

XEROX®

 **FreeFlow™**

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FreeFlow®
Web Services

Book Assembly

User Guide

Powered by **Press-sense** 

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Introduction

FreeFlow Web Services differentiates between two types of Jobs: *Simple Jobs* and the *Book Assembly* Jobs. A *Simple Job* is based on a single Job component (a unit in which all pages share the same properties - paper type, page size and color channels). A *Book Assembly* Job contains several different components united by a Binding style.

Book Assembly is a supplementary *FreeFlow Web Services* module that enables the creation, ordering, pricing and production management of *Book Assembly* Jobs. Working with *Book Assembly* enables Print Buyers to order such print Jobs as books, manuals, guides, and magazines.

Note: *Book Assembly* is an independent module. To work with *Book Assembly*, the user must receive appropriate licensing activation upon purchase of the module.

With *Book Assembly*, the Print Provider determines which elements and characteristics are available to the Print Buyer, such as binding styles, page sizes, materials, etc.

Book Assembly enables the Print Buyer to upload files, define the printing and finishing parameters of a *Book Assembly* Job, according to Print Provider definitions, and to get a simulated view of the entire Job, with all its various elements. The *Book Assembly Preview* allows the Print Buyer operator to flip through and review the Job during the creation process, functioning as a tool for avoiding design flaws and mistakes.

Book Assembly automatically calculates the physical thickness of the Job, comparing the Job's thickness to the size and type of selected binding. When Job thickness is no longer compatible to binding, the Print Buyer operator is notified and is advised to carry out modifications.

The *Book Assembly* Job enters the Print Provider's **Approval** queue as a single Job. *Book Assembly* allows the Print Provider to divide up the single *Book Assembly* Job into various files that are suited to the production requirements.

Overview

The *FreeFlow Web Services Book Assembly* User Guide describes the *Book Assembly* module workflow and interface.

The first chapter explains the Print Provider side of the *Book Assembly* module: How to define *Book Assembly Job Types (Binding Styles)*, how to process a *Book Assembly* order and produce a *Book Assembly Job*, and how to set up a *Book Assembly* preview. The first chapter is separated from the *Book Assembly Job Type* definition because creating a *Book Assembly* preview involves a different skill set and would be most probably performed by a designer.

The second chapter details the general steps that the Print Buyer must carry out to order a *Book Assembly Job*.

Chapter 1: Print Provider Side

Section I: Defining a *FreeFlow Web Services Book Assembly* Job Type

Book Assembly allows the Print Provider to determine those parameters necessary for a Print Buyer to create a multi-component Job.

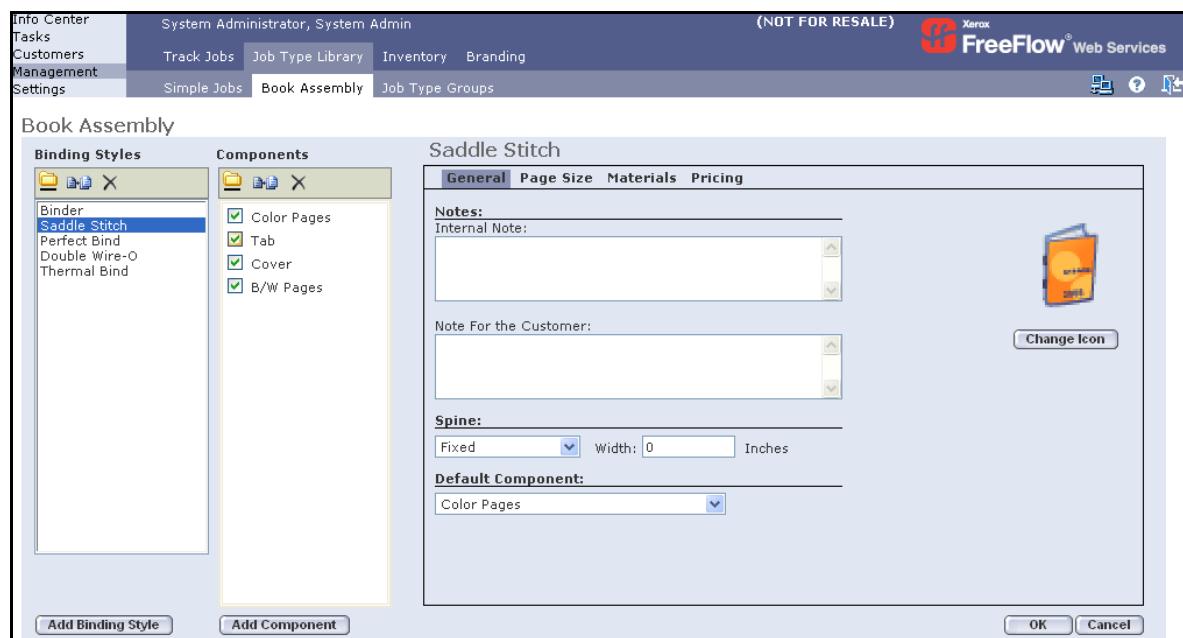
A *Book Assembly* Job comprises an optional binding element such as a binder or a spiral and components such as color pages, black and white pages, tabs and blank pages.

A *Book Assembly Job Type* is identified by a *Binding Style*; therefore the term *Binding Style* will be used instead of *Book Assembly Job Type*.

The Print Provider must first define the available components, their paper, color, finishing and pricing. When the components are ready, the Print Provider must determine which *Binding Styles* are available and which components are available for each *Binding Style*.

Note: It is possible to continue and update components at any point. However, any change in component properties will affect EVERY *Binding Style* that includes the changed component.

To define *Book Assembly Job Types*, click on **Management/Job Type Library/Book Assembly**.



Components

Components are the elements comprising a *Book Assembly*. *Book Assembly* is supplied with four default components. The Print Provider can modify these components, delete them and add as many other components as required.

The *Book Assembly* default components are:

- **Cover** - The **Cover** component is used when the cover has been designed as a separate file encompassing the front cover, spine and back cover of the *Book Assembly*.
- **Tab** - The **Tab** component is used for inserting tabs in a *Book Assembly*. It is possible to define the text to be printed on a tab and the text parameters. When the **Tab** component is used, the application takes into account the number of tabs that can fit along a page side and provides feedback if this number has been exceeded.
- **Color Pages** - A standard component type which can be one or two-sided.
- **B/W Pages** - A standard component type which can be one or two-sided.

Components List

The **Components** list shows all the components available for all *Binding Styles*. A change in a component will carry through to all *Binding Styles* using this component. The selection check boxes define whether the component is enabled for a specific *Binding Style*.

The **Components** toolbar contains the following **Management** buttons:

Rename		Accesses the Change Component Name dialog box, in order to re-name the component.
Duplicate		Accesses the Duplicate Component dialog box. The new component includes all of the properties of the original component but is not be connected to the original component and vice-versa.
Delete		Accesses the Confirmation dialog box, which enables removing components from the Components list.

Component Properties

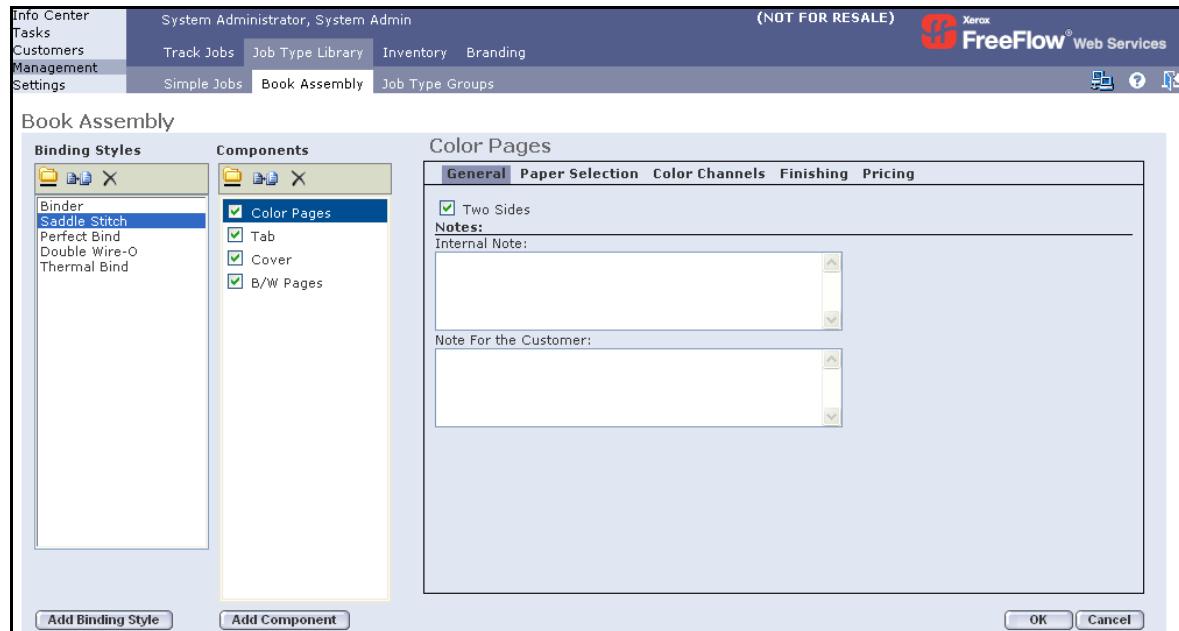
The Component Properties pane appears when a component has been selected. Component Properties provides following views:

- **General**
- **Paper Selection**
- **Color Channels**
- **Finishing**
- **Pricing**

General View

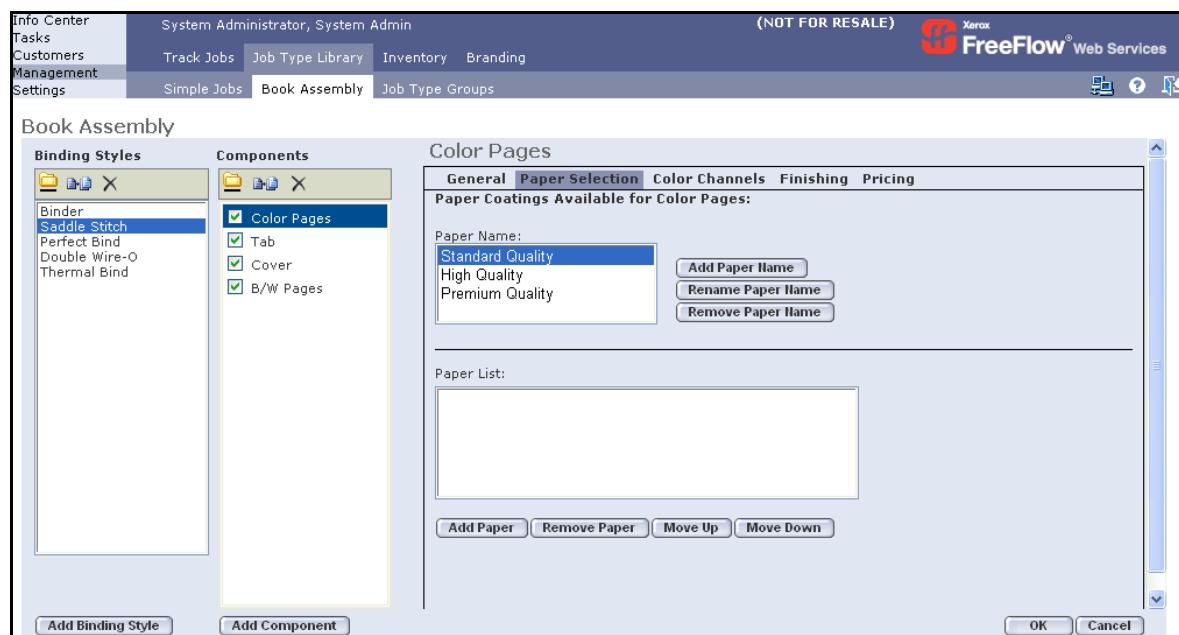
The **General** view enables:

- Specifying whether the component is one- sided or two-sided (also known as *Simplex* and *Duplex*).
- Entering an **Internal Note** and a **Note For The Customer** (Print Buyer) for the specific component.



Paper Selection View

The **Paper Selection** view enables defining the paper types on which the component can be printed and enables setting the default paper category names. The Print Buyer can view these options in the **Paper** box of the *Book Assembly Job Properties* window.



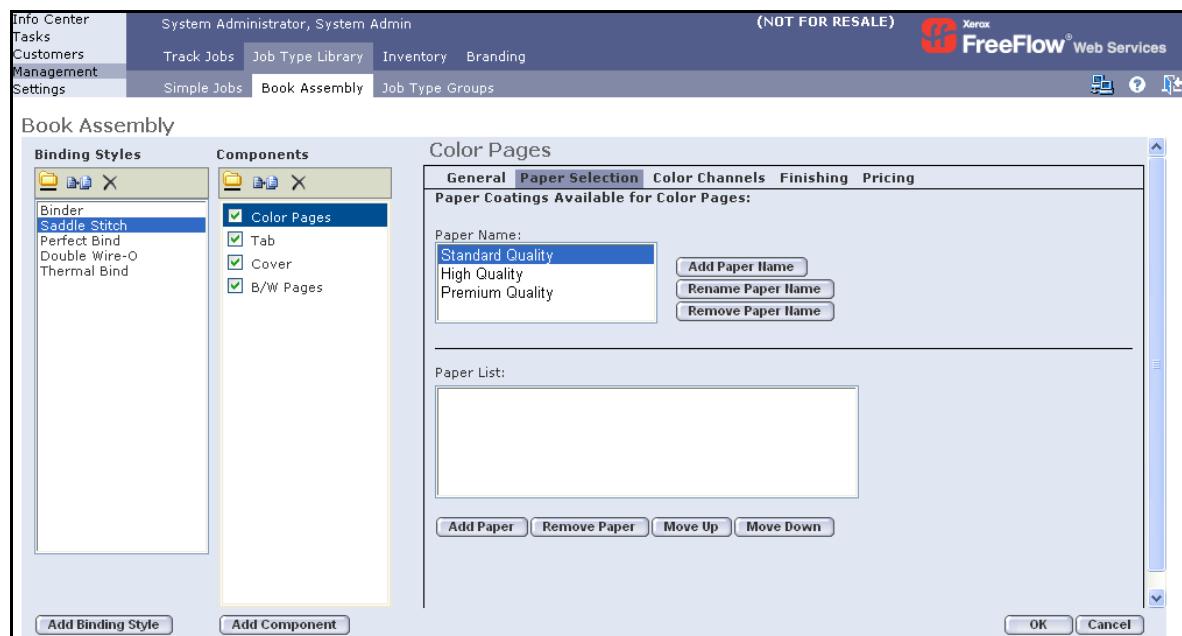
Paper Category

Paper Category enables creating name aliases for a specific paper and simplifies the *Book Assembly* ordering process for the Print Buyer. The default Paper Category name is by quality: Standard, High, and Premium. The default Paper Category name can be modified.

Note: For each Paper Category, at least one valid **Paper** must be defined.

Paper List

The **Paper List** contains a list of papers that are connected to a specific Paper Category. The color of the paper items in the list is significant. Black color signifies a paper item that is in stock; gray color signifies that the paper has been temporarily disabled in the stock library; and red color signifies that the paper has been removed from the stock library.



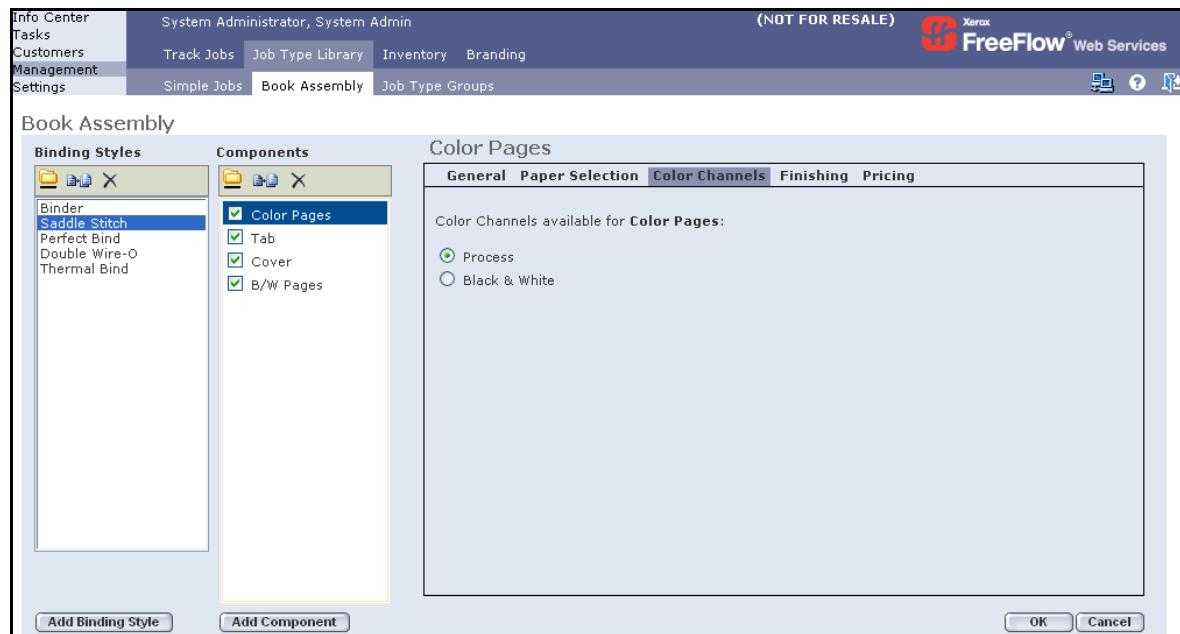
Setting the Default Paper

When there is more than one paper in the **Paper List**, the first paper in the list is the default. In order to set another paper as default, select the target paper and move it up until it is the first one in the list.

Note: When the first paper in the list is out of stock (marked in gray), the application automatically examines the list, finds the first paper that is in stock and uses it as default.

Color Channels

Color Channels enables defining whether the component will be printed in *Process Colors* or with black ink only.

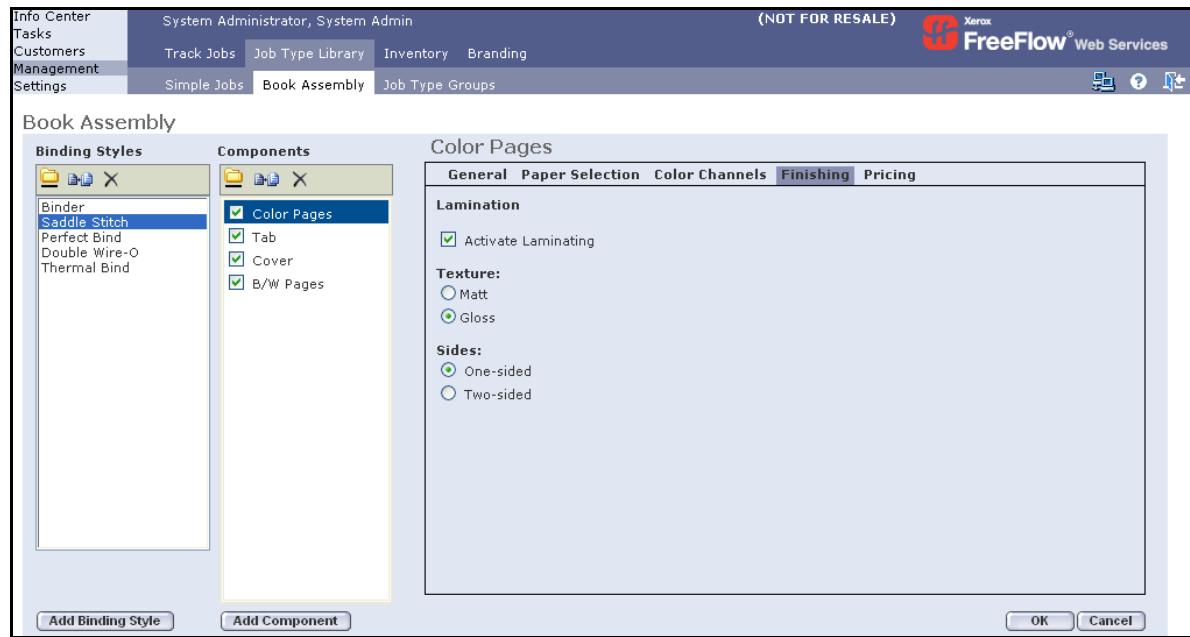


The **Color Channels** view contains the following elements:

- **Process** - When selected, the component becomes a *Full Color* component and when it is assigned to *Book Assembly* pages, these pages will be priced and printed as color pages.
- **Black & White** - When selected, the component becomes a *Black and White* component and when it is assigned to *Book Assembly* pages, these pages will be printed with black ink and priced accordingly.
- **OK** - Click on **OK** to save the *Color Channels* settings.

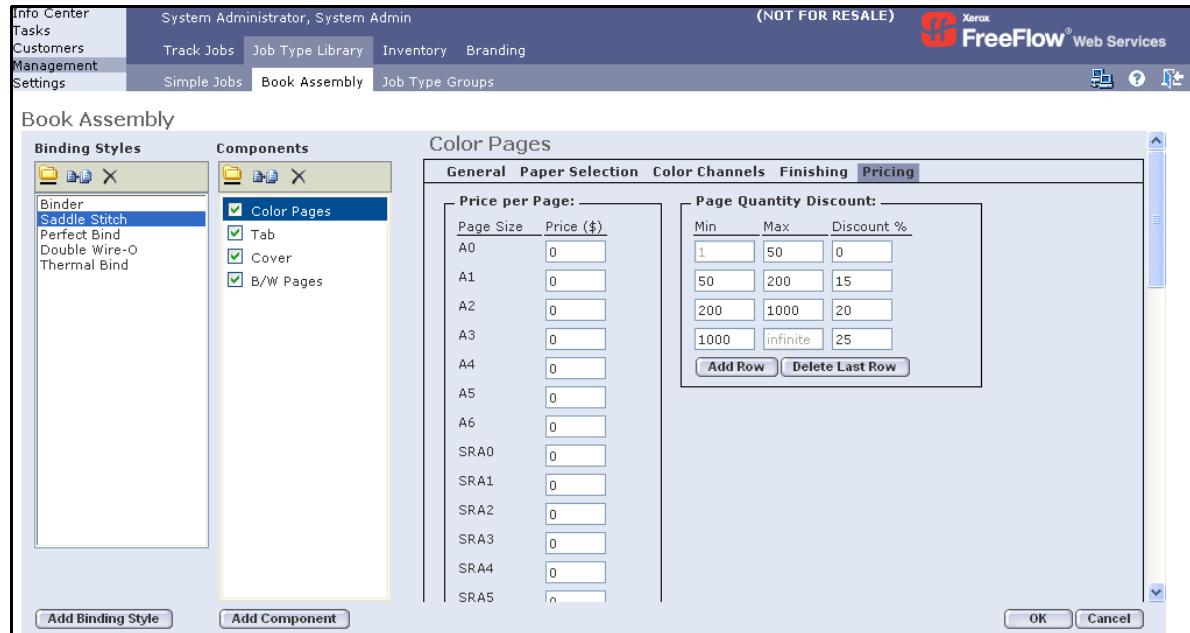
Finishing View

The **Finishing** view enables defining whether the component will be laminated.



Pricing View

The **Pricing** view enables setting up the component pricing.



Price per Page

Price per Page enables defining a base price per page, for each page size that is possible for this component. Enter the price only for page sizes that you expect to be using in *Book Assembly* Jobs.

Pages Quantity Discount

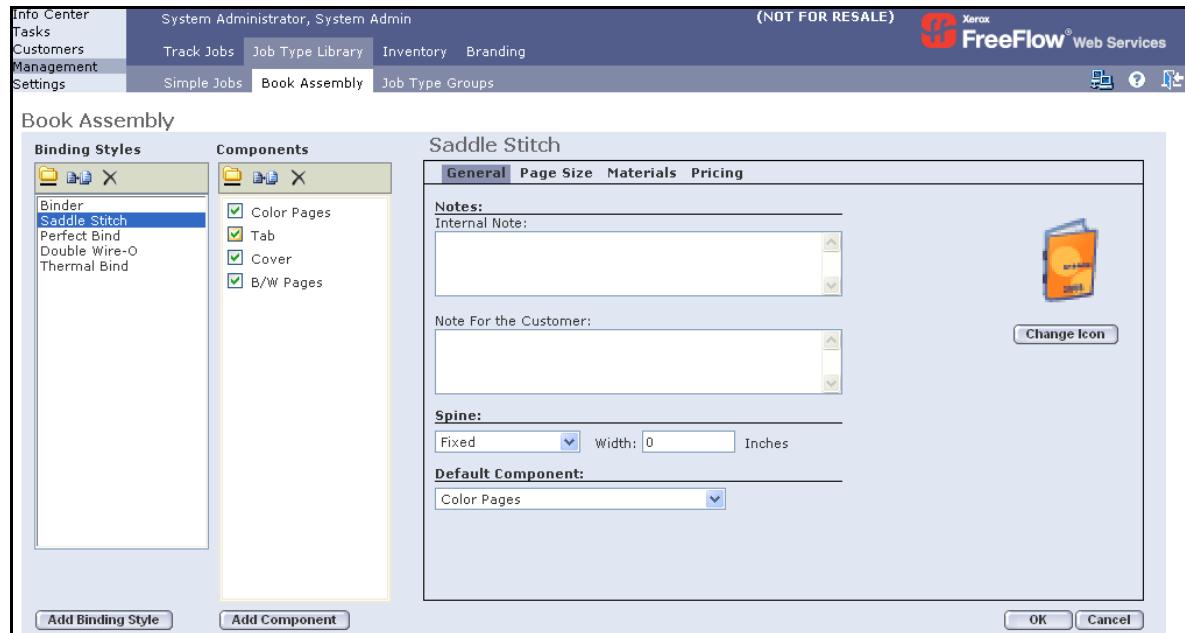
Pages Quantity Discount enables define discount levels based on the total number of pages for this component type in a specific *Book Assembly* job.

- **Min** - Minimum number of pages ('1' by default)
- **Max** - Maximum number of pages ('Infinite' by default)
- **Discount** - Fixed discount, according to the number of printed pages
- **Add Row** - Click to add an empty row to the bottom of the table
- **Delete Last Row** - Click to delete the last row at the bottom of the table
- **Add Paper Price** - When selected, the application will add the cost of the paper to the printing price

Binding Styles

The *Binding Style* identifies the *Book Assembly Job Type*. To create a **Binding Style**, you need to define such basic parameters as the type of binding, the possible page sizes, additional materials, pricing, and available components.

The binding collects the *Book Assembly* components into one physical entity that can contain covers, pages, inserts and tabs. The binding element can take the form of binders, saddle stitching, perfect binding, wire binding, thermal binding or any other similar means.



Binding Styles List

The list contains all the binding styles that are available to the Print Buyer. The *Book Assembly* module provides the following default binding styles:

- Binder
- Saddle Stitch
- Perfect
- Double Wire-O
- Thermal Bind

Binding Styles Toolbar

The **Binding Styles** toolbar contains the following **Management** buttons:

Rename Enables renaming the selected binding style.

Duplicate Enables creating a copy of the selected binding style. The new style will include all of the properties of the original style.

Delete Enables deleting a binding style.

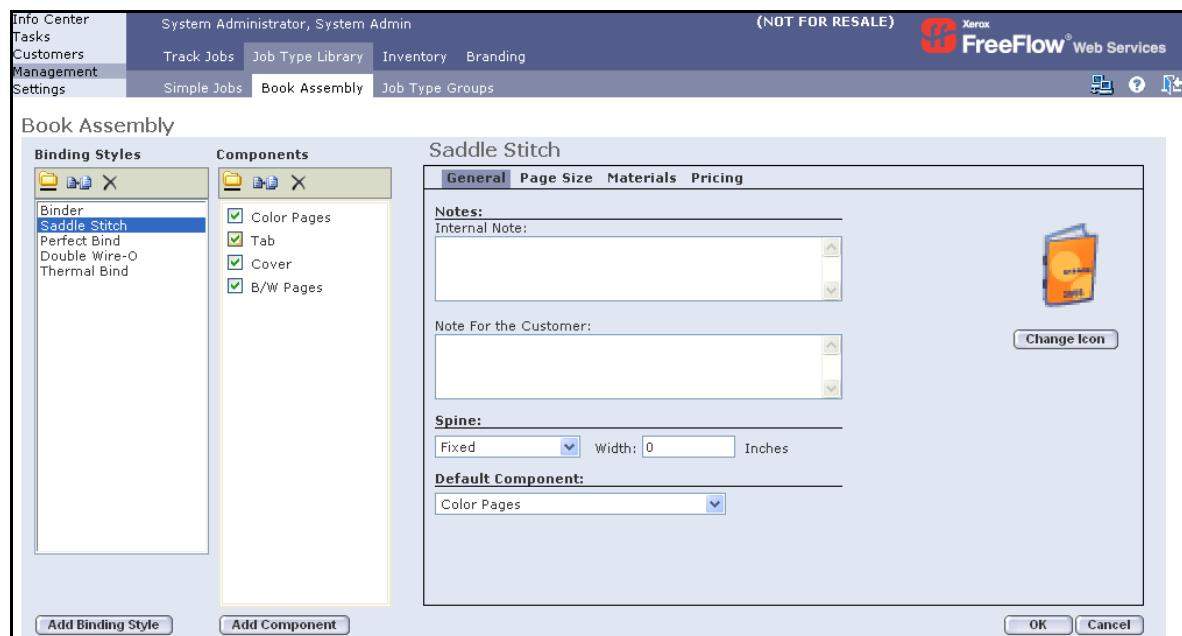
Binding Properties

The Binding Properties enables accessing the following views:

- **General**
- **Page Size**
- **Material**
- **Pricing**

General View

The **General** view enables defining the General Binding Style properties.



Spine

The **General** tab enables defining **Spine** type and width for *Binding Styles* that do not have binding materials (such as saddle-stitching). When the *Binding Style* requires binding materials, the **Spine** type and width is defined in the **Materials** view (accessed by clicking on the **Materials** tab). If the spine has been set from the **Materials** view, the **Spine** dropdown box and **Width** box do not appear in the **General** view.

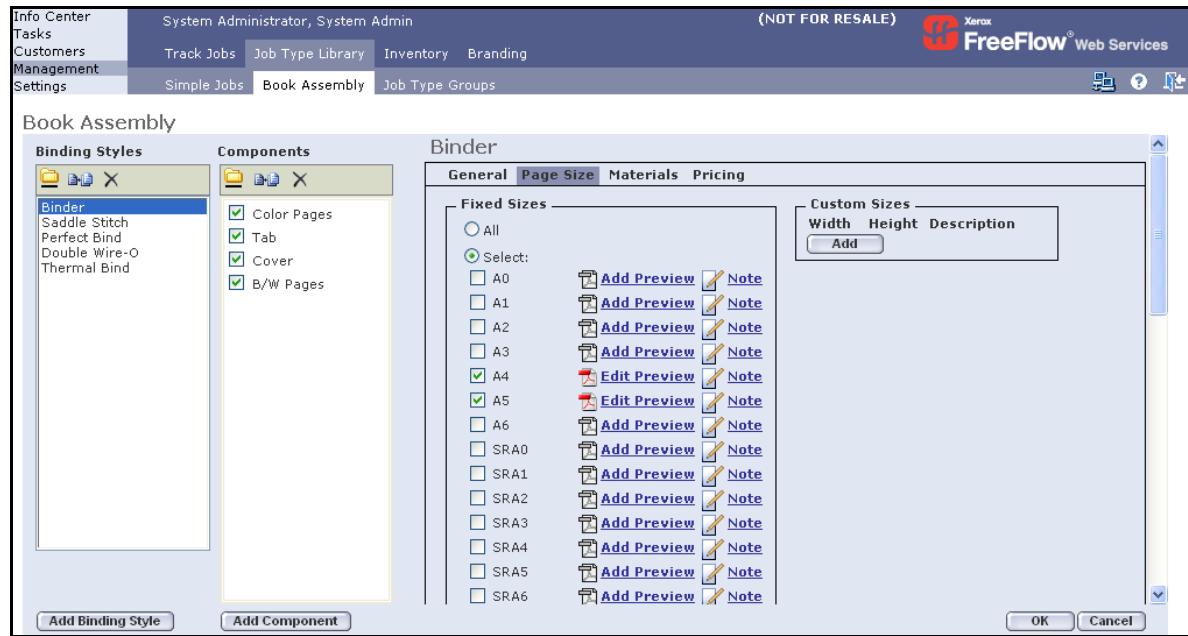
Spine enables the following two options:

- **Fixed Spine** - The Fixed Spine option enables defining a binding spine that is not affected by the actual thickness of a *Book Assembly* Job. 0 is entered into the **Width** box to define that there is no spine.
- **Calculated Spine** - The Calculated Spine is used for *Binding Styles* in which the binding spine width results from the actual Job thickness. Calculated Spine enables setting the maximum spine width to prevent the Print Buyer from creating a Job that cannot be handled. With this setting, the system automatically calculates the spine width according to the total thickness of the files that the Print Buyer adds to the Job.

Note: In order to automatically calculate the spine width, stock thickness must first be set in **Settings/Stock Library/Thickness**.

Page Size View

The **Page Size** view enables defining the sizes available for each *Binding Style*.



Fixed Sizes

Select the sizes which are appropriate for this binding style. These sizes will be presented as a selection option to the Print Buyer during *Book Assembly* ordering.

Custom Sizes

When required page sizes do not appear in the **Fixed Sizes** list, you can create any number of custom sizes.

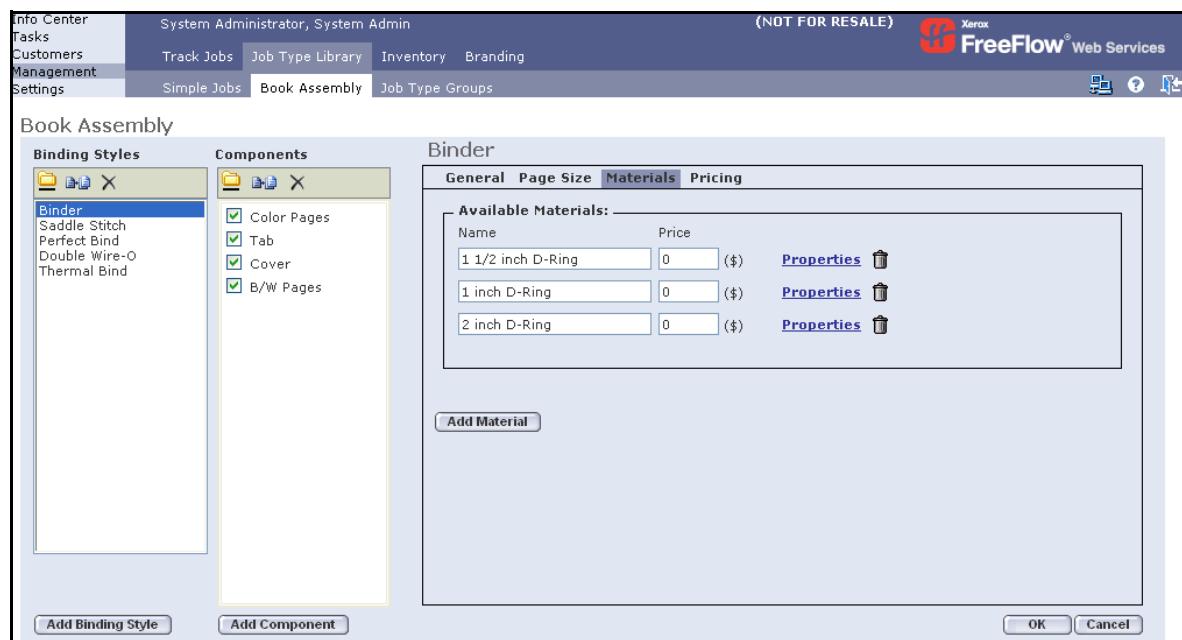
Add/Edit Preview Link

A detailed description of setting up a preview can be found in Chapter 3.

Materials View

Binding styles can involve different materials for operator selection (i.e. ring binders, spiral binders, etc.). Each material can have a different price and a different preview.

When a Print Buyer orders a *Book Assembly* Job and selects a **Binding Style** with a list of materials, these materials will be presented to him as selection options. For example: If the Print Buyer selects a Binder Job Type, the next stage will be to select the appropriate Binder as shown in the window below.

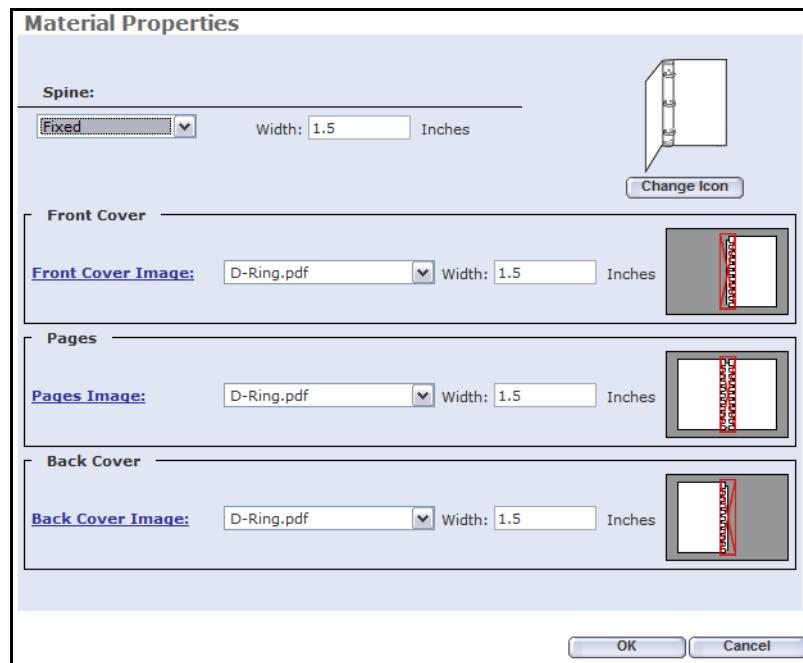


Materials contains the following links and buttons:

- **Properties** - Enables defining the material properties
- **Delete** - Enables deleting the material
- **Add Material** - Enables adding a material

Material Properties

Material Properties enables defining the **Spine** type and width. **Material Properties** also enables adding **Front Cover**, **Back Cover** and **Pages** Spine images that will be superimposed on the *PDF Preview*.

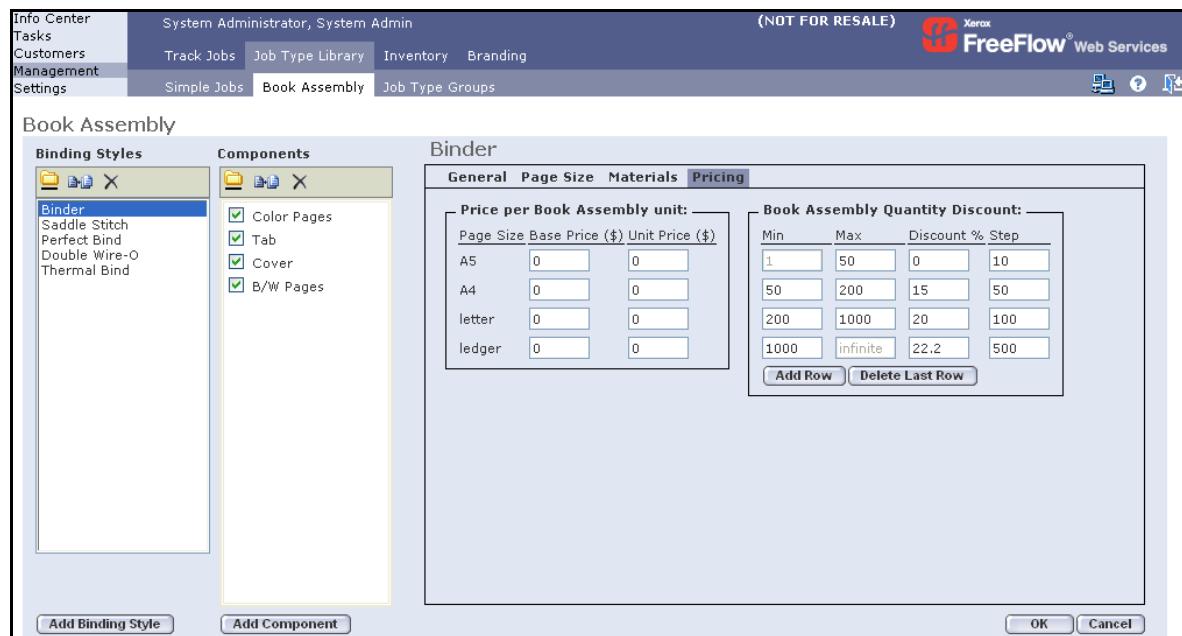


Material Properties contains the following elements:

- **Spine** - See the **Binding Styles/General** tab.
- **Change Icon** - Enables changing the **Material** icon.
- **Front Cover, Pages, Back Cover Image Links** - Enables uploading appropriate images for the *Preview*.

Pricing View

The **Pricing** view enables defining the price for assembling each *Book Assembly* unit and to define quantity discounts.



- **Price per Binder Unit** - Enables defining Base and Unit prices for each available *Page Size*.
- **Binder Quantity Discount** - Enables defining discounts according to minimum and maximum amounts and steps.

Book Assembly Price Calculation

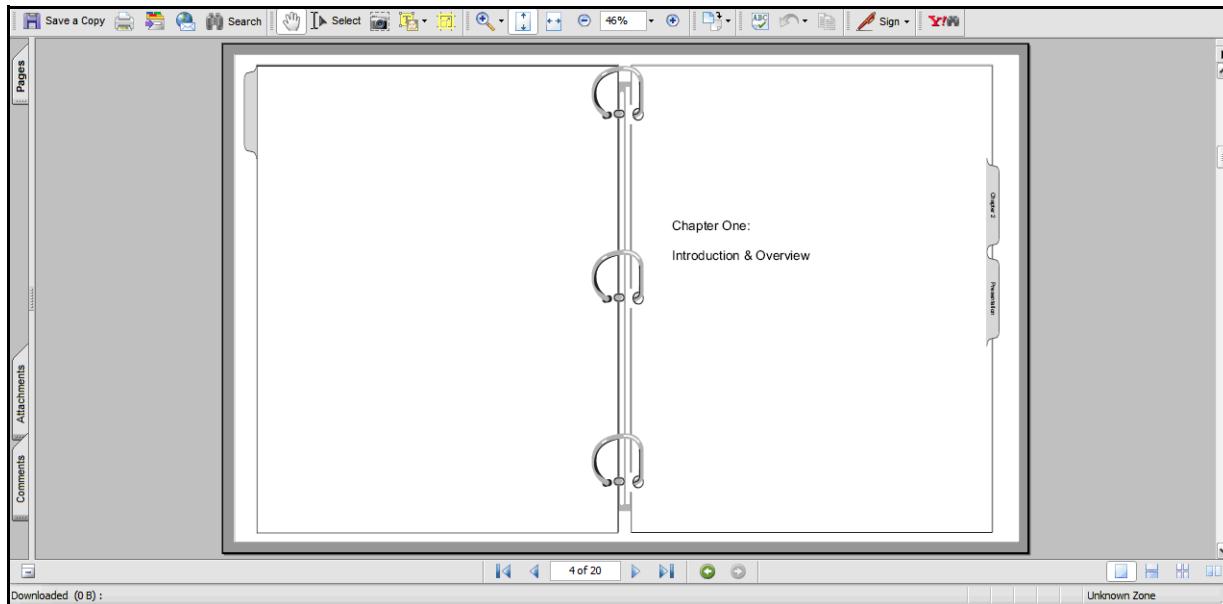
The price of the *Book Assembly* will be calculated as follows:

Total Price of a *Book Assembly* = Base Price per unit + [Price per Unit + Price Per Materials + Price Per Components * Pages]

Note: The pricing of the *Book Assembly* differs from the other pricing models that are in the system.

Section II: Setting Up a *FreeFlow Web Services Book Assembly Preview*

Book Assembly enables the Print Buyer to receive a simulated view of the entire Job, with all its various elements. The *Preview* allows the Print Buyer operator to flip through and review the Job during the creation process, functioning as a tool for avoiding design flaws and mistakes. For the *Preview* to achieve its full potential, it has to be defined for each *Binding Style* and appropriate size.



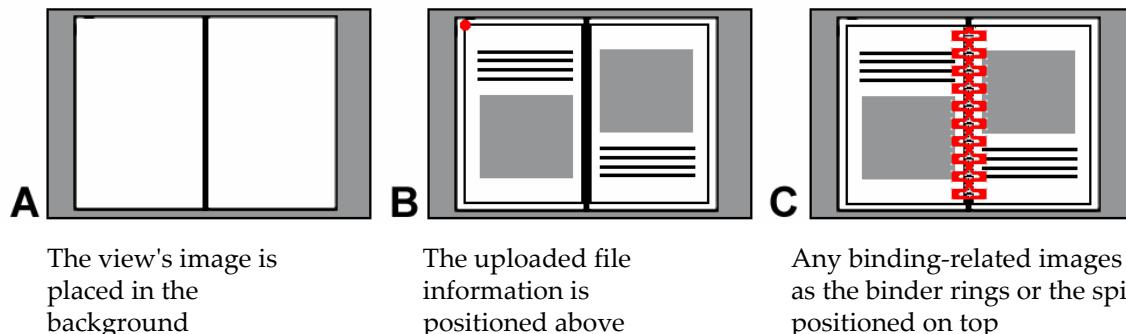
Material Properties enables providing default settings for A4, A5, Letter and Ledger page sizes. These settings can be changed according to need. In the default preview settings, the preview size appears larger than the default size in order to display the background.

Special Note: The system does not require preview information for a specific size in order to provide a preview. If preview information is missing from a size that is available to the Print Buyer, the system will search among the existing sizes with preview information and will choose the size that is closest to the size lacking the preview information. The chosen size is then automatically scaled to the size lacking the preview.

Preparation

Before you can start setting up the preview, you have to define the preview size, and then create appropriate images.

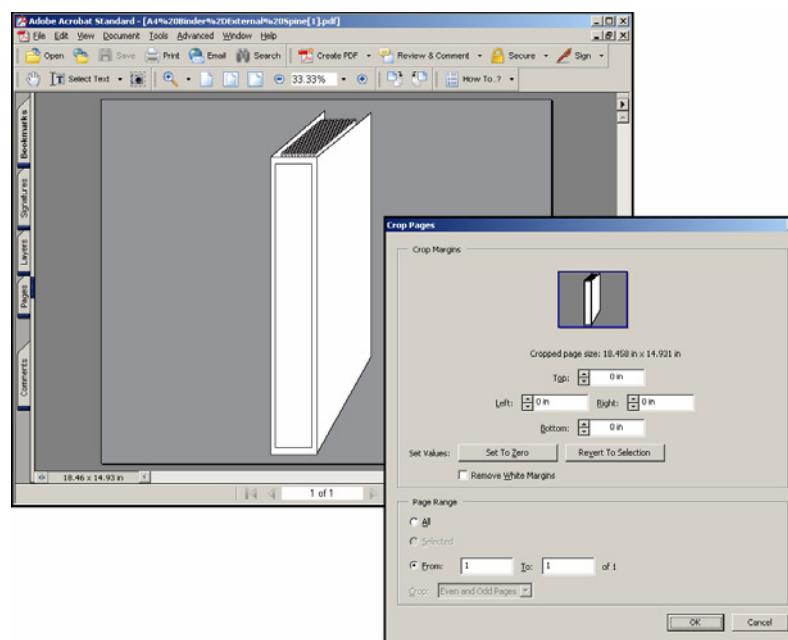
To create a realistic-looking preview, *Book Assembly* places the supplied background image (A), superimposes onto it the file content as uploaded by the Print Buyer (B), and places on the top an image simulating the appearance of the binding element (C).



Optional Spine

Optional Spine enables providing the following settings only when the spine/cover and foreground are required in the style:

- External Spine Image; which will serve as the background image of the spine
- Spine Position (top-left corner)
- Spine Width; the size of the spine in the original image

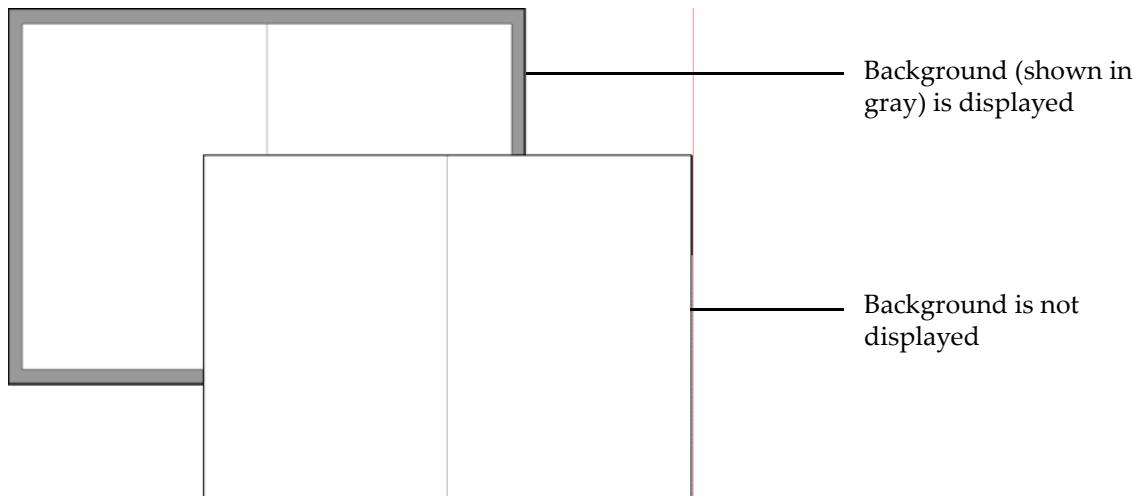


Note: The *Binding Preview Spine Width* is not the size of the spine that has been set for the binding style. *Binding Preview Spine Width* is a setting that is necessary for placement calculation. The size number must be entered (and should be greater than 0) if a file, under the **External Spine Image**, exists.

Establish the Preview Size

The width of the preview must be double that of the page size plus the width of the margins. If no margins are added, the background will not appear in the preview.

Note: When setting **Height** and **Width** of the *Preview Size* to the same size as the **Page Size** dimensions, the background will not be displayed. This is suitable for graphically depicting such binding types as Thermal Binding. In order to view the background as well, the **Height** and **Width** of the *Preview Size* should be larger than two pages side by side. This is suitable for depicting such binding types as Binder. (See the images below)



Note: For reference purposes, you can open an existing *Preview* and download the background files.

Prepare the following background files for the display:

- External Front Cover
- Internal Front Cover
- Pages
- Internal Back Cover
- External Back Cover

Note: All the background files must be the same size.

If the binding has a prominent visual feature that can be seen when flipping through a real similar product (such as binder rings) you may wish to create appropriate foreground images for each of the following views:

- Internal Front Cover
- Pages
- Internal Back Cover

Establish the Left and Right Page Position

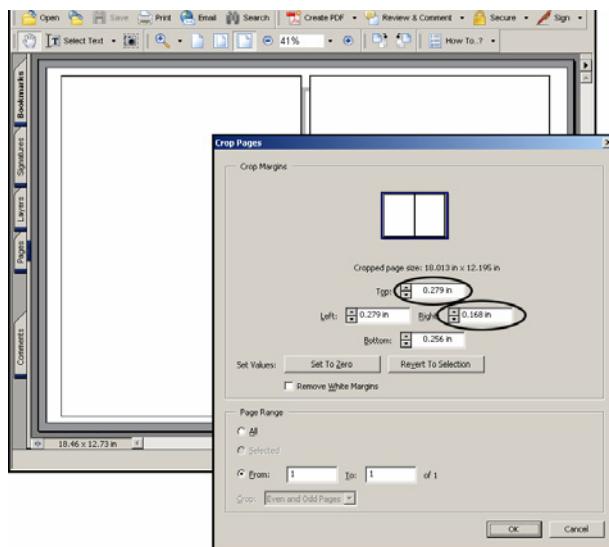
The left page position is defined by the position of its top-right corner relative to the top-left corner of the background image.

The right page position is defined by the position of its top-left corner relative to the top-left corner of the background image.

If know these numbers are unknown, they can be found by using Acrobat. In order to locate this point, carry out the following steps:

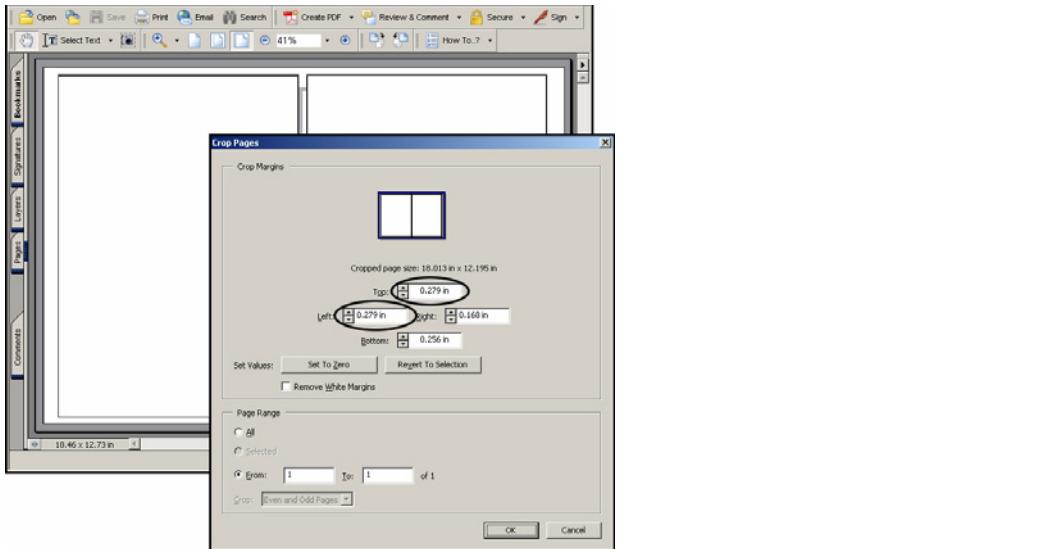
Left Page

- 1 Open the image in Acrobat, on the local PC.
- 2 Click on the **Crop Tool** (**Tools/Advanced Editing/Crop Tool**) and outline the left page.
- 3 Double-click on the image; the **Crop Pages** dialog box appears; the *Top-right* corner is the composite of the top and right coordinates.



Right Page

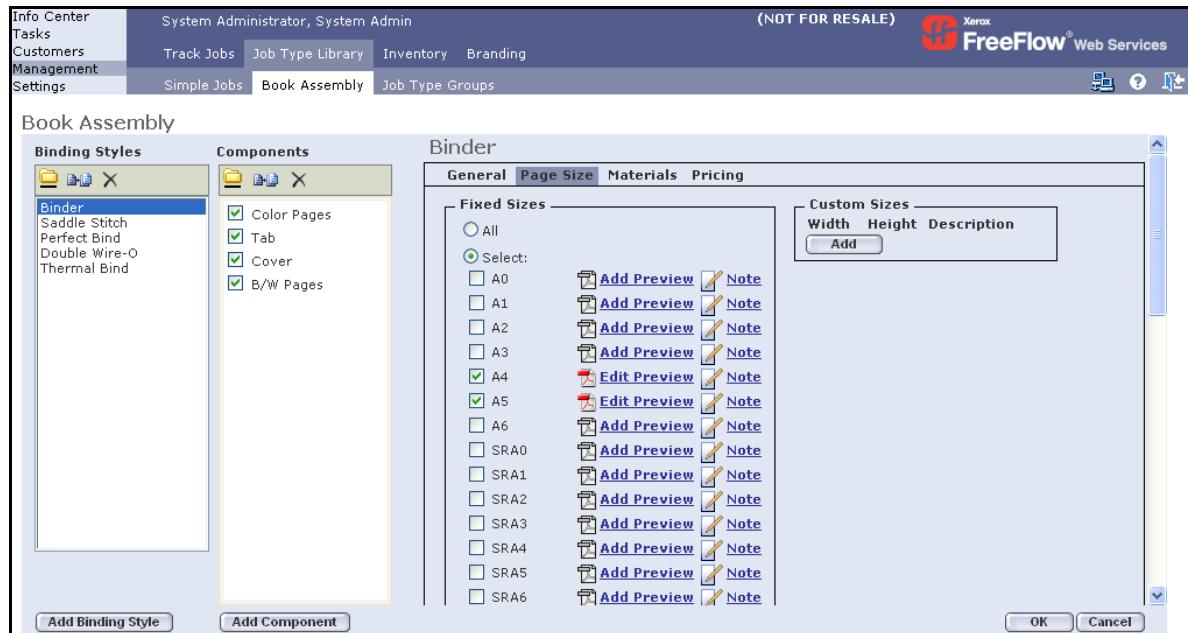
- 4 Click on the **Crop Tool** and outline the right page.
- 5 Double-click on the image; the **Crop Pages** dialog box appears; the *Top-left* corner is the composite of the top and left coordinates.



Setting Up a New Preview

To set up a new *Preview*, carry out the following steps:

- 1 To access the preview definition, select **Management/Job Type Library/Book Assembly**.
- 2 Select a binding style and then click on the **Page Size** tab.



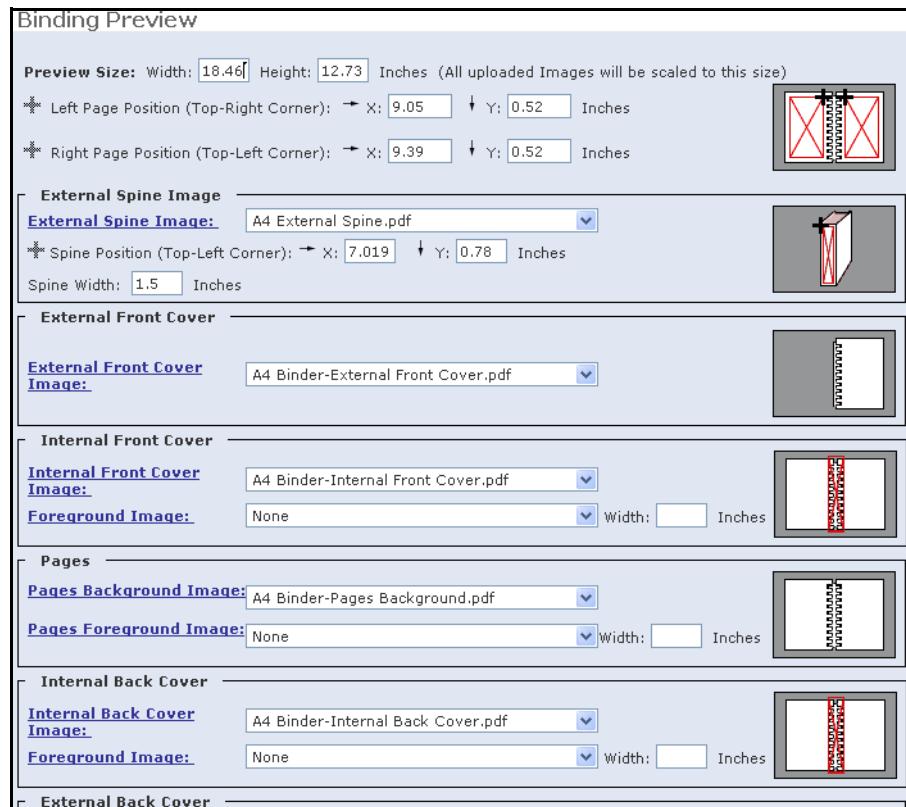
Add/Edit Preview Link

Adjacent to each **Page Size** is a PDF icon and a **Preview** link which accesses the **Binding Preview** window. The system provides the following two **Preview** link options:

- **Add Preview** (with a gray PDF icon) - A preview does not exist but can be created by entering the appropriate information into the various **Binding Preview** data boxes
 - **Edit Preview** (with a red PDF icon) - An editable preview already exists and can be edited by entering the appropriate information into the various **Binding Preview** data boxes
- 3 Click on **Add Preview** near a selected page size; the **Binding Preview** dialog box appears.

Binding Preview

Binding Preview enables defining the background image on which the *Book Assembly* Job created by the Print Buyer will appear, creating a full preview experience.



In addition, the Print Provider must set the following:

- The *Preview* sizes
- *Left* and *Right* page positions

If a *Spine* exists and there is a cover for the style, the Print Provider must be set the following:

- The position and width of the spine

Section III: Producing a *FreeFlow Web Services Book Assembly* Job

Production Window

To produce a *Book Assembly* Job, carry out the following steps:

- 1 Click on **Tasks** in the main menu; the **Production** window appears. *Book Assembly* Jobs waiting in the **Production** window **Approval** queue are marked by the **Book Assembly** icon .



- 2 Select a *Book Assembly* Job in the **Approval** queue.

Job Info Panel

The *Book Assembly* **Job Info** panel displays the following two views:

- **Info**
- **Files**

Info View

The **Info** view provides the necessary Job production information. In addition, the **Info** view provides the following links:

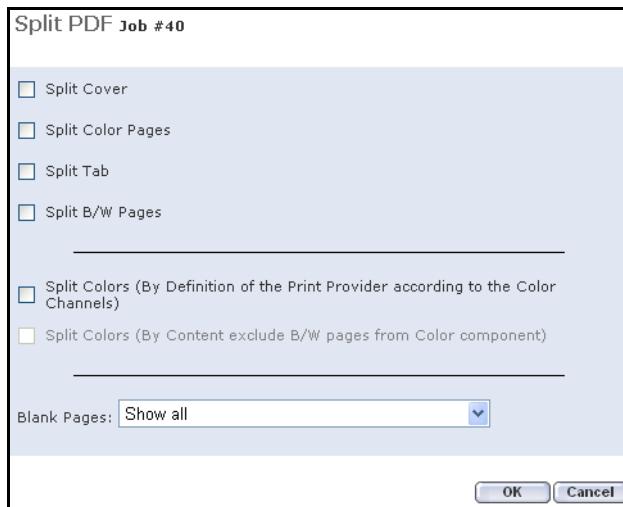
- **Note** - Enables adding notes
- **Attachments** - Enables downloading files attached to the Job or enables attaching files to the Job
- **Preflight** - Enables examining and verifying the **Preflight Report** information

Files View

Job #	Job Details	Output Device	Status PDF
60	Test Account, Book Assembly	Outsourcing	
196	shulamit, Leaflet	Test_Device	
195	shulamit, Leaflet	Test_Device	
209	LenaCustomer, Envelope	Test_Device	
124	LenaCustomer, Business Card	Test_Device	
123	LenaCustomer, Business Card	Test_Device	

The **Files** view displays a list of the files comprising the *Book Assembly* Job. Since a *Book Assembly* Job can contain multiple files and components, its production is often split between several devices.

- 1 Click on **Split Files**; the **Split PDF** dialog box appears.



- 2 Select the appropriate splitting options, according to component types, according to color channels or according to the color content of the files.
- 3 Click on **OK** to save the changes and close the dialog box.
- 4 Click on **Approve** to send the files to production.

Chapter 2: Print Buyer Side

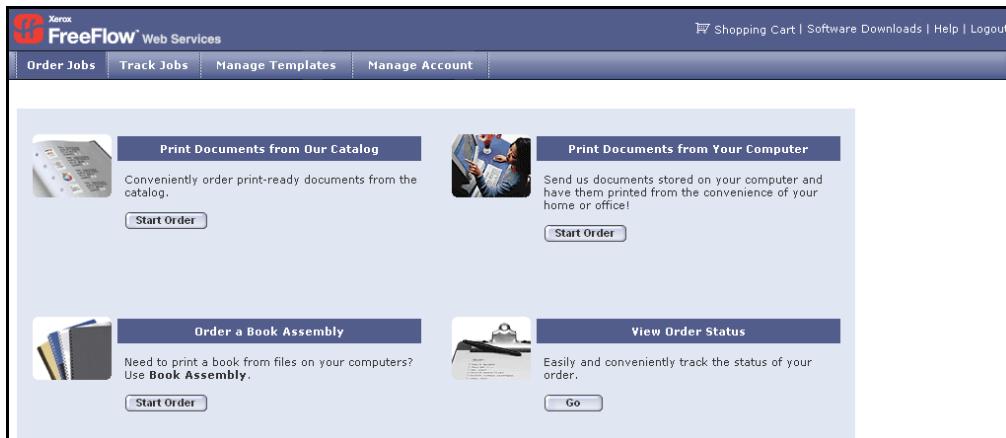
Section I: Ordering a *FreeFlow Web Services Book Assembly* Job

To order a *Book Assembly* Job, the Print Buyer:

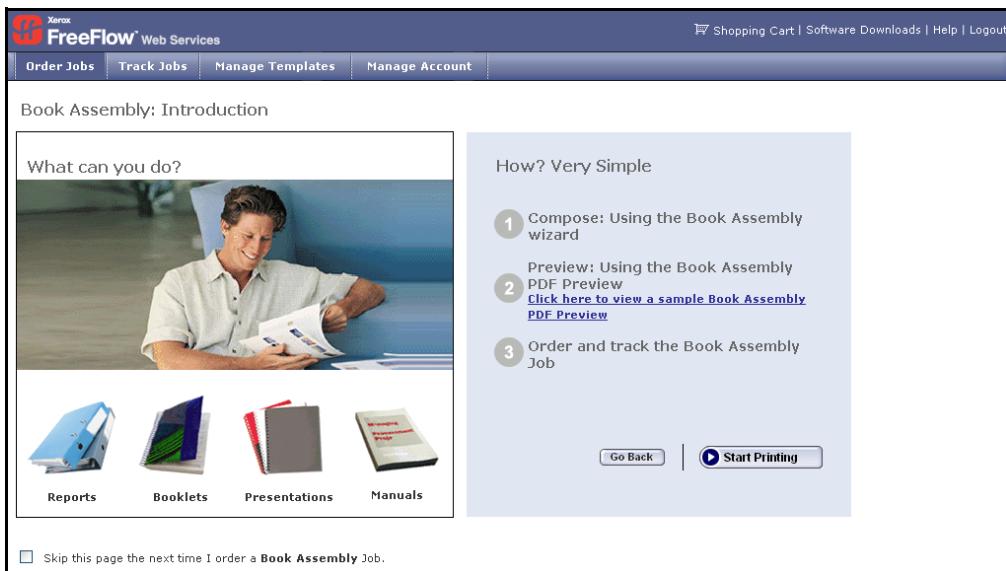
- Uploads the files
- Selects the materials and the sizes
- Defines the components
- Examines the PDF preview

Start Ordering

- 1 Log in as a Print Buyer.



- 2 Click on the **Order a Book Assembly/Start Order** button; the **Book Assembly: Introduction** window appears.



- 3 Click on the **Start Printing** button; the **Upload Files** window appears.

Upload Files

The screenshot shows the 'Upload Files' page of the FreeFlow Web Services interface. The page is divided into two main sections: 'Upload a File' (left) and 'Uploaded Files' (right).
Upload a File:
1. A step-by-step guide:

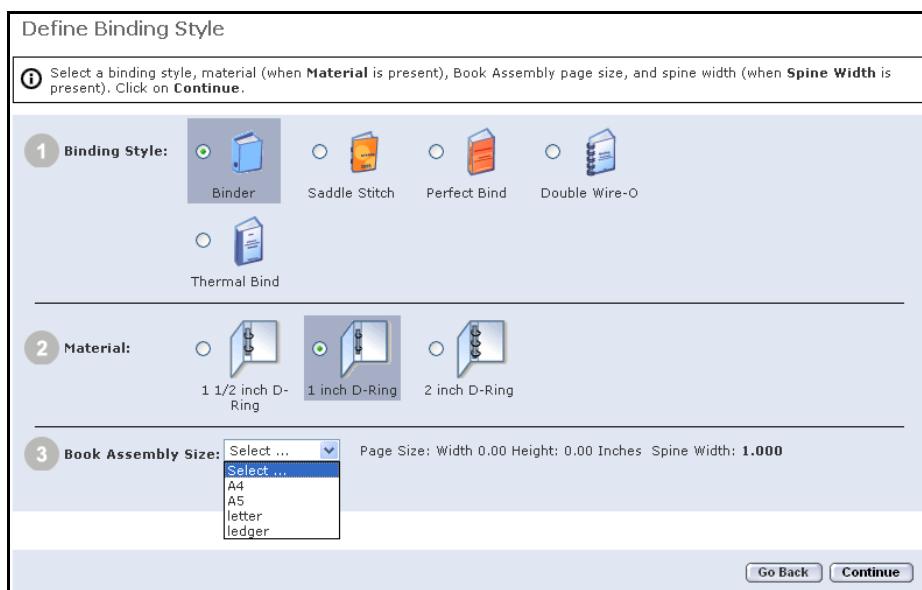
- ① Carry out the following steps:
- 1 Click on **Browse** to browse to a file that is intended for the **Book Assembly** Job.
- 2 Click on **Upload** to add the file to the **Uploaded Files** pane. Repeat Step 1 and 2 for each additional file to be added to the **Book Assembly** Job.
The following file types are supported:
PDF, JPEG, TIFF, GIF, PS, EPS, MS Word (DOC), MS PowerPoint (PPT, PPS), MS Excel (XLS, XLT, XLW, XLC), Adobe Illustrator (AI), Adobe Photoshop (PSD), Adobe InDesign (INDD)
- 3 When all files have been placed in the **Uploaded Files** pane, click on **Continue**.

Uploaded Files:
Royal Cargo Letterhead.pdf
Frequent Flyer Brochure.pdf
Case Study.doc

Buttons at the bottom: Go Back, Continue

- 4 Click on the **Browse** button and browse to the target file component.
- 5 Click on the **Upload** button to add the file to the **Uploaded Files** list.
- 6 Repeat to upload additional files.
- 7 When all files have been uploaded, click on **Continue**; the **Define Binding Style** window appears.

Define Binding Style



- Select the appropriate **Binding Style**.

Note: Depending on the **Binding Style** selection, a **Material** selection step can appear. This step is followed by the *Book Assembly Size* selection step.

- Click on **Continue**; the **Define Components** window appears.

Define Components

The **Define Components** window is composed of the following three panes:

- Components Pane** - Displays all of the components comprising the *Book Assembly* Job. Initially, each component represents one uploaded file.
- Change Properties Pane** - Each file/component is assigned default properties. Change Properties enables changing these properties (colors, paper and one-sided or two-sided).
- Book Summary Pane** - Enables changing the *Book Assembly Type*, viewing the *PDF Preview* and uploading files

Components Pane

The Components pane consists of the following elements:

- Toolbar**
- Components List** - Lists all of the *Book Assembly* components
- Select Pages** - Enables selecting a specific page or pages for changing properties in the Component Properties pane

Toolbar

Move Up and Down Buttons		Enables moving selected components up or down in the Components list
Add Tab Button		Enables adding tabs
Add Blank Page Button		Enables adding blank pages
Duplicate Button		Enables duplicating a selected component
Delete Button		Enables deleting a selected component



Change Component Properties

To change component properties, continue with the following steps:

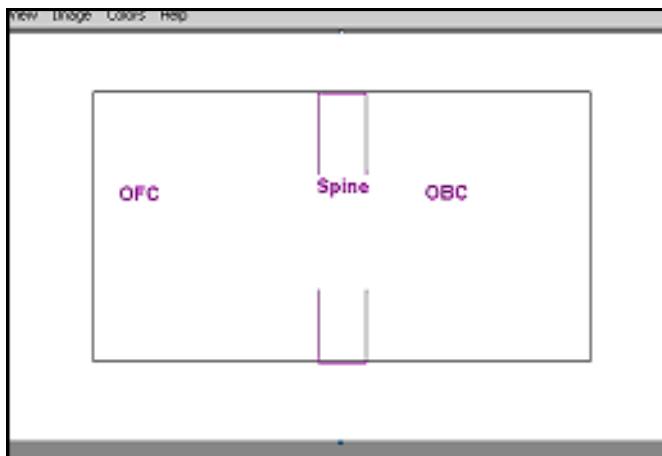
- 10** Click on a component; the component properties appear in the Component Properties pane.

Note: You can change the component type and component paper. The list of components reflects the possible components for this Binding Style as defined by the Print Provider.

- 11** Select the component type and the component paper and click on **Apply**; the change is reflected in the Components pane.

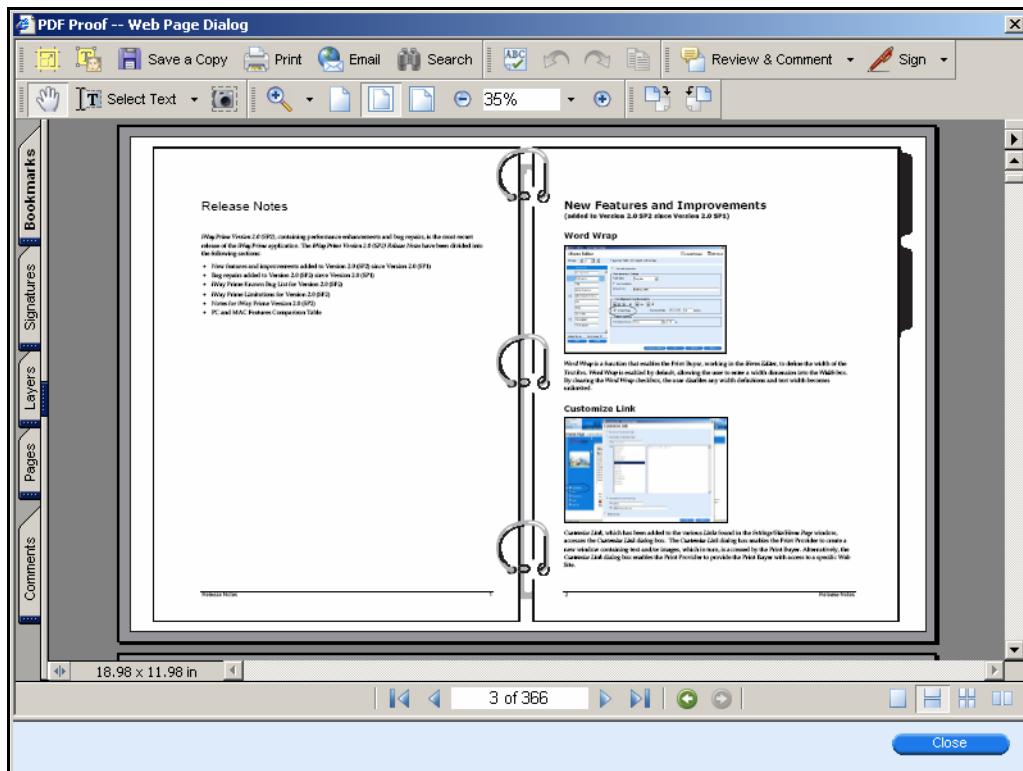
Create a Cover

The **Cover** component is used when the cover has been designed as one file encompassing the front cover, spine and back cover of the *Book Assembly*.



When selecting a file and choosing **Cover** as the **Component Type**, the system splits the file into the following parts:

- Outside Front Cover (OFC)
- Outside Back Cover (OBC)
- Spine (when a Spine has been set)



Change Specific Page/s Properties

To change the properties of specific pages, continue with the following steps:

- 12** Enter the page numbers in the Select Pages text box and click on **Select**; the components that contained the selected pages are split into new components according to the selection.

Note: The application adds an automatic blank page when a two-sided component ends with an odd page. For example, in a two-sided color 16 page booklet, page 4 is changed to B/W. As a result, pages 1-3 become a two-sided component ending with an odd page (page 3). The application will automatically add a blank page after page 3 in order to "pad" it.

Adding Tabs

Tabs can be added if *Tab* components were enabled for the specific *Binding Style*. *Tab* components have the following characteristics:

- A *Tab* does not have an attached file
- Text can be added to the *Tab*, and font and color can be selected
- The *Tab* page # is automatically set

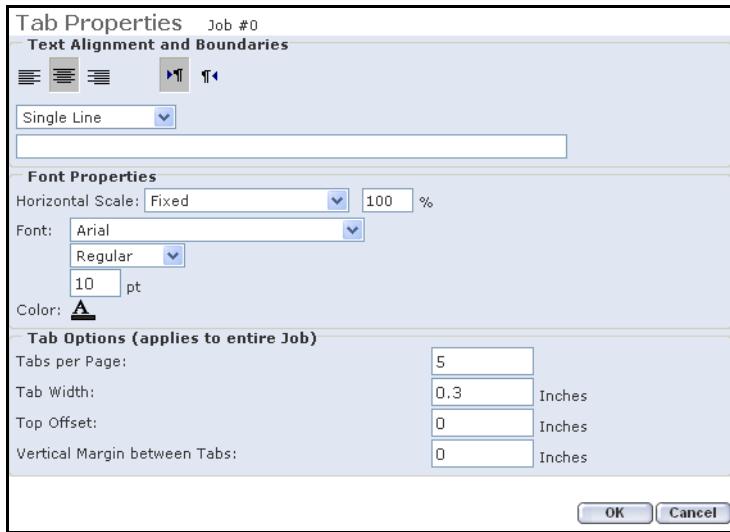
To add a *Tab* to the Job, continue with the following steps:

- 13** Click on the **Add Tab**  button; the **Add Tabs** dialog box appears.



- 14** Select type of tab if there is more than one tab style component.
15 Select the paper.
16 In the **After Pages** text box, type the number/s of the pages after which the tabbed page/s will be placed.
17 Enter the text to appear on the tab.
18 Click on **OK** to add the tab/s and to close the dialog box.

- 19** To define additional *Tab* properties, select the tab and click on the More Options link; the **Tab Properties** dialog box appears.



Tab Properties

Tab Properties includes the following options:

- **Text Field** - Clear field for entering the text to be printed on the tab
- **Tabs per Page** - Use to define the number of tabs in one set of tabs, as can be seen across the *Book Assembly* height.
- **Tab Width** - Use to define the physical tab width
- **Top Offset** - Use to define the first tab starting point from the top of the page
- **Vertical Margin between Tabs** - Use to define the vertical distance between tabs

20 Set the properties as required.

21 Click on **OK** to save the settings.

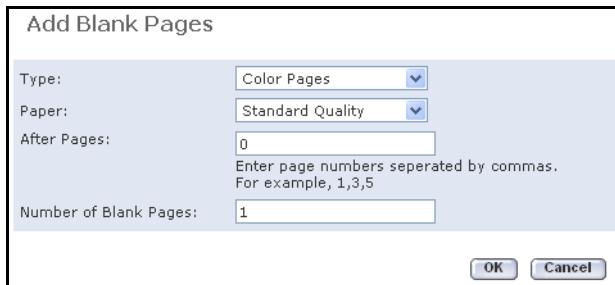
Blank Pages

There are several reasons to use blank pages:

- **Price Quote** - When a price quote for a *Book Assembly* Job is required, blank components enable creating a *Book Assembly* Job model that can be priced.
- **Place Holder** - When the operator requires creating and ordering a *Book Assembly* Job, even though one or more components are missing, a blank component can be used in place of the missing components.
- **Page Shift** - When an even page has to be shifted to an odd page (for example the first page of a chapter), a blank page can be added just before it.

To add a blank page to the Job, continue with the following steps:

- 22 Click on the Add Blank Pages  button; the Add Blank Pages dialog box appears.



- 23 Select a page type and page paper from the respective dropdown boxes.

Note: The *Blank Page* type selection is required in order to select the appropriate paper for the blank page, since the paper selection is connected to the *Component Type*.

- 24 Enter the page numbers that will precede the blank pages.

- 25 Enter the number of blank pages.

- 26 Click on **OK** to add the blank pages to the Job and close to the dialog box.

Add to Cart and Checkout

To add the *Book Assembly* Job to the *Shopping Cart* and to check out, continue with the following steps:

- 27 Click on the **PDF Preview** to visually validate components.

- 28 In the **Define Components** window, click on the **Add to Cart and Checkout** button; the **Shopping Cart** appears.

- 29 Click on **Get Quote** and complete the checkout procedure.

Section II: **FreeFlow Web Services Book Assembly Scenarios**

The *Book Assembly Scenarios* section has been composed in order to provide some tips for ordering various *Book Assembly* Jobs.

Scenario A: B/W Saddle-Stitched Booklet

Scenario A deals with a Saddle-stitched booklet that is based on a single file. The booklet has a cardstock cover and the internal pages are on regular paper. The first page of the booklet is printed on the front cover; the last page of the booklet is printed on the back cover. The inside of the cover is left blank.

To create a *B/W Saddle-Stitched Booklet*, carry out the following steps:

- 1** Upload the file.
- 2** Select **Binding Style**: Saddle Stitch.
- 3** Select *Book Assembly* size.
- 4** Select the file component and change the **Type** to B/W Pages (Two-sided).
- 5** Select page #1 and select a thicker paper type; a blank page is automatically added after page #1.
- 6** Insert a blank page before the last page.
- 7** Select the last two pages and select for them the same paper type that you selected for page #1.

