xerox

FreeFlow® Makeready

Quick Reference Guide

You have just opened one of the most helpful books you will ever find about FreeFlow® Makeready.

What makes it so useful?

This guide gives easy-to-follow instructions to provide quick proficiency in FreeFlow® Makeready.

It is also designed to help you maximize your productivity by providing solutions to problems that can hinder workflow.

How?

The *FreeFlow Makeready Quick Reference Guide* provides practical answers to your questions and takes you step-by-step through daily basic operator activities. These activities include: simple scanning, image editing, makeready, printing, and file storage and management tasks.

And there is much more:

You'll also find plenty of tips, shortcuts and tricks that will make your job easier.

Questions and Answers

Follow these steps
to get help with your
questions or problems:

1 The FreeFlow® Makeready online Help system is an excellent source of information. You can access it from Help on the FreeFlow application's menu bar. The Help topics will walk you through the solutions to most of your questions.

You can also access the context-sensitive (ballon) Help system in the FreeFlow® Makeready application you're using by positioning the cursur over a button.

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2 Have a more specific problem? Call X-PRESS FAX at 1-800-979-9709 in the USA and request document number 12300 to receive a complete index of documented solutions, along with complete instructions for using the X-PRESS FAX system.

A FreeFlow Frequently Asked Questions (FAQ) web site is available at www.xerox.com. Search using the word "freeflow", then find the appropriate FreeFlow link. Select [**Support**] under that link. Under the FAQ heading, select the desired topic link to display the FAQ page for that topic. **3**

If you cannot find the answer, try other resources, like: **4**

- Customer Software Release Document (CSRD) for FreeFlow® Makeready
- System Administrator Guide
- Production Printing Setup Guide

5 If your machine is down or you cannot solve a problem, call 1-800-821-2797 in North America for the Xerox Welcome Center. Have your FreeFlow system serial number available. If the operator cannot talk you through a fix, he or she will place a service call for you or escalate your problem to a second level analyst.

INTRODUCTION

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Conventions

Quick Points

❍ **In case of Emergency:**

Power off your FreeFlow System if you notice any unusual noises or odors and call your local Xerox Customer Support Center immediately.

❍ **Important reminders:**

Never remove any covers or guards that are secured with screws. There are no operator serviceable parts inside.

Safety Symbols

Symbol	What it Means
⚠ **WARNING**	Used whenever a procedure, condition, or statement, if not strictly observed, could result in personal injury.
⊕ **CAUTION**	Used whenever a procedure, condition, or statement, if not strictly observed, could result in damage to the equipment, or in the loss of data or documents.

INTRODUCTION

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Other Conventions Used in this Guide

Conventions and What They Mean	
Check Boxes	The name of a check box is displayed in bold, followed by the word check box: Select the **Check Box name** check box. "Mark" directs you to place a check mark in the check box. "Clear" directs you to remove a check mark from the check box.
Menu Options	Menu options are displayed in bold and enclosed in square brackets: Select [**Menu name: Option name**].
Tabs in Dialog Boxes	The name of a tab is displayed in bold: Select the **Tab name** tab.
Buttons	Buttons in a dialog box are displayed in bold and enclosed in square brackets: Select [**Button name**].
Option Buttons	Option buttons are indicated by the word "select," followed by the name of the option button, in bold: Select the **Option Button name** option button.
List Boxes	The name of a list box is displayed in bold, followed by the word list box: Select the **List Box name** list box. A specific selection in a list box is displayed in bold, followed by the word option: Select the **Option name** option in the **List Box name** list box.
Text Boxes	The name of a text box is displayed in bold, followed by the word text box: Select the **Text Box name** text box.
Keyboard Keys	The name of the key is displayed in bold capital letters, and enclosed in angle brackets: Press <**KEY NAME**>.
Text	Text that should be typed exactly as it appears is displayed in bold, preceded by the word Type: Type **text**. Variable text (varies depending on your desired selection) is displayed in bold lower-case letters, and enclosed in angle brackets: Type <**filename**>.
Toolbar Buttons	The name of the toolbar button is displayed in bold, exactly as it appears on the tool tip: Select the **Toolbar Button name** toolbar button.
Referring to other documents	The title of a referenced document is displayed in italics preceded by its chapter number: Chapter <n>, *Document Title*. The name of a section in a referenced document is displayed in italics, followed by the page on which it is located: *Section* on page <n-n>.

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U.S.A. Copyright Laws

Quick Points

○ **More information:**

Get more information from the Copyright office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

○ **This list of documents is not all-inclusive:**

No liability is assumed for its completeness or accuracy.

Never Print These US Government Documents

Federal legislation forbids anyone from copying the following documents. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

○ Certificates of indebtedness

○ United States Bonds

○ National Bank Currency

○ Treasury Notes

○ Coupons from bonds

○ Federal Reserve Notes

○ Federal Reserve Bank Notes

○ Fractional Notes

○ Silver Certificates

○ Certificates of Deposit

○ Gold Certificates

○ Paper Money

○ Bonds and obligations of certain agencies of the government, such as FHA, etc.

Other Documents That are Illegal to Print

○ US Savings Bonds

EXCEPTION: US Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.

○ Internal Revenue Stamps

EXCEPTION: If necessary to copy a legal document on which there is a canceled revenue stamp, this may be done, provided the reproduction of the document is performed for lawful purposes.

○ Postage Stamps, canceled or not canceled

EXCEPTION: Postage Stamps may be photographed, provided the reproduction is in black and white, and is less than 3/4 or more than 1-1/2 times the linear dimensions of the original.

○ Postal Money Orders

○ Bills

○ Checks

○ Drafts for money drawn by or upon authorized officers of the United States

○ Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress

○ Adjusted Compensation Certificates for Veterans of World Wars

○ Obligations or Securities of any foreign government, bank, or corporation

○ Copyrighted material

EXCEPTION: If the permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction rights provisions of the copyright law.

○ Any author's book without the author's consent

○ Certificates of Citizenship or Naturalization

EXCEPTION: Foreign Naturalization Certificates may be photographed.

Other Documents That are Illegal to Print (Continued)

○ Immigration Papers

○ Draft Registration Cards

○ Selective Service Induction Papers which bear any of the following information:

- Registrant's earnings or income
- Registrant's previous military service
- Registrant's dependency status
- Registrant's physical or mental condition

○ Registrant's court record

○ Badges, Identification Cards, Passes, or insignia carried by military personnel, or by members of the various federal departments and bureaus, such as the FBI or Treasury

EXCEPTION: If ordered by the head of such a federal department or bureau, copying or printing is permitted.

EXCEPTION: U.S. Army and Navy discharge certificates may be reproduced.
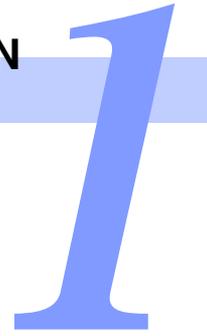
Canadian Laws

Documents That are Illegal to Print in Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

○ Current bank notes or current paper money.

○ Obligations or securities of a government or bank.

○ Exchequer bill paper or revenue paper.

○ The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.

○ Proclamations, orders, regulations, or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).

○ Marks, brands, seals, wrappers, or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission, or agency established by the Government of Canada or of a province or of a government of a state other than Canada.

○ Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.

○ Documents, registers, or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.

○ Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

NOTE: The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

System Startup and Shutdown

Quick Points

○ **Shortening startup time:**

If there is a MOD platter in the MOD drive while the drive is powering up, your startup time is shorter.

Powering On the System

Follow these instructions for powering on your system and hardware options. It is very important that you power on the hardware components in the order presented below.

Step	*Action*
To power on your system:	
1	If there is a Redundant Array of Independent Discs (RAID) attached to the workstation, power on the RAID.
2	If there is a scanner attached to the workstation, power on the scanner.
3	If there is a Windows printer attached to the workstation, power on the printer.
4	If you plan to use an optional Magneto Optical Drive (MOD) attached to the workstation, power on the MOD. As soon as the MOD drive is powered on, insert a MOD platter (an optical disk) into the MOD drive.
5	Power on the monitor.
6	Power on the workstation.
7	Log into the network.
	NOTE: *By default, FreeFlow software applications are installed in [***Start: Programs: Xerox FreeFlow Software***] *although the installer allows you to select an alternative directory if you choose.*

GETTING
STARTED

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Powering Off the System

Follow these instructions for powering off your system and hardware options. It is very important that you power down the hardware components in the order presented below.

Step	*Action*
To power off your system:	
1	From the Windows taskbar, select [**Start: Shut Down**].
2	Select [**Shut down**] from the **What do you want the computer to do?** drop-down list.
3	Select [**OK**] to shut down the PC and power off the server processor (CPU).
4	Power off the monitor.
5	If necessary, power off the MOD drive.
6	If necessary, power off the scanner.
7	If necessary, power off the RAID. ***NOTE***: *DO NOT power off the RAID for a normal shutdown. Power off the RAID only if you plan to move it.*

Starting FreeFlow Makeready

Select [**Start: Programs: Xerox FreeFlow Software: FreeFlow Makeready**] from the Windows taskbar to open FreeFlow Makeready.

The following screen shows the default display of the FreeFlow Makeready window. You can select [**View: Reset Workspace**] to display the FreeFlow Makeready window below.

Title Bar

Page View window

Menu Bar

Toolbars

Document Structure window

Directory Viewer
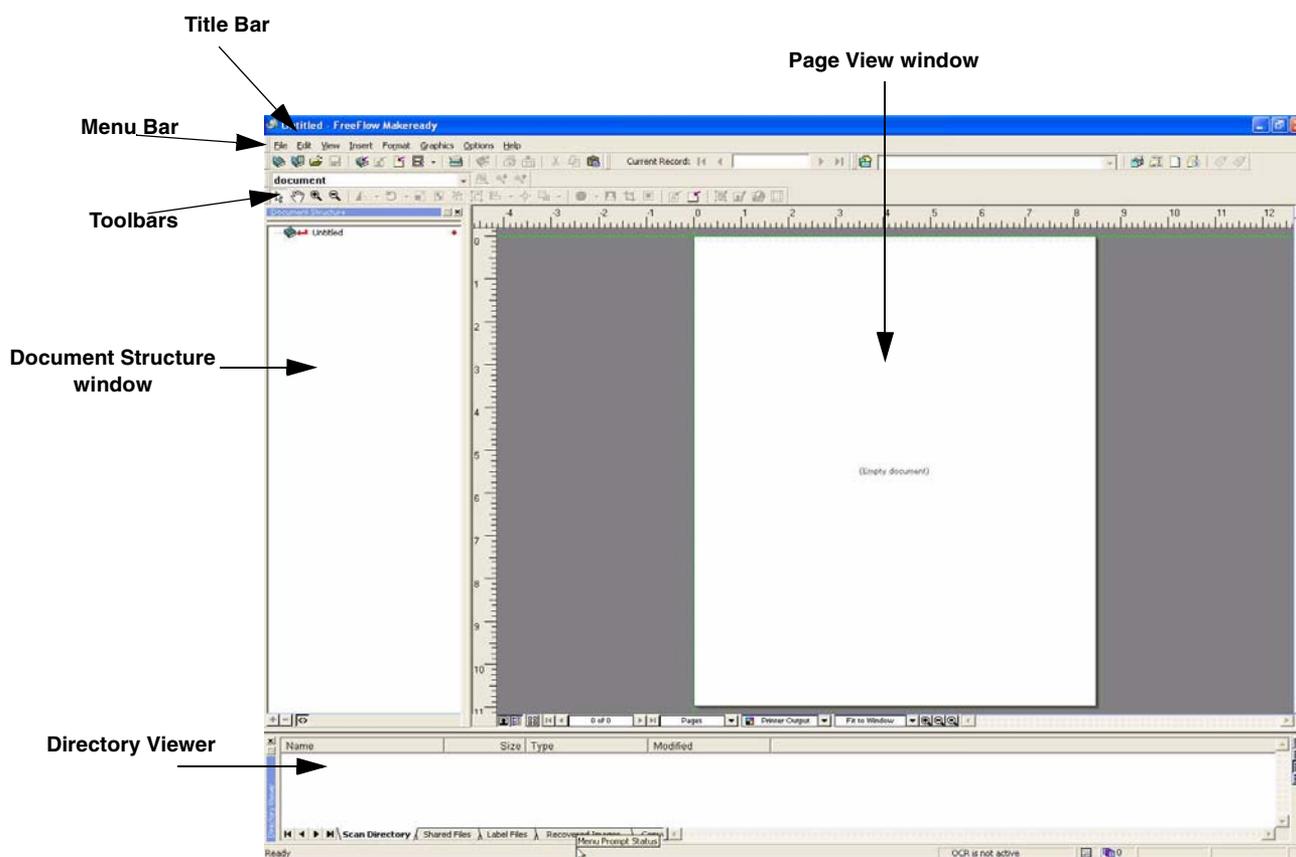
FreeFlow Makeready application window

Creating a New RDO

Quick Points

❍ **Wizards:**

When you use a wizard, you answer questions about the RDO you want to create, and FreeFlow Makeready does all the setup work. Select the Wizards tab in the New dialog box, and choose the appropriate wizard.

❍ **Templates:**

If you usually create the same kinds of RDOs over and over, you can create templates to save time. For directions on creating templates, refer to the FreeFlow Makeready Help system.

RDO is the 3-letter extension for the Raster Document Object file type. The RDO file type is used primarily with FreeFlow Makeready, but you can use RDOs with other FreeFlow applications, or convert them to PostScript or PDF files.

An RDO is a document file made up of images. An RDO has two parts:

❍ A PostScript wrapper which contains all the information about the structure and format of the pages in your document.

❍ A .CON directory that holds the TIFF, JPEG, PostScript, and Adobe PDF files that make up the pages of your document.

When you create an RDO, FreeFlow Makeready creates both of these parts automatically.

> **CAUTION:**
>
> Do not move, copy, rename, or delete an RDO using Windows Explorer.
>
> If you do, the content (.CON) directory will not be included in the operation, and the RDO will be corrupted. Use File Manager to perform these operations on RDO files.

Step	*Action*
With FreeFlow Makeready open:	
1	Select [**File: New**].
2	Select the **Documents** tab.
3	• Select the **Blank RDO Document** icon to create a new RDO with the default document settings for a Standard RDO.
	OR
	• Select a different icon on the **Documents** tab to create an RDO with specific settings, or select one of the preconfigured RDT (template) files.
	NOTE: Template files contain some defined document settings, which may include a destination printer, paper stocks, the job type, and margins, as well as many other options.
4	Select [**OK**].

Introducing Scan and Print

Scan and Print is designed to simulate a copier. The scanner creates a temporary digital file which it uses to complete the copy. You can also create a PDF or RDO file, in black and white or in color.

NOTE: *For color scanning, ensure that your scanner is color-capable.*

To open Scan and Print, select [**Start: Programs: Xerox FreeFlow Software: Scan And Print**].
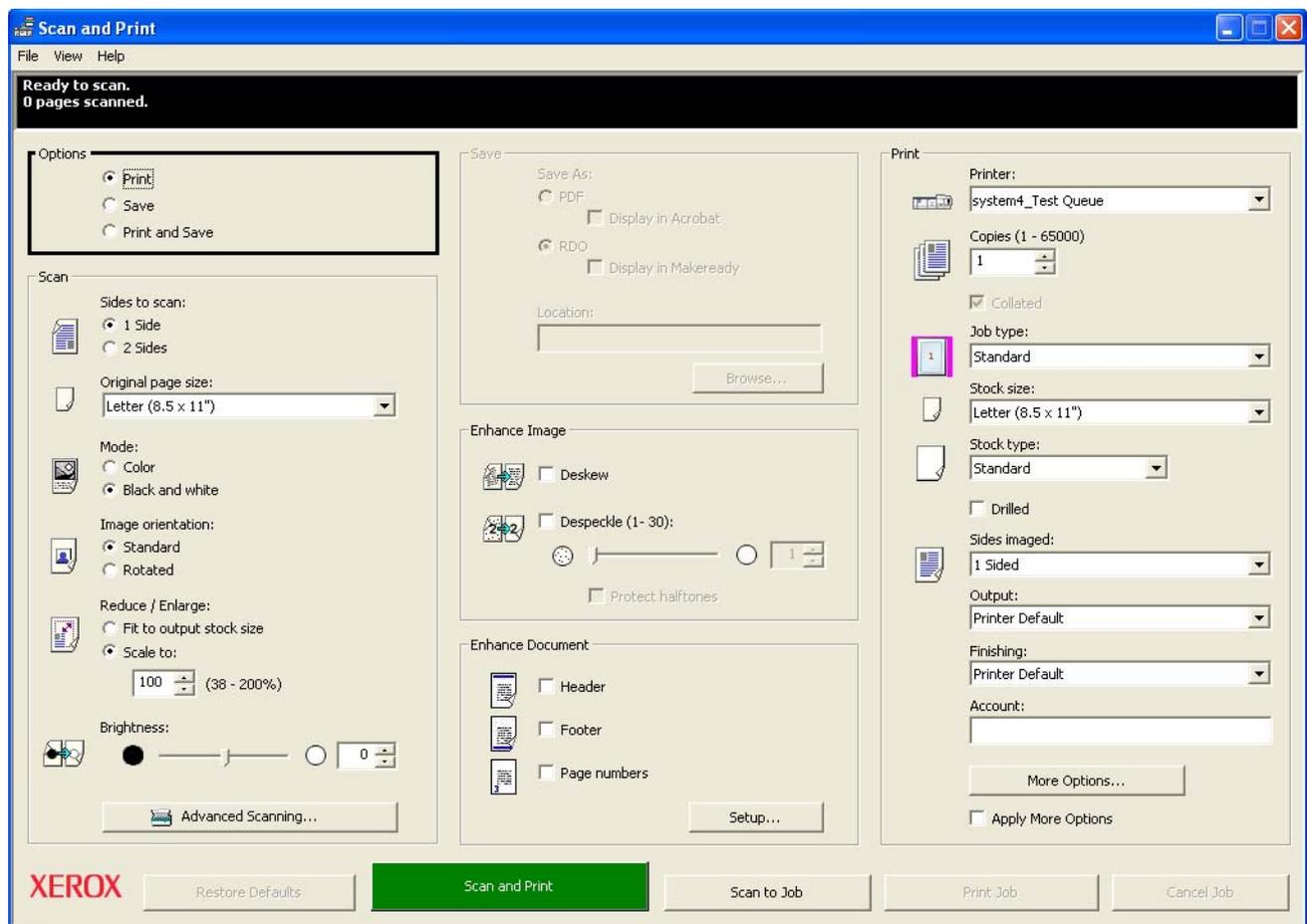
Scan and Print main application window

SCAN AND PRINT

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## Scan and Print a Black and White or Color Original

Quick Points

○ **Scan and Print options:**

Scan and Print options available for a job depend on the printer you specify in the Printer list box.

○ **Image orientation:**

Image rotation is limited to 90 degrees to the right.

Scan and Print allows you to create a copy of any black and white or color original you scan.

Scan options

Enhance options
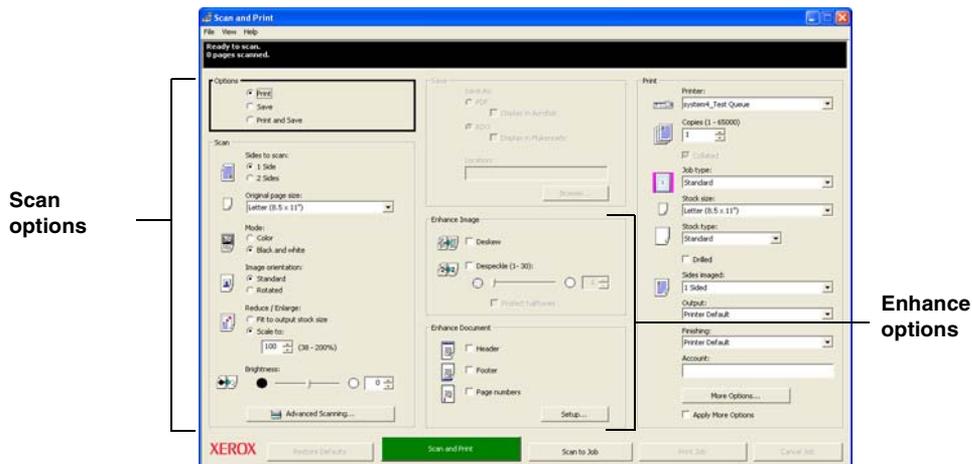
Step	*Action*
With Scan and Print open:	
1	Place a hardcopy document on the scanner glass or into the multi-sheet feeder.
2	Select [**Print**] in the **Options** section.
3	In the **Scan** section, make selections for: • Sides to scan • Page size of your original document • Mode • Image orientation • Reduce/Enlarge • Brightness

…continued

Step	*Action*
4	In the **Enhance Image** section: Select [**Deskew**] or [**Despeckle**] (black and white mode only). • Deskew eliminates the skew of an image. • Despeckle removes stray pixels that appear as "dirt" on an image.
5	In the **Enhance Document** section: a) To add headers, footers, or page numbers to your document, mark the appropriate check boxes. b) Select the [**Setup**] button. c) Define header, footer, or page numbering properties on the appropriate tabs.
6	Select [**OK**].

…continued

Scan and Print a Black and White or Color Original - Continued

[**Advanced Scanning**] button

Print options

[**More Options**] button
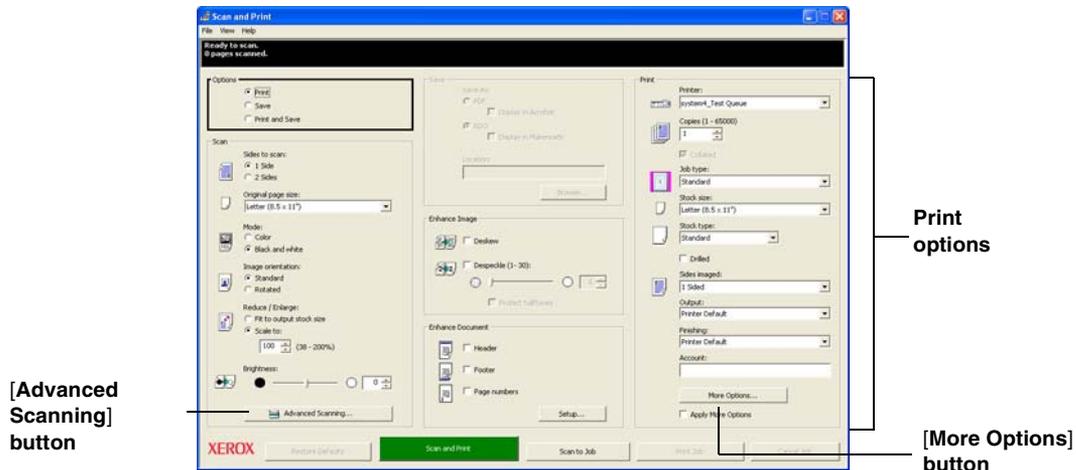
Step	*Action*
7	In the **Print** section, make selections for: • Printer • Number of copies • Job type • Stock size and type • Number of sides imaged • Output location • Finishing options • Account name or number, if desired.
8	Select [**Advanced Scanning**] to open the scan ticket, where you can make more detailed settings to your scan job.
9	Select [**More Options**] to open the Job Setup dialog and make changes to the default job ticket for the selected printer. *NOTE: To disable all additional options without having to change each one individually, clear the Apply More Options check box.*
10	Select [**Scan and Print**] to activate the copying process. *NOTE: The green button on the scanner does not activate Scan and Print.*
11	When you have finished, close Scan and Print.

USING
SCAN AND PRINT

Scan and Print Large Jobs

Quick Points

○ **Scan and Print options:**

Scan and Print options available for a job depend on the printer you specify in the Printer list box.

○ **Viewing area:**

The three-line viewing area at the top of the Scan and Print screen gives you information on scanning status (line 1), the number of pages scanned (line 2), and printing status and other information messages (line 3).

You can use Scan and Print to build large copying jobs with the **Scan to Job** button. Large jobs are defined as those with page counts that exceed the capacity of the scanner's multi-sheet feeder. Refer to your scanner documentation to determine the capacity.
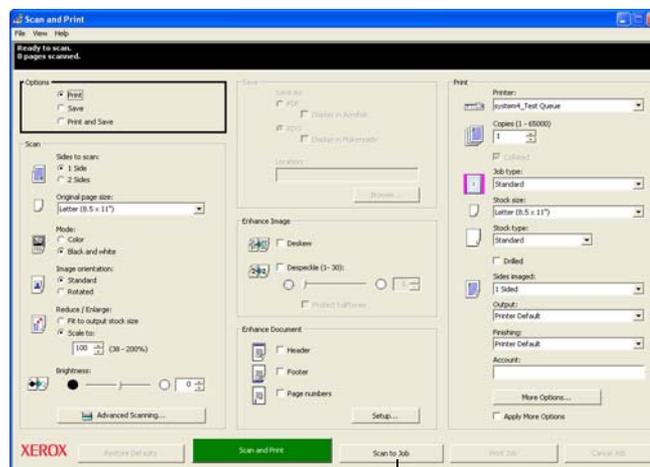
[**Scan to Job**] button

Step	*Action*
With Scan and Print open:	
1	Place the first portion of your job into the multi-sheet feeder.
2	Set your job options (steps 2 through 8 in *Scan and Print a Black and White or Color Original* on page 3-2).
3	Select [**Scan to Job**].
4	After the first portion of your job has scanned, place the second portion of your job in the multi-sheet feeder.
5	Select [**Scan to Job**].

Step	*Action*
6	Repeat steps 4 and 5 until your entire job has been scanned.
7	Select [**Print Job**]. Your document is submitted to the printer you selected.
8	When you have finished, close Scan and Print.

Scan and Save Documents

Quick Points

❍**Using factory default settings:**

You can use the factory defaults for Scan and Print by selecting [File: Restore Factory Defaults] or by selecting the [Restore Defaults] button.

You can scan a black and white or color document and save it as an RDO or an Adobe PDF using Scan and Print. You can save the document into a directory in the Windows file system or supported repository.

Select a Save option.

Save section becomes active.

Scan and Save

Step	*Action*
With Scan and Print open:	
1	Place a hardcopy document on the scanner glass or the multi-sheet feeder.
2	Select [**Save**] in the **Options** section.
3	Set your job options (steps 2 through 8 in *Scan and Print a Black and White or Color Original* on page 3-2).
4	In the **Save** section: a) Select [**PDF**] or [**RDO**]. If you want your document to display immediately after scanning, mark: • **Display in Acrobat** check box for PDF files or • **Display in Makeready** check box for RDO files. b) Select the [**Browse**] button. The Save As dialog box displays. **NOTE**: *The following options are not available when saving as an Adobe PDF; Copies, Stock type, Sides imaged, Output, Finishing, and Account.*

Scan and Save Documents - Continued

Save As dialog box

Step	*Action*
5	Use the **Save in** drop-down list to navigate to and select the location where you want to store your file.
6	Type the name of your file in the **File name** text box.
7	Select **PDF Files (*.pdf)** or **RDO Files (*.rdo)** from the **Save as type** list box. ***NOTE***: *When Save As: PDF is selected in the Save section, the Print section on the right side of the screen changes to PDF Options. When Save As: RDO is selected, this section changes to Job Ticket Settings section.*

…continued

Scan and Save Documents - Continued

Save as PDF   **Save as RDO**

Step	*Action*
8	Select [**Save**] or [**OK**] to close the Save As dialog box and return to Scan and Print. The path for your job displays in the Location box.
9	Select a printer from the **Optimize for** or the **Printer** drop-down list.
10	Select other appropriate options from this section.
11	Select [**Scan and Save**]. Your file is saved to the specified location.
12	When you have finished, close Scan and Print.

Scan, Print, and Save an RDO or PDF

You can scan a black and white or color document, print it and then save it as an RDO or PDF using Scan and Print. You can save the RDO or PDF into a directory in the Windows file system or supported repository.
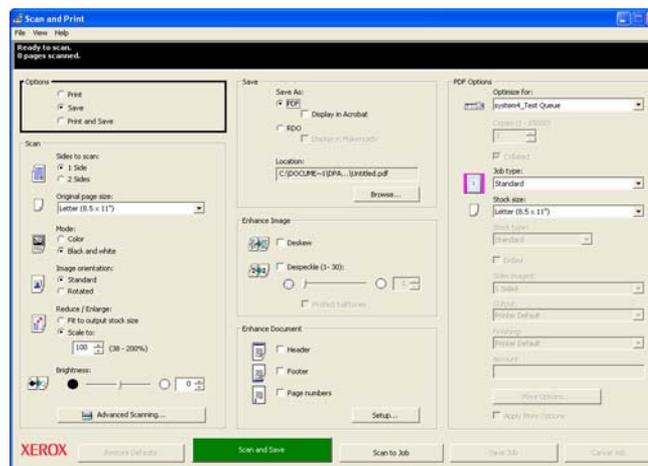
Scan, Print and Save

Step	Action
With Scan and Print open:	
1	Place a hardcopy document on the scanner glass or in the multi-sheet feeder.
2	Select [**Print and Save**] in the **Options** section. The green button at the bottom of the screen is activated for Scan, Print & Save.
3	Set your job options (steps 2 through 8 in *Scan and Print a Black and White or Color Original* on page 3-2).
4	In the **Save** section: a) Select [**PDF**] or [**RDO**]. If you want your document to display immediately after scanning, mark: • **Display in Acrobat** check box for PDF files or • **Display in Makeready** check box for RDO files. b) Select the [**Browse**] button. The Save As dialog box displays.
5	Use the **Save in** drop-down list to navigate to and select the Windows location where you want to store your file.
6	Type the name of your file in the **File name** text box.

Step	*Action*
7	Select **RDO Files (*.rdo)** or **PDF Files (*.pdf)** from the **Save as type** list box.
8	Select the [**Save**] button to close the Save As dialog box and return to Scan and Print. The path for your job displays in the Location box.
9	Select [**Scan, Print & Save**].
10	When you have finished, close Scan and Print.

SCANNING *4*

Scanning to an RDO

Quick Points

❍ **Image quality and scanning:**

For best image quality when scanning, select the destination printer you plan to use when printing the RDO. Why? When you scan an image, the image resolution dictates the quality of the image. If you scan an image at 300 dots per inch (dpi), and the printer can produce 600 dpi, the image quality is slightly distorted.
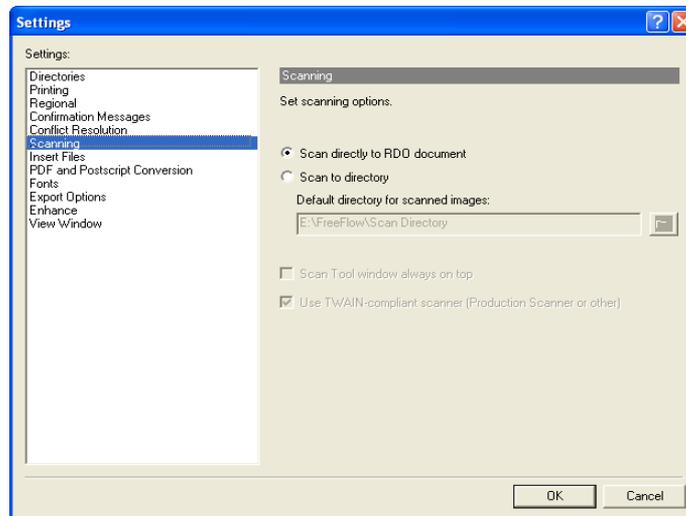
Settings dialog showing Scan to RDO option

Step	*Action*
To scan directly to an RDO:	
1	Open FreeFlow Makeready. *NOTE*: *You can open an existing RDO and add images to it or add images to the new RDO.*
2	Select [**Options: Settings**] from the menu bar.
3	Select [**Scanning**] from the **Settings** list box.
4	Select **Scan directly to RDO document**.
5	Select [**OK**] to close the Settings dialog and return to FreeFlow Makeready.
6	Select [**Insert: Scan Images**] to open the scanning application and scan your images.

SCANNING *4*

Scanning to a Directory

Quick Points

❍**Using the Directory Viewer:**

You can drag and drop images from the Scan Directory tab in the Directory Viewer into any RDO you wish. This moves a TIFF file into an RDO. To copy a TIFF file into an RDO, hold <CTRL> while dragging.
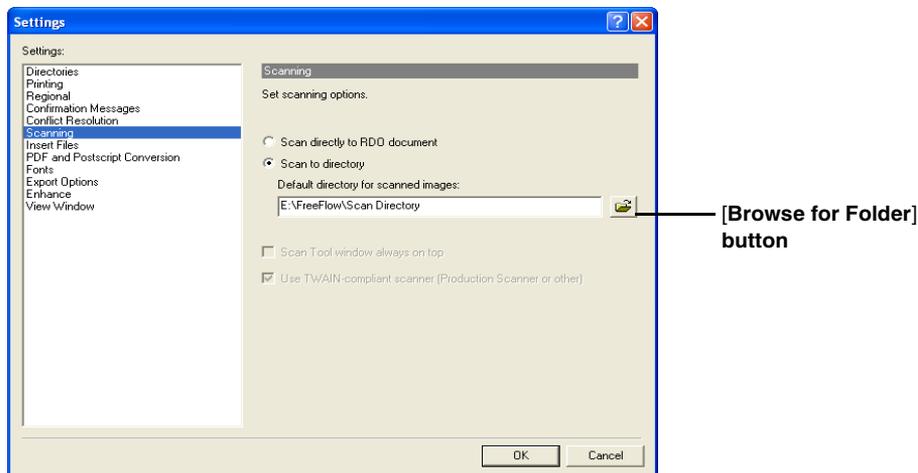
Settings dialog showing Scan to Directory option

Step	*Action*
To scan to a directory:	
1	Open FreeFlow Makeready.
2	Select [**Options: Settings**] from the menu bar.
3	Select [**Scanning**] from the **Settings** list box.
4	Select **Scan to directory**.
5	Type a complete directory path in the **Default directory for scanned images** text box, or select the [**Browse for Folder**] button. The default path is **e:\FreeFlow\Scan Directory**. *NOTE: This causes the TIFF files created to display in the Scan Directory tab in the Directory Viewer window. If the Directory Viewer window is not displayed, you can select [View: Directory Viewer].*
6	Select [**OK**] to close the Settings dialog box and return to FreeFlow Makeready.
7	Select [**Insert: Scan Images**] or the [**Scan Images**] toolbar button to open the scanning application.

SCANNING 4

Creating a Standard RDO

Quick Points

○ **Defining the printer family:**

It's a good idea to specify the printer you plan to use to print your RDO. That way, the FreeFlow Makeready software will display only the options your printer can support.

Standard RDOs can be 1-sided or 2-sided. Standard RDOs are printed with one page per side of a sheet of paper. You can add any supported content (TIFF, JPEG, PostScript, Adobe PDF, or another RDO) to a standard RDO. For more information on adding (inserting) existing files to an RDO, see *Chapter 5, RDOs and Other File Types*.
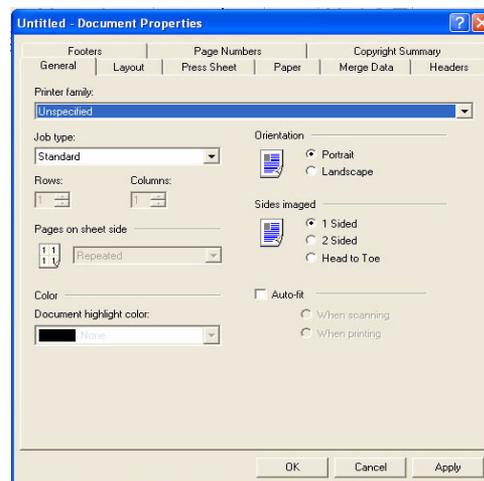
Document Properties dialog box

Step	*Action*
With FreeFlow Makeready open:	
1	Select [**Format: Document Properties**] from the menu bar. *NOTE: The **Press Sheet** tab options are unavailable for this type of job.*
2	Select the **General** tab.
3	You can select a site-specific printer from the **Printer family** drop-down list. Select [**Unspecified**] if you are unsure which printer you plan to use to print the RDO. *NOTE: Only printers defined on your workstation display in the **Printer family** drop-down list.*
4	Select [**Standard**] from the **Job type** drop-down list.

SCANNING *4*

Step	Action
5	Select [**Portrait**] or [**Landscape**] in the **Orientation** section.
6	Select [**1 Sided**], [**2 Sided**], or [**Head to Toe**] in the **Sides imaged** section.
7	Mark or clear the [**Auto-Fit**] check box. *NOTE: If you mark the **Auto-Fit** check box, the **When scanning** and **When printing** option buttons become available. Select one of these buttons to determine when to auto-fit your images.*
8	If you selected a highlight color printer from the **Printer family** drop-down list, you can select a highlight color for your RDO from the **Document highlight color** drop-down list.
9	You can select the **Layout** tab to define margins and the default image position for pages in your RDO.
10	You can select the **Paper** tab to edit the default paper stock or to define up to nine additional paper stocks for your RDO. You can also define covers for your RDO on the **Paper** tab. *NOTE: Paper Stock #1 is the default stock for the document.*
11	You can select the **Headers** tab to apply and define the appearance of a document-wide header.
12	You can select the **Footers** tab to apply and define the appearance of a document-wide footer.
13	You can select the **Page Numbers** tab to apply and define the appearance of document-wide page numbers.
14	Select [**OK**] to close the Document Properties dialog box. You can now scan images, [**Insert: Scan Images**], or insert images, [**Insert: File**], into the RDO.
15	When you are ready to print the RDO, select [**File: Production Print**]. Select your desired printer from the **Target Destination** drop-down list, specify the Job Ticket settings, and select [**Submit All**] to submit the print job.

SCANNING 4

Creating a Signature RDO

Quick Points

○ **Three types of signatures:**

FreeFlow Makeready features three types of signature jobs:

- Book in which the page width is greater than the page height.
- Calendar, in which the page height is greater than the page width and pages are printed head-to-toe.
- Pamphlet, in which the page height is greater than the page width.

○ **Multi-segment signatures:**

FreeFlow Makeready enables you to create a document style that is composed of a grouping of multiple, folded sheets (signatures) which comprise the entire book.

Signature-shift can be a problem in single-signature, high page-count documents. The multi-segment signature option provides a practical solution.

Signature jobs are always 2-sided. Signature jobs are printed side-by-side on one side of a sheet of paper. You can then fold the printed document to create a book, calendar, or pamphlet.
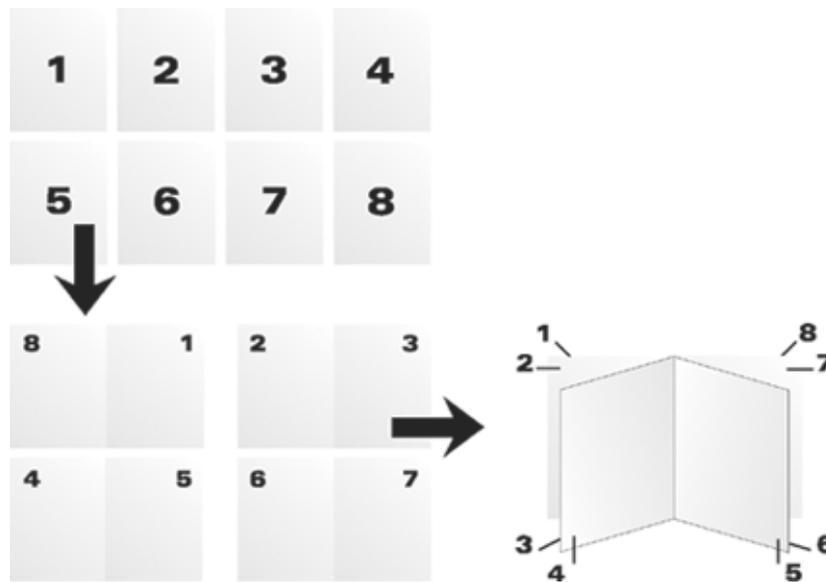
Signature Document Example

…continued

SCANNING 4

Step	*Action*
With FreeFlow Makeready open:	
1	Select [**Format: Document Properties**] from the menu bar.
	NOTE: If you have an RDO open, you will be prompted to save your changes before opening a new document. You can have only one RDO open in one instance of FreeFlow Makeready at a time. You can, however, open multiple instances of FreeFlow Makeready.
2	Select the **General** tab.
3	Select the desired printer from the **Printer family** drop-down list.
	NOTE: Not all printers support the signature job type.
4	From the **Job type** drop-down list, select the desired Signature type. Check the Quick Points on page 4-5 for descriptions of Signature types.
5	While the **General** tab is still displayed, mark the **Auto-Fit** check box if you plan to scan hardcopy to add pages to your signature RDO. (You should also select the **When scanning** option button.)
6	Select the **Layout** tab to define margins, signature options, and the default image position for pages in your RDO.
	*NOTE: Marking the **Fill last segment** check box ensures that the last segment of a multi-segment signature is filled to the specified number of sheets per signature.*
7	Select the **Press Sheet** tab to specify how you want the document pages imposed for printing.
	…continued

Creating a Signature RDO — continued

Using Press Sheet enables printers to print faster, and saves resources by making use of large sheets of paper.

For example, an 8.5" x 11" signature book with two sheets per signature can be reimposed using a 2-up 11" x 17" sheet, resulting in two copies of the signature on the sheet. The sheet is then folded and cut at the fold.

Press Sheet options are:

○ None (default)

○ Calendar - flip top

○ Calendar - flip bottom

The Press Sheet option is available when the job type is set to signature book, and the Sheets per signature is set to 2. If Sheets per signature is set to anything other than 2, and a Press Sheet option (other then None) is selected, then Sheets per signature is reset to 2, and disabled. Sides imaged is also set to 2, and disabled.

Step	*Action*
8	Select the **Paper** tab to edit the default paper stock or to define up to nine additional paper stocks for your RDO. You can also define covers for your RDO on the **Paper** tab. **NOTE**: *Paper Stock #1 is the default stock for the document.*
9	On the **Headers** and **Footers** tabs you can apply and define the appearance of document-wide headers and footers.
10	Select the **Page Numbers** tab to apply and define the appearance of document-wide page numbers.
11	On the **Headers** and **Footers** tabs you can apply and define the appearance of document-wide headers and footers.
12	**CAUTION:** If you change the default paper stock for a Signature RDO in the production print job ticket, do not save the job ticket into the RDO. If you do, the default stock for the RDO changes, and you will have to reposition all the images in the RDO. When you are ready to print the RDO, select [**File: Production Print**]. Select your desired printer from the **Target Destination** drop-down list, specify the Job Ticket settings, and select [**Submit All**] to submit the print job.

Creating an N-Up RDO

Quick Points

❍ **Opening a new RDO:**

If you have an RDO open, you will be prompted to save your changes before opening a new document. You can have only one RDO open in one instance of FreeFlow Makeready at a time. You can, however, open multiple instances of FreeFlow Makeready.

❍ **Inserts are not available:**

You cannot add inserts (direct or blank) to an RDO that is defined as 2-Up Flip, 3-Up Flip, signature, N-up flip.

❍ **Printing N-Up Flip RDOs:**

Always create the document so that the page is 1/N the size of the paper stock selected at print time.

In N-Up, "N" is a variable, and refers to the number of pages you specify to be printed on a single sheet.

For an N-Up RDO, you can specify 2, 3, 4, 8, or 16 pages per sheet, or you can select "Custom," which allows you to specify up to 8 rows and 8 columns of pages per sheet. You can also specify 1-sided or 2-sided printing.

When you select "Custom" you can also define how the pages will appear on the sheet. Options are:

Repeated, which fills a multi-up sheet with N copies of the same page (see *Creating an N-Up RDO — continued* on page 4-9)

Sequential, which places consecutive pages of the RDO in each cell of the multi-up sheet

Alternate, which places pages sequentially, but alternates the pages on the front and back of the sheet. In this mode, page 2 is placed on the back of page 1 on the sheet, page 4 on the back of page 3, etc. Thus, the odd pages appear on the front of the sheet and the even pages appear on the back.

SCANNING *4*

Creating an N-Up RDO — continued
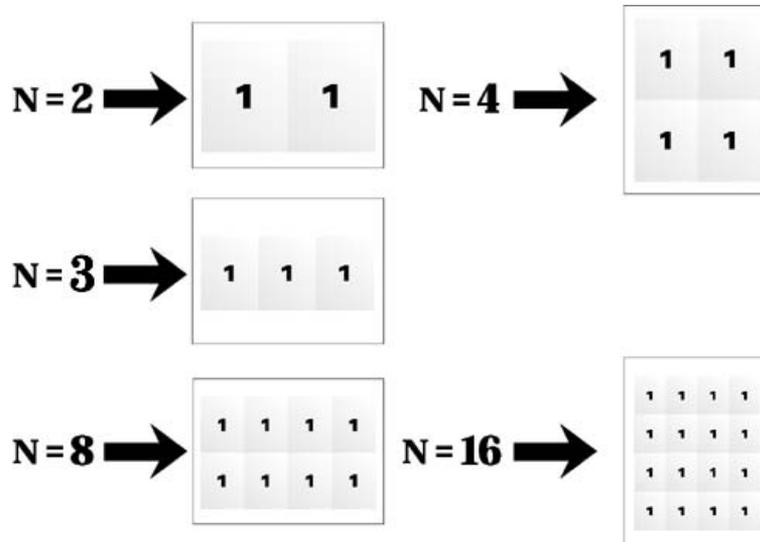
N-Up Examples

Step	*Action*
With FreeFlow Makeready open:	
1	Select [**File: New**].
2	Select the **Wizards** tab.
3	Select the [**N-Up RDO Wizard**] icon.
4	Select [**OK**] to close the New dialog box and start the wizard.
5	Select the desired printer from the **Printer family** drop-down list. **NOTE**: *Not all printers support the N-Up job type.*
6	Make selections as the N-Up wizard walks you through all the decisions you need to make regarding an N-Up RDO.
7	Select [**Finish**] to complete the wizard. The New RDO Information dialog box displays with a summary of your selections.

…continued

SCANNING 4

Creating an N-Up RDO — continued
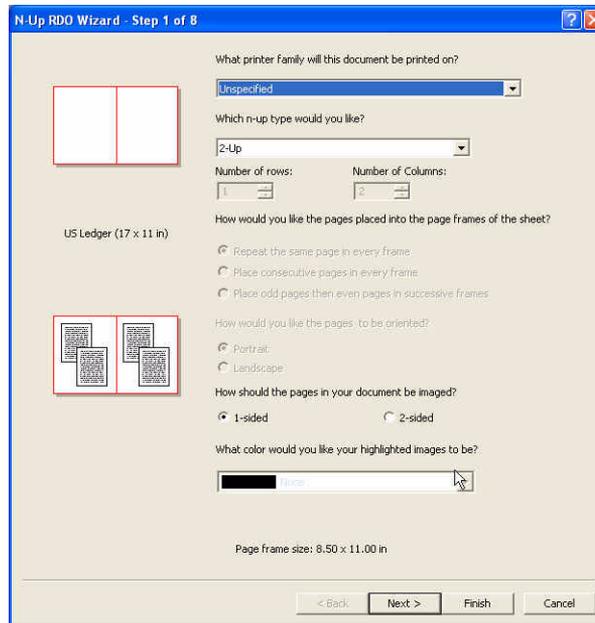
N-Up Wizard, Step 1 of 8

Step	*Action*
8	Mark the **Add pages to the new document when the wizard finishes** check box if you want to scan or insert files to the RDO after the wizard completes.
	You can select **Using the Insert Scan Images dialog** or **Using the Insert File dialog** if this check box is marked.
9	Select [**OK**] to close the New RDO Information dialog box and begin editing the RDO.
	NOTE: Before you make extensive changes to your new N-Up RDO, it's a good idea to save and name your document.
10	**CAUTION:** If you change the default paper stock for an N-Up RDO on the production print job ticket, do not save the job ticket into the RDO, or you will have unexpected results.
	When you are ready to print the RDO, select [**File: Production Print**]. Select your desired printer from the **Target Destination** drop-down list, specify the Job Ticket settings, and select [**Submit All**] to submit the print job.

Creating an N-Up Flip RDO

Quick Points

❍ **Notes on N-Up Flip:**

- **3-Up Flip Left** – each page is imaged three times on one side of a sheet of paper with the left-most image rotated 180 degrees.
- **3-Up Flip Right** – each page is imaged three times on one side of a sheet of paper with the right-most image rotated 180 degrees.
- Not all printers support the N-Up Flip job type
- The **Press Sheet Imposition** tab options are unavailable for this type of job.

N-Up Flip is an RDO formatting option in which multiple copies of the same RDO page are printed side by side on one sheet of paper with one copy rotated 180 degrees. "N" is a variable, and refers to the number of pages you specify to be printed on a single sheet. N-Up Flip choices are:

❍ 2-Up Flip Left

❍ 2-Up Flip Right

❍ 3-Up Flip Left

❍ 3-Up Flip Right

3-Up Flip Right Orientation Example

NOTE: *N-Up Flip RDOs can be printed as 1-sided or 2-sided, but cannot be printed duplex head-to-toe.*

…continued

Creating an N-Up Flip RDO — continued

Select a job type. ———

Select "Auto-Fit" and "When scanning."
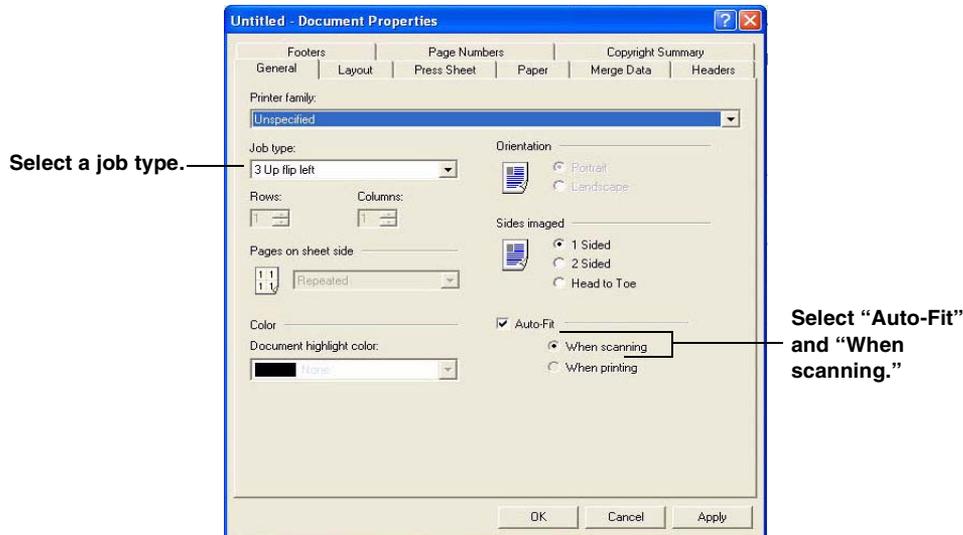
Document Properties dialog box, General tab

Step	*Action*
To create an N-Up Flip RDO:	
1	Open a new RDO in FreeFlow Makeready.
2	Select [**Format: Document Properties**].
3	Select the **General** tab.
4	You can select a site-specific printer from the **Printer family** drop-down list. Select [**Unspecified**] if you are unsure which printer you plan to use to print the RDO.
5	Select [**2 Up flip left**], [**2 Up flip right**], [**3 Up flip left**], or [**3 Up flip right**] from the **Job type** drop-down list.
6	Select [**1 Sided**] or [**2 Sided**] in the **Sides imaged** section.
7	It is strongly suggested that you mark the **Auto-Fit** check box if you plan to scan a hardcopy document to add pages to your N-Up Flip RDO. You should also select **When scanning**.
8	If you selected a highlight color printer from the **Printer family** drop-down list, you can select a highlight color for your RDO from the **Document highlight color** drop-down list.

…continued

Creating an N-Up Flip RDO — continued
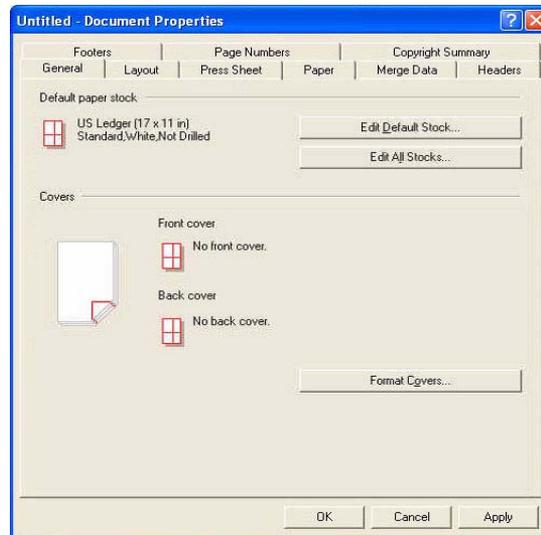
Document Properties dialog box, Paper tab

Step	*Action*
9	You can select the **Layout** tab to define margins and the default image position for pages in your RDO.
10	You can select the **Paper** tab to edit the default paper stock or to define up to nine additional paper stocks for your RDO. You can also define covers for your RDO on the **Paper** tab. **NOTE**: *The default paper size for N-Up flip RDOs is 17 x 11 inches.*
11	You can further modify your RDO from the **OCR**, **Headers**, **Footers**, and **Page Numbers** tabs.
12	**CAUTION:** If you change the default paper stock for an N-Up Flip RDO on the production print job ticket, **do not save the job ticket into the RDO** or you will have unexpected results. When you are ready to print the RDO, select [**File: Production Print**]. Select your desired printer from the **Target Destination** drop-down list, specify the Job Ticket settings, and select [**Submit All**] to submit the print job.

SCANNING *4*

RDOS AND
OTHER FILE TYPES
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Inserting an Adobe PDF, JPEG, or TIFF File into an RDO

❍ **Using Mixed Paper Sizes:**

When importing an Adobe PDF file, FreeFlow Makeready automatically preserves the page sizes of the Adobe PDF pages which enables automatic programming of mixed sizes as page exemptions.

NOTE: This is only true if you select that option in the application settings window. Also, a PDF, JPEG, TIFF, or RDO can dictate the document stock size. Again, this is only true if you select the appropriate option in the application settings window.

Insert File dialog box

Step	Action
With an RDO open:	
1	Specify the insertion point in the Document Structure window.
2	Select [**Insert: File**].
3	Select either [**PDF Files (*.pdf)**], [**JPEG Files (*.jpg *.jpeg *.jpe)**], or [**TIFF Files (*.tif)**] from the **Files of type** drop-down list.
4	Use the **Look in** drop-down list to navigate to the location where your file resides.

…continued

Step	Action
5	Select the desired file. *NOTE: The maximum file size allowed is 200 MB.*
6	Clear or check the **Enhance** check box. (Enhancements are not applied to Adobe PDF files).
7	Select the appropriate option from the **Insert Mode** drop-down list.
8	Specify the appropriate option from the **Insert By** drop-down list: **Copying** or **Moving**.
9	Select [**Insert**]. *NOTE:* • *PDF: If you select a PDF file with multiple bookmarks, FreeFlow Makeready converts the bookmarks to RDO tags (provided that the bookmarks are grouped for continuous page ranges) and retains the original titles.* • *JPEG and TIFFs: You may receive a message regarding a resolution adjustment to your JPEG or TIFF image before you can complete the insert. Select [**Yes**] to continue.*
10	Once the process is complete, you can specify another file to insert.
11	When you have finished, select [**Done**].

RDOS AND
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Inserting Multiple Files into an RDO

Quick Points

❍ **Insert mode and Insert by:**

You cannot change the Insert mode and Insert byoptions in the Insert File dialog box for each individual file you add to the Organizer window. The files are added as a group, and these options are applied when you complete the Insert command.

Step	Action
With an RDO open:	
1	Specify the insertion point in the Document Structure window.
2	Select the appropriate insert mode from [**Insert: Insert Mode**].
3	Select [**Insert: File**].
4	Select the desired file type from the **Files of type** drop-down list.
5	Use the **Look in** drop-down list to navigate to the Windows location where your file resides.
6	Select the desired file.
7	Select the [**Organizer**] button. *NOTE*: • *If you select [**Insert**] before displaying the Organizer window, the file is inserted into the RDO immediately.* • *Notice that the [**Insert**] button changes to [**Add**] when the Organizer window is displayed.* • *You can add files to the Organizer from the Windows file system.*

Inserting Multiple Files into an RDO — continued

Quick Points

○ **Removing a file:**

You can remove a file from the Organizer window by highlighting the file and selecting the [Remove] button.
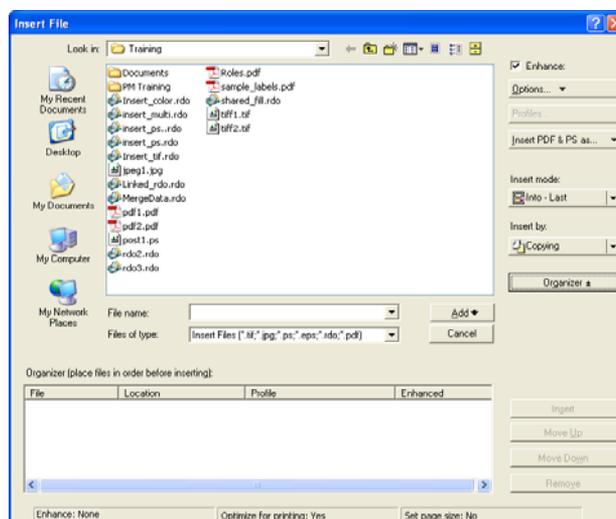
Insert File Dialog box with Organizer window

Step	Action
8	Select [**Add**] to add the selected file to the Organizer window. *NOTE: You can add as many files as you wish to the Organizer window. Keep in mind, however, that inserting a large number of files will take longer.*
9	Navigate to and select another file, then select [**Add**] to add the file to the Organizer window. Once the process is complete, you can specify another file to insert.
10	Mark or clear the **Enhance** check box. (Enhancements are applied only to TIFF files and JPEG files, not to PostScript or Adobe PDF files.)
11	Select the appropriate option from the **Insert Mode** drop-down list.
12	Select [**Insert**] to insert all the files displayed in the Organizer window into the RDO, in the order they appear in the window.
13	When you have finished, select [**Done**] to close the Insert File dialog box.

Inserting a Data Merge Object into an RDO

A data merge object represents data whose content can vary for each copy of the document printed. Users create data merge objects and add them to RDOs. Data for the data merge object comes from a delimited text file, usually a CSV file or a TXT file.
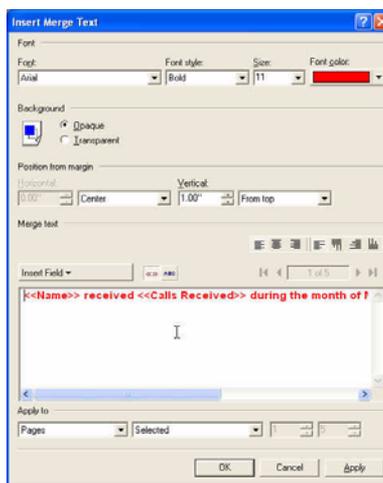
Step	Action
With an RDO open:	
1	Specify the insertion point in the Document Structure window.
2	Select [**Insert: Merge Text**] from the menu bar. A merge data message displays.
3	Select [**OK**]. The Browse for merge data dialog box displays.
4	Select a CSV file or a TXT file.
5	Select [**Open**]. The [**Insert Merge Text**] data option window displays.

Step	*Action*
6	Select [**OK**]. The Insert Merge Text dialog box displays. You can change the following properties: • Font name, style, size, and color • Opacity • Location of the merge text on the page • Text rotation • The text itself • The page range *NOTE: You can also change the location of the data merge object by dragging and dropping it in the Page View window.*
7	Use the Insert Field button to insert variable data fields into the text box. *NOTE: Use the [**ABC**] button to display text in the Insert Merge Dialog box as it will appear on each printed page. Use the arrow keys on the Navigation toolbar to display the next data object.*
8	Select [**OK**].

Saving an RDO as an Adobe PDF File

When you create an Adobe PDF file from an RDO, all the formatting of the RDO is captured in the Adobe PDF file. However, job ticket options, such as covers, inserts, and tabs, are not stored in the Adobe PDF file.

Repository Icon

Save As dialog box

Step	*Action*
With an RDO open:	
1	Select [**File: Save As**].
2	Select [**PDF Files (*.pdf)**] from the **Save as type** drop-down list.
3	Use the **Save in** drop-down list and the directory window below it to navigate to the directory where the new Adobe PDF file will be stored. *NOTE: You may also save an Adobe PDF file into a repository. To do so, click on the Repository icon in the Save As dialog box, log in to the desired server, then select the desired repository and folder.*
4	Type the file name for the new Adobe PDF file in the **File name** text box.
5	Select [**Save**] to close the Save As dialog box and create the Adobe PDF file.

RDOS AND
OTHER FILE TYPES
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Exporting RDO Pages to Other File Formats

You can export some or all pages of an RDO to a different file type. When you export all pages of an RDO into a TIFF, JPEG, PostScript, or Adobe PDF file, the formatting from the RDO is preserved. However, the paper stock is not maintained.

Quick Points

❍ **Selecting a range of pages:**

You can select a non-sequential range of pages in the RDO by pressing <CTRL> while clicking on each desired page in the Document Structure window.
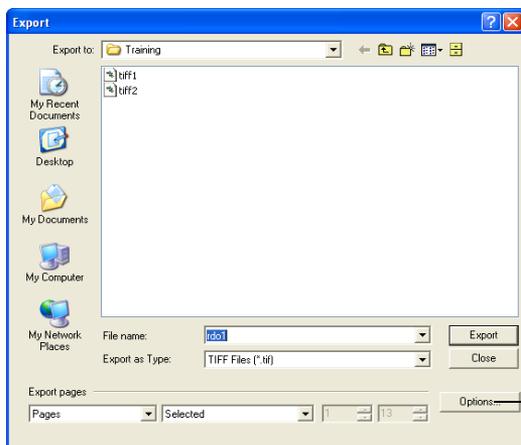
You can select [**Options**] to define the compression settings and file type for the exported file.

The options available vary based on the file type you are exporting.

Export dialog box

Step	*Action*
With an RDO open:	
1	Select one or more pages of the RDO from the Document Structure window.
2	Select [**File: Export**].
3	Use the **Export to** drop-down list and the directory window below it to navigate to the directory where the exported file will be stored.
4	Select the desired file type (**TIFF**, **JPEG**, **PostScript**, or **PDF**) from the **Export as Type** drop-down list.
5	Type the new file name in the **File name** text box.
	…continued
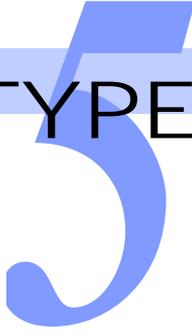
Step	*Action*
6	Select [**OK**] to save your settings.
7	Select [**Export**]. You can perform another export when the export is complete.
8	Select [**Close**].

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Converting an Adobe PDF File to an RDO

There are many ways to convert an Adobe PDF file to an RDO with FreeFlow Makeready.

As discussed earlier, you can insert an Adobe PDF file directly into an RDO. This is not the same as converting the Adobe PDF file, but it does allow you to do some job ticket programming that only RDOs can use. When you insert an Adobe PDF file into an RDO, however, you may detect a loss of image quality.

If the image quality of the RDO is very important for your site, use Network Agent to convert an Adobe PDF file to an RDO.

Quick Points

❍ **Is Network Agent enabled?**

Right-click on the Network Agent icon in the Windows system tray. Ensure that the Disabled check box is cleared.

❍ **Conversion tip:**

Converting an Adobe PDF file to an RDO does not convert Adobe PDF pages to TIFF images.

Using Network Agent

The file name for an Adobe PDF file converted to an RDO using the Network Agent is <**filename.pdf.rdo**>.

Step	*Action*
Setting up Network Agent to convert Adobe PDF files to RDO files:	
1	Create a source directory (e.g., **E:\pdf-convert**) and a destination directory (e.g., **E:\rdo-output**) using File Manager or Windows Explorer. *…continued*
2	Place the Adobe PDF file you want to convert in the source directory. The new RDO document you are about to create will be stored in the destination directory.
3	To open Network Agent, select [**Start: Programs: Xerox FreeFlow Software: Printer Administration: Network Agent**].

Step	*Action*
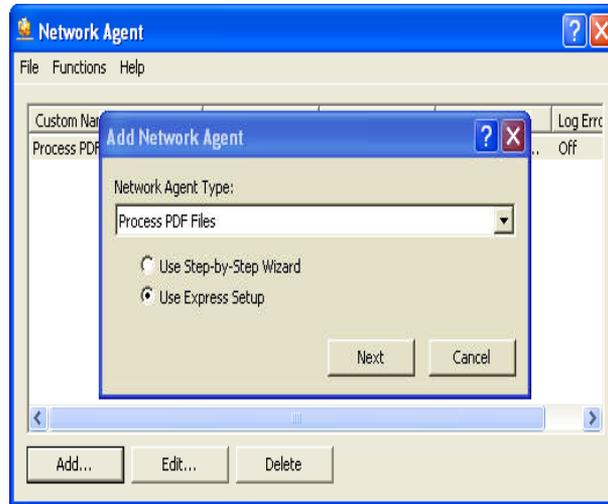
Add/Edit Network Agent dialog box

4	Select [**Add**].
5	Select [**Process PDF Files**] from the Network Agent Type drop-down list.
6	Mark the [**Use Express Setup**] radio button and select [**Next**].
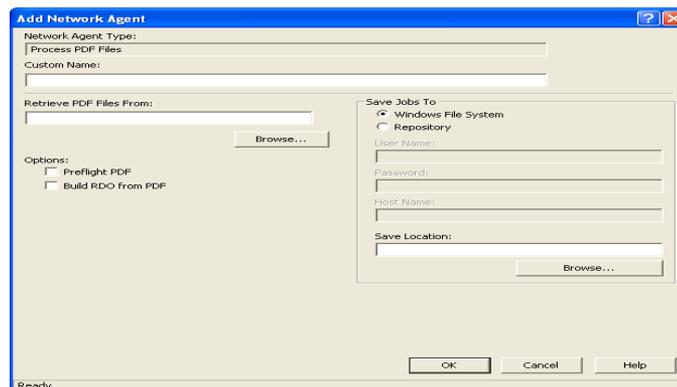
Add Network Agent dialog box

7	Enter a custom name for the network agent.
8	Use the [**Browse**] button to navigate to and select the source directory (e.g., **E:\pdf-convert**) in the **Retrieve PDF Files From** section.
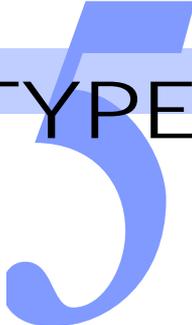
Step	Action
9	Clear the **Preflight PDF** check box.
10	Mark the **Build RDO from PDF** check box.
11	Select **Windows file system** in the **Save jobs to** section. *NOTE: Select **Repository** if you are saving the job to a location in a supported repository.*
12	Navigate to and select the destination directory (e.g., **E:\rdo-output**) from the **Save Location** list box.
13	Select [**OK**]. The Network Agent Setup dialog box displays with the new Network Agent information you just defined.

Converting an Adobe PDF File to an RDO — continued

Quick Points

❍ **Network Agent notification:**

To receive status messages for Network Agent, right-click on the Network Agent icon. Ensure that the Message Notification check box is marked.
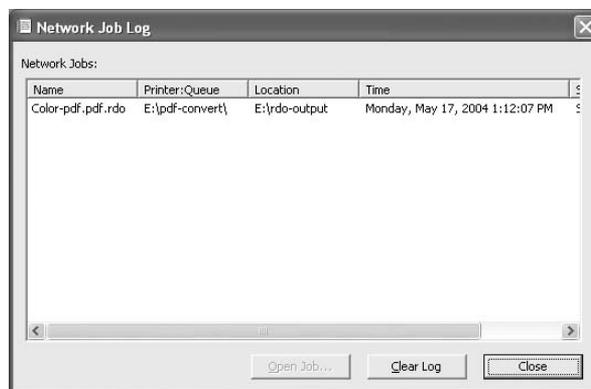
Network Job Log dialog box

Step	Action
	Using Network Agent to create an RDO file from an Adobe PDF file:
1	Use File Manager to copy the desired Adobe PDF file to the source directory, **E:\pdf-convert**, directory. After about 30 seconds, a FreeFlow message box displays: "New Network Agent Jobs Have Arrived" if Message Notification has been enabled (see the Quick Point on this page).
2	Select [**OK**].
3	Double-click on the **Network Agent** icon in the Windows system tray to display the Network Job Log dialog box. The status of your RDO files is logged here.
4	Open FreeFlow Makeready.
5	Navigate to and open the RDO in the destination directory, **E:\rdo-output**<**filename**> **.pdf.rdo**.

Repairing a Broken Link

FreeFlow Makeready allows you to restore a linked file that has been moved or deleted from its original location. If you open an RDO file that has been programmed with linked components and the components have been moved or deleted, FreeFlow Makeready provides a message that the links are broken and provides an option to restore the broken links.
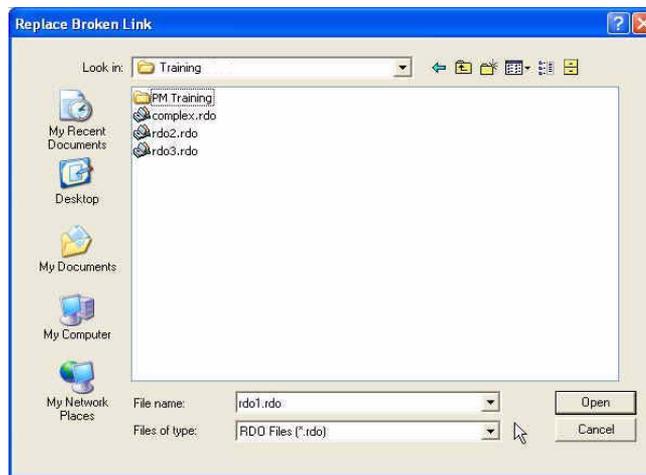
Step	*Action*
In FreeFlow Makeready:	
1	Select [**File: Open**].
2	Select an RDO file. The file opens and displays a broken link message.
3	Select [**Yes**]. The Replace Broken Link dialog box displays.
4	Use the Look in window of the Replace Broken Link dialog box to search for the linked file.
5	Select the file you are looking for.
6	Select [**Open**]. The file opens in FreeFlow Makeready. The link has been restored.

IMAGE
EDITING
6

Using the Transparent Option

Quick Points

○ **Edit Mode in FreeFlow Makeready:**

Many of the functions available in edit mode are also enabled in the FreeFlow Makeready Image Editor.

The advantage of using edit mode instead of the Image Editor is that you remain in the FreeFlow Makeready application window.

The Transparent property is available only for black and white images.

There are two colors of pixels in an image: black and white. If the image is Transparent, the white pixels are not displayed. This allows you to overlay images and display only the black pixels (the content) of the image, without the edges.
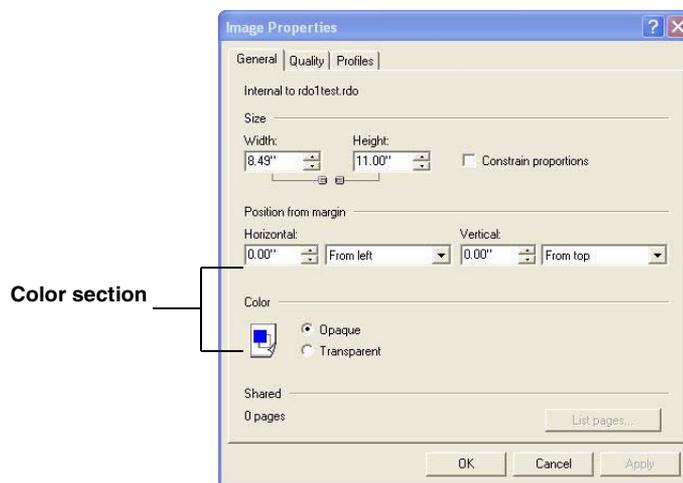
Image Properties dialog box

Step	*Action*
To change an image to Transparent using the Image Editor:	
1	In FreeFlow Makeready, select [**Graphics: Edit in Image Editor**]. The Image Editor window displays.
2	In the Image Editor window, select [**Options: Transparent Mode**].
To change an image to Transparent in the FreeFlow Makeready main application window:	
1	Select the image in the Page View window or in the Document Structure window.
2	Right-click and select **Image Properties**. The Image Properties dialog box displays.
3	Select **Transparent** in the **Color** section.
4	Select [**OK**].

IMAGE
EDITING
6

Editing an Image

Quick Points

○**Save before editing:**

Always save your image before opening edit mode. Changes to images edited using edit mode are automatically saved to the image. If you do make a mistake...

Using Edit Mode for Black and White or Color Images
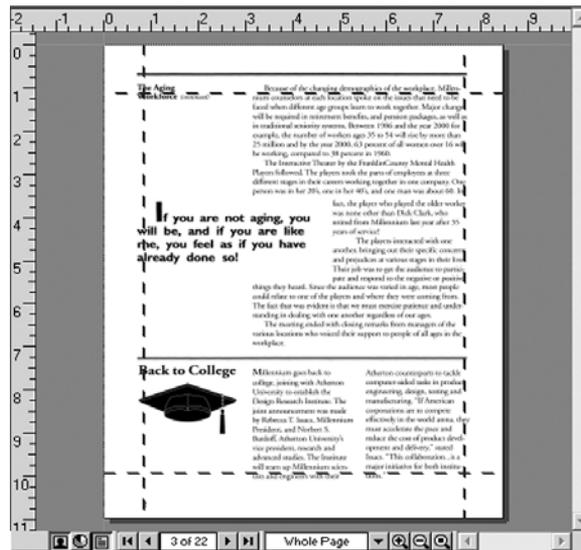
Edit Mode active in FreeFlow Makeready

Step	Action
With an RDO open:	
1	Select an image from the Document Structure window.
2	Double-click on the selected image in the Page View window. Four bounding lines display on the selected image in the Page View window.
3	Move one or more of the bounding lines to select a specific area of the image for editing.
4	Right-click inside the bounding lines in the Page View window to display the available editing commands for the selection.
5	When you have finished editing the image, select any item in the Document Structure window to exit edit mode.

Editing an Image — continued

Using Image Editor for Black and White Images

Quick Points

❍ **When do you need a bounding box?**

When you want to perform one of the following editing commands in Image Editor:

Cut, Copy, Frame, Fill, Crop, and Invert

❍ **Why do you need a bounding box?**

When you select a command from the [Edit] menu, the Image Editor applies the command to yhe image area defined by the bounding box.

You can use Image Editor for black and white or grayscale images only.

Image Editor application window

Step	*Action*
With an RDO open:	
1	Select one or more black and white or grayscale images from the Document Structure window.
2	Select [**Graphics: Edit in Image Editor**]. The Image Editor opens, displaying the selected image(s).
	NOTE: *For each image selected in the Document Structure window, a separate instance of the Image Editor displays.*

…continued

6 – 3

Step	*Action*
3	If necessary, create a bounding box on the image by clicking and dragging diagonally.
4	Select the desired editing command from the [**Edit**] menu.
5	When you have finished, select the [**Exit**] button to close the Image Editor and return to FreeFlow Makeready.
6	Select [**Yes**] to confirm your changes.

Editing an Image — continued

Quick Points

○ **Flattening images:**

Flattening an image in Adobe PhotoShop "fuses" the image into a single layer. Some File types use laters to enable editing imagage information on one layer without effecting the image information of other layers. However, multiple layers within a file increases the file size.

Using Adobe PhotoShop for Color Images

You can only use Adobe PhotoShop for color images if you have purchased and installed Adobe PhotoShop on your system.
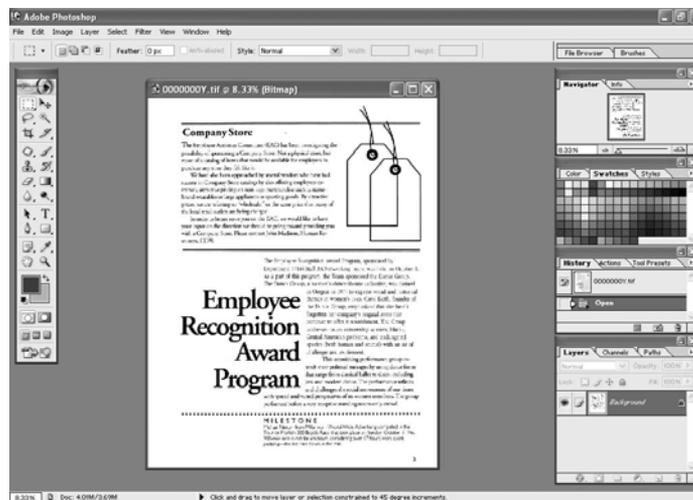
Adobe PhotoShop application window

Step	*Action*
With an RDO open:	
1	Select one or more color images from the Document Structure window.
2	Select [**Graphics: Edit in PhotoShop**].
3	Select [**OK**] to the confirmation message. Adobe PhotoShop opens, displaying the selected image.
4	Select the desired editing command from the menu or toolbar.

Step	*Action*
5	Select [**Layer: Flatten Image**] from the PhotoShop menu bar. *…continued*
6	Close the image in Adobe PhotoShop.
7	Select [**Yes**] to confirm your changes.
8	Close PhotoShop and return to FreeFlow Makeready.
9	Select [**Yes**] to update the image in FreeFlow Makeready.

IMAGE
EDITING
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Editing an Adobe PDF Segment in FreeFlow Makeready

FreeFlow Makeready provides an Adobe PDF editing feature that allows you to change the content of a segmented Adobe PDF containing separate text and image components.

Step	*Action*
With an RDO open:	
1	Select the desired Adobe PDF page from the Document Structure window.
2	Select [**Graphics: Edit PDF page**].
3	Select one of the icons on the page from the Document Structure window. The icons are labeled as Text or Image.
	…continued

Editing a Text Object

Text Properties dialog box

Text Properties dialog box, showing edits

Edit font style, size, and color

Edit location

Edit rotation

Edit text

Step	*Action*
To edit a text object:	
1	Select a text object in the Adobe PDF. *…continued*
2	Right-click in the Page View window and select [**Text Properties**] to display the Text Properties dialog box. You can change the following properties: • Font name, style, size, and color • Rotation of the text object • Location of the text object on the page • The text itself. *NOTE: You can also change the location of the object by dragging and dropping in the Page View window.*
3	Select [**OK**].

IMAGE
EDITING
6

Editing an Image Object

If you select an Image object in the Adobe PDF, you can right-click in the Page View window and select from a number of editing commands. You can Cut, Copy, or Delete all or part of the image.
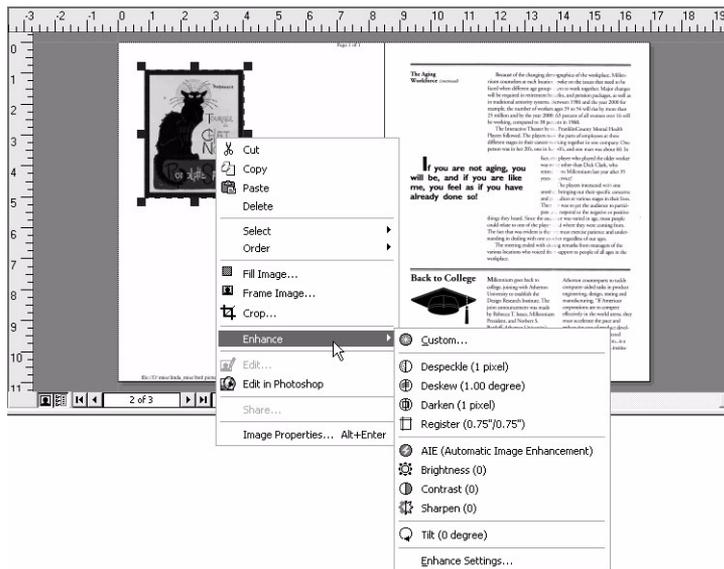
- ■ Select [**Fill Image**] to display the Fill Image dialog box and apply a fill to all or part of the image.
- ■ Select [**Frame Image**] to display the Frame Image dialog box and apply a frame to the image.
- ■ Select [**Crop**] to display the Crop dialog box and crop the image.
- ■ Select any Enhance feature from the **Enhance** submenu, or set and apply several Enhance features using the **Custom** option.
- ■ Select [**Image Properties**] to display the Image Properties dialog box. You can change image size and location on the page.

NOTE:

- • *You can also change the location of an image by dragging and dropping in the View window.*
- • *You cannot change the opacity of a color image.*
- • *You can select one of the sizing handles on the image and rotate or scale the image.*

Using the Register Enhance Settings

To access the Register Enhance settings, select [**Graphics: Enhance > Custom**] [**Register**]. There are settings for text or graphics optimization, and settings for horizontal and vertical **Alignment** and **Ignore Edge**. The following pages explain these settings.

CAUTION:
You can lose image content using the Register feature as shown in some of the following examples. Any image content beyond the image edges is removed from the image.

Let's look at how the Register settings affect the position of the image content using the following image as an example.

Image Edge

Original Image

Register allows you to define the position of the image content (the black pixels). When you register the above image, you are moving the black pixels of the image. The size of the image does not change. For example, if you apply a Horizontal alignment setting of **.4 inches**, **Left** to the original image, you move the image AWAY FROM the left edge of the image content by .4 inches; the image content shifts to the right. The image appears as follows:

**Original
position of left
edge of image
content**

.4 in
10.16mm
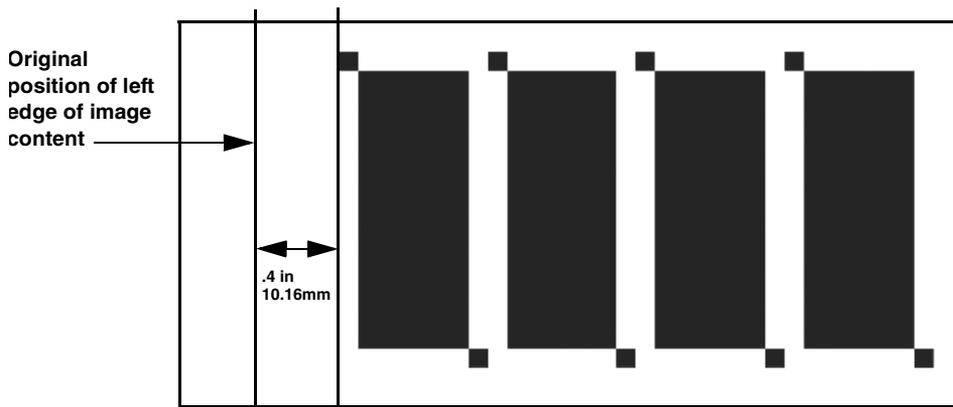
NOTE: You can apply the horizontal alignment with respect to the right edge of the image. You can also apply the vertical alignment with respect to the top or bottom edge of the image.

…continued

The **Ignore Edge** setting works with the **Alignment** setting. When you type a value in the **Ignore Edge** text box, the software disregards the black pixels as being the edge of the image, and applies a margin of the specified value from the actual edge of the image, including the white pixels. Then from that point, the horizontal alignment begins.

For example, if you apply a **Horizontal alignment** setting of **1 inch**, **Left** with an **Ignore Edge** setting of 1 inch to the original image, the image appears as follows:

Original position of left edge of image content

1 in
25.4mm

1 in
25.4mm

Ignore edge   **Horizontal alignment**

This section of the original image is cut from the image.
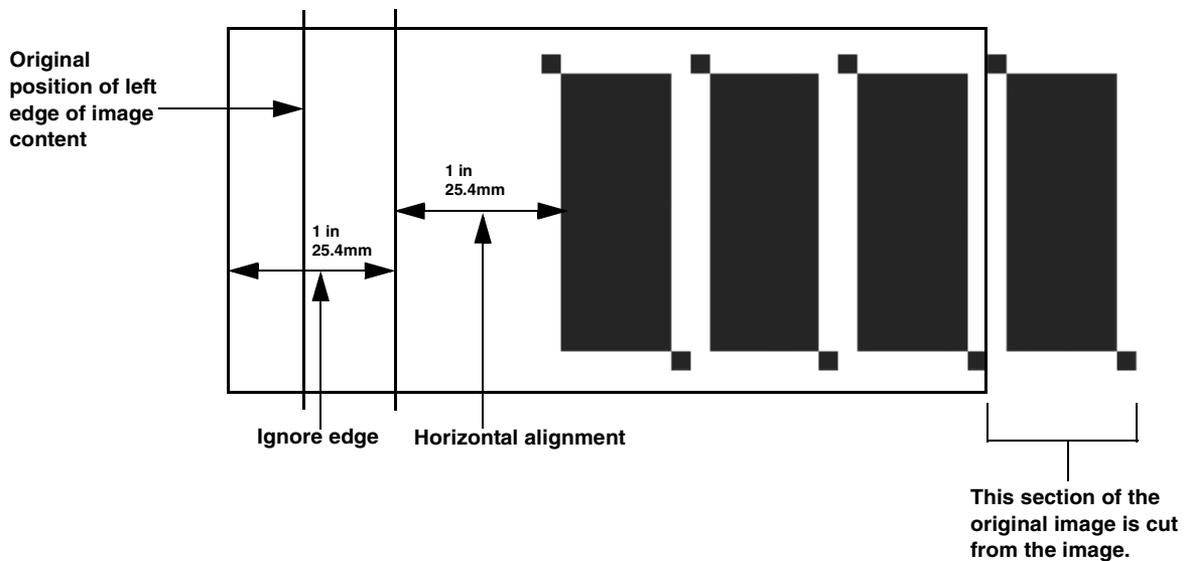
Enhancing Images

FreeFlow Makeready provides enhancement features for black and white images, as well as a separate set of enhancement features for color images. These features allow you to improve the overall appearance of your images.

Applying One Enhance Feature

Step	Action
With an RDO open:	
1	Select the desired images, pages or sections from the Document Structure window.
2	Select [**Graphics: Enhance >** <**feature name**>]. The default setting for the feature is applied to the selected images or pages.

Applying Several Enhance Features
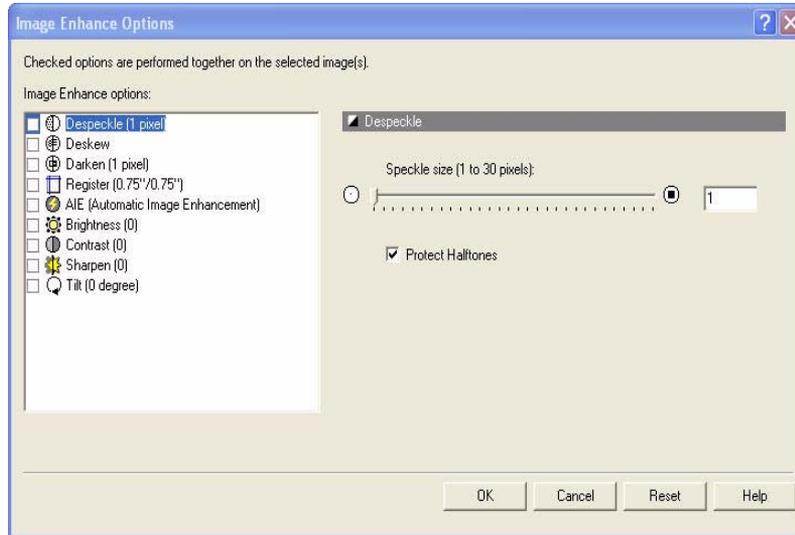
Image Enhance Options dialog box in FreeFlow Makeready

Step	*Action*
With an RDO open:	
1	Select the desired images, pages, or sections from the Document Structure window.
2	Select [**Graphics: Enhance >** <**feature name**>]. The default setting for the feature is applied to the selected images or pages.
3	Mark the check box for an **Enhancement** feature in the **Image Enhance options** list box (such as, Despeckle) to enable the feature.
4	Select the feature name to display the settings for the feature.
5	Adjust the settings for the feature as needed for the selected images.
6	Repeat steps 3 through 5 until you have enabled all the desired Enhancement features.
7	You can mark the **Save options as default** check box to update the default settings to those you specified.

6 – 14

Step	*Action*
8	Select [**Pages**] from the first drop-down list in the **Apply to** section. *NOTE: The options in the first drop-down list change, depending on whether the RDO is 1-sided or 2-sided.* *…continued*
9	Select [**All**], [**Selected**], or [**Range**] from the second drop-down list in the **Apply to** section to indicate the pages that you want to enhance.
10	If you selected [**Range**], specify the starting and ending pages in the appropriate text boxes in the **Apply to** section.
11	Select [**OK**] to apply all the Enhance features you enabled. *NOTE: You can use the [**Reset**] button in the Image Enhance Options dialog box to reset all the Enhance features to their default settings.*

Rotating an Adobe PDF in an RDO

Quick Points

❍ **Maintaining segmented PDF integrity:**

When inserting a PDF into an RDO, ensure that the Convert option in the Insert dialog is set to Convert PostScript and PDF files to PDF pages.

FreeFlow Makeready allows you to rotate Adobe PDF pages in an RDO. You can also edit individual elements of a segmented Adobe PDF file (an Adobe PDF file that contains separate text and image components). If you are unsure if your Adobe PDF is segmented, select an Adobe PDF page from the Document Structure window. If the PDF is editable, the [**Graphics: Edit PDF Page**] option will be available from the menu bar, and each element of the PDF will be listed separately in the Document Structure window. If the edit option is not available from the menu bar, then the PDF is not editable.
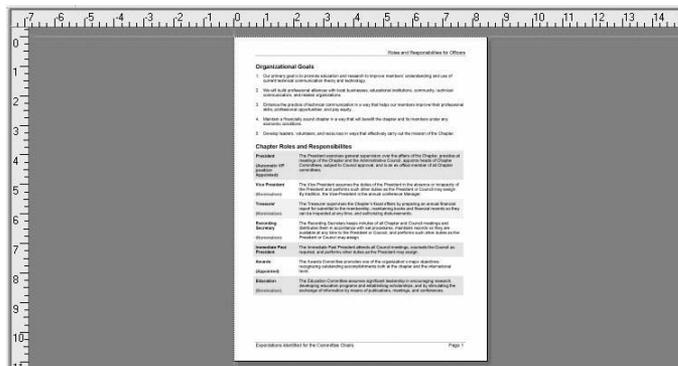
PDF page in Page View

Step	Action
To rotate an Adobe PDF file in an RDO:	
1	Open an RDO that contains an Adobe PDF file. The PDF displays in the Page View window.
2	Your document may need a different paper size to accommodate the rotated page. If so: a) Select [**Format: Document Properties**]. b) On the **Paper** tab, select the [**Edit Default Stock**] button. c) Select a paper size that will accommodate the rotated page from the **Size** drop-down list. d) Select [**OK**]. The document displays in the Page View window on a sheet of the selected size.

…continued

Rotating an Adobe PDF in an RDO — continued
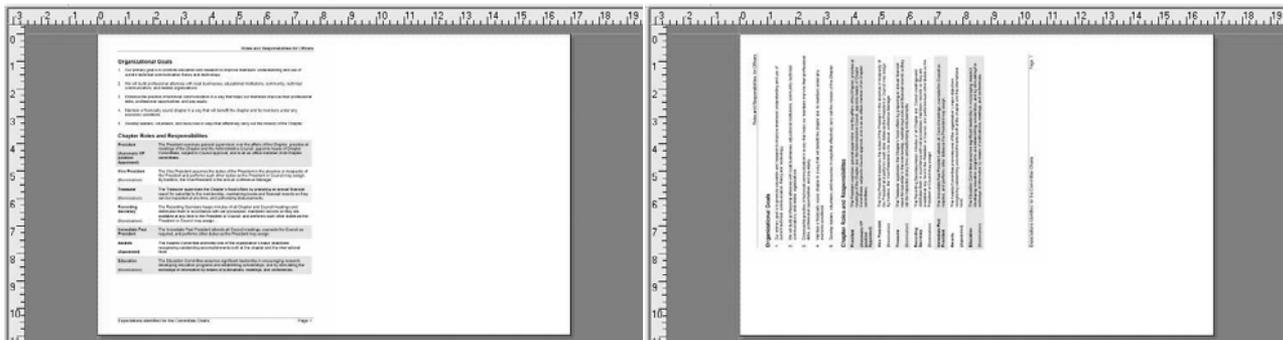
Paper has been resized to accommodate page rotation

Rotated PDF page

Step	*Action*
3	Select the elements you want to rotate. *NOTE*: *You can choose to rotate the entire document, one or more pages, or one or more elements within a page.*
4	Select [**Graphics: Rotate**].
5	Select **Left**, **Right**, or **180**. The results display in the Page View window. *NOTE*: *You may select a page element at any edge or corner and drag it to rotate it to any angle.*

Scaling an Adobe PDF

Scale

Size

Width: [100%] Height: [100%] ☐ Constrain proportions

New size

Width: 3.16 in   Height: 4.13 in

Apply to

[Graphics ▾] [Selected ▾] [1] [14]

[OK] [Cancel] [Apply]
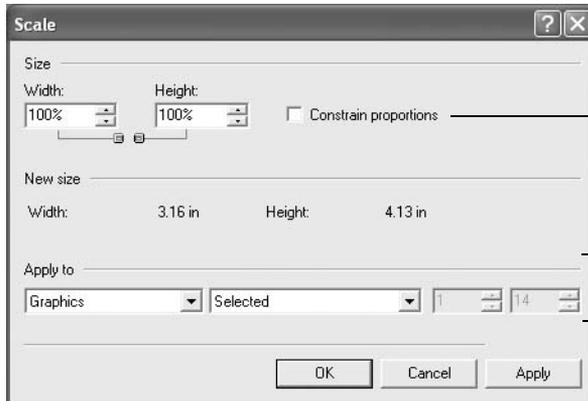
To preserve the proportions of the original page, mark the Constrain proportions check box.

You can scale objects other than those selected in the Document Structure window by changing the selections in the Apply to section.

Scale dialog box

Step	*Action*
To scale an Adobe PDF file in an RDO:	
1	Open an RDO that contains an Adobe PDF file. The PDF displays in the Page View window.
2	Your document may need a different paper size to accommodate the rotated page. If so: a) Select [**Format: Document Properties**]. b) On the **Paper** tab, select the [**Edit Default Stock**] button. c) Select a paper size that will accommodate the rotated page from the **Size** drop-down list. d) Select [**OK**]. The document displays in the Page View window on a sheet of the selected size.
3	Select [**Graphics: Scale**] from the menu bar. The Scale dialog displays.

Scaling an Adobe PDF — continued
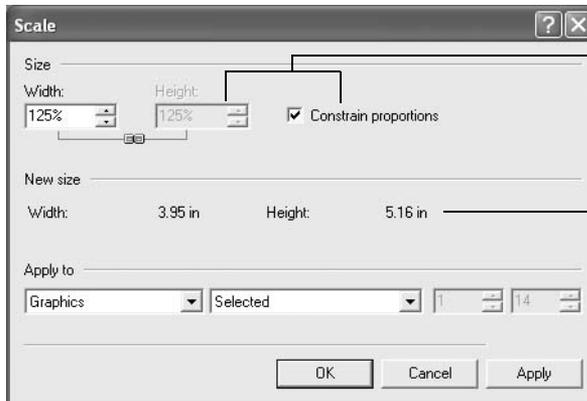
The Height box is unavailable if the Constrain proportions check box is marked.

The new dimensions display in the New size section.

Scale dialog showing scaling selections

Step	*Action*
4	Enter the scale percentage in the **Width** box. This is the size you want the scaled page to be in relation to that of the original document.
5	Enter a value in the **Height** box.
6	Select [**OK**]. The scaled page displays in the Page View window.

Editing a Rotated Adobe PDF

After you have rotated a PDF page you may find that you need to make further edits.
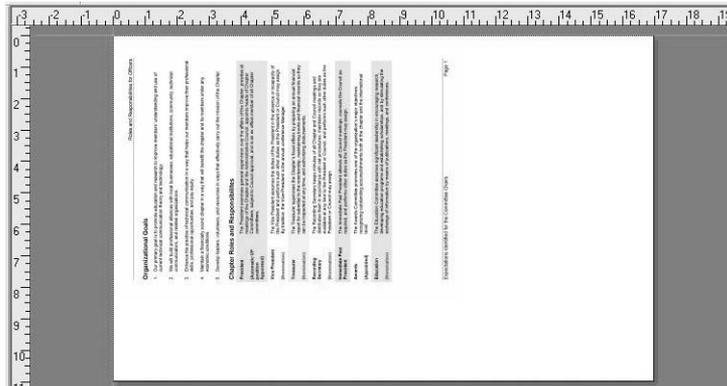
Rotated PDF page

Step	*Action*
To edit a rotated PDF page or element:	
1	Open an RDO that contains a rotated PDF page.
2	In the Document Structure window, select a PDF page, and expand it, displaying all of the objects on the page.
3	In either the Page View window or the Document Structure window, select the text object you wish to edit.
4	Select [**Graphics: Edit**].
5	Make the desired changes.
6	Select [**OK**].
7	Select [**Graphics: Edit PDF page**] from the menu bar. The PDF page editor closes. *NOTE*: If the PDF page remains open, other Graphics functions may not function properly.

WORKING WITH
RDO FILES

8

Changing RDO Properties

Quick Points

❍ **Page numbering:**

There are two ways to enable page numbering: Select [Insert: Page Numbers] to use the Page Numbering wizard, or use the Page Numbers tab in the Document Properties dialog box
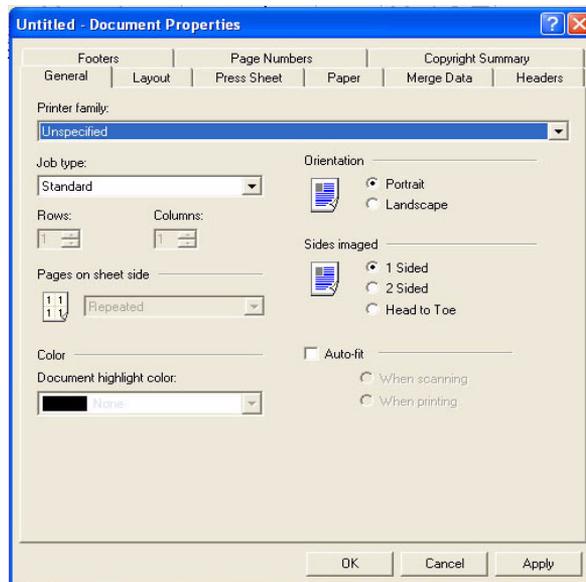
Document Properties dialog box, General tab

Step	Action
With an RDO open in FreeFlow Makeready:	
1	Select [**Format: Document Properties**].
2	Select the desired tab.
3	Specify the settings for your RDO. **NOTE**: *You can make changes in any number of tabs. You can select [**Apply**] before moving to the next tab, but this is not required.*
4	Select [**OK**] when you are finished changing the RDO properties.

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Applying Highlight Color to an Image

You define the highlight color for an RDO in the Document Properties dialog box. You can then apply this color to individual images or pages of the RDO.

NOTE: You must have a highlight color-capable printer attached to your FreeFlow machine and defined in the Printer Administration application before you can apply highlight color to an image.

**Colorize dialog box for
highlight color printer family**
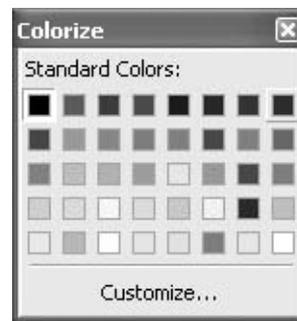
**Colorize dialog box for full
color or unspecified
printer family**

Step	*Action*
With an RDO open in FreeFlow Makeready:	
1	Select [**Format: Document Properties**].
2	Select a highlight color-capable printer from the **Printer family** drop-down list.
3	Select the desired highlight color for the RDO from the **Document highlight color** drop-down list.
4	Select [**OK**] to close the Document Properties dialog box and apply your changes.
5	Select a page or an image from the Document Structure window.
6	Select [**Graphics: Colorize**]. The Colorize dialog box displays, with several shades of the specified highlight color available.
7	Select a shade. The Colorize dialog box closes, and the color is applied to the selected page or image.

Arranging Objects on RDO Pages

Quick Points

○ **Guides default options:**

You can change or reset the default options for the Guides in FreeFlow Makeready by selecting [View: Guides].

FreeFlow Makeready allows you to place up to 100 objects on a single page of an RDO. You can add objects to a page by scanning or inserting images, or by pasting cut or copied images into the page.

*NOTE: Select **Insert Into–First** or **Insert Into–Last** as the insert mode to place multiple objects on a page.*

A separate icon displays below the page icon in the Document Structure window for each object on the page. FreeFlow Makeready uses "layering" to organize the objects on the page: objects are displayed as though they are stacked on the page. The last object icon under the page icon in the Document Structure window is on top of the stack, and the first object is on the bottom.

Use the features on the following pages with the Page View window to arrange the objects on a page.

Document Structure

```
☐ 📖 highlight.rdo
  ☐ ◇ ✎ Section - Impressions.rdo        ◆
    ☐ ◇ Section - Section 1
      ☐ 📄 Page <1>                        ✂
        └ 👤 Image
        └ 🗔 Fill (Shared)
      ☐ 📄 Page <2>
        └ 👤 Image
      ☐ 📄 Page <3>
        └ 👤 Image
    ☐ ◇ Section - Section 2
      ☐ 📄 Page <4>
        └ 👤 Image (Shared)
        ☐ 🗗 Group
          └ 👤 Image
          └ 🗔 Fill
          └ 🅰 Text - TEST OF GR…
        └ 🗔 Fill (Shared)
      ☐ 📄 Page <5>
        └ 👤 Image
        └ 👤 Image (Shared)
        └ 🗔 Fill (Shared)
      ☐ 📄 Page <6>
        └ 👤 Image
        └ 👤 Image (Shared)
```

One page
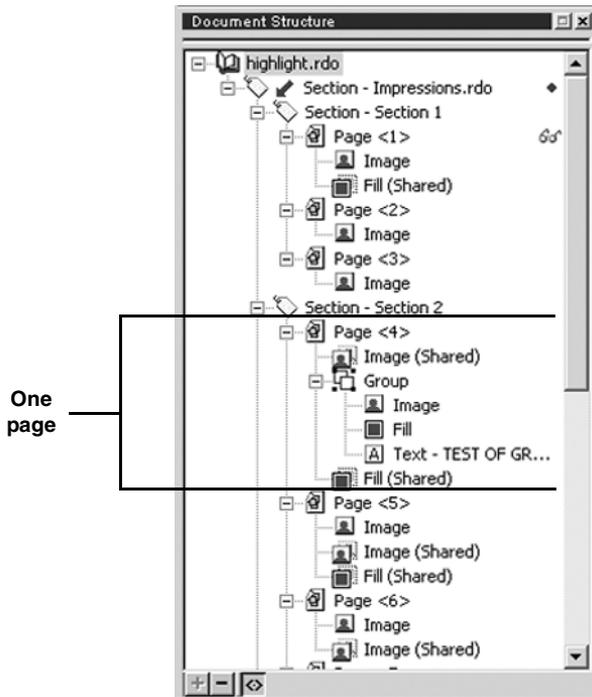
Document Structure window with multiple objects per page

Tips for Arranging Objects

Step	Action
With FreeFlow Makeready open:	
1	Select [**View: Rulers**] and [**View: Guides > Show Guides**] to display the rulers and guides, if they are not displayed.
2	Select the desired object or objects from the Document Structure window.

Arranging Objects on RDO Pages — continued

Quick Points

○ Arranging images:

Refer to the FreeFlow Makeready online Help system for more information on changing the order of images or aligning images in your RDO.

Changing Image Order

Select an image object.
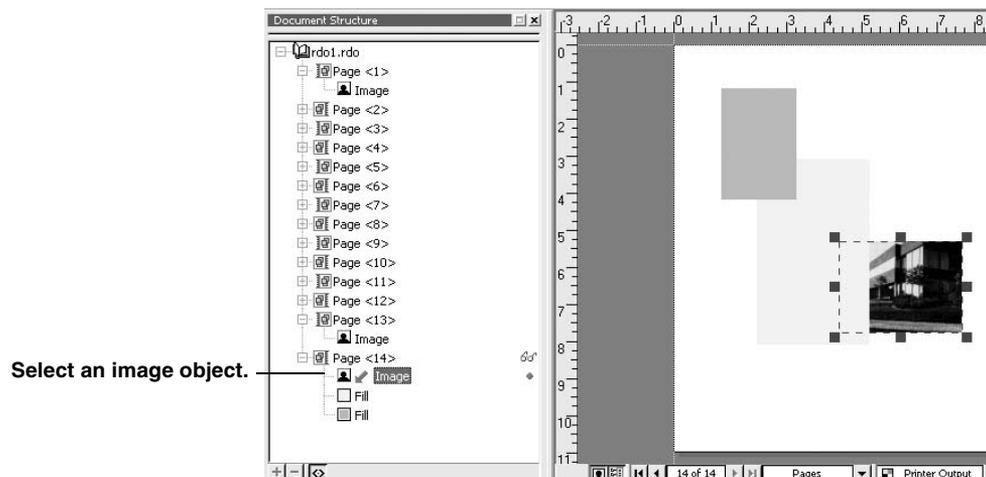
Arranging objects on an RDO page

Step	*Action*
With an RDO open:	
1	Select an image from the Document Structure window.
2	Select [**Graphics: Order**].
3	Select the appropriate option: • Bring to Front • Send to Back • Bring Forward • Send Backward *NOTE*: The options on the Order submenu allow you to rearrange the order of images stacked on a page.

Arranging Objects on RDO Pages — continued

Changing Image Alignment
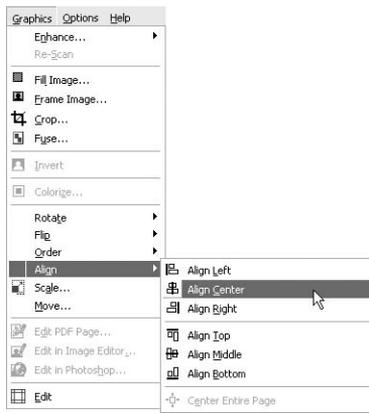
The options on the Align submenu allow you to rearrange the images on a page relative to the margin. This does not affect the order of images on the page.

Step	*Action*
With an RDO open:	
1	Select one or more images from the Document Structure window.
2	Select [**Graphics: Align**].
3	Select the appropriate option.

Arranging Objects on RDO Pages — continued

Quick Points

○ **Moving images:**

You can move all the images in an RDO by selecting the book icon in the Document Structure window and selecting [Graphics: Move]. This is useful if you decide to bind an RDO or print on drilled paper after adding content.

Moving Images

The Move feature allows you to reposition the images on a page. This does not affect the order of images on the page.
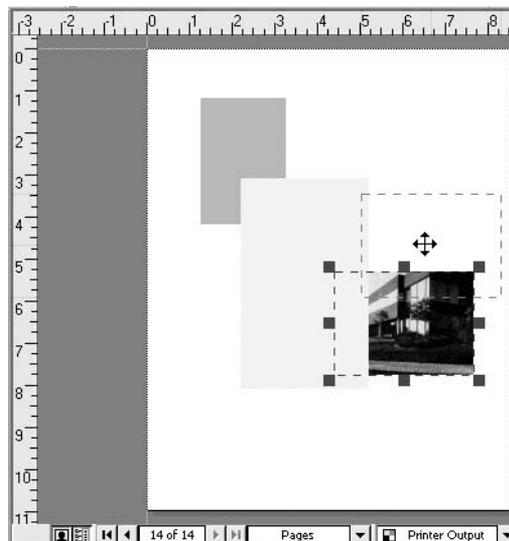
Moving an object using drag and drop

Step	*Action*
With an RDO open:	
1	Select an image from the Document Structure window.
2	You can drag the image to the desired position on the page, or select [**Graphics: Move**] to display the Move dialog box and move the image from its current position by a specified amount.

Arranging Objects on RDO Pages — continued

Quick Points

❍ **Non-fusible elements:**

Headers, footers, page numbers, and label objects are not included in the fused image.

Fusing all Images on a Page

The Fuse feature allows you to create a single image from all the images on a page.

NOTE: When fusing a page containing both black and white and color images, you may detect a loss of image quality.
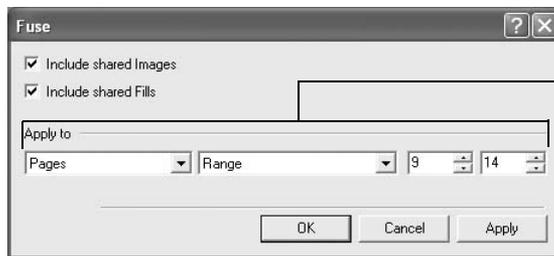
You can fuse pages other than those selected in the Document Structure window by changing the selections in the Apply to section.

Fuse dialog box

Step	*Action*
With an RDO open:	
1	Select a page or a group of images from the Document Structure window.
2	Select [**Graphics: Fuse**]. The Fuse dialog box displays.
3	Mark or clear the **Include shared Images** and **Include shared Fills** check boxes.
4	Select [**OK**] to close the dialog box and fuse the specified page(s). *NOTE: You cannot fuse a label object. For more information see page 13-4.*

Using Light Table View

Quick Points

❍Light Table notes:

- Light Table is available only in Book Layout and Print Layout views,
- Page content is moved as a whole; individual objects on the page cannot be selected.

Light Table View allows you to view the page displayed and the page behind it in a signature document at the same time so image alignment can be verified. The displayed page appears in black and white, while the page behind it appears in a user-selectable color.
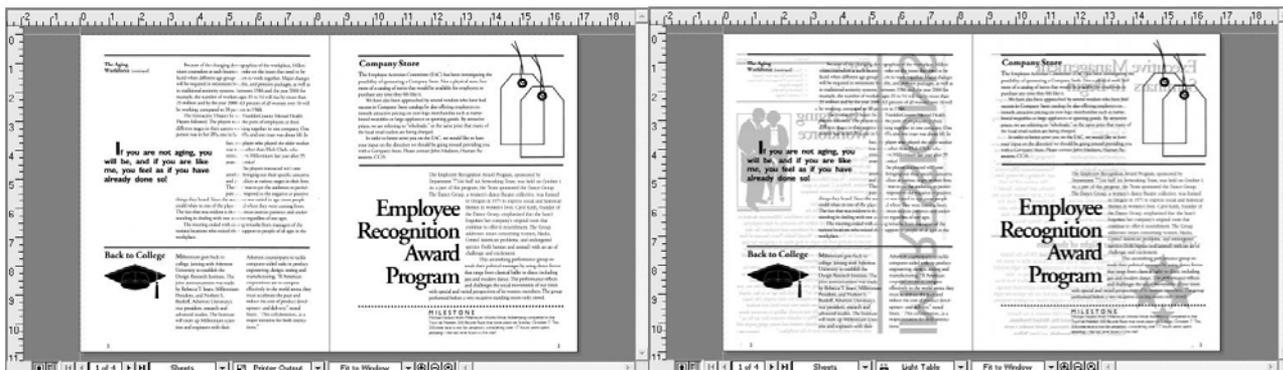
Signature document in Printer Output view (default Preview mode)

Signature document in Light Table view

Previewing with Light Table

With a signature RDO open:

Select [**View: Color Preview**] [**Light Table**] or select **Light Table** from the **Preview** drop-down list below the Page View window.

The page to be printed on the back of the page displayed appears in a highlight color.

Using Light Table View — continued

Changing the Light Table Color
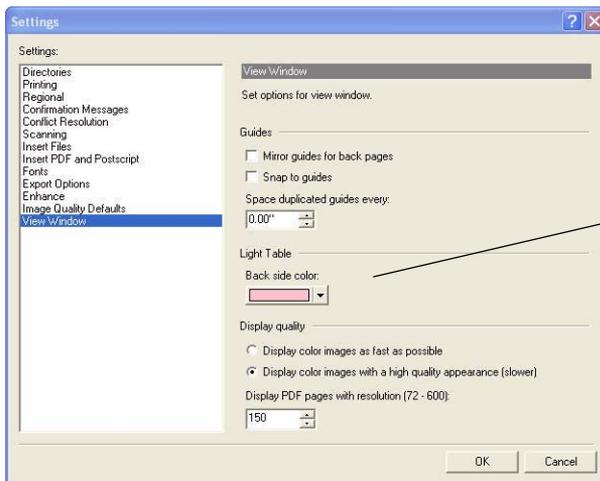
Settings dialog box
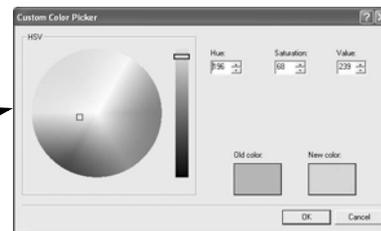
Custom Color Picker

Step	*Action*
To Change the Light Table Color:	
1	Select [**Options: Settings**].
2	Select [**Back side color**] to display the Standard Colors palette.
3	To set a custom color, select [**Customize**]. The Custom Color Picker dialog displays.
4	Set a new color by using the color wheel or by typing in values.
5	Select [**OK**] to exit Custom Color Picker.
6	Select [**OK**] to save your settings.

Using Light Table View — continued

Changing Page Registration

To align the images on this page, the top page content needs to move to the left.

Before registration	After registration

Signature RDO in Light Table view

Step	Action
To align the front page to the back:	
1	Select the page in the Page View window.
2	Tap the arrow keys to move the page content in the corresponding direction. **OR** Select [**Graphics: Move**] and enter vertical and horizontal values for the amount you want the page content to move. **OR** In the Page View window, drag the page image to the desired position.
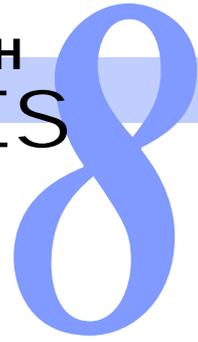
Using Specialty Imaging

Quick Points

❍ **Xerox FreeFlow Print Server support only:**

Specialty Imaging is supported only on supported production printers with Xerox FreeFlow Print Server Digital Front Ends.

❍ **Limitations:**

• Requires purchasing and installation of Xerox Specialty Imaging fonts. Contact your Xerox representative for more information.

• Unicode characters are nor supported.

Inserting Specialty Imaging
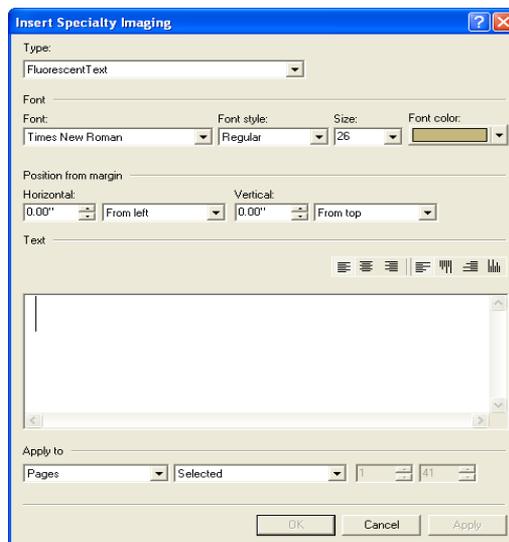
Specialty Imaging dialog box

Step	*Action*
With an RDO open:	
1	Select [**Insert: Specialty Imaging**].

Step	*Action*
2	Select the appropriate hidden text from the **Type** drop-down list. • **GlossMark® Text** • **FluorescentMark** • **MicroText** • **Correlation Mark**
3	In the **Font** section, specify the font settings. • **Font** • **Font Style** • **Size** • **Font Color**
4	In the **Position from margin** section, specify the position of the hidden text. • **Horizontal** • **Vertical**
5	In the **Text** section: a) Enter the text. b) Select the position of the text from the toolbar.
6	In the Apply to section, specify what to apply the hidden text to: • **All pages** • **Selected** • **Range** (Specify the range of pages.)
7	Select [**Apply**].
8	Select [**OK**]. ***NOTE***: • *Any image, including Specialty Imaging, will create a fault in a job if it is placed outside of the page margins.* • *When using MicroText, zooming to 400% is recommended for easier text viewing.*

Arranging Pages in an RDO

Quick Points

○ **Standard Windows commands apply:**

To perform these operations you can also:

• Right-click on an object in the Document Structure or the Page View window and select **Cut**, **Copy**, or **Delete**.

• Use <**CTRL**> + **X**, <**CTRL**> + **C**, and <**CTRL**> + **V** for **Cut**, **Copy**, and **Paste**, respectively.

Copying or Moving Pages

Step	*Action*
With an RDO open:	
1	In the Document Structure window, select the page(s) that you want to move or copy.
2	• To **move** the page(s), select [**Edit: Cut**]. • To **copy** the page(s), select [**Edit: Copy**]. The content of the page(s) is copied to the Windows Clipboard.
3	Select [**OK**].
4	Specify the insertion point in the Document Structure window.
5	Select an insert mode from [**Insert: Insert Mode**].
6	Select [**Edit: Paste**] to paste the page(s).

Deleting Pages

Step	*Action*
With an RDO open:	
1	In the Document Structure window, select the page(s) that you want to delete.
2	Select [**Edit: Delete**].
3	Select [**OK**].

8 – 13

Arranging Pages in an RDO — continued

Quick Points

❍ **Page counts:**

Blank pages are included in the page count in a document, because they are sent through the printer fuser. Direct inserts do not go through the fuser and do not incur a charge.

❍ **Color depth options:**

Color depth options are dependent upon the printer selected.

Adding a Blank Page with a Blank Image
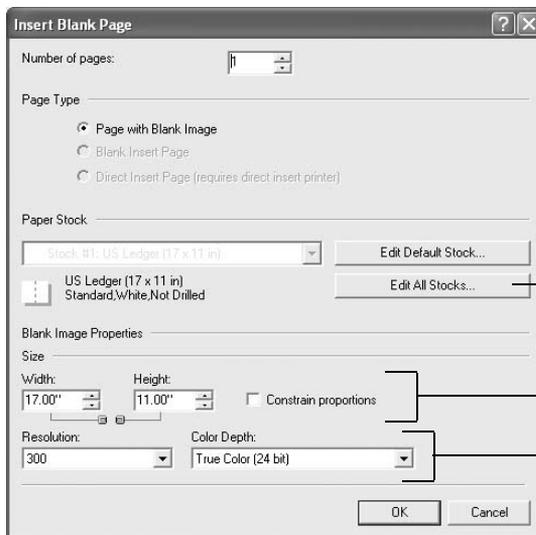
Define a new paper stock for the blank page.

Use the Width and Height boxes and the Constrain Proportions check box to change the dimensions of the blank image.

Set image resolution and color depth.

Insert Blank Page dialog box

Step	*Action*
With an RDO open:	
1	Specify the insertion point in the Document Structure window.
2	Select an insert mode from [**Insert: Insert Mode**].

Step	*Action*
3	Select [**Insert: Blank Page**]. *NOTE*: *You cannot insert a blank page into another page.*
4	Enter the number of blank pages you wish to insert.
5	Select **Page with Blank Image**.
6	Select a paper stock, or select [**Edit All Stocks**] to define a new stock.
7	Select [**OK**] to close the dialog box and create the blank page. The page displays in the Page View window, on the specified paper stock.

Arranging Pages in an RDO — continued

Quick Points

❍**Section level information:**

Select [Format: Sections] to change the section level properties, such as headers, footers, and page numbers.

Working with Sections

You can create sections in your RDOs and define separate properties (paper stock, headers, footers, and page numbers) for each section.

.
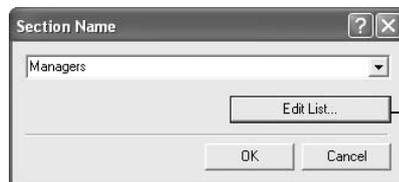
The [Edit List] button opens the Saved Section Names dialog.

Section Name dialog box

Step	*Action*
To create one or more sections in an RDO:	
1	Select the pages you want to include in the section from the Document Structure window.
2	Select [**Insert: Tag Section**].
3	Enter a section name or select one from the drop-down list.
4	Select [**OK**] to close the Section Name dialog box.
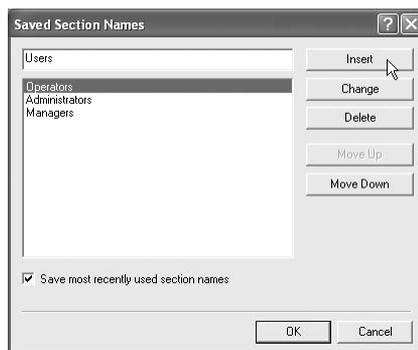
In the Saved Section Names dialog you can set up and maintain a list of all section tag names in FreeFlow Makeready.
To edit the existing section names at any time, select [Edit: Section Names].

Saved Section Names dialog box

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Working with Shared Images

Quick Points

○ **Where are shared images inserted?**

A shared image is inserted at the default position specified in the Image Properties dialog box.

○ **Insert Mode tip:**

The [Insert Into-Last] insert mode allows the shared image to appear on top of other images on the pages that share the file.

A shared image appears on multiple pages of an RDO. Only TIFF and JPEG files can be shared, however, you can also create a shared file. When you add a shared image to a range of RDO pages, the image file is linked to all pages in the range. If you move a shared image, it moves on all pages that share it.

Inserting from a File

Define and apply enhancements.

You can specify an ICC profile for a color image.

Select All Files to view all available JPEG and TIFF files.

To share a file on pages other than those selected in the Document Structure window, change the selections in the Apply to section.
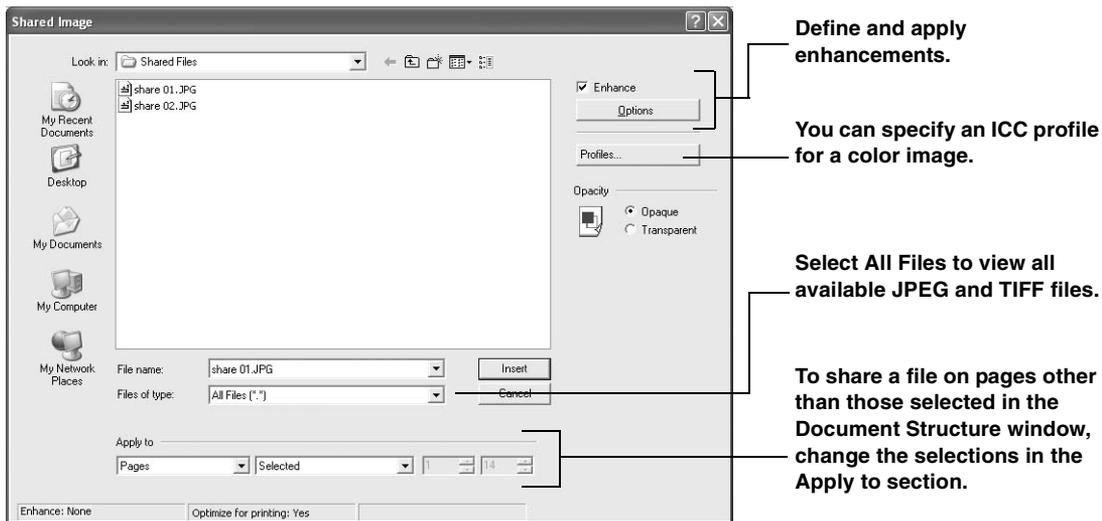
Shared Image dialog box

Step	*Action*
In an open RDO:	
1	Select an insert mode from [**Insert: Insert Mode**].
2	In the Document Structure window, select the pages to which you want to add the shared file.
	…continued

Step	Action
3	Select [**Insert: Shared Image From File**].
4	Select [**All Files**] from the **Files of type** drop-down list.
5	Use the **Look in** drop-down list to locate the JPEG or TIFF file you want to share.
6	Select [**Insert**].

Working with Shared Images — continued

Inserting from Crosshairs
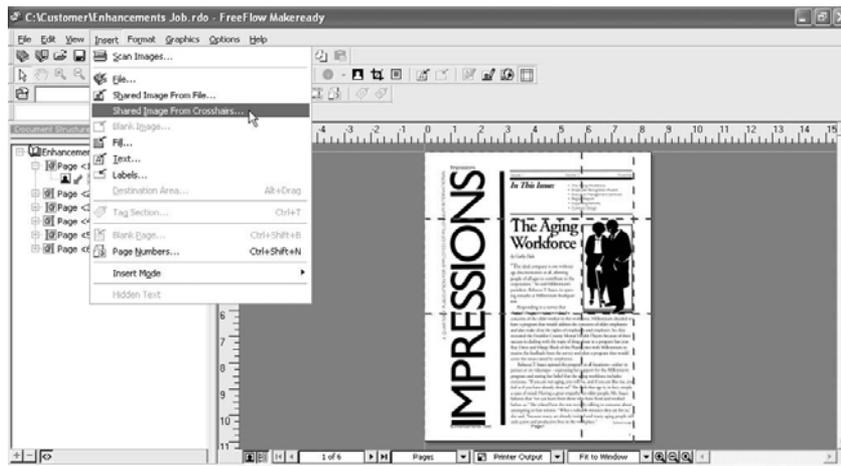
Inserting a shared image from an existing image

Step	Action
In an open RDO:	
1	Select an insert mode from [**Insert: Insert Mode**].
2	In the Document Structure window, select the page that contains the image you want to share.
3	From either the Directory Structure window or the Page View window, select the image from which you want to create a shared image.
4	Select [**Graphics: Edit**] to enter Edit Mode.
5	Using the mouse, drag the crosshairs to position them around the area you want as your new image.
6	Select [**Insert: Shared Image From Crosshairs**]. The Shared Image From Crosshairs dialog box displays.

…continued

Working with Shared Images — continued
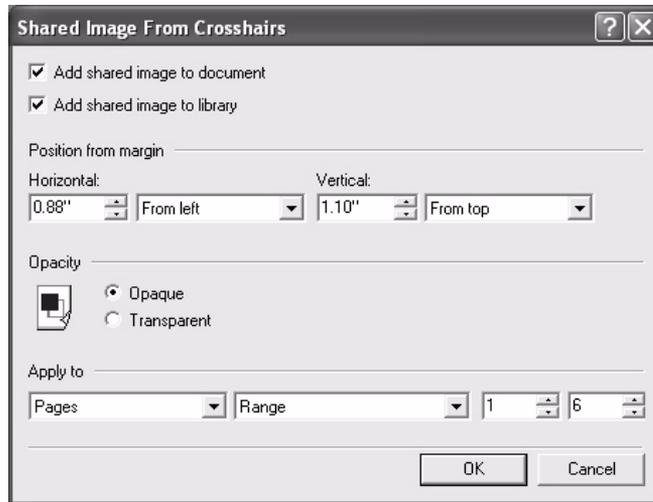
Shared Image From Crosshairs dialog box

Step	*Action*
7	To insert the image into the document, mark the **Add shared image to document** check box.
8	To save a copy of the new image to a file for future use, mark the **Add shared image to library** check box.
9	Define image placement position in the **Position from margin** section. *NOTE: The sections in steps 9 through 11 are available only if you marked the **Add shared image to document** check box.*
10	Select opacity for the new image.
11	Define on what pages the image will be shared in the **Apply to** section.
12	Select [**OK**]. *NOTE: If you marked the **Add shared image to library** check box you will be prompted to name your file and save it. If you save it to the default location, it will appear in the **Shared Files** tab of the Directory Viewer window.*

Working with Shared Images — continued

Deleting a Shared Image
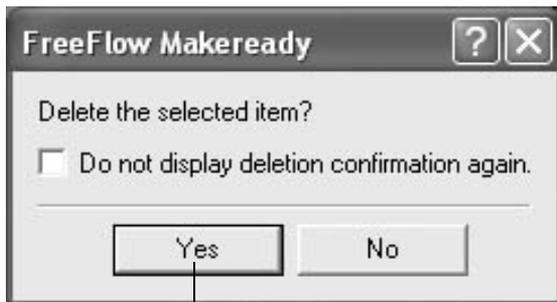
Select Yes.
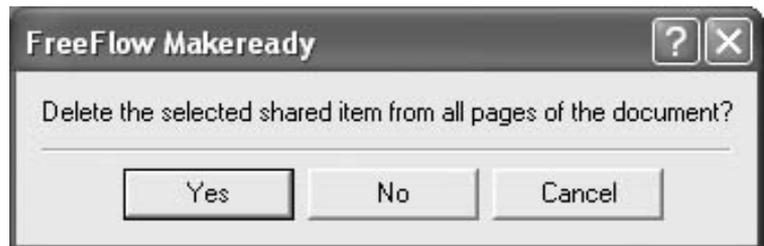
Select whether to delete the shared image from all pages, or only from the current page.

Step	*Action*
To delete a shared image:	
1	Select the shared image you want to delete.
2	Select [**Edit: Delete**].
3	Select [**Yes**] to the deletion confirmation message.
4	• Select [**Yes**] to delete the image from all pages *OR* • Select [**No**] to delete the image from the current page only.

Preparing to Print

With FreeFlow Makeready, you can do most of your pre-print work.

Paper Stocks

Quick Points

❍ **Defining paper stocks:**

> **Remember to define separate paper stocks for covers, tabs, and inserts you plan to use in your RDO.**

❍ **Printing on different paper stocks:**

> • Special paper stocks for color documents, covers, tabs, and direct inserts may require some paper tray changes at the printer.
>
> • Changing Stock 1 will change the default paper stock for the entire RDO. (This was set in Document Properties.)

You can define up to 12 paper stocks in a single RDO. The number, size, and type of paper stocks available depend on the selected printer family.
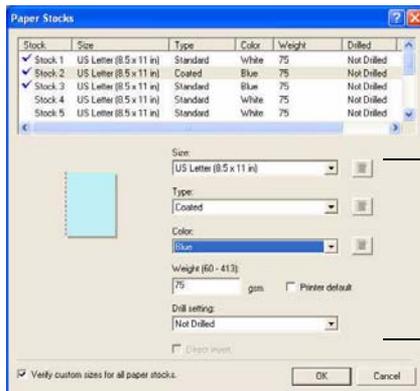
You can change the size, type, color, and weight for each paper stock.

Paper Stocks dialog box

Step	*Action*
With an RDO open:	
1	Select [**Format: Paper Stocks**].
2	Select a paper stock from the **Stock** list box.
3	Edit the definition of the stock using the selections below the **Stock** list box.
4	Select [**OK**] to close the dialog box.

8 – 22

Preparing to Print — continued

Covers

You can apply a front cover, back cover, or both before you submit the document for printing.

Quick Points

❍ **Cover printing:**

Printing on Side 1 for the front cover represents the outside of the cover, and Side 2 is the inside of the cover.

Printing on Side 1 for the back cover represents the inside of the cover, and Side 2 is the outside of the cover.

❍ **More cover printing:**

You can define a 1-sided cover on a 2-sided RDO, and define a 2-sided cover on a 1-sided RDO.

NOTE: *Not all printer families support covers.*
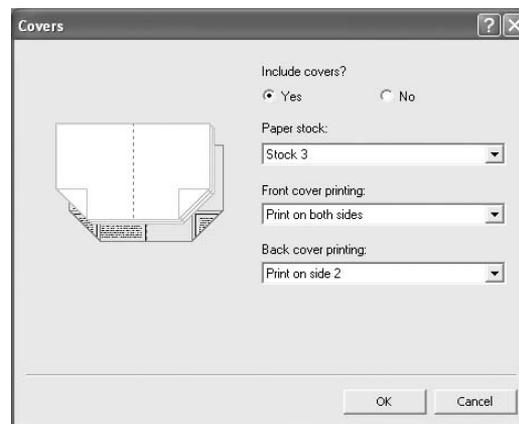
Covers dialog box

Step	*Action*
With an RDO open:	
1	Select [**Format: Covers**] from the menu bar.
2	Define the paper stock and printing options for a front cover, a back cover, or both.
3	Select [**OK**].

8 – 23

Preparing to Print — continued

Blank Tabs

The following procedure assumes you have created at least one tab stock in the Paper Stocks dialog box.

Quick Points

❍ **Tab pages:**

You can also define pages as tabs by selecting the pages and then selecting the defined tab stock from the Paper Stock drop-down list on the Format toolbar.

Step	*Action*
With an RDO open:	
1	Select one or more pages that you want printed on tab stock from the Document Structure window. *NOTE: You may have to insert a blank page or a tab page specific image if you do **not** want the images in your RDO to print on your tab pages.*
2	With the page(s) selected, select [**Format: Pages**].
3	On the **General** tab, select the desired tab stock from the **Page Paper Sock** drop-down list.
4	Select [**OK**].

Preparing to Print — continued

Custom Tabs

○**Section Name text style:**

Use the Section Name text style to display precut tab annotations as a top level section name.

The following procedure assumes you have created precut tab pages in your RDO.

Step	*Action*
With an RDO open:	
1	Right click on the tab icon(s) in the Document Structure window.
2	Select [**Format Paper Stocks...**] from the drop-down menu.
3	Select the stock that you have designated as precut tab.
4	Click the button next to the **Type** drop-down menu.
5	Select the [**Text**] tab on the Precut Tabs dialog box.
6	When you have finished making your selections from the **Text** tab, select [**OK**].
7	Select [**OK**]. The custom text you have entered appears on the precut tab in the Page View window.

Preparing to Print — continued

Bleed Tabs

The following procedure allows you to create bleed tabs for tagged sections of your RDO. You can create bleed tabs for black and white and color printers, and can customize those tabs.

Step	*Action*
With an RDO open:	
1	Select the section tags in the RDO where you want the bleed tabs printed from the Document Structure window
2	With the sections selected, select [**Format: Bleed tabs...**].
3	With the Bleed tab dialog box displayed, select the [**Style**] tab.
4	When you have finished making your selections from the **Style** tab, select the [**Text**] tab.
5	Make the appropriate selections from the **Text** tab, select [**OK**]. The bleed tab displays on the page in the Page View window.

Preparing to Print — continued

Direct and Blank Inserts

Quick Points

❍ **Direct insert stock:**

You cannot define the default paper stock as a direct insert stock.

❍ **More on inserts:**

If you define inserts in an RDO, and then change the printer for the RDO to one that does not support inserts, you will be prompted to delete the insert pages.

NOTE: *Many production printers do not support direct inserts and blank inserts. Talk to your site administrator if you are unsure.*

There are two kinds of inserts – blank inserts and direct inserts. We'll just talk about direct inserts, but the steps for the blank inserts are similar.

A direct insert is a paper stock, usually pre-printed, placed in the Interposer tray of a production printer. Paper stock from the Interposer tray is not sent through the fuser but is added to the document in the finishing area of the printer.

Before you can add a direct insert in your RDO you must define a direct insert paper stock, and then add direct insert pages, with the associated paper stock applied, to the document. For information on setting paper stock properties, see *Paper Stocks* on page 8-22.

Step	*Action*
1	Specify an insertion point in the Document Structure window. You cannot select an image as the insertion point.
2	Select the appropriate insert mode from [**Insert: Insert Mode**]. You cannot select [**Insert Into - First**] or [**Insert Into - Last**] if you select a page.
3	Select [**Insert: Blank Page**].

Preparing to Print — continued

Insert Blank Page dialog box

Step	*Action*
4	Enter the number of direct insert pages to insert.
5	Select the **Direct Insert Page** option button in the **Page Type** section (make sure you have selected a direct insert printer). The pre-defined direct insert stock is automatically selected in the **Paper Stock** drop-down list. *NOTE: If you need to define a direct insert paper stock, select [**Edit All Stocks**].*
6	Select [**OK**]. The direct insert page displays in the Document Structure window. When you select the Direct Insert icon from the Structure window, the Page View window displays the page with a Direct Insert label.

Using a Wizard to Create an RDO

Quick Points

❍ **Wonderful wizards:**

> There are three different wizards for creating RDO documents: Standard, Signature, and N-Up (we covered the N-Up Wizard in Chapter 4, *Scanning*).

❍ **Templates and wizards:**

> You can also use wizards to create template files (RDT files) in FreeFlow Makeready.

Wizards are the easiest way to create new RDOs.
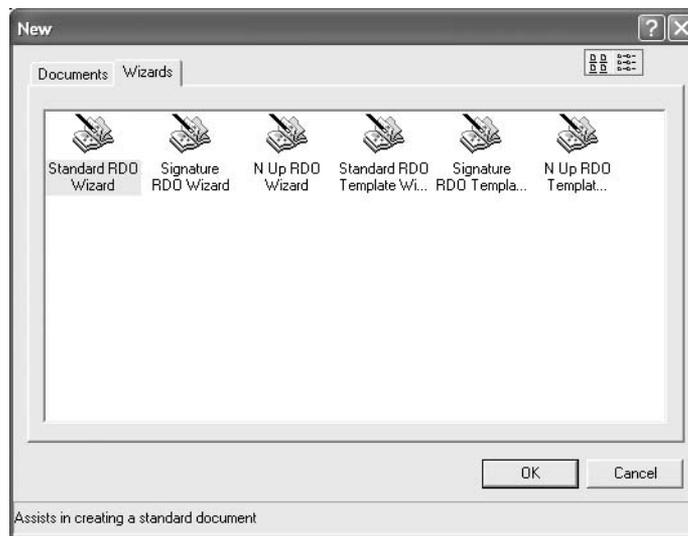
New RDO dialog showing available wizards

Step	*Action*
With FreeFlow Makeready open:	
1	Select [**File: New**] from the menu bar.
2	Select the **Wizards** tab.
3	Select the appropriate wizard icon.
4	Select [**OK**].

Using a Wizard to Create an RDO — continued

Quick Points

❍ **Page numbering in wizards:**

In the Page Numbering section of the wizards, you can enable page numbering. You must also select the [Format Automatic Page Numbers] button to apply a style for your page numbers if you want them to display. The default page numbering style is Blank.
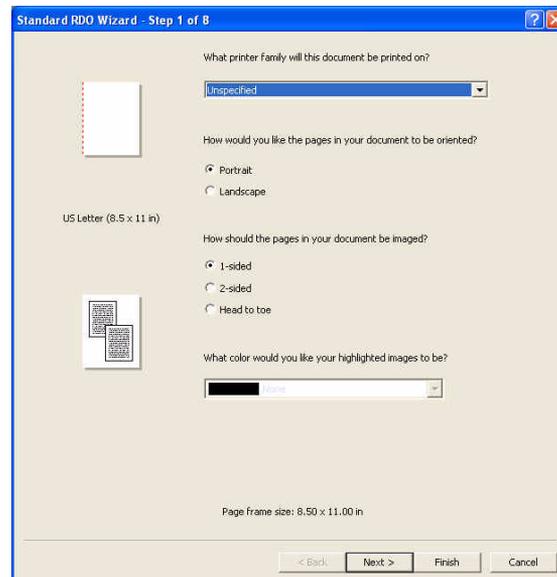
Page 1 of Standard RDO Wizard

Step	*Action*
5	Select [**Next>**] and [**<Back**] to navigate through the wizard.
6	Make the selections as instructed on each screen.
7	Select [**Finish**]. The New RDO Information dialog box displays with a summary of the selections you made via the wizard. You can scroll to review your document settings.
8	Mark or clear the **Add pages to the new document when the wizard finishes** check box. If you mark it, select the appropriate option button to add pages to the RDO.
9	Select [**OK**].

STORING AND RETRIEVING
RDO FILES
9

Saving Files from FreeFlow Makeready into Windows and Repository Directories

Quick Points

❍ **Untitled RDOs:**

A new, unnamed RDO displays the word Untitled next to the document icon in the Document Structure window.

❍ **Exporting Pages of RDOs:**

Use the [File: Export] command to save an entire RDO or selected pages of an RDO as a series of TIFF files, a series of JPEG files, a single PostScript file, or a single Adobe PDF file.

Repository Icon
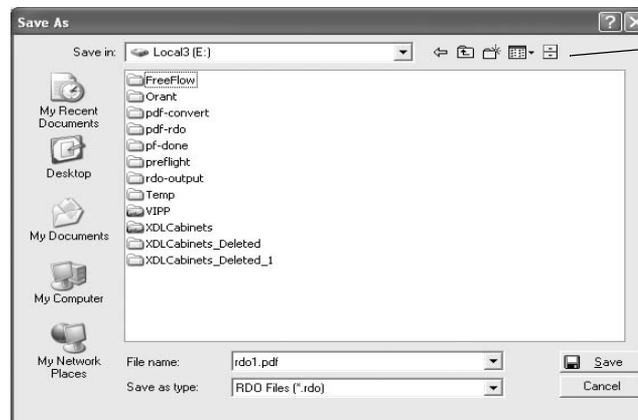
Save As dialog box displaying Windows directories

Step	Action
With an RDO open:	
1	Select [**File: Save As**].
2	Select one of the following options: • Use the **Save In** drop-down list and the directory window below it to locate the desired directory. • Use [**Look in Repositories**] to locate the desired repository directory. If necessary, log in to the repository server using the RMS user name and password.
3	Select the appropriate file type for the document (RDO or PDF) from the **Save as type** drop-down list.
4	Type the name of the file in the **File Name** text box.
5	Select [**Save**]. The file is saved and the dialog box closes. Your document is stored in the directory you specified.

Opening RDOs from Windows and Repository Directories

Quick Points

○ **Opening RDOs as Read-Only:**

If you mark the Open as read-only check box, you cannot edit the file you are opening.

○ **How many RDOs can I open?**

You can open only one document at a time in FreeFlow Makeready. You can, however, open multiple instances of FreeFlow Makeready.

○ **Closing RDOs:**

When you close an RDO, you close FreeFlow Makeready as well. If you're ready to work on another RDO, just open it. The current RDO closes.
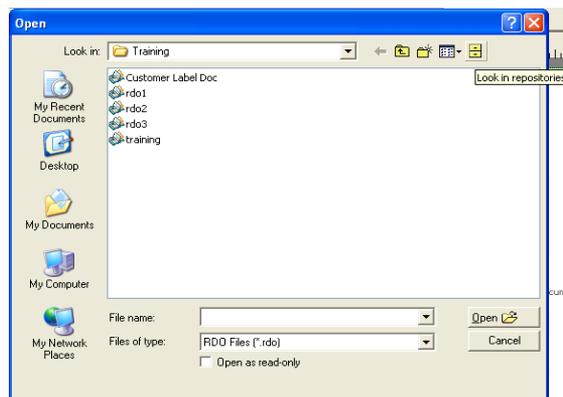
Open dialog box

Step	*Action*
With FreeFlow Makeready open:	
1	Select [**File: Open**].
2	Select the type of file you want to open from the **Files of type** drop-down list.
	…continued

Step	*Action*
3	Select one of the following options: • Use the **Look in** drop-down list and the directory window below it to locate the file you want to open. *You can select [**All Files (*.*)**] to see all the files in the active directory or folder, but remember that you can open only RDOs, RDTs (template files), or Converted Jobs in this procedure.* • Use the [**Look in Repositories**] to open a file in a repository. If necessary, log in to the repository server using the RMS user name and password.
4	Select the file to open.
5	If you plan to edit the RDO, clear the **Open as Read-Only** check box.
6	Select [**Open**]. The RDO displays in FreeFlow Makeready.

PRINTING *10*

Printing from FreeFlow Makeready

Quick Points

○ **Registering Printers:**

Before you can submit a document to print from any FreeFlow Makeready workstation, the production printer must be registered in Printer Registration. For more information on registering production printers, refer to the FreeFlow Production Printing document.
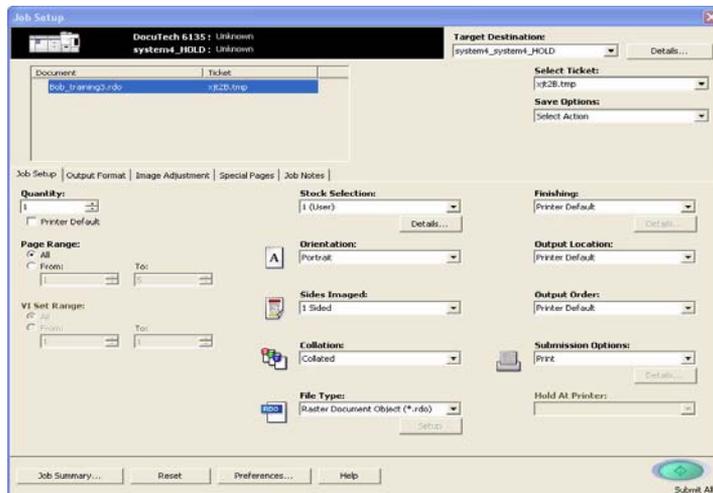
Job Setup dialog box

Step	*Action*
With an RDO open in FreeFlow Makeready:	
1	Select [**File: Production Print**]. ***NOTE**: An Unsupported Features dialog may appear. Select [**OK**] to continue*
2	Select the desired printer from the **Target Destination** drop-down list.
3	Select the appropriate **Select Ticket** option to specify the job ticket.
4	Select the appropriate **Save Options** to save the job ticket to a local directory or repository. *…continued*
5	Use the **Job Setup** section to change printing options for the RDO. ***NOTE**: For more information on job tickets, refer to the online Help system.*
6	Select [**Preferences**] and specify any applicable preference options.

PRINTING *10*

Step	Action
7	Select [**Submit All**]. The RDO is submitted to the selected production printer.
8	When the print job submission is complete, a message box displays. Select [**OK**] to acknowledge the message and return to FreeFlow Makeready.

10 PRINTING

Printing from FreeFlow Makeready with variable page range finishing

Select **Stacker** as the Output, and **Page Range Finishing** as the Finishing.

Step	*Action*
With an RDO open in FreeFlow Makeready:	
1	Select [**File: Production Print**].
2	Select the desired printer from the **Target Destination** drop-down list.
3	Select the appropriate **Select Ticket** option to specify the job ticket.
4	Select the appropriate **Save Options** to save the job ticket to a local directory or repository.
5	Use the **Job Setup** section to change printing options for the RDO. **NOTE**: *For more information on job ticket settings, refer to the online Help system.*
6	Select [**Stacker**] as the Output location, and [**Page Range Finishing**] as the Finishing. The Page Range Finishing dialog box displays.

PRINTING

10

Printing from FreeFlow Makeready with variable page range finishing — continued

Select a **From** value and a **To** value for the second subset.
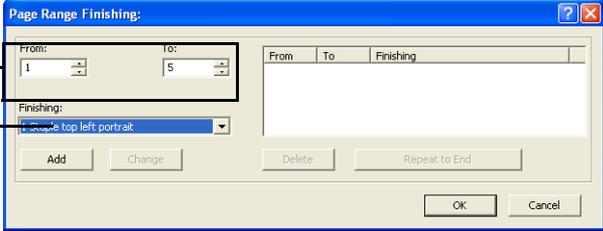
Select a finishing option for the second subset.

Select a **From** value and a **To** value for the second subset.

Select a finishing option for the second subset.

Select the [**Add**] button.
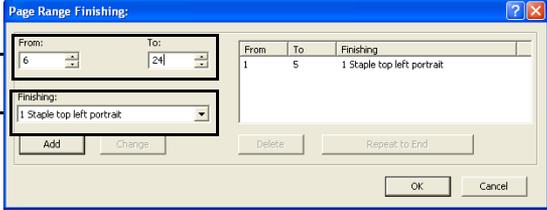
In the Subset Finishing Display window, select the subset value you want to repeat to the end.

Select the [**Repeat to End**] button.
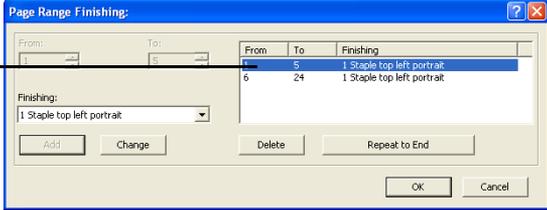
The subset you have selected to repeat is repeated to the end of the document.

Step	Action
7	Select [**OK**].
8	Select [**Preferences**] and specify any applicable preference options.
9	Select [**Submit All**] to submit the print job.

PRINTING *10*

Using FreeFlow Print Manager - Advanced Print Path (APP)

Quick Points

○ **Print performance for multiple files:**

If you have a large number of documents in a job, or if the documents in the job are very large, the job takes longer to print.

○ **For more information:**

For more information on using the FreeFlow Print Manager - APP application, refer to the online Help system.

Printing Single and Multiple Files or Directories

You can print RDO, TIFF, JPEG, PostScript, ASCII, HP/PCL and Adobe PDF files using FreeFlow Print Manager - APP. You can print one document at a time or print multiple documents as a single print job.
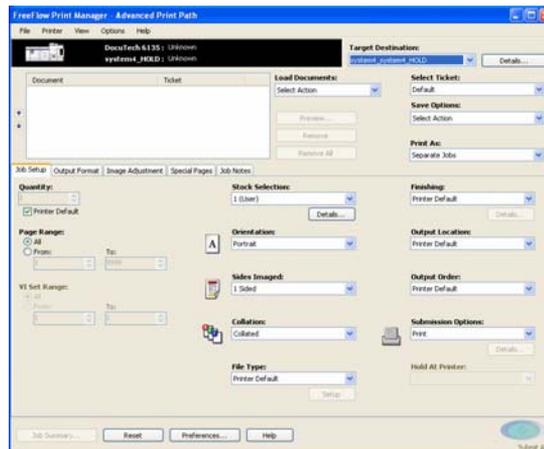
FreeFlow Print Manager - APP application window

Step	*Action*
To Print a Single Document using FreeFlow Print Manager - APP:	
1	Select [**Start: Programs: Xerox FreeFlow Software: FreeFlow Print Manager- APP**] to open the FreeFlow Print Manager - APP application.
	…continued

10 PRINTING

Step	*Action*
2	Select [**Local File Directory...**] from the **Load Documents** drop-down list to print a document that resides in a directory in the Windows file system. a) Navigate to and select the desired document. b) Select [**Open**]. The document displays in the Document file selection list. ***NOTE:*** *Use the Repository option from the Load Documents drop-down list to select a document from a supported repository.*
3	Select the desired printer from the **Target Destination** drop-down list.
4	Select the appropriate **Select Ticket** option to specify the job ticket.
5	Select the appropriate **Save Options** to save the job ticket to a local directory or repository.
6	Select the appropriate **Print As** option: • **Separate Jobs** — Select this option to print as separate jobs. • **One Job** — Select this option to print as one job.
7	Use the **Job Setup** section to change printing options for the job. ***NOTE:*** *For more information on job ticket settings, refer to the online Help system.*
8	Select [**Preferences**] and specify any applicable preference options.
9	Select [**Submit All**] to submit the print job(s).

10 PRINTING

Rotating PDFs When Printing

Quick Points

○ **All PDFs rotated in a multi-file job:**

When selecting multiple files to print using a single job ticket in Print Manager - APP, setting the rotation option in the job ticket sets it for all the files in the job. The rotate option is unavailable when Print as separate jobs is selected.

○ **Rotating PDFs in multiple file jobs:**

If the multiple file job is submitted as a series of individual jobs, then the rotation option is available in the job ticket for each PDF file. You must set each job ticket separately.

When printing a PDF file you may specify that it be rotated when printing.

This function applies only to PDF files.
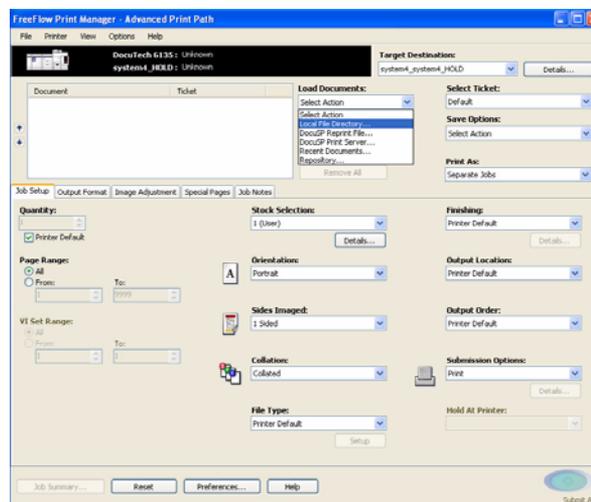
Job Setup dialog

Step	*Action*
	With one or more PDF files selected for printing in Print Manager- APP:
1	Select **PDF files** from the **File Type** drop-down list and select [**Setup**].
2	Mark the [**Rotate PDF**] check box and select [**OK**].
3	Use the **Job Setup** section to change printing options for the RDO. **NOTE**: *For more information on job ticket settings, refer to the online Help system.*
4	Select [**Preferences**] and specify any applicable preference options.

…continued

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PRINTING *10*

Step	*Action*
5	Select [**Submit All**] to submit the print job.

FILE MANAGER

Windows operating system information

Quick Points

○ **Explorer and RDOs:**

DO NOT use Windows Explorer to manage your RDOs. Do not copy, move, rename, or delete an RDO using Windows Explorer, or you will corrupt the RDO.

○ **File Manager and RDOs:**

Use only File Manager to copy, move, rename, or delete an RDO.

Windows file system

DO NOT confuse the Windows operating system file system with Windows Explorer. The Windows file system is the overall structure in which files are named, stored, and organized.

Use Windows Explorer to view the directories and documents in your PC's file system. You can also view other documents on networked PCs if your site administrator has configured your machines to allow this.

File Manager

Use File Manager to manage your RDOs.

If you save an RDO in a directory in the Windows file system, you must open it from that directory. You cannot access an RDO from a repository if you stored it in a directory in the Windows file system.
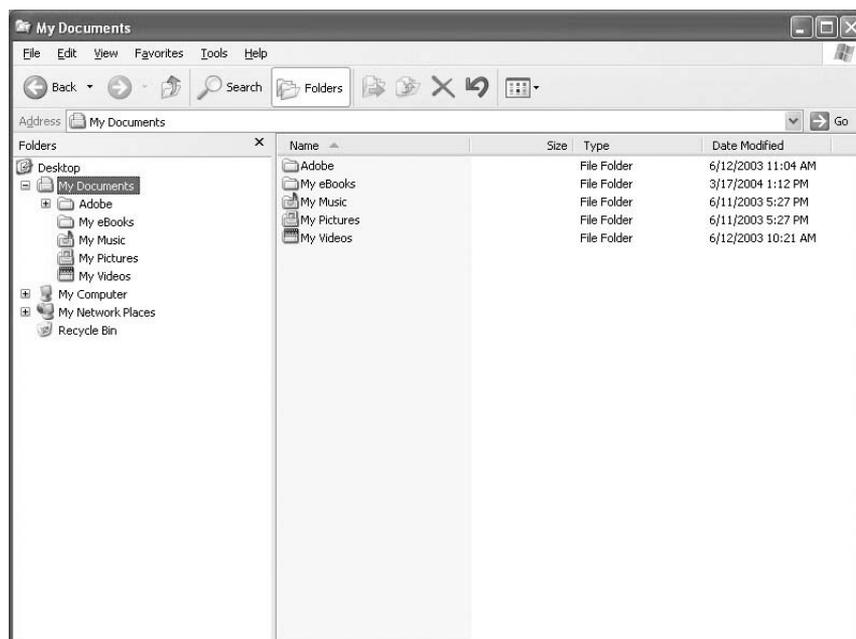
Windows Explorer

RDOs and the Windows File System

Quick Points

○ **Directory structure tips:**

- Design a balanced directory structure using directories and subdirectories to organize your documents.

- Do not use a complicated directory naming structure, especially if you have a large number of operators working multiple shifts.

○ **Document storage:**

Do not store all your files in one or two large directories. If you do this, your system will be very slow when opening and saving documents. Instead of one or two huge directories, create subdirectories for each customer, day of the week, or operator.

The Windows file system is great for storing and managing files. When working with FreeFlow Makeready, however, use File Manager application to manage files in the Windows file system. File Manager allows you to manage compound document objects like RDOs as a single object.

NOTE: File Manager does not provide access to the repositories on your FreeFlow system.

CAUTION:

Do not use Windows Explorer to manage your RDOs. It cannot handle compound objects like RDOs, so you will corrupt your RDOs if you try to copy, move, delete, or rename the objects in Windows Explorer.
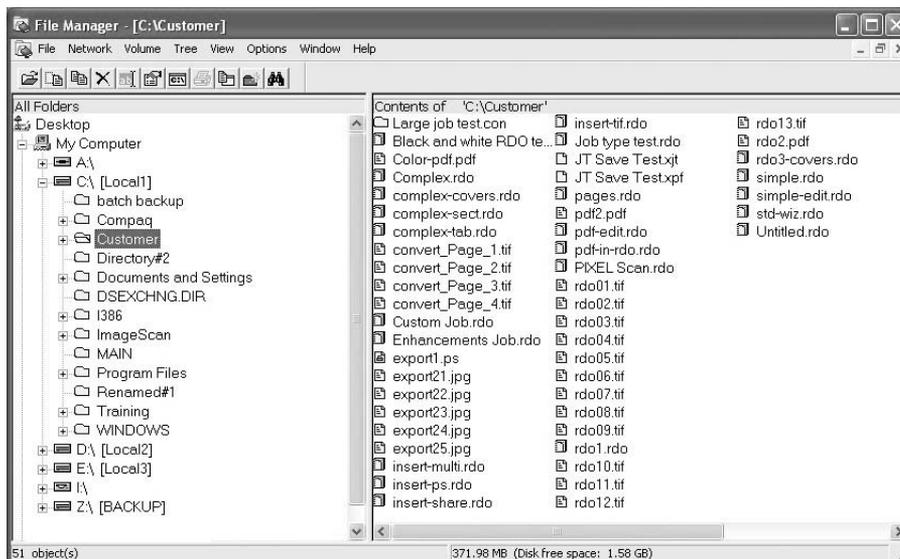
File Manager application window

USING
FILE MANAGER

11

Organizing Your Files

Quick Points

○ **Create directories with spaces in the name:**

You can create a directory with a space in the name with File Manager. To do so, enclose the entire directory name in quotation marks, or you will create multiple directories.

Creating Directories with File Manager

Create Directory

Current Directory:
C:\Customer

Name:

OK

Cancel

File Manager Create Directory dialog

Step	*Action*
To create a directory in File Manager:	
1	Select [**Start: Programs: Xerox FreeFlow Software: File Manager**] to open File Manager.
2	Select the root directory or another directory where the new directory will reside.
3	Select [**File: Create Directory**].
4	Type the name of the new directory in the **Name** text box.
5	Select [**OK**] to create the directory.

Organize Your Files — continued

Quick Points

❍ Drag and drop on the same drive:

You can drag and drop to move documents from one directory on a drive to another directory on the same drive. You can also press and hold <CTRL> while dragging and dropping to copy documents from one directory on a drive to another directory on that drive.

❍ Drag and drop on a different drive:

You can drag and drop to copy documents from one directory on a drive to a directory on a different drive. You can also press and hold <ALT> while dragging and dropping to move documents from one directory on a drive to a directory on a different drive.

Moving and Copying Documents

Copy [?][X]
Current Directory:
C:\Customer
From:
"Custom Job.rdo"
To:
⊙ [   ]
○ Copy to Clipboard
[OK]
[Cancel]

Copy dialog

Move [?][X]
Current Directory:
C:\Customer
From:
"Custom Job.rdo"
To:
[   ]
[OK]
[Cancel]

Move dialog

Step	*Action*
With File Manager open:	
1	Navigate to the directory where the desired document resides.
2	Right-click on the selected document.
3	Select [**Copy**] or [**Move**] from the context-sensitive menu. The Copy or Move dialog box displays.
4	In the **To** text box, enter the complete directory path and the name of the new document. If the path name contains a space, enclose the entire path in quotation marks, or a directory will be created for each word in the path name. *NOTE: FOR COPYING ONLY: You can select the **Copy to Clipboard** option button in the Copy dialog box to copy the selected document to the Windows Clipboard instead of to a specific directory.*
5	Select [**OK**].

USING
PDF FILE CONVERSION

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Converting Files to Adobe PDF

File conversion to viewable/printable PDF is available in FreeFlow Makeready for the following file types:

- ❍ JPG
- ❍ PostScript
- ❍ RDO
- ❍ TIFF
- ❍ TIFF/IT

Scheduling Conversion Services

You can set the parameters for dynamic conversion on the Conversion Settings tab in the FreeFlow Administration Tool. The settings will be applied to all dynamic conversions to files uploaded to repositories and will be displayed as the default for the FreeFlow File Conversion Tool. Conversion then occurs automatically based on the settings you define.
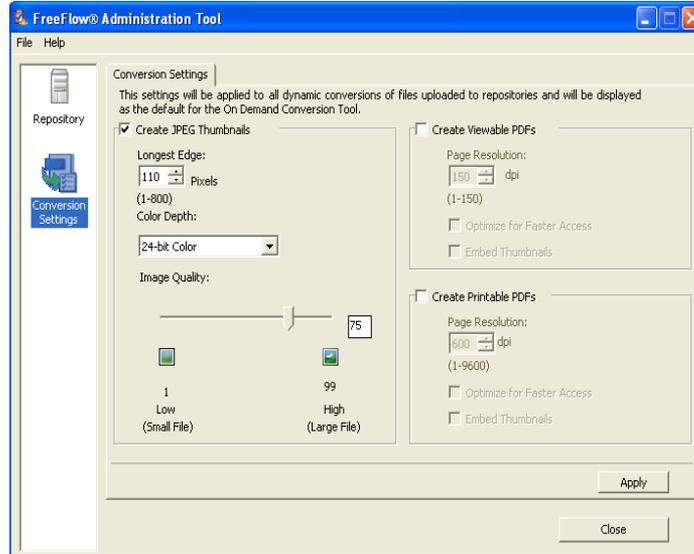
FreeFlow Administration Tool, Conversion Settings tab

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PDF FILE CONVERSION

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Step	Action
To apply conversion settings in the FreeFlow Administration Tool for conversion to PDF:	
1	Select [**Start: Programs: Xerox FreeFlow Software: FreeFlow Administration Tool**].
2	Select the **Conversion Settings** icon.
3	Ensure that the **Create JPEG Thumbnails** check box is cleared.
	…continued

Scheduling Conversion Services — continued

Quick Points

❍ **PDF optimization:**

This option enables faster Web download. When PDF optimization is selected, the PDF can be viewed while the file is still downloading.

❍ **Embed thumbnails:**

This option allows a small image of each page to be viewed in the Web Viewing and Submission application. However, selecting Embed thumbnails requires greater storage.

Step	*Action*
4	Mark the **Create Viewable PDFs** check box to enable converted PDFs to be viewable. Specify the following options: a) **Page Resolution** — If applicable, specify the page resolution in dpi. b) **Optimize for Faster Access** — Mark this check box to enable PDF optimization. c) **Embed Thumbnails** — Mark this check box to embed the PDF as a thumbnail.
5	Mark the **Create Printable PDFs** check box to enable the converted PDFs to be printable. Specify the following options: a) **Page Resolution** — If applicable, specify the page resolution in dpi. b) **Optimize for Faster Access** — Mark this check box to enable PDF optimization. c) **Embed Thumbnails** — Mark this check box to embed the PDF as a thumbnail.
6	Select [**Apply**].
7	Close the FreeFlow Administration Tool.

Converting to PDF Using FreeFlow File Conversion Tool

The FreeFlow File Conversion Tool is used to convert all files in folders including RDO, PDF, TIFF, and PS document types to PDF as well as converting RDO documents to JPEG for viewing and PDF for printing.
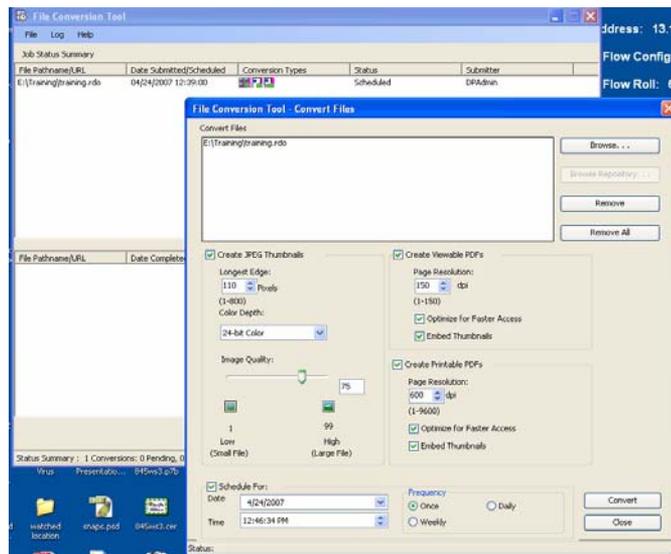
File Conversion Tool application window

Step	*Action*
	To convert a file to Adobe PDF using FreeFlow File Conversion Tool:
1	Select [**Start: Programs: Xerox FreeFlow Software: File Conversion Tool**].
2	Select [**File: Convert**].
3	Select [**Browse**] or [**Browse Repository**] to locate the file you want to convert.
4	Ensure that the [**Create JPEG Thumbnails**] check box is cleared.
5	Mark the **Create Viewable PDFs** check box to enable converted PDFs to be viewable. Specify the following options: a) **Page Resolution** — If applicable, specify the page resolution in dpi. b) **Optimize for Faster Access** — Mark this check box to enable PDF optimization. c) **Embed Thumbnails** — Mark this check box to embed the PDF as a thumbnail.

Step	*Action*
6	Mark the **Create Printable PDFs** check box to enable the converted PDFs to be printable. Specify the following options: a) **Page Resolution** — If applicable, specify the page resolution in dpi. b) **Optimize for Faster Access** — Mark this check box to enable PDF optimization. c) **Embed Thumbnails** — Mark this check box to embed the PDF as a thumbnail.
7	Mark the **Schedule For** check box to schedule batch conversions. a) Specify the **Date**. b) Specify the **Time.** c) Select a **Frequency** option.
8	Select [**Convert**] to start the on-demand conversion process.
9	Select [**Log: View**] to view the conversion log. Select [**Close**].
10	Select [**Close**].

Converting to PDF Using FreeFlow Print Manager - Advanced Print Path (APP)

You may convert the following file types including RDO, PDF, TIFF, and PS document types to PDF using FreeFlow Print Manager - APP.
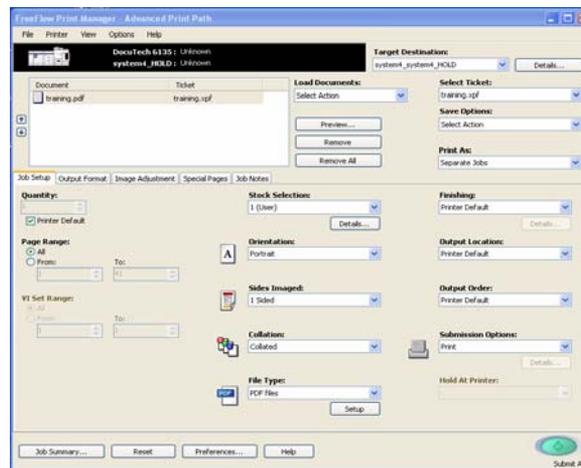
FreeFlow Print Manager - APP application

Step	*Action*
	To convert a file to Adobe PDF at print submission using FreeFlow Print Manger - APP:
1	Select [**Start: Programs: Xerox FreeFlow Software: Print Manager - APP**].
2	Select a file to convert and print from the **Load Documents** drop-down list.
3	Select the desired printer from the **Target Destination** drop-down list.
4	Select the appropriate **Select Ticket** option to specify the job ticket.
5	Select the appropriate **Save Options** to save the job ticket to a local directory or repository.
6	Specify the appropriate job ticket settings in the **Job Setup** section. a) Select [**PDF Files**] from the **File Type** drop-down list. b) Specify any other settings.
7	Select [**Submit All**]. The RDO is submitted to the selected production printer.

SET LABELING *13*

Inserting a Label File

FreeFlow Makeready allows you to insert a PDF label file into an RDO. You can create a PDF label file starting with either a paper label document or an electronic label file.

You can use the following file types to create PDF label files in FreeFlow Makeready:

- ❍ TIFF
- ❍ JPG
- ❍ PDF
- ❍ PS
- ❍ EPS
- ❍ RDO

NOTE: *Set Labeling is an accessory to FreeFlow Makeready and must be enabled. Contact your Xerox representative for more information.*

Step	*Action*
	With a new RDO open in FreeFlow Makeready.
1	Create a label file. • From a paper document, scan the document and save as a PDF. • From an electronic label file, convert a non-PDF document to PDF.
2	Open a new RDO in FreeFlow Makeready.
3	Select [**Insert: File**].
4	Navigate to the PDF file you just converted. *NOTE: If you converted the file using the FreeFlow File Conversion Tool, and saved it to a repository, then select [**Look in Repository**] and navigate to this file. You may be prompted to login to the repository.*
5	Select [**Insert**].
6	Select [**Done**].

Exporting to a PDF Label File
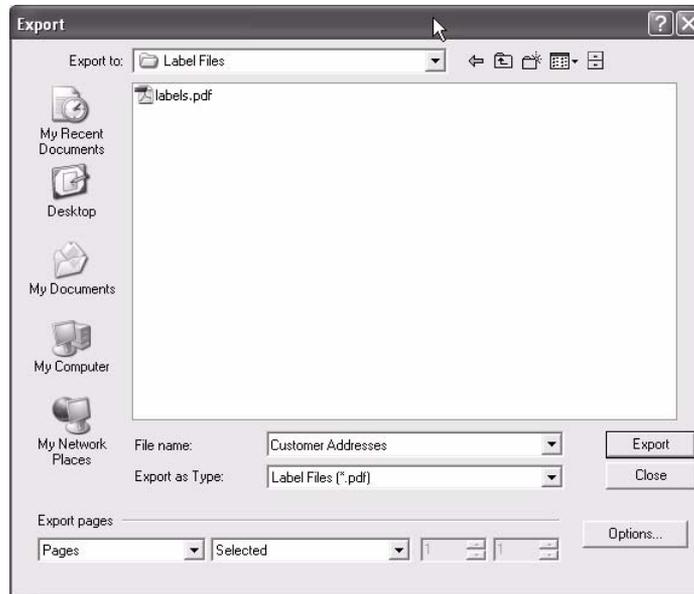
PDF Label File Export Options dialog box

Step	*Action*
To export a PDF label file:	
1	Select the label page in the Document Structure window.
2	Select [**File: Export**] and verify that the **Label Files** folder is selected in the **Export to** drop-down list. *NOTE: The Label Files folder is created upon installation of FreeFlow® Makeready. The default directory is FreeFlow\Label Files.*
3	Select **PDF Label Files** from the **Export as Type** drop-down list.
4	Enter a file name in the **File name** box.
5	Select [**Options**]. The Export Options dialog box displays.

Exporting to a PDF Label File — continued

Quick Points

○ **File creation options:**

• Use the **Xerox high speed process** option to print jobs quickly, without modifying settings.

• Use the **Acrobat Distiller** option when you need to modify the output settings.
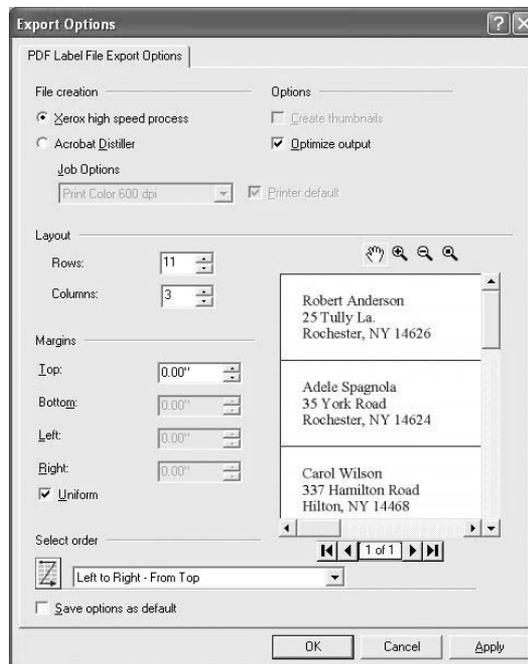
PDF Label File Export Options dialog box

Step	*Action*
6	In the **Layout** section enter the number of rows and columns to divide the labels properly.
7	In the **Margins** section specify the file's margins. Select the **Uniform** check box if you want identical margins on all sides.
8	Select [**OK**].
9	Select [**Export**]. The file is saved as a PDF label file in the **Label Files** folder. The newly created label file appears in the **Label Files** tab of the Directory Viewer window.
10	Select [**Close**].

Inserting a Label Object

Quick Points

○ **Selecting multiple pages:**

- To select a range of pages, select the first and last page of the range while pressing and holding the <**SHIFT**> key.
- To select multiple, nonconsecutive pages, select each page you want to include while holding down the <**CTRL**> key.

○ **Fusing objects:**

Because label objects contain variable data, they cannot be fused with other objects on a page, and will therefore be skipped when objects are fused.

○ **Editing label data:**

The PDF data in a label file is not editable from the RDO containing the labels. To edit label data, use a PDF editor.

Using the Insert Menu

[**Open Folder**] button
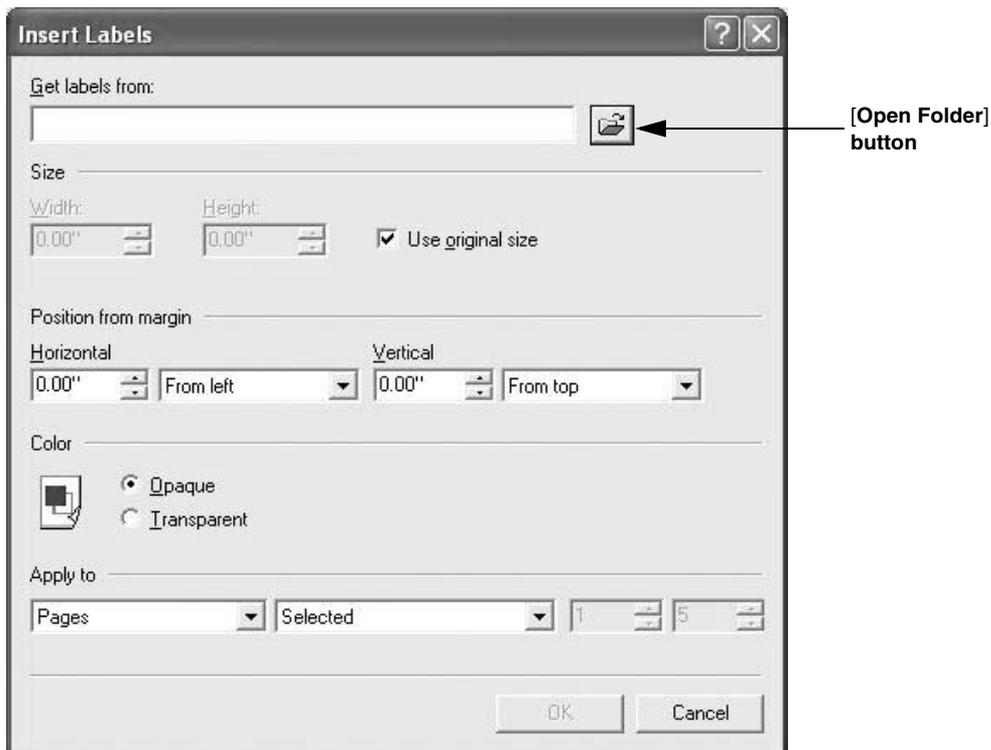
Insert Labels dialog

…continued

SET
LABELING
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Step	*Action*
To insert a label object into an RDO:	
1	Open the RDO in which you want to insert the label object.
2	In the Document Structure window, select the page on which the label object is to be inserted.
	NOTE: You can insert a label object on multiple pages by selecting all of the target pages in the Document Structure window.
	NOTE: You can insert a label object onto a PDF page by selecting the PDF icon in the Document Structure window.
3	Select [**Insert: Labels**]. The Insert Labels dialog box displays.
	…continued

Inserting a Label Object — continued

"Browse for PDF label file" dialog

Step	*Action*
4	Select the [**Open Folder**] button next to the **Get labels from** box. The "Browse for PDF label file" dialog box opens with the **Label Files** folder displayed. *NOTE: To view the first label of the selected file, select the [**Preview**] button.*
5	Select [**Open**]. The Insert Labels dialog displays.
6	Specify the following: • Label size • The label's position on the page • The page or pages to which the label object should be applied. • Label opacity *NOTE: The default setting for Color is Opaque. If you select Transparent the system ignores the setting if the labels are not monochrome.*

Inserting a Label Object — continued

Label object

Step	*Action*
7	Select [**OK**]. The label object appears on the page at the location you specified with the first label in the file visible.

Inserting a Label Object — continued

Using Drag and Drop

You can insert a label object using drag and drop, and then change its properties later, if desired.

Name	Size	Type	Modified		
labels1.pdf	66 KB	Adobe Acrobat Docu...	04/19/2004 11:51 AM		
labels2.pdf	141 KB	Adobe Acrobat Docu...	04/20/2004 01:39 PM		

Robert Anderson
25 Tully La.
Rochester, NY 14626

[**Preview**] button

Preview

H ◀ ▶ H \ Scan Directory \ Shared Files \ **Label Files** \ Recovered Images \ Conv ◀
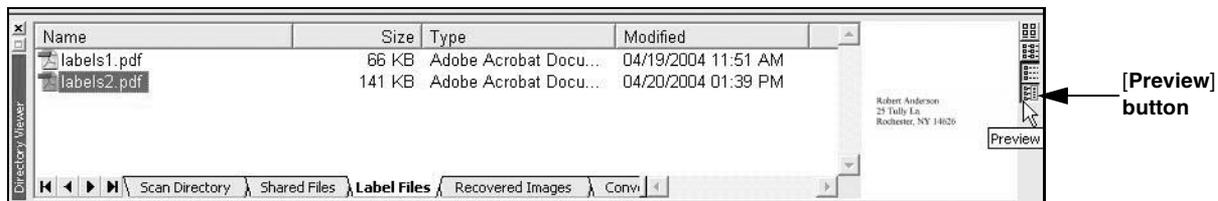
Directory Viewer window showing the label file Preview button

Step	*Action*
To insert a label object using drag and drop:	
1	Select the page on which the label object is to be inserted.
2	In the Directory Viewer window select the **Label Files** tab. *NOTE: You can view the first label in the selected file by selecting the **[Preview]** button in the Directory Viewer window.*
3	Select the label file you want to insert, and drag it onto the page. *NOTE: You may not use drag and drop to insert a label object onto multiple pages.*
4	To edit the label object's properties, select the label object, and then select [**Edit: Label Properties**].

Moving a Label Object

After inserting a label object you can move it or rotate it on the page.

NOTE: Moving a label object that has been applied to multiple pages only moves it on the current page. This means that you may display the label object differently on each page to which it is applied.
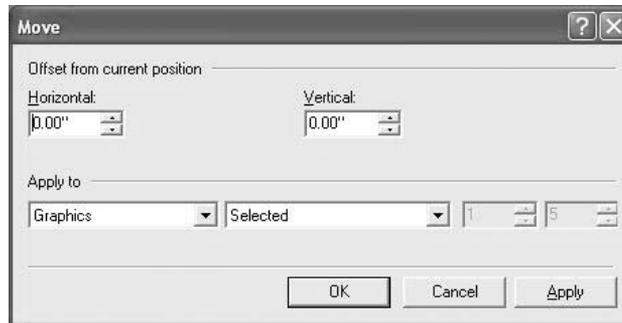
Move dialog

Step	*Action*
To move a label object:	
1	Select the label object either in the Page View window or in the Document Structure window.
2	Select [**Graphics: Move**]. The Move dialog box displays.
3	Enter the new horizontal and vertical positions in the **Offset from current position** section.
4	Select [**OK**]. *NOTE: You may also move a label object by dragging it to its new location in the Page View window.*

Rotating a Label Object
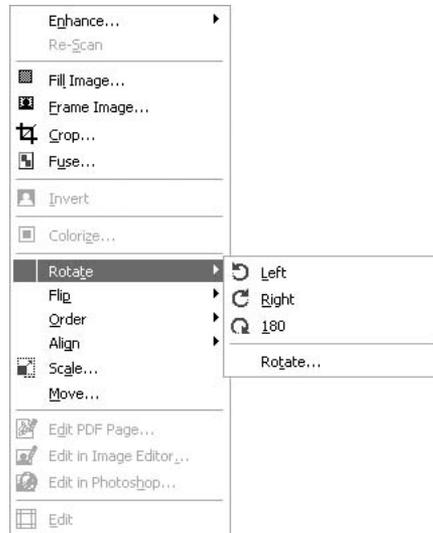
Step	Action
To rotate a label object:	
1	Select the label object in either the Page View or Document Structure window.
2	Select [**Graphics: Rotate**].
3	Select Left, Right, or 180.

Printing a Document with a Range of Labels

Quick Points

○ **Label range parameters:**

The range begins with the index, or first, label in the label file, and ends with the label corresponding to the number of copies you specified (<n>).
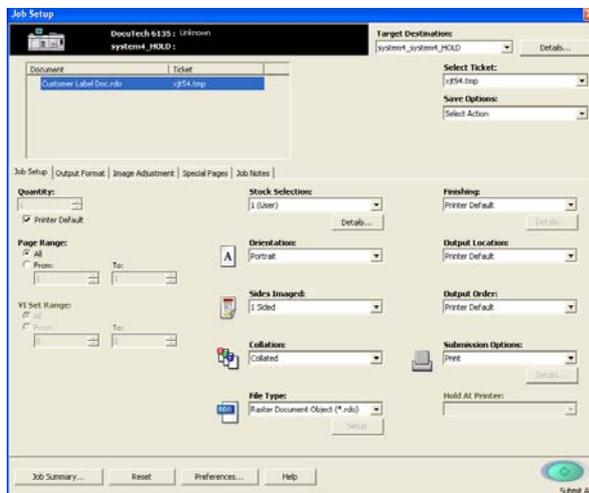
Job Setup dialog box

Step	*Action*
To print a document with a range of labels:	
1	Select [**File: Production Print**].
2	Select the desired printer from the **Target Destination** drop-down list.
3	Select the appropriate **Select Ticket** option to specify the job ticket.
4	Select the appropriate **Save Options** to save the job ticket to a local directory or repository.
5	Use the **Job Setup** section to change printing options for the RDO. *NOTE: For more information on job ticket settings, refer to the online Help system.*
6	In the **Page Range**, mark the **All** option.

…continued

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Step	*Action*
7	Ensure that the **Printer Default** check box is cleared and enter the number of copies. ***NOTE***: *If you specify a number of copies that exceeds the number of labels in the label file, the extra copies of the document will print without labels.*
8	Make other modifications to the job setup as required.
9	Select [**Submit All**]. The printer prints the specified number of copies of the document using labels 1 through <n> of the label file.

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