

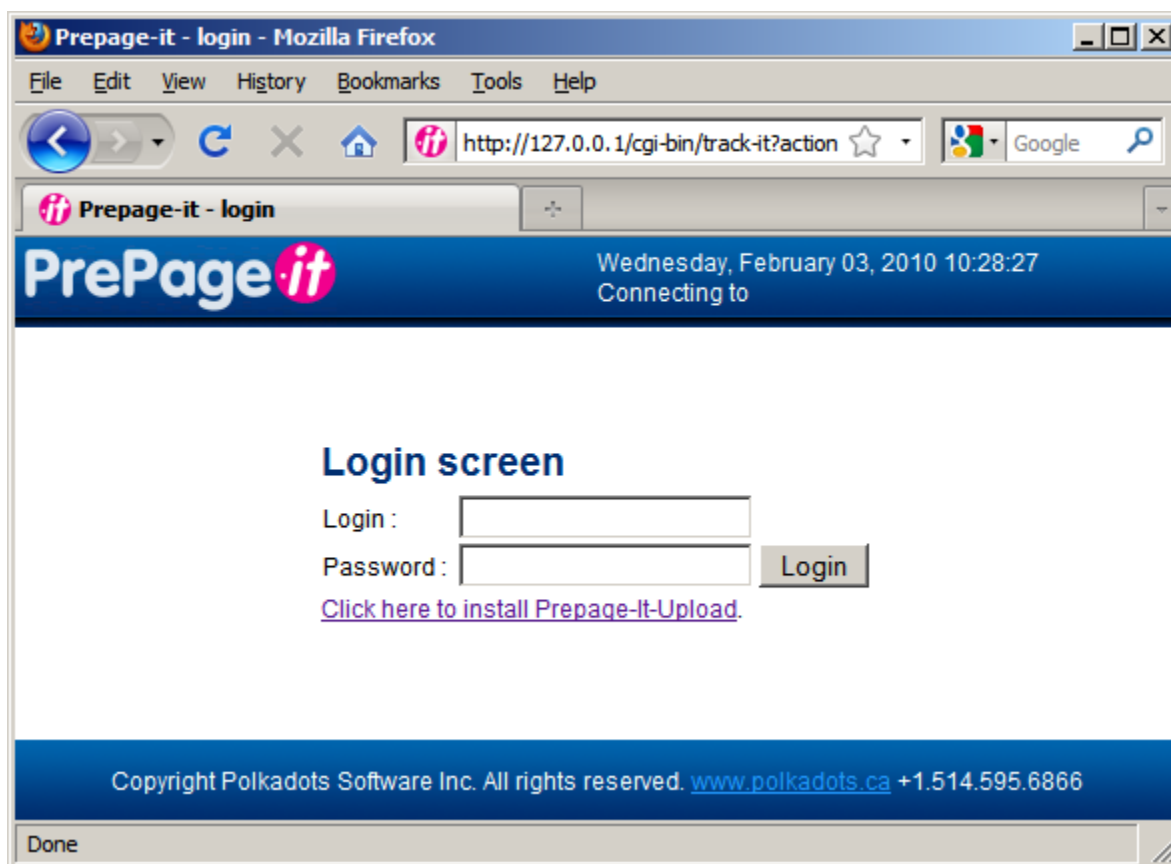
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# POLKADOTS SOFTWARE

## PrePage-it Web 3.5 User Guide

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*How to work with **PREPAGE-IT WEB**, including  
**PREPAGE-IT UPLOAD & IMPOSE-IT***



# Effective use of this guide

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## Go directly to the chapter(s) pertaining to you

Chapter 1 will get you up and running (recommended for everyone):

- **Chapter 1** – [Getting started with PrePage-it Web](#) (p.8) – outlines what an operator needs to know to get started with PrePage-it Web. Two essential sections are: [1.3 How to create a job](#) (on p.11) and [1.4 Uploading Files \(PrePage-it Upload / Printer\)](#) (on p.18).

Chapters 2 and 3 contain more detailed explanations about how to use the software:

- **Chapter 2** – [PrePage-it Web – A Closer Look](#) (p.38) – provides more details about PrePage-it Web, including software installation, queue management, user accounts and handling spot colors.
- **Chapter 3** – [Impose-it](#) (p.73) – provides a detailed look at how to set up an imposition using the Impose-it module.

Chapters 4 and 5 contain technical information for the technical staff who will install, configure and administer the software:

- **Chapter 4** – [Administrator configuration](#) (p.138) – explains how the PrePage-it Web Administrator can control what users are able to see and do in the software interface.
- **Chapter 5** – [Special & Advanced Topics](#) (p.155) – gives an overview of how the Send-it module works and goes through other special / advanced topics.

## Software version

The *PrePage-it Web 3.5 User Guide* is based on the software versions PrePage-it Web v.3.5.2.5 and Impose-it v2.1.1.2.

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# Introduction

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## What is PrePage-it Web?

**PrePage-it Web** is a web-based job management application for the PrePage-it workflow. 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 submit jobs to be preflighted and RIPped, control RIP queues, view softproofs, approve/reject pages and jobs, print proofs and also output them to make your plates. The Web interface also contains tools to facilitate imposition, renumber pages, merge colors, automate e-mail notifications and track submitted jobs.

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 with PrePage-it Web so as to adapt to your workflow's requirements.

## Layered modules/options

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

- **View-it:** full resolution pixel on-demand softproofing of rasterized pages and flats – see [View-it](#) on p.29 for more information.
- **Impose-it:** integrated imposition module capable of automatically imposing RIPped pages based on pre-defined settings and templates (1-up, 2-up, 4-up, 8-up) – see [Impose-it](#) on p.73 for full details.
- **Custom (N-Up):** allows users of Impose-it to create custom imposition templates (other than 1-up, 2-up, 4-up, 8-up) – 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.155 to know more.

Information about other Polkadots Software applications can be found in their respective manuals. In particular, detailed technical information about PrePage-it Viewer is contained in the *PrePage-it 7 User Guide*.

# Chapter 1 -

## Getting started with PrePage-it Web

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This chapter contains basic, practical procedures so you can get started with PrePage-it Web. The following chapters include more detailed, technical explanations about installing, configuring and understanding the software.

### Reminder

The features and options you see in the PrePage-it Web interface depend on (i) which PrePage-it Web options were purchased and (ii) which user account you are currently logged on with. Therefore your PrePage-it Web interface may not show all options/features mentioned in this guide. For more information, see [Layered modules/options](#) on p.7 and section [2.2 User Accounts](#) on p.47.

## 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:

- submit jobs to be preflighted and RIPped
- see **Upload History** (list of submitted files / users / dates / queues)
- see **Operation History** (list of actions executed by users)
- see **Job List** (of RIPped jobs)
- view softproofs of pages (low-res **Previews**, proofing-resolution **PDF Booklets**, and optionally **View-it** hi-res softproofs) and signatures (**Previews** and **View-it**)
- print out hard proofs of selected pages or signatures to a printer
- download proofing-resolution PDF booklets (of selected pages) to your workstation and use it for softproofing, sharing with customers or hard-proofing on a printer
- renumber pages
- merge two or more colors from the same page together (e.g. Pantone 128 CVC and Pantone 128 CVU)



- versioning: merge pages from different jobs together to produce multiple-language jobs or other types of multiple-version jobs
- approve/flush pages, signatures or entire jobs
- download low-res page files for imposition (on a third-party imposition application)
- with Impose-it, the optional imposition module that can be seamlessly integrated into PrePage-it Web, do imposition of commercial (sheet fed press) and newspaper (web press) jobs within a PrePage-it '09/'10 workflow
- submit imposed jobs (whether created in Impose-it or a third-party imposition application) to be assembled into 1-bit TIFFs
- output jobs to CTP
- receive e-mail notifications of events (e.g. approved jobs, errors)
- queue management
- more (depending on user account permissions and purchased options)

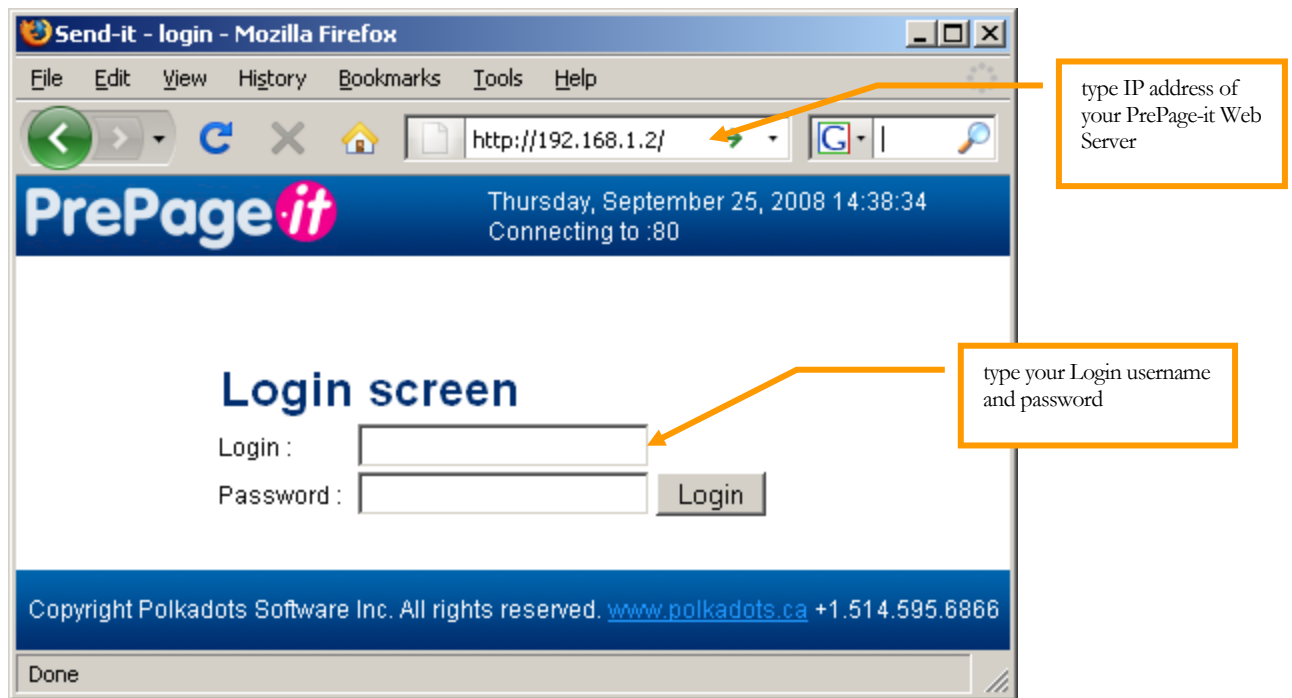
## 1.2 Launching PrePage-it Web

### Note

PrePage-it Web Clients can be launched from any workstation equipped with one of the following operating systems: Win XP Pro (or higher), Mac OS 10.4 (or higher).

PrePage-it Web Clients can be opened on any workstation (see Note above) using a variety of web browsers by:

1. Typing the IP address of the PrePage-it Web Server.
2. Logging on with your **Login** name and **Password**.



### IP address

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

Example: `http://192.168.1.12/`

Add port number if it is other than port 80.

Example: `http://192.168.1.12:8080/`

If in doubt, please refer to your prepress manager or network administrator.

### Tip

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

### Suggested web browsers

- Firefox v.3 (Mac or PC)
- Safari v.3 or higher (Mac)
- Internet Explorer v.7 or higher (PC)

**Tip**

If you are having trouble seeing all or part of the PrePage-it Web window, consult the section [1.10 Basic Troubleshooting & Tips](#) on p.35 for help.

## 1.3 How to create a job

The steps below describe a typical procedure for creating a job with PrePage-it Web from start to finish. The exact steps to follow will vary from one workflow to another, depending on several factors such as (i) whether you upload job files via PrePage-it Web, PrePage-it Printer or PrePage-it Upload, (ii) how you impose your pages, (iii) your proofing requirements, etc.

**Note**

If you are using the PrePage-it Printer or PrePage-it Upload to submit jobs, refer to the section [1.4 Uploading Files \(PrePage-it Upload / Printer\)](#) on p.18 to know how to use these tools.

### Create a job name

1. Click the **Jobs** link, then click the **New** button to create a new job name/folder. This job folder will contain an entire job: pages, signatures, etc. - everything regarding this job will be listed inside this job folder.

Jobs | Queues | Settings | **Disconnect** Administrator Administrator  
Currently logged onto

Filter:

Owner	Created	Status
-------	---------	--------

Create new job - Mozilla Firefox

http://127.0.0.1/cgi-bin/track-it?action=jobcreate&jid=0

## 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. Also, when a document has been submitted to the job, its name **cannot** be changed anymore.

Job name:

Owner:

☐ Make this job visible for the entire group.

Done

### Tip

If you want a job to be visible to a particular user (e.g. one of your customers/suppliers), then select them as **Owner**. In addition, you can make the job visible to every user under the **Owner** by checking the box **Make this job visible for the entire group**. See the section called [Owner](#) on p.51 for more information about this topic.

The new job will be listed in the **Job List**.

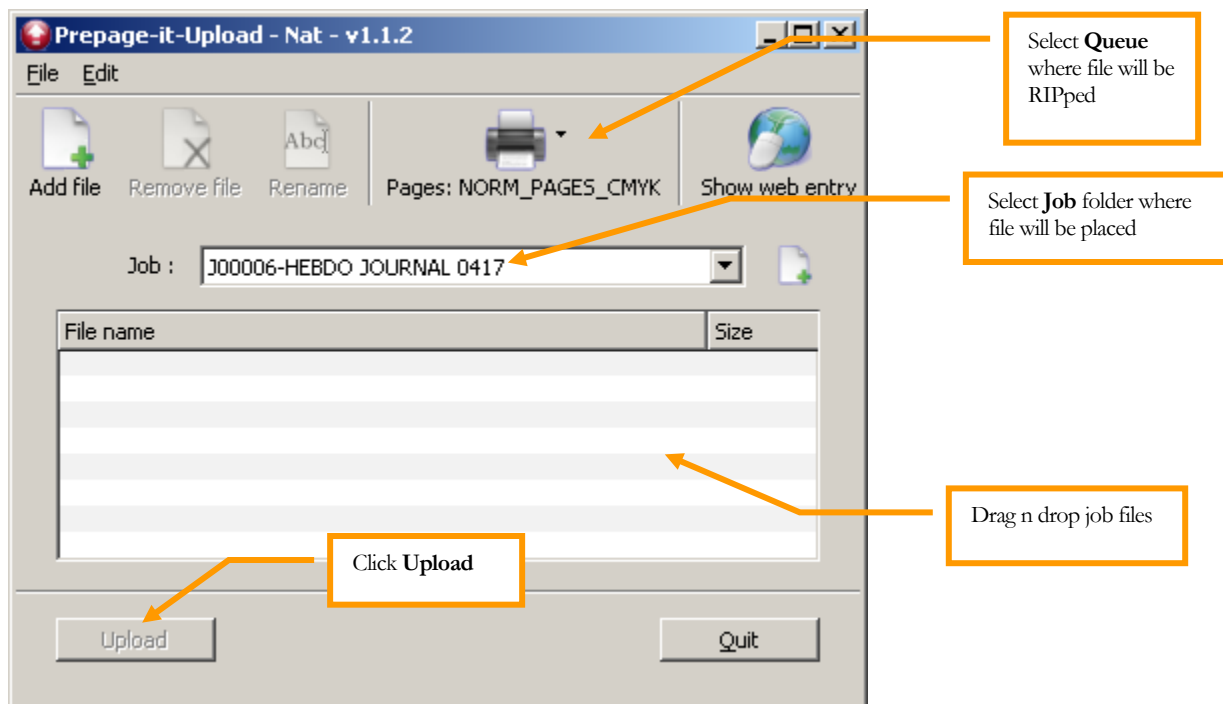
PrePage.it			
Jobs   Queues   Settings			
Job List			
<input type="checkbox"/> ID	Name	Info ( <a href="#">Pages</a> )	Owner
<input type="checkbox"/> 6	 <a href="#">HEBDO JOURNAL 0417</a>		Nat
<input type="checkbox"/> 5	 <a href="#">JobQuattro</a>	4p. 4 colors	Administrator

## Single Pages

2. Upload pages in one of the following ways:

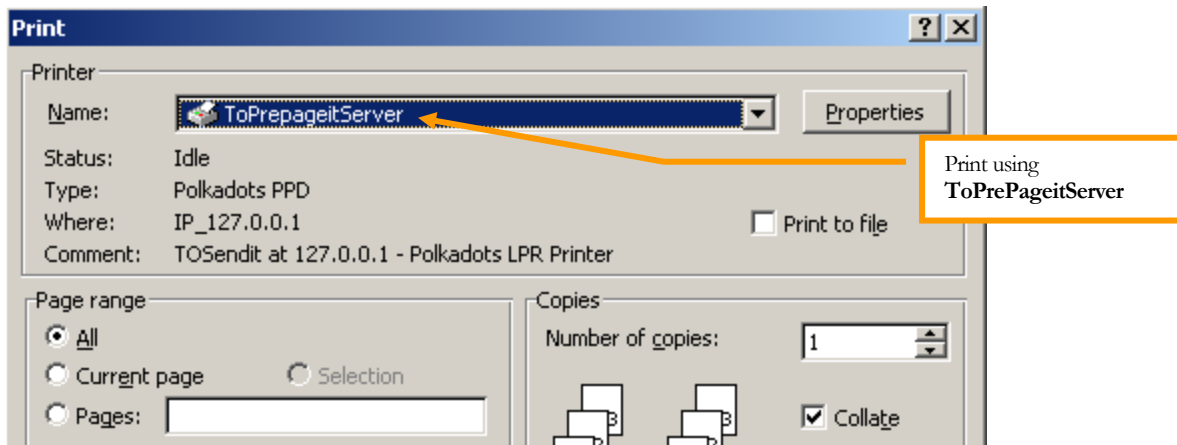
### Method A: PrePage-it Upload:

Log on to PrePage-it Upload, select the new job folder you just created, then select a suitable **Pages** queue. Finally drag and drop the page files you want preflighted and RIPped, then click the **Upload** button.



### Method B: PrePage-it Printer:

Log on to PrePage-it Upload, select the new job folder you just created, then select a suitable **Pages** queue (see previous figure). Next, print a job file from any Mac or PC application, selecting **ToPrePageitServer** as the printer. Finally, go back to the **PrePage-it Upload** window and click the **Upload** button.

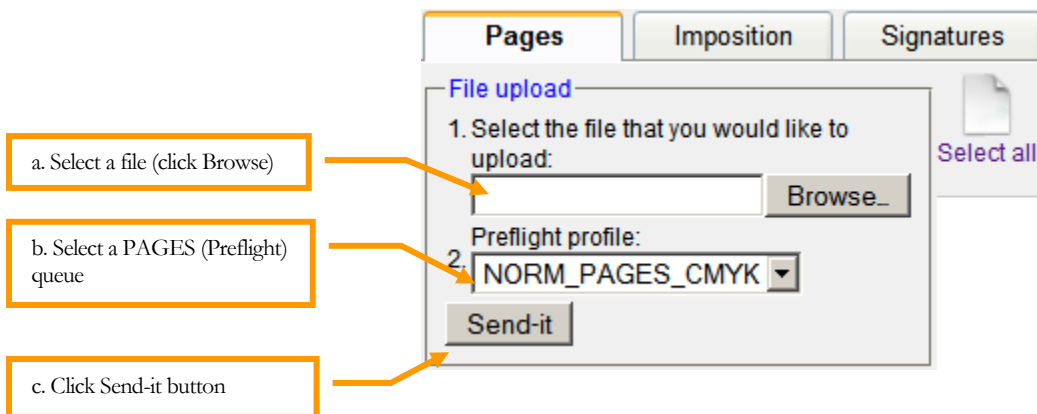



### Tip

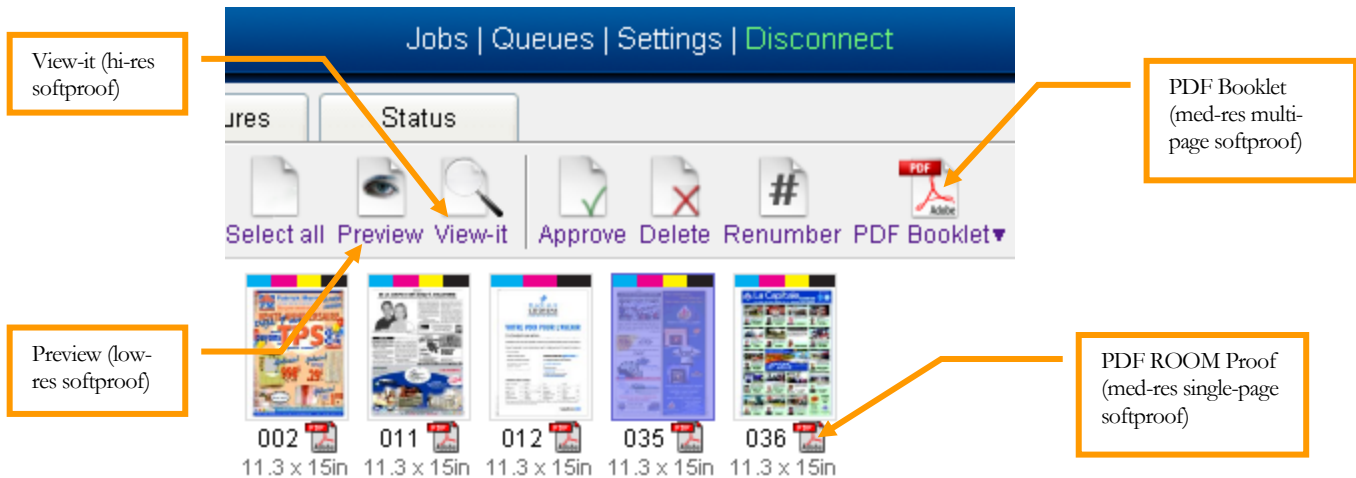
You can bypass the last step (i.e. clicking the **Upload** button) when printing via the **ToPrePageitServer** printer by configuring the workflow to function in Silence mode. For more information, refer to the section [5.4 Silence mode \(for PrePage-it Upload\)](#) starting on p.161.

### Method C: PrePage-it Web:

Click on the link of the new job you just created, then click the **Pages** link. Now upload a page from the **File Upload** panel so it can be preflighted and RIPped.



3. Softproof single pages from the **Pages** tab in one of the following formats:
  - a low-res **Preview**
  - b med-res PDF (click **PDF ROOM Proof** icon  or **PDF Booklet > PDF**)
  - c hi-res **View-it** softproof



### Note

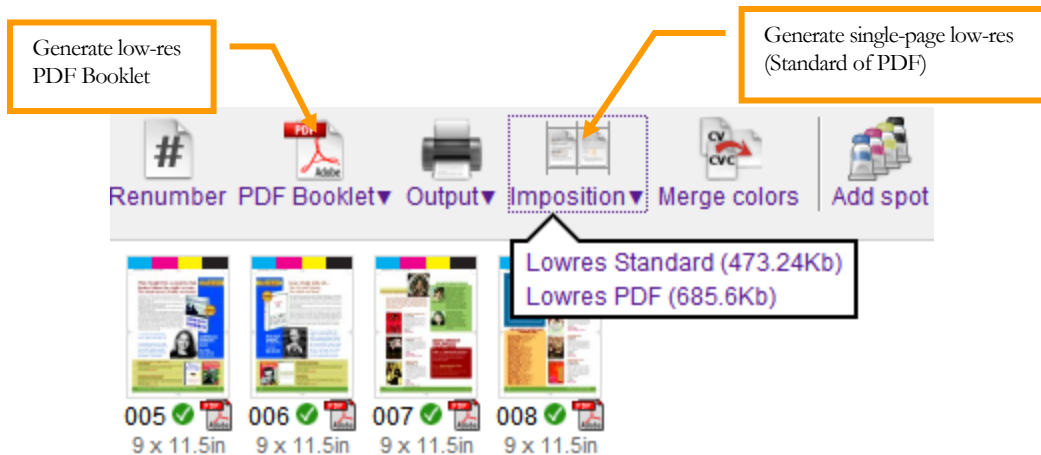
**Med-Res PDF** proofing files are available for download from the **PDF Booklet** toolbar button or **PDF ROOM Proof** icon on the condition that they have been already produced by the PrePage-it queue during RIPPING. If PDFs were not produced during the RIPPING process, then PDF proofs will not be available for softproofing.

4. If desired, hard proof pages on a printer by clicking the **Proof** or **Output** button and selecting a Proofing queue from the list.



5. After a page has been satisfactorily proofed, approve the page by clicking the **Approve** button (see previous figure).
6. Download the low-res pages that you need to impose via the **Imposition** or **PDF Booklet** toolbar button (this step is only necessary if using third-party imposition software):
  - a **Imposition** → will generate **Standard** or **PDF** low-res of selected pages in a zipped collection of single-page files.

- b **PDF Booklet** will generate **PDF** low-res of selected pages in a multiple-page file.



#### Note

Low-res (for imposition) files are available for download from the **Imposition** and **PDF Booklet** toolbar buttons on the condition that they have been already produced by the PrePage-it queue during RIPping. If low-res files were not produced during the RIPping process, then they will not be available for downloading.

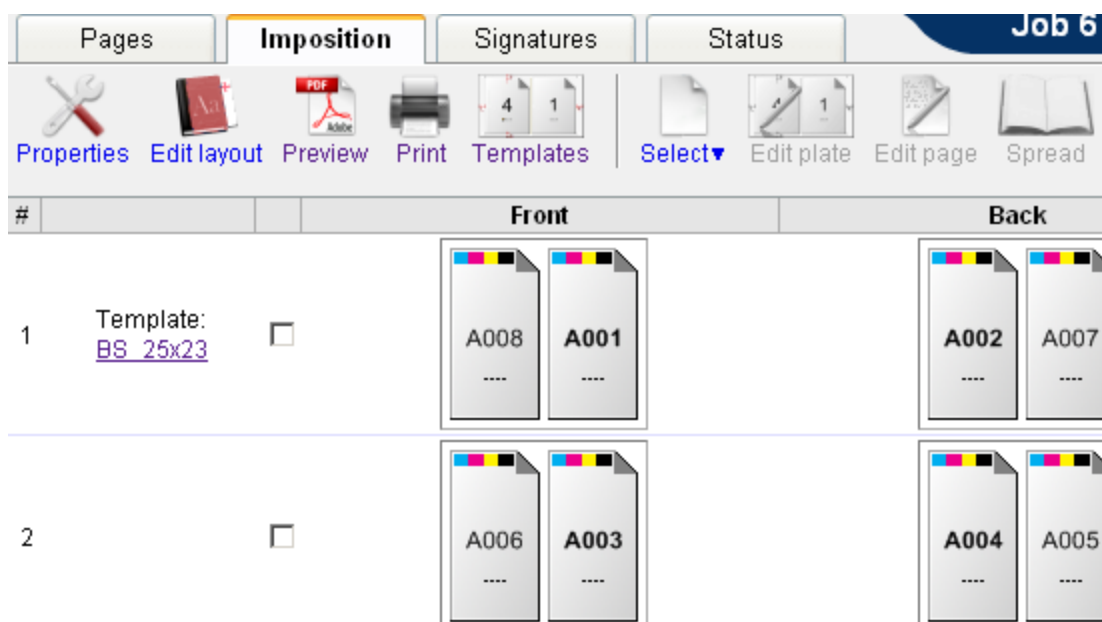
#### Imposition and assembly

7. Impose low-res pages on imposition forms using either the Polkadots Impose-it module, if this is included in your workflow, or with any third-party imposition application or utility.

#### Impose-it:

Go to the **Imposition** tab and specify the **Properties** and layout (**Edit Layout** button) of your signatures. Note that at least one template must be created before you can build a signature layout. Complete the layout by specifying any other required options (**Spreads**, customized page numbering, etc.).





The assembly of the pages is triggered via page approval. That is, as soon as all the pages of a flat are approved in the **Pages** tab, they will be assembled into a complete flat. Shortly thereafter, the flats will appear in the **Signatures** tab.

A detailed description of how to impose pages with the Impose-it module is found in the chapter [Impose-it](#) starting on p.73.

#### Third-party imposition software (Preps, DynaStrip, etc.):

Impose the low-res page files you downloaded earlier into your imposition application. Then upload the imposed flats to an assembly queue (e.g. Flats\_Assembly) using one of the upload methods described in step [2](#). Note that if you will be dragging and dropping imposed files (i.e. not printing them via the **ToPrePageitServer** printer), then you will need to save a PS or PDF file of your imposition before uploading it.

Shortly after the flat assembly has been completed, it will appear in the **Signatures** tab.

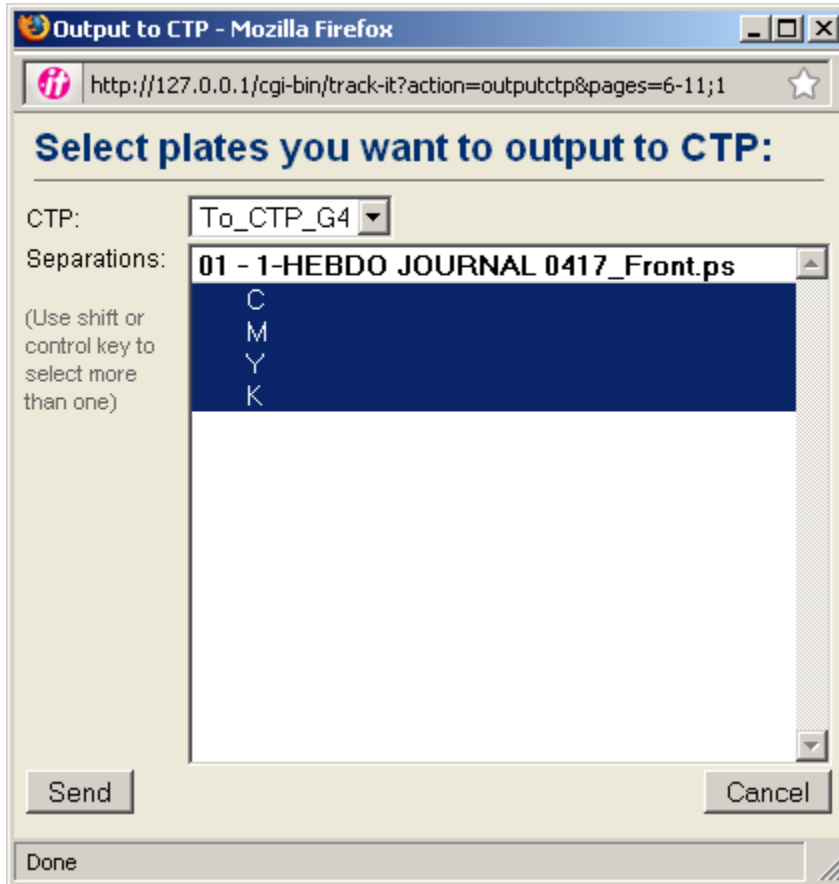
8. When the assembled flats appear in the **Signatures** tab, you may softproof and/or hardproof them in the same way as you did with the pages (refer to steps [3](#) and [4](#), respectively). Note that PDF proofs are not available for signatures.
9. If required by your workflow, you may approve the imposed flats.

#### Output

10. Send your assembled flats to your output device by selecting them in the **Signatures** tab and then clicking the **Output CTP** toolbar button.



11. By default, all plates will be output. To output only some plates, select them using **CTRL+click** (PC) / **Command+click** (Mac) or **SHIFT+click**. Then click the **Send** button.



### Important

When the terms **Flush** / **Reject** / **Delete** are used in reference to a page/flat/job, they all have the same meaning i.e. the RIPped files will actually be deleted from the hard disk.

## 1.4 Uploading Files (PrePage-it Upload / Printer)

### Uploading Overview

Within a PrePage-it Web workflow, there are currently three methods for submitting job files to the RIP:

- PrePage-it Web's **File Upload** (**Pages** and **Signatures** tab)

- PrePage-it Upload utility
- PrePage-it Printer (**ToPrePageitServer**)

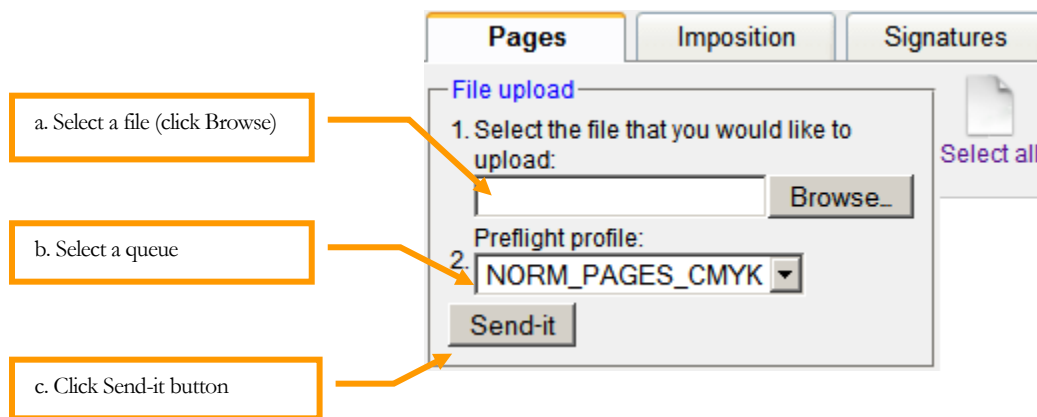
### Note

The Java applet that was used for uploading files in versions prior to PrePage-it Web 3.5 has been replaced by the PrePage-it Upload utility.

The terms submitting/uploading/printing files here all refer to the same thing: submitting job files to a PrePage-it RIP queue in order to be processed i.e. rasterized, screened, etc.

### PREPAGE-IT WEB

The **File Upload** panel within PrePage-it Web's **Pages** or **Signatures** tab is the original upload method and the only way to submit job files via the web interface. However it is disadvantaged by the fact that you can only upload one file at a time.



### PREPAGE-IT UPLOAD & PRINTER

Two other methods exist for submitting jobs: PrePage-it Upload and PrePage-it Printer. These are separate, external utilities that can be used without logging on to PrePage-it Web. PrePage-it Upload allows you to submit PS or PDF jobs by dragging and dropping them unto the **PrePage-it Upload** window. The PrePage-it Printer utility creates a printer called **ToPrePageitServer**, which you can use to print jobs from any application. These tools can be installed and used on Mac or PC workstations.

PrePage-it Upload/Printer provide more convenient ways of submitting jobs. PrePage-it Upload allows you to drag multiple job files unto the **PrePage-it Upload** window. The PrePage-it Printer allows you to print jobs in the intuitive manner that you are in the habit of doing.

The general procedure for creating a job is outlined in the section [1.3 How to create a job](#), starting on p.11. The specifics about how to install the PrePage-it Upload and PrePage-it Printer and how to use them to upload files are explained in the following two sections.

#### Note

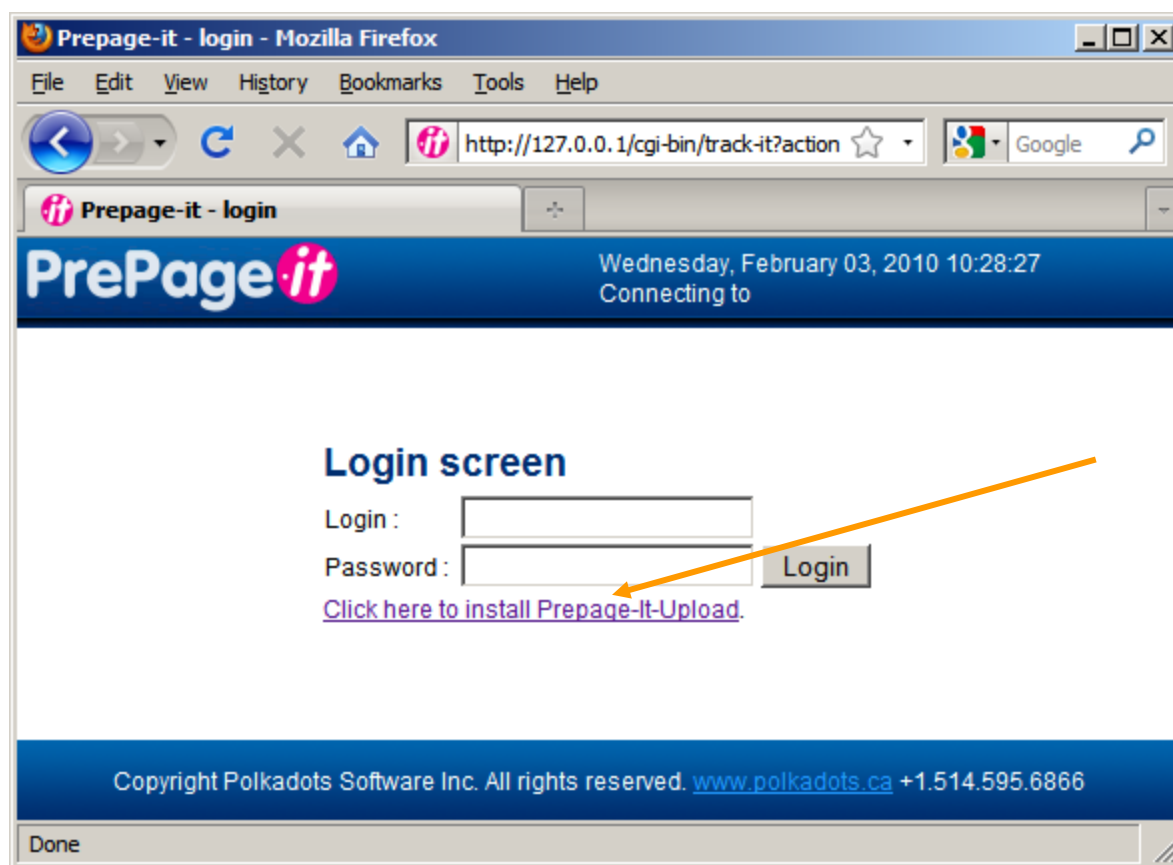
The PrePage-it Upload and PrePage-it Printer tools can be used on Windows XP Pro (or higher) and Mac OS 10.4 (or higher).

### Installing PrePage-it Upload / Printer

The PrePage-it Upload Setup is an installer which installs both the PrePage-it Upload and PrePage-it Printer tools. It must be installed on each workstation where these tools will be used. There are two installers – one for Mac (zip) and one for PC (exe).



These installers can be downloaded from the **Login screen** by clicking the link **Click here to install Prepage-it Upload**.



### Tip

In previous builds of PrePage-it Web, the installer is downloaded by clicking the **Upload Client** link in the **Pages** or **Signatures** tab.

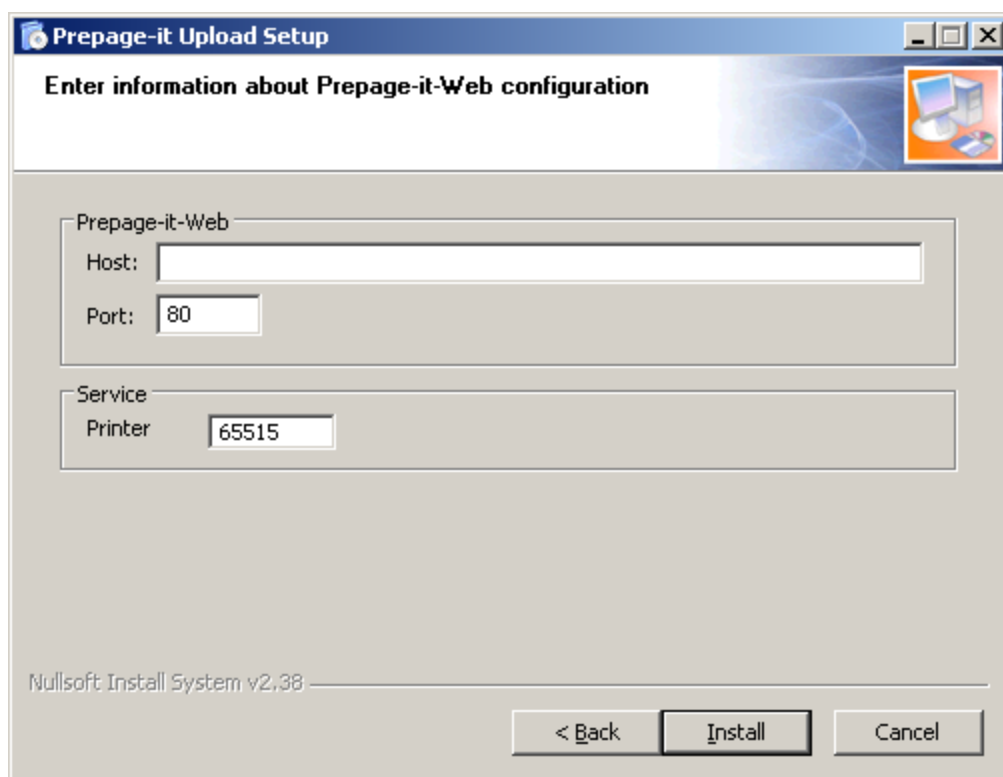
To install:

1. Launch the PrePage-it Upload Setup and follow the instructions provided.

### Warning

When PrePage-it Upload is installed on a Mac OS X 10.5, a security feature prevents the PrePage-it Printer from being created. Therefore this security feature must be disabled in the Mac OS X **System Preferences** before running the PrePage-it Upload Setup. A detailed account of this topic can be found in the tech note *PrePage-it Upload & Mac OS 10.5*.

2. When prompted with the following window, you should provide the PrePage-it Web **Host** information i.e. the internal IP address of the server machine.

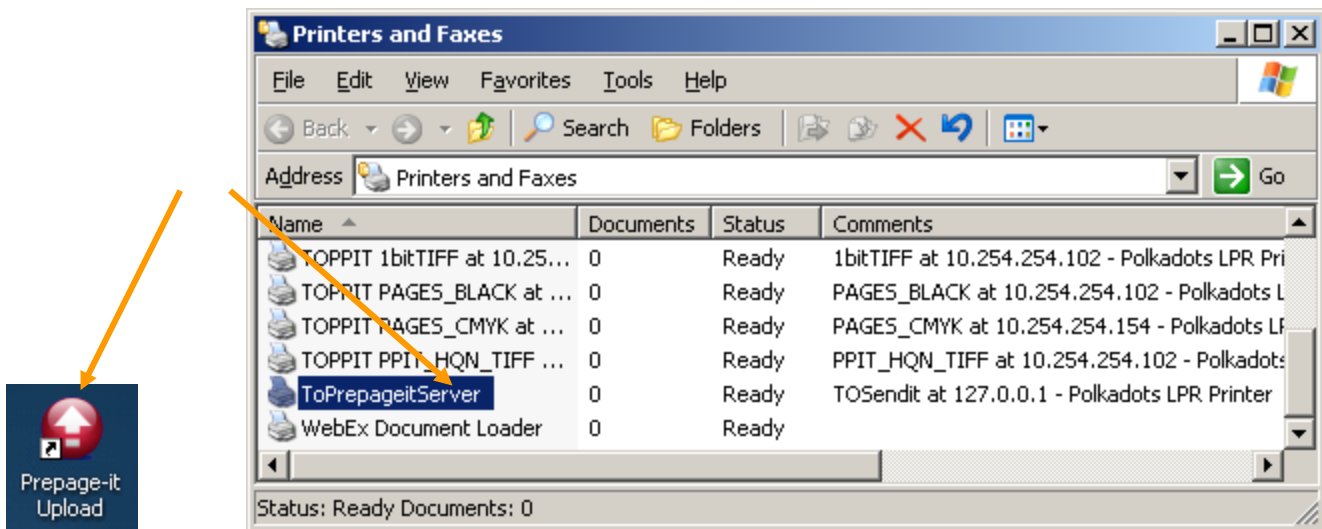


### Note

For Send-it users who install PrePage-it Upload, the PrePage-it Web **Host** information must be the external, public IP address of the server machine. To know more about Send-it, refer to the section [5.1 Send-it](#) on p.155.

3. The **Port** and **Printer Service** settings can be left at their defaults – these normally work fine. If you need to change them, you may do so at this point. If the port used by your PrePage-it Web server is different from the default port 80, then it is important to specify the correct **Port** setting here.

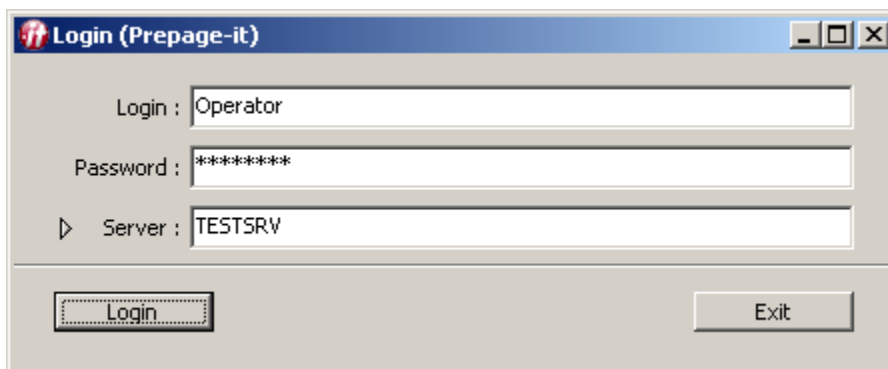
After a successful installation, you will see two items added: the **PrePage-it Upload** application (on the Windows desktop or the Mac **Applications** folder) and a printer called **ToPrePageitServer**.



### Submitting jobs with PrePage-it Upload and PrePage-it Printer

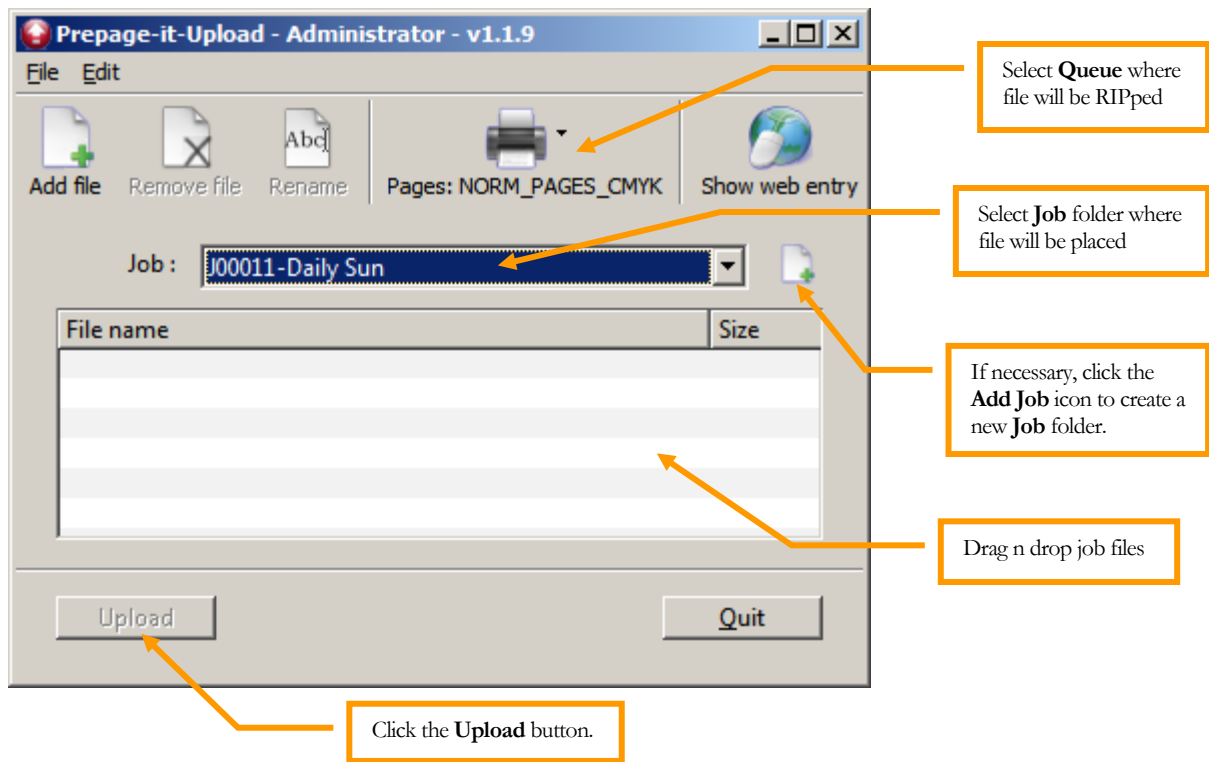
The following procedure outlines the steps that should be followed when you submit jobs with either the PrePage-it Upload or PrePage Printer.

1. Launch the PrePage-it Upload application and log in with your PrePage-it Web account. If necessary, click the **Server** arrow and select your server.



2. In the **PrePage-it Upload** window shown below, specify the name of the **Job** and the **Queue** where you want to submit file(s). If necessary, you can create a new **Job** folder from the **File > Add Job** menu or by clicking the **Add Job** icon.

Note that what you select here applies whether you drag and drop files or print them using the PrePage-it Printer.



### Tip

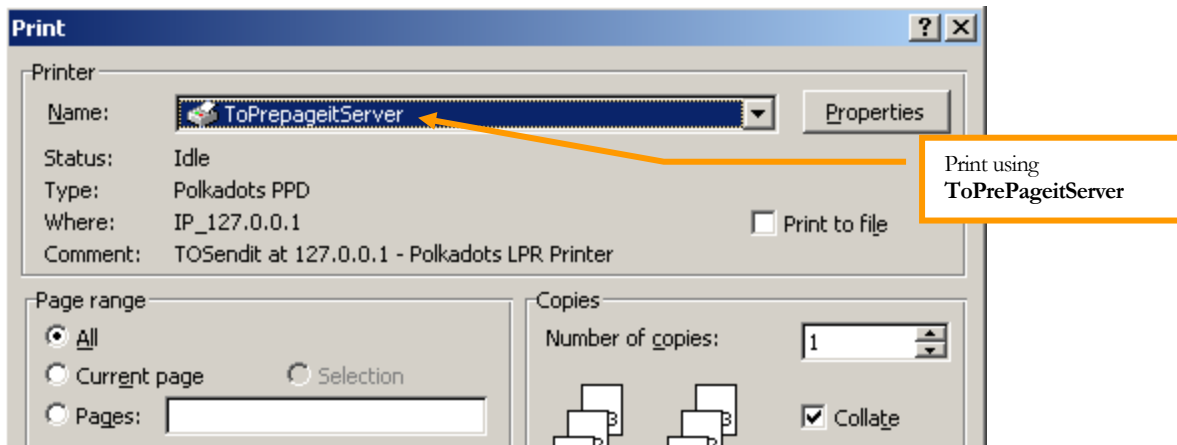
In a typical workflow setup, the **PrePage-it Upload** application window should always be kept open when you are submitting jobs, whether by drag n drop *or* by printing. Otherwise you will be automatically prompted to log on to **PrePage-it Upload** after you've submitted a file via the PrePage-it Printer.

3. **Drag and drop.** If you want to drag and drop PS or PDF files, drag them unto the **PrePage-it Upload** window.

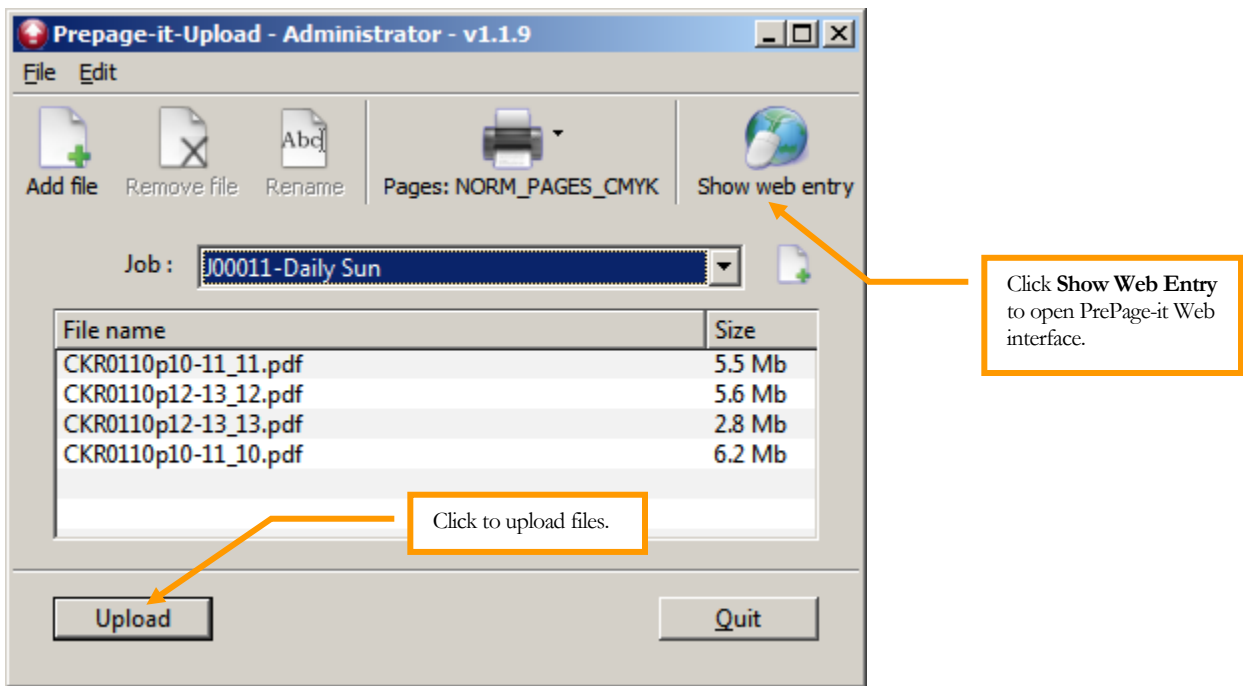
**-or-**

**Print** To print a file from any Mac or PC application, select the **ToPrePageitServer** printer when printing from your application.





4. When all files appear in the **PrePage-it Upload** window, regardless how they were submitted, click the **Upload** button.



### Tip

To automatically open the PrePage-it Web window, click the **Show Web Entry** button.

## 1.5 Imposition-related tools

PrePage-it Web includes the following tools as aids to imposition: **Imposition**, **PDF Booklet** and **Renumber**. These can be accessed from the toolbar in the **Pages** tab:


[Renumber](#)

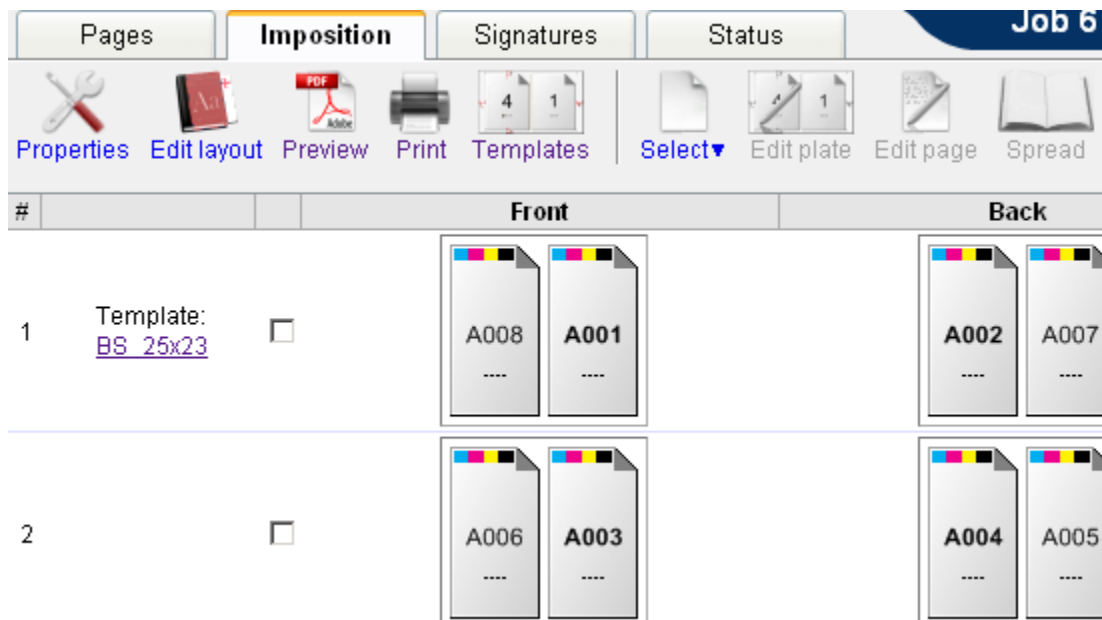
[PDF Booklet](#)

[Imposition](#)

- [Renumber](#) (see p.26) is for renumbering pages
- [Imposition](#) (see p.27) & [PDF Booklet](#) (see p.28) are for downloading lightweight low-res FIO (For Imposition Only) pages/booklets

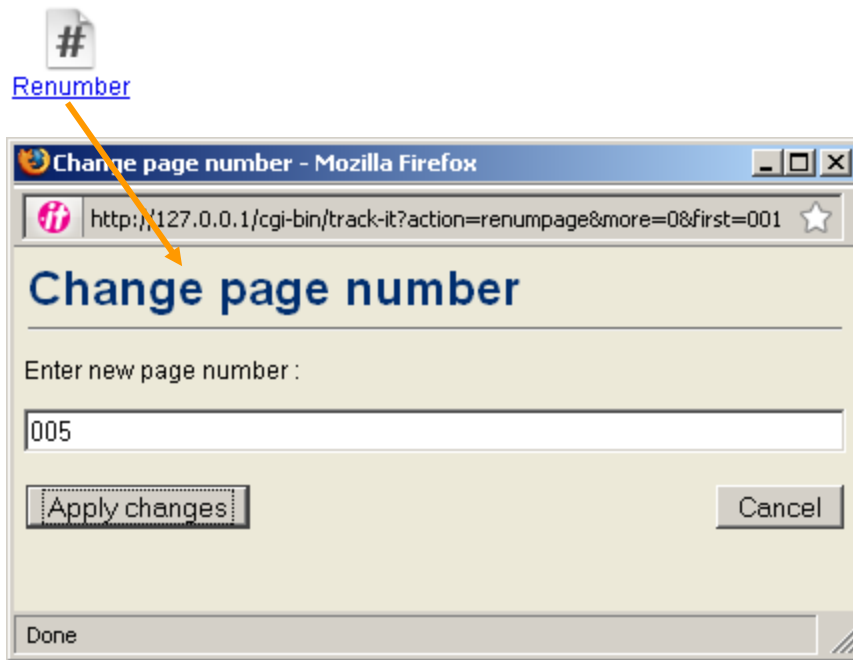
### Tip

An additional, optional module called Impose-it can be added to the PrePage-it Web workflow. This module appears as an extra tab called **Imposition** in the PrePage-it Web interface. Impose-it can be used to set up simple, automated imposition jobs, both for the commercial printing and newspaper industries. How to impose pages with Impose-it is explained in detail in the chapter [Impose-it](#) starting on p.73.



### Renumber

- use this tool if you want to correct or change the page numbering of selected pages
- select single or multiple pages
- if multiple pages are selected, the number you specify will be for the first selected page – subsequent pages will be numbered consecutively



### Notes:

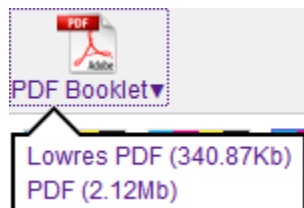
- this tool does not rename or renumber the RIPped files on the hard disk
- renumbering does not affect the original file that you submitted
- in PrePage-it Web, if you re-submit the same file twice, it will overwrite the original, even if you used the **Renumber** tool to change its page number – a re-submitted file will overwrite the original as long as the *filename* is the same
- to summarize the effect of using the **Renumber** tool:
  - inside the PrePage-it Web interface, the page number will be whatever was specified in the **Renumber** tool (this will affect impositions)
  - on the hard disk, the page number will be whatever is written in the filename (this will affect overwriting of files)

### Imposition

- download low-res of selected pages
- a download consists of a zipped folder containing one low-res file per page
- these low-res pages can be used for imposition in any third-party imposition application
- if you are imposing via the Impose-it module, it is not necessary to download any low-res – this is automatically done in the background

- the type(s) of low-res available for download (e.g. **Standard Low-Res**, **PDF Low-Res**, **Preps Low-Res**) depends on which types are produced by the PrePage-it Pages queue where the file was RIPped – see the *PrePage-it 7 User Guide* for details

## PDF Booklet

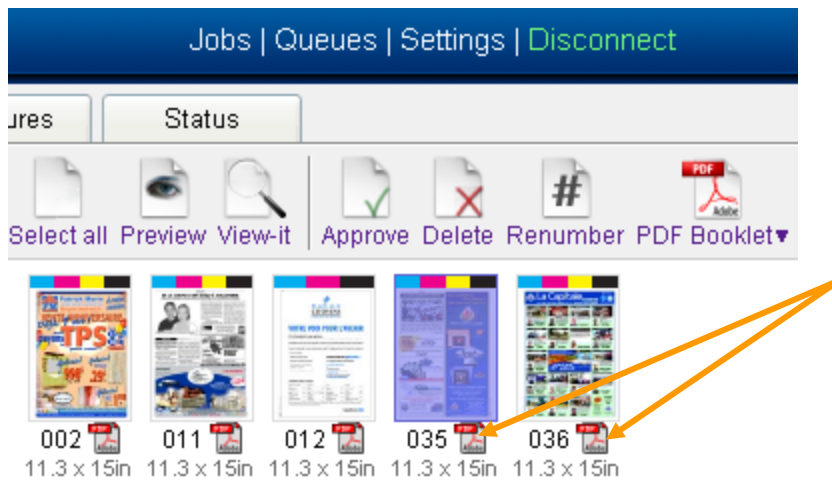


## LOW-RES PDF

- download a low-res PDF booklet by clicking the toolbar button **PDF Booklet > Lowres PDF**
- all selected pages are gathered into a multiple-page PDF booklet
- some imposition applications require low-res PDF booklets (in a single file) rather than single-page low-res PDFs (one file per page)

## MED-RES PDF

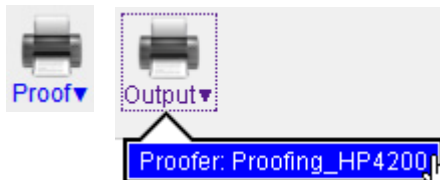
- download a med-res PDF booklet by clicking the toolbar button **PDF Booklet > PDF**
- all selected pages are gathered into a multiple-page PDF booklet
- med-res PDF booklets are not normally used for imposition, they are typically used for softproofing or hard proofing – however both low-res and med-res PDFs include an OPI link to their corresponding hi-res files, therefore both can be used for imposition
- a page where a med-res PDF is available is depicted by a small PDF icon below the page (see following figure)



### Note

In order to successfully generate a PDF Booklet (low-res or med-res), all required single-page PDF files must have been created beforehand in the PrePage-it queue where the original page was submitted for RIPping. In other words, the PrePage-it queue where a page is submitted must be configured to produce PDF low-res and/or PDF softproofs, as required. See the *PrePage-it 7 User Guide* for details.

## 1.6 Proof/Output (hardproof to printer)



Depending on your version of PrePage-it Web, you will see a toolbar button named either **Proof** or **Output**. This button will appear in both the **Pages** and **Signatures** tabs and is for printing proofs of selected pages/signatures.

To hard proof selected pages/signatures, click the **Proof/Output** button and select the desired proofing queue/printer (e.g. Proofing\_HP4200) from the dropdown list.

For a technical description of how to configure the proofing queues/printers, refer to [Proofing queues](#) on p.53.

## 1.7 Viewing tools

### View-it

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

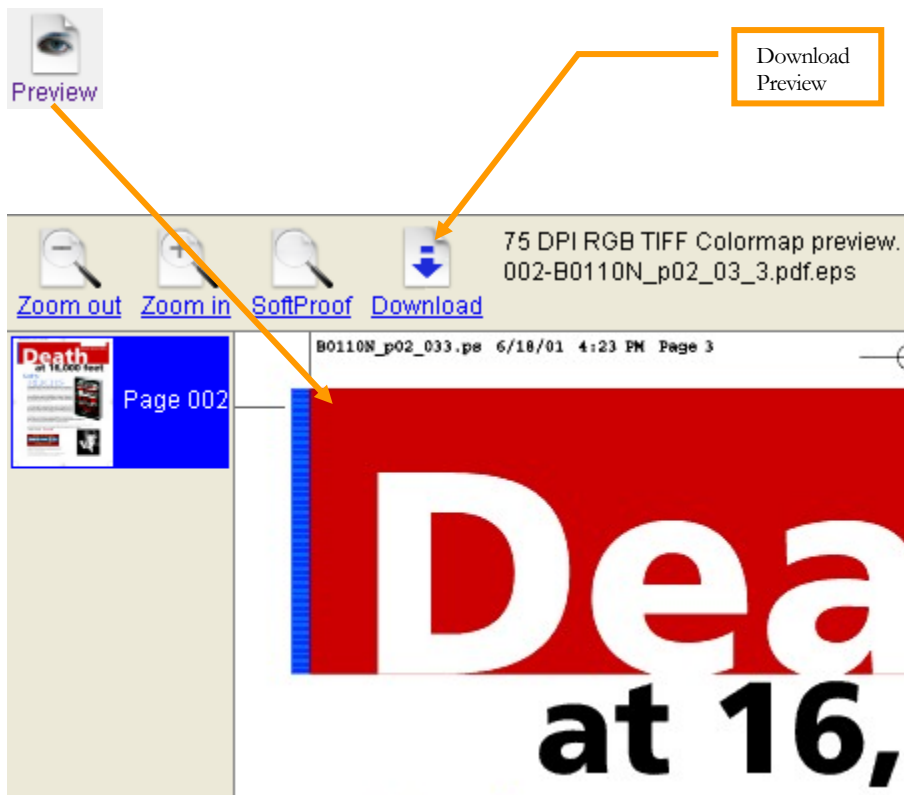
View-it is a high-resolution softproof of the RIPped data, showing the actual rasterized job as it will be printed on the plate. The proof is shown in a web browser and includes a number of tools for easy viewing (zooming, rotating), color information, approval/rejection, measuring (angles, distance) and annotation comments. Colors can be viewed individually or together.

The View-it module integrates seamlessly into the PrePage-it Web interface. In addition, it is intuitively designed and easy to learn. You can view a quick video tutorial entitled View-it 2.0 Training Video, available from your *Polkadots* dealer.

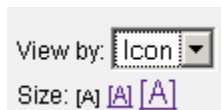
### Download Preview

Low-resolution previews of RIPped pages/signatures can be downloaded or saved to your hard disk. A zipped file will be created containing a TIFF or JPG preview of each selected page/signature.

Previews of pages/flats can be downloaded by clicking the **Download** button from inside the **Preview** window (accessed by clicking the **Preview** toolbar button).



### View modes



Jobs 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) of either the **Pages** or **Signatures** tab.

#### Tip

The PrePage-it Web viewing modes in the **Pages** and **Signatures** tabs are not to be confused with the **Imposition** viewing modes discussed in the section [Imposition View Modes](#) on p.127.

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

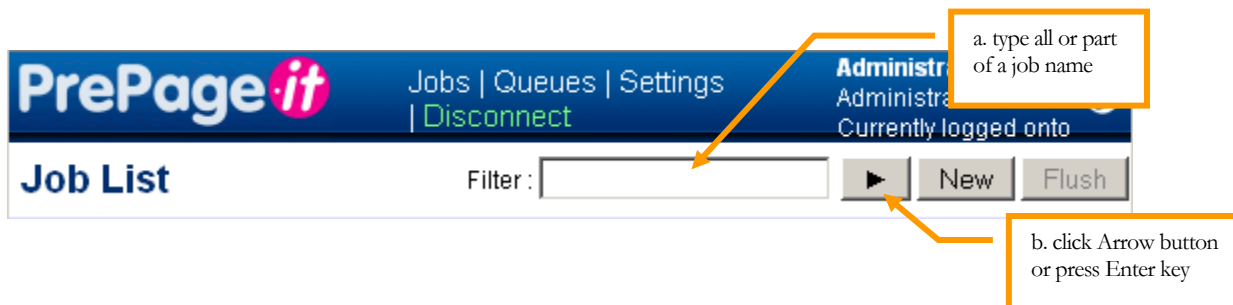
**View by List** displays information about pages/signatures without showing any thumbnail. Information includes original filename (**Document**) and page/signature size (**Dimension**).

Page ▼	Dimension	Colors	Queue	Document
036 ✓	11.3 x 15in	C, M, Y, K	NORM_PAGES_CMYK	HEJO_036.pdf
A008 ✓	11.3 x 15in	C, M, Y, K	NORM_PAGES_CMYK	HEJO_011.pdf
A007 ✓	11.3 x 15in	C, M, Y, K	NORM_PAGES_CMYK	HEJO_035.pdf

In this view, the page/signature list can be sorted by clicking on any column heading (**Page**, **Dimension**, **Document**, etc.).

#### 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.



In the **Filter** box within the **Job List** window, you can filter out the job list by typing all or part of a job name. After typing the filter characters, press **Enter** or click the **Arrow** button.

It 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, empty the **Filter** box and press **Enter**.

## 1.8 Selection of pages/flats

This section outlines various selection techniques in PrePage-it Web.

### Selection in Pages/Signatures tabs

Selection of pages/flats in the **Pages/Signatures** tabs:

- You can select multiple adjacent pages by clicking inside a page and dragging the mouse across all other desired pages. You can also deselect pages in the same way. In addition, this procedure can be repeated in order to select several “groups” of non- adjacent pages inside the same job e.g. p.4-7, 12-19, 22-26. (**Icon View** only)

#### Note

Please note the selection procedure described above (i.e. dragging across pages) is not supported in Internet Explorer, only in Firefox and Safari.

- 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**)

### Selection in Imposition tab

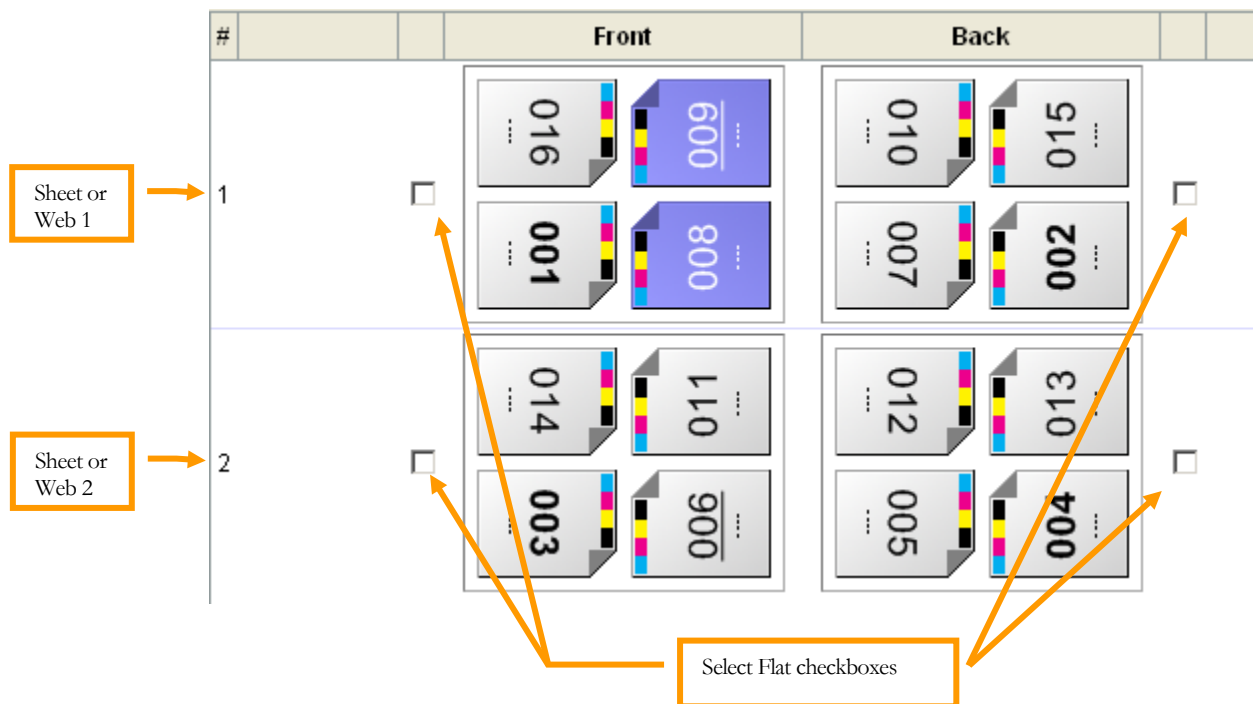
Selection of pages/flats (in **Imposition** tab):

- 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 Impose-it 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, back, even, odd, top or bottom).

#### Tip

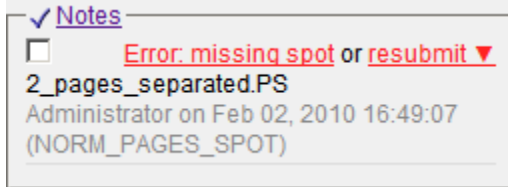
Pages or flats can be deselected in exactly the same way as they are selected.

## 1.9 Undefined spot colors

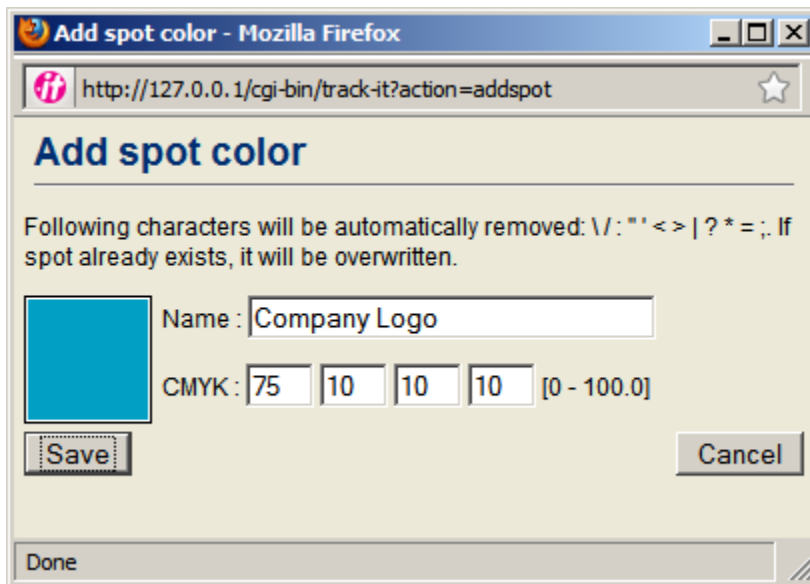
If a job contains spot colors whose CMYK equivalent values are not embedded in the file and which are not defined in the Spot Colors List or in any other source, the job will error out with an “Undefined Spot Color” error. When this occurs, an error message typically appears in the **Notes** panel of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

To resolve this:

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 and resubmit a job with an undefined spot color, the PrePage-it Viewer Preference **Generate an error** must be enabled. More information about the PrePage-it Viewer's Preferences can be found in the *PrePage-it v7.0 User Guide*.

General information about the Spot Colors List, including how to manage it, can be found in the section [Spot Colors List](#) on p.63.

## 1.10 Basic Troubleshooting & Tips

This section includes a few basic troubleshooting guidelines and tips in a question and answer format, with special attention given to the proper display of the PrePage-it Web window.

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

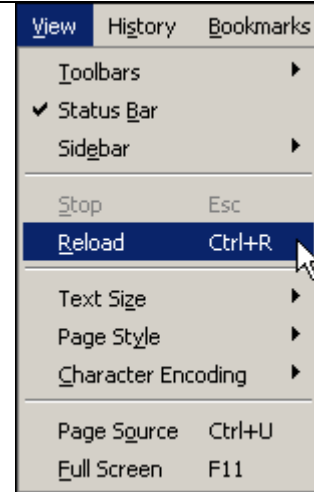
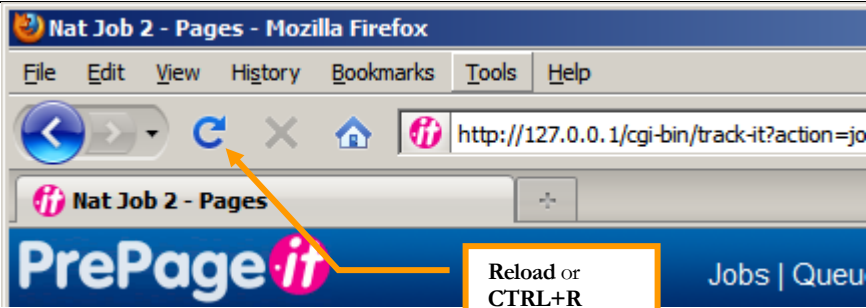
A1: Try to reload/refresh the web page using the web browser's **Reload** or **Refresh** command.

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

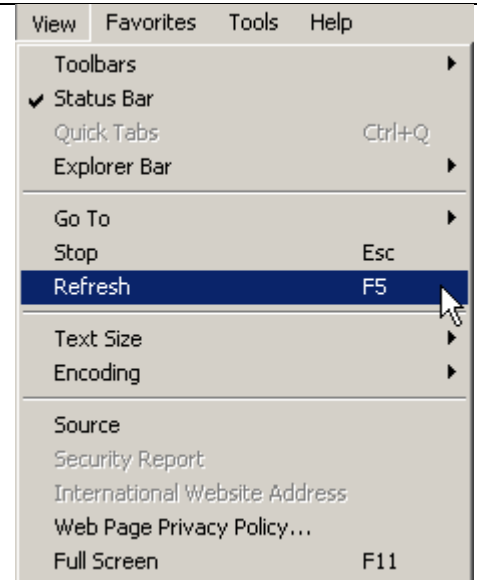
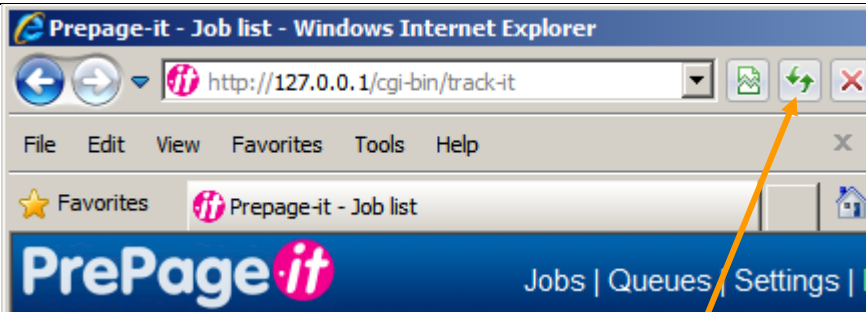
A3: Try it on a different web browser if possible and see if the same issue occurs so as to determine whether this issue is isolated to only one type of web browser.

## Reload / Refresh Web Browser

FIREFOX 3



INTERNET EXPLORER 8



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 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, especially those relating to the listing of queues. Note that the PrePage-it Viewer is located on the server machine and can only be turned on from there (by clicking the green arrow toolbar button inside the PrePage-it Viewer application).

*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, then first make sure the PrePage-it Viewer application is launched. 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: In the **Queue Management** tab, make sure **Ready** is displayed, indicating that the RIP is started and ready to process your jobs:

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

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

## Chapter 2 - PrePage-it Web – A Closer Look

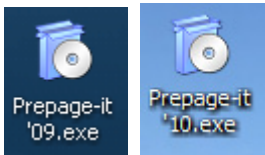
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This chapter goes beyond the introductory notions of PrePage-it Web to cover topics such as installation, queue management, creating user accounts and handling error files, as well as optional features such as View-it.

### 2.1 Installation

PrePage-it Web works as a client-server application. The server application is typically installed on the server machine where PrePage-it is installed (but can also be installed on a different server machine). Then clients can be launched from any web browser on any workstation, which is where the bulk of the day-to-day work is done by operators. More specifically, a PrePage-it Web Client can be launched from any workstation equipped with Win XP Pro (or higher) or Mac OS 10.4 (or higher).

Typically, PrePage-it Web is initially installed using a “software bundle” installer such as PrePage-it '09/'10. If you run the PrePage-it '09/'10 installer, for example, it can install the entire PrePage-it '09/'10 software package, which includes PrePage-it Web, PrePage-it Viewer and optionally Impose-it, View-it and the Rasterize-it RIP.



Since PrePage-it Web is typically installed as part of a “software bundle” such as PrePage-it '09/'10, this section describes the installation procedure of the entire PrePage-it '10 bundle. The installation procedure for PrePage-it '09 is very similar.

Optional modules such as Impose-it and View-it are payable modules which need to be enabled in the *Polkadots* dongle - no additional installation steps are required.

**Note**

PrePage-it '09/'10 can be installed on a Windows XP Pro / 2003 Standard Server (32-bit) OS. Windows 7 / 2008 Server and 64-bit Windows OSes are currently being tested and have yielded positive results so far. New information will be made available by *Polkadots Software* as developments occur.

### Configuring PrePage-it '09/'10 to access remote drives

In some cases, PrePage-it '09/'10 needs to be configured (sometimes manually) to have the necessary permissions to input/output files to remote drives. However in many cases, PrePage-it '09/'10 does not require any additional, manual configuration. This section provides some guidelines as to when PrePage-it '09/'10 may require some additional configuration and what type of configuration is needed.

**Note**

If your PrePage-it '09/'10 workflow does not require additional configuration in order to have access to remote drives, you can skip directly over to the [Installation procedure](#) on p.41.

When is it necessary to configure access to remote drives?

It may be necessary to do some additional configuration if *all* of the following points apply to your workflow:

- at least some of your workflow data is saved on network folders
- some of your network folders are not mapped unto the PrePage-it server machine via a user account who is a member of the Administrators group
- the workflow does not include the Move-it application
- Move-it is not configured to input/output PrePage-it '09/'10 files to remote network drives

If you have already completed the installation of PrePage-it '09/'10 and have experienced trouble or gotten errors when trying to read/write to remote network drives, this is another sign that the software does not have sufficient rights and that you need to configure it appropriately.

How to configure access to remote drives?

Use one of the two methods described below to ensure access to remote drives.

## METHOD I: USE MOVE-IT

The ideal setup when accessing remote drives is to set up PrePage-it '09/'10 so that it reads/writes entirely to local folders. Then install and configure Move-it to copy files to/from network folders. There are some important advantages to this strategy:

- Move-it can be easily and quickly configured to access remote folders.
- If a network blockage occurs while the PrePage-it RIP or PrePage-it Web are trying to copy files to a network folder, it will tie up these programs and halt production. If instead these programs copy all files locally, they will always be free to continue processing jobs while Move-it takes care of copying across the network.
- Move-it can be configured to selectively let some files through and others not, according to filtering criteria that you specify. It can read from or copy to several folders at once and verify that files are stable (i.e. complete) before transferring them.

Detailed information about how to configure Move-it can be obtained from the *Move-it 2.x User Guide*.

## METHOD II: CONFIGURE SERVICES TO LOG ON AS ADMINISTRATOR

In some cases, PrePage-it '09/'10 may have to be configured to read/write files directly to a network folder. This requires PrePage-it '09/'10 to have sufficient read/write permissions on all remote folders that it must access. The following procedure explains how to configure PrePage-it '09/'10 with Administrator permissions.

Before installation

1. Create a user with Administrator rights on the PrePage-it '09/'10 server machine and also every machine where PrePage-it '09/'10 needs to input/output files:
  - this user account must have a password (it cannot be blank)
  - password is case-sensitive
  - on every machine, the exact same user (i.e. both username and password) must be created
  - this user should be a member of the Administrators group
2. Supply this username/password when you are prompted by the PrePage-it '09/'10 installer (see [Installation procedure](#) on p.41). This will configure PrePage-it '09/'10 Services to log on with this user account (see sample result in figure below with user called PPIT).



Name ▲	Description	Status	Startup Type	Log On As
IPSEC Services	Manages IP securit...	Started	Automatic	Local System
Late BindingV5 Stitching Service	Polkadots Service		Manual	Local System
Logical Disk Manager	Detects and monito...		Manual	Local System
Logical Disk Manager Administrat...	Configures hard dis...		Manual	Local System
Messenger	Transmits net send ...		Disabled	Local System
Move-it 2	Executes and mana...	Started	Automatic	.\PPIT
MS Software Shadow Copy Prov...	Manages software-...		Manual	Local System
Net Logon	Supports pass-thro...		Manual	Local System
NetMeeting Remote Desktop Sh...	Enables an authoriz...		Manual	Local System
Network Access Protection Agent	Allows windows clie...		Manual	Local System
Network Connections	Manages objects in ...	Started	Manual	Local System
Network DDE	Provides network tr...		Disabled	Local System
Network DDE DSDM	Manages Dynamic D...		Disabled	Local System
Network Location Awareness (N...	Collects and stores ...	Started	Manual	Local System
Network Provisioning Service	Manages XML confi...		Manual	Local System
Norton AntiVirus Client		Started	Automatic	Local System
Security Support Provider	Provides security to...		Manual	Local System
Performance Logs and Alerts	Collects performanc...		Manual	Network S...
Plug and Play	Enables a computer...	Started	Automatic	Local System
Portable Media Serial Number Se...	Retrieves the serial ...		Manual	Local System
Prepage-IT Load Balancing	Polkadots Service		Manual	.\PPIT
Prepage-itV5 HotFolder	Polkadots Service		Manual	.\PPIT
Prepage-itV5 PrintFolder	Polkadots Service	Started	Automatic	.\PPIT
Prepage-itV5 Resolve	Polkadots Service		Manual	.\PPIT
Print Spooler	Loads files to memo...	Started	Automatic	Local System

Main PrePage-it '09/'10  
services

Service Log  
On As =  
PPIT

### After installation

3. If you did not supply an Administrator username and password during the PrePage-it '09/'10 installation process, then you must manually configure the three PrePage-it services shown in the figure above directly from the **Services** window.
4. If at this point you are still unable to output 1-bit TIFFs to a remote folder using PrePage-it Web's **Output CTP** tool, you will have to manually set the **Apache2** service to log on with the same Administrator username and password as the other PrePage-it services.

### Installation procedure

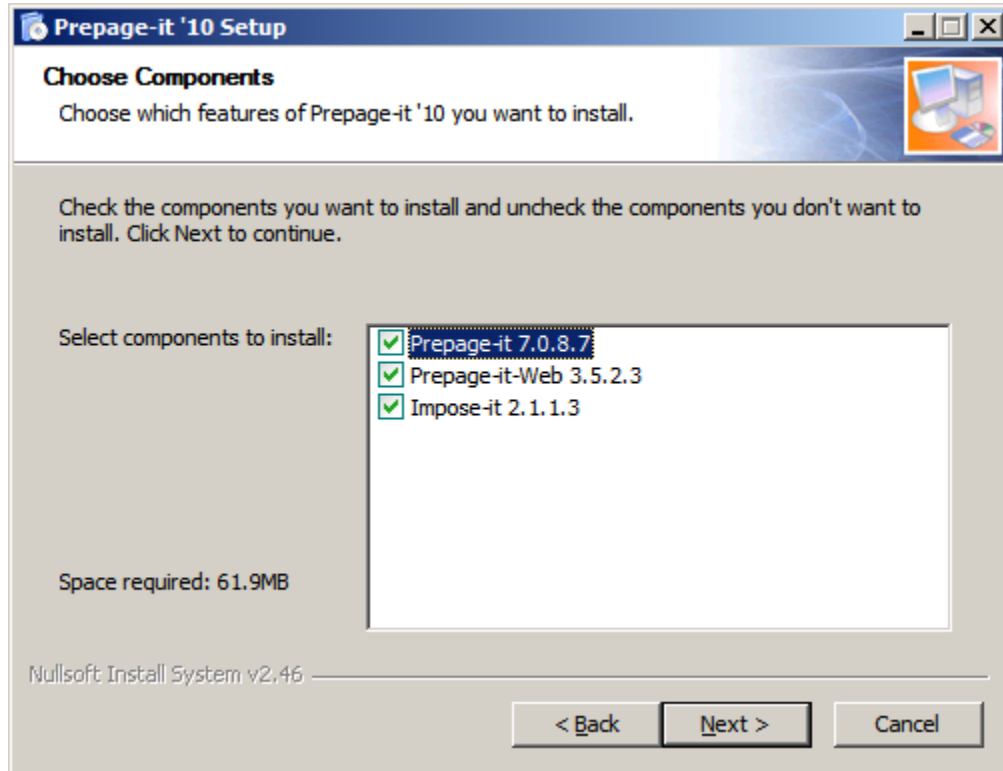
#### Note

Do not plug in any dongles until prompted by the installer.

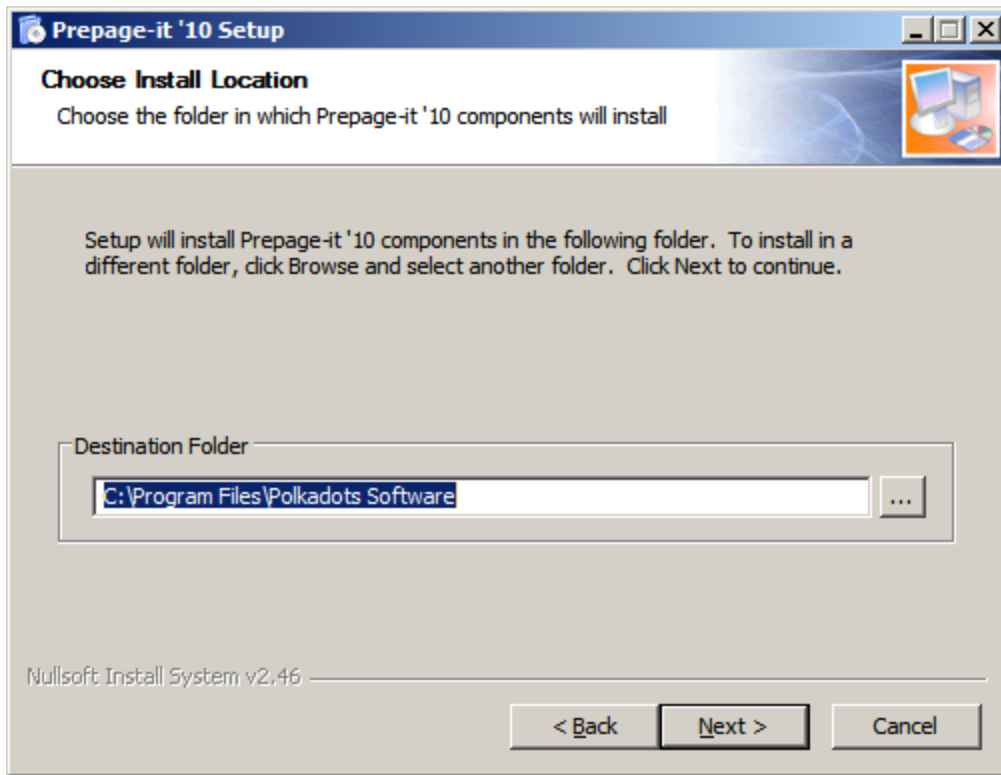
1. Launch the PrePage-it '10 installer and follow the instructions provided.



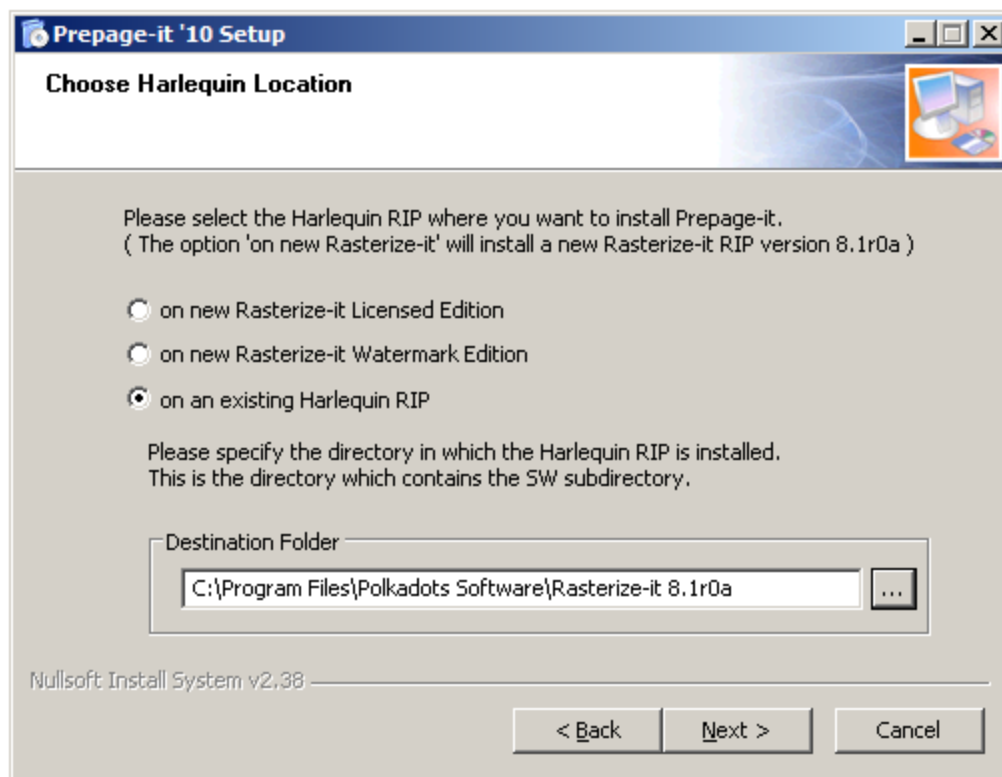
2. Select the components that you want to install.



3. Select where you want to install the software i.e. the installation folder.



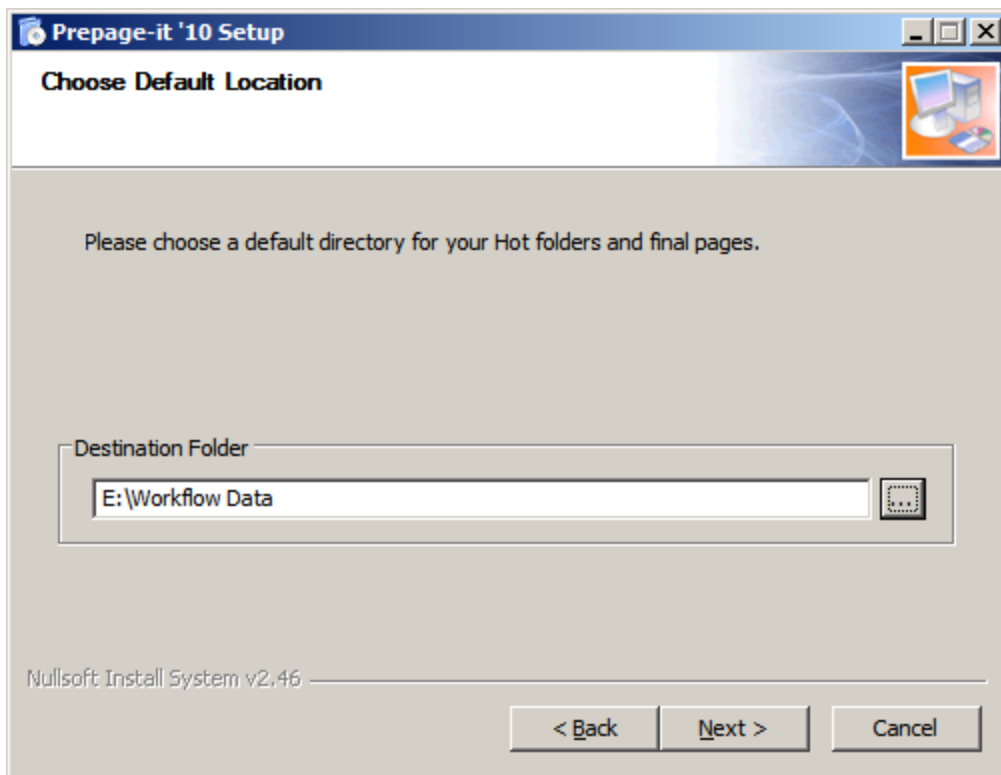
4. When prompted, select the RIP that will be used with PrePage-it '10:
  - a **new Rasterize-it Licensed Edition** (will install a new Rasterize-it RIP to be used with a dongle)
  - b **Rasterize-it Watermark Edition** (will install a new Rasterize-it RIP with a temporary license – no dongle required)
  - c **Existing Harlequin RIP** (if you already have a Rasterize-it RIP v.7.2r1 or higher installed, begin by selecting this option and then specify the RIP's installation folder i.e. the folder which contains the SW subdirectory)



#### Note

The option **On an existing Harlequin RIP** can only be used to install PrePage-it '09/'10 on a Rasterize-it RIP that is already installed.

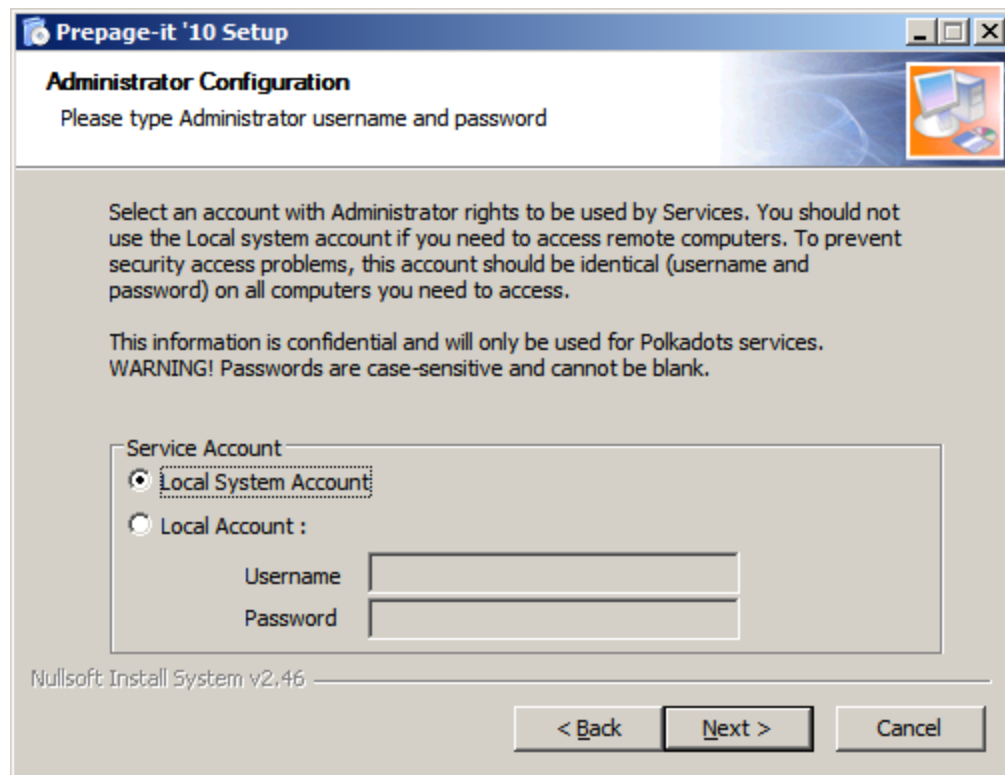
5. Select a location for your workflow data (i.e. hotfolders, RIPPed pages/signatures, softproofs, etc.).



6. In most cases, if you are prompted with the following window, you may leave it at the default setting: **Local System Account**. In some cases, you may need to select **Local Account** and specify a user account that is a member of the **Administrators** group.

#### Tip

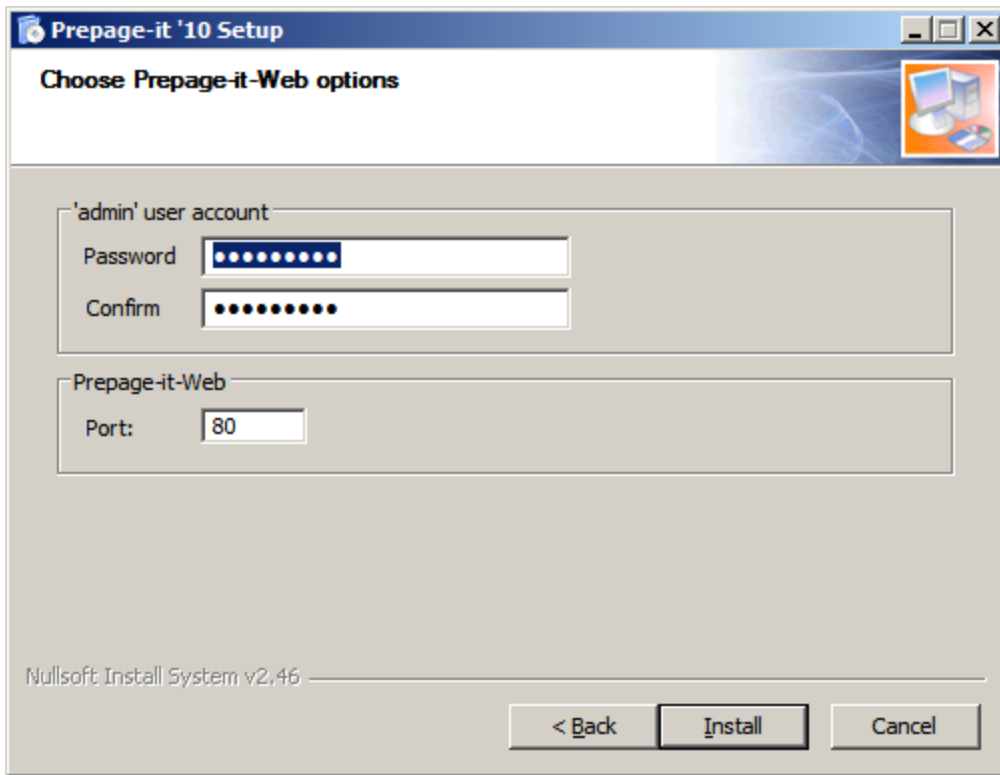
Refer to the section [Configuring PrePage-it '09/'10 to access remote drives](#) on p.39 if:  
(i) you want to know more about this topic, or (ii) you do not see the following prompt window during the installation process, or (iii) after the installation you have trouble accessing remote network drives.



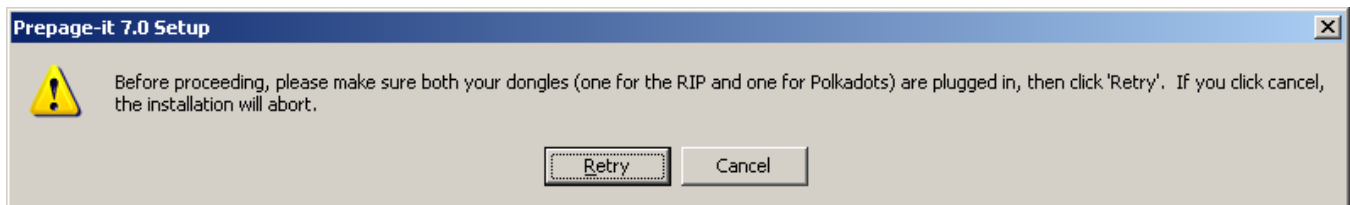
7. If you would like to change the PrePage-it Web **'admin' Password** or **Port** from its default, you can do so here. Then click **Install**.

#### Tip

The **'admin' user account** in step 7 is a user account created in PrePage-it Web, whereas the **Local Account** referred to in step 6 is a user account created within the Windows operating system. Also, note that the PrePage-it Web **'admin' user account** can be changed any time after installation.



8. When prompted, plug in the dongle(s) supplied and wait until you see the message "New hardware is installed and ready to use" in the System Tray. Then click the **Retry** button.



## Software updates

After the initial installation, you may at some point in the future be supplied with a PrePage-it Web software update. When applying an update to PrePage-it Web, it must always be executed on the server machine where the PrePage-it Web Server is installed, not on an operator's workstation.

## 2.2 User Accounts

In order to use PrePage-it Web, you must log on with a username and password. This determines what information is visible to you and which actions you can do, and also allows the software to keep track of what each operator does.

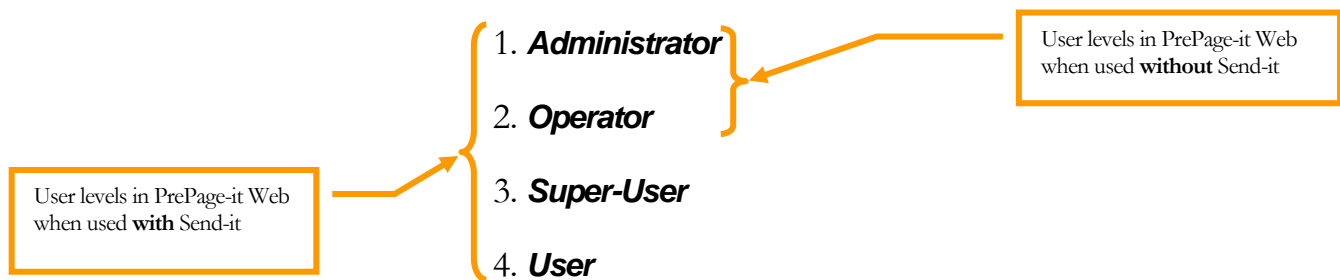
**Tip**

User activity such as uploading files and 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.

**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.

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 your customers/suppliers 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 of users are related, they are all explained here.

**Note**

For more information about the Send-it application, refer to the section [5.1 Send-it](#) on p.155.

Note that *all* levels of users can:

- create jobs
- submit files to Pages queues (see note below)



### Tip

Any queue can be configured as visible to some users and invisible to others. Therefore if a user is configured so that all queues are made invisible to him, he will not be able to submit jobs.

## Administrator

There is one PrePage-it Web Administrator. The administrator can:

- create any type of user account i.e. Operator/Super-User/User
- set general PrePage-it Web preferences in the **Settings** tab:
  - visibility of queues (for all users)
  - e-mail (staff) notifications
  - server configuration
- list/softproof/approve/reject all jobs
- 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:

- list/softproof/approve/reject all jobs (except those made by the Administrator)
- use the imposition-related tools to download low-res files and renumber pages: **Imposition, PDF Booklet, Renumber**
- list both Pages and Signatures queues and submit files to them
- print hardproofs of RIPped files
- set up the imposition of jobs (for workflows with the Impose-it module)
- output signatures to be plated
- do queue management from the **Queues** tab

- see status information for all jobs
- for workflows that include Send-it, they can create Super-Users:
  - decide which queues a Super-User can see (**Queue Visibility**)
  - decide if a Super-User has access to the **Signatures** tab

A more detailed list can be found in the section [1.1 What can you do with PrePage-it Web?](#) on p.8.

### Super-Users

#### Reminder

Super-User accounts can only be created and used when the 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.

They can:

- list and submit files to Pages queues (but not to Signatures queues)
- list/softproof/approve/reject all processed jobs (i.e. pages) from their own user group (i.e. their own company's jobs, either submitted by themselves or a User they have created)
- if authorized by an Operator: softproof & approve imposed jobs in the Signatures tab (but as mentioned above, cannot upload files to a Flats\_Assembly/Signatures queue)
- create Users

### Users

#### Reminder

User accounts can only be created and used when the 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

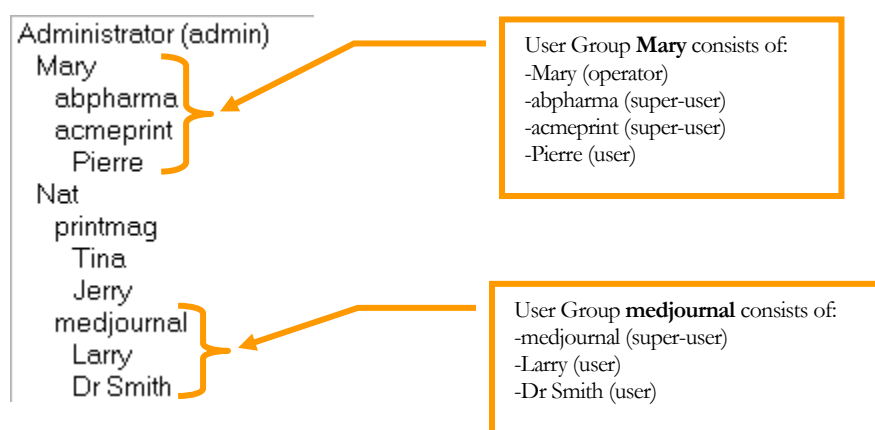
who has uploaded, softproofed and approved pages, and (ii) keep each User's jobs inaccessible to other Users.

Users can:

- list and submit files to Pages queues (but not to Signatures queues)
- list/softproof/approve/reject only their own jobs (i.e. pages)

### User groups

A User Group refers to a “user” and all others below him in the user hierarchy, as illustrated in the examples below.



### Owner

If you want a job that you are creating to be visible to a particular user (e.g. one of your customers/suppliers), then select them as **Owner**. For example, the Administrator can create a job which is visible to an Operator by choosing them as the owner of the job. In fact, designating someone as the owner means that this user will acquire all the same rights/permissions (i.e. view job/approve/delete/etc.) as if they had created the job themselves.

You can designate someone as the owner of a job when you create a new job (see figure below). In addition, you can make the job visible to every user under the owner (i.e. his entire user group) by checking the box **Make this job visible for the entire group**.

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

## 2.3 Queue types

PrePage-it Web lists two main types of queues: Pages (Normalize) and Signatures (Assembly & Output). Other queue types available are Proofing and Upload Only, as explained next.

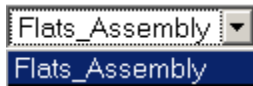
### Pages (Normalize) queues

NORM\_PAGES\_CMYK  
 NORM\_PAGES\_K  
 NORM\_PAGES\_SPOT

- preflight and process single-pages, RIPping them into rasterized, contone pages
- listed in:
  - the **Pages** tab of a job
  - the Normalize group in the **Queue (Management)** window
  - PrePage-it Upload's queue list
- normalized into the DCS 2.0 format - each RIPped page includes:
  - hi-res separations (for output)
  - med-res component (for proofing)
  - low-res page (for imposition - contains OPI link to hi-res)

## Signatures (Assembly & Output) queues

### Assembly



- an Assembly queue (shown above) generally accepts impositions containing low-res pages as input, performs the low-res/hi-res substitution and generates the 1-bit TIFFs that will be used to make your plates
- listed in:
  - the **Signatures** tab of a job
  - the Assembly 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 plate-making

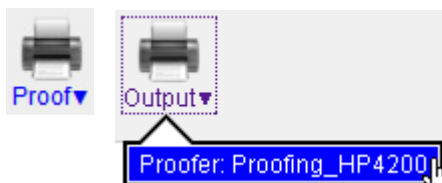
### Output



- an Output queue (shown above) is a mechanism that allows you to move 1-bit TIFFs to your output device (e.g. CTP), more specifically:
  - it moves 1-bit TIFFs to the Output Folder of the selected Output queue (e.g. To\_CTP\_G4)
  - a typical setup is to have this output folder monitored by your TIFF Catcher
  - Output queues are accessed by clicking the **Output CTP** toolbar button



### Proofing queues

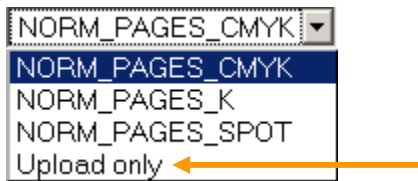


- are used to print hard proofs of pages or signatures to a printer
- to list proofing queues, click the **Proof** or **Output** toolbar button in either the **Pages** or **Signatures** tab

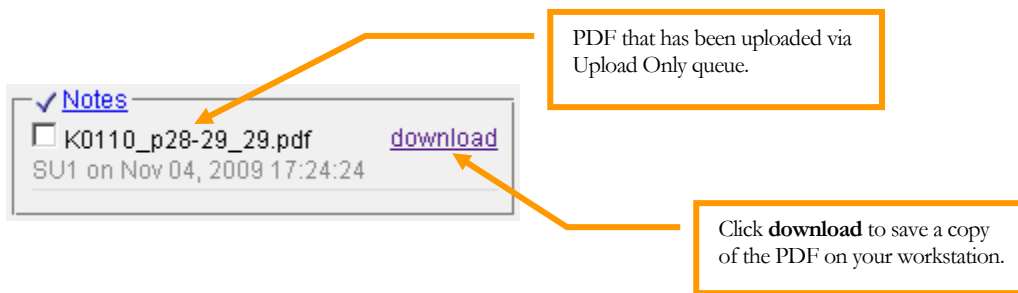
## PROOFING QUEUES – TECHNICAL DETAILS

The **Proof/Output** dropdown list shows all the PrePage-it queues which have been created inside the PrePage-it Viewer Queue Group called **Proofs**. These queues should be configured to output the types of proofs required by a company and its customers. If necessary, you must create the **Proofs** queue group. Also, to be able to proof a page via the **Proof/Output** tool, a Standard Low-Res FIO must have been generated when the page was RIPped in one of the PrePage-it **Pages** queues. The same applies when proofing signatures – a Standard Low-Res must be generated when a flat is sent through a **Flats\_Assembly** queue.

## 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 lets users upload files to the PrePage-it Web server and lists them in the **Notes** panel of the **Pages** tab.

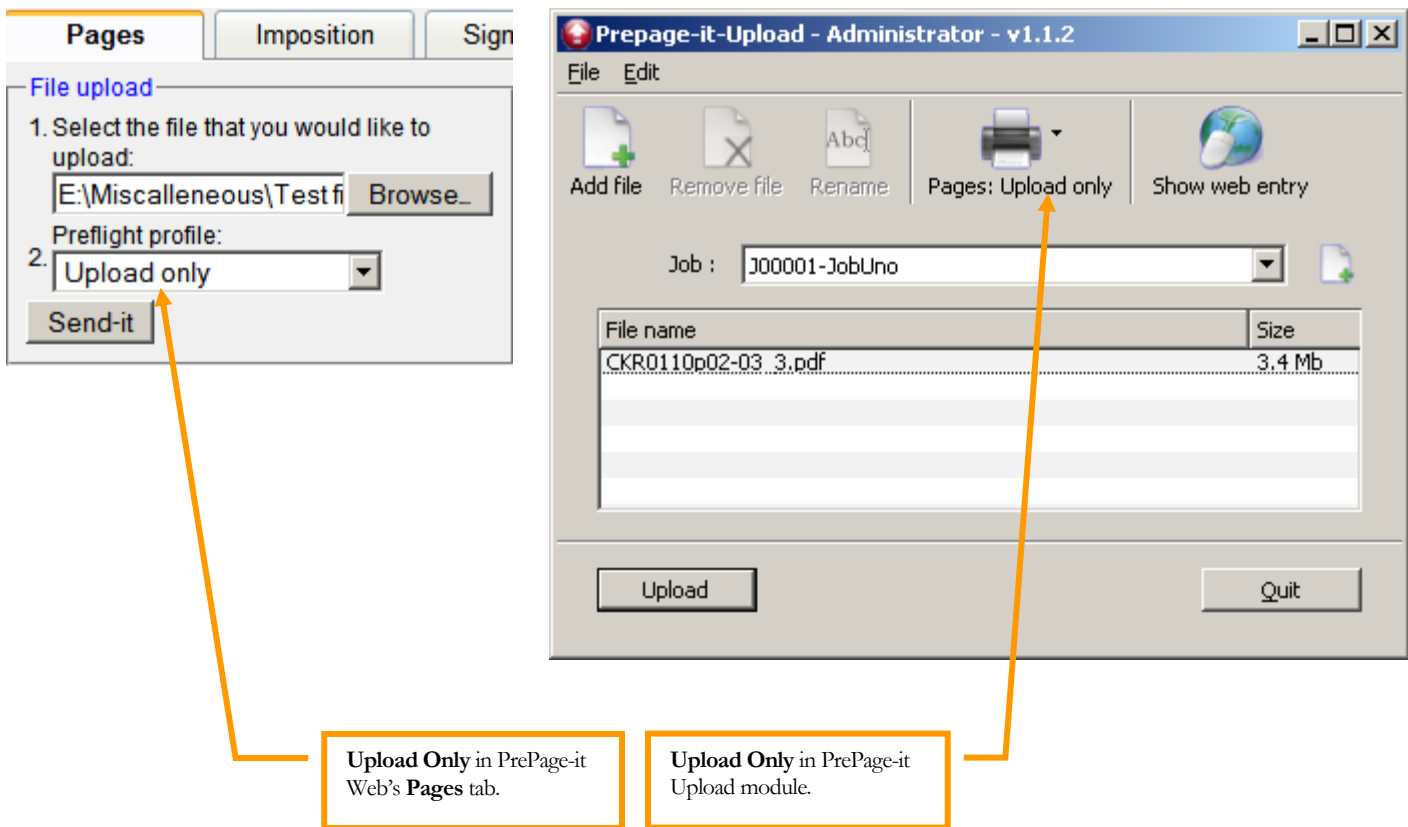


Once it is listed in the **Notes** panel of a job, any operator or user who has access to that particular job can download a copy of the file to their workstation. Therefore it provides a way of exchanging files between users, whether they are Operators (internal to the company) or Users/Super-users (external suppliers/customers). Similar to an FTP Client, it can be used to upload or download any type of file. This means that not only can users transfer PS or PDF jobs, but also files that cannot be sent directly to a RIP e.g. native Quark/InDesign/text files.

## Reminder

In order to exchange files with Users/Super-users (external suppliers/customers), the Send-it module must be **on** -activated.

If a file is submitted with PrePage-it Upload, the **Job** folder 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 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,

i.e. in the PrePage-it Web **File Upload** panel, the **PrePage-it Upload** application window and **PrePage-it Printers** – not the **Queue Management** window.

You will find this setup in workflows that have two or more PrePage-it RIPs and the Load Balancing module has been configured to evenly distribute jobs in order to draw the most productivity out of your workflow.

From an operator's point of view, uploading job files is virtually identical to a standard setup. That is, you can expect to see the typical Pages and Signatures 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 PrePage-it queues instead of 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 the case where the main PrePage-it server temporarily goes down, along with the Load Balancing module, and you need to upload files directly to the secondary PrePage-it server.

Who can access queues?

- Administrators and Operators can see and use all queues (except those hidden by an Administrator)
- in a workflow that includes PrePage-it Web with Send-it, Super-Users and Users can see and use Pages and Upload Only queues (except those hidden by an Administrator)



## 2.4 Queue Management

PrePage it
Jobs | Queues | Settings | Disconnect

**Administrator**  
 Administrator  
 Currently logged onto

---

### Queue management

127.0.0.1

**Ready** Reset

- RIP1

  - 1-Furnitures

FURNITURES
  - 1-Normalize

NORM\_PAGES\_CMYK
  - NORM\_PAGES\_K
  - NORM\_PAGES\_SPOT
  - 2-Assembly

Flats\_Assembly
  - 3-CTP\_CTF

To\_CTP\_G4

**NORM\_PAGES\_CMYK**

**Waiting**

#	File	Submit

**On hold**

#	File	Submit

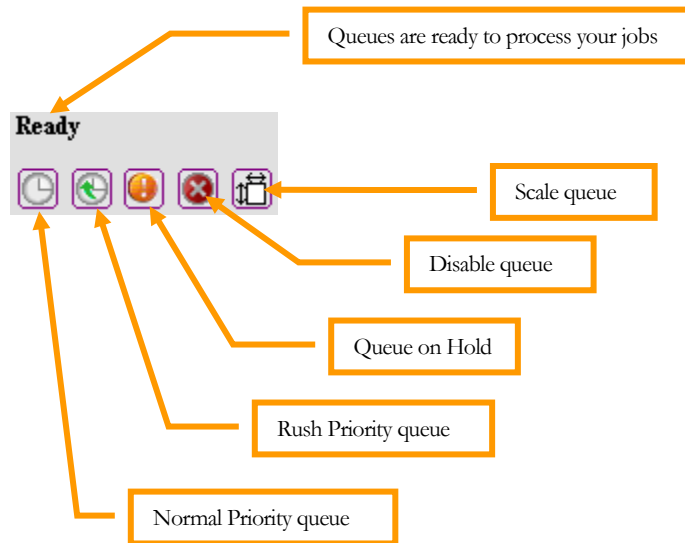
Clicking the **Queues** link shows you the **Queue Management** window, which displays your PrePage-it queues. Here you can monitor your jobs while they're being RIPped and also do some queue management. Below is a summary of how it works and what you can do.

### Queue Status

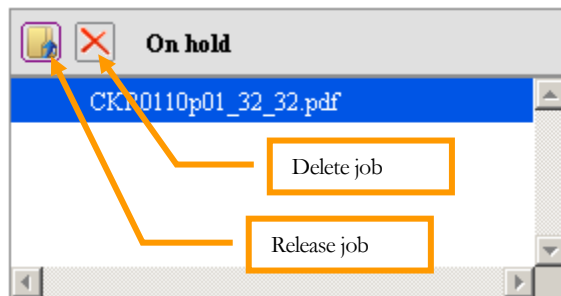
- queues are listed when the PrePage-it Viewer is launched
- **Ready** is displayed when the RIP is started and ready to process your jobs, otherwise the display shows **Stopped** or **Suspended**

#### Tip

If you want to process files through the RIP and the display shows **Stopped** or **Suspended** (rather than **Ready**), then the RIP and the RIP Inputs must be started on the PrePage-it RIP server.



- the status of a queue can be set to **Normal** (this is the default), **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 in 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: if you decide not to process a job, you can delete it)

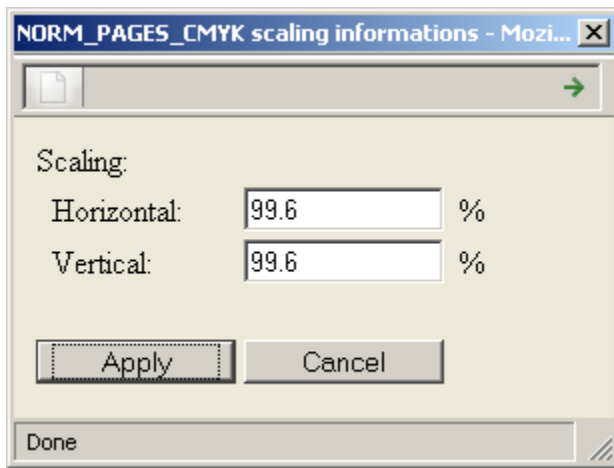


- Disable**: makes a queue inactive – it will not process any jobs

### Queue Scaling

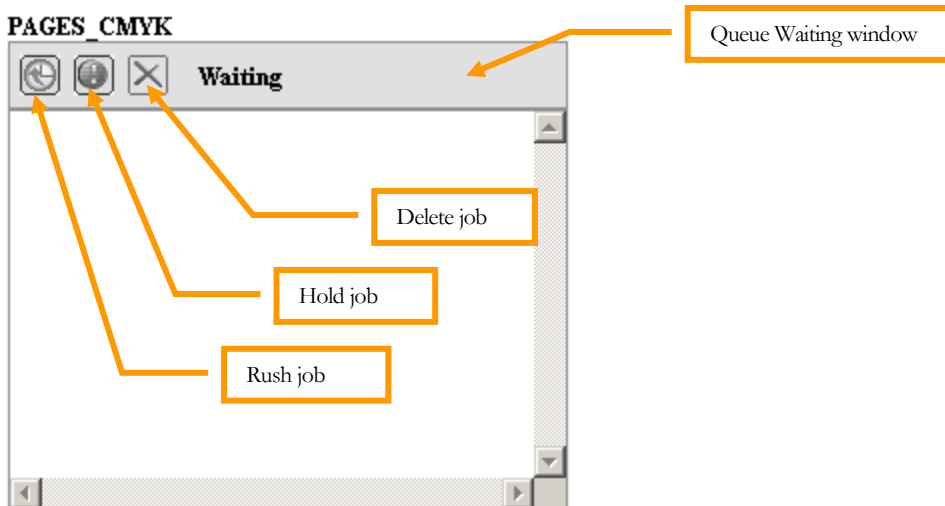


- a queue can be set with a **Scaling** value so that all jobs going through that queue will be scaled by the specified amount



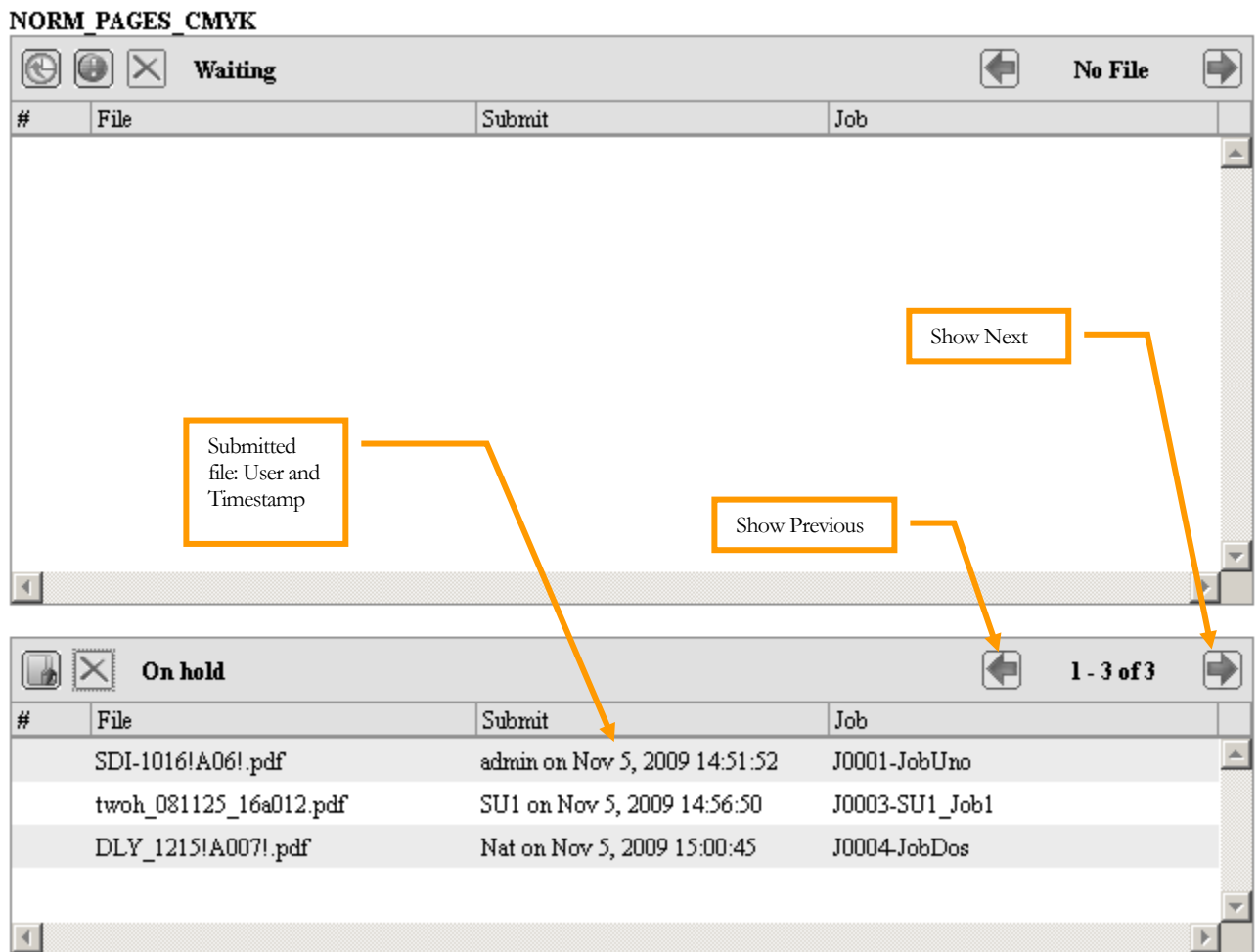
### Job Status

- when a job is waiting to be processed (typically because another job is already being processed), it is displayed in the **Queue Waiting** window - just like with queues, 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 the **On Hold** window and will stay there until you release it or delete it
  - **Delete** job: will remove the job before it is processed



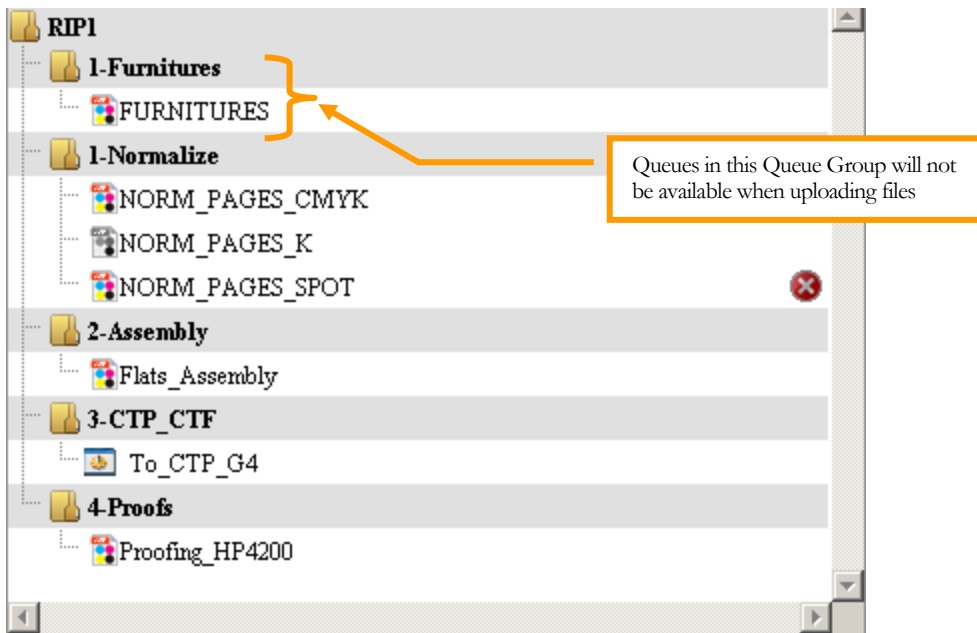
## On Hold and Waiting

- for each queue, the **On Hold** and **Waiting** windows show files on hold (waiting to be released) and files that are waiting their turn to be processed, respectively
- these windows also show information about each listed file:
  - the **Submit** column displays the user who submitted a file and the submission timestamp
  - the **Job** column displays the job folder it was submitted to
  - no more than 50 files are listed at a time, with a “Next” and “Previous” arrow button for scrolling through a long list



## Queue Groups

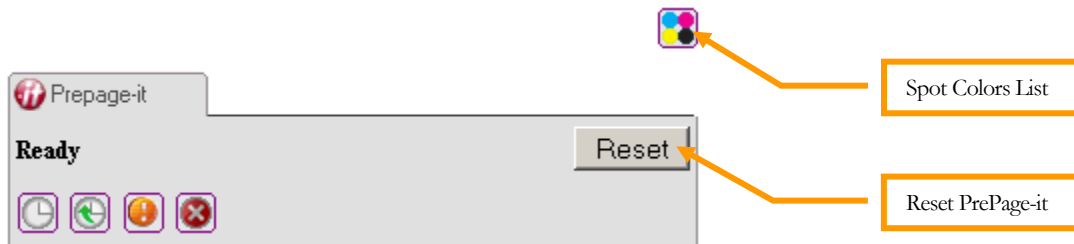
- PrePage-it queues are shown as they have been created in the PrePage-it Viewer, organized into Queue Groups such as 1-Normalize (Pages queues), 2-Assembly (Signatures queues) and 3-CTP\_CTF (Output queues)



- if the PrePage-it Viewer includes Queue Groups other than Normalize and Assembly, they will be displayed here but will not be available when uploading jobs (e.g. 1-Furnitures)

### Reset job

- occasionally a job may get stuck and jam the system, preventing other jobs from being processed - if this occurs, try clicking the **Reset** button as this is often sufficient to unblock the system



### Queue Management in a multiple PrePage-it/RIP workflow

The following points apply to environments with multiple PrePage-it RIPs, whether on a single server machine or multiple server machines:

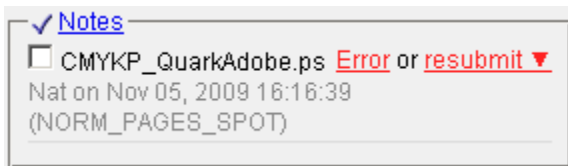
- The **Queue Management** window can be used to display and manage all PrePage-it queues from every server machine - each PrePage-it/RIP machine is listed in a different tab.
- If your setup includes the Move-it Load Balancing module, the **Queue Management** window can also be used to display and manage 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 in a different tab.

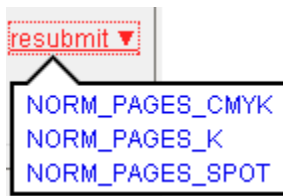
- By default, only PrePage-it queues from the local server machine are listed in the **Queue Management** window. In order for additional PrePage-it queues (from other server machines) and Load Balancing queues to be displayed, some manual configuration needs to be done by a qualified Polkadots specialist.

## 2.5 Error Files

When a file errors out, it shows up in the **Notes** panel (within the **Pages** or **Signatures** tab) displaying the **Error** or **Resubmit** options to the right in red.

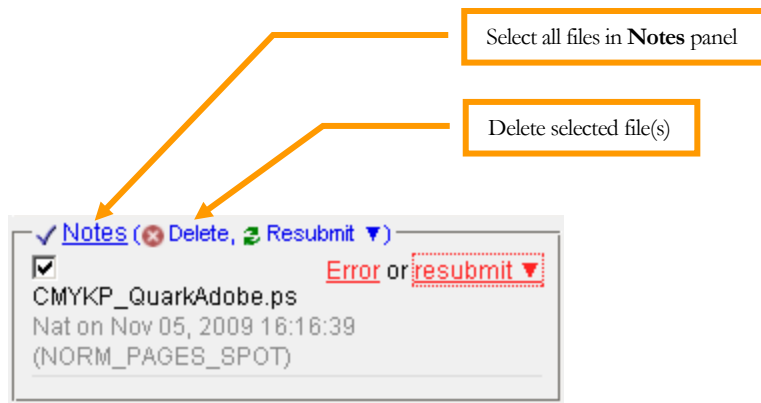


- **Error** → displays the RIP's error message
- **Resubmit** → displays a list of queues from which you can choose to resubmit the file



When you select the checkbox to the left of the errored file, two more options appear above the filename:

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



To delete multiple entries in the **Notes** panel:

1. Click the **Notes** link (this will select all files in the **Notes** panel).
2. Click the **Delete** link.

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

## 2.6 Managing Spot Colors

### 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.


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, you can add the CMYK equivalent values to the Spot Colors List yourself and then instruct PrePage-it Web to resubmit the file to the RIP. How to do this is explained in the section [1.9 Undefined spot color](#) on p.34.

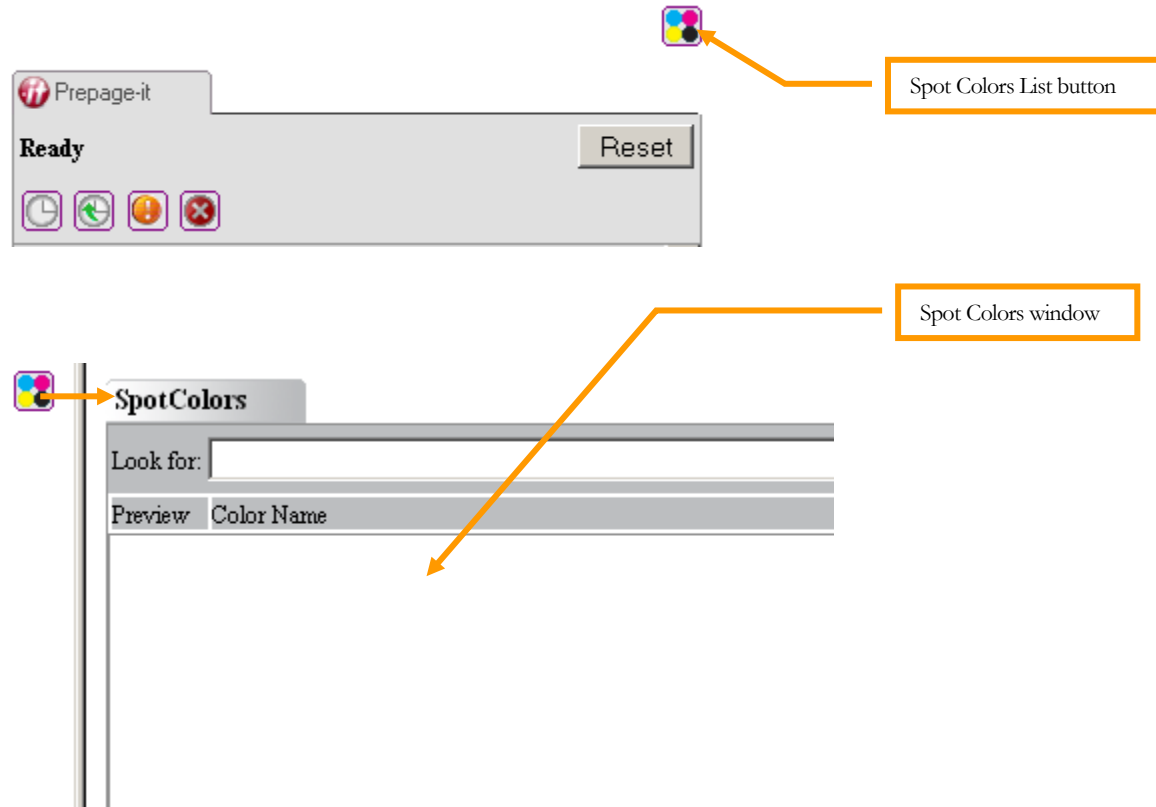
In this section you will find information about managing the Spot Colors List i.e. defining new spot colors, viewing and editing existing values, etc.

More detailed information about the Spot Colors List can be found in the *PrePage-it v7.0 User Guide*.

### How to manage spot color values

The PrePage-it Spot Colors List can be viewed and managed from the **Queue Management** window:


- click the  button to open the **Spot Colors** window




- to define a new spot color value: click the **Create new pantone** button, type the name and CMYK values in the space provided, then click **Apply** (note: for more information on defining new spot color values, including a convenient alternative method for doing so, refer to [Defining a spot color \(Add Spot\)](#) on p.66)




**SpotColors**

Look for:  

Preview	Color Name	C	M	Y	K
	Corporate Green	75	25	75	10












- to view an existing spot color value: type the color name (in part or in whole) in the **Look for** box, then press **Enter** (keyboard) or click the **Magnifying Glass** icon - e.g. the figure below displays all spot colors whose names contain 123

**SpotColors**

Look for:   11 found

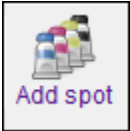
Type color name (complete or partial)

Click Magnifying Glass

Preview	Color Name	C	M	Y	K
	PANTONE 123 C	0	24	94	0
	PANTONE 123 CVC	0	24	94	0
	PANTONE 123 CVU	0	24	94	0
	PANTONE 123 M	0	24	94	0
	PANTONE 123 U	0	24	94	0
	PANTONE 1235 C	0	29	91	0
	PANTONE 1235 CVC	0	29	91	0
	PANTONE 1235 CVU	0	29	91	0
	PANTONE 1235 M	0	29	91	0
	PANTONE 1235 U	0	29	91	0
	PANTONE 8123 C	54	68	21	2

- to modify an existing spot color value: type the new values, then click **Apply**

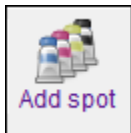
## Defining a spot color (Add Spot)



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 [1.9 Undefined spot colors](#) on p.34. 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.

The following procedure describes an easy, convenient way to define a spot color.

1. Go into any job and click the **Add spot** button in the toolbar.



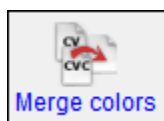
2. In the pop-up box that appears, give the spot color a name, specify the CMYK equivalent values, then click **Save**.

 A screenshot of a web browser window titled 'Add spot color - Mozilla Firefox'. The address bar shows 'http://127.0.0.1/cgi-bin/track-it?action=addspot'. The main content area is titled 'Add spot color' and contains the following text: 'Following characters will be automatically removed: \ / : " ' < > | ? \* = , . If spot already exists, it will be overwritten.' Below this text is a color selection area with a blue square. To the right of the square is a text input field labeled 'Name : ' containing the text 'Company Logo'. Below the name field are four input fields for CMYK values: '75', '10', '10', and '10', followed by a label '[0 - 100.0]'. At the bottom left is a 'Save' button, and at the bottom right is a 'Cancel' button. A 'Done' button is visible at the very bottom of the dialog.

### Note

Defining a spot color via the **Add spot** toolbar button is equivalent to doing it through the **Create new pantone** button in the **Queues** tab.

## 2.7 Merge 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, effectively resulting in multiple versions of a job (for e.g. a multi-language publication)

### Merging colors from the same page

This tool allows you to merge together two (or more) color plates from the same 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.

The table below shows the specifics about which components of a RIPped page are merged and which are not.

Merge Colors tool		
<i>(Components of ROOM file that are merged)</i>		
File Type	Merged	Not Merged
Hi-Res	✓	
Low-Res Standard	✓	
Low-Res PDF	✓ * see Note 1 below	
View-it softproof	✓	
PDF softproof		✓
Original file		✓

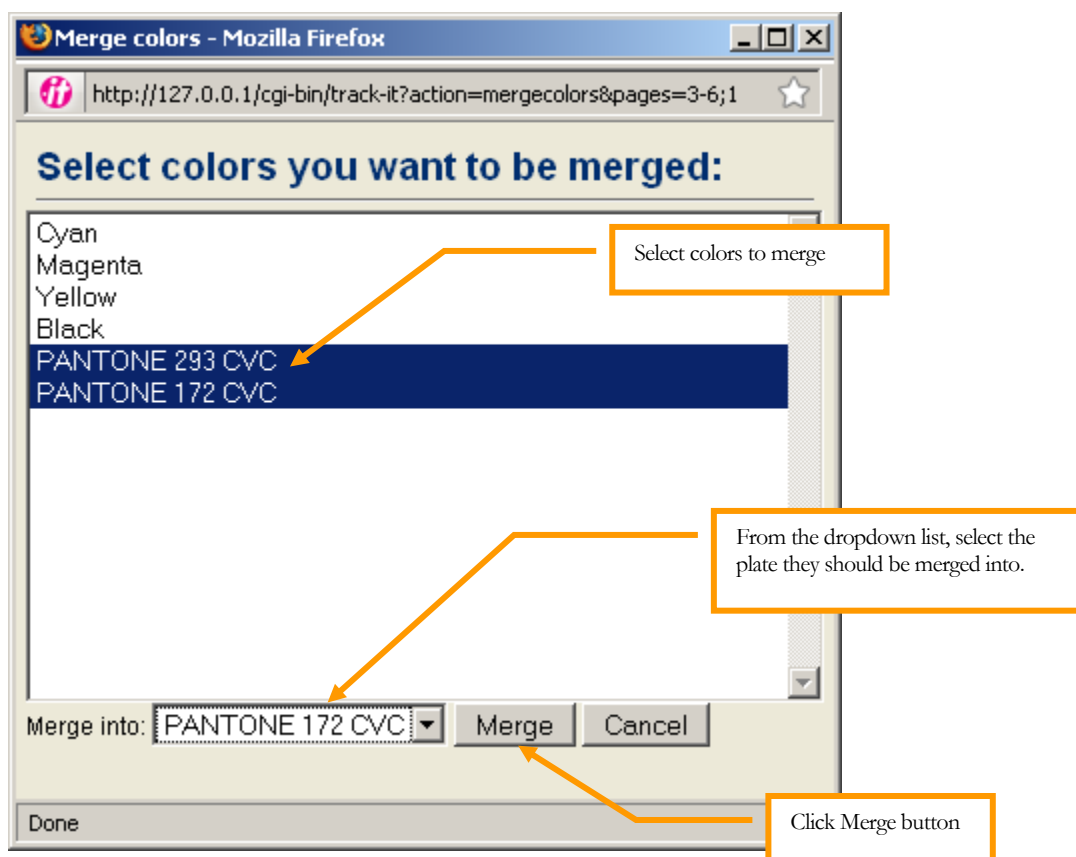
## Note 1

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.

How to merge colors

To merge two colors of a RIPped page:

1. Select the page and click the **Merge Colors** toolbar button.
2. Select the two colors you want to merge (e.g. Pantone 293 CVC and Pantone 172 CVC in the figure below).
3. Select the plate they should be merged into (Pantone 172 CVC in figure below).
4. Click the **Merge** button.



## Versioning

The **Merge Colors** tool also includes the capacity 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

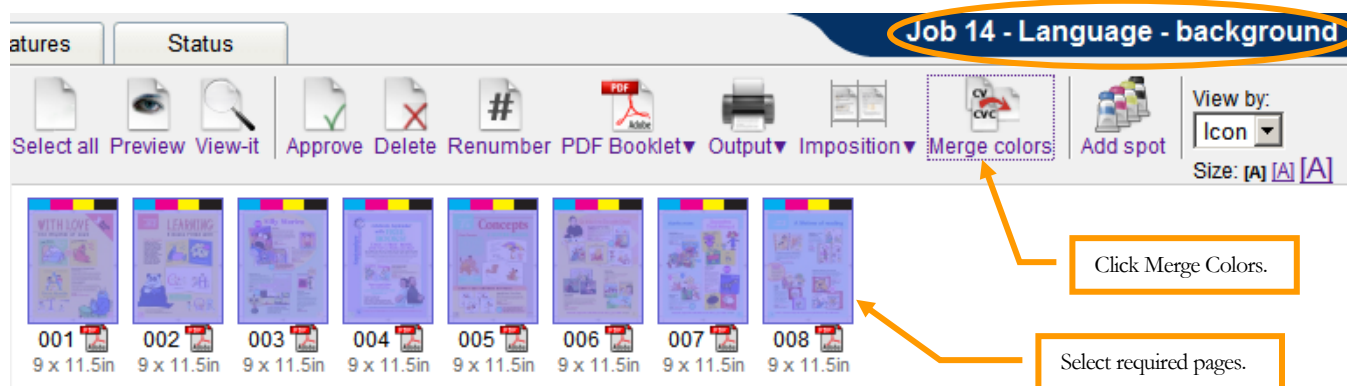
The main steps for creating a multiple-version job are shown below (using a multi-language publication as an example):

- **Create Job 1** → Create a job containing the “background” of all the pages. These are pages that contain everything except the text and are typically CMYK.
- **Create Job 2** → Create a “foreground” or “overprint” job of the same pages. The pages in this job will include only the text of one language and will contain a single color, typically Black or a spot.
- **Create Job 3, 4, etc.** → Create an additional foreground (overprint) job for each language required.
- **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 with the pages of a language text (foreground/overprint) job to create a new job of merged pages. Redo the merge for each language required.

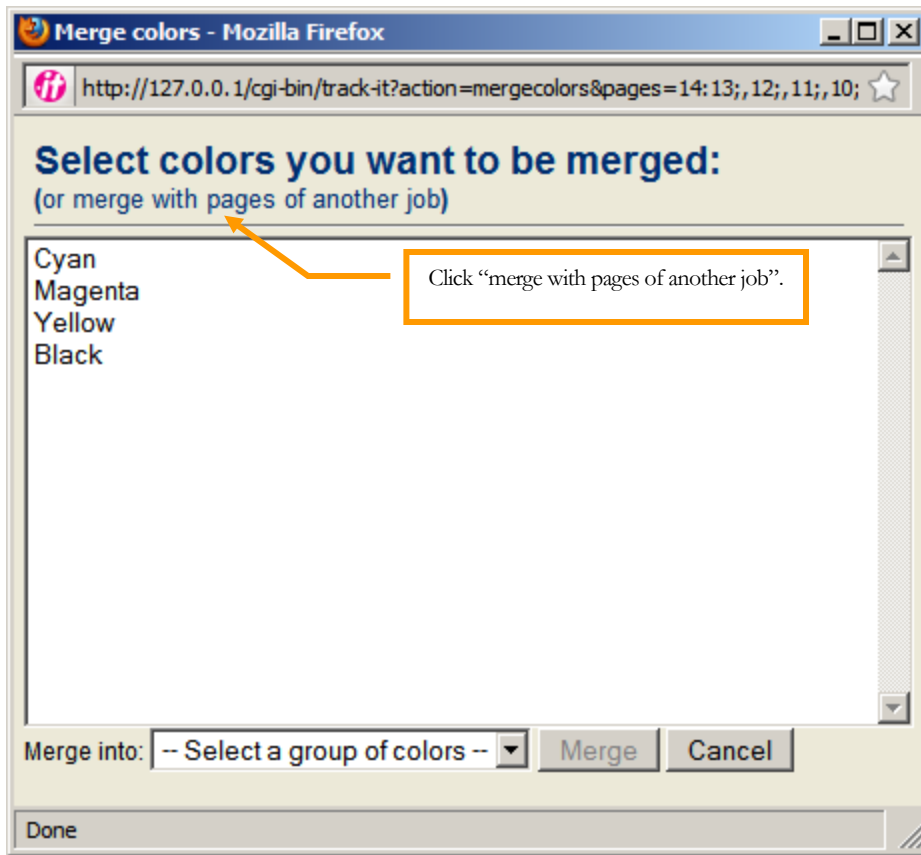
### Versioning example

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 (**Merge 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:
  - a Select **Overprint** = Language – French. **Overprint** is the language text job (in this example called Language – French) which contains only text in a single color. It will be overprinted on the background job and is sometimes also referred to as the “foreground” job.
  - b Select **Merge into color** = **Auto detect**. **Auto detect** will merge the color from the foreground job (typically Black text) with the same color in the background job, if it is present. If the foreground color is not already present in the background job (e.g. spot color text), **Auto detect** will preserve the foreground color and add it into the newly merged job. Therefore **Auto detect** can be used to preserve a spot color from the foreground/overprint job after it is merged. The alternative to **Auto detect** is to force the foreground color 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 two jobs together and produce a new merged job. 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 (in our example called

Merged French Job). The dropdown list also includes the option **Add new job**, if you need to create a new one.

- e Finally click the **Merge pages** button.

**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

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

Click **Merge pages** button.

Select the name of the foreground/overprint job, typically a text-only job in a single color.

Select **Auto detect** or a specific color from the dropdown list.

Select the queue that will merge the pages.

Select the job where the merged pages will go.

After being processed by the selected queue (**Queue** = NORM\_PAGES\_CMYK), the merged pages will show up inside the selected job folder (**Merge into job** = Merged French Job).

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



## Chapter 3 - Impose-it

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This chapter provides a detailed guide of the various facets of the Impose-it module, including a step-by-step procedure of how to set up an imposition job, how to create imposition templates, setting up the imposition layout and properties, and various other tools required to complete an imposition setup.

### 3.1 What is Impose-it?

Impose-it is an optional (payable) software module which can be added on and integrated into the PrePage-it Web interface. It is a simple, but powerful program which does the automatic imposition of pre-RIPped single-pages. It achieves this by relying on imposition 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 imposed after they are RIPped, softproofed and approved.

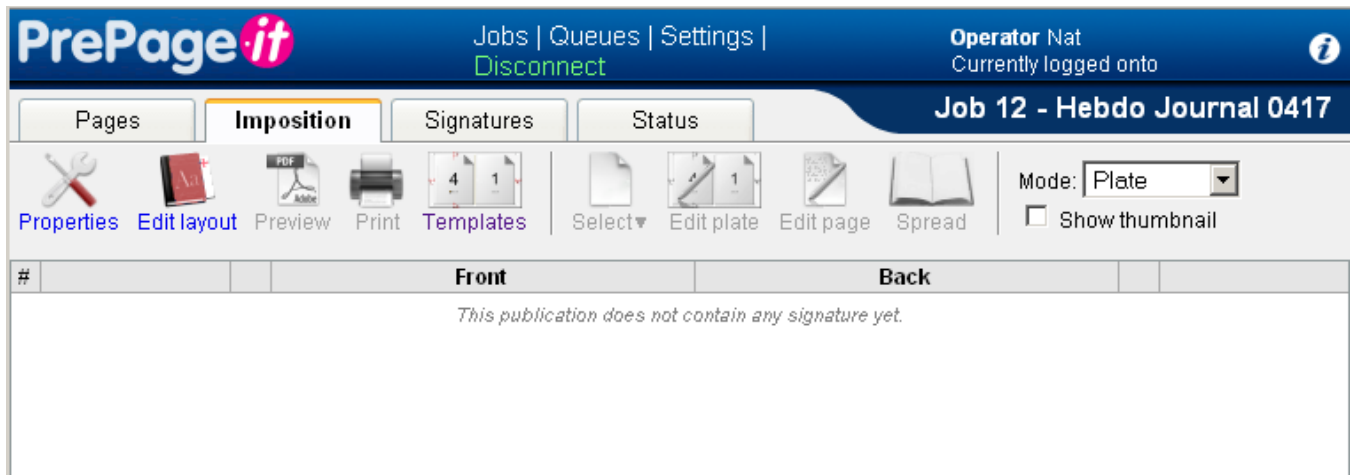
The Impose-it module has been designed for basic, automatic imposition of pages within both commercial and newspaper workflows.

#### Note

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

### 3.2 Overview

Impose-it is now typically installed via the PrePage-it '09/'10 Setup installer (however note that older versions of PrePage-it '09 require that Impose-it be installed separately). Once the software is installed and activated in the Polkadots dongle, a tab called **Imposition** appears in the PrePage-it Web interface, which serves as the central window for the Impose-it module.



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

- an imposition template
- the imposition setup (imposition properties / layout / page numbering, etc.)
- pages RIPped and approved

### Imposition templates

Imposition templates are where you define the style of impositions used in your production and the physical characteristics of the plate setup, for e.g.: is it a 2-up, 4-up or 8-up? what is the plate size and page size? where are pages positioned vis-à-vis the plate? where to place the marks on the plate? etc. You need to define at least one template for each style of imposition (2-up/4-up/8-up) used in your workflow environment. A template is defined the first time that you need to use it and afterwards 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 the section [3.4 Templates](#) on p.89.

### Imposition setup

After defining the templates you require, you can configure the imposition setup for the current job. The imposition setup is where you specify details about a job, such as: how many signatures? how many pages per signature? overall pagination for the job? binding style? creep? etc. You also designate the imposition as Web (typically for newspaper jobs) or Sheet fed (generally for commercial printing). This step forms part of the day-to-day work of a prepress operator since he/she will need to configure an imposition setup for each job that will be produced.

An imposition setup is always based on one (or sometimes multiple) previously defined imposition template(s). After selecting an imposition template, you then configure the various parameters found in the **Imposition** tab regarding how you want to impose the current job.

The basic step-by-step procedure for creating an imposition setup is outlined in the section [3.3 How to set up an imposition](#) on p.75. Additional information about specific imposition tools can be found throughout the remainder of this chapter.

### Page approval

The third element required for auto-imposition 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 impose them. In fact, you are instructing the software to impose the approved pages of a job according to the settings that you specified in the *imposition setup* and the *imposition template*. Note, however, that pages will be imposed and assembled into a flat only after *all* the pages belonging to the same flat are approved.

#### Tip

In order for pages to be imposed, *it is the pages that must be approved*, not the job as a whole. Even though approving the job as a whole displays approval checkmarks next to each page, they will only be imposed if you select the required pages and then click the **Approval** button.

## 3.3 How to set up an imposition

This section explains how to set up an imposition for a PrePage-it Web job. After this imposition setup has been completed, pages will be automatically imposed as soon as they are RIPped, softproofed and approved.

The imposition setup varies slightly depending on whether you're preparing a web or sheet fed job. So for simplicity's sake it has been divided into two distinct procedures:

- [Imposition setup \(for Sheet fed jobs\)](#) → p.75
- [Imposition setup \(for Web jobs\)](#) → p.82

### Imposition setup (for Sheet fed jobs)

The procedure for setting up an imposition for sheet fed jobs is as follows:

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

PrePage<sup>it</sup> Jobs | Queues | Settings | Disconnect Operator Nat  
Currently logged onto

### Job List

Filter:

<input type="checkbox"/> ID	Name	Info (Pages)	Owner	Created	Status
<input type="checkbox"/> 12	Hebdo Journal 0417		Nat	2009-12-04 11:09:53	Approve or flush.
<input type="checkbox"/> 10	Chez Vous Magazine	4p. 4 colors	Nat	2009-11-12 11:47:29	Approve or flush.
<input type="checkbox"/> 9	Job_SU2		SU2	2009-11-11 13:49:05	Approve or flush.
<input type="checkbox"/> 7	u2_Job1	2p. 4 colors	u2	2009-11-06 14:12:00	Approve or flush.
<input type="checkbox"/> 5	SU1_Job2	8p. 4 colors	SU1	2009-11-06 14:10:44	Approve or flush.
<input type="checkbox"/> 4	JobDos	9p. 4 colors (6p.  )	Nat	2009-11-05 14:59:47	Approved by Administrator (Nov 11, 2009 16:57:30, flush).
<input type="checkbox"/> 3	SU1_Job1		SU1	2009-11-04 17:24:04	Approve or flush.

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

PrePage<sup>it</sup> Jobs | Queues | Settings | Disconnect Operator Nat  
Currently logged onto

**Job 12 - Hebdo Journal 0417**

Pages **Imposition** Signatures Status

Properties Edit layout Preview Print Templates Select Edit plate Edit page Spread

Mode: Plate ☐ Show thumbnail

#	Front	Back
This publication does not contain any signature yet.		

- Click the **Properties** button to access the imposition properties.

**Edit Publication**

Job type:

Output queue:

Page padding:

Press config:

**Creep**

Value:  in Style:  Apply mode:

**Collating marks**

☒ Box (WxH) :  x  in ☐ Use header WxH

☐ Prevent auto-deletion

3. Set the following properties:

- a **Job type** → **Sheet fed** (typically for commercial printing) or **Web** (usually for newspapers).
- b **Output queue** → where the imposed pages will be assembled into flats and processed (the default queue, **Flats\_Assembly**, is often a suitable choice).
- c **Page padding** → number of digits used in page numbers.

Tip

Page numbers in the **Imposition** tab must match exactly with the page numbers in the **Pages** tab (i.e. the RIPped pages), otherwise they will not be imposed.

- d Configure the rest of the settings as required. Please refer to the section [3.5 Imposition Properties](#), starting on p.109, for a detailed explanation of all the imposition properties, including **Creep**, **Collating marks** and **Prevent auto-deletion**.
4. Next, configure the imposition layout. How to do this depends on whether you selected **Sheet fed** or **Web** as the **Job type**. Sheet fed is explained below.

If you selected **Sheet fed** as the **Job type**, then click on the **Edit Layout** button to open the following dialog box.

For each signature that you require, click **Add Signature** and specify the following:

- a **Start** → Starting page.
- b **Pages** → Total number of pages in the signature.
- c **Template** → Imposition template on which this signature will be based (see [Note](#) on p.79).
- 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.79).
- e Select either the **Perfect bind** or **Saddle stitch** link option.

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

#### Tip

To add an identical signature, click the **Duplicate** button  next to the signature you want to duplicate.

## Note

The **Template** dropdown menu (shown in the following figure) lists the imposition templates which you have previously created in the **Template Editor**. Refer to the section [3.4 Templates](#) on p.89 for more information on how to create a template.

## Reminder

As mentioned earlier, page numbers in the **Imposition** tab must match exactly with those in the **Pages** tab. For example, a page numbered 003 in the **Pages** tab will not be imposed if the page is numbered B003 in the **Imposition** tab.

The imposition layout can be modified at any time by clicking the **Edit Layout** button.

Two examples are shown in the figures below:

- 1<sup>st</sup> example → a 2-up imposition of 16 pages with 3 signatures (this produces a different pagination sequence than a single-signature of 16 pages)
- 2<sup>nd</sup> example → a mixed imposition of 32 pages with signatures 2Up (saddle-stitched) and 4-Up (perfect bound)

The screenshot shows the 'Edit publication signatures' interface in Mozilla Firefox. The browser address bar shows the URL: `http://127.0.0.1/cgi-bin/planner?action=editsign&id=5&iid=6`. The page title is 'Edit Publication Signatures'. Below the title, it says 'Job: J0006-HEBDO JOURNAL 0417, binding: Perfect bind'.

The main section is titled 'Add, remove or edit signature of your publication:'. It contains a table with the following columns: Start, Pages, Template, Prefix, and Info.

Start	Pages	Template	Prefix	Info
1	4	2-UP		(2UP, Front and back, <a href="#">Saddle stitch</a> )
5	8	2-UP		(2UP, Front and back, <a href="#">Saddle stitch</a> )
13	4	2-UP		(2UP, Front and back, <a href="#">Saddle stitch</a> )

Below the table, it shows 'Total: 16' and '3 sections'. There are buttons for 'Save', 'Add signature', 'Remove all', and 'Cancel'. At the bottom, there is a 'Done' button and a 'Select a binding style' dropdown menu.

Annotations with arrows point to various elements:

- 'Specify total number of pages' points to the 'Total: 16' field.
- 'Select a template' points to the 'Template' column header.
- 'Duplicate a signature' points to the 'Add signature' button.
- 'Remove a signature' points to the 'Remove all' button.
- 'Select a binding style' points to the 'Select a binding style' dropdown menu.







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, <a href="#">Saddle stitch</a> )
 	9	16	4UP_25x20		(4UP, Front and back, <a href="#">Perfect bind</a> )
 	25	8	2-UP 25x20		(2UP, Front and back, <a href="#">Saddle stitch</a> )

Total: 32 3 sections

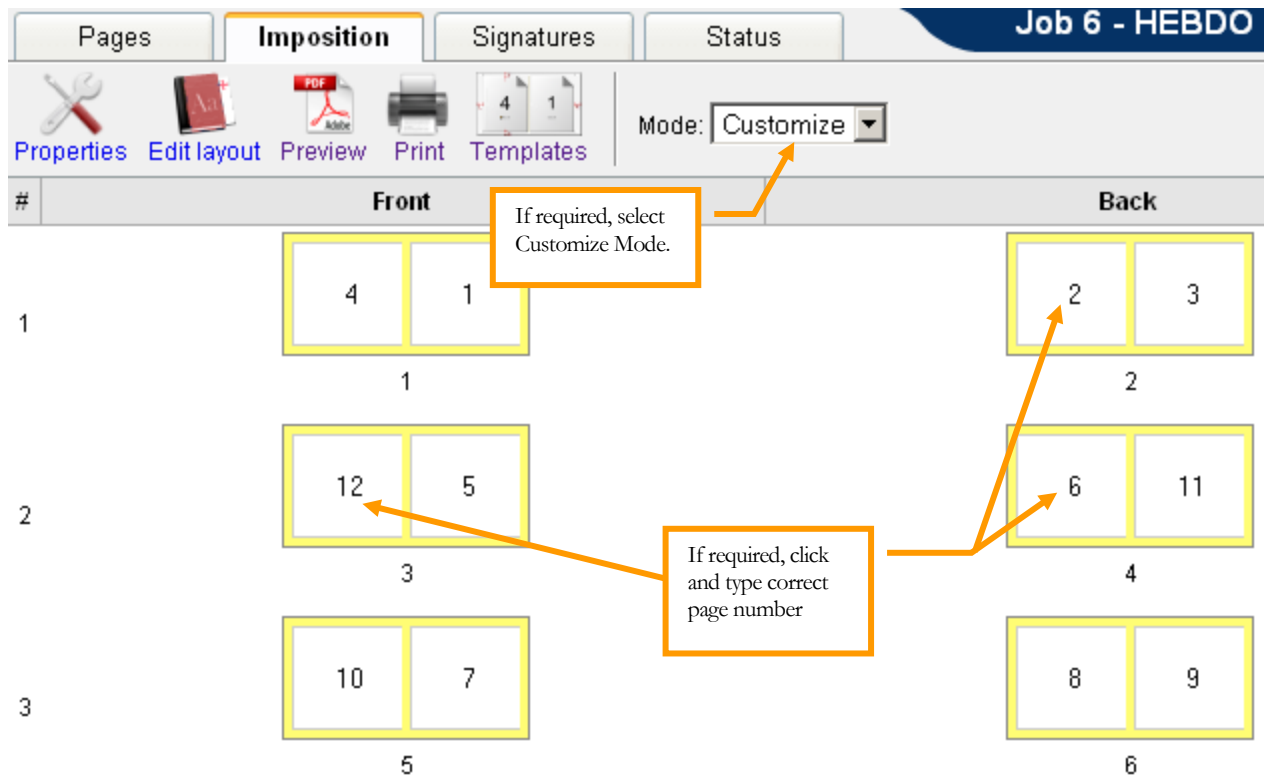
Save Add signature Remove all Cancel

Done

- A preview of your imposition will now be displayed where you can verify the pagination of your signatures. If any modifications need to be made to the pagination, this can be done in **Customize** mode. How to do this depends on whether you selected **Sheet fed** or **Web** as the **Job type** in the imposition **Properties**. Sheet fed is described below.

If you selected **Sheet fed** as the **Job type**, then you can go into **Customize** mode by selecting it from the **Mode** dropdown list. When in **Customize** mode, your imposition preview will look something like the following window.





From here you can manually change the page numbering by:

- clicking on a page number and typing the new number, or
- tabbing through the pages (i.e. pressing the **Tab** key) to renumber more than one page

There are more customization options available when an imposition is configured as **Job type = Web**. If you need to use one of these additional customization options, then your jobs have to be set up as **Job type = Web**. For more information, refer to the section [Imposition setup \(for Web jobs\)](#) on p.82.

- Once all the pagination is correctly specified, you may go back to **Preview** mode to see a preview of the whole imposition. To do so:
  - select **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.128 for details).

- In **Preview** mode, apply any attributes required for specific pages, such as:

- **Spread** → Identifying two pages as a centerspread or double-truck.
- **Edit Page** → Specifying an offset for a page.
- **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 [Center spread](#) (p.121), [Edit Page](#) (p.124) and [Blank Page](#) (p.126).

Your imposition setup is now complete – you do not need to save anything.

Imposition setup (for Web jobs)


The procedure for setting up an imposition for web jobs is as follows:

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

**PrePage.it** Jobs | Queues | Settings | [Disconnect](#) Administrator Administrator  
Currently logged onto

### Job List

Filter:  [▶](#) [New](#) [Flush](#)






ID	Name	Info (Pages)	Owner	Created	Status
20	<a href="#">Merged French Job</a>	8p., 4 colors	Administrator	2010-03-17 11:45:24	<a href="#">Approve</a> or <a href="#">flush..</a>
19	<a href="#">PPM2 job</a>		ppm-user2	2010-03-16 16:52:05	<a href="#">Approve</a> or <a href="#">flush..</a>
18	<a href="#">PPM1 job</a>		ppm-user1	2010-03-16 16:51:48	<a href="#">Approve</a> or <a href="#">flush..</a>
17	<a href="#">Merged English Job</a>	8p., 4 colors	Administrator	2010-03-09 14:41:08	<a href="#">Approve</a> or <a href="#">flush..</a>
16	<a href="#">Language - French</a>	11p., 1 color	Administrator	2010-03-09 13:14:55	<a href="#">Approve</a> or <a href="#">flush..</a>
15	<a href="#">Language - English</a>	17p., 1 color	Administrator	2010-03-09 13:14:47	<a href="#">Approve</a> or <a href="#">flush..</a>
14	<a href="#">Language - background</a>	12p., 4 colors		14:36	<a href="#">Approve</a> or <a href="#">flush..</a>
12	<a href="#">Job-admin-for-owner-jane</a>	3p., 4 colors (1p.  )		12:55	<a href="#">Approve</a> or <a href="#">flush..</a>
11	<a href="#">Daily Sun</a>		prepress_manage	2010-02-17 16:03:09	<a href="#">Approve</a> or <a href="#">flush..</a>
10	<a href="#">Christmas Sale</a>		prepress_manage	2010-02-17 16:02:49	<a href="#">Approve</a> or <a href="#">flush..</a>
9	<a href="#">Acme 1</a>	5p., 4 colors	prepress_manage	2010-02-17 16:02:25	<a href="#">Approve</a> or <a href="#">flush..</a>

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

**PrePage.it** Jobs | Queues | Settings | [Disconnect](#) Administrator Administrator  
Currently logged onto

**Job 10 - Christmas Sale**

Pages **Imposition** Signatures Status

Properties Preview Print Templates

Select Edit plate Edit page Spread

Mode:  ☐ Show thumbnail

Signatures

# Front Back

Add... Wizard...

*This publication does not contain any signature yet.*

- Click the **Properties** button to access the imposition properties.

3. Set the following properties:

- a **Job type** → **Sheet fed** (typically for commercial printing) or **Web** (usually for newspapers).
- b **Output queue** → where the imposed pages will be assembled into flats and processed (the default queue, **Flats\_Assembly**, is often a suitable choice).
- c **Page padding** → number of digits used in page numbers.

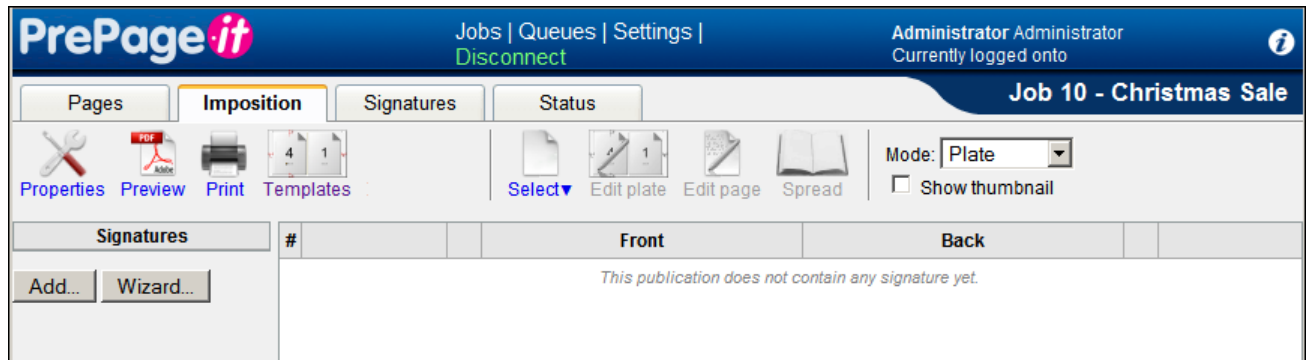
Tip

Page numbers in the **Imposition** tab must match exactly with the page numbers in the **Pages** tab (i.e. the RIPPed pages), otherwise they will not be imposed.

- d Configure the rest of the settings as required. Please refer to the section [3.5 Imposition Properties](#), starting on p.109, for a detailed explanation of all the imposition properties, including **Creep**, **Collating marks** and **Prevent auto-deletion**.

4. Next, configure the imposition layout. How to do this depends on whether you selected **Sheet fed** or **Web** as the **Job type**. Web is outlined below.

If you selected **Web** as the **Job type**, then your **Imposition** window will look like the one in the figure below.



For web press jobs, the imposition layout may be built by clicking either one of the two following buttons:

- **Signatures → Wizard**

**Wizard** works just like the **Edit Layout** wizard that is explained in the previous section [Imposition setup \(for Sheet fed jobs\)](#) (starting on p.75).

- **Signatures → Add**

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

- a reference **Name** for the signature
- a **Pagination Model**
- a **Start Page** and an **End Page**

This is useful and convenient for some types of impositions, for example, when setting up newspapers that are divided into sections such as A (Sports), B (Politics), C (Classified), etc.

The screenshot shows a web browser window titled "Create signature - Mozilla Firefox". The address bar shows the URL "http://127.0.0.1/cgi-bin/planner?action=editsection&id=9&jid=10". The main heading is "New Signature" with a sub-heading "Job: J0010-Christmas Sale". The form contains the following fields and controls:

- Name:** A text input field containing "Sports".
- Prefix:** A text input field containing "A".
- Template:** A dropdown menu showing "2UP 25 x 23 (2UP)". A callout box with an arrow points to this dropdown, labeled "Template dropdown menu".
- Pagination model:** A dropdown menu showing "Standard".
- Page count:** A text input field containing "8".
- Start page:** A text input field containing "1".
- End page:** A text input field containing "8".
- Web counts:** A text input field containing "2".

At the bottom of the form are three buttons: "Create", "Create & Edit Layout", and "Cancel". A "Done" button is located at the very bottom of the window.

You define a signature or 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.87).
- c **Template** → Select a pre-defined imposition template on which this signature will be based (see [Note](#) on p.87).
- d **Pagination model** → Select a pagination model i.e. a pre-determined page numbering scheme or pattern (see [Default pagination models](#) on p.132 for more information).
- e **Page Count** → Total number of pages in this section.
- f **Start Page** → Starting page number.
- g **End Page** → Last page number.

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

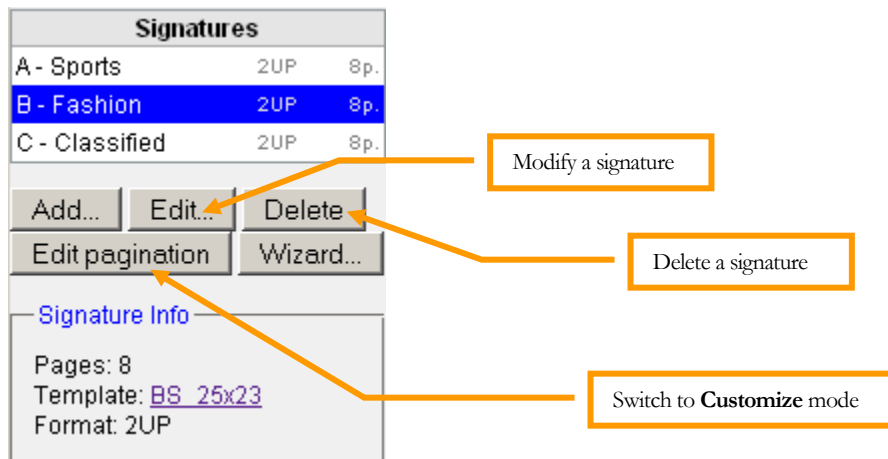
Repeat the procedure above for each signature or section that you need to add.

## Note

The **Template** dropdown menu (shown in the previous figure) lists the imposition templates which you have previously created in the **Template Editor**. Refer to the section [3.4 Templates](#) on p.89 for more information on how to create a template.

## Reminder

As mentioned earlier, page numbers in the **Imposition** tab must match exactly with those in the **Pages** tab. For example, a page numbered 003 in the **Pages** tab will not be imposed if the page is numbered B003 in the **Imposition** tab.



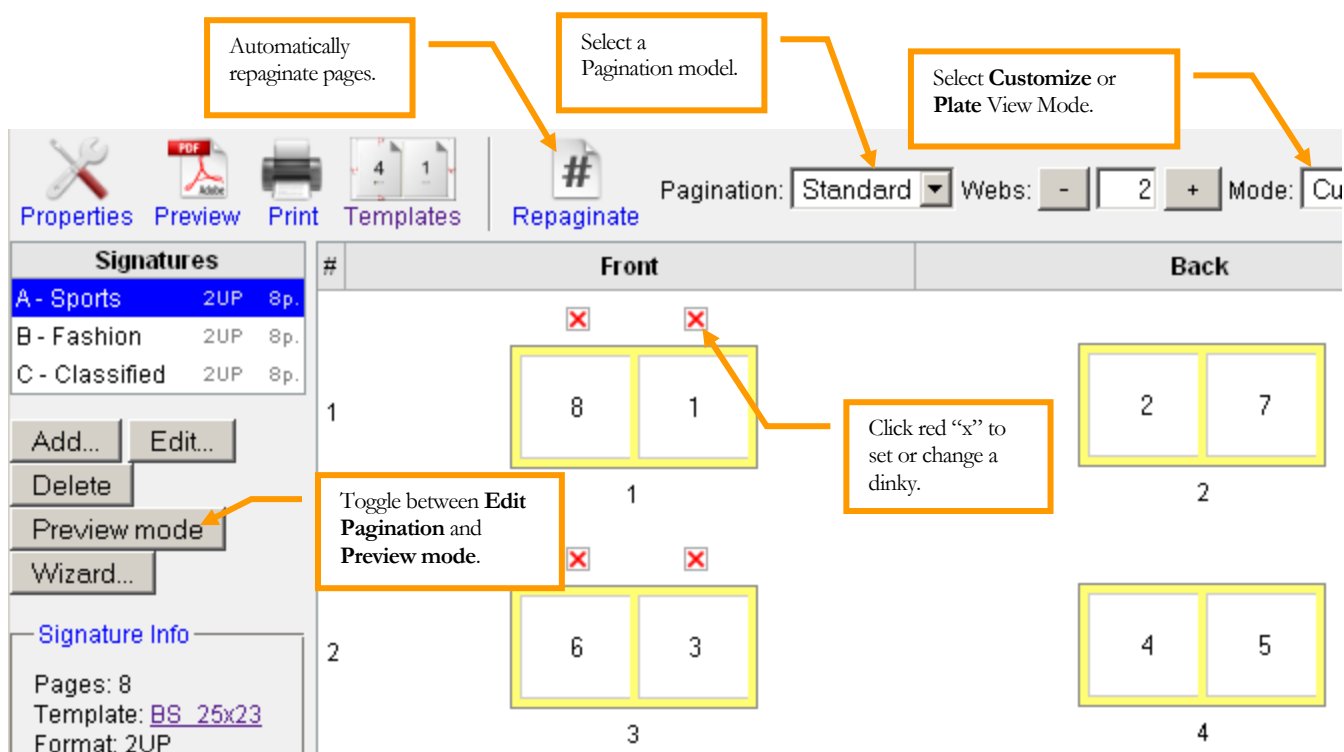
The imposition layout for a signature can be modified at any time by selecting the signature and clicking the **Edit** button.

5. A preview of your imposition will now be displayed where you can verify the pagination of your signatures. If any modifications need to be made to the pagination, this can be done in **Customize** mode. How to do this depends on whether you selected **Sheet fed** or **Web** as the **Job type** in the imposition **Properties**. Web is described below.


If you selected **Job type = Web** in the **Imposition** properties, then you can go into **Customize** mode by:

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

There are more customization options available when an imposition is configured as **Job type = Web** (more than when configured as **Job type = Sheet fed**). When in **Customize** mode, the **Imposition** window will look something like the following.



From here you can customize the pagination in the following ways:

- Select a different pagination model (i.e. a pre-determined page numbering pattern) which corresponds to your requirements from the **Pagination** dropdown menu. To apply the new page numbering scheme, click the **Repaginate** button.
- 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. To automatically renumber the pages, click the **Repaginate** button.
- As with impositions where **Job type = Sheet fed**, you can manually change the page numbering by clicking directly on a page number and typing the new number. You can also tab through the pages (i.e. press the **Tab** key) to renumber more than one page.

#### Note

More information can be found in the sections [Default pagination models](#) on p.132 and [Dinkies](#) on p.120.

6. Once all the pagination is correctly specified, you may go back to **Preview** mode to see a preview of the whole imposition. To do so:
  - select **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.128 for details).

7. In **Preview** mode, apply any attributes required for specific pages, such as:
  - **Spread** → Identifying two pages as a centerspread or double-truck.
  - **Edit Page** → Specifying an offset for a page.
  - **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 [Center spread](#) (p.121), [Edit Page](#) (p.124) and [Blank Page](#) (p.126).

Your imposition setup is now complete – you do not need to save anything.

## 3.4 Templates

Every time you create an imposition layout for a job, it will always be based on an imposition template. An imposition layout cannot be made without a template.

Templates are a mock-up of the plate. They determine how many pages will be imposed (e.g. 2-Up, 4-Up), page size, page positioning, plate size, bleed, marks, slug lines, etc.

First a template must be created, then an imposition layout can be built based on a template. Templates can be re-used for as many imposition layouts as needed.

### New template

To create or edit 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

<input type="checkbox"/>	Name	Format	Sheet (in)	Page (in)
<input type="checkbox"/>	<a href="#">2-UP</a>	2UP	25 X 23	9 X 12
<input type="checkbox"/>	<a href="#">4-UP</a>	4UP	25 X 20	8.5 X 11
<input type="checkbox"/>	<a href="#">8-UP</a>	8UP	30 X 23	6 X 9
<input type="checkbox"/>	<a href="#">BS 25x23</a>	2UP	25 X 23	11 X 21
<input type="checkbox"/>	<a href="#">TAB 25 x 20</a>	4UP	25 X 20	8.5 X 11

Create Delete

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

- The **Create Template** window is where you:
  - give the template a **Name**
  - set the **Type** (1 UP, 2 UP, 4 UP, 8 UP or Custom – see [Template Type](#) on p.91)
  - specify the **Plate Size** and **Page Size** (all pages in a template must be the same size, as specified here)
  - if required, enable [Half sheet](#) (see p.91) and/or [Foot to Foot](#) (see p.91)

- 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.92 for details.

### Template Type

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

- **2 UP** (also referred to as Broadsheet)
- **4 UP** (also referred to as Tabloid)
- **8 UP** (also referred to as Quarterfold)
- **1 UP** (also referred to as Single Page)

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).

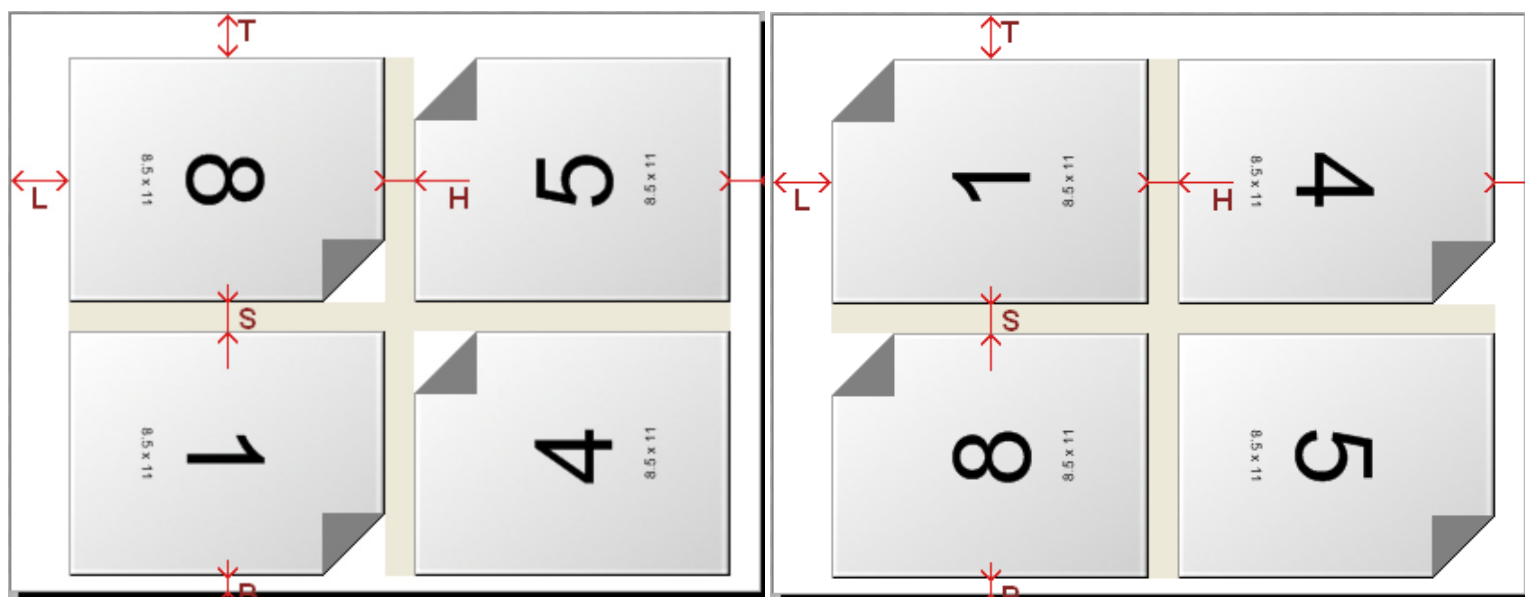
### Half sheet

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 2-Up (Broadsheet) job of 30in x 20in, but your plate machine produces plates that are 15in x 20in i.e. 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 **4 UP** (Tab) and **8 UP** (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 4-Up template in both configurations.




4-UP Tabloid - Head-to-Head

4-UP Tabloid - Foot-to-Foot

## Configuring a template

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

You can access the **Template Editor** in one of two ways:

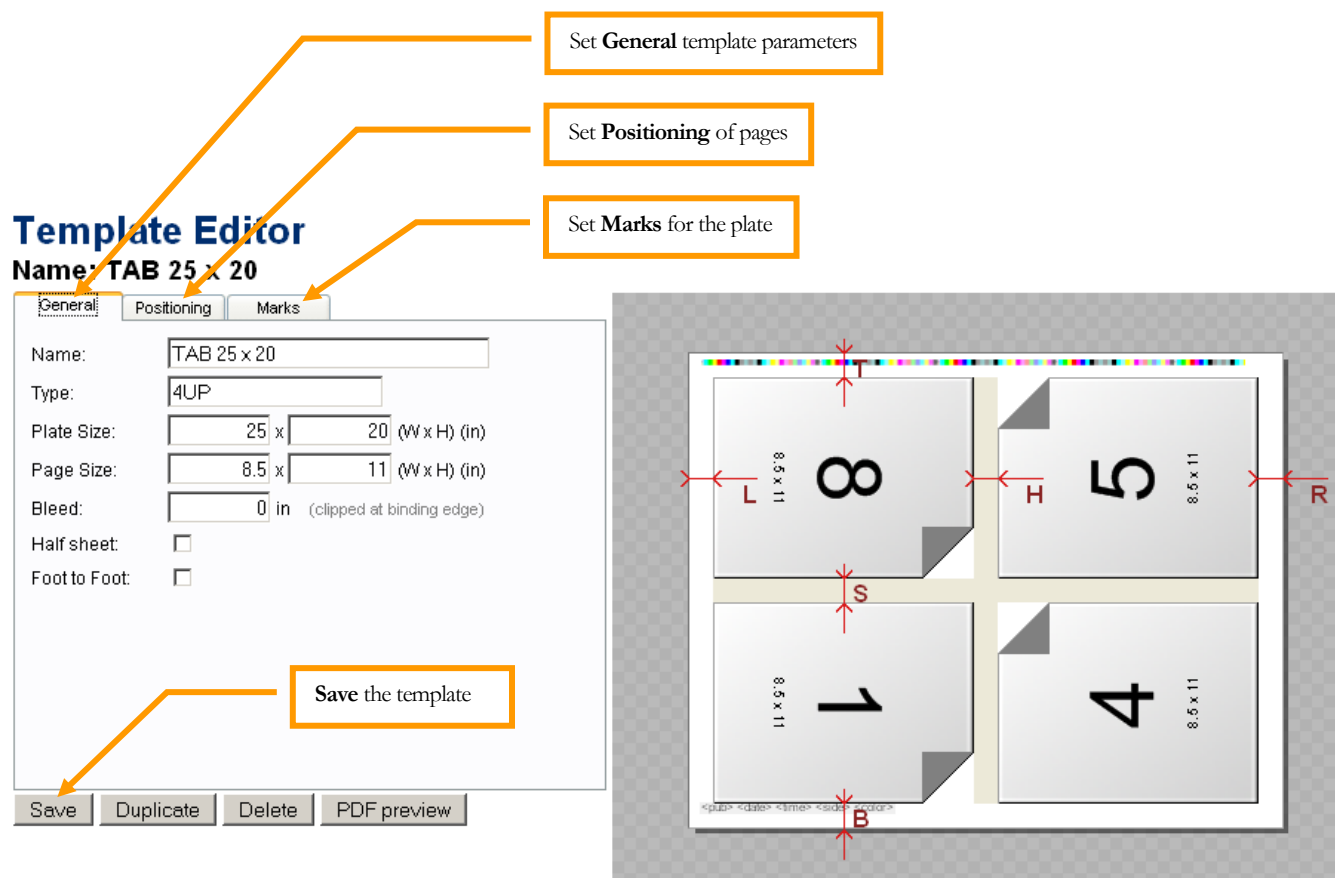
- after a new template has been defined and you click the **Create** button →  
This will save the template and automatically open the **Template Editor**, where you must set additional parameters in order to complete the template configuration, including **Positioning** of pages and **Marks**.
- when you click the name/link or the **Edit Template** icon  of an existing template in the **Template List** window →  
This allows you to modify the configuration of an existing template.

### Tip

If you modify templates which are already being used by some publication(s), then the changes will be reflected in these publications. 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.107.

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.89.

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

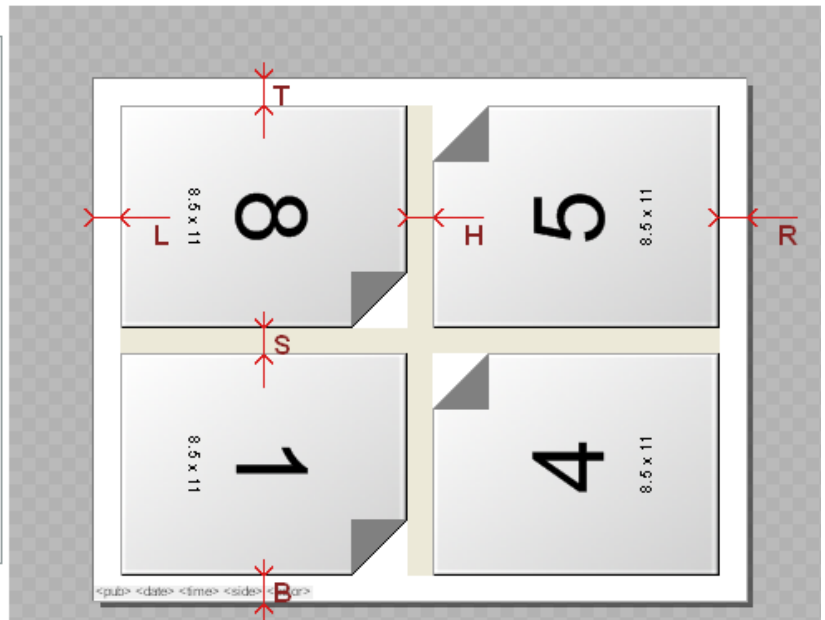
To get a preview of your template, click the **PDF Preview** button (see [Previewing a template](#) on p. 107 for more on previews).

General tab

## Template Editor

Name: 4UP\_25x20

General	Positioning	Marks
Name:	4UP_25x20	
Type:	4UP	
Plate Size:	25 x 20 (W x H) (in)	
Page Size:	8.5 x 11 (W x H) (in)	
Bleed:	0 in (clipped at binding edge)	
Half sheet:	<input type="checkbox"/>	
Foot to Foot:	<input type="checkbox"/>	
<div>Save Duplicate PDF preview</div>		



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](#) on p.89. 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

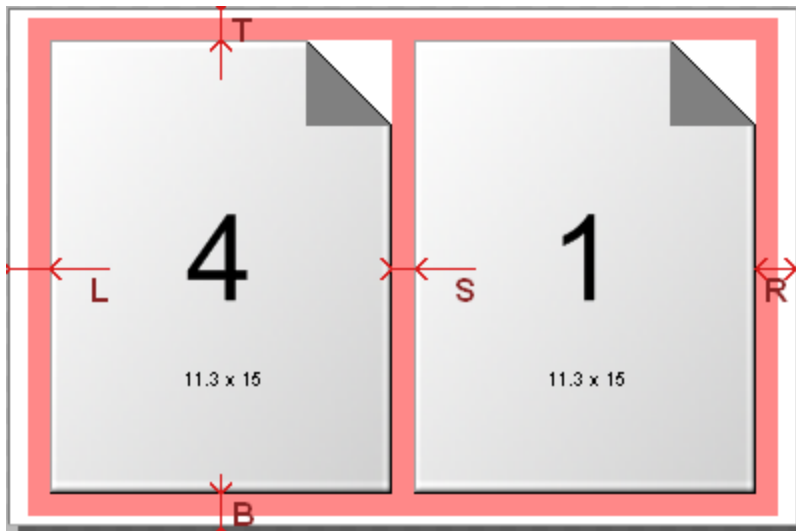
Some pages, such as color pages with a background color along the edges, may require you to add a bleed margin. The bleed area for a page must be added in the design application where you create your page. The **Bleed** setting in the imposition template does not add bleed to your pages – rather it preserves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

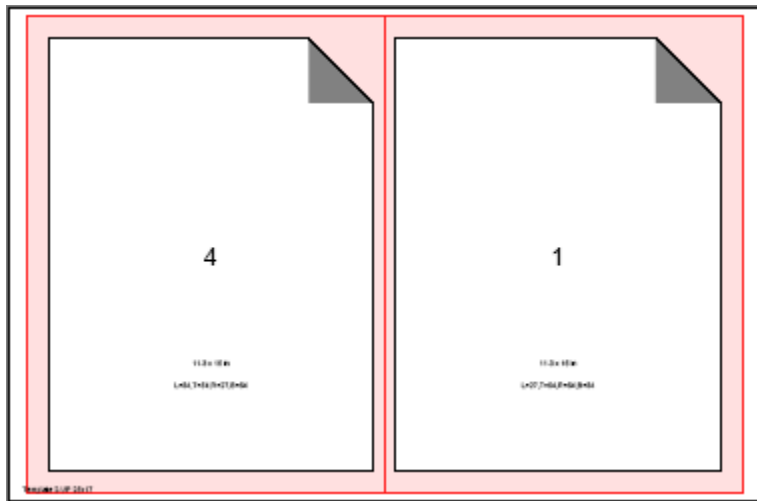
2-Up (Broadsheet) template:



- **Spine** (i.e. distance between 2 pages, abbreviated **S**) = 1 in
- **Bleed** 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 one page and half for the other 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 allows you to set **Gutters** and **Margins**, which in turn determine the positioning of the pages on the plate.

## Template Editor

Name: 4UP\_25x20

General **Positioning** Marks

**Gutters**

Spine:  in

Head:  in

**Margins**

Align pages horizontally:  ▼

Align pages vertically:  ▼

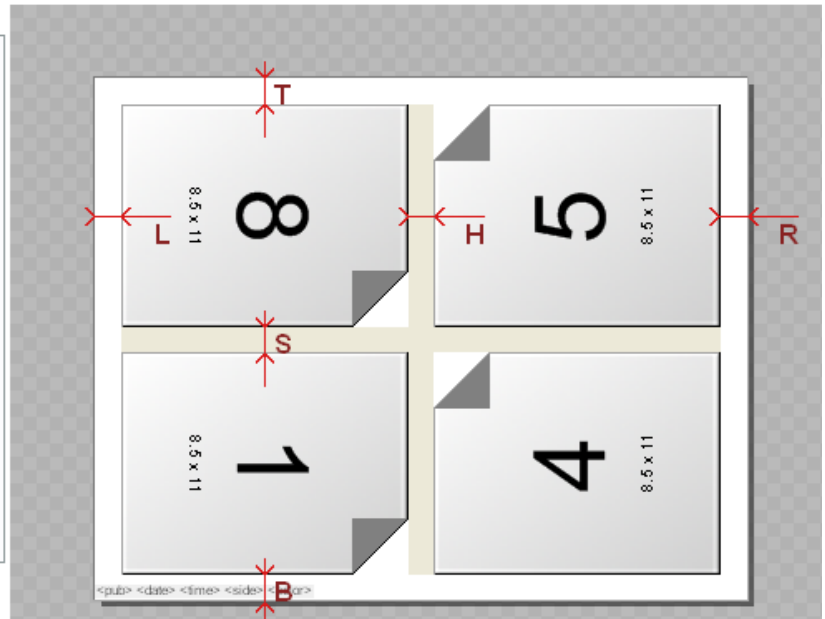
Distance from left edge:  in

Distance from top edge:  in

Distance from right edge:  in

Distance from bottom edge:  in

Save Duplicate PDF preview

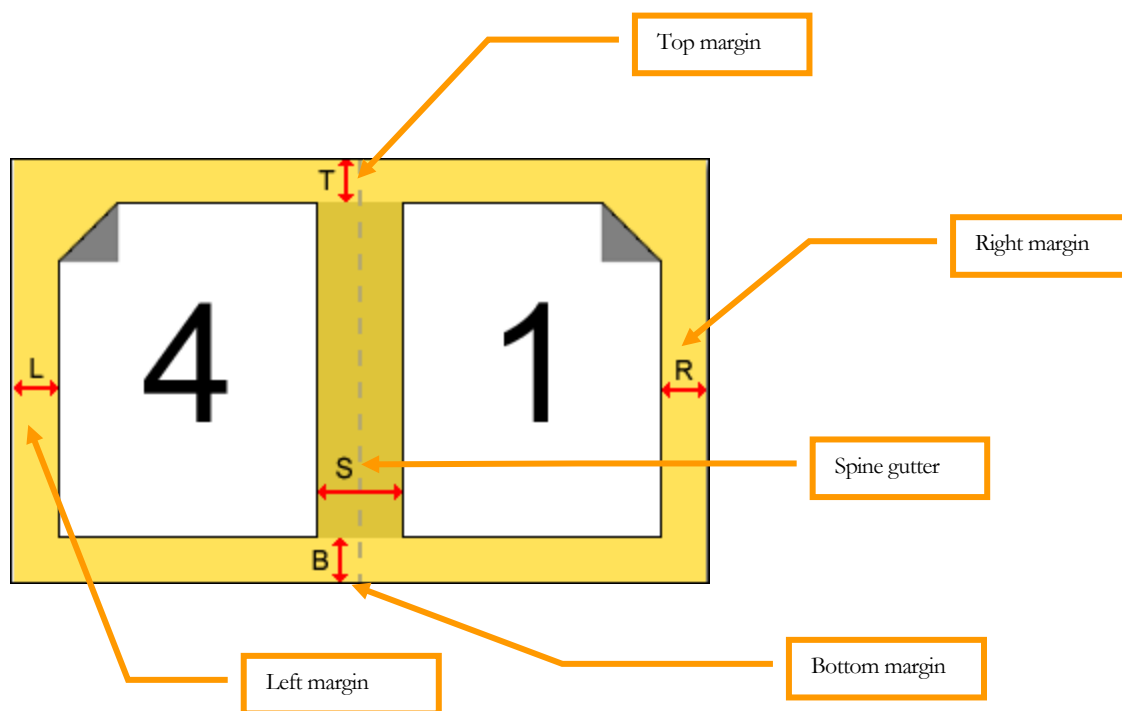


The **Gutters** and **Margins** settings are represented visually on the right side of the **Template Editor** window, abbreviated as follows:

- **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 4-Up whereas the figure below represents a 2-Up.





#### GUTTERS

The **Gutters** section lets you set an amount for the gutters or inner margins of the publication. In other words, this will be 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** (2-Up, 4-Up, etc.).

#### 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, make a selection from the **Align pages horizontally/vertically** dropdown lists. The software will then calculate all the margins for you, taking into account the **Page Size**, **Plate Size** and **Gutters** which you specified earlier. The choices are:
  - **Align pages horizontally** → **Center**, **Right** or **Left**
  - **Align pages vertically** → **Center**, **Top** or **Bottom**
- 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.

## Marks

The **Marks** tab shown in the figure below is where you add marks (sometimes referred to as furniture in the newspaper industry) and slug lines. [Slug Lines](#) are covered in the next section, starting on p.101. Marks are explained next.

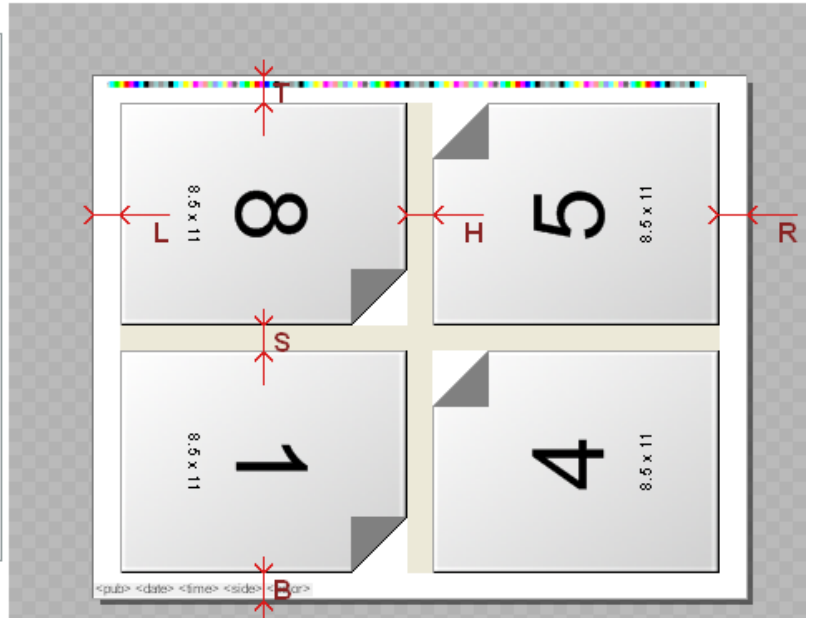
### Template Editor

Name: 4UP\_25x20

General Positioning Marks

<input type="checkbox"/>	Mark	Size	R	X	Y
<input type="checkbox"/>	ABC <pub> <date> <time> <side> <color>		BL	0	0
<input type="checkbox"/>	colorbar23in	22.944 x 0.264in	BL	0.5	19.5

☐ Add default crop marks  
☐ Add folding marks



Marks or furniture refers to registration marks, crop marks, folding marks, etc., as well as color bars.

#### DEFAULT MARKS

To add the basic default marks, check the **Add default crop marks** and/or **Add folding marks** checkbox. You can see what they look like by clicking the **PDF Preview** button. The default marks cannot be modified or re-positioned.

#### CUSTOM MARKS

You can also add your own custom marks (e.g. registration marks, crop marks, color bars), which you can create yourself and position anywhere within a template. To add a custom mark, click the **Add** button and specify the following settings:

**Add Mark**  
Template: 4UP\_25 x 20

Select mark:

Bounding box:  x  in

Sheet size:  x  in

Reference: ☒ Bottom left ☐ Center

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

Side: ☒ Front and back ☐ Front ☐ Back

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

Position: X:   (distance from left edge)

Y:   (distance from bottom edge)

Done

Select a mark.

Set its position (X/Y) on the flat/web.

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

Note: If a mark is not listed in the **Select mark** dropdown menu, consult the section [Making Marks Visible in the Template Editor](#) on p.100.

- **Position** → Specify where to position a mark:
  - **X** is the distance from the left edge of the plate.
  - **Y** is the distance from the bottom of the plate.
  - **Center X/ Center Y** will center the mark on your template in the horizontal and/or vertical direction, respectively.
- **Reference** → This setting determines how the **X/Y Position** offsets are calculated. 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**

- **Orientation** → Set orientation of mark:
  - You can rotate a mark by selecting **90°**, **180°** or **270°**.
  - By default (i.e. **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 plate, **Back** side or both.
- **Overprint** → Determines whether a mark that overlaps a page will be preserved or removed:
  - **Auto-detect** will detect and remove any mark that overlaps with a page, including a centerspread (double-truck).
  - **Always** will force all marks to be overprinted on top of pages when there is an overlap – no marks will be removed.

#### Tip

To re-add a mark multiple times into the same template, repeat the procedure outlined above as many times as required, each time positioning the mark in a different place.

#### MAKING MARKS VISIBLE IN THE TEMPLATE EDITOR

If a mark is not listed in the **Select mark** dropdown menu of the **Add Mark** window, then it must first be added to the menu using the procedure below.

How to make a mark appear in the **Select mark** dropdown menu (**Template Editor > Marks > Add**):

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 Furnitures queue.

**Note**

Do not upload the mark to the Furnitures queue via PrePage-it Web or PrePage-it Upload. Rather, copy it *directly* to the hotfolder of the Furnitures queue on the PrePage-it server. Or, drag and drop it unto the PrePage-it Viewer window and select the Furnitures 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 Bounding Box and Add ShowPage are activated in the PrePage-it Furnitures queue (please refer to the *PrePage-it 7 User Guide* for queue configuration details).

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

## EDITING/DELETING MARKS

A custom mark can be modified at any time by clicking the name/link of an existing mark.

Any mark you've added can later be removed by selecting it and clicking the **Remove** button.

## 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**.

**Add Mark**  
Template: TAB 25 x 20

Slug line:  12 pt

You can use the following token to be replaced accordingly:

- <pub> : job name.
- <date> : date when plate was generated (e.g. Apr 07, 2010).
- <time> : time when plate was generated (HH:MM:SS).
- <color> : color of plate.
- <side> : 'Front' or 'Back'.
- <half> : L if left part of half-sheet, R if right part.
- <flat> : Id of flat (as shown below flat in "customize" mode).
- <web> : Sheet or web (as shown on left most column of job).

Reference: Bottom left of text, using sheet size of 25 x 20 in

Orientation: ☒ 0° ABC ☐ 90° ☐ 180° ☐ 270°

Side: ☒ Front and back ☐ Front ☐ Back

Position: X:   (distance from left edge)  
Y:   (distance from bottom edge)

Done

In addition to codes or tokens, you can also add your own text anywhere outside the angle brackets.

Codes or tokens that can be used in a slug line.

Set the position of the slug line.

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 can include codes (tokens) and/or literal text. Go to [How to build a Slug Line](#) on p.103 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 a slug line:
  - **X** is the distance from the left edge of the plate.
  - **Y** is the distance from the bottom of the plate.
  - **Center X/ Center Y** will center the slug line on your template in the horizontal and/or vertical direction, respectively.
- **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 plate, **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 codes (also referred to as tokens) and/or literal text.

*Codes*

- You can use any of the codes/tokens listed in the previous figure e.g. <pub> <date> <color> <side>.
- 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 was produced (<date>), time, side and color of the plate.

*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 be used to include information for which no codes/tokens 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. In addition, you can see an even better preview by clicking the **PDF Preview** button.

## Custom (N-Up) templates

Custom templates can be defined 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 an imposition layout is 3 pages across and 2 pages down, for a total of six pages or 6-Up.

## 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.89 and [Configuring a template](#) on p.92.

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)

The screenshot shows a web browser window titled "Create template - Mozilla Firefox". The address bar shows the URL "http://127.0.0.1/cgi-bin/planner?action=newtemplate". The main content area is titled "Create template" and contains the following form elements:

- Name:** A text input field containing "3 x 2 UP".
- Type:** A dropdown menu with "Custom" selected.
- Plate size:** Two input fields for width and height, both containing "30" and "25" respectively, followed by "(W x H) (in)".
- Page size:** Two input fields for width and height, both containing "8.5" and "11" respectively, followed by "(W x H) (in)".
- Matrix size:** Two input fields for width and height, both containing "3" and "2" respectively, followed by "(W x H)".
- Half sheet:** An unchecked checkbox.
- Foot to Foot:** An unchecked checkbox.
- Buttons:** "Create" and "Cancel" buttons are located at the bottom right. A "Done" button is located at the bottom left.

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**, **Work and Turn** and **Work and Tumble** (however, 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 (W x H) (in)

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

Bleed: 0 in (clipped at binding edge)

Half sheet: ☐

Specify the **Work mode**.

3. 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.

General Positioning Marks

**Margins**

Align pages horizontally: No

Align pages vertically: No

Distance from left edge: 1.75 in

Distance from top edge: 1 in

Distance from right edge: 1.75 in

Distance from bottom edge: 1 in

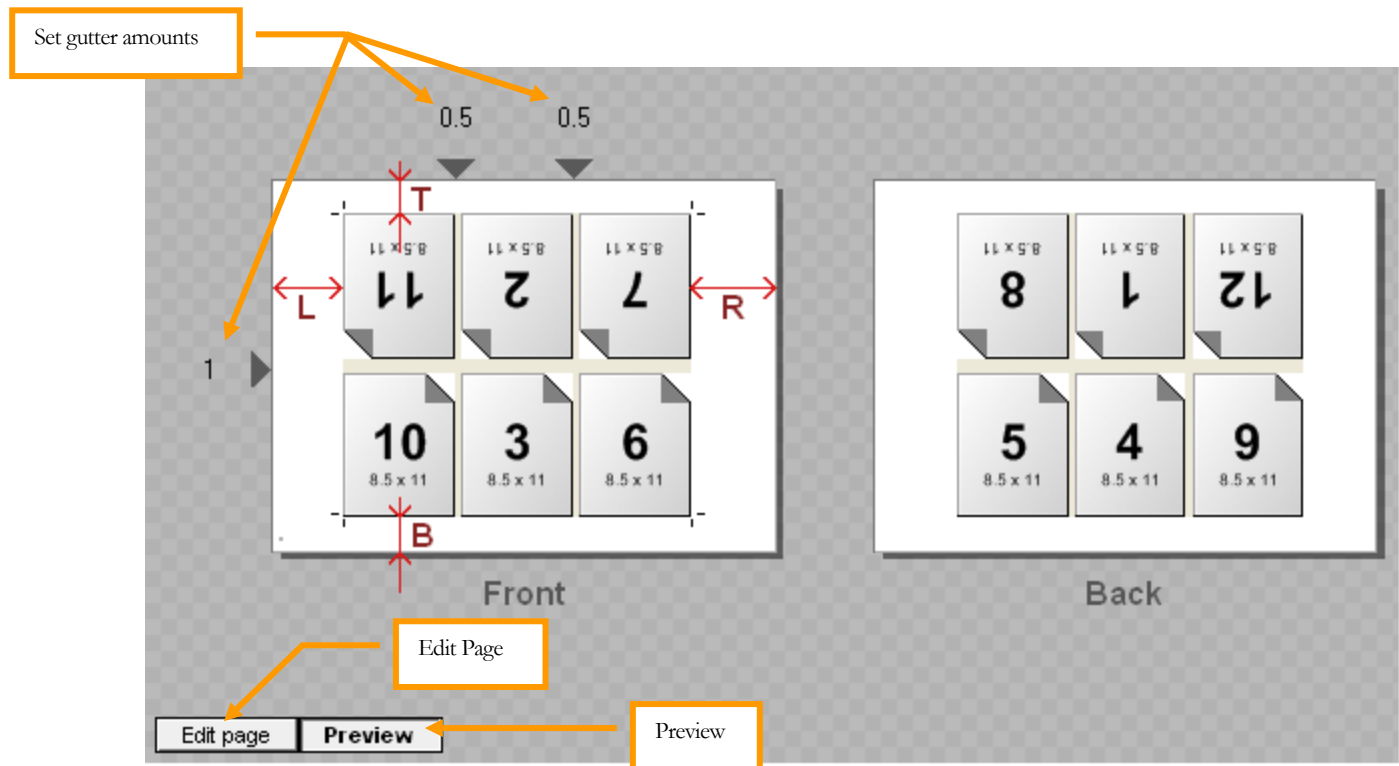
**Orientation**

0° 90° 180° 270°

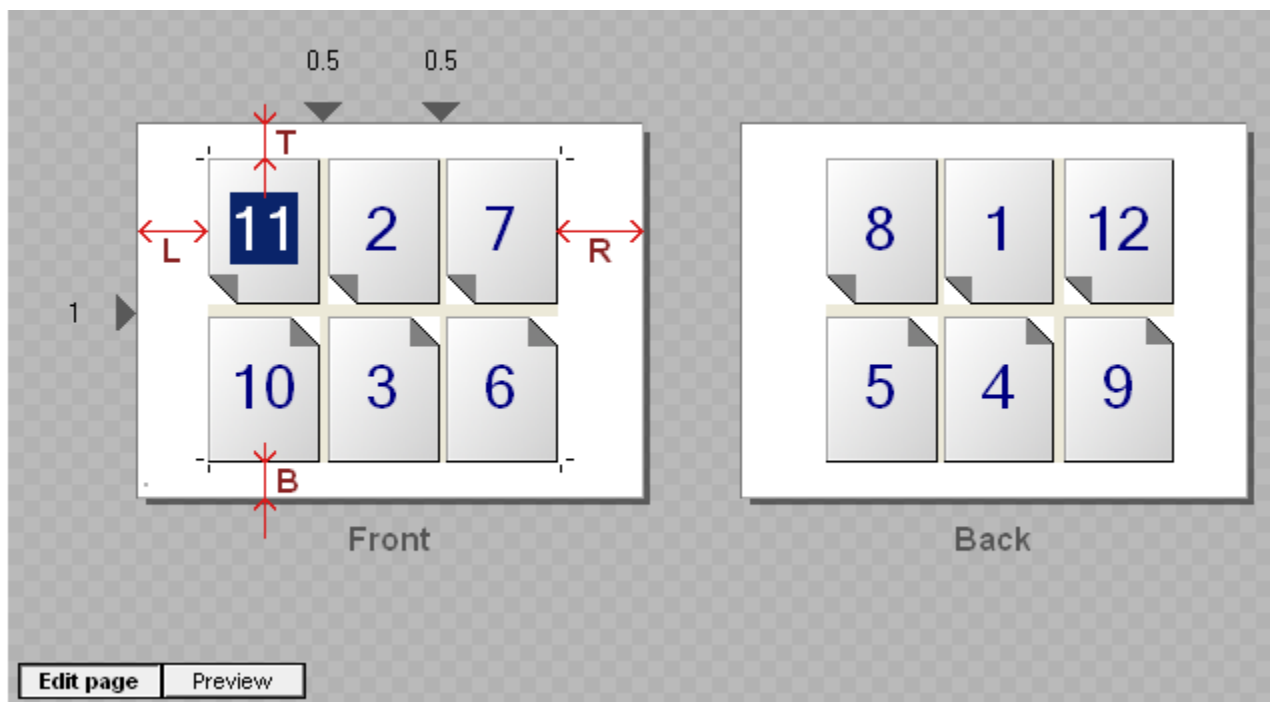
Rotate pages -90

Rotate pages +90

4. 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.



- When you have finished setting the pagination sequence, click the **Preview** button to see what it looks like.

7. Set any other required parameters just like you would with a standard template. Refer to the sections [New template](#) on p.89 and [Configuring a template](#) on p.92 for details about standard template parameters.
8. Click the **Save** button when you have completed your template configuration.

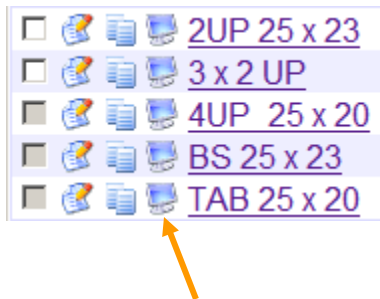
#### Tip

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, duplicated and deleted if necessary.

#### Previewing a template



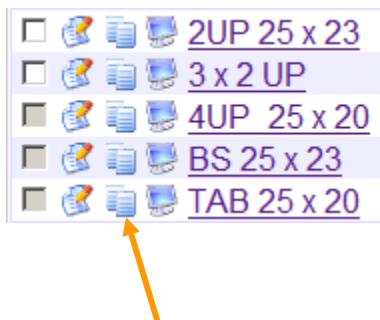
To see a PDF preview of the template, do one of the following:

- 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 Acrobat Reader to be installed.

#### Duplicating a template

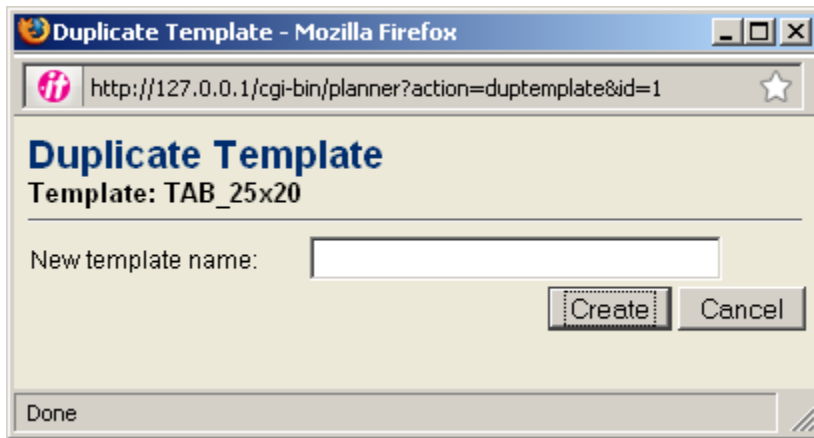


Use the Duplicate function to make a copy of an existing template. This facilitates the quick creation and configuration of similar templates.

The Duplicate tool 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

#### Note

A template cannot be deleted if it is being used in an imposition layout. 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.

## 3.5 Imposition Properties



[Properties](#)

Click the **Properties** button to access the imposition properties.

**Edit Publication**

Job type:

Output queue:

Page padding:

Press config:

**Creep**

Value:  in Style:  Apply mode:

**Collating marks**

☐ Box (WxH) :  x  in ☐ Use header WxH

☐ Prevent auto-deletion

Done

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

The following properties can be configured for an imposition setup:

Job Type

**Job type** → **Sheet fed** or **Web**

Select the type of printing press you will be outputting this job to.

**Sheet fed** is generally for commercial printing while **Web** is typically for newspapers.


### WEB CONFIG OPTIONS

There are more customization options available when an imposition is configured as **Job type** = **Web**. If you need to use one of these additional customization options, then your jobs have to be set up as **Job type** = **Web**, even if you will not be printing it on a web press.

Web jobs give you the added possibility of specifying the following parameters for a signature:

- a reference **Name** for the signature
- a **Pagination Model** (i.e. a pre-determined page numbering pattern)
- a **Start Page** and an **End Page**

Web jobs also give you these additional customization options:

- Try different pagination models by selecting them from the **Pagination** dropdown menu until you find one which corresponds to the page numbering needed for the job. To apply the new page numbering scheme, click the **Repaginate** button. More on [Pagination models](#) on p.119.
- 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. To automatically renumber the pages, click the **Repaginate** button. More on [Dinkies](#) on p.120.

## Output Queue

Select the PrePage-it Viewer queue where you want the imposed flats to be assembled and processed. The default queue, **Flats\_Assembly**, is often a suitable choice.

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 Impose-it. Leading zeroes will be automatically added to page numbers whenever necessary so that they match the **Page padding** value you set here.

For example, let's say you configure **Page padding**=3. If you then add a new signature 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.

Page padding can affect whether pages are imposed or not. Page numbers in the imposition layout (**Imposition** tab) and those in the **Pages** tab (i.e. the RIPped pages) must be an exact match, otherwise they will not be imposed.

Impose-it already has a default page padding specified in **Template > Settings > Page Padding**. It will use this default setting if you do not specify anything here. If you do specify a page padding amount here, however, it will override the default setting and will be in effect for this publication

only. More information about the Impose-it default settings, including the **Page Padding** default, can be found in the section [3.8 Impose-it Default Settings](#), starting on p.129.

#### Press Config

If the **Press Config** parameter is visible, it should be left at **None**, unless specified otherwise by a Polkadots specialist.

#### Creep



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
- **Style** → style of creep (**Push in**, **Pull out** or **Center**)
- **Apply mode** → binding mode to be applied (**Perfect Bound** or **Saddle Stitched**)

Impose-it will use these settings to calculate the required creep and automatically adjust the positioning of each page in a publication.

#### 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 and the last sheet. Impose-it will then calculate the creep increment for each sheet. The result is that the total creep amount will be gradually increased (or decreased) for each sheet until it reaches the total amount by the last sheet.

#### BINDING STYLE

The **Creep Apply Mode** dropdown list is where you choose the binding style for a job.

### Note

The binding style selected here will affect the pagination of a job as well as determine how the creep will be applied.

**Saddle Stitched** will calculate the creep increment starting from the first sheet in the job until the last sheet. **Perfect bind** will re-calculate the creep increment for each signature.

The binding style selected here will affect the creep and pagination for all signatures in a job. However with sheet fed jobs (i.e. **Job type** = **Sheet fed**), the binding style can later be chosen or modified *per signature* by clicking the **Edit Layout** toolbar button. With web jobs (i.e. **Job type** = **Web**), the binding style must be the same for all signatures in a job.

### CREEP STYLE

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

- **Push in:** pages in the first sheet 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.
- **Pull out:** pages in the first sheet 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 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.

### Collating marks

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

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 figure below).

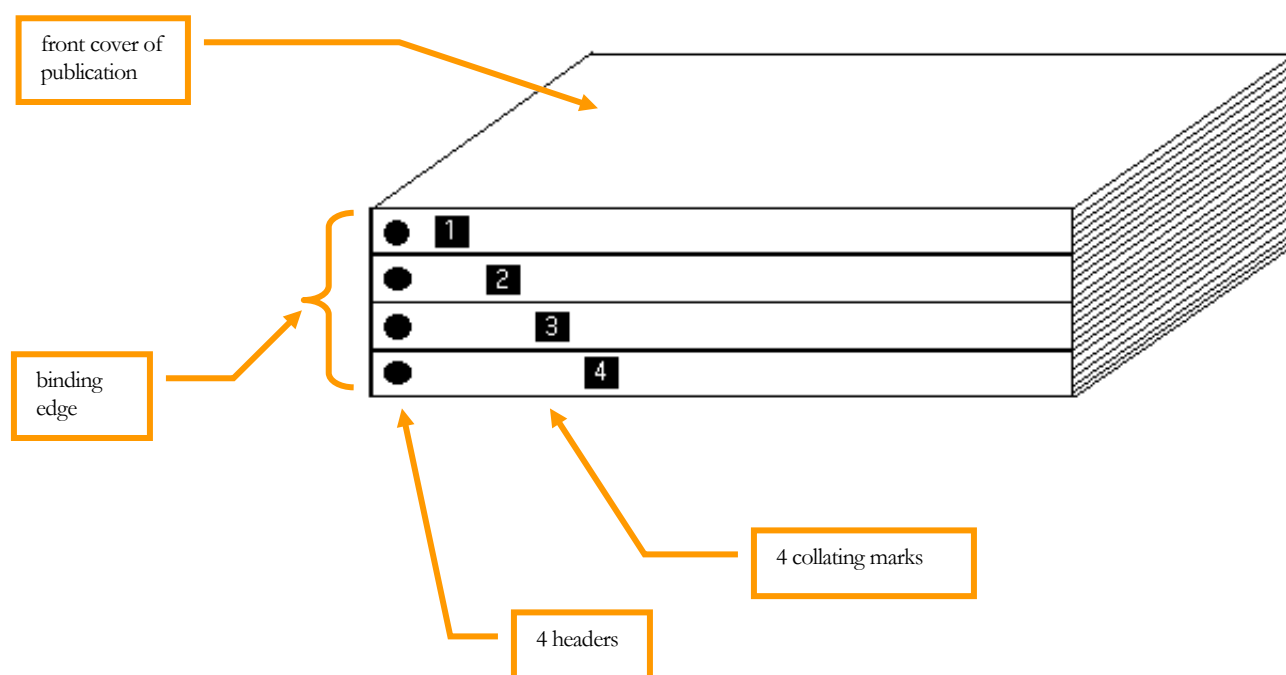


Collating marks are added to all signatures of a publication by:

- selecting the **Box (WxH)** checkbox
- specifying 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.



#### Prevent auto-deletion

##### Note

If you have a PrePage-it Web build that is newer than v3.5.2.3, then you may not see this setting (for more information refer to the [Delete after](#) option on p.132).

If the [Delete after](#) option is enabled in the Impose-it **Settings** (see p.132), then all imposition jobs will be deleted a specified number of days after they have been created. Checking the **Prevent auto-deletion** checkbox will prevent an imposition job from being automatically deleted. That is, it will remain there until it is deleted manually.

## 3.6 Imposition Layout

### Layout of Signatures

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

- how many signatures?
- how many pages per signature?
- starting page number for each signature?
- which template is each signature based on?
- which pagination model is each signature based on? (optional)

#### Note

The layout of signatures is also affected by some imposition properties, such as binding style (saddle-stitched or perfect binding) and **Job type**. Refer to [3.5 Imposition Properties](#) on p.109 for details.

The layout of signatures is specified somewhat differently for web impositions (i.e. **Job type** = **Web** in the imposition **Properties**) and sheet fed impositions (i.e. **Job type** = **Sheet fed**).

How to specify these parameters for both web and sheet fed impositions is shown in the following two sections.

#### Layout for Sheet fed

In sheet fed impositions (**Job type** = **Sheet fed**), the imposition layout is specified by clicking the **Edit Layout** button, which opens the dialog box shown below.









**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, <a href="#">Saddle stitch</a> )
 	5	8	2-UP		(2UP, Front and back, <a href="#">Saddle stitch</a> )
 	13	4	2-UP		(2UP, Front and back, <a href="#">Saddle stitch</a> )

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*:

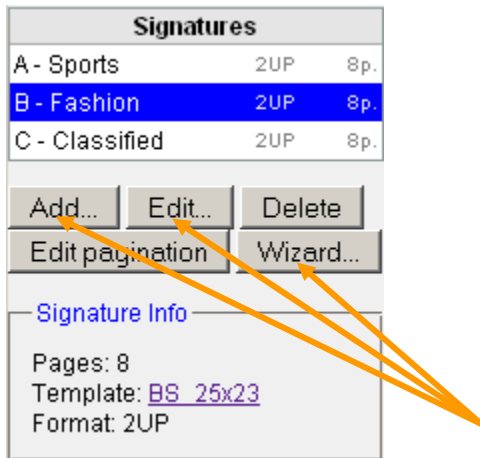
Specify a prefix character to be added in front of the page number. These are typically added when newspapers have sections. For example, adding the section characters A, B, C, etc., will yield page numbers such as A001, A002, A003, A004, ... B001, B002, B003, B004, ... C001, C002, etc.).

6. Select a binding style by clicking on **Saddle Stitch** or **Perfect Bind**.
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.

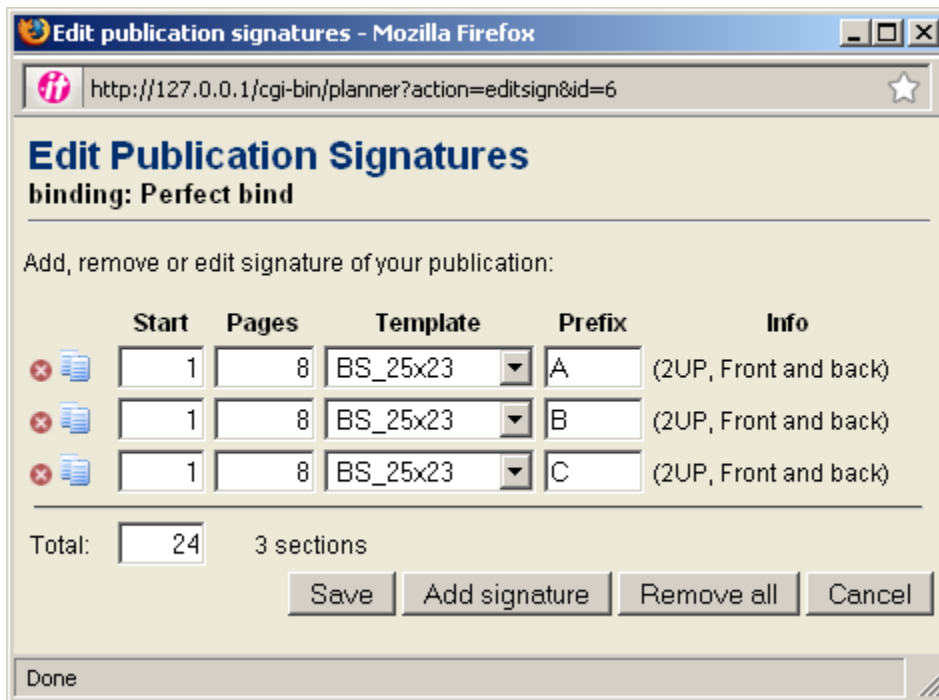
## Layout for Web

In web impositions (**Job type = Web**), the signature layout is specified by clicking either the **Wizard** button or the **Add/Edit Signatures** buttons.



## WEB LAYOUT VIA WIZARD

The web **Wizard** shown below is very similar to the Sheet fed **Edit Layout** dialog box. For more information on how to configure it, refer to the section [Layout for Sheet fed](#) on p.114.



## WEB LAYOUT VIA ADD/EDIT SIGNATURE

The **Add/Edit** buttons open a dialog box which allows you to create or modify one signature at a time. Most parameters are the same as those found in the **Wizard**. Additional parameters not found in the **Wizard** are:

- **Signature Name** → for your own reference
- **Pagination model** → choose the pagination model that matches your page numbering scheme (see [Pagination models](#) on p.119 for details)
- **End Page** (in addition to **Start Page**) → allows you more flexibility when specifying the page numbering of your signatures

**Edit Signature**  
Job: J0008-DAILY NEWS 0926

Name:  Prefix:

Template:  (Front and back)

Pagination model:

Page count:

Start page:  End page:

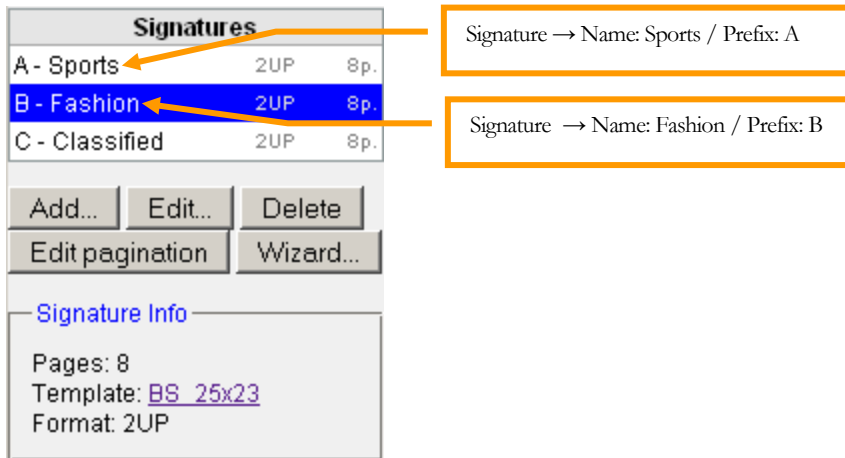
Web counts:  Current: 2

Done

To build an entire imposition job using the **Add/Edit Signatures** dialog box shown above, you must follow these steps for each *new* signature:

1. Click the **Add** button to open the **Add/Edit Signatures** dialog box.
2. Provide the required information.
3. Click **Save**.

The completed imposition job displays each signature separately.

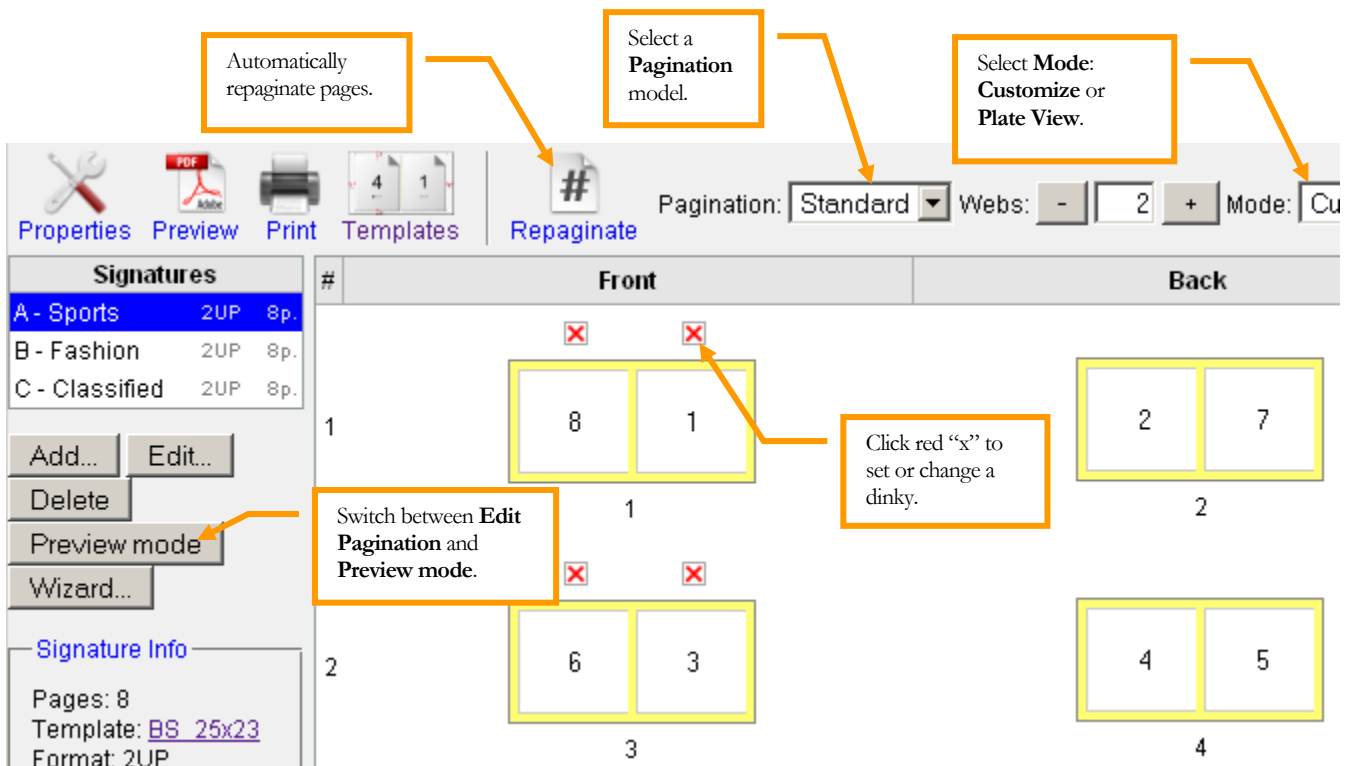


### Customize mode options

Beyond doing the basic layout of signatures, as described in the previous section, you can also configure several other aspects of the imposition layout. The layout configuration options described in this section are only available when working on an imposition:

- in **Customize** mode
- whose properties are configured as **Job Type = Web**

To switch to **Customize** mode, click the **Edit Pagination** button or select **Customize** from the **Mode** dropdown menu.



## Pagination models

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

### Tip

Pagination models assume that all the signatures in a job use the same template and binding style. Therefore pagination models cannot be used for mixed jobs (for e.g., one signature 2-Up and another signature 4-Up).

Applying a pagination model to an imposition layout instantly renumbers and re-orient the pages in a signature. This provides a quick and easy way for you to automatically adapt an imposition layout to different printing presses, folding machines and job types i.e. 2-up (Broadsheet), 4-up (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. **Job Type = Web**).

## HOW TO RE-PAGINATE A SIGNATURE

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

1. Select a different pagination model from the **Pagination** dropdown menu (see previous figure).
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.132.

Some points to remember about pagination models:

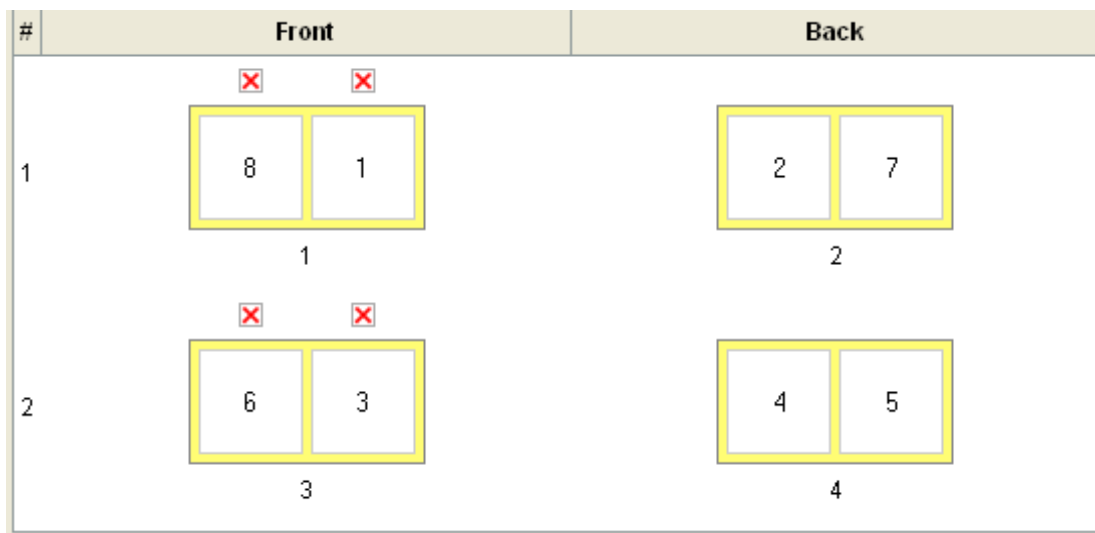
- the pagination models that will be listed from the **Pagination** dropdown menu will depend on the job type that you're working on, i.e. 2-Up/4-Up/8-Up
- typically, the "180" pagination models rotate each side of a sheet by 180 degrees i.e. the front plate is rotated by 180° degrees and the back plate 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 signature, in part or in whole, will be printed on a dinky. This typically refers to flats that will be printed on a half-roll i.e. printed on a roll of paper which is half the width of the press.

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



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	<div> <input checked="" type="checkbox"/> <input type="checkbox"/> </div> <div> <div>8</div> <div></div> </div> <div>1</div>	<div> <div></div> <div>7</div> </div> <div>2</div>
2	<div> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> </div> <div> <div>6</div> <div>3</div> </div> <div>3</div>	<div> <div>4</div> <div>5</div> </div> <div>4</div>

We are now left with a 6-page signature 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.

If necessary, click the **Repaginate** button to repaginate the pages in this section. Note that if you wish the pages to be automatically renumbered 1-6, this signature must be defined as having a total of 6 pages (**Page Count** = 6), with **Start Page** = 1 and **End Page** = 6.

#### 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 Signature** window are correct.

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.

#### Center spread

You can set 2 pages as a center spread (also known as a double-truck) by selecting them and clicking the **Spread** toolbar button.



The figure below shows an example of pages 002 and 003 being specified as a center spread.



Before

After

The center spread is always referred to by the lowest of the 2 page numbers. Therefore the center spread page that you submit to PrePage-it Web must be numbered accordingly (page 002 in our example) in order to be automatically imposed.

### Edit Plate

Each signature in an imposition layout is based on a template. However, it is also possible for one or more flats within a signature to be based on a different imposition template.

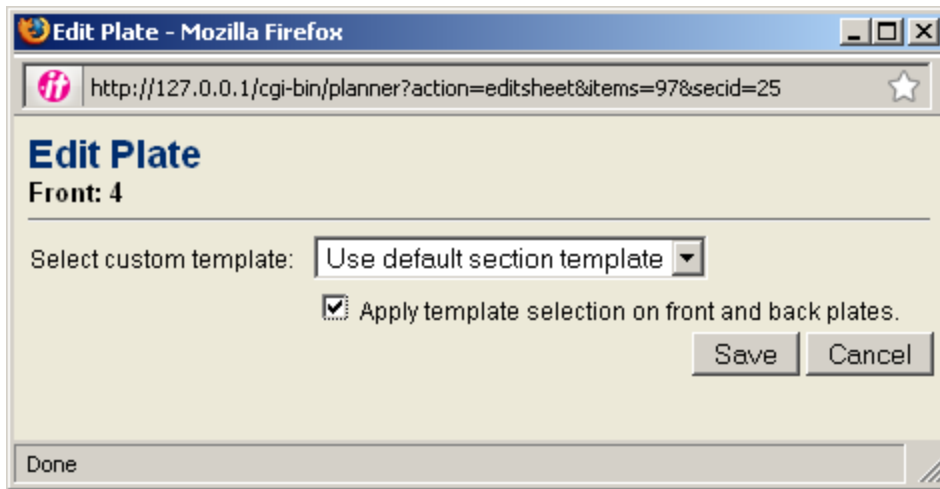
E.g.:

- a signature is based on the template 4-UP-ABC
- however, you decide to associate the back side of Sheet 2 from that signature to the template 4-UP-XYZ
- result: all flats from this signature will be based on the template 4-UP-ABC, except for the back side of Sheet 2, which will be based on the template 4-UP-XYZ

#### HOW TO BASE A FLAT ON A DIFFERENT IMPOSITION TEMPLATE

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

1. Select the required flat(s).
2. Click the **Edit Plate** toolbar button.
3. Select the required template from the dropdown menu.



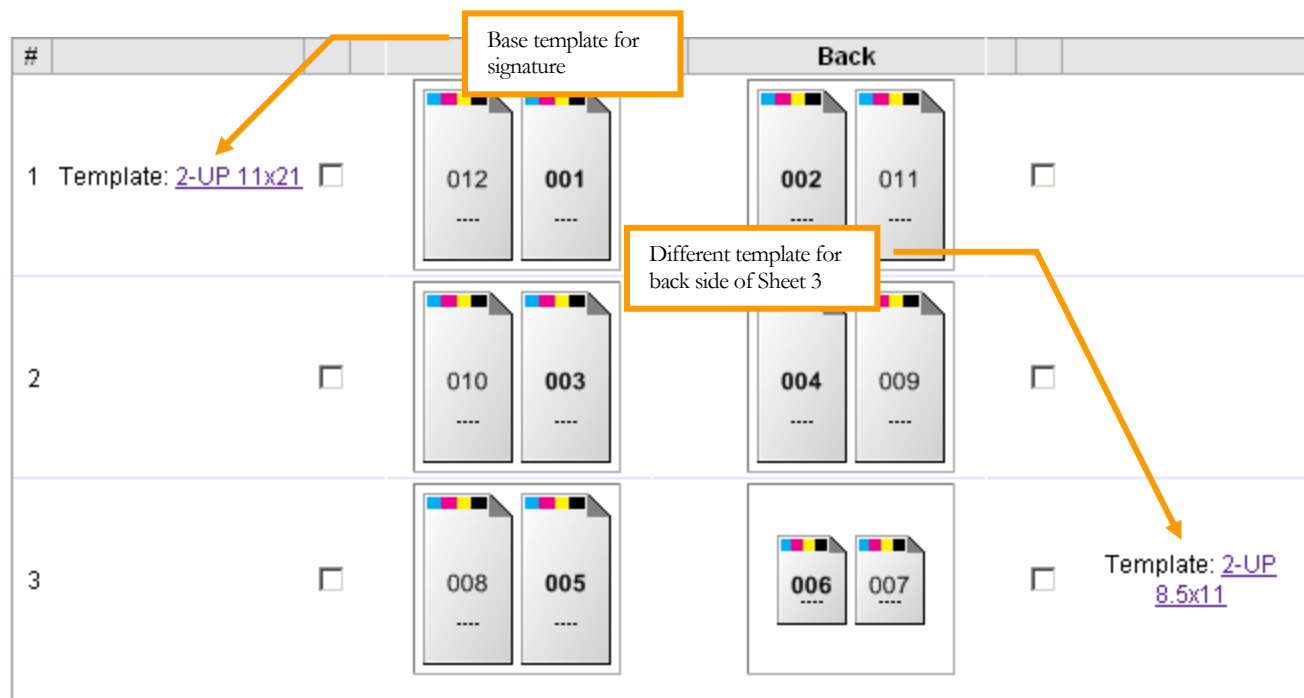
4. To force both the front and back of a selected sheet to be based on the same template, select the **Apply template selection on front and back plates** checkbox.

#### Note

Only templates of the same type as the “base” template (i.e.. 2-Up, 4-Up, 8-Up) will appear in the dropdown menu. In other words, you can’t use both a 2-Up template and a 4-Up template within the same signature.

#### EXAMPLE OF A SIGNATURE WITH DIFFERENT TEMPLATES

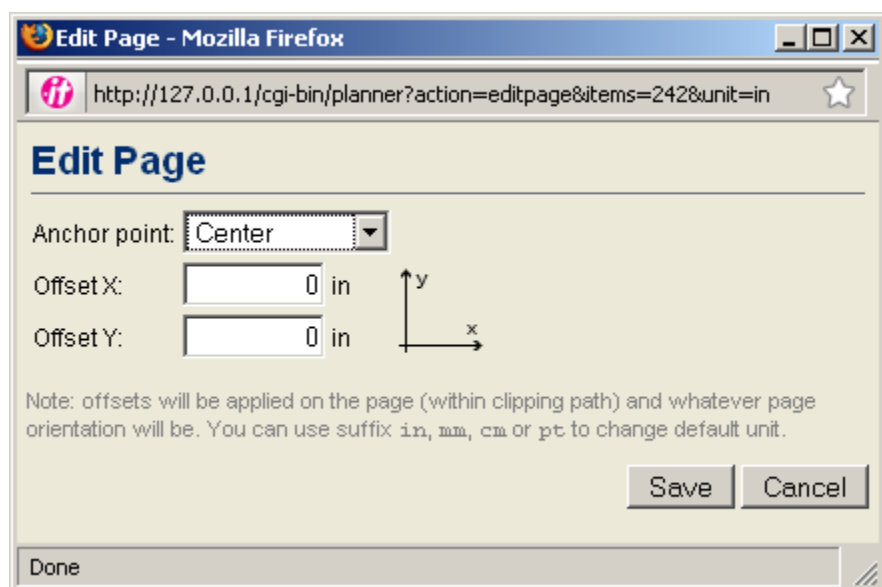
The figure below shows an example of how the template selected for the back side of Sheet 3 (2-UP 8.5x11) is different from the base template for the signature (2-UP 11x21).



The example in the figure above shows two templates with different page sizes. Other examples of mixing different templates in the same job might be:

- templates with and without marks
- a template with a CMYK color bar vs. a template with a Black color bar

## Edit Page



By default, all imposed pages are centered. More specifically, each page is centered within a “crop box” whose size is defined by the **Page Size** setting in the imposition template.

The **Edit Page** toolbar button opens the dialog box shown in the figure above, which allows you to offset a page's position. In other words, you can position a page somewhere else within the crop box rather than in the center.

How to offset a page

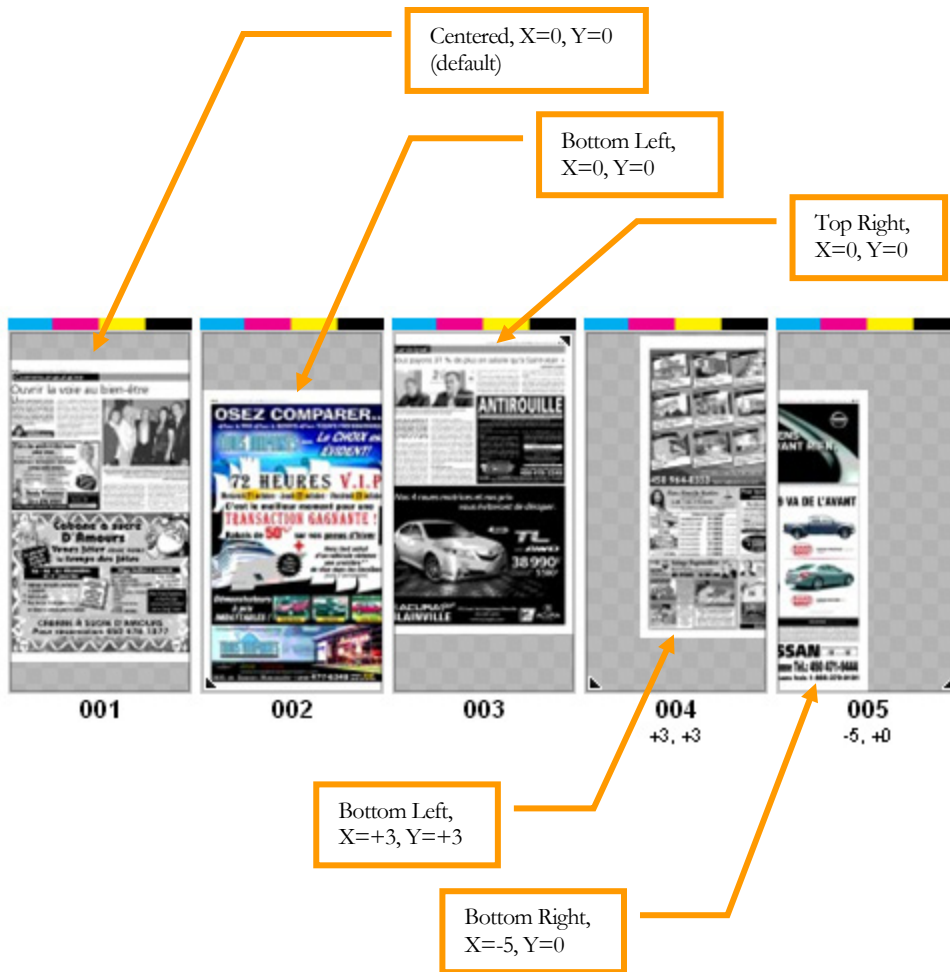
The position of a page within its crop box or “clipping path” can be shifted by changing the **Anchor point**, **Offset X / Y** value, or a combination of both:

- **Anchor point** → select a different **Anchor point**: **Center** (default), **Top Right**, **Bottom Left**, etc.
  - e.g.: 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
  - 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

Offsets applied to pages can be previewed in:

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

### Blank Page



The **Blank** toolbar button becomes visible when the **Show Thumbnail** feature is selected.

- An unassigned page (i.e. one that displays N/A, meaning “not available”) can be specified as being 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

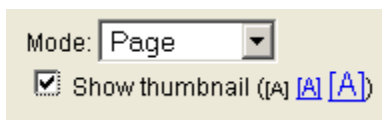
But what is the difference between a page that is “blank” and one that is N/A? *A flat will not be imposed/assembled if it contains an N/A page, whereas it will be assembled if it contains blank pages.* Therefore specifying one or more pages in a flat as blank will allow you to assemble and output a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

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

### 3.7 Impose-it Viewing & Printing tools

This section discusses viewing and printing tools specific to Impose-it. For information about the View-it softproofing tool, refer to the section [View-it](#) on p.29.

#### Imposition View Modes



#### Tip

The **Imposition** viewing modes are not to be confused with the PrePage-it Web viewing modes in the **Pages** and **Signatures** tabs, which are discussed in the [View modes](#) section on p.30.

The imposition layout can be visually displayed with different types of views. The view can be changed from the **View Mode** dropdown list (shown in the figure above), where you can choose one of the following ways to view your publication:

- **Plate** shows all the pages (or if **Job Type** = **Web**, only pages within the selected signature), sheet by sheet, including their orientation
- **Page** shows all the pages (or if **Job Type** = **Web**, only pages within the selected signature) individually and consecutively, without displaying which sheet they belong to or their imposition layout and orientation
- **All Pages** is only available for jobs where **Job Type** = **Web**: it is similar to **Page** view, except that it shows all the pages in the entire job rather than just one signature at a time
- **Customize** mode allows you to customize the pagination sequence of a signature, set dinkies, and more (see [Customize mode options](#) on p.118 for details and also section [3.3 How to set up an imposition](#) on p.75 to view an entire imposition 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 is available, the page will display a N/A sign. 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 from the **Imposition** tab. You can refer to the section [View-it](#) on p.29 for more information.

An additional display option is visible in **Pages** or **All Pages** mode: you can choose between three sizes of page thumbnail previews. The size is selected by choosing one of the three different sized [\[A\]](#) icons next to the **Show Thumbnail** checkbox.

### Imposition Layout - Preview & Printout



#### PDF Preview

The **PDF Preview** toolbar button shows a preview / mock-up of the entire imposition layout, one plate at a time. The preview shows:

- blank pages, not the actual page content image
- all slug lines and furniture / marks (crop, registration, color bars, etc.) that you've added to the imposition
- useful reference information such as page number, page size, signature name (if any was specified), signature side and creep amount



Note that the PDF Preview requires Acrobat Reader to be installed.

#### Printout

The **Print** toolbar button in the **Imposition** tab prints a mock-up of the imposition layout. Like the PDF Preview, it does not print the actual page content image. Rather, it prints the imposition layout of all the signatures, showing the page numbering and orientation of each page.

## 3.8 Impose-it Default Settings

The **Settings** window shown in the figure below is where you can configure some default settings or preferences specific to the Impose-it module.

### Settings

Display units:	<input type="text" value="Imperial"/>	Unit used when entering and displaying a measurement.
Precision:	<input type="text" value="3"/>	Floating point precision used when entering and displaying a measurement.
Page padding:	<input type="text" value="3"/>	Number of digits used in a page number.
Output flat:	<input type="text" value="&lt;flatid&gt;-&lt;job&gt;_&lt;side&gt;&lt;h"/>	Naming convention for flat.
Backup folder:	<input type="text" value="./planner_backups/"/> <input type="button" value="Backup now"/>	Folder where the database will be backed up when updates are applied.
Import folder:	<input type="text" value="import"/>	Directory to scan for publications to import.
Delete after:	<input type="text" value="0"/>	Days after which enabled publications will be deleted (enter 0 to never delete them).
Default pagination models		
2 UP:	<input type="text" value="Standard"/>	Pagination model to use when creating 2 UP signatures
4 UP:	<input type="text" value="Standard"/>	Pagination model to use when creating 4 UP signatures
8 UP:	<input type="text" value="Standard"/>	Pagination model to use when creating 8 UP signatures
<input type="button" value="Save"/>		

To access the **Settings** window:

1. Go into any job and click the **Imposition** tab.
2. Click the **Templates** toolbar button. This will open a new window.
3. In the new window, click the **Settings** link.

Note that after making any changes to the settings, you must click the **Save** button to keep the changes.

#### Display units

**Display units** is for display purposes within Impose-it. Measurements can be displayed in **Imperial** (i.e. inches), **Metric** (i.e. mm) and **Points**.

## Precision

The **Precision** setting lets you choose how many numbers after the decimal will be used for measurements. For 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 Impose-it.

For example, let's say you configure **Page padding**=3. If you then add a new signature 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.

This default setting can be overridden in a specific job by configuring the [Page Padding](#) setting in the job's imposition **Properties** (see p.110).

## 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.

Default **Output Flat** (filename) = <flatid>-<job>\_<side><half>.ps

The table below shows some sample filenames generated from the default **Output Flat** setting, namely: (i) the PS file sent to the Flats\_Assembly queue and (ii) 1-bit TIFF plate files produced by the Flats\_Assembly queue.

### Note

If a code/token does not exist for a job, it will not be included in the flat's filename. For example, the sample filenames shown below are from a job which does not contain any half sheets, therefore the code/token <half> does not add anything to the filenames.

Output Flat sample filenames (based on the default = <flatid>-<job>_<side><half>.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	

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 **Signatures** tab while in **View by: List**
- <job> → PrePage-it Web job name
- <side> → Front or Back
- <half> → L is left part of half-sheet, R is right part (applies to half-sheet jobs only)
- <web> → web or sheet number, as seen in **Imposition** tab

Backup folder

The **Backup folder** should be left at the default setting.

In order to make backups of the PrePage-it Web database and Impose-it templates, 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. Detailed information about this module can be found in the *PrePage-it 7 User Guide*.

Import folder

The **Import folder** is only used in exceptional cases. Leave at the default setting unless specified otherwise by a Polkadots specialist.

Delete after

#### Note

If you have a PrePage-it Web build that is newer than v3.5.2.3, then you may not see this setting.

This setting is no longer applicable in a current PrePage-it Web / Impose-it configuration. If you wish to establish an automatic clean-up procedure for your PrePage-it Web jobs, please use the [Auto Delete Jobs](#) setting, as explained on p.153.

Default pagination models

#### PAGINATION MODELS OVERVIEW

Pagination models provide ready-made page numbering patterns, which can be used as a basis for your imposition signatures. A number of pagination models are included with Impose-it for your convenience.

#### Tip

Pagination models assume that all the signatures in a job use the same template and binding style. Therefore pagination models cannot be used for mixed jobs (for e.g., one signature 2-Up and another signature 4-Up).

Pagination models make it easier for operators to adapt an imposition job to different printing presses, folding machines and publication types:

- as an example, a pagination model may correspond to the page numbering scheme you require for a double-plate setup (i.e. a press with two plates per cylinder) or 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

If your production environment requires page numbering schemes which do not match any of the available pagination models, there are two alternatives at your disposal:

- manually paginate an imposition layout (to know how, go to the section [3.3 How to set up an imposition](#) and read step [5](#) on p.80), or
- 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)

## HOW DEFAULT PAGINATION MODELS WORK

Default pagination models

2 UP:	<input type="text" value="Standard"/>
4 UP:	<input type="text" value="Standard"/>
8 UP:	<input type="text" value="Standard"/>

When signatures 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 as the default any of the pagination models that are available in the **2 UP / 4 UP / 8 UP** dropdown menus
- the selected default pagination models will take effect in all new jobs i.e. both Sheet fed and Web
- if a job requires a pagination model other than the default one, it can be changed from inside of any Web job (but not from any Sheet fed jobs) – to know how to change it, refer to the section [How to re-paginate a signature](#) on p.119

## 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. **Job Type = Web**.

## PAGINATION MODELS AVAILABLE

The following pagination models are available in the Impose-it module:

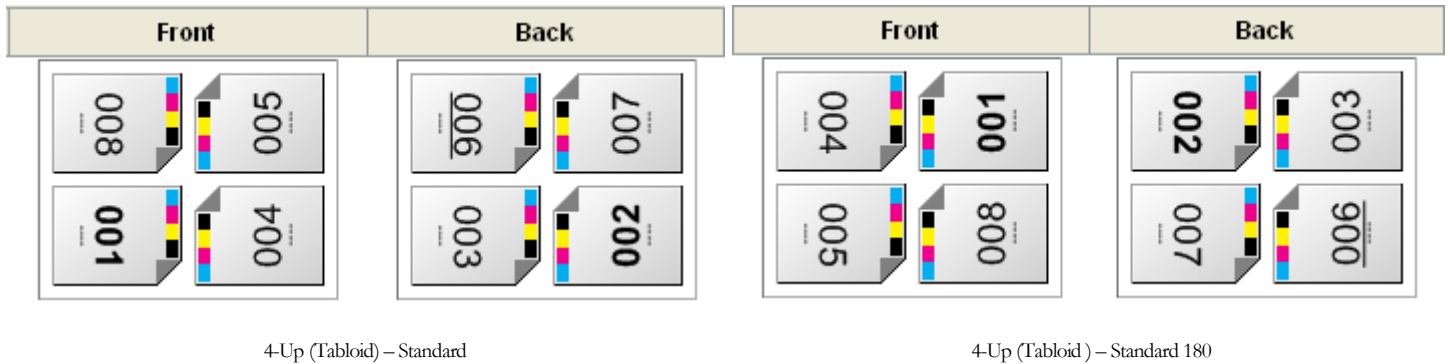
- **Standard & Standard 180**
- **Straight & Straight 180**

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

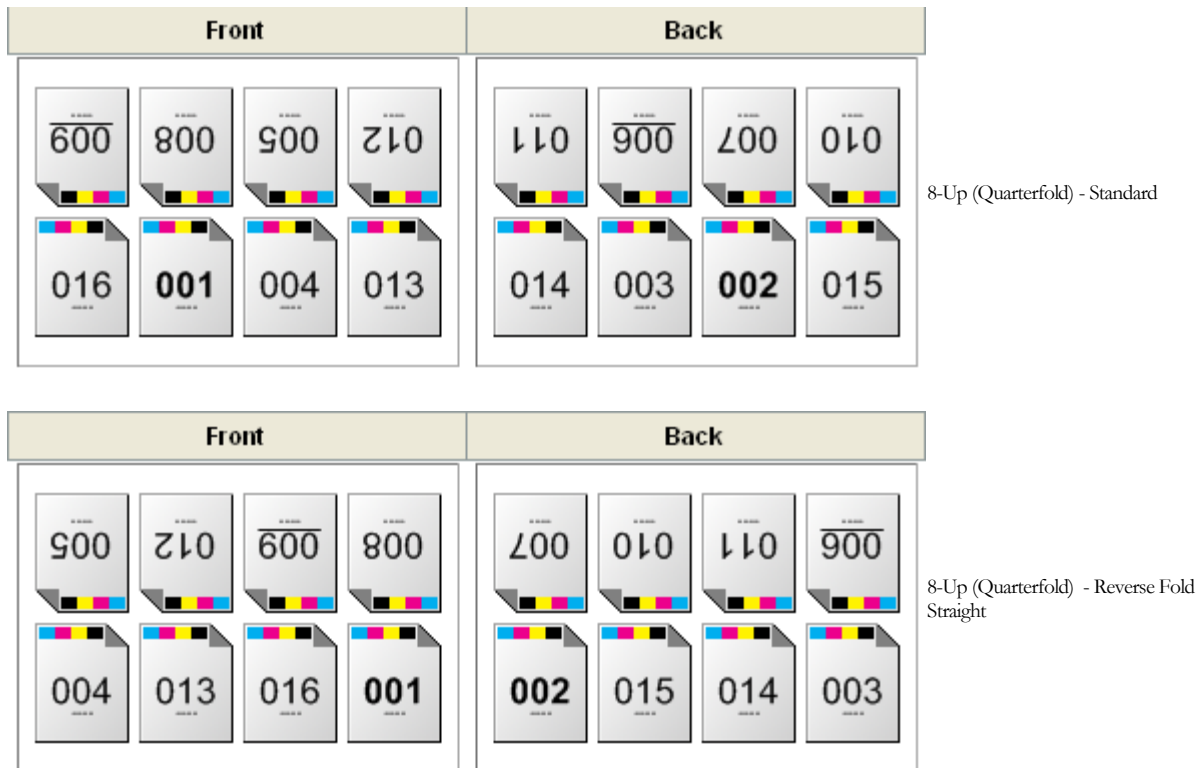
In general, the "180" pagination models rotate each side of a sheet by 180 degrees i.e. the front plate is rotated by 180° and the back plate is rotated by 180°. Note that you will not see the same pagination models listed when you view the **2 UP / 4 UP / 8 UP** dropdowns menus.

#### ILLUSTRATED EXAMPLES

The figure below shows an example of an 8-page 4-Up (Tabloid) section: Standard vs. Standard 180. The Standard 180 rotates the front or top by 180 degrees and the back or bottom by 180 degrees.



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.



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.

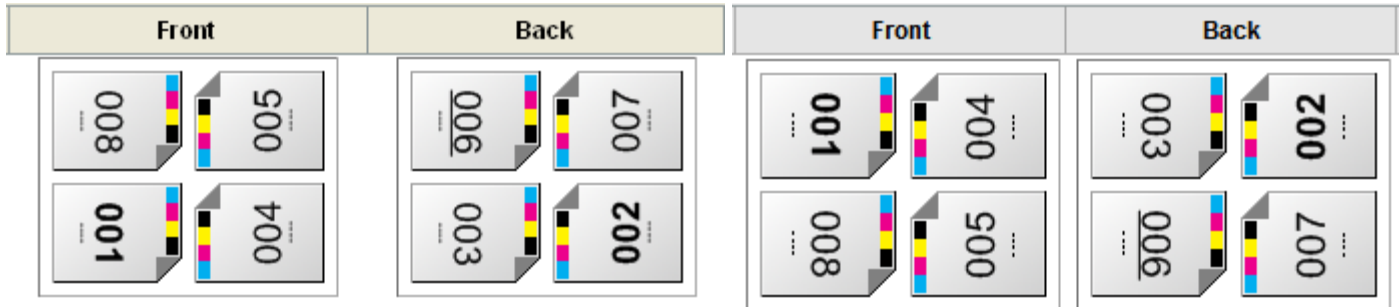
The figures below illustrate an example of the page numbering layouts of the Straight vs. Collect pagination models, in a 16-page 4-Up (Tabloid) setup.





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 4-Up (Tabloid) setup.



4-Up (Tabloid) – Standard

4-Up (Tabloid) – Arabic

## Chapter 4 - Administrator configuration

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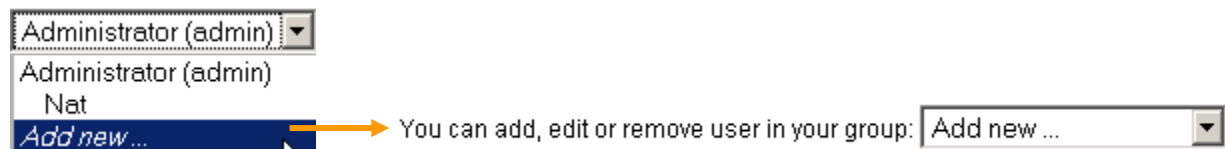
This chapter discusses the settings that the PrePage-it Web Administrator can set. These settings are all found in the **Settings** window. Here you can:

- create/modify user accounts
- set **Queue Visibility** for users
- configure e-mail (staff) notifications
- set **Server Configuration** preferences
- configure **Job Definition** setup
- select **Available tools**

### 4.1 Managing User accounts

Creating a new user

1. Create a new user by selecting **Add New** from the dropdown list.



2. Specify the required **User information**:

**User information :**

Manager :	<input type="text" value="jane (Operator)"/>	Select in which group the user will belong.
Class :	<input type="text" value="Super-user"/>	Can create users, view their jobs, create status levels, and control approval
Login :	<input type="text"/>	Identifier used to login to Send-it. Case is not sensitive.
Full name :	<input type="text"/>	Optionnal name used for display. Can also be used as login.
Description :	<input type="text"/>	Arbitrary text you may want to associate to this user.
Password :	<input type="text"/>	Case sensitive, can be empty.
Confirm :	<input type="text"/>	

☐ Allow super-user to access signatures tab

- a **Manager:** determines the user group to which the new user will belong. 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**, **Password** and **Confirm**. **Full Name** and **Description** are optional.
- d Specify any applicable options e.g. **Allow super-user to access signatures tab**. Options available depend on user level or class.
- e Click the **Add** button.

### Modifying an existing user

1. Select a user from the dropdown list.

## Settings

You can add, edit or remove user in your group: unat1

**User information :**

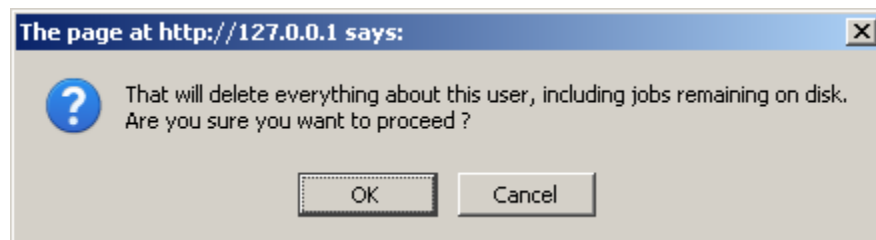
Class :	<input type="text" value="User"/>	Can view jobs of same user group, subr pages/jobs
Login :	<input type="text" value="unat1"/>	Identifier used to login to Send-it. Case i
Full name :	<input type="text"/>	Optionnal name used for display. Can a
Description :	<input type="text"/>	Arbitrary text you may want to associate t
Password :	<input type="password" value="....."/>	Case sensitive, can be empty.
Confirm :	<input type="password" value="....."/>	

☒ Allow user to approve / reject jobs

2. Make the required changes and click the **Modify** button.

### Note

To remove a user, select the user from dropdown list and click the **Delete** button. This will delete everything associated with the user, including jobs on the hard disk (see figure below).





## 4.2 Queue Visibility

It is possible to set which queues will be visible to which users.

## Note

Queue Visibility determines whether queues are accessible for uploading jobs by showing or hiding them in the **Jobs** window (specifically **Pages/Signatures**) and in the **PrePage-it Upload** window. Queues are *always* visible in the **Queues** window for the purpose of queue management.















## 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
- set this by selecting **Administrator** from the dropdown list, then specifying (clicking) which queues should be visible  or hidden 

You can add, edit or remove user in your group: Administrator (admin) ▼



**Global queue visibility :**

Here you can set the visibility of queues.

	<input type="checkbox"/>	<input type="checkbox"/>
NORM_PAGES_CMYK :		
NORM_PAGES_K :		
NORM_PAGES_SPOT :		
Flats_Assembly :		
To_CTP_G4 :		
PPIT_HQN_1bitTIFF :		
Upload only :		

## Customer Queue Visibility



















- Customer Queue Visibility refers to Superusers and Users, 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 entire user group (i.e. all Users in his/her group or branch)

- set this by selecting a **Superuser** from the dropdown list, then specifying which queues should be visible  or hidden 

You can add, edit or remove user in your group: medjournal ▼

Queue visibility for super-user 'medjournal':

Here you can set the visibility of queues. If a c

	<input type="checkbox"/>	<input type="checkbox"/>
PAIRS :		
1bitTIFF :		
To_CTP_TIFFs :		
FURNITURE :		
PAGES_SPOTS :		
PAGES_CMYK :		
PAGES_BLACK :		
PAGES_SPOTS_RIP8 :		
PPIT_HQN_TIFF :		

## 4.3 Job Definition settings

A workflow can be configured to work in Standard mode or Job Definition mode.

In Standard mode, you submit files and then choose which queue they should be RIPped in.

In Job Definition mode, you must name your files according to a pre-established filenaming convention. Then when you submit them via PrePage-it Web or PrePage-it Upload, they will automatically go to the correct queue for RIPping. There is no need to choose a RIPping queue – the software will automatically determine the queue.

### Job Definition mode: brief overview

When configured in Job Definition mode, PrePage-it Web will automatically determine the RIPping queue for each submitted file by:

- analyzing the filename and identifying its page number
- looking up the attribute that an operator has associated with this page number in the **Job Definition** tab (only visible when Job Definition mode is enabled)
- referencing the queue that has been associated with this attribute in the administrator's **Settings** window (**Job Definition** panel)

More in-depth information about Job Definition mode can be found in the section [5.5 Job Definition workflow](#) on p.162. To know more about how to name your files when working in Job Definition mode, refer to the section [Page Prefix](#) on p.150.

#### Attribute-Queue matchups

The **Job Definition** panel of the **Settings** window is where you associate attributes to queues. That is, for each attribute or combination of attributes, you specify which queue a page should be submitted to. Some examples of page attributes are:

- colorspace (e.g. CMYK, Black)
- trapping settings
- scaling factor (e.g. 99.86%, 99.54%)

The default attributes listed in the **Settings** window are **CMYK**, **Black** and **Spot**, but others can be added to this list so as to correspond to a customer's workflow requirements.

As mentioned previously, the section [5.5 Job Definition workflow](#) on p.162 contains more information on this topic, including attribute sets.

## 4.4 E-mail (Staff) Notifications

### Sales staff / notifications :

This list let you configure notifications that people may receive upon action from user.

Sales representative (add new)	E-mail	User managed	Action
Jack Brown	jbrown@xyz.com	all	<a href="#">Edit</a> , <a href="#">remove</a>
John B	johnb@xyz.com	printmag, acmeprint	<a href="#">Edit</a> , <a href="#">remove</a>
Mary J	maryj@def.com	all	<a href="#">Edit</a> , <a href="#">remove</a>

- notifies specified staff members that certain PrePage-it Web events (e.g. jobs submitted, jobs approved, job errors) have occurred
- notified users are typically sales (or other) staff, but can be anyone with an e-mail address – person is not required to have a PrePage-it Web user account

### Note

The **Server Configuration** → **SMTP** settings must be configured in order for e-mail notifications to work. See [SMTP settings](#) on p.153 for more information.

## 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.152 for details.

## How to configure e-mail notifications

To set up a staff member to receive e-mail notifications:

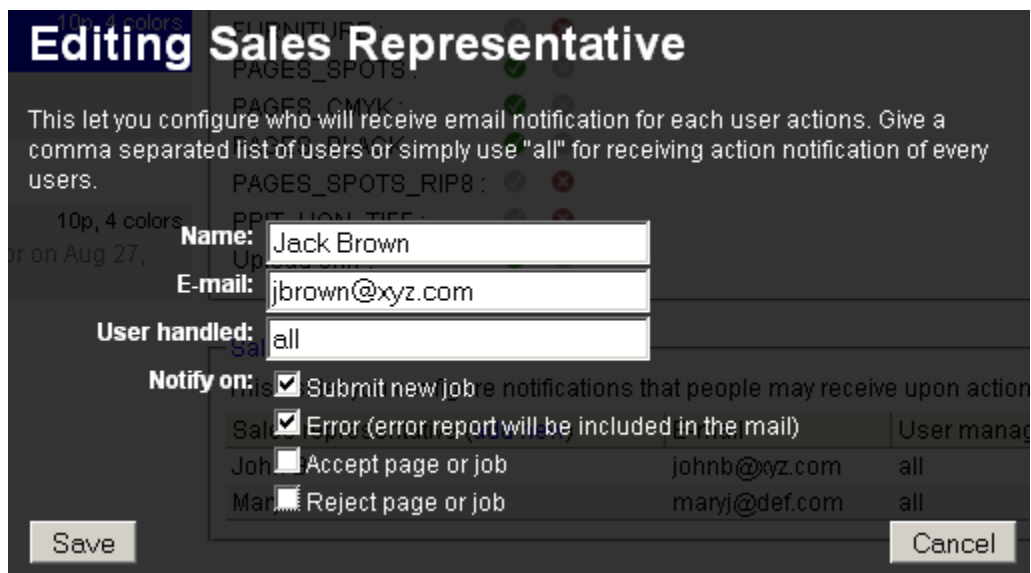
1. Click the **Add New** link.
2. Provide the staff person's **Name** and **E-mail** address.
3. Specify which events (**Notify on**) and which users (**User Handled**) they should be notified about.

## Tip

**User 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.

Two examples are shown below.

Sales representative ([add new](#))



**Editing Sales Representative**

This let you configure who will receive email notification for each user actions. Give a comma separated list of users or simply use "all" for receiving action notification of every users.

10p, 4 colors

Name:

E-mail:

User handled:

Notify on:

- ☒ Submit new job e notifications that people may receive upon action
- ☒ Error (error report will be included in the mail)
- ☐ Accept page or job
- ☐ Reject page or job

Name	E-mail	User handled
John	johnb@xyz.com	all
Mary	maryj@def.com	all

Save Cancel



In the figure above, Jack Brown will receive e-mails whenever any user (**User Handled: all**) submits a new job (**Submit new job**) or gets errors (**Error**).

Below, John B will receive e-mails when certain specific users (**User Handled: printmag, acmeprint**) approve a job (**Accept Page or Job**).

**Editing Sales Representative**

This let you configure who will receive email notification for each user actions. Give a comma separated list of users or simply use "all" for receiving action notification of every users.

Name: John B

E-mail: johnb@xyz.com

User handled: printmag, acmeprint

Notify on:

- ☐ Submit new job
- ☐ Error (error report will be included in the mail)
- ☒ Accept page or job
- ☐ Reject page or job

Save Display units: Imperial Unit used when disp Cancel

#### Note

The **Notify on:Accept** and **Notify on:Reject** options will apply either to pages or jobs, depending on how you configured **Job Approval** in the **Server Configuration** (see [Job Approval](#) on p. 146 for details).

## 4.5 Available Tools

The **Available Tools** panel allows the Administrator to hide tool commands from the interface (mainly from the **Pages** or **Signatures** tab), as shown in the figure below. Any tool can be shown/hidden by clicking on it.



## 4.6 Server Configuration

The **Server Configuration** panel contains settings that the Administrator can configure which affect PrePage-it Web on a global level.

### Tip

To preserve any changes made to the **Server Configuration** settings, click the **Save Changes** button at the bottom of the window.

### Display Units

Select the measurement unit that will be used by PrePage-it Web.

### Job Approval

#### Important

The **Job Approval** parameter was designed as an option for those who set up a **Send-it stand-alone** configuration (i.e. without PrePage-it Web). In a PrePage-it '09/'10 workflow it does not normally have any effect, except regarding the **Sales Staff (e-mail) notifications**. See details below.

- determines whether job approval will be on a per-job (**Entire Job at once**) or per-page (**Page per page**) basis:

**Entire Job at once** (the default setting) means that:

- upon approval of a job, the entire job will be moved to the **Approval directory** (if one is specified)
- if pages are approved individually, they will not be copied to the **Approval directory**
- **Sales Staff (e-mail) notifications** will be sent per job
- **Mail Digest** is not necessary (i.e. it can be left at the default = 0)

**Page per page** means that:

- upon approval of a page, that page will be moved to the **Approval directory** (if one is specified)
- a job cannot be approved as a whole

- **Sales Staff (e-mail) notifications** will be sent per page, according to the time interval specified in the **Mail Digest** option
- if no **Approval directory** is specified, then pages/jobs will not get copied anywhere after approval

### Tip

The choice that you make for the **Job Approval** setting has no effect on the imposition of pages via the Impose-it module.

## Job Sorting

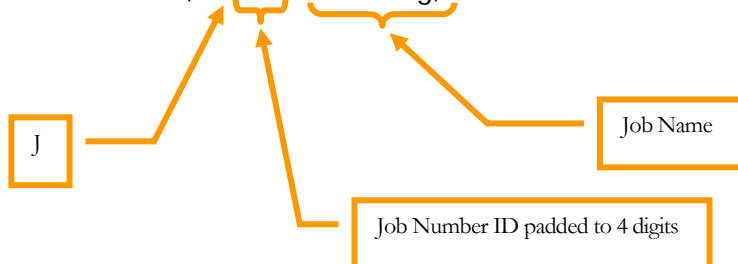
The **Job Sorting** parameter determines the name of the job folder on the hard disk in which a job (submitted via PrePage-it Web) is stored after it is RIPped.

### Note

The PrePage-it Web **Job Sorting** 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.

As an example of how job folder names are generated from the **Job Sorting** parameter, we'll look at the default setting of J%04N-%J, which means the following:

- J → literal character (J is an abbreviation for Job, but you can put any other characters anywhere in the job folder name)
- %N → Job Number ID (as seen in PrePage-it Web's **Jobs** window - it automatically increments with each new job)
- 04 → refers to number padding (i.e. if number is less than 4 digits, will pad with 0's)
- %J → Job Name (as seen in PrePage-it Web's **Jobs** window)
- this default setting will produce job folder names such as these examples: J0030-Seacoast, J0147-FashionMag, J0055-SharedJob



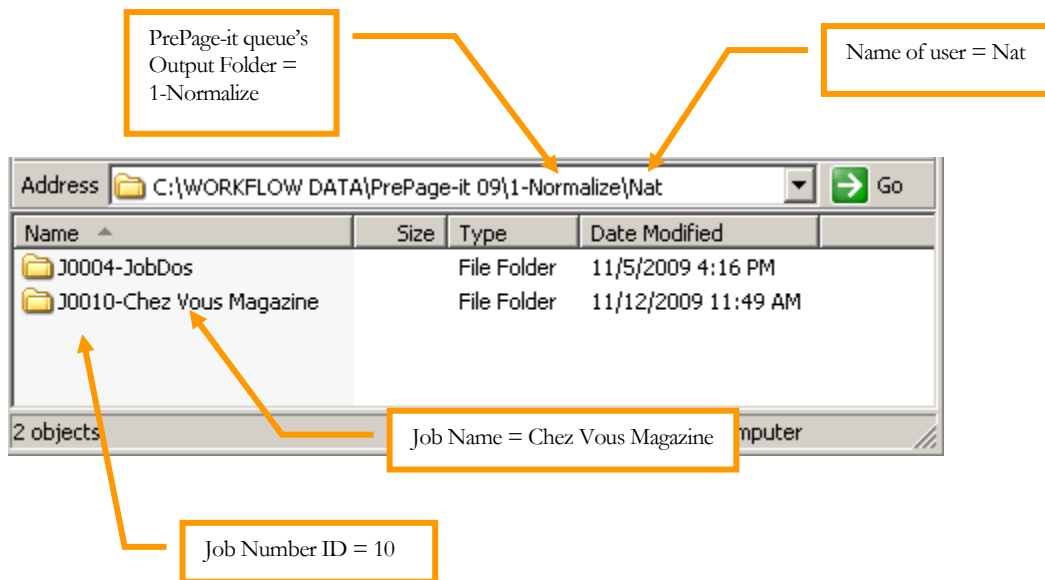
If the **Job Sorting** setting needs to be changed from the default, observe the following tips:

- it is recommended to include the Job Number ID and Job Name
- 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)

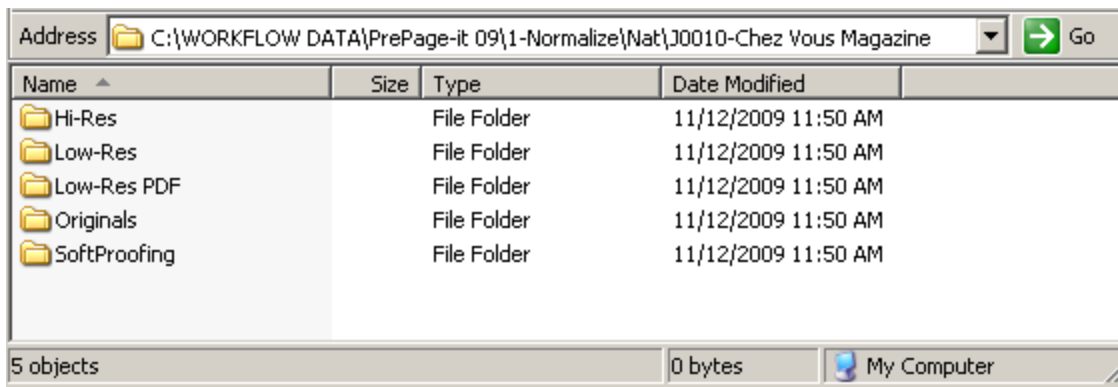
#### Job Sorting Overview

On the hard disk, job folders are organized with this structure: Output Folder\User\Job Folder (see sample figure below):

- Output Folder → PrePage-it Viewer queue's **Output Folder**
- User → the user who submitted the job
- Job Folder → generated according to PrePage-it Web's **Job Sorting** settings (e.g. J%04N-%J)



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):

- by default this option is selected, which means that job folders on the hard disk are organized with the following structure: Output Folder\User\Job Folder  
e.g. \WORKFLOW DATA\PrePage-it 09\1-Normalize\Nat\J0010-Chez Vous Magazine
- if this option is unchecked, job folders on the hard disk will be organized with the structure: Output Folder\Job Folder  
e.g. \WORKFLOW DATA\PrePage-it 09\1-Normalize\J0010-Chez Vous Magazine

Refer to the entire section on [Job Sorting](#), starting on p.147, for more information about job folder structures on the hard disk.

### Tip

If you disable customer sorting, it is recommended to include the Job Number ID in the job folder names. In the absence of the Job Number ID, all PrePage-it Web job names will have to be unique. Otherwise, two jobs may get mixed up in the same job folder on the hard disk.

## Page Prefix

Specifying something for the **Page Prefix** will activate the **Job Definition** mode. If this parameter is left blank, **Job Definition** mode will be disabled and therefore this parameter will have no effect on PrePage-it Web.

When something is specified for the **Page Prefix**, the following will occur:

- **Job Definition** mode will be enabled (and by consequence, the **Job Definition** window will become visible next to the **Pages** and **Signatures** windows)
- uploaded pages will be verified to see if they conform to the filename template that has been specified as the **Page Prefix** - if they do not conform, pages will not be processed until they are appropriately renamed
- the page number will be extracted from the filename of an uploaded page to help determine which RIPping queue the page should be sent to

### Warning

The **Page Prefix** parameter should only be used when a PrePage-it Web workflow is configured to work in **Job Definition** mode. Otherwise, it should be left blank.

## Page Prefix & Job Definition

A company whose workflow is configured in **Job Definition** mode must choose a filename convention for its uploaded pages, which all its operators must adhere to. This filename convention will be specified in the **Page Prefix** parameter. How to specify the **Page Prefix** filename template is explained in the section [How to specify the Page Prefix](#) on p.151.

PrePage-it Web will verify uploaded pages to see if they conform to the **Page Prefix** filename template. Depending on whether or not an uploaded page conforms to the **Page Prefix**, one of the following will occur:

- if the filename of an uploaded page *matches* the **Page Prefix**:
  - 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 (reminder: the queue-attribute associations are configured in the **Settings > Job Definition** panel – see [Attribute-Queue matchups](#) on p.143 for more information)

- if the filename of an uploaded page *does not match* the **Page Prefix**:
  - the page will show up in the **Notes** panel
  - it will remain there until the file is renamed so as to correspond to the **Page Prefix** filename template
  - when the file is correctly named, it can be re-submitted for processing

#### How to specify the Page Prefix

- when establishing the **Page Prefix**, the main thing is to specify where in the filename PrePage-it Web will be able to find and extract the page number
- the **Page Prefix** filename template can be specified using the following characters and codes/tokens:
  - <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
  - ? → match any single character
  - \* → match 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
- Page Prefix examples:
  - <Prefix>- → a filename where the page number is what comes before the first dash  
e.g. 007-job1.ps, 09-job2.pdf
  - \*-<Prefix:3>.pdf → a filename where the page number comes after the dash, is only 3 digits long, and is followed by .pdf e.g. job123-008.pdf, jobabc-012.pdf
  - \*-<!><Prefix><!>\*.pdf → 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

## Mail digest

Determines how often e-mail (staff) notifications will be sent:

- type a number representing time interval 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
- used mainly if **Job Approval** is set to **Page per page** in order to prevent e-mails from being sent too frequently - otherwise (if **Job Approval** is set to **Entire job at once**) can be left at default = 0
- to disable e-mail notifications, delete the **SMTP Server** settings

## Approval directory

- where an approved page/job will be copied upon approval
- required in a Send-it stand-alone configuration (i.e. without PrePage-it Web) - normally not required in a PrePage-it '09/'10 workflow (i.e. with PrePage-it Web)

### Tip

If a workflow does not require an **Approval directory**, it should be left blank – as a result, pages/jobs will not be copied anywhere upon approval.

## Approval filter

This parameter was designed to be used in a Send-it stand-alone configuration (i.e. without PrePage-it Web) – it is not normally used in a PrePage-it '09/'10 workflow (i.e. with PrePage-it Web).

The **Approval Filter** determines which types of files will be copied on approval, if an **Approval Directory** has been specified. More specifically, this filter can be used to copy only a part of the RIPped job to the **Approval Directory**, for example, only the low-res files.

If the **Approval Filter** is left blank, which is the default setting, the entire RIPped job (hi-res, low-res, etc.) will be copied to the **Approval Directory**.

Some sample filters are listed below:

- Lowres\* → will copy all low-res files
- Lowres Standard → will copy only standard low-res files
- Lowres PDF → will copy only PDF low-res files



More samples are listed in the PrePage-it Web **Settings** tab. The filter may contain multiple entries, as long as each entry is separated by a comma.

### 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, signatures, imposition layout, etc.

This 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.

### Temporary folder

- the **Temporary Folder** is required by PrePage-it Web to temporarily store data
- the default is C:/Temp, but it can be changed to another local folder
- PrePage-it Web manages this folder and automatically removes data when it is no longer necessary

#### Warning

The **Temporary Folder** is required by PrePage-it Web to do its job. Never delete this folder.

### SMTP settings

- required for staff e-mail notifications (i.e. to send e-mails)
- 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

To disable e-mail notifications, delete the **SMTP Server** settings.

## Reminder

As mentioned earlier, click the **Save Changes** button to preserve any changes made to the **Server Configuration**.

## Chapter 5 - Special & Advanced Topics

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### 5.1 Send-it

#### Overview

Send-it is an optional, payable module that may be added to PrePage-it Web. It is designed for remote job submission, e-proofing and job approval. It gives external customers or 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” jobs and to consequently approve or reject them. Once they approve a job, internal operators take over to complete the job, typically by imposing the low-res pages and sending the imposition back to the RIP for assembly and output.

Send-it is typically installed and operated as an add-on to PrePage-it Web, within a software package such as PrePage-it '09/10. It integrates seamlessly into the PrePage-it Web interface and adds powerful functionality to your workflow. All jobs submitted by external customers via Send-it will be visible within PrePage-it Web. Internal operators will be able to softproof them, to download the low-res (for imposition) pages and to work with them just as they do with their own internal jobs. An overview of how to set up and work with Send-it in this type of workflow is described in the section [Send-it & PrePage-it Web](#), starting on p.155.

In some cases Send-it may be coupled with software packages other than PrePage-it Web. For example, it can be configured to work with the NEWSflo newspaper workflow. However note that this requires a different installation setup and also a slightly different way of working with the software. The specifics about this type of setup are detailed in the *Send-it 3x Practical Guide* and also the tech note *How to set up Send-it with NEWSflo*.

#### Send-it & PrePage-it Web

When Send-it is added unto a PrePage-it Web installation, the integration is seamless. All that is required is that the Polkadots dongle be activated with the Send-it option. Nothing needs to be installed.

Once activated, your customers/suppliers will be able to log on to a Send-it web interface from their own workstations. They will then be able to submit pages directly into your workflow for processing. After their pages have been RIPped, they can softproof it themselves and approve/reject them, just like your own internal operators can do. Customers/suppliers will be

basically limited to these functions. They will not have access to imposition aid tools and queue management. However it is possible for you to authorize a Super-User to softproof and approve signatures for their own jobs. Customers/suppliers will only be able to see their own jobs. Once they approve their own pages and jobs, an internal operator will generally take it over and complete the job.

The way that external customers/suppliers work with Send-it is similar to the way internal operators use PrePage-it Web.

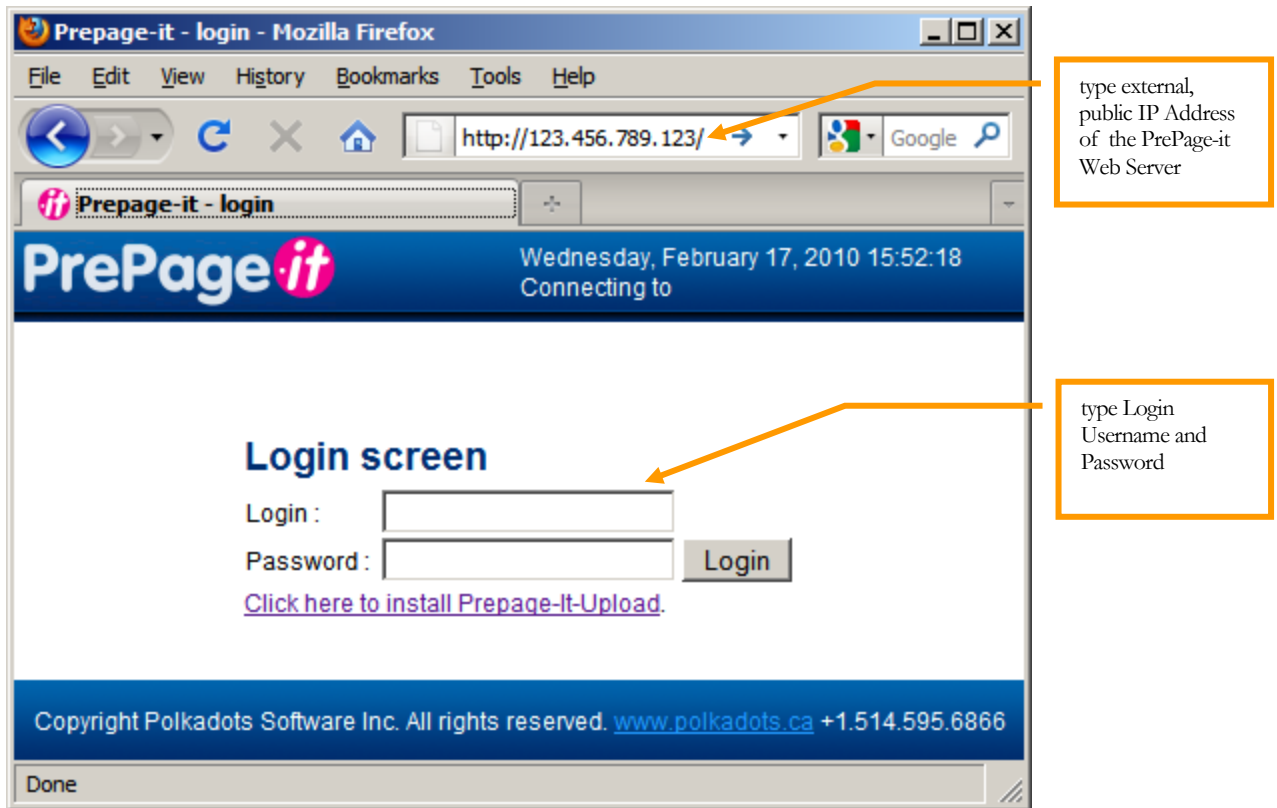
#### Tip

To see the Send-it interface that your customers/suppliers are using when they submit jobs to you, create a Super-User or User account and log on with that account.

#### 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 customers/suppliers:

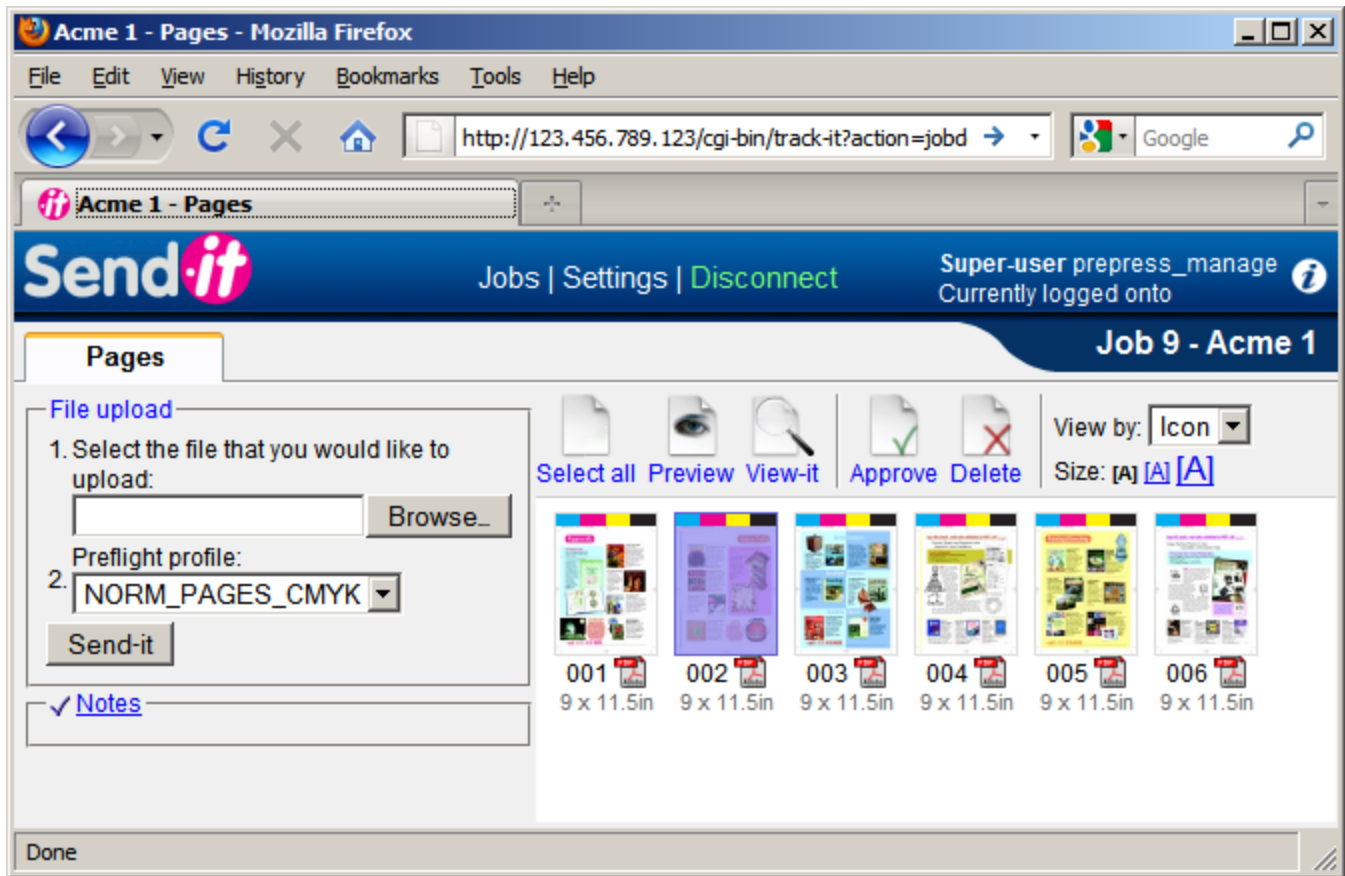
- each one of your customers/suppliers should be assigned one Super-User account i.e. one Super-User account per company (generally given to the prepress manager or equivalent)
- if a company wants additional employees (not just the prepress manager) to work with Send-it, then a User account can be created for each employee who needs to submit jobs, softproof them, etc.
- User accounts can be created and managed by the Super-User (e.g. prepress manager) for any of his/her employees – as an alternative, User accounts may be created by the Send-it Administrator instead of the Super-User
- all Super-Users and Users will be able to log on to a 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 and (ii) logging on with their Username 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.

- 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



### Working with Send-it

The following is a summary of main points regarding how your customers/suppliers should work with Send-it:

- they will be able to submit pages to your PrePage-it/RIP “Pages” queues, softproof them and approve/reject them, just like your own internal operators do

#### Tip

If you wish to prevent some Super-Users and Users from submitting jobs directly into a PrePage-it queue, you can hide their queues and ask them to submit pages via the [Upload Only](#) queue (see p.54 for details).

- internal operators will also be able to softproof and approve/reject jobs that have been submitted from external customers/suppliers
- annotation comments can be written by anyone directly in a View-it softproof and will be visible to everyone

- once a job is approved, internal operators can download low-res for imposition files from their PrePage-it Web and then finish the job like any other internal job, for e.g.: impose the low-res pages, send the imposed job to an Assembly queue to make the signatures and finally output the job

#### Reminder

More detailed descriptions of the procedures and tools required by Send-it Super-Users and Users (i.e. submitting jobs, softproofing, approving/rejecting jobs, etc.) are explained throughout this guide.

- you may authorize selected Super-Users to have the ability to softproof and approve signatures

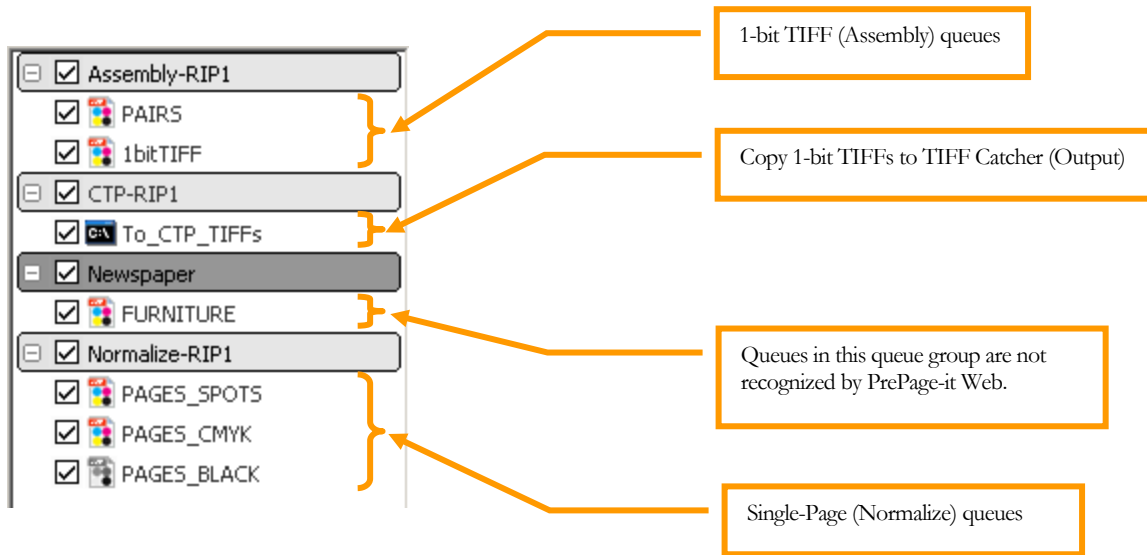
More information about Send-it user accounts, including Super-Users and Users, can be found in the section [2.2 User Accounts](#) on p.47.

## 5.2 PrePage-it Web and PrePage-it Queue Setups

#### Note

To know more about PrePage-it queues, consult the *PrePage-it 7.0 User Guide*.

For the PrePage-it Web application to distinguish between Pages, Signatures and Output queues, the PrePage-it Viewer has to have **Queue Groups** called **Normalize**, **Assembly** and **CTP**, respectively. In fact the queue group names may vary, but they must include the text Normalize, Assembly and CTP somewhere in their name. For example, the queue groups can be called Normalize or Normalize-RIP1 or Normalize\_Pages, Assembly or Flats\_Assembly or Assembly-RIP1, etc.



- **Normalize** queue group contains typical single-page RIPping queues
- **Assembly** queue group contains 1-bit TIFF queues where single pages are assembled into flats
- **CTP** queue group contains an Export to TIFFG4 queue – this will copy your 1-bit TIFFs to the queue’s **Output Folder**, which is typically configured to be the workflow’s TIFF Catcher hotfolder

PrePage-it queue groups which do not follow the naming convention described above will not be recognized by PrePage-it Web. This means that jobs cannot be submitted to them via PrePage-it Web/PrePage-it Upload/PrePage-it Printer.

Once the queues and queue groups are configured in the PrePage-it Viewer, they will be visible in the PrePage-it Web window:

- in the **Pages** tab, the Pages queues will be visible from the **File Upload** panel
- in the **Signatures** tab, the Assembly queues will be visible from the **File Upload** panel and the output queues will be listed in the **Output to CTP** dialog box

Note that all file upload queues visible in the PrePage-it Web window (excluding output to CTP queues) will also be available in the **PrePage-it Upload** window.

## 5.3 Submitting jobs via Move-it hotfolders

Move-it is an automation module that can be purchased separately, added to any workflow and used to automate a large variety of tasks. In a PrePage-it Web environment, the Move-it application can provide an additional, convenient way of submitting files to the workflow. For example, it



can be configured so that users drag n' drop job files to hotfolders instead of uploading them directly to RIP queues via PrePage-it Web/PrePage-it Upload.

The benefits of submitting files to PrePage-it Web via Move-it input folders are:

- there is no need to log on to PrePage-it Web/PrePage-it Upload and select a queue and job folder each time a file is submitted
- there is no need to create new job folders – any time a file is submitted, a new job folder will be automatically created whenever it's required
- if required, files can go through various processing stages within the Move-it queue (for renaming, filtering, splitting PDFs, etc.) before being uploaded to PrePage-it Web

In this type of setup:

- typically, the job files that you submit will have to be named according to a specific filenaming convention - for example, filenames may need to include the job name and/or page number (note: the specific filenaming convention to be used is determined during the installation and configuration of your software)
- you will typically have several hotfolders to choose from when submitting a file, where each one will yield a different output (e.g. CMYK, Black & White)
- submitted files are automatically directed to the appropriate queue and job folder – Move-it accomplishes this by relying on information that it extracts from the submitted file, namely (i) the filename and (ii) its input folder

In addition to internal operators being able to upload their job files, Move-it can also be configured so that external customers/suppliers (i.e. super-users and users) can upload pages. By configuring FTP folders as input to the Move-it workflow, pages can be uploaded by customers/suppliers to a particular FTP folder, where they will then be re-directed to the appropriate PrePage-it RIP queue for processing.

The tasks listed above can be accomplished with the Move-it 2.x application, which includes the **PrePage-it Web** action. More technical details about Move-it 2.x can be found in the *Move-it 2.x User Guide*.

## 5.4 Silence mode (for PrePage-it Upload)

PrePage-it Upload can be configured to work in default mode or Silence mode. The difference between these two modes can only be seen if the following two conditions are met:

- (i) you submit files to the RIP by printing from an application using the PrePage-it Printer, also called the **ToPrePageitServer** printer, *and*

- (ii) you are logged on to PrePage-it Upload when you print i.e. the **PrePage-it Upload** window is open

If both of these conditions are met, then you will see the following difference between the modes:

- In default mode: a printed file shows up in the **PrePage-it Upload** window. There you can adjust any required upload settings and then click the **Upload** button to send it to the RIP. The file will not be submitted unless you click the **Upload** button.
- In Silence mode: after a file is printed, it will be immediately submitted to the RIP, according to the settings that you've pre-selected in the **PrePage-it Upload** window.

If, however, you are not logged on to **PrePage-it Upload** when you print your file using the **ToPrePageitServer** printer, then both default mode and Silence mode will give the same result. That is, you will be prompted to log on to **PrePage-it Upload**, after which you will be able to make adjustments to any required upload settings. Finally, you must click the **Upload** button to send it to the RIP.

How to configure PrePage-it Upload to work in Silence mode is beyond the scope of this guide – please consult a Polkadots specialist for help with this topic.

## 5.5 Job Definition workflow

PrePage-it Web can be configured to work in Standard mode or Job Definition mode.

In Standard mode, when you submit files for processing, you must choose which queue (also referred to as a profile) will process them. This is PrePage-it Web's default mode of operation.

In Job Definition mode, there is only one queue, called **Pages: Auto Detect**. Users submit all pages to this queue. When this occurs, PrePage-it Web parses each page and then automatically re-directs it to the correct queue for RIPping. An overview of this feature is given next.

### Job Definition Overview

In Job Definition mode, before files are submitted for processing:

- users who submit files must name them according to a pre-established filenames convention (as specified in the **Page Prefix** template – see [Page Prefix](#) starting on p.150)
- for each job, Operators must specify the following in the **Job Definition** tab:
  - how many sections it contains
  - how many pages per section
  - the page number of each page

- tag each page with an attribute set (i.e. one or more attributes) that describe that page (e.g. color space = CMYK or Black only)

After completing the job definition, users can submit files by choosing **Pages: Auto Detect** from the queue/profile dropdown list within PrePage-it Upload or PrePage-it Web. Choosing the **Pages: Auto Detect** “queue” will automatically send a page to the correct queue for RIPping. The software will figure this out by:

- analyzing the filename and identifying its page number
- looking up the attribute that an operator has associated with this page number in the **Job Definition** tab (only visible when Job Definition mode is enabled)
- referencing the queue that has been associated with this attribute in the administrator’s **Settings** window (**Job Definition** panel)

In fact, those who are logged on to PrePage-it Upload or PrePage-it Web with Super-User or User accounts will not even see any queues listed except for **Pages: Auto Detect**.

#### Note

Those who are logged on as Operator or Administrator will see the complete queue list and will be able to choose any queue for file submission. However, for automatic queue selection, they should choose **Pages: Auto Detect**, which is selected by default when someone logs on while in Job Definition mode.

In addition to automatically routing submitted pages to the appropriate queue, Job Definition mode also provides the possibility of automatically scaling pages. That is, when a page is specified as being a certain size (height and width) in the **Job Definition** tab, that page is automatically scaled if the actual submitted page does not correspond to the specified page size.

#### Job Definition for Administrators

Job Definition mode requires some initial configuration in order to work. Although this is a technical subject which is beyond the scope of this user guide, some basic notions are outlined below. A full configuration of Job Definition mode should only be performed by a Polkadots specialist.

To enable Job Definition mode, specify a **Page Prefix** in the **Settings** window:

- this effectively turns on Job Definition mode, making an extra tab appear inside of each job called **Job Definition**

- the **Page Prefix** setting also serves as a filename template, indicating the type of filename PrePage-it Web is expecting from submitted pages and where in the filename it should extract the page number from
- note that leaving the **Page Prefix** blank turns off Job Definition mode

To instruct PrePage-it Web regarding which queue it should send pages to :

- for each attribute set in the **Job Definition** panel within the **Settings** window, specify which queue the file should go to (see [Attribute-Queue matchups](#) on p.143 for more information)

When working on a job in Job Definition mode, Operators have to assign an attribute set to each page in the job:

- an attribute set is a combination of one or more attributes about a page (e.g. color space, trapping settings)
- the attribute sets appear as a toolbar button in the **Job Definition** window (where operators assign attributes to pages) and also in the **Settings** window (where the administrator associates them with PrePage-it Viewer queues)
- there are three default attribute sets: **CMYK**, **Black**, **Spots**
- it is possible to customize the attribute set list, that is, other attribute sets which are pertinent to your workflow can be added to the list – this requires a manual configuration which should only be performed by a Polkadots specialist



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