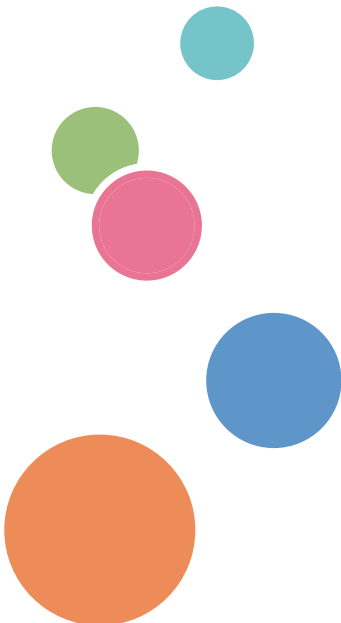




User's Guide

Introduction to this Application	1
Trying Out this Application Using Sample Files	2
Preparing Jobs	3
Editing Jobs	4
Using the Program Function	5
Useful Settings	6
Appendix	7



Introduction

Important

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this product, losses of documents or data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of important documents or data. Documents or data might be erased due to your operational errors or malfunctions of the machine. Also, you are responsible for taking protective measures against computer viruses, worms, and other harmful software.

In no event will the manufacturer be responsible for any documents created by you using this product or any results from the data executed by you.

Do not remove or insert any disk while operating this application.

Cautions Regarding this Guide and General Use of this Application

- Some illustrations or explanations in this guide may differ from your application due to improvement or change in the application.
- The contents of this document are subject to change without notice.
- No part of this document may be duplicated, replicated, reproduced in any form, modified or quoted without prior consent of the manufacturer.

Guides for this Application

The following guides are available for this application.

Instruction Manuals

The following two types of instruction manuals are included:

- **Setup Guide (Printed/HTML/PDF)**

This guide explains setup and startup procedures, and the settings required before you can use this application.

- **User's Guide (This guide, HTML/PDF)**

This guide explains the functions and basic operations of this application.

To help you better understand the basic operations of this application, this guide also includes practice lessons using sample files.

Help

Help uses explanatory balloons to explain each of the settings, their values, and how to configure them. In this guide, this type of help is referred to as "on-screen balloon help".

Note

- A Web browser must be installed in order to view the HTML manuals.

Recommended browser:

- Internet Explorer 6 SP3 or later
- Adobe® Acrobat® Reader®/Adobe Reader must be installed in order to view the manuals as PDF files.

How to Read the Documentation

Before Using this Application

This manual contains detailed instructions and notes on the operation and use of this application. To ensure correct operation, read this manual carefully and completely before using this application. Keep this manual in a handy place for quick reference.

How to Use the Manuals and Help

Use the instruction manuals (Setup Guide and User's Guide) and Help files (balloon help) according to your needs.

To learn about the functions and basic operations of this application:

See the instruction manuals.

To learn about configuring on-screen settings, correct entry, etc.

See the on-screen balloon help.

Symbols

The following symbols are used in this manual to help you to identify content quickly.

Important

This symbol indicates points to pay attention to when using the application. Be sure to read these explanations.

Note

This symbol indicates supplementary information that you may find helpful, but not essential to completing a task.

Reference

This symbol indicates where you can find further relevant information.

[]

This symbol indicates the names of screens, menus, settings, and buttons.

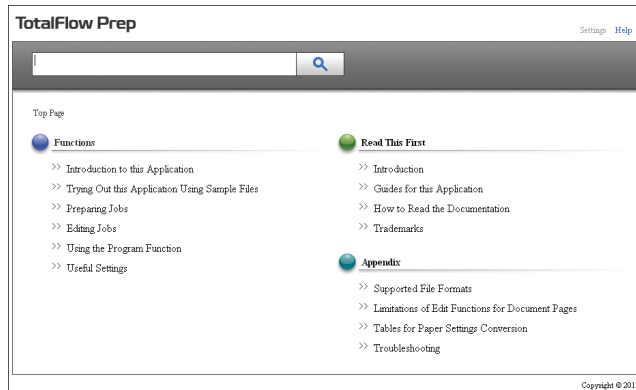
Displaying the instruction manuals (Setup Guide and User's Guide)

Use the following procedures to display the instruction manuals (HTML/PDF).

The descriptions in the HTML and PDF formats of instruction manuals are the same.

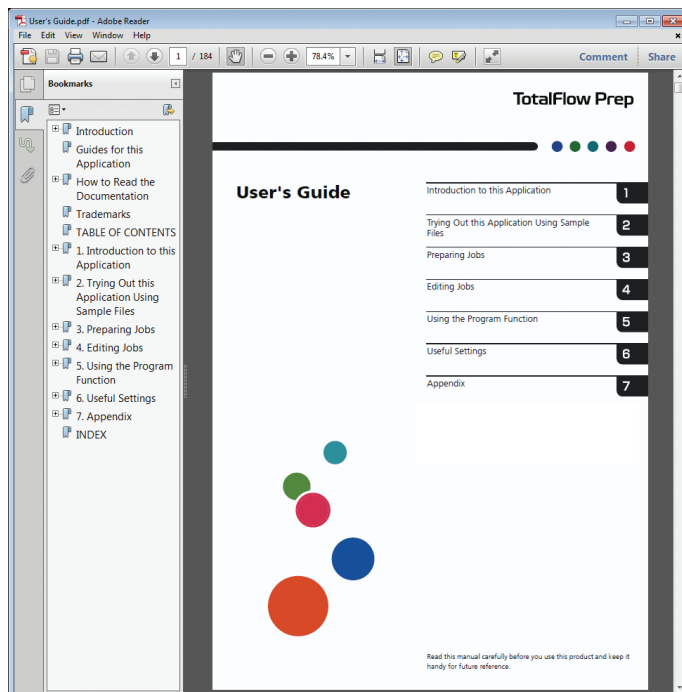
Displaying the HTML manuals

Start this application, and then select [TotalFlow Prep Help] on the [Help] menu.



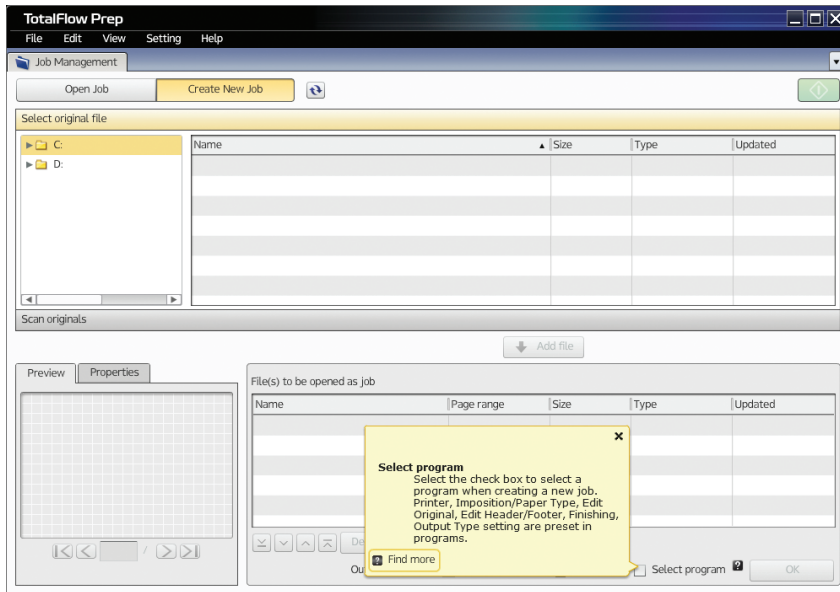
Displaying the PDF manuals

Click [Start], point to [All Programs] > [Total Flow] > [TotalFlow Prep], and then click either [Setup Guide] or [User's Guide].



Displaying balloon help

When you click the  button, help for that item will appear inside a balloon. Clicking [ Find more] within the balloon displays the related page in the HTML manual.



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The proper name of Internet Explorer 6 is Microsoft Internet Explorer 6.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

Microsoft product screen shots reprinted with permission from Microsoft Corporation.

TABLE OF CONTENTS

Introduction.....	1
Important.....	1
Cautions Regarding this Guide and General Use of this Application.....	1
Guides for this Application.....	2
How to Read the Documentation.....	3
Before Using this Application.....	3
How to Use the Manuals and Help.....	3
Trademarks.....	6
1. Introduction to this Application	
Outline.....	11
Outline of the Web Browser Version of TotalFlow Prep.....	12
What You Can Do with this Application.....	14
Key Points and Procedures.....	17
2. Trying Out this Application Using Sample Files	
Purpose.....	19
Practice 1: Introduction to the Functions.....	20
Preparation.....	20
Practice Procedure.....	21
Practice 2: Making a Booklet.....	28
Preparation.....	29
Practice Procedure.....	31
3. Preparing Jobs	
Creating a New Job from a Paper Document.....	47
Making a New Job from an Existing File.....	49
Opening a Saved Job.....	51
Job Management Screen Functions.....	51
Opening Jobs Saved in the Folder.....	52
Searching for a Job.....	53
Setting Properties to the Job.....	54
4. Editing Jobs	
Changing Page Layouts.....	55
Moving/Copying/Deleting Pages.....	56
Inserting Blank Pages.....	57

Inserting Other Documents.....	58
Editing Chapters.....	59
Using Other Programs with this Application.....	61
Editing Originals.....	65
Straightening Skewed Pages.....	67
Removing Noise from Documents.....	69
Removing Edge Shadows from Documents (Erase Border).....	70
Removing Center Shadows from Book Sources (Erase Center).....	70
Moving a Selected Area.....	71
Rotating Pages.....	72
Changing the Size of Pages.....	73
Filling a Specified Area.....	74
Inserting Text.....	74
Inserting Images.....	75
Editing Objects.....	76
Applying Edits to Multiple Pages.....	76
Registering and Applying Image Overlays.....	79
Paper and Imposition/Finishing Settings.....	82
Imposition Settings.....	84
Selecting the Paper Type for the Entire Job.....	94
Finishing Settings.....	95
Adding Pagination (Page Numbering).....	101
Adding a Header and/or Footer.....	102
Adding Cover Sheets.....	103
Inserting Pages at Chapter Breaks.....	104
Inserting Tab Stock.....	105
Inserting Slip Sheets.....	107
Setting Text and Images to Print on Tabs.....	108
Applying Separate Settings to a Specified Sheet (Exception Setting).....	110
Output Settings.....	113
Outputting to TotalFlow Print Manager or TotalFlow Production Manager.....	115

5. Using the Program Function

Registering Frequently Used Features as a Program.....	117
--	-----

Changing a Program's Content/Deleting Programs.....	119
Changing the Content of a Program.....	119
Deleting a Program.....	120
Using a Program to Create a Job.....	122
Using Hot Folders.....	124

6. Useful Settings

Registering Frequently Used Settings.....	127
Registering Imposition Presets.....	127
Registering Custom Paper Types in Paper Catalog.....	130
Registering Tab Stock Presets.....	136
Registering External Applications.....	141
Registering Printers and Scanners.....	142
Registering a Printer.....	142
Registering a Scanner.....	145
Setting Preferences.....	149
Checking Job Progress and Results.....	151
Checking the Progress of Print Jobs.....	151
Checking the Results of Print Jobs.....	153
Backing Up and Restoring Settings.....	155
Performing a System Settings Backup.....	155
Restoring System Settings.....	156

7. Appendix

Supported File Formats.....	159
Supported Image Formats and Image Sizes.....	160
Limitations of Edit Functions for Document Pages.....	164
Tables for Paper Settings Conversion.....	165
Paper Types and Settings.....	165
Troubleshooting.....	171
If a Message Appears.....	171
If This Application Does Not Start.....	176
INDEX	177

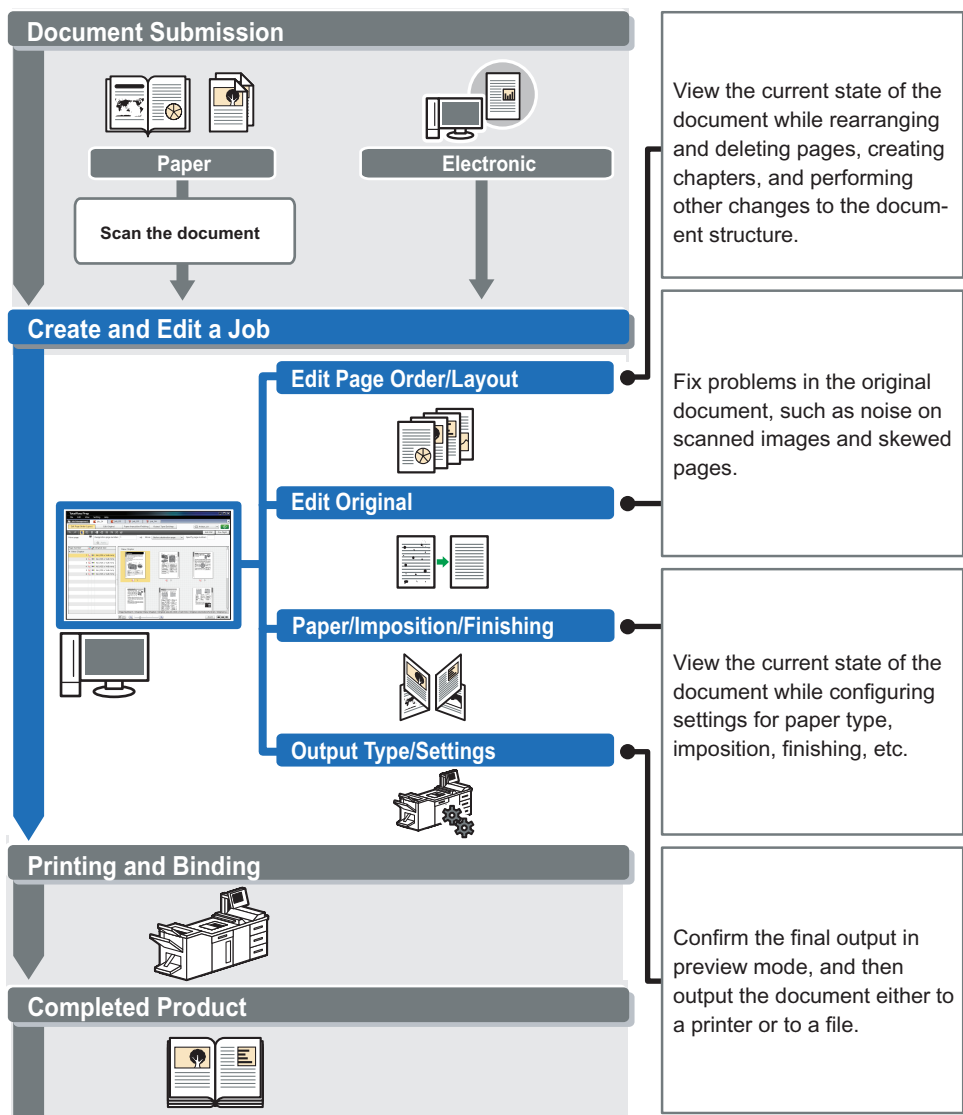


1. Introduction to this Application

This chapter introduces the application's basic functions and operations.

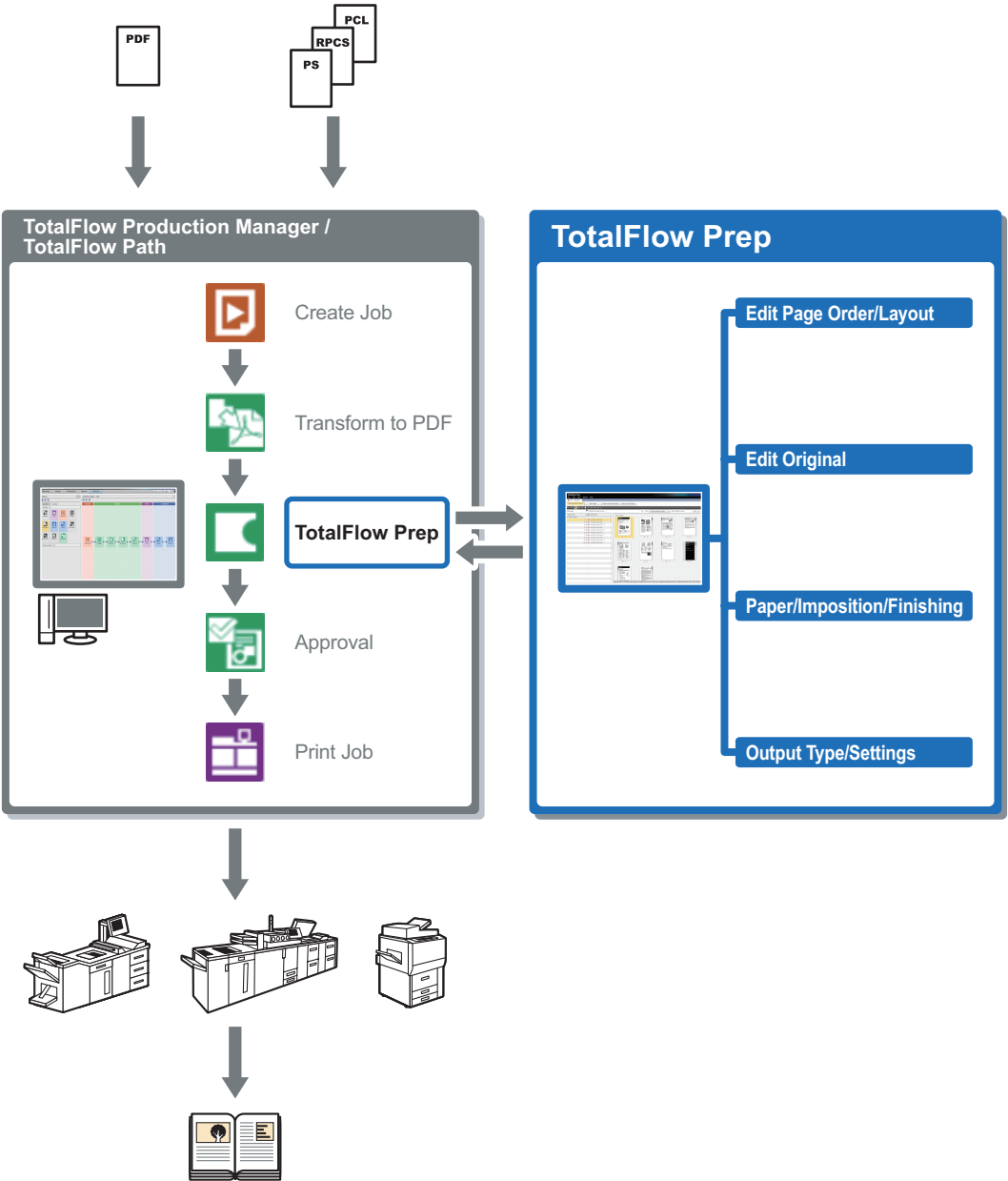
Outline

This application enables you to edit paper documents and electronic files, and then create and output the data for printing. The main functions of this application are detailed below.



Outline of the Web Browser Version of TotalFlow Prep

If TotalFlow Production Manager or TotalFlow Path is available on your system, you can use the Web browser version of TotalFlow Prep to edit a job. The edited job is saved to TotalFlow Production Manager or TotalFlow Path.



Note

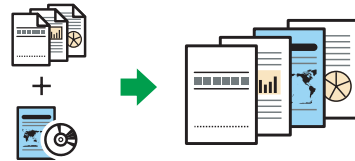
- Some functions of TotalFlow Prep are not available for the Web browser version.
- If the Web browser version of TotalFlow Prep is working with TotalFlow Path, you can edit the job in automatic mode. For details, see the TotalFlow Path documentation.

What You Can Do with this Application

This application allows you to do the following.

Combine paper documents and electronic files into one print job.

See page 58 "Inserting Other Documents"



BYM018

Use other programs with this application to edit documents.

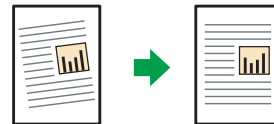
See page 61 "Using Other Programs with this Application"



BYM092

Straighten the skew of a scanned document.

See page 67 "Straightening Skewed Pages"

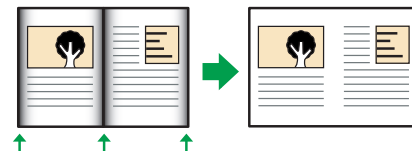


BYM009

Remove shadows created by the scanning process.

See page 70 "Removing Edge Shadows from Documents (Erase Border)"

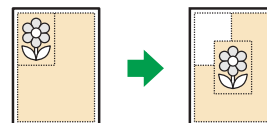
See page 70 "Removing Center Shadows from Book Sources (Erase Center)"



BYM007

Select an area of the document, and reposition it.

See page 71 "Moving a Selected Area"



BYM019

Apply edits to multiple pages at once.

You can edit multiple pages at one time. You can also check pages individually and apply the changes you have made.

See page 76 "Applying Edits to Multiple Pages"

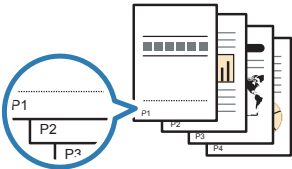


BYM022

Print documents with page numbers added.

When multiple files are printed as a single job, page numbers can be added in a continuous sequence.

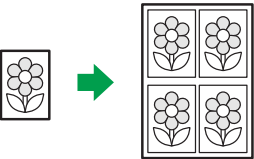
See page 101 "Adding Pagination (Page Numbering)"



BYM003

Duplicate and arrange the same document multiple times on a single page.

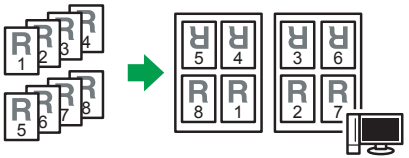
See page 86 "Printing an image in an array (Repeat)"



BYM008

Perform imposition by changing the order and direction in which pages are laid out on a sheet.

See page 86 "Performing custom imposition"



BYM011

Set and insert cover sheets, slip sheets, and designation sheet.

See page 103 "Adding Cover Sheets"

See page 107 "Inserting Slip Sheets"

See page 104 "Inserting Pages at Chapter Breaks"

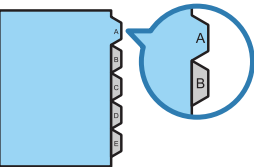


BYM010

Set and insert tab stock.

See page 105 "Inserting Tab Stock"

See page 108 "Setting Text and Images to Print on Tabs"



BYM002

Print documents with binding, folding, or book-binding settings.

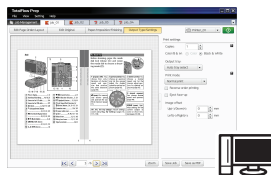
See page 95 "Finishing Settings"



BYM020

Preview a document on-screen before outputting it.

See page 113 "Output Settings"



CXS021

Save and utilize job data.

Saved jobs can be searched, loaded, and reused for printing.

See page 51 "Opening a Saved Job"



BYM091

You can register frequently used paper types, sizes, and colors. These items can then be specified when viewing and selecting paper images.

See page 130 "Registering Custom Paper Types in Paper Catalog"



BYM016

Register a Hot folder (monitored folder), which allows you to perform imposition and finishing, and then output a document without running the main application.

See page 124 "Using Hot Folders"

See page 117 "Registering Frequently Used Features as a Program"



BYM017

Key Points and Procedures

This section explains the procedures for using this application.

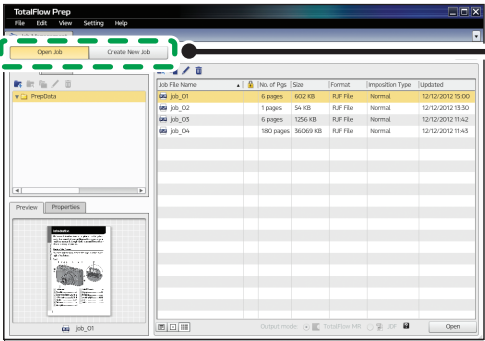
Before using this application

- Start this application and register a printer. See page 142 "Registering a Printer".
- If you will be creating jobs from paper documents, you must register a scanner. See page 145 "Registering a Scanner".

1

● Job Management Screen

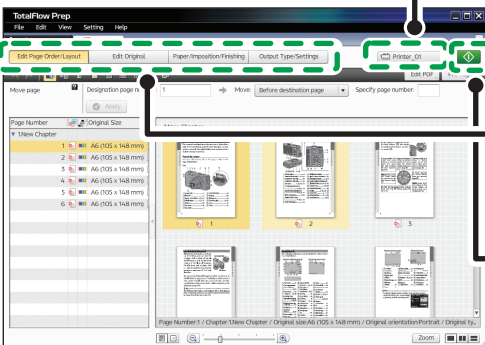
Create jobs from paper documents and electronic files



1 Create a new job
- or -
Open a saved job.

● Job Edit Screen

Edit jobs and output documents



2 Select a printer to use for output.

3 Edit the job.

4 Output the document.
A job can also be saved.

CX5012

Reference

- page 47 "Preparing Jobs"

- page 55 "Editing Jobs"
- page 113 "Output Settings"

2. Trying Out this Application Using Sample Files

This chapter explains how to operate this application using a sample file.

Purpose

2

In this chapter, sample files are used in practice examples so that you can better understand the functions and operations of this application.

There are two practice examples:

- Practice 1: Introduction to Using the Functions

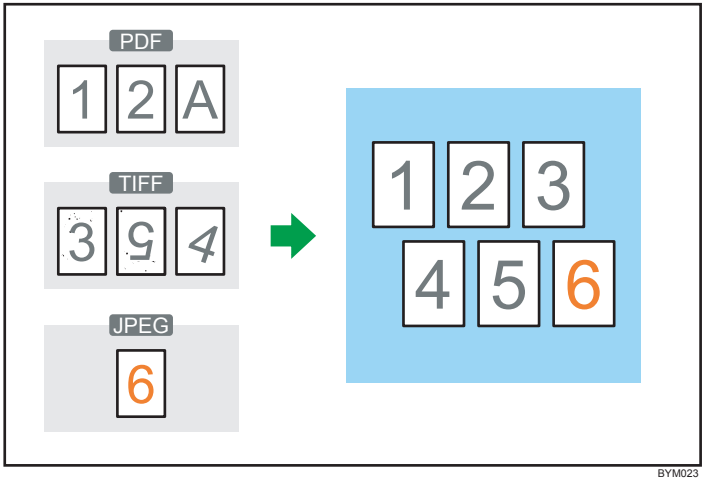
This practice allows you to try various functions of this application using a sample file.

- Practice 2: Making a Booklet

This practice allows you to try making a booklet using the PDF file of the Setup Guide provided with this application.

Practice 1: Introduction to the Functions

Using the following sample files (PDF, TIFF, JPEG), you can try out several of this application's main functions.



Functions you will use

- Create New Job
Create Job from Original Files
- Edit Page Order/Layout
Insert Original Document, Move Page, Delete Page
- Edit Original
Deskew, Noise Reduction, Move Area, Rotate

Preparation

Before you begin the practice, you must do the following:

No.	Step	Explanation
1	Start this application	For details about starting this application, see Setup Guide.

No.	Step	Explanation
2	Prepare the sample files	Sample files used in Practice 1 • 1_2_A.pdf • 3_5_4.tif • 6.jpg Location of sample files {Installation path of this application}\samples\ If you selected the default installation path when you installed this application, the sample files will be located in the following folder: • 32-bit operating system C:\Program Files\TotalFlow\TotalFlow Prep\samples\ • 64-bit operating system C:\Program Files(X86)\TotalFlow\TotalFlow Prep\samples\

Practice Procedure

Use the procedure that follows to practice use of this application's functions on sample files.

↓ Note

- Leave any settings not identified in this procedure at their default values.

Step 1: Create a job from the sample files

In this step, you will load the sample files (1_2_A.pdf, 3_5_4.tif) and create a new job.

1	On the [Job Management] screen, click [Create New Job].	
2	In the folder containing the sample files, hold down the Ctrl key and select both "1_2_A" and "3_5_4".	
3	Click [Add file].	
4	Select [TotalFlow MR] for [Output mode:], and then click [OK].	

Reference

- For more details about creating jobs, see page 47 "Preparing Jobs".

Step 2: Insert another document

In this step, you will insert another sample file (6.jpg) into the job you created. This will add the new file as an extra page at the end of the document.

1	On the [Edit Page Order/Layout] screen, click  , the [Insert Original Document] button.	
2	In [Designation page number:], enter "6", select [After destination page, as page(s)], and then click [Apply].	

3

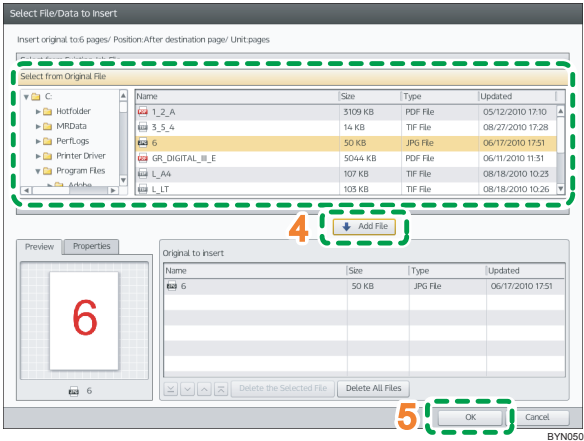
On the [Select File/Data to Insert] screen, click [Select from Original File], and then in the folder containing the sample files, select "6".

4

Click [Add File].

5

Click [OK].



2

Reference

- For more details about inserting documents, see page 58 "Inserting Other Documents".

Step 3: Delete an unnecessary page

There is a non-numeric page, "A". In this step, you will delete it.

1

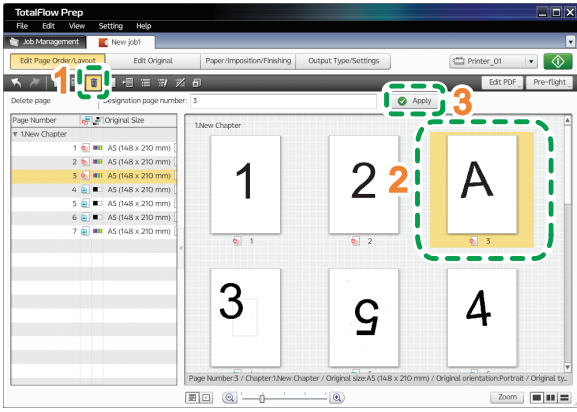
On the [Edit Page Order/Layout] screen, click , the [Delete Page] button.

2

In the thumbnail view, select the page displayed as "A".

3

Click [Apply].

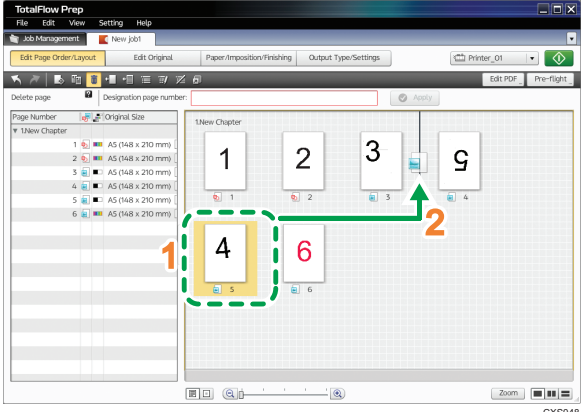


Reference

- For more details about deleting pages, see page 56 "Moving/Copying/Deleting Pages".

Step 4: Rearrange the page order (moving a page)

The order of pages 4 and 5 is backwards. In this step, you will move these pages using a drag-and-drop operation and rearrange them in the correct order from 1 to 6.

1	On the [Edit Page Order/Layout] screen, select the page displayed as "4" in the thumbnail view.	
2	Drag the page behind the page displayed as "3", and then drop it there.	

Note

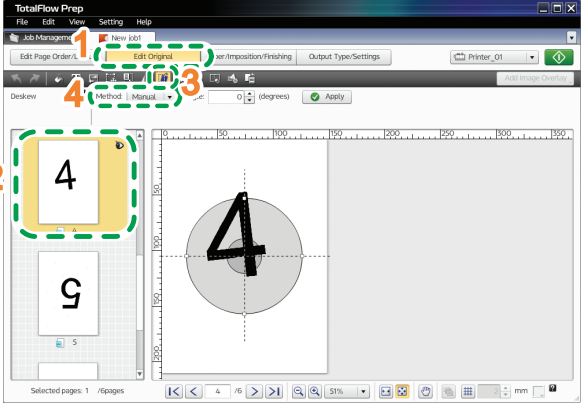
- Rearrange the page order correctly if it is not as follows: 1 → 2 → 3 → 4 → 5 → 6

Reference

- For more details about moving pages, see page 56 "Moving/Copying/Deleting Pages".

Step 5: Straighten a skewed page

Page 4 is skewed. In this step, you will straighten it.

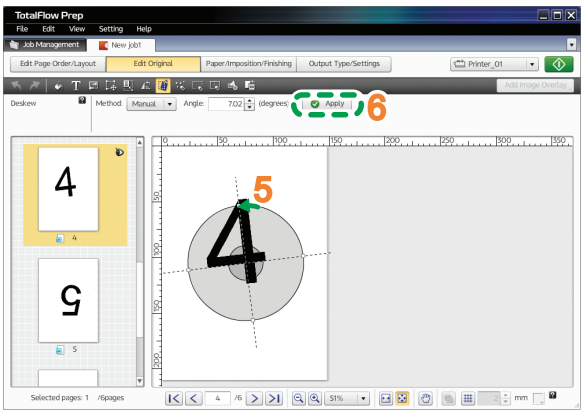
1	Click [Edit Original].	
2	Select the skewed page 4.	
3	Click  , the [Deskew] button.	
4	In [Method:], select [Manual].	

5

Reference lines appear on the page. Drag the point (□) on a reference line to straighten the skew.

6

Click [Apply].



CXS300

 Reference

- For more details about straightening skewed pages, see page 67 "Straightening Skewed Pages".

Step 6: Removing noise (unwanted dots or marks)

There is noise (unwanted dots or marks) on pages 3 and 5. In this step, you will remove the noise from these pages at one time.

1

On the [Edit Original] screen, while holding down Ctrl key, select pages 3 and 5.

2

Click , the [Noise Reduction] button.

3

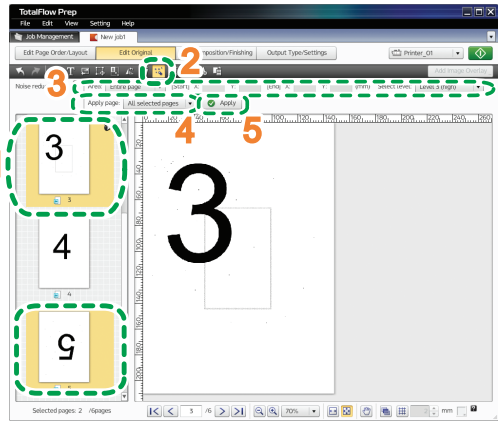
In [Area:], select [Entire page].
In [Select level:], select [Level 3 (high)].

4

In [Apply page:], select [All selected pages].

5

Click [Apply].



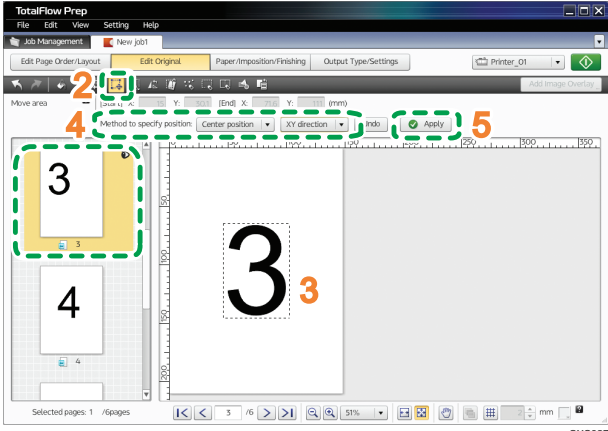
CXS054

 Reference

- For more details about removing noise, see page 69 "Removing Noise from Documents".

Step 7: Select and move an area of a page

The page number on page 3 is in a different location than the page numbers on the other pages. In this step, you will move the page number to the center of the page, which is where it is located on the other pages.

1	On the [Edit Original] screen, select page 3.	
2	Click  , the [Move Area] button.	
3	Position the selection area so that it surrounds the page number "3". Dragging a point () on the selection area allows you to change the size.	
4	In [Method to specify position:], select [Center position], and then select [XY direction].	
5	Click [Apply].	

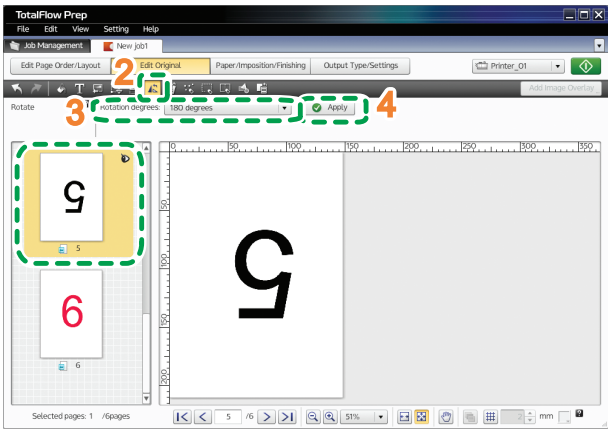
Reference

- For more details about moving a selected area of a page, see page 71 "Moving a Selected Area".

Step 8: Rotate a page

The orientation of page 5 is different from the orientation of the other pages. In this step, you will rotate the page so that its orientation is the same as the others.

1	On the [Edit Original] screen, select page 5.
2	Click  , the [Rotate] button.
3	In [Rotation degrees:], select [180 degrees].
4	Click [Apply].



The screenshot shows the TotalFlow Prep software interface. The 'Edit Original' tab is active. The 'Rotate' dialog box is open, showing a preview of the page layout. The 'Rotation degrees' dropdown is set to '180 degrees'. The 'Apply' button is highlighted. The background shows a page layout with a large '9' and a smaller '6'.

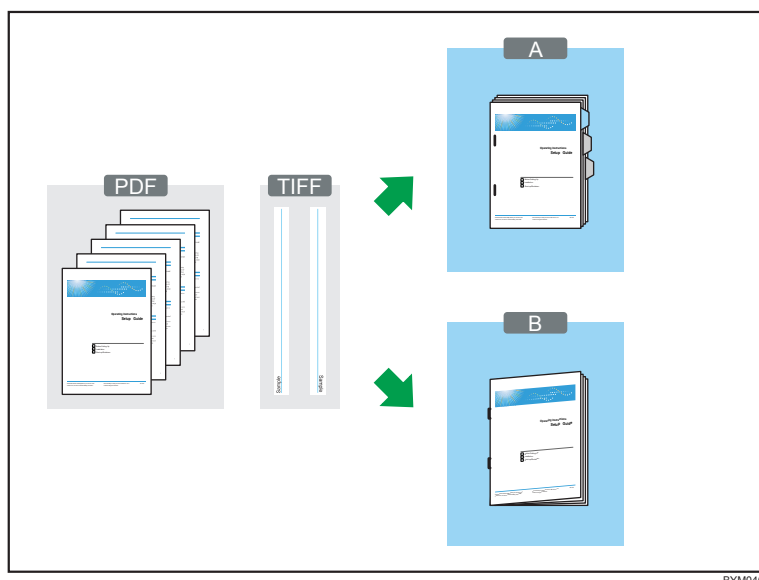
 Reference

- For more details about rotating pages, see page 72 "Rotating Pages".

Practice 2: Making a Booklet

Using the following sample files (PDF, TIFF), you can try creating a booklet.

Depending on the available functions of your printer, you can practice creating a booklet using one of two booklet types, [A] or [B].



Functions you will use

- Create New Job
Create Job from Original Files
- Edit Page Order/Layout
Create Chapter, Edit Chapter
- Edit Original
Enlarge/Reduce, Insert text, Insert image, Edit object (Delete Object)
- Paper/Imposition/Finishing
Imposition/PaperType, Page Numbering, Insert Tab Stock^{*1}, Finishing (Staple, Fold^{*2})
- Output Type/Settings

*1 Booklet [A] only

*2 Booklet [B] only

Booklet Type Selection

In this practice, at a certain location the explanation will split into two booklet types.

Confirm the following table to select a type for making a booklet according to the available functions of your printer. Follow the instructions for the type you select.

Booklet Type	Binding Method	Required Printer Functions
Booklet [A]	Regular printing (2-sided) Staple Insert Tab Stock *1	Stapler A tray that can accept tab stock *1
Booklet [B]	Magazine Binding (Booklet)	Booklet Stapler Folder

*1 If your printer does not have a tray that can accept tab stock, you can proceed with the practice without making any settings to insert tab stock.

 Reference

- To confirm the available functions of your printer, see your printer’s documentation.

Preparation

Before you begin the practice, you must do the following:

No.	Step	Explanation
1	Start this application	For details about starting this application, see Setup Guide.

No.	Step	Explanation
2	Prepare the sample files	Sample files used in Practice 2 • Setup Guide.pdf • L_A4.tif, R_A4.tif (L_LT.tif, R_LT.tif) Location of sample files • Setup Guide.pdf {Installation path of this application}\manual\ • L_A4.tif, R_A4.tif (L_LT.tif, R_LT.tif) {Installation path of this application}\samples\  Note • If you selected the default installation path when you installed this application, {Installation path of this application} is the following folder: • 32-bit operating system C:\Program Files\TotalFlow\TotalFlow Prep\ • 64-bit operating system C:\Program Files(X86)\TotalFlow\TotalFlow Prep\
3	Check your printer	Confirm that you have registered the printer you will be using.  Reference • See page 142 "Registering a Printer".
4	Prepare printing paper	Load the paper for the booklet in the input tray of the printer. The paper you must set is as follows: For Booklet [A] • Paper Size: A4 (210 × 297 mm) or Letter (8.5 × 11) • Number of sheets (per booklet): 16 booklet sheets, 3 tab stock sheets *1 *2 For Booklet [B] • Paper Size: A4 (210 × 297 mm) or Letter (8.5 × 11) • Number of sheets (per booklet): 8 booklet sheets  Reference • For details about loading paper in your printer's input tray, see your printer's documentation.

- *1 If you do not have tab stock, it is not necessary to perform steps related to inserting tab stock.
- *2 When using tab stock, remove any tab stock that will not be used for the job from the tab stock tray.

Practice Procedure

Follow the procedures below to practice.

The procedures differ for Booklet [A] and Booklet [B]. Read the instructions for the booklet type you are using.

Note

- Leave any settings not identified in this procedure at their default values.

Step 1: Create a job from the sample file

In this step, you will load the sample file (Setup Guide.pdf) and create a new job from it.

1	On the [Job Management] screen, click [Create New Job].
2	In the folder containing the sample files, select "Setup Guide".
3	Click [Add file].
4	Select [TotalFlow MR] for [Output mode:], and then click [OK].

The screenshot shows the TotalFlow Prep software interface. The 'Job Management' menu is open, and the 'Create New Job' option is selected. A file explorer window displays the contents of a folder, including 'Setup Guide' and 'Users Guide' files. The 'Add file' button is highlighted. Below the file explorer, a table titled 'Files to be opened as job' lists the selected files. The 'Output mode' is set to 'TotalFlow MR', and the 'OK' button is highlighted.

Reference

- For more details about creating jobs, see page 47 "Preparing Jobs".

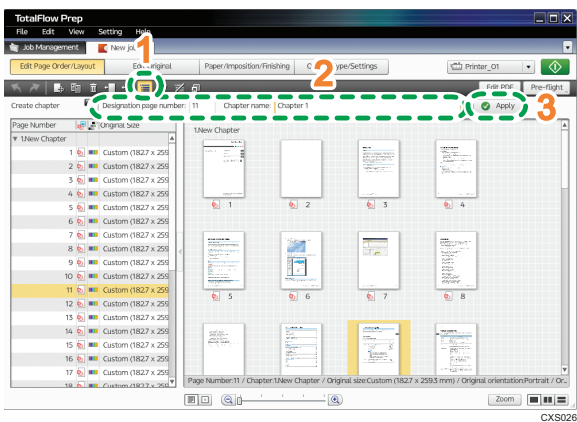
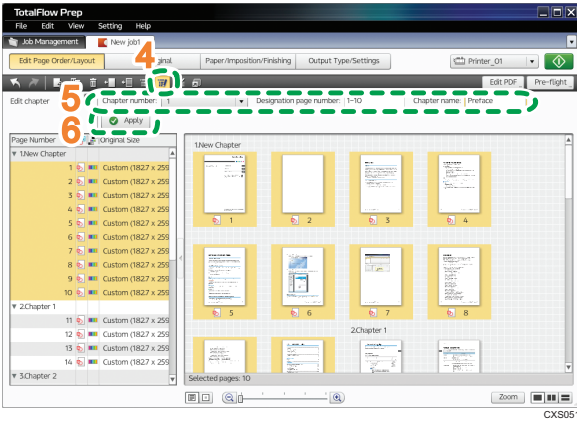
Step 2: Set chapters (Create Chapter, Edit Chapter)

After creating a job, all pages of the document will be together in one chapter (chapter number: 1, chapter name: New Chapter).

In a later step, you will insert tab stock for each chapter, so in this step you will divide the pages into different chapters.

Set chapters according to the following table:

Chapter Number	Chapter Name	Target Page (First page of the chapter)
1	Preface	1
2	Chapter 1	First page of "1. Before Setting Up", page 11.
3	Chapter 2	First page of "2. Installation", page 15.
4	Chapter 3	First page of "3. Start-up/Shutdown", page 25.

1	On the [Edit Page Order/Layout] screen, click  , the [Create Chapter] button.	
2	Set Chapter Number 2: For [Designation page number:], enter "11", and for [Chapter name:], enter "Chapter 1".	
3	Click [Apply]. In the same way, make similar settings for chapter numbers 3 and 4, using the above table as reference for "Target Page" and "Chapter Name".	
4	Click  , the [Edit Chapter] button to change the name of chapter number 1 from "New Chapter" to "Preface".	
5	From the [Chapter number:] drop-down list, select "1", and for [Chapter name:] enter "Preface".	
6	Click [Apply].	

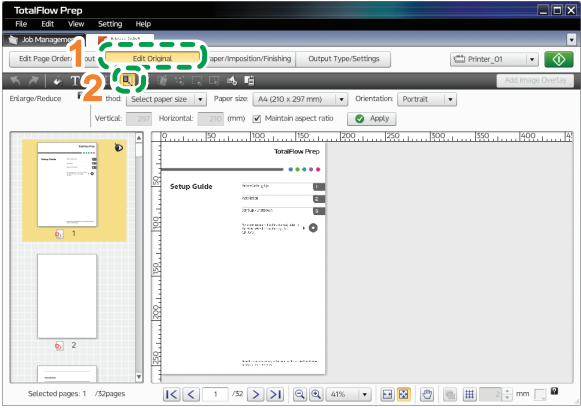
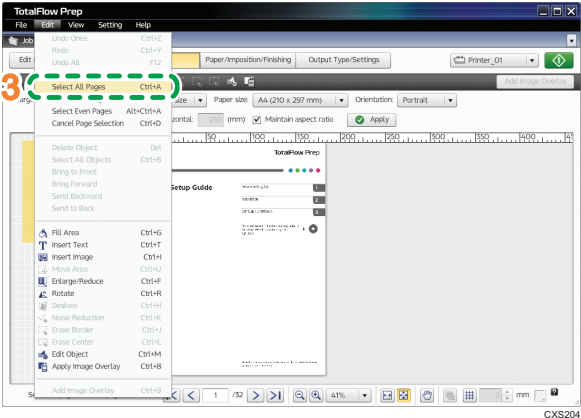
Reference

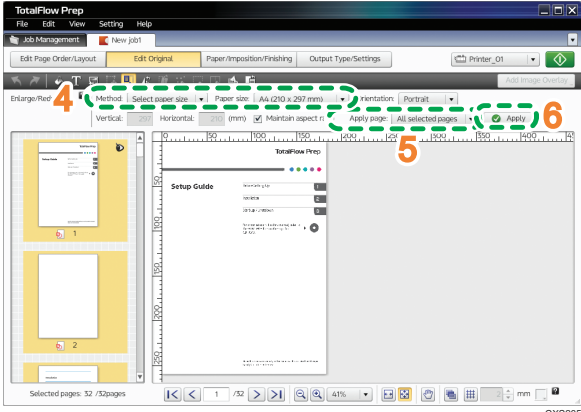
- For more details about [Create Chapter] and [Edit Chapter], see page 59 "Editing Chapters".

Step 3: Change the page size

In this step, you will enlarge the page size to [A4 (210 × 297 mm)] or [Letter (8.5 × 11)].

2

1	Click [Edit Original].	
2	Click  , the [Enlarge/Reduce] button.	
3	On the [Edit] menu, select [Select All Pages].	

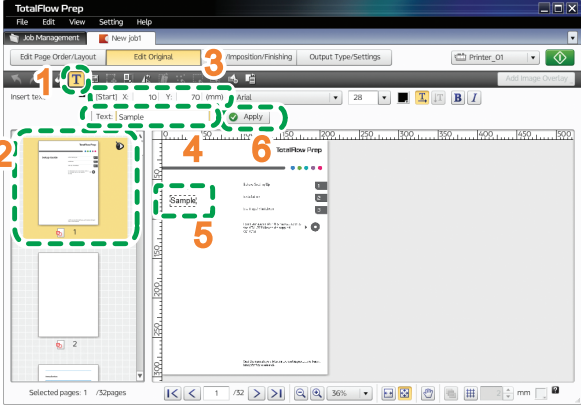
4	In [Method:], select [Select paper size], and in [Paper size:], select [A4 (210 × 297 mm)] or [Letter (8.5 × 11)].	
5	In [Apply page:], select [All selected pages].	
6	Click [Apply].	

Reference

- For details about [Enlarge/Reduce], see page 73 "Changing the Size of Pages".

Step 4: Insert text on the cover sheet

In this step, you will insert text "Sample" on the cover sheet.

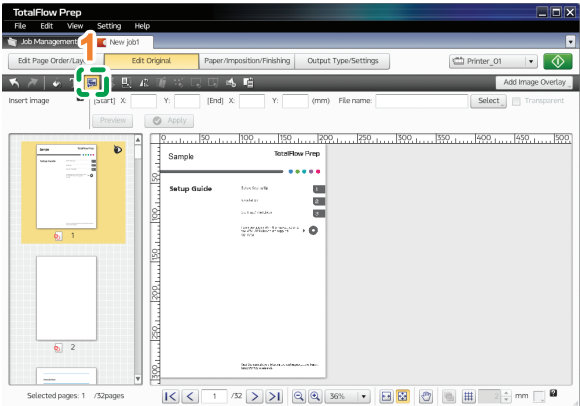
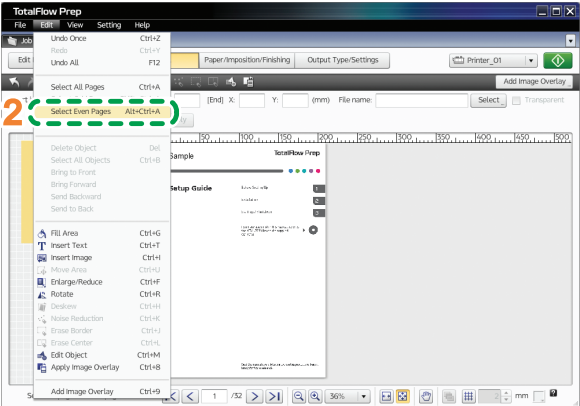
1	On the [Edit Original] screen, click T , the [Insert Text] button.	
2	Select the cover page (Page 1).	
3	Click anywhere on the page view, and then specify [X:] and [Y:] in [Start].	
4	In [Text:], enter "Sample".	
5	Move the mouse over the text frame, drag  , and adjust the position where the text will be inserted.	
6	Click [Apply].	

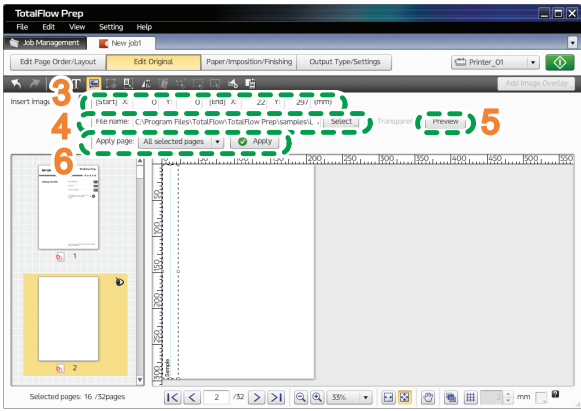
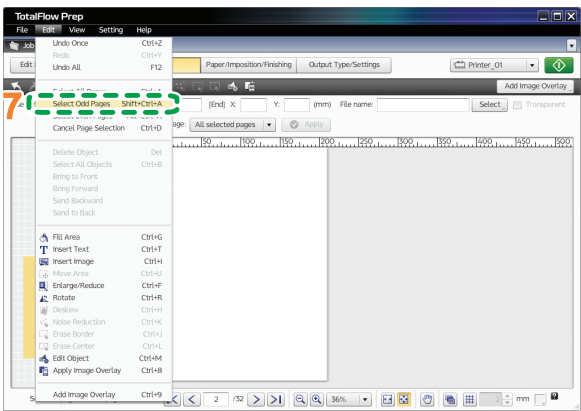
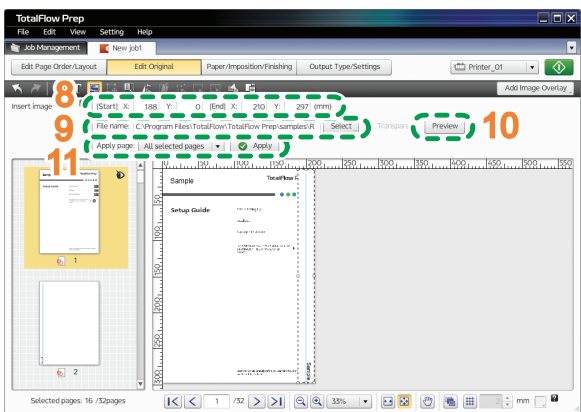
Reference

- For more details about [Insert Text], see page 74 "Inserting Text".

Step 5: Place an image on the page

In this step, you will place the sample image files (L_A4.tif, R_A4.tif, L_LT.tif, R_LT.tif) on the edges of the pages.

1	On the [Edit Original] screen, click  , the [Insert Image] button.	
2	On the [Edit] menu, select [Select Even Pages].	

3	In [Start], specify X= 0 mm (0 inch), Y= 0 mm (0 inch), and in [End], specify X= 22 mm (0.86 inch), Y= 297 mm (11 inch).	
4	Click the [Select] button, and select the sample file "L_A4.tif" or "L_LT.tif".	
5	Click [Preview].	
6	In [Apply page:], select [All selected pages]. Click [Apply].	
7	On the [Edit] menu, select [Select Odd Pages].	
8	In [Start], specify X= 188 mm (7.64 inch), Y= 0 mm (0 inch), and in [End], specify X= 210 mm (8.5 inch), Y= 297 mm (11 inch).	
9	Click the [Select] button, and select the sample file "R_A4.tif" or "R_LT.tif".	
10	Click [Preview].	
11	In [Apply page:], select [All selected pages]. Click [Apply].	

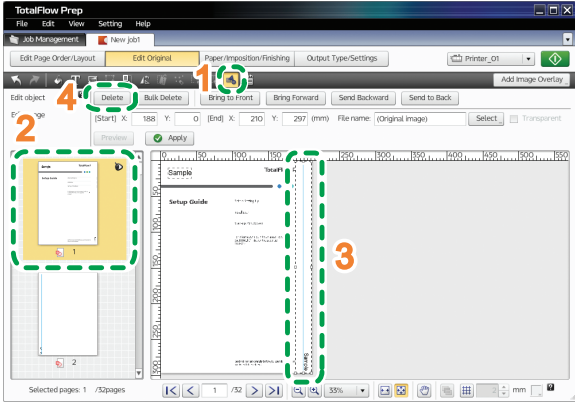
Reference

- For more details about [Insert Image], see page 75 "Inserting Images".

Step 6: Deleting an image placed on the cover page

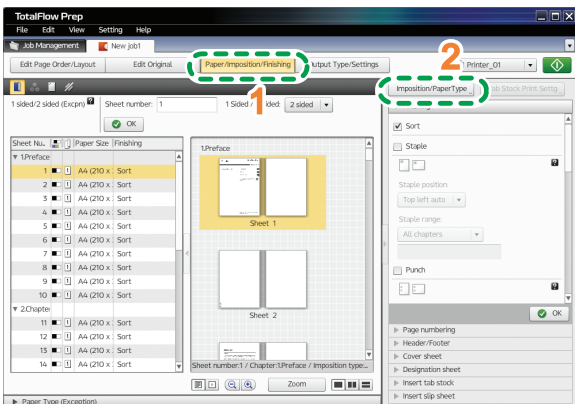
Delete an image placed on the front and back cover pages.

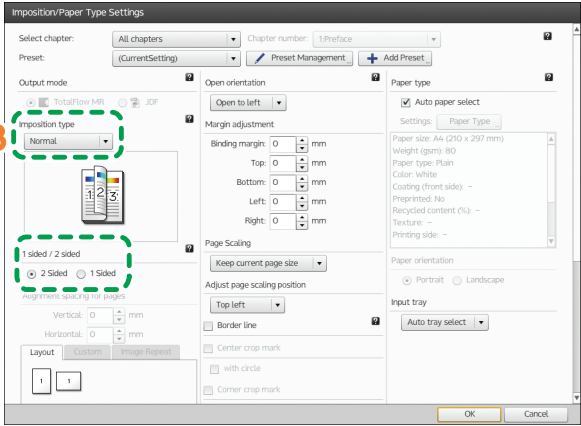
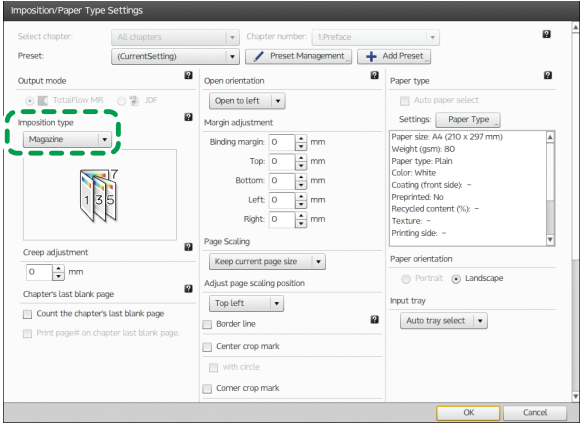
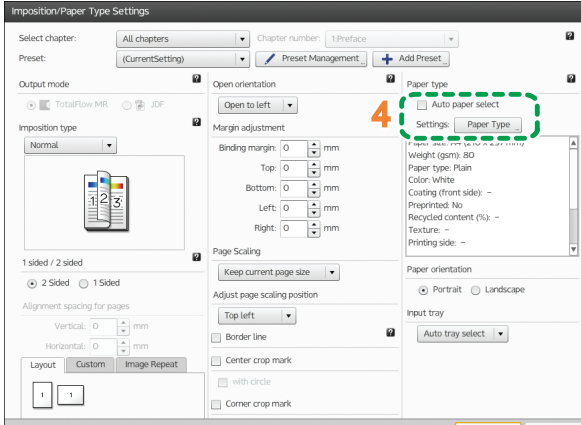
2

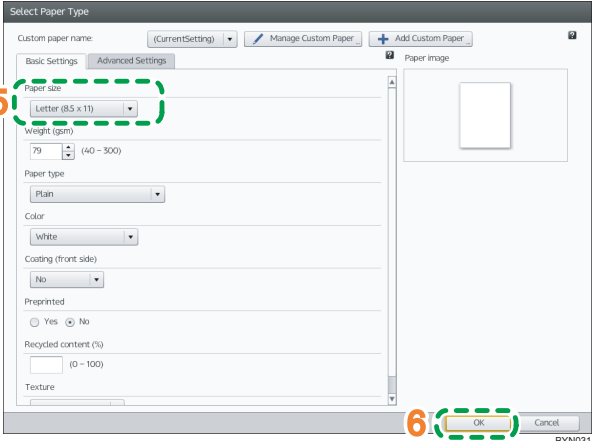
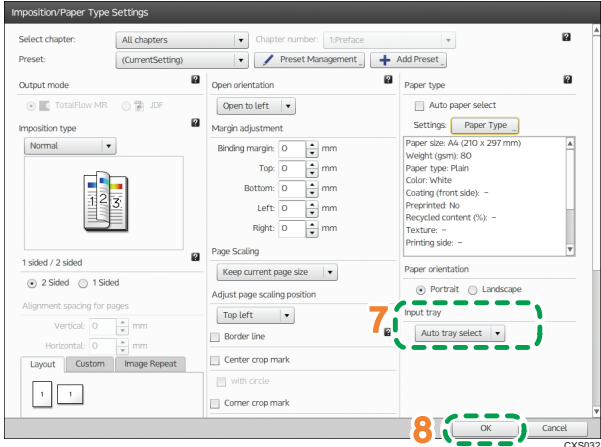
1	On the [Edit Original] screen, click  , the [Edit Object] button.	
2	Select the front cover page (the first page only).	
3	Click the inserted image to select it.	
4	Click the [Delete] button. Next, follow the same procedure for the back cover page (the last page only) to delete the image there as well.	

Step 7: Set imposition and paper type

Set imposition to make a booklet. Also, set the paper used for the body of the document.

1	Click [Paper/Imposition/Finishing]. When a confirmation screen appears, click [OK].	
2	Click [Imposition/PaperType].	

3	On the [Imposition/Paper Type Settings] screen, set imposition to make a booklet. Depending on the booklet creation type ([A] or [B]) imposition settings will differ, as detailed below. For Booklet [A]: Make the following settings. • Select [Normal] for [Imposition type]. • Select [2 Sided] for [1 sided / 2 sided].	 CXS057
	For Booklet [B]: Select [Magazine] for [Imposition type].	 CXS058
4	Set the printing paper for the body pages of the document. On the [Imposition/Paper Type Settings] screen, clear the [Auto paper select] check box, and then click [Paper Type].	 CXS030

5	Specify [Paper size] on the [Basic Settings] tab of the [Select Paper Type] screen. Select the paper size to use.	
6	Click [OK].	
7	For [Input tray] on the [Imposition/Paper Type Settings] screen, select the tray holding paper that will be used for printing.	
8	Click [OK].	

Note

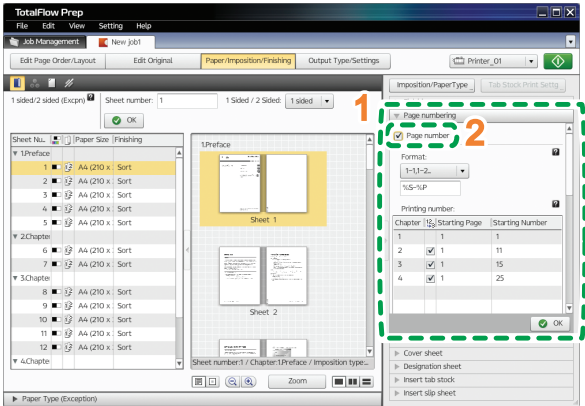
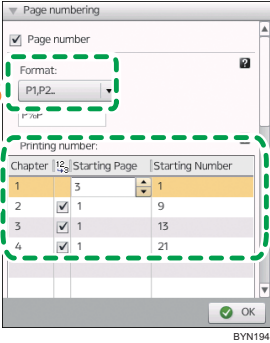
- For Booklet [B] imposition (magazine), creep settings can also be made. For details about creep, see page 89 "Imposition for creating a bound book (Magazine/Magazine double)".

Reference

- For details about imposition settings, see page 84 "Imposition Settings".

Step 8: Add page numbers

In this step, you will configure settings so that page numbers (P1, P2, ...) are printed.

1	On the [Paper/Imposition/Finishing] screen, click [Page numbering] to open the settings pane.	
2	Select the [Page number] check box.	
3	In the [Format:] drop-down list, select [P1,P2...].	
4	In [Printing number:], enter 3 in [Starting Page] and enter 1 in [Starting Number] for chapter 1. Select ¹² ₃ , the [Succeed the number from before chapter] check box for chapters 2, 3, and 4.	
5	Specify "Arial" in [Font:], specify "7" points in [Size:], and specify [Color:].	
6	Click the [Front side] tab. Select the [Apply to back side] check box.	
7	Specify the print position of the page numbers. In [Stamp position:], select [Center bottom].	
8	In [From bottom], enter 10 mm (0.39 inch).	
9	Click [OK].	

Reference

- For more details about [Page numbering], see page 101 "Adding Pagination (Page Numbering)".

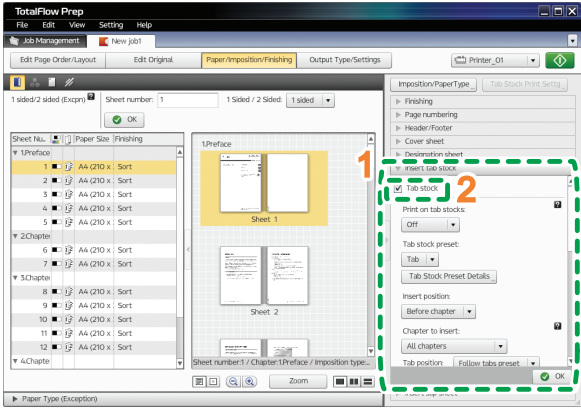
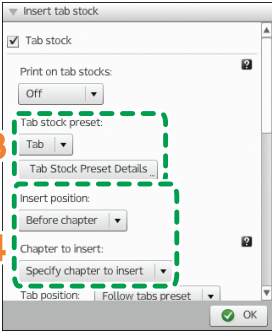
Step 9: Specify settings for adding tab stock

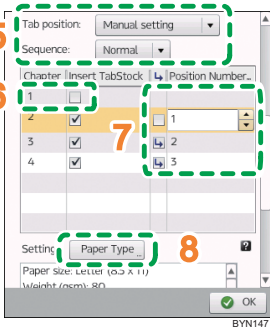
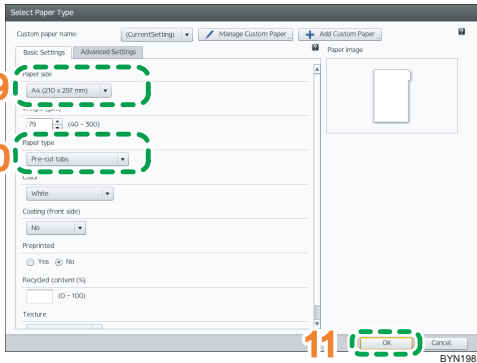
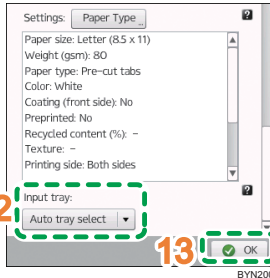
In this step, you will specify settings to insert tab stock.

In the following cases, skip this step and proceed to Step 10.

- You do not have any tab stock
- You are using Booklet [B]

2

1	On the [Paper/Imposition/Finishing] screen, click [Insert tab stock] to open the settings pane.	
2	Select the [Tab stock] check box.	
3	Select [Tab stock preset:] from the drop-down list. If no tab stock presets are available, click [Tab Stock Preset Details], and then register a new tab stock preset for the type of tab stock you have.	
4	In [Insert position:], select [Before chapter], and in [Chapter to insert:], select [Specify chapter to insert].	

5	In [Tab position:], select [Manual setting], and in [Sequence:], select [Normal].	
6	In the [Insert TabStock] column in the table, clear the check box for "1".	
7	For chapter "2", clear the [Take over the subsequent position number of tab] mark, and then enter "1" in [Position Number of Tab]. The tab numbers for chapters "3" and "4" will continue from the previous chapters.	
8	Click [Paper Type].	
9	Specify [Paper size] on the [Basic Settings] tab of the [Select Paper Type] screen. Select the tab stock size to use.	
10	Specify [Paper type]. Select the type of tab stock to use.	
11	Make other settings as necessary, and then click [OK].	
12	In [Input tray:], select the tray where the tab stock is loaded.	
13	Click [OK].	

Note

- You can also print on the tab stock. For details about printing on tab stock, see page 108 "Setting Text and Images to Print on Tabs".

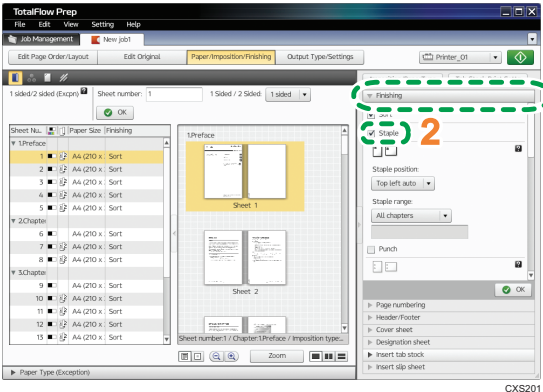
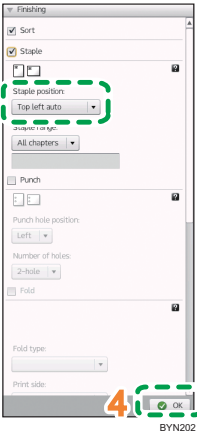
Reference

- For more details about [Tab Stock Print Settings], see page 105 "Inserting Tab Stock".

Step 10: Finishing settings

Set document finishing in order to bind the document like a booklet.

2

1	On the [Paper/Imposition/Finishing] screen, click [Finishing] to open the settings pane.	
2	Select the [Staple] check box.	
3	Set [Staple position:] as follows: For Booklet [A]: [2 at left] For Booklet [B]: [2 at center]	
4	Click [OK].	

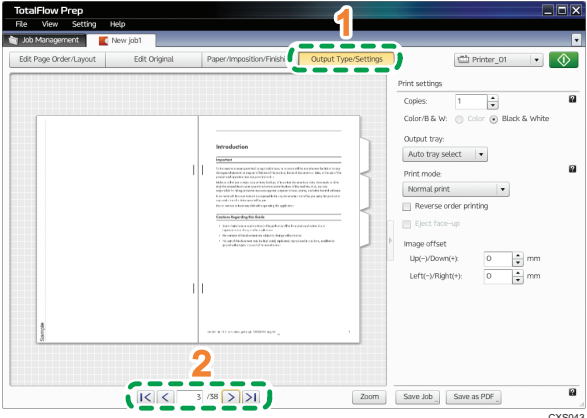
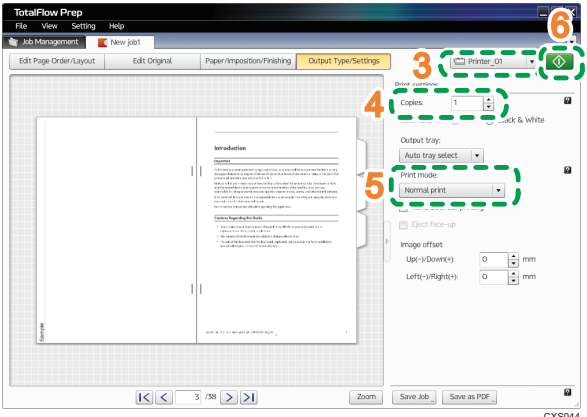
Reference

- For details about [Finishing] settings for binding, see page 82 "Paper and Imposition/Finishing Settings".

Step 11: View an output preview and print the document

In this step, you will view an output preview to ensure that the following settings have been correctly applied, and then you will print the document:

Page enlarge/reduce, Text insertion, Image insertion, Edit object, Imposition settings, Page numbering, Insert tab stock (for Booklet [A] only), Finishing.

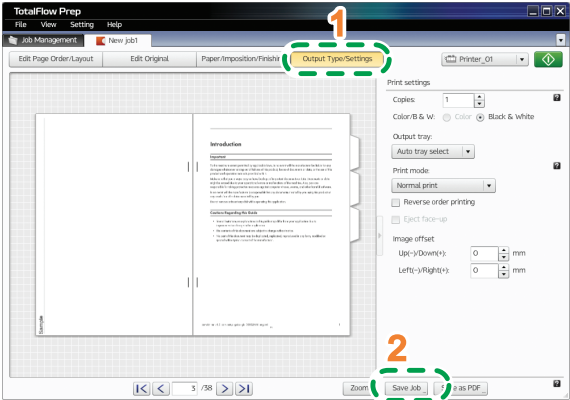
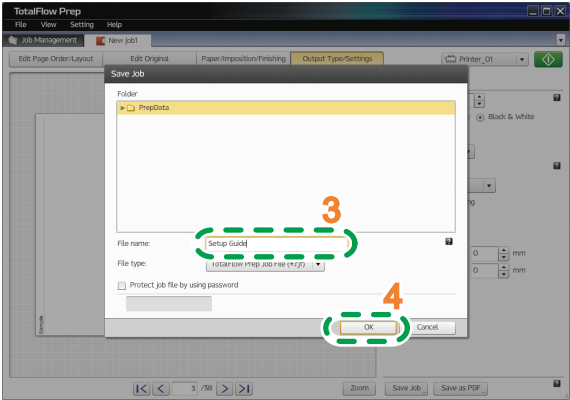
2	1	Click [Output Type/Settings].	
	2	Use the page-turn buttons and check the output preview of the final output.	
	3	Make sure the printer you want to use is displayed.	
	4	Specify [Copies:].	
	5	In [Print mode:], select [Normal print].	
	6	Click  , the [Start Printing] button.	

 Reference

- For more details about [Output type/Settings], see page 113 "Output Settings".

Step 12: Saving the job

Save the job in an RJF format. You can edit or print saved jobs later.

1	Click [Output Type/Settings].	 CXS301
2	Click [Save Job].	
3	Enter "Setup Guide" in the file name text box.	 CXS302
4	Click [OK].	

3. Preparing Jobs



This chapter explains the procedures for preparing jobs from scanned documents and electronic files, opening created jobs, and managing jobs.

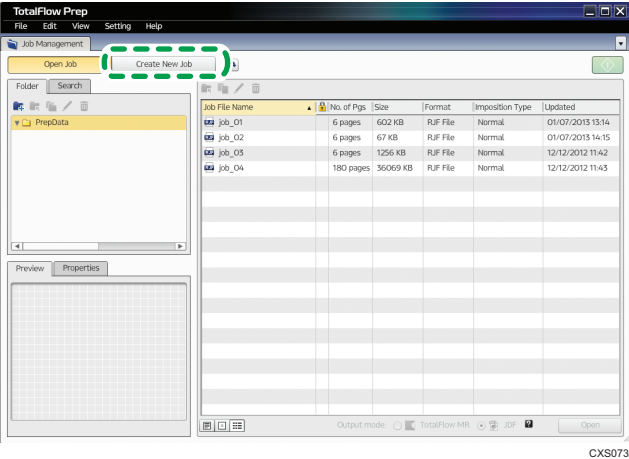
Creating a New Job from a Paper Document

Use the following procedure to import a document from a scanner and make a new job from it.

★ Important

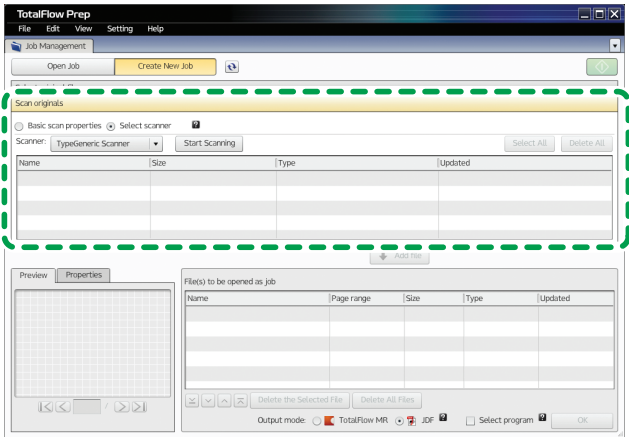
- A TWAIN driver must be installed and [Basic Scan Properties] must be set in advance. See page 145 "Registering a Scanner".

1. On the [Job Management] screen, click [Create New Job].



CXS073

2. Click [Scan originals]. The settings area opens.



CXS158

3. Select a scanning method, and then click [Start Scanning].

There are two methods:

- Basic scan properties

Scanning is performed automatically using the registered scanning conditions. Any conditions displayed on the [Add/Edit Basic Scan Properties] screen can be changed before scanning.

- Select scanner

Scanning is performed after the scan conditions are set in the TWAIN driver setup screen.

The file name of scanned data will be "ScanDatahhmssXXXX".

- hhmmss: The time the file was scanned (hour, minute, and second)
- XXXX: Added automatically by the system

4. Select the scan file, and then click [Add file].

If you have added multiple files, click [Bottom]/[Down]/[Up]/[Top] to change their order as necessary.

In addition to paper documents, electronic files can also be added to create a single job. For details about adding electronic files to a job, see page 49 "Making a New Job from an Existing File".

5. Select an output mode.

There are two output modes.

- TotalFlow MR

Creates a new job that is compatible with TotalFlow MR.

- JDF

Creates a new job that is compliant with the job definition format.

6. Click [OK].

7. Edit the job.

Items that can be specified vary depending on the selected output mode.

For more details about editing jobs, see page 55 "Editing Jobs".

8. On the [File] menu, select [Save as] to save the job.

You can also save the job as a PDF file: on the [File] menu, select [Save as PDF]. A password can also be specified for the job or PDF file.

Note

- On the [Properties] and [Preview] tabs, you can view the details of a document.
- You can use a program registered in advance to create, save, and output jobs. For details about registering programs and using them, see page 117 "Using the Program Function".

Making a New Job from an Existing File

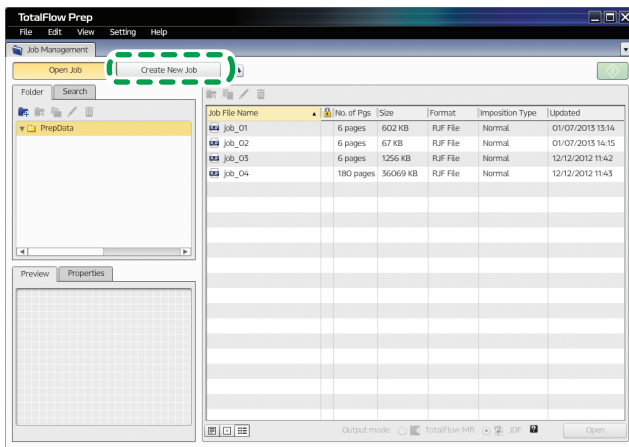
Use the following procedure to make a new job from a file on the computer.

★ Important

- The file must be stored in a folder that can be accessed by the client computer.
- Check that the file that you want to use can be read by this application. See page 159 "Supported File Formats".
- The PDF files that are linked with a JDF file must be stored in a folder that can be accessed by the client computer before the JDF file is submitted.
- TotalFlow PDF must be installed before creating a job from Microsoft Office file. For details, refer to Setup Guide.

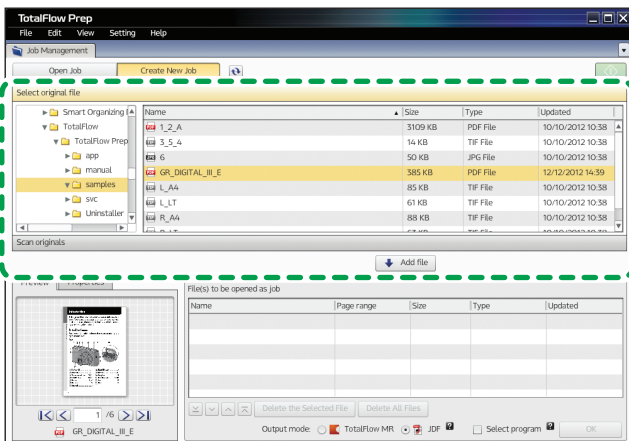
3

1. On the [Job Management] screen, click [Create New Job].



CXS073

2. Select the file to include in the job, and then click [Add file].



CXS074

You can click , the [Refresh] button, to update the folder/file list with the most recent information.

If you select a password-protected PDF file, you must enter the password.

If you have added multiple files, click [Bottom]/[Down]/[Up]/[Top] to change their order as necessary.

When you add PDF or TIFF (multi-page supported) files, you can click the [Page range] cell and enter the page range that you want to include in the job. Also, you can specify multiple page ranges. Selecting them in the inverse orders and overlapping page ranges are also possible. (For example, 2-4, 18-2)

In addition to files, scanned-in documents can also be imported for inclusion in a single job. For details about scanning methods, see page 47 "Creating a New Job from a Paper Document".

3

3. Select an output mode.

There are two output modes.

- TotalFlow MR
Creates a new job that is compatible with TotalFlow MR.
- JDF
Creates a new job that is compliant with the job definition format.

4. Click [OK].

5. Edit the job.

Items that can be specified vary depending on the selected output mode.

For details about editing jobs, see page 55 "Editing Jobs".

6. On the [File] menu, select [Save as] to save the job.

You can also save the job as a PDF file: on the [File] menu, select [Save as PDF]. A password can also be specified for the job or PDF file.

Note

- On the [Properties] and [Preview] tabs, you can view the details of a document.
- You can use a program registered in advance to create, save, and output jobs. For details about registering programs and using them, see page 117 "Using the Program Function".

Opening a Saved Job

When a job is saved, it is stored in the [Folder]. The job can then be opened, edited, and output.

Saved jobs can be opened from the [Job Management] screen.

When a job opens, the [Job Properties] screen is displayed. On the [Job Properties] screen, you can enter the details about the job such as special instructions.

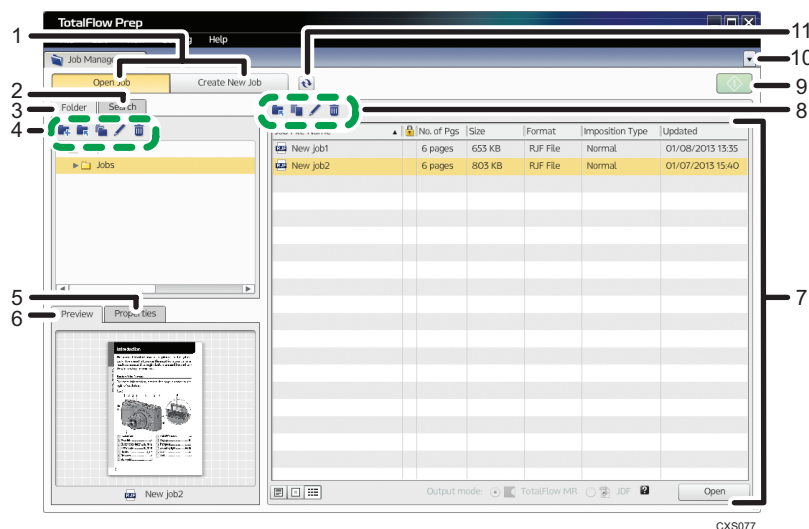
This section explains the functions of the [Job Management] screen, the procedure for finding and opening jobs saved in the [Folder], and the [Job Properties] screen.

3

Job Management Screen Functions

The following functions are available on the [Job Management] screen.

Job Management screen



1. [Open Job]/[Create New Job]

Click the one applicable to the operation you want to perform. For details about opening a job, see page 52 "Opening Jobs Saved in the Folder" and page 53 "Searching for a Job".

For details about creating a new job, see page 47 "Preparing Jobs".

2. [Search] tab

You can specify search conditions to search for jobs. Search results are displayed in the job list.

3. [Folder] tab

The job save folder is displayed. When a folder is selected, the folder's jobs appear in the job list.

The top folder is the data folder set during the installation of this application. The location of this folder can be changed in system settings. For details about configuring system settings, see page 149 "Setting Preferences".

4. Create, move, copy, rename, delete folders

Select a folder, and then click  [Create New],  [Move],  [Copy],  [Change Name], or  [Delete].

5. [Properties] tab

When a job is selected, the job's file name, file type, size, and date of creation, etc. are displayed here.

6. [Preview] tab

When a job is selected, a preview image of it will appear.

If one job is selected, the preview image will be the job's first page.

If multiple jobs are selected, the preview image will be the first page of the most recently selected job.

7. Job list

A list of jobs in a folder, or the result of a job search, is displayed here. When opening a job, select the job from this list.

Clicking the icons in the lower-left area of the list allows you to switch between thumbnail view, icon view, and list view.

8. Move, copy, rename, and delete jobs

Select a job in the job list, and then click  [Move],  [Copy],  [Change Name], or  [Delete].

To move a job, you can also drag it to the folder you want to move it to.

To copy a job, you can also drag it to the folder you want to copy it to while holding down the [CTRL] key.

9. [Reprint] button

Available only for jobs whose file formats are RJF and have been output already. The job is output again according to the print conditions and output method.

10. [Show Job List] button

Switches between the job management screen and the edit screen for the currently open job.

11. [Refresh] button

Updates the job list and the folder/file list with the most recent information.

When search results are displayed, this button is unavailable.

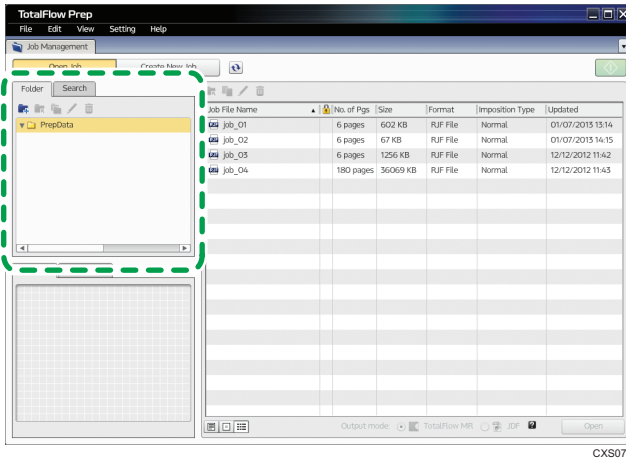
Note

- Do the following when JDF format jobs that are created using a different application are moved, copied, or deleted:
 - JDF-format jobs will be saved in the destination folder according to this product's saving process. For details about the saving process, see page 113 "Output Settings".
 - The PDF files that are linked with the JDF file will not be deleted from the folder where the PDF files were originally saved even if jobs are moved or deleted.

Opening Jobs Saved in the Folder

Use the following procedure to open a job saved in the [Folder].

1. On the [Job Management] screen, click the [Folder] tab.



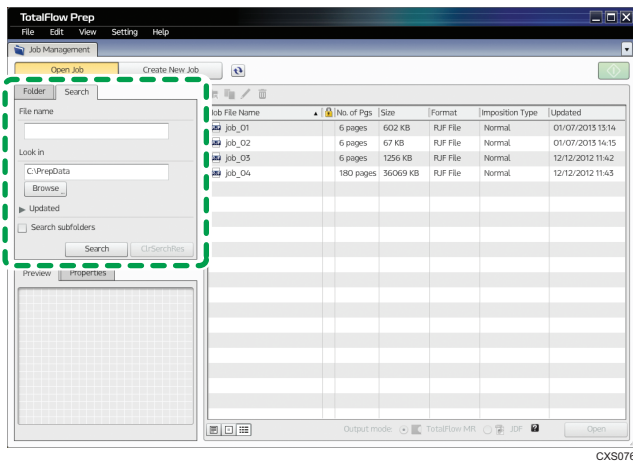
3

2. Select the folder the job is stored in.
3. In the Job List, select the job you want to open.
You need to select the output mode for some types of job files.
4. Click [Open].
If you select a password-protected job file, you must enter the password.
The job edit screen will open.

Searching for a Job

Use the following procedure to search for a job.

1. On the [Job Management] screen, click the [Search] tab.



2. Enter the search conditions, and then click [Search].

3. Select a job in the search result list.

You need to select the output mode for some types of job files.

4. Click [Open].

If you select a password-protected job file, you must enter the password.

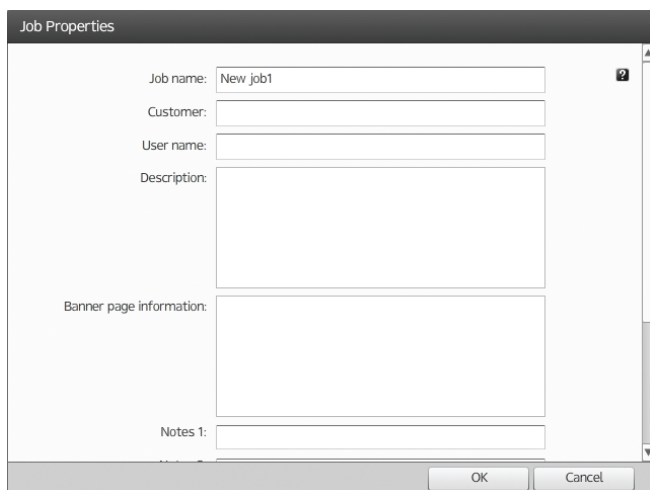
The job edit screen will open.

3

Setting Properties to the Job

When opening a saved job, the [Job Properties] screen is displayed. You can enter necessary information about the job such as the customer name and special instructions.

Job Properties screen

The image shows a 'Job Properties' dialog box. It has a title bar with the text 'Job Properties' and a standard window control icon. The main area contains several labeled input fields: 'Job name:' with the text 'New job1', 'Customer:', 'User name:', 'Description:', 'Banner page information:', and 'Notes 1:'. The 'Description' and 'Banner page information' fields are larger text areas. At the bottom right, there are 'OK' and 'Cancel' buttons.

Note

- You can specify whether or not to display the [Job Properties] screen. The setting can be changed on the [Preferences] screen. For details, see page 149 "Setting Preferences".

4. Editing Jobs

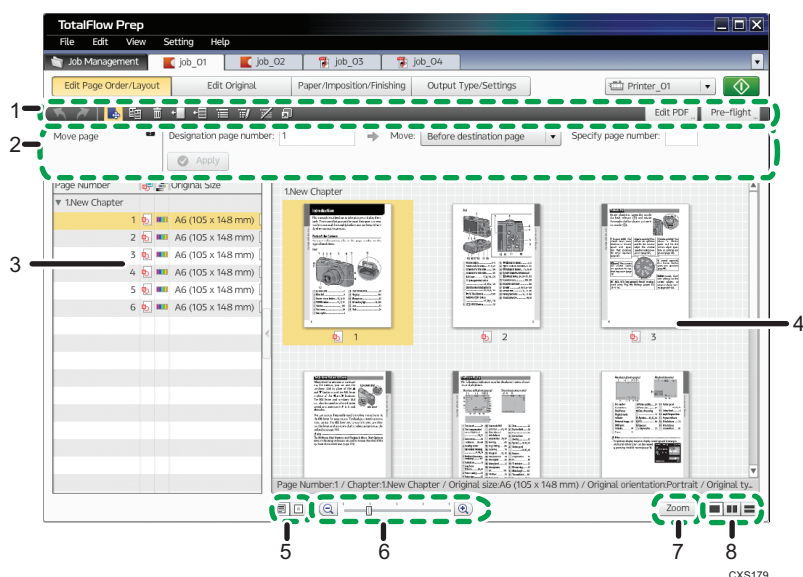
This chapter explains job editing. Editing functions that are possible on created jobs include changing page layout, editing original pages, and changing paper, binding, and other output settings.

Changing Page Layouts

You can change the layout of a document's pages.

On the job edit screen, click [Edit Page Order/Layout], and then change the page layout using the screen that appears (shown below).

Edit Page Order/Layout screen



1. Toolbar

The buttons displayed here can be used to make changes to the document.

Click the [Undo] or [Redo] button to undo or redo a change made on this screen.

2. Settings area

When you click a function button on the Toolbar, the settings for that function will appear here.

3. Page List

The following settings for each page are displayed here:

- Chapter, page number
- Original Type [Object PDF]/[Image PDF]
- Color / Black and White [Color]/[Gray scale]/[Black&white]
- Original Size

You can enable/disable display of the Page List by clicking [Close Page List]/[Open Page List].

4. View

Document pages are displayed here as a list of thumbnails or icons.

5. Change View

Use this to switch the display between thumbnails and icons.

6. Enlarge/Reduce Adjustment

You can enlarge or reduce the size of the displayed thumbnails or icons.

7. [Zoom]/[Thumbnails] button

Use this to switch the display between a single page and thumbnails.

8. Split Window (Full Window/Split Vertically/Split Horizontally)

You can split the view area.

For large documents with many pages, splitting the window allows you to edit and organize pages more effectively.

4**Functions of the [Edit Page Order/Layout] screen**

- Move/copy/delete pages
- Insert blank pages
- Insert other documents
- Set chapters (creating chapter breaks, changing chapter names/pages, deleting chapters)
- Use other programs with this application

↓ Note

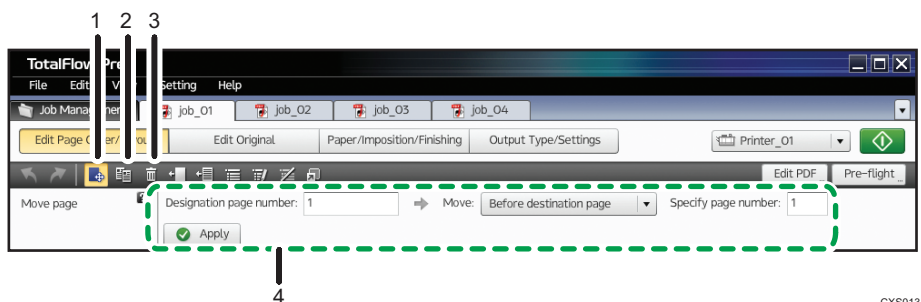
- Apart from the Toolbar, the [Edit] menu and the right-click menu also allow access to the functions of the [Edit Page Order/Layout] screen.

Moving/Copying/Deleting Pages

You can duplicate a page and add it to a document by copying it, and you can change the order of pages simply by moving them. You can also delete unwanted pages.

These functions can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.



1. the [Move Page] button

Click this to move a page or change the order of pages.

2. the [Copy Page] button

Click this to copy a page.

3. the [Delete Page] button

Click this to delete a page.

4. **Settings area**

When you click , the [Move Page] button, , the [Copy Page] button, or , the [Delete Page] button, the settings for that function will appear here.

Specify each setting, and then click [Apply].

Note

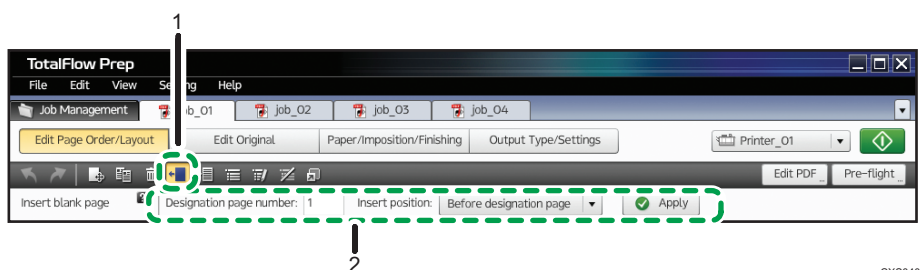
- You can drag-and-drop pages onto the Page List or View to move or copy them. To copy a page, drag-and-drop while holding down the Ctrl key.
- You can delete pages with the Delete key.

Inserting Blank Pages

If you need to increase the number of pages in your document (when printing it as a booklet for example), you can specify insertion of blank pages.

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the button.



1. , the [Insert Blank Page] button

Click this to insert a blank page.

2. Settings area

When you click , the [Insert Blank Page] button, the settings for inserting blank pages will appear here.

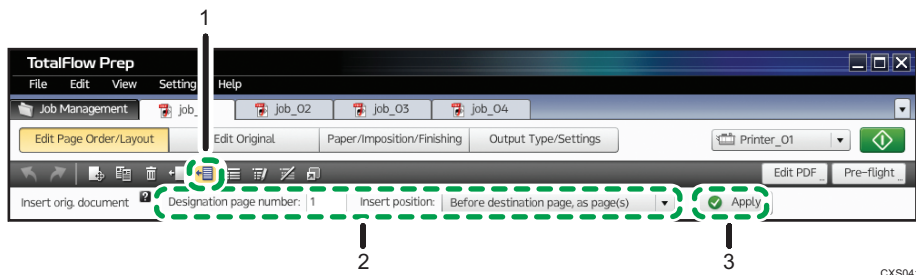
Specify each setting, and then click [Apply].

Inserting Other Documents

You can insert another document during editing. Scanned-in documents, electronic files, and documents saved in jobs can be combined to make a single job.

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.



1. , the [Insert Original Document] button

Click this to insert another document into the job currently being edited.

2. Settings area

When you click , the [Insert Original Document] button, the settings for inserting documents will appear here.

Specify each setting, and then click [Apply].

3. [Apply] button

After you click this, the [Select File/Data to Insert] screen will appear.

On this screen, add the document files you want to insert.

Select File/Data to Insert Screen Operation

1. Click either [Select from Existing Job File] or [Select from Original File], and then select a file. Or, click [Select from Scanned Data], scan an original, and then select the scanned document.

2. Click [Add File] to add the document to insert.

3. Click [OK].

1

2

3

Note

- When you insert PDF or TIFF (multi-page supported) files, you can click the [Page range] cell and enter the page range that you want to insert in the job. You can also specify multiple pages ranges. It is possible to specify them using reverse order or overlapping page ranges. (For example, 2-4, 18-2)

Editing Chapters

You can add structure to a document by editing chapter settings.

Setting chapters allows effective setting and printing of page numbers and headers and footers, and the insertion of separation sheets and tab stock.

Creating chapters (Create chapter)

You can divide the pages of a job into multiple chapters (create chapters).

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the button.

1

2

CXS045

1. , the [Create Chapter] button

Click this to create a chapter.

2. Settings area

When you click , the [Create Chapter] button, the settings for creating chapters will appear here.
Specify each setting, and then click [Apply].

 Note

- Immediately after creating a job, all pages will be set as chapter 1.

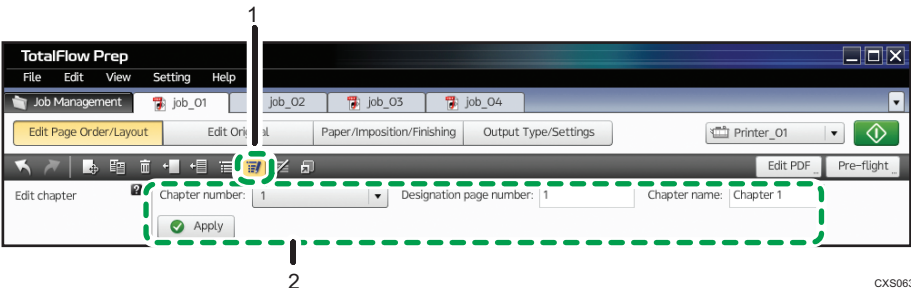
Changing a chapter name or page (Chapter editing)

4

You can edit the name and the range of pages of an existing chapter.

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.



1. , the [Edit Chapter] button

Click this to change the name or the range of chapter pages.

2. Settings area

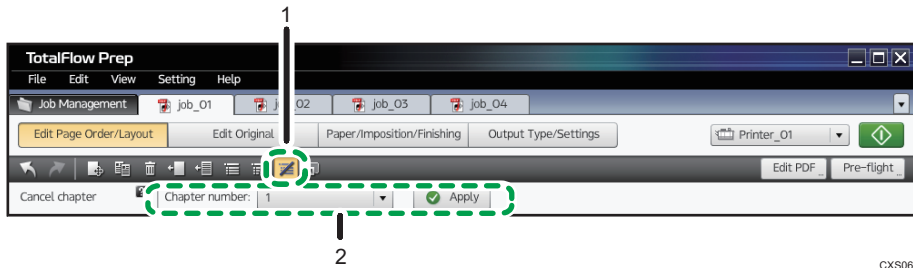
When you click , the [Edit Chapter] button, the settings for editing chapters will appear here.
Specify each setting, and then click [Apply].

Undoing chapter settings (Delete chapter)

You can undo chapter settings, returning a document to its original state.

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.



CXS064

1. , the [Cancel Chapter] button

Click this to undo a chapter's settings.

2. Settings area

When you click  the [Cancel Chapter] button, the settings for undoing the chapter will appear here.

Specify each setting, and then click [Apply].

Note

- Any pages set to a deleted chapter will be added to the previous chapter.

Using Other Programs with this Application

You can use an external program to edit image documents, edit the documents for an entire job (PDF edit), and perform pre-flight checks.

This section explains the limitations when using an external program in conjunction with this application to edit jobs and documents.

Important

- Programs to be used with this application must be registered in advance. For details about the registration method and which programs can be used, see page 141 "Registering External Applications".

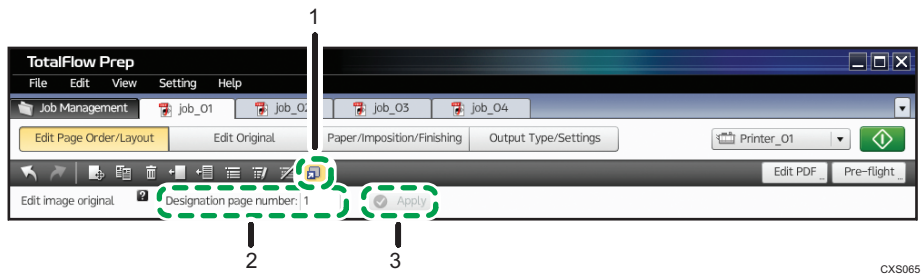
Using another program to edit images

You can use another program to edit document pages whose original type is Image PDF ().

Important

- When editing images using another program, be sure to use the "Save" function and not the "Save As..." function. If the "Save" function is not used, changes will not be reflected in this application.
- Several limitations apply when you edit an image page in another program. For details, see page 64 "Limitations when editing with other programs".

This function can be performed using the on-screen items indicated in the following illustration. For details about a specific setting, click the  button to display the on-screen balloon help.



1. , the [Edit Image Original] button

Click this to edit the image using another program.

2. Settings area

When you click , the [Edit Image Original] button, an input box for selecting the target page will appear here.

Select the page you want to edit, and then click [Apply].

3. [Apply] button

The other program will start after you click this.

When you finish editing the image with the other program, save the image, and then on the [Run External Program] screen, click [ReflectReslt].

Note

- If you mistakenly click [ReflectReslt] or [Cancel] without saving the image and want to perform the edits again, you must first close the other program. After you close the other program, click , the [Edit Image Original] button, again to open the other program, edit and save the image, and then apply the results.

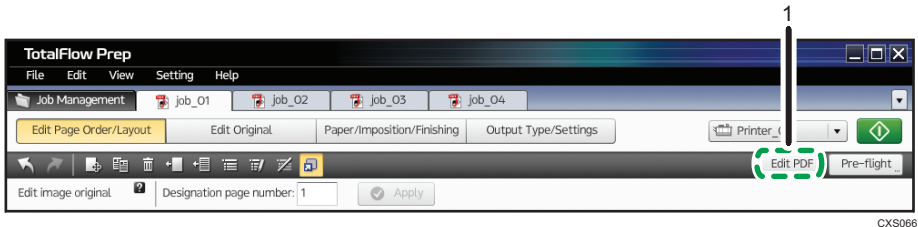
Editing the PDF of an entire job using another program

You can edit the entire content of a job as a single PDF in another program.

Important

- When editing a PDF file using another program, be sure to use the "Save" function and not the "Save As..." function. If the "Save" function is not used, changes will not be reflected in this application.
- Several limitations apply when you edit a PDF in another program. For details, see page 64 "Limitations when editing with other programs".

This function can be performed using the on-screen item indicated in the following illustration.



1. Edit PDF

Click this button to edit the entire job as a PDF in another program.

When you click this, all the pages of the job are combined into a single PDF file and opened.

When you are finished editing the PDF file, use the program's "Save" function, and then click [ReflectReslt] on the [Run External Program] screen.

Note

- If you mistakenly click [ReflectReslt] or [Cancel] without saving the PDF and want to perform the edits again, you must first close the other program. After you close the other program, click [Edit PDF] again to open the other program, edit and save the PDF, and then apply the results.

Performing a pre-flight check using another program

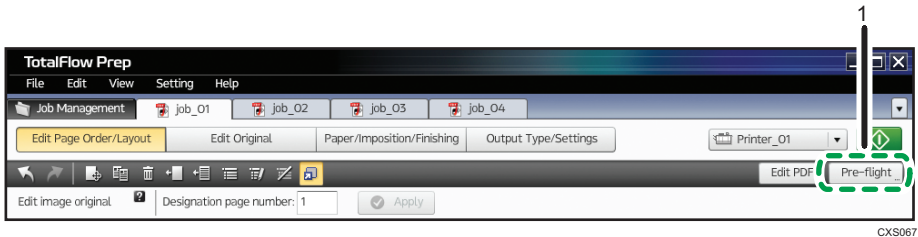
Pre-flight checking is a process of detecting errors or other problems before outputting a document.

With this application, all the pages of a job are saved as a single PDF file for a pre-flight check.

Important

- When using a pre-flight check program, be sure to use the "Save" function and not the "Save As..." function. If the "Save" function is not used, changes will not be reflected in this application.
- Several limitations apply when you perform a pre-flight check using another program. For details, see page 64 "Limitations when editing with other programs".

This function can be performed using the on-screen item indicated in the following illustration.



1. Pre-flight

Click this button to perform a pre-flight check using another program.

When you click this, all the pages of the job are combined into a single PDF file and opened.

When you are finished with the pre-flight check and editing the PDF file, use the program's "Save" function, and then click [ReflectReslt] on the [Run External Program] screen.

Note

- If you mistakenly click [ReflectResult] or [Cancel] without saving and want to perform the pre-flight check again, you must first close the other program. After you close the other program, click [Pre-flight] again to open the other program, perform the pre-flight check and save the document, and then apply the results.

Limitations when editing with other programs

The following limitations apply when you use another program to edit a document:

General limitations

The following edits made on the [Edit Original] screen and the [Paper/Imposition/Finishing] screen do not appear and cannot be edited in another program:

- Fill area
- Insert text
- Insert image
- Page numbering
- Header/Footer

Limitations when using Edit Image Original

- Other image editing programs can only edit one page at a time. Multiple pages cannot be selected for editing at the same time.
- If the image file is a TIFF image, it is possible to add pages to it in an image editing program. However, in this application, only changes to the first page of the TIFF file will be applied. Changes to following pages will be ignored.

Limitations when using Edit PDF and Pre-flight

- After edits have been applied, pages whose original type was Image PDF might change to Object PDF. If this happens, image edits can no longer be applied, even if the original data was an image.
- Do not apply security settings to the PDF, such as passwords or authentication settings. These changes cannot be applied in this application.

Editing Originals

You can perform many types of edits on scanned images of paper documents, such as correcting images, rotating pages, changing page size, inserting text and images, and filling in specified areas.

Additionally, the following functions allow you to perform editing more efficiently:

- Batch editing/Single page editing

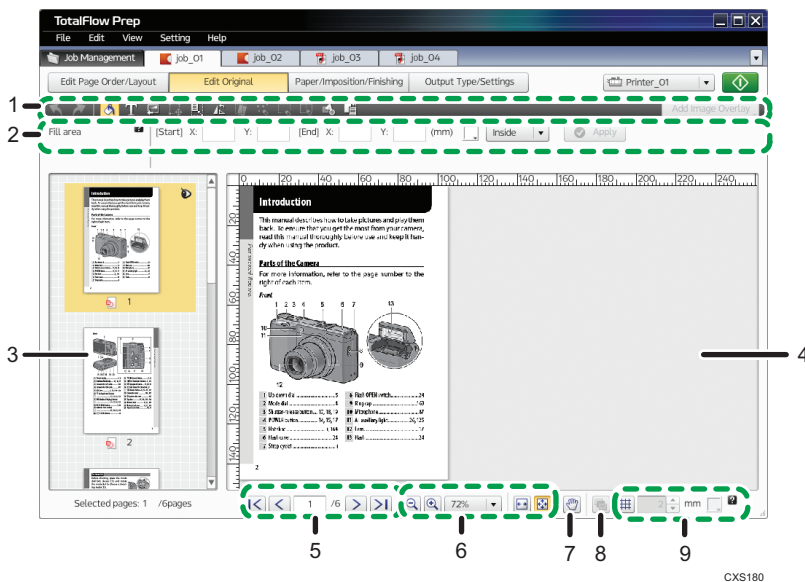
You can apply edits to multiple pages at once, or you can apply edits one page at a time to confirm the results of each edit. For details, see page 76 "Applying Edits to Multiple Pages".

- Image overlay registration

You can register created objects (text, images, fills) as an image overlay, and then use the image overlay in other jobs. For details, see page 79 "Registering and Applying Image Overlays".

Page editing is done on the following screen, which you can display by clicking the [Edit Original] button on the job edit screen.

Edit Original screen



1. Toolbar

This area contains the function buttons used for editing pages.

Clicking the [Undo]/ [Redo] button allows you to undo or redo an operation.

2. Settings area

When you click a function button on the toolbar, the settings for that function will appear here.

You can use the mouse to change the position and size of an area border or reference line.

3. Thumbnail list

The document's pages are displayed as a list of thumbnail images. Select the thumbnail of the page you want to edit.

The following icons are displayed on each thumbnail:

- , the [Displaying] icon: Indicates this is the current page in the View.
-  / , the [Object PDF]/[Image PDF] icon: Indicates the document type (PDF/Image).
- , the [Already Changed] icon: Indicates which pages were finished using a multiple-page process.

4. View

This area displays the selected page.

All editing operations are done in the View area.

5. Page turn

Click this or enter a page number to display a page for editing.

6. Enlarge/Reduce

Enlarge or reduce the display of a selected page.

7. [Move] button

While the page view is enlarged, you can move and change the displayed area of the page.

8. [Merge] button

You can confirm the result of merged images for the selected pages.

9. Grid (edit guidelines) display

Click , the [Grid] button, to enable or disable the grid display. You can also change the size and color of the grid.

Operations you can do on the [Edit Original] screen:

- Straighten skewed pages^{*1}
- Remove noise (unwanted dots or marks) from a document^{*1}
- Remove borders around a document (Erase Border)^{*1}
- Remove shadows in the center of a document, caused by book binding (Erase Center)^{*1}
- Move a specified area^{*1}
- Rotate pages
- Change page sizes
- Fill in specified areas
- Insert characters (Insert Text)
- Insert images
- Edit objects (text, images, fillings)
- Register and edit image overlays

- *1 This function is available only if the original type is Image PDF (📄). For details about limitations of functions in regards to document types, see page 164 "Limitations of Edit Functions for Document Pages".

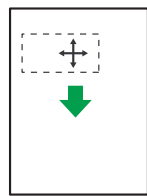
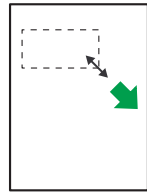
Note

- Edit functions on the [Edit Original] screen can be accessed from the Toolbar and also from the [Edit] menu and the right-click menu.

Mouse operations on the [Edit Original] screen

When you use a function where you specify the edit area with a start point and an end point (in X and Y coordinates), you can specify the area also by dragging the mouse.

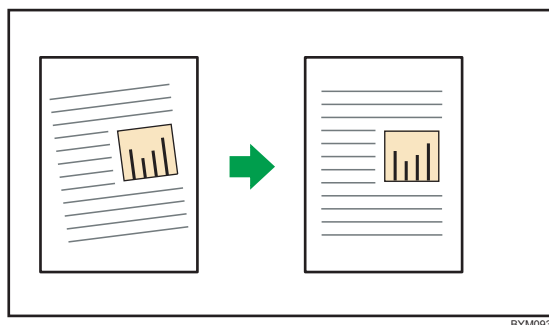
Additionally, you can use the mouse to perform the following operations on the specified area.

Move the area Move the mouse cursor within the area's bounds so that the cursor changes to . Then drag the mouse to move the area. When you use the Move Area function, drag  to move the area.	 BYM072
Change the area's size Move the mouse cursor over a point (□) on the selection area, and then drag  to change the size.	 BYM071

4

Straightening Skewed Pages

This function allows you to straighten pages that were skewed when the original document was scanned.



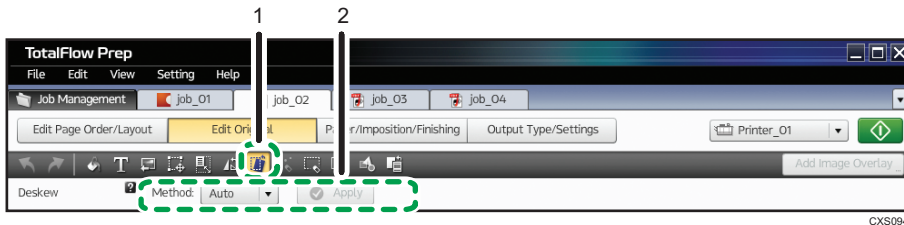
★ Important

- Straightening skewed documents is possible only if the original type is Image PDF (📄). Additionally, automatic straightening is possible only if the document's color mode is black and white (1 bit)(🖨️).
- If you perform other edits on a document that has been straightened and then perform straightening again, the image quality might deteriorate. (If you are only straightening a document, the image quality will not deteriorate no matter how many times you perform straightening.)

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

4



CXS094

1. , the [Deskew] button

Click this to adjust the image's skew.

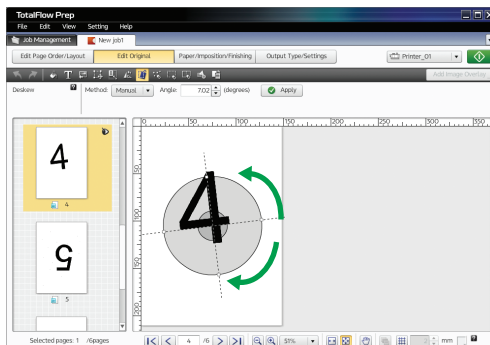
2. Settings area

When you click , the [Deskew] button, the settings for adjusting the degree of the document's skew will appear here.

In the thumbnail area, select the page that you want to de-skew, specify each setting, and then click [Apply].

↓ Note

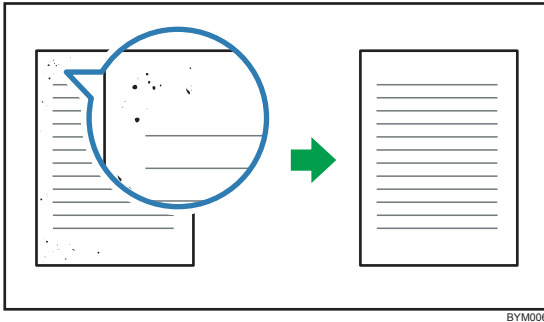
- If you are straightening the skew manually, reference lines are displayed on the page. You can move these reference lines with the mouse. Also, dragging a point (📐) on the reference line lets you freely correct the skew angle.



CXS219

Removing Noise from Documents

When you scan documents or figures, noise (unwanted dots or marks) will often appear in the image. This function allows you to remove this noise.



BYM006

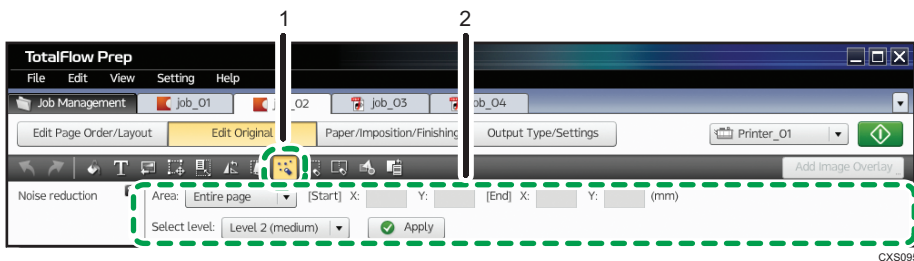
4

★ Important

- Removing noise from documents is possible only if the original type is Image PDF (📄), and only if the document's color mode is black and white (1 bit) (🖨️).
- Punctuation marks such as periods/decimal points (.), colons (:), semicolons (;), commas (,), apostrophes ('), and similar symbols or letters might also be removed from the image. If this occurs, click 🔄 to undo the edit, adjust the removal area and level, and then perform noise removal again.

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the ? button.



CXS095

1. 🖨️, the [Noise Reduction] button

Click this to remove noise.

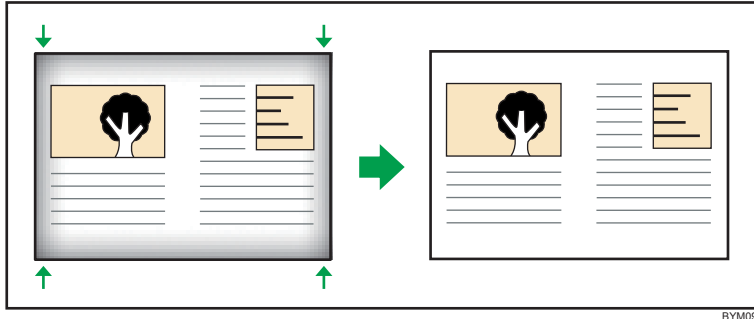
2. Settings area

When you click 🖨️, the [Noise Reduction] button, the settings for removing noise will appear here.

In the thumbnail area, select the page from which you want to remove noise, specify each setting, and then click [Apply].

Removing Edge Shadows from Documents (Erase Border)

This function allows you to remove shadows that appear around the edges of scanned documents.

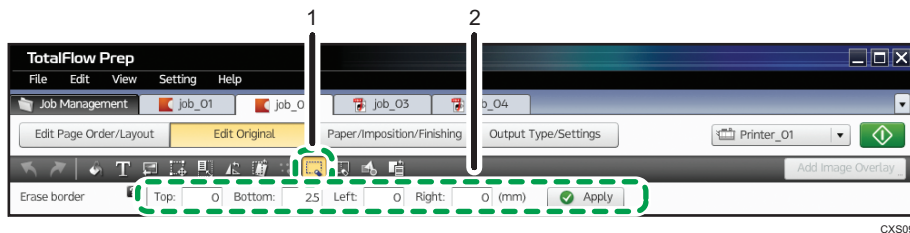


★ Important

- Removing edge shadows is possible only if the original type is Image PDF (📄).

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the ? button.



1. 📄, the [Erase Border] button

Click this to erase borders.

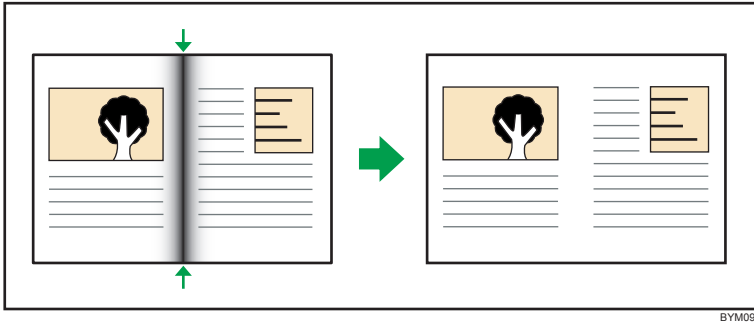
2. Settings area

When you click 📄, the [Erase Border] button, the settings for erasing edge borders will appear here.

In the thumbnail area, select the page from which you want to erase borders, specify each setting, and then click [Apply].

Removing Center Shadows from Book Sources (Erase Center)

This function allows you to remove the shadow that appears in the center of images when you scan an open book.



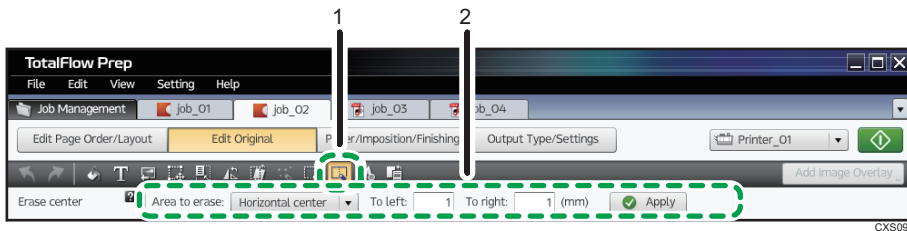
BYM098

★ Important

- **Center shadow removal is possible only if the original type is Image PDF (📄).**

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the button.



CXS099

1. , the [Erase Center] button

Click this to erase the center line.

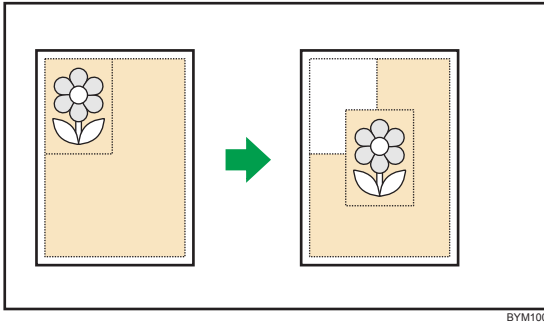
2. Settings area

When you click , the [Erase Center] button, the settings for erasing center lines will appear here.

In the thumbnail area, select the page from which you want to erase the center line, specify each setting, and then click [Apply].

Moving a Selected Area

This function allows you to specify and move an area of a page image.



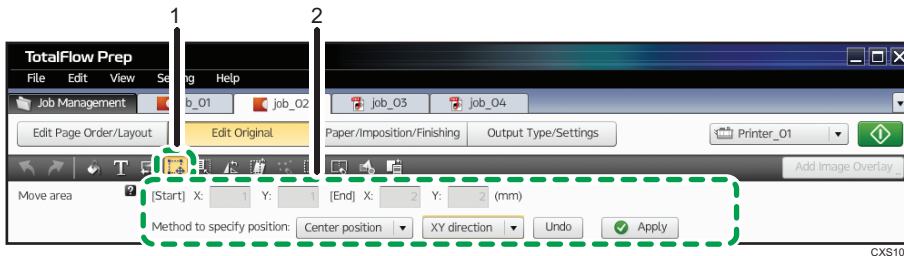
BYM100

★ Important

- Moving an area is possible only if the original type is Image PDF (📄).

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the ? button.



CXS101

1. 📄, the [Move Area] button

Click this to move an area.

2. Settings area

When you click 📄, the [Move Area] button, the settings for moving an area will appear here.

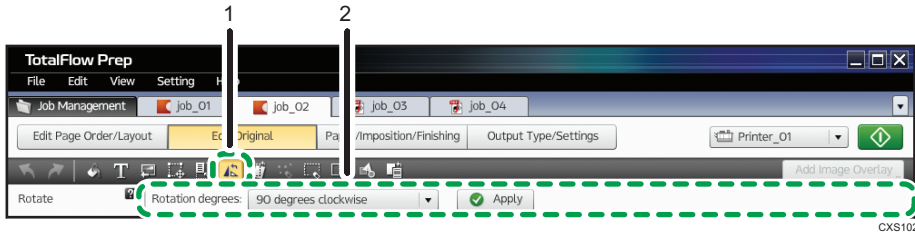
In the thumbnail area, select the page that contains the area you want to move, specify each setting, and then click [Apply].

Rotating Pages

Use this function if pages of an original were scanned in the wrong direction, as it allows you to rotate pages into the correct orientation.

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the ? button.



1. , the [Rotate] button

Click this to rotate a page.

2. Settings area

When you click , the [Rotate] button, the settings for rotating the page will appear here.

In the thumbnail area, select the page that you want to rotate, specify each setting, and then click [Apply].

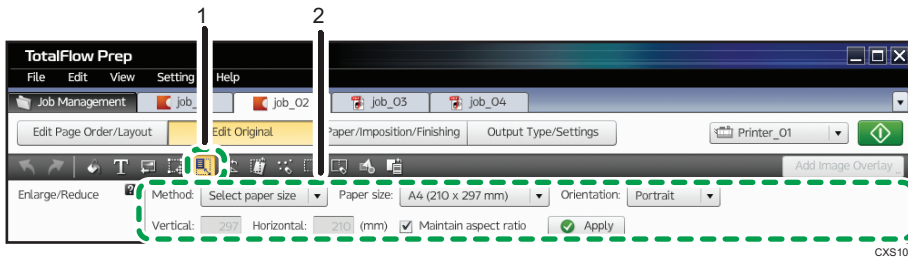
4

Changing the Size of Pages

If the page size of the original does not match the output page size, you can change the page size to match the size of the output page.

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.



1. , the [Enlarge/Reduce] button

Click this to enlarge/reduce pages.

2. Settings area

When you click , the [Enlarge/Reduce] button, the settings for changing the page size will appear here.

In the thumbnail area, select the page whose size you want to change, specify each setting, and then click [Apply].

Note

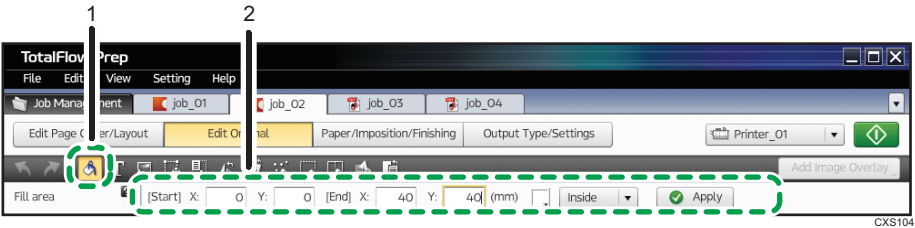
- Enlarging the page size can reduce image quality.

Filling a Specified Area

This function allows you to hide the content of an area by filling it in with a solid color.

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.



1. , the [Fill Area] button

Click this to fill in a specified area.

2. Settings area

When you click , the [Fill Area] button, the settings for filling in an area will appear here.

In the thumbnail area, select the page that you want to fill in, specify each setting, and then click [Apply].

 Note

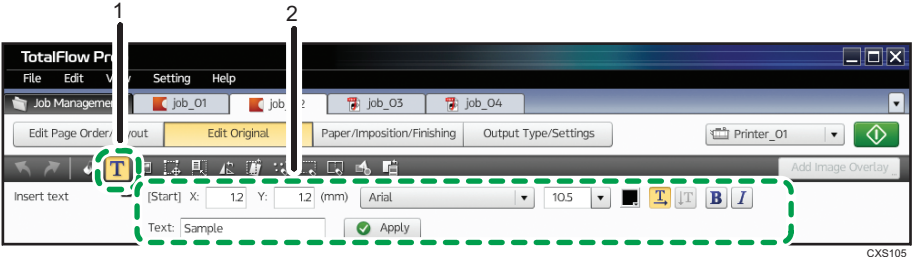
- If necessary, you can delete a filled in area, change its properties, and change its ordering (move forward/backward). For details, see page 76 "Editing Objects".

Inserting Text

This function allows you to place text on a document page in a location of your choosing.

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.



1. , the [Insert Text] button

Click this to insert text into a page.

2. Settings area

When you click , the [Insert Text] button, the settings for inserting text will appear here.

In the thumbnail area, select the page into which you want to insert text, specify each setting, and then click [Apply].

Note

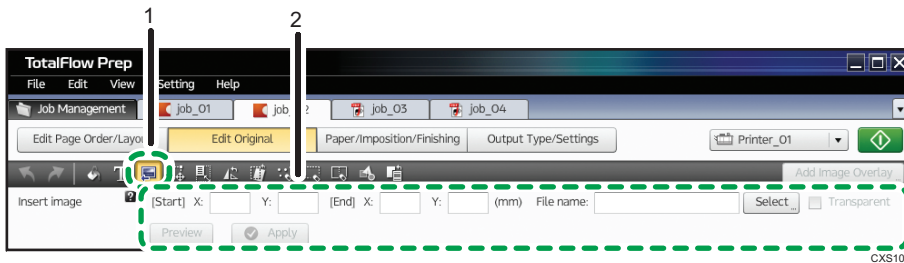
- If necessary, you can delete an inserted text, change its properties, and change its ordering (move forward/backward). For details, see page 76 "Editing Objects".

Inserting Images

This function allows you to place an image file on a document page in a location of your choosing.

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.



1. , the [Insert Image] button

Click this to insert images into a page.

2. Settings area

When you click , the [Insert Image] button, the settings for inserting images will appear here.

In the thumbnail area, select the page into which you want to insert an image, specify each setting, and then click [Apply].

Note

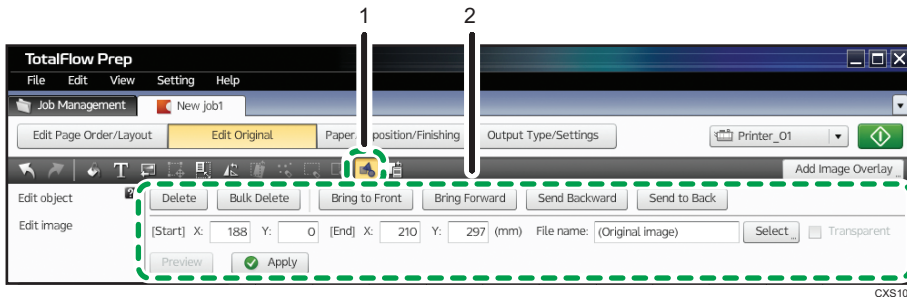
- For details about the types of image files that can be inserted, see page 160 "Supported Image Formats and Image Sizes".
- If necessary, you can delete an inserted image, change its properties, and change its ordering (move it forward or backward). For details, see page 76 "Editing Objects".

Editing Objects

After you have placed objects (text, images, fill areas) on a document page, you can delete them, change their properties, and change their ordering (move them forward or backward).

These functions can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.



1. , the [Edit Object] button

Click this to edit objects.

2. Settings area

When you click , the [Edit Object] button, the settings for editing objects will appear here.

In the thumbnail area, select the page whose objects you want to edit, and then select the object (filled-in areas, inserted text, or images) that you want to edit.

Specify each setting, and then click [Apply].

Applying Edits to Multiple Pages

Edits made on the [Edit Original] screen can be applied to multiple pages in a job.

There are two ways of applying such changes:

All selected pages

Applies the exact same edits to each selected page.

Per page

Applies the edits to one selected page at a time, after you confirm the results of the changes.

Settings can be changed for each page as the edits are applied.

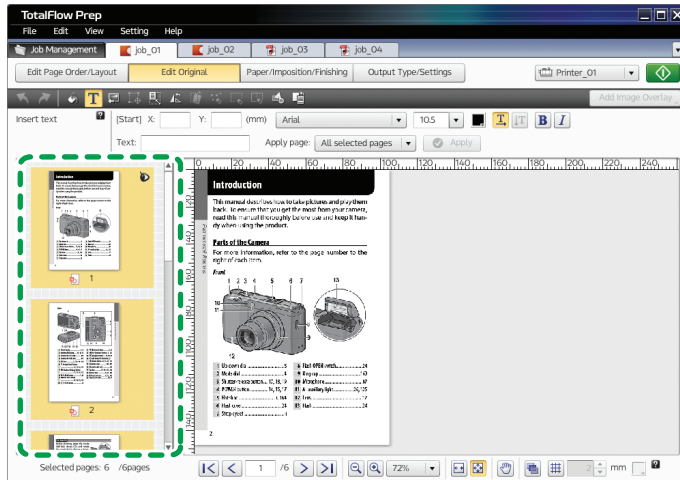
The following sections explain these methods.

Applying edits to all selected pages at once

Use the following procedure to apply edits to multiple pages at once.

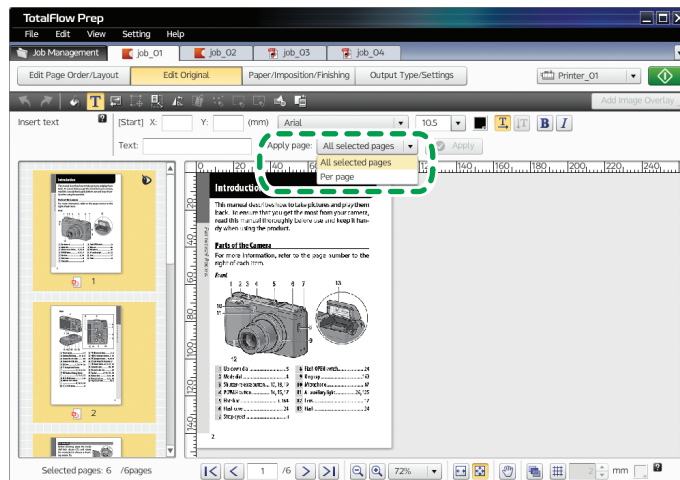
(For details about a specific setting, see the on-screen balloon help that appears when you click the  button.)

1. On the toolbar, click the function that you want to perform.
2. In the thumbnail area, select the pages to which you want to apply the edits.



CXS166

3. Specify each setting in the settings area.
4. Select [All selected pages] from the [Apply page:] drop-down list.



CXS167

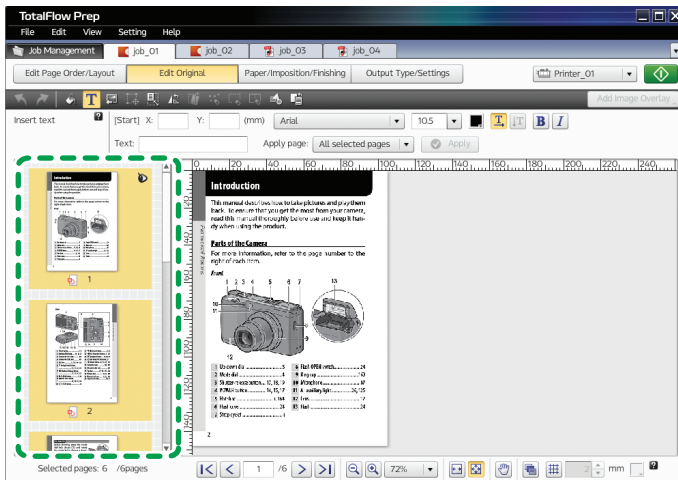
5. Click [Apply].

Applying edits to one selected page at a time

Use the following procedure to apply edits to one page at a time, as well as to confirm edits before applying them to a page.

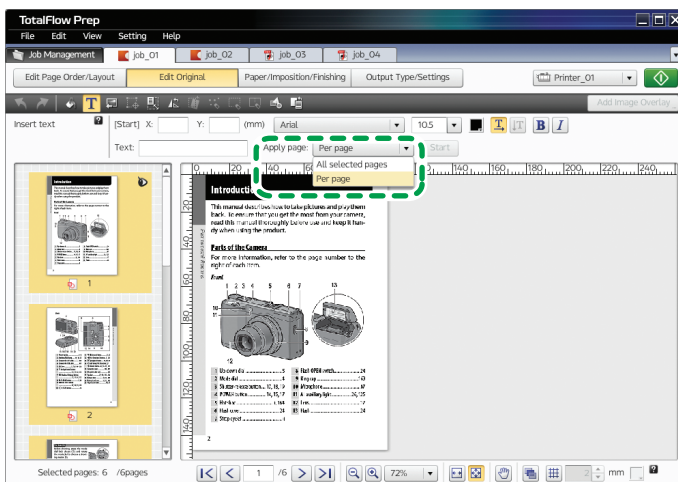
(For details about a specific setting, see the on-screen balloon help that appears when you click the  button.)

1. On the toolbar, click the function that you want to perform.
2. In the thumbnail area, select the pages to which you want to apply the edits.



CXS166

3. Specify each setting in the settings area.
4. Select [Per page] from the [Apply page:] drop-down list.



CXS168

5. Click [Start].

6. Edits are displayed as applied on the page.

Specify the pages you want to select using the page selector at the bottom of the screen or the thumbnail area.

7. Confirm or change the contents of the settings, and then click [Apply].**8. Repeat steps 6 and 7 to apply the edits one page at a time.****9. To finish applying the edits, click [Stop [Per page]].**

If there are some pages to which you have not yet applied the edits, click [OK] on the confirmation screen.

When you have finished applying the edits to all selected pages, click [Close] on the confirmation screen to end the procedure.

Registering and Applying Image Overlays

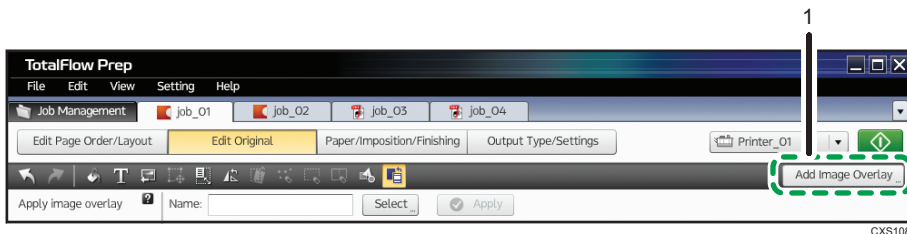
If you want to use the objects (text, images, fill areas) you have placed on a document page in the same manner in a different job, you can register the page as an image overlay.

Overlays allow you to easily apply frequently used objects to documents.

Registering image overlays

Use the following procedure to register frequently used objects as an image overlay.

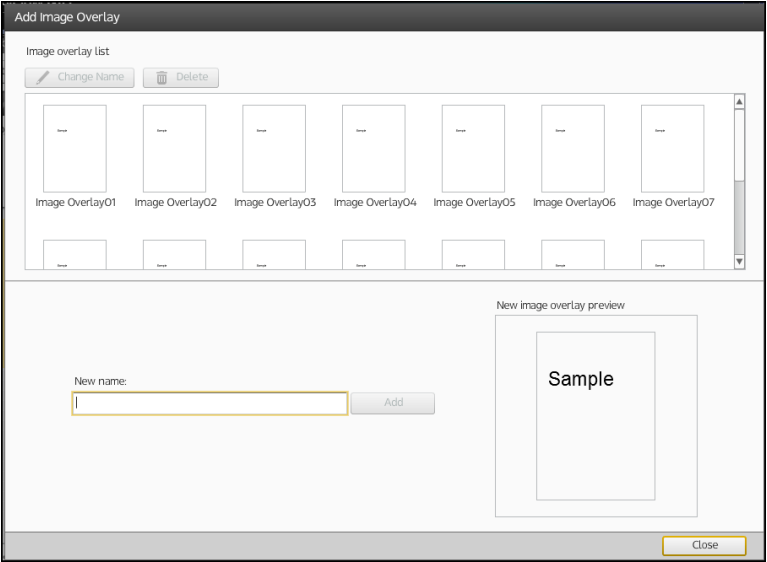
This function can be performed using the on-screen item indicated in the following illustration.

**1. [Add Image Overlay]**

In the thumbnail area, select the page that you want to register as an image overlay, and then click this button.

On the [Add Image Overlay] screen, enter a name for the image overlay.

Add Image Overlay screen



On the [Add Image Overlay] screen, you can do the following:

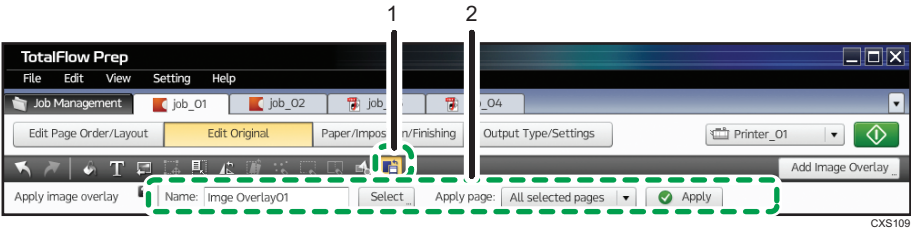
- Specify a name for a new image overlay.
- Change the name of a registered image overlay.
- Delete a registered image overlay.

Applying image overlays

This section explains how to place frequently used objects by applying an image overlay.

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.



1. , the [Apply Image Overlay] button

Click this to apply an image overlay.

2. Settings area

When you click , the [Apply Image Overlay] button, the settings for applying an image overlay will appear here.

In the thumbnail area, select the page to which you want to apply an image overlay, specify each setting, and then click [Apply].

 Note

- If the sizes of the image overlay and the document page are different, the image overlay will be enlarged or reduced to match the size of the document page.
- Objects added by image overlay will be placed on top of other objects on the document page.
- If you add an object to a document page after applying an image overlay, that object will be placed over any image overlay objects.

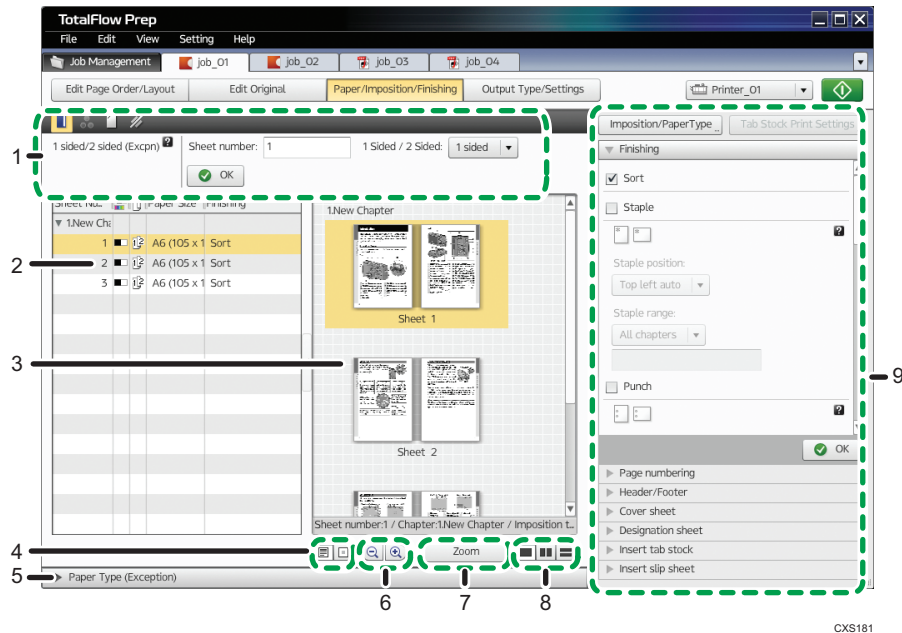
Paper and Imposition/Finishing Settings

This section explains how to open a job and configure paper and binding (imposition, finishing) settings.

You can view thumbnails of the document with the settings applied to confirm the results of the settings before printing, which will minimize misprints.

On the job edit screen, click the [Paper/Imposition/Finishing] button to display the following screen, where you can configure the settings.

Paper/Imposition/Finishing screen



1. Exception settings

For each selected sheet, you can specify simplex/duplex, color/black and white, and stapling exception settings.

When you click a function button, the settings related to that function will appear.

2. Sheet list

The following items are displayed in a list for each sheet:

- Chapter and sheet number
- Color / Black and White (Color/Black and White)
- Simplex/Duplex (1 sided/2 sided)
- Paper size
- Finishing

Clicking the [Close Sheet List]/[Open Sheet List] button allows you to display or hide the sheet list.

3. View

Sheets are displayed as a list of thumbnails or icons.

4. Change View

You can switch the list between thumbnail and icon display.

If you switch the list to thumbnail display, you can confirm the results of the settings specified on the [Paper/Imposition/Finishing] screen.

5. Paper selection area (Exception settings)

You can specify the paper selection for an individual sheet.

Clicking [Paper Type (Exception)] allows you to display or hide this area.

6. Enlarge/Reduce Adjustment

You can enlarge or reduce the thumbnails or icons displayed for the sheets.

7. [Zoom]/[Thumbnails] button

You can switch the view between thumbnail and an individual sheet. When you select [Zoom], you can check each side of the sheet by clicking [Front] and [Back].

8. Split Window (Full Window/Split Vertically/Split Horizontally)

You can split the View display.

Splitting the display allows you to make settings more effectively when there are many sheets.

9. Main settings pane

In this pane, you can configure the page, imposition, and finishing settings for the entire job.

Clicking a setting item's bar expands the settings pane for that item like an accordion. Specify each setting in the settings area, and then click [OK].

Clicking the [Imposition/PaperType] button allows you to specify the imposition and paper settings for the entire job.

To specify the settings for printing on tab stock, click the [Tab Stock Print Settings] button.

Operations you can do on the [Paper/Imposition/Finishing] screen:

- Specify imposition and paper type settings
- Specify finishing settings
- Insert page numbers
- Add a header and/or footer
- Add cover sheets
- Insert a page as a chapter separator
- Insert tab stock
- Insert slip sheets
- Configure tab-stock printing
- Apply individual settings to specified sheets

Note

- You can access the settings on the [Paper/Imposition/Finishing] screen using the [Edit] menu or the right-click menu.

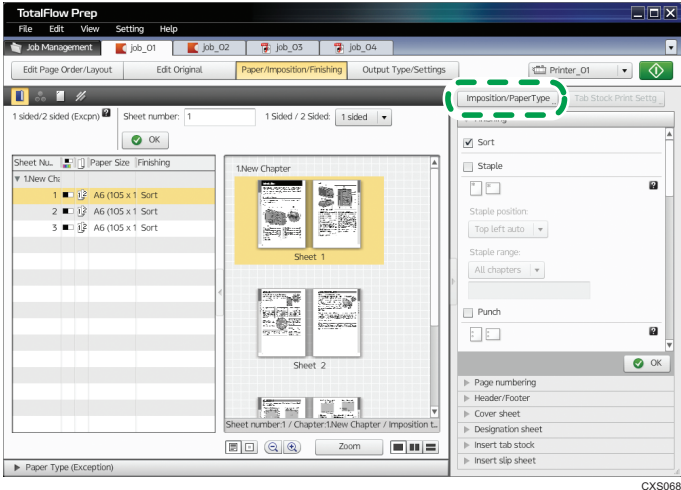
Imposition Settings

You can configure the imposition settings for all the pages in a job.

“Imposition” refers to the placing of pages according to where you expect them to be in the final product. Configuring imposition can increase efficiency when printing multiple pages.

To configure imposition settings

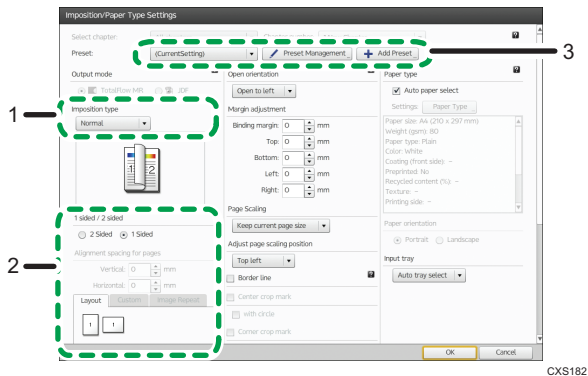
1. On the [Paper/Imposition/Finishing] screen, click [Imposition/PaperType].



2. On the [Imposition/Paper Type Settings] screen, specify the settings.

For details about a specific setting, click the  button to display the on-screen balloon help.

Imposition/Paper Type Settings screen



1. Imposition type

You can select from normal, mini book, mini book double, magazine, magazine double, speed, and double. Mini book double and magazine double are not available if the output mode is set to [JDF].

To specify combine, custom, or repeat, select [Normal]. Custom is not available if the output mode is set to [JDF].

2. Settings for imposition types

The settings you can specify vary depending on the selected imposition type.

If you select [Normal] for [Imposition type], tabs will appear for [Layout], [Custom], and [Image Repeat].

Click the tabs for Combine/Custom/Image Repeat to specify those settings.

3. Presets

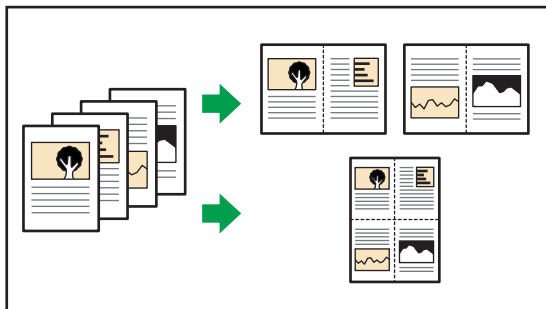
You can register frequently used imposition settings as a “Preset” and then apply them by selecting them from a drop-down list.

Reference

- For details about registering settings in presets, see page 127 "Registering Imposition Presets".

Combining (Layout)

You can combine multiple pages of a document onto one sheet when printing.



Specify the combine setting by selecting [Normal] for [Imposition type] on the [Imposition/Paper Type Settings] screen.

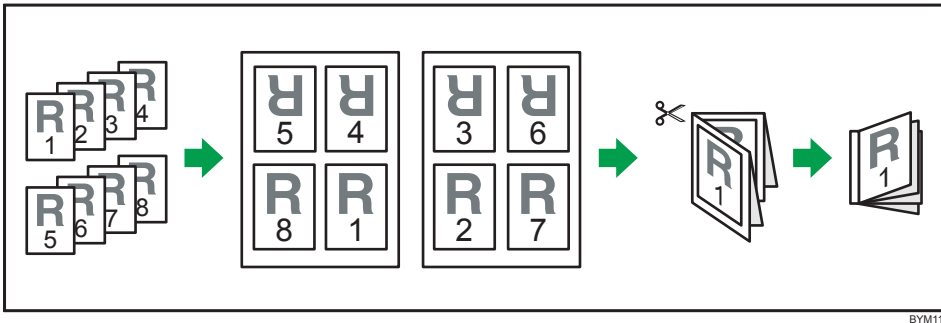
Note that this explanation outlines the imposition and finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

Reference

- For details about displaying the [Imposition/Paper Type Settings] screen, see page 84 "Imposition Settings".

Performing custom imposition

You can customize the number of pages, and the ordering, direction, and placement of pages printed on one sheet.



Specify custom imposition by selecting [Normal] for [Imposition type] on the [Imposition/Paper Type Settings] screen.

Note that this explanation outlines the imposition and finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

Important

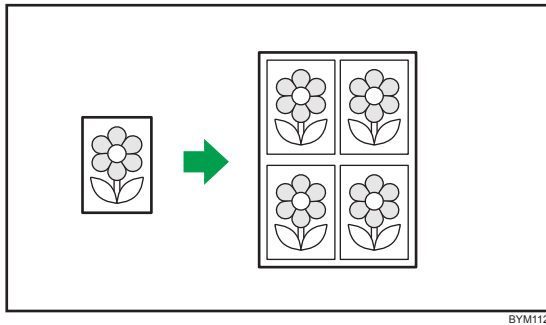
- This function is not available if the output mode is set to [JDF].

Reference

- For details about displaying the [Imposition/Paper Type Settings] screen, see page 84 "Imposition Settings".

Printing an image in an array (Repeat)

You can repeatedly print a document page a specified number of times on one sheet of paper.



BYM112

Specify the repeat setting by selecting [Normal] for [Imposition type] on the [Imposition/Paper Type Settings] screen.

Note that this explanation outlines the imposition and finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

Reference

- For details about displaying the [Imposition/Paper Type Settings] screen, see page 84 "Imposition Settings".

Imposition for creating a bound booklet (Mini book/Mini book double)

"Mini book/Mini book double" is an imposition style in which the printed sheets are folded down the center, stacked, and then bound along the edge.

Specify this setting on the [Imposition/Paper Type Settings] screen.

Note that this explanation outlines the imposition and finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

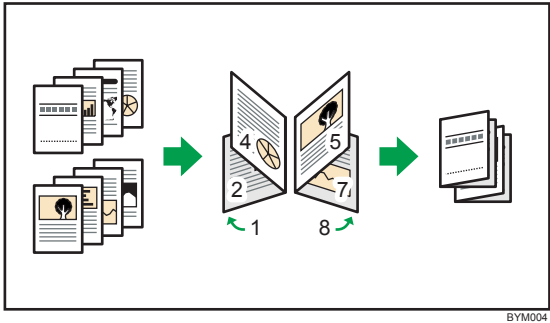
Important

- Mini book double is not available if the output mode is set to [JDF].

Reference

- For details about displaying the [Imposition/Paper Type Settings] screen, see page 84 "Imposition Settings".

Mini book



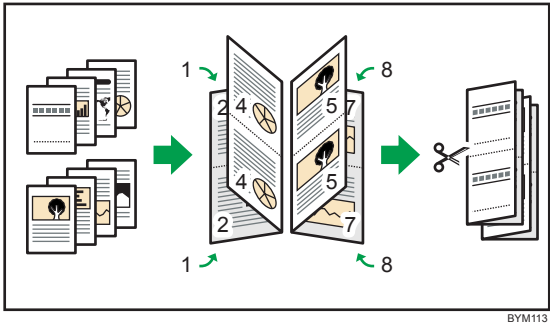
4

Mini book double

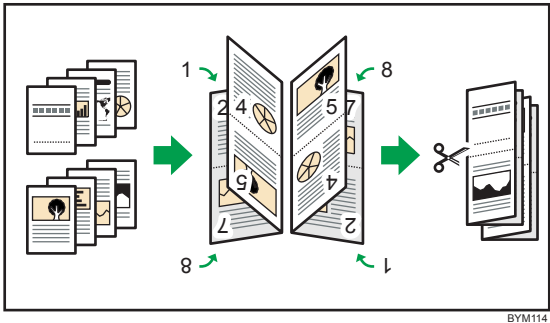
"Mini book double" is an imposition style in which two copies of the same booklet are produced at once. The printed sheets are first folded along the center line, then cut, and then bound along the edge.

If you use the [Mini book double] style, you can specify on which side the booklets are cut using the [Rotate] setting.

Mini book double (no rotation)



Mini book double (with rotation)



Finishing settings for binding (horizontal binding)

To bind a document with the mini book style, specify the following finishing settings as necessary:

- Folding: Half fold
- Staple, punch

Reference

- For details, see page 95 "Finishing Settings".

Imposition for creating a bound book (Magazine/Magazine double)

"Magazine/Magazine double" is an imposition style in which the printed sheets are stacked, folded along the center line, and then bound along the center line.

When you are printing many pages or using thick paper, you can adjust the output to avoid page misalignment (Creep) that can occur when folding pages.

Specify this setting on the [Imposition/Paper Type Settings] screen.

Note that this explanation outlines the imposition and finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

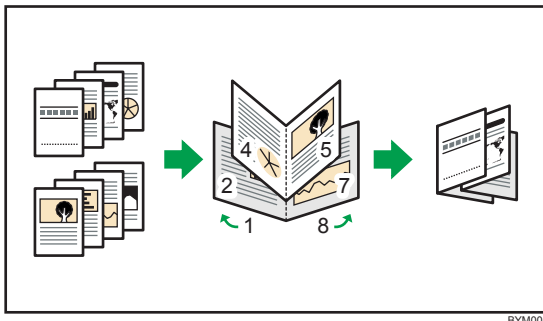
Important

- Magazine double is not available if the output mode is set to [JDF].

Reference

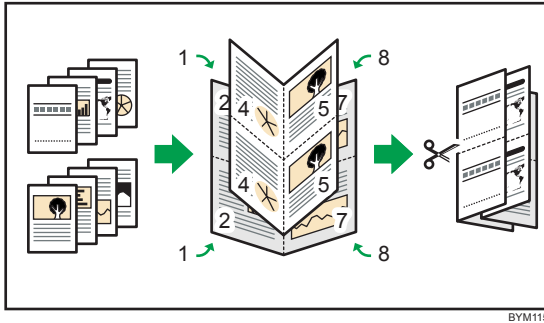
- For details about displaying the [Imposition/Paper Type Settings] screen, see page 84 "Imposition Settings".

Magazine



Magazine double

"Magazine double" is an imposition style in which two copies of the same booklet are produced at once. The printed sheets are first stacked, folded along the center line, then cut, and then bound along the center line.



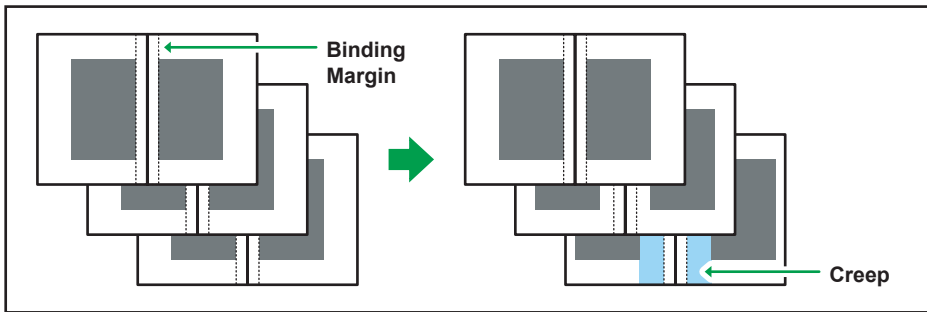
BYM115

Creep adjustment

4

When documents are bound in a magazine style, the center of a page (the bound area) can become difficult to see, and the inner pages will protrude out farther than the outer pages. This protrusion is called "creep".

To prevent the outside pages becoming difficult to see, you can add a binding margin that is the width of the creep to the outer-most page.



BYN116

Finishing settings for magazine binding (inner binding)

When binding a document using the magazine style (inner binding), configure the following finishing settings as necessary:

- Staple: 2 at center
- Trim: Fore edge

Note

- When binding, use the [Magazine] style instead of the [Magazine double] style.

Reference

- For details about finishing settings, see page 95 "Finishing Settings".

Using imposition to reduce printing time and costs (Speed)

"Speed" is an imposition style in which two pages are arranged and printed on each side of a sheet.

The printed sheets are then stacked and cut down the center to make the final document.

As multiple pages are created per cut sheet, printing time and costs can be reduced.

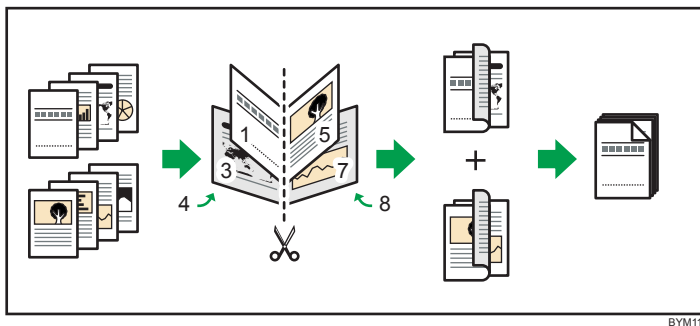
Specify this setting on the [Imposition/Paper Type Settings] screen.

Note that this explanation outlines the imposition and finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

Reference

- For details about displaying the [Imposition/Paper Type Settings] screen, see page 84 "Imposition Settings".

Speed (no rotation)

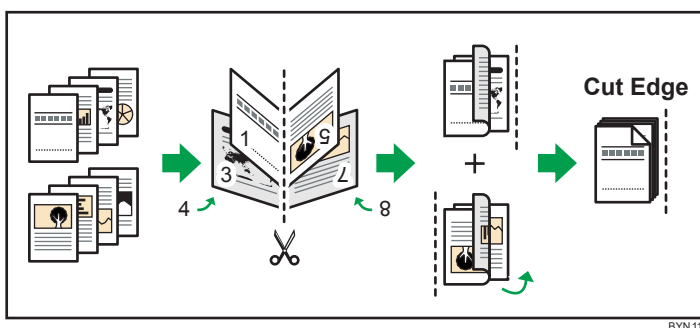


Speed (with rotation)

One of the two pages to be arranged on each side of a sheet is rotated.

The printed sheets are cut, and then the cut edges are aligned.

This function is not available if the output mode is set to [JDF].



Using imposition to reduce printing time and costs (Double)

"Double" is an imposition setting in which the same page is printed twice on a single sheet.

By stacking printed sheets and cutting them along their center line, it is possible to produce two copies of a page from one sheet.

This saves both printing time and paper costs.

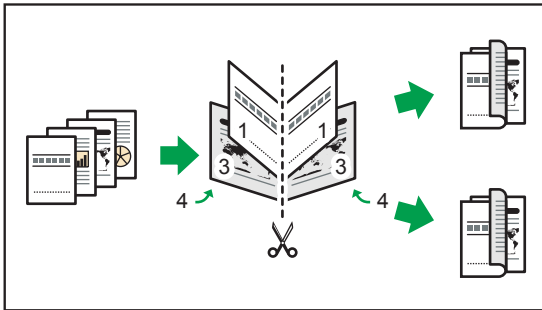
Specify this setting on the [Imposition/Paper Type Settings] screen.

Note that this explanation outlines the imposition and finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

Reference

- For details about displaying the [Imposition/Paper Type Settings] screen, see page 84 "Imposition Settings".

Double (no rotation)

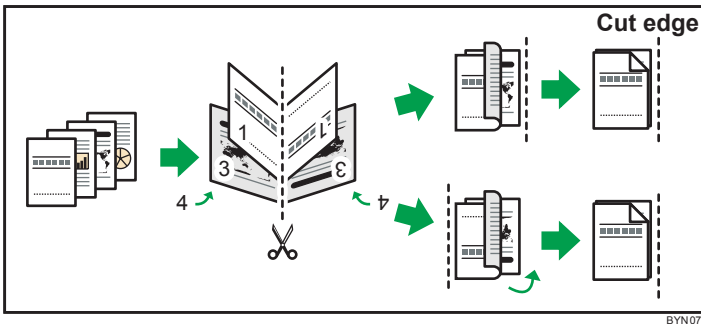


Double (with rotation)

One of the two pages to be arranged on each side of a sheet is rotated.

The printed sheets are cut, and then the cut edges are aligned.

This function is not available if the output mode is set to [JDF].



Using trimming settings (Crop marks)

"Crop marks" are lines used to indicate where a printed sheet should be trimmed. They are applied at the time of printing to sheets that require trimming. Center marks or corner marks can be applied.

Specify this setting on the [Imposition/Paper Type Settings] screen.

Note that this explanation outlines the imposition and finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

★ Important

- This function is not available if the output mode is set to [JDF].

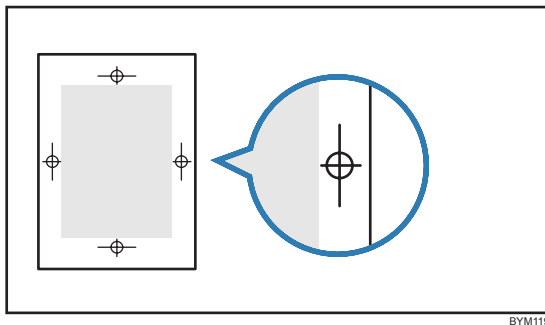
📖 Reference

- For details about displaying the [Imposition/Paper Type Settings] screen, see page 84 "Imposition Settings".

Center Crop Marks

These are crop marks placed centered at the top and bottom and on either side of each sheet.

You can specify whether or not circles are included as part of the center marks.

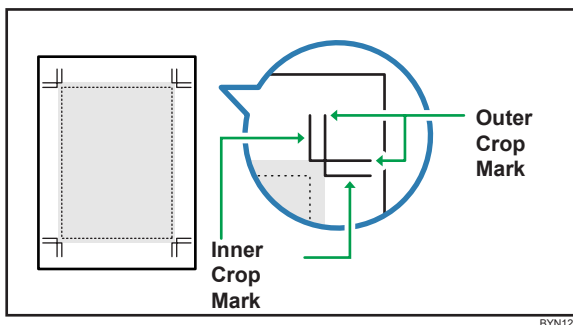


4

Corner Crop Marks

These are crop marks indicating the finished size of the sheet for trimming.

An inner and outer crop mark is placed in each corner.



- Inner crop mark
Marks the finishing (trimming) location.
- Outer crop mark
Marks the location of the outer edge for document elements that extend beyond the inner crop marks. Document elements that extend beyond the trim area to the outer crop marks will be cropped away once the sheet has been trimmed.

Selecting the Paper Type for the Entire Job

You can specify the paper type for an entire job.

There are two methods of using the [Imposition/Paper Type Settings] screen for specifying a paper type for the entire job:

- Automatic selection
- Manual selection

To select the paper type manually, click [Paper Type], and then specify the paper size, type, color, and other settings on the [Select Paper Type] screen.

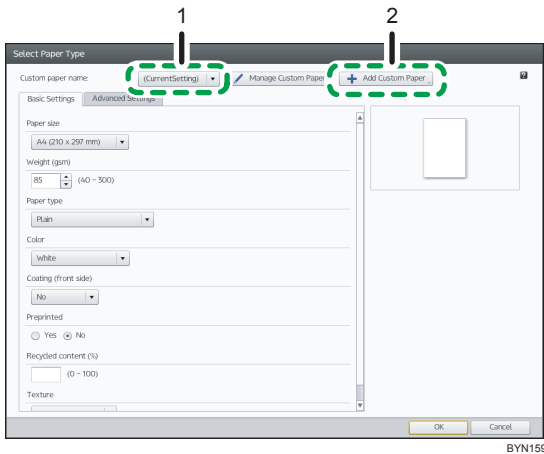
Custom paper types must be specified manually, and the settings you specify must match those set on the printer exactly. For details about your printer's paper settings, see the documentation provided with your printer.

Note that this explanation outlines the paper settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

Reference

- For details about displaying the [Imposition/Paper Type Settings] screen, see page 84 "Imposition Settings".

Select Paper Type screen



1. Custom paper selection

You can select a custom paper registered to Paper Catalog. If TotalFlow Print Manager or TotalFlow Production Manager is available on your system, you can also select a custom paper registered to TotalFlow Print Manager or TotalFlow Production Manager.

To use an unregistered paper type, select [(CurrentSetting)] from the drop-down list, and then specify the settings on the [Basic Settings] tab and [Advanced Settings] tab separately.

2. Add Custom Paper

You can register currently-used paper settings to Paper Catalog.

Note

- For details about registering paper types to Paper Catalog, see page 130 "Registering Custom Paper Types in Paper Catalog".
- The paper type settings for cover sheets, chapter pages, tab stock, and slip sheets can be made in the general settings pane of the [Paper/Imposition/Finishing] screen.
- You can specify paper types for individual sheets. For details about how to do so, see page 111 "Specifying a separate paper type for specific pages".

Finishing Settings

4

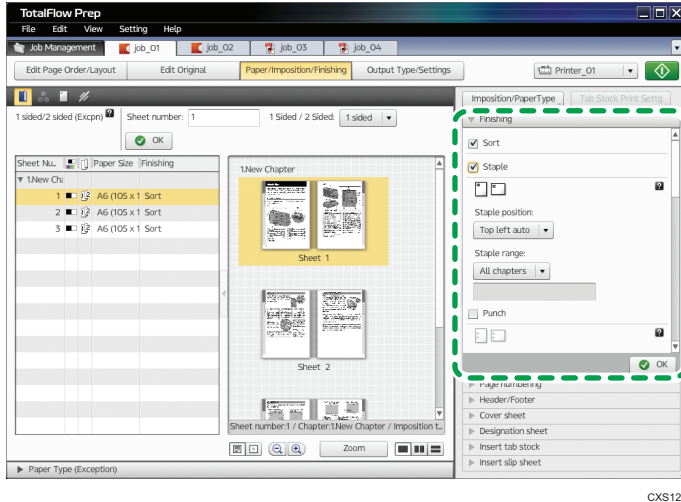
You can specify the finishing options for binding printed documents.

Important

- You can not specify finishing functions that are not available on your printer.
- Even if a function is available on your printer, if the values you specify in these settings do not match those set on the printer exactly, an error will occur on your printer.
- If you are mixing paper sizes and specifying finishing settings, use the following pairings of paper sizes. You cannot specify finishing settings for pairings other than these.
 - A3 (297 × 420 mm) and A4 (210 × 297 mm)
 - B4 JIS (257 × 364 mm) and B5 JIS (182 × 257 mm)
 - 11 × 17 inch and Letter (8.5 × 11)
 - 8K (267 × 390 mm) and 16K (195 × 267 mm)

To specify finishing settings

1. On the [Paper/Imposition/Finishing] screen, click [Finishing] to open the settings pane.



2. Select the finishing settings you require, then specify each setting, and then click [OK].

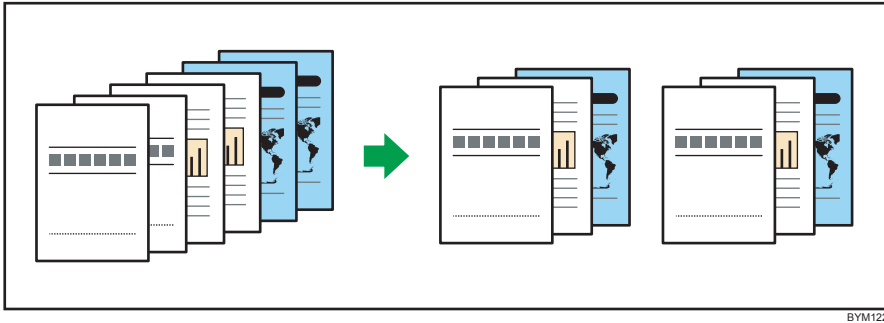
For details about a specific setting, click the  button to display the on-screen balloon help.

Finishing settings you can specify

- Printing collated documents (sorted printing)
- Stapling the printed document
- Punching holes in the printed document
- Folding printed pages
- Ring binding
- Perfect binding
- Trimming

Printing collated documents (sorted printing)

If you are printing more than one set of a multiple-page document, you can arrange the print order so that the documents are printed in sorted sets.



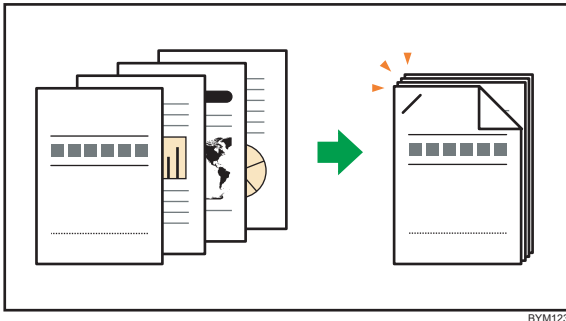
BYM122

These settings are specified on the [Paper/Imposition/Finishing] screen.

Stapling the printed document

4

You can staple together the printed pages of a document. (A stapling-capable finisher must be installed on the printer.)



BYM123

These settings are specified on the [Paper/Imposition/Finishing] screen.

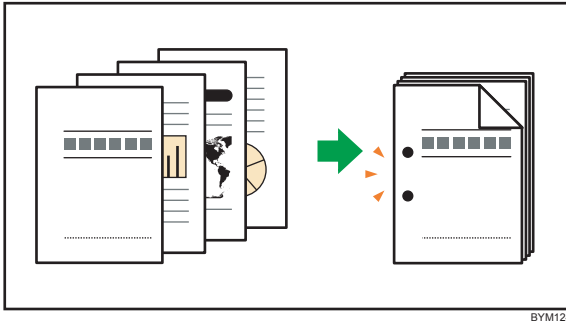
Note that this explanation outlines the finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

Reference

- To confirm finisher installation, and for details about compatible paper types and available stapling locations etc., see the printer's documentation.

Punching holes in the printed document

You can punch holes in the pages of a printed document. (A hole punch-capable finisher must be installed on the printer.)



These settings are specified on the [Paper/Imposition/Finishing] screen.

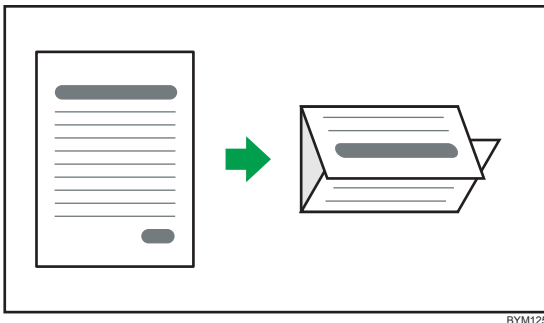
Note that this explanation outlines the finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

Reference

- To confirm finisher installation, and for details about compatible paper types, available stapling locations, and number of punch holes etc., see the printer's documentation.

Folding printed pages

Pages can be folded after printing. (A paper folding unit must be installed on the printer.)



These settings are specified on the [Paper/Imposition/Finishing] screen.

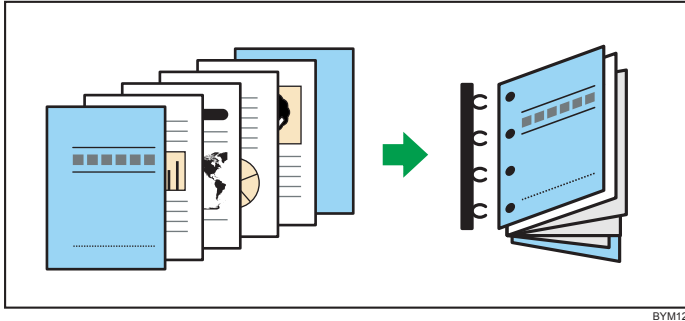
Note that this explanation outlines the finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

Reference

- For details about compatible paper sizes and thicknesses etc., see the documentation of your printer and the paper folding unit.

Ring binding

You can ring bind printed documents. Only holes can be punched into a printed document. (A ring binding unit must be installed on the printer.)



These settings are specified on the [Paper/Imposition/Finishing] screen.

Note that this explanation outlines the finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

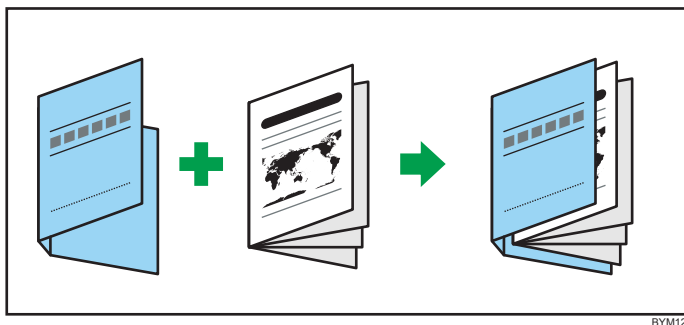
Reference

- For details about compatible paper sizes and thicknesses etc., see the documentation of your printer and the ring binding unit.

Perfect binding

You can perfect bind printed pages. (A perfect binding unit must be installed on the printer.)

Perfect binding is a binding process in which pages are inserted into a cover and glued into place.



Important

- To perform perfect binding, [Paper orientation] and [Open orientation] must be configured in one of the following ways on the [Imposition/Paper Type Settings] screen:
 - If [Paper orientation] is [Portrait], [Open orientation] must be either [Open to left] or [Open to right].

- If [Paper orientation] is [Landscape], [Open orientation] must be [Open to top].

These settings are specified on the [Paper/Imposition/Finishing] screen.

Note that this explanation outlines the finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

Reference

- For details about compatible paper sizes and thicknesses etc., see the documentation of your printer and the glue binding unit.

Trimming

You can specify trimming locations for magazine-style (center) binding and perfect binding.

Important

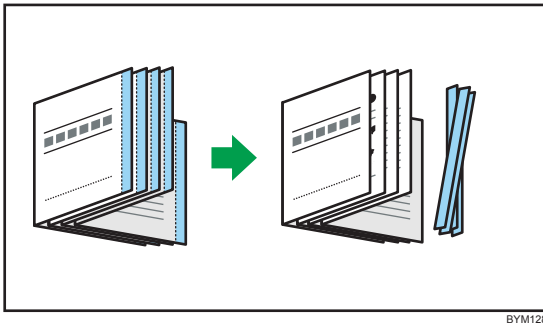
- The center cutting for the [Mini book double], [Magazine double], [Speed], and [Double] printing methods cannot be performed with this function.

These settings are specified on the [Paper/Imposition/Finishing] screen.

Note that this explanation outlines the finishing settings. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.

For magazine style binding (center binding)

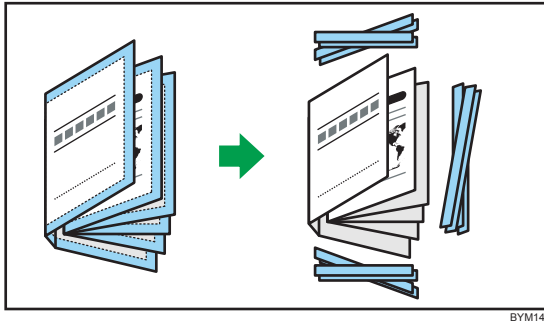
You can trim the opening end of a bound document. (A trimmer must be installed on the printer.)



BYM128

For perfect binding

You can trim the top, bottom, and opening end of a bound document. (A perfect binding unit must be installed on the printer.)



BYM149

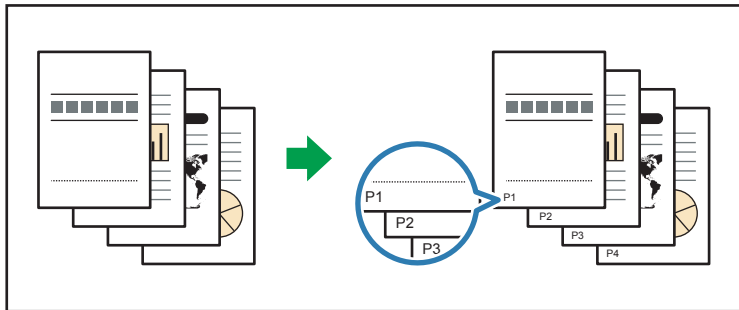
Reference

- For details about compatible paper sizes and thicknesses etc., see the documentation of your printer, trimmer, and perfect binding unit.

4

Adding Pagination (Page Numbering)

You can print page numbers. This function supports features such as page number resetting by chapter and custom formatting.



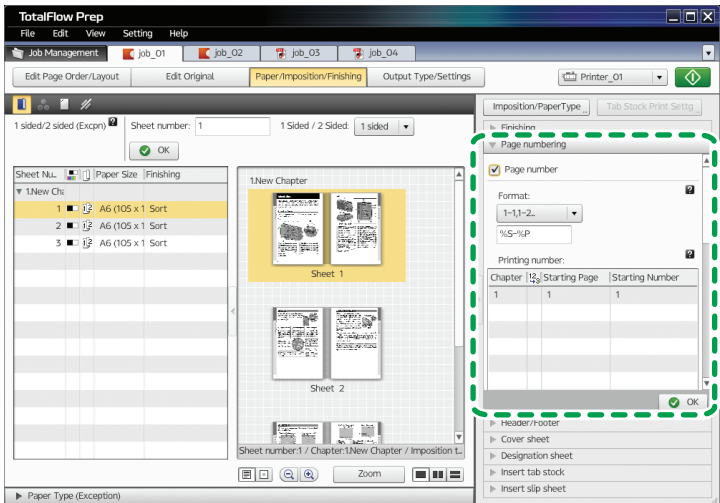
BYM130

Important

- This function is not available if the output mode is set to [JDF].

To add page numbers to a document

1. On the [Paper/Imposition/Finishing] screen, click [Page numbering] to open the settings pane.

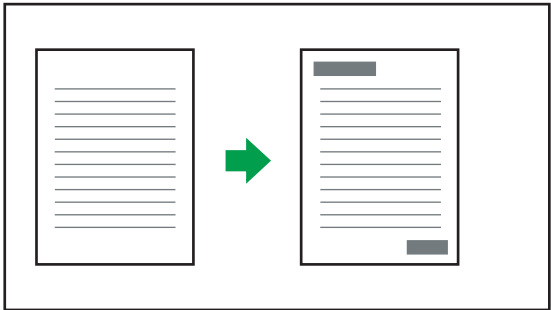


CXS129

2. Select the [Page number] check box, specify each setting, and then click [OK].
For details about a specific setting, click the  button to display the on-screen balloon help.

Adding a Header and/or Footer

You can add a header/footer to a document when you print it.



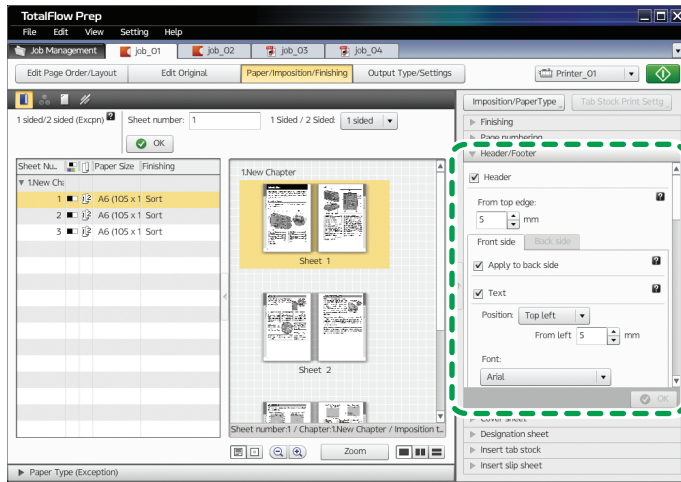
BYM015

 Important

- This function is not available if the output mode is set to [JDF].

To add a header/footer to a document

1. On the [Paper/Imposition/Finishing] screen, click [Header/Footer] to open the settings pane.



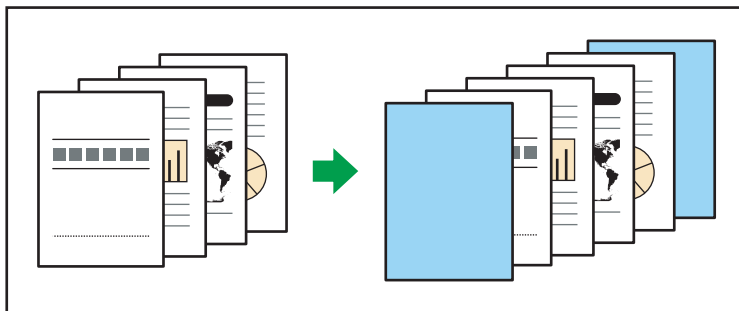
CX5014

2. Select the [Header] and/or [Footer] check box, specify each setting, and then click [OK].

For details about a specific setting, click the  button to display the on-screen balloon help.

Adding Cover Sheets

You can add cover sheets to a document when you print it. You can also print on the cover sheets.



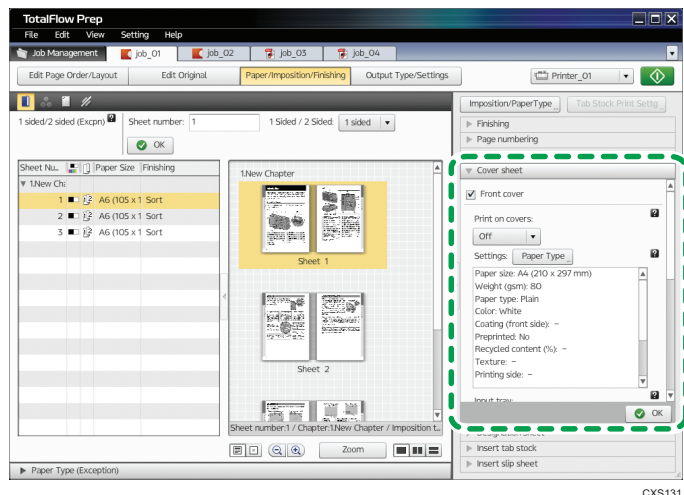
BYM133

★ Important

- This function is available only when the [Imposition type] setting on the [Imposition/Paper Type Settings] screen is set to [Normal].

To add cover sheets

1. On the [Paper/Imposition/Finishing] screen, click [Cover sheet] to open the settings pane.



CXS131

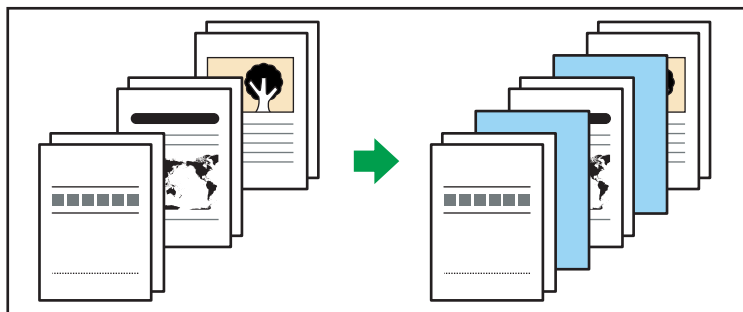
2. Select the [Front cover] and/or [Back cover] check box, specify each setting, and then click [OK].

For details about a specific setting, click the  button to display the on-screen balloon help.

Inserting Pages at Chapter Breaks

You can insert pages at chapter breaks. You can also print on designation sheets.

Designation sheets can be inserted into chapters created using the "Create Chapter" function of the [Edit Page Order/Layout] screen. You can have a designation sheet inserted for each chapter, or you can specify for which chapters a designation sheet is inserted.



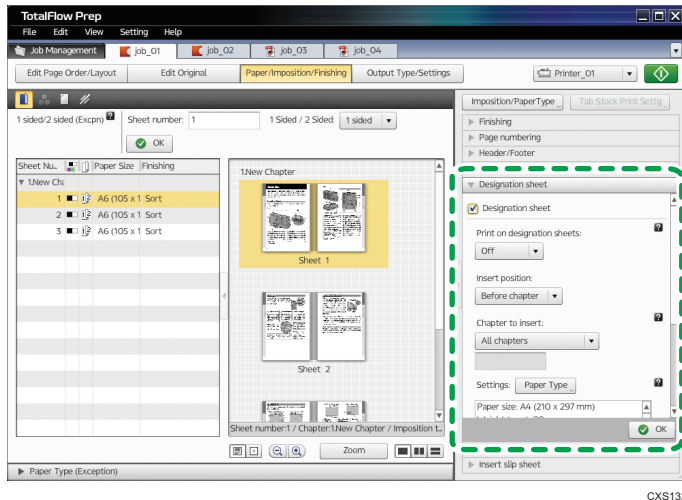
BYM135

★ Important

- This function is available only when the [Imposition type] setting on the [Imposition/Paper Type Settings] screen is set to [Normal].

Procedure for setting and inserting designation sheets

1. On the [Paper/Imposition/Finishing] screen, click [Designation sheet] to open the settings pane.



CX5132

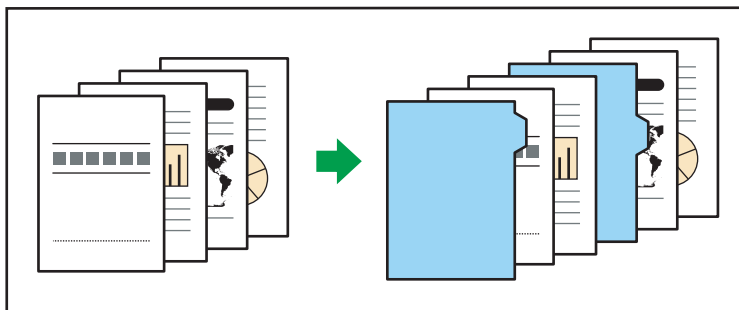
2. Select the [Designation sheet] check box, specify each setting, and then click [OK].

For details about inserting pages, see page 59 "Editing Chapters".

Inserting Tab Stock

You can insert tab stock at chapter breaks. You can also print on tab stock.

Tab stock can be inserted at chapter breaks set using the "Create Chapter" function on the [Edit Page Order/Layout] screen. You can insert tab stock for each chapter, or you can specify for which chapters tab stock is inserted.



BYM137

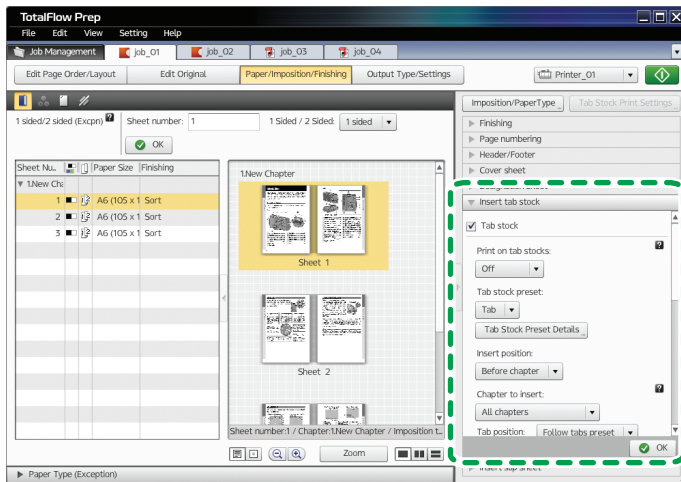
★ Important

- Before inserting tab stock, you must register a tab stock preset.

- Tab stock can be inserted only if the page orientation is set to vertical and the tab is on the right edge of the page.
- Tab stock can only be inserted if the [Imposition type] is set to [Normal], [Open orientation] is set to [Open to left], and the page orientation of the first chapter is set to [Portrait] on the [Imposition/Paper Type Settings] screen.
- When tab stock is inserted, only the following combinations of mixed-size paper are supported. If you require other combinations, tab stock cannot be inserted.
 - A3 (297 × 420 mm) and A4 (210 × 297 mm)
 - B4 (257 × 364 mm) and B5 (182 × 257 mm)
 - 11 × 17 inch and Letter (8.5 × 11)
 - 8K (267 × 390 mm) and 16K (195 × 267 mm)
- If your printer does have a function for outputting remaining tab stock, remove any unneeded tab stock from the printer's trays before beginning output.

To set and insert tab stock

1. On the [Paper/Imposition/Finishing] screen, click [Insert tab stock] to open the settings pane.



CXS134

2. Select the [Tab stock] check box, specify each setting, and then click [OK].

For details about a specific setting, click the  button to display the on-screen balloon help.

To print on tabs, click [Tab Stock Print Settings], specify the chapter to print and the text or image to print on the tab.

Reference

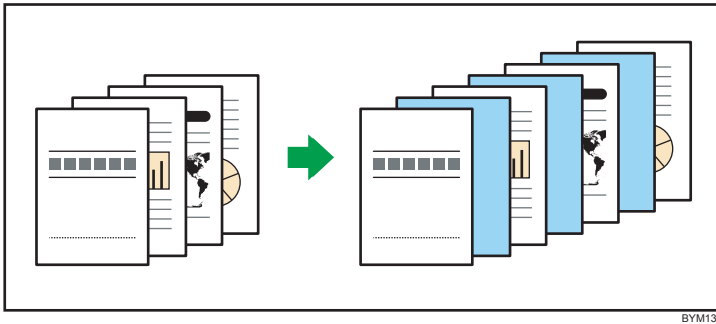
- For details about registering tab stock presets, see page 136 "Registering Tab Stock Presets".
- For details about printing on tab stock, see page 108 "Setting Text and Images to Print on Tabs".

- For details about setting chapters, see page 59 "Editing Chapters".

Inserting Slip Sheets

Slip sheets can be inserted between a specified range of printed sheets. Inserting slip sheets can help protect printed pages.

You can also print on slip sheets.

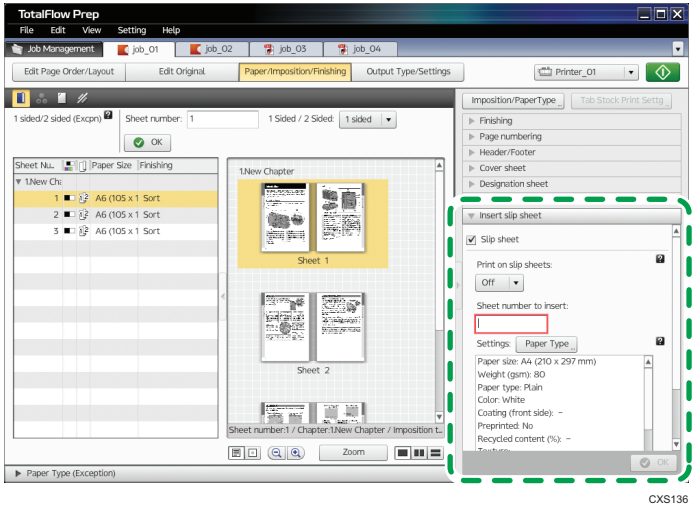


★ Important

- Slip sheets can be inserted only if [Imposition type] is set to [Normal].
- Slip sheet settings are not displayed in the preview or thumbnail views.
- If a document containing slip sheets is saved as a PDF file from the [Output Type/Settings] screen, the slip sheets will not be saved in the document.

Procedure for inserting slip sheets

1. On the [Paper/Imposition/Finishing] screen, click [Insert slip sheet] to open the settings pane.



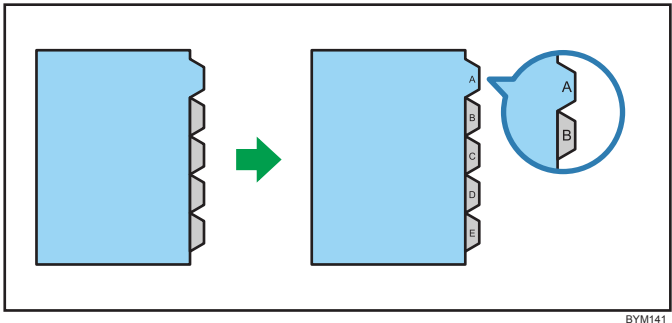
2. Select the [Slip sheet] check box, specify each setting, and then click [OK].

For details about a specific setting, click the  button to display the on-screen balloon help.

Setting Text and Images to Print on Tabs

You can specify settings for printing on the tabs of inserted tab stock, including print position, direction, the text or image printed, and which chapters to print.

The specified contents are printed on one side of the tab stock.



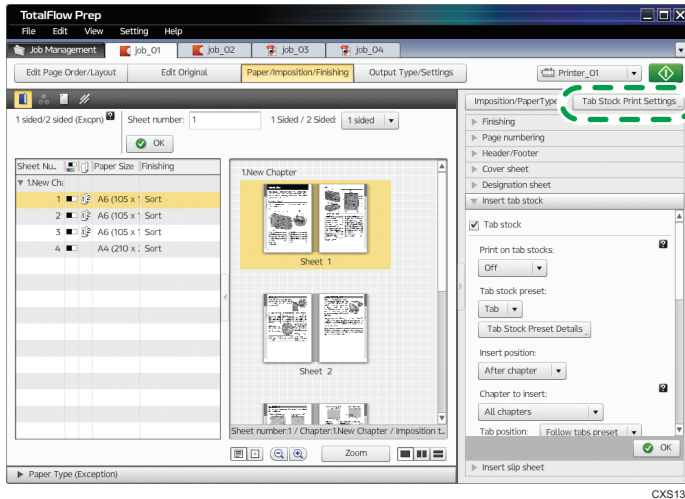
 Important

- The [Insert tab stock] settings must be configured first.
- You cannot print on both sides of tab stock.

- Be sure to select a tab stock preset for the tab stock and the paper type in [Insert tab stock]. For details about the settings, see page 105 "Inserting Tab Stock".
- This function is not available if the output mode is set to [JDF].

To specify tab stock printing

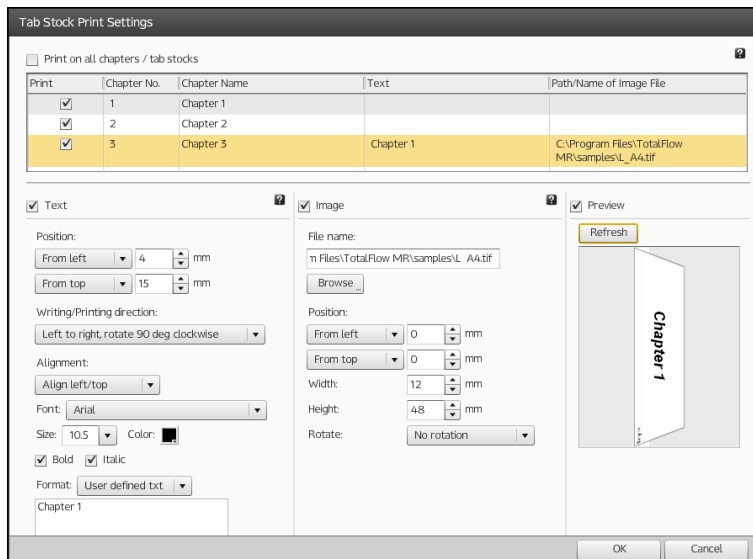
1. On the [Paper/Imposition/Finishing] screen, click [Tab Stock Print Settings].



CXS138

2. Specify each setting on the [Tab Stock Print Settings] screen.

For details about a specific setting, click the  button to display the on-screen balloon help.



Applying Separate Settings to a Specified Sheet (Exception Setting)

You can apply the following settings individually to specified sheets. This function is called “exception setting”.

- 1 sided/2 sided
- Color/black & white
- Stapling
- Paper type

★ Important

- Exception settings can be performed only when [Normal] is selected for [Imposition type] on the [Imposition/Paper Type Settings] screen.
- Exception settings cannot be applied to cover sheets, pages inserted at chapter breaks, or tab stock.

↓ Note

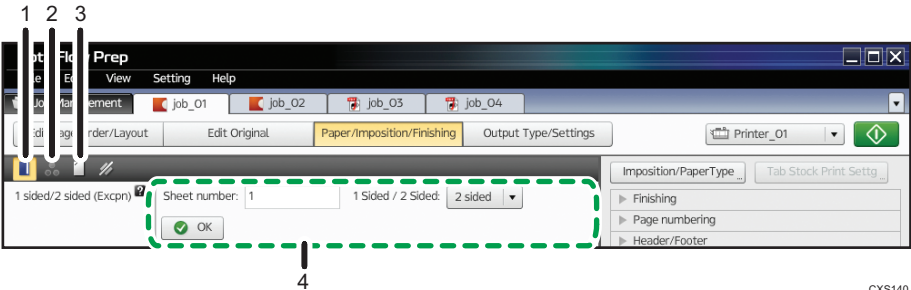
- , the exception icon is displayed on sheets to which an exception setting has been applied.
- You can cancel an exception setting.
- If a page has exception settings applied and you set that page's contents to be printed as a cover page, a page inserted at a chapter break, or tab stock, the exception settings will be canceled.

Applying 1 sided/2 sided, color/black & white and staple print settings individually to specified sheets

You can apply the [1 Sided / 2 Sided], [Color / Black and White], and [Staple] settings individually to specified sheets.

Exception settings can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.



CXS140

1. , the [1 Sided / 2 Sided (Exception)] button

Click this to apply the 1 sided/2 sided setting to the selected sheets.

2. , the [Color / Black and White (Exception)] button

Click this to apply the color/black and white setting to the selected sheets.

3. , the [Staple (Exception)] button

Click this to specify staple locations for the selected sheets.

Limitation

On some printers, it is not possible to set stapling as an exception setting.

Also, even if stapling can be set as an exception setting, when you print multiple copies, the output order of documents might be different than you expect. (This is because any section that is specified as an exception will be separated into a different job, and multiple copies of each job will be output in turn.)

4. **Settings area**

When you click , the [1 Sided / 2 Sided (Exception)] button, , the [Color / Black and White (Exception)] button, or , the [Staple (Exception)] button, the settings for that function will appear here.

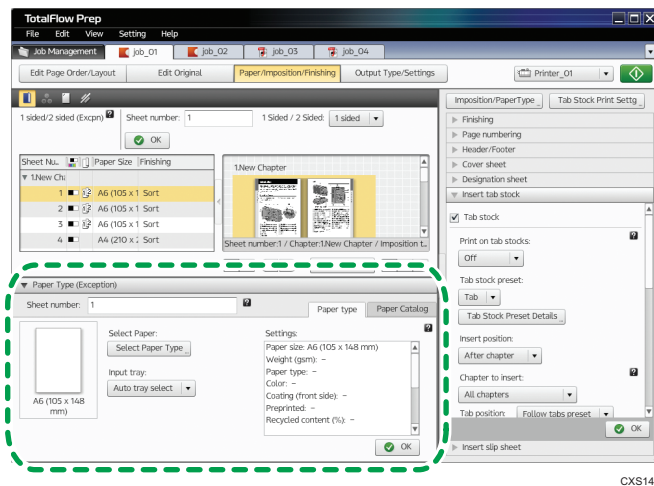
Specify each setting, and then click [OK].

Specifying a separate paper type for specific pages

You can specify a paper type for an individual page apart from the rest of the document.

Procedure for specifying separate paper types

1. On the [Paper/Imposition/Finishing] screen, click [Paper Type (Exception)] to open the settings pane.



CXS146

2. Specify individual settings such as paper size, type, color, etc. on the [Paper type] tab. Or, select a registered paper type by clicking on the [Paper Catalog] tab.
3. Specify the page number to apply the separate settings to, select a paper type, and then click [OK].

For details about a specific setting, click the  button to display the on-screen balloon help.

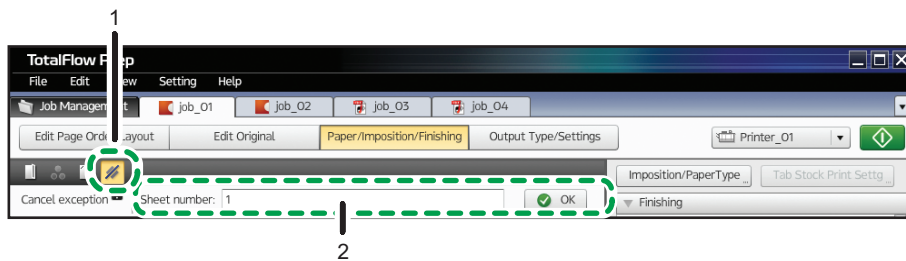
You can also specify paper type settings by dragging and dropping a paper type image from the Paper Type (Exception) settings pane directly onto a particular page.

Canceling exception settings

You can cancel the [1 Sided / 2 Sided (Exception)], [Color / Black and White (Exception)], [Staple (Exception)], and [Paper Type (Exception)] settings that have been applied to selected sheets.

This function can be performed using the on-screen items indicated in the following illustration.

Note that this explanation outlines general use of the settings area. For details about a specific setting, see the on-screen balloon help that appears when you click the  button.



CXS148

1. , the [Cancel Exception] button

Click this to cancel the exception settings.

2. Settings area

When you click , the [Cancel Exception] button, the settings for that function will appear here.

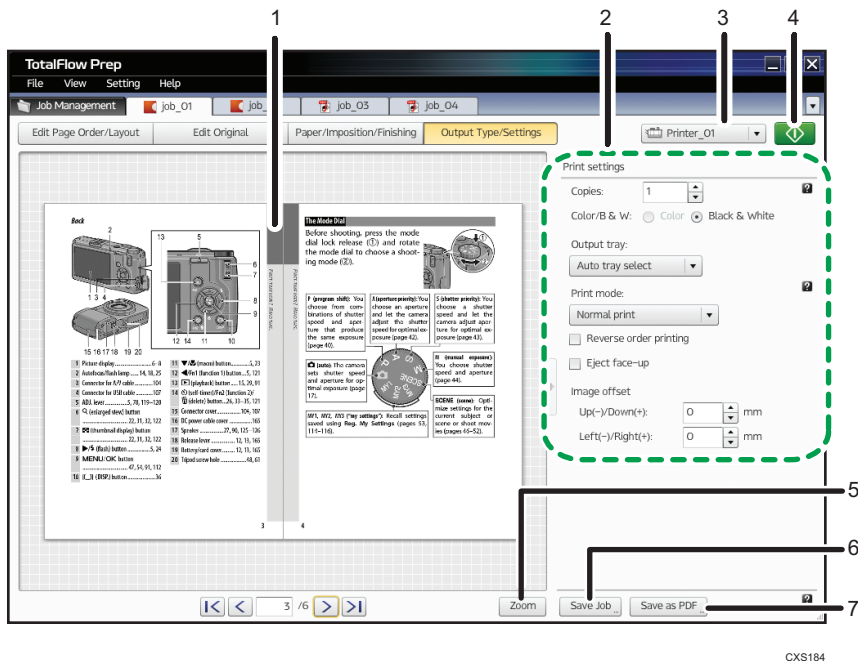
, the exception icon, is displayed in the view area on the sheets to which exception settings have been applied. Select the sheets, and then click [OK].

Output Settings

After you have configured the [Edit Page Order/Layout], [Edit Original], and [Paper/Imposition/Finishing] settings for the documents in a job, you can view a preview of the final output, select the output method, and configure the print settings.

Clicking [Output Type/Settings] in [Job Edit] will display the following screen, where you can configure the output settings.

Output Type/Settings screen



1. Preview display

This area shows the document in its final form, after any edits have been applied.

You can use the buttons at the bottom of the screen to change the page and preview the final form of each page.

Depending on the printer, paper type settings, and finishing settings, actual output might differ from the results shown in the preview.

2. Print Settings

You can configure the following print settings. (The available print settings might differ depending on the printer.)

For details about a specific setting, click the  button to display the on-screen balloon help.

- [Copies:]
- [Color/B & W:]
- [Output tray:]

- [Print mode:]

You can select Normal print, Save as job file and print, Sample print, etc.

- Reverse order printing
- Eject face-up
- Image offset

When printing two-sided documents, you can adjust the position of the front-side image and the back-side image.

3. Printer selection

In the drop-down list, select the printer you want to use.

Only printers that are registered appear in the drop-down list. For details about registering printers, see page 142 "Registering a Printer".

Note that if you change the printer after you edit a job, any functions not supported by the new printer will be disabled.

4. [Start Printing] button

Begin printing.

After you begin a print job, you can check its progress and change its status (pause, resume, cancel, etc.) if necessary.

For details about checking a job's progress and changing a job's status, see page 151 "Checking Job Progress and Results".

5. [Zoom]/[View Whole] button

Use this to switch the preview display.

6. [Save Job] button

Save the modified job as an RJF, JDF or MJD format.

The RJF format is a job file format unique to this application. RJF files are PDF files that have embedded information about settings such as finishing settings and print settings.

Saved jobs can be retrieved and opened later for editing and printing or outputting.

When you save the modified job as a JDF or MJD format, you cannot delete or modify the contents of placed objects (text, images, and fill areas).

7. [Save as PDF] button

Save a job as a single PDF file with edits applied.

Information such as finishing settings, slip sheet insertion, number of copies, and output tray will not be saved.

Note

- When saving a job as a JDF format, a folder will be created and PDF files that are linked with the JDF file will be saved in a folder. The folder name will be the same as the JDF file name with "_mrjob" appended to the end. For example, if the JDF file name is "ABCD.jdf", the PDF files will be saved in the "ABCD_mrjob" folder.
- The created JDF files are only available with the TotalFlow applications.

Outputting to TotalFlow Print Manager or TotalFlow Production Manager

Use the following procedure to send jobs to TotalFlow Print Manager or TotalFlow Production Manager for outputting. This procedure can be used only if TotalFlow Print Manager or TotalFlow Production Manager is available on your system.

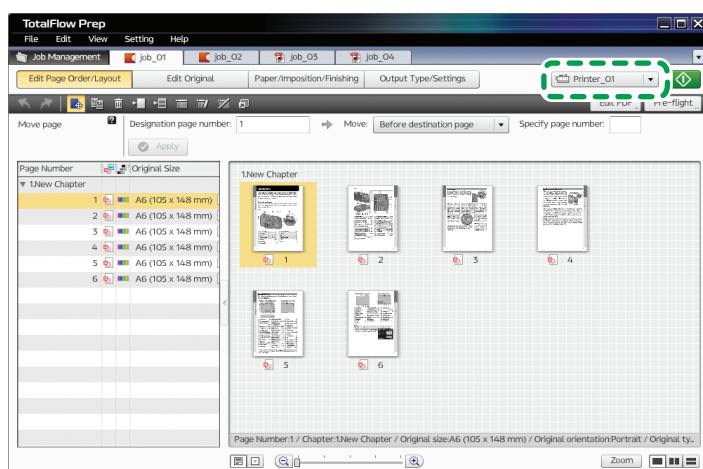
1. Register a printer for outputting to TotalFlow Print Manager or TotalFlow Production Manager.

On the [Add/Edit Custom Printer Settings] screen, specify [To TotalFlow PM] in [Data output mode:]. For details about registering a printer, see page 142 "Registering a Printer".

2. Create a job, and then open the job edit screen.

For details about creating a job, see page 47 "Preparing Jobs".

3. In the [Printer:] drop-down list, select the printer you registered in Step 1 for outputting to TotalFlow Print Manager or TotalFlow Production Manager.

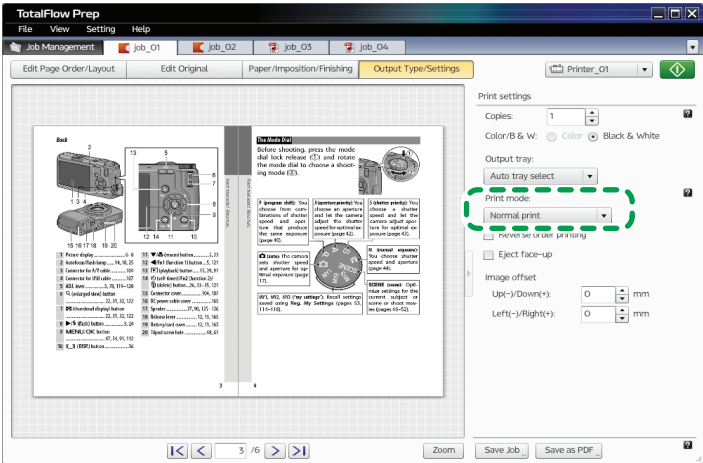


CXS163

4. Edit the job.

For details about editing a job, see page 55 "Editing Jobs".

5. On the [Output Type/Settings] screen, select an option for [Print mode:].



To delay the printing of a job after sending it to TotalFlow Print Manager or TotalFlow Production Manager, select [Hold print].

6. Click , the [Start Printing] button.

5. Using the Program Function

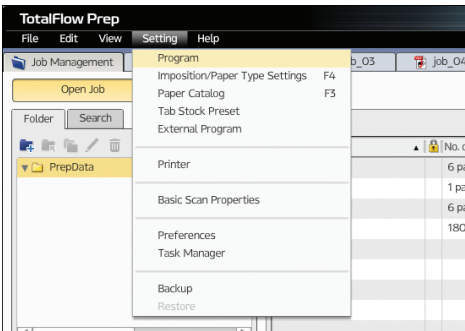
This chapter explains how to register functions and settings as programs and how to use the Hot folder function.

Registering Frequently Used Features as a Program

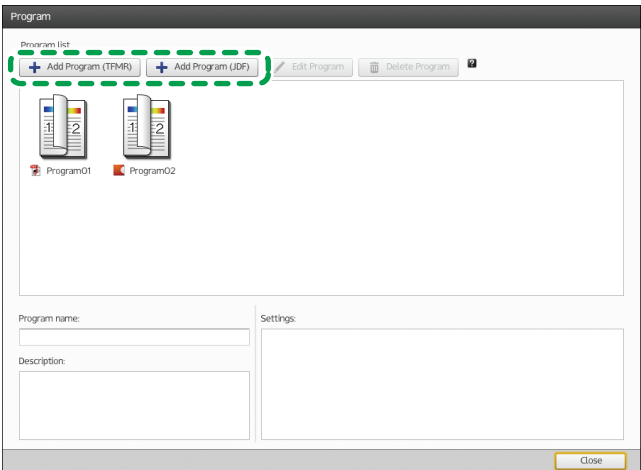
Registering frequently used functions and settings as a program allows you to perform printing and binding operations with increased efficiency.

Use the following procedure to register a program. For details about a specific setting, click the  button, to display the on-screen balloon help.

1. On the [Setting] menu, select [Program].

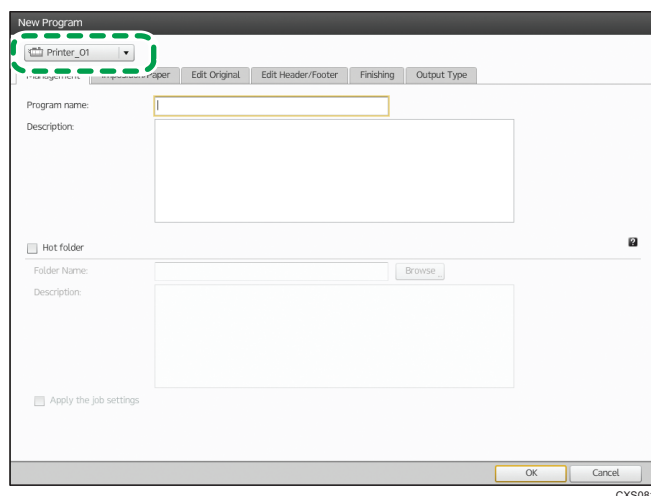


2. On the [Program] screen, click [Add Program (TFMR)] or [Add Program (JDF)].



CXS078

3. On the [New Program] screen, select the printer you want to use, and then specify the settings of the functions on each tab. The settings you specify will be registered as a program.



4. Click [OK].

The program will appear in the list on the [Program] screen.

Note

- If you configure a hot folder (monitored folder) for the program, you can use a program to create and output jobs simply by placing document data in the folder. For details, see page 124 "Using Hot Folders".
- If you register(ed) a program to a hot folder, a shortcut icon () for the hot folder will appear on the desktop.
- You can register up to 10 programs that have a hot folder configured.

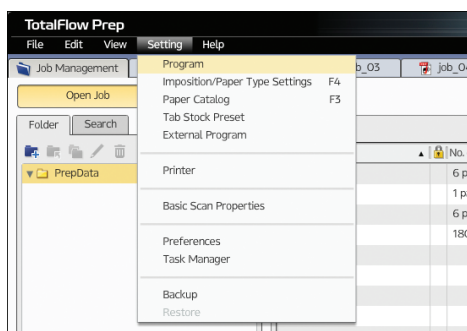
Changing a Program's Content/Deleting Programs

You can change a program's content (registered functions and settings), and you can delete programs.

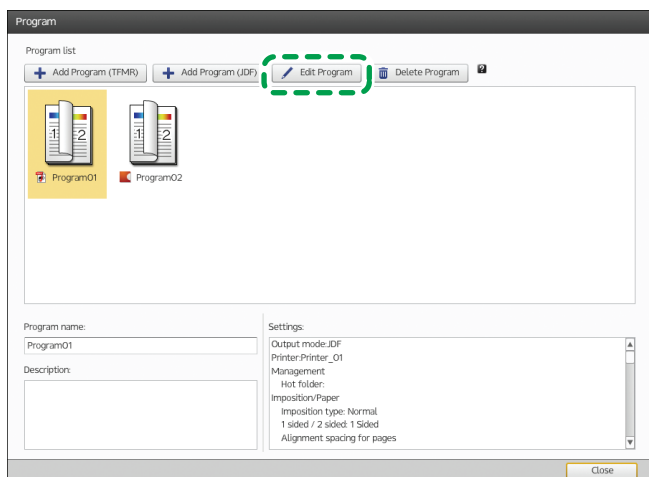
Changing the Content of a Program

Use the following procedure to change the content of a program. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Program].

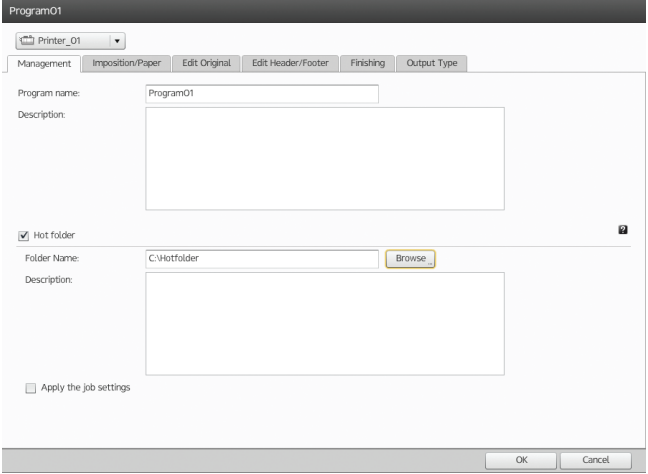


2. On the [Program] screen, select the program you want to change, and then click [Edit Program].



CXS080

3. On the program editing screen, change the settings as necessary.

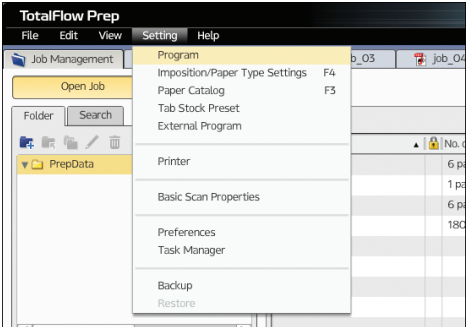


5

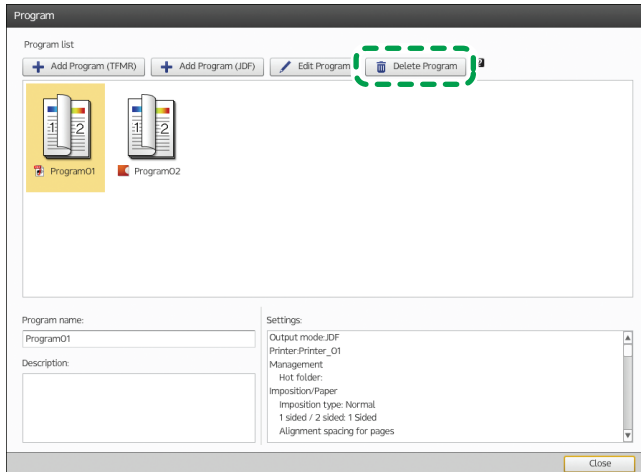
Deleting a Program

Use the following procedure to delete a program. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Program].



2. On the [Program] screen, select the program you want to delete, and then click [Delete Program].



CXS082

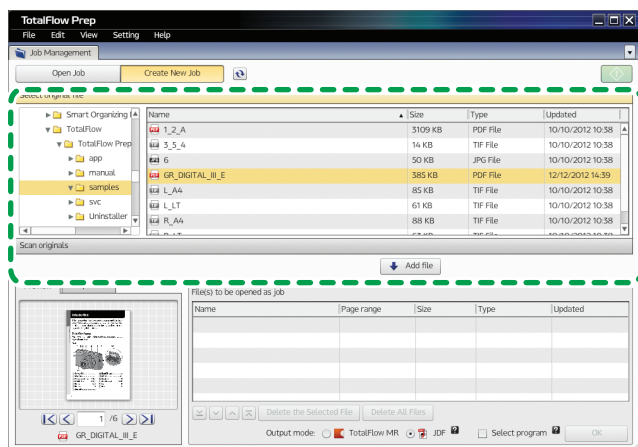
Using a Program to Create a Job

You can apply a registered program to create a new job.

Use the following procedure to apply a program to create a new job.

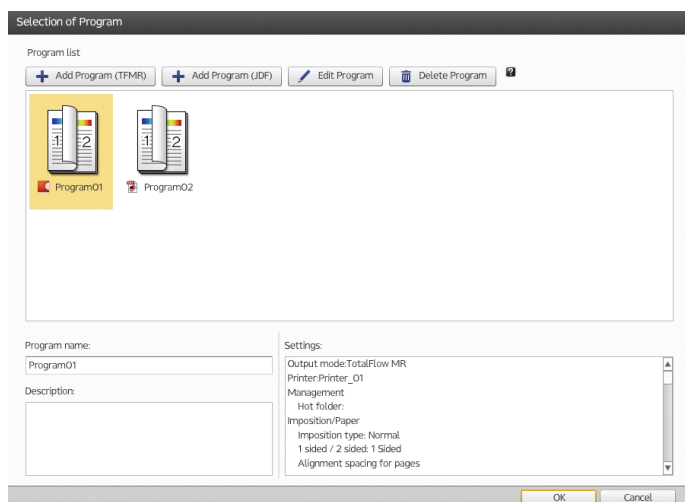
1. On the [Job Management] screen, click [Create New Job].
2. Select the file you want to create as a new job, and then click [Add file].

If a password is set for the file, you must enter it.



CXS185

3. Select the [Select program] check box, and then click [Next].
4. On the [Selection of Program] screen, select the program you want to apply, and then click [OK].



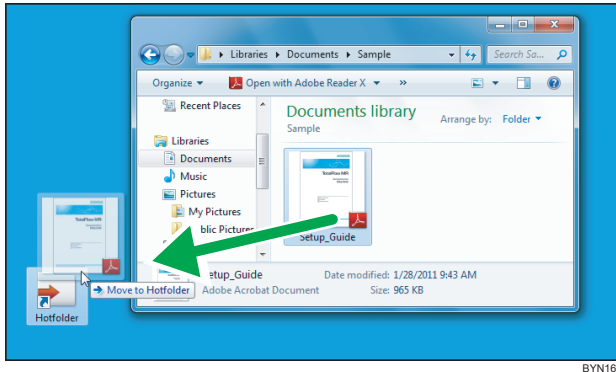
The job will be created, and the output will be generated.

Depending on the settings registered to the program, the message "Find Job to Edit" appears in the upper right of the [Job Management] screen. Select a job in the drop-down list to open the job edit screen and generate the output.

Using Hot Folders

A hot folder is a folder that is associated with a set of functions and settings registered as a program.

Simply placing a document file in a hot folder will cause the associated program to run and output the document, output without your having to start this application.



BYN165

Before using a hot folder

- To use a hot folder, you must first register a program to associate the hot folder with. For details, see page 117 "Registering Frequently Used Features as a Program".
- When you register a program, you can specify whether to generate output immediately after a file has been placed in the hot folder or to start this application before generating output.
- Before placing files in the hot folder, make sure they can be processed by this application. For details, see page 159 "Supported File Formats".
- When placing a JDF file in a hot folder, the PDF files that are linked with the JDF file must be stored in a folder that can be accessed by the client computer.

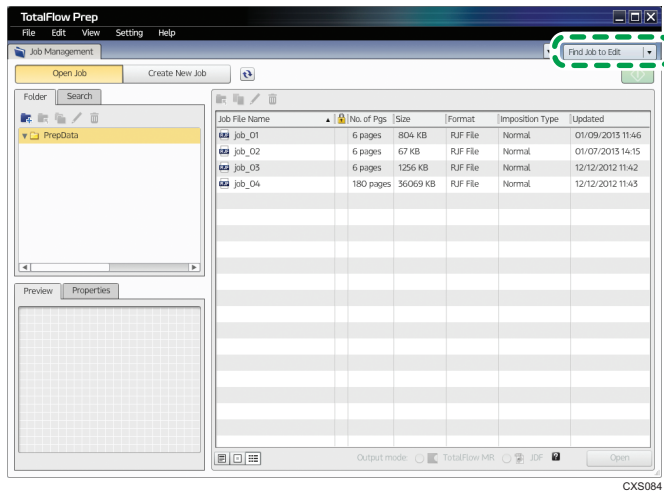
When using a hot folder

- If you place a password-protected file in the hot folder, an error will occur. Remove the password protection before placing any files in a hot folder.
- If you place multiple files in a hot folder, a separate job will be created for each file. To combine multiple files into a single job, you must start this application and combine the necessary files. You cannot use hot folders to combine files.
- To place a JDF file and PDF files that are linked with the JDF file in a hot folder at the same time, place the JDF file first. If the PDF files are placed in the hot folder before the JDF file is placed, this application might start its process only with the PDF files.

If this application starts before output is generated

The message "Find Job to Edit" appears in the upper right of the [Job Management] screen.

Select a job in the drop-down list to open the job edit screen and generate the output.



CXS084

To check the status of a running job

- You can check the progress of a job that is currently being processed by a hot folder, and if necessary, change the job's status (pause, resume, or cancel it, etc.).
- For details about how to check or change the status of a job, see page 151 "Checking Job Progress and Results".

6. Useful Settings

This chapter explains settings that will help you use this application more efficiently.

This chapter also explains maintenance procedures for this application.

Registering Frequently Used Settings

You can register settings you use frequently when editing jobs, such as imposition presets, paper type settings, and external programs.

Registering Imposition Presets

Registering a configuration of frequently used imposition and paper type settings as a preset allows you to apply imposition settings efficiently.

Reference

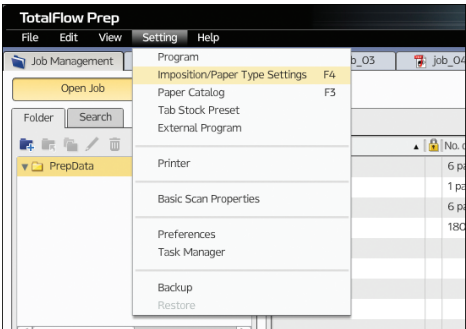
- For details about imposition settings, see page 84 "Imposition Settings".

The following sections explain how to register presets, edit registered presets' settings, and manage presets (for example, deleting, editing presets' names, and descriptions).

Registering a preset

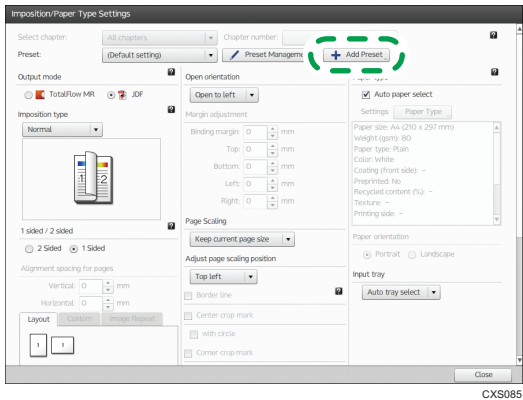
Use the following procedure to register a preset. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Imposition/Paper Type Settings].



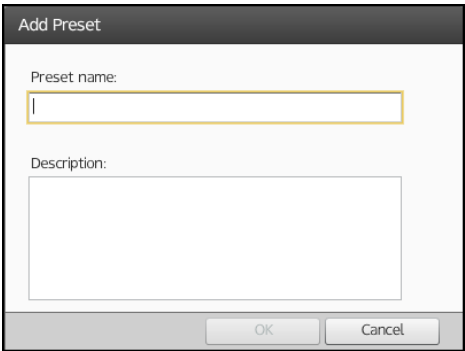
You can also register an item by clicking [Imposition/PaperType] on the [Paper/Imposition/Finishing] screen.

2. On the [Imposition/Paper Type Settings] screen, configure the settings, and then click [Add Preset].



CXS085

3. On the [Add Preset] screen, enter values in [Preset name:] and [Description:].



Editing a registered preset's settings

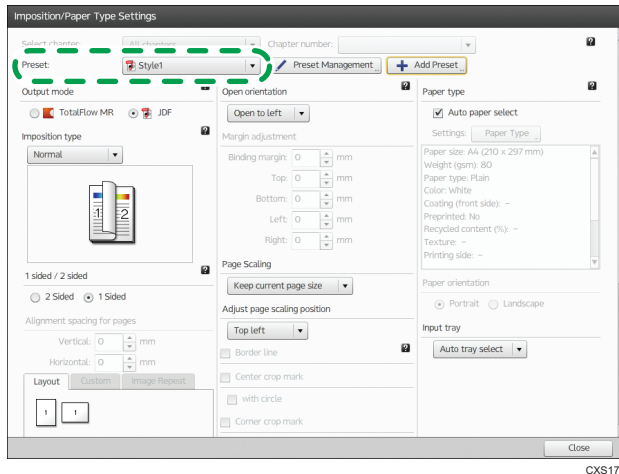
You can change a registered preset's imposition and paper type settings.

Use the following procedure to edit a preset's settings. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Imposition/Paper Type Settings].

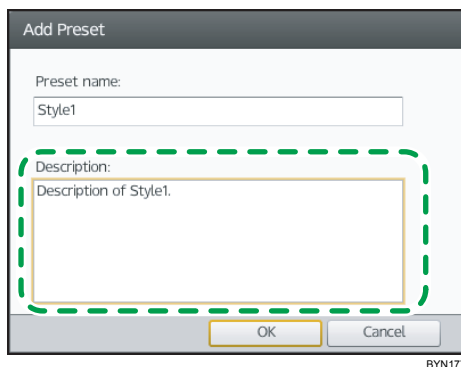
You can also edit presets by clicking [Imposition/PaperType] on the [Paper/Imposition/Finishing] screen.

2. On the [Imposition/Paper Type Settings] screen, select the preset that you want to edit from the [Preset:] drop-down list.



3. Change the settings as necessary, and then click [Add Preset].
4. On the [Add Preset] screen, change the contents of [Description:] as necessary.

When you edit a registered preset's settings, you cannot edit [Preset name:]. (Changing the preset's name will register the preset as a different preset.)



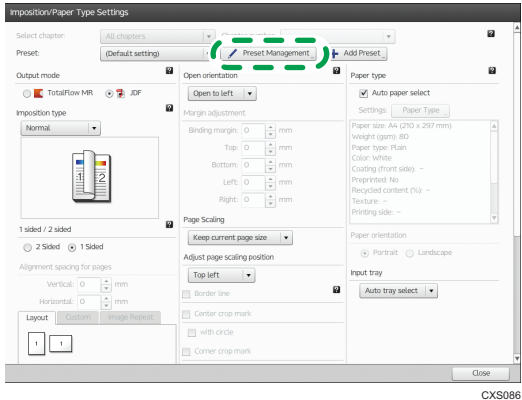
5. Click [OK].
6. On the overwrite confirmation screen, click [OK].

Preset management

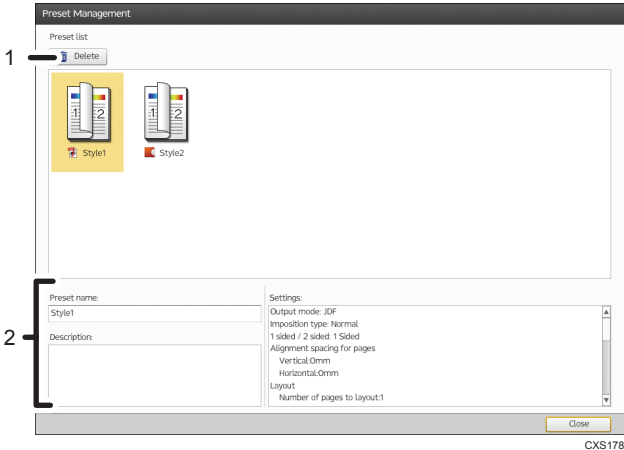
You can delete a preset, or change a preset's name and description.

Use the following procedure to edit or delete a preset. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Imposition/Paper Type Settings].
You can also manage presets by clicking [Imposition/PaperType] on the [Paper/Imposition/Finishing] screen.
2. On the [Imposition/Paper Type Settings] screen, click [Preset Management].



3. You can delete presets or change presets' names and descriptions on the [Preset Management] screen.



1. To delete
Select a preset from the list, and then click [Delete].
2. To edit a preset's name and description
Select a preset in the list, and then edit the contents as necessary.

Registering Custom Paper Types in Paper Catalog

Registering frequently used paper types in Paper Catalog allows you to select paper types more easily.

★ Important

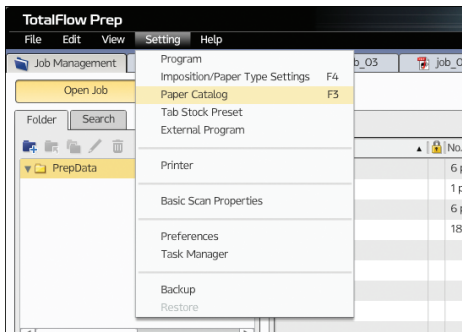
- To print on custom paper types set here, you must also register the same paper type to the printer.
For details about your printer's paper settings, see the printer's documentation.

The following sections explain how to register custom paper types, edit custom paper types' settings, and manage custom paper types (for example, importing/exporting custom paper types, deleting custom paper types, and editing custom paper types' names and descriptions).

Registering a custom paper type

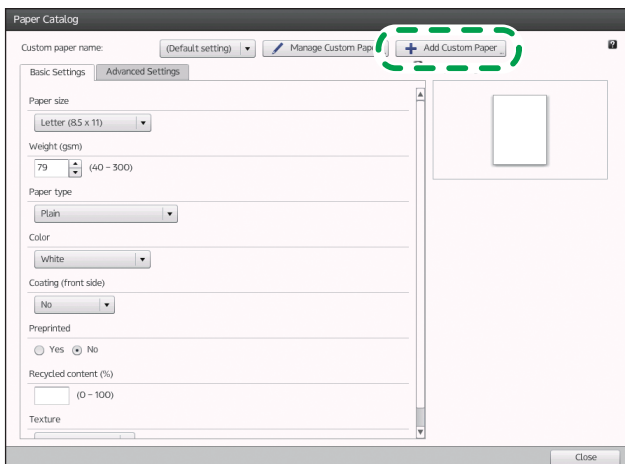
Use the following procedure to register a custom paper type. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Paper Catalog].



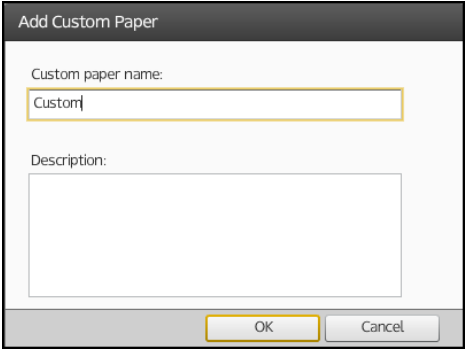
You can also register a paper type by clicking [Paper Type] on the [Paper/Imposition/Finishing] screen.

2. On the [Paper Catalog] screen, configure the settings, and then click [Add Custom Paper].



BYN087

3. On the [Add Custom Paper] screen, enter values in [Custom paper name:] and [Description:].



Note

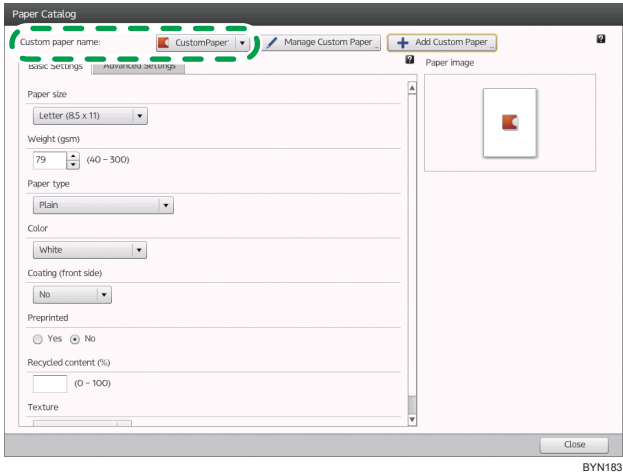
- You can also import and register a paper-type information setting file (XML format). For details, see page 133 "Importing and exporting custom paper types" (below).

6

Editing a custom paper type's settings

Use the following procedure to edit a custom paper type's settings. For details about a specific setting, click the  button to display the on-screen balloon help.

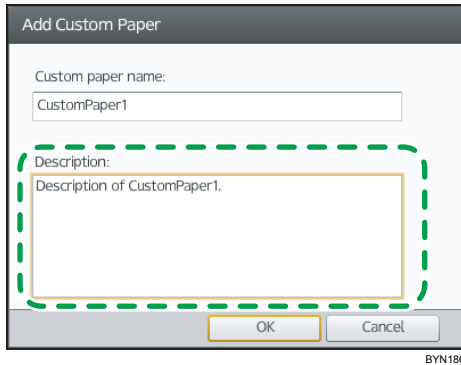
1. On the [Setting] menu, select [Paper Catalog].
- You can also edit the settings by clicking [Paper Type] on the [Paper/Imposition/Finishing] screen.
2. On the [Paper Catalog] screen, select the custom paper type that you want to edit from the [Custom paper name:] drop-down list.



3. Change the settings as necessary, and then click [Add Custom Paper].

4. On the [Add Custom Paper] screen, change the contents of [Description:] as necessary.

When you edit a custom paper type's settings, you cannot edit [Custom paper name:]. (Changing the name will register the paper type as a different paper type.)



5. Click [OK].

6. On the overwrite confirmation screen, click [OK].

Importing and exporting custom paper types

You can export custom paper types from Paper Catalog.

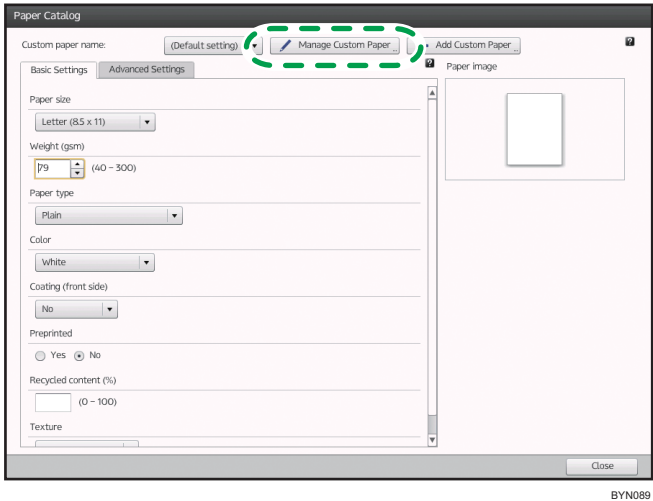
Exported paper setting files (XML format) can be imported to another computer and used there.

Use the following procedure to import and export custom paper types. For details about a specific setting, click the  button to display the on-screen balloon help.

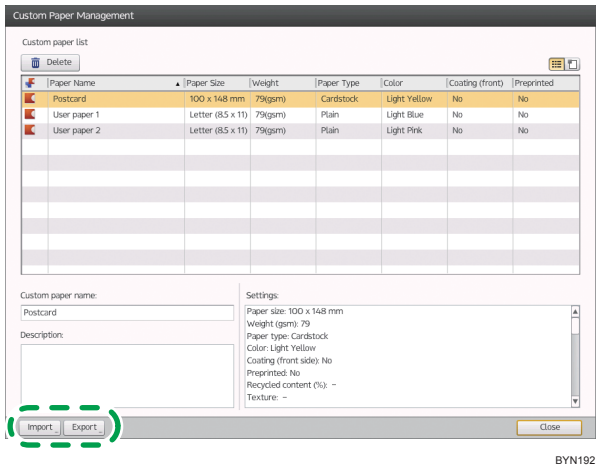
1. On the [Setting] menu, select [Paper Catalog].

You can also import and export custom paper types by clicking [Paper Type] for each setting on the [Paper/Imposition/Finishing] screen.

2. On the [Paper Catalog] screen, click [Manage Custom Paper].



3. On the [Custom Paper Management] screen, click either [Import] or [Export], and then specify the paper settings file (XML format).



Note

- Only the selected custom paper type is exported.

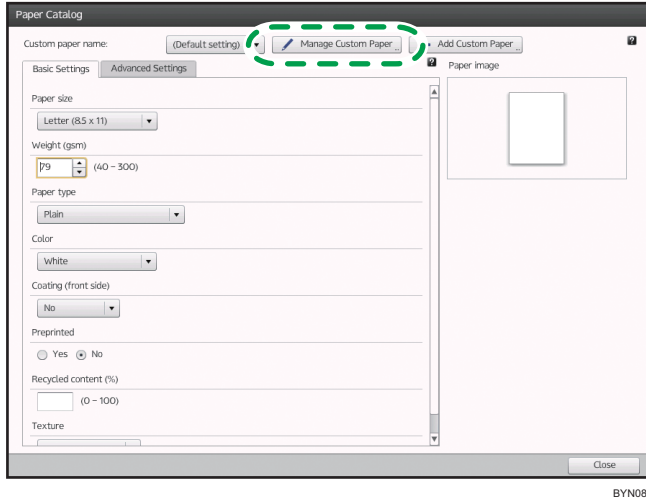
Deleting a custom paper type/editing a custom paper type's name

Use the following procedure to delete a custom paper type, or to edit a custom paper type's name and description. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Paper Catalog].

You can delete custom paper types or edit custom paper types' names and descriptions by clicking [Paper Type] for each setting on the [Paper/Imposition/Finishing] screen.

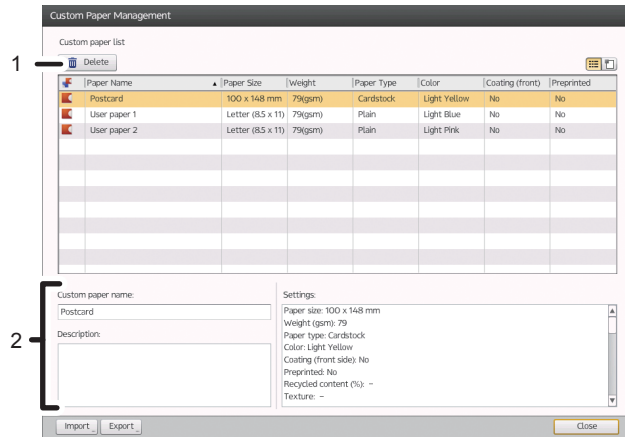
2. On the [Paper Catalog] screen, click [Manage Custom Paper].



BYN089

6

3. On the [Custom Paper Management] screen, delete custom paper types or edit custom paper types' names and descriptions as necessary.



BYN187

1. To delete

Select a paper type in the list, and then click [Delete].

2. To edit the name or description

Select a paper type in the list, and then edit the name and description.

Registering Tab Stock Presets

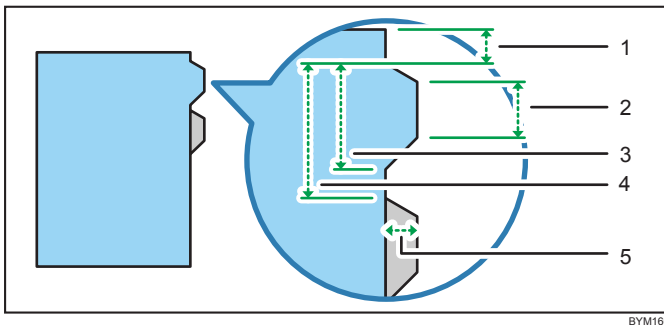
Registering the tab stock you insert as a tab stock preset allows you to insert tab stock into your documents efficiently.

Reference

- For details about inserting tab stock, see page 105 "Inserting Tab Stock".

To register tab stock presets, you must specify the following settings:

Settings for tab stock presets



1. Top margin
2. Short edge
3. Long edge
4. Vertical pitch
5. Tab height

Note

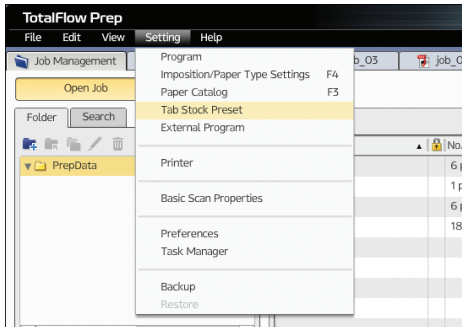
- In addition to these settings, you will also specify the tab stock size, number of tabs, and the tab ordering.
- Settings that can be specified for the tab stock presets vary depending on the output mode of the job.

The following sections explain how to register a tab stock preset, change the settings of a registered tab stock preset, and manage tab stock presets (for example, deleting presets and changing presets' names and descriptions).

Registering a tab stock preset

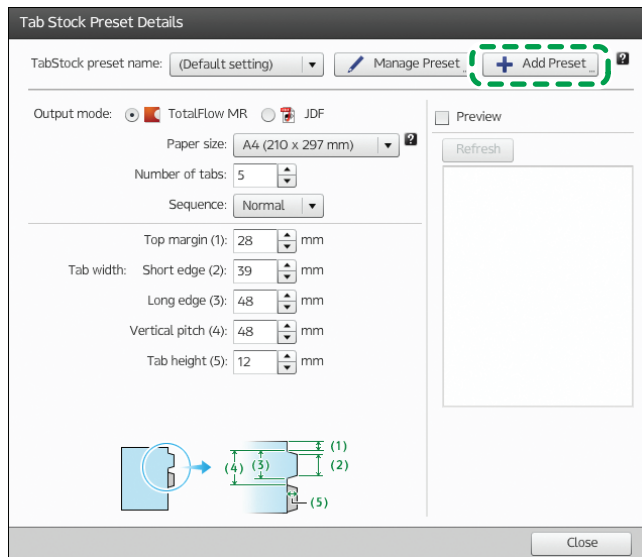
Use the following procedure to register a tab stock preset. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Tab Stock Preset].



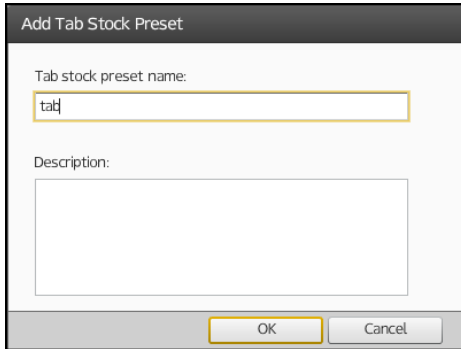
You can also register a tab stock preset by clicking [Tab Stock Preset Details] under [Insert tab stock] on the [Paper/Imposition/Finishing] screen.

2. On the [Tab Stock Preset Details] screen, configure the settings, and then click [Add Preset].



CXS090

3. On the [Add Tab Stock Preset] screen, enter values in [Tab stock preset name:] and [Description:].



The dialog box titled "Add Tab Stock Preset" contains two input fields. The first field, labeled "Tab stock preset name:", contains the text "tab". The second field, labeled "Description:", is empty. At the bottom of the dialog are two buttons: "OK" and "Cancel".

Editing a registered tab stock preset's settings

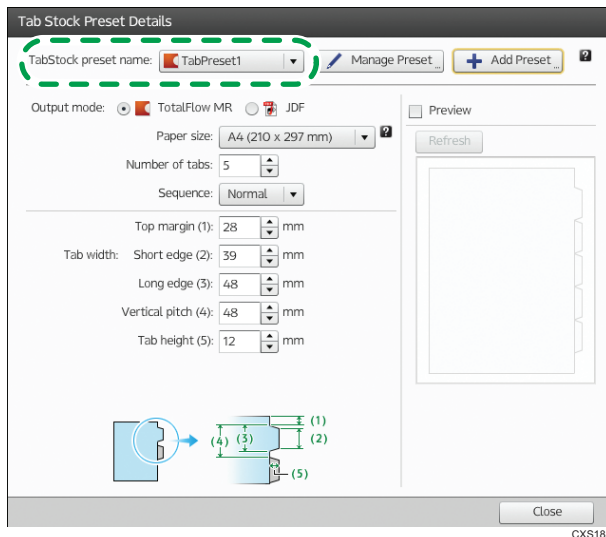
Use the following procedure to edit a registered tab stock preset's settings. For details about a specific setting, click the  button to display the on-screen balloon help.

6

1. On the [Setting] menu, select [Tab Stock Preset].

You can also edit the settings by clicking [Tab Stock Preset Details] under [Insert tab stock] on the [Paper/Imposition/Finishing] screen.

2. On the [Tab Stock Preset Details] screen, select the tab stock preset that you want to edit from the [TabStock preset name:] drop-down list.



The "Tab Stock Preset Details" dialog box shows various settings for a tab stock preset. At the top, the "TabStock preset name:" is set to "TabPreset1". Below this, the "Output mode:" has two options: "TotalFlow MR" (selected) and "JDF". The "Paper size:" is set to "A4 (210 x 297 mm)". The "Number of tabs:" is set to 5, and the "Sequence:" is set to "Normal". The "Tab width:" section includes "Short edge (2): 39 mm", "Long edge (3): 48 mm", "Vertical pitch (4): 48 mm", and "Tab height (5): 12 mm". A "Preview" checkbox is on the right, and a "Refresh" button is below it. At the bottom left, there is a diagram of a tab with numbered callouts (1) through (5) indicating different dimensions. The "Close" button is at the bottom right.

3. Change the settings as necessary, and then click [Add Preset].

4. On the [Add Tab Stock Preset] screen, change the contents of [Description:] as necessary.

When you edit a tab stock preset's settings, you cannot edit [Tab stock preset name:]. (Changing the name will register the tab stock preset as a different preset.)

5. Click [OK].

6. On the overwrite confirmation screen, click [OK].

Managing tab stock presets

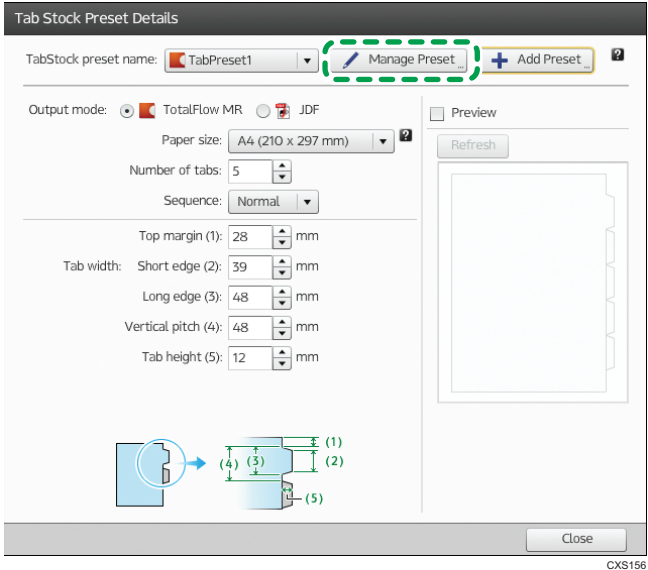
You can delete tab stock presets and edit presets' names and descriptions.

Use the following procedure to edit and delete tab stock presets. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Tab Stock Preset].

You can also manage tab stock presets with this procedure by clicking [Tab Stock Preset Details] in [Insert tab stock] on the [Paper/Imposition/Finishing] screen.

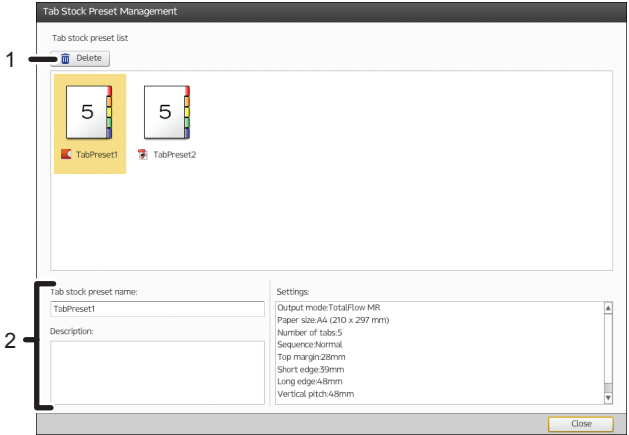
2. On the [Tab Stock Preset Details] screen, click [Manage Preset].



CXS156

6

3. On the [Tab Stock Preset Management] screen, delete tab stock presets, or edit presets' names and descriptions as necessary.



CXS191

1. To delete

Select a tab stock preset in the list, and then click [Delete].

2. To edit the name and description

Select a tab stock preset in the list, and then edit the name and description.

Registering External Applications

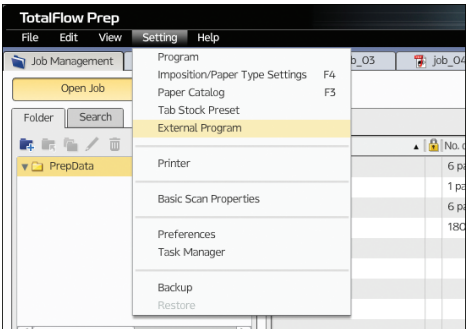
You can register external applications used for editing image documents, editing PDFs, and performing pre-flight checks, accessed on the [Edit Page Order/Layout] screen.

Applications known to work with this application

Function	Applications
Image document editing	Adobe Photoshop® CS4 / CS5 / CS6 Adobe Photoshop Elements 8 / 10
PDF editing	Adobe Acrobat 8 / 9 / X / XI
Preflight	Adobe Acrobat 8 / 9 / X / XI Adobe Acrobat 8 / 9+Enfocus PitStop Pro 09 Update3 / X+Enfocus PitStop Pro 10

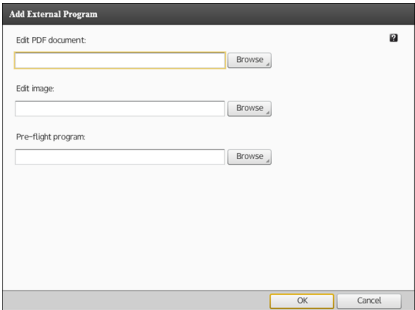
To register an external program

1. On the [Setting] menu, select [External Program].



2. On the [Add External Program] screen, specify the path to the executable program you want to register.

For details about a specific setting, click the  button to display the on-screen balloon help.



Registering Printers and Scanners

This section explains how to register printers and scanners.

Registering a Printer

To print documents using this application, you must first register a printer. You can register multiple printers to handle different types of output formats.

★ Important

- Before registering a printer, make sure that both your computer and the printer are correctly connected to the network. For details about printers that are compatible with this application, see Readme. For details about how to connect the printer to a network, see the printer's documentation.
- To output jobs via TotalFlow Print Manager or TotalFlow Production Manager, you must first set up TotalFlow Print Manager or TotalFlow Production Manager. For details, see the TotalFlow Print Manager or TotalFlow Production Manager documentation.

↓ Note

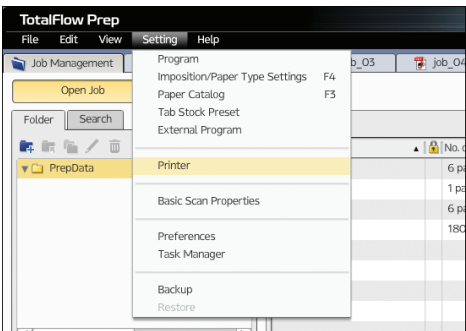
- Without registering a printer, you can edit a job using the dummy printer. However, you cannot output a job using the dummy printer.
- The dummy printer is not available for the Web browser version of TotalFlow Prep.

The following sections explain how to register, edit, and delete printers.

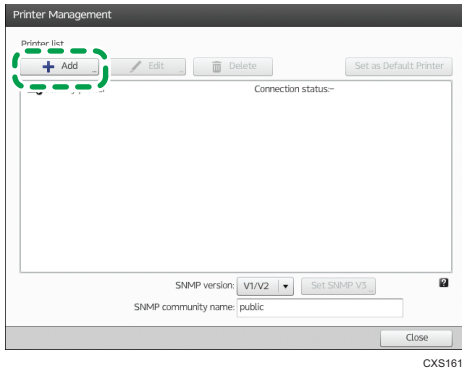
Printer registration

Use the following procedure to register a printer. For details about a specific setting, click the ? button to display the on-screen balloon help.

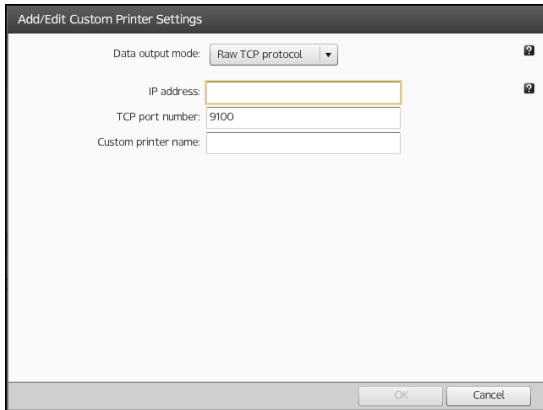
1. On the [Setting] menu, select [Printer].



2. On the [Printer Management] screen, click [Add].



3. On the [Add/Edit Custom Printer Settings] screen, select [Data output mode:], and then configure the settings.



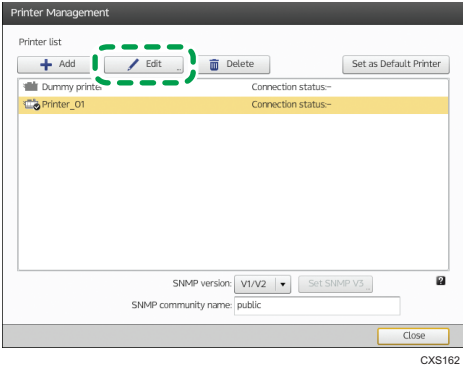
Editing a printer's settings

You can change the settings of a registered printer.

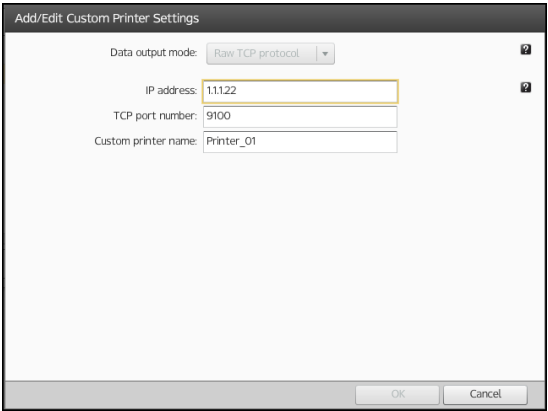
Use the following procedure to edit a printer's settings. For details about a specific setting, click the ? button to display the on-screen balloon help.

1. On the [Setting] menu, select [Printer].

2. On the [Printer Management] screen, select a printer, and then click [Edit].



3. On the [Add/Edit Custom Printer Settings] screen, change the settings as necessary.

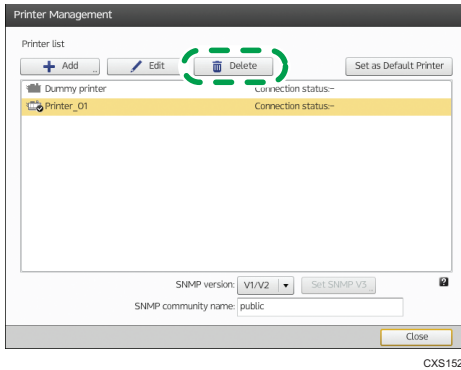


Deleting a printer

Use the following procedure to delete a printer. For details about a specific setting, click the ? button to display the on-screen balloon help.

1. On the [Setting] menu, select [Printer].

2. On the [Printer Management] screen, select a printer, and then click [Delete].



Registering a Scanner

To scan a paper document and then create a job with it, you must first register a scanner.

★ Important

- Before registering a scanner, you must first install a TWAIN driver.

Specifying scan properties each time you scan

Installing the TWAIN driver allows you to scan easily.

Using registered properties to scan

If you register basic scan properties, you will not have to specify those properties each time you scan a document.

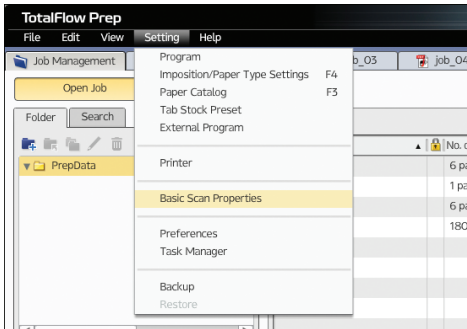
For details about the types and versions of TWAIN drivers that can be registered in the basic scan properties, see Readme.

The following sections explain how to register, edit, and delete basic scan properties.

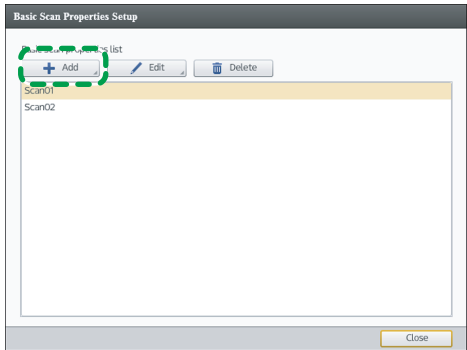
Registering basic scan properties

Use the following procedure to register basic scan properties. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Basic Scan Properties].

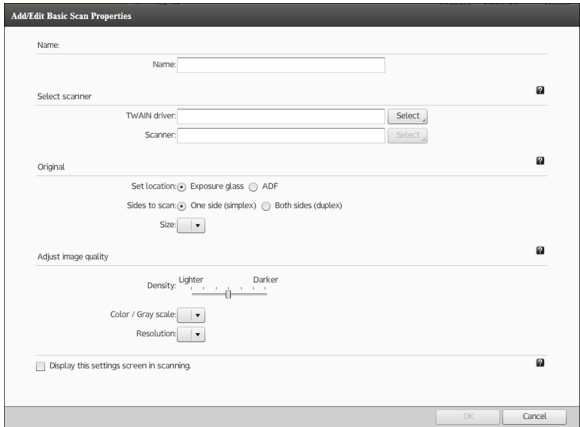


2. On the [Basic Scan Properties Setup] screen, click [Add].



BYN169

3. On the [Add/Edit Basic Scan Properties] screen, specify the scanner and the basic scan properties you want to apply.

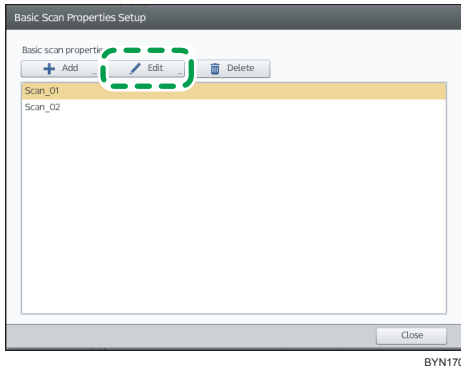


Editing registered basic scan properties

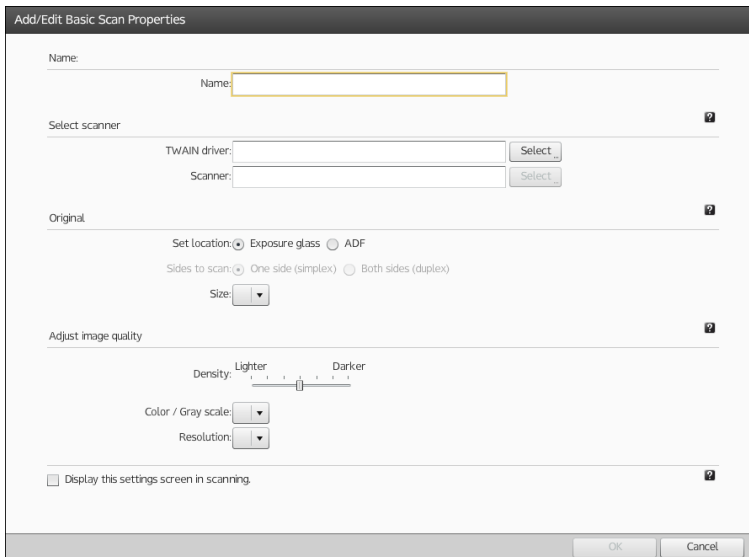
You can change the contents of registered basic scan properties.

Use the following procedure to edit the registered basic scan properties. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Basic Scan Properties].
2. On the [Basic Scan Properties Setup] screen, select a registered configuration, and then click [Edit].



3. On the [Add/Edit Basic Scan Properties] screen, change the settings as necessary.

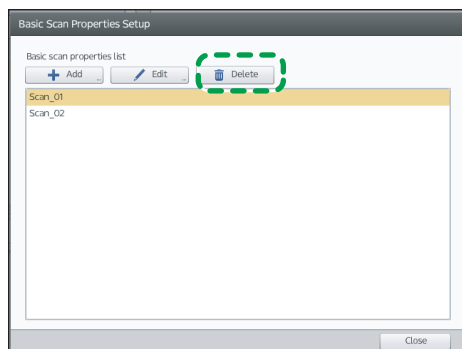


Deleting registered basic scan properties

Use the following procedure to delete registered basic scan properties. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Basic Scan Properties].

2. On the [Basic Scan Properties Setup] screen, select a registered configuration, and then click [Delete].



BYN171

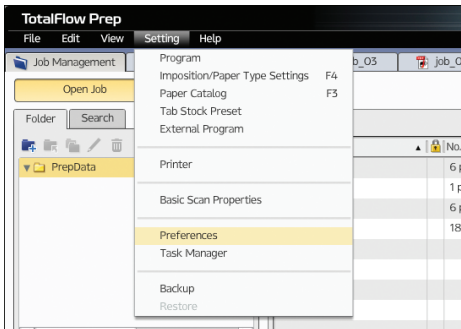
Setting Preferences

You can customize the following settings to match your workflow and increase your productivity.

- Unit of length (switch between millimeters and inches)
- Default paper size
- Default job output mode
- Location for saving print jobs (folder path)
- Default display for the job edit screen
- Default thickness and spacing of printer's marks
- Display settings (whether settings' results are displayed on the preview or thumbnail displays; display colors)
- Resolution setting for the view appears on the Edit Original screen
- Popup screen when opening a job
- Whether or not to use shortcut keys

Use the following procedure to set your preferences. For details about a specific setting, click the  button to display the on-screen balloon help.

1. On the [Setting] menu, select [Preferences].



2. On the [Preferences] screen, change the settings as necessary.

Preferences

Measurement unit

mm

inch

Default paper size

A4

Letter

Default job output mode

TotalFlow MR

JDF

Destination to save print job

C:\PrepData

Browse...

Initial screen of job edit

Edit page order/layout

Crop marks

Thickness:

0.3

point

(0.1 ~ 0.6)

Gap between inner and outer crop mark:

3.3

mm

(2.8 ~ 5.3)

Display preferences

Border line:

On

Crop mark:

Corner

Center

Fold line:

Mountain fold

Valley fold

Border when select [Image Repeat]:

On

Staple:

On

Punch hole:

On

Ring binding:

On

Screen display resolution

Use system settings

Custom resolution

96 pixel/inch

100 pixel/inch

(50 ~ 140)

Popup screen when opening a job

Do not show job properties

Do not show an alert when JDF description is insufficient

Shortcut keys

Use shortcuts

OK

Cancel

6

150

Checking Job Progress and Results

This section explains how to check the progress of current jobs (processing status/error), how to manage current jobs (task management), and how to check the results of jobs.

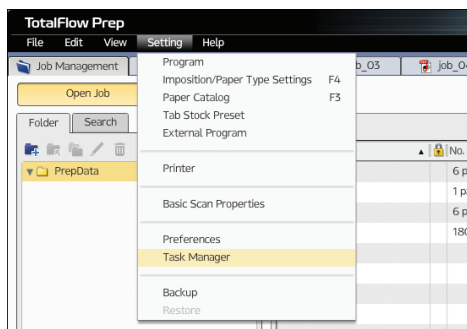
Note

- You can check the progress and manage the print jobs and jobs executed by a hot folder or a program. In this section, the procedure is explained using the print jobs as an example.

Checking the Progress of Print Jobs

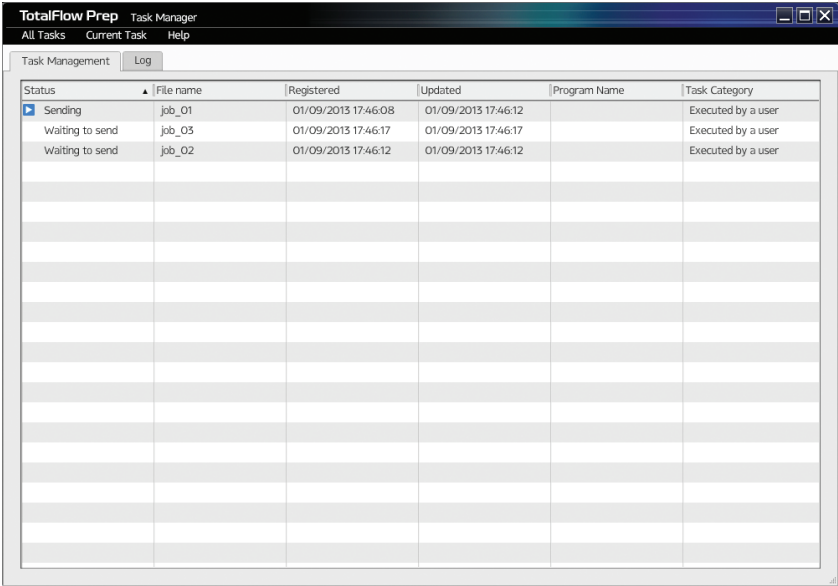
Use the following procedure to check the progress of print jobs and to manage current jobs.

1. On the [Setting] menu, select [Task Manager].



You can also start the task manager from the Windows [Start] menu.

2. On the [Task Manager] screen, click the [Task Management] tab.



6

On the [Task Management] tab, you can check and control jobs that have not yet been sent to the printer. Jobs that have been sent to the printer do not appear on the [Task Management] tab.

You can check the results of jobs that have been sent on the [Log] tab.

3. Check the output status of the current print jobs, and then perform the following management tasks as necessary.

Suspend/resume printing

Task management operation	Explanation
Suspend	Temporarily stops currently printing jobs. On the [All Tasks] menu, select [Suspend].
Resume	Resumes suspended jobs. On the [All Tasks] menu, select [Resume].

Cancel/resume a specified job

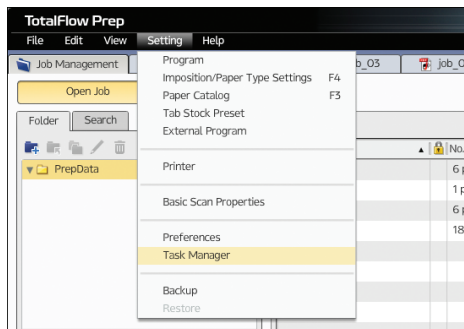
Task management operation	Explanation
Cancel	Stops the specified job and deletes it from the job list. Select the job that you want to cancel, and then select [Cancel] on the [Current Task] menu.
Resume	Resumes a job that stopped due to an error.* ¹ Select a job in which an error has occurred, and then select [Resume] on the [Current Task] menu. To resume a job in which a password-related error has occurred, you must enter the correct password.

*¹ Jobs in which a fatal error has occurred cannot be resumed using this screen. To resume such a job, first cancel it, and then reopen it. Check its content is correct, and then try outputting it again.

Checking the Results of Print Jobs

Use the following procedure to check the results (log) of print jobs.

1. On the [Setting] menu, select [Task Manager].



You can also start the task manager from the Windows [Start] menu.

2. On the [Task Manager] screen, click the [Log] tab, and then check the log.

You can click [Refresh] to update the list of logs with the most recent information.

[illegible]

Note

- Logs are stored for 90 days.
- Logs can only be viewed. They cannot be modified or deleted.

Backing Up and Restoring Settings

You can protect your data and settings by creating backup files.

Then, if a problem occurs, you can use the backup file to restore lost data and return the settings to their previous states.

Backed up/restored items

The following settings and data can be backed up and restored:

- Paper Catalog
- Tab stock presets
- Programs
- Imposition presets
- Image overlay
- Preferences
- Registered printers
- Base scan properties configurations
- External program information

★ Important

- **Saved jobs are not backed up and therefore cannot be restored. To back up jobs, use Windows Explorer to create a copy of the folder where the jobs are saved. You can use the Preferences screen to find the folder in which the jobs are saved. For details, see page 149 "Setting Preferences".**

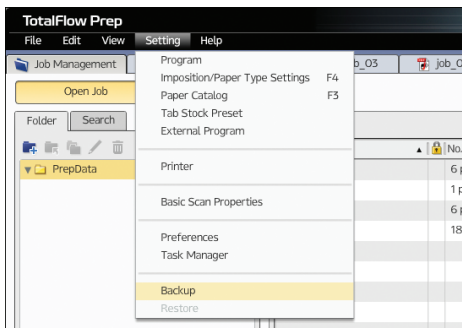
6

Performing a System Settings Backup

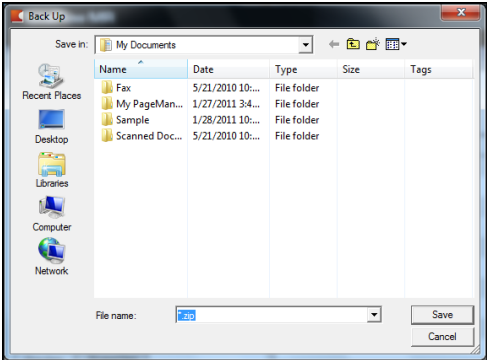
Backed up data is stored as a compressed ZIP-format file.

Use the following procedure to perform a backup.

1. On the [Setting] menu, select [Backup].



2. Specify a save location and a name for the backup file, and then click [Save].



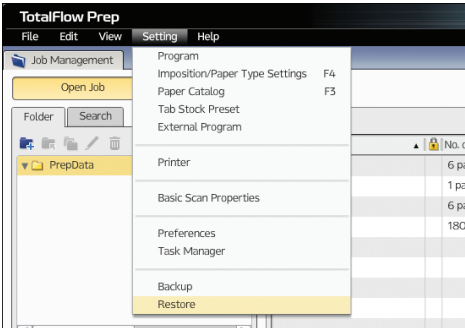
Restoring System Settings

You can decompress the backup file to restore the data. This will return the product to how it was when the backup was made.

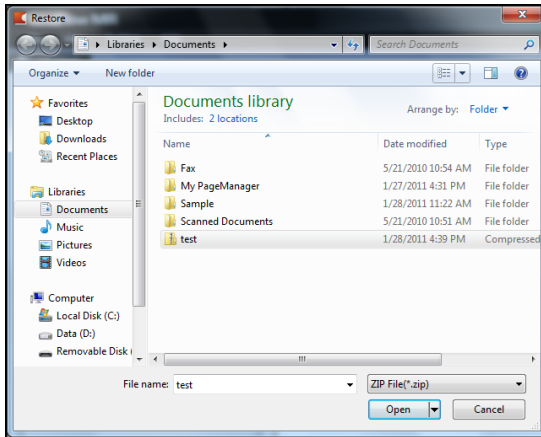
6

Use the following procedure to restore the data.

1. On the [Setting] menu, select [Restore].



2. Select the backup file, and then click [Open].



7. Appendix

Supported File Formats

This section explains the file formats supported by this application, applications necessary for submitting documents (for job creation/document insertion), and the document types after documents are submitted.

★ Important

- Install the necessary applications for submitting beforehand.

File type	Required application	Document type for job
TIFF ^{*1}	None	Image PDF 
JPEG ^{*1}	None	Image PDF 
PNG ^{*1}	None	Image PDF 
PDF	None	Object PDF 
JDF ^{*2}	None	Object PDF 
MJD ^{*3}	None	Object PDF 
PS/EPS ^{*4}	Acrobat Distiller, included with Adobe Acrobat 8/9/X/XI	Object PDF 
DOC/DOCX/ RTF ^{*5}	• Microsoft Office Word^{*6} 2003 SP3^{*7}/2007 SP2/2007 SP3/2010/2010 SP1 • Adobe PDF, included with Adobe Acrobat 8/9/X/XI • TotalFlow PDF driver, included with this application^{*8}	Object PDF 
XLS/XLSX/CSV ^{*5}	• Microsoft Office Excel^{*6} 2003 SP3^{*7}/2007 SP2/2007 SP3/2010/2010 SP1 • Adobe PDF, included with Adobe Acrobat 8/9/X/XI • TotalFlow PDF driver, included with this application^{*8}	Object PDF 

File type	Required application	Document type for job
PPT/PPTX ^{*5}	- Microsoft Office PowerPoint^{*6} 2003 SP3^{*7}/2007 SP2/2007 SP3/2010/2010 SP1 - Adobe PDF, included with Adobe Acrobat 8/9/X/XI - TotalFlow PDF driver, included with this application^{*8}	Object PDF 

*1 For details about supported image formats and sizes, see page 160 "Supported Image Formats and Image Sizes".

*2 JDF file formats are technical standard with PDF files that contain the job ticket information (special instructions, customer information, etc.) and editing, finishing and printing settings for a job.

*3 MJD file formats are PDF files that contain finishing and printing settings.

*4 Acrobat Distiller is used to create a PDF file, which is then used to create a job.

*5 TotalFlow PDF driver is used to create a PDF file, which is then used to create a job.

*6 Only the 32-bit version is supported.

*7 You must install a compatibility pack to use DOCX, XLSX, and PPTX files with Microsoft Office 2003.

*8 For details about installing TotalFlow PDF driver, see Setup Guide.

Additional Information for submitting PDF files

- This application supports the following PDF files: PDF files that are created using genuine applications by Adobe Systems or those created using the scanner function provided by the manufacturer of the devices listed in the Readme's "Supported Devices". If you use a PDF file that was not created using the application or device specified above, the file may not be imported into this application or some functions of this application may not be used.
- This application does not support PDF files that include XFA forms created using an application such as Adobe LiveCycle Designer. Before importing a PDF file into this application, convert the file so that it does not contain XFA forms.

Supported Image Formats and Image Sizes

The following tables detail the supported image formats and image sizes.

★ Important

- Only available for images that use the RGB color mode.

Image formats

Image format		Colors
TIFF (multi-page supported)	Uncompressed	Black and white (1 bit) Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
	CCITT G3 FaxMH	Black and white (1 bit)
	CCITT G3 FaxMR	Black and white (1 bit)
	CCITT G4 FaxMMR	Black and white (1 bit)
	TIFF-MH (Huffman RLE)	Black and white (1 bit)
	LZW	Black and white (1 bit) Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
	JPEG (JFIF) - YCbCr	Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
	PackBits	Black and white (1 bit) Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
	ZIP (Deflate)	Black and white (1 bit) Grayscale (8 bit) Index color (8 bit) Full color (24 bit)

Image format		Colors
JPEG	Normal	Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
	Progressive	Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
PNG	Normal	Black and white (1 bit) Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
	Interlace	Black and white (1 bit) Grayscale (8 bit) Index color (8 bit) Full color (24 bit)

Image size

Colors	Max. size	Max. resolution	Max. pixels	Example image size
Black and white (1 bit)	330.2 × 487.6mm (13 × 19.2 inch)	1,200 dpi	20,000 × 30,000 pixels	Tabloid (11 × 17) 1,200 dpi (13,200 × 20,400 pixels) Tabloid Extra (12 × 18) 600 dpi (7,200 × 10,800 pixels) Tabloid Extra (12 × 18) 1,200 dpi (14,400 × 21,600 pixels)
Grayscale (8 bit)	330.2 × 487.6mm (13 × 19.2 inch)	600 dpi	7,800 × 11,520 pixels	Tabloid Extra (12 × 18) 600 dpi (7,200 × 10,800 pixels)

Colors	Max. size	Max. resolution	Max. pixels	Example image size
Full color (24 bit)	330.2 × 487.6mm (13 × 19.2 inch)	600 dpi	7,800 × 11,520 pixels	Tabloid Extra (12 × 18) 600 dpi (7,200 × 10,800 pixels)

Process for handling images that exceed the maximum size

If you try to create a job or insert a document from an image file that exceeds the maximum size, the following processing is done:

- If the image does not exceed the maximum pixel count, the resolution of the image will be increased, up to the maximum resolution, to fit the image within the maximum size.
- If the image exceeds the maximum pixel count, or if the image cannot fit within the maximum size even by increasing the resolution, the following processing is done according to the image's color mode:

Black and white (1 bit): Converted to grayscale, and then reduced to A3 size at 600 dpi.

Grayscale or full color: An error appears. The job cannot be created or the document cannot be inserted.

Limitations of Edit Functions for Document Pages

The following table details which of the functions on the [Edit Original] screen are available for which document formats.

Function	Document Format	
	Image PDF  * 1	Object PDF  * 2
Deskew (Auto)	Available (black & white only)	Not available
Deskew (Manual)	Available	Not available
Noise Reduction	Available (black & white only)	Not available
Erase Border	Available	Not available
Erase Center	Available	Not available
Move Area	Available	Not available
Rotate	Available	Available
Enlarge/Reduce	Available	Available
Fill Area	Available	Available
Insert Text	Available	Available
Insert Image	Available	Available
Apply Image Overlay	Available	Available

* 1 This format applies to jobs and inserted documents created from TIFF, JPEG, or PNG image format files.

* 2 This format applies to jobs and inserted documents created from files other than TIFF, JPEG, and PNG image format files.

Tables for Paper Settings Conversion

This section explains the paper settings for this application and the type of paper for printing.

When you print a job, the paper settings specified in this application are converted to match the paper type of the printer to which the job is being output. Thus, depending on the printer, the same settings in this application can refer to different types of paper.

Use this information to configure the paper settings to match the printer to which you are outputting.

In the table, printers are classified into types A to I. For details about your printer's type and for details about printers that are compatible with this application, see Readme.

↓ Note

- Paper settings can be configured on the [Select Paper Type] screen, which is accessed by clicking [Paper Type] on the [Imposition/Paper Type Settings] screen. For details about how to display the [Imposition/Paper Type Settings] screen, see page 84 "Imposition Settings".
- For details about supported paper types, loading paper into the trays, and other information about paper types, see your printer's documentation.

Paper Types and Settings

7

Printing on thin or thick paper

If you print on thin paper or thick paper, specify the [Weight (gsm)] setting in this application according to your printer.

↓ Note

- When specifying the [Weight (gsm)] setting, do not change the default values of the following settings. Specifying other values for the following settings might override the weight setting.
 - Paper Type, Color, Coating (front side), Preprinted, Recycled content (%), Texture, Hole type / Ring bind type, Opacity

[Weight (gsm)] setting for this application

Printer type	Paper type						
	Thin Paper	Plain Paper	Plain Paper 2	Middle Thick	Thick Paper 1	Thick Paper 2	Thick Paper 3
Type A	-	52–90	-	-	91–216	-	-
Type B	40–51	52–105	-	106–163	164–216	217–256	257–300
Type C	52–65	66–80	81–99	100–127	128–163	164–249	250–300

Printer type	Paper type						
	Thin Paper	Plain Paper	Plain Paper 2	Middle Thick	Thick Paper 1	Thick Paper 2	Thick Paper 3
Type D	52–65	66–80	81–100	101–127	128–169	170–249	250–300
Type E	60–75	76–100	-	101–126	127–156	157–220	221–300
Type F	60–63	64–80	81–105	106–163	164–220	221–256	257–300
Type G	52.3–63	64–80	81–105	106–163	164–220	221–256	257–300
Type H	-	52.3–104	-	-	105–216	-	-
Type I	60–63	64–80	81–105	106–163	164–220	221–256	257–350

Printing on paper other than thin or thick paper

If you print on paper other than thin or thick paper, refer to the table below and specify the settings in this application according to the paper type.

↓ Note

- Do not change the default values of the settings marked with "-". Specifying other values might override the necessary settings.

Paper type	Settings for this application				
	Weight (gsm)	Paper type	Color	Coating (front side)	Preprinted
Recycled Paper	-	Plain	-	No	-
Letterhead	-	Letterhead	-	No	-
Special Paper or Special Paper 1	-	Plain	-	No	-

Paper type	Settings for this application				
	Weight (gsm)	Paper type	Color	Coating (front side)	Preprinted
Special Paper 2	-	Plain	-	No	-
Special Paper 3	-	Plain	-	No	-
Special Paper 4	-	Plain	-	No	-
Special Paper 5	-	Plain	-	No	-
Special Paper 6	-	Plain	-	No	-
Tab Stock	-	Pre-cut tabs Tab stock (precut/ full-cut)	-	No	-
Label Paper	-	Labels	-	No	-
Color Paper 1	-	Plain	Other than colors below	No	-
Yellow	-	Plain	Yellow	No	-
Green	-	Plain	Green	No	-
Gray	-	Plain	Gray	No	-
Blue	-	Plain	Blue	No	-
Purple	-	Plain	Purple	No	-

Paper type	Settings for this application				
	Weight (gsm)	Paper type	Color	Coating (front side)	Preprinted
Ivory	-	Plain	Ivory	No	-
Orange	-	Plain	Orange	No	-
Pink	-	Plain	Pink	No	-
Red	-	Plain	Red	No	-
Preprinted	-	Plain	-	No	Yes
Prepunched	-	Plain	-	No	-
Translucent Paper	-	Plain	-	No	-
OHP	-	Transparency	-	No	-
Coated Paper or Coated Paper 1	-	Plain	-	Coated	-
Coated Paper 2	-	Plain		Glossy	-
Coated Paper 3	-	Plain		Matted	-
Envelope	-	Envelope		No	-

Paper type	Settings for this application			
	Recycled content (%)	Texture	Hole type / Ring bind type	Opacity
Recycled Paper	1 to 100	-	-	-
Letterhead	-	-	-	-
Special Paper or Special Paper 1	-	Light Cockle	-	-
Special Paper 2	-	Machine Finished	-	-
Special Paper 3	-	Mottled	-	-
Special Paper 4	-	Traditional Laid	-	-
Special Paper 5	-	-	-	-
Special Paper 6	-	-	-	-
Tab Stock	-	-	-	-
Label Paper	-	-	-	-
Color Paper 1	-	-	-	-
Yellow	-	-	-	-
Green	-	-	-	-

Paper type	Settings for this application			
	Recycled content (%)	Texture	Hole type / Ring bind type	Opacity
Gray	-	-	-	-
Blue	-	-	-	-
Purple	-	-	-	-
Ivory	-	-	-	-
Orange	-	-	-	-
Pink	-	-	-	-
Red	-	-	-	-
Preprinted	-	-	-	-
Prepunched	-	-	Generic S	-
Translucent Paper	-	-	-	Translucent
OHP	-	-	-	Transparent
Coated Paper or Coated Paper 1	-	-	-	-
Coated Paper 2	-	-	-	-
Coated Paper 3	-	-	-	-
Envelope	-	-	-	-

Troubleshooting

This section explains what you need to do when a problem occurs while you are operating this application.

Note

- The symbol ^{*1} in the “Action and reference” column indicates the following:
 - ^{*1} If there is insufficient free space on the hard disk, increase the amount of free space. See Setup Guide for details about the required amount of hard disk space.

If a Message Appears

This section explains essential messages. If a message not explained in this section appears, follow the instructions in the message. If the problem persists, check the message and message code, and then contact your service representative.

Folder operations

Message	Message code	Action and reference
Failed to create the folder.	2038 3001 3003 ***013	Check the following: - Do you have sufficient privileges to create the folder? - Is there sufficient free space on the hard disk?^{*1}
Failed to copy the folder.	2038	Check the following: - Do you have sufficient privileges to copy the folder? - Is there sufficient free space on the hard disk?^{*1}
Failed to move the folder.	2038	Check the following: - Do you have sufficient privileges to move the folder? - Is there sufficient free space on the hard disk?^{*1} - Is a file in the folder open? If so, close the file.
Failed to change the folder name.	2038	Make sure there is sufficient free space on the hard disk. ^{*1}
Failed to delete the folder.	2038	If a file in the folder is open, close the file.

Message	Message code	Action and reference
The number of characters entered exceeds the upper limit.	-	Make sure the name of the specified folder does not exceed 80 characters.

File operations

Message	Message code	Action and reference
Failed to access the file.	***015 ***016 ***017	Check the following: • Does the file exist? • Do you have sufficient privileges to access the file?
Failed to copy the file.	3001 2038	Check the following: • Do you have sufficient privileges to access the file? • Is there sufficient free space on the hard disk?^{*1}
Failed to move the file. Failed to change the file name. Failed to delete the file.	2038 3013	Check the following: • Is there sufficient free space on the hard disk?^{*1} • Is a file you want to use open? If so, close the file.
Password is incorrect. Please try again.	-	Confirm the password for the PDF file.

Creating jobs

Message	Message code	Action and reference
Failed to create a new job.	2020900015	Check whether you have sufficient privileges to read the specified MJD file.

Message	Message code	Action and reference
Failed to incorporate original file / scanned data into job.	2020302111 2060502111	See page 159 "Supported File Formats", and check whether this application supports the file's format.
This image is unavailable.	2020302112 2060502112	Use an image file that does not require reduced reading or a file where the X and Y resolutions are the same. For details about image sizes supported by this application, see page 160 "Supported Image Formats and Image Sizes".
	2020700003	Increase the amount of free space on the hard disk. * ¹
Failed to save the job. Failed to save as PDF file.	2000600001	Check whether the length of the absolute path contains 260 characters or less.
Failed to update the program information.	2000200102	A new folder could not be created. Check the following, and then specify a folder that is valid: • Do you have sufficient privileges to access the specified folder? • Did you specify a read-only folder? (For example, a folder on a CD)
PDF conversion by the TotalFlow PDF printer failed.	-	1. See page 159 "Supported File Formats", and check whether the file's format is supported by this application. 2. If the TotalFlow PDF printer's settings have been changed, reinstall the TotalFlow PDF driver. For details, see Setup Guide. 3. If the problem could not be resolved in Step 1 or Step 2, the file might be corrupt. Check whether the file can be opened in the program that was used to create it.
Page information unavailable.	2000000004	There might have been insufficient memory when reading in a document. If memory was insufficient, reduce the amount of memory currently in use.

Printing and printers

Message	Message code	Action and reference
Failed to reprint the job.	2000400110	Check the following: • Is the printer turned on? • Is the printer connected to the network? • Did an error occur on the printer?
Failed to print the job.	2000400114	
Failed to assign device to the job.	2000600105	
Failed to print.	2000400144	
Device capability information unavailable.	2000400133	
Cannot execute printing.		
Device capability information unavailable.	2000400109	On the [Setting] menu, select [Printer], and then check whether the settings configured on the [Add/Edit Custom Printer Settings] screen are correct. For precautions about configuring the settings, see the help.
An HTTP error has occurred.	2000400134	
Failed to add the printer.	2000400114	The connection to the server on which TotalFlow Print Manager or TotalFlow Production Manager is installed might have failed. Check the following: • Is the server turned on? • Is the server connected to the network? • Did TotalFlow Print Manager or TotalFlow Production Manager start up correctly? If not, try restarting the server. • Can you print from TotalFlow Print Manager or TotalFlow Production Manager?
Failed to update the printer information.	2000400115	
Failed to update the printer connection settings.		
The printer status is unknown.		

Message	Message code	Action and reference
Device capability information unavailable. An HTTP error has occurred. Failed to add the printer. Failed to update the printer information. Failed to update the printer connection settings. The printer status is unknown.	2000400102 2000400132 2000400144	Check the following in TotalFlow Print Manager or TotalFlow Production Manager. For details about operating TotalFlow Print Manager or TotalFlow Production Manager, see the documentation for TotalFlow Print Manager or TotalFlow Production Manager. • Does an appropriate virtual printer exist on the server on which TotalFlow Print Manager or TotalFlow Production Manager is installed? • Is the virtual printer associated with a physical printer? • Can you print from the physical printer that is associated with TotalFlow Print Manager or TotalFlow Production Manager?
	2000400128 2000400130	Check that an error has not occurred on the printer. If "Failed to update the printer connection settings." appeared, check all registered printers.
	2000400103	When all printing has finished on the specified printer, perform the operation again.

Scanners

Message	Message code	Action and reference
Failed to delete the basic scan properties. Failed to acquire the basic scan properties. Failed to update the basic scan properties.	2090700103	Reconfigure the [Basic Scan Properties] settings. If this message continues to appear, the settings file for this application might be corrupted.
Scanning has been cancelled.	-	If scanning was not cancelled and this message appears, repeat the scanning.

Other issues

Message	Message code	Action and reference
Preferences information unavailable. Failed to update the preferences information.	2090400105	1. Restart your computer. 2. If the problem could not be resolved in Step 1, the settings file might be corrupt.

If This Application Does Not Start

This section explains what to do if this application does not start.

Action and reference
1. Check whether the amount of free space on the hard disk is sufficient. ^{*1} 2. If the problem could not be resolved in Step 1, restart your computer. 3. If the problem could not be resolved in Step 2, uninstall this application, and then install it again. For details about the procedures for uninstallation and reinstallation, see Setup Guide.

INDEX

1 sided.....	82
1 Sided / 2 Sided (Exception).....	110
2 sided.....	82

A

Add Custom Paper.....	95
Add External Program screen.....	141
Add Image Overlay.....	79
All selected pages.....	76
Application	
Functions.....	14
Key points.....	17
Outline.....	11
Applications, registering.....	141
Apply Image Overlay.....	80
Apply page.....	76, 78

B

Backup, system settings.....	155
Balloon help.....	4
Basic scan properties.....	48
Binding	
Perfect.....	99
Ring.....	99
Black & white.....	55
Black and white.....	82
Blank pages, inserting.....	57
Booklet.....	28

C

Cancel Chapter.....	61
Cancel Exception.....	112
Center crop marks.....	93
Center shadows, removing.....	70
Chapters.....	59
Creating.....	59
Deleting.....	60
Editing.....	60
Collated printing.....	96
Color.....	55, 82
Color / Black and White (Exception).....	111
Combining (imposition).....	85
Copy Page.....	57

Corner crop marks.....	93
Cover sheets.....	103
Create Chapter.....	60
Creep.....	89
Creep adjustment.....	90
Crop marks.....	92

D

Delete Page.....	57
Designation sheet.....	105
Deskew.....	68
Document, inserting.....	58
Double (imposition).....	91

E

Edge shadows, removing.....	70
Edit Chapter.....	60
Edit Image Original.....	62
Edit Object.....	76
Edit Original.....	65
Edit Original screen, mouse operation.....	67
Edit Original, function limitations.....	164
Edit Page Order/Layout.....	55
Edit PDF.....	63
Edits, applying to multiple pages.....	76
Enlarge/Reduce.....	73
Erase Border.....	70
Erase Center.....	71
Exception settings.....	82, 110
Canceling.....	112

F

File formats, supported.....	159
Fill Area.....	74
Finishing.....	95
Folding pages.....	98
Footer.....	102

G

Gray scale.....	55
Grid.....	66

H

Header.....	102
Header/Footer.....	103

Hole punching.....	97
Hot folders.....	124

I

Image editing.....	61
Image overlays.....	79
Applying.....	80
Registering.....	79
Image PDF.....	55
Images.....	55
Inserting.....	75
Supported formats.....	160
Supported sizes.....	160
Imposition.....	84
Customizing.....	86
Imposition presets.....	85
Editing.....	128
Managing.....	129
Registering.....	127
Imposition type.....	85
Insert Blank Page.....	58
Insert Image.....	75
Insert Original Document.....	58
Insert slip sheet.....	108
Insert tab stock.....	106
Insert Text.....	74
Instruction manuals.....	3
HTML manuals.....	4
PDF manuals.....	4

J

Job folders.....	51
Job list.....	52
Job Management screen.....	122
Functions.....	51
Job preview.....	52
Job properties.....	52
Job Properties.....	54
Jobs	
Canceling.....	153
Check running status.....	125
Checking print progress.....	151
Checking results.....	153
Copying.....	52
Creating from a paper document.....	47
Creating from existing files.....	49

Deleting.....	52
Moving.....	52
Opening.....	51
Opening from saved folders.....	52
Searching.....	51, 53

M

Magazine.....	89
Magazine double.....	89
Main functions.....	20
Merge.....	66
Mini book.....	87
Mini book double.....	88
Move.....	66
Move Area.....	72
Move Page.....	57

N

Noise Reduction.....	69
Noise, removing.....	69

O

Objects, editing.....	76
Other programs.....	61
Output Type/Settings.....	113

P

Page layout.....	55
Page List.....	55
Page Numbering.....	102
Pages	
Applying multiple edits.....	76
Changing the size.....	73
Copying.....	56
Deleting.....	56
Editing.....	65
Inserting at chapter breaks.....	104
Inserting blank.....	57
Moving.....	56
Rotating.....	72
Pagination.....	101
Paper Catalog.....	131
Paper settings	
Editing.....	132
Importing/exporting.....	133
Managing.....	134

Paper settings conversion tables.....	165
Paper type.....	94
For specific pages.....	111
Registering in Paper Catalog.....	130
Paper Type (Exception).....	111
Paper/Imposition/Finishing.....	82
PDF editing.....	62
Per page.....	78
Perfect binding.....	99
Pre-flight.....	63
Pre-flight check.....	63
Preferences.....	149
Preset Management.....	129
Preview display.....	113
Print Settings.....	113
Printer	
Deleting.....	144
Edit settings.....	143
Registering.....	142
Printer selection.....	114
Printing, suspend/resume.....	152
Program	
Changing.....	119
Deleting.....	120
Registering frequently used features.....	117
Using to create a job.....	122
Program screen.....	117, 119

R

Repeat (imposition).....	86
Ring binding.....	99
Rotate.....	73

S

Save as PDF.....	114
Save Job.....	114
Scanner	
Deleting.....	147
Editing properties.....	146
Registering.....	145
Select Paper Type.....	94
Selected area	
Filling.....	74
Moving.....	71
Settings, registering frequently used.....	127

Sheet list.....	82
Skewed pages, straightening.....	67
Slip sheets, inserting.....	107
Speed (imposition).....	90
Staple (Exception).....	111
Stapling.....	97
Start Printing button.....	114
Symbols.....	3
System settings	
Backup.....	155
Restore.....	156

T

Tab stock	
Editing.....	138, 139
Inserting.....	105
Managing presets.....	139
Preset details.....	136
Registering presets.....	136
Setting text.....	108
Tab Stock Print Settings.....	109
Task management.....	151
Text, inserting.....	74
TotalFlow Print Manager.....	115
TotalFlow Production Manager.....	115
Trademarks.....	6
Trimming.....	100
Settings.....	92
Troubleshooting.....	171

MEMO

