InSite Variable Data Print

System

Version 3.0

Creating VDP Templates Quick Reference

A variable data print (VDP) template is a template that users can personalize to create print items. You create VDP templates in the Kodak® InSite™ Variable Data Print system, and then enable users to create print items from the templates through the Variable Data Print system, or create and order print items based on the templates through the Kodak InSite Storefront system (if Variable Data Print is integrated with Storefront).

This quick reference card explains how to create a VDP template. For more detailed information, see the Variable Data Print Help.

1 Create a Darwin job.

a. Create a template file in the Adobe® InDesign® CS2 software on a computer running the Microsoft® Windows® operating system. Use Kodak Darwin™ software in conjunction with InDesign to define the template's content—any fixed text and images, any variable text and image fields, and any content that you want to make available for selection in each field.

b. Export a Darwin **.drwn** job file to WCS, and save the job to a desired location.

The Darwin **.drwn** job file contains the InDesign template, any static fonts and images used in the template, and any variable field rules.

For information about creating templates in InDesign using Darwin and exporting Darwin job files, see the *Darwin VI Authoring Tool for Adobe InDesign User Guide*.

2 Log on to the Variable Data Print system.

a. Start the Microsoft Internet Explorer® Internet browser or the Apple® Safari® software.

b. In the **Address** box, type the printer's home page address—for example, `http://server.printer.com`.

c. Type your **Username** and **Password**, and click **Login**.

3 Create the VDP template.

a. In the Projects view, click the name of the project in which you want to create the template, or create a new project.

b. Click the **Variable Data Print** tab.

c. Click **Create VDP Template**.

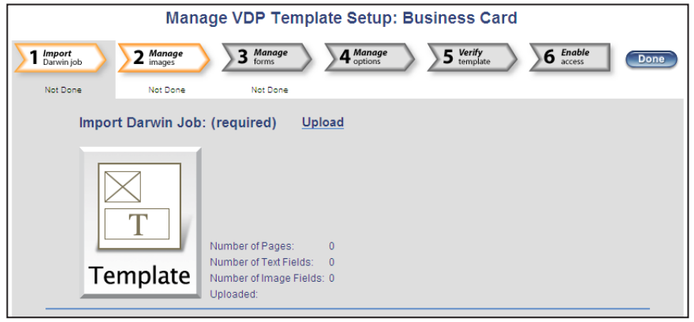
d. Type a name for the template, and click **Add**.

4 Upload the Darwin job.

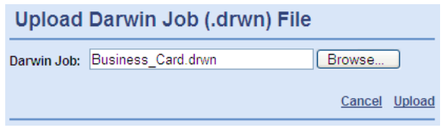
The Manage VDP Template Setup view guides you through the template setup process.

Tip: You can exit the setup process at any time by clicking the **Done** button. Any changes that you made are saved. You can continue setting up the template later by opening the project again and clicking **Configure** next to the template that you want to set up.

a. On tab **1: Import Darwin job**, click **Upload**.



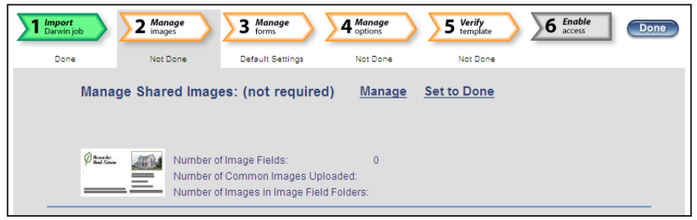
b. Locate and select the Darwin **.drwn** file that you created in step 1, and click **Upload.**



Tab 1 is automatically refreshed to display information about the uploaded job. The tab turns green to indicate that you completed the step.

5 Add images.

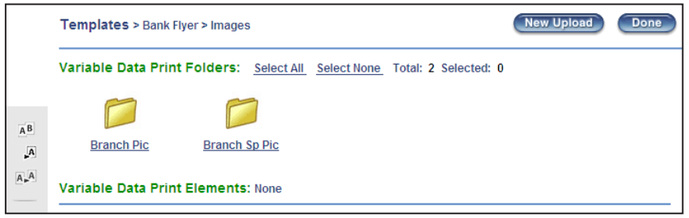
a. Click tab **2: Manage images**.



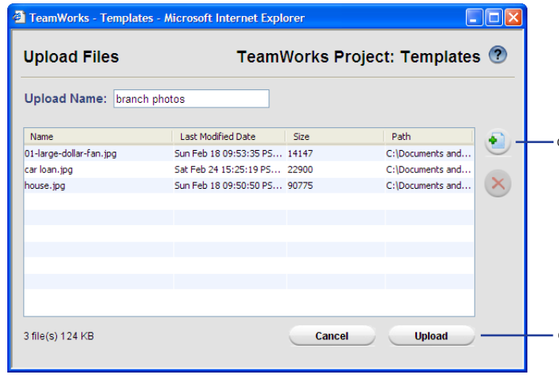
b. Click **Manage**.

If any variable image fields are defined in the template, Variable Data Print automatically creates an empty folder for each image field. The name of the folder matches the name of the field. You can place image files in a folder to make the images available for selection in the folder's associated image field.

Note: If you place an image file in the main Images view instead of in a specific folder, the image will be available for selection in every image field in the template.



c. To upload images to a folder, click the folder, and click **New Upload**.



d. Click **Add Files** to locate and select the images that you want to upload.

e. Click **Upload**.

f. When the files are transferred to the server, a **Close** button appears. Click it. The Upload Details dialog box displays detailed information about the file processing.

g. When the upload is complete, click **Close**. The screen is refreshed and thumbnails of the uploaded images appear in the folder. Click **Done**.

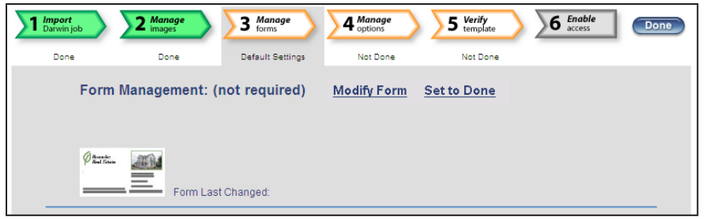
h. Repeat steps b-g for each folder to which you want to upload images.

i. When you finish uploading the images, in the Images view, click **Done**.

j. On tab **2: Manage images**, click **Set to Done**.

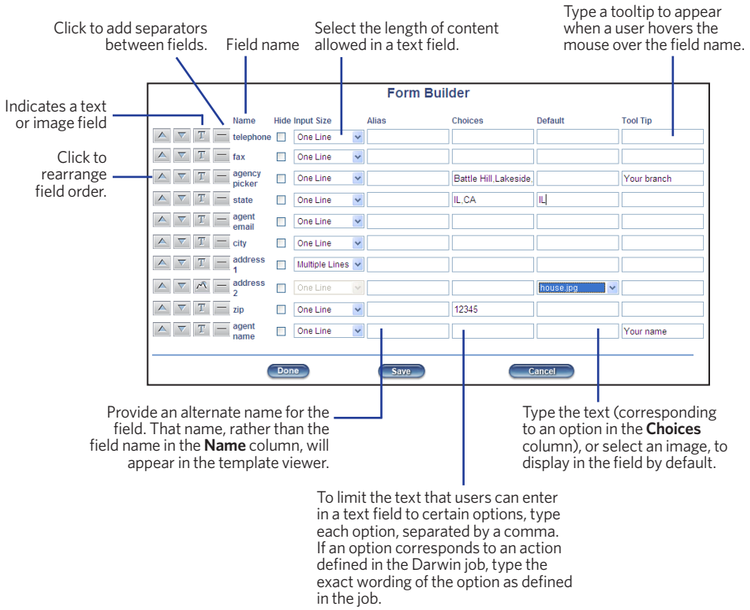
6 Manage the template's variable fields.

a. Click tab **3: Manage forms**.



b. The template viewer is what users will use to view the VDP template and to select the text and images for their print items. To customize how the template's fields will appear in the template viewer, click **Modify Form**.

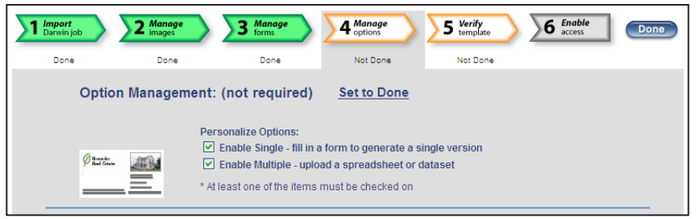
c. The Form Builder lists each of the variable text and image fields defined in the template.



d. When you finish modifying the fields, click **Save**, and click **Done**. On tab **3: Manage forms**, click **Set to Done**.

7 Specify template personalization options.

a. Click tab **4: Manage options**.



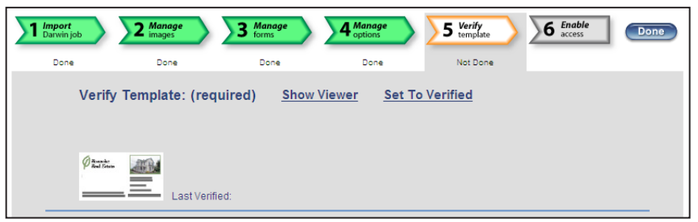
Select **Enable Single** to enable users to personalize one copy of the template by typing or selecting values in the template's variable fields.

Select **Enable Multiple** to enable users to personalize multiple copies of the template by supplying an Excel spreadsheet that contains data.

b. Click **Set to Done**.

8 Verify the template.

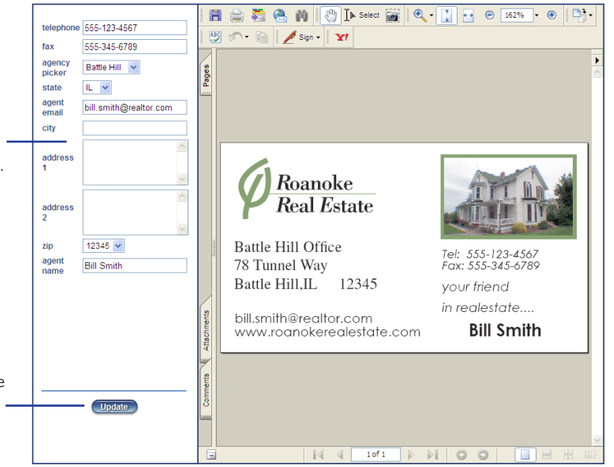
a. Click tab **5: Verify template**.



b. Click **Show Viewer** to preview the template in the template viewer.

c. Type or select options in the variable fields.

d. Click **Update** to preview the template with the selected options.

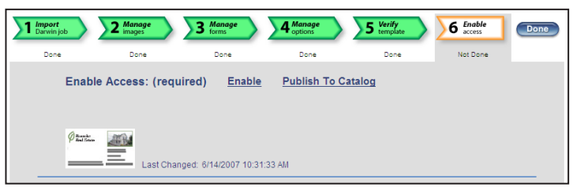


e. To make changes to the variable fields, return to step 6. When you are satisfied with the template, close the viewer window.

f. On tab **5: Verify template**, click **Set To Verified**.

9 Publish the template.

a. Click tab **6: Enable access**.



Click **Enable** to make the template available in the project so that other users can personalize it.

Click **Publish To Catalog** to make the template available in a Storefront catalog (if Variable Data Print is integrated with Storefront). Follow the prompts to publish the template to a catalog.

b. In the Manage VDP Template Setup view, click **Done**.

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