InSite Variable Data Print

System
Version 3.0

Personalizing VDP Templates Quick Reference

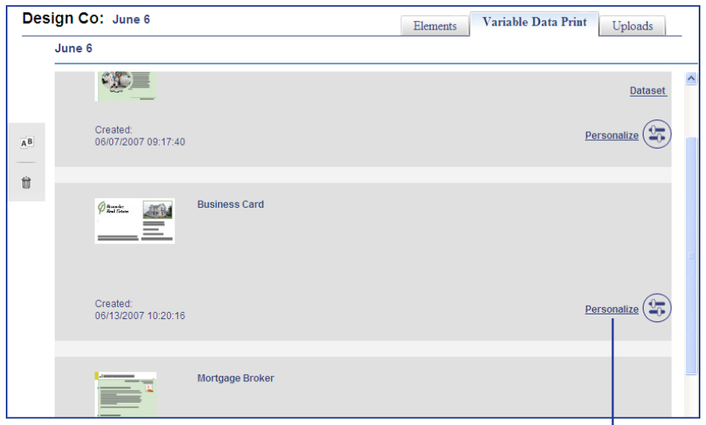
A variable data print (VDP) template is a template that you can personalize to create one or more copies of a print item. You can personalize one copy of a print item by typing or selecting values in the template's variable fields, or you can personalize multiple copies of the print item by supplying a Microsoft® Excel® spreadsheet that contains the data.

1 Log on to the 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**.

2 Find the template that you want to personalize.

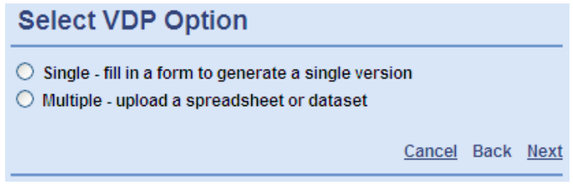
a. In the Projects view, click the name of the project that contains the template that you want to personalize.
b. Click the **Variable Data Print** tab.
c. Next to the template that you want to personalize, click **Personalize**.



Click **Personalize** next to the template.

3 Specify one copy or multiple copies.

If the Select VDP Option dialog box appears, select **Single** to personalize one copy of the print item, or select **Multiple** to personalize multiple copies of the print item using the data in an Excel spreadsheet. Click **Next**.

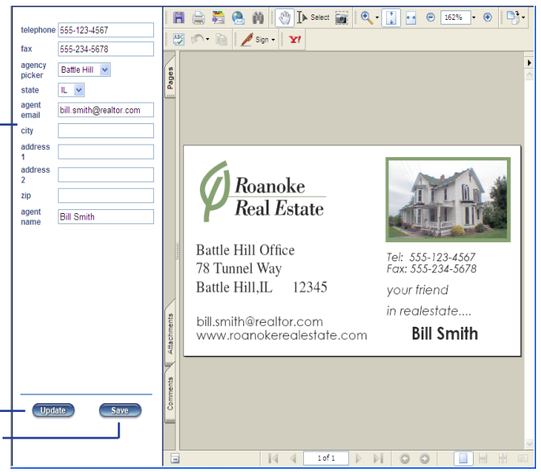


If you are personalizing one copy of the print item, go to step 4A.
If you are personalizing multiple copies of the print item, go to step 4B.

4A Personalize one copy of the print item.

The template viewer displays the template with any default options preselected. The template's variable text and image fields are listed in the left pane, and a PDF version of the template appears in the right pane.

a. Personalize the template by typing text in text fields and selecting from the available text and images in any lists.
b. Click **Update** to preview the results.
c. When you are satisfied with the item, click **Save**.



Go to step 5.

4B Personalize multiple copies of the print item.

a. In the Select VDP Dataset Location dialog box, select **Select existing dataset** if you want to use the data in a spreadsheet that you uploaded earlier. If you want to use the data in a spreadsheet that you have not yet uploaded, select **Import dataset from file**. Click **Next**.



b. In the **xls Dataset** box, select the spreadsheet that you want to use (if you are using a spreadsheet that you uploaded earlier), or locate and select the spreadsheet that you want to upload (if you are using a spreadsheet that you have not yet uploaded). Click **Next**.

c. After the dataset is uploaded or retrieved, the Map Columns To Fields dialog box opens, listing the name of each column in the spreadsheet and the corresponding variable field in the template.



If a column does not have a corresponding field in the template, select a field to map the column to, or leave the column as unmapped. (Information in an unmapped column is not imported into the template.)

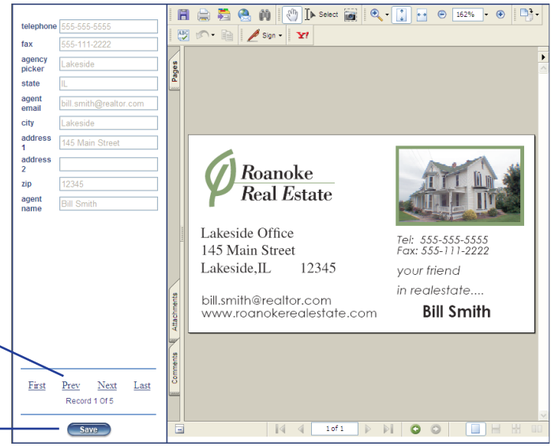
d. Click **Next**.

4B Personalize multiple copies of the print item continued...

The template viewer displays the first copy of the personalized item. The information from the first record (row) in the spreadsheet is inserted into the template's variable fields in the left pane. The PDF file in the right pane displays the template personalized with the information from the first record.

e. Use the **First**, **Prev**, **Next**, and **Last** links to preview each copy of the item. You cannot modify the content or selections in the variable fields.

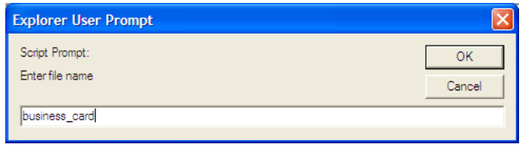
f. If you are satisfied with all copies of the item, click **Save**.



Go to step 5.

5 Save the print item.

Type a name for the file, and click **OK**.



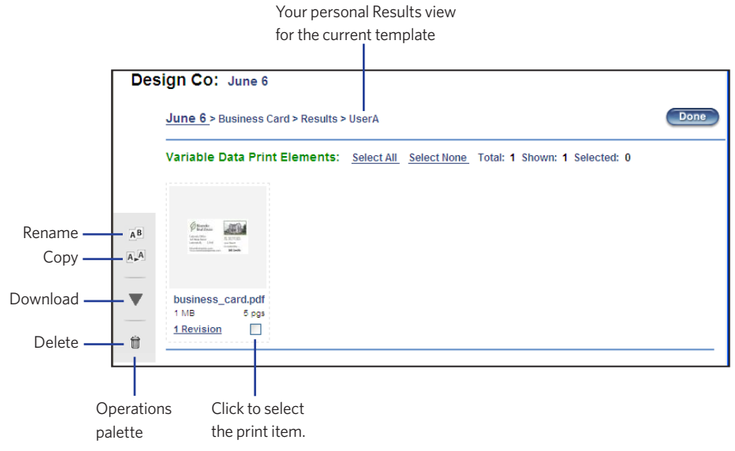
If you do not specify a file name, the default file name is used: **Saved_<year><month><day><hour><minute>**.

The file is saved as a PDF file to your personal Results view. (You cannot change the location.) If you created multiple copies of a print item using the data in an Excel spreadsheet, all copies of the item are saved in a single PDF file.

6 View the results.

The Results view opens automatically, displaying any print items that you created from the current template.

If desired, select the check box for an item, and click a button on the Operations palette to rename, copy, download, or delete the item. For example, you might want to download the PDF file to send it to a printer for printing.



Click **Done** to return to the list of available templates.

732-00138-A-EN Rev A

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