

# Xerox® Versant® 3100 Press

## Quick Reference for Creasing Sheets and Booklets

In addition to trimming, the Xerox Crease and Two-sided Trimmer can crease individual sheets and booklets when using the Fiery Print Server. When creases are placed on a sheet, the sheet is scored so that it can be easily folded along the crease. This is useful because if there is a print image along the crease, it will not be distorted by damage to the paper along the fold. Creasing can be performed for these types of jobs:

- **Booklets.** For booklets produced on the Xerox Production Ready Booklet Maker Finisher, a crease can be made for the fold on just the top sheet (front and back cover when folded) and the inner-most sheet in each booklet. These two creases score the folds to enhance the booklet appearance, and make it fold easier.
- **Half-fold Sheets.** For sheets folded in half on one of the Xerox Production Ready finishers, a crease can be made to enhance the fold. The crease scores the line of the fold to enhance its appearance, and make it fold easier in the finisher.
- **Sheets for Offline Folding.** Individual sheets can be scored at locations where they will be folded in offline finishing. They exit the system flat, and are then folded on an offline finisher. The creasing scores the sheet to make it fold easier, and enhance its appearance.

### Note these guidelines:

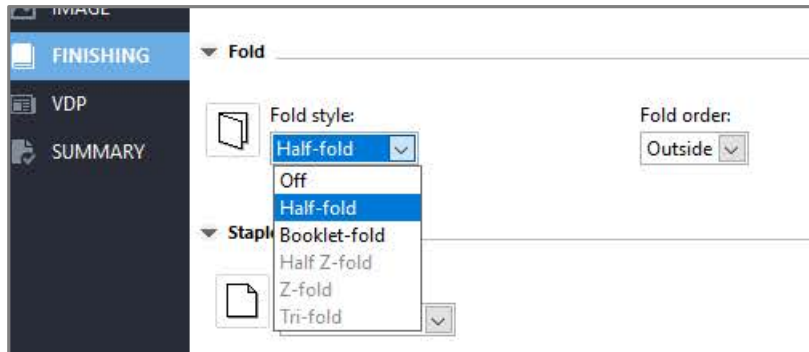
- Creases made on Half-fold Sheets and Booklets must be produced on the Production Ready Booklet Maker Finisher.
- For all creasing, the paper weight can be 106 - 350 gsm for coated stock or 52 - 350 gsm for uncoated stock. Sizes supported are: 182 x 210 mm (7.17 x 8.27") to 330 x 488 mm (13 x 19.2").
- The position of creases on Sheets for Offline Folding can be custom set or adjusted, and the pressure used to create each crease can also be adjusted. You can also set the direction of the fold—Inside or Outside. Up to 5 creases can be made for sheets. However, when creasing and trimming the same sheet, the maximum number of creases is reduced to 3 if the length of the paper is shorter than 279 mm or longer than 450 mm.
- Mixed media booklets are only supported for jobs that have the booklet imposition set on the job's Layout tab. Mixed media booklets are not supported for pre-imposed files. An example of a mixed media booklet is one that has a heavier-weight cover stock and a different weight body-stock.

### To create creases for Booklets and Half-Fold Sheets:

1. If needed, load the paper for the job and program it at the Tray Stock Properties window. Load the stock Short Edge Feed (SEF).
2. Submit the job to the print server's Hold queue.
3. Double-click the job being held to open its Properties.

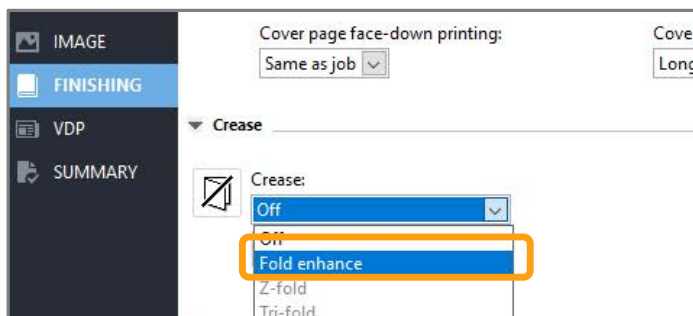


4. Set all required properties for the job such as quantity, paper size, source tray, duplex/simplex, layout (for booklets), etc.
5. Select the **Finishing** tab, and scroll down to the **Fold** area.
6. Set The Fold menu as follows:



- For Booklets, select **Booklet fold**.
- For Half-fold Sheets, select **Half-fold**.

7. Set the *Fold Order* to the direction of the fold: **Inside** or **Outside**.
8. Scroll down to the **Crease** area. From the *Crease* drop-down menu, select **Fold Enhance**. This setting will score the type of folds that you set on the Fold menu.

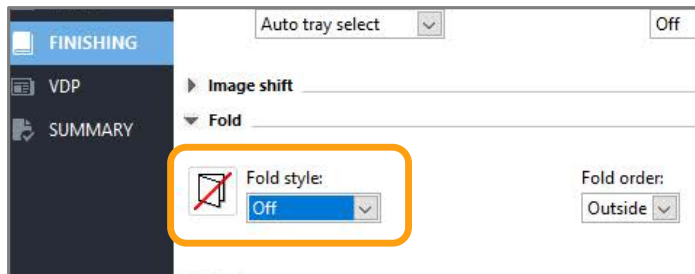


9. Select **Print**.

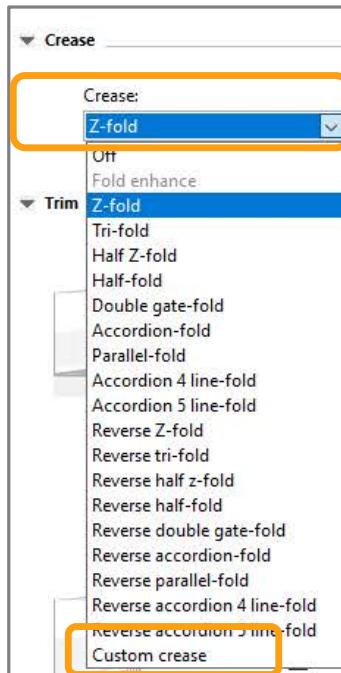
### For Creasing Flat Sheets for Offline Folding:

1. If needed, load the paper for the job and program it at the Tray Stock Properties window. Load the stock Short Edge Feed (SEF). For this type of creasing, the paper weight must be 106 gsm or heavier.
2. Submit the job to the print server's Hold queue.
3. Double-click the job being held to open its Properties.

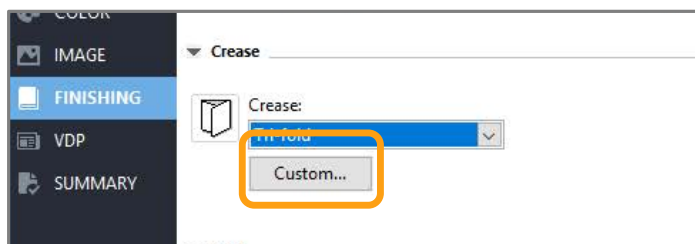
4. Set all required properties for the job such as quantity, paper size, source tray, duplex/simplex, layout (for booklets), etc.
5. Select the **Finishing** tab, and scroll down to the **Fold** area.



6. For Flat Sheet Output, scroll down to the *Fold* area, and ensure that the *Fold style* is set to **Off**.
7. Scroll down to the *Crease* area and select the **type of fold** you want to create offline. The Crease and Two-sided Trimmer will then score the paper in the location where the folds will be made. For this type of flat sheet output, Or, if you want to create a custom fold pattern by setting the crease lines yourself, select **Custom crease** at the bottom of the drop-down menu.



8. To view where the creases will be made, to make adjustments for the location of each crease, or to create a custom crease pattern, select the **Custom** button beneath the Crease drop-down menu.



Number of creases **a**

1 2 **3** 4 5

Crease settings **b**

**mm** **inch**

Position 1 **c**

✓ 12.0 395.2 151.7

Position 2

✓ 37.0 420.2 309.5

Position 3

✗ 62.0 445.2 62.0

Pressure **d**

Auto Inside

Fold Type **e**

Auto Inside

**f** Save Changes

P2 P1 P3

Available area

Restricted area

9. The Crease Adjustment Window opens to make adjustments if needed:

- Set the number of creases to be made.** If you want to add or remove creases, select the numbers 1-5. You can have up to 5 total creases. As you click the numbers to add or remove creases, you can see the resulting layout on a page image to the right. The creases shown on the page image are labeled P1 for Number 1, P2 for Number 2, P3 for Number 3, etc.
- Set your preferred unit of measure.** Select **mm** to see location information in millimeters, or select **inch** to see the location measurement in inches.
- Adjust the position of the creases.** Once the number of creases is set, use the slider bars to move the position of each crease to where you want it. If you see a Red X replace the Green Checkmark at the front of a slider bar—as shown above—this means that the position of the crease will not be allowed due to the mechanical functioning of the unit.
- Set the crease Pressure.** Accept the default pressure setting of **Auto**, or custom set the pressure to **Low**, **Low-Mid**, **Mid**, **High-Mid** or **High**. These settings increase or decrease the pressure used to create the crease. On heavier media, you can increase the depth and effectiveness of the crease by increasing the pressure.
- Set the Fold Type.** When your intent in offline finishing is to have the sheet fold away from you as if you are pulling the crease line towards you, select **Inside**. When your intent in offline finishing is to have the sheet fold toward you as if you are pushing the crease line away from you, select **Outside**. Outside creases fold outward towards you, while Inside creases fold inward away from you. An Outside crease is represented by a **solid line** on the page image, and an Inside crease is shown as a **dashed line**. Sheets print to the output tray face down, so page content in the page image is on the side facing away from you. (See examples below.)
- Click **Save Changes**.

10. Select **Print**.

11. Collect the creased output from the Top Tray of the finisher.

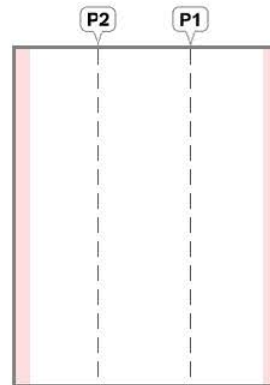
## Examples “Inside” and “Outside” Fold Types:

While the sheets exit the press flat, the final output after off-line folding will look similar to these pictures:

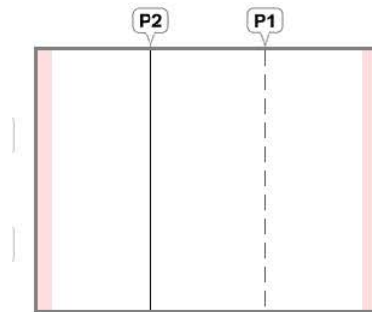
Tri-Fold with 2 Inside Creases



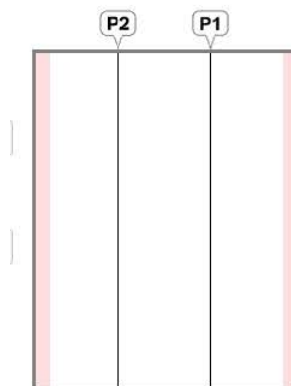
The corresponding lines shown on the Crease Adjustment Window would look like this to represent Inside and Outside folds:

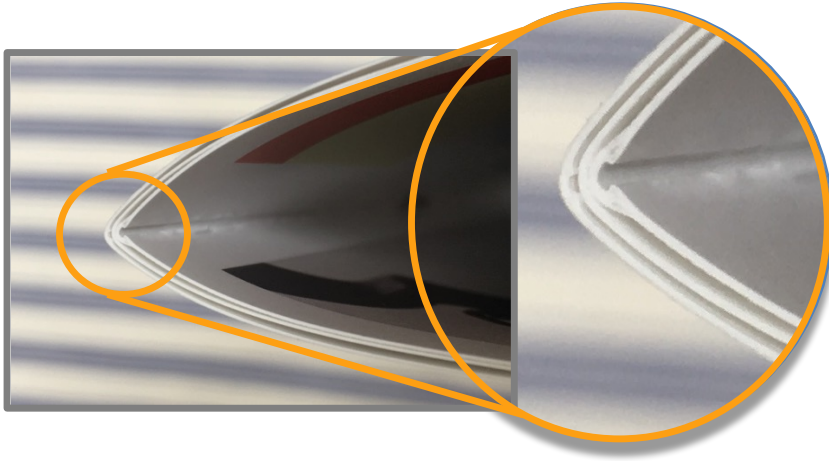


Z-Fold with 1 Inside Crease (on right) and 1 Outside Crease (on left)



Reverse Tri-Fold with 2 Outside Creases





*For booklets, the cover sheet and also the center sheet are scored prior to folding. Other folded documents, such as Z-folds, are scored for a more attractive look and easier folding.*