

Xerox® Versant® 3100 Press

Creating Booklets with Full Bleed on the Fiery® Print Servers

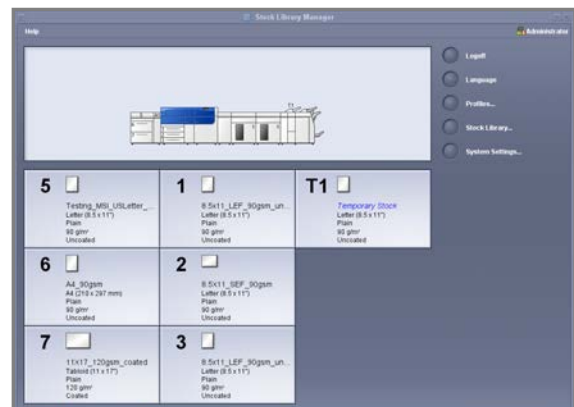
This procedure requires you to have a Production Ready Booklet Maker Finisher, a Xerox® Two-Sided-Trimmed, and a Xerox® SquareFold® Trimmer. The booklet maker will create saddle-stitched booklets, while the two trimmers will cut the edges off three sides of the booklets so that the images come right up to the edge of the pages, if needed. 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.
- 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.

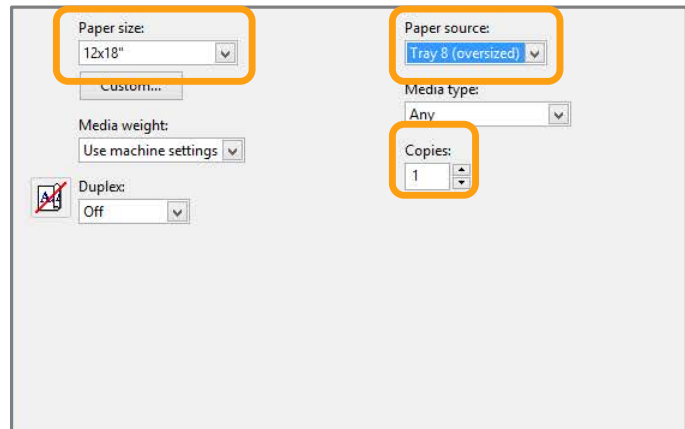
It is useful to print the file first with no trim to see how much trim is needed to achieve the full bleed.

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.

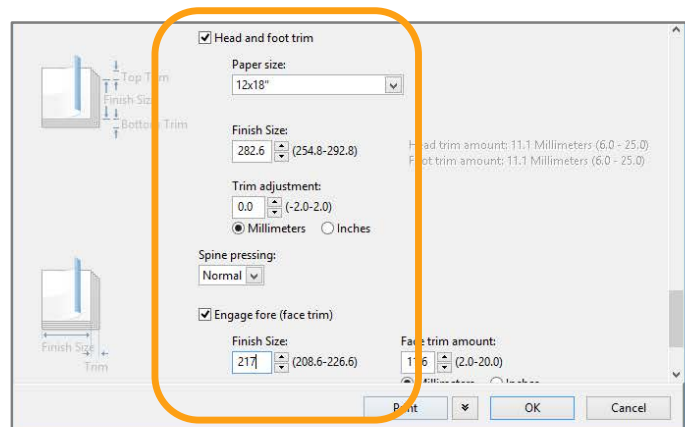
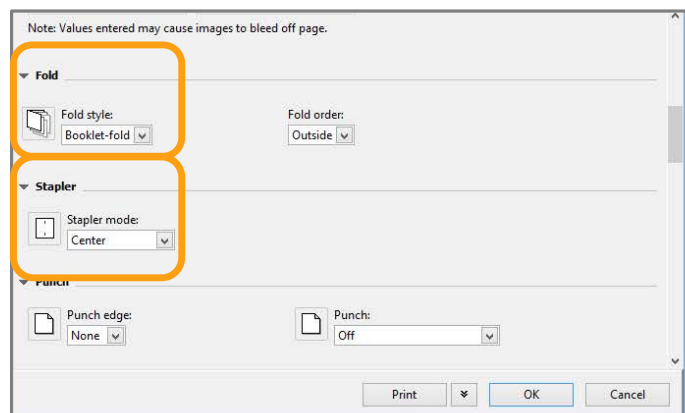


3. Submit the job file to the print server's Hold queue.
4. At the print server, double-click the job to open its **Properties**.
5. On the Quick Access tab, enter the **Paper size** and **Paper source** (where you loaded the paper), and the number of **Copies**.
6. For Duplex select **Top-top**, if printing on 2 sides of the paper. For Simplex printing, leave the setting at **Off**.
7. On the Finishing tab, under Fold, set *Fold style* to **Booklet-fold**.



Note: This step assumes that your job is already imposed correctly. If you need to impose it, first select **Booklet** to set the imposition, and then continue with these steps. You can also close the job properties and right-click on the job to select **Impose**, and use this Fiery tool. Fiery Impose will give you more control over edits, Creep, Gutter, and other settings.

8. On the Finishing tab, under Stapler, set *Stapler mode* to **Center**.
9. On the Finishing tab, under Trim, select the box for **Head and foot trim**.
10. Use the up and down arrows to set the **Finish Size** of pages. This is the distance from the top of the page to the bottom.
11. For *Spine printing*, select **Normal**.
12. Select the box for **Engage fore (face trim)**.
13. Use the up and down arrows to set the face trim. You can set either the **Finish Size**, which is the distance from the spine to the right side of the page for a right-bound booklet, or the amount of the face to be trimmed.



14. If your file has been pre-imposed, the settings are now complete and you can release the job to print. However, if the file is not pre-imposed, access the Layout tab and select **Booklet** to set the imposition you want for the job. You can also use Fiery Impose for better control of creep and other settings.

15. If you are not inserting pre-printed covers, **Proof** the job now, check the output, and then **Print** the full job.

16. For optionally inserting covers when the job is pre-imposed:

If you have an Inserter configured with your press, you can optionally insert pre-printed cover sheets for the booklets. 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.

c) Select the **Media** tab, and scroll down to select **Define Cover**.

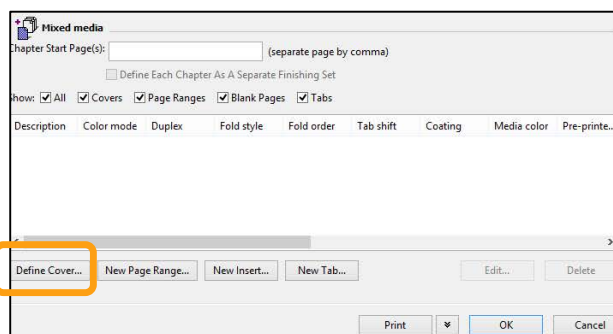
d) Click the checkbox for **Front Cover**, and select **Insert** from the drop-down menu.

e) For *Paper source*, select **T1**.

f) Set any other unique paper properties for the cover stock, if they are different from the body stock. For example, the gsm weight may be heavier.

g) Click **OK** on the Cover Media window.

h) Click **Print** on the Media tab to release the job.



17. For optionally inserting covers when the job is not pre-imposed:

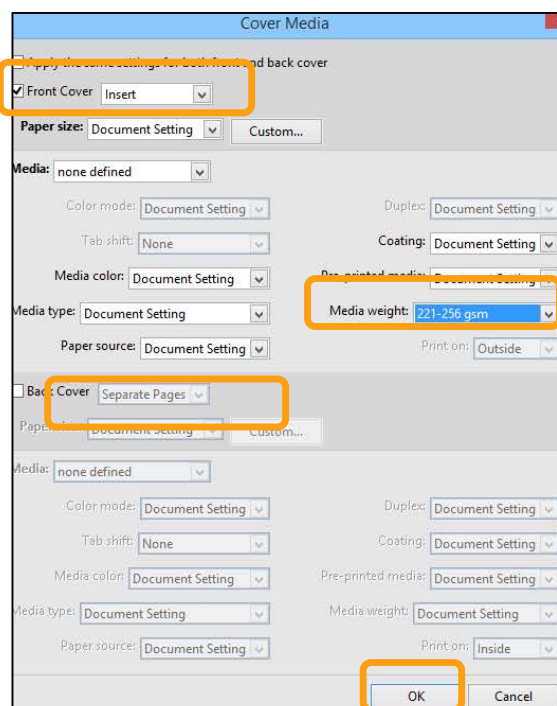
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a) Load the pre-printed cover stock into the Inserter (tray T-1).

b) Program the stock at the Stock Library Manager.

c) Select the **Layout** tab.

d) Scroll down to the **Cover** area.



- e) For *Content input*, select **Pre-Printed**.
- f) Click **Define Cover**.
- g) For *Cover source*, select **T-1**.
- h) For **Media Weight**, select the gsm for the cover stock, and set any other unique cover stock properties
- i) Click **OK**.

18. Click **Print** on the Layout tab to release the job.

