

MODULE 3: Basic layouts, templates, and jobs

Module summary

After completing this module, you should be able to:

- Work in the Press Runs view
- Create a new template with and without a fold pattern
- Create a job using an existing template
- Work in the Pages view
- Add files and create a pages list
- Adjust page properties
- Create a manually ganged layout
- Save a job
- Print a job

The Press Runs view

In the **Press Runs** view, create, interactively edit, and preview any number of sheetfed and multi-web press runs to accommodate the job's pages. Manage the stock, media, marks, and layout for each sheet or web.

The Pages view

Work in the **Pages** view to:

- 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.

The workspace in the **Pages** view gives you real-time previews of the page that you're working on. It also allows you to adjust the settings for a specific page or group of pages.

The Pages List

Manage the product run-list pages in the **Pages List** in the **Pages** view, and immediately preview a page that you select from the list.

You can add pages that contain content or add placeholders to the list. You can scroll through pages and apply settings to a specific page, or select several pages and adjust settings for all of them.

Creating layouts and templates

You can create a layout by dragging or double-clicking media, stock, and marks from the lists in the **Resources** pane. You can quickly create layouts on the fly for a job that will not be repeated or you can save a layout as a template.

Templates are standalone files that store complete information about reusable layouts for a specific binding style. Information about each unique layout is stored in a template signature within the template, including its media, press sheet size, work style, template page positions, and marks. Templates are useful for frequently repeated jobs.

The **Templates** list contains complete, reusable layouts that predefine the press-sheet dimensions and template page sizes, positions, and numbering for specific binding styles. The software includes a selection of sample templates, and you can save frequently-repeated jobs as templates.