

Kodak UpFront

Version 4.0

User Guide

English

731-00712A-EN Rev B

Copyright

© Kodak, 2007. All rights reserved.

This document is also distributed in Adobe Systems Incorporated's PDF (Portable Document Format). You may reproduce the document from the PDF file for internal use. Copies produced from the PDF file must be reproduced in whole.

Trademarks

Kodak, Creo, UpFront and Preps are trademarks of Kodak.

Adobe, Acrobat, Adobe Illustrator, Distiller, Photoshop, PostScript, and PageMaker are trademarks of Adobe Systems Incorporated.

FCC Compliance

Any Kodak equipment referred to in this document complies with the requirements in part 15 of the FCC Rules for a Class A digital device. Operation of the Kodak equipment in a residential area may cause unacceptable interference to radio and TV reception, requiring the operator to take whatever steps are necessary to correct the interference.

Limitation of Liability

The product, software or services are being provided on an “as is” and “as available” basis. Except as may be stated specifically in your contract, Kodak expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to, any implied warranties of merchantability, fitness for a particular purpose and non-infringement.

You understand and agree that, except as may be stated specifically in your contract, Kodak shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses (even if Kodak has been advised of the possibility of such damages), resulting from: (i) the use or the inability to use the product or software; (ii) the cost of procurement of substitute goods and services resulting from any products, goods, data, software, information or services purchased; (iii) unauthorized access to or alteration of your products, software or data; (iv) statements or conduct of any third party; (v) any other matter relating to the product, software, or services.

The text and drawings herein are for illustration and reference only. The specifications on which they are based are subject to change. Kodak may, at any time and without notice, make changes to this document. Kodak assumes no liability for technical or editorial errors or omissions made herein, and shall not be liable for incidental, consequential, indirect, or special damages, including, without limitation, loss of use, loss or alteration of data, delays, or lost profits or savings arising from the use of this document.

http://graphics.kodak.com/

Internal 731-00712A-EN Rev B

Revised June 2007

Contents

1 Introduction 1

Overview 2
User Resources 2
Getting Started 3

2 Administration 5

Introduction 7
Setting the Location of a Database 8
Maintaining Databases 9
Repairing Databases 10
Compacting Databases 11
Backing Up Database Files 11
Archiving or Creating a Jobs Database in Job Builder 12
Working With Archived Files in Job Builder 12
Setting Access Levels 13
Setting Default Passwords 14
Adding and Deleting Users 15
Changing Settings for Finishing and Press 16
Changing Settings for Press Layout Diagrams 17
Changing Terminology Settings 19
Editing Diagram Marks 20
Changing Filter Settings 21
Setting Grammage 22
Changing Measurement Units 23
Changing Job Builder Settings 24
Changing Print Diagram Settings 26
Changing Preps Settings 30
Working With Client Information in Job Builder 35
Working With Folios in Job Builder 38
Working With Press Layout Names in Job Builder 40
Working With Diagram Notes in Job Builder 42
Working With Finished Trim Sizes in Job Builder 44
Working With Footnotes in Job Builder 46
Working With Ink Colors in Job Builder 48
Working With Stocks in Job Builder 50

3 Planner Reference 53

Overview 56
About UpFront Planner Window 56
Cannot Save Press Layout Message 57
Center Line Dialog Box 57
Contact Kodak Command 58
Context Menus 58
Create New Layout Plan Message 58
Create Press Layout Message 59
Delete Section Plan Message 59
Diagram Ellipse Properties Dialog Box 59
Diagram Line Properties Dialog Box 60
Diagram Marks Palette 61
Diagram Rectangle Properties Dialog Box 63

Edit Film Grip Dialog Box 63
Edit Section Properties Message 63
Edit Warning Message 64
Enter Password Dialog Box 64
Export Data Dialog Box 65
Extra Paper Dialog Box 66
File Menu 67
Finished Trim Sizes Dialog Box 68
Finishing Equipment Dialog Box 69
Job Database Dialog Box 73
Layout Menu 73
Layout Plan Sections Dialog Box 73
Layout Plan Window 74
Layout Plans Window 77
Libraries Menu 80
Log In Dialog Box 80
Main Database Dialog Box 80
New Layout Plan Window 81
New Layout Plan Wizard 81
New Section Plan Numbering Dialog Box 85
New Section Plan Numbering Window 86
New Section Plan Wizard 87
No Diagram Marks Message 93
No Ink Zone Dialog Box 93
No Preps Marks Message 94
Page Menu 94
Plan Database Dialog Box 95
Planner Wizard Dialog Box 95
Portrait or Landscape Printout Dialog Box 95
Preferences Dialog Box 97
Preps Exposure Bar Properties Dialog Box 115
Preps File Mark Properties Dialog Box 116
Preps Line Mark Properties Dialog Box 117
Preps Mark Association Error Message 118
Preps Marks Data dialog box 118
Preps Marks palette 119
Preps Page Properties Dialog Box 122
Preps Rectangle Mark Properties Dialog Box 123
Preps Static Signature Collation Mark Properties Dialog Box 124
Preps Template File Dialog Box 126
Preps Text Mark Properties Dialog Box 126
Press Layout Database Dialog Box 127
Press Layout Sections Dialog Box 128
Press Layout Window 129
Press Layout's Section Dialog Box 131
Press Layouts Window 133
Press Sheet Size Selector–Sheetfed Dialog Box 135
Press Sheet Size Selector–Web Dialog Box 136
Press Type Dialog Box 137
Print Dialog Box 137
Print Preview Window 138
Print Preview Press Report Window 139
Rename Layout Plan Dialog Box 141
Rename Section Plan Dialog Box 141
Replace Section Plan Dialog Box 142
Save Existing Press Layout Message 142
Save New Layout Plan Dialog Box 143
Save New Section Plan Dialog Box 143

Save & Overwrite Existing Press Layout Dialog Box 144
Save Press Layout Dialog Box 144
Saved Press Layout message 145
Section Design Issues Dialog Box 145
Section Finishing Properties Dialog Box 146
Section Menu 148
Section Plans Window 149
Section Properties Dialog Box 152
Section Specifications Dialog Box 153
Section's Head Trim Dialog Box 153
Section's Press Layouts and Layout Plans Window 153
Sheetfed Presses Dialog Box 154
Tag Section Plan for CIP4 Folding Dialog Box 157
Tools Menu 157
Update License Message 158
View Menu 158
Web Presses Dialog Box 158
Welcome to UpFront Dialog Box 161
Window Menu 161

4 Job Builder Reference 163

Overview 167
About UpFront Job Builder window 167
Adding Stock message 167
Binding Section Sequence window 168
Cannot Combine Message 169
Change Job Description message 170
Change Impose Sections Message Box 170
CIP3 Binding Data Spine Length Dialog Box 170
Clients Dialog Box 171
Colors Window 173
Common Folios Dialog Box 173
Contact Kodak Command 174
Context Menus 174
Creep Allowance Dialog Box 175
Custom Trim Size Dialog Box 175
Description Field Change Dialog Box 175
Diagram Ellipse Properties Dialog Box 176
Diagram Line Properties Dialog Box 176
Diagram Marks Palette 177
Diagram Notes Dialog Box 179
Diagram Rectangle Properties Dialog Box 180
Duplicate Folio Message 180
Edit Page Quantity Dialog Box 180
Edit Sections Dialog Box 181
Edit Spine Width Dialog Box 182
Enter Password Dialog Box 183
Export Data Dialog Box 183
File Menu 190
Finished Trim Sizes Dialog Box 191
Finishing Equipment Dialog Box 192
Footnotes Dialog Box 195
Impose Sections for Stock Context Menu 196
Impose Sections for Stock Window 196
Ink Colors Dialog Box 199
JDF Job File Dialog Box 200
Job Database Dialog Box 200

Job Menu ... 201
Job Colors Dialog Box ... 201
Job Description Window ... 202
Job Diagram Notes Dialog Box ... 205
Job Footnotes Dialog Box ... 206
Job Summary Right-click Menu ... 207
Job Summary Press Layout Right-click Menu ... 207
Job Summary Window ... 208
Job Title and Description Dialog Box ... 209
Landscape Printout Dialog Box ... 210
Libraries Menu ... 210
Log In Dialog Box ... 211
Main Database Dialog Box ... 212
Manual Sections Dialog Box ... 212
Missing Stocks Dialog Box ... 213
No Ink Zone Dialog Box ... 213
No Matching Press Layouts Found Message ... 213
Open Diagram Notes Dialog Box ... 214
Open Footnotes Dialog Box ... 214
Open Job Window ... 215
Page Folios and Colors Window ... 217
Page Menu ... 219
Page Properties Dialog Box ... 220
Pairs 2up Menu ... 222
Plan Database Dialog Box ... 222
Portrait or Landscape Printout Dialog Box ... 222
Preferences Dialog Box ... 223
Preps Exposure Bar Properties Dialog Box ... 242
Preps File Mark Properties Dialog Box ... 243
Preps Job File Dialog Box ... 244
Preps Line Mark Properties Dialog Box ... 244
Preps Marks Data Dialog Box ... 246
Preps Marks Palette ... 247
Preps Page Properties dialog box ... 250
Preps Rectangle Mark Properties Dialog Box ... 251
Preps Static Signature Collation Mark Properties Dialog Box ... 252
Preps Template File Dialog Box ... 253
Preps Text Mark Properties Dialog Box ... 254
Press Layout Colors Dialog Box ... 255
Press Layout Database Dialog Box ... 255
Press Layout Diagram Notes Dialog Box ... 256
Press Layout Menu ... 256
Press Layout Names Dialog Box ... 257
Press Layout Test Dialog Box ... 257
Press Layout Window ... 258
Press Sheet Side Colors Dialog Box ... 259
Press Sheet Side Diagram Notes Dialog Box ... 260
Print Diagrams Dialog Box ... 260
Print Dialog Box ... 261
Print Preview Window ... 262
Rename Press Layout Dialog Box ... 263
Rename Press Sheet Side Dialog Box ... 263
Rotate Page Pairs 180° Dialog Box ... 264
Save Diagram Notes Dialog Box ... 265
Save Footnotes Dialog Box ... 265
Save Job As Dialog Box ... 266
Section Finishing Properties Dialog Box ... 267
Section Menu ... 268

Section Properties Dialog Box 270
Section Specifications Dialog Box 270
Select Client Dialog Box 271
Select Picture Dialog Box 271
Select the Layout Plan Window 271
Select the Press Layout Window 273
Select the Section Window 275
Sheetfed Presses Dialog Box 277
Stock Dialog Box 280
Test Report 281
Tools Menu 281
Update License Message 282
Web Presses Dialog Box 282
Welcome to UpFront Dialog Box 284
Window Menu 285

5 Working With Diagram Marks 287

Introduction 288
Working With Diagram Marks on a Layout Plan or Press Layout 289
Modifying Default Properties of Diagram Marks Created From the Marks Palette 297
Working With Diagram Marks in the Mark Library 298

6 Working With Preps Marks 305

Introduction 306
Working With Preps Marks on a Layout Plan or Press Layout 307
Working With Preps Marks in the Mark Library 314

1 Introduction

Overview....2
User Resources....2
Getting Started....3

Overview

Kodak® UpFront® software increases productivity and decreases costly planning errors. It standardizes your production planning by automating and digitizing the centuries-old craft process of manually folding paper and creating drawing layouts. With UpFront software, you can quickly plan jobs using the large library of folding dummies or layouts from previously planned jobs. It checks new plans against a database of your press and finishing equipment to ensure the job can be manufactured and then quickly prints accurate job layout documents.

UpFront software also streamlines your business workflow. It imports job-related information from your CRM/MIS system using JDF; produces printed imposition documents, Kodak Preps® templates and job files for prepress; stores job data for future reuse; and exports cutting, folding and binding data to the finishing department using JDF/CIP3.

Features and Benefits

- Automatically produces accurate job layouts to eliminate errors
- Economically and efficiently plans jobs according to your available equipment
- Reuses standardized layouts and jobs to increase efficiency
- Imports CRM/MIS JDF to reduce re-keying and errors
- Exports JDF/CIP3 cutting, folding, and binding data to the finishing department
- Seamlessly automates the imposition process with tight integration to Preps and Kodak Prinergy® software

User Resources

UpFront software is supplied with three guides:

- UpFront 4.0.5 Installation and Deployment Guide—provides instructions for installing and deploying UpFront, both for a single user and for a multiuser environment. The guide explains how to set up your equipment databases and activate your licenses. It also provides explanations of press terminology.
- Kodak UpFront 4.0.5 Learning Guide—provides conceptual information, describes workflows, and takes you through the creation of section plans, layout plans, press layouts, and jobs. The guide also includes a glossary.
- Kodak UpFront 4.0 User Guide (this guide)—provides:
  - ❒ Administrative and setup information beyond that provided in the installation and deployment guide
  - ❒ Comprehensive reference chapters on Planner and Job Builder that alphabetically list every window, menu, and dialog box in Planner and Job Builder, and explain the controls
  - ❒ Chapters about diagram marks and Preps marks

The Kodak UpFront 4.0.5 books are available on the **Kodak UpFront version 4.0.5 Documentation and Training** CD and can be downloaded at https://ecentral.creo.com/ecentral/self_support/product_support.asp.

Getting Started

We recommend that you investigate the UpFront software resources in the following manner:

1. Use the information in the installation and deployment guide to install UpFront software and set up your equipment.
2. In the learning guide, read *module 1 Kodak UpFront Overview* for an overview of UpFront software.
3. Use the learning guide in combination with Chapter 3, *Planner Reference* and Chapter 4, *Job Builder Reference* of the user guide to work with UpFront software.
4. As you work, you might find that you need to adjust default settings, and you will need to back up and maintain databases. See Chapter 2, *Administration* of the user guide for information.
5. Use the Chapter 5, *Working With Diagram Marks* and Chapter 6, *Working With Preps Marks* of the user guide as needed when working with marks.

2

Administration

Introduction 7
Setting the Location of a Database 8
Maintaining Databases 9
Repairing Databases 10
Compacting Databases 11
Backing Up Database Files 11
Archiving or Creating a Jobs Database in Job Builder 12
Working With Archived Files in Job Builder 12
Setting Access Levels 13
Setting Default Passwords 14
Adding and Deleting Users 15
Changing Settings for Finishing and Press 16
Changing Settings for Press Layout Diagrams 17
Changing Terminology Settings 19
Editing Diagram Marks 20
Setting Grammage 22
Changing Measurement Units 23
Changing Job Builder Settings 24
Changing Print Diagram Settings 26
Changing Preps Settings 30
Working With Client Information in Job Builder 35
Working With Folios in Job Builder 38
Working With Press Layout Names in Job Builder 40
Working With Diagram Notes in Job Builder 42

Working With Finished Trim Sizes in Job Builder44
Working With Footnotes in Job Builder46
Working With Ink Colors in Job Builder48
Working With Stocks in Job Builder50

Introduction

The installation and deployment guide covers some of the initial setup tasks for UpFront; this chapter covers additional setup and administrative tasks. Planner and Job Builder have several administrative tasks in common, but Job Builder has some additional separate areas to administer. The chapter covers the order of items in the **Preferences** and **Libraries** menus.

Settings you apply in one program are communicated to the other program. But when you update database information in Planner or Job Builder, you must restart the other program to make the updated information available in the second program.

UpFront uses four databases: the Job database (Job Builder only), the Main database, the Plan database, and the Layout database.

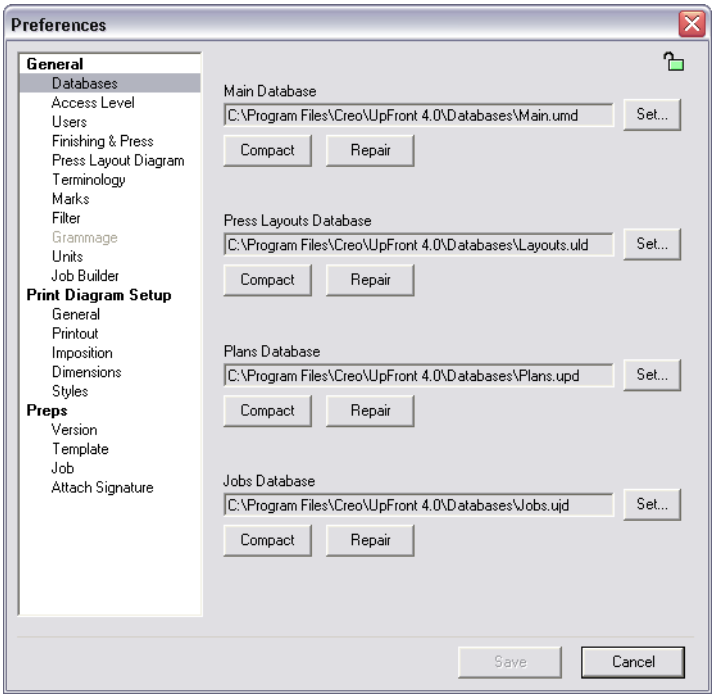
The Main database includes information about everything except jobs, plans, and layouts, that is:

- Database locations
- Print layout diagram settings, print settings
- Terminology
- Diagram marks, diagram notes, *Preps* marks
- Finishing equipment, presses
- Users, access levels
- Clients
- Finished trim sizes, footnotes
- Ink colors, stock

Setting the Location of a Database

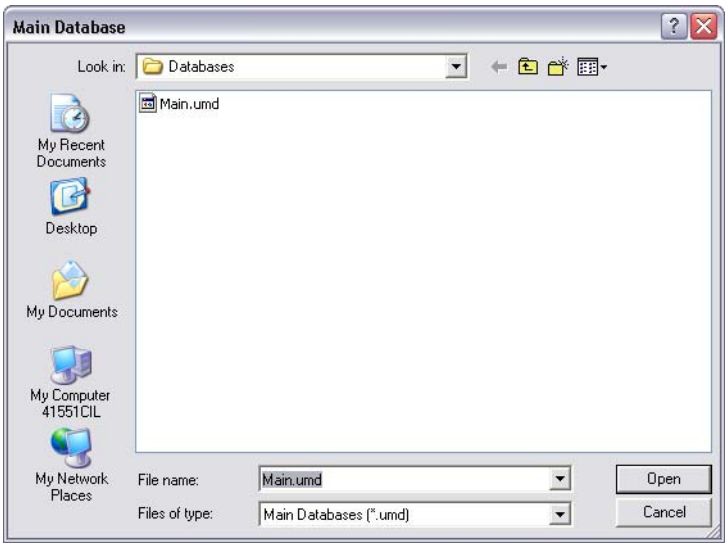
Databases are stored by default in the **UpFront\Databases** folder. You can change the location of the databases. If your company has multiple UpFront licenses, you can set all installations to share databases on the server. By default, this operation requires the Administrator-level password. For more information about passwords, see *Setting Default Passwords* on page 14 and *Setting Access Levels* on page 13.

You set the location of the main database, Press Layout database, Plan database and Job database in the Preferences dialog box under **Databases**.



To set the location of a database:

1. In Microsoft® Windows® Explorer, move the database to the required location.
2. In Planner or Job Builder, from the **Tools** menu, select **Preferences**.
3. In the Preferences dialog box, select **Databases**.
4. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
5. Click **Set** for the database you want to use.
6. In the dialog box (the name differs according to the database), browse to the location of the database, select the database, then click **Open**.



In the Preferences dialog box, the new path to the database is displayed.

Maintaining Databases

UpFront uses Microsoft Jet databases, the same database format that is native to Access 97. As part of your database maintenance strategy, we recommend that you periodically (every month or so) compact the database, then back it up. If UpFront has crashed while saving or if you suspect that the databases have otherwise been corrupted, we recommend that you repair the database before compacting and backing it up.

The database files that can be compacted and repaired are listed below with their basic functions:

- **Main.umd**: the main UpFront database, which holds general information such as the press and bindery equipment specifications, client details, ink colors, common folios, and mark properties.
- **Plans.upd**: the database that holds all section plans and layout plans .
- **Layouts.uld**: the press layout database, which holds all final press layouts with their measurements, and so on.
- **Jobs.ujd**: jobs database, which holds complete jobs, including each job's press layout details.

All of the databases are accessed from the **Tools** menu > **Preferences** > **Databases**.

Repairing Databases

A database file can become corrupted if it is closed unexpectedly, exposed to power fluctuations, or affected by other hardware or network problems. The Jet database utility included in UpFront can usually repair the database. You do not need to repair the databases as part of routine maintenance; use the repair function only when you think a file has been corrupted, or as a preventive measure before converting a database for use with an updated release of UpFront. If repair is needed, repair the database before compacting and backing it up.

Attention: In a multiuser environment, other users must exit Kodak UpFront before you begin maintenance activities. **Also:** Clicking **Repair** while a repair is in progress can damage data.

To repair a database:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Databases**.
3. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
4. Click **Repair** for the database that you want to repair.

After repairing the database, compact it to defragment the file and recover disk space.

UpFront normally checks each database as it starts, and displays an error message if the database is from another version of UpFront or is corrupt. If the integrity check fails due to corruption but you still want to start UpFront so that you can repair the database, you can instruct UpFront to skip the version and integrity check.

To instruct UpFront to skip the version and integrity check:

1. In a text editor, open the **UpFront40.ini** file located in the **UpFront\Programs** folder.
2. In the [Custom Settings] part of the file, change:
   `Check Databases at Startup=True`
   to: `Check Databases at Startup=False`.
3. Save the file.

Compacting Databases

As you change data in a database, the database file can become fragmented and use more disk space than necessary, which increases access time. You can compact your database to defragment the database file. In the compacting process, the data in the database is reorganized to recover disk space; the compacted database file is usually smaller. Compacting a database temporarily makes a duplicate copy of the database, so you must have enough disk space available to hold both the original and the duplicate databases.

Attention: In a multiuser environment, other users must exit Kodak UpFront before you begin maintenance activities.

To compact a database:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Databases**.
3. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
4. Click **Compact** for the database that you want to compact. A warning message appears.
5. After you ensure that no other users are currently running UpFront, click **OK**. The compacting process begins. After the process completes, the UpFront Status dialog box appears.
6. In the UpFront Status dialog box, click **OK**.

Backing Up Database Files

Companies need to devise a database backup strategy and regularly back up their databases in case of a hard drive crash or a power outage that could corrupt or lose the databases. After repairing or compacting a database, you must back it up. The databases to back up are:

- **Main.umd**
- **Plans.upd**
- **Layouts.uld**
- **Jobs.ujd**

Also back up any archived databases to which you have saved updated files.

Archiving or Creating a Jobs Database in Job Builder

The Job database increases in size as your library of jobs grows. Periodically you may want to archive the database file to a network volume or external media to which you have easy access. Jobs can be opened directly from archived database files when you need them in the future.

A database can have any name up to 255 characters (including the path and extension) as long as the name includes the correct extension: **ujd** for "UpFront Job database." In the procedures below, it is assumed that you archive a database under a new name, and keep the default name for the new database you are starting, but if you prefer to rename the new database, you can do so.

To archive a Jobs database:

1. Exit Job Builder.
2. In Windows Explorer, browse to the location of your UpFront **Databases** folder.
3. Change the name of the database you are archiving to a descriptive name (perhaps a range of dates); keep the extension as is.
4. If you want, move the renamed database to a new location.

To set up a new Jobs database:

1. Exit Job Builder and Planner.
2. In Windows Explorer, browse to the location of your UpFront **Databases** folder.
3. Copy the **Blank Jobs** file and paste the copy in the **Databases** folder.
4. Rename the copied blank file to the name you want to use for the new database. For example, to use the original name of the database file you just renamed and archived, rename the copied blank file **Jobs.ujd**.

Working With Archived Files in Job Builder

You can open an archived file, edit it, and save it to the current database, or save it to the archived location. Your shop can decide on a consistent way to organize your database files.

To open a job from an archived database file and save it to a current database file:

1. In Job Builder, from the **File** menu, select **Open** to open a job.
2. In the Open Job window, click **Database**.
3. In the Enter Password dialog box, type the password and click **OK**.
4. In the Job Database dialog box, browse to the location of the archived database.
5. Select the required **ujd** database file and click **Open**.
6. In the Open Job window, select the requested job, and click **Open**.
7. Make any necessary modifications to the job, and in the Job Summary window, click **Save As**.

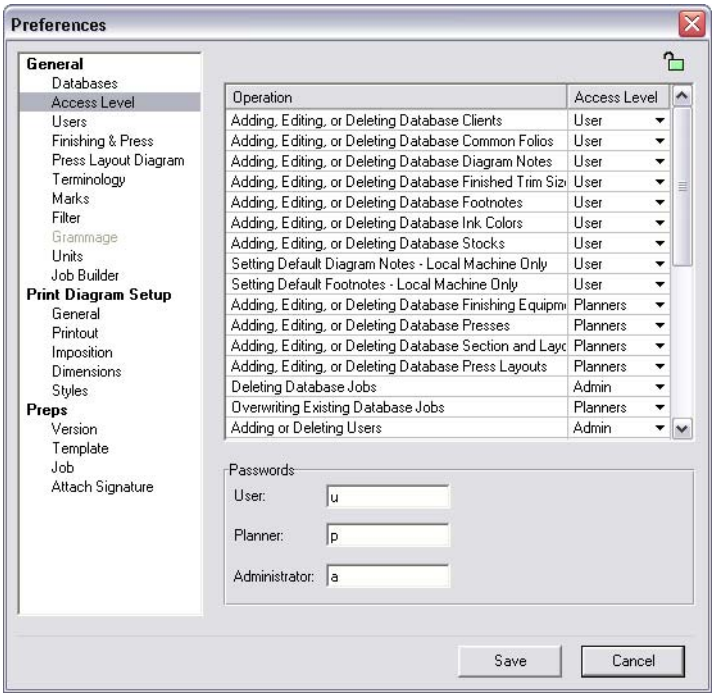
8. In the Save Job As dialog box, click the **Database** button (to the right of the **Database** box).
9. In the Job Database dialog box, browse to the location of the current database.
10. Select the current **ujd** database file, then click **Open**.
11. In the Save Job As dialog box, enter the job details and click **Save**.

Setting Access Levels

Access levels allow you to configure UpFront to manage the different use privileges of the program. There are four levels of user access: Anyone, User, Planner, and Administrator. Each major task has an access level assigned to it. Unless the access level for a particular task is set to Anyone, UpFront prompts the user for the appropriate password.

The access level for each task is determined by the Administrator and can be altered to best meet the needs of your organization. Once access levels are defined, operators of the system can be sure that the system is protecting their activities.

A person with Administrator-level access can change the access level required for any task. The access level for each task is specified in the **Access Level** column.



To change an access level:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Access Level**.

3. To unlock the settings:

   a. Click the  icon.

   b. In the Enter Password dialog box, type your administrator password and click **OK**. The icon changes to .

4. Select a task for which you want to change the access level.
5. From the **Access Level** column, select the access level that you want to set for the selected task. Choose from **User**, **Planner**, **Admin**, or **Anyone**.
6. Repeat step 4 for any other tasks as appropriate.
7. When you finish making changes, click **Save**.

Setting Default Passwords

When you first install UpFront, the default passwords are **u** for User, **p** for Planner, and **a** for Administrator. There is only one administrator-level password, one planner-level password, and one user-level password, which are used by everyone who wants to perform a task at that access level. While the program works with this elementary encoding, it is suggested that you upgrade to less obvious passwords for improved security. Although you can continue to use this elementary encoding, it is suggested that you upgrade to less obvious passwords for improved security.

To set default passwords:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Access Level**.
3. To unlock the settings:

   a. Click the  icon.

   b. In the Enter Password dialog box, type your administrator password and click **OK**. The icon changes to .

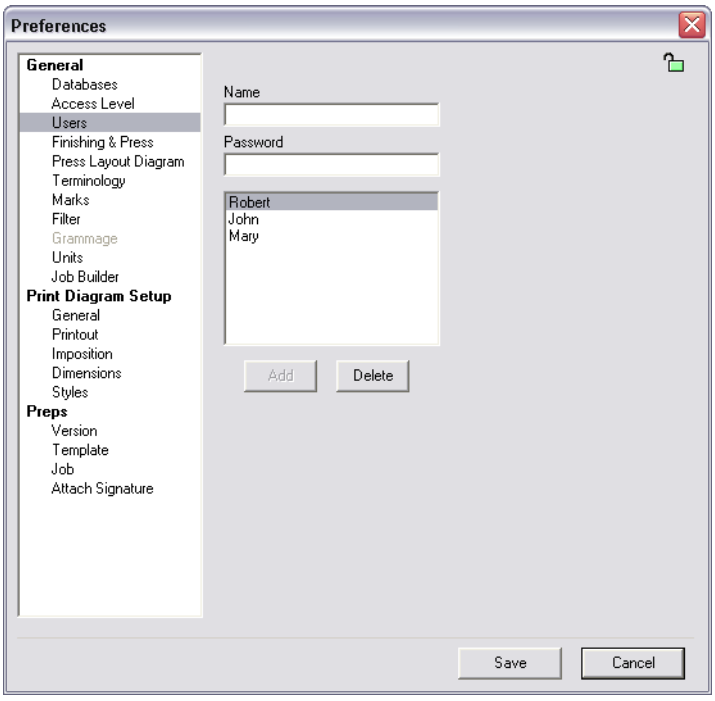
4. In the **Passwords area**, type a new default password for any or all of the levels and click **Save**.

Adding and Deleting Users

Adding a User

When you use access levels, you need to add each person who uses UpFront to the Users database. User names appear in the “Created by” and “Modified by” information included on layout diagrams.

You add a user to the database in the Preferences dialog box under **Users**.



To add a user to the database:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Users**.
3. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
4. In the **Name** box, type the name by which you want to identify the user in the database.
5. In the **Password** box, type the password you want to assign to that user.
6. Click **Add**.

Deleting a User

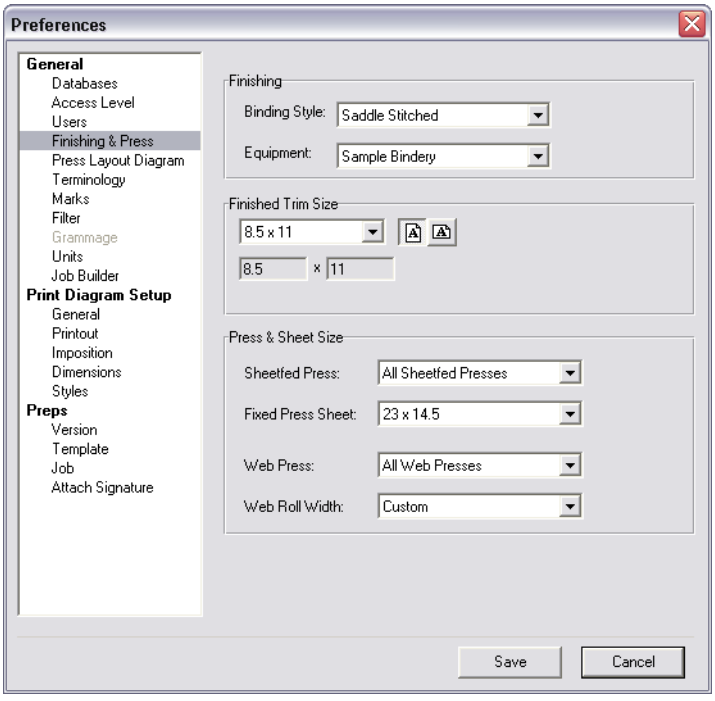
When a person ceases to be an UpFront user, you may want to delete that person from the User database.

To delete a user from the database:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Users**.
3. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
4. In the list of users, select the name of the user that you want to remove and click **Delete**.
5. The Delete User message opens, asking you to confirm that you want to delete the selected user. Click **Yes**.

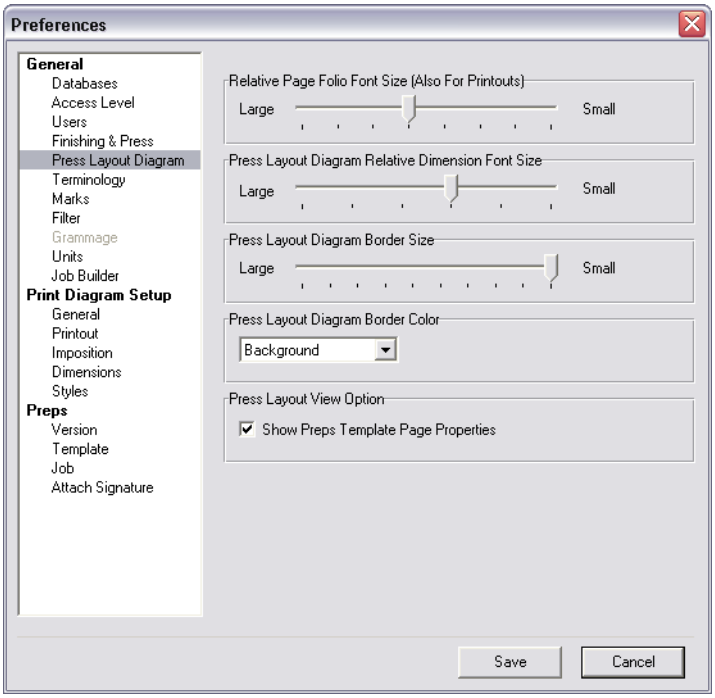
Changing Settings for Finishing and Press

In the Preferences dialog box, under **Finishing & Press**, you can define the default binding styles, equipment and finished trim size for UpFront Job Builder.



Changing Settings for Press Layout Diagrams

Specifications for press layout appearance on screen are set separately from specifications for press layout appearance in the print preview and in printed diagrams. In the Preferences dialog box under **Press Layout Diagram**, the first control affects both screen appearance and print preview/print appearance, but the remaining controls are for screen appearance only.



For details about setting print appearance, see *Choosing Printout Settings* on page 26. For details about the controls in this dialog box, see *Press Layout Diagram* on page 227.

Relative Page Folio Font Size

You can change the relative font size of the page folio. This adjustment is useful, for example, if the folio does not fit in the space allowed. The change applies to both the screen image and the printout.

To change the relative font size:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Press Layout Diagram**.
3. In the **Relative Page Folio Font Size (Also For Printouts)** area, drag the slider toward **Smallest** to decrease the size or **Largest** to increase the size. Click **Save**.

Press Layout Diagram Relative Dimension Font Size

You can change the size of the font used for text and numbers in the screen display. To change the size for printing, use the Portrait/Landscape Printout dialog box (**Tools** menu > **Preferences** > **Print Diagram Setup** > **Imposition** > **Diagram Properties** button > **Label Positions and Font Sizes** tab).

To change the font size in the screen display:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Press Layout Diagram**.
3. In the **Press Layout Diagram Relative Dimension Font Size** area, drag the slider toward **Smallest** to decrease the size, or **Largest** to increase the size. Click **Save**.

Press Layout Diagram Border Size

For screen display, you can adjust the amount of border around a press layout.

To adjust the border:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Press Layout Diagram**.
3. In the **Press Layout Diagram Border Size** area, drag the slider toward **Smallest** to decrease the size, or **Largest** to increase the size. Click **Save**.

Press Layout Diagram Border Color

For screen display, you can change the border color for the press layout.

To change the border color:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Press Layout Diagram**.
3. In the **Press Layout Diagram Border Color** area, select your color choice in the list and click **Save**.

Show Preps Template Page Properties

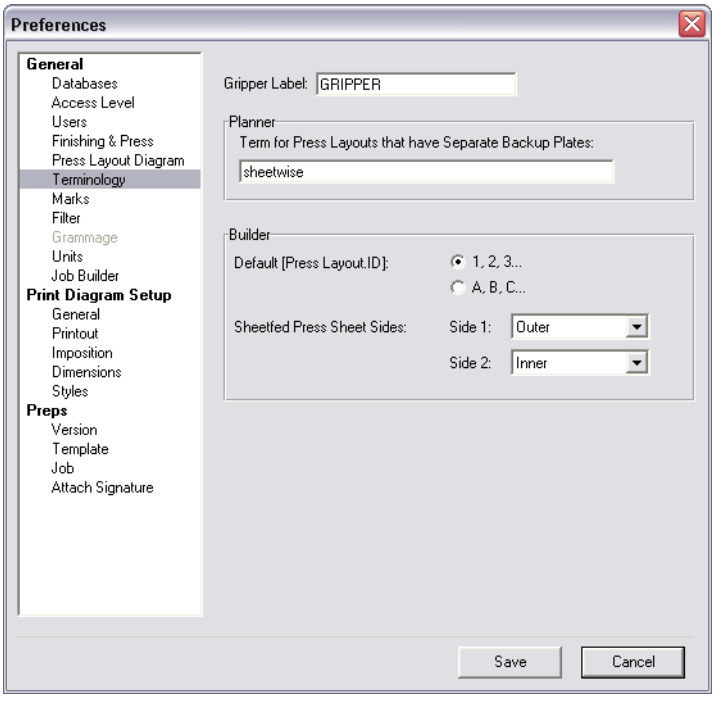
Selecting this check box displays the properties of page numbering, bottling, shingling, and bleed margins for *Preps* template pages in the press layout diagram.

To display Preps template page properties:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Press Layout Diagram**.
3. In the **Press Layout View Option** area, select the **Show Preps Template Page Properties** check box and click **Save**.

Changing Terminology Settings

In the Preferences dialog box, under **Terminology**, you can change the terms used for various items.

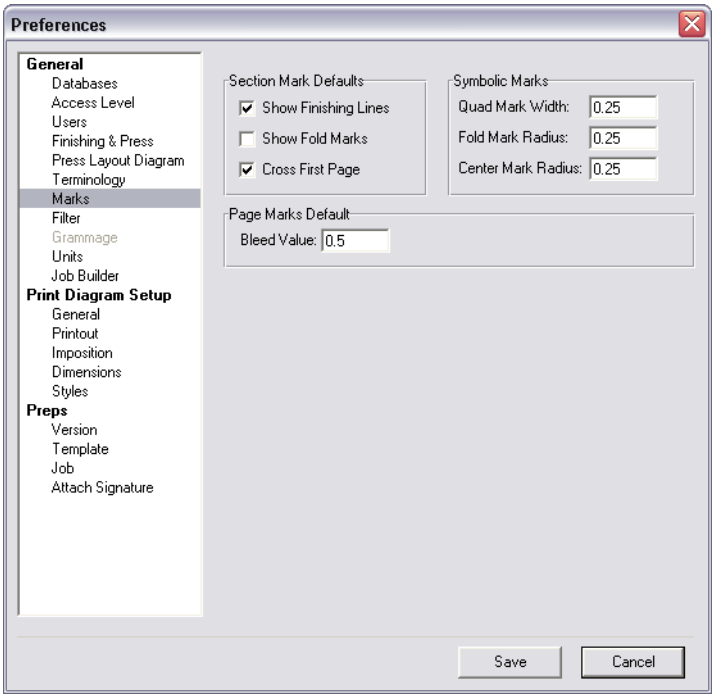


You can change:

- The label for the gripper on layout diagrams
- For Planner, the term for press layouts that have separate backup plates
- For Job Builder, the numbering scheme used in the press layout ID
- For Job Builder, the terms used to identify sides 1 and 2 of a sheetfed press sheet

Editing Diagram Marks

In the Preferences dialog box, under **Marks**, you can edit default diagram mark settings:



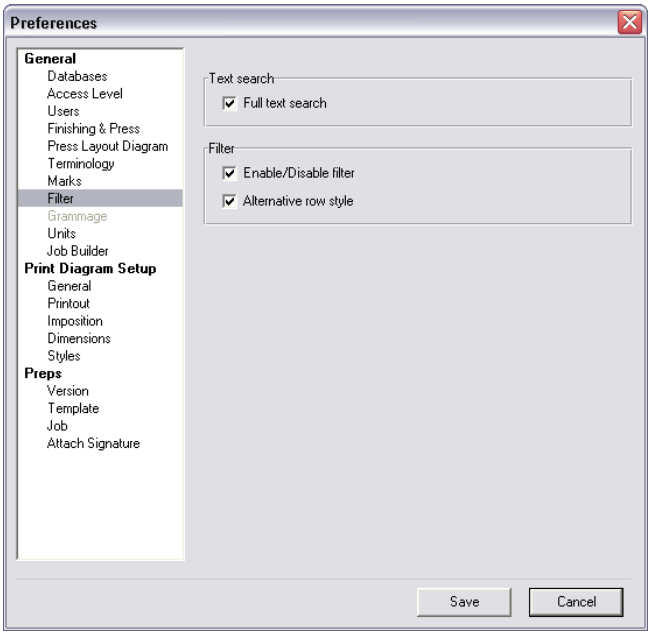
You can edit the following settings:

- Select the section marks (not Preps marks) that show by default.
- Adjust the size of quad marks, fold marks, and center marks. (These are diagram marks, not Preps marks.)
- Change the default bleed value for page marks.

These marks are visible for reference when you view Preps marks.

Changing Filter Settings

In the Preferences dialog box, under **Filter**, you can define the type of search that is available in UpFront, enable or disable the filter capability and display rows in lists in alternating shades.



Full text search: Select this check box if you want search results to display any items that contain the search value that you type into filter bars on list windows. The search engine examines the full text of each item to determine whether it contains that value.

Clear this check box if you want search results to display only those items that start with the search value that you specified. The search engine examines only the beginning of each item.

For example, if you select full text search and specify a search value of 32, the results could include 16pp Section 1;32pp Section. If full text is not selected, then this item would not be in the search results, because it does not start with 32.

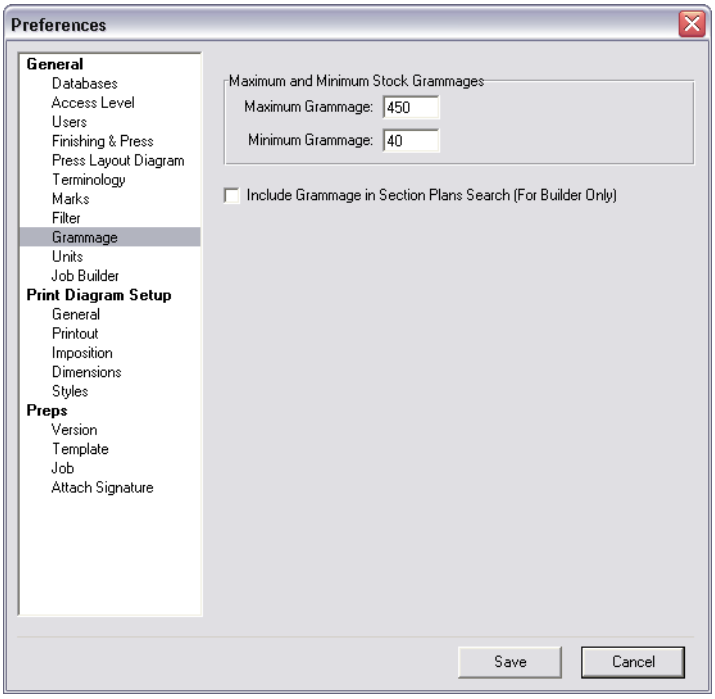
Enable/Disable filter: Select this check box to enable the filter capability; clear to disable filtering.

Alternative row style: Select this check box to display rows in alternating shades, in lists such as in the Open Jobs window.

Setting Grammage

Grammage is the basis weight calculation in the metric system, used today by most countries other than the United States.

The Grammage settings are available in the Preferences dialog box, under **Grammage**, only when the unit is metric. It is not recommended that you install in metric and work in inches, or vice versa. In such cases, grammage is not fully functional and there may be conversion issues.



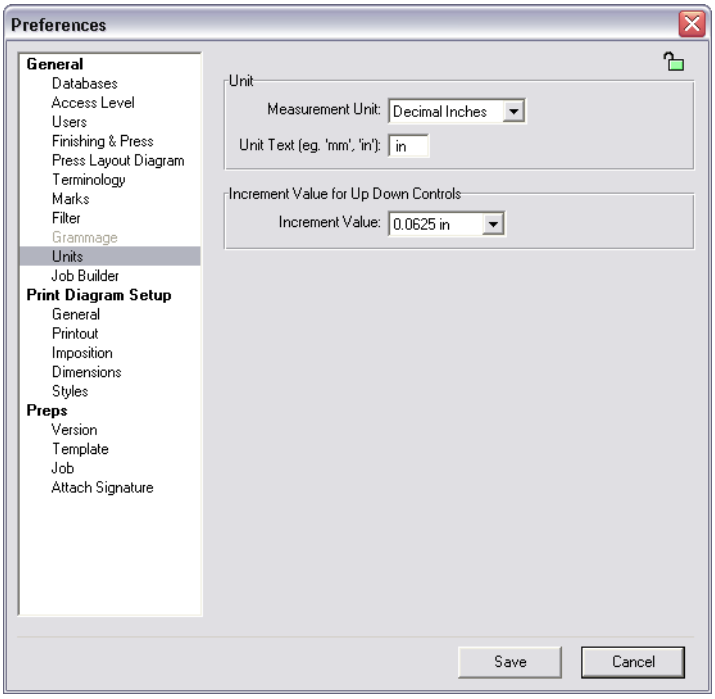
Basis weight or substance is referred to as grammage and is expressed as weight per unit area, or grams per square meter (g/m^2). (The United States uses weight in pounds of a ream, or a ream weight at a particular sheet size.)

Use the maximum and minimum stock grammage to set limits when saving sections. These limits can be taken into account when you select section plans in the Binding Section Sequence window, and they can also be included in the search for appropriate section plans when you build a job in Job Builder.

Changing Measurement Units

When you installed UpFront, you selected the unit of measure. Your choices were millimeters, fractional inches, and decimal inches.

You can change this default measurement unit in the Preferences dialog box under **Units**, along with the unit abbreviation and the increment unit for the up/down controls. It is not recommended that you install in metric and work in inches, or vice versa. In such cases, grammage is not fully functional and there may be conversion issues.



The measurement units selected at installation affect labeling for:

- Default press properties
- Default bindery properties
- Trim sizes
- Sizing defaults for diagram marks and Preps marks
- Default printout diagrams sizing (A4 is assumed for metric installation; 8.5 × 11 inches is assumed for U.S. installation).

To change the measurement units:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Units**.
3. To unlock the settings:
   a. Click the icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .

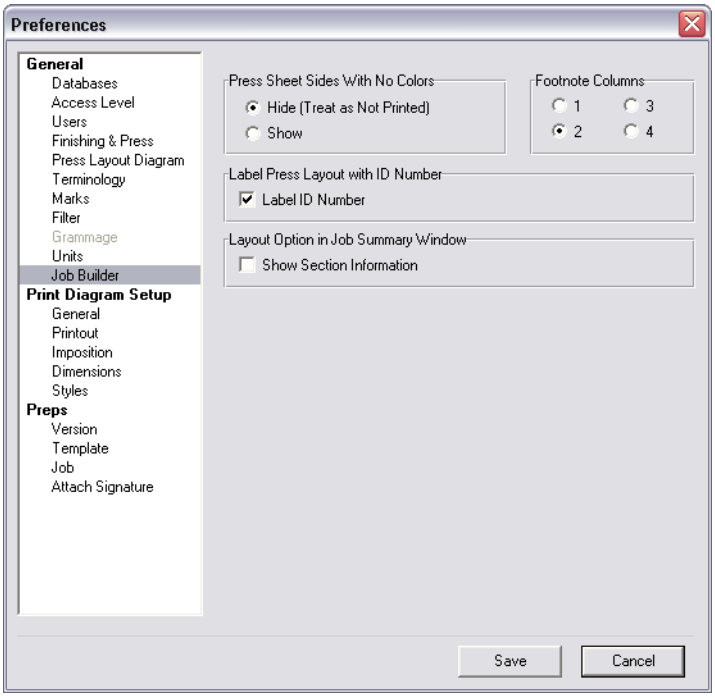
4. Change settings as desired, and click **Save**.

You can change the increment unit for the up/down controls.

To change the increment unit for the up/down controls:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Units**.
3. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
4. In the Units dialog box, select the increment you want to use in the **Increment Value** list and click **Save**.

Changing Job Builder Settings



Press Sheet Sides With No Colors

By default, press sheet sides with no colors are hidden (treated as not printed). You can set these press sheet sides to show.

To set press sheet sides with no colors to show:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Job Builder**.
3. In the **Press Sheet Sides With No Colors** area, click **Show** to make these press sheet sides visible. Then click **Save**.

Footnote Columns

Footnotes about print details print on the bottom of the imposition pages. By default, footnotes print in two columns, but you can change this setting to one, three, or four columns.

To change the number of footnote columns:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Job Builder**.
3. In the **Footnote Columns** area, select the number of columns you want to use and click **Save**.

Label Press Layout With ID Number

By default, the ID number for a press layout prints on the layout. You can change the setting so that the ID number does not print.

To change the setting for printing the ID number on a press layout:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Job Builder**.
3. In the **Label Press Layout With ID Number** area, clear the **Label ID Number** check box if you do not want the number to be printed.
4. Click **Save**.

Layout Option in Job Summary Window

Selecting this check box shows section information for each layout in the Job Summary window.

To display section information:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Job Builder**.
3. In the **Layout Option in Job Summary Window** area, select the **Show Section Information** check box and click **Save**.

Changing Print Diagram Settings

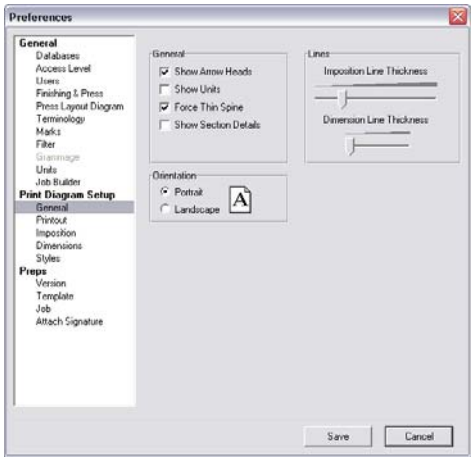
You change print diagram settings in the Preferences dialog box, under **Print Diagram Setup**. These settings determine how layout diagrams are displayed in the Print Preview window and how they print.

To change settings for print diagram setup:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, in the **Print Diagram Setup** category, select **General**, **Printout**, **Imposition**, **Dimensions** or **Styles** for the settings you want to change.
3. Change settings as desired, and click **Save**.

Choosing General Settings

Under **General**, you can set:

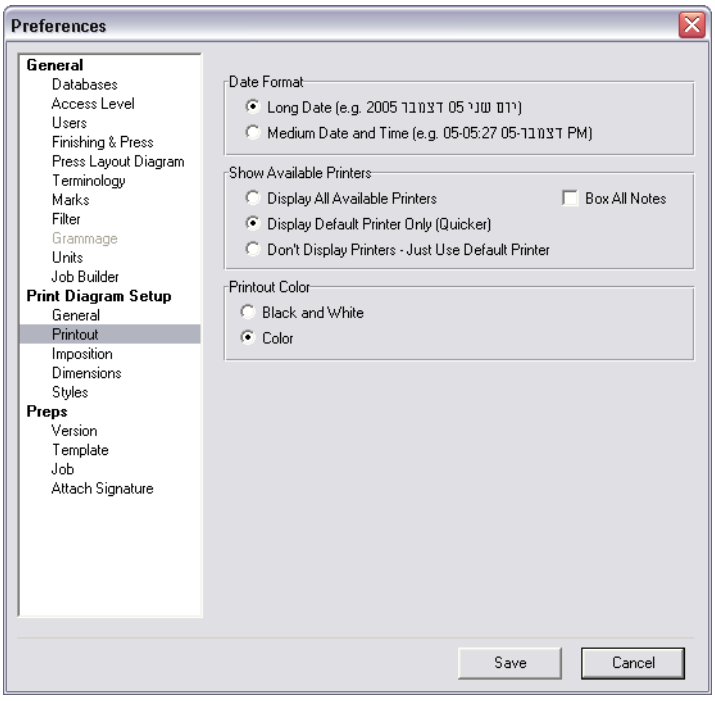


- Whether to print arrow heads on dimension callouts in the layout diagram
- Whether to include units in the printed callouts
- Whether to force a thin spine. A thin spine is used because some printers make a spine line solid unless it is a thin line. Other printers allow a thicker dotted line to be used for the spine.
- Whether to show section details (separate instead of combined numbers for such areas as head trim and foot trim)
- **Orientation**: Setting the orientation changes only the position of the content. You change the page orientation for printing in the Windows [Printer] Properties dialog box.
- **Lines**: Thickness of imposition lines and dimension lines

Choosing Printout Settings

Printing from UpFront gives you a complete schematic diagram with information about the specific item that you are reproducing.

When you create a section, you get a printout of the section's schematic and corresponding lip and trim specifications. When you create a layout plan or press layout, you get a completed schematic printout with the appropriate dimensions and marks.



You select printout options in the Preferences dialog box under **Printout**.

Setting Date Format

You can choose between long and medium format for the date that prints on your printouts. In the dialog box, notice that the long date format omits the time, but includes the day of the week, while the medium date format omits the day of the week, but includes the time of the printout. High-volume sites may need to track time of day to ensure that the correct version is being used.

To change the date format:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Printout**.
3. In the **Date Format** area, select your choice of format and click **Save**.

Show Available Printers

You can show all available printers, show just the one set as the default in Windows, or show no printers and automatically use the default. The second and third options ensure that all the layout diagrams print on the same printer.

To change the setting for printers displayed:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Printout**.
3. In the **Show Available Printers** area, select your choice for which printers you want displayed.
4. Select the **Box All Notes** check box to separate notes from their headers or footers with a divider line, and click **Save**.

Printout Color

You can choose whether to print the diagram in black and white or color. Printing in black and white is faster, cheaper, and uses less memory.

To choose the printout color:

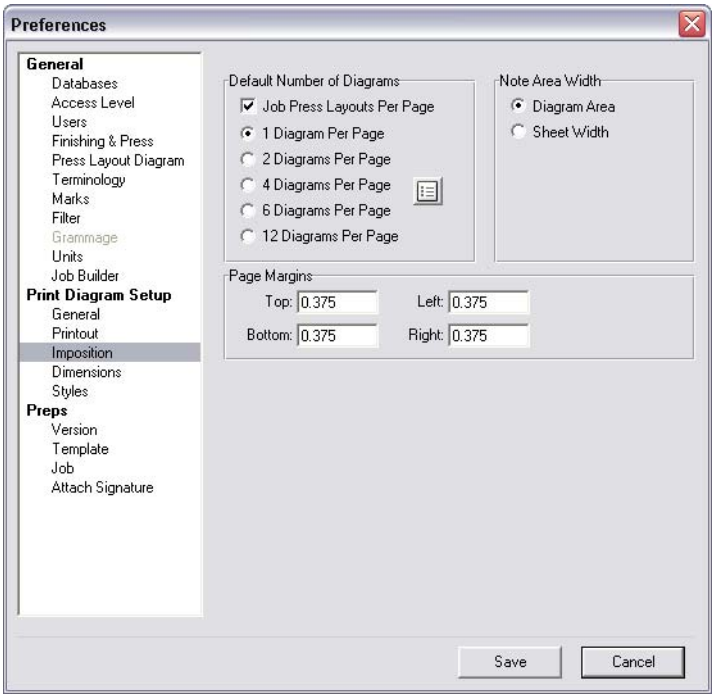
1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Printout**.
3. In the **Printout Color** area, select an option and click **Save**.

Choosing Imposition Settings

In the Preferences dialog box, under **Imposition,** you can set:

- Default number of diagrams per page for printing or previewing
- Width of the sheet and the diagram area
- Page margins

The **Default Number of Diagrams** area is used to specify how many job layouts print on a page.

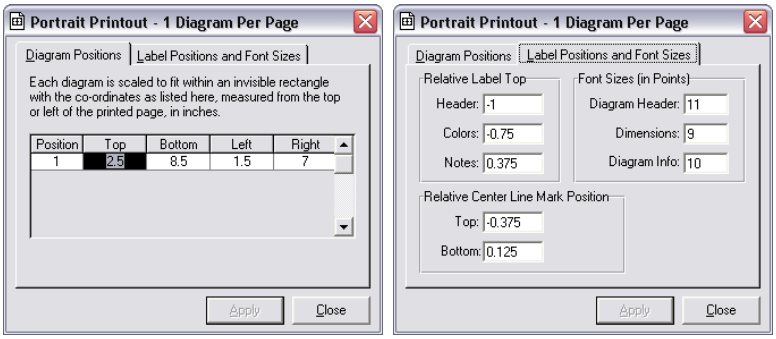


The **Job Press Layouts Per Page** check box is in effect only when you print the whole job. If you print only specific layouts in the job, this setting is ignored. When you select the check box and print the whole job, each layout defaults to print on its own page. For example, work & turn layouts default to print one diagram per page, sheetwise layouts default to print two diagrams per page, and a two-web layout defaults to print four diagram per page. If you are printing only selected layouts, it doesn't matter whether the **Job Press Layouts Per Page** check box is selected or not.

When you print selected layouts in the job, the layouts are printed according to the selected **[X] Diagrams Per Page** option. The **[X] Diagrams Per Page options** also apply when you print the whole job with the **Job Press Layouts Per Page** check box cleared.

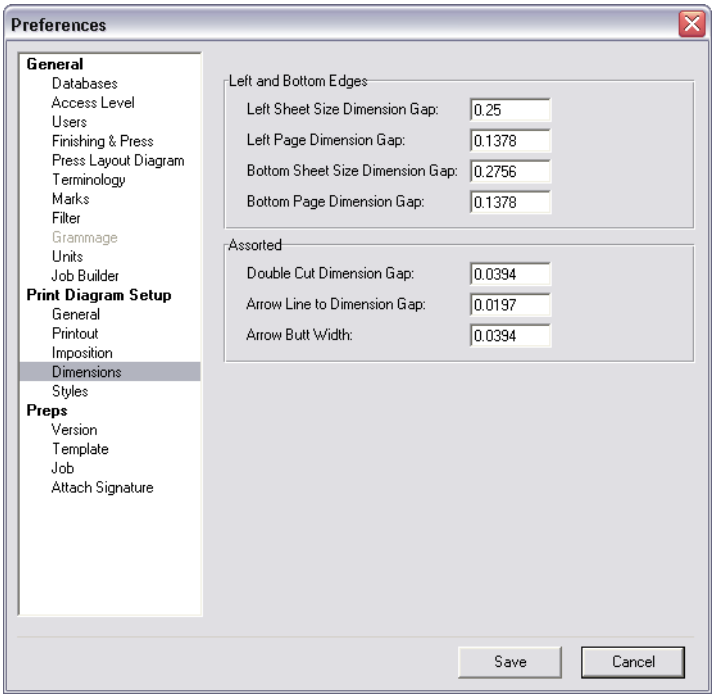
Click the **Diagram Properties** button to open the Portrait Printout dialog box. In this dialog box, you can set diagram positions, label positions, and font sizes.

These settings affect only print previews and printed layout diagrams.



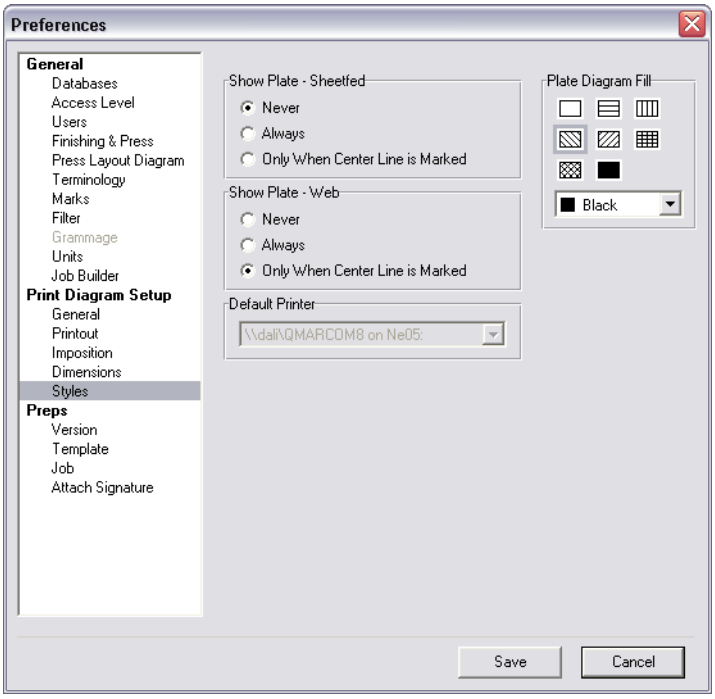
Choosing Dimension Settings

Under **Dimensions**, you can set dimensions for the left and bottom edges, along with assorted settings for double cut dimension gap (gutter), arrow line to dimension gap, and arrow butt width.



Choosing Style Settings

Under **Styles**, you can set whether to show or hide the plate for both sheetfed and web presses. The options include **Never**, **Always**, and **Only When Center Line Is Marked**. You can also set the **Plate Diagram Fill** to your preferred pattern and color.



Changing Preps Settings

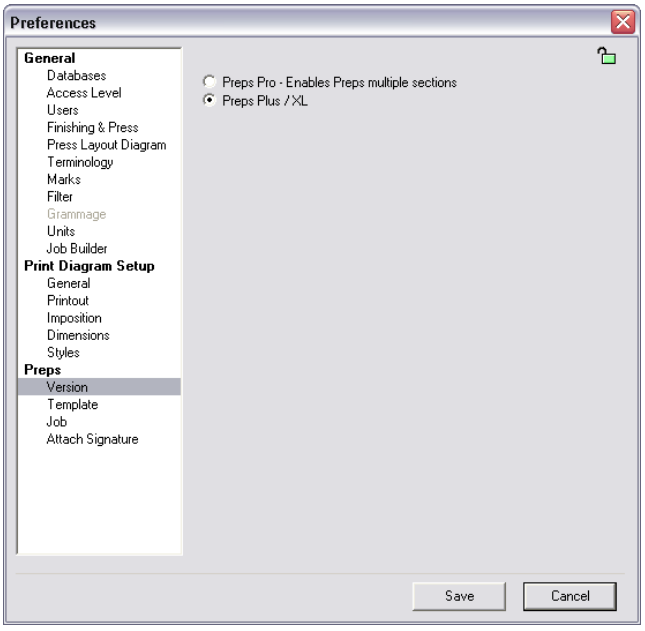
The production planner, with input from the prepress department, sets the default settings for the creation of Preps template files in the **Preps** category in the Preferences dialog box. These settings are meaningful to experienced Preps users, and are usually set once to the desired defaults.

To change Preps settings:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, from the **Preps** category, select **Version**, **Template**, **Job** or **Attach Signature** for the settings you want to change.
3. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
4. Change settings and click **Save**.

Version

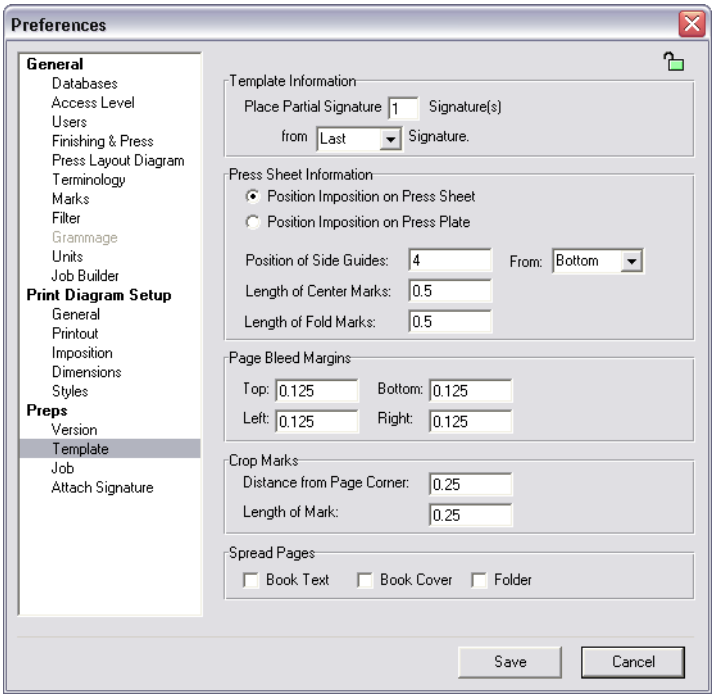
Under **Version**, you select the Preps version for which you are exporting a template or a job.



Template

When the page count of the job requires the use of a partial signature, you can choose where to place the partial signature.

In the Preferences dialog box, under **Template**, in the **Template Information** area, the default is set to place the partial signature one signature from the last.



You can change this setting to print the partial signature anywhere in the sequence of signatures. This setting is identical to the setting in Preps.

Press Sheet

Under **Template**, in the **Press Sheet Information** area, you can change settings for:

- Whether to position the imposition on the press sheet or the press plate
- Where to position the side guides
- How long to make the center marks and fold marks

Page Bleed

Under **Template**, in the **Page Bleed Margins** area, you can change the default bleed margins.

Crop Marks

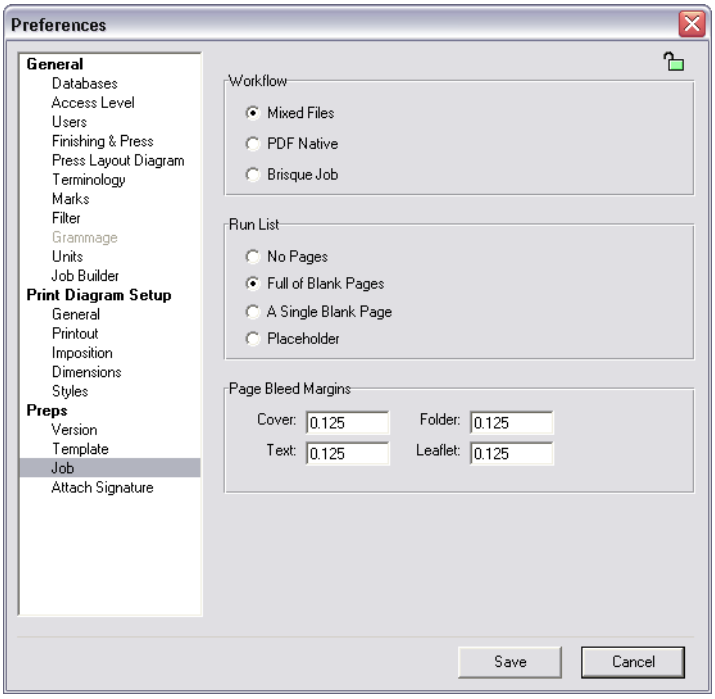
Under **Template**, in the **Crop Marks** area, you can change the default position and length of the crop marks.

Spread Pages

Under **Template**, in the **Spread Pages** area, you can define that all sections in a job, whether the job is a book cover, folder or book text, are printed as spreads.

Job

In the Preferences dialog box, under **Job**, you select the workflow for which the job is intended, and specify what you want in the run list.

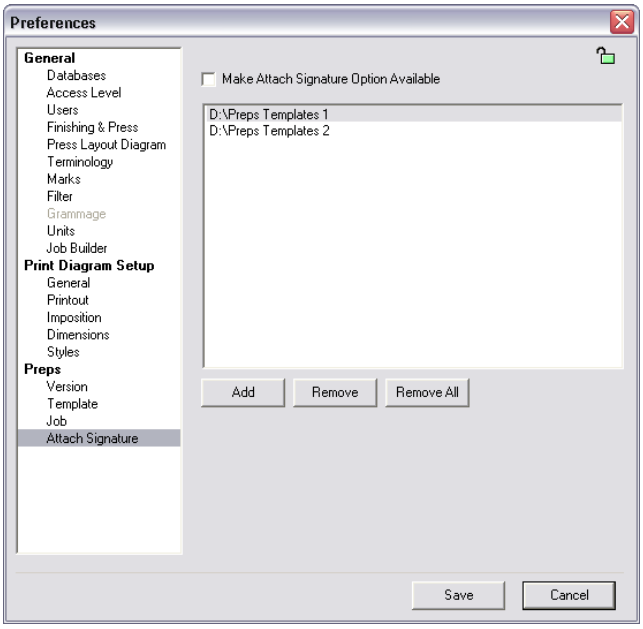


To change the settings of the job:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Job**.
3. To unlock the settings:
   a. Click the icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
4. Change settings and click **Save**.

Attach Signature

In the Preferences dialog box, under **Attach Signature**, you enable the option of attaching a signature in the Press Layout window of UpFront Planner.



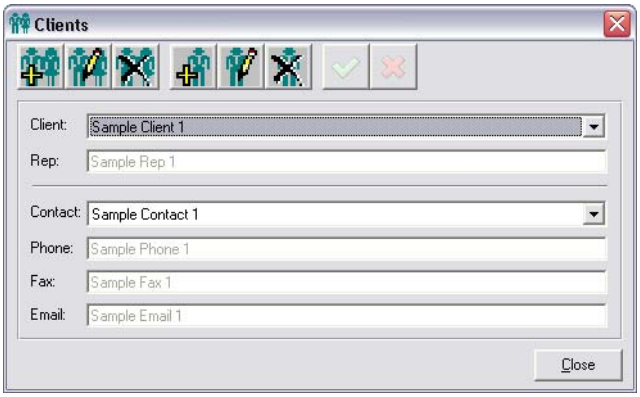
To enable the Attach Signature option in UpFront Planner:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Attach Signature**.
3. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
4. Select the **Make Attach Signature Option Available** check box.
5. Click **Add** and browse to the Preps template folder that contains the templates with the signatures that you want to have available for attachment.
6. To add additional folders, repeat step 5.

Working With Client Information in Job Builder

In Job Builder, you can save information about clients in a Client library. Information saved in the library can be reused, saving time and avoiding the risk of re-entry errors and inconsistency. You can edit client information, add clients, and delete clients.

Also, whenever you import a JDF (Job Definition Format) job into Job Builder, you are asked to add the client information to the library if it isn't already in the library.



Adding a Client or Contact to the Clients Library in Job Builder

You add a client to the library when you think you will have repeat business from this client, and you want to store their information. You add a client to the library in the Clients dialog box. You might want to add the same client to the library multiple times if there are multiple projects assigned to different representatives of your company.

To add a client to the library:

1. From the **Libraries** menu, select **Clients**.
2. In the Clients dialog box, click **Add New Client** .
3. In the Enter Password dialog box, type your password and click **OK**.
4. In the Clients dialog box, type the name of the client company in the **Client** box.
5. In the **Rep** box, type the name of your company representative who deals with this client.
6. In the **Contact** box, type your contact's name at the client company.
7. In the **Phone**, **Fax**, and **E-mail** boxes, type the relevant information about the client company's contact and click **Apply To Library** .
8. If you have other clients to add, repeat steps 2–7.
9. When you finish making changes, click **Close**.

To add a contact to a client in the library:

1. From the **Libraries** menu, select **Clients**.
1. In the Clients dialog box, select the client that you want to add a contact to.
2. Click **Add New Contact** .
3. In the Enter Password dialog box, type your password, and click **OK**.
4. In the **Contact** box, type the contact's name.
5. In the **Phone**, **Fax** and **Email** boxes, type the relevant information for the contact.
6. Click **Apply To Library** .
7. When you finish making changes, click **Close**.

Editing Entries in the Clients Library in Job Builder

You edit client or contact information in the Clients dialog box. The **Edit Client**  button enables you to change the client name and the representative name. The **Edit Contact**  button enables you to change the contact information.

To edit client or contact information:

1. From the **Libraries** menu, select **Clients**.
2. In the Clients dialog box, select the client or contact you want to edit.
3. Click **Edit Client**  or **Edit Contact** .
4. In the Enter Password dialog box, type your password and click **OK**.
5. In the Clients dialog box, change the information as appropriate and click **Apply To Library** .
6. If you have other clients or contacts to edit, repeat steps 2-5.
7. When you finish making changes, click **Close**.

Deleting Entries in the Clients Library in Job Builder

You can delete clients and contacts from the Clients library in the Clients dialog box. The **Delete Client**  button enables you to delete a client, and the **Delete Contact**  button enables you to delete a contact.

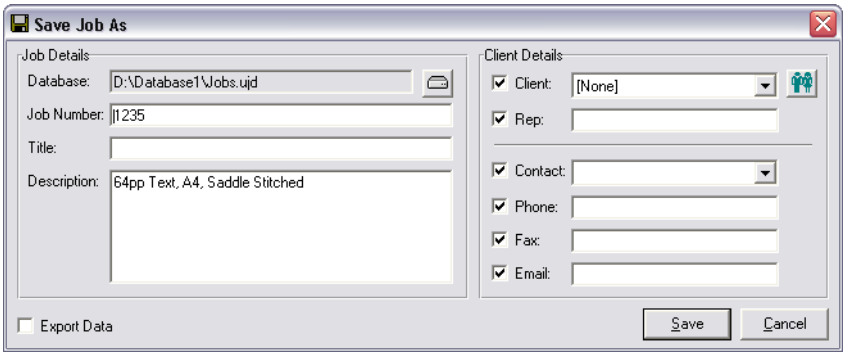
To delete client or contact information:

1. From the **Libraries** menu, select **Clients**.
2. In the Clients dialog box, select the client or contact that you want to delete.

3. Click **Delete Client** or **Delete Contact** .
4. In the Enter Password dialog box, type your password and click **OK**.
5. In the Delete Client? or Delete Contact? dialog box, click **Yes** to verify that you want to delete the information.
6. To delete other clients or contacts, repeat steps 2–5.
7. When you finish making changes, click **Close**.

Saving Client Information With a Job in Job Builder

You save client information in the Save Job As dialog box.

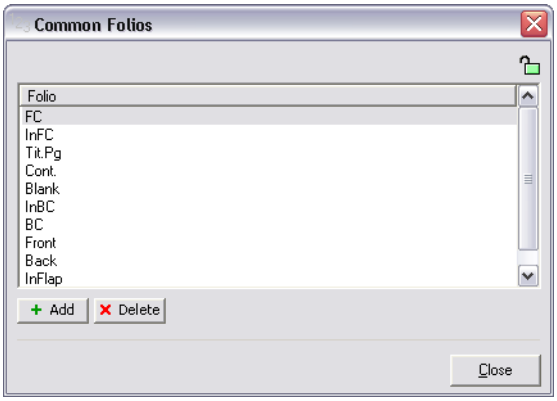


To save existing client information with a job:

1. In the Job Summary window, click **Save As**.
2. In the Save Job As dialog box in the **Job Details** area, provide a **Job Number** and **Title** and edit other information as appropriate.
3. In the **Client Details** area, select the client in the **Client** list. If you need to add a client or edit existing client information, click the **Add/Edit Clients** button.
4. If you want **Client Details** to print on the layout diagram, ensure the the check boxes for the items are selected. Cleared items are still saved with the job, but they will not be printed on the layout diagram.
5. Click **Save**.

Working With Folios in Job Builder

Job Builder provides a library of common folios. You can add folios to the library, or edit or delete them. These folios are offered in the **Folios** list in the Page Folios and Colors window, where you can apply them to pages in jobs. You edit folio information in the Common Folios dialog box.



Adding Folios to the Library in Job Builder

To add a folio to the Folios library:

1. From the **Libraries** menu, select **Common Folios**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Common Folios dialog box, click **Add** .
4. In the **Folio** list, in the empty box that appears, type a name of up to seven characters for the new folio in the **Folio** box, and click ENTER.
5. If you have other folios to add, repeat steps 3–4.
6. When you finish making changes, click **Close**.

Editing Folios in the Library in Job Builder

You can edit the names of folios in the Folios library to match the folios used in your shop.

To edit a folio in the Folios library:

1. From the **Libraries** menu, select **Common Folios**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Common Folios dialog box, click the name of the folio you want to edit, click it again and in its box change it and click ENTER.
4. If you have other folio names to edit, repeat steps 3.
5. When you finish making changes, click **Close**.

Deleting Folios From the Library in Job Builder

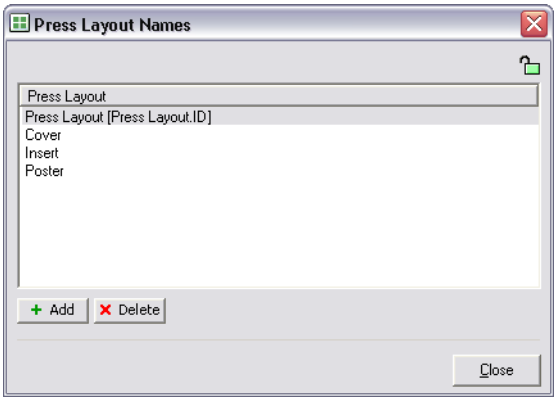
If the Folios library includes folios that your shop does not use, you may want to delete them from the library.

To delete a folio from the Folios library:

1. From the **Libraries** menu, select **Common Folios**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Common Folios dialog box, select the folio to be deleted, and click **Delete** .
4. In the Delete Common Folio message, click **Yes** to confirm that you want to delete the selected folio.
5. If you have other folios to delete, repeat steps 3–4.
6. When you finish making changes, click **Close**.

Working With Press Layout Names in Job Builder

In the Press Layout Names dialog box, you add, edit, and delete press layout names that are listed in the Rename Press Layout dialog box (**Job Builder** > **Job Summary** > **Press Layout > Rename**). When you select a naming convention, it is applied to all the press layouts in the current job. Four names are provided with UpFront, and you can add your own names as well.



Adding a Press Layout Name in Job Builder

To add a press layout name to the library:

1. From the **Libraries** menu, select **Common Press Layout Names**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Press Layout Names dialog box, click **Add** .
4. In the **Press Layout** list, in the empty box that appears, type a name of up to 30 characters for the new press layout name, and click ENTER.
5. If you have other press layout names to add, repeat steps 3–4.
6. When you finish making changes, click **Close**.

Editing a Press Layout Name in Job Builder

You can edit press layout names, including those provided with UpFront, except the default name, **Press Layout [PressLayout.ID]**.

To edit a press layout name:

1. From the **Libraries** menu, select **Common Press Layout Names**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Press Layout Names dialog box, click the press layout name that you want to edit, click it again and in its box change it and click ENTER.
4. If you have other press layout names to edit, repeat steps 3.
5. When you finish making changes, click **Close**.

Deleting a Press Layout Name in Job Builder

You can delete press layout names, including those provided with UpFront, except the default name, **Press Layout [PressLayout.ID]**.

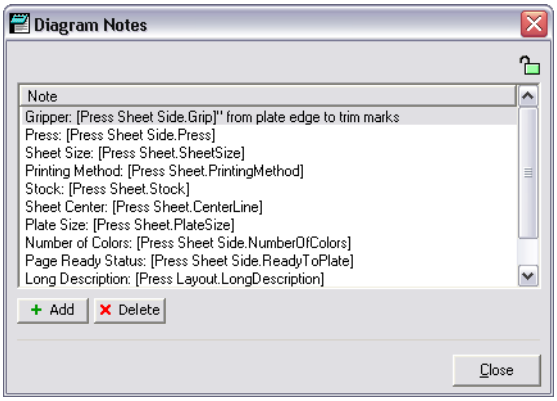
To delete a press layout name:

1. From the **Libraries** menu, select **Common Press Layout Names**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Press Layout Names dialog box, select the press layout name that you want to delete, and click **Delete** 

.
4. In the Delete Press Layout Name message, click **Yes** to confirm that you want to delete the selected press layout name.
5. If you have other press layout names to delete, repeat steps 3–4.
6. When you finish making changes, click **Close**.

Working With Diagram Notes in Job Builder

Job Builder is supplied with a selection of diagram notes that are automatically printed on layout diagrams. You can add your own notes, and edit or delete existing notes. You perform these tasks in the Diagram Notes dialog box.



Adding a Diagram Note in Job Builder

To add a diagram note:

1. From the **Libraries** menu, select **Diagram Notes**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Diagram Notes dialog box, click **Add** .
4. In the **Note** list, in the empty box that appears, type the new note, including the variable that pulls data from the job, in the **Note** box, and click ENTER.
5. If you have other diagram notes to add, repeat steps 3–4.
6. When you finish making changes, click **Close**.

Editing a Diagram Note in Job Builder

You can edit existing diagram notes. If the note content updates dynamically, be sure to include a valid note ID so that the note pulls the appropriate information from the job.

Valid note IDs are:

[Press Sheet Side.Grip]

[Press Sheet Side.Press]

[Press Sheet Side.NumberOfColors]

[Press Sheet Side.Colors]

[Press Sheet Side.ReadyToPlate]

[Press Sheet.SheetSize]

[Press Sheet.PrintingMethod]

[Press Sheet.Stock]

[Press Sheet.CenterLine]

[Press Sheet.PlateSize]

[Press Layout.LongDescription]

To edit a diagram note:

1. From the **Libraries** menu, select **Diagram Notes**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Diagram Notes dialog box, click the diagram note that you want to edit, click it again and in its box change it and click ENTER.
4. If you have other diagram notes to edit, repeat steps 3.
5. When you finish making changes, click **Close**.

Deleting a Diagram Note in Job Builder

You can delete any or all of the diagram notes provided with UpFront, as well as notes you added.

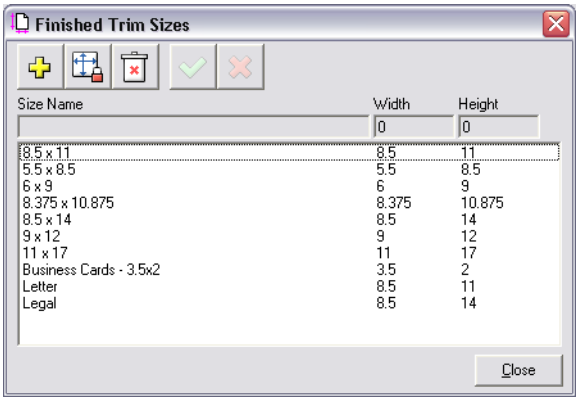
To delete a diagram note:

1. From the **Libraries** menu, select **Diagram Notes**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Diagram Notes dialog box, select the diagram note that you want to delete, and click **Delete** 

.
4. In the Delete Diagram Note message, click **Yes** to confirm that you want to delete the selected diagram note.
5. If you have other diagram notes to delete, repeat steps 3–4.
6. When you finish making changes, click **Close**.

Working With Finished Trim Sizes in Job Builder

In the Finished Trim Sizes dialog box accessed via the **Libraries** menu, you add, edit, and delete finished trim sizes from the database of commonly used trim sizes provided with UpFront. These trim sizes are listed in the Job Description window in Job Builder, to be applied to job parts. To keep the list easy to use, we recommend that you add only the most common sizes used by your shop.



Adding a Finished Trim Size

To add a finished trim size:

1. From the **Libraries** menu, select **Finished Trim Sizes**.
2. In the Finished Trim Size dialog box, click **Add New Finished Trim Size** .
3. In the Enter Password dialog box, type your password, and click **OK**.
4. In the **Finished Trim Sizes** dialog box, type the new size in the **Size Name** box.
5. In the **Width** and **Height** boxes, type the width and height, and click **Apply To Library** .
6. If you have other finished trim sizes to add, repeat steps 2–6.
7. When you finish making changes, click **Close**.

Editing a Finished Trim Size

You can edit the dimensions of an existing finished trim size, but you cannot edit the name. To rename a trim size, delete it and add a new size.

To edit a finished trim size:

1. From the **Libraries** menu, select **Finished Trim Sizes**.
2. In the list, select the trim size you want to edit.
3. In the Finished Trim Sizes dialog box, click **Edit Finished Trim Size** .
4. In the Enter Password dialog box, type your password and click **OK**.

5. In the Finished Trim Sizes dialog box, type the new width or height in the **Width** or **Height** boxes, and click **Apply To Library** .
6. If you have other finished trim sizes to edit, repeat steps 2–5.
7. When you finish making changes, click **Close**.

Deleting a Finished Trim Size

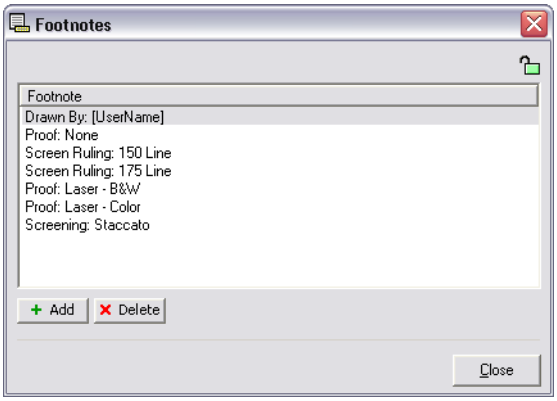
You can delete a finished trim size in the Finished Trim Size dialog box.

To delete a finished trim size:

1. From the **Libraries** menu, select **Finished Trim Sizes**.
2. In the list, select the trim size you want to delete.
3. In the Finished Trim Sizes dialog box, click **Delete Finished Trim Size** .
4. In the Enter Password dialog box, type your password, and click **OK**.
5. In the Delete Trim Size message, click **Yes** to confirm that you want to delete the selected trim size, and click **Apply To Library** .
6. If you have other finished trim sizes to delete, repeat steps 2–5.
7. When you finish making changes, click **Close**.

Working With Footnotes in Job Builder

Job Builder is supplied with a set of footnotes that print by default on layout diagrams. You can add, edit, and delete footnotes to suit your shop's needs. You work with footnotes in the Footnotes dialog box.



Adding a Footnote in Job Builder

To add a footnote:

1. From the **Libraries** menu, select **Footnotes**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Footnotes dialog box, click **Add** .
4. In the **Footnote** list, in the empty box that appears, type the new footnote in the box, and click ENTER.
5. If you have other footnotes to add, repeat steps 3–4.
6. When you finish making changes, click **Close**.

Editing a Footnote in Job Builder

You can edit the footnotes that print on your layout diagrams.

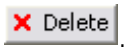
To edit a footnote:

1. From the **Libraries** menu, select **Footnotes**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Footnotes dialog box, click the footnote that you want to edit, click it again and in its box change it and click ENTER.
4. If you have other footnotes to edit, repeat steps 3.
5. When you finish making changes, click **Close**.

Deleting a Footnote in Job Builder

You can delete footnotes that you do not want to print on your layout diagrams.

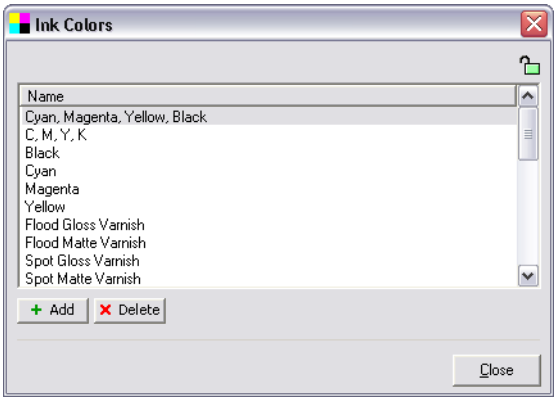
To delete a footnote:

1. From the **Libraries** menu, select **Footnotes**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Footnotes dialog box, select the footnote that you want to delete, and click **Delete** 

.
4. In the Delete Footnote message, click **Yes** to confirm that you want to delete the selected footnote.
5. If you have other footnotes to delete, repeat steps 3–4.
6. When you finish making changes, click **Close**.

Working With Ink Colors in Job Builder

Job Builder is supplied with a library of ink colors, coatings, and varnishes. You can add ink color, coatings, and varnishes to the library, edit them, or delete them. These ink colors are offered in the **Colors** list in the Page Folios and Colors window, where you can apply them to pages in jobs. You edit ink color information in the Ink Colors dialog box.



Adding a Color to the Ink Colors Library in Job Builder

To add a color to the Ink Colors library:

1. From the **Libraries** menu select **Ink Colors**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Ink Colors dialog box, click **Add** .
4. In the **Name** list, in the empty box that appears, type the new ink color name and click ENTER.
5. If you have other ink colors to add, repeat steps 3–4.
6. When you finish making changes, click **Close**.

Editing a Color in the Ink Colors Library in Job Builder

You can edit the names of colors, varnishes, and coatings in the Ink Colors library.

To edit a color in the Ink Colors library:

1. From the **Libraries** menu, select **Ink Colors**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Ink Colors dialog box, click the name of the ink color that you want to edit, click it again and in its box change it and click ENTER.
4. If you have other ink colors to edit, repeat steps 3.
5. When you finish making changes, click **Close**.

Deleting a Color From the Ink Colors Library in Job Builder

If the Ink Colors library includes colors, varnishes, or coatings that your shop does not use, you may want to delete them from the library.

To delete an ink color from the library:

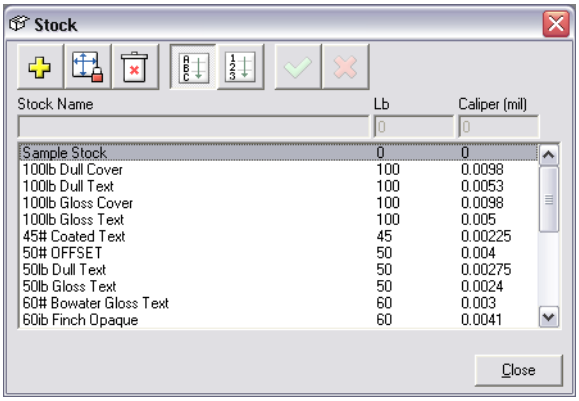
1. From the **Libraries** menu, select **Ink Colors**.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the Ink Colors dialog box, select the ink color that you want to delete, and click **Delete** 

.
4. In the Delete Ink Color message, click **Yes** to confirm that you want to delete the selected ink color.
5. If you have other ink colors to delete, repeat steps 3–4.
6. When you finish making changes, click **Close**.

Working With Stocks in Job Builder

Job Builder is supplied with a library of paper stocks. You can add stocks to the library, edit them, or delete them. These stocks are offered in the **Stock** list in the Job Description window, where you can apply them to job parts. You edit stock information in the Stock dialog box.

In addition to direct entry, when you import a JDF job into Job Builder, you are asked to add the stock information to the library, if it isn't already in the library.



Adding a Stock to the Library in Job Builder

To add a stock to the Stock library:

1. From the **Libraries** menu, select **Stock**.
2. In the Stock dialog box, click **Add New Stock** .
3. In the Enter Password dialog box, type your password, and click **OK**.
4. In the Stock dialog box, type a name of up to 100 characters for the new stock in the **Stock Name** box.
5. In the **Lb** or **GSM** box, type the weight of the stock.
6. In the **Caliper** box, type the caliper of the stock (optional) and click **Apply To Library** .
7. If you have other stocks to add, repeat steps 4–6.
8. When you finish making changes, click **Close**.

Editing a Stock in the Library in Job Builder

You can edit the names of stocks in the Stocks library to match the stocks used in your shop.

To edit a stock in the Stock library:

1. From the **Libraries** menu, select **Stock**.
2. In the Stock dialog box, click **Sort By Name**  to sort the stock by name, or **Sort By Weight**  to sort the stock by weight.
3. Select the stock you want to edit, and click **Edit Stock** .
4. In the Enter Password dialog box, type your password, and click **OK**.
5. In the Stock dialog box, edit the name, the weight, or the caliper of the stock and click **Apply To Library** .
6. If you have other stocks to edit, repeat steps 2–5.
7. When you finish making changes, click **Close**.

Deleting a Stock From the Library in Job Builder

If the Stock library includes stocks you don't use, you may want to delete them from the library. To delete all the stocks and create a library from scratch, delete all the stocks except the **Sample Stock**, which is used as a placeholder in a job until you select an actual stock.

To delete a stock from the library:

1. From the **Libraries** menu select **Stock**.
2. In the Stock dialog box, click **Sort By Name**  to sort the stock by name, or **Sort By Weight**  to sort the stock by weight.
3. Select the stock you want to delete, and click **Delete Stock** .
4. In the Enter Password dialog box, type your password, and click **OK**.
5. In the Delete Stock message, click **Yes** to verify that you want to delete the selected stock.
6. If you have other stocks to delete, repeat steps 2–5.
7. When you finish making changes, click **Close**.

3

Planner Reference

Overview 56
About UpFront Planner Window 56
Cannot Save Press Layout Message 57
Center Line Dialog Box 57
Contact Kodak Command 58
Context Menus 58
Create New Layout Plan Message 58
Create Press Layout Message 59
Delete Section Plan Message 59
Diagram Ellipse Properties Dialog Box 59
Diagram Line Properties Dialog Box 60
Diagram Marks Palette 61
Diagram Rectangle Properties Dialog Box 63
Edit Film Grip Dialog Box 63
Edit Section Properties Message 63
Edit Section Properties Message 63
Edit Section Properties Message 63
Edit Warning Message 64
Enter Password Dialog Box 64
Export Data Dialog Box 65
Extra Paper Dialog Box 66
File Menu 67
Finished Trim Sizes Dialog Box 68
Finishing Equipment Dialog Box 69
Layout Menu 73
Layout Plan Sections Dialog Box 73
Layout Plan Window 74
Layout Plans Window 77
Libraries Menu 80
Log In Dialog Box 80
New Layout Plan Window 81
New Layout Plan Wizard 81

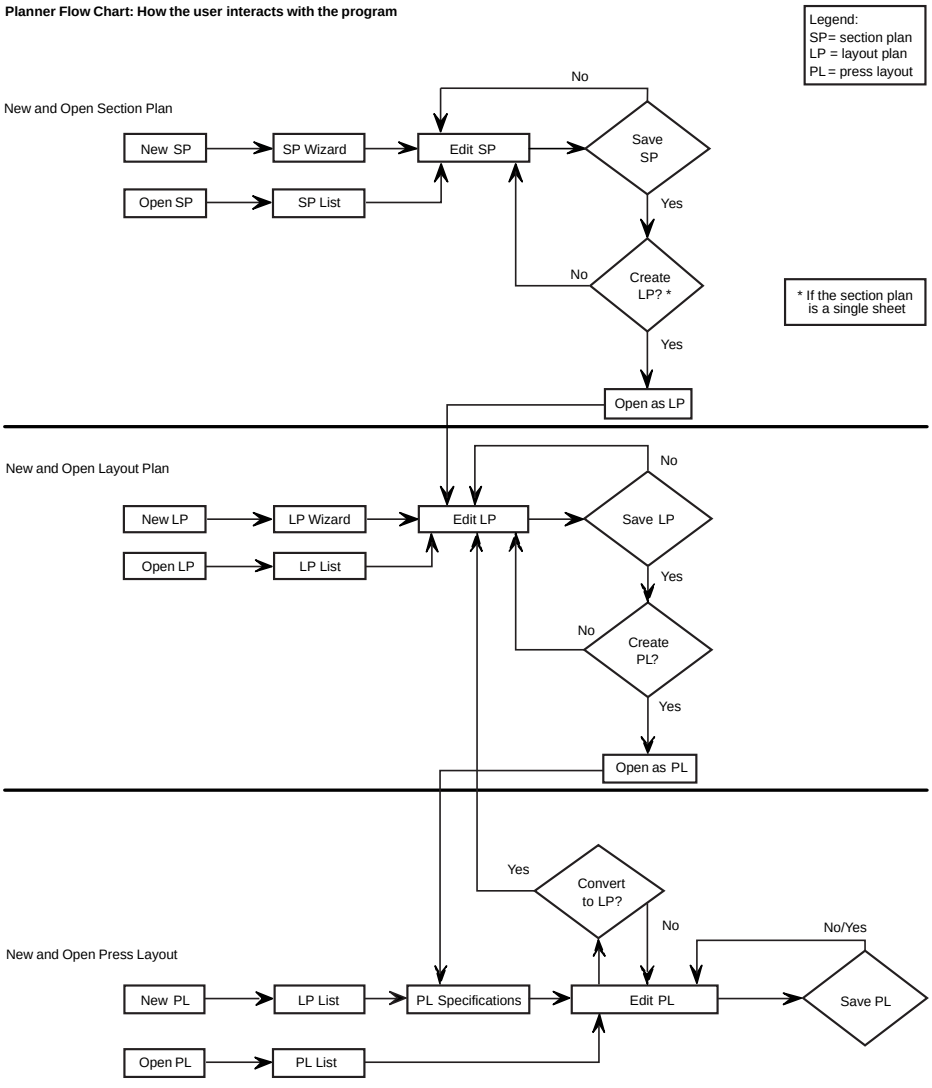
New Section Plan Numbering Dialog Box 85
New Section Plan Numbering Window 86
New Section Plan Wizard 87
No Diagram Marks Message 93
No Ink Zone Dialog Box 93
No Preps Marks Message 94
Page Menu 94
Plan Database Dialog Box 95
Planner Wizard Dialog Box 95
Portrait or Landscape Printout Dialog Box 95
Preferences Dialog Box 97
Preps Exposure Bar Properties Dialog Box 115
Preps File Mark Properties Dialog Box 116
Preps Line Mark Properties Dialog Box 117
Preps Mark Association Error Message 118
Preps Marks Data dialog box 118
Preps Marks Data dialog box 118
Preps Marks palette 119
Preps Page Properties Dialog Box 122
Preps Rectangle Mark Properties Dialog Box 123
Preps Static Signature Collation Mark Properties Dialog Box 124
Preps Template File Dialog Box 126
Preps Text Mark Properties Dialog Box 126
Preps Text Mark Properties Dialog Box 126
Preps Text Mark Properties Dialog Box 126
Press Layout Database Dialog Box 127
Press Layout Sections Dialog Box 128
Press Layout Window 129
Press Layout's Section Dialog Box 131
Press Layouts Window 133
Press Sheet Size Selector–Sheetfed Dialog Box 135
Press Sheet Size Selector–Web Dialog Box 136
Press Type Dialog Box 137
Print Dialog Box 137
Print Preview Window 138

Print Preview Press Report Window....139
Rename Layout Plan Dialog Box....141
Rename Section Plan Dialog Box....141
Replace Section Plan Dialog Box....142
Save Existing Press Layout Message....142
Save New Layout Plan Dialog Box....143
Save New Section Plan Dialog Box....143
Save & Overwrite Existing Press Layout Dialog Box....144
Save Press Layout Dialog Box....144
Saved Press Layout message....145
Section Design Issues Dialog Box....145
Section Finishing Properties Dialog Box....146
Section Menu....148
Section Plans Window....149
Section Properties Dialog Box....152
Section Specifications Dialog Box....153
Section's Head Trim Dialog Box....153
Section's Press Layouts and Layout Plans Window....153
Sheetfed Presses Dialog Box....154
Tag Section Plan for CIP4 Folding Dialog Box....157
Tools Menu....157
Tools Menu....157
Update License Message....158
View Menu....158
Web Presses Dialog Box....158
Welcome to UpFront Dialog Box....161
Window Menu....161

Overview

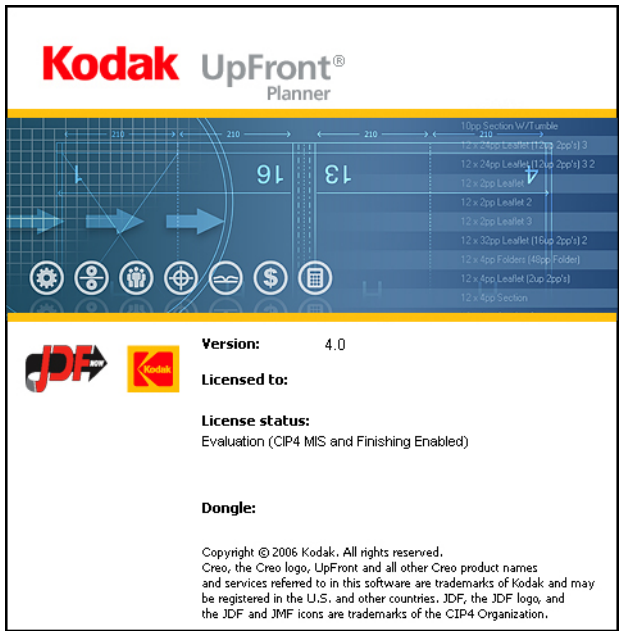
This chapter provides explanations about the windows, dialog boxes, menus, tool bars, and tool palettes in Planner. These items are listed in alphabetical order, followed by explanations of all the elements in the window, dialog box, menu, tool bar, or tool palette. Items that appear in both Job Builder and Planner are included in both reference chapters.

The following flow chart summarizes how users interact with Planner at different stages, and how those stages are connected.



About UpFront Planner Window

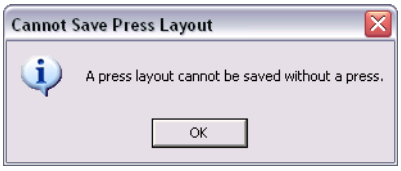
The About UpFront Planner window displays the product logo, version number, hardware key number, and copyright information.



The About UpFront Planner window appears when you select **About UpFront** from the **About** menu. Click it to close.

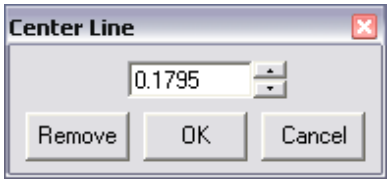
Cannot Save Press Layout Message

The Cannot Save Press Layout message appears if you click **Save** of the *Press Layout Window* when no press in the library can print the press layout as currently configured. To see what conditions prevent the press layout from being printable on your presses, click the **Print Preview Press Report** button—see *Print Preview Press Report Window*.



Center Line Dialog Box

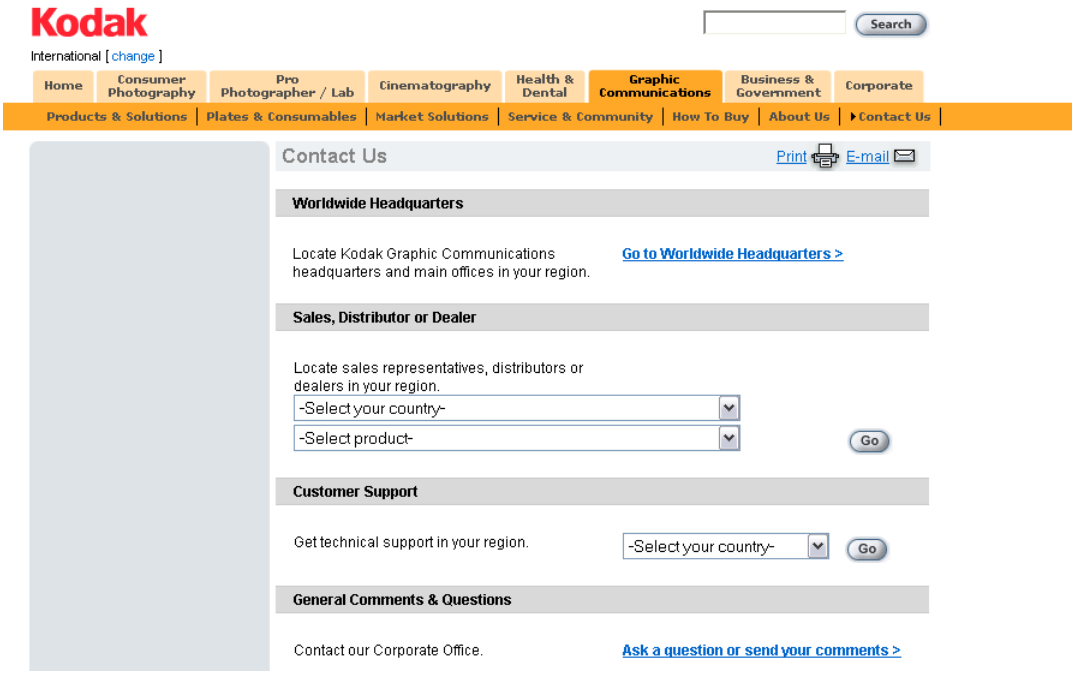
The Center Line dialog box displays the position of the center line of the imposition in relation to the center of the plate.



You can position the center line by typing a position, or by dragging the center line to the new location, clicking that position, and then clicking **OK**. The Center Line dialog box appears when you select Center Line from the **Layout** menu while a press layout is displayed.

Contact Kodak Command

The **Contact Kodak** command in the **About** menu takes you the Contact Us page of the Kodak Graphics Communication Group web site. It appears when you select **Contact Kodak** from the **About** menu.



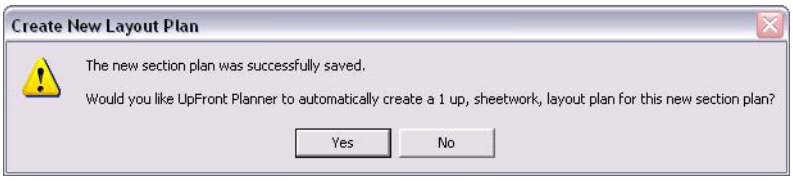
Context Menus

Context menus offer shortcuts to commands that are usually, but not always, available from menus, tool bar buttons, or dialog boxes. A context menu appears when you right-click a window. In this reference chapter, context menus are named for the windows from which they open. For example, a context menu that opens from the Layout Plan window is listed under "Layout Plan context menu."

Create New Layout Plan Message

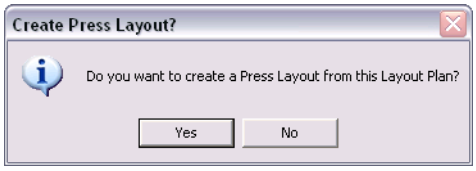
The Create New Layout Plan message enables you to create a new layout plan from the single-sheet section plan you just created. If you click **No**, the section plan remains open in the UpFront Planner page numbering window. If you click **Yes**, the *New Layout Plan Window* appears.

This message does not appear if the section plan contains multiple sheets. For multiple sheets, you need to use the New Layout Plan wizard.



Create Press Layout Message

The Create Press Layout message enables you to create a new press layout from the layout plan you just created. If you click **Yes**, the *Press Layout's Section Dialog Box* appears. If you click **No**, the layout plan remains open in the Layout Plan window.



Delete Section Plan Message

In the Delete Section Plan message, the consequences of deleting the selected section plan are described. Any layout plans based on this section plan are also deleted from the database when the section plan is deleted.

The Delete Section Plan message appears when you select a section plan in the *Section Plans Window* and select **Delete** from the **File** menu or toolbar.

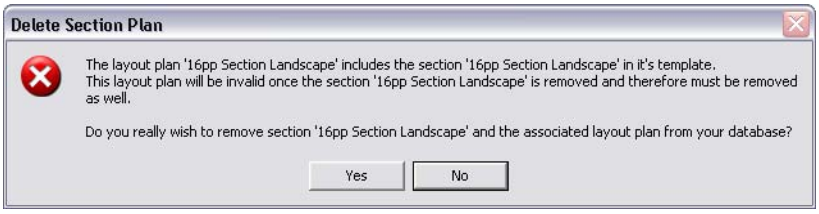


Diagram Ellipse Properties Dialog Box

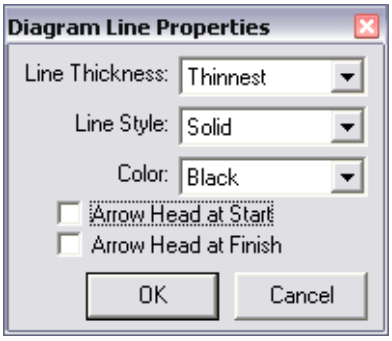
In the Diagram Ellipse Properties dialog box, you select settings to specify the appearance of ellipse marks you are going to place on the layout plan or press layout. These settings affect marks you create from now on; they do not affect existing marks.



The Diagram Ellipse Properties dialog box appears when you right-click the **Ellipse** tool in the **Marks on <layout name>** area of the Diagram Marks palette, then select **Ellipse Properties**.

Line Thickness list	Lists thicknesses to apply to the ellipse mark
Line Style list	Lists line styles to apply to the ellipse mark
Color list	Lists colors to apply to the ellipse mark
Fill Style list	Lists fill styles to apply to the ellipse mark

Diagram Line Properties Dialog Box



In the Diagram Line Properties dialog box, you select settings to specify the appearance of line marks you are going to place on the layout plan or press layout. These settings affect marks you create from now on; they do not affect existing marks.

The Diagram Line Properties dialog box appears when you right-click the **Line** tool in the **Marks on <layout name>** area of the Diagram Marks palette, then select **Line Properties**.

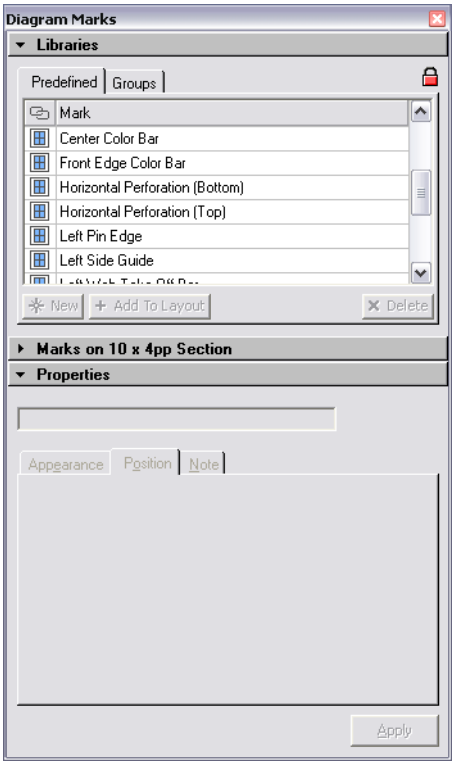
Line Thickness list	Lists thicknesses you can apply to the line mark
Line Style list	Lists styles you can apply to the line mark
Color list	Lists colors you can apply to the line
Arrow Head at Start/ Finish check boxes	Enables you to add an arrow head to the start or the finish of the line

Diagram Marks Palette

UpFront features a Marks palette for single-location (centralized) mark access and usage. You can access all diagram marks via this palette. You can manage all mark libraries and handle all mark placement on the layout from this floating palette.

The Marks palette is accessed from the **Tools** menu. It contains three areas: **Libraries**, **Marks on <layout name>** and **Properties**.

By default, the **Libraries** area is locked, and the parameters in the **Properties** area are read-only. If you have the required access level, you can unlock the palette with the appropriate password.



For information about using the **Libraries** and **Marks on <layout name>** areas of this palette see the Chapter 5, *Working With Diagram Marks* in this user guide.

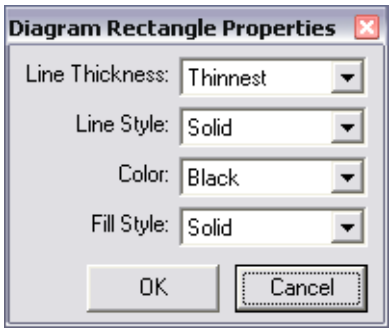
In the **Properties** area for a selected mark, you specify the style, placement and color of the mark that prints on the layout diagram.

The parameters in the **Properties** area differ according to the type of the selected mark in the **Libraries** or **Marks on <layout name>** areas.

Appearance tab	
Line Thickness list	Lists the various line thickness settings you can apply to the mark.
Line Style list	Lists the various line styles you can apply to the mark.
Color list	Lists the colors you can apply to the mark.
Fill Style list	Lists the various fill styles you can apply to the mark.
Position tab	

X1/**Y1**/**X2**/**Y2** Reference point list	The 0,0 point for the purpose of positioning marks is the upper-left corner, which is the location of the X1 and Y1 points. X2 is at the upper-right corner, and Y2 is at the lower-left corner. Lists the reference points from which you can begin when specifying the position of a mark. In the **Position** tab example, the color bar runs across the press sheet from left to right, starting 0.25" from the left edge (X1) and stopping 0.25" from the right edge (X2), starting vertically 0.5" above the press sheet (Y1) and stopping 0.3" above the press sheet (Y2), to be 0.2" high.
+/**-** boxes	A positive number moves the mark to the right or down. A negative number moves it to the left or up.
Coordinates boxes	Display the X or Y coordinate for the mark, measured from the selected location on the press sheet; either use the increment buttons to increase or decrease the number of the coordinate, or type a new number.
Note tab	
Text Alignment buttons	Align the note with left justification, centering, or right justification.
Text Style buttons	Make the note text bold, italic, or underlined.
Note text box	Provides an entry box for you to type the note text.
Rotation box	Displays the rotation of the note. Type a rotation or use the increment buttons to increase or decrease the rotation.
Color list	Lists colors to apply to the note.
X and Y reference point lists	List the reference points from which you can begin when specifying the position of the note. In the **Note** tab example, the note “Color Bar” is placed 0.875" to the right of the center of the press sheet, at the top.
Coordinates boxes	Display the X or Y coordinate for the note, measured from the selected location on the press sheet; either use the increment buttons to increase or decrease the number of the coordinate, or type a new number.

Diagram Rectangle Properties Dialog Box



In the Diagram Rectangle Properties dialog box, you select settings to specify the appearance of rectangle marks you are going to place on a layout plan or press layout.

These settings affect marks you create from now on; they do not affect existing marks.

The Diagram Rectangle Properties dialog box appears when you right-click the **Rectangle** tool in the **Marks on <layout name>** area of the Diagram Marks palette, then select **Rectangle Properties**.

Line Thickness list	Lists line thicknesses you can apply to the rectangle mark.
Line Style list	Lists line styles you can apply to the rectangle mark.
Color list	Lists colors you can apply to the rectangle mark.
Fill Style list	Lists fill styles you can apply to the rectangle mark.

Edit Film Grip Dialog Box

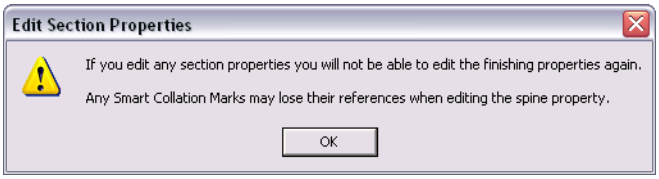


In the Edit Film Grip dialog box, you edit the film grip setting for the press layout displayed in the *Press Layout Window*. The Edit Film Grip dialog box appears when you click the **Edit Film Grip** button at the bottom of the *Press Layout Window*.

Edit Section Properties Message

The Edit Section Properties message warns that if you edit any section properties in the *Section Properties Dialog Box*, you can no longer edit finishing properties in the *Section Finishing Properties Dialog Box*.

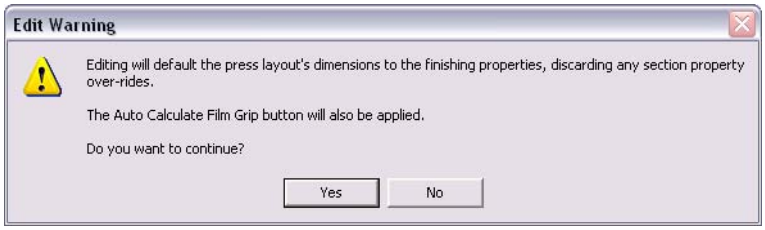
If you open the *Section Finishing Properties Dialog Box* again after changing settings in the *Section Properties Dialog Box*, the settings are read-only. This restriction helps you avoid conflicting settings.



Edit Warning Message

The Edit Warning message warns you that if you edit the press layout currently open in the *Press Layout Window*, any edits you applied to the press layout in the *Section Properties Dialog Box* are discarded and the default finishing properties for the press layout are applied.

The Edit Warning message appears when you click **Edit** on the *Press Layout Window* toolbar, whether or not you edited any settings in the *Section Properties Dialog Box*.



Enter Password Dialog Box

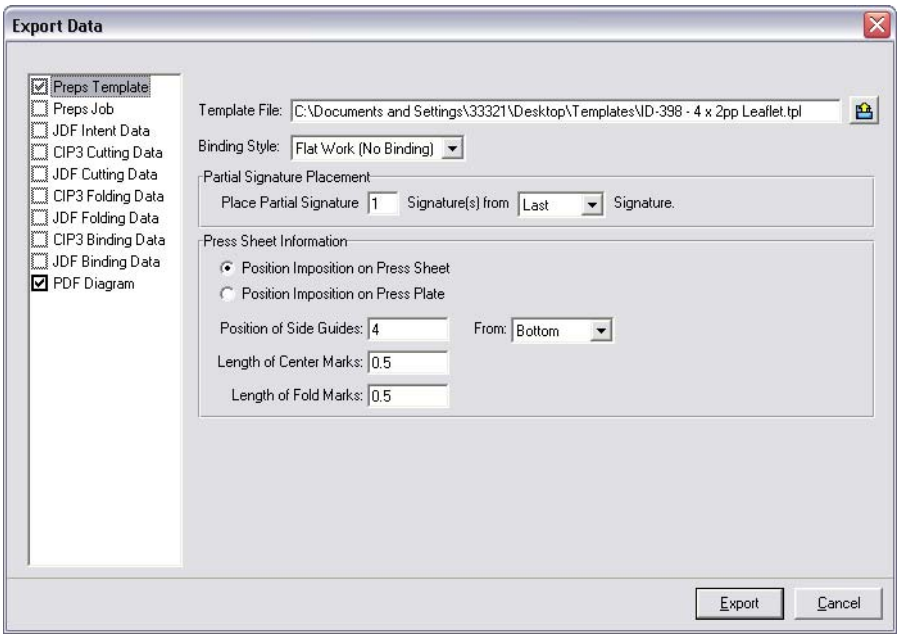
In the Enter Password dialog box, you enter the password for the user level indicated—Administrator, Planner, or User—to be allowed to perform a password-protected task. An Enter Password dialog box appears whenever you reach the point of performing a protected task. You can change the security levels for tasks at any time to suit your company's needs—see *Cannot Save Press Layout Message*.



Export Data Dialog Box

In the Export Data dialog box, you provide specifications to be used in creating the *Preps* template that Planner exports based on this press layout and for saving a diagram as a PDF file.

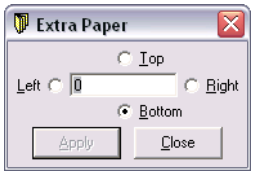
The Export Data dialog box appears when you select **Export** from the **File** menu.



Preps Template	
Preps Template File check box	Enables the controls in the **Preps Template** area. To export a Preps template file, keep this check box selected. If you do not want to export a Preps template file, clear this check box.
Template File box	Shows the path to the location where the Preps template file is to be saved. When this Preps template file is created, the name is based on the job number that you gave in the *Save Job As Dialog Box*, or you can edit the name here.
Template File button	Opens the *Preps Template File Dialog Box*, where you can browse to select or create a different location where to save template files.
Binding Style list	Lists binding styles for the Preps template.
Partial Signature Placement boxes	Indicate where you want to place any partial signatures in the signature order. Type and select from the list to provide the location.
Preps Template: Press Sheet Information area	

Position Imposition options	Indicate whether your shop uses the press sheet or the press plate for positioning information.
Position of Side Guides/ From boxes	Indicate the position of the side guides. Type the distance from an edge and select the edge to measure from. The position of the side guides refers to the intersection of the horizontal and vertical lines that compose the side guide mark. On sheetfed presses, side guides position the sheet as it feeds into the press.
Length of Center Marks box	Indicates the length of the center marks. Center marks identify the center of the press sheet and are positioned at the top and bottom. The top center mark begins 1/8" (3 mm) above the press sheet, and the bottom center mark begins 1/8" (3 mm) below the press sheet.
Length of Fold Marks box	Indicates the length of the fold marks. A fold mark is a line identifying where to fold the final product.
PDF Diagram	
PDF Diagram check box	Enables you to save the diagram as a PDF file.
Diagram File path box	Displays the path where the Diagram PDF file is to be saved.
PDF File button	Opens a browser that enables you to define a destination path for the Diagram PDF file.
Export button	Exports a Preps template based on the press layout to the location specified in **Preps Template File** box or a Diagram PDF file to the location specified in the **Diagram File** box.

Extra Paper Dialog Box



In the Extra Paper dialog box, you add extra paper to one or more sides of the press layout as needed to build out to required sheet size or to meet required specifications such as grippers.

The Extra Paper dialog box appears when you select **Extra Paper** from the **Section** menu or the **Press Layout** context menu (section mode). If **Extra Paper** is not available in the menu, click **Edit** to activate it.

File Menu

The **File** menu offers the basic functions of opening a new or existing plan or layout, saving your work, previewing, and printing. You can also launch Job Builder or the Windows Calculator.

The **File** menu appears when you select **File** on the menu bar.

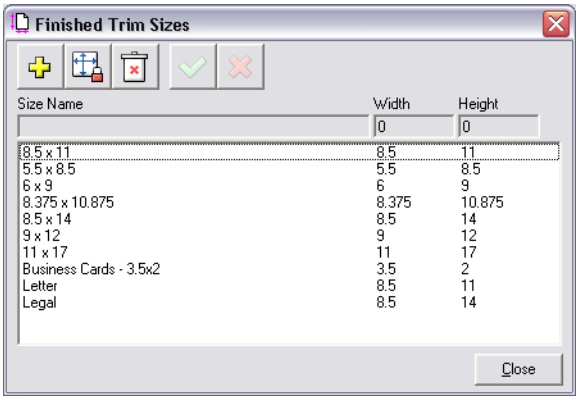
To learn more about creating a new section plan, layout plan, or press layout, see the learning guide

Launch Planner Wizard	Opens the *Planner Wizard Dialog Box*, which offers the same items as the next seven **File** menu items.
New Section Plan	Starts the *New Section Plan Wizard*.
New Layout Plan	Starts the *New Layout Plan Wizard*.
New Press Layout	Opens the *Layout Plans Window*, from which you select a layout plan to use for the new press layout.
Open Section Plan	Opens the *Section Plans Window*, from which you select a section plan to use in creating a layout plan.
Open Layout Plan	Opens the *Layout Plans Window*, where you can select a layout plan to use in creating a press layout.
Open Press Layout	Opens the *Press Layouts Window*, where you select a press layout to edit or save under a different name.
Close	Closes the current window or dialog box, prompting you to save when appropriate.
Save	Opens the *Save & Overwrite Existing Press Layout Dialog Box*, where you can save a previously existing, just-revised press layout under the same name.
Save As (in section plan)	Opens the *Save New Section Plan Dialog Box*, where you can accept the suggested name for the new section plan or provide a different name.
Save As (in layout plan)	Opens the *Save New Layout Plan Dialog Box*, where you can accept the suggested name for the new layout plan or provide a different name.
Save As (in press layout)	Opens the *Save Press Layout Dialog Box*, where you can accept the suggested name for the new press layout or provide a different name.
Export	Opens the *Export Data Dialog Box*, where you set up a *Preps* template to be created and exported, based on the current press layout.
Tag Section Plan	Opens the *Section Plans Window*, where you select a section plan and apply a JDF or MBO folding tag.

Convert to Layout Plan	Converts the selected press layout to a layout plan.
Convert to Press Layout	Converts the selected layout plan to a press layout.
Rename	The default access level is Planner. Active when the Section Plans window or the Layout Plans window is open. Opens the *Rename Section Plan Dialog Box* or the *Rename Layout Plan Dialog Box* to allow you to rename the selected section plan or layout plan.
Delete	Deletes the selected item after asking you to verify your intention.
Print Preview	Opens the *Print Preview Window*, which displays the current section plan, layout plan, or press layout.
Print	Opens the *Print Preview Window*, so you can select the plan or layout pages you want to print.
Job Builder	Launches Job Builder.
Exit	Exits Planner.

Finished Trim Sizes Dialog Box

In the Finished Trim Sizes dialog box, you add, edit, and delete finished trim sizes from the library of commonly used trim sizes provided with UpFront. These trim sizes are listed in the *Job Description Window* in Job Builder, to be applied to job parts.



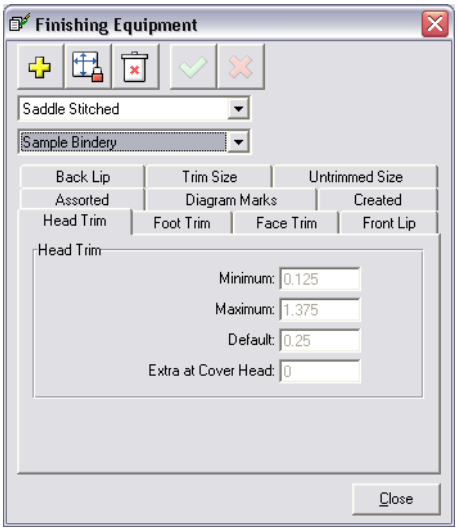
The Finished Trim Sizes dialog box appears when you select **Finished Trim Sizes** from the **Libraries** menu. The default access level is Planner.

Add New Finished Trim Size button	Activates the **Finished Trim Size**, **Width**, and **Height** boxes so you can type information about a new trim size.
Edit Finished Trim Size button	Activates the **Width** and **Height** boxes so you can edit the dimensions of the selected trim size. You cannot edit the name. If you need to change the name, delete the trim size and add it as a new size with the different name.
Delete Finished Trim Size button	Deletes the selected finished trim size from the list.
Finished Trim Size list	Lists all the finished trim sizes in the library. This list is available in the *Job Description Window* for use with job parts.

Finishing Equipment Dialog Box

In the Finishing Equipment dialog box, you add, edit, and delete equipment from the Finishing Equipment library. This equipment is available for application to job parts from the list in the **Finishing** area of the *Job Description Window*.

You can also add a composite of machines to describe a particular workflow or process, as long as the workflow can be described using the available variables.



For more information about entering finishing equipment in the library, see the installation and deployment guide.

The Finishing Equipment dialog box appears when you select **Finishing Equipment** from the **Libraries** menu. The default access level is Planner.

Note: To ensure that all controls in the dialog box are enabled, be sure no job-specific item is highlighted when you are editing settings in the Finishing Equipment dialog box (or any library dialog box).
For example, if you open the Finishing Equipment dialog box while the Job Summary Window is displayed and a press layout is highlighted, certain settings in the Finishing Equipment dialog box might be unavailable.

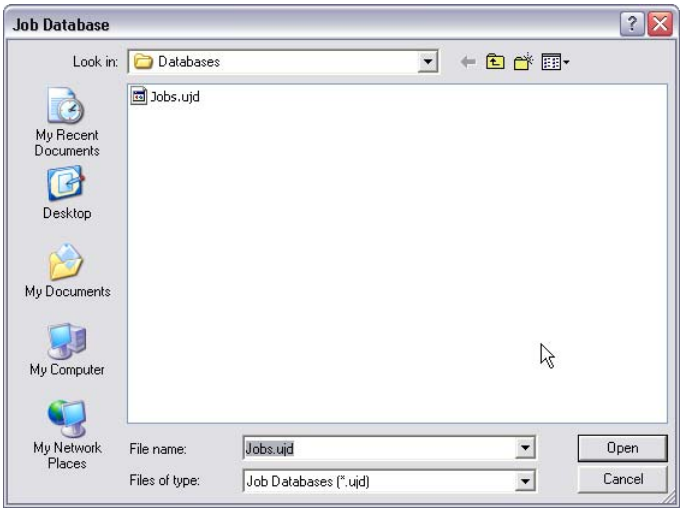
Add New Finishing Equipment button	You can type the name of a piece of finishing equipment or the name of a process that involves several machines, and type in the specifications.
Edit Finishing Equipment button	You can edit information about the selected piece of finishing equipment.
Delete Finishing Equipment button	Deletes the selected piece of finishing equipment.
Finishing Method list	Lists the available binding styles. To apply a finishing method to a set of specifications you are saving for a particular finishing machine, select the finishing method from the list. The selected specifications apply when both the finishing machine and the finishing method are selected.
Finishing Equipment list	Lists the finishing equipment in the library. Select the machine for which you want to add or edit specifications.
Head Trim and Foot Trim tabs	
Minimum and **Maximum**	Specifies the minimum and maximum head/foot trim that this machine can handle.
Default box	Specifies the shop's preferred or most commonly used head/foot trim for this machine.
Extra at Cover Head/Foot box	Specifies the machine's default amount of extra paper to add. For glued spine binding methods, extra paper is usually desirable at the head and foot of the cover.
Face Trim tab	
Minimum and **Maximum** boxes	Specifies the minimum and maximum face trim allowable on this machine.
Default box	Specifies the shop's preferred or most commonly used face trim for this machine.
Front Lip and Back Lip tabs	
Minimum and **Maximum**	Specifies the minimum and maximum front or back lip allowable on this machine.

Default box	Specifies the shop's preferred or most commonly used front or back lip for this machine.
Assorted tab	
Spine Allowance box	Specifies the finishing equipment's spine allowance measurement for text sections to compensate for spine grind-off. For example, saddle-stitched finishing has a spine allowance of 0, but perfect-binding can have a 0.25" spine allowance if the sections require an 0.125" of grind-off (the 0.25" spine folded in half gives the 0.125" of grind-off area). These perfect-bound text sections are not to be confused with glued spine covers that also require a spine allowance.
Offcut box	Specifies default value for all offcut areas surrounding the section. Used only for cut and folded finishing methods.
Binding Sequence Rules:	For saddle-stitched books, this setting sets the default placement of the smaller and larger sections in the Binding Section Sequence window.
Diagram Marks tab	
Note: Because Job Builder draws everything precisely to scale, it is advisable to set these regions to be larger than actually required so that they appear more obvious on the printed diagrams.	
No Image First and Last Text Pages	For notch and perfect-bound books, a no-ink region is usually required along the spine edge of the first and last text pages so the covers' side glue adheres to the text pages. Job Builder automatically draws a shaded region on these pages if the width of this setting is greater than 0.
No Image Inside Cover	For glued-spine finishing methods, a no-ink region is usually required through the spine and on either side of the spine for the side gluing of the cover to the text. Job Builder automatically draws a shaded region on the inside of glued spine covers if the width of this setting is greater than 0.
Section ID Either Side of Spine	For perfect binding, a section ID or collation mark is often required along the spine edge of each text section as a visual check box of the section sequence. Job Builder can automatically draw a shaded rectangular area on the spine of a section to the width of this setting as a visual clue.
Created tab - read only	
Created/by	Displays the date this finishing machine/method combination was added to the library, and the ID of the person who added the information.

Last Modified/ by	Displays the date that information about this finishing machine/method was last modified, and the ID of the person who last modified the information.
Trim Size tab	
Minimum Height/ Width	Displays the finishing equipment's minimum height and width of a finished, trimmed product.
Maximum Height/ Width	Displays the finishing equipment's maximum height and width of a finished, trimmed product.
Untrimmed Size tab	
Minimum Height/ Width	Displays the finishing equipment's minimum untrimmed section height/width.
Maximum Height/ Width	Displays the finishing equipment's maximum untrimmed section height/width.
Maximum Height at Max Width	Displays the equipment's maximum untrimmed section height if the section is the maximum untrimmed width possible. With some notch or perfect-binding machines, when an untrimmed section's width approaches a section's maximum untrimmed section width, the section cannot be the maximum height. For these machines, you specify how high an untrimmed section can be if the section width is the maximum width possible. For normal saddle-stitching machines, or for any finishing machine that can bind a job that is the maximum height and width possible, enter the maximum untrimmed section height.
Maximum Width at Max Height	Displays the finishing equipment's maximum untrimmed section width if the section is the maximum untrimmed height possible.

Job Database Dialog Box

In the Job Database dialog box, you select the database in which you want to save a job. This dialog box appears when you click the **Set** button in the **Job Database** area, in the Preferences dialog box under **Databases**.



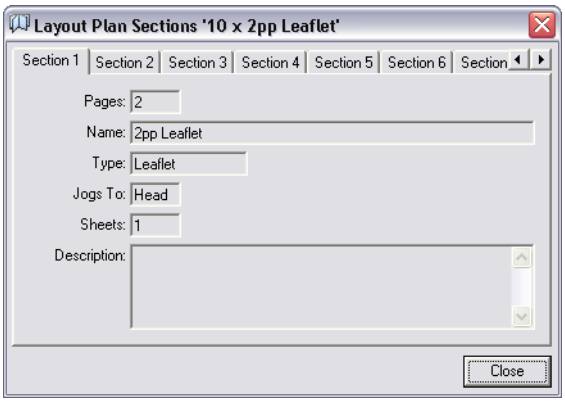
Layout Menu

The **Layout** menu offers choices for perfecting settings and for center line placement.

Not Perfected/Perfected, Side 1 Prints First/ Perfected, Side 2 Prints First	Indicates the perfecting status of the layout plan.
Center Line	Opens the *Center Line Dialog Box* from the Press Layout window, allowing you to position the center line.
Backs Up On The Same Press	Relevant to a press layout only. Select this option to use the same press specifications on the front and back of the form.

Layout Plan Sections Dialog Box

In the Layout Plan Sections dialog box, you view read-only information about the sections in the layout plan.

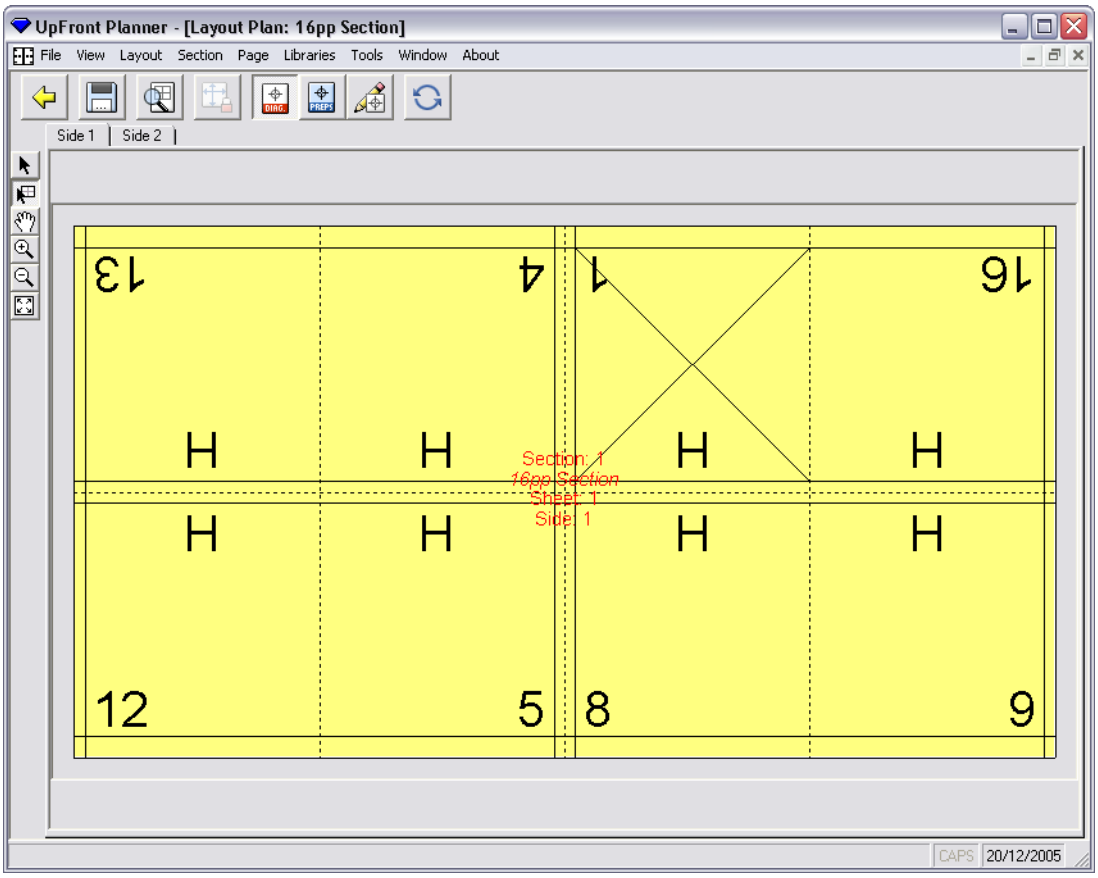


The Layout Plan Sections dialog box appears from the *Save New Layout Plan Dialog Box* after you click **Section** or click **Save**.

Section tabs	Display information separately for each section plan in the layout plan.
Pages box	Indicates the number of pages in the section plan.
Name box	Indicates the section plan name.
Type box	Indicates the section plan type.
Jogs To box	Indicates whether the section jogs to head or foot.
Sheets box	Indicates how many sheets are in the section plan.
Max GSM (millimeters only)	Indicates the maximum weight of the stock that can be used when folding this section.
Description box	Displays a description of the section plan.

Layout Plan Window

In the Layout Plan window, you can rotate and align sections in Section Edit mode, and add diagram marks and Preps marks in Layout Edit mode. The Layout Plan window appears when you select and open a layout plan from the *Layout Plans Window*.

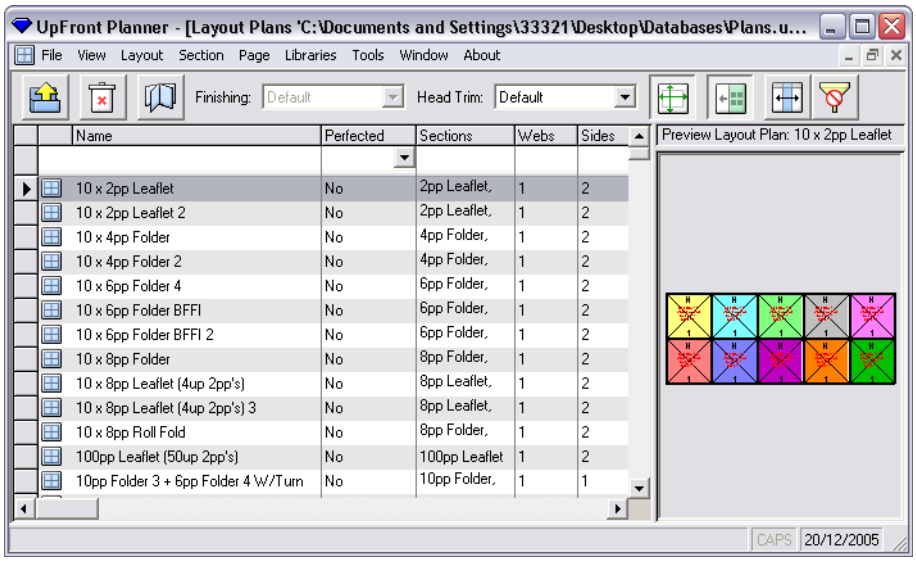


Go Back button	Goes to Step 5 of the New Layout Plan wizard.
Save As button	The default access level is Planner. Opens the *Save New Layout Plan Dialog Box*. If you added no diagram or *Preps* marks to the new layout plan, message boxes open to ask if you want to add these marks before saving.
Print Preview button	Opens the *Print Preview Window* and displays a layout diagram for the layout plan.
Edit Press Layout button	Activates Layout Edit mode, where you can edit the perfecting status of the layout plan. You can also edit the list of diagram marks or Preps marks for the displayed side by right-clicking and selecting **Diagram Marks** or **Preps Marks** (Side 1 only for Preps marks). See *Press Sheet Size Selector–Sheetfed Dialog Box* or *Press Layout Sections Dialog Box*.
Diagram Mode button	Displays diagram marks on the layout plan and hides *Preps* marks. To see which diagram marks are on this layout plan, click **Layout**, then right-click and select **Diagram Marks**.

Preps Mode button	Displays Preps marks on the layout plan and hides diagram marks. To see which Preps marks are on this layout plan, click **Layout**, then right-click and select **Preps Marks**. Preps marks can be applied only to Side 1 of the layout plan.
Mark Tools button	Opens the *Diagram Marks Palette* when **Diagram Mode** is selected, and opens the *Preps Marks palette* when **Preps Mode** is selected, so you can create new marks for this press layout.
Refresh button	Refreshes the view of the layout plan. Also refreshes the databases, so recent changes show up in dialog boxes.
Select Element  tool	Enables you to select one or more pages, marks or gutters in the press layout or layout plan. To select multiple items, hold CTRL when you click.
Select Section  tool	Enables you to select one or more sections in the press layout or layout plan. To select multiple items, hold CTRL when you click.
Hand  tool	After zooming, click the **Hand** tool and drag the image to move it.
Zoom In  tool	Enables you to enlarge image areas.
Zoom Out  tool	Enables you to reduce image areas.
Zoom Too Fit  tool	Enables you to resize the image so that the entire image is displayed in the display window.
Side tabs	Displays the selected side of the layout plan.

Layout Plans Window

In the Layout Plans window, you select a layout plan to use in creating a press layout.



The Layout Plans window appears when you select **Open Layout Plan** from the **File** menu or the Planner Wizard dialog box.

Open Layout Plan button	Opens the selected layout plan in the Layout Plan window.
Delete button	Deletes the selected layout plan from the plan database.
Sections button	Opens the *Layout Plan Sections Dialog Box*, which provides information about the section plans used in the layout plan.
Finishing box	Offers the minimum, default, or maximum finishing specifications to apply to this layout plan. This information comes from the library information accessed via the *Finishing Equipment Dialog Box*. If you click the **Standard Sheet Size** button, the **Finishing** box is not available and its values are set to minimum for Finishing Properties only.
Head Trim box	Offers the minimum, default, or maximum head trim to apply to this layout plan, as defined in the Finishing Equipment library, or prompts you to set your own setting.
Standard Sheet Size button	Displays either the *Press Sheet Size Selector–Sheetfed Dialog Box* or *Press Sheet Size Selector–Web Dialog Box* when you convert this layout plan to a press layout, depending on the press type.
List And Preview button	Displays a table of information about layout plan choices (see *Layout Plans Columns and Rows*) with a preview of the layout plan that is selected.

Rearrange Column Order button	Enables you to rearrange the columns in the dialog box. You can resize the columns by dragging the vertical dividers between the column headings. To move a column, click **Rearrange Column Order** on the toolbar, then click the heading of the column you want to move. Drag the column to the desired position. When red pointers indicate the right place, release the mouse button. To move multiple columns at once, hold down the SHIFT key as you click each column you want to include in the move. When you finish rearranging columns, click **Rearrange Column Order** again.
Clear Filter button	Clears the search values that you typed into the first row (see *Layout Plans Columns and Rows*).
Preview Layout Plan	Displays a preview of the selected layout plan.

Layout Plans Columns and Rows

The columns and rows present information about every layout plan currently stored in the database.

Depending on how the optional filter and sort feature is set up under **Filter** in the Preferences dialog box, various capabilities are available to you. For example, alternate row shading can be used to help you scan a row, and the columns are designed to help you organize the displayed information.

Filtering: To limit the number of items listed to just those that meet certain criteria, use the row immediately beneath the column headers to type in a full or partial value on which to search. All matching items are then listed.

Certain columns offer a list of predefined choices from which to select.

A **Clear Filter** button lets you erase all these values if you want to type in different ones.

Sorting: To sort the table differently, click a column header to sort by that item. Click the column header again to reverse the sort order.

To sort by up to 10 headers, hold the CTRL or SHIFT key as you click. The sort order will reflect the sequence in which you selected the headers.

Scrolling: To scroll through the rows, use the up and down arrow keys. To scroll across, use the scroll bar at the bottom of the window.

Focus	When you click a row in this column, an arrow appears and the row is highlighted, marking this as the currently selected layout plan.
Name	Displays the names of the layout plans that can be used for a press layout.

Perfected	Indicates whether this layout plan is perfected. You can select from a list of options (**No, Side 1 Prints 1st**, **Side 2 Prints 1st**) for filtering the list.
Sections	Indicates the number of pages in the section and identifies sections that are folders or leaflets.
Webs	Indicates the number of webs this layout plan is intended for.
Sides	Indicates the number of sides in the layout plan.
Description 1	By default, indicates how many pages of the layout plan can be viewed at once.
Description 2 column	By default, indicates how many pages are up on the layout plan.
Description 3	By default, indicates the work style of the layout plan.
Long Description	Displays information provided in the **Long Description** box of the *Save New Layout Plan Dialog Box* when the layout plan was created.
Created	Indicates the date and time when the layout plan was created. To search a date, click the list arrow and either click the default (current) date that is presented to select it, or click the next list arrow to display a selection calendar. Click a calendar date to select it.

Libraries Menu

The **Libraries** menu offers access to the user-configurable libraries. From the dialog boxes available from the **Libraries** menu, you can add items to a library, edit items already in a library, and delete items in a library. Different libraries may require different access levels.

The **Libraries** menu appears when you select **Libraries** on the menu bar.

Finishing Equipment	The default access level is Planner. Opens the *Finishing Equipment Dialog Box*, where maintain finishing equipment library information.
Sheetfed Presses	The default access level is Planner. Opens the *Sheetfed Presses Dialog Box*, where you maintain sheetfed-press library information.
Web Presses	The default access level is Planner. Opens the *Web Presses Dialog Box*, where you maintain web-press library information.
Finished Trim Sizes	The default access level is Planner. Opens the *Finished Trim Sizes Dialog Box*, where you maintain trim size library information.

Log In Dialog Box

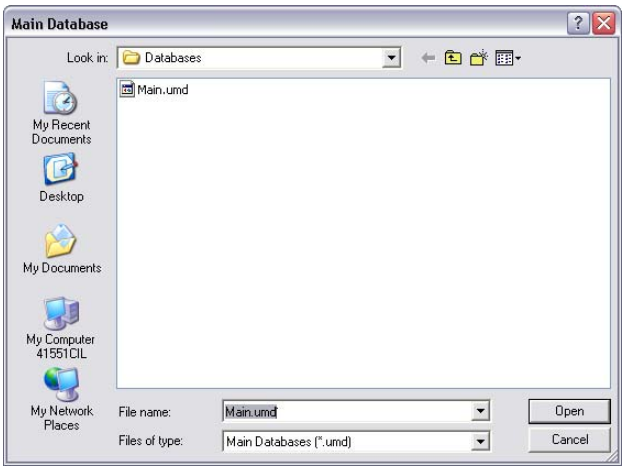
In the Log In dialog box, you provide the appropriate password for the desired security level. By default, the Administrator-level password is expected.



The Log In dialog box appears when you start Planner by selecting it from the **Start** menu or double-clicking the desktop icon. The dialog box does not open when you start Planner by selecting it from the **File** menu in Job Builder.

Main Database Dialog Box

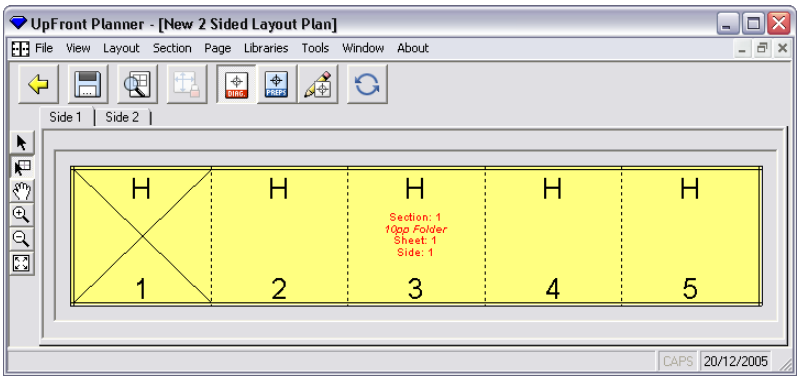
In the Main Database dialog box, you set the selected database as the default database. This dialog box appears when you click the **Set** button in the **Main Database** area, in the Preferences dialog box under **Database**.



New Layout Plan Window

In the New Layout Plan window, you can rotate and align sections in Section Edit mode, and add diagram marks and Preps marks in Layout Edit mode. See *Layout Plan Window* for details.

The New Layout Plan window appears when you click **Forward** in Step 5 of the New Layout Plan wizard.



New Layout Plan Wizard

In the New Layout Plan wizard, you follow a series of steps to create a new layout plan, which is then available for use in creating press layouts and for use in Job Builder.

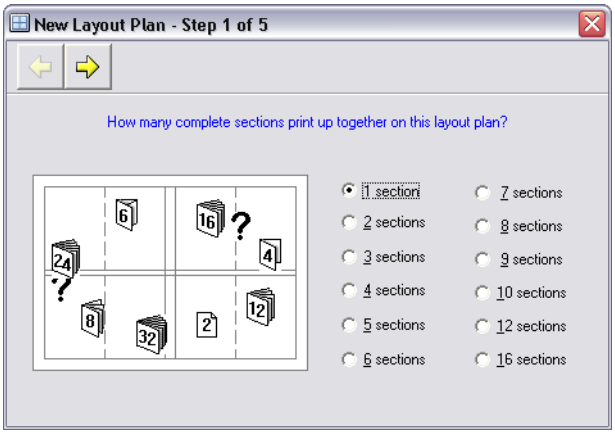
The New Layout Plan wizard appears when you do one of the following:

- Select **New Layout Plan** from the **File** menu
- Select **New Layout Plan** in the Planner Wizard dialog box

To learn more about creating a layout plan, see the learning guide.

New Layout Plan Wizard Step 1

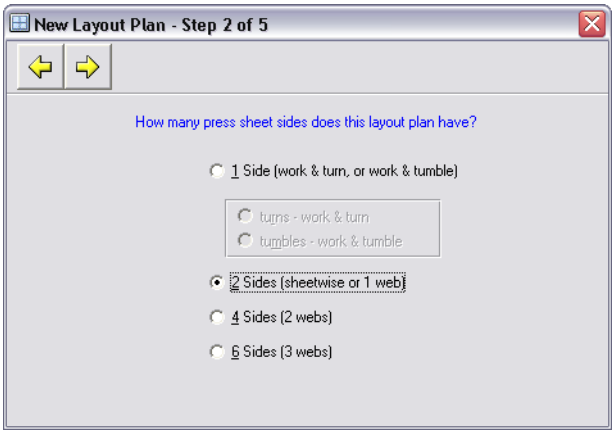
In Step 1, you select the number of complete sections that print up together in this layout plan.



Forward button	Accepts the current setting and advances to Step 2.
# sections options	Offer choices for the number of complete sections that print up together on the layout plan.

New Layout Plan Wizard Step 2

In Step 2, you select the number of press sheet sides and the work style.

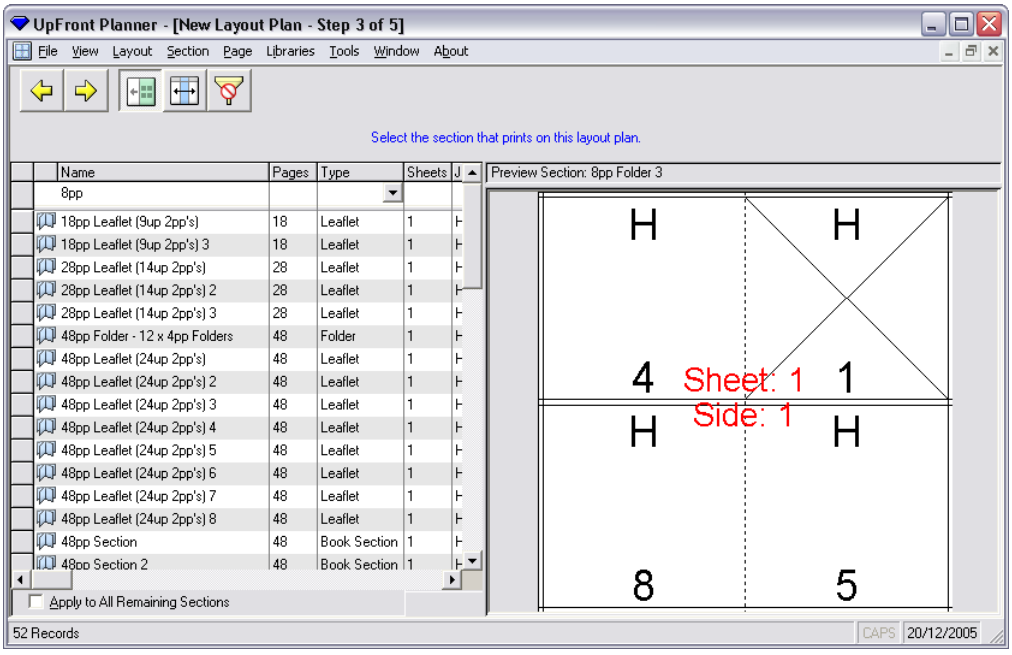


Back button	Retains the current settings and returns to Step 1.
Forward button	Accepts the current settings and advances to Step 3.
1 Side option	Activates the work & turn/work & tumble options for a layout plan with a single press sheet side.
Turns	Applies the work & turn work style.
Tumbles	Applies the work & tumble work style.

2 Sides option	Applies the sheetwise work style or a single web.
4 Sides option	Applies a 2-web work style.
6 Sides option	Applies a 3-web work style.

New Layout Plan Wizard Step 3

In Step 3, you select the section that prints on the layout plan.



For details about all the buttons and columns, see *Layout Plan Window*.

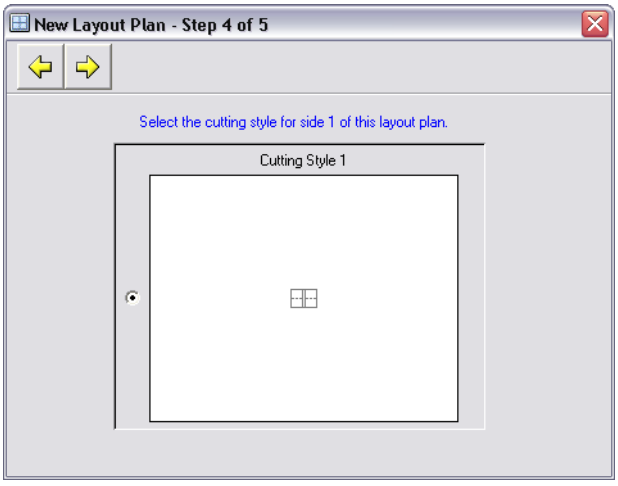
Tip: To apply the selected section to all remaining sections in the layout plan, select the **Apply to All Remaining Sections** check box, or hold down the SHIFT key and click **Forward**. After applying a section plan to all remaining sections in the layout plan, you can jump back to the first of the sections in this layout by holding down the SHIFT key and clicking **Back**.

Back	Retains the current settings and returns to Step 2.
Forward	Accepts the current settings and advances to Step 4.
List And Preview button	Displays a table of information about layout plan choices (see *Layout Plans Columns and Rows*) with a preview of the layout plan that is selected.

Rearrange Column Order button	Enables you to rearrange the columns in the dialog box. You can resize the columns by dragging the vertical dividers between the column headings. To move a column, click **Rearrange Column Order** on the toolbar, then click the heading of the column you want to move. Drag the column to the new position. When red pointers indicate the right place, release the mouse. To move multiple columns at once, hold down the SHIFT key as you click each column you want to include in the move. When you finish rearranging columns, click **Rearrange Column Order** again.
Clear Filter button	Clears the search values that you typed into the first row (see *Layout Plans Columns and Rows*).
Apply to All Remaining Sections	Select the check box after selecting a section plan to automatically use this section plan for all remaining sections.

New Layout Plan Wizard Step 4

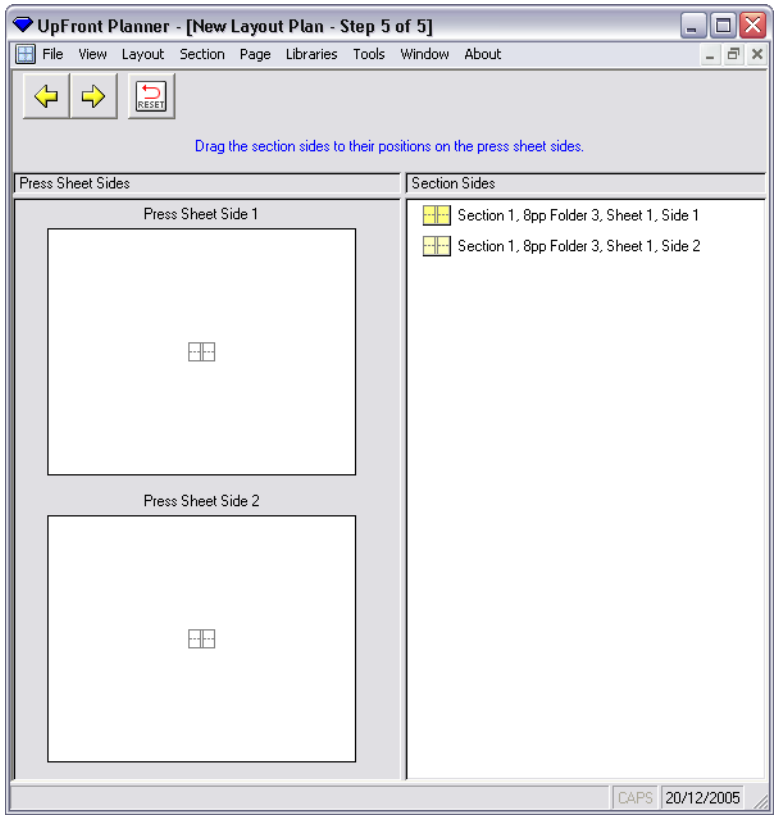
In Step 4, you select a cutting style for the layout plan.



Back button	Retains the current settings and returns to Step 3.
Forward button	Accepts the current settings and advances to Step 5.
Cutting Style options	Offer cutting styles to apply to the layout plan. Scroll down to see further options.

New Layout Plan Wizard Step 5

In Step 5, drag the section sides to their positions on the press sheet sides.



Back button	Retains the current settings and returns to Step 4.
Forward button	Accepts the current settings and advances to the New Layout Plan window.
Reset button	Cancels the current positioning and returns the section sides to the **Section Sides** column.
Press Sheet Sides column	Indicates the positioning of the section sides on the press sheet after you drag them into place.
Section Sides column	Lists the section sides remaining to be dragged into place in the **Press Sheet Sides** column.

New Section Plan Numbering Dialog Box

The New Section Plan Numbering dialog box appears in the *New Section Plan Numbering Window* to provide numbers that you assign to the pages in the section plan.

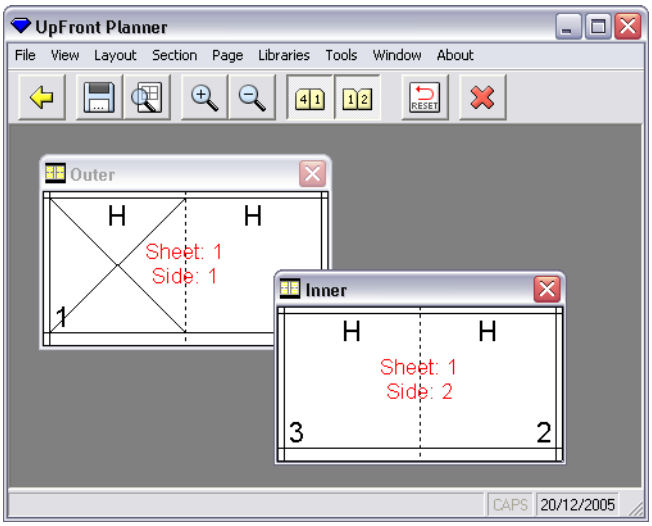


Apply (green check mark)	Applies the displayed page number to the selected page.

Cancel (red X)	Closes the dialog box without assigning a number to the selected page.
Number list	Lists the next assignable number and a blank number. To change the page number currently assigned to the selected page, select the blank from the list and click **Apply** (the check mark); select a new number and click **Apply** again to assign that number to the page.

New Section Plan Numbering Window

In the New Section Plan Numbering window you assign page numbers to the pages in the section plan. The window appears when you click **Forward** in Step 6 of the New Section Plan wizard (Step 4 for a folder or leaflet).



Back button	Returns to the Step 6/Step 4 window of the New Section Plan wizard. If you have numbered pages in the numbering window, those page numbers are kept.
Save Section Plan button	The default access level is Planner. Activates after you number all the pages in the section plan. Opens the *Save New Section Plan Dialog Box*.
Print Preview button	Opens the *Print Preview Window*. Activated after you number all the pages in the section plan. The window displays a preview of the section plan.
Zoom In/Out	Makes the view larger/smaller.
Page Pairs button	Numbers the page's pair across the spine at the same time that Planner numbers the selected page.
Backup Pages button	Numbers the page on the back of the selected page at the same time that Planner numbers the selected page.

Auto Number button	Available for leaflet sections only. Applies the default page numbers to the section. This feature is useful to avoid slow numbering of leaflet section plans larger than 10 × 10.
Reset Pages button	Cancels the assigned page numbers so you can begin numbering again.
Close Window button	Closes the window.

New Section Plan Wizard

In the New Section Plan wizard, you select options in a series of windows to create a new section plan that you can save in the Plans database for repeated use. After you save a new section plan, UpFront Planner offers you the opportunity to create a new layout plan based on the new section plan. If you create a new layout plan, UpFront Planner then offers you the opportunity to create a new press layout.

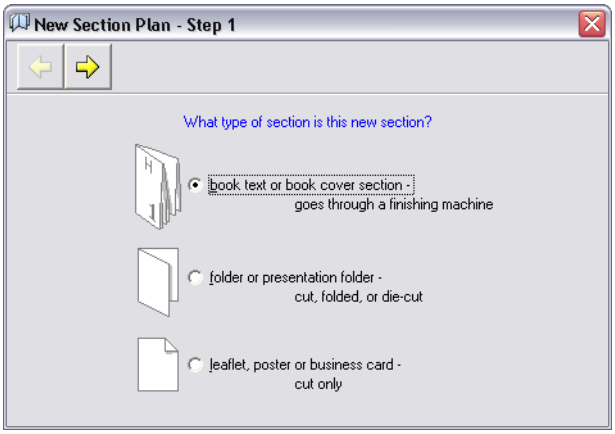
The New Section Plan wizard appears when you select **New > Section Plan** from the **File** menu or in the Planner Wizard dialog box.

To learn more about creating a section plan, see the learning guide.

Note: Planner automatically asks if you want to create a new layout plan based on the new section plan only if the section plan is a single sheet.
For multiple-sheet section plans, from the File menu select New Layout Plan, and select your new section plan in Step 3 of the New Layout Plan wizard. When you finish creating a new layout plan, Planner asks if you want to create a new press layout, as expected, regardless of the number of sheets in the section plan.

New Section Plan Wizard Step 1

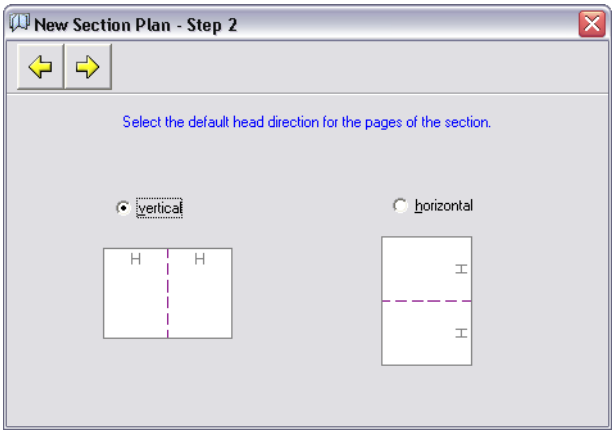
In Step 1, you select the type of section. This selection is determined by the finishing requirements.



Forward button	Accepts the current settings and advances to Step 2.
Book text or book cover section	Used for sections that are bound after jogging either to the head or the foot and jogging to the spine. Include any sections bound by saddle stitching, notch binding, perfect binding, or Smyth sewing.
Folder or presentation folder	Used for sections that are only cut and folded, and possibly diecut. No stitching or spine gluing is used.
Leaflet, poster, or business card	Used for sections that are only cut. No folding or binding is anticipated.

New Section Plan Wizard Step 2

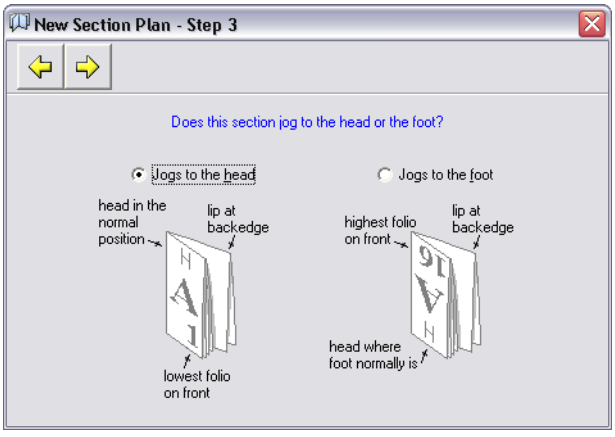
In Step 2, you select the section's default head direction. This setting determines the display of the head direction of the pages in the section. This window appears when you click **Forward** in the Step 1 window.



Back button	Retains the current settings and returns to Step 1.
Forward button	Accepts the current settings and advances to Step 3.
Vertical option	Uses the default option, which orients the section vertically.
Horizontal option	Orients the section horizontally.

New Section Plan Wizard Step 3 (book section)

If you are creating a folder or leaflet, Planner omits this step and the next one, and the step described as Step 5 becomes Step 3.



In Step 3 of a book section, you select whether the section jogs to the head or the foot.

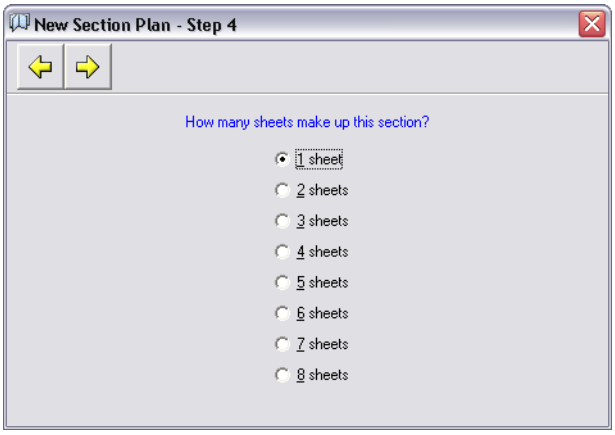
Back button	Retains the current settings and returns to Step 2.
Forward button	Accepts the current settings and advances to Step 4.

Jogs to the head	Uses the default option, which jogs to the head.
Jogs to the foot	Reverses page numbers or folios and rotates each page 180°

New Section Plan Wizard Step 4 (book section)

If you are creating a folder or leaflet, Planner omits this step, and the step described as Step 5 becomes Step 3.

In Step 4, you select the number of sheets of paper that make up the section. A section plan is a description of how one or more pieces of paper fold and bind.



Most common sheetfed sections are a single sheet. For example, a common 8-page section is a single piece of paper folded in half and then in half again at right angles to the first fold.

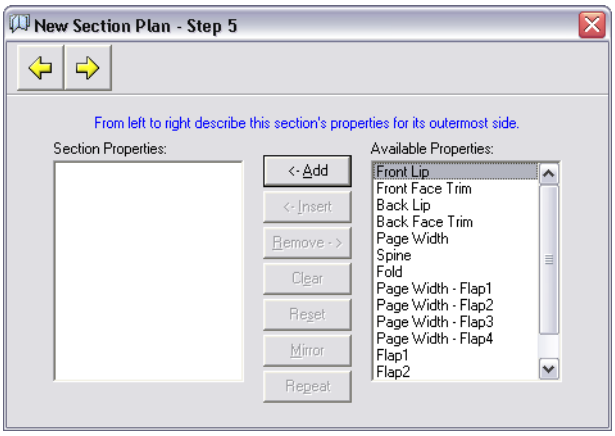
More complex sections, such as nested saddle or multi-web sections, can be created only by folding together more than one sheet of paper. For example, a standard 16-page, 2-web tabloid is two sheets of paper placed together, folded in half, and then in half again at right angles to the first.

Similarly, finishing a job 2-up for 5-way trimming often requires each section to be made up of more than one sheet folded together, even though the sheets print on the same press sheet.

Back button	Retains the current settings and returns to Step 3.
Forward button	Accepts the current settings and advances to Step 5.
# sheets options	Offer a range of selections for the number of sheets in the section.

New Section Plan Wizard Step 5 (Step 3 for folder or leaflet)

In Step 5, you apply section elements (called properties) or groups of elements to the section in the desired order.



Back button	Retains the current settings and returns to Step 4.
Forward button	Accepts the current settings and advances to Step 6.
Section Properties list	Displays the elements you have applied to the section plan in the order where you applied them.
Available Properties list	Lists the elements available for use in the section plan.
Add button	Adds the selected item in the **Available Properties** list to the **Section Properties** list. To select multiple adjacent items at one time, use the SHIFT key and select the first and last item. To select multiple non-adjacent items, hold CTRL and select each item in correct sequence. To add an entire group of elements in a prescribed order, hold CTRL and select **Front Lip**, **Back Lip**, **Foot Trim**, or **Head Trim**, then click **Add**. See also Property group shortcuts after this table.
Insert button	Inserts the selected item from the **Available Properties** list above the selected item in **Section Properties** list.
Remove button	Removes the selected item in the **Section Properties** list.
Clear button	Clears the **Section Properties** list.
Reset button	Resets the **Section Properties** list to the previous settings.
Mirror button	Repeats the selected elements in reverse order below the original items. When you are halfway through creating the list, you can save time by selecting the elements and clicking **Mirror**.
Repeat button	Repeats the selected items in the same order below the original items.

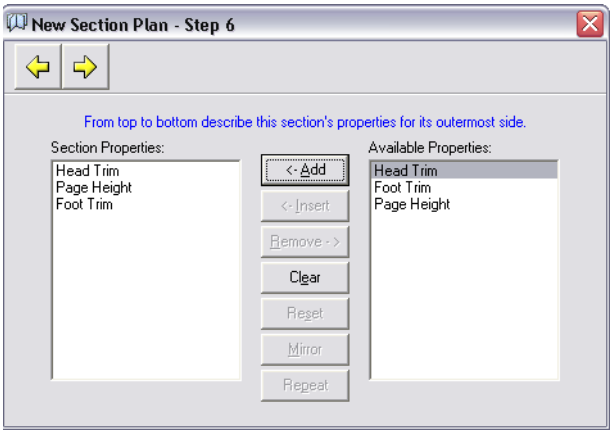
Property group shortcuts

These are common property groups found in almost all book section plans. To add an entire group, select the item in the heading row, hold CTRL, and click **Add**. The properties listed under each heading are added at the same time.

Front Lip group	Back Lip group	Foot Trim group	Head Trim group
Front Face Trim	Back Face Trim	Page Height	Page Height
Page Width	Page Width	Head Trim	Foot Trim
Spine	Spine		
Page Width	Page Width		
Back Face Trim	Front Face Trim		
Back Lip	Front Lip		

New Section Plan Wizard Step 6 (Step 4 for folder or leaflet)

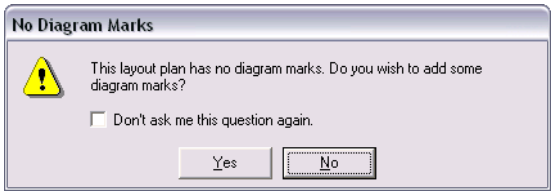
In Step 6, you create the list of the new section plan's properties going from the top of the section to the bottom. In this step, as in step 5, for a book section you can add a group of elements in one step.



Back button	Retains the current settings and returns to Step 5.
Forward button	Accepts the current settings and advances to the *New Section Plan Numbering Window*.
Section Properties list	Displays the elements you have applied to the section plan in the order where you applied them.
Available Properties list	Lists the elements available for use in the section plan.

Add button	Adds the selected item in the **Available Properties** list. To select multiple adjacent items at one time, hold SHIFT and select the first and last item. To select multiple non-adjacent items, hold CTRL as you select each item. When you hold CTRL and select **Head Trim** or **Foot Trim** from the **Available Properties** list, and then click **Add**, all three elements are added to the **Section Properties** list, the highlighted item first.
Insert button	Inserts the selected item from the **Available Properties** list above the selected item in **Section Properties** list.
Remove button	Removes the selected item in the **Section Properties** list.
Clear button	Clears the **Section Properties** list.
Reset button	Resets the **Section Properties** list to the previous settings.
Mirror button	Repeats the selected items in reverse order below the original items.
Repeat button	Repeats the selected items in the same order below the original items.

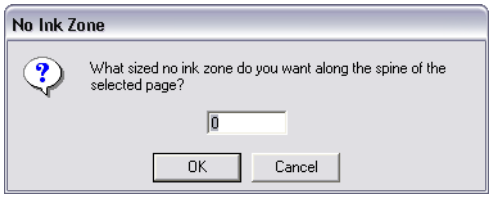
No Diagram Marks Message



The No Diagram Marks message appears if you attempt to save a layout plan or a press layout without adding diagram marks.

If you routinely save layout plans or press layouts without diagram marks, you can select the check box so that this message does not open each time.

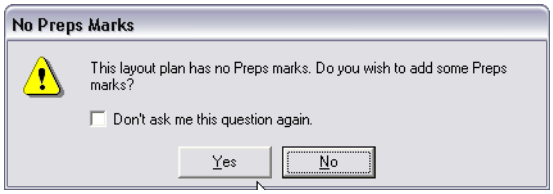
No Ink Zone Dialog Box



In the No Ink Zone dialog box, you indicate the size of the no-ink zone you want along the spine of the selected page(s).

The No Ink Zone dialog box opens after you add a diagram mark related to page named "No ink Zone at Spine".

No Preps Marks Message



The No Preps Marks message appears if you attempt to save a layout plan or press layout without adding any *Preps* marks. If you routinely save layout plans or press layouts without *Preps* marks, you can select the check box so that this message does not open each time.

Page Menu

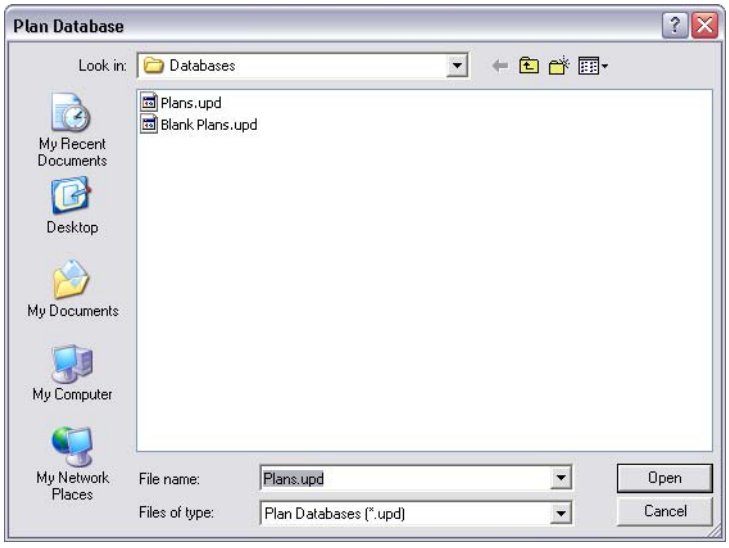
In the **Page** menu, you select pages and rotate page content references. The **Page** menu is available only when working with layout plans and press layouts. Select one page or select multiple pages by holding CTRL while you click each page.

The **Page** menu appears when you click **Page** and select **Page** from the menu or context menu in the *Press Layout Window* or *Layout Plan Window*.

Rotate Page 90° Clockwise	Rotates the content reference of the selected pages 90° clockwise (to the right). This rotation is not exported with a Preps template.
Rotate Page 90° Counter-Clockwise	Rotates the content reference of the selected pages 90° counter-clockwise (to the left). This rotation is not exported with a Preps template.
Rotate Page 180°	Rotates the content reference of the selected pages 180° (turns it upside down). This rotation is not exported with a Preps template.
No Rotation	Returns the selected pages to the original orientation.
Select All Pages	Selects all the pages in the press layout.
Select Odd Pages	Selects all the odd pages in the press layout.
Select Even Pages	Selects all the even pages in the press layout.
Preps Page Properties	Opens the *Preps Page Properties Dialog Box*, where you provide settings for page numbering, shingling, bottling, and bleed margins.

Plan Database Dialog Box

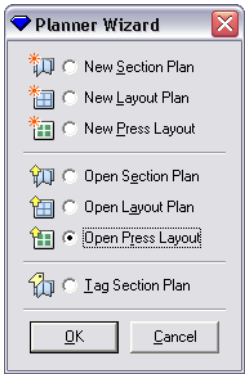
In the Plan Database dialog box, you can select a different Plan database to access for section plan and layout plan options. The Plan Database dialog box appears when you click **Database** in a *Layout Plans Window* and when you click the **Set** button in the **Plan Database** area, in the Preferences dialog box under **Databases**.



Planner Wizard Dialog Box

In the Planner Wizard dialog box, you select the plan or layout you want to create or open. The items in the Planner Wizard dialog box are also available from the *File Menu*.

The Planner Wizard dialog box appears when you provide a password in the Log In dialog box or select **Launch Planner Wizard** from the **File** menu.

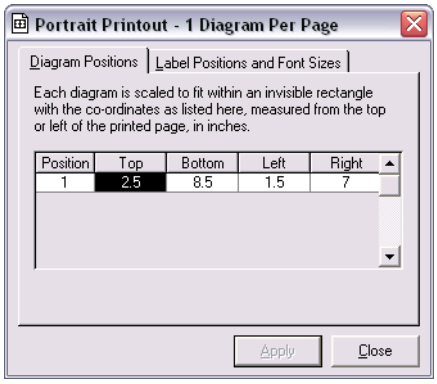


Portrait or Landscape Printout Dialog Box

In the Portrait Printout or Landscape Printout dialog box, you specify the dimensions of the spaces within which you want the imposition diagrams to print, and you specify font sizes and diagram and label positions.

These settings are applied in print previews and printed layout diagrams, not in the on-screen display.

The Portrait Printout or Landscape Printout dialog box appears when you click the **Diagram Properties** button under *Print Diagram Setup: Imposition* in the Preferences dialog box

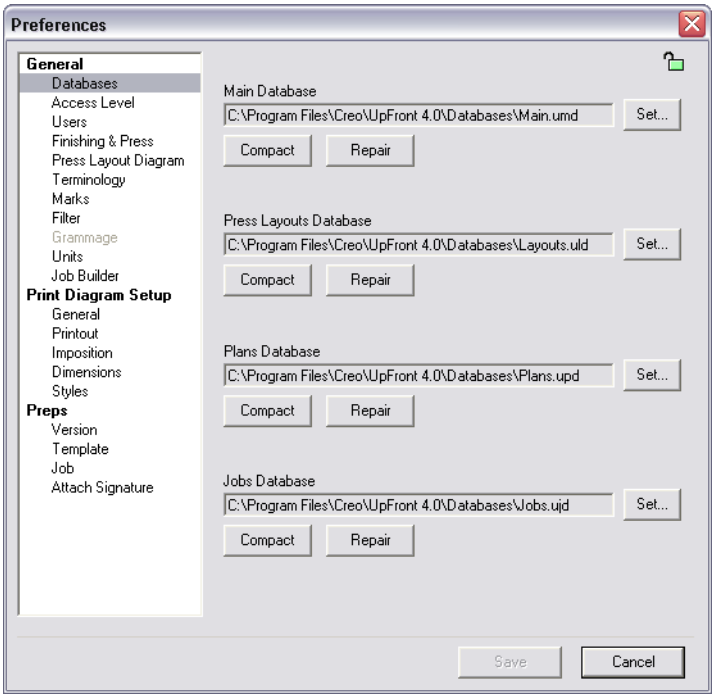


.

Diagram Positions tab	Provides the coordinates of the invisible rectangles within which the diagrams print (the diagrams are scaled to fit within the space). The coordinates are measured from the top or left of the page.
Label Positions and Font Sizes tab	
Header	Indicates the header placement of above the diagram (the upper-left corner of the diagram is 0,0, so distance above the diagram is negative).
Colors	Indicates the colors information placement above the diagram (the upper-left corner of the diagram is 0,0, so distance above the diagram is negative)
Notes	Indicates the notes placement below the diagram.
Font Sizes: **Diagram Header**	Indicates the font size used in the diagram header (such as "Side 1.")
Font Sizes: **Dimensions**	Indicates the font size used for dimensions figures, as well as text marks and labels such as "Color Bar."
Font Sizes: **Diagram Info**	Indicates the font size used for diagram information (such as the gripper label or the name of the press).
Relative Center Line Mark: **Top**	Indicates the position of the center line mark above the diagram (the upper-left corner of the diagram is 0,0, so distance above the diagram is negative).
Relative Center Line: **Bottom**	Indicates the position of center line mark below the diagram.

Preferences Dialog Box

In the Preferences dialog box, you define settings for that affect the databases and a variety of areas of the Upfront software. These settings affect all jobs.



If you installed UpFront with the measurement preference set to metric, the **Grammage** tab in the Preferences dialog box is available. (If UpFront was installed with inches selected as the unit and you later switch the unit to metric, the **Grammage** tab is available, and UpFront lacks some sorting functionality.)

For more information about the Preferences dialog box, see the Chapter 2, “Administration,” on page 5 and also the installation and deployment guide.

The Preferences dialog box, displaying the Databases settings, appears when you select **Preferences** from the **Tools** menu.

Databases

Databases	
Main Database area	Settings under **Main Database** affect the Main database.
Set buttons	Opens the *Main Database Dialog Box*, where you browse to the location of the Main database (if different from the default database) and select **Open** to set the selected database as the default database.
Compact button/ **Repair** button	For information about these two buttons, see *Repairing Databases* and *Compacting Databases*.

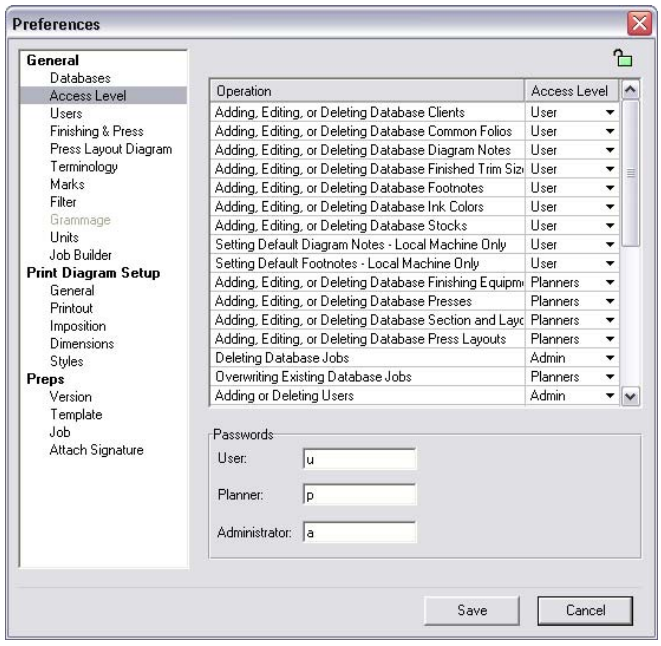
Press Layout Database area	Settings under **Press Layouts Database** affect the press layout database.
Set buttons	Opens the *Press Layout Database Dialog Box*, where you browse to and select a Press Layout database (if different from the default database) and select **Open** to set the selected database as the default.
Compact button/ **Repair** button	For information about these two buttons, see *Repairing Databases* and *Compacting Databases*.
Plan Database area	Settings under **Plan Database** affect the Plan database.
Set buttons	Opens the *Plan Database Dialog Box*, where you browse and select a Plan database (if different from the default database) and select **Open** to set the selected database as the default.
Compact button/ **Repair** button	For information about these two buttons, see *Repairing Databases* and *Compacting Databases*.
Jobs Database area	Settings under **Jobs Database** affect the Jobs database.
Set buttons	Opens the *Job Database Dialog Box*, where you browse to the location of the Job database (if different from the default database) and select **Open** to set the selected database as the default database.
Compact button/ **Repair** button	For information about these two buttons, see *Repairing Databases* and *Compacting Databases*.

For more information about database settings, see *Setting the Location of a Database* on page 8 and also the installation and deployment guide

Access Levels

Under Access Levels, someone with an Administrator-level password can assign access levels to tasks affecting the UpFront databases, such as adding and deleting data. The Administrator can change any or all of the default settings for access levels, including eliminating the need for passwords by setting all tasks to the Anyone access level.

To open the Access Levels settings, from the **Tools** menu select **Preferences**, then select **Access Levels.**

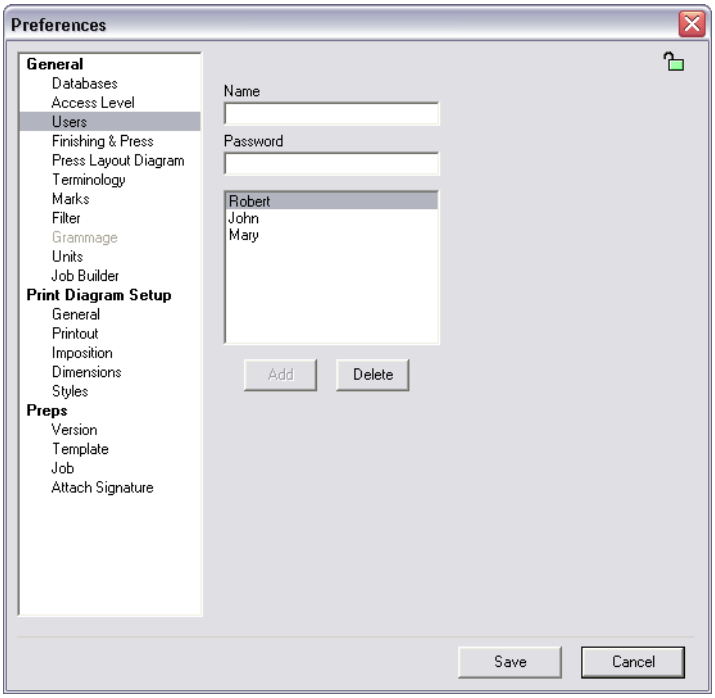


Operation list	Lists all the operations to which you can apply access levels. To change the access level, select the operation and in the **Access Level** column, click the arrow and select an option from the list.
Passwords area	After you unlock the settings, displays the current User-level, Planner-level, and Administrator-level passwords and enables you to edit them.

For more information about setting access levels, see *Setting Access Levels* on page 13 and also the installation and deployment guide.

Users

To access the Users settings, from the **Tools** menu, select **Preferences**, then select **Users**. Under **Users**, you add and delete users in the library.

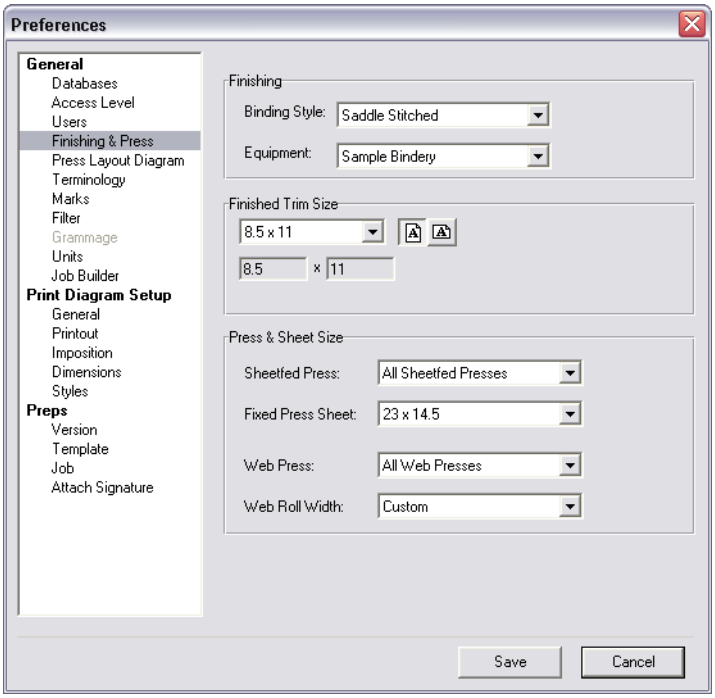


Add button	To add the user whose name and password you typed in the **Name** and **Password** boxes.
Delete button	After confirmation, deletes the name you selected from the users box.
users box	Lists the users in the library.

For more information about entering users in the database, see *Adding and Deleting Users* on page 15 and the installation and deployment guide.

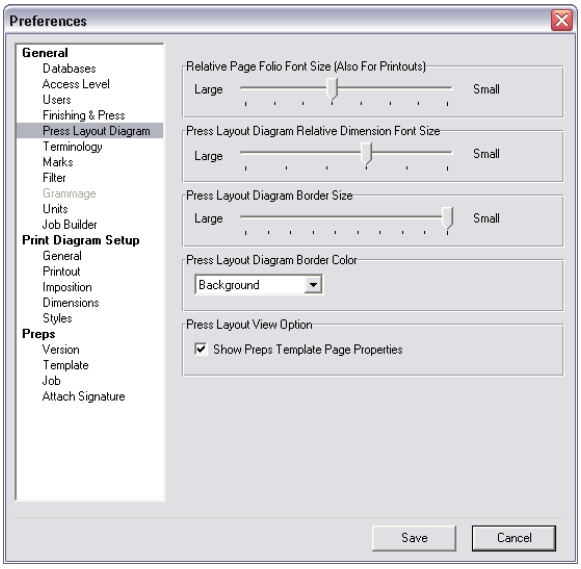
Finishing & Press

In the Preferences dialog box, under **Finishing & Press**, you can define the default binding styles, equipment and finished trim size for UpFront Job Builder.



Press Layout Diagram

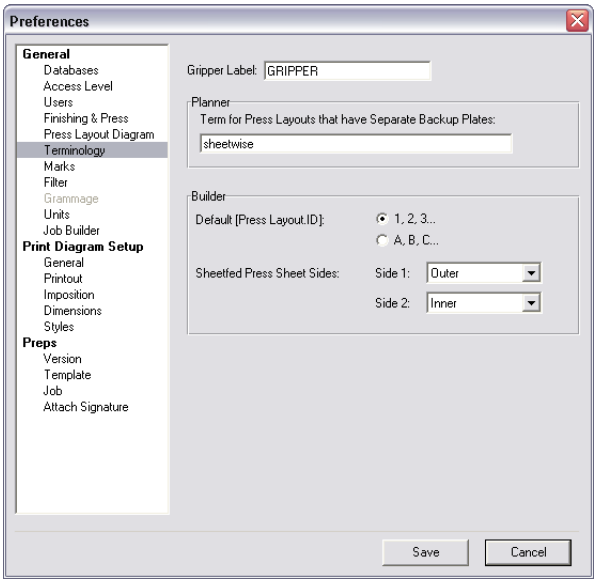
Specifications for press layout appearance on screen are set separately from specifications for press layout appearance in the print preview and in printed diagrams. In the Preferences dialog box under **Press Layout Diagram**, the first control affects both screen appearance and print preview/print appearance, but the remaining controls are for screen appearance only.



Relative Page Folio Font Size slider	Changes the relative font size of the page folio. This adjustment is useful, for example, if the folio does not fit in the space allowed. The change applies to the screen image, the print preview, and the printout.
Press Layout Diagram Relative Dimension Font Size slider	Changes the font size used for text and numbers in the screen diagram, including diagram text marks; does not affect print preview or printed diagram. To change the size for printing, use the *Portrait or Landscape Printout Dialog Box*.
Press Layout Diagram Border Size slider	Adjusts the amount of border around a press layout diagram on screen (does not affect the print preview or printed diagram).
Press Layout Diagram Border Color list	Lists border colors for the screen image (does not affect the print preview or printed diagram).
Show Preps Template Page Properties	If selected, displays *Preps* page properties in the press layout diagram.

Terminology

In the Preferences dialog box, under **Terminology**, you can change the terms used for various items.

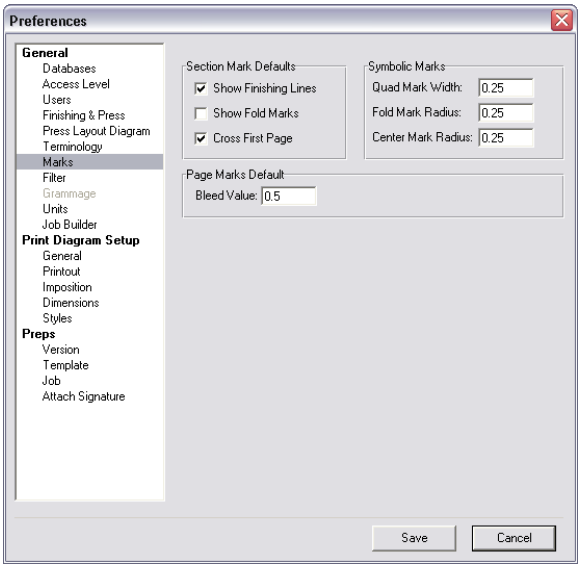


Label Gripper box	Offers the term "GRIPPER," which you can change to a different term. This term prints on the layout diagram to identify the gripper.

Default (Press Layout.ID)	Offer numbering schemes to apply to the press layouts in the job.
Sheetfed Press Sheet Sides lists	Offer terms to use for the press sheet sides in the job.

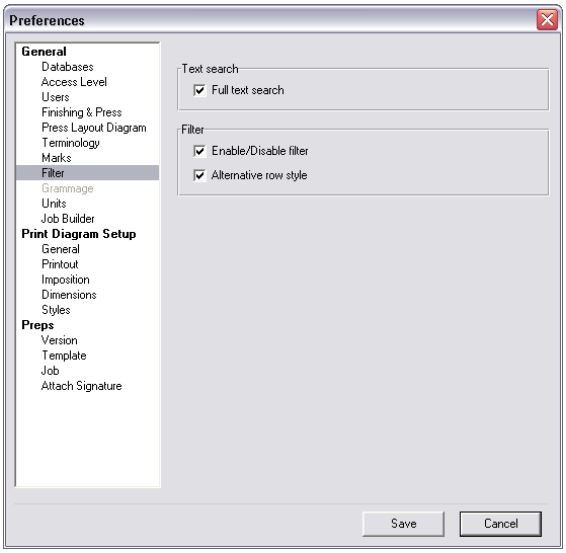
Marks

In the Preferences dialog box, under **Marks**, you can edit some default diagram mark settings.



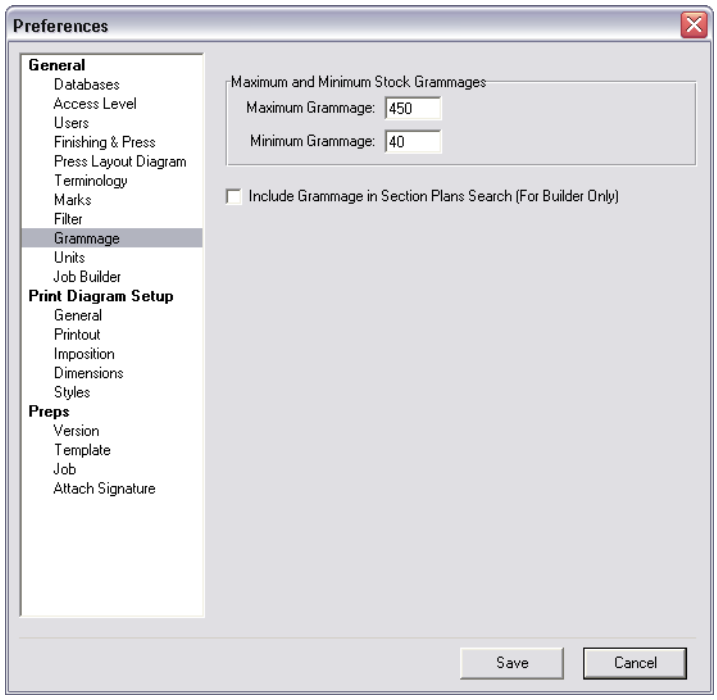
Show Finishing Lines check box	Displays finishing lines on the layout diagram. Finishing lines include the dot/dash line between the face trim and the lip, and the dotted line between the heads of pages.
Show Fold Marks check box	Displays a registration mark where fold lines intersect.
Cross First Page check box	Identifies the first page in a press layout by marking it with a black X that spans the page.
Symbolic Marks boxes	Indicates the default sizes for quad mark width, fold mark radius, and center mark radius. You can edit these sizes.
Page Marks Default: **Bleed Value** box	Indicates the default display size of bleed margins.

Filter



Full text search	Select this check box if you want search results to display any items that contain the search value that you type into filter bars on list windows. The search engine examines the full text of each item to determine whether it contains that value. Leave this unchecked if you want search results to display only those items that start with the search value that you specified. The search engine examines only the beginning of each item. For example, if you select **Full text** and specify a search value of **32**, the results could include **16pp Section 1;32pp Section**. If **Full text** is not selected, then this item would not be in the search results, because it does not start with **32**.
Enable/Disable filter	Select to enable the filter capability; clear to disable filtering.
Alternative row style	Select to display rows in alternating shades, in lists such as in the Open Job window.

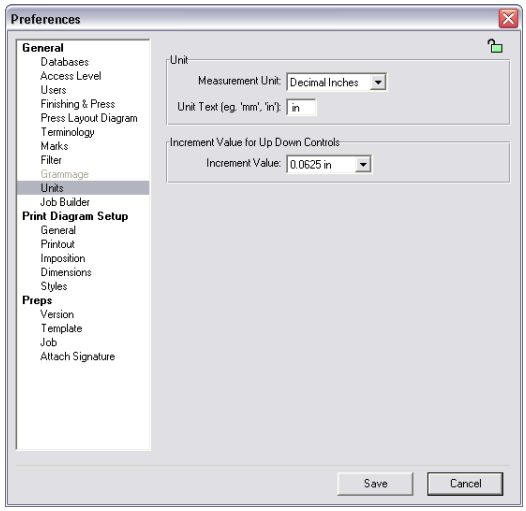
Grammage



Grammage tab **(metric only)**	
Maximum Grammage box	Provides a reference listing of the maximum weight of stock to use, as a production criterion for finishing.
Minimum Grammage box	Provides a reference listing of the minimum weight of stock to use, as a production criterion for finishing.

Units

Under **Units**, you can change the default measurement unit, its abbreviation, and the increments by which to increase or decrease numbers.



It is not recommended that you install in metric and work in inches, or vice versa. In such cases, grammage is not fully functional and there may be conversion issues. Some measurements, such as stock weight, are not converted from their original installation figures.

To access the Units settings, from the **Tools** menu, select **Preferences**, then select **Units**.

Measurement Unit list	Lists the measurement units you can use in UpFront. Select the one you want to use.
Unit Text box	Offers an abbreviation for the selected measurement unit. Edit or replace the unit name/abbreviation as appropriate.
Increment Value list	Lists increments by which numbers are increased or decreased when you use up and down controls, such as on the **Placement** tab of the *Edit Sections Dialog Box*.

Job Builder

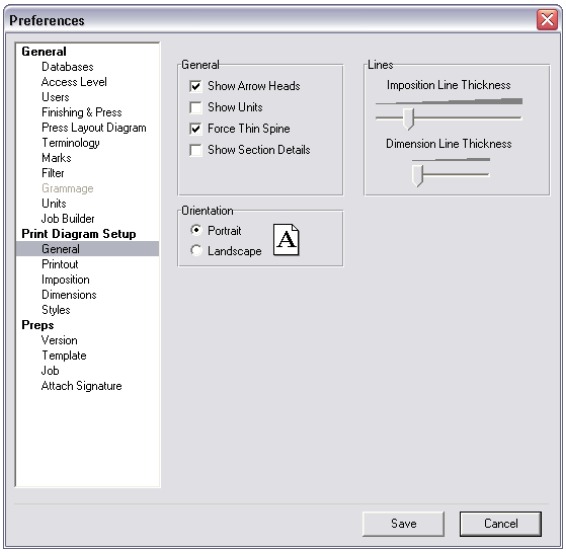
Print Sheet Sides with No Colors options	The default setting of **Hide (Treat as Not Printed)** hides the blank side of a one-sided press sheet. The **Show** setting shows the blank side.
Footnote Columns	Offers choices for the number of columns where to list footnotes. The fewer the columns, the wider the boxes where they are listed.
Label Press Layout with ID Number	The press layout is labeled with the ID number by default. Clear the check box if you do not want the ID number to print and show on the press layout.
Show Section Information check box	Select the check box if you want section information included for each layout in the *Job Summary Window*.

Print Diagram Setup

You change print diagram settings in the Preferences dialog box, under **Print Diagram Setup**. These settings determine how layout diagrams are displayed in the *Rename Layout Plan Dialog Box* and how they print.

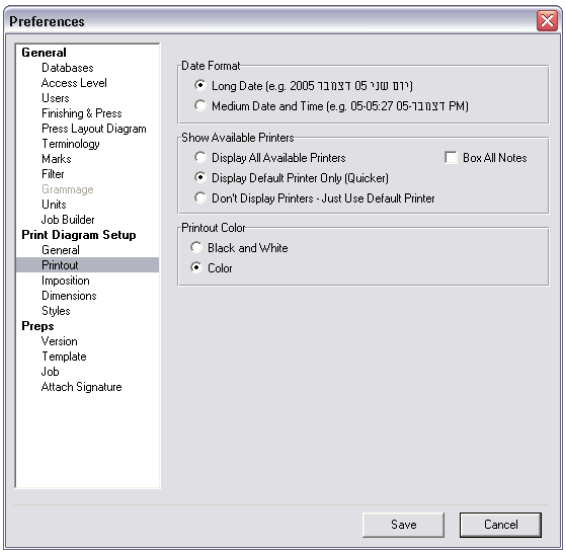
The Print Diagram Setup settings are divided into five categories: **General**, **Printout**, **Imposition**, **Dimensions**, and **Styles**. They appear when you select one of them in the Preferences dialog box (**Tools** menu).

Print Diagram Setup: General



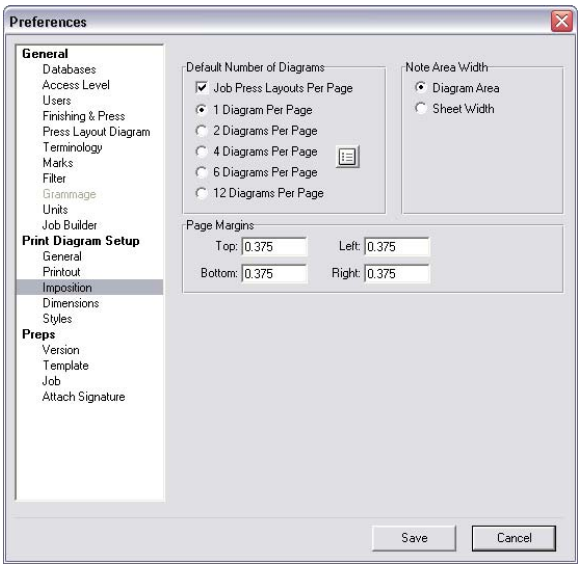
General	
Show Arrow Heads check box	Indicates whether arrow heads print on the dimension callouts of the layout diagram in the *Rename Layout Plan Dialog Box*.
Show Units check box	Indicates whether unit callouts print with the measurements.
Force Thin Spine check box	Indicates whether a thin spine prints on the layout diagram even if the printer drivers won't allow dotted lines that exceed a certain point size.
Show Section Details check box	Indicates that section properties, such as head trim and foot trim, are to appear as separate numbers rather than a combined number.
Orientation	Indicates the diagram orientation.
Imposition Line Thickness slider	Controls the thickness of the imposition lines of the layout diagrams. To increase or decrease the line thickness, move the slider. To view the line thickness on screen, zoom in on the diagram.
Dimension Line Thickness slider	Controls the thickness of the dimension lines in the layout diagram. To increase or decrease the line thickness, move the slider. To view the line thickness on screen, zoom in on the diagram.

Print Diagram Setup: Printout



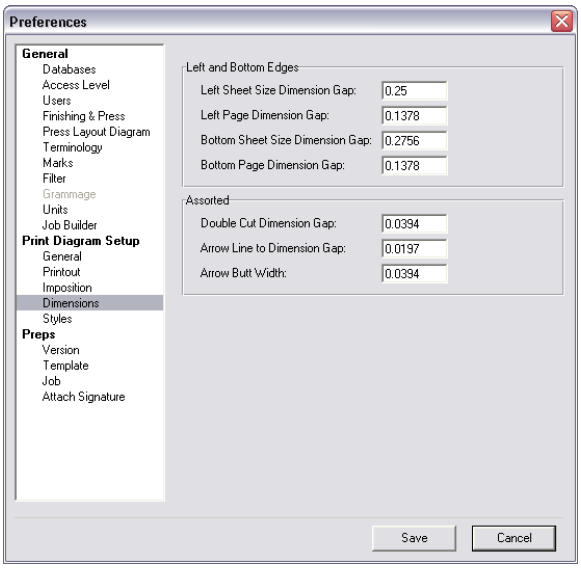
Printout	
Date Format options	Offers two choices for date format to appear on printed layout diagrams.
Show Available Printers options	Offers three choices for how printer information is provided in the *Print Diagrams Dialog Box*.
Box All Notes check box	If selected, places a divider line to separate notes in a layout diagram from their headers or footers.
Printout Color options	Offers black and white or color for printed layout diagrams.

Print Diagram Setup: Imposition



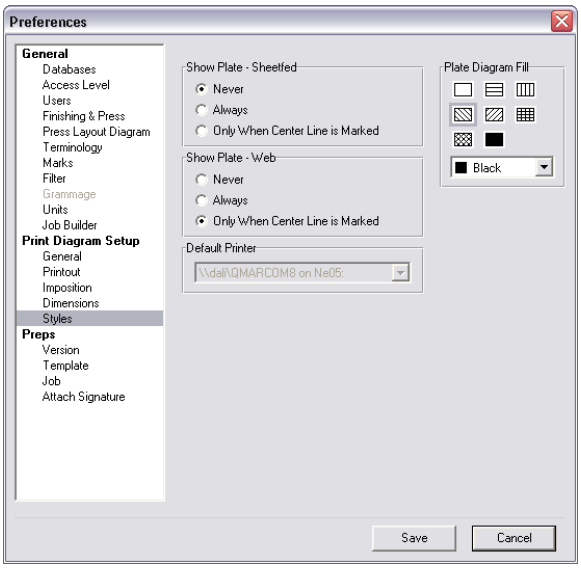
Imposition	
Job Press Layouts Per Page check box	Prints each layout on its own page when you are printing the whole job. For example, work & turn layouts default to print one diagram per page, sheetwise layouts default to print two diagrams per page, and a two-web layout defaults to print four diagrams per page. If you are printing only selected layouts, this setting is ignored.
[X] Diagrams Per Page options	Print the specified number of diagrams on a page when you print selected layouts in a job and when you print the whole job with the **Job Press Layouts per Page** check box cleared.
Diagram Properties button	Opens the *Portrait or Landscape Printout Dialog Box*, where you specify the dimensions of the spaces within which you want the imposition diagrams to print, and you specify font sizes and label and mark positions.
Note Area Width options	Indicates the space in which notes print on the layout diagram.
Page Margins boxes	Specifies default page margins for printed layout diagrams.

Print Diagram Setup: Dimensions



Dimensions	
Left Sheet Size Dimension Gap box	Indicates the distance between the left vertical dimension line of the layout diagram and the left diagram edge.
Left Page Dimension Gap box	Indicates the distance between the left vertical dimension line of the page and the left edge of the layout diagram.
Bottom Sheet Size Dimension Gap box	Indicates the distance between the bottom horizontal dimension line of the layout diagram and the bottom diagram edge.
Bottom Page Dimension Gap box	Indicates the distance between the bottom horizontal dimension line of the page and the bottom edge of the layout diagram.
Double Cut Dimension Gap box	Indicates the distance between the dimension number at the top center of the layout diagram and the top edge of the layout diagram or between butted sections on a layout.
Arrow Line to Dimension Gap box	Indicates the distance between the ends of arrow lines and dimension numbers printed on the layout diagram.
Arrow Butt Width box	Indicates the size of the space between two arrow heads on the layout diagram.

Print Diagram Setup: Styles



Styles	
Show Plate options	For both sheetfed and web presses, specifies whether the plate shows in the layout diagram. The plate size is determined by the settings in the Press database for **Image Area and Plate Size**.
Plate Diagram Fill options	Specifies the fill pattern and color to be used to identify the plate area in the printed diagram.
Default Printer box	Identifies the default Windows printer. Whether you are offered the option of selecting a printer is determined by the setting **Show Available Printers** under *Print Diagram Setup: Printout* in the Preferences dialog box.

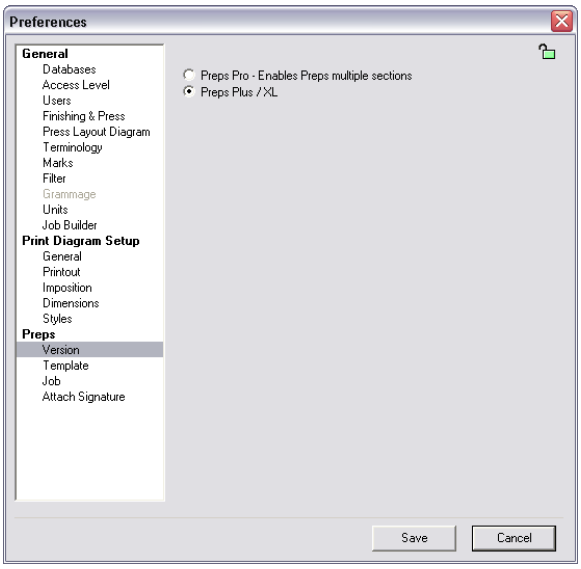
Preps

Under the **Preps** category in the Preferences dialog box, you set default specifications for press sheets, bleeds, crop marks, and for the display in the *Export Data Dialog Box*.

To access Preps settings, from the **Tools** menu, select **Preferences**, then in the left pane of the Preferences dialog box, select one of the items under the **Preps** category. The default access level is Planner.

For more information about entering Preps settings in the library, see *Changing Preps Settings* on page 30 and also the installation and deployment guide.

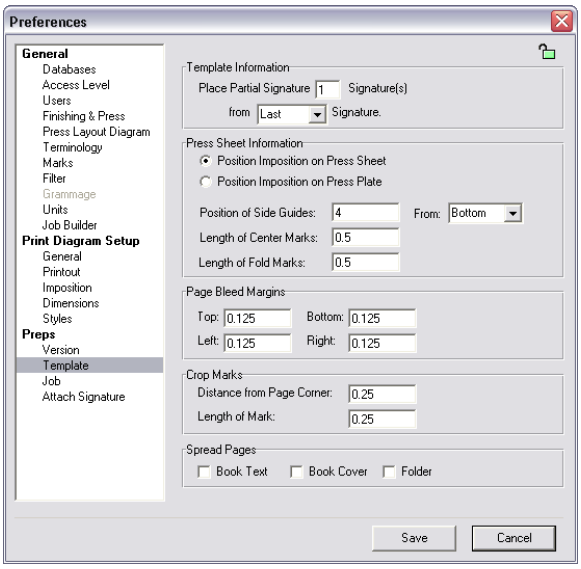
Preps: Version



For more information about entering Preps settings in the library, see *Changing Preps Settings* on page 30 and also the installation and deployment guide.

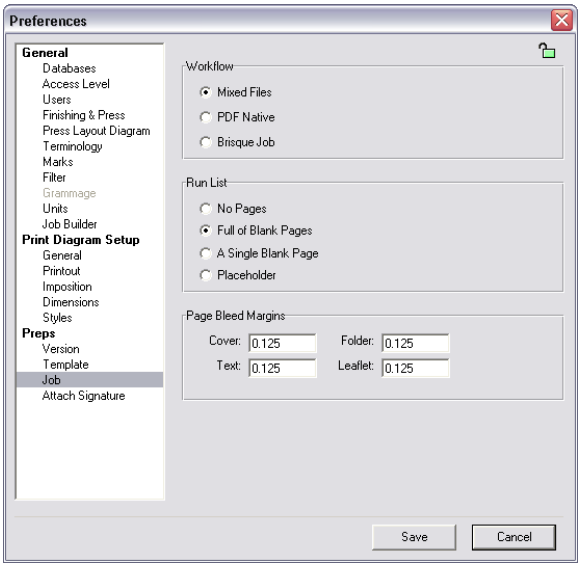
Preps Pro - Enables Preps multi sections	Enables you to export templates that can contain multiple sections, utilizing features exclusive to *Preps* Pro.
Preps Plus/XL	Enables you to export templates suitable for use in Preps Plus or Preps XL.

Preps: Template



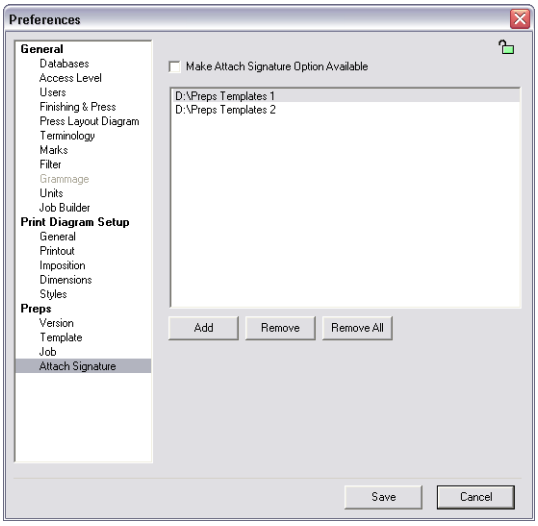
Template Information	Displays the partial signature placement controls available in the **Partial Signature Placement** area on the **Preps Files** tab in the Export Data dialog box.
Press Sheet Information	Displays the **Press Sheet Information** controls available on the **Preps Files** tab in the Export Data dialog box.
Page Bleed Margins boxes	Display the default bleed margin setting for each side of the page in exported *Preps* templates.
Crop Marks area	
Distance from Page Corner box	Displays the default distance from the crop mark to the page corner in exported Preps templates.
Length of Mark box	Displays the default length of crop marks in exported *Preps* templates.
Spread Pages area	Offers check boxes that determine the part types to which spreads will be automatically applied by default (**Book Text**, **Book Cover**, and/or **Folder**). You can always apply, change, or remove an individual job's spread setup using the Job Summary's *Section Menu*, regardless of the settings you choose here.
Length of Mark box	Displays the default length of crop marks in exported Preps templates.

Preps: Job



Workflow options	Offers choices for the type of Preps job you want to export from this UpFront job.
Run List options	Offers choices for the content of the run list in the *Preps* job you want to export from this UpFront job.
Page Bleed Margins boxes	Display the default bleed margin setting for each type of job part in exported Preps jobs.

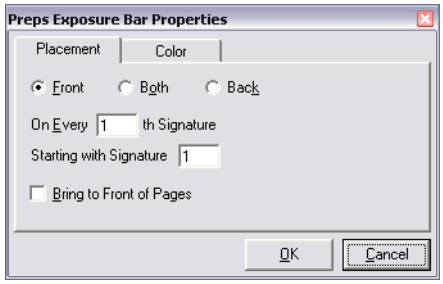
Preps: Attach Signature



Make Attach Signature Option Available	Enables the option of attaching a signature in the Press Layout window of UpFront Planner.
Add button	Enables you to browse to the Preps template folder that contains the templates with the signatures that you want to have available for attachment.
Remove button	Enables you to remove a listed folder from the folder list.
Remove All button	Enables you to remove all listed folders from the list.

Preps Exposure Bar Properties Dialog Box

In the Preps Exposure Bar Properties dialog box, you specify placement and color for the exposure bar that prints on the *Preps* template exported from this press layout.



The Preps Exposure Bar Properties dialog box appears when you right-click the **Exposure Bar** tool on the *Preps Marks Data dialog box* and select **Exposure Bar Properties**.

Placement tab	
Front/**Both**/**Back** options	Indicates on which side(s) of the signature the exposure bar is to be placed.

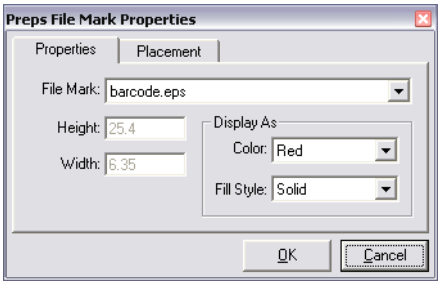
On Every... **Starting With**... boxes	Indicates the frequency with which this exposure bar is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second signature, and so on), and the number of the starting signature.
Bring to Front of Pages check box	Brings the exposure bar to the front on the exported Preps template.
Color tab	
Separation Black option	Prints the selected exposure bar on all separations, like registration black in a DTP program.
Spot Color option	Prints the exposure bar in the spot color at the specified percentage. Identify the spot color by typing its SSi Custom Color number in the box.
Process Color option	Prints the exposure bar in the process color defined by the specified CMYK percentages.

Preps File Mark Properties Dialog Box

In the Preps File Mark Properties dialog box, you select a file mark that prints on the Preps template exported from this press layout, and apply properties.

The list of file marks and your imported marks are maintained in the library using the *Preps Text Mark Properties Dialog Box*.

The Preps File Mark Properties dialog box appears when you right-click the **File Mark** tool in the *Preps Marks Data dialog box*.

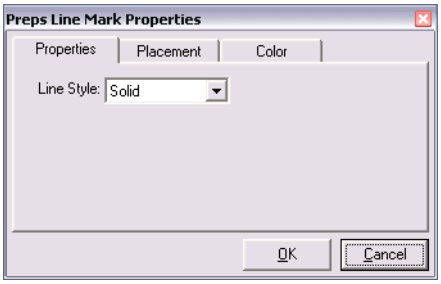


Properties tab	
File Mark list	Lists Preps file marks for use on an exported Preps template.
Height and **Width** boxes	Displays the dimensions of the Preps file mark.
Color list	Lists colors to use for the Preps file mark on screen.
Fill Style list	Lists fill styles to use for the Preps file mark on screen.
Placement tab	
Front/**Both**/**Back** options	Indicates on which side(s) of the signature the file mark is to be placed.

On Every... **Starting With**... boxes	Indicates the frequency with which this file mark is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second signature, and so on), and the number of the starting signature.
Bring to Front of Pages	Brings the file mark to the front on the exported Preps template.

Preps Line Mark Properties Dialog Box

In the Preps Line Mark Properties dialog box, you specify the style, placement, and color of the line mark that prints on the Preps template exported from this press layout.



The Preps Line Mark Properties dialog box appears when you right-click the **Line** tool in the *Preps Marks Data dialog box* and select **Line Properties**.

Properties tab	
Line Style list	Lists styles to apply to the line you are drawing.
Placement tab	
Front/**Both**/**Back** options	Indicates on which side(s) of the signature the line mark is to be placed.
On Every...**Starting With**...boxes	Indicates the frequency with which this line mark is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second signature, and so on), and the number of the starting signature.
Bring to Front of Pages	Brings the line mark to the front on the exported *Preps* template.
Color tab	
Separation Black option	Prints the selected exposure bar on all separations, like registration black in a DTP program.
Spot Color option	Prints the line mark in the spot color at the specified percentage. Identify the spot color by typing its SSi Custom Color number in the box.
Process Color option	Prints the line mark in the process color defined by the specified CMYK percentages.

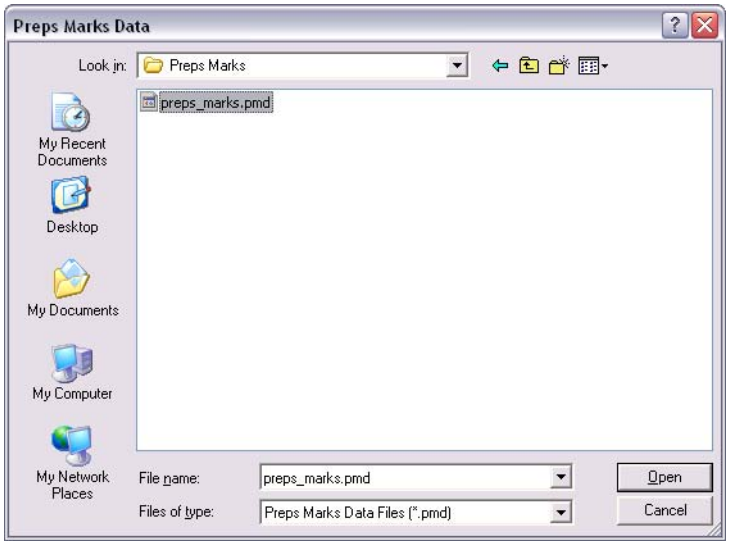
Preps Mark Association Error Message

When you select a "smart" Preps signature collation mark for placement on a layout, an error message appears if the mark is associated with a different binding style or section.



Preps Marks Data dialog box

In the Preps Marks Data dialog box, you select a different data file of Preps marks. The marks in this file are then referenced under the **Libraries** area (**Mark Files** tab) of the Preps Marks palette, and are available for use in jobs to be exported as Preps templates, and for addition to Preps mark groups.



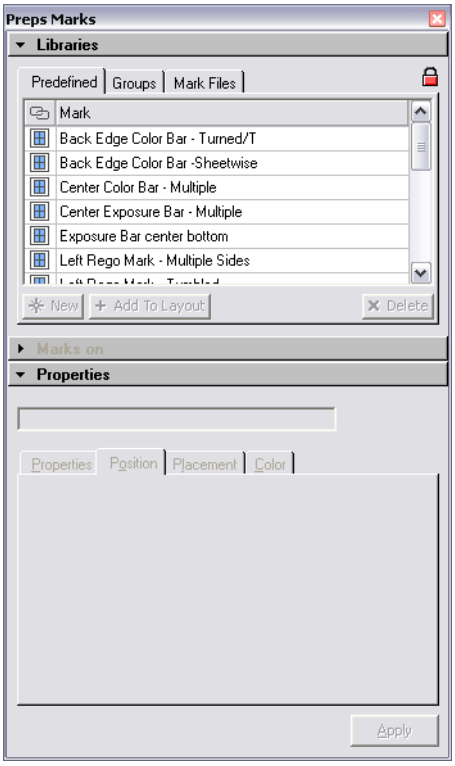
The Preps Marks Data dialog box appears when you click the **Import**  button on the **Mark Files** tab, under the **Libraries** area of the Preps Marks palette. For more information about importing Preps marks see *Importing Preps Marks Data* on page 316.

Preps Marks palette

UpFront features a Marks palette for single-location (centralized) mark access and usage. You can access all Preps marks via this palette. You can manage all mark libraries and handle all mark placement on the layout from this floating palette.

The Marks palette is accessed from the **Tools** menu. It contains three areas: **Libraries**, **Marks on <layout name>** and **Properties**.

By default, the **Libraries** area is locked, and the parameters in the **Properties** area are read-only. If you have the required access level, you can unlock the palette with the appropriate password.



For information about using the **Libraries** and **Marks on <layout name>** areas of this palette see the Chapter 6, *Working With Preps Marks* in this user guide.

In the **Properties** area for a selected mark, you specify the style, placement and color of the mark that prints on the *Preps* template exported from this job.

The parameters in the **Properties** area differ according to the type of the selected mark in the **Libraries** or **Marks on <layout name>** areas.

Properties tab (specification boxes change depending on mark type)	
Text box (Text mark)	Displays the literals (such as “Sig:” or “Side:”) and the variables ($sig, $side, $color, and so on) that appear in a text mark. For example, “Sig: $sig Side: $side $color” might print as “Sig: 1 Side: 1 Cyan” or “Sig: 2 Side: 1 Black.”
Box Height (Text mark)	Displays the size of the bounding box where the mark prints in inches/millimeters and points.

File Mark list (File marks)	Lists the file names of the marks in the library that fall into the currently selected category.
Height and **Width** (File and Exposure bar marks)	Read-only. Displays the height and width of the mark. To change the size of a file mark, you edit the mark file in the **Libraries** area of the Preps Marks palette. For repeating and duplicating marks, the height and width are listed as 0.
Line Style (Line mark)	Lists the available line styles (solid, dash, or dot).
Type (Smart Collation mark)	Lists the available types, including the default **Signature Collation Marks A**, **B,** or **C** and any imported or custom marks that you added.
Step (Smart Collation mark)	Indicates the distance between the optional trailing text and the collation mark.
Optional Text (Smart Collation)	Type the optional text that is to trail the mark and which will print in the same color as the mark.
Related to (File mark)	Enables you to add a single file mark related to sheet, gutter or page or a repeating file mark related to sheet.
Display As: (Rectangle, Smart Collation, and File marks)	
Color	Lists the colors where the mark can be displayed.
Fill Style	Lists the fill styles where the mark can be displayed.
Position tab	
Mark Anchor (Single file mark)	Enables you to choose one of nine reference points on the mark, when you define a *Preps* mark related to sheet, gutter or page.
Sheet Anchor (Single file mark, exposure bar)	Indicates the location of the mark on the sheet.
Page Anchor (Single file mark)	Indicates the location of the mark on the page.
Gutter Anchor (Single file mark)	Indicates the location of the mark on the gutter.
Horizontal Offset (Single file mark related to page or gutter)	Indicates the horizontal distance from the page or gutter anchor point.
Vertical Offset (Single file mark related to page or gutter)	Indicates the vertical distance from the page or gutter anchor point.

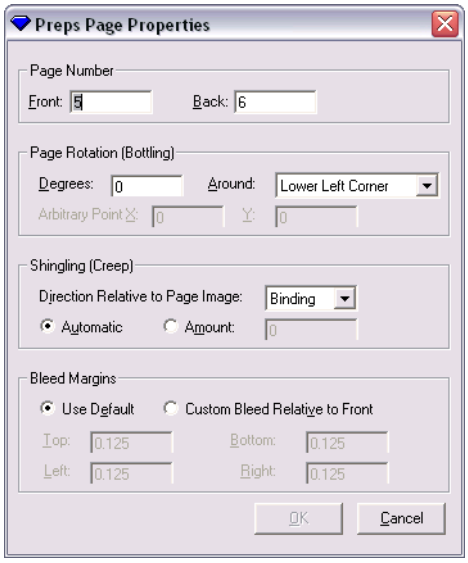
X1/**Y1**/**X2**/**Y2** Reference point list	The 0,0 point for purposes of positioning marks is the upper-left corner, which is the location of the X1 and Y1 points. X2 is at the upper-right corner, and Y2 is at the lower-left corner. Lists the reference points from which you can begin when specifying the position of a mark. In the **Position** tab example, the color bar runs across the press sheet from left to right, starting 0.25" from the left edge (X1) and stopping 0.25" from the right edge (X2), starting vertically 0.5" above the press sheet (Y1) and stopping 0.3" above the press sheet (Y2), to be 0.2" high.
+/- boxes	A positive number moves the mark to the right or down. A negative number moves it to the left or up.
Coordinates boxes	Displays the X or Y coordinate for the mark, measured from the selected location on the press sheet. To increase or decrease the value of a coordinate, use the increment buttons or type a new number.
Binding (Smart Collation mark)	Lists the available binding styles that you can associate with this mark type (**Saddle Stitched**, **Perfect Bound**, **Notch Bound**, or **Smyth Sewn**).
Offset Origin (Smart Collation)	Indicates the edge from which the collation mark is to be offset (For Bound types:, can be **Head** or **Foot**; for Stitched, can be **Face Edge** or **Bind Edge**).
Offset (Smart Collation mark)	Specifies the distance of the collation mark offset.
Width/Length (Smart Collation)	Indicates the dimensions of the collation mark.
Restrict to... check boxes (Smart Collation marks)	
Restrict to section	To restrict this mark to a certain section, select this check box and then select the section from the list (1—16). If the check box is not selected (default), then the mark is automatically placed on all sections in a multiple-section layout.
Restrict to web	To restrict this mark to a certain web, select this check box and then select the web from the list (1—3). If the check box is not selected (default), then the mark is automatically placed on all webs.
Placement tab	

Front/**Both**/**Back** options	Indicates on which side(s) of the signature the mark is to be placed.
On Every... **Starting With**... boxes	Indicates the frequency with which this mark is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second, and so on), and the number of the starting signature.
Bring to Front of Pages check box	Brings the mark to the front on the exported Preps template.
Section list (File or Note marks)	For multiple-section Preps jobs, lists the sections to which you can apply the mark.
Color tab	
Separation Black option	Prints the selected exposure bar on all separations, like registration black in a DTP program.
Spot Color option	Prints the mark in the spot color at the specified percentage. Identify the spot color by typing its SSi Custom Color number in the box.
Process Color option	Prints the mark in the process color defined by the specified CMYK percentages.

Preps Page Properties Dialog Box

In the Preps Page Properties dialog box, you apply settings for Preps template pages to pages in a press layout.

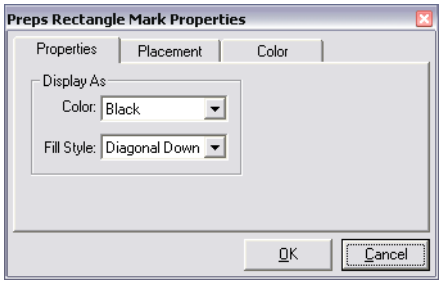
The Preps Page Properties dialog box appears when the *Press Layout Window* is open, you click the **Select Element** tool, select one or more pages in the press layout, and from the **Page** menu or the **Press Layout** context menu, select **Preps Page Properties**.



Page Number Front and **Back** boxes	Indicate the numbers of the pages to which the settings are applied. If more than one page is selected, the number is struck through.
Page Rotation (Bottling) Degrees box	Type the amount you want the selected pages rotated in the press layout.
Around list	Indicates the point around which you want the page(s) rotated.
Arbitrary Point X/Y boxes	When you select **Arbitrary Point** in the **Around** list, these boxes become available. Type the coordinates around which you want the page(s) bottled.
Shingling (Creep) Direction Relative to Page Image list	Indicates the direction toward which you want to apply shingling.
Automatic option	Calculates the shingling amount for you.
Amount option and box	Selecting this option makes the box available. Type the amount of shingling to apply to the page(s).
Bleed Margins Use Default	Applies the default bleed margins.
Custom Bleed Relative to Front option and boxes	Selecting this option makes the boxes available so you can type a **Top**, **Bottom**, **Left**, and **Right** bleed margin amount.

Preps Rectangle Mark Properties Dialog Box

In the Preps Rectangle Mark Properties dialog box, you set style, placement, and color properties of the rectangle mark that prints on the *Preps* template exported from this press layout.



The Preps Rectangle Mark Properties dialog box appears when you right-click the **Rectangle** tool in the *Preps Marks Data dialog box*.

Properties tab	
Color list	Lists colors to use for the rectangle mark on screen.
Fill Style list	Lists fill styles to use for the rectangle mark on screen.
Placement tab	

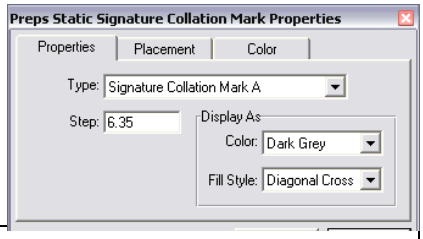
Front/**Both**/**Back** options	Indicates on which side(s) of the signature the rectangle mark is to be placed.
On Every... **Starting With**... boxes	Indicates the frequency with which this rectangle mark is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second signature, and so on), and the number of the starting signature.
Bring to Front of Pages check box	Brings the rectangle mark to the front on the exported Preps template.
Color tab	
Separation Black option	Prints the selected exposure bar on all separations, like registration black in a DTP program.
Spot Color option	Prints the rectangle mark in the spot color at the specified percentage. Identify the spot color by typing its SSi Custom Color number in the box.
Process Color option	Prints the rectangle mark in the process color defined by the specified CMYK percentages.

Preps Static Signature Collation Mark Properties Dialog Box

In the Preps Static Signature Collation Mark Properties dialog box, you set the step, display style, placement, and color properties of the signature collation mark that prints on the Preps template exported from this press layout. Any collation mark added using the *Preps Marks Data dialog box* is static —its position is fixed unless you edit it using the edit or pointer tool.

Static marks differ from Preps smart signature collation marks, which are added using the *Preps Text Mark Properties Dialog Box* and are automatically placed on all applicable layouts. The "smart" placement aspect of these marks moves them with page numbering changes. In the exported *Preps* data file, these marks become fixed, or static.

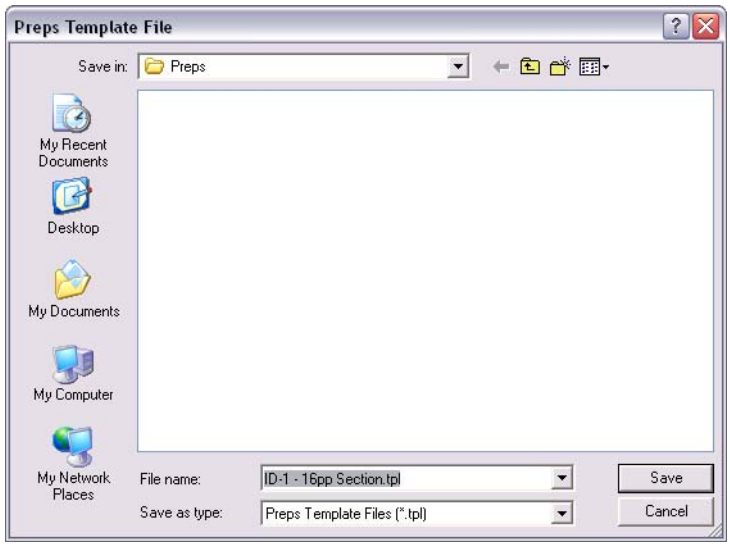
The Preps Static Signature Collation Mark Properties dialog box appears when you right-click the **Static Signature Collation Mark** tool in the *Preps Marks Data dialog box*, and then select **Static Signature Collation Mark Properties**.



Properties tab	
Type list	Lists signature collation marks that can be placed on Preps templates.
Step box	Indicates stepping distance between mark repetitions, or by default, the size.
Color list	Lists colors to use for the collation mark on screen.
Fill Style list	Lists fill styles to use for the collation mark on screen.
Placement tab	
Front/**Both**/ **Back** options	Indicates on which side(s) of the signature the collation mark is to be placed.
On Every... **Starting With**... boxes	Indicates the frequency with which this collation mark is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second, and so on), and the number of the starting signature.
Bring to Front of Pages	Brings the collation mark to the front on the exported Preps template.
Color tab	
Separation Black option	Prints the selected exposure bar on all separations, like registration black in a DTP program.
Spot Color option	Prints the collation mark in the spot color at the specified percentage. Identify the spot color by typing its SSi Custom Color number in the box.
Process Color option	Prints the collation mark in the process color defined by the specified CMYK percentages.

Preps Template File Dialog Box

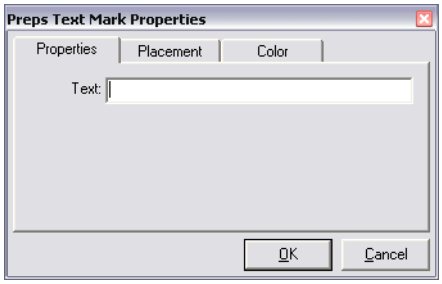
In the Preps Template File dialog box, you select a location to save the Preps template file being exported from this press layout.



The Preps Template File dialog box appears when you click the **Template File** button under **Preps Template** in the *Export Data Dialog Box*.

Preps Text Mark Properties Dialog Box

In the Preps Text Mark Properties dialog box, you set style, placement, and color properties of the text mark that prints on the *Preps* template exported from this press layout. The Preps Text Mark Properties dialog box appears when you right-click the **Text** tool in the *Preps Marks Data dialog box*.

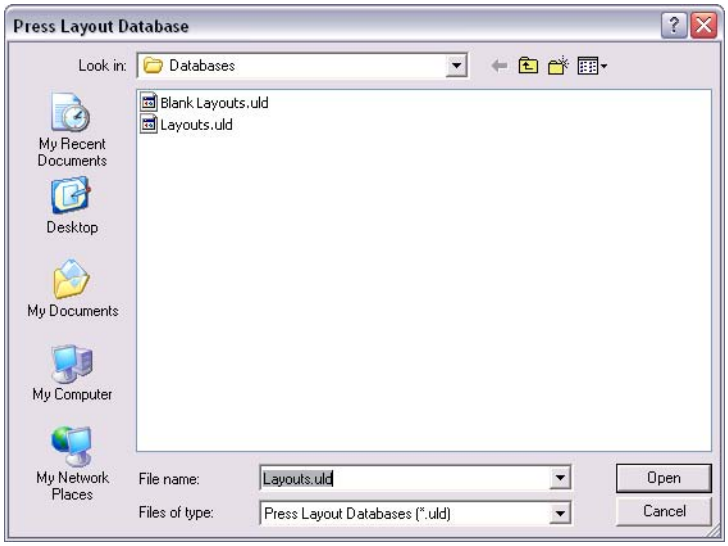


Properties tab	
Text box	Accepts the text to appear in the text mark.
Placement tab	
Front/**Both**/ **Back** options	Indicates on which side(s) of the signature the text mark is to be placed.

On Every... **Starting With**... boxes	Indicates the number of the starting signature and the frequency with which this text mark is to be applied to signatures: "On every 1" for every signature, "On every 2" for every second, and so on.
Bring to Front of Pages check box	Brings the text mark to the front on the exported *Preps* template.
Color tab	
Separation Black option	Prints the selected exposure bar on all separations, like registration black in a DTP program.
Spot Color option	Prints the text mark in the spot color at the specified percentage. Identify the spot color by typing its SSi Custom Color number in the box.
Process Color option	Prints the text mark in the process color defined by the specified CMYK percentages.

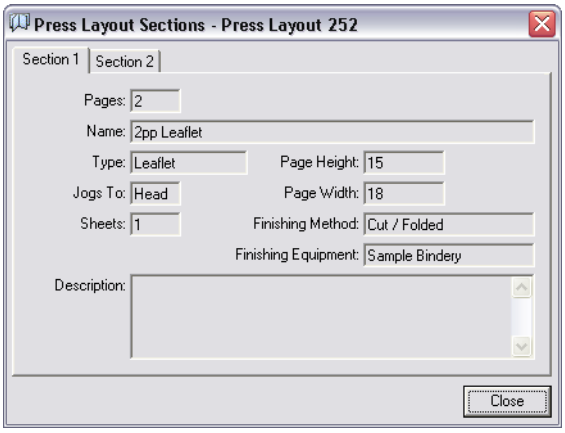
Press Layout Database Dialog Box

In the Press Layout Database dialog box, you select the database to which you want to save a press layout. This dialog box appears when you select the **Database** button in the *Save Press Layout Dialog Box* and when you click the **Set** button in the **Press Layout Database** area, in the Preferences dialog box under **Database**.



Press Layout Sections Dialog Box

In the Press Layout Sections dialog box, read-only information is displayed about the sections in the selected press layout. The Press Layout Sections dialog box opens from the *Press Layouts Window* when you select a press layout in the list, then click **Sections**.

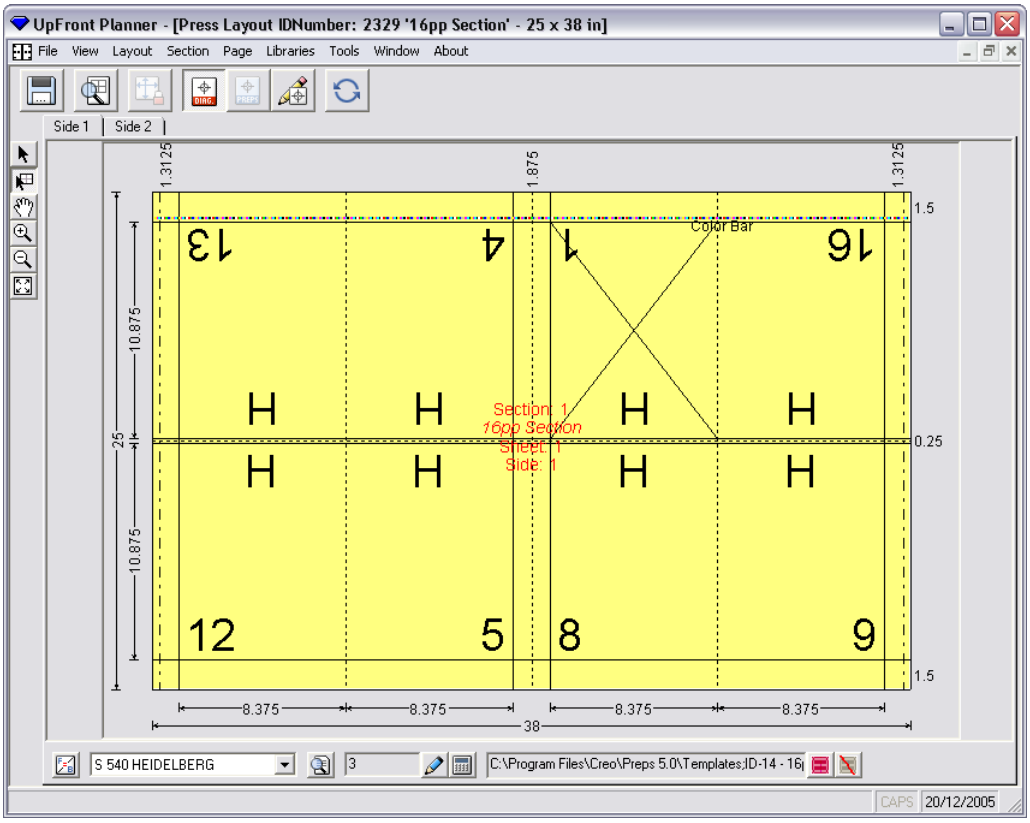


Section tabs	Provide information for each section in the press layout.
Pages box	Indicates the number of pages in the section.
Name box	Indicates the name of the section.
Type box	Indicates the job part type of the section.
Jogs To box	Indicates whether the section jogs to the head or the foot.
Sheets box	Indicates the number of sheets in the section.
Page Height/ **Width** boxes	Indicate the height and width of the pages in the section.
Max GSM (millimeters only)	Indicates the maximum weight of the stock that can be used when folding this section.
Finishing Method	Indicates the finishing method for this section.
Finishing Equipment	Indicates the finishing equipment for this section.
Description	Indicates the description of this section.

Press Layout Window

In the Press Layout window, you add diagram marks and Preps marks as needed, add extra paper, select a press, and perform other final tasks before saving the press layout. The Press Layout window appears when you take one of the following actions:

- In the *Press Layout's Section Dialog Box*, click **OK**
- In the *Press Layouts Window*, select a press layout and click **Open**



Save As button	The default access level is Planner. Opens the *Save Press Layout Dialog Box*. Message boxes ask if you want to add marks if you have not added diagram marks or *Preps* marks to the new layout plan.
Print Preview button	Opens the *Print Preview Window* and displays a layout diagram for the press layout.
Select Element tool	Enables you to select one or more pages, marks or gutters in the press layout. To select multiple items, hold CTRL when you click. After clicking this button you can rotate page content references, access the *Preps Page Properties Dialog Box*.

Select Section  tool	Enables you to select one or more sections in the press layout. To select multiple items, hold CTRL when you click. After selecting this button, right-click a section to view finishing or section properties, or click **Edit Press Layout** to access the *Section Finishing Properties Dialog Box*, *Section Properties Dialog Box*, or *Section Finishing Properties Dialog Box*
Hand  tool	After zooming, click the **Hand** tool and drag the image to move it.
Zoom In  tool	Enables you to enlarge image areas.
Zoom Out  tool	Enables you to reduce image areas.
Zoom Too Fit  tool	Enables you to resize the image so that the entire image is displayed in the display window.
Edit Press Layout button	Available only for saved press layouts. Discards any section property overrides and enables you to add paper and make modifications in the *Section Finishing Properties Dialog Box*.
Diagram Mode button	Displays diagram marks on the press layout and hides Preps marks.
Preps Mode button	Displays Preps marks on the press layout and hides diagram marks. Preps marks can be applied only to Side 1 of the layout.
Mark Tools button	Opens the *Diagram Marks Palette* when **Diagram Mode** is selected, and opens the *Preps Marks palette* when **Preps Mode** is selected. Use these tools to create new marks for this press layout.
Refresh button	Refreshes the view of the layout plan and refreshes the databases, so that recent changes are reflected in the dialog boxes.
Side tabs	Each tab displays one side of the layout plan.
Backs Up on Same Press	Select this button to use the same press specifications on the front and back of the form.
Press list	Lists all the presses on which this press layout can be run with its current settings. If the list is empty, select the **Print Preview Press Report** button to see what adjustments are needed to make the press layout printable on one of your presses.

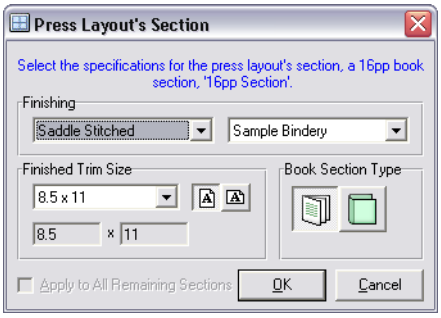
Print Preview Press Report button	Opens a *Print Preview Press Report Window*, with an information sheet for each press in the library. Incompatibilities between the press and the current press layout are shown in red. When you change a setting for the press layout to conform to the press, the red item changes to black, indicating that the setting is now compatible with the press.
Film Grip box	Indicates the size of the film grip for the press layout when printed on the selected press.
Edit Film Grip button	Opens the *Edit Film Grip Dialog Box*, where you can increase or decrease the current film grip setting.
Auto Calculate Film Grip	Calculates and applies the appropriate amount of extra paper to the press layout to provide the necessary film grip for the selected press.
Tag Preps Signature button	Enables you to attach a *Preps* signature to the press layout. This option is available only if you select the **Make Attach Signature Option Available** check box under *Preps: Attach Signature* in the Preferences dialog box.
Untag Preps Signature button	Enables you to unattach the *Preps* signature that is attached to the press layout.

Press Layout's Section Dialog Box

In the Press Layout's Section dialog box, you select specifications for the press layout's section.

The Press Layout's Section dialog box opens after you select a press type in the *Press Type Dialog Box*, or if the work style of the layout plan is work & turn or tumble, after you do one of the following:

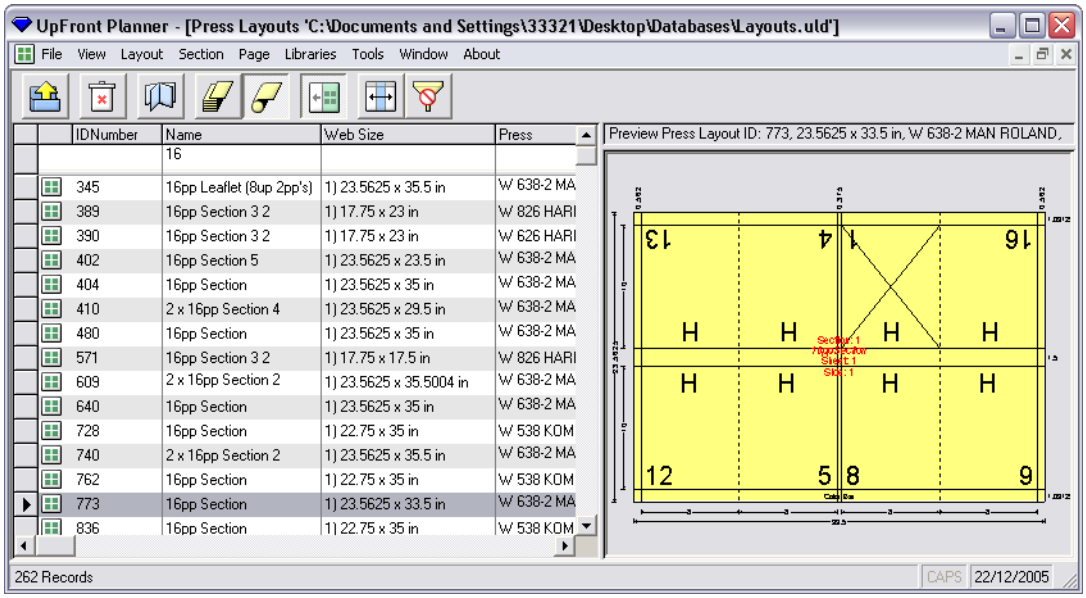
- Click **Yes** in the *Create Press Layout Message*
- Select a layout plan on which to base the new press layout in the *Layout Plans Window*



Finishing method list	Offers finishing methods for the press layout. Your selection here determines when this press layout is offered for use in Job Builder.
Finishing equipment list	Offers appropriate finishing equipment as identified in the Finishing Equipment library. Your selection here determines when this press layout is offered for use in Job Builder. To edit the finishing equipment list, use the *Finishing Equipment Dialog Box*.
Finished Trim Size list	Offers several standard trim sizes for the pages in the press layout. If you select **Custom**, you can type your dimensions into the **Width** and **Height** boxes. To edit the list, use the *Finished Trim Sizes Dialog Box*.
Width box	Becomes available when you select **Custom** from the **Finished Trim Size** list. Type a custom width for the finished trim size of pages in the press layout.
Height box	Becomes available when you select **Custom** from the **Finished Trim Size** list. Type a custom height for the finished trim size of pages in the press layout.
Portrait and **Landscape** buttons	Offer the choice of portrait orientation (default) or landscape orientation for the pages in the press layout.
Book Section Type buttons	Offers the choice of text or cover job part when this press layout is used in Job Builder.
Apply to All Remaining Sections	Applies these settings to the remaining sections in the press layout.

Press Layouts Window

In the Press Layouts window, you select a press layout to edit. The Press Layouts window appears when you select **Open > Press Layout** from the **File** menu or the Planner Wizard dialog box.



Open Press Layout button	Opens the selected press layout in the *Press Layout Window*.
Delete button	Deletes the selected press layout from the database, after you confirm your intention in the Delete Press Layout message.
Sections button	Opens the *Press Layout Sections Dialog Box*, which gives information about the sections in the press layout.
Sheetfed button	Lists the press layouts for sheetfed presses.
Web button	Lists the press layouts for web presses.
List And Preview button	Displays a table of information about press layouts with a preview of the selected press layout.

Rearrange Column Order button	Enables you to rearrange the columns in the dialog box. You can resize the columns by dragging the vertical dividers between the column headings. To move a column, click **Rearrange Column Order** on the toolbar, then click the heading of the column you want to move. Drag the column to the desired position. When red pointers indicate the right place, release the mouse button. To move multiple columns, hold down the SHIFT key as you click each column you want to include in the move. When you finish rearranging columns, click **Rearrange Column Order** again.
Clear Filter button	Clears the search values that you typed into the first row (see *Layout Plans Columns and Rows*).
Preview Press Layout	Opens a preview pane displaying the selected press layout.

Press Layouts Columns and Rows

The columns and rows present information about every press layout currently stored in the database.

Depending on how the optional filter and sort feature is set up under **Filter** in the *Preferences Dialog Box*, various capabilities are available to you. For example, alternate row shading can be used to help you scan a row, and the columns are designed to help you organize the displayed information.

Filtering: To limit the number of items listed to just those that meet certain criteria, use the row immediately beneath the column headers to type in a full or partial value on which to search. All matching items are then listed.

Certain columns offer a list of predefined choices from which to select.

A **Clear Filter** button lets you erase all these values if you want to type in different ones.

Sorting: To sort the table differently, click a column header to sort by that item. Click the column header again to reverse the sort order.

To sort by up to 10 headers, hold the CTRL or SHIFT key as you click. The sort order will reflect the sequence in which you selected the headers.

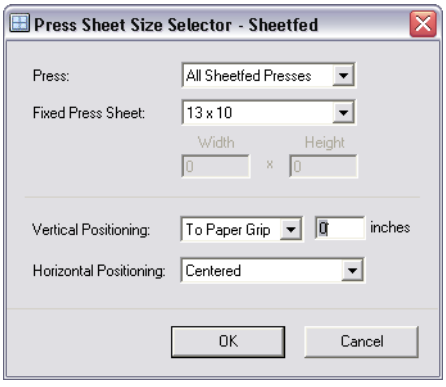
Scrolling: To scroll through the rows, use the up and down arrow keys. To scroll across, use the scroll bar at the bottom of the window.

Focus	When you click a row in this column, an arrow appears and the row is highlighted, marking this as the currently selected press layout.
ID Number	Displays the ID number under which each press layout was saved.
Name	Displays the name of the press layouts.
Perfected	Indicates whether this press layout is perfected. You can select from a list of options (**No, Side 1 Prints 1st**, **Side 2 Prints 1st**) for filtering the list.

Sheet Size	Indicates the sheet size that this press layout prints on.
Press	Indicates the press on which this press layout is to print.
Sections	Indicates the number of pages in the section, and identifies the sections that are folders or leaflets.
Sides	Indicates the number of sides in the press layout.
Description 1	By default, indicates how many pages of the press layout can be viewed at once.
Description 2	By default, indicates how many pages are up on the press layout. Can be edited in the *Save Press Layout Dialog Box*.
Description 3	By default, indicates the work style of the press layout. Can be edited in the *Save Press Layout Dialog Box*.
Description 4	Displays information provided in the Description 4 line of the *Save Press Layout Dialog Box* when the press layout was saved. Typically used for *Preps* job files.
Long Description	Displays information provided in the **Long Description** box of the *Save Press Layout Dialog Box* when the press layout was saved.
User	Indicates the access level of the user who last modified this press layout.
Last Modified/ Created	Indicates the date and time when the press layout was created or modified. To search a date, click the list arrow and either click the default (current) date that is presented to select it, or click the next list arrow to display a selection calendar. Click a calendar date to select it.

Press Sheet Size Selector–Sheetfed Dialog Box

The Press Sheet Size Selector–Sheetfed dialog box presents options for selecting and positioning a standard, optimal, or custom sheet size for the specified press.

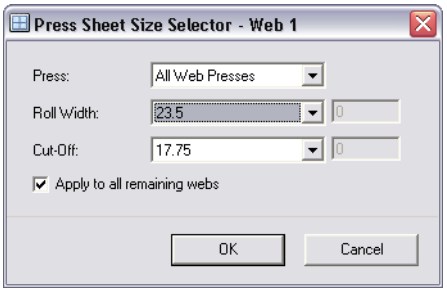


This dialog box appears when you are creating a press layout and you select a sheetfed press type from the *Press Type Dialog Box*.

Press	In the **Press** list, select a specific sheetfed press if you want the **Fixed Press Sheet** list to include only the standard sheet sizes for that particular press. Select **All Sheetfed Presses** if you want the **Fixed Press Sheet** list to show all available standard sizes.
Fixed Press Sheet	From the **Fixed Press Sheet** list, you can select a standard sheet size or an optimal size for a press layout with minimal paper waste. Standard sizes are added to the library using the *Sheetfed Presses Dialog Box*. If you select **Custom**, the **Width** and **Height** boxes become available, where you type a width and height. Sheet sizes you specify here are not saved in the library. 
Vertical Positioning	If you select **To Paper Grip**, the minimum paper grip for that press is used, as defined in the press library. This value changes if you choose a different press. For Work and Tumble, only **Centered** is available.
Horizontal Positioning	You can choose **Left**, **Right**, or **Centered** positioning. For Work and Turn, only **Centered** is available.

Press Sheet Size Selector–Web Dialog Box

The Press Sheet Size Selector– Web dialog box offers a selection of standard sizes for web presses. You can select the standard roll width and cut-off, or you can specify a custom cut-off. Each web has its own dialog box, and an **Apply to All** option is offered for multiple webs. This dialog box appears when you are creating a press layout and you select Web press type from the *Press Type Dialog Box*.

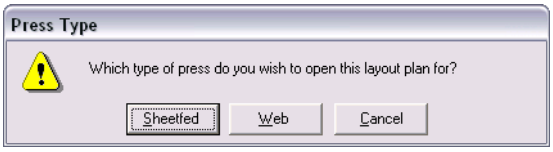


Press	Offers a list of all web presses that exist in the library.
Roll Width	Presents a list of standard widths. Standard sizes are added to the library using the *Welcome to UpFront Dialog Box*. If you select **Custom**, the box on the right of the **Roll Width** box becomes available and you type a roll width. Sheet sizes you specify here are not saved in the library.

Cut-Off	Presents a list of standard cut-offs. Standard sizes are added to the library using the *Welcome to UpFront Dialog Box*. If you select **Custom**, the box on the right of the **Cut-Off** box becomes available and you type a cut-off. Sheet sizes you specify here are not saved in the library.
Apply to all remaining webs	This check box is available only for multiple-web layouts. Select this option if you want to apply the same sheet size information to each web.

Press Type Dialog Box

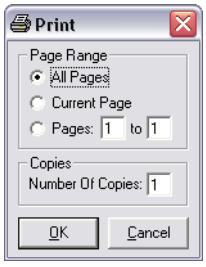
The Press Type dialog box offers a choice of press type when you are creating a new press layout, unless the layout plan on which it is to be based has a work & turn or work & tumble work style, which are run only on sheetfed presses. The dialog box appears when you click **Yes** in the *Create Press Layout Message*.



Print Dialog Box

In the Print dialog box, you select the pages of the preview that you want to print. To print all the pages, you can also click **Print** in the *Rename Layout Plan Dialog Box*.

The Print dialog box appears when you select **Print** from the **File** menu while the *Rename Layout Plan Dialog Box* is open.



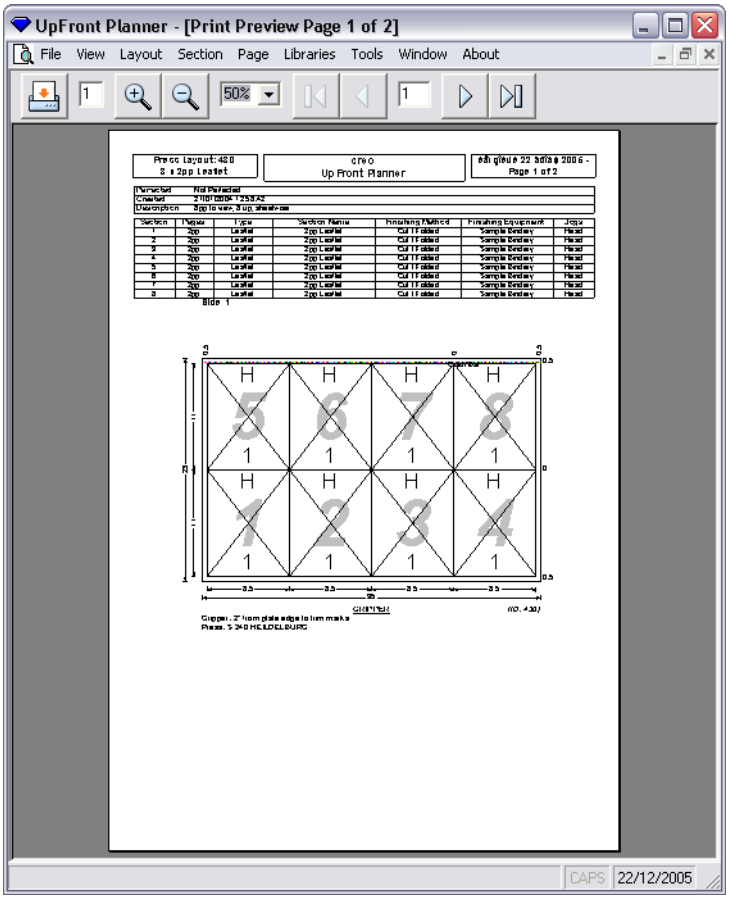
Page Range options	Offer choices of which pages of the plan or layout to print.
Number of Copies box	Indicates the number of copies you want to print.

Print Preview Window

In the Print Preview window, you view the current section plan, layout plan, or press layout. You can also send the complete layout diagram to print (to print selected pages, select **Print** from the **File** menu).

The Print Preview window appears when you do one of the following:

- Select **Print Preview** from the **File** menu
- Click **Print Preview** in the (New) *Layout Plan Window* or *Press Layout Window*



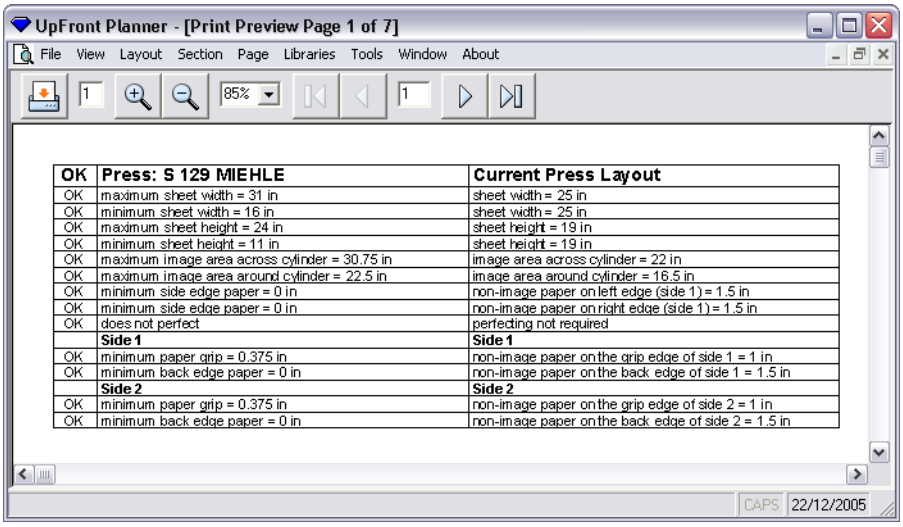
Print button	Prints the layout diagram at the default printer.
Number of copies box	Indicates the number of copies of the layout diagram to be printed.
Zoom In button	Makes the view larger.
Zoom Out button	Makes the view smaller.
Zoom box	Displays the current zoom percentage of the actual size.
First Page button	Displays the first page of the layout diagram (this button becomes active when a page other than the first is displayed).

Previous Page button	Displays the page that precedes this one in the layout diagram.
Page box	Displays the page number of the layout diagram currently displayed. Type a number to display that page of layout diagram.
Next Page button	Displays the next page of the layout diagram.
Last Page button	Displays the last page of the layout diagram.

Print Preview Press Report Window

In the Print Preview press report window, Planner displays a report of compatibility issues between the current press layout and the presses in your library. Specifications that are compatible are displayed in black. Incompatible specifications are displayed in red. You can adjust the press layout, then display the press report again. If all the text that was red becomes black, it indicates that the press layout and press are compatible.

To open the Print Preview press report window, select the **Print Preview Press Report** button at the bottom of the *Press Layout Window*.

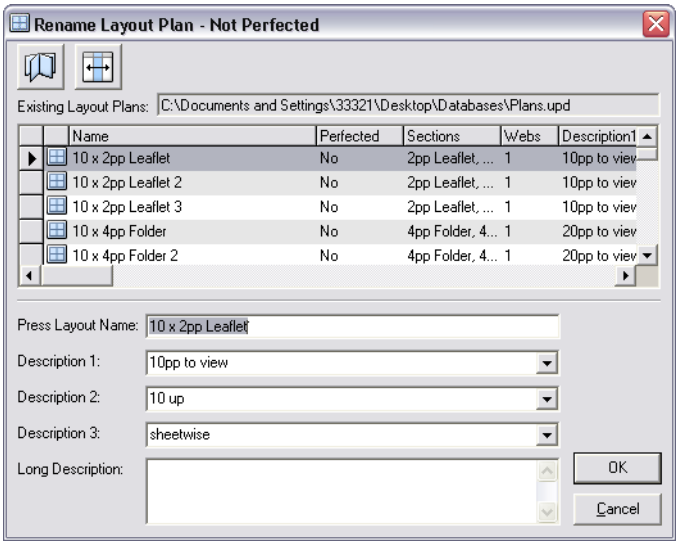


Print button	Sends the Print Preview press report to your default printer.
Number of copies box	Indicates the number of copies to be printed. To change the number, select the current number, then type a new number.
Zoom In/**Zoom Out** buttons	Zoom in and out to increase or decrease the size of the report display.
Zoom percentage box	Indicates the current zoom percentage. To apply a different zoom percentage, select it from the box, or type a zoom percentage, then press the Enter key.

First Page button	Returns to the first page in the report.
Previous Page button	Returns to the page displayed before the current one.
Page number box	Indicates the page number of the page currently displayed.
Next Page button	Displays the next page in the report.
Last Page button	Displays the last page in the report.
Status column	Displays **OK** if the press layout specification in this line is compatible with the press described on this page of the report. Displays an **X** if the press layout specification in this line is incompatible with the press described on this page of the report. Text is in black when the specifications are compatible and in red when the specifications are incompatible.
Press column	Indicates the specifications of the press identified in the top row of the table. Text is in black when the specifications are compatible and in red when the specifications are incompatible.
Current Press Layout column	Indicates the specifications of the current press layout. Text is in black when the specifications are compatible and in red when the specifications are incompatible.

Rename Layout Plan Dialog Box

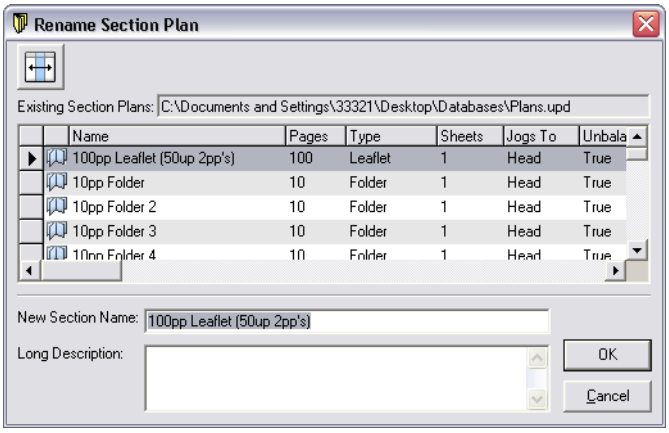
In the Rename Layout Plan dialog box, you rename the selected layout plan. The Rename Layout Plan dialog box appears when you select a layout plan in the *Layout Plans Window*, then select **Rename** from the **File** menu. Default access level is Planner.



See *Save New Layout Plan Dialog Box* for information about the controls in the Rename Layout Plan dialog box.

Rename Section Plan Dialog Box

In the Rename Section Plan dialog box, you rename the selected section plan. The Rename Section Plan dialog box appears when you select a section plan in the Section Plans window, then select **Rename** from the **File** menu. The default access level is Planner.

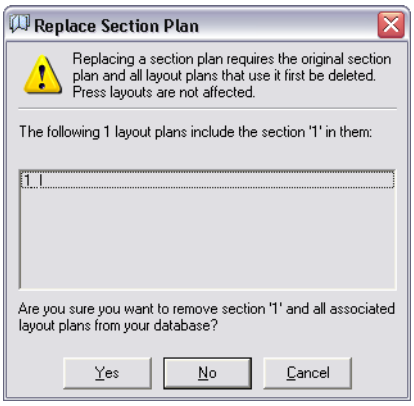


See *Save New Section Plan Dialog Box* for information about the controls in the Rename Section Plan dialog box.

Replace Section Plan Dialog Box

In the Replace Section Plan dialog box, a read-only list is displayed of the layout plans to be deleted if you replace the selected section plan.

The Replace Section Plan dialog box appears when you confirm your intent to overwrite an existing section plan in the *Save New Section Plan Dialog Box*, by entering the existing plan's name in the **New Section Name** box.



Yes	Replaces the section plan previously saved under this name with the new section plan, and deletes from the database all layout plans that use the overwritten section plan.
No	Closes the Replace Section Plan dialog box and highlights the **New Section Name** box in the Save New Section Plan dialog box, so you can edit the name.
Cancel	Same as **No**.

Save Existing Press Layout Message

After you click **Save** in the *Save & Overwrite Existing Press Layout Dialog Box*, you see a Save Existing Press Layout ID confirmation message.

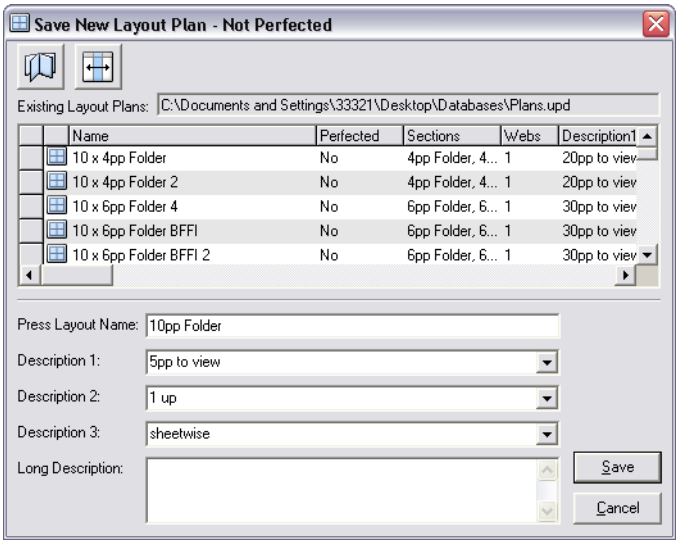


Save New Layout Plan Dialog Box

In the Save New Layout Plan dialog box, you name and save the new layout plan. This dialog box appears when you do one of the following:

- Select **Save As** from the **File** menu
- Click **Save As** in the New Layout Plan window

For details about the items in this dialog box, see *Layout Plans Window*.

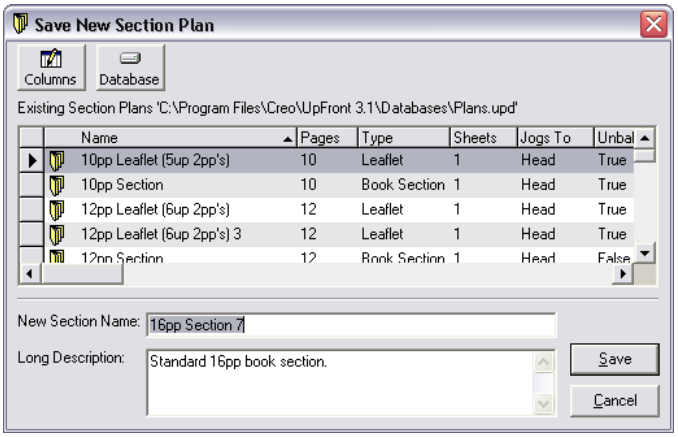


Save New Section Plan Dialog Box

In the Save New Section Plan dialog box, you name and save a new section plan. The Save New Section Plan dialog box appears when you do one of the following:

- Select **Save As** from the **File** menu
- Click **Save Section Plan** in the *New Section Plan Numbering Window*.

If you give the new section plan a name that already exists, a *Replace Section Plan Dialog Box* appears to caution you about this action. For details about the items in this dialog box, see *Section Plans Window*.



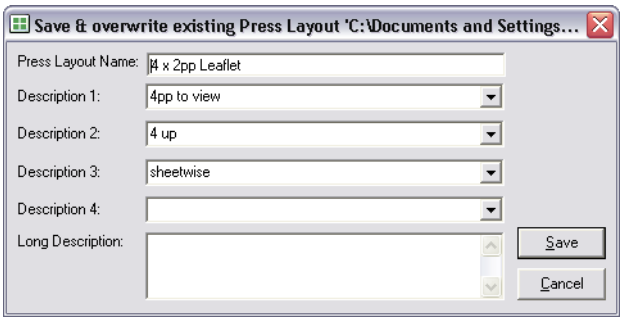
After you save a single-sheet section plan, the *Create New Layout Plan Message* opens to ask if you want to create a new layout plan.

Note: If the section plan contains multiple sheets, you are not automatically prompted to create a new layout plan from the section plan. To do so, select **File > New Layout Plan**. Select options in the New Layout Plan wizard to make your new section plan eligible for use; the section plan is included in the list in Step 3.

Save & Overwrite Existing Press Layout Dialog Box

In the Save & Overwrite Existing Press Layout dialog box, you can save a revised Press Layout and retain the same ID that it had when it was originally saved, before your changes. The Save & Overwrite Existing Press Layout dialog box appears when you select **Save** from the **File** menu while the press layout to be saved is open in the *Press Layout Window*.

For information about the items in this dialog box, see *Save Press Layout Dialog Box*. The default access level is Planner.

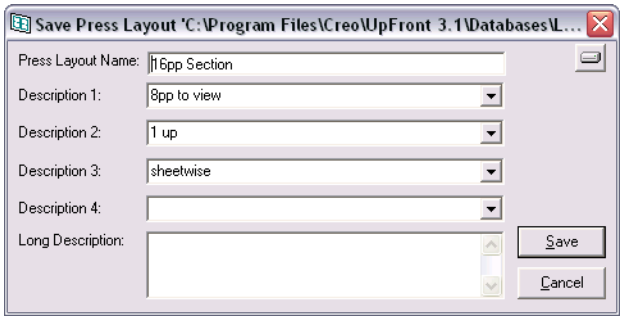


Save Press Layout Dialog Box

In the Save Press Layout dialog box, you name and save a new press layout, or edit descriptions or the name of a revised press layout. Default Planner-level password is expected.

The Save Press Layout dialog box appears when you do one of the following:

- Select **Save Press Layout** from the **File** menu
- Click **Save** in the *Press Layout Window*



Database button	The default access level is Planner. Opens the *Press Layout Database Dialog Box*, where you select the database to which you want to save this press layout.
Description 1	By default, indicates how many pages of the layout plan can be viewed at once.
Description 2	By default, indicates how many pages are up on the layout plan.
Description 3	By default, indicates the work style of the layout plan.
Description 4	Indicates that you have applied settings for shingling, bottling, or bleed margins in the Preps Page Properties dialog box.
Long Description	Provides a space where to type any additional descriptive information you want included with this press layout.

Saved Press Layout message

The Saved Press Layout message provides the ID number of a newly saved press layout. The message opens after you save a new press layout.

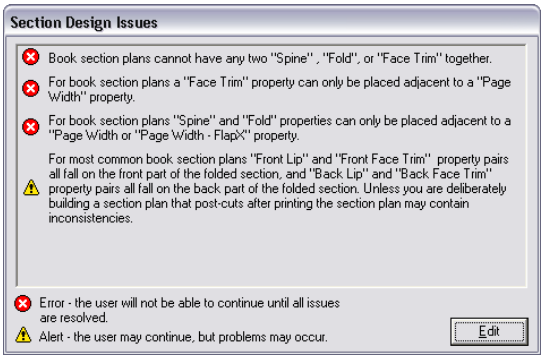


Section Design Issues Dialog Box

In the Section Design Issues dialog box, issues created by unusual or erroneous properties you have just applied in the New Section Plan wizard are listed. You need to correct errors (identified by an X in a red circle) before you can proceed.

Alerts (identified by the exclamation point in a yellow triangle) warn about unusual configurations that do not necessarily represent errors, and do not necessarily require any action before proceeding.

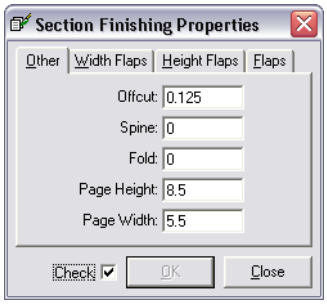
The Section Design Issues dialog box appears when you click **Forward** after applying such properties.



Error symbol	Indicates an error that must be corrected before you can proceed to the next step in creating the section plan.
Alert symbol	Indicates an unusual setting so you can confirm your intention. If only **Alert** symbols appear in the dialog box, you can proceed to the next step in creating the section plan.

Section Finishing Properties Dialog Box

In the Section Finishing Properties dialog box, you edit the finishing properties for the selected section. This dialog box opens for editing when you take one of the following actions in the *Press Layout Window*:



- Display a newly created press layout, click **Section**, select a section, and select **Finishing Properties** from the **Section** menu or context menu
- Display an existing press layout, click the **Select Section**  tool, click **Edit Press Layout**, and then click **Yes** in the *Edit Warning Message*; select a section, and select **Finishing Properties** from the **Section** menu or context menu. If you do not click **Edit Press Layout**, the *Section Finishing Properties Dialog Box* opens read-only. Settings are read-only when you open the *Section Finishing Properties Dialog Box* under other conditions. For information about editing section finishing properties on a saved press layout, see *Edit Warning Message*.

Direction arrows	Scroll right or left to view additional tab headings.
General tab	
Head/Foot Trim	Indicates the size of the trim edge at the top and bottom of each page in the section.

Face Trim	Indicates the size of the trim edge on the open side, away from the bind.
Back Lip	Indicates the size of the edge of a folded signature next to the high folios or back of the signature. The lip is outside the trim.
Front Lip	Indicates the size of the edge of a folded signature next to the low folios or the front of the signature. The lip is outside the trim.
Other tab	
Offcut	Specifies the default value for all offcut areas surrounding the section. Used only for cut-and-folded finishing methods.
Spine	Indicates the location of the binding edge.
Fold	Indicates the location of the fold.
Page Height	Indicates the distance between the head trim and the foot trim on a page.
Page Width	Indicates the distance between the spine and face trim on a page.
Width Flaps tab	
Page Width Flap 1-4	Indicate the width of the page flaps, such as for a folder.
Height Flaps tab	
Page Height Flap 1-4	Indicate the height of the page flaps, such as for a folder.
Flaps tab	
Flap 1-4	Indicate the dimensions of flaps typically used for glue flaps with a consistent fixed size.

Section Menu

The **Section** menu offers a variety of settings affecting sections and pages. This menu appears when you select **Section** from the menu bar, or (New) Layout Plan context (right-click) menu (Section Edit mode).

Page Pairs	This item appears in the menu only when a section plan is currently open. Numbers the page's pair across the spine at the same time that Planner numbers the selected page.
Backup Pages	This item appears in the menu only when a section plan is currently open. Numbers the page on the back of the selected page at the same time that Planner numbers the selected page.
Reset Pages	Cancels the assigned page numbers so you can begin numbering again.
Rotate Section 90° Clockwise	Rotates the section 90° clockwise (to the right). The rotation is not saved when you save the section plan.
Rotate Section 90° Counter-Clockwise	Rotates the section 90° counter-clockwise (to the left). The rotation is not saved when you save the section plan.
Rotate Section 180°	Rotates the section 180° (turns it upside down). The rotation is not saved when you save the section plan.
No Rotation	Returns the section to its original orientation.
Select All Sections	Selects all sections when a layout plan or press layout is open.
Finishing Properties	Opens the *Section Finishing Properties Dialog Box* when a press layout is open and a section in the press layout is selected.
Section Properties	Opens the *Section Properties Dialog Box* when a press layout is open and a section in the press layout is selected.
Extra Paper	Opens the *Extra Paper Dialog Box* when you are creating a press layout or editing an existing press layout. UpFront builds out to a finished sheet or web size from the section size, so you usually need to add paper.
Modify for Coming and Going	Renumbers the pages and changes the head direction, rotating page pairs 180°.
Align	Offers the option to align the selected section to the top, bottom, left, or right of a press layout. This feature is useful when more than one section prints on a press layout and the sections are different sizes.
Show Cross First Page	Adds an X on the first page so that you can identify the first page quickly.

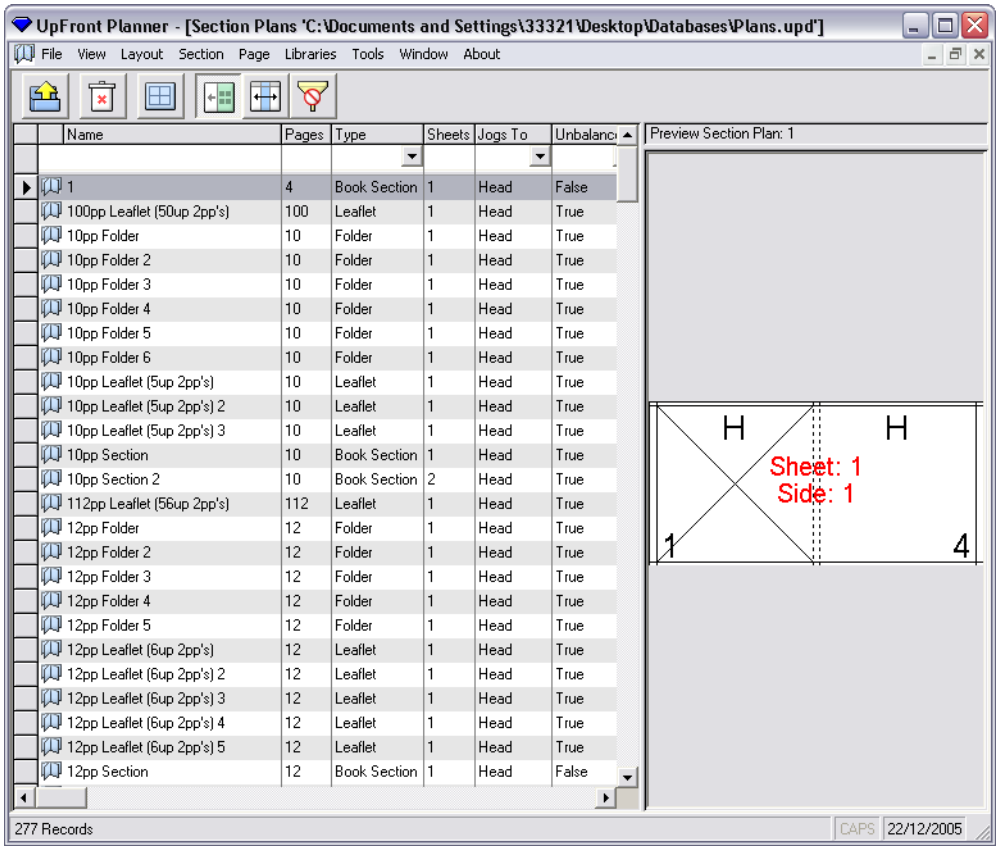
Show Finishing Lines	Displays finishing lines in the section plan, layout plan, press layout and diagram.
Show Fold Marks	Displays fold marks in the section plan, layout plan, press layout and diagram.
Show Section Details	Displays section details in the section plan, layout plan, press layout and diagram.

Section Plans Window

In the Section Plans window, you select a section plan to use in creating a new layout plan. You can also open and edit existing section plans, and delete section plans.

Note: If you delete section plans, be sure to keep at least one of each basic section (2, 4, 6, 8, 16, and 32) in the database to avoid problems in Job Builder.

The Section Plans window appears when you select **Open Section Plan** from the **File** menu or the Planner Wizard dialog box.



Open Section Plan button	Opens the selected section plan in the *New Section Plan Numbering Window*. You can change the page numbers as appropriate and save the section plan under the same name or a new name (a new name is suggested by default when you save).
Delete button	Opens the *Delete Section Plan Message* and identifies the layout plans that will also be deleted if you delete this section plan.
Press Layouts Containing This Section Plan button	Opens the *Section's Press Layouts and Layout Plans Window*, which lists the layout plans and press layouts based on the selected section plan.
List And Preview button	Displays a table of information about section plans with a preview of the currently selected section plan.
Rearrange Column Order button	Enables you to rearrange the columns in the dialog box. You can resize the columns by dragging the vertical dividers between the column headings. To move a column, click **Rearrange Column Order** on the toolbar, then click the heading of the column you want to move. Drag the column to the desired position. When red pointers indicate the right place, release the mouse button. To move multiple columns at once, hold down the SHIFT key as you click each column you want to include in the move. When you finish rearranging columns, click **Rearrange Column Order** again.
Clear Filter button	Clears the search values that you typed into the first row (see *Layout Plans Columns and Rows*).
Preview Section pane	Available if you click **List And Preview**. Displays a preview of the selected section.

Section Plans Columns and Rows

The columns and rows present information about every section plan currently stored in the database.

Depending on how the optional filter and sort feature is set up under **Filter** in the *Preferences Dialog Box*, various capabilities are available to you. For example, alternate row shading can be used to help you scan a row, and the columns are designed to help you organize the displayed information.

Filtering: To limit the number of items listed to just those that meet certain criteria, use the row immediately beneath the column headers to type in a full or partial value on which to search. All matching items are then listed.

Certain columns offer a list of predefined choices from which to select.

A **Clear Filter** button lets you erase all these values if you want to type in different ones.

Sorting: To sort the table differently, click a column header to sort by that item. Click the column header again to reverse the sort order.

To sort by up to 10 headers, hold the CTRL or SHIFT key as you click. The sort order will reflect the sequence in which you selected the headers.

Scrolling: To scroll through the rows, use the up and down arrow keys. To scroll across, use the scroll bar at the bottom of the window.

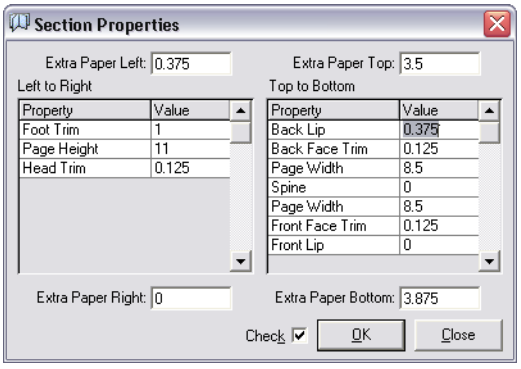
Focus	When you click a row in this column, an arrow appears and the row is highlighted, marking this as the currently selected press layout.
Name	Displays the names of the section plans that can be used for a layout plan.
Pages	Indicates the number of pages in each section.
Type	Indicates the type of each section (book, leaflet, folder).
Sheets	Indicates how many sheets are in the section plan
Jogs to	Indicates whether the section jogs to the head or foot.
Unbalanced	(True/False) Indicates whether the section has a different number of pages before and after the spine.
Pages at Front/Back	Indicates the number of pages before/after the spine
Max GSM	Indicates the maximum weight of the stock that can be used when folding this section
Description	Displays the description that was typed in the **Long Description** box when each section plan was saved.
MBO Folding Tag	Displays the number of the MBO folding tag you applied to the section plan in the *Tag Section Plan for CIP4 Folding Dialog Box*. You can sort section plans by selecting from a list of all known MBO folding tags.
JDF Folding Tag	Displays the number of the JDF folding tag you applied to the section plan in the *Tag Section Plan for CIP4 Folding Dialog Box*. You can sort section plans by selecting from a list of all known JDF folding tags.
Created	Indicates the date and time when the section plan was created. To search on a date, click the list arrow and either click the default (current) date that is presented to select it, or click the next list arrow to display a selection calendar. Click a calendar date to select it.

Section Properties Dialog Box

In the Section Properties dialog box, you edit the properties of the section currently selected in the layout plan displayed in the *Press Layout Window*. In the Section Properties dialog box, you can change one setting without changing the other settings of the same type; for example, you can change one **Offcut** setting while leaving the others unchanged.

Note: This ability is in contrast to the Section Finishing Properties dialog box, where each setting is applied throughout the section. Because of the potential for conflicting settings, after editing in the Section Properties dialog box, you can no longer edit properties in the Section Finishing Properties dialog box.

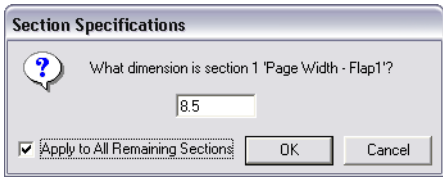
The Section Properties dialog box appears from the *Press Layout Window* when you click the **Select Section** tool, select a section, and select **Section Properties** from the **Section** menu or context menu.



Extra Paper	Indicates the amount of extra paper added to the specified side of the section.
Left to Right	Lists section elements as viewed from left to right.
Back Lip	Indicates the size of the edge of a folded signature next to the high folios or the back of the signature. The lip is outside the trim.
Front/Back Face Trim	Indicates the size of the trim edge on the open side, away from the bind.
Page Width	Indicates the distance between the spine and face trim on a page.
Spine	Indicates the spine width on the cover part of the job.
Front Lip	Indicates the size of the edge of a folded signature next to the low folios or the front of the signature. The lip is outside the trim.
Top to Bottom	Lists section elements as viewed from top to bottom.

Foot/Head Trim	Indicates the size of the trim edge at the top or bottom of each page in a section.
Page Height	Indicates the distance between the head trim and the foot trim on a page.

Section Specifications Dialog Box



In the Section Specifications dialog box, you provide dimensions for any flaps in a new press layout.

The Section Specifications dialog box opens after you click **OK** in the *Section's Head Trim Dialog Box*, if the layout plan has one or more flaps. Select the **Apply to All Remaining Sections** check box to apply your flap dimension to all remaining sections.

Section's Head Trim Dialog Box



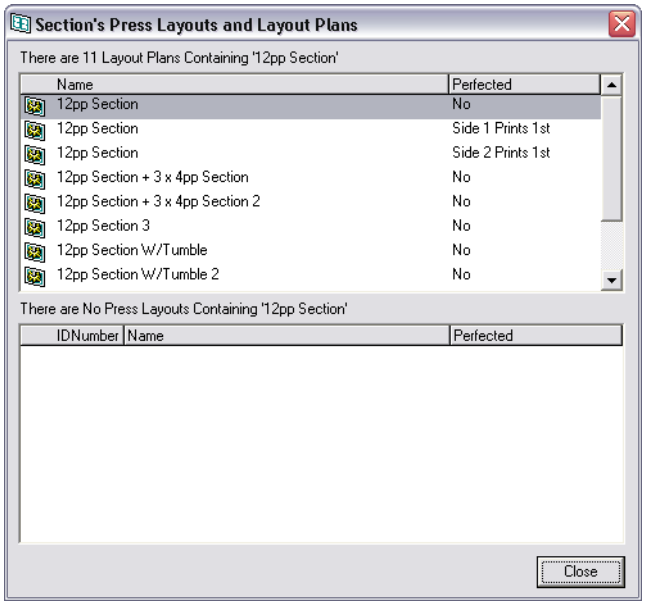
In the Section's Head Trim dialog box, you provide the size of the head trim for the press layout you are creating.

If you click to select **Prompt** in the *Layout Plans Window*, the Section's Head Trim dialog box opens after you click **OK** in the *Press Layout's Section Dialog Box*.

Section's Press Layouts and Layout Plans Window

The Section's Press Layouts and Layout Plans window lists all the layout plans and press layouts that use the currently selected section plan.

The Section's Press Layouts and Layout Plans window appears when you select a section plan in the *Section Plans Window* and then click the **Press Layouts Containing This Section Plan** button.



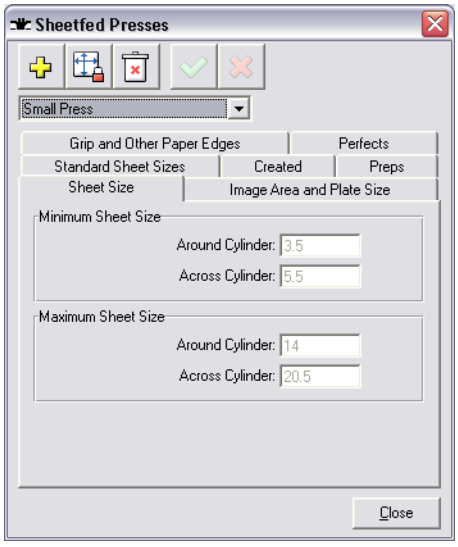
Sheetfed Presses Dialog Box

In the Sheetfed Presses dialog box, you enter and edit information about the sheetfed presses in your shop in the Sheetfed Presses library.

For more information about entering equipment in the library, see the installation and deployment guide.

The Sheetfed Presses dialog box appears when you select **Sheetfed Presses** from the **Libraries** menu.

The specifications of the last press selected from the library are duplicated on all the tabs and remain in effect until you replace them with new specifications.



Add New Sheetfed Press button	The default access level is Planner. Activates the controls in the dialog box so that you can type the name of a sheetfed press and enter specifications.
Edit Sheetfed Press button	The default access level is Planner. Select a press from the press list, then click **Edit Sheetfed Press** to activate the controls so you can edit them.

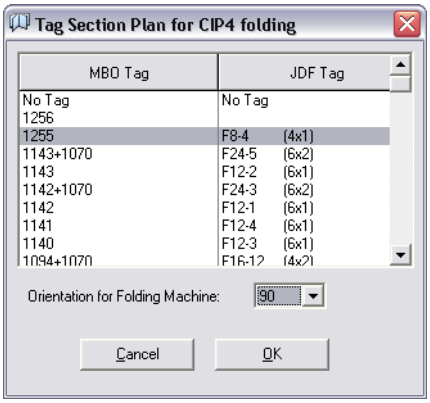
Delete Sheetfed Press button	The default access level is Planner. Select a press from the press list, then click **Delete Sheetfed Press** on the toolbar.
Sheetfed press list	Lists the sheetfed presses in the library. Select the machine for which you want to add or edit specifications.
Sheet Size tab	
Minimum Sheet Size: **Around Cyl.**	Displays the press's minimum sheet size around the cylinder (normally the sheet's short edge dimension).
Minimum Sheet Size: **Across Cyl.**	Displays the press's minimum sheet size across the cylinder (normally the sheet's long edge dimension).
Maximum Sheet Size: **Around Cyl.**	Displays the press's maximum sheet size around the cylinder (normally the sheet's short edge dimension).
Maximum Sheet Size: **Across Cyl.**	Displays the press's maximum sheet size across the cylinder (normally the sheet's long edge dimension).
Image Area and Plate Size tab	
Maximum Image Area: **Around Cyl.**	Displays the maximum image area that can be printed on this press around the cylinder.
Maximum Image Area: **Across Cyl.**	Displays the maximum image area that can be printed on this press across the cylinder.
Plate Size: **Around Cyl.**	Displays the plate size that fits around the cylinder.
Plate Size: **Across Cyl.**	Displays the plate size that fits across the cylinder.
Standard Sheet Sizes tab	
Add New/ **Sheetfed Press** box	Becomes active when you click **Add New** on the toolbar. In the sheetfed press box, type the name of the press on which this sheet size can be used.
Around/ **Across** boxes	Indicates the dimensions of the sheet around and across the cylinder in the boxes. Select the **Add Sheet Size** button to add the sheet size.
Sheet Size box	Lists the sheet sizes that have been added to the library for this press. To delete a sheet size, select it, then select the **Delete Sheet Size** button. When you create a new press layout in Planner, you can select from the list of standard sheet sizes for a specific press in the*Press Sheet Size Selector–Sheetfed Dialog Box*.

Created tab - read only	
Created/by boxes	Displays the date this press was added to the library, and the ID of the person who added the information.
Last Modified/ by boxes	Displays the date that information about this press was last modified, and the ID of the person who last modified the information.
Preps tab	
Press Sheet Edge to Punch Center	Displays the setting used for *Preps* templates exported by *Kodak UpFront*, which eliminates the need to edit the punch distance in *Preps*.
Grip and Other Paper Edges tab	
Minimum Paper Grip box	Displays the minimum grip that you want this press to allow. To account for bleed or to keep a standard across different presses, companies sometimes use a minimum paper grip that is greater than the absolute minimum the press can use.
Plate Edge to Press Sheet Edge box	Displays the distance from the plate edge to the press sheet edge.
Absolute Minimum Plate Edge to Trim box	Every press cylinder has a zero setting that enables the printing of the maximum possible image area, but not all companies use these factory default settings. In some cases, such as printing a poster on a full sheet size with a maximum image area, the cylinders must be set to zero and the film/plates must be gripped to the absolute minimum measurement from plate edge to trim. *Kodak UpFront* then defaults back to the film grip measurement for **Absolute Minimum Plate Edge to Trim** instead of the grip calculated from the **Plate Edge to Press Sheet Edge** number plus the paper grip.
Minimum Back Edge/ Side Edge Paper boxes	Indicate the minimum amount of paper required at the specified edges for this press to be able to print. A press that most commonly prints on board stock may need more paper at the back edge of a press layout than a press that prints on lighter stocks. These settings often confuse new users, so if in doubt, enter only a small or 0 value.
Perfects tab	
Perfects check box	Indicates that the press can perfect.
Min Perfect Sheet Across /Around Cyl.	Indicates the minimum perfecting sheet that can be printed on this press around/across the cylinder

Tag Section Plan for CIP4 Folding Dialog Box

In the Tag Section Plan for CIP4 Folding dialog box, you select the MBO or JDF tag you want to apply to the selected section plan. The tag informs folding equipment about how to fold the section.

The Tag Section Plan for CIP4 Folding dialog box appears when you select **Tag Section Plan** from the **File** menu and double-click a section plan in the *Section Plans Window*.



MBO Tag column	Lists the available MBO folding tags. If a corresponding JDF tag exists, it appears in the same line as the MBO tag.
JDF Tag column	Lists the available JDF folding tags. If a corresponding MBO tag exists, it appears in the same line as the JDF tag.
Orientation for Folding Machine	The JDF (Job Definition Format) file now includes the folding orientation required for your specific job. The **Orientation for Folding Machine** option enables you to include the required orientation for your folding machine. Choose **0**, **90**, **180**, or **270** degrees.

Tools Menu

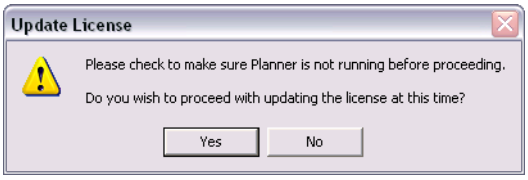
The **Tools** menu offers access to the Marks palette, calculator, Update License dialog box and Preferences dialog box.

Marks Palette	Opens the *Preps Marks palette* or the *Diagram Marks Palette*.
Calculator	Launches the *Windows* Calculator.
Update License	Opens the *Welcome to UpFront Dialog Box*, where you can type a new password to update your license.
Preferences	Opens the *Preferences Dialog Box* where you define settings that affect the databases and a variety of areas of the *Upfront* software.

Update License Message

The Update License message reminds you to quit UpFront Planner before you update your license. If Planner is running while you enter a new password in UpFront Job Builder, the next time you start Planner it still has the old password, and you have to enter the new password again.

The Update License message appears when you select **Update License** from the **Tools** menu.



View Menu

The **View** menu offers viewing options in Planner.

Switch to Diagram/ Preps View	Enables you to switch views between displaying Diagram marks and Preps marks.
Refresh	Refreshes the image in the *Press Layout Window*, and refreshes the libraries so that dialog boxes that list library items reflect recent changes.
Zoom In	Enables you to enlarge image areas.
Zoom Out	Enables you to reduce image areas.
Fit to Window	Enables you to resize the image so that the entire image is displayed in the display window.

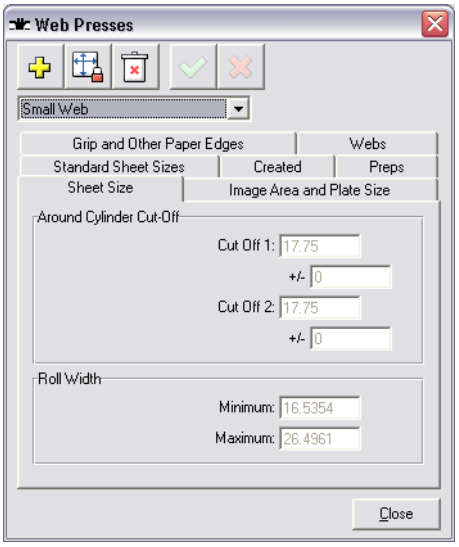
Web Presses Dialog Box

In the Web Presses dialog box, you add new web presses to the library and edit specifications for current web presses.

For more information about entering equipment in the library, see the installation and deployment guide.

The Web Presses dialog box appears when you select **Web Presses** from the **Libraries** menu.

For convenience, the specifications of the last press selected from the library are duplicated on all the tabs, and remain in effect unless you replace them with new specifications.



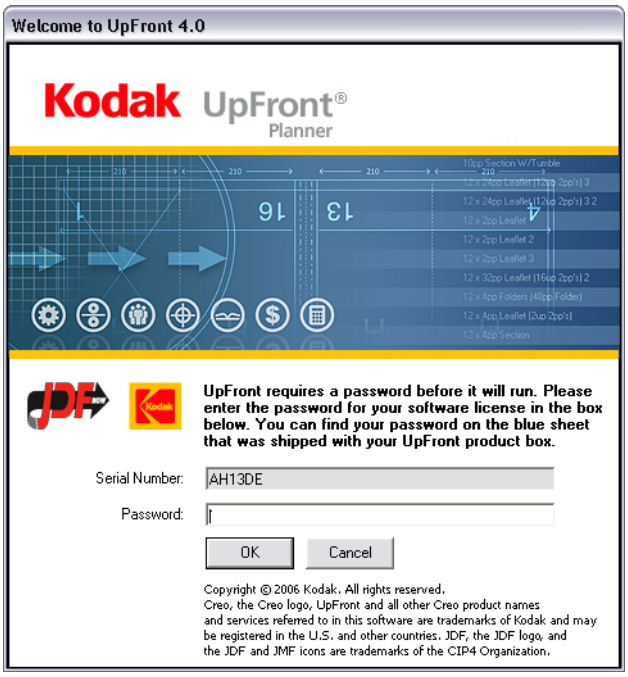
Sheet Size tab	
Around Cylinder Cut-Off 1	Displays the press's cut-off specification.
Around Cylinder Cut-Off 2	In most cases, this specification is set the same as Cut Off 1. Rarely, some web presses can have a second cut-off specification.
+/- boxes	Indicate the tolerance for cutoffs (if used).
Roll Width Min/ Max	Indicate the press's minimum/maximum roll width (minimum/maximum across the cylinder dimension)
Image Area and Plate Size tab	
Max Image Area: **Around Cylinder**	Displays the maximum image area that can be printed on this press around the cylinder.
Max Image Area: **Across Cyl.**	Displays the maximum image area that can be printed on this press across the cylinder.
Plate Size: **Around Cyl.**	Displays the plate size that fits around the cylinder.
Plate Size: **Across Cyl.**	Displays the plate size that fits across the cylinder.
Standard Sheet Sizes	
Add New button/ **Web Press** box	Activates the controls on this tab. In the web press box, type the name of the press on which this sheet size can be used.
Across	Indicates the dimension of the sheet across the cylinder. Type the dimension, then select the **Add Sheet Size** button.
Sheet Size list	Lists the sheet sizes that have been added to the library for this press. To delete a sheet size, select it, then select the **Delete Sheet Size** button. When you create a new press layout in Planner, you can select from a list of standard sheet sizes for a specific press in the*Press Sheet Size Selector–Sheetfed Dialog Box*.
Created tab **- read only**	
Created/by	Displays the date this press was added to the library, and the ID of the person who added the information.
Last Modified/ by boxes	Displays the date that information about this press was last modified, and the ID of the person who last modified the information.
Preps tab	

Distance Press Sheet Edge to Punch Center	Displays the setting used for *Preps* templates exported by *Kodak UpFront*, which eliminates the need to edit the punch distance in *Preps*.
Grip and Other Paper Edges	
Minimum Paper Grip	Displays the minimum grip that you want this press to allow. To account for bleed or to keep a standard across different presses, companies sometimes use a minimum paper grip that is greater than the absolute minimum the press can use.
Plate Edge to Press Sheet Edge	Displays the distance from the plate edge to the press sheet edge. In Planner, if the **Auto Calculate** button at the bottom of the Press Layout window is depressed when you create a press layout, Planner automatically adds the paper grip number to this number to calculate the film grip margin—the film edge to first trim measurement.
Absolute Min Plate Edge to Trim	Every press cylinder has a zero setting that enables the printing of the maximum possible image area, but not all companies use these factory default settings. In some cases, such as printing a poster on a full sheet size with a maximum image area, the cylinders must be set to zero and the film/ plates must be gripped to the absolute minimum measurement from plate edge to trim. In these situations, Planner defaults back to the film grip measurement for **Absolute Minimum Plate Edge to Trim** instead of the grip calculated from the **Plate Edge to Press Sheet Edge** number plus the paper grip.
Min Back Edge/ Side Edge Paper	Displays the minimum amount of paper required at the specified edges for this press to be able to print. A press that most commonly prints on board stock may need more paper at the back edge of a press layout than a press that prints on lighter stocks. These are the most common settings that confuse new users, so if in doubt, err on the side of caution by entering a small or 0 value.
Webs tab	
Number of Webs options	Offers options for the number of webs on this press.

Welcome to UpFront Dialog Box

In the Welcome to UpFront dialog box, you enter a password to activate a new license of UpFront or to update an existing one.

The Welcome to UpFront dialog box appears when you click **Yes** in the *Update License Message*.



Serial Number box	Indicates the serial number of your UpFront dongle.
Password box	Provides a place for you to type your new UpFront password.

Window Menu

The **Window** menu offers display settings and navigation between windows.

Tile Horizontally	Tiles windows across the full width of the screen, one below the other.
Tile Vertically	Tiles windows across the full height of the screen, side by side.
Cascade	Tiles windows in a staggered pattern, with their title bars showing.
Arrange Icons	Arranges icons on the screen.
Back/Forward	Moves to the previous or next window in a wizard.
Window name	Identifies the window currently open.

4 Job Builder Reference

Overview....167
About UpFront Job Builder window....167
Adding Stock message....167
Binding Section Sequence window....168
Cannot Combine Message....169
Change Job Description message....170
Change Impose Sections Message Box....170
CIP3 Binding Data Spine Length Dialog Box....170
Clients Dialog Box....171
Colors Window....173
Common Folios Dialog Box....173
Contact Kodak Command....174
Context Menus....174
Creep Allowance Dialog Box....175
Custom Trim Size Dialog Box....175
Description Field Change Dialog Box....175
Diagram Ellipse Properties Dialog Box....176
Diagram Line Properties Dialog Box....176
Diagram Marks Palette....177
Diagram Notes Dialog Box....179
Diagram Rectangle Properties Dialog Box....180
Edit Page Quantity Dialog Box....180
Edit Sections Dialog Box....181
Edit Spine Width Dialog Box....182
Enter Password Dialog Box....183
Export Data Dialog Box....183
File Menu....190
Finished Trim Sizes Dialog Box....191
Finishing Equipment Dialog Box....192
Footnotes Dialog Box....195
Impose Sections for Stock Context Menu....196
Impose Sections for Stock Window....196

Ink Colors Dialog Box....199
JDF Job File Dialog Box....200
Job Database Dialog Box....200
Job Menu....201
Job Colors Dialog Box....201
Job Description Window....202
Job Diagram Notes Dialog Box....205
Job Footnotes Dialog Box....206
Job Summary Right-click Menu....207
Job Summary Press Layout Right-click Menu....207
Job Summary Window....208
Job Title and Description Dialog Box....209
Landscape Printout Dialog Box....210
Libraries Menu....210
Log In Dialog Box....211
Main Database Dialog Box....212
Manual Sections Dialog Box....212
Missing Stocks Dialog Box....213
No Ink Zone Dialog Box....213
No Matching Press Layouts Found Message....213
Open Diagram Notes Dialog Box....214
Open Footnotes Dialog Box....214
Open Job Window....215
Page Folios and Colors Window....217
Page Menu....219
Page Properties Dialog Box....220
Pairs 2up Menu....222
Plan Database Dialog Box....222
Portrait or Landscape Printout Dialog Box....222
Preferences Dialog Box....223
Preps Exposure Bar Properties Dialog Box....242
Preps File Mark Properties Dialog Box....243
Preps Job File Dialog Box....244
Preps Line Mark Properties Dialog Box....244
Preps Marks Data Dialog Box....246

Preps Marks Palette....247
Preps Page Properties dialog box....250
Preps Rectangle Mark Properties Dialog Box....251
Preps Static Signature Collation Mark Properties Dialog Box....252
Preps Template File Dialog Box....253
Preps Text Mark Properties Dialog Box....254
Press Layout Colors Dialog Box....255
Press Layout Database Dialog Box....255
Press Layout Diagram Notes Dialog Box....256
Press Layout Menu....256
Press Layout Names Dialog Box....257
Press Layout Test Dialog Box....257
Press Layout Window....258
Press Sheet Side Colors Dialog Box....259
Press Sheet Side Diagram Notes Dialog Box....260
Print Diagrams Dialog Box....260
Print Dialog Box....261
Print Preview Window....262
Rename Press Layout Dialog Box....263
Rename Press Sheet Side Dialog Box....263
Rotate Page Pairs 180° Dialog Box....264
Save Diagram Notes Dialog Box....265
Save Footnotes Dialog Box....265
Save Job As Dialog Box....266
Section Finishing Properties Dialog Box....267
Section Menu....268
Section Properties Dialog Box....270
Section Specifications Dialog Box....270
Select Client Dialog Box....271
Select Picture Dialog Box....271
Select the Layout Plan Window....271
Select the Press Layout Window....273
Select the Section Window....275
Sheetfed Presses Dialog Box....277
Stock Dialog Box....280

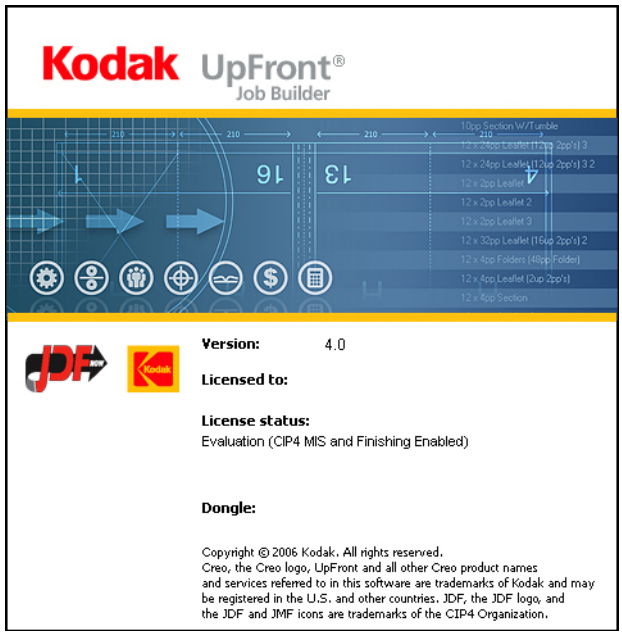
Test Report....281
Tools Menu....281
Update License Message....282
Web Presses Dialog Box....282
Welcome to UpFront Dialog Box....284
Window Menu....285

Overview

This chapter provides explanations about the windows, dialog boxes, menus, toolbars, and tool palettes in Job Builder. These items are listed in alphabetical order, followed by explanations of all the elements in the window, dialog box, menu, toolbar, or tool palette. Items that appear in both Job Builder and Planner are included in both reference chapters.

About UpFront Job Builder window

The About UpFront Job Builder window displays the product logo, version number, hardware key number, and copyright information.

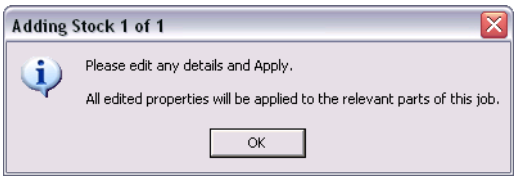


The About UpFront Job Builder window appears when you select **About UpFront** from the **About** menu. Click anywhere on this window to close it.

Adding Stock message

In the Adding Stock message, Job Builder tells you to edit as necessary the information about the stock from the JDF file that you are adding to the library using the *Stock Dialog Box*.

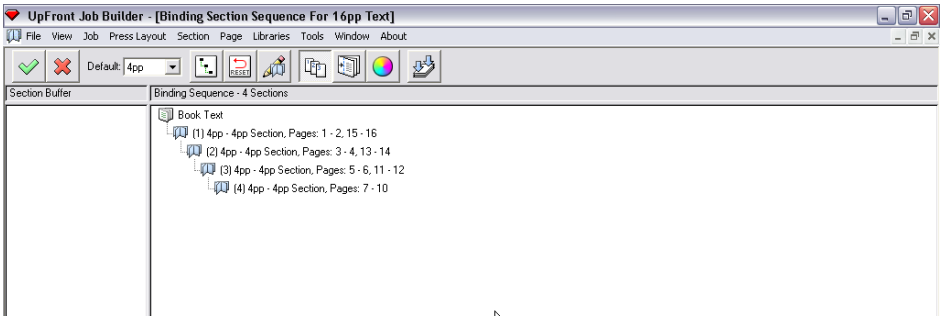
The Adding Stock message appears when you click **Yes** in a *Missing Stocks Dialog Box*, to indicate you want to add the missing stock to the library.



Binding Section Sequence window

In the Binding Section Sequence window, you accept a pre-selected binding sequence based on your history of specification and binding use, or you custom-select and arrange job components to meet your specific needs. You display or hide information about page creep and colors as needed. If you use metric measures, you can include grammage in the search for section plans.

The Binding Section Sequence window appears when you click the **Sections** button in the *Job Description Window*.



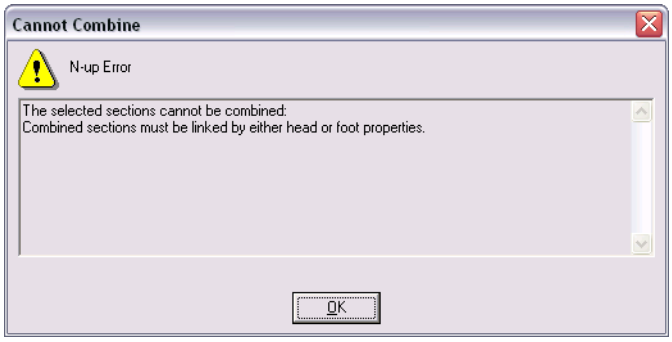
OK button	Applies the selected sections in the *Binding Section Sequence window* and returns you to the *Job Description Window*.
Cancel button	Returns you to the *Job Description Window* without applying changes.
Default list	Lists the choices for largest section. Select the size you want to use as the default. If you already created a binding sequence, selecting this default replaces the section plans in use with the most frequently selected section plan of this size.
Default Sequence button	Returns the binding sections to the default binding sequence for this binding style. Retains the selected section plans. Can also be used to resequence selected sections for a changed binding style.
Reset button	Moves the sections from the **Binding Sequence** column to the **Section Buffer** column, so that you can start creating a binding sequence again.
Edit Sections button	Opens the *Edit Sections Dialog Box*, where you edit the possible combinations of sections for the page count in the job.
Show Page Numbers button	Displays the page numbers beside each section.
Show Creep button	Lists the creep adjustment beside each section.

Show Section Side Colors button	Lists the color settings for each side of each section.
Include Grammage In Search button (metric only)	Includes grams/square meter in the search for section plans.
Section Buffer	Lists sections that are not yet included in the binding sequence. Clicking **Reset** cancels the placement of sections already in the binding sequence and places them in the **Section Buffer** column.
Binding Sequence	Displays the current state of the binding sequence.

Cannot Combine Message

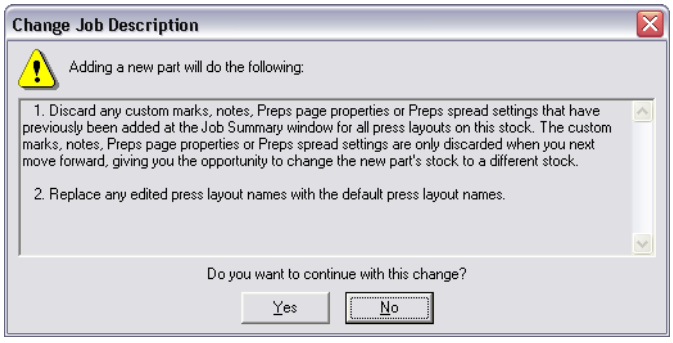
The Cannot Combine message appears when you try to create an N-up combination that is not set up correctly. The message that you see depends on the situation that needs to be corrected.

For example, it might inform you that the sections are not linear or that they are not the same size. Sections to be combined must be linked by their head and foot properties and aligned exactly, with identical properties—such as all with a front lip.



Change Job Description message

The Change Job Description message appears when you try to add a part to a job that has already been imposed, or change specifications for an existing job part. The message varies depending on the kind of change. This example message appears when you try to add a job part to a job that has already been imposed.

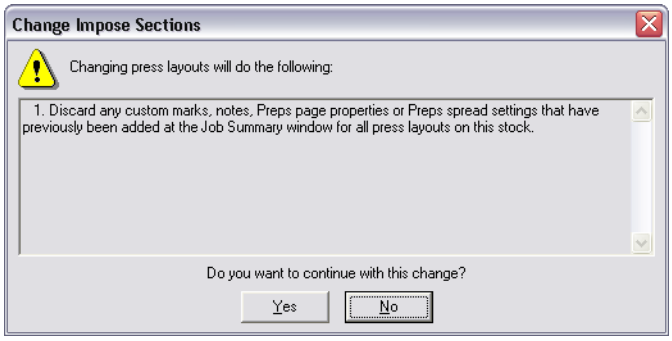


The message explains that if the part you are adding is on the same stock as any of the existing job parts, your custom marks, notes, Preps page properties, and Preps spread settings added at the *Job Summary Window* will be discarded, and any custom press layout names used for that stock will revert to the default press layout names.

If the new job part is on a stock not used in any of the existing job parts, your custom notes, marks, page properties, spread settings, and layout names are retained.

Change Impose Sections Message Box

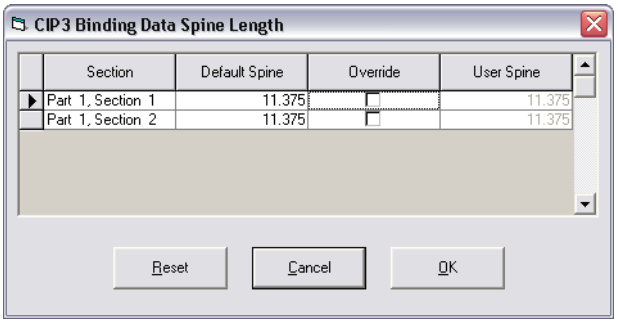
The Change Impose Sections message appears when you click **Reset** in the *Impose Sections for Stock Window* dialog box. The message explains what will happen if you change press layouts.



CIP3 Binding Data Spine Length Dialog Box

In the CIP3 Binding Data Spine Length dialog box, you can edit the default spine length data for one or more sections in the current job. These changes are applied to the CIP3 binding data file exported from the job.

The CIP3 Binding Data Spine Length dialog box appears when you click the **Spine Length** button in the Export Data dialog box, on the **CIP3 Binding** tab under **Stitching Data**. The **Spine Length** button is activated when the **User-Defined Spine Length** option is selected.

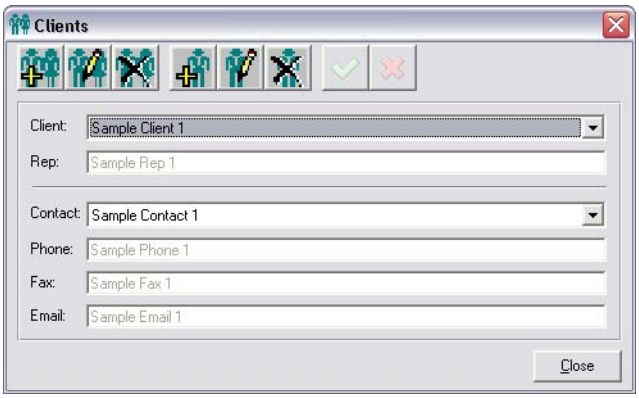


Focus (first column)	Identifies the section you are currently editing. An arrow identifies the selected section; an edit icon (pencil) identifies the section when you are editing.
Section column	Lists the sections in each part of the job.
Default Spine column	Lists the default spine length for each section, including the head and foot trims.
Override column	Enables you to override the default spine length for the section in that row.
User Spine column	Indicates the custom spine length applied to the section in that row.
Reset button	Returns all the settings to the default spine lengths.

Clients Dialog Box

In the Clients dialog box, you add, edit, and delete clients and their contacts in the Clients library. The Clients dialog box appears when you:

- Select **Clients** from the **Libraries** menu
- Click the **Add/Edit Clients** button in the *Save Job As Dialog Box*
- Click the **Add/Edit Clients** button in the *Select Client Dialog Box*



Add New Client button	Clears the client and contact information boxes so you can enter information about a new client company.
Edit Client button	Information about the selected client company and your company's representative to this client becomes editable.
Delete Client button	Deletes the selected client company from the library.
Add New Contact button	Clears the contact information boxes to receive new information about the contact at the client company.
Edit Contact button	Makes information editable about the selected contact at the client company.
Delete Contact button	Deletes the selected contact at the client company from the library.
Apply to Library button	Applies your changes to the Clients library.
Cancel button	Cancels the displayed changes to the Clients library.
Client list	Lists the client companies in the Clients library.
Rep box	Displays the name of your company representative who works with this client.
Contact list	Lists the contacts at the client company.
Phone box	Displays the phone number of the selected contact at the client company.
Fax box	Displays the fax number of the selected contact at the client company.
Email box	Displays the e-mail address of the selected contact at the client company.

Colors Window

In the **Colors** window, you select the color where you want the folio or the Head "H" to be displayed in the Press Layout window.

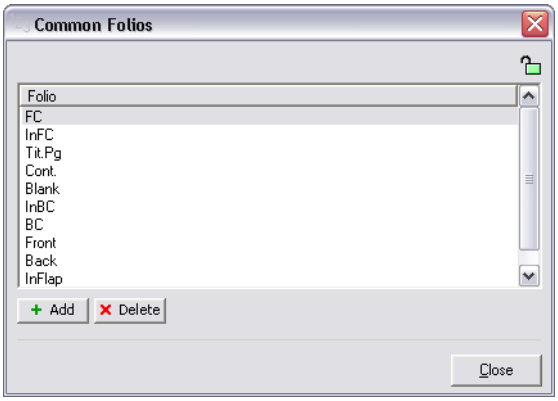


The Colors window appears when you click the color display box for **Folio Color** or **Head "H" Color** on the **Folio** tab of the *Page Properties Dialog Box*.

Common Folios Dialog Box

In the Common Folios dialog box, you can add, edit, and delete folio names from the list that Job Builder offers in the **Folio** column of the *Page Folios and Colors Window*.

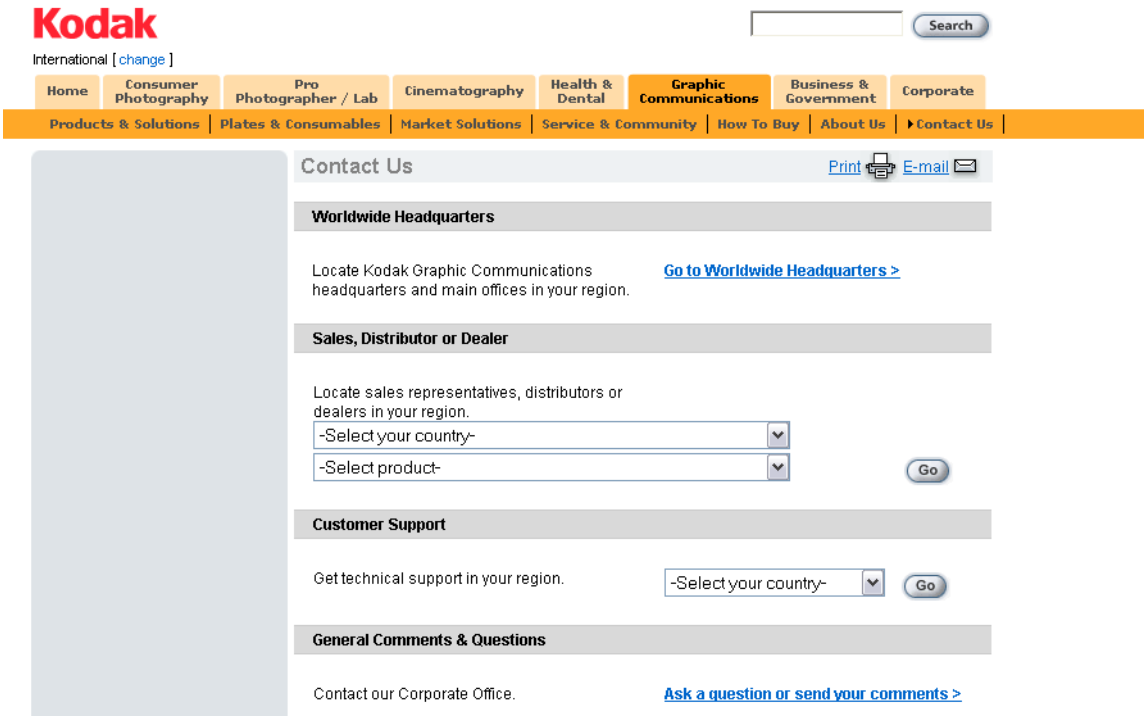
The Common Folios dialog box appears when you select **Common Folios** from the **Libraries** menu. The default access level is Planner.



Add button	Activates the **Folio** box so that you can type a new folio name.
Delete button	Deletes the selected folio name from the list.
Folio box	Serves as a work area when adding and editing common folio names.
Folio list	Lists the current common folio names.

Contact Kodak Command

The Contact Kodak command in the About menu takes you the Contact Us page of the Kodak Graphics Communication Group web site. It appears when you select **Contact Kodak** from the **About** menu.



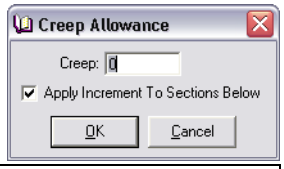
Context Menus

Context menus offer shortcuts to commands that are usually, but not always, available from menus, toolbars, or dialog boxes. A context menu appears when you right-click a window or an object in the window. In this reference chapter, context menus are named for the windows from which they open. For example, a context menu that opens from the *Job Summary Window* is listed under “Job Summary context menu.”

Creep Allowance Dialog Box

In the Creep Allowance dialog box, you enter the amount of creep allowance for the selected section. You can increment the creep allowance through the sections following this section in the binding sequence.

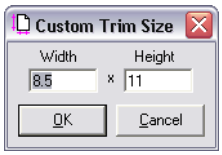
The Creep Allowance dialog box opens from the *Binding Section Sequence window* when you click **Creep**, then double-click the section to which you want to apply the creep allowance.



Creep box	Indicates the amount of creep allowance you want to apply to the selected section.
Apply Increment To Sections Below check box	Applies increments of creep allowance to the sections that follow the selected one in the binding sequence.

Custom Trim Size Dialog Box

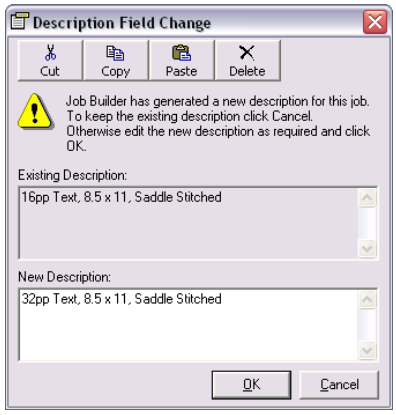
In the Custom Trim Size dialog box, you type the dimensions of a custom trim size for the current job. This trim size is not added to the library. To add the trim size to the library, use the *Finished Trim Sizes Dialog Box*.



The Custom Trim Size dialog box opens from the *Job Description Window* when you select **Custom** from the **Finished Trim Size** list.

Description Field Change Dialog Box

In the Description Field Change dialog box, the existing job description and the new job description are displayed. You can accept the new description as is, edit it, or cancel it to keep the existing job description.



The Description Field Change dialog box appears when you edit a saved job, and when you import a JDF file into a job, after you completed all the steps up to the *Job Summary Window*.

Cut button	Cuts the selected text in **New Description**.
Copy button	Copies the selected text in **New Description**.
Paste button	Pastes the selected text in**New Description**.

Delete button	Deletes the selected text in **New Description**.
Existing Description	Displays the existing description of the job.
New Description	Displays the new job description, which is applied if you click **OK**, or discarded if you click **Cancel**.

Diagram Ellipse Properties Dialog Box

In the Diagram Ellipse Properties dialog box, you select settings to specify the appearance of ellipse marks you are going to place on the layout diagram for this job.



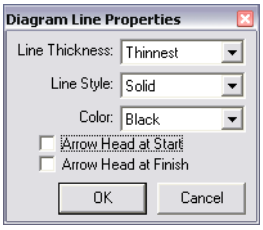
These settings affect marks you create from now on; they do not affect existing marks. The marks are saved with the job, not with the press layout. To add marks that are saved with the press layout, use UpFront Planner.

The Diagram Ellipse Properties dialog box appears when you right-click the **Ellipse** tool in the **Marks on <layout name>** area of the Diagram Marks palette, then select **Ellipse Properties**.

Line Thickness list	Lists different thicknesses to apply to the ellipse mark.
Line Style list	Lists different line styles to apply to the ellipse mark.
Color list	Lists colors to apply to the ellipse mark.
Fill Style list	Lists fill styles to apply to the ellipse mark.

Diagram Line Properties Dialog Box

In the Diagram Line Properties dialog box, you select settings to specify the appearance of line marks you are going to place on the layout diagram for this job.



These settings affect marks you create from now on; they do not affect existing marks. The marks are saved with the job, but not with the press layout. To add marks that are saved with the press layout, use UpFront Planner.

The Diagram Line Properties dialog box appears when you right-click the **Line** tool in the **Marks on <layout name>** area of the Diagram Marks palette, then select **Line Properties**.

Line Thickness list	Lists different thicknesses to apply to the line mark.
Line Style list	Lists different styles to apply to the line mark.

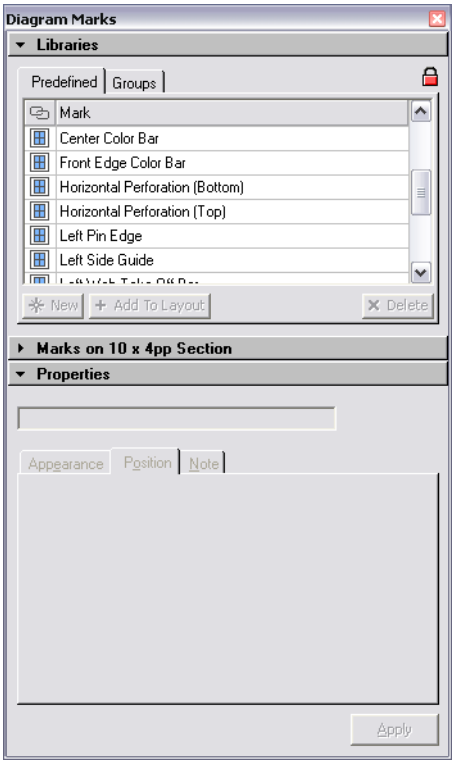
Color list	Lists colors to apply to the line.
Arrow Head at Start/ Finish	Offers the option of adding an arrow head to the start or the finish of the line.

Diagram Marks Palette

UpFront features a Marks palette for single-location (centralized) mark access and usage. You can access all diagram marks via this palette. You can manage all mark libraries and handle all mark placement on the layout from this floating palette.

The Marks palette is accessed from the **Tools** menu. It contains three areas: **Libraries**, **Marks on <layout name>** and **Properties**.

By default, the **Libraries** area is locked, and the parameters in the **Properties** area are read-only. If you have the required access level, you can unlock the palette with the appropriate password.



For information about using the **Libraries** and **Marks on <layout name>** areas of this palette see the Chapter 5, *Working With Diagram Marks* in this user guide.

In the **Properties** area for a selected mark, you specify the style, placement and color of the mark that prints on the layout diagram.

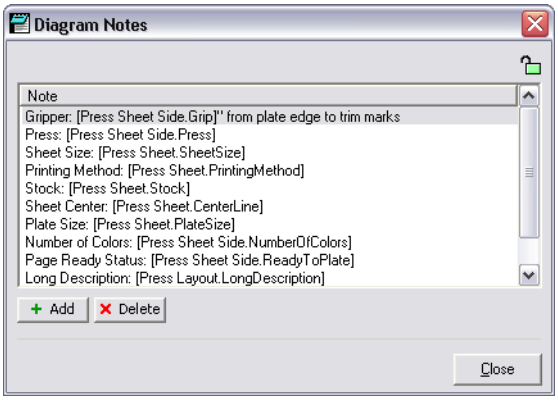
The parameters in the **Properties** area differ according to the type of the selected mark in the **Libraries** or **Marks on <layout name>** areas.

Appearance tab	
Line Thickness list	Lists the various line thickness settings you can apply to the mark.
Line Style list	Lists the various line styles you can apply to the mark.
Color list	Lists the colors you can apply to the mark.
Fill Style list	Lists the various fill styles you can apply to the mark.
Position tab	
X1/**Y1**/**X2**/**Y2** Reference point list	The 0,0 point for the purpose of positioning marks is the upper-left corner, which is the location of the X1 and Y1 points. X2 is at the upper-right corner, and Y2 is at the lower-left corner. Lists the reference points from which you can begin when specifying the position of a mark. In the **Position** tab example, the color bar runs across the press sheet from left to right, starting 0.25" from the left edge (X1) and stopping 0.25" from the right edge (X2), starting vertically 0.5" above the press sheet (Y1) and stopping 0.3" above the press sheet (Y2), to be 0.2" high.
+/- boxes	A positive number moves the mark to the right or down. A negative number moves it to the left or up.
Coordinates boxes	Display the X or Y coordinate for the mark, measured from the selected location on the press sheet; either use the increment buttons to increase or decrease the number of the coordinate, or type a new number.
Note tab	
Text Alignment buttons	Align the note with left justification, centering, or right justification.
Text Style buttons	Make the note text bold, italic, or underlined.
Note text box	Provides an entry box for you to type the note text.
Rotation box	Displays the rotation of the note. Type a rotation or use the increment buttons to increase or decrease the rotation.
Color list	Lists colors to apply to the note.

X and Y reference point lists	List the reference points from which you can begin when specifying the position of the note. In the **Note** tab example, the note “Color Bar” is placed 0.875" to the right of the center of the press sheet, at the top.
Coordinates boxes	Display the X or Y coordinate for the note, measured from the selected location on the press sheet; either use the increment buttons to increase or decrease the number of the coordinate, or type a new number.

Diagram Notes Dialog Box

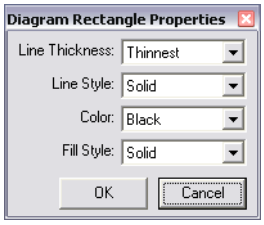
In the Diagram Notes dialog box, you add, edit, and delete diagram notes that print on layout diagrams. The diagram notes in the list are printed on layout diagrams. The Diagram Notes dialog box appears when you select **Diagram Notes** from the **Libraries** menu. The default access level is Planner.



Attention: At least two diagram notes must remain in the library. You can delete all the diagram notes in the library as long as you create two before closing the Diagram Notes dialog box.

Add button	Activates the **Note** box so that you can type a new note.
Delete button	Deletes the selected diagram note from the list of notes that print on layout diagrams.
Diagram Note box	Serves as a work area where you add and edit diagram notes.

Diagram Rectangle Properties Dialog Box



In the Diagram Rectangle Properties dialog box, you select settings to specify the appearance of rectangle marks you are going to place on the layout diagram for this job.

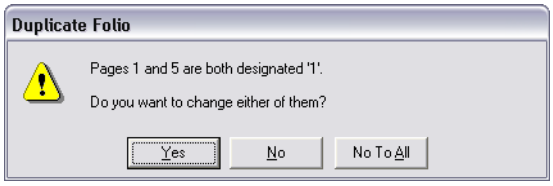
These settings affect marks you create from now on; they do not affect existing marks. Marks are saved with the job, but not with the press layout. To add marks that are saved with the press layout, use UpFront Planner.

The Diagram Rectangle Properties dialog box appears when you right-click the **Rectangle** tool in the **Marks on <layout name>** area of the Diagram Marks palette, then select **Rectangle Properties**.

Line Thickness list	Lists different line thicknesses to apply to the rectangle mark.
Line Style list	Lists different line styles to apply to the rectangle mark.
Color list	Lists colors to apply to the rectangle mark.
Fill Style list	Lists fill styles to apply to the rectangle mark.

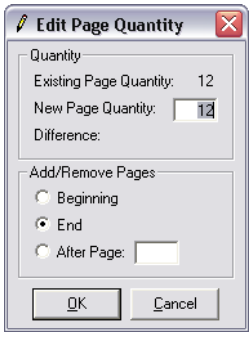
Duplicate Folio Message

The Duplicate Folio message notifies you if two pages in a job have the same folio. The Duplicate Folio message opens if **Check** is selected in the *Page Folios and Colors Window*. If you click **Yes**, the first of the conflicting folios is highlighted in the *Page Folios and Colors Window*.



Edit Page Quantity Dialog Box

You use the Edit Page Quantity dialog box to change the number of pages in a job part when you have already applied a number. After changing the page quantity, you are directed to the *Binding Section Sequence window*, the *Impose Sections for Stock Window*, and possibly the *Page Folios and Colors Window* to update your settings.



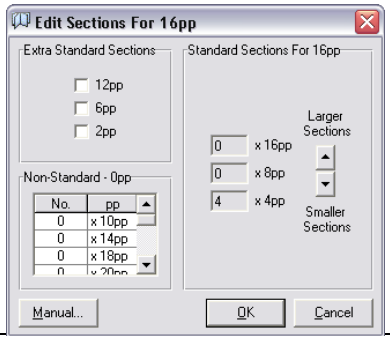
The Edit Page Quantity dialog box appears when you click the **Edit** button beside the **Quantity** box in the **Pages** area of the *Job Description Window*.

Existing Page Quantity number	Displays the starting page quantity in the job part.
New Page Quantity box	Accepts a new page quantity for the job part.
Difference number	Displays the difference between the existing page quantity and the new page quantity.
Beginning option	Indicates that pages are to be added or removed at the beginning of the job part.
End option	Indicates that pages are to be added or removed at the end of the job part.
After Page option/box	Indicates that pages are to be added or removed after the specified page.

Edit Sections Dialog Box

In the Edit Sections dialog box, you edit options for different combinations of sections to use in the binding sequence. You can also open the *Manual Sections Dialog Box* to include sections considered non-standard for this page count, or to directly select a specific configuration.

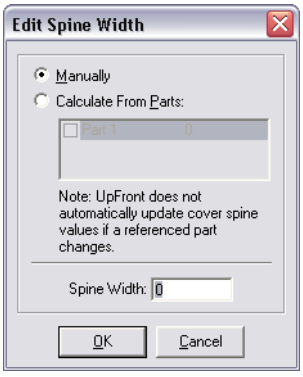
The Edit Sections dialog box appears when you click **Edit** in the *Binding Section Sequence window*.



Extra Standard Sections area	Offers standard sections not currently in use that can be included to create sections for this job part. Select the check box for an extra standard section to include in the binding sequence for the job part.
Standard Sections area	Offers various binding sequences to make up the job part.
Larger Sections button	Select this button repeatedly to use increasingly larger sections to make up the binding sequence.
Smaller Sections button	Select this button repeatedly to use increasingly smaller sections to make up the binding sequence.

Non-Standard box	Identifies the number of non-standard sections used in the binding sequence. You add non-standard sections to the binding sequence in the *Manual Sections Dialog Box*.
Manual button	Opens the *Manual Sections Dialog Box*, where you specify any combination of sections to make up the binding sequence.

Edit Spine Width Dialog Box



In the Edit Spine Width dialog box, you either manually enter the spine width you want, or have Job Builder calculate the spine width from the stock thickness and number of pages in the text body part(s) of the job. If the page count or stock of the body part(s) changes later, you need to update the spine width setting.

The Edit Spine Width dialog box appears when you select the **Edit** button under **Cover Spine Width** in the *Job Description Window*. For the **Edit** button to be activated, the following conditions must exist:

- The job contains a cover part.
- The tab for the cover part is displayed.
- A binding style other than **Saddle Stitched** is selected from the **Finishing Method** list for the cover.

For Job Builder to offer a spine width automatically calculated from job parts, the following conditions must exist:

- The job contains at least one part of any kind as well as a cover part.
- A binding style other than **Saddle Stitched** is selected from the **Finishing Method** list for the cover part.
- A stock other than **Sample Stock** is selected from the **Stock** list for the body part.

Manually option	Activates the **Spine Width** box at the bottom of the dialog box so that you can type a spine width.
Calculate From Parts option	Activates the list of job parts other than the cover, so you can select the part(s) you want included in the spine width calculation.
Job parts check boxes	Select the check boxes of the job parts you want included in the spine width calculation.
Spine Width box	Displays the spine width.

Enter Password Dialog Box

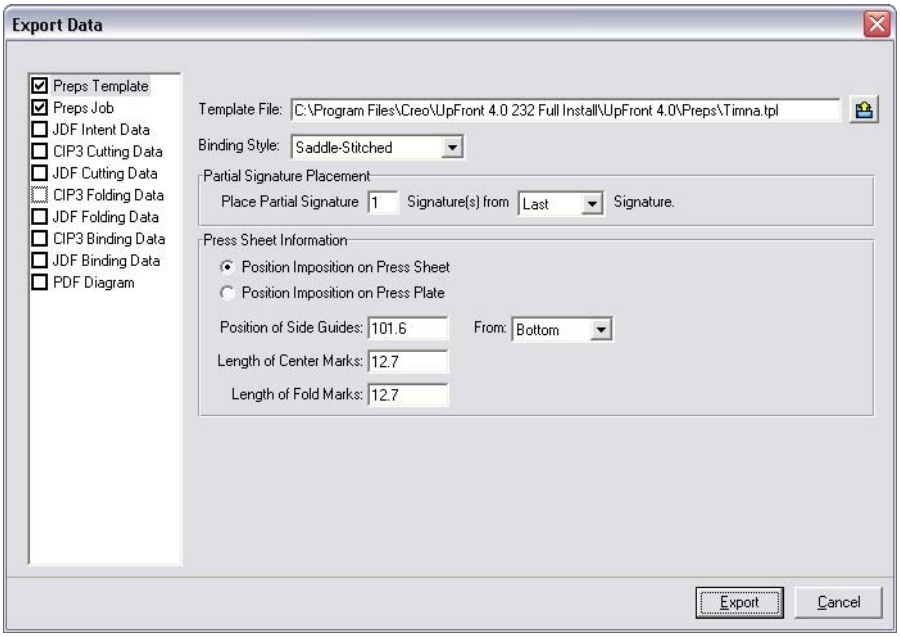
In the Enter Password dialog box, you enter the password for the level indicated—Administrator, Planner, or User—to be allowed to perform a password-protected task. An Enter Password dialog box appears whenever you reach the point of performing a protected task. You can change the security levels for tasks at any time to suit your needs.



Export Data Dialog Box

In the Export Data dialog box, you provide specifications to be used in creating the Preps template file or *Preps* job file that Job Builder exports based on this job.

Depending on the capabilities included with your UpFront license, you can also specify the export location and settings for JDF intent data files, and JDF or CIP3 cutting, folding, or binding data. The cutting, folding, or binding data can be used to run CIP3- or JDF-compliant equipment.



The Export Data dialog box opens after you click **Save** in the *Save Job As Dialog Box*, if the **Export Data** check box is selected.

Preps Template	
Preps Template File check box	Enables the controls in the **Preps Template** area. To export a Preps template file, select this check box. If you do not want to export a Preps template file, clear the check box.
Template File box	Shows the path to the location where the Preps template file is to be saved. When this Preps template file is created, the name is based on the job number that you gave in the *Save Job As Dialog Box*, or you can edit the name here.

Template File button	Opens the *Preps Template File Dialog Box*, where you can browse to select or create a different location where to save template files.
Binding Style list	Lists binding styles for the Preps template.
Partial Signature Placement boxes	Indicate where you want to place any partial signatures in the signature order. Type and select from the list to provide the location.
Preps Template: Press Sheet Information area	
Position Imposition options	Indicate whether your shop uses the press sheet or the press plate for positioning information.
Position of Side Guides/From boxes	Indicate the position of the side guides. Type the distance from an edge and select the edge to measure from. The position of the side guides refers to the intersection of the horizontal and vertical lines that compose the side guide mark. On sheetfed presses, side guides position the sheet as it feeds into the press.
Length of Center Marks box	Indicates the length of the center marks. Center marks identify the center of the press sheet and are positioned at the top and bottom. The top center mark begins 1/8" (3 mm) above the press sheet, and the bottom center mark begins 1/8" (3 mm) below the press sheet.
Length of Fold Marks box	Indicates the length of the fold marks. A fold mark is a line identifying where to fold the final product.
Preps Job	
Preps Job check box	Enables the controls in the **Preps Job File** area. To export a Preps job file, keep this check box selected. If you do not want to export a *Preps* job file, clear this check box.
Job File box	Shows the path to the location where the Preps job file is to be saved. When this Preps job file is created, the name is based on the job number that you gave in the *Save Job As Dialog Box*, or you can edit the name here.
Job File button	Opens the *Preps Job File Dialog Box*, where you can browse to select or create a different location where to save job files.

Shingling (Creep) Inner box	Type the amount you want to move the image area of the innermost page in the text parts of a Preps job. A positive number moves the image toward the binding; a negative number moves the image away from the binding. If the job contains multiple text parts that use stocks of different calipers, Job Builder warns you that shingling may not work correctly, and enables you to edit the shingling setting. **Note**: This setting does not affect cover parts.
Shingling (Creep) Outer box	Type the amount you want to move the image area of the outermost page in the text parts *Preps* job. A positive number moves the image toward the binding; a negative number moves the image away from the binding. If the job contains multiple text parts that use stocks of different calipers, Job Builder warns you that shingling may not work correctly, and enables you to edit the shingling setting. **Note**: This setting does not affect cover parts.
JDF Intent Data	
JDF Intent Data check box	Enables the controls in the **JDF Intent Data** area.
Destination Folder box	Shows the path to the location where the JDF intent data file is to be saved. When this JDF intent data file is created, the name is based on the job number that you gave in the Save Job As dialog box, unless you edit the name here.
JDF MIS File button	Opens a Browse for Folder dialog box, where you can browse to select or create a different location where to save the JDF intent data file.
Single Job File/ **Separate Part Files** options	Indicate whether you want to export the job as one file or as separate files for each job part.
Include Stripping Process check box	Includes specifications for the job's imposition data in the JDF intent file, for export to other MIS or prepress systems.
Include Finishing Processes check box	Includes specifications for processes such as cutting, folding, and collating in the JDF intent file.
CIP3 Cutting Data	
CIP3 Cutting Data check box	Enables the controls in this area. To export CIP3 cutting data, keep this check box selected. If you do not want to export CIP3 cutting data, clear this check box.
Destination Folder box	Shows the path to the location where the cutting data file is to be saved.

CIP3 Cutting File button	Opens the Browse for Folder dialog box, where you can browse to select a different location where to save this CIP3 cutting data file.
Export Measurement Unit list	Lists the measurement units you can use when saving cutting data.
JDF Cutting Data	
JDF Cutting Data check box	Enables the controls in this area.
Destination Folder path box	Shows the path to the location where the JDF cutting data file is to be saved. When this JDF cutting data file is created, the name is based on the job number that you gave in the Save Job As dialog box, unless you edit the name here.
JDF Cutting File button	Opens a Browse for Folder dialog box, where you can browse to select or create a different location where to save the JDF cutting data file.
Single Job File/**Separate Part Files** options	Indicate whether you want to export the job as one file or as separate files for each job part.
CIP3 Folding Data	
CIP3 Folding Data check box	Enables the controls in this area. To export CIP3 folding data, keep this check box selected. If you do not want to export CIP3 folding data, clear this check box.
Destination Folder path box	Shows the path to the location where the folding data file is to be saved.
CIP3 Folding File button	Opens the Browse for Folder dialog box, where you can browse to select a different location where to save this CIP3 folding data file.
Export Measurement Unit list	Lists the measurement units you can use when saving folding data.
MBO/**JDF Tags** options	Indicate whether you want to export MBO or JDF folding data for the job.
JDF Folding Data	
JDF Folding Data check box	Enables the controls in this area.

Destination Folder path box	Shows the path to the location where the JDF folding data file is to be saved. When this JDF folding data file is created, the name is based on the job number that you gave in the Save Job As dialog box, unless you edit the name here.
JDF Folding File button	Opens a Browse for Folder dialog box, where you can browse to select or create a different location where to save the JDF folding data file.
Single Job File/ **Separate Part Files** options	Indicate whether you want to export the job as one file or as separate files for each job part.
CIP3 Binding Data	
CIP3 Binding Data check box	Enables the controls in this area. To export CIP3 binding data, keep this check box selected. If you do not want to export CIP3 binding data, clear this check box.
Destination Folder	Shows the path to the location where the binding data file is to be saved.
CIP3 Binding File button	Opens the Browse for Folder dialog box, where you can browse to select a different location where to save this CIP3 binding data file.
Single Job File/ **Separate Part Files** options	Indicate whether you want to export the job as one file or as separate files for each job part. If job parts have different binding styles, these options are unavailable. At least one job part must be saddle stitched for these options to be available.
Stitching Data: Number of Stitches list	Indicates the numbers of stitches to be used on that individual section, or to be used on the binding object for multiple-up work.
Default/User-Defined Spine Length options	Indicate whether the spine is to be the default length or a user-defined length. The **User-Defined Spine Length** option activates the **Spine Length** button.
Spine Length button	Opens the *CIP3 Binding Data Spine Length Dialog Box*.
Export Measurement Unit list	Lists the measurement units you can use when exporting binding data. This measurement unit must match the units in your equipment specifications.
JDF Binding Data	
JDF Binding Data check box	Enables the controls in this area.

Destination Folder	Shows the path to the location where the JDF binding data file is to be saved. When this JDF binding data file is created, the name is based on the job number that you gave in the Save Job As dialog box, unless you edit the name here.
JDF Binding File button	Opens a Browse for Folder dialog box, where you can browse to select or create a different location where to save the JDF binding data file.
Single Job File/ **Separate Part Files** options	Indicate whether you want to export the job as one file or as separate files for each job part. If job parts have different binding styles, these options are unavailable. At least one job part must be saddle stitched for these options to be available.
JDF Binding Data: Stitching Data area	
Number of Stitches list	Indicates the number of stitches to use in the binding.
Staple Shape list	Indicates the type of staple to use.
Distance	Indicates the distance between staples.
JDF Binding Data: Soft Cover Data area: Spine Data subtab	
Milling Data area	
Milling Depth	Indicates the total cut-off of the spine.
Start Position	Indicates the start position of the milling tool.
Working Length	Indicates the working length of the milling operation.
Notching Data area	
Notching Distance	Indicates the distance between the notches.
Notching Depth	Indicates the notching depth relative to the leveled spine.
Operations Data area	
Operations	Indicate the operations to be applied to the spine.
JDF Binding Data tab: Soft Cover Data area: Cover Data subtab	
Cover Offset X and **Y**	Indicates the position of the cover in relation to the book block.
Score Data area	
Score Inside	Indicate the scoring positions when the score is made in relation to the inside of the book block.

Score Outside	Indicate the scoring positions when the score is made in relation to the outside of the book block.
Glue Data area	
Gluing Technique	Indicate the gluing technique to use to apply the cover to the book.
Glue Type lists	Indicate the type of glue to use to apply the cover to the book.
Start Position X and **Y**	Indicate the start position of the glue line.
Working Path X and **Y**	Indicate the relative working path of the gluing tool.
Export button	Exports the *Preps* template file, *Preps* job file, JDF intent file, JDF or CIP3 cutting data, or JDF or CIP3 binding data as indicated by your selections in the tabbed dialog box.
PDF Diagram	
PDF Diagram check box	Enables you to save the diagram as a PDF file.
Diagram File path box	Displays the path where the Diagram PDF file is to be saved.
PDF File button	Opens a browser that enables you to define a destination path for the Diagram PDF file.

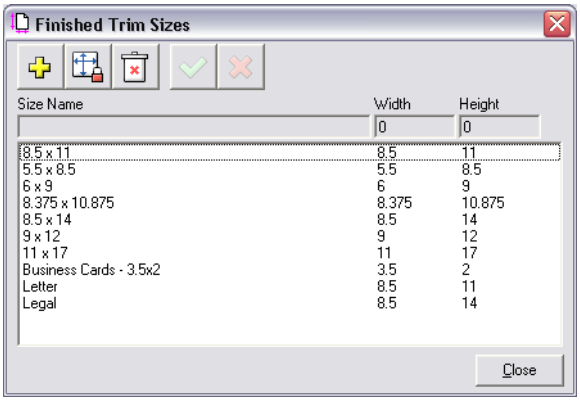
File Menu

The **File** menu offers the basic functions of opening a new or existing job, saving a job, previewing, and printing. You can also import a JDF file into a job, launch Planner, and launch the *Windows* Calculator. The **File** menu appears when you select **File** on the menu bar.

New	Opens the *Job Description Window* so you can begin creating a new job.
Open	Opens the *Open Job Window*, which lists all the jobs in the **Jobs** Database.
Close	Closes the current job.
Save As	Opens the *Save Job As Dialog Box*. Available after a job's sections are imposed displayed in the *Job Summary Window*.
Import JDF File	Opens the XML Job File dialog box, where you can browse to the location of a JDF file that you want to import into a job.
Export	Opens the *Export Data Dialog Box*, where you indicate the data to be exported to file. This can be *Preps* job data and/or template file, JDF stripping and finishing process data, and JDF and CIP3 cutting, folding, and binding data. You can export data anytime a job is open and current changes are saved.
Print Preview	Opens the *Print Diagrams Dialog Box*, where you select layout diagrams for this job to print or view.
Print	Opens the *Print Dialog Box* when the Print Preview window is open, to print layout diagrams.
Planner	Launches Planner.
Exit	Exits Job Builder.

Finished Trim Sizes Dialog Box

In the Finished Trim Sizes dialog box, you add, edit, and delete finished trim sizes from the library of commonly used trim sizes provided with UpFront. These trim sizes are listed in the *Job Description Window*, to be applied to job parts.



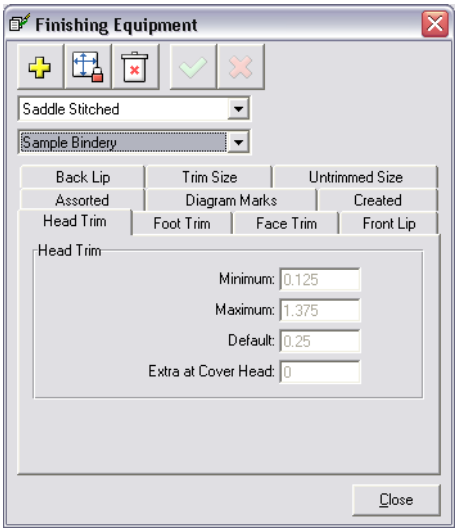
The Finished Trim Sizes dialog box appears when you select **Finished Trim Sizes** from the **Libraries** menu. The default access level is Planner.

Add New Finished Trim Size button	Activates the **Finished Trim Size**, **Width**, and **Height** boxes so you can type information about a new trim size.
Edit Finished Trim Size button	Activates the **Width** and **Height** boxes so you can edit the dimensions of the selected trim size. You cannot edit the name. If you need to change the name, delete the trim size and add it as a new size with the different name.
Delete Finished Trim Size button	Deletes the selected finished trim size from the list.
Finished Trim Size list	Lists all the finished trim sizes in the library. This list is available in the *Job Description Window* for use with job parts.

Finishing Equipment Dialog Box

In the Finishing Equipment dialog box, you add, edit, and delete equipment from the Finishing Equipment library. This equipment is available for application to job parts from the list in the **Finishing** area of the *Job Description Window*.

You can also add a composite of machines to describe a particular workflow or process, as long as the workflow can be described using the available variables.



For more information about entering finishing equipment in the library, see the installation and deployment guide.

The Finishing Equipment dialog box appears when you select **Finishing Equipment** from the **Libraries** menu. The default access level is Planner.

Note: To ensure that all controls in the dialog box are enabled, be sure no job-specific item is highlighted when you are editing settings in the Finishing Equipment dialog box (or any library dialog box).
For example, if you open the Finishing Equipment dialog box while the *Job Summary Window* is displayed and a press layout is highlighted, certain settings in the Finishing Equipment dialog box might be unavailable.

Add New Finishing Equipment button	You can type the name of a piece of finishing equipment or the name of a process that involves several machines, and type in the specifications.
Edit Finishing Equipment button	You can edit information about the selected piece of finishing equipment.
Delete Finishing Equipment button	Deletes the selected piece of finishing equipment.
Finishing Method list	Lists the available binding styles. To apply a finishing method to a set of specifications you are saving for a particular finishing machine, select the finishing method from the list. The selected specifications apply when both the finishing machine and the finishing method are selected.

Finishing Equipment list	Lists the finishing equipment in the library. Select the machine for which you want to add or edit specifications.
Head Trim and Foot Trim tabs	
Minimum and **Maximum**	Specifies the minimum and maximum head/foot trim that this machine can handle.
Default box	Specifies the shop's preferred or most commonly used head/foot trim for this machine.
Extra at Cover Head/Foot box	Specifies the machine's default amount of extra paper to add. For glued spine binding methods, extra paper is usually desirable at the head and foot of the cover.
Face Trim tab	
Minimum and **Maximum** boxes	Specifies the minimum and maximum face trim allowable on this machine.
Default box	Specifies the shop's preferred or most commonly used face trim for this machine.
Front Lip and Back Lip tabs	
Minimum and **Maximum**	Specifies the minimum and maximum front or back lip allowable on this machine.
Default box	Specifies the shop's preferred or most commonly used front or back lip for this machine.
Assorted tab	
Spine Allowance box	Specifies the finishing equipment's spine allowance measurement for text sections to compensate for spine grind-off. For example, saddle-stitched finishing has a spine allowance of 0, but perfect-binding can have a 0.25" spine allowance if the sections require an 0.125" of grind-off (the 0.25" spine folded in half gives the 0.125" of grind-off area). These perfect-bound text sections are not to be confused with glued spine covers that also require a spine allowance.
Offcut box	Specifies the default value for all offcut areas surrounding the section. Used only for cut and folded finishing methods.
Binding Sequence Rules:	For saddle-stitched books, this setting sets the default placement of the smaller and larger sections in the Binding Section Sequence window.
Diagram Marks tab	

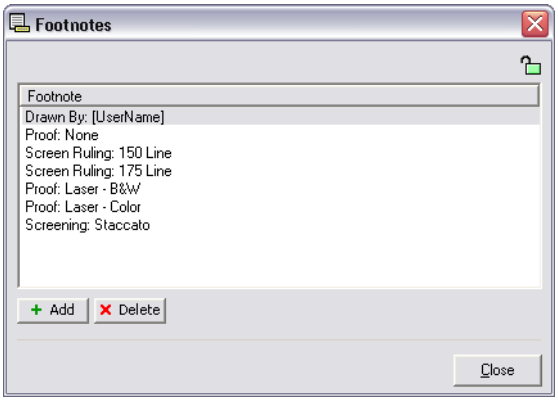
	Note: Because Job Builder draws everything precisely to scale, it is advisable to set these regions to be larger than actually required so that they appear more obvious on the printed diagrams.
No Image First and Last Text Pages	For notch and perfect-bound books, a no-ink region is usually required along the spine edge of the first and last text pages so the side glue for the covers adheres to the text pages. Job Builder automatically draws a shaded region on these pages if the width of this setting is greater than 0.
No Image Inside Cover	For glued-spine finishing methods, a no-ink region is usually required through the spine and on either side of the spine for the side gluing of the cover to the text. Job Builder automatically draws a shaded region on the inside of glued spine covers if the width of this setting is greater than 0.
Section ID Either Side of Spine	For perfect binding, a section ID or collation mark is often required along the spine edge of each text section as a visual check box of the section sequence. Job Builder can automatically draw a shaded rectangular area on the spine of a section to the width of this setting as a visual clue.
Created tab - read only	
Created/by	Displays the date this finishing machine/method combination was added to the library, and the ID of the person who added the information.
Last Modified/ by	Displays the date that information about this finishing machine/method was last modified, and the ID of the person who last modified the information.
Trim Size tab	
Minimum Height/ Width	Displays the finishing equipment's minimum height and width of a finished, trimmed product.
Maximum Height/ Width	Displays the finishing equipment's maximum height and width of a finished, trimmed product.
Untrimmed Size tab	
Minimum Height/ Width	Displays the finishing equipment's minimum untrimmed section height/width.
Maximum Height/ Width	Displays the finishing equipment's maximum untrimmed section height/width.

Maximum Height at Max Width	Displays the equipment's maximum untrimmed section height if the section is the maximum untrimmed width possible. With some notch or perfect-binding machines, when an untrimmed section's width approaches a section's maximum untrimmed section width, the section cannot be the maximum height. For these machines, you specify how high an untrimmed section can be if the section width is the maximum width possible. For normal saddle-stitching machines, or for any finishing machine that can bind a job that is the maximum height and width possible, enter the maximum untrimmed section height.
Maximum Width at Max Height	Displays the finishing equipment's maximum untrimmed section width if the section is the maximum untrimmed height possible.

Footnotes Dialog Box

In the Footnotes dialog box, you add footnotes to the library. This list appears in the *Job Footnotes Dialog Box*, where you can save and compile different sets of footnotes to be applied to jobs.

The Footnotes dialog box appears when you select **Footnotes** in the **Libraries** menu. The default access level is Planner.



Add button	You can type a new footnote to be added to the list of footnotes in the library.
Delete button	Deletes the selected footnote from the library.
Footnote box	Accepts a new footnote or displays a selected footnote for editing.
Footnote list	Lists the footnotes in the library.

Impose Sections for Stock Context Menu

In the **Impose Sections for Stock** context menu, you select the number of times "up" you want to impose the selected section. You can also copy sections and delete sections.

The **Impose Sections** context menu appears when you right-click a section in the *Impose Sections for Stock Window* that has not yet been imposed.

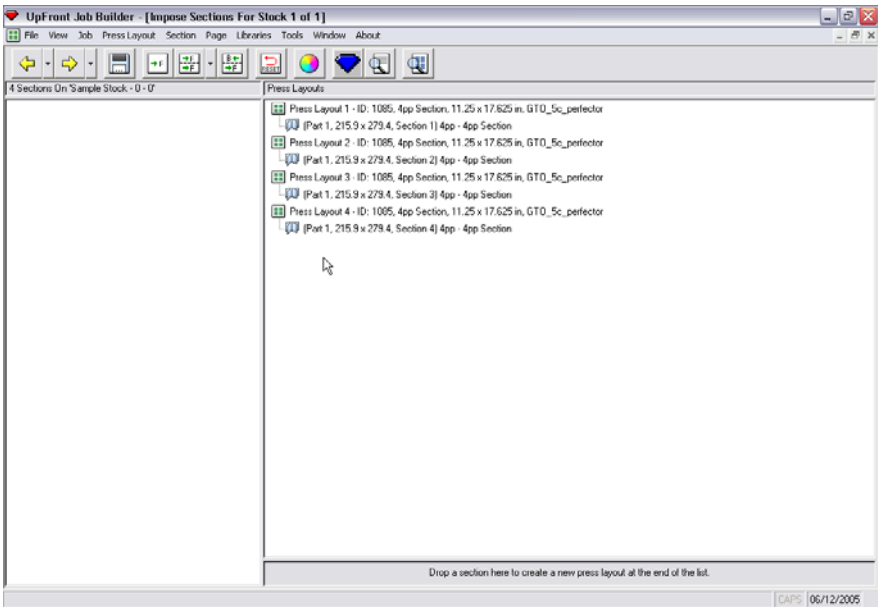
Print 1up	Imposes the selected section 1 up.
Step Xup	Steps the selected section up the number of times indicated.
Copy Section	Copies the selected section.
Delete Copied Section	Becomes available when there are duplicate sections in a job.

Impose Sections for Stock Window

In the Impose Sections window, you specify how the sections print. To impose the sections, you drag them one at a time from the **Sections** column to the **Press Layouts** column. Dragging makes this easy:

- To add a single section to a particular press layout, drag the section on top of the **Press Layout** icon.
- To start a new press layout, drag the section to an open space in the **Press Layouts** column. You can use the context menu to step sections through custom impositions.
- To create a new press layout at the end of the list, drag the section to **Drop a section here...** at the bottom of the **Press Layout** column.

In addition to user-defined combinations, the commonly used settings of one section per press layout, two different section paired per press sheet, and a come-and-go pairing are automated by toolbar buttons.



The Impose Sections for Stock window appears when you click **Forward** in the *Job Description Window*.

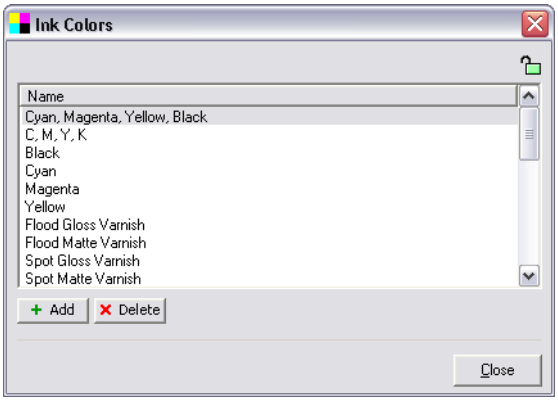
Back button/**navigation** sub-arrow	Returns to the *Job Description Window* or the *Impose Sections for Stock Window* for the previous part. The navigation sub-arrow lists previous windows to which you can return.
Forward button/ **navigation** sub-arrow	Advances to the *Impose Sections for Stock Window* for the next part or to the *Job Summary Window* after you apply press layouts to all the sections in the job part. The navigation sub-arrow lists later windows to which you can return.
Save Job As button	Opens the *Save Job As Dialog Box*.
Print All Sections 1up button	Imposes all the sections in the job part one-up. Automates one of the most common choices, or you can create your own custom configurations in the *Manual Sections Dialog Box*.
Print Sections In Pairs 2up button and menu	Imposes the sections two-up. Automates one of the most common choices, or you can create your own custom configurations in the *Manual Sections Dialog Box*. Click the arrow to display the *Pairs 2up Menu*).
Print Coming And Going button	Imposes the sections in a come-and-go binding style for bookwork.

Reset button	Cancels all press layout assignments to the sections and moves the sections to the **Sections** column.
Show Section Side Colors button	Adds to the display the names of the colors used in unimposed sections (listed in the **Section** column).
Show Layout Plans To Run Planner button	Opens: • The *Select the Layout Plan Window* if one or more layout plans exist that match the specifications of this press layout. • The *No Matching Press Layouts Found Message* message if you need to create a new press layout. Click Yes to open the Select the Layout Plan window, then select a layout plan to be used in creating a new press layout. • The No Matching Layout Plans Found message if you need to create a new layout plan.
Press Layout Test button	Opens the *Press Layout Test Dialog Box*, where you browse to the press layout you are considering using for this section. The test verifies that the layout can be run as specified.
Display Press Layout button	Opens the *Press Layout Window* to display the selected press layout, where you can view finishing properties and section properties, and add diagram marks and Preps marks.
Sections column	Lists the sections that are not yet imposed. You can drag (or copy and drag) individual sections to the **Press Layouts** column to create custom press layouts, and you can click **All 1up**, **Pairs 2up**, or **Come-Go** to impose the remaining sections.
Press Layouts column	Lists each press layout and the sections that are imposed in the layout.
Drop a section here... area	Places a section at the end of the list. This feature is useful for large jobs, to avoid scrolling to the end to place the section.

Ink Colors Dialog Box

In the Ink Colors dialog box, you add, edit, and delete ink colors, coatings, and varnishes in the library. You can specify that colors from this list are to be applied to pages in a job; the colors are offered in the list that opens from the **Colors** column in the *Page Folios and Colors Window*.

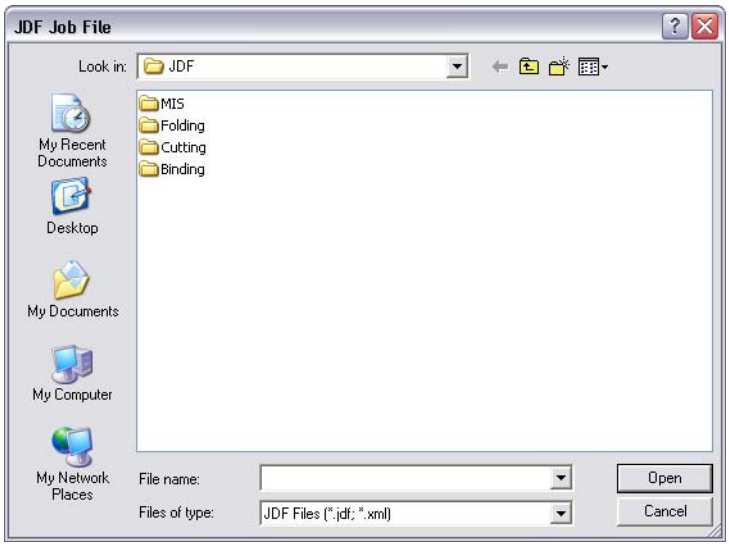
The Ink Colors dialog box appears when you select **Ink Colors** from the **Libraries** menu. The default access level is Planner.



Add button	Activates the **Ink Color** box so that you can type a new color name.
Delete button	Deletes the selected ink color from the list.
Ink Color box	Serves as a work area where you add and edit ink colors.
Ink Color list	Lists the ink colors in the library.

JDF Job File Dialog Box

In the JDF Job File dialog box, you select the JDF file to open to start a new job in Job Builder, or to append to an existing job.

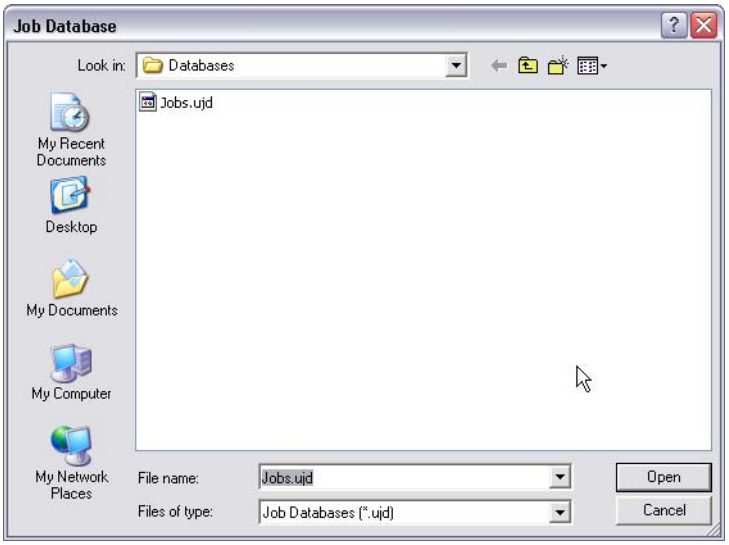


The JDF Job File dialog box appears when you select **Import JDF File** from the **File** menu. Select the file you want, and click **Open**.

Job Database Dialog Box

In the Job Database dialog box, you select the database in which you want to save a job. This dialog box appears when you perform one of the following actions:

- Click the **Set** button in the **Job Database** area, in the Preferences dialog box under **Databases**
- Click the **Database** button in the *Open Job Window*
- Click the **Database** button in the *Save Job As Dialog Box*



Job Menu

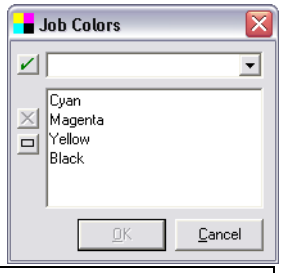
The **Job** menu offers access to information specific to the current job. Most of the information concerns items that print on the layout diagrams for the job, such as client and *Preps* template mark information. The **Job** menu appears when you select **Job** on the menu bar while the *Job Summary Window* is open.

Client Details	Opens the *Select Client Dialog Box*.
Header Details	Opens the *Job Title and Description Dialog Box*.
Footnotes	Opens the *Job Footnotes Dialog Box*.
Job Colors	Opens the *Job Colors Dialog Box*.
Job Notes	Opens the *Job Diagram Notes Dialog Box*.

Job Colors Dialog Box

In the Job Colors dialog box, you add colors to and delete colors from the job. The controls in the Job Colors dialog box are also available on the **Colors** tab of the *Page Properties Dialog Box*, which you use to apply changes only to a selected page, not to a whole job.

The Job Colors dialog box appears when you select **Job Colors** from the **Job** menu.



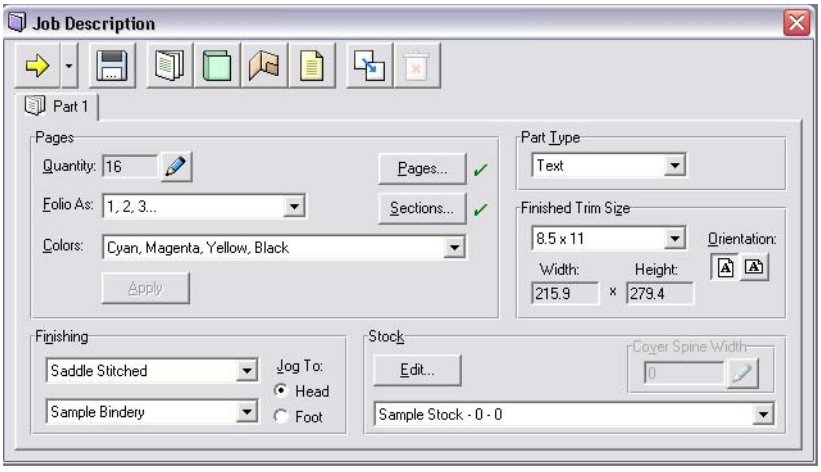
Add Color to List button (green check mark)	Select this button to add the highlighted color or coating to the list for the job.
Colors list	Lists all the colors and coatings you can apply to a job. To add a color to the job's color list, select it from the **Colors** list, then select the green check mark button. To delete the color from a job's color list, select it and then select **Remove Color**.
Remove Color(s) button (red X)	Select this button to delete the highlighted color or coating from the list for the job.
Clear All button	Select this button to clear the colors list for the job.
Job Colors list	Lists all the colors and coatings currently applied to the job. You can add and delete colors, and you can clear the list. If a color appears dimmed and is crossed out, that color is used on some but not all press layouts in the job.

Job Description Window

The Job Description window is where you begin creating a new job. You add and describe job parts as Text, Cover, Folder, or Leaflet. From the Job Description window, you can open the *Page Folios and Colors Window*, the Binding Section Sequence window, the Stock dialog box, and (if the job part is a cover) the Edit Spine Width dialog box. You click **Forward** to advance to the *Impose Sections for Stock Window* or a later window, depending on how complete the job is at this point.

The Job Description window appears when you select **New Job** from the **File** menu or **Start a New Job** in the UpFront Job Builder dialog box**.** In a job that has already been imposed, you can return to the Job Description window by clicking **Back**.

For more information about creating jobs and workflow-specific information, see the learning guide.



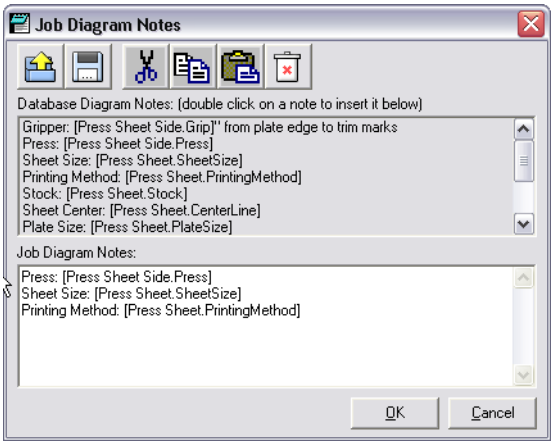
Forward button/ **navigation** sub-arrow	Opens the *Impose Sections for Stock Window* if all necessary job description settings are defined. The sub-arrow beside **Forward** offers choices of the windows for which the job is ready.
Save Job button	Opens the *Save Job As Dialog Box* so you can save the job, whether or not it is complete.
New Text Part button	Adds and displays a tab for a text job part. A job can have up to 99 job parts, any number of which can be text parts.
New Cover Part button	Adds and displays a tab for a cover job part. A job can have up to 99 job parts, any number of which can be cover parts. To create a job to print multiple up covers, you need to create a layout plan that has, for example, four 4-page sections numbered sequentially, 1–4, 5–8, 9–12, 13–16.
New Folder Part button	Adds and displays a tab for a folder job part. A job can have up to 99 job parts, any number of which can be folder parts.

New Leaflet Part button	Adds and displays a tab for a leaflet job part. A job can have up to 99 job parts, any number of which can be leaflet parts.
Duplicate Selected Part button	Adds another job part that is a duplicate of the job part on the displayed tab, with the same settings.
Delete Selected Part button	Deletes the job part on the displayed tab from the job, and deletes its tab from the dialog box.
job part tabs	Each job part has its own tab, where you view and edit settings. A job can have up to 99 parts (tabs). If the job has many parts, scroll arrows become available to allow you to scroll left and right to navigate through the display.
Quantity box (Pages)	Displays and lets you edit the number of pages in this job part. This box accepts only even numbers. The number remains editable until you click **Apply** either in the **Pages** area of the Job Description window or in the *Page Folios and Colors Window*; after that, you can select the **Edit** button to edit the page quantity. A job part can contain up to 9,998 pages. A page quantity must be specified before you can advance to the *Page Folios and Colors Window* or *Impose Sections for Stock Window*s.
Edit Page Quantity button	Becomes available after you apply a page quantity. The **Edit** button opens the *Edit Page Quantity Dialog Box*, where you edit the page quantity.
Pages button	Opens the *Page Folios and Colors Window*, where you select and apply settings for page folios, colors, bleeds, and so on.
Green check mark	Indicates that you have applied a value for that item (**Pages** or **Sections)**.
Red X mark	Indicates that you have not yet applied values.
Sections button	Opens the *Binding Section Sequence window*.
Folio As list	Offers several standard folioing methods for the pages in this job part. If you select **User-defined**, you can assign custom page folios to pages in the *Page Folios and Colors Window*.
Colors list	Offers the choices of **Cyan, Magenta, Yellow, Black** (default); **Black**; and **User-defined**. If you select **Cyan, Magenta, Yellow, Black** or **Black**, your choice appears in the **Colors** column of the *Page Folios and Colors Window* for each page in the job part. If you select **User-defined**, you need to assign custom page colors to the pages.

Apply button	Applies the current settings in the **Pages** area to the job part.
Part Type list	Changes the current job part to another part type (**Text**, **Cover**, **Folder**, or **Leaflet**) when you select a different part type from the list.
Finished Trim Size list	Offers standard trim sizes for the pages in this job part. If you select **Custom**, the *Custom Trim Size Dialog Box* opens.
Width box	Displays the width of the finished trim size.
Height box	Displays the height of the finished trim size.
Orientation buttons	Offer the choice of portrait orientation (default) or landscape orientation for pages this job part.
Finishing method list	Offers finishing methods appropriate for the current job part. Job Builder uses your selection to offer suitable press layouts for this job part in the *Impose Sections for Stock Window*.
Finishing equipment list	After you select a finishing method, lists available finishing equipment, which is maintained using the *Finishing Equipment Dialog Box*. Job Builder uses your selection to offer suitable press layouts for this job part in the *Impose Sections for Stock Window*.
Jog To options	Offers the choice of jogging to the head or the foot. Job Builder uses this information to offer suitable section plans in the *Select the Section Window*.
Stock list	Offers a variety of paper weights and finishes.
Edit button	Opens the *Stock Dialog Box*, which is used to manage stocks information in the library.
Cover Spine Width box	Displays the spine width. The **Edit Spine Width** button opens the *Edit Spine Width Dialog Box*. It is activated when a cover and a binding style (not saddle stitched) is selected from the **Finishing** list.

Job Diagram Notes Dialog Box

In the Job Diagram Notes dialog box, you select notes to print on all the diagrams in the job. The notes print below the individual layout diagrams. You can also create a new set of notes by editing an existing set and saving it under a different name.



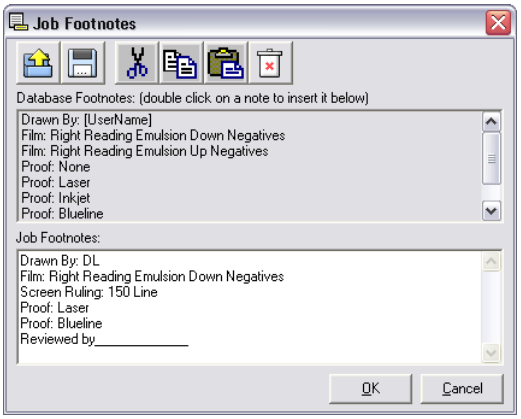
The Job Diagram Notes dialog box appears when you select **Job Notes** from the **Job** menu. To display a different set of job diagram notes, click **Open** and select another set in the *Open Diagram Notes Dialog Box*.

Open button	Opens the *Open Diagram Notes Dialog Box* where you select a set of job diagram notes to open in the Job Diagram Notes dialog box.
Save button	Opens the *Save Diagram Notes Dialog Box*, from which you can save a set of job diagram notes under the same name or a new name. This set of notes is saved in the library.
Cut button	Cuts the selected diagram note(s) so you can paste it elsewhere in the sequence.
Copy button	Copies the selected diagram note(s) so you can paste the copy elsewhere in the sequence.
Paste button	Pastes the cut or copied diagram note(s) in the selected location.
Delete button	Deletes the selected diagram note(s).
Library Diagram Notes list	Displays the list of job diagram notes in the current set. You can add a job diagram note to the set by double-clicking it.
Job Diagram Notes list	Displays the set of job diagram notes currently selected for this job.

Job Footnotes Dialog Box

In the Job Footnotes dialog box, you select footnotes to apply to the current job. These footnotes print on the layout diagrams for the job. You can also create a new set of footnotes by editing an existing set and saving it under a different name.

The Job Footnotes dialog box appears when you select **Footnotes** from the **Job** menu or click **Footer** in the *Job Summary Window*.



Open button	Opens the *Open Footnotes Dialog Box*, where you select a set of footnotes to open in the Job Footnotes dialog box.
Save button	Opens the *Save Footnotes Dialog Box*, where you can save a set of footnotes under the same name or a new name. This set of footnotes is saved in the library.
Cut button	Cuts the selected footnote(s) so you can paste it elsewhere in the sequence.
Copy button	Copies the selected footnote(s) so you can paste the copy elsewhere in the sequence.
Paste button	Pastes the cut or copied footnote(s) in the selected location.
Delete button	Deletes the selected footnote(s).
Library Footnotes	Lists the footnotes in the library. Double-click a footnote to add it to the list of footnotes for this job.
Job Footnotes	Lists the footnotes currently selected for this job. These footnotes print on the layout diagrams.

Job Summary Right-click Menu

The **Job Summary** context menu appears when you right-click the **Job Number** icon at the top of the organizational tree in the *Job Summary Window*. If you have not yet named the job, the icon is labeled "New Job". If a press layout or a side is selected instead of the **Job Number** icon, a different context menu opens.

Save As	Opens the *Save Job As Dialog Box*.
Diagram Preview	Opens the *Print Diagrams Dialog Box*.
Client Details	Opens the *Select Client Dialog Box*.
Header Details	Opens the *Job Title and Description Dialog Box*.
Footnotes	Opens the *Job Footnotes Dialog Box*.
Job Colors	Opens the *Job Colors Dialog Box*.
Job Notes	Opens the *Job Diagram Notes Dialog Box*.

Job Summary Press Layout Right-click Menu

The **Job Summary** press layout context menu offers colors, notes, marks, and other settings for the selected press layout or side. The **Job Summary** press layout context menu appears when you right-click a press layout or a press layout side in the *Job Summary Window*.

Note: The same menu is displayed whether a press layout or a side is selected, but when a side is selected, Preps Marks is disabled.

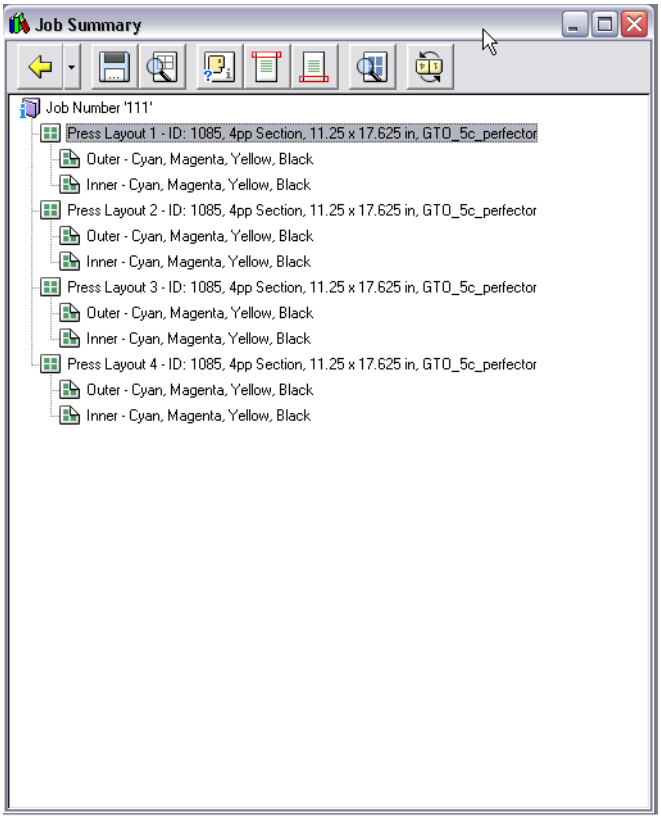
Colors	Opens the *Preps Text Mark Properties Dialog Box* or the *Press Sheet Side Colors Dialog Box*, depending on what you select in the *Job Summary Window*.
Notes	Opens the *Press Layout Diagram Notes Dialog Box* or the *Press Sheet Side Diagram Notes Dialog Box*.
Rename	Opens the *Rename Press Layout Dialog Box* or the *Rename Press Sheet Side Dialog Box*.
Display Press Layout	Opens the *Press Layout Window*.

Job Summary Window

In the Job Summary window, information about the press layouts in the job is displayed, and you can apply notes, marks, and so on, to selected press layouts and press sheet sides through the use of menu bar menus or context menus. When a job reaches the Job Summary stage, the job can be saved and previewed, and you can print layout diagrams.

When all the pages on a side or a press layout are marked as ready (you mark them as ready in the *Page Folios and Colors Window* or the *Page Properties Dialog Box*), a green check mark appears beside the icon for the side or both the side(s) and press layout when the press layout is complete.

The Job Summary window opens after you impose all the sections in a job and advance from the *Impose Sections for Stock Window* or when you select **Job Summary** from the navigation sub-arrow list beside **Forward** in several of the windows.

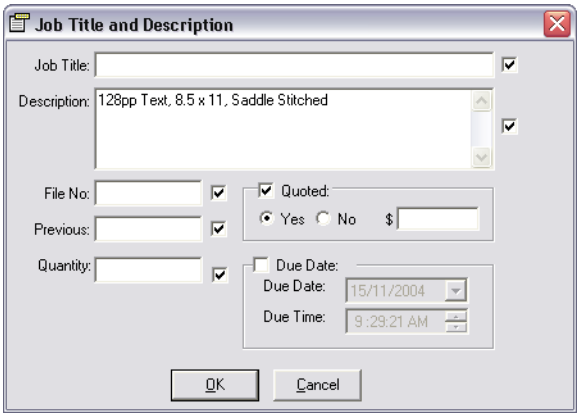


Back button	Returns to the *Impose Sections for Stock Window*. The sub-arrow offers other previous windows.
Save As button	Opens the *Save Job As Dialog Box*, where you save the job.
Diagram Preview button	Opens the *Print Diagrams Dialog Box*, where you specify how many layout diagrams print on each page.
Client Details button	Opens the *Select Client Dialog Box*, from which you select the client for the job.

Header Details button	Opens the *Job Title and Description Dialog Box*, where you provide and edit job information to be printed in the header of each press sheet. **Tip: Save the job after entering this information; Job Builder does not prompt you to save when you close the job after entering this information.**
Footnotes button	Opens the *Job Footnotes Dialog Box*, where you select and arrange items of information that you want to print in separate boxes at the bottom of each imposition page.
Display Press Layout button	Opens the *Press Layout Window* to display a preview of the press layout, where you can add marks and edit properties.
Rotate Page Pairs 180º button	Opens the *Rotate Page Pairs 180° Dialog Box*, from which you can swap and rotate the page pairs in the job part to change the jog-to orientation of the part.
List	Lists each press layout in the job, with information about the type of section plan, the size of the press layout, and the press on which the layout is to be printed. Under each press layout, both sides of the press layout are listed, along with their color information.
Job Number icon	Represents the entire job. When this icon is highlighted, the **Job Summary** context menu appears when you right-click. Any changes you apply from this menu affect the whole job.
Outer/Inner or **Web Top/Bottom**	Provides color information about the selected side.

Job Title and Description Dialog Box

In the Job Title and Description dialog box, you provide and edit information to be printed at the top of each layout diagram.



The Job Title and Description dialog box appears when you select **Header Details** from the **Job** menu, or click **Header** in the *Job Summary Window*. After closing this dialog box, save the job to apply the information.

Job Title box	Type the job title. Select the check box to have this printed at the top of the layout diagrams.
Description box	Provides a default description of the job, which you can edit or use as is. Select the check box if you want this information to print at the top of the diagrams.
FIle No. box	Type your reference file number of the job. Select the check box to have this printed at the top of the layout diagrams.
Previous box	Type your previous reference file number for this job, if applicable. Select the check box to have this printed at the top of the layout diagrams.
Quoted check box and area	Select this check box is you want quote information to print at the top of the layout diagram. Select **Yes** or **No** to indicate whether a quote has been given. In the **$** box, type the quote if applicable.
Quantity box	Type the number of copies of the job to print.
Due Date/Time	Indicate when the job is due.

Landscape Printout Dialog Box

See *Portrait or Landscape Printout Dialog Box*.

Libraries Menu

The **Libraries** menu offers access to the user-configurable libraries. From the dialog boxes available from the **Libraries** menu, you can add items to a library, edit items already in a library, and delete items in a library. By default, different libraries expect different access level passwords.

The **Libraries** menu appears when you select **Libraries** on the menu bar.

Finishing Equipment	The default access level is Planner. Opens the *Finishing Equipment Dialog Box*, where you maintain finishing-equipment library information.
Sheetfed Presses	The default access level is Planner. Opens the *Sheetfed Presses Dialog Box*, where you maintain sheetfed-press library information.

Web Presses	The default access level is Planner. Opens the *Web Presses Dialog Box*, where you maintain web-press library information.
Clients	The default access level is Planner. Opens the *Clients Dialog Box*, where you manage client library details.
Common Folios	The default access level is Planner. Opens the *Common Folios Dialog Box*, where you manage folios that are listed in the *Page Folios and Colors Window*.
Common Press Layout Names	The default access level is Planner. Opens the *Press Layout Names Dialog Box*, where you maintain press layout names in the library.
Diagram Notes	The default access level is Planner. Opens the *Diagram Notes Dialog Box*, where you maintain diagram notes in the library.
Finished Trim Sizes	The default access level is Planner. Opens the *Finished Trim Sizes Dialog Box*, where you manage trim size library information.
Footnotes	The default access level is Planner. Opens the *Footnotes Dialog Box*, where you manage footnotes in the library.
Ink Colors	The default access level is Planner. Opens the *Ink Colors Dialog Box*, where you manage the color names in the library.
Stock	The default access level is Planner. Opens the *Stock Dialog Box*, where you manage stock library information.

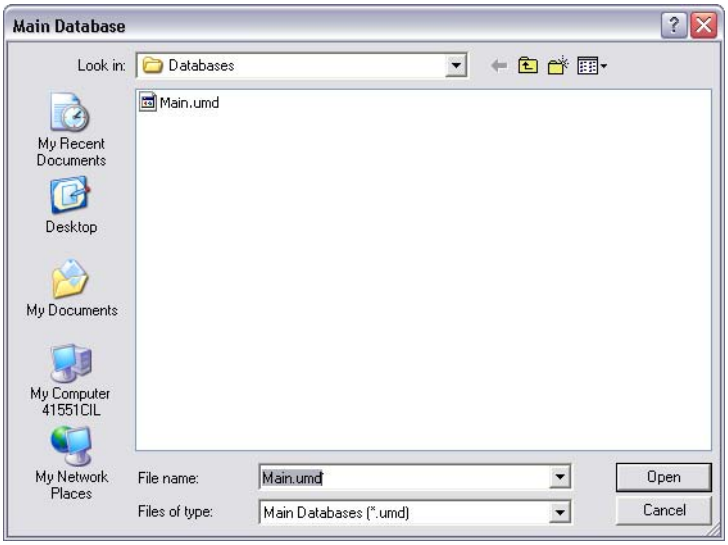
Log In Dialog Box

In the Log In dialog box, you provide the appropriate password for the desired security level. The Log In dialog box appears when you start Job Builder by selecting it from the Start menu or double-clicking the desktop icon. The dialog box does not open when you start Job Builder from the **File** menu in Planner. The default access level is Planner.



Main Database Dialog Box

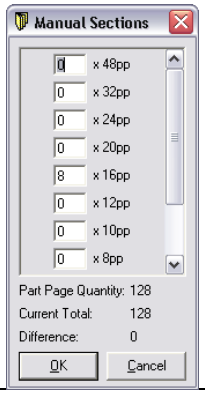
In the Main Database dialog box, you set the selected database as the default database. This dialog box appears when you click the **Set** button in the **Main Database** area, in the Preferences dialog box under **Database**.



Manual Sections Dialog Box

In the Manual Sections dialog box, you select the quantity of each section you want to use to make up the job part. You use this dialog box when the section sizes offered in the Binding Section Sequence window do not meet the needs of the job, or you need to select a particular sequence.

The Manual Sections dialog box appears when you click the **Manual** button in the Edit Sections dialog box (which appears when you click **Edit** in the Binding Section Sequence window).

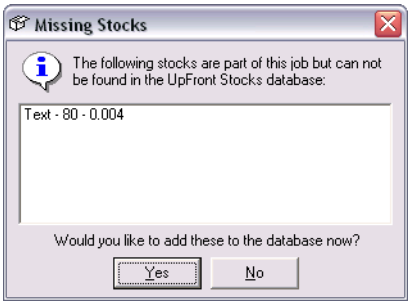


Quantity boxes	In the box for each section size you want to use, type the number of sections to include in the job part.
Part Page Quantity number	Displays the number of pages in the job part.
Current Total number	Displays number of pages accounted for in the combination of sections currently selected for the job part.
Difference number	Displays the number of pages still unaccounted for (or the excess number of pages) in the combination of sections currently selected for the job part. You cannot close the dialog box until this number is 0.

Missing Stocks Dialog Box

In the Missing Stocks dialog box, Job Builder notifies you about stocks in the JDF file that you are importing into Job Builder that are not in the *Kodak UpFront* library, and asks if you want to add the stocks to the library.

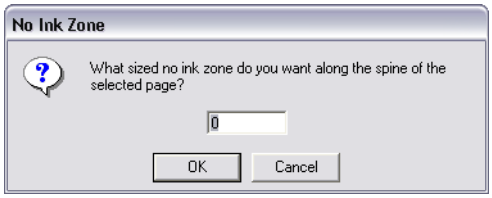
The Missing Stocks dialog box appears when you select **Import JDF File** from the **File** menu, then select a JDF file that contains a missing stock.



Yes button	Opens the *Adding Stock message*. Click **OK** to proceed.
No button	Opens the *Job Description Window*, supplying job information from the JDF file.

No Ink Zone Dialog Box

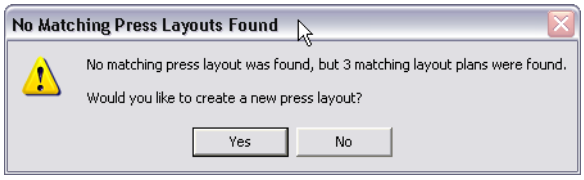
In the No Ink Zone dialog box, you indicate the size of the no-ink zone you want along the spine of the selected page(s). The No Ink Zone dialog box opens after you add a diagram mark related to page named "No ink Zone at Spine".



No Matching Press Layouts Found Message

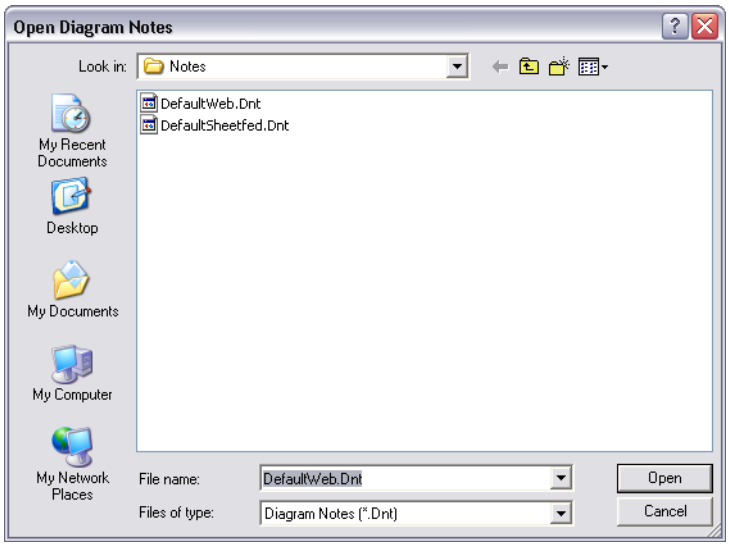
The No Matching Press Layouts Found message notifies you when no press layout in the database meets the current need, but the database includes one or more layout plans that can be used to create a suitable press layout.

The message appears when you double-click a press layout in the *Impose Sections for Stock Window* under these conditions. If you click **Yes**, the *Select the Layout Plan Window* opens, listing the layout plans you can use to create a new press layout.



Open Diagram Notes Dialog Box

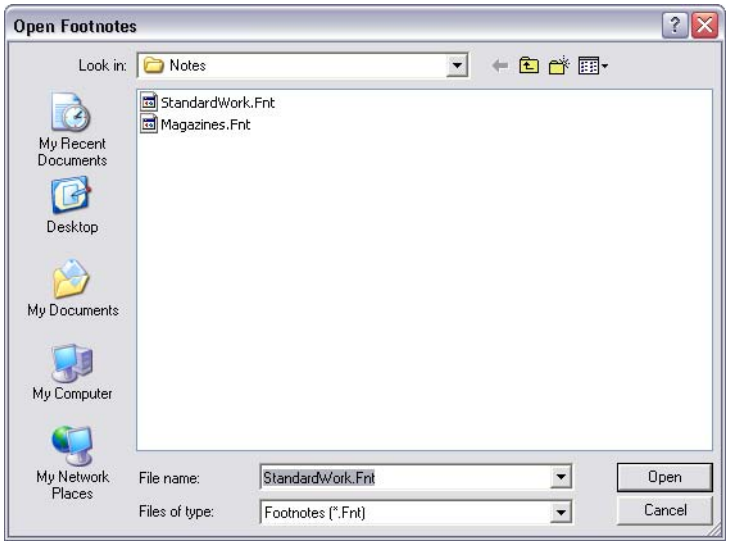
In the Open Diagram Notes dialog box, you select a set of diagram notes to open in the *Job Diagram Notes Dialog Box*.



The Open Diagram Notes dialog box appears when you click **Open** in the *Job Diagram Notes Dialog Box*. The default access level is Planner.

Open Footnotes Dialog Box

In the Open Footnotes dialog box, you select the set of footnotes you want to open in the *Job Footnotes Dialog Box*. You can edit the set of footnotes as appropriate for this job. The footnotes appear in the layout diagram preview and print on the layout diagrams.



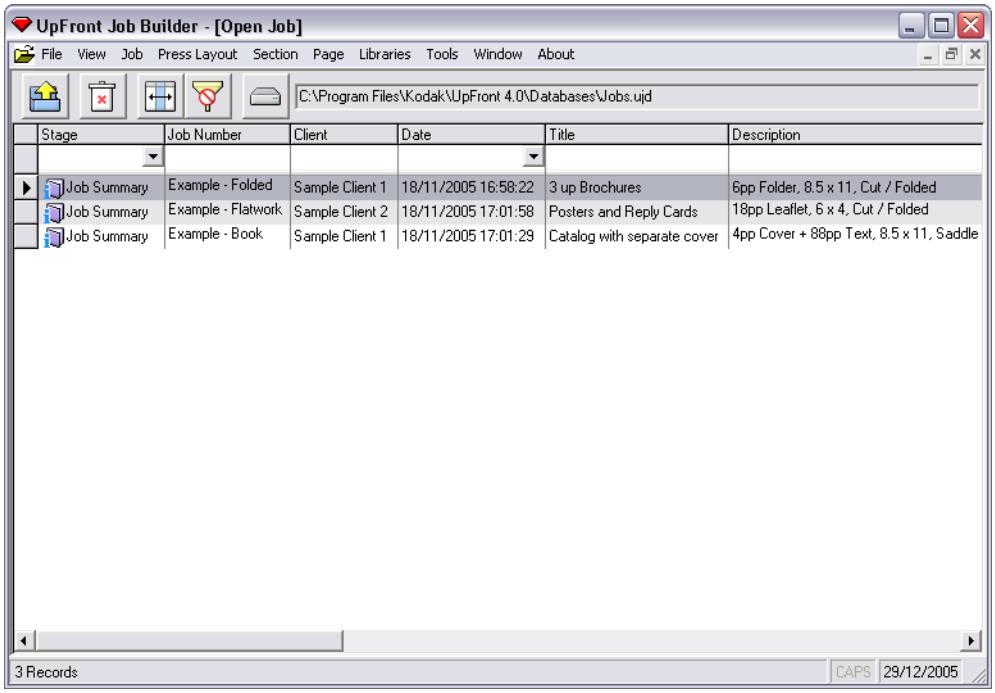
The Open Footnotes dialog box appears when you click **Open** in the *Job Footnotes Dialog Box*.

Open Job Window

In the Open Job window, you select and open a job. You can also delete a job and browse for a job in a database other than the currently selected database. Click a column heading to sort the jobs by that data; click again to reverse the order. To locate particular information in that column, click the column heading, then type the first character in the information you want to locate.

The Open Job window appears when you do one of the following:

- Select **Open** from the **File** menu
- Select **Open An Existing Job** in the UpFront Job Builder dialog box that appears when you start up Job Builder.



Open button	Opens the highlighted job in the list.
Delete button	Deletes the highlighted job in the list.
Rearrange Column Order button	Enables you to rearrange the columns in the dialog box. You can resize the columns by dragging the vertical dividers between the column headings. To move a column, click **Rearrange Column Order**, then click the heading of the column you want to move. Drag the column to the desired position. When red pointers indicate the right place, release the mouse button. To move multiple columns at once, hold down the SHIFT key as you click each column you want to include in the move. When you finish rearranging columns, click **Rearrange Column Order** again. See also *Using the Jobs Columns and Rows*.

Clear Filter button	Enables you to clear a defined filter.
Database button	Opens the *Job Database Dialog Box*, where you can open a different Job database.
Path box	Shows the path to the selected Job database.
Focus (first column)	An arrow identifies the job currently selected.
Stage column	Lists the last stage to which this job has been completed. Job Summary is the final stage.
Job Number column	Lists the job numbers of the jobs.
Client column	Lists the client for each job.
Date column	Lists the last date when each job was saved.
Title column	Lists the titles of the jobs.
Description column	Lists the description of each job.
User column	Lists the access level of the creator of the saved job.

Using the Jobs Columns and Rows

The columns and rows present information about every job currently stored in the database.

Depending on how the optional filter and sort feature is set up under *Filter* in the Preferences dialog box, various capabilities are available to you. For example, alternate row shading can be used to help you scan a row, and the columns are designed to help you organize the displayed information.

Filtering: To limit the number of items listed to just those that meet certain criteria, use the row immediately beneath the column headers to type in a full or partial value on which to search. All matching items are then listed.

Certain columns offer a list of predefined choices from which to select.

A **Clear Filter** button lets you erase all these values if you want to type in different ones.

Sorting: To sort the table differently, click a column header to sort by that item. Click the column header again to reverse the sort order.

To sort by up to 10 headers, hold the CTRL or SHIFT key as you click. The sort order will reflect the sequence in which you selected the headers.

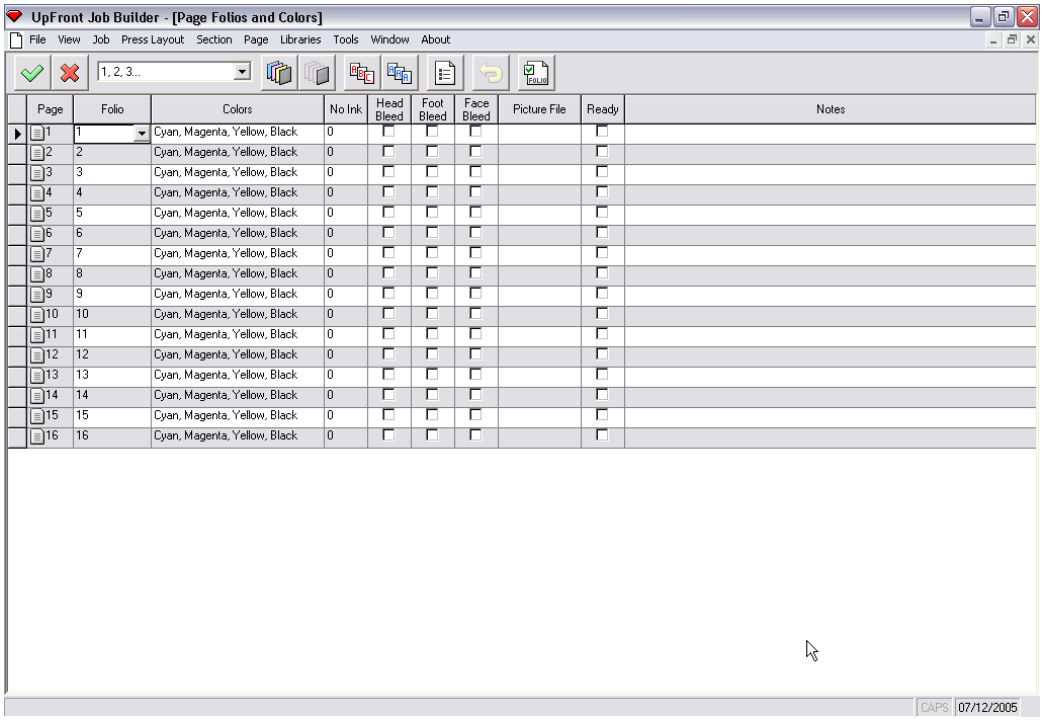
Scrolling: To scroll through the rows, use the up and down arrow keys. To scroll across, use the scroll bar at the bottom of the window.

Page Folios and Colors Window

In the Page Folios and Colors window, you can view and edit a variety of settings for each page, including folios, colors, no ink areas, and bleeds.

For more information, see the learning guide.

The Page Folios and Colors window appears when you click the **Pages** button in the *Job Description Window*.



OK button	Applies current settings in the Page Folio and Colors window to the job part and returns to the *Job Description Window*.
Cancel button	Returns to the *Job Description Window* without applying your changes. The Save Changes message opens to ask whether you want to save changes before returning.
Folio As list	Offers the same choices of folioing methods that are available from the **Folio** list in the *Job Description Window*.
CMYK Throughout button	Replaces color selections for all pages in the job part with a four-color process set. Click this button before applying spot colors to pages to avoid losing spot color settings.
Black Throughout button	Replaces color selections for all pages in the job part with Black. Click this button before applying spot colors to pages to avoid losing spot color settings.

ABC Increment button	Increments down the column below the cursor position (the highlighted text remains constant). For example, type a number 3 in a cell, then click the **ABC Increment** button to add numbers 4, 5, 6, and so on, down through the remaining cells in the column. This button also repeats the data in columns that are not set up to increment. To decrement, hold down the CTRL key when you click the button.
Repeat Cell Text Below button	Repeats the setting or text in the current cell down the rest of the column. Used for **Colors**, **No Ink**, **Bleeds**, **Picture File**, **Ready**, and Notes columns. You can also repeat multiple highlighted rows; for example, to apply settings in every other row, select the row that contains the settings and the row below it, then click the **Repeat Cell Text Below** button; the settings are applied to every other row. When repeating one or more rows, repeat the row(s) before applying individual notes or other content.
Properties button	Opens the *Page Properties Dialog Box*, where you view and edit the selected pages' settings for folio, colors, marks, and notes.
Undo button	Undoes the last setting applied, through the last 10 settings.
Check button	Checks for duplicated folios and notifies you in the *Duplicate Folio Message* when you click **OK**, if any duplicates are found.
Focus (first column)	When you click a row in this column, an arrow appears and the row is highlighted, marking this as the currently selected page.
Page column	Lists the pages in the job part.
Folio column	Displays the folios for the pages in this job part. If you selected any folioing method other than **User-defined** from the **Folio** list in the *Job Description Window*, your selected folio scheme appears in this column when you first open the *Page Folios and Colors Window*. If you selected **User-defined**, you need either to select folios from the list that becomes available when you click in each cell, or to type the folio for each page in its cell. You can edit the folios. To edit the list of folios use the *Common Folios Dialog Box*.

Colors column	Displays the colors for the pages in the job part. If you selected **Cyan, Magenta, Yellow, and Black** or just **Black** from the **Colors** list in the *Job Description Window*, your selected colors appear in this column when you first open the *Page Folios and Colors Window*. If you selected **User-defined**, you need to select colors from the list that becomes available when you click in each cell. You can also apply **All Cyan, Magenta, Yellow, and Black** or **All Black** to the pages by clicking the **All CMYK** or **All Black** button on the toolbar. You may want to click one of these buttons, then select spot colors and coatings from the list for specific pages. To edit the list of colors offered, use *Ink Colors Dialog Box*.
No Ink column	Creates a cross-hatched area on the layout diagram to identify the no-ink zone.
Head Bleed column	Creates a cross-hatched area on the layout diagram to identify the head bleed area.
Foot Bleed column	Creates a cross-hatched area on the layout diagram to identify the foot bleed area.
Face Bleed column	Creates a cross-hatched area on the layout diagram to identify the face bleed area.
Picture File column	Typing the name of a Windows bitmap file in this column causes the thumbnail image to print on the selected page of the layout diagram (the bitmap file must be in the UpFront **Pages** folder).
Ready column	Places a green check mark beside the press sheet side icon in the *Job Summary Window* to indicate that the side is ready to plate. If both sides are ready to plate, the check mark appears beside the press layout icon.
Notes column	Provides scratch pad space to type any notes regarding the current page. Typing "[Page.Colors]" or "[Page.Folio]" in this column causes the page color or folio to print on the selected page in the layout diagram. To edit the list of notes stored in the library, use the *Diagram Notes Dialog Box*.

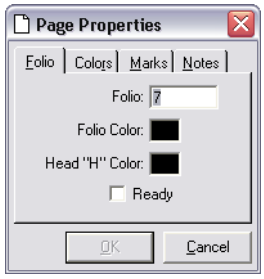
Page Menu

In the **Page** menu, you rotate the content reference of selected page(s) and edit its other properties and marks (select multiple pages by holding down the CTRL key while you click each page).

The **Page** menu is available when you click the **Select Element** tool on the *Press Layout Window* side toolbar, and select a page(s) in the press layout.

Rotate 90° Clockwise	Rotates the content reference of the selected pages 90° clockwise (to the right). The rotation is not passed on to Preps in an exported template.
Rotate 90° Counter-Clockwise	Rotates the content reference of the selected pages 90° counter-clockwise (to the left). The rotation is not passed on to Preps in an exported template.
Rotate 180°	Rotates the content reference of the selected pages 180° (turns it upside down). The reference rotation is not passed on to Preps in an exported template.
No Rotation	Returns the selected pages to the original orientation.
Page Properties	Opens the *Page Properties Dialog Box*, where you edit settings for folio, colors, marks, and notes for the selected page(s).
Preps Page Properties	Opens the *Preps Page Properties dialog box*, where you provide settings for page numbering, shingling, bottling, and bleed margins.

Page Properties Dialog Box



The Page Properties dialog box is useful for applying the same settings to several pages at once. You can select multiple adjacent pages by holding down the SHIFT key and selecting the first and last pages in the range (*Page Folios and Colors Window* only; click in the Focus column), or by holding down the CTRL key and selecting either adjacent or non-adjacent pages (both *Page Folios and Colors Window* and *Press Layout Window*).

The Page Properties dialog box appears when you do one of the following:

- In the *Page Folios and Colors Window*, select one or more pages, then click **Properties** on the toolbar
- In the *Press Layout Window*, click **Page** on the toolbar, select one or more pages, and select **Page Properties** from the **Page** menu or context menu

Folio tab	
Folio box	Displays the folio of the selected page (if only one page is selected). If multiple pages are selected, the folio of the first page selected appears dimmed and crossed out.

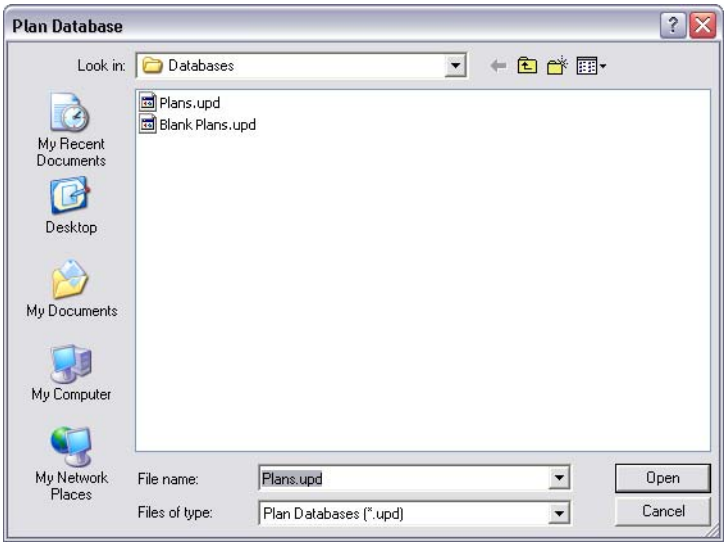
Folio Color box	Displays the color where the folio is to print. Click the box to open a *Colors Window* from which you can select a different color.
Head "H" Color box	Displays the color where the "H" for "Head" for this page is displayed on the press layout diagram. Click the box to open a *Colors Window* from which you can select a different color.
Ready check box	When all the pages on a press sheet side are ready, Job Builder places a green check mark beside the press sheet side in the *Job Summary Window*, to indicate that the side is ready to plate.
Colors tab	
Add Color green check mark	Select this button to add the highlighted color or coating in the colors list to the page.
Colors list	Lists all the colors and coatings you can apply to the page. Select a color from the colors list, then click the green check mark to add it to the page colors. Select a color from the colors list, then click the red X mark to delete the color from the page.
Remove Color red X mark	Select this button to delete the highlighted color or coating from the page.
Clear All Colors	Select this button to clear the page colors.
Page colors list	Lists all the colors and coatings currently applied to the page. You can add and delete colors, and you can clear the list. If a color appears dimmed and crossed out, one or more of the selected pages does not include that color.
Marks tab	
No Ink Zone box	Creates a cross-hatched area of the size you specify on the layout diagram to identify the no-ink zone.
Head Bleed check box	Creates a cross-hatched area on the layout diagram to identify the head bleed area.
Foot Bleed check box	Creates a cross-hatched area on the layout diagram to identify the foot bleed area.
Face Bleed check box	Creates a cross-hatched area on the layout diagram to identify the face bleed area.
Select Picture button	Opens the *Select Picture Dialog Box* so that you can browse to the location of a bitmap to use as a mark, and select the file.
Notes tab	Provides a space for you to type notes about the page, or displays notes previously created.

Pairs 2up Menu

The **Pairs 2up** menu offers all the group-up options available for the current situation. You select the grouping option you want to use, and Job Builder applies it to all the section sides. The **Pairs 2up** menu opens in the *Impose Sections for Stock Window* when you click the arrow beside the **Pairs 2up** button.

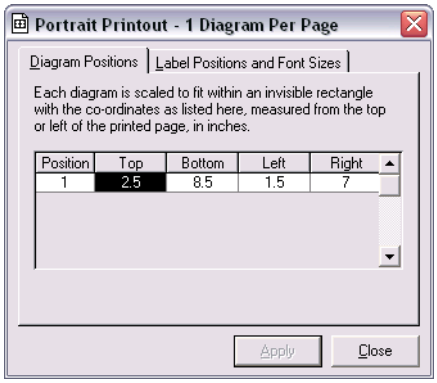
Plan Database Dialog Box

In the Plan Database dialog box, you can select a different Plan database to access for section plan and layout plan options. The Plan Database dialog box appears when you click **Database** in a *Layout Plans Window* and when you click the **Set** button in the **Plan Database** area, in the Preferences dialog box under **Databases**.



Portrait or Landscape Printout Dialog Box

In the Portrait Printout or Landscape Printout dialog box, you specify the dimensions of the spaces where you want the imposition diagrams to print, and you specify font sizes and diagram and label positions.



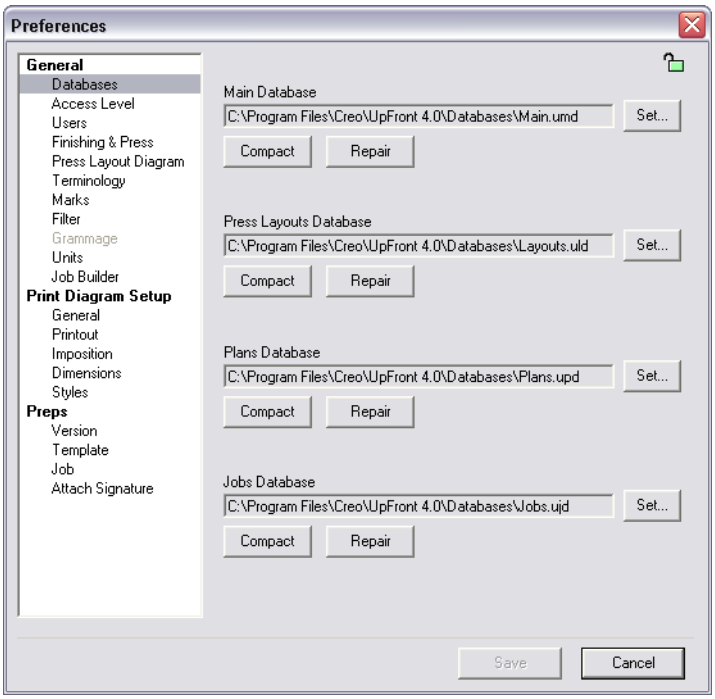
These settings are applied in print previews and printed layout diagrams, but not in the on-screen display of the press layout.

The Portrait Printout or Landscape Printout dialog box appears when you click the **Diagram Properties** button under **Print Diagram Setup: Imposition** in the Preferences dialog box.

Diagram Positions tab	Provides the coordinates of the invisible rectangles within which the diagrams print (the diagrams are scaled to fit within the space). The coordinates are measured from the top or left of the page.
Label Positions and Font Sizes tab	
Header	Indicates the placement of the header above the diagram (the upper-left corner of the diagram is 0,0, so distance above the diagram is negative).
Colors	Indicates the placement of the colors information above the diagram (the upper-left corner of the diagram is 0,0, so the distance above the diagram is negative)
Notes	Indicates the placement of the notes below the diagram.
Font Sizes:	
Diagram Header	Indicates the font size used in the diagram header (such as "Side 1").
Dimensions	Indicates the font size used for dimensions figures on the diagram, as well as text marks and labels such as "Color Bar."
Diagram Info	Indicates the font size used for diagram information (such as the gripper label, the name of the press).
Relative Center Line Position: Top	Indicates the position of the center line mark above the diagram (the upper-left corner of the diagram is 0,0, so the distance above the diagram is negative).
Relative Center Line Position: Bottom	Indicates the position of the center line mark below the diagram.

Preferences Dialog Box

In the Preferences dialog box, you define settings for that affect the databases and a variety of areas of the Upfront software. These settings affect all jobs.



If you installed UpFront with the measurement preference set to metric, the **Grammage** tab in the Preferences dialog box is available. (If UpFront was installed with inches selected as the unit and you later switch the unit to metric, the **Grammage** tab is available, and UpFront lacks some sorting functionality.)

For more information about the Preferences dialog box, see the Chapter 2, "Administration," on page 5 and also the installation and deployment guide.

The Preferences dialog box, displaying the Databases settings, appears when you select **Preferences** from the **Tools** menu.

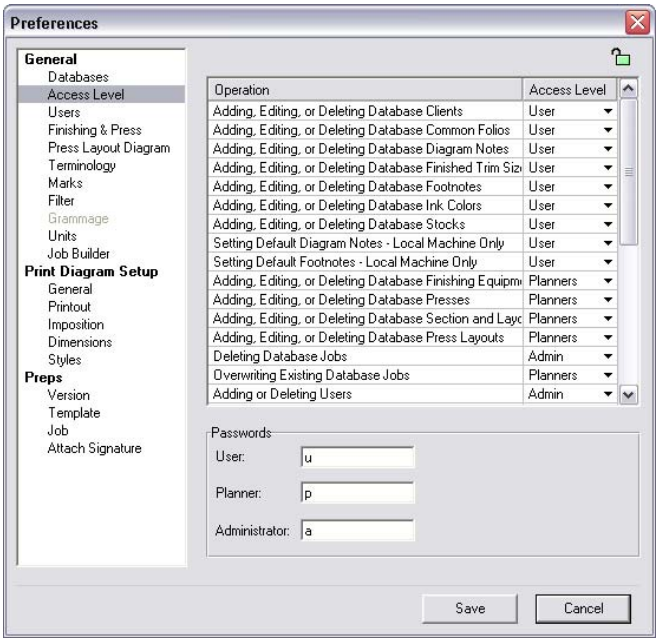
Databases tab	
Main Database area	Settings under **Main Database** affect the Main database.
Set buttons	Opens the *Main Database Dialog Box*, where you browse to the location of the Main database (if different from the default database) and select **Open** to set the selected database as the default database.
Compact button/ **Repair** button	For information about these two buttons, see *Repairing Databases* and *Compacting Databases*.
Press Layout Database area	Settings under **Press Layouts Database** affect the press layout database.
Set buttons	Opens the *Press Layout Database Dialog Box*, where you browse to and select a Press Layout database (if different from the default database) and select **Open** to set the selected database as the default.
Compact button/ **Repair** button	For information about these two buttons, see *Repairing Databases* and *Compacting Databases*.

Plan Database area	Settings under **Plan Database** affect the Plan database.
Set buttons	Opens the *Plan Database Dialog Box*, where you browse to and select a Plan database (if different from the default database) and select **Open** to set the selected database as the default.
Compact button/ **Repair** button	For information about these two buttons, see *Repairing Databases* and *Compacting Databases*.
Jobs Database area	Settings under **Jobs Database** affect the Jobs database.
Set buttons	Opens the *Job Database Dialog Box*, where you browse to the location of the Job database (if different from the default database) and select **Open** to set the selected database as the default database.
Compact button/ **Repair** button	For information about these two buttons, see *Repairing Databases* and *Compacting Databases*.

For more information about database settings, see *Setting the Location of a Database* on page 8 and also the *Kodak UpFront 4.0.5 Installation and Deployment Guide*.

Access Levels

Under Access Levels, someone with an Administrator-level password can assign access levels to tasks affecting the UpFront databases, such as adding and deleting data. The Administrator can change any or all of the default settings for access levels, including eliminating the need for passwords by setting all tasks to the Anyone access level. To open the Access Levels settings, from the **Tools** menu select **Preferences**, then select **Access Levels.**

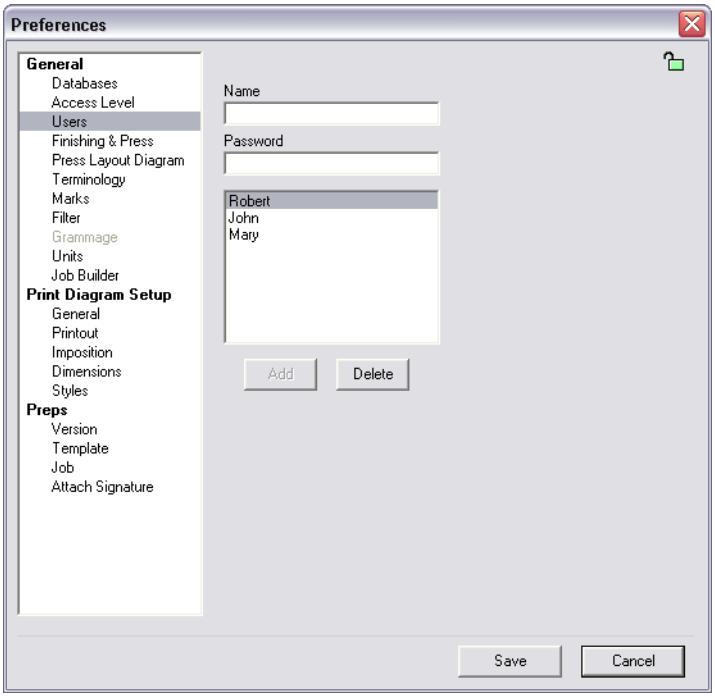


Operation list	Lists all the operations to which you can apply access levels. To change the access level, select the operation and in the **Access Level** column, click the arrow and select an option from the list.
Passwords area	After you unlock the settings, displays the current User-level, Planner-level, and Administrator-level passwords and enables you to edit them.

For more information about setting access levels, see *Setting Access Levels* on page 13 and also the *Kodak UpFront 4.0.5 Installation and Deployment Guide*.

Users

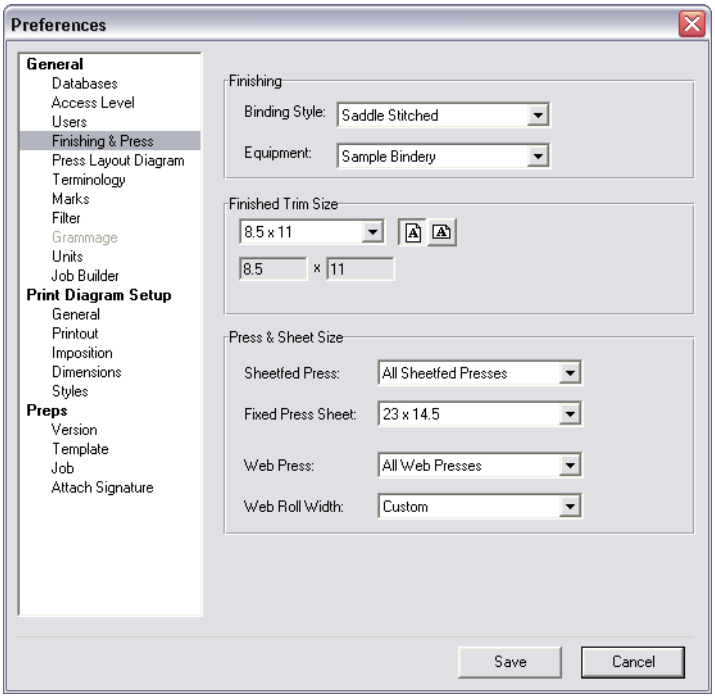
To access the Users settings, from the **Tools** menu, select **Preferences**, then select **Users**. Under **Users**, you add and delete users in the library.



For more information about entering users in the database, see *Adding and Deleting Users* on page 15 and the *Kodak UpFront 4.0.5 Installation and Deployment Guide*.

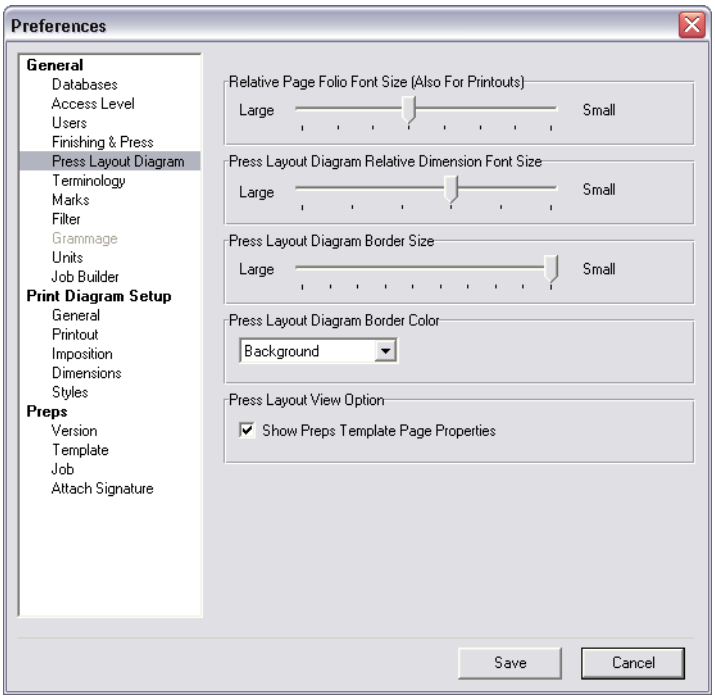
Finishing & Press

In the Preferences dialog box, under **Finishing & Press**, you can define the default binding styles, equipment and finished trim size for UpFront Job Builder.



Press Layout Diagram

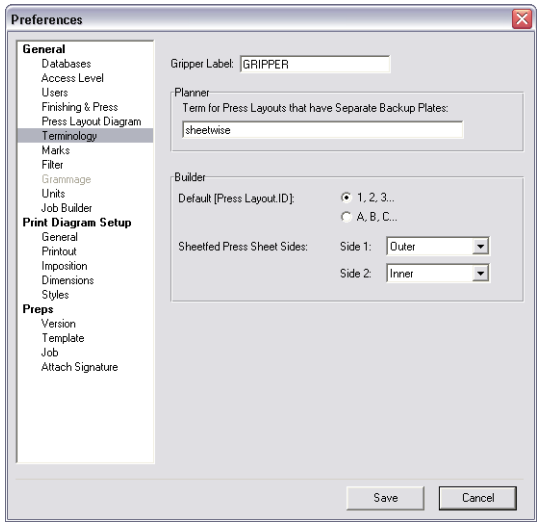
Specifications for press layout appearance on screen are set separately from specifications for press layout appearance in the print preview and in printed diagrams. In the Preferences dialog box under **Press Layout Diagram**, the first control affects both screen appearance and print preview/print appearance, but the remaining controls are for screen appearance only.



Relative Page Folio Font Size slider	Changes the relative font size of the page folio. This adjustment is useful, for example, if the folio does not fit in the space allowed. The change applies to the screen image, the print preview, and the printout.
Press Layout Diagram Relative Dimension Font Size slider	Changes the size of the font used for text and numbers in the screen diagram, including diagram text marks; does not affect the print preview or printed diagram. To change the size for printing, use the *Portrait or Landscape Printout Dialog Box*.
Press Layout Diagram Border Size slider	Adjusts the amount of border around a press layout diagram on screen (does not affect the print preview or printed diagram).
Press Layout Diagram Border Color list	Lists border colors for the screen image (does not affect the print preview or printed diagram).
Show Preps Template Page Properties	If selected, displays Preps page properties in the press layout diagram.

Terminology

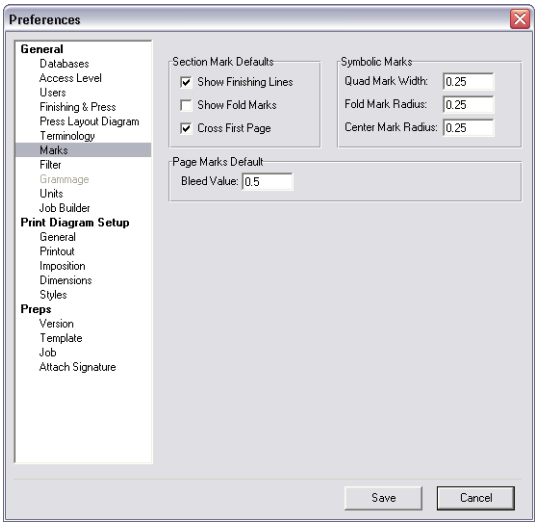
In the Preferences dialog box, under **Terminology**, you can change the terms used for various items.



Label Gripper box	Offers the term "GRIPPER," which you can change to a different term. This term prints on the layout diagram to identify the gripper.
Default (Press Layout.ID)	Offer numbering schemes to apply to the press layouts in the job.
Sheetfed Press Sheet Sides lists	Offer terms to use for the press sheet sides in the job.

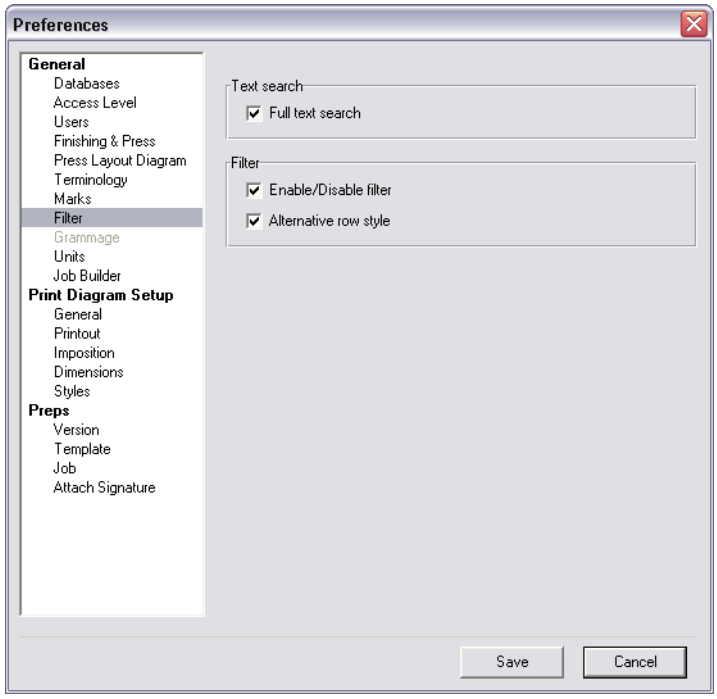
Marks

In the Preferences dialog box, under **Marks**, you can edit some default diagram mark settings.



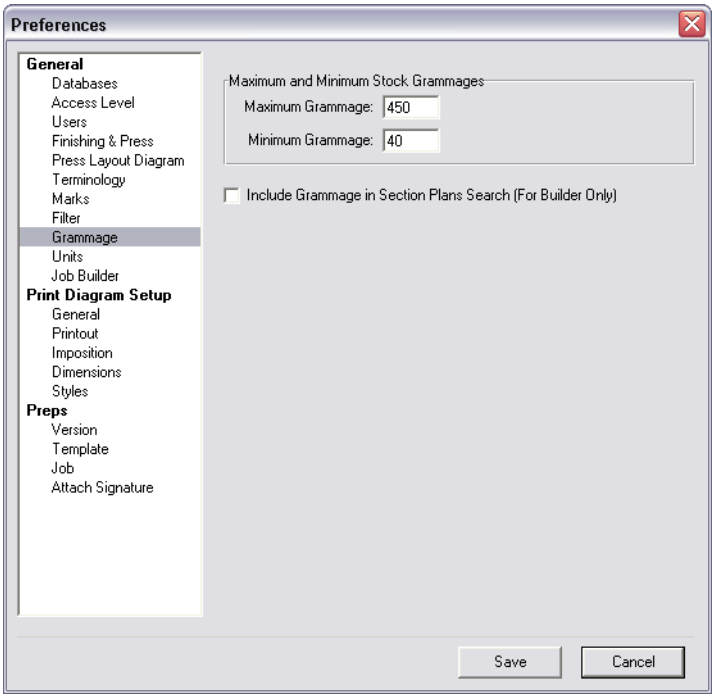
Show Finishing Lines check box	Displays finishing lines on the layout diagram. Finishing lines include the dot/dash line between the face trim and the lip, and the dotted line between the heads of pages.
Show Fold Marks check box	Displays a registration mark where fold lines intersect.
Cross First Page check box	Identifies the first page in a press layout by marking it with a black X that spans the page.
Symbolic Marks boxes	Indicates the default sizes for quad mark width, fold mark radius, and center mark radius. You can edit these sizes.
Page Marks Default: **Bleed Value** box	Indicates the default display size of bleed margins.

Filter



Full text search	Select this check box if you want search results to display any items that contain the search value that you type into filter bars on list windows. The search engine examines the full text of each item to determine whether it contains that value. Leave this unchecked if you want search results to display only those items that start with the search value that you specified. The search engine examines only the beginning of each item. For example, if you select **Full text** and specify a search value of **32**, the results could include **16pp Section 1;32pp Section**. If **Full text** is not selected, then this item would not be in the search results, because it does not start with **32**.
Enable/Disable filter	Select to enable the filter capability; clear to disable filtering.
Alternative row style	Select to display rows in alternating shades, in lists such as in the Open Job window.

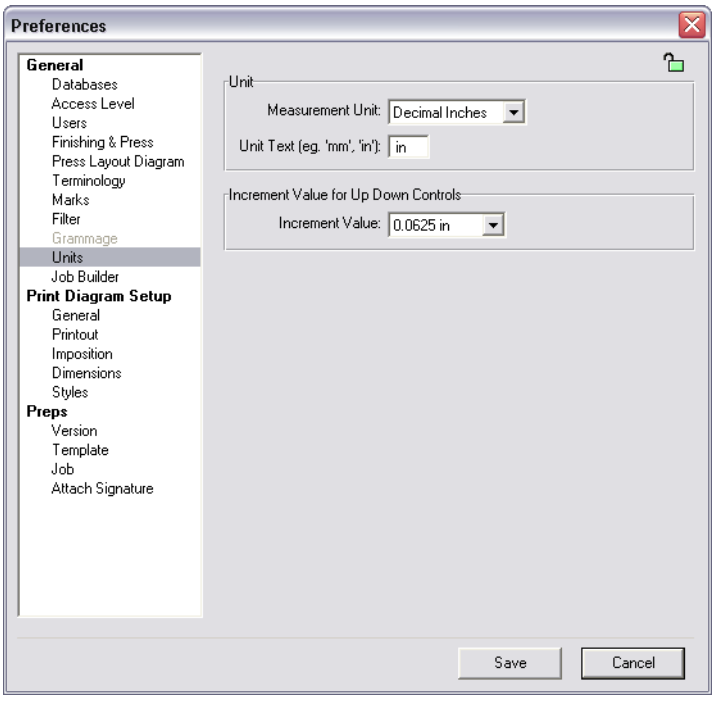
Grammage



Grammage tab **(metric only)**	
Maximum Grammage box	Provides a reference listing of the maximum weight of stock to use, as a production criterion for finishing.
Minimum Grammage box	Provides a reference listing of the minimum weight of stock to use, as a production criterion for finishing.

Units

Under **Units**, you can change the default measurement unit, its abbreviation, and the increments by which to increase or decrease numbers.



It is not recommended that you install in metric and work in inches, or vice versa. In such cases, grammage is not fully functional and there may be conversion issues. Some measurements, such as stock weight, are not converted from their original installation figures.

To access the Units settings, from the **Tools** menu, select **Preferences**, then select **Units**.

Measurement Unit list	Lists the measurement units you can use in UpFront. Select the one you want to use.
Unit Text box	Offers an abbreviation for the selected measurement unit. Edit or replace the unit name/abbreviation as appropriate.
Increment Value list	Lists increments by which numbers are increased or decreased when you use up and down controls, such as on the Placement tab of the *Edit Sections Dialog Box*.

Job Builder

Print Sheet Sides with No Colors options	The default setting of **Hide (Treat as Not Printed)** hides the blank side of a one-sided press sheet. The **Show** setting shows the blank side.
Footnote Columns	Offers choices for the number of columns where to list footnotes. The fewer the columns, the wider the boxes where they are listed.

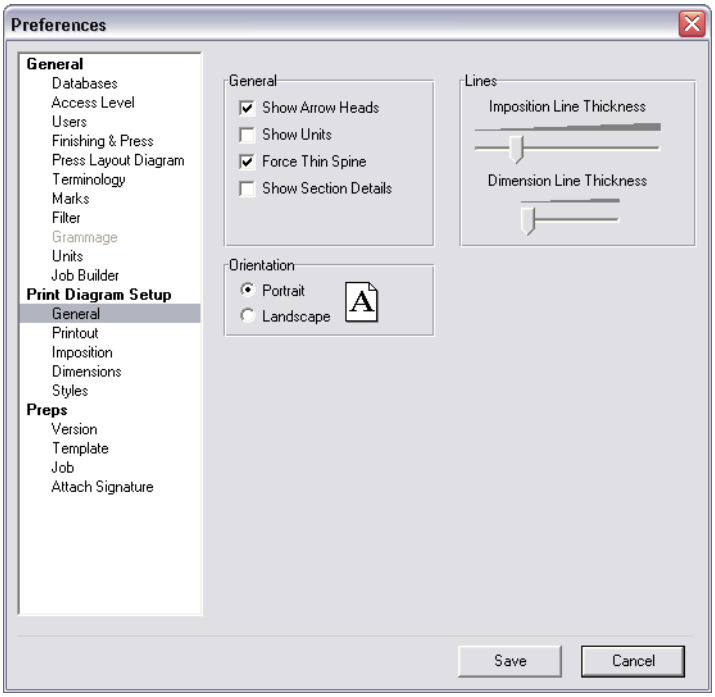
Label Press Layout with ID Number	The press layout is labeled with the ID number by default. Clear the check box if you do not want the ID number to print and show on the press layout.
Show Section Information check box	Select the check box if you want section information included for each layout in the *Job Summary Window*.

Print Diagram Setup

You change print diagram settings in the Preferences dialog box, under **Print Diagram Setup**. These settings determine how layout diagrams are displayed in the *Print Preview Window* and how they print.

The Print Diagram Setup settings are divided into five categories: **General**, **Printout**, **Imposition**, **Dimensions**, and **Styles**. They appear when you select one of them in the Preferences dialog box (**Tools** menu).

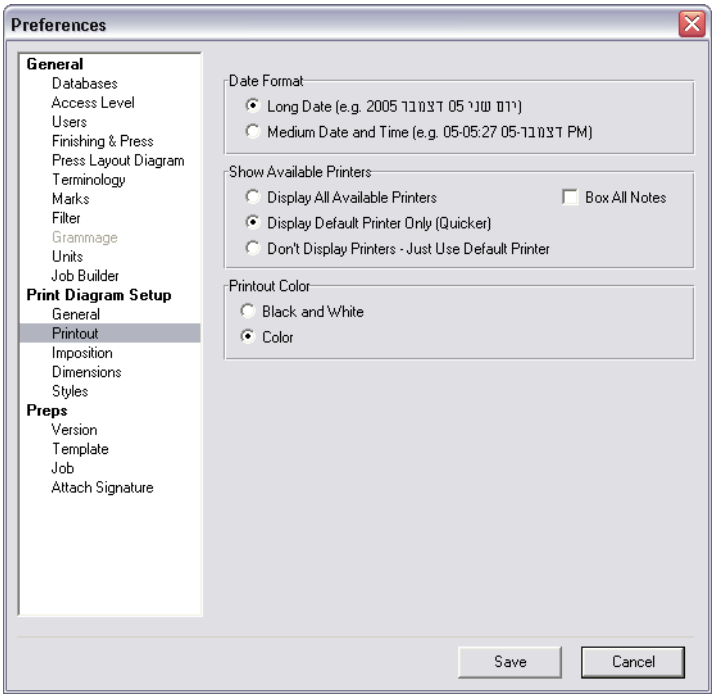
Print Diagram Setup: General



General	
Show Arrow Heads check box	Indicates whether arrow heads print on the dimension callouts of the layout diagram in the Print Preview window.
Show Units check box	Indicates whether unit callouts print with the measurements.

Force Thin Spine check box	Indicates whether a thin spine prints on the layout diagram even if the printer drivers won't allow dotted lines that exceed a certain point size.
Show Section Details check box	Indicates that section properties, such as head trim and foot trim, are to appear as separate numbers rather than a combined number.
Orientation	Indicates the diagram orientation.
Imposition Line Thickness slider	Controls the thickness of the imposition lines of the layout diagrams. To increase or decrease the line thickness, move the slider. To view the line thickness on screen, zoom in on the diagram.
Dimension Line Thickness slider	Controls the thickness of the dimension lines in the layout diagram. To increase or decrease the line thickness, move the slider. To view the line thickness on screen, zoom in on the diagram.

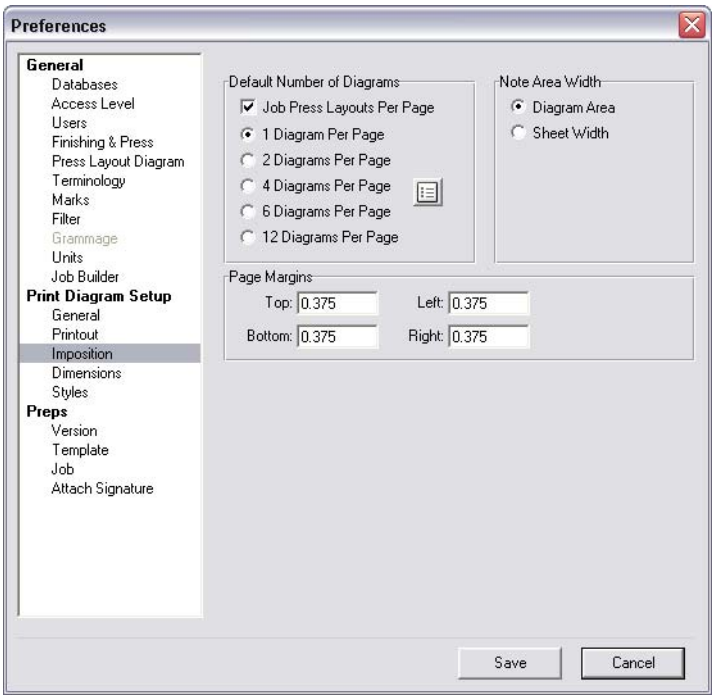
Print Diagram Setup: Printout



Printout	
Date Format options	Offers two choices for date format to appear on printed layout diagrams.
Show Available Printers options	Offers three choices for how printer information is provided in the *Print Diagrams Dialog Box*.

Box All Notes check box	If selected, places a divider line to separate notes in a layout diagram from their headers or footers.
Printout Color options	Offers black and white or color for printed layout diagrams.

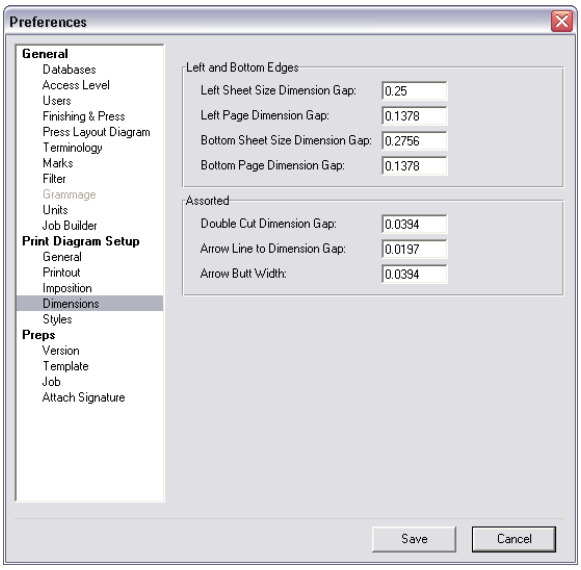
Print Diagram Setup: Imposition



Imposition	
Job Press Layouts Per Page check box	Prints each layout on its own page when you are printing the whole job. For example, work & turn layouts default to print one diagram per page, sheetwise layouts default to print two diagrams per page, and a two-web layout defaults to print four diagrams per page. If you are printing only selected layouts, this setting is ignored.
[X] Diagrams Per Page options	Print the specified number of diagrams on a page when you print selected layouts in a job and when you print the whole job with the **Job Press Layouts per Page** check box cleared.
Diagram Properties button	Opens the *Portrait or Landscape Printout Dialog Box*, where you specify the dimensions of the spaces within which you want the imposition diagrams to print, and you specify font sizes and label and mark positions.

Note Area Width options	Indicates the space in which notes print on the layout diagram.
Page Margins boxes	Specifies default page margins for printed layout diagrams.

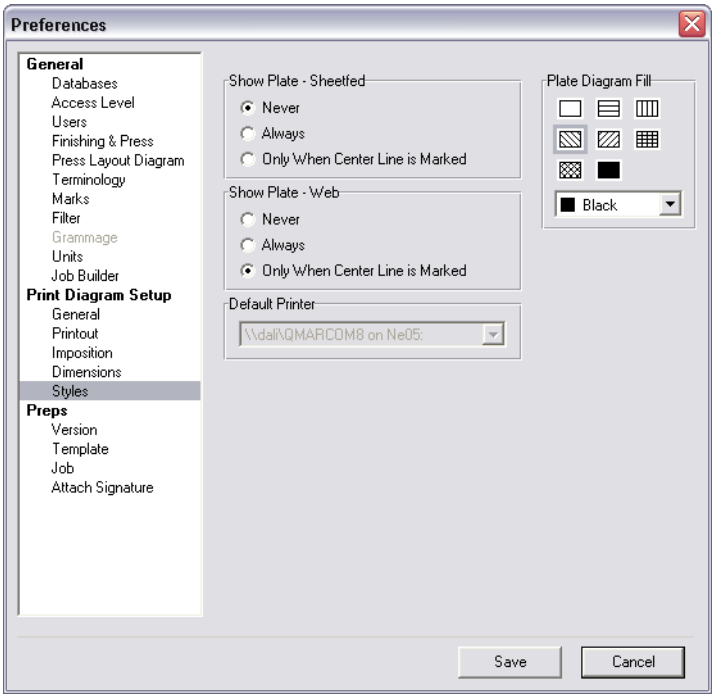
Print Diagram Setup: Dimensions



Dimensions	
Left Sheet Size Dimension Gap box	Indicates the distance between the left vertical dimension line of the layout diagram and the left diagram edge.
Left Page Dimension Gap box	Indicates the distance between the left vertical dimension line of the page and the left edge of the layout diagram.
Bottom Sheet Size Dimension Gap box	Indicates the distance between the bottom horizontal dimension line of the layout diagram and the bottom diagram edge.
Bottom Page Dimension Gap box	Indicates the distance between the bottom horizontal dimension line of the page and the bottom edge of the layout diagram.
Double Cut Dimension Gap box	Indicates the distance between the dimension number at the top center of the layout diagram and the top edge of the layout diagram or between butted sections on a layout.

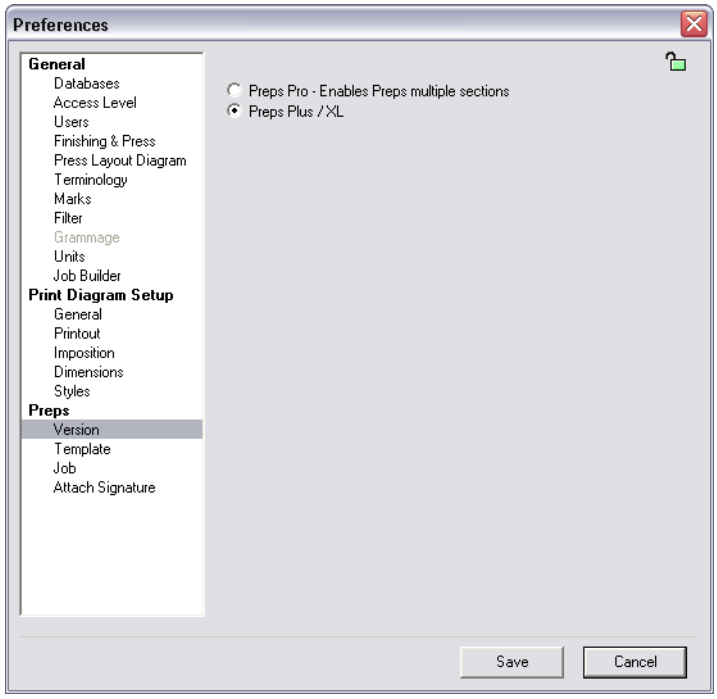
Arrow Line to Dimension Gap box	Indicates the distance between the ends of arrow lines and dimension numbers printed on the layout diagram.
Arrow Butt Width box	Indicates the size of the space between two arrow heads on the layout diagram.

Print Diagram Setup: Styles



Styles	
Show Plate options	For both sheetfed and web presses, specifies whether the plate shows in the layout diagram. The plate size is determined by the settings in the Press database for **Image Area and Plate Size**.
Plate Diagram Fill options	Specifies the fill pattern and color to be used to identify the plate area in the printed diagram.
Default Printer box	Identifies the default *Windows* printer. Whether you are offered the option of selecting a printer is determined by the setting **Show Available Printers** under *Print Diagram Setup: Printout* in the Preferences dialog box.

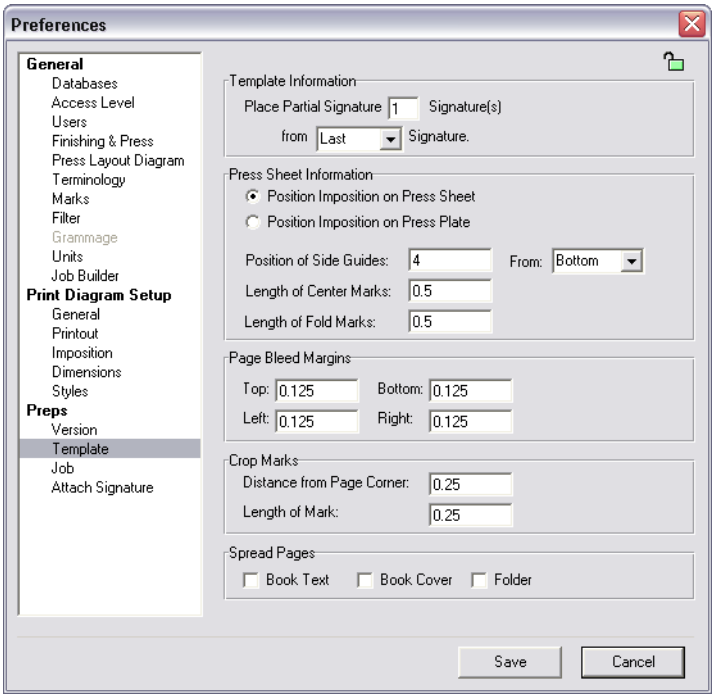
Preps Version



For more information about entering *Preps* settings in the library, see *Changing Preps Settings* on page 30 and also the installation and deployment guide.

Preps Pro - Enables Preps multi sections	Enables you to export templates or jobs that can contain multiple sections, utilizing features exclusive to Preps Pro.
Preps Plus/XL	Enables you to export templates or jobs suitable for use in Preps Plus or Preps XL.

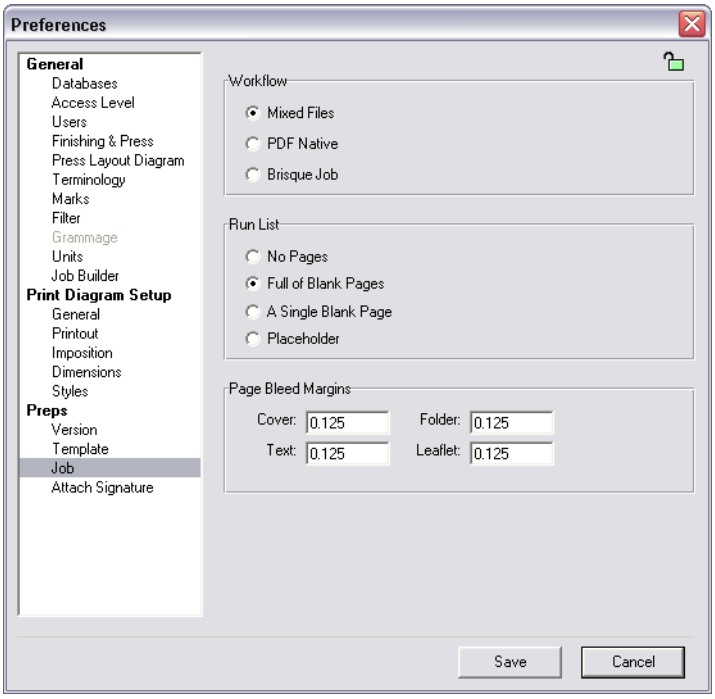
Preps Template



For more information about entering Preps settings in the library, see *Changing Preps Settings* on page 30 and the *Kodak UpFront 4.0.5 Installation and Deployment Guide*.

Template Information	Displays the partial signature placement controls available in the **Partial Signature Placement** area on the **Preps Files** tab in the Export Data dialog box.
Press Sheet Information	Displays the **Press Sheet Information** controls available on the **Preps Files** tab in the Export Data dialog box.
Page Bleed Margins boxes	Display the default bleed margin setting for each side of the page in exported *Preps* templates.
Crop Marks area	
Distance from Page Corner box	Displays the default distance from the crop mark to the page corner in exported Preps templates.
Length of Mark box	Displays the default length of crop marks in exported Preps templates.
Spread Pages area	Offers check boxes that determine the part types to which spreads will be automatically applied by default (**Book Text**, **Book Cover**, and/or **Folder**). You can always apply, change, or remove an individual job's spread setup using the Job Summary's *Section Menu*, regardless of the settings you choose here.
Length of Mark box	Displays the default length of crop marks in exported Preps templates.

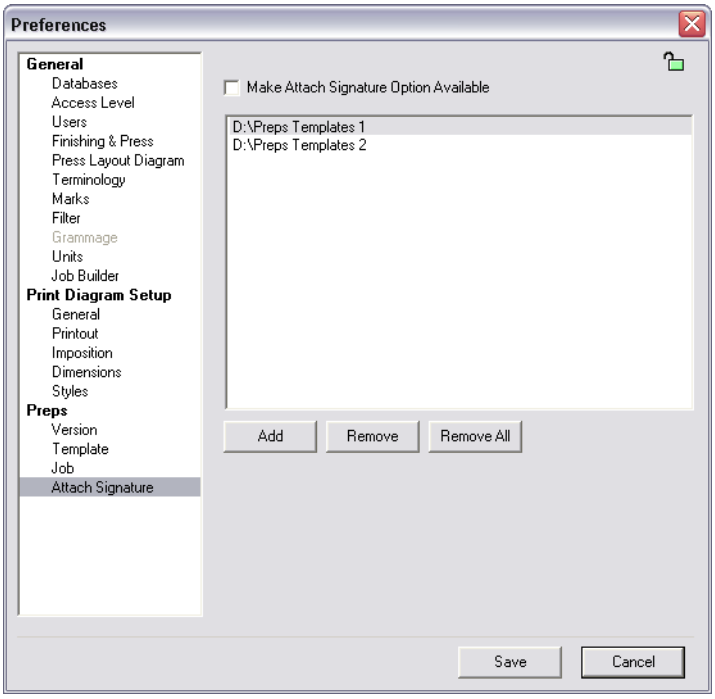
Preps Job



For more information about entering Preps settings in the library, see *Changing Preps Settings* on page 30 and the *Kodak UpFront 4.0.5 Installation and Deployment Guide*.

Workflow options	Offers choices for the type of Preps job you want to export from this UpFront job.
Run List options	Offers choices for the content of the run list in the Preps job you want to export from this UpFront job.
Page Bleed Margins boxes	Display the default bleed margin setting for each type of job part in exported Preps jobs.

Preps Attach Signature

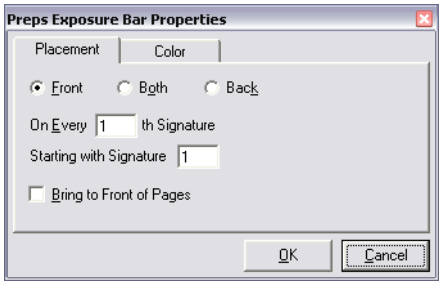


For more information about entering Preps settings in the library, see *Changing Preps Settings* on page 30 and the *Kodak UpFront 4.0.5 Installation and Deployment Guide*.

Make Attach Signature Option Available	Enables the option of attaching a signature in the Press Layout window of UpFront Planner.
Add button	Enables you to browse to the Preps template folder that contains the templates with the signatures that you want to have available for attachment.
Remove button	Enables you to remove a listed folder from the folder list.
Remove All button	Enables you to remove all listed folders from the list.

Preps Exposure Bar Properties Dialog Box

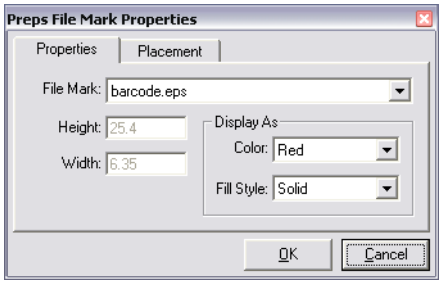
In the Preps Exposure Bar Properties dialog box, you set placement and color specifications for the exposure bar that prints on the Preps template exported from this job.



The Preps Exposure Bar Properties dialog box appears when right-click the **Add Exposure Bar** tool in the **Marks on <layout name>** area of the Preps Marks palette and select **Exposure Bar Properties**.

Placement tab	
Front/**Both**/**Back** options	Indicates on which side(s) of the signature the exposure bar is to be placed.
On Every... **Starting With**... boxes	Indicates the number of the starting signature and the frequency with which this mark is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second one, and so on).
Bring to Front check box	Brings the exposure bar to the front on the exported Preps template.
Color tab	
Separation Black option	Prints the selected exposure bar on all separations, like registration black in a DTP program.
Spot Color option	Prints the exposure bar in the spot color at the specified percentage. Identify the spot color by typing its SSi Custom Color number in the box.
Process Color option	Prints the exposure bar in the process color defined by the specified CMYK percentages.

Preps File Mark Properties Dialog Box



In the Preps File Mark Properties dialog box, you select a file mark that prints on the *Preps* template exported from this job, and apply properties. The file marks offered in the list, including your imported marks, are in the *Preps* marks library.

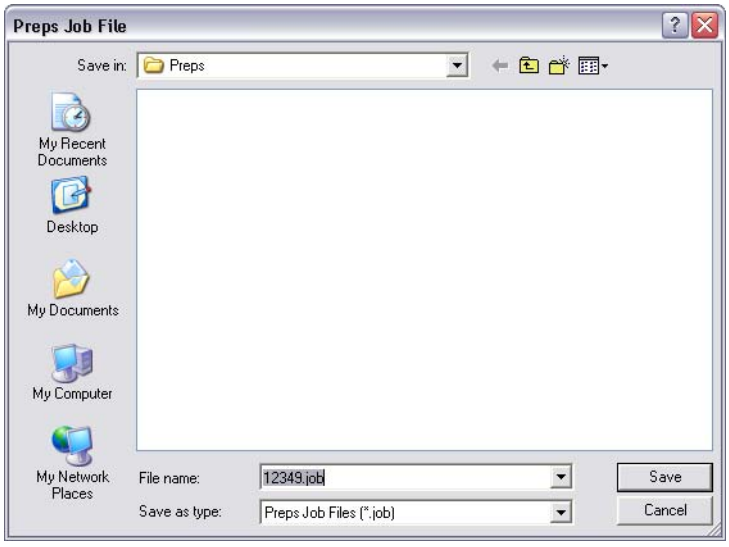
The Preps File Mark Properties dialog box appears when you right-click the **Add File Mark** tool in the **Marks on <layout name>** area of the Preps Marks palette and select **File Mark Properties**.

Properties tab	
File Mark list	Lists Preps file marks for use on an exported Preps template.
Height and **Width** boxes	Displays the dimensions of the Preps file mark.
Color list	Lists colors to use for the Preps file mark on screen.

Fill Style list	Lists fill styles to use for the Preps file mark on screen.
Placement tab	
Front/**Both**/**Back** options	Indicates on which side(s) of the signature the file mark is to be placed.
On Every... **Starting With**... boxes	Indicates the frequency with which this file mark is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second signature, and so on), and the number of the starting signature.
Bring to Front of Pages check box	Brings the file mark to the front on the exported Preps template.

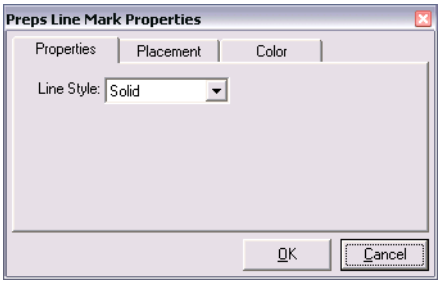
Preps Job File Dialog Box

In the Preps Job File dialog box, you select a location to save the Preps job file being exported from this job.



The Preps Job File dialog box appears when you select the **Job File** button in the *Export Data Dialog Box*, on the **Preps Files** tab.

Preps Line Mark Properties Dialog Box



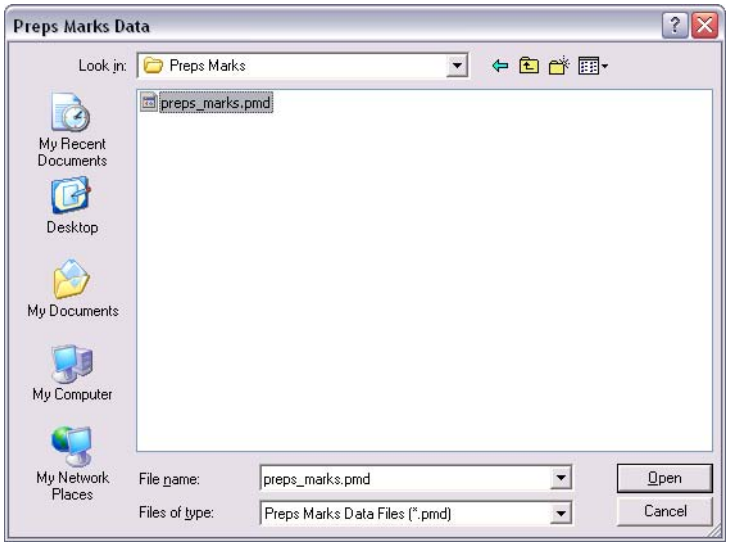
In the Preps Line Mark Properties dialog box, you specify the style, placement, and color of the line mark that prints on the *Preps* template exported from this job.

The Preps Line Mark Properties dialog box appears when you right-click the **Draw Line** tool in the **Marks on <layout name>** area of the Preps Marks palette and select **Line Properties**.

Properties tab	
Line Style list	Lists styles to apply to the line you are drawing.
Placement tab	
Front/**Both**/**Back** options	Indicates on which side(s) of the signature the line mark is to be placed.
On Every... **Starting With**... boxes	Indicates the number of the starting signature and the frequency with which this mark is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second signature, and so on).
Bring to Front check box	Brings the line mark to the front on the exported Preps template.
Color tab	
Separation Black option	Prints the selected exposure bar on all separations, like registration black in a DTP program.
Spot Color option	Prints the line mark in the spot color at the specified percentage. Identify the spot color by typing its SSi Custom Color number in the box.
Process Color option	Prints the line mark in the process color defined by the specified CMYK percentages.

Preps Marks Data Dialog Box

In the Preps Marks Data dialog box, you select a different data file of Preps marks. The marks in this file are then referenced under the **Libraries** area (**Mark Files** tab) of the Preps Marks palette, and are available for use in jobs to be exported as Preps templates, and for addition to Preps mark groups.



The Preps Marks Data dialog box appears when you click the **Import** 

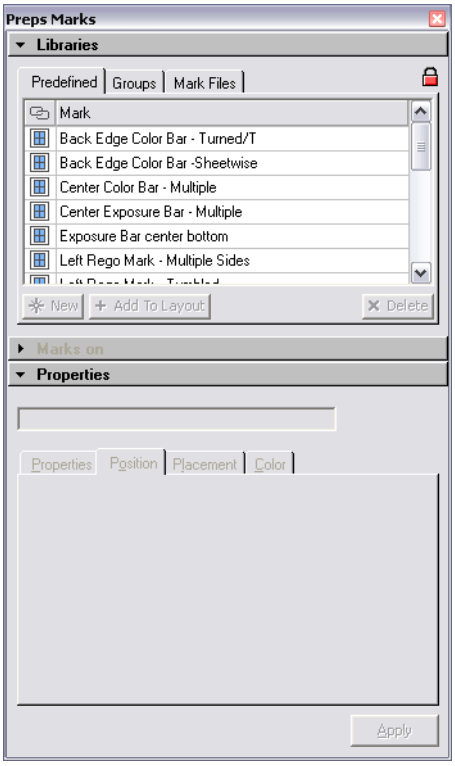
button on the **Mark Files** tab, under the **Libraries** area of the Preps Marks palette. For more information about importing Preps marks see *Importing Preps Marks Data* on page 316.

Preps Marks Palette

UpFront features a Marks palette for single-location (centralized) mark access and usage. You can access all Preps marks via this palette. You can manage all mark libraries and handle all mark placement on the layout from this floating palette.

The Marks palette is accessed from the **Tools** menu. It contains three areas: **Libraries**, **Marks on <layout name>** and **Properties**.

By default, the **Libraries** area is locked, and the parameters in the **Properties** area are read-only. If you have the required access level, you can unlock the palette with the appropriate password.



For information about using the **Libraries** and **Marks on <layout name>** areas of this palette see the Chapter 6, *Working With Preps Marks* in this user guide.

In the **Properties** area for a selected mark, you specify the style, placement and color of the mark that prints on the Preps template exported from this job.

The parameters in the **Properties** area differ according to the type of the selected mark in the **Libraries** or **Marks on <layout name>** areas.

Properties tab (specification boxes change depending on mark type)	
Text box (Text mark)	Displays the literals (such as "Sig:" or "Side:") and the variables ($sig, $side, $color, and so on) that appear in a text mark. For example, "Sig: $sig Side: $side $color" might print as "Sig: 1 Side: 1 Cyan" or "Sig: 2 Side: 1 Black."
Box Height (Text mark)	Displays the size of the bounding box where the mark prints in inches/millimeters and points.

File Mark list (File marks)	Lists the file names of the marks in the database that fall into the currently selected category.
Height and **Width** (File and Exposure bar marks)	Read-only. Displays the height and width of the mark. To change the size of a file mark, you edit the mark file in the **Libraries** area of the Preps Marks palette. For repeating and duplicating marks, the height and width are listed as 0.
Line Style (Line mark)	Lists the available line styles (solid, dash, or dot).
Type (Smart Collation mark)	Lists the available types, including the default **Signature Collation Marks A**, **B,** or **C** and any imported or custom marks that you added.
Step (Smart Collation mark)	Indicates the distance between the optional trailing text and the collation mark.
Optional Text (Smart Collation)	Type the optional text that is to trail the mark and which will print in the same color as the mark.
Related to (File mark)	Enables you to add a single file mark related to sheet, gutter or page or a repeating file mark related to sheet.
Display As: (Rectangle, Smart Collation, and File marks)	
Color	Lists the colors where the mark can be displayed.
Fill Style	Lists the fill styles where the mark can be displayed.
Position tab	
Mark Anchor (Single file mark)	Enables you to choose one of nine reference points on the mark, when you define a Preps mark related to sheet, gutter or page.
Sheet Anchor (Single file mark, exposure bar)	Indicates the location of the mark on the sheet.
Page Anchor (Single file mark)	Indicates the location of the mark on the page.
Gutter Anchor (Single file mark)	Indicates the location of the mark on the gutter.
Horizontal Offset (Single file mark related to page or gutter)	Indicates the horizontal distance from the page or gutter anchor point.
Vertical Offset (Single file mark related to page or gutter)	Indicates the vertical distance from the page or gutter anchor point.

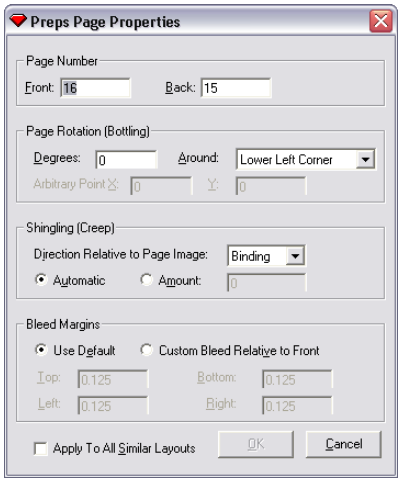
X1/**Y1**/**X2**/**Y2** Reference point list	The 0,0 point for purposes of positioning marks is the upper-left corner, which is the location of the X1 and Y1 points. X2 is at the upper-right corner, and Y2 is at the lower-left corner. Lists the reference points from which you can begin when specifying the position of a mark. In the **Position** tab example, the color bar runs across the press sheet from left to right, starting 0.25" from the left edge (X1) and stopping 0.25" from the right edge (X2), starting vertically 0.5" above the press sheet (Y1) and stopping 0.3" above the press sheet (Y2), to be 0.2" high.
+/- boxes	A positive number moves the mark to the right or down. A negative number moves it to the left or up.
Coordinates boxes	Displays the X or Y coordinate for the mark, measured from the selected location on the press sheet. To increase or decrease the value of a coordinate, use the increment buttons or type a new number.
Binding (Smart Collation mark)	Lists the available binding styles that you can associate with this mark type (**Saddle Stitched**, **Perfect Bound**, **Notch Bound**, or **Smyth Sewn**).
Offset Origin (Smart Collation)	Indicates the edge from which the collation mark is to be offset (For Bound types:, can be **Head** or **Foot**; for Stitched, can be **Face Edge** or **Bind Edge**).
Offset (Smart Collation mark)	Specifies the distance of the collation mark offset.
Width/Length (Smart Collation)	Indicates the dimensions of the collation mark.
Restrict to... check boxes (Smart Collation marks)	
Restrict to section	To restrict this mark to a certain section, select this check box and then select the section from the list (1—16). If the check box is not selected (default), then the mark is automatically placed on all sections in a multiple-section layout.
Restrict to web	To restrict this mark to a certain web, select this check box and then select the web from the list (1—3). If the check box is not selected (default), then the mark is automatically placed on all webs.
Placement tab	

Front/**Both**/**Back** options	Indicates on which side(s) of the signature the mark is to be placed.
On Every... **Starting With**... boxes	Indicates the frequency with which this mark is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second, and so on), and the number of the starting signature.
Bring to Front of Pages check box	Brings the mark to the front on the exported Preps template.
Section list (File or Note marks)	For multiple-section Preps jobs, lists the sections to which you can apply the mark.
Color tab	
Separation Black option	Prints the selected exposure bar on all separations, like registration black in a DTP program.
Spot Color option	Prints the mark in the spot color at the specified percentage. Identify the spot color by typing its SSi Custom Color number in the box.
Process Color option	Prints the mark in the process color defined by the specified CMYK percentages.

Preps Page Properties dialog box

In the Preps Page Properties dialog box, you apply settings for Preps template pages to pages in a press layout.

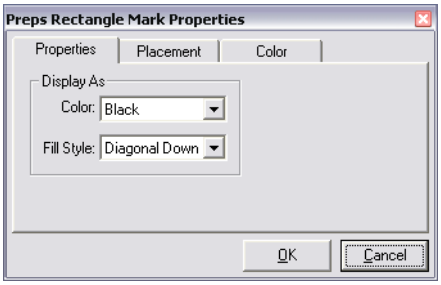
The Preps *Page Properties Dialog Box* appears when the Press Layout window is open, you click the **Select Element** tool and select one or more pages in the press layout, and from the **Page** menu or the **Press Layout** context menu, you select **Preps Page Properties**.



Page Number Front and **Back**	Indicate the numbers of the pages to which the settings are applied. If more than one page is selected, the number is struck through.
Page Rotation/ Bottling Degrees	Type the amount you want the selected pages rotated in the press layout.

Around list	Indicates the point around which you want the page(s) rotated.
Arbitrary Point X/Y	When you select **Arbitrary Point** in the **Around** list, these boxes become available. Type the coordinates around which you want the page(s) bottled.
Shingling/Creep Direction Relative to Page Image list	Indicates the direction toward which you want to apply shingling.
Automatic	Calculates the shingling amount for you.
Amount	Selecting this option activates the **Amount** box. Type the amount of shingling to apply.
Bleed Margins Use Default	Applies the default bleed margins.
Custom Bleed Relative to Front	Selecting this option makes the boxes available so you can type a **Top**, **Bottom**, **Left**, and **Right** bleed margin amount.
Apply to All Similar Layouts	Selecting this check box applies the settings to all similar layouts in the job.

Preps Rectangle Mark Properties Dialog Box



In the Preps Rectangle Mark Properties dialog box, you set style, placement, and color properties of the rectangle mark that prints on the Preps template exported from this job.

The Preps Rectangle Mark Properties dialog box appears when you right-click the **Draw Rectangle** tool in the **Marks on <layout name>** area of the Preps Marks palette and select **Rectangle Properties**.

Properties tab	
Color list	Lists colors to use for the rectangle mark on screen.
Fill Style list	Lists fill styles to use for the rectangle mark on screen.
Placement tab	
Front/**Both**/**Back** options	Indicates on which side(s) of the signature the rectangle mark is to be placed.

On Every... **Starting With**... boxes	Indicates the number of the starting signature and the frequency with which this mark is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second signature, and so on).
Bring to Front of Pages check box	Brings the rectangle mark to the front on the exported *Preps* template.
Color tab	
Separation Black option	Prints the selected exposure bar on all separations, like registration black in a DTP program.
Spot Color option	Prints the rectangle mark in the spot color at the specified percentage. Identify the spot color by typing its SSi Custom Color number in the box.
Process Color option	Prints the rectangle mark in the process color defined by the specified CMYK percentages.

Preps Static Signature Collation Mark Properties Dialog Box

In the Preps Static Signature Collation Mark Properties dialog box, you set the step, display style, placement, and color properties of the signature collation mark that prints on the Preps template exported from this press layout. A collation mark added using the **Marks on <layout name>** area of the Preps Marks palette, is static —its position is fixed unless you edit it using the edit or pointer tool.

Static marks differ from Preps smart signature collation marks, which are added in the **Libraries** area of the Preps Marks palette and are automatically placed on all applicable layouts. The "smart" placement aspect of these marks moves them with page numbering changes. In the exported Preps data file, these marks become fixed, that is, static.

The Preps Static Signature Collation Mark Properties dialog box appears when you right-click the **Add Static Signature Collation Mark**  tool in the **Marks on <layout name>** area of the Preps Marks palette and select **Static Signature Collation Mark Properties**.

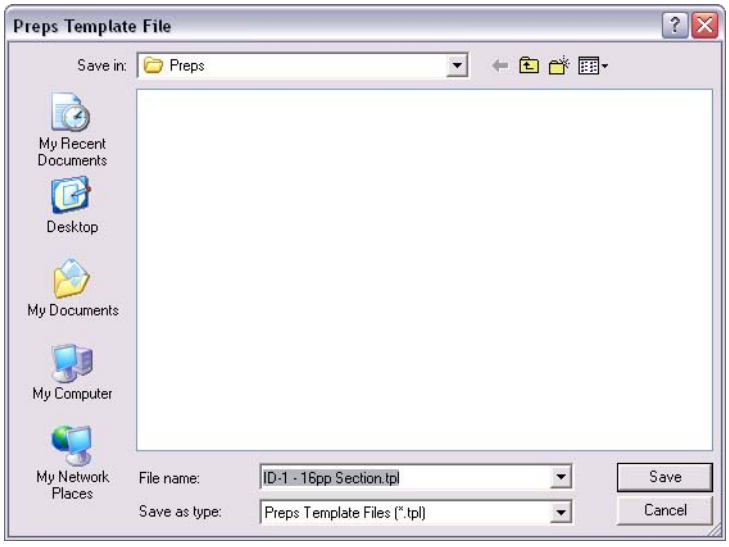


Properties tab	
Type list	Lists signature collation marks that can be placed on Preps templates.
Step box	Indicates stepping distance between mark repetitions, or by default, the size of the mark.

Color list	Lists colors to use for the collation mark on screen.
Fill Style list	Lists fill styles to use for the collation mark on screen.
Placement tab	
Front/**Both**/ **Back** options	Indicates on which side(s) of the signature the collation mark is to be placed.
On Every... **Starting With**... boxes	Indicates the frequency with which this collation mark is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second, and so on), and the number of the starting signature.
Bring to Front of Pages	Brings the collation mark to the front on the exported *Preps* template.
Color tab	
Separation Black option	Prints the selected exposure bar on all separations, like registration black in a DTP program.
Spot Color option	Prints the collation mark in the spot color at the specified percentage. Identify the spot color by typing its SSi Custom Color number in the box.
Process Color option	Prints the collation mark in the process color defined by the specified CMYK percentages.

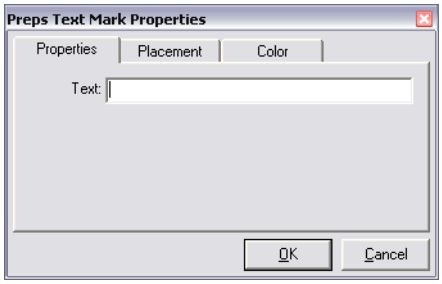
Preps Template File Dialog Box

In the Preps Template File dialog box, you select a location to save the Preps template file being exported from this job.



The Preps Template File dialog box appears when you select the **Template File** button on the **Preps Files** tab in the *Export Data Dialog Box*.

Preps Text Mark Properties Dialog Box

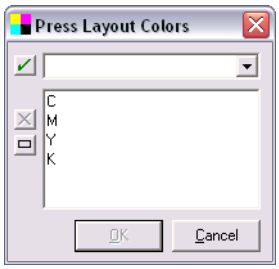


In the Preps Text Mark Properties dialog box, you set placement, style, and color properties of the text mark that prints on the Preps template exported from this job.

The Preps Text Mark Properties dialog box appears when you right-click the **Add Text Mark** tool in the **Marks on <layout name>** area of the Preps Marks palette and select **Text Mark Properties**.

Properties tab	
Text box	Accepts the text to appear in the text mark.
Placement tab	
Front/**Both**/**Back** options	Indicates on which side(s) of the signature the text mark is to be placed.
On Every... **Starting With**... boxes	Indicates the frequency with which this text mark is to be applied to signatures ("On every 1" for every signature, "On every 2" for every second, and so on), and the number of the starting signature.
Bring to Front of Pages check box	Brings the text mark to the front on the exported Preps template.
Color tab	
Separation Black option	Prints the selected exposure bar on all separations, like registration black in a DTP program.
Spot Color option	Prints the text mark in the spot color at the specified percentage. Identify the spot color by typing its SSi Custom Color number in the box.
Process Color option	Prints the text mark in the process color defined by the specified CMYK percentages.

Press Layout Colors Dialog Box



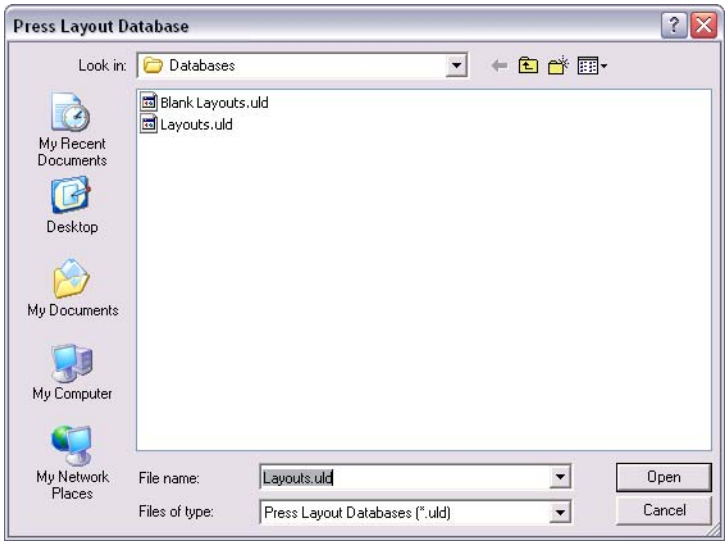
In the Press Layout Colors dialog box, you edit the list of colors used on the selected press layout.

The Press Layout Colors dialog box becomes available when you select a press layout in the *Job Summary Window*, and then select **Colors** from the **Press Layout** menu or context menu.

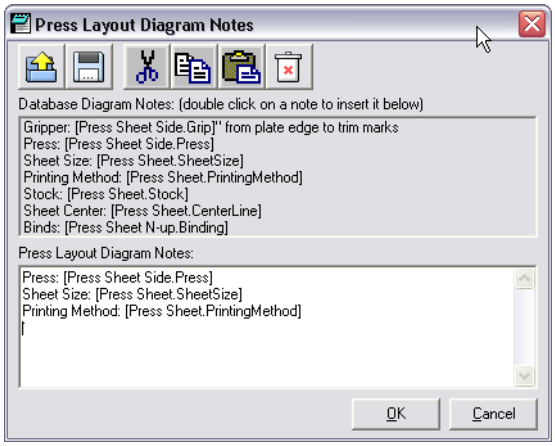
Changes apply only to the selected press layout. For information about the controls in the Press Layout Colors dialog box, see *Job Colors Dialog Box*.

Press Layout Database Dialog Box

In the Press Layout Database dialog box, you select the database to which you want to save a press layout. This dialog box appears when you select the **Database** button in the *Save Press Layout Dialog Box* and when you click the **Set** button in the **Press Layout Database** area, in the Preferences dialog box under **Database**.



Press Layout Diagram Notes Dialog Box



In the Press Layout Diagram Notes dialog box, you edit the list of diagram notes to print on the layout diagram. Changes apply only to the selected layout diagram. The Press Layout Diagram Notes dialog box appears when you select a press layout in the *Job Summary Window*, then select **Notes** from the **Press Layout** menu or context menu.

For information about the controls in the Press Layout Diagram Notes dialog box, see *Job Diagram Notes Dialog Box*.

Press Layout Menu

From the **Press Layout** menu, you open dialog boxes to edit colors, notes, and diagram marks applied to the selected layout diagram. You can also rename the selected press layout or side.

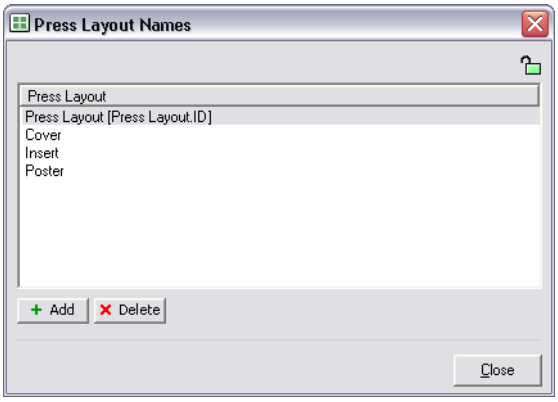
The **Press Layout** menu appears when you select **Press Layout** from the menu bar. The items in the **Press Layout** menu become available when you select a press layout or a side in the *Job Summary Window*. It includes the same items as the *Job Summary Press Layout Right-click Menu*, except that it lacks **Display Press Layout**. You can display a press layout by double-clicking it in the *Job Summary Window*.

Note: In Planner, this menu is called **Layout** menu instead of **Press Layout** menu.

Colors	Opens the *Preps Text Mark Properties Dialog Box* or the *Press Sheet Side Colors Dialog Box*, depending on what is selected in the *Job Summary Window*. These dialog boxes work like the *Job Colors Dialog Box*, except that changes are applied only to the selected item.
Notes	Opens the *Press Layout Diagram Notes Dialog Box* or the *Press Sheet Side Diagram Notes Dialog Box*, depending on what is selected in the *Job Summary Window*. These dialog boxes work like the *Job Diagram Notes Dialog Box*, except that changes are applied only to the selected item.
Rename	Opens the *Rename Press Layout Dialog Box* or the *Rename Press Sheet Side Dialog Box*, depending on what is selected in the *Job Summary Window*.
Display Press Layout	Opens the *Press Layout Window*, where you can view the selected press layout and add marks.

Press Layout Names Dialog Box

In the Press Layout Names dialog box, you add, edit, and delete press layout names for the list that is offered in the *Rename Press Layout Dialog Box*.



The Press Layout Names dialog box appears when you select **Common Press Layout Names** from the **Libraries** menu. The default access level is Planner.

Add button	Activates the **Press Layout** box so that you can type a new press layout name.
Delete button	Deletes the selected press layout name from the list.
Press Layout box	Serves as a work area where you add and edit press layout names.
Press Layout list	Lists the current press layout names.

Press Layout Test Dialog Box

In the Press Layout Test dialog box, you type the ID of the press layout that you want to test to verify that it can be used with these job specifications, or click the **Browse** button to open the *Select the Press Layout Window* so you can locate the press layout.

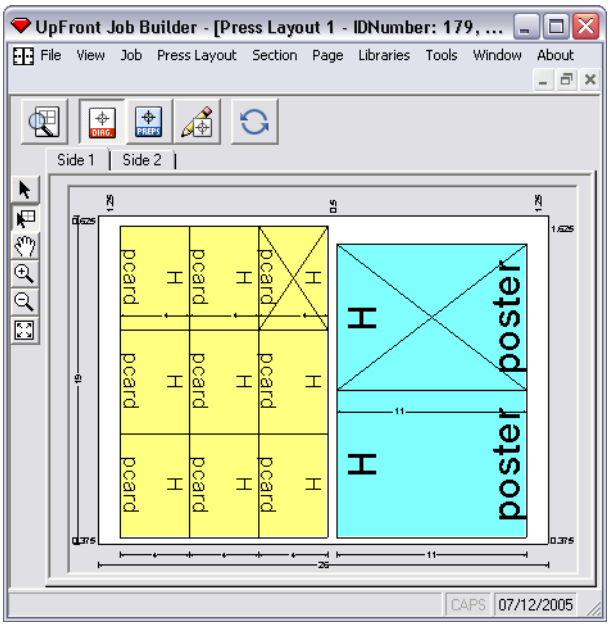


The Press Layout Test dialog box appears when you click **Test** in the *Impose Sections for Stock Window*.

Note: The press layout ID is not the number that you see in the Impose Sections for Stock Window (Press Layout 1, Press Layout 2, and so on), but the ID number of the press layout you selected in the Select the Press Layout Window to apply to the press layout in your job.

Press Layout Window

In the Press Layout window, you select one of three modes (layout mode, section mode, and page mode) and then edit or view information about the press layout. You can also edit diagram marks or Preps marks on the press layout.



Depending on the location and mode where you open the Press Layout window, different options are available or disabled. The Press Layout window that opens from the *Impose Sections for Stock Window* has very little functionality other than providing a preview.

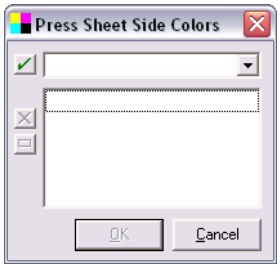
The Press Layout window appears when you do one of the following:

- Double-click a press layout or press sheet side in the *Job Summary Window*
- Right-click a press layout in the *Job Summary Window* and select **Display Press Layout**
- Select a press layout in the *Job Summary Window*, then click **Display Press Layout** on the toolbar
- In the *Impose Sections for Stock Window*, select a press layout to which a layout plan from the database has been applied, then click **Display Press Layout** (Close the layout window to return to the impose window.)

Print Preview button	Opens the *Print Preview Window* and displays the selected press layout diagram.
Select Element tool	Enables you to select one or more pages, marks or gutters in the press layout or layout plan.
Select Section tool	Enables you to select one or more sections in the press layout or layout plan.

Hand tool	After zooming, click the **Hand** tool and drag the image to move it.
Zoom In tool	Enables you to enlarge image areas.
Zoom Out tool	Enables you to reduce image areas.
Zoom Too Fit tool	Enables you to resize the image so that the entire image is displayed in the display window.
Diagram Mode button	Displays diagram marks on the press layout and hides *Preps* marks. To see which diagram marks are on this press layout, click the **Layout**, **Section**, or **Page** button on the toolbar, then right-click and select **Diagram Marks**.
Preps Mode button	Displays Preps marks on the press layout and hides diagram marks. To see which *Preps* marks are on this press layout, click **Layout** on the toolbar, then right-click and select **Preps Marks**. *Preps* marks can be applied only to Side 1 of the press layout.
Mark Tools button	Opens the *Diagram Marks Palette* when **Diagram Mode** is selected on the toolbar, and opens the *Preps Marks Palette* when **Preps Mode** is selected.
Refresh button	Refreshes the view of the press layout and refreshes the database information displayed in the dialog boxes.
Side1/**Side2** tab	Display the selected side of the press layout.

Press Sheet Side Colors Dialog Box

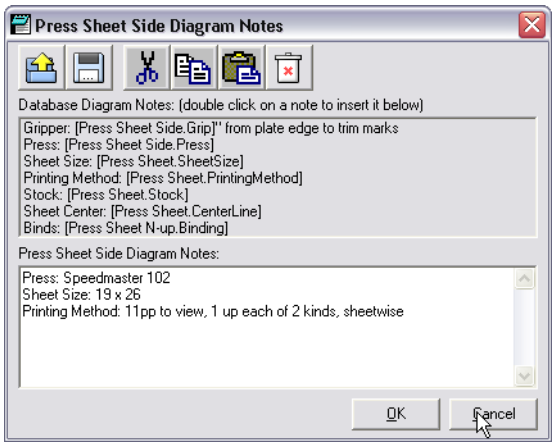


In the Press Sheet Side Colors dialog box, you edit the list of colors to include on the printed layout diagram. Changes apply only to the selected press sheet side.

The Press Sheet Side Colors dialog box appears when you select a press sheet side the *Job Summary Window*, and then select **Colors** from the **Press Layout** menu or context menu.

Changes apply only to the selected press sheet side. For information about the controls in this dialog box, see *Job Colors Dialog Box*.

Press Sheet Side Diagram Notes Dialog Box



In the Press Sheet Side Diagram Notes dialog box, you edit the list of diagram notes to print on the selected press sheet side in the layout diagram. Changes apply only to the selected press sheet side.

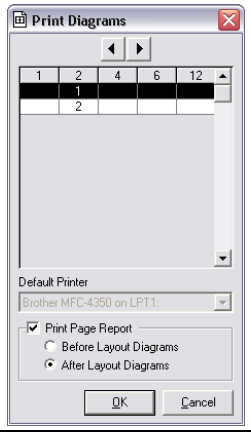
For information about the items in this dialog box, see *Job Diagram Notes Dialog Box*.

The Press Sheet Side Diagram Notes dialog box appears when you select a press sheet side in the *Job Summary Window*, and then select **Notes** from the **Press Layout** menu or context menu.

Print Diagrams Dialog Box

In the Print Diagrams dialog box, you specify how many layout diagrams are to print on a page, and the location of the page report, if you choose to include it.

The Print Diagrams dialog box appears when you select **Print Preview** from the **File** menu, or click **Print Preview**  in the *Job Summary Window*.



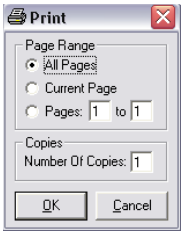
Move Selected Diagram buttons	Move the selected diagram between the columns to indicate how many diagrams are to appear on a page.
Number of Diagrams Per Page columns	Indicate which diagrams are to print one per page, two per page, four per page, and so on

Default Printer box	Identifies the printer on which the diagrams are to print. Whether you are offered the option of selecting a printer is determined by the **Show Available Printers** setting under *Print Diagram Setup: Printout* in the Preferences dialog box.
Print Page Report check box	Indicates whether you want to print the Page Report, which lists the information about each page (taken from the *Page Folios and Colors Window*), and whether you want the report to print before or after the layout diagrams.

Print Dialog Box

In the Print dialog box, you select the pages of layout diagrams that you want to print. To print all the diagrams, click **Print** in the *Print Preview Window*.

The Print dialog box appears when you select **Print** from the **File** menu while the *Print Preview Window* is open.



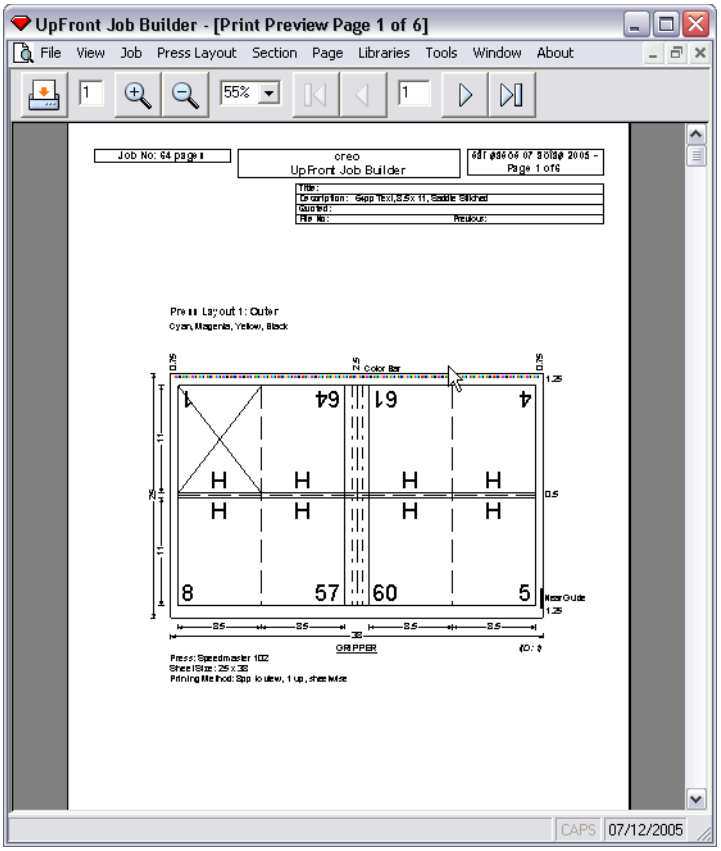
Page Range options	Offer choices of which pages of the layout diagrams to print.
Number of Copies box	Indicates the number of copies you want to print.

Print Preview Window

In the Print Preview window, you view the layout diagrams and the Page Report created from the job. You can also send the complete layout diagram to print (to print selected pages, select **Print** from the **File** menu).

The Print Preview window appears when you do one of the following:

- Select a job, press layout, or press layout side in the *Job Summary Window*, then click **Print Preview**  on the toolbar
- Click **Print Preview** in the *Press Layout Window*
- Click **OK** in the *Print Diagrams Dialog Box*



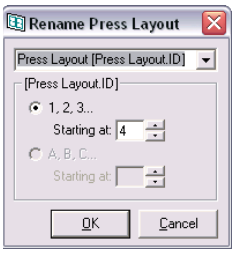
Print button	Prints the layout diagrams at the default printer.
Number of copies box	Indicates the number of copies of the layout diagrams to be printed.
Zoom In button	Makes the view larger.
Zoom Out button	Makes the view smaller.
Zoom box	Displays the current percentage of the actual size.

First button	Displays the first page of the layout diagram (this button becomes active when a page other than the first is displayed).
Previous button	Displays the page that precedes this one in the layout diagram.
Page box	Displays the page number of the layout diagram currently displayed. Type a number to display that page of the layout diagram.
Next button	Displays the next page of the layout diagram.
Last button	Displays the last page of the layout diagram.

Rename Press Layout Dialog Box

In the Rename Press Layout dialog box, you select or type a different name for the press layout in the job.

If you select either **Press Layout [Press Layout.ID]** or **Form [Press Layout.ID]**, the numbering and lettering schemes under **[Press Layout.ID]** are activated. The scheme you select is applied to the remaining press layouts in the job.

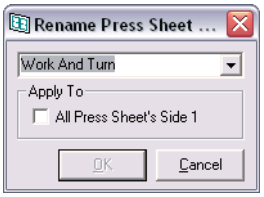


The Rename Press Layout dialog box appears when you select a press layout in the *Job Summary Window*, then select **Rename** from the Press Layout menu or context menu.

Name list	Lists possible names for the press layouts in the job. You can also type a name.
123 option	Numbers the remaining press layouts in the job when you select **Press Layout [Press Layout.ID]** or **Form [Press Layout.ID]**. Specify the starting number.
ABC option	Letters the remaining press layouts in the job when you select **Press Layout [Press Layout.ID]** or **Form [Press Layout.ID]**. Specify the starting letter.

Rename Press Sheet Side Dialog Box

In the Rename Press Sheet Side dialog box, you select or type a different name for the selected press sheet side. You can apply this name to just the selected press sheet side, or to all the same sides.



The Rename Press Sheet Side dialog box appears when you select a press sheet side in the *Job Summary Window* and select **Rename** from the **Press Layout** menu.

Name list	Lists possible names for the press sheet side. You can also type a name.
Apply To All Press Sheets Side X	Select this check box to use this name for all Side 1s or Side 2s (whichever is applicable) in the job.

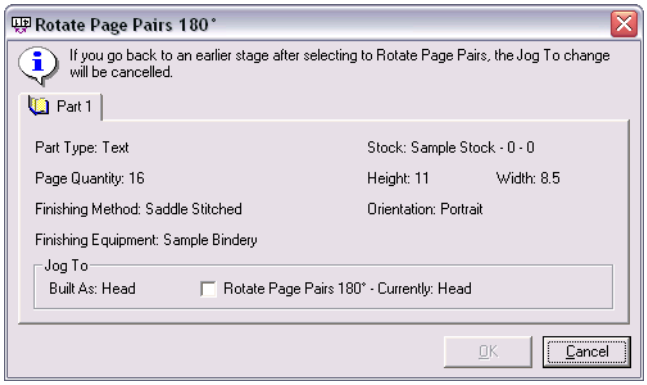
Rotate Page Pairs 180° Dialog Box

In the Rotate Page Pairs 180° dialog box, you can select the **Rotate Page Pairs 180°** check box to swap and rotate all the page pairs in the job part.

If you save the job after applying this rotation, the change is saved with the job, pages that previously jogged to the head are now jogged to the foot.

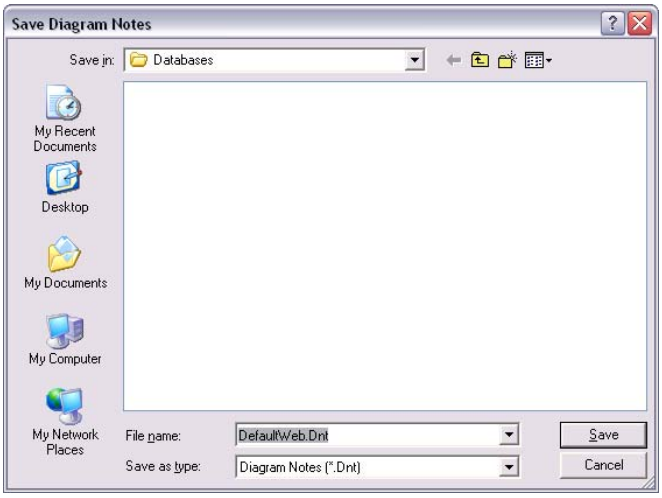
If you do not save the job after applying this rotation, the rotation is discarded when you close the job, and the pages return to their original orientation.

The Rotate Page Pairs 180° dialog box appears when you click **Page Pairs** in the *Job Summary Window*.



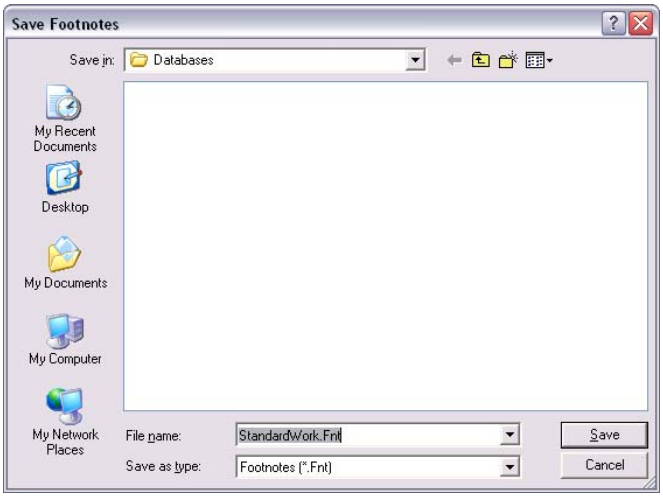
Save Diagram Notes Dialog Box

In the Save Diagram Notes dialog box, you can save a set of diagram notes under a descriptive name. This set of diagram notes is added to the library, available for future use. The Save Diagram Notes dialog box appears when you click **Save** in the *Job Diagram Notes Dialog Box*.



Save Footnotes Dialog Box

In the Save Footnotes dialog box, you can save a set of footnotes under a descriptive name. This set of footnotes is added to the library, available for future use. The Save Footnotes dialog box appears when you click **Save** in the *Job Footnotes Dialog Box*.

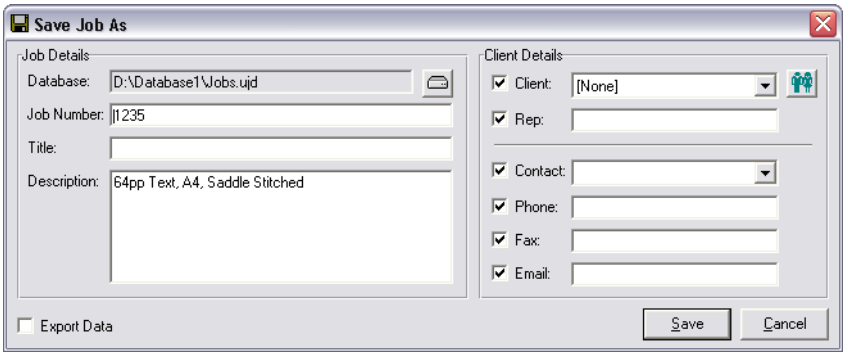


Save Job As Dialog Box

The Save Job As dialog box becomes available when the *Job Description Window*, the *Impose Sections for Stock Window*, or the *Job Summary Window* is open. In the Save Job As dialog box, before saving the job you give it a number and a title, edit the description and client information, and indicate whether you want to export JDF or CIP3 data.

The Save Job As dialog box appears when you do one of the following:

- Select **Save Job As** from the **File** menu
- Click **Save Job** in the *Job Summary Window*
- Press CTRL+S when the *Job Description Window*, the *Impose Sections for Stock Window*, or *Job Summary Window* is open



Database box	Displays the path to the database where the job is to be saved.
Database button	The default access level is Planner. Opens the *Job Database Dialog Box* where you select a different database where to save the job.
Job Number box	Indicates the job number for this job, up to 255 alphanumeric characters.
Title box	Indicates the title of the job.
Description box	Displays information provided by default to describe the job: number of pages, type of job part, page size, and binding method. You can edit and add to the description.
Client Details area	Displays information about the client for this job. For information about the controls in this section of the dialog box, see *Clients Dialog Box*. The check boxes beside the items indicate which items you want to print at the top of the layout diagram. Clear the check box to omit an item. Note that information you enter here is saved with the job but not saved in the library. To save the library information, select the **Add/Edit Client** button.

Add/Edit Client button	Opens the *Clients Dialog Box* so you can add a new client to the library or edit information about a current client.
Mark for Planner Follow-Up check box (not shown in picture)	Changes the appearance of the icon beside the press layout in the *Job Summary Window*, so that the planner is alerted to provide an appropriate new section plan or layout plan. This check box is included when you save the job from the *Job Description Window* or *Impose Sections for Stock Window*.
Export Data check box	Opens the *Export Data Dialog Box* after you click **Save** in the Save Job As dialog box.

Section Finishing Properties Dialog Box



The information in the Section Finishing Properties dialog box is read-only when it opens from Job Builder. When you open it from Planner, the settings are editable (see *Section Finishing Properties Dialog Box* in Chapter 3, *Planner Reference*).

The Section Finishing Properties dialog box displays the finishing properties that were applied when this section was created.

The Section Finishing Properties dialog box appears in the *Press Layout Window* when you click **Select Section**  on the side toolbar, select the section(s), and then select **Finishing Properties** from the **Section** menu or context menu.

Direction arrows	Scroll right or left to view additional tab headings.
General tab	
Head/Foot Trim boxes	Indicates the size of the trim edge at the top and bottom of each page in the section.
Face Trim box	Indicates the size of the trim edge on the open side, away from the binding edge.
Back Lip box	Indicates the size of the edge of a folded signature next to the high folios or back of the signature. The lip is outside the trim.
Front Lip box	Indicates the size of the edge of a folded signature next to the low folios or the front of the signature. The lip is outside the trim.
Other tab	

Spine box	Indicates the location of the binding edge.
Fold box	Indicates the location of the fold.
Page Height box	Indicates the distance between the head trim and the foot trim on a page.
Page Width box	Indicates the distance between the spine and face trim on a page.
Width Flaps tab	
Page Width Flap 1-4 boxes	Indicates the width of the page flaps, such as for a folder.
Height Flaps tab	
Page Height Flap 1-4 boxes	Indicates the height of the page flaps, such as for a folder.
Flaps tab	
Flap 1-4 boxes	Indicates the dimensions of flaps typically used for glue flaps with a consistent fixed size.

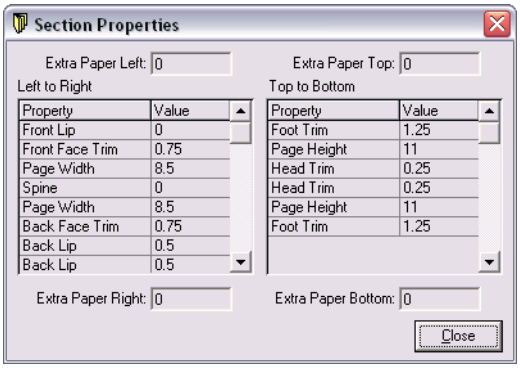
Section Menu

From the **Section** menu, you can view (but not edit) finishing properties and section properties for the selected section. The **Section** menu becomes available when the *Press Layout Window* is open, you click **Select Section**  on the side toolbar, and select one or more sections in the press layout.

Finishing Properties	Enabled only when a section is selected in the *Press Layout Window*. Opens a read-only version of the *Section Finishing Properties Dialog Box*.
Section Properties	Enabled only when a section is selected in the *Press Layout Window*. Opens a read-only version of the *Section Properties Dialog Box*.

Combine Spreads	Offers a choice of applying the spread setup to the section **Front**, **Back**, **Both**, or **None**. Marks the selected section pages (spine included) as a single *Preps* page for export as a spreads template. You can access this option to create a spread or change or remove a spread by selecting the **Preps** button in the Job Summary's *Press Layout Window*, and selecting all the pages in the section for combining. You cannot combine partial sections. Combining is automatic if the current part type is selected for spreads in the **Template** tab of the *Preps Rectangle Mark Properties Dialog Box*. After successfully combining section pages for a spread, **Preps Page 1** appears in the layout to indicate the *Preps* reference page (if the **Show Section Information** check box is selected under *Job Builder* in the Preferences dialog box. The *Kodak UpFront* page numbers also remain visible.
Combine for N-up Binding	Marks the selected identical sections as a cut-block of sections that are to be cut, folded, and bound together before they are separated into N identical products, where N is the number of copies of each section in the part. Various conditions apply, depending on your needs. In all cases, a symmetrical cutting style is required. All N copies must be aligned by their page properties, except for Come-and-Go 2-up combined sections, which are imposed head to head or foot to foot. If *Kodak UpFront* does not accept an N-up combination, specific messages appear to help you correct your work. After successfully creating an N-up block, a blue border appears around the combined sections. The combination affects all sections on all press sheets of this part. You can optionally export the N-up job as a JDF file, using the *Export Data Dialog Box*.
Show Cross First Page	Adds an X on the first page so that you can identify the first page quickly.
Show Finishing Lines	Displays finishing lines in the section plan, layout plan, press layout and diagram.
Show Fold Marks	Displays fold marks in the section plan, layout plan, press layout and diagram.
Show Section Details	Displays section details in the section plan, layout plan, press layout and diagram.

Section Properties Dialog Box



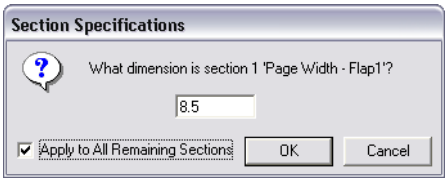
The Section Properties dialog box lists properties that were applied when the the section plan was created in Planner. The information in the Section Properties dialog box is read-only when it opens from Job Builder. To edit it, open it from Planner.

The Section Properties dialog box appears when you click you click **Select Section** on the side toolbar in the *Press Layout Window*, select one or more sections in the press layout and then select **Section Properties** from the **Section** menu or context menu.

Extra Paper	Indicates the amount of extra paper added to the specified side of the section.
Left to Right	Lists the section elements viewed from left to right.
Front Lip	Indicates the size of the edge of a folded signature next to the low folios or the front of the signature. The lip is outside the trim.
Front/Back Face Trim	Indicate the size of the trim edge on the open side, away from the bind.
Page Width	Indicates the distance between the spine and face trim.
Spine	Indicates the spine width on the cover part of the job.
Back Lip	Indicates the size of the edge of a folded signature next to the high folios or the back of the signature. The lip is outside the trim.
Top to Bottom	Lists the section elements from top to bottom.
Foot/Head Trim	Indicate the size of the trim edge at the top or bottom of each page in a section.
Page Height	Indicates the distance between the head trim and the foot trim on a page.

Section Specifications Dialog Box

In the Section Specifications dialog box, you provide dimensions for flaps, usually for use in a folder job part. The Section Specifications dialog box appears when the current job part is a folder.



Select Client Dialog Box

In the Select Client dialog box, you select a client for the current job. You can select the **Add/Edit Clients** button to open the *Clients Dialog Box*, where you add clients to the library and edit information about clients already in the library.

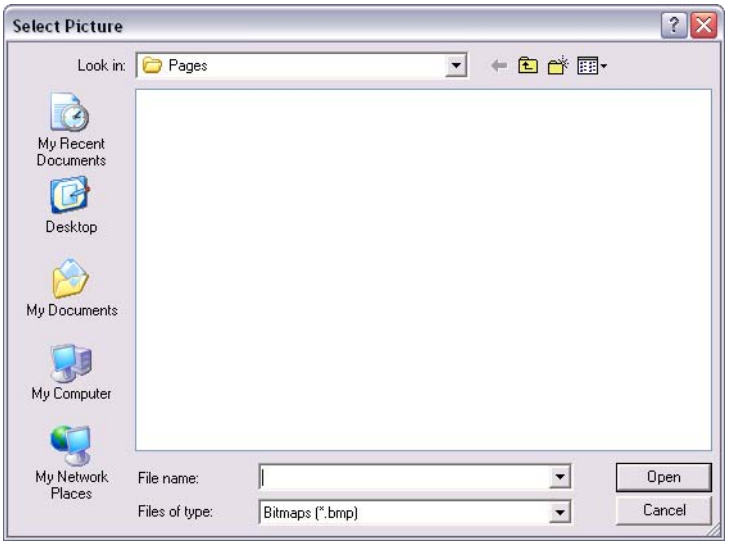


The Select Client dialog box appears when you select **Client Details** from the **Job** menu or click **Client** in the *Job Summary Window*.

For details about the controls in this dialog box, see *Clients Dialog Box*.

Select Picture Dialog Box

In the Select Picture dialog box, you select a picture to print as a thumbnail on the selected page(s) in the layout diagram.

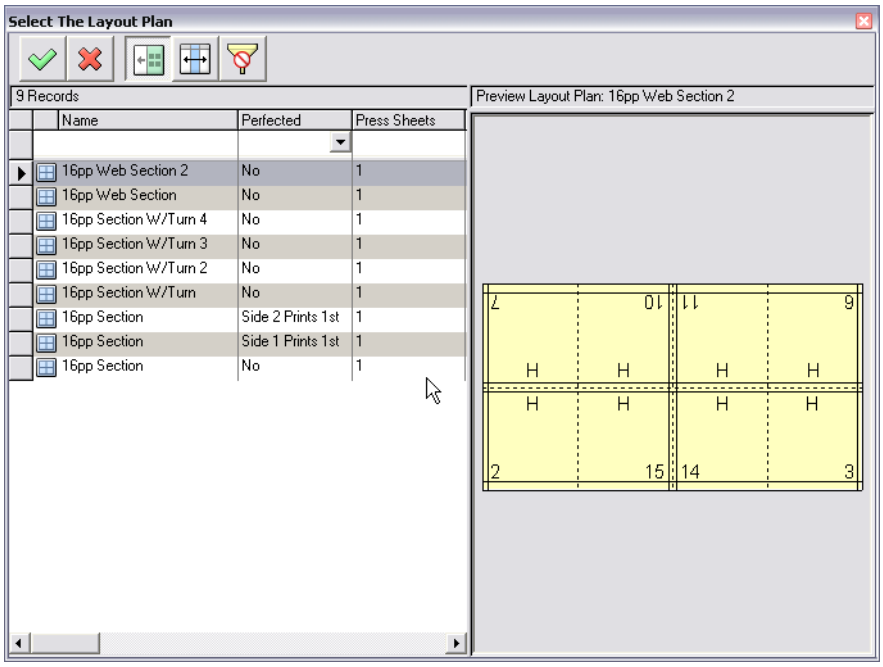


The Select Picture dialog box appears when you select the Browse button on the **Marks** tab of the *Page Properties Dialog Box*.

Select the Layout Plan Window

In the Select the Layout Plan window, you select a layout plan for creating a press layout to fit the current situation. Select the Layout Plan window appears when you click **Yes** in the *No Matching Press Layouts Found Message*.

For tips about searching for specific items in this and similar dialog boxes, see *Layout Plans Columns and Rows* in Chapter 3, *Planner Reference*.



OK button	Opens the *Press Type Dialog Box* so you can select the press type for the press layout you are creating.
Cancel button	Returns the *Impose Sections for Stock Window* without creating a press layout from one of the listed layout plans.
List And Preview button	Displays a table of information about layout plan choices with a preview of the layout plan that is selected.
Rearrange Column Order button	Enables you to rearrange the columns in the dialog box. You can resize the columns by dragging the vertical dividers between the column headings. To move a column, click **Rearrange Column Order** on the toolbar, then click the heading of the column you want to move. Drag the column to the desired position. When red pointers indicate the right place, release the mouse button. To move multiple columns at once, hold down the SHIFT key as you click each column you want to include in the move. When you finish rearranging columns, click **Rearrange Column Order** again.
Clear Filter button	Enables you to clear a defined filter.
Focus (first column)	Identifies the layout plan currently selected.
Name column	Displays the names of the layout plans that can be used to create a usable press layout for the job.
Perfected column	Indicates whether this layout plan is perfected.

Press Sheets column	Indicates the number of press sheets in this layout plan.
Scroll right to view the remaining columns	
Description column	Provide information describing the layout plans.
Preview Layout Plan	Displays a preview of the selected layout plan.

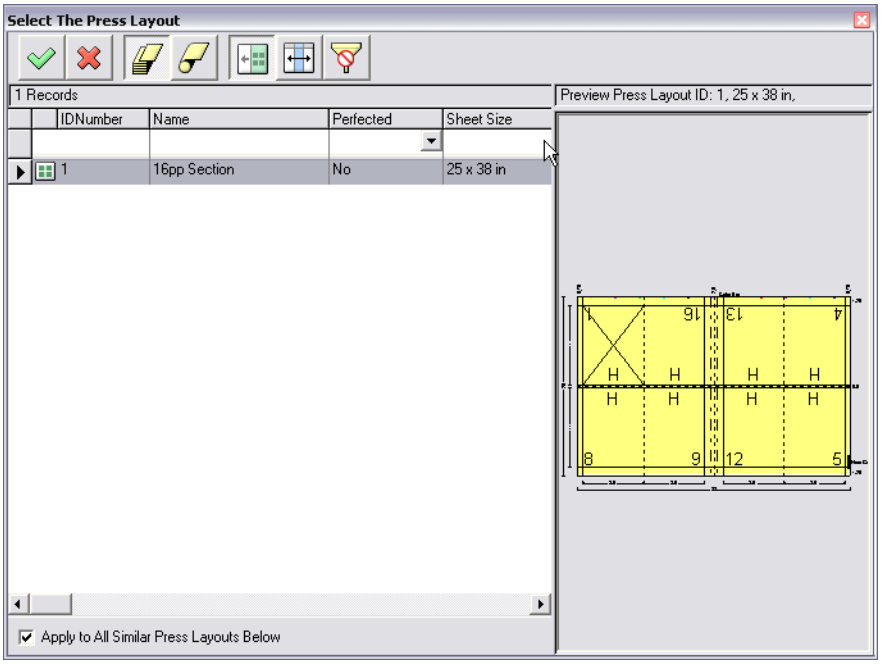
Select the Press Layout Window

In the Select the Press Layout window, you select a press layout to use to impose some or all of the sections in the job.

The Select the Press Layout window appears when you double-click a press layout in the *Impose Sections for Stock Window*, if a press layout that fits the requirements is available. If no suitable press layout is available, you get a *No Matching Press Layouts Found Message* that says one of the following:

- No matching press layout was found, but there are layout plans available that you can select to create a new press layout (this functionality is available only in the full version of UpFront)
- No matching press layout was found, nor were any suitable layout plans. In such a case, the message asks if you want to launch Planner so you can create a layout plan (this functionality is available only in the full version of UpFront)

The Select the Press Layout window also appears when you click the **Browse** button in the *Press Layout Test Dialog Box*.

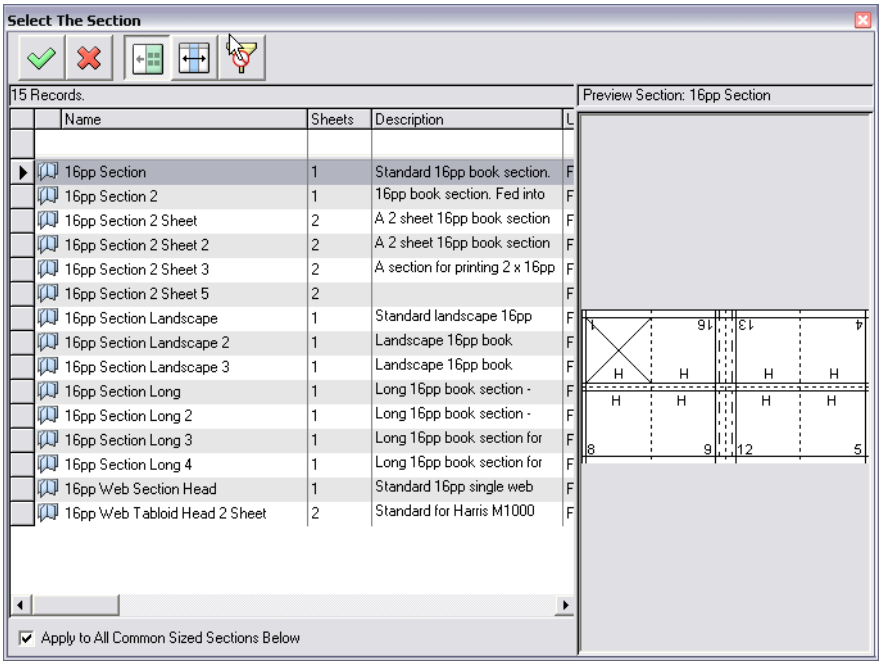


OK button	Applies the selected press layout to the highlighted layout in the *Impose Sections for Stock Window* (and to any other layouts in the job of the same size and type), and returns to the *Impose Sections for Stock Window*.
Cancel button	Returns to the *Impose Sections for Stock Window* without applying a press layout to the job.
Sheetfed	Lists sheetfed layouts.
Web button	Lists web layouts.
List And Preview button	Displays a table of press layouts choices and a preview of the selected section.
Rearrange Column Order button	Enables you to rearrange the columns in the dialog box. You can resize the columns by dragging the vertical dividers between the column headings. To move a column, click **Rearrange Column Order** on the toolbar, then click the heading of the column to be moved. Drag the column to the desired position. When red pointers indicate the right place, release the mouse button. To move multiple columns at once, hold down the SHIFT key as you click each column you want to include in the move. When you finish rearranging columns, click **Rearrange Column Order** again.
Clear Filter button	Enables you to clear a defined filter.
Focus (first column)	Identifies the press layout currently selected.
ID Number	Displays the ID number of the press layout.
Name	Displays the names of the press layouts that can be used for the selected press layout in the job.
Perfected	Indicates whether this press layout is perfected.
Press Sheets	Indicates the number of press sheets in this plan.
Sheet Size	Specifies the sheet size upon which this press layout is intended to print.
Press	Specifies the press upon which this press layout is intended to print.
Scroll right to view the remaining columns	
Description	Provide information describing the press layouts.

Preview Press Layout	Displays a preview of the selected press layout
Apply to All Similar Press Layouts Below	Select this check box to use this press layout for all the press layouts in the **Press Layouts** column of the *Impose Sections for Stock Window* that are of the same size.

Select the Section Window

In the Select the Section window, you select a section plan to apply to the selected section.



The Select the Section window appears when you double-click a section in the *Binding Section Sequence window*.

OK button	Applies the current settings in the Select the Section window, and returns to the *Binding Section Sequence window*.
Cancel button	Returns to the *Binding Section Sequence window* without applying a section.
List And Preview button	Displays a table of information about section choices and a preview of the selected section.

Rearrange Column Order button	Enables you to rearrange the columns in the dialog box. You can resize the columns by dragging the vertical dividers between the column headings. To move a column, click **Rearrange Column Order** on the toolbar, then click the heading of the column to be moved. Drag the column to the desired position. When red pointers indicate the right place, release the mouse button. To move multiple columns at once, hold down the SHIFT key as you click each column you want to include in the move. When you finish rearranging columns, click **Rearrange Column Order** again.
Clear Filter button	Enables you to clear a defined filter.
Focus (first column)	Identifies the section currently selected.
Name	Displays the names of the sections that can be used for a group of pages.
Sheets	Lists the numbers of sheets in the sections.
Description	Provides descriptions of the sections.
Scroll right to view the next three columns	
Unbalanced	Indicates "TRUE" if the section has an unequal number of pages before and after the spine. If the numbers of pages are equal, indicates "FALSE."
Pages at Back	Indicates the number of pages after the spine.
Pages at Front	Indicates the number of pages before the spine.
JDF Folding Tag	Indicates a JDF folding tag.
MBO Folding Tag	Indicates an MBO folding tag
Preview Section pane	Displays a preview of the section that is highlighted
Apply to All Common Sized Sections Below	Select this check box to use the same section plan for all the sections below of the same size.

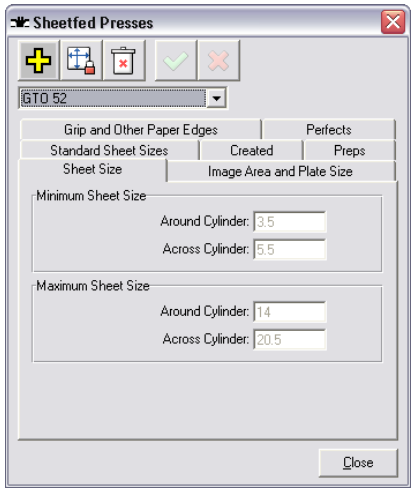
Sheetfed Presses Dialog Box

In the Sheetfed Presses dialog box, you enter and edit information about the sheetfed presses in your shop in the Sheetfed Presses library.

For more information about entering equipment in the library, see the installation and deployment guide.

The Sheetfed Presses dialog box appears when you select **Sheetfed Presses** from the **Libraries** menu.

The specifications of the last press selected from the library are duplicated on all the tabs and remain in effect until you replace them with new specifications.



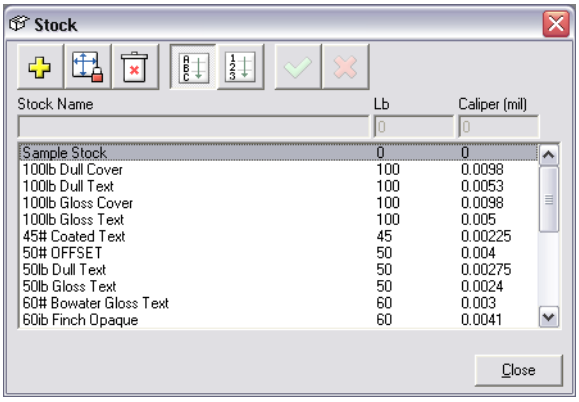
Add New Sheetfed Press button	The default access level is Planner. Activates the controls in the dialog box so that you can type the name of a sheetfed press and enter specifications.
Edit Sheetfed Press button	The default access level is Planner. Select a press from the press list, then click **Edit Sheetfed Press** to activate the controls so you can edit them.
Delete Sheetfed Press button	The default access level is Planner. Select a press from the press list, then click **Delete Sheetfed Press** on the toolbar.
Sheetfed press list	Lists the sheetfed presses in the library. Select the machine for which you want to add or edit specifications.
Sheet Size tab	
Minimum Sheet Size: **Around Cyl.**	Displays the press's minimum sheet size around the cylinder (normally the sheet's short edge dimension).
Minimum Sheet Size: **Across Cyl.**	Displays the press's minimum sheet size across the cylinder (normally the sheet's long edge dimension).
Maximum Sheet Size: **Around Cyl.**	Displays the press's maximum sheet size around the cylinder (normally the sheet's short edge dimension).
Maximum Sheet Size: **Across Cyl.**	Displays the press's maximum sheet size across the cylinder (normally the sheet's long edge dimension).
Image Area and Plate Size tab	
Maximum Image Area: **Around Cyl.**	Displays the maximum image area that can be printed on this press around the cylinder.
Maximum Image Area: **Across Cyl.**	Displays the maximum image area that can be printed on this press across the cylinder.

Plate Size: **Around Cyl.**	Displays the plate size that fits around the cylinder.
Plate Size: **Across Cyl.**	Displays the plate size that fits across the cylinder.
Standard Sheet Sizes tab	
Add New/Sheetfed Press box	Becomes active when you click **Add New** on the toolbar. In the sheetfed press box, type the name of the press on which this sheet size can be used.
Around/Across boxes	Indicates the dimensions of the sheet around and across the cylinder in the boxes. Select the **Add Sheet Size** button to add the sheet size.
Sheet Size box	Lists the sheet sizes that have been added to the library for this press. To delete a sheet size, select it, then select the **Delete Sheet Size** button. When you create a new press layout in Planner, you can select from the list of standard sheet sizes for a specific press in the*Press Sheet Size Selector–Sheetfed Dialog Box*.
Created tab - read only	
Created/by boxes	Displays the date this press was added to the library, and the ID of the person who added the information.
Last Modified/ by boxes	Displays the date that information about this press was last modified, and the ID of the person who last modified the information.
Preps tab	
Press Sheet Edge to Punch Center	Displays the setting used for *Preps* templates exported by *Kodak UpFront*, which eliminates the need to edit the punch distance in *Preps*.
Grip and Other Paper Edges tab	
Minimum Paper Grip box	Displays the minimum grip that you want this press to allow. To account for bleed or to keep a standard across different presses, companies sometimes use a minimum paper grip that is greater than the absolute minimum the press can use.
Plate Edge to Press Sheet Edge box	Displays the distance from the plate edge to the press sheet edge.

Absolute Minimum Plate Edge to Trim box	Every press cylinder has a zero setting that enables the printing of the maximum possible image area, but not all companies use these factory default settings. In some cases, such as printing a poster on a full sheet size with a maximum image area, the cylinders must be set to zero and the film/plates must be gripped to the absolute minimum measurement from plate edge to trim. *Kodak UpFront* then defaults back to the film grip measurement for **Absolute Minimum Plate Edge to Trim** instead of the grip calculated from the **Plate Edge to Press Sheet Edge** number plus the paper grip.
Minimum Back Edge/Side Edge Paper boxes	Indicate the minimum amount of paper required at the specified edges for this press to be able to print. A press that most commonly prints on board stock may need more paper at the back edge of a press layout than a press that prints on lighter stocks. These settings often confuse new users, so if in doubt, enter only a small or 0 value.
Perfects tab	
Perfects check box	Indicates that the press can perfect.
Min Perfect Sheet Across /Around Cyl.	Indicates the minimum perfecting sheet that can be printed on this press around/across the cylinder

Stock Dialog Box

In the Stock dialog box, you add new stocks to the Stock library, and edit or delete stocks in the library.



The Stock dialog box appears when you do one of the following:

- From the **Libraries** menu, select **Stock**
- In the *Job Description Window*, click **Edit** in the **Stock** area
- In the *Missing Stocks Dialog Box*, click **Yes** to indicate that you want to add the stock specified in the imported JDF file to the Stock library

Add New Stock button	Activates the boxes at the top of the **Stock** list so you can type information to add a new stock.
Edit Stock button	Displays the information about the highlighted stock in the editing row at the top of the list, so that you can edit the information.
Delete Stock button	Deletes the highlighted stock from the library after you confirm that you want to delete it.
Sort By Name	Sorts the list of stocks by name.
Sort By Weight	Sorts the list of stocks by weight.
Apply To Library button	Becomes active when you click the **Add New Stock** or **Edit Stock** button on the toolbar. Click **Apply** to apply the changes in the editing row.
Cancel Changes button	Becomes active when you click the **Add New Stock** or **Edit Stock** button on the toolbar. Click **Cancel Changes** to cancel any changes in the editing row.
Editing row	Accepts information about a new stock and accepts edits to information about an existing stock.
Stock column	Lists all the stocks in the library.

Lb/GSM column	Lists the weight of each stock in the library as installed. (If you installed in inches then switched to millimeters (or vice versa), the weight is not converted to the new units.)
Caliper column	Lists the thickness of a single sheet of each stock in the library.

Test Report

A press layout test report compares the specifications of the press layout to the requirements of a job. A test report is displayed when you click **Press Layout Test** in the *Impose Sections for Stock Window*.

OK	Press Layout ID: 1	Current Press Layout
OK	1 section/s	1 section/s
	Section 1	**Section 1**
OK	Section = 16pp Section	Section = 16pp Section
OK	Pages = 16pp	Pages = 16pp
OK	Type = Book Text	Type = Book Text
OK	Finishing Method = Saddle Stitched	Finishing Method = Saddle Stitched
OK	Finishing Equipment = Sample Bindery	Finishing Equipment = Sample Bindery
OK	Jog To = Head	Jog To = Head
OK	Cover Spine not applicable	Cover Spine not applicable
OK	PageHeight = 11	PageHeight = 11
OK	PageWidth = 8.5	PageWidth = 8.5
OK	PageWidthFlap1 = 0	PageWidthFlap1 = 0
OK	PageWidthFlap2 = 0	PageWidthFlap2 = 0
OK	PageWidthFlap3 = 0	PageWidthFlap3 = 0
OK	PageWidthFlap4 = 0	PageWidthFlap4 = 0
OK	PageHeightFlap1 = 0	PageHeightFlap1 = 0
OK	PageHeightFlap2 = 0	PageHeightFlap2 = 0
OK	PageHeightFlap3 = 0	PageHeightFlap3 = 0
OK	PageHeightFlap4 = 0	PageHeightFlap4 = 0
OK	Flap1 = 0	Flap1 = 0
OK	Flap2 = 0	Flap2 = 0
OK	Flap3 = 0	Flap3 = 0
OK	Flap4 = 0	Flap4 = 0

Tools Menu

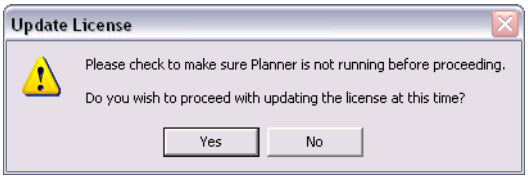
The **Tools** menu offers access to the Marks palette, calculator, Update License dialog box and Preferences dialog box.

Marks Palette	Opens the *Preps Marks Palette* or the *Diagram Marks Palette*.
Calculator	Launches the *Windows* Calculator.
Update License	Opens the *Welcome to UpFront Dialog Box*, where you can type a new password to update your license.
Preferences	Opens the *Preferences Dialog Box* where you define settings that affect the databases and a variety of areas of the Upfront software.

Update License Message

The Update License message reminds you to quit UpFront Planner before you update your license. If Planner is running while you enter a new password in UpFront Job Builder, the next time you start Planner it still has the old password, and you have to enter the new password again.

The Update License message appears when you select **Update License** from the **Tools** menu.



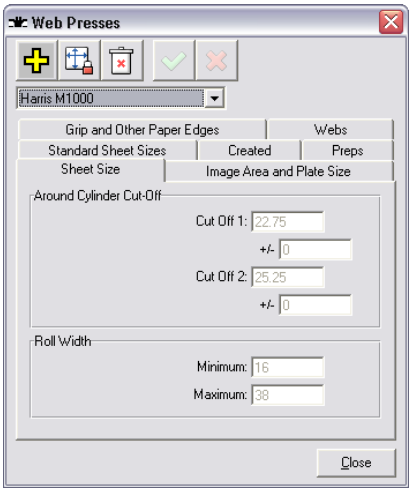
Web Presses Dialog Box

In the Web Presses dialog box, you add new web presses to the library and edit specifications for current web presses.

For more information about entering equipment in the library, see the installation and deployment guide.

The Web Presses dialog box appears when you select **Web Presses** from the **Libraries** menu.

For convenience, the specifications of the last press selected from the library are duplicated on all the tabs, and remain in effect unless you replace them with new specifications.



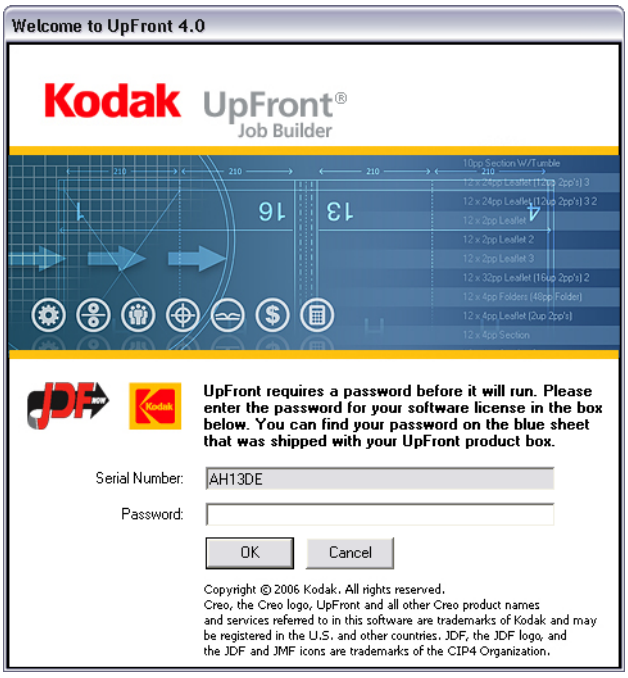
Sheet Size tab	
Around Cylinder Cut-Off 1	Displays the press's cut-off specification.
Around Cylinder Cut-Off 2	In most cases, this specification is set the same as Cut Off 1. Rarely, some web presses can have a second cut-off specification.
+/- boxes	Indicate the tolerance for cutoffs (if used).
Roll Width Min/Max	Indicate the press's minimum/maximum roll width (minimum/maximum across the cylinder dimension)
Image Area and Plate Size tab	
Max Image Area: **Around Cylinder**	Displays the maximum image area that can be printed on this press around the cylinder.
Max Image Area: **Across Cyl.**	Displays the maximum image area that can be printed on this press across the cylinder.

Plate Size: **Around Cyl.**	Displays the plate size that fits around the cylinder.
Plate Size: **Across Cyl.**	Displays the plate size that fits across the cylinder.
Standard Sheet Sizes	
Add New button/ **Web Press** box	Activates the controls on this tab. In the web press box, type the name of the press on which this sheet size can be used.
Across	Indicates the dimension of the sheet across the cylinder. Type the dimension, then select the **Add Sheet Size** button.
Sheet Size list	Lists the sheet sizes that have been added to the library for this press. To delete a sheet size, select it, then select the **Delete Sheet Size** button. When you create a new press layout in Planner, you can select from a list of standard sheet sizes for a specific press in the*Press Sheet Size Selector–Sheetfed Dialog Box*.
Created tab **- read only**	
Created/by	Displays the date this press was added to the library, and the ID of the person who added the information.
Last Modified/ by boxes	Displays the date that information about this press was last modified, and the ID of the person who last modified the information.
Preps tab	
Distance Press Sheet Edge to Punch Center	Displays the setting used for Preps templates exported by UpFront, which eliminates the need to edit the punch distance in Preps.
Grip and Other Paper Edges	
Minimum Paper Grip	Displays the minimum grip that you want this press to allow. To account for bleed or to keep a standard across different presses, companies sometimes use a minimum paper grip that is greater than the absolute minimum the press can use.
Plate Edge to Press Sheet Edge	Displays the distance from the plate edge to the press sheet edge. In Planner, if the **Auto Calculate** button at the bottom of the Press Layout window is depressed when you create a press layout, Planner automatically adds the paper grip number to this number to calculate the film grip margin—the film edge to first trim measurement.

Absolute Min Plate Edge to Trim	Every press cylinder has a zero setting that enables the printing of the maximum possible image area, but not all companies use these factory default settings. In some cases, such as printing a poster on a full sheet size with a maximum image area, the cylinders must be set to zero and the film/ plates must be gripped to the absolute minimum measurement from plate edge to trim. In these situations, Planner defaults back to the film grip measurement for **Absolute Minimum Plate Edge to Trim** instead of the grip calculated from the **Plate Edge to Press Sheet Edge** number plus the paper grip.
Min Back Edge/Side Edge Paper	Displays the minimum amount of paper required at the specified edges for this press to be able to print. A press that most commonly prints on board stock may need more paper at the back edge of a press layout than a press that prints on lighter stocks. These are the most common settings that confuse new users, so if in doubt, err on the side of caution by entering a small or 0 value.
Webs tab	
Number of Webs options	Offers options for the number of webs on this press.

Welcome to UpFront Dialog Box

In the Welcome to UpFront dialog box, you enter a password to activate a new license of UpFront or to update an existing license. The Welcome to UpFront dialog box appears when you click **Yes** in the *Update License Message*.



Serial Number box	Indicates the serial number of your UpFront dongle.
Password box	Provides a place for you to type your new UpFront password.

Window Menu

The **Window** menu offers display settings and navigation between windows.

Tile Horizontally	Tiles windows across the full width of the screen, one below the other.
Tile Vertically	Tiles windows across the full height of the screen, side by side. This setting is useful for viewing the *Job Summary Window* and the *Press Layout Window* simultaneously.
Cascade	Tiles windows in a staggered pattern, with their title bars showing.
Arrange Icons	Arranges icons on the screen.
Back/Forward	Moves to the previous or next window of Job Builder.
Window name	Identifies the window currently open.

5

Working With Diagram Marks

Introduction 288
Working With Diagram Marks on a Layout Plan or Press Layout 289
Adding a Diagram Mark 289
Adding a Predefined Diagram Mark 291
Modifying the Parameters of a Diagram Mark 292
Moving a Diagram Mark 292
Copying and Pasting a Diagram Mark 293
Resizing a Diagram Mark 293
Deleting a Diagram Mark 296
Adding a Diagram Mark Group 297
Working With Diagram Marks in the Mark Library 298
Creating a Diagram Mark 298
Modifying the Parameters of a Diagram Mark 299
Setting Diagram Mark Defaults 300
Deleting a Diagram Mark 301
Creating a Diagram Mark Group 302
Editing a Diagram Mark Group 303
Deleting a Diagram Mark Group 304

Introduction

The UpFront software suite—Job Builder and Planner—enables you to apply two kinds of marks: diagram marks and Preps marks. Diagram marks are printed on layout diagrams, and Preps marks are included on exported Preps templates.

You can apply these marks at differing levels of specificity, from universal to the individual job level. Some basic marks, such as section-specific diagram marks, can be set as universal defaults under **Marks** in the Preferences dialog box. Usually, you apply marks in four different program windows: the Press Layout window in Job Builder, accessed from the Job Summary window; and the New Layout Plan, Layout Plan, and Press Layout windows in Planner. Additionally, you can review—but not edit—marks usage from the Press Layout window that opens from the Impose Sections window in Job Builder.

This chapter covers diagram marks and Chapter 6 covers Preps marks. Detailed information about all the controls in the marks dialog boxes is available in Chapter 3, *Planner Reference* and Chapter 4, *Job Builder Reference*.

UpFront provides a set of diagram marks in the Mark library, including five system marks that are related to page. You can create your own marks for a single use or to add to the Mark library for repeated use. In addition to applying marks individually, you can use supplied diagram mark groups or create new ones to speed and standardize application. These library marks groups can be edited to create new groups, as well as to customize individual usage.

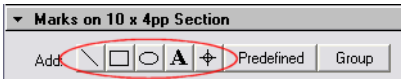
Working With Diagram Marks on a Layout Plan or Press Layout

In Planner, if you add diagram marks to a layout plan or a press layout, the diagram marks are printed on layout diagrams. If marks are specific to a particular job or workflow, it is more appropriate to add diagram marks to the press layout in Job Builder rather than to the layout plan in Planner.

You use the Diagram Marks palette to add diagram marks to a layout plan, or press layout.

Adding a Diagram Mark

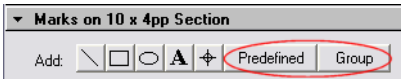
To add a line mark, a rectangle mark, an ellipse mark, a a text mark, or a symbol mark to the layout, you use one of the tools in the **Marks on <layout name>** area of the Diagram Marks palette. These marks are saved with the layout plan, or press layout where you create them, and are not available to be re-used elsewhere.



Tools used for adding a line mark, a rectangle mark, an ellipse mark, a a text mark, or a symbol mark

For more information, see the procedure in this section on page 289.

To add a predefined mark, or a group of marks, you click the relevant tool or button in the **Marks on <layout name>** area of the Diagram Marks palette and select one from the list. Each list contains the predefined marks, or groups of marks that were created in the mark library.



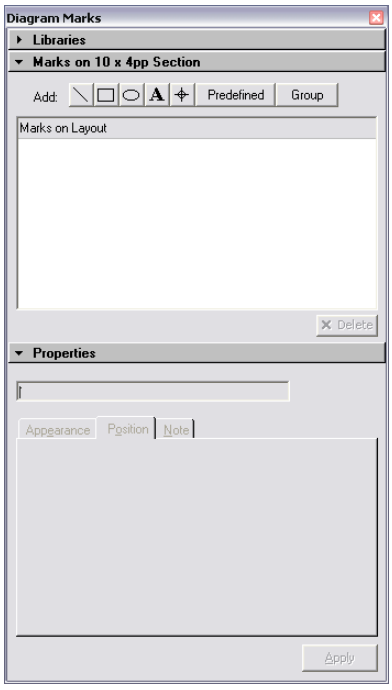
Buttons used for adding a predefined mark, or a group of marks

For more information see *Adding a Predefined Diagram Mark* on page 291, and *Adding a Diagram Mark Group* on page 297.

To add a line, rectangle, ellipse, text note or symbol mark to a layout plan or press layout:

1. In Planner, in the (New) Layout Plan window or the Press Layout window (in Job Builder, the Press Layout window that opens from the Job Summary window), open the layout plan or press layout to which you want to apply a diagram mark.
2. On the toolbar, make sure the **Diagram Mode** 

tool is selected and click **Mark Tools** . The Diagram Marks palette appears.



3. In the **Marks on <layout name>** area, click one of the following mark tools:

   - **Draw Line:** Draws a line when you click and drag.
   - **Draw Rectangle:** Draws a rectangle when you click and drag.
   - **Draw Ellipse:** Draws an ellipse when you click and drag
   - **Add Text Note:** Adds a text mark.
   - **Add Symbol:** Opens a list of symbols including a cut mark, a quad mark, and a registration mark. Select a mark and click the press layout to place the mark at that position.

4. For a line, rectangle, or ellipse mark, hold down the mouse button as you drag to draw the mark on the layout plan or press layout. If you want a straight line, a perfect square, or a perfect circle, hold down the SHIFT key as you drag to create the mark.
   For a symbol mark, select the symbol you want and click the layout plan or press layout where you want to place the mark.
   For a text mark, click the layout plan or press layout where you want to place the mark, then define the parameters in the **Properties** area of the Diagram Marks palette.

5. In the **Properties** area, define the parameters for the mark in each of the three tabs: **Appearance**, **Position**, **Note**.

Note: For information about the parameters in the three tabs, see Diagram Marks Palette on page 177.

6. If you made any changes in the **Properties** area in step 5, click **Apply**.

7. If the layout plan has more than one side and you want to apply marks to any of the other sides, click the **Side** tab for the next side and repeat.

Adding a Predefined Diagram Mark

To add a predefined mark to a layout plan or press layout:

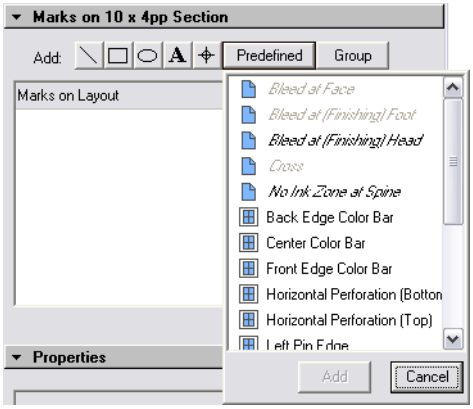
1. On the toolbar, make sure the **Diagram Mode** 

tool is selected and click **Mark Tools** . The Diagram Marks palette opens.
2. In the **Marks on <layout name>** area, click 

.
3. From the list that opens, select the predefined mark that you want to add to the layout and click **Add**.
4. If the layout plan has more than one side and you want to add marks to any of the other sides, click the **Side** tab for the next side and repeat.

UpFront provides five system marks related to page. These marks are displayed in italics in the **Predefined** list in the **Marks on <layout name>** area and in the **Mark** list in the **Libraries** area of the Diagram Marks palette.

After you add such a mark to a page(s), if this page(s) is selected and you open the **Predefined** list in the **Marks on <layout name>** area, the mark(s) you already added to the selected page appear unavailable since it was already added to the page.



To add a predefined mark related to page:

1. On the toolbar, make sure the **Diagram Mode** 

tool is selected and click **Mark Tools** . The Diagram Marks palette opens.
2. Click the **Select Element**  tool, and select the page(s) that you want to add the mark to.

3. In the **Marks on <layout name>** area, click Predefined.
4. From the list that opens, select one of the predefined marks that appears in italics and click **Add**.
5. If the layout plan has more than one side and you want to add marks to any of the other sides, click the **Side** tab for the next side and repeat.

Once you add the mark to a specific page(s) on a side, when you select this page(s), the mark appears unavailable in the **Predefined** Predefined list of the **Marks on <layout name>**, that is, you cannot add it again.

Modifying the Parameters of a Diagram Mark

After you add a diagram mark, you may want to modify its parameters:

- Selecting the **Select Element** tool on the Kodak UpFront side toolbar, then clicking the mark and moving, resizing, reshaping, or deleting it.
- Selecting the mark, then under the **Properties** area of the Diagram Marks palette, editing the mark parameters (changes affect only the selected mark)

You can also change parameters for marks created from now on by right-clicking a mark tool in the **Marks on <layout name>** area of the Diagram Marks palette, selecting the menu item to open a properties dialog box, and changing settings in the dialog box. These changes do not affect marks you have already drawn.

Moving a Diagram Mark

You can move any diagram mark by dragging it or by editing its coordinates on the **Position** tab in the **Properties** area of the Diagram Marks palette.

To move a diagram mark by dragging:

1. On the UpFront side toolbar, click the **Select Element** tool.
2. Click the mark and position the cursor over the central handle (or the only handle, in the case of some marks) so that the cursor changes to the move cursor (two perpendicular double-headed arrows).



3. Drag the mark to the new location, then release the mouse button.

To move a diagram mark by using the Properties area of the Diagram Marks palette:

1. On the UpFront side toolbar, click the **Select Element** tool.
2. In the layout, click any handle of the mark you want to move.
   Notice that in the layout window, the handles on the mark turn white to indicate that it is selected; handles on the other marks do not change.
3. In the **Properties** area of the Diagram Marks palette, on the **Position** tab, edit the coordinates to precisely define the position of the mark.
4. Click **Apply**.

Copying and Pasting a Diagram Mark

You can copy and paste a diagram mark that you added to the layout with the Diagram Marks palette.

To copy and paste a diagram mark:

1. On the UpFront side toolbar, click the **Select Element**  tool.
2. Select the mark you want to copy either from the layout or from the **Marks on <layout name>** area of the Diagram Marks palette.
3. Hold the CTRL key and drag the mark to the desired second position. The original mark remains where it was, and a copy is added to the second location.

Resizing a Diagram Mark

You can resize diagram marks that are lines, rectangles, or ellipses by dragging or, for greater precision, by editing settings on the **Position** tab in the **Properties** area in the Diagram Marks palette. You can resize text marks by editing settings under **Press Layout Diagram** in the Preferences dialog box and on the **Position** tab in the **Properties** area in the Diagram Marks palette. Symbol marks cannot be resized.

To resize a line, rectangle, or ellipse diagram mark by dragging:

1. On the UpFront side toolbar, click the **Select Element**  tool.
2. Position the cursor over the handle of the mark that you want to drag to resize it. For a line mark, the cursor changes to two perpendicular lines; for a rectangle or ellipse mark, the cursor changes to a two-headed arrow, showing the directions where the mark resizes when you drag.
3. Drag the handle to the new size, then release the mouse button. To make the mark a straight line or a perfect square, hold down the SHIFT key as you drag.

To resize a line, rectangle, or ellipse mark by editing settings in the Properties area of the Preps Marks palette:

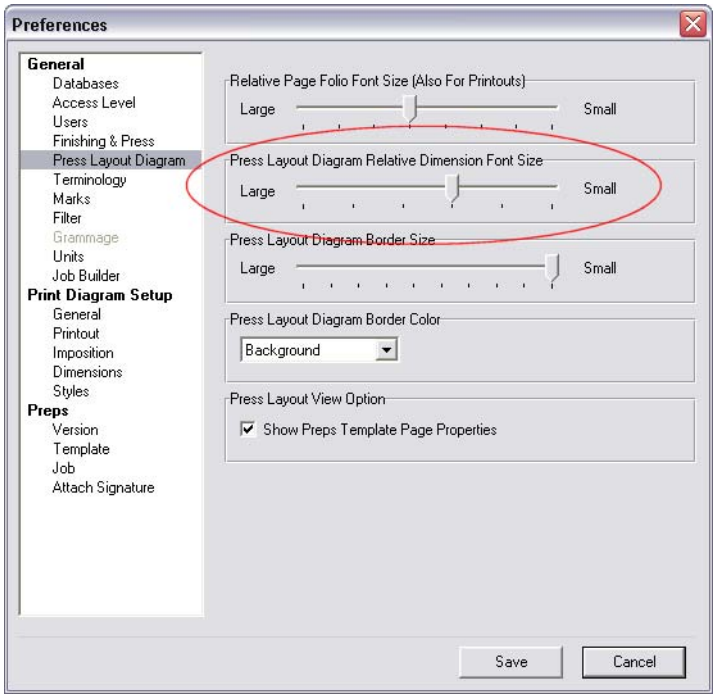
1. On the UpFront side toolbar, click the **Select Element**  tool.
2. Click any handle of the mark you want to resize or, in the **Marks on <layout name>** area of the Diagram Marks palette, select the mark that you want to resize. Notice that in the layout window, the handles on the mark turn white; handles on the other marks do not change.
3. Under the **Properties** area of the Diagram Marks palette, on the **Position** tab, edit the coordinates to precisely define the size of the mark.
4. Click **Apply**.

Resizing Diagram Text Marks on Screen

You adjust the size of text diagram marks under **Press Layout Diagram** in the Preferences dialog box for the screen display of all text diagram marks, not just the ones in the current layout plan or press layout. This setting does not affect the printed diagram (see *Resizing Printed Diagram Text Marks* on page 294).

To resize the screen display text diagram marks:

1. From the **Tools** menu, select **Preferences**.
2. Under **Press Layout Diagram**, in the **Press Layout Diagram Relative Dimension Font Size** area, drag the slider to the left to increase the size of the diagram text marks, or to the right to decrease the size of the diagram.



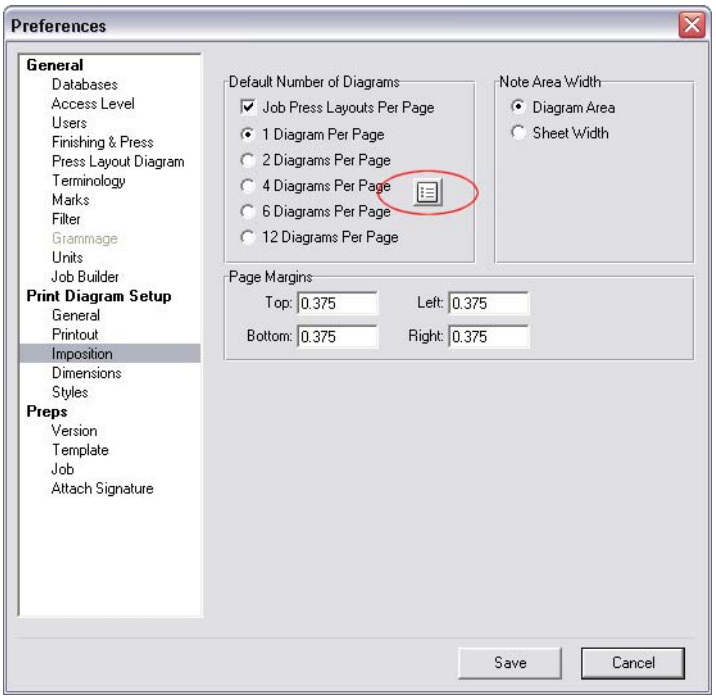
3. Click **Save**.
4. In the (New) Layout Plan window or the Press Layout window, click **Refresh** to display the new size of the text marks.
5. Repeat steps 2–4 until the marks are the size you want.

Resizing Printed Diagram Text Marks

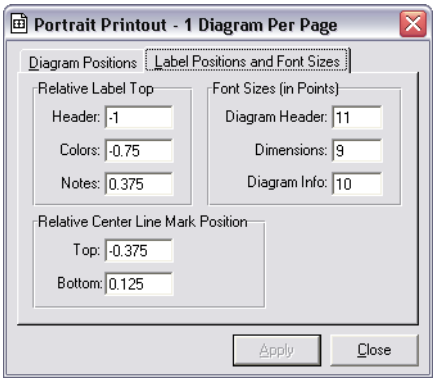
You resize the printed size of text marks differently from the way you resize the screen display of text marks. This sizing affects not just text marks, but the dimensions figures and labels such as "Color Bar" on layout diagrams. Because these changes do not show up the (New) Layout Plan or Press Layout window, you need to preview to see the change. You define these settings under **Print Diagram Setup: Imposition** in the Preferences dialog box.

To resize the printed size of text marks:

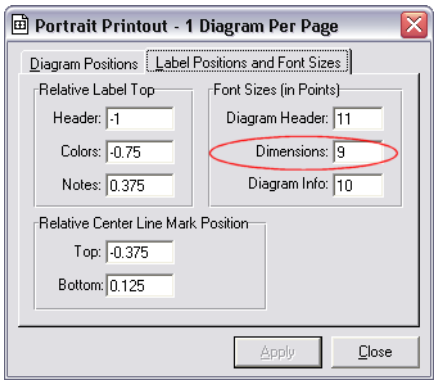
1. From the **Tools** menu, select **Preferences** and then **Imposition (Print Diagram Setup** category).



2. Under **Imposition** of the **Print Diagram Setup** category, in the **Default Number of Diagrams** area, click the **Diagram Properties** button. The Portrait/Landscape Printout dialog box appears.



3. In the Portrait/Landscape Printout dialog box, on the **Label Positions and Font Sizes** tab, in the **Font Sizes (in Points)** area, in the **Dimensions** box, type the new size for the text mark, and click **Apply**.



4. In the Portrait/Landscape Printout dialog box, click **Close**.
5. In the Preferences dialog box, click **Save**.
6. In the (New) Layout Plan or Press Layout window, click **Print Preview** to see the new size of the text mark.
7. If the new text size is not want you wanted, repeat the procedure and enter a different point size.

Deleting a Diagram Mark

To delete a diagram mark from a layout plan or press layout:

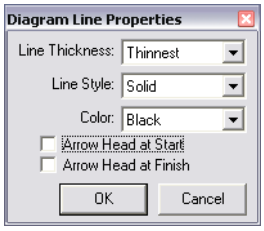
1. If you want to delete a diagram mark related to page, on the UpFront side toolbar, click the **Select Element** tool and select the page(s) that contain the mark.
2. In the **Marks on <layout name>** area of the Diagram Marks palette, from the **Marks on Layout** list, select the mark that you want to delete.
3. Click **Delete** Delete.

Modifying Default Properties of Diagram Marks Created From the Marks Palette

To edit properties to be applied to the line, rectangle and ellipse marks you create from now on, you edit default properties in a dialog box that appears when you right-click a tool on the Diagram Marks palette. To edit the properties of an existing mark, on the UpFront side toolbar, click the **Select Element** tool, and select the mark to display its properties in the in the **Properties** area of the Diagram Marks palette.

For line, rectangle, and ellipse diagram marks, you edit the default properties in the corresponding dialog boxes. For details about the controls in these dialog boxes, see *Diagram Line Properties Dialog Box* on page 176, *Diagram Rectangle Properties Dialog Box* on page 180, and *Diagram Ellipse Properties Dialog Box* on page 176.

To edit the default properties of diagram marks:



1. In the (New) Layout Plan window or the Press Layout window, click **Diagram Mode** and then **Mark Tools** to open the Diagram Marks palette.
2. Right-click the **Draw Line**, **Draw Rectangle**, or **Draw Ellipse** tool, and select **Line/Rectangle/Ellipse Properties** accordingly.
3. In the Diagram (Line, Rectangle, or Ellipse) Properties dialog box, edit the properties as appropriate, and click **OK**.

Adding a Diagram Mark Group

UpFront provides standard diagram mark groups that you can apply to layout plans and press layouts.

You can add one or more diagram mark groups to layout plans and press layouts.

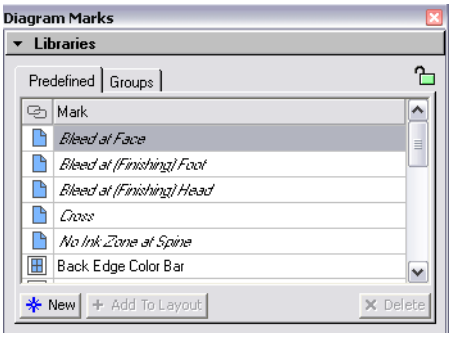
To add diagram mark groups to a layout plan or press layout:

1. Open the layout plan or press layout to which you want to apply the diagram mark group.
2. On the toolbar, make sure the **Diagram Mode** tool is selected and click **Mark Tools**. The Diagram Marks palette appears.
3. In the **Marks on <layout name>** area, click Group.
4. From the list that opens, select the group of marks that you want to add to the layout and click **Add**.

Working With Diagram Marks in the Mark Library

UpFront provides a variety of diagram marks in the mark library, and you can create your own marks to add to the mark library for repeated use. In addition to applying marks individually, you can use supplied diagram mark groups or create new ones to speed and standardize the usage of marks. These library marks groups can be edited to create new groups, as well as to customize individual usage.

UpFront provides five system marks related to page. These marks are displayed in italics in the **Mark** list in the **Libraries** area and the **Predefined** list in the **Marks on <layout name>** area of the Diagram Marks palette.



You cannot delete these marks nor add other marks related to page to the library.

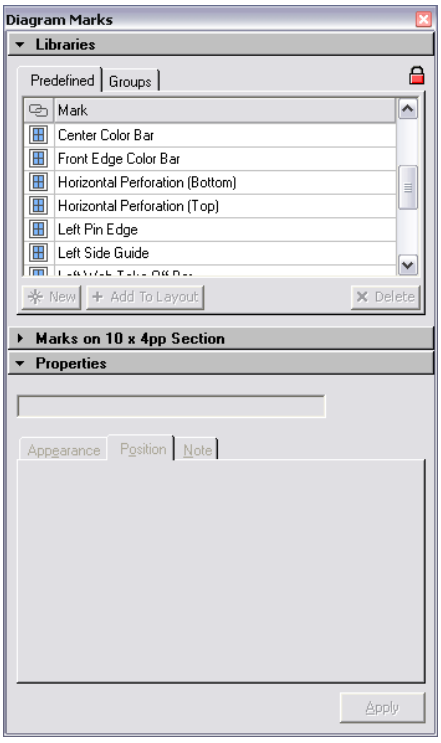
Creating a Diagram Mark

In addition to adding diagram marks that are saved with the layout plan, press layout, or job, you can create predefined diagram marks and save them to the Mark library, so that they remain available for repeated use.

To create a predefined diagram mark for the Mark library:

1. From the **Tools** menu, select **Marks Palette**. The Diagram Marks palette appears.

Note: If the Preps Marks palette opens instead of the Diagram Marks palette, from the **View** menu, select **Switch to Diagram View.**



2. To unlock the settings:
   a. Click the icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. From the Diagram Marks palette, in the **Libraries** area, click the **Predefined** tab.
4. Click **New** New and select a type from the list that opens.
5. In the empty text box that is now displayed in the **Marks** list, type a name for the new mark and press ENTER.
6. In the **Properties** area, define the parameters for the mark in each of the three tabs. For more information, see *Diagram Marks Palette* on page 177.
7. Click **Apply**.
8. To add the new mark to the open layout, in the **Libraries** area, click **Add to Layout** + Add To Layout.

Modifying the Parameters of a Diagram Mark

You can modify the parameters of any predefined diagram marks in the mark library—standard diagram marks provided with UpFront, and diagram marks that you create and add to the library. You cannot modify the parameters of the marks related to page.

To edit a predefined diagram mark in the mark library:

1. On the UpFront toolbar, click **Diagram Mode**  and then **Mark Tools** .

   The Diagram Marks palette opens.
2. To unlock the settings:

   a. Click the  icon.

   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. From the Diagram Marks palette, in the **Libraries** area, click **Predefined**  and select the mark that you want to edit.
4. From the Diagram Marks palette, in the **Properties** area, edit the settings and click **Apply**.

You can rename a diagram predefined mark that exists in the mark library.

To rename a predefined diagram mark in the mark library:

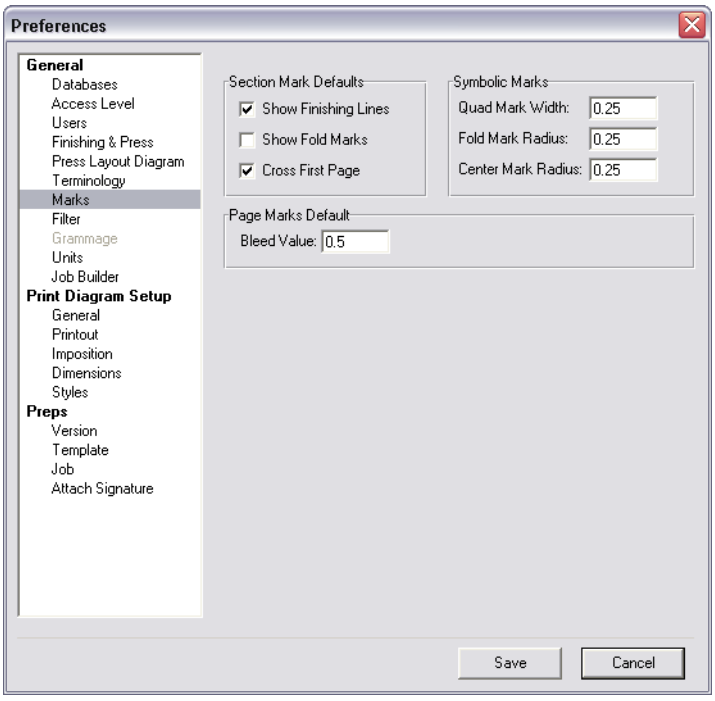
1. In the **Mark** list, double-click the mark.
2. In the empty mark name text box that is now displayed in the **Mark** list, type a new name for the mark and press ENTER.

Setting Diagram Mark Defaults

Under **Marks** in the Preferences dialog box, you set as defaults the most universal mark settings that are least likely to change. You can edit the default mark selections at the layout level of individual jobs as needed.

To set mark defaults:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences dialog box, select **Marks**.



3. Set mark defaults as appropriate. For details about the controls in this dialog box, see *Marks* on page 103 in Chapter 3, *Planner Reference,* or *Marks* on page 230 in Chapter 4, *Job Builder Reference*.

Deleting a Diagram Mark

You can delete diagram marks from the mark library; however, diagram marks cannot be imported. If you delete a standard diagram mark, you cannot replace it except by reinstalling UpFront or recreating it yourself.

To delete a diagram mark from the mark library:

1. On the UpFront toolbar, click **Diagram Mode** 

and then **Mark Tools** .

   The Diagram Marks palette opens.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. From the Diagram Marks palette, in the **Libraries** area, select the mark that you want to delete and click **Delete** 

.

4. In the Delete Diagram Mark File message, click **Yes** to confirm that you want to delete the mark.
5. To delete more marks, repeat steps 3–4.

Creating a Diagram Mark Group

UpFront provides standard diagram mark groups that you can apply to layout plans and press layouts. You can edit these diagram mark groups and create your own diagram mark groups.

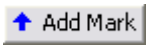
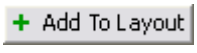
You can create your own Diagram mark groups and add them to the library to be available for adding to layout plans and press layouts.

To add a diagram mark group to the mark library:

1. From the **Tools** menu, select **Marks Palette**.

   The Preps Marks palette opens.
2. To unlock the settings:

   a. Click the  icon.

   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the **Libraries** area, select the **Groups** tab.
4. Click **New** .
5. In the New Group dialog box, type a name for the new group in the **Group Name** box.
6. Click **OK**.
7. To add a mark to the new group, click **Add Mark**  and select the mark you want to add from the list.
8. In the **Sheet** column, select the press sheet to which you want to add the mark.
9. In the **Side** column, select the side of the press sheet to which you want to add the mark.
10. Repeat step 7 to 9 for all of the marks that you want to add to the group.
11. If you want to add this new group to the press layout or layout plan currently open, click **Add To Layout** .
12. Click **Apply**.

Editing a Diagram Mark Group

All marks you added to the library are available for adding to a diagram mark group. You can also delete marks from an existing mark group.

To add a diagram mark to a mark group:

1. On the toolbar, make sure the **Diagram Mode** 

tool is selected and click **Mark Tools** . The Diagram Marks palette opens.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the **Libraries** area, select the **Groups** tab.
4. In the **Groups** list, select the group to which you want to add a diagram mark, click **Add Mark** 

and select the mark you want to add.
5. In the **Sheet** column, select the press sheet to which you want to add the mark. In the **Side** column, select the side of the press sheet to which you want to add the mark. To add this mark to any other press sheets, you must add the mark to the group again and then select a different press sheet in the **Sheet** column and a side in the **Side** column.

To delete a diagram mark from a diagram mark group:

1. From the **Tools** menu, select **Marks Palette**. The Diagram Marks palette opens.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the **Libraries** area, select the **Groups** tab to display the available mark groups.
4. From the **Groups** list, select the group from which you want to delete a diagram mark.
5. Expand the selected group and select the mark that you want to delete from the group.
6. Click **Delete** 

.

To rename a group of marks in the mark library:

7. In the **Libraries** area, select the **Groups** tab to display the available mark groups.
1. In the **Groups** list, double-click the group of marks.
2. In the group name text box, type a new name for the group and press ENTER..

Deleting a Diagram Mark Group

You can delete a diagram mark group from the mark library. If you delete a standard mark group, you cannot replace it except by reinstalling UpFront or recreating it yourself.

To delete a diagram mark group from the mark library:

1. From the **Tools** menu, select **Marks Palette**. The Diagram Marks palette opens.
2. To unlock the settings:
   a. Click the  icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the **Libraries** area, select the **Groups** tab.
4. From the **Groups** list, select the group that you want to delete from the mark library.
5. Click **Delete** 

.
6. In the Delete Diagram Mark Group message, click **Yes** to confirm your intention to delete the mark group from the mark library.

6

Working With Preps Marks

Introduction 306
Working With Preps Marks on a Layout Plan or Press Layout 307
Adding a Preps Mark 307
Adding a Preps Text Mark 310
Adding a Preps File Mark 310
Adding a Preps Predefined Mark 311
Modifying the Parameters of a Preps Mark 311
Moving a Preps Mark 311
Copying and Pasting a Preps Mark 312
Resizing a Preps Mark 312
Deleting a Preps Mark 313
Adding a Preps Mark Group 313
Working With Preps Marks in the Mark Library 314
Creating a Preps Mark 314
Importing Preps Marks Data 316
Modifying the Parameters of a Preps Mark 318
Deleting a Preps Mark 319
Creating a Preps Mark Group 319
Deleting a Preps Mark Group 322

Introduction

The UpFront software suite—Job Builder and Planner—offers the ability to apply two kinds of marks: diagram marks and Preps marks. Diagram marks are printed on layout diagrams, and Preps marks are included on exported Preps templates.

You can apply these marks at differing levels of specificity, from universal to the individual job level. Usually, you apply marks in four different program windows: the Press Layout window in Job Builder, accessed from the Job Summary window; and the New Layout Plan, Layout Plan, and Press Layout windows in Planner. Additionally, you can review—but not edit—marks usage from the Press Layout window that opens from the Impose Sections window in Job Builder.

This chapter covers Preps marks and the previous chapter, Chapter 5, covers diagram marks. Detailed information about all the controls in the marks dialog boxes is available in Chapter 3, *Planner Reference,* and Chapter 4, *Job Builder Reference*.

UpFront provides a variety of Preps marks in the mark library, and you can create your own marks for a single use or to add to the mark library for repeated use. You can also import Preps marks data from your Preps software (see *Importing Preps Marks Data* on page 316). In addition to applying marks individually, you can use supplied Preps mark groups or create new ones to speed and standardize application. These library mark groups can be edited to create new groups, as well as to customize individual usage.

Preps EPS marks are not visible in the (New) Layout Plan window, the Press Layout window, or in layout diagrams shown in the Print Preview window. Only a small placeholder for each EPS mark is displayed in those locations. Preps EPS marks are visible only in the Preps templates exported from UpFront, when you open the templates in Preps or use them to impose Preps jobs.

You add marks that are relative to pages, gutters or sheets to Side 1 of layout plans and press layouts. In Planner, the Preps marks are saved with the layout plan or press layout and are included on Preps templates exported from those press layouts. In Job Builder, the marks are saved with the job and exported with the Preps template.

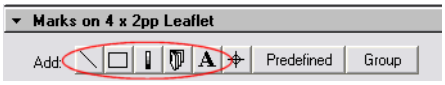
Working With Preps Marks on a Layout Plan or Press Layout

In Planner, if you add Preps marks to a layout plan or a press layout, the Preps marks are included on the exported Preps templates. If marks are specific to a particular job or workflow, it is more appropriate to add Preps marks to the press layout in Job Builder rather than to the layout plan in Planner.

In the (New) Layout Plan window, Press Layout window, or the Press Layout window that opens from the Job Summary window (in Job Builder), you add Preps marks to Side 1 in layout edit mode. You cannot add Preps marks to Side 2 because the Preps template is based on Side 1. You use the Preps Marks palette to add Preps marks to a layout plan, press layout or job.

Adding a Preps Mark

To add a line mark, a rectangle mark, an exposure bar, a static signature collation mark, or a text mark to the layout, you use one of the tools in the **Marks on <layout name>** area of the Preps Marks palette. These marks are saved with the layout plan, press layout, or job where you create them, and are not available to be re-used elsewhere.



Tools used for adding a line mark, a rectangle mark, an exposure bar, a static signature collation mark, or a text mark

For more information, see the procedure in this section on page 308.

To add a file mark, a predefined mark, or a group of marks, you click the relevant tool or button in the **Marks on <layout name>** area of the Preps Marks palette and select one from the list. Each list contains the file marks, predefined marks, or groups of marks that were created in or imported to (in the case of mark files) the mark library.

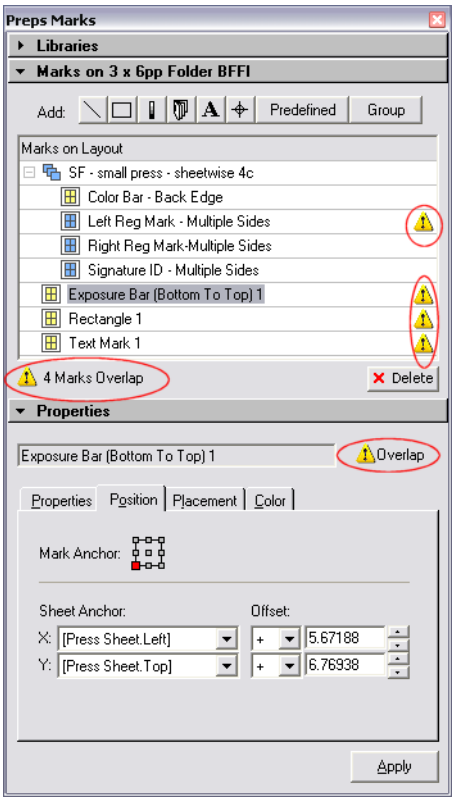


Tool or buttons used for adding a file mark, a predefined mark, or a group of marks

For more information see *Adding a Preps File Mark* on page 310, *Adding a Preps Predefined Mark* on page 311, and *Creating a Preps Mark Group* on page 319.

When a Preps mark overlaps a finished page area, an overlap warning icon appears next to the mark name in the **Marks on <layout name>** area and in the **Properties** area of the Preps Marks palette.

The **Marks on <layout name>** area of the Preps Marks palette also contains the total number of overlapping marks on the press layout.

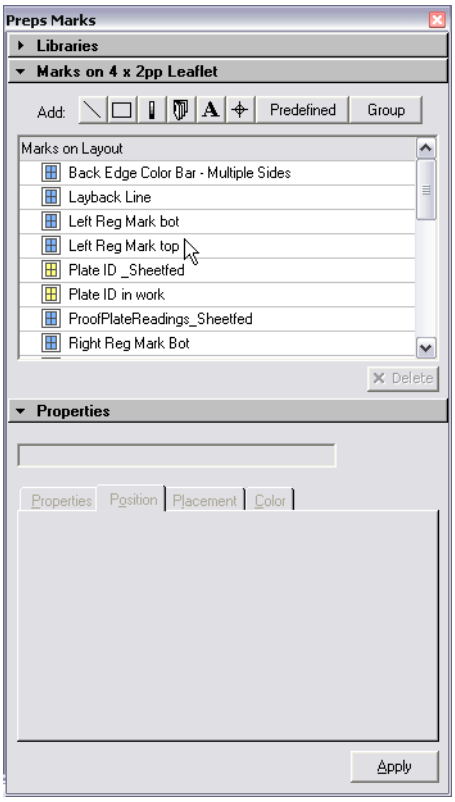


To add a line, rectangle, exposure bar or static signature collation mark to a layout plan or press layout:

1. In Planner, in the (New) Layout Plan window or the Press Layout window (in Job Builder, the Press Layout window that opens from the Job Summary window), open the layout plan or press layout to which you want to apply a Preps mark.

2. On the toolbar, make sure the **Preps Mode** 

tool is selected and click **Mark Tools** . The Preps Marks palette opens.



3. In the **Marks on <layout name>** area, click one of the following mark tools:

   - **Draw Line:** Draws a line when you click and drag.
   - **Draw Rectangle:** Draws a rectangle when you click and drag.
   - **Add Exposure Bar:** Opens a palette of exposure bars in different orientations. Select the one you want.
   - **Add Static Signature Collation Mark:** Adds a signature collation mark.

4. Depending on the type of mark, either hold down the mouse button as you drag to draw the mark on the layout plan or press layout, or click to place the mark. If you are using the line, rectangle, or static signature collation mark tool and you want a straight line or a perfect square, hold down the SHIFT key as you drag to create the mark. For a new text mark, drag a text box to define the height of the text mark on the exported Preps template (see *Adding a Preps Text Mark* on page 310).

5. In the **Properties** area, define the parameters for the mark in each of the four tabs: **Properties**, **Position**, **Placement**, and **Color**.

Note: For information about the parameters in the four tabs, see Preps Marks Palette on page 247.

6. If you made any changes in the **Properties** area in step 5, click **Apply**.

Adding a Preps Text Mark

Adding a Preps text mark is a little different from adding the other kinds of Preps marks.

To add a Preps text mark to a layout plan or press layout:

1. In Planner's (New) Layout Plan window or Press Layout window or in Job Builder's Press Layout window that opens from the Job Summary, open the layout plan or press layout to which you want to add a Preps text mark.
2. On the toolbar, make sure the **Preps Mode**  tool is selected and click **Mark Tools** .
3. From the Preps Marks palette, In the **Marks on <layout name>** area, click the  **Add Text Mark** tool.
4. On the layout plan or press layout, click and drag to create a text box of the height you want for the text mark. If you only click to place the mark and do not drag to create a height, the mark is still saved but it is not visible on the created template.
5. In the Preps Text Mark Properties dialog box, type the text for the text mark in the **Text** box, and click **Apply**.

Adding a Preps File Mark

UpFront comes with a selection of Preps EPS file marks. You can also import EPS file marks from Preps (see *Importing Preps Marks Data* on page 316). These marks are displayed on the **Mark Files** tab under the **Libraries** area on the Preps Marks palette. You can add these marks to a layout using the **Add File Mark**  tool in the **Marks on <layout name> area** of the Preps Marks palette. Placeholders appear on the layout, and the marks are included on the Preps template exported from the press layout.

To add a Preps file mark to a layout plan or a press layout:

6. On the toolbar, make sure the **Preps Mode**  tool is selected and click **Mark Tools** . The Preps Marks palette opens.
7. In the **Marks on <layout name>** area, click **Add File Mark**  and from the list, select the mark that you want to add.
8. Click the position on the layout where you want to place the mark.

If you need to move the mark, see *Moving a Preps Mark* on page 311.

Adding a Preps Predefined Mark

To add a Preps predefined mark:

1. On the toolbar, make sure the **Preps Mode**  tool is selected and click **Mark Tools** . The Preps Marks palette opens.
2. If you want to add a mark that is relative to gutter or relative to page, in the (New) Layout Plan window or the Press Layout window, click the **Select Element**  tool on the UpFront side toolbar, then select the gutter(s) or page(s) that you want to add the mark to.
3. In the **Marks on <layout name>** area, click .
4. From the list that opens, select the predefined mark that you want to add to the layout and click **Add.**

Note: If you selected a page or gutter in step 2, the list displays the gutter-related  marks or page-related marks first, followed by the sheet-related marks.

Modifying the Parameters of a Preps Mark

After you draw a Preps mark, you may want to modify its parameters. You can do this by:

- Selecting the **Select Element**  tool on the UpFront side toolbar, then clicking the mark and moving, resizing, reshaping, or deleting it.
- Selecting the mark, then under the **Properties** area of the Preps Marks palette, editing the mark parameters (changes affect only the selected mark)

You can also change parameters for marks created from now on by right-clicking a mark tool in the **Marks on <layout name>** area of the Preps Marks palette, selecting the menu item to open a properties dialog box, and changing settings in the dialog box. These changes do not affect marks you have already drawn.

Moving a Preps Mark

You can move any Preps mark (except a smart signature collation mark) by dragging it or by editing its coordinates on the **Position** tab in the **Properties** area of the Preps Marks palette.

To move a Preps mark by dragging:

1. On the UpFront side toolbar, click the **Select Element**  tool.
2. Click the mark and position the cursor over the central handle (or the only handle, in the case of some marks) so that the cursor changes to the move cursor (two perpendicular double-headed arrows). 

3. Drag the mark to the new location, then release the mouse button.

To move a Preps mark by using the by using the Properties area of the Preps Marks palette:

1. On the UpFront side toolbar, click the **Select Element**  tool.
2. In the layout, click any handle of the mark you want to move.

   Notice that in the layout window, the handles on the mark turn white to indicate that it is selected; handles on the other marks do not change.
3. In the **Properties** area of the Preps Marks palette, on the **Position** tab, edit the coordinates to precisely define the position of the mark.
4. Click **Apply**.

Copying and Pasting a Preps Mark

You can copy and paste a Preps mark that you added to the layout with the Preps Marks palette.

To copy and paste a Preps mark:

1. On the UpFront side toolbar, click the **Select Element**  tool.
2. Select the mark you want to copy either from the layout or from the **Marks on <layout name>** area of the Preps Marks palette.
3. Hold the CTRL key and drag the mark to the desired second position. The original mark remains where it was, and a copy is added to the second location.

Resizing a Preps Mark

You can resize Preps marks by dragging or, for greater precision, by editing settings on the **Position** tab under the **Properties** area in the Preps Marks palette. You cannot resize EPS marks. Similarly, exposure bars cannot be resized.

To resize a Preps mark by dragging:

1. On the UpFront side toolbar, click the **Select Element**  tool.
2. Position the cursor over the handle of the mark that you want to drag to resize it. For a line mark, the cursor changes to two perpendicular lines; for a rectangle, static signature collation, or text mark, the cursor changes to a two-headed arrow, showing the directions where the mark resizes when you drag.
3. Drag the handle to the new size, then release the mouse button. To make the mark a straight line or a perfect square, hold down the SHIFT key as you drag.

To resize a line, rectangle, signature collation, or Preps text mark by editing settings in the Properties area of the Preps Marks palette:

1. On the UpFront side toolbar, click the **Select Element**  tool.
2. Click any handle of the mark you want to resize or, in the **Marks on <layout name>** area of the Preps Marks palette, select the mark that you want to resize. Notice that in the layout window, the handles on the mark turn white; handles on the other marks do not change.
3. Under the **Properties** area of the Preps Marks palette, on the **Position** tab, edit the coordinates to precisely define the size of the mark.
4. Click **Apply**.

Deleting a Preps Mark

1. In the **Marks on <layout name>** area of the Preps Marks palette, from the **Marks on Layout** list, select the mark that you want to delete.
2. Click **Delete** 

.

Adding a Preps Mark Group

UpFront comes with default Preps mark groups that you can apply to layout plans and press layouts. You can modify the parameters of these Preps mark groups and create your own Preps mark groups. For more information see *Creating a Preps Mark Group* on page 319 and *Editing a Preps Mark Group* on page 320.

You can add one or more Preps mark groups to layout plans and press layouts.

To add a Preps mark group to a layout plan or press layout:

1. In the (New) Layout Plan window or the Press Layout window (in Job Builder, the Press Layout window that opens from the Job Summary window), open the layout plan or press layout to which you want to apply a Preps mark group.
2. On the toolbar, make sure the **Preps Mode** 

tool is selected and click **Mark Tools** 
.

   The Preps Marks palette opens.
3. If you want to add a gutter-related or page-related group of marks, in the (New) Layout Plan window or the Press Layout window, select the gutter(s) or page(s) that you want to add the group of marks to.
4. In the **Marks on <layout name>** area, click 

.

5. From the list that opens, select the group of marks that you want to add to the layout and click **Add**.

Note: If you selected a page or gutter in step 2, the list displays the gutter- or page-related mark groups first, followed by the sheet-related mark groups.

Working With Preps Marks in the Mark Library

UpFront provides a variety of Preps marks in the mark library, and you can create your own marks to add to the mark library for repeated use. You can also import Preps marks data from your Preps software (see *Importing Preps Marks Data* on page 316). In addition to applying marks individually, you can use supplied Preps mark groups or create new ones to speed and standardize mark usage. These library mark groups can be edited to create new groups, as well as to customize individual usage.

Creating a Preps Mark

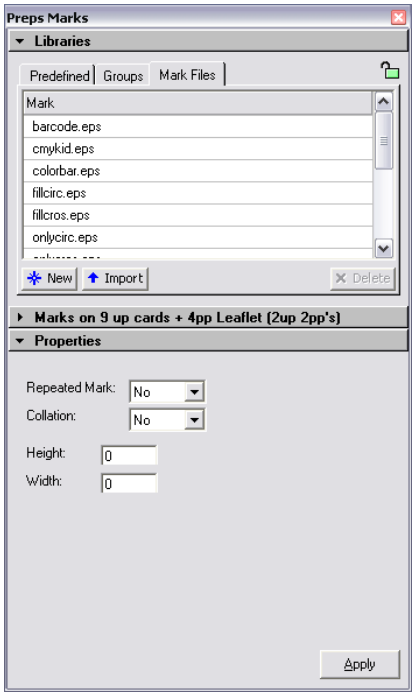
You can import your Preps marks to make them available for use in UpFront (see *Importing Preps Marks Data* on page 316).

In addition to using imported marks, you can create your own Preps marks and predefined Preps marks, and save them to the mark library, so that they remain available for repeated use in any press layout, layout plan or job.

To create a Preps mark file in the library:

1. From the **Tools** menu, select **Marks Palette**. The Diagram Marks palette opens.

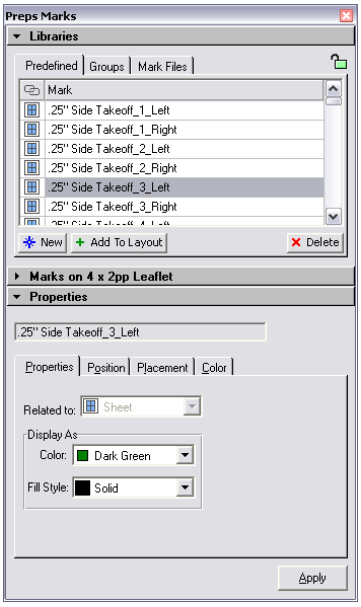
Note: If the Diagram Marks palette opens instead of the Preps Marks palette, from the **View** menu, select **Switch to Preps View**.



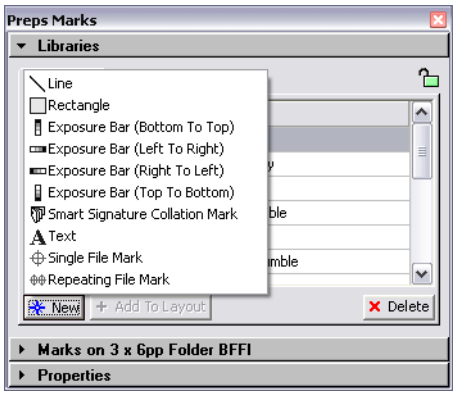
2. To unlock the settings:
   a. Click the icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. From the Preps Marks palette, in the **Libraries** area, click the **Mark Files** tab.
4. Click **New** New.
5. In the empty text box that is now displayed in the **Mark** list, type a name for the new mark and press ENTER.
6. In the **Properties** area, define the parameters for the mark.
7. Click **Apply**.

To create a Preps predefined mark in the library:

1. On the UpFront toolbar, click **Preps Mode** PREPS and then **Mark Tools** . The Preps Marks palette opens.



2. To unlock the settings:
   a. Click the icon.
   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. From the Preps Marks palette, in the **Libraries** area, click the **Predefined** tab.
4. Click **New** New and select a type from the list that opens:



a. Line

b. Rectangle

c. Exposure Bar (Bottom To Top; Left To Right; Right To Left; Top To Bottom)

d. Smart Signature Collation Mark

e. Text

f. Single File Mark

g. Repeating File Mark

5. In the empty text box that is now displayed in the **Marks** list, type a name for the new mark and press ENTER.
6. In the **Properties** area, define the parameters for the mark in each of the tabs. For more information see *Preps Marks Palette* on page 247.
7. Click **Apply**.
8. To add the new mark to the open layout, in the **Libraries** area, click **Add to Layout** 

.

Note: You create the automatically placed "Smart" **Signature Collation marks** only in the **Libraries** area of the Preps Marks palette. You use the **Marks on <layout name>** area of the Preps Marks palette to create only the static type of Preps signature collation marks.

Importing Preps Marks Data

Although you cannot re-import deleted marks or mark groups, you are able to use the Preps Marks Data Utility to import Preps mark placeholders so that you can link to your existing Preps marks. The utility enables you to import Preps marks data quickly into UpFront. It scans the Preps **Marks** folder and creates a file of information describing the Preps mark file names and their dimensions. You access this file through the **Import** 

button on the **Mark Files** tab, in the **Libraries** area of the Preps Marks palette. UpFront checks the validity of the file and enters each mark file name and dimensions into the mark library, ignoring any file names that already exist in the library.

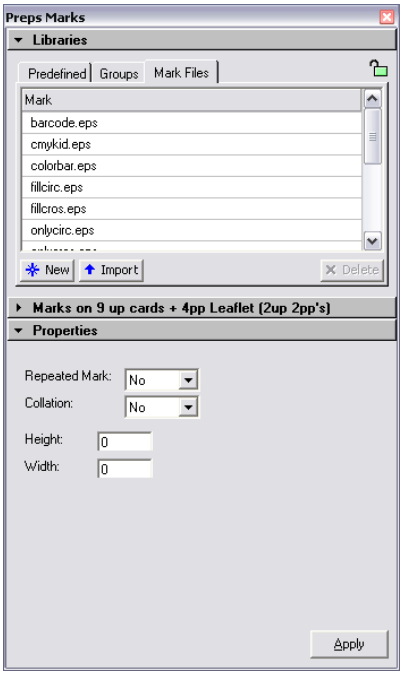
The Preps Marks Data Utility and *Preps Marks Data User Guide* are located on the UpFront Software CD and are available for both Windows and Macintosh.

Use a computer that has access to the Preps **Marks** folder to run the utility. For details on using the utility, see the *Preps Marks Data User Guide*.

To import a Preps mark file to the library:

1. On the UpFront toolbar, click **Preps Mode**  and then **Mark Tools** .

   The Preps Marks palette opens.



2. To unlock the settings:

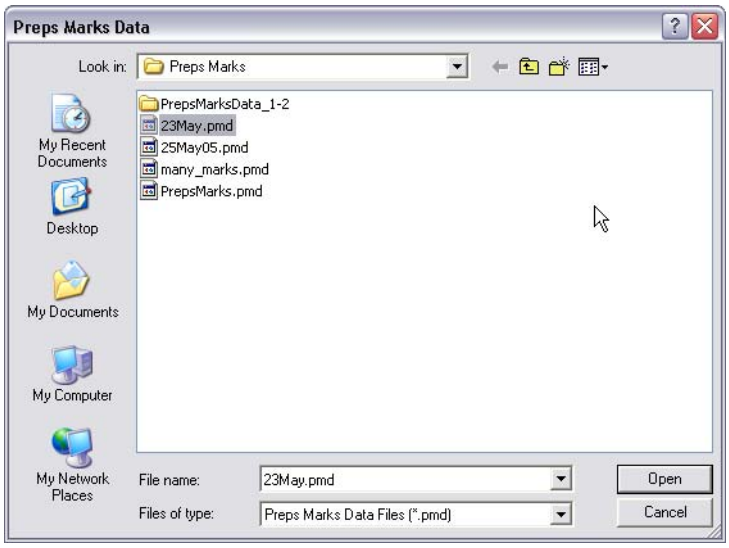
   a. Click the  icon.

   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .

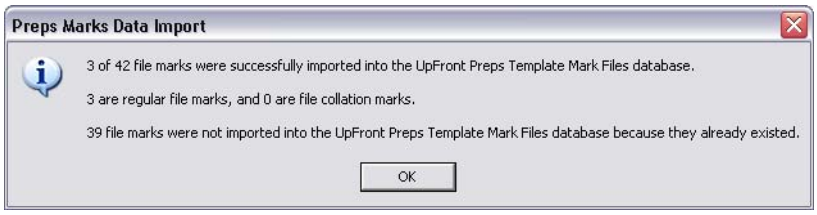
3. From the Preps Marks palette, in the **Libraries** area, click the **Mark Files** tab.

4. Click **Import** .

5. In the Preps Marks Data browser, navigate to the Preps Marks Data File (with the **.pmd** extension) that contains the marks that you want to import and click it.



6. Click **Open**. The importing process begins. When it is completed, the Preps Marks Data Import message appears.



7. In the message, click **OK**.

Modifying the Parameters of a Preps Mark

You can edit any Preps marks in the mark library—standard Preps marks provided with UpFront, Preps marks that you have created and added to the library, and marks that you have imported from Preps.

To modify the parameters of a Preps mark in the mark library:

1. On the UpFront toolbar, click **Preps Mode**  and then **Mark Tools** .

   The Preps Marks palette opens.
2. To unlock the settings:

   a. Click the  icon.

   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. From the Preps Marks palette, in the **Libraries** area, select the mark that you want to edit.
4. From the Preps Marks palette, in the **Properties** area, edit the settings and click **Apply**.

You can rename a Preps predefined mark that exists in the mark library.

To rename a Preps predefined mark in the mark library:

1. In the **Mark** list, double-click the mark.
2. In the empty mark name text box that is now displayed in the **Mark** list, type a new name for the mark and press ENTER.

Deleting a Preps Mark

You can delete Preps marks from the mark library. If you delete a standard Preps mark (mark file) that came with UpFront, you can re-import it from Preps software. For more information see *Importing Preps Marks Data* on page 316.

To delete a Preps mark from the mark library:

1. On the UpFront toolbar, click **Preps Mode**  and then **Mark Tools** .

   The Preps Marks palette opens.
2. To unlock the settings:

   a. Click the  icon.

   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. From the Preps Marks palette, in the **Libraries** area, select the mark that you want to delete and click **Delete** .
4. In the Delete Preps Mark File message, click **Yes** to confirm that you want to delete the mark.
5. To delete more marks, repeat steps 3–4.

Creating a Preps Mark Group

UpFront comes with default Preps mark groups that you can apply to layout plans and press layouts. You can edit these Preps mark groups and create your own Preps mark groups.

You can create your own Preps mark groups and add them to the library to be available for adding to layout plans and press layouts and jobs.

A mark group can contains predefined marks that have the same **Related to** parameters. That is, a mark group can contain either marks that are only relative to sheet, only relative to pages, or only relative to gutters.

To add a Preps mark group to the mark library:

1. From the **Tools** menu, select **Marks Palette**.

   The Preps Marks palette opens.

2. To unlock the settings:

   a. Click the  icon.

   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .

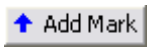
3. In the **Libraries** area, select the **Groups** tab.

4. Click **New** .

5. In the New Group dialog box, type a name for the new group in the **Group Name** box.

6. In the **Related To** box, select **Gutter**, **Page** or **Sheet**.

7. Click **OK**.

8. To add a mark to the new group, click **Add Mark**  and select the mark you want to add from the list.

9. If the mark you are adding to the group is related to sheet, in the **Sheet** column, select the press sheet to which you want to add the mark.

10. Repeat step 8 and 9 for all of the marks that you want to add to the group.

11. If you want to add this new group to the press layout or layout plan currently open, click **Add To Layout** .

12. Click **Apply**.

Editing a Preps Mark Group

All predefined Preps marks you add to the library are available for adding to a Preps mark group. You can also delete marks from an existing Preps mark group.

To add a Preps mark to a Preps mark group:

1. On the toolbar, make sure the **Preps Mode**  tool is selected and click **Mark Tools** .

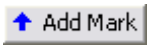
   The Preps Marks palette opens.

2. To unlock the settings:

   a. Click the  icon.

   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .

3. In the **Libraries** area, select the **Groups** tab.

4. In the **Groups** list, select the group to which you want to add a Preps mark, click **Add Mark** 

and select the mark you want to add.
5. If the mark you are adding to the group is related to sheet, in the **Sheet** column, select the press sheet to which you want to add the mark. To add this mark to any other press sheets, you must add the mark to the group again and then select a different press sheet in the **Sheet** column.

To delete a Preps mark from a Preps mark group:

1. From the **Tools** menu, select **Marks Palette**.

   The Preps Marks palette opens.
2. To unlock the settings:

   a. Click the  icon.

   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the **Libraries** area, select the **Groups** tab to display the available mark groups.
4. From the **Groups** list, select the group from which you want to delete a Preps mark.
5. Expand the selected group and select the mark that you want to delete from the group.
6. Click **Delete** 

.

Deleting a Preps Mark Group

You can delete a Preps mark group from the mark library in the **Libraries** area of the Preps Marks palette. If you delete a Preps mark group that was provided with the UpFront software, you cannot replace it except by reinstalling UpFront or recreating it yourself.

To delete a Preps mark group from the mark library:

1. From the **Tools** menu, select **Marks Palette**.

   The Preps Marks palette opens.
2. To unlock the settings:

   a. Click the  icon.

   b. In the Enter Password dialog box, type your password and click **OK**. The icon changes to .
3. In the **Libraries** area, select the **Groups** tab.
4. From the **Groups** list, select the group that you want to delete from the mark library.
5. Click **Delete** 

.
6. In the Delete Preps Mark Group message, click **Yes** to confirm your intention to delete the mark group from the mark library.