

Learning guide structure

This learning guide provides the following tools:

- A proposed agenda to help you grasp the scope and sequence of the learning session
- Practice activities to provide you with hands-on experiential learning

Each activity is created to simulate a specific objective and includes steps for you to follow. Each activity also includes a review exercise that enables you to identify any problem areas that require additional support.

Each activity includes the following standard components:

- **Who should complete this activity:** Outlines which learners should complete an activity based on their job role
- **Why you should complete this activity:** Defines the purpose of the activity, and highlights the importance of completing it
- **Recommended reading:** Outlines any reading or self-study materials that are associated with an activity
- **Time required to complete this activity:** States an approximate time to complete an activity
- **Apply what you know:** Provides steps to follow when performing a hands-on activity
- **Review what you know:** Provides review questions to verify comprehension of activity objectives

Learning resources

- [Pandora User Guide](#)
- [Latest Pandora Release Notes](#)

Activity files

The following table lists the files used in the activities. All activity source files are located in a ZIP archive, which you will extract in [Activity 2](#).

Note: Sample files were also installed with your Pandora software, and can be found in your Pandora folder under `Sample Files`. Any new or updated activity files created after the installation of your Pandora software will be available in the ZIP archive.

Activity	File Path	Activity Source File Names
3	Activity Source Files\ Hungry Cat Carton	Hungry Cat Carton.CF2 Hungry Cat Carton 1.pdf

4	Activity Source Files\ Hungry Cat Carton	Hungry Cat Carton 2.pdf
5	Activity Source Files\ Brighton Cracker Box	CAD1.dxf Cracker Box.pdf
6	TwoSidedLayouts\ HC_Carton	Hungry Cat Carton.CF2 Hungry Cat Carton 1.pdf Hungry Cat Mirror-Horiz-Wbleed.pdf
	TwoSidedLayouts\ HC_Label	Hungry Cat Label 1 Front.pdf Hungry Cat Label 1 Back.pdf
7	Activity Source Files\ PetraBag	PetraBag_Green.pdf
8	Activity Source Files\ Hungry Cat Label	Hungry Cat Label 1.pdf Hungry Cat Label 2.pdf
9	Activity Source Files\ Soap Label	AloeSoapLabel.pdf
10	Activity Source Files\ Hungry Cat Carton	Hungry Cat Carton 1.pdf Hungry Cat Carton.CF2
	Activity Source Files\ Neck Label	Neck Label.pdf
11	Activity Source Files\ Hungry Cat Carton	Hungry Cat Carton 1.pdf
13	Activity Source Files\ Hungry Cat Carton	Hungry Cat Carton 2.pdf Hungry Cat Carton.CF2
	Activity Source Files\ Neck Label	Neck Label.pdf
	Activity Source Files\Marks	ColorBars_CyBk.pdf
14	Activity Source Files\ Bleed Samples	Carton.CF2 Green Box.pdf Red Box.pdf
15	Activity Source Files\ Hungry Cat Carton	Hungry Cat Carton.CF2 Hungry Cat Carton 1.pdf
16	CAD Correct Activity	Brighton.pdf Brighton.cf2
17	Activity Source Files\ Versioning	Hungry Cat Carton.CF2 Hungry Cat Carton Base.pdf Hungry Cat Carton English OP.pdf Hungry Cat Carton French OP.pdf

18	Activity Source files\ SmartLayout	Healthy-VitaminA.pdf Healthy-VitaminB.pdf Healthy-VitaminC.pdf Healthy-VitaminD.pdf Coconut.PDF Honeycomb.PDF ImpactBlonde.PDF ImpactBurgundy.PDF ImpactCaramel.PDF PowderColour_4L.PDF PowderColour_7L.PDF PowderNonBio_F4.PDF PowderNonBio_F7.PDF
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Proposed agenda

The following proposed agenda outlines the sequence and objectives of the learning session.

Time to Complete	Activity Objectives
20 minutes	Activity 1: Getting familiar with Pandora Objective 1—Learn about the selections available In the Preferences dialog box. Objective 2—Learn the purpose of the job properties view and the layout view. Objective 3—Learn the purpose of the functional palettes available in the Pandora Software. Objective 4—Identify all the toolbar icons. Objective 5—Locate the available menus and the menu items.
20 minutes	Activity 2: Set up Pandora for use Objective 1—Copy the training activity files to an accessible location. Objective 2—Create a folder to store your Pandora activity jobs. Objective 3—Select the preferences required for the hands-on activities. Objective 4—Set up the ShopMap palette with all materials and equipment needed.
30 minutes	Activity 3: Create a Pandora job Objective 1—Create a new job and provide job information. Objective 2—Add materials and equipment to the job from the ShopMap palette. Objective 3—Import a die and artwork to the job, and position the artwork. Objective 4—Add marks to the job. Objective 5—Save and output the job as a PDF file.

30 minutes	<p>Activity 4: Edit a Pandora job</p> <p>Objective 1—Open an existing job, and save it with a new name.</p> <p>Objective 2—Replace the existing substrate with a different substrate size.</p> <p>Objective 3—Replace the existing artwork with different artwork.</p> <p>Objective 4—Add contact information to the substrate.</p> <p>Objective 5—Output the job as a PDF file.</p>
30 minutes	<p>Activity 5: Create a single-sided die template</p> <p>Objective 1—Create a job template and save it with a name.</p> <p>Objective 2—Locate the job template.</p> <p>Objective 3—Import artwork and position the artwork in the job template.</p> <p>Objective 4—Save the job template as a live job.</p> <p>Objective 5—Output the job as a PDF file.</p> <p>Objective 6—Open the job template to verify it doesn't contain artwork.</p>
15 minutes	<p>Activity 6: Create a double-sided job</p> <p>Objective 1—Create a sheetwise layout in stand-alone Pandora.</p> <p>Objective 2—Create a perfector layout in stand-alone Pandora.</p>
30 minutes	<p>Activity 7: Step and Repeat: Simple job</p> <p>Objective 1—Create a new job.</p> <p>Objective 2—Add job resources for a simple step-and-repeat job.</p> <p>Objective 3—Create dummy artwork and position one instance on the substrate.</p> <p>Objective 4—Step and Repeat the dummy artwork including crop marks.</p> <p>Objective 5—Save the job with the dummy artwork.</p> <p>Objective 6—Replace the dummy artwork with live artwork</p> <p>Objective 7—Save the job with the live artwork, and output it as a PDF file</p>
30 minutes	<p>Activity 8: Step and Repeat: Staggered job</p> <p>Objective 1—Create a new job.</p> <p>Objective 2—Add job resources for a staggered step-and-repeat job.</p> <p>Objective 3—Import artwork to the job.</p> <p>Objective 4—Step and Repeat the first piece of artwork.</p> <p>Objective 5—Step and Repeat the second piece of artwork.</p> <p>Objective 6—Edit an existing Step-and-Repeat layout.</p> <p>Objective 7—Add and position a SmartMark in the layout.</p> <p>Objective 8—Set the distortion values for output.</p> <p>Objective 9—Save the job, then output it as a PDF file.</p>
30 minutes	<p>Activity 9: Step and Repeat: Wrapped job</p> <p>Objective 1—Create a new job.</p> <p>Objective 2—Add job resources for a wrapped step-and-repeat job.</p> <p>Objective 3—Import artwork and position it on the substrate.</p> <p>Objective 4—Step and Repeat the artwork.</p> <p>Objective 5—Add and Duplicate a mark.</p> <p>Objective 6—Save the job, then output it as a PDF file.</p>

30 minutes	<p>Activity 10: Combine a die file with Step-and-Repeat artwork</p> <p>Objective 1—Create a new job.</p> <p>Objective 2—Add job resources from the ShopMap palette for a ganged substrate.</p> <p>Objective 3—Import and position a die and add artwork.</p> <p>Objective 4—Add and position the independent PDF artwork.</p> <p>Objective 5—Step and Repeat independent PDF artwork.</p> <p>Objective 6—Add marks and information to substrate and artwork.</p> <p>Objective 7—Save the job, then output it as a PDF file.</p>
30 minutes	<p>Activity 11: Resizing artwork in Pandora</p> <p>Objective 1—Create a new job.</p> <p>Objective 2—Add job resources from the ShopMap palette.</p> <p>Objective 3—Import artwork and place on the substrate.</p> <p>Objective 4—Measure the artwork front panel.</p> <p>Objective 5—Resize and center the artwork.</p> <p>Objective 6—Step and Repeat the artwork.</p> <p>Objective 7—Save the job, then output it as a PDF file.</p>
30 minutes	<p>Activity 12: Using marks in Pandora</p> <p>Objective 1—Place provided marks on a layout.</p> <p>Objective 2—Bind marks to artwork.</p> <p>Objective 3—Bind die station number marks to die stations.</p> <p>Objective 4—Save the job, then output it as a PDF file.</p>
30 minutes	<p>Activity 13: Editing Marks in Pandora</p> <p>Objective 1—Create a new job.</p> <p>Objective 2—Add job resources from the ShopMap palette.</p> <p>Objective 3—Import and position a die and add artwork.</p> <p>Objective 4—Place and edit an editable text mark.</p> <p>Objective 5—Convert a simple mark to a SmartMark.</p> <p>Objective 6—Add and position the independent PDF artwork.</p> <p>Objective 7—Step and Repeat independent PDF artwork.</p> <p>Objective 8—Import custom user marks.</p> <p>Objective 9—Save the job, then output it as a PDF file.</p>
20 minutes	<p>Activity 14: Resolve Overlapping Bleeds</p> <p>Objective 1—Create a new job and add materials and equipment.</p> <p>Objective 2—Import a die and artwork, and position on the substrate.</p> <p>Objective 3—View bleed overlap results.</p> <p>Objective 4—Create an automatic split bleed path.</p> <p>Objective 5—Create an automatic bleed path based on selected artwork.</p> <p>Objective 6—Create a manual bleed path.</p>
20 minutes	<p>Activity 15: Create Automatically Sized Substrates</p> <p>Objective 1—Create a new job and provide job information.</p> <p>Objective 2—Automatically add and replace the substrate.</p> <p>Objective 3—Position and view the artwork.</p> <p>Objective 4—Add marks to the job.</p> <p>Objective 5—Save and output the job as a PDF file.</p>

10-15 minutes	<p>Activity 16: Edit a CF2 file using Kodak CAD Correct</p> <p>Objective 1—Create a new job for editing a CF2 file using CAD Correct.</p> <p>Objective 2—Add job resources from the ShopMap palette.</p> <p>Objective 3—Add an existing die using CAD Correct.</p> <p>Objective 4—Add altered die file to Pandora and add the artwork and marks.</p> <p>Objective 5—Save and output the job as a PDF file.</p>
30 minutes	<p>Activity 17: Create a regional versioning job</p> <p>Objective 1—Create a new job and set Preferences.</p> <p>Objective 2—Add materials and equipment to the job.</p> <p>Objective 3—Import a die and artwork and position the artwork.</p> <p>Objective 4—Add marks to the job</p> <p>Objective 5—Save and output the job as a PDF File.</p>
30 minutes	<p>Activity 18: Create a Smart Layout</p> <p>Objective 1—Create a new Smart Layout job (Job 1).</p> <p>Objective 2—Create a Smart Layout manually.</p> <p>Objective 3—Save Smart Layout Job 1, and output it as a PDF File.</p> <p>Objective 4—Create a second Smart Layout job (Job 2).</p> <p>Objective 5—Prepare an Excel file for the Smart Layout.</p> <p>Objective 6—Create a Smart Layout by importing an Excel file.</p> <p>Objective 7—Save Smart Layout Job 2, and output it as a PDF File.</p>