



Kodak

PREPS
Imposition Software
Version 8.x

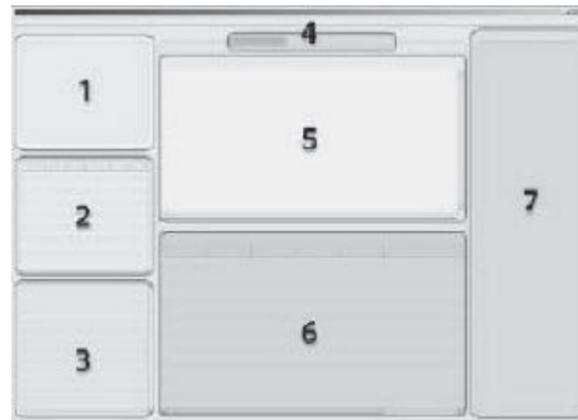
Quick Reference Guide
English

Getting started: The User Interface

Use this guide to start using the Kodak PREPs imposition software.

For more information and instructions, go to:

- The PREPS **Help** menu
- <https://partnerplace.kodak.com/>



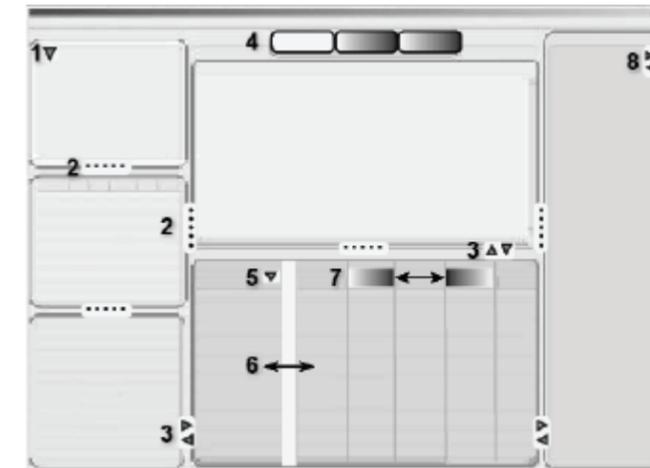
User interface panes are grouped by general purpose in the left side, center area, and right side of the window:

- The left side of the window contains lists of job assets, from which you select elements for building a job.
 - The center region is your primary job-building area.
 - The right side gives you detailed control over selected job elements.
- All information is dynamically updated as you make changes in related areas.

1	Products	Use the Products pane to view and manage the job structure. For manual layouts, you can select and drag sections to the Press Runs workspace.
2	Files	In the Files list, you add customer PDF input files, create placeholder files, and select file pages to add to a run list or press-run layout.
3	Resources	Use the Resources pane to select and manage your resources for building press runs. <ul style="list-style-type: none"> • Media list • Stock list • Marks list • Layouts pane: Templates list, Fold Patterns list, Step & Repeat Patterns list, Search tool
4	View tabs	Toggle between views for primary aspects of a job: Pages view, Press Runs view, and Assembly view.
5	Workspace	Review, rearrange, and edit items in the workspace to dynamically update the properties. Use viewing tools and menu options to control which details are displayed. <ul style="list-style-type: none"> • In the Pages view, preview pages and check trim boxes. • In the Assembly view, plan multiple products and parts. • In the Press Runs view, build and check press-run layouts.
6	Summary lists	In each view, manage a list of all applicable job items. <ul style="list-style-type: none"> • You can arrange the rows and columns, change the sort order and width of columns, and expand or collapse the rows. • Select an item in the Press Runs List or Pages List to display it in the workspace. In the Assembly workspace, you can toggle between graphical and list formats.
7	Properties	Use the Properties pane to view and edit the settings of selected job items. All applicable panes and lists are dynamically updated with your changes. Select an item in a workspace, summary list, or Products list to display its settings in the Properties pane.

User interface viewing tools

Click the triangles and stretch the dividers to fit the window panes to your needs.



1	Click a triangle to expand or collapse a list tree.
2	Drag a divider to stretch or shrink a pane.
3	Expand a pane to hide the adjacent panes.
4	Click a tab to switch views.
5	Click the triangle to reverse a column's sort order.
6	Drag the column edges to adjust their widths.
7	Drag the column headers to rearrange the columns.
8	Click a triangle to stretch or shrink a column.

User interface tools

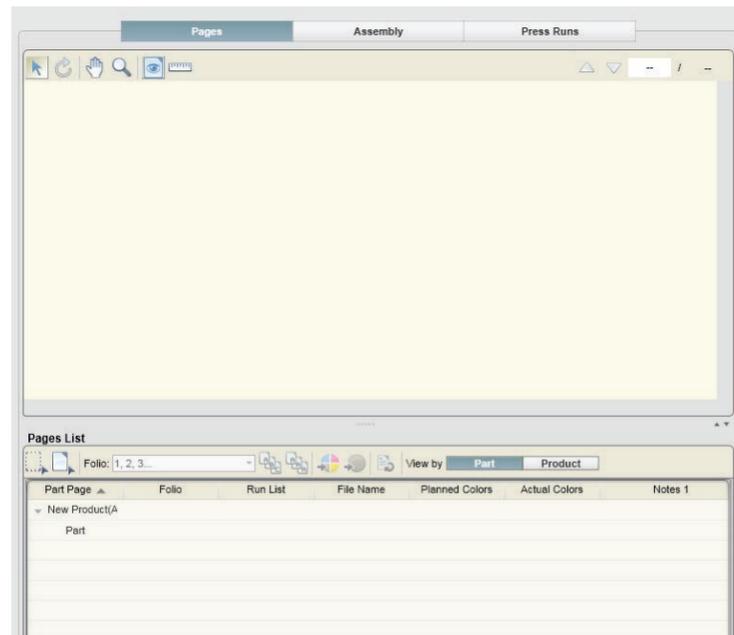
- Drag-and-drop functionality for placing and moving items
- Toolbars and keyboard shortcuts for most tasks
- Context (right-click) menus for managing the resources
- Triangle icons for expanding or collapsing the panes
- Adjustable dividers for resizing the panes
- Instant access to properties of items that you select in the workspace
- Dynamic updating in all affected areas when edits are made in any area
- Menus and dialog boxes for less-frequently performed tasks
- **Help** menu for user information
- Horizontal and vertical rulers and guides in the **Pages** and **Press Run** views, enabling you to determine where to place content and align objects, as well as allowing detailed measuring capabilities

Getting started: The task-based views

Tab between dynamically updated views as you work on a job's pages, press runs, or product assemblies, with an interactive workspace and supporting list panes.

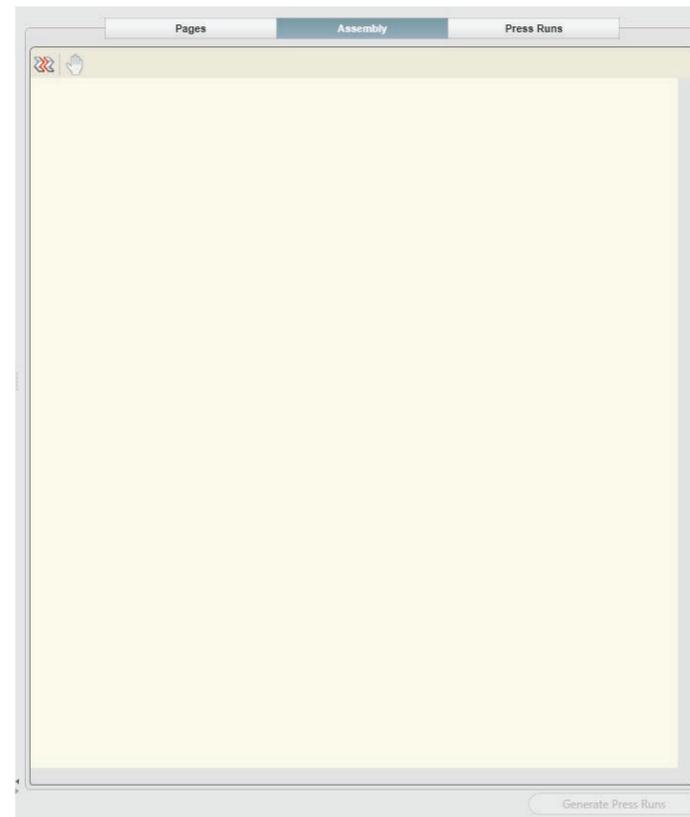
In the **Pages** view:

- Set up the product run lists with blank, placeholder, or PDF content pages.
- Preview individual pages and page details.
- Adjust the trim boxes.
- Reposition, scale, or rotate the PDF content.



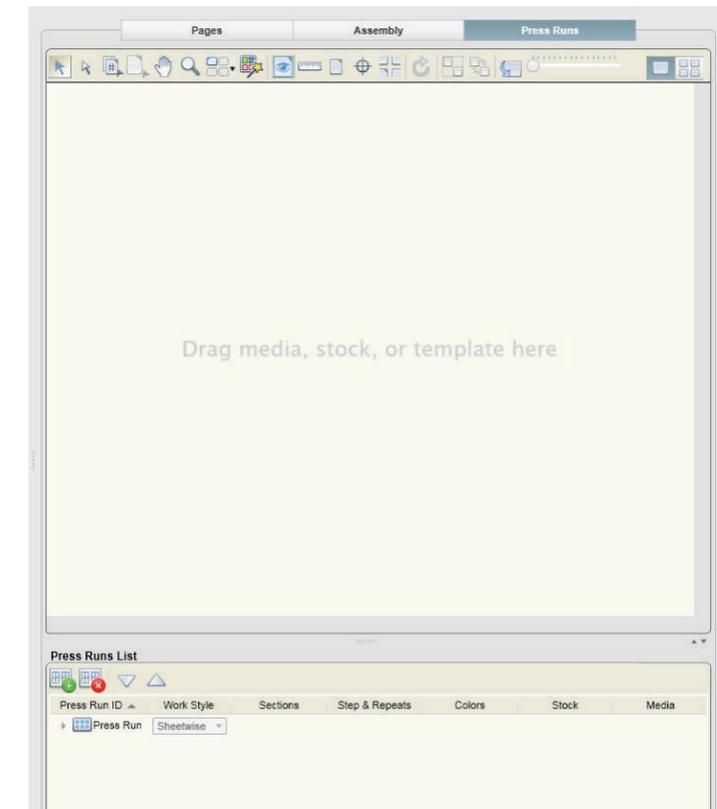
In the **Assembly** view:

- Provide the product intent for a customer job, which can include multiple products and parts and mixed binding styles.
- Interactively plan the binding assembly of each product's parts and sections.
- Autogenerate the press runs based on your planned details.



In the **Press Runs** view:

- Create and interactively edit and preview any number of sheetfed and multiweb press runs to accommodate the job's pages.
- Manage the stock, media, marks, and layout for each sheet or web.



Working with the views

The way that you use the views can be affected by such factors as job types, product requirements and complexity, the number of people who work on the jobs, the feature set supported by your software license, and personal preferences.

Here are a few possibilities:

- You might first use the **Pages** view to collect the input files or define file placeholders and set up the run list, and then switch to the **Press Runs** view to build the press-run layouts.
- For ganged jobs or for basic single-product, single-part jobs, you might work entirely in the **Press Runs** view.
- For intelligent setup of ganged press runs, you might use the AutoGang feature in the **Press Runs** view.
- Jobs for complex publications might be done in stages. For example, a planner, customer service representative, or senior prepress operator might start a job by providing the product intent in the **Assembly** view (license-dependent). The job can then be completed by a prepress operator who creates the layouts and prints the press runs.
- In a JDF-based workflow, you use the **Assembly** view to provide any information that was not received via JDF, and then check the autogenerated press-run layouts in the **Press Runs** view.

Getting started: Preparation

As you learn to use the software, you can use the factory default settings and sample resources.

Before you start to use the Preps software for actual production, set up your own preferences and add your own resources for building jobs. You may also want to configure a connected printer for printing job reports.

Setting your preferences

You can set default values for various settings in the Preps software. The default values appear in various areas of the software where they are typically editable for a specific purpose, without changing the stored default preference values. You can change the default values only in the Preferences dialog box.

You can store different combinations of settings in custom profiles.

Define your preferences for the current session, and store the settings in a profile.

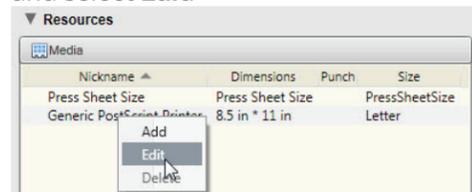
1. Open the Preferences dialog box:
In Mac OS: Select **Preps > Preferences**.
In Microsoft Windows: Select **Edit > Preferences**.
2. Set preferred values on each tab as needed.

Connecting a printer for direct printing

To print directly to a device such as a laser printer on your network, define the connection in its media configuration.

The printer must already be installed and selectable on your computer.

1. In the **Media** list, right-click **Generic PostScript Printer**, and select **Edit**.



2. In the Media Configuration dialog box, click **Connection**.
3. In the Connection dialog box, select the printer.
4. Click **Test Print**.
5. After the test page prints, click **OK**.
If a test page does not print, troubleshoot the printer and the operating system setup.

Setting up the lists in the Resources pane

Set up resource lists with your commonly used media, stock, marks, and layouts for building press runs. You can manually drag the resources to a layout, or use various tools for generating the layouts. Define your preferences for the current session, and store the settings in a profile. For more information about resource lists, see workflowhelp.kodak.com.

Creating a new media resource

The **Media** list contains the software's pre-defined standard media as well as the media resources that you configure to target specific devices. You can also store file sets for specific media resources. To add a resource to the **Media** list, prepare a media configuration for a specific target device. You can obtain the most current PPD files directly from the manufacturer of your imaging device. If a device is already installed on your operating system, you can use a copy of the system's PPD file.

1. If the PPD file is not already installed, copy the new device PPD file and paste it to the `\Printers\ppd\` folder. The file name must end in `.ppd` and contain no special characters.
2. Select **Resources > New Media**.
3. Select the **Media Type**.
4. Provide a meaningful nickname for the new media configuration and click **OK**.
5. In the Media Configuration dialog box, select the size and set any other options that you need.
6. Close the dialog box.

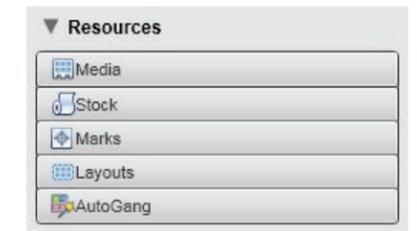
The new media resource appears in the **Media** list in the **Resources** pane.

Creating a new stock resource

The **Stocks** list contains the available sheet sizes. Each stock resource represents a press sheet that will be printed on one or both sides to produce the final printed product. When adding a stock, you specify its dimensions and characteristics for your own reference—such as manufacturer, weight, and grain direction. To add a resource to the **Stocks** list, you define its press sheet size and provide additional details for your own reference. A list of sample stock sizes is provided to help you get started. The following procedure bases a new resource on an existing resource.

1. In the **Resources** pane, click **Stock**.
2. From the list, select an existing stock that is similar to the new stock resource that you want to define.
3. Right-click the stock and select **Duplicate**.
4. Edit the properties and save the stock with a new name.

The new stock appears in the **Stock** list in the **Resources** pane.



Creating a new mark resource

The **Marks** list contains both predefined marks and the mark files that you create, which are based on Kodak SmartMarks technology. To add a new resource to the Marks list, you define a mark that is based on an existing SmartMarks (SMK) file. You can create, edit, and duplicate individual marks or groups as needed.

1. On the **Folders** tab in the Preferences dialog box, set the default **Templates, Marks and Resources Folder** for this installation.
2. Perform one of these actions:
-Create a new mark by selecting **New SmartMark** from the **Resources** menu, selecting a mark type, and editing its name and properties.
-Or, right-click an existing mark in the **Marks** list, select **Duplicate** or **Edit**, modify its name and properties, and save it with a new name.
3. Save the mark to a location in the `/Marks/SmartMarks/` folder. Only marks that are stored in this folder appear in the **Marks** list.

Lists in the Layout pane

- The **Templates** list contains complete, reusable layouts that predefine the press sheet dimensions and template page sizes, positions, and numbering for specific binding styles. Preps includes a selection of sample templates, and you can save frequently repeated jobs as templates. When setting up Preps, you might create non-customer jobs with layouts for the purpose of creating templates. You can also migrate and continue to use existing templates from previous versions of the software.
- The **Fold Patterns** list contains dimensionless, prenumbered page grids that you drag to press runs to build imposition layouts "on the fly." You can edit the default binding style, page size, page numbers, and trims that are automatically applied to the resulting press-run section. The software includes standard fold patterns that are derived from the CIP4 Pagination Catalog (also referred to as the JDF Fold Catalog). You can also create and save new fold patterns or variations of standard fold patterns.
- The **Step & Repeat Patterns** list shows previously saved step-and-repeat placeholders created in Preps that contain a specific grid pattern of a set height and width.
- Use the **Layouts Search** tool to find a specific layout in large collections of templates and fold patterns.

Getting started: Jobs

Many of your jobs can be completed using variations of a few basic tasks.

Summary of job steps

To work with jobs, you require a solid prepress background and an understanding of imposition concepts and workflow. The following steps summarize the main aspects of most single product jobs. Not all steps must be performed in a specific order, many can be combined or automated, and there are flexible ways to perform most steps.

- Optional: Define the product intent, including the product and part page counts.
- Add the input files to the job.
You can skip this step for unpopulated jobs.
- Set up the run list with PDF, placeholder, or blank pages.
You can skip this step for ganged jobs.
- Add media and stock to a press run.
- Create a press-run layout with page positions, content, marks, and trims, as needed.
- Continue building the press runs to accommodate the pages for this job.
- Save the job, and print the output files.
- Optional: Save the job as a template or fold pattern for reuse.

Creating different types of jobs

The way that you create jobs can be affected by such factors as job types, product requirements and complexity, the number of people who work on jobs, and personal preferences.

Creating basic jobs

- Select **File > New**.
- Set up the run list in the **Pages** view.
- Build the layouts in the **Press Runs** view.

Creating jobs planned via product intent in the Assembly view

- Select **File > New Job With Product Intent** and provide the available information.
- If another product is needed in this job, select **File > Add New Product Intent**.
- Check and refine the job structure and properties in the **Assembly** view.
- Click **Generate Press Runs**.
- Set up the run list in the **Pages** view.
- Check and finalize the layouts in the **Press Runs** view.

General tips for selecting, deleting, rearranging, and accessing the properties of items

Option	Description
Selecting an object in the workspace or Products list	Displays its settings in the Properties pane
Selecting a press run, sheet, web, or surface in the Press Runs List	Displays the layout in the workspace (or the first layout of multiple webs, with the web-selection list). If a press run is selected, also displays its settings in the Properties pane
Selecting a page in the Pages List	Displays its preview in the workspace and its settings in the Properties pane
Double-clicking an imposition in the workspace	Displays its Modify Imposition dialog box
Double-clicking a stock, media, mark, or template in a Resources pane list	Adds that resource to the layout in its default position
Right-clicking an item in a Resources pane list or in the Products list	Displays a context menu of options for that item or list
Double-clicking inside an editable text box or column	Makes it editable, and, in some cases, displays a list of selections
Tabbing out of a text box that you edited	Applies your edit and moves the cursor to the next text box, if applicable
Deleting versus removing	Typically, removing takes an item out of the workspace but retains it in the job. Deleting makes it permanently unavailable.
Pressing Delete versus Option/Alt+Delete to remove a ganged page	To remove a ganged content page and its template page, select the page and press Delete. To remove only the content page, press Command/Ctrl+Delete.
Dragging rows in the Press Runs List	Rearranges the press runs for your viewing convenience
Dragging sections in the Assembly workspace	Can be used to combine sections or change their binding style or sequence. Page and section numbering are updated accordingly.
Editing a property with multiple values (--, Mixed , Multiple)	When multiple selected items are set to different values, your edit sets them all to the same value.

Creating jobs with multiple products, parts, binding styles

(Without using product intent or the **Assembly** view)

- Select **File > New**.
- Use the **Products** list and **Properties** pane to define the parts and sections.
- Set up the run list in the **Pages** view.
- Build the layouts in the **Press Runs** view.

Creating manual ganging jobs, jobs with a single product and binding style

- Select **File > New**.
- Set up the **Files** list.
- Build the layouts in the **Press Runs** view.

Creating JDF automation jobs

- Select **File > Open**.
- Locate and open the JDF file.
- Check and refine or complete the generated job structure and properties in the **Assembly** view.
- If you made structural changes, regenerate the press runs.
- Set up the run list in the **Pages** view.
- Check and finalize the layouts in the **Press Runs** view.

Creating AutoGang jobs (standalone)

- Select **File > New**.
- Set up the **Files** list.
- Set up the **AutoGang** list.
- Generate the autoganged press runs.
- Check and finalize the layouts in the **Press Runs** view.

Getting started: Setting up Files lists and Product Run lists

Setting up a Files list for a job

Use the **Files** list to collect customer PDF input or placeholder files. You can then select and drag PDF or file placeholder pages from the **Files** list to a product run list in the **Pages** view or directly to a press sheet in the **Press Runs** view.

Input files can include:

- Single-page or multiple-page PDF documents from other software sources
- Individual PDF pages that were exported by a prepress system
- File placeholders and pages

Although the source documents might be created in various software products, they must be submitted as PDF input files to Preps. The original files are not affected by any adjustments that you make within your job. Job input files and information about any page adjustments that you make in the layouts remain associated with the job after it is saved.

Use one of these methods for building the **Files** list:

- Drag PDF files from a local or network folder location to the **Files** list, or select **File > Add Files**, and locate and add the files.
- Drag files directly to a run list in the **Pages** view or to a layout in the **Press Runs** view.
- To add file placeholders, select **Job > Add Placeholder**, give the placeholder a name, and specify the number of placeholder pages.
- When setting up a run list, use the **Add Pages** tool in the **Pages** view to create placeholders.

Setting up a product run list for a job

As you set up a product run list, you can add information about each page to help ensure that all the pages are correctly placed in the run list and on a press run.

- Depending on the job, you might set up a product run list either before or after preparing the press-run layouts.
- For multiple-product imposition jobs, you can set up a run list for each product.
- For gang-only jobs, you do not set up a run list. Instead, you add file pages directly to a press run.

1. Go to the **Pages** view.
2. On the **Pages List** toolbar, set the **View by** option to **Product**.
3. Choose a method:

To add an entire file:	Click and drag the file (or file placeholder) from the Files list, or directly from a folder location, onto the product name in the Pages List .
To add an individual PDF page or placeholder page:	<ul style="list-style-type: none"> • Click and drag the page from the Files list onto the product name, to a specific run-list position, or onto a page to replace it. • Press Shift, then click and drag to select and add multiple pages.
To add empty placeholder pages:	<ul style="list-style-type: none"> • Double-click or drag the Add Pages icon in the Pages List toolbar. • In the dialog box that appears, select the product, name the placeholder, and specify the page count and position in the list.
To insert a single blank page:	Drag the Add Blank Pages icon to a specific run-list position, or drag it onto a page to replace the page.
To add a specific number of blank pages:	<ul style="list-style-type: none"> • Press and hold Option/Alt as you drag the Add Blank Pages icon. • Specify the page count in a pop-up dialog box, and drop the pages at an insertion point.
To add multiple blank pages at a specific location:	<ul style="list-style-type: none"> • Double-click the Add Blank Pages icon. • In the dialog box that appears, select the product, and specify the page count and position in the list.

The run-list position numbers are updated according to where you placed the new pages.

Inserting between page positions	Renumbers the run-list page positions in sequence from the insertion point. If you previously applied folios, they are retained, and you will need to apply folios to the new pages.
Replacing page positions	Retains the numbering of the page or pages in the selected position. If you drag multiple pages onto a single existing page position, then the additional new pages replace the corresponding number of following page positions, and new page positions are added if needed.

4. Adjust the **Pages List** to ensure that the run-list pages are in reader sequence.

To rearrange the pages:	Drag the page rows as needed.
To remove pages:	Select the pages and click Delete . This does not affect the Files list.
To cut or copy and paste a page:	<ul style="list-style-type: none"> • Select the page and select Edit > Cut or Copy. • Click the page that should be after the pasted run-list pages, and select Edit > Paste.

5. Edit the settings in each row, as needed. You can assign folios, edit the placeholder names and planned colors, and write notes.
6. If the product contains parts, select **Part** in the **View by** area of the toolbar, and drag pages as needed to organize them into part-page positions.

Getting started: Building press runs

Using templates, fold patterns, or step-and-repeat pattern resources to build press runs

Use the **Layouts Search** tool to quickly find a suitable fold pattern or template for creating a press-run layout. When you use fold patterns, you can also change the default page and sheet sizes as needed.

If you do not have a fold pattern or template that matches a product's requirements for gutters, page numbering, and page orientation, use the procedure for *Creating an imposition without using a Layouts resource* (page 7).

1. On the **Layouts** pane, click the **Search** tool. The search options that appear depend on whether you already used this tool.
2. If no criteria selection list appears, click **[+]**.
3. In the criteria selection list, select **Page Count** and specify how many page positions are required in the layout. This filters the lists in the **Layouts** pane.
4. Click **[+]** as needed to add criteria and narrow the search results. You can specify: **Name, Page Count, Binding Style, Work Style, Page Size, Stock Size, Page Grid** (horizontal: **X**, vertical: **Y**), **Section Count, Media**
5. Review the filtered list of layouts.
6. If the results are not satisfactory, repeat the search with different criteria. You can:
 - Change criteria selections.
 - Click **[-]** to remove criteria.
 - Click **Reset** to clear all your criteria selections, and start over with new selections.
7. Select a Templates or Fold Patterns layout, and drag it to the press sheet.

If you select a fold pattern:	The template pages are pre-numbered according to the fold sequence.
	The page size is derived from the General tab on the Preferences dialog box.
	The Properties pane displays the section's properties, including the fold pattern name.
If you select a template:	The template pages are numbered by the template.
	The page size is derived from the template signature.
	The Properties pane displays the section's properties, including the template and template signature name.
In either case	In the Press Runs List , the Section column for this press run displays a sequentially assigned product and section number for the new imposition, and the same information appears on the new section's pages in the workspace.
	In the Pages List , a run-list page position is created for each imposition page position.
	The Products list includes a new section and section page count.

8. In the **Press Run List**, select the press run.
9. In the **Properties** pane, select the **Auto Select Signature** check box.
10. Drag the customer's PDF file from its folder location or from the **Files** list to the low-folio position of the imposition.
 - The pages flow through the template pages in sequence.
 - The required number of press runs and impositions is automatically generated to accommodate the run-list pages, which flow into position according to the template page numbering.
 - If you switch to the **Pages** view, you will see that the run list contains the PDF file's pages. It shows the file name and actual color for each page, including any pages that are not yet placed.
11. In the workspace, check and adjust the layouts and trims as needed.
 - If you used a fold pattern, you can edit individual head, foot, face, spine, and lip trims.
 - If you used a template, you can edit one gutter to apply the same gutter width to every page in the page grid.

Adding marks to a press-run layout

When you add a mark to a press run, it is anchored and positioned automatically according to its defined properties.

In the **Marks** list, select and double-click marks to add them to the currently selected press-run layout. You can add individual marks, mark groups, and selected marks from within a group to a press-run layout. The mark name remains highlighted in the **Marks** list until you delete or edit the placed instance of this mark.

The job file references any mark files that it uses. However, if you edit or move a placed mark so that its properties no longer match a stored SMK file, the mark data is embedded and stored in the job file.

Using AutoSelect to generate press runs from a run list

Autoselecting a template or fold pattern imposes a product's run list by flowing its pages into the required number of autogenerated press runs.

This method works best for products with standard page counts that can be evenly divided into the autoselected page grid.

Autoselecting a template instead of a single page grid (fold pattern or template signature) applies the template signatures that will print the fewest possible pages.

1. In the **Pages** view, set up the product's run list.
2. In the **Layouts** pane, select and right-click a template or fold pattern.
3. Select **Auto Select**.
The run-list pages flow into position in the generated press runs.
4. In the **Press Runs** view, check and adjust the results as needed.

Getting started: Building press runs

Creating an imposition without using a Layouts resource

You typically use this method when no available fold pattern or template matches a product's requirements for gutters, page numbering, and page orientation.

When you do not use a fold pattern or template Layouts resource, an imposition's fold sequence is determined by the section binding style and manual page numbering. (An imposition is defined here as a fold-based layout for bound products.)

1. Start a new job, either for an actual job or to set up a new template. If desired, set up a run list.
2. To start a new press run, select **Job > New Sheet**.
A new press run is added in the **Press Runs List** and displayed in the workspace.
3. If needed, change the stock and media selections.
4. Select **Job > Create Imposition**.
5. Define the imposition page grid by specifying the page size and the number of horizontal and vertical pages. The default page size is defined on the **General** tab in the Preferences dialog box.
6. Define the number of sections needed for the **Press Run**.
7. Specify the page orientation for the reference page and other pages in the grid.
You can do this only if the **Fold Pattern** is **None**.
8. Click **OK**.
 - The press run in the **workspace** contains the page grid that you defined.
 - The template pages are numbered according to the default binding style.
 - If the run list is already set up, the run-list pages flow automatically through the template pages.
9. If the run list contains more pages to place, click the **Duplicate Sheet** tool in the **Press Runs List** toolbar as often as needed to place all the pages.
10. In the layout, select a press-run section to display, and select the binding style and set other options as needed in the **Properties** pane. Or, double-click the section to display the Modify Imposition dialog box.
11. In the layout, click and edit the gutter text boxes to set the face, foot, and head trims, and drag a section or edit its margin text boxes to reposition it on the press sheet. The same gutters and margins are applied to each duplicate of this press run.
12. Number or renumber the template pages as needed:
 - In the workspace, click the **Page Numbering** tool. In the layout, any page that is a suitable low-folio candidate is highlighted.
 - Click a template page to designate it as the low folio for this press-run section. The back page is automatically numbered, and any page that is a candidate for the next page number is highlighted.
 - Click pages in succession until all pages are numbered according to the binding style and desired fold sequence. The same numbering scheme is applied to each duplicate of this press run, and the run-list pages now flow through the press-run sections according to the new page numbering.
 - When you number for multiple sections, with the right button mouse, select the section number from the drop-down menu. Then number the pages for that section accordingly.
13. In the **Marks** list, select and double-click marks to add to the layouts.
14. To save the layouts as a template, select **File > Save As Template**.

Manually creating a ganged layout

Ganged pages have no dependency on adjacent pages. You have full control over their positioning.

For gang-only jobs, you add the PDF file pages to the **Files** list and then work directly in the **Press Runs** view. You do not set up a **Pages List**. To create ganged layouts, you must select a snap option for placing pages on the **General** tab in the Preferences dialog box.

1. Using any of these methods, select the pages.
 - In the **Files** list, select a PDF file or file placeholder. If the content files are not yet available, select **Job > Add File Placeholder** to add the required number of placeholder pages to the **Files** list.
 - In the **Files** list, expand a multi-page file to view its list of pages. Select a single page, or press Shift+click to select multiple pages.
 - Select a PDF file from an accessible folder in the file directory.
2. For manual ganging, drag the selected pages to a position on the press sheet.
 - If you drag the pages to an empty area, the pages cascade onto the sheet, and you can arrange them.
 - If you drag a page to a position near an existing page on the sheet, it snaps into the default snap position that is defined in the Preferences dialog box.
 - If you drag the selected pages onto a template page, the first page is assigned to the template page position, and any additional new content pages flow through the available template pages in sequence. Any existing content on the affected template pages is replaced.
3. In the **Marks** list, select and double-click marks to add to the layouts.
4. To save the job Select **File > Save**.

Manually adding a press run

You can create a new press run in the **Press Runs List** by inserting an empty sheet or web before adding the layout, or by duplicating or copying a press run after completing its layout.

To manually add press runs, use one of these methods:

- To insert an empty press run that uses the default stock, select **Job > New Sheet**, or press Alt and click the **Duplicate Sheet** tool in the **Press Runs List** toolbar.
- To insert a new press run that contains the same layout as the currently selected press run, without content, click the **Duplicate Sheet** tool in the **Press Runs List** toolbar, or select **Job > Duplicate Sheet**.
- To insert an exact copy of the currently selected press run, with content, select **Edit > Copy** and then **Edit > Paste**. The new press run contains copies of the layout's content and template pages.
- To add a web that duplicates the currently selected web or sheet, select **Job > Web > Insert New Web**, or right-click the **Duplicate Sheet** tool in the **Press Runs List** toolbar. Adding a web to a sheetfed press run converts it to a web press run.

A new press run is inserted in sequence after the selected press run, and its first sheet side appears in the workspace.

Getting started: Managing product assemblies

Based on the product intent and the bindery's requirements for a product, you can organize the product assembly in the **Assembly** workspace. The procedures in this table assume that you have already defined the intent for one product and now need to make changes.

Although there are typically multiple ways to perform a task, this table describes only one way of performing each task. For example, you can manipulate an object in the workspace or edit its settings in the **Properties** pane to immediately update both.

The section properties and page ranges are automatically updated in all applicable panes when you change the section binding styles, page counts, and sequential position within the part.

To do this task	Perform this procedure
Edit product section properties	In the workspace, select the product section, and, in the Properties pane, edit its settings as needed.
Edit part properties	In the Products list, select the product, and, in the Properties pane, rename it and edit its settings as needed.
Rearrange and renumber sections	In the workspace, drag the sections into the desired sequence.
Change a section's binding style in relation to other sections in a part	In the workspace, drag a section to visually change its binding relationship to another section in the part. <ul style="list-style-type: none"> For perfect binding, drop one section directly under or above, and left-align with another section so that they appear stacked. For saddle-stitched binding, drop one section at the right side of another section, so that a connecting line indicates a nested relationship.
Combine sections into a single section	In the workspace, drag one section directly onto another section.
Add sections and pages to a part	In the Products list, click the part, and in the Properties pane, edit its page count. The required number of additional sections appear in the workspace and in the Products list, based on the part's default binding style and largest section size.
Edit a product's page count	In the Products list, click the product, and, in the Properties pane, edit its page count. Sections are automatically added or removed as needed, that you can adjust as needed.
Add parts to a product	In the Products list, click the product, and in the Properties pane in the Parts area, click [+] to add parts to the list. Double-click a part in the list to display its settings.
Split a section	<ol style="list-style-type: none"> In the workspace, select the section, and click the Split Section tool. Specify the number of sections to create from the selected section, and click [+]. A list appears with the sections and page counts that can be created to total the original page count. If you prefer to split the section differently, edit the results by overtyping the page counts for each section. You can type a page count into the extra placeholder to increase the number of sections in the split. When you are satisfied with the distribution of the pages, click OK. The new sections appear in the workspace, replacing the original section. Drag the sections as needed to define the sequence and binding styles.
Delete a part or section	In the Products list or workspace, click the part or section, and press Delete. To avoid an error condition, also edit the product's page count.
Add a product	Select File > Add New Product Intent , and provide the details.
Edit a product's properties	Edit a product's initial properties using the Product Intent dialog box. This sets the default values for any parts and sections that you might later add. To edit an existing product, select the product in the Products list to display its settings in the Properties pane. After you close the Product Intent dialog box, you can edit only the the product name, job ID, customer name, due date, and comments, and you can add and delete parts. The remaining values are read-only and reflect the sum total of the parts and sections.

Getting started: Printing output, closing and reopening jobs

Basic steps for printing the output

When you print the output, you provide basic information, such as the print range. You can also set up advanced options for color mapping and web growth compensation.

- Optional: In the Preferences dialog box, load a suitable profile or set options as needed on the **Output** tab.
- Select **File > Print**.
- In the **Send to** list in the Print dialog box, select the output file type or **Printer**.
- Accept or change the **Media**.
Any change that you make to the media selection applies to the entire output.
- Set up other print options on the dialog box tabs as needed.
- Click **Print**.
- If you are printing divided output and the Print File ID dialog box appears, type an identifier to include in each file name, and click **OK**.
- If printing to file, specify a file name and folder location for the output.
If you generate divided output for media configurations that are set up with divided output paths, the files are placed in those folders and you cannot redirect the output.

Closing a job

You can save and close a job at any stage, and you can store its layouts as a template for future reuse. You can also save an imposition as a reusable custom fold pattern.

To save the job:	Select File > Save or Save As , and accept or change the file name and location. The default location is the same folder that was used for the last save. The job is saved with a <code>.job</code> file name extension. <ul style="list-style-type: none"> If the saved job contains fully defined press runs, the file contains all the necessary data to allow the job to be reopened and printed or reprinted. You can save and close a job with product intent only, and then reopen the job later to complete the layouts.
To store any unique layouts in the job for reuse:	Select File > Save as Template . The template is saved with a <code>.tpl</code> file name extension. If you save a job as a template, information about each unique press run layout is stored as a template signature.
To close the job window:	Select File > Close .
To close the software:	Select File > Exit .

Reopening an existing job

A job that was previously saved from any version of the software can be reopened when it needs to be completed, revised, printed, or reprinted. To ensure that a job's features are supported, use the same license type that was originally used.

- You can save and close a job with product intent only, and then reopen the job later to complete the layouts.
- You can use Preps 8.x to open jobs or templates that were created in any version of the software up to the version of the software you have installed. When you use Preps 8.x to reopen and save a legacy job, it becomes a Preps 8.x job. You cannot use versions earlier than Preps 8.x to open Preps 8.x jobs.
- You can use any version of the Preps software to open templates that were created in any version of the software. Any unsupported features are typically ignored.
- Static marks in a legacy file will be converted to SmartMarks or deleted, depending on the mark type.
- You can open a previously output JDF file to reprint or revise the original job.

- Select **File > Open**.
- Locate and open the JOB or JDF file.
- Respond to any messages about issues with the job file. (For example, messages that tell you if a legacy job contains static marks or if its referenced template is missing.)
- Make your changes, and save the job.
The JOB file format stores the job layout information with no reference to a template.
Note: In earlier versions of Preps this data was stored separately in TPL files.

Shortcuts

Shortcuts for viewing and selecting items

To achieve this:	Use this shortcut	Notes
Select an imposition page within a page grid	Use the Page Select tool and click the page.	
Select multiple pages, sections, or marks	Press Shift and click the items, or, drag a marquee around them.	
Select all odd, even, or ranges of pages in a run list	In the Pages List , right-click the product or part and select an option.	Use a dash to indicate a range and use a comma to separate multiple values (1-4,9-12,21-24). Do not insert spaces.
Select a fold mark	Mac OS: ⌘ Shift click Windows: Alt click	Allows you to view and edit the fold mark properties
Zoom in and out	Roll the mouse wheel.	Increases or decreases the zoom as you roll the mouse wheel
Pan your current view	Press the space bar and drag an object in the workspace.	Moves the press sheet in the same way as the Pan tool

Shortcuts for editing items

To achieve this:	Use this shortcut	Notes
Edit a layout's page properties	Select a page in the workspace.	Activates the editable text boxes in the workspace (depending on the current View menu selections) and displays the Content Page and Template Page settings in the Properties pane
Edit a layout's mark	Double-click a mark in the workspace.	Displays the selected mark's settings in the Properties pane
Edit a reusable media, stock, or mark resource	Right-click the item in the corresponding list in the Resources pane.	Displays a context menu from which you can choose Edit
Edit a press-run section's trims	In the workspace, select the section.	Activates the editable text boxes in the workspace (depending on the current View menu selections) and displays its settings in the Properties pane
Edit a product section	From any view, select the section in the Products list.	Displays its settings in the Properties pane
Edit an imposition on a layout	Double-click the imposition.	Displays the Edit Imposition dialog box
Edit a product or product part	From any view, select the product or part in the Products list.	Displays its settings in the Properties pane. Structural edits of multi-part products can be made only in the Assembly view, such as changing the page count.
Edit content trim boxes	Select the page in the Pages List .	Displays the page and trim boxes in the Preview pane (depending on View menu settings) and its run-list page settings in the Properties pane
Edit a press run's settings	Select the press run in the Press Runs List .	Displays its settings in the Properties pane. You can also edit certain settings directly in the list row.
Edit gutters in a layout	In the workspace, select the press-run section.	Displays its editable gutter or trim text boxes in the workspace and Properties pane
Edit a media's punch location	In the Media list, right-click the media, select Edit , and in the Media Configuration dialog box, click Punch Location .	Displays the Punch Location dialog box
Edit a layout's distance between the sheet edge and the media punch	In the workspace, select the stock.	Displays its settings in the Properties pane, including the editable Punch Distance

Shortcuts for deleting pages

To achieve this:	Use this shortcut	Notes
Delete the entire selected page from a layout	Press Delete.	Deletes the selected template page and its content. This does not affect the file list.
Remove only the content from a selected page on a layout	Mac OS: ⌘ Delete Windows: Alt Delete	Removes only the selected content page and not its template page. If used on a page group, removes all the content pages and retains the template pages.

Shortcuts for moving items

To achieve this:	Use this shortcut	Notes
Move a page along its axis	Press Shift and drag a page.	Moves a page to a position that is on the X or Y axis of its original position. If you move the page diagonally, it snaps to its nearest original axis.
Nudge an item	Select the item and use the arrow keys.	Moves the selected, unlocked page or mark in the direction of the arrow
Override the snap behavior	Mac OS: ⌘ and drag Windows: Ctrl and drag	Drags the selected page without regard to snap settings. When you release the mouse, the page remains exactly where it is instead of snapping to the nearest available grid line.

Shortcuts for replacing items

To achieve this:	Use this shortcut	Notes
Replace a content page in a layout	Drag the new page over the old page until the recycle symbol appears, then drop.	Replaces that page and any other page on the press sheet that has the same template number. Retains the original template page properties for each replaced page.
Replace content on only one of multiple same-numbered template pages	Mac OS: ⌘ and drag Windows: Alt and drag	Replaces only the page with a recycling symbol on it, even if it is in a group. Does not affect any other pages with the same template page number. Assigns the next available template page number to the new page. Works only for pages dragged from the file list.
Replace a stock or media in a layout	Double-click the new item in the Stock or Media list	Replaces a stock or media without removing any placed pages
Replace a press-run layout	Double-click the new template signature in the Templates list	Removes any placed pages and replaces the existing layout resources in the workspace
Replace selected file list placeholder with content	Job > Replace File Placeholder	Replaces the file placeholder with content. If the new file is larger or smaller than the placeholder, a message asks you what to do with the extra pages in the larger file.

Shortcuts for creating duplicates

To achieve this:	Use this shortcut	Notes
Duplicate a selected page once	Mac OS: ⌘ and drag Windows: .	Places a copy of the original page, with content, where you release the mouse
Duplicate a selected page via step and repeat	Mac OS: ⌘ D Windows: Ctrl D	Displays a dialog box with the step and repeat options
Duplicate a selected press run	Mac OS: ⌘ D Windows: Ctrl D	Adds and selects the duplicated press-run layout, without content
Copy a selected press run or ganged page	Mac OS: ⌘ C ⌘ V Windows: Ctrl C Ctrl V	Inserts a copy of the press run or places a copy of the page where you release the mouse, with content

Menu shortcuts

To do this:	First do this:	Then press these keys:			
		Windows OS		Mac OS	
Select all same-type objects	Select an object	Ctrl	A	⌘	A
Select all		Ctrl	A	⌘	A
Locate and add files	Open or start a job	Alt+Ctrl	A	Control+⌘	A
Generate the job's AutoGang list	Set up the Files list	Shift+Ctrl	A	Option+⌘	A
Insert new web (at your current active Press Run)		Ctrl	B	⌘	B
Duplicate web (at your current active Press Run)		Shift+Ctrl	B	Shift+⌘	B
Copy	Select an object	Ctrl	C	⌘	C
Duplicate or step and repeat	Select an object	Ctrl	D	⌘	D
Auto-center a page in the width and height of a stock		Shift+Ctrl	D	Control+⌘	D
Flip the sheet in the workspace	Display the press run	Ctrl	F	⌘	F
Group	Select pages	Ctrl	G	⌘	G
Ungroup	Select a page group	Shift+Ctrl	U	Shift+⌘	G
Generate press runs	Define the product intent (part/section properties)	Shift+Ctrl	G	Option+⌘	G
Access Layout Details		Ctrl	I	⌘	I
Access Job Notes		Ctrl	J	⌘	J
Open the Preferences dialog box		Ctrl	K	⌘	, (comma)
Lock	Select an object	Ctrl	L	⌘	L
Unlock	Select a locked object	Shift+Ctrl	L	Shift+⌘	L
Open the Create imposition dialog box		Ctrl	M		
Start a new job		Ctrl	N	⌘	N
Locate and open a job		Ctrl	O	⌘	O
Open the Print dialog box		Ctrl	P	⌘	P
Open the Print Job Layout Report dialog box		Shift+Ctrl	P	Shift+⌘	P
Close the software		Ctrl	Q	⌘	Q
Save this job		Ctrl	S	⌘	S
Save this job as...		Shift+Ctrl	S	Shift+⌘	S
Add a new empty press run (sheetfed)		Ctrl	T	⌘	T
Duplicate this press run	Select a press run (sheetfed or web type)	Shift+Ctrl	T	Shift+⌘	T
Open the Licensing Control dialog box		Ctrl	U	⌘	U
Ungroup	Select a page group	Shift+Ctrl	U		
Paste	Select an object	Ctrl	V	⌘	V
Close this job	Save current job	Ctrl	W	⌘	W
Cut	Select an object	Ctrl	X	⌘	X
Undo (if action is undo-able)		Ctrl	Z	⌘	Z
Redo		Shift+Ctrl	Z	Shift+⌘	Z

To do this:	First do this:	Then press these keys:			
		Windows OS		Mac OS	
Display next press run		Shift+Ctrl	>	Shift+⌘	>
Display previous press run		Shift+Ctrl	<	Shift+⌘	<
Help (user guide and other information)		Ctrl	?	⌘	?
Zoom in	Optional: Select an object	Ctrl	+ (plus)	⌘	+ (plus)
Zoom out	Optional: Select an object	Ctrl	- (minus)	⌘	- (minus)
Fit in window		Ctrl	0 (zero)	⌘	0 (zero)
View at actual dimensions	Select an object	Alt+Ctrl	0 (zero)	Option+⌘	0 (zero)
Align left		Ctrl	Left arrow	⌘	Left arrow
Align top		Ctrl	Up arrow	⌘	Up arrow
Align right		Alt+Ctrl	Right arrow	Control+⌘	Right arrow
Align bottom		Shift+Ctrl	Down arrow	Option+⌘	Down arrow
Expand the Media list		Ctrl	1	⌘	1
Expand the Stock list		Ctrl	2	⌘	2
Expand the Marks list		Ctrl	3	⌘	3
Expand the Layouts pane		Ctrl	4	⌘	4
Expand the AutoGang pane		Ctrl	5	⌘	5
Show or hide the lists of job assets at the left side		Ctrl	Left arrow	⌘	Left arrow
Show or hide the workspace and list areas of the center region		Ctrl	Down arrow	⌘	Down arrow
Show or hide the properties of selected job elements at the right side		Ctrl	Right arrow	⌘	Right arrow



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