) note on p.288 for information regarding replicating your printing press structure.

**Tip**

If you need to print out a spot color job, you must use a press configuration which includes a press unit with the exact spot color name.

4. Now specify the required adjustments for each press unit.

The various types of press adjustments that can be configured are explained in the following sections:

- [Specifying press adjustments \(via interface\)](#) on p.288
- [Specifying press adjustments \(via dialog box\)](#) on p.290
- [Web growth values in both directions \(horizontal and vertical\)](#) on p.293
- [Double plate per cylinder](#) on p.293

Important

It is important to realize that what you are building here is a virtual press configuration structure, not necessarily a literal representation of the physical/mechanical structure of your press.

More specifically, when building a CMYK tower, you are not necessarily representing where each color unit is physically located on your shop floor. Instead, for the purposes of the PRESSflo configuration, all the color units which the paper has to go through on a single print run should be considered as being a *single virtual print tower*.

The grouping of color units which the paper has to go through is what will determine the amount of web growth you will have for each press unit. Therefore if you have different ways of arranging your color units, depending on the jobs you have to print, you may need to configure several PRESSflo configurations, where each one corresponds to a different grouping of color units that you use.

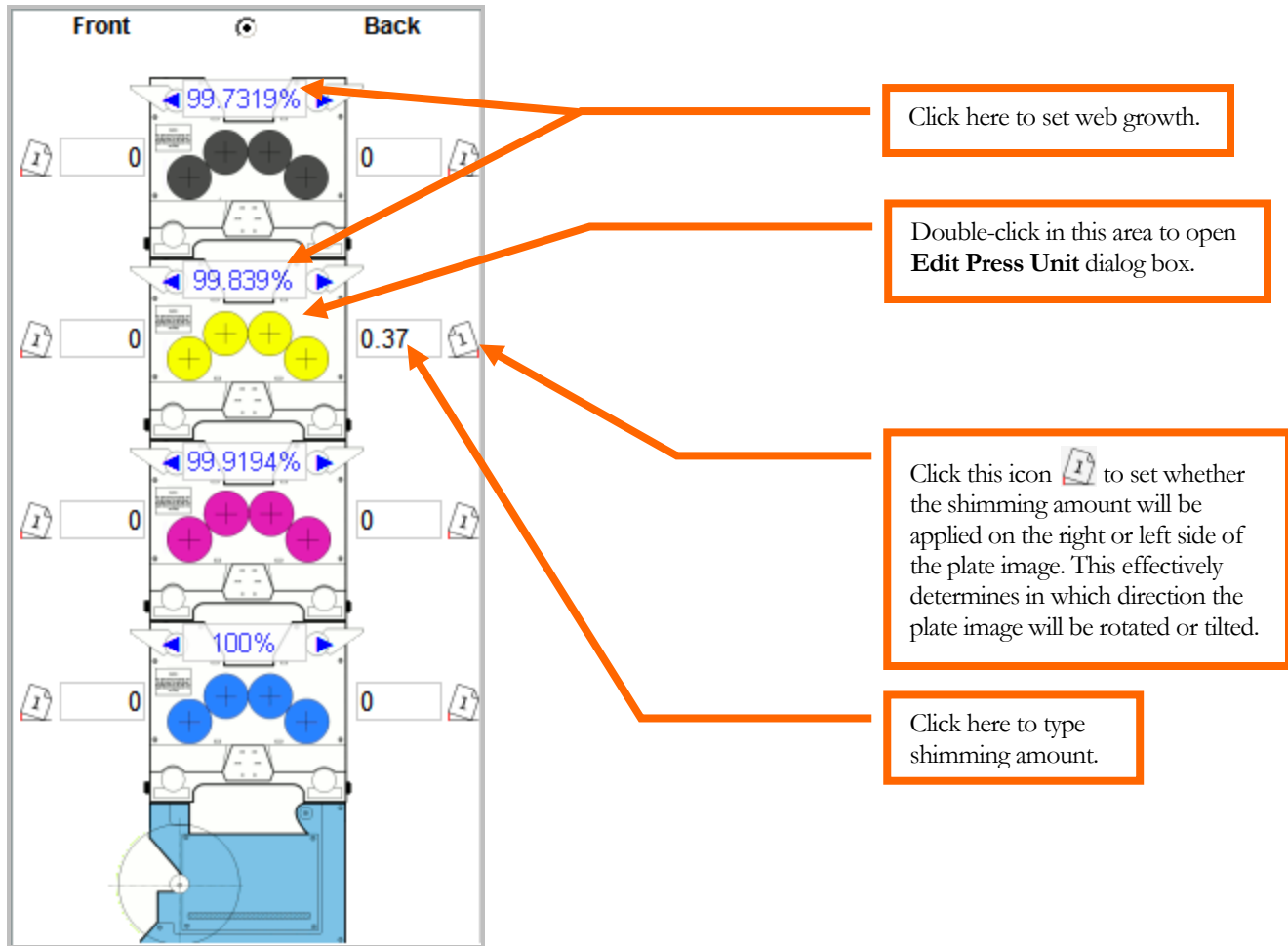
Finally, the press configurations should be created and named so that operators will be able to understand what each PRESSflo name means as well as what each tower within it represents. This way, when they are assigning page-pairs to print towers, they can easily select where each plate should go without making any mistakes.

Specifying press adjustments (via interface)

The simplest way to specify the most common press adjustments (shimming, web growth) is to indicate them directly in the interface, that is, on the image of the printing press structure that you created in the Press Configuration Editor window. An example is shown in figure below.

Note

The measurements specified on the right side of the printing tower image (as shown in the figure below) are for the **Back** (i.e. the cylinder where the **Back** plate is installed and hence where the back of the sheet is printed). Similarly, the left side represents the **Front** i.e. the cylinder where the **Front** plate is installed.



In this example, the **Yellow** press unit is set with the following parameters:

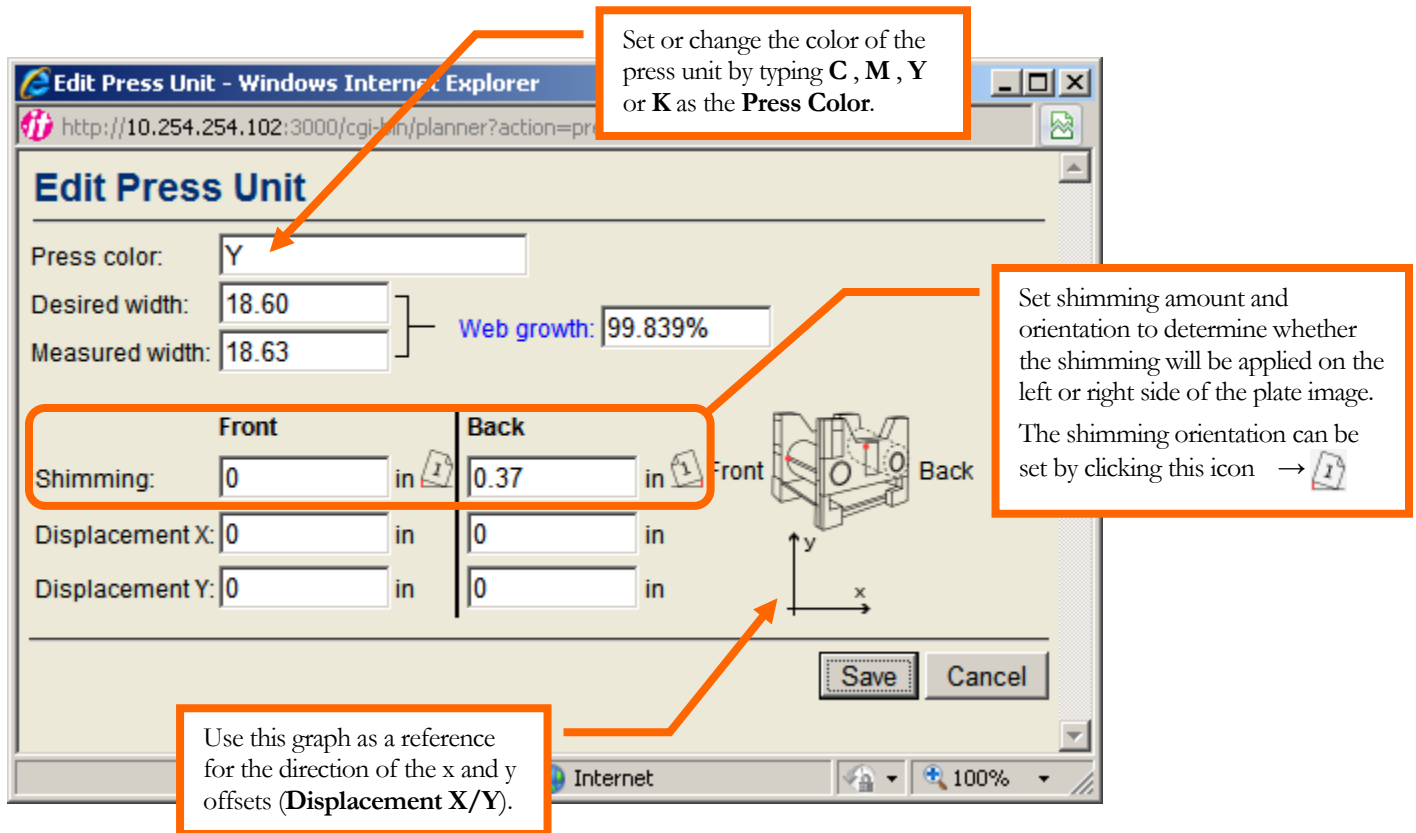
- for the **Back**, the plate is tilted (raised) on the right side by 0.37 inches
- the web growth compensation amount that will be applied is 99.839%

Tip

For more information on how to calculate the web growth compensation for each press unit, refer to the section [Web Growth Calculator](#) on p.291.

Specifying press adjustments (via dialog box)

All the parameters that can be set directly on the printing press image, as shown in the figure above, can also be configured in the **Edit Press Unit** dialog box. This dialog box can be accessed by double-clicking anywhere in the middle of any press unit image (see [open Edit Press Unit dialog box](#) on p.289).



The **Edit Press Unit** dialog box also includes some additional settings which cannot be specified in the visual interface, such as the **Displacement X/Y** and the web growth calculator. These additional settings are explained next.

CHANGE COLOR OF PRESS UNIT

Set or modify the **Press Color** to another process color by typing the first letter, that is: **C** , **M** , **Y** or **K**.

To specify a spot color, type the color name in full e.g. Pantone 138 C.

X/Y DISPLACEMENT

The *X/Y Displacement* is an offset that can be applied, which shifts the image on the plate. The image can be shifted horizontally (**Displacement X**), vertically (**Displacement Y**), or both. When values are supplied for **Displacement X** and/or **Displacement Y**, the image is shifted by that amount.

Tip

The direction of the x and y shifts is represented graphically in the dialog box image - see [Use this graph as a reference](#) on p.290.

Although it is not ordinarily required, the ability to shift the image on the plate can be used to compensate for certain press problems. If a defect in a press unit is causing the plate to be inaccurately positioned, then shifting the image on the plate may correct this problem.

WEB GROWTH CALCULATOR

The image shows a graphical user interface for a 'Web Growth Calculator'. It features two input fields on the left: 'Desired width:' with the value '18.60' and 'Measured width:' with the value '18.63'. A bracket connects these two fields to a result field on the right labeled 'Web growth:' which displays '99.839%'. The interface has a light beige background with a subtle drop shadow.

The *web growth calculator* is an aid for calculating and configuring web growth compensation values for your press units. It relies on you supplying a **Desired Width** and **Measured Width**, then it calculates the web growth amount.

The ultimate goal of web growth compensation via the *web growth calculator* is that when an image or object (for example, a rectangle) is printed on each color unit, it turns out to be the same width. In other words, there is no stretching/scaling between any of the colors on the printed sheet. It calculates this based on the idea that one of the colors, typically **Black** or **Cyan**, is the *reference color*. That is, the reference color is either the first or the last color that is printed on a sheet of paper.

With this in mind, the **Desired Width** is the width of an image or object (such as a rectangle or frame) on a printed sheet of paper *for the reference color*. Once the object is measured on the printed sheet for the **Black** or **Cyan** separation, this measurement is specified as the **Desired Width** *for every press unit* that the sheet of paper has to go through on the same print run.

Next, you measure the width of the same object or image on the printed sheet for all the other color separations and specify them as the **Measured Width** for each color, respectively. The web growth calculator will then calculate the amount of scaling required to compensate for the web growth of each press unit.

Tip

All initial measurements used to calculate web growth compensation should be taken from sheets of paper that were printed *without* any web growth compensation.

When the **Black** is used as the reference color, all other colors are stretched (i.e. enlarged) to become equal to the **Black**. When **Cyan** is the reference, the other colors are shrunk so as to be equal to the **Cyan**. Therefore, depending on whether you use **Black** or **Cyan** as the **Desired Width**, you should get **Web Growth** values greater than 100% (when ref color = **Black**) or smaller than 100% (when ref color = **Cyan**). In either case, the end result will be the same, that is, each color from the printed image will be the same width and in register.

Below are two examples showing the calculation of web growth values for the **Magenta** press unit, where one uses **Black** as the reference color and the other uses **Cyan**. The values shown in these examples refer to measurements taken of the width of the image of a rectangle on the printed sheet of paper.

*Ex #1 (using **Black** as reference color):*

Desired Width = **Black** = 17.30 inches

Measured Width = **Magenta** = 17.24 inches

Web Growth = 100.348%

*Ex #2 (using **Cyan** as reference color):*

Desired Width = **Cyan** = 17.20 inches

Measured Width = **Magenta** = 17.24 inches

Web Growth = 99.768%

Web growth values in both directions (horizontal and vertical)

If you selected the option **Allow different web growth values for horizontal and vertical** when you created a new press configuration, then the **Edit Press Unit** dialog box will prompt you with two sets of web growth values: one for horizontal (width) and one for vertical (height).

Create press configuration

Name:

☒ Allow different web growth values for horizontal and vertical.

☐ Double plate per cylinder.

Edit Press Unit

Press color:

Desired width:

Measured width:

Desired height:

Measured height:

Web growth: Horizontal

Web growth: Vertical

Front Back

Shimming: in in

Displacement X: in in

Displacement Y: in in

Front Back

y x

By default, PRESSflo allows for web growth compensation in the horizontal direction, which makes up for the stretching that occurs to paper rolls as they go through the web press. However the vertical value, which is sometimes referred to as “vertical web growth”, can actually be used to correct any type of problem that can be resolved by scaling the image vertically. That is, it can compensate for any kind of stretching or scaling that occurs in the vertical direction on any of your press units, regardless what the cause of the scaling is.

Double plate per cylinder

Double-plate refers to a setup with two plates where one is located on top (**Hi** plate) and the other on the bottom (**Lo** plate) of the *same* cylinder. It does not refer to setups with two plates which are mounted side-by-side.

In a double-plate per cylinder setup, you must specify two sets of values, one for each plate on the cylinder. This can be done either directly on the press configuration image or in the **Edit Press Unit** dialog box. In either case, in order to see both sets of values, you need to have selected the option **Double plate per cylinder** when you created a new press configuration.

[Figure 2](#) and [Figure 3](#) show where double-plate settings for the Magenta press unit can be configured via either the (i) dialog box or (ii) interface, respectively.

Edit Press Unit

Press color:

Desired width:

Measured width: Web growth:

	Front	Back
Shimming:	<input type="text" value="0"/> in	<input type="text" value="0"/> in
Hi: Displacement X:	<input type="text" value="0"/> in	<input type="text" value="0"/> in
Displacement Y:	<input type="text" value="0"/> in	<input type="text" value="0"/> in
Lo: Displacement X:	<input type="text" value="0"/> in	<input type="text" value="0"/> in
Displacement Y:	<input type="text" value="0"/> in	<input type="text" value="0"/> in

3D diagram of the press unit showing Front and Back plates.

Values for **Hi** Front plate of Magenta press unit.

Values for **Lo** Front plate of the same cylinder in the Magenta press unit.

Figure 2 - Double-plate settings (via dialog box)

Note that, as mentioned earlier, some settings can only be set in the dialog box, therefore there are a few settings that are not visible in the interface.

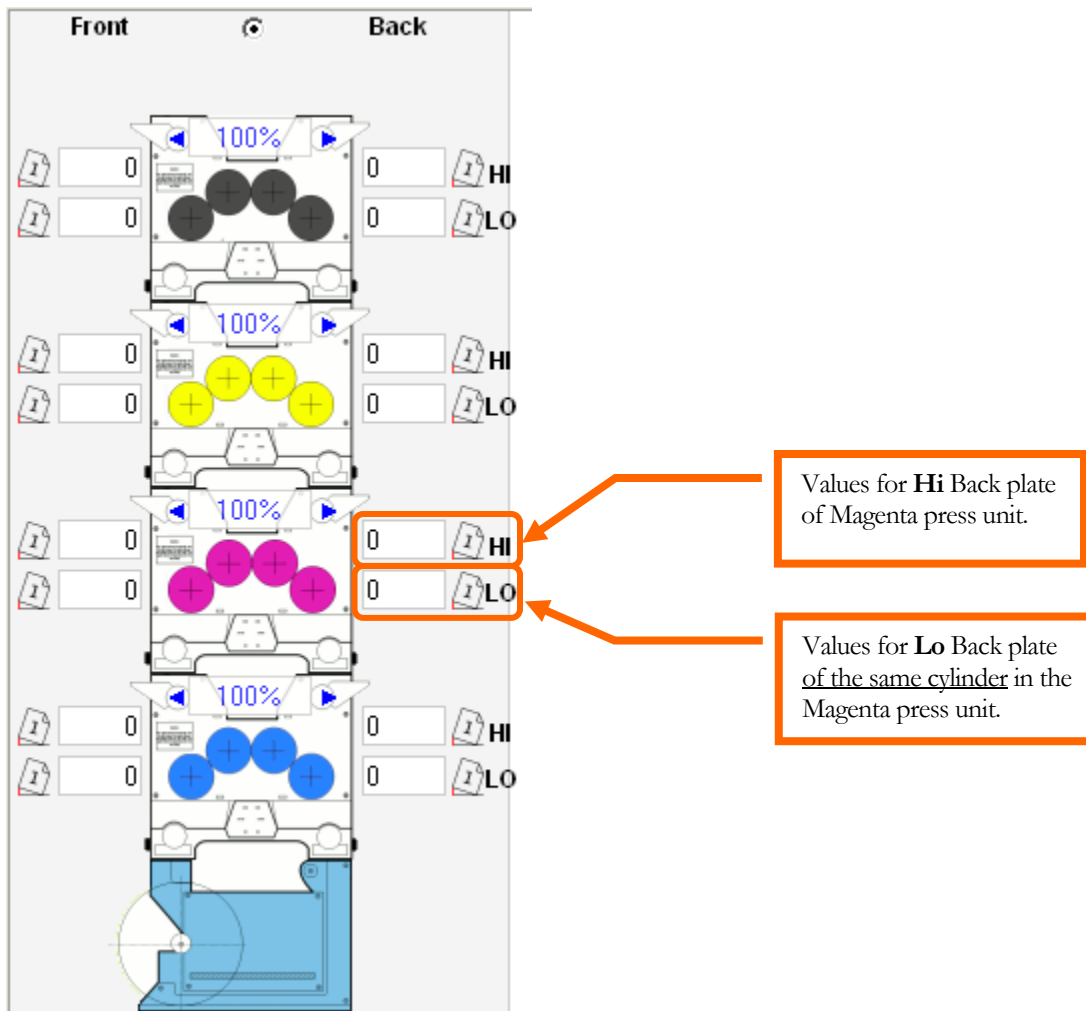


Figure 3 - Double-plate settings (via interface)

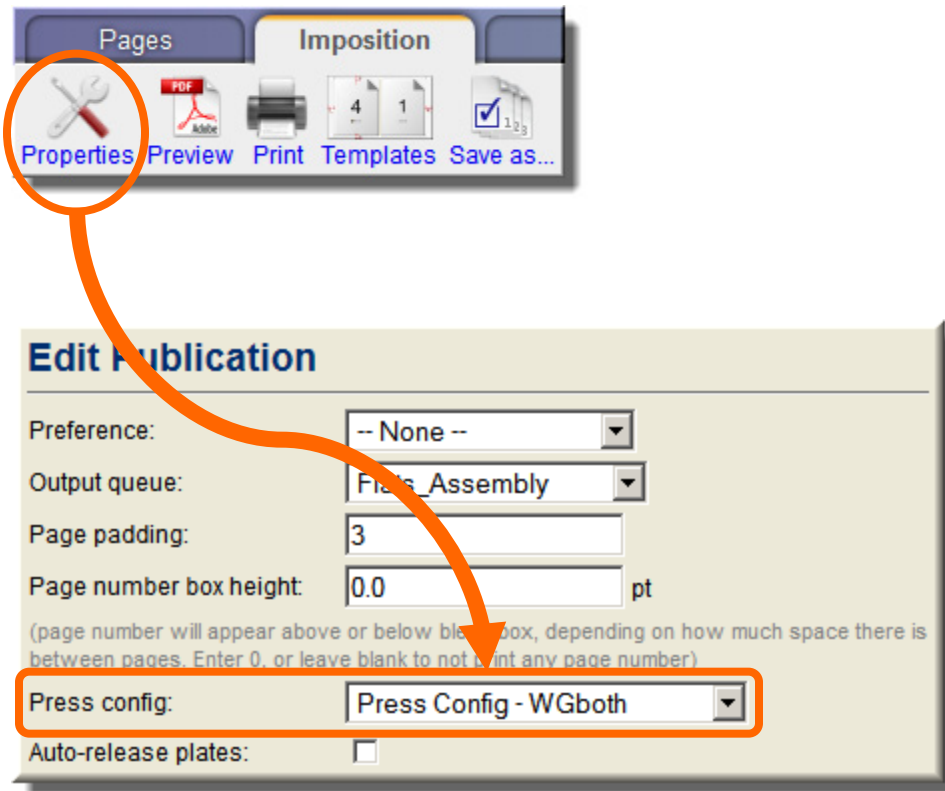
How to apply a Press Configuration

Once your press configurations are created, as described in the section [How to build a press configuration](#) (starting on p.284), you will be able to apply them to your ongoing jobs. Basically this means telling the software which plates will go on which press units. As a result, the software will generate plate files which will include all required compensation for the specified press units. In other words, the compensation for press misalignments and web growth (fan out) will be integrated right into the plate images.

You instruct the software about which plates will go on which press units while you are building your publications in the **Imposition** window. Detailed procedure steps for building a standard publication can be found throughout Chapter 2 - [Page-Pairing](#), especially in Section 2.3 [How to set up page-pairing](#) (starting on p.59). Here we summarize *only the additional steps* required to apply or specify the PRESSflo parameters to a job:

















1. When initially building a new page-pairing layout in the **Imposition** window, select the desired **Press Config** for this job from the **Edit Publication** dialog box (accessed by clicking the **Properties** toolbar button).

*Tip: The **Press Config** dropdown menu will list the press configurations which you've previously created, as explained in the section [How to build a press configuration](#) (starting on p.284).*



















2. Build the rest of the publication as you usually would (turn to Section 2.3 [How to set up page-pairing](#), starting on p.59, for details).
3. If a press configuration contains multiple towers, associate each web or sheet in the publication to a specific press tower by clicking directly on the **Press Tower** number.

*The example in the figure below shows: Web/Sheet 1 using **Tower #3** and Web/Sheet 2 using **Tower #1**.*

#		Front	Back
1	Tower: 1 2 3 <input type="checkbox"/>	   	   
2	Tower: 1 2 3 <input type="checkbox"/>	   	   

4. If the selected press configuration is for a press with double-plate cylinders, you will need to specify whether a web/sheet will be printed on the **Hi** or **Lo** plate.

#		Front	Back
1	Hi: 1 Lo: 1 <input type="checkbox"/>	   	   
2	Hi: 1 Lo: 1 <input type="checkbox"/>	   	   

5. Complete the rest of the job as you usually would.



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