

General Preferences

Specify your preferred values for commonly used settings.

In Mac OS: Select **Preps > Preferences > General**.

In Microsoft Windows: Select **Edit > Preferences > General**.

Defaults

Units

The unit type that you select is immediately applied to all displayed measurement values.

Notes:

- The default measurement unit for all non-English installations is **Millimeter**.
- Other selectable units are **Centimeter**, **Inch** (English default), **Point**, and **Pica**.
- Picas and points are based on the PostScript standard of 72 points to one inch, not the traditional 72.31 points to one inch.
- Whenever you type a measurement without including a unit type, the next time that you view this property, the default unit will also be displayed.
- If you type a measurement number and follow it with a unit that is different from the default unit, then the next time that you view this property, you will see that it was converted to the default unit. For example, if you type 215.9 mm when the default is inches, it is converted to 8.5 in.

Specify the values that will be presented as defaults for these items:

- **Default Work Style** for press runs
- **Default Binding Style** for sections
- **Default Stock** for press sheets
- **Default Product Type** for Commercial Print or Packaging
- **Page Width, Page Height** for template pages
- **Default Bleed Limit** for maximum size of bleed margins

Notes:

- When an input file specifies bleed margins that are wider than this limit, the margins are automatically reduced to the limit that you specify here.
- If no bleed is specified, the default bleed limit is applied to the placed pages. (The input file is not affected.)
- The bleeds of adjacent pages are automatically adjusted so that they meet in the middle between the pages, up to the maximum that you specify here.
- **Press Sheet Edge to Punch Center** for press runs
- **Perfect Bound** and **Saddle-Stitched** trim, lip, and spine widths. For example, you can set a default lip width for saddle-stitchers to use for pulling the signatures. For perfect-bound work, you can set a default width to allow for grind-off and gluing along the spine edge.

Input Options

Report modified input files

Select this check box to see a message when an input file has changed since the last time that you saved the job, so that you can update the run list, as needed.

Autocenter run list pages

Select this check box to automatically center all run-list pages. You can override this on a per-page basis.

Show dimensions

Select how you prefer to see distance measurements in the workspace when the **Show Dimensions** view option is turned on.

- **Center to center**
- **Trim edge to trim edge**

Snap

Choose the type of snapping to apply for dragging and dropping pages:

- **Trim to trim** (default): The trim edges touch, and any inner bleed margins are automatically removed.
- **Bleed to bleed**: The inner bleed margins are automatically adjusted to half their original width.
- **Gutters**: When you specify the horizontal and vertical distances, any overlapping bleed margins are automatically adjusted to split the width equally

Display

Show Units

Select this check box if you want to see the units in all measurement boxes in the workspace. Clear this check box if you want to see only the numeric values.

Anti-alias Lines

Select this check box to diminish the appearance of jagged edges in the display. This does not affect the output.