Automation Engine 18
Commercial Print (Page) Workflow

ESKO⊛

Contents

1. Working with Pages

> **Note:** The concepts of **Pages**, **Plates** and **Proofs** only serve in page workflows (commercial printing).

1.1. About Pages

The Pages View is extremely useful when you work with impositions. It allows you to:

1. View, check and (re-)assign pages to imposition or books.

   • If the Imposition file contains all pages, the Pages View can be used to simply **check** the presence and correct order of the pages.

   • If there are pages missing, you can **assign** them by either selecting the (multi-page) file in the Page Gallery or individual pages in the Details pane, and drag them to the correct location in the Page List.

2. Generate proofs and follow up approval states.

   Both PDF and IMP files can be exported, exposed, proofed, etc. from the Pages View. The same tasks as in the Files View can be executed on both file types.

3. Upload and normalize PDF files.
4. Create impositions after templates.
5. Create books for later use in a new imposition.

1.2. The Pages View

This view is only available in **Job** mode. It is only used in page workflows.

The Pages View is divided into several panes. The top part of the view (the **Page Gallery** and the **Details** pane) displays both assigned and unassigned pages, the bottom part displays the impositions, layers and assigned pages.
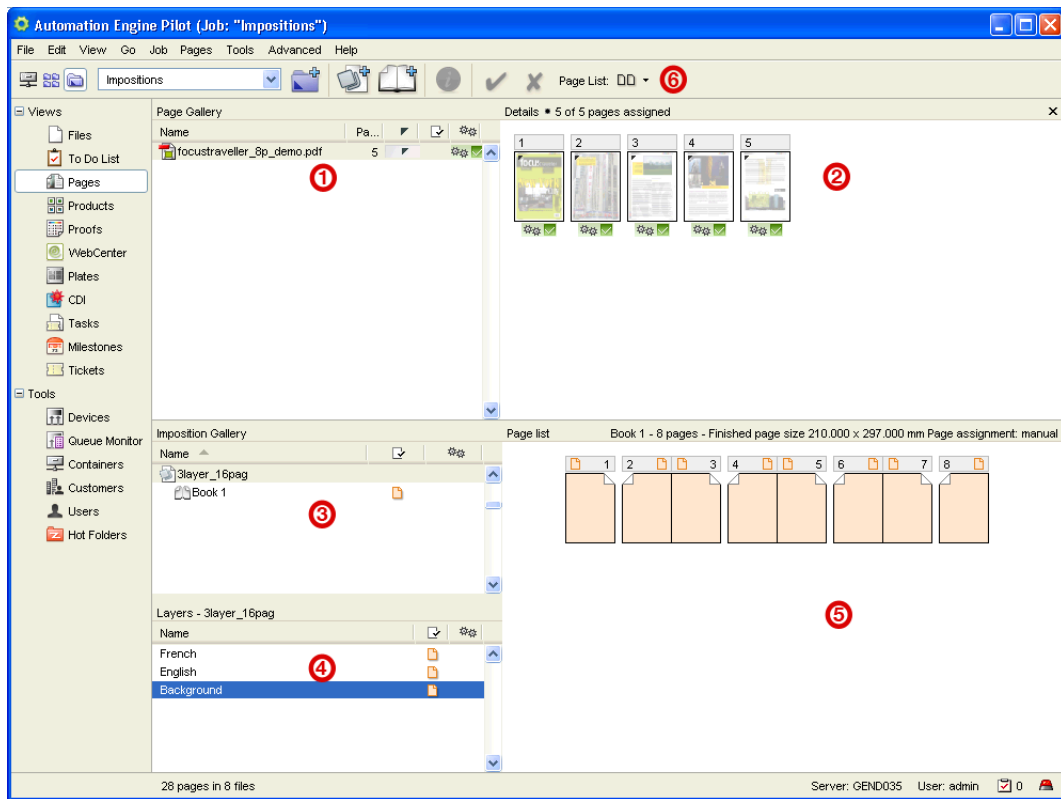
1. The **Page Gallery** pane lists all incoming files, indicates the number of pages and the assignment status.
2. The **Details** pane displays thumbnails of the individual pages of the selected file.
3. The **Imposition Gallery** pane shows the imposition structure with its different books. It also allows you to create books that later will be used in an imposition.
4. The **Layers** pane shows the different layers of the selected imposition. You can rename layers, approve them, and set them empty or blank.

   Note: The **Layers** pane is only visible when the selected imposition or book contains more than one layer.

5. The **Page List** shows you which pages are assigned and which are not. For each page status information can be asked.
6. Click the **Page List** button to switch between thumbnail view or list view.

You can view both the task status and the page status information. Simply right-click the columns **Page Gallery** and / or **Imposition Gallery** pane(s) and select both **Task Status** and **Page Status**.
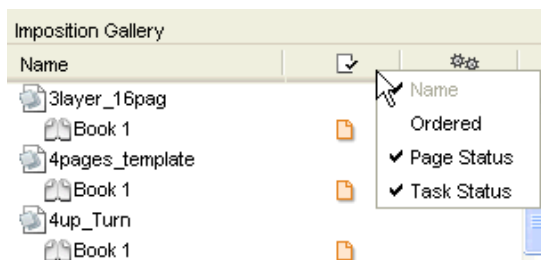
1.3. Adding Imposition Files to the Pages View

When you go to the **Pages** View for the first time, you will see that all panes are empty.

To send an **imposition** file from the **Files** View to the **Pages** View:

- Select the **IMP** file and launch the **Add to Imposition Gallery** task on it.

  The imposition file will appear in the **Pages** View.

  If the imposition contains pages, the corresponding files will appear in the **Page Gallery**.

Tip:

When an IMP file is already present in the **Imposition Gallery** of the **Pages** View, launching the **Add to Imposition Gallery** task resynchronizes the IMP file.

This can be useful when problems with non-matching SmartIDs occur.

1.3.1. Creating an Imposition

To create a new imposition:

1. Right click the **Imposition Gallery** and select **New Imposition**, or click the **New Imposition** button.

   This opens the **New Imposition** dialog.
2. Enter the **Imposition Name**.
3. Select the appropriate **Imposition Template** from the list, or browse to the correct location.
4. By default, **Use Layer Name(s), Book Name(s) and Finished Page Sizes from Template** is selected, which makes the **Width** and **Height** parameters unavailable.

   Deselect this option if you want to overrule the template sizes.

   Additional information on the number of books and pages of the selected template is displayed.
5. If you want to automate the **Page Assignment**, insert the regular expression to use. You can include SmartNames.
6. By giving a particular **Page Offset**, the pages will be assigned to the correct page slots.
7. Select the correct **Use case** and **Variant separation** if necessary.
8. Click **Create**.

The imposition will appear in the **Imposition Gallery**.

1.3.2. Creating a Book

To create a new book:

1.

    Right click the **Imposition Gallery** and select **New Book**, or click the **New Book** button.

    This opens the **New Book** dialog.
2. Enter the **Book Name**.
3. Indicate the **Number of Pages** the new book should contain.
4. Set the correct **Finished Page Size**.
5. If you want to automate the **Page Assignment**, insert the regular expression to use. You can include SmartNames.
6. By giving a particular **Page Offset**, the pages will be assigned to the correct page slots.
7. Indicate the correct **Folio** numbering, if necessary.
8. Select the correct **Use case** and **Variant separation** if necessary.
9. Click **Create**.

The book will appear in the **Imposition Gallery**.

The properties of the book can be consulted or changed at any time by right-clicking the book and selecting **Book Setup...**

Tip: Use the *Create Imposition* task to turn your book into an imposition.

1.4. Adding (PDF) Content Files to the Pages View

When you go to the **Pages** View for the first time, you will see that all panes are empty.

To add a **PDF** file to the Pages View:

- Select a PDF in the **Files** View and choose **Add to Page Gallery** from the pop-up menu. The PDF will appear in the **Page Gallery**, un-normalized.

    Note: The **Add to Page Gallery** option is only available if the selected file is not yet present in the **Page Gallery** of the **Pages** View.

- Right-click the **Page Gallery** and select **Get Data and Normalize** to browse to the correct PDF file.

    The PDF file will be copied to the root of the Job. After normalization your pages will automatically be added to the **Page Gallery**.

    Note: You can upload files that are already present in the job folder. In this case, the files will be left in their current location and will not be copied to the root folder of the Job.

> **Note:**
>
> You will only be able to create a limited number of workflows that work in combination with the **Add to Page Gallery**:
>
> When a PDF file is selected you can use:
>
> - **Copy or Move File** > **Normalize PostScript / PDF / Illustrator 8.0 File** > **Add to Page Gallery**
> - **Normalize PostScript / PDF / Illustrator 8.0 File** > **Add to Page Gallery**
> - **Add to Page Gallery**
>
> When a Normalized PDF File is selected you can use:
>
> - **Copy or Move File** > **Add to Page Gallery**
> - **Add to Page Gallery**.

1.4.1. Page Assignment

You can assign pages to the Page List in several ways:

- **Drag** a (multi-page) file from the Page Gallery and **drop** it on the correct page in the Page List. Reader's spreads are automatically recognized and assigned correctly.
- Select one or multiple pages in the Details Gallery and **drop** them on the correct page(s) in the Page List.
- Selecting **Replace Pages** in the context menu of the **Page List** allows you to upload and normalize a PDF file which will be assigned automatically when the Normalize task finishes.
- If you don't want to replace the pages that have already been assigned, you can use **Insert Pages**. In this case, the new pages will be assigned, moving the 'old' pages to the next pages slots.
- Pages can also be assigned automatically, via a **naming convention**.

> **Note:** Within one Page List, pages can also be dragged to another location.

1.4.2. Page Assignment via Naming Convention

In case the page number in the page list is encoded in the name of the incoming PDF files, Automation Engine can automate the assigning of these pages by using a **regular expression**. This regular expression can be composed from ordinary characters, SmartNames, wildcard characters and placeholder(s) for the page index.

In case a regular expression for a certain book is defined, each incoming file that is added to the job containing this book is checked against this regular expression. If the file name conforms to this expression, it is assigned to the corresponding page slot(s).

The regular expression can be specified on *Job*, *imposition* and *book* level.

If automatic page assignment is enabled, it is indicated in the Page List of the Pages View.
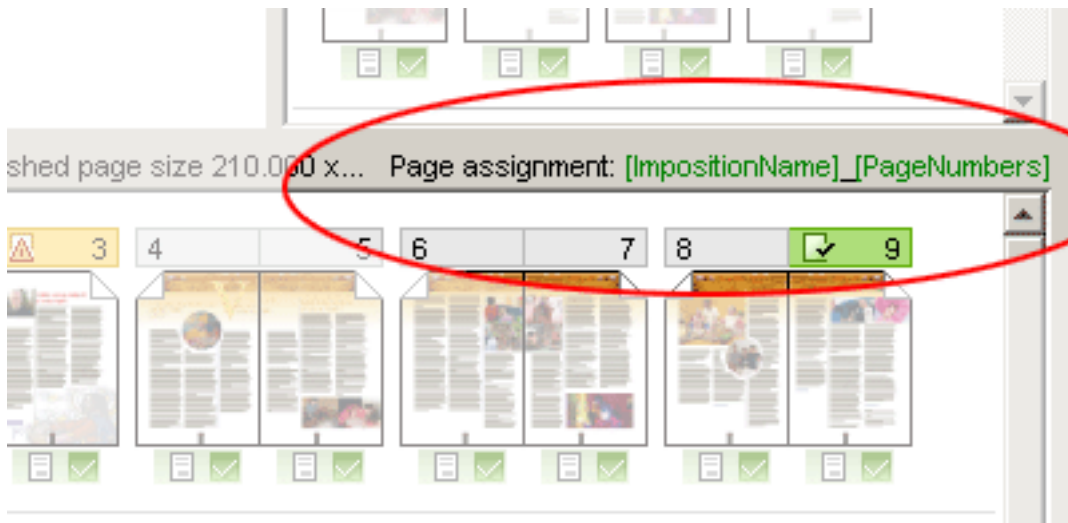
The specified **regular expression** is automatically matched to an incoming file when its pages are created.

- The pages are assigned on the condition that the regular expression fully matches the *file name. Moreover,

  - when the regular expression develops into just one page, all pages of the file will be assigned from this desired page onwards.
  - if there are several situations in which the regular expression matches the file name, the first successful one (which leads to a page assignment) will be taken.
  - if the imposition has more than one book or layer and the regular expression does not specify any, the first book or layer will automatically be selected.

Note: Pages can only be assigned when the desired page slots are empty, not when they are blank. Previously assigned pages will not be unassigned / reassigned during page assignment via naming conventions.

You can also specify a **Page Offset**. By default, the page offset is 0, which means that the first page will be assigned to the first empty page slot.

These are the available wildcard characters:

- ? stands for any character
- * stands for any sequence of characters (even empty)

The are the available SmartNames that can be used to create the rule:

- [BookIndex]: index of the book inside imposition (going from 1)
- [BookName]: name of the book
- [Folios]: folio number
- [ImpositionName]: name of the imposition
- [JobName]: name of the job
- [LayerIndex]: index of the layer inside book (going from 1)
- [LayerName]: name of the layer
- [PageNames] .. A range of page names (folios, for example A,C-E,G)

- The same rules as for [PageNumbers] are applicable, but now with folios.
- No prefix like in page numbers is assumed (for example, p12 means page with folio "p12", 01 means a page with folio "01").

- [PageNumbers]: a range of page numbers (numbers are going from 1, for example 1-5,7,9-11)

  - A page number can be just a number or a number preceded by "p". For example `P23` stands for the 23rd page of the imposition.

  - Page numbers can be separated by one or more commas (",") or ("-") to indicate a range. For example `10,p23-p37` .

  - Page ranges can be separated by one dash ("-"). For example `10-12` indicates pages 10,11,12.

  - If just one page is specified and the file has more than one page, the pages are assigned from the desired page onwards.

  - If two pages are specified (for example `p10_p13`) but the file has the number of pages equal to the number of pages in a range between the given page numbers (for example, 4 pages for page numbers `p10_p13`), the given page numbers are assumed as a page range.

- [PageSlotId]: page slot id (product id)

1.5. Approving and Rejecting Pages

You can approve or reject pages or files in different ways:

- Select the file or page and click the **approve** ✔ or **reject** ✖ button in the tool bar.

- Select the file or page, right-click and select **Approve/Reject...** Then select the appropriate status in the pop-up dialog.
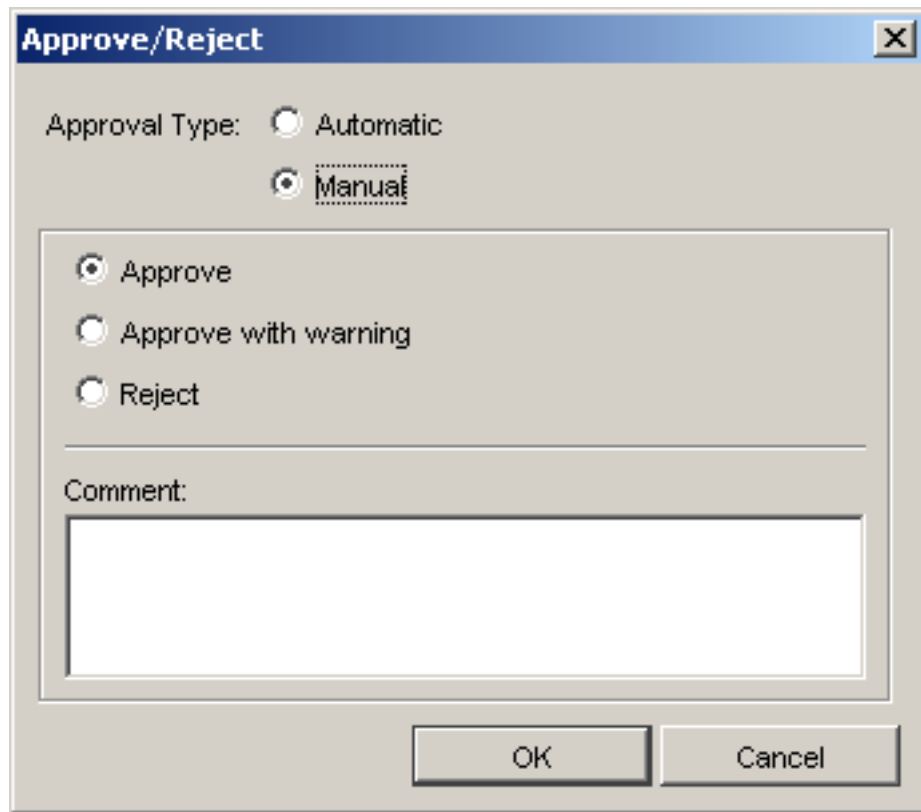
If you select **Automatic** as approval type, the approval state will automatically show the result of the approval task (**Publish on Web**).

- Choose **Manual** if you want to set the approval status yourself.

  - **Approve** approves the selected object.

  - **Approve with warning** makes it possible to add a comment in which you can indicate what modifications should be made or what should be kept in mind. The comment can be seen in the tool tip when moving the cursor over the warning icon in the Page List.

  - **Reject** rejects the selected object.

Note: Pages can be proofed as such (content proofs) or in their imposition context. Content proofs are more flexible, imposition proofs are more reliable.

2. Working with Proofs

> **Note:** The concepts of **Pages**, **Plates** and **Proofs** only serve in page workflows (commercial printing).

2.1. About Proofs

Proofs are preferably made with the **ImposeProof!** functionality.

2.2. The Proofs View

This view is only available in **Job** mode. It is only used in page workflows.

The Proofs view consists of two panes that give a different view on the proof:

1. The **Proof Sets** pane, where the proof sets are listed.
2. The **Details** pane is a visual presentation of all proofs of the set.

The Proof Sets pane shows you the names of the proof sets, both hard copy proofs and soft proofs, as well as the number of flats, pages, status, the date on which they were last modified and information about the kind of proof that has been made (**Content proof** if a file is proofed, or **Imposition proof** if an imp file is proofed).

Thumbnails of the proofs can be viewed with the corresponding application, for example Acrobat for PDF proofs.
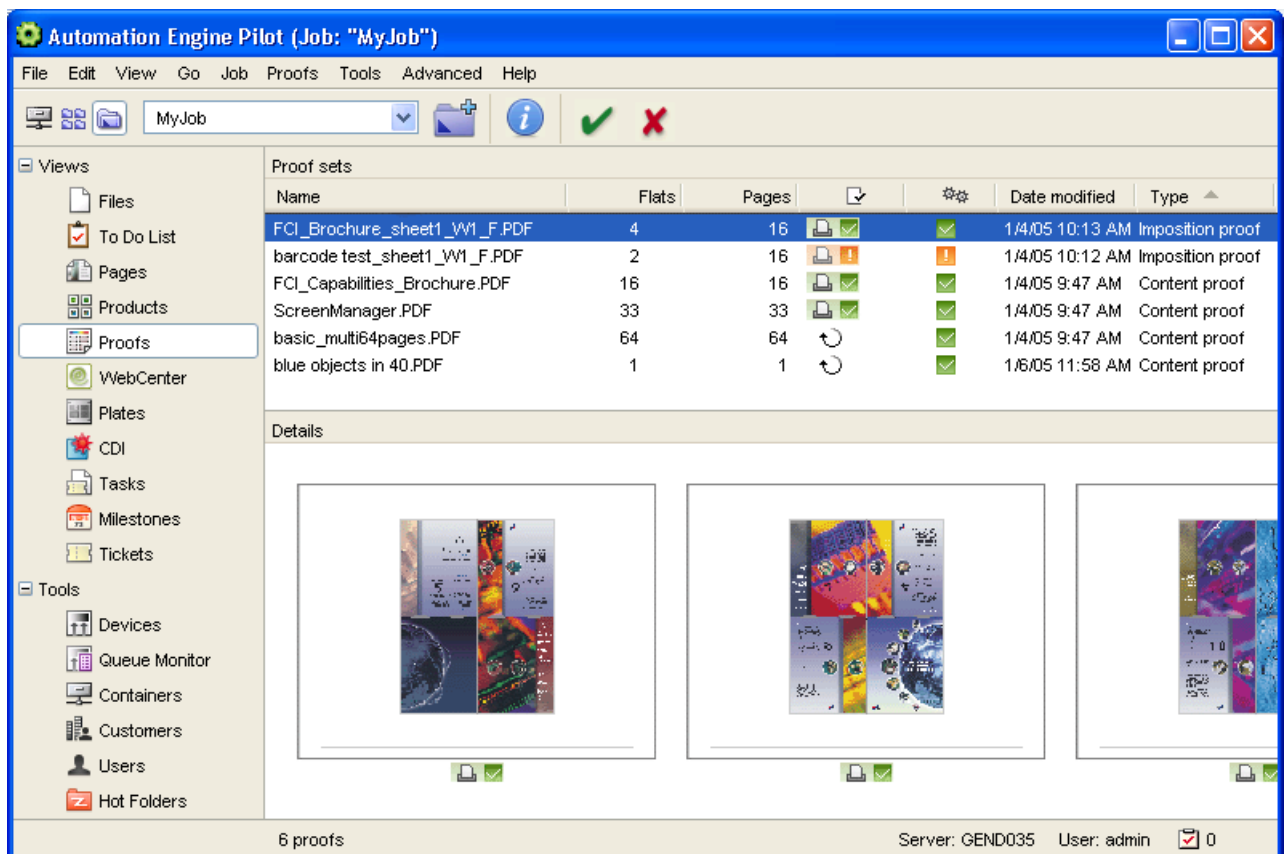
The Info button will open a properties file of that page (proof).

2.3. Marking Files As Proofs

Proof sets appear in the **Proofs** View after being 'marked as proof'. The **Mark as Proof** ticket has to be connected to an export ticket, for example the **Export to PDF File** ticket.

Perform the following steps to make proofs appear in the **Proofs** View:

1. Select an imposition in the **Pages** (or **Files**) View.
2. Click right and select the **Export Imposition to PDF File Chain** ticket via New Task.
3. Specify the appropriate settings.

2.4. Approving Proofs

Setting the approval status of the proof also sets the page state of the corresponding page. This is visible in the Pages view.

Approval statuses can be set manually by an operator or via JDF. Please refer to the presentation on JDF for more information.

Pages can be proofed as such (content proofs) or in their imposition context. Content proofs are more flexible, imposition proofs are more reliable.

The main properties of content proofs:

- Once a page has been proofed it can be moved or copied to any location in the imposition without loosing its proofing and approval status.
- The order of the pages in the imposition is not checked.
- The placing (offset and scaling) of the page in its "window" is not checked.

The main properties of imposition proofs:

- Imposition proofs can only be made after the pages have been assigned to the imposition.
- Sheet Imposition proofs require large output devices and are harder to check since the pages are not in reading order.
- ImposeProof imposition proofs put the pages in reading order. This makes it easier to check the order and does not require large output devices.
- The safety of imposition proofs can sometimes hinder flexibility since the signature of the imposition is also stored and checked. Many times impositions are changed without a consequence for the pages.
- Reassigning a page degrades the existing imposition proofs to content proofs.
- Changing the impositions degrades the existing imposition proofs to content proofs.
- Approval on an imposition proof on a page slot, implies content approval on the page assigned to that slot and thus on all page slots to which this page is assigned.

Note:

The validity of the proofs is being maintained (based on Smart IDs).

When a page is changed, for example renormalized, the related proofs are rejected and get a note "Proof is outdated".

The link between the page and the proof is broken, which means that the proof is no longer valid for that page.

Rejected
Comment: Proof is outdated.
Date: 1/19/06 2:42 PM
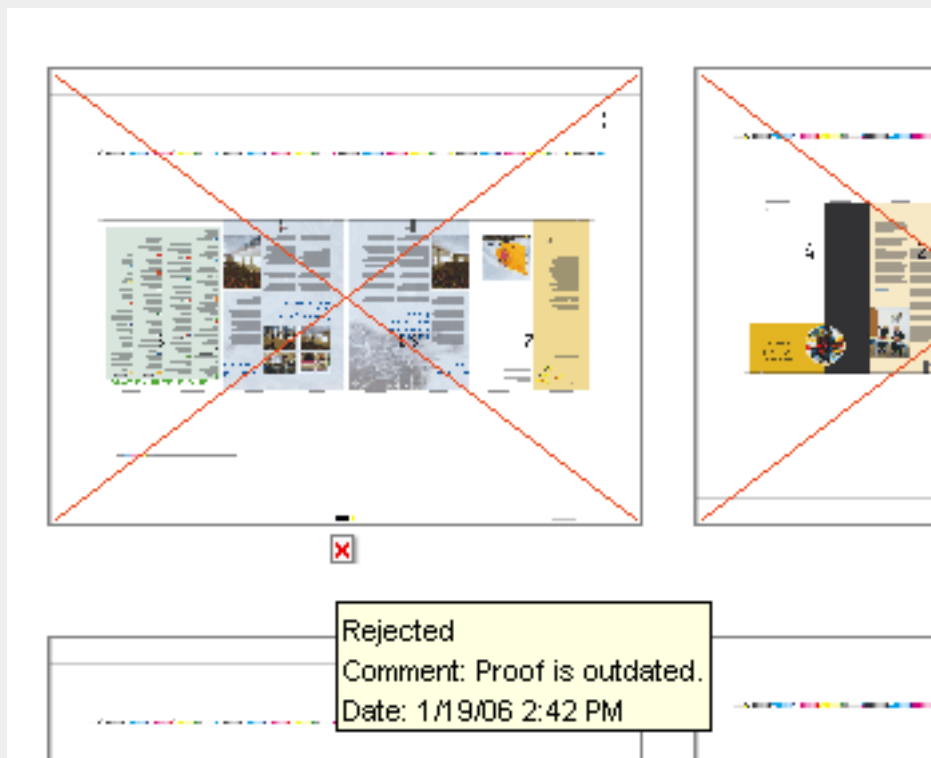
3. Working with Plates

> **Note:** The concepts of **Pages**, **Plates** and **Proofs** only serve in page workflows (commercial printing).

3.1. About Plates

The Plates view is a view that shows a whole range of details about all plates that are associated with a job. It includes advanced features for managing plates for jobs with multiple versions.

- It visualizes the corresponding flat for a selected plate along with all relevant sheet layout information (plate size, paper size, etc.).
- It makes it possible to expose or proof a set of plates with an ink & sheet selection preset according to the chosen plates.
- It shows progress and status information about each plate.
- It shows both the expected and the realized plates, so differences between planning and production can be detected.

3.2. The Plates View

This view is only available in **Job** mode. It is only used in page workflows.

> **Note:** In a page workflow, the **Job**'s inks are also used to create "expected" separations (and corresponding plates) in the **Plates** view. This means that an expected separation will be created for each ink and for each sheet. When the assigned pages contain inks that are not listed in the inks list, "unexpected" separations will be created.

- The Plates view makes it easier to manage the most important deliverables that prepress provides to the press room, plates.
- It gives an overview of the total number of plates that have to be output.
- It allows you to track the progress of a Job at a very detailed level.
- It allows you to easily detect discrepancies between the expected plate output and the supplied data.

  For example, when a sheet side is supposed to have only a black plate, but one of the supplied pages for that sheet side contains CMYK, this can be easily seen in the **Plates** overview.

  The same is true for the inverse situation (for example when an expected Pantone plate is not being realized).
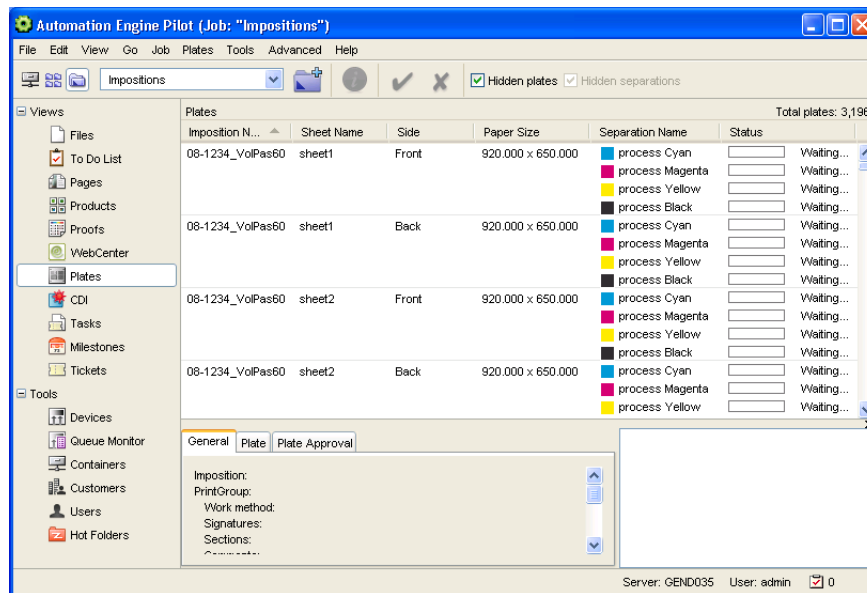
3.3. Task Status information

The **Status** column is used for progress tracking. It indicates the status of the plate and offers a wide variety of statuses going from **Waiting for pages** till **Plate approved**.

Every time an action takes place the status column will provide you with the latest information.

Delivering:

Waiting for pages appears when no pages have been assigned to this sheet side or when the separation has not yet been delivered.

Delivered appears if all pages of a flat are delivered. This status only appears when the output prerequisite in the Imposition tab of the Job Setup dialog is set to **When all pages are approved**.

Delivering gives an indication of how many pages have already been assigned to the sheet, and how many are still missing.

Not delivered appears if a separation was expected, but is not present in this particular sheet and if there are no empty pages remaining for this sheet. Expected separations are those that are defined in the Inks tab of the Job Setup dialog. By default, this is CMYK. This status only appears when all pages of a flat have been delivered.

Approving:

Approving Pages can only appear as a status if the output prerequisite in the Imposition tab of the Job Setup dialog is set to **When all pages are approved**. When the option is set to 'When no page is rejected', the status automatically switches from 'Delivering' to 'Ready for ripping'.

Ready for ripping will appear if all pages of the sheet have been approved.

In case not all pages have been approved, but ripping has been started, the following status icon will be shown: Ripped

RIP'ing:

RIP'ing

RIP'ed implies that the RIP task ended well.

RIP'ed with warning

RIP'ing failed

Plate approval:

Plate approved

Plate approved with warning

Plate rejected: In case new pages have been assigned to a rejected plate and the plate is ripped again, the following status icon will be shown:

3.4. Adding Plates

An imposition cannot be added to the Plates view only. The Plates view is always linked to the Pages view. When an imposition is added to the Imposition Gallery of the Pages view, it is automatically added to the Plates view. Likewise, it is removed from the Plates view when the imposition is removed from the Pages view.

Modifications in the Pages view (like adding and removing pages, approving or rejecting pages...) will usually have an effect on the Plates view. Modifications in the Plates view will not affect the Pages view.

In a JDF workflow the Pages and Plates views can be populated at the time of job creation if the JDF file contains the relevant information.

3.5. Inks and Plates

Adding an imposition to the Imposition Gallery of the Pages view will also create the entries for the Plates view.

How the imposition was made is not important in this respect. It can be made interactively in FastImpose, by executing the Create Imposition task or by creating a New Imposition in the Imposition Gallery of the Pages view.

All the columns of the Plates view will automatically be filled in.

When no pages have been assigned to a sheet side yet the Pages view will show a list of plates that are expected. This list is based on the inks defined in the Job Setup of that job. When no inks are defined in the Job Setup, CMYK is assumed.

When all the pages of a sheet side have been delivered, the list of plates for that sheet side will represent the inks of the pages on that sheet side.

3.6. Variant Setup

Decisions on which separations are created, which unplanned plates will be created and how the separations are mapped to plates depend on "use case rules". Use case rules are applied when an imposition is synchronized for the first time and again when the user explicitly applies the selected use case to the job. A use case is selected on job level but can be overwritten on imposition level.

This section contains the following topics:

- *Variant Setup on Job level*

- *Variant Setup on Imposition or Book level*

- *Reapplying use cases*

You can select one of these "Use Case"s:

USE CASE 1 : No plate reuse between print runs (no background layer)

In this case, there is a separation for every job ink, layer and side of a sheet. Each such separation creates a plate. All layers contain full-colored variants.

The English and French versions share the same imposition characteristics but they are printed separately without the reuse of common plates. The files are supplied separately in CMYK.

Result: the imposition has 2 layers for 2 variants. The number of plates created is 32: 4 flats x 4 inks x 2 layers. This is the default setting.

Delivered separations:

			Plates:	
French:	C M Y K		Press run 1:	CF MF YF KF
English:	C M Y K		Press run 2:	CE ME YE KE
				(8 plates)

USE CASE 2 : Background layer contains variant (n variants = n layers)

In the example below, the variant ink is black. This means that C, M, Y (or all inks other than the variant ink) are taken from the background. The variant ink is taken only from variant layers.

The bottom layer acts as a background layer and contains the common elements of all variants. Plates will be created for the non-variant inks of this layer and can be reused. For every other (foreground) layer, a plate will be created for the variant ink.

Files are supplied as full CMYK.

Result: there are 2 layers for 2 variants. The number of plates created is 20.

Delivered separations:

			Plates:	
French:	C M Y K		Press run 1:	C M Y KF
English:	K		Press run 2:	re-used KE
				(5 plates)

Tip:

You can opt for this use case if you don't have a FastVariant licence. In this case there's no need to split the incoming files. The English and French PDF file can be assigned to the corresponding layers of the imposition file, and as background layer one of the language files can be reused.

USE CASE 3 : Background layer is merged with variant layers (n variants = n+1 layers)

The English and French versions are printed with the same CMY plates. When the run length of the first variant is reached, only the black plate is changed. The files are supplied as one file with the common CMYK elements (images, logos...) This file goes into the background layer. Per variant there is one file that contains only the changing black variants (usually just text). These file will be assigned to the language layers that lay on top of the background layer.

Result: there are 3 layers for 2 variants. The number of plates created is 20: (4 inks + 1 ink) x 4 flats

Delivered separations:

French:	K
English:	K
Background:	C M Y K

Plates:

Press run 1:	C M Y K + KF
Press run 2:	re-used K + KE

(5 plates)

USE CASE 4 : Background layer is printed separately (n variants = n+1 layers)

This case will be used when working with variants on a 5–color press. A complete preprint is done for the images and the black of the text is printed separately for both languages.

The bottom layer acts as background layer and contains the common elements of all variants. For all inks of this layer plates will be created, which can be reused. For every other (foreground) layer, a plate will be created for the variant ink.

Files are supplied as full CMYK, plus an additional ink for the text. However, this additional ink needs to be combined with the black ink.

Result: there are 2 layers for 2 variants. The number of plates created is 20 and not 24 as would have been the case when 5 inks were used.

Delivered separations:

French:	K
English:	K
Background:	C M Y K

Plates (5 color press):

Press run 1:	C M Y K + KF
Press run 2:	re-used K + KE

(6 plates)
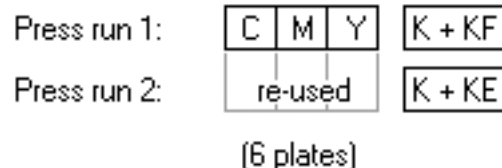
The default selection of use cases is "No plate reuse between print runs", which is defined on Job level (Job Setup # Imposition tab). The same use case is selected when there is no definition on Job level. The list of variant separations is actually the list of job inks, which corresponds with the Ink Settings parameter of a job. In case a job contains no ink settings, Process CMYK inks are present.

Note: When creating multilayer jobs in FastImpose, please make sure that the background layer is always the bottom layer in order to avoid incorrect output when handling variants in Automation Engine.

3.6.1. Variant Setup on Job level

The Variant Setup option on Job level is available in:

New Job
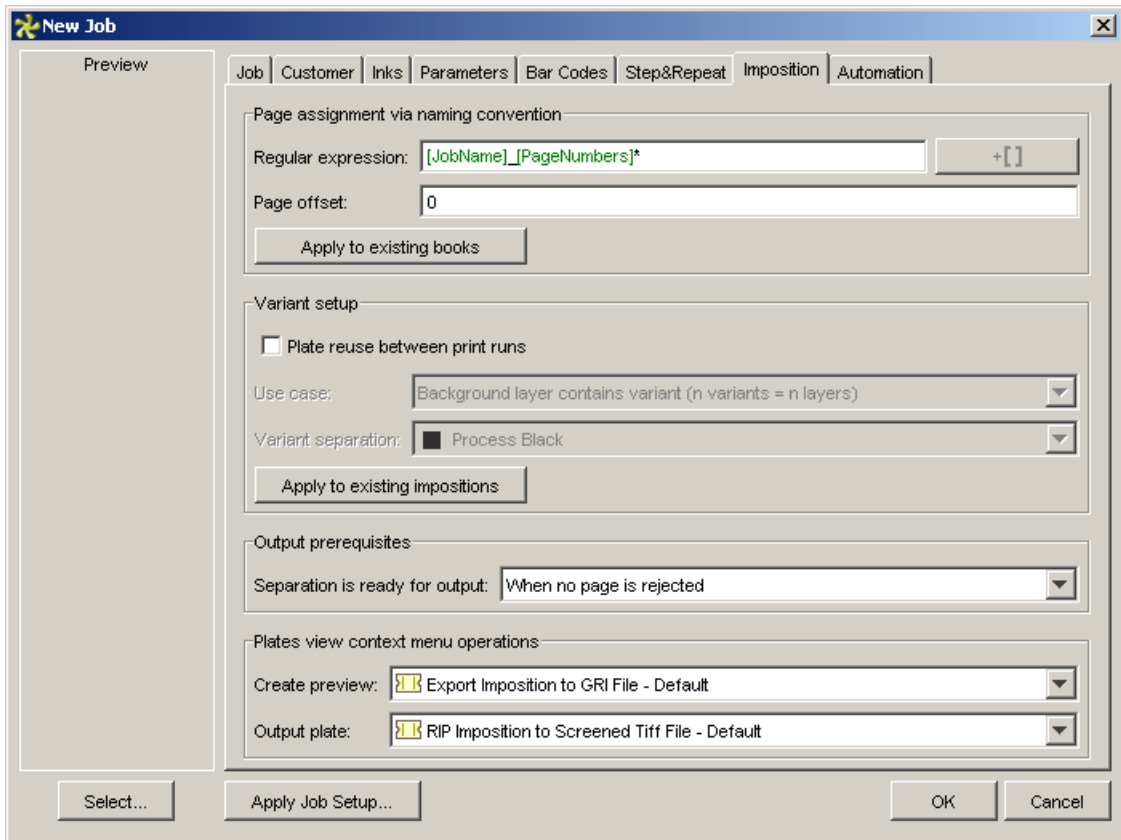
Click **Apply to existing impositions** if you want to apply the use case to all impositions in the job.

Note: The option **Apply to existing impositions** is only available if there is an applicable imposition in the job.

Job Setup
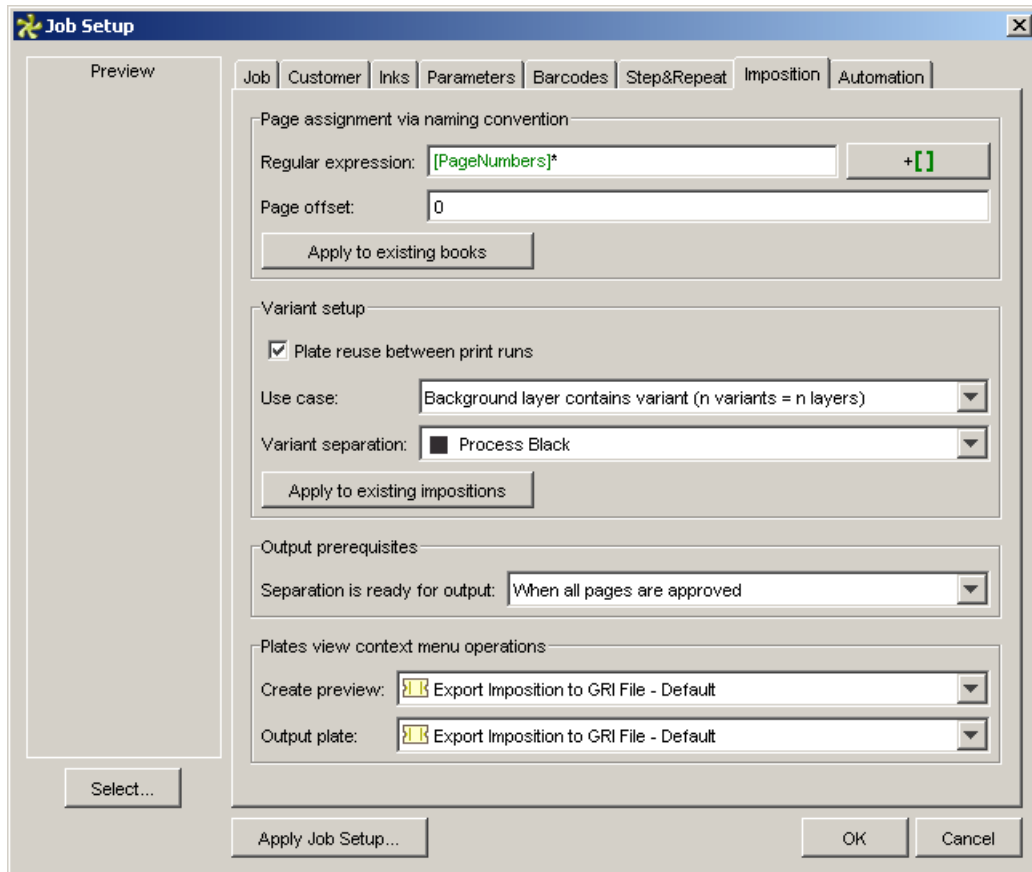
Check **Apply to existing impositions** if you want to apply the use case to all impositions in the job.

> **Note:** The option **Apply to existing impositions** "Apply to Existing Impositions" is only available if there is an applicable imposition in the job.

3.6.2. Variant Setup on Imposition or Book level

When creating an imposition or book in the Pages view, one of the following dialogs will pop up:

> **Note:** Selecting a use case in the Book or Imposition Setup dialog overrules the selection on Job level (not just for a separation or variant, but for the whole imposition). This way, you can have two impositions following different use cases in one job.

3.6.3. Reapplying Use Cases

Use cases can be reapplied in two ways. Settings can be changed on book or on imposition level.

Note: Selecting a use case in the Book or Imposition Setup dialog overrules the selection on Job level (not just for a separation or variant, but for the whole imposition). This way, you can have two impositions following different use cases in one job.

1. On Book level

A use case can be reapplied on book level if the page list has not yet been turned into an imposition file. In this case the imposition level is not present in the Pages view. The **Variant setup** options can be found in the Book Setup dialog.
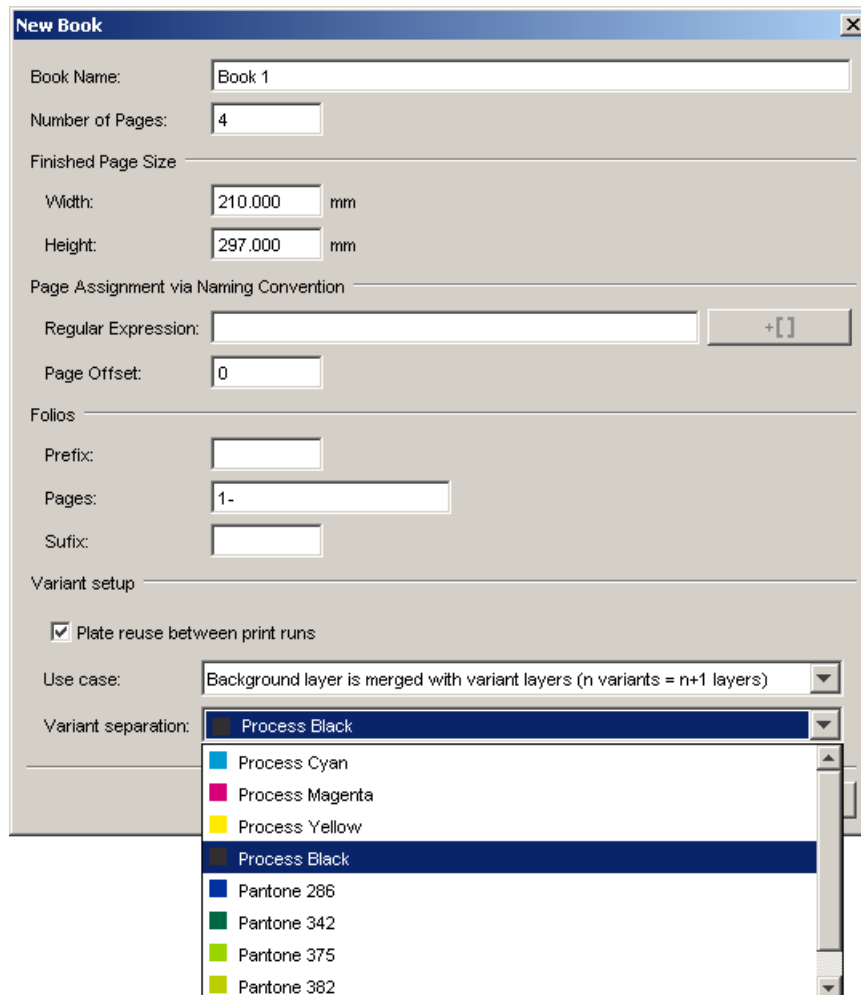
> **Note:** If the imposition has an IMP file associated with it, the Variant setup is not present in the Book Setup dialog. As the use case has to be common for all books in the imposition, the use case is to be defined on the imposition level.

2. On Imposition level

If the imposition level is present in the Pages view, the Variant setup options can be found in the Imposition Setup dialog.
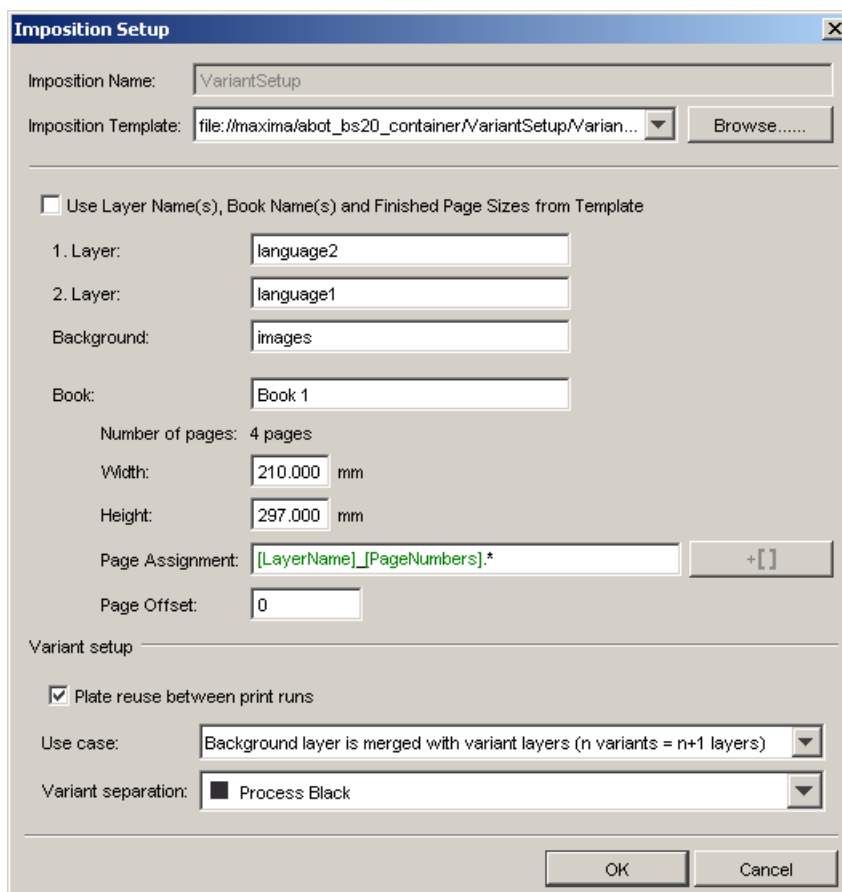
3.7. Manipulating Plates

1. Separations need to be exposed together

It is not uncommon that two separations need to be exposed together, because the supplied file is not correct. The file can be corrected interactively, but when it is simply a matter of combining two separations on the same plate, it can also be done here.

Example: a file contains a designer ink "Text" which has to be exposed together with "Black". This can be done by selecting one of the plates and selecting "Add Separation..." from the pop-up menu.

2. There are superfluous separations

Sometimes a file contains inks for a special purpose that do not need to be exposed onto a plate for example a designer ink called "die shape". Such a plate can be hidden by selecting "Hide" from the pop-up menu. In the top right corner of the Plates view there is a toggle with which hidden separations can be shown.
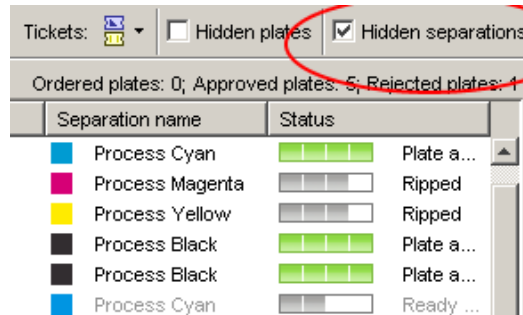
This operation can be reversed. When the "Hidden separations" toggle is on, select the hidden plate (separation?), right click and select "Create Plate…" from the pop-up menu to turn the separation into a plate.

3. Separations are named incorrectly

Some MIS systems do not name spot colors (correctly). In the JDF file, a spot color could be named "Spot1", but in reality a designer ink is required. The pages, however, do contain the correct designer ink. This leads to a situation in which there is an ordered plate which is not realized (Spot01) and a plate/separation which is there, but not ordered (Designer Xbed..).

4. Tasks for Page Imposition Workflows

We here describe task types that are used in page workflows only.

All other tasks are described in the "*Automation Engine Complete Manual*", in its chapter "Tasks and Workflow Controls".

4.1. Add Marks To Imposition

Use this task to add **marks** to impositions, plates or pages. This task can add marks at these three levels:

* **page**
* **sheet**
* **section**

For example, you can add slug-lines to include text at sheet level or page level and collating marks for the entire section.
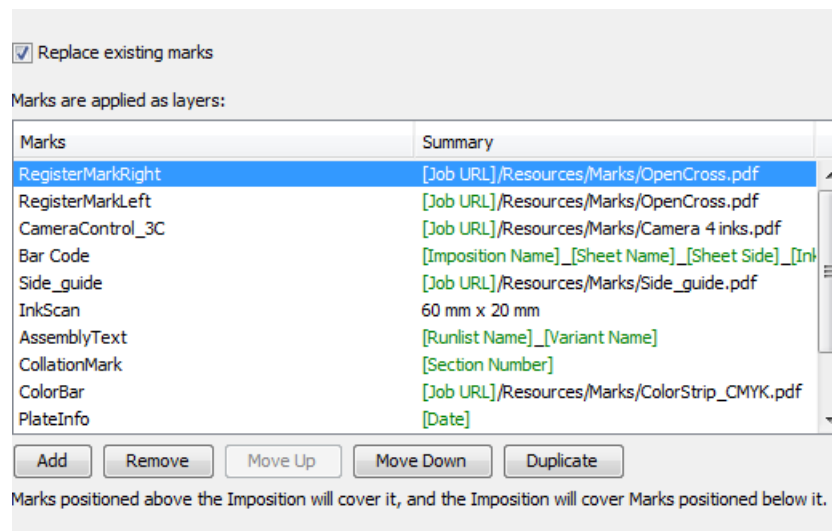
The added marks will be included while exporting the output using the **Export Imposition to PDF file** task or the **Export Imposition to JDF file** task .

Check **Replace existing marks** to remove the existing marks before adding the new marks.

Note: Existing marks here include the marks defined in the JDF template.

Use **Add** to compose the list of **marks**.

You can choose from the following mark definitions:

* **Trim Mark**: Learn more in *Adding Trim Marks* on page 30.
* **Rectangle**: Learn more in *Adding Rectangle Marks* on page 32.

- **Text**: Learn more in *Adding Text Marks* on page 32.

- **Image**: Learn more in *Adding Image Marks* on page 36.

- **Barcode**: Learn more in *Adding Barcode Marks to Page Impositions* on page 37.

When you have selected the type of smart mark, a **Properties** dialog will open where you can define appropriate settings.

4.1.1. Adding Trim Marks

1. In **Add marks to imposition** task, click on **Add**.

   Check **Replace existing marks** to remove the existing marks before adding the new marks.

   Note: Existing marks here include the marks defined in the JDF template.

   The **Add mark** dialog will open up.
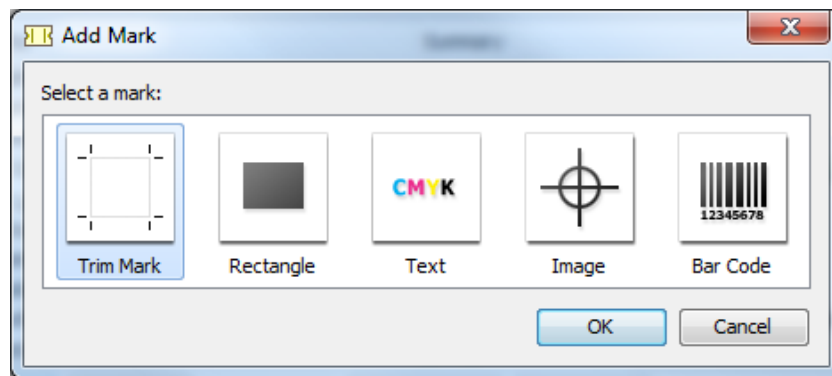
2. Click on the **Trim Mark** icon.
   The **Trim Mark Properties** dialog opens.
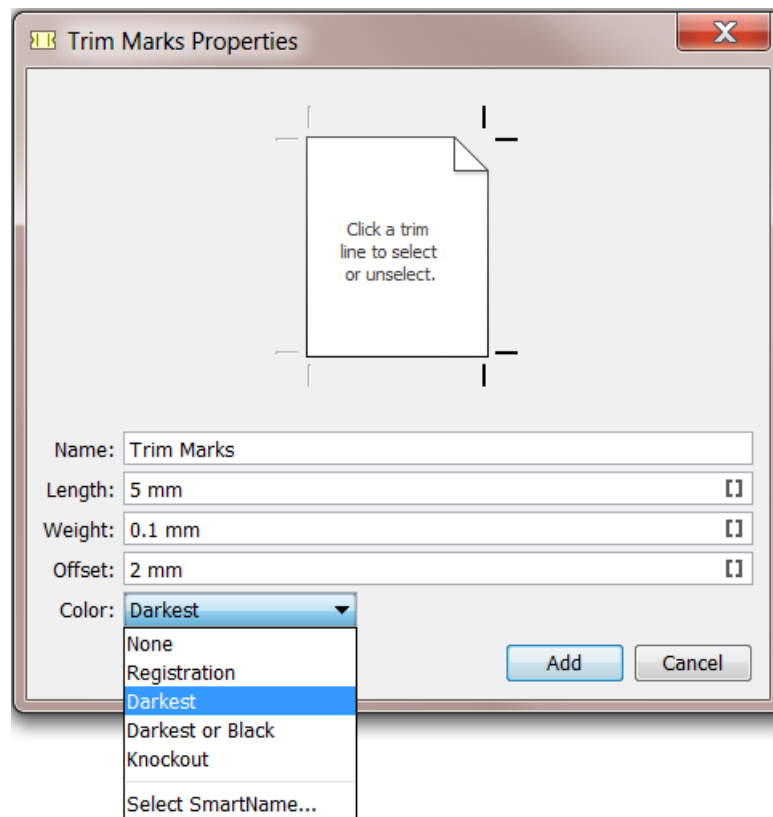
3.

Click the trim marks button ▮— located adjacent to the four corners around the page image to activate/deactivate the individual marks.

Note: This right hand side of the page image is pointing outwards.

4. Give a **Name** which will be displayed in the **Add marks to Imposition** task panel.

5. Enter **Length** and **Weight** of the individual trim mark.

6. Set **Offset** which is the distance between the trim box of the page and the trim mark.

7. Choose **Color** for the marks. You can choose from:

- **None** : This is useful when enabling or disabling the trim marks using SmartNames.

- **Registration**: to choose all inks

- **Darkest**: choose this when you want a **Color** darker than **Process Black**.

- **Black or Darkest**

- **Knockout**

> **Note:** When creep is applied, set trim marks will move depending on the creep settings of the individual pages.

4.1.2. Adding Rectangle Marks

You can create **Rectangle Marks** at:

- **page** level

- **sheet** level

- **section** level.

Most of the settings of adding a **rectangle mark** is similar as in *Adding Text Marks* on page 32.

In the rectangle smart option, you can specify the intensity for the chosen color of the mark and its background. This is useful when building control strips using rectangles.

1. In **Add marks to imposition** task, click on **Add**.

    Check **Replace existing marks** to remove the existing marks before adding the new marks.

    > **Note:** Existing marks here include the marks defined in the JDF template.

    The **Add mark** dialog will open up.

2. Click on **Rectangle** icon.
    Rectangle Mark Properties window will open where you can specify the mark settings.

3. Specify the settings as in *Adding Text Marks* on page 32.

4. Specify an intensity for the **Color** and Background.

4.1.3. Adding Text Marks

You can create a text mark at:

- **page** level

- **sheet** level

- **section** level.

1. In **Add marks to imposition** task, click on **Add**.

   Check **Replace existing marks** to remove the existing marks before adding the new marks.

   Note: Existing marks here include the marks defined in the JDF template.

   The **Text Mark Properties** dialog will open up.

2. Give a **Name** which will be displayed in the **Add marks to Imposition** task panel.

3. Give the specific **content** by:

   • typing it in
   • using SmartNames
   • by browsing to the file with the intended text.

   Use the **InkNames** SmartName in the **content** to identify the individual printing plates. The text mark will be set for each plate and the SmartName will be replaced with the individual Ink name.

4. Select the level of the smart Mark. In the **Attach to** field, select from **Sheet**, **Page** or **Section**.

5. Select the **Reference** to your desired level. You can choose from

   • Paper
   • Plate
   • Trim Box
   • Bleed Box

The **reference** is the rectangle you will use as a reference to position your mark.

6. Set the **Position** tool to the precise location of the **reference**.

The **Position** tool allows you to snap the blue rectangle (your mark) relative to the inner gray rectangle (your **reference** rectangle).

7. Click on **Size and Margins** to define the size and margins of the text mark.

You can specify the final dimensions of the mark in this window. The resulting mark will be positioned and rotated using the parameters from the **Text Mark Properties** dialog.
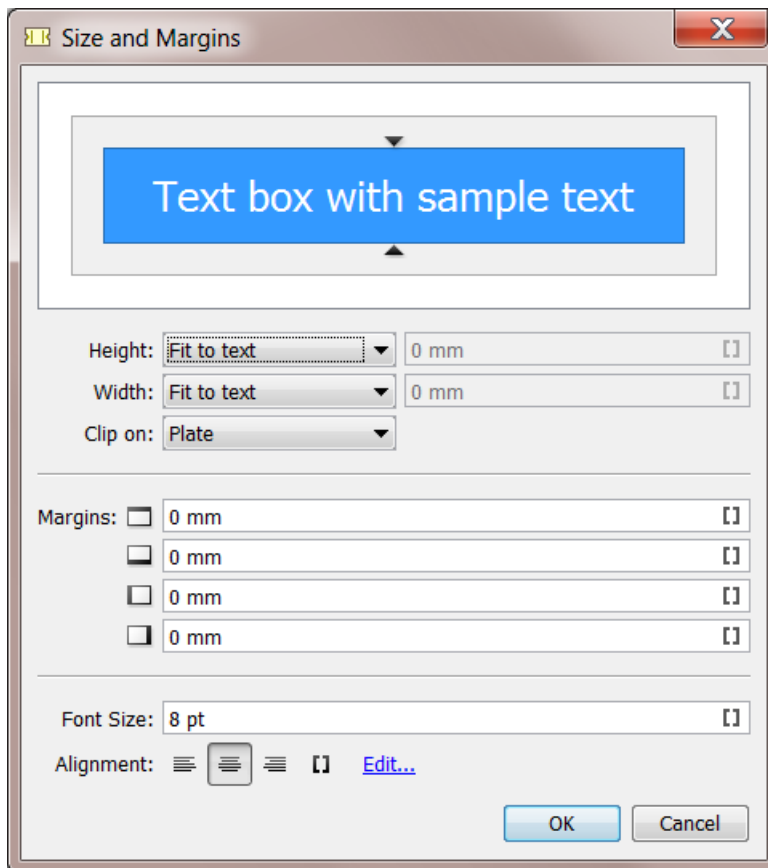
a) Specify a **height** and **width** for the text mark. You can either choose **Fixed** and specify the dimensions or choose **Fit to text**.

b) Set the **Clip on** level to limit the boundaries of your mark. You can choose to clip the mark at **Plate**, **Paper** or **Mark** levels.

c) Select the **Margins**. These are extra margins on top of the text box **height** and **width**.

> **Note:** These margins are taken into account for positioning the mark and are included when creating background color.

d) Set **Alignment** to position the text within text box. relative positioning when the SmartName `[InkName]` is used and multiple text lines are set on top of each other.

The **Size and Margins** window will open up.

8. Choose the **Orientation** of the text and set the dimensions. Use the orientation mark to rotate your mark.

Specify a vertical and horizontal offset after positioning the mark relative to the reference rectangle.

9. If you have chosen **Section** in Step 4, you can use the text mark as a collating mark. Enable **Use as collating mark**.

  a) Click on **Collating Properties**.
      The **Collating Properties** window will open.
  b) Select the **Pattern** and **Direction** of the collating mark from the symbols given. Alternatively, use SmartNames.
  c) Specify the **Offset** which is the distance between two collating marks.
  d) Specify the **Step** which is the height of the collating mark.

Note: You can pick any mark except a trim mark to be used as collating mark.

Use the following settings for a standard collation mark.
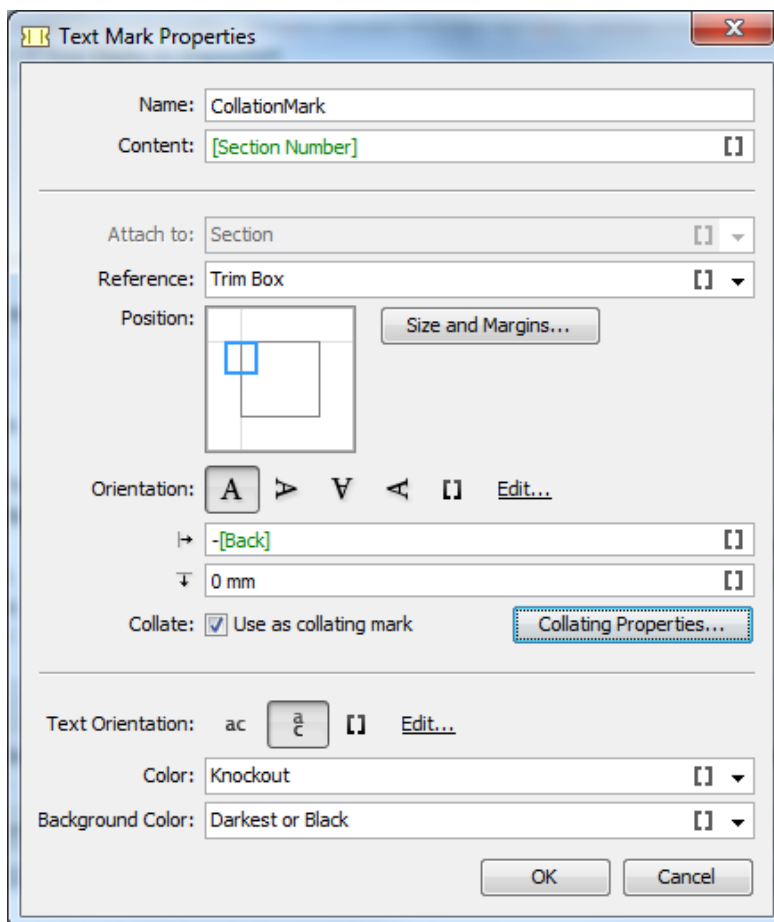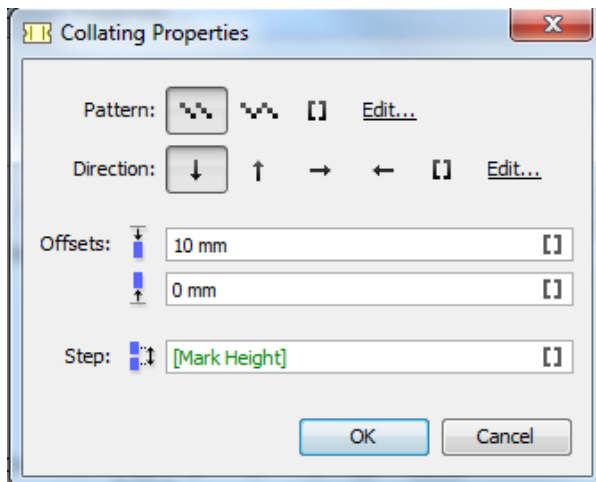
- **Position**: Place the top center of the mark attached to the top left of the **Reference** trim box.

- Set `-back` as horizontal offset. Enter a hyphen (-) and use SmartName `[Back]` from the SmartName category **Mark Information**.

- Set a**Fixed** height and width for your mark in the **S**

- **Size and margins** window.

- In the **Collating Properties**, use `[Mark Height]` as the collating step.
   - Use SmartName `[Mark Height]` from the **Mark Information** category as **Step**
   - Choose the saw tooth **pattern**.
   - Select **down** as stepping **direction**

- Use vertical text **Orientation**.

- Select **Registration** as background color.

- Select **Knockout** as the mark color.

10. Select the **Color** which is the selection of the color for the text in the mark.

    Note: This value is ignored if you use the SmartName `[InkName]` in the **Content** field.

11. Select a **Background Color** which is the color of the rectangle within which the text mark is placed.

    Background color is the color of the rectangle surrounding your slug line, you can influence the dimensions of this rectangle using the **Size and Margins** dialog.

4.1.4. Adding Image Marks

You can create image marks at:

- **page** level

- **sheet** level

- **section** level.

Most of the settings of adding a **image mark** are the same as in *Adding Rectangle Marks* on page 32.

1. In **Add marks to imposition** task, click on **Add**.

   Check **Replace existing marks** to remove the existing marks before adding the new marks.

   Note: Existing marks here include the marks defined in the JDF template.

   The **Add mark** dialog will open up.

2. Click on **Image** icon.
   Image Marks Properties dialog will open up.

3. Specify the settings as in *Adding Text Marks* on page 32.
   In the **Image Marks Properties** window, you can choose **Mapped** as a **Color**.

4. Specify an intensity for the **Color** and **Background Color**.

4.1.5. Adding Barcode Marks to Page Impositions

You can create **Barcode marks** at:

- **page** level

- **sheet** level

- **section** level.

1. In **Add marks to imposition** task, click on **Add**.

   Check **Replace existing marks** to remove the existing marks before adding the new marks.

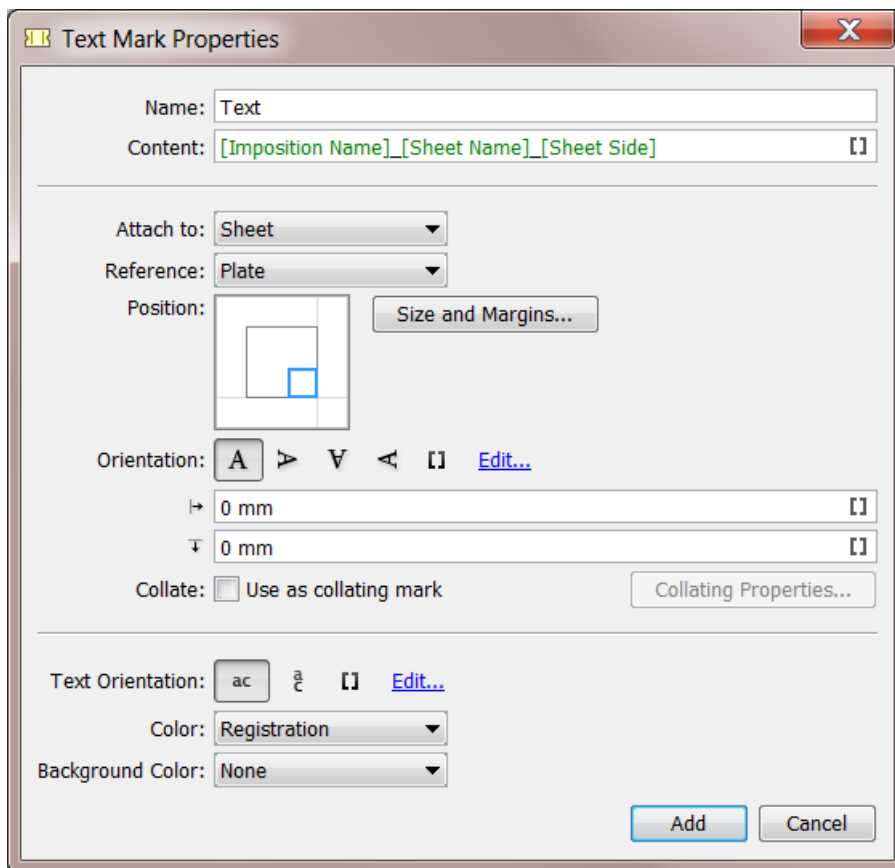   **Note:** Existing marks here include the marks defined in the JDF template.

   The **Add mark** dialog will open up.

2. Click on **Barcode** icon.
   Barcode Marks Properties dialog will open up.

3. Specify most of the settings as in *Adding Text Marks* on page 32.

   Note: If you use **Registration** as the **Color**, the mark will appear in all the plates you have defined in the plates vie**Plates View**.

4. Click on **Select Barcode**. This will result in **Select Barcode** window.
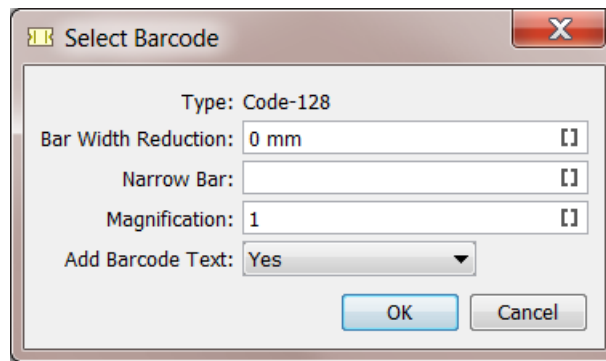
5. Specify Barcode Parameters.

> **Note:** You cannot choose the barcode type. The default is **Code-128**

- **Bar Width Reduction**: Use this option to compensate for the ink spreading on the press..

- **Narrow Bar**: Fill this in to change the default size of the bars.

- **Magnification**: Use this to make your barcode bigger or smaller than its default size.

- **Add Barcode Text**: Select **No** to remove the text located below the barcode.

4.1.6. Adding Asir Barcode Marks

About Asir Barcodes

Asir barcodes are used by Muller Martini collators to make sure books are correctly assembled. The barcodes make sure that the correct sections are assembled in the correct order. These assemblers can both assemble perfect bound as saddle stitched binding styles.

Asir barcodes are **Code 128** barcodes with special values containing the job ID, section number and the number of sections. Here is an example:

> **Note:** Often, multiple Asir barcodes are placed. This is done to increase the success rate of scanning them in dusty environments.

Using Asir bar codes

The SmartName `[Asir code]` can be used as content for a barcode mark in imposition workflows. Depending on what section (or sheet) the mark is placed, the SmartName results in a different value.

Here is an example of a workflow that places an Asir barcode on each section:

- The workflow starts on the imposition and the first **Convert Selection** step results in the sections.
- Then, for each section, the next **Convert Selection** step results in their pages.
- Then the **Router** helps to determine what page to select: the first or the last page of that section.
- Then the **Add Marks To Imposition** task adds marks to the selected page. It includes the barcode mark that places the Asir code.

Learn more about placing barcode marks in *Adding barcode marks to page impositions*.

4.2. Add to Pages View

The **Add to Imposition Gallery** task brings IMP files from the Files View into the Pages View. This task will especially be used in workflows or when working with Folder Access Points.

The following workflows work in combination with the **Add to Pages View** ticket.

On a **PDF** file:

- Copy or Move > Normalize PDF File > Add to Pages View
- Normalize PDF File > Add to Pages View
- Right-click the file in the Files View and select 'Add to Page Gallery' from the context menu.

On a **PDFSC** file:

- Copy or Move > Add to Pages View
- Right-click the file in the Files View and select 'Add to Page Gallery' from the context menu.

4.3. Apply Creep

Use this task to define compensation for 'creep'. When a publication is folded, the bulk of the paper causes the inner pages to extend beyond the outer pages. Creep defines by how much the edges of each inserted spread or signature extend beyond the edges of the one enclosing it.

When used correctly **Apply creep** task will ensure that the pages are correctly aligned after folding. This task works for Perfect Bound as well as Saddle Stitched impositions.

- Set creep for each new Sheet in the case of Perfect Bound impositions.
- Apply creep across all sheets in the case of Saddle Stitched impositions.

You can apply either outer creep or inner creep depending on the bleed.

- Use outer creep when there is enough bleed in the back of your pages. This will add bleed to the back of outer pages.
- Use inner creep when there is not enough bleed in the back of your pages. This removes small strips from the back of inner pages for proper alignment.

Creep is applied when exporting an Imposition or Plate to PDF or JDF using the **Export Imposition to PDF file** or **Export Imposition to JDF file**

You can inspect the results of your Creep settings by using the "Open in Browser" function on an Imposition in the pages view or a Plate in the plates view.

Using the Task

1. Go to **Plates View** and select the Imposition. If you are selecting Pages, go to **Pages View** and select Page Slots.
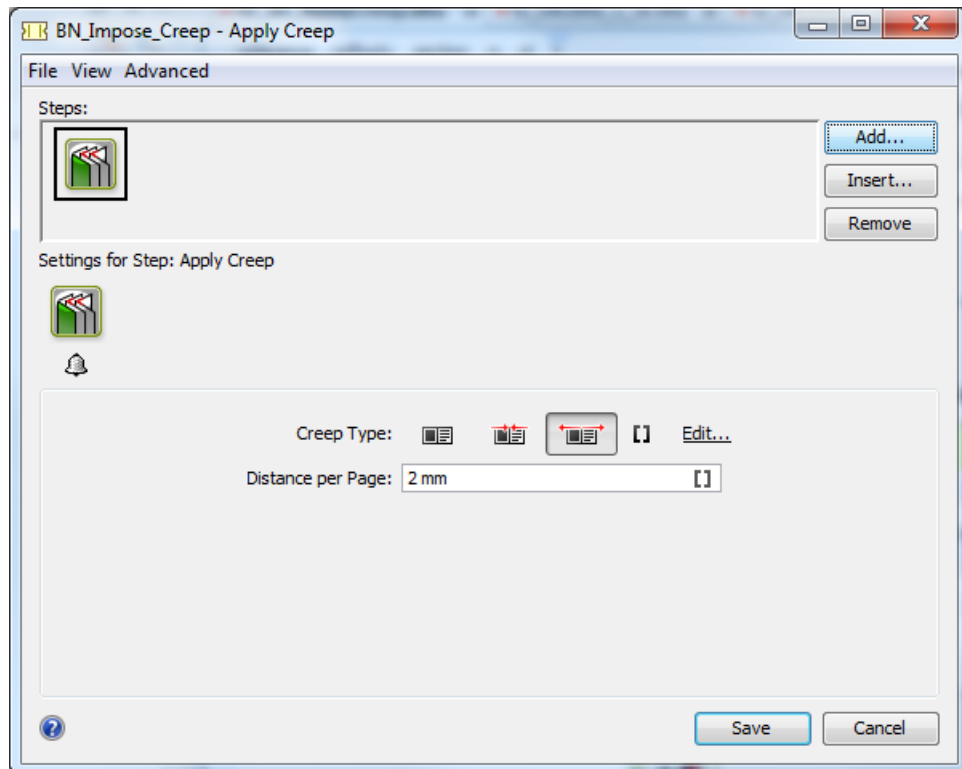
2. Specify a **Creep Type**. Choose from:

   - None

   - Inner

   - Outer

   Alternatively, choose the relevant SmartName.

   Note: You need to create SmartNames with values `None`, `Inner` and `Outer` .

   You can create exceptions to the top level **Creep Type** for particular Sheets or Pages (like no creep) . To do that:

   - Select the Page where you want exception to the general **Creep Type**.

- Right-click and start a new **Apply Creep** task.

> **Attention:** If you apply higher level creep after setting lower level creep settings made earlier will be overruled. Therefore, first create the higher level creep and then apply exceptions to lower levels.

3. Set the **Distance per page** depending on the expected shift.

> **Note:** You can calculate it as Pi/2 times the thickness of the paper.

> **Note:** The distance values gets converted to mm. For example: '0.01 in' the ticket will be returned as '0.254 mm'.

4.4. Assign PDF Pages to RunList

Use this task to assign individual pages (for example revised pages, new pages) to an existing Imposition or RunList. You can add pages to a designated slot in a folio or index.

The task uses :

- PDF files
- Pages

> **Tip:** Define SmartNames for Impositions, RunLists, PageSlots and Layers to be used in the **Assign Pages to RunList** task. This task is best suited in a workflow setting to update specific pages. For example, you can assign pages to an existing pagelist in WebCenter. Use this to automate the re-assigning of corrected pages and the corresponding WebCenter approval workflow.

You can either assign a single Page or all the pages using this task.

This task has two output pins for assigned and unassigned page slots when used in a workflow.
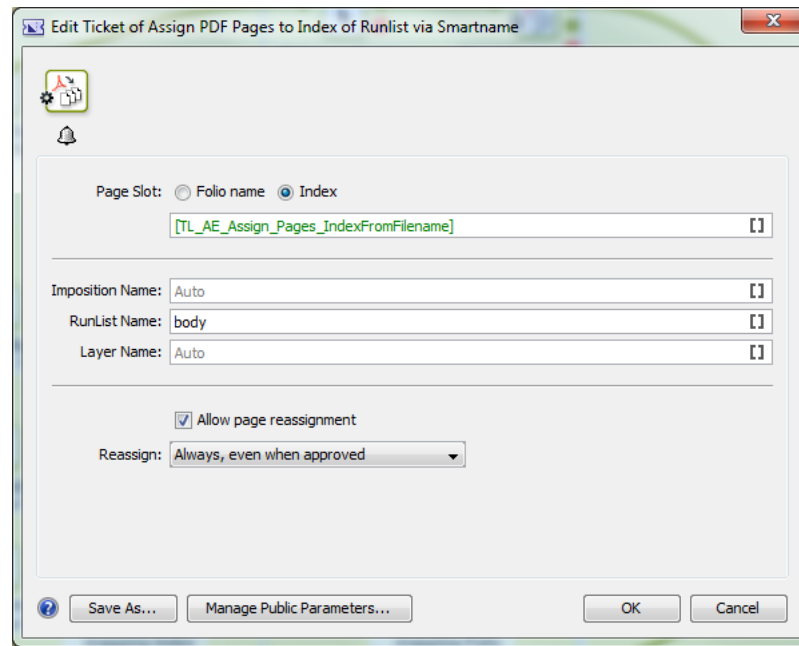
Page Slot

• Define the designated slot where the pages should be placed

  • **Folio**
  • **Index**

• Fill in the input field. Use a SmartName to indicate the page to be mapped. When you select a single page, it will be mapped to the corresponding page in the existing RunList.
• When left blank, the page index or folio of the pdf file is mapped onto the corresponding page slot in the runlist.

Imposition: Give the name of the Imposition where you want the specific page or all pages to be reassigned.

If you leave this on **Auto**, all Impositions for the current job or workflow (when you work without job context) will be considered for assigning the page/all pages.

RunList: Give the name of the RunList in this field in which you want the specific page or all pages to be reassigned.

If you leave this on Auto, all RunLists for the current job or workflow (when you work without job context) will be considered.

Layers: If you have Layers, give the name of the Layer in this field in which you want the specific page or all pages to be reassigned.

If you leave this on Auto, all Layers for the current job or workflow (when you work without job context) will be considered.

Allow page Reassignment: Check this to allow to replacement of existing pages and blanks. The task assigns only empty page slots when this toggle is unchecked.

Reassign: Use this control to protect pages against unwanted replacement. Choose from the drop-down options:

• **Always, even when approved.**
• **Always, except when approved**

- **When rejected or approved with warning.**
- **When rejected.**
- **Never.**

Note:

- You cannot assign pages to a locked Imposition.
- Split your spreads before using this task.

4.5. Change Imposition Layout

The **Change Imposition Layout** task allows you to change the way the imposition is positioned relatively to the paper and plate. This task is typically used when changes on the press need to be made.

Since this task can run on impositions as well as sheets, it allows you to change full impositions as well as make exceptions on the sheet level.

Since this task does not allow you to change the position of individual pages, it will typically not be useful when you want to change folding parameters.

Changing the Plate Parameters

The **Plate** tab allows you to define the plate sizes as well as the positioning of the sheet (paper) on the plate.
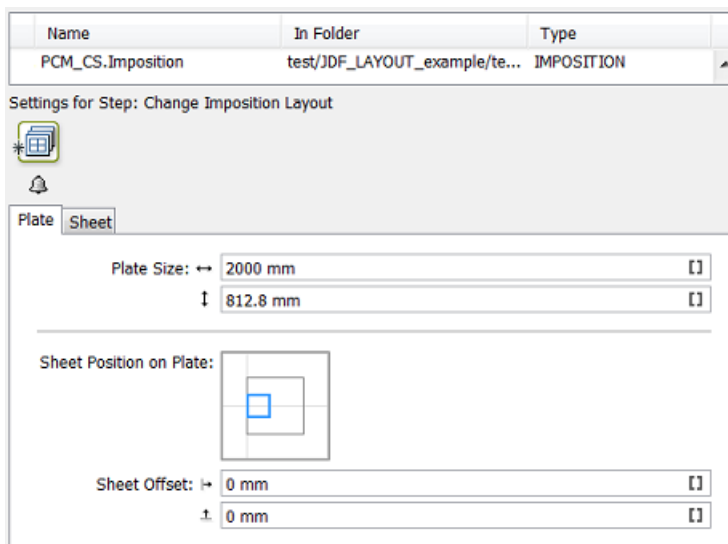
If you do not want to change the **Plate Size** or **Sheet Offset**s, then leave these settings to the corresponding SmartNames.

Changing the Sheet Parameters

The **Sheet** tab allows you to define the sheet (paper) sizes and position your imposition on the sheet.
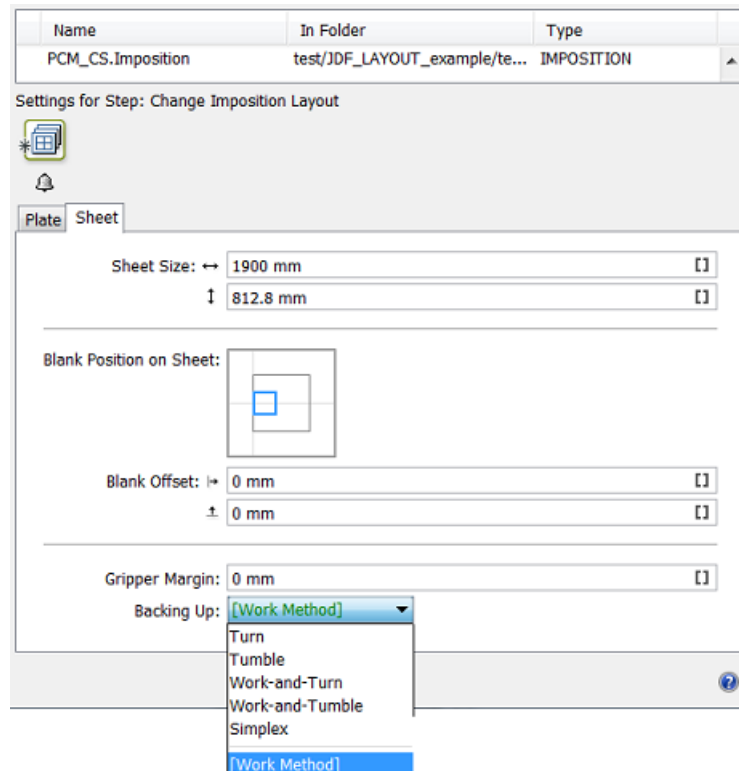
- If you do not want to change the **Sheet Size**, **Blank Offset** or **Backing Up** method, then leave these settings to the default corresponding SmartNames.

- The **Gripper Margin** field allows you to redefine the gripper margin SmartNames for the selected sheet or imposition.

- The **Backing Up** drop-down list allows you to accommodate for a change in working method of your printing press.

  - If you change a dual sided imposition into a single sided imposition, the content of the back side will be re-positioned on the front side for **Work-and-Turn** and **Work-and-Tumble**, it will be removed for **Simplex**.

  - For **Turn** and **Work-and-Turn**, the positioning of the back content on the sheet is mirrored horizontally. For **Tumble** and **Work-and-Tumble**, the positioning of the back content is mirrored vertically.

Note: The task will fail in these cases:

- If you try to modify a single sided layout (**Work-and-Turn**, **Work-and-Tumble** or **Simplex**) into a dual sided layout (**Turn** or **Tumble**), there is no way to generate the content for the back.

- If you try to change a **Work-and-Turn** layout into a **Work-and-Tumble** layout or vice-versa, it cannot make a distinction between the content of the front and back to apply the re-positioning.

4.6. Convert IMP File to Normalized PDF

Use this task to convert your GRS impositions to Normalized PDF impositions.

This convert the GRS imposition's template, marks and content to Normalized PDF, and adapts the imposition around it.
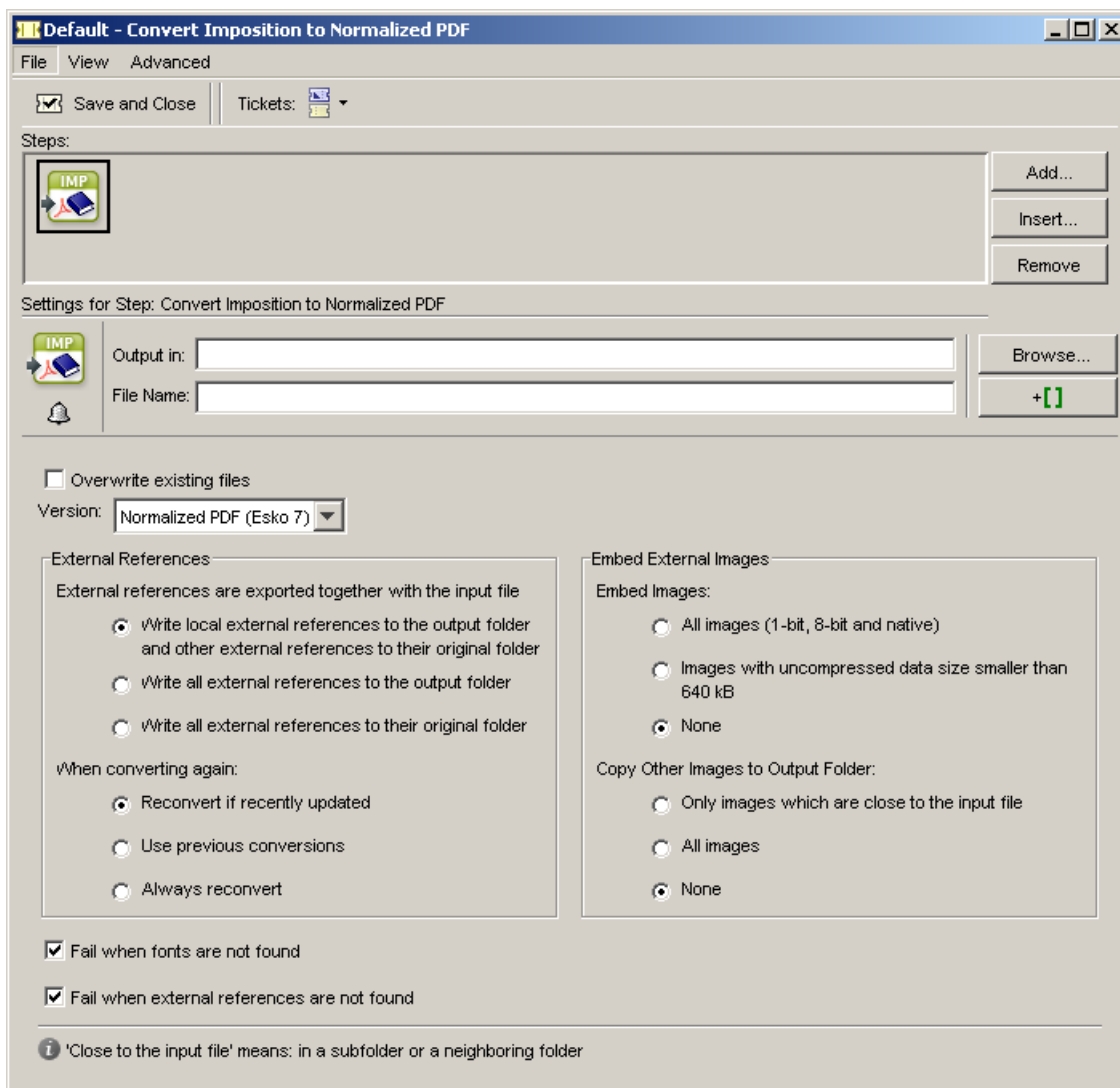
Overwrite existing files

This option determines what the task will do if it finds some of the imposition's files (mark files for example) already converted to Normalized PDF.

- Select the option to overwrite the existing Normalized PDF files with the new ones generated by the task.
- Leave it deselected to keep the existing Normalized PDF files.

> **Note:** The remaining options are similar to those of the **Export to Normalized PDF File** task (see *Export to Normalized PDF File*).

4.7. Convert Selection

In page workflows, you can use this task to change your selection in preparation of the next step in the workflow. For example, you can convert some of the layers from an Imposition from the **Pages** view to a PDF format for proofing before proceeding with the next task.

You can convert these formats:

- PDF
- Page
- Runlist
- Layer
- PageSlot
- Imposition
- Plate

into any of these output formats:

- PDF
- Page
- Runlist
- Layer
- PageSlot
- Imposition
- Plate

This task is useful in a workflow when you need a certain file format to continue the flow.

You can choose the output format of the task in the **Output Format** field.

4.8. Create IMP File

The **Create Imposition** ticket makes it possible to create an imposition file simply by selecting an imposition template.

The **pages** selected in the Files View will be automatically assigned to the template.

In the Pages View, the input will be a **book** to which you attach an imposition template.

4.8.1. Settings
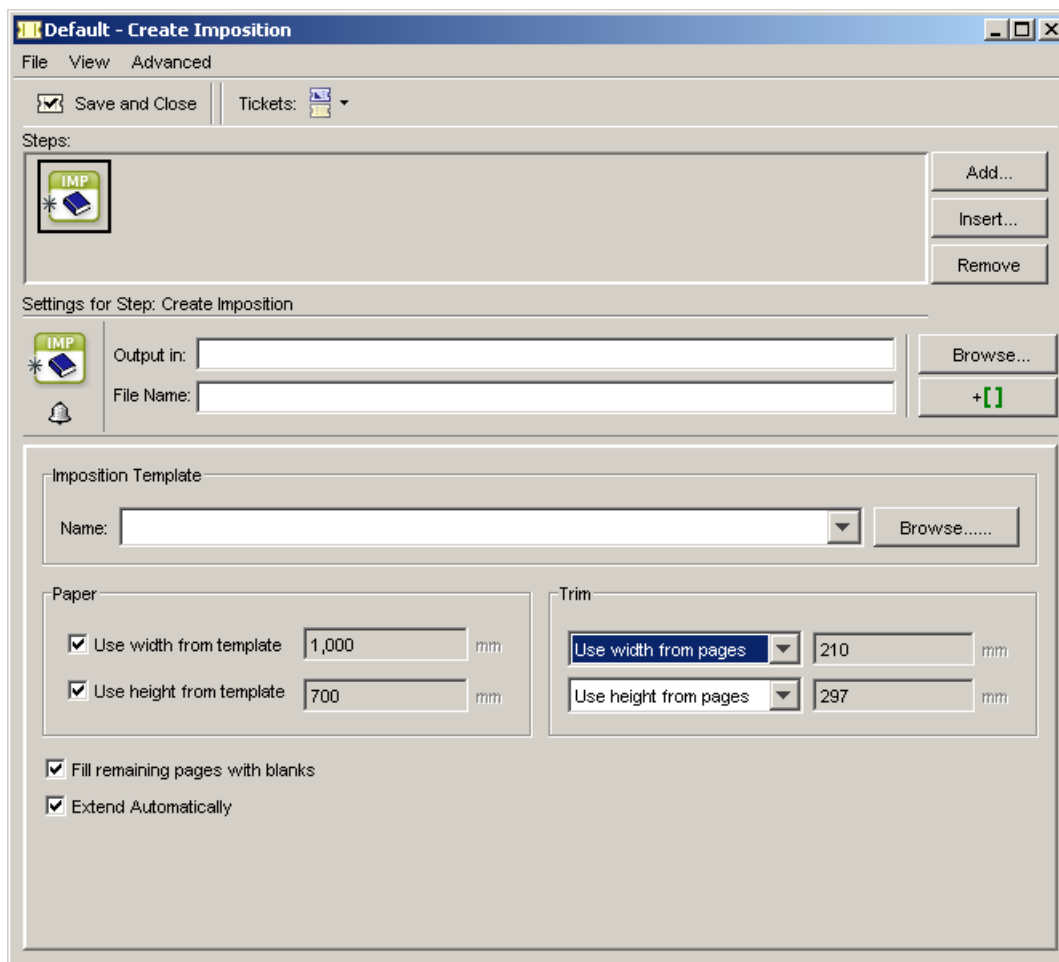
- Select an **Imposition Template** you previously created in FastImpose. The pages will automatically be assigned to that template.

  An imposition file can also be used as a template. The pages assigned to that imposition will then be overwritten.

- **Paper**: you can either use the width / height from the template you selected, or specify an adapted paper size.

- **Trim**: you can either use the width / height from the pages, from the template, or specify an adapted trim size.

- **Fill remaining pages with blanks**: In case not enough pages have been selected to fill all pages of the template, the empty pages at the end will be filled with blank pages if this option has been selected. The task will not shrink the template.

- **Extend Automatically**: select this option to automatically generate extra sheets in the template if it doesn't have enough sheets for your imposition.

Note:

To do this, your template must have **at least one master sheet**, and **no more than one exception sheet**.

The task will generate the number of extra master sheets needed, and use the template's exception sheet if it fits the last sheet of your imposition better.

4.8.2. Possible Workflows

What follows is an overview of all possible situations that can occur when creating impositions.

Note: You can start by selecting either a number of files, or an entire folder. In both cases, situations 1 to 3 can occur. As far as the incremental workflow is concerned (see below), only situation 1 can occur when selecting a folder.

Possible situations (and their message in the log window):

1. If the number of pages selected **equals** the number of pages in the selected template, the task will be processed correctly.
2. If **fewer** pages are selected than there are pages in the template, we call that a page '**underflow**'.

    • The task will end with a warning.

       Log message: Page x in page list remains empty.Page underflow in AutoImpose: the template contains x pages, x pages remain empty.

    • The task will be processed correctly if the **Fill remaining pages with blanks** toggle is selected.

       Log message: Page x in page list is made blank.Page underflow in AutoImpose: the template contains x pages, x blanks are added.
3. If **more** pages are selected than there are pages in the template, we call that a page '**overflow**'. Since the excess pages are not clipped, the task will end with an warning.

    Log message: Page overflow in AutoImpose: x excess pages, the template contains only x pages.

You can also opt to assign your pages in different steps. Do not forget to check the '**Fill page list incrementally**' toggle.

1. Select for example pages 1 & 4. The pages will be assigned to pages 1 & 4 of the template (and not to 1 & 2).

    • The task will end with a warning if the 'Fill remaining pages with blanks' toggle has not been selected.

       Log message: Page underflow in AutoImpose: the template contains 4 pages, 2 pages remain empty. Page 2 in pagelist remains empty. Page 3 in pagelist remains empty.

    • The task will be processed correctly if the 'Fill remaining pages with blanks' toggle has been selected.

       Log message: Page underflow in AutoImpose: the template contains 4 pages, 2 blanks are added. Page 2 in the pagelist is made blank. Page 3 in the pagelist is made blank.

2. Suppose you want to overwrite page 1 of an imposition called 1234. Select page 1 again in Pilot and launch with the 1234.imp file as template.

   Log message: Adding file x to the page list. Page number 1 not free in template, overwritten by page (path), placed on page 1.

4.9. Create Imposition from JDF Layout

This task enables to import a complete imposition including layout and page assignments into the **Pages** and **Plates** view. The input file for this task is a **JDF Layout** file, the output is an imposition object that you can see in the **Pages** view.
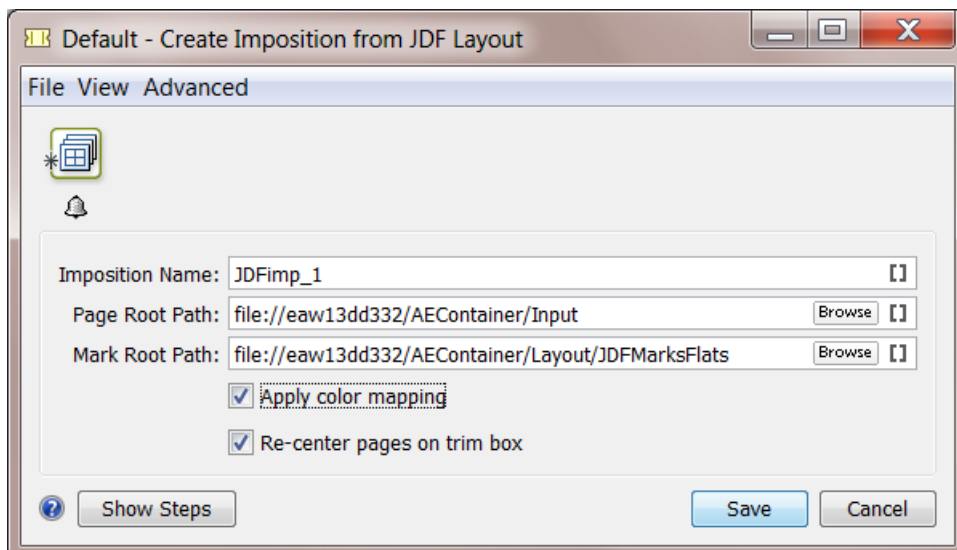
- **Imposition Name**: This output file name is also the one you will see in the Imposition Gallery.

- **Page Root Path**: Define here the path to the pages referred to in the JDF Layout file.

- **Mark Root Path**: Define here the path to the marks referred to in the JDF Layout file.

- **Apply Color Mapping**: Enable this option when you want to use the ink mapping scheme as is defined in the JDF file. This mapping can be viewed in **Plates** View:
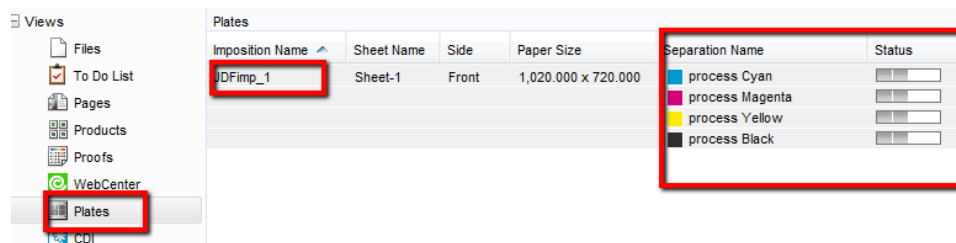
Note:

- This option only works when the input JDF file contains a color mapping.
- The mapped inks will be visible in the **Plates** View after applying color mapping. However, the inks in the referenced input PDF files will remain the same as before.

- When you enable **Apply Color Mapping** in the *Export Imposition to PDF file* task, the color mapping from the **Plates** View will be exported to the output PDF file.

- **Re-center pages on trim box**:

  Use this option when you want to reposition the pages according to their trim box.

  Do not use this option when you want to leave the pages positioned relative to their media box. This behavior is according to the JDF specification.

  Note: Which mode to use depends on your imposition and page workflow. When in doubt, use this option and check the page positioning in the resulting imposition.

4.10. Create Imposition from RunList

You can use this ticket in a workflow to create an Imposition from a RunList. This creates an IMP file from a RunList file.

Settings
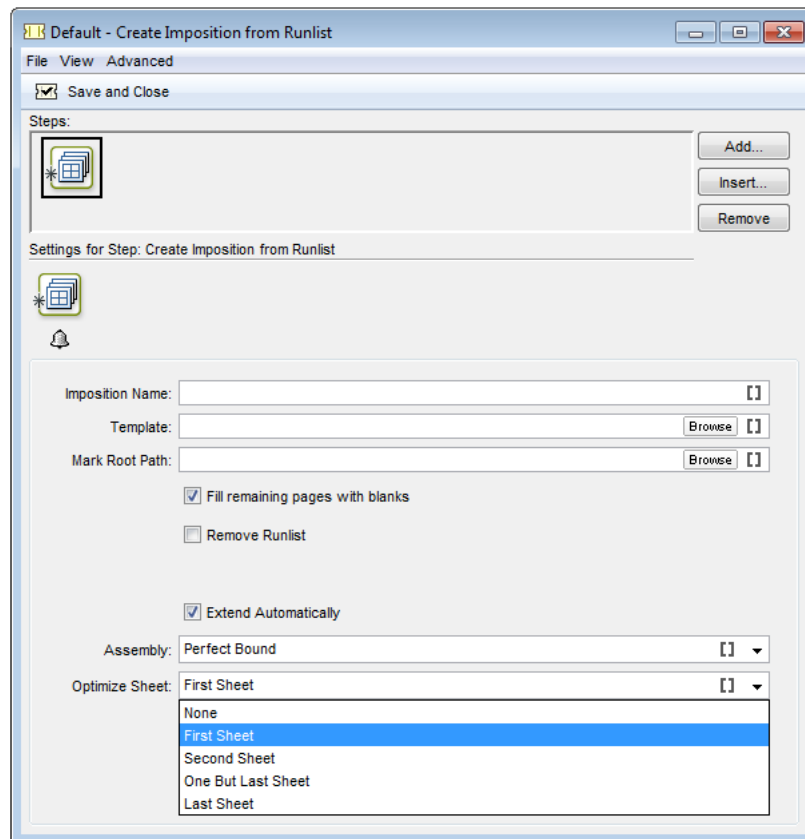
- **Imposition Name**: You can use this name to identify the Imposition in the **Imposition Gallery**

- **Template**: You can browse to your JDF layout file here.

  Note: You can use SmartNames like `nPages`, `pageHeight` and `pageWidth` to make the selection of the Layout Template dependent on the RunList.

- **Mark Root Path**: You have to enter the path to the file with marks referred from the JDF layout.

- **Fill remaining pages with blanks**:You can enable this if you want to add blank pages when the layout contains more pages than the RunList.

- **Remove RunList**: You can enable this if you want to remove the RunList after it is included in the Imposition.

- **Extend Automatically**: Enable this to expand the number of sheets in the template to accommodate for all pages in the runlist.

  - **Assembly**: Choose from : **Saddle Stitch**, **Perfect Bound**, **Cut & Stack** and **Automatic**. You can use SmartNames to select an **Assembly** provided your SmartNames are prepared using the localized assembly name.

> **Attention:**
> - All sheets in the template should contain equal number of pages.
> - If **Assembly** is set to **Automatic** , the template should contain a minimum of 2 sheets to establish the numbering scheme. Numbering should be consistent across the template when there are more sheets than 2.
>
> - If the imposition contains print groups of multiple sheets, the renumbering will be at the print group level as that is the logical fold-able unit.
>
> - If the runlist has layers, individual layers will be handled independently while renumbering. Similarly, independent flats will be added.

- **Optimize Sheet**: When **Extend Automatically** is enabled, you can select and optimize sheets. When this option is set, the task removes the back side of the selected sheet and uses the front side for printing (Work & Turn or Work & Tumble printing depending on your template numbering).

  - Select from : **First Sheet**, **Second Sheet**, **One but last Sheet** and **Last Sheet**.

  Note: The works only when the assembly is **Perfect Bound** or **Saddle stitched**.

  Note: Use **Optimize Sheet**only when the sheets are filled up to 50 percent or less.

You can view the results of this task in the **Imposition Gallery**.
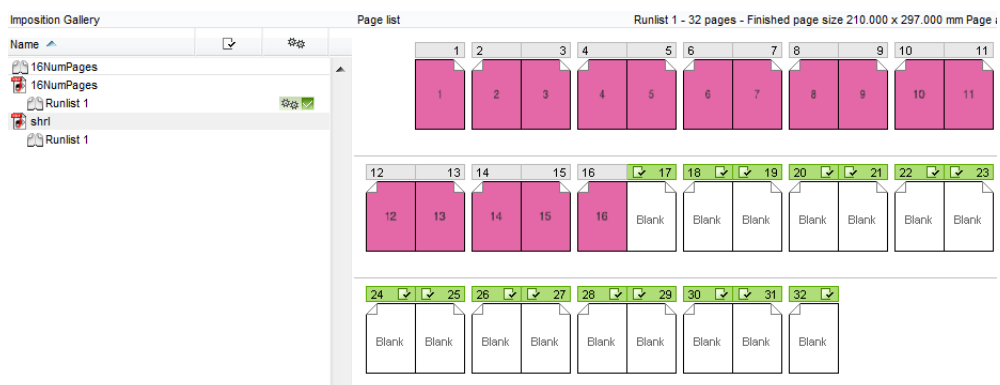
4.11. Create PDF File from JDF RunList

This task uses JDF RunLists to combine individual PDF (one-up) files into one multipage PDF file. You send the JDF RunList to the task, and define where to find the individual PDFs.

You can create JDF RunLists using the *Split Pages* task, or *The RunList Editor* on page 105.

The RunList contains the file names of the files to be joined, their joining order and their original location.

One Up Location: Define the location of the one-up PDFs. Choose one of the following options:

- Select **Defined in JDF** if you want to use the location defined in the JDF RunList,
- Select **Custom Location** if you want to specify the one-ups' location yourself.

> **Note:** When you choose **Custom Location**, fill in the location of the **Custom Folder**. You can browse to it, enter a path or/and use SmartNames.

Replace * in File Names By: If you created your RunList manually using the RunList Editor, you may have wildcards (*) in the file names of the PDFs to be joined. For example, the file names in your RunList may look like this: `*_01.pdf`, `*_02.pdf`, etc.

By filling in the option **Replace * in File Names By**, you can define the part of the file name that the * matches.

> **Note:**
>
> The output PDF will not be normalized if:
>
> - at least one input file is not normalized,
> - at least two input files have different media or trim boxes.
>
> The XMP information of the individual PDFs will be merged into the multipage PDF.

4.12. Create PDF File from RunList

The **Create PDF File from RunList** task can be used to create a multipage PDF file containing (a selection of) the pages of a RunList. This is typically done for content proofing purposes.
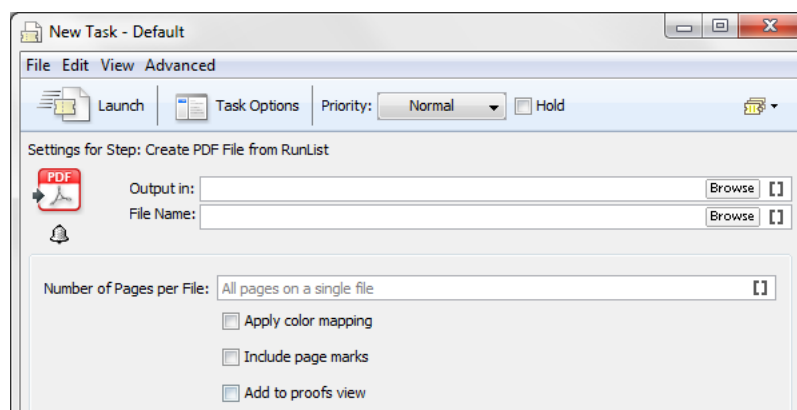
You have the following options in this task:

- **Number of Pages per File**: This defines the maximum number of pages after which a new output file will be created. This number is a maximum. When multiple layers are selected, each layer will start with a new file.
- **Apply Color Mapping**: This will add and/or remove inks to/from the RunList pages to ensure that your proof will look the same as your sheet output.

> **Note:** This option will typically be used in combination with the **Apply Color Mapping** option in the **Export Imposition to PDF File** or the **Export Imposition to JDF Layout** tasks.

- If your RunList contains marks on page level (like trim marks, page numbers, etc), you can include these marks by selecting the **Include page marks** option.

- **Add to proofs view**: You can optionally add your proof to the Proofs view after it's created. This will allow you to keep an overview of your proofs and ensure that the content of your proofs is consistent with the content of the pages in your Imposition.

Note:

In case an imposition was defined for the RunList, the trim box from the PageSlots in the imposition will be used. If no imposition was defined, the trim box of the RunList will be used instead.

In case a media box was defined for the RunList, this media box will be used. In all other cases, the media box from the included pages will be used.

Input and output formats

Possible inputs for this task can be:

- An IMP file
- An imposition
- A RunList
- A PageSlot
- A layer
- A plate

The output of this task is a PDF file.

4.13. Create RunList

With the Create RunList task, you can create a new RunList from one or more uploaded file(s).

When you use this task in a job context, the created RunList will be added to the imposition gallery in the pages view for this job.

When this task is used in a workflow context, the created Runlist can be used as long as the workflow is running. After the workflow has completed, the created RunList will be removed.
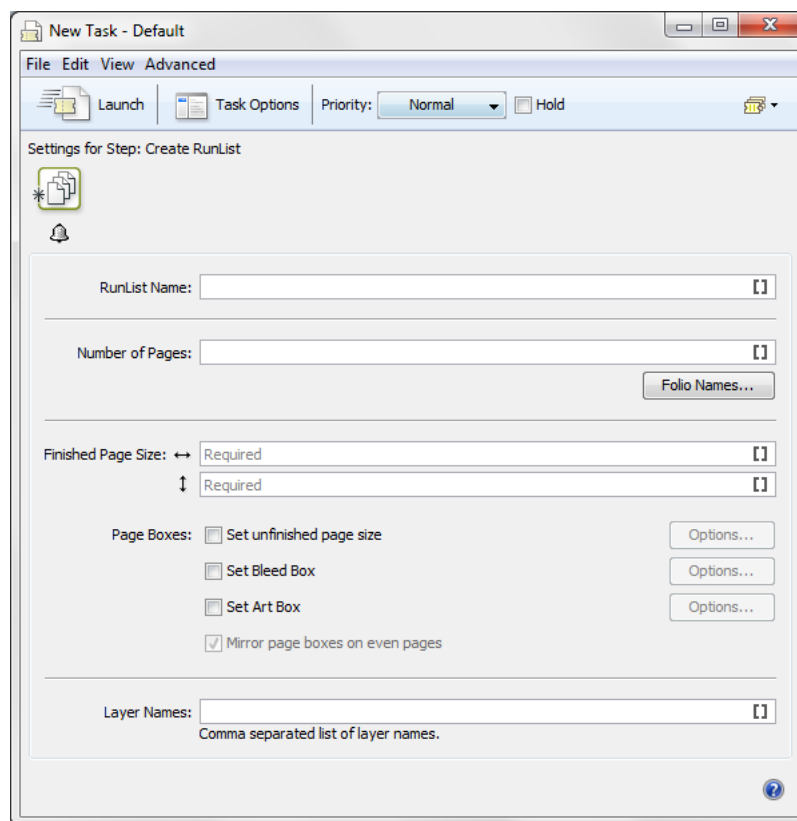
Note:

By default, the source files are not visible in the task window. To see these files, click **View** > **Show Files** > **.**

If you want to add more source files, click: **File** > **Select File**.

1. Specify the **Runlist Name**. This name will be visible in the **Pages** view of the job when the task successfully finishes. If no name is specified, the name of the first source file will be used for this.

    ⚠️ **Caution:** If a RunList with this name already exists for this job, it will be overwritten.

2. Specify the **Number of Pages** in your RunList.

    If you want to specify the number of pages by specifying the number of pages in the folio ranges (see below) , then leave this field blank.

3. If you want to use certain folios for the pages in your RunList, you can build these by clicking on the **Folio Names** button.
    The **Folio Names** dialog will prompt.
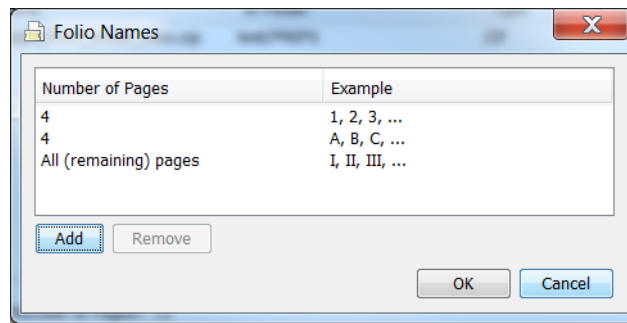
4. You can add a new folio range as follows:
   a) Click on the default **Folio Range** and click **Remove**.
   b) Click on the **Add** button to add a new **Folio Range**.
      The **Folio Name** dialog will prompt.
   c) Choose the desired **Number Format** for your folio.
   d) Choose the **Number of Pages** the folio will run.
   e) Choose the number of the first folio in the field **Start at**.
   f) Determine the **Prefix** and **Suffix** of the Folio.
   g) Click **Add** to add the new folio to the **Folio Names** dialog list.
5. If all desired Folio ranges have been added, click **OK**.
6. Specify the vertical and horizontal **Finished Page Size** (the trim size) of you RunList.
7. You can choose to (de)select one or more of the following options:

   • **Unfinished Page Size**: This option allows you to set the unfinished page size to be used by proofing and impositioning later on in your workflow.
   • **Bleed Box**: This option allows you to set the page bleed box to be used by proofing and impositioning later on in your workflow.
   • **Art Box**: This option allows you to set the art box to be used for page positioning later on in your workflow.

   For each of these options, you can click on **Options...** to select the offset values.
8. If you're using single sided printing, deselect the **Mirror Page Boxes** option.
9. You can specify the **Layer Names** if you want to create your RunList in multiple layers. For example, to handle language variants with plate reuse.
   For each comma-separated name, a new layer will be added to the RunList.

4.14. Create RunList from PDF

Using this task, you can create a **RunList** from one or more selected PDF files. A **RunList** collects the pages from one or more PDF files sequentially to make one final JDF RunList (for example for an imposition). It contains the names of the files to be collected or joined, their collecting / joining order and their original location.

Note:

The source file(s) can be both normalized and non-normalized PDFs.

Using the **Create RunList from PDF** task will copy each page into the RunList. However, if you want to add **Folio Names** to the pages, change the **Finished Page Size** or change the **Page Boxes**, use the **Create RunList** task instead.
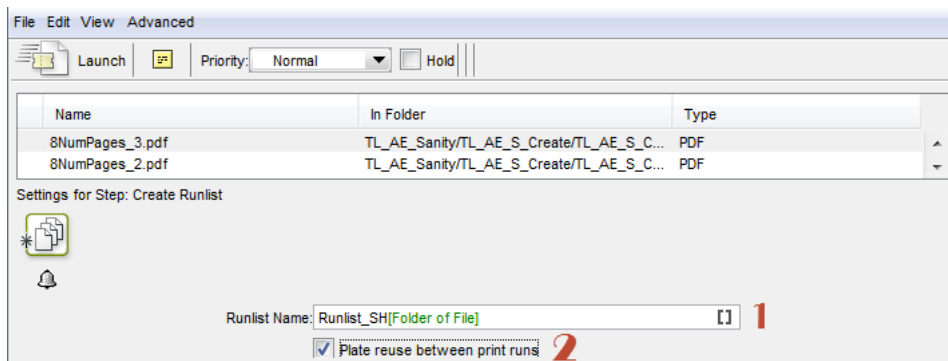
Note:

By default, the source files are not visible in the task window. To see these files, click **View** > **Show Files** > **.**

If you want to add more source files, click: **File** > **Select File**.

1. Give a suitable name in the **RunList Name** field. You can use SmartNames for this. If this task is completed, the result can be seen in the **Pages** view when working in a job context.
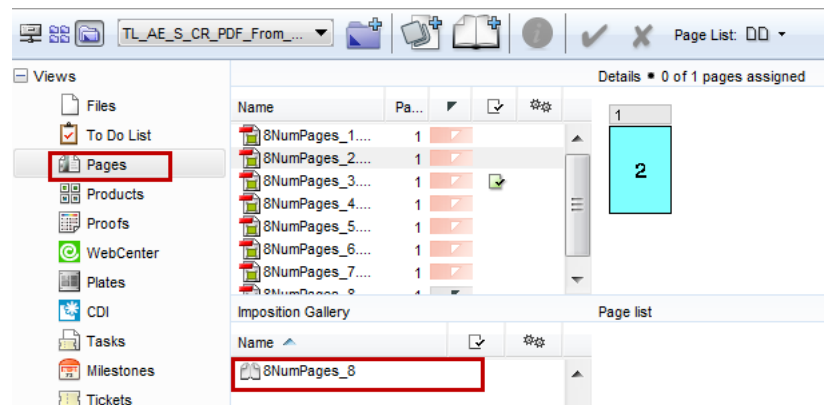
2. If you have language variants, enable **Plate reuse between runs**. This enables the reuse of the image plates among the language variants. This option will consider each input file as a separate variant, if the number of pages in these files are equal.
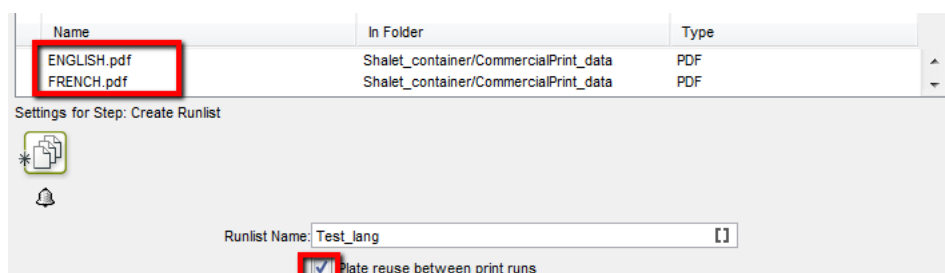
You should use this in combination with the **Variant Separation** settings in **Job Setup**.

This will produce a RunList (with multiple layers, if plate reuse has been enabled). Plates will be reused for common images in these language variants.
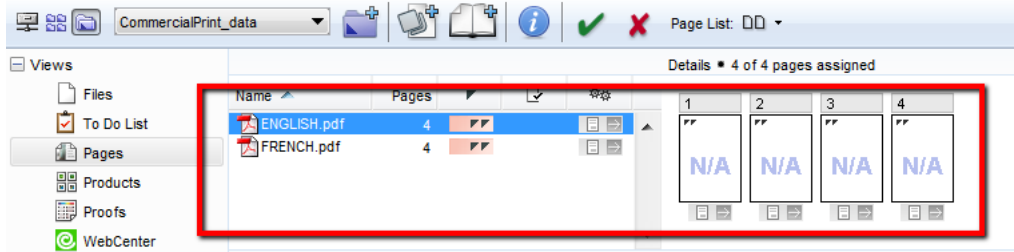
When you create an Imposition from a multilayer RunList, the system will take this into account when creating the plates in the **Plates** view.

4.15. Create Sheet Report from IMP File

Use this task to output your imposition report as a PDF.

Note: The report is created in FastImpose, when you make the imposition (you choose a report template).

Report Units: You can choose to show the imposition's dimensions in either millimeters or inches in the report.

Decimal Places: Choose how many decimal places you want in the dimensions.

The report below uses millimeters and 3 decimal places.

4.16. Export IMP File to GRI File

In the unlikely event that some editing is required, this task can export an IMP file to a .GRI file that can be opened in PackEdge.

4.16.1. Sheets
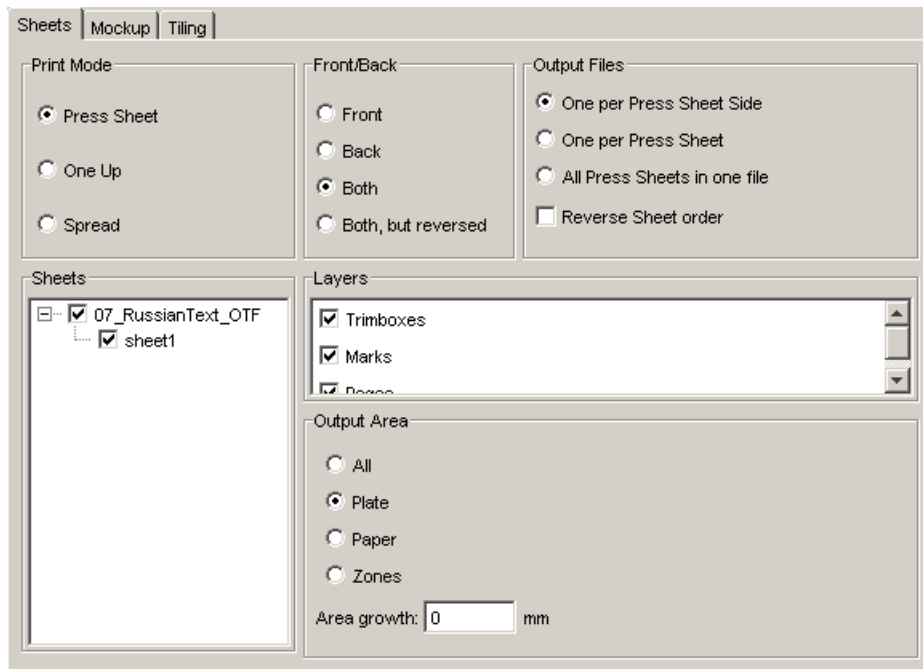
Print Mode

- Select the **Press Sheet** button to create a .gri file and select the appropriate radio button in the Output Area field to specify the output format.
- Select **One Up** to create output of a user-definable size, containing one page per output page.
- Select **Spread** to create output of a user-definable size, containing a printer's spread per output page.

Front/Back

This is only available when Press Sheet is selected. Select the appropriate option to indicate which side of the sheets you want to expose: **Front**, **Back**, **Both** or **Both, but reversed**.

Output Files

You can choose how many output files to generate.

When Press Sheet is selected, you can generate:

- **One** (output file) **per Press Sheet Side**,
- **One per Press Sheet**,
- **All Press Sheets in one file**.

You can also choose to **Reverse Sheet order** to generate the sheets in reverse order.

When either One Up or Spread is selected, you can generate:

- **One** (output file) **per Proof Sheet Side**,
- **One per Proof Sheet**,
- **One per Section**,
- **One per Booklet**,
- **One per Book**.

Sheets

This is only available when Press sheet is selected. Select the sheets you want to expose by checking the appropriate boxes. If you want to select all sheets, check the file.

Layers

- Check the **trim boxes** box to expose the trim boxes layer, so that you will be able to see where the sheets will be trimmed.
- Check the **Marks** box to expose the layer containing all marks.
- Check the **Pages** box to expose the layer containing the pages.

Output Area

- **All** outputs all elements, even those that are situated outside the plate.
- **Plate** outputs all elements within the plate format.
- **Paper** outputs all elements within the paper format.
- **Zones** outputs all elements within the signature format.

Area growth: enter a positive or negative value in the input box to enlarge or reduce the output area formats mentioned above. Select the appropriate unit from the drop-down list.

Pages

This is only available when One Up or Spread is selected.

- Check the **All** toggle to select all pages.
- Enter the correct **Range** of pages.
  - **All pages in range** prints only the pages indicated.
  - **Include front and back** prints the selected pages and the corresponding front and back sides.

Paper

This is only available when One Up or Spread is selected.

Specify the appropriate paper width and height. When nothing is entered, the size of the file is used when sent to an output device.

Other Settings

When a one-up is selected, you can enter a **BackBleed** value to be able to check the bleed in the spine of the book for one-up proofs.

Checking the **Show ImposeProof numbers** box puts a page number on the recto side of the page.

Check the **Skip administrative cover** box if you do not want to have a cover printed, containing administrative information about the job.

Checking the **Optimize for OutRight** toggle makes sure that all pages are incorporated in the file.

Note: All data that is outside the clipping masks will be clipped before being processed. This results in better performance and smaller files.

4.16.2. Mockup

Check the elements you want to be visible on output and select the appropriate mockup color from the drop-down list to enhance visibility.
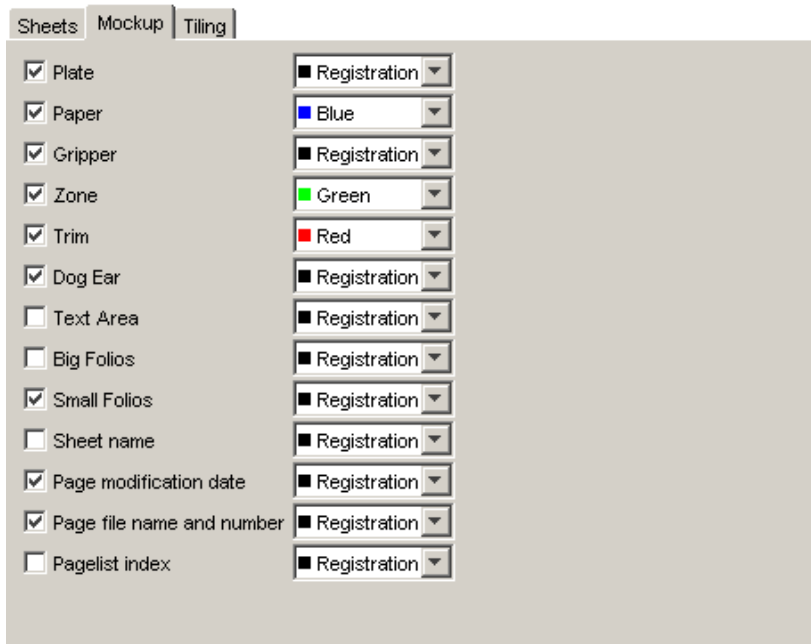
4.16.3. Tiling

If the job is too big to fit the selected paper/plate size, it may be interesting to opt for a tiled output. The job will then be exported to a series of smaller pages/plates (tiles).

Select **No tiling** if no tiled output is required.

Deselect all toggles to obtain a tiled output, omitting tiles that contain only marks. To include these kind of tiles, select **Allow mark-only tiles**. Enter width and height of the tiles, and a certain amount of overlap.
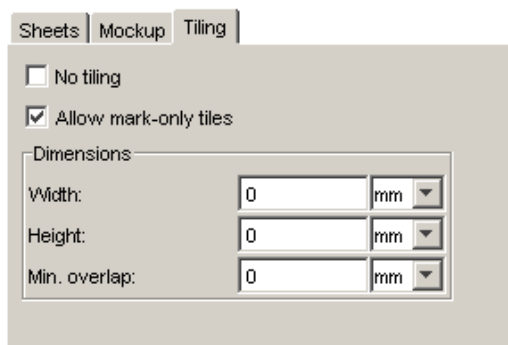
4.17. Export IMP File to JDF Layout

The JDF Export task converts IMP files to JDF files, referring to PDF pages.

This task combines elements of the Export to PDF File tasks and the Export Imposition to GRI File task.

JDF version: JDF 1.2 or JDF 1.3

Pages format: PDF or Normalized File. If you select 'Normalized File', all PDF related tabs will be greyed out.
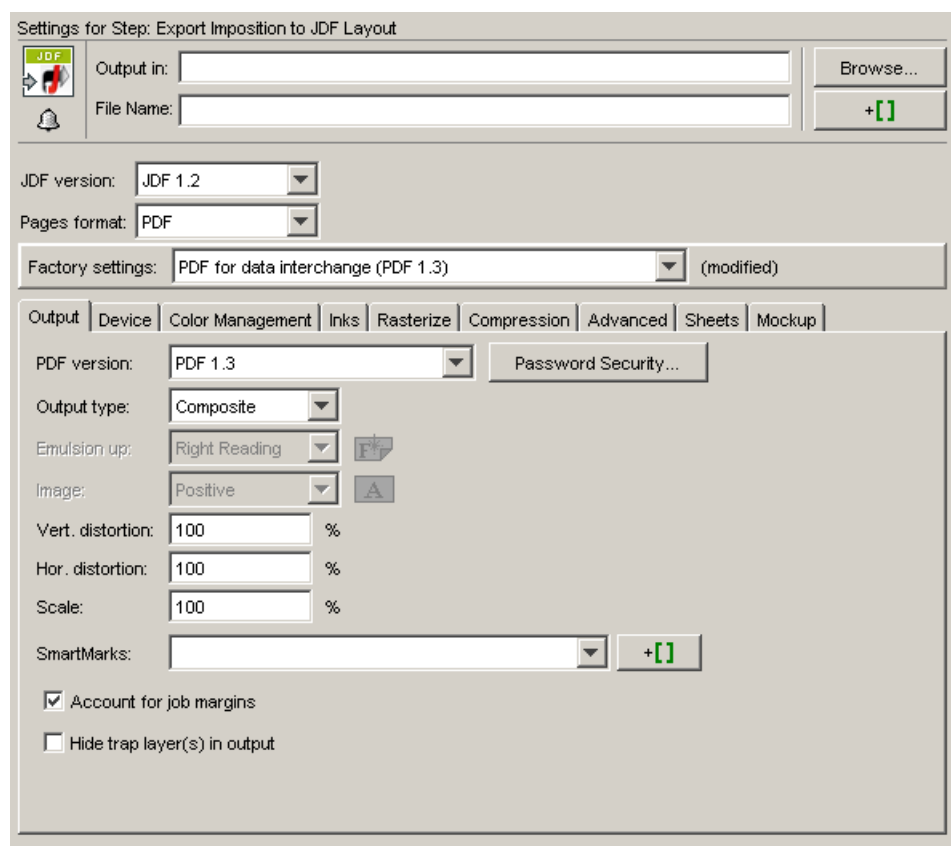
This task offers many tabs:

- The Output tab is identical to the *Output tab* of the Export to PDF File task.

- The Rasterize tab is identical to the *Rasterize tab* of the Export to PDF File task.

- The *Compression tab* is identical to the Compression tab of the Export to PDF File task.

- The *Advanced tab* is identical to the Advanced tab of the Export to PostScript task.

- The *Sheets tab* is identical to the Sheets tab of the Export Imposition to GRI task.

- The *Mockup tab* is identical to the Mockup tab of the Export Imposition to GRI task.

4.18. Export IMP File to JDF Post-Press

This task creates JDF for cutting and saddlestitching devices, starting from an imposition file. The resulting JDF file will be interpreted directly by cutting machines (like for example Wohlenberg or POLAR-Mohr) and binding machines (like for example the Muller Martini Amrys SaddleStitcher or Heidelberg StitchMaster).The JDF capabilities of finishing equipment vary significantly depending on the supplier and the machine model. Contact your supplier for more information.

The aim is to output in JDF all information that can be extracted from prepress and that serves to optimize the production workflow downstream.

JDF Version: Select whether you want to generate a JDF version 1.2 or 1.3 file.

Export JDF: Indicate what data should be included in the JDF file: cutting, saddlestitching or both.

Maximum Trim: If the distance between the edge of the paper and the cut line is smaller than or equals the trim indicated then no cutting will take place.

4.18.1. Cutting

The JDF file generated by the task contains a set of Cut Blocks that the cutting machine needs to cut out of a sheet of paper.
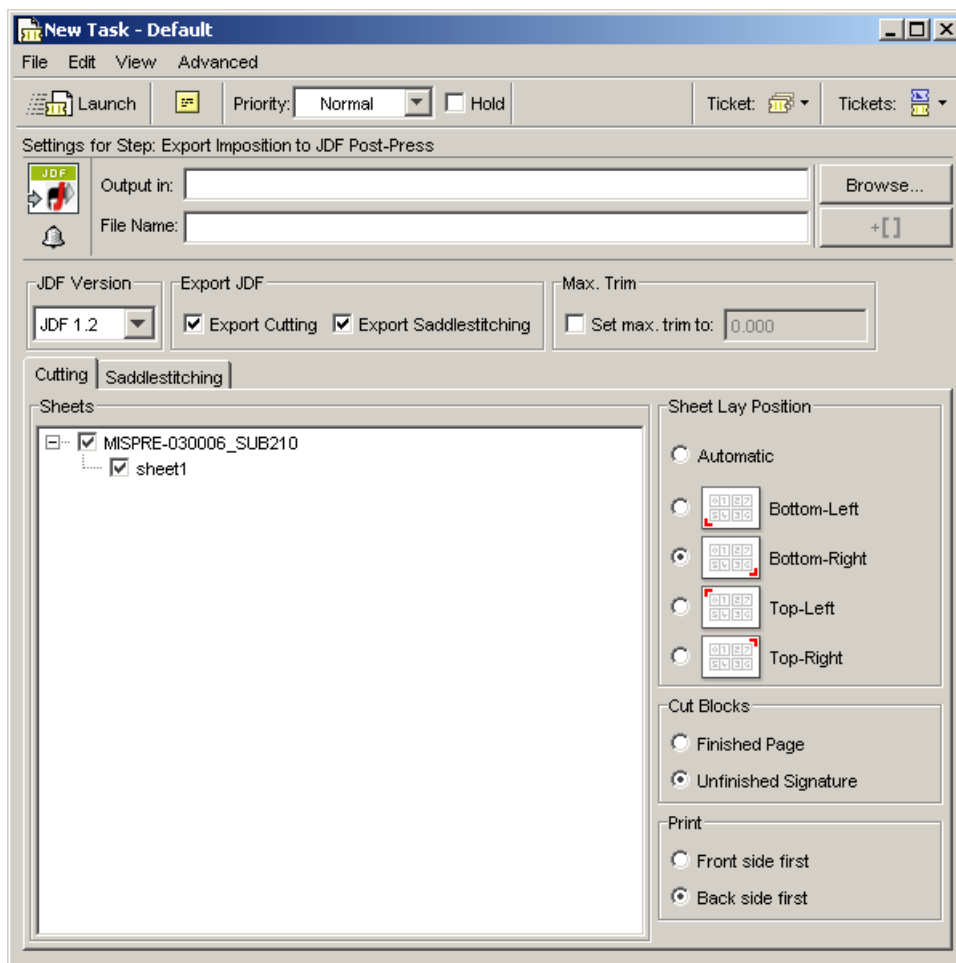
Sheets: allows you to indicate which sheets must be exported.

Sheet Lay: determines how the paper is placed in the feeder.You should indicate the reference edge of the paper relative to the front side of the sheet as seen in FastImpose.

- Automatic: determines the Sheet Lay by looking at the location of the Side Guide mark. If there is exactly one side guide mark found its location is used. When there is no Side Guide or more than one Side Guide, the Sheet Lay cannot automatically be determined, and consequently an error will be generated.
- Not Automatic: allows the user to select one of the four corners of the paper as Sheet Lay.

Cut Blocks: indicate where the cutting machine will have to cut, on the finished page size of each cell of the signature or on the unfinished signature.Cutting on the finished page size of each signature cell is useful when individual elements are combined as flat work, for example postcards or posters.

Print: indicate which side will be printed first, front or back.

4.18.2. Saddlestitching

The JDF file generated by the task contains the number of signatures that need to be bound, their size, overfold and number of pages. It also contains information for stitching and trimming.
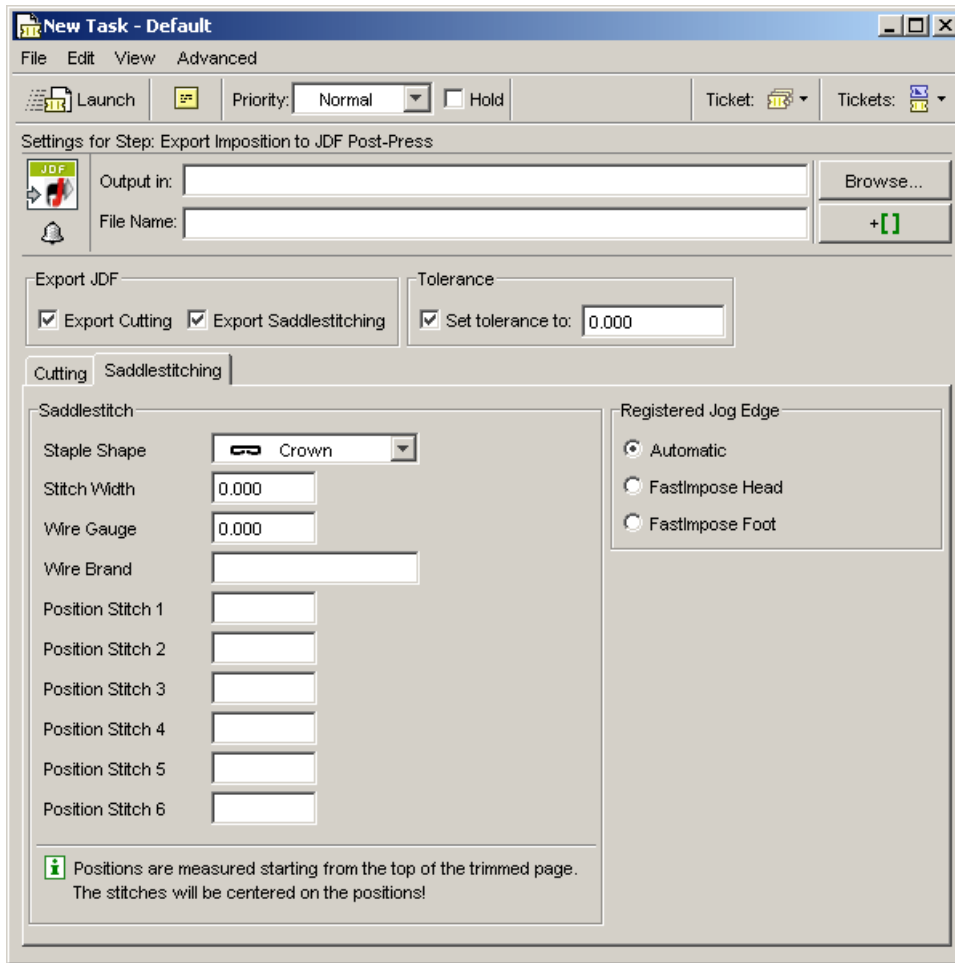
Saddlestitch

- **Staple Shape**: Crown, Overlap, Butted, ClinchOut, Eyelet

- **Stitch Width**

- **Wire Gauge**

- **Wire Brand**

- The **Position** boxes allow you to indicate the positions of the stiches.Positions are measured starting from the trimmed side of the Registered Jog Edge. Stitches will be centered on these positions.

Registered Jog Edge

The Jog Edge is the reference edge of the folded signatures. This is the side that is used to align the different signatures to.

- **Automatic**: the smallest of the FastImpose Head and Foot is used as Jog Edge.

  When the head and foot trims are equal, the FastImpose head is used as Jog Edge.

- **FastImpose Head**

- **FastImpose Foot**

4.19. Export IMP File to PDF File

This task combines elements of the Export to PDF File task and the Export Imposition to GRI File task.

See *Export to PDF File* and *Export IMP File to GRI File* on page 59.

4.20. Export IMP File to PDF File Chain

This task chain ticket consists of the *Export IMP File to PDF File* on page 67 ticket, linked to the *Mark as Proof* on page 75 ticket. The result of the action is a PDF file that can be checked in the Proofs View.

Note: This task is used only in page workflows.
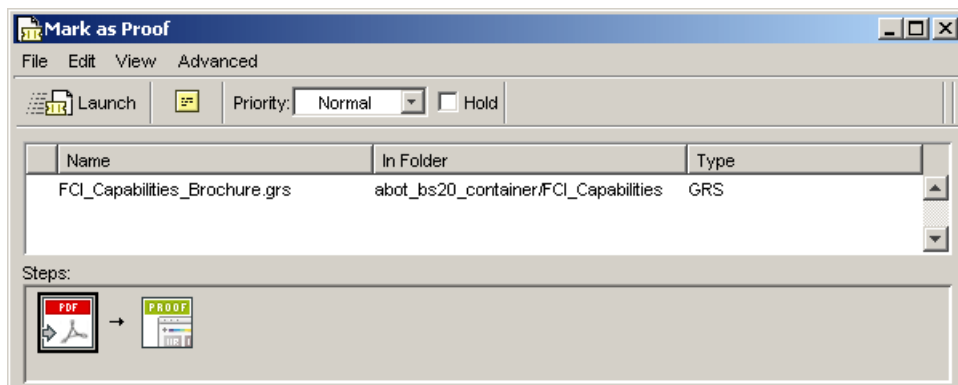
Depending on where the output file name is specified, in the PDF step or in the Proof step, a different naming mechanism for the Proof Sets is triggered.

4.20.1. PDF step
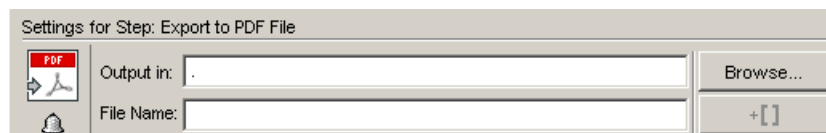
When a task is launched from the Pages or Plates View, the default proof file name is **proof_[File]**.

4.20.2. Mark as Proof step

The default proof set name is: **Output file name**. **extension**.

Use SmartMarks to build up the name or enter it manually.

In the Details pane you'll see the original name of the file, including extra information on trim boxes, side, etc.
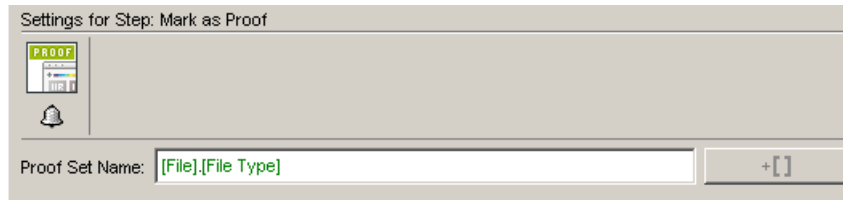
4.21. Export IMP File to PostScript File

This task combines elements of the *Export to PostScript File task* and the *Export Imposition to GRI File task*.

4.22. Export Imposition to JDF Layout

Use this task to export an Imposition, RunList, Layer, Plate or Page item to JDF Layout and JDF Runlist format. This task will send an Imposition or a part of an Imposition to a workflow that requires JDF Layout as input. The JDF Layout contains a JDF RunList which you can use in the **Join Pages** task to produce a multipage PDF book for getting approval.
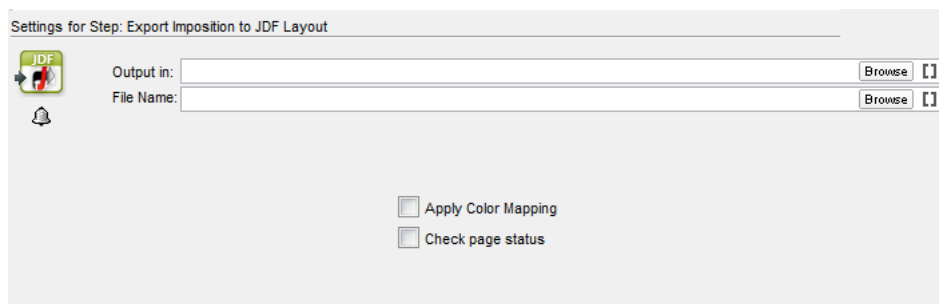
Apply Color Mapping: You can enable this to export the layout file with the same color mapping as defined in the **Plates** view.

Check page status: You can use this option to check if the approval status of the pages is compliant with the **Job setup** settings. The task will fail if it is not compliant.

4.23. Export Imposition to PDF File

This task exports Imposition, RunList, Layer, Plate and Page formats to PDF format.

Number of Flats per File: You can use this option to specify how you want to split the output file. One sheet side of an Imposition is considered as a Flat.

- If you enter `0` , the output will be one multipage file.

- If you enter `1` , the output will be two PDF files containing front and back sides separately. For each sheet in the Imposition, there will be two PDF files like this.

- If you enter `2` , the output will contain front and back side together in one PDF file with two pages. This will be the outcome for each sheet in the Imposition .

Page Label: The page labels as they will appear in the output file(s).

Note: You can here insert SmartNames from the categories **Page Information** and **Plate Information**.

Apply Color Mapping: You can enable this to export the layout file with the same color mapping as defined in the **Plates** view.

Check page status: You can use this option to check if the approval status of the pages is compliant with the **Job setup** settings. The task will fail if it is not compliant.

4.24. Export to PDF File Chain

Note: This task is used only in page workflows.

This task chain ticket consists of the *Export to PDF File*, linked to the *Mark as Proof* ticket. The result of the action is a PDF file that can be checked in the **Proofs** View.
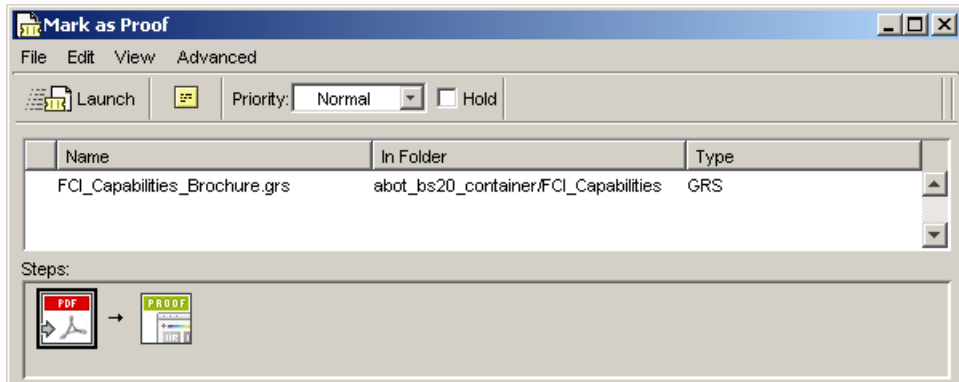
Depending on where the output file name is specified, in the PDF step or in the Proof step, a different naming mechanism for the Proof Sets is triggered.

4.24.1. PDF Step

When a task is launched from the Pages or Plates View, the default proof file name is `proof_[File]`.

4.24.2. Mark as Proof Step
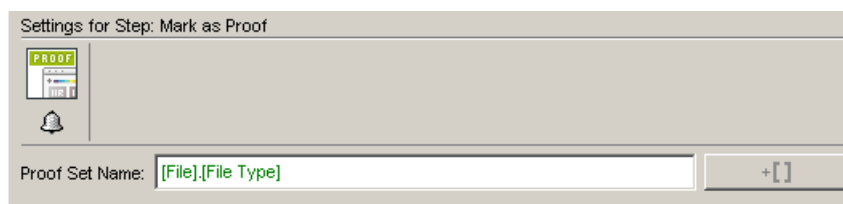
The default name of a proof set is: `Output file name.extension`.

Use SmartNames to build up the name or enter it manually.

The **Details** pane of the task mentions the original name of the file, including extra information on Trim Boxes, side, etc.

4.25. Import JDF Layout

This task is documented in the *Automation Engine Complete Manual*, in its chapter "**Tasks and Workflow Controls**".

4.26. Import JDF Stripping

Concept

In an MIS system, Customer Service Representatives create quotes for your customer. This calculation includes a lot of parameters: size of pages, number of pages, size of press sheet, which substrate, which press and folding machine, etc.

This high-level description of the product also includes a basic description of the imposition. Using JDF "Stripping", an MIS system can provide a prepress system with a rough description of the press sheet geometry. It is then up to the prepress system or operator to refine this data and add any still missing data.

This task reads the JDF file and allows to add decisions on signatures and positioning. Several other imposition settings are not visible in this task because they are fixed in the JDF file (for example finished and unfinished page properties).

The result of this task is an empty imposition (IMP) file.

Part

A JDF file can contain several **Parts**, for example its 'cover', 'pages', 'insert'.

You here choose if you want to strip only a specific part (select its number) or '**All parts**' (in which case only the tab '**Other**' is available).

4.26.1. Sheets

These settings are read from the JDF file:

- **Name**: The name of the sheet.

- **WorkStyle**: The 'work style' for the specific sheets: **Sheetwise**, **Work&Turn**, **Work&Tumble**, etc.

- **Paper**: The dimensions of the paper on which will be printed.

- **Press**: The type of press on which the sheet will be printed.

The **Plate** settings have to be set in this ticket:.

- When no specific plate is selected, the values for the **Master** are taken into account, which is **Auto** in the example above. 'Auto' refers to the 'Auto' value in the *tab 'Other'*.

    Master indicates that the same plate will be used as the one indicated on Master level.

    In the example below, the plate '`SheetFed-1030x750`' will be used for both sheets:

4.26.2. Assembly
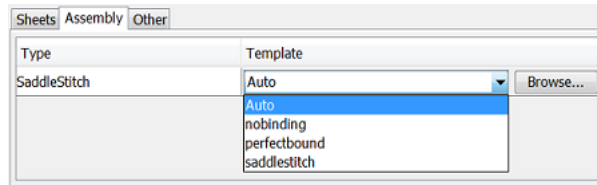
- **Type**: This is read from the JDF file.

- **Template**: Select the correct template for this assembly type: **Auto**, **nobinding**, **perfectbound**, **saddlestitch** or browse to an *.ass file.

4.26.3. Other
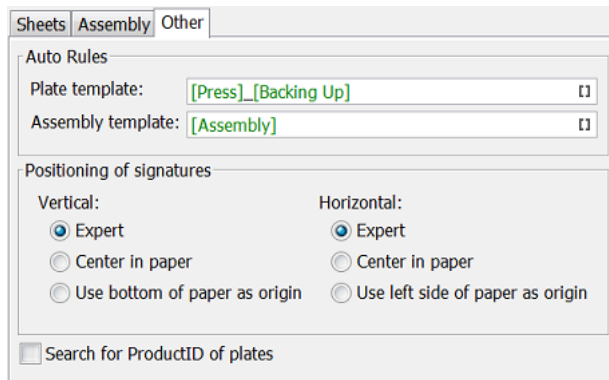
Auto Rules

When 'Auto' is selected in the *Sheets tab*, you here indicate which **Plate** or **Assembly template** should be used.

These names are typically defined via SmartNames. Click ⁺**[ ]** to open the list of available SmartNames. Choose a **Category**. Select one to read a short description at the bottom. Learn more in the chapter *SmartNames*.
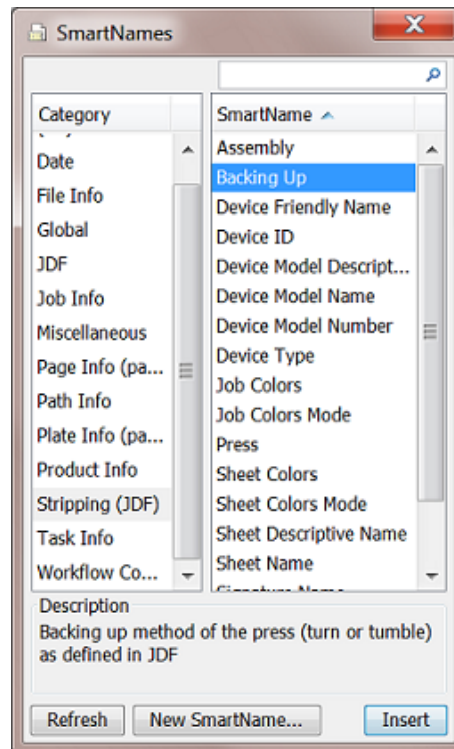
Positioning of signatures

Indicate how the signature should be positioned on the paper.

- **Vertical**

  - **Expert**: Positions the signature so that the bleed margin coincides with the gripper in a 'turn' workflow. In case of a 'tumble' workflow, the signature is positioned in the center of the paper.

  - **Center in paper**

  - **Use bottom of paper as origin**.

- **Horizontal**

  - **Expert**: In case of a horizontal positioning, this option is identical to the **Center in paper** option.

  - **Center in paper**

  - **Use left side of paper as origin**.

Search for ProductID of plates

Select this if you want the task to search for **Plate Product ID**s in the JDF. You can then use this **Plate Product ID** as a text or barcode mark on the plate.

4.27. Mark as Proof

Note: This task is used only in page workflows.

This task is used to make the proofs appear in the **Proofs** View. It can only be used in a workflow, for example in combination with the **Proof (Imposition) to PDF File** task. Automation Engine offers a ready-made *Export Imposition to PDF File workflow* ticket, which contains the export ticket, linked to the Mark as Proof ticket.

The Proof Set Name will by default be indicated as [File].[File Type], but can be adapted with SmartNames or other text.
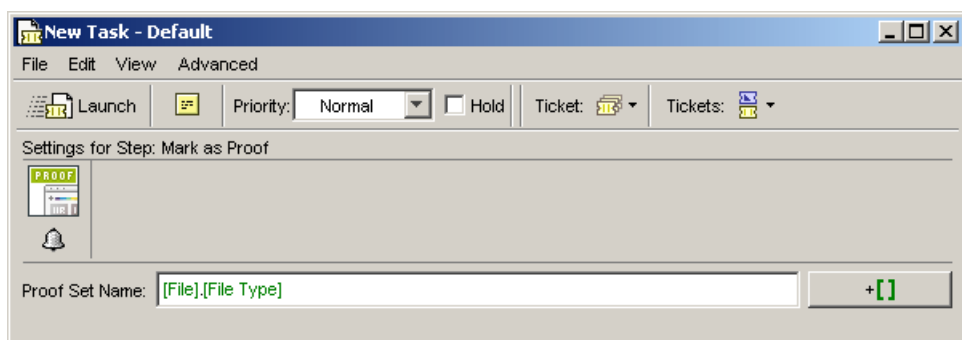
4.28. Print IMP File

This task is a combination of the *Print task* and the *Export Imposition to GRI File task*.

4.29. Proof IMP File (FlexProof)

This task is a combination of the *Proof (FlexProof) task* and the *Export Imposition to GRI File task*.

4.30. Publish Imposition on WebCenter Chain

You can publish your Imposition to WebCenter using this task chain. You can then approve/reject pages in WebCenter.

The input of this task can be an Imposition or a RunList. If you want to approve the RunList before adding a layout you can use this task to publish a Runlist on WebCenter.
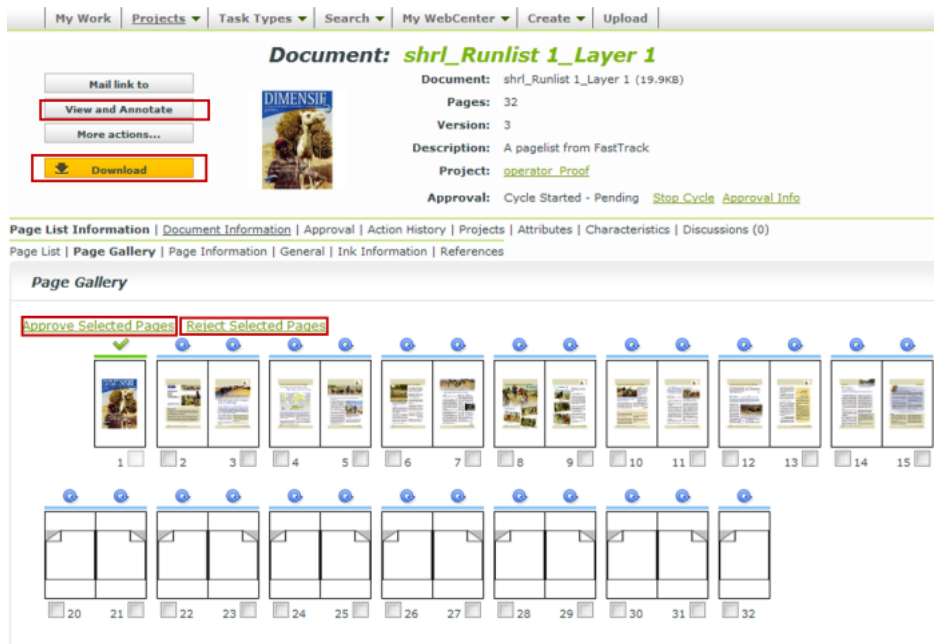
Your approval in the WebCenter is registered in the Pilot's **Proofs** view. You can proceed with these proofs in the Automation Engine workflows.
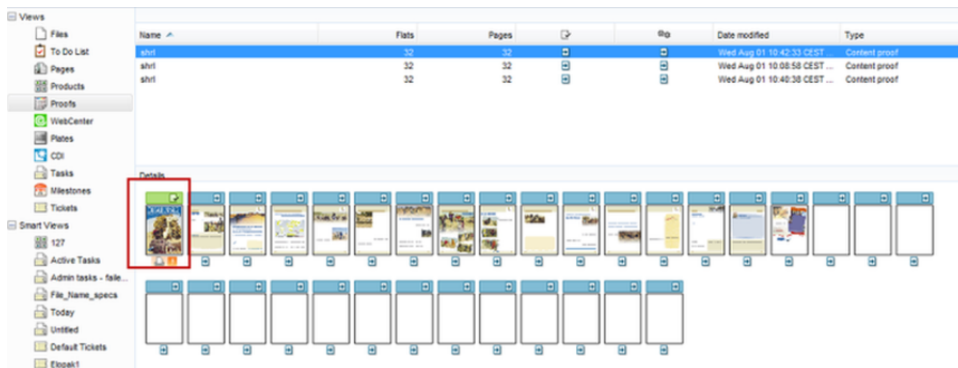
This ticket has two subtasks(steps):

4.30.1. Publish Imposition on WebCenter

Mockup

In this tab, you can check the elements you want to be visible on output and select the appropriate mockup color from the drop-down list to enhance visibility.
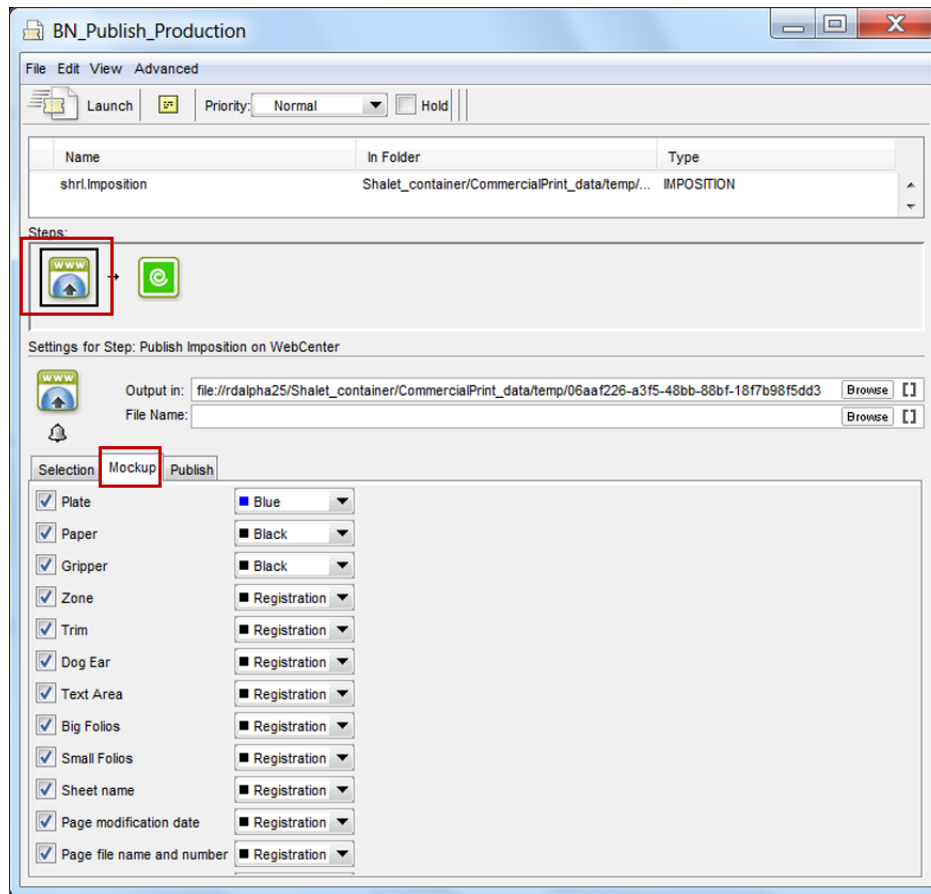
Publish
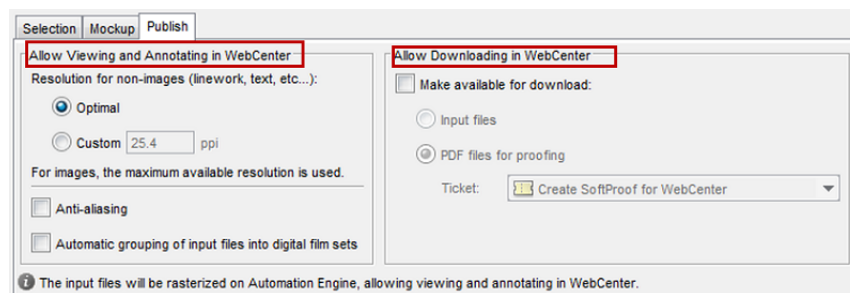
Allow Viewing and Annotating in WebCenter

The files will be processed by Automation Engine and uploaded to WebCenter according to the settings for resolution and image processing.

Resolution for non-images for linework and text etc.. can be set to either **Optimal** or **Custom**.

- **Optimal**: If you select this, Automation Engine will calculate the best resolution based on the size of the file.

- **Custom**: You can specify the required resolution.

For images, the maximum resolution available will be used.

Anti-aliasing: You can enable this image correction option to relevant objects. Anti-Aliasing smoothes the staircase effect you get in the generated CTs of line art objects that need pre-processing.

Allow Downloading in WebCenter

You can select which kind of files you want to make available for downloading in WebCenter here:

• **Input files**

• **PDF files for proofing**. You have to choose which **Ticket** should be used to generate the PDF files.

Note: If you select **PDF files for proofing** the viewing quality will be limited to the resolution of the PDF files for viewing.

4.30.2. Send RunList to WebCenter

Destination

• **Site**: You can indicate to which site you want to upload the documents. The sites available are the ones defined in *the Configure tool*.

• **Project**:You can indicate the name of the WebCenter project to which the imposition will be published.

Tip: Use `[JobName]` as project name to map the jobs in Automation Engine to the projects in WebCenter.

> **Note:** The project does not have to exist in WebCenter at upload time. If the project does not exist, it will be created in WebCenter. The person that does the upload needs to be Project Manager in WebCenter to be able to create a project in WebCenter over the upload.

- **Folder**: You can indicate in which folder the documents should be stored.

- **Document Name**: You can set the name of the published document and this setting allows to have documents published with a name which is different from the name of the published file.

- **Document Description**: You can enter a description about the document which will be available in WebCenter.

- **Project Template**: Here you can enter the WebCenter Project Template. You should have created this project template in WebCenter prior to using this ticket.

- **User Name**: Enter your WebCenter user name to gain access to the site. User name and password are used by WebCenter to check if the Automation Engine operator has the right to publish in the specified project.

- **Password**: Enter your WebCenter password to gain access to the site.

> **Note:** You can use SmartName in most of the fields.

Approval

The Approval tab allows you to select if and when the approval cycle should be started on WebCenter.

> **Note:** Make sure you have an approval cycle set up in WebCenter!You can do this by setting up an approval cycle in a project template, and creating your the project from this template.

Select the **Start the Approval Cycle** option if you want the approval cycle to start automatically as soon as the file is uploaded to WebCenter.

If the user you logged in with in the Destination tab has the **Change Approval Setup** permission in WebCenter, you can also set the approval **Due date**. You can choose:

- **today**,

- **tomorrow**,

- **today + x days** (then define the number of days in the **x =** field that appears),

- **job due date**,

- **other...** (then enter the due date or select it in the calendar).

You can also select the hour at which the cycle should be completed (except when using **job due date**).

4.31. RIP IMP File to Screened and Unscreened Tiff File

This task is a combination of the *RIP to Screened Tiff File task* and the *Export Imposition to GRI File task*.

5. Review and Approval of Page Impositions using WebCenter

This chapter is specific on publishing **page impositions** to WebCenter. For all other generic documentation on integrating Automation Engine and WebCenter, we refer to *Integrating with WebCenter*.

5.1. WebCenter Setup

In **WebCenter**, you need to set up a **Project Template** with **Approvers**.

You will use this template in **Automation Engine** when sending impositions: it will allow you to create new WebCenter **Projects** (already containing your **Approvers**) as needed, directly from Automation Engine.

Note: Alternatively, you can set up a WebCenter **Project** with **Approvers** in WebCenter, and send your impositions to it from Automation Engine. But then you will only be able to create new **Projects** from **WebCenter** and not from **Automation Engine**.

1. Create a new **Project**.
2. Add **Members** to the project.
3. Choose **Approvers** from within the Project's members.
4. Save the Project as a **Template**.

5.1.1. Creating a New Project

1. Log in to WebCenter as a user who is a **Project Manager**.
2. Click **Projects**.

    The **Favorite Projects** page is shown.
3. Click **Create New Project** at the top right of the page.
4. Choose **Start from a Blank Project** and click Continue.
5. Enter the name for the Project in the **Project Name** field.

    • To make another user or user group the Project Manager for this project, select his or her name, or the group name, from the **Project Manager** list.
    • If you want, enter a description in the **Description** field.
    • To make the Project active, set the **Status** as **Active**.
    • To specify an optional due date, click the calendar control at the end of the **Due On** field and select the desired due date. To set the due time, click the drop-down list box to the right of the calendar control.

> **Note:** This is not the **Approval Due Date**. You will set the Approval Due Date when setting the **Approval Cycle**.

- To use a custom thumbnail, click **Change** and enter the complete path and file name in the associated field or **Browse** for it. To use the default thumbnail, leave that choice selected.
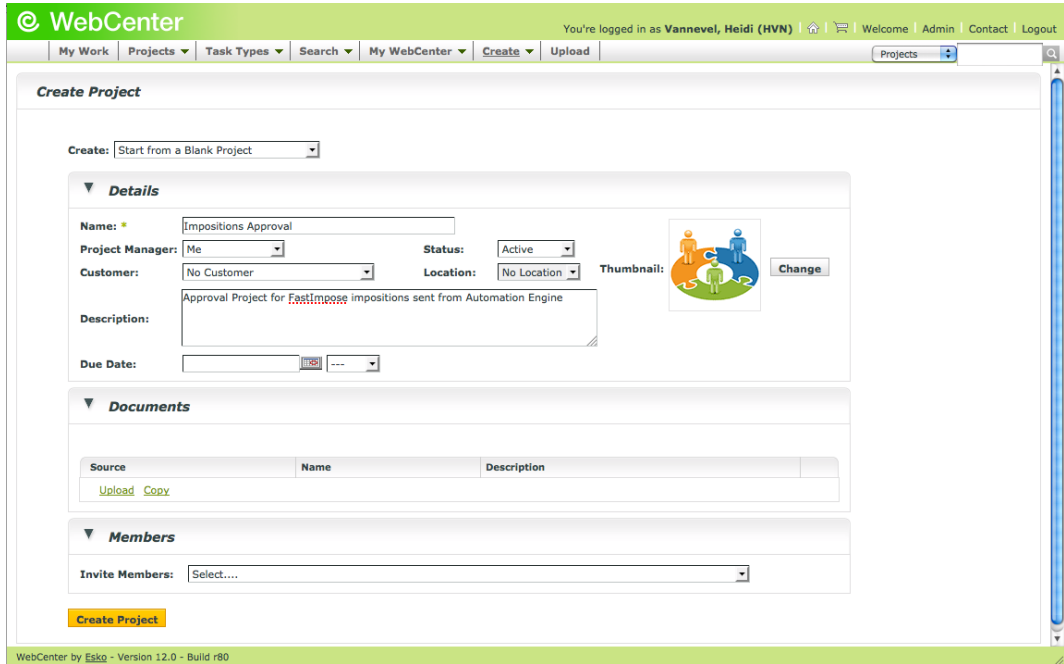
6. Click **Create Project**.

The Project is created.

5.1.2. Adding Members to a Project

1. Once the project is created, click **Members** > **Add Members**.

Automation Engine
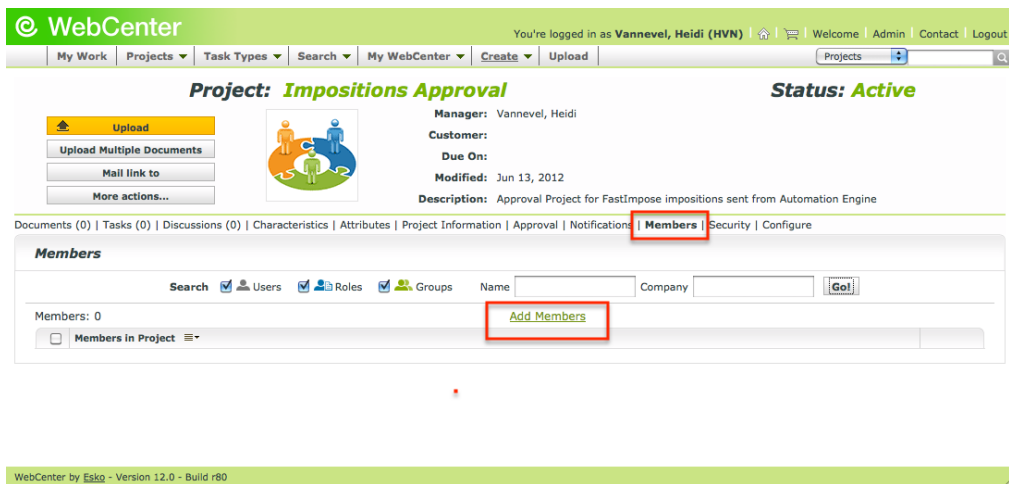
This shows a list of the current WebCenter members.

2. Select the users or groups to add as members and click **Continue**.
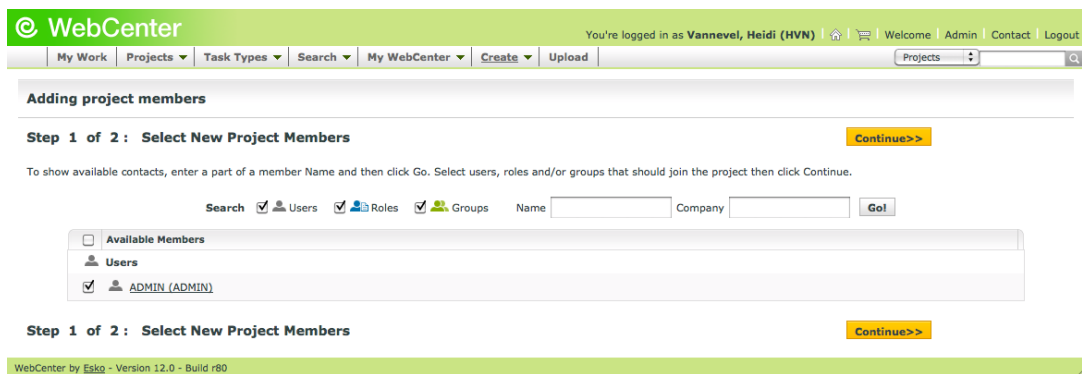
3. Set the members' permissions as desired. For Approval tasks, members need at least **View** permissions (selected by default).

Note: The permissions you set here apply to all members you have just added.
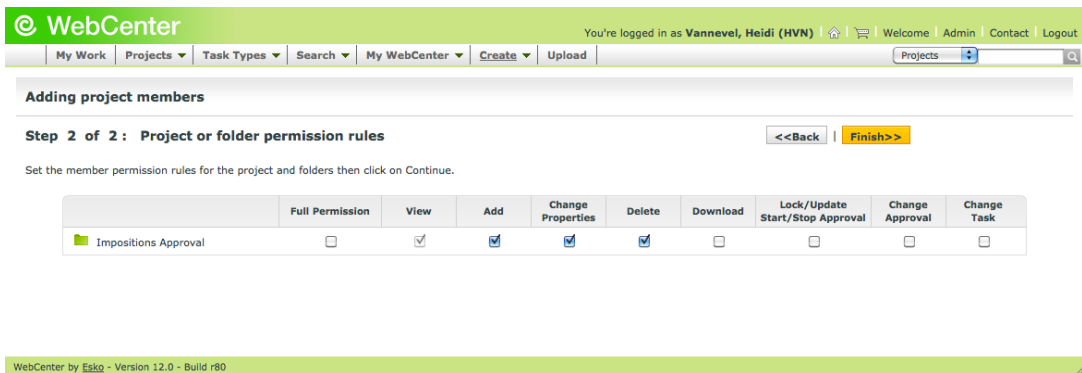
4. Click **Finish**.

5. Once the members are added, click **Go back to the project**.

5.1.3. Adding Approvers to the Project

Approvers can be either regular users or they can be user groups.

When you add a group as an approver, you must indicate whether:

- **all the members of the group** (select the group entry labeled `as whole group`) must approve the document before it gets the approved status, or

- whether the approval of **a single group member** (select the group entry labeled `as one of group`) will set the document to approved status.

Note: You can only change (add or remove) Approvers when the **Approval Cycle** is stopped.

1. In the Project Page, click **Approval**.
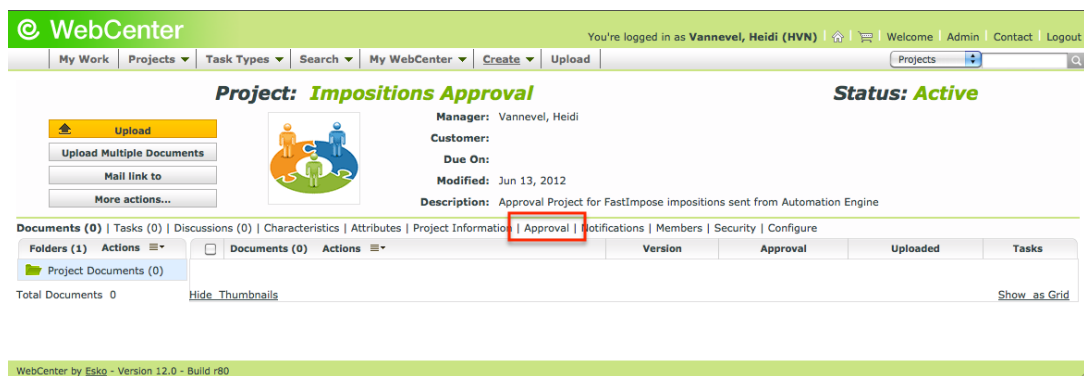
2. Click **Setup Approval**.

3. Open the **Add approver** list, and select the individual users or the groups you want to add.

Tip: Use Ctrl+Click to select multiple members.

Note: The Project Manager is not automatically made an Approval User and must be explicitly added to the list of Approvers.
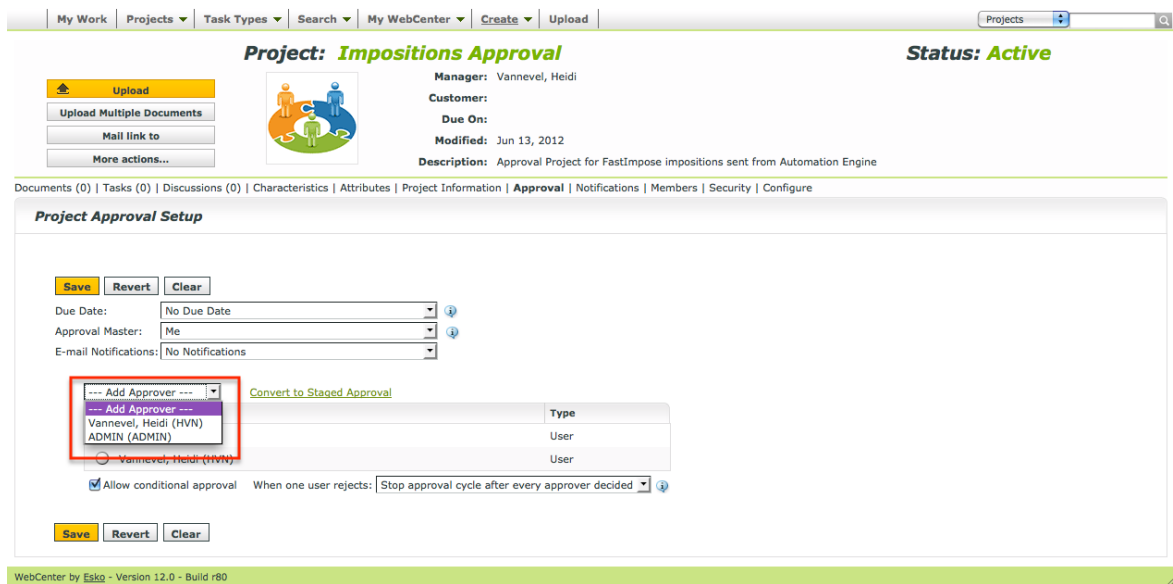
5.1.4. Saving a Project as a Template

Note: To save a Project as a Template, you need have Administrator permissions.

1. If the user you are logged in with is not an Administrator:

    a) Log out.

    b) Log back in with an Administrator user.

    c) Go back to your Project page.

2. In the **More actions** menu on the left, click **Save as Template**.
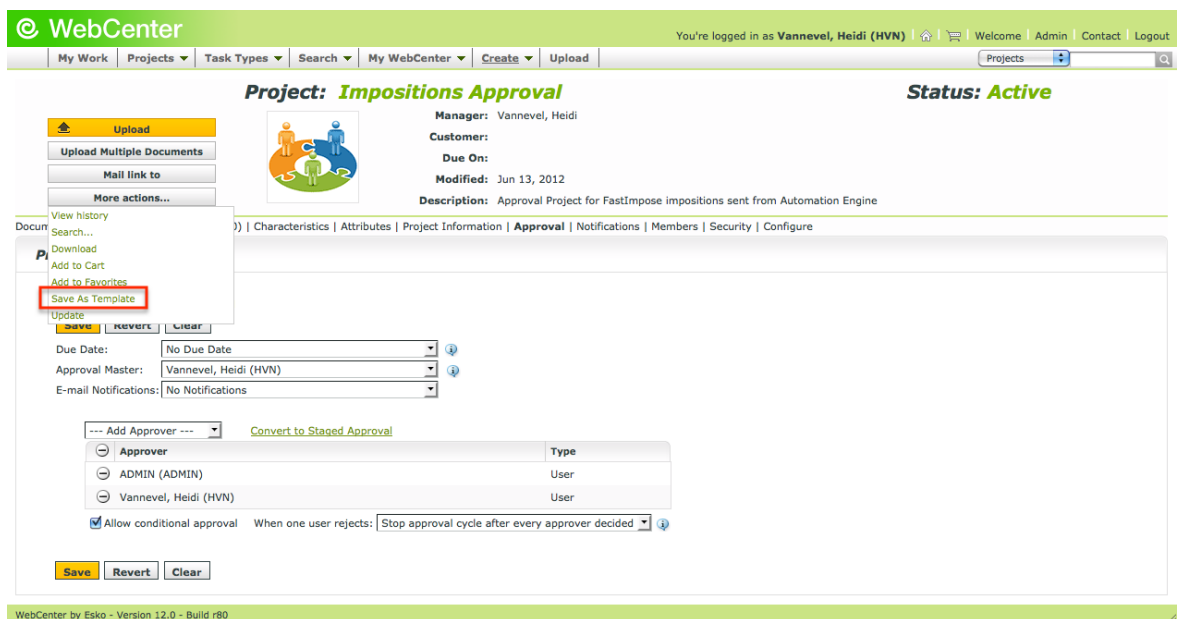
3. Enter the **Template Name** (different from your **Project Name**) and a **Description**.

To use a custom thumbnail, click **Specify New Thumbnail** and enter the complete path and filename in the associated field or **Browse** for it. To use the default thumbnail, leave that choice selected.

4. Click **Finish**.

The Template is created.

5.1.5. Configure Workflow Approval and Tunnel Clients

When WebCenter and Automation Engine are not on the same LAN, this **workflow approval and tunnel client** will establish a bi-directional communication.

Note: The Automation Engine Pilot needs to have the **workflow approval client** credentials to send messages to WebCenter.

This is configured through **Admin** > **Configuration** > **Workflow Approval Clients** in WebCenter, and, in the case of Automation Engine, in **Tools** > **Configuration** > **Web Sites** in the Automation Engine Pilot.

Attention:

Configure the WebCenter account first so that it can be tested from within the workflow approval server.

WebCenter and the workflow approval server must use the same user name and password!

This is completely separate from a normal WebCenter user. Workflow approval clients may not log in to WebCenter.

Two manual configuration steps must also be performed outside of WebCenter to ensure proper communication between the workflow approval client and WebCenter systems that are not on the same LAN.

5.1.6. Create a Workflow Approval and Tunnel Client

1. Click **Admin** > **Configuration** > **Workflow Approval and Tunnel Clients**.
2. Click **New Workflow Approval and Tunnel Client**.
3. Enter the **User Name** and **Password** for the workflow approval client user.
4. Click **Create**.

Note: If you have several Automation Engine, Nexus, or Odystar sites communicating with WebCenter, you need to create a separate Workflow Approval Client for each site.

5.2. WebCenter Sites

Go to **Tools** > **Configure** > **WebCenter Sites** to configure links from Automation Engine to WebCenter sites.
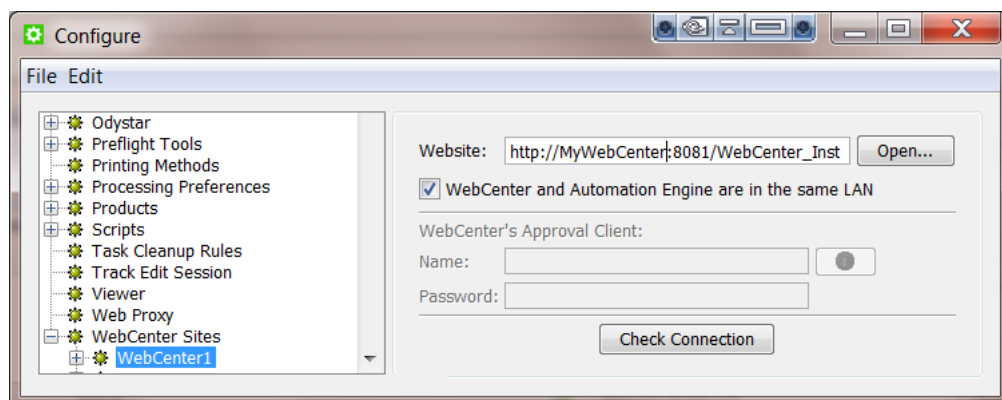
Website:

Specify the web address of the WebCenter site. After you entered the WebCenter address, click **Open...** to check if the WebCenter site is up and running. If you are redirected to the login page, it means that the address is correct and that the site is up and running.

Tip: Be aware that this address is also the address that will be included in the notification e-mails when adding links to documents (approval cycle start E-mail). You should therefore make sure that the address can be accessed from the outside. Make sure to not use an internal address, but one that you want your (external) users to use when *they* use WebCenter.

WebCenter and Automation Engine are in the same LAN

Select this toggle if this is true. This will most likely be the case. Deselect this toggle if WebCenter and Automation Engine are not in the same LAN.

Note: How can you verify if these two systems are in the same LAN? They are in the same LAN when you can connect from WebCenter's application server, this is the system where JBOSS is installed, to an Automation Engine Job Folder with the credentials of the **System Account** (by default the user BGSYSTEM or the one you changed it to, using *the System Account page in the Server Web page*).

WebCenter's Approval Client:

If WebCenter and Automation Engine are not in the same LAN, you first need to create an Automation Engine **Approval Client** in WebCenter. This is necessary to give Automation Engine permissions to listen to the approval messages that are stored in WebCenter.

Tip: If the **Approval Client** does not exist yet, follow these steps:

1. In WebCenter, log in as `Administrator`.
2. Go to the **Admin** section. In **Configurations**, select **Workflow and Tunnel Approval Clients**.
3. Click the link "**New Workflow and Tunnel Approval Client**".
4. Enter a **User name** and a **Password** for the Automation Engine client. Mind that this is also the user name and password that have to be entered when configuring the WebCenter site in Automation Engine.

Fill out the client **Name** and **Password** and click the **Check Connection** button. This will check if the user can log on successfully.

The **Info** button displays the following information: *"In case Automation Engine and WebCenter are not in the same local area network (LAN), the retrieval of the approval results is secured by a name and password. The name and password specified in Automation Engine must match the name and password specified in WebCenter by the WebCenter administrator. When clicking the 'Check' button, the WebCenter version will be checked and the name and password will be validated by WebCenter."*

Check Connection

When you click this button, you should, after a few seconds, get a window saying "**Check OK**". The software version of that WebCenter will also be mentioned.

Note: The button will check the validity of the user name or password to connect to that WebCenter but **not** of your WebCenter's **Approval Client**.

Note: Passwords are encrypted.

Note: When you connect to a secured WebCenter site (for example one that uses HTTPS://), then you have to export its security certificate and import it on the Automation Engine server. If this is not done, publishing from Automation Engine to WebCenter will result in an error. Learn more on how to do this in the chapter **Install SSL Certificates on the Workflow Production Server** of the *WebCenter documentation*.

> **Tip:** After configuring a new WebCenter site, it is recommended to close your Pilot and start it again in order to see the updated list of WebCenter sites in your tickets.

# 5.3. Sending an Imposition from Automation Engine to WebCenter

5.3.1. Preparing the Imposition

1. In the **Files** view, browse to the FastImpose imposition file (`*.imp`) you want to upload.

   > **Note:** The imposition file must be part of a job.

2. Right-click it and select **Add to Imposition Gallery** from the context menu.

   When you switch to the **Pages** view, you can see your file in the **Imposition Gallery**.
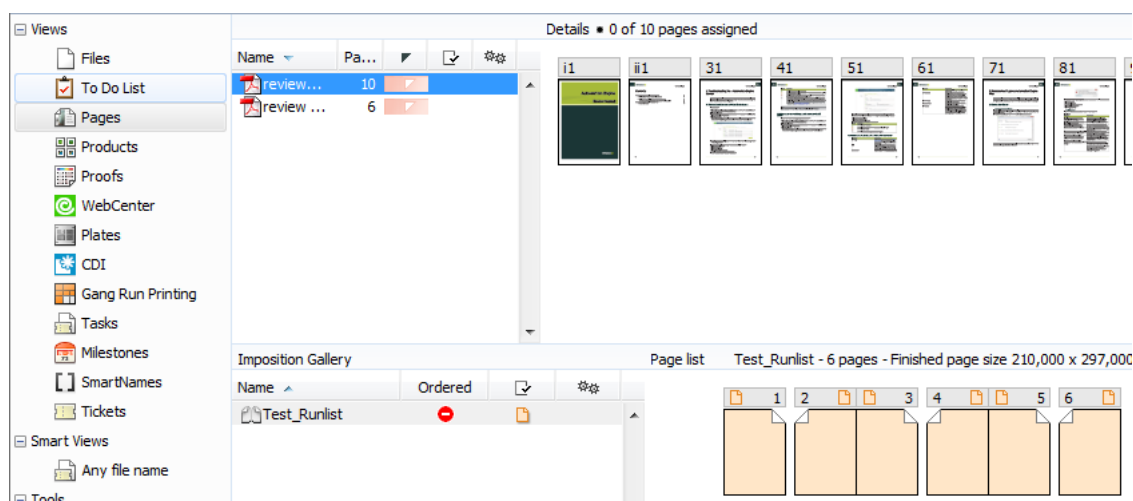
3. If the imposition doesn't show the pages preview (as in the previous example), add them as follows:
   a) Click on the first page's file name in the **Page Gallery**. This shows the page's preview in the **Details** area at right.
   b) Drag this preview onto the first page of the imposition in the **Page list** area.
   c) Repeat this for the other pages of your imposition.
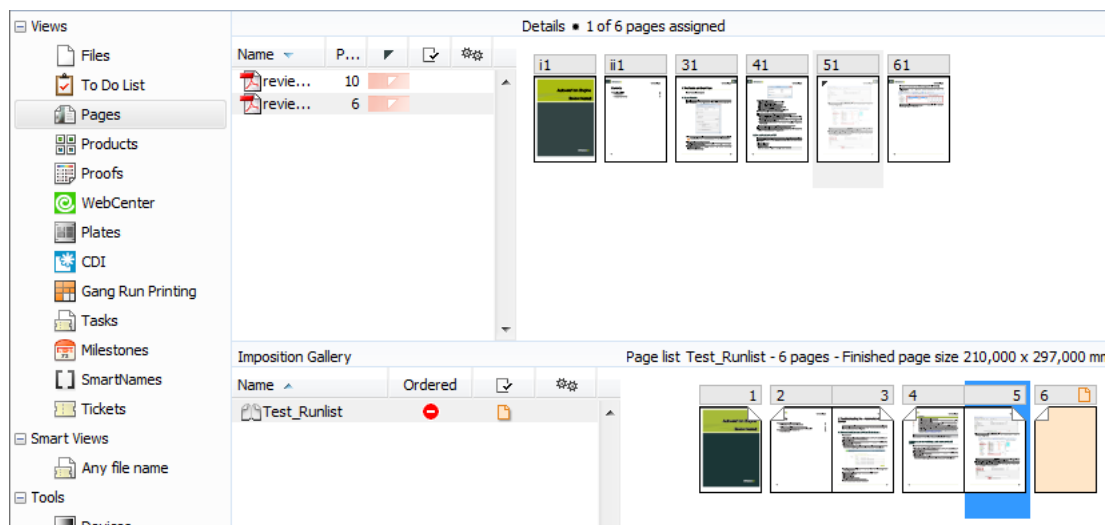
5.3.2. Sending the Imposition to WebCenter

If your imposition contains several books, you must send the books one by one to WebCenter. Each book will be shown as a Page List in WebCenter.

1. In the **Imposition Gallery**, right-click the imposition (or the book) and select **New Task** > **Prepare Imposition for WebCenter Workflow**.

   If the **Prepare Imposition for WebCenter Workflow** task does not appear in the context menu, choose **More Tickets** and select the task in the **Select Ticket** dialog.
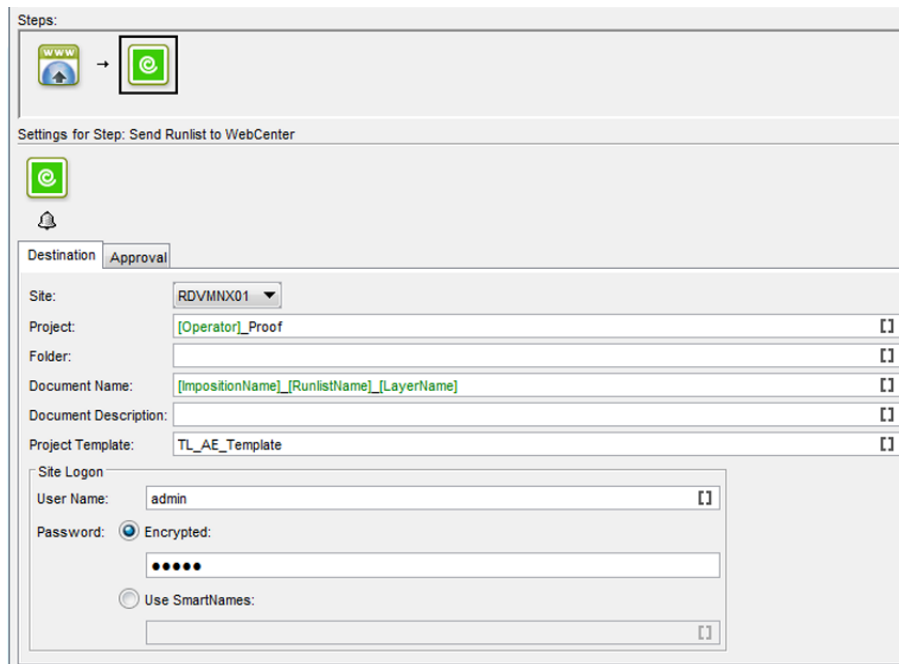
2. Modify the settings of the **Prepare Imposition for WebCenter** step (the first step in the workflow) if needed.

3. In the **Send Imposition to WebCenter** step, modify the settings of the **Destination** tab (you can use SmartNames where indicated by the SmartNames button):

   a) Select your WebCenter **Site** from the list.

   b) Enter the name to give to your **Project**. Automation Engine will create this project in WebCenter, from the **Project Template** you specify below.

   > **Note:** You can also send your imposition to a **Project** already existing in WebCenter. In that case, you don't need to enter a **Project Template**. Note that this Project must have Approvers defined in WebCenter.

   c) If you want to send your imposition to a subfolder in the project, enter that **Folder**'s name. If this folder doesn't exist in the template (or project), Automation Engine will create it.

   d) Enter the name to give to your imposition **Document**. This is the name that will be shown in WebCenter. For example you can use `[ImpositionName]_[BookName]_[LayerName]`.

   e) Enter the **Project Template** to use to create your WebCenter project.

   > **Important:** This **Project Template** must be defined in WebCenter. See *WebCenter Setup* on page 81.

f) Enter the **User Name** and **Password** used to connect to your WebCenter site. You can use an **Encrypted** password or **SmartNames**.

4. Modify the settings of the **Approval** tab:
   a) Enable **Start the Approval Cycle**.
   b) Select a **Due date** and time.
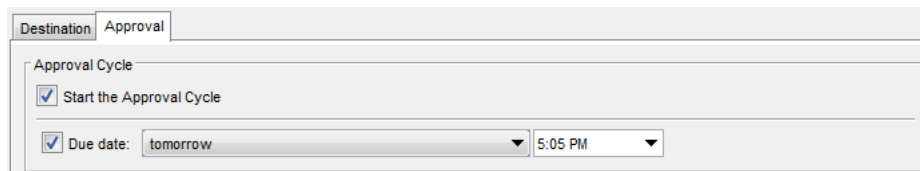
5. Click the Launch button in the top left corner to upload the imposition to WebCenter.

   Note:

   If you don't start the Approval Cycle from Automation Engine, you will still be able to start it from WebCenter, and view the approval results in Automation Engine.

   For more information, see the WebCenter manual.

5.4. Approving the Imposition in WebCenter

In WebCenter 7.1, you can:

- Approve / reject documents sent from **Odystar**, **Nexus** or **Automation Engine** as regular documents (see *Approving a Document* on page 92).
- Approve / reject documents **FastImpose impositions added to the Pages View in Automation Engine** as regular documents or **Page Lists** (see *About Page Lists* on page 93 and *Approving a Page List* on page 93).

When approving a Page List, you can:

- Approve / reject not only the whole multipage imposition but each individual page.
- Update and have version control not only on the whole multipage imposition but on each individual page.

Note: Only **FastImpose** impositions that have been added to the **Pages View** in Automation Engine are recognized as **Page Lists** in WebCenter. Multipage files uploaded from within WebCenter, or from Odystar, Nexus, or even other Automation Engine documents will never be treated as Page Lists. Instead, they are considered regular multipage PDF documents.

When approving a Document, you can:

- If you are an **Approval User**: `Approve` the document, **Reject** it, or leave it `Pending` to approve / reject it in the future.
- If you are a **Project Manager**: `Approve` or **Reject** the document, leave it `Pending`, or **Force Approve** / **Force Reject** it if you need to overrule the approval status granted by the approval users.

Note:

For more information about Forced Approval or Rejection, see the WebCenter manual.

5.4.1. Approving a Document

Documents waiting for your approval are shown on My To Do List under My Work. If you are an Approval User, do the following to Approve or Reject a document:

Note:

You can also approve or reject documents in the **Viewer**.

1. Click **Approve/Reject** at the end of the **Approval** field in the document header.

2. Choose the desired **Approval Status** from the drop-down list: `Approved` indicates approval; `Pending` indicates future Approval or Rejection, and `Rejected` indicates disapproval.
3. Once you choose **Approved** or **Rejected**, you may not change the status later; a view-only version of the page will be shown showing the choice you picked. Only a **Pending** status allows future changes.

If you want, you can add a comment in the **Comment** field. Submitted approvals and comments are shown on the **Action History** page.

4. Click **Finish** to change the status of the document.

To cancel the changes, navigate to another page without clicking Finish.

5.5. About Page Lists

What is a Page List document?

Page Lists are a special type of multipage PDF documents in WebCenter that represent imposed books or magazines. As such they are an important tool for commercial printers.

Page Lists are uploaded from a Automation Engine production server using the **Pages View** in the Automation Engine Pilot.

Note: Only **FastImpose** impositions that have been added to the **Pages View** in Automation Engine are recognized as **Page Lists** in WebCenter. Multipage files uploaded from within WebCenter, or from Odystar, Nexus, or even other Automation Engine documents will never be treated as Page Lists. Instead, they are considered regular multipage PDF documents.

Page List documents have two major advantages over other multipage PDF files:

- You can **upload either the complete document, or specific pages** only (for example, pages 6-12);

- **individual pages can be approved or rejected** in WebCenter (for example, you can approve pages 3, 5 and 7-16 of a 16-page Page List).

  Note: A multipage PDF file can only be approved or rejected as a whole.

Working with Page Lists

Page List documents are **displayed as a single document** in document lists. Click the Page List name to view its pages and details in the dedicated Page List views.

Note: Page Lists cannot be downloaded.

5.5.1. Approving a Page List

In order to approve your imposition as a Page List in WebCenter, you need to first login to WebCenter as an approver, then navigate to the document (Page List) to approve, in the project created from Automation Engine.

You can also access this Page List from the link in the approval notification email, if you received one.

Make sure you have the correct permissions to approve documents in WebCenter. For more information, please see your WebCenter manual.

You can choose from a number of different methods to approve the pages in a Page List:

- **Use the WebCenter Viewer:**

a) In the Project, click on the Page List's thumbnail image. The **Viewer** opens, displaying the Page List.

b) In the **Approval** area in the sidebar on the right of the Viewer window, select the appropriate approval state (Approved, Rejected, Pending) from the list.

The **Approval** dialog opens in which you can add approval comments.
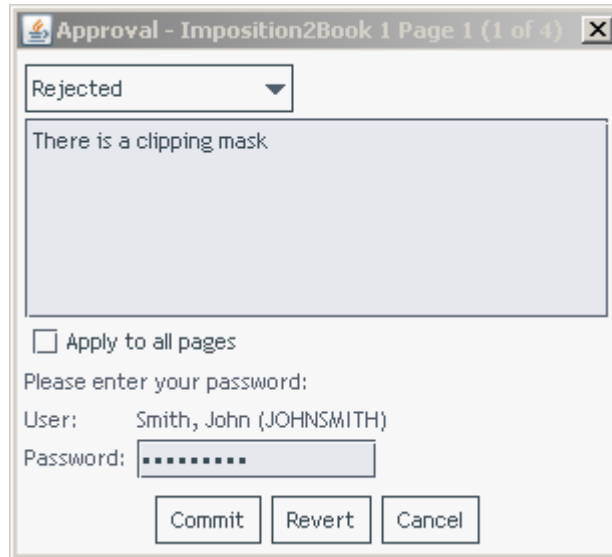
c) Enter your comments, provide your password if required and click **Commit**.

> **Note:** You can approve / reject one page at a time, or all of the document's pages (using **Apply to all pages**).

- **Use the Page Gallery view:**

a) In the Project, click on the Page List's name.

The **Document Details** page appears.

b) Select **Page Gallery** from the menu.

c) Select the pages you want to approve and then click **Approve/Reject**. You can also use **Approve/Reject all Pages**.

d) Enter your comments, provide your password if required and click **Commit**.

- **Use the Page List view:**

a) In the Project, click on the Page List's name.

The **Document Details** page appears.

b) Select **Page List** from the menu.

c) Select the pages you want to approve and then select **Approve/Reject** from the gearbox menu. You can also use **Approve/Reject all Pages**.

d) Enter your comments, provide your password if required and click **Commit**.

• **Use the Approve/Reject link on the Document properties page to approve all the pages at once.**

a) Enter your comments, provide your password if required and click **Commit**.

5.6. Sending a RunList / PageList to WebCenter

You can send a RunList from Automation Engine to WebCenter without having to create an Imposition. The resulting **PageList** will have pages in the right order. These pages are sent to Automation Engine after approval.

In PageLists, information such as Sheet info is not available.

Use this workflow if you want to send pages to WebCenter in the right order to get them approved.

Note: Unlike sending impositions, you still need to position them afterwards.

The uploaded PageList in WebCenter takes the Sheet Name **NoImposition**. The Sheet Name and the Sheet Side will always be 0.

5.6.1. Preparing a RunList

Context for the current task

Run the **Create RunList** task on a multipage PDF file. Remember to enter a name for your RunList. If the **Name** field is left blank, the task uses the file name.

Read more about the task settine in *Create RunList from PDF* on page 56.

A RunList is created and shown in the **Imposition Gallery**. Switch to the **Pages** view to see the RunList and its pages.

5.6.2. Sending A RunList to WebCenter

1. In the **Pages View**, right-click the RunList and select **New Task** > **Publish Imposition on WebCenter** .

2. Modify the settings of the **Publish Imposition on WebCenter** chain task.

   Read more in *Publish Imposition on WebCenter Chain* on page 75

3. Click the Launch button in the top left corner to upload the RunList to WebCenter.

   Note:

   If you don't start the Approval Cycle from Automation Engine, you will still be able to start it from WebCenter, and view the approval results in Automation Engine.

   For more information, see the WebCenter manual.

   The RunList will be uploaded to WebCenter. If approval is required the approval feedback is visible in page and proofs views.

   Note: In the **pages view**, the approval status is indicated in a color on top of the page. When you hoover over the page, the details of the approval becomes visible.

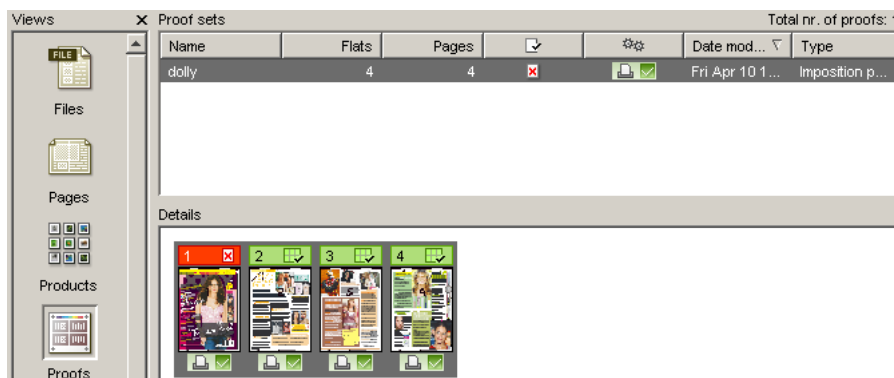# 5.7. Checking the Approval Results in Automation Engine

- To view the status of documents in a WebCenter Approval Cycle in Automation Engine, you can use either:

  - the **Pages** View,
  - the **Proofs** View,
  - the **WebCenter** View.

5.7.1. In the Pages and Proofs Views

- Go to the **Pages** or **Proofs** View to view the approval status of **each page** of the imposition.
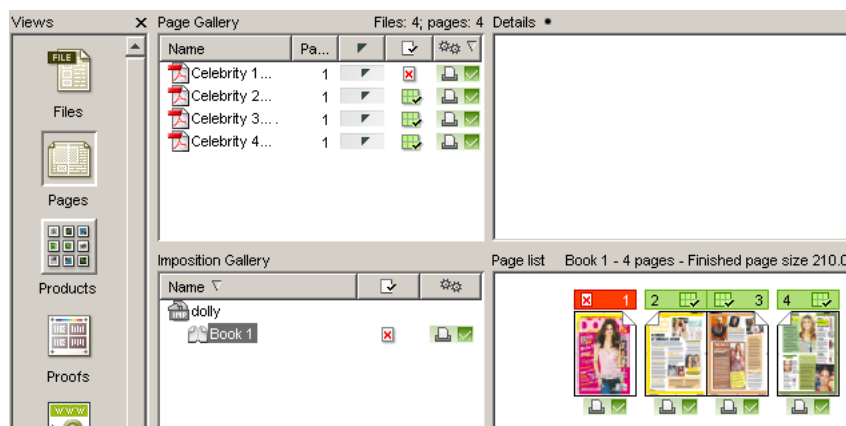
  - In the **Pages** View:

• In the **Proofs** View:

> **Note:**
>
> When you try to expose a sheet that contains a rejected page, you will get an error in the **Expose** task and an error status in the **Plates** View.
>
> If you really need to expose the sheet anyway, you can overrule the WebCenter approval status from Automation Engine (see *Overruling the WebCenter Approval* on page 100).

5.7.2. In the WebCenter View

In the **WebCenter** View, you can view the approval status of **the whole imposition**.

> **Important:** You need to first set up the WebCenter View before you can view all the approved / rejected documents in the WebCenter project you created.

1. Right click the **WebCenter** View's background and choose **Configure**.
2. Enter the **URL** of your WebCenter site.
3. Enter the **User** name and **Password** used to connect to your WebCenter site.
4. In **Project Name**, enter the name of the WebCenter project you sent your imposition to. You can use SmartNames.

> **Important:** Make sure this matches the **Project Name** of the project you created (or used) when sending your imposition from Automation Engine to WebCenter. See *Sending the Imposition to WebCenter* on page 90.

5. To check that the information you entered is correct and that the WebCenter server is running, click the **Retry Connection** button at the bottom of the view.

You can also use the link at the top of the view to open the web page of the WebCenter project.

6. Once you have checked that your configuration is correct, use the **Save to Configuration** button to save it.
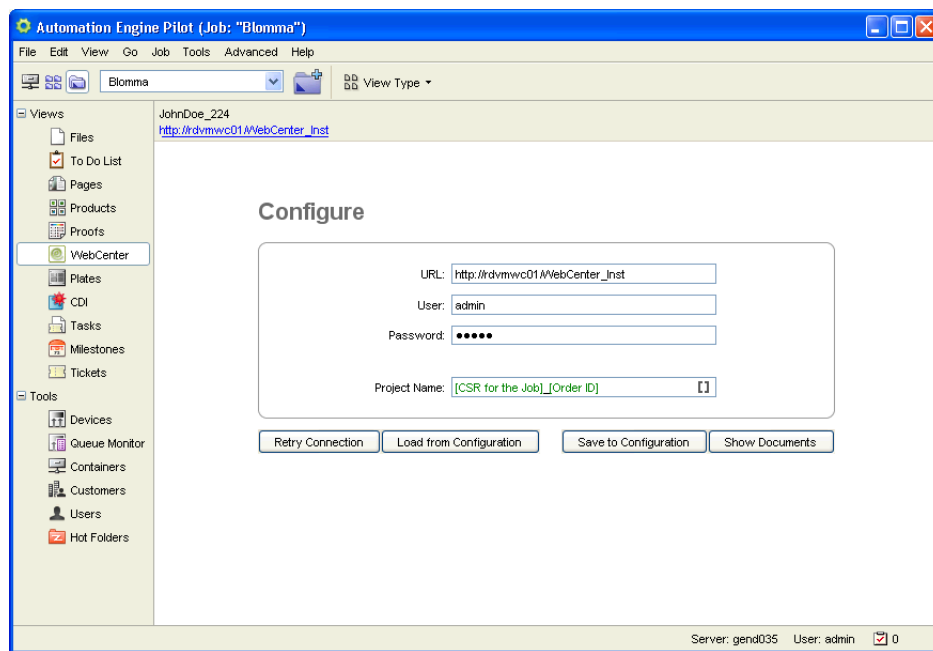
Once it is saved, you will be able to return to this configuration using the **Load from Configuration** button after any unwanted change.

7. Click the **Show Documents** button to view the documents in your WebCenter project.
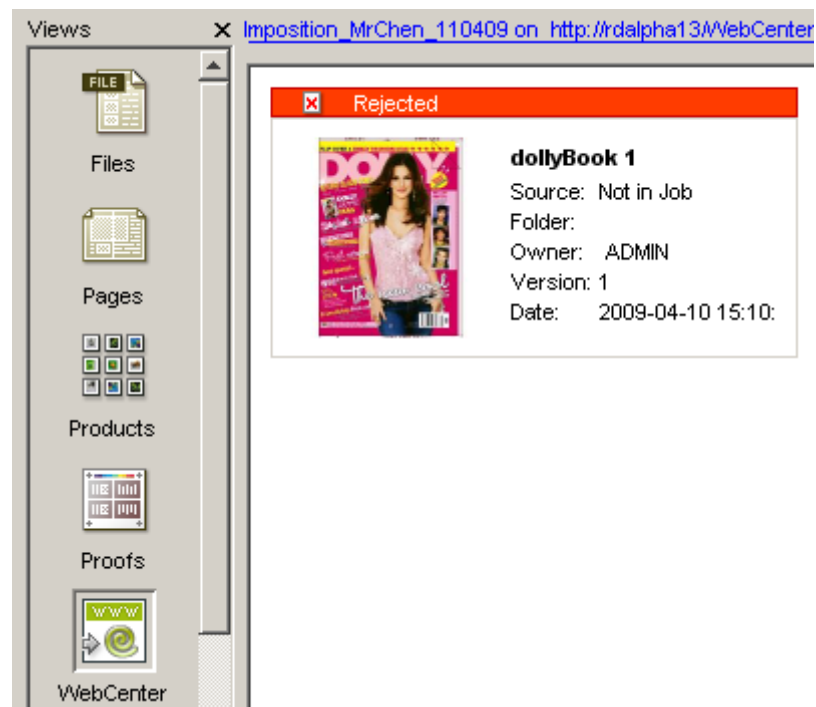
> **Note:** If at least one page of the imposition is rejected, the status of the whole imposition is **Rejected**.

5.7.3. Possible Document Statuses

This icon…	means that…
	the page and the original imposition layout have been approved by all approvers. **Note:** The imposition layout can be approved even if some of its pages are rejected.
	the page has been approved by all approvers, but it may have changed the imposition layout, which needs to be checked (for example for a new page replacing a rejected one).
	the page or the whole imposition has been rejected by at least one approver.
	the page or the whole imposition has yet to be approved or rejected by at least one approver.

When you hover on the top of a page in the **Pages** or **Proofs** View, you can see:

- the approval status,
- any comment entered,

- the date and time of the approval,
- the WebCenter user who approved/rejected the page.
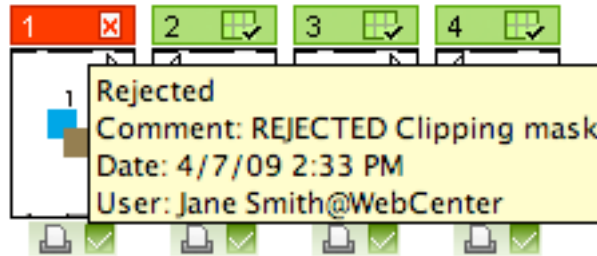
5.8. Overruling the WebCenter Approval

After your imposition has been approved or rejected in WebCenter, you can still overrule the approval status of some of the pages in Automation Engine, if necessary.

1. In **Automation Engine Pilot**, go to either the **Pages** or the **Proofs** View and locate your imposition document.
2. You can either:

   - Select a page of your document and use the ✓ and ✗ buttons in the View's toolbar to approve/reject the document without entering a comment.
   - Right-click on a page of your document and choose **Approve/Reject...** to open the **Approve/Reject** dialog where you can enter a comment.
3. In the **Approve/Reject** dialog, select **Manual** as **Approval Type**.
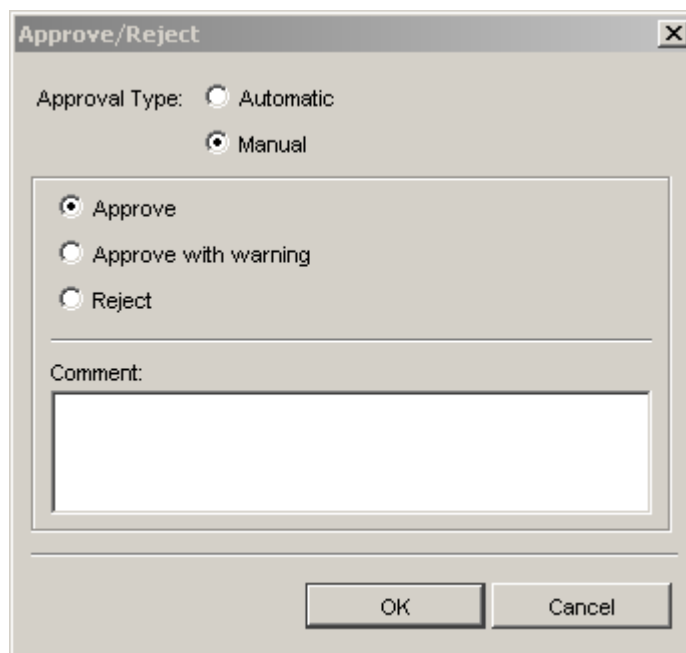
4. Choose to either:

- **Approve**,
- **Approve with warning**,
- **Reject** the document.

5. Enter a **Comment** if you wish and click **OK**.

Note: You can hover on the top of a page to view approval information, whether it has been approved/rejected automatically in WebCenter, or manually in Automation Engine.

6. Integrating with Third Party Imposition Systems

Automation Engine enables working with non-Esko imposition systems. These tasks import or export industry standard file types to or from the Impositions in the **Pages** and **Plates** views.

You can check or change (approval) statuses, assign pages and select elements for further processing or output in the **Pages** and **Plates** views in Automation Engine.

6.1. Workflows: The bigger picture

You can find a schematic overview of how impositions can be created, processed and exported below. The tasks highlighted in green are new in Automation Engine 12.
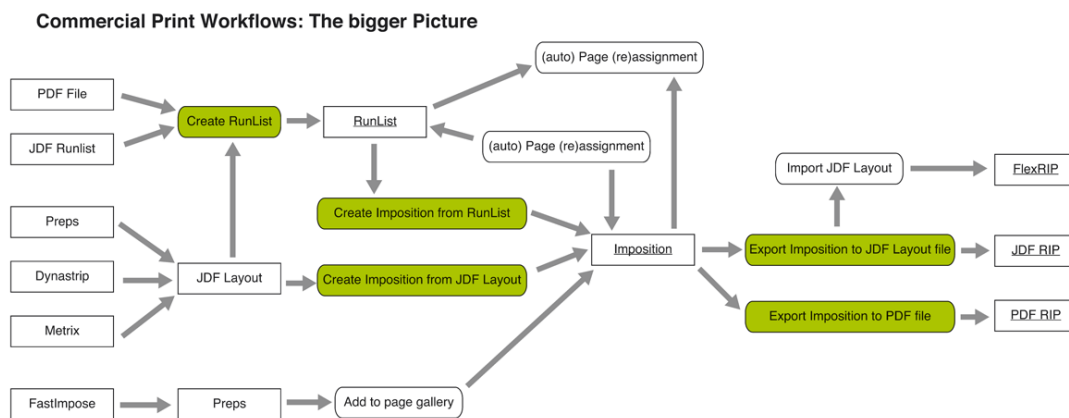
You can import populated or unpopulated impositions from applications that produces JDF layout file as its output. Some of the applications that can write a JDF Layout file are Kodak Preps, Litho Technics Metrix, Ultimate ImpoStrip , Dynagram Inpo2 , Dynagram Dynastrip, Plato and Pandora.

6.2. Importing and Creating Impositions

You can import the JDF Layout and use the **Create Imposition from JDF Layout** task to bring the **Imposition** to the **Pages** and **Plates** views in Automation Engine.

If you start with a PDF file or a JDF Runlist, you can use the **Create RunList** task to create a Runlist in Automation Engine. Subsequently, you can use the **Create Imposition from RunList** task to create Imposition from this RunList.

It is possible to separate the creation of a RunList and the creation of an Imposition from that Runlist in time. In some cases printers prefer to let the RunList be approved and corrected before they select the layout and create the Imposition.

You can achieve this by using two workflows.

1. Assemble the RunList and send it for approval.

2. Create the Imposition from the RunList and export it:

Read more about the new importing and creating tasks in the Reference Guide:

Create Imposition from JDF Layout on page 49

Create RunList from PDF on page 56

Create Imposition from RunList on page 50

General Remarks

Note: File Compatibility

- JDF layout files: tests have been done with Preps, Metrix, ImpoStrip, InpO2, DynaStrip, Plato and Pandora.
- PDF files: Normalized as well as non Normalized files can be used in the Imposition workflows. However, third party rips and workflows do not support external images.

Note: Thumbnails in the **Pages** and **Plates** views are only shown when the pages in the files contain thumbnails. If you have no thumbnails in your PDF files, you can speed up the system.You can also save some screen space by hiding the details pane and by switching to **list** mode.

6.3. Exporting Impositions

You can use **Export Imposition to JDF Layout** task to send an Imposition or part of an Imposition to another workflow system or to a Rip that is compatible with JDF layout.

- The output is JDF layout containing a JDF runlist.
- You can create a runlist for the **Join Pages** task using this output. This allows you to create a multipage PDF file to send to your customer for approval.

- It can be used to drive the FlexRip when followed by the **Import JDF Layout** task.

You can send an Imposition or part of an Imposition to a PDF Rip (for example Nexus Rip) using **Export Imposition to PDF** task. The output will be a PDF file containing the Imposition.


More info regarding these exporting tasks in:

Export Imposition to JDF Layout on page 68

Export Imposition to PDF File on page 69

6.4. Workflows with Selection and the Convert Selection tasks

Page, RunList, Layer, PageSlot, Imposition and Plate are abstract file types that do not correspond directly to a file. They can be used as entities in a workflow to route the elements you want to process through the workflow. For example, you can import an Imposition and preflight all the PDF files referred from that Imposition. The workflow below accepts a JDF Layout as its input, selects the PDF files referred in the JDF file and waits until all of them pass the preflight check before producing outputs as sheets to a PDF file. You need to convert the Selection to a PDF before Preflight.
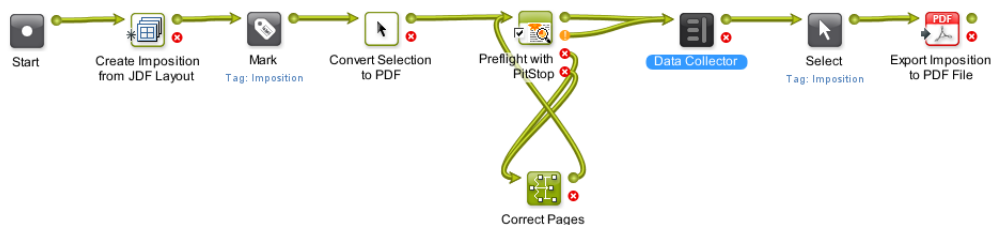
Read more about **Convert Selection** task in *Convert Selection* on page 46 the Reference Guide.

7. The RunList Editor

The **RunList Editor** allows you to create and modify RunLists.

A **RunList** is a file used to collect several files into one job folder, or to make one final PDF out of several smaller PDFs (for example for imposition). It contains the names of the files to be collected or joined, their collecting / joining order and their original location.

You can use this for example with the *Wait for Files (via JDF) task*. If you want to collect a number of files with different file names, you can create a RunList referencing those files, and feed that RunList to the **Wait for Files (via JDF)** task.
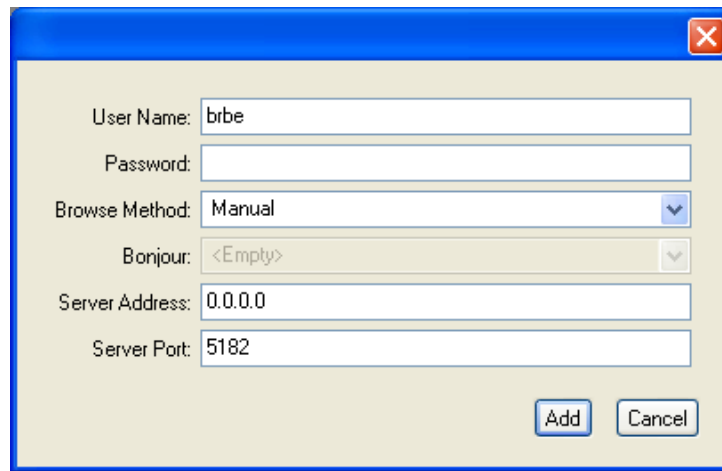
This tool is one of the client tools that you can download with the **Automation Engine Server Web Page**.

Open this **Server Web Page** by entering `http://<name of your server>` or `http://<name of your server>:9999` in the address field of your browser. You can find this tool in the section **Client Apps**, in the page **Tools** .

7.1. Setting Up the RunList Editor

1. Install the **RunList Editor** on your client machine (where the Pilot is installed):

   - On Windows:

     1. Open an Explorer window and type the following in the address bar: `\\Automation Engine Server Name\Automation Engine 10.1 Windows Client` (where `Automation Engine Server Name` is the name or IP address of your Automation Engine server).
     2. Copy `Automation Engine RunList Editor 10.1.0.exe` on your client machine.
     3. Double-click the `exe` file to install the application.

   - On Mac:

     1. In Finder, go to **Go** > **Connect to Server...** (or use **Command + K**).
     2. In the **Server Address** field of the **Connect to Server** dialog, type `smb://Automation Engine Server Name/Automation Engine 10.1 Mac Client` (where `Automation Engine Server Name` is the name or IP address of your Automation Engine server).
     3. Copy `Automation Engine RunList Editor 10.1.0.dmg` on your client machine.
     4. Double-click the `dmg` file to install the application.

2. Double-click the RunList Editor shortcut on your desktop to open the RunList Editor application.

3. Go to **Edit** > **Preferences** (on Windows) or **RunList Editor** > **Preferences** (on Mac) to open the **Preferences** window.

4. Connect the RunList Editor to your Automation Engine server:

a)
In the **Servers** tab, click the ⊞ button at the bottom of the **Servers** list.
In the pop-up that opens:

b) enter the **User Name** and **Password** you use to login to the Pilot,
c) select **Manual** in the **Browse Method** list,
d) enter your server's name or IP address in **Server Address**,
e) fill in the **Server Port** used by your server.

   This is the port you defined in Configure for Shuttle communication (see *Configuring Shuttle in Automation Engine*).
f) Click the **Add** button.

This adds a connection to your server in the **Servers** list. You should see a green dot if the connection was successful.

5. In the **Units** tab, choose the units to use when submitting to a workflow that has public parameters:
   a) Choose to define the **Distance** in **Millimeter**, **Point** or **Inch**.
   b) Choose to define the **Resolution** in **Pixels Per Millimeter** or **Pixels Per Inch**.
   c) Choose to define the **Screen Ruling** in **Lines Per Millimeter** or **Lines Per Inch**.

7.2. Creating a RunList

1. Go to **File** > **New** to create a RunList.
   You can also use **Ctrl + N** (Windows) or **Command + N** (Mac).

   This opens the following dialog:
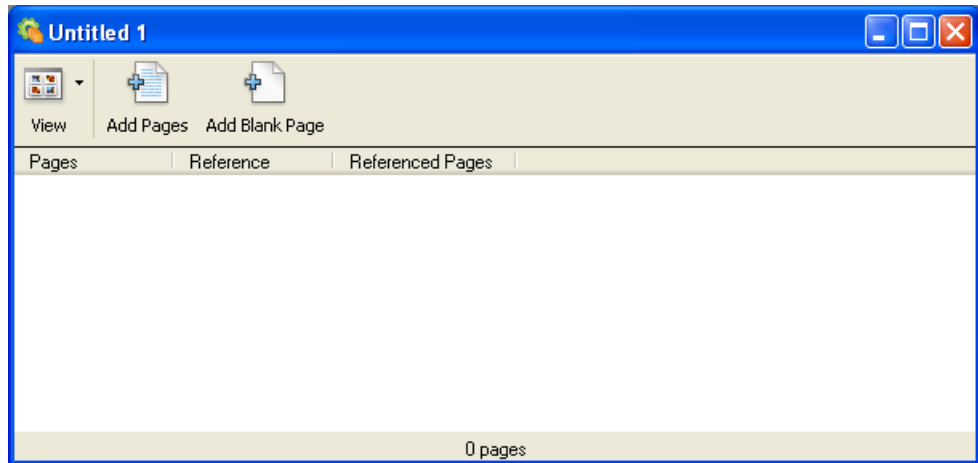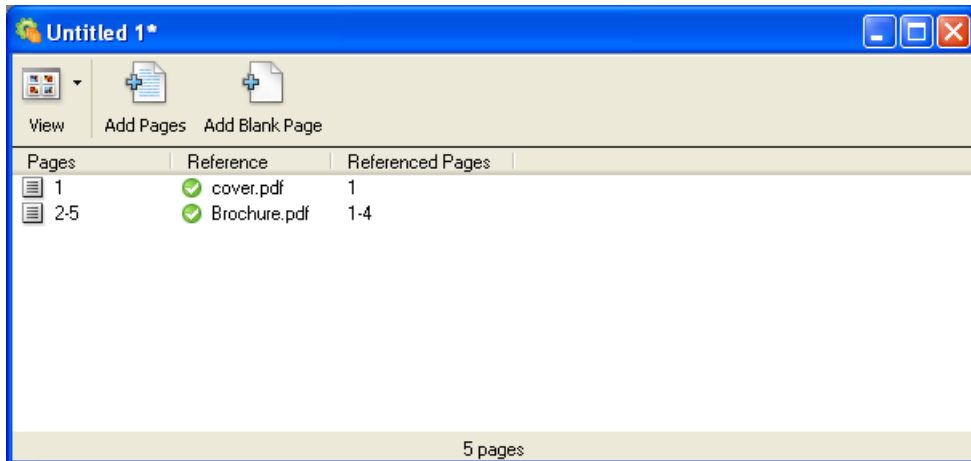
2. Add files to the RunList:
   a) Click the **Add Pages** button in the toolbar.
   b) In the pop-up that opens, use the **Browse...** button to browse to your file.
   c) Define which of the file's pages you want to add to the RunList (for example, if you want to add the pages 1, 2, 3 and 7, enter `1-3, 7` in **Page range**).
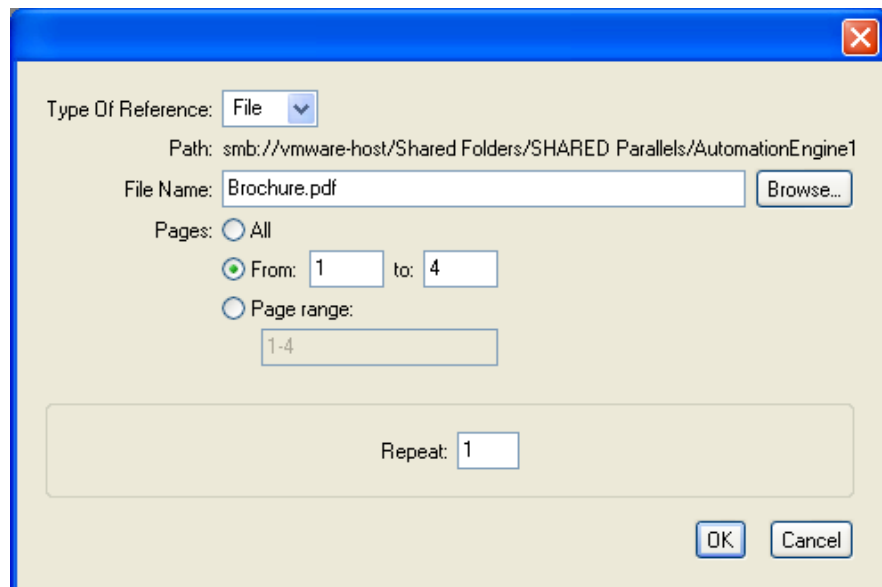
Note: By default, the **From 1 to ...** option is selected, selecting all pages.

---

   d) Click OK.
   This creates an entry for every file you add.

You can see the RunList's total number of pages at the bottom of the dialog.

Note:

You can also drag and drop one or several file(s) into the dialog to add them to the RunList.

By default, this adds all of the files' pages, but you can double-click an entry to edit it.

3. If necessary, click the **Add Blank Page** button in the toolbar to add blank pages to the RunList.

4. You can also add a placeholder for a file that is not available yet:

a) Click the **Add Pages** button.

b) Type the file name in the pop-up's **File Name** field.

c) Click OK.

The RunList dialog will show an orange "?" icon, to indicate that you still have to provide a link to the file.
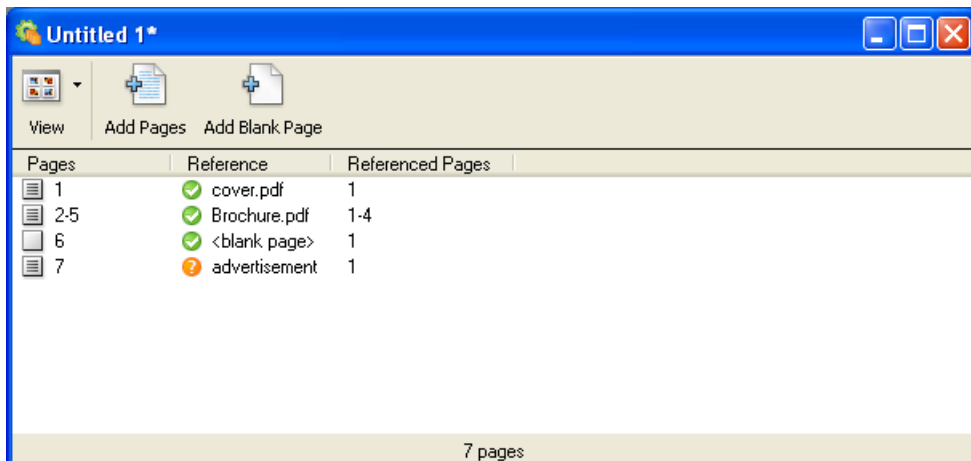
> **Tip:**
>
> • You can also create placeholders for several files that are not yet available. See *Adding a Number of Placeholders* on page 109.
>
> • You can use **Undo** (**Ctrl + Z** (Windows) or **Command + Z** (Mac) or **Redo** (**Ctrl + Shift + Z** (Windows) or **Shift + Command + Z** (Mac) when creating or editing a RunList.
>
> • To delete a RunList entry, select it and press **Delete** (Windows) or **Command + BackSpace** / **Delete** (Mac).
>
>   You can use **Ctrl + A** / **Command + A** first to select all entries for deletion.
>
> • To duplicate a RunList entry, select it and press **Ctrl + D** (Windows) or **Command + D** (Mac).

5. When you are done, go to **File** > **Save** (or use **Ctrl + S** (Windows) or **Command + S** (Mac) and give your RunList a name.

RunLists are saved in the JDF format.

7.2.1. Adding a Number of Placeholders

To create placeholders for several files that are not yet available:

1. Go to **RunList** > **Auto Add...**

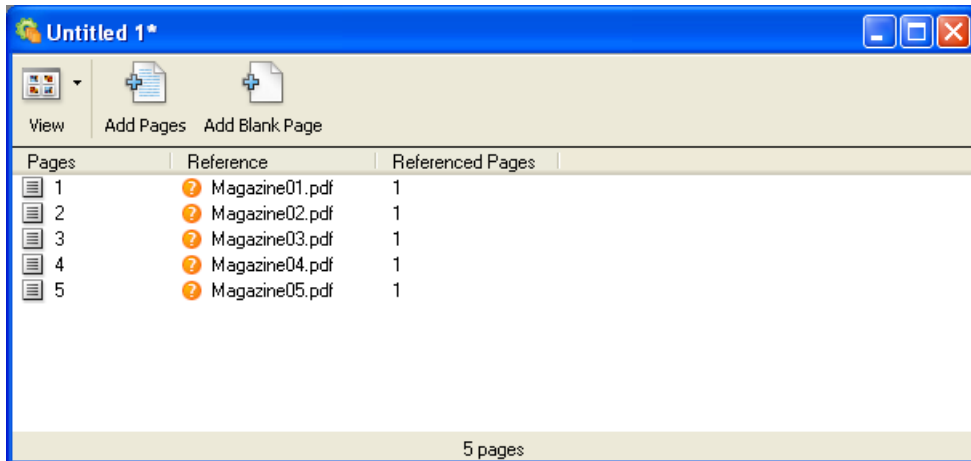This opens the **Auto Add Name Format** dialog.

2. In **Number of Pages**, enter the number of placeholder entries to create.

3. Use the **Prefix Text**, **Number Format** and **Suffix Text** fields to define the name to give to the placeholders.

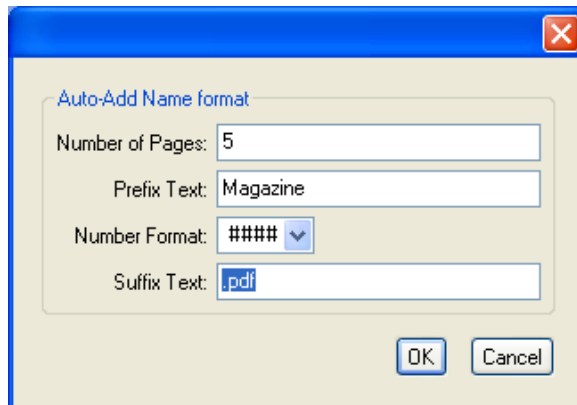The **Number Format** specifies the number of digits to use in the file name.
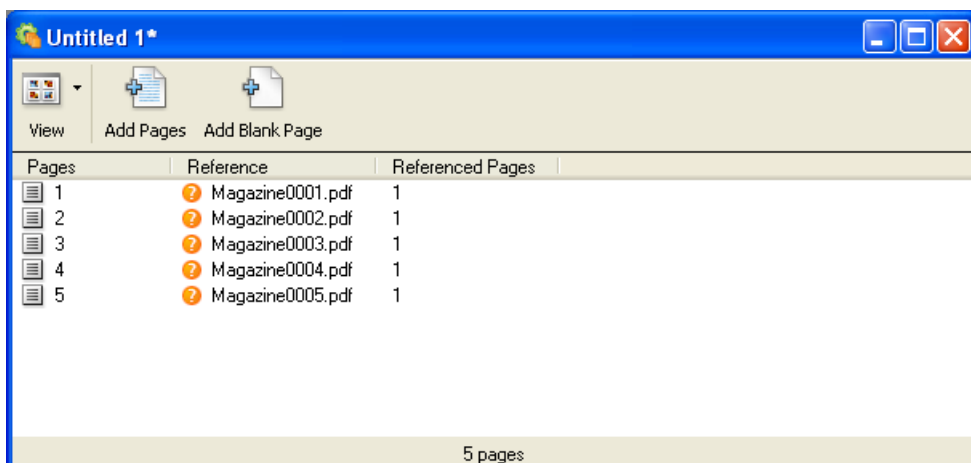
For example, this format:
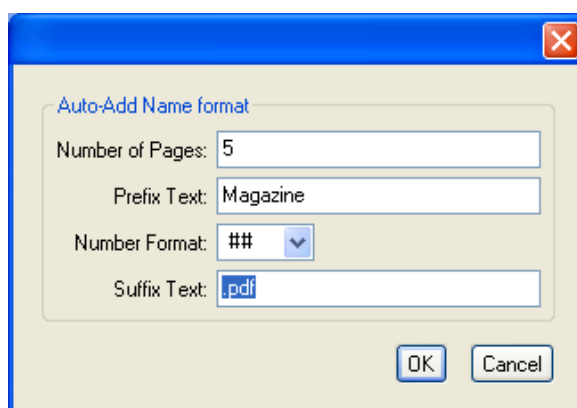
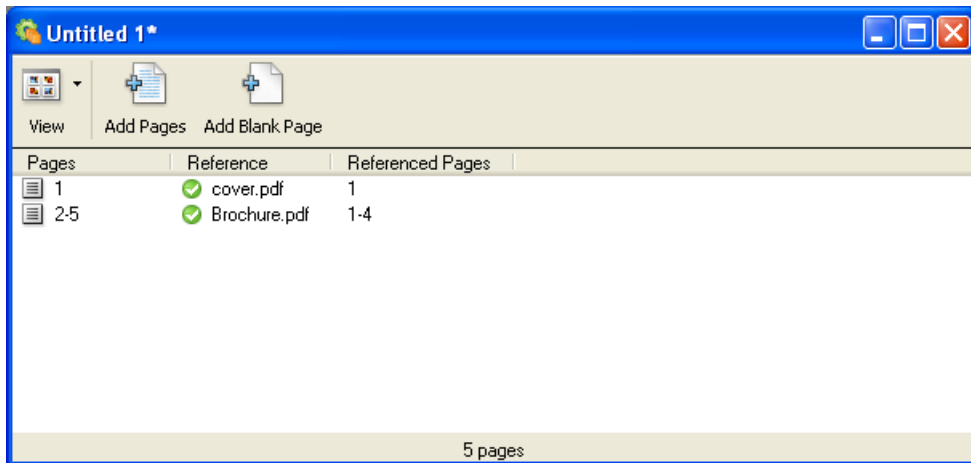generates the entries below:

While this format:

generates those entries:

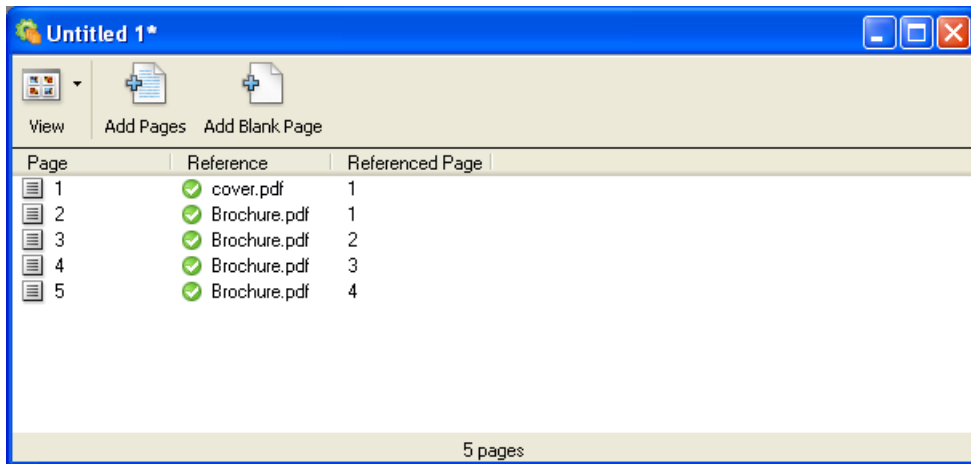## 7.3. Viewing the RunList Files

Context for the current task

- To view the pages grouped by file, click and select **RunList** (Windows), or click (Mac).

- To view each page individually, click and select **Page List** (Windows), or click (Mac).

7.4. Changing the Files' Extension

- Go to **RunList** > **Change Extension...** to change the extension of all your individual files at once.

    For example, you can use this to create the RunList from original InDesign files, then change the extension to PDF to use individual PDF files in your workflow.

    Note: If you don't have the files with the new extension at the location defined in the RunList, they will have an orange "?" icon.

7.5. Sorting the RunList's Files

- Select entries in the main dialog and go to **RunList** > **Sort Selection By Name** to sort them alphabetically.
- You can also drag the entries to reorder them.

This updates the order of the RunList pages automatically.

Pages	Reference	Referenced Pages
1-5	4463_Neurologen.pdf	1-5
6-9	Brochure.pdf	1-4

Pages	Reference	Referenced Pages
1-4	Brochure.pdf	1-4
5-9	4463_Neurologen.pdf	1-5

7.6. Submitting the RunList to a Workflow

Once your RunList is ready, you can submit it to an Automation Engine workflow of your choice.

⚠️ **Attention:** Make sure that:

- The RunList Editor is connected to your Automation Engine server (see *Setting Up the RunList Editor* on page 105).

- The workflow you want to submit your RunList to is a **public** ticket (see the chapter "Getting Started" in the *AE Complete manual*).

- The RunList and the individual files it references are accessible to the Automation Engine server (saved on an Automation Engine container).

- You have replaced any placeholders in the RunList by the actual files.

1. Go to **File** > **Submit...**

   This opens the following dialog:
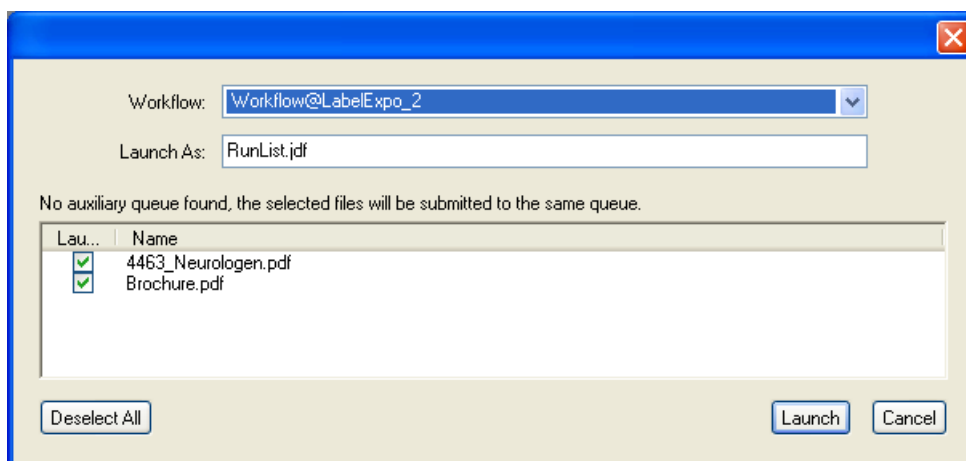
2. Select the workflow you want to launch on your file in the **Workflow** list.

3. In **Launch As**, if you want you can change the name of your RunList before launching it into the workflow.

4. If you also want to submit the individual files referenced in the RunList, select their check boxes.

   For example, when submitting to a workflow starting with a **Wait for Files (via JDF)** workflow step:

   - submit the referenced files along with the RunList from the RunList Editor,
   - in the **Wait for Files (via JDF)** parameters, use **[URL of Folder of Input]** for **Look in Folder**.

   The referenced files will be copied to a temporary folder alongside the RunList, and picked up by the workflow step.

5. Click **Launch**.