

Managing marks in a layout 10

Adding marks to a layout

You can add marks as 1-bit TIFF files or 8-bit TIFF files, depending on the format of the elements on the layout.

1. In the **Inventory** palette, select the **Marks** tab.
2. Click  **Unknown Attachment**.
3. In the Marks dialog box, in the **Mark** box, select the mark (1-bit TIFF or 8-bit TIFF file) that you want to add.
The list shows the marks that are located in the folder designated in [Edit > Preferences > Marks](#).
The mark will be positioned at the top-left corner of the active area of the layout (corresponding to the intersection of the top and left margins).
4. To reposition of the mark, use one of these methods:
 - In the **Info > Elements panel**, use the **Position** boxes to specify the horizontal  **Unknown Attachment** and vertical  **Unknown Attachment** positions of the mark.
 - In the **Info > Elements panel**, enter a value in the **Move** box and click one of the arrows to move the mark according to the distance specified.
 - Use the mouse to drag the mark to the desired location.
5. Click **OK**.

Placing marks in the margin areas, outside the active content area of the layout

1. In the **Layout Preferences**, select the check box for **Enable the positioning of elements outside layout area**.
2. To prevent content files from being placed outside the layout area defined by the margins, select the **Marks Only** check box.
3. In the Output Layout dialog box, clear the **Trim Layout** check box.
Otherwise, the following error message will appear: You cannot output this layout because one or more marks are positioned outside the layout area, and Trim Layout is selected.

Locking a mark to prevent it from being moved out of position accidentally

The **Marks Inventory** palette displays either a **Locked** or **Unlocked** icon beside each mark.

1. On the layout or in the **Marks Inventory** palette, select the mark that you want to lock.
2. Right-click the selected mark.
3. In the menu, select **Lock**.
A check mark appears beside the **Lock** menu item.
4. To unlock a mark that is currently locked, select the **Lock** menu item again. **Viewing Marks** in the **Inventory** palette will show , showing its state.

Note: Locking a mark prevents it from being moved but does not prevent it from being deleted.

Excluding marks from cutting files

- If a cutting table cannot accept a certain mark, add **_NOCUT** or **_NC** to the mark's file name (for example, **CameraSpot_NC.tif**).