

# Activity 1: Create a template without a fold pattern

Although you don't need to create a template from every layout you make, it certainly can make things easier if you have layouts you use over and over again. When you create a template, it either contains a fold pattern or it doesn't. If you don't use a fold pattern you can adjust gutters and margins, and other elements, in the workspace of the **Press Runs** view. After setting up the layout, you can save it as a template. It is then available for other jobs and appears in the **Layouts** pane.

## Creating an imposition

1. In the **Resources** pane, click the **Media** list.
2. Double-click **Press Sheet Size**.  
The media is added to the workspace in the **Press Runs** view.
3. Click the **Stock** panel list.
4. Double-click **25 in x 38 in (B1)** (metric: 635 mm x 965.2 mm).  
The stock is added to the workspace.
5. Click the **Marks** panel list.
6. In the **Tutorial** group, double-click **ColorBar**.  
The color bar is added.
7. Select **Job > Create Imposition**.
8. In the Imposition dialog box, make the necessary changes.  
Do not make any changes at this time.
9. Click **OK**.

**Note:** Since we didn't change the horizontal and vertical values in the **Number of Imposed Pages** section, Preps created a 16-page signature.

## Saving the layout as a template

1. Click the layout in the workspace.
2. In the gutter value boxes at the top of the layout, and working from left to right, set the following values:
  - 0
  - 0
  - 0.25 (6.35 mm)
  - 0.25 (6.35 mm)
  - 0
  - 0
3. Click the vertical values, the middle-right of the layout, and change them to 1 inch (25 mm) each.
4. To number the pages, click the **Page Numbering** tool  , and then click the pages in the correct order.

**Note:** As you number the pages, they are grayed out. If you try to number a page that

exceeds the number of pages allowed on the layout, Preps warns you that it is out of range. If you number a page incorrectly, type the page number into the **Page Number** box and then click the page to which you want to assign that number.

5. In the **Press Runs List, Signatures** column, click **Untitled Signature** and name your signature 16-page perfect bound
6. Select **File > Save As Template**.
7. Click **OK**.
8. Type a meaningful name for the new template.
9. Click **Save**.

The new template is added to the list of templates in the **Layouts** pane and is searchable using the **Search** tool.

**Note:** If you are using a Prinergy Workflow system, you could print at this point, since the **Pages List** is populated with blank pages equal to the number of pages on your signature. If you are using a Kodak Prinergy Evo Workflow or another workflow system, you still need to add pages and create a run list.