

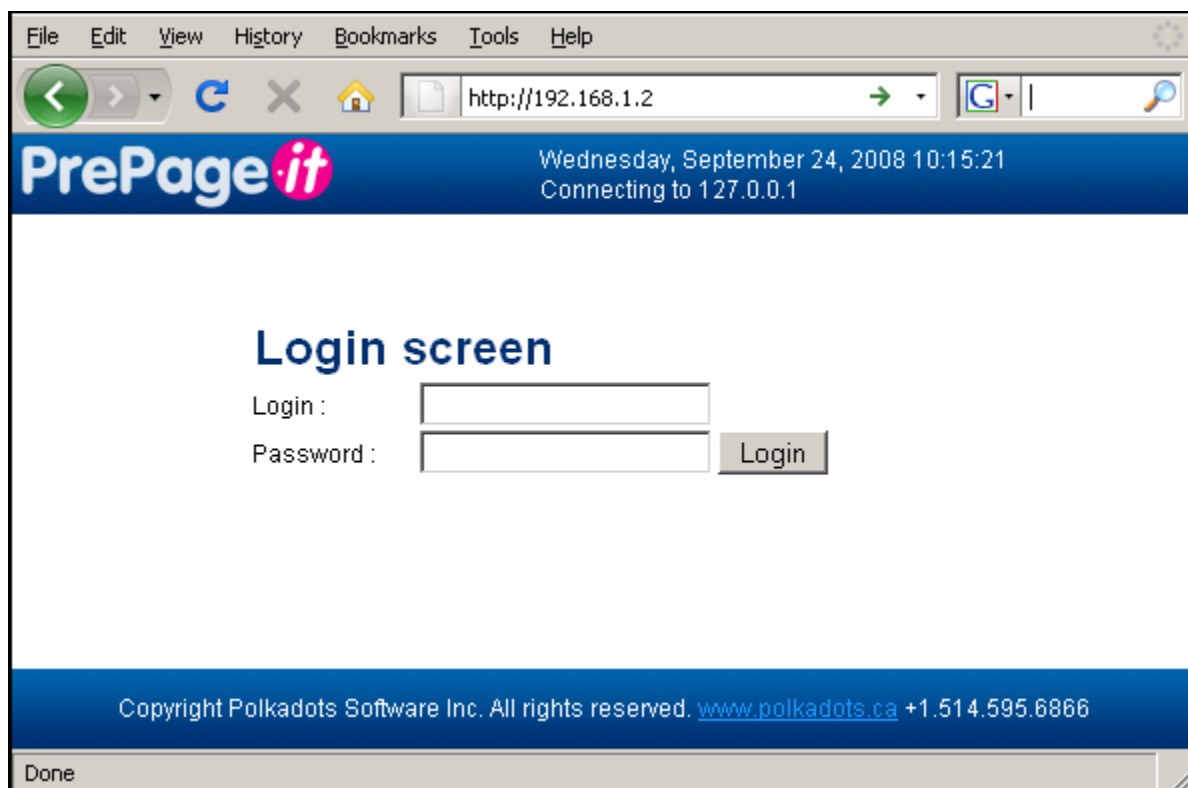
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# POLKADOTS SOFTWARE

## PrePage-it Web 3.5 Primer

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### *Getting Started with PrePage-it Web & Impose-it*



# Table of Contents

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<b>INTRODUCTION .....</b>	<b>4</b>
HOW TO USE THIS GUIDE .....	4
WHAT IS PREPAGE-IT WEB?.....	4
MANUAL VERSION.....	4
WHAT IS SEND-IT? .....	5
<b>CHAPTER 1 - GETTING STARTED WITH PREPAGE-IT WEB .....</b>	<b>6</b>
WHAT CAN YOU DO WITH PREPAGE-IT WEB?.....	6
LAUNCHING PREPAGE-IT WEB.....	7
IP address.....	8
Web browsers .....	8
Browser tips.....	9
HOW TO CREATE A JOB .....	9
Create a job name .....	9
Single Pages .....	11
Imposition and assembly .....	16
Output.....	18
UPLOADING FILES .....	19
Installing PrePage-it Upload / Printer.....	20
PrePage-it Upload and PrePage-it Printer.....	22
IMPOSITION-RELATED TOOLS.....	24
Renumber .....	25
Imposition.....	26
PDF Booklet.....	26
SELECTION OF PAGES/FLATS .....	27
OUTPUT (HARDPROOF TO PRINTER) .....	29
Output Proofing – technical details.....	29
VIEW MODES .....	29
JOB FILTER .....	30
<b>CHAPTER 2 - PREPAGE-IT WEB - QUICK OVERVIEW .....</b>	<b>31</b>
INSTALLATION.....	31
QUEUE MANAGEMENT .....	32
USER ACCOUNTS.....	35
General info.....	36
Administrator .....	37
Operators .....	37
Super-Users.....	38
Users .....	38
User groups.....	39
VIEW-IT .....	39
SEND-IT .....	39
<b>CHAPTER 3 - IMPOSE-IT .....</b>	<b>41</b>
WHAT IS IMPOSE-IT? .....	41
OVERVIEW .....	42
HOW TO SET UP AN IMPOSITION .....	43
IMPOSE-IT TOOLS.....	51
Templates .....	51
Template Editor.....	52
Customize mode features.....	58

Pagination models .....	58
Dinkies.....	59
<i>Imposition View Modes</i> .....	<i>60</i>
Show Thumbnail .....	61
PDF Preview .....	61
<i>Center spread</i> .....	<i>61</i>

# Introduction

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## How to use this guide

- Chapter 1 – [Getting started with PrePage-it Web](#) - contains basic, practical explanations and procedures so that operators can get started with PrePage-it Web
- Chapter 2 – [PrePage-it Web - Quick Overview](#) – contains more detailed explanations about the software, including installation, queue management and user accounts, and also a brief overview of the [Send-it](#) module
- Chapter 3 – [Impose-it](#) - explains how to use the optional Impose-it module to automatically impose pages that have been uploaded, RIPped and approved via PrePage-it Web

## What is PrePage-it Web?

The *PrePage-it Web 3.5 Primer* is an initiation to the PrePage-it Web interface, a web-based job management application for the PrePage-it workflow. PrePage-it Web provides a user-friendly interface that can be launched from any web browser on any Mac or PC workstation. From the web browser window you can submit jobs to the RIP, manage RIP queues, view softproofs, approve/reject jobs, and output them to your output device. The Web interface also contains tools to facilitate imposition, renumber pages, automate e-mail notifications and track submitted jobs.

For customers who have purchased this option, PrePage-it Web also includes the Impose-it module, which is capable of automatically imposing RIPped pages based on pre-defined settings and templates.

## Manual version

The *PrePage-it Web 3.5 Primer* is based on PrePage-it Web v.3.5.1.5 and Impose-it v2.1.0.8

## What is Send-it?

If the Send-it option is added to your PrePage-it Web, external suppliers/customers will also be able to remotely submit files to your RIP, just like an internal operator. They will also be able to softproof and approve their own pages, at which point internal operators generally take over to complete (impose if necessary) and output the job. How to work with Send-it is explained in the section [Send-it](#) on p.39.

Information about other Polkadots Software applications can be found in their respective manuals. In particular, detailed technical information about PrePage-it is contained in the *PrePage-it 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 chapter contains more detailed explanations about how the software works.

### 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 [User Accounts](#) on p. 35, [View-it](#) on p.39 and [Send-it](#) on p.39.

## 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 pre-flighted and RIPped (in PrePage-it queues)
- 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 (low-res **Previews**, **PDF Booklets**, and optionally **View-it** hi-res softproofs)
- print out hard proofs to a printer
- download PDF proofing-resolution files for hard-proofing on a printer
- renumber pages
- approve/delete pages or jobs
- download low-res page files for imposition (on a third-party imposition application)

- with Impose-it, the integrated imposition module (optional), do commercial and newspaper impositions (Sheetfed & Web) within a PrePage-it 09 workflow
- submit imposed jobs (whether created in Impose-it or a third-party imposition application) to be assembled into 1-bit TIFFs
- view softproofs of flats, print out hard proofs, approve, etc.
- output jobs to CTP (TIFF Catcher)
- receive e-mail notifications of events (e.g. approved jobs, errors)
- queue management
- more (depending on user account permissions and purchased options)

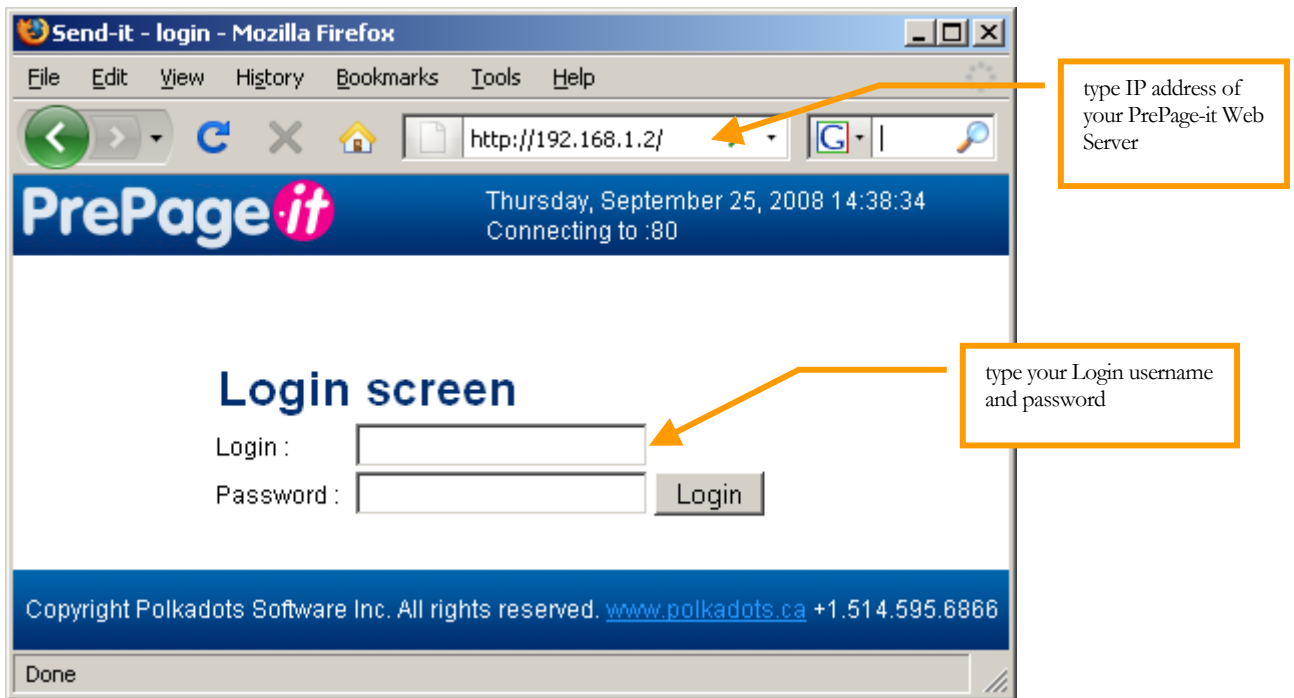
## Launching PrePage-it Web

### 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 in any web browser on any workstation by:

1. Typing the IP address of the PrePage-it Web Server.
2. Logging on with your username/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 this page in your web browser as the home page for quick access.

### Web browsers

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



## Browser tips

- it is recommended to use recent versions of web browsers
- avoid adding extra toolbars and add-ons (e.g. Google toolbar, etc.)
- pop-up blockers and other browser security mechanisms can prevent some PrePage-it Web windows from being displayed

## How to create a job

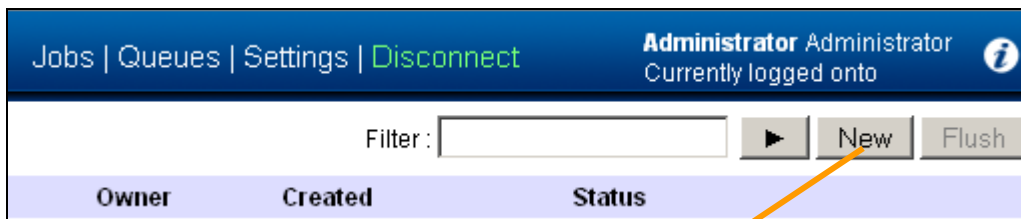
The steps below describe a typical procedure for creating a job with PrePage-it Web from start to finish. The exact steps to follow will vary from one workflow to another, depending on several factors such as (i) whether you upload job files via PrePage-it Web, PrePage-it Printer or PrePage-it Upload, (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 [Uploading Files](#) on p.19 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.



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**.

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

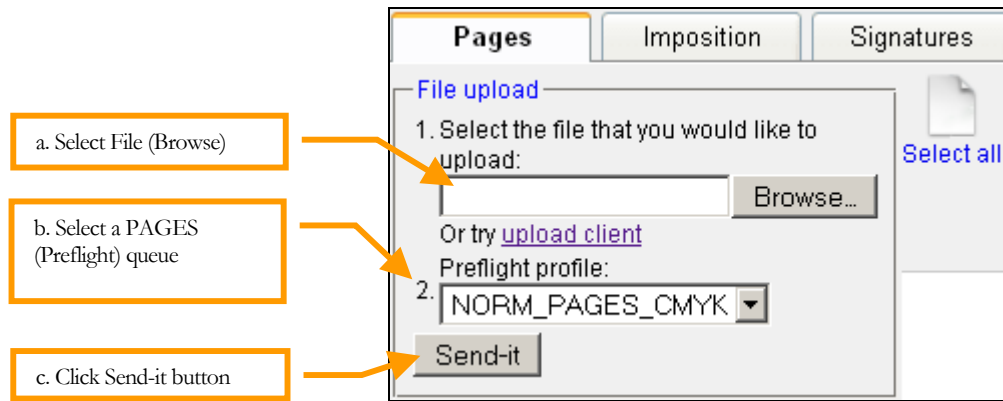
PrePage <sup>it</sup> Jobs   Queues   Settings			
Job List			
<input type="checkbox"/> ID	Name	Info ( <a href="#">Pages</a> )	Owner
<input type="checkbox"/> 6	<a href="#">HEBDO JOURNAL 0417</a>		Nat
<input type="checkbox"/> 5	<a href="#">JobQuattro</a>	4p. 4 colors	Administrator

## Single Pages

2. Upload pages in one of the following ways:

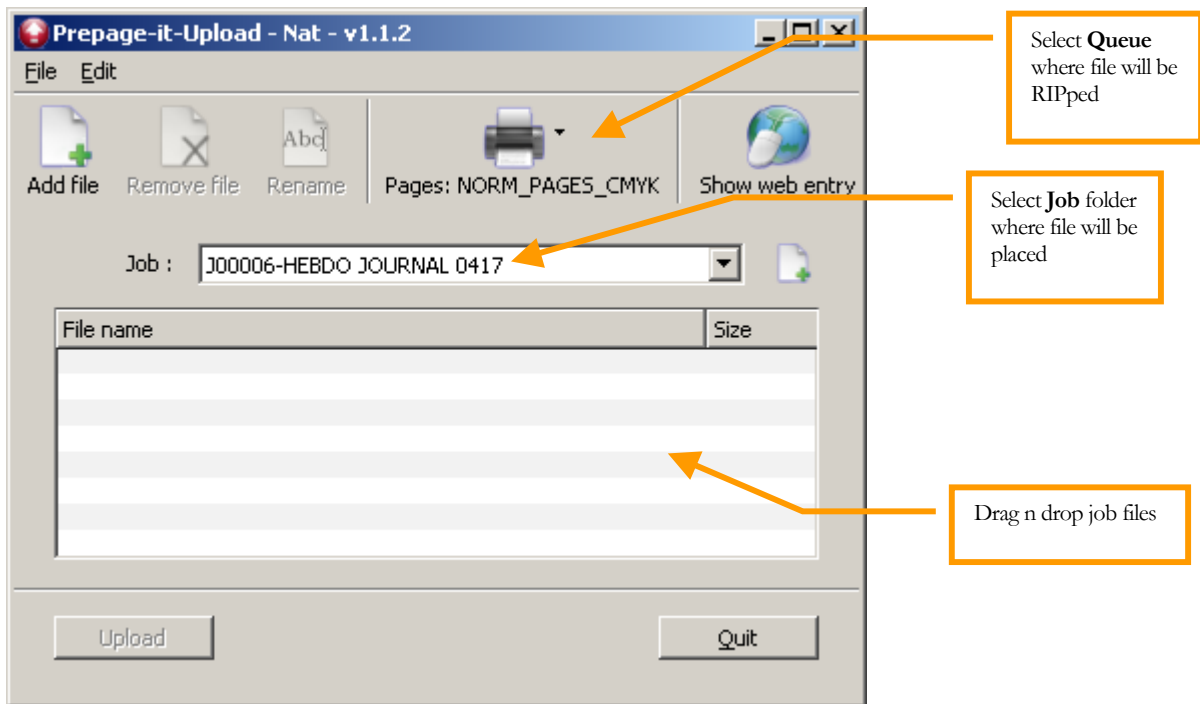
### PrePage-it Web:

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



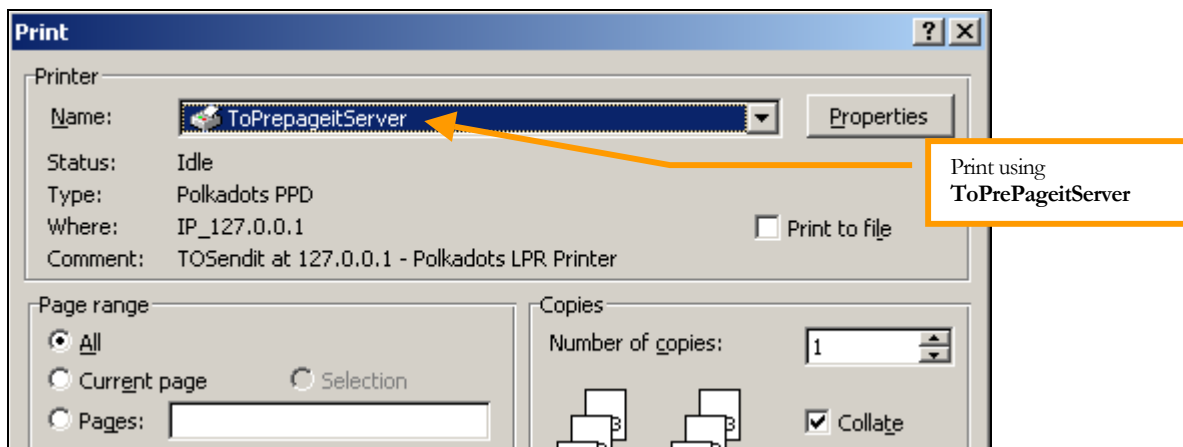
### PrePage-it Upload:


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.

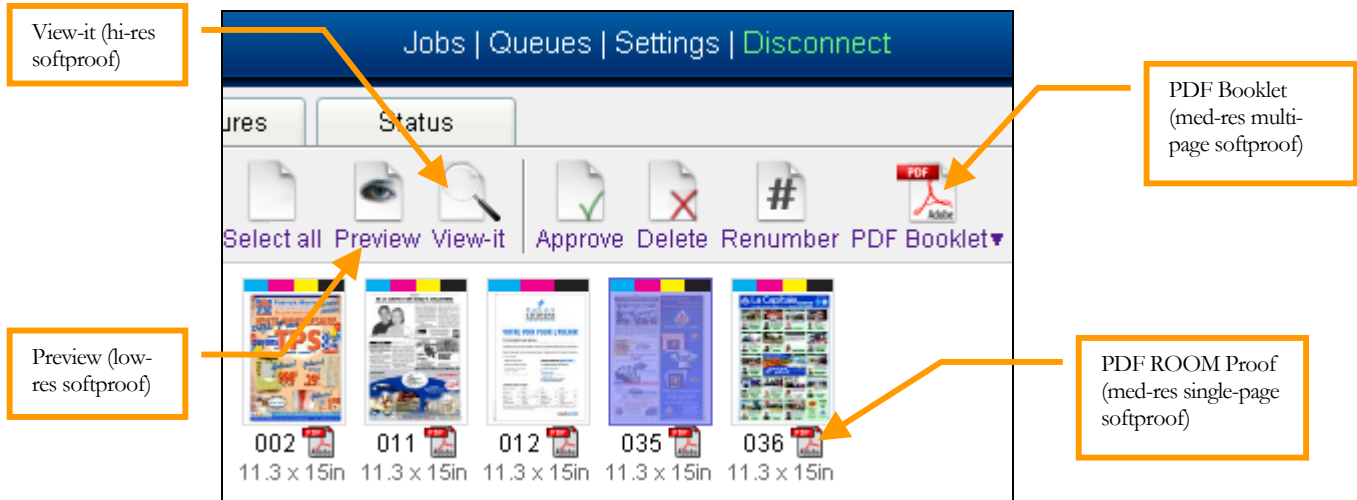


### PrePage-it Printer:

Log on to PrePage-it Upload, select the new job you just created, then select the **Pages** queue. 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.



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



*A sample of each type of softproof is shown below.*



Med-Res PDF softproof sample

**La Capitale**  
3910 BOUL. DES FORGES, BUREAU 203, T.-R. TÉLÉPH

**ST-GRÉGOIRE**  
PRIX RÉDUIT!

Secteur Godefroy, maison de ville sur 3 étages, 11 pièces, 3 salles de bain, sous-sol fini avec bar et poêle combustion lente, garage, remise, terrain paysager.

**Gilles Provencher**  
691-0000  
Professionnel de l'immobilier depuis 1983.  
Merri de votre choix et de votre confiance!

**TROIS-RIVIÈRES**  
NOUVEAU

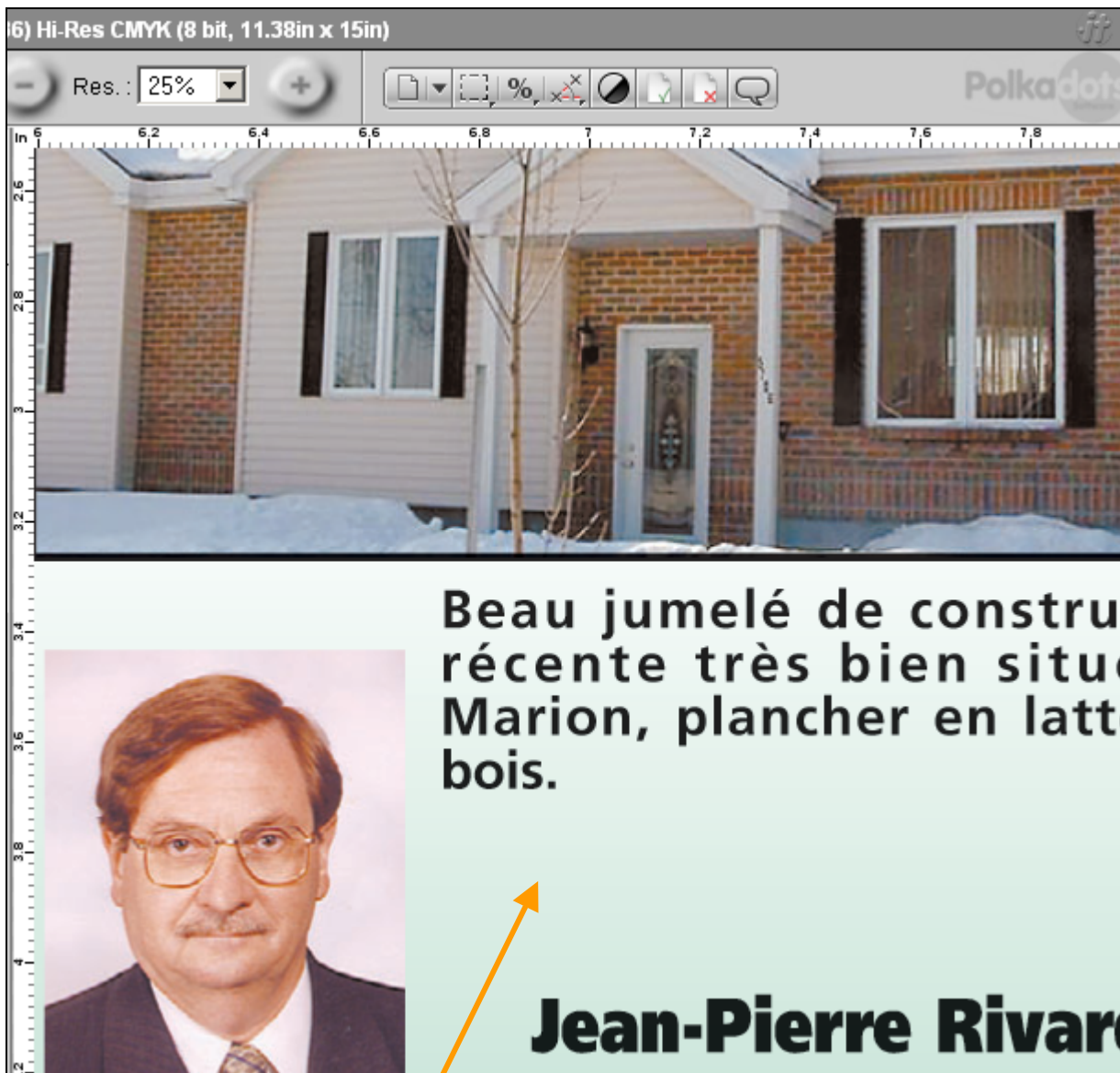
Succ. Duplex vendu sans garantie légale. Toit sera fait printemps 2004. 2 réserv. huile seront changés en 2004. secteur commercial. Endroit stratégique. Intérieur cachet ancestral. À voir absolument! Idéal bureau d'affaires. Poss 4 stationnements. Prix 395,000\$ SIA-401159

**Francine Ratté**  
691-0000

**TROIS-**

Be  
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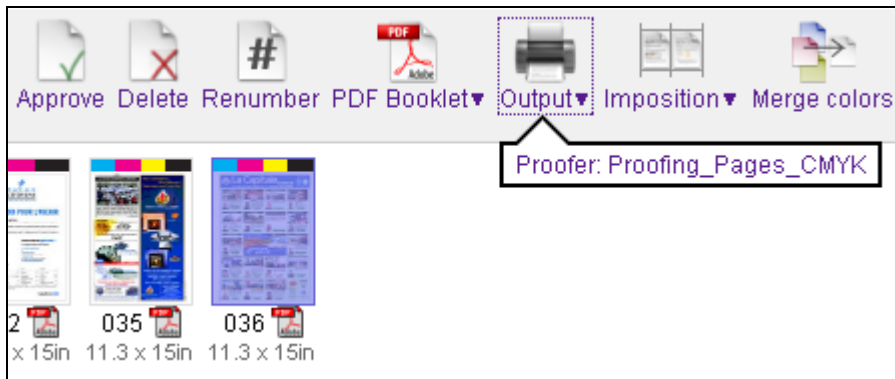


Hi-Res View-it softproof

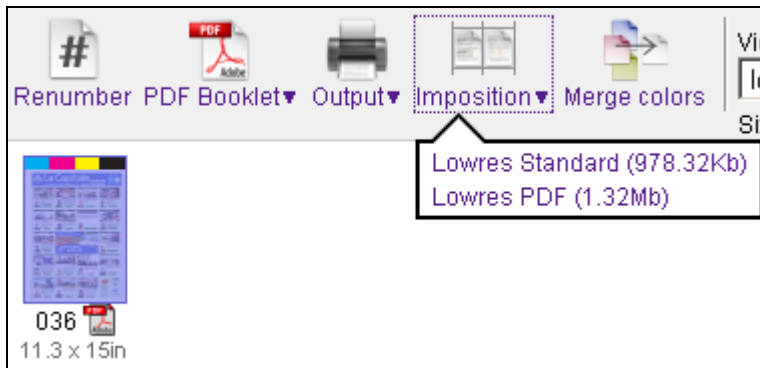
#### Note

**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.

4. If desired, hard proof pages on a printer by clicking the **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.



### 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.

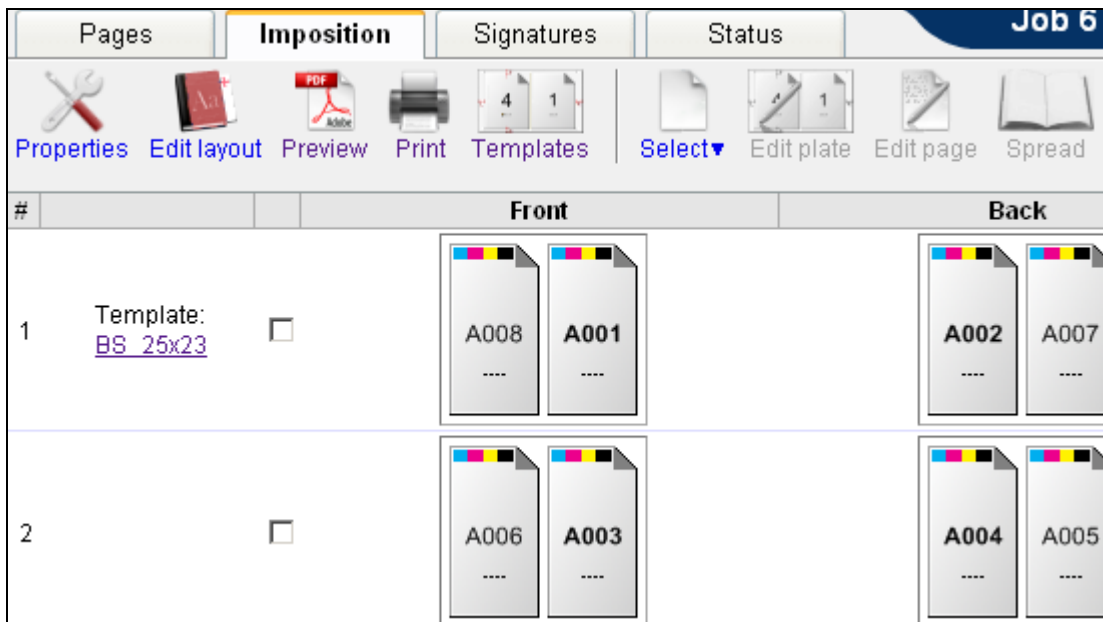
### Imposition and assembly

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 imposing pages with the Impose-it module is found in the chapter [Impose-it](#) starting on p.41.

*Third-party imposition application (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 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.

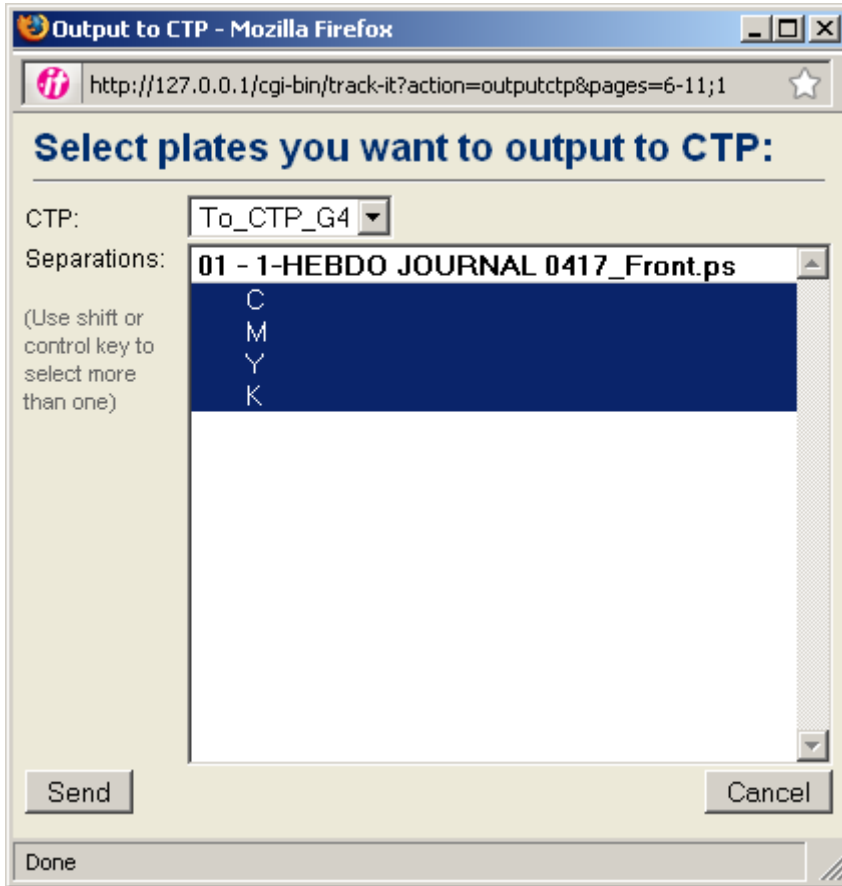
8. When the assembled flats appear in the **Signatures** tab, you may softproof and/or hardproof them in the same way as you did with the pages (refer to steps 3 and 4, respectively).
9. If required by your workflow, you may approve the imposed flats.

## 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.

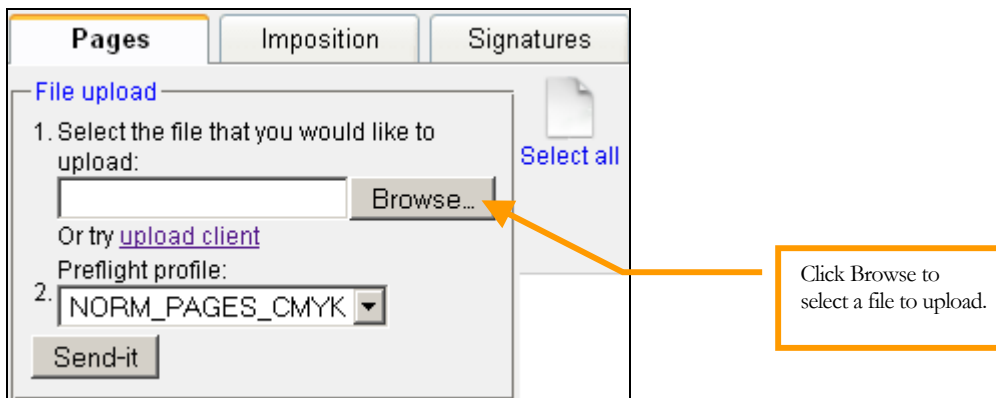
## Uploading Files

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**)

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.

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.



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 any Mac or PC workstation.

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 many operators are in the habit of doing.

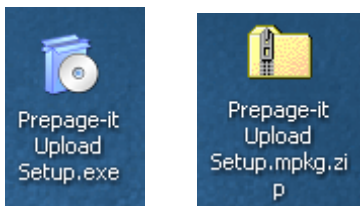
How to upload files using PrePage-it Web's **File Upload** panel was outlined in the section [How to create a job](#), starting on p.9. How to install and upload files using the PrePage-it Upload and PrePage-it Printer are explained in more detail in the following sections.

### Note

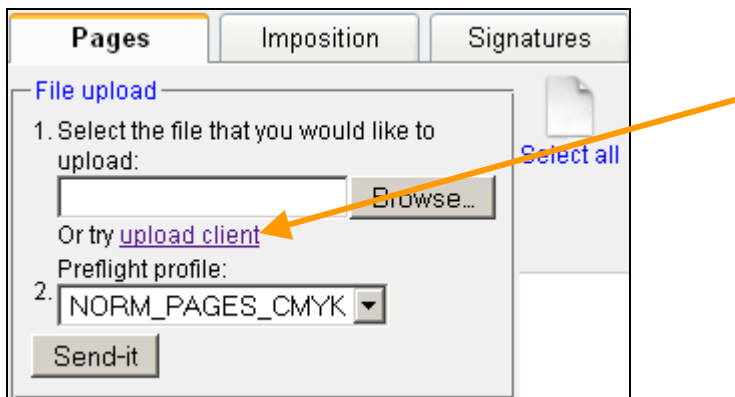
The PrePage-it Upload and PrePage-it Printer tools can be used on Windows XP Pro (or higher) and Mac OS 10.4 (or higher).

### 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 by clicking the **Upload Client** link in PrePage-it Web's **Pages** or **Signatures** tab.

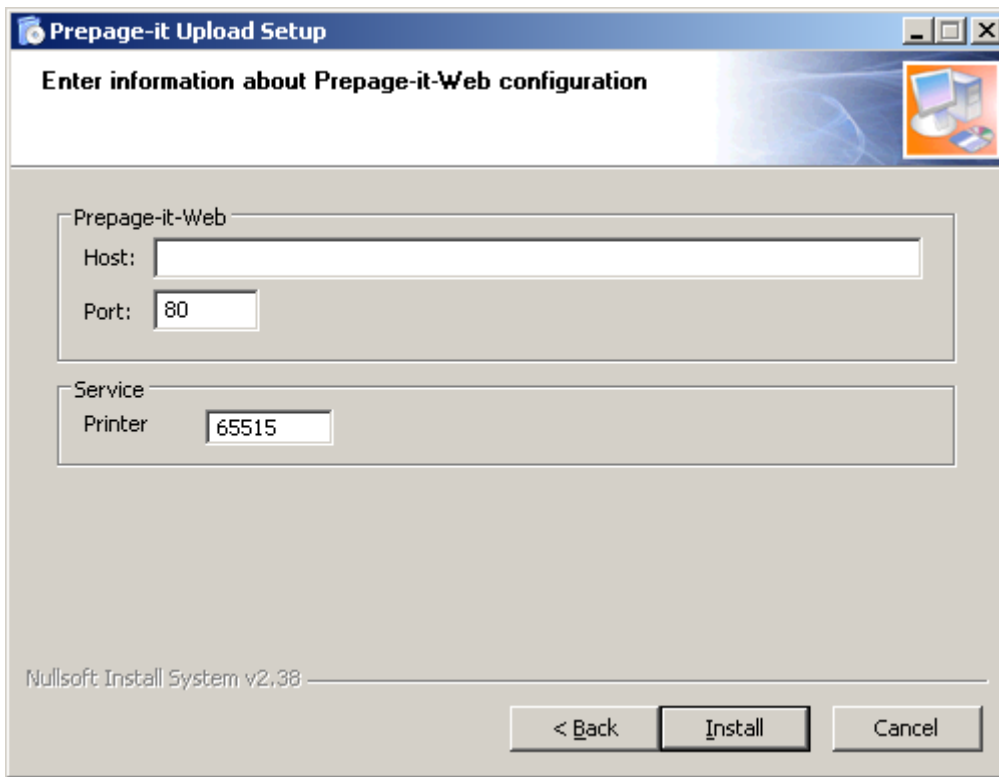


To install, launch the PrePage-it Upload Setup and follow the instructions provided.

### 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*.

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.

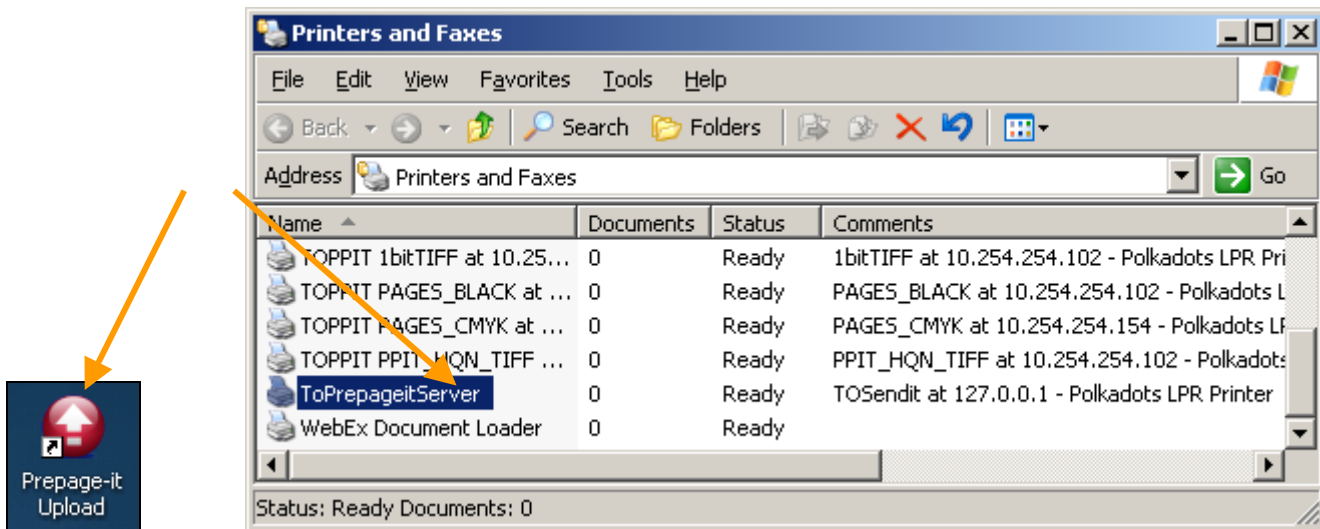


#### Note

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 [Send-it](#) on p.39.

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.

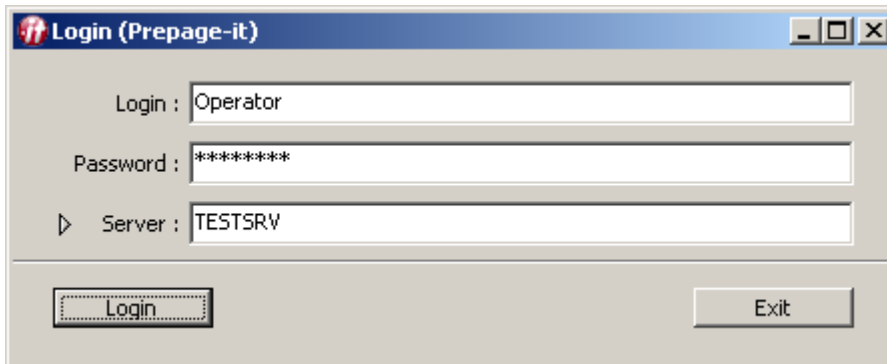
After a successful installation, you will see two items added: the **PrePage-it Upload** application (on the Windows desktop or the Mac **Applications** folder) and a printer called **ToPrePageitServer**.



### PrePage-it Upload and PrePage-it Printer

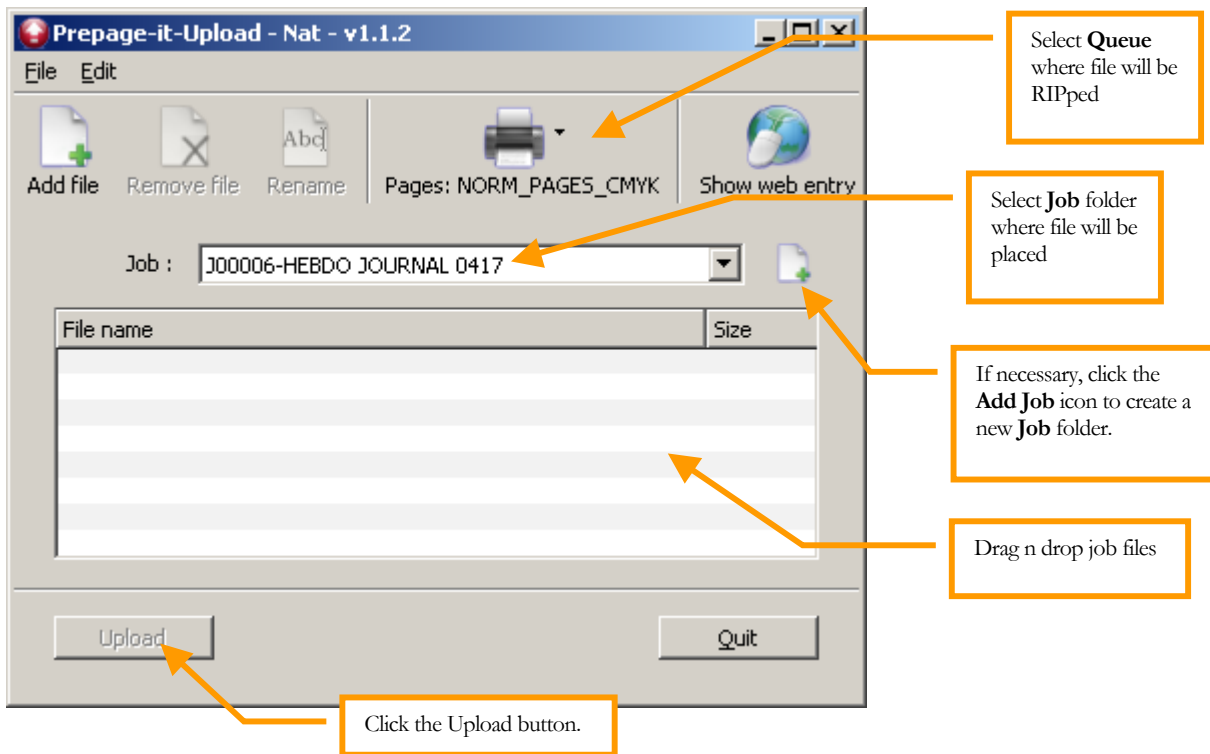
The following procedure outlines how to submit jobs via the PrePage-it Upload or PrePage Printer.

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 a file. 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.



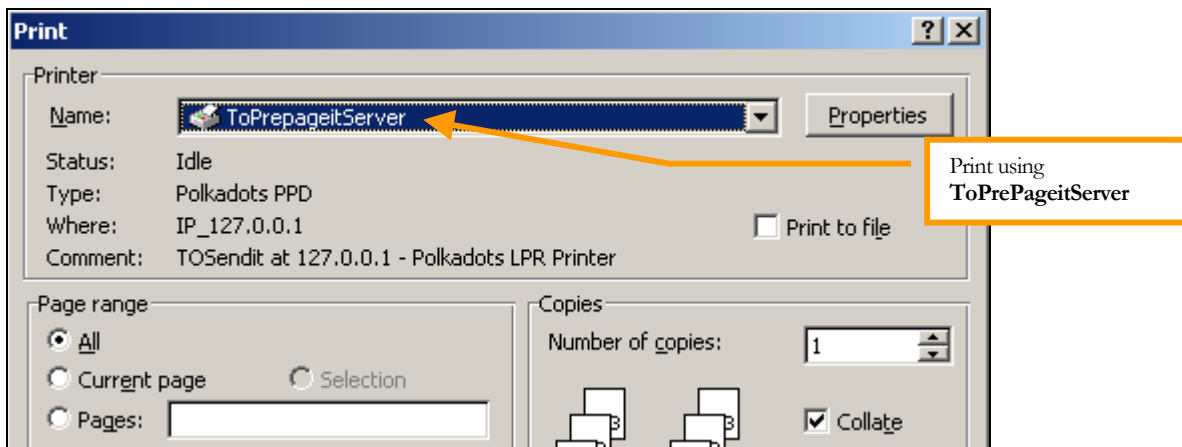
### Tip

The **PrePage-it Upload** application window should always be kept open when you are submitting jobs, whether by drag n drop *or* by printing.

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 an 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.

Further information on this topic can be obtained by consulting the *PrePage-it Upload Operator QuickStart*.

## Imposition-related tools

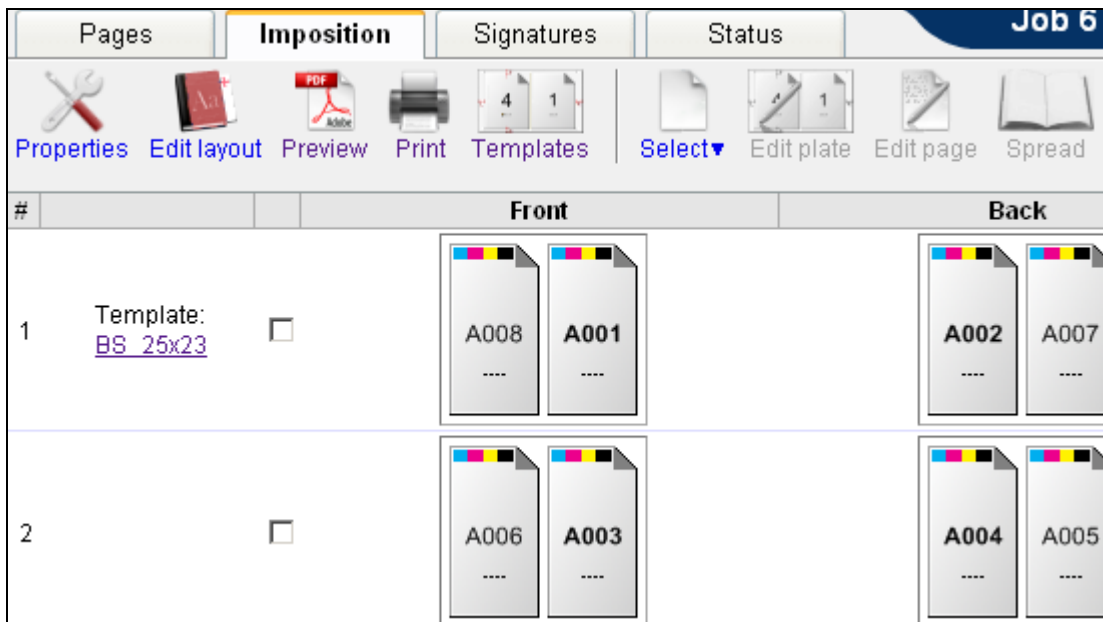
PrePage-it Web includes the following tools as aids to imposition: **Imposition**, **PDF Booklet** and **Renumber**. These can be accessed from the toolbar in the **Pages** tab:



- **Renumber** tool for renumbering pages
- **Imposition** / **PDF Booklet** tools for downloading lightweight low-res FIO (for imposition only) pages/booklets

In addition, an optional module called *Impose-it* can be added to PrePage-it Web. This module appears as an extra tab called **Imposition** in the PrePage-it Web interface.





It can be used to create simple impositions, both for the commercial printing and newspaper industries. How to impose pages using Impose-it is explained in detail in the chapter [Impose-it](#) starting on p.41. The other imposition-related tools are summarized next.

#### Renumber

Use this tool if you need to correct or change the page numbering of selected pages. Select single or multiple pages.



It is important to note that this tool does not rename or renumber the RIPped files on the hard disk. It does not affect the original file that you submitted either. As a consequence, if you submit a new file to PrePage-it Web which has the same filename and page number as a file that you

submitted previously, the new file will overwrite the older file, even if you renumbered the older file.

The effect of renumbering is that with any operation that is executed in the software afterwards, PrePage-it Web will consider the page number to be whatever you specified in the **Renumber** tool – it will no longer take into account the original page number.

### Imposition

Download low-res of selected pages. The 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. For details, see the *PrePage-it User Guide*.

### PDF Booklet

Download a low-res or med-res PDF booklet by clicking the **PDF Booklet** button in the toolbar and then choosing either **LowresPDF** or **PDF**, respectively. All selected pages are gathered into a multiple-page PDF booklet.

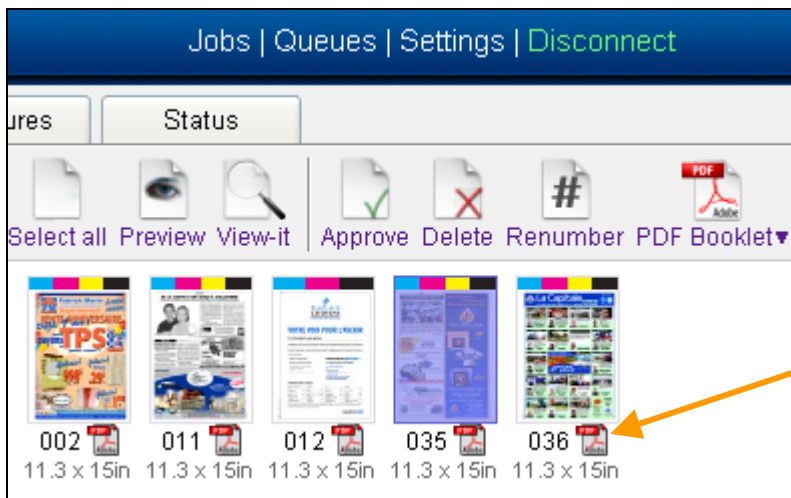
Some imposition applications require low-res PDF booklets rather than single-page low-res PDFs.

Med-res PDF booklets are not normally used for imposition. They are typically used for softproofing and can even be used for hard proofing on a printer. However, both low-res and med-res PDFs include an OPI link to their corresponding hi-res files.

#### Note

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

A page which includes a med-res PDF is depicted with a small PDF icon next to the page.



## Selection of pages/flats

Selection of pages/flats when in **Icon View** (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.

### Note

As of Impose-it version 2.1.0.8, the selection procedure described above is not supported in Internet Explorer, only in Firefox and Safari.

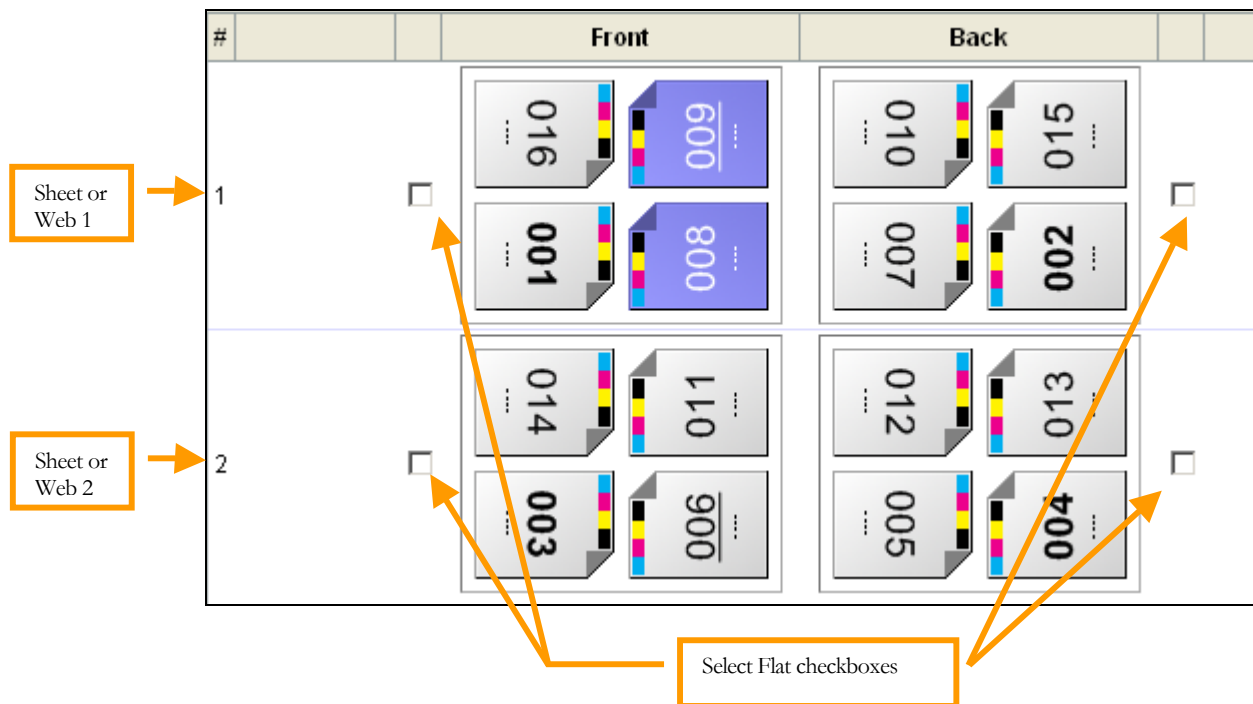
- You can select a page while automatically deselecting all other selected pages. To do so, middle-click or **Shift**+click a page.
- You can click the **Select All** toolbar button.
- You can click individual pages/flats.

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**, **All Pages**, etc.



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

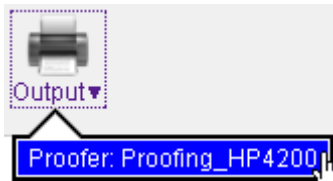


- You can also click individual pages.

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

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/plate or one side of a web (i.e. front, back, even, odd, top or bottom).

## Output (hardproof to printer)



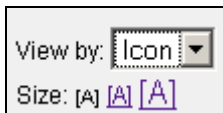
The **Output** button that appears in both the **Pages** and **Signatures** tab is for printing proofs of selected pages/signatures.

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

### Output Proofing – technical details

The **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 **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.

## 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 for the **Pages** and **Signatures** tabs are not to be confused with the **Imposition** viewing modes discussed in the section [Imposition View Modes](#) on p.60.

**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.

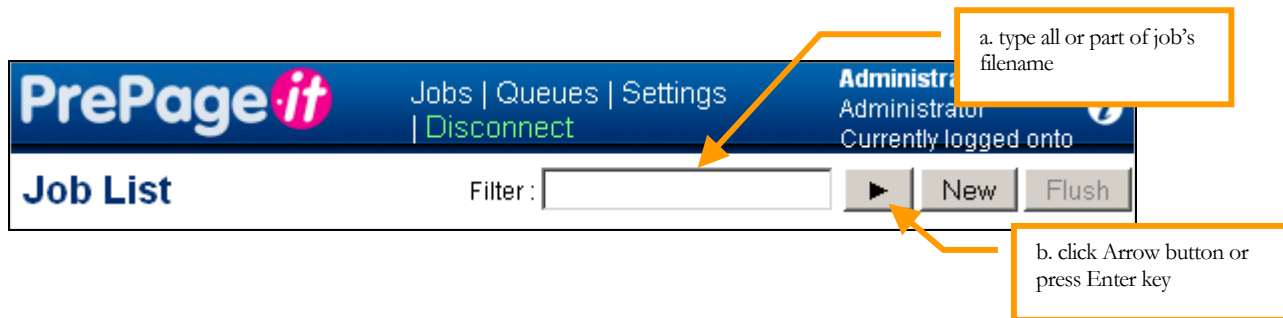
**View by List** displays information about pages/signatures without showing any thumbnail. Information includes original filename (**Document**) and page size (**Dimension**).

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

This view allows you to list many more pages at once. In addition, the page 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 anywhere in the job name.

To return to the full job list, empty the **Filter** box and press **Enter**.

## Chapter 2 - PrePage-it Web - Quick Overview

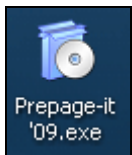
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This chapter gives a quick overview of some of the more useful-to-know aspects of PrePage-it Web. It provides useful information about installation, queue management, and user accounts, as well as optional features such as View-it and Send-it.

### Installation

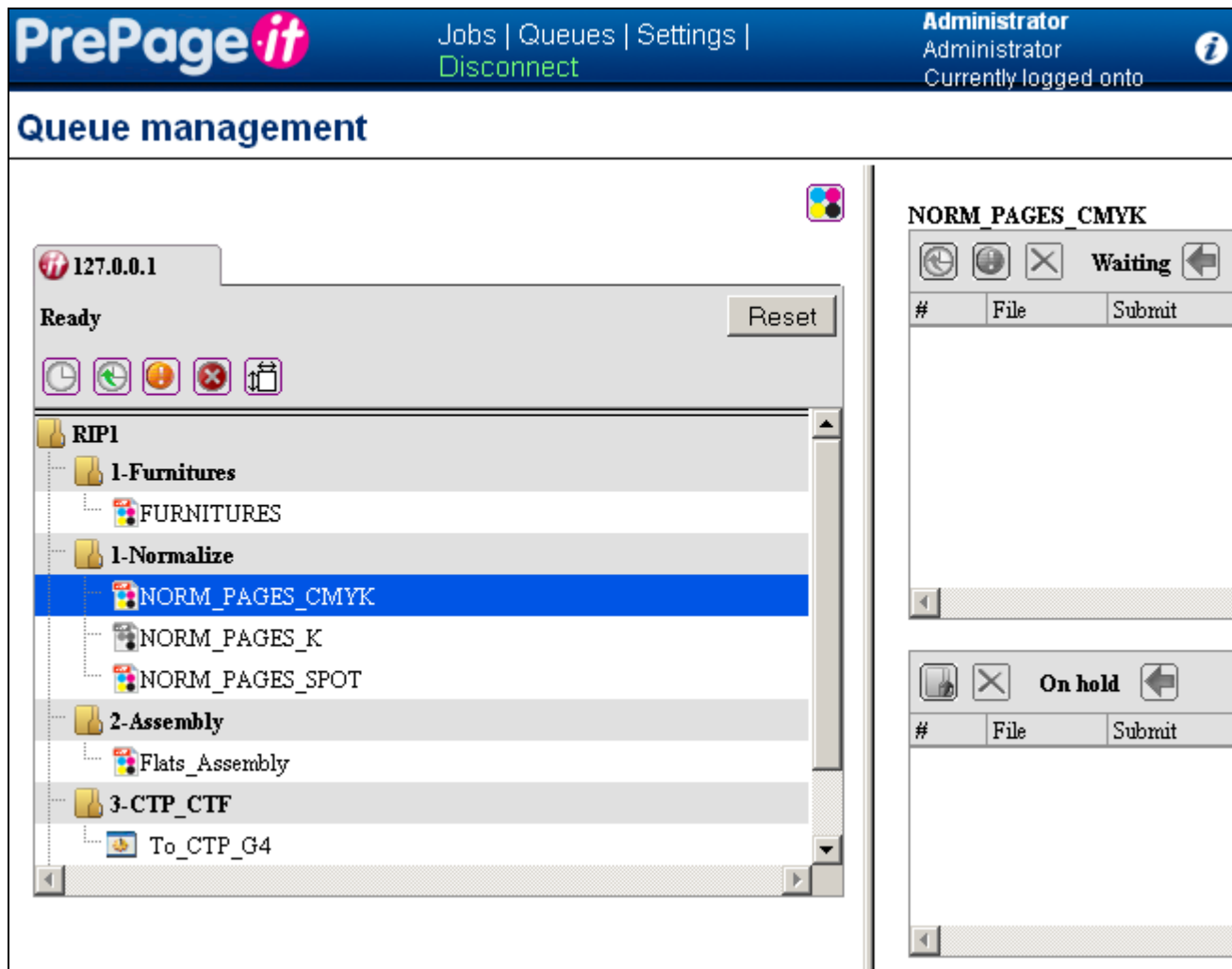
PrePage-it Web works as a Client-Server application. The Server application is installed on the server machine. Then Clients can be launched from any web browser on any machine, which is where the bulk of the day-to-day work is done by operators.

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



Once the server is installed, 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).

## Queue Management

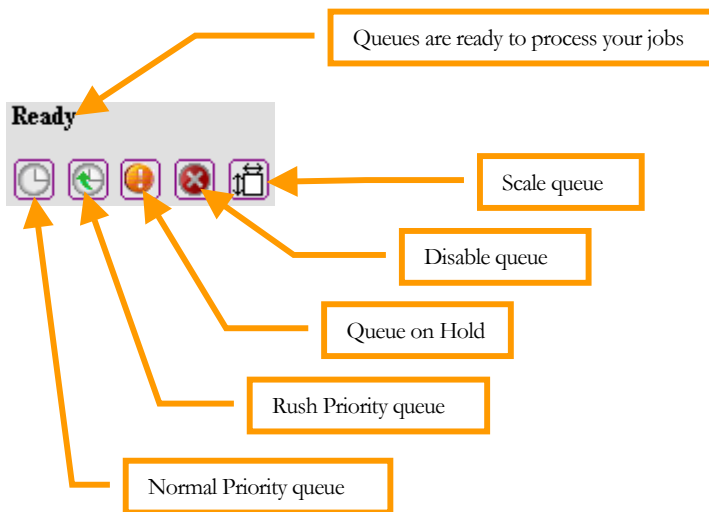


The **Queues** tab displays your PrePage-it queues. Here you can monitor your jobs while they're being RIPped and also do some queue management.

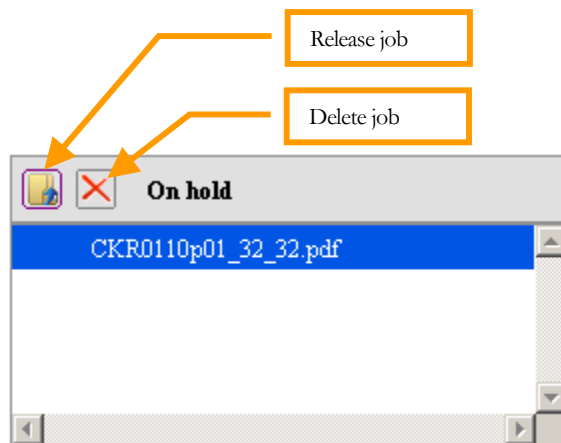
Below is a summary of how the **Queues** tab works and what you can do:

- 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 display shows **Stopped** or **Suspended**

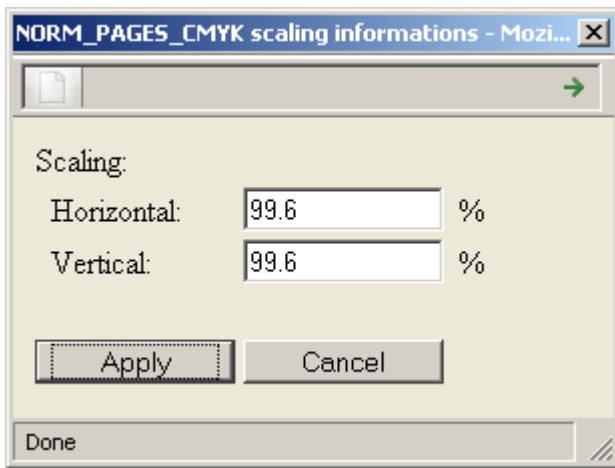




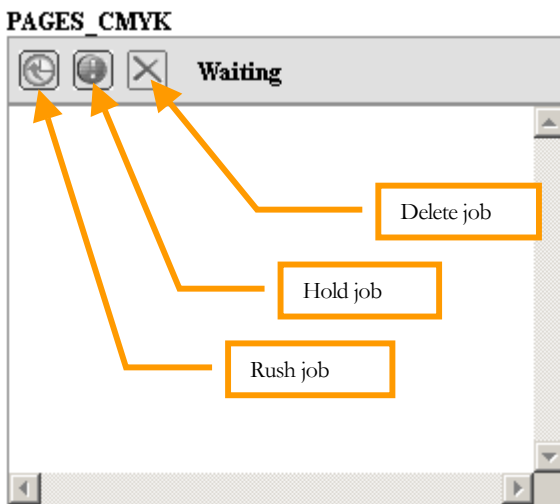
- a queue can be set to **Normal** (this is the default), **Rush**, **Hold** or **Disable**
  - **Normal** is the default setting for queues - this means jobs submitted to PrePage-it Web will be processed FIFO (first-in-first-out), that is, they will be RIPped in the order that they are submitted
  - **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)



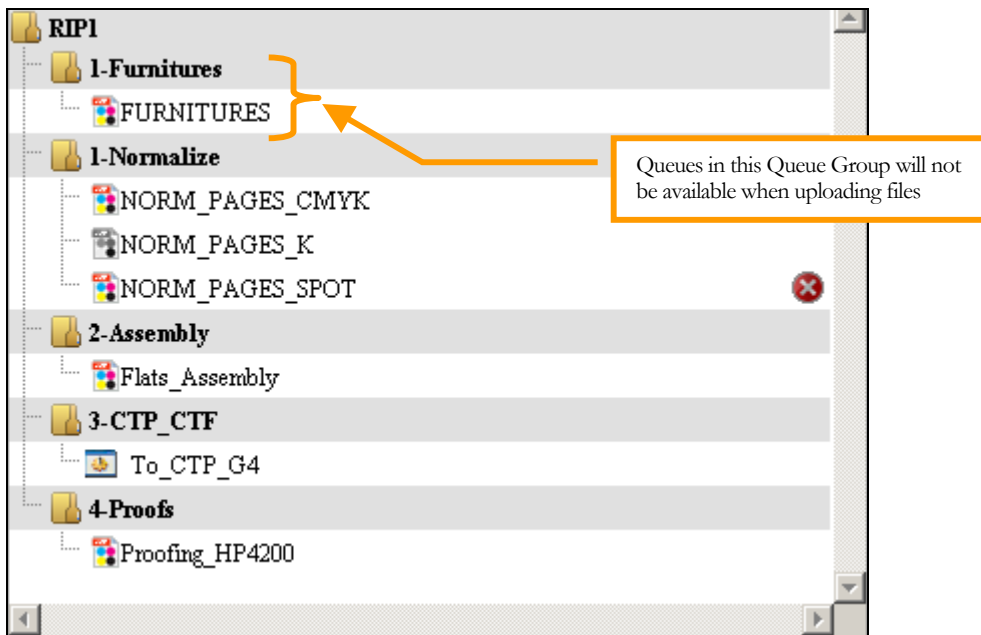
- **Disable**: makes a queue inactive – it will not process any jobs
- in addition, a queue can also be set with a **Scaling** value so that all jobs going through that queue will be scaled by the specified amount



- 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



- 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)
- 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



## 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.

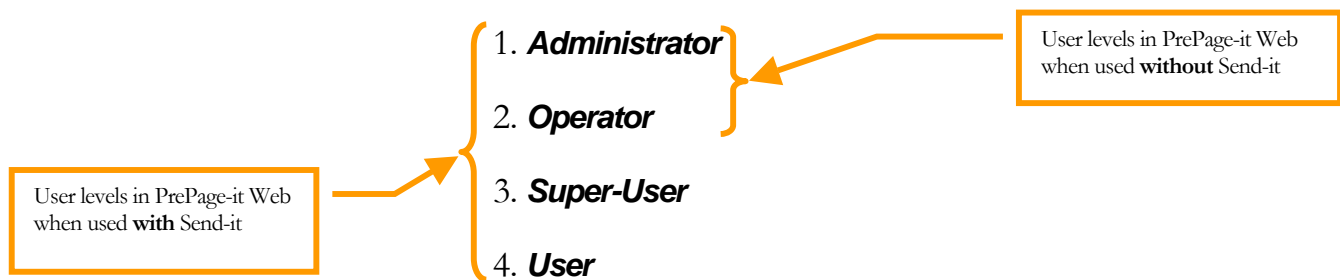
### Tip

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.

### General info

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 [Send-it](#) on p.39.

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
- use the imposition-related tools to download low-res files, generate PDF booklets 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 the power to change the status of approved/rejected jobs

## Super-Users

### Reminder

Super-User accounts can only be created and used when the Send-it option is added to the PrePage-it Web workflow.

A Super-User works for a supplier or client of the main company. In addition to doing what any User can do, Super-Users can also manage PrePage-it Web User Accounts for their own employees (i.e. Users).

They can:

- list and submit files to Pages queues (but not to Signatures queues)
- list/softproof/approve/reject all jobs from their own user group (i.e. their own companies' jobs, either submitted by themselves or a User they have created)
- create Users
  - decide if a User is allowed to accept/reject jobs

## 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 cannot manage User Accounts.

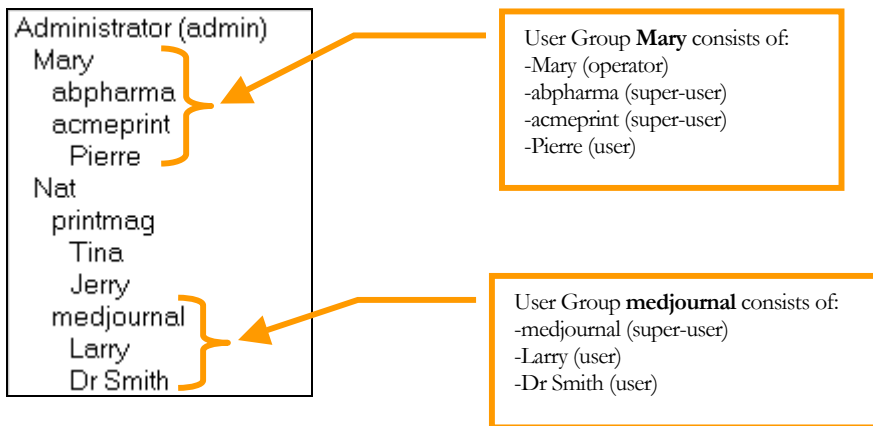
They can:

- list/softproof only their own jobs

- approve/reject jobs (if authorized by Super-User)
- list and submit files to Pages queues (but not to Signatures queues)

## User groups

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



## 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.zip*, available from your dealer.

## Send-it

Send-it is an optional, payable module that may be added to PrePage-it Web or in some cases may be installed independently.

Send-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 and approve/reject their own jobs. 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. 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. 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.



# Chapter 3 - Impose-it

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## 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. Note that 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 operate within a Polkadots workflow.

The Impose-it module has been designed for basic, automatic imposition of pages within both commercial and newspaper workflows. The program is based on the Publication Planner module, which was originally designed to do auto-imposition within newspaper workflows. Since much of the user interface / configuration settings / day-to-day work procedures are similar to the Publication Planner, the *Publication Planner v2.0 User Guide* can be used as a reference manual for all the common elements between the two modules. Some examples are listed below:

- Impose-it **general settings** and **pagination models** can be found in the *Publication Planner v2.0 User Guide* chapter: Settings/Preferences
- Impose-it **press configuration** can be found in the *Publication Planner v2.0 User Guide* chapter: Press Configuration (PRESSflo)

Other examples are listed throughout this chapter.

This chapter serves as a primer, focusing on describing the basic facts, procedures and tools required for getting started with Impose-it.

## Overview

Impose-it is typically installed via the PrePage-it 09 Setup installer. 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 (general properties, page numbering, etc.)
- pages RIPped and approved

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 one template for each style of imposition used in your workflow environment. A template is defined the first time that you need to use it and can then be re-used afterwards as often as required – creating templates do not form part of the day-to-day work of a prepress operator. You can get an introduction to templates in the section [Templates](#) on p.51. Detailed descriptions about most **template settings** can be found in the *Publication Planner v2.0 User Guide* chapter: Defining a Pairing Template.

After defining the templates you require, you 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. To begin, the imposition setup is always based on one (or sometimes several) previously defined imposition templates. Then you configure the various parameters found in the **Imposition** tab regarding how you want to impose the current job. This step forms part of the day-to-day work of a prepress operator since they will need to configure an imposition setup for each job they want to produce. The basic procedure for creating an imposition setup is outlined in the section [How to set up an imposition](#) on p.43. Additional information can be found in the section [Impose-it tools](#) on p.51. Detailed descriptions about most **imposition settings** can be found in the *Publication Planner v2.0 User Guide* chapter: Creating a Publication.

The third element in the auto-imposition process is to upload, RIP, softproof and approve pages for the job in question. Approving a page is actually the trigger which causes the software to impose it. In fact you are instructing the software to impose the pages of a job according to the settings that you specified in the *imposition setup* and the *imposition template*. Note, however, that a page will actually be assembled into a flat only after all the pages belonging to the same flat are approved.

## How to set up an imposition

This section explains how to set up an imposition for a PrePage-it Web job. It presumes that at least one imposition template has been previously created. Refer to the section [Templates](#) on p.51 for more information on this topic.

After this imposition setup has been completed, pages will be automatically imposed as soon as they are RIPped, softproofed and approved.

The procedure for setting up an imposition 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.



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

3. Set the following properties:
  - a **Job type** → **Sheet fed** (for commercial printing) or **Web** (for newspapers).
  - b **Output queue** → where the imposed flats will be assembled and processed (the default queue, **Flats\_Assembly**, is often a suitable choice).
  - c **Page padding** → number of digits used in page numbers (must correspond to page numbers in **Pages** tab of the job).

Configure the rest of the settings as required. Please refer to the chapter Creating a Publication in the *Publication Planner v2.0 User Guide* for a detailed explanation of the **Press config**, **Creep**, **Collating marks** and **Prevent auto-deletion** options. **Press config** should be left at **None** unless your software package includes the PRESSflo optional module.

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

### **Sheet fed**

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 for this imposition, click **Add Signature** and specify the following:

- **Start** → Starting page.
- **Pages** → Total number of pages.
- **Template** → Imposition template on which this signature will be based.
- **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.
- Select either the **Perfect bind** or **Saddle stitch** link option.

#### Note

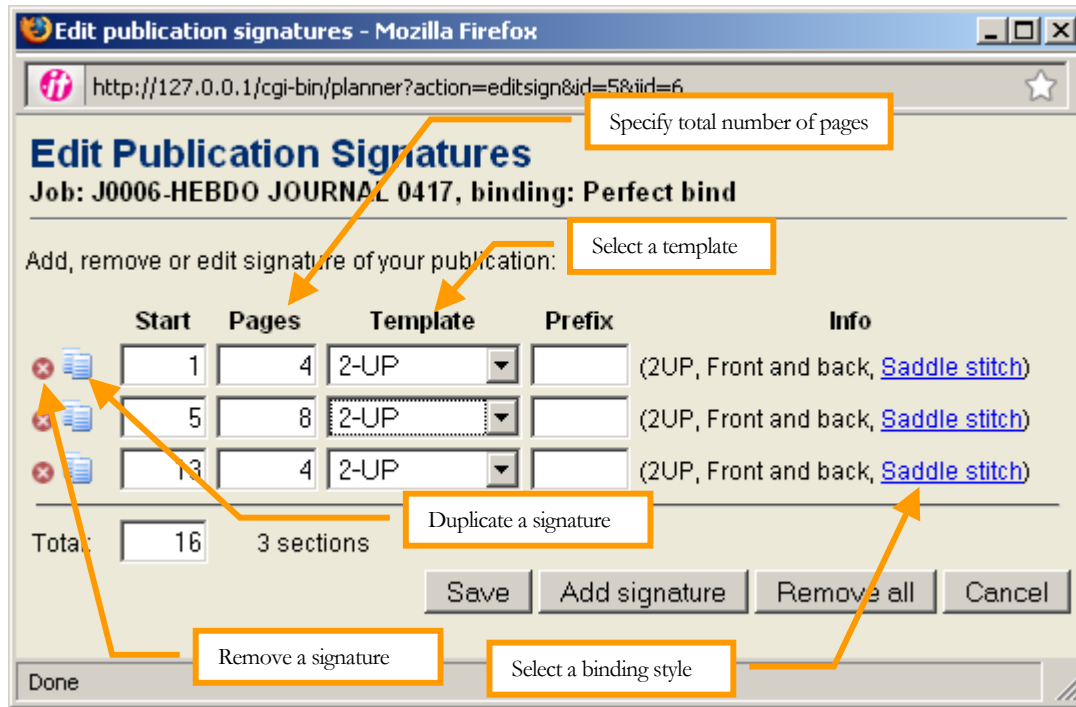
The **Template** dropdown menu (shown in the following figure) lists the imposition templates which you have previously created in the **Template Editor**. Refer to the section [Templates](#) on p.51 for more information on how to create a template.

#### Tip

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

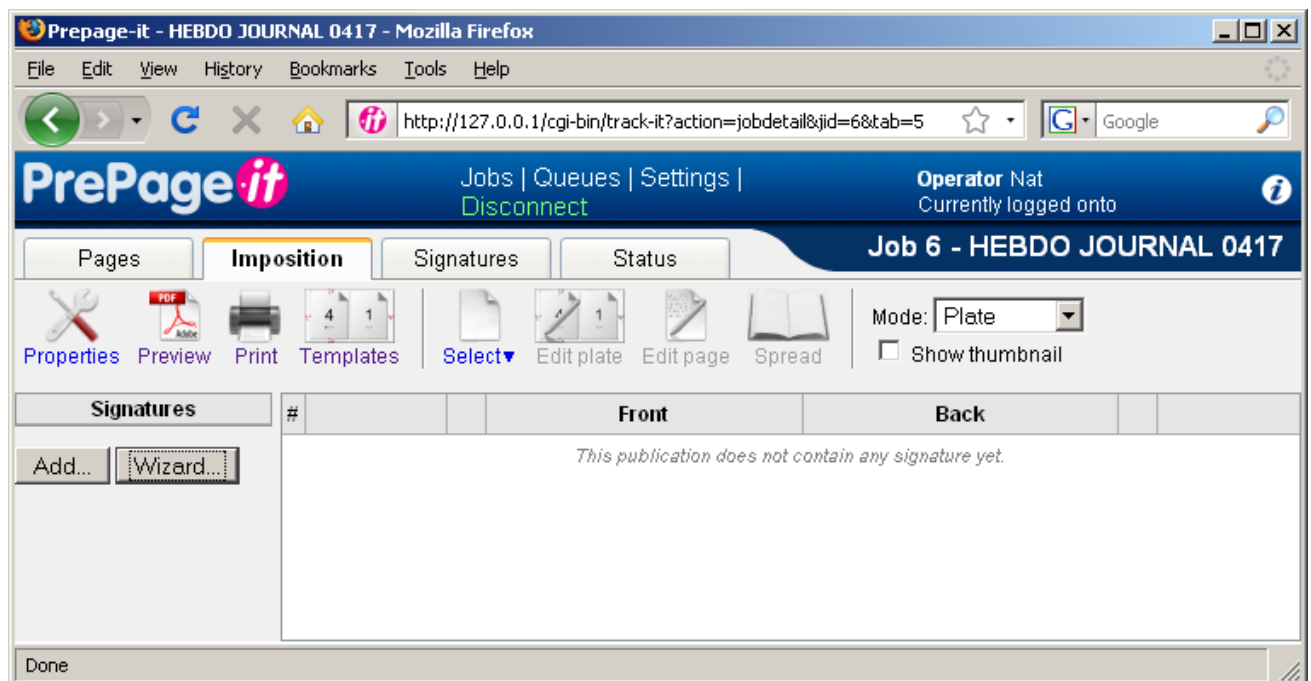
The imposition layout can be modified at any time by clicking the **Edit Layout** button.

The figure below shows a 2-up imposition of 16 pages with 3 signatures.



## Web

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



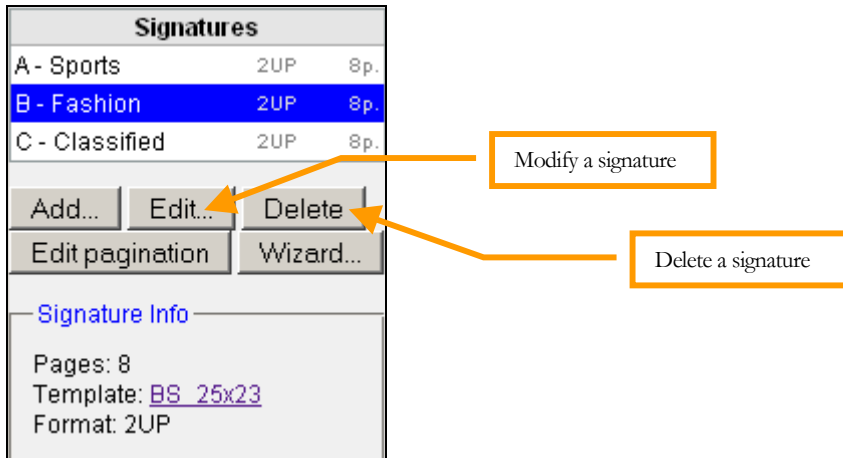
For web press jobs, the imposition layout may be built by clicking the **Signatures Add** or **Signatures Wizard** button. The **Signatures Wizard** works just like the **Edit Layout** wizard that is explained in the previous section for sheet fed jobs. The **Signatures Add** button opens a dialog box which allows you to define and add one signature at a time, as explained next.

The dialog box shown below appears when you click the **Signatures Add** button, allowing you to define one signature or section. This is typically required in newspapers that are divided into sections, such as section A (Sports), section B (Politics), section C (Classified), etc.

You define a signature or section by specifying the following:

- **Name** → Give the section a name. This is for your own reference only.
- **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.
- **Template** → Select a pre-defined imposition template on which this signature will be based.
- **Pagination model** → Select a pagination model i.e. a pre-determined page numbering pattern (see [Pagination models](#) on p.58 for more information).
- **Page Count** → Total number of pages in this section.
- **Start Page** → Starting page number.
- **End Page** → Last page number.

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



### Note

As mentioned earlier, the **Template** dropdown menu lists the imposition templates which you have previously created in the **Template Editor**. Refer to the section [Templates](#) on p.51 for more information on how to create a template.

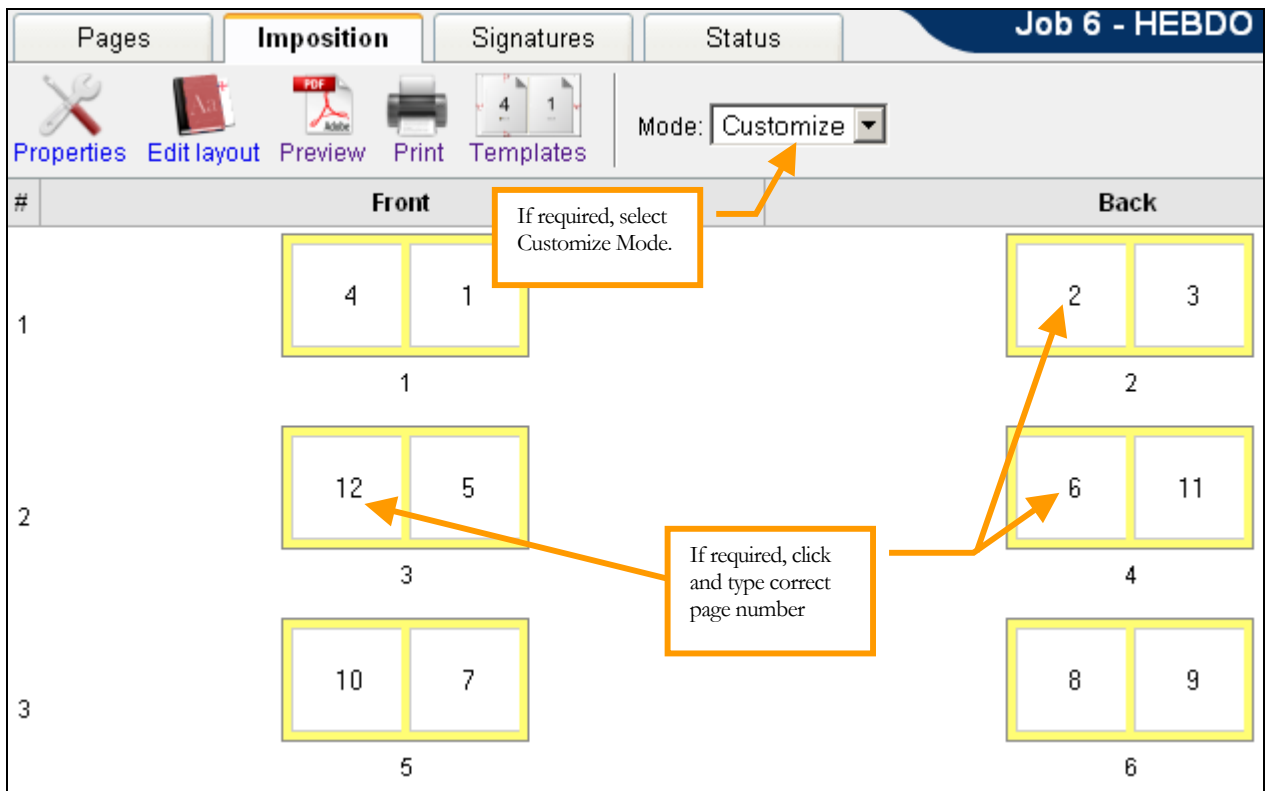
The imposition layout for a signature can be modified at any time by selecting the signature and clicking the **Edit** button.

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**. Both cases are described below.

### **Sheet fed**

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.



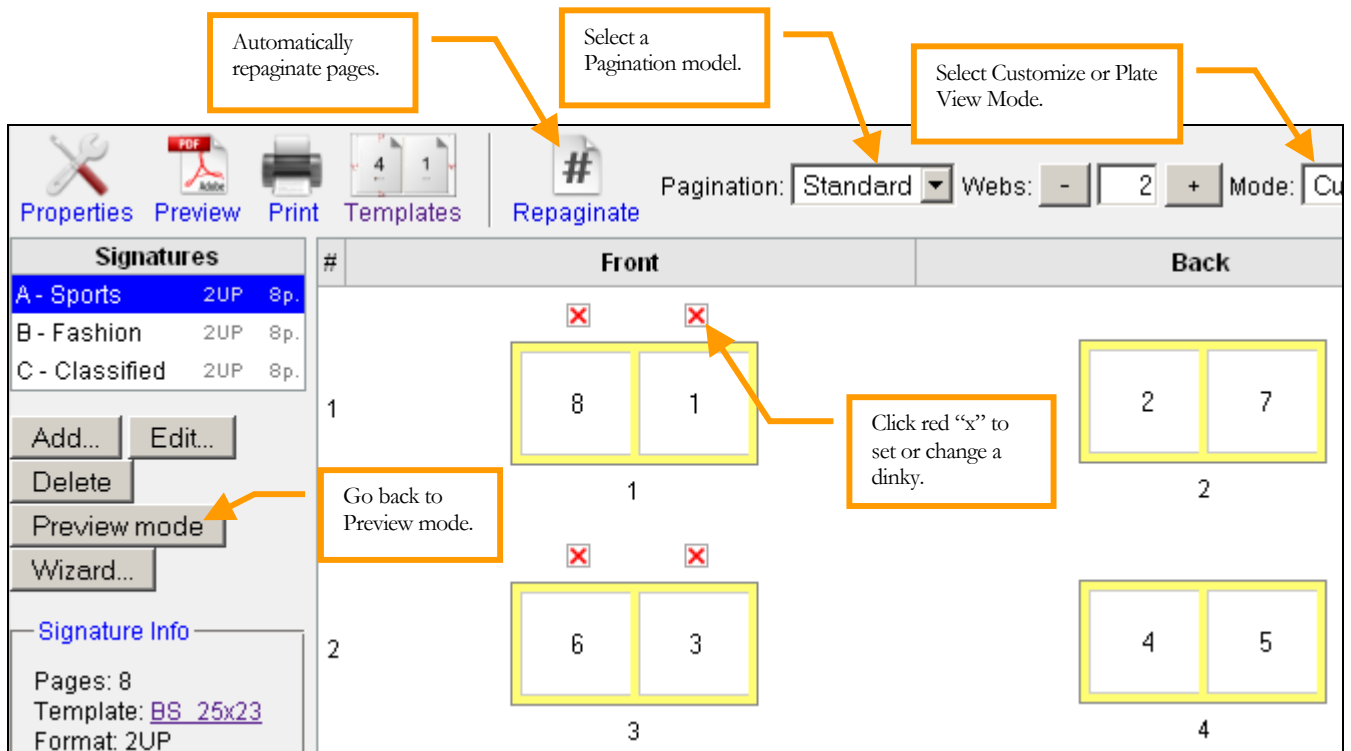


From here you can manually change the page numbering by clicking on a page number and typing the new number. You can also tab through the pages (i.e. press the **Tab** key) to renumber more than one page.

There are more customization options available when an imposition is configured as **Job type = Web**, as explained next.

## Web

If you selected **Job type = Web** in the **Imposition** properties, then you can go into **Customize** mode either by selecting it from the **Mode** dropdown list or by clicking the **Edit Pagination** button. When in **Customize** mode, the **Imposition** window will look something like the following.



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

- **Pagination** → Select a different pagination model (i.e. a pre-determined page numbering pattern) which corresponds to your requirements. To apply the new page numbering, click the **Repaginate** button.
- **Dinky** → 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 apply the new page numbering, click the **Repaginate** button.
- **Manual Pagination** → As with impositions where **Job type** = **Sheet fed**, you can manually change the page numbering by clicking 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 about [Dinkies](#) on p.59.

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, either select **Plate** view from the **Mode** dropdown list or click the **Preview mode** button. In **Preview** mode, apply any attributes required for specific pages, such as:

- **Spread** → Identifying two pages as a centerspread or double-truck.
- **Edit Page** → Identifying 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 spreads can be found in the section [Center spread](#) on p.61.



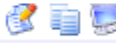
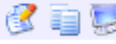

Your imposition setup is now complete – you do not need to save anything.

## Impose-it tools

This section provides an introduction to the main tools and features required to work with Impose-it.

### Templates

To create or edit a template, click the **Templates** toolbar button in the **Imposition** tab. This will open the **Template List** window shown below.

<b>Template List</b>				
<input type="checkbox"/>	Name	Format	Sheet (in)	Page (in)
<input type="checkbox"/>	 <u>2-UP</u>	2UP	25 X 23	9 X 12
<input type="checkbox"/>	 <u>4-UP</u>	4UP	25 X 20	8.5 X 11
<input type="checkbox"/>	 <u>8-UP</u>	8UP	30 X 23	6 X 9
<input type="checkbox"/>	 <u>BS 25x23</u>	2UP	25 X 23	11 X 21
<input type="checkbox"/>	 <u>TAB 25 x 20</u>	4UP	25 X 20	8.5 X 11
<input type="button" value="Create"/> <input type="button" value="Delete"/>				

To define a new template, click the **Create** button. 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**), **Plate Size** and **Page Size**. All pages in a template must be the same size, as specified in the **Page Size** setting.

When the template has been defined, click **Create**. This will save the template and open the [Template Editor](#) (see p.52), where you set additional parameters for the template, including **Positioning** of pages and **Marks**.

To edit an existing template, simply click on its name in the **Template List** window. This will display the **Template Editor**, where you can modify the template as required.

#### Template Editor

Whether you are creating a new template or editing an existing one, the **Template Editor** is where you set the majority of the template parameters.

#### Important

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

## GENERAL TAB

The screenshot shows the 'Template Editor' window with the 'General' tab selected. The window title is 'Template Editor' and the name of the template is 'TAB 25 x 20'. The 'General' tab contains the following fields and options:

- Name: TAB 25 x 20
- 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: ☐
- Foot to Foot: ☐

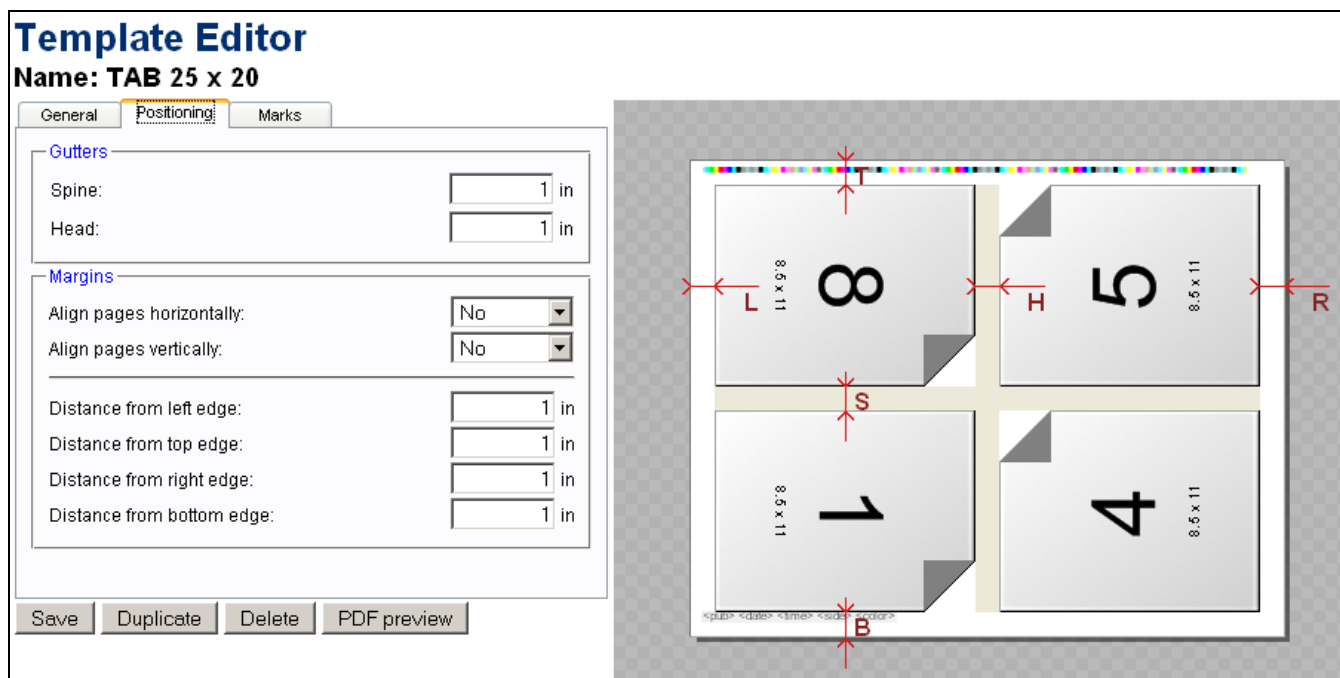
At the bottom of the 'General' tab are four buttons: 'Save', 'Duplicate', 'Delete', and 'PDF preview'. To the right of the 'General' tab is a preview of the plate layout, showing a 2x2 grid of pages. The pages are labeled with large numbers: 8 (top-left), 5 (top-right), 1 (bottom-left), and 4 (bottom-right). Each page is labeled with its dimensions: 8.5 x 11. The layout is marked with red dimension lines and letters: 'L' for left, 'R' for right, 'T' for top, 'B' for bottom, and 'S' for the center fold. The entire layout is enclosed in a yellow border.

Annotations with orange arrows point to the following elements:

- 'Set General template parameters' points to the 'General' tab.
- 'Set Positioning of pages' points to the 'Positioning' tab.
- 'Set Marks for the plate' points to the 'Marks' tab.
- 'Save the template' points to the 'Save' button.

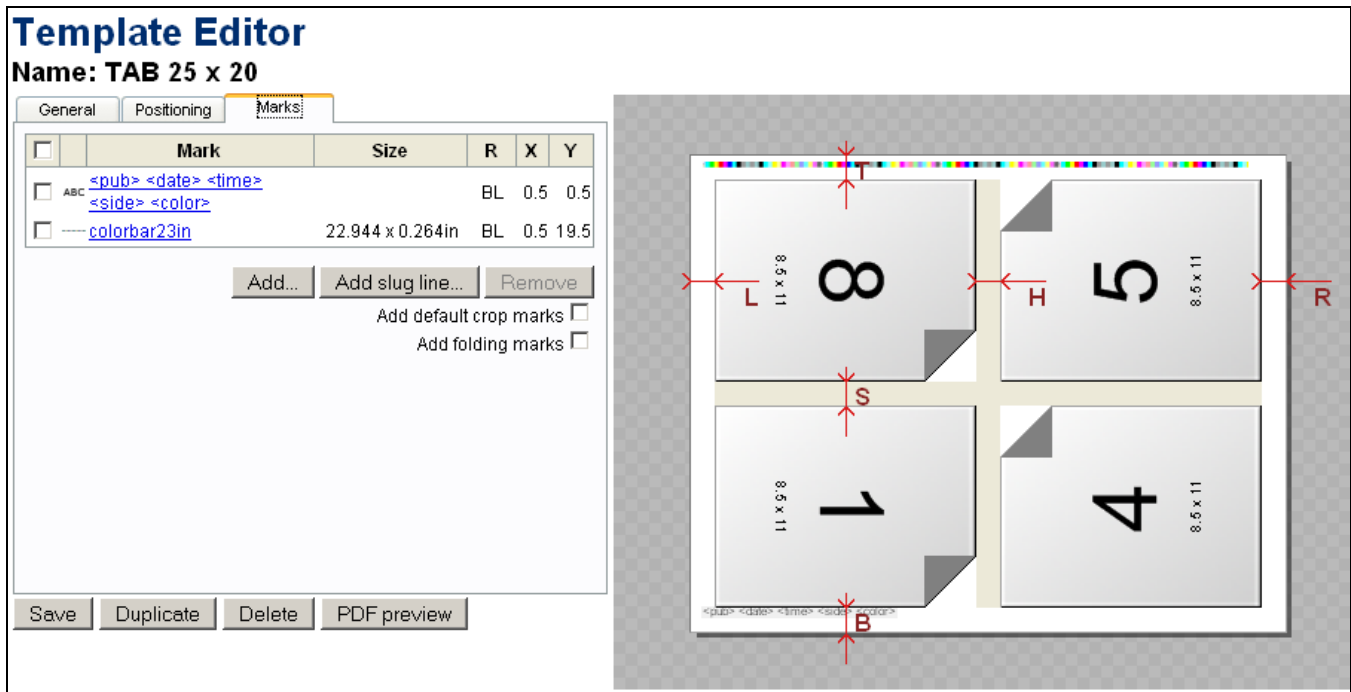
The **General** tab shown above consists mainly of parameters that were set when the template was created. What remains to be set are the **Positioning** of pages and **Marks**.

## POSITIONING TAB



The **Positioning** tab shown in the figure above is where you set the **Gutters** and **Margins**, thereby establishing the positioning of the pages on the plate. The **Gutters** and **Margins** settings are represented visually on the right side of the **Template Editor** window, abbreviated as follows:

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



The **Marks** tab shown in the figure above is where you add marks (sometimes referred to as furniture in the newspaper industry) and slug lines.

#### MARKS

Marks refers to registration marks, crop marks, folding marks, etc., as well as color bars. They can be added to the template by clicking the **Add** button and specifying the following settings:

- **Select mark** → Select the name of the mark that you want to add from the **Select mark** dropdown menu.
- **Position** → **X** is the distance from the left edge of the plate. **Y** is the distance from the bottom of the plate.
- **Reference / Orientation / Side** → If you require a setting that is different from the defaults, then you can change it here.

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

Select mark:

Bounding box:  x  in

Sheet size:  x  in

Reference: ☒ Bottom left ☐ Center

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

Side: ☐ Front ☐ Back ☒ Front and back

Position: X:   (distance from left edge)

Y:   (distance from bottom edge)

Done

### Tip

If no marks are listed in the **Select mark** dropdown menu, then they must first be added to the menu using the procedure below.

How to make a mark appear in the **Select mark** dropdown menu of the **Template Editor**:

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.

Do not upload the mark to the Furnitures queue in the usual way – rather, copy it *directly* to the hotfolder of the Furnitures queue on the PrePage-it server (to know more about PrePage-it queues and hotfolders, refer to the *PrePage-it User Guide*).

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

### SLUG LINES

A slug line refers to a text label that is written on the plate, typically identifying important elements 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:

You can use the following token to be replaced accordingly:

- <pub> : publication name.
- <date> : date when plate was generated (e.g. Oct 21, 2009).
- <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).

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

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

Side: ☐ Front ☐ Back ☒ Front and 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.

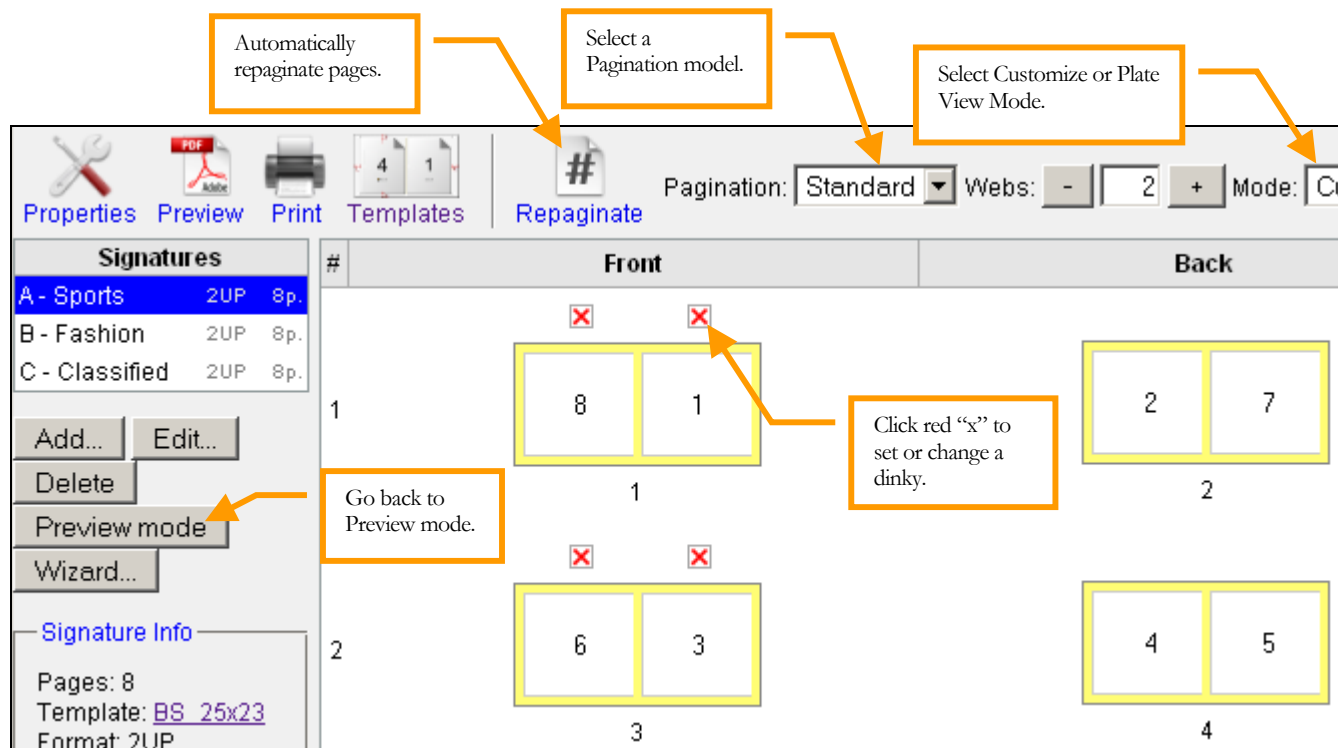
The dialog box displayed in the figure above shows the default settings for a slug line. You can change these settings, as explained next:

- **Slug line** → By default, the slug line will include the job name (represented by the code <pub>), date when the plate was produced (<date>), time, side and color of the plate. You can add or remove any of the codes or tokens displayed in the dialog box. In addition, you can also add your own text anywhere within the slug line. However, do not surround your own text by angle brackets.
- **Position** → Set the **X** (distance from the left edge) and **Y** (distance from the bottom edge) position of the slug line on the plate.
- **Orientation / Side** → If necessary, change the **Orientation** and **Side** from the default settings.

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.

## Customize mode features

The features described in this section are only available when working in **Customize** mode on an imposition 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

A pagination model is a pre-determined page numbering pattern which is applied to all the pages of a section when it is selected. Pagination models make it easier for Impose-it to adapt to different printing presses, folding machines and job types i.e. 2-up (Broadsheet), 4-up (Tabloid), etc.

When sections are created in a publication, pages are automatically numbered and oriented according to a default pagination model. The options available in the **Pagination** dropdown list will vary, depending on the imposition type (e.g. 2-up, 4-up), PRESSflo configuration, etc.

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**

In general, 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 publication.

#### Dinkies

It is possible to indicate that a section, 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 Broadsheet (2-up) section before a dinky is specified.

#	Front	Back
1	<div> <div>✖</div> <div>✖</div> <div>8</div> <div>1</div> <div>1</div> </div>	<div> <div>2</div> <div>7</div> <div>2</div> </div>
2	<div> <div>✖</div> <div>✖</div> <div>6</div> <div>3</div> <div>3</div> </div>	<div> <div>4</div> <div>5</div> <div>4</div> </div>

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 show a big red x inside the designated page and its back side.

#	Front	Back
1	<div><div><div>✖</div><div></div></div><div><div>8</div><div>✖</div></div></div> <div>1</div>	<div><div>✖</div><div>7</div></div> <div>2</div>
2	<div><div><div>✖</div><div>✖</div></div><div><div>6</div><div>3</div></div></div> <div>3</div>	<div><div>4</div><div>5</div></div> <div>4</div>

3

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

#### Imposition View Modes

Mode: Page

☒ Show thumbnail ([A] [A] [A])

#### Tip

The **Imposition** viewing modes are not to be confused with the PrePage-it Web viewing modes for the **Pages** and **Signatures** tabs discussed in the [View modes](#) section on p.29.

The publication 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 within the selected section, sheet by sheet, including their orientation (note that each sheet or web typically displays the front and back plate)
- **Page** shows all the pages within the selected section individually and consecutively, without displaying which sheet they belong to or their imposition layout and orientation
- **All Pages** is similar to the **Page** view, except that it shows all the pages in the entire job rather than just one section at a time (only available for jobs whose properties are configured with **Job Type = Web**)
- **Customize** mode allows you to customize the pagination sequence of a section, set dinkies, and more

#### Show Thumbnail

In addition, 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 RIPped 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.

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

Note that the **Print** toolbar button always prints blank pages, not the actual page content image.

#### PDF Preview

It is also possible to see a PDF Preview of the imposition layout by clicking the **PDF Preview** toolbar button. Note that this feature requires Acrobat Reader to be installed. The preview shows a mock-up of the entire publication, illustrating how the pages will be assembled. It also shows the various marks that have been added to the publication and contains useful reference information such as page size, section name and creep amount. The PDF Preview is a mock-up – it shows blank pages, not the actual page content image.

#### Center spread

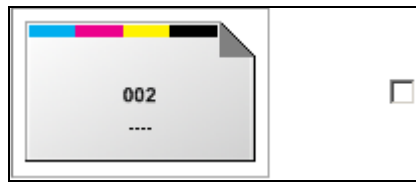
You can set 2 pages as a center spread by selecting them and clicking the **Spread** toolbar button.



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 in order to be automatically imposed.



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