Installation and Deployment Guide

English

Kodak UpFront 4.0

731-00042C

graphics.kodak.com

Kodak

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About This Guide

The *Kodak UpFront Installation and Deployment Guide* includes the following chapters:

- *Chapter 1* (this chapter) provides an overview of the *Kodak UpFront* programs and describes the different scenarios that you may use in your working environment.
- *Chapter 2* describes how to install *Kodak UpFront* 4.0
- *Chapter 3* describes what equipment information is required for *Kodak UpFront*, and how to populate *Kodak UpFront* central databases with this information.
- *Chapter 4* describes what *Preps* information is required for *Kodak UpFront*, if you intend to use *Preps* software for electronic imposition. This requires you to enter certain information into *Kodak UpFront* regarding details of the *Preps* settings.

For definitions of *Kodak UpFront* terminology, see "Terminology" on page 39.

Overview of Kodak UpFront Programs

Before installing *Kodak UpFront* software, take some time to review *Kodak UpFront* programs and to how this software can be integrated into your work environment.

Conventional planning methods, still widely in use today, involve a planner who writes folios and notes on folded pieces of paper, sometimes numerous pieces of paper, and who decides how and where to print and bind a job. *Kodak UpFront* fills a unique need in production planning in that it provides a tool to automate many of the repetitive, time-consuming tasks that planners perform every day.

Kodak UpFront consists of two separate programs: **Planner** and **Job Builder**.

Planner

Planner is the tool for creating and editing layouts in the *Kodak UpFront* layout library. Establishing standardized layouts helps to eliminate errors and the duplication of work in prepress, thus maximizing efficiency.

Planner is used by the technical experts, the production planners, who are responsible for ensuring that the layouts are practical and efficient for both the presses and finishing. Planner builds a database library of press layouts that are customized to your company's specific requirements.

Job Builder

Job Builder is used by the people who start the job-planning process by entering the job description. Job Builder allows you to select layouts that are appropriate for the job from the layout library, and to create complete job layout diagrams, and *Preps* jobs and templates. If there are no layouts that are appropriate for the job are available, you can save the job and mark it for Planner follow-up.

Integrating Kodak UpFront in the Production Environment

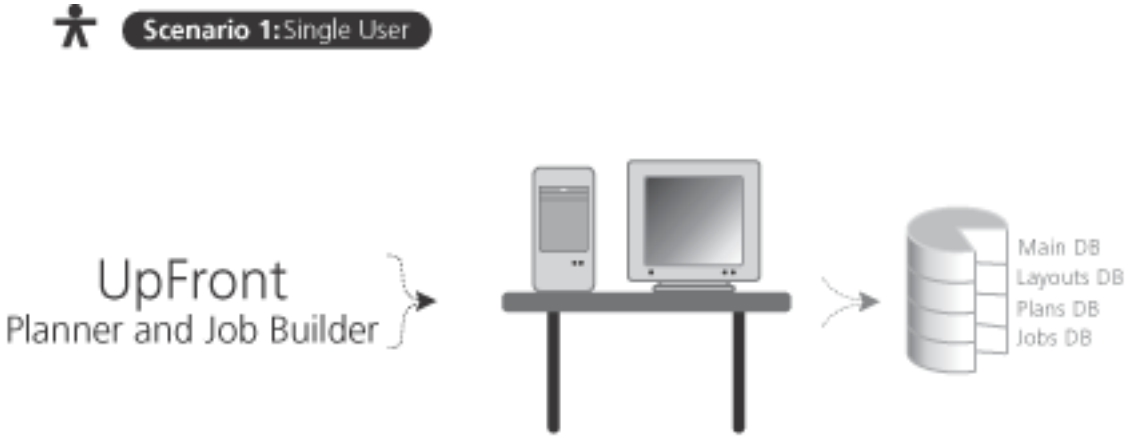
Because *Kodak UpFront* changes the way jobs are planned, and implementing *Kodak UpFront* usually results in significant time savings, companies want to know how to integrate *Kodak UpFront* into their production environment. The following sections in this chapter present some basic deployment scenarios that can be modified to fit the specific needs of your company.

After reading these section, decide which scenario best fits the needs of your company. Consider the following questions:

- Who will be using *Kodak UpFront*? Estimators? Planners? CSRs? A combination of these?
- How many users will have Planner and Job Builder, and how many users will have only Job Builder?
- How will *Kodak UpFront* affect the responsibilities of these people?

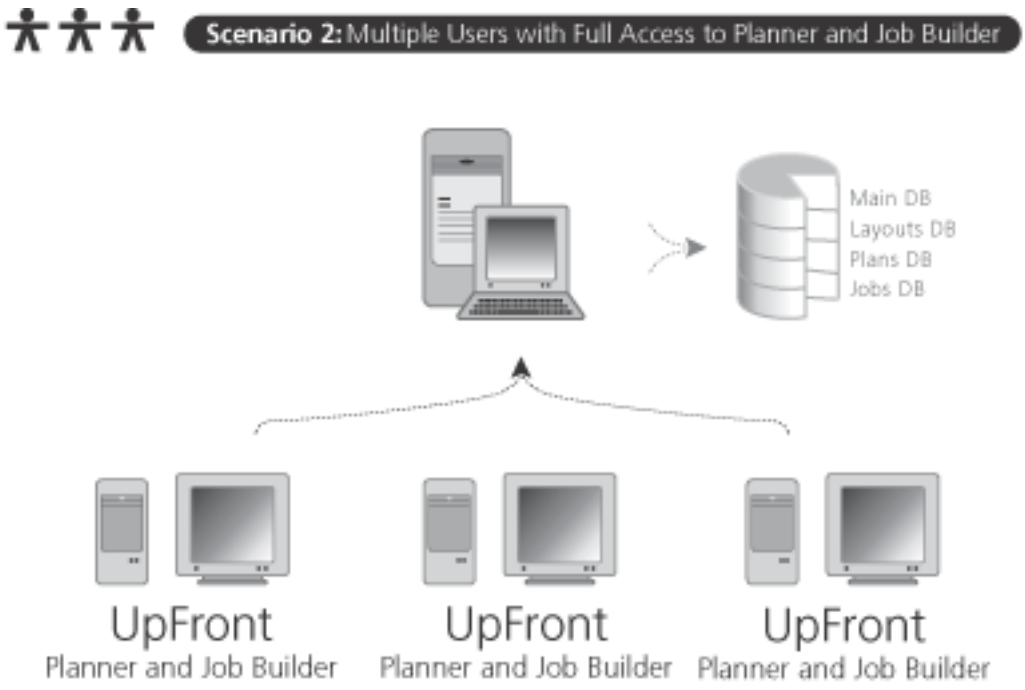
Instructions for installing *Kodak UpFront* are described in "Installing Kodak UpFront" on page 11.

Scenario 1: Single User



In this scenario, the company has one license of *Kodak UpFront*. It is installed on one workstation and used by one user at a time. The database may remain on the local drive or, for automatic backup purposes, can be copied to a network volume and accessed by *Kodak UpFront*.

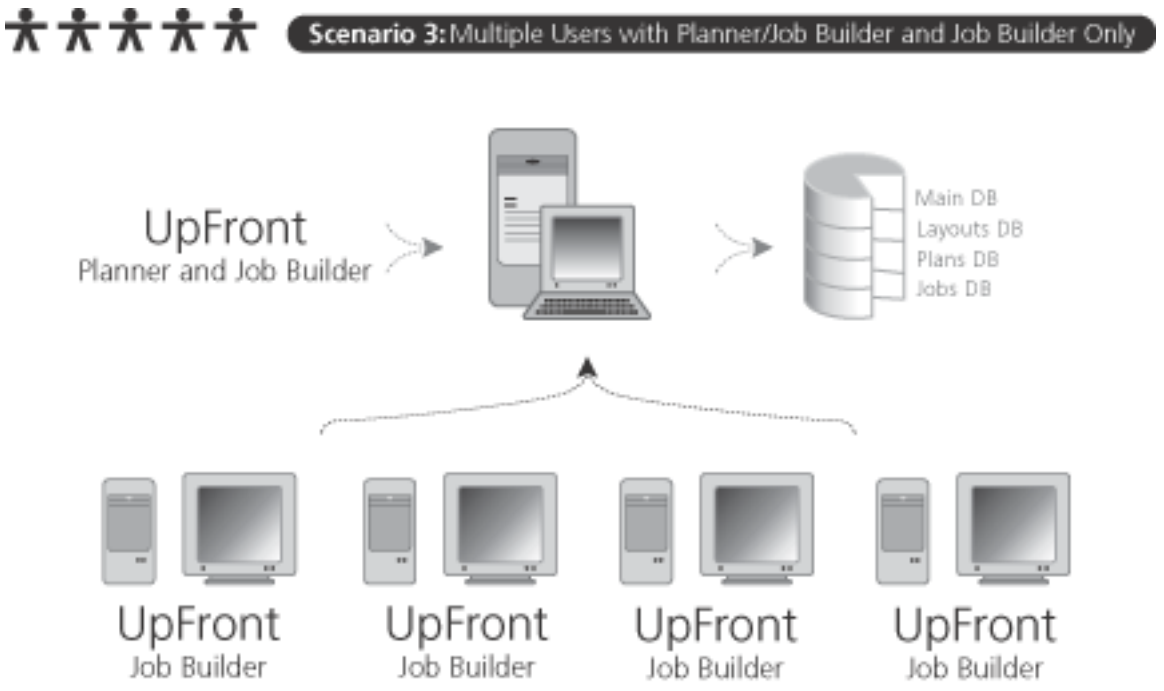
Scenario 2: Multiple Users with Planner and Job Builder



In this scenario, the company has multiple licenses of *Kodak UpFront* Planner and Job Builder, each running on a separate workstation. Each copy has the ability to create section plans, layout plans, and press layouts in Planner for use in Job Builder, as well as full Job Builder functionality.

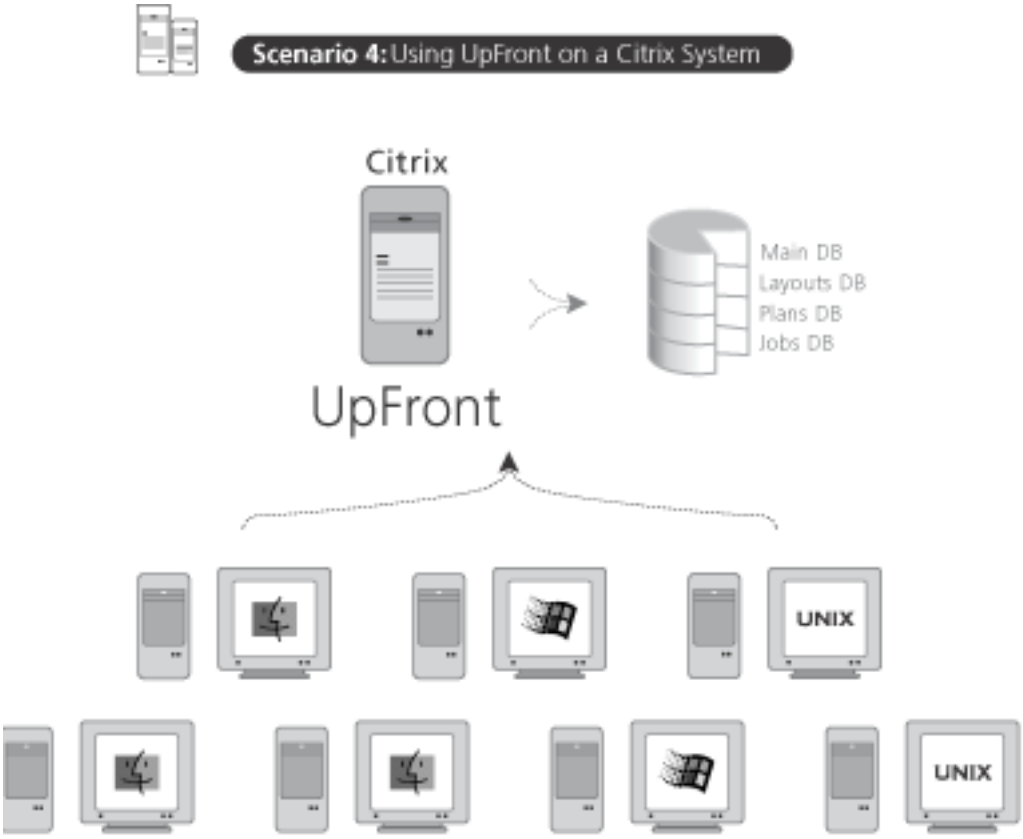
Copy the **Databases** folder from one of the workstations to a network volume, and direct each copy of *Kodak UpFront* to these databases. Doing this ensures that each *Kodak UpFront* workstation has access to the same data.

Scenario 3: Multiple Users with Planner/Job Builder and Job Builder Only



In this scenario, the company has multiple licenses of *Kodak UpFront*, each running on a separate workstation. One copy has the ability to create section plans, layout plans, and press layouts in Planner for use in Job Builder, as well as full Job Builder functionality. Four copies have Job Builder only, directed to a common database, which allows access to the section plans, layout plans, and press layouts that are created in Planner.

Scenario 4: Using Kodak UpFront on a Citrix System



Citrix is an application server system. All applications are installed and run on the *Citrix* server, but are controlled from remote workstation (running *Windows*, *Mac OS*, or *UNIX*) via an emulation window. Multiple licenses of *Kodak UpFront* can run on the server. Users can access *Kodak UpFront* from an unlimited number of workstations, but simultaneous access is limited to the number of licenses.

The *Kodak UpFront* databases can remain in the *Kodak UpFront* directory, where they are installed by default, on the *Citrix* server, or can be moved to any location that can be accessed by *Kodak UpFront* clients.

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System Requirements

Kodak UpFront software supports the following system configuration:

- 233 MHz *Pentium* processor or better, CD-ROM drive, parallel port or USB port for the dongle (dongle)
- *Microsoft Windows* 2000, *Windows* XP Professional, or *Windows* 2003 operating system
- 40 MB of available hard disk space
- 64 MB of available RAM
- Monitor with 1024 x 768 minimum resolution; 256 colors or more
- *Windows*-compatible laser printer or inkjet printer, black only or color (For the print preview and printing mechanisms to work, a printer driver must be installed on the computer.)
- *Internet Explorer 5.01* or later

Performing a Full Kodak UpFront Installation

The *Kodak UpFront* 4.0 installer installs the new software version over your existing version. When you run the *Kodak UpFront* 4.0 installer, your existing *Kodak UpFront* databases are automatically repaired and compacted.



Important:
It is strongly recommended that you back up your current databases to a separate location before installing *Kodak UpFront 4.0*.
It is also important to remove the USB Sentinel SuperPro dongle before proceeding with the full installation.

The *Kodak UpFront* 4.0 installer converts databases from version 3.1 and later to the current version. This is *not* reversible, and earlier versions of *UpFront* cannot recognize the newer format.

To be able to continue sharing databases that are on a network after *Kodak UpFront* 4.0 is installed on one or more workstations, you must upgrade all *Kodak UpFront* installations to version 4.0.



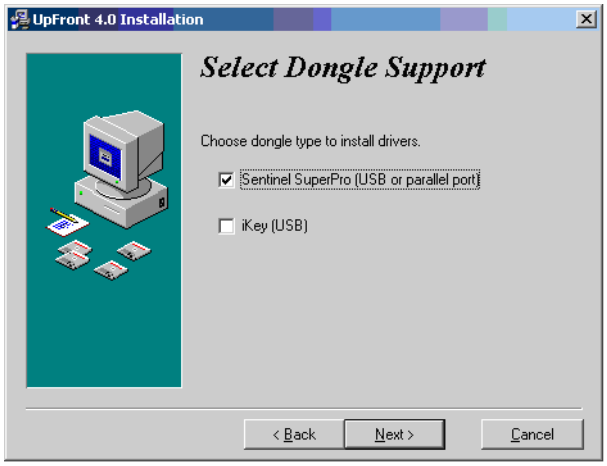
Kodak UpFront software update is described in "Installing a Kodak UpFront Software Update" on page 16.

To install Kodak UpFront:

1. Quit any applications that are currently running.
2. From the CD, double-click **UpFront 4.0/Full Installer/Setup.exe**.
3. When the installer starts, follow the instructions on the screen.



Important: Be sure to select the **Sentinel SuperPro (USB or parallel port)** check box. Leave the other check box cleared, as shown here:



4. When the installer is finished, restart your computer if asked to do so.

   The installer automatically places a shortcut for each installed program on the desktop and in the **Start** menu.
5. Follow the instructions presented in "Installing a USB Sentinel SuperPro dongle".

Installing a USB Sentinel SuperPro dongle

UpFront 3.1 or later versions include the Rainbow USB Sentinel SuperPro dongle (also referred to as "dongle"). The dongle is a copy-protection device that plugs into a USB port on the computer. It can also be connected to a USB hub.

For the Sentinel SuperPro to function correctly, the computer BIOS setting for the USB port must be set to **Enabled**.

To install the USB Sentinel SuperPro USB dongle:

1. Ensure that *Kodak UpFront* is already installed.
2. Insert the dongle into an available USB port.
3. The driver is typically installed with the software and you might not need to follow this step or the next one.
   However, if *Windows* prompts you to locate a driver, use this path:
   \Program Files\Kodak\UpFront 4.0\Sentinel\Win_nt\I386
4. If you see a warning message indicating that this driver is not digitally signed, click **Continue**.
5. When the driver is finished installing, restart your computer.
6. Follow the instructions in "Entering the License Password".

Entering the License Password

The password for *Kodak UpFront* is on the Kodak Password Generator Report (a blue sheet of paper) in a sleeve attached to the software box.

To enter the password:

1. Double-click the **UpFront Planner** or **UpFront Job Builder** shortcut icon on the desktop.
2. In the Welcome to UpFront dialog box, type the password in the **Password** box.
3. Click **OK**, and then click **OK** again to confirm and quit.

Logging Into Kodak UpFront

Because *Kodak UpFront* is secure from unauthorized access, when Planner or Job Builder start, a Log In window opens. The default user name is **Administrator.** Because no other user names and passwords have yet been entered into the database, type the administrator-level password in the **Password** box to gain entry into the application.

When you initially install *Kodak UpFront*, the default passwords are a single letter. For security reasons, change the passwords the first time you run *Kodak UpFront*.



For more information on setting passwords, see *Setting Default Passwords* in the *Kodak UpFront User Guide*.

The default passwords are:

- User level = **u**
- Planner level = **p**
- Administrator level = **a**

To log in to Kodak UpFront:

1. Double-click the **UpFront Planner** or **UpFront Job Builder** shortcut icon on the desktop.
2. In the **Password** box, type the administrator-level password (the default is **a**), and then click **OK**.

   For information on assigning user names and passwords so individuals can log in to *Kodak UpFront* without using the administrator-level password, see "Assigning User Names and Passwords" on page 26.
3. The **UpFront Planner** or **UpFront Job Builder** dialog box appears, offering options for a quick start.



Note: Before creating any layouts or jobs, ensure that your equipment specifications have been entered into *Kodak UpFront*. If your equipment has not been entered into the database, click **Cancel** and see "Gathering and Entering Equipment Information into Kodak UpFront Databases" on page 33.

Installing a Kodak UpFront Software Update

The *Kodak UpFront* v4.0 update updates your software to v4.0, and can be installed only on *UpFront v3.0* or *v3.1*. During the *Kodak UpFront* 4.0 update, the existing *UpFront* databases are automatically repaired and compacted.



Important:
It is strongly recommended that you back up your current databases to a separate location before installing *Kodak UpFront*.

The installer converts databases from version 3.1 and later to the current version. This is *not* reversible, and earlier versions of *Kodak UpFront* will not recognize the newer format.

To be able to continue sharing databases that are on a network after *Kodak UpFront* 4.0 is installed on one or more workstations, you must upgrade all Kodak UpFront installations to version 4.0. See also "Converting the Database for the New Version" on page 21.

To install the Kodak UpFront update:

1. Exit any applications that are currently running.
2. Locate your existing *Kodak UpFront* databases and make a copy of them in a secure location—for example, in a network server folder or on external media such as a CD.
3. Search for and open the UpFront Updater zip file in the Kodak site under **Products & Services > Downloads > UpFront**.
4. Double-click **Update.exe** and follow the instructions on the screen.
5. In the Make Backups dialog box, it is recommended to click **Yes** to create backups, because the installer might also replace system files.
6. Restart the computer.
7. Update your license, if required (see "Updating the License").

The installer automatically places shortcuts for *Kodak UpFront* Planner and *Kodak UpFront* Job Builder on the desktop and in the **Start** menu, or updates existing shortcuts. Your previous *Kodak UpFront* directory is not renamed, but it does contain the updated *Kodak UpFront* program files.

Updating the License



Note: When you update a license, only one of the *Kodak UpFront* applications may be open.
To update the license for Job Builder, close Planner.
To update the license for Planner, close Job Builder.

To update your license:

1. From the **Tools** menu, select **Update License...**
2. In the UpFront License Update dialog box, click **Yes** to indicate that only one application is running and you are ready to update the license, or to just view the serial number.
3. In the Welcome to UpFront 4.0 dialog box, type the password if you are updating the license and click **OK**.

You can open this dialog box again whenever you need to see the serial number or update the license.

Installing a Replacement USB Sentinel SuperPro

The USB Sentinel SuperPro is the only type of dongle currently being shipped to replace an older or faulty dongle.

If you are installing a new dongle because the previous one was damaged, the same features will be licensed as before. If you are also installing a *Kodak UpFront* upgrade, you will need to enter an updated license number after completing this installation procedure.

To install a replacement dongle:

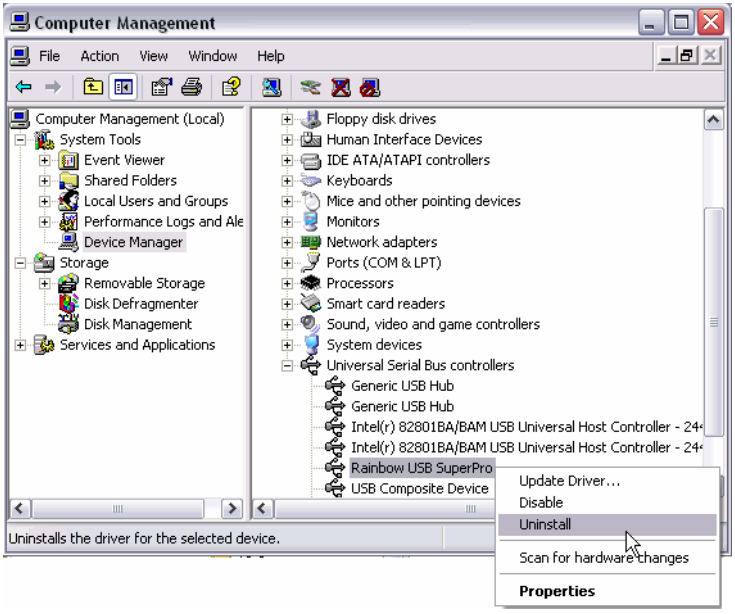
1. Ensure that the computer has an available USB port. If it has no USB port at all, you can install a USB expansion card. If there is a USB port that is in use, you can install a USB hub to add more connections.
2. Set the new dongle aside. Do not install it yet.
3. If you are working from a database stored on your computer and not on a network server, make a copy of your **Databases** folder and place it outside your **Programs/Kodak/UpFront** folder.
4. Double-click **\Program Files\Kodak\UpFront 4.0\Sentinel\Win_nt\Setupx86.exe**.
5. From the Rainbow Technologies Sentinel window that appears, select **Functions > Install Sentinel Driver**.
6. In the Sentinel Install dialog box, accept the default path and click **OK**.
7. When you see the Driver Installed message, click **OK** and insert the dongle into an available USB port.
8. If the Found New Hardware Wizard appears, select **Install from a list or specific location**.
9. Specify this location: **\Program Files\Kodak\UpFront 4.0\Sentinel\Win_nt\I386**.
10. Restart your computer.
11. Launch *Kodak UpFront* and enter the correct password for your license.
12. Move the contents of your backed-up **Databases** folder into the newly installed **Databases** folder. If you use a different location, you will need to redefine this in the Preferences dialog box under **Databases**.

Reinstalling an Incorrectly Installed Dongle

If after installing a new USB Sentinel SuperPro dongle, your system does not recognize it—for example, you see the message `No dongle`—then you need to reinstall the dongle. Typically, this error is due to following the steps in the wrong sequence. Be sure to follow these corrective steps in the exact order they are presented.

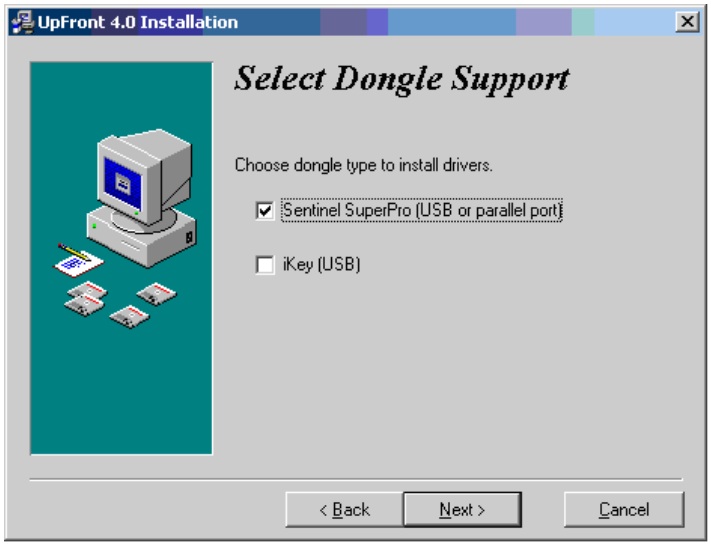
To reinstall the USB Sentinel SuperPro dongle:

1. Go to **Control Panel > Administrative Tools > Computer Management > Device Manager > Universal Serial Bus Controllers**.
2. Right-click the **Rainbow SuperPro** driver and select **Uninstall**:



3. Remove the USB Sentinel SuperPro dongle from your computer.
4. If you are working from a database stored on your computer and not on a network server, make a copy of your **Databases** folder and place it outside your **Programs/Kodak/UpFront** folder.
5. Uninstall the *Kodak UpFront* software by deleting (or renaming for backup) the **Programs/Kodak/UpFront** folder.

6. Reinstall the software, being sure to select the correct dongle—**Sentinel SuperPro (USB or parallel)**, as shown in this example:

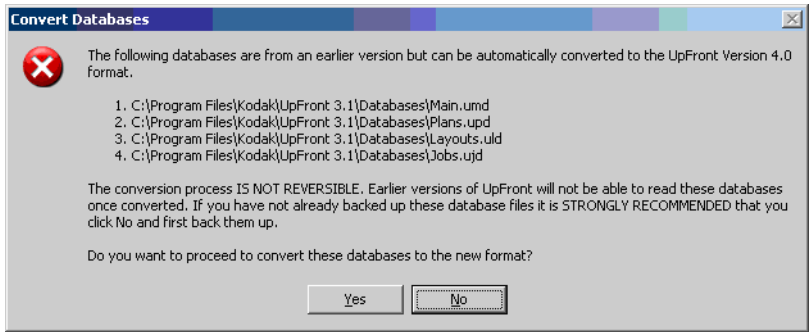


7. When the installation is complete, insert the dongle into an available USB port. Do *not* start *Kodak UpFront* yet.
8. Restart your computer.
9. Start *Kodak UpFront* and enter the correct password for your license.
10. Move the contents of your backed-up **Databases** folder into the newly installed **Databases** folder. If you use a different location, you will need to redefine this in the Preferences dialog box under **Databases**.

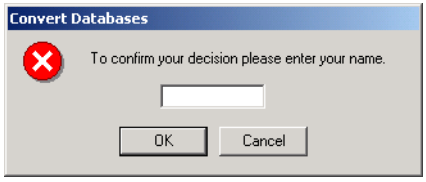
Converting the Database for the New Version

Kodak UpFront 4.0 requires that any existing databases be converted to the new version format. The first time you access an UpFront 3.1 or later database after installing *Kodak UpFront* 4.0, the Convert Databases message appears, asking if you want to convert the databases to the *Kodak UpFront* 4.0 format.

Attention:
The database conversion is *not* reversible. Earlier versions of UpFront cannot read UpFront 4.0 or later databases.



1. If you have not already backed up the databases, we strongly recommend that you click **No**, and then back them up. If you already backed up the databases, click **Yes** to continue with the conversion.



2. Type your name in the box to confirm your decision to convert the databases and click **OK**.
3. Ensure that no users are currently running *Kodak UpFront* and click **OK**.
4. The conversion process may take a minute or so, depending on the size of the databases. After the conversion is finished, a message window appears stating that the databases were successfully converted. Click **OK**.

Additional Installation Instructions for Citrix Users

To install or update *Kodak UpFront* on a *Citrix* server, you use the Add/Remove Programs control panel on the *Citrix* server. This is recommended for all *Windows* servers when Terminal Services is installed.

Windows Server

1. Log on to the server as an administrator.
2. From the **Start** menu, select **Settings > Control Panel > Add or Remove Programs**.
3. Click **Add New Programs > CD or Floppy** > **Next**.
4. In the Run Installation Program dialog box, click **Browse** to locate the *Kodak UpFront* installer or updater on the CD or network.
5. Double-click the *Kodak UpFront* installer or updater, and then click **Finish** to start the *Kodak UpFront* installation.

See "Performing a Full Kodak UpFront Installation" on page 12 or "Installing a Kodak UpFront Software Update" on page 16 for instructions.

Installing One or Multiple Copies of Kodak UpFront on a Citrix Server

Kodak ships a separate dongle for each copy of *Kodak UpFront* that you purchase. You can install these copies in two different ways.

Installing a Single Copy of Kodak UpFront on a Citrix Server

Installing *Kodak UpFront* only once makes it easier to update and maintain. All database files and preferences are automatically shared.

To install a single copy of Kodak UpFront:

1. See "Performing a Full Kodak UpFront Installation" on page 12 or "Installing a Kodak UpFront Software Update" on page 16 for instructions.
2. Attach all dongles to the *Citrix* server.
3. Start *Kodak UpFront*.

4. Type the password for the first dongle, and then click **OK**.
5. Do not quit *Kodak UpFront*. Start *Kodak UpFront* again.
6. Type the password for the second dongle, and then click **OK**.
7. Do not quit *Kodak UpFront*. Repeat the above steps until you have entered the passwords for all of the dongles.

Installing Multiple Copies of Kodak UpFront on a Citrix Server

Installing multiple copies of *Kodak UpFront* allows more flexibility and customization. You can use separate database files and preferences for each installed copy of *Kodak UpFront*, or you can share all or some of the database files, depending on your workflow needs.

To install multiple copies of Kodak UpFront:

1. Install the first copy of *Kodak UpFront*.

   See "Performing a Full Kodak UpFront Installation" on page 12 or "Installing a Kodak UpFront Software Update" on page 16 for instructions.
2. Attach the first dongle to the *Citrix* server.
3. Start *Kodak UpFront*.
4. Type the password for that dongle.
5. Quit *Kodak UpFront*.
6. Remove the first dongle from the server.
7. Install the second copy of *Kodak UpFront* in a different location from the first installation.
8. Attach the second dongle to the server.
9. Start *Kodak UpFront* from the new location.
10. Type the password for the second dongle.
11. Quit *Kodak UpFront*.
12. Remove the second dongle from the server.
13. Repeat steps 7 through 12 until you have installed all copies of *Kodak UpFront*.

14. Attach all dongles to the *Citrix* server.

Installing Full Versions and Job Builder Only Versions on a Citrix Server

We recommend installing the full licenses of *Kodak UpFront* and the Job Builder Only licenses in separate locations on the server. For example, install the full version in the **C:\Program Files\Kodak\UpFront 4.0 Full** folder and the Job Builder Only version in the **C:\Program Files\Kodak\UpFront 4.0 JBO** folder. Link the *Citrix* clients that require only Job Builder to the Job Builder Only location on the *Citrix* server, and link the *Citrix* clients that need access to both Job Builder and Planner to the full-license location.

A license error can occur after installing full licenses and Job Builder Only licenses in the same folder location. *Kodak UpFront* checks if there is an available license when trying to start Job Builder and takes the first license that is available from the installed location. If the full licenses and Job Builder Only licenses are installed in the same location, *Kodak UpFront* cannot determine if you want to start Job Builder with a Job Builder Only license or with a full license. Therefore, the following license errors could occur when trying to start Job Builder or Planner on multiple clients even though you have enough licenses:

```
You are already running the maximum amount of copies of
UpFront.
```

```
This license does not allow running UpFront Planner, only
UpFront Job Builder.
```

Kodak UpFront Access Levels

Access levels allow you to configure *Kodak UpFront* to manage the different privileges associated with the application. They should not be confused with access privileges associated with *Windows*. You may decide to assign different levels of access to various *Kodak UpFront* tasks, depending on the deployment scenario you choose. There are four workgroups for which user access can be defined:

- Anyone
- User
- Planner
- Administrator

You assign an access level to each major task. Unless the access level for a particular task is set to **Anyone**, *Kodak UpFront* prompts you for the appropriate password.

The administrator determines the access level for each task. The access level can be changed to best meet the needs of your organization. Once you define access levels, system operators can be sure that the system is protecting their activities.

Setting Access Levels

A person with administrator-level access can change the access level for any task.

To an access level:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences list, select **Access Levels**.
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 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**.



Tip: In a single-user scenario, you can set the access level of all of these tasks to **Anyone** to avoid having to enter a password each time you perform a major task.

6. Repeat step 5 for any other task as appropriate.
7. When you finish making changes, click **Save**.

Assigning User Names and Passwords

As part of configuring *Kodak UpFront*, the administrator can add users to the database to allow individuals to access *Kodak UpFront*. You assign user names and passwords, which are used to log in to *Kodak UpFront*. The user name can also be printed on layout diagrams to identify layouts. After you gain access to *Kodak UpFront*, you use the passwords assigned to the various workgroup tasks that are defined in the Access Levels dialog box.



For more information on user names and passwords, see the *Kodak UpFront User Guide*.

To add a user to the database and assign a password:

1. From the **Tools** menu, select **Preferences**.
2. In the Preferences list, under General, 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 that identifies the user in the database.
5. In the **Password** box, type the password you want to assign to that user.
6. Click **Add**.

7. Click **Save** to enter the user in the database.
8. When you finish making changes, click **Close**.

To change a password:

➢ Delete the entry and retype the name and the new password.

Databases Setup and Management

Databases are where all the user-defined information is stored and as such are valuable resources. Each company should devise a plan of best practices for maintaining the database files.

Single User

In this scenario, a company has one *Kodak UpFront* license. It is installed on one workstation and is used by one user at a time. When *Kodak UpFront* is installed, the databases are located on the local workstation in the *Kodak UpFront* **Databases** directory. The databases can remain on the local workstation and should be backed up regularly. Another option is to copy the **Databases** directory to a network volume, in which case you must

direct *Kodak UpFront* to use these databases. If your company regularly backs up the network drives, the *Kodak UpFront* databases are automatically backed up. Otherwise, you can manually back up the databases by copying the **Databases** directory to a backup medium, such as a CD or an external hard drive.

Multiple Users

In this scenario, a company has multiple licenses of *Kodak UpFront*, each running on a separate workstation. When *Kodak UpFront* is installed, the databases are located on the local workstations in the *Kodak UpFront* **Databases** directory. Copy the **Databases** directory from one of the workstations to a network volume, then direct each copy of *Kodak UpFront* to these databases. This ensures that each *Kodak UpFront* workstation accesses the same data. The databases should be backed up regularly.

If your company regularly backs up the network drives, the *Kodak UpFront* databases are automatically backed up. Otherwise, you can manually back up the databases by copying the **Databases** directory to a backup medium, such as a CD or an external hard drive.

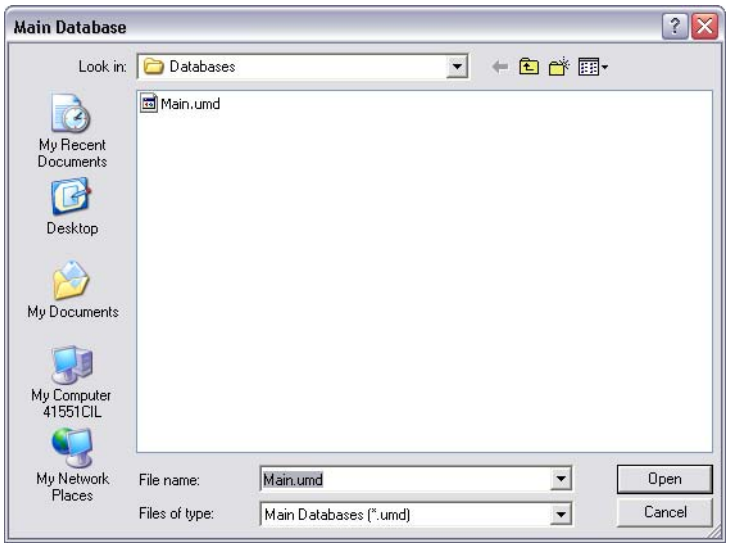
UpFront 3.1 and later incorporates a robust database-handling model. Theoretically, there is no limit to the number of users who can access the databases concurrently. The size of the jobs, network traffic, and system configuration impact data-transfer speed and influence user experience when installations of more than 16 copies of *Kodak UpFront* are involved.

Directing Kodak UpFront Planner and Job Builder to a Database on a Network Server

The mapped network path should be as direct as possible (for example, **S:\Plans.upd**), and should avoid multiple subdirectories or directories with very long names (for example, **S:\Server1\application data\Program Files\Kodak\UpFront 4.0\Databases\Plans.upd**). The more direct the path is, the more quickly the network can respond each time *Kodak UpFront* accesses the database. When paths are very long, this slows access to shared files, which causes network delays.

To set the location of a database:

1. In *Windows* Explorer, move the database to the desired 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.

Managing Databases

Regularly Back Up the Database Files

We recommend that you choose a backup schedule that corresponds to the amount of data you can afford to lose. For example, if you cannot afford to lose more than a day's worth of data, back up on a daily basis. If you can afford to lose a week's worth of data, back up weekly. A full database files backup is the best way to make sure that you can recover your database files if corruption occurs.

If you are in a network environment, you must shut down all clients before you back up the database files. If you do not, you may create backup files with incomplete or inconsistent data. Test your backups regularly to verify their integrity.

Regularly Compact and Repair the Database Files

If you make frequent changes to a database, parts of the database may become fragmented. *Kodak UpFront* database files never get smaller, even if you delete data, until you compact them, and a larger file is a bigger target for corruption over a network.

During compacting, stored queries are reoptimized in the database to reflect the updated table statistics. Therefore, performance can also be improved by more frequent compacting. Repairing the database can resolve problems that exist in tables, queries, or indexes in the database.



Important:
Before you compact or repair databases, make sure no other copies of *Kodak UpFront* are running. Otherwise, the databases could be corrupted.

To compact or repair a database:

1. From the **Tools** menu, select **Preferences.**
2. In the Preferences list, under General, 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** or **Repair** for the database that you want to repair.

About Preps Settings



Important: The *Preps* settings you enter in *Kodak UpFront* are specific to individual *Kodak UpFront* workstations. They are not stored in a central database. In multiple-user implementations of *Kodak UpFront*, make sure that the *Preps* settings are configured the same on all *Kodak UpFront* workstations.

3

Gathering and Entering Equipment Information into Kodak UpFront Databases

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Web Presses 36
Finishing Equipment 37
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Overview

After installing *Kodak UpFront* 4.0, you can gather information regarding each press and each piece of finishing equipment (saddle-stitchers or perfect binders) for which you will be planning jobs, and then enter the information in the *Kodak UpFront* central libraries.

User-added finishing equipment may be single machines or processes produced by the combined requirements of several machines. This includes presses and finishing equipment at your shop, as well as any equipment used to produce your jobs off-site, such as a trade printer or bindery. This information can be obtained from equipment manuals and/or those who operate the equipment. Make as many copies as you need of the next few pages to gather the necessary information.

This chapter also explains how to enter the gathered information into *Kodak UpFront*.

For definitions of *Kodak UpFront* terminology, see "Terminology" on page 39.

Miscellaneous Strategies

- If your shop has two or more identical presses, or presses that are the same with the exception of the number of ink units, it may not be necessary to enter each press separately. For example, a two-color press may have all the same specifications as a four-color press, with the exception of the number of ink units. You can create just one press in the library. The press layouts you create in *Kodak UpFront* work on either press. The same concept applies to finishing equipment.
- Some jobs require gripping into the printable area of the job. After you add the presses to one of the *Kodak UpFront* press libraries, you can create a duplicate press that allows for zero grip, and name the press to indicate this (for example, *4-Color with 0 Grip*).
- For a press that has in-line finishing equipment, create a separate entry for it in the **Finishing Equipment** library and name it appropriately.

Sheetfed Presses

For an explanation of these terms, see "Finishing Equipment Terminology" on page 54. Make one copy of this form for each sheetfed press.

Press Name:	
Sheet Size	
Minimum Sheet Size Around Cylinder:	
Minimum Sheet Size Across Cylinder:	
Maximum Sheet Size Around Cylinder:	
Maximum Sheet Size Across Cylinder:	
Image Area and Plate Size	
Maximum Image Area Around Cylinder:	
Maximum Image Area Across Cylinder:	
Plate Size Around Cylinder:	
Plate Size Across Cylinder:	
Grip and Other Paper Edges	
Minimum Paper Grip:	
Plate Edge to Press Sheet Edge:	
Absolute Minimum Plate Edge to Trim:	
Minimum Back Edge Paper:	
Minimum Side Edge Paper:	
Perfects	
Perfects: _____ Yes _____ No	
Minimum Perfecting Sheet Around Cylinder:	
Minimum Perfecting Sheet Across Cylinder:	
Preps	
Distance From Press Sheet Edge to Punch Center:	

Web Presses

For an explanation of these terms, see "Web Presses Terminology" on page 47. Make one copy of this form for each web press.

Press Name:	
Sheet Size	
Around Cylinder Cut-Off 1: (for web tolerance)	+/-
Around Cylinder Cut-Off 2: (for web tolerance)	+/-
Minimum Roll Width:	
Maximum Roll Width:	
Image Area and Plate Size	
Maximum Image Area Around Cylinder:	
Maximum Image Area Across Cylinder:	
Plate Size Around Cylinder:	
Plate Size Across Cylinder:	
Grip and Other Paper Edges	
Minimum Paper Grip:	
Plate Edge to Press Sheet Edge:	
Absolute Minimum Plate Edge to Trim:	
Minimum Back Edge Paper:	
Minimum Side Edge Paper:	
Webs	
Number of webs: (*Kodak UpFront* supports a maximum of 3 webs)	
Preps	
Distance From Press Sheet Edge to Punch Center:	

Finishing Equipment

For an explanation of these terms, see “Finishing Equipment Terminology” on page 54. Make one copy of this form for each piece of equipment.

Finishing Equipment Name:	
Binding Method:	___ Saddle-Stitched ___ Notch Bound ___ Perfect Bound ___ Smyth Sewn ___ Cut/Folded
Head Trim	
Minimum Head Trim:	
Maximum Head Trim:	
Default Head Trim:	
Extra at Cover Head:	
Foot Trim	
Minimum Foot Trim:	
Maximum Foot Trim:	
Default Foot Trim:	
Extra at Cover Foot:	
Face Trim	
Minimum Face Trim:	
Maximum Face Trim:	
Default Face Trim:	
Front Lip	
Minimum Front Lip:	
Maximum Front Lip:	
Default Front Lip:	
Back Lip	
Minimum Back Lip:	
Maximum Back Lip:	
Default Back Lip:	

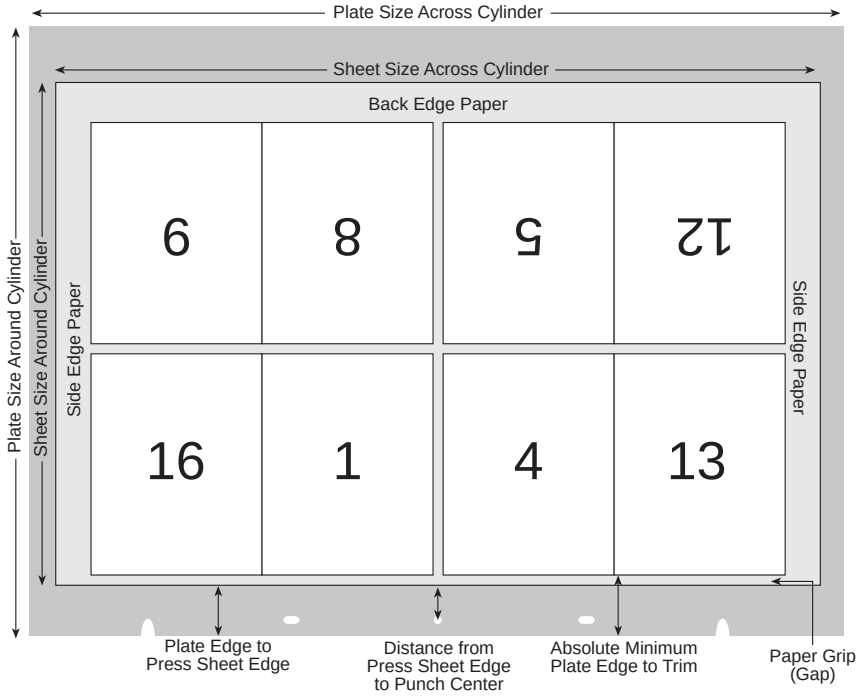
Trim Size	
Finished Trim Size Minimum Height:	
Finished Trim Size Minimum Width:	
Finished Trim Size Maximum Height*:	
Finished Trim Size Maximum Width*:	
Untrimmed Size	
Untrimmed Section Minimum Height:	
Untrimmed Section Minimum Width:	
Untrimmed Section Maximum Height:	
Untrimmed Section Maximum Height at Absolute Maximum Width:	
Untrimmed Section Maximum Width:	
Untrimmed Section Maximum Width at Absolute Maximum Height:	
Assorted	
Spine Allowance:	
Offcut:	
Saddle-Stitched: Smaller sections on inside or outside?	
Notch-Bound, Perfect-Bound, Smyth-Sewn: Insert smaller sections toward the front or the back?	
Diagram Marks	
No Image First and Last Text Pages:	
No Image Inside Cover:	
Section ID Either Side of Spine:	

*For perfect-bound, notch-bound, and Smyth-sewn finishing methods, the amount is determined by an *Kodak UpFront* formula (see "Trim Size" on page 62).

Terminology

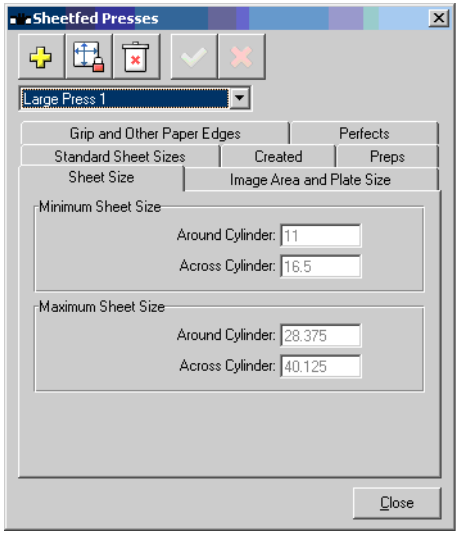
Sheetfed Presses Terminology

The diagram below illustrates the sections of the press sheet/plate that are described on each of the tabs in the Sheetfed Presses dialog box.



Note: *Kodak UpFront* ships with several sample presses in the library. The amounts entered for these presses are intended to be samples only. If your shop has one of these presses, confirm with your press operators that these amounts are accurate.

Sheet Size



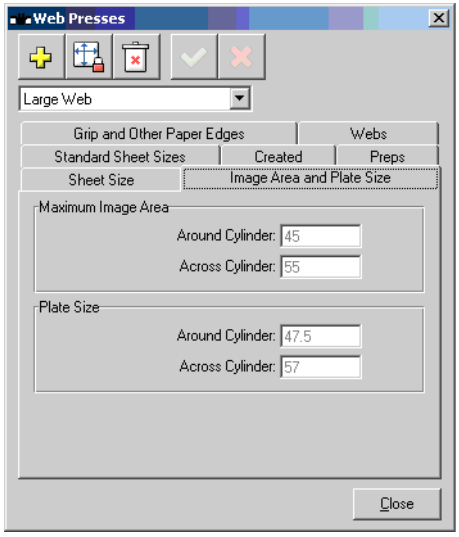
Minimum Sheet Size

- **Around Cylinder:** The press's minimum sheet size around the cylinder (usually the sheet's short edge dimension)
- **Across Cylinder:** The press's minimum sheet size around the cylinder (usually the sheet's long edge dimension)

Maximum Sheet Size

- **Around Cylinder:** The press's maximum sheet size around the cylinder (usually the sheet's short edge dimension)
- **Across Cylinder:** The press's maximum sheet size across the cylinder (usually the sheet's long edge dimension)

Image Area and Plate Size



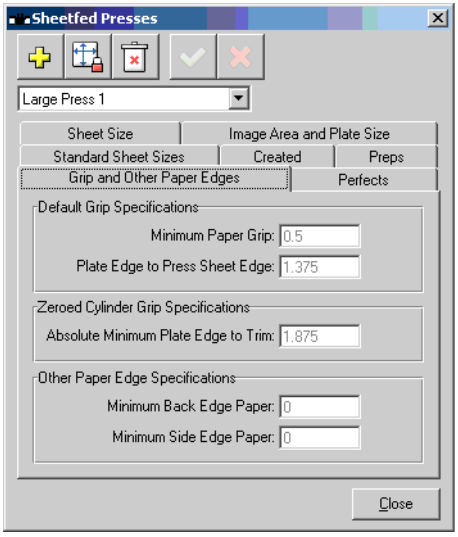
Maximum Image Area

- **Around Cylinder:** The maximum image area that can be printed around the cylinder
- **Across Cylinder:** The maximum image area that can be printed across the cylinder

Plate Size

- **Around Cylinder:** The plate size that fits around the cylinder
- **Across Cylinder:** The plate size that fits across the cylinder

Grip and Other Paper Edges



Default Grip Specifications

- **Minimum Paper Grip:** 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. This measurement is the minimum that you want this press to allow.
- **Plate Edge to Press Sheet Edge:** When planning a press layout in Planner with **Auto Calculate** selected, Planner automatically adds the paper grip to this number to calculate the film grip margin—the film or plate edge to first trim measurement.

Zeroed Cylinder Grip Specifications

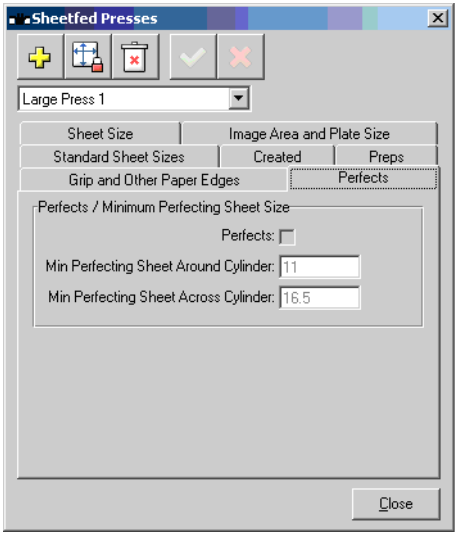
- **Absolute Minimum Plate Edge to Trim:** Every press cylinder has a zero setting for printing the maximum possible image area, but not all companies use these factory default settings. In some cases, such as printing a poster on a full sheet size with a maximum image area, the cylinder must be set to zero and the stock must be gripped to the absolute minimum measurement.

  Planner constantly monitors for this type of situation and, if it occurs, 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. Planner notifies you with a status bar message when this situation occurs.

Other Paper Edge Specifications

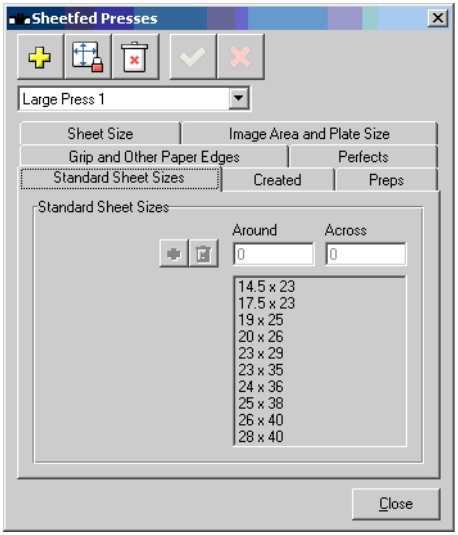
- **Minimum Back Edge Paper** and **Minimum Side Edge Paper:** The minimum amount of paper required at the specified edges for this press to be able to print. A press that most commonly prints on board stock may need more paper at the back edge of a press layout than a press that prints on lighter stock. These are the most common settings that confuse new users so, if in doubt, type 0 or a small number.

Perfects



- **Perfects:** Select this check box if the press can perfect.
- **Min Perfecting Sheet Around Cylinder:** The minimum sheet size around the cylinder that can be printed on this press while in perfecting mode.
- **Min Perfecting Sheet Across Cylinder:** The minimum sheet size across the cylinder that can be printed on this press while in perfecting mode.

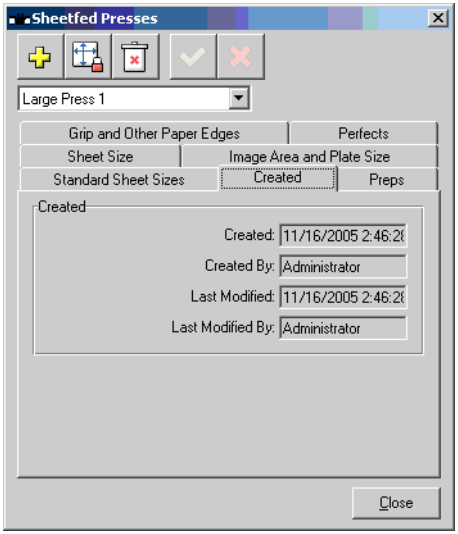
Standard Sheet Size



The **Standard Sheet Sizes** tab contains a list of standard sheet sizes that are printed on this press.

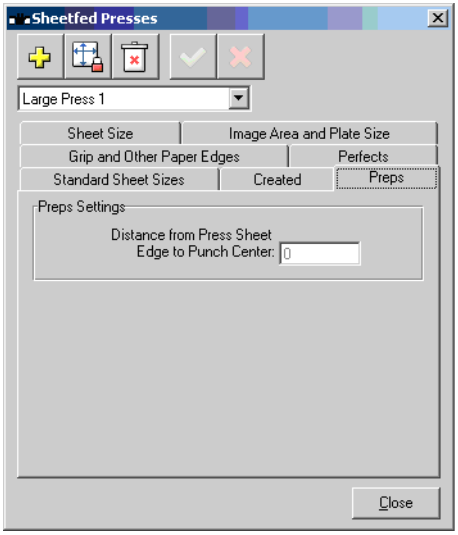
The standard sheet sizes are available for selection in Planner if you select **Standard Sheet Size** before you create a press layout.

Created



The **Created** tab displays information about when the piece of finishing equipment was added to the library, who added it, when it was last modified, and who modified it.

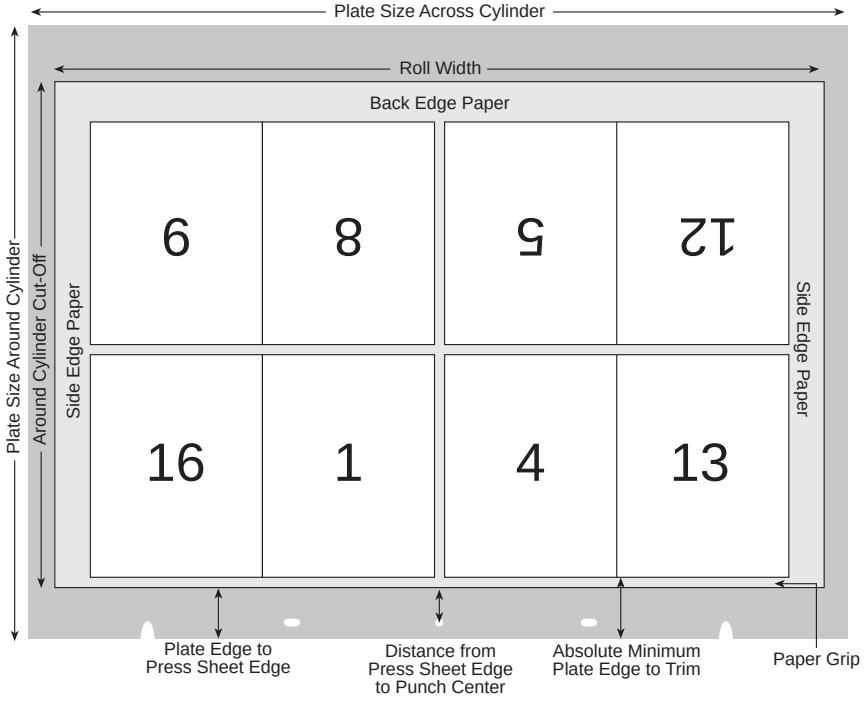
Preps



The Preps tab displays the *Preps* settings for **Distance from Press Sheet Edge to Punch Center**. The number you type is reflected in the *Preps* templates that you export from *Kodak UpFront*. If you do not use *Preps* software for electronic imposition, disregard this tab.

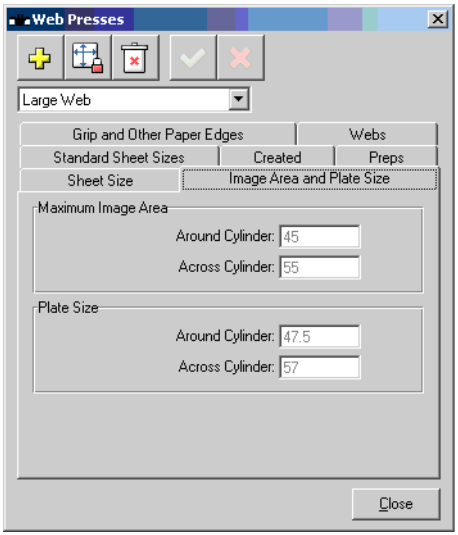
Web Presses Terminology

The graphic below illustrates the sections of the press sheet/plate described on each of the tabs in the Web Presses dialog box.



Note: *Kodak UpFront* ships with several sample presses in the library. The values entered for these presses are intended to be samples only. If your shop has one of these presses, confirm with your press operators that these values are accurate.

Sheet Size



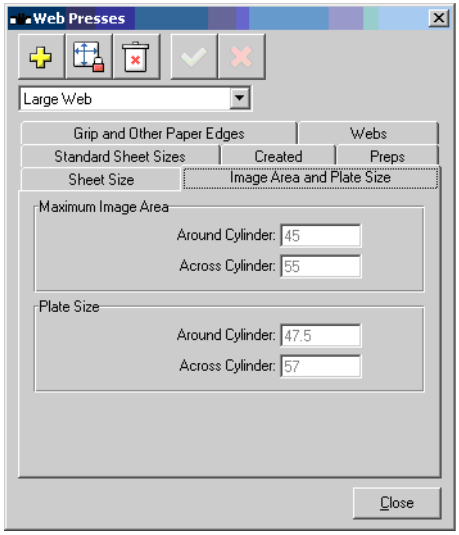
Around Cylinder Cut-Off

- **Cut Off 1:** The press's cut-off specification
- **Cut Off 2:** Rarely, some web presses have a second cut-off specification. In most cases, this specification is set the same as **Cut Off 1**.
- **+/-:** In addition to the press's cut-off specifications, you can set a tolerance for each **Cut Off**.

Roll Width

- **Minimum:** The press's minimum roll width (minimum across the cylinder dimension)
- **Maximum:** The press's maximum roll width (maximum across the cylinder dimension)

Image Area and Plate Size



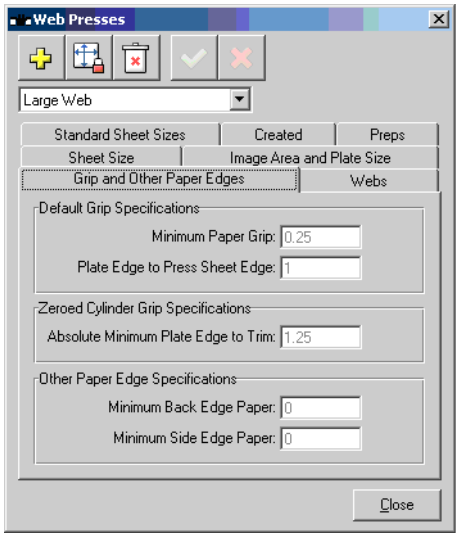
Maximum Image Area

- **Around Cylinder:** The maximum image area that can be printed around the cylinder
- **Across Cylinder:** The maximum image area that can be printed across the cylinder

Plate Size

- **Around Cylinder:** The plate size that fits around the cylinder
- **Across Cylinder:** The plate size that fits across the cylinder

Grip and Other Paper Edges



Default Grip Specifications

- **Minimum Paper Grip:** To account for the area of the press blanket that cannot print on the web, enter the minimum amount of paper grip or "gap" that you want to allow for this press.
- **Plate Edge to Press Sheet Edge:** When you plan a press layout in Planner with the **Auto Calculate** feature enabled, Planner automatically adds the paper grip to this number to calculate the film grip margin, which is the film or plate edge to first trim measurement.

Zeroed Cylinder Grip Specifications

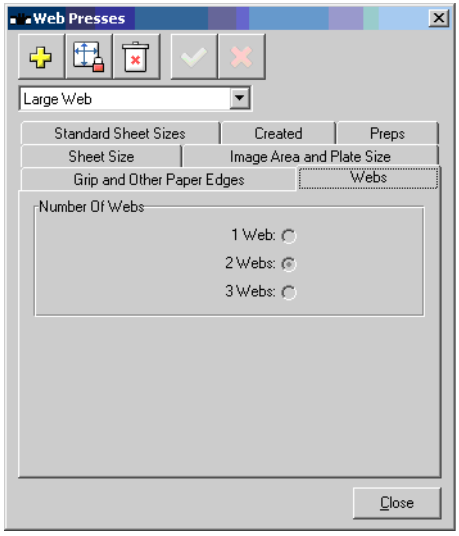
Absolute Minimum Plate Edge to Trim: Every press cylinder has a zero setting that enables printing the maximum possible image area, but not all companies use these factory default settings. In some cases, the cylinder must be set to zero and the gap is set to the absolute minimum measurement.

Planner constantly monitors for this type of situation and, if it occurs, Planner defaults 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** plus the paper grip. Planner notifies you with a status bar message when this situation occurs.

Other Paper Edge Specifications

- **Minimum Back Edge Paper** and **Minimum Side Edge Paper:** The minimum amount of paper required at the specified edges for this press to be able to print. If you are unsure of this amount, type 0 or a small number.

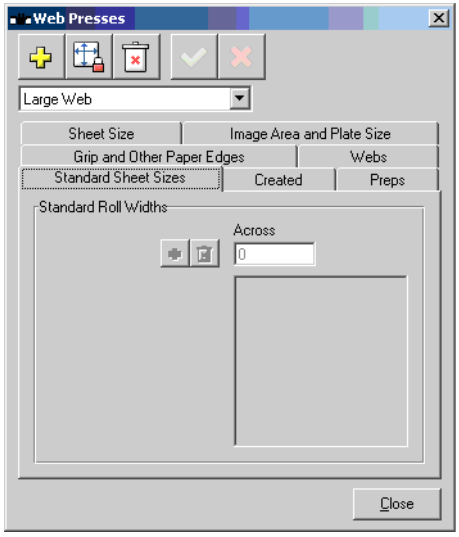
Webs



Number Of Webs

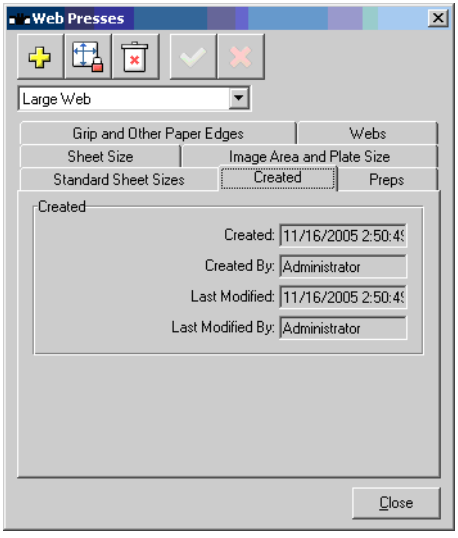
- Select **1 Web**, **2 Webs**, or **3 Webs** to indicate the number of webs on the press.

Standard Sheet Sizes



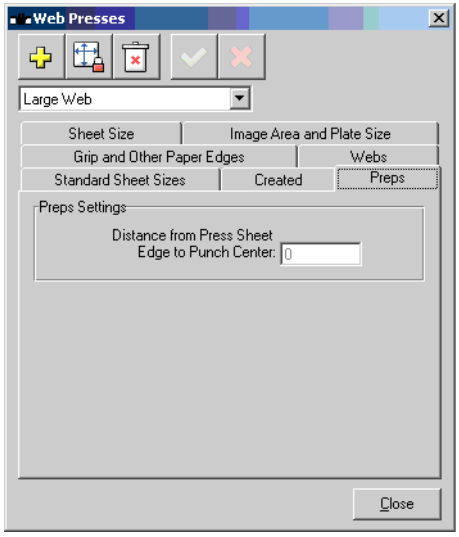
The **Standard Sheet Sizes** tab contains a list of roll widths that are printed on this press. The standard sheet sizes are available for selection in Planner if you select **Standard Sheet Size** before you create a press layout.

Created



The **Created** tab contains information about when the press was added to the library, who added it, when it was last modified, and who modified it.

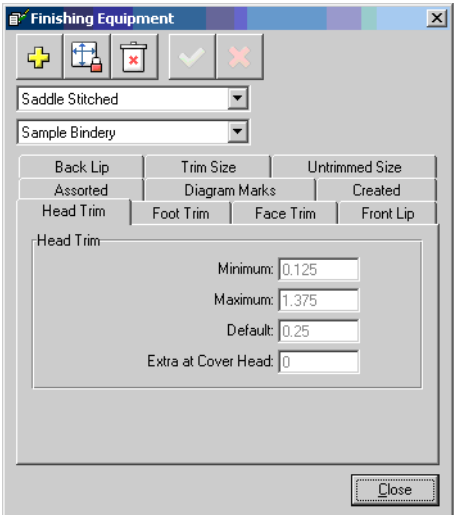
Preps



The **Preps** tab displays the *Preps* setting for **Distance from Press Sheet Edge to Punch Center**. The number you type is reflected in the *Preps* templates that you export from *Kodak UpFront*. If you do not use *Preps sofware* for electronic imposition, disregard this tab.

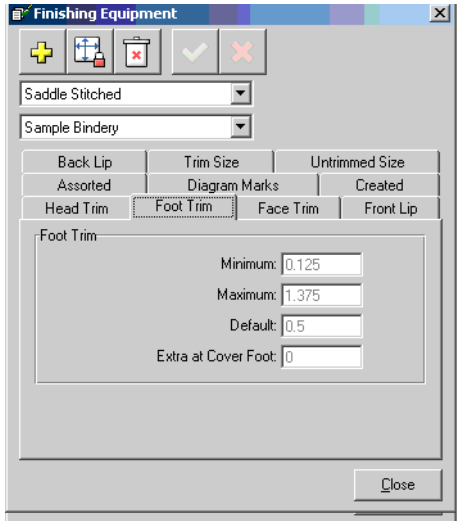
Finishing Equipment Terminology

Head Trim



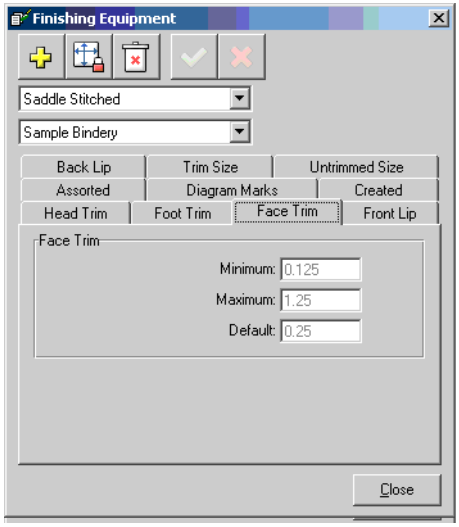
- **Minimum:** The finishing equipment's minimum head trim
- **Maximum:** The finishing equipment's maximum head trim
- **Default:** The finishing equipment's default or shop-preferred head trim
- **Extra at Cover Head:** The finishing equipment's default amount of extra paper to add. For glued-spine binding methods, extra paper is usually desirable at the head of the cover.

Foot Trim



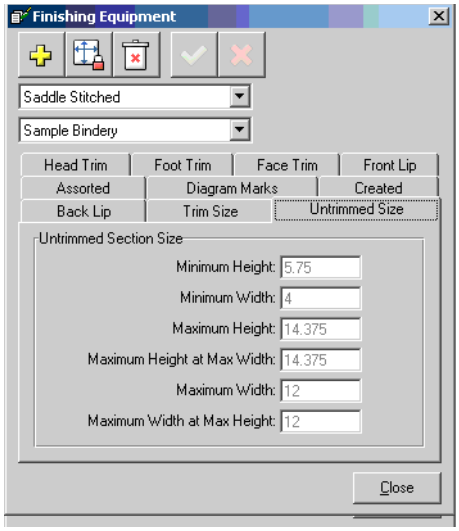
- **Minimum:** The finishing equipment's minimum foot trim
- **Maximum:** The finishing equipment's maximum foot trim
- **Default:** The finishing equipment's default or shop-preferred foot trim
- **Extra at Cover Foot:** The finishing equipment's default amount of extra paper to add. For glued-spine binding methods, extra paper is usually desirable at the foot of the cover.

Face Trim



- **Minimum:** The finishing equipment's minimum face trim
- **Maximum:** The finishing equipment's maximum face trim
- **Default:** The finishing equipment's default or shop-preferred face trim

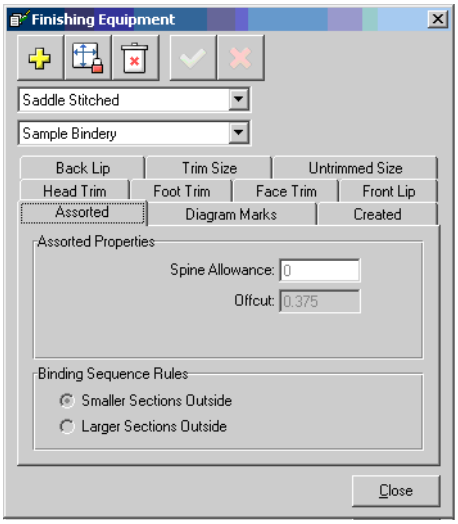
Untrimmed Size



- **Minimum Height:** The finishing equipment's minimum untrimmed section height
- **Minimum Width:** The finishing equipment's minimum untrimmed section width
- **Maximum Height:** The finishing equipment's absolute maximum untrimmed section height
- **Maximum Height at Max Width:** The finishing equipment's maximum untrimmed section height if the section is at the maximum untrimmed width. With some types of notch-binding or perfect-binding machines, when an untrimmed section's width approaches the maximum, the section cannot be the maximum height. For these machines, you specify the height of an untrimmed section if the section width is at the maximum. For normal saddle-stitching machines, or for any finishing machine that can bind a job that is the maximum height and width, type the maximum untrimmed section height.
- **Maximum Width:** The finishing equipment's absolute maximum untrimmed section width.
- **Maximum Width at Max Height:** The finishing equipment's maximum untrimmed section width if the section is the maximum untrimmed height.

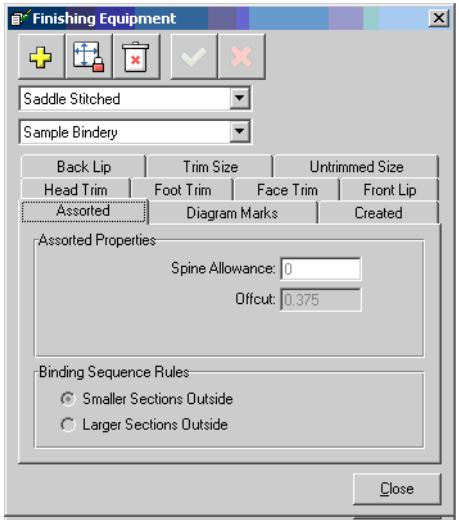
Assorted

Assorted Properties



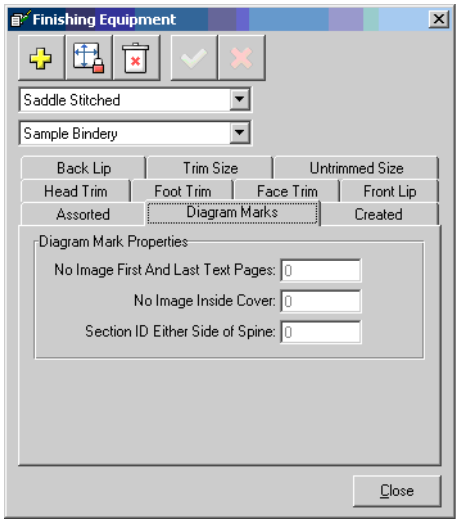
- **Spine Allowance:** This setting is the default amount of grind-off for text sections, multiplied by 2. For example, saddle-stitched finishing has a spine allowance of 0, but perfect-bound finishing has a 0.25 inch spine allowance if the sections require 0.125 inch grind-off (the 0.25 inch spine folded in half creates the 0.125 inch grind-off area). These perfect-bound text sections are not to be confused with glued spine covers that also require a spine allowance.
- **Offcut:** Used only for cut-and-folded finishing methods, this setting gives a default value for all offcut section properties defined in the section.
- **Default Equipment:** Each finishing method (saddle-stitched, notch-bound, perfect-bound, Smyth-sewn, cut/folded) must have at least one piece of finishing equipment included in the **Finishing Equipment** list. Additionally, one piece of finishing equipment must be designated as the default selection for each of the listed finishing methods. You cannot delete the **Sample Bindery** equipment that is included in the installed library for each binding method, but you can select as the default any equipment that you add. User-added finishing equipment can be single machines, or processes created by the combined capabilities of several machines.

Binding Sequence Rules



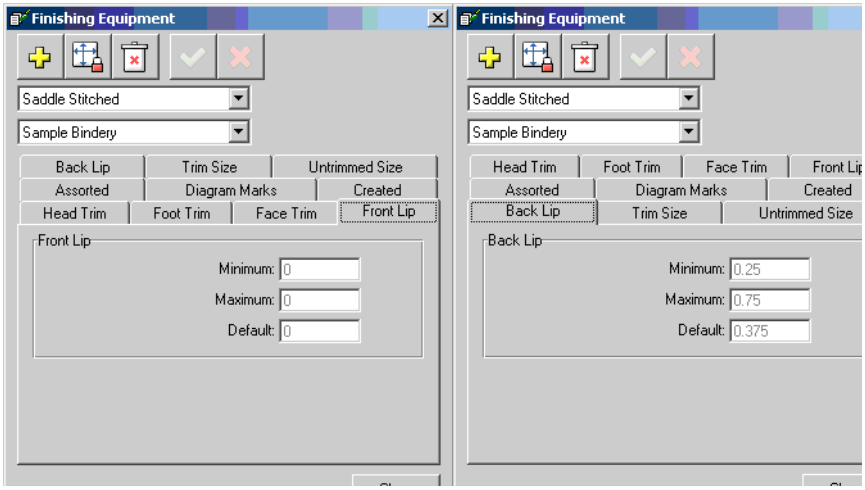
- **Smaller Sections Outside** and **Larger Sections Outside:** For saddle-stitched books, this setting sets the default placement of the larger and smaller sections in the Binding Section Sequence dialog box in Job Builder.
- **Insert Smaller Sections Towards Front** and **Insert Smaller Sections Towards Back:** For notch-bound, perfect-bound, and Smyth-sewn books, this setting sets the default placement of the larger and smaller sections in the Binding Section Sequence dialog box in Job Builder.

Diagram Marks



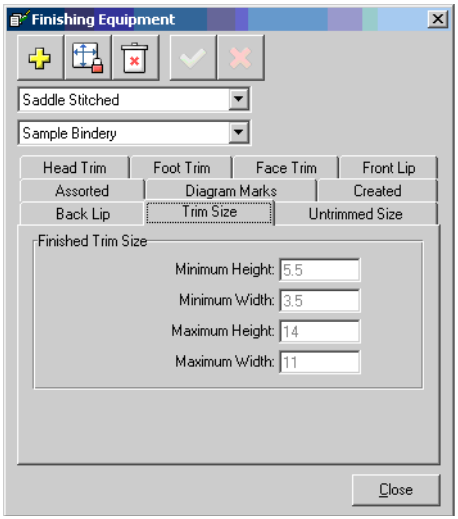
- **No Image First And Last Text Pages:** For notch-bound and perfect-bound books, a no-ink region is usually required along the spine edge of the first and last text pages so the side glue for the covers adheres to the text pages. Job Builder automatically draws a shaded region on these pages if this setting is greater than 0. Because Job Builder draws everything to scale, it is advisable to set this region to be larger than actually required so that it appears more obvious on printed diagrams.
- **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 this setting is greater than 0. Because Job Builder draws everything to scale, it is advisable to set this amount to be larger than actually required so that it appears more obvious on printed diagrams.
- **Section ID Either Side of Spine:** For perfect-bound books, a section ID, or collation mark, is often required along the spine edge of each text section as a visual check of the section sequence. Job Builder automatically draws a diagram mark represented by a shaded rectangular area on the spine of a section to the width of this setting as a visual indicator. Because Job Builder draws everything to scale, it is advisable to set this region to be larger than actually required so that it appears more obvious on the printed diagrams.

Front Lip and Back Lip



- **Minimum:** The finishing equipment's minimum front lip or back lip
- **Maximum:** The finishing equipment's maximum front lip or back lip
- **Default:** The finishing equipment's default or shop-preferred front lip or back lip

Trim Size

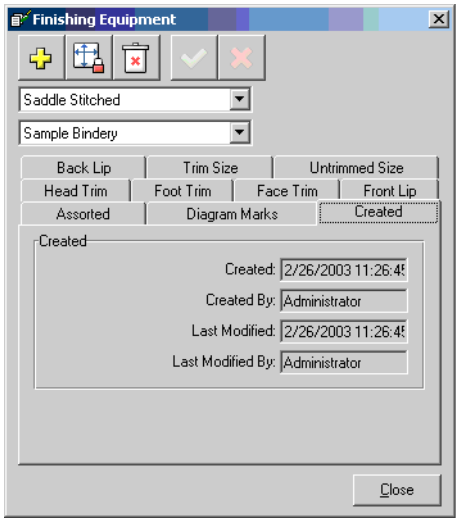


- **Minimum Height:** The finishing equipment's minimum finished trimmed product height
- **Minimum Width:** The finishing equipment's minimum finished trimmed product width
- **Maximum Height:** The finishing equipment's maximum finished trimmed product height. For perfect-bound, notch-bound, and Smyth-sewn binding styles, *Kodak UpFront* automatically calculates this number using the following formula:

  Untrimmed section size maximum height minus minimum head trim minus minimum foot trim
- **Maximum Width:** The finishing equipment's maximum finished trimmed product width. For perfect-bound, notch-bound, and Smyth-sewn binding styles, *Kodak UpFront* automatically calculates this number using the following formula:

  ```
  Untrimmed section size maximum width at maximum height
  minus minimum face trim
  minus (spine allowance divided by 2)
  ```

Created



The **Created** tab displays information about when the piece of finishing equipment was added to the library, who added it, when it was last modified, and who modified it.

Populating Kodak UpFront Libraries With Equipment Information

After you gathered your equipment information, this information is entered into the *Kodak UpFront* central libraries.

Sheetfed Presses

To add a new sheetfed press to the library:

1. In Job Planner, from the **Libraries** menu, select **Sheetfed Presses**.
2. In the Sheetfed Presses dialog box, click **Add New**. This duplicates the selected press.
3. In the Enter Password dialog box, type the required password, and then click **OK**.
4. Type a name for the press.
5. On each tab, type the information you gathered for the press, and then click **Apply**.

Web Presses

To add a new web press to the library:

1. In Job Planner, from the **Libraries** menu, select **Web Presses**.
2. In the Web Presses dialog box, click **Add New**. This duplicates the selected press.
3. In the Enter Password dialog box, type the requiredpassword, and then click **OK**.
4. Type a name for the press.
5. On each tab, type the information you gathered for the press, and then click **Apply**.

Finishing Equipment

To add new finishing equipment to the library:

1. In Job Planner, from the **Libraries** menu, select **Finishing Equipment**.
2. In the Finishing Equipment dialog box, click **Add New**. This duplicates the selected piece of finishing equipment.
3. In the Enter Password dialog box, type the required password, and then click **OK**.
4. Type a name for the finishing equipment.
5. On each tab, type the information you gathered for the piece of finishing equipment, and then click **Apply**.

You are now ready to begin using *Kodak UpFront*.

4

Gathering and Entering Preps Information

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Overview

If you use *Preps* software for electronic imposition, *Kodak UpFront* can export *Preps* template and job files. This requires you to enter certain information into *Kodak UpFront* regarding details of the *Preps* settings. You can obtain this information from the *Preps* prepress operators. You must install *Kodak UpFront* software prior to entering these settings.



Important: The *Preps* settings you enter in *Kodak UpFront* are specific to individual *Kodak UpFront* workstations. They are not stored in a central library. In multiple-user implementations of *Kodak UpFront*, take care to ensure that each *Kodak UpFront* workstation is configured with the same *Preps* settings.

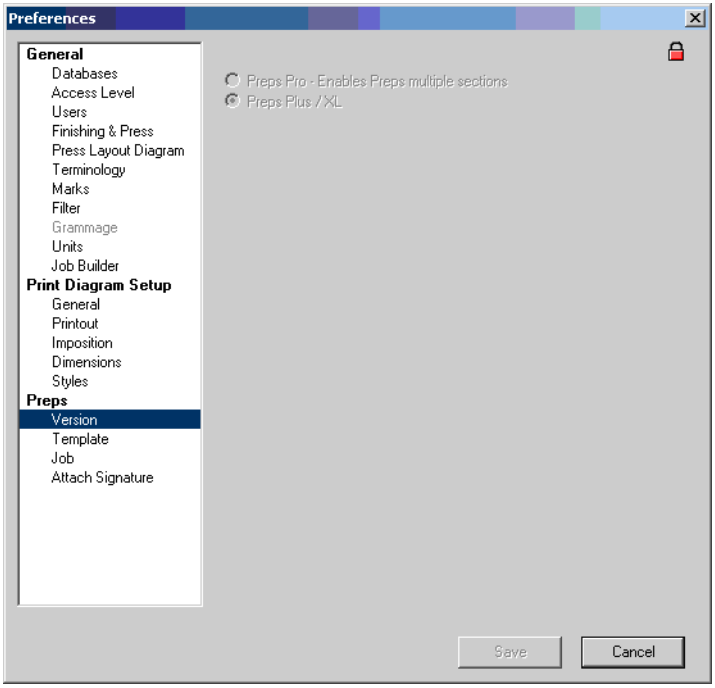
Entering Preps Settings

1. From the **Tools** menu in Job Builder or Planner, select **Preferences**.
2. In the Preferences list, under **Preps**, select **Version**.

Preps Settings Terminology

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

Version

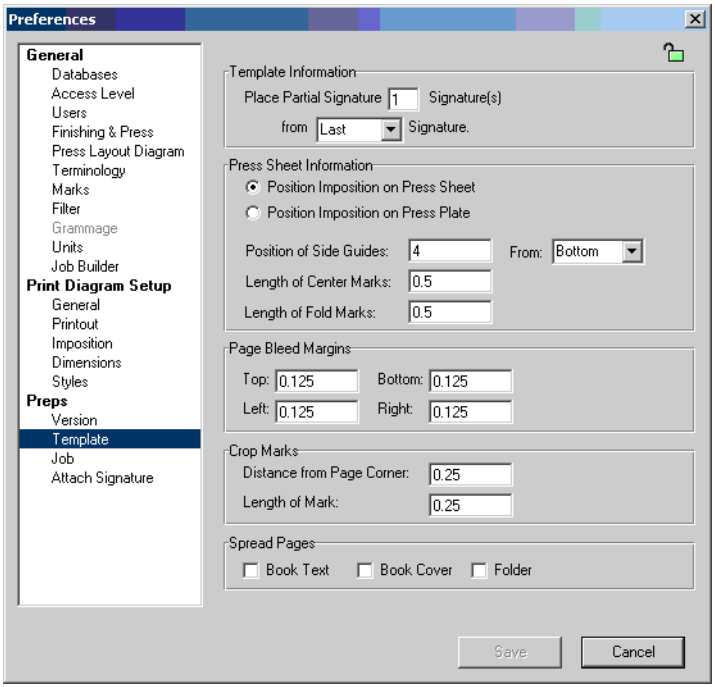


Version For Export

Select the *Preps* software version that you will be using with the exported templates and jobs.

- **Preps Pro - Enables Preps multiple sections:** This option causes exported *Preps* templates and jobs that have more than one section to contain *Preps* multiple-section designations.
- **Preps Plus/XL:** This option causes exported *Preps* templates and jobs to not contain *Preps* multiple-section designations, as multiple sections are a *Preps Pro*-only feature.

Template



Template Information

The *Preps* template setting is used in conjunction with **Auto Select** in the Preps Signature Selection dialog box. If there is a "partial" signature in a *Preps* template, this setting determines where the partial signature is placed in the *Preps* job when you use **Auto Select** to choose the signatures for the job. The default setting is **1 Signature(s) from Last Signature**.

If you use this setting, the partial signature is placed as the next-to-last signature in the job. For example, if you want the partial signature to appear first in the collating order, in the **Place Partial Signature** box, type 0, and in the **from** box, select **First**. If the *Preps* operator does not know where to place the partial signature, the finishing equipment operator(s) can provide the information.

Press Sheet Information

- **Position Imposition on Press Sheet:** This option causes the press sheet size of the exported *Preps* template to equal the size of the press sheet in the *Kodak UpFront* press layout.



Note: We recommend that you select **Position Imposition on Press Sheet** and use punch coordinates in *Preps* to position the imposition on the plate.

- **Position Imposition on Press Plate:** This option causes the press sheet size of the exported *Preps* template to equal the size of the press plate as defined on the selected press's **Image Area and Plate Size** tab in the **Web Presses** or **Sheetfed Presses** library.
- **Position of Side Guides:** This option is typically used only for sheetfed presses. The **Position of Side Guides** setting allows you to specify the position of the side guides on the press sheet. If you type 4 in the **Position of Side Guides** box and select **Bottom** in the **From** box, the center of the intersecting lines in the side guide is placed 4 inches from the bottom edge of the press sheet. To change the relative edge for positioning the side guide, in the **From** box, select **Top**, **Right**, or **Left**. If the job does not require side guides (typical for on-demand and web printers), in the **From** box, select **None**.
- **Length of Center Marks:** This option allows you to specify the length of the press sheet center marks that print perpendicular to the press sheet's edge. If the job does not require center marks, in the **Length of Center Marks** box, type 0.
- **Length of Fold Marks:** This setting allows you to specify the length of the fold marks that print on the imposition. If the job does not require fold marks, in the **Length of Fold Marks** box, type 0.

Page Bleed Margins

Use the **Page Bleed Margins** to specify custom bleed margins for the top, bottom, left, and right sides of the template pages relative to the head direction of those pages. The amounts are used when you edit the **Preps Page Properties** in the Job Summary dialog box in Job Builder and you set the bleed margin to **Custom Bleed Relative to Front**.

Crop Marks

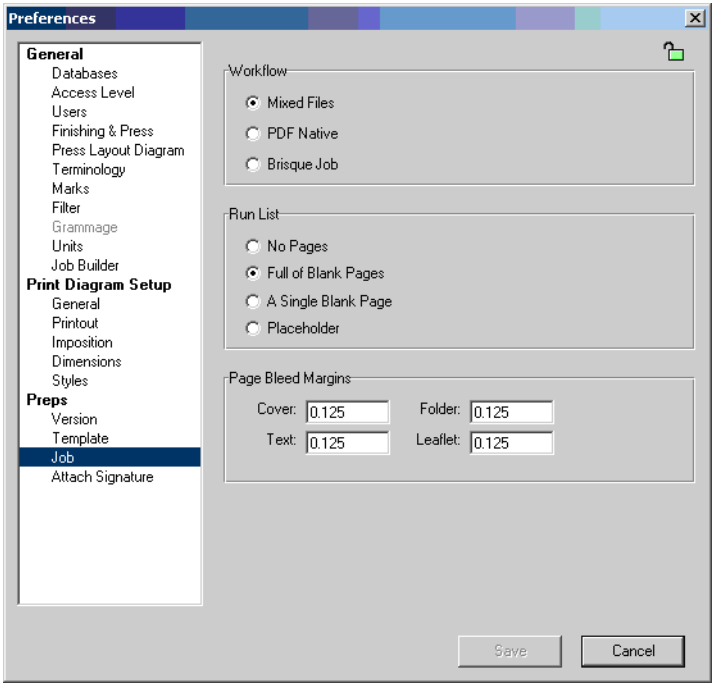
Use the **Crop Marks** area to specify the distance of crop marks from the edge of the page and the length of the crop marks. *Kodak UpFront* does not place crop marks within the image area. If the job does not require crop marks to be included around the pages on the *Preps* template, in the **Length of Crop Marks** box, type 0.

Spread Pages

In the **Spread Pages** area (available only in Job Builder), you select the part types for which spread template creation is to be enabled by default.

Each part-type for which the check box is selected will be combined automatically to create a single Preps page in the exported *Preps* template.

Job



The Preferences dialog box also contains a **Job** tab, which allows you to set default preferences for the *Preps* jobs you export.

In the **Workflow** area, choose the *Preps* workflow you want to use.

- **Mixed Files:** This type of job can contain a combination of file types, including *PostScript*, PDF, TIFF, EPS, and RDO.
- **PDF Native:** This type of job can contain only PDF files, and you can export only PDF, PPF, JDF, or *Adobe* job ticket files.
- **Brisque Job:** This option is for *Preps Brisque* Edition users only.

In the **Run List** area, choose the type of pages you want to populate the *Preps* run list.

In the **Page Bleed Margins** area, type the default bleed amount for each *Preps* job part type: **Cover**, **Folder**, **Text**, and **Leaflet**.

Entering Preps Information

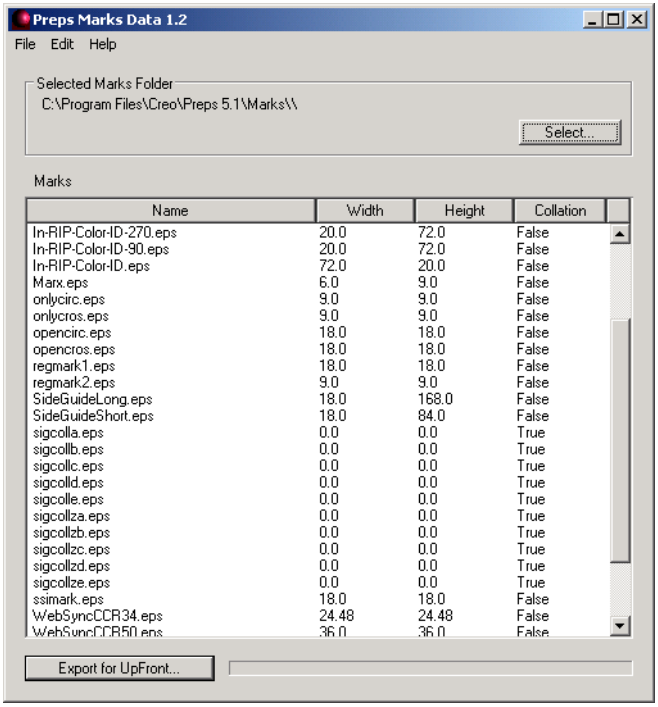
In addition to entering information about *Preps* settings, you must also enter information about *Preps* marks. The actual mark files do not need to be accessible to *Kodak UpFront*. *Kodak UpFront* only needs to know the exact name and dimensions of any EPS or TIFF marks that are included on the *Preps* templates. You enter the information into *Kodak UpFront* once and it is stored in a central library. *Kodak UpFront* uses a generic display to show *Preps* marks on layout plans and press layouts. Actual mark previews are not shown.

The Preps Marks Data Utility allows you to quickly import information about *Preps* marks into *Kodak UpFront*, saving you the time and effort of having to manually gather and enter this information. The Preps Marks Data Utility scans the Preps **Marks** folder and creates a file that contains information describing the *Preps* mark file names and dimensions. *Kodak UpFront* accesses this file when you click **Import** in the Preps Template Mark Files dialog box in *Kodak UpFront*. *Kodak UpFront* checks the validity of the file and enters each mark file name and dimensions into the *Kodak UpFront Preps* marks library, ignoring any mark files that have the same file names as marks that were previously imported.

The Preps Marks Data Utility for *Macintosh* or *Windows*-based computers and Preps Marks Data Utility user guide are available on the *Kodak UpFront* and *Preps* CDs and from the *Kodak* web site at graphics.kodak.com/.

If you are unfamiliar with *Preps*, you might need to ask a *Preps* operator for assistance.

Exporting a Preps Marks Data File



To export a Preps Marks Data file:

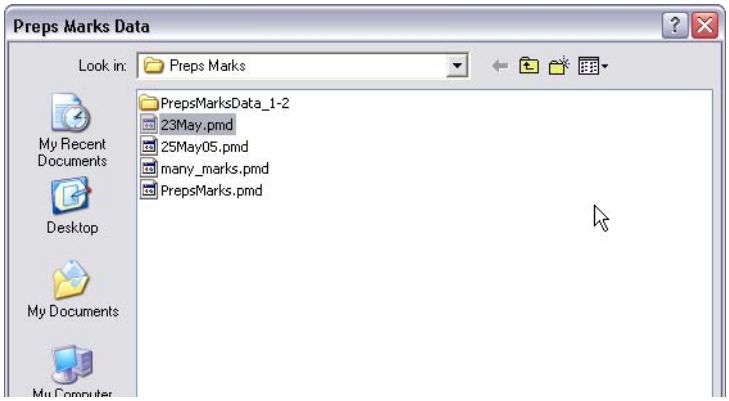
1. Start the Preps Marks Data Utility (version 1.2).
2. Click **Select**, then locate the *Preps* **Marks** folder.
3. Select the **Marks** folder, then click **Choose** (*Macintosh*) or **OK** (*Windows*). The Preps Marks Data Utility parses the **Marks** folder and the **Dupmarks** folder that reside inside the **Marks** folder, then displays the information.

   Note: In many shops that have multiple licenses of *Preps*, the **Marks** folder may be located on a network server so that all licenses of *Preps* have access to the same marks. The *Preps* operators know where the **Marks** folder is located.

4. Click **Export for UpFront.** The Save dialog box appears.

5. In the Save dialog box, type a name for the file (in the **File name** box on *Windows*). The Preps Marks Data Utility automatically adds a **.pmd** extension to the file name.
6. Locate the folder where you want to save the file, and then click **Save.**
7. From the **File** menu, choose **Quit** (**Exit** on *Windows*) to quit the Preps Marks Data Utility.

Importing a Preps Marks Data File Into Kodak UpFront

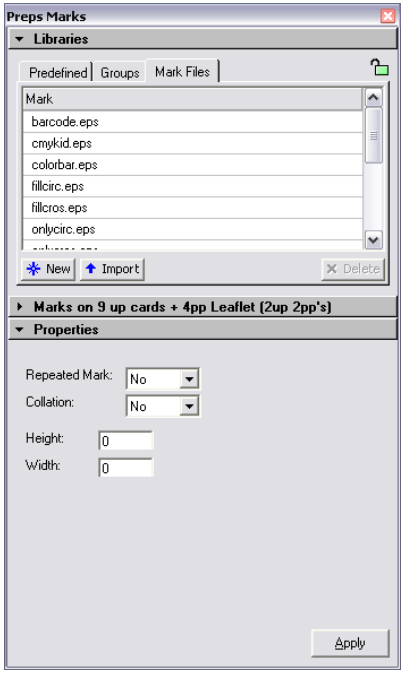


To import a Preps mark file to the library:

1. On the *Kodak UpFront* toolbar, click **Preps Mode** 

and then **Mark Tools** .

   The Preps Marks palette opens.



2. To unlock the settings:

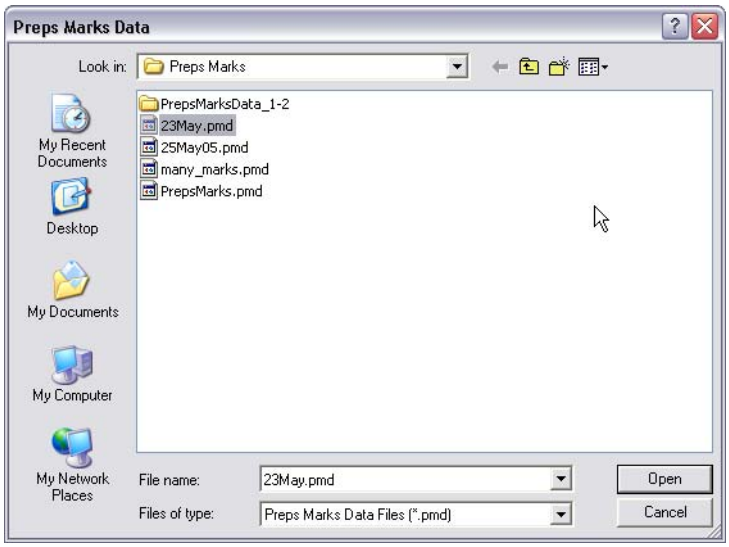
   a. Click the  icon.

   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.

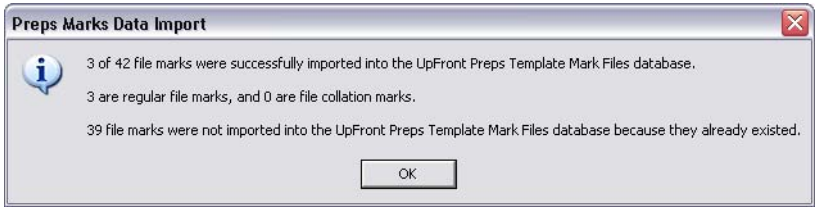
4. Click **Import** .

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**.