



inp02

User Manual

Version 4.0



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Note

inp02 imposition software has been developed for imposition professionals. It is very flexible and easy to use. However, we recommend that the user be familiar with *Adobe Acrobat* and Macintosh or Windows Operating System before using this software.

inp02's user interface is almost identical on Macintosh and Windows platforms. However, some functions may differ slightly from one environment to another. The *Command* key on the *Macintosh* system is equivalent to the *Ctrl* key on the *Windows* system. All contextual menus available on *Windows* using the right-click are available on the *Macintosh* system with *CONTROL*-click.

This *User Manual* can be accessed through the inp02 Help menu and on our web site at www.dynagram.com. Please note that all updates are posted on our web site.

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Fax: 418-694-2048

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1 Introduction

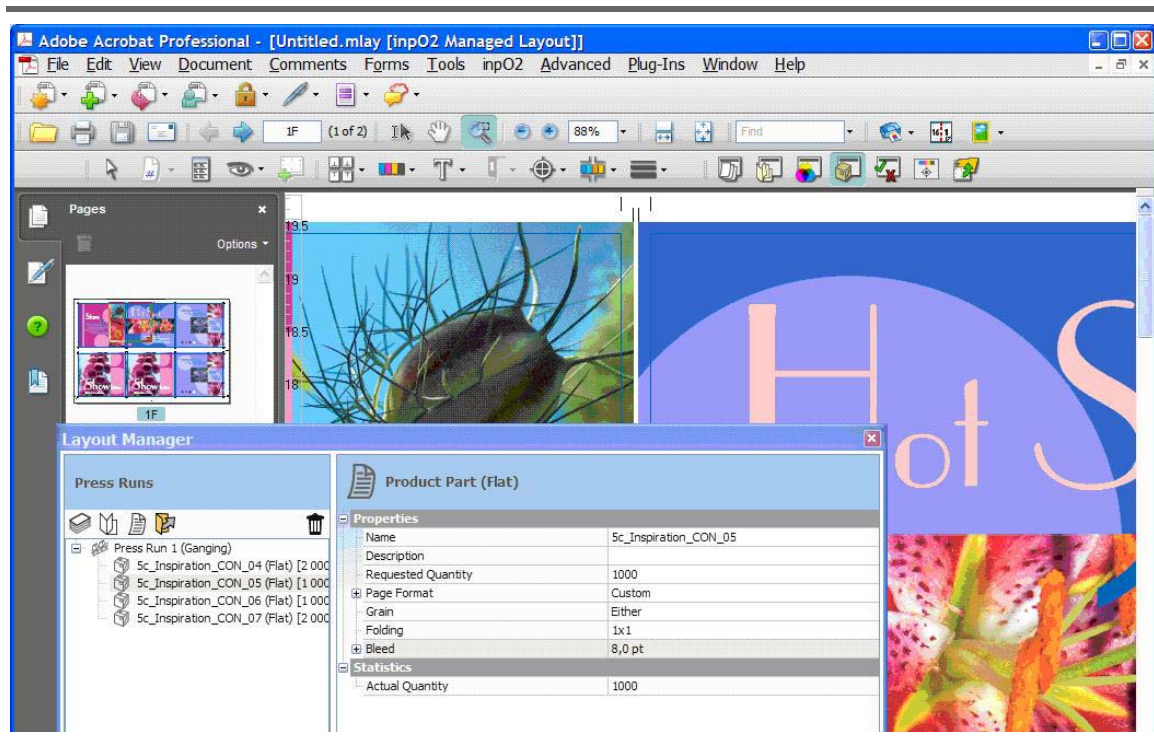
inp02 is an Adobe® Acrobat® Plug-in designed to operate within Acrobat Standard or Acrobat Professional (recommended) on both Macintosh or Windows platforms.

inp02 creates sophisticated impositions and imposition layouts using PDF format. Sheets or Plates are PDF pages and all printable layout elements are PDF objects.

1.1 WYSIWYG Imposition

1.1.1 Acrobat Workspace

inp02 uses the Acrobat workspace as a light table for imposition. Sheets or Plates are PDF pages and all printable layout elements are PDF objects. The user interface completely integrates into the Acrobat environment. Menu items and toolbars are added to Acrobat as it launches.



In addition to its own *inp02* menu, tools and functions, inp02's navigation uses various Acrobat interface elements such as:

- *File*, *Edit* and *Help* menus
- *Pages* panel for navigation using thumbnails
- *Page layouts* (single, continuous, facing or continuous facing)
- Zoom tools
- *Undo* and *Redo* controls, etc.

Working in Acrobat Professional allows to benefit from other functions such as:

- *Overprint Preview* and *Output Preview* palette to change the display of ink colors
- *PDF Optimizer*
- *Print Production* tools
- *Print* options (color separation, tiling, etc.) for PDF impositions
- Measuring tools, annotations, etc.

For more information on Acrobat features and tools, consult Acrobat's documentation, from the *Help* menu.

1.1.2 Profiles

inp02 profiles are made of a set of options used to adjust the visibility of any object on the light table as well as upon output. inp02 offers three basic profiles for working, proofing and output. In addition to these basic profiles, custom profiles can be saved. Any type of object combination for screen preview, proofing or imaging can be created.

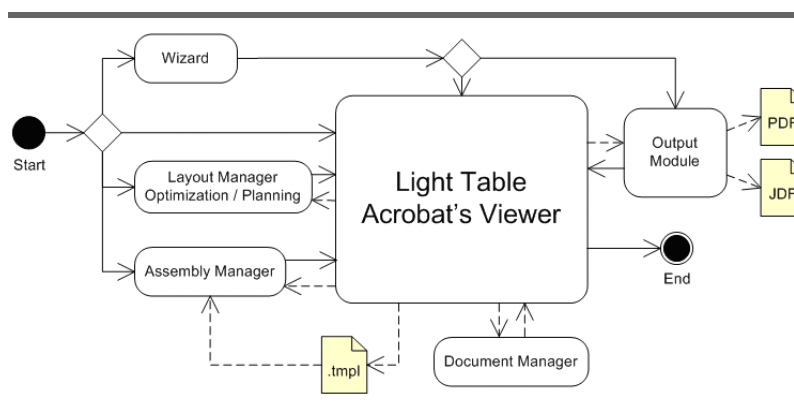
For more information about using profiles, see section [2.4: Profiles](#).

1.1.3 inp02 Working Modes

inp02 offers different approaches to create imposition layouts.

- The **Wizard**, that may be used for quick and easy project creation, for bound works or flatworks.
- The **Light Table**, that is suited for template creation and fine control on all objects. It also allows for producing complete impositions on the fly for flatworks or publications that require simple pagination.
- The **Layout Manager**, using equipment specifications and available materials for the planning of bound publications and for the optimization of sheet usage.
- The template-based **Assembly Manager**, with its powerful pagination algorithms, including options for web presses.
- The **Automation Manager**, making full use of the Wizard and Output Configuration presets to generate imposition jobs without user intervention.

The following illustration is a simplified activity diagram for inp02 main workflows.



1.1.4 File Types

inp02 saves work files in four different formats:



- Layout files (*.layt) contain all sheets and objects on the light table, and may contain document run lists ([see section 2: “Light Table Tools”](#)). It is the default format. Layout files can be created for simple jobs or exported as templates to be used in the *Assembly Manager*.



- Template files (*.tmpl) are meant to be used in the *Assembly Manager*. They contain all the sheets and objects on the light table, without source documents ([see section 4.2.1: “Templates”](#)). Templates are protected. When a template is opened on the light table, it turns into a layout.



- Assembly files (*.ably) contain the entire assemblies, including binding information, sheet templates and source documents ([see section 4: “Template Assembly”](#)).



- Managed Layout files (*.mlay) contain all production information that is required for the *Layout Manager*, whether for sheet optimization or bound projects ([see section 5: “The Layout Manager”](#)).

In addition to saving in these file types, inp02 can also export layout content in ATM format (*.tpl) from the Acrobat file menu ([see section 2.6: “Export Template for ATM”](#)).

1.2 User Interface Overview

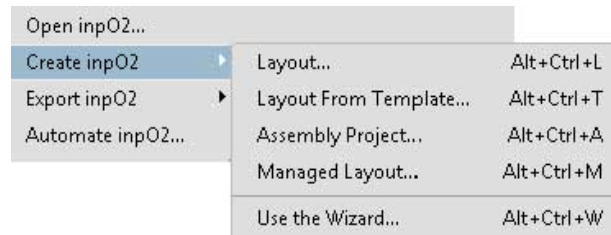
The main components of inp02's interface are:

- Menus and Toolbars
- Light table
- Presets and Object Properties palette

- Wizard
- Automation Manager
- Layout Manager
- Assembly Manager
- Document Manager
- Ink Manager
- Output

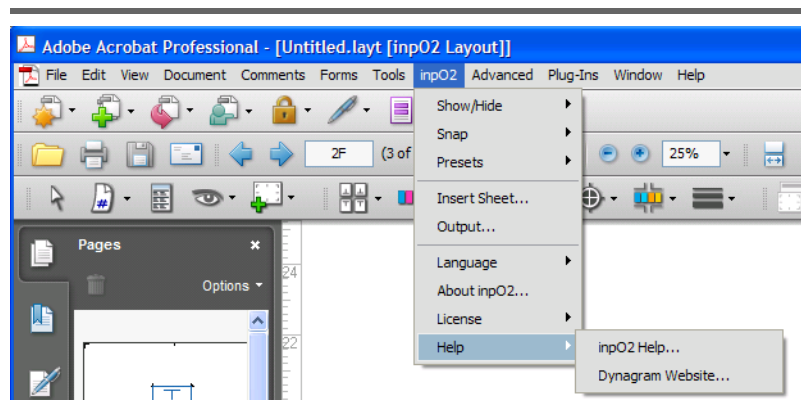
1.2.1 Menus

File Menu Acrobat's File menu contains commands to Open, Create, Export inp02 layouts, templates, assemblies and managed layouts. You can also export your layout as a template for ATM (*.tpl) in the file menu ([see section 2.6: "Export Template for ATM"](#)). Finally, the *Automate inp02* menu item will open the Automation Manager window.



Edit Menu Acrobat's Edit menu contains commands to Undo and Redo. The *Preferences* menu gives access to Acrobat's preferences and inp02 preferences as well ([see section 1.3: "Preferences"](#)).

inp02 Menu inp02's menu is located in Acrobat's main menu bar. This is where you can access your workspace parameters and all modules to create your imposition.



Contextual Menu Right-clicking (*Ctrl-click* on *Macintosh*) on any object on the light table provides access to a contextual menu with various options pertaining to the selected object.

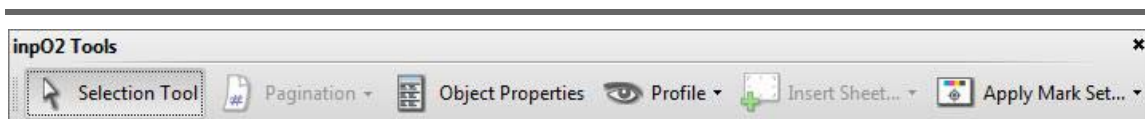
1.2.2 Toolbars

inp02 toolbars appear among the *Acrobat* toolbars (these toolbars can be displayed/hidden via the *View > Toolbars* menu or by right-clicking in the toolbars area). They provide quick access to most tools, dialogues and modules. They can be converted into floating palettes and positioned anywhere on the screen for easy access.

To customize the toolbars, choose *Tools > Customize Toolbars...* and select or unselect the tools that you want to view or hide.



You can also customize the display of the button labels through *View > Toolbars > Button Labels*.



Tooltips display the description for each icon when the mouse cursor is positioned over it for about one second.

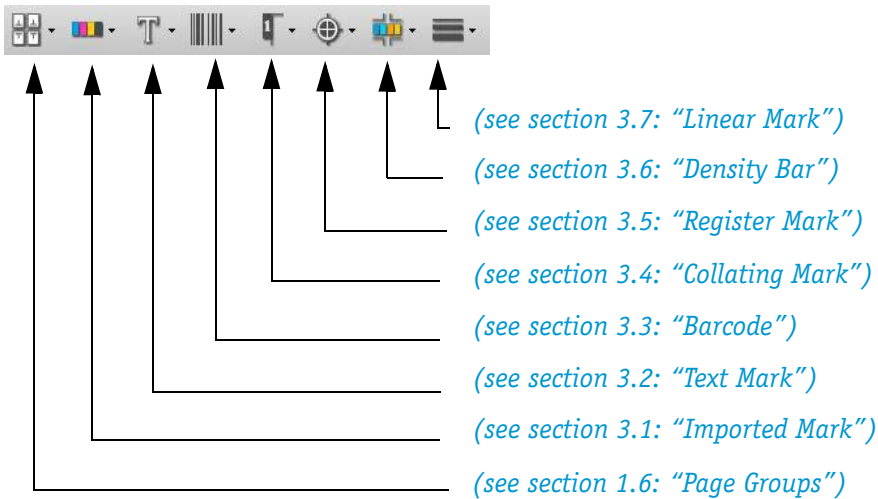
inp02 offers three toolbars: *inp02 Tools*, *inp02 Objects* and *inp02 Functions*.

inp02 Tools The *inp02 Tools* toolbar contains buttons to select an object, to paginate, position and access the profiles preset.

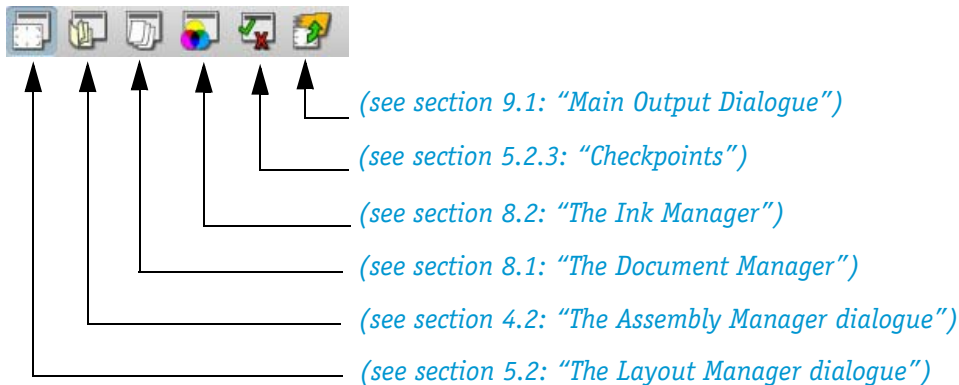


- (see section 3.8: "Mark Sets")
- (see section 1.5.3: "Inserting a Blank Sheet")
- (see section 2.4: "Profiles")
- (see section 2.3: "Object Properties Palette")
- (see section 2.2.1: "Manual Pagination")
- (see section 2.1: "Object Selection Tool")

inp02 Objects The *inp02 Objects* toolbar contains buttons to both set the properties and add objects: page groups, imported marks, text marks, collating marks, register marks, density bars and linear marks. Clicking on the arrow next to the icon opens the mark's sub-menu.



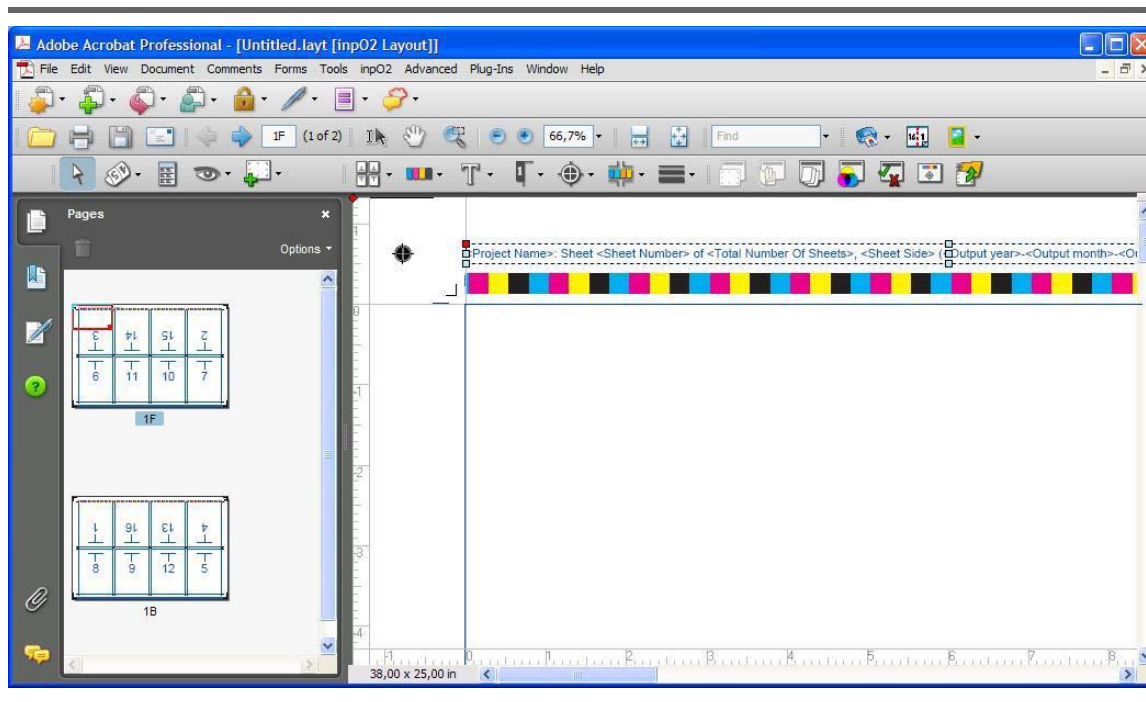
inp02 Functions The *inp02 Functions* toolbar gives access to the main functions such as *Layout Manager*, *Assembly Manager*, *Document Manager*, *Ink Manager*, *Checkpoints*, *Mark Sets* and *PDF/JDF Output*.



1.2.3 Light Table

The light table view is the default interface in inp02. It is used to create imposition layouts with ease and precision.

inp02 transforms Adobe Acrobat Professional into a traditional light table where press sheets are large PDF pages and where PDF objects are placed and mixed with source documents to create the final imposition.



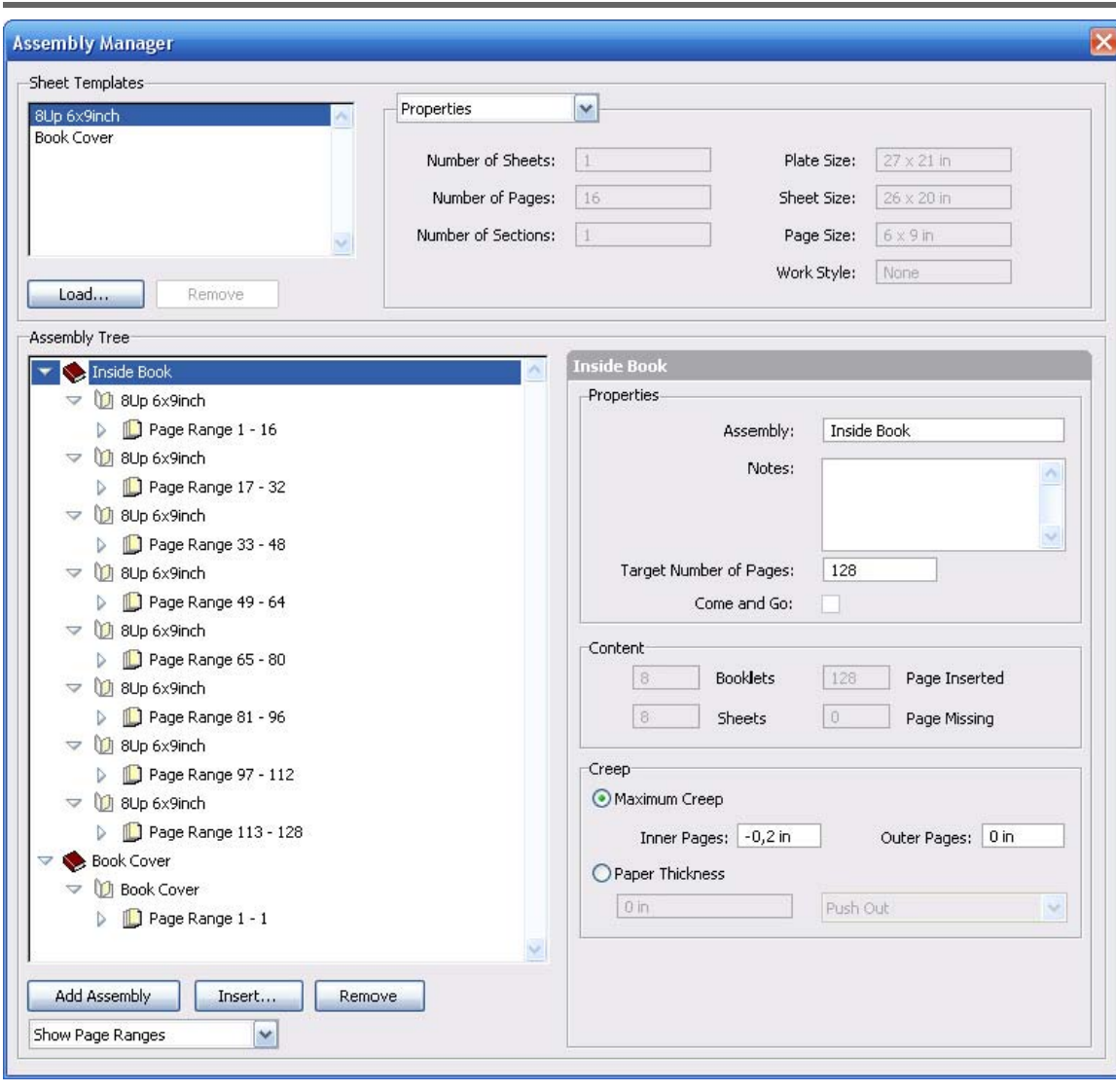
inp02's light table features an intuitive look and feel for creating layouts, including:

- *Presets* for all imposition objects ([see section 2.5: "Presets"](#))
- *Object Properties* palette (for position, scaling, offset and rotation) ([see section 2.3: "Object Properties Palette"](#))
- *Checkpoints* that validate the layout and warn the user of potential problems ([see section 5.2.3: "Checkpoints"](#)).
- Floating toolbars ([see section 1.2.2: "Toolbars"](#))
- Contextual menus: see sub-section "[Contextual Menu](#)" in section [1.2.1: "Menus"](#)
- Group selection and positioning ([see section 2.1.1: "Adding an Object on the Light Table"](#))
- Drag & drop ([see section 2.1.2: "Positioning an Object on the Light Table"](#))
- Rulers and snap guides ([see section 2.1.2: "Positioning an Object on the Light Table"](#))
- Multiple undos and redos from Acrobat's *Undo/Redo* commands.

1.2.4 Assembly Manager

The *Assembly Manager* is the module where imposition templates are assembled into booklets and automatically paginated. It offers an innovative, intuitive, robust and flexible interface for publication assembly. inp02's unique *Assembly Tree* view supports the most complex paginations instantly, in a few clicks of the mouse.

However, the *Assembly Manager* is not required for commercial flat-work or simple jobs when there is no need for automatic pagination or creep compensation. These jobs can be entirely executed on the light table.



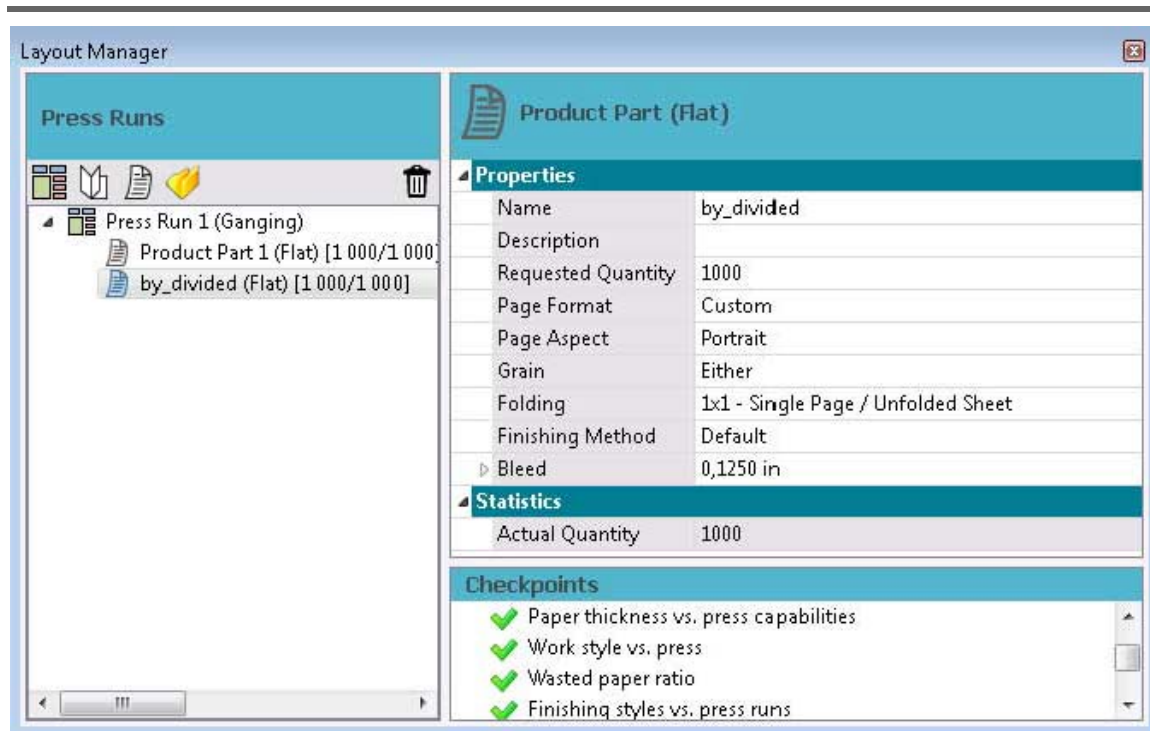
This module features:

- Template preview and properties - ([see section 4.2.1: "Templates"](#)).
- Drag & drop of elements to define the assembly - ([see section 4.3.3: "Drag & Drop"](#)).
- Easy gathering and ordering of booklets in the tree which visually simulates the binding - ([see section 4.3: "Working with the Assembly Tree"](#)).
- Powerful creep algorithm - ([see section 4.5: "Creep Compensation"](#)).

- Dynamic property panel for each type of node: assembly, booklet, page range and page - ([see section 4.2.3: “Node Properties”](#)).
- An Insert dialogue to create multiple booklets from one template - ([see section 4.3.5: “Insert Wizard”](#))
- Support for multiple assemblies - ([see section 4.2: “The Assembly Manager dialogue”](#)).

1.2.5 Layout Manager

The *Layout Manager* offers a planning approach to imposition, an efficient way to create imposition layouts that fit with the production capabilities since it is based on product specifications, available equipment and available materials.

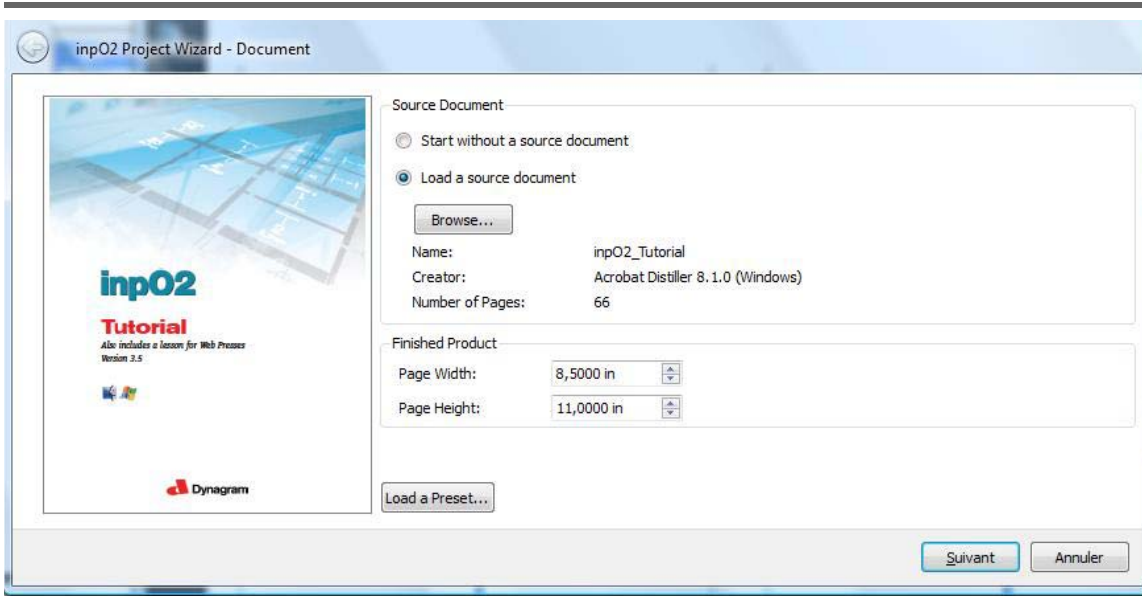


The *Layout Manager* features include:

- Equipment and material presets ([see section 5.1: “Presetting Materials and Equipment”](#))
- An Optimization module for ganging ([see section 5.3.1: “Ganging Optimization”](#))
- A convenient step and repeat tool ([see section 5.3.2: “Step and Repeat Tool”](#))
- A Planning module to for bound jobs ([see section 5.3.3: “Planning a Bound Job”](#))
- *Checkpoints* that validate the layout and warn the user of potential problems ([see section 5.2.3: “Checkpoints”](#)).

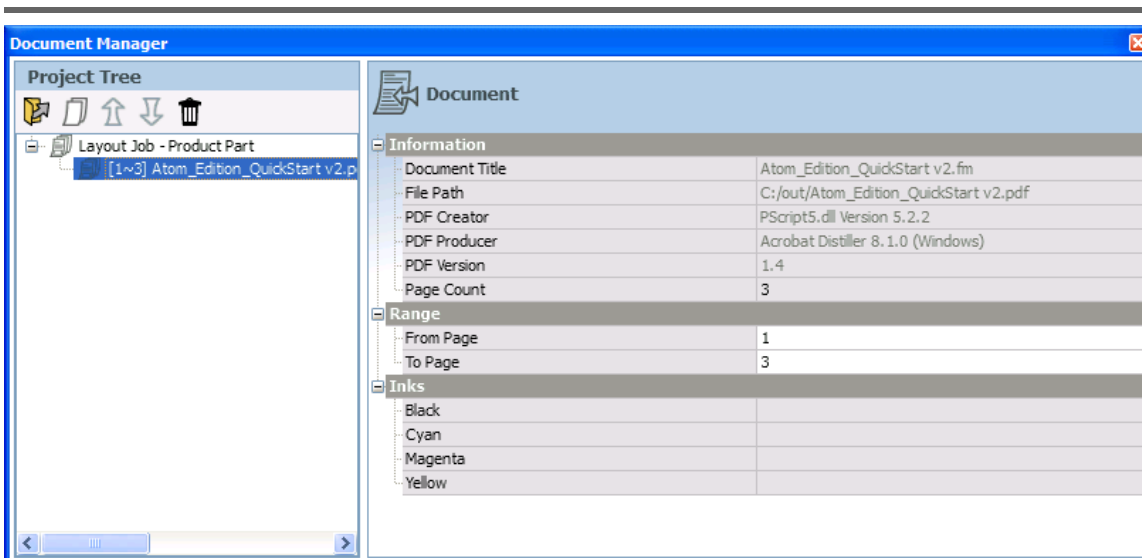
1.2.6 Wizard

The Wizard offers an easy way to generate complete layouts in just a few steps, making the imposition process as simple as it gets. A source file is first selected, then sheets and page groups are defined. Add the appropriate marks, and the layout is ready for output. Everything needed to produce a simple project is gathered under one dialogue (*see section 6.1: “Creating a layout with the Wizard”*).



1.2.7 Document Manager

The *Document Manager* offers quick and easy document insertion and all types of page adjustments.

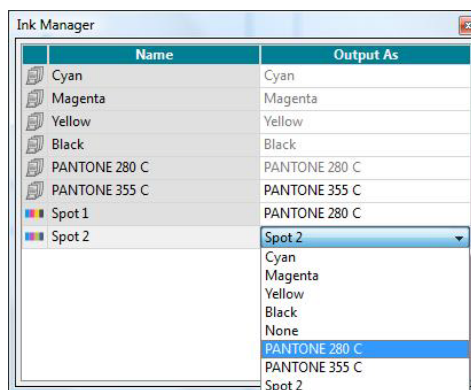


It features:

- Multiple run lists for complex projects ([see section 8.1: “The Document Manager”](#))
- Automatic indexing of PDF documents and ink detection
- *Run List* and document page range edition see sub-section “[Inserting Documents Into the List](#)” of section 8.1.2: *Project Tree Functions*
- Insertion of Blank or Reservation pages see sub-section “[Inserting a Blank Page](#)” of section 8.1.2: *Project Tree Functions*
- Adjustments for odd and even pages, or individual pages with page preview ([see section 8.1.5: “Page Adjustments”](#))

1.2.8 Ink Manager

The *Ink Manager* allow for color mapping from one document to another, or from an imported image to a document ([see section 8.2: “The Ink Manager”](#)).

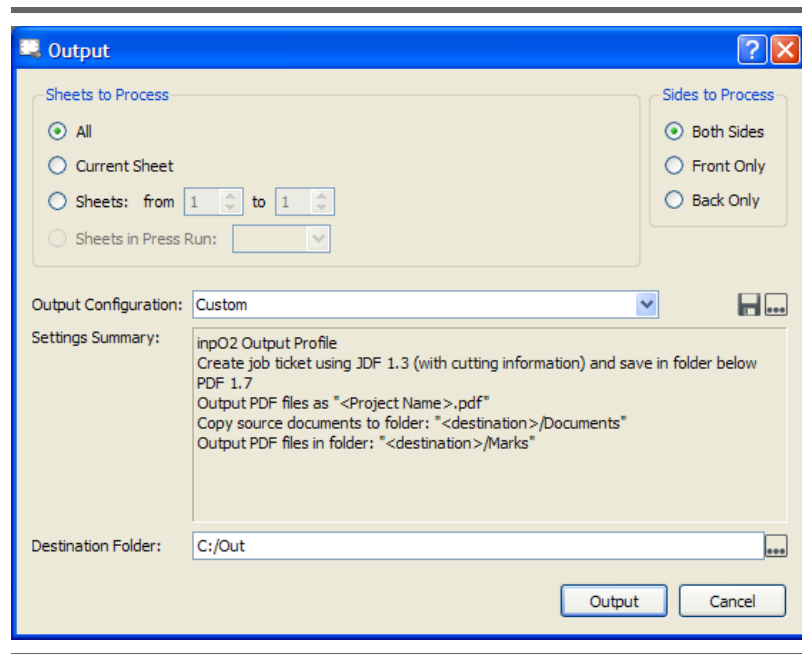


1.2.9 Output

inp02 Output module allows for PDF or JDF output.

The Output module offers:

- Easy to use main dialogue ([see section 9.1: “Main Output Dialogue”](#))
- Multiple configurations to adapt to any PDF or JDF workflow ([see section 9.2: “Configuring Output Properties”](#))
- Selection of any inp02 profile for output ([see section 2.4: “Profiles”](#))
- Options for PDF format ([see section 9.2.1: “PDF Output Options”](#))
- Options for JDF format ([see section 9.2.2: “JDF Output Options”](#))
- Flat grouping and file naming ([see section 9.2.3: “Grouping and Naming Files”](#))



1.3 Preferences

1.3.1 Acrobat Preferences

Acrobat preferences can be set in *Edit > Preferences* menu. Two categories are important to mention in relation with inp02: *Units & Guide* and *Document*.

Units & Guides The default measurement unit should be set before starting building projects.

- Click on *Units & Guide* in the *Categories* list
- Select the desired default measurement units in the *Page & Ruler* drop list.

All measurements can be set in inches (*in* or *"*), points (*pt*), picas (*pc*), centimeters (*cm*) or millimeters (*mm*). Simply write the correct abbreviation. Upon entering a value without a unit, inp02 will use the default measurement unit.

You can also enter values using any other unit of measure supported by Adobe Acrobat.

When a measurement unit other than the default unit is entered, the value will automatically be recalculated to be displayed in the default unit.

Document For Windows users only:

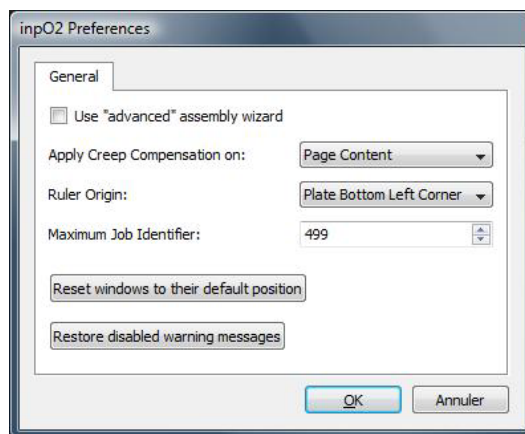
- Select *Document* in the *Categories* list.

- Uncheck the first option in the right panel: *Show each document in its own window (requires restart)*.
- Restart application.

Failing to perform these steps may cause problems while using inp02 with a Windows operating system.

1.3.2 inp02 Preferences Dialogue

The *inp02 Preferences* dialogue allows for configuring global settings for the application. It can be accessed from *Edit > Preferences* menu, or directly from *inp02* main menu.



- *Use Advanced Assembly Wizard*: The advanced wizard of the *Assembly Manager* offers more panels for complex assemblies ([see section 4.3.5: "Insert Wizard"](#)).
- *Apply Creep Compensation on*: The creep compensation adjustment can be done on page trim or on page content, thus page marks will "move" or not with the adjustment ([see section 4.5: "Creep Compensation"](#)).
- *Ruler Origin*: The ruler of the light table can be positioned on the bottom left corner of the plate, or on the corner of the sheet ([see section : "Using the Rulers"](#)).
- *Maximum Job Identifier*: A limit number can be set for the counter to identify jobs (maximum of 10 digits). When this limit is reached, the counter restarts at 1 ([see section 1.6.5: "Job Identifiers"](#)).
- *Reset windows to their default position*: This function can be used to reposition all inp02 windows at their default location.
- *Restore disabled warning messages*: This function resets all recurring warning messages that were disabled by the user.

1.3.3 inp02 Preferences Files

Presets and display options

inp02 uses many preference files (.ctlg) to remember the *Presets* defined by the user. These *Presets* may be objects properties, page group definitions, press characteristics, paper properties and much more.

User customization of the workspace such as size and position of dialogues, last used paths, last used profile, etc. are also saved as preferences.

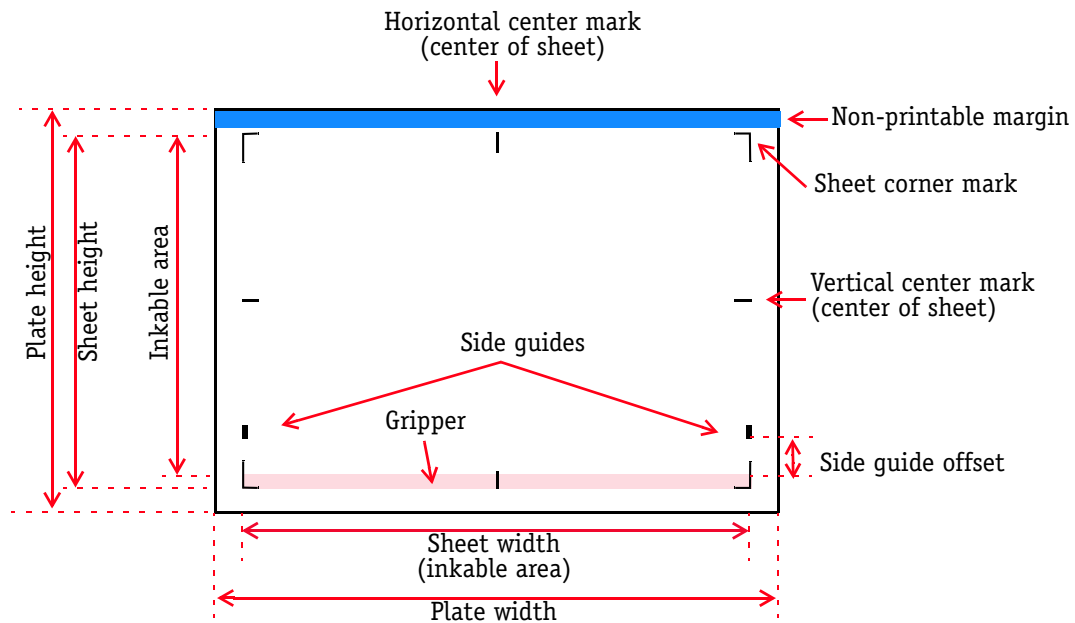
Languages

inp02 is available in various languages which may be selected in the inp02 menu under *Language* options. The default interface language is the same as the Acrobat interface language. If Acrobat is installed under a different language in which inp02 is not available, the default language will be English. After changing the language option of inp02, Acrobat needs to be restarted for the changes to take effect. inp02 will then appear within Acrobat in the language selected, independently from Acrobat's language.

When creating or opening a layout, inp02 displays a light table as a "what you see is what you get" (WYSIWYG) interface.

1.4 Layout Geometry

When working on the light table, inp02 can display a comprehensive set of layout data and outlines to help building the imposition. This information can be shown or hidden via the *Profiles* dialogue ([see section 2.4: "Profiles"](#)).

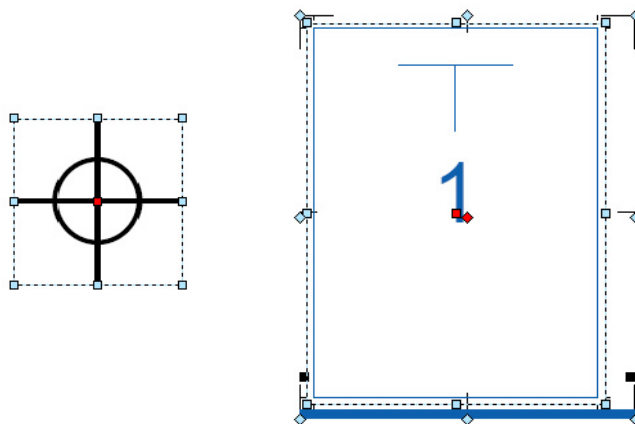


1.4.1 Anchors and Offsets

Most objects in inp02 can be positioned on the sheet using an anchor and an offset value.

All objects in inp02 have 9 anchor points.

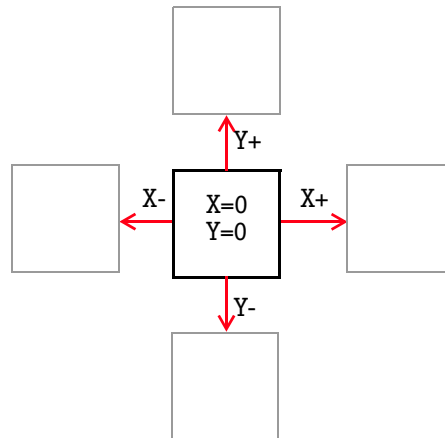
Whenever an object is selected, the object's parent is also selected. Anchor points are given different shapes: squares are used for the child and diamonds for the parent. The position of the child is always given in relation to the selected anchor point of the parent.



Offset values can be horizontal (X offset) or vertical (Y offset).

- A positive X offset moves the object to the right.

- A negative X offset moves the object to the left.
- A positive Y offset moves the object up.
- A negative Y offset moves the object down.



When positioning an object, you must first decide on the anchor points of both the parent and the child, then choose an offset. Any of the anchor points can be selected simply by clicking on it. The default anchor point is the center.

Anchor points also act as reference points to snap objects when placing them on the light table ([see section 2.1.2: “Positioning an Object on the Light Table”](#)).

1.4.2 Plates, Sheets and Sheet Marks

Plates and sheets are PDF surfaces and cannot be moved or selected.

The plate is the largest surface on the light table and contains all other objects placed on it. If there is no plate configured, the sheet becomes the largest surface and contains all other objects on it.

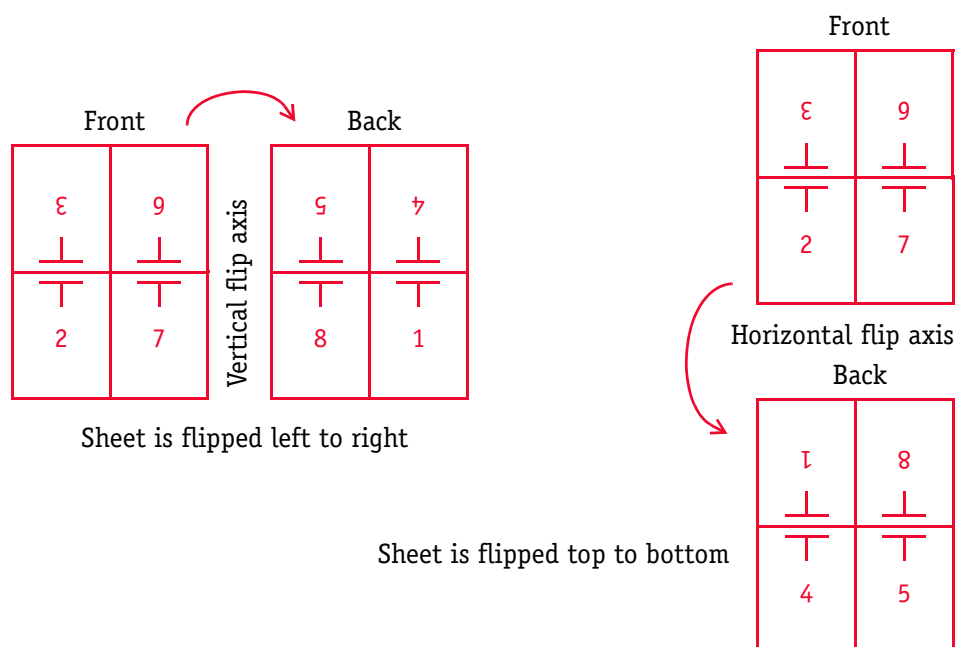
Sheets can display vertical and horizontal center marks as well as the sheet's corner marks (visible only when a plate is configured).

Horizontal and vertical sheet center marks are located in the center of each side. Center marks cannot be selected or moved. They can be used as guides to snap objects.

Plates, sheets and sheet marks are configured via the Sheet Properties dialogue: ([see section 1.5: “Sheets and Plates”](#)).

1.4.3 Flip Axis / Work Style

The back side of the layout is managed at the plate level (or at the sheet level when no plate is configured) by selecting a flip axis. A preconfigured work style can be selected if preferred.



Flip Axis When selecting a flip axis, the work style drop-menu will be disabled.

- *None* means there is no back to the plate or sheet.
- *Vertical Axis* means the sheet is flipped around a vertical flip axis (left to right) to print the back.
- *Horizontal Axis* means the sheet is flipped around a horizontal flip axis (top to bottom) to print the back.

Work Styles A specific *Work Style* can also be selected. Possible values are:

- *Simplex* – No turning
- *Work And Back* – The most common method for printing the back of the sheet. The front is printed, then the sheet is turned from left to right on a vertical flip axis to print the back. Also referred to as *Sheetwise*.
- *Perfecting* – Method for printing the back of the sheet. The front is printed, then the sheet is turned from top to bottom on a horizontal flip axis to print the back.
- *Work and Tumble* – To print one side of a sheet of paper, then turn it over from gripper to back using the same side guide and plate to print the second side.
- *Work and Turn* – To print one side of a sheet of paper, then turn it over from left to right and print the second side using the same gripper and plate but the opposite side guide.

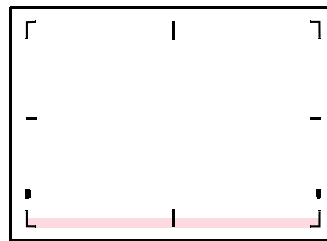
1.4.4 Gripper Area

The gripper area is defined on the sheet and not on the plate. On a press sheet, the gripper is a non-printable area. It is the part of the sheet that will be grabbed by the printing equipment to move the sheet through the press.

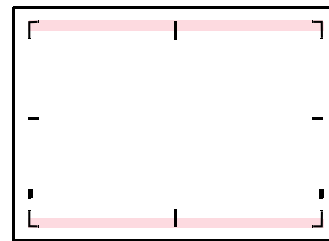
The gripper area is represented on the light table as a rectangle. This rectangle helps the positioning of objects on the sheet, but is not meant to be part of the final output although it can be printed for proofing.

When working on a sheet with a horizontal flip axis, the option of showing the position of the inverted gripper on both sides of the sheet is available, in order to position objects inside the printable area. In this case, two rectangles on the sheet will be displayed, showing where the gripper areas are located. This is especially useful when working with a perfector press.

The gripper and the gripper size may be set via the *Sheet and Plate* dialogue ([see section 1.5: "Sheets and Plates"](#)).



Gripper zone without inverted gripper on back

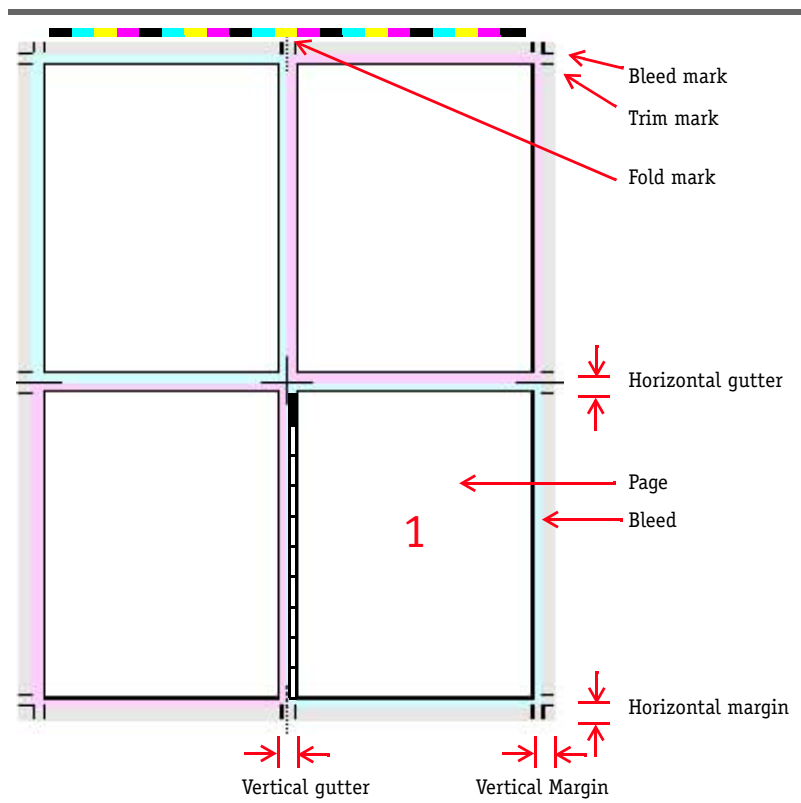


Gripper zone with inverted gripper on back

1.4.5 Page Group, Gutters and Margins

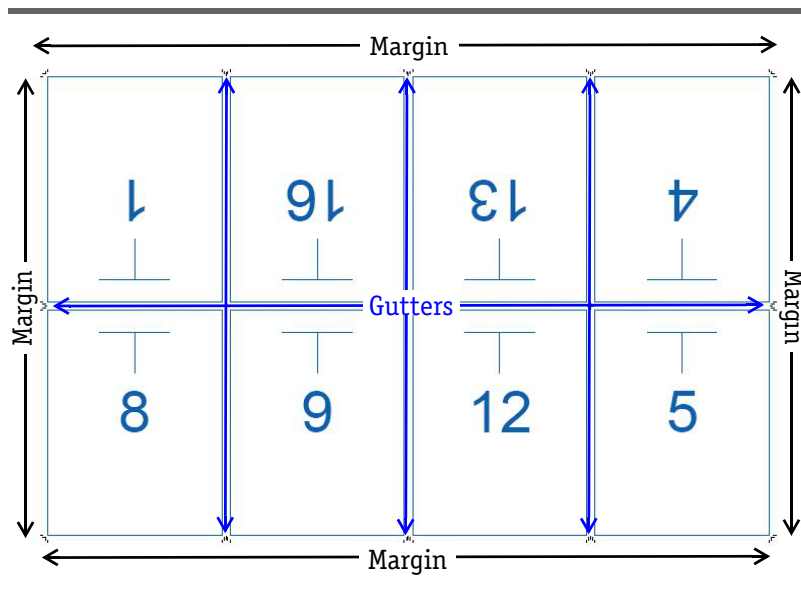
A page group is made of one or many pages, page marks, gutters and margins:

- The pages are the placeholders of source documents.
- Page marks are marks associated to pages: trim and bleed marks.
- Gutters are the spaces between pages.
- Margins are the spaces around the page group.



Gutters can contain marks such as fold marks, imported marks and density bars.

A margin is a space outside of the page group, all around the sheet. Every gutters and margins can have different values.

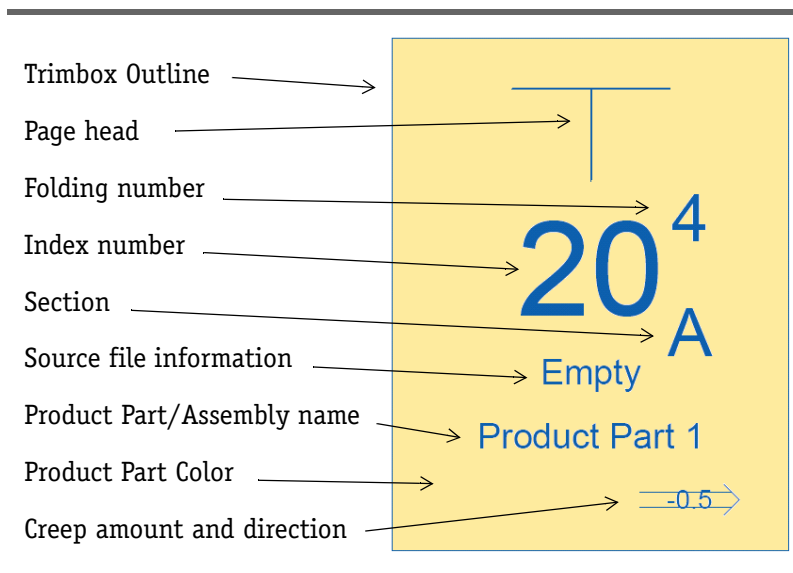


1.4.6 Page Information

In inp02, each page on the light table displays information related to the current imposition.

- *TrimBox Outline*: This frame indicates the size and position of the trimmed page (excluding the bleed).
- *Page head*: The top of the page is identified by the orientation of the T symbol (see [“Page Head” in the glossary](#)).
- *Folding number*: This number on the page is taken from the folding pattern and shows how the page group will be folded after being printed (see [“Folding Numbers” in the glossary](#)).
- *Imposition index number*: This number is the actual number of the page in the publication and corresponds to the run list. Imposition index numbers are incremented based on the assembly and/or the selected folding (see [“Imposition Index Number” in the glossary](#)).
- *Section*: The sheet Section is identified by a letter, A, B, C, etc. (see [“Sections” in the glossary](#)).
- *Source file information*: The Source file information displays the file name and page number of the document that will be printed.
- *Product Part Name/Assembly name*: This name is given by the *Layout Manager* or by the *Assembly Manager* and can be customized.
- *Product Part Color*: If this option enabled in the *Profiles* dialog, a different color code is given by the *Layout Manager* to each product part, in order to ease job ganging.
- *Creep amount and adjustment*: On the layout, the arrow shows the direction of creep and the number in the arrow shows the amount of creep that will be applied to that page. (see [“Creep” in the glossary](#)).

All the above page information can be shown or hidden via the *Profiles* (see [section 2.4: “Profiles”](#)).



1.5 Sheets and Plates

In inp02, the *Sheet* represents the paper surface of the press sheet. The *Plate* represents the physical plate or the film surface. The use of *Plates* is optional.

The sheet fed or web press that will print the publication determines both plate and sheet size.

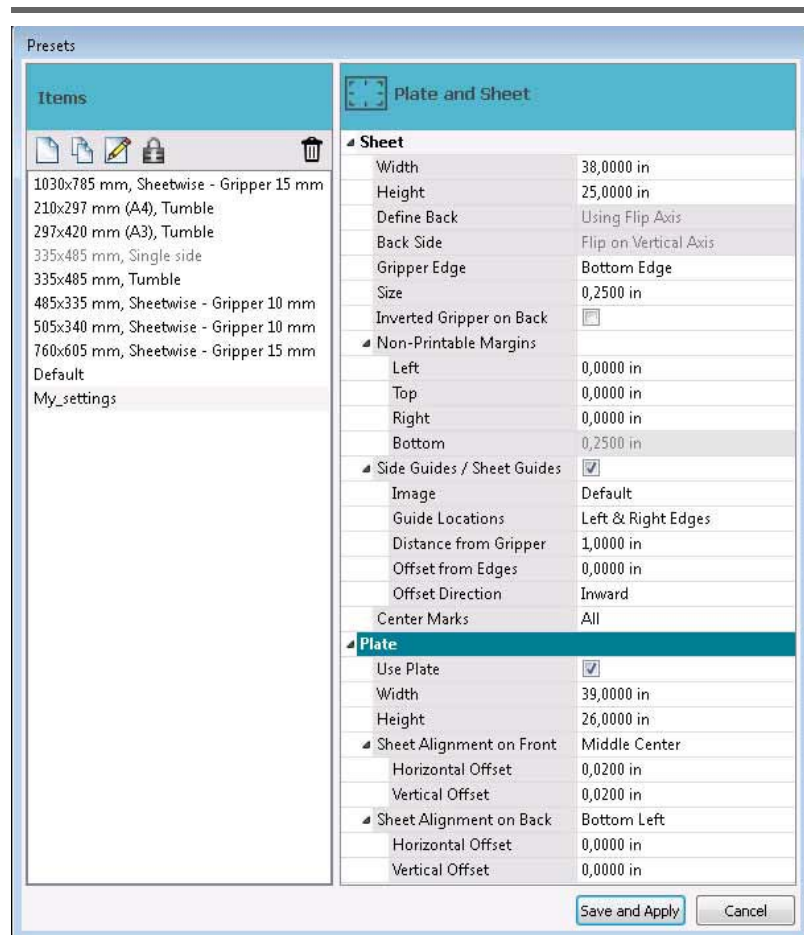
1.5.1 Plate & Sheet Presets

When creating a new layout, the very first step is to define the sheet and the plate formats.

Sheets and Plates can be defined and saved using *Presets* ([see section 2.5: "Presets"](#)).

Once the layout is created on the light table, sheets can be added by using the *Insert Sheet* option in the inp02 menu ([see section 1.5.3: "Inserting a Blank Sheet"](#)).

Sheet *Sheet* options define the sheet's format, style and symmetry behavior, gripper display options, non-printable margins sizes and side guides/sheet guides preferences.



- *Define Back:* inp02 offers two different ways to define the back.
 - By using a flip axis:
 - > *Back Side* option is available. Choose the flip axis for the creation of the back side ([see section 1.4.3: "Flip Axis / Work Style"](#))
 - by using a work style:
 - > Work Style options are available. Choose the needed work-style from the list.

Work Styles *Work Style* options allow the selection of the type of symmetry used between the front and back side of the sheet, which depends on the way the paper will pass in the press ([see section 1.4.3: "Flip Axis / Work Style"](#)).

Gripper Edge on Front: Choose among the four possible locations for the gripper (*Bottom Edge* is the default). If no gripper is needed, choose *None*.

- *Size:* Enter the width of the gripper area.
- *Inverted Gripper on Back:* This option may be selected for perfecting presses that grip the sheet on two opposite sides to

print the back. This option will display both front and back gripper areas on the sheet.

Non-Printable Margins: Define the desired width of the non-printable margins for each sheet edge, *Left, Top, Right, Bottom*. See also [2.1.2: Positioning an Object on the Light Table](#).

Side Guides/Sheet Guides: Check the box to place guides on each side of the sheet.



- *Image:* A drop down list lets you choose a predefined image or select a PDF file containing the image that will be used. You can save your setting as with other *Presets*; see [section 2.5: "Presets"](#) and [section 3.1.2: "Imported Image Presets"](#).
- *Guide Locations:* choose between *Top, Bottom* or both.
- *Distance from Gripper:* enter the value for the offset distance from the gripper edge.
- *Offset from Bottom:* enter the value for the offset distance from the bottom of the sheet.
- *Offset from Edges:* enter the value for the offset distance from the edges of the sheet.
- *Offset Direction:* the direction, *Outward* or *Inward* towards which the offset will apply.

Center Marks: Options are available to create center marks on the sheet. *Top and Bottom* marks and/or *Left and Right* marks can be enabled. These marks will be centered on the sheet ([see section 1.4: "Layout Geometry"](#)).

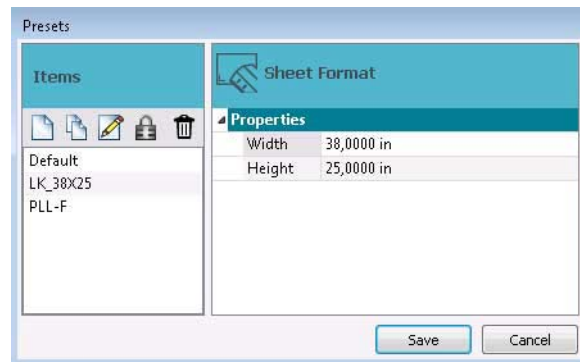
Plate *Plate* options define the size of the plate and the position of the sheet on the plate. The use of plates is optional.

- *Use Plates:* To activate plate settings, check the selection.
- *Width and Height:* Set values using any measurement unit.
- *Sheet Alignment on Front:* To accommodate plate folds and punches, an alignment and offset on the plate of each sheet side can be defined. Choose anchor points for the position of the sheet on the plate.
 - *Horizontal Offset:* Enter a positive or negative value to move the sheet right or left on the plate.
 - *Vertical Offset:* Enter a positive or negative value to move the sheet up or down on the plate.
- *Sheet Alignment on Back:* same as above, plus the choice *Same as Front*.

1.5.2 Sheet Format Presets

Sheet Formats presets are used through the *Wizard* dialogue. They can be defined and saved using the *inp02 Presets* ([see section 2.5: "Presets"](#)).

The *Sheet Format Presets* window is available from the *inp02 > Presets > Sheet Format* menu.



Properties *Sheet Format* properties options define the width and height only. The other aspects that may relate to the sheet (position, offset, marks, etc.) can be set via other objects.

Width and *Height*: Enter the new value of the sheet format.

1.5.3 Inserting a Blank Sheet

When there is no sheet on the light table, a new layout must first be created using *Create inp02 > Layout* from Acrobat's *File* menu. The *Plate and Sheet* dialog opens.

A preset can be selected in the list, created, duplicated or modified by changing and saving its properties ([see section 2.5: "Presets"](#)). When clicking on *Insert Sheet* button, the sheet (PDF page) is created on the light table.



Once the first sheet is created, additional empty sheets can be added in the layout via the *Insert Sheet* option in the inp02 menu, or using the *Insert Sheet* button in the toolbar. The new sheet will be added after the current sheet.

1.5.4 Deleting a Sheet

Remember that sheets or plates are PDF pages in Acrobat. To delete a sheet, click on the *Pages* panel tab at the left of the Acrobat window so that sheet thumbnails can be previewed.

Select the sheet to delete from the layout and press *Delete*. A warning will request to confirm deletion. When clicking on *OK*, the Front and the Back of the sheet will be deleted.

It is not possible to delete all sheets from a template. A warning message will be displayed and a disabled page will appear.

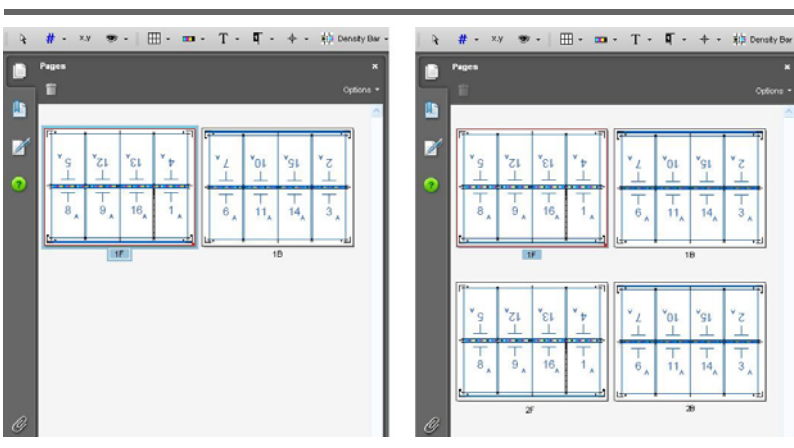
Important Sheets from an *Assembly Project* (*.ably) must be deleted from the *Assembly Manager* interface ([see section 4.3.2: “Inserting and Removing Templates”](#)).
 Sheets from an *Managed Layout* (*.mlay) must be deleted from the *Layout Manager* interface ([see section 5.2.1: “Press Runs Tree Structure”](#)).

1.5.5 Copying a Sheet

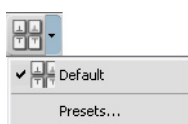
While the *Assembly Manager* or the *Layout Manager* are the right tools for copying sheets for bound jobs requiring page incrementation, the *Copy Sheet* function allows for easier building of multi-sheet templates or different other commercial jobs.

inp02 offers the ability to copy a sheet with all its contents, directly from Acrobat’s page thumbnails with the usual *Ctrl+Drag* action (*Alt+Drag* on MacOS). When dropping the thumbnail, a duplicate sheet is created, front and back, with all pages and marks that can be further edited on the light table. If the sheet is not added in the right order, it can be moved up or down with a click and drag.

Notice that pages on the sheet are not automatically repaginated. This will have to be done manually if required.



1.6 Page Groups



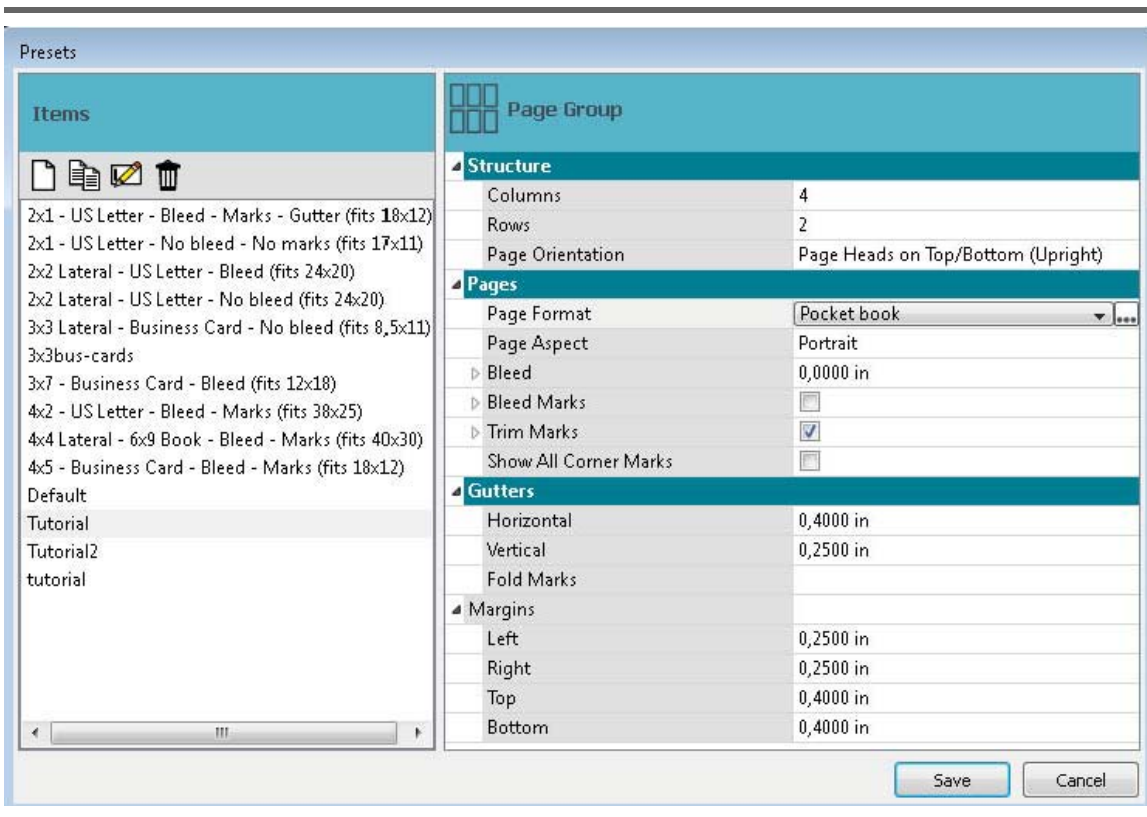
A *Page Group* is a grouping of pages that may form a signature, part of a signature or a step and repeat layout ([see “Page Group” in the glossary](#)).

A *Page Group* is made of pages, page marks, gutters and margins ([see section 1.4.5: “Page Group, Gutters and Margins”](#)).

1.6.1 Page Group Presets

The *Page Group Presets* dialogue box is accessible through the *Presets* drop menu of the Objects toolbar (arrow near the *Page Group* icon) or by selecting *Presets > Layout Objects > Page Group* from inp02's main menu.

Page Groups can be defined and saved using *Presets* (see section 2.5: "*Presets*"). They can also be edited on the light table using *Object Properties* palette (see section 2.3: "*Object Properties Palette*"). Please refer to these sections for general information about the creation of presets and edition of objects on the light table.



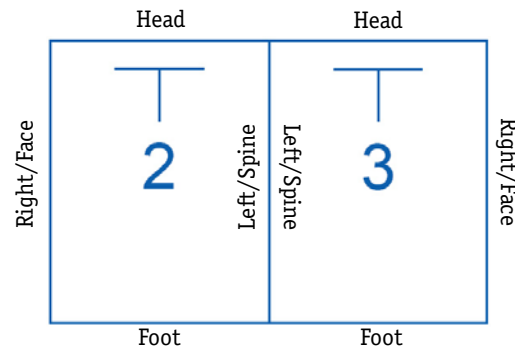
Structure *Structure* defines the configuration of the page group.

- *Columns* and *Rows*: Enter how many *Columns* and *Rows* of pages the page group will hold.
- *Page Orientation*: This option defines the orientation of the pages, whether page heads will be placed *Upright* or *Lateral* on the sheet.

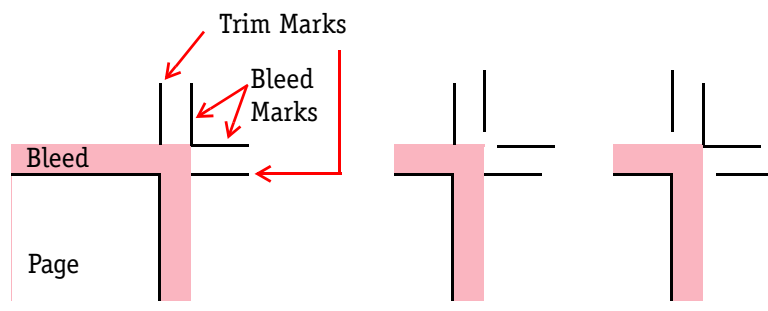
Pages *Pages* options allows selecting page size and marks.

- *Page Format*: This field displays the selected *Page Preset*. Another preset can be selected in the drop list. To create a new *Page Preset* click on the "..." button at the right of the drop list (see section 1.6.2: "*Page Format Presets*").

- *Aspect: Portrait or Landscape* can be selected to describe the use of the page format.
- *Bleed*: Bleed values can be set for the four sides at once. Expanding the node will display individual controls for the four sides.
 - *Left* becomes the *Spine* for bound works.
 - *Right* becomes the *Face* for bound works.



- *Bleed Marks*
 - *Length*: Sets the length of the individual mark.
 - *Thickness*: Sets the line weight of the individual mark.
 - *Offset from Bleed*: A value can be given to offset the mark from the bleed edge. If the bleed value is equal to zero, an offset should be given to avoid page overlap.



- *Trim Marks*: They share the same settings as *Bleed Marks* (see above).
- *Show All Corner Marks*: This option is useful for step and repeat page groups to place page marks in all gutters. If not selected, page marks will appear only on the edge of the page group.

Gutters *Gutters* options define the gutters of the page group and their fold marks. Note that the properties of individual gutters can be modified with more precision using the *Gutters Object Properties* dialogue (see section 1.6.4: “Gutters, Fold Marks and Margins”).

- *Horizontal and Vertical*: Set the width for the horizontal and vertical gutters.
- *Fold Marks*: Check to display fold marks in the gutters.

Margins *Margins* options define margins around the page group. Note that the properties of individual margins can be modified later using the *Margins Object Properties* dialogue (see section 1.6.4: “Gutters, Fold Marks and Margins”).

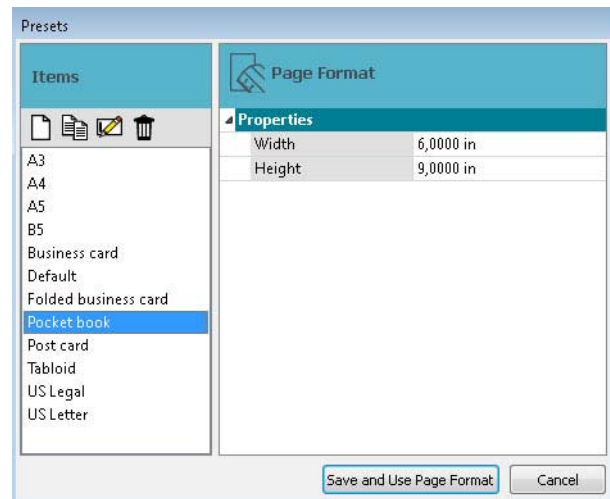
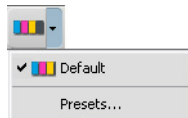
- *Horizontal and Vertical*: Set the width for the horizontal and vertical margins.

1.6.2 Page Format Presets

Page Formats are used through the *Page* or *Page Group* dialogues and from the *Layout Manager*.

Page Formats can be defined and saved using *Presets*. Please refer to this section for general information about the creation of presets (see section 2.5: “Presets”).

The *Page Format Presets* window is available from the *inp02 > Presets > Page Format* menu. It is also available through the *Page Group Preset* or within the *Layout Manager* dialogue by clicking on the “...” button at the right of the *Page Format* drop list.



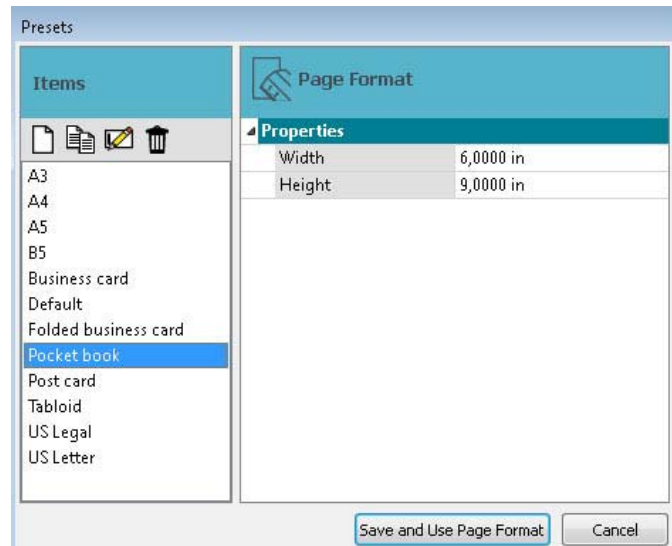
Properties *Page Format Properties* options define the page size only. The aspect (portrait or landscape) can be set through the *Page Group* or in the *Layout Manager*. The most frequently used page formats are included with the installation.

- *Width and Height*: Enter the new value of the page format (trim size).

1.6.3 Individual Pages

Individual pages can be added on the layout by creating a one by one page group.

However, individual pages within a page group can be edited on the light table by *Shift*-clicking on the page. The *Object Properties* palette will offer the following options for page edition.



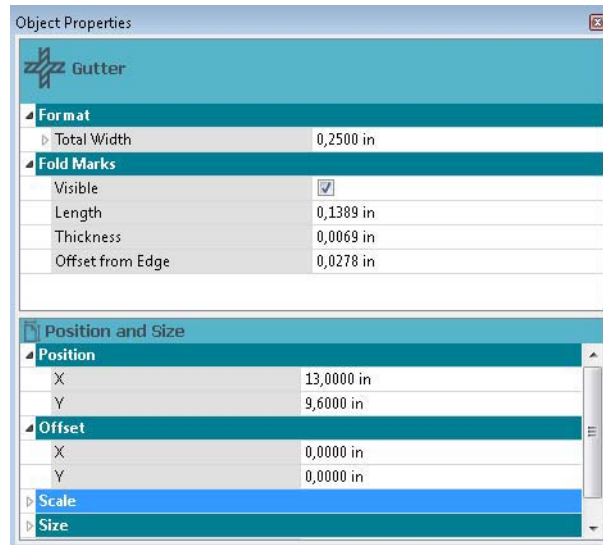
- *Page Format* (see section 1.6.2: “Page Format Presets”)
- Bleed
- Bleed Marks
- Trim Marks
- Show All Corner Marks.

All these settings are similar to those defined for the page group (see section 1.6.1: “Page Group Presets”).

1.6.4 Gutters, Fold Marks and Margins

To edit margins or gutters on the light table, hold *Shift* and click in the gutter with the *Object Selection Tool*, then double-click, or right-click (*Ctrl*-click on *Macintosh*) on the selected margin or gutter and choose *Properties* from the contextual menu.

Editing a Gutter The *Object Properties* palette will offer the following options for gutter edition.



- *Total Width*: Enter the total distance from page trim to page trim.
 - *First Half* and *Second Half*: In case of asymmetrical gutter, enter the width of the first and second halves. This will result in an offset of the fold mark.
- *Fold Marks*: Fold marks are dotted lines that indicate where the booklet will be folded.
 - *Visible*: If checked, fold marks will be placed at the center of the gutter, or will respect the gutter asymmetry if defined.
 - *Length*: Enter the length of the fold marks.
 - *Thickness*: Enter the line weight for the marks.
 - *Offset from Edge*: An offset can be given to move the fold marks away from the edge of the page trims.

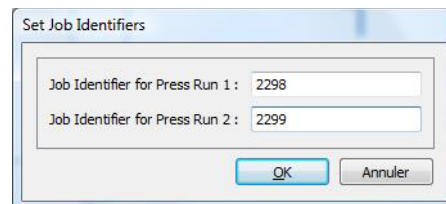
Editing a Margin The *Object Properties* palette offers only one option: the *Total Width*.



1.6.5 Job Identifiers

Job Identifiers are optional and can be used for various workflow requirements.

For example, they can be used in text marks or barcodes to set a value for the <JobID> variable.



The *Set Job Identifier* dialog is directly accessible from the inp02 main menu. It displays all the jobs available in the current project.

- For layout and assembly projects, there will be only one entry.
- For managed layout projects, there will be one entry for each press run.

Using generated ID

The default value for job identifiers is automatically generated by inp02. Each time a job is created, an ID is assigned following a sequence that starts at 1 and ends when the limit set in the Preferences is reached ([see section 1.3.2: "inp02 Preferences Dialogue"](#)). Then the sequence starts over.

Using manual ID

It is also possible to override the assigned sequence number by entering a value in the *Set Job Identifier* dialogue.

For example, if the barcode encoding type doesn't support the generated ID because it has too many digits, a checkpoint error will be shown on the light table and at output. It is then possible to change the value to something valid using this dialogue.

2 Light Table Tools

This chapter gives details about to the tools that are provided to manipulate the objects on the light table.

The tools used are mostly the ones contained in the *inp02 Tools* toolbar:

- Object Selection Tool
- Pagination Tool
- Object Properties Palette
- inp02 Profiles

2.1 Object Selection Tool



The *Object Selection* tool is the default inp02 tool. It is used to select any object on the light table. When combined with other keyboard keys and tools, the tool allows to move, edit and delete objects as needed.

2.1.1 Adding an Object on the Light Table

Each object is represented by an icon on the *Objects* toolbar. Click on the icon of the *Object* that you want to add to the sheet.



Notice that the object's icon currently selected in the toolbar is shaded in blue.



The cursor will change shape to further indicate which object is currently selected. Click on the sheet and drag the object to position it on the sheet. When the mouse is released, the selection in the toolbar returns automatically to the *Object Selection* tool.

Note Some objects can not be added unless they are previously defined or have their parent object already on the sheet.

2.1.2 Positioning an Object on the Light Table

When adding an object on the light table, the outline of the object can be dragged on the sheet as long as the click isn't released. How-

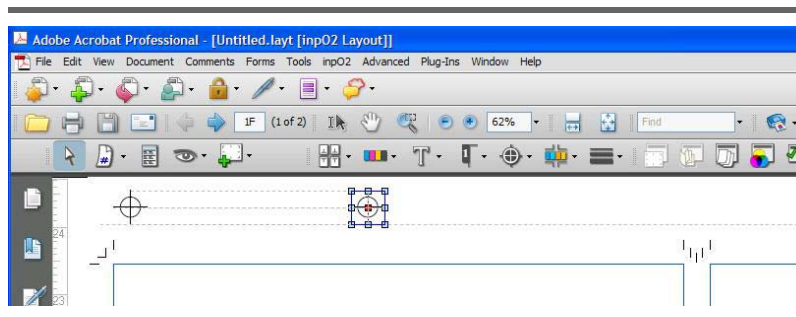
ever, this would provide only an approximative positioning of the object. There are a number of tools that can be used to help the user be more precise in positioning objects.

Also take note that certain areas on the sheet, such as the gripper area and non-printable margins, are forbidden zones, that is, unusable for printing purposes. Checkpoints will report objects in these zones and outputs may throw warning messages.

Using the Snap

The positioning of objects on the light table is facilitated by the snap action. The snap acts as a magnet to precisely align the center or border of an object to the ruler guides, to the center or border of the sheet or to the center or border of other objects ([see section 1.4.1: “Anchors and Offsets”](#)). The snap is activated by default but may be disabled by unselecting menu item *inp02 > Snap to Objects*.

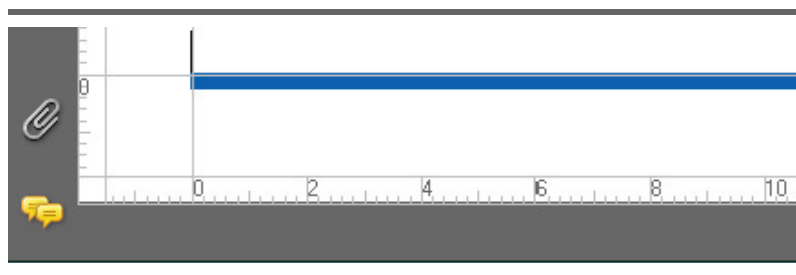
To align an object with other objects on the same sheet, drag the object until dotted lines appear between your object and the ones to which it should be aligned. Then release your click and the mark is placed in the right position.



Some marks such as collating or imported marks will also snap at their natural position in their parent gutters.

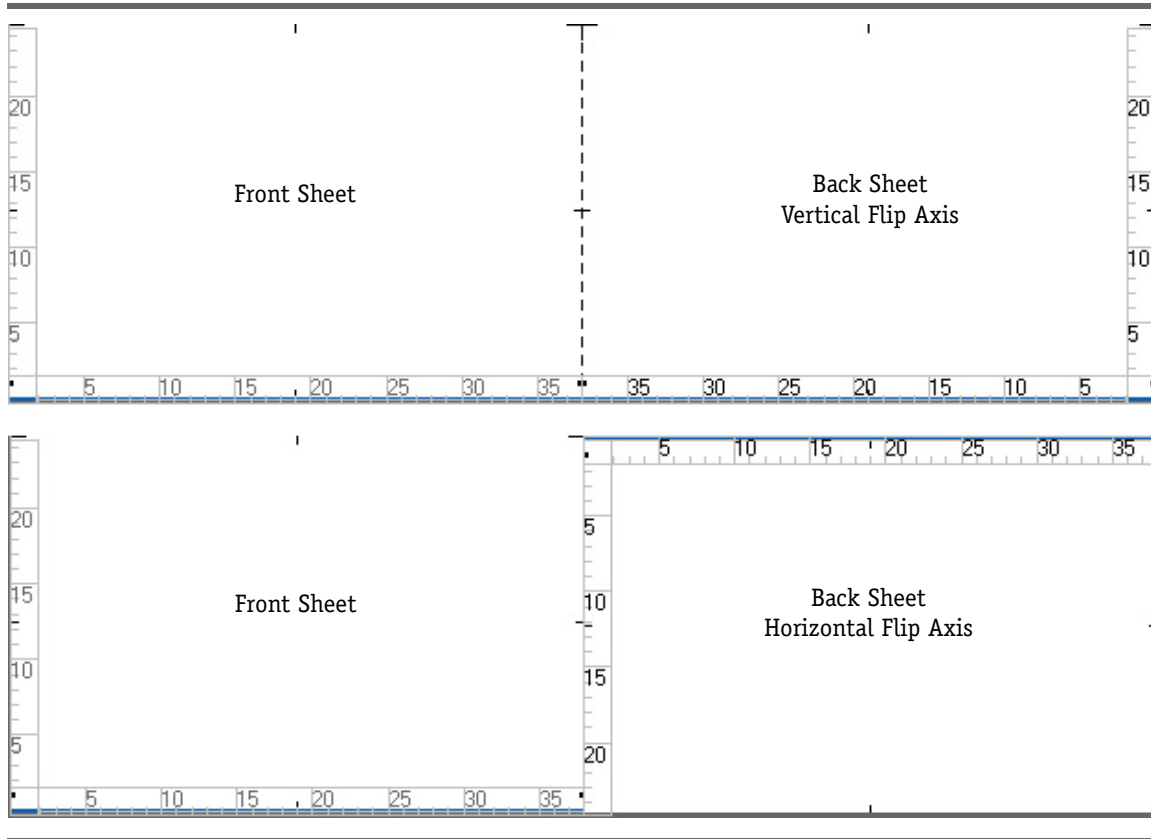
Using the Rulers

Rulers are other tools that can be used to help positioning an object on the light table. Rulers may be shown or hidden via the *inp02 > Show/Hide > Rulers* menu.



If the default ruler origin is set to *Sheet Lay Corner* in the inp02 preferences ([see section 1.3.2: “inp02 Preferences Dialogue”](#)) the zero location of the rulers will be at the left edge of the front sheet and the rulers will follow the flip axis on the back sheet.

If the default ruler origin is set to *Plate Bottom Left Corner* in the inp02 preferences, no symmetry is applied to the ruler on the back side.



The rulers origin may be shown or hidden via the *inp02* menu by choosing *Show/Hide > Rulers origin*.

The rulers origin may be moved anywhere on the sheet as guides to help position objects. Objects will snap to these guides.

- Click and hold within the square intersection (shown in yellow below) located at the junction of the vertical and horizontal rulers at the bottom left corner of the sheet. Using the mouse, drag the rulers to the specific location where it is needed. The zero point will be dropped at the tip of the cursor position and guides will appear as fine gray lines ([see section 2.1.2: "Positioning an Object on the Light Table"](#)).



- When the Rulers origins are visible, click where the two lines cross and drag anywhere on the sheet.

To clear the ruler origin, double-click in the square intersection at the junction of the rulers, or drag the zero point back to its original position.

You can configure the default origin of the rulers via the Acrobat menu *Preferences | Edit Preferences | inp02 Preferences..* and then choose between *Plate Bottom Left Corner* or *Sheet Lay Corner*.

The most precise way to position an object is by using the *Object Properties* palette ([see section 2.3: "Object Properties Palette"](#)).

2.1.3 Selecting and Moving an Object



To select an object, make sure the *Object Selection* tool is active and click on the object or draw a selection box around it.

- To select multiple objects, hold *Ctrl* while clicking on objects to be added to the selection.
- To move a selected object, drag it to its new position. While moving the object, only the outline will move, allowing to view where it will be dropped compared to its original position. The object will be positioned upon releasing the click.
- To release the selection, click anywhere outside the object.
- To select an object within a page group:
 - A single page, a gutter or a margin are part of a page group. To select any of those, press *Shift* while clicking on the object.
 - For multiple selections of similar objects (multiple pages or multiple margins/gutters), press *Ctrl + Shift* while clicking on the object to be added to the selection.
 - There are two ways to access the contextual menu of an object within a page group: one way is to first select the object and then *right-click* on it. The second way is to press *Shift + right-click*.

2.1.4 Editing an Object



Make sure the *Object Selection* tool is active and click on the object or draw a selection box around it.

- Double-click on the selected object or right-click (*Ctrl*-click on *Macintosh*) on the object and choose *Properties* from the contextual menu ([see section 2.3: “Object Properties Palette”](#)).
- The *Object Properties* window will open. Changes are applied as they are entered and are reflected on the light table instantly.

2.1.5 Rotating an Object



You can rotate an object precisely with any angle by using the *Object Properties* palette ([see section 2.3: “Object Properties Palette”](#)). It is also possible to quickly apply a 0, 90, 180 or 270 degree rotation value to an object from its contextual menu.

- Make sure the *Object Selection* tool is active.
- Right-click (*Ctrl*-click on *Macintosh*) on the object and choose *Rotate* from the contextual menu.
- Choose a rotation angle in the menu. The object will be rotated on the light table.

2.1.6 Deleting an Object



Make sure the *Object Selection* tool is active and click on the object or draw a selection box around it.

- Press the *Delete* button on the keyboard or right-click (*Ctrl*-click on *Macintosh*) on the object and choose *Delete* from the contextual menu.
- The object will be deleted.

2.2 Pagination Tool

inp02 allows paginating manually by entering each page number, or by selecting an existing folding pattern from the *Presets*.

2.2.1 Manual Pagination

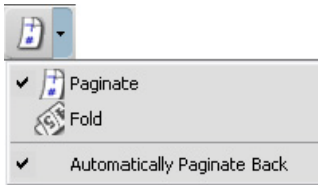


Page numbering and page head orientation may be set manually using the *Pagination* tool in inp02's *Tools* toolbar.

Once completed, the pagination can be saved as a folding *Preset* ([see section 2.2.2: “Page Group Folding”](#)).

Numbering Select the *Pagination* tool. The mouse pointer will change to #.

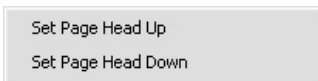
To paginate a layout, click directly on a page and type in its new page number. Press *Enter* or *Tab* to apply the value and move to the next page in the page group.



By default, inp02 will paginate the other side of the page automatically. To paginate on one side only, unselect the option *Automatically Paginate Back* found in the tool's drop menu (small arrow near the icon).

Several pages can be paginated at once by selecting them with the *Pagination* tool and entering the page number. To select many pages using the *Pagination* tool, draw a selection box around the pages, or use the *Ctrl* key to add pages to the selection.

Setting Page Head



While still using the *Pagination* tool, the orientation of the page head can be changed by right clicking on a page and selecting *Set Page Head Up* or *Set Page Head Down* in the page contextual menu.

It is also possible to use the *Page Up* and *Page Down* keys of the keyboard.

To exit from the pagination mode, choose another tool in inp02's *Tools* toolbar.

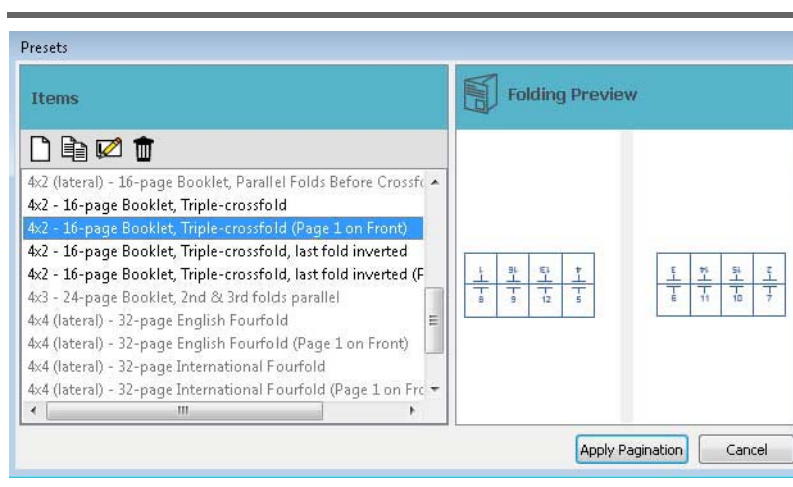
2.2.2 Page Group Folding

inp02 offers a selection of commonly used folding templates. It also includes *N-Up* and *Step and Repeat* pagination styles. Any other folding may also be created and saved as a *Presets*.

Applying a Folding



The *Folding Presets* dialogue is accessible via the *Fold* option of the *Pagination* tool menu. The mouse pointer will change to # and the icon of the *Pagination tool* will turn into a folding icon. Click on the page group on which the folding will be applied to access the *Folding Presets* dialogue. The dialogue may also be opened by right-clicking (*Ctrl*-click on Macintosh) with the *Object selection* tool on a page group that is already created and choosing *Select Folding* from the contextual menu.



The *Folding Presets* dialogue displays the following areas:

- *Items*: lists all the available foldings. To select a folding, simply click on the desired item in the list. The information will then be updated in the other two areas.
- *Preview*: gives a visual representation of the page group (front and back) with a folding number on each page.

Once the proper folding template has been selected, just click on *OK* to apply the pagination, or *Cancel* if you don't want to apply it. In either case, the dialogue closes to return to the light table.

Creating a Folding

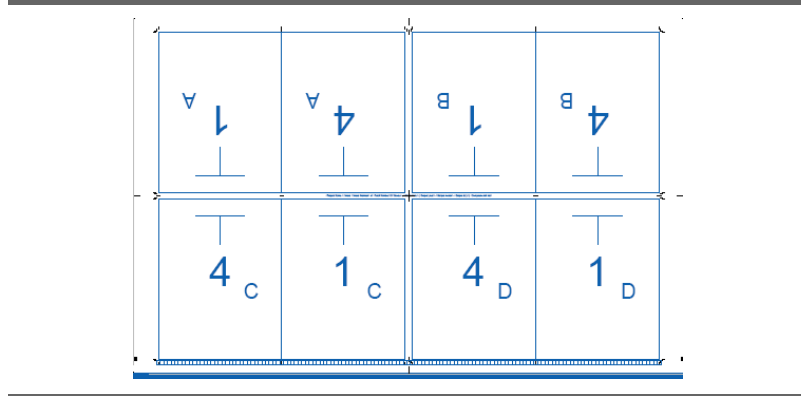
New foldings can be created and saved as *Presets* by following these steps:

- Manually paginate a page group ([see section 2.2.1: "Manual Pagination"](#)).
- Right-click (*Ctrl-click* on *Macintosh*) on the page group and choose *Folding* in the contextual menu.
- In the *Folding Presets* dialogue, click the *Save and Apply* button located at the top of the *Items* area and give a name to the new template to be saved as a *Preset*.
- The folding can be directly saved as a *Preset* by right-clicking the page group (Mac: *Crtl-click*) and choosing the contextual menu item *Save Folding as New Preset*.

2.2.3 Sheet Sections

inp02 offers the ability to assemble sheet sections. To use this advanced function, groups of pages in the template must be assigned to different sections.

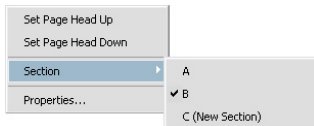
Notice that only symmetrical blocks of pages can be used as sections by the *Assembly Manager*.



First ensure that *Section* is selected in the current *Profile* (see section 2.4: “*Profiles*”). By default, all pages are part of section A.

To edit the section on a group of pages, select a group of contiguous pages with the *Object Selection Tool* (to select many pages at once, use the *Ctrl-Shift* keys).

Right-click on the selection to display its contextual menu. In the *Section* menu item, select *B (New Section)* to change the section letter of the selected pages.



If sections A and B already exist in the page group, *C (New Section)* will be available, and so on, so that only consecutive letters are used in the template.

Once the sections are set, the template can be exported and used in the *Assembly Manager* (see section 4.4.7: “*Use of Sections*”).

2.3 Object Properties Palette

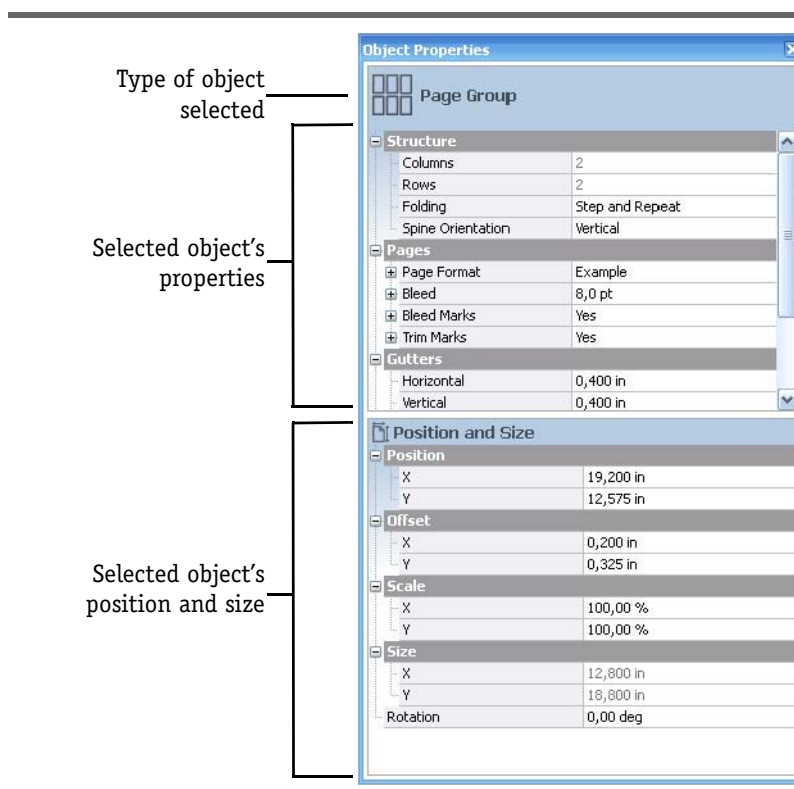


The *Object Properties* window can be accessed using its icon. Alternate ways to open this window are to double click on any object on the light table or by selecting *inp02 > Show/Hide > Object Properties*.

The *Object Properties* window always displays properties of the selected object.

This window serves two purposes:

- Modify the properties of the selected object (top portion of the window)
- Position or resize the selected object accurately on the layout (bottom portion of the window).



2.3.1 Modifying Object Properties

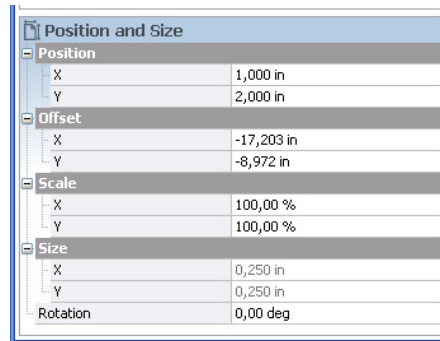
The *Object Properties* window contains the same properties as you will find in the *Presets* window of the corresponding object (refer to each object's section for details).

The main difference between *Presets* and *Object Properties* is that a change in the *Presets* window will affect all new objects of the same type added to the light table, while changes in the *Object Properties* window will only affect the selected object on the light table.

To modify the properties in the *Object Properties* window, enter the new value in the appropriate field and press *Enter* or click in another field to apply changes on the layout.

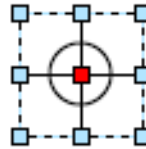
2.3.2 Positioning Objects Accurately

The *Position and Size* portion of the *Object Properties* window is very useful to move, rotate or scale most inp02 objects with precision.



Most objects can be modified with the *Object Property* window by editing different parameters:

- *Anchor point.* Once the *Object Property* window is opened, selecting any object on the light table will display the object's nine anchor points. If not, make sure that *inp02 > Show/Hide > Selection Anchors* is checked. The center anchor point is activated by default. Click on any other point to use it as the reference anchor point. The selected anchor point is displayed in red.



- *Position (X: and Y:)* gives the position of the selected object's anchor point, based on the zero point of the rulers. Notice that the zero point of the rulers can be modified, see sub-section ["Using the Rulers"](#) of section [2.1.2: Positioning an Object on the Light Table](#).
- *Offset (ΔX : and ΔY :)* gives the position of the selected object's offset, that is the difference between its actual position and its expected position. These fields are not available for all objects.
- *Scale (X: % and Y: %)* gives the scaling factor of the selected object.
- *Size (W: and H:)* displays the size of the selected object on the layout. These fields are not editable.
- *Rotation (R:)* displays the rotation angle of the selected object in degrees (from 0° to 360°).

Placing an Object with X and Y Coordinates

- Open the *Object Property* window.
- Choose the *Object Selection* tool.
- Click on the object you want to position.

- On the light table, identify the anchor point to use, that is the reference point of the object from which new coordinates will be entered.
- Enter the new position values in the *Object Properties* palette.
- Press *Enter* and the selected object will take its new values.

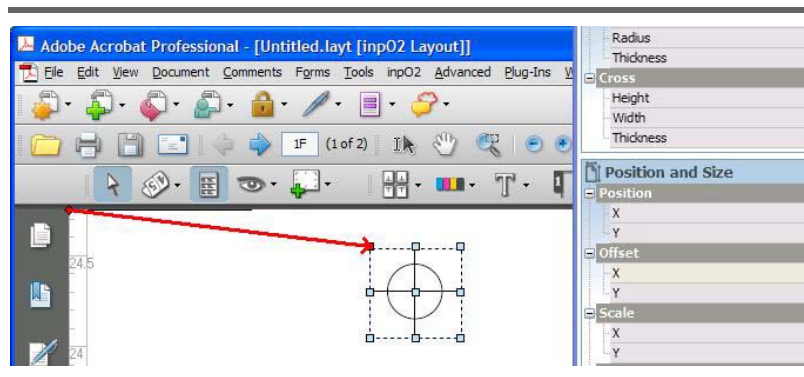
Applying an Offset

Some objects are children of their parent object and have a normal position based on their parent configuration, for example an *Imported Mark* placed in a gutter. For these children objects, an offset from their normal snap positioning can be applied.

An offset from the initial position can also be given to any type of object, instead of placing it with coordinates.

- Open the *Object Property* window.
- Choose the *Object Selection* tool.
- Click on the object you want to position.
- Enter the new offset values.
- Press *Enter* and the selected object will be positioned accordingly.

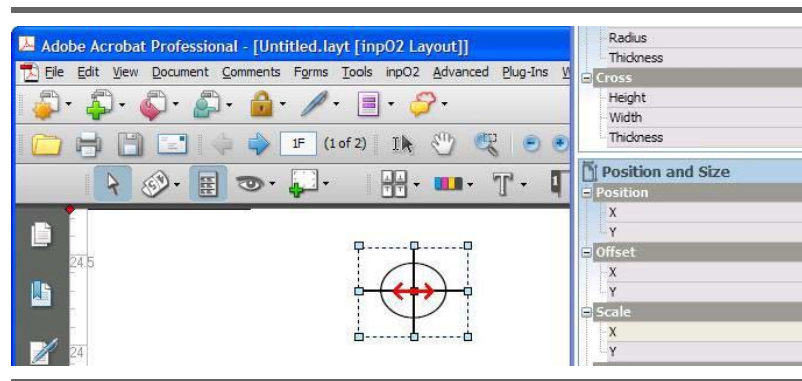
Notice that while the cursor is still in the offset field, an arrow is drawn between the anchor points used for the positioning. The base of the arrow shows the parent anchor point and the arrow head shows the anchor point of the child object.



Scaling an Object

In inp02, any object from the layout may be scaled.

- Open the *Object Property* window.
- Choose the *Object Selection* tool.
- Click on the object to scale.
- On the light table, choose the anchor point to use, that is the point whose position will not change when you apply the scaling.
- On the *Object Property* window, enter the new scale values in percentage. While the cursor is still in the scale field, an arrow indicating the direction of the scaling is drawn over the object on the light table.
- Press *Enter* and the selected object will be scaled accordingly.



Rotating an Object

In inp02, any object from the layout may be rotated.

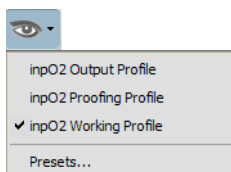
- Open the *Object Property* window. It is available from the inp02 menu, *Show/Hide* option or by clicking on its icon in the tool bar.
- Choose the *Selection* tool.
- Click on the object to rotate.
- On the light table, choose the anchor point to use, which will act as the pivot point.
- Enter the rotation value in degrees (from 0° to 360°).
 - Increasing the value will rotate the object clockwise around the selected anchor point.
 - Decreasing the value will rotate the object counterclockwise around the selected anchor point.
- Press *Enter* and the selected object will be rotated accordingly.

2.4 Profiles

2.4.1 Understanding inp02 Profiles

inp02 profiles are used to define which elements are displayed on the light table and/or sent for output. Since inp02 is an entirely WYSIWYG application, all objects and page information displayed on the light table can also be printed.

inp02 has three preconfigured default profiles: *inp02 Working Profile*, *inp02 Proofing Profile* and *inp02 Output Profile*. These profiles cannot be deleted or modified, but additional customized profiles may be added. Customized profiles may be split into categories, such as proofing and imaging, so they adapt closely to different job types and devices.



Using Default Profiles

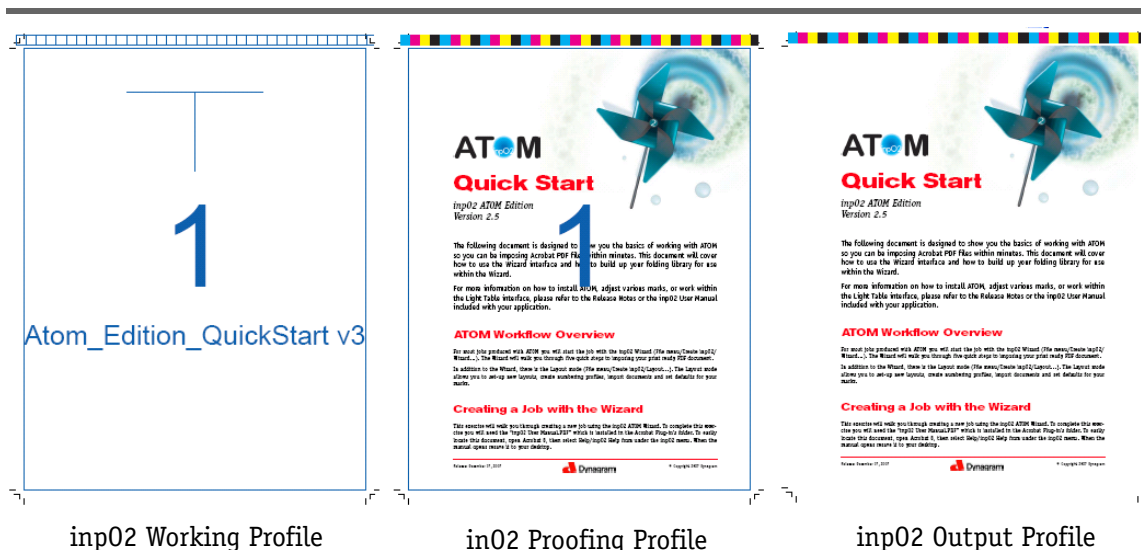
To select a profile, click on the arrow to the right of the *Profile* icon, which opens a drop menu. The profile name with a check mark is the

one currently selected. To use a different profile, select it in this drop menu.

The *inp02 Working Profile* should be used while working on the light table to optimize the speed.

The *inp02 Proofing Profile* contains a mix of working and printing elements that can be used for imposition proofing.

The *inp02 Output Profile* contains only elements that must be printed on the sheet, and it should be used for final output. A short-cut to the *Profiles* dialog is also available from the *Output* window to ease the *Profile* selection.



inp02 Working Profile

inp02 Proofing Profile

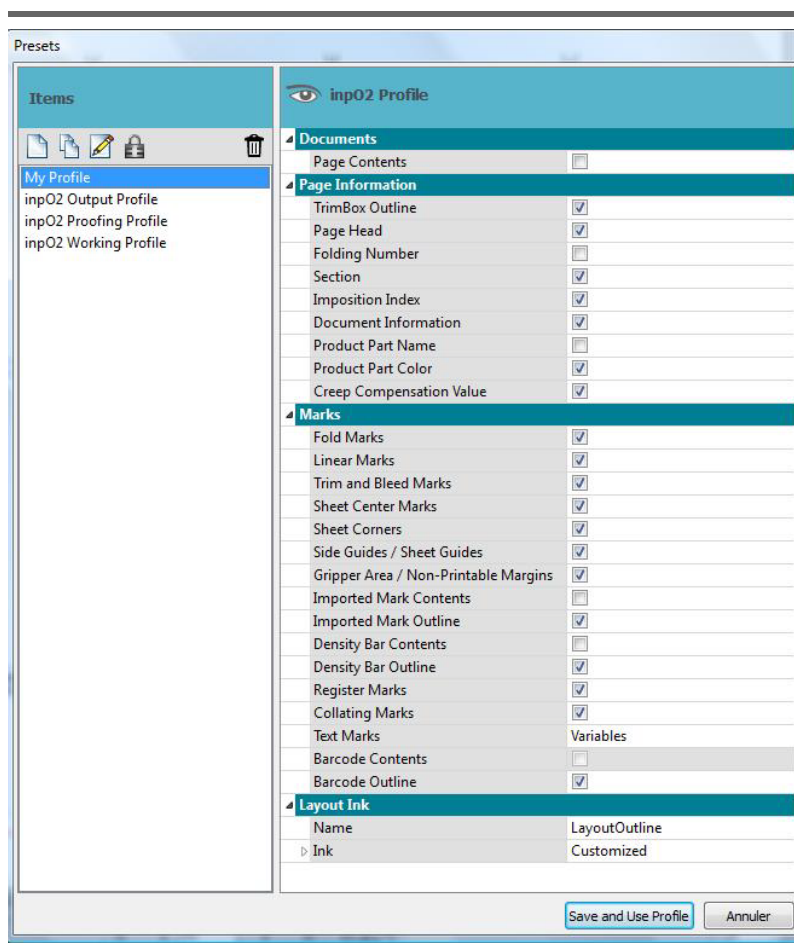
inp02 Output Profile

The following table identifies items that are part of the three default inp02 profiles.

	inp02 Output Profile	inp02 Proofing Profile	inp02 Working Profile
Documents			
Page Contents	Yes	Yes	No
Page Information			
TrimBox Outline	No	Yes	Yes
Page Head	No	No	Yes
Folding Number	No	No	No
Section	No	No	Yes
Imposition Index	No	Yes	Yes
Document Information	No	No	Yes
Product Part Name	No	No	No
Product Part Color	No	No	No
Creep Compensation Value	No	No	Yes
Marks			
Fold Marks	Yes	Yes	Yes
Linear Marks	Yes	Yes	Yes
Trim and Bleed Marks	Yes	Yes	Yes
Sheet Center Marks	Yes	Yes	Yes
Sheet Corners	No	No	Yes
Side Guides/Sheet guides	Yes	Yes	Yes
Gripper Area	No	No	Yes
Imported Mark Contents	Yes	Yes	No
Imported Mark Outline	No	No	Yes
Density Bar Contents	Yes	Yes	No
Density Bar Outline	No	No	Yes
Register Marks	Yes	Yes	Yes
Collating Marks	Yes	Yes	Yes
Text Marks	Values	Values	Variables
Barcode Contents	Values	Values	Variables
Barcode Outline	No	No	Yes
Layout Ink			
Name	LayoutOutline	LayoutOutline	LayoutOutline
Ink	Customized	Customized	Customized
Cyan	96	96	96
Magenta	66	66	66
Yellow	0	0	0
Black	0	0	0

2.4.3 Customizing Profiles

To open the *Profiles Presets* window, click on the *Profiles* icon in the toolbar, click on *Presets* appearing as the last item in the drop menu, or choose the *inpO2 > Presets > Profiles* menu.



The *Profiles* window is divided in two areas: *Items* list and *Profile* options. The dialogue shares the same basic functions as other *Presets* (see section 2.5.2: “Editing Presets”).

Documents The *Documents* group is used to define how source documents will be displayed.

- *Page Contents*: Selecting this option displays the PDF document. While it is possible to display actual source PDF pages while working on the layout, it is not recommended to do so as all operations will then require considerable amounts of time, especially when working with heavy files. Pressing the *Esc* key interrupts the refreshing process. The *Display* option of the *Profile Presets* window, will revert to unchecked.

Page Information The *Page Information* group is used to define various information related to the page (see section 1.4.6: “Page Information”).

Marks The *Marks* group is used to show or hide printer’s marks.

- *Imported Marks* and *Density Bars* have separate controls for their contents and outline.
- *Text Marks* can display *Variables*, *Values* or *None*. On the layout, values are refreshed only at output or when the sheet must be redrawn by the application.

Layout Ink The *Layout Ink* is an additional ink to display and print (or not print) all items found in the *Page Information* section of the *Profiles* window. If used for output, this ink will create as a spot color on a separate plate.

- *Name*: The default ink name is *LayoutOutline*. Any other name may be entered to adapt to a specific workflow.
- *Ink*: The default color used for the layout objects is blue, but it can be changed by choosing a RGB model in the *Ink* drop list or by entering a recipe in the *Cyan*, *Magenta*, *Yellow* and *Black* fields.

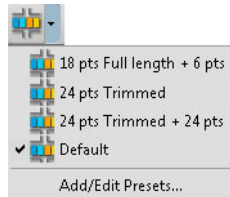
2.5 Presets

Presets are used extensively to store, define and modify a great number of resources in the application. They can be used from the light table, from the Wizard or from other modules.

The following *Presets* are available from *inp02 > Presets* menu.

- Layout Objects:
 - Plates/Sheets,
 - Page Groups,
 - Imported Marks (and Imported Images),
 - Text Marks (and Text Expressions),
 - Collating Marks,
 - Register Marks (and Register Mark Groups),
 - Density Bars,
 - Linear Marks
 - Foldings
- Equipment:
 - Presses
 - Papers
 - Page Formats
 - Finishing Methods
- Others:
 - inp02 Profiles
 - Output Configurations

Accessing *Presets* from inp02 main menu allows for the creation and edition of preset items.



The layout objects *Presets* can also be accessed from the *inp02 Objects* toolbar, by clicking on the small arrow located on the right of a specific object icon. A drop menu shows the list of the available items. When an item is selected, it can be placed on the light table. The last menu item called *Add/Edit Presets* gives access to the object's *Presets* dialog.

Object parameters can also be edited on the fly using the *Object Properties* palette ([see section 2.3: "Object Properties Palette"](#)).

2.5.1 Presets Dialogues

All *Presets* windows share the same characteristics. The window generally has two areas.



1. To the left, a list of available presets and control icons to allow the creation, duplication, renaming or removal of items in the list.
2. To the right, a grid of properties, to view or modify parameters of the selected item.

Display Preferences

Presets dialogues can be resized and positioned for the convenience of the user. These settings are automatically saved as a preference.



The resizing can be applied to the window itself or the areas within by moving the splitter. Just move your mouse on the edge of the window or on the splitter, and when the shape of the cursor changes click and drag to the desired location.

It is important to know that the resizing of a window area can go as far as hiding the area. In this case, the splitter is still available to reopen the area.

Properties

Properties are presented in a grid with a tree structure. The nodes can be expanded or collapsed by clicking on the + or - icon located to the left of the item.

To ease the user experience, all editable fields have a white background while non-editable fields have a gray background.

Some controls may be hidden until clicking on it. The following controls can be found in the grid:

- Check boxes. A simple click on the check box will toggle the selection from one state to the other.
- Text boxes. They are used to key in the required information.
- Spin boxes. They allow the user to either enter the value with the keyboard, or use the up/down arrows to the right of the field to increase or decrease the value.
- Drop menus. They expand to give access to different attributes.
- Drop lists. They expand to give access to a list of predefined items. A button usually displays to the right to access a sub-dialogue where these items can be edited.

2.5.2 Editing Presets

All objects have a *Default* preset which cannot be removed.

Generic *Presets* are also installed with inp02 to ease the learning of the application. Those can be removed.

The procedure to modify the list of items in a *Presets* dialogue is always the same.



- To create a new *Preset* from the presets dialogue, click on the *Create New Item* icon, at the top of the left pane. Some presets can also be created from the object's contextual menu on the light table.



- To duplicate a *Preset*, select any item in the list and click the *Duplicate Selected Item* icon. Choose a name for the duplicate and click *OK*.



- To rename an item, select it in the list and click on the *Rename Selected Item* icon (pencil). Enter the new name and click *OK*. If the name is already used for another item in the list, inp02 will offer you to overwrite this item.



- To remove a preset item, select it in the list and click on the garbage can icon.



- To restrict a preset item to read-only operations, thus preventing accidental changes, press the lock icon.

You save the modifications to the new or existing presets by clicking the button *Save and Use* at the lower right panel.

If you exit the presets dialogue by clicking the *Cancel* button, all the changes you made will be lost.

2.5.3 Preset properties capture and save

Anytime you need to capture, rename and save an object's preset properties (for example, when working with unknown files), open the object's properties dialogue and look for the properties with the "... button. Click this button, which will open the presets dialogue. In the left pane, an item named "untitled" with a sequence number will be highlighted. Rename and save the object for future reference. You can thereafter browse the preset's properties.

2.6 Export Template for ATM

You can export a layout (*.layt) as an ATM template from the Acrobat file menu *Export inp02 > Template for ATM...* (see "*ATM*" in the [glossary](#)).

Your template will therefore be compatible with the :Apogee Pre-press software from AGFA. Keep in mind that the .tpl file you are about to create will be opened in an Apogee environment. The infor-

mation that you provide via the template properties will indicate how the dialogue will be displayed inside the Apogee Template Manager and used for the signature assembly (*see section : “The ATM Template Properties Panel”*).

Before exporting the ATM template, inp02 will first validate the contents of the layout and display a checkpoints list, if incompatibilities are detected (*see section : “Layout validation checkpoints”*).

The following table shows equivalent concepts between Apogee and inp02.

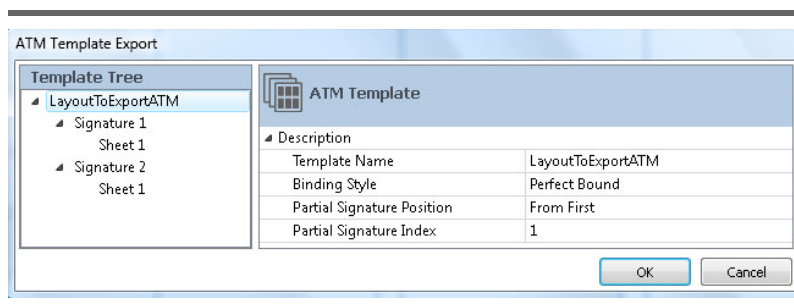
Apogee	inp02
Template	When exporting an ATM template, the active inp02 layout is used with all signatures and sheets.
Signature	Same concept but called Booklets in inp02 Assembly Manager.
Press sheet	Sheet
Imposition	Page Group
Independent page	1 X 1 Page Group

Remember that even if your layout objects are exported successfully, some of their properties could be ignored because of their incompatibility (*see section : “Table of inp02-ATM objects matching”*).

The ATM Template Properties Panel

The ATM template properties window will be displayed when you export a layout as an ATM template.

Consider this panel as an advanced properties editor. Here, you will fine tune the metadata that Apogee will use to prepare the building blocks for the job to output. The properties of the template, signatures and sheets can be edited.



Template

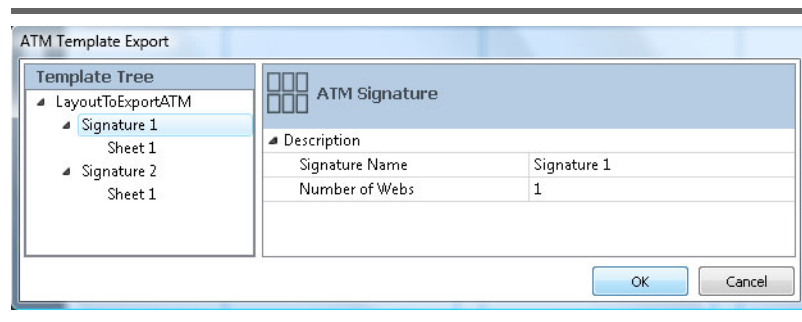
The first node, in the left panel, is the template level. It is named by default after the inp02 layout's name. Four editable properties are found on the right section of the window:

- *Template Name*: the name you choose for that template.

- *Binding Style*: since you are in layout mode in inp02, the *Binding Style* has not been defined yet. Choose from the following choices:
 - *Flat Work*
 - *Perfect Bound*
 - *Saddle Stitch*
 - *Come and Go*
 - *Cut and Stack*
- *Partial Signature Position*: select *First*, *Last*, *From First* or *From Last*
- *Partial Signature Index*: enter the index value. Zero resets the *Partial Signature Position* to *First*.

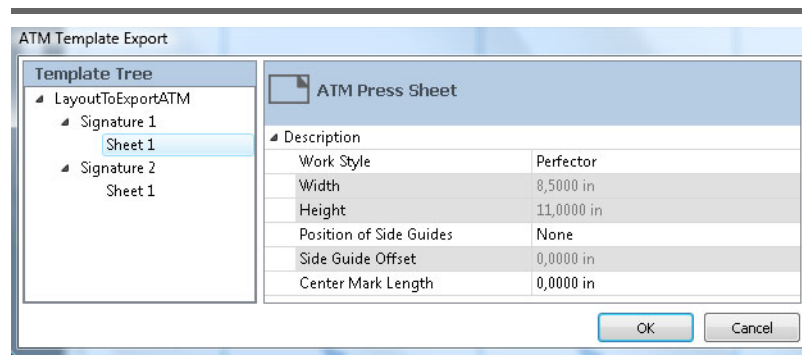
Signature The *Signature* nodes appear at the next level in the template tree. The number of sheets on the layout will change the number of signature nodes displayed. A signature contains two properties:

- *Signature Name*: the name you choose for that signature.
- *Number of Webs*: decide here if the template contains multi-web information.



If you decide to increase the *Number of Webs*, the number of sheets of the current signature will increase. All sheets will move up the tree and if the last signature becomes empty, it will be discarded. A warning message will be displayed in such circumstances.

Sheet The signature node contains *Sheet* nodes. The sheet properties are detected from the inp02 layout and displayed for each sheet node.



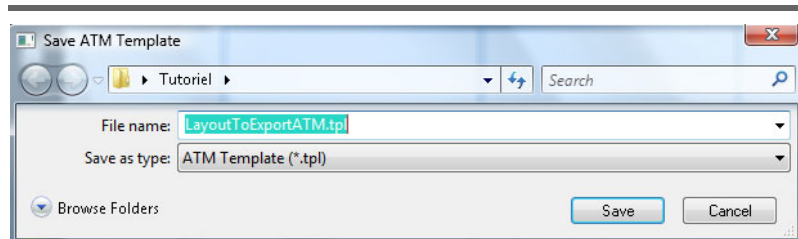
There are two locked properties:

- *Width and height.*

Also, four editable properties are displayed:

- *Work Style.* Select from the drop-down list:
 - *Sheetwise*
 - *Work and Tumble*
 - *Work and Turn.* Only a half sheet is necessary on the inp02 layout, the other half will be added automatically.
 - *Single sided*
 - *Perfector*
- *Side Guide offset:* enter the distance from the side edge.
- *Position of Side Guides:* *None, From Bottom, From Left, From Right and From Top*
- *Center Mark Length:* Enter the center mark length value.

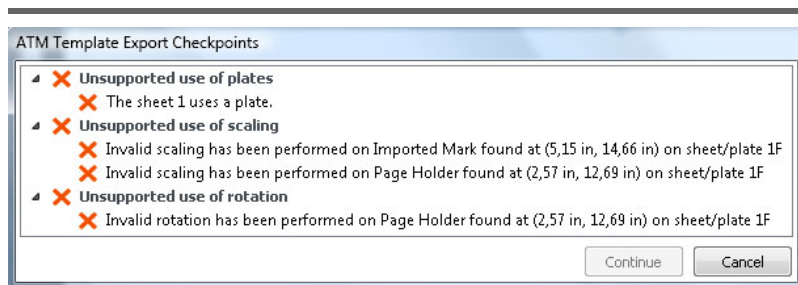
Once the template information is completed, clicking the *OK* button will bring the *Save ATM Template* dialog where you can enter the name and the location of the .tpl file to be produced.



Layout validation checkpoints

inp02 will try to export as many common objects between inp02 and ATM but the validation of the layout may detect errors. A checkpoints dialogue will be displayed to inform the user about items to correct.

- **Red X icon:** This icon indicates an error. You cannot continue unless corrections are made.
- **Yellow triangle icon:** This icon indicates a warning. It brings the attention to an item, but it may not hinder the export from working properly.



**Table of inp02-ATM
objects matching**

Refer to the tables below to ascertain objects and variable compatibilities and relationship.

inp02 variable	Apogee variable
Web index	\$WEB
Composite ink list	\$COLOR
Job Identifier	\$JOBID
Project name	\$JOBNAME
Assembly name	\$JOB_TITLE
Sheet side	\$SIDE
Booklet index	\$SIG
Output time	\$TIME
Output day	\$DATE
Booklet name	discarded
Output month	discarded
Output year	discarded
Press run name	discarded
Sheet number	discarded
Template name	discarded
Total number of sheets	discarded
N/A	\$COMMENT
N/A	\$CUSTOMER
N/A	\$JOBID

inp02	Comments for conversion
Plate	Unsupported in Apogee. Will generate a check point error.
Gripper	Will be ignored. For best results: set gripper size to 0.
Mirrors	Converted to work styles. Editable in the <i>signature</i> properties. For best results: favor the use of work-styles instead of mirrors. - Work & Turn: Design only a half sheet on the inp02 layout, the other empty half will be added automatically.
Page group	- Different page formats in a page group will generate a check point warning.
Fold marks	- Fold marks are exported with default length only.
Page and Page marks	- Bleed marks are unsupported and discarded. For best results: disable the bleed marks on the light table, the layout will be closer to the generated template. - Page adjustments are ignored.

Density bar	Converted to exposure bar. For best results: use additional trim to add an offset to this mark.
Text mark	- All unsupported variables will be discarded (see table below). - Only text and position is exported (no font). For best results: use left alignment for the text in the box so the layout will be closer to the generated template.
Collating mark	Will export section ID according to parent page (useful for multi-section using multiple collating marks).
Register mark	Will reference .eps files in marks folder at usual location. For best results: use 18 X 18 pt size.
Linear mark	Exported as a solid rectangle.
Imported mark	Will expect .eps files and images at the usual location and folder. For best results: do not rename the imported mark image.

3 inpO2 Marks

All standard marks are available in inpO2. Should there be a need to add marks that are not available, the Imported Mark object can be used.

All marks can be defined and saved using *Presets* ([see section 2.5: “Presets”](#)). They can also be edited on the light table using *Object Properties* palette ([see section 2.3: “Object Properties Palette”](#)). Please refer to these sections for general information about the creation of presets and edition of objects on the light table.

All marks are dynamic in their size and position, so they can be used in *Mark Sets* ([see section 3.8.1: “Dynamic Marks”](#)).

Note also that when register, fold or center marks, are overlapping page objects, they are clipped to give precedence to the page contents and to prevent output errors that would interrupt automation tasks.



3.1 Imported Mark

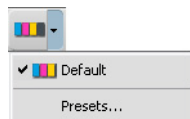
An imported mark may be a color bar, a density bar, a logo or any other image in PDF format.

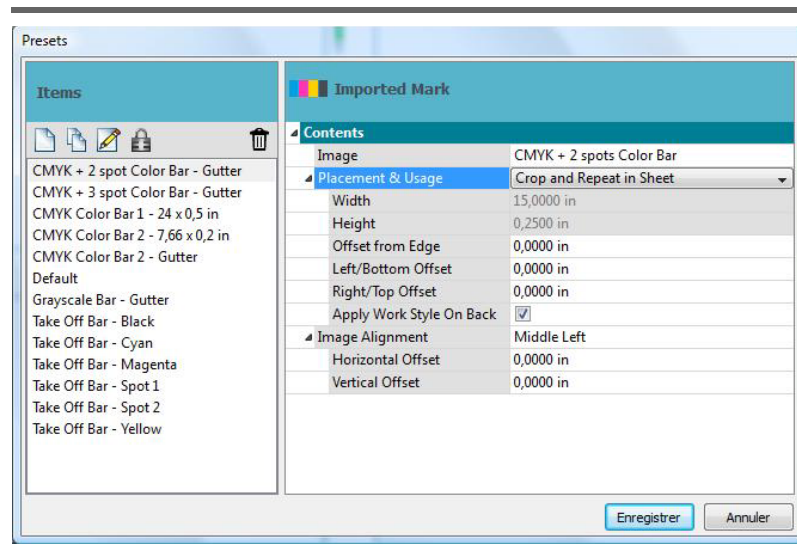
Images are defined once and can be used in every job without having to be adjusted every time. The source image file is actually embedded in the Imported Marks library for future use ([see section 3.1.2: “Imported Image Presets”](#)).

3.1.1 Imported Mark Presets

The *Imported Mark Presets* window allows defining the size and behavior of the box that will hold the PDF image.

The *Imported Mark Presets* window is available from the *inpO2 > Presets > Imported Mark* menu or through the *Imported Mark* contextual menu in the *Objects* toolbar (small arrow near the object’s icon).

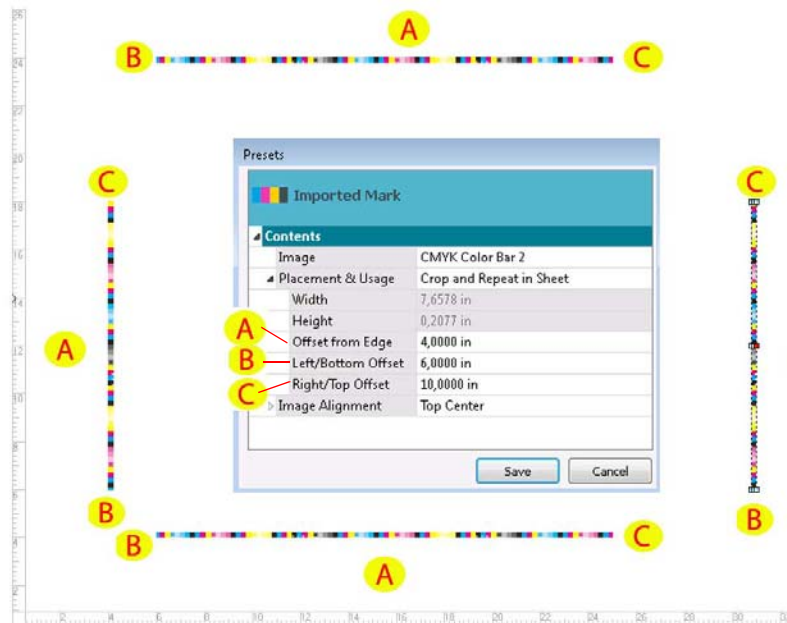




Contents Here are the properties that are available for an *Imported Mark* in the *Preset* window:

- *Image* allows to select an imported image from the drop list or to access the *Imported Image Presets* window where you can edit the list of available images. To access the *Imported Image Presets* window, click the "..." button at the right of the drop list ([see section 3.1.2: "Imported Image Presets"](#)).
- *Placement & Usage*: This drop menu defines the usage of the image on the layout. It creates a frame (crop box) where the PDF image will be placed.
 - *Use Image Size* will use a crop box equal to the actual image size.
 - *Crop and Repeat to Specified Size* will create a crop box equal to the size specified in the *Width* and *Height* fields below. If the crop box is larger than the image, the image will be repeated to fill it. If the crop box is smaller than the image, the image will be cropped.
 - *Crop and Repeat in Gutter* will create a crop box that will snap and adapt to the gutter when the mark is placed on the layout. It will fill the chosen gutter with the imported mark by repeating or cropping the image to fit. The image (for example the color bar) will be repeated in the orientation of the gutter and will cover the extent of the page group.
 - *Crop & Repeat in Sheet* is a dynamic way to place, crop and repeat the mark according to the following properties (see also next diagram):
 - > *Offset from edge*: distance to the nearest edge to where the mark was dropped;
 - > *Left/Bottom Offset*: distance to apply between the left or bottom end of the mark and the nearest sheet edge.

- > *Right/Top Offset*: distance to apply between the right or top end of the mark and the nearest sheet edge.

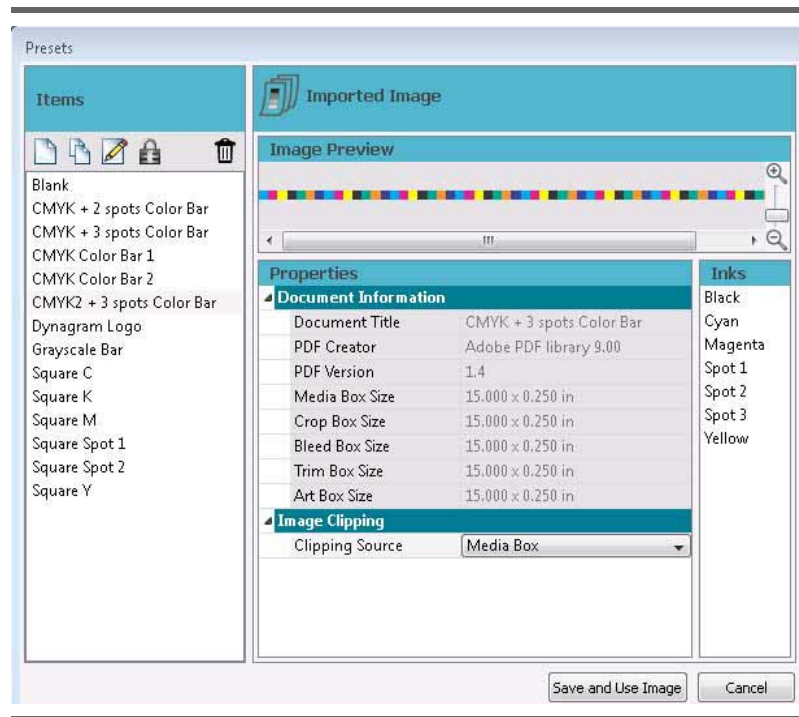


- *Apply Work Style on Back*: When in perfecting workstyle, the color bar on the back can follow or not the same flip axis as the sheet in order to comply with various press requirements. For example, a color bar placed at the top, on the front of the sheet, can either be flipped at the bottom or remain at the top, on the back of the sheet.
- *Image Alignment* options define how the PDF image will be placed in the mark crop box when it is cropped or repeated.
 - The drop menu with the nine anchor buttons is used to align the image within the mark crop box. Some color bars with a center target must be centered, some others must be left aligned. The center anchor point is selected by default.
 - An *Horizontal* and *Vertical Offset* can be given to adjust the image within the box.

3.1.2 Imported Image Presets

The *Imported Image Presets* can only be accessed from the *Imported Mark Presets* window, by clicking on the “...” button at the right of the *Image* drop list (see section 3.1.1: “*Imported Mark Presets*”).

This is where PDF files may be embedded as imported images for all future inp02 projects.



The right-hand side of the window shows a preview of the selected image as well as a grid of properties.

- Document Information**
- *Document Information*: This section gives information about the PDF source file.
 - *Document Title*: the pdf document's title property.
 - *Creator* shows the originating application as identified in the PDF file.
 - *PDF version*
 - The size of all the PDF boxes found in the file is displayed to ease the *Image Clipping*.

- Image Clipping**
- *Image Clipping*: A drop list allows for the selection of a PDF box for the image usage. The box that is selected will be used as the default clipping source for the image. The preview will reflect the image area that will be used.
The following box types can be selected: Art Box, Bleed Box, Crop Box, Media Box or Trim Box.

- Inks**
- *Inks* shows the list of inks detected in the PDF file.



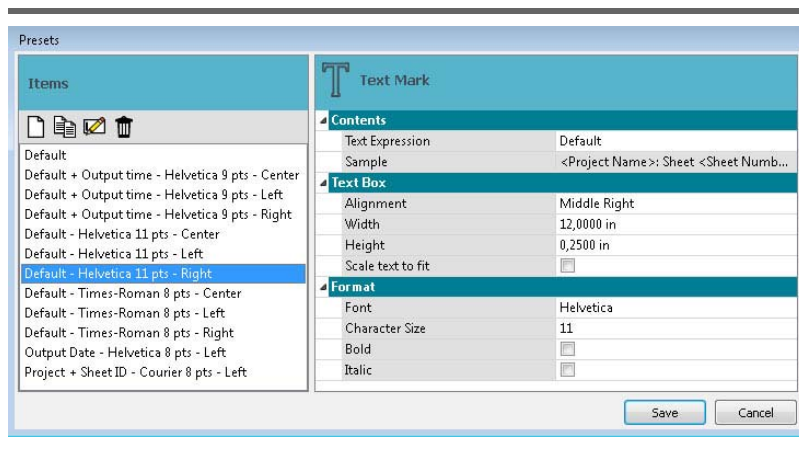
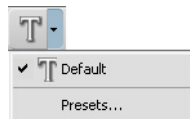
Create and Save the *Imported Image* as any other *Preset*. The saved images will appear in the *Image* drop list in the *Imported Mark* window.

3.2 Text Mark

Text marks are used to identify plates and sheets. Any text or any variable from the list may be inserted. The variables will be replaced by values upon output and values can be displayed on the light table if selected in the current *Profile* (see section 2.4: “Profiles”).

3.2.1 Text Mark Presets

The *Text Mark Presets* window is available from the *inp02 > Presets > Text Mark* menu, or through the *Text Mark* contextual menu in the *Objects* toolbar (small arrow near the object’s icon).



The following properties can be defined.

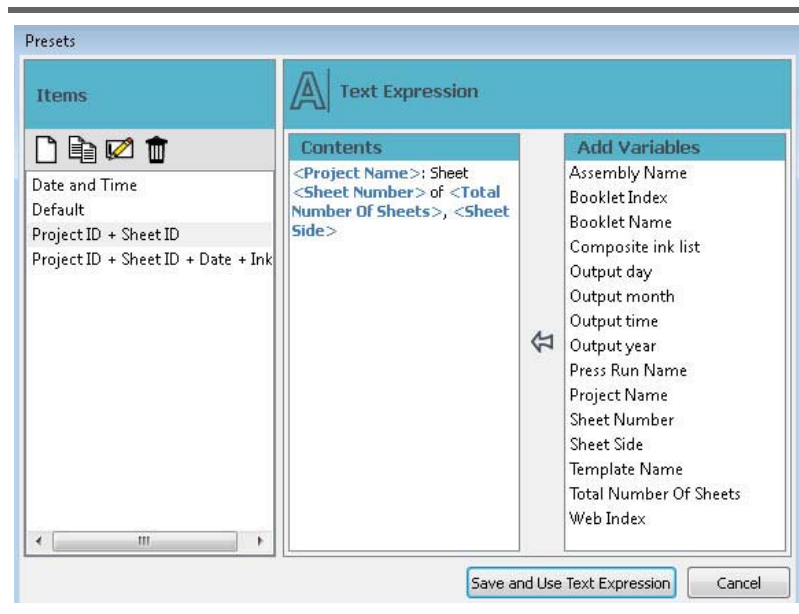
- Contents**
 - *Text Expression*: This field allows to select a predefined text expression from the drop list or to access the *Text Expression Presets* window where you can edit them. To access the *Text Expression Presets* window, click the “...” button at the right of the drop list (see section 3.2.2: “Text Expression Presets”).
 - *Sample*: This field displays the selected *Text Expression*.
- Text Box**
 - *Text Box Alignment*: Aligns the text within its text box. Nine positions are available.
 - *Width* and *Height*: These fields are used to set up the size of the box that will contain the text on the layout.
 - *Scale text to fit*: If this option is selected, it will automatically scale down the text to fit the text box. It will never enlarge the text.
- Format**
 - *Format*: The following parameters are used to format the text of the mark.
 - *Font*: Three systems fonts can be selected: Courier, Helvetica, and Times-Roman. The font used for text marks can be embedded or not at output (see section 9.2.1: “PDF Output Options”).

- *Character Size*: Type the font size or use the spinbox control to change the value.
- *Bold*: Check to use bold type.
- *Italic*: Check to use italic type.

3.2.2 Text Expression Presets

The *Text Expression Presets* can only be accessed from the *Text Mark Presets* window, by clicking on the “...” button at the right of the *Text Expression* drop list (see section 3.2.1: “*Text Mark Presets*”).

Text Expression are used to create different lines of text containing variables or free text.



The dialogue has two panels.

- The *Contents* section is a text area that can be updated at will. It contains plain text and variables that will be replaced by their values at output. Plain text is displayed in black and variables are displayed in blue.
- The *Variables* section is the list of all available variables. To add a variable to a text mark, choose the variable from the list and click the *Arrow* icon. The variable will be inserted at the cursor position or added at the end of the text if the cursor was not previously inserted.



inp02 offers variables (see following table) for text marks and output. The values of certain variables can be seen on the light table by selecting *Values* in the *Profiles Presets* dialogue (see section 2.4: “*Profiles*”). All variable values are refreshed at output time.

Module name abbreviations: LE = Layout Editor, O = Optimization, A = Assembly, J = JDF

Variable	Description	inp02 Modules		
		LE	LE + 0	LE+A+0+J
Assembly Name	Displays the name of the <i>Assembly</i> node, as defined in the <i>Assembly Manager</i> .			X
Booklet Index	Displays the rank of the booklet in the <i>Assembly</i> . When booklets are inserted into others, indexes increment from the root booklet to its child booklets, then from the next root booklet to its child, and so on. The index resets for subsequent assemblies.			X
Booklet Name	Displays the name of the <i>Booklet</i> node, as defined in the <i>Assembly Manager</i> (the default is the template name). The value will display “Multiple” instead of the booklet name if the text mark is placed on a plate with multiple booklets.			X
Composite ink list (not available in barcodes)	Displays the name of all the inks found in the plate. Each ink is listed one after the other in the text mark.	X	X	X
Imposition Index (available in barcodes only)	When attached to a page, displays its imposition index.	X	X	X
Job Identifier	Displays the Job Identifier as defined in <i>inp02 > Set Job Identifiers</i> menu.	X	X	X
Output day	Displays the output day with two digits.	X	X	X
Output month	Displays the output month with one or two digits.	X	X	X
Output time (not available in barcodes)	Displays the output time with six digits for hour, minutes and seconds, separated by dots (example 22.45.40).	X	X	X
Output year	Displays the output year with four digits.	X	X	X
Press Run Name	Displays the name of the <i>Press Run</i> node, as defined in the <i>Layout Manager</i> .		X	X
Product Part Name (available in barcodes only)	Displays the name of the <i>Product Part</i> node, as defined in the <i>Layout Manager</i> .		X	X
Project Name	Displays the name of the project (inp02 file name).	X	X	X
Sheet Number	Displays the rank of the sheet in the project.	X	X	X
Sheet side	Displays the sheet surface (Front or Back).	X	X	X
Template Name	Displays the name of the template used in the <i>Assembly Manager</i> .			X
Total Number of Sheets	Displays the total number of the sheet in the project. Can be used in combination with the <i>Sheet Number</i> variable.	X	X	X

Variable	Description	inp02 Modules		
		LE	LE + 0	LE+A+0+J
Web Index	Displays the rank of the web in its <i>List of Webs</i> node. The value will display “Multiple” if the text mark is placed on a plate with multiple sections.			X

3.3 Barcode

inp02 supports different barcode standards for integration with digital presses and post-press equipments. Supported standards include the 2/5 interleaved, Code128, and Code 39.

Barcodes can be attached to sheets, signatures or pages. Their formula can be defined using a combination of variables and character padding. inp02 barcodes can be used for various workflow requirements.

When linked to sheets, barcodes can be used as plate IDs. With digital presses, they can trigger settings for in-line finishing equipments.

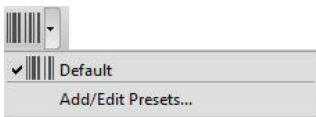
When attached to pages, can identify product parts in job ganging.

When attached to signatures, barcodes can also be used for quality control by post-press equipments. When gathering the book or magazine, an optical reader scans the booklets to automatically detect missing or misplaced signatures in the publication.

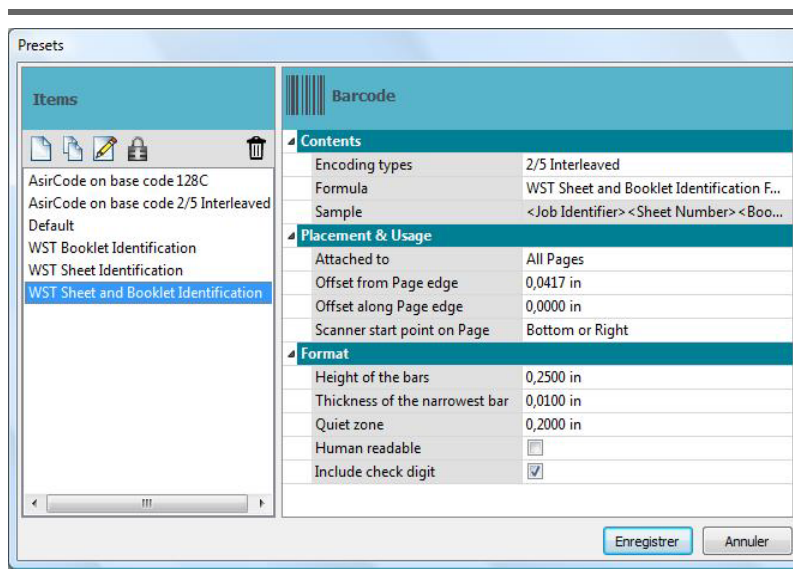
inp02 barcodes can be saved with their own presets catalog and can also be used within mark sets on the light table or with the Layout Manager.

The barcode variables will be replaced by values (vertical bars) upon output. These values can be displayed or not on the light table depending on the current *Profile* (see section 2.4: “Profiles”).

3.3.1 Barcode Presets



The *Barcode Presets* window is available from the *inp02 > Presets > Barcode* menu, or through the *Barcode* contextual menu in the *Objects* toolbar (small arrow near the object's icon).

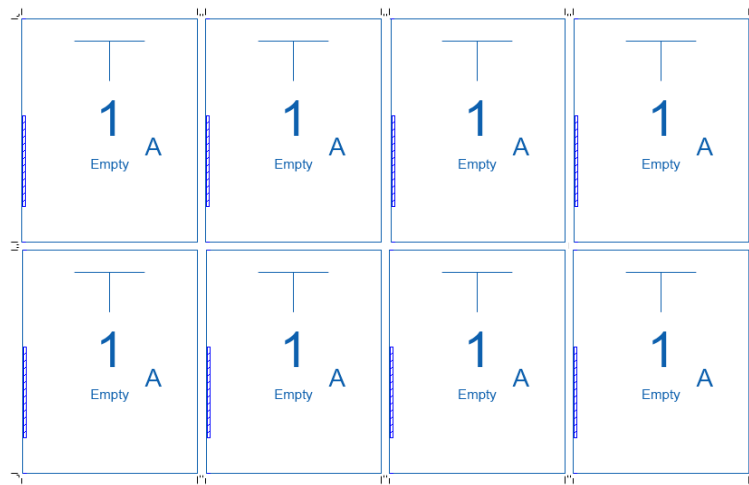


The following properties can be defined.

- Contents**
- *Encoding Type*: This menu offers a selection of barcode formats to suit various requirements. These formats include:
 - **Code 128A**: Alphanumeric encoding type that includes ASCII characters 00 to 95 (0-9, A-Z and control codes) and special characters.
 - **Code 128B**: Alphanumeric encoding type that includes ASCII characters 32 to 127 (0-9, A-Z, a-z) and special characters.
 - **Code 128C**: Encoding type that only includes characters 00-99 (encodes each two digits with one code). Each variable used with this encoding type must be limited to an even number of digits. If free text is present in used formula, it must also contain an even number of characters to be valid.
 - **Code 39**: Alphanumeric encoding type that supports 26 uppercase letters, 10 digits and 7 special characters (-, ., SP, *, \$, /, + and %)
 - **2/5 Interleaved**: Numeric only encoding type.
 - **AsirCode on base code 128C**: Used for Müller Martini postpress equipments.
 - **AsirCode on base code 2/5 Interleaved**: Used for Müller Martini postpress equipments.
 - *Formula*: This field allows to select a predefined formula from the drop list or to access the *Barcode Formula Presets* window where you can edit them. To access the *Barcode Formula Presets* window, click the “...” button at the right of the drop list ([see section 3.3.2: “Barcode Formula Presets”](#)).
 - *Sample*: This field displays the selected *Barcode Formula*.
- Placement and Usage**
- *Attached to*: Barcodes can be attached to different imposition objects. When placing the barcode on the light table, the drop

areas of the selected object will be enabled and the barcode will snap to them. There are nine possible drop areas.

- *Plate/Sheet*: If attached to a plate or a sheet, the barcode will snap to the border of the plate or the sheet. This type of barcode can identify jobs and plate numbers for the pressroom. It can also trigger settings for in-line finishing equipments.
- *All Pages*: If attached to all pages, the barcode will snap to the same drop areas on all the pages of the page group at once. This type of barcode can identify product parts or documents when ganging jobs for digital printing.
- *Single page*: If attached to a single page, the barcode will snap to the drop areas on the page and will be linked to the page's folding index. This type of barcode can identify booklets for signature recognition by post-press equipments such as stitchers.



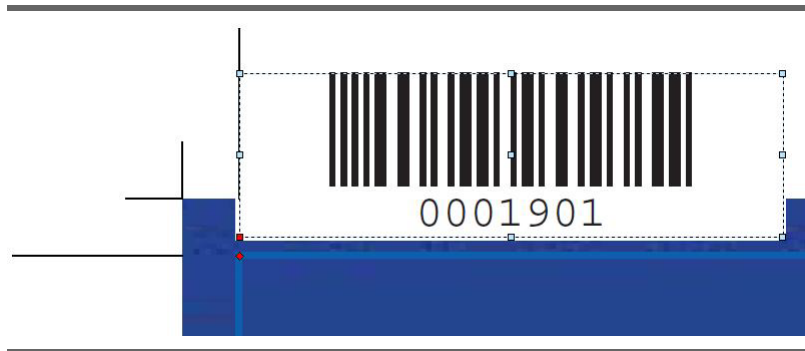
The position of the barcode can be further adjusted using the following placement parameters. Note that the labels adapt to the object that is selected in the *Attached to* drop menu.

- *Offset from edge*: A minimal offset should be given to ensure that the barcode doesn't overlap the object to which it is attached.
- *Offset along edge*: The value of this offset adds up to the blank space of the quiet zone.
- *Scanner start point*: This setting identifies the reading direction of the barcode by the scanner.

Format

- *Height of the bars*: The height of the barcode can be set with a fixed value.
- *Thickness of the narrowest bar*: A value is given to the narrowest bar. Wider bars will adjust accordingly. The total width of the barcode depends on the formula.
- *Quiet zone*: A white opaque space can be created before the first bar and after the last bar to ensure adequate reading of the scanner.

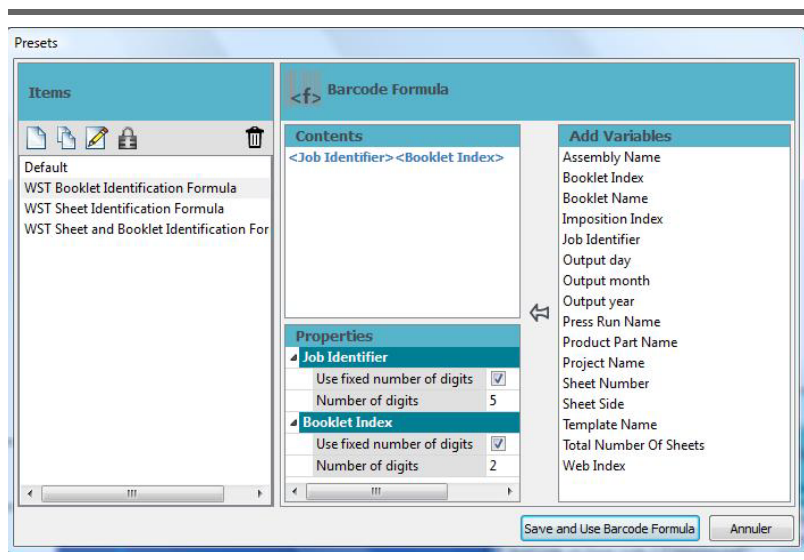
- *Human readable*: If this option is selected, the barcode will display corresponding letters or numbers, with the Courier monospace font, to facilitate the reading. The text is added under the barcode without affecting its height (the overall mark size will be bigger). This field is enabled or not depending on the encoding type.
- *Include check digit*: Check digit can be put in the barcode for formula validation, if required. This field is enabled or not depending on the encoding type. If the field is enabled, the check digit is allowed.



3.3.2 Barcode Formula Presets

The *Barcode Formula Presets* can only be accessed from the *Barcode Presets* window, by clicking on the “...” button at the right of the *Barcode Formula* drop list ([see section 3.3.1: “Barcode Presets”](#)).

The *Barcode Formula Presets* are used to create barcode contents using a combination of variables and/or free text.



The dialogue contains three panels.

Contents The *Contents* section is a text area that can be updated at will. It contains plain text and variables that will be replaced by their values at output. Plain text is displayed in black and variables are displayed in blue.

Variables The *Variables* section is the list of all available variables.



To add a variable to a barcode formula, choose the variable from the list and click the *Arrow* icon. The variable will be inserted at the cursor position or added at the end of the text if the cursor was not previously inserted.

inp02 barcode formulas use the same variables as the text marks and output file names ([see section 3.2.2: “Text Expression Presets”](#)).

The values of certain variables can be seen on the light table provided that they are activated in the current *Profile* ([see section 2.4: “Profiles”](#)). All variable values are refreshed at output time.

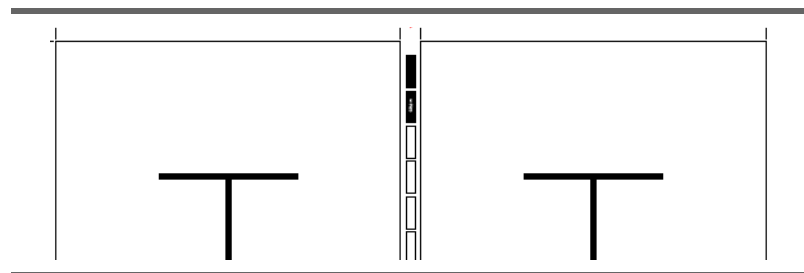
Variable Properties Each variable used in the barcode formula will be listed in this section.

These variables can be adapted by setting a fixed number of digits (characters). If no limit is set, the needed number of character is used. If required, the value will be padded with zeros in order to respect the fixed number of characters.

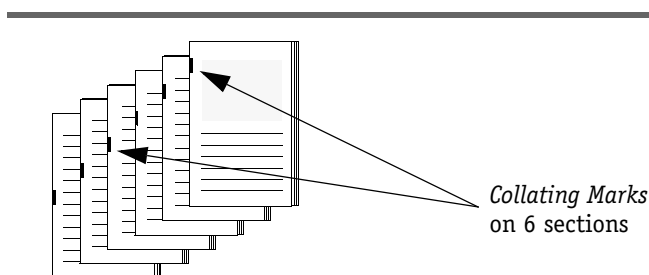
If the same variable is used more than one time in the formula, only one instance will be listed. The same properties will be applied to all instances of this variable in the barcode.

3.4 Collating Mark

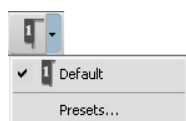
Collating Marks are thumb indexes that identify the first page of each successive booklet for the post-press assembly ([see “Collating Mark” in the glossary](#)). Collating marks should always be placed in the spine gutter so they are visible when the booklets are stacked.



The first individual mark is printed at the top-most position of the page. For each subsequent booklet, the mark is placed below the previous one. When the lowest position is reached, the pattern starts again.

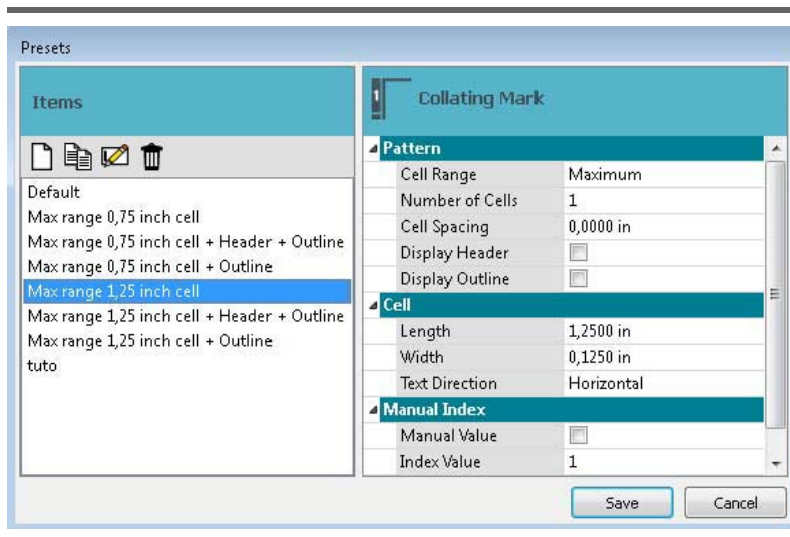


Note A *Collating Mark* is always associated with a specific page in a layout. Therefore, it is impossible to add a *Collating Mark* unless there is at least one page in the layout.



The *Collating Mark Presets* window is available from the *inpO2 > Presets > Collating Mark* menu, or through the *Collating Mark* contextual menu in the *Objects* toolbar (small arrow near the object's icon).

A *Collating Mark* gathers several cells that will be spread among booklets during the assembly.

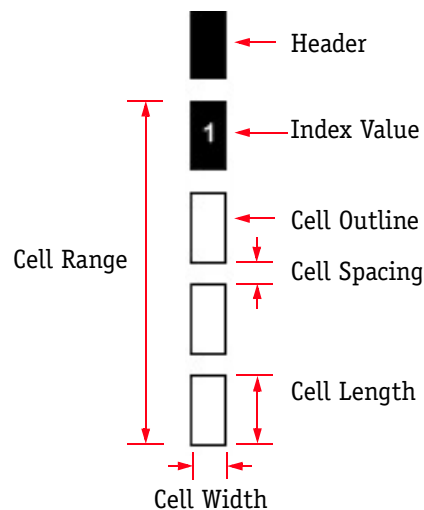


Its characteristics can be defined with a *Pattern*, a *Cell* format, and a *Manual Index* (optional).

Pattern The *Pattern* defines the overall appearance of the mark.

- *Cell Range* is where the number of cells in the *Collating Mark* is defined. Two options are available:
 - *Maximum*: When chosen, the number of cells will automatically be set to the maximum, without going over the height of the page it is attached to.
 - *Fixed*: When selected, the number of cells in the mark will be determined by the value entered in next field.

- *Number of Cells*: Enter the number of cells required for the mark. This property must be set manually if *Fixed Cell Range* is chosen. Ensure that the total length will not exceed the page height.
- *Cell Spacing*: This field allows the user to enter the size of the space between the cells.
- *Display Header*: A header is a filled cell that indicates the top of the *Collating Mark*. This field allows the user to choose to display a header or not.
- *Display Outline*: Allows the user to choose to display other cell outlines. When this options is used, only indexed cells will be displayed.



Cell The *Cell* group of properties defines the characteristics of each individual cell.

- *Length* and *Width* of the cell.
- *Text Direction*: This drop menu allows for selecting the direction of the index number.
 - *Horizontal*
 - *Upward*
 - *Downward*

Manual Index Indexes are automatically incremented from the *Assembly Manager* depending on the configuration of the booklets. During the assembly, a *Collating Mark* cell will be created for each *Perfect Bound* booklet (stacked booklets found at the root of the *Assembly Tree*). No mark will be created on booklets that are inserted in a *Saddle-stitched* manner.

However, the *Manual Index* group of properties can be used to define a custom index value for the collating mark.

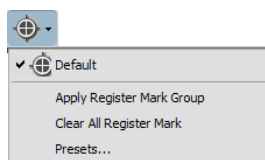
- *Manual Value*: If selected, the value will be static and can be edited manually once the *Collating Mark* is placed on the light table.
- *Index Value*: This field allows to enter a static value in the cell.
- *Index Position*: This field forces the manual index to display at a specific position in the *Cell Range*.

3.5 Register Mark

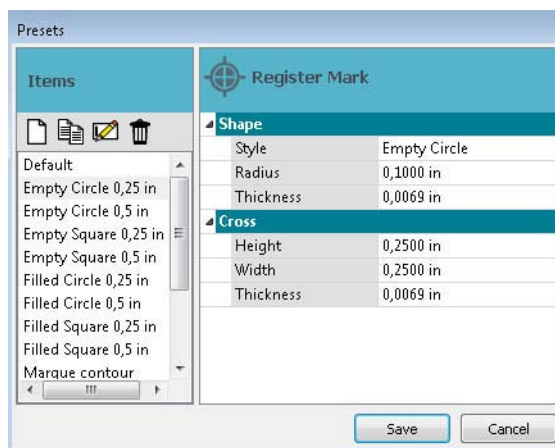
Register marks are used to align color-separated overlays or for any other alignment purposes. inp02 offers different styles of register marks, all offered in circle or square versions: Empty, Filled, Out-lined.

Register Marks can be added individually on the layout but groups can also be configured to ease their positioning on the sheet.

3.5.1 Register Mark Presets

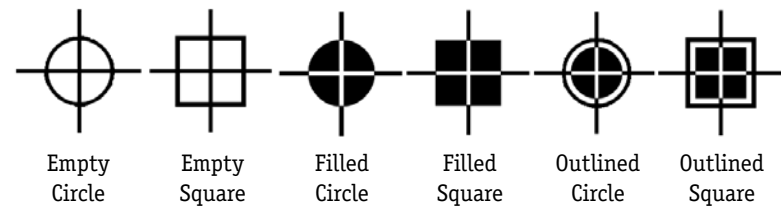


The *Register Mark Presets* window is accessible from the *inp02 > Presets > Register Mark* menu or through the *Presets* contextual menu in the *Objects* toolbar (small arrow near the object's icon).



The following parameters can be edited.

- Shape** The *Shape* group of options defines the central part of the mark.
- The *Style* drop-menu allows selecting the desired appearance of the mark. The options are shown in the illustration below.

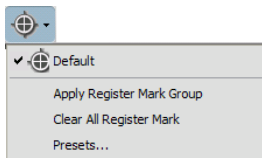


- The *Radius* is half the diameter value of the circle or the square portion of the mark.
- The *Thickness* is the weight of the line that will form the circle or the square shape.

Cross The *Cross* group of options allow defining the properties of the cross portion of the mark.

- *Height* is the total height of the cross.
- *Width* is the total width of the cross.
- The *Thickness* is the weight of the two lines that will form the cross.

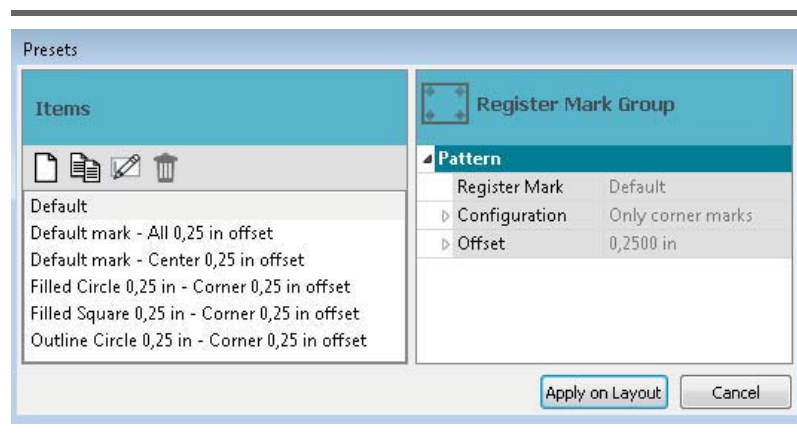
3.5.2 Register Mark Group Presets



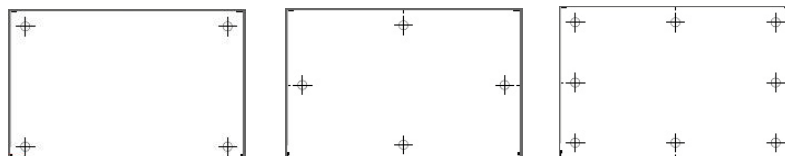
It is often easier to apply a group of register marks rather than trying to insert them one at a time and aligning them. Applying a group of *Register Marks* is done by accessing the Register Mark's drop menu in the *inp02 Objects* toolbar and selecting *Apply Group on the current sheet*.

Pattern The *Register Mark Group Presets* window opens to let the user choose the Pattern of register marks that he/she wants.

- *Register Mark*: This field lets the user choose an existing *Register Mark Preset* from a drop list. It also gives access to the *Register Mark Presets* window by clicking on the "... " icon at the right of the drop list.



- *Configuration:* This field offers a number of pre-defined configurations from a drop list. It is also possible to customize the configuration by expanding the node in the dialogue and selecting each mark individually. The available configurations are:
 - Only corner marks
 - Only center marks
 - All marks

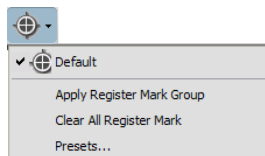


- *Offset:* This field allows to offset the position of the mark, from the edge toward the center of the sheet. If all four offsets are to be of the same value, it is only necessary to enter it once in the *Offset* field. If some offsets are to be of a different value, the node can be expanded to have access to the four edges.

Click *OK* to apply the *Register mark group* on the current sheet.

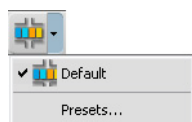
Important

When adding a *Register Mark Group*, any other *Register Mark* on the sheet will be deleted.

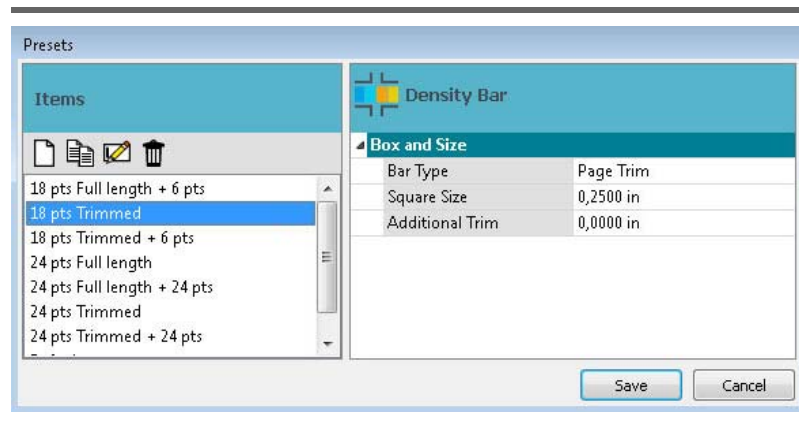


The *Clear all Register Mark* option from the *Register Mark* drop menu automatically deletes all *Register Mark* from the current sheet.

3.6 Density Bar



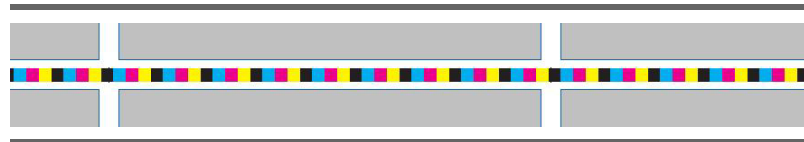
The *Density Bar Presets* window is accessible from the *inp02 > Presets > Density Bar* menu or through the *Presets* contextual menu in the *Objects* toolbar (small arrow near the object's icon).



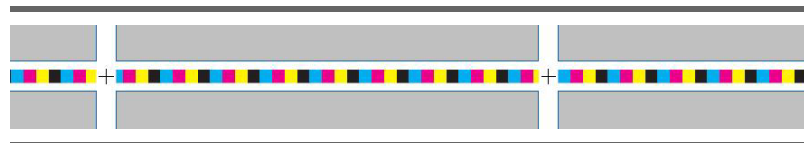
A *Density Bar* may be positioned in any gutter or margin, as long as it is wide enough to contain it. If the gutter or margin selected cannot contain the object, the bar will snap to the nearest valid gutter.

Box and Size The *Density Bar* properties are as follows:

- The *Bar Type* drop menu allows to choose the behaviour of the bar when snapped to the gutter or margin.
 - *Full Length*: The density bar will cover the full length of the page group.



- *Page Trim*: The density bar still covers the whole length of the page group, but it is trimmed at the crossing of the gutters. This prevents the overlapping of fold marks.



- *Square Size*: This value is used to set the size of the squares color cells that form the density bar. Since cells are square-shaped, only one value needs to be entered.
- The *Additional Trim* property allows the user to add more trim at the crossing of the gutters. The type *Page Trim* must first be selected to access this field.



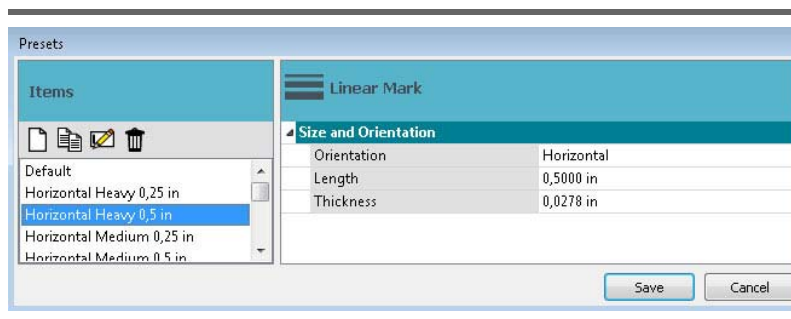
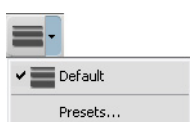
Important The density bar adapts to the color environment of the project. Please note that the density bar will not display any color unless a PDF document is loaded (page or imported mark). The proper profile selection must also be made.

3.7 Linear Mark

inp02 allows creating any kind of linear mark or of linear bar directly within the application. These marks are adaptable and can be used for different purposes, such as:

- using two marks together and create crossmarks.
- using a very thick mark to create an “ink eater.”

The *Linear Mark Presets* window is accessible from the *inp02 > Presets > Linear Mark* menu or through the *Presets* contextual menu in the *Objects* toolbar (small arrow near the object’s icon).



Size and Orientation There are only three fields that need to be configured for the Linear marks:

- *Orientation* is used to set an initial *Horizontal* or *Vertical* shape to the line.
- *Length* and *Thickness* values must be entered. The line weight can be thickened to create a square.

Note that the rotation and the scaling can be changed on the light table using the *Position and Size* portion of the *Object Properties* window.

3.8 Mark Sets

When a user needs the same marks on a regular basis, it is possible to define *Mark Sets* so all these marks can be added at once by selecting the predefined set.

Mark Sets are dynamically positioned on any sheet according to the rules used at their creation.

They can be defined for specific presses, binding types, or color environments.

Mark Sets can be used directly from the *Layout Manager* to ease the layout creation process ([see section 5.3.2: “Step and Repeat Tool”](#)).

When saving a *Mark Set*, the properties, parent, anchor points and offset values of all individual marks are recorded as dynamic information or rules. The same attributes and rules are applied when placing the *Mark Set* on subsequent layouts.

3.8.1 Dynamic Marks

inp02 marks are dynamic in two ways: positioning and sizing. When marks are used within a *Mark Set*, the *Mark Set* inherits of the same dynamic properties.

Each individual mark has its own characteristics that are reused in the context of a *Mark Set*.

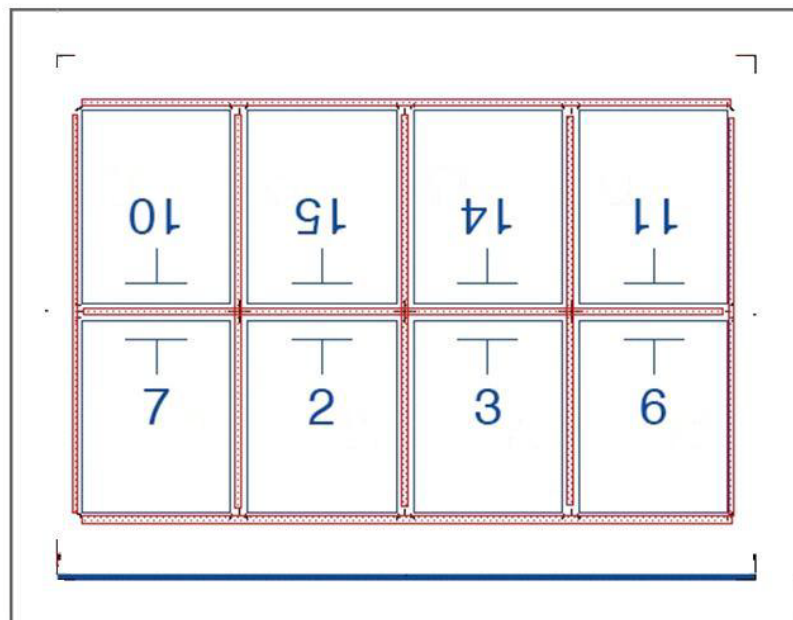
- Marks have customized properties.
- Marks have natural parent objects on which they may snap and resize, such as gutters, margins, or pages. Whenever a mark's parent attributes have changed, the mark is updated.
- Marks can have offset values to adjust them from their natural position.
- Marks and their parents have nine anchor points that can be used for precise positioning.

The dynamic behaviour of the marks is the following, when used in a *Mark Set*.

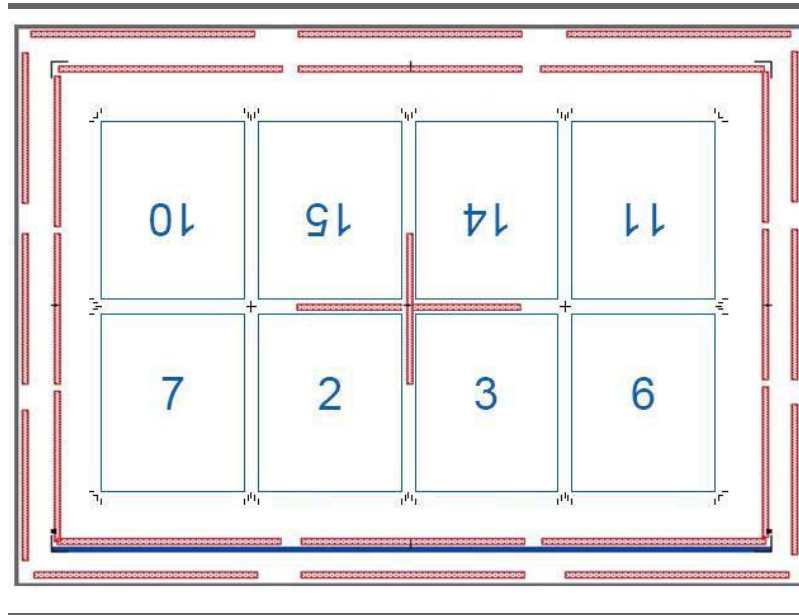
- **Page Marks** and **Sheet Marks**: Their position dynamically adapts to the new page and sheet formats.
- **Imported Mark**: The *Imported Mark* can be placed in a sheet, gutter or margin. When placed in a gutter or a margin, its behaviour will be identical to the behaviour of the *Density Bar* (see below).
- **Text Mark**: The position of the *Text Mark* is relative to the nine anchor points of the plate or the sheet and it can be placed horizontally or vertically. Its behaviour is identical to the behaviour of the *Linear Mark* (see above), except that the surface of the sheet, front or back, is recorded.
- **Barcode**: It is placed dynamically inside a the appropriate drop zone depending on its parent (*Plate/Sheet*, *All Pages* or *Single Page*). When attached to a plate or a sheet, the surface, front or back, is recorded. When attached to pages, the folding index is recorded.
- **Collating Mark**: It is placed dynamically on the spine side of the page that has the lowest page index on the sheet. The *Collating Mark* length is automatically adjusted to its parent page.

Whenever a page size is modified, the *Collating Mark* will be updated.

- **Register Mark** (individual): Its behaviour is identical to the behaviour of the *Linear Mark* (see below).
- **Register Mark Group**: It is placed dynamically based on its configuration and distance from the edge of the sheet. It can not be placed on a plate.
- **Density Bar**: It is placed dynamically inside a gutter (top, bottom, left or right) or inside a margin (any vertical or horizontal margin). If the bar was placed inside a center margin when created, this center will be recorded for the *Mark Set*. Otherwise, the index of the gutter will be recorded (1st gutter, 2nd gutter, etc.). The size of the *Density Bar* is also automatically adjusted to the page group length and structure.



- **Linear Mark**: It is placed dynamically using the vertical and horizontal distance from the anchor point selected on the mark to the anchor point selected on the sheet or plate. When a mark is moved on a sheet or a plate the dynamic mark information (offset and position) is updated after the drag and drop operation is completed (see figure below).



3.8.2 Mark Sets Dialogue



To open the *Mark Sets* window, click on the *Mark Sets* icon in the *inp02 Tools* toolbar.

The *Default* set is always available and can not be removed. This set contains only sheet and page marks. Use this set with caution as it may override the sheet and page marks already defined.

Some other items are installed with the application. Those can be deleted.

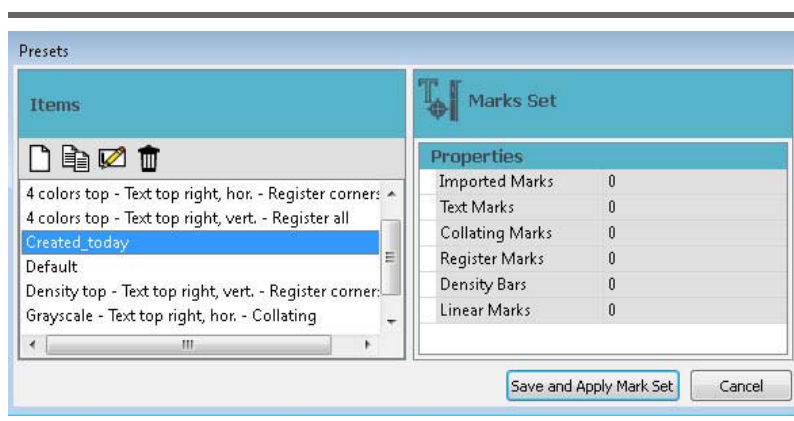
The *Mark Sets* dialogue has the same way of saving items and creating new items as other *Presets* dialogues ([see section 2.5.2: "Editing Presets"](#)). However, unlike other objects, the dialogue has no editable property grid as mark sets are directly created and modified on the light table.

Creating a Mark Set



4 colors center - Text top right, hor. - Reg
4 colors top - Text top right, hor. - Regist
4 colors top - Text top right, vert. - Regist
Default
Save Mark Set as New Preset
Add/Edit Presets...

- To create a *Mark Set*, simply add the marks that you require on the light table.
- Take time to position on the layout all the marks that you want to be part of the set. The proper anchor points should be selected to ensure their accurate positioning on all future layouts.
- Click on the *Mark Set* icon in the *inp02* tool bar. Select the menu item *Save mark Set as New Preset*. The new mark set will be added to the elements lists of the Marks set dialogue, indicating the quantity and type of the marks of the set.



Applying a Mark Set You can select a mark set item and apply it to a press run to build the complete layout at once ([see section 5.3.3: “Planning a Bound Job”](#)).

If you work on a layout on the light table, you can apply a *Mark Set* as follows:

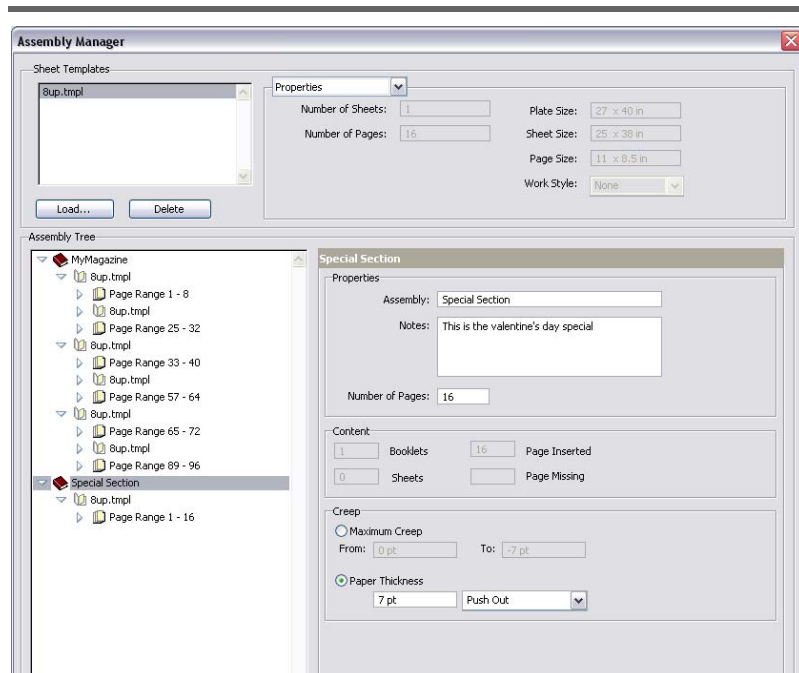
- Ensure that the sheet on which you want to apply the mark set is active.
- Open the *Mark Sets* window.
- Select a mark set in the list and click *OK*. If the layout contained other marks before applying the mark set, they will be removed automatically.
- When a particular mark set cannot be used with the current layout a red *X* shows on the bottom right of the window. You can expand the node to get more details.

Note: when working on the light table (and not within the *Layout Manager*), if the marks that were defined for the *Page Group* or for the *Sheet* conflict with those defined in the selected *Mark Set*, a *Custom* item will be created to combine all marks. This new *Custom* item will be displayed when you click on the Mark Set icon of the toolbar. From this menu you can choose to save the mark set as a new preset. If an item already exists that combines identical marks, it will be selected automatically.

4 Template Assembly

4.1 About inpO2 Assemblies

The *Assembly Tree* can contain several assemblies displayed in tree-view, in order to separate job parts that will print differently (for example the book cover and its content), or to group two different publications in the same project. The *Assembly Tree* is highly visual: simply drag and drop templates inside or below other projects to create bindings. Once completed, the imposition may still be modified, either on the light table or by reopening the *Assembly Manager*.



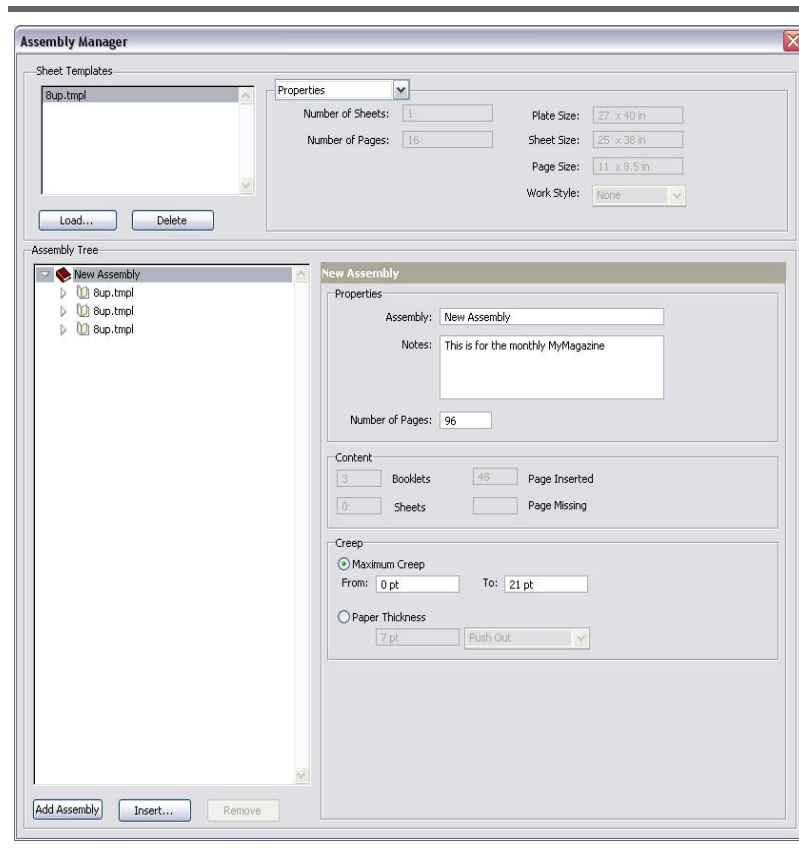
Pagination is computed by the *Assembly Manager* based on the folding identified in the templates, and incremented as templates are added to the assembly. For each assembly, creep compensations settings can be applied, and pagination can be configured.

Important The *Assembly Manager* uses templates previously saved on disk ([see section 1.1.4: “File Types”](#)). The *Assembly Manager* is not available in Layout mode. To create a new assembly project, select *Create inp02 > Assembly Project* from Acrobat’s *File* menu.

4.2 The Assembly Manager dialogue



To open the *Assembly Manager* dialogue, choose *Show/Hide > Assembly Manager* from inp02’s menu or click on the *Assembly Manager* icon from inp02’s *Functions* toolbar.



The *Assembly Manager* window behaves as a palette and can remain opened while working on the light table or when using other functions. All changes applied in the *Assembly Manager* window are immediately reflected in the layout.

To close the *Assembly Manager*, use the x button in the upper-right corner of the window, uncheck the item in the *Show/Hide* menu or toggle the *Assembly Manager* tool icon.

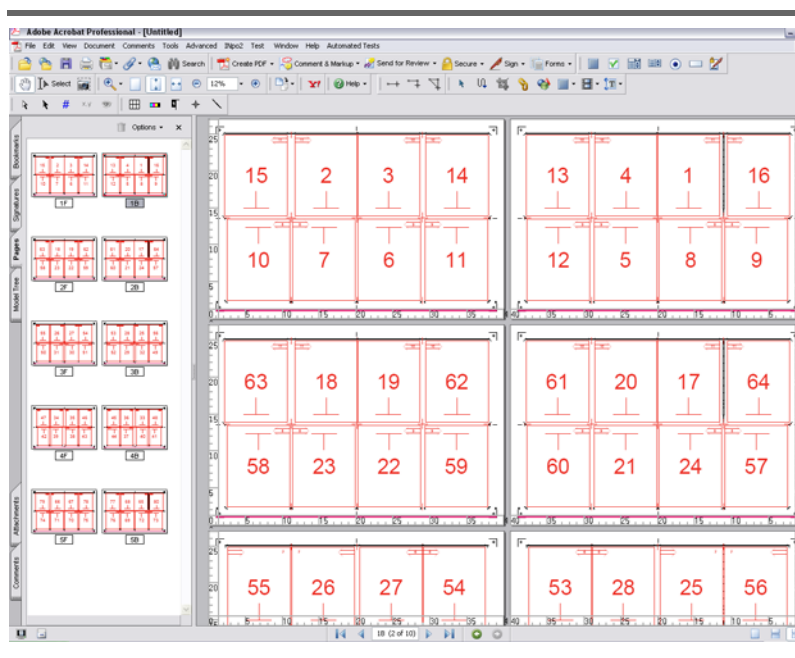
The upper part of the *Assembly Manager* displays information about loaded templates, such as the template properties or a preview of its layout.

The lower part is the *Assembly Tree*. This is where the publication takes shape. Simply drag and drop templates from the list into the *Assembly Tree*. When clicking on any item of the tree, its properties will be displayed in the right-hand side contextual panel.

As working on the assemblies, the light table will update to reflect the modifications in real time. Once satisfied with the project, close the *Assembly Manager* window.

The *Assembly Manager* can still be reopened to modify the assembly or to apply minor changes to the layout. However, there are restrictions to the modifications that can be applied to the resulting layout once the assembly is created. Controls for the following changes are disabled in the interface:

- Number of sheets (sheet insertion using *inp02 > Insert Sheet*)
- Flip axis (edition of sheet properties)
- Number of pages (creation of new page groups, edition of page group properties)
- Number of rows or columns in page group (edition of page group properties)
- Foldings or pagination (edition of page group properties, *Pagination Tool*)



4.2.1 Templates

Templates are used as building blocks to create assemblies. They are layouts that have previously been saved as inp02 templates. They can contain as many sheets as required.

From the *Assembly Manager*, click on the *Load* button to import the templates needed to build a publication.

Important Once templates are loaded in the *Assembly Manager*, they are embedded in the project and disconnected from the original template file. Any changes made to the template file will not be reflected on the assembly project.

Templates are protected and can not be opened using the usual *File > Open* menu. To edit a template, select *Create inp02 > Layout from Template* in Acrobat's *File* menu, edit the layout and use the *Export inp02 Template* menu item. Once the template is saved on disk, reload it in the *Assembly Manager*.

Properties Mode Once a template is loaded in the *Assembly Manager*, it can be previewed, or view its basic information by clicking on its name in the *Sheet Templates* list. Template *Properties* will be displayed in the right panel.

- Number of Sheets
- Number of Pages
- Plate Size
- Sheet Size
- Page Size
- Work Style

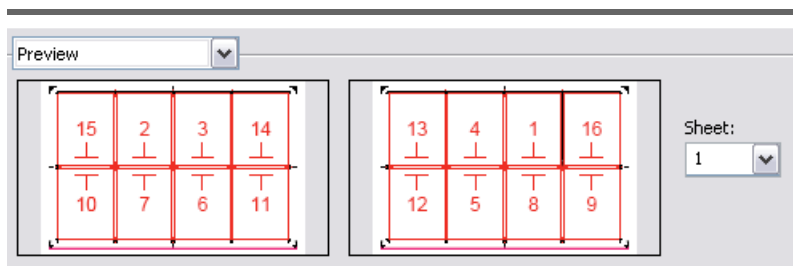
If the properties are different within the same template (for example, two different sheet formats), the corresponding field will be left blank indicating there are multiple values.

Properties	
Number of Sheets:	1
Number of Pages:	16
Plate Size:	27 x 40 in
Sheet Size:	25 x 38 in
Page Size:	11 x 8.5 in
Work Style:	None

Preview Mode To switch to preview mode, choose *Preview* in the drop-down list above template information.

If the selected template has more than one sheet, select the one to preview from the *Sheet* drop-down list.

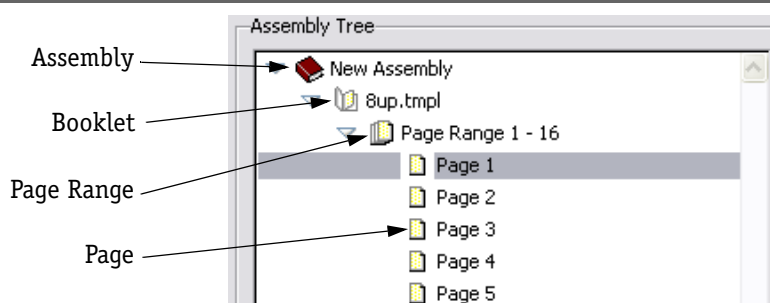
The preview always shows the complete page information no matter what the active profile is.



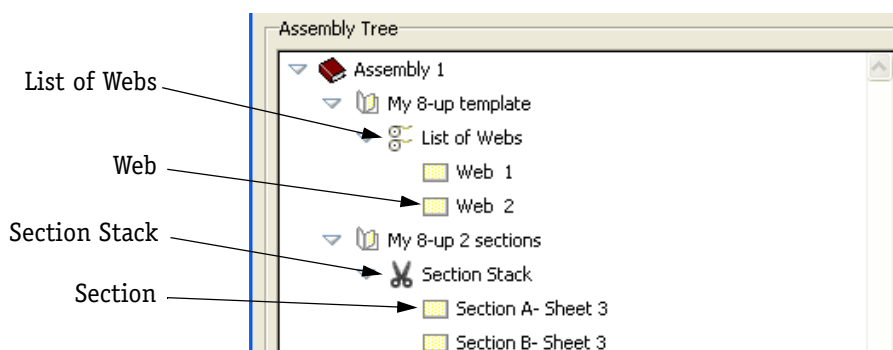
4.2.2 Assembly Tree

inp02 displays the publication's assembly in a convenient, easy-to-understand tree.

- Icons help identifying parts of the imposition:
 - Assemblies are represented by closed books.
 - Booklets are represented as opened booklets.
 - Pages ranges are represented as piles of loose pages.
 - Single pages are represented as individual pages.

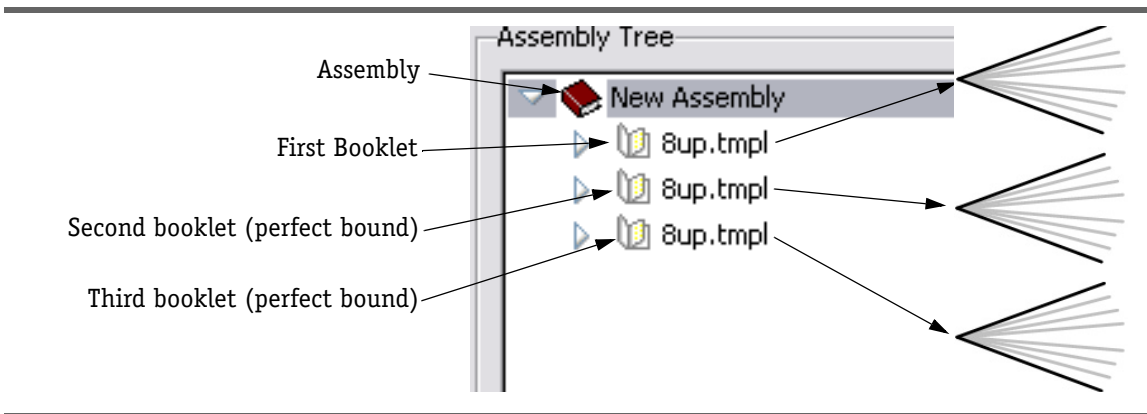


- Node icons are available:
 - Lists of webs are represented by rolls of paper.
 - Section stacks are represented by scissors.
 - Webs or web sections are represented by sheets.

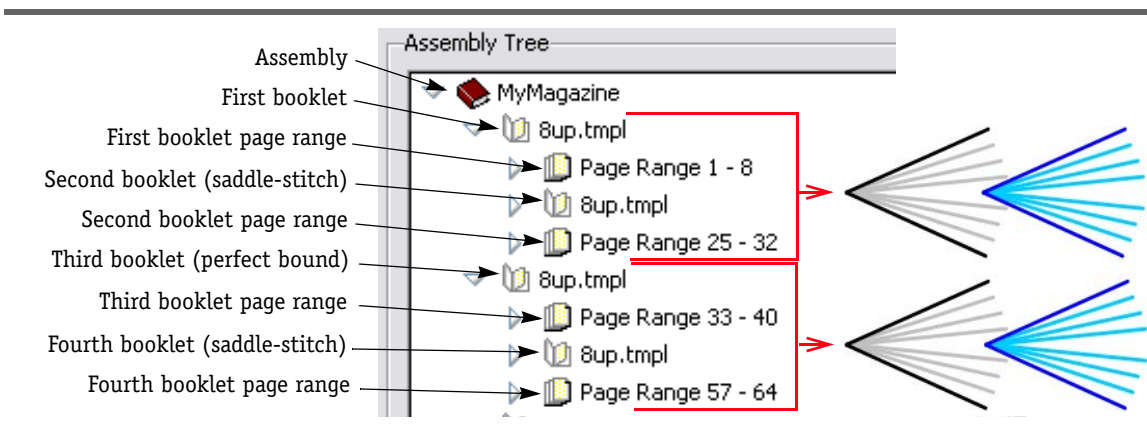


- Use the drop menu below the tree to show or hide node types in the tree ([see section 4.3.4: "Tree Display Options"](#)).

- Each node can be opened or closed by clicking on the triangle next to its icon.
 - A down-pointing triangle is an open node.
 - A right-pointing triangle is a closed node.
- Booklets assembled in perfect-bound style are represented one above the other in the same vertical alignment (simulating stacked booklets), while those in saddle-stitch style are represented as inside one another with indentation (simulating inserted booklets).
- Below is a perfect-bound assembly example. Booklets are assembled one after the other.



- Below is a saddle-stitch assembly example. Two booklets are assembled one inside the other, then another set of two booklets is added.

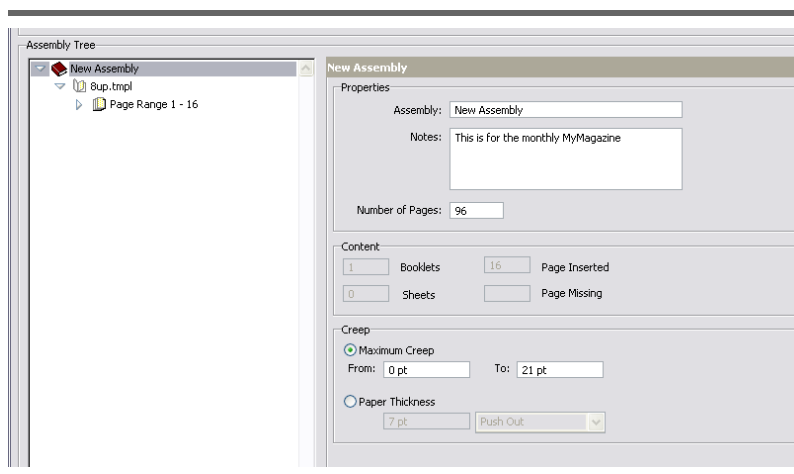


4.2.3 Node Properties

The *Assembly Tree* contains different types of nodes with parent-child relationship: *Assembly* node, *Booklet* node, *Page Range* node, and *Page* node. Each node type has its own icon in the tree.

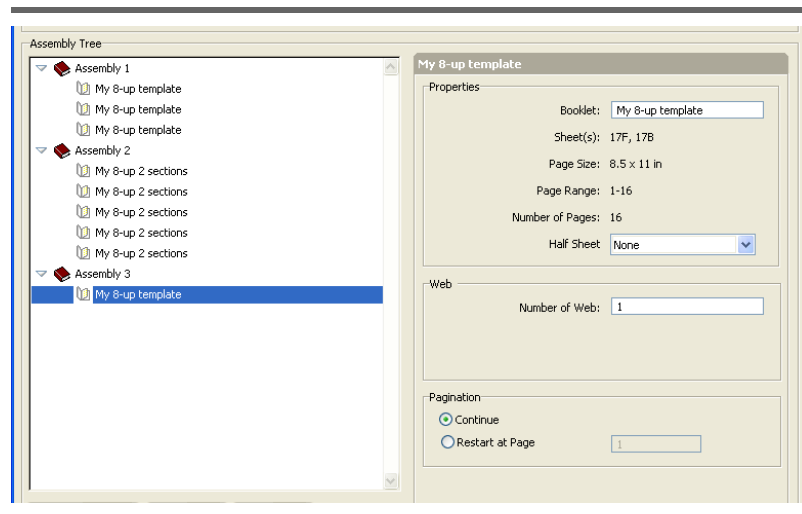
Once selected in the tree, each node type displays different properties and settings to be configured in the contextual panel on the right side of the window.

Assembly Node Clicking on an *Assembly* node displays the whole assembly's properties, content and creep settings in the contextual side panel.



- The *Properties* section contains the assembly's *Name*, *Notes* and *Target Number of Pages*.
 - The *Name* can be customized to identify different job parts. The node will be renamed accordingly in the *Assembly Tree*.
 - In the *Target Number of Pages* field, enter the number of pages in the assembly. This information is used to compute missing pages when using the *Insert* dialogue ([see section 4.3.5: "Insert Wizard"](#)). This field is also found in the *Document Manager*.
 - The *Come and Go* option transforms the entire assembly into Come and Go paginated booklets for binding optimization ([see section 4.4.4: "Come and Go"](#)).
- The *Content* section summarizes the content of the assembly: number of booklets, sheets, inserted pages and missing pages.
- The *Creep* section is where you define creep for the Assembly ([see section 4.5: "Creep Compensation"](#)).

Booklet Node Clicking on a *Booklet* node displays its *Properties* and *Pagination* settings in the contextual side panel.



- The *Properties* section displays information about the booklet:
 - *Booklet's* name (the template name is used by default but it can be customized),
 - Number of sheets
 - Page size
 - Page range
 - Number of pages
- The *Single Sided* menu allows transforming a booklet into a *Work and Turn* or *Work and Tumble*.

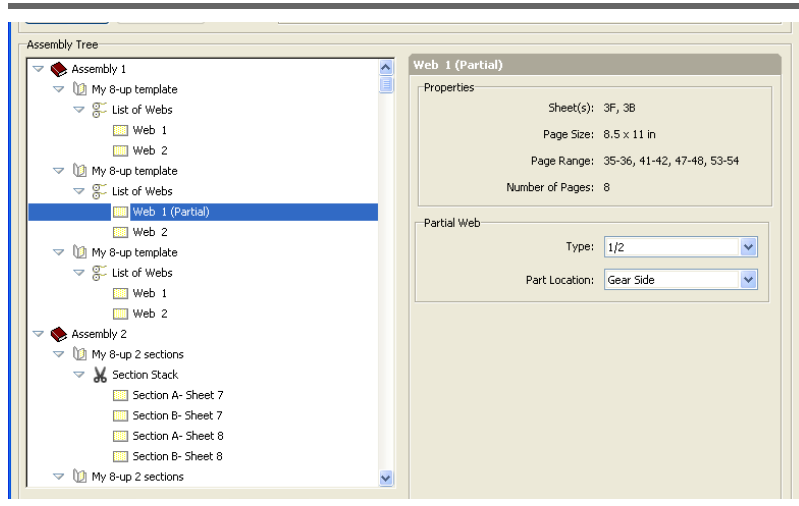
Important When removing the Work and Turn conversion, all changes made to the sheet (adjustments, marks, etc) will be lost.

- You can quickly change the number of webs in the selected booklet ([see section 4.4.5: "Multi-Web"](#)).
- The *Stack* section allows to quickly change the number of sections in the selected booklet ([see section 4.4.7: "Use of Sections"](#)).
- The *Pagination* section is used to determine whether to continue pagination from the previous booklet or start at a specific number.

Web Node Clicking on a *Web* node displays its properties in the contextual side panel:

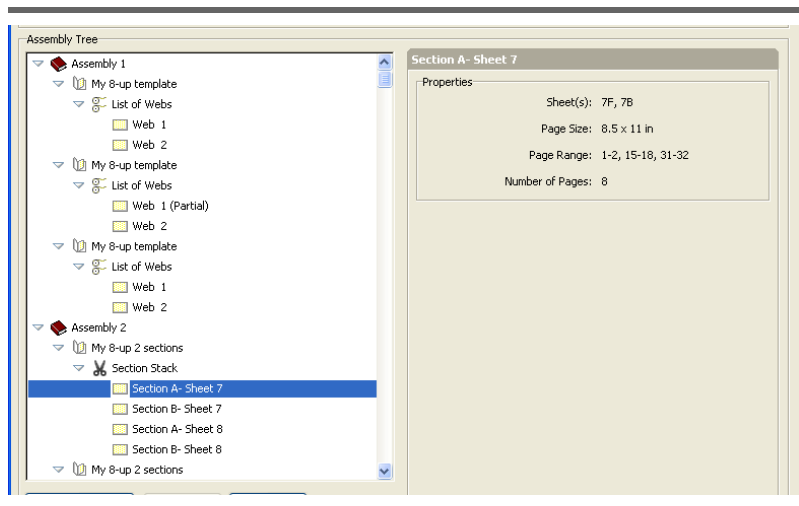
- The *Properties* section displays information about the web:
 - Number of sheets
 - Page size
 - Page range
 - Number of pages
- The *Partial Web* section includes advanced options to modify the type of web:
 - The *Type* drop menu offers different types of partial webs.

- If a partial web is selected in the *Type* menu, its positioning can be selected in the *Location* menu (see section 4.4.6: “Partial Web”).



Section Node Clicking on a *Section* node displays its properties in the contextual side panel:

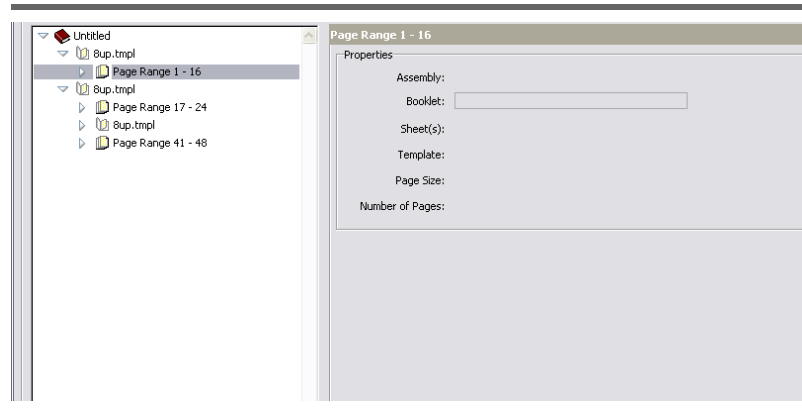
- The *Properties* section displays information about the section:
 - Number of sheets
 - Page size
 - Page range
 - Number of pages (see section 4.4.7: “Use of Sections”)



Page Range Node Clicking on a *Page Range* node displays its properties in the contextual side panel:

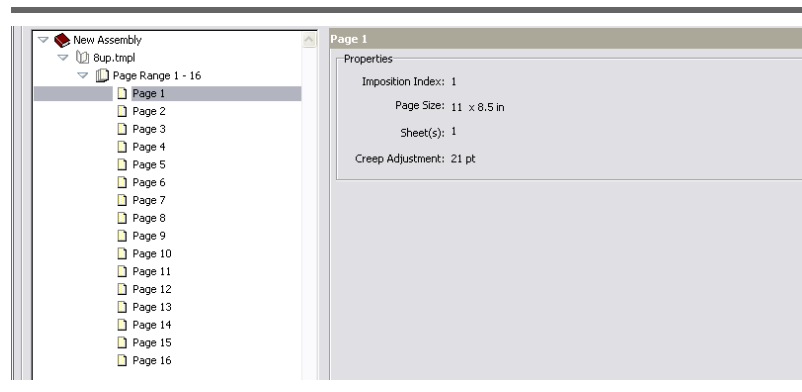
- Name of the parent *Assembly* node,
- Name of the parent *Booklet* node,
- Number of sheets
- Name of the template

- Page size
- Number of pages



Page Node Clicking on a *Page* node displays its properties in the contextual side panel:

- Imposition index
- Page size
- Sheet
- Creep Compensation value



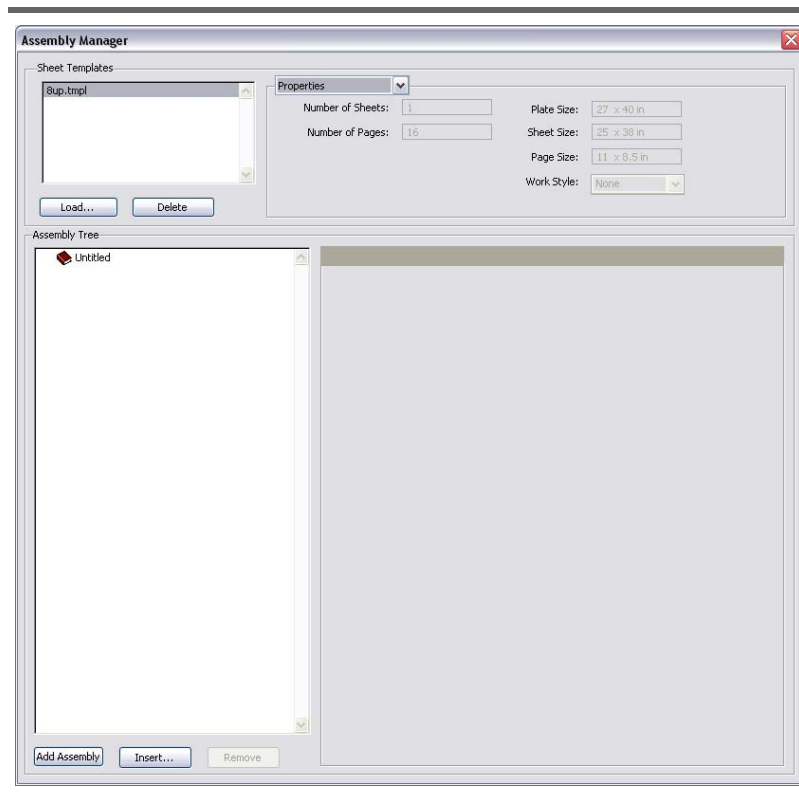
4.3 Working with the Assembly Tree

4.3.1 Adding an Assembly

To add an assembly to the *Assembly Tree*, simply click the *Add Assembly* button at the bottom-left of the *Assembly Manager* window. This will add a new assembly node at the end of the tree. The new assembly can then be dragged into its appropriate position.

To remove an *Assembly*, select the node and click on the *Remove* button below the *Assembly Tree*.

At least one *Assembly* must remain in the *Assembly Tree*.



4.3.2 Inserting and Removing Templates

Once templates are loaded in the *Sheet Templates* list in the upper part of the *Assembly Manager*, they can be dragged in the *Assembly Tree*.

To do so, select the template in the list and simply drag it where you want it to be in the tree. When the mouse gets to the *Assembly Tree*, a horizontal line will appear showing where the template will be dropped ([see section 4.3.3: "Drag & Drop"](#)).

After a template is placed as a *Booklet* node, it can still be moved, even to another assembly in the tree.

To remove a *Booklet*, select the node and click on the *Remove* button below the *Assembly Tree*.

Several templates may also be inserted at once based on a number of templates or a number of pages using the *Insert Template in Assembly* dialogue ([see section 4.3.5: "Insert Wizard"](#)).

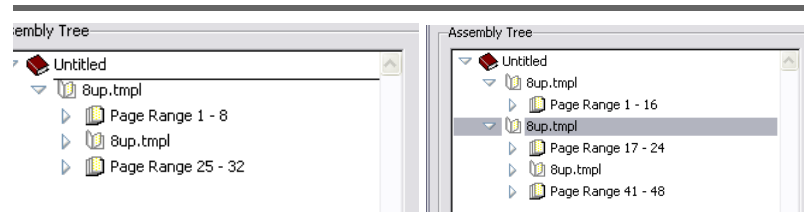
4.3.3 Drag & Drop

Any single node in the *Assembly Tree* can be moved using the drag and drop function. When a node is moved, all his child nodes are moved as well.

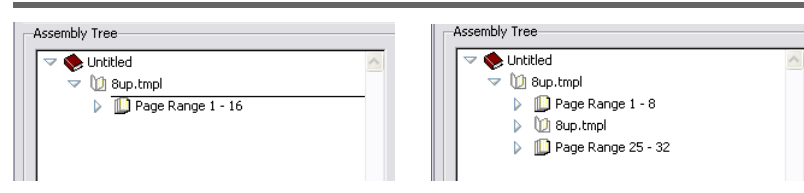
To do so, simply click and hold on a node, then move it to its new position and release the click. inp02 will place the node in its new location.

When ready to drop the node into a new position, a horizontal line will appear showing where the object will be dropped.

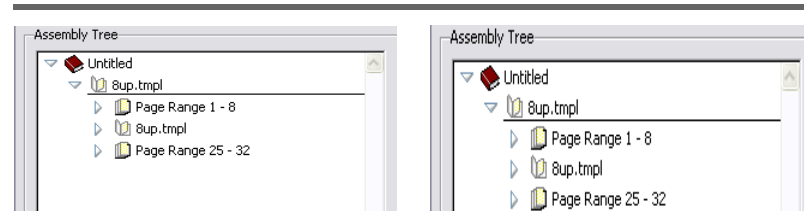
- To insert the node above another, drag to the upper part of the icon.



- To insert the node inside another, drag to the name of the object.



- To insert the node below another, drag to the lower part of the icon.



4.3.4 Tree Display Options

Use the drop menu below the tree to activate or not the display of different types of nodes in the tree.

It is possible to toggle between these view modes depending on your needs.

- *Show Booklets Only* helps to get a clear view of the binding structure.

- *Show Page Ranges* is useful to obtain more details on the assembly, for example the creep compensation value for one specific page.

More menu items are available:

- *Show Webs and Sections* displays web configurations and gives access to advanced options in the corresponding right panel.
- *Show All* displays webs, sections, as well as page ranges

4.3.5 Insert Wizard

Rather than dragging and dropping templates to build the assembly, several templates can be inserted at once based on a number of templates or a number of pages using the *Insert* assistant.

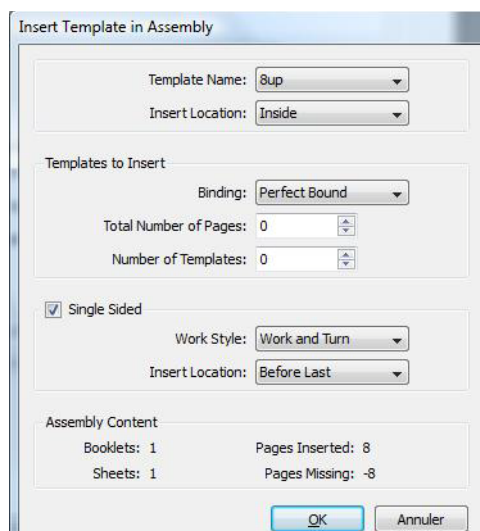
The assistant is accessible by clicking on the *Insert* button below the *Assembly Tree*.

To activate the *Insert* button, ensure that the template to be inserted is selected in the *Sheet Template* list and a location for the insertion is selected in the *Assembly Tree*. The selection must be an *Assembly* node or a *Booklet* node.

The assistant can thus be used many times within the same assembly project.

Simple/Advanced Dialogues

The default insert dialogue covers simple assembly situations.

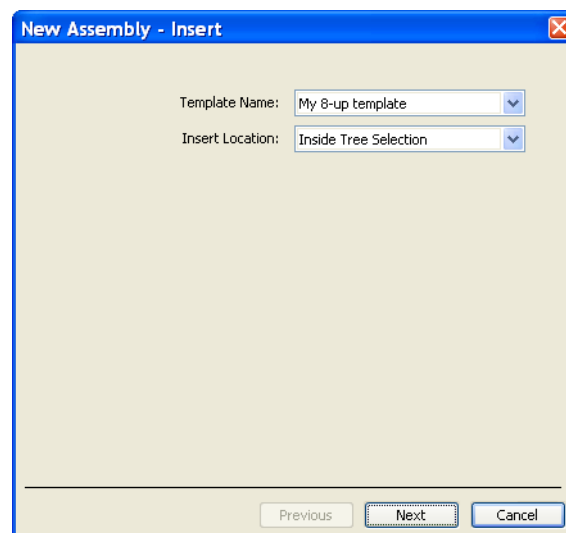


You can choose to work with the “advanced” dialogue via *inp02 Preferences* (see section 1.3.2: “*inp02 Preferences Dialogue*”). The advanced dialogue uses more panels and fields to gather information.

First Panel The first *Insert* panel displays the selected template name and the selected tree node.

- The *Template Name* drop menu lists all templates that are loaded in the project. Another template may still be selected from the drop menu.
- The *Insert Location* drop menu suggests *Inside Tree Selection* by default. If a *Booklet* node was selected for the insertion in the *Assembly Tree*, two other options are available for the insertion: *After Tree Selection* and *Before Tree Selection*.

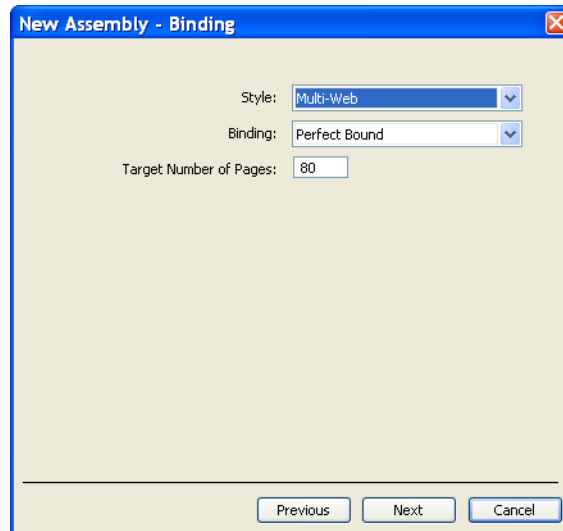
When settings are done, click on *Next* to advance to the next step.



Second Panel The second *Binding* panel allows you to select basic binding options for the assembly.

- The *Style* drop menu offers three items:
 - *Multi-Web* to fold many complete sheets together ([see section 4.4.5: "Multi-Web"](#)). This option further allows for partial web ([see section 4.4.6: "Partial Web"](#)) edition in the assembly tree.
 - *Section Stacking* to cut and assemble sheet sections (sections must be found on the selected template) ([see section 4.4.7: "Use of Sections"](#)).
 - *Single-Web* for normal single web assemblies.
- The *Binding* drop menu offers two items:
 - *Perfect Bound* for stacked booklets.
 - *Saddle-Stitched* for inserted booklets.
- *Target Number of Pages* is the number of pages that are targeted for the assembly. This field reflects the value found in the *Properties* panel of the *Assembly* node, if already entered. It is possible to override this value.

When settings are done, click on *Next* to advance to the next step.

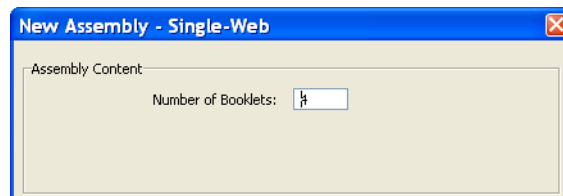


The 'New Assembly - Binding' dialog box has a blue title bar with a close button. It contains three fields: 'Style' with a dropdown menu set to 'Multi-Web', 'Binding' with a dropdown menu set to 'Perfect Bound', and 'Target Number of Pages' with a text box containing '80'. At the bottom are three buttons: 'Previous', 'Next', and 'Cancel'.

Third Panel The third panel varies according to the *Style* that was selected in the second panel.

If the *Single-Web* type of job was selected, the *Assembly Content* part offers only one option:

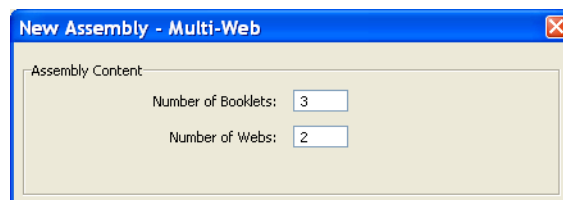
- The *Number of Booklets* field indicates the total number of booklets that you wish to create in the assembly.



The 'New Assembly - Single-Web' dialog box has a blue title bar with a close button. It contains a section labeled 'Assembly Content' with a single text box labeled 'Number of Booklets' containing the value '4'.

If the *Multi-Web* type of job was selected ([see section 4.4.5: “Multi-Web”](#)), the *Assembly Content* part offers these two options:

- The *Number of Booklets* field indicates the total number of booklets that you wish to create in the assembly.
- The *Number of Webs* indicate how many sheets will be folded together to form booklets. Notice that booklets can be further edited later in the *Assembly Tree*.



The 'New Assembly - Multi-Web' dialog box has a blue title bar with a close button. It contains a section labeled 'Assembly Content' with two text boxes: 'Number of Booklets' containing '3' and 'Number of Webs' containing '2'.

If the *Section Stacking* type of job was selected ([see section 4.4.7: "Use of Sections"](#)), the *Assembly Content* part offers these three options:

- The *Number of Booklets* field indicates the total number of booklets that you wish to create in the assembly.
- *Repeat Sections* is the number of time the template and all its sections will be copied.
- *Sections in template* indicates the number of sections found in the selected template. This field is for your information only and can not be edited.

New Assembly - Section Stacking

Assembly Content

Number of Booklets: 5

Repeat Sections: 2

Sections in template: 2

The *Single Sided* option allows for convenient automatic *Work and Turn* or *Work and Tumble*. The *Insert Location* for the booklet can also be selected. Notice that special templates can also be used for this purpose. The *Single Sided* option is not available for *Section Stacking*.

The *Layout Content* is a summary of the assembly and indicates:

- The number of *Pages Inserted* in the assembly.
- The number of *Pages Missing* based on the target (negative numbers indicate that too many pages were inserted).
- The total number of *Sheets* in the assembly.

To apply changes, click *OK*. To close without inserting templates, click *Cancel*.

New Assembly - Single-Web

Assembly Content

Number of Booklets: 1

☒ Half Sheet

Cutting Axis Used: Work and Turn

Insert Location: Last

Layout Content

232 Pages Inserted

-152 Pages Missing

25 Sheets

Previous OK Cancel

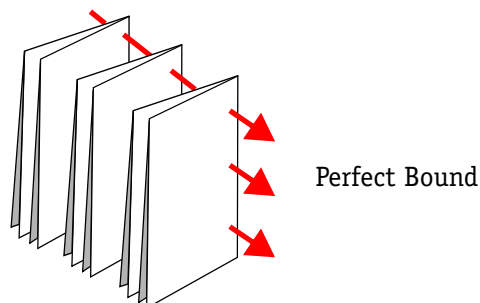
4.4 Bindings

Any number of assemblies may be created in the *Assembly Manager*. Creating new assemblies is useful to create different bindings or to apply different creep settings for parts of a publication.

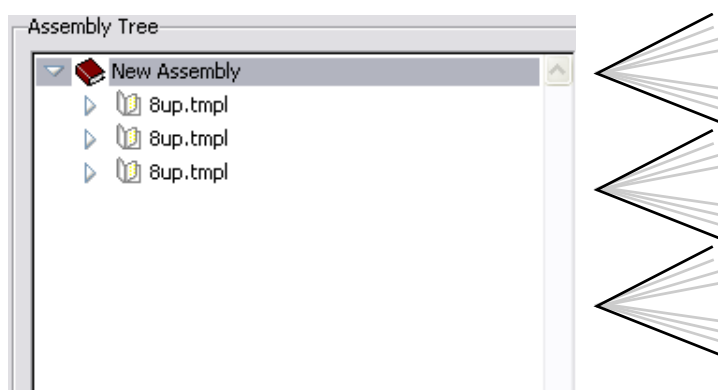
Bindings are configured visually by dragging templates in the *Assembly Tree* (see section 4.3.2: “*Inserting and Removing Templates*”).

- To create perfect bound bindings, simply drag templates one below the other.
- To create saddle-stitched bindings, simply drag a template inside an existing booklet.
- It is also possible to create combinations of bindings, for example 32-page saddle-stitched booklets assembled in perfect bound.

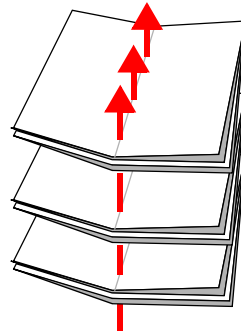
4.4.1 Perfect Bound



Here is an example of a perfect bound assembly:

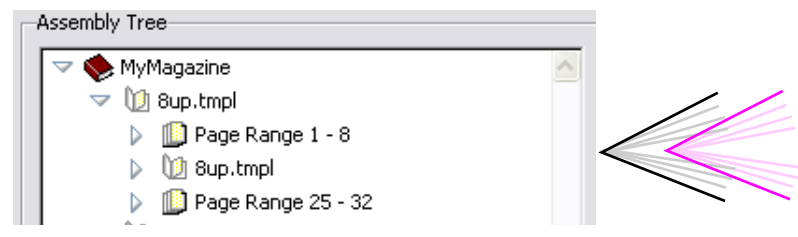


4.4.2 Saddle Stitched



Saddle-stitched

Here is an example of a saddle stitched assembly:

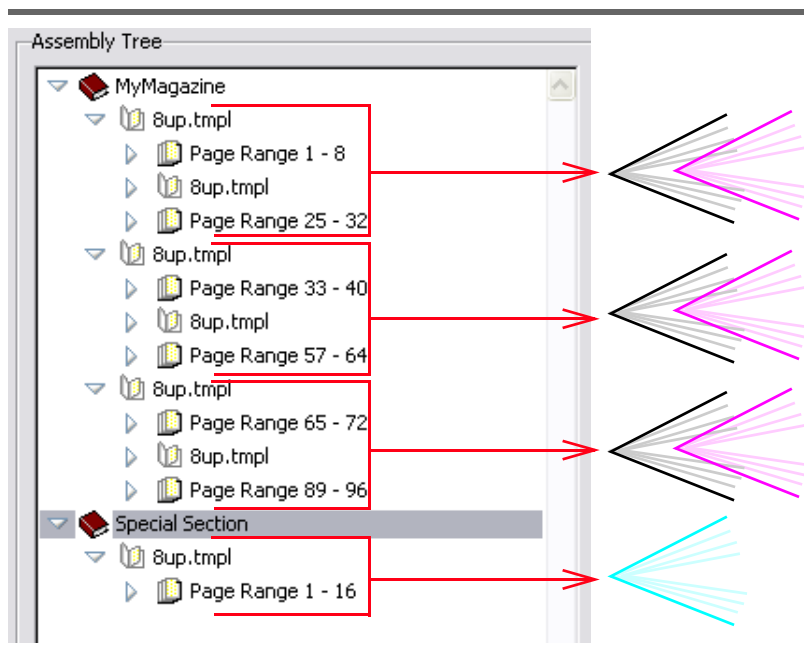


4.4.3 Combinations

Here is an example for a magazine composed of 2 assemblies:

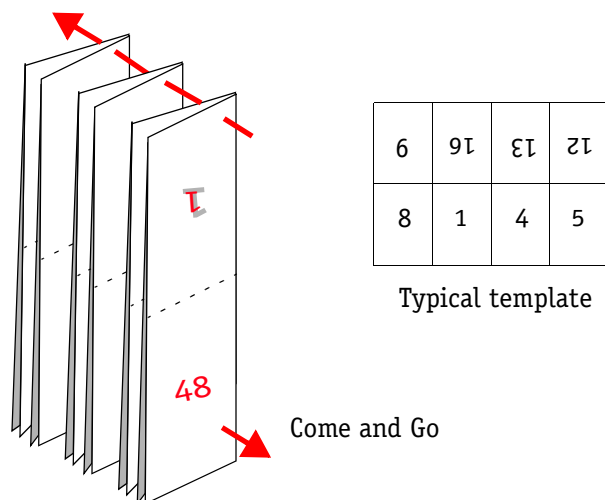
- The first one (MyMagazine) is the main part of the magazine and contains booklets of 32 pages. Each booklet is composed of 2 saddle-stitched templates.
- The second assembly (Special Section) is a single 16-page booklet.

Using two assemblies allows entering different creep settings, different run lists and separate page numbers.



4.4.4 Come and Go

The *Come and Go* pagination algorithm allows for the binding of two publications at the time (see “*Come and Go*” in the glossary).

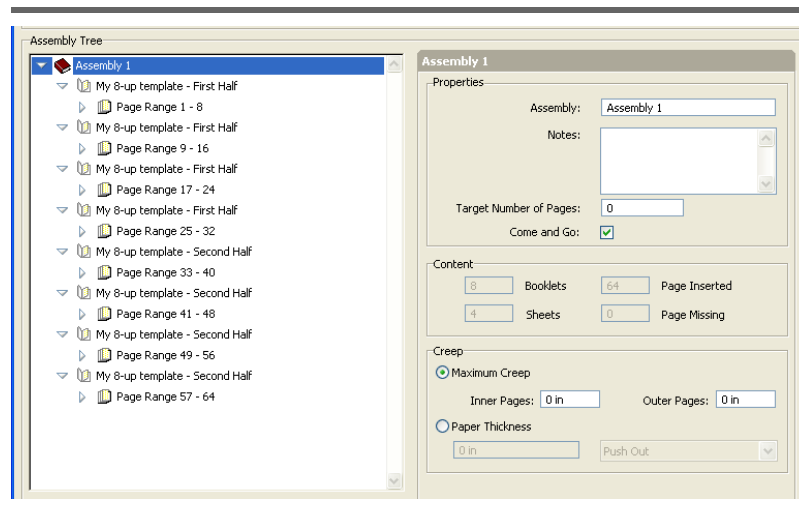


Come and Go can be used in combination with Perfect Bound, Saddle-stitched and multi-web binding styles, provided that the initial template was correctly paginated with lower page numbers and higher page numbers on different rows of the page group.

Applying Come and Go

To apply the *Come and Go* pagination to an assembly, simply select the *Assembly Node* in the tree and check the *Come and Go* box in the right panel.

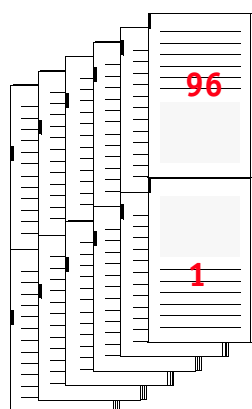
The number of booklets will be doubled in the *Assembly Tree* and split in two halves: the first half will contain lower page numbers and the second half will contain higher page numbers. Each booklet will contain half of the pages. The overall pagination will be correctly incremented in the tree, from top to bottom throughout the booklets.



Note: To better fit the layout with the number of pages in the publication, the last booklet can be adapted so that both halves contain the same pages, thus reducing the run length for these plates. To do this, use the option *Restart Pagination* of the booklet right panel for the second half. The pagination of subsequent booklets will be correctly incremented in the tree.

Using Collating Marks

When applying *Come and Go* to a Perfect-bound publication, two *Collating marks* should be applied on the same template. The algorithm will increment the indexes of the marks to respect the correct assembly of the printed booklets ([see section 3.3: "Barcode"](#)).

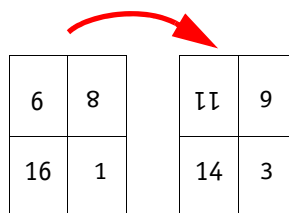


Come & Go publication
using 2 Collating Marks

4.4.5 Multi-Web

Basics Automatic multi-web pagination can be created from the *Insert* wizard (see section 4.3.5: “*Insert Wizard*”) or directly within the *Assembly Tree*.

Multi-web paginations can be used with web presses or sheet-fed presses (see “*Multi-web*” in the glossary).



Double-web pagination

Multi-web publications may be built by paginating the webs manually on the light table and saving them as multi-sheet templates. Once imported in the *Assembly Manager*, multi-web templates can be assembled as *Perfect Bound* or *Saddle Stitched* bindings. The page numbers will be incremented according to the pattern set on the multi-sheet template.

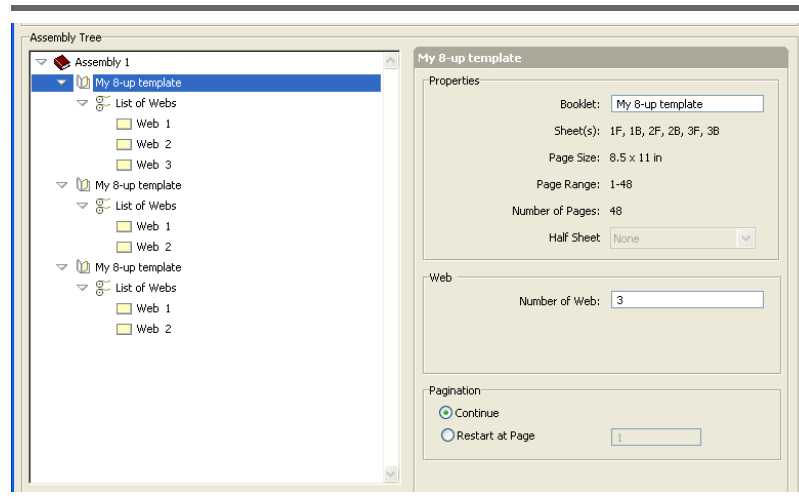
Applying Multi-web

When working with multi-web jobs, ensure to select *Show Webs and Sections* in the drop menu below the *Assembly Tree* (see section 4.3.4: “*Tree Display Options*”).

The use of the wizard (see section 4.3.5: “*Insert Wizard*”) is recommended for symmetrical multi-web assemblies such as double-web jobs, or to initiate the creation of more complex assemblies that will be edited later in the *Assembly Tree*.

To assemble a multi-web job within the *Assembly Tree*, a single sheet template can be dragged and dropped in the tree as usual. To transform the single-web booklet into multi-web booklet, select the book-

let that was just created, enter the number of webs in the right panel and click to apply the change. The added webs will show under the node *List of Webs* and the pagination will be reflected on the light table.

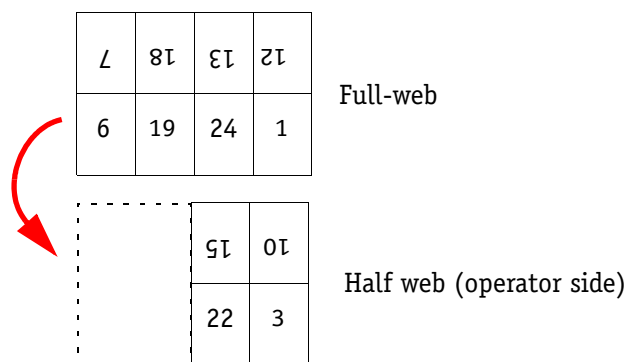


Other booklets can be added in the same manner by inserting templates and editing their number of webs.

Partial web options ([see section 4.4.6: “Partial Web”](#)) and sections ([see section 4.4.7: “Use of Sections”](#)) are also available for more complex jobs.

4.4.6 Partial Web

Basics Partial web paginations can be used to fit the number of pages in the publication on a narrower paper roll ([see “Partial Web” in the glossary](#)).



inp02 transforms a full web template into a partial web in a single click of the mouse. The plate size remains the same as the full web

but only some of the pages will be used and paginated to fit on the partial web.

Any number of partial webs with any location can be defined in the same booklet.

No section needs to be defined on the template.

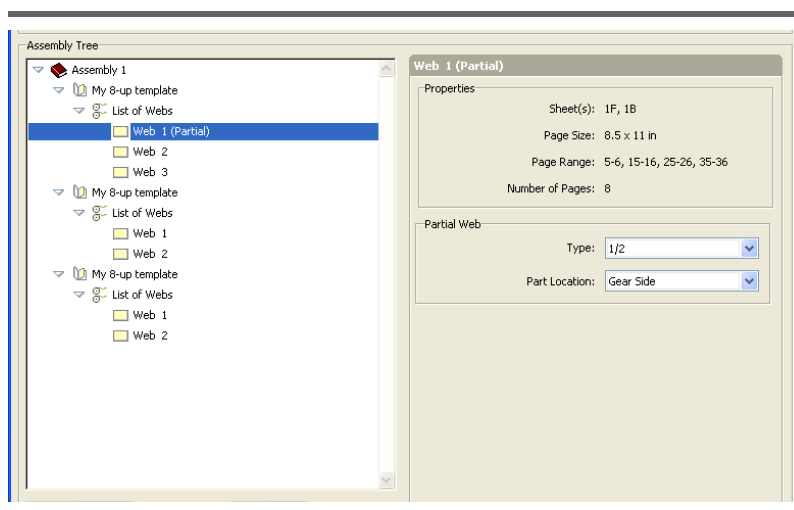
Applying Partial Web

When working with multi-web jobs, ensure to select *Show Webs and Sections* in the drop menu below the *Assembly Tree* (see section 4.3.4: “*Tree Display Options*”).

In the *Assembly Tree*, select the *Web* node to be transformed into a partial web.

In the right panel, two options must be defined:

- The *Type* menu offers *Full Web*, *1/2 web*, *1/4 web* or *3/4 web*. If the template can be divided into three parts, the menu will offer *1/3 web* and *2/3 web*.
- If a partial web is selected in the *Type* menu, *Gear Side* (left) or *Operator Side* (right) must be chosen from the *Position* menu to indicate the positioning of the narrow web on the press.

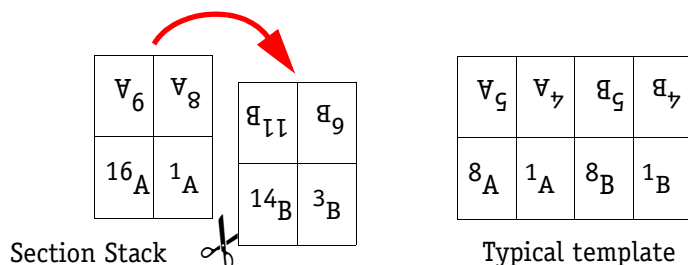


When settings are applied, the partial web will show under the list of webs node and the pagination will be reflected on the light table. Notice that no marks or bars will remain on the unused side of the plate.

4.4.7 Use of Sections

Basics Press sheets can be cut into sections before the assembly. Sections can be used for Split-web (see “*Split Web*” in the glossary) or sheet-fed presses where printed sheets are cut and stacked before folding.

To assemble sections within the *Assembly Tree*, templates must previously be created with different section letters A, B, etc. ([see section 2.2.3: “Sheet Sections”](#)).



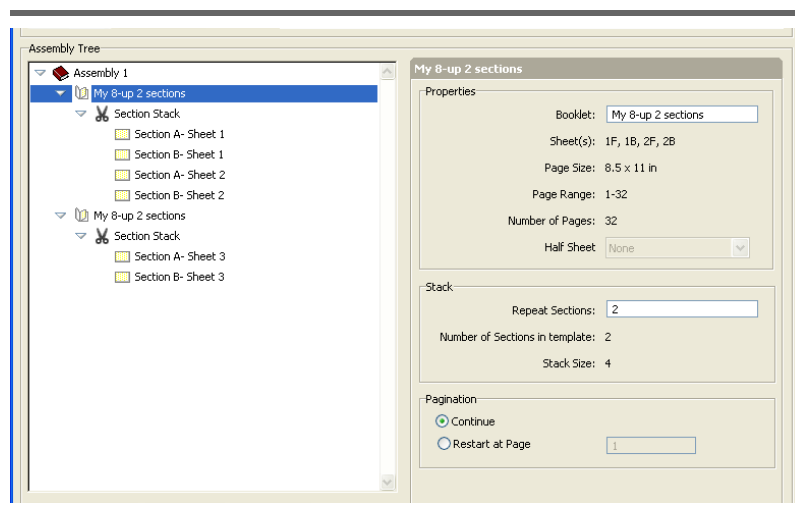
Section stacking can be created from the Wizard ([see section 4.3.5: “Insert Wizard”](#)) or directly within the *Assembly Tree*.

Working with Sections

When working with sections, ensure to select *Show Webs and Sections* in the drop menu below the *Assembly Tree* ([see section 4.3.4: “Tree Display Options”](#)).

A single sheet or multiple sheet template containing sections can be dragged and dropped in the tree as usual in a Perfect Bound or Saddle-stitched manner.

A *Section Stack* node with a scissor icon will be created that will contain all *Section* nodes. The *Assembly Manager* will automatically paginate the stack of sections based on the number of sections found in the single sheet or multiple sheet template.



To multiply the number of sections in the booklet, select the booklet node that was just created, and enter the number of times the sections will be repeated in the booklet right panel. Click to apply the change. The added sections will show under the *Section Stack* node and the pagination will be reflected on the light table.

Other booklets can be added in the same manner by inserting templates and editing their number of sections.

Once the assembly is created, *Section* nodes can be rearranged by drag and drop within the same *Section Stack* node.

Limitation All sections of the same template must be used within the same booklet.

4.5 Creep Compensation

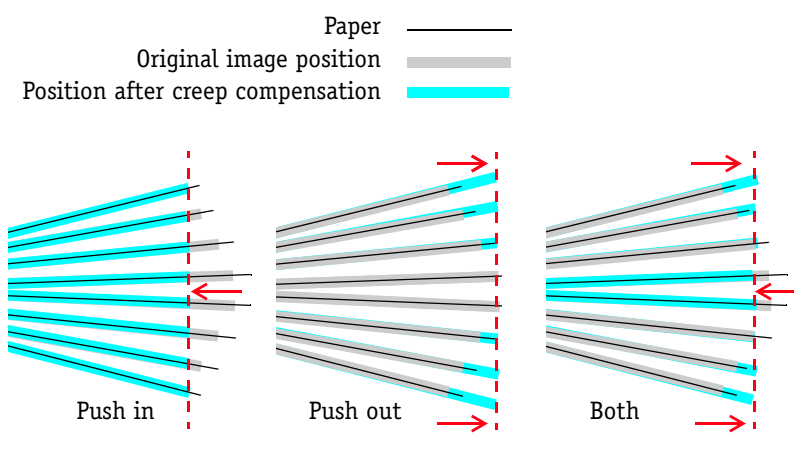
4.5.1 About Creep

In inp02, creep ([see “Creep” in the glossary](#)) is configured at assembly level. You can create multiple assemblies for parts of your publication that will use a thicker media, hence need special creep compensation settings.

On the layout, an arrow shows the direction of the creep compensation and the number in the arrow indicates the amount of creep that will be applied to that page. The display of the creep information on the layout is defined in the *Profiles* ([see section 2.4: “Profiles”](#)).

Creep adjustment can be done on page trim or page content according to user preference ([see section 1.3.2: “inp02 Preferences Dialogue”](#)). When creep adjustment is applied on page trim, the page marks “move” on the sheet to indicate the new page trim position. When applied to page content, the marks stay aligned with the regular page group structure.

Creep compensation can be done by pushing in inner pages or by pushing out outer pages of the booklet. A combination of push in and push out is also possible.



To set creep values, click on an *Assembly* node and choose what type of creep configuration is required, then enter the values.

Compensation Range values can be specified or enter the *Paper Thickness* and let inp02 do the rest. Both methods are synchronized: as values are changed in one method, those of the second will adjust.

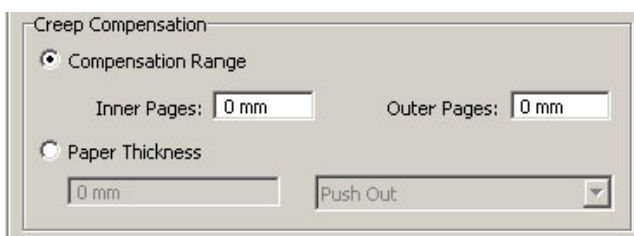
The two methods are explained in the following sections.

4.5.2 Compensation Range Method

Compensation Range tells inp02 the adjustment values to be applied to the thickest booklet in the assembly. If all booklets do not have the same number of pages, the creep compensation for smaller booklets will be adjusted automatically.

In a simple *Saddle Stitched* binding assembly, the *Compensation Range* adjustment value must be set for the whole publication.

In a simple *Perfect Bound* binding assembly, the *Compensation Range* adjustment value must be set for a single booklet.



Basic adjustments

Two fields are available:

- In the *Inner Pages* field, enter a negative value so that pages on the inside of the booklet move towards the spine, away from the edge. When using the *Inner Pages* field, the *Outer Pages* field may be set to zero to obtain a one-direction adjustment (push in).
- For *Outer Pages* field, enter a positive value so that pages on the outside of the booklet move towards the edge, away from the spine. When using the *Outer Pages* field, the *Inner Pages* field may be set to zero to obtain a one-direction adjustment (push out).
- To obtain a half and half adjustment of push-in and push-out, enter half of the total adjustment value in both fields. The *Inner Pages* value must be negative while the *Outer Pages* value should be positive.

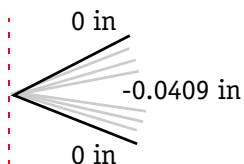
Advanced adjustments

Using the compensation range values, inp02 will distribute the creep settings based on the biggest booklet in your assembly, and adjust for the smaller booklets.

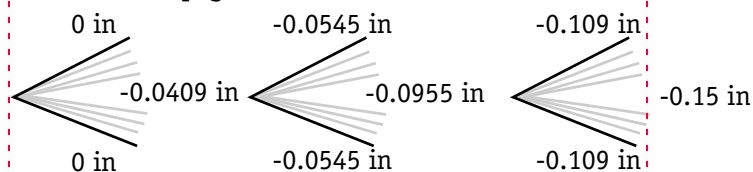
To move all pages in the same direction, one of the values usually needs to be set to zero.

Here is an example of an assembly with booklets of different configurations and a compensation range defined as *Inner Pages*: -0.15 in and *Outer Pages*: 0 in.

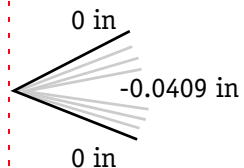
First booklet, pages 1 to 16



Second booklet, pages 17 to 64



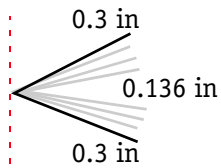
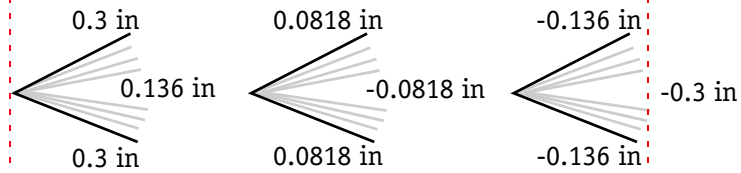
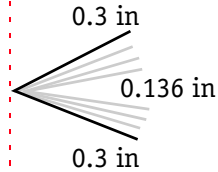
Third booklet, pages 65 to 80



Compensation range: 0.15 in

To move pages in two opposite directions, the *Inner Pages* value must be negative while the *Outer Pages* value should be positive.

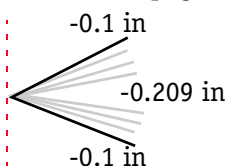
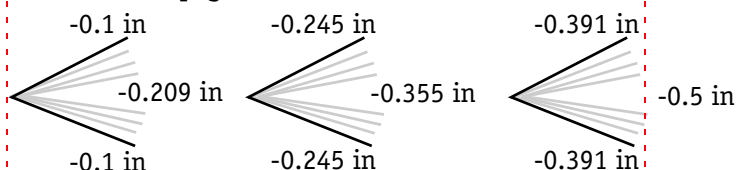
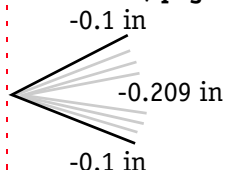
Here is an example of an assembly with booklets of different configurations and a compensation range defined as *Inner Pages*: -0.3 in and *Outer Pages*: 0.3 in.

First booklet, pages 1 to 16**Second booklet, pages 17 to 64****Third booklet, pages 65 to 80**

Compensation range: 0.6 in

Despite the natural way of setting values, both values can be positive and both values can be negative. The result is that all pages will first be shifted equally by a certain amount inward or outward before the progressive creep compensation is applied.

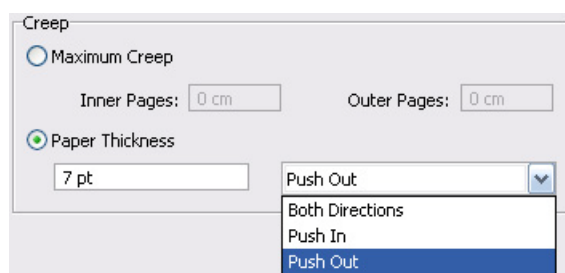
Here is an example of an assembly with booklets of different configurations and a compensation range defined as *Inner Pages*: -0.5 in and *Outer Pages*: -0.1 in.

First booklet, pages 1 to 16**Second booklet, pages 17 to 64****Third booklet, pages 65 to 80**

All pages are shifted by -0.1 in
Compensation range: 0.4 in

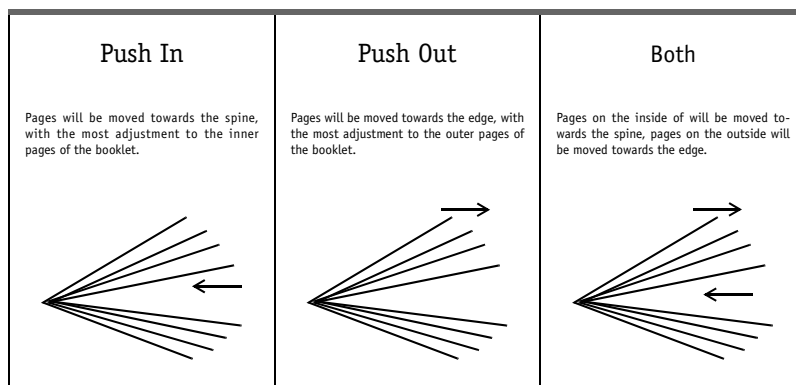
4.5.3 Paper Thickness Method

When specifying a paper thickness, inp02 will calculate the creep compensation to apply to each page.



You can choose to apply the creep in 3 different ways:

- *Push In* applies the creep by moving the pages towards the inside of the booklet.
- *Push Out* applies the creep by moving the pages towards the outside of the booklet.
- *Both Directions* applies the creep evenly, moving the outer pages of the booklet towards the edge and the inner pages towards the spine.



5 The Layout Manager

The *Layout Manager* tackles the layout imposition challenge with a particular concern for the product's and equipment's specifications. Once it has gathered adequate knowledge, mostly by the user's preparing the necessary presets, it becomes the powerful and flexible tool at your hand to realize assemblies and gangings in a very straightforward manner.

The *Layout Manager* panel handles two main inp02 tasks:

- Optimized Job Ganging (often named *Optimization Module*),
- Planning for Bound Jobs (often named *Assembly Planner Module*).

This chapter describes how to set up presets and how to use the *Layout Manager*.

5.1 Presetting Materials and Equipment

The following equipment and materials should be defined before using the *Layout Manager*:

- Page formats ([see section 1.6.2: "Page Format Presets"](#))
- Presses
- Papers
- Finishing Methods

These *Presets* contain all specifications that are used to automatically build and validate layouts as they are chosen in the *Layout Manager* window.

See section [2.5: "Presets"](#) for general information on how to use inp02 *Presets*.

5.1.1 Press Presets

Select *inp02 > Presets > Press* to open the *Press Presets* window.

Presets

Items

Default
Digital Press
Press_preset_X23
Sheet Fed Large
Sheet Fed Small

Press

Press Type

Perfecting Can Perfect

Requires Plates ☒

Plate Properties

Width 38,0000 in

Height 25,0000 in

Sheet Alignment

Sheet Alignment Middle Center

Horizontal Offset 0,0000 in

Vertical Offset 0,0000 in

Printing Stock

Maximum Paper Thickness 0,1111 in

Gripper Edge on Front Top

Gripper Size 0,2500 in

Inverted Gripper on Back ☒

Non-Printable Margins

Left 0,0000 in

Top 0,2500 in

Right 0,0000 in

Bottom 0,0000 in

Sheet Size

Minimum Width 38,0000 in

Minimum Height 25,0000 in

Maximum Width 38,0000 in

Maximum Height 25,0000 in

Sheet Size in Perfecting Mode

Minimum Width 38,0000 in

Minimum Height 25,0000 in

Maximum Width 38,0000 in

Maximum Height 25,0000 in

Save Cancel

Technical specifications for presses are easily available from the press manufacturer. Do not hesitate to refer to them to create your *Presets*. The basic press parameters that will have an impact on the creation of the layout are:

Press Type

These attributes will activate or deactivate other press settings.

- *Perfecting*: This press attribute will be used to validate the work style used on the layout.
 - *Never*: The press can not tumble sheets to print the back. The back of the sheet is always flipped on the vertical axis (sheet-wise work style).
 - *Can Perfect*: The press can perform perfecting or not depending on the job type and number of colors. If it does, the sheet sizes may be different due to the mechanism required to tumble the

sheet between ink units. If this type is selected, minimum and maximum values of *Sheet Size in Perfecting Mode* must be entered (see below).

- *Always*: The press always tumbles the sheets to print the back.
- *Requires Plates*: The press uses physical plates (conventional or direct imaging presses).

Plate Size Enter the exact width and height of the plate. If different plate sizes are possible for the press, create a new press item for each plate format. These fields are enabled only if the option *Requires Plates* is checked.

Sheet Alignment The press' specifications or characteristics may require that the sheet be aligned and offset in a unique way.

- *Sheet Alignment*: combine *Bottom/Middle/Top* vertical values with *Left/Right/Center* horizontal values to set the alignment.
- *Horizontal Offset* and *Vertical Offset*: insert the required values.

5.1.2 Printing Stock

These properties relate to the paper usage on the press that is being defined.

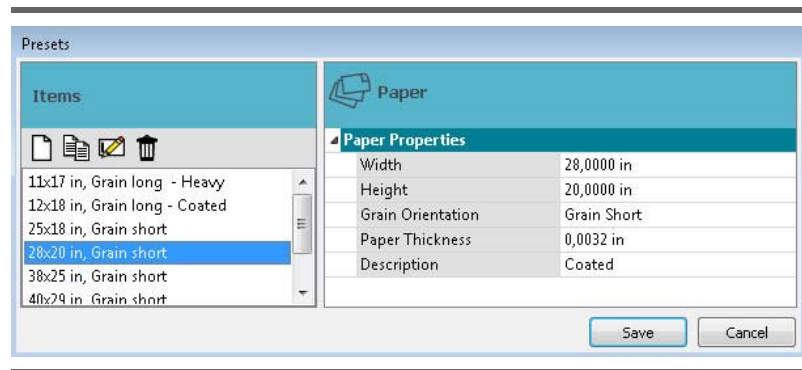
- *Gripper Edge*: This indicates where the gripper is located on the paper. Options are *Left, Top, Right* and *Bottom* (usually *Bottom*).
- *Gripper Size*: This indicates the amount of space required on the sheet for the gripper to be able to grab it. This area will be excluded for positioning layout objects.
- *Maximum Paper Thickness*: Enter the maximum thickness value for the press. This value will be used to validate the selected *Paper*.

Minimum and Maximum Sheet Width and Height: Enter the minimum and maximum sheet formats that can be supported on the press. These values will be used to validate the selected *Paper*.

Sheet Size in Perfecting Mode: Enter the minimum and maximum sheet formats that can be supported on the press when using it in perfecting mode. The *Can Perfect* press type must first be selected to activate these fields.

5.1.3 Paper Presets

Select *inp02 > Presets > Paper* to open the *Paper Presets* window.



Paper Properties

The paper properties are as follows:

- *Width and Height*: Enter the exact width and height of the sheet.
- *Grain Orientation*: Choose *Grain long* if the paper grain is parallel to the largest paper side (portrait), or *Grain short* if the paper grain is parallel to the smallest paper side (landscape). The grain direction is a very important parameter for the creation of the layout.
- *Paper Thickness*: The paper thickness value will be validated against the maximum thickness allowed by the press. It will also be used for automatic creep compensation in case of bound jobs.
- *Description*: This optional field can be used to further identify stock. It is not used for the layout creation.

5.1.4 Finishing Method Presets

Select *inp02 > Presets > Finishing Method* to open the *Finishing Method Presets* window.

Finishing Method presets summarize requirements for different post-press equipment, such as binders and cutters, that must be taken into account for correct page positioning and paper margins on the imposition layout.

These requirements are also used for validations.

The following parameters must be defined.

Finishing Method Properties

Finishing Style: This drop menu indicates the type of finishing. It activates or deactivates other settings in the window. Options are:

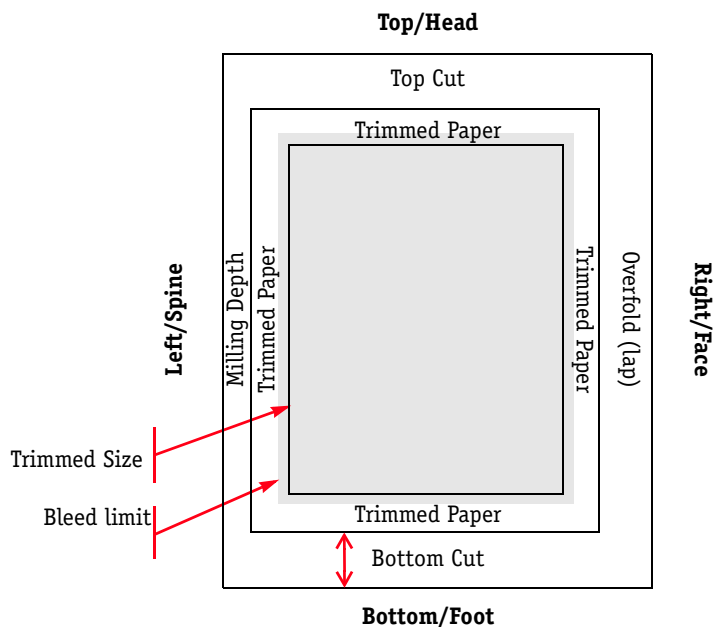
- *Perfect Bound:* Finishing style using perfect binding equipment
- *Saddle Stitched:* Finishing style using saddle stitching equipment
- *Ganging:* Finishing style using cutters (no binding)

Format

Minimum and Maximum Formats: These fields determine the width and height of the minimum and maximum formats supported by the finishing equipment. This data is used for *Checkpoint* validations.

Trimmed Paper

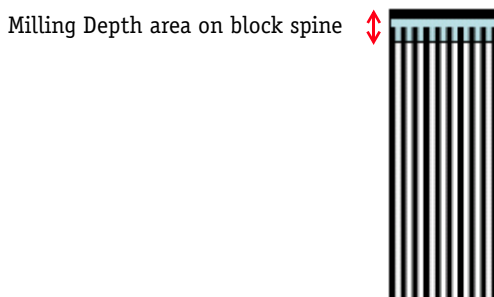
Trimmed Paper: Depending on the *Finishing Style* selected, the fields will display *Left/Spine*, *Right/Face*, *Top/Head* and *Bottom/Foot*, or *Spine*, *Face*, *Head* and *Foot*. Values must be set on the four sides to create trim distances on the layout. These distances will apply to all *Product Parts*.



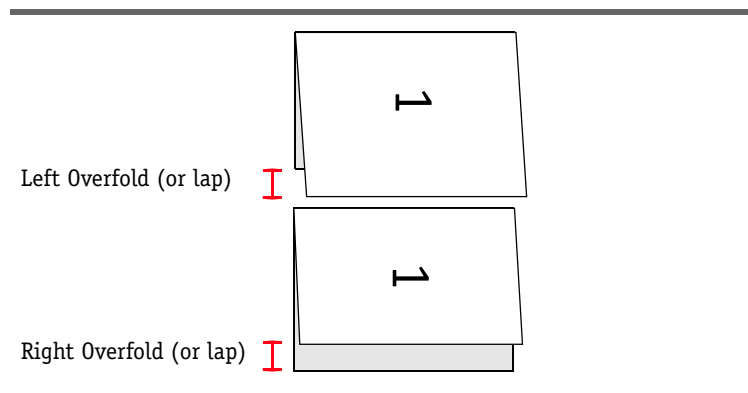
Additional Waste

Additional Waste: This section will display only if the *Finishing Style* is *Perfect Bound* or *Saddle-stitched*. These fields must be set to create extra margins on the layout.

- *Milling Depth:* This field is activated for *Perfect Bound* style only. The *Milling Depth* is the depth that is required for spine cutting or notching for before gluing. It will add extra margin at the spine on the layout. This value must be set according to the equipment capabilities.



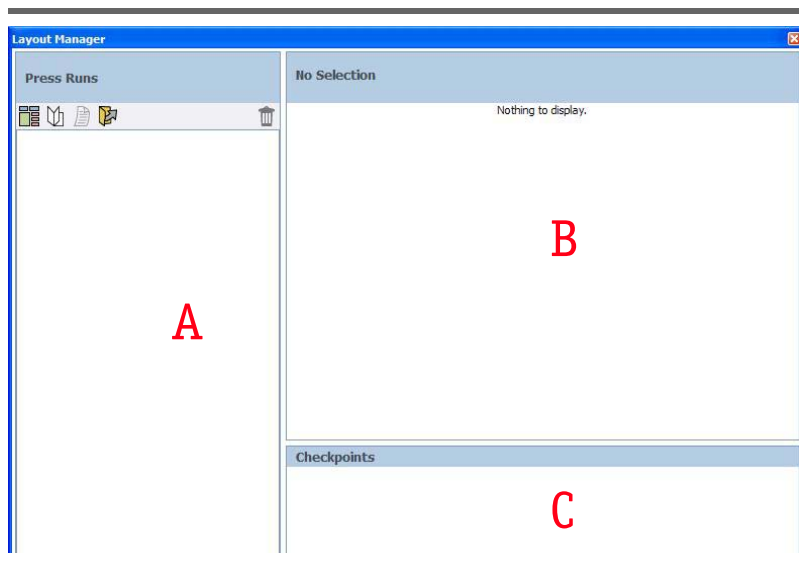
- *Overfold Size:* This field is activated for *Saddle-stitched* style only. It defines the margin value required to create a lap on the booklet to ease its positioning on the saddle. This value must be set according to the stitching equipment specifications.
- *Overfold Side:* This field indicates whether the lap will be on the left (low folio lap) or on the right (high folio lap) on the folded booklet. This value increases the corresponding gutters or margins on the layout.



- *Top and Bottom Cuts*: These optional fields can be used to allow for additional top and bottom paper margins for cutting.

5.2 The Layout Manager dialogue

To start a new project using the *Layout Manager*, select *File > Create inp02 > Managed Layout*. This opens the *Layout Manager* window.



The *Layout Manager* is divided into 3 sections.

A) The *Press Runs* section at the left is a tree-view interface used to build the project ([see section 5.2.1: “Press Runs Tree Structure”](#)).

B) The upper-right section is a contextual panel that displays properties of the node that is selected in the *Press Runs* tree ([see section 5.2.2: “Properties”](#)).

C) The lower-right section is reserved for Checkpoints that gather all errors and warnings detected on the layout during its creation (see [section 5.2.3: “Checkpoints”](#)).

5.2.1 Press Runs Tree Structure

The *Press Runs* panel on the left side of the *Layout Manager* is used to build the project structure.

It contains a toolbar that give access to the main functions:

- Add a new *Press Run* for job ganging
- Add a new *Press Run* for bound job
- Add a *Product Part*
- Load a pdf document file
- Remember tree selection (*Press Run* or *Product Part*) as default
- Delete the tree selection



A project may contain any number of *Press Runs*.

The *Layout Manager* allows for the creation of imposition layouts from source documents. An empty layout can also be created without documents. Documents can be added subsequently.

New Managed Layout from Documents

If document files are available, it is suggested to use them to ease the process. When using documents, the following information will be extracted from the pdf file to initiate the layout:

- Trim box
- Bleed box
- Number of pages

To create a new *Press Run* from a document, click on the *Load Document* icon and browse, or drag and drop the document from its folder into the *Run Lists* section of the dialogue. It is possible to drag and drop many documents at once.

A *Press Run* node and one or many *Product Part* nodes will be added into the tree. inp02 will suggest the project structure that is the most appropriate for the type of document, based on the number of documents and the number of pages detected.

New Managed Layout without Documents

The layout can be constructed without documents by manually adding a *Press Run* node, then one or many *Product Parts* inside the *Press Run* node.

There are two types of *Press Run* nodes, one for *Ganging* and one for *Bound* works, each type having a slightly different set of parameters.



To create a new *Press Run* for a ganging, click on the *Press Run (Ganging)* icon. A node will be added in the tree.



To create a new *Press Run* for a bound job, click on the *Press Run (Bound)* icon. A node will be added in the tree.



To create a new *Product Part*, select the *Press Run* in the tree and click on the *Product Part* icon to insert it. The *Product Part* will take different attributes whether it is inserted in a *Ganging* or in a *Bound Press Run*.

Many *Press Run* nodes are possible in the project.

Adding Documents

Documents can be subsequently added in different ways into the empty layout.



- By selecting a *Press Run* node in the tree and using the *Load Document* icon. Documents will create populated *Product Parts* in the selected *Press Run* and these new *Product Parts* will be identified with the document names. The document informations will also be detected to create the layout.

- By selecting a pre-defined *Product Part* node in tree and using the *Load Document* icon. Documents will populate the selected *Product Part* without renaming it or changing page format.



- By using the *Document Manager*, as usual, from the main inp02 toolbar. *Product Parts* must be defined first. The *Document Manager* will display the project structure as constructed in the *Layout Manager* (see section 8.1.1: “About inp02 Run Lists”).

Other Actions within the Tree

Other actions can be done within the tree.

Nodes can be dragged and dropped in the tree to rearrange the project structure. *Product Parts* can be moved within the same *Press Run* or into a different *Press Run*.

Moving a *Product Part* within the same *Press Run* changes its priority rank and is very useful for job ganging (see section 5.3: “Using the Layout Manager”).



To create default settings, select a node in the tree and click on the *Remember as default* button. You can set defaults for *Ganging* and *Bound Press Runs*, and for *Product Parts*.



A selected node can be deleted by clicking on the *Delete* tool icon. When deleting a *Press Run*, all associated *Product Parts* will be deleted as well.

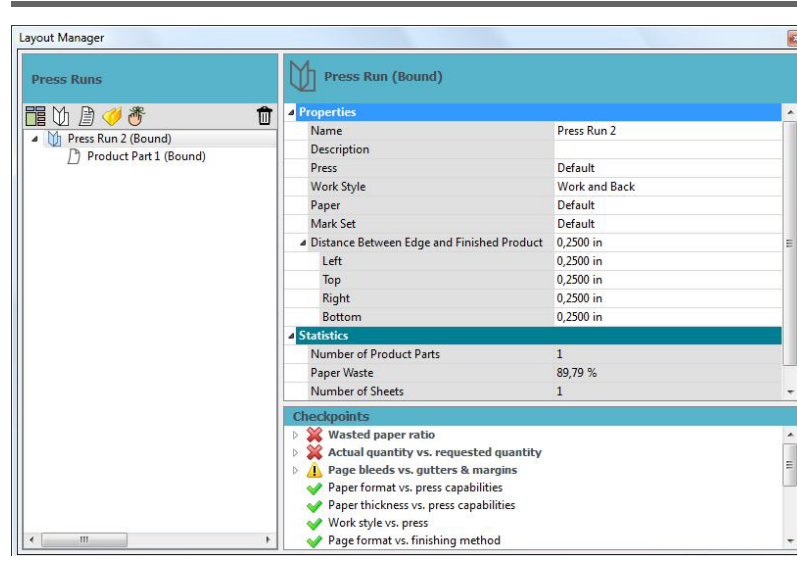
It is possible to *Undo* any operation using habitual menu or shortcut.

5.2.2 Properties

When selecting a node in the tree, the upper-right panel displays *Properties* that must be edited to manage the layout, and *Statistics* that give important data about the project.

Properties and *Statistics* will adapt to the node that is selected in the tree.

Press Run (Bound) When selecting a *Press Run (Bound)* node, the upper-right panel displays the following *Properties*.



- **Name:** This optional text field can be used to enter a descriptive name for the press run. The name will be shown in the tree node.
- **Description:** This optional text field can be used to enter any kind of information that would be useful for this project.
- **Press:** This drop list contains all the presses that have been defined in the *Press Presets* window (see section 5.1.1: “*Press Presets*”). Select the press that will be used for the current press run.

It is possible to access the *Press Presets* window and define a new preset by clicking on the “...” button that appears at the right of the drop list when it is selected.

- **Work Style:** This drop list contains possible work styles.
 - *Simplex*: Only one side of the sheet is printed.
 - *Perfecting*: The sheet will be tumbled on the horizontal axis to print the back.
 - *Work and Back*: The sheet will be flipped on the vertical axis to print the back.
- **Paper:** This drop list contains all the papers that have been defined in the *Paper Presets* window (see section 5.1.3: “*Paper Presets*”). Select the paper that will be used for the current press run.

It is also possible to access the *Presets* window by clicking on the “...” button at the right of the drop list.

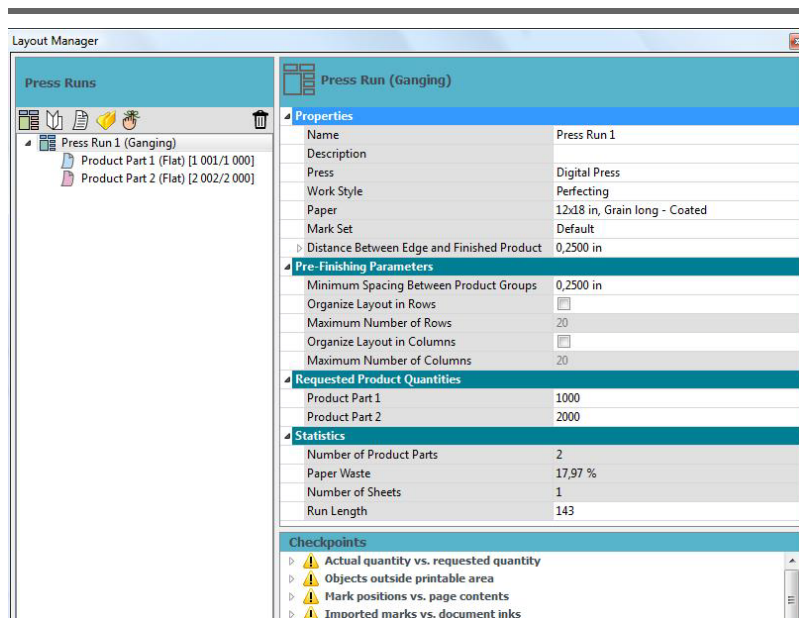
- **Mark Set:** This drop list contains all the mark sets that have been defined in the *Mark Sets* window (see section 3.8: “Mark Sets”). Select the set that will be used for the current press run.
- **Distance Between Edge and Finished Product:** This area is a margin on the border of the sheet that can be reserved for printing the marks. A warning will occur if pages overlap this restricted area. The value can be set for all sides at once, if entered in the main field, or by expanding the node to have access to the four sides:
 - *Left*
 - *Top*
 - *Right*
 - *Bottom*

Statistics give important information about the project.

- **Number of Product Parts:** Indicates the number of *Product Parts* within the selected *Press Run*.
- **Paper Waste:** The percentage of paper waste helps choosing the right paper format or layout configuration for the project.
- **Number of Sheets:** Indicates how many sheets are needed in the current *Press Run*.

Press Run (Ganging)

When selecting a *Press Run (Ganging)* node, the upper-right panel displays the same *Properties* as the *Press Run (Bound)* node, plus additional properties that are specific to flatworks.



Pre-Finishing Parameters can be set to prepare ganging layouts for finishing.

- **Minimum Spacing Between Product Groups:** This value creates a space between different product groups to allow for cutting apart sections of the sheet before product finishing.

- *Organize Layout in Rows*: If selected, this option will force the positioning of the product parts in rows, allowing for automated cutting.
- *Maximum Number of Rows*: The maximum number of rows (cuts) supported by the finishing equipment should be entered in this field.
- *Organize Layout in Columns*: If selected, this option will force the positioning of the product parts in columns, allowing for automated slitting.
- *Maximum Number of Columns*: The maximum number of columns (slits) supported by the finishing equipment should be entered in this field.

Requested Product Quantities is a shortcut that can be used to quickly change multiple product part quantities from the same list. The values are synchronized with the *Requested Quantity* values of each *Product Part* nodes.

The *Statistics* area displays one more entry for *Ganging Press Runs*:

- *Run Length*: Indicates the run length needed to print requested product quantities. Only this statistics field can be edited, to recalculate new quantity values for it's products.

Product Part (Ganging)

When selecting a *Product Part* node that is placed in a *Ganging Press Run*, the upper-right panel displays the following *Properties*.

Product Part (Flat)	
Properties	
Name	Product Part 1
Description	
Page Format	Business card
Page Aspect	Landscape
Grain	Either
Folding	1x1 - Single Page / Unfolded Sheet
Bleed	0,1250 in
Left	0,1250 in
Right	0,1250 in
Top	0,1250 in
Bottom	0,1250 in
Finishing Method	Default (Ganging)
Requested Quantity	1000
Layout Arrangement	
Stick to Gripper	☐
Bleed Merging Side	(None)
Statistics	
Actual Quantity	1001

- *Name*: This optional text field can be used to enter a descriptive name for the product part. The name will be shown in the tree node.

- *Description*: This optional text field can be used to enter any kind of information that would be useful for this product part.
- *Page Format*: This drop list contains all the formats that have been defined in the *Page Format Presets* window ([see section 1.6.2: “Page Format Presets”](#)). Select the format that will be used for the current product part. It is also possible to access the *Page Format Presets* window by clicking on the “...” button at the right of the drop list.
- Select the *Aspect* (portrait or landscape).
- *Grain*: This drop menu allows for the positioning of the *Product Part* on the paper.
 - *Parallel*: The *Product Part* will be placed parallel to the grain orientation. A publication parallel to the grain allows for a smoother fold than working across the grain.
 - *Perpendicular*: The *Product Part* will be placed across the grain orientation.
 - *Either*: If this option is chosen, the application will use either direction to optimize the sheet usage.
- *Folding*: This drop list contains all the foldings that have been pre-defined ([see section 2.2.2: “Page Group Folding”](#)). If required, select the folding that will be used for the current product part. Flatworks have a 1x1 folding by default. It is possible to access the *Presets* window by clicking on the “...” button at the right of the drop list to preview foldings.
- *Bleed*: This field allows entry of a bleed value that will be used on all sides of the page.

Note: The display of the bleed can be restricted by parameters defined in the *Finishing Method Presets*. Adding bleed values does not modify the layout creation, it only allows for printing the bleed area if there is enough space in the gutters, margins, or between product parts.

If the bleed is different on one or more sides, the *Bleed* node can be expanded to give access to four sides:

 - *Left/Spine*
 - *Right/Face*
 - *Top/Head*
 - *Bottom/Foot*
- *Finishing Method*: This drop list contains all the methods that have been defined in the *Finishing Method Presets* window ([see section 5.1.4: “Finishing Method Presets”](#)). Select the method that will be used for the current press run. It is also possible to access the *Presets* window by clicking on the “...” button at the right of the drop list.
- *Requested Quantity*: This data is important for the optimization of the sheet usage, as the quantity of each *Product Part* is taken into account when building the layout. For each *Product Part*, the actual quantity vs. requested quantity is displayed in the tree node. The default quantity is 1000.

The *Layout Arrangement* offers options for the placement of the *Product Part* in the layout, based on the content of the source document.

- *Stick to Gripper*: If selected, the *Product Part* will have a priority for a placement near the gripper for best printing quality.
- *Bleed Merging Side*: The left, right, top or bottom side of the *Product Part* can be selected for bleed merging. In this case, the step and repeat layout automatically rotates and snaps some instances of the *Product Part* to share the same bleed in order to optimize paper usage and number of cuts.

In the *Statistics*, only one information is available for *Product Parts (Ganging)*.

- *Actual Quantity*: This field indicates the exact number of copies that will be printed for the selected *Product Part*, if using the current settings. The application tries to build a layout that will respect the quantity requested, but it is not always possible due to other *Product Part* constraints.

Product Part (Bound)

When selecting a *Product Part* node that is placed in a *Press Run* for a *Bound* work, the upper-right panel displays the following *Properties*.

- *Name*: This optional text field can be used to enter a descriptive name for the product part. The name will be shown in the tree node.
- *Description*: This optional text field can be used to enter any kind of information that would be useful for this product part.
- *Page Format*: This drop list contains all the formats that have been defined in the *Page Format Presets* window ([see section 1.6.2: "Page Format Presets"](#)). Select the format that will be used for the current product part.

Select the *Aspect* (portrait or landscape).

It is also possible to access the *Page Format Presets* window by clicking on the "..." button at the right of the drop list.

Product Part (Bound)	
Properties	
Name	whats_new_in_fdk8
Description	second-run-friday
Page Format	B5
Page Aspect	Portrait
Grain	Either
Folding	4x2 - 16-page Booklet, Triple-crossfold
Finishing Method	Default
Bleed	
Bleed	0,1250 in
Spine	0,1250 in
Face	0,0250 in
Head	0,1250 in
Foot	0,1250 in
Assembly Properties	
Binding Style	Perfect Bound
Total Number of Pages	70
Work & Turn	(None)
Statistics	
Actual Number of Pages	80
Booklet Count	5

- **Grain:** This drop menu allows for the positioning of the *Product Part* on the paper.
 - *Parallel:* The *Product Part* will be placed parallel to the grain orientation. A publication parallel to the grain allows for a smoother fold than working across the grain.
 - *Perpendicular:* The *Product Part* will be placed across the grain orientation.
 - *Either:* If this option is chosen, the application will use either direction to optimize the sheet usage.
- **Folding:** This drop list contains all the foldings that have been pre-defined ([see section 2.2.2: "Page Group Folding"](#)). Select the folding that will be used for the current product part. The folding will determine the page group structure, the page orientation, and the folding number.
It is possible to access the *Presets* window by clicking on the "... " button at the right of the drop list to preview foldings.
- **Finishing Method:** This drop list contains all the methods that have been defined in the *Finishing Method Presets* window ([see section 5.1.4: "Finishing Method Presets"](#)). Select the method that will be used for the current press run.
It is also possible to access the *Presets* window by clicking on the "... " button at the right of the drop list.
- **Bleed:** This field allows entry of a bleed value that will be used on all sides of the page.
Note: The display of the bleed can be restricted by parameters

defined in the *Finishing Method Presets*. Adding bleed values does not modify the layout creation, it only allows for printing the bleed zone if there is enough space in the gutters, margins, or between product parts.

If the bleed is different on one or more sides, the *Bleed* node can be expanded to give access to four sides:

- *Spine*
- *Face*
- *Head*
- *Foot*

The group *Assembly Properties* contains important settings for the project assembly.

- *Binding Style*: The binding style must be selected from this drop menu.
 - *Perfect Bound*: Booklets are stacked one on top of the others.
 - *Saddle Stitched*: Booklets are inserted one inside the others.
- *Requested number of pages*: Enter the target number of pages for the bound *Product Part*. The value will immediately drive the creation of additional sheets to complete the layout.
- *Work & Turn*: If the project requires a work and turn to fit the number of pages, this drop menu allows selecting which sheet will be used.
 - *None*: No work and turn will be created.
 - *First Sheet*: A work and turn will be created on the first sheet.
 - *Second Last Sheet*: A work and turn will be created on the second last sheet.
 - *Last Sheet*: A work and turn will be created on the last sheet.

In the *Statistics*, the following information is available for *Product Parts (Bound)*.

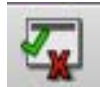
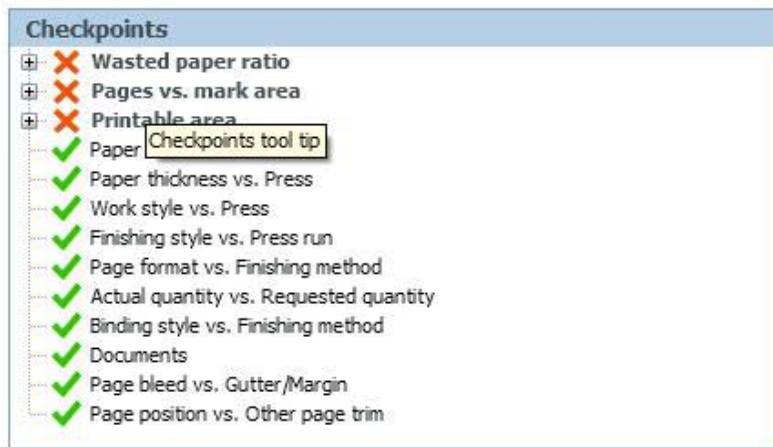
- *Actual Number of Pages*: The actual number of pages created on the layout. If the actual number of pages is higher than the target number of pages, blank pages will have to be added.
- *Booklet Count*: The number of booklets required for this product part.

5.2.3 Checkpoints

Checkpoints are embedded in the bottom-right section of the *Layout Manager* window.

This unique information provider acts as a preflight tool for the layout creation. Any anomaly that is detected on the layout, for example overlapping objects, missing pages in the run list or high percentage of waste paper, will display an error or warning.

Checkpoints are a must within the *Layout Manager* where the operator experiments different layouts by changing production components. While managing a layout, checkpoints guide the user in the selection of appropriate equipment and materials.



They are also available as a smaller palette to give the operator more confidence when working on the light table. This palette can be activated by the *Layout Checkpoints* icon in the toolbar.

Note: *Checkpoints* only check the most important and common mistakes that can be done. It does not necessarily guarantee the entire validity of the project. However, if an attempt to output is made while checkpoints report errors, a warning message will be displayed so the user can be aware of possible anomalies in the output.

Checkpoints are always sorted by severity order in the list.

- Red X icon: This icon indicates an error. The user must resolve the issue before finishing the layout project. However, errors are indications only and will not prevent the output.
- Yellow triangle icon: This icon indicates a warning. It brings the attention to an item, but it may not hinder the layout from working properly.
- Green check icon: When the icon is green, the item is normal.

5.3 Using the Layout Manager

This section gives general steps and recommendations when using the *Layout Manager*. The necessary presets should be created first but it is also possible to experiment using generic presets installed with the application.

5.3.1 Ganging Optimization

General Steps The general steps are as follows.

- Create a new managed layout by selecting *File > Create inp02 > Managed Layout*.



- In the *Layout Manager* window, click on the first tool icon to add a *Press Run* for job ganging.
- Set the *Press Run* parameters in the upper-right panel. Select *Presets* for the *Press*, *Paper*, and *Finishing Method* that will be used.
- Observe the checkpoints in the lower-right section. The compatibility of selected components is validated each time a new selection is done. Do not spend too much time adjusting them as all these settings may change later.
- **The goal is to obtain the most optimized layout scenario by changing production components.** *Press Run* parameters can thus be changed later after *Product Parts* are defined.
- Once the *Press Run (Ganging)* is defined, you can either load documents to create *Product Parts*, or insert empty *Product Parts*. Either way will produce *Product Parts* nodes in the *Press Run*.
- Set the parameters of each *Product Parts* in the upper-right panel, if required. The requested quantity is a very important data for the optimization, especially if it is different for each *Product Part*.
- As soon as *Product Parts* are defined, the resulting layout can be validated on the light table.
- At this point, if the checkpoints are still showing errors, it is important that they be resolved. Each error and warning item in the list can be expanded to see details of the problem. Thus it should be relatively easy to figure out a solution.

Tips for Optimization

Prepare the work space to have a good preview of the resulting layout.

- In the *inp02 Profiles* dialogue, customize the working profile to display *Product Part Names* as well as *Product Part Colors*. This will help to identify the different *Product Parts* on the light table.
- Activate the *Pages* panel on the left side of Acrobat's window to see thumbnails. Thumbnails can also be enlarged from the *Options* menu.

Know these simple rules to achieve the best optimization.

- Enter the largest product first and continue with smaller ones. If the sheet is already filled with smaller products, larger products will have no place to fit, but if the larger product is placed, smaller ones will flow around it to fill remaining spaces.
- When possible, try *Product Parts* to follow alternate grain orientation, or to be placed on either grain orientation to give more flexibility for the positioning.
- A *Product Part* in the *Press Run* can be prioritized for a placement near the gutter edge for best printing quality.
- *Product Parts* can share a bleed side to save cuts and paper.
- When managing too many *Product Parts*, it may be necessary to add another *Press Run* and distribute the *Product Parts* among *Press Runs* for a better usage ratio.

Make a good usage of checkpoints and statistics.

- Don't worry too much about the checkpoints until all the product data has been entered since errors may automatically be resolved during the process. When all product intents are entered, use different settings to get the best result.
- All errors in the *Checkpoints* should be eliminated before output. All warnings should be looked at.
- Monitor the quantities the layout will produce for each product part. They are displayed in the tree with two numbers (such as 1000/1000) representing *Actual Quantity/Requested Quantity*. inp02 will always try to enter the exact *Requested Quantity* or more. If the *Actual Quantity* exceeds what was requested, a warning will be displayed in the *Checkpoints*. If the *Actual Quantity* is lower than what was requested, an error will be displayed.
- Monitor the *Paper Waste*. A waste exceeding 25% of the sheet will create an error in the *Checkpoints*. Do not hesitate to change paper size, even for a smaller format, to compare the percentage of *Paper Waste* in the *Statistics*.

After closing the *Layout Manager*, the layout can be further edited on the light table if desired. The Step and Repeat tool is especially adapted for manual edition of ganged jobs ([see section 5.3.2: "Step and Repeat Tool"](#)).

Also note that although the *Layout Manager* is closed, the Checkpoint feature is still available by clicking on its icon in the *Functions* toolbar.

Troubleshooting

Problem: Not all *Product Parts* are created.

Solution: inp02 is unable to fit all products on the sheet. You can:

- In the tree, drag and drop *Product Parts* within the *Press Run* to place the product that has the largest format first in the list.
- Select a bigger paper format
- Select another grain direction, or select either grain direction.
- Create another *Press Run* and distribute *Product Parts*.

Problem: *Product Parts* are too close to the paper edge.

Solution: Enter a value in the *Distance Between Edge and Finished Product* of the *Press Run*. Values can be set on the four sides.

Problem: The same *Product Part* has different grain orientations on the paper.

Solution: Instead of *Either* grain orientation, select *Parallel* or *Perpendicular* to force the same orientation for all occurrences of the *Product Part*. Note that this may result in an increase of the paper waste.

Problem: The bleed does not appear on the resulting layout.

Solution: The *Finishing Method* must allow space for bleed. Ensure that *Trimmed Paper* values are set correctly.

Problem: I want to print the same *Product Part* head to head to share bleed at the top.

Solution: Select the *Product Part* node and set the *Bleed Merging Side* to *Top* in the drop menu. The layout will be automatically adapted for bleed merging.

Problem: I need extra space between two blocks of *Product Parts*.

Solution: Simply select the *Ganging Press Run* node and enter a value in the field *Minimum Spacing Between Product Groups*.

Problem: I have empty areas on the sheet that I want to fill to avoid paper waste.

Solution: For each *Product Part*, inp02 tries to create the exact requested quantity, or slightly more when the exact quantity is not mathematically possible. You can fill the empty areas in two ways.

- Slightly increase the requested quantity of the *Product Part* near the empty zone. Note that this may change significantly the configuration of the layout.
- Go to the light table, select the *Product Part* near the empty zone and click on the red arrow to add copies ([see section 5.3.2: "Step and Repeat Tool"](#)).

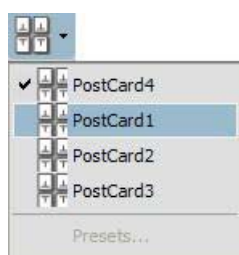
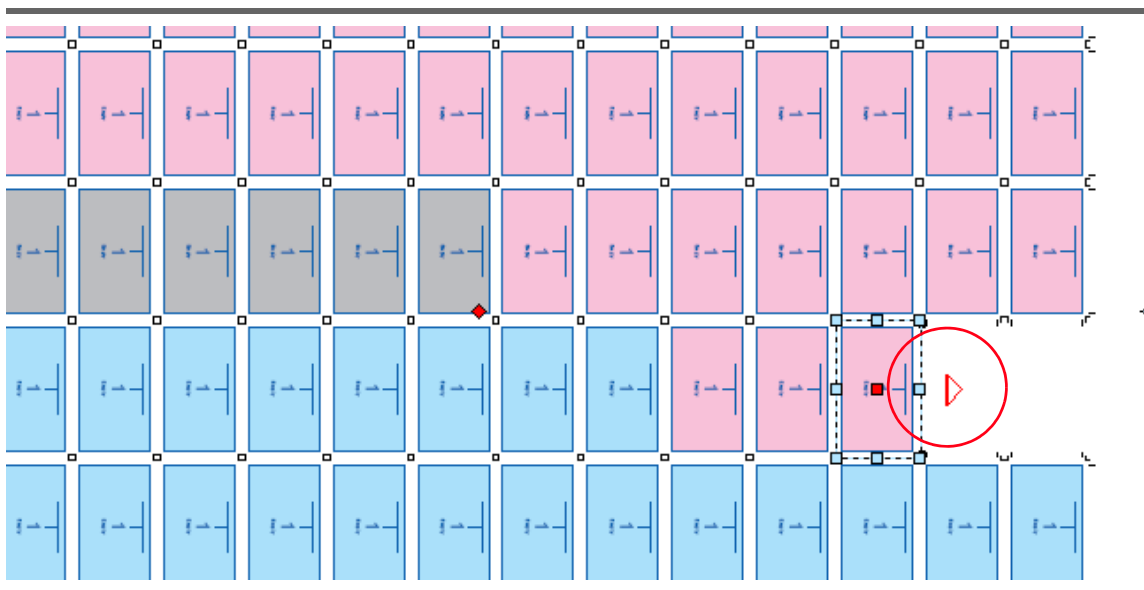
5.3.2 Step and Repeat Tool

When ganging many product parts with different quantities, the optimization will try to respect these quantities and may not be able to completely fill the sheet.

In addition to the *Layout Manager*, inp02 offers a convenient *Step and Repeat* tool to edit managed layouts on the light table.

Once the layout is created through the *Layout Manager*, the selection of a *Product Part* adjacent to the empty area displays, on the edge of the *Product Part*, one or many arrows pointing to the area(s) to be filled.

- Click on the arrow to add one copy of the product part.
- *Ctrl*-click on the arrow to fill the entire row or column at once.



At this stage, *Product Parts* can be deleted, moved and added freely on the light table.

All *Product Parts* created from the *Layout Manager* are available from the *Page Group* contextual menu. They can be selected in the menu and placed on the sheet as you would do for a *Page Group Preset*.

The *Step & Repeat* tool is fully integrated with the *Layout Manager* and manual changes are reflected in press run statistics (product part quantities and wasted paper ratio).

5.3.3 Planning a Bound Job

The *Layout Manager* allows for the creation of paginated product parts from scratch, based on folding presets and other press and post-press production requirements (*Page Formats*, *Paper*, *Presses* and *Finishing Methods*).

No initial template is needed. The page trim and bleed are detected directly from the PDF files or can be set manually.

Once presets are defined for existing printing equipment, the user simply selects, for each press run, a combination among production possibilities based on job specifications and equipment usage. Last-minute changes can be done quickly to route a job part to another press, and the layout is automatically recalculated based on alternate production capabilities. *Check Points* will warn the user if any anomaly is found on the layout.

Marks can be added at once using predefined *Mark Sets* ([see section 3.8: "Mark Sets"](#)).

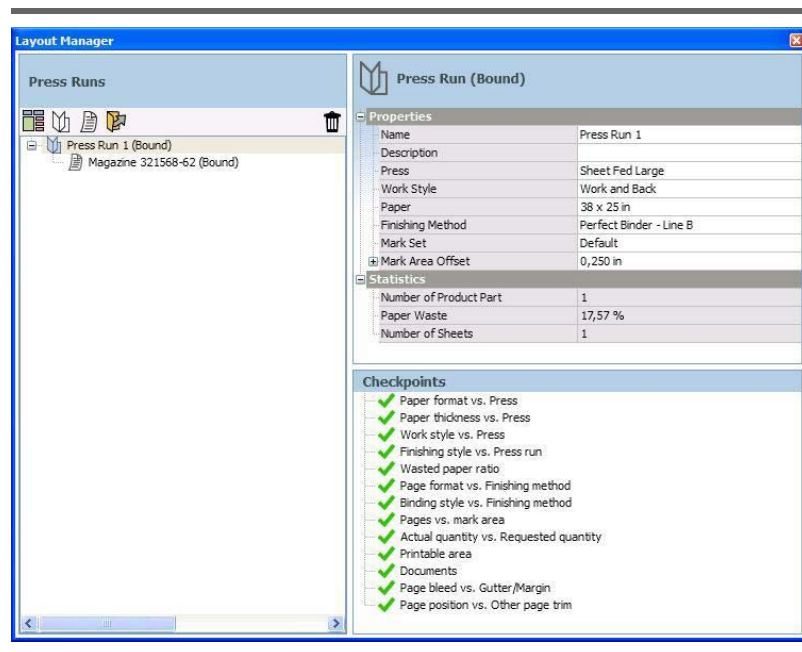
Press runs for bound product parts can be mixed with any number of other press runs for flatworks in the same managed layout, so the user can address any production challenge in one single project.

The resulting assemblies are fully integrated with the *Assembly Manager*, the *Document Manager*, the *Light Table* and other inp02 components.

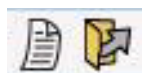
General Steps

The steps for the creation of a bound work are similar to the ones for ganging. *Presets* must first be defined.

- Create a new managed layout by selecting *File > Create inp02 > Managed Layout*.
- In the *Layout Manager* window, click on the second tool icon to add a *Press Run (Bound)* that will activate options for the bound work.



- Set the *Press Run* parameters in the upper-right panel. Select *Presets* for the *Press*, *Paper*, and *Finishing Method* that will be used.
- Select a *Mark Set*.
- Observe the checkpoints in the lower-right section. The compatibility of selected components is validated each time a new selection is done.
- Once the *Press Run (Bound)* is defined, you can either load a document or insert an empty *Product Part*. Either way will produce a *Product Part* node in the *Press Run*.
- Set the properties of the *Product Part* in the upper-right panel.
 - Select the Page Format, or validate the one detected from the loaded document.



- Select the *Grain* direction
- Carefully choose the *Folding* to create the correct page group structure
- Set or validate the *Bleed* values.
- Set the properties of the *Assembly*.
 - Select the *Binding Style*.
 - Enter the *Total Number of Pages* in the publication
 - You may choose a *Work & Turn* to fit the number of pages.
- The resulting layout with the complete pagination and all marks can be validated on the light table.

Limitations The *Layout Manager* does not support multiple web assemblies.

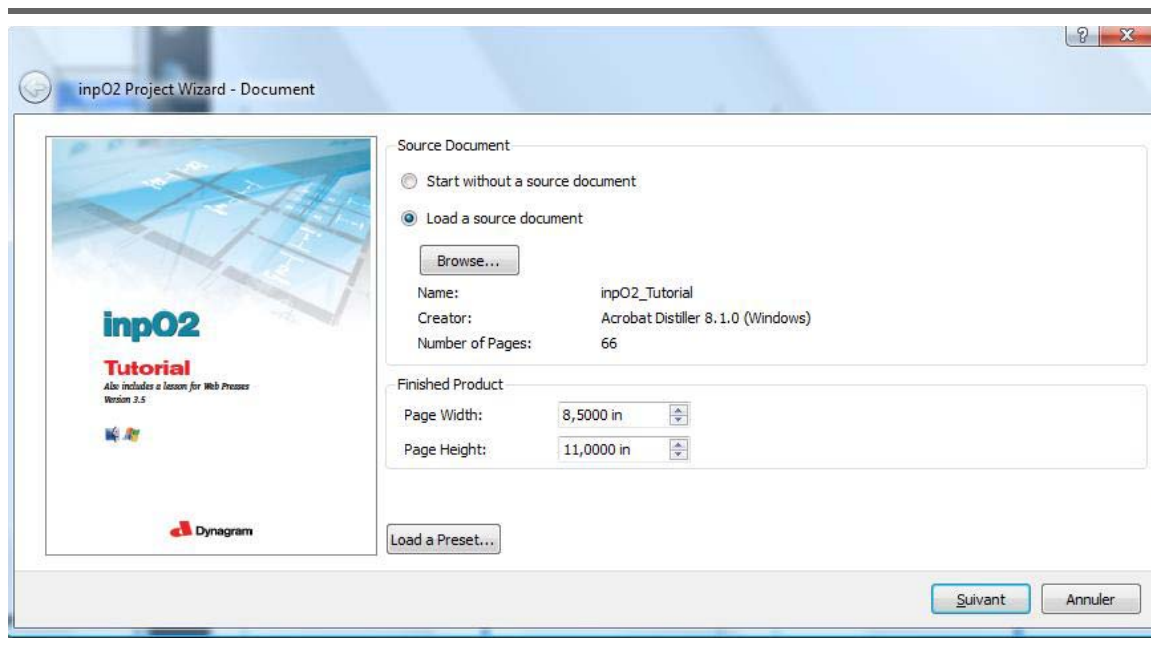
6 Using the Wizard

The Wizard serves two purposes:

- The easy creation of layouts and assemblies, ready to edit on the light table or to send for output.
- The definition of automated job presets to be used by the *Automation Manager* ([see chapter 7](#)).

Working files created from the Wizard (.layt or .ably) are compatible with other inpO2 modules such as the *Document Manager* and the *Assembly Manager*. These working files can be saved and reused, for example, by simply changing the *Run List*¹.

6.1 Creating a layout with the Wizard



1. Run lists are used in the Document Manager and may not be available in entry-level editions.

To create a file using the *Wizard*, go to *File > Create inp02... > Use the Wizard*. The *Creation Wizard* dialog opens.



Throughout the creation process, warning messages may appear at the bottom of the dialogue if any error is detected.

The Wizard will keep in memory the parameters of the last project created.

6.1.1 The Document panel

The Wizard builds projects from one PDF document at the time. If the project is split in many PDF files, use Acrobat to merge pages before using the Wizard, or start without a document and add them later with the Document Manager.

The right section displays information related to the source document and finished product.

Source document:

- *Start without a source document*: when this option is selected, the Wizard will create an empty layout without a source document. This choice is convenient for exporting the layout file as an inp02 template (.tmpl).
- *Load a source document*: select and click the *Browse* button to choose the file to process. The first page of the source document will displayed.
- *Name* displays the file name of the document (if present).
- *Creator* displays the application from which the PDF file was created.
- *Number of Pages* indicates the total number of pages found in the document.

Finished product:

- *Page Width and Height* fields display the page format that was detected in the source file (if any). It is based on the PDF TrimBox or on the PDF MediaBox if no TrimBox is defined. These values can be overridden to crop the source file and allow for bleed creation.

If you chose the option *Start without a source document* you must enter default values for the page *Width* and *Height*. Then you can continue through the next panels to enter more settings.

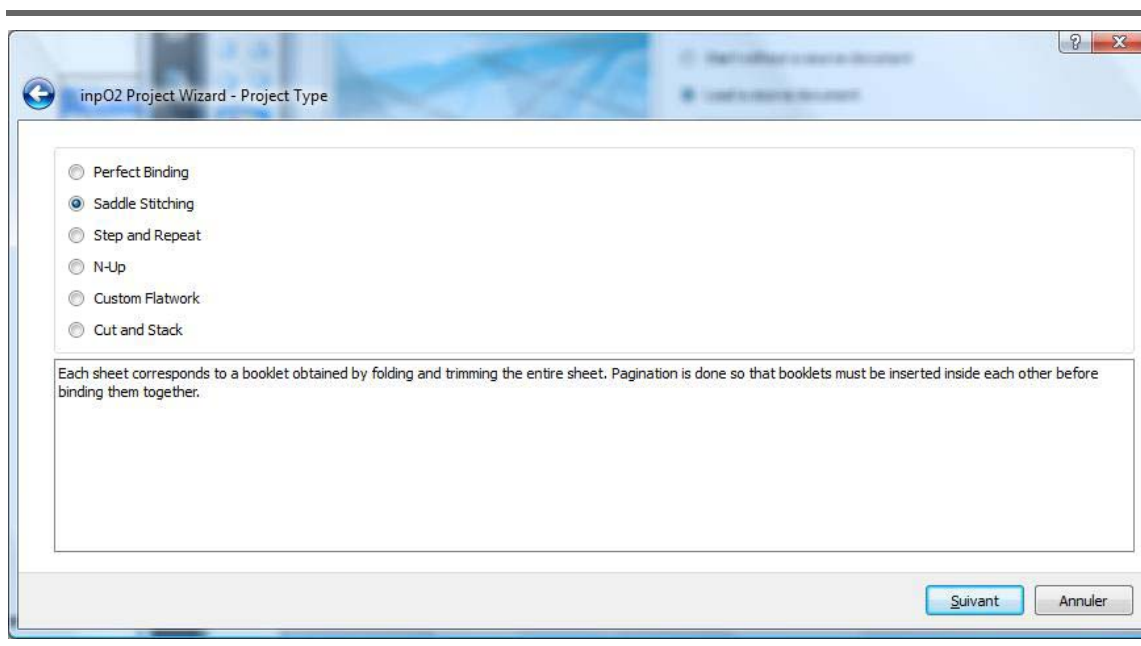
The button *Load Preset...* is used to load an existing Wizard preset (previously saved in the finalization panel, see [section 6.1.6](#)). It will set all the values of the following panels identical to the chosen preset. You can browse and edit these values afterwards.

After validating the information displayed, click *Next* to move on to the next step.

6.1.2 The Project Type panel

The second panel determines the type of the project. The Wizard offers the following capabilities:

- *Perfect Binding*
- *Saddle Stitching*
- *Step and Repeat*
- *N-Up*
- *Custom Flatwork*
- *Cut and Stack*

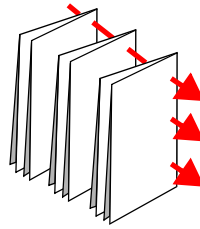


Here is a brief explanation for each working style:

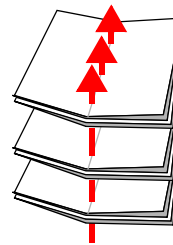
Perfect Binding is a binding where the sheets are folded into booklets and then the booklets are stacked one on top of the others. This type of binding is mostly used for books or magazines.

Saddle Stitching is a type of binding where the sheets are folded into booklets and then the booklets are inserted one inside the others.

This type of binding is mostly used for stapled or stitched booklet publications.



Perfect Binding



Saddle Stitching

With *Step and Repeat*, the same page is printed many times on the sheet which is then cut. It may be printed on a single side or on both sides. The repeat style be set by column, row or page.

It may be used for various flatworks for paper saving.

1	1	1	1
1	1	1	1

Step and Repeat (1 side)

1	1	1	1	2	2	2	2
1	1	1	1	2	2	2	2

Step and Repeat (2 sides)

With *N-Up*, the pages are not folded, but simply spread on the sheet and cut to produce different flatwork documents. It may be printed on a single side or on both sides.

It may be used for various multiple page flatworks.

1	2	3	4
5	6	7	8

N-Up (1 side)

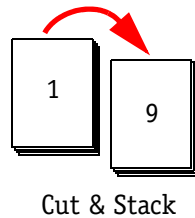
1	3	5	7	8	6	4	2
9	11	13	15	16	14	12	10

N-Up (2 sides)

Custom Flatwork is used for pages to be cut separately in ganging layouts containing documents with identical formats. It uses custom defined imposition patterns and optional repetition.

With *Cut & Stack*, the pages are not folded, but simply cut in piles with the lowest number pages in one stack and the highest number pages in another stack. Then the first stack is put on top of the second one, and so on (since many stacks are possible). It may be printed on a single side or on both sides.

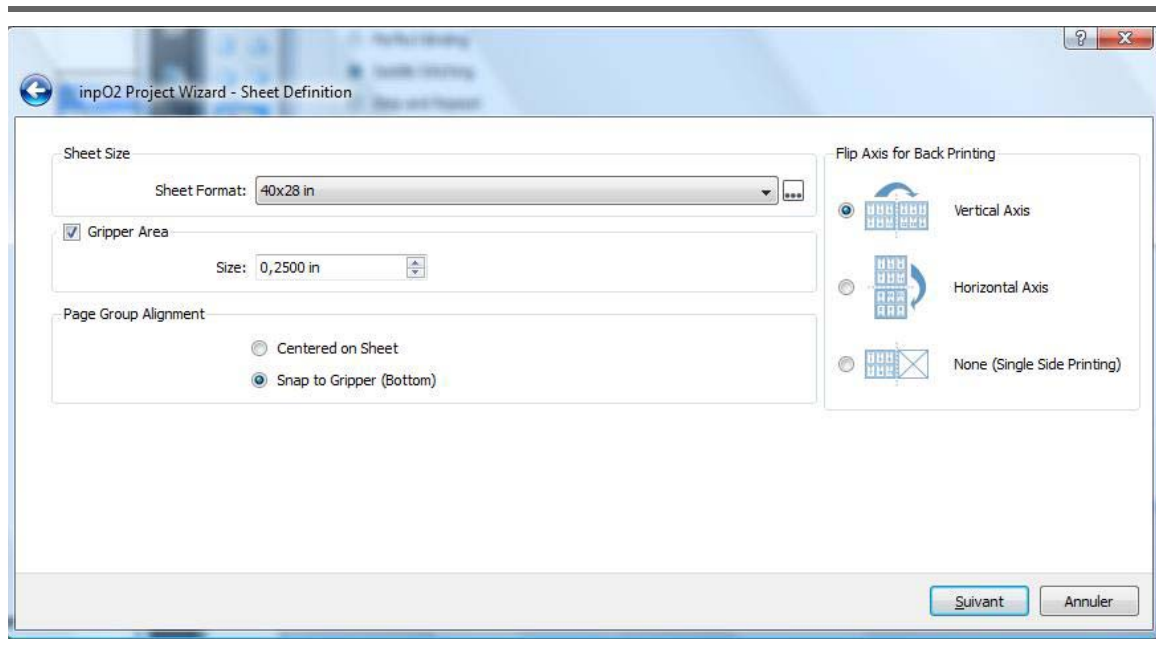
It may be used for various multiple page flatworks or spiral bound publications.



Choose a project type and click on *Next* to move on to the next panel.

6.1.3 The Sheet Definition panel

The *Sheet Definition* panel is where the sheet parameters are defined.



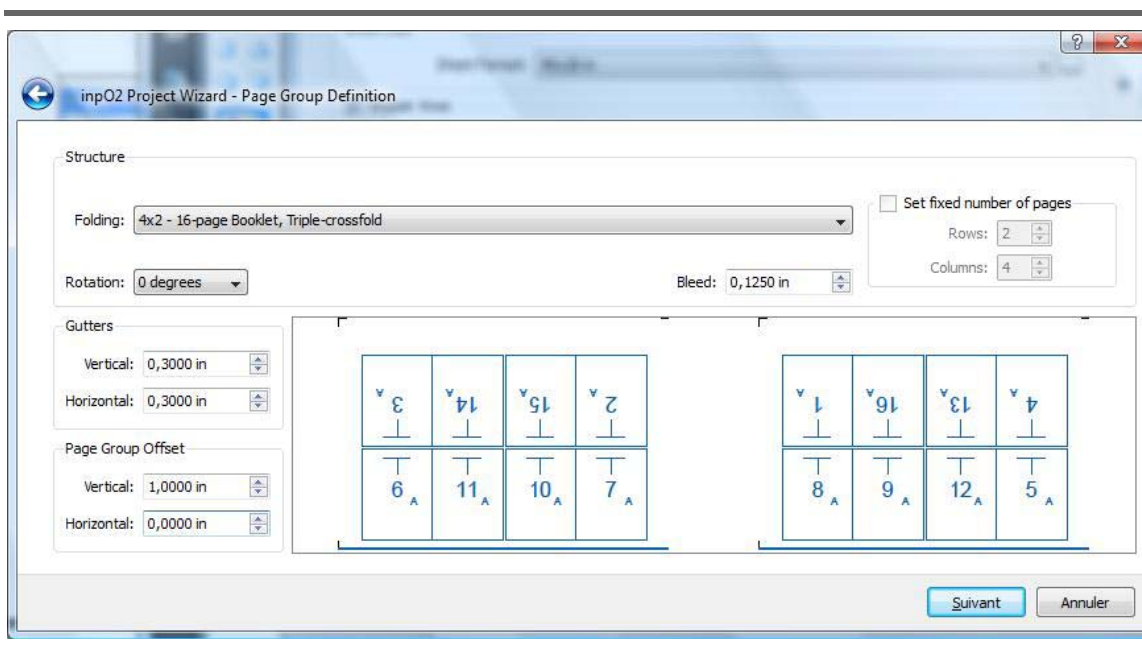
- The *Sheet Size* section allows entering the following information:
 - The *Width* of the press sheet.
 - The *Height* of the press sheet.
- The *Gripper area* section allows entering the gripper size value. When no gripper is used in the printing process, uncheck the *Gripper* box to disable the use of a gripper. The Wizard will automatically set the gripper at the bottom of the sheet.
- The *Flip Axis* section is used to define the behaviour of the back sheet.
 - Vertical Axis. The back sheet will be flipped according to a vertical axis. The left side of the sheet would then appear at the right on the back.

- *Horizontal axis*. The back sheet will be flipped on a horizontal axis. The top of the sheet would then appear at the bottom of the sheet on the back.
- *None (Single Side Printing)*. No back sheet will be created on the light table.
- If the selected flip axis is not supported with the work style selected in the second panel, a warning message will appear at the bottom of the dialog.

Click the *Next* button to move on to the next panel.

6.1.4 The Page Group Definition panel

The *Page Group Definition* panel presents a preview of the layout so far configured. inp02 auto-calculates the maximum number of pages per sheet based on the parameters previously entered.



- The *Folding* drop menu presents the *Folding Presets* list. Customized foldings, if any, will also be displayed ([see section 2.2.2: "Page Group Folding"](#)).
- *Rotation* is used to apply a rotation to the page group. The preview pane will be updated to display the new page group configuration.
- The *Bleed* field allows entering the bleed value that will be applied to all page sides.
- *Vertical and Horizontal Gutters*: These fields are required to create space between the pages. The values will react differently depending on the project type.

- *Page Group Offsets*: These adjustments will position precisely the page group on the sheet, based on the *Center on Sheet* or *Snap to Gripper* placement defined in the previous panel.
- *Set fixed number of pages*: In flatwork types of projects, this option will allow to override the maximum number of pages in rows and columns suggested by the wizard.

Click on the *Next* button to access the next panel.

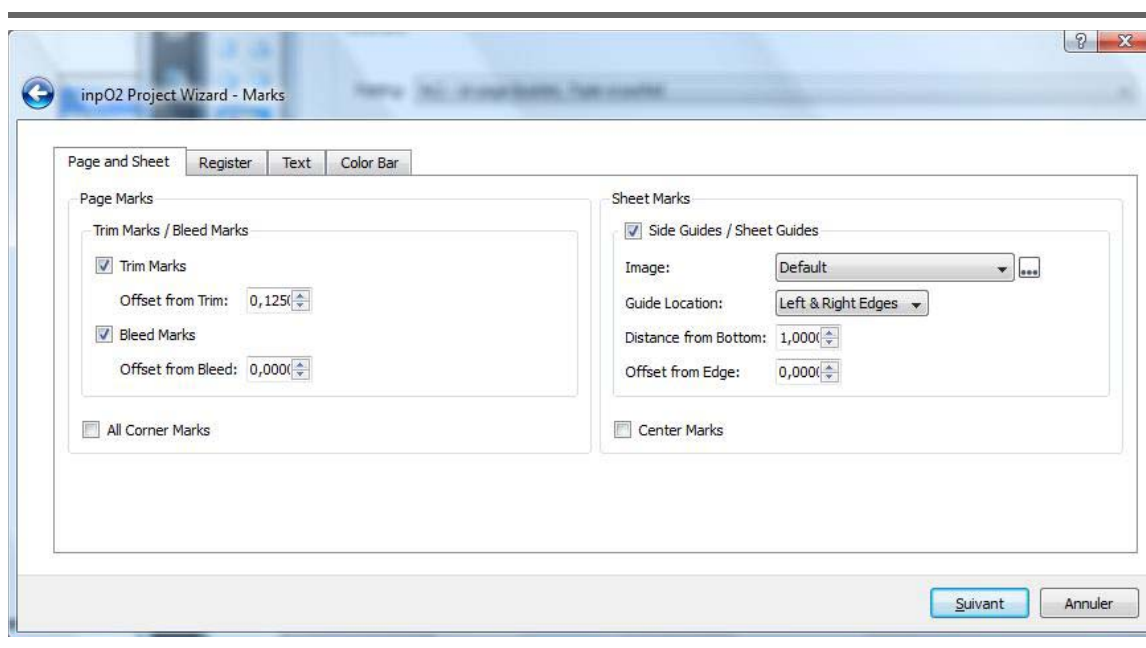
6.1.5 The Mark Definition panel

The *Mark Definition* panel is divided into four tabs: *Page and Sheet-Marks*, *Register Marks*, *Text Marks* and *Density Bar*.

Most of them give access to marks *Presets* (see section 2.5.2: “Editing Presets”).

If a mark uses an imported pdf image, the inks detected in the pdf image will automatically be mapped to the document’s inks.

Page and Sheet Marks In the *Page and Sheet Marks* tab, select the checkboxes of the marks you want to use.



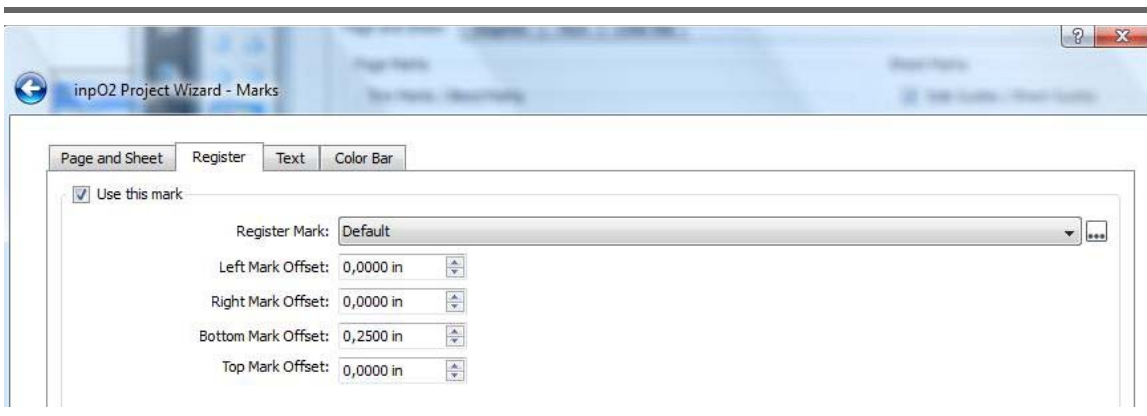
- The *Page Marks* section offers the option of using:
 - *Trim* and *Bleed* marks
 - Mark offset values for each type of mark
 - The option *All Corner Marks* creates page marks in the gutters, which can be convenient for flatworks.
- The *Sheet Marks* section offers the option of using:
 - *Side Guides/Sheet guides* including the *Image*, *Distance from Bottom* and *Offset from Edge* values. *Sheet guides* are a variant of

the side guide mark. They normally are used with digital presses and serve as reference marks of specific shapes, often to be detected by optical sensors.

- *Center marks* that will be placed on the border of the sheet at the vertical and horizontal centers.

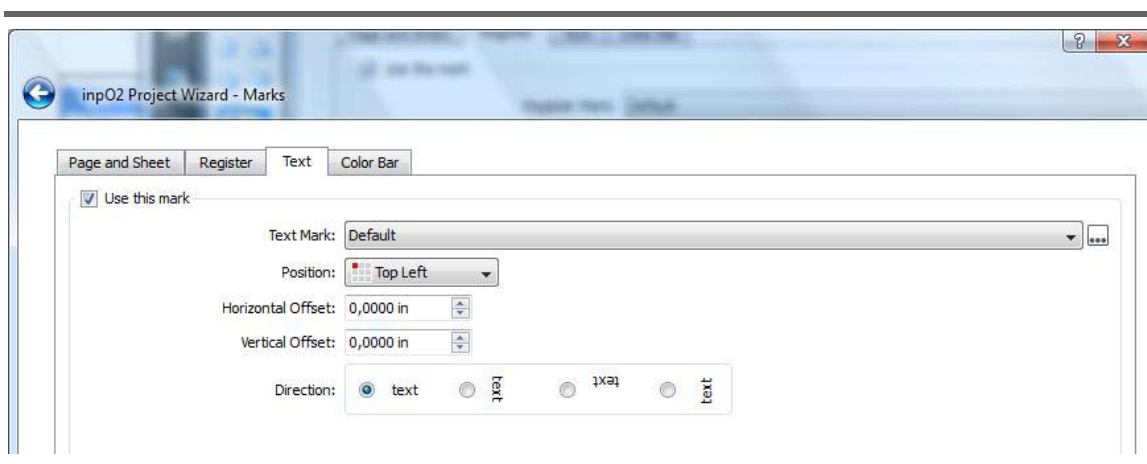
Register Marks The next tab allows for the use and edition of *Register Marks*. Check the *Use this mark* box to add *Register Marks* on the layout.

The Wizard will place *Register Marks* in the four sheet corners.



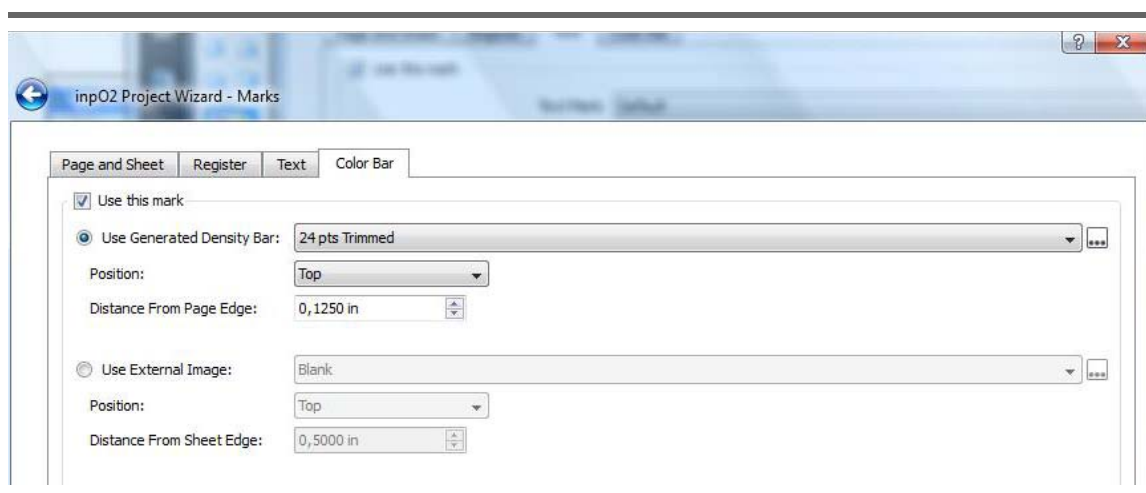
- Select a *Register Mark Preset* from the drop list. Clicking on the "..." button located to the right of the list gives access to the *Register Mark Presets* dialogue where you can edit *Presets*.
- It is possible to enter offsets from the sheet corners by entering values in the *Left*, *Right*, *Bottom* and *Top Offset* fields. Positive values will offset the marks towards the center of the sheet.

Text Marks The next tab allows for the use and edition of *Text Marks*. Check the *Use this mark* box to add *Text Marks* on the layout.



- Select a *Text Mark Preset* from the drop list. Clicking on the “...” button located to the right of the list gives access to the *Text Mark Presets* dialogue where you can edit *Presets*.
- In the *Alignment* drop list, select from which anchor point the mark will be positioned on the sheet,
- It is possible to enter *Horizontal Offset (X)* and *Vertical Offset (Y)* values. Depending on the anchor point that was selected, negative values may be required. Positive values move the mark right or up. Negative values move the mark left or down.
- *Direction*: choose one of the four text directions options.

Color Bar The last tab allows for the use and edition of a built-in *Density Bar*, or the import of a color bar PDF image. Check the *Use this mark* box to add *Color Bar* on the layout.



For the built-in *Density Bar*:

- Select a *Density Bar Preset* from the drop list. Clicking on the “...” button located to the right of the list gives access to the *Density Bar Presets* dialogue where you can edit *Presets* (see section 3.6: “*Density Bar*”).
- Choose its position from the drop menu: *Top*, *Bottom*, *Left*, *Right*, *Horizontal* or *Vertical Central Gutter*.
- If you have selected *Top*, *Bottom*, *Left*, *Right* position, enter an offset from the page edge.

If you import an *External Image*:

- Select an *Imported Image Preset* from the drop list. Clicking on the “...” button located to the right of the list gives access to the *Imported Image* dialogue where you can edit *Presets* (see section 3.1.2: “*Imported Image Presets*”).
- Choose its position from the drop menu: *Top*, *Bottom*, *Left*, *Right*, *Horizontal* or *Vertical Central Gutter*.

- If you have selected *Top*, *Bottom*, *Left*, *Right* position, enter an offset from the sheet edge.

Click on *Next* to move on to the last panel.

6.1.6 The Finalization Panel

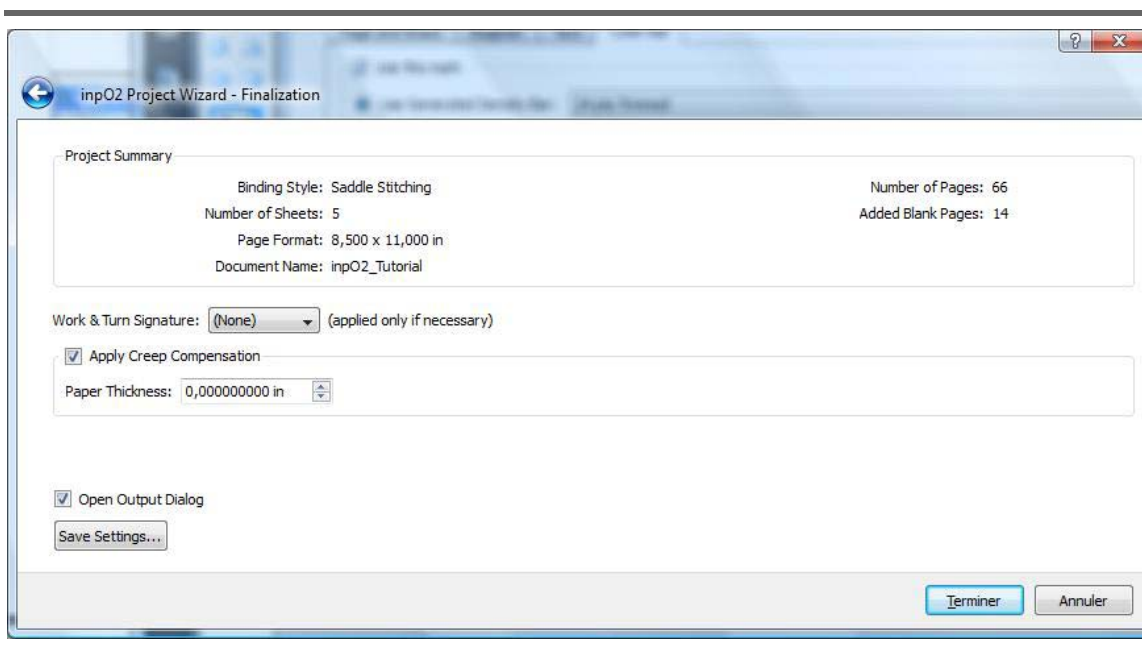
The *Finalization* panel summarizes the main parameters of the layout and offers few more settings to finalize the project.

The *Project Summary* section displays the following information:

- The *Binding Style*
- The *Number of Sheets*
- The *Page Format*
- The *Document* file name of the source document, if any.
- The *Number of Pages* in the document
- The number of *Unused Document Pages*, if any.
- The number of *Added Blank pages*. Blank pages are automatically added if the source file contains less pages than the imposition layout.

In case of bound project types, more options are available.

- The *Work and Turn* drop menu allows for the creation of a half booklet at the following position in the assembly: *First*, *Last*, or *Second last*. Work & Turn will be *applied only if necessary* in case a preset is reused with different page quantities.
- A *Creep Compensation* value may also be defined based on the *Paper Thickness* field.



Check the *Open Output Dialog* box to immediately output the project on exiting the Wizard.

Saving Wizard Settings

The *Save Settings* Button is used for keeping the actual wizard configuration as a preset. The save dialog prompts the user to enter a name for the preset. Also, for the automation process (see next chapter), one of the following options must be selected:

- *Page size is fixed*: the values obtained from the document panel will be used for automation. Remember that when actual values differ from the fixed values, the fixed page size option may have the effect of cropping the page content and putting extra bleed to the source document's original values.
- *Page size adjusts to source document*: the detected size of the source document will be used.

It is possible to browse the previous panels and modify some parameters at all times. Once satisfied, click *Finish* and see the entire layout on the light table.

Modifications may also be applied to the layout on the light table before output.

7 inp02 Automation

7.1 About inp02 Automation

inp02 automation is based on one or many hot folders defined with the Automation Manager. Each active hot folder is instructed, via a Wizard preset and an output configuration, on how to process the imposition job.

Hot Folders

Hot folders are file folders or special files selected to be monitored and processed by programs. The inp02 Automation Manager uses workflows linked to file folders.

When inp02 Automation is activated, the automated imposition process will be triggered by simply placing a source pdf document in one of the active hot folders. Many production workflows can be configured to generate various types of jobs: step & repeat, cut & stack, saddle-stitched, etc. The page format can be fixed or entirely adapted to the source document.

The inp02 Automation module can interact with any production workflow system using hot folders.

inp02 Automation: Quick Steps

inp02 Automation users will generally follow these steps:

- 1 Using the Wizard Interface, define and save an imposition job ([see chapter 6](#)).
- 2 Using the Output Configuration dialog, save the output settings, taking care to define a destination folder ([see section 9.2](#)).
- 3 Prepare folders (*input*, *archive* and *error*) on a file system accessible to the Automation process.
- 4 From the Acrobat file menu, select *Automate inp02...*
- 5 In the *Workflows* panel, click the *Create New Item* icon
- 6 Set the *Input*, *Archive* and *Error* folders by browsing the folders set in step 3.
- 7 Select the *Wizard Preset* as saved in step 1.
- 8 Select the *Output Configuration* as saved in step 2.
- 9 Click the *Start* button.
- 10 Place documents in the input folder and expect finished job shortly.

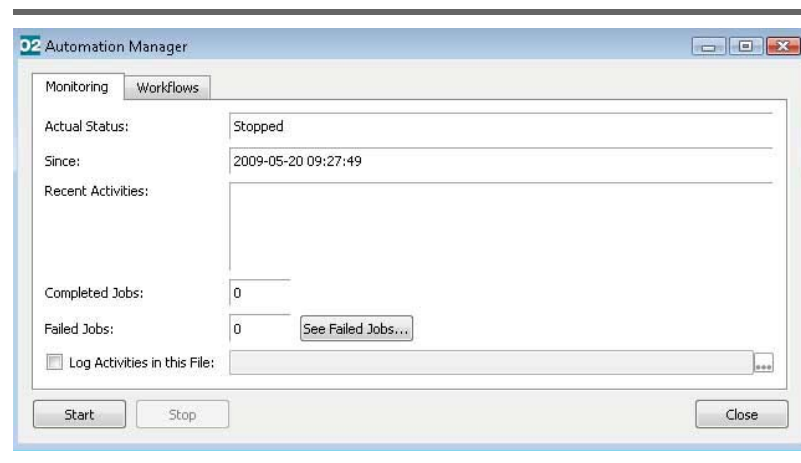


Notice that most of these steps are preliminary to the very first use of the Automation Manager and need not to be repeated for similar imposition projects, whence the Automation benefit.

7.2 The Automation Manager

The Automation Manager enables users to define “hot folders” and monitor automated tasks. It can be accessed via the Acrobat File menu *File > Automate inp02*¹.

The Automation Manager displays a panel with two tabs, *Monitoring* and *Workflows*. At the bottom, three buttons are displayed: *Start*, *Stop* and *Close*.



Starting and Stopping the automation process

The *Start* button will launch the process activating the hot folders and their monitoring. Validations are first performed to check if the minimal set of values is populated and usable. At this point, if a value is missing, a message box will be displayed to inform the user. When the process is running, this button is greyed out.

The *Stop* button is active when the automation process runs. It tells the process to stop all activities, after terminating the current job.

Closing the automation Manager

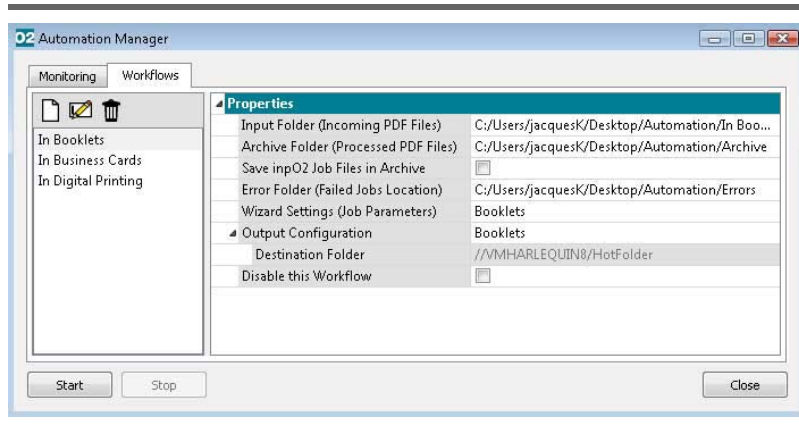
The *Close* button exits the automation Manager, provided no process is running, otherwise, it is greyed out.

7.2.1 Automation Workflows

The Workflows tab is where users can define hot folders and configure the process to be performed for each of them. Hot folder workflows are displayed like presets, with an items list on the left side of

1. This feature is active only with the inp02 Automation module.

the panel and the folder properties to the right. The workflow items are named after the hot folder name.



The *Create New Item* action icon, in the upper left panel allows the user to create a workflow item by choosing a hot folder.

The *Remove* icon is used to deleted the selected workflow item.

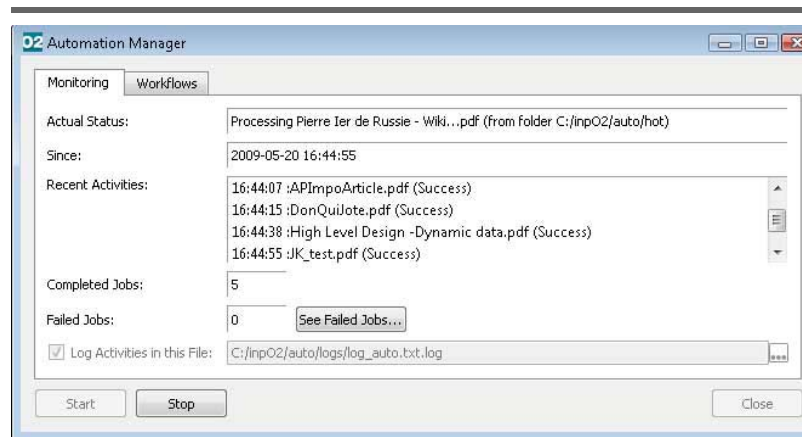
The *Rename* icon is used to rename an existing workflow item instead of keeping the default name (the file directory name).

The properties of each workflow item are:

- *Input folder*: this is the file directory to become a hot folder, where the incoming pdf files have to be dropped. This field allows the user to browse directories and choose a folder. Once the folder is selected, the *Input folder* field will contain the path and the name of the folder.
- *Archive folder*: Once the pdf file is being processed, it is moved to the *Archive folder*. Users select this folder exactly like the *Input Folder*
- *Save inp02 Job Files in Archive*: If checked, the project files generated by the automation process will be kept in the *Archive Folder*. When unchecked, it tells the process to move only the source pdf files to the *Archive Folder*.
- *Error Folder*: If, for some reason, the process is interrupted while processing a file, the corresponding project file will be saved in the *Error Folder*. A text file (<document name>.txt) containing information about the event and the error message will also be saved in the same folder. The source files will be moved to the *Archive Folder* to maintain the integrity of the run list in the job file.
- *Wizard Settings*: this field is a drop-down list of the available Wizard settings saved in the Wizard's finalization panel ([see section 6.1.6: "The Finalization Panel"](#)). Users can manage these settings by clicking the "... " button which gives access to the Wizard presets dialogue. The wizard setting tells the Automation Manager what to do to achieve the project.

- *Output Configuration*: this field is a drop-down list of the available output configuration settings. Users can manage these settings by clicking the “...” button which gives access to the output configuration presets dialogue. For more details on the output configuration, see section 9.1: *Main Output Dialogue*.
- *Output Folder (from Output Configuration)*: this read-only field reminds the user of the output folder location as set in the *Output Configuration* preset. This field must not be blank.
- *Disable this Workflow*: When checked, this field removes the folder from the automation process without losing its settings. The name displayed in the list will be suffixed with “(Disabled)”.

7.2.2 Monitoring Automation



inpO2 users can monitor or record automation activities in the *Monitoring* tab of the Automation Manager. Users can assess the state of the automation process with the information provided in the following fields:

- *Actual Status*: this field tells the status of the automation process. Three straightforward statuses are possible:
 - *Waiting for a file*
 - *Processing “<file name>.pdf” (from folder “<folder name>”)*
 - *Stopped*
- *Since*: displays the date and time of the last status change.
- *Recent Activities*: this scrollable text box contains the history of the last 100 activities (started, stopped, successful and failed).
- *Completed Jobs*: statistical field containing the number of completed jobs since the last time the dialog was opened.
- *Failed jobs*: statistical field containing the number of failed jobs since the last time the dialog was opened.
- *See Failed Jobs*: this field allows the user to browse the Error Folder, and verify the project files or related error files (*.txt).

Log activities in this file: when checked, this field will activate the logging of the process activities. The file to update is selected with the “...” button. It will contain information such as times, duration and statuses of each processed file.

7.2.3 Avoiding Disruptions of the Automation Process

Because inp02 performs numerous validations during the automation process, disruptions of the automation process are possible. Many of the disruptions causes are avoidable and most of them are easy to troubleshoot.

The following list summarizes such possibilities.

- “External” errors. They interrupt the automation process and require user intervention:
 - *Hot folder unreachable:* generally related to lost network connection or accidentally renamed or moved folders, etc.
 - *Error while moving a pdf file:* Incomplete access or read/write rights could cause such an error. Insufficient disk space or folder changes during the process could also trigger this error.
 - *Error while saving a job file:* The source pdf will be found in the *Archive* folder but the process will have stopped. A message box will alert the operator in such case.
 - *Error while writing log file:* This could mean that the log file is locked, requires unavailable disk space or that the network connection is faulty.



- “Internal” errors. Such errors are caused by anomalies in the source files, incompatibilities between files and job settings or other similar conditions. These errors do not interrupt the automation process but cause the pdf source files to be moved to the error folder along with a text file describing the cause of the error.
 - *Failure of a validation usually done by the wizard:* Some validations that are performed while using the wizard are also performed in automation mode because they are related to the source document. Since this file may change, new files may contain error sources.
 - *Failed checkpoints:* Layout checkpoints are validated by the automation process. They are categorized as *warnings* or *errors*. Only errors will lead to an output failure. The messages displayed by the checkpoints will be written to the error file and will help solve potential errors.

- *Validate pdf versions*: The version of pdf format used by imported images and source documents is checked to match the output configuration settings for the maximum supported pdf version. In case of conflict, this error is thrown.
- *Output errors*: They pertain to all messages related to the execution of the imposition output, such as problems with output directories, destination, etc.

8 Working With Documents

inp02 offers an easy way for adding PDF documents to your imposition.

When the run list is populated with PDF files, it is possible to preview these document pages on the light table, provided that the *Page Contents* checkbox is selected in the active profile ([see section 2.4: “Profiles”](#)).

8.1 The Document Manager

The *Document Manager* has two main functions:

- Build the run list by adding PDF files to the imposition.
- Adjust document pages to fit with layout pages, if required.



The *Document Manager* is available from the *inp02 > Show/Hide* menu, or by the *Document Manager* icon in the *inp02 Functions* toolbar.

The *Document Manager* window behaves as a palette and can remain opened while working on the light table or when using other functions. All changes applied in the *Document Manager* window are immediately reflected in the layout.

At the left side of the *Document Manager* window is the *Project Tree* that displays a tree structure of the project. The type of node that is selected in the *Project Tree* will give access to a contextual panel on the right side. The three node types are:

- The *Run List* (one or many)
- The *Document* (or page range)
- The *Page*

8.1.1 About inp02 Run Lists

Any prepress-ready PDF files can be inserted in inp02's run lists. Once a document is inserted into a run list, the *Ink Table* and the layout are automatically updated.

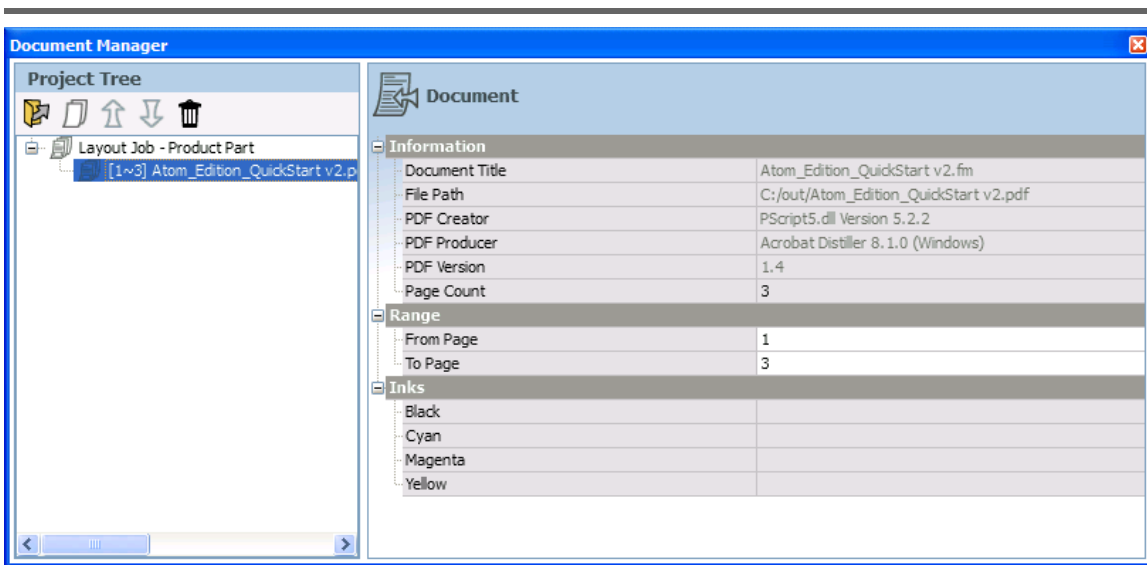
inp02 creates one run list for each different assembly or job part, corresponding to the project structure defined in the *Assembly Man-*

ager and the *Layout Manger*. For simple jobs such as jobs created from the Wizard or on the light table, only one run list is created.

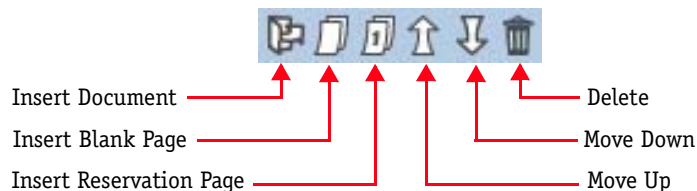
All you need to do is to browse and load PDF documents to the run lists. Each run list may contain any number of documents (complete or partial), blank pages and reservation pages (used in JDF workflow).

8.1.2 Project Tree Functions

The left area of the *Document Manager* is called the *Project Tree*. It shows a tree structure of the project run lists.



All actions can be done in the *Project Tree* using the toolbar icons.



Inserting Documents Into the List

To add files to the run list, click on *Insert Document* to browse to the appropriate file. If there are many *Product Parts* in the project, first select the *Product Part* for which you want to insert document files.

Multiple files may be selected in the folder using the usual commands. Files will be added in alphanumerical order in the Run List.

If the order is incorrect, select the file in the grid and use the *Move Up* and *Move Down* arrows on the toolbar to move the selection.

Documents appear in the *Run List* with numbers in square brackets representing the page range in the run list, for example [1~3].

Editing Document Page Range

The document page range to use can be modified by entering the correct page range in the right contextual panel. If two different ranges of a same document are required in the run list, load the PDF file twice and edit each page range accordingly.

Deleting a Document

To delete a document from the run list, select the document node in the tree and click on the *Delete* icon.

Inserting a Blank Page

Blank pages are meant to be blank when the job is printed (*see “Blank Page” in the glossary*).

To insert a blank page in the imposition index, select the document before which the blank page will be inserted and click on the *Insert Blank Page* button. If no document is selected from the grid, the blank page will be added to the end of the active run list.

The blank page will move as documents are added ahead of it in the imposition index.

You can change the number of blank pages by editing the blank page count in the right contextual panel.

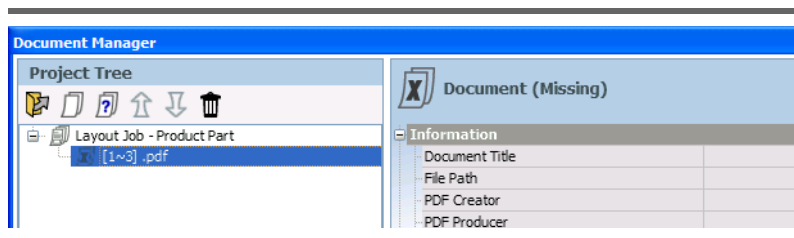
Inserting a Reservation Page

Reservation pages are placeholders for missing pages and are meant to be filled afterwards once documents are available (*see “Reservation” in the glossary*). Reservation pages are mostly used for JDF output to the RIP as they create the appropriate “missing document” status in the JDF run list.

The insertion and edition of reservation pages is identical to the insertion of blank page (see above for details).

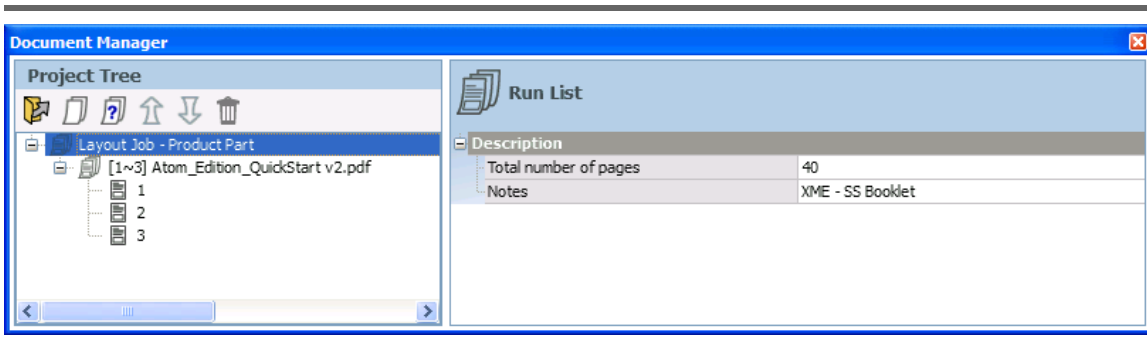
Document Not Found

When reopening an inp02 project, if the document is not found due to a file renaming or moving, the document icons in the tree and in the title bar of the contextual panel will change and the document will have to be manually relinked.



8.1.3 Run List Properties

When a run list is selected in the *Project Tree*, the right panel displays general information fields describing this run list.



- The *Target number of pages* entered in the *Assembly Manager* or the *Layout Planner* and any related *Notes* are displayed and can be edited. When making changes to the *Target Number of Pages* or *Notes* fields in the *Document Manager* window, the information will be updated in the *Assembly Manager* window and vice versa.
- The name of the assemblies in the *Project Tree* can be changed only from the *Assembly Manager* window.

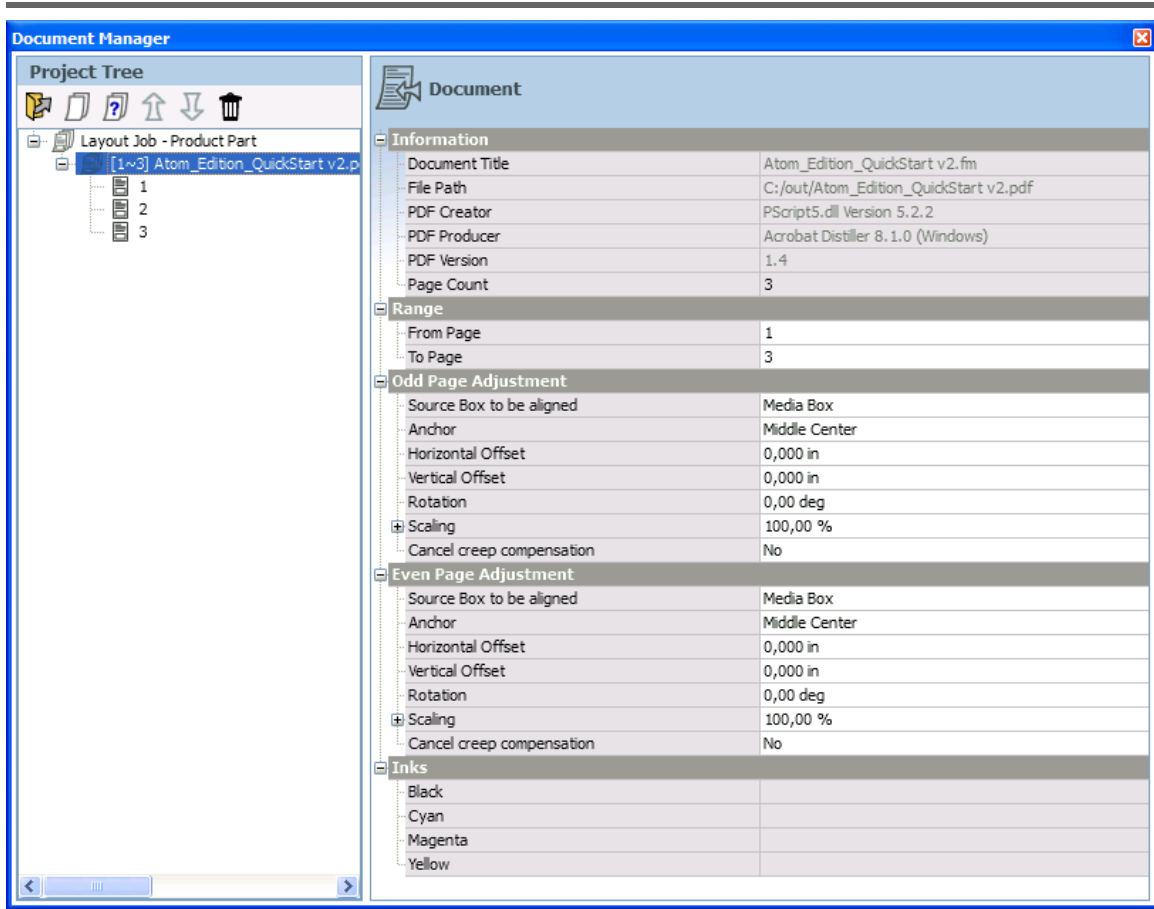
8.1.4 Document Properties

When a document is selected in the *Project Tree*, the right panel *Document* displays information regarding this document.

Here is a description of each document property.

Information *Information group:* This group contains view-only information which cannot be changed.

- *Document Title:* Displays the file name of the original source document that was used to create the PDF file.
- *File Path:* Displays the file path of the selected PDF file.
- *PDF Creator:* Displays the name of the technology used for the creation of the PDF file.
- *PDF Producer:* Displays the name of the application that was used to distill the PDF file.
- *PDF Version:* Displays the number of the PDF version of the selected document. This information is used for validation at output ([see section 9.2.1: "PDF Output Options"](#)).
- *Page Count:* Indicates the total number of pages in the selected document.



Range *Range:* Indicates the range of pages used from the selected document in this project. The *From Page* and *To Page* fields can be modified. Any change made in this group will be reflected in the *Run List*.

Odd and Even Page Adjustment *Page Adjustment* controls ([see section 8.1.5: “Page Adjustments”](#))

Inks *Inks:* These non editable fields indicate the inks that were found in the PDF document.

8.1.5 Page Adjustments

Page adjustments such as offset, scaling and rotation can be applied in inp02 and previewed in real time on the light table.

Adjustments are possible on a document, separately for all odd pages and even pages, or on any individual page. Click on the Document node or on the Page node to have access to the page adjustment controls.

Once documents are added in the *Document Manager*, any page from the layout can be adjusted.

Adjusting a Page Range

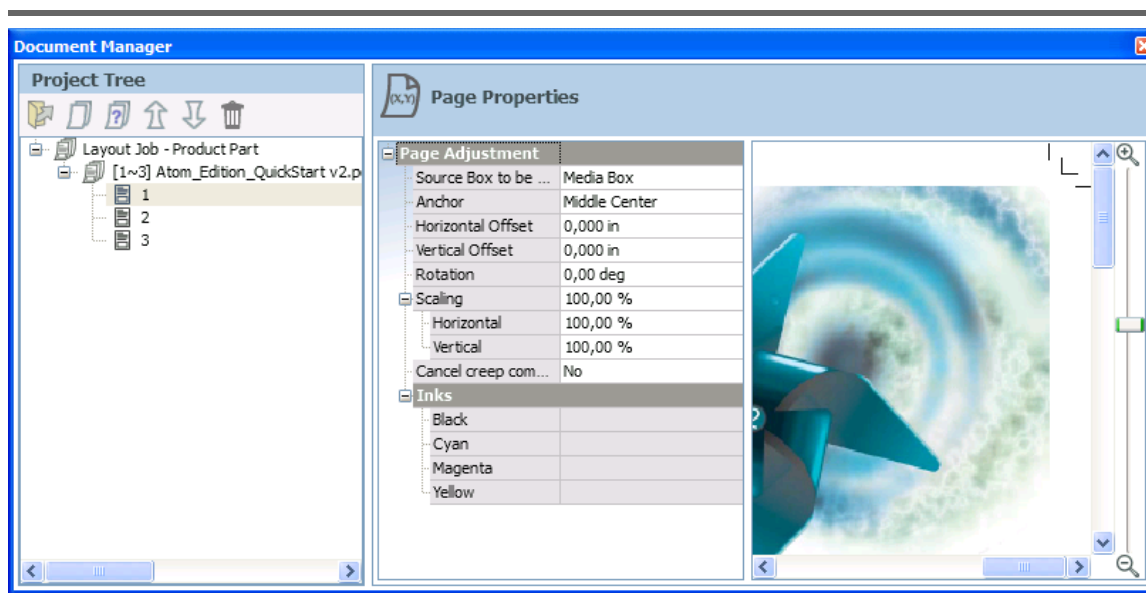
Page adjustments are possible at the document level. Click on the *Document* node in the tree to display the *Document* properties in the right panel.

At the document level, page adjustments are controlled separately for odd pages and even pages. The possible adjustments are as follows.

- *Source Box to be aligned*: This drop menu allows to choose which document page PDF box (ArtBox, BleedBox, CropBox, MediaBox, TrimBox) will be used as a reference for the page positioning in the layout.
- *Anchor*: This drop menu allows for the selection of an anchor point that will be used for the adjustment. The default anchor point is at the center.
- *Horizontal Offset*: This field is used to apply a horizontal (X axis) offset to the document page within the layout page.
- *Vertical Offset*: This field is used to apply a vertical (Y axis) offset to the document page within the layout page.
- *Rotation*: This allows changes to the orientation of the page in steps of 90°.
- *Scaling*: This field allows the user to scale the document page up or down to fit with the layout page size. A change in this field affects both horizontal and vertical scaling.
For anamorphic scaling, expand the node to see the following fields:
 - *Horizontal*: This field allows the user to scale the page up or down horizontally.
 - *Vertical*: This field allows the user to scale the page up or down vertically.
- *Cancel creep compensation*: This checkbox is used to prevent the automatic creep adjustment for a specific page (for example a spread). When checked: prevents the creep compensation option. Automatic creep adjustments are set in the *Assembly Manager* (see section 4.5: “*Creep Compensation*”).

Adjusting Single Page

The *Project Tree* lists all pages contained in the *Document*. If pages are not seen in the tree, simply expand the *Document* node.



Adjustments that are possible at the *Page* level are similar to adjustments performed at the *Document* level, but the page can be previewed to ease the adjustment.

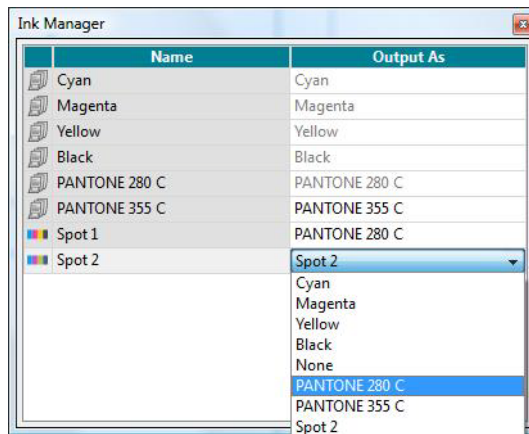
Important Page adjustments take into account both the document page and the layout page outline. If you have more pages in the *Run List* than there are in the layout, extra pages will be displayed in the *Project Tree*, but will be disabled for page adjustments.

8.2 The Ink Manager

When adding PDF documents to an imposition, whether as an imported mark or as a source document, inp02 automatically fills the ink table with the colors identified in the document.



The *Ink Manager* is available from the inp02 menu, *Show/Hide* option or by the *Ink Manager* tool icon.



The *Ink Manager* window behaves as a palette and can remain opened while working on the light table or when using other functions. All changes applied in the *Ink Manager* window are immediately reflected in the layout.

To close the *Ink Manager*, use the x button in the upper-right corner of the window, uncheck the item in the *Show/Hide* menu or toggle the *Ink Manager* tool icon.

The *LayoutOutline* color used to display page information and outlines is not editable from the *Ink Manager* dialogue. The output of this ink may be prevented by unselecting the objects that use this color in the *Profiles* (see section 2.4: “Profiles”).

Mapping colors

inp02's ink table is divided in two parts:

- On the left is the list of colors identified in the project. An icon identifies the provenance of the colors: either imported image or source document.
- On the right are the output options for the color that is selected in the left-hand list.
 - Choose *Output as*: to redirect the selected color to another one in the list. For instance, if a same CMYK color is identified differently within two source documents (*Black* vs. *Process Black*), *Process Black* may be redirected to *Black* to ensure that only one black plate is produced at output.
 - Choose *None* to prevent the selected color's output.

Limitations

Note that you cannot redirect or prevent the output of a process color (cyan, magenta, yellow, black).

To ensure an accurate color display in Acrobat, it is recommended to check *Overprint Preview* in the *Advanced* menu of Acrobat.

9 Output

In a typical workflow, inp02 layout and imposition files are sent to a RIP as flats to be used to prepare the plates for the press.

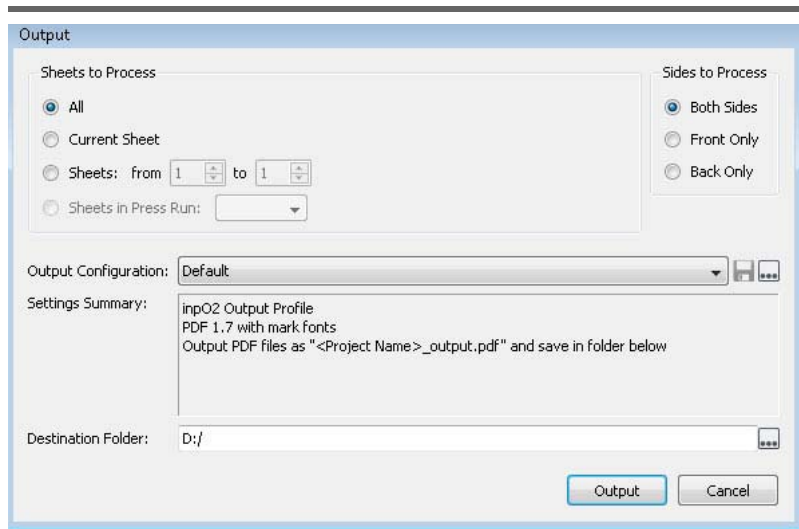
inp02 outputs the imposition in either PDF or JDF formats. It is possible to output the complete imposition, including the source files placed in the layout, or only a JDF layout, which can later be populated by another process.

When an imposition is changed into a PDF format, the resulting file cannot be edited in inp02 any more.

9.1 Main Output Dialogue



To output PDF or JDF files, select the *inp02 > Output* menu, or click on the *Output* icon in the *inp02 Functions* toolbar. This will open the *Output* window.



- *Sheets to Process* defines which sheets to output.
 - *All*: By default, inp02 will export all sheets in the project.
 - *Current Sheet*: The current sheet can be selected for output.
 - *Sheets From - To*: A given range of sheets can be selected for output.
 - *Sheets in the Press Run*: A *Press Run* can be selected for output.

- In the *Sides to process* section, choose to output both sides of your sheets or only the front or back.
 - By default, inp02 will output both sides.
- Choose which *Configuration* to use for the output.
 - The drop-down list contains all preset *Configurations*. If none have been defined yet, the default settings will output a file of the whole job in a single PDF document.
 - Click on the “...” button to open the *Output Configuration* window (see section 9.2: “*Configuring Output Properties*”).
- *Settings Summary* displays a summary of the settings chosen for the current *Output Configuration*.
- The *Destination Folder* is where the output file(s) will be saved. Click the “...” button to choose a folder.
- When the *Open produced files in Acrobat* box is checked, all PDF files created will be opened in Acrobat after the process is completed.
- Click *Output* to output your imposition, or *Cancel* to close the window without outputting.

9.2 Configuring Output Properties

If the user's needs go beyond the default output settings, it is possible to define as many different output settings as required. This is done in the *Output Configuration* window. This window can be accessed from the main *Output* window by clicking on the “...” button located to the right of the *Output Settings* drop list or by selecting the *inp02 > Presets > Output Settings* menu.

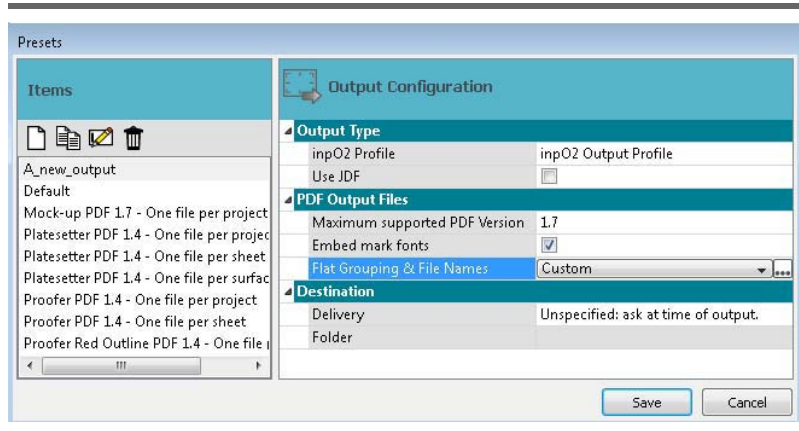
The *Output Configuration* window is similar to other *Presets* windows and items can be edited the same way (see section 2.5: “*Presets*”).

The *Output Configuration* offers all the settings available for both PDF and JDF output.

- Choose which *Profile* to use for the PDF output.
 - The drop-down list contains all saved items.
 - Click the Edit button to open the *Profiles* window. From there create a new profile or simply choose which items to output (see section 2.4: “*Profiles*”).
- *Use JDF* determines if a JDF file is needed. When unchecked, the JDF settings are hidden.

9.2.1 PDF Output Options

This section explains available options for PDF output.



PDF Output Files: This group allows for advanced controls for better compatibility with RIPs and preflighting systems.

- **Maximum Supported PDF Version:** is the version of PDF that will be validated against PDF source documents and written in the output files. The PDF version that should be selected is the highest version supported by the workflow. At output, inp02 validates that the selected version is equal or higher than the version of the document files. If the selected version is lower, a warning will be displayed.
- If *Embed marks fonts* is selected, the fonts that are used by inp02 for text marks (Helvetica, Times-Roman or Courier) will be embedded in the output files. If the checkbox is not checked, the RIP resident fonts with similar names will be used ([see section 3.2.1: “Text Mark Presets”](#)).
- **Flat Grouping & File Names:** This field allows access to the *File Naming Convention Presets* window by clicking on the “...” button that appears when this field is selected ([see section 9.2.3: “Grouping and Naming Files”](#)).

Destination: This group allows for setting up the output delivery method and destination.

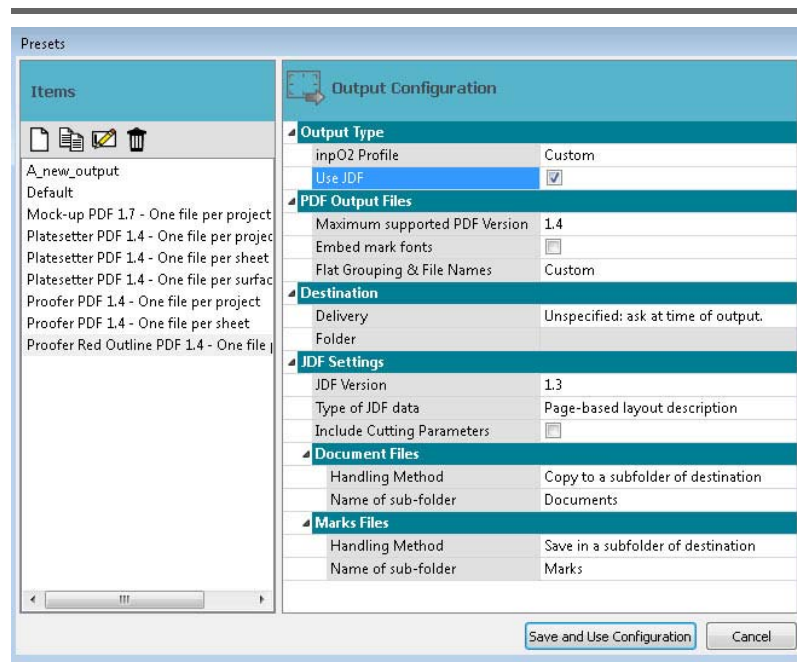
- **Delivery:** This drop list specifying the method used to deliver output files. Three options are available.
 - *Unspecified: ask at the time of output.* If selected, the destination folder will have to be set in the main *Output* window.
 - *In the folder specified below.* If selected, the destination folder must be identified in the field below.
 - *Use source document folder.* The output files will be delivered in the same folder as the source documents. If there are many source folders, the path of the first document found in the run list will be used.
- **Folder:** Click on the Browse button “...” that appears when the field is selected to identify the path.

9.2.2 JDF Output Options

In inp02, it is possible to output layouts to JDF format, based on the CIP4 *Layout Creation to Imposition ICS (Interoperability Conformance Specifications)*.

JDF format can be used for connectivity with JDF-enabled RIPs. When JDF is selected, inp02 sends a “job ticket” to the RIP with a PDF file appended. Many JDF configurations are possible.

To display JDF settings, ensure that the option *Use JDF* is selected in the second field.



This section explains options that are exclusive to JDF output. All PDF options described in the section above also apply ([see section 9.2.1: “PDF Output Options”](#)).

- **JDF Version:** This drop list allows the user to select the version of JDF format used to exchange data with the RIP. At this point, two versions are available 1.2 and 1.3.
- **Type of JDF data:** This drop list allows the user to choose between two methods for sending files to the RIP. The type that is selected will enable appropriate settings in the dialogue.
 - **Page-based layout description:** This type must be selected if the RIP executes the imposition process (document page placement). The JDF file contains instructions for the handling of the document pages to be imposed and the PDF Marks file.
 - **Imposed flats:** This type must be selected if the imposition process (document page placement) is done within inp02. The JDF file contains instructions for the handling of the completed PDF flats.

- *Include cutting parameters:* If selected, the JDF file will provide cutting information to preset JDF-enabled guillotine controllers.

Page-based layout description

inp02 will create a JDF file containing a layout and run list, plus a PDF file for marks. Document pages are optional for the creation of the JDF file. However, if documents are not indexed, *Reservation* pages must be placed in the *Run List* ([see section 8.1.1: “About inp02 Run Lists”](#)).

The two sub-groups of properties that need to be set up are as follows:

- *Document files:* This group offers different options for the handling of the source documents.
 - *Include in MIME package:* All files will be included in a MIME package and sent to the chosen destination.
 - *Reference from actual location:* The document files remain at their current location and the path is written in the JDF for access by the RIP.
 - *Copy to the folder below:* The files are copied to any folder on the network.
The folder *Path* must be defined in the field below.
 - *Copy to a subfolder named as below:* The files are copied to a sub-folder of the chosen destination. If this sub-folder does not exist, it will be created during output.
The name of the subfolder must be defined in the field below.
The default name is *Documents*.
- *Marks Files:* This group offers different options for the handling of the Marks files that will be created.
 - *Include in MIME package:* All files will be included in a MIME package and sent to the chosen destination.
 - *Save to the folder below:* The files are saved to any folder on the network.
The folder *Path* must be defined in the field below.
 - *Save to a subfolder named as below:* The files are saved to a sub-folder of the chosen destination. If this sub-folder does not exist, it will be created during output.
The name of the subfolder must be defined in the field below.
The default name is *Marks*.

Imposed flats

When the *Type of JDF data* field is *Imposed flats*, The JDF file produced is basically a pointer to the PDF imposed flats that need to be processed.

Only one sub-group of properties needs to be defined.

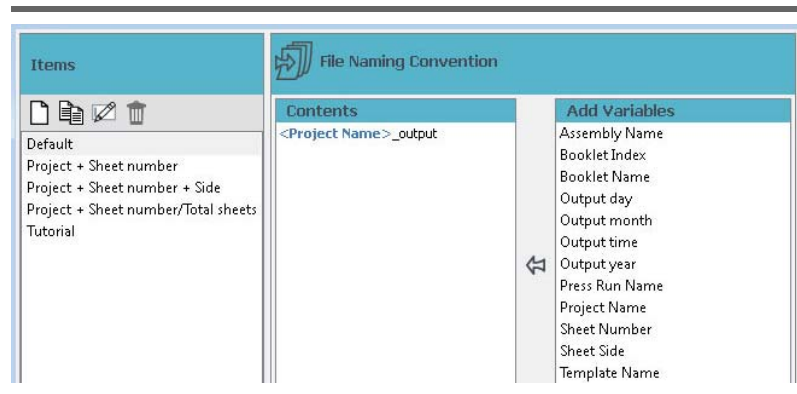
- *Imposed Flats:* This sub-group gives appropriate information on how to handle the PDF *Imposed Flats* files that will be created.
 - *Include in MIME package:* All files will be included in a MIME package and sent to the chosen destination.

- *Save to the folder below:* The files are saved to any folder on the network.
The folder *Path* must be defined in the field below.
- *Save to a subfolder named as below:* The files are saved to a subfolder of the chosen destination. If this sub-folder does not exist, it will be created during output.
The name of the subfolder must be defined in the field below.
The default name is *Flats*.

9.2.3 Grouping and Naming Files

It is possible to set a naming convention for your files, using a mix of variables and text. In inp02, output files are grouped by defining the file naming convention.

For example, when inserting the *Sheet Number* and *Sheet Side* variables, inp02 will create a file for the front and a file for the back of each sheet. When using *Sheet Side* only, one file will be created for all the front sides of the sheets, and one for the all the backs.



The general functioning of the *File Naming Convention* window is the same as other *Presets* dialogues ([see section 2.5.2: “Editing Presets”](#)).

The *File Naming Convention* window is divided into three parts: *Items*, *Content* and *Add Variables*.

- *Items:* Many file naming conventions can be defined. The *Items* section lists all defined presets and works like other presets ([see section 2.5: “Presets”](#)).
- *Contents* is where the string made of variables and text will be built. Variables from the *Variables* section may be inserted and/or the text entered directly.
- *Variables* shows the list of available variables. Select one by clicking on it and click on the *Arrow* icon to insert it to the *Contents* section. The variable will be inserted at the position of the cursor.



- Once the naming convention is built, the user may save it by clicking *Save and Use Naming convention*.
- Click *OK* to close the *File Naming Convention* window and return to the *Output Configuration* window.

10 Glossary

Here is a list of terms specific to inp02 and/or the world of imposition and printing. We hope this helps getting familiar with inp02.

A

Assembly

In inp02, an assembly is the root node of the *Assembly Tree* that gathers folded booklets to create an imposition. An assembly can be a complete job or part of a job. You may have many assemblies in the same project. For each assembly, there is a corresponding run list.

Assembly Manager

The *Assembly Manager* is the name of the inp02's dialogue where imposition jobs are assembled ([see section 4.2: "The Assembly Manager dialogue"](#)).

Assembly Tree

In inp02, the *Assembly Tree* is the arborescence window of the *Assembly Manager* containing parent/child nodes where the assemblies are created ([see section 4.3: "Working with the Assembly Tree"](#)).

ATM

Apogee Template Manager or Model. Template structure used when exporting layouts in a format to be used by the Apogee Prepress software from AGFA (*.tpl) ([see section 2.6: "Export Template for ATM"](#)).

B

Barcode

A barcode is an optical machine-readable representation of data, which shows data about the object to which it attaches ([see section 3.3: "Barcode"](#)).

Binding

Fastening the printed and folded sheets of a publication into a single unit. There are a number of methods, most of which are variations of saddle-stitching and adhesive or "perfect" binding.

Blank Page

Placeholder to complete the run list when the imposition layout contains more pages than the documents to be printed. A blank page may be used for example to create empty even page at the end of a chapter when the next chapter starts on an odd page, see sub-section "[Inserting a Blank Page](#)" of section [8.1.2: Project Tree Functions](#).

Bleed

Page elements that extend beyond any of the four trim edges are said to bleed off the page. (The bleed across the spine is known as "crossover" or "crossover

trap.”) This ensures that when the pages are bound and cut, there is no gap between the edge of the printed element and the edge of the page.

Bleed Mark

Bleed marks are small linear marks drawn at the corner of the pages to indicate the page bleed boundaries.

Booklet

A small saddle-stitched brochure or folded section of a publication (signature). In inp02's *Assembly Tree*, *Booklets* are child nodes of the *Assembly* node. *Booklets* are created from templates. They contain page ranges and pages and may also contain other inserted *Booklets*.

C

Collating Mark

Step-marks printed on the spine edge of signatures to facilitate the collating of the booklets and check their sequence ([see section 3.3: “Barcode”](#)).

Come and Go

Type of assembly consisting in the binding of two copies of a folded publication at the time before trimming. This is achieved by the printing of double booklets, each part sharing the same spine and paginated in opposite direction ([see section 4.4.4: “Come and Go”](#)).

Creep

The apparent movement of page images on folded signatures away from the spine caused by the thickness of the folded paper. Creep is of particular concern with saddle-stitched publications where each successive signature is folded and placed inside the previously folded signature. To compensate, pages are printed slightly closer to the spine on successive signatures ([see section 4.5: “Creep Compensation”](#)).

Cut and Stack

Binding type consisting in trimming the pages and stacking the various piles while keeping the pagination sequence defined.

D

Density Bar

A Density Bar is a layout object inserted in a project gutters or margins allowing measuring ink exposure and density.

Document Manager

In inp02, the *Document Manager* is the dialogue where the documents are imported and the run lists are created ([see section 8.1: “The Document Manager”](#)).

F

Flat

The front or back of a printed sheet. Also, the unit of imposed pages used to produce a plate to print one side of a sheet.

Folding

In inp02, a folding is the pagination pattern and the page orientation of a page group. Foldings can be saved in a library and used in all jobs. The most useful CIP4 JDF folding catalogs are already included in inp02's folding library ([see section 2.2.2: "Page Group Folding"](#)).

Folding Numbers

These numbers on the pages show the initial folding pattern before the incrementation of the pagination algorithm. They help to see how the sheet will be folded after being printed ([see section 2.2: "Pagination Tool"](#)).

G

Gripper

The leading edge of the paper as it passes through the press.

Gutter

The vertical or horizontal space between columns or rows of pages.

I

Imported Mark

A color bar, CCR mark, logo, or any other PDF image file that is embedded in inp02 for template creation ([see section 3.1: "Imported Mark"](#)).

Imposition

The arrangement of the individual pages of a book into a multi-page layout for production of a press plate. This layout is set up so that when the sheets are printed, folded, and trimmed, the pages are in the correct order and the book is ready for binding.

Imposition Index Number

This number is actually the number of the page in the whole publication. Page numbers are incremented from sheet to sheet, as opposed to Folding Numbers ([see section 2.2: "Pagination Tool"](#)).

In the run list, the pages from the PDF files are each associated to an imposition index number. inp02 places the document pages in the layout by matching the imposition index numbers from the run list with those in the layout.

Ink Manager

In inp02, the *Ink Manager* is the dialogue where all the colors from pages and imported marks that used in the project are listed and may be mapped to other colors ([see section 8.2: "The Ink Manager"](#)).

J

Job

A job is the work generated by a customer order for a single printed publication. In inp02, the term job is not found in the interface. A printed job can be composed of one or many assemblies. On the other hand, the *Assembly Tree* may contain many printed jobs. The inp02 work files are rather called layouts (*.layt), managed layouts (.mlay) or assembly projects (*.ably).

L

Layout

The arrangement of pages in printing sequence on a flat. In inp02, a layout is an imposition plan on the light table. A layout file (*.layt) may contain documents and be output as PDF or JDF. It may also be exported as a template (*.tmpl) to be used in the *Assembly Manager*.

Layout Ink

In inp02, the *Layout Ink* is the editable color separation used to outline the imposition plan and all page information. This color can be printed for proofing or omitted for final imaging ([see section 2.4.3: “Customizing Profiles”](#)).

Layout Manager

The *Layout Manager* is the name of the inp02’s dialogue where imposition layouts are created and optimized using predefined equipment and materials ([see section 5.2: “The Layout Manager dialogue”](#)).

Layout Page

In the layout, the placeholder (trim box) where the source document page will be placed.

Linear Mark

In inp02, mark or bar of variable length and width that can be used for different purposes in the layout ([see section 3.7: “Linear Mark”](#)).

M

Managed Layout

In inp02, a managed layout is a project created through the *Layout Manager*. A managed layout file (*.mlay) contains specific data used by the *Layout Manager*. It can be further edited on the light table. It may contain documents and be output in PDF or JDF format.

Margin

In inp02, the margin is the gutter that surrounds the page group. It is used to create a zone for the placement of marks such as density bars and imported marks. This zone must be wide enough to allow for the bleed value.

Marks

The various symbols that are placed on the press sheet or the plate for press and post-press operators. Marks can be attached to sheets, plates, page groups, or pages.

Multi-web

Using several web presses (double-web, triple-web, etc.) in series or parallel to print one job. In this case, several press sheets are folded together in one booklet, which requires special pagination ([see section 4.4.5: “Multi-Web”](#)).

Webs can also be partial or cut into sections before the assembly.

N

Naming Convention

Method for the naming of the files that respects a predefined syntax to ease the communication between workflow components.

N-Up

Pagination sequence consisting in spreading a maximum of different pages on a sheet.

O

Object Properties Palette

In inp02, a floating palette used to edit the parameters and the position of any type of object that is selected on the light table ([see section 2.3: “Object Properties Palette”](#)).

Optimization

a In inp02, automatic layout calculation for job ganging available within the *Layout Manager* dialogue. Optimization is based on predefined equipment and materials, page formats, paper grain, and product quantities.

b Optimization is also the name of an optional inp02 module.

P

Page

a One side, usually printed, of a single leaf of a trimmed and bound publication.

b The text-and-graphics “image unit” acquired from various documents and files for printing on (a).

c The trim box in the layout into which (b) is placed.

Page Group

A group of printed pages brought together in the proper alignment and order for trimming and binding by a single folding operation. In inp02, a page group may represent a signature, part of a signature, a step and repeat job, or a single page.

Page Head

The top of the printed page. In the layout, a T symbol is used to show the orientation of the page. The T represents the top.

Page Mark

Usually trim and bleed marks attached to the page.

Page Range

In the *Assembly Tree*, a child node of the *Booklet* representing a range of pages.

Pagination

The manual process of adding numbers to the pages on the layout. The manual pagination can be saved as a *Folding*. Also, the automatic process of incrementing these numbers in the *Assembly Manager*.

Partial Web

Paper roll that is narrower than the full size web (half-web, quarter-web, etc.). When paginating partial web in inp02, the plate size remains the same but the page group is adapted to fit on the paper width, whether on the gear side or the operator side of the press ([see section 4.4.6: “Partial Web”](#)).

Perfect Bound

A method of binding in which the signatures are folded, stacked and trimmed, and then glue is applied to the spine edges. This produces a flat-spined book that opens completely to the back of each page.

Perfecting

Method for printing the back of the sheet. The front is printed, then the sheet is turned from top to bottom on a horizontal flip axis to print the back.

Planning

a In inp02, the name of the approach that is offered by the *Layout Manager* dialogue. Planning is based on predefined press and post-press equipment and materials.

b Planning is also the brand name of the optional module of inp02 for the creation of post-press driven layouts (bound jobs).

Plate

A plate is a metal, polyester, or paper master that when inked, is used to press an image onto paper. In inp02, the plate is the extra surface on which the sheet can be positioned (*see section 1.5: "Sheets and Plates"*).

Press Marks

See Marks.

Press Run

In inp02, a press run contains one or many product parts that are printed together using the same set of plates. Many press runs are possible in a *Managed Layout*.

Product Part

In inp02, a product part is the smallest component of a printed product that requires its own production method. It can be flat, folded or bound.

Project

In inp02, a project is created using the *Wizard*, the *Layout Manager* or the *Assembly Manager*. A project may contain one or many assemblies or product parts.

R

Reader's Spread

In a reader's spread the publication's pages are displayed as they will be read in the completed book.

Register Mark

Figures (usually crossed lines and a circle) placed outside the trim page boundaries in color separation overlays to provide a common element for proper alignment see the "Note" of section 3.5: *Register Mark*.

Reservation

Placeholder to complete the run list when a document page file is missing; see sub-section "*Inserting a Reservation Page*" of section "*Project Tree Functions*".

Run List

The run list is the list of all the document files to be printed in final pagination order.

S

Saddle Stitch

A method of binding in which each signature is folded and placed inside the previously folded signature; when all the signatures are folded and inserted, they are sewn or stapled together through the center or spine fold.

Sections

Subsets of the page group identifying parts of the sheet that will be cut before folding. In inp02 WEB, sections are identified on each page by letters A, B, etc. and can be used in the *Assembly Manager* for advanced assemblies ([see section 4.4.7: "Use of Sections"](#)).

Sheet

A large piece of paper passing through a press for imprinting by a plate or plates. On a web press a roll of paper is used in place of multiple sheets.

Sheet-fed Press

A press that prints single sheets of paper, rather than a continuous roll or web of paper. A sheet-fed press prints more slowly than a web press, and is typically used for shorter runs.

Sheet Template

See Template

Sheetwise

The most common method for printing the back of the sheet. The front is printed, then the sheet is turned from left to right on a vertical flip axis to print the back.

Shingling

Refers to the means of progressively moving the printed content so that all text is visible at the same position on every page. Bindings such as "saddle-stitched" require increasing bind margin towards the outside pages, thus needing such compensation. See also "[Creep](#)".

Signature

The term signature is not used in inp02's interface. A signature can be made of different combinations of one or many folded page groups or sheets. The *Booklet* node in the *Assembly Tree* illustrates better the concept of signature.

Simplex

Type of work printed on a single-side sheet.

Split Web

After being printed on a web press, the web is slit into sections and the ribbons are superimposed for in-line folding ([see section 4.4.7: "Use of Sections"](#)).

Step and Repeat

Pagination sequence consisting in adding a maximum number of the same page on a sheet.

T

Template

In inp02, a template is a basic sheet file which is used in the *Assembly Manager* to create a complete imposition. A template may contain more than one sheet (multi-sheet template) ([see section 4.2.1: "Templates"](#)).

Text Mark

Printable text lines containing a combination of predefined variables and normal text ([see section 3.2: "Text Mark"](#)).

Trim Mark

Trim marks are small linear marks drawn at the corner of the pages to indicate the final trim size of the publication.

W

Web Press

Cylinder printing machine in which the paper is fed from a continuous reel, as opposed to sheet fed. Also called reel-fed press.

Wizard

The inp02 Wizard allows creating easily imposition projects. Step by step instructions are presented and its result may be output to PDF, or modified on the light table.

Work Style

A sheet configuration to address different imposition requirements (sheetwise, work and turn, work and tumble, etc.).

Work and Back

See Sheetwise.

Work and Turn

To print one side of a sheet of paper, then turn it over from left to right and print the second side using the same gripper and plate but the opposite side guide.

Work and Tumble

To print one side of a sheet of paper, then turn it over from gripper to back using the same side guide and plate to print the second side.

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