Activity 5: Manually create a ganged job

Creating ganged layouts

A ganged layout consists of independently positioned pages on a press sheet. You can rotate, scale, align, group, and step-and-repeat the pages, and edit the margins and gaps directly in the workspace or in the **Properties** pane. You can generate ganged layouts manually or you can use the AutoGang feature.

Step and repeat

To create a step-and-repeat group, use the **Step & Repeat** tool to select a page or place a **New Step & Repeat** placeholder on the press sheet. As you drag a page or placeholder across an area, the number of copies that will fit is displayed and updated.

When you click the **Step & Repeat** tool to apply it to a page or to place a **New Step & Repeat** placeholder, the **Step & Repeat Properties** pane will appear on the right to give you further control in arranging pages and adjusting the stagger type and amount.

Manually create a ganged job:

Use the files in the `Activity files` folder for this activity.

1. Switch to the **Press Runs** view.
2. In the **Media** list, double-click to select **Press Sheet Size**.
3. In the **Stock** list, double-click **30 in × 40 in** (700 mm × 1000 mm).
4. Locate the `AnaelliaPostcard.pdf`, `Flyer2pg_Golf.pdf`, and `OrchidBusinessCard1.pdf` files and drag them to the **Files** pane.
   Or,
   You can also use any three flatwork files of different sizes that you have. If you use different files, adjust Step & Repeat sizes to fit the artwork to the sheet, as required.
5. In the **Files** pane, select the arrow in front of `OrchidBusinessCard1.pdf` to reveal Page 1 and Page 2.
6. Drag Page 1 to the workspace and position it in the lower-left corner of the sheet.
7. Click the **Step & Repeat** icon in the workspace toolbar.
8. Select the `OrchidBusinessCard1.pdf` and drag the business card up to the top of the sheet and over one, so that you have two columns of the business card with 14 cards in each column.
9. In the **Step & Repeat Properties** pane, **Arrange Pages** area, select **Trim to Trim**.
10. Drag Page 1 of the `AnaelliaPostcard.pdf` to the workspace, position it next to the business card, select the **Step & Repeat** icon, and drag the postcard to create one column of five postcards.
11. Drag Page 1 of the `Flyer2pg_Golf.pdf` to the workspace, position it next to the postcard, select the **Step & Repeat** icon, and drag the flyer to create one column of two flyers.
12. Click the **Flip** icon to switch to the back of the sheet.
13. Drag the second page of each file and position it over the outline of the correct pages. The group of pages turns gray as you hover over it, indicating that it is the group to which the pages will be added.
14. Click the **Flip** icon to return to the front of the sheet.

15. Select **Job > Add File Placeholder**, change the page count to 2, change the finished page size to 4 in. x 6 in. (101.6 mm x 152.4 mm), and click **OK**.
    A placeholder file appears in the **Files** pane.
16. Drag Page 1 of the placeholder from the **Files** pane to the workspace, and position it next to the flyer.
17. Click the **Step & Repeat** icon and drag the placeholder to create three columns of four postcards for a total of 12 postcards.
18. Click the **Flip** icon to switch to the back of the sheet.
19. Drag Page 2 of the placeholder from the **Files** pane to the the step & repeat that you just created.
20. Save the job.