

Xerox® Versant® 3100 Press

Creating Booklets with Full Bleed with the FreeFlow Print Server

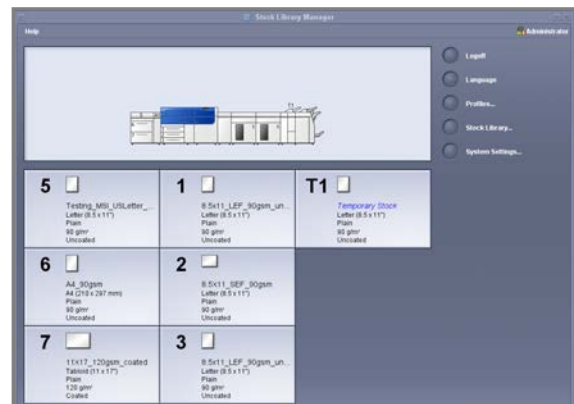
This procedure requires you to have a Production Ready Booklet Maker Finisher, a 2-Sided Trimmer, and a Xerox® SquareFold® Trimmer. The booklet maker will create saddle-stitched booklets, while the two trimmers will cut the edges off three sides of the booklets so that the images come right up to the edge of the pages. Additionally, if you have an Inserter you can insert pre-printed cover pages in this workflow. This full bleed can produce an appealing look for some documents. The setup for this type of workflow includes:

- Loading the paper and programming it at the Stock Library Manager.
- Submitting the job and opening Job Properties.
- Setting Properties for the media, layout, folding and trimming.
- Optionally making settings to insert pre-printed covers.
- Releasing the job for a Proof copy.
- Checking the output and making any adjustments to the trim settings or imposition.
- Printing the job.

It is useful to print the file first with no trim to see how much trim is needed to achieve the full bleed.

To print produce booklets with 3-sided trimming for a full bleed:

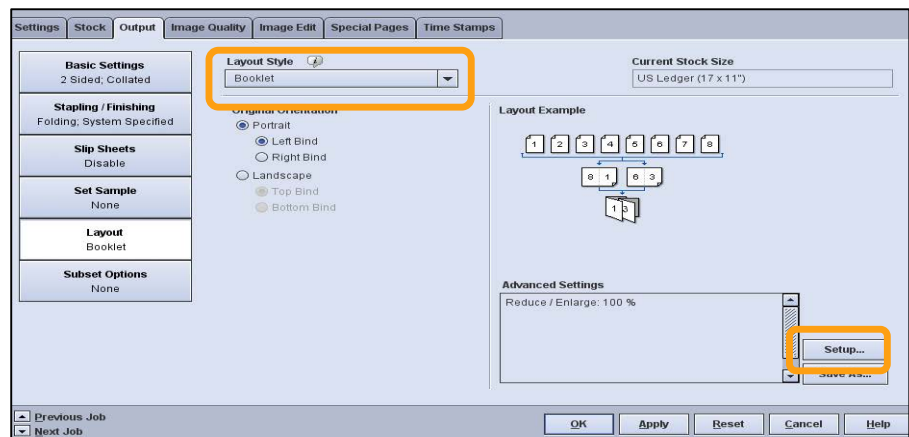
1. If needed, load the paper into a press tray. If you want the finished size to be 8.5x11" (A4), you can load 12x18" (A3) paper, and impose two 8.5x11" images onto each side of the sheets. This provides an edge around the images for trimming. If you load 11x17" paper, you can still impose two 8.5x11" images onto each side of sheets, but after the edges are trimmed the resulting size will be less than 8.5x11".
2. If you loaded new stock into a tray, program the paper at the Stock Library Manager.
 - a) Click the tray number for the tray in which you loaded the paper to open the Tray Stock Properties window.
 - b) Click **Stock Library** and select the paper that you loaded, or click **Create New Stock** and enter the details for the stock.
 - c) Click **OK** to the Tray Stock Properties window and minimize the Stock Library Manager window.
 - d) Click **OK** to the Tray Stock Properties window, and minimize the Stock Library Manager window.



3. Submit the job file to the print server's Hold queue.
4. At the print server, in the *Held By Queue* area, double-click the job to open its **Properties**.
5. Set the **Quantity** to the number of booklets you want to print.
6. On the Stock tab, from the *Name* drop-down menu, select **Loaded Stocks** and the paper that you loaded.
7. On the Output tab, under *Basic Settings*, select **2-Sided**, if printing duplex, otherwise leave the setting at **1-Sided**.

8. If the job is not pre-imposed, on the Output tab, set the imposition to be used for the job:

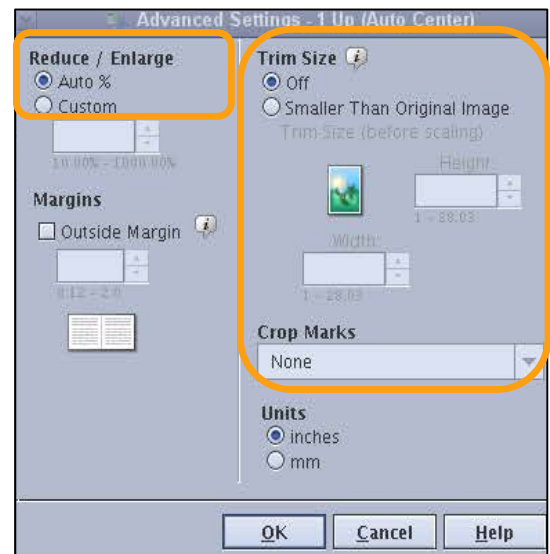
- a) Select the **Layout** button, and for *Layout Style*, select **Booklet**. If the job is pre-imposed, skip this step.
- b) Optionally, click **Setup** to set **Auto %**, **Trim Size**, and **Crop Marks**, if required:



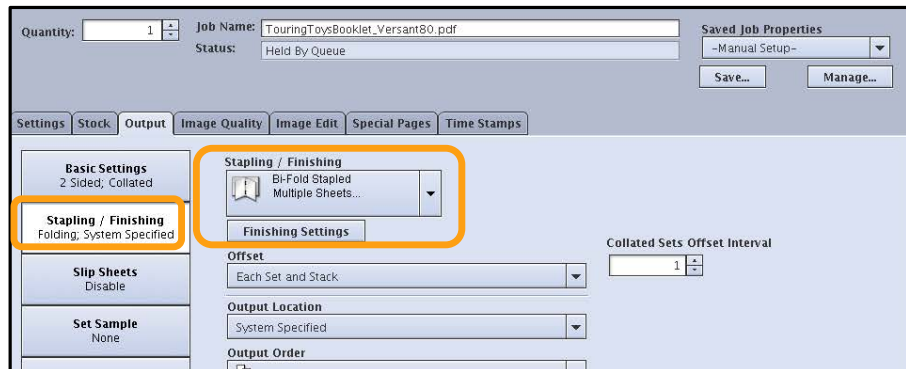
- Select **Auto %** if the size of the document defined in the PDF is different from the paper size you want to print on. This setting scales the images in the best way to fit the selected paper.
- Set *Trim Size* to **Smaller Than Original Image** and then enter the exact **Width** and **Height** of the page image, if you want to remove any white space between the spine to the page images. This setting enables the page images to bleed up to the fold on all pages.
- Use the **Crop Marks** drop-down menu to create crop marks on the Front or Back of pages, if your finishing devices require crop marks.
- Click **OK** to close the Advanced Settings window.

- c) Click **OK** to close the Advanced Settings window.

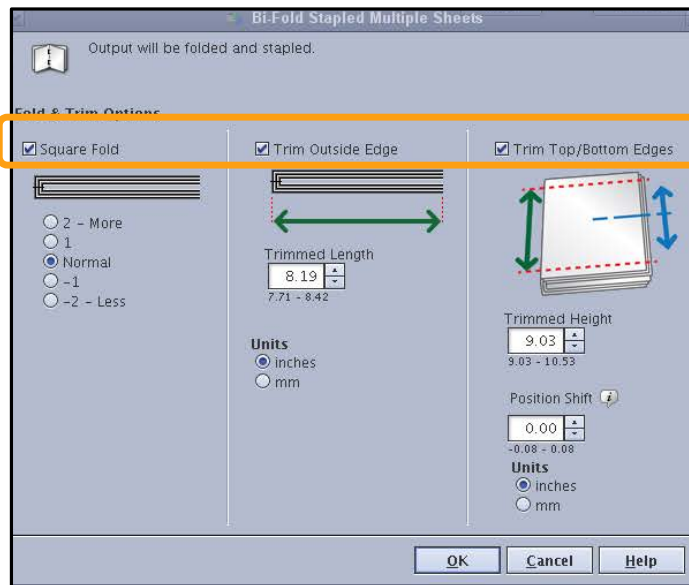
9. On the Output tab, select the **Stapling / Finishing** button.



10. From the *Stapling / Finishing* drop-down menu, select **Folding > Bi-Fold Multiple Sheets** if you do not want the booklet stapled or **Folding > Bi-Fold Stapled Multiple Sheets** if you do want staples.



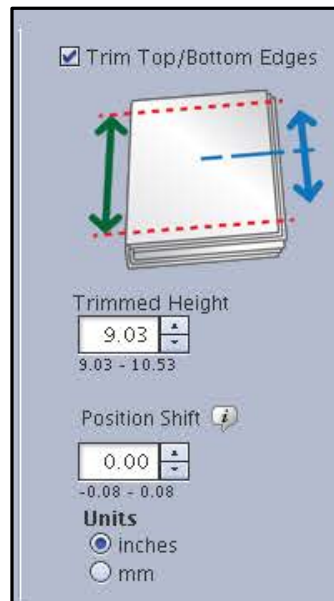
11. Click the **Finishing Settings** button.
The *Fold & Trim Options* window opens:



12. Select the **SquareFold** check box to apply pressure to the spine of each booklet to make a neat, square fold. In most cases you can leave the default setting at **Normal**, but for selected jobs you can increase the pressure to **1** or **2** for more pressure or decrease it to **-1** or **-2** for less pressure. These settings will change the look of the output. As you work with different booklets, you will get to know which settings work best for your jobs.
13. Select the **Trim Outside Edge** check box to trim the face edge of each booklet (the side opposite the spine):
- Select **inches** or **mm** (millimeters) to set your preference unit for measurement.
 - Using the up or down arrows, set the **Trimmed Length**—which is the distance from the spine to the front edge of the booklet. This is not the amount to trim from the edge, but the size of the page you want to remain after the trimming.

14. Select the **Trim Top/Bottom Edge** check box to trim the top and bottom edges of each booklet:

- a) Select **inches** or **mm** (millimeters) to set your preference unit for measurement.
- b) Using the up or down arrows, set the **Trimmed Length**—which is the distance from the spine to the front edge of the booklet. This is not the amount to trim from the edge, but the amount of the page you want to remain after the trimming. The print server will measure the Trimmed Height in equal distances from the center of the page. Any part of the pages beyond the top and bottom of the Trimmed Height will be cut off.
- c) If you want to trim more from the top or more from the bottom of booklet pages, use the **Position Shift** arrows to shift the Trimmed Height up or down. For example, if you shift it up, more will be trimmed off the bottom, and less off the top. If you shift the Trimmed Height down, more will be trimmed off the top, and less off the bottom. Generally, you will use Position Shift after viewing a proof of the job, to see where you need to make finer adjustments at the top or bottom of pages.



15. Click **OK** when your fold and trim settings are complete.

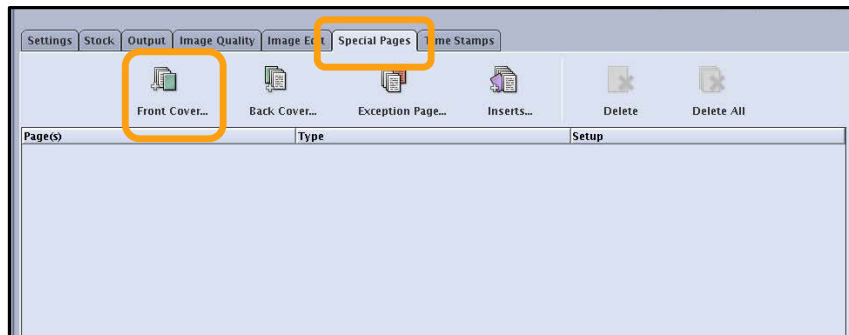
16. If you have an Inserter configured with your press, you can optionally insert pre-printed cover sheets for the booklets. If you don't want to insert pre-printed covers, **Proof** the job now and check the output. Then print the full job after making any needed adjustments.

If you do want to insert covers, the size of the cover sheets should be the same as the body sheets, and the Booklet Maker will wrap the pre-printed cover sheet around the body pages to form a front and a back cover:

- a) Load the pre-printed cover stock into the Inserter (tray T-1).
- b) Program the stock at the Stock Library Manager. Click the **T1 tray** in which you loaded the paper. This opens the Tray Stock Properties window.
- c) Click **Stock Library** and select the paper that you loaded, or click **Create New Stock** and enter the details for the stock.
- d) Click **OK** to the Stock Setup or Stock Library window.
- e) Click **OK** to the Tray T1 Stock Properties window, and minimize the Stock Library Manager window.

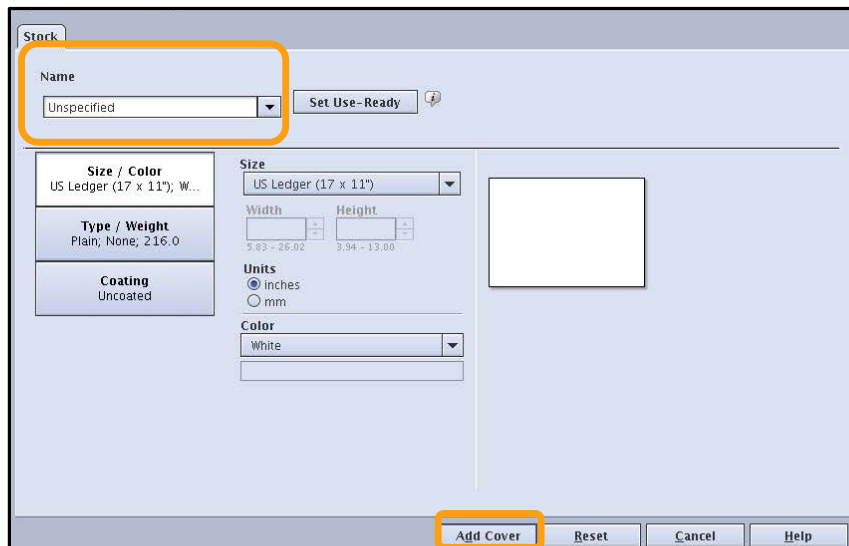
Note: When feeding Special Pages from a specific tray, the properties for that stock must be unique when compared to other loaded stocks, otherwise the print server could select the same type of stock from another tray. Since you only want the pre-printed stock in T-1 to be used, check that no other stocks in other trays have the same properties (name, size, and weight). If they do, go to the print server and define the stock that you want to use with a unique name. In most cases, a cover stock being fed from T-1 will have a heavier weight than other loaded papers, and this will make it unique.

17. While in Job Properties, select the **Special Pages** tab:



18. Select the **Front Cover** icon. If the job is pre-imposed, select only the Front Cover. If it is not pre-imposed, and you set the imposition to Booklet, select the checkbox for **Make Front Cover and Back Cover the Same**. A *Layout Style* of **Booklet** for a job that is not pre-imposed must have the Front and Back cover settings.

19. From the *Name* menu, select **Loaded Stocks** and then the **specific stock** that you loaded in T1.



20. Click **Add Cover**.

21. Click **OK** to the Exception Pages window.

22. Right-click the job and select **Proof**.

23. Collect the output and check the spine and trimming. If required, reset the SquareFold spine pressure and the face and top/bottom trim amounts.

24. Right-click the job and select **Release** to print the full job.

