FastImpose

User Manual

ESKO

Contents

1. Basic Concepts

This chapter explains some basic concepts to get you started with FASTIMPOSE.

- FastImpose Standalone and Server
- Starting up the program
- Imposition concepts
- Using templates
- Keyboard shortcuts

1.1 FastImpose Standalone and Server

For FastImpose 10, two versions are available: FastImpose Standalone and FastImpose Server.

While the general concepts of both versions are the same, some functionality is only available in the Standalone edition, and other only in the Server edition

FastImpose Server only

- Login to Automation Engine server (application start-up)
- Central resources / templates. See Using Templates
- Working with GRS / normalized PDF for pages / report templates, marks. See GRS versus PDF mode
- JobFolder selector (Automation Engine Job concept) and FastTrack synchronization
- Switch to GRS/PDF mode (**Tools** > **Configurations** > **GRS Mode**). See GRS versus PDF mode
- File > **Save and update Externally**
- File > **Select in Automation Engine Pilot**
- File > **Import page list from CSV** and File > **Export page list to CSV**. See Import and export .csv files
- **Options** > **Preview tab**
- **Sheet Report View** and **Report Template** selectors. See Report Templates
- The **Ink Info** dialog in the File properties shows **Ink attributes** (angle, ruling, dotshape, type) for GRS and Normalized PDF files.

FastImpose Standalone only

- Working with non normalized PDF files for pages and marks.
- Local resources / templates. See Using Templates
- File > **Export Imposition to JDF**. This allows to export the imposition to a JDF file, so that it can be processed by other applications such as Odystar or Nexus. For more information, see the FastImpose Reference Guide.
- File > **Export Imposition to PDF**. This allows to export the imposition to a PDF file, providing ImposeProof functionality as in Automation Engine. For more information, see the FastImpose Reference Guide.
- In the **File Selector** you have an option to jump to the folder of the IMP file (instead of the job folder)

1.2 Starting up the program

Imposition refers to an arrangement of pages on a sheet so that they are arranged in the correct sequence when the sheet is printed, folded, assembled and trimmed. FASTIMPOSE greatly simplifies the procedure for imposing a book, using a wizard to quickly configure the general settings of the imposition for the whole book allows the user to change settings in an interactive way.

Procedure

1. Open FASTIMPOSE by:

   • Double clicking the startup icon

FastImpose

   on the desktop.

   • Clicking Start > Programs > Esko > FastImpose > Esko FastImpose

   The New Imposition window will appear.

> **Note:**
>
> When creating an imposition via the Imposition Wizard or when starting from a Blank Imposition, the mode of Job folder in which the imposition is saved (including subdirectories) is used.
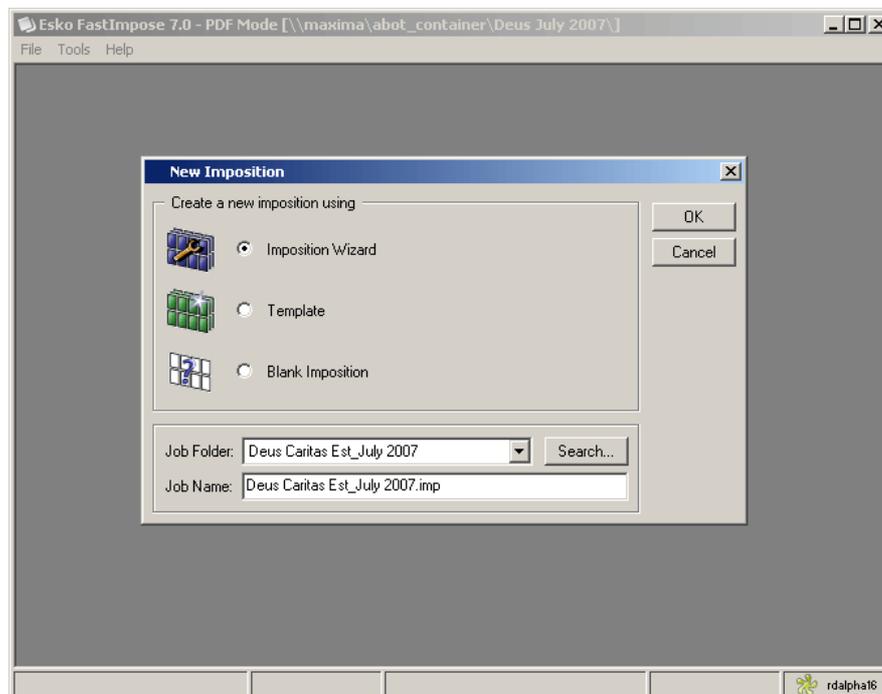
2. Select the tool you want to use for creating a new imposition job:
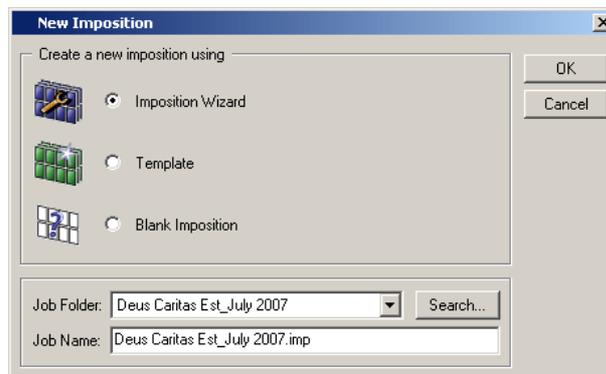
- Select Imposition Wizard if you want to receive guidelines on how to create a basic imposition job.
- Select Template if you want to create a reoccurring job that follows a previously defined template.
- Select Blank Imposition for a flatwork job.

3. Select a JobFolder (for FastImpose Server) or Folder (for FastImpose StandAlone) in which you want to store the imposition.
4. Enter a Job Name.
5. Click OK. Depending on the selected tool, a different window will appear.

For more information on new impositions we refer to the chapter: Create an imposition.

1.3 GRS versus PDF mode

Only for FastImpose Server

In FastImpose Server, you have the possibility to handle both GRS and PDF based impositions.

As in Automation Engine, we follow the mode model, where the entire system is put in either Normalized PDF or GRS mode.

Here you'll find more specific information on:
- Modes
- References
- Marks
- Templates

1.3.1 Modes

As with the other editors, FastImpose can handle both GRS and Normalized PDF files. The editor mode is dictated by the Job.
- When opening an existing GRS imposition with the system mode in PDF, the editor switches to editor GRS mode.

- In editor GRS mode, it is impossible to add Normalized PDF pages or PDF marks.
- In editor PDF mode, it is impossible to add GRS pages, but it is possible to have both Normalized PDF as well as GRS/LC marks.
- If there is no mode specification in the IMP file (files saved by FI2.3 and older), GRS mode is used.
- When creating a new imposition from a template, the template mode is used.
- When creating an imposition via the Imposition Wizard or when starting from a Blank Imposition, the mode of Job folder in which the imposition is saved (including subdirectories) is used.
- If you don't work in a Job folder, PDF mode is used.

Tip:

If no job is open, you can switch modes by selecting "Switch to GRS/PDF Mode" in the Tools menu.

1.3.2 References

Imposition files that have been created prior to Scope 3 contain references to GRS files. They can refer to page content in the page list, and they can refer to marks (on the different levels: sheet, signature, page, …).

- For what concerns the page content, we now make a distinction between IMP files that refer to GRS files (or the so-called GRS-IMP files), and IMP files that refer to Normalized PDF files (PDF-IMP files).
- Marks will behave in the same way as in the other editors. This implies that it is perfectly possible for a Normalized PDF imposition to contain "textual" references to GRS. They can only exist however when referring to marks.

1.3.3 Marks

- As mentioned above, GRS-referring marks can still be used in a Normalized PDF imposition. However, we also support marks that refer to Normalized PDF files. However, as there exist "LC" uncolored marks in GRS mode which cannot be represented as Normalized PDF files, we must work around that limitation. Therefore we must adapt FastImpose to accept mono-colored files as marks, and treat them as if they are uncolored.
- Configuration-wise, there is no need to have separate folders for GRS/LC and Normalized PDF marks. They can co-exist in the same folder as their file extension allows keeping them apart.

1.3.4 Templates

Just like imposition files, templates also exist in two flavors. They are either GRS templates that have been created from within FastImpose in editor GRS mode, or PDF templates created when FastImpose is in PDF mode.

- GRS and PDF templates will be stored in separate folders, depending on their mode. This allows forcing the rule that FastImpose in editor GRS mode can only work with GRS templates.
- When FastImpose is in editor PDF mode, it can only handle PDF templates.
- Templates that are created when FastImpose is in PDF mode can only be saved as PDF templates. As a consequence, it is possible to start FastImpose for a new job in PDF mode, based on a GRS template.

- In editor PDF mode, the configuration tool in FastImpose allows you to specify both GRS template ("Templates") and PDF template ("Scope Templates") folders.

1.4 Imposition Concepts

There are six important elements that determine the composition of an imposition job. Each element needs to be specified, so that FASTIMPOSE can create the imposition of your choice.

This chapter contains the following topics:

1. Content
2. Sections
3. Signature
4. Sheet
5. Plate
6. Print group
- Imposition versus Flatwork
- Global versus Local level

1.4.1 Content

Finished Page: A finished page is a single page in an incoming file. It is the net format, in other words, the part of the sheet that remains after trimming. In the picture below, the page is displayed as a white area, the dimensions of which are indicated by Width and Height. In BackStageEdit, the dimensions of a page in the .grs file can be viewed in the Document Set-up.
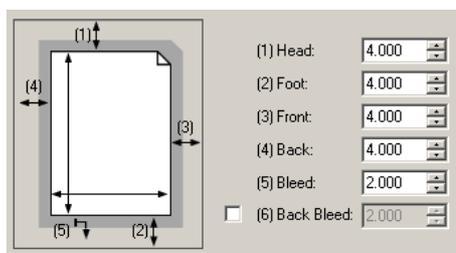
Unfinished page: An unfinished page is the part of a sheet that appears as one printed item to the reader. It is the front view of a folded signature. Usually, the individual pages of a book are unfinished pages. An unfinished page could be considered the gross format of a book, whereas a finished page is the net format. Unlike a finished page, an unfinished page also includes margins, which will be trimmed during finishing. In the above picture, the margins are indicated by Head, Foot, Front and Back, the unfinished page by the thin gray line.

1.4.2 Sections

A section is a printed sheet that consists of a number of pages, so laid out that they will fold and bind together as a section of a book. It is the smallest physical unit of a book. FASTIMPOSE offers

you the possibility to create a signature containing more than one section. This principle is called Multisection.

1.4.3 Signature

A signature is that part of the printed sheet that is folded into one or multiple sections. The pages are ordered, oriented, and numbered so that they are arranged in the correct sequence after folding and trimming. It is possible to assign different signatures to one sheet. This principle is called Multisignature. By default, FASTIMPOSE positions a signature in the middle of a sheet, horizontally as well as vertically. You can adjust this any time by simply modifying the signature properties or by repositioning the signature interactively.

1.4.4 Sheet

A sheet is a piece of paper with a front and a back. It is possible to apply a single sided signature to a sheet, which implies that the front and back of the signature will appear on the same side of the sheet.

1.4.5 Plate

Whenever you create an imposition job, you will be asked to indicate the type of press you work with. Depending on the kind of press, sheet fed or web fed, the sheets will be positioned on the plate. In the case of a web-fed press, the sheets are by default centered in the middle of the plate. If you indicated sheet-fed press, you will be asked to enter the distance from the border of the sheet to the border of the plate. By default, this distance is set to 50 mm. It goes without saying that you can always modify these settings, both for sheet fed and web fed presses.

> **Note:**
>
> For sheet fed presses, offset Y indicates the distance between the border of the paper and the border of the plate. For web fed presses, offset Y indicates the distance between the border of the plate and the center of the paper. If you enter offset Y = 0, then the center of the paper will be positioned on the border of the plate.

1.4.6 Print group

A print group is the set of plates that you need to print one sheet. It can consist of only 1 plate, but most of the time several plates will make one print group, depending on the number of separations, positioning of the signature, etc. The number of sheets in a print group can be changed for each print group by changing the signature.

The multiweb functionality is a support for multiweb presses. Multiweb presses use multiple webs of paper for one pass. Since these rolls of paper are folded as a single unit but are printed by separate plate sets, this will have significant impact on the imposition.

Multiweb signatures are saved as separate items and used in the creation of a book, which then automatically becomes a multiweb job.

1.4.7 Imposition versus Flatwork

The basic definition of an imposition is an assembly of pages on both sides of a press sheet. This is what distinguishes imposition from flatwork. A flatwork job consists of sheets that have only been printed on one side. FASTIMPOSE offers you the possibility to create both imposition and flatwork jobs in an easy way.

1.4.8 Global versus Local level

The global imposition level is represented in FASTIMPOSE by the Master level. Modifications made to this level will affect all underlying levels. Oppositely, changes made to an underlying level will not influence the settings of the Master.

How can you see that local changes have been made? In the Preview pane of the Sheet List View, three different icons can appear to indicate that the local level of a certain sheet or print group differs from the global (Master) level:

indicates modifications on sheet level.

indicates modifications on signature level.

indicates modifications on unfinished page level.

If you modify the properties of the Master, all underlying levels which have not yet been changed locally will automatically take the new values. Levels that had already been changed locally will keep their local values.

When properties of a selected element have been modified locally on a certain level, then the properties of that element can only be changed on the same or an underlying level.

In the properties dialogs, two buttons can be used to influence the settings:

- The Reset button in the properties dialogs makes sure that the settings of the nearest specified upper level will be applied to the sheet or page selected. If no other local changes have been made, the settings of the Master will be applied.

- The Apply to Master function implies that local settings will be applied to the global level (Master), which means that all levels will be changed, except for those that already differed from the Master.

1.5 Using Templates

A template determines the basic structure of a document and contains basic document settings, such as marks, margins, signatures, etc. A template is designed as a personal building stone for creating new jobs. By saving a template as default template, it becomes a personalized standard template. You will be able to reuse it each time you create a similar job. It might be useful for e.g. weekly issues of a magazine. FASTIMPOSE offers you the possibility to create all kind of different templates, such as Signature templates, Plate, Assembly and Imposition templates.

FastImpose Server uses centrally stored templates, whereas FastImpose Standalone works with local templates.

This chapter contains the following topics:

- Creating templates
- Saving changes to a template
- Stored information
- Report templates

1.5.1 Creating templates

Creating a template is in fact nothing more than creating (and saving) an imposition with a number of personal settings. Save these settings in a template once and you won't have to redefine them over and over again each time you decide to make an identical or similar imposition.

You can find all previously created templates in the Tools menu.

Signature Templates...
Plate Templates...
Assembly Templates...
Imposition Templates...
Report Templates...
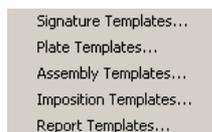
Use template dialogs to create, edit, delete or rename templates.

Click:

New to open the Create Signature, Plate or Assembly dialog and create a new template.

Edit to open the Signature, Plate or Assembly dialog and make modifications to the selected template.

Copy to make a copy of the selected template.

Delete to remove the selected template from the list.

Rename to enter a new name in the Rename template dialog.

Browse to use an external file as a template.

This is an example of the Signature Templates dialog.
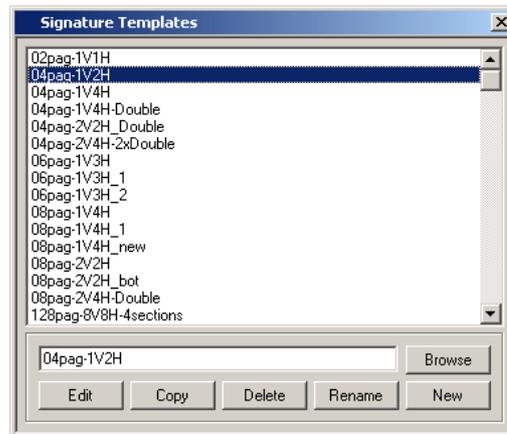
1.5.2 Saving changes to a template

The changes you make to a signature, plate or assembly template are not saved on disk, but are stored in the memory.

Click right and select Save as Signature template, Save as Plate template or Save as Assembly template from the pop-up menu if you want to save changes you made to an existing template. The template will then be saved on disk.
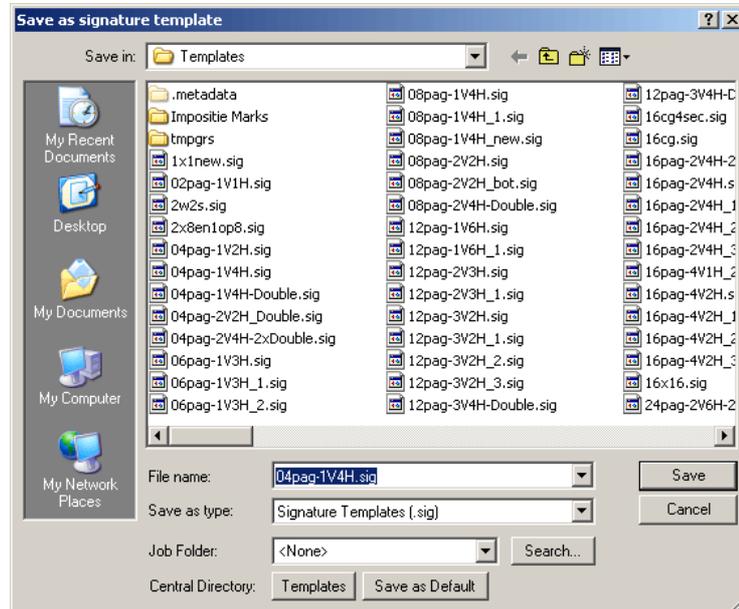
1.5.3 Stored Information

The following information is stored in a Signature template:

- type: Normal or Cameron
- for Cameron: the number of columns
- for the Normal type: the number or rows, columns, webs, and sections
- stitching method: Latin or Oriental
- page numbering
- overall position of trim, fold, and bleed marks
- bottling factor
- montage settings

The following information is stored in a Plate template:

- plate size
- plate type: sheet-fed or web-fed
- paper position
- gripper info
- way of backing up
- plate marks

The following information is stored in an Assembly template:

- assembly method: Perfect Bound, Saddle Stitch, Special or No Binding
- assembly marks
- in case of Special: number of sections
- in case of Special: possibility to apply creep settings on section level
- in case of Special: possibility to indicate the amount of pages per section and to modify the section inserts

The following information is stored in an Imposition template:

- all imposition settings entered via the wizard

1.5.4 Report Templates

Only for FastImpose Server

- Introduction
- Using report templates
- Report templates and Automation Engine

Introduction

A Sheet Report shows an imposition sheet by sheet in a customizable schematic view, which makes it valuable for e.g. the finishing department.In FastImpose the Sheet Report feature is accessible through the Sheet Report View. On the Automation Engine side, a task was added called 'Create Imposition Sheet Report' which creates those reports as PDF files based on information loaded from the imposition file. Using Automation Engine ticket chaining the generated reports can also be printed automatically.

Each Sheet Report consists of two main parts:

1. a Sheet Report template, which is a PDF or GRS file
2. content dynamically generated by FastImpose (page layout on a sheet with dimensions)

The creation of the Sheet Report template is fully controlled by the user. The Sheet Report template can contain static elements like fixed texts, logos, etc. and dynamic elements, also known as SmartMarks. The latter define what kind of information needs to be placed at what position. You can add all kinds of information to the report such as order number, customer related data, imposition data (page, sheet numbers, page dimensions, etc.), and specific printer related information like ink

names, and many more. When outputting the imposition the dynamic elements in the template are replaced by the actual values for that file.The dynamically generated imposition content itself is of course not controlled by the user, only the position and the size of it. The content consists of a semi-proportional view of the signatures on a sheet with an indication of page numbers, page sizes, etc.

The Sheet Reports bring two important benefits. Firstly, they allow an external check of the imposition parameters by somebody who has no access to FastImpose. Errors such as wrong inks being used, trims being too small or too large, all sorts of sizes being wrong, etc. can be easily detected by a customer service representative. Secondly, the reports offer an easy way to communicate the same information from prepress to the press room and the finishing room in a human-readable fashion.

Using report templates

FastImpose comes with a number of report templates for both PDF and GRS modes. An arbitrary single PDF/GRS file can be used as a report template, but you can also make your own templates by manually creating rectangles and other objects in PackEdge. These special objects, like e.g. Named Objects and Text marks, can be created in the report template, but will be searched and handled by FastImpose separately.

- The rectangle with annotation (Object Name in PackEdge) "report_area" defines the rectangle area, where the sheet schematic diagram (directly generated by FastImpose) will be placed and scaled too. It is possible to have both sides of one sheet at one side of a printed report. To achieve this, simply create two rectangles (instead of one) and name them "report_area_f" (for front side) and "report_area_b" (for back side).

- A Text Mark with SmartName(s) defines dynamic text, which is resolved by FastImpose when exposing a sheet.

You can select a report template in the Report Template group of the Sheet Properties dialog box or by clicking 'Report Templates' from the Tools menu.
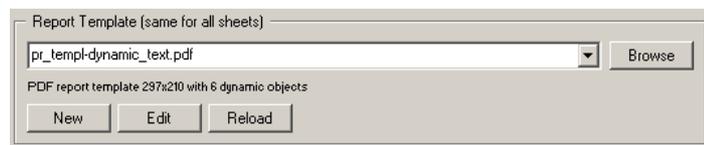
Standard templates that come with FastImpose are:
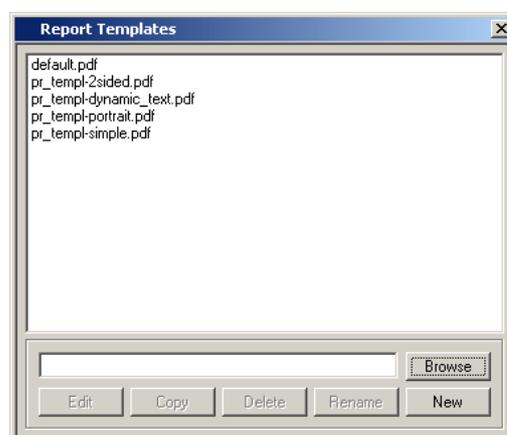
The sheet diagram that is displayed in the Sheet Report View will always be displayed, even if you did not select a report template. If this is the case, or if the selected file does not exist, FastImpose will behave as if the default (blank) template is used. In this case the size of the report template will be A4. If a template is selected, other than the default template, the size of this report is defined by the size of the page in the template.It is not mandatory to add extra objects, as the report template can easily be a blank page. Whether or not you want to refine this template, fully depends on your personal requirements.

Printed report template 1

Caution:

FastImpose specific SmartNames have to be typed in by hand when the Printed Report template is made in PackEdge.

Note:

Printed reports created in a flatwork job will not show dimensions along the signature(s) sides.

Report templates and Automation Engine

It is possible to print out the Sheet Reports from an imposition using the 'Create Imposition Sheet Report' ticket in the Automation Engine Pilot. This task converts the imposition file into a PDF of which the number of pages equals the number of sheetsides in the imposition file. The size of generated PDF is determined by the Sheet Report template the same way as in FastImpose Sheet Report view.
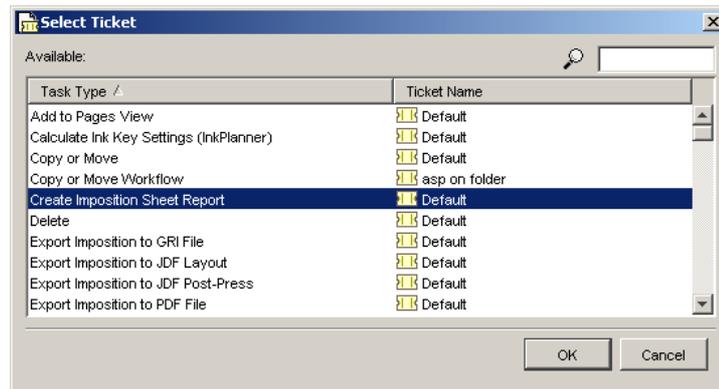
1.6 Keyboard Shortcuts

Shortcuts can be changed, added, or removed at any time. You can create shortcuts to your own liking via the Shortcuts tab in the Options dialog.

1. Select Options in the Tools Menu.

2. Go to the Shortcuts tab and select the correct category, command, and accelerator to check or set the desired shortcut key.
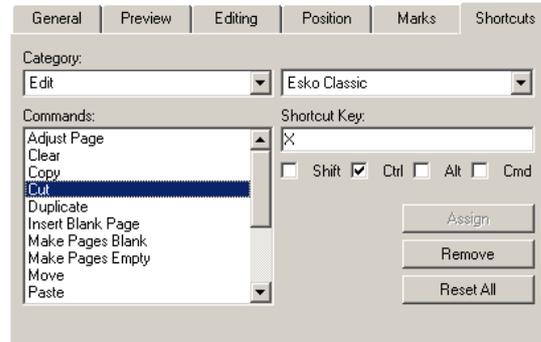
1. Check if the right platform (Esko Classic, Macintosh or Windows) is selected.

2. Select the category and command for which you want to create or adapt a shortcut. An existing shortcut key will be shown.

3. Customize your own shortcuts by checking the appropriate boxes and entering the key to be used.

4. Click Assign to activate the new shortcut.

1.7 Changing units

Follow the steps below to switch the unit (millimeters or inches) used throughout the program.

1. Go to the Tools menu.

2. Select Options.

3. In the General tab, select the appropriate unit from the dropdown list.
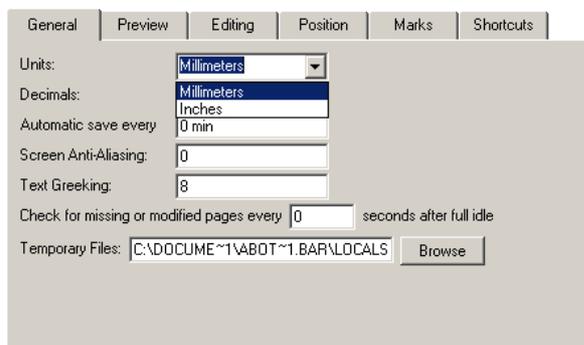
1.8 Shuttle

Shuttle allows to submit the current job to a workflow queue, and to monitor jobs running on the server.

In PackAdge you can only submit to the Automation Engine 10 server to which the application is connected using the preferences dialog.

All Shuttle functionality can be found in **File** > **Launch Workflow** and **Windows** > **Shuttle**

A full explanation on Shuttle can be found in the Shuttle documentation, available on the EskoArtwork Documentation DVD.

2. Create an imposition

There are three possible ways of creating an imposition. First of all, you can use the Imposition Wizard, which will help you to create a basic imposition in four simple steps. Secondly, you can start from a blank imposition and personalize your settings afterwards. A third way is to start from an imposition template which you previously saved.

This chapter contains the following topics:

1. Create an imposition
2. Create an oriental imposition
3. Start from a Blank Imposition
4. First View: Sheet List View mode

2.1 Create an imposition

An imposition can be created in a number of ways. This chapter explains the possible workflows:

This chapter contains the following topics:

- Introduction
- Use the imposition wizard

2.1.1 Introduction

There are three ways of creating a new imposition. Either you work with the Imposition Wizard, or you start from an imposition you previously saved as an Imposition Template. If you want to start from scratch or create a flatwork job, choose for a Blank Imposition.

Follow this procedure to create a new imposition:

1. Select New in the File menu to open the New Imposition dialog.
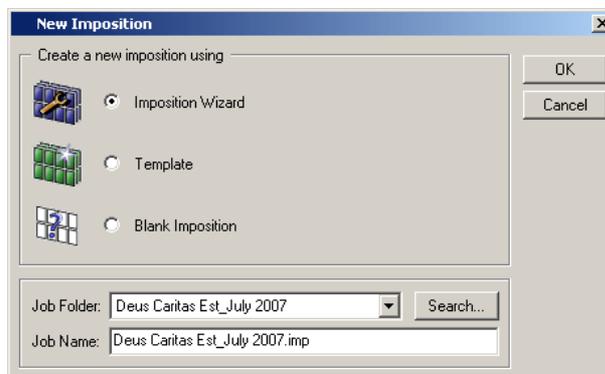
2. • Select Imposition Wizard if you want to receive guidelines on how to create a basic imposition job.

- Select Template if you want to create a reoccurring job, using a predefined template.

- Select Blank Imposition for a flatwork job.

3. Select a Job Folder in which you want to store the imposition.

4. Enter a Job Name.

Note:

When you select a Job Folder, without specifying a Job Name, the name of the Job Folder will be taken as Job Name.

---

5. Click OK. Depending on the selected tool, one of the following dialogs will appear:

- The first step of the Imposition Wizard. See Using the Imposition Wizard.
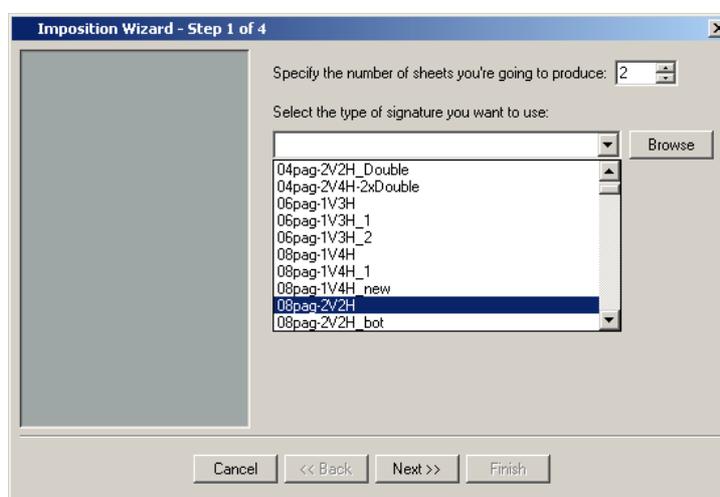
- The Select template dialog.

  - Select an imposition template from the list.

  - Browse to an imposition template that is not stored locally.
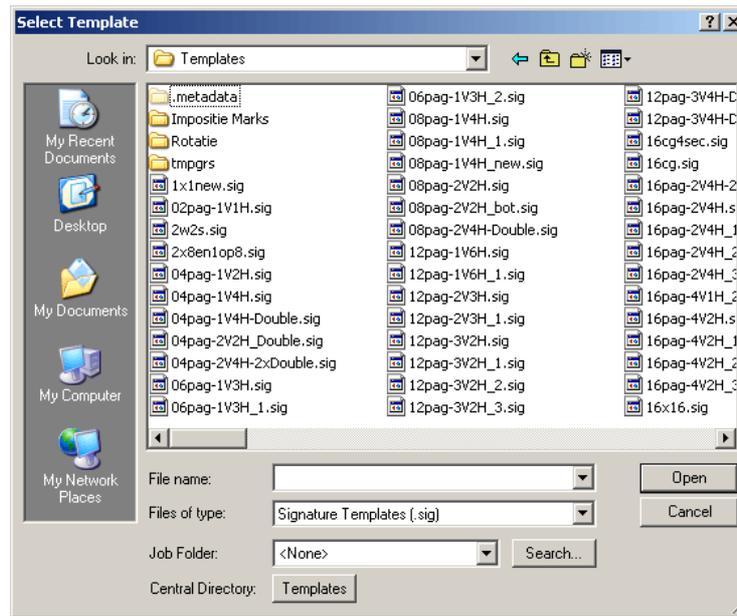
- The Sheet List View mode. You'll have an "empty" job to which you can add pages by selecting Add Unfinished Page or Apply Signature from the Imposition menu.

2.1.2 Use the Imposition Wizard

This chapter tells you how to create a basic imposition in four simple steps. You can navigate through the different wizard dialogs (steps) by clicking the Back or Next buttons. Click the Finish button when you are ready to apply your settings.

1. Step 1: Signature window

2. Step 2: Assembly window

3. Step 3: Page Properties window

4. Step 4: Plate Properties window

5. Save as template

Step 1: Signature window

This window allows you to define the signature information. This information is important in ensuring that the pages are in the correct order after the job has left the finishing department.

The first step of the Imposition Wizard may vary, depending on the type of signature (multisection or not) selected.
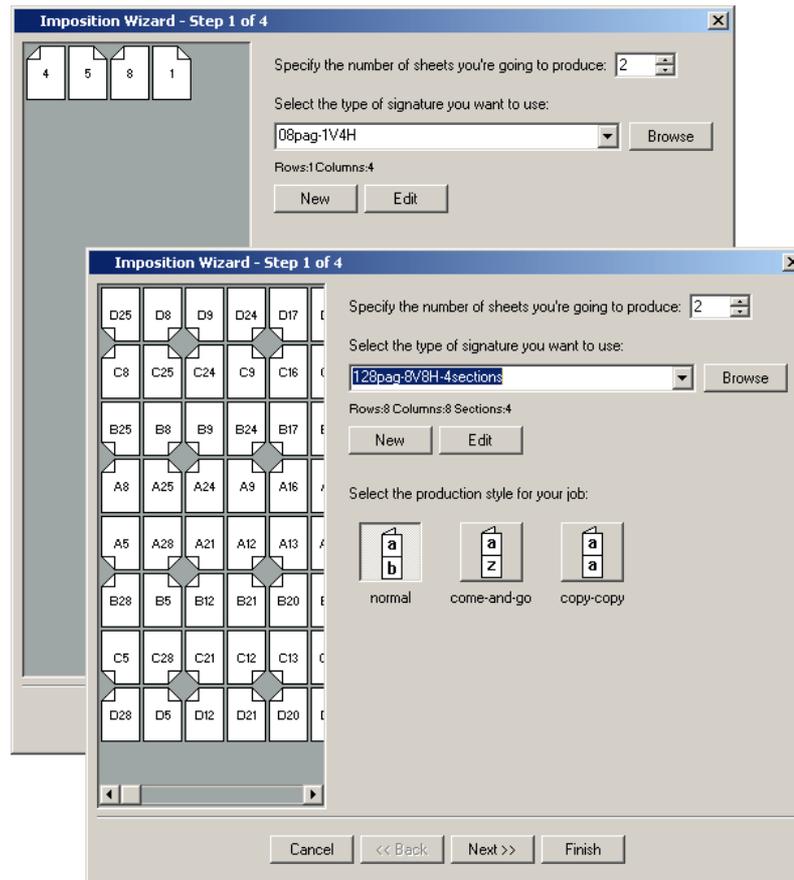
1. Enter the number of sheets you want to use in your job. The number you fill in here, together with the number of pages in the signature and the selected distribution method will determine the number of sections.

2. Decide on the type of signature you want to use.

   • Select an existing signature from the list, or click Browse to use a signature that is not stored locally.

   • Click New to create a new signature. The Create New Signature window will open.
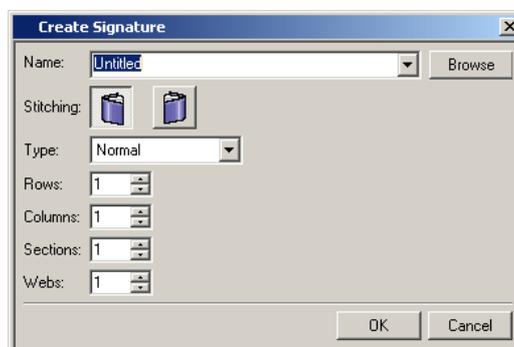
   • Click Modify to view or edit an existing signature.
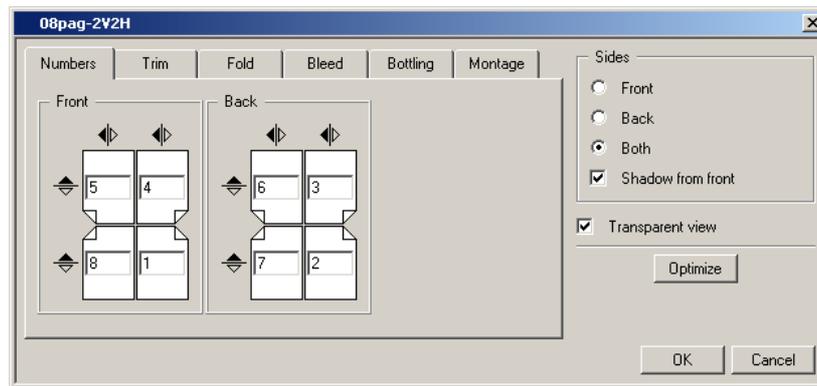
Note:

Although FASTIMPOSE offers the possibility to position multiple signatures on one sheet, it is not possible to do so immediately via the Imposition Wizard. You can add extra signatures afterwards, via the Add Signatures window.

Note:

All signatures chosen will by default be positioned in the center of the sheet. No rotation will be given. Change the position and rotation of the signature via the Signature Properties window.

Note:

Signatures are automatically attributed a recto and a verso side. If you want to obtain a single sided or flatwork imposition, you can still change this afterwards via the Sheet Properties window.

3. Click Next.

Step 2: Assembly window

Select an Assembly template from the dropdown list. If you have not yet created assembly templates, select Untitled, which is the default template.

Note:

FASTIMPOSE also offers you the possibility of Mixed binding, i.e. a combination of saddle stitching and perfect binding. It is, however, not possible to create this type of assembly in the Imposition Wizard. After having finished the wizard, you can change the assembly settings via the Assembly Properties dialog.

Step 3: Page Properties window

This window will ask you to enter the dimensions of the finished page, as well as the size and position of the text area. For the page, default values are set, the text area dimensions you will have to specify yourself.

This window allows you to:

• Enter the unfinished page specific variables (e.g. distances between unfinished page and trim box).
• Enter finished page properties (e.g. determine the default foldout size)
• Define creep.
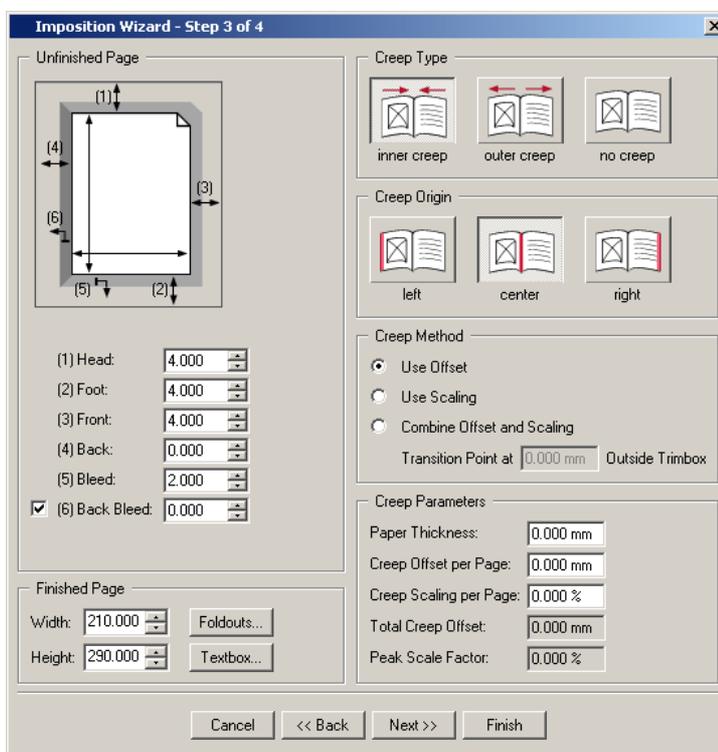
In case you used a signature in which a non-system defined montage was used, a modified screen will appear. The graphical representation of the unfinished page is replaced by the list of parameters, used to define the customized montage.

For more explanation on Montage definitions we refer to the chapter Use a personal montage definition.

Perform these steps to fill in the page and creep-related parameters.

Caution:

The creep values you enter here will be applied on all books. If you want to apply creep per section, use the procedure via the Imposition menu > Properties > Assembly > Select a section > Creep.

---

1. Enter the values for Head, Foot, Front, and Back. These values define the distance between the final trimmed page and the unfinished page.

2. Enter a Bleed value.

   For booklets that need to be glued at the spine, you may have to enter a Back Bleed value. If you do not enter a value, and keep the box checked, the back bleed defaults the bleed value.

3. In the Creep box, select Inner creep, Outer creep or No creep by clicking one of the icons.
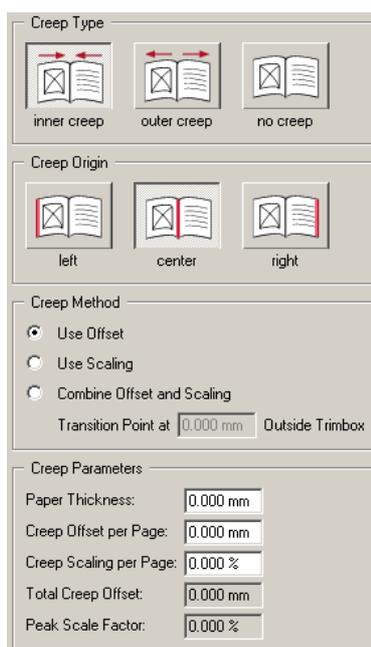
- Inner creep: the thickness of the paper is compensated by moving the inner pages of a booklet towards the spine of the book.

- Outer creep: the thickness of the paper is compensated by moving the outer pages of a booklet away from the spine of the book.

The creep origin option allows you to indicate the asymmetric creep, also known as 'shingling'. The asymmetry is caused by the gripper, which holds the paper during folding. As a consequence, this side has no creep, but the creep on the opposite side is applied twice. This implies that the fold (spine) position is also moved towards the gripper. Click the correct option; left, center or right to define the origin.

Now there are three different methods of applying creep: offset, scaling and a combination of offset and scaling.

- Use Offset moves pages according to its creep value.

- Use Scalingmoves one edge of the page (the inner for outer creep and the outer for inner creep) and scales the page (in horizontal direction only) so the opposite edge is not moved.

- Combine offset and scaling combines the two methods. When the creep to be applied is small enough, the offset method is used. When the offset (= creep value) exceeds a given threshold ("Transposition Point"), on top of moving, scaling is used to make sure that the relevant page edge doesn't "cross" the given threshold. This implies that the "Transition Point" determines the maximum allowable shift of the whole page (without scaling).

- The Transition Point value should not be bigger than the bleed value (backbleed for inner creep). However, now it is possible to enter arbitrary non-negative values. If this value is bigger than the (back)bleed, a message box will appear, leaving the user the option to "Leave Entered Value", "Use Bleed Value", or "Change Value".

- If you selected Inner or Outer creep and you know the paper thickness, enter its value in the Paper Thickness field. The corresponding creep offset or creep scaling per page will be calculated automatically.

> **Caution:**
>
> When applying creep take into account the number of physical pages and not the actual number of pages.
>
> A book of 488 pages contains 244 physical pages, a physical page containing two page numbers. So, if this book measures 1 inch, then the paper thickness equals 0.0041 inch (1/244 and not 1/488 = 0.00205 inch).

- If you selected Inner or Outer creep and you know the creep per page, enter its value in the Creep Offset or Creep Scaling per Page field.
- Total creep offset is the creep offset of the innermost pages (for inner creep) or outermost pages (for outer creep) of the biggest saddle stitch booklet in the book.
- Peak scale factor works the same way as 'Total creep offset' but has an impact on the scale factor.

4. Enter the width and height of the Finished page.

5. Click Foldouts to open the Foldout Sizes window and specify the width of the foldouts used in your imposition job. The default size of a foldout equals the size of the page the foldout is attached to minus two millimeters. For more information on foldouts we refer to the following chapters: Add foldouts to a signature, Add or Remove foldouts and Change foldout sizes.
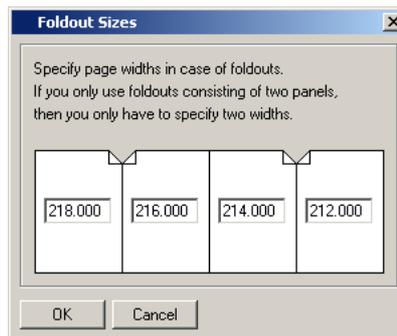
6. Click the Textbox button to open the Textbox window and specify the text width and height and the values for head and back that should be taken into consideration. The textbox may help you to adjust an incoming page in the Page View mode.
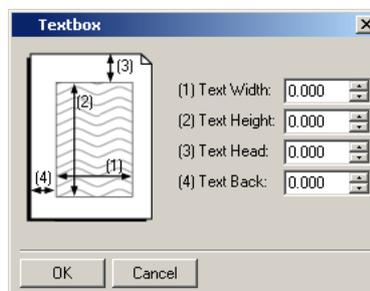
7. Press Next to go to the fourth step of the Imposition Wizard.

Step 4: Plate Properties window

In this window you can set the sheet properties for the Master level of the imposition.Select a plate plate template from the dropdown list and all settings will be adapted automatically.
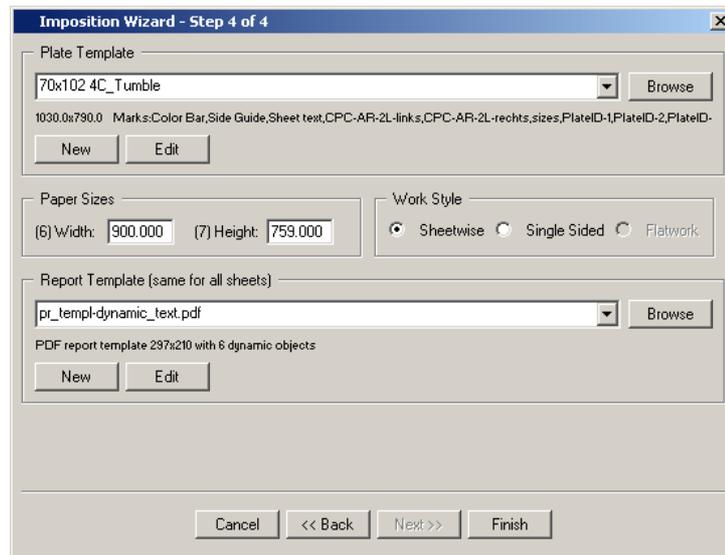
Click the Edit button to find more properties of the selected template.

1. plate size

2. the way of backing up

3. marks attatched to the plate

4. type of press to be used: sheet fed or web fed

5. paper size and position

6. position of the gripper
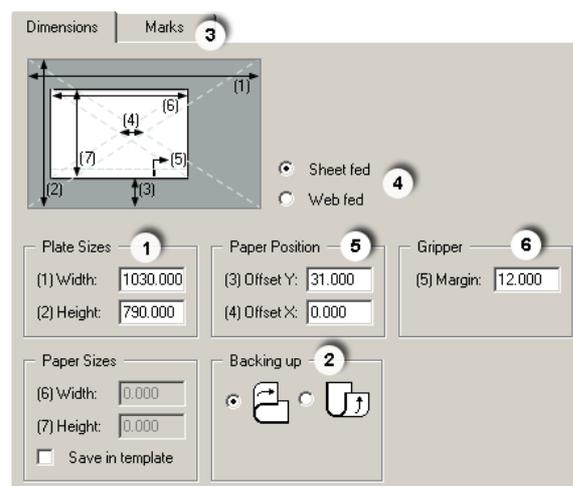
Press the Reload button if you want to return to the plate template's original features and values that are stored on the hard disk of your computer.

Select a report template from the dropdown list. A Sheet Report shows an imposition sheet by sheet in a customizable schematic view. For more information, please refer to the chapter on Reports templates.

Save as template

2.2 Create an oriental imposition

Creating an oriental imposition is almost identical to creating a western imposition. Two things, however, are different. First of all, the oriental signature will have to be created, and secondly, the page list has to be made oriental. Two simple actions that are explained in the following chapters:

- Create a signature
- Modify the stitching position

2.3 Start from a Blank Imposition

If you have a small job of a large circulation, you might want to put several copies on one single sheet. The best option is to start from a blank imposition and use the Step and Repeat tool to help you to multiply the job in an easy way.

This chapter explains how to create a blank imposition and provides you with some additional information on how to proceed.

- Create a blank imposition
- Add an unfinished page
- Step and repeat

2.3.1 Create a blank imposition

1. Activate the New Imposition window by:

   - clicking the New Imposition icon.
   - selecting New from the File menu.
   - using the shortcut: Ctrl+n
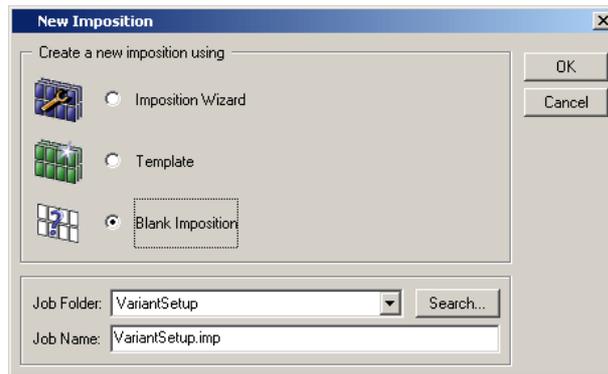
2. Select the Blank Imposition radio button.

3. Select the Job Folder in which you want to store the imposition.

4. Enter a Job Name.

> **Note:**
>
> When you select a Job Folder, without specifying a Job Name, the name of the Job Folder will be taken as Job Name.

5. Click OK.

You will immediately enter the Sheet List View mode. In the Preview pane (left), you will see that your imposition job consists of one sheet only. The Sheet Details pane (top right) doesn't show any details yet. The Assembly Details pane (bottom right) shows the words: No Binding.
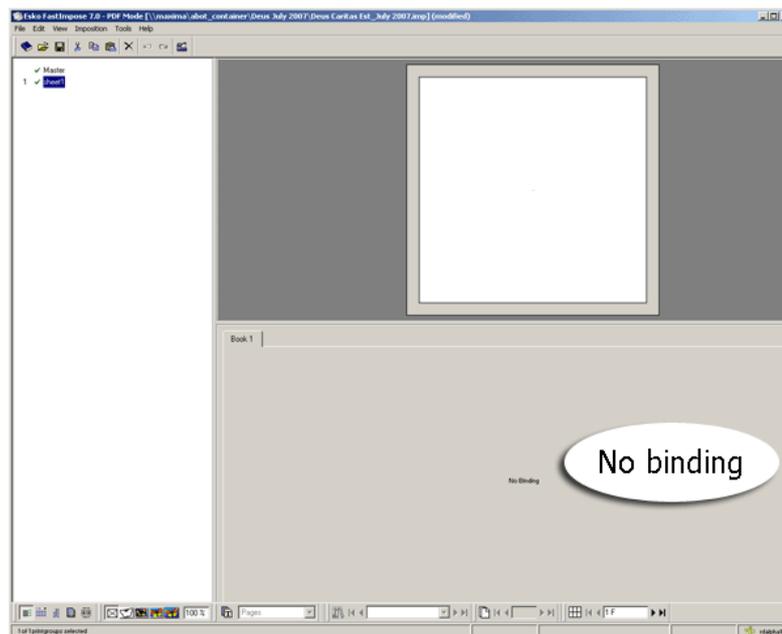
2.3.2 Add an Unfinished Page

One of the first things we are going to do is adding an unfinished page.

The unfinished page is the area that covers the trimmed page and the margins.

1. Go to the Sheet View mode by:
   • selecting View mode > Sheet from the View menu.
   • clicking the Sheet View icon ⊞ in the Selector toolbar.
   • using the shortcut: Ctrl+2 (default setting)
2. Add an Unfinished Page by:
   • selecting Add Unfinished Page from the Imposition menu,
   • right-clicking the sheet and selecting Add Unfinished Page from the pop-up menu.
   A blank page will pop up at the center of the sheet.
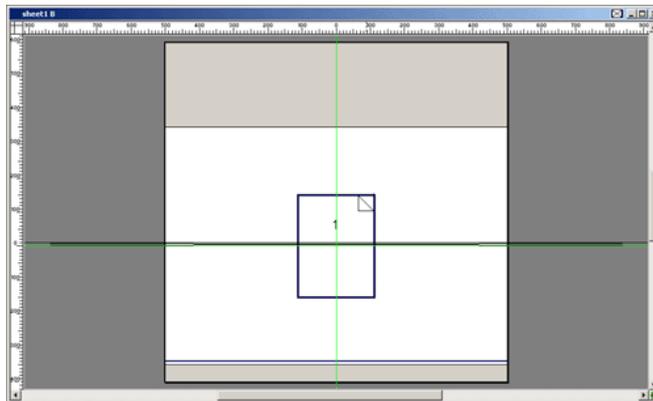
3. You can change the properties of the unfinished page by:
   • right-clicking the page and selecting Unfinished Page Properties from the pop-up menu.
   • selecting Properties > Unfinished Page > On the… from the Imposition menu.
4. Put the unfinished page in the correct position on the sheet:
   • Click left to select and drag the page to its new position.
   • Select the page, click right and select Move from the pop-up menu. The Move window will pop up:
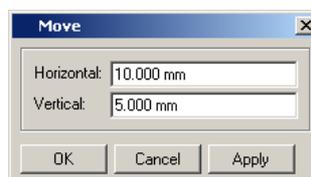
- Select Move from the File menu.
- Select the page, click right and select Unfinished Page Properties > On this unfinished page from the pop-up menu. In the General tab you can modify its position.
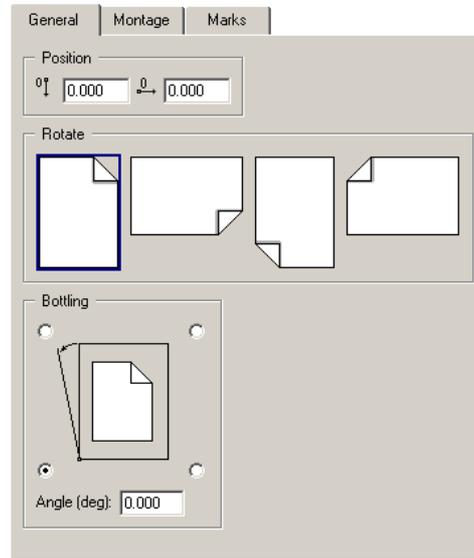
- Select Properties > Unfinished Page > On this unfinished page from the Imposition menu.

Tip:

The above explanation of adding an unfinished page can be avoided by simply dropping (.grs) pages directly on the sheet. For more information, please refer to the chapter: Drop a page on a (blank) sheet.

2.3.3 Step and Repeat

If you have a small job of a large circulation, you might want to put several copies of one job on one single sheet. Step and repeat is a feature that helps you to multiply the job in an easy way. This option can be used for any selected element, such as a page, a mark, etc.
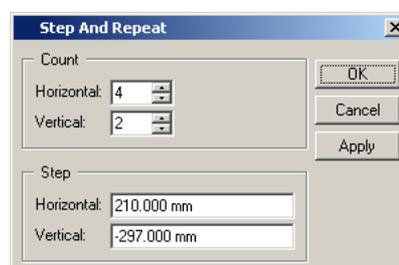
- Horizontal Count: Indicate how many times you want the selected object to appear horizontally.
- Vertical Count: Indicate how many times you want the selected object to appear vertically.

- Horizontal Step: Indicate the horizontal distance between the center of the original object and the center of the copied object.
- Vertical Step: Indicate the vertical distance between the center of the original object and the center of the copied object.

The Step and Repeat dialog will appear in:

Place	How
Menu bar	Click Edit > Step and Repeat.
Sheet View	Right click the selected object > Step and Repeat.
	Note: For signatures, this option will only appear when you start from a blank imposition.

2.4 First View: Sheet List View mode

Independent from the tool used to create the imposition, the Sheet List View mode will always be your first view on the new imposition. This view mode is the basic view mode from which you have access to all tools and techniques to mould an imposition into its definitive shape. It gives an overview of the basic structure of the imposition.

In the Sheet List View mode, three panes can be distinguished:
1. the Preview pane on the left.
2. the Sheet Details pane in the top right corner.
3. the Assembly Details pane in the bottom right corner.
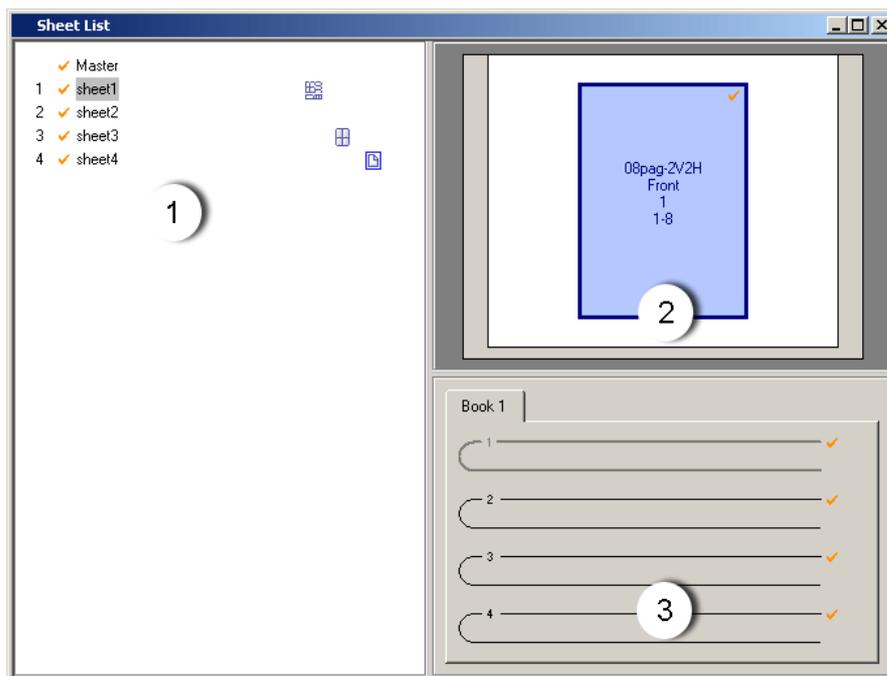
In the Preview pane, three different icons can appear to indicate that the local level of a certain sheet or print group differs from the global (Master) level (see Global versus Local level):

⊞ indicates modifications on sheet level.

⊞ indicates modifications on signature level.

▤ indicates modifications on the unfinished page level.

If you modify the properties of the Master, all underlying levels which have not yet been changed locally will automatically take the new values. Levels that had already been changed locally will keep their local values.

When properties of a selected element have already been modified locally on a certain level, then the properties of that element can only be changed on the same or an underlying level.

Settings can be influenced via the different properties windows. Two buttons play an important part:

• The Reset button makes sure that the settings of the nearest specified upper level will be applied to the sheet or page selected. If no other local changes have been made, the settings of the Master will be applied.

• The Apply to Master function implies that the settings that have been modified on local level will be applied to the global level (Master), which means that all levels will be changed, except for those that already differed from the Master.

3. Basic Actions

This chapter contains the following topics:

- Select or deselect
- Measure an object
- Zoom In / Out
- Pan
- Renumber pages
- Measure ink density
- Create a layer
- Copy or Remove a layer

3.1 Select or deselect

To be able to manipulate an object you first have to select it with the Select tool ➤ which you can find in the Interactive toolbar on the left of the screen.

- Place the cursor on the object and click the left mouse button if you want to select an individual design object. The object will appear in red to show that it has been selected. You can now manipulate or modify it.
- If you want to select all design objects within an area, place the cursor outside the objects you want to select. Click left and drag the mouse to draw a box around the design objects. Release the mouse button. The objects will appear in red to indicate selection.
- Press the Shift key and left click the object to add an object to a selection.
- Press the Shift key and left click the object to remove an object from the selection. The object will appear in black.
- If you want to deselect all design objects within an area, place the cursor outside the selected area. Click the left mouse button. The objects will appear in black to indicate deselection.

This function is available in Sheet and Page View mode.

3.2 Measure

The Measure tools calculates the distances between any two points in the work area. It also offers you an easy way of measuring horizontal and vertical dimensions of an object.Follow the steps below:

1. Click the Measure tool 📏 in the Interactive toolbar. The measure window appears:
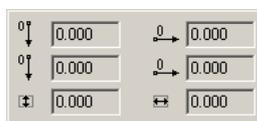
- The coordinates in the top row indicate the starting point of your measurement, seen in relation to the center of the plate.
- The coordinates in the middle indicate the end point of measurement in relation to the center of the plate.
- The coordinates in the bottom row represent the absolute horizontal and vertical distances.

2. Click left and hold to draw a rectangle around the object whose dimensions you want to measure or a line to measure a certain distance. As you move the cursor, the coordinates in the middle and bottom row will change.

3. Release the mouse button. Final measurements are indicated in the bottom row.

Tip:

It is advised to work in the Cross or Contours display mode because the Measure tool then snaps to any contour present in the job.

This function is available in Sheet and Page View mode.

3.3 Zoom In / Out

The zoom commands allow you to magnify or reduce the display of any area in the file up to x times the actual size.

- Use the zoom icon: 🔍

  Left-click and hold to draw a rectangle around the object you want to zoom in on. Release the mouse button. Left-clicking zooms further in on the selected area.
- Select the zoom tool and click the sheet/page to zoom in. Use Alt-click to zoom out.
- Enter a zoom percentage in the zoom box

  | 95 % |

  of the Selector toolbar.
- Use the function keys: press F5 to zoom in, F6 to zoom out, F8 to zoom in once (default settings).
- Select the appropriate zoom command from the View menu:

Zoom In	F5
Zoom Out	F6
Fit in Window	F9
Previous View	F10

To view the complete imposition job, make it fit into the window by:

- pressing the F9 key (Esko shortcut), or Ctrl+H (Windows or Macintosh shortcut).
- selecting Fit in Window from the View menu.

If you want to return to the previous view:

- press the F10 key.
- select Previous View from the View menu.

This function is available in Sheet and Page View mode.

Tip:

You can switch between Esko and Standard shortcuts for Macintosh and Windows as follows:

3.4 Pan

The Pan tool allows you to pan the preview window.

1. Click the Pan icon

2. Left-click the area of interest and drag the cursor to where you want this area to appear on the screen.

3. Release the mouse.

Tip:

- Press F7 to use the Pan tool once (the tool button appears in red).
- Press F7 twice or click the Pan tool once if you want to use the tool repeatedly until it is deactivated (the tool button appears in blue).
- If you press F7 three times you return to the tool you were previously working with.

This function is available in Sheet and Page View mode.

3.5 Renumber pages

The Renumber tool offers you the chance to change the page numbering manually.

Note:

This tool can only be used in an imposition for which the no binding assembly method is selected.

1. Clicking the Renumber tool icon makes the following dialog appear:

Current page number: 1

Now you can change the numbering of the pages in the Sheet View manually.

2. Enter the first page number you want to appear in the Current page number field.

- Left-click a page to assign the number in the Current page number field. The number in the box will increase by 1.

- Right-click a page to assign the number in the Current page number field. The number in the box will decrease by 1.

- Keep clicking the pages until all the pages of the signature are assigned.

You can also simply enter the appropriate page number in the edit fields.

This function is only available in Sheet View.

3.6 Measure ink density

The Densitometer tool allows you to measure the separated ink percentages of a color at a specific position.

1. Click the Densitometer tool

   The cursor assumes the shape of the tool icon.

2. Click a color area. The densitometer window will show the color and the percentages for each ink separation.
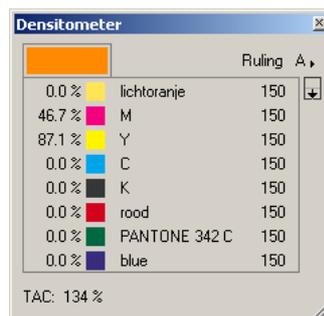
The percentages for ink separations given here will be those of the final films.

Tip:

If you click and drag the densitometer, the percentages are updated automatically.

Make sure you are working in the Extended View mode

if you want to obtain correct values.

3.7 Create a layer

FASTIMPOSE has a layer feature, which is useful for jobs that contain multiple versions. A typical example is a job that has to be printed in various languages. Additional layers can be created for

the different languages, allowing for the complete job to be built in one imposition file. In addition, mock-up elements and marks are each added to a separate layer. This allows you to easily select, modify, view and output those elements separately.

1. Open the Layer Gallery by clicking the icon ⊞ in the Selector toolbar at the bottom of the screen. The Layer Gallery will pop up:

2. Create a new layer by clicking this icon ⊞

Note:

- A new pages layer automatically creates a new page list.

- A new layer appears on top of the selected layer. It is, however, not possible to create a layer on top of the trimboxes or marks layer. The order of all underlying layers can be changed by dragging them to their correct position.
---

3. Enter the name of the new layer.

4. Select the layer to which you want to add pages in the Layer Gallery or in the Layer Selector.

Each layer can be marked by the following elements:

- The eye 👁 has to do with visualization. When a layer is marked with an eye, each element of the layer will be visible on the screen. Oppositely, the absence of the eye indicates that the layer is not visible.

- When a layer is marked with a lock 🔒, elements of that layer cannot be modified. Oppositely, the absence of the lock indicates that each element of the layer can freely be selected and altered.

When you expose the file in Automation Engine, you have the opportunity to select which layer to expose.

Caution:

When using layers, please make sure that the background layer is always the bottom layer. This to avoid incorrect output when working with variants in Automation Engine.

3.8 Copy or Remove a layer

Follow this procedure to copy a layer:

1. Open the Layer Gallery by clicking the icon in the Selector toolbar.

2. Select the layer you want to copy.

3. Click the copy icon

to add a new layer as a copy of the selected layer. The copied layer will appear on top of the original layer.

Note:

• A new pages layer automatically creates a new page list.

• The new layer appears on top of the copied layer. It is not possible to copy the trimboxes or marks layer. The order of all underlying layers can be changed by dragging them to their correct position.

Follow this procedure to remove a layer:

1. Open the Layer Gallery by clicking the icon

in the Selector toolbar.

2. Select the layer you want to remove.

3. Click the recycle bin

4. Signature related tasks

In this chapter explains all possible signature related actions that you can perform. Important in this chapter is the principle of multisignature, which allows you to position several signatures on one sheet. It is explained in the chapter Add and Remove a Signature.

This chapter contains the following topics.
- Apply a signature to a sheet
- Create a signature
- Replace a signature
- Reposition a signature
- Group signatures
- Rotate a signature
- Add and remove a signature
- Modify signature properties
- Use a personal montage Definition
- Use gutters
- Modify the stitching position

4.1 Apply a signature to a sheet

When making an imposition, you can replace the signature used on a particular sheet by another signature. This offers you the possibility to create an imposition, consisting of different types of signatures. (Also see Add and remove a signature.)

To apply a signature to a sheet or a number of sheets, select the sheets in the Preview pane of the Sheet List View mode and activate the Apply signature window either by using the menu bar or by clicking the right mouse button.

4.1.1 Apply Signature

While creating an imposition, it is easy to replace the signature used on a particular sheet by another signature. This offers you the possibility to create an imposition, consisting of different types of signatures.

The Apply signature dialog shows you a list of signature templates and offers you the possibility to browse to signature templates that are stored locally. You can at any time edit existing signatures or create new ones.
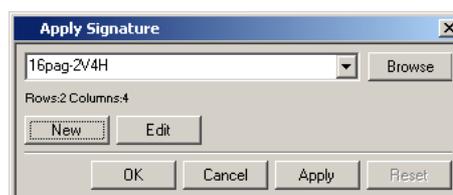
- Signature template: Select an existing signature template from the list or use the Browse button to select a signature that is not stored locally.

- New: Hit the New button to create a new signature.

- Edit: Hit Edit to make adaptations to the selected signature.

- Reload: Even after having modified a signature, it remains possible to return to the signature's original features and values that are stored on the hard disk of your computer. Click the Reload button.

- Reset: When you hit the Reset button, the settings of the nearest specified upper level will be applied to the sheet that is being modified. If no other local changes have been made, the settings of the Master will be applied.

The Apply Signature dialog also appears in:

Place	How
Menu bar	Click Imposition > Apply Signature.
Sheet List View	Right click a selected sheet or the Master (if you want to apply the new signature to all sheets) in the Preview pane > Apply Signature.
Sheet List View	Right click the Sheet Details pane > Signature Properties > Template and select a new signature from the dropdown list.
Sheet View	Right click > Apply Signature.

4.1.2 Edit unfinished pages

The different tabs of the Signature Properties dialog offer you the possibility to modify individual pages of the signature.

Modify the unfinished pages as explained below:

1. Indicate the rotation of the pages by clicking the arrows or the corners of the page.

    - Modify the horizontal rotation of a column by clicking the arrow on top of the unfinished page.

    - Modify the vertical rotation of a row by clicking the arrow on the left of the unfinished page.

    - Modify a page individually by clicking one of its corners.

2. Change the page numbering by:

    - left-clicking the page. A window opens in which you can select a free number that can be assigned to that page.

> **Note:**
>
> The way page numbers are allocated depends on the stitching method selected. Latin signatures will consider page 1 to be a right page, Oriental signatures a left page.

> **Note:**
>
> Empty zones can only be assigned in case of a personal montage definition. Please refer to the chapters Define an empty page and Use a personal montage definition for more information

- typing the desired page number in the page number input box. The page will automatically turn into a left- or right-handed page, depending on the signature type (Latin or Oriental).

> **Caution:**
>
> If page numbers are not assigned in a logical manner, an error message pops up, saying: "The signature does not contain a continuous sequence of numbers." Click Continue and adjust the page numbers that are not correct.

3. You can add or remove a foldout by right-clicking the page and selecting the option of your choice.
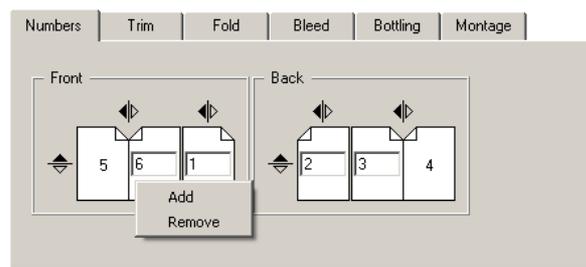
4. In the Trim, Fold, and Bleed tab sheets, indicate the marks that you want to appear on the paper.

- If you want the marks to appear on all pages, indicate them on the Master page. You will see the marks appear on all pages of the Front and Back.

- If you want to change the marks on one or some particular pages, adapt the pages of the Front and/or Back.

Pages of which the marks differ from those of the Master appear in blue. Click the symbol to make the page identical to the Master.
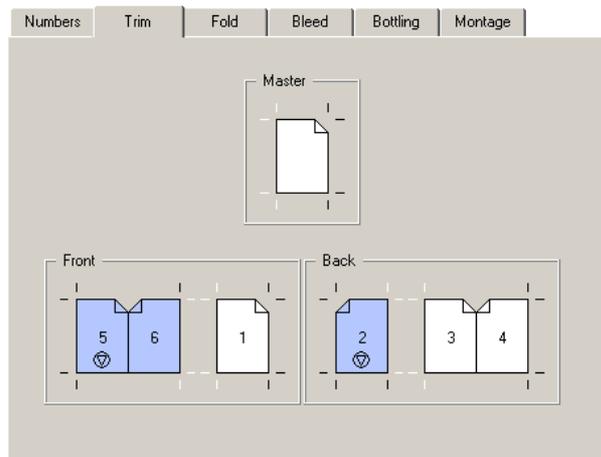
Note:

If you change marks on the Front, the Back will automatically be adapted. This is not the case if you change marks on the Back.

5. In the Bottling tab click the corner you want to apply bottling to. The little black square indicates your selection. In the angle field, enter the appropriate degree.
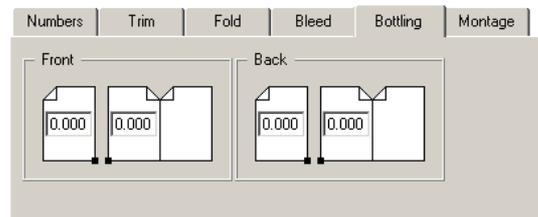
For more information on bottling we refer to the chapter Apply bottling.

6. For an explication of the Montage tab sheet, we refer to the Montage chapter.

4.1.3 Save as signature template

The Save as signature template dialog makes it possible to store the (newly) created signature used in the imposition job. Give the template a unique name and hit the Save button.
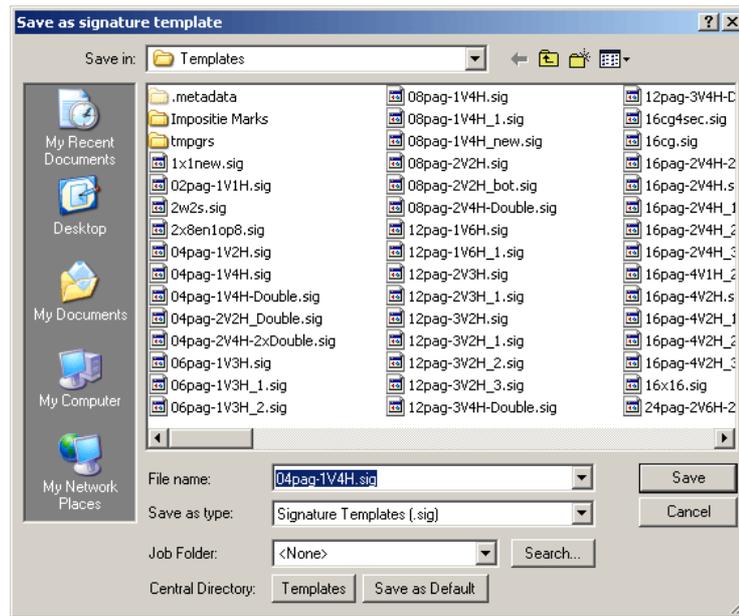
- Save as default: When you click Save as default, the settings of the template will be used as default settings in the Imposition Wizard.

- Go to: Select the JobFolder (for FastImpose Server) or Folder (for FastImpose Standalone) in which you want to store the template.

- Templates: Clicking the Templates button brings you back to the central templates directory.

The Save as signature template dialog will also appear in:

Place	How
Sheet List View	Select one or more sheets in the Preview pane > File > Save as signature template.
Sheet List View	Select one or more sheets in the Preview pane > Click right and > Save as signature template.
Sheet List View	Select the signature in the Sheet Details pane > File >Save as signature template.
Sheet List View	Select the signature in the Sheet Details pane > Click right and Save as signature template.
Sheet View	Select the signature > Click right and Save as signature template.

4.2 Create Signature

While creating a new imposition job, you do not have to limit yourself the signatures that are listed in the Imposition Wizard. The Create Signature dialog offers you an easy way of creating a new signature template, which is adapted to your specific needs and demands.
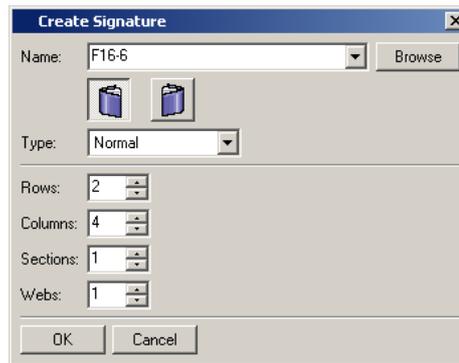
- Name: Enter a signature name, which is unique and easy to recognize.
- Stitching method: Enable the appropriate button to indicate a Latin or Oriental stitching method.
- Type: Select Normal or Cameron from the list.
- Rows: Enter the number of rows the signature can be printed in.

Note:

This option is only applicable for the Normal type.

- Columns: Enter the number of columns the signature can be printed in.
- Sections: Enter the correct number of sections (optional). Default value = 1.

Note:

This option is only applicable for the Normal type.

- Webs: Enter the correct number of webs (optional). Default value = 1.

Note:

This option is only applicable for the Normal type.

The Create Signature dialog will also appear in:

Place	How
Menu bar	Click Imposition > Add / Apply Signature > New.
Menu bar	Click Tools > Signature templates > New.
Sheet List View	Right click a selected sheet in the Preview pane > Apply / Add Signature > New. Select the Master if you want the signature to be applied to all sheets.
Sheet List View	Right click the Preview pane > Signature Properties > Templates > New.
Sheet List View	Right click the Sheet Details pane > Add / Apply Signature > New.
Sheet List View	Right click the Sheet Details pane > Signature Properties > Templates > New.
Sheet View	Right click > Add / Apply Signature > New.

4.2.1 Create a signature

Perform these steps to create a new signature.

1. In the Tools menu, select Signature Template.

2. The Signature Templates window appears, click New.
3. Enter the name of the new signature in the Create Signature window.

4. Indicate if you want to create a Latin or oriental signature.
5. Select the type of signature you prefer: Normal or Cameron. For more information on Cameron, see next page.
6. Enter the number of rows the signature can be printed in. (Only applicable for the Normal type).
7. Enter the number of columns the signature can be printed in.
8. Enter the number of sections (optional). (Only applicable for the Normal type).
9. Enter the number of webs (optional). (Only applicable for the Normal type)
10. Click Create. The New Signature window will open. Or click Cancel to exit the Create Signature window without making any changes.

Adjust the Signature window as explained above in the Edit unfinished pages chapter.

4.2.2 Add foldouts to a signature

1. Create a new signature as explained above.
2. In the Signature Properties window, right-click the page you want to add a foldout to and select Add.
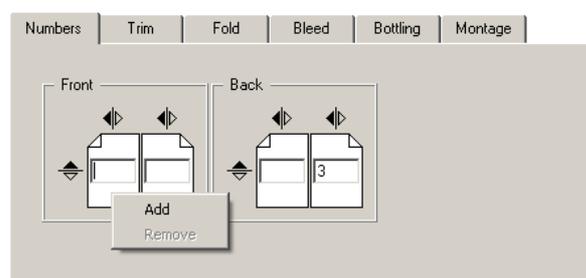
4.2.3 Cameron

A certain logic regarding the signature is inherent in the Cameron workflow. One signature can be applied for the entire book. The essence of this method is that, if you enter the page numbers of one

row and specify the number of pages to the book, you know exactly how the book will be composed. Select Cameron depending on the kind of folding machine.

Follow this procedure to create a new Cameron signature.

1. Go to the Tools menu and select Signature Templates.
2. In the Signature Templates window, click Add. The Create Signature window will pop up.
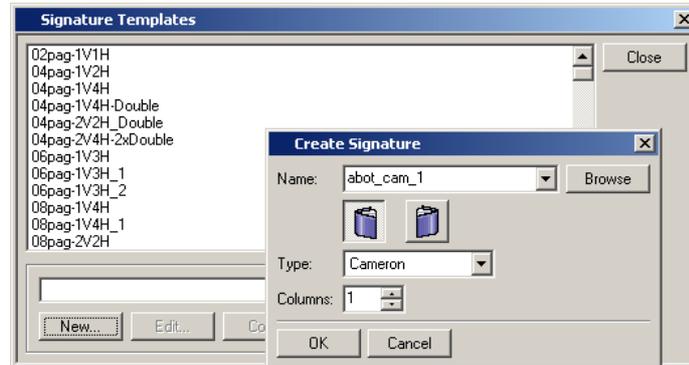
3. In the Create Signature window:
    • Enter the signature's name.
    • Select Cameron.
    • Enter the number of columns.
4. Click Create or Cancel to exit the Create Signature window.

Create a new imposition, using the Cameron signature as follows:

1. Select New in the File menu to open the New Imposition window.
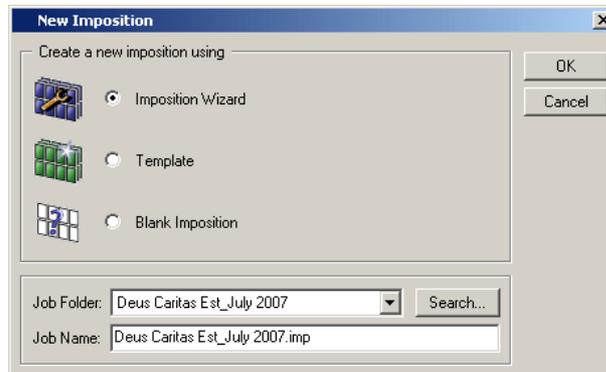
2. Select Imposition Wizard.
3. Select a Job Folder in which you want to store the imposition.
4. Enter a Job Name.

> **Note:**
>
> When you select a Job Folder, without specifying a Job Name, the name of the Job Folder will be taken as Job Name.

5. Click OK.

   Select the newly created signature in the first step of the Imposition Wizard. For more information on the Imposition Wizard, see the chapter:Use the Imposition Wizard.

6. Specify the number of pages in the Page Count input box.
7. Click Next to proceed with the remaining steps of the Imposition Wizard or Finish to see the result immediately.

4.3 Replace a signature

You can replace a signature on one sheet, but also on several sheet at the same time. Both procedures are explained below.
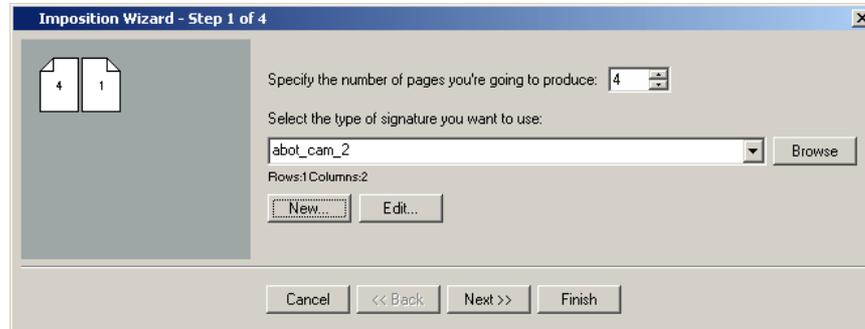
A. Perform these steps to replace the signature on one sheet.
1. Select a sheet (in the Sheet List View mode) or a signature (in the Sheet View mode).
2. • Click right and select Signature Properties > On this… from the pop-up menu or:
   • Select Properties > Signature > On this… from the Imposition menu.
3. Click the Template tab sheet, which indicates the signature that is currently applied to the sheet.
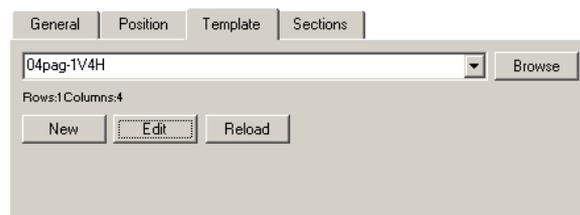
4. Select a different signature from the dropdown list or create a new signature as explained in the Create a signature chapter.
5. Click Apply, followed by OK or click Cancel to exit the Signature Properties window without making any changes.

B. Perform these steps to replace the signature on several / all sheets.
1. In the Sheet List View mode select the sheets to which you want to apply a different signature. If you want to apply the signature to all sheets of the job, select the Master.
2. Steps 2 to 5 are identical to the procedure for replacing a signature on one sheet.

4.4 Reposition a signature

Note:

Each signature is by default positioned in the center of the sheet.

There are three possible ways of modifying the position of a signature:

1. Numerically

2. Manually

3. Move tool

4.4.1 Numerically

Perform the following steps for numerical repositioning:

1. Select the signature.

2. • Click right and select Signature Properties from the pop-up menu.

   • Select Properties > Signature from the Imposition menu.

3. Select the level on which you want to modify the properties.

   The Signature Properties window will appear.

4. In the Position tab, select the appropriate anchor point, which will function as reference point.
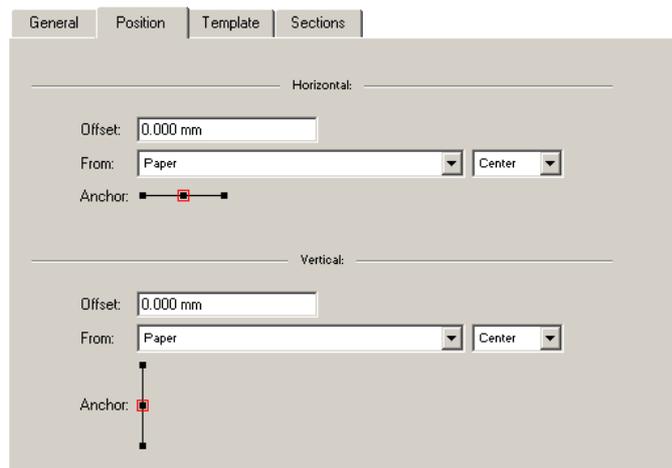
5. Enter the desired horizontal or vertical offset in relation to the element selected in the From lists.

6. Click Apply, followed by OK or click Cancel to exit the Signature Properties window without making any changes.

4.4.2 Manually

In the Sheet View mode, select the signature and drag it to the correct position. If you modified the signature on the front of the sheet, the back will equally be adapted and vice versa.

4.4.3 Move tool

With the Move tool:
1. Select the signature.
2. Click right or go to the Edit menu.
3. Select Move from the list.
4. Enter a horizontal and/or vertical offset.
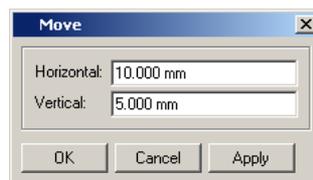
5. Click Apply, followed by OK or click Cancel to exit the Move window without making any changes.

4.5 Link signatures

FastImpose allows you to position signatures in relation to each other. This means that they are linked, which will cause the dependent signature to move along when the position of the reference signature is changed (but not vice versa).

Perform the following steps to link signatures:
1. Select the signature you want to link or make dependent (signature 2).
2. Click right and select Signature Properties > Of this sheet from the pop-up menu.
3. Go to the Position tab.
4. In the From object list, select Signature.
5. Position signature 2 in relation to the front or back of signature 1.
6. Position signature 2 in relation to the left, center, or right (for horizontal positioning) or top, center, or bottom (for vertical positioning) of signature 1.

Caution:

If you reposition the reference signature and one of the borders of the dependent signature coincides with the plate or paper margin or center, the properties in the From box of the Position tab will automatically be adapted. If you want to keep the original references, hold down the ALT key while moving.

4.6 Rotate a signature

> **Note:**
>
> The signature is by default positioned in the center of the sheet with a rotation angle of 0°.

To modify the rotation of a signature:

1. In the Sheet List View mode, select the sheet(s) whose signature(s) you want to rotate.

2. • Click right and select Signature Properties from the pop-up menu.

   • Select Properties > Signature from the Imposition menu.

   The Signature window will open.

3. Go to the General tab and indicate the appropriate rotation.
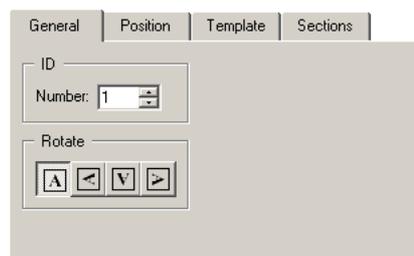
4.7 Add or Remove a signature

In this chapter we explain how to add extra signatures to a sheet and how to remove them. This is where multisignature joins in. Multisignature makes it possible to apply several, different signatures to one sheet. This means that the signatures you add do not have to be identical to the signatures that were added previously.

4.7.1 Remove a signature from a sheet

Left-click the signature to select it. You can remove it by:

• clicking the ✕ icon in the Standard toolbar.

• selecting Clear from the Edit menu.

• right-clicking and selecting Delete from the pop-up menu.

Caution:

Deleting a signature cannot be undone!

4.7.2 Add Signature

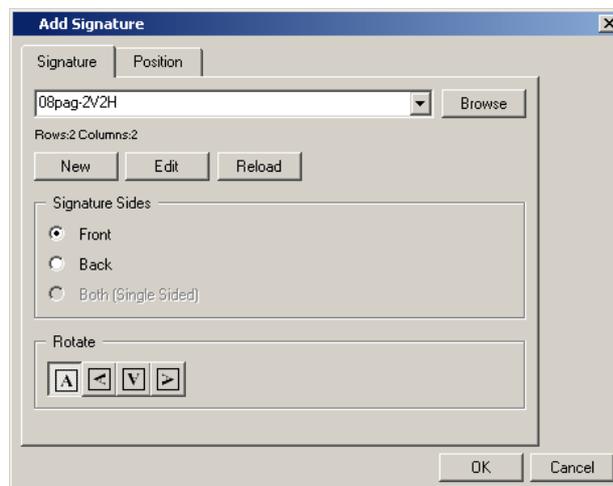The Add Signature option implies that it is possible to create an imposition job of which the sheets contain different signatures. This principle is called multisignature.

The Add Signature dialog contains two tab sheets: Signature and Position.

- Template: Click the Browse button to go to the correct templates location or select a template from the dropdown list.Templates from the dropdown list are those that are in the templates folder specified in the Configuration dialog.
- New: Hit the New button to create a new signature.
- Edit: Hit Edit to make adaptations to an existing signature.
- Reload: Even after having modified a signature, it remains possible to return to the signature's original features and values that are stored on the hard disk of your computer. Click the Reload button.
- Signature sides
    - Front: the front of the signature is displayed on the front of the sheet.
    - Back: the front of the signature is displayed on the back of the sheet.
    - Both (single sided): both sides of the signature are displayed on the front of the sheet.

Note:

Selecting 'Both' implies that you cannot allocate extra signatures to the back of the sheet. Once you enabled the option 'Both', no signatures with the option 'Front' or 'Back' can be added to the sheet. Conversely, it is also impossible to add a signature with the option 'Both' to a sheet that already contains a signature for which the 'Front' or 'Back' option is enabled.

> **Note:**
>
> Selecting 'Both' is only possible when the Sheet Properties are set to Single Sided or Flatwork.

• Rotate: allows you to rotate an incoming page that has not been oriented correctly.

The Position tab offers you the possibility to position the signature in relation to the object selected from the dropdown list.
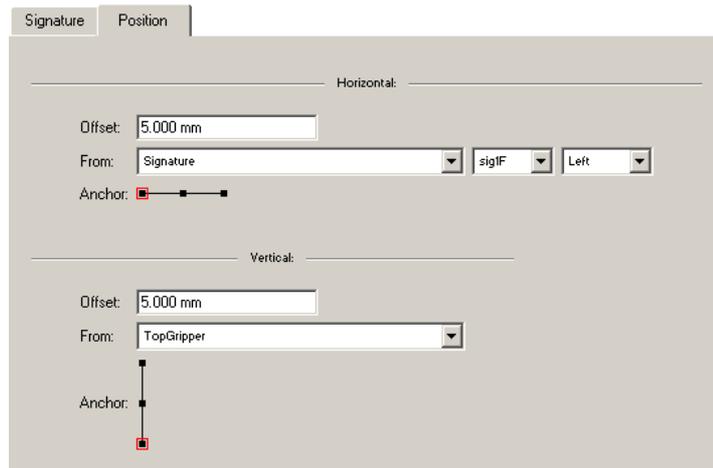
• Position: allows you to shift the page in relation to the object selected.

    For horizontal positioning, choose between Plate, Plate Margin, Paper, or Signature and select Center, Left, or Right from the second dropdown list.

    For vertical positioning, four extra options are added to the above list; BottomGripper, BottomGripper Margin, TopGripper, TopGripper Margin.

• Anchor: Indicate which point of the object will function as reference point for the items selected from the From lists.

The Add Signature dialog will also appear in:

Place	How
Wizard	Step 1 of the Imposition Wizard.
Menu bar	Click Imposition > Add Signature.
Sheet List View	Right click a selected sheet or the Master (if you want to apply the new signature to all sheets) in the Preview pane > Add Signature.
Sheet List View	Right click the sheet in the Sheet Details pane > Add Signature.
Sheet View	Right click a sheet > Add Signature.

In the Sheet List View mode

Preview pane vs. Sheet Details pane

There are two ways of adding a signature via the Preview pane:

1. Right click the:

    • Master if you want to add the signature to all sheets or print groups of the imposition.

- Print group on which you want to add an extra signature.

- Sheet on which you want to add an extra signature.

and select Add Signature from the pop-up menu.

2. Select the Master, print group or sheet and select Add Signature from the Imposition menu.

There are three ways of adding a signature via the Sheet Details pane:

1. Right click the sheet or print group and select Add Signature from the pop-up menu. The signature will only be added to the selected sheet or print group.

2. Select a sheet or print group and select Add Signature from the Imposition menu.

3. a. Select the signature.

   b. Select Copy from the Edit menu (or press Ctrl+c).

   c. In the Preview pane, select the sheet (or Master or print group) where you want to paste the signature.

   d. Right click the Sheet Details pane and select Paste (or press Ctrl+v).

In the Sheet View mode

There are three ways to add a signature in the Sheet View mode:

1. Right click the sheet and select Add Signature from the pop-up menu.

2. Select Add Signature from the Imposition menu.

3. a. Select the signature that is currently positioned on the sheet.

   b. Select Copy from the Edit menu (or press Ctrl+c).

   c. Select Paste from the Edit menu (or press Ctrl+v).

Add Signature Options

When you add a new signature to an empty sheet, you can select various options in the Add signature window:

The Add Signature dialog consists of two tab sheets:

- Signature

- Position

4.7.3 Move pages on a sheet

Please refer to the chapter: Reposition a signature.

Note:

When you move a page for which you enabled the option 'Both', the other pages take their new position, symmetrical to the center line.

4.7.4 Work & Turn

If you created a single sided sheet, and selected the Turn option in the Sheet Properties window, the sheet will be printed, using the Turn layout.

Note:

In FastImpose v1.0 you had to create a new signature and distribute page numbers for the front, leaving the back empty.Since FastImpose v2.0 you can use any signature template to create single sided impositions. The way the front and back are positioned on the sheet will be influenced by the turn or tumble option selected in the Sheet Properties window. Page numbers for front and back will be adjusted automatically.

Let's assume you created an imposition, consisting of 64 pages; 4 sheets with a 16-page signature. After finishing the Wizard, you may wish to turn the last sheet into a single sided sheet, containing a 8-page signature, as your job consists of only 56 pages in total.This is what you see in the Sheet Preview pane when the last sheet is selected.
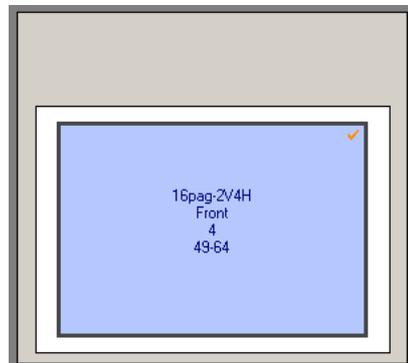
Follow the steps below to modify the signature and sheet properties and come to the desired result.

1. Select the sheet, click right and select Apply signature from the pop-up menu.

2. Select the correct signature from the list, and click OK.

3. Select the sheet a second time to consult its Sheet Properties.

4. Change the work style to single sided.

5. Select the Work and Turn button in the Backing up field.

The result will be a single sided sheet, containing a new signature of which front and back are positioned next to each other, according to the Work and Turn method of backing up.
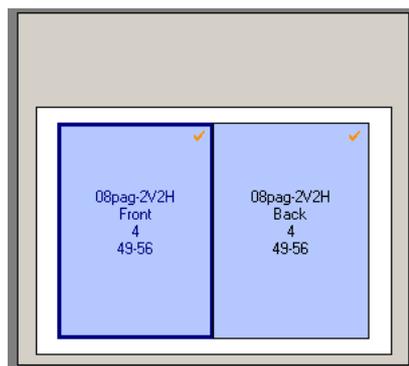
4.7.5 Work & Tumble

If you created a single sided sheet, and selected the Tumble option in the Sheet Properties window, the sheet will be printed, using the Tumble layout.

Note:

In FastImpose v1.0 you had to create a new signature and distribute page numbers for the front, leaving the back empty.Since FastImpose v2.0 you can use any signature template to create single sided impositions. The way the front and back are positioned on the sheet will be influenced by the turn or tumble option selected in the Sheet Properties window. Page numbers for front and back will be adjusted automatically.

For an example, see Work & Turn

This is what you see in the Sheet Preview pane when the last sheet is selected.
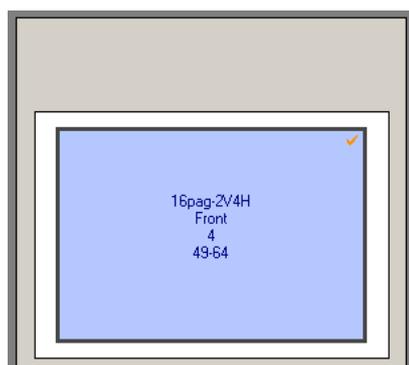

The result will be a single sided sheet, containing a new signature of which front and back are positioned foot to foot, according to the Work and Tumble method of backing up.
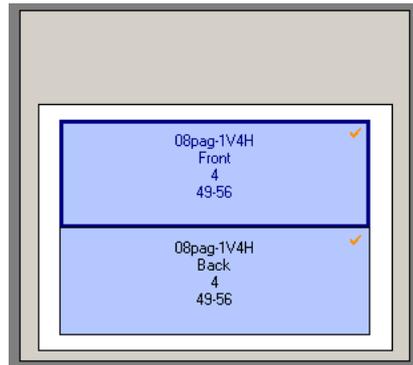
4.8 Modify Signature Properties

Perform these steps to change the properties of a signature.

1. Select the signature you want to modify and click right.

2. In the pop-up menu, select Signature Properties > On this…. The Signature Properties window will appear:
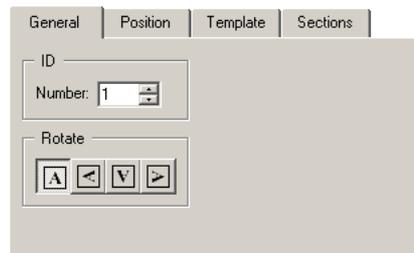
3. Modify the settings in the different tab sheets if necessary.

4. Click Apply, followed by OK or click Cancel to exit the Signature Properties window without making any changes.

The changes you make to a signature are only made on sheet level. The signature template from which this signature was created has not been modified. If you want the changes to be saved in the signature template, then click right the signature and select Save as signature template from the pop-up menu.

Note:

If you modify the signature properties on local level, an icon will appear in the Preview pane of the Sheet List View mode ⊞. This icon indicates that the properties of the signature used on this sheet differ from the signature properties of the Master.

Note:

If you modify the signature properties of the Master, all other sheets which have not been changed locally will automatically take the new values. The sheet that had already been changed locally will keep their local values.

4.9 Use a personal montage definition

The Montage tab of the Signature Properties window offers you the possibility to use your own montage definition. A montage definition is a description of dimensions and is composed of a number of (personalized) parameters. You can use personalized parameters in the Montage Definition list after having entered their names and values in the parameters list.
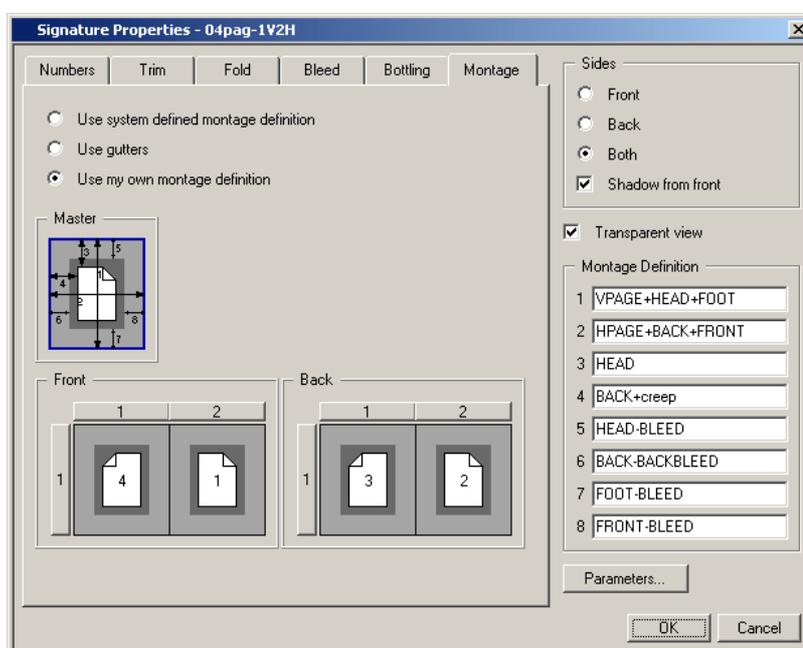
1. Click the Parameters button to enter the Parameters window. This window is designed to set your own parameters, but now you will only see the standard parameters.
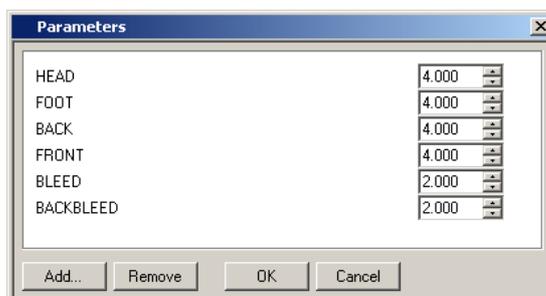
2. Click Add and enter a new parameter name.
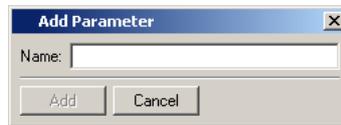
Perform this action as many times as you need parameters. You will see that the new parameters are added to the parameters list. Their values are still set to zero.

3. In the Parameters window, enter the correct values for the newly added parameters.

4. Click OK. You will now return to the Montage tab sheet.

5. Replace the default parameters in the Montage Definition with your own parameters.
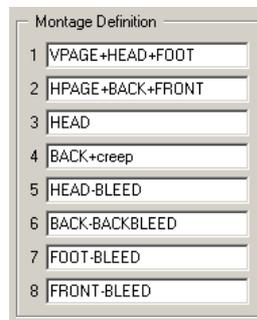
6. Go back to the Parameters window and delete the default parameters by selecting them and clicking the Remove button.

4.10 Use gutters

The gutter option in the Montage tab of the Signature Properties dialog allows you to specify gutter values. These changes will be reflected in the Unfinished Page Properties dialog.

1. Select the Use gutters button.

2. Specify the gutters of each page.

3. Click OK to apply the changes and close the dialog.
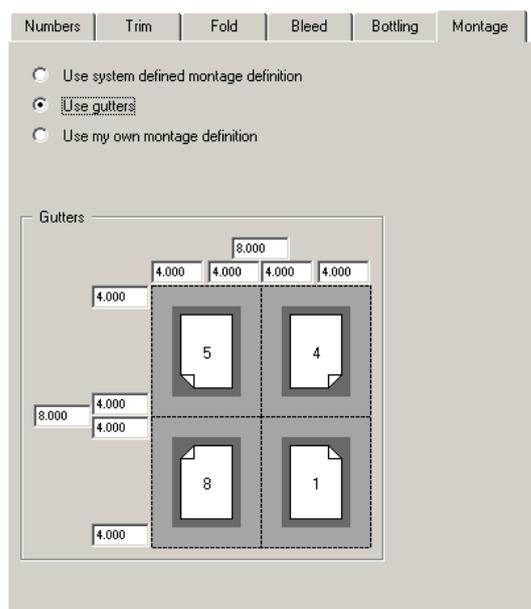
The gutter values can be consulted and modified via the Unfinished Page Properties dialog.
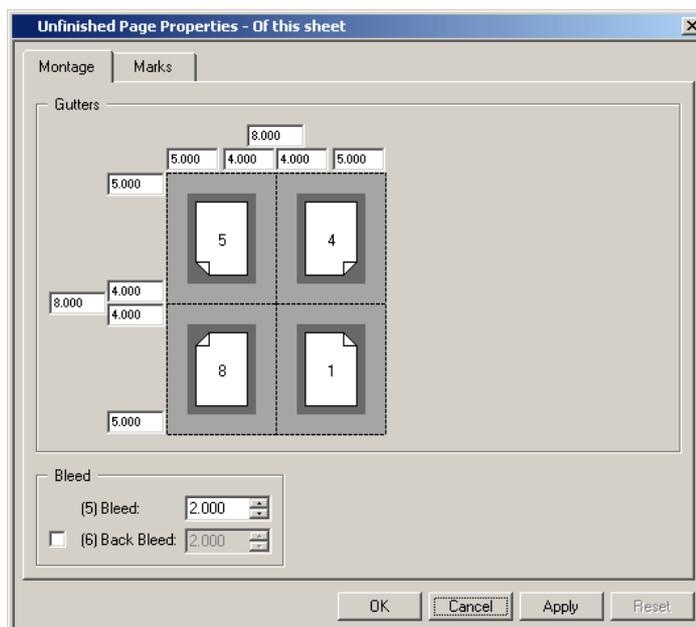
4.11 Stitching Position

Click the appropriate icon to indicate the stitching position.

Choose between:
- Latin, or bound on the left edge

- Oriental, or bound on the right edge
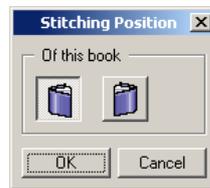
The Stitching Position dialog will also appear in:

Place	How
Menu bar	Click Imposition > Stitching Position.
	Note: This option is only applicable in Page List View mode.
Page List View	Right click the Page List > Of all books / Of this book.

5. Section related tasks

The most important item in this section is the principle of multisection, which makes it possible to use and create signatures that consist of multiple sections.

This chapter contains the following topics.

- Multisection
- Modify section numbers
- Shift sections

5.1 Multisection

FASTIMPOSE offers you the possibility to create an imposition job in which you use signatures that contain multiple sections. Before creating a similar imposition, there are a number of questions you have to ask yourself:

- How many sections do I want the signature to contain?
- How do I want the sections to be oriented? Heads facing each other, feet facing each other of heads facing feet?
- How do I want the assembly sections to be assigned to the signature? See production styles below.

5.1.1 Procedure

One way of creating a multisection imposition is using the imposition wizard, in which you select a mutisection signature from the list. You can, however, also easily create a new signature with multiple sections.

Via the Imposition Wizard

Follow this procedure to use a multisection signature.

1. Select File > New.

2. In the New Imposition window, enable Imposition Wizard toggle. Enter a Job Name and click OK.

3. In the first Window of the Imposition Wizard, select a signature with different sections from the list or create a new signature as explained above in the section Create a signature.

If you created a new signature, you will be asked to assign page numbers and adjust the orientation of the unfinished pages. After that, return to the Imposition Wizard.

4. Select the appropriate Production Style: Normal, Come-and-go, or Copy-copy (See Production styles).

5. Click Next to continue the Imposition Wizard.

A new multisection signature

Follow this procedure to create a multisection signature.

1. In the Tools menu, select Signature Template.

2. The Signature Templates window appears, click Add.

3. Enter the name of the new signature in the Create Signature window.
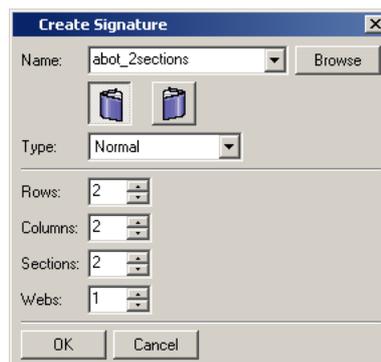
4. Select the appropriate stitching position: Latin or oriental.

5. Select the type of signature you prefer: Normal or Cameron. For more information on Cameron we refer to the Cameron chapter.

6. Enter the number of rows the signature can be printed in. (Only applicable for the Normal type).

7. Enter the number of columns the signature can be printed in.

8. Enter the number of sections (optional). (Only applicable for the Normal type).

9. Enter the number of webs (optional). (Only applicable for the Normal type)

10.Click Create. The New Signature window will open. Or click Cancel to exit the Create Signature window without making any changes.

5.1.2 Assign page numbers

In case you created a new signature, you will be asked to assign page numbers. Left-click the unfinished pages. The window that pops up is similar to the window described in the Edit unfinished pages chapter. The only difference is that this window has been divided into two panes; the upper pane indicating the section (e.g. A, B…), the lower pane the page numbers within the section (e.g. 1, 2…). Click the number you want to select and it will be added automatically.
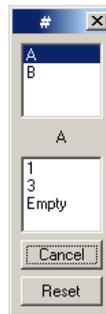
If there are no page numbers available and you still want to change the numbers of a certain page, follow the steps below.

1. Select the page of which you want to change the number.

2. Click left and hit the Reset button.

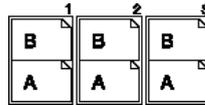3. Select a new page number from the list.

5.1.3 Production Styles

There are three possible ways of assigning different sections to a signature. The list below explains the differences between:
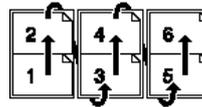
• Normal

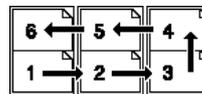• Come-and-go

• Copy-copy

We will explain the three production styles based on an example. Let's assume that we start from the following multisection job.

- If we opt for a Normal production style, the first and second section will appear next to each other. Per sheet, first section A will be assigned, then section B.

- With a Come-and-go production style, the first and last section appear next to each other. First all sections A will be assigned, followed by all sections B.

Esko FastImpose also supports 'Asymmetric Come-and-Go'.

The difference between symmetric and asymmetric come-and-go:

- Symmetric Come-and-Go: on the last sheet, all signature sections could have the same section number (only one book is used).
- Asymmetric Come-and-Go: the last two sheets are different (using the second auxiliary book).

- With Copy-copy, per sheet one section will be assigned x times, with x indicating the number of sections created. This implies that you need as many sheets as there are sections.

5.1.4 Asymmetric Come-and-Go

- General
- 6 sections: regular come and go
- 5 sections: symmetric come and go
- 4 sections: asymmetric come and go

General

Asymmetric Imposition is a variant of the "Coming and Going" production style often used in black/white book printing. There are now two new semi-automatic types of "Coming And Going" production styles in Imposition Wizard.

- Symmetric Come-and-Go: on the last sheet, all signature sections could have the same section number (only one book is used).

- Asymmetric Come-and-Go: the last two sheets are different (using the second auxiliary book).

Symmetric Imposition. Examples : (format: <sheet num.> <sig.section>: <book section num.>)

1A:11B:32A: 2 2 B: 2

Asymmetric Imposition. - Example (format: <sheet num.> <sig.section>: <book section num.>/ <book num.>

1 A: 1/1 1 B: 4/1 2 A: 2/1 2 B: 3/2 3 A: 3/1 3 B: 2/2

How to use new Imposition Wizard functionality:

1. Start the Imposition Wizard, select signature with 2 or more sections and the "Come And Go" production style. A new dropdown list labeled "Specify number of sections:" appears.

   - If the number of sheets (print groups) equals 1, you can select one of two options from the list.

   - If there are more sheets (print groups), three choices are available. The numbers in the dropdown list represent the total number of sections in the book when using the corresponding "Come And Go" type.

   - The first (biggest number) represents the original "Come And Go" type (supported in older versions). The second is Symmetric Coming & Going and the last (not visible with only 1 sheet) is Asymmetric Coming & Going.
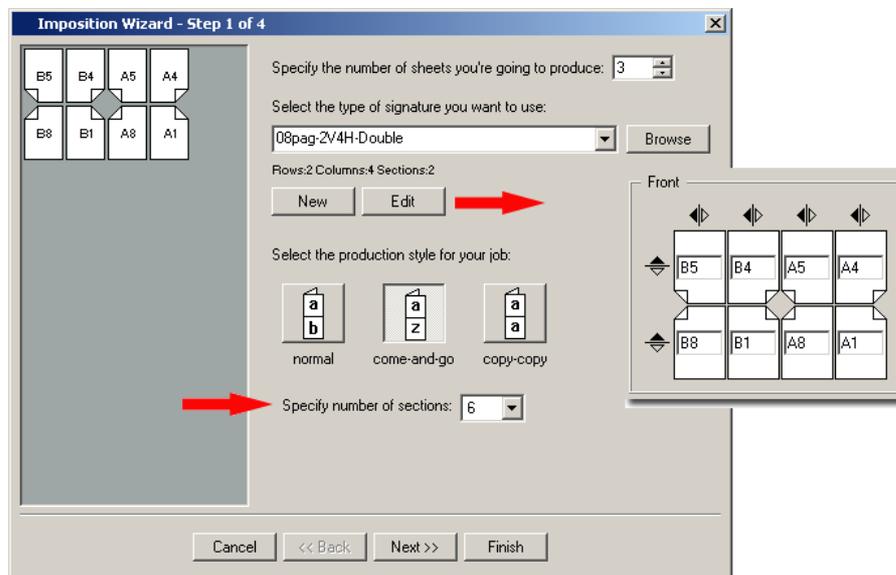
6 sections: regular come and go

When you specify 6 sections, you opt for a normal 'come and go'.

The sections will be numbered as follows:
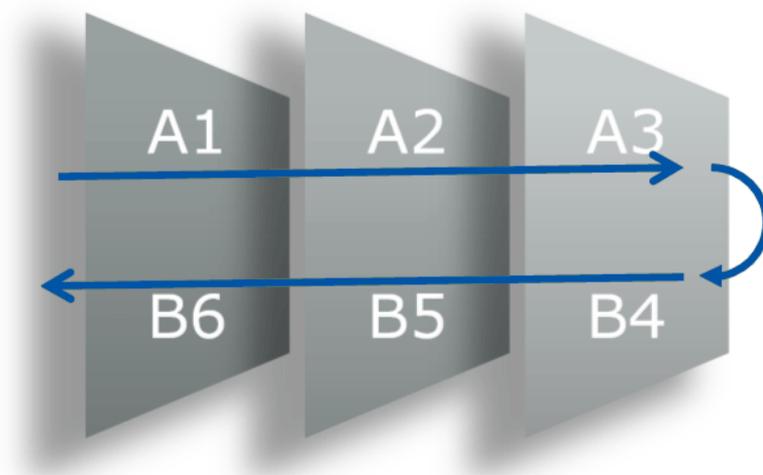
In this case, no renumbering is required as the number of book sections is 3 sheets * 2 signature sections = 6.

5 sections: symmetric come and go

If you specify 5 sections, you choose for symmetric come and go. The sections will be distributed as follows:

The sections will be numbered as follows:
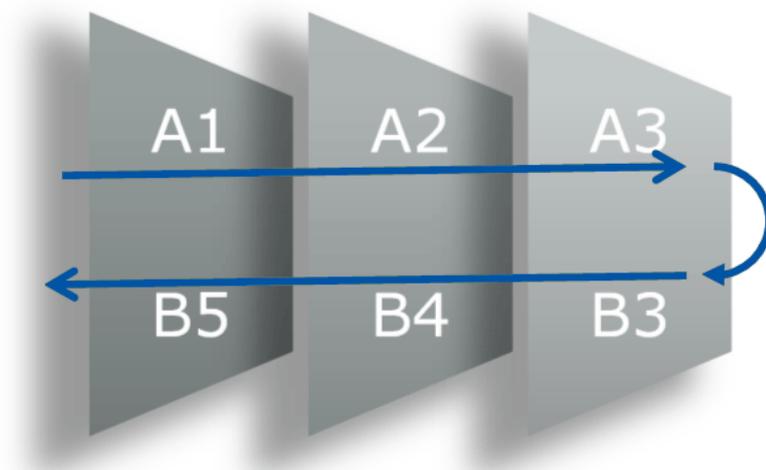
The number of book sections in this example is 3 sheets * 2 signature sections – 1 = 5. As two sections are given the same number, 1 section should be deducted of the overall number.

4 sections

If you specify 4 sections, you choose for asymmetric come and go. After finishing the wizard, two linked books are created. Linked books have the advantage that you can transparently work on master level and that all relevant changes are propaged the auxiliary second book, which is linked to the master. Please refer to the chapter on linked books for more information. The sections will be distributed as follows:
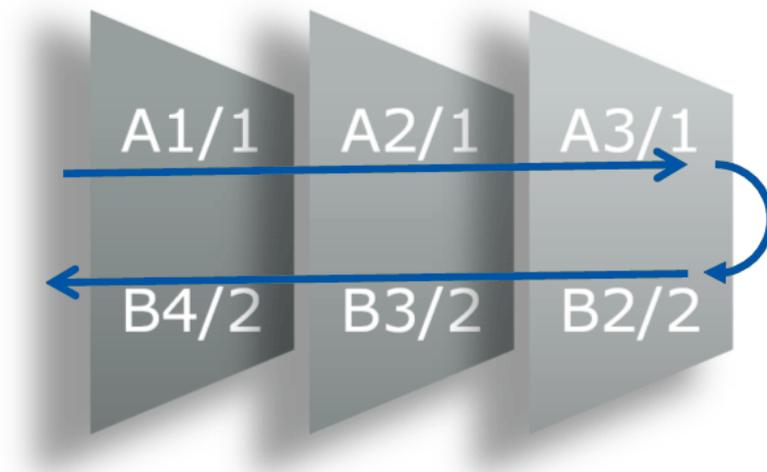
> **Note:**
>
> The default assembly type for Asymmetric Coming and Going is perfect bound.

5.1.5 Combining Production Style with Orientation

Since there are three possible ways to orientate sections (head – foot, head – head and foot – foot) and three different production styles (Normal, Come-and-go and Copy-copy) we can generate nine different combinations. What combination to choose greatly depends on the machinery you have at your disposal. Not all combinations will have a suitable outcome. The two combinations that generate the most logic workflow are:

- Head-Foot in combination with Copy-copy. After printing and folding, the sheets will immediately be assembled in the right order so that the sections follow each other. After assembling you only have to separate sections A from sections B.
- Head-Head in combination with Come-and-go. After folding, the sheets will be assembled so that all sections A follow each other and sections B also follow each other. You will only have to separate the sections, drop all sections B behind sections A, and rotate them.

5.2 Modify section numbers

Three workflows are possible to redistribute sections:

1. via Signature Properties
2. via Assign Sections
3. via Section Numbers

5.2.1 Via Signature Properties

The Sections tab of the Signature Properties window allows you to change section numbers.
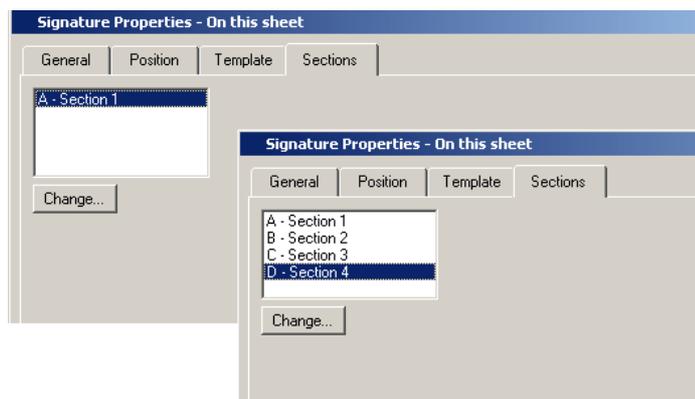
1. Select the section that you want to change.

2. Hit the Change button. The Assign Section window will appear. The section selected in the Sections tab is now indicated in blue:
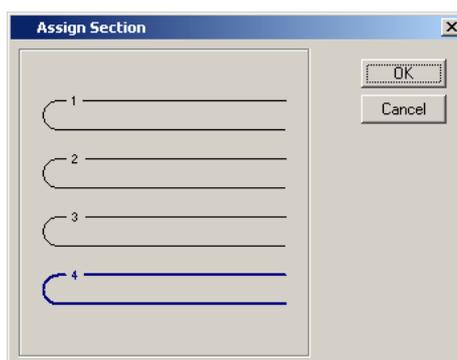
3. Select the section by which you want to replace it. The newly assigned section appears in blue.

4. Click OK to apply, or Cancel to exit the Assign Section window without making any changes.

Caution:

Make sure that you don't assign one section number to two signatures with a different number of pages. If so, a red cross will appear in Assembly Details pane of the Sheet List View mode next to the sheet that has not been assigned. To avoid this: select all sheets in the Preview pane, click right and select Section Numbers from the pop-up menu. In the Sections window you immediately see which sections have been assigned twice, and which have not been assigned yet.
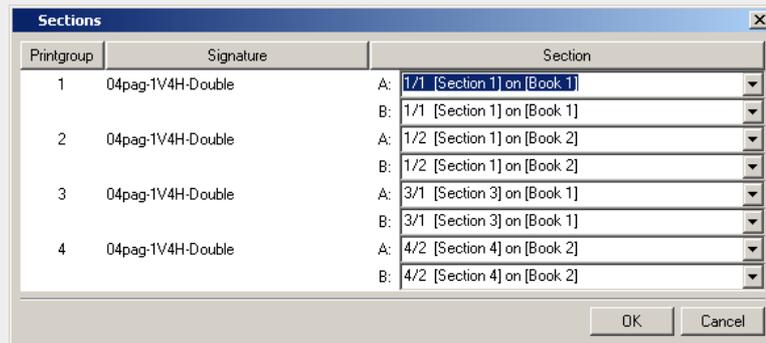
5.2.2 Via Assign Sections

The method of changing sections via the Assign Sections window is very simple:

1. Select a sheet or print group in the Sheet Details pane (Sheet List View).

2. Click right and select Assign Sections from the list.

3. The Assign Sections window pops up, indicating the selected section in blue.

4. Select a new section, which will turn blue.

5. Click OK.

Caution:

Make sure that you don't assign one section number to two signatures with a different number of pages. If so, a red cross will appear in Assembly Details pane of the Sheet List View mode next to the sheet that has not been assigned. To avoid this: select all sheets in the Preview pane, click right and select Section Numbers from the pop-up menu. In the Sections window you immediately see which sections have been assigned twice, and which have not been assigned yet.
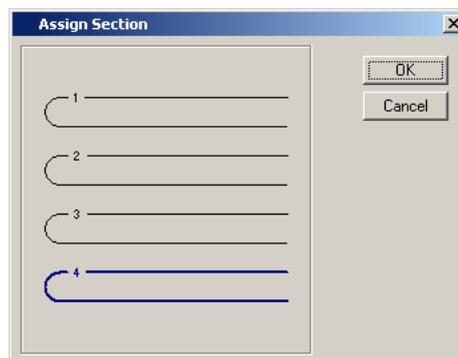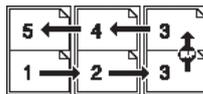
5.2.3 Via Section Numbers

An example will help us to explain why the number of sections that FASTIMPOSE generates is sometimes incorrect and how we can change it.Let's assume we want to make an 80-page job, using a 32-page signature containing two sections. This job will require three sheets. But for creating an 80-page job we only need five sections, and not six. Suppose we'd like to use the come-and-go method, and decide that the third sheet should contain the third section twice, we will encounter problems since FASTIMPOSE automatically generates six sections.

Perform the steps below to distribute the sections in the correct way.

1. In the Preview pane of the Sheet List View mode select all sheets.

2. Right-click and select Section Numbers from the pop-up menu.

3. Adjust the section numbers in the Section fields.You can either select the appropriate section number from the dropdown list, or enter the value manually. In case of a simple imposition, entering the section number will be sufficient. In a multibook imposition, the section number should be followed by the book number, e.g. 3/2, 5/1. If the book number is not mentioned, the section will automatically be assigned to the first book.Should you enter an invalid section number, it will be indicated in the Section column. Clicking OK will generate a warning in the Info dialog saying "Wrong section number, must be given as secnum/booknum."

Tip:

Use the Enter key to go to the following section.
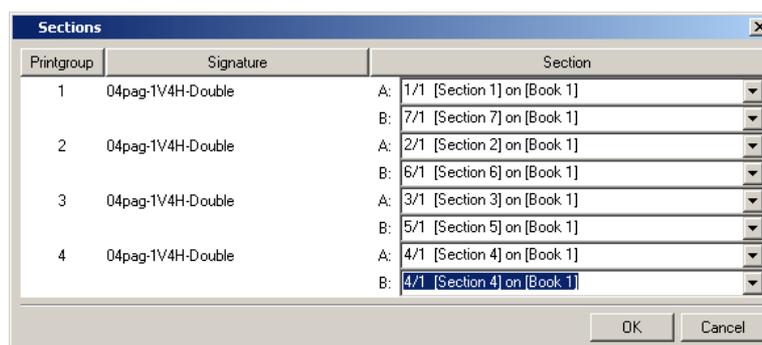
5.3 Shift sections

You can use the <collatingindex> SmartName to shift sections in your imposition.

When to use this feature?

Use this when you already have certain sections prepared in other impositions. For example, if you have the cover (section 1) and another section (section 4) already imposed in another imposition file, you will only want to include sections 2, 3, 5, and 6 in the file you are now working on. To make this visible, you will assign these section new section IDs.

Also, in this scenario, you will want to make sure that the collating marks on the sections are shifted to reflect their proper position in your final imposition. In other words, the collating index must match the section ID.Normally, the first section in your FastImpose file receives the "section 1" collating mark (at the top of the sheet and with the text "1"). However, because we already have first section imposed elsewhere, we will have to shift the collating mark for the first section in the imposition to the second position, as shown below:
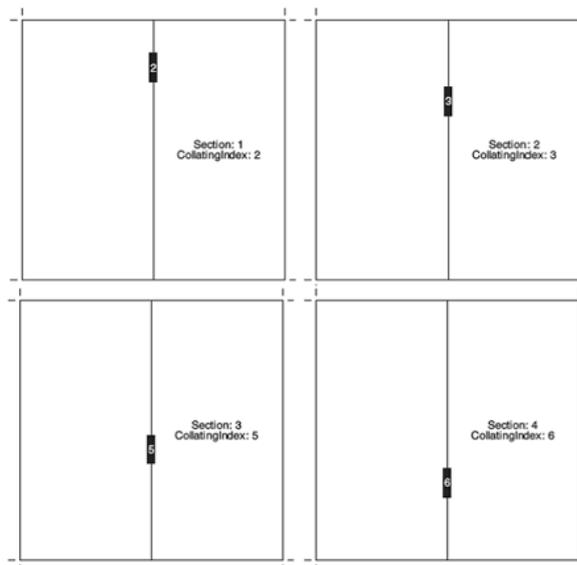
To shift sections, you have to:

- Assign the correct section IDs to the sections that need to be shifted, and

- Modify the collating mark properties to use the collating index SmartName.

5.3.1 Change the section ID

As a first step towards shifting sections, you have to assign the correct section ID (in this case, the new section number) to the sections in your document:

1. Double-click the section you want to change in the Assembly Details pane. Alternatively, you can use the Assembly dialog.

2. Type the new section number in the SectionID field.

3. Repeat step 2 until you have renumbered all the sections in the imposition.

5.3.2 Change collating mark properties to use the collating index

To make sure the collating marks respect the section IDs, you must edit the collating mark properties:

1. Open the Standard Collating Mark Properties dialog. For instructions, see Modify Assembly Mark Properties.

2. On the Position tab, select the Stepping by <collatingindex> option in the Position and Pattern area.
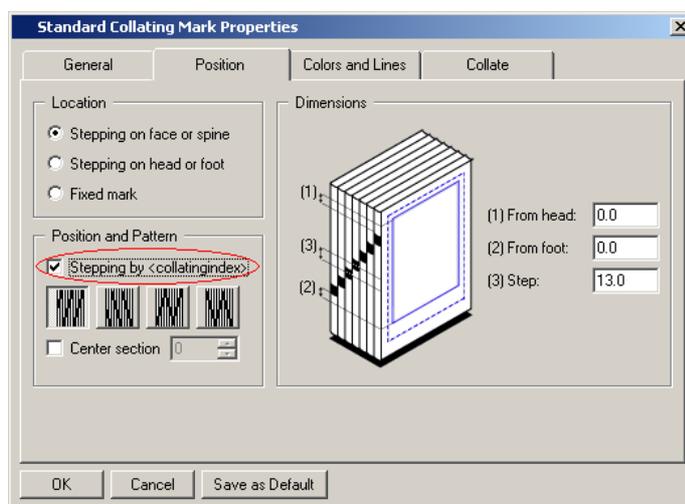
3. Click OK.

If you look at the imposition in Sheet View mode, you ill see that the collating marks now respect your desired section numbers.

Section: 1
CollatingIndex: 2

Section: 2
CollatingIndex: 3

Section: 3
CollatingIndex: 5

Section: 4
CollatingIndex: 6

6. Sheet related tasks

In this chapter you will find how to adjust the layout of your imposition on sheet level.

This chapter contains the following topics.
- View sheets in detail: Sheet View mode
- Add and Remove sheets
- Insert sheets
- Copy and Paste sheets
- Rename sheets
- Modify the sheet layout
- Modify Sheet properties

6.1 Sheet View Mode

This view mode is referred to as Sheet View Mode because it shows one side of a press sheet. To access the mode, click 🔳.

Parts
1. Marks bar: The Marks Bar is located on the right of the Standard bar. It allows you to position various marks on the press sheet.
2. Plate: The light grey area represents the plate.
3. Paper: The white are represents the paper.
4. Pages: Pages are best visible in cross or contour view mode, where they are visualized as a blue rectangle.For more information we refer to the Display mode chapter.
5. Marks: All marks (trim, fold, bleed, plate, page, and assembly marks) are best visible in contour view mode. For more information we refer to the Plate Marks toolbar or Page Marks toolbar.

6. Gripper Margin: The space between the thin horizontal line and the edge of the paper is the gripper margin.

7. Interactive bar: You can find the Interactive Bar on the left of the screen. It provides access to interactive tools like densitometer, measure and zoom tool.

6.2 Add or Remove sheets

To add sheets, follow the instructions below.

1. In the Sheet List View mode, select a sheet.

2. You can either:

   a. add a blank sheet, or

      • Click right and select Add Sheet from the pop-up menu to add a blank sheet.

      • Select Add sheet from the Imposition menu.
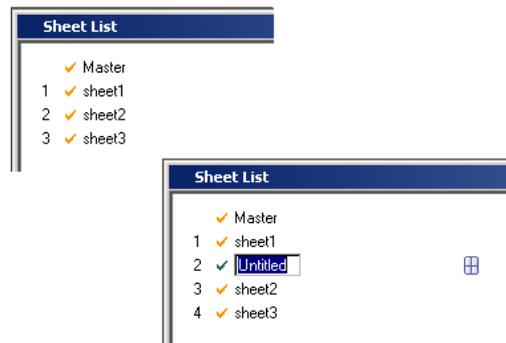
   b. add a sheet as a copy of an existing sheet.

   For more information we refer to the Copy and Paste sheets chapter.

3. If you chose to use the Copy tool, paste the sheet as explained in the Copy and Paste sheets chapter .

To remove sheets, follow the instructions below.

1. In the Sheet List View mode, select the sheet(s) you want to remove.

2. • Click right and select Delete.

   • Select Clear from the Edit menu.

   • Hit the Delete icon ✗ in the Standard toolbar.

6.3 Insert Sheet(s)

The Insert Sheet(s) option allows you to import sheets from imposition templates or other imposition jobs into the new imposition. Simply browse to the correct imposition and select the sheets that need to be imported from the list.
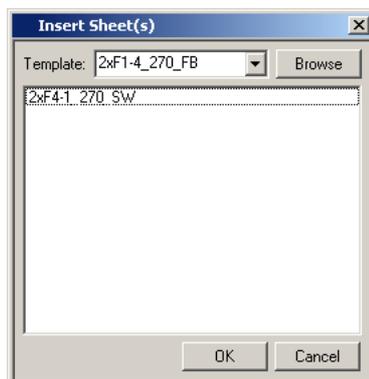
Caution:

If the signature on the sheet you want to insert differs from the signature used in the new imposition, then make sure that the signature on the sheet to be inserted is labelled as a local exception in the 'old' imposition. If this is not the case, the inserted sheet will assume the properties of the (new) master.

The Insert Sheet(s) dialog will appear in:

Place	How
Menu bar	Click Imposition > Insert Sheet(s).

6.4 Copy and Paste sheets

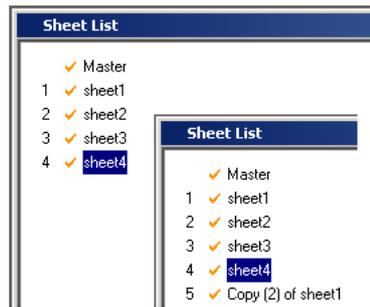Follow the instructions below to copy or paste sheets in the Preview pane of the Sheet List View mode.

1. Select the sheet that you want to copy.

2. • Select Copy from the Edit menu.

    • Hit the Copy icon 📋 in the Standard toolbar.

    • Use the keyboard shortcut Ctrl+c.

    • Click right and select Copy from the pop-up menu.

3. Select the sheet after which you want paste the copied sheet.

4. • Click right and select Paste from the pop-up menu.

   • Select Paste from the Edit menu.

   • Hit the Paste icon 📋 in the Standard toolbar.

   • Use the keyboard shortcut Ctrl+v.

   The copied sheet pops up after the selected sheet.

6.5 Rename sheets

When creating an imposition a list of sheets or print groups appears in the Sheet List View mode. You can, at all times, rename this enumeration of sheets.Follow the steps below.

1. Select the sheet that you want to rename.

2. • Click left twice, but do not double click.

   • Click right and select Rename from the pop-up menu.

   The current sheet name will appear in an input box. You are now able to give the sheet a more specific name.
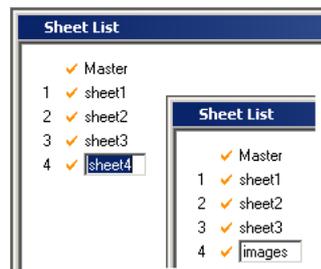
3. Click outside the box to apply the changes.

Note:

The Master sheet or print group cannot be renamed.

6.6 Modify the sheet layout

This section explains how to modify the layout of the sheet: moving pages and marks, moving signatures, copying and pasting pages and marks, and so on.

6.6.1 Select and deselect design objects

For more information on (de)selecting design objects we refer to the chapter Select or deselect an object.

6.6.2 Manipulate objects

This is an enumeration of what actions you can perform when manipulating objects.

- Move objects to another position:Select the objects you want to move. Place the cursor on one of the selected objects. Click, hold, and drag the mouse to the desired location. Release the mouse button. The selected objects will move to the new position.

  Note:

  When the selected objects are part of a signature, the whole signature moves.

- Move objects horizontally or vertically:Select the objects you want to move. Click left and press the Shift key. Hold, and drag the object to the desired location. Release the mouse button. The selected objects will then move horizontally or vertically.

  Note:

  When the selected objects are part of a signature, the whole signature moves horizontally or vertically.

- Move objects over a specified distance:Select the objects you want to move. Open the Move window by:
  - Going to the Edit menu and select Move.
  - Right-clicking one of the objects and selecting Move from the pop-up menu.

  Enter the horizontal and vertical move distances in the window. Click OK, Apply, or Cancel.

- Cut or copy objects:Select the objects you want to cut or copy. Activate the cut or copy command in one of the following ways:
  - Go to the Edit menu and select Cut or Copy.
  - Use the keyboard shortcuts (Ctrl+x or Ctr+c).
  - In the Standard toolbar and hit the Cut or Copy icon.
  - Right-click an object and select Cut or Copy from the pop-up menu.

- Select an object, hold and press the Control button. Move the object. Release the mouse and Control button to copy the object.

> **Caution:**
>
> You can only cut unfinished pages if they do not contain a signature (manual mode).

- Paste objects:You can paste objects from the clipboard in four ways:

  - Go to the Edit menu and select Paste.

  - Use the keyboard shortcut (Ctrl+v).

  - Go to the Standard toolbar and select Paste.

  - Right-click the sheet. In the pop-up menu, select Paste.

- Apply signature:You can apply another signature to a sheet in two ways:

  - Go to the Imposition menu and select Apply Signature.

  - Right-click the sheet. In the pop-up menu, select Apply Signature.

6.7 Modify sheet properties

Follow these steps to change the properties of one sheet:

1. Right-click the sheet you want to modify.

2. In the pop-up menu, select Sheet Properties. The Sheet Properties window will appear.
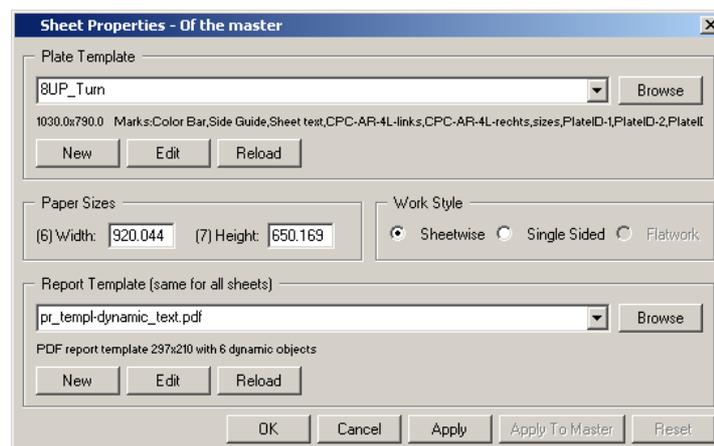
3. Modify the values in the Sheet Properties window.

4. Click Apply, followed by OK or click Cancel to exit the Sheet Properties window without making any changes.

Tip:

If you want to modify the properties of several sheets at the same time, select the sheets you want to modify in the Sheet List View mode. Right-click the selection and follow the procedure mentioned above, starting from step 2.

If you want to modify all sheets, select Select All from the Edit menu.

Note:

If you modify sheet properties on local level, an icon will appear in the Preview pane of the Sheet List View mode . This icon indicates that the properties of this specific sheet differ from those of the Master.

Note:

If you modify the sheet properties of the Master, all other sheets which have not yet been changed locally will automatically take the new values. Sheets that had already been changed locally will keep their local values.

7. Unfinished Page related tasks

In this chapter you will learn how to modify the properties of an unfinished page and how to add and remove foldouts.

This chapter contains the following topics:

- Add an Unfinished Page
- Modify Unfinished Page properties
- Apply bottling
- Add and Remove foldouts
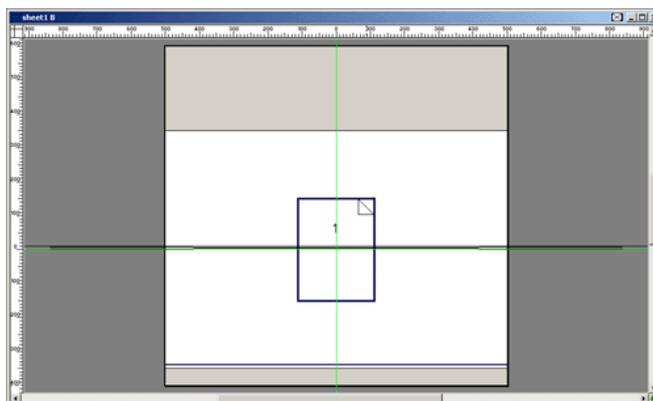
7.1 Add unfinished pages

Before we can do anything with a blank imposition job, we first have to create an unfinished page. An unfinished page is the area that covers the page and the margins, which will be trimmed during finishing.

This table explains how to add an unfinished page.

1. Select Sheet View from the View menu or click the Sheet View icon

   .

2. Select Add Unfinished Page from the Imposition menu or click right and select the option from the pop-up menu. A blank page will pop up at the center of your sheet.


3. Put the unfinished page in the correct position:

   - Select the page and drag it to its new position.
   - Select the page and select Move from the Edit menu.

7.2 Modify unfinished page properties

1. In the Sheet View mode, select one or several pages by clicking left (hold Shift to select several).

2. • Click right and select Unfinished Page Properties > On this... from the pop-up menu.

   • Select Properties > Unfinished Page > On this... from the Imposition menu.

The Unfinished Page Properties window will open. The number of tab sheets present can vary. Most of the time, the Unfinished Page Properties window will only contain two tab sheets: Montage and Marks. In some cases, however, two extra tab sheets, General and Bottling, will appear. This will be the case if you don't work with signatures, but started from a blank imposition and added pages manually.

• The Montage tab can have two different appearances:

   • If you decided to hold on to the system defined montage definition, the Montage tab will show an unfinished page with numbers indicating the parameters to specify and their values.

   • If you defined you own montage definition, then the Montage tab will show you the list of personal parameters and their values.
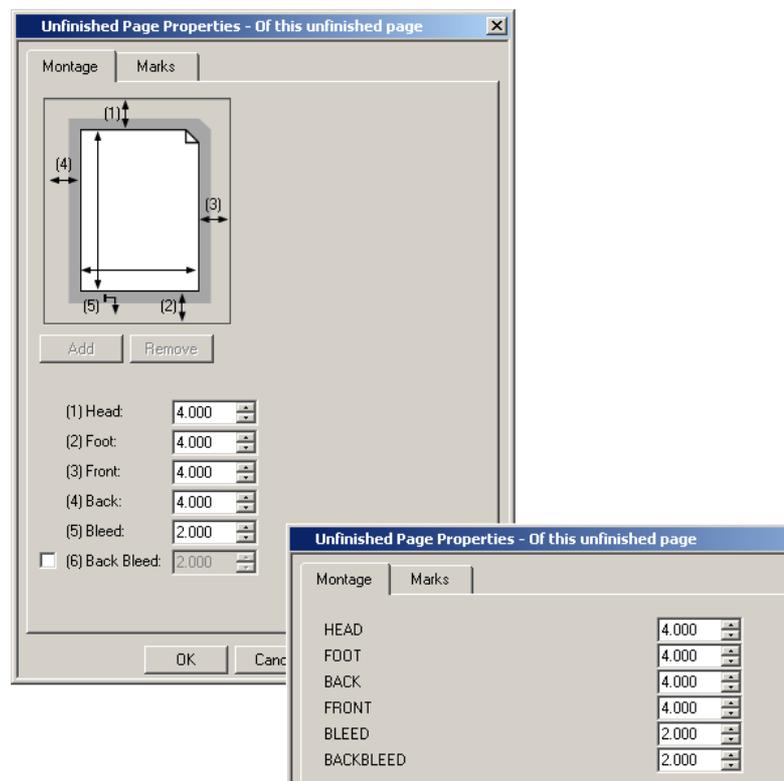

• In the General tab you can rotate the page, or move it over a certain distance by entering a horizontal and vertical offset.
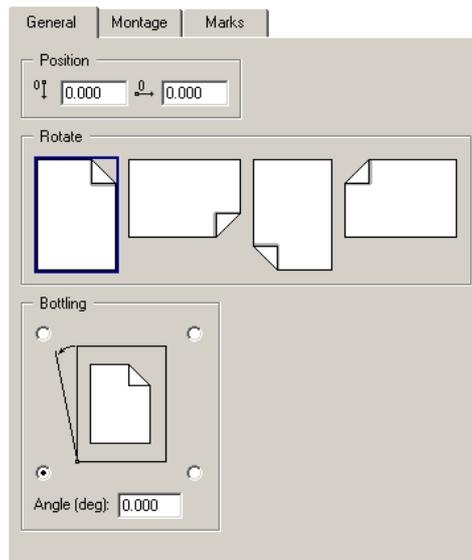
- In the Bottling tab you can click the corner where you want to apply bottling and enter the appropriate degree in the input box.
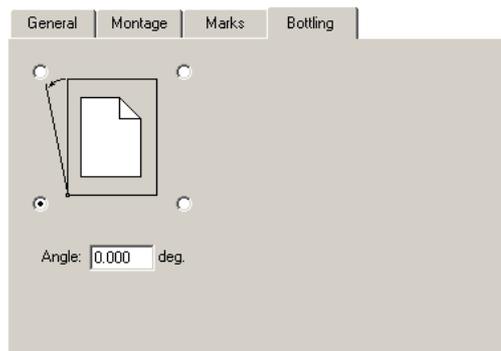
- The Marks tab can be limited or extended in functionality, depending on whether you add a signature or individual pages.

  - If you use signatures, you will only be able to specify the dimensions of the marks: length, width and offset.

  - If you add unfinished pages manually, you will also be able to decide what mark should appear. When a mark is white, it will not be printed. Click the mark if you want it to appear on the printout and it will turn black and vice versa.
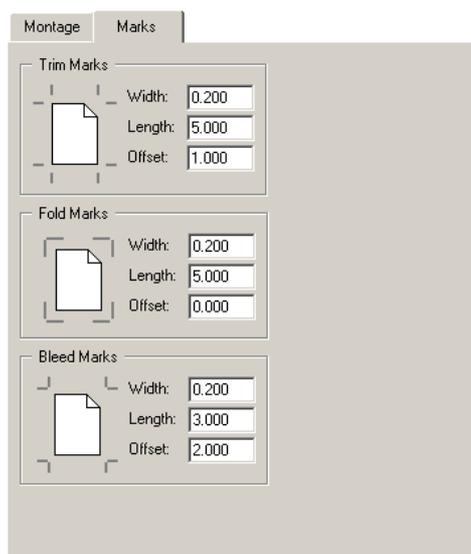
Note:

If you modify the unfinished page properties on local level, an icon will appear in the Preview pane of the Sheet List View mode 📄. This icon indicates that the properties of this specific page differ from those of the Master.

Note:

If you modify the properties of the Master, all underlying levels which have not yet been changed locally will automatically take the new values. Levels that had already been changed locally will keep their local values.

7.3 Apply bottling

The final degree of bottling that will be applied is the result of multiplying two factors. One is the bottling value, a parameter that is proportional to the paper thickness. The second value, entered in the Bottling tab of the Signature Properties window is proportional to the number of orthogonal folds (for all paper stocks). The product of these two values expresses the total amount of bottling.

- To determine the job-wide bottling value:

  1. Select Bottling from the Imposition menu.

  2. Specify the bottling factor.
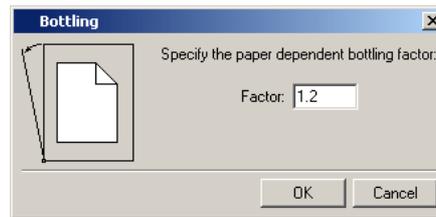
- To determine the bottling degree:

  1. Right click the signature and select Signature Properties > Of this ... > Template tab > Edit > Bottling tab from the pop-up menu or go through the same steps via the Imposition menu.

  2. Select the corner you want to bottle and enter the appropriate degree. The value you enter is proportional to the number of times the sheet will be folded.
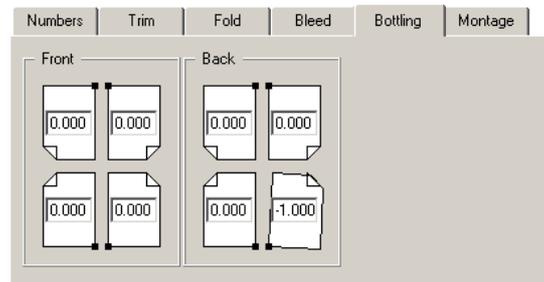

7.4 Add or Remove foldouts

There are different ways of adding foldouts, depending on the imposition method (Imposition Wizard or Blank Imposition) that you chose. The first procedure is applicable in both imposition methods; the second is only applicable if you started from a blank imposition.

1. Via Signature properties
2. Via Unfinished Page properties

7.4.1 Via Signature properties

Adding foldouts via Signature Properties requires that you enter the appropriate page numbers yourself.

1. In the Sheet View mode, select the signature to which you want to add a foldout.

2. Click right and select Signature Properties from the pop-up menu.

3. In the Signature Properties window, go to the Numbers tab sheet.

4. Right click the page to which you want to add a foldout.
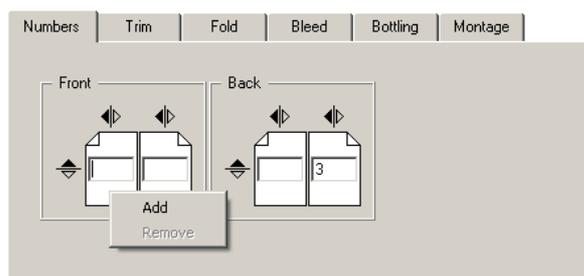
5. Click Add. The foldout will appear.

6. Enter the correct page number. If the page numbers are not correct, an error message will pop up, saying that the signature does not contain a continuous sequence of numbers. Click "Continue" and make the necessary changes.

7.4.2 Via Unfinished Page properties

Adding foldouts via the Unfinished Page Properties window is only possible if you started from a blank imposition and added pages manually. If this is not the case, the Add and Remove buttons will be grayed out.

1. In the Sheet View mode, select the page you want to add a foldout to.

2. • Right click the page and select Unfinished Page Properties > On this unfinished page from the pop-up menu, or

 • Select Properties > Unfinished Page > On this unfinished page from the Imposition menu.

3. The Unfinished Page Properties window appears. In the Montage tab sheet, click the Add button, and the foldout will be created.
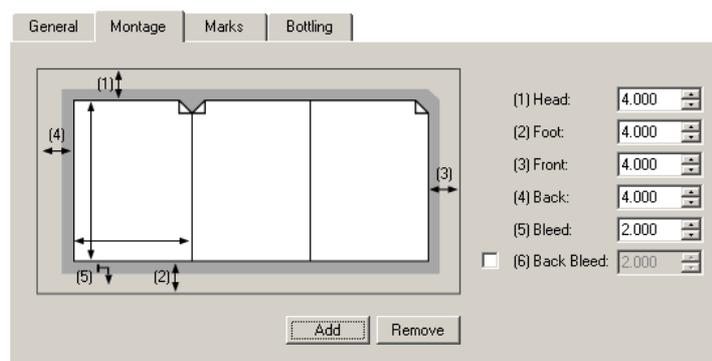
The new page is automatically given the appropriate page number.

The default width of a foldout equals the width of the page it is attached to minus two millimeters. You can, of course, always enter a different value in the Foldout Sizes dialog.

7.4.3 Remove foldouts

Perform the following steps to remove a foldout:

- In the Unfinished Page Properties window, click the Remove button and the last foldout of the string will be removed.

- In the Signature Properties window, right click the foldout and select Remove from the pop-up menu.

## 7.5 Work with creep origin (shingling)

1. When paper is being folded several times the page areas of the individual pages tend to move. When the paper is being held in the middle by the gripper at the last fold this movement affects both the left and right sides. This effect is called creep.

2. When the paper is being held at the left side by the gripper at the last fold the movement of the page area affects only the pages on the right-hand side. This effect is called shingling.

3. When the paper is being held at the right side by the gripper at the last fold the movement of the page area affects only the pages on the left-hand side. This effect is called shingling.
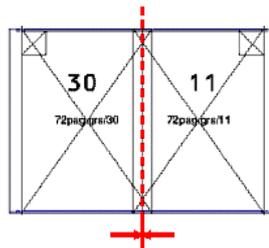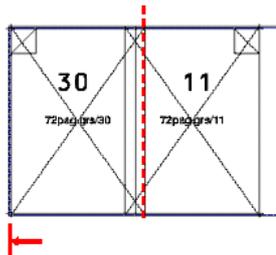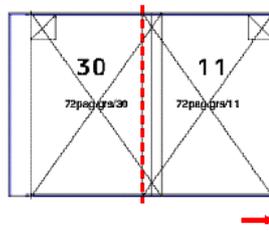
8. Finished Page related tasks

- Modify trimmed pages
- Specify text box dimensions
- Specify foldout dimensions

8.1 Modify trimmed page dimensions

The Finished Page Properties window allows you to easily modify the dimensions of the trimmed page.

1. In the Sheet View mode, select the pages of which you want to modify the dimensions of the trim box.

2. • Click right and select Finished Page Properties from the pop-up menu.

   • Select Properties > Finished Page from the Imposition menu.

3. Enter the new values in the Width and Height input boxes.
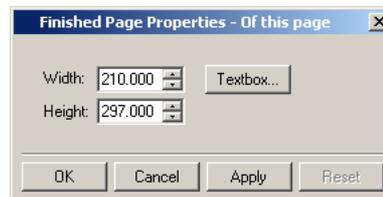
8.2 Specify text box dimensions

Click the Textbox button to specify the size of the text box. The text box will help you later to adjust an incoming page in the Page View mode.

Enter the text width and height and the values for head and back.
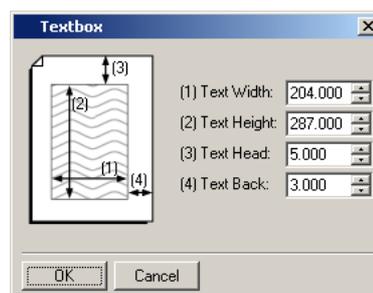
8.3 Foldout Sizes

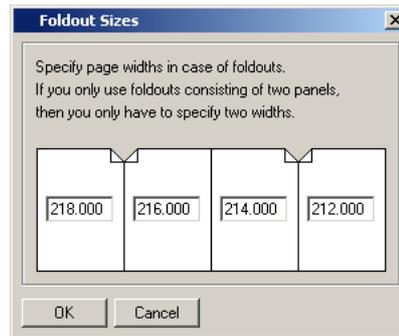The Foldout sizes dialog allows you to specify the width of the foldouts in your imposition job. The default size of a foldout equals the size of the previous page minus two millimeters.

The Foldout Sizes dialog will also appear in:

Place	How
Wizard	Step 3 of the Imposition Wizard.
Sheet List View	Right click the Assembly Details pane > Finished Page Properties > Of this… > Foldouts.
Page List View	Right click a page > Finished Page Properties > Of all books / this book > Foldouts.

8.3.1 Via the Wizard

It is possible to set foldout sizes in the third step of the Imposition Wizard.
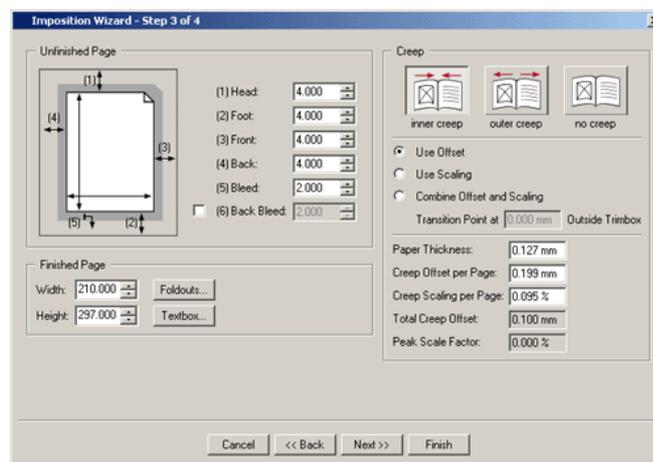
Clicking the Foldouts button opens the Foldout Sizes window: The default width of a foldout equals the width of the previous page minus two millimeters.

8.3.2 Via Finished Page Properties
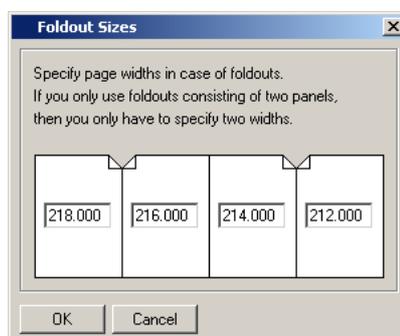
You can change the default foldout width at any time using the Foldouts button in the Finished Page Properties window.

Follow the steps in the table to change the foldout sizes.

1. Right click the sheet in the Sheet View.

2. Select Finished Page Properties from the pop-up menu.

3. Click the Foldouts button. The Foldout Sizes window will pop up.

Note:

There are other ways of consulting the Finished Page Properties window. The Foldouts button, however, will only appear in you consult the Finished Page Properties on Master level.

9. Page related tasks

This chapter explains how to fill in the content of your pages.

This chapter contains the following topics:
- View a page in detail: the Page View mode
- View the Page List
- Add pages to the Page Gallery
- Drag pages into the Page List
- Assign a file
- Import and export .csv files
- Drop a page on a (blank) sheet
- Select single pages from a spread
- Reverse pages in the Page Gallery
- Modify Page Properties
- Adjust Pages
- Store and retrieve guidelines
- Define an empty page
- Define blank pages
- Insert blank pages
- Insert pages

9.1 Page View Mode

The Page View Mode allows you to adjust the position of the incoming pages in the trim box. You can do this for a single page or for multiple pages. To access the mode, click the Page View icon in the Selector bar.
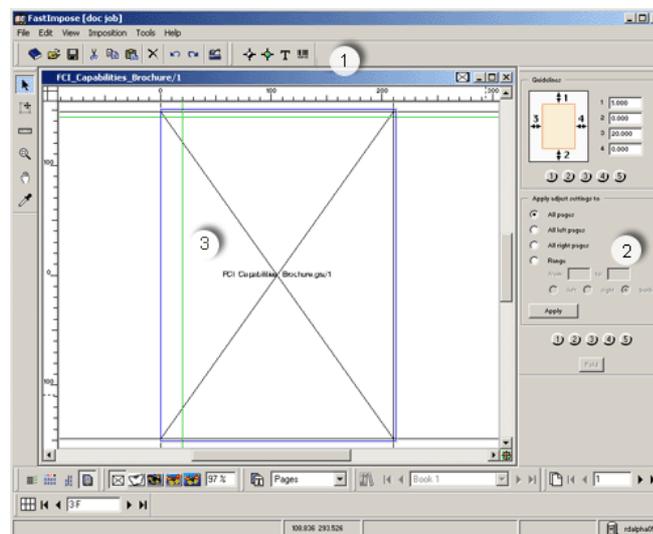
Parts

1. Marks bar: Four types of marks can be used on page level: the Logo Mark, Colored Logo Mark, Text Mark and Barcode Mark.

2. Adjust Bar: The Adjust Bar allows you to make numeric adjustments. When you enter new values for the text margins, green guidelines become visible.

3. Preview of the page: To adjust the way you see the page, change the display mode in either the View menu or the Selector bar.

The color of lines

- Black lines indicate the trimmed format. If a page has more than one panel, you will see an extra vertical line between the panels, e.g. in foldouts or reader's spreads.

Note:

The trimmed format is already adjusted for inner creep, if applicable.

- Grey lines indicate the untrimmed format.
- Blue lines indicate the bleed format.
- Green lines indicate possible guidelines.

9.2 View the Page List

This view mode allows you to assign your files to the correct pages. The Page List gives you a graphical representation of how the pages in the final book will be seen by the reader. Pages on the right of the vertical line are right-hand pages; those on the left are left-hand pages.

Each page can appear in three different colors:

- A red page indicates that the page is undefined or missing.
- A blue page indicates that the page is present.
- A white page indicates that the page is blank.
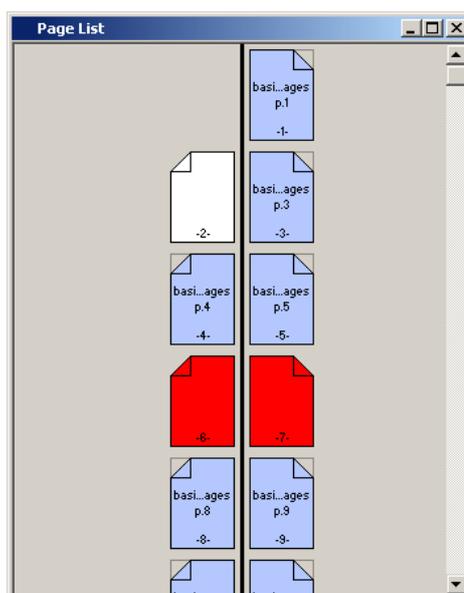
9.3 Add pages to the Page Gallery

The Page Gallery is a buffer in which you move the pages you need, before dragging them into the correct position in the Page List. The Page Gallery gives information about the pages.

Perform these steps to add pages to the Page Gallery:

1. Open the Add files window by clicking the file selector +☐ button.

2. In the Add files window, select the directory in which your files are stored and select the file you want to use (Legacy GRS, Scope PDF or CSV).

3. Click Open. The selected file(s) will now appear in the Page Gallery:
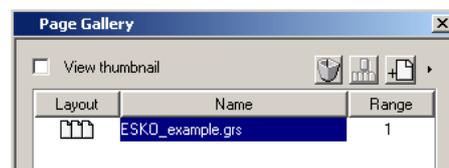
- Make sure the thumbnail toggle is selected if you want to see a preview of the selected page.
- Right click the file and select Properties if you want more information on the file, such as its inks, size and date of last modification.
- If you want to use only a selection of the pages of a multipage file, gain access to the separate pages by:
  - selecting the file and clicking the split ⊞ icon.
  - right clicking the file and selecting Split from the pop-up menu.
- If you want to remove pages/files from the Page Gallery:
  - select the page / file and click the recycle bin 🗑
  - right click the page/file and select Remove.
- You can change the layout of a file via the Change Layout option:

If the file doesn't contain spreads, the layout list will only contain single page icons. If you want a single page to cover both pages of a spread, then right click the selected page and click Change Layout in the pop-up menu.

Note:

Increasing the number to 3 and above is only possible if you work with foldouts.

9.4 Drag pages into the Page List

The Page List gives you a graphical representation of how the pages in the final book will be seen by the reader. Pages on the right of the vertical line are right-hand pages; those on the left are left-hand pages.

Each page can appear in three different colors:

- A red page indicates that the page is undefined or missing.
- A blue page indicates that the page is present.
- A white page indicates that the page is blank.

Perform these steps to drag pages from the Page Gallery into the Page List:

1. Select the page(s) you want to drag from the Page Gallery by pressing Shift and left clicking the page(s).

2. Click the selected page(s) and hold the mouse button down as you move the cursor to the correct position in the Page List.

3. If you want to...

   - insert your pages starting from a certain position, then release the mouse button when the cursor is over the position you want for your first page.

   - insert your pages before an existing page and shift the existing pages further back, then release the mouse button when the cursor is slightly to the left of the position you want for your first page.

4. If you want to change the order of pages, you can drag pages between the positions in the Page List.

9.5 Assign a file

As long as we don't fill in the pages we created, the imposition file is not ready to be handled further. First, we have to assign files (Legacy GRS, Scope PDF or CSV) to our imposition. GRS and PDF files can only be assigned via the Page Gallery. CSV files can be assigned via the Page Gallery or can be imported via File > Import Page List from CSV.Open the Page Gallery by clicking the Page Gallery icon in the Standard toolbar or by selecting Page Gallery from the Windows menu.
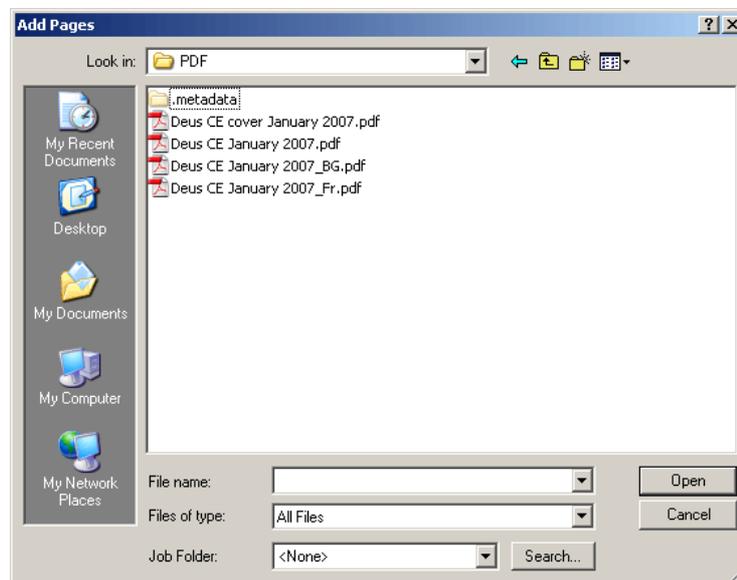
Note:

PDF files should only be used in a PDF imposition. GRS files can be used in both GRS and PDF based impositions.

For an elaborate explanation of GRS vs PDF mode, please refer to the chapter on GRS versus PDF mode.
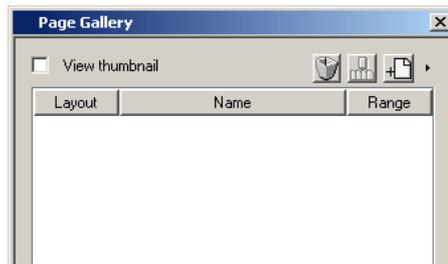
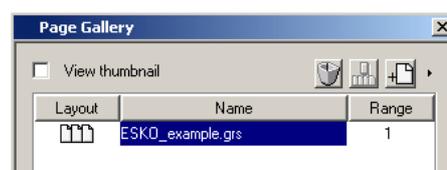Follow these steps to add pages to the Page Gallery:

1. Add the file(s) to the Page Gallery by clicking the Add files button ⊕🗋. The Add Pages dialog will pop up:

.

Note:

PDF files can only be added to PDF impositions. PDF files should be normalized first to Scope PDF files.

2. Select the file(s) and file type you need.

3. Click Open. The file(s) will be added to the Page Gallery:

.

4. Select the file, drag and drop it on the page as from where you want the pages to be assigned.

When you drag the file the cursor will take the shape of a hand with a pointing finger.

If you want to assign the pages of the file individually:

- right click the selected file and select Split from the pop-up menu

- click the split icon.

All pages are now displayed separately. You are able to view the contents of the pages by selecting the Low Resolution display mode.

9.6 Import and export .csv files

Only for FastImpose Server

For importing and exporting page lists and impose descriptions .csv files were used in Impose!, the precursor of FastImpose. CSV files or Comma Separated Value Files are simple ASCII files that can be read or written by a number of programs like Excel, Word, WordPad, etc. You can open this CSV file from any text editor, spreadsheet or database program. Page lists can be specified outside the BG system.As from FastImpose v2.2 onwards it is possible to import Impose! .pag files. The only necessary action to perform is converting the .pag file to a .csv file via the Automation Engine Convert Impose! pagelist to CSV task.Exporting from FastImpose to .csv files is also possible. The contents of the page list of the imposition will be saved in .csv format.

Caution:

It is not possible to export a .csv page list if the job contains foldouts.

This chapter contains the following topics:

- Csv page file format
- Changes compared to Impose! 4.0

9.6.1 Csv page file format

Each line not starting with # and not preceded by a line starting with a # represents one page in the pagelist.Parameters include: nam, num, lab, offv, offh, quadv, quadh, tov, toh, refv, refh, refdv, refdh, ang, scav, scah and folio.

- nam is the name of the file. File names are in lower case and can have the extensions: GRA, GRC, GRS, LC, LP, CT or TIF.
- num is the number of the page in the file. When the number is omitted, number 1 will be taken.
- lab is the label the page will get in the impose job. When the label is omitted, the empty string will be taken.
- offv indicates the vertical offset of the page.
- offh indicates the vertical offset of the page.
- quadv is the vertical quad mode for the page. Legal modes are "top", "center" and "bottom".

- quadh is the horizontal quad mode for the page. Legal modes are "left", "inner", "center" and "outer".
- tov selects the rectangle for vertical quadding. Legal modes are "untrimmed", "trimmed" and "text".
- toh selects the rectangle for horizontal quadding. Legal modes are "untrimmed", "trimmed" and "text".
- refv indicates the distance from the border of the page to the left side of the reference area.
- refh indicates the distance from the border of the page to the top side of the reference area.
- refdv indicates the height of the reference area.
- refdh indicates the width of the reference area.
- ang defines the rotation of the page. Legal values are 0, 90, 180, and 270.
- scav is the vertical scaling of the page.
- scah is the horizontal scaling of the page.
- folio indicates the folio of the page.

If fields are omitted the default value will be used. Trailing commas may be omitted.The following keywords have been defined:

- oriental for oriental books.
- size can contain up to six fields, the values have the following meaning: vpage, hpage, vtext, htext, texthead, textback. Missing fields are set to automatic.
- default defines the default settings for the page list. If not present the system defaults will be taken. If the line is present but some fields are missing, the system defaults are used for those fields. The system defaults are: , 1, , 0, 0, top, left, text, text, 0, 0, 0, 0, 0, 100, 100
- layer layername creates a layer with the name layername and puts the subsequent pages into it.

This is an example of how a .csv file may be defined:

- #sizes 250.0,172.0,208.0609,138.6101,15.0,12.0
- #default ,,,,,,inner,,,24.8283,25.07076,208.0609,138.6101
- #defaulteven
- #layer,layer   1koenig1_001_008.grs,   1koenig1_001_008.grs,   2koenig1_001_008.grs, 3koenig1_001_008.grs,   4koenig1_001_008.grs,   5koenig1_001_008.grs, 6koenig1_001_008.grs, 7koenig1_001_008.grs,8
- #layer,layer 2 koenig_title_br.grs, , , 0, 0, bottom, outer, text, text, 25.38571, 25.57753, 23.50766, 64.27918koenig_title_cc.grs, , , 0, 0, center, center, text, text, 25.38571, 25.3694, 22.13896, 58.92788

9.6.2 Changes compared to Impose! 4.0

Changes in the CSV page list format compared to Impose! 4.0:

- #defaulteven referred to default values that could be overridden for even pages. This does no longer exist in FastImpose. Its functionality is covered by more 'mirrored' grids on page level.If the .csv file contains this keyword, the following warning will be displayed: "defaulteven field in csv files is not supported in FastImpose".

  Grids that can be used now are:

- Vertical

  [0] = "TopZone"[1] = "CenterZone"[2] = "BottomZone"[3] = "TopZoneMargin"[4] = "BottomZoneMargin" [5] = "TopBleed"[6] = "CenterBleed"[7] = "BottomBleed"[8] = "TopBleedMargin"[9] = "BottomBleedMargin"[10] = "TopFinish"[11] = "CenterFinish"[12] = "BottomFinish"[13] = "TopText"[14] = "CenterText"[15] = "BottomText"

- Horizontal

  [0] = "LeftZone"[1] = "InnerZone"[2] = "CenterZone"[3] = "OuterZone"[4] = "RightZone"[5] = "InnerZoneMargin"[6] = "OuterZoneMargin"[7] = "LeftBleed"[8] = "InnerBleed"[9] = "CenterBleed"[10] = "OuterBleed"[11] = "RightBleed"[12] = "InnerBleedMargin"[13] = "OuterBleedMargin"[14] = "LeftFinish"[15] = "InnerFinish"[16] = "CenterFinish"[17] = "OuterFinish"[18] = "RightFinish"[19] = "LeftText"[20] = "InnerText"[21] = "CenterText"[22] = "OuterText"[23] = "RightText"

- #blank has been added. It indicates that on this place in the page list a blank page will be added. It is possible to have a label (#blank,,labelname).

- #empty has been added. It indicates that on this place in the page list a page will be added which has not been defined yet. It is possible to have a label (#empty,,labelname).

- #spread has been added. It indicates that the next page is a spread. This means that this page only needs to be placed once.

- #layer,^flipoverlayername: the "^" sign in front of the layer name indicated that a flipover was concerned. Since flipovers are no longer supported in FastImpose, these kind of layers can no longer be handled.

## 9.7 Drop a page on a (blank) sheet

It is possible to drop a page of a .grs file directly from the Page Gallery on a sheet, even when the sheet is blank. In case no unfinished pages have been assigned yet, a new page will be created automatically and will be set to the sizes of the page. This means that it is no longer necessary to add pages via the Page List.

Perform the steps in the table to assign a page to a blank sheet.

1. Go to an empty sheet in an existing job, or create a blank imposition as explained in the chapter Start from a blank imposition.

2. Open the Page Gallery by:

   - clicking the Page Gallery icon in the Standard toolbar.
   - selecting Page Gallery from the Windows menu.
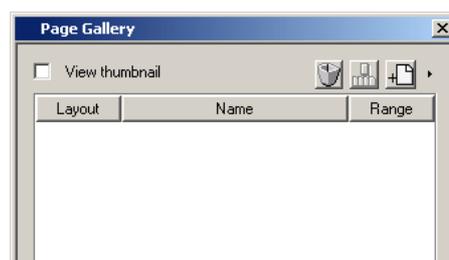
3.
 Add pages to the Page Gallery by clicking the file selector button ⁺🗋 .

4. In the Add files window, select the directory in which your files are stored and select the file you want to use.

5. Click Open. The selected file will now appear in the Page Gallery:
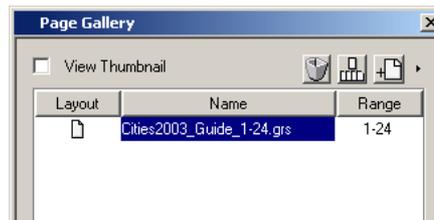
6. Gain access to the separate pages by:

  •
   selecting the file and clicking the split pages icon 🏛 .

  • right-clicking the file and selecting Split.
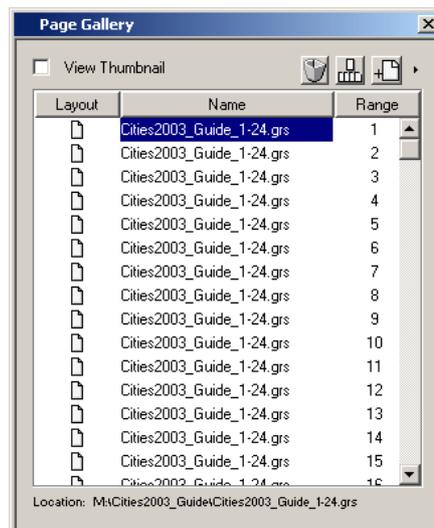
7. Left-click a page to select it, hold and drag it to the sheet.

8. Drop the page on the empty sheet or unfinished page.

Position the page by:

• dragging the page to its correct location.

• specifying an offset in the Move window.

• specifying an offset in the General tab of the Unfinished Page Properties window.

See the chapter Reposition a signature for more information. The procedure is identical. Replace the term signature by page and Signature Properties by Unfinished Page Properties.

9.8 Select single pages from a spread

It is possible to separate the two pages forming a reader's spread and drag each of them separately into the Page Gallery. This means that the two pages of the spread can be selected independently of each other and can be adjusted likewise, without influencing each other.

The procedure explained below allows you to easily separate the pages from a reader's spread and adapt them independently from each other.

1. In the Page Gallery: select a file.

2. Gain access to the separate pages by:

   - selecting the file and clicking the split pages icon .

   - right clicking the file and selecting Split.

3. Select the page (spread) you want to add to the Page List.

4. Drag the spread to its correct position in the Page List.

5. Right click the spread in the Page List and select Split Readerspreads from the pop-up menu. Now you are able to perform actions on the separate pages of the spread.

9.9 Reverse pages in the Page Gallery

This tool may prove its functionality when composing e.g. a flip-over book. This is a book that contains two major (separate) parts, e.g. stories. When flipping over the book, you will find the back cover being the front cover of the second part.

Perform these steps to reverse the pages:

1. Select a file in the Page Gallery.

2. Gain access to the separate pages by:

   - selecting the file and clicking the split pages icon.

   - right-clicking the file and selecting Split.

3. In the Page Gallery window, select the pages of which you want to invert the range and click Range. The pages will be listed anew, starting with the highest page number and finishing with the lowest page number selected.

> **Note:**
>
> It is also possible to sort on Name or Layout by clicking the column's head.

Let's apply this to our flip-over book. Suppose the book consists of 120 pages. The first story covers 50 pages, the second 70. In the Page Gallery, the pages of the first story will be ranged from 1 to 50. The pages of the second story will be ranged from 70 to 1 and will cover the pages 51 to 120 in the Page List.

9.10 Modify Page Properties

If you select one or multiple unfinished pages, you can view and modify the properties of the page in the Page Properties window.

You can open the window in two ways:

- In the Imposition menu, select Properties > Page.
- Right click a page. In the pop-up menu, select Page Properties.

You will see three tab sheets: File, Rotation and Scale, and Adjust.

Note:

For more information on the options in the different tab sheets, we refer to the Page Properties chapter in the FASTIMPOSE Reference Manual.

9.10.1 File tab

The File tab shows you the properties of the assigned file.

Note:

The File tab will not appear if the Page Properties dialog of all books is consulted.
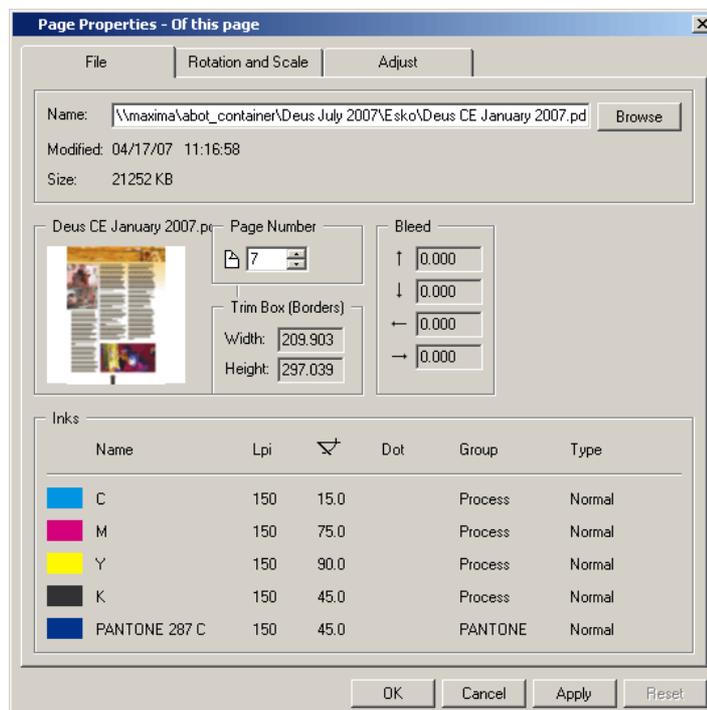
- Name shows the current page's file path. You can select another file by entering the correct path in the input box via the Browse button.
- Modified indicates when the last modifications to the file have been made.
- Size indicates the size of the file.
- Thumbnail shows a thumbnail of the selected page.
- Page number indicates the number of the page in the incoming file. You can select another page of the file by inserting another number. Click Apply and the selected page will be applied to that specific page in the imposition job.
- Borders indicates the width and height of the original file.
- Bleed indicates the amount of bleed, present in the file.
- Inks shows a list of all inks as they appear in the file. For each type of ink a color swatch appears, as well as the name of the ink, the lineature in lines per inch, the angle in degrees and additional information on dots, group and type of ink.

9.10.2 Rotation and Scale tab

The Rotation and Scale tab sheet is designed to check the position of an incoming page. If the area is not correct you can easily change this by using the Area of Interest tool, which you can find in the Interactive bar of the Page View Mode.
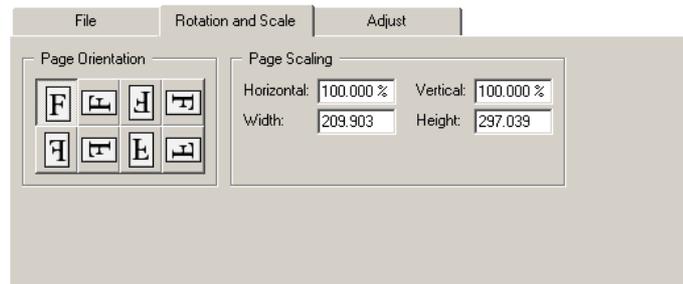

- Page Orientation indicates the current rotation of the page and allows you to rotate an incoming page that has not been oriented correctly.
- Page Scaling allows you to scale a page. Indicate the scaling percentage and the equivalent in millimeters will automatically be adapted.

> **Tip:**
>
> Switch between millimeters and inches via Tools > Options > General > Units and select the appropriate unit from the list.

9.10.3 Adjust tab

The Adjust tab contains the parameters for positioning the file in the job. It allows you to define an area of interest and position the page correctly in relation to the area of interest.
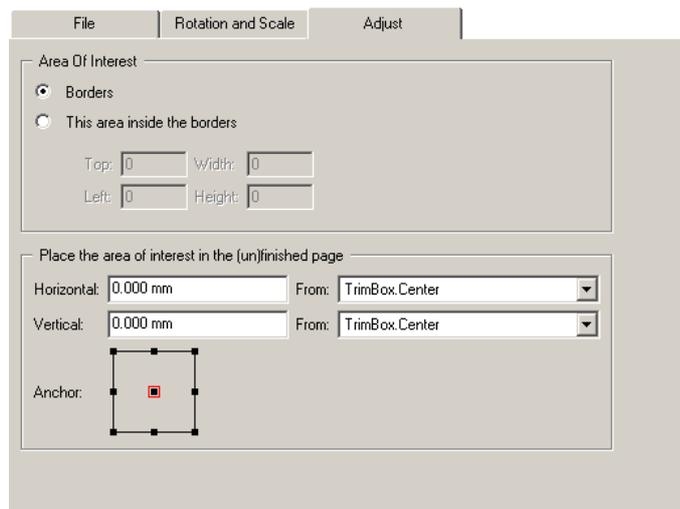
- Area of Interest

  To define the area of interest, either:
  - select Borders if you want to use the borders of the file, or
  - specify an area of interest in relation to the borders of the file.
- Position: place the area of interest in the (un)finished page in relation to object selected from the From lists.
- Anchor: indicate which point of the object will function as reference point for the items selected from the From lists.

  If you select the top left anchor and enter 0 mm horizontally from TextBox Left and 0 mm vertically from TextBox Head, then the signature will be positioned exactly along the top left edge of the text box you defined.

9.11 Adjust pages

9.11.1 Adjust a single page

Two possible workflows can be followed to position a page correctly:

1. create guidelines and use them to position the frame on the contents of the file
2. determine an area of interest and position the area in relation to the unfinished page

Guidelines workflow

1. Go to the Page View mode.
2. Use the guidelines tool to create guidelines that are attached to the trimbox.

   Select one of the radio buttons to set pre-stored guidelines automatically.
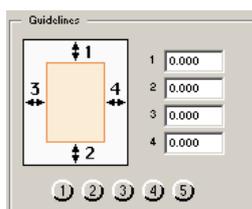
Note:

You can store the values for a reference area by moving the cursor over the button and holding the left mouse button down for more then three seconds. After three seconds the button turns purple and you here a beep.

3. Go to Contour mode by clicking the ⌖ icon in the Selector toolbar at the bottom of the screen.

4. Click the frame (consisting of trim box and guidelines) and position it in relation to the contents of the page.

Area of Interest workflow

1. Go to the Page View mode.

2. Click right and select Page Properties from the pop-up menu.

3. Go to the Adjust tab.

4. Define an area of interest in the top part of the adjust tab. This area will be used to position the page in relation to the trim box.

5. Position the area of interest in relation to the unfinished page.

   • Indicate the anchor or reference point that must be taken into account when positioning the file.

   • Specify the object from the From list in relation to which you want to position the file.

   • Give the area of interest an offset, if necessary.

9.11.2 Apply adjustments to multiple pages

It is possible to apply the adjustments you made to multiple pages at the same time. The second part of the Adjust toolbar allows you to indicate to what pages your changes should be applied.

Caution:

The radio buttons right underneath the adjust settings box do not only store the adjust settings, but also what has been defined in the Adjust tab of the Page Properties dialog.Enable the toggle of your choice and click the button until it turns purple. Your values will now be stored. Previous values for this button will be erased.

9.11.3 Adjust pages with the Area of Interest tool

The Area of Interest tool is designed to adjust incoming pages, especially scanned pages that contain text. With this tool you can specify how an incoming page has to be inserted in the job.

1. Click the Area of Interest icon .

2. Adjust the borders of the pages by moving the red frame or by clicking the Fit button that appears next to the icon in the toolbar.

3. Select Properties > Page in the Imposition menu and go to the Area of Interest tab sheet. You will see the dimensions of the borders.

4. Go to the Rotation and Scale tab sheet. Place the area of interest in the (un)finished page.

> **Note:**
>
> The Area of Interest tool is only applicable in Page View mode.

9.12 Store and Retrieve guidelines

Throughout a job, different sets of guidelines may be used to align the different types of pages. In order to save time you can store and retrieve these settings using the radio buttons.

To store a set of guidelines

1. Enter the appropriate distances of the guidelines in reference to the trim box.
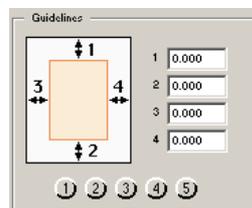
2. Click the radio button under which you want to store the values and hold for at least three seconds. You will see that the button turns purple and you will hear a beep, indicating that your values are now stored under this button.

> **Caution:**
>
> The previous values for this button will be erased.

To retrieve a set of guidelines, click the radio button under which it is stored and the guidelines will appear automatically.

9.13 Define an empty page

Caution:

Defining an empty page is only possible if you work with personalized parameters (See Use a personal montage definition).

Perform the following steps to define an empty page.

1. Select the signature in which you want to define an empty page.

2. • Select Properties > Signature from the Imposition menu.

    • Click right and select Signature Properties from the pop-up menu.

3. Select the appropriate level.

    The Signature Properties window pops up.

4. Go to the Template tab. The selected signature appears in the Name field.
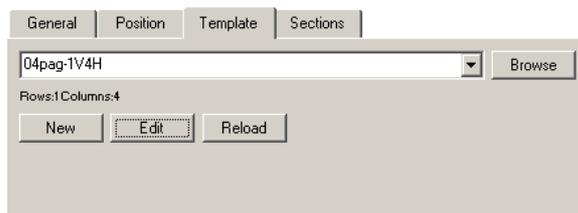
5. Click Edit. The Signature Properties window pops up.

6. In the Numbers tab, right click the page that you want to make empty and select Empty from the Numbers dialog.

The empty page will be marked by a cross.
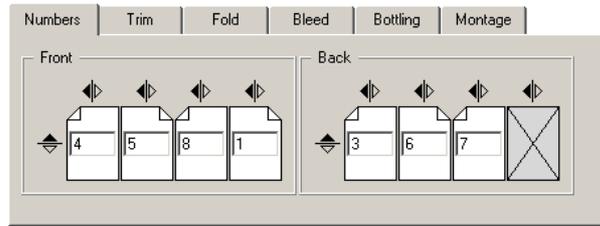
You can at any time modify the dimensions of the empty page. Before you are able to do so, however, the empty page related dimensions have to be entered as parameters in the montage definition.

Perform these steps to create new parameters.

1. Go to the Montage tab of the Signature Properties window.

2. Click the Parameters button.

3. Click Add and enter the name of a new parameter that represents e.g. the width of the empty page.

    Click Add to apply. The new parameter will appear in the Parameters window.
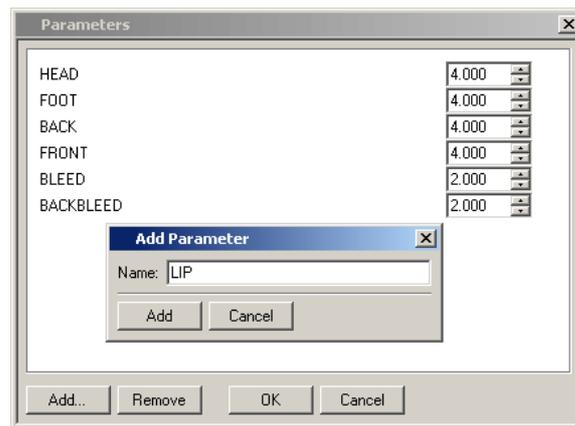
4. Enter the appropriate value and click OK.
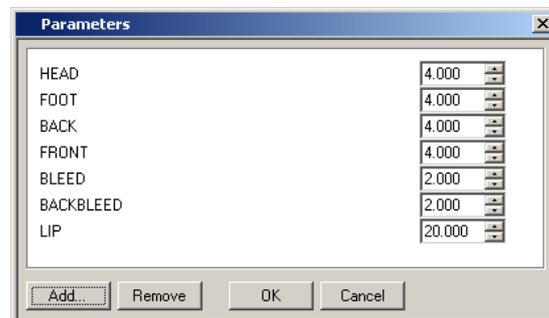
5. Replace the parameter in the Montage Definition field.
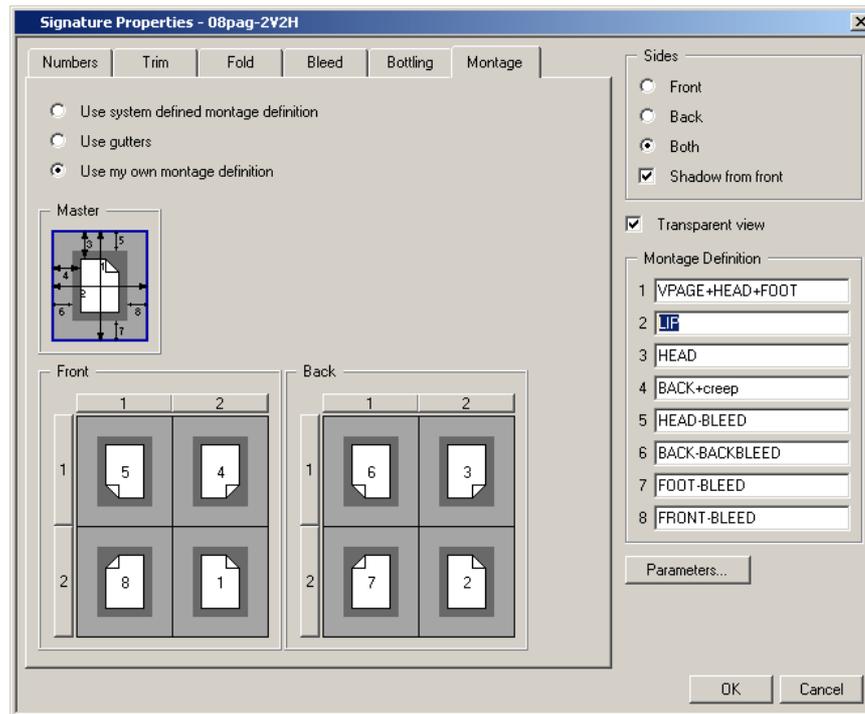
To modify the empty page dimensions:

1. Select the signature.
2. • Select Properties > Unfinished Page from the Imposition menu.
   • Click right and select Unfinished Page Properties from the pop-up menu.
3. Select the appropriate level.
4. Go to the Montage tab and modify the value(s) for the empty page related parameter(s).
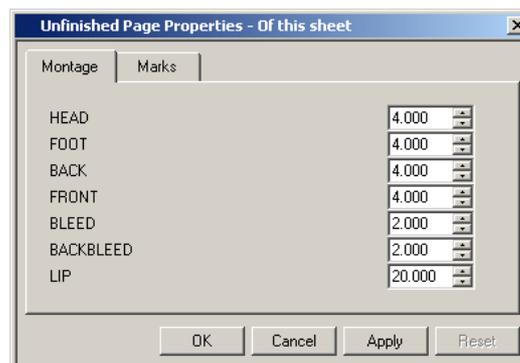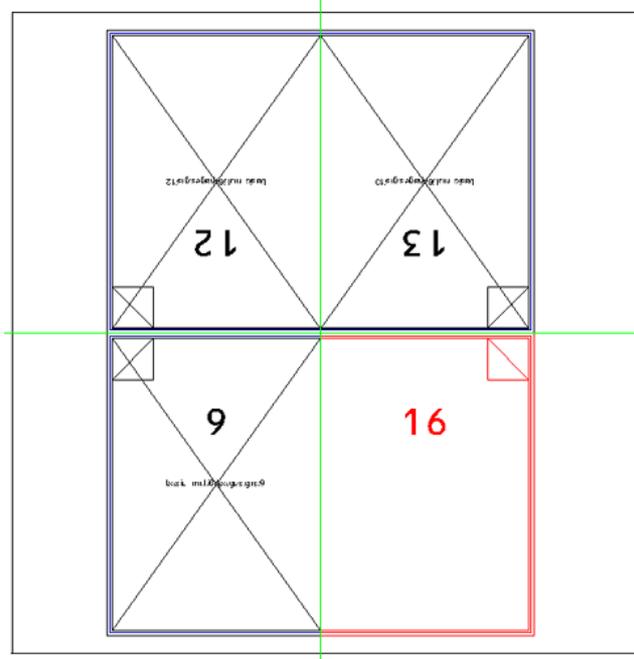

9.14 Define blank pages
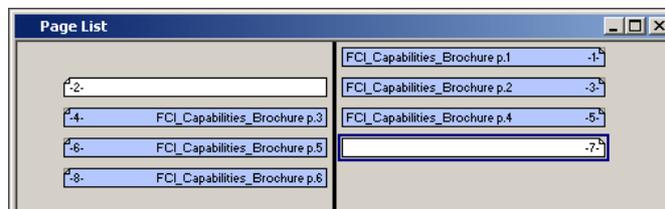
Defining blank pages is a very simple action:

1. In the Sheet View or Page List View, select the page(s) you want to make blank.
2. Click right and select Make Pages Blank from the list.

Depending on the view mode in which you performed the action, this will be the result:

a. in the Sheet View mode
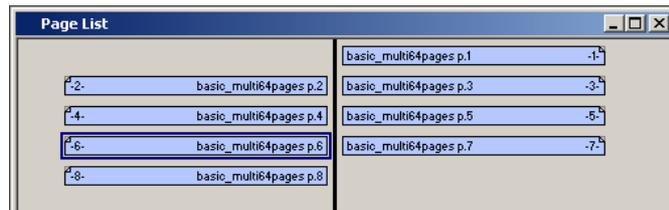

b. in the Page List View mode

9.15 Insert blank pages

It's very simple to insert a blank pages if you already assigned all pages in the page list.

Follow the steps below:

1. Go to the Page List View mode and select the place where you want to insert a blank page.

2. Click right and select Insert Blank Page from the pop-up menu.

3. As a result, all pages move one page. In this example, the page that originally had been assigned to page 6, now appears on page 7. This may have a serious impact on the distribution of your pages and especially of reader's spreads. The last page that had been assigned to the Page List, reappears in the Page Gallery.

9.16 Insert pages

You can insert pages by dragging a page from the Page Gallery and dropping it on a specific position in the page list. The numbers in black indicate places where you can insert pages. Below is explained how the order of the pages is influenced.
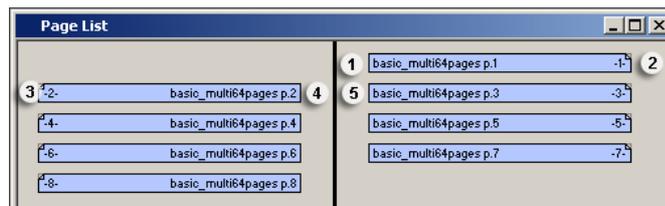
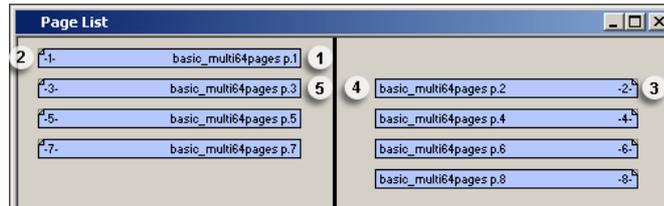This is the workflow for Latin impositions:

Dropping a page on position:

1. inserts a page before page 1 (new page 1).

2. inserts a page between page 1 and 2 (new page 2).

3. inserts a page between page 1 and 2 (new page 2).

4. inserts a page between page 2 and 3 (new page 3).

5. inserts a page between page 2 and 3 (new page 3).

Note:

Inserting pages may cause the page list to contain excess pages. Those pages will automatically reappear in the Page Gallery.

For oriental impositions, the workflow is identical.

Dropping a page on position:

1. inserts a page before page 1 (new page 1).

2. inserts a page between page 1 and 2 (new page 2).

3. inserts a page between page 1 and 2 (new page 2).

4. inserts a page between page 2 and 3 (new page 3).

5. inserts a page between page 2 and 3 (new page 3).

10. Assembly related tasks

In this chapter you will find how to select the appropriate assembly style.

This chapter contains the following topics:

- Change the assembly method
- Mixed binding
- Add or remove books
- Rename books
- Linked books

10.1 Change the assembly method

At each moment you can change the way the sheets in the imposition job will be assembled. It is possible to change the assembly style during the creation of an imposition. FASTIMPOSE will then automatically reallocate the page numbers.

In the Assembly Details pane of the Sheet List View mode you can see how your job will be assembled, e.g. saddle-stitched, as shown below. The Assembly window offers you the possibility to opt for another method of assembly.
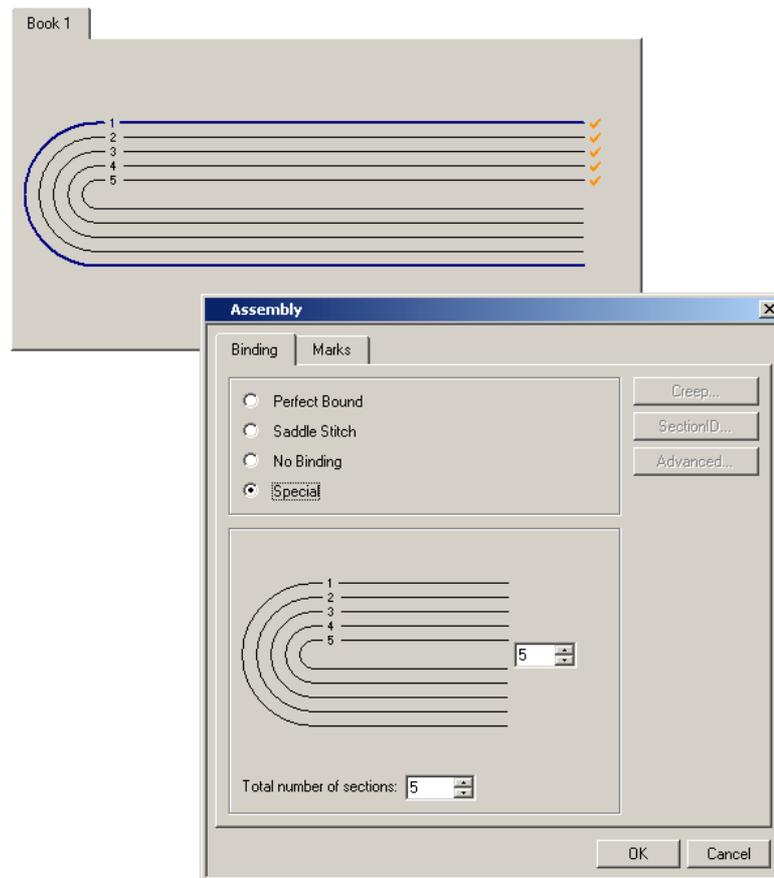
Perform the following steps to change the assembly method:

1. Go to the Imposition menu and select Properties > Assembly > Of all books / On this book.

2. Enable the appropriate toggle in the Assembly window. For the Special option we refer to the chapter on Mixed Binding.

10.2 Mixed Binding

Mixed binding offers you the possibility to combine two assembly methods. In other words, within one book it is possible to apply perfect binding as well as saddle stitching.

Perform these steps to apply mixed binding.

1. In the Sheet List View mode: right click the Assembly Details pane and select Assembly Properties. Click Of all books or On this book if you work with different books. The Assembly window appears.

2. Select an assembly template form the list or create the assembly manually.In case you work manually, enable the Special toggle and enter the correct number of sections in the field at the bottom of the window. Distribute the sections as wished.
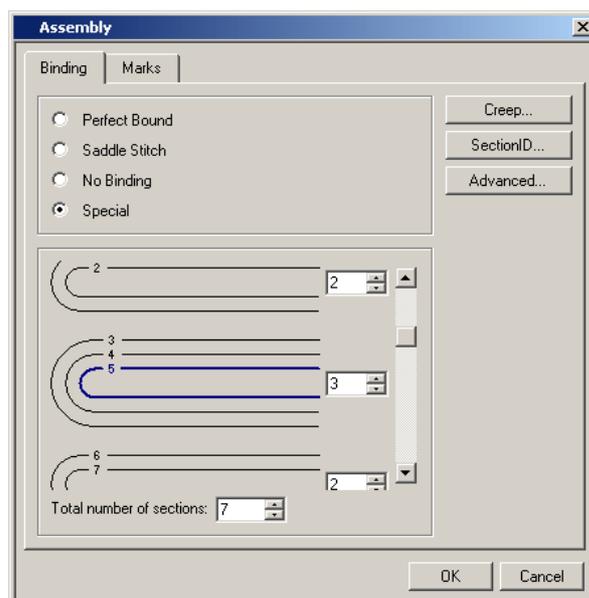
3. If you want to apply creep to a section, select the section and click the Creep button to make the necessary changes. See Step 3 of the imposition wizard for more information on creep-related options.
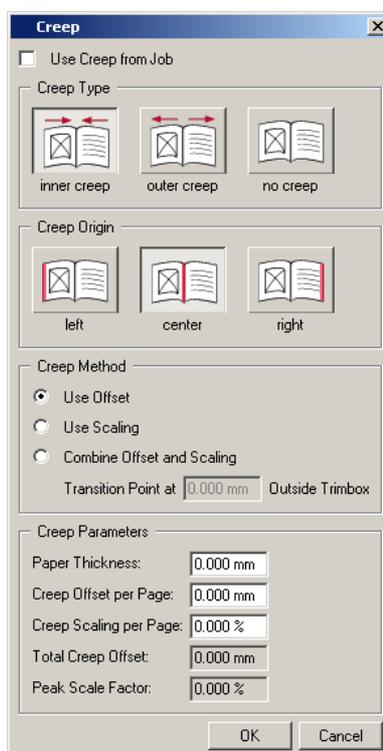
4. If necessary, click the Advanced button to enter advanced settings:
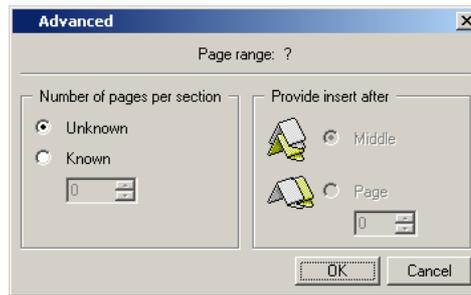
- On the left you can indicate the number of pages per section. The standard setting is 'Unknown'. The value you enter in the Known box should correspond with the number of pages per section of the signature used. If this is not the case, a red cross appears next to the sheets in the Sheet List View.

- On the right you can indicate where the newly added sections have to be inserted; either in the middle or after the page specified in the field. This option can only be selected if you entered the number of pages in the 'Known' field on the left.

  If the first section contains 16 pages and you want the second section to appear after page 12, enter 16 in the Known field, and 12 in the Page field.

10.3 Add or Remove books

When you add a book, the assembly properties of the new book will be identical to the properties of the first book. You can easily adapt the assembly method to your wish in the Assembly Properties window.

Right click the Assembly Details pane and select Add Book/Remove Book from the pop-up menu.
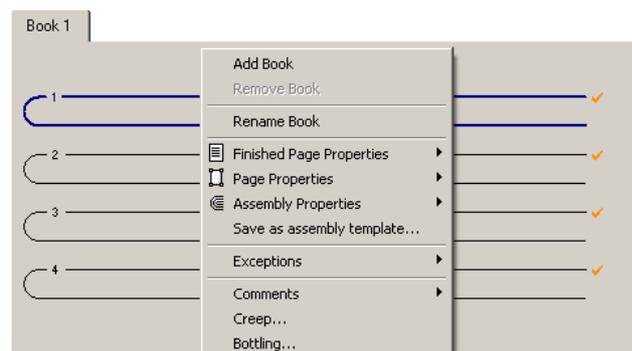
10.4 Rename book

Books can be renamed by double clicking the book tab in the Assembly Details pane. If no name is given, the default book name (Book x) will be taken.
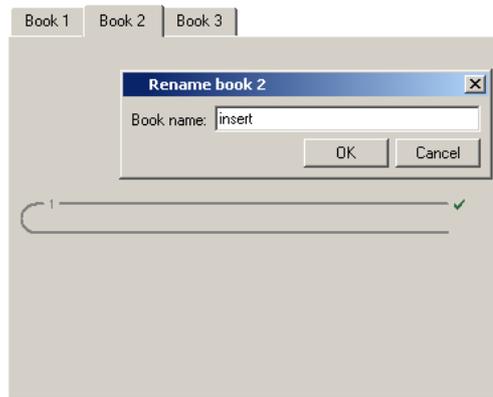
The Rename book dialog will also appear in:

Place	How
Sheet List View	Select a book > click right Rename book.
Sheet List View	Double click the book tab.

10.5 Linked books

By linking books you can create a master-slave relationship between two or more books. A master book can have one or more slave (linked) books, which will automatically 'inherit' all relevant changes done to the master book. So, by propagating all changes performed on master level, the slave books will remain synchronized.However, linked books (slaves) can have exceptions. This type of link-exception is bound to specific parameters and means that the value of the parameter is different for slave and master, which implies that the value for the slave is not modified when the master's value is changed.

Asymmetric Coming and Going uses the concept of linked books. The wizard automatically creates and links two books, which offers you the possibility to work transparently on master level and makes sure all relevant changes are propagated to the auxiliary second book.

Linking and unlinking of books can be done also by hand by selecting 'Link/Unlink Book' from the Imposition menu or from right-click pop-up menu of the Assembly Details group.

Note:

Only one level hierarchy of linked books is supported. That means that a master book cannot have its own master and that a slave book cannot function as a master for other books.

Note:

Some actions are not allowed on a linked book. The corresponding menu items are disabled when one of the linked books are active. Should you perform a prohibited operation you will be notified by a message in the Info box and the operation will be canceled.

Tip:

It is not necessary for all linked books to have the same number of pages, however it is a good idea not to have a slave with more pages than master.

11. Web related tasks

There is only one web related task in FASTIMPOSE 2.3. The Multiweb task is useful when you have web presses with different levels, since it allows you to use one signature for a job that contains different levels. It is the signature itself that contains a specified number of levels.

To create a multiweb signature, enter the desired number of webs in the Create Signature window and click Create.
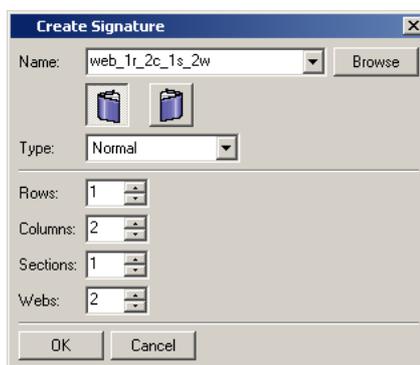
The Signature Properties window appears:
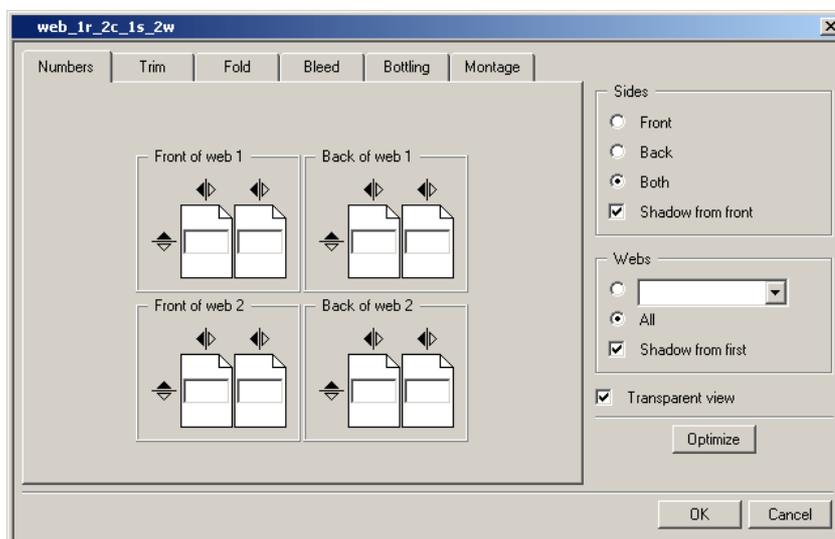
In the web options you can determine which webs you want to see and how they are displayed.
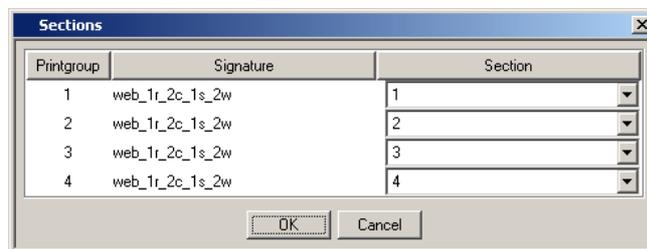
1. Select one specific web from the dropdown list or select All if you want to apply the modifications to all webs.

2. Enable the Shadow from first toggle if you want the page numbers for web 2 and following to be allocated automatically when entering the page numbers for web 1.

3. When the Transparent View option is enabled the visualization of the back of the signature is mirrored horizontally, so that the pages on the back are on the same row and column as the corresponding pages on the front.

4. Click the Optimize button if you want to check whether or not a more optimal creation of you signature exists.

All webs together form a print group. A print group can contain multiple signatures or sections.

Perform these steps to see how the sections are distributed in the print group:

1. Go to the Sheet List View mode.

2. Select all sheets.

3. Right-click and select Section Numbers from the pop-up menu.

Printgroup	Signature	Section
1	web_1r_2c_1s_2w	1
2	web_1r_2c_1s_2w	2
3	web_1r_2c_1s_2w	3
4	web_1r_2c_1s_2w	4

OK   Cancel

For more information about changing sections we refer to the chapter on Section Numbers in the FASTIMPOSE Reference Manual.

12. Mark related tasks

In this chapter you will find how to use page and plate marks, apply alternative folios and create a unique ID on proof and plate.

This chapter contains the following topics.

- Add Trim/Fold/Bleed Marks
- Add Plate Marks
- Modify Plate Mark properties
- Unique ID on proof and plate
- Add Page Marks
- Modify Page Mark properties
- Add Assembly Marks
- Modify Assembly Mark properties
- Alternative Folios
- Add inks to the color list
- Apply Plate Marks on Master level
- Reposition a mark
- Stretch marks
- Create bar code marks

## 12.1 Add Trim / Fold / Bleed Marks

While creating an imposition via the Wizard, you were able to indicate the width, length and offset of the marks, but you could not decide where exactly they had to appear. This does not mean that you can't change their position anymore. The next paragraph explains how to add or remove marks on a particular page.

Perform the following steps to add or remove marks on a particular page:

1. In the Sheet View mode, select the signature.
2. Click right and select Signature Properties from the pop-up menu.
3. Go to the Template tab sheet.
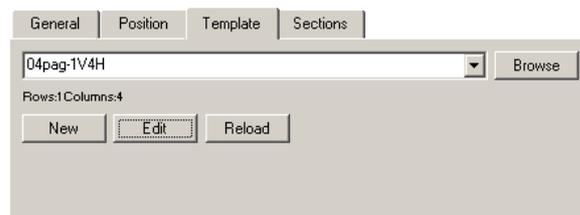
4. Click Edit. The Signature Properties window will appear.
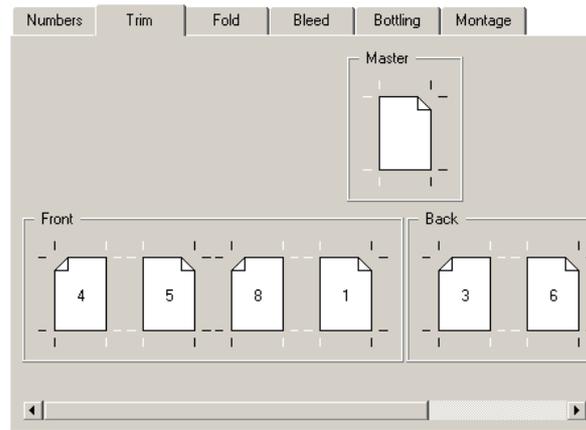
5. • If you want the marks to appear on all pages, indicate them on the Master page. You will see the marks appear on all pages of the Front and Back.
   • If you want to change the marks on one or some particular pages, adapt the pages of the Front and/or Back.

Pages of which the marks differ from those of the Master appear in blue. Click the symbol to make the page identical to the Master.

> **Note:**
>
> If you change marks on the Front, the Back will automatically be adapted. This is not the case if you change marks on the Back.

12.2 Add Plate Marks
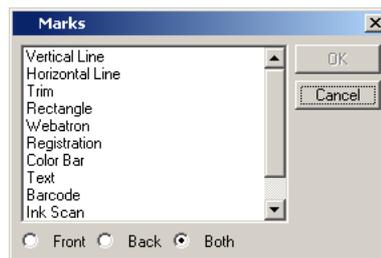
• Marks field gives an enumeration of all plate marks that you can use.
• Radio buttons allow you to indicate on which side of the sheet you want the mark to appear.

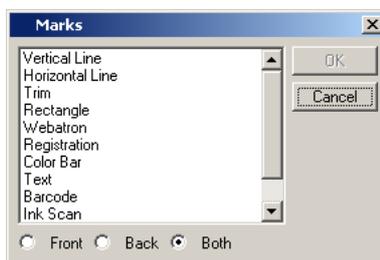### 12.2.1 In the Sheet List View mode

1. In the Preview pane select:
   • the Master

- a print group

- a sheet

2. • Select List Marks from the Imposition menu.

- Click right and select List Marks from the pop-up menu.

   The Plate Marks window will appear:
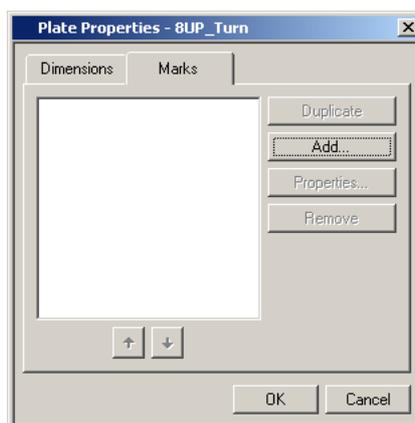
3. Click Add to open the Marks window, which contains an enumeration of all the marks you can add.

4. Select the desired mark.

5. Select on which side you want to place the mark: front, back or both.

6. Click OK in the Marks window. The selected mark will now appear in the Plate Marks window.

7. Click OK in the Plate Marks window.

12.2.2 In the Sheet View mode

In the Sheet View mode, two methods can be applied to add plate marks:
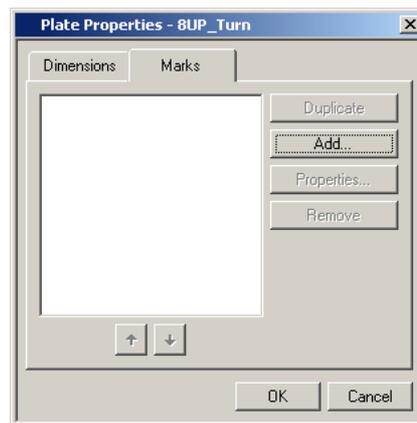
- via the Marks window

- via the Marks toolbar

> **Note:**
>
> The position of the mark can be adjusted by:
>
> • left clicking the mark, and dragging it to its correct position.
>
> • changing the position in its Properties window. For more explanation on how to access the Properties windows we refer to the Modify Plate Mark Properties chapter.
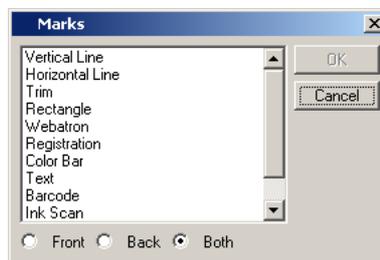
Via the Marks window

Perform the steps below to add a mark to a plate via the Marks window.

1. • Right click the sheet in the Sheet View mode.

   • Go to the Imposition menu.

2. Select List Marks from the menu.

3. Select on which level you want the mark to appear: on the Master, on this group or on this sheet. The Plate Marks window will appear:

4. Click Add to open the Marks window, which contains an enumeration of all marks that you can add.

5. Select the desired mark.

6. Select on which side you want to place the mark. Select the Front, Back or Both toggle.

7. Click OK in the Add Marks window. The selected mark will now appear in the Plate Marks window.

8. Click OK in the Plate Marks window.

Via the Marks toolbar

Perform the steps below to add a mark to a plate via the Marks toolbar.

1. Click the desired mark in the Marks toolbar

2. If you click the register, color bar or webatron mark, a window pops up. Browse to the location of the object you want to insert.

3. Move the cursor to where you want the mark to appear. The mark is linked to the cursor and will follow it across the plate.

4. Click left to position the mark on the plate. The mark is placed on the sheet so that the center of the mark corresponds with the position of the mouse.

The three marks in the Marks bar that are labeled Other Marks do not allow interactive placement; they know where to position themselves. They behave differently depending on whether the job is to be printed on a turn or on a tumble plate.

The three types of marks are:

*   Side Guide

*   Vertical Ink Eaters

*   Ink Scan

1. Select a mark from the dropdown list and its properties window will pop up.
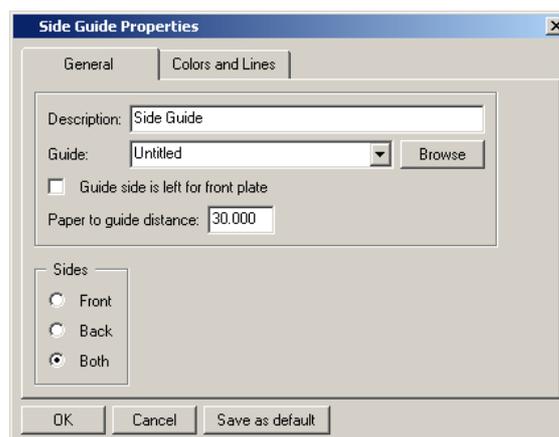

2. Click the Browse button and select the appropriate mark.

3. Set the options. For more elaborate information on Plate Marks and their properties we refer to the FASTIMPOSE Reference Manual.

4. Click OK and the mark will automatically appear in the correct position.
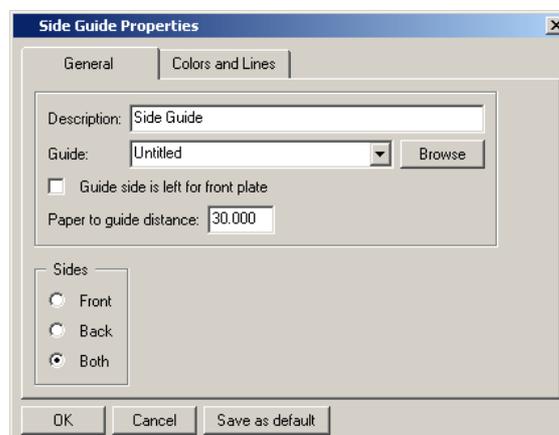
12.3 Modify Plate Mark properties

Plate Mark properties can be modified in the Sheet List View mode and in the Sheet View mode.

12.3.1 In the Sheet List View mode

1. • Select the Master, print group or sheet in the Preview pane.

   • Select the sheet in the Sheet Details pane.

2. • Click right and select List Marks from the pop-up menu.

   • Select List Marks from the Imposition menu.

3. Select the appropriate level. The Plate Marks window will appear.

4. Select the mark whose properties you want to consult or modify.
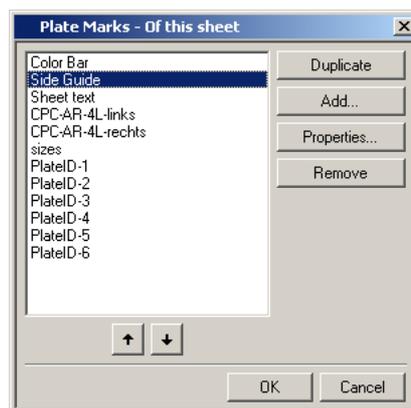
5. Hit the Properties button. The Properties window of the selected mark will appear.

Note:

All options of the separate Properties windows are thoroughly discussed in the FASTIMPOSE Reference Manual. Please refer to the chapter on Plate Mark Properties for more in-depth information.

12.3.2 In the Sheet View mode

In the Sheet View mode, plate mark properties can be consulted in two ways.

- If you select a mark first, you can go via Mark Properties or the List Marks window.

- If you don't select a mark, the List Marks option is the only one.

Note:

All options of the separate Properties windows are thoroughly discussed in the FASTIMPOSE Reference Manual. Please refer to the chapter on Plate Mark Properties for more in-depth information.

Via Mark Properties

1. Select the mark whose properties you want to modify.

2. • Click right and select Mark Properties from the pop-up menu.
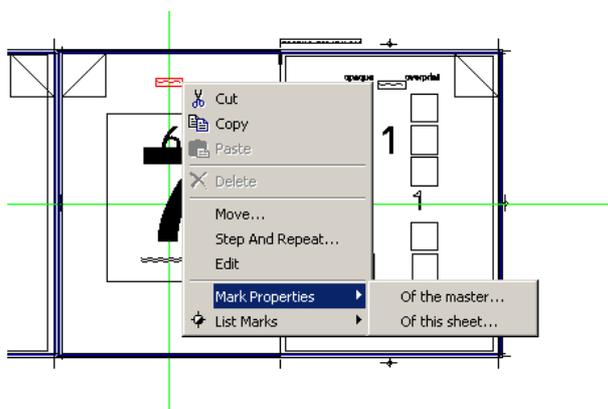

• Select Properties > Mark from the Imposition menu.

3. Select the appropriate level. The Properties window of the selected mark will appear.
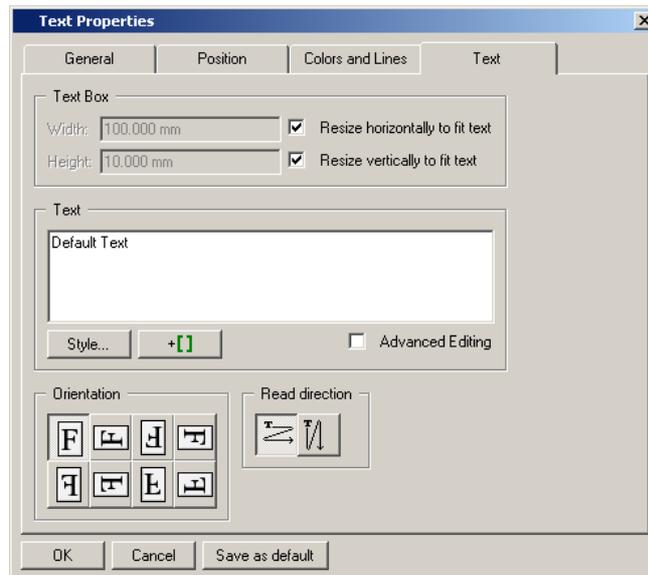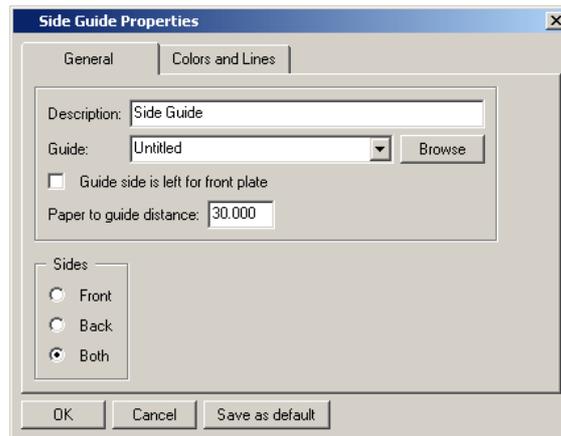
Via List Marks

1. • Click right and select List Marks from the pop-up menu.

   • Select List Marks from the Imposition menu.

2. Select the appropriate level. The Plate Marks window will appear.

3. Select the mark whose properties you want to modify.
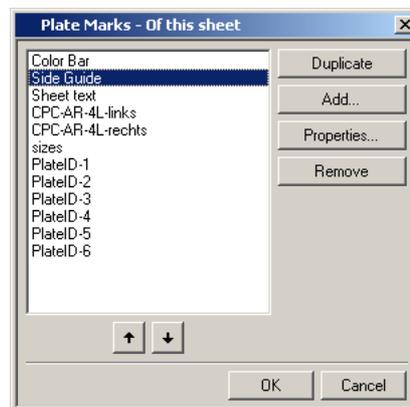
4. Hit the Properties button. The Properties window of the selected mark will appear.

12.4 Unique ID on proof and plate

To be absolutely sure that the file and its references that were printed as proof are identical to the final printout on the plate, FASTIMPOSE offers you the possibility to print an identity tag on the sheets. Two matching identity tags guarantee total identity.

A unique ID is created, based on the file date, the number of pages on the sheet and the images in the pages. If anything changes between proofing and printing the final document, the two IDs will no longer match. The ID appear on the screen as follows: XXXX – XXXX. The first four digits represent the imposition definition. The last four digits represent the pages and their images. When the sheets are output, the ID is given its definite form.

Follow this procedure to apply an ID to a sheet.

1. In Sheet View , right click the sheet and select List Marks > On this… from the pop-up menu. The Plate Mark window appears.

2. Select Add. The Marks window appears.
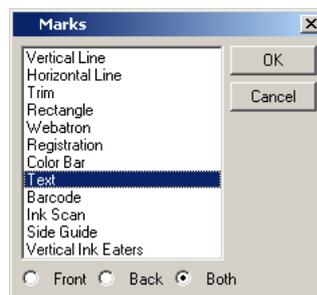
3. Select Text from the Marks window.

   Enable the appropriate radio button: Front, Back or Both to specify on which side of the plate you want the mark to appear.

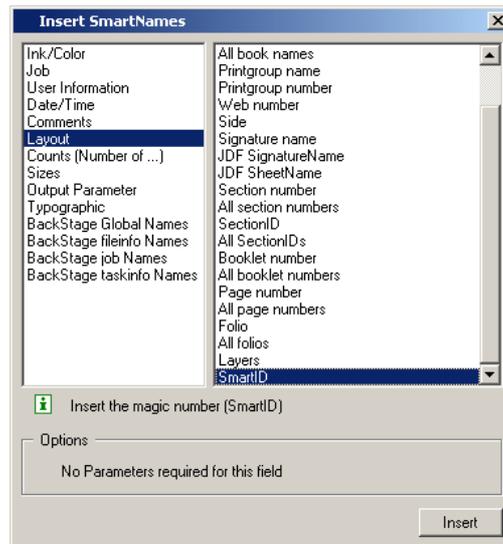4. Click OK and the Plate Text mark will appear in the Plate Marks window.
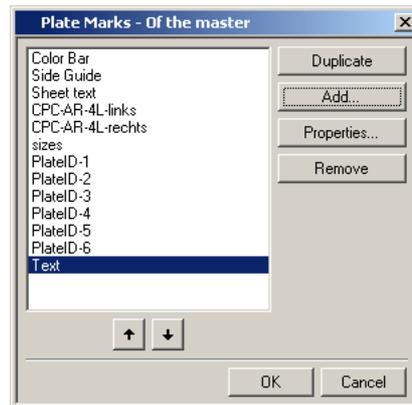
5. In the Plate Mark window, select the Plate text mark and click Properties. The Plate Text Properties window will appear.
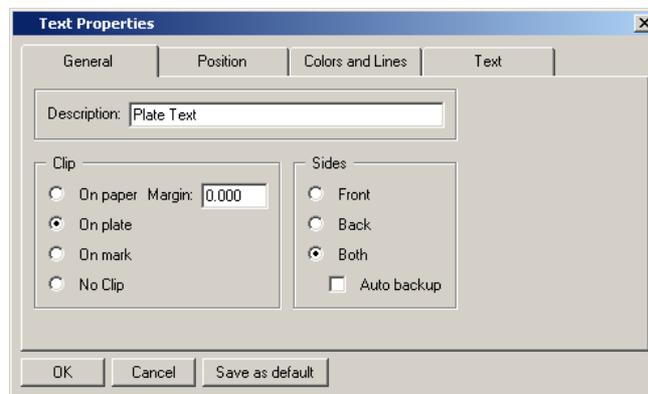
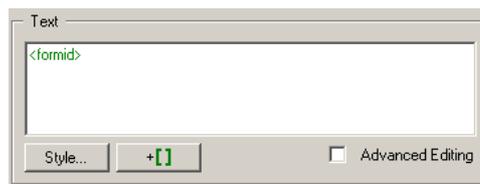6. Go to the Text tab and click the SmartNames button

+[ ]

.

7. Select Layout in the left column and Smart ID in the right column.
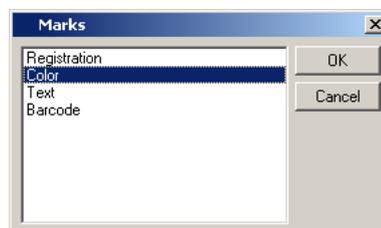
8. Click Insert.

    The ID automatically appears in the text box.

9. Click OK or click Save as default followed by OK.

12.5 Add Page Marks

See the Add Plate Marks chapter for more explanation.

12.5.1 In the Page List View mode

1. Select one or several pages if you want to be able to add a mark to one or several pages (of one or all books).

   Select nothing if you want to add the selected mark to all pages (of all books in the imposition).
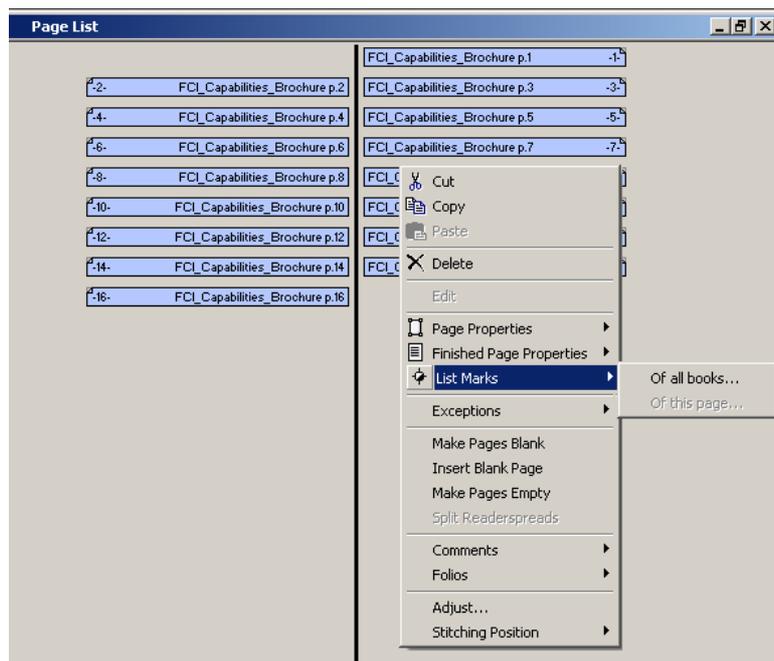
2. • Click right and select List Marks from the pop-up menu.

   • Select List Marks from the Imposition menu.

3. Select on which level you want the mark to appear:

   • The options: Of all books / On this book / On this page appear if you selected one or more pages.

   • Of all books is the only option if you didn't select pages.

   The Page Marks window will appear:
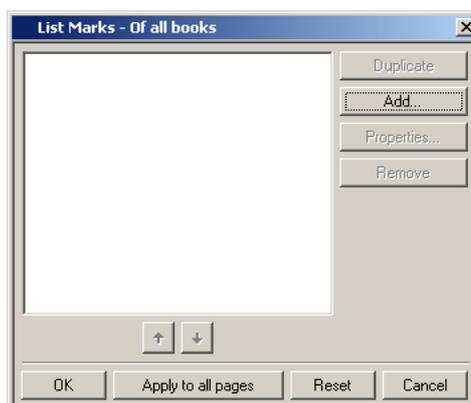
4. Click Add to open the Marks window, which contains an enumeration of all marks that you can add:

5. Select the desired mark.
6. Click OK in the Marks window. The selected mark will now appear in the Plate Marks window.
7. Click OK in the Page Marks window.
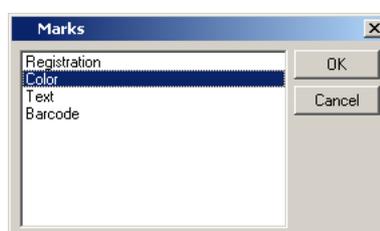
12.5.2 In the Page View mode

In the Page View mode, two methods can be applied to add page marks:
• via the Marks window
• via the Marks toolbar

Note:

The position of the mark can be adjusted by:
• left clicking the mark, and dragging it to its correct position.
• changing the position in its Properties window. For more information on how to access the Properties windows we refer to the Modify Page Mark Properties chapter.

Via the Marks window

Perform the steps below to add a mark via the Marks window.
1. • Click right in the Page View mode
    • Go to the Imposition menu.
2. Select List Marks from the pop-up menu.
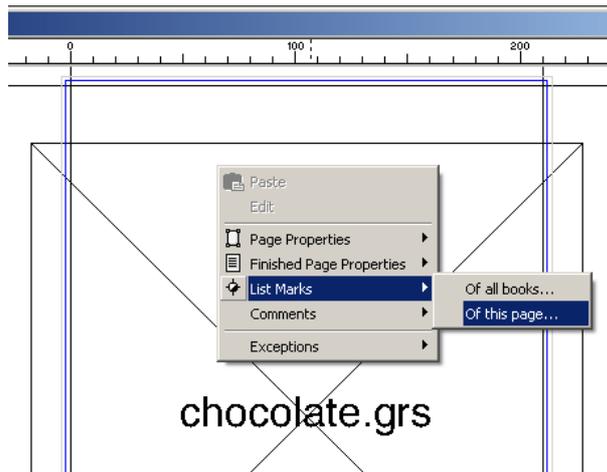
3. Select on which level you want the mark to appear:
    *   Select Of all books if you want the mark to appear on all pages of all books.
    *   Select On this book if you want the mark to appear on all pages of this book.
    *   Select On this page if you want the mark to appear only on this page.
    The Page Marks window will appear:
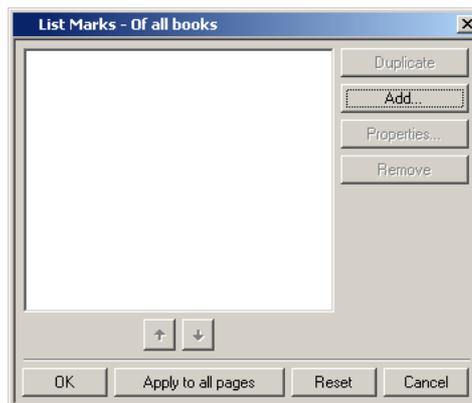
4. Click Add to open the Marks window, which contains an enumeration of all marks that you can add:
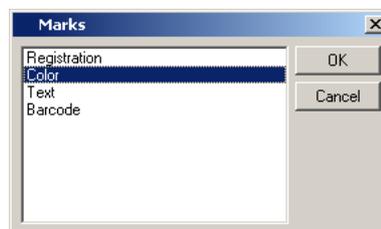
5. Select the desired mark.
6. Click OK in the Add Marks window. The selected mark will now appear in the Plate Marks window.

7. Click OK in the Plate Marks window.

Via the Marks toolbar

Perform the steps below to add a mark using the Marks toolbar.

1. Click the desired mark in the Marks toolbar

2. • For the (colored) logo mark, browse to the location of the object you want to insert and click OK.

   • A new text mark, carrying the label Default text, will be linked to the cursor.

   • A bar code will be linked to the cursor.

3. Move the cursor to where you want the mark to appear. The mark will follow the cursor across the page.

4. Click left to position the mark. The mark is placed on the page so that the center of the mark corresponds with the position of the mouse.

12.6 Modify Page Mark properties

Note:

All options of the separate Properties windows are thoroughly discussed in the FASTIMPOSE Reference Manual. Please refer to the chapter on Page Mark Properties for more in-depth information.

Page Mark properties can be modified:

1. in the Page List View mode
2. in the Page View mode

12.6.1 In the Page List View mode

1. Select one or several pages if you want to change the mark properties for those specific pages.

   Select nothing if you want to receive a list of all marks in the imposition.

2. • Click right and select List Marks from the pop-up menu.

   • Select List Marks from the Imposition menu.

3. Select on which level you want to change the page mark properties: Of all books, On this book, or On this page are the available options. The Page Marks window will appear.

> **Note:**
>
> If you did not select a page, Of all books will be the only option available.

4. Select the mark whose properties you want to modify.
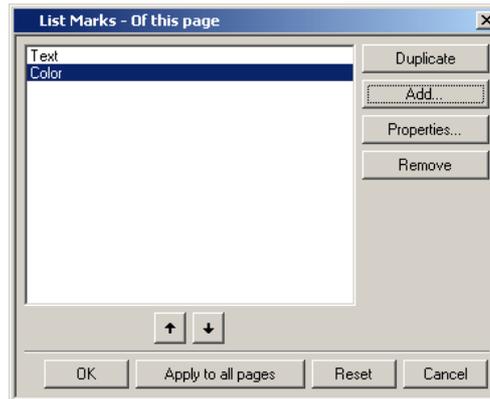
5. Hit the Properties button. The Properties window of the selected mark will appear.
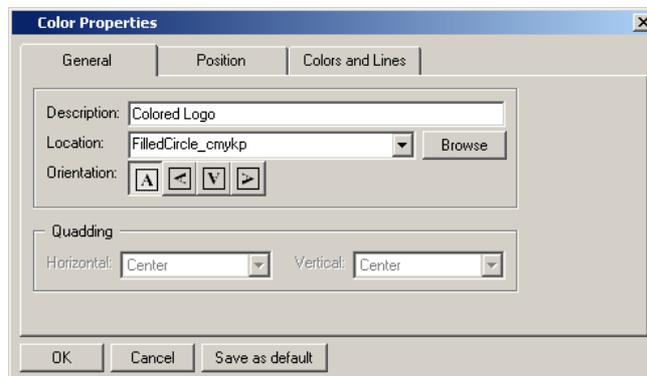
12.6.2 In the Page View mode

In the Page View mode, plate mark properties can be consulted in two ways.

- If you select a mark first, you can go via Mark Properties or the List Marks dialog.
- If you don't select a mark, the List Marks option is the only one.

Via Mark Properties

1. Select the mark whose properties you want to modify.
2. • Click right and select Mark Properties from the pop-up menu.

- Select Properties > Mark from the Imposition menu.

3. Select the appropriate level. The Properties window of the selected mark will appear.

Via List Marks

1. • Click right and select List Marks from the pop-up menu.
   • Select List Marks from the Imposition menu.
2. Select on which level you want to change the page mark properties: Of all books, On this book, or On this page are the available options. The Page Marks window will appear.

   Note:

   If you did not select a mark, Of all books will be the only option available.

3. Select the mark whose properties you want to modify.
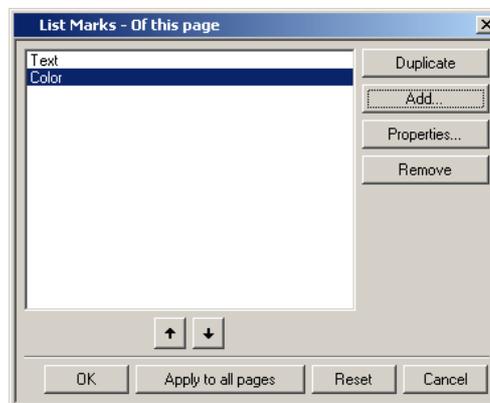
4. Hit the Properties button. The Properties window of the selected mark will appear.
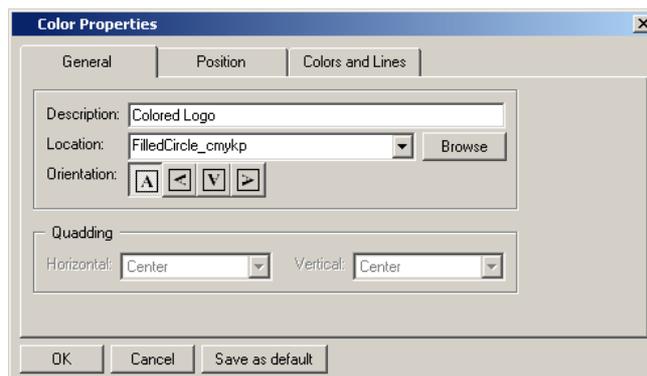
12.7 Add Assembly Marks

See the Add Plate Marks chapter for more explanation.
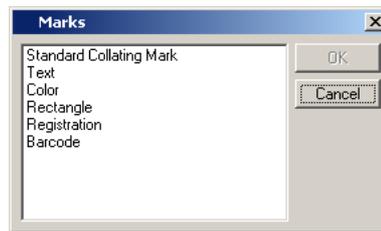
12.8 Modify Assembly Mark properties

1. • Right click the Assembly Details pane in the Sheet List View mode.

   • Go to the Imposition menu.

2. Select Assembly Properties or Properties > Assembly > Of all books / On this book. The Assembly window will appear:

3. Click Edit to open the Assembly dialog.

4. Hit the Marks button and the Assembly Marks window appear:
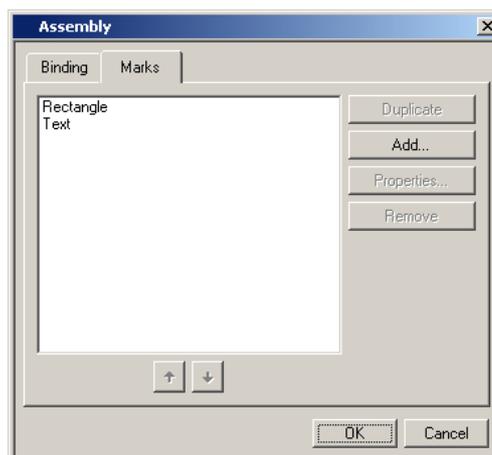
5. Select the mark whose properties you want to modify.

6. Hit the Properties button. The Properties window of the selected mark will appear.
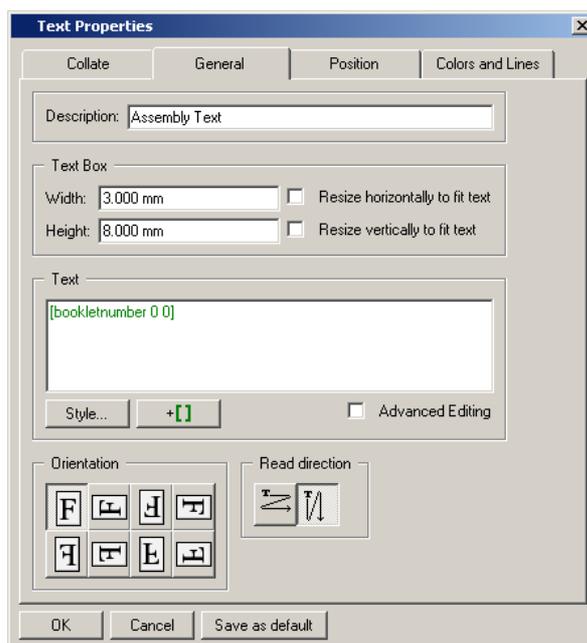
12.9 Alternative folios

In case the book consists of several separate sections, like e.g. a preface, epilogue, glossary, addendum, etc… it might be useful to work with different folios.

You can change folios:

- via Change folios
- via SmartNames

12.9.1 Via Change folios

On Master level

Changing folios on Master level allows you to define folio ranges for the complete page list. You can specify as many ranges as necessary. You also have the possibility to enter inverse folio ranges, typically used for flipovers.

1. Right click the Page List and select Folios > Of all books from the pop-up menu.

2. In the Folios window you can specify several folio ranges, with prefixes and/or suffixes if necessary.The Auto extend last range option automatically assigns folios (following the last range specified) should there be more pages in the Page List than specified in the Folios dialog.
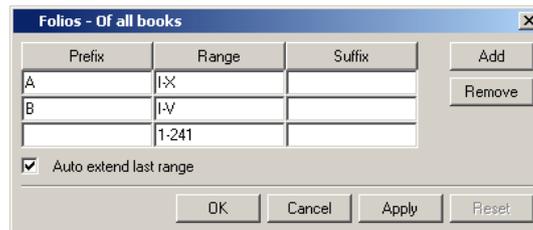
3. Click Apply, followed by OK or click Cancel to exit the Folios window without making any changes

On local level

Perform these steps to apply folios to specific pages.

1. In the Page List View, select the page you want to assign a specific folio to.

   If you want to select more than 1 page, we advise you to work with folio ranges as explained above.

2. Right click the page and select Folios > Of this page from the pop-up menu.

3. In the Change Folios window, enter the folio and a prefix or suffix if necessary.

   If you want the pages in the prologue to be labeled A – 1, then enter "A - " in the Prefix field.

4. Click OK to apply.

12.9.2 Via SmartNames

Perform these steps to define a folio via a SmartName in a text mark.

1. In the Page View mode, Add a Text Mark by clicking the **T** icon.

2. Position the text mark on the page by:
   - dragging the mark to the correct place.
   - selecting Move from the pop-up menu and entering new values.
   - entering the correct offset in the position tab of the Text Mark Properties window.

3. Right click the text mark and select Mark Properties > Of this page from the pop-up menu. The Text Properties window appears.

4. Click the SmartNames button +**[]** ; select Page in the left column and Folio in the right column:

5. Click Insert.
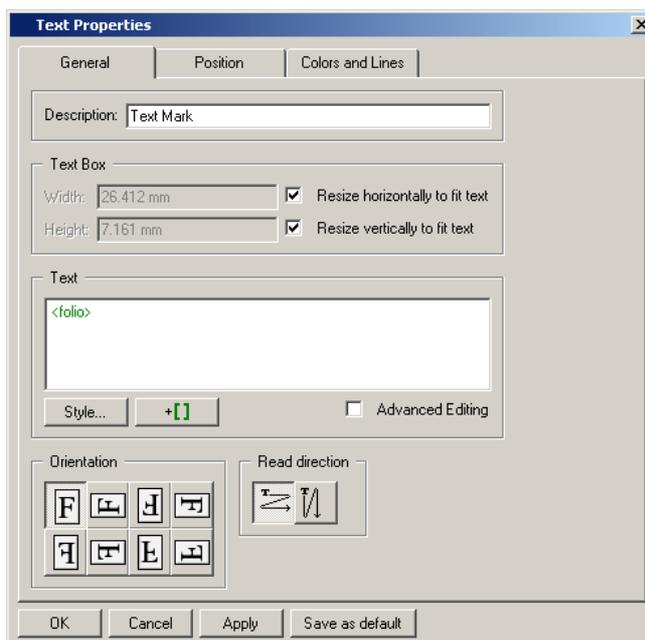
6. Indicate the layout in the folio dialog.

7. Click OK or Cancel to exit the Text Mark Properties window without making any changes.

12.10 Add Inks to the colors list

In the properties windows of all uncolored marks you will find the Colors option, where you can select a color for the mark. Default options are cyan, magenta, yellow, black, registration, darkest, knockout, none and the Pantone inks that are present in the job. The next paragraph explains how to add extra inks to the list.

Perform the steps below to add extra inks.

1. In the Tools menu, click Options.

2. Go to the Marks tab.
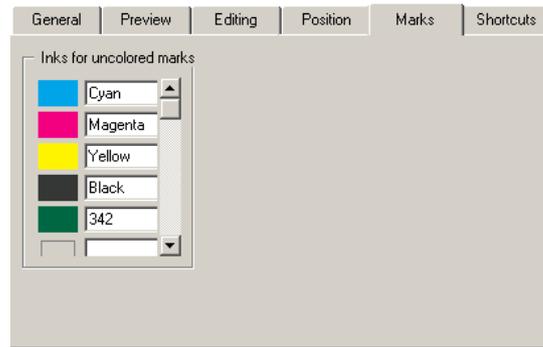
3. Enter the name of a new ink and click OK. Inks entered in the Options dialog will also be listed in the Color and Lines tab of uncolored marks.

12.11 Add plate marks on Master level

Perform the steps in the list to apply plate marks on global level.

1. In the Sheet List View mode select the Master.

2. Select Properties > Sheet from the Imposition menu.
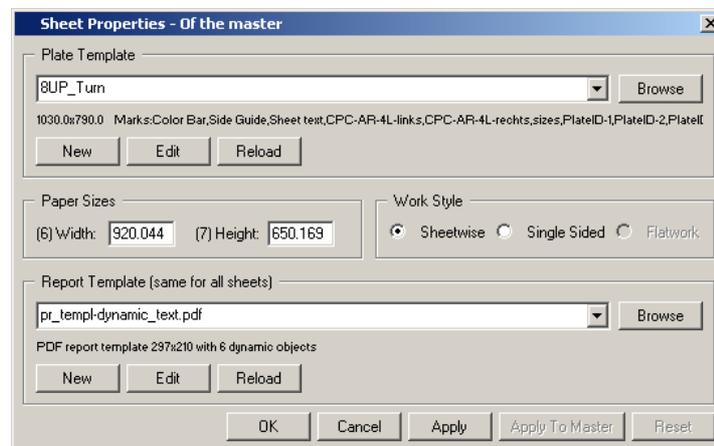
3. In the Sheet Properties window, click Edit and go to the Marks tab.:
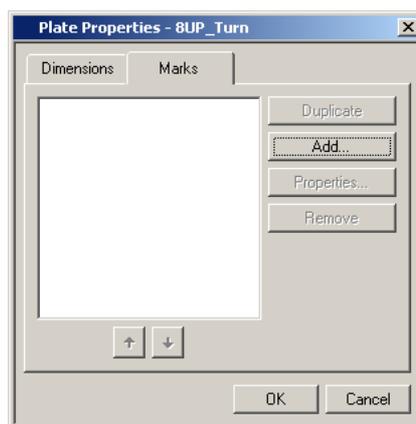
4. Click Add.

5. Select the marks that you want to use from the Marks window:
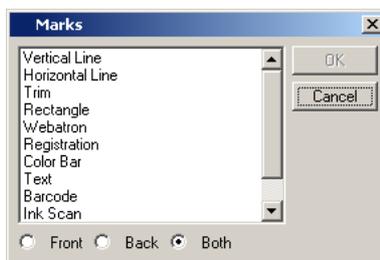
Specify to which side of the plate the marks should be added. Select Front, Back or Both and click OK.

6. The mark appears in the Plate Marks window:
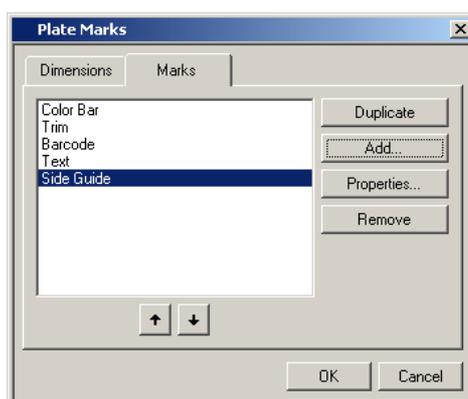
Click OK.

7. Click Apply followed by OK in the Sheet Properties window.

12.12 Reposition a mark

There are three possible ways to modify the position of a mark.

Note:

Not all marks can be moved. The plate marks in the Other list (Side Guide, Vertical Ink Eaters and Ink Scan) do not allow interactive placement.

1. Numerically:

   a. Select the mark.

   b. • Click right and select Mark Properties from the pop-up menu.

      • Select Properties > Mark from the Imposition menu.

   c. Select the level on which you want to modify the properties.

      The mark properties window appears:
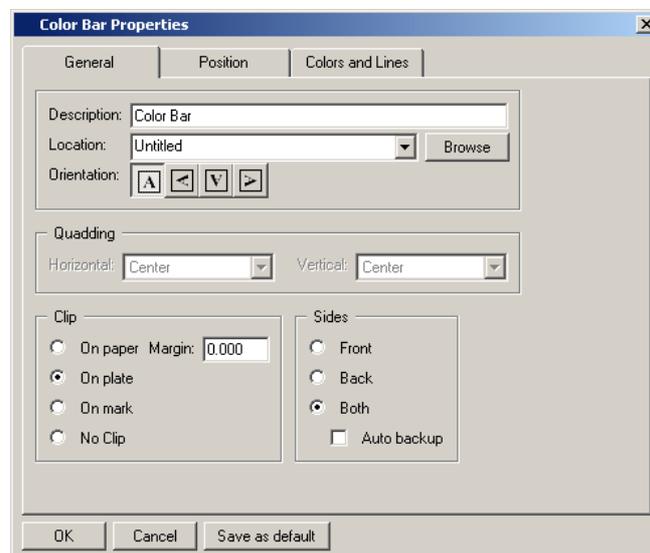
   d. In the Position tab, select the appropriate anchor point, which will function as reference point.

   e. Enter the desired horizontal or vertical offset in relation to the element selected in the From lists.

   f. Click OK or Cancel to exit the Signature Properties window without making any changes.

2. Manually:

In the Sheet View mode (for plate marks) or Page View mode (for page marks), select the mark and drag it to the correct position.

3. With the Move tool:

    a. Select the mark.

    b. Click right or go to the Edit menu.

    c. Select Move from the list.

    d. Enter a horizontal and/or vertical offset.
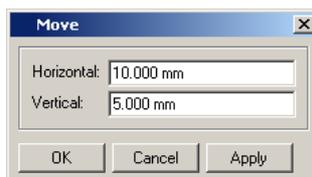
    e. Click Apply, followed by OK or click Cancel to exit the Move window without making any changes.

12.13 Stretch marks

FASTIMPOSE offers you the possibility to attach marks to certain objects on the sheet or page, and give them a certain begin and end point. The marks are stretched, and move along when the coordinates of the object on which they are attached change.

Note:

In case of text marks, the text will not be scaled. Only the size of the bounding box changes.
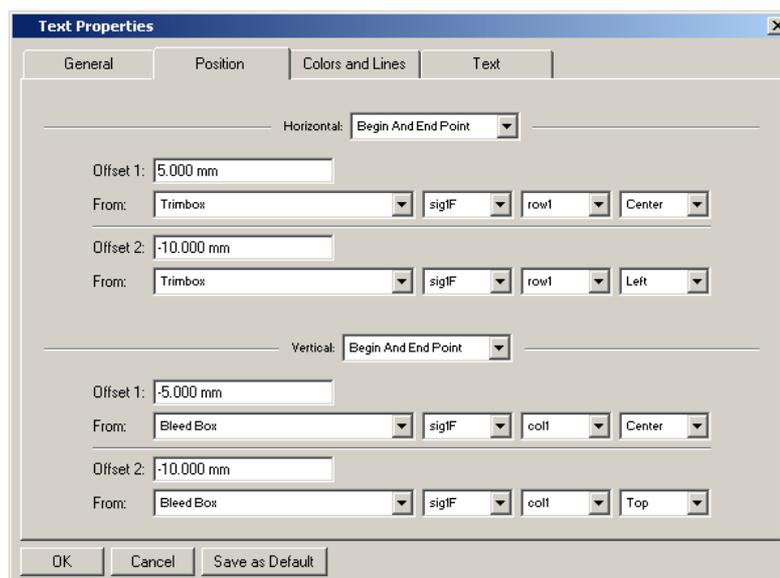
1. Place a mark and consult its properties window.
2. In the Position tab, select Begin And End Point from the dropdown list(s).
3. Select an object from the From list, relative to which you want to position the mark.
4. Select the exact position, relative to a signature, column, row or border side.
5. Give the appropriate offset.

12.14 Create bar code marks

Bar codes are just the visible part of often quite large systems frequently referred to as automated identification systems, which are increasingly proving to be some of the most cost-effective management tools, enabling organizations to keep track of their goods and stocks in all kinds of situations in a fast, accurate and efficient way.

The Bar Code dialog consists basically of two parts. You select a Bar Code type from the dropdown list, select an orientation and you define the bar code in the part of the dialog which changes according to the kind of bar code you've chosen.
1. Select the type of bar code you need.
2. Four different methods can be used to enter the bar code.
   a. Enter the appropriate digits, characters or symbols that are allowed for the type of bar code you selected.
   b. Use the SmartName options (

<div align="center">+**[]**</div>

).
   c. Use parts of the SmartName options, by using the Function option.
   d. Use a combination of the three possibilities mentioned above.

Note:

The liberty of combining the methods mentioned above, depends on the symbology of the bar code selected.

Note:

When entering an incorrect number of digits or incorrect begin or end digits, the system will display a warning message.

This is an example of a Code 39 bar code with the following code: upcase(< jobname0 >)+12% $upcase(< impoper >)

BARCODETYPES+12%$ABOT

What you find below is an enumeration of the most frequently used bar code types, with their symbology.

- Code 39
- Code 128
- DATAMATRIX
- EAN 8
- EAN 13
- UPC-A
- UPC-E
- UPC-SCS
- 2 of 5
- Codabar
- NDC and HRI
- HIBC 39 and HIBC 128
- PDF-417
- RCC9 (Lehner)
- ASIR Code
- ISBN
- Scope Plate ID

12.14.1 Code 39

The name Code 39 is derived from the code structure used for this bar code: 3 wide elements out of a total of 9 elements (where an element is the area occupied by a bar or a space).

12345ABCDE

So 1 digit is always encoded as 9 elements (of which 3 are wide and 6 are narrow). FastImpose allows to specify this bar code using 3 parameters:

- the width of a narrow element
- the ratio of size of wide elements to the size of narrow elements
- the number of characters per inch/mm

Knowing that 1 character = 3 * wide + 6 * narrow, one can immediately see that these parameters are linked. An operator just has to enter 2 of these parameters (depending on what his customer specifies), the 3rd one is calculated by FastImpose.

The Code 39 character set includes the digits 0-9, the letters A-Z (upper case only), and the following symbols: space, minus (-), plus (+), period (.), dollar sign ($), slash (/), and percent (%). A special start/

stop character is placed at the beginning and end of each bar code. The bar code may be of any length, although more than 25 characters really begins to push the bounds.

12.14.2 Code 128

Code 128 provides excellent density for all-numeric data and good density for alphanumeric data. It is often selected over Code 39 in new applications because of its density and because it offers a much larger selection of characters. Its 128 character set includes the digits 0-9, the letters A-Z (upper and lower case), and all standard ASCII symbols and control codes.

12.14.3 Datamatrix

Datamatrix code is a so-called 'two-dimensional' bar code and allows encoding large amounts of data. Datamatrix codes are being used more and more in packaging/label applications .

Code: The string to be encoded. The maximum length of the string to be encoded depends on symbol type (rows/columns) and the nature of the data (there are different encodings possible, our implementation follows the guidelines to get the most compact encoding). The encoding of control characters or binary data is currently not supported.

Symbol Type: Indicates the number of columns/rows in the matrix. Datamatrix codes exist in different sizes, the larger the size, the more data can be embedded. The 'Best Fit' selection will select the smallest symbol type that can contain the specified code string.

Cell size:This is the dimension of the basic (square) cell.

Height and Width:The height and width of the total bar code. Mark that the symbol type, cell size and height/width are related. Changing any of these settings will automatically change the related

fields. When 'Best Fit' is selected, the height and width are calculated by doing a 'preflight' on the specified code string.

12.14.4 EAN 8

EAN 8 is a shortened version of the EAN 13 code. It includes a 2 or 3 digit country code, 4 of 5 data digits (depending on the length of the country code), and a check character. While it is possible to add a 2-digit or 5-digit extension bar code, the primary purpose of the EAN-8 code is to use as little space as possible.

To build the correct EAN 8 bar code, use the following model:

- 7 digits + "["check character"]"XXXXXXX [C]

12.14.5 EAN 13

EAN 13 encodes 13 characters: the first two or three are a country code which identify the country in which the manufacturer is registered (not necessarily where the product is actually made). The country code is followed by 9 or 10 data digits (depending on the length of the country code) and a single digit check character. 2-digit and 5-digit supplemental bar codes may be added for a total of 14 or 17 data digits.

To build the correct EAN 13 bar code, use one of the following models:

- 12 digits + "["check character"]"XXXXXXXXXXXX [C]
- 12 digits + "["check character"]" + 2 add-on digitsXXXXXXXXXXXX [C] YY
- 12 digits + "["check character"]" + 5 add-on digitsXXXXXXXXXXXX [C] YYYYY

12.14.6 UPC-A

UPC-A encodes 12 numeric digits. The first digit identifies the numbering system being used. The next group of 5 digits identifies the manufacturer. This number is assigned by the Uniform Code Council (UCC). The next 5 digits identify the particular product and are assigned by the manufacturer. The last digit is a Modulo 10 check character.

To build the correct UPC-A bar code, use the following model:
- 11 digits + "["check character"]"XXXXXXXXXXX [C]
- 11 digits + "["check character"]" + 2 add-on digitsXXXXXXXXXXX [C] YY
- 11 digits + "["check character"]" + 5 add-on digitsXXXXXXXXXXX [C] YYYYY

12.14.7 UPC-E

UPC-E is a variation of the UPC-A symbol that is used for number system 0. By suppressing zeroes, UPC-E codes can be printed in a very small space and are used for labeling small items. In addition to the requirement that the first digit of the bar code must be zero, there are four rules that determine what UPC codes can be printed using the compressed UPC-E format:
- If the last 3 digits of the manufacturer's number are 000, 100, or 200, the valid product code numbers are 00000 - 00999 (1,000 numbers).
- If the last 3 digits of the manufacturer's number are 300, 400, 500, 600, 700, 800, or 900, the valid product code numbers are 00000 - 00099 (100 numbers).
- If the last 2 digits in the manufacturer's number are 10, 20, 30, 40, 50, 60, 70, 80, or 90, the valid product code numbers are 00000 - 00009 (10 numbers).
- If the manufacturer's number does not end in zero, the valid product code numbers are 00005 - 00009 (5 numbers).

To build the correct UPC-E bar code, use the following model:
- "[""0""]" + 6 digits + "["check character"]"[0] XXXXXX [C]
- "[""0""]" + 10 digits + "["check character"]"[0] XXXXXXXXXX [C]Only for codes that can be represented in UPC-E.

> **Note:**
>
> The leading "0" can be omitted, but only if the second is not a "0". However, six digits only is always unambiguous and therefore allowed.

12.14.8 UPC-SCS

UPC-SCS stands for UPC Shipping Container Symbol. The UPC Shipping Container Symbol is a numerical bar code with a unique start character and a unique stop character.

The first digit is an assortment indicator, and should always be "1" or "0". It is "1" when the UPC-code on the case and on the individual items inside the case are the same. It is "0" when the UPC-code on the case and on the individual items inside the case are different.

To build the correct UPC/SCS bar code, use the following model:

- "0" or "1" + "0" + 11 digits + ''[''check character'']''

  (0..1)0XXXXXXXXXXX [C]

12.14.9 2 of 5

Standard 2 of 5 is a self-checking numeric-only bar code. The symbology is called "2 of 5" due to the fact that digits are encoded with 5 bars, 2 of which are always wide (and the remaining three are narrow). The spaces in the bar code exist only to separate the bars themselves. Additionally, a bar may either be wide or narrow, a wide bar generally being 3 times as wide as a narrow bar. The exact size of the spaces is not critical, but is generally the same width as a narrow bar.

12.14.10 Codabar

Codabar can encode the digits 0 through 9, six symbols (-:.$/+), and the start/stop characters A, B, C, D, E, *, N, or T. The start/stop characters must be used in matching pairs and may not appear elsewhere in the bar code.

12.14.11 NDC and HRI

NDC stands for National Drug Code and HRI for National Health Related Items Code. Both are ten-digit codes which are administered by the Food and Drug Administration (FDA).

To build the correct NDC bar code, use one of the following models:

- "[""3""]" + "0" + 9 digits "["with no or both "-" signs"]" + "["check character"]"[3] 0XXX [-] XXXX [-] XX [C]

- "[""3""]" + digit in the range 1 to 7 + 4 digits + "-" sign + 4 digits + "-" sign + 1 digit + "["check character"]"[3] (1...7)XXXX-XXXX-X [C]

- "[""3""]" + digit in the range 1 to 7 + 9 digits "["with no or both "-" signs"]" + "["check character"]"[3] (1...7)XXXX [-] XXX [-] XX [C]

To build the correct HRI bar code, use one of the following models:

- "[""3""]" + "8" + 3 digits + "[""-" "]" + 6 digits + "["check character"]"[3] 8XXX [-] XXXXXX [C]
- "[""3""]" + "9" + 4 digits + "[""-" "]" + 5 digits + "["check character"]"[3] 9XXXX [-] XXXXX [C]

12.14.12 HIBC 39 and HIBC 128

HIBC stands for Health Industry Bar Code.

To build the correct HIBC bar code, use one of the following models:

Caution:

Letters must be upper case!

- "++" + 12 digits (EAN 13 without check character) + 1 digit (unit of measure identifier) + "["check character"]"++XXXXXXXXXXXX [C]
- "++" + 11 digits (UPC or HRI without check character) + 1 digit (unit of measure identifier) + "["check character"]"++XXXXXXXXXXX [C]
- "[""+""]" + 1 letter + 5 to 17 alphanumerical signs + "["check character"]"[+] (A...Z)XXXX{X} [C]
- "[""+""]" + 5 digits + 1 to 14 alphanumerical signs + "["check character"]"[+] XXXXX{Y} [C]
- "[""+""]" + "$" + 1 to 14 alphanumerical signs + "["check character"]"[+]$ {Y} [C]

12.14.13 PDF-417

PDF-417 is a high density code, two dimensional bar code consisting essentially of stacked lower bar code sets. This symbology is able to encode all the ASCII table characters (255).

The PDF417 Generator generates a 2-dimensional bar code. The PDF417 bar code can encode up to 1800 characters, but the actual number of encoded characters depends on the available space, printing/scanning technology and the encoded text. The output image is made of 'cells' organized in rows and columns.

Element sizeElement Width: minimum width of the element (=bar) in mm.Element Height: height of the element (=bar) in mm.
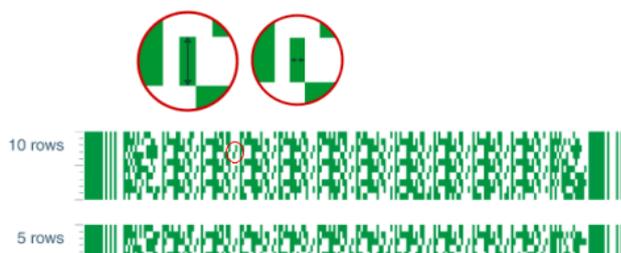
DimensionsRows: Vertical number of bars:

Note:

The total height of the bar code is Element Height x Rows

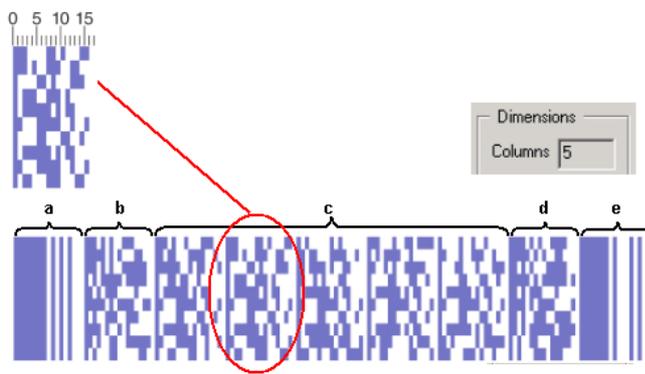Columns: Horizontal number of cells (letter c): A cell is a group of elements.Each cell consists of 17 x the element width.

Note:

The total length of the bar code is 17 x Element Width x (Columns+4) Where 4 stands for 4 extra cells (a, b, d and e), added at the beginning and end of each bar code:

- a: Start pattern

- b: Left row indicator

- d: Right row indicator

- e: Stop pattern

These 4 columns are used for synchronization and do not contain data. c: Number of columns, encoded data

Options

Truncated PDF: If activated, the last 2 columns (see above: d and e) are left out. This option can save some space for the data, but the resulting bar code may be more difficult to read. Therefore, we suggest activating this option only if high-quality paper and a high-quality scanner are used. On paper of lesser quality, it is better to use the default non-activated option as the right side helps with reading.

Initialize Alpha: Initialize Alpha is an extra identifying mark for the bar code reader. If activated, the encoded data in the bar code starts with the word 'INITALPHA'. It is then 100% guaranteed that the bar code will be read as a text message. If deactivated, the bar code may be unable to be read and strange binary data will be shown.

Note:

This option is especially useful when the message starts with strange characters.

Text compact allowed:Allows the encoder to use effective text encoding. Unless there is a good reason (such as encoding special characters not from standard ASCII - e.g. á í) this option should always be activated.

Numeric comp. allowed: Allows the encoder to use an even more effective way of encoding long sequences of digits. Unless there is a good reason, this option should always be activated.

Error detection and correction

A special sequence of bytes is added at the end of every PDF417 bar code. This sequence allows the reader to detect whether the bar code is OK and to correct minor errors. Thus, even if a part of the bar code is not readable, the message can be reconstructed. Values 1-8 specify how serious problems can be fixed. 1 = problem can be detected, not fixed. 8 = problem can be detected and fixed. The bigger the error correction level, the more space it takes (level 1 = 2 bytes, level 2 = 4 bytes, ... level

8 = 512 bytes) and therefore it leaves less space for the 'useful' message. The 'Automatic' toggle will use the best error correction level for the given message length and bar code size.

12.14.14 RCC9 (Lehner)

The RCC9 bar code is especially designed for the new LEHNER sensor system RCC 9 (Register Computer Control).

After platemaking, RCC 9 reads the LEHNER Register-Code on each plate. The code provides information e.g. about the printing press that will be used for the print job, and the color assigned to the plate. RCC 9 accurately detects within a few seconds the image position on each plate relative to the plate's mounting position. Numerical values of the deviations from the center positions for each plate are made available for pre-setting of the print registers. This virtually eliminates any start-up waste caused by color misregistration. It also determines whether or not a deviation from the center position is within the adjustment range of the register system of the specified press. Should an image be too far out, the plate is rejected. This easy-to-use link provides computer controlled quality assurance for the correct positioning of images on printing plates. As a result, changeover times between jobs are shortened.

This type of bar code has to positioned on each plate, or in other words, per ink a bar code should be available. The bar code is usually positioned just above the punch holes. It should NOT be printed in 'registration', but in the ink of the plate (Colors and Lines tab).
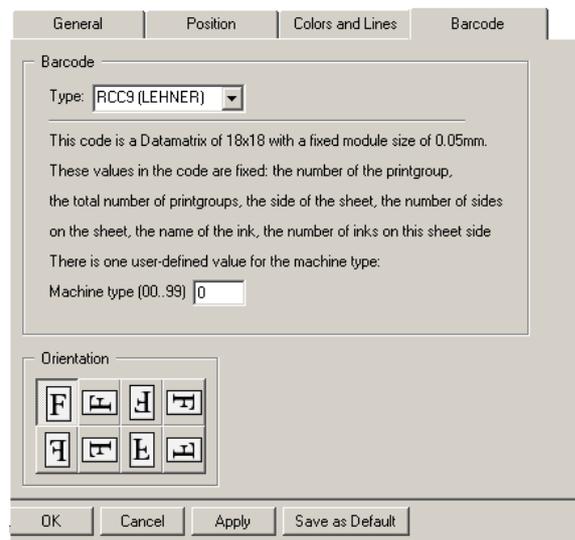

12.14.15 ASIR Code

The Automatic Signature Image Recognition code can be used for both saddle stitched and perfect bound jobs. The bar code is placed as a collating mark. It is a fixed mark and its position is determined by the location of the bar code sensor on the Muller-Martini equipment. The two most common positions are in the Back of the Unfinished Box or at the Front of the Bleed Box possibly with an additional offset.The code is a C128 with 6 digits and no text. The text of the code is only shown in

the editor and will not be output on a proof or plate. The value of the code is a function of the job name, the printgroup number and the total number of printgroups.

The settings in the Colors and Lines tab should be as follows:

• Code Color: Darkest

• Border Color: No Border

• Background Color: No background
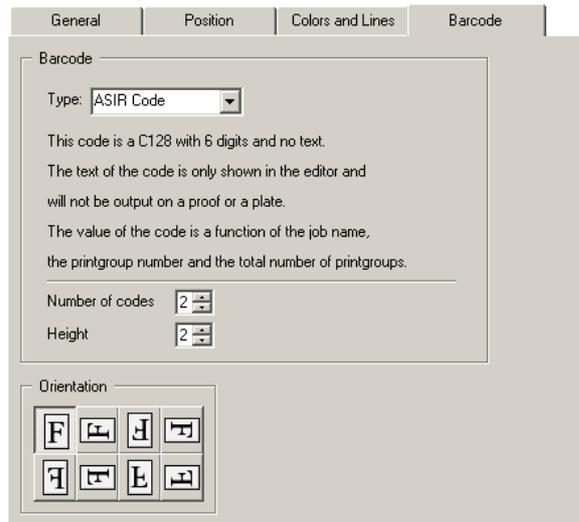
12.14.16 ISBN

The ISBN consists of 13 digits: the 3-digit prefix that identifies the book industry (currently 978), followed by the core 9-digit number and the recalculated check digit that validates the internal integrity of the whole number. As such it will also be identical to the EAN 'Bookland' 13-digit code that already appears encoded in the bar code printed on the back of the book.

For generating ISBN bar codes in FastImpose, please use the EAN 13 bar code.

12.14.17 Scope Plate ID

This bar code creates a unique ID for each plate. Scanning this bar code allows you to automatically approve or reject a plate.