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Xerox® Book It! Productivity App for Xerox® FreeFlow Process Manager®
Solutions Guide

Document Version: 1.0 (November 1, 2012)

Contents

Introduction

The Book It! Productivity App is a workflow tool designed to optimize the functionality and efficiency of Xerox® FreeFlow Process Manager®. Book It! automates decision-making and completes all prepress steps automatically, without any production shop labor involvement, which accelerates prepress dramatically and maximizes print production and finishing throughput.

It's a simple workflow that can be built in a few minutes to offload routine, repetitive tasks to Process Manager, eliminating complex and time-consuming prepress and finishing steps that are typically carried out by highly skilled prepress personnel.

The FreeFlow® Book It! Productivity App can transform the entire process of printing and finishing books from a labor-intensive, multi-step process to a single touch.

Here's How It Works

Jobs can be sent to Process Manager from the upstream system used to manage your jobs. The upstream system copies the job file into a hot folder on your system's C: drive. This .csv flat file is the manifest that contains all the information needed for the job, including its location. Once this file is copied into the hot folder, Process Manager reaches out to the network to fetch the job file, assigning the appropriate workflow. The workflow performs all the preparation for the job and submits it to the printer. It all happens in an automated fashion without any operator intervention.
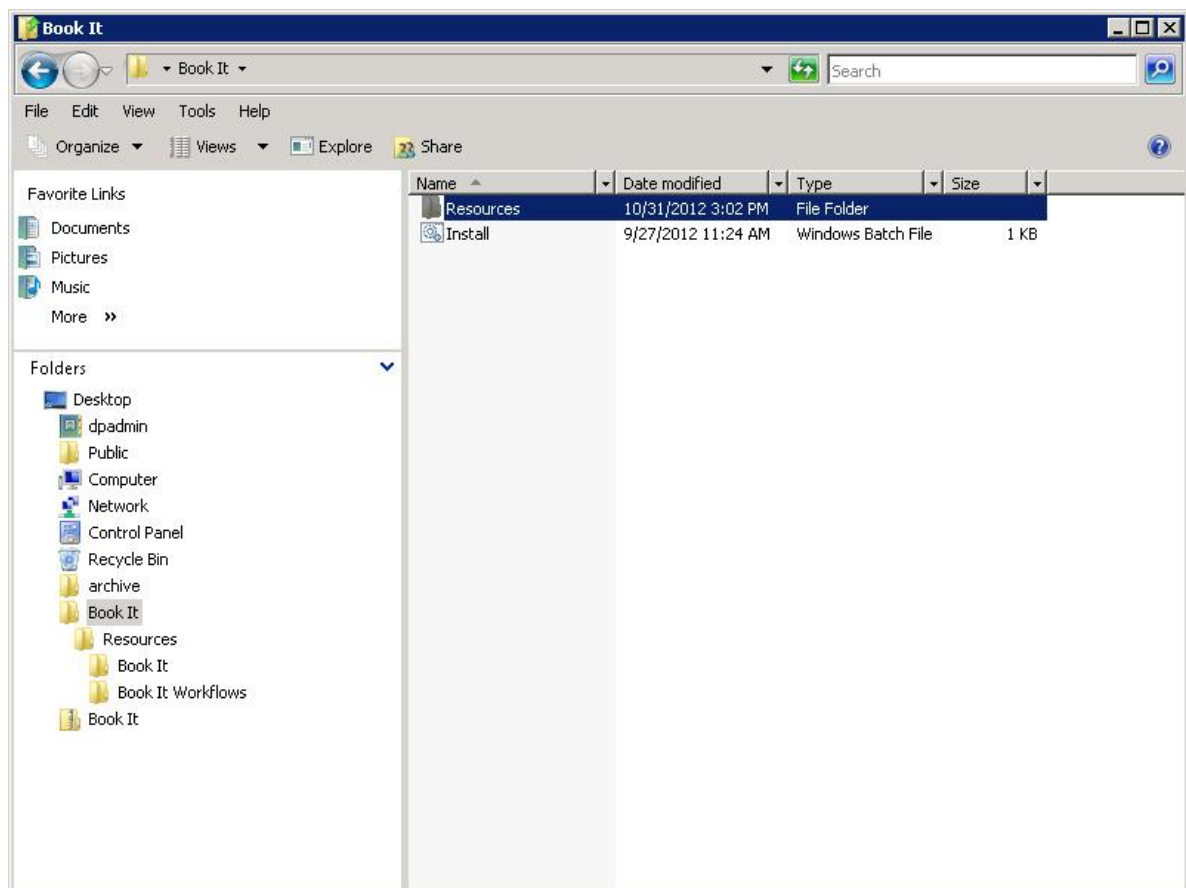
Installation Instructions

<div style="text-align: right">2</div>

This section describes how to install the Book It! Productivity App on your computer. You must have Xerox® FreeFlow Process Manager® software already installed on your PC.

There is a one-time setup for this productivity app. If you have already installed Book It, you may skip this section. Copy the Book It zip folder onto your desktop and unzip the Book It folder.

Open the Book It extracted folder on your desktop, then open the file named "Install."

The Installer loads sample files and all the Book It! Workflows needed to process them. It also deploys sample manifests.

The manifest tells the system how to parse the files that come in so the system can retrieve the jobs and choose the appropriate workflow.

Manifest configurations, which allow the system to read the manifest no matter how the data is arranged in the file, are also installed.

The Installer will load the workflows onto your C: drive. The workflows are disabled at the time of installation. After configuring the print nodes for your printers, you must perform a one-time action to enable the workflows. To enable the workflows, open the Workflow Builder in FreeFlow Process Manager®. Highlight each workflow, and click **Enable**.

As you can see below, the Xerox Nuvera CEM DocuConverter workflow is highlighted.

You will need to configure Print Process Nodes in the workflows to print the Productivity Apps. If you need assistance, please refer to the *Xerox® FreeFlow Process Manager® User Guide*. Once you have added the Print Process Nodes and enabled each workflow, you have completed the one-time installation of the Book It! Productivity App.

Printing the Xerox Nuvera® Books Applications

This section describes how to print the sample files included in the Book It! Productivity App. The workflows evaluate the components of a job and route them to automatically perform the appropriate imposition. Any components identified as a book cover are automatically routed to an iGen™ Cover workflow for printing.
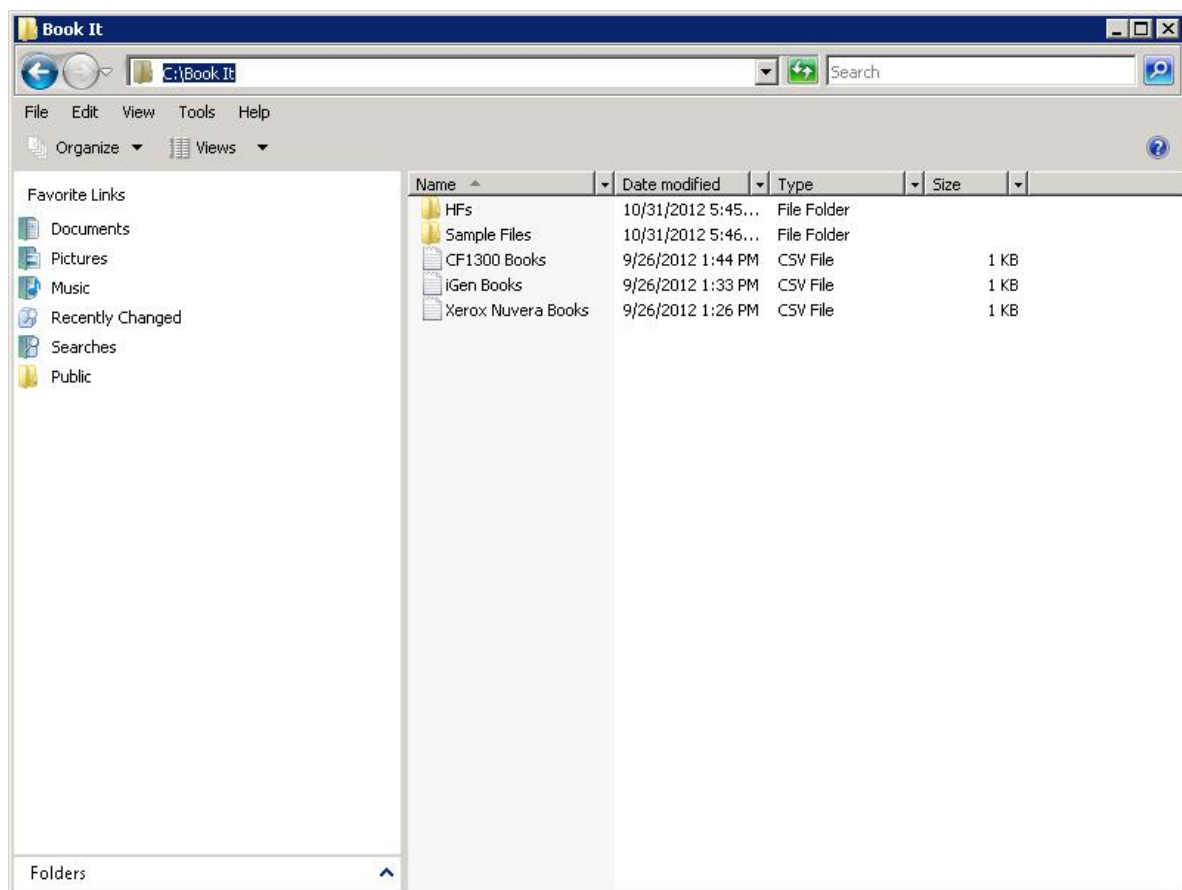
Getting Started

Open the Easy Start MAX Hot Folder in Process Manager by clicking on the ESv-9-MAX Hot Folder shortcut. The installer for Book It! Productivity App will create a shortcut to the proper Easy Start MAX Hot Folder within the Book It folder on your C: drive.

1. Open the Book It folder.
2. Find the .csv file (or manifest) for Xerox Nuvera Books.
3. Copy and paste the manifest into the Easy Start MAX Hot Folder within Process Manager.

   Note
   When a job is sent to Process Manager from an upstream system, the files are automatically copied into the Hot Folder.

After the manifest file is picked by Process Manager, the contents are processed and the following jobs are generated:

Job	Workflow
Ghost Stories Block – 6 x 8.75	BookIt-01 Xerox Nuvera CEM DocuConverter
Ghost Stories Block – 8.5 x 11	BookIt-01 Xerox Nuvera CEM DocuConverter
Ghost Stories Block – 5.75 x 8	BookIt-02 Xerox Nuvera CEM DocuConverter Cut and Stack Books
Ghost Stories Block – 5.75 x 8	BookIt-03 Xerox Nuvera Inline CEM DocuCutt + Book Factory Books
Ghost Stories Cover	BookIt-01 Xerox Nuvera CEM DocuConverter
Ness Block	BookIt-04 Xerox Nuvera Offline Books
Ness Cover	BookIt-04 Xerox Nuvera Offline Books

Each workflow starts with a Review Node that will pause job processing until the Workflow Job Manager is used to approve the job, allowing it to continue processing in the workflow.

The next sections describe the workflows for each job in the Xerox Nuvera Books manifest.
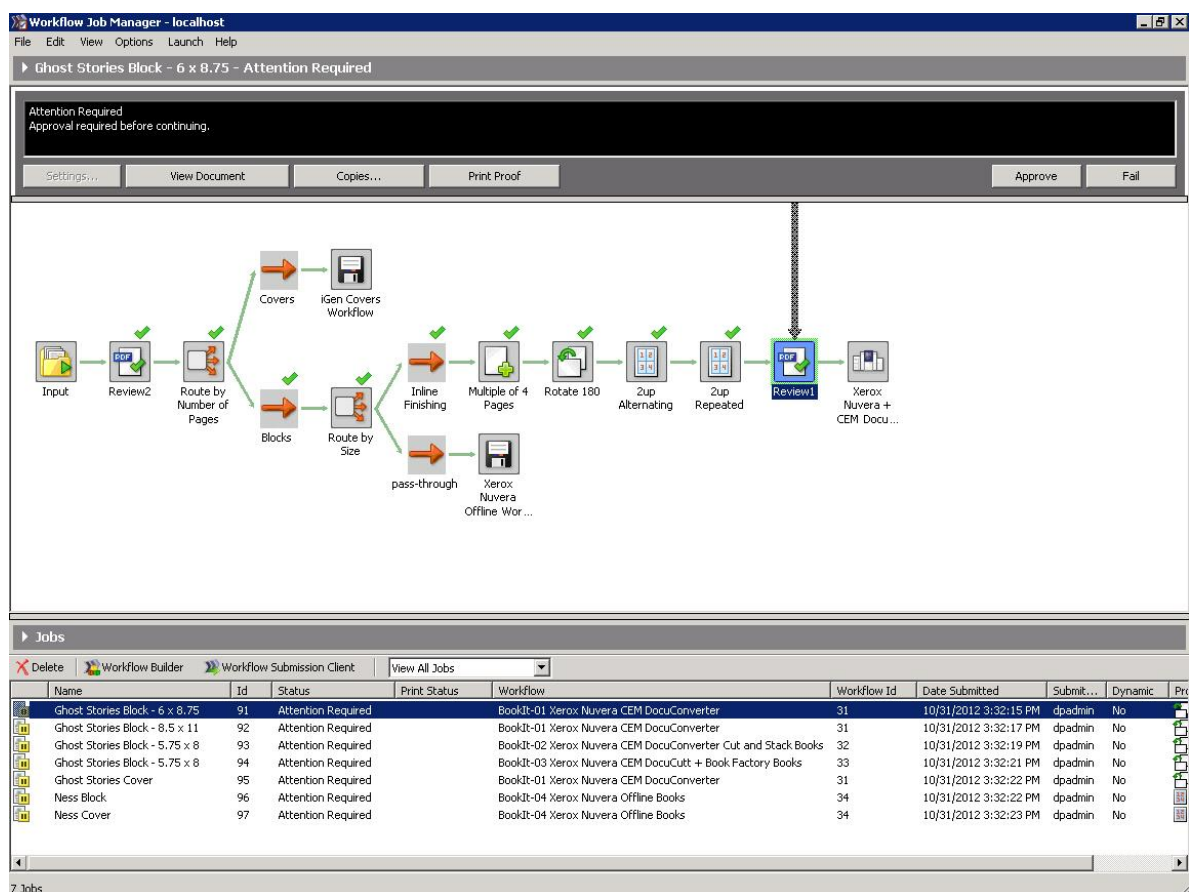
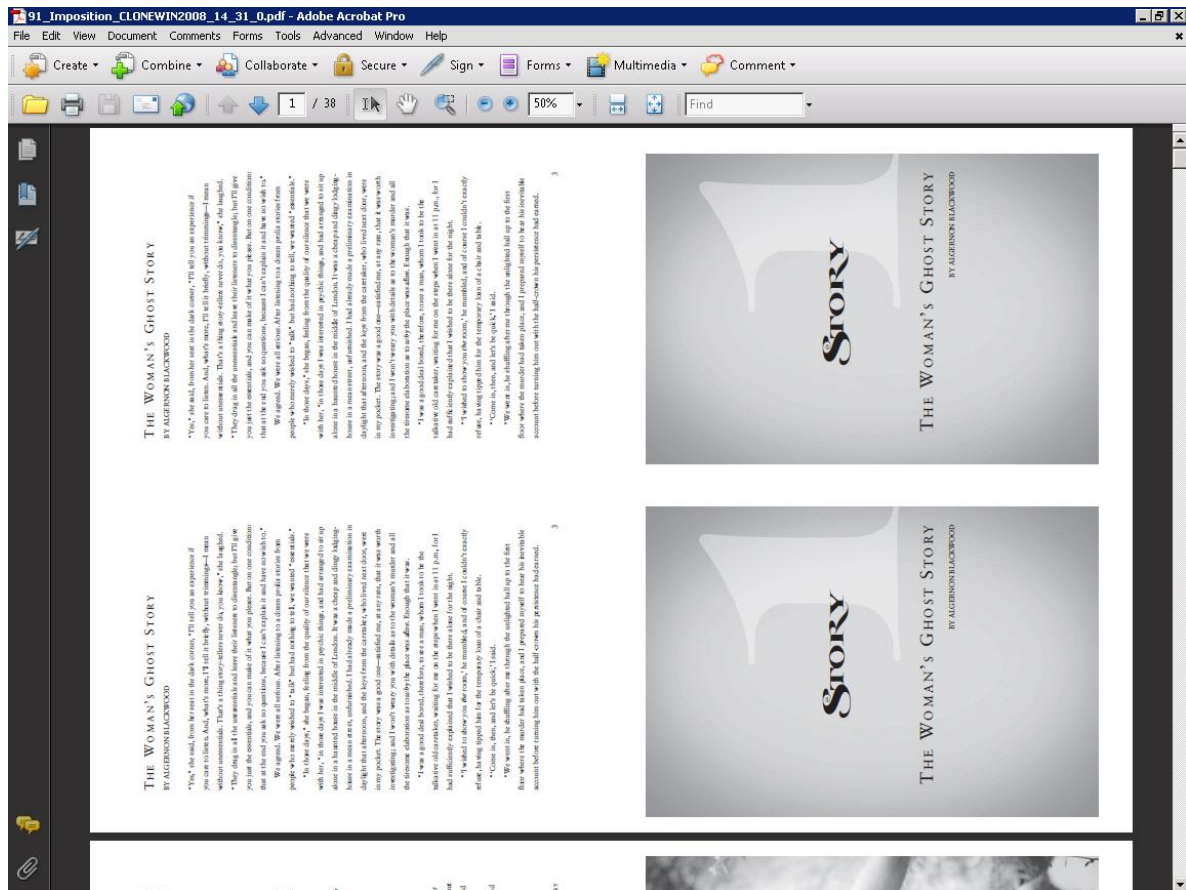# Ghost Stories Block – 6 x 8.75 BookIt-01 Xerox Nuvera CEM DocuConverter Workflow

Once the Xerox Nuvera Books manifest file is copied to the Hot Folder, the "Ghost Stories Block – 6 x 8.75" file is assigned the "BookIt-01 Xerox Nuvera CEM DocuConverter" workflow and the job begins.

What's Happening in the Workflow

As you can see looking at this workflow, the "Ghost Stories – 6 x 8.75" job is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to determine if the inline CEM DocuConverter finisher can be used for the job. Since this job is of a size appropriate for utilizing the CEM DocuConverter inline finisher, it is routed to the "Inline Finishing" branch and is imposed appropriately for use with the CEM DocuConverter finisher.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book block at the end step.

The sample job "Ghost Stories – 6 x 8.75" has been received from the upstream system, prepared and submitted to print without any operator intervention. Some operator setup of the inline finisher may be required. Using the Book It! Productivity App, the decisions about how each component should be handled are made without any operator interaction. The workflow also automatically handles jobs submitted as a single file or as separate cover and block components. This flexibility enables the system to accommodate jobs that are stored in a variety of ways. In all cases, the workflow produces the same output. Click **Approve** to send the job to the printer.
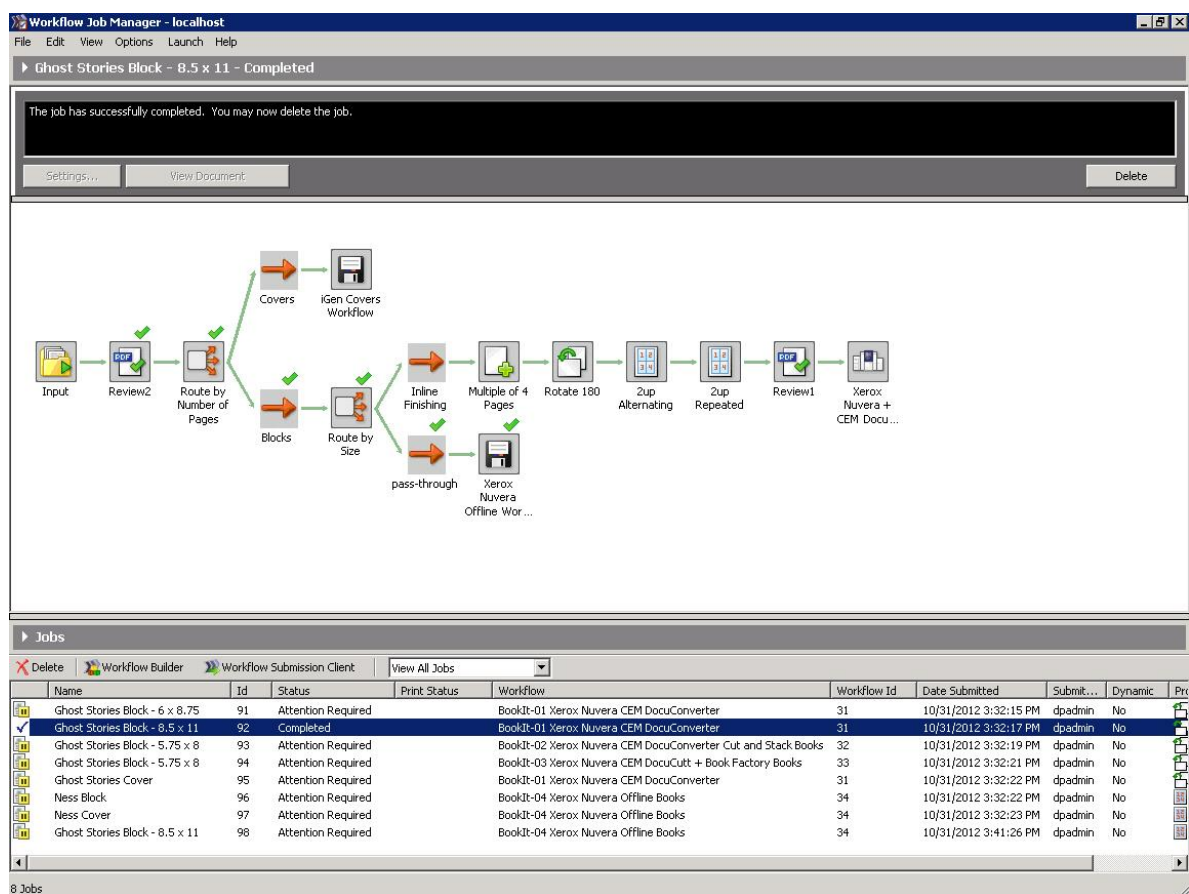
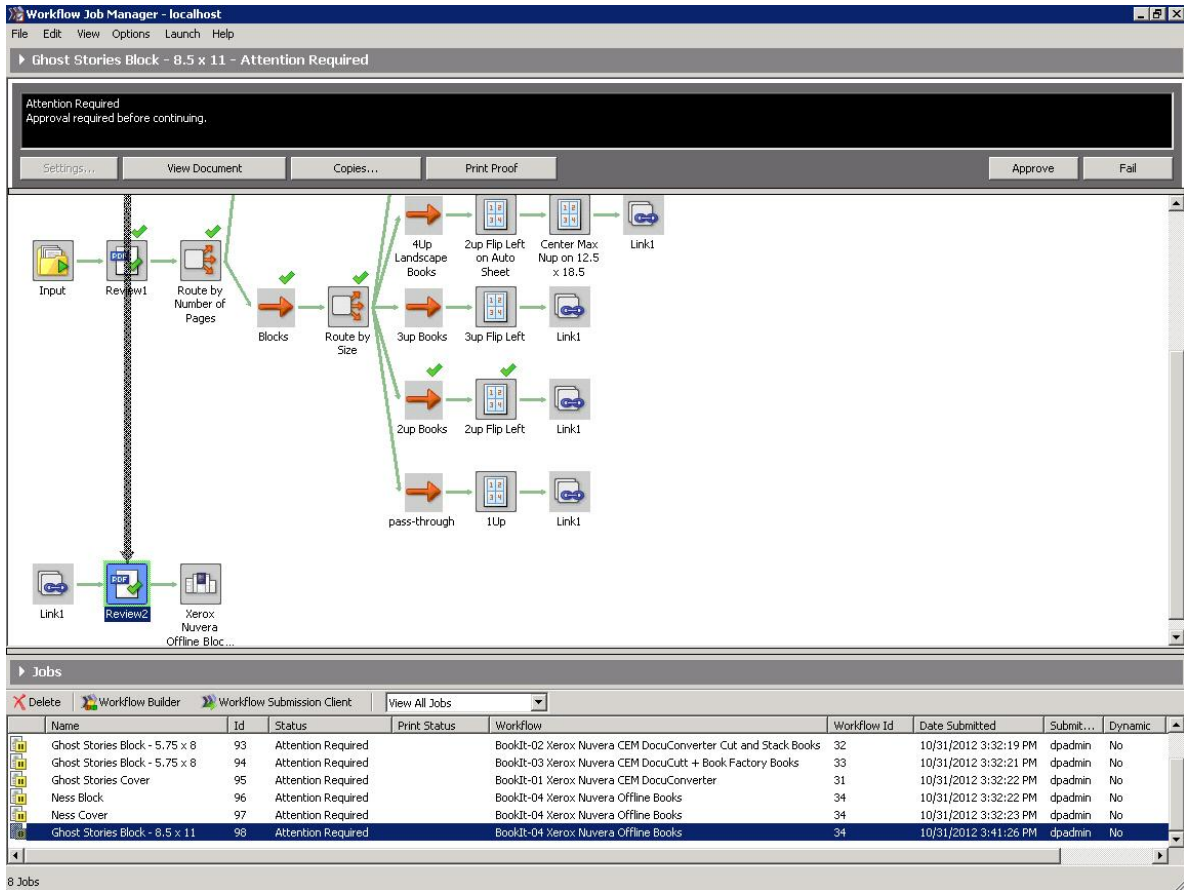# Ghost Stories Block – 8.5 x 11 BookIt-01 Xerox Nuvera CEM DocuConverter Workflow

Once the Xerox Nuvera Books manifest file is copied to the Hot Folder, the "Ghost Stories Block – 8.5 x 11" file is assigned the "BookIt-01 Xerox Nuvera CEM DocuConverter" workflow and the job begins.

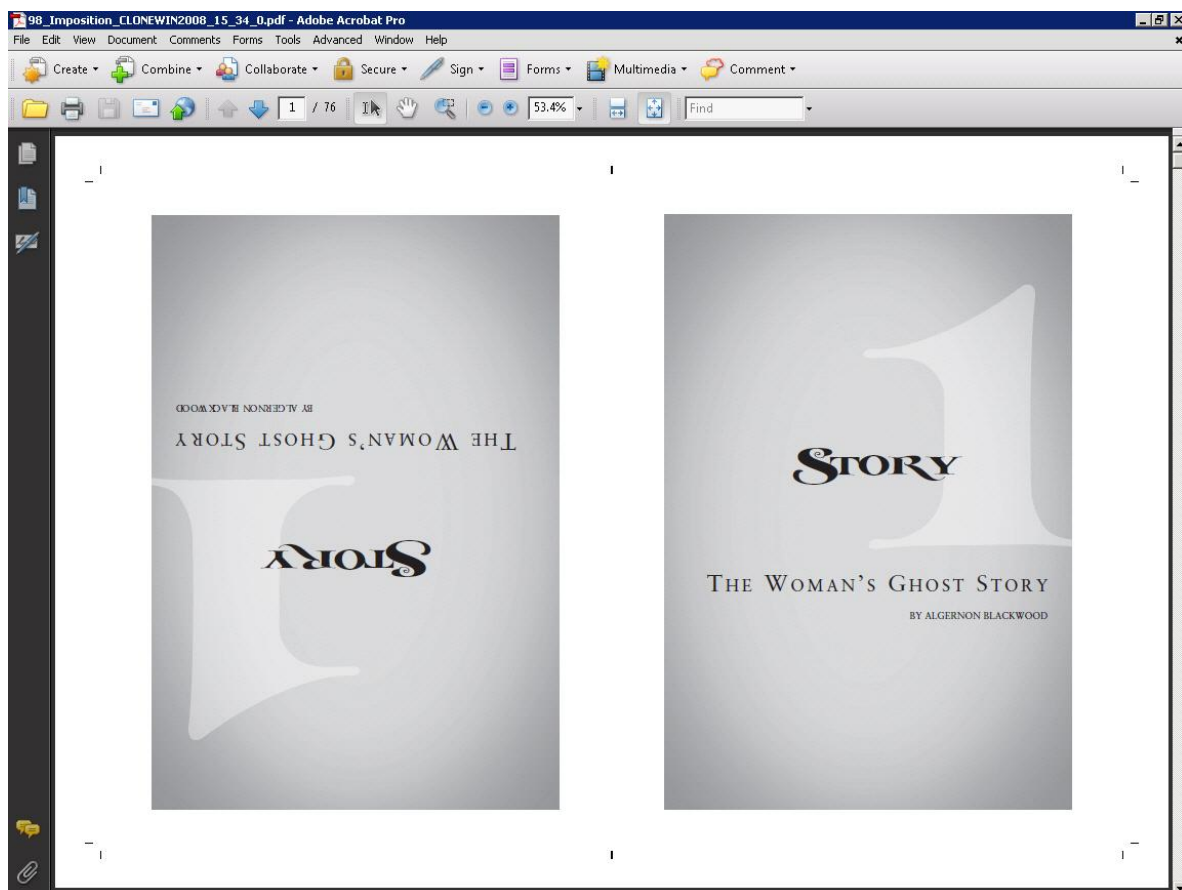## What's Happening in the Workflow

As you can see looking at this workflow, the "Ghost Stories – 8.5 x 11" job is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to determine if the inline CEM DocuConverter finisher can be used for the job. Since the job is not appropriately sized for the CEM DocuConverter finisher, the job is routed to the "pass-through" branch where it is placed into the "BookIt-04 Xerox Nuvera Offline Books" workflow to be processed.

Now that the "Ghost Stories – 8.5 x 11" job has been placed into the "BookIt-04 Xerox Nuvera Offline Books" workflow, it is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to automatically route the job to the imposition branch to be used. For this job, it is routed to the "2up Books" branch.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book block at the end step.

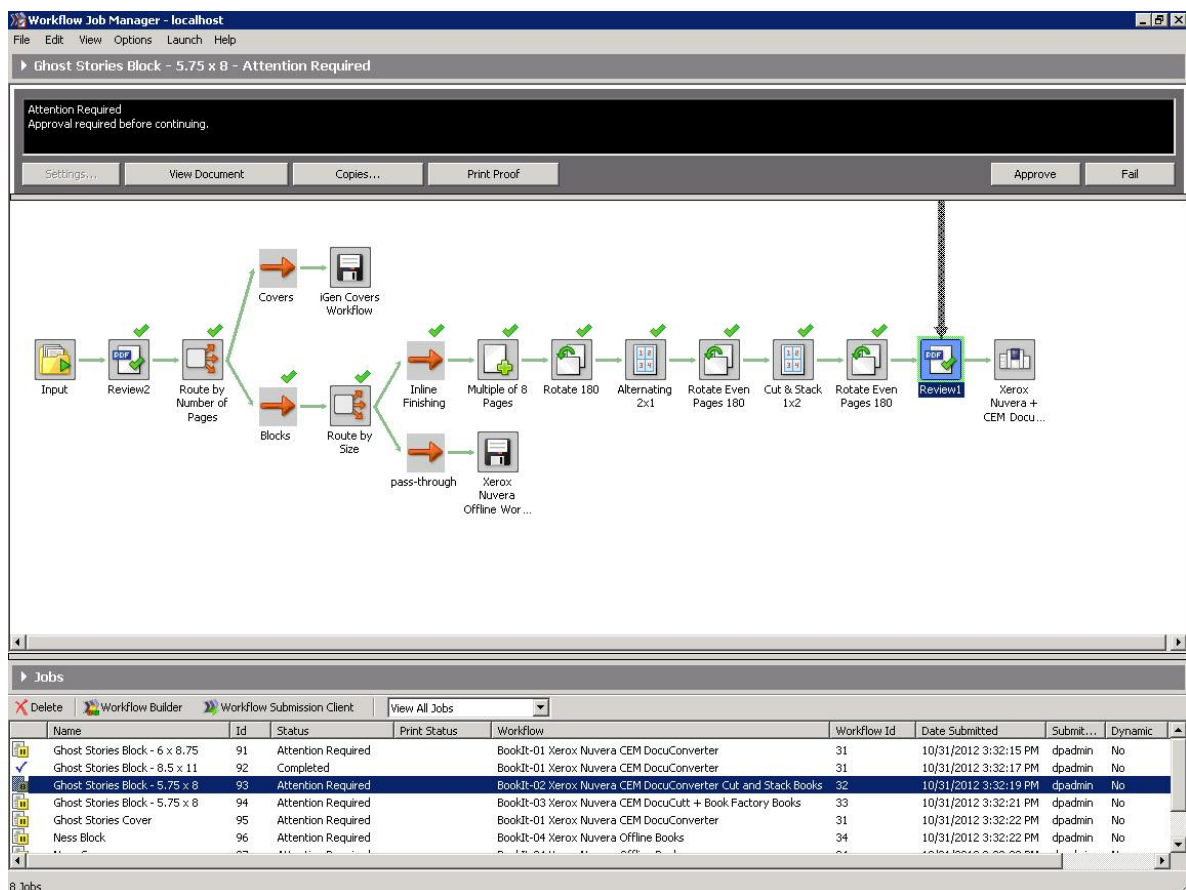

Click **Approve** to send the job to the printer.

Ghost Stories Block – 5.75 x 8 BookIt-02 Xerox Nuvera CEM DocuConverter Cut and Stack Books Workflow
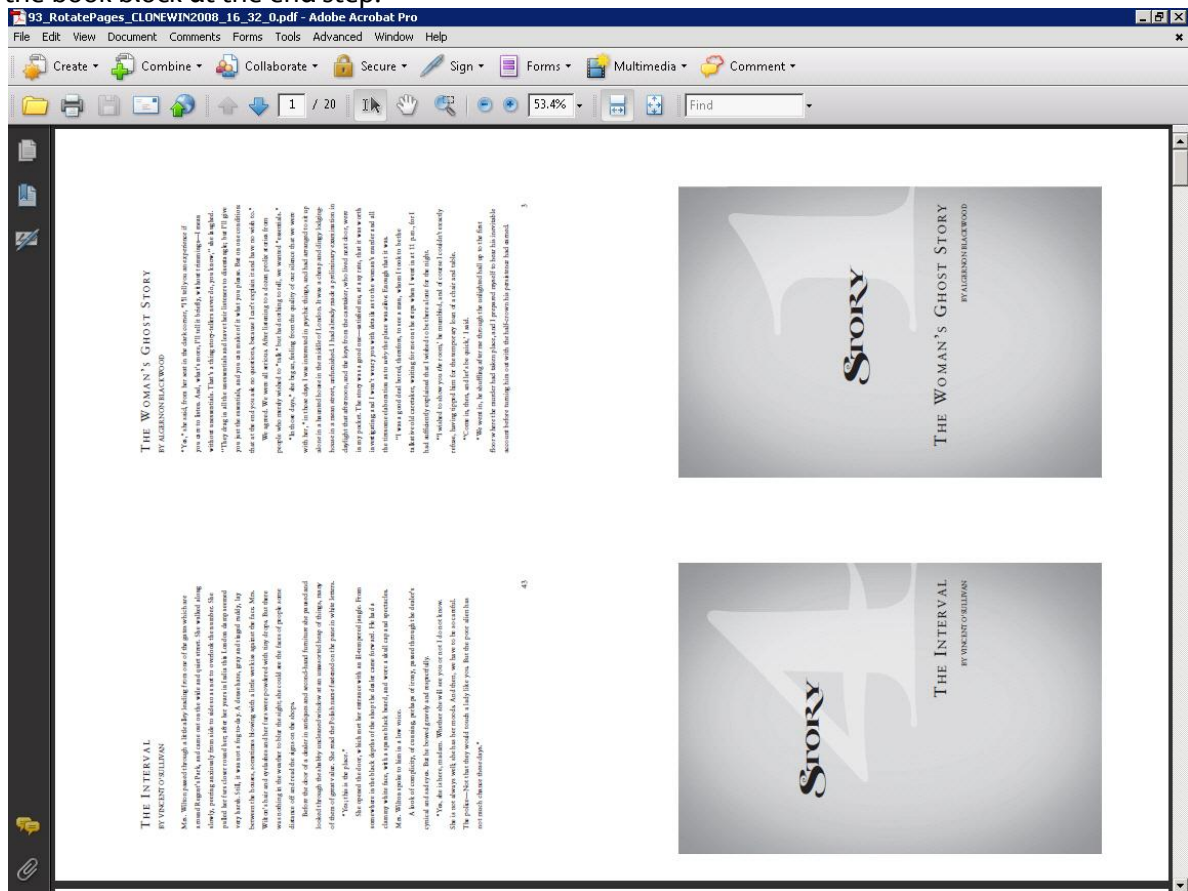
Once the Xerox Nuvera Books manifest file is copied to the Hot Folder, the "Ghost Stories Block – 5.75 x 8" file is assigned the "BookIt-02 Xerox Nuvera CEM DocuConverter Cut and Stack" workflow and the job begins.

What's Happening in the Workflow

As you can see looking at this workflow, the "Ghost Stories – 5.75 x 8" job is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to determine if the inline CEM DocuConverter finisher can be used for the job. Since this job is of a size appropriate for utilizing the CEM DocuConverter inline finisher, it is routed to the "Inline Finishing" branch and is imposed appropriately for "cut and stack" use with the CEM DocuConverter finisher.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book block at the end step.

Click **Approve** to send the job to the printer.
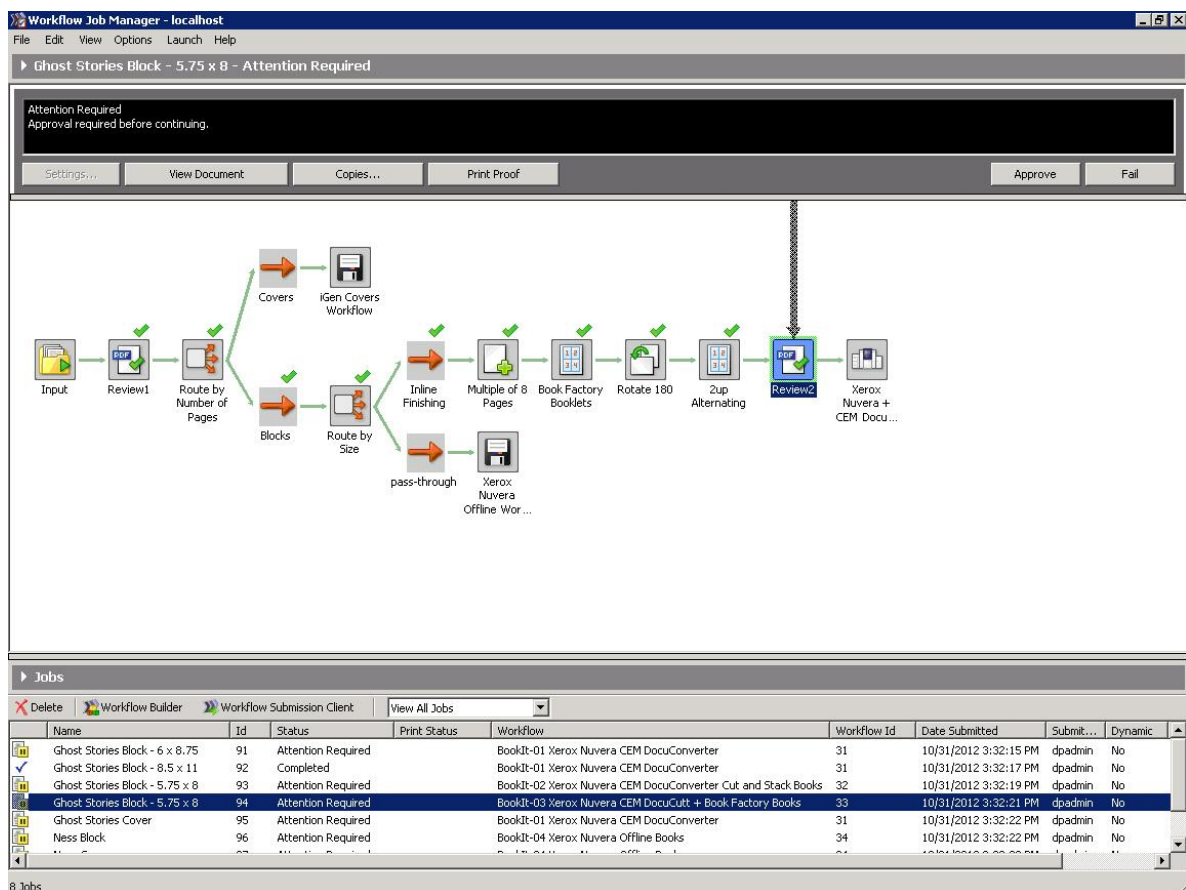
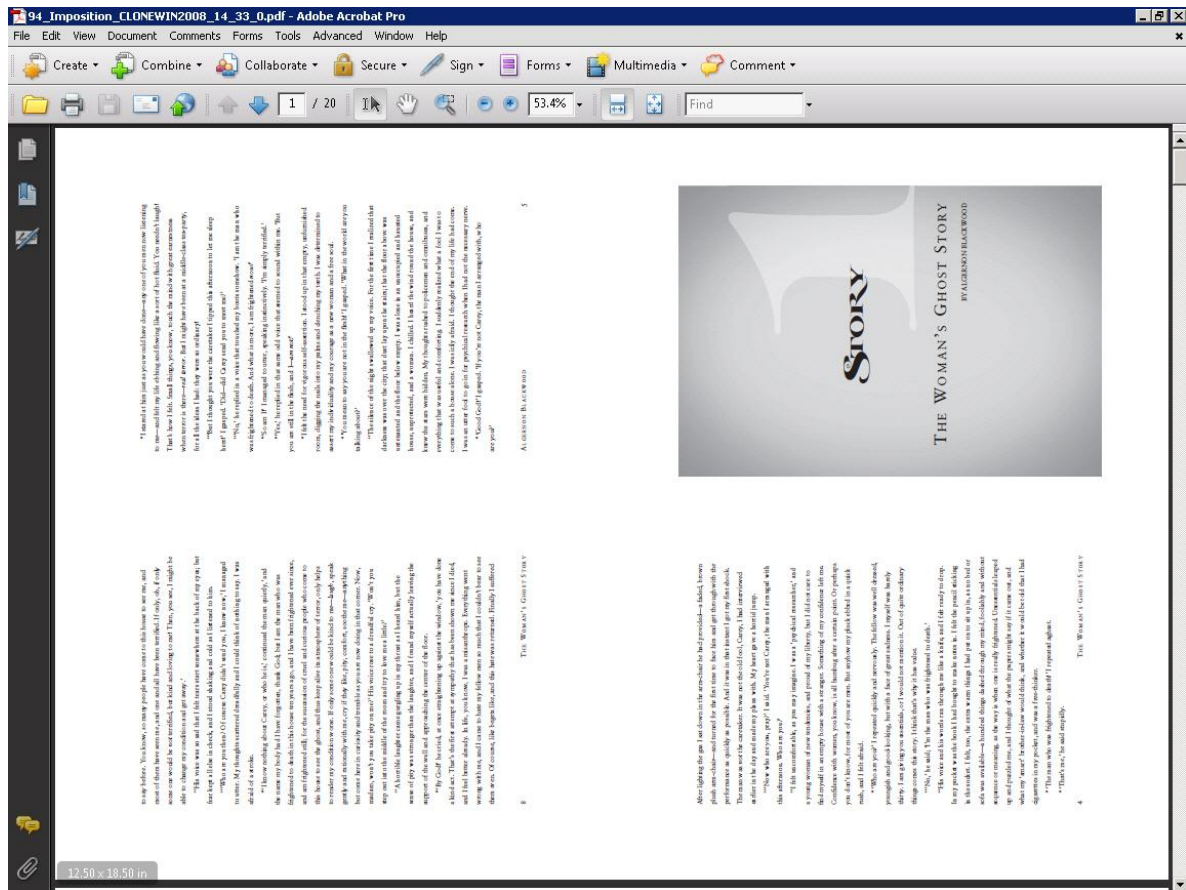# Ghost Stories Block – 5.75 x 8 BookIt-03 Xerox Nuvera Inline CEM DocuCutt + Book Factory Books Workflow

Once the Xerox Nuvera Books manifest file is copied to the Hot Folder, the "Ghost Stories Block – 5.75 x 8" file is assigned the "BookIt-03 Xerox Nuvera Inline CEM DocuCutt + Book Factory Books" workflow and the job begins.

What's Happening in the Workflow

As you can see looking at this workflow, the "Ghost Stories – 5.75 x 8" job is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to determine if the inline "CEM DocuCutt + Book Factory" finisher can be used for the job. Since this job is of a size appropriate for utilizing the "CEM DocuCutt + Book Factory" inline finisher, it is routed to the "Inline Finishing" branch and is imposed appropriately for use with the "CEM DocuCutt + Book Factory" finisher.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book block at the end step.

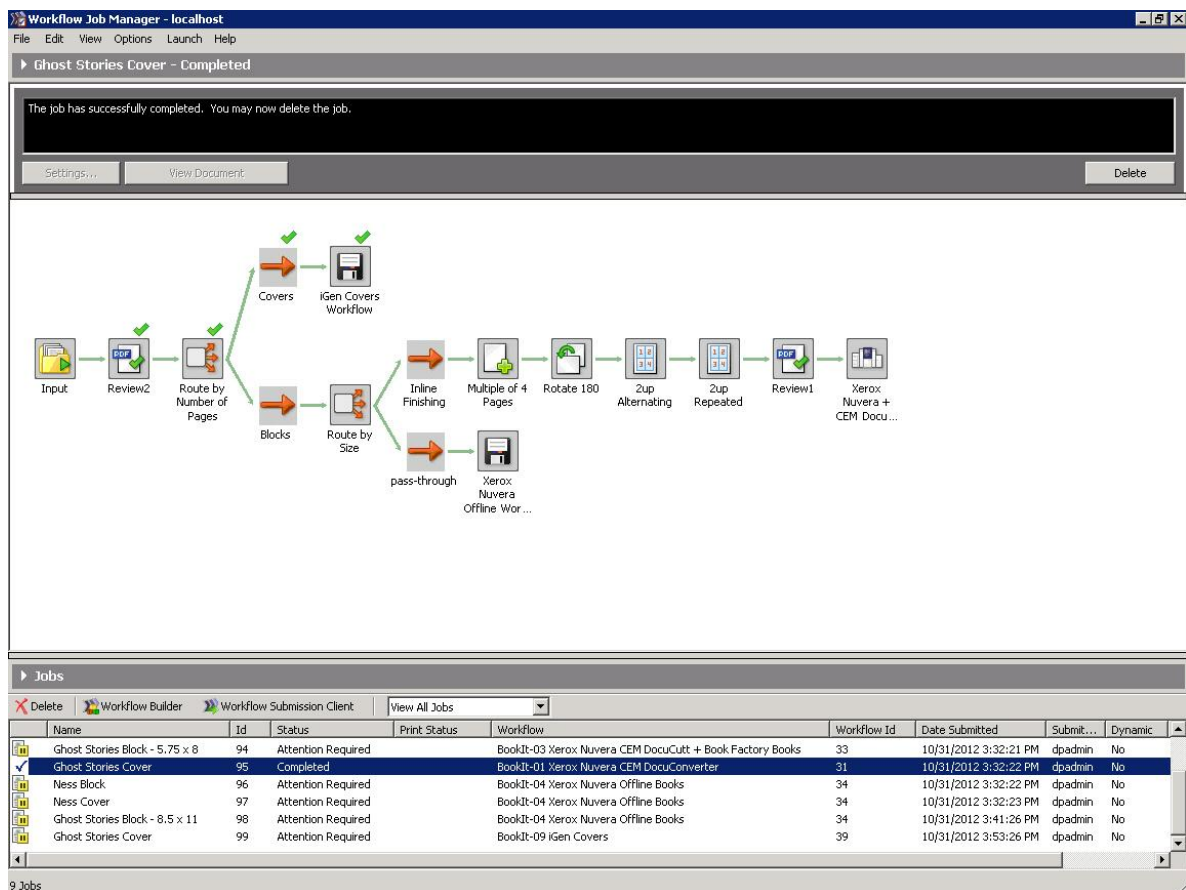Click **Approve** to send the job to the printer.

Ghost Stories Cover
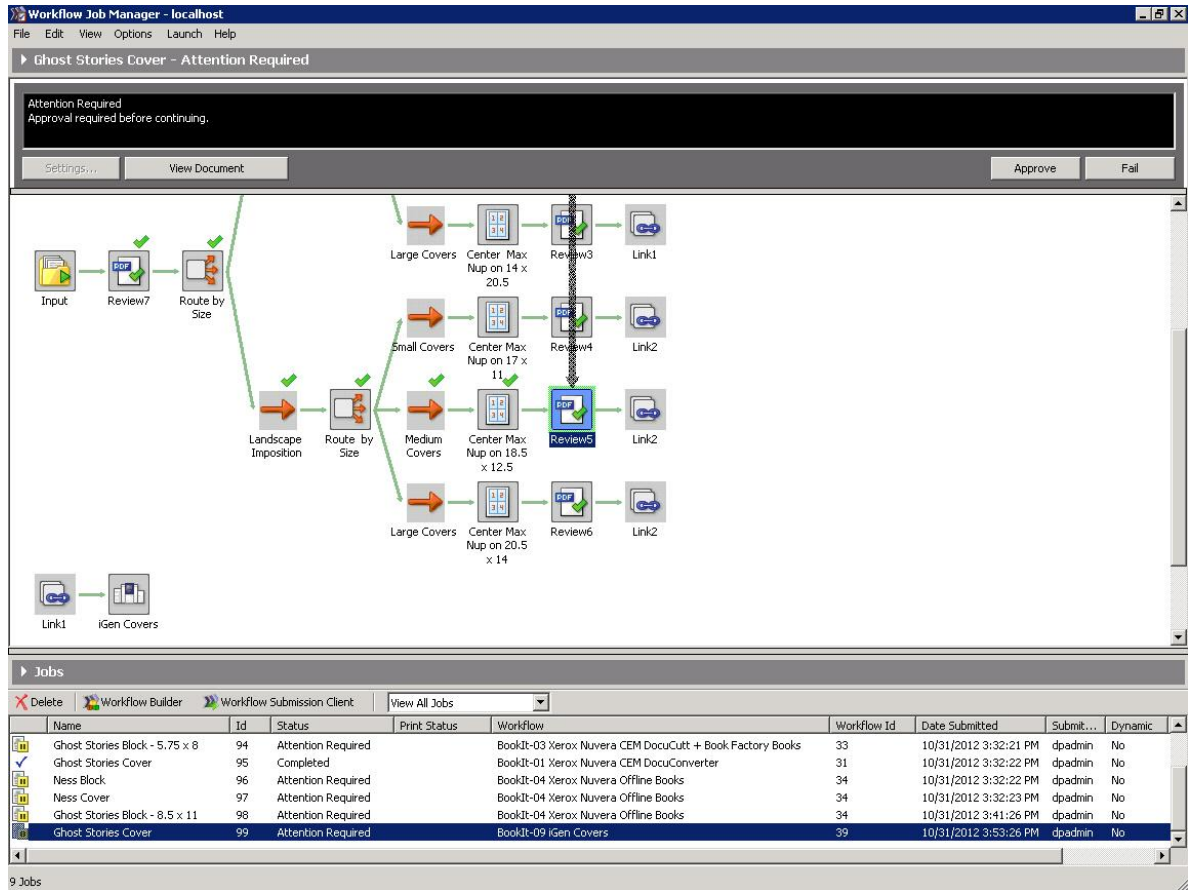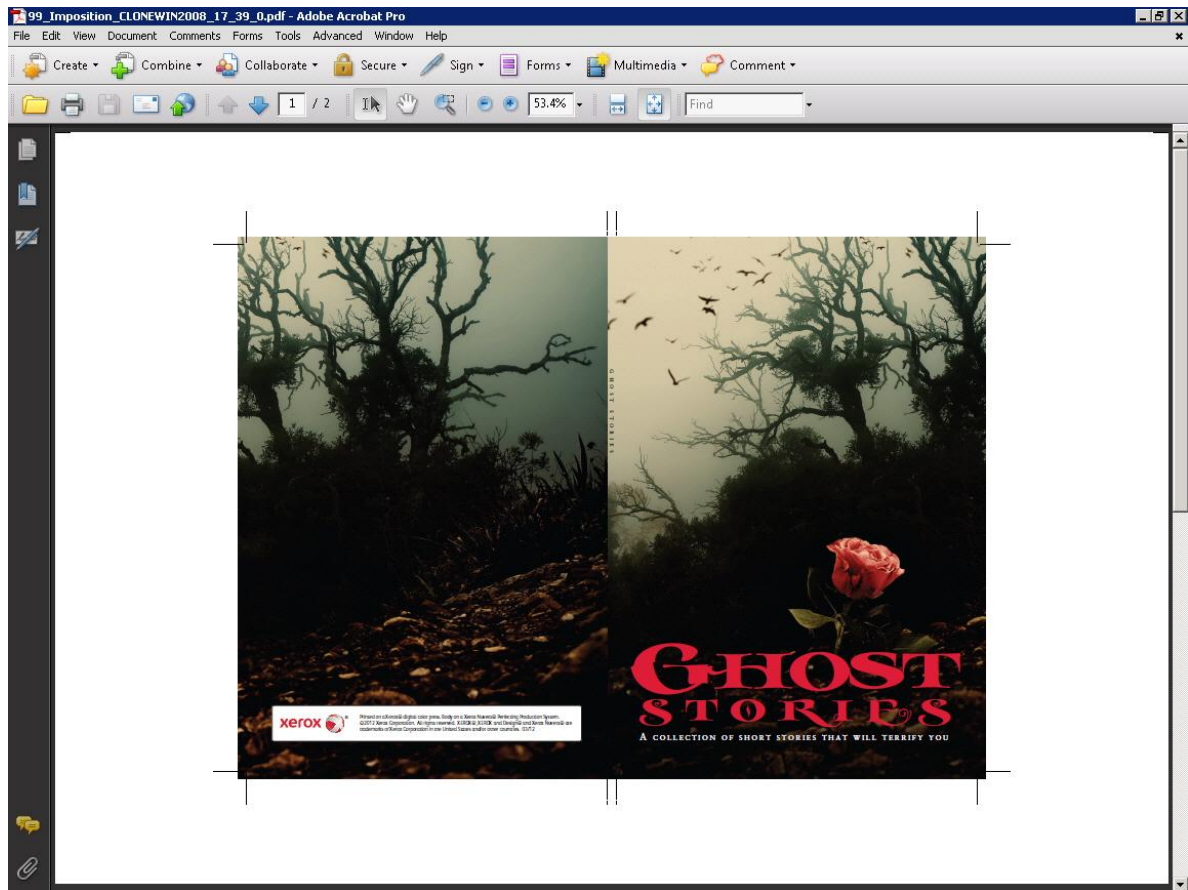# BookIt-01 Xerox Nuvera CEM DocuConverter Workflow

Once the Xerox Nuvera Books manifest file is copied to the Hot Folder, the "Ghost Stories Cover" file is assigned the "BookIt-01 Xerox Nuvera CEM DocuConverter" workflow and the job begins.

What's Happening in the Workflow

As you can see looking at this workflow, the "Ghost Stories Cover" job is first examined for the number of pages it contains. Since it contains two pages or less, it is assumed to be a book cover file and is routed to the "Covers" branch of the workflow where it is placed into the "BookIt-09 iGen Covers" workflow to be processed.

Now that the "Ghost Stories Cover" job has been placed into the "BookIt-09 iGen Covers" workflow, its size is examined to automatically route the job to the imposition branch to be used. For this job, it is routed to the "Medium Covers" branch.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book cover at the end step.

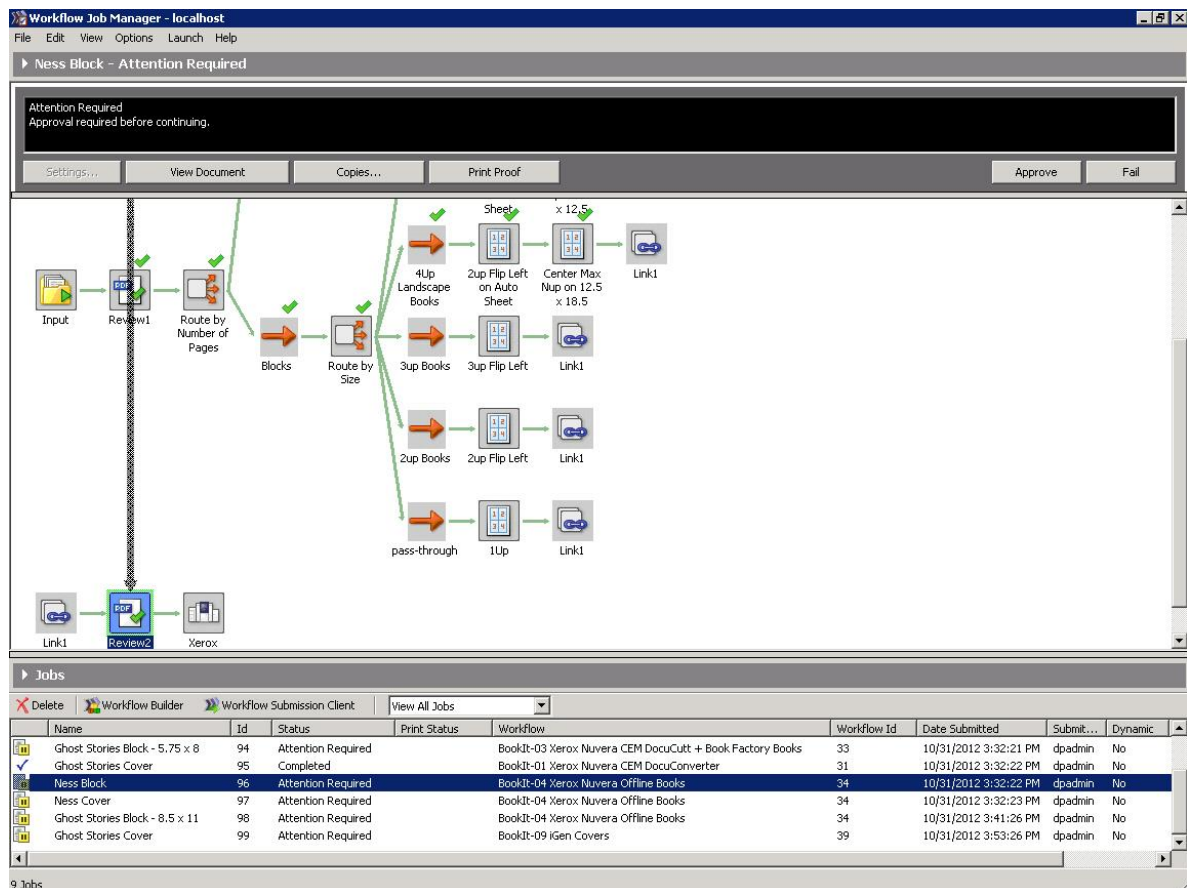
Click **Approve** to send the job to the printer.
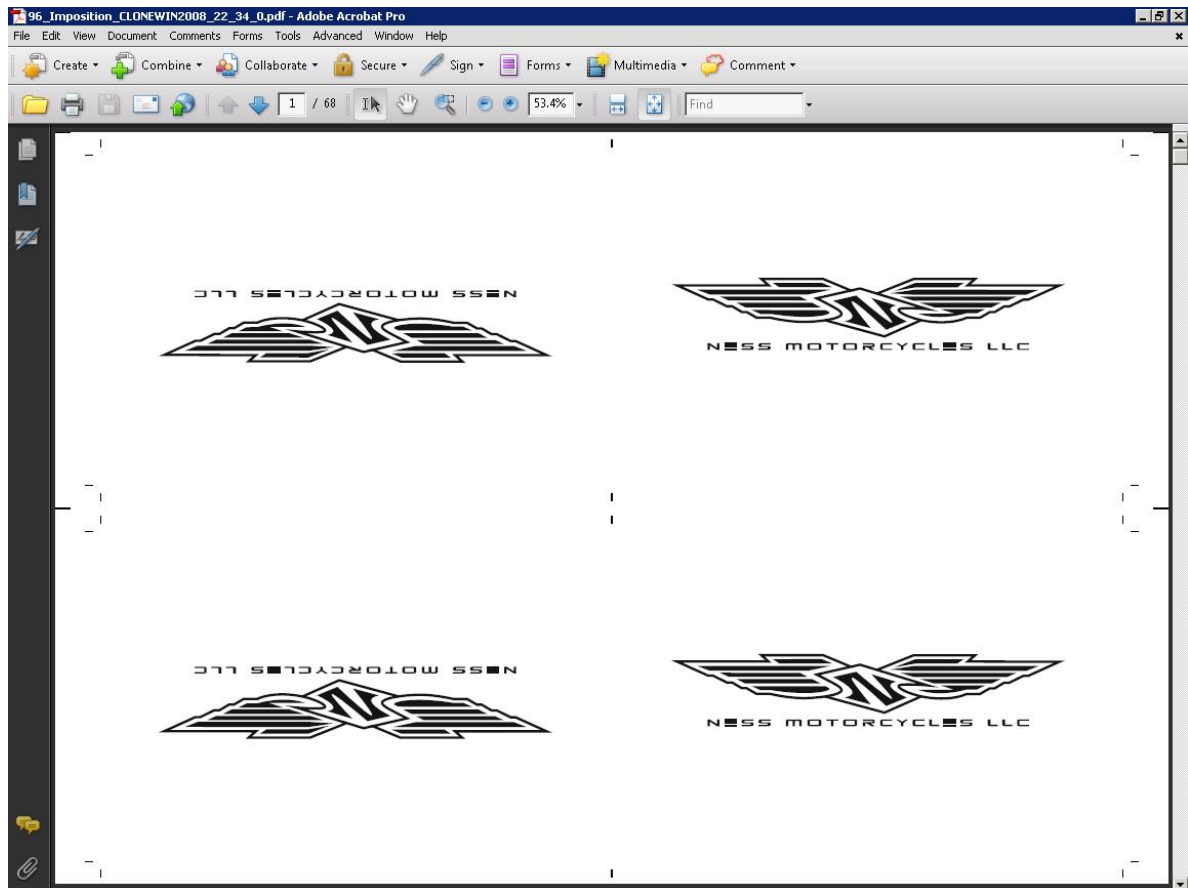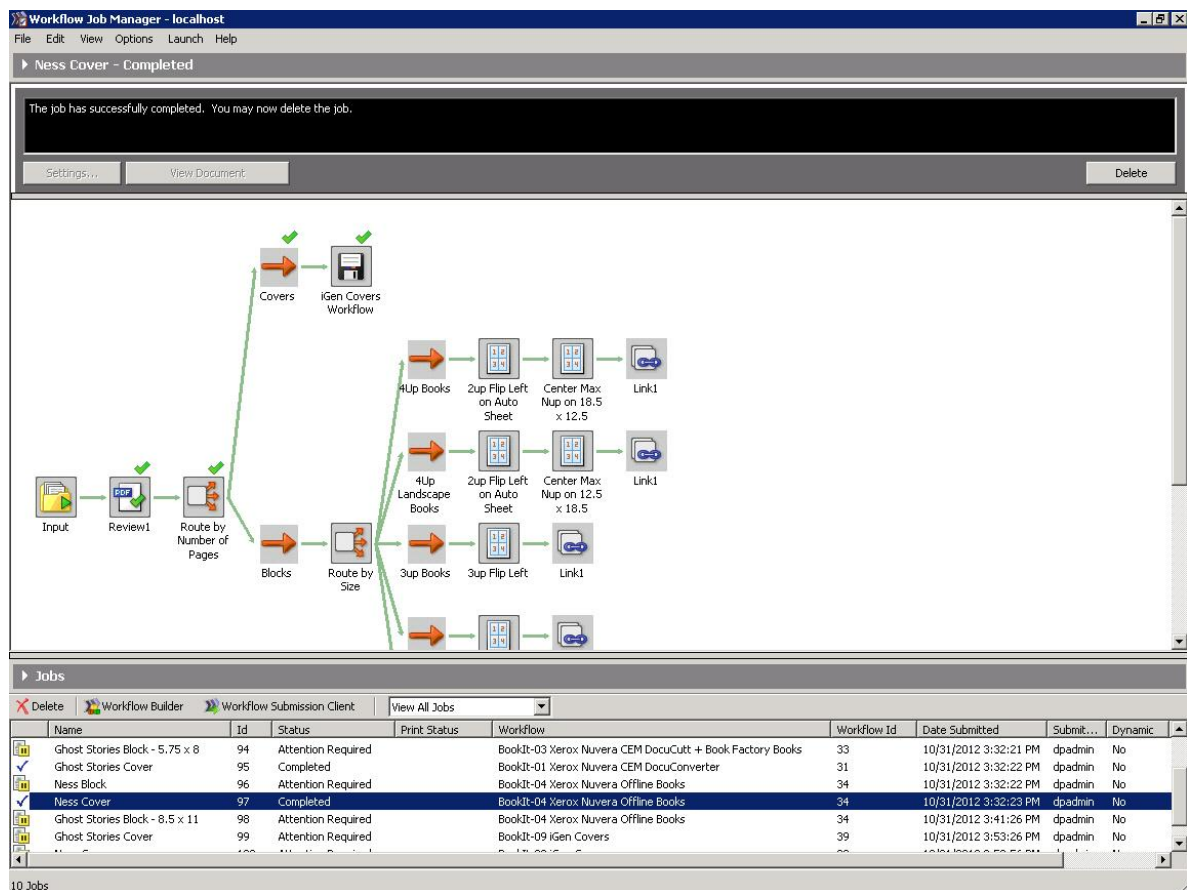
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Ness Block
BookIt-04 Xerox Nuvera Offline Books Workflow

Once the Xerox Nuvera Books manifest file is copied to the Hot Folder, the "Ness Block" file is assigned the "BookIt-04 Xerox Nuvera Offline Books" workflow and the job begins.

What's Happening in the Workflow

As you can see looking at this workflow, the "Ness Block" job is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to automatically route the job to the imposition branch to be used. For this job, it is routed to the "4up Landscape Books" branch.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book block at the end step.

Click **Approve** to send the job to the printer.

Ness Cover
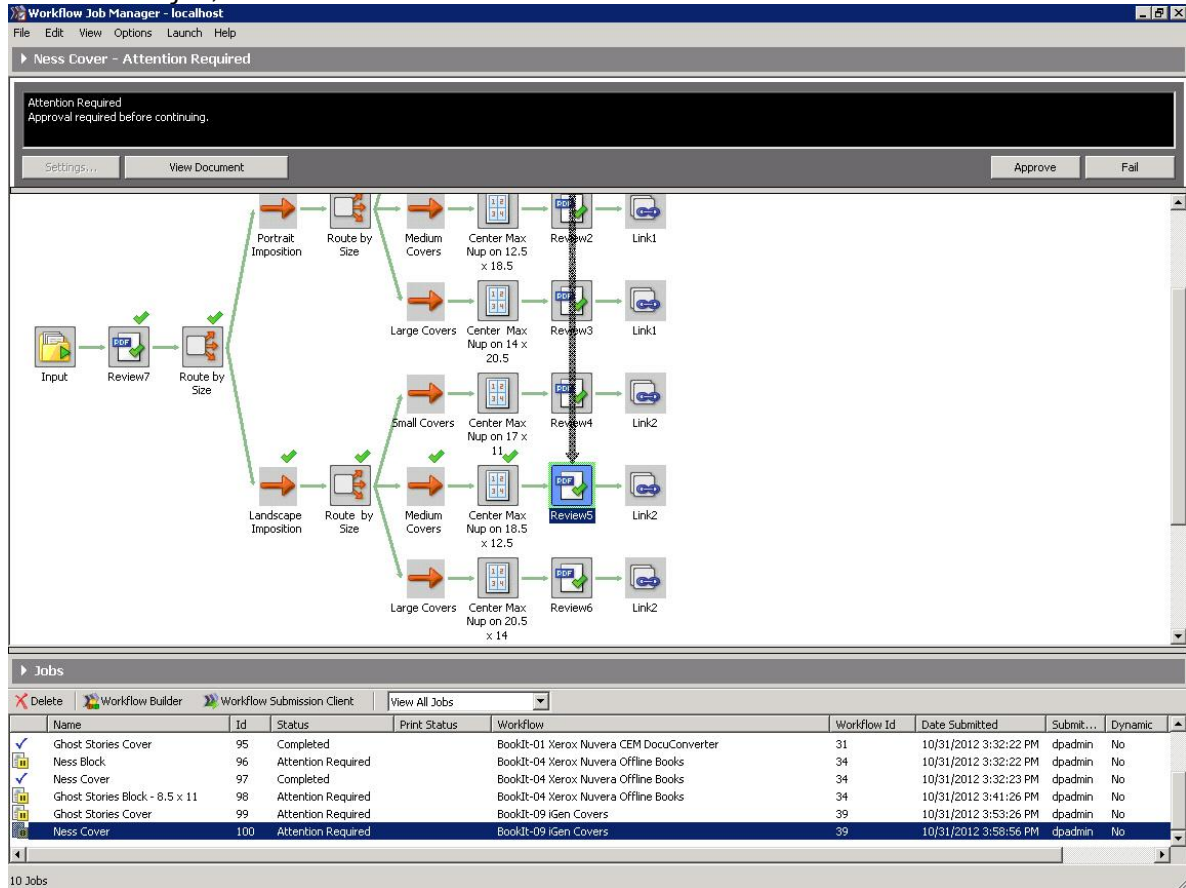# BookIt-04 Xerox Nuvera Offline Books Workflow

Once the Xerox Nuvera Books manifest file is copied to the Hot Folder, the "Ness Cover" file is assigned the "BookIt-04 Xerox Nuvera Offline Books" workflow and the job begins.
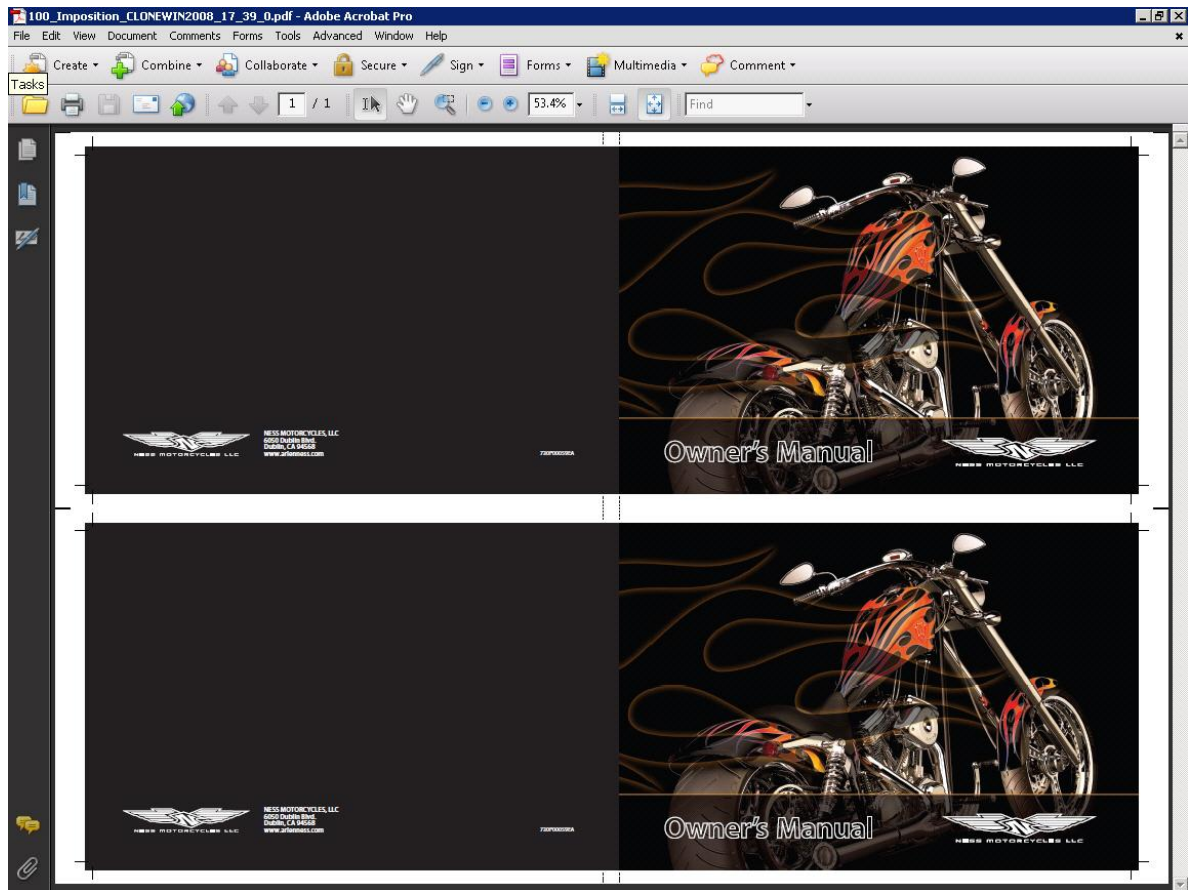
What's Happening in the Workflow

As you can see looking at this workflow, the "Ness Cover" job is first examined for the number of pages it contains. Since it contains two pages or less, it is assumed to be a book cover file and is routed to the "Covers" branch of the workflow where it is placed into the "BookIt-09 iGen Covers" workflow to be processed.

Now that the "Ghost Stories Cover" job has been placed into the "BookIt-09 iGen Covers" workflow, its size is examined to automatically route the job to the imposition branch to be used. For this job, it is routed to the "Medium Covers" branch.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book cover at the end step.

Click **Approve** to send the job to the printer.

Printing the iGen™ Books Applications

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This section describes how to print and finish the sample files included in the Book It! Productivity App. The workflows evaluate the components of a job and route them to automatically perform the appropriate imposition. Any components identified as a book cover are automatically routed to an iGen™ Cover workflow for printing.

Getting Started

Open the Easy Start MAX Hot Folder in Process Manager by clicking on the ESv-9-MAX Hot Folder shortcut. The installer for Book It! Productivity App will create a shortcut to the proper Easy Start MAX Hot Folder within the Book It folder on your C: drive.

1. Open the Book It folder.
2. Find the .csv file (or manifest) for iGen Books.
3. Copy and paste the manifest into the Easy Start MAX Hot Folder within Process Manager.

   Note
   When a job is sent to Process Manager from an upstream system, the files are automatically copied into the Hot Folder.

After the manifest file is picked by Process Manager, the contents are processed and the following jobs are generated:

Job	Workflow
Germany Block – 6 x 6	BookIt-05 iGen CEM DocuConverter
Germany Block – 8 x 8	BookIt-05 iGen CEM DocuConverter
Germany Block – 6 x 6	BookIt-06 iGen CEM DocuConverter Cut and Stack Books
Germany Block – 6 x 6	BookIt-07 iGen CEM DocuCutt + Book Factory Books
Germany Cover	BookIt-05 iGen CEM DocuConverter
Zoo Block	BookIt-08 iGen Offline Books
Zoo Cover	BookIt-08 iGen Offline Books

Each workflow starts with a Review Node that will pause job processing until the Workflow Job Manager is used to approve the job, allowing it to continue processing in the workflow.

The next sections describe the workflows for each job in the iGen Books manifest.

Germany Block – 6 x 6 BookIt-05 iGen CEM DocuConverter Workflow

Once the iGen Books manifest file is copied to the Hot Folder, the "Germany Block – 6 x 6" file is assigned the "BookIt-05 iGen CEM DocuConverter" workflow and the job begins.

What's Happening in the Workflow

As you can see looking at this workflow, the "Germany Block – 6 x 6" job is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to determine if the inline CEM DocuConverter finisher can be used for the job. Since this job is of a size appropriate for utilizing the CEM DocuConverter inline finisher, it is routed to the "Inline Finishing" branch and is imposed appropriately for use with the CEM DocuConverter finisher.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book block at the end step.

The sample job "Germany Block – 6 x 6" has been received from the upstream system, prepared and submitted to print without any operator intervention. Some operator setup of the inline finisher may be required. Using the Book It! Productivity App, the decisions about how each component should be handled are made without any operator interaction. The workflow also automatically handles jobs submitted as a single file or as separate cover and block components. This flexibility enables the system to accommodate jobs that are stored in a variety of ways. In all cases, the workflow produces the same output. Click **Approve** to send the job to the printer.

Germany Block – 8 x 8
BookIt-05 iGen CEM DocuConverter
Workflow

Once the iGen Books manifest file is copied to the Hot Folder, the "Germany Block – 8 x 8" file is assigned the "BookIt-05 iGen CEM DocuConverter" workflow and the job begins.

What's Happening in the Workflow

As you can see looking at this workflow, the "Germany Block – 8 x 8" job is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to determine if the inline CEM DocuConverter finisher can be used for the job. Since the job is not appropriately sized for the CEM DocuConverter finisher, the job is routed to the "pass-through" branch where it is placed into the "BookIt-08 iGen Offline Books" workflow to be processed.

Now that the "Germany Block – 8 x 8" job has been placed into the "BookIt-08 iGen Offline Books" workflow, it is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to automatically route the job to the imposition branch to be used. For this job, it is routed to the "2up Books" branch.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book block at the end step.

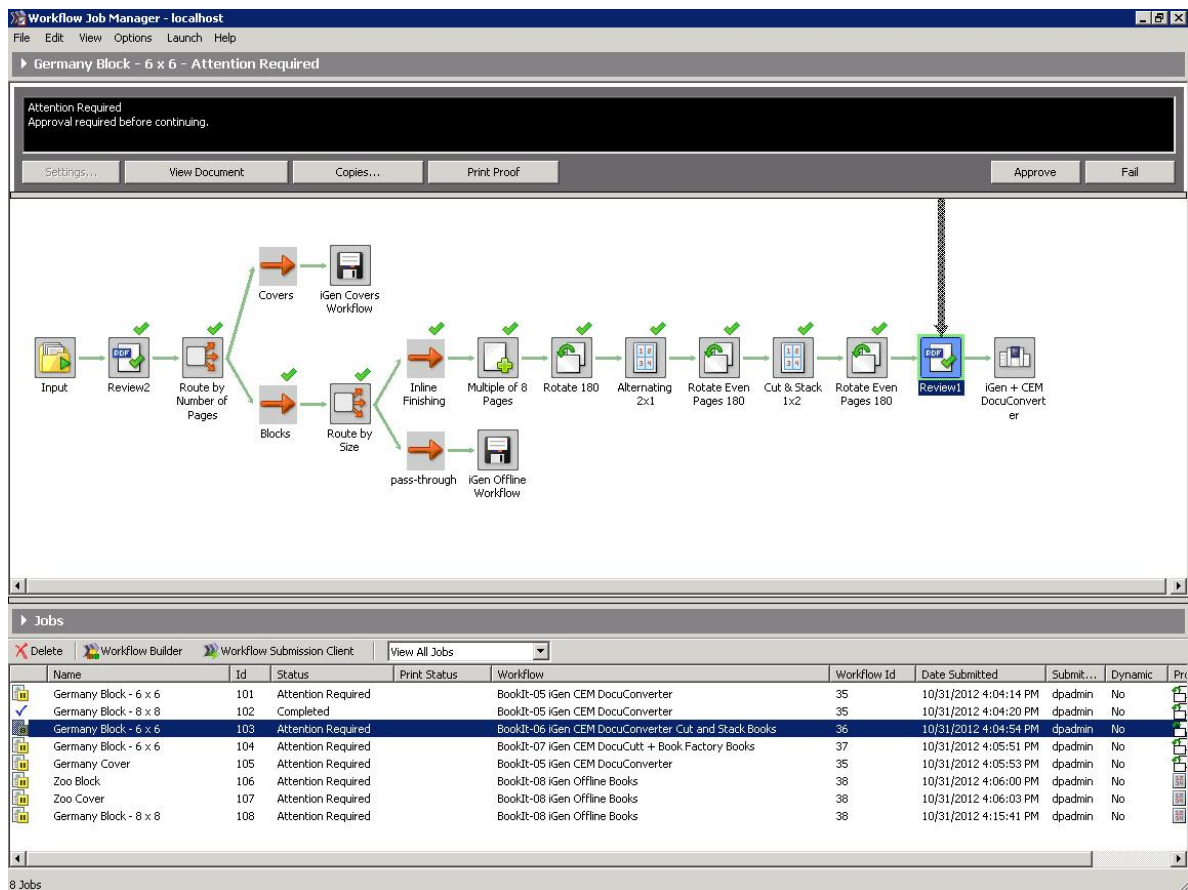Click **Approve** to send the job to the printer.

Germany Block – 6 x 6
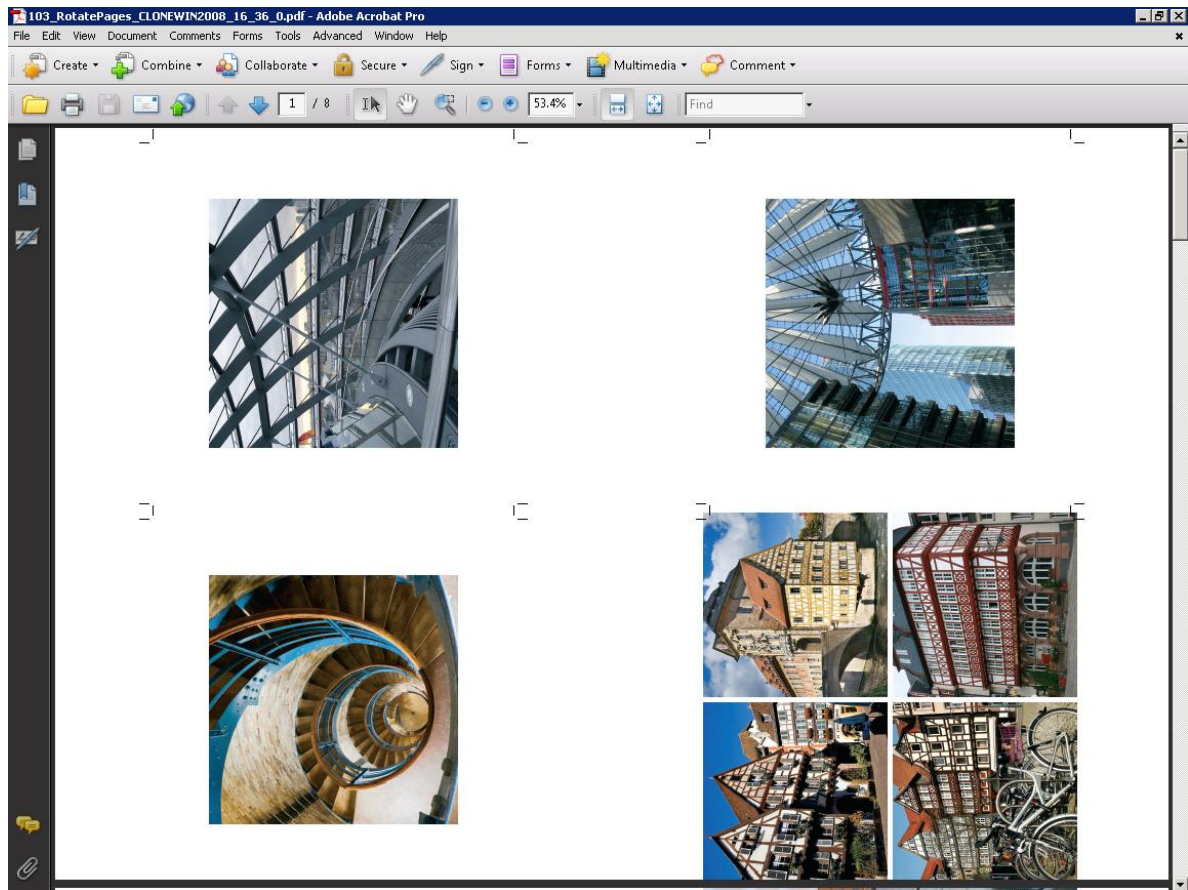# BookIt-06 iGen CEM DocuConverter Cut and Stack Books Workflow

Once the iGen Books manifest file is copied to the Hot Folder, the "Germany Block – 6 x 6" file is assigned the "BookIt-06 iGen CEM DocuConverter Cut and Stack" workflow and the job begins.

What's Happening in the Workflow

As you can see looking at this workflow, the "Germany Block – 6 x 6" job is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to determine if the inline CEM DocuConverter finisher can be used for the job. Since this job is of a size appropriate for utilizing the CEM DocuConverter inline finisher, it is routed to the "Inline Finishing" branch and is imposed appropriately for "cut and stack" use with the CEM DocuConverter finisher.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book block at the end step.
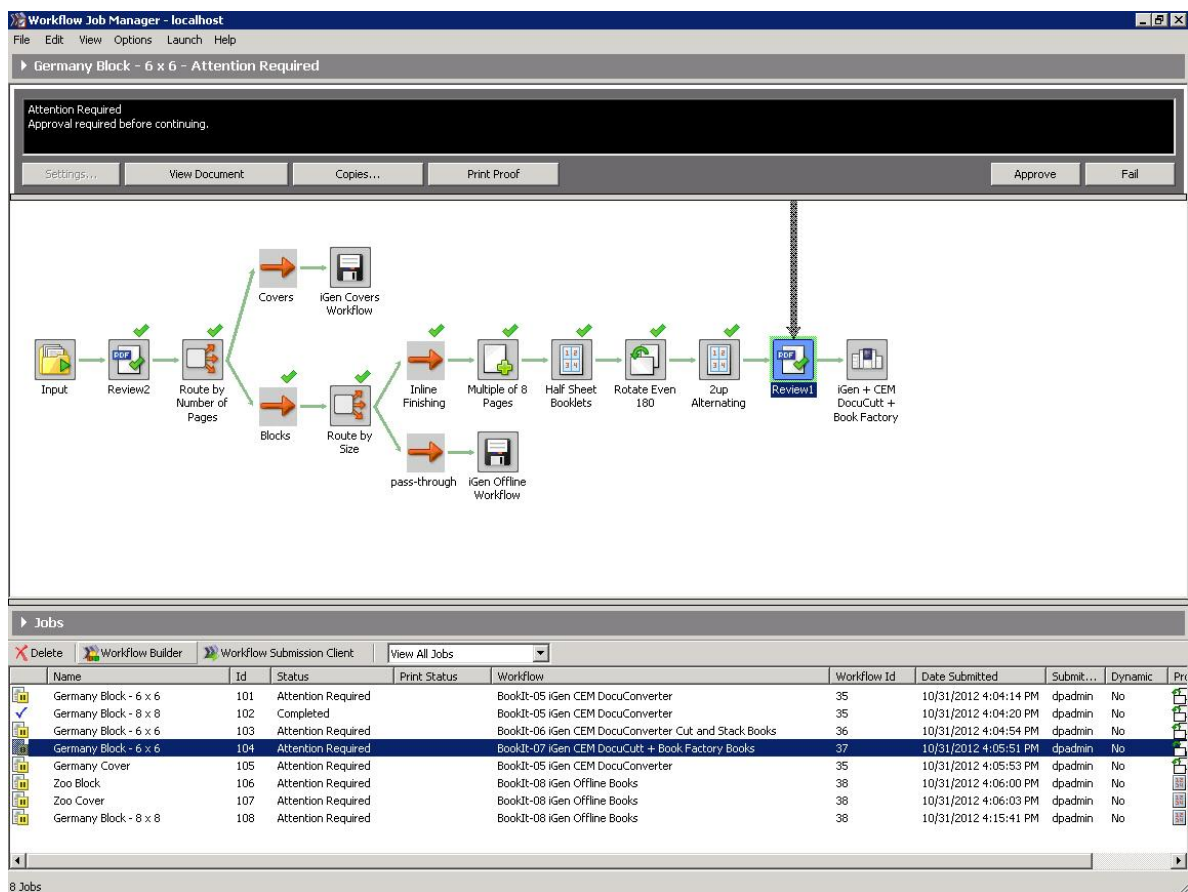

Click **Approve** to send the job to the printer.

Germany Block – 6 x 6
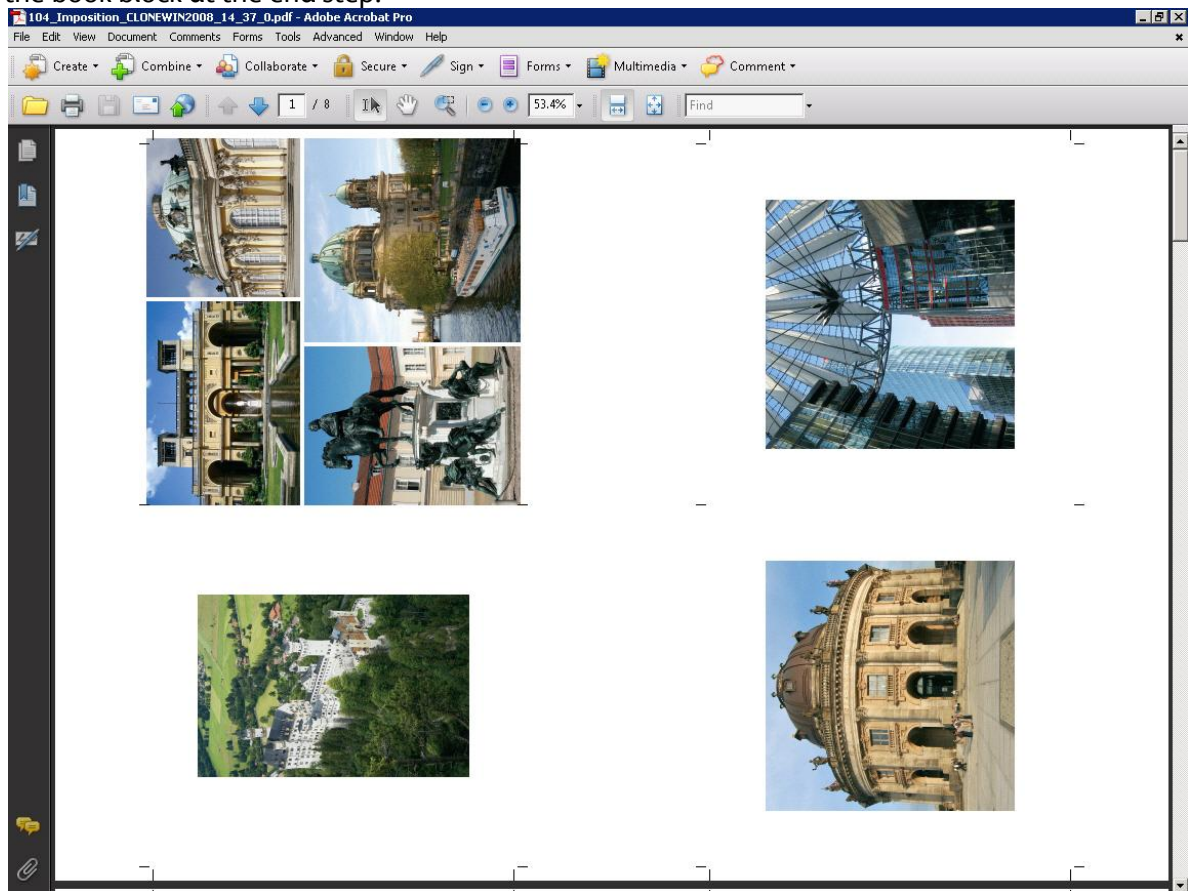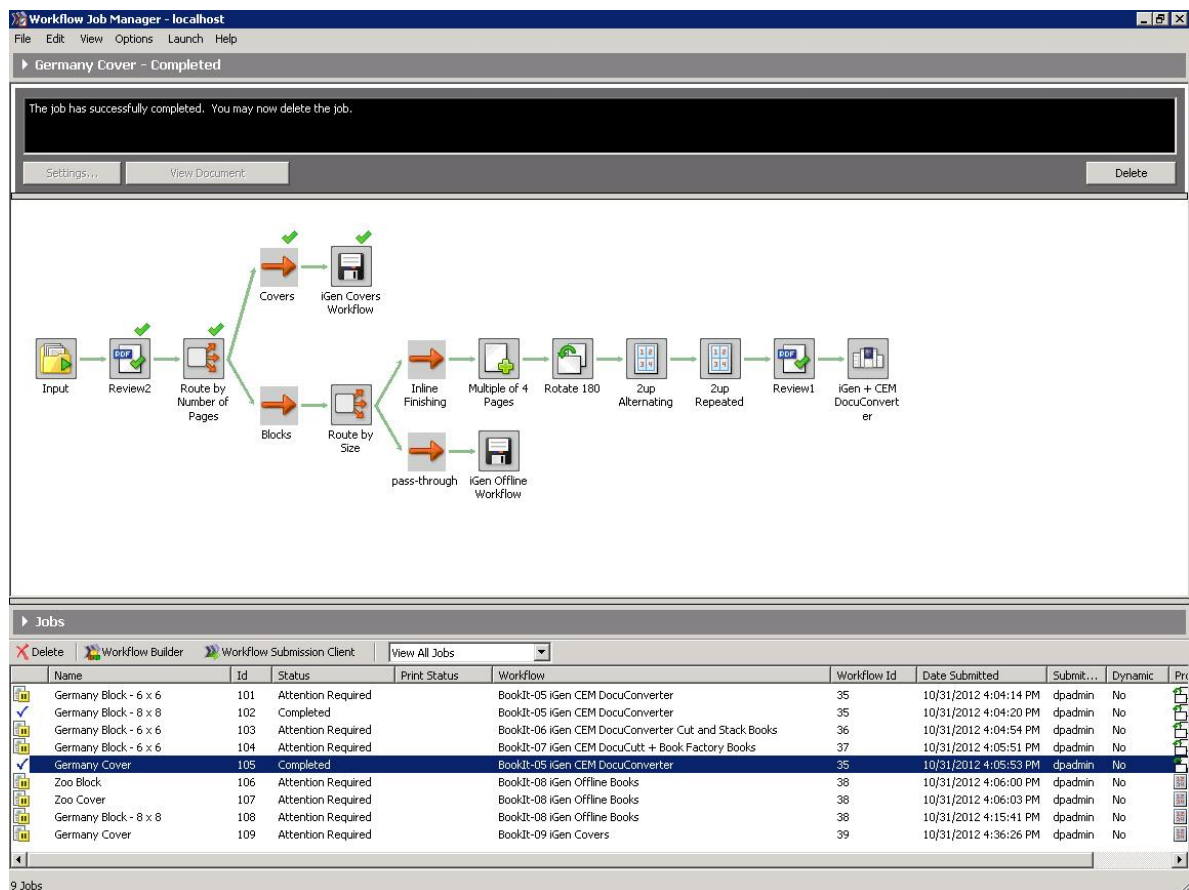# BookIt-07 iGen CEM DocuCutt + Book
Factory Books Workflow

Once the iGen Books manifest file is copied to the Hot Folder, the "Germany Block – 6 x 6" file is assigned the "BookIt-07 iGen Inline CEM DocuCutt + Book Factory Books" workflow and the job begins.

What's Happening in the Workflow

As you can see looking at this workflow, the "Germany Block – 6 x 6" job is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to determine if the inline "CEM DocuCutt + Book Factory" finisher can be used for the job. Since this job is of a size appropriate for utilizing the "CEM DocuCutt + Book Factory" inline finisher, it is routed to the "Inline Finishing" branch and is imposed appropriately for use with the "CEM DocuCutt + Book Factory" finisher.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book block at the end step.

Click **Approve** to send the job to the printer.

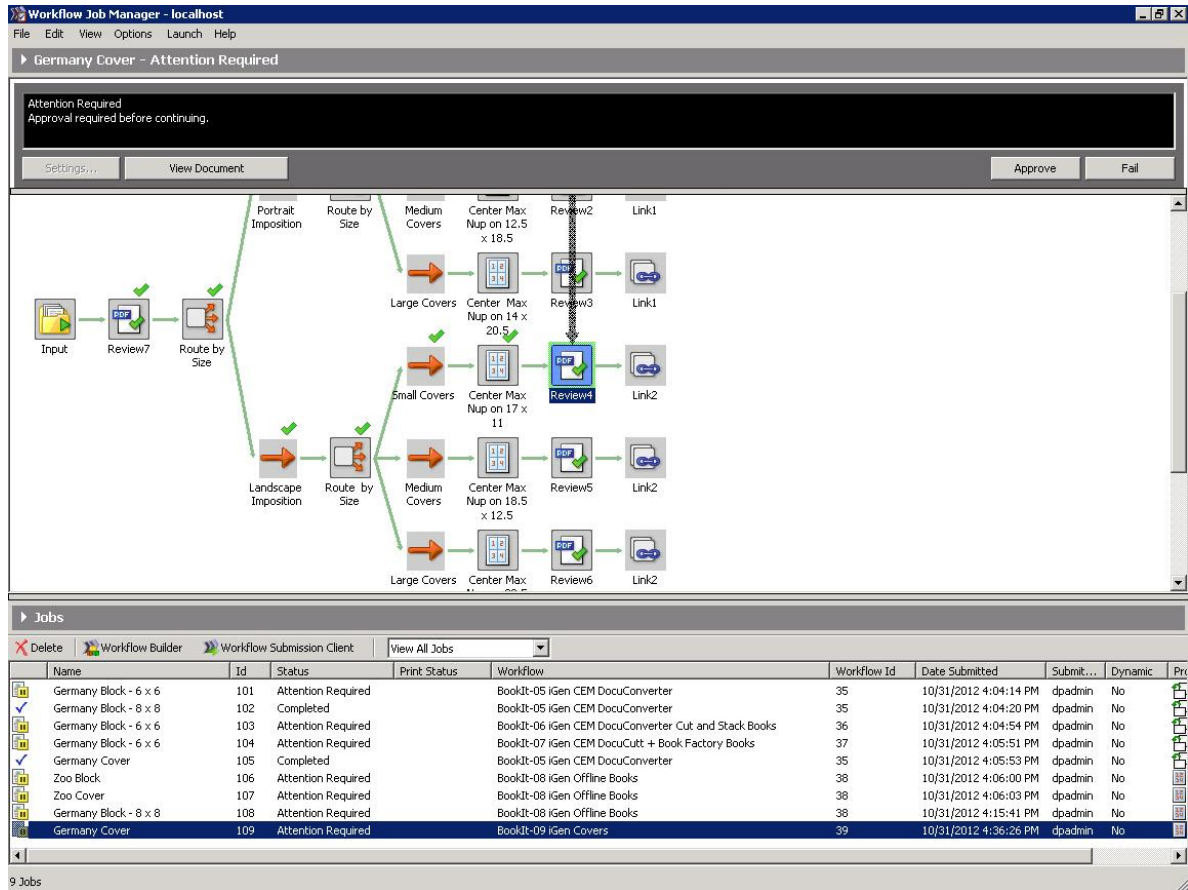# Germany Cover BookIt-05 iGen CEM DocuConverter Workflow

Once the iGen Books manifest file is copied to the Hot Folder, the "Germany Cover" file is assigned the "BookIt-05 iGen CEM DocuConverter" workflow and the job begins.
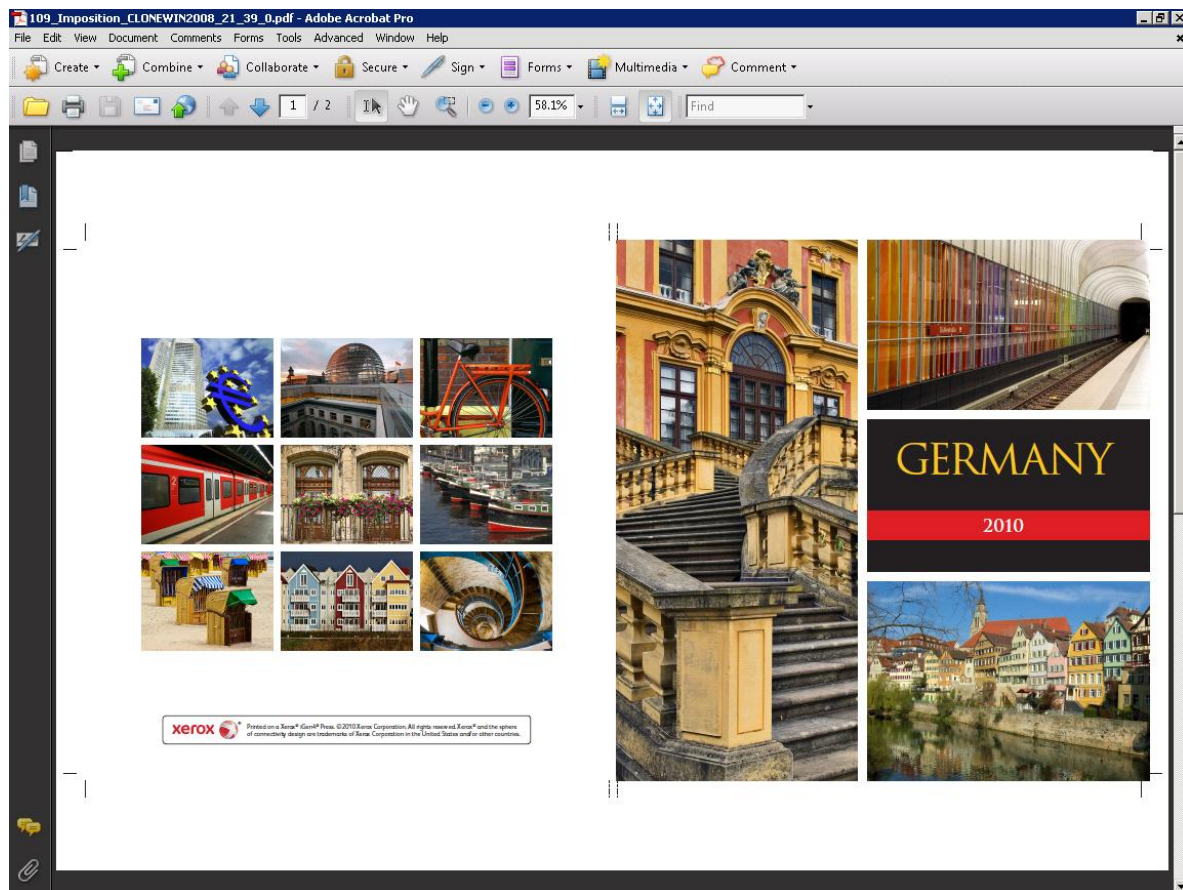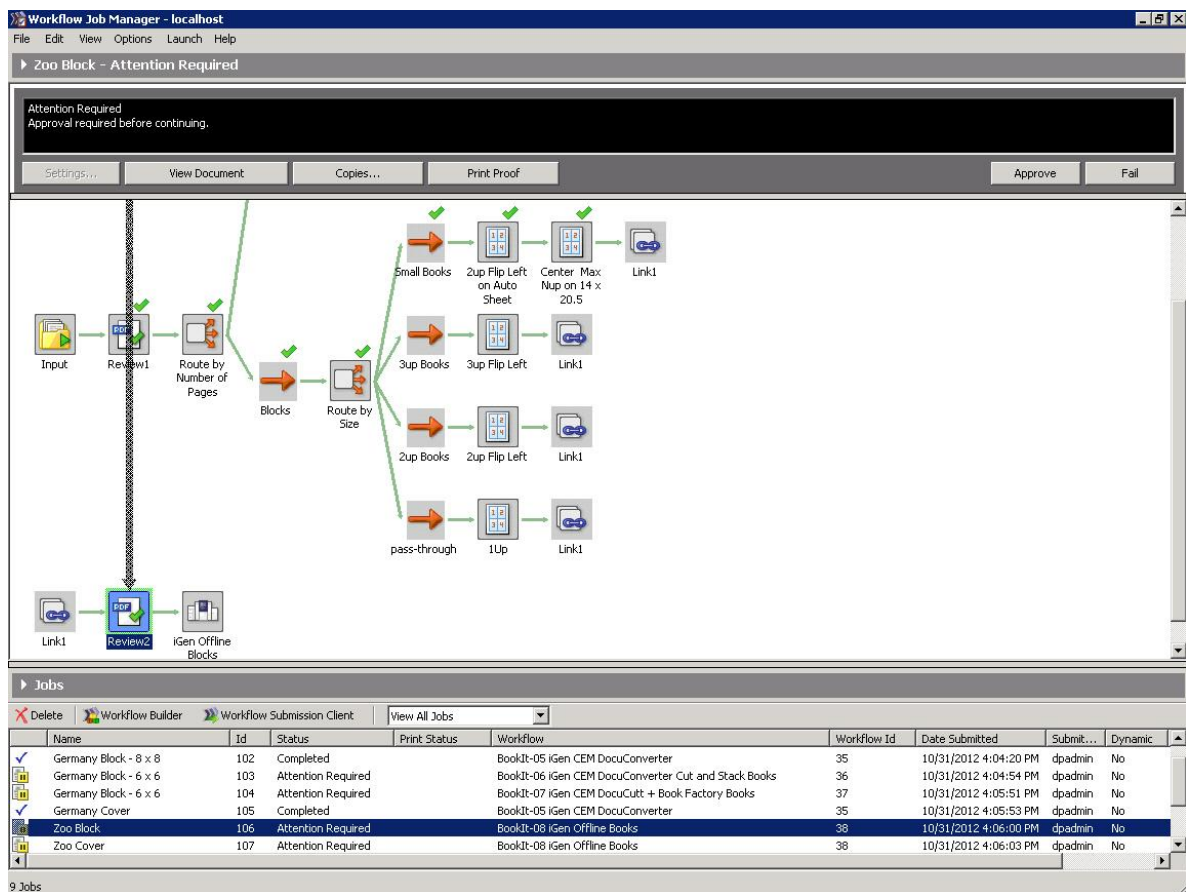
What's Happening in the Workflow

As you can see looking at this workflow, the "Germany Cover" job is first examined for the number of pages it contains. Since it contains two pages or less, it is assumed to be a book cover file and is routed to the "Covers" branch of the workflow where it is placed into the "BookIt-09 iGen Covers" workflow to be processed.

Now that the "Germany Cover" job has been placed into the "BookIt-09 iGen Covers" workflow, its size is examined to automatically route the job to the imposition branch to be used. For this job, it is routed to the "Small Covers" branch.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book cover at the end step.

Click **Approve** to send the job to the printer.
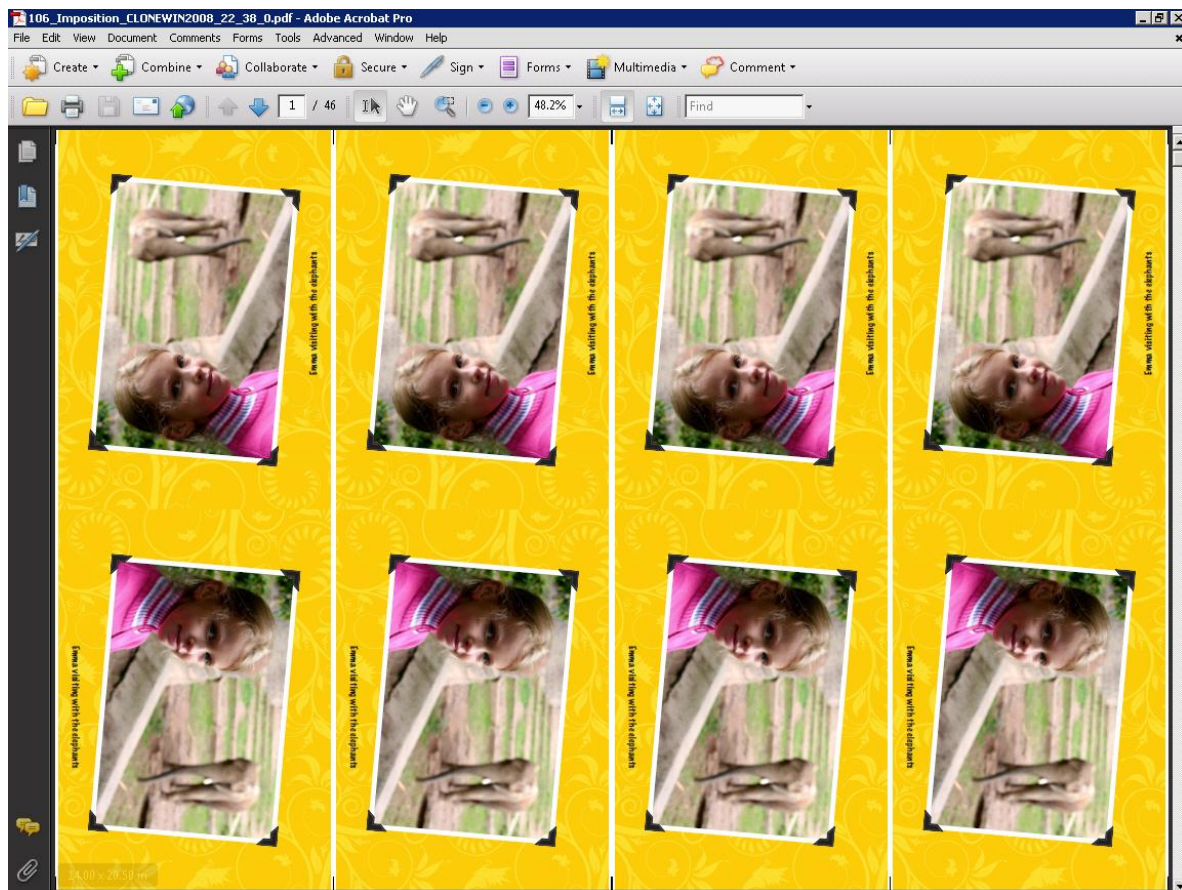
Zoo Block
BookIt-08 iGen Offline Books Workflow

Once the iGen Books manifest file is copied to the Hot Folder, the "Zoo Block" file is assigned the "BookIt-08 iGen Offline Books" workflow and the job begins.

What's Happening in the Workflow

 s you can see looking at this workflow, the "Zoo Block" job is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to automatically route the job to the imposition branch to be used. For this job, it is routed to the "Small Books" branch.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book block at the end step.

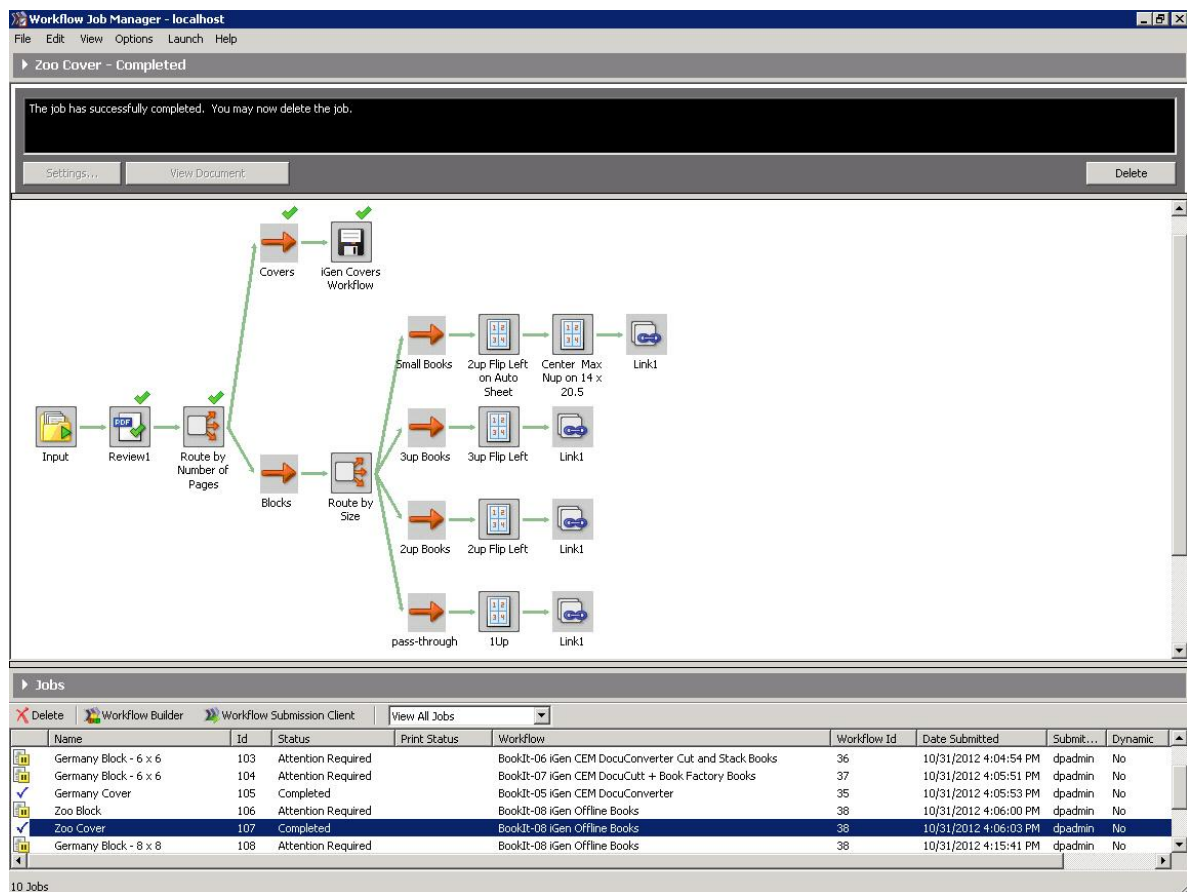Click **Approve** to send the job to the printer.
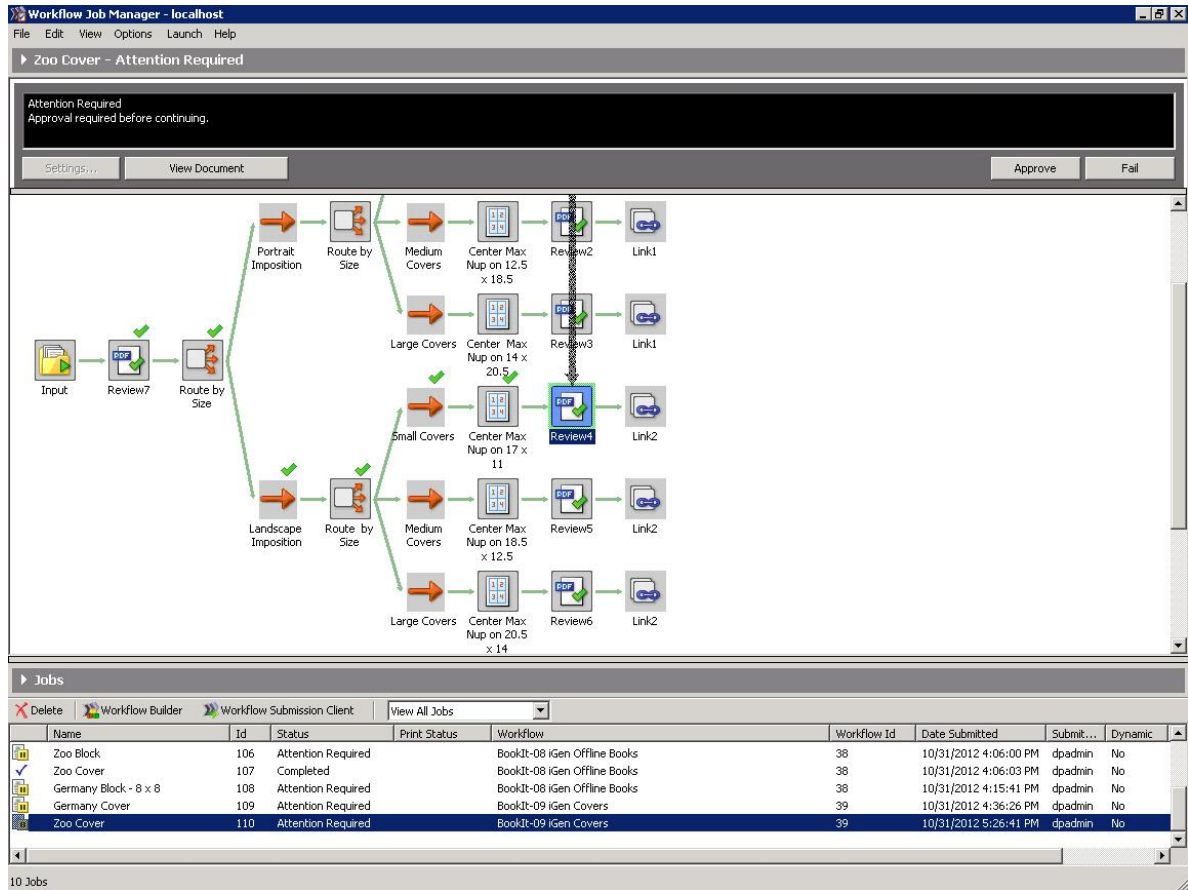
Zoo Cover
BookIt-08 iGen Offline Books Workflow

Once the iGen Books manifest file is copied to the Hot Folder, the "Zoo Cover" file is assigned the "BookIt-08 iGen Offline Books" workflow and the job begins.
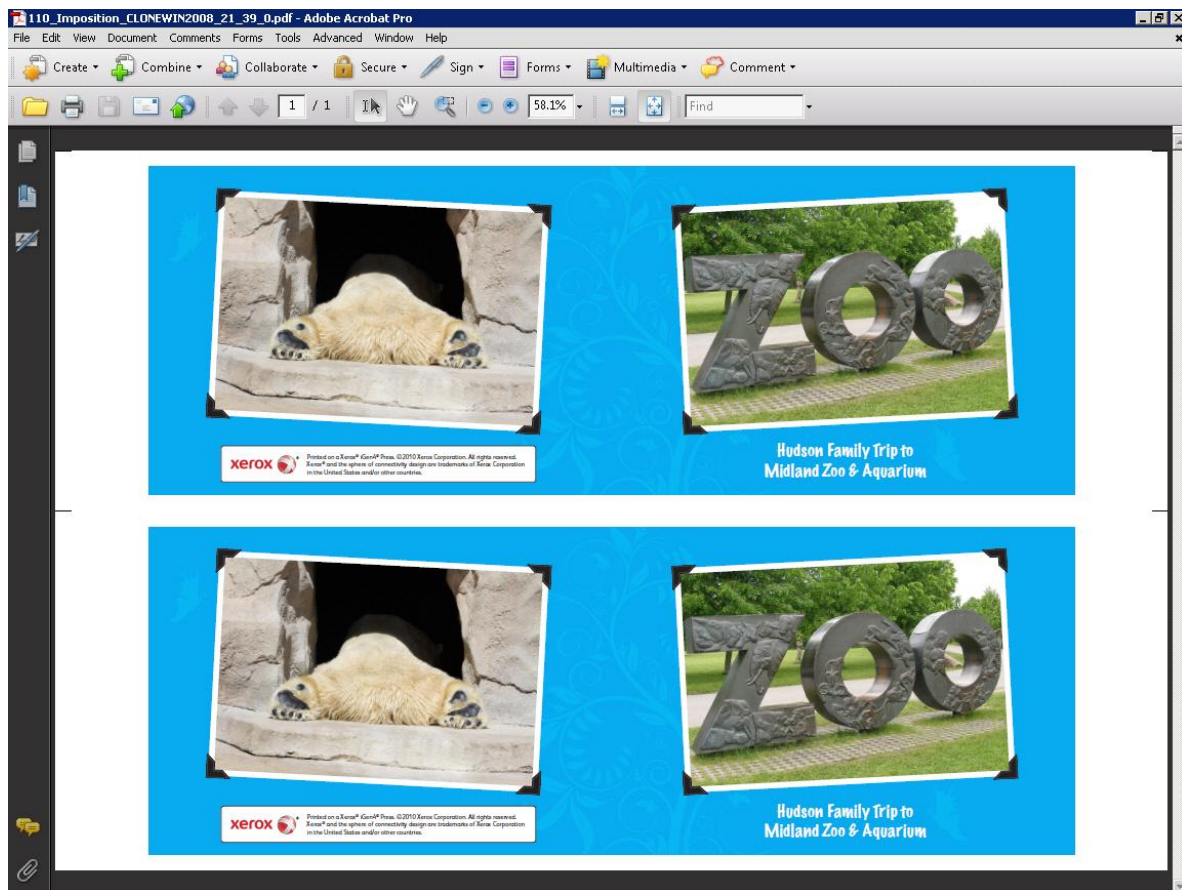
What's Happening in the Workflow

As you can see looking at this workflow, the "Zoo Cover" job is first examined for the number of pages it contains. Since it contains two pages or less, it is assumed to be a book cover file and is routed to the "Covers" branch of the workflow where it is placed into the "BookIt-09 iGen Covers" workflow to be processed.

Now that the "Zoo Cover" job has been placed into the "BookIt-09 iGen Covers" workflow, its size is examined to automatically route the job to the imposition branch to be used. For this job, it is routed to the "Small Covers" branch.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book cover at the end step.

Click **Approve** to send the job to the printer.

Printing the CF1300 Books Applications

<div style="text-align:right">5</div>

This section describes how to print and finish the sample files included in the Book It! Productivity App. The workflows evaluate the components of a job and route them to automatically perform the appropriate imposition for each component. Any components identified as a book cover are automatically routed to an iGen Cover workflow for printing.

Getting Started

Open the Easy Start MAX Hot Folder in Process Manager by clicking on the ESv-9-MAX Hot Folder shortcut. The installer for Book It! Productivity app will create a shortcut to the proper Easy Start MAX Hot Folder within the Book It folder on your C: drive.

1. Open the Book It folder.
2. Find the .csv file (or manifest) for CF1300 Books.
3. Copy and paste the manifest into the Easy Start MAX Hot Folder within Process Manager.

    Note
    When a job is sent to Process Manager from an upstream system, the files are automatically copied into the Hot Folder.

After the manifest file is picked by Process Manager, the contents are processed and the following jobs are generated:

Job	Workflow
Ghost Stories Block – 6 x 8.75	BookIt-10 CF1300 Offline Books
Ghost Stories Block – 8.5 x 11	BookIt-10 CF1300 Offline Books
Ghost Stories Cover	BookIt-10 CF1300 Offline Books

Each workflow starts with a Review Node that will pause job processing until the Workflow Job Manager is used to approve the job, allowing it to continue processing in the workflow.

The next sections describe the workflows for each job in the CF1300 Books manifest.
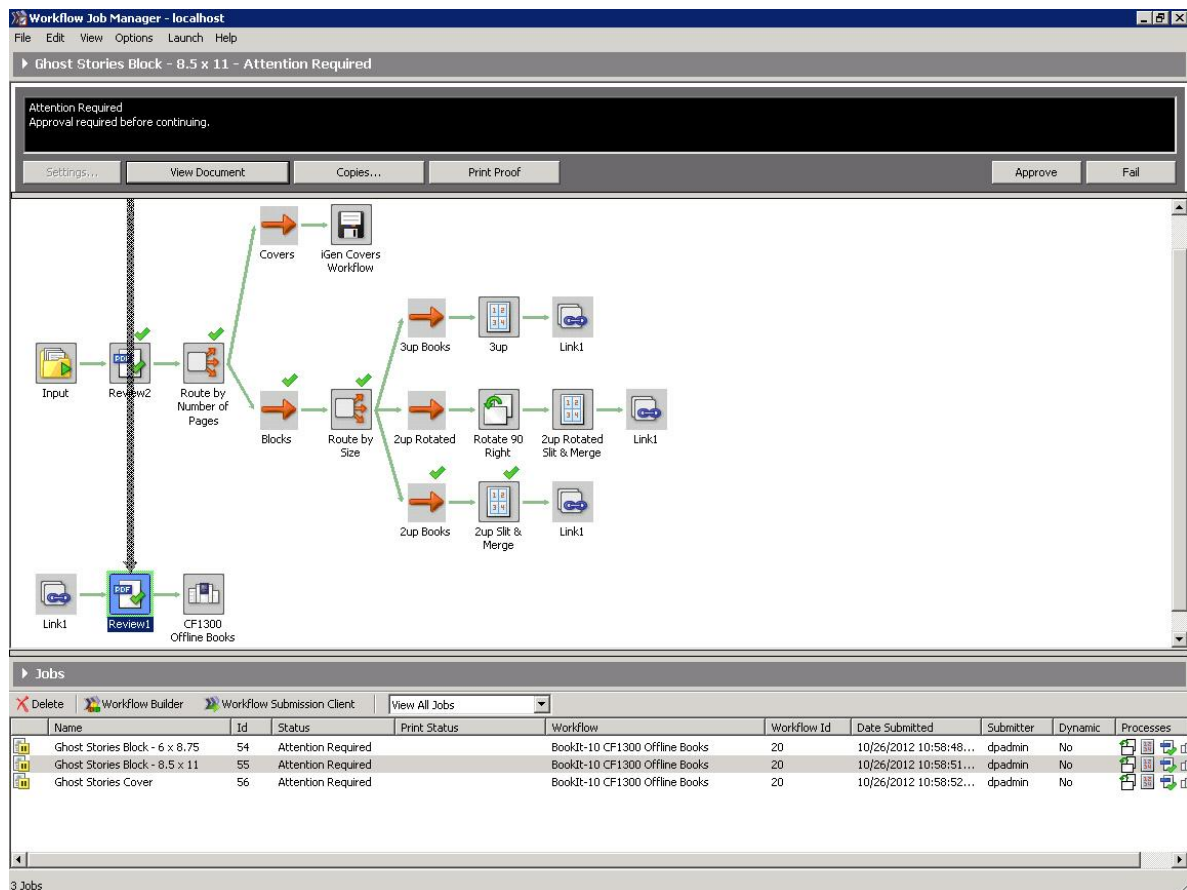
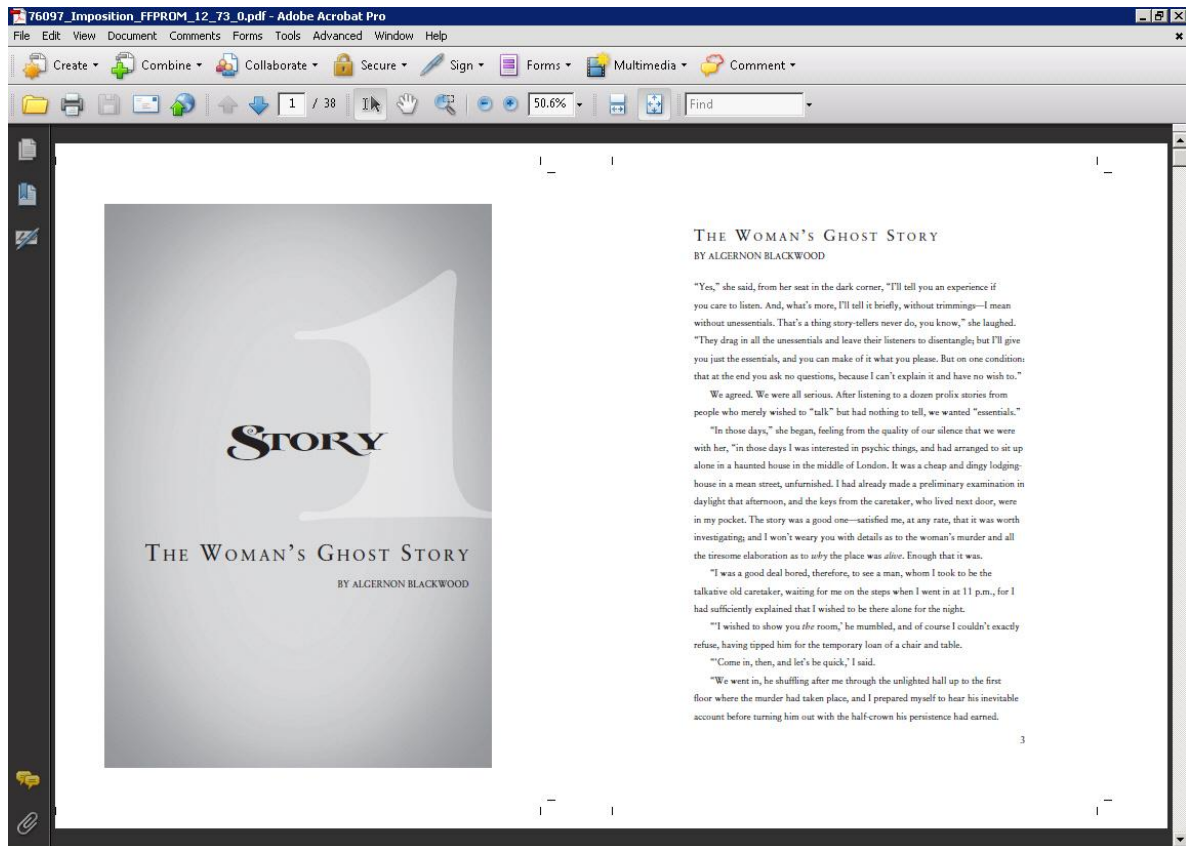# Ghost Stories Block – 6 x 8.75 BookIt-10 CF1300 Offline Books Workflow

Once the CF1300 Books manifest file is copied to the Hot Folder, the "Ghost Stories Block – 6 x 8.75" file is assigned the "BookIt-10 CF1300 Offline Books" workflow and the job begins.

What's Happening in the Workflow

As you can see looking at this workflow, the "Ghost Stories Block– 6 x 8.75" job is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to automatically determine the imposition to be used. For this job, it is routed to the "3up Books" branch.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book block at the end step.
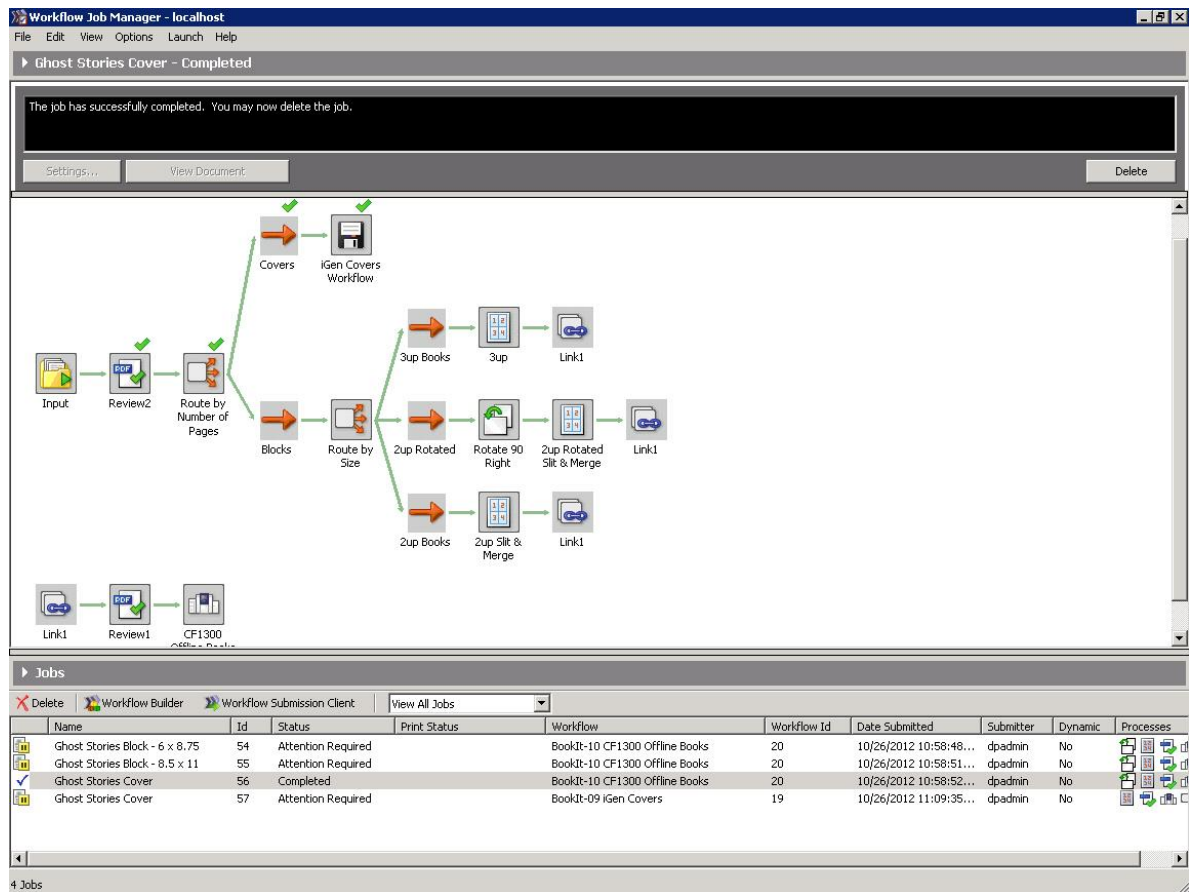

Click **Approve** to send the job to the printer.

Ghost Stories Block – 8.5 x 11 BookIt-10 CF1300 Offline Books Workflow

Once the CF1300 Books manifest file is copied to the Hot Folder, the "Ghost Stories Block – 8.5 x 11" file is assigned the "BookIt-10 CF1300 Offline Books" workflow and the job begins.

What's Happening in the Workflow

As you can see looking at this workflow, the "Ghost Stories Block– 8.5 x 11" job is first examined for the number of pages it contains. Since it contains more than two pages, it is assumed to be a book block file and is routed to the "Blocks" branch of the workflow. Next, the job's size is examined to automatically determine the imposition to be used. For this job, it is routed to the "2up Books" branch.

Once the job has reached the final Review Node in the workflow, click **View Document** to see the book block at the end step.

Click **Approve** to send the job to the printer.

Ghost Stories Cover
BookIt-10 CF1300 Offline Books Workflow

Once the CF1300 Books manifest file is copied to the Hot Folder, the "Ghost Stories Cover" file is assigned the "BookIt-10 CF1300 Offline Books" workflow and the job begins.

What's Happening in the Workflow

As you can see looking at this workflow, the "Ghost Stories Cover" job is first examined for the number of pages it contains. Since it contains two pages or less, it is assumed to be a book cover file and is routed to the "Covers" branch of the workflow where it is placed into the "BookIt-09 iGen Covers" workflow to be processed.

Now that the "Ghost Stories Cover" job has been placed into the "BookIt-09 iGen Covers" workflow, its size is examined to automatically route the job to the imposition branch to be used. For this job, it is routed to the "Medium Covers" branch.

Once the job has reached the final Review Node in the workflow, you can click **View Document** to see the book cover at the end step:

Click **Approve** to send the job to the printer.

For more information on the Xerox® Book It! Productivity App for Xerox® FreeFlow Process Manager®, call 1-800-ASK-XEROX or visit us at www.xerox.com