



KONICA MINOLTA

Printgroove POD Ready

User's Guide



Printgroove
POD READY

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1 Introduction

1.1 Welcome

This user's guide provides details about the use of Printgroove POD Ready, a tool for previewing and editing PDF documents of the Printgroove suite. Printgroove POD Ready communicates with Printgroove POD Guide and Printgroove POD Queue, and rationalizes process of pre press.

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The actual dialog boxes that appear in the screen may be slightly different from the screen images used in this user's guide.

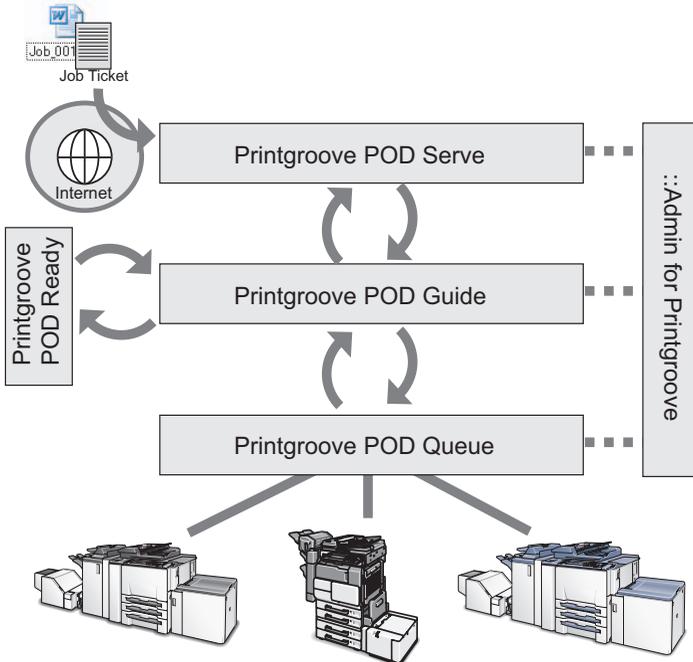
In order to incorporate improvements in the product, the contents of this user's guide are subject to change without notice.

1.2 Printgroove Suite Overview

The Printgroove POD Suite is a Digital Workflow Solution that helps CRD/reprographics departments meet the needs of increasingly demanding markets. Printgroove's modular design provides the flexibility to integrate all stages from job submission to fulfilment. Ideal for small to mid-size operations, Printgroove is an affordable solution for all your reproduction and publishing needs.

The Printgroove POD Suite is comprised of four modules.

- Printgroove POD Serve: a web service for print job submission by the external user. It also enables the external user to verify the status of the job in real-time.
- Printgroove POD Guide: a process control tool. It designs the Workflow, monitors job tracking, and also handles customer account management, cost estimates and billing information.
- Printgroove POD Ready: a Make Ready tool. Automatic and manual imposition, page layout and late-stage editing are all supported.
- Printgroove POD Queue: a print management tool. The status and workload of discovered printers are monitored. Incoming, processing and completed jobs are routed and tracked and last-minute job ticket editing is supported.



The Printgroove POD Suite improves the productivity of the entire Workflow and helps prevent print errors caused by users by providing the following functions:

- Printgroove POD Guide receives orders from Printgroove POD Serve through the Web. The customer creates a job ticket which is saved and submitted to the CRD/reprographics department. There the ticket can be reviewed and modified.
- A tracking number is issued and the user can trace the status of a print order using Printgroove POD Serve/Guide.
- Process management is handled in Printgroove POD Guide. POD Guides Workflow functions also enable comprehensive oversight of a job's progress.
- After Printgroove POD Guide sends the job data to Printgroove POD Queue, the Printgroove POD Queue selects the optimum output engine and automatically processes the job.
- Printgroove POD Queue supports the export/import of job tickets, allows the user to change a job ticket, and a simple method of reprinting, all of which improve the productivity of the print job process.

Printgroove POD Queue can function as a stand-alone application or in any combination with the other modules.

In addition to these modules, the Printgroove POD Suite provides the Printgroove POD Driver which enables you to convert native file jobs to JDF/PDF files and then send them directly to the selected Printgroove POD module for processing.



Note

Printgroove POD Serve is one method used to submit jobs. It is primarily used by customers of your reprographics department to send you jobs.

::Admin for Printgroove is a web utility that enables administration of the Printgroove POD system. For details, please refer to the user's guide of

::Admin for Printgroove.

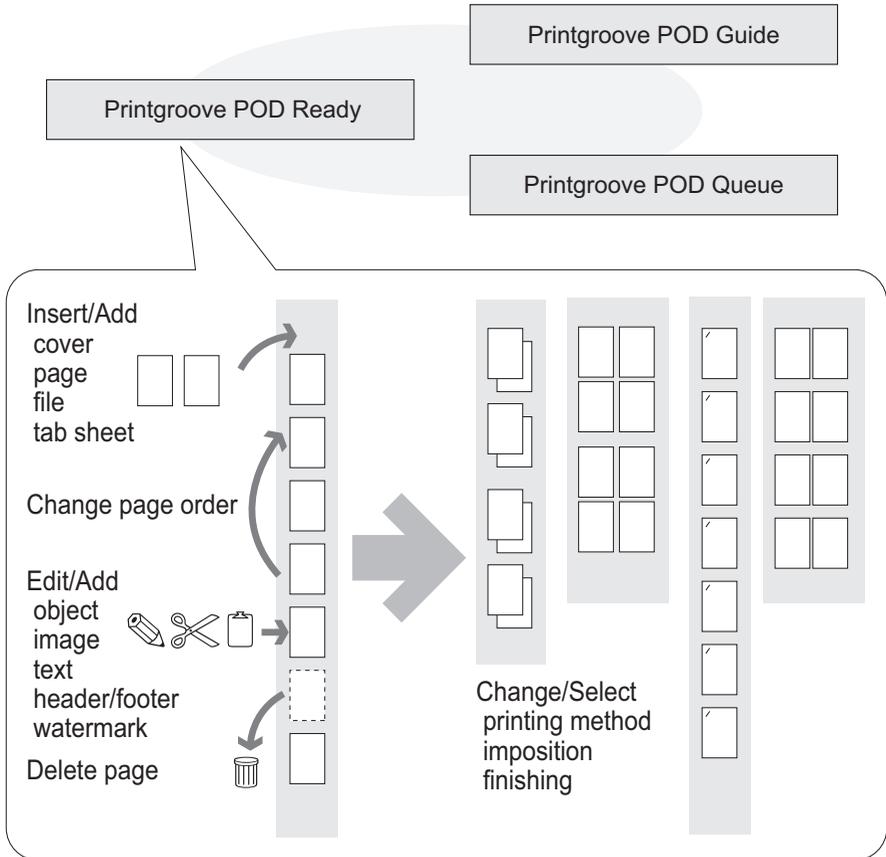
1.3 Printgroove POD Ready Overview

The Printgroove POD Ready is the Windows application that is used for pre-viewing and editing PDF documents before printing by the internal (CRD/re-prographics department) employee.

Printgroove POD Ready enables the user to get job(s) from Printgroove POD Guide and send it back after editing documents. The Printgroove POD Ready can create job and send to Printgroove POD Queue for printing. The user also can use Printgroove POD Ready as standalone application.

The Printgroove POD Ready will provide the following functionalities:

- Create a new job by importing native or PDF files
- Create a new job by importing scanned images
- Add/Edit/Delete chapter(s)/page(s)
- Add/Edit Tab Sheets
- Add/Edit Header/Footer
- Add/Edit Watermark
- Change page order
- Add/Edit cover for perfect binding
- Edit scanned images (raster images), PDF objects (vector images)
- Add/Edit Printgroove POD Ready objects on page(s)
- Set/Change output/finishing/Imposition method
- Edit Job Ticket information
- Send jobs for proof print
- Save jobs in Local Repository
- Convert native files to PDF before sending to Printgroove POD Guide/
Printgroove POD Queue
- Preview



1.4 System Requirements

Operating system	Windows XP Professional (SP3) Windows Vista Business/Enterprise (SP2)
CPU	Pentium 4 (2.8 GHz) or higher
RAM	2GB or higher
Free hard disk space	4GB or higher
Display resolution	1024 x 768 pixels or higher (Recommended: 1280 x 1024 pixels)
Required application	Adobe Acrobat 7.0/8 Professional Adobe Acrobat 9 Pro
Others	CD/DVD drive Scanner with TWAIN support

1.5 Licensing Overview

The features of the Printgroove POD Ready are afforded based on the license. There are two types of operation modes, Normal Mode and Trial mode. To use the Printgroove POD Ready in Normal Mode, serial-key (text strings) is required.

Normal mode:

In case of user correctly inputs “normal type” of serial key at installation process, Printgroove POD Ready can work as Normal mode. Serial key is printed on a paper and then include within the product package.

In case of Printgroove POD Ready is running with same serial key in same network, Printgroove POD Ready can not be started by network protection.

Trial mode:

In case of user does not input any serial key at installation process, Printgroove POD Ready works as Trial mode for 30 days from the first day used. User can upgrade from this mode to Normal mode by inputting serial key correctly.

The following tables are the comparisons of specification between Normal Mode and Trial Mode:

	Normal mode	Trial mode
Serial-key	necessary	not necessary
Expiration	N/A	30 days
Available function	All	All
Upgrade	N/A	User can upgrade to Normal mode by inputting serial-key.
Network protection	Yes	N/A



Note

About the procedures of inputting serial key to upgrade, please refer to “Serial key” on page 7-9.

1.6 Where to Go from Here

To help you quickly locate the information you require, an overview of each chapter follows:

Chapter 2: Installing the Printgroove POD Ready

This chapter describes how to install Printgroove POD Ready. Along with the procedures described in this chapter, you can install Printgroove POD Ready on your computer easily.

Chapter 3: Basic Information

Information of running modes, four editing mode, and other term are provided in this chapter. The outline of main window and the functions for viewing screens or document are also provided. It helps you to understand the functions of the Printgroove POD Ready.

Chapter 4: Start Printgroove POD Ready

How to start Printgroove POD Ready and close in every running mode are described in this chapter, step by step. This chapter is available to understand the difference among three modes and also experience brief tours of Printgroove POD Ready.

Chapter 5: Editing Document

Printgroove POD Ready has menu functions to edit the job. This chapter describes functions to edit document, chapter and page excluding functions to draw raster image and to place Printgroove POD Ready object.

Chapter 6: Drawing Image and Placing Object

Procedures to draw raster image and to place Printgroove POD Ready object are described in this chapter.

Chapter 7: Settings

How to set Printgroove POD Ready application related details are described in this chapter.

Chapter 8: Appendix

Glossaries of Terms are described in this chapter. This chapter is useful for all users to understand the Printgroove POD Suite.

2 Installing the Printgroove POD Ready

This chapter describes how to install Printgroove POD Ready.

Before installing Printgroove POD Ready, please confirm that your computer meet the system requirement described in Chapter 1.

At installation of Printgroove POD Ready, you can select the running mode on startup. These settings can be changed after. About details of the running mode, please refer to Chapter 3.

This chapter also describes how to uninstall Printgroove POD Ready.



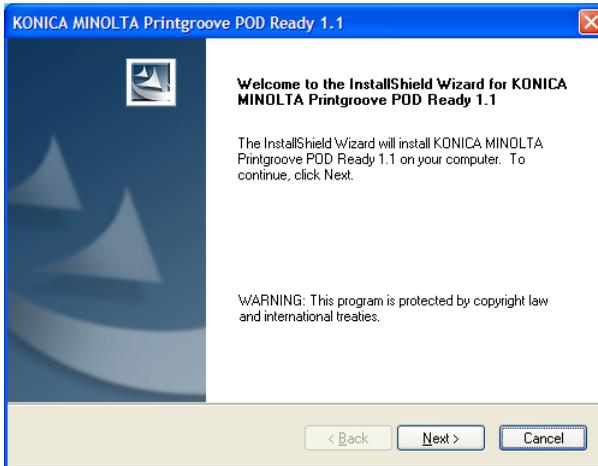
Note

- *Depending on your system environment, the actual installation procedure may differ from that described in this chapter.*
- *Before installing Printgroove POD Ready, exit all other currently running applications. Be sure to log on as a user with Administrator privileges in order to install the software.*

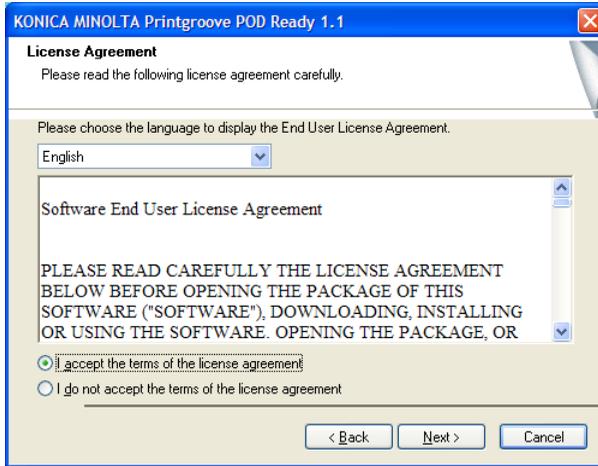
2.1 Installing Printgroove POD Ready

To install Printgroove POD Ready, follow these steps:

- 1 Confirm that Adobe Acrobat of a supporting version has been installed on the computer upon which you wish to install the Printgroove POD Ready.
- 2 Locate the CD-ROM included with your Printgroove POD Ready package.
- 3 Insert the CD into the CD/DVD-ROM drive of the computer upon which you wish to install the Printgroove POD Ready.
- 4 The Setup Wizard starts.

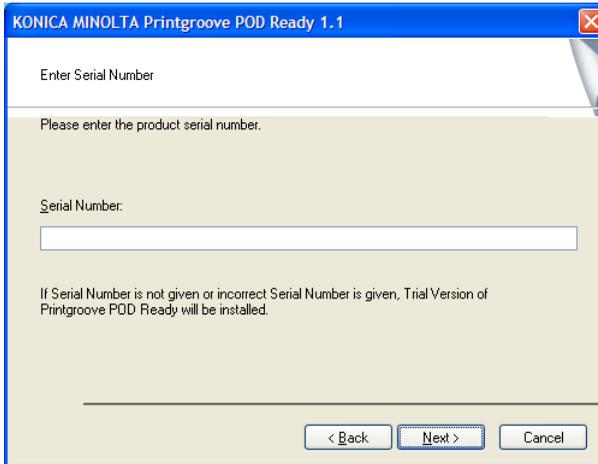


- 5 Click [Next].
[License Agreement] screen appears.

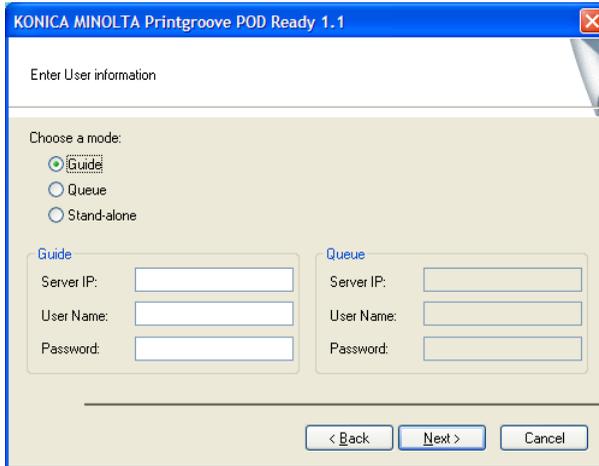


- You can select the language to display the license agreement.

- 6 Select [I accept the terms of the license agreement], then click [Next].
[Enter Serial Number] screen appears.



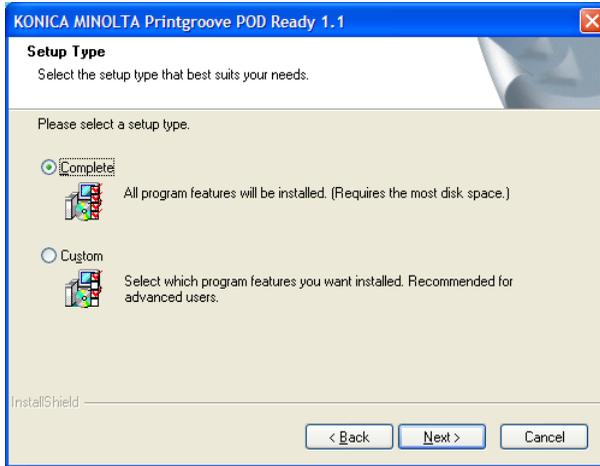
- 7 Enter the serial number which is printed on a paper included within the product package and then click [Next].
[Enter User Information] screen appears.



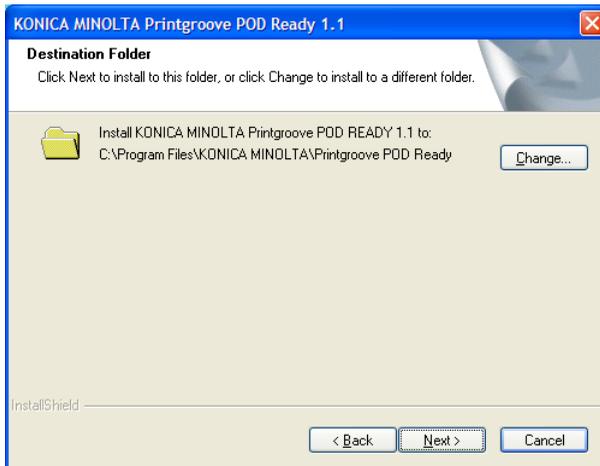
The screenshot shows a dialog box titled "KONICA MINOLTA Printgroove POD Ready 1.1" with a close button in the top right corner. The main text reads "Enter User information". Below this, there is a section "Choose a mode:" with three radio button options: "Guide" (which is selected), "Queue", and "Stand-alone". Under the "Guide" mode, there are three input fields: "Server IP:", "User Name:", and "Password:". Similarly, under the "Queue" mode, there are three input fields: "Server IP:", "User Name:", and "Password:". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

- In case of user does not input any serial key at installation process, Printgroove POD Ready works as Trial mode for 30 days from the first day used. User can upgrade from this mode to Normal mode by inputting serial key correctly. About the procedures of inputting serial key to upgrade, please refer to “Serial key” on page 7-10.
- 8 Select a running mode on startup of Printgroove POD Ready. When you select [Guide] or [Queue], specify [Server IP], [User Name], and [Password] to connect with Printgroove POD Guide and Printgroove POD Queue respectively.
- Printgroove POD Ready can run in three modes (with Guide mode, with Queue mode, and standalone mode). About details, please refer to “Running Mode” on page 3-2.
 - Printgroove POD Ready with Guide/Queue mode uses account name and password of Printgroove POD Guide/Printgroove POD Queue.

- 9 Click [Next].
[Setup Type] screen appears.



- 10 Select [Complete] and click [Next].
[Destination Folder] screen appears.

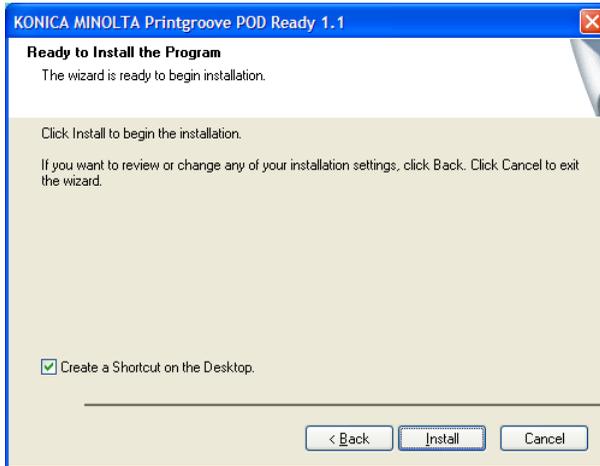


- If you are an advanced user, you may select [Custom] to select the features to install.

- 11 By default, Printgroove POD Ready is stored in the following location:
C:\Program Files\KONICA MINOLTA\ Printgroove POD Ready

- If you want to change the storage location, click [Change] to launch the [Change Destination] screen. Navigate to the desired location. When complete, click [OK].

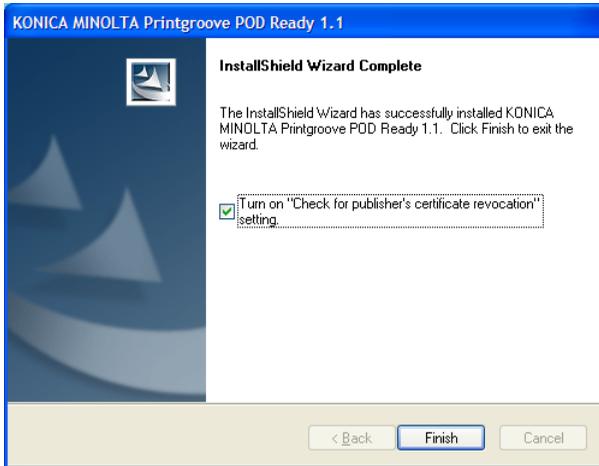
- 12** Click [Next].
[Ready to Install the Program] screen appears.



- If you want to create Desktop shortcut, check [Create a Shortcut on the Desktop].

- 13** Click [Back] if any information needs to be changed. Click [Cancel] if you wish to cancel the installation. Click [Install] to complete the installation.
Installation starts.

- 14 When the installation is finished, [InstallShield Wizard Complete] screen appears.



- When installing it on the computer that is not set for an internet connection, it may take time to start up the application. In a case like that, turn off the [Turn on "Check for publisher's certificate revocation" setting.] check box.

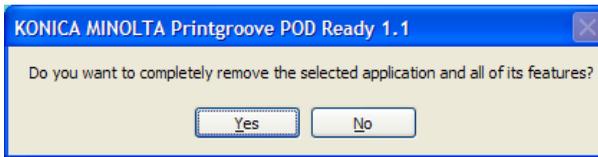
It is also possible to change this setting after installation. When changing the setting, open the [Internet Options] screen from the [Tools] menu of the Internet Explorer, and then select the ON/OFF in the [Check for publisher's certificate revocation] check box provided under [Security] of the [Advanced] tab.

- 15 Click [Finish].

2.2 Uninstalling Printgroove POD Ready

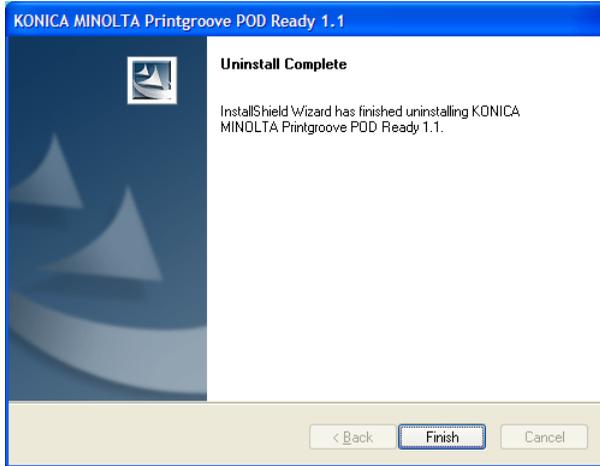
To uninstall Printgroove POD Ready, follow these steps:

- 1 Select [Start] --> [Control Panel]. The Control Panel folder opens.
- 2 Double-click the [Add or Remove Programs] icon to open the utility. Once [Add or Remove Programs] screen is populated, select [KONICA MINOLTA Printgroove POD Ready 1.1].
 - On [Add or Remove Programs] screen, [KONICA MINOLTA Printgroove POD Ready 1.1] and [KONICA MINOLTA Printgroove POD Ready Connector] are listed. When you uninstall [KONICA MINOLTA Printgroove POD Ready 1.1], [KONICA MINOLTA Printgroove POD Ready Connector] is uninstalled at the same time.
- 3 Click the [Remove] button. InstallShield Wizard is launched. A pop-screen confirms your uninstall request.



- 4 If you want to continue with the uninstall, click the [Yes] button. If you want to stop the uninstall process, click the [No] button.

- 5 If you click the [Yes] button, InstallShield Wizard starts to delete the application components. When the uninstall is complete, [Uninstall Complete] screen opens.



- 6 Click [Finish]. [KONICA MINOLTA Printgroove POD Ready 1.1] and [KONICA MINOLTA Printgroove POD Ready Connector] are uninstalled.

**Note**

- *When only [KONICA MINOLTA Printgroove POD Ready Connector] is previously uninstalled, you can uninstall Printgroove POD Ready completely by continuously uninstalling [KONICA MINOLTA Printgroove POD Ready 1.1].*

3 Basic Information

This chapter provides basic information to understand terms and functions of the Printgroove POD Ready.

The Printgroove POD Ready has three running modes and four editing mode. Available functions of the Printgroove POD Ready depend on these modes.

This chapter provides also the outline of main window and the functions for viewing screens or document. It helps you to understand the functions of the Printgroove POD Ready.

3.1 Running Mode

Printgroove POD Ready can run in three modes as follows;

- Printgroove POD Ready with Printgroove POD Guide: In this mode, you can use the Printgroove POD Ready with the Printgroove POD Guide.
- Printgroove POD Ready with Printgroove POD Queue: In this mode, you can use the Printgroove POD Ready with the Printgroove POD Queue.
- Printgroove POD Ready Standalone: In this mode Printgroove POD Ready will be used without Printgroove POD Guide or Printgroove POD Queue interaction.



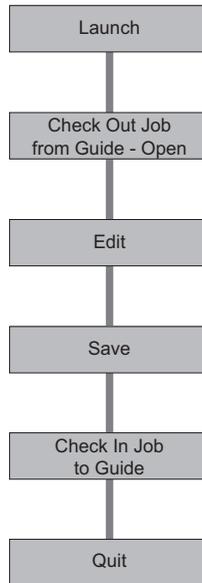
Note

At installation of Printgroove POD Ready, you can select the running mode on startup. You can also select the running mode on startup using [Settings] dialog. About [Settings] dialog., please refer to “Settings” on page 7-1.

3.1.1 Printgroove POD Ready with Printgroove POD Guide Mode (With Guide Mode)

In this mode, Printgroove POD Ready can get (check-out) a job which is part of the Printgroove POD Guide workflow. The checked out job can be opened in Printgroove POD Ready for editing. You can save those in [Repository Panel] and send (check-in) job to Printgroove POD Guide to print.

To use this mode, certain permissions set and node are necessary on Printgroove POD Guide. About details, please refer to “Preparation to use with Guide mode” on page 4-4.



Flow of the “With Guide Mode”

The selected job information will be got from the Job Ticket associated with the checked out job. Files present in the job will be listed under the [Job Ticket Panel]. Then you can reopen this job any time to edit. and edit and save it.

Once editing is done, user can send the job to Printgroove POD Guide for Proof. The proof can be accepted or rejected with notes updated. If the proof is accepted, you can check-in the job to the Printgroove POD Guide server.

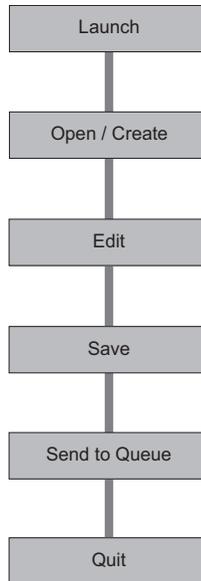


Note

- *In this mode, Printgroove POD Ready uses account name and password of Printgroove POD Guide to get the job list for that particular user and display the list of jobs in [Repository Panel].*
- *About the procedures to start Printgroove POD Ready in this mode, please refer to “Start With Guide Mode” on page 4-3.*
- *When you use “With Guide Mode”, it is necessary that you can access to Printgroove POD Guide. About Printgroove POD Guide, please refer to the User Guide of Printgroove POD Guide.*

3.1.2 Printgroove POD Ready with Printgroove POD Queue Mode (With Queue Mode)

In this mode, Printgroove POD Ready create job or open job which created by the Printgroove POD Ready and saved in [Repository Panel]. You can edit those and save in [Repository Panel]. Then you can send job to Printgroove POD Queue to print.



Flow of the “With Queue Mode”

Once you invoke Printgroove POD Ready in this mode, you can create a new empty job (Printgroove POD Ready project) and you can import native files, PDF files, or scanned image to add project. You can also import and export Printgroove POD Ready project.



Note

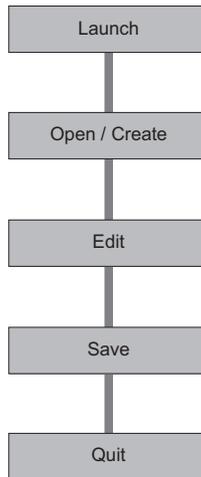
- *In this mode, Printgroove POD Ready uses account name and password of Printgroove POD Queue to send the job to Printgroove POD Queue.*
- *About the procedures to start Printgroove POD Ready in this mode, please refer to “Start With Queue Mode” on page 4-11.*

- *About Printgroove POD Queue, please refer to the User Guide of Printgroove POD Queue.*

3.1.3 Printgroove POD Ready Standalone Mode

In this mode, you can use the Printgroove POD Ready as a standalone application.

You can create a new empty job (Printgroove POD Ready project) and you can import native files, PDF files, or scanned image to add project. You can also import and export Printgroove POD Ready project.



Flow of the "Standalone Mode"



- *About the procedures to start Printgroove POD Ready in this mode, please refer to "Start in Standalone Mode" on page 4-19.*

3.2 Document, Chapter and Page

The job which can be viewed and edited in Printgroove POD Ready is combination Job Ticket and file(s) which might be PDF file, native file or scanned image file.

$$\text{JOB} = \begin{array}{|c|} \hline \text{Job} \\ \text{Ticket} \\ \hline \end{array} + \begin{array}{|c|} \hline \text{file(s)} \\ \hline \end{array}$$

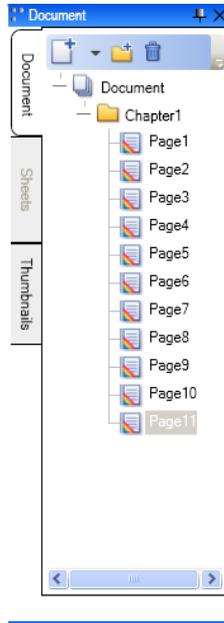
Opened file(s) in Printgroove POD Ready is treated as one “Document”. Header/footer or Watermark can be specified to the whole or a part of document. Document will be flattened to one PDF file before job is send or checked-in.

Document consists of one or more chapters. The chapter can be added or deleted and the order of chapter can be changed.

Each chapter can include page(s). The base of each page is “original page” of file(s). The page can be added or deleted and the order of page can be changed. The first page of each chapter can be specified to print on the front side of a paper.

Each page can be added objects (Text, circle, rectangle, etc.).

The document-chapter-page structure can be viewed in [Document] sheet of [Document Panel].

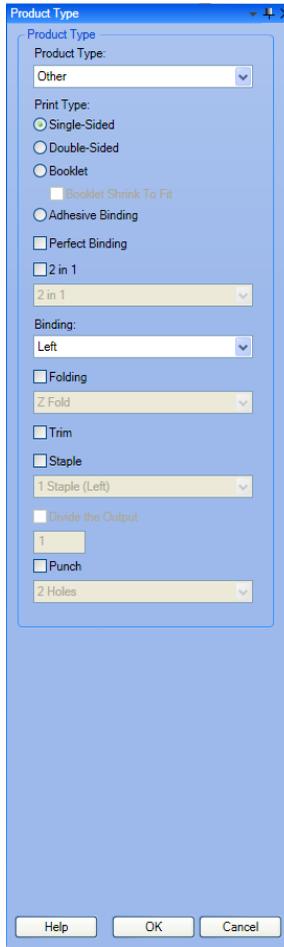
**Note**

About [Document] sheet, please refer to "Document Panel" on page 3-28.

3.3 Product Type

“Product Type” is the collection of finishing models and details of the each model which Printgroove POD Ready provide to set the job.

When the job is opened in Printgroove POD Ready, based on the details present in the Job ticket, “Product Type” is displayed in [Property Panel].

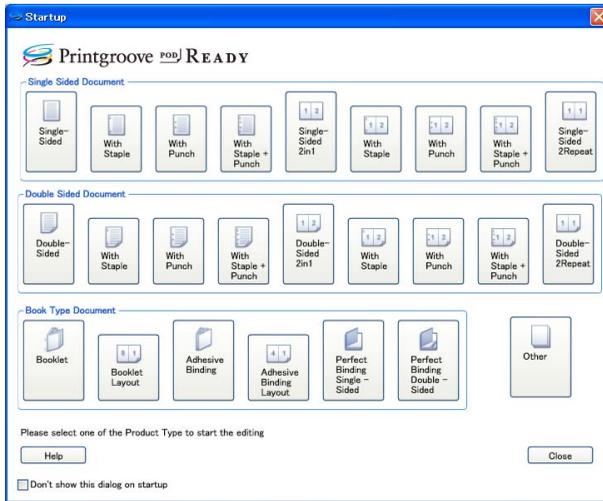


The image shows a dialog box titled "Product Type" with a blue header and a light blue background. The dialog contains several sections of options:

- Product Type:** A dropdown menu with "Other" selected.
- Print Type:** Radio buttons for "Single-Sided" (selected), "Double-Sided", and "Booklet". Below "Booklet" is a checkbox for "Booklet Shrink To Fit".
- Adhesive Binding:** A radio button.
- Perfect Binding:** A checkbox.
- 2 in 1:** A checkbox and a dropdown menu with "2 in 1" selected.
- Binding:** A dropdown menu with "Left" selected.
- Folding:** A checkbox and a dropdown menu with "Z Fold" selected.
- Trim:** A checkbox.
- Staple:** A checkbox and a dropdown menu with "1 Staple (Left)" selected.
- Divide the Output:** A checkbox and a dropdown menu with "1" selected.
- Punch:** A checkbox and a dropdown menu with "2 Holes" selected.

At the bottom of the dialog are three buttons: "Help", "OK", and "Cancel".

When the job is created in Printgroove POD Ready, you can select finishing models using [Startup] screen and set details using with [Property Panel].



“Product Type” can be changed in Printgroove POD Ready. If it is changed, Job Ticket information will be updated according to the current product type when the job is saved.

The finishing models which Printgroove POD Ready provide as “Product Type” are as follows;

- Single-Sided
- Single-Sided with Staple
- Single-Sided with Punch
- Single-Sided with Staple+Punch
- Double-Sided
- Double-Sided with Staple
- Double-Sided with Punch
- Double-Sided with Staple+Punch
- Booklet
- Adhesive Binding
- Perfect Binding Single-Sided
- Perfect Binding Double-Sided
- Single-Sided 2in1
- Single-Sided 2Repeat
- Single-Sided 2in1 with Staple
- Single-Sided 2in1 with Punch
- Single-Sided 2in1 with Staple+Punch
- Double-Sided 2in1
- Double-Sided 2Repeat
- Double-Sided 2in1 with Staple
- Double-Sided 2in1 with Punch

- Double-Sided 2in1 with Staple+Punch
- Booklet Layout
- Adhesive Binding Layout
- Other: If the Job Ticket does not provide the details for selecting the Product type then by default [Other] is selected.

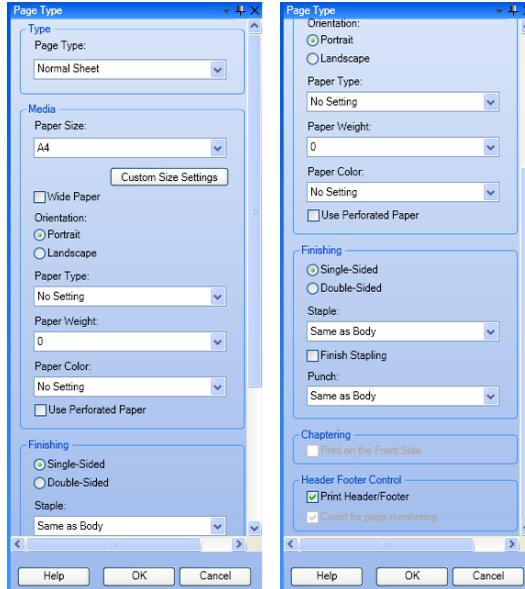
**Note**

- *About [Property Panel], please refer to “Property Panel” on page 3-39.*
- *About [Startup] Screen, please refer to “Start Printgroove POD Ready” on page 4-1 and “Settings” on page 7-1.*
- *About the procedures to set Product Type, please refer to “Product Type” on page 5-36.*

3.4 Page Type

“Page Type” is the collection of page settings (sheet settings, layout, etc.) which Printgroove POD Ready provide to set the page.

Some setting items of “Page Type” which displayed in [Property Panel] overlaps with a part of setting items of “Product Type”, but “Page Type” are given to priority than “Product Type”.



Note

- About [Property Panel], please refer to “Property Panel” on page 3-39.
- About the procedures to set Page Type, please refer to “Page Type” on page 5-39

3.5 Printgroove POD Ready Object

Printgroove POD Ready has tools to place objects on the page.

Tools are as follows;

- Text
- Rectangle Shape
- Circle
- Polygon
- Line
- Place Image
- Place Label

Objects placed using with these tools are called “Printgroove POD Ready Objects”.

When you save the job, Printgroove POD Ready object data and the PDF file are kept separately. But these data are flattened before check-in happens. Once flattening is done the Printgroove POD Ready objects become the part of PDF and you cannot edit on Printgroove POD Ready. If necessary, you can edit those on another application which is corresponding for vector image.



Note

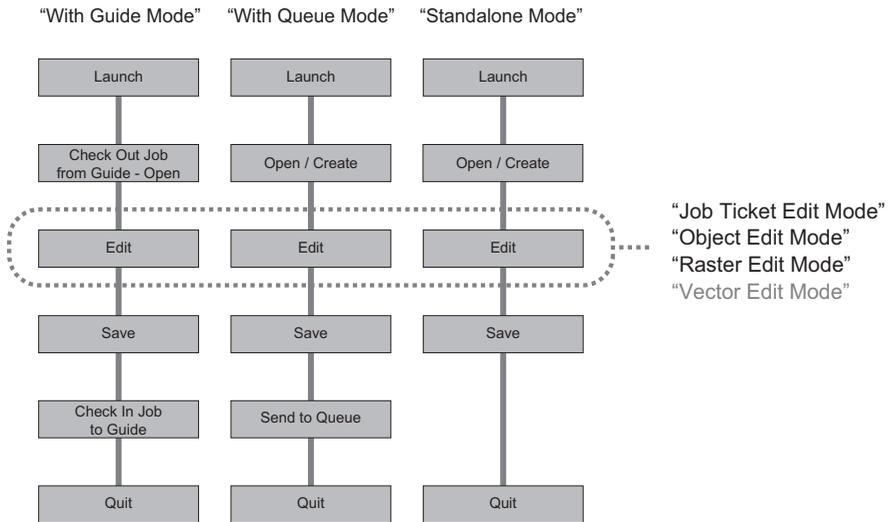
- *About the procedures to draw objects, please refer to “Drawing Image and Placing Object” on page 6-1.*
- *On process of flattening, the raster data and object data of the Printgroove POD Ready document are merged into the PDF document in their respective locations.*

3.6 Edit Mode

Printgroove POD Ready provides four modes to edit. Usually, it is not necessary to consider about the mode to edit, but it is necessary to understand that some editorial functions are not available according to the mode.

The Edit modes Printgroove POD Ready provides are as follows;

- Job Ticket Edit Mode: In this mode, you can edit the information of the Job Ticket associated with the opened job.
- Object Edit Mode: In this mode, you can edit Printgroove POD Ready object.
- Raster Edit Mode: In this mode, you can edit image object (scanned images and drawing).
- Vector Edit Mode: In this mode, you can edit the flattened file using Acrobat window.



After editing, you can save the job in [Repository Panel]. When user saves the job, the raster data, object data and the PDF file are kept separately. But these data are flattened before check-in happens. Once flattening is done the raster data and the Printgroove POD Ready objects become the part of PDF and you cannot edit then.



Note

- About Printgroove POD Ready objects, please refer to “Printgroove POD Ready Object” on page 3-12.

- *Flattening is an operation where in the raster data, object data of the Printgroove POD Ready document are merged into the PDF document in their respective locations.*

3.6.1 Job Ticket Edit Mode

When you edit Product Types or Page Type using [Property Panel], Printgroove POD Ready is “Job Ticket Edit Mode”. In other words, when some manipulations which lead to update Job Ticket associated with the opened job as result can be done, it is “Job Ticket Edit Mode”.



Note

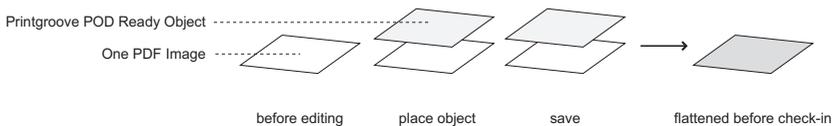
- *About [Property Panel], please refer to “Property Panel” on page 3-39.*

3.6.2 Object Edit Mode

When you draw or select Printgroove POD Ready Object, the property of object will be displayed in [Property Panel] and it can be edited. At that time, Printgroove POD Ready is “Object Edit Mode”.

In this mode, the objects will not be directly drawn on the page. To the user the screen appears as if the object is drawn on page, but in fact the objects will be on a transparent layer over the page.

When document is saved, the details related to the objects will be saved in a separate file. When the page is opened again, the contents of the original page and the objects will be displayed.



Note

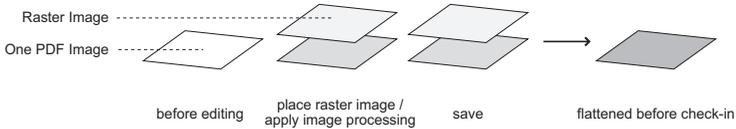
- *About [Property Panel], please refer to “Property Panel” on page 3-39.*

3.6.3 Raster Edit Mode

When a raster PDF page (which has only one PDF image object in it) is double-clicked in [Page Area], you can apply image-processing (Deskew page, Despeckle page, Bolden page) and drawing (pencil, brush, eraser) operations on the particular page. At that time, Printgroove POD Ready is “Raster Edit Mode”.

In this mode, [Property Panel] will be hidden then you cannot edit Job Ticket and Printgroove POD Ready Object.

Printgroove POD Ready will return to “Object Edit Mode” when focus is shifted from current page to some other page or to document. Printgroove POD Ready will also return to “Object Edit Mode” when you select menu/tool bar for inserting on page.



Note

About [Page Area], please refer to “Page Area” on page 3-35.

About [Property Panel], please refer to “Property Panel” on page 3-39.

3.6.4 Vector Edit Mode

When a vector PDF page (non raster PDF page) (which has more than one PDF object or which has only one PDF object and that is not a image PDF object) is double-clicked, PDF contents of [Page Area] will be opened in an Acrobat window and you can edit page with Acrobat. At that time, Printgroove POD Ready is “Vector Edit Mode”.

When you double-clicks on a vector PDF page but has Printgroove POD Ready object on it, ask you whether flatten the Printgroove POD Ready object or not. If you select [NO], the document opens in Acrobat without flattening the objects. If you select [YES], Printgroove POD Ready enter into “Vector Edit Mode” after flattening the Printgroove POD Ready objects on that page.

In this mode, you can perform all the operations that are supported by Acrobat.

When you close Acrobat window, contents will be transferred to Printgroove POD Ready window.



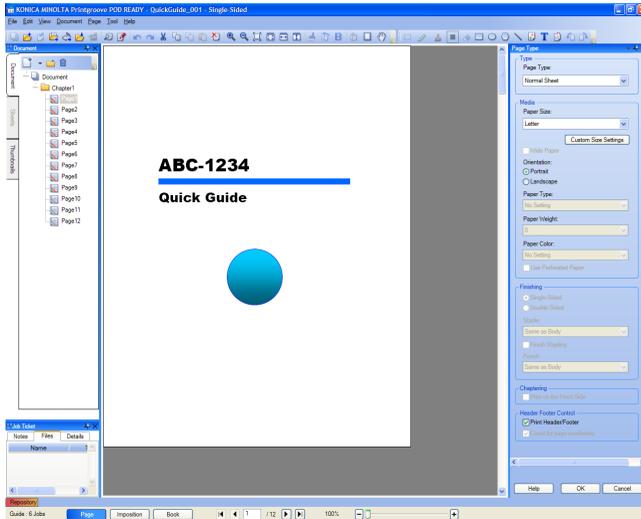
**Note**

- *About the operations supported by Acrobat, please refer to Help of Acrobat.*
- *About [Page Area], please refer to “Page Area” on page 3-35.*

3.7 Main Window

In Main window, the following elements will be displayed.

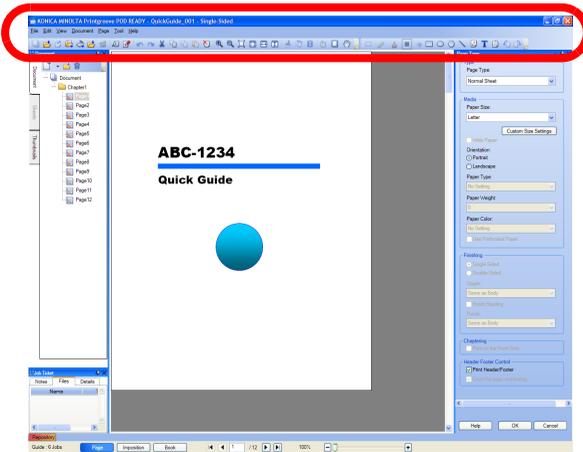
- Title Bar: About details, please refer to “Title Bar, Menu Bar and Tool Bar” on page 3-18.
- Menu bar: About details, please refer to “Title Bar, Menu Bar and Tool Bar” on page 3-18.
- Tool Bar: About details, please refer to “Title Bar, Menu Bar and Tool Bar” on page 3-18.
- Document Panel: About details, please refer to “Document Panel” on page 3-28.
- Job Ticket Panel: About details, please refer to “Job Ticket Panel” on page 3-33.
- Page Area: About details, please refer to “Page Area” on page 3-35.
- Property Panel: About details, please refer to “Property Panel” on page 3-39.
- Status Bar: About details, please refer to “Progress Bar and Status Bar” on page 3-49.
- Progress Bar: About details, please refer to “Progress Bar and Status Bar” on page 3-49.



In the Main window, you can view and edit a single job. To view and edit another job, the opened job is necessary to be closed.

3.8 Title Bar, Menu Bar and Tool Bar

Title Bar, Menu Bar and Tool Bar are displayed upper Main window of Printgroove POD Ready.



3.8.1 Title Bar

Title Bar shows the name of application, the name and product type of job which is currently opened. If there is no job opened in the Printgroove POD Ready, only the application name will be displayed.

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3.8.2 Menu Bar

From Menu Bar, you can access all functions of Printgroove POD Ready.

File Edit View Document Page Tool Help

Printgroove POD Ready has the following menus;

- **File:** You can access input output of data functionalities of Printgroove POD Ready.
- **Edit:** You can edit the contents of Printgroove POD Ready.
- **View:** You can view the contents of Printgroove POD Ready.
- **Document:** You can access functionalities to do document related operations.
- **Page:** You can access functionalities to do page related operations.
- **Tool:** You can access functionalities to add Printgroove POD Ready objects on the contents.

- Help: You can access the help information of the Printgroove POD Ready functionalities.

Description of menu items are in the following pages in this User's Guide.

Menu Item				
File	New Project		Please refer to "Start With Queue Mode" on page 4-11 and "Start in Standalone Mode" on page 4-19.	
	Open Project		Please refer to "Start With Guide Mode" on page 4-3, "Start With Queue Mode" on page 4-11 and "Start in Standalone Mode" on page 4-19.	
	Close Project		Please refer to "Start With Guide Mode" on page 4-3, "Start With Queue Mode" on page 4-11 and "Start in Standalone Mode" on page 4-19.	
	Delete Project		Please refer to "Delete Project" on page 4-37.	
	Checkout from GUIDE		Please refer to "Start With Guide Mode" on page 4-3	
	Save		Please refer to "Start With Guide Mode" on page 4-3, "Start With Queue Mode" on page 4-11 and "Start in Standalone Mode" on page 4-19.	
	Import	File		Please refer to "Import and Add Files" on page 4-27
		Scan(TWAIN)		Please refer to "Import and Add Files" on page 4-27
	Import Project from Local Disk		Please refer to "Import Project From Local Disc" on page 4-30	
	Export Project to Local Disk		Please refer to "Export Project To Local Disc" on page 4-32	
	Transfer to GUIDE/ QUEUE		Please refer to "Start With Guide Mode" on page 4-3 and "Start With Queue Mode" on page 4-11.	
	Open QUEUE client		Please refer to "Open QUEUE client" on page 4-36.	
	Print Preview		Please refer to "Print Preview" on page 4-33	
	Proof Print		Please refer to "Proof Print" on page 4-35	
Exit		Please refer to "Start Printgroove POD Ready" on page 4-1		

Menu Item				
Edit	Undo		Please refer to “Undo” on page 5-5.	
	Redo		Please refer to “Redo” on page 5-5.	
	Cut		Please refer to “Cut Page” on page 5-12 and “Cut” on page 6-39.	
	Copy		Please refer to “Copy Page” on page 5-12 and “Copy” on page 6-39.	
	Paste		Please refer to “Paste” on page 5-12 and “Paste” on page 6-40.	
	Duplicate		Please refer to “Duplicate” on page 6-40.	
	Delete		Please refer to “Delete Chapter” on page 5-7, “Delete Sheet / Page” on page 5-10 and “Delete” on page 6-41.	
	Bring Front		Please refer to “Bring Front, Send Back, Bring First, and Send Last” on page 6-4.	
	Send Back		Please refer to “Bring Front, Send Back, Bring First, and Send Last” on page 6-4.	
	Bring First		Please refer to “Bring Front, Send Back, Bring First, and Send Last” on page 6-4.	
	Send Last		Please refer to “Bring Front, Send Back, Bring First, and Send Last” on page 6-4.	
	Select All		Please refer to “Select Chapter/ Page” on page 5-4 and “Select Object” on page 6-3.	
	Select Pages	All Pages		Please refer to “Select Chapter/ Page” on page 5-4.
		Even Pages		Please refer to “Select Chapter/ Page” on page 5-4.
		Odd Pages		Please refer to “Select Chapter/ Page” on page 5-4.
Settings		Please refer to “Settings” on page 7-2.		

Menu Item			
View	Page Area	Page	Please refer to "Page View Mode" on page 3-35.
		Imposition	Please refer to "Imposition View Mode" on page 3-36.
		Book	Please refer to "Book View Mode" on page 3-37.
	Document Panel	Document	Please refer to "[Document] sheet" on page 3-29.
		Sheet List	Please refer to "[Sheets] sheet" on page 3-31.
		Thumbnails	Please refer to "[Thumbnails] sheet" on page 3-32.
	Job Ticket Panel		Please refer to "Job Ticket Panel" on page 3-33.
	Go to	First Page	Please refer to "Go to First Page/Sheet" on page 3-51.
		Previous Page	Please refer to "Go to Previous Page/Sheet" on page 3-51.
		Next Page	Please refer to "Go to Next Page/Sheet" on page 3-52.
		Last Page	Please refer to "Go to Last Page/Sheet" on page 3-52.
		Page...	Please refer to "Go to Page/Sheet" on page 3-53.
		First Sheet	Please refer to "Go to First Page/Sheet" on page 3-51.
		Previous Sheet	Please refer to "Go to Previous Page/Sheet" on page 3-51.
		Next Sheet	Please refer to "Go to Next Page/Sheet" on page 3-52.
Last Sheet		Please refer to "Go to Last Page/Sheet" on page 3-52.	
Sheet...		Please refer to "Go to Page/Sheet" on page 3-53.	

Menu Item			
View	Zoom	Zoom In	Please refer to "Zoom In" on page 3-53.
		Zoom Out	Please refer to "Zoom Out" on page 3-54.
		Actual Size	Please refer to "Actual Size" on page 3-54.
		Fit Page	Please refer to "Fit Page" on page 3-55.
		Fit Width	Please refer to "Fit Width" on page 3-55.
		Fit Height	Please refer to "Fit Height" on page 3-55.
		Zoom To	Please refer to "Zoom To" on page 3-56.
	Rotate View Clockwise		Please refer to "Rotate View Clockwise" on page 3-57.
	Rotate View Counter Clockwise		Please refer to "Rotate View Counter Clockwise" on page 3-57.
	Rulers		Please refer to "Display Rulers" on page 6-7.
	Grid		Please refer to "Display Grid/Reference Line" on page 6-8.
	Hand		Please refer to "Hand" on page 5-6.
	Show Property Panel		Please refer to "Property Panel" on page 3-39.
Show Repository		Please refer to "Repository Panel" on page 3-46.	
Show Document Panel		Please refer to "Document Panel" on page 3-28.	
Show Finishing Options		Please refer to "Show Finishing Options" on page 5-61.	
Restore Workspace		Please refer to "Restore Workspace" on page 3-60.	

Menu Item			
Document	Add Chapter	Please refer to "Add Chapter" on page 5-7.	
	Add...	Empty Sheet	Please refer to "Add Sheet" on page 5-8.
		Interleaving Sheet	Please refer to "Add Sheet" on page 5-8.
		Tab Sheet	Please refer to "Add Sheet" on page 5-8.
		Slip Sheet	Please refer to "Add Sheet" on page 5-8.
		Insert...	Please refer to "Add Sheet" on page 5-8.
	Perfect Binder Cover Designer	Please refer to "Add Perfect Binder Cover" on page 5-15.	
	Add/Edit Watermark	Please refer to "Watermark" on page 5-24.	
	Delete Watermark	Please refer to "Watermark" on page 5-24.	
	Add/Edit Header and Footer	Please refer to "Header/Footer" on page 5-27.	
	Delete Header and Footer	Please refer to "Header/Footer" on page 5-27.	
	Optimize Scan	Despeckle...	Please refer to "Despeckle" on page 5-43.
		Deskew...	Please refer to "Deskew" on page 5-44.
		Bolden Image...	Please refer to "Bolden Image" on page 5-46.
	Print Settings	Please refer to "Print Settings" on page 5-56.	
Product Type	Please refer to "Product Type" on page 5-36.		
Page Type	Please refer to "Page Type" on page 5-39.		
Show Job Ticket	Please refer to "Show Job Ticket" on page 5-59.		
Open Document in Acrobat	Please refer to "Open Document in Acrobat" on page 3-58.		
Open Document in External Application	Please refer to "Open Document in External Application" on page 3-59.		
Tab Sheet Settings	Please refer to "Tab Sheet Settings" on page 5-32.		
Move	Please refer to "Move" on page 5-47.		

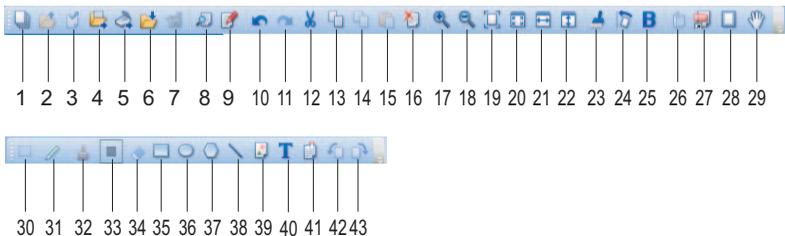
Menu Item			
Document	Crop		Please refer to “Crop” on page 5-51.
	Insert Banner Page		Please refer to “Insert Banner Page” on page 5-58.
	Color Identification		Please refer to “Color Identification” on page 5-62.
Page	Edit Tab Sheet		Please refer to “Tab Sheet Settings” on page 5-32.
	Change Page Type	Tab Sheet	Please refer to “Page Type” on page 5-39.
		Interleaving Sheet	Please refer to “Page Type” on page 5-39.
		Normal Sheet	Please refer to “Page Type” on page 5-39.
	Optimize Scan	Despeckle	Please refer to “Despeckle” on page 5-43.
		Deskew	Please refer to “Deskew” on page 5-44.
		Bolden Image	Please refer to “Bolden Image” on page 5-46.
	Move		Please refer to “Move” on page 5-47.
	Crop		Please refer to “Crop” on page 5-51.
	Rotate Contents (Clockwise)		Please refer to “Rotate Contents Clockwise” on page 5-54.
	Rotate Contents (Counter Clockwise)		Please refer to “Rotate Contents Counter Clockwise” on page 5-55.
Tool	Rectangle Selection		Please refer to “Rectangle Selection” on page 6-4.
	Brush		Please refer to “Brush” on page 6-10.
	Pencil		Please refer to “Pencil” on page 6-12.
	Eraser		Please refer to “Eraser” on page 6-14.
	Text		Please refer to “Text” on page 6-16.
	Rectangle Shape		Please refer to “Rectangle” on page 6-19.
	Circle		Please refer to “Circle” on page 6-22.

Menu Item		
Tool	Polygon	Please refer to "Polygon" on page 6-25.
	Line	Please refer to "Line" on page 6-27.
	Place Image	Please refer to "Place Image" on page 6-30.
	Place Label	Please refer to "Place Label" on page 6-33.
	Rotate Counter Clock-wise	Please refer to "Rotate Clock-wise" on page 6-42.
	Rotate Clockwise	Please refer to "Rotate Counter Clockwise" on page 6-42.
	Show Tool Box	Please refer to "Show Tool Box" on page 6-6.
Help	Contents	-
	Index	-
	Search	-
	Serial key	Please refer to "Serial key" on page 7-9.
	About	-

3.8.3 Tool Bar

Tool Bar in Printgroove POD Ready provides an easy access to Printgroove POD Ready functionalities through tool buttons.

The tool buttons provided in the Printgroove POD Ready tool bar are short-cuts for Printgroove POD Ready menu items.



No.	Name	Menu item
1	Create New Project	[File] - [New Project]
2	Open Project	[File] - [Open Project]
3	Check out from GUIDE	[File] - [Check out from GUIDE]

No.	Name	Menu item
4	Import File From Disk	[File] - [Import] - [File]
5	Import Scan	[File] - [Import] - [Scan]
6	Save	[File] - [Save]
7	Transfer to GUIDE/QUEUE	[File] - [Transfer to GUIDE/ QUEUE]
8	Print Preview	[File] - [Print Preview]
9	Proof Print	[File] - [Proof Print]
10	Undo	[Edit] - [Undo]
11	Redo	[Edit] - [Redo]
12	Cut	[Edit] - [Cut]
13	Copy	[Edit] - [Copy]
14	Duplicate	[Edit] - [Duplicate]
15	Paste	[Edit] - [Paste]
16	Delete	[Edit] - [Delete]
17	Zoom In	[View] - [Zoom] - [Zoom In]
18	Zoom Out	[View] - [Zoom] - [Zoom Out]
19	Actual Size	[View] - [Zoom] - [Actual Size]
20	Fit Page	[View] - [Zoom] - [Fit Page]
21	Fit Width	[View] - [Zoom] - [Fit Width]
22	Fit Height	[View] - [Zoom] - [Fit Height]
23	Optimize Scan - Despeckle	[Document] - [Optimize Scan] - [Despeckle] / [Pate] - [Optimize Scan] - [Despeckle]
24	Optimize Scan - Deskew	[Document] - [Optimize Scan] - [Deskew] / [Pate] - [Optimize Scan] - [Deskew]
25	Optimize Scan - Bolden Image	[Document] - [Optimize Scan] - [Bolden Image] / [Pate] - [Optimize Scan] - [Bolden Image]
26	Perfect Book Cover Designer	[Document] - [Perfect Binder Cover Designer]
27	Open Document in Acrobat	[Document] - [Open Document in Acrobat]
28	Crop	[Tool] - [Crop]
29	Hand	[View] - [Hand]
30	Rectangle Selection	[Tool] - [Rectangle Selection]
31	Pencil	[Tool] - [Pencil]
32	Brush	[Tool] - [Brush]
33	Color Selection	-

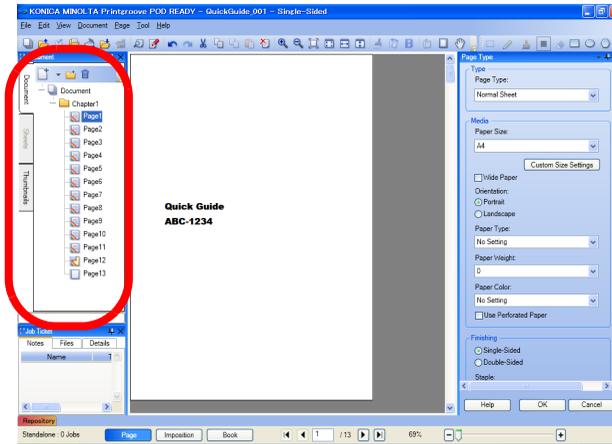
No.	Name	Menu item
34	Eraser	[Tool] - [Eraser]
35	Rectangle Shape	[Tool] - [Rectangle]
36	Circle	[Tool] - [Circle]
37	Polygon	[Tool] - [Polygon]
38	Line	[Tool] - [Line]
39	Place Image	[Tool] - [Place Image]
40	Place Text	[Tool] - [Text]
41	Place Label	[Tool] - [Place Label]
42	Rotate Counter Clockwise	[Tool] - [Rotate Counter Clockwise]
43	Rotate Clockwise	[Tool] - [Rotate Clockwise]

For their functionality, refer their corresponding menu items.

3.9 Document Panel

You can overview the contents of entire document with [Document Panel] of Printgroove POD Ready.

In [Document Panel], you can add/remove page(s)/chapter(s) and copy/paste page(s). You can also change the order of page(s) and chapter(s).



You can switch the [Document Panel] in three ways.

- [Document] sheet
- [Sheets] sheet
- [Thumbnails] sheet

To display or hide [Document Panel], follow these steps:

- 1 Select [View] - [Show Document Panel].
By selecting, [Document Panel] can be alternately shown and hidden.

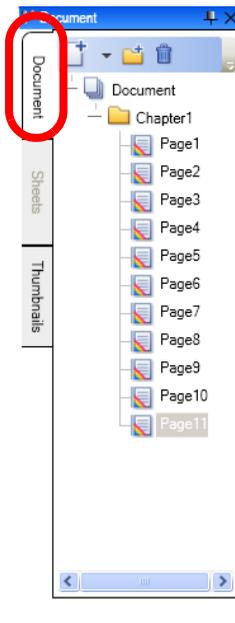
**Note**

When there is no check mark in front of [Show Document Panel], click [Show Document Panel] to select the check mark and display [Document Panel].

When there is a check mark in front of [Show Document Panel], click [Show Document Panel] to clear the check mark and hide [Document Panel].

3.9.1 [Document] sheet

[Document] sheet shows document contents in an expanded tree view in [Document Panel] like below.



[Document] sheet has some nodes as follows;

- Document node
- Chapter node
- page node

To display [Document] sheet, follow these steps:

- 1 Select [View] - [Document Panel] - [Document] menu or click [Document] tab of [Document Panel].

Document Node

When you select document node, the first page of the document will be displayed in [Page Area].

When you select document node, [Product Type Panel] will be displayed and updated with the corresponding [Job Ticket Panel].

Chapter Node

When you select chapter node, the first page of the selected chapter will be displayed in [Page Area].

Page Node

When you select page node(s), the specified page will be displayed in [Page Area]. Editing is allowed in the page area depending on the type of the page selected.

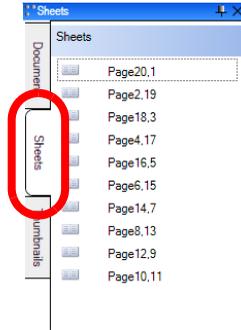
When you select page node(s), [Page Type Panel] will be displayed and updated with the corresponding [Job Ticket Panel].

The page node icons will be displayed as per their property.

Page Icons	Description
	This icon means "Normal Sheet".
	This icon means "Interleaving Sheet". When the color (white, yellow, pink, blue, green or clear) of the paper is specified with the Property Panel, the icon is displayed in each color specified.
	This icon means "Tab Sheet". When the color (white, yellow, pink, blue, green or clear) of the paper is specified with the Property Panel, the icon is displayed in each color specified.
	This icon means "Slip Sheet".

3.9.2 [Sheets] sheet

[Sheets] sheet shows the pages in the page area as sheets in [Document Panel] like below. This tab displays all the pages of the document in a sequential manner.



When user selects a particular sheet, the pages present in that sheet will be displayed in [Page Area].



Note

This tab will be enabled only for Imposition enabled product types of Printgroove POD Ready. For other product types this tab will be grayed out.

To display [Sheets], follow these steps:

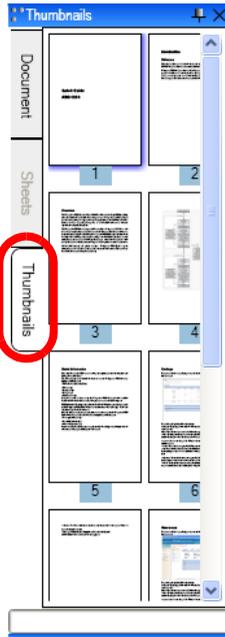
- 1 Select [View] -[Page Area] - [Imposition] menu or click [Imposition] on the status bar.



- 2 Select [View] - [Document Panel] - [Sheet List] menu or click [Sheets] tab of [Document Panel].

3.9.3 [Thumbnails] sheet

[Thumbnails] shows thumbnails of the document pages in [Document Panel] like below.



Note

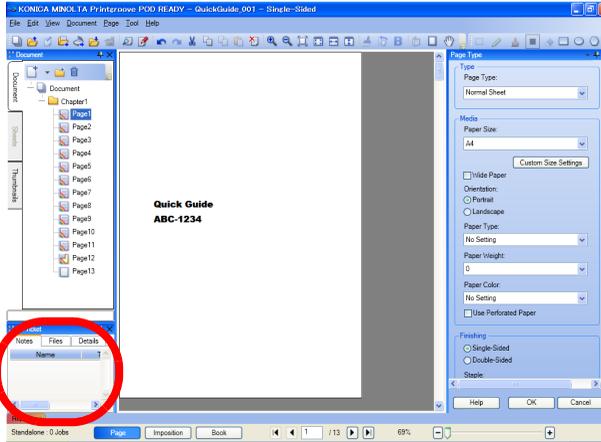
Images have a fixed size.

To display [Thumbnails], follow these steps:

- 1 Select [View] - [Document Panel] - [Thumbnails] menu or click [Thumbnails] tab of [Document Panel].

3.10 Job Ticket Panel

[Job Ticket Panel] displays Job Ticket information. [Job Ticket Panel] is a view window that will be present below the [Document Panel] as a standalone window like below.



[Job Ticket Panel] has the following tab;

- [Details]
- [Notes]
- [Files]

To display or hide [Job Ticket Panel], follow these steps:

- 1 Select [View] - [Job Ticket Panel].
When a check mark is not shown before [Job Ticket Panel] menu, check mark is placed before it and [Job Ticket Panel] is displayed.
When a check mark is shown before [Job Ticket Panel] menu, check mark is removed and [Job Ticket Panel] is hidden.



Note

- You cannot change job ticket information in [Job Ticket Panel].
- [Job Ticket Panel] can be docked anywhere within the Printgroove POD Ready Window.
- Since both [Job Ticket Panel] and [Document Panel] are resizable, dockable windows, the line between both should be slide able for changing the size of both the panels.

3.10.1 [Details] sheet

In [Details] sheet, you can view the original job ticket information of the active job which is in the Printgroove POD Ready.

You cannot change job ticket information in [Job Ticket Panel].

3.10.2 [Notes] sheet

In [Notes] sheet, you can view the details of note added by end user and also the Memo details. Details for the [Notes] sheet is received from the JDF attached with the Job.



Note

Although you can open the Note contents with Notepad application by double clicking a particular Note in [Notes] sheet, it should not be updated because [Job Ticket Panel] is for viewing purpose and not for editing.

For a newly created job, [Notes] sheet will be empty.

About detail of editing Notes, please refer to "Print Settings" on page 5-56.

3.10.3 [Files] sheet

In [Files] sheet, you can view the list of files associated with the current job.

You can import files by dragging and dropping of files into [Files] sheet.

You can add the imported files to the project or job by dragging and dropping from [Files] sheet to [Document Panel].

When a single file is selected under [Files] section, following right clicking menu item can be selected;

- Open Document in External Application



Note

- *The files supported by Printgroove POD Driver can be imported to [Files] sheet.*
- *You can delete the selected file in [Files] sheet by [Delete] key.*
- *About detail of importing and adding files, please refer to "Import and Add Files" on page 4-27.*

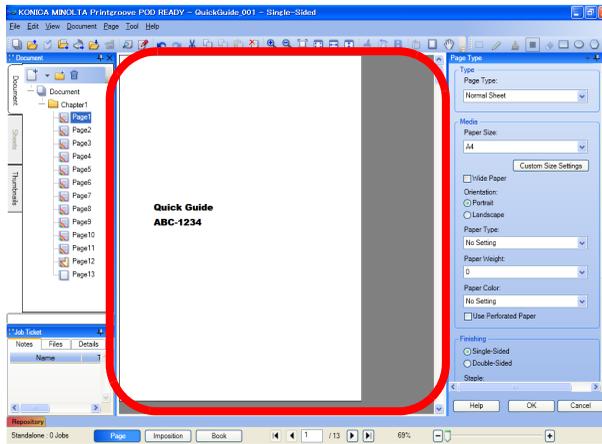
3.11 Page Area

[Page Area] displays the page of Printgroove POD Ready document and allows editing the pages.

[Page Area] allows three edit modes as follows;

- Object Edit Mode
- Raster Edit Mode
- Vector Edit Mode

You can switch between any of these modes. Then you can draw raster image and place Printgroove POD Ready object in [Page Area]. You cannot edit some special kind of sheets like Slip sheets.



The opened document can be viewed under three view modes in [Page Area];

- Page
- Imposition
- Book



Note

- *About detail of Editing Mode, please refer to “Edit Mode” on page 3-13.*

3.11.1 Page View Mode

The document pages will be shown in consecutive order like below in [Page Area].



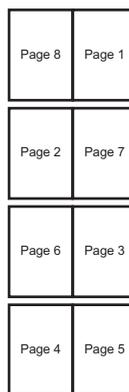
To display Page View, follow these steps:

- 1 Select [View] - [Page Area] - [Page] menu or click [Page] on the status bar.



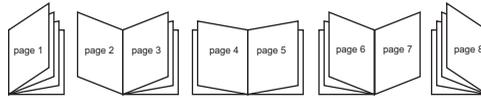
3.11.2 Imposition View Mode

The document pages will be shown like below (for an eight page document: Imposition (booklet) with Left Binding) in [Page Area].



For figure above, Page 8 and Page 1 will be on the front sheet, and Page 2 and Page 7 will be on the back sheet of the first paper. Page 6 and Page 3

will be on the front sheet, Page 4 and Page 5 will be on the back sheet of the second paper. After printing and folding, it will result as follows;

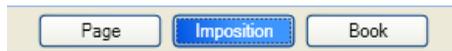


Right Binding or Left Binding is got from the Job Ticket.

In the Imposition view, even though multiple pages are layout in one sheet, user can edit only the selected page.

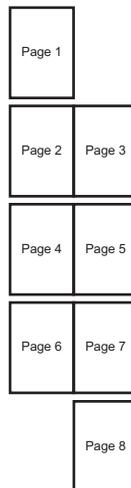
To display Imposition View, follow these steps:

- 1 Select [View] -[Page Area] - [Imposition] menu or click [Imposition] on the status bar.



3.11.3 Book View Mode

The document pages will be shown like below (for an eight page document: with Left Binding) in [Page Area].



In the booklet view, even though multiple pages are layout in one sheet, user can edit only the selected page.

To display Book View, follow these steps:

- 1 Select [View] - [Page Area] - [Book] menu or click [Book] on the status bar.

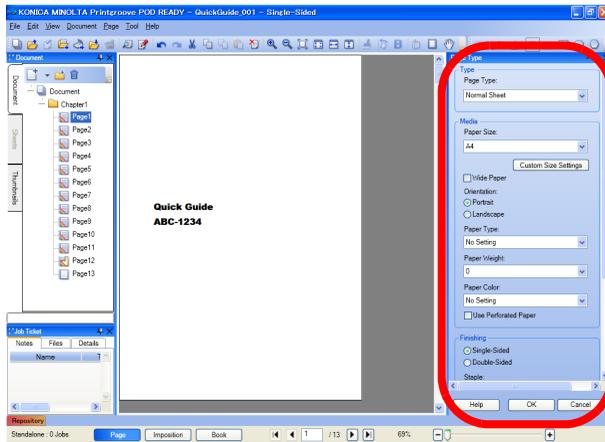


3.12 Property Panel

[Property Panel] displays the property of the document, page or objects selected currently and allows editing the property.

[Property Panel] can be changed by the selection in [Page Area] or [Document Panel] as follows;

- Getting Started
- Printer Settings
- Product Type
- Page Type
- Object Property



To display or hide [Property Panel], follow these steps:

- 1 Select [View] - [Show Property Panel].
By selecting, [Property Panel] can be alternately shown and hidden.



Note

When there is no check mark in front of [Show Property Panel], click [Show Property Panel] to select the check mark and display [Property Panel].

When there is a check mark in front of [Show Property Panel], click [Show Property Panel] to clear the check mark and hide [Property Panel].

3.12.1 Getting Started

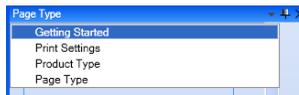
This is the default panel of the [Property Panel].

For your convenience there are links to recent saved job and calendar at the right side of the screen. You can open the recent job by clicking those links.



To display [Getting Started], follow these steps:

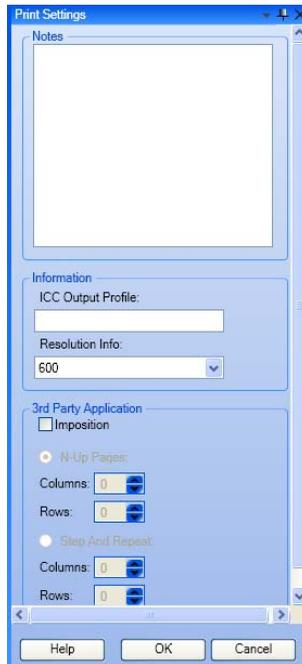
- 1 Select [Getting Started] from [Property Panel] menu displayed by clicking the title of [Property Panel].



3.12.2 Print Settings

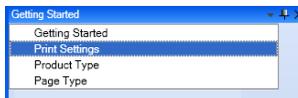
Under [Print Settings] of [Property Panel], you can edit the notes and other information related with the current job.

All the settings of the [Print Settings Panel] will be saved to the Job Ticket.



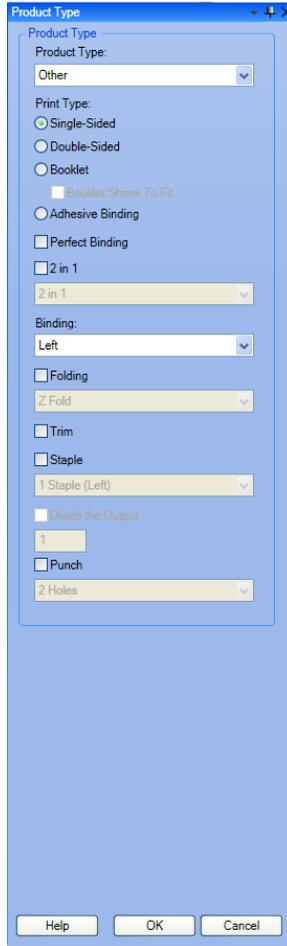
To display [Print Settings], follow these steps:

- 1 Select document node in [Document] sheet of [Document Panel].
- 2 Select [Document] - [Print Settings] menu or select [Print Settings] from [Property Panel] menu displayed by clicking the title of [Property Panel].



3.12.3 Product Type

Under [Product Type] of [Property Panel], you can view the Product information based on the details present in the Job Ticket. You can also edit the properties of a selected Product.



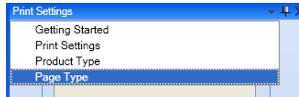
The screenshot shows a dialog box titled "Product Type" with a blue header and standard window controls. The dialog is organized into several sections:

- Product Type:** A dropdown menu currently set to "Other".
- Print Type:** Radio buttons for "Single-Sided", "Double-Sided", and "Booklet". A checkbox for "Booklet Shrink To Fit" is located below the "Booklet" option.
- Binding:** Radio buttons for "Adhesive Binding", "Perfect Binding", and "2 in 1". Below "2 in 1" is a dropdown menu also set to "2 in 1".
- Folding:** A checkbox for "Folding" and a dropdown menu set to "Z Fold".
- Trim:** A checkbox for "Trim".
- Staple:** A checkbox for "Staple" and a dropdown menu set to "1 Staple (Left)".
- Divide the Output:** A checkbox for "Divide the Output" and a text input field containing the number "1".
- Punch:** A checkbox for "Punch" and a dropdown menu set to "2 Holes".

At the bottom of the dialog are three buttons: "Help", "OK", and "Cancel".

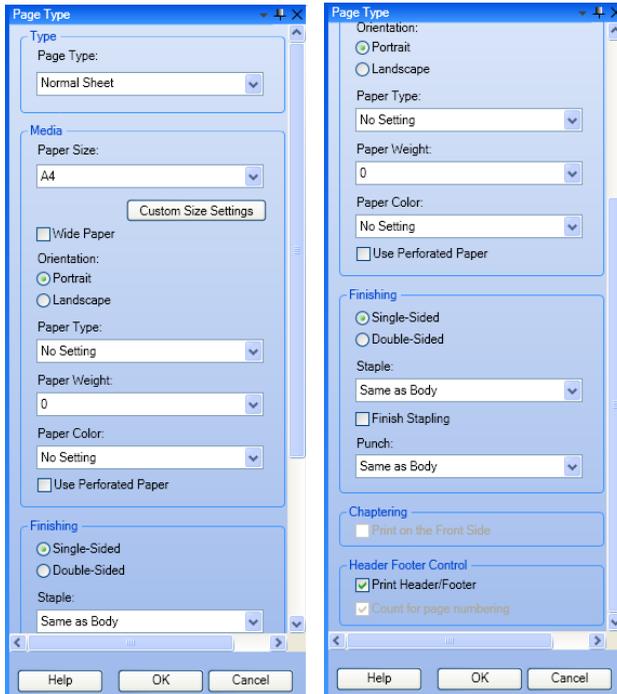
To display [Product Type], follow these steps:

- 1 Select document node in [Document] sheet of [Document Panel].
- 2 Select [Document] - [Product Type] menu or select [Product Type] from [Property Panel] menu displayed by clicking the title of [Property Panel].



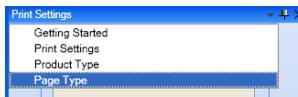
3.12.4 Page Type

Under [Page Type] of [Property Panel], you can view the Page information based on the details present in the Job Ticket. You can also edit the properties of a selected Page.



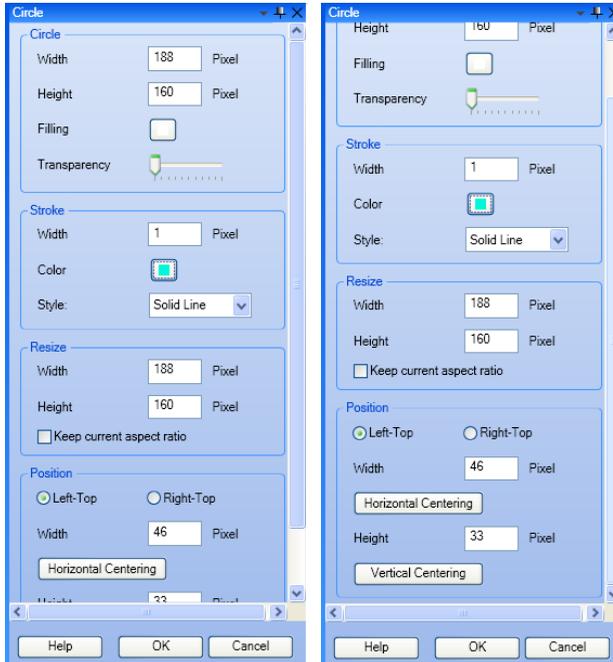
To display [Page Type], follow these steps:

- 1 Select page node in [Document] sheet of [Document Panel].
- 2 Select [Document] - [Page Type] menu or select [Page Type] from [Property Panel] menu displayed by clicking the title of [Property Panel].



3.12.5 Object Property

Under [Text / Rectangle / Circle / Polygon / Line / Image / VDP Label] property of [Property Panel], you can view Printgroove POD Ready object property. You can also edit the properties of a selected Printgroove POD Ready object.



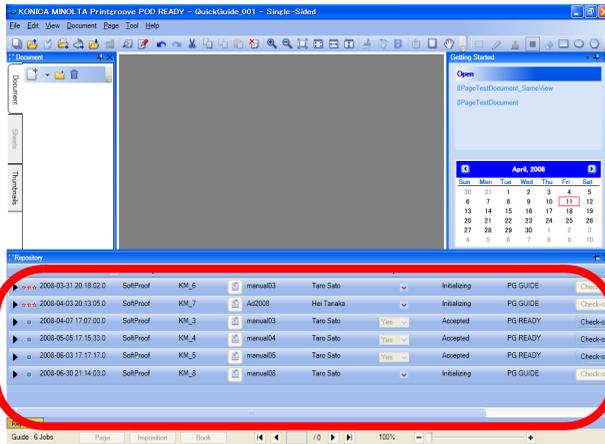
To display Object Property, follow these steps:

- 1 Select Printgroove POD Ready objects in [Page Area] or select [Text / Rectangle / Circle / Polygon / Line / Image / VDP Label] from [Property Panel] menu displayed by clicking the title of [Property Panel].



3.13 Repository Panel

[Repository Panel] displays the Job List of the Printgroove POD Ready under the current running mode. When Printgroove POD Ready is with Guide mode, the Jobs assigned for the user from Printgroove POD Guide (both before and after check-out to local) will be listed here. When Printgroove POD Ready is standalone mode or with Queue mode, the previously created new Jobs will be listed here.



[Repository Panel] displays following items;

- Priority icon: It shows job priority with the Rush icon or Normal icon as follows;



- Date: It shows the date selected in [Due/Modified / Received]. You can also sort the date by clicking on the header of [Date]. The sort affects all jobs in the list. You can switch ascending order and descending order by clicking the header again.
- Due/Modified / Received: You can select the date to display in [Date] from the due date (with Guide mode), modified date or received date (with Guide/Queue mode).
- Proof Request: It shows whether the Proof is requested or not.
- Ticket#: It shows the Job Ticket Number. You can set the number in the [Set Job Ticket#] dialog displayed by clicking icon.
- Job Name: It shows the Job Name.
- Customer: It shows the Customer of Job.

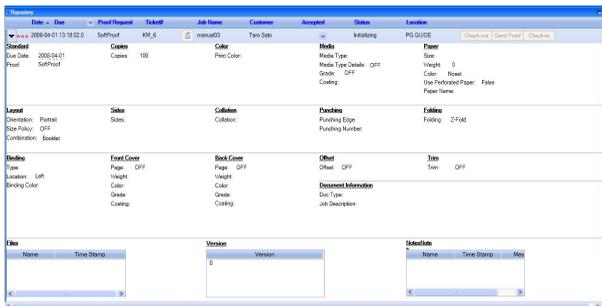
- **Accepted:** You can change the status to [Yes] or [No]. When you do this operation the status is updated to Printgroove POD Guide in Printgroove POD Ready with Guide mode.
- **Status:** It shows the status of the job checked-out. (Initializing/Accepted/Rejected/Make ready/Proofing/Proof Accepted/Proof Rejected)
- **Location:** It shows the location of the job.
- **Check-out:** You can check-out the accepted job by clicking [Check-out] with Guide mode.
- **Send Proof:** You can send proof by clicking [Send Proof] with Guide/Queue mode.
- **Check-in:** You can check-out the accepted job by clicking [Check-in] with Guide mode.
- **Send:** You can send proof by clicking [Send] with Queue mode.



Note

About the procedures of “Check-out”, “Check-in”, “Send Proof” and “Send”, please refer to “Start With Guide Mode” on page 4-3 and “Start With Queue Mode” on page 4-11.

When you click the triangle icon at the left of the panel to expand display area, you can also view the details of Job Ticket.



To display or hide [Repository Panel], follow these steps:

- 1 Select [View] - [Show Repository].
By selecting, [Repository Panel] can be alternately shown and hidden.

**Note**

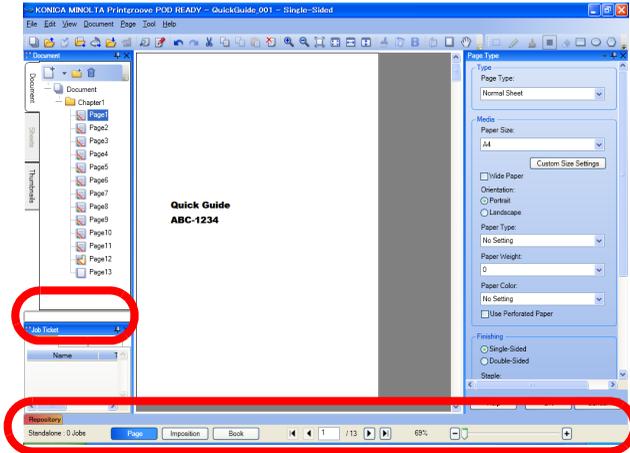
When there is no check mark in front of [Show Repository], click [Show Repository] to select the check mark and display [Repository Panel].

When there is a check mark in front of [Show Repository], click [Show Repository] to clear the check mark and hide [Repository Panel].

You cannot change job ticket information in [Repository Panel].

3.14 Progress Bar and Status Bar

Progress Bar and Status Bar are displayed lower Main window of Printgroove POD Ready.



3.14.1 Progress Bar

Progress Bar shows the percentage of completion.

3.14.2 Status Bar

Status Bar shows following items;

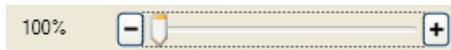
- Text: It shows the current mode with the number of jobs in the repository panel in that mode.
- Page Display Buttons ([Page], [Imposition] and [Book]): The opened document can be viewed under three modes. About details, please refer to “Page Area” on page 3-35.



- Page Navigation ([First], [Previous], [Next] and [Last]): It selects the first page, the previous page, the next page and the last page of the document in [Document] sheet and shows those in [Page Area].



- Zoom Slider: You can zoom up/out pages in [Page Area] from 1% to 3200% using the slider and button. About details, please refer to “Viewing Functions” on page 3-51.



3.15 Viewing Functions

This section describes the functions for viewing screens or document.

3.15.1 Go to First Page/Sheet

You can show the first page/sheet of the document in [Page Area].

To display the first page/sheet, follow these steps:

- 1 Select [View] - [Go To] - [First Page/Sheet] menu or click [Go First Page] icon on the status bar.



Note

In [Page] view and [Book] view, you can select [First Page] menu. About "View Mode", please refer to "Page Area" on page 3-35.

In [Imposition] view, you can select [First Sheet] menu.

You can not use the menu/icon mentioned above, when the present page/sheet is the first page/sheet.

3.15.2 Go to Previous Page/Sheet

You can show the previous page/sheet in [Page Area].

To display the previous page/sheet, follow these steps:

- 1 Select [View] - [Go To] - [Previous Page/Sheet] menu or click [Go Previous Page] icon on the status bar.



Note

In [Page] view and [Book] view, you can select [Previous Page] menu. About "View Mode", please refer to "Page Area" on page 3-35.

In [Imposition] view, you can select [Previous Sheet] menu.

You can not use the menu/icon mentioned above, when the present page/sheet is the first page/sheet.

3.15.3 Go to Next Page/Sheet

You can show the next page/sheet in [Page Area].

To display the next page/sheet, follow these steps:

- 1 Select [View] - [Go To] - [Next Page/Sheet] menu or click [Go Next Page] icon on the status bar.



Note

In [Page] view and [Book] view, you can select [Next Page] menu. About "View Mode", please refer to "Page Area" on page 3-35.

In [Imposition] view, you can select [Next Sheet] menu.

You can not use the menu/icon mentioned above, when the present page/sheet is the last page/sheet.

3.15.4 Go to Last Page/Sheet

You can show the last page/sheet in [Page Area].

To display the last page/sheet, follow these steps:

- 1 Select [View] - [Go To] - [Last Page/Sheet] menu or click [Go Last Page] icon on the status bar.



Note

In [Page] view and [Book] view, you can select [Last Page] menu. About "View Mode", please refer to "Page Area" on page 3-35.

In [Imposition] view, you can select [Last Sheet] menu.

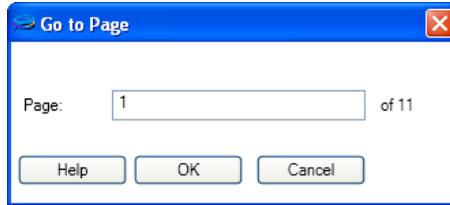
You can not use the menu/icon mentioned above, when the present page/sheet is the last page/sheet.

3.15.5 Go to Page/Sheet

You can open [Go to Page] dialog for entering page/sheet number.

To display the specified page/sheet, follow these steps:

- 1 Select [View] - [Go To] - [Page/Sheet] menu.
[Go to Page/Sheet] dialog appears.



- 2 Specify the page/sheet number to [Page/Sheet] and click [OK].



Note

In [Page] view and [Book] view, you can select [Page] menu. About "View Mode", please refer to "Page Area" on page 3-35.

In [Imposition] view, you can select [Sheet] menu.

3.15.6 Zoom In

In [Page Area], you can zoom into page with the twice enlargement rate of the present rate.

To zoom into the page, follow these steps:

- 1 Select [View] - [Zoom] - [Zoom In] menu or move the zoom slider on the status bar to right.
When you select [Zoom In] menu, it displays with the twice enlargement rate of the present rate.



**Note**

You can zoom in by clicking [+] beside the zoom slider. In this case, it displays with the twice enlargement rate of the present rate.

The minimum zoom value is 1% and max zoom value is 3200%. The default zoom value is 100%.

3.15.7 Zoom Out

In [Page Area], you can zoom out of page with the half enlargement rate of the present rate.

To zoom out the page, follow these steps:

- 1 Select [View] - [Zoom] - [Zoom Out] menu or move the zoom slider on the status bar to left.
When you select [Zoom Out] menu, it displays with the half enlargement rate of the present rate.

**Note**

You can zoom out by clicking [-] beside the zoom slider. In this case, it displays with the half enlargement rate of the present rate.

The minimum zoom value is 1% and max zoom value is 3200%.

The default zoom value is 100%.

3.15.8 Actual Size

In [Page Area], you can reset Zoom in/out to 100%.

To display with actual size, follow these steps:

- 1 Select [View] - [Zoom] - [Actual Size] menu.
It displays with 100%.

3.15.9 Fit Page

In [Page Area], you can enlarge or shrink display of document to [Page Area] dimensions.

To enlarge or shrink to [Page Area] dimension, follow these steps:

- 1 Select [View] - [Zoom] - [Fit Page] menu.
When [Orientation] of page is [Portrait], the page is enlarged or shrunken to the size that the height of the page is suitable for the height of [Page Area].
When [Orientation] of page is [Land Scape], the page is enlarged or shrunken to the size that the width of the page is suitable for the width of [Page Area].



...
Note

In vertical, [Fit Page] and [Fit Height] are same display.

In horizontal, [Fit page] and [Fit Width] are same display.

3.15.10Fit Width

In [Page Area], you can enlarge or shrink display of document to [Page Area] width.

To enlarge or shrink to [Page Area] width, follow these steps:

- 1 Select [View] - [Zoom] - [Fit Width] menu.
The page is enlarged or shrunken to the size that the width of the page is suitable for the width of [Page Area].



...
Note

When [Orientation] of page is [Portrait], some area of the page cannot be displayed in [Page Area]

In vertical, [Fit Page] and [Fit Height] are same display.

In horizontal, [Fit page] and [Fit Width] are same display.

3.15.11Fit Height

In [Page Area], you can enlarge or shrink display of document to [Page Area] height.

To enlarge or shrink to [Page Area] height, follow these steps:

- 1 Select [View] - [Zoom] - [Fit Height] menu.
The page is enlarged or shrunken to the size that the height of the page is suitable for the height of [Page Area].

**Note**

When [Orientation] of page is [Land Scape], some area of the page cannot be displayed in [Page Area]

In vertical, [Fit Page] and [Fit Height] are same display.

In horizontal, [Fit page] and [Fit Width] are same display.

3.15.12 Zoom To

In [Page Area], you can open dialog to enter Zoom value in [%].

To enlarge or shrink with specified ratio, follow these steps:

- 1 Select [View] - [Zoom] - [Zoom To] menu.
[Zoom To] dialog appears.



- 2 Specify the magnification ratio to [Magnification] and click [OK].

**Note**

- *You can specify the magnification ration by moving the zoom slider on the status bar to left or right.*

3.15.13 Rotate View Clockwise

In [Page Area], you can rotate view of all the pages in 90 degrees.

To rotate view in 90 degrees (clockwise), follow these steps:

- 1 Select [View] - [Rotate View Clockwise].
The all pages will be rotated in 90 degrees.



Note

- *This is just for view and actual data is not rotated. When you want to rotate the page contents including Printgroove POD Ready objects, use [Page] - [Rotate Contents (Clockwise)] menu. About details, please refer to "Rotate Contents Clockwise" on page 5-54. When you want to rotate the Printgroove POD Ready objects only, use [Tool] - [Rotate Clockwise] menu. About details, please refer to "Rotate Clockwise" on page 6-42.*

3.15.14 Rotate View Counter Clockwise

In [Page Area], you can rotate view of all the pages in minus 90 degrees.

To rotate view in minus 90 degrees (counter clockwise), follow these steps:

- 1 Select [View] - [Rotate View Counter Clockwise].
The all pages will be rotated in minus 90 degrees.



Note

- *This is just for view and actual data is not rotated. When you want to rotate the page content including Printgroove POD Ready objects, use [Page] - [Rotate Contents (Counter Clockwise)] menu. About details, please refer to "Rotate Contents Counter Clockwise" on page 5-55. When you want to rotate the Printgroove POD Ready objects only, use [Tool] - [Rotate Counter Clockwise] menu. About details, please refer to "Rotate Counter Clockwise" on page 6-42.*

3.15.15 Open Document in Acrobat

You can open the full PDF content of the active document (displayed in [Page Area]) in a separate Acrobat window.

To open the active document in Acrobat, follow these steps:

- 1 Select [Document] - [Open Document in Acrobat] menu.
The active document opens in a separate Acrobat window.



Note

You can select this menu from right click menu which is displayed on right clicking on the page in [Page Area].

When the page has object(s) placed on the page, a message will be displayed. In this case, click [Yes] to open in Acrobat.



You can save the PDF content in Acrobat window opened.

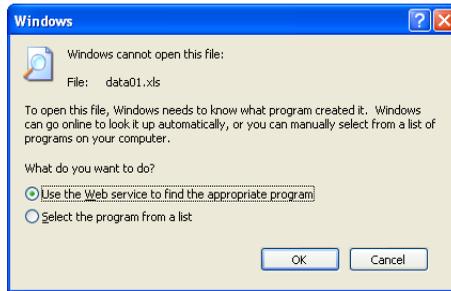
3.15.16 Open Document in External Application

You can open the active document (displayed in [Page Area]) or selected single file under [Files] section of [Job Ticket Panel] in its native (own) application.



Note

If native application is not found automatically, message appears as follows. Then you can select to open the dialog to select desired application.



To open the active document in external application, follow these steps:

- 1 Select [Document] - [Open Document in External Application] menu. The active document opens in its native (own) application.



Note

You can select this menu from right click menu which is displayed on right clicking on the page in [Page Area].

To open a file under [Files] section of [Job Ticket Panel] in external application, follow these steps:

- 1 Right click a file under [Files] section of [Job Ticket Panel]. The right click menu appears.
- 2 Select [Open Document in External Application] menu. The active document opens in its native (own) application.

3.15.17 Restore Workspace

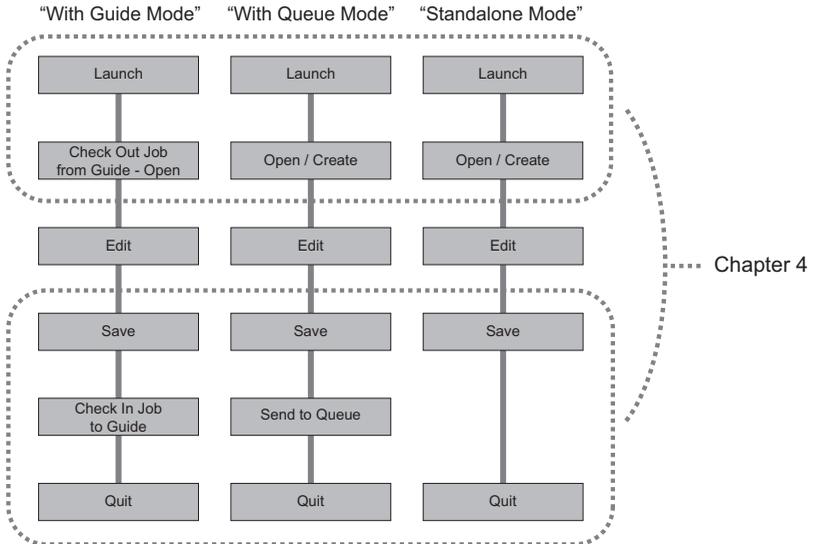
In Printgroove POD Ready, you can change the positions of Panels. When you exit Printgroove POD Ready, the position of Panels at the time of closure are stored and whenever you reopens Printgroove POD Ready the same Panel positions. However that, You can retrieve the factory (default) settings for Panels positions and display Printgroove POD Ready Main window according to the default settings.

To restore workspace, follow these steps:

- 1 Select [View] - [Restore Workspace].

4 Start Printgroove POD Ready

Printgroove POD Ready has three running modes described to Chapter 3. This chapter describe about the how to start Printgroove POD Ready and close in every mode, step by step.



This chapter is available to understand the difference among three modes and also experience brief tours of Printgroove POD Ready.

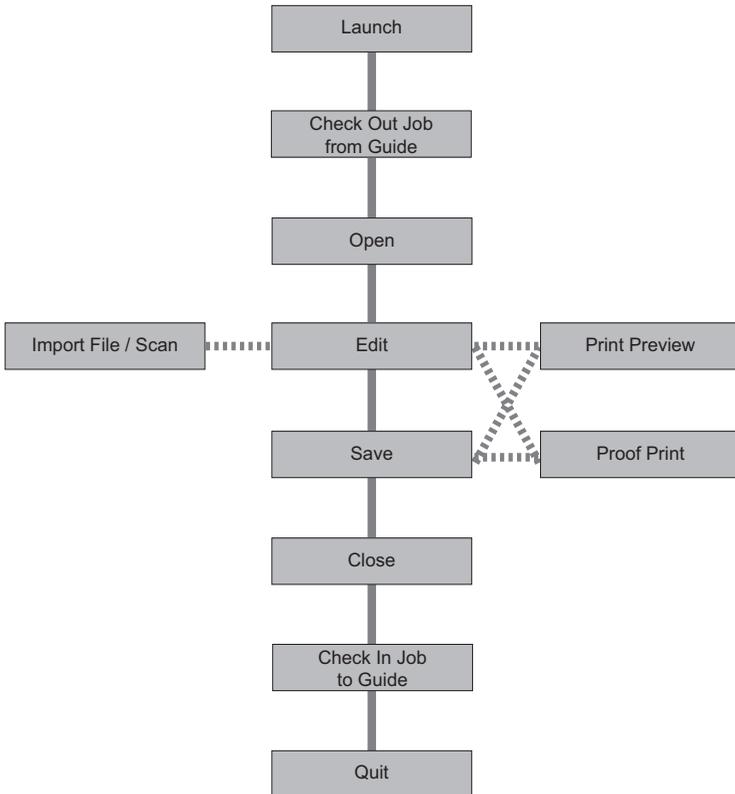
In this chapter the following menus of Printgroove POD Ready.

Menu Item		With Guide Mode	With Queue Mode	Standalone Mode	
File	New Project	-	Please refer to "Start With Queue Mode" on page 4-11.	Please refer to "Start in Standalone Mode" on page 4-19.	
	Open Project	Please refer to "Start With Guide Mode" on page 4-3.			
	Close Project				
	Delete Project	Please refer to "Delete Project" on page 4-37.			
	Checkout from GUIDE	Please refer to "Start With Guide Mode" on page 4-3	-	-	
	Save		Please refer to "Start With Queue Mode" on page 4-11.	Please refer to "Start in Standalone Mode" on page 4-19.	
	Import	File	Please refer to "Import and Add Files" on page 4-27.		
		Scan(TWAIN)			
	Import Project from Local Disk		-	Please refer to "Import Project From Local Disc" on page 4-30.	
	Export Project to Local Disk		-	Please refer to "Export Project To Local Disc" on page 4-32	
	Transfer to GUIDE/ QUEUE		Please refer to "Start With Guide Mode" on page 4-3.	Please refer to "Start With Queue Mode" on page 4-11.	-
	Open QUEUE client		Please refer to "Open QUEUE client" on page 4-36.		
	Print Preview		Please refer to "Print Preview" on page 4-33.		
	Proof Print		Please refer to "Proof Print" on page 4-35.		
Exit		Please refer to "Start With Guide Mode" on page 4-3.	Please refer to "Start With Queue Mode" on page 4-11.	Please refer to "Start in Standalone Mode" on page 4-19.	

4.1 Start With Guide Mode

Once you launch Printgroove POD Ready in this mode, you can check-out one job from Printgroove POD Guide and open for editing.

Once the job is opened in Printgroove POD Ready, you can import files to add and edit. After editing, you can do proof printing using local printers, save the file to local repository. Then you can check-in the job to Printgroove POD Guide.



Note

- *At installation of Printgroove POD Ready, you can select the running mode on start-up. You can also select the running mode on startup using [Settings] dialog. About [Settings] dialog, please refer to "Settings" on page 7-2.*

When you check-in the job, it will be flattened before checking into the Printgroove POD Guide.

4.1.1 Preparation to use with Guide mode

To use with Guide mode, certain permissions set and node are necessary on Printgroove POD Guide.

Permissions set

To operate properly, it is necessary that the Guide user who uses Printgroove POD Ready with Guide mode has the following permissions;

- [Main] - [Inbox]: View
- [Jobs] - [Jobs]: Edit, View
- [Jobs] - [All Jobs]: View
- [Jobs] - [Files]: Create, Delete
- [Jobs] - [Proof Generation]: Create
- [Jobs] - [Status Change]: Edit

Before using with the Guide mode, create the permissions set on Printgroove POD Guide.

The dialog for Permissions setting on Printgroove POD Guide is as follows;

New Role

Role Name: Ready Operators

Description:

PERMISSIONS
Show All | Hide All

Main	Create	Edit	Delete	View	Select All:
Inbox	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View Tracker	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>
Queue	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>
Alert	-	<input type="checkbox"/>	-	-	<input type="checkbox"/>
Reports	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>
Statistics	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>
Select all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Jobs

Jobs	Create	Edit	Delete	View	Select All:
Add To Tracker	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>
PDF Conversion	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>
Internal Services	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>
Quote	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Archive	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>
Subscribe To Job	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>
Status Change	-	<input checked="" type="checkbox"/>	-	-	<input type="checkbox"/>
Select all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< Back Continue >

**Note**

- *[Proof Generation] is only needed to use [Send Proof] on the Printgroove POD Ready with Guide mode.*
- *About the detail of procedures to create permissions set, please refer to the User's Guide of Printgroove POD Guide.*

Node

When the node of the Workflow changes to the node of which node type is [Printgroove POD Ready], the user can check-out.

The node for Printgroove POD Ready are as follows;

- [Ready Assigned]: The assigned user can check-out from Workflow. This node has no constraints for the node which follows it.
- [Ready Pool]: The user of Printgroove POD Ready can Grab the job as part of the check-out process. This node has a constraint that [Ready] node must follow it.
- [Ready]: After the user Grab the job of [Ready Pool] node, the node shifts to this node. This node follows after [Ready Pool] node.

[Ready Assigned] node has the following settings;

- [Node Name]: Ready Assigned or any strings
- [Node Type]: Printgroove POD Ready
- [Status]: Ready Assigned

[Ready Pool] node has the following settings;

- [Node Name]: Ready Pool or any strings
- [Node Type]: Pool
- [Status]: Ready Pool

[Ready] node has the following settings;

- [Node Name]: Ready or any strings
- [Node Type]: Group
- [Status]: Ready or any strings

Before using with the Guide mode, create the node on Printgroove POD Guide.

The dialog for Node setting on Printgroove POD Guide is as follows;

The screenshot shows the 'New Node' configuration window. The 'Status' field is highlighted with a red box and contains the text 'Ready Assigned'. Other fields include 'Node Name' (Ready Assigned), 'Node Type' (Printgroove POD Ready), 'Hot folder' (N/A), 'Hourly Rate' (empty), 'Scope' (Public), and 'Allow' (Submit Proof, Submit Estimate). The 'Add Users' section shows 'Available Users' (zopadmin, rsc) and 'Users Selected for Node' (Ready Operator). The 'Select Primary User' dropdown is set to 'Ready Operator (Ready Operator)'. Buttons for 'Cancel' and 'Save' are at the bottom.



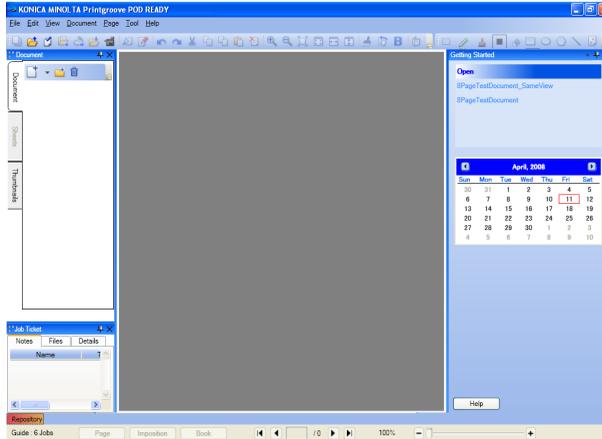
Note

- *About the detail of procedures to create permissions set, please refer to the User's Guide of Printgroove POD Guide.*

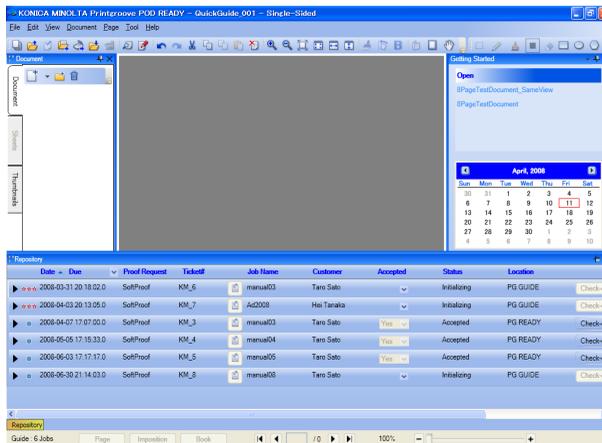
4.1.2 From Checking-Out To Exiting

To start with Guide Mode, follow these steps:

- 1 Launch Printgroove POD Ready.
The main window appears.



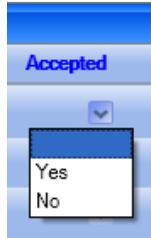
- 2 Select the job which you want to check out from [Repository Panel].



- To display [Repository Panel], select [View] - [Show Repository] or clicks [Repository] at the left bottom of the main window.

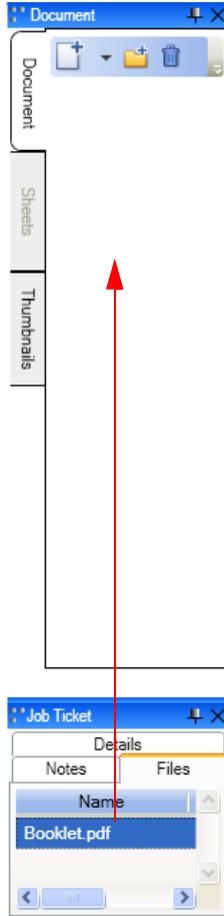
- 3 Select [File] - [Checkout from Guide] menu or click [Check-out] of the selected job in [Repository Panel].

- When the selected job is not accepted, you can not check-out the job. In this case, select [Yes] from [Accepted] of the job in [Repository Panel]. A message to confirm your acceptance appears. When you accept the job, click [OK], then you can check-out the job.
- When you want to reject the job, select [No] from [Accepted]. A message to confirm your rejecting appears. When you reject the job, click [OK], then the job will be deleted.



- 4 Select the checked-out job which you want to open from [Repository Panel] and select [File] - [Open Project] menu. Job Ticket information of the selected job is retrieved in to Printgroove POD Ready and the attached file is listed in [Files] sheet of [Job Ticket Panel].
- If there is an already opened modified job in the editor then the message to prompt to save the job appears. When you save the job, click [Yes]. The job is saved to the [Repository Panel] and the selected job opens to edit. When you discard the job, click [No]. The job is discarded and the selected project opens to edit.

- 5 Drag and drop the listed file from [Files] sheet of [Job Ticket Panel] to [Document Panel].
The first page of the document appears in [Page Area].



- If the file is a native file, it is converted to PDF file by dragging and dropping.
 - You can not drag and drop multiple files at a time.
- 6 If necessary, edit the job.
- To edit the job, follow the procedures of “Editing Document” on page 5-1.
 - To import files or scanned images, follow the procedures of “Import and Add Files” on page 4-27.
 - To view the print preview, follow the procedures of “Print Preview” on page 4-33.

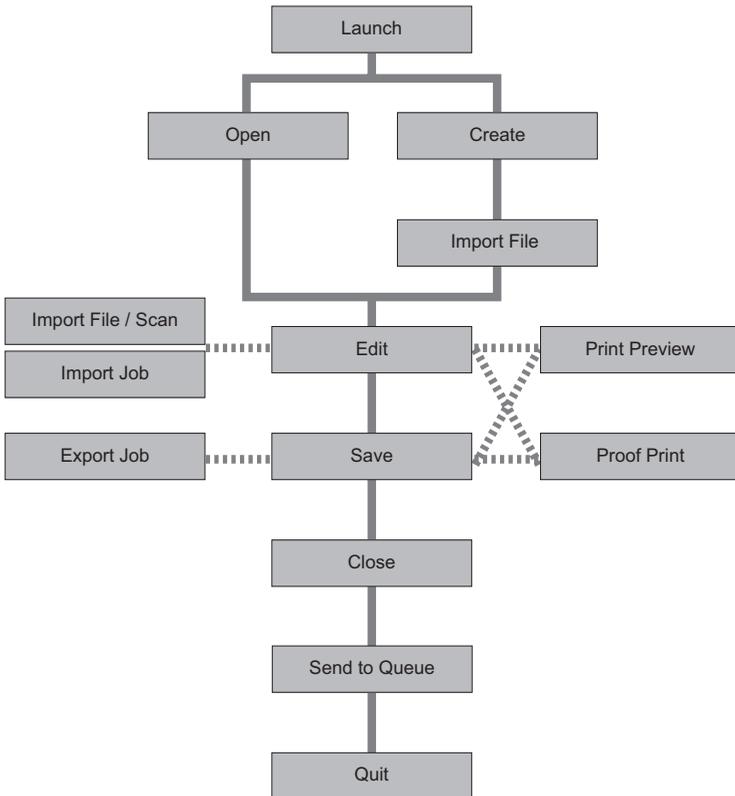
- To print proof, follow the procedures of “Proof Print” on page 4-35.

- 7** To save the job, follow select [File] - [Save] menu.
The job is saved to the [Repository Panel].
- 8** To send the job to Printgroove POD Guide for proof, click [Send Proof] of the selected job in [Repository Panel].
The job is flattened and send to Printgroove POD Guide.
 - When you send job for proof, the proof can be accepted or rejected with notes updated. If the proof is accepted, you can check-in the job.
 - After the proof is accepted, you can edit and check-in the job.
- 9** To check in the job, select [File] - [Transfer To GUIDE/QUEUE] menu or click [Check-in] of the selected job in [Repository Panel].
The job is flattened and checked into the Printgroove POD Guide.
- 10** To close the job, select [File] - [Close Project] menu.
When the job is not saved, the message to prompt to save the project appears.
 - When you save the job, click [Yes].
The job is saved to the [Repository Panel] and closed.
 - When you discard the job, click [No].
The job is discarded and closed.
- 11** To exit from Printgroove POD Ready, select [File] - [exit] menu.
When the job is not saved, the message to prompt to save the project appears.
 - When you save the job, click [Yes].
The job is saved to the [Repository Panel] and you can exit from Printgroove POD Ready.
 - When you discard the job, click [No].
The job is discarded and you can exit from Printgroove POD Ready.

4.2 Start With Queue Mode

Once you launch Printgroove POD Ready in this mode, you can create a new empty job or open the job created in Standalone Mode or with Queue Mode (including the imported job from the local repository).

Once the job is opened in Printgroove POD Ready, you can import files to add and edit. After editing, you can do proof printing using local printers, save the file to local repository and send to Printgroove POD Queue to print.



Note

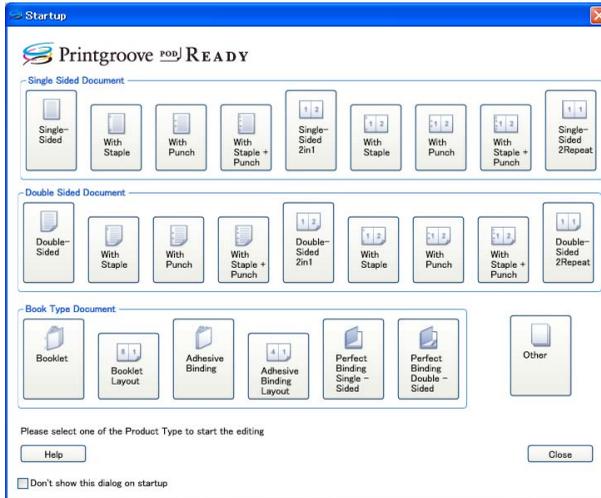
- *At installation of Printgroove POD Ready, you can select the running mode on startup. You can also select the running mode on startup using [Settings] dialog. About [Settings] dialog, please refer to “Settings” on page 7-1.*

- When you transfer the job, it will be flattened before sending to the Printgroove POD Queue.

4.2.1 From Creating New Job To Exiting

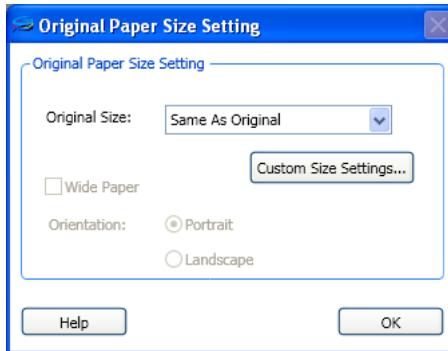
To start with Queue Mode and create a new empty job, follow these steps:

- 1 Launch Printgroove POD Ready.
[Startup] screen appears.



- When [Startup] screen is not appeared, Select [File] - [New Project] menu to create a new job. [Startup] screen appears.
- If you check [Don't show this dialog on startup], [Startup] screen will not be appeared at the next launching.

- 2 Select the product type.
[Original Paper Size Setting] dialog appears.



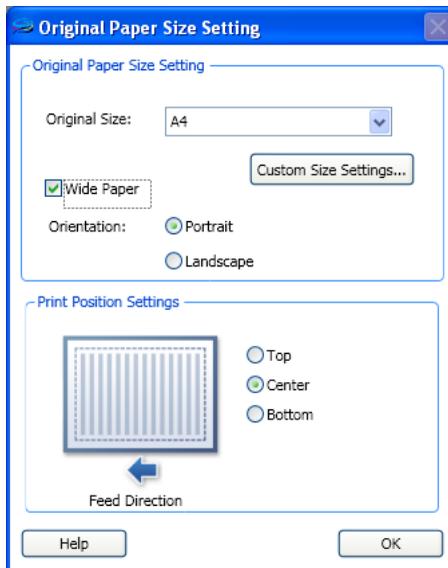
- About Product Type, please refer to “Product Type” on page 3-8.

- 3 Select original paper size from [Original Size].

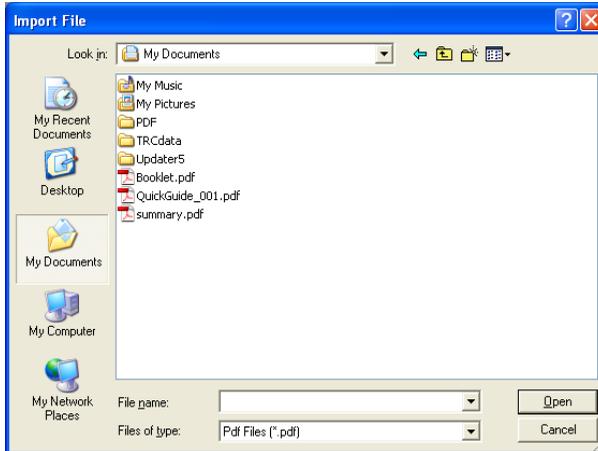
- When you want to set custom paper size, follow the procedures of “Page Type” on page 5-39.

- 4 To use Wide Paper, check [Wide Paper].

- When you check, [Original Paper Size Setting] dialog expands. In this case, select [Top], [Center], or [Bottom] as print position.

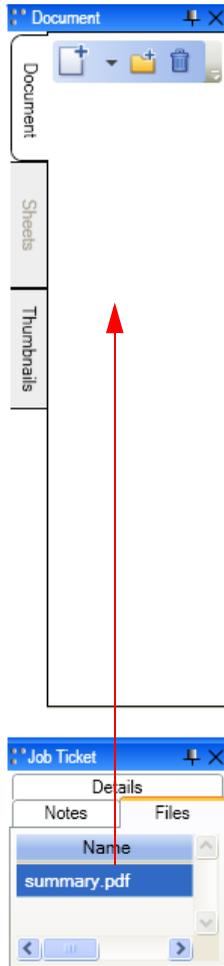


- 5 Select orientation of paper from [Orientation] and click [OK]. [Import File] dialog appears.



- To import scanned images, follow the procedures of “Import and Add Files” on page 4-27.
- 6 Specify the file(s) which you want to import and click [Open]. When you select one PDF file then it will be directly opened in [Page Area]. When you select one native file then it will be converted to PDF and opened in [Page Area]. When you select multiple files, those will be listed under the [Job Ticket Panel].
 - When you one file, go to Step 8.
 - When you select multiple files, go to Step 7.
 - When you do not import file(s), click [Cancel] and go to Step 8.

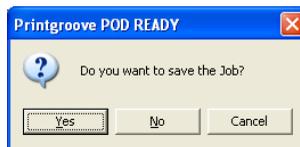
- 7 Drag and drop the listed file from [Files] sheet of [Job Ticket Panel] to [Document Panel].
The first page of the document appears in [Page Area].



- If the file is a native file, it is converted to PDF file by dragging and dropping.
 - You can not drag and drop multiple files at a time.
- 8 If necessary, edit the job.
- To edit the job, follow the procedures of “Editing Document” on page 5-1.
 - To import files or scanned images additionally, follow the procedures of “Import and Add Files” on page 4-27.

- To import an already job which is exported from Printgroove POD Ready and exists in the local disc, follow the procedures of “Import Project From Local Disc” on page 4-30.
- To view the print preview, follow the procedures of “Print Preview” on page 4-33.
- To print proof, follow the procedures of “Proof Print” on page 4-35.

- 9** To save the job, follow select [File] - [Save] menu.
The job is saved to the [Repository Panel].
- To export the job, follow the procedures of “Export Project To Local Disc” on page 4-32
- 10** To send the job to Printgroove POD Queue for proof print, click [Send Proof] of the selected job in [Repository Panel]
The job is flattened and send to Printgroove POD Queue.
- 11** To send the job to Printgroove POD Queue, select [File] - [Transfer To GUIDE/QUEUE] menu or click [Send] of the selected job in [Repository Panel].
The job is flattened and sent to the Printgroove POD Queue.
- When the job is sent, a confirmation message to remove the job from [Repository Panel] appears. Click [OK].
- 12** To close the job, select [File] - [Close Project] menu.
When the job is not saved, the message to prompt to save the project appears.



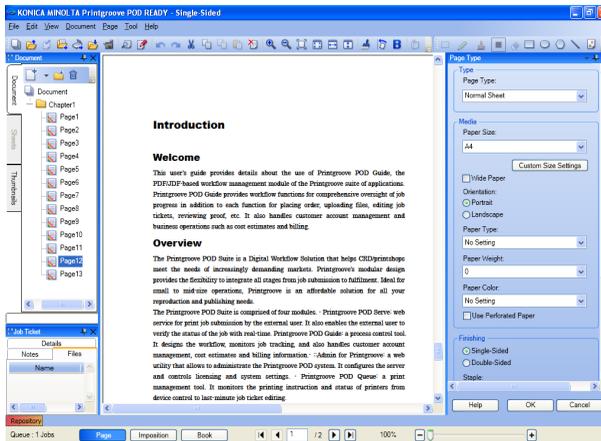
- When you save the job, click [Yes].
The job is saved to the [Repository Panel] and closed.
- When you discard the job, click [No].
The job is discarded and closed.

- 13** To exit from Printgroove POD Ready, select [File] - [exit] menu.
When the job is not saved, the message to prompt to save the project appears.
- When you save the job, click [Yes].
The job is saved to the [Repository Panel] and you can exit from Printgroove POD Ready.
 - When you discard the job, click [No].
The job is discarded and you can exit from Printgroove POD Ready.

4.2.2 From Opening Job To Exiting

To start with Queue Mode and open job, follow these steps:

- 1 Launch Printgroove POD Ready.
[Startup] screen appears.
 - When [Start Screen] is not appeared, go to Step 3.
 - If you check [Don't show this dialog on startup], [Startup] screen will not be appeared at the next launching.
- 2 Click [Close].
- 3 Select the job which you want to open from [Repository Panel].
 - To display [Repository Panel], select [View] - [Repository Panel] or clicks [Show Repository] at the left bottom of the main window.
- 4 Select [File] - [Open Project] menu.
The selected job opens to edit in main window.



- If there is an already opened modified job in the editor then the message to prompt to save the job appears.
When you save the job, click [Yes].
The job is saved to the [Repository Panel] and the selected job opens to edit.
When you discard the job, click [No].
The job is discarded and the selected project opens to edit.

- 5 If necessary, edit the job.

- To edit the job, follow the procedures of “Editing Document” on page 5-1.
- To import native files or scanned images, follow the procedures of “Import and Add Files” on page 4-27.
- To import an already job which is exported from Printgroove POD Ready and exists in the local disc, follow the procedures of “Import Project From Local Disc” on page 4-30.
- To view the print preview, follow the procedures of “Print Preview” on page 4-33.
- To print proof, follow the procedures of “Proof Print” on page 4-35.

6 To save the job, follow select [File] - [Save] menu.
The job is saved to the [Repository Panel].

- To export the job, follow the procedures of “Export Project To Local Disc” on page 4-32.

7 To send the job to Printgroove POD Queue for proof print, click [Send Proof] of the selected job in [Repository Panel]
The job is flattened and send to Printgroove POD Queue.

8 To send the job to Printgroove POD Queue, select [File] - [Transfer To GUIDE/QUEUE] menu.
The job is flattened and sent to the Printgroove POD Queue.

- When the job is sent, a confirmation message to remove the job from [Repository Panel] appears. Click [OK].

9 To close the job, select [File] - [Close Project] menu.
When the job is not saved, the message to prompt to save the project appears.

- When you save the job, click [Yes].
The job is saved to the [Repository Panel] and closed.
- When you discard the job, click [No].
The job is discarded and closed.

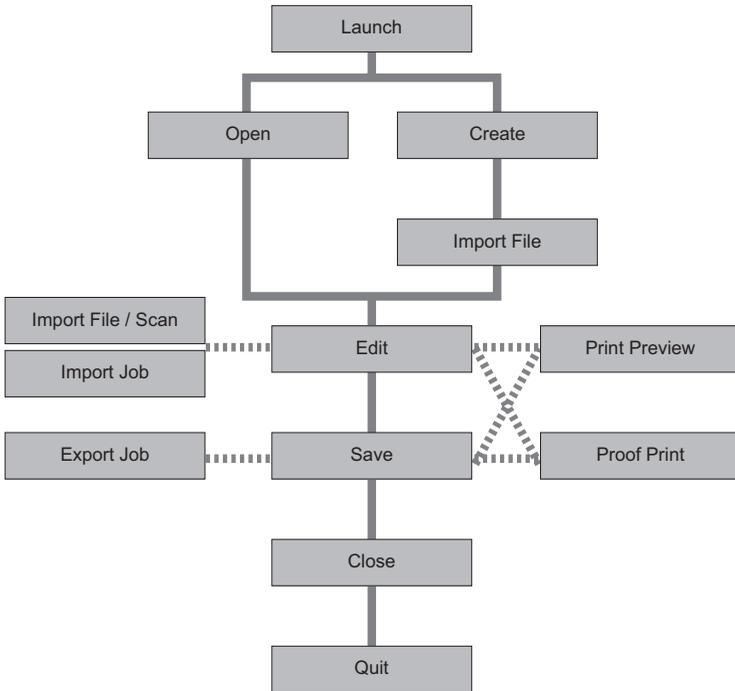
10 To exit from Printgroove POD Ready, select [File] - [exit] menu.
When the job is not saved, the message to prompt to save the project appears.

- When you save the job, click [Yes].
The job is saved to the [Repository Panel] and you can exit from Printgroove POD Ready.
- When you discard the job, click [No].
The job is discarded and you can exit from Printgroove POD Ready.

4.3 Start in Standalone Mode

Once you launch Printgroove POD Ready in this mode, you can create a new empty job or open the job created in Standalone Mode or with Queue Mode (including the imported job from the local repository).

Once the job is opened in Printgroove POD Ready, you can import files to add and edit. After editing, you can do proof printing using local printers, save the file to local repository.



Note

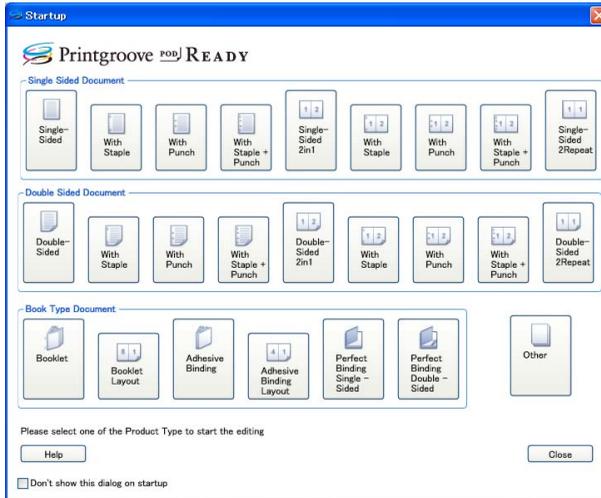
- At installation of Printgroove POD Ready, you can select the running mode on startup. You can also select the running mode on startup using [Settings] dialog. About [Settings] dialog, please refer to "Settings" on page 7-1.
- Then user can do proof printing using local printers. The job will be send to proof print through locally installed printer. The job will stay there in the local repository even after sending the job for local proof print. User can reopen that job and edit again and send proof

print locally again. Here printing is not done through Printgroove POD Queue. The job will not be flattened in this mode.

4.3.1 From Creating New Job To Exiting

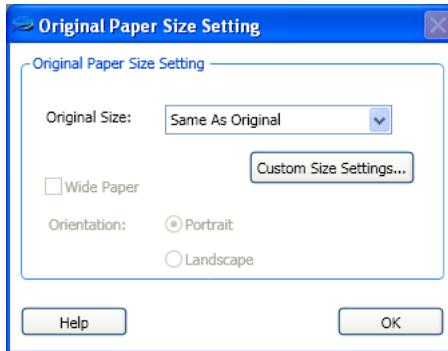
To start in Standalone Mode and create a new empty job, follow these steps:

- 1 Launch Printgroove POD Ready.
[Startup] screen appears.



- When [Startup] screen is not appeared, Select [File] - [New Project] menu to create a new job. [Startup] screen appears.
- If you check [Don't show this dialog on startup], [Startup] screen will not be appeared at the next launching.

- 2 Select the product type.
[Original Paper Size Setting] dialog appears.



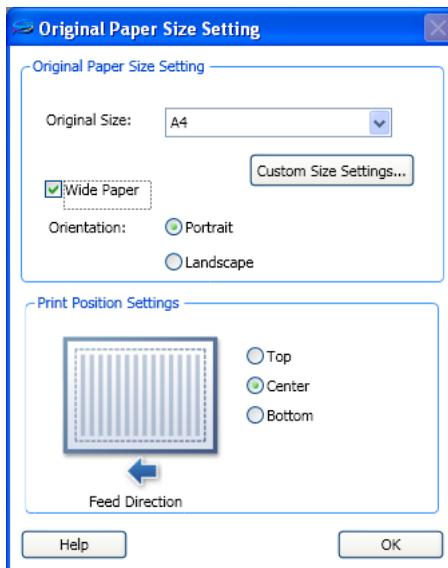
- About Product Type, please refer to “Product Type” on page 3-8.

- 3 Select original paper size from [Original Size].

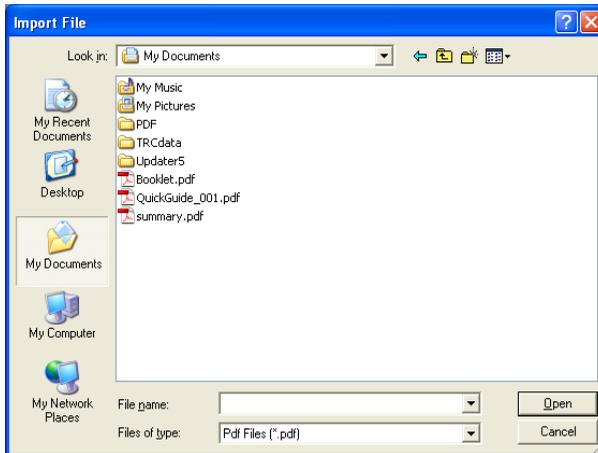
- When you want to set custom paper size, follow the procedures of “Page Type” on page 5-39

- 4 To use Wide Paper, check [Wide Paper].

- When you check, [Original Paper Size Setting] dialog expands. In this case, select [Top], [Center], or [Bottom] as print position.

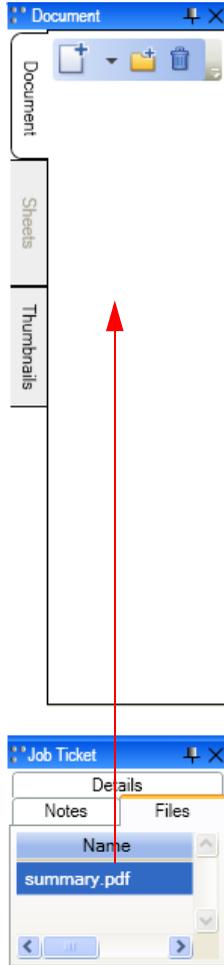


- 5 Select orientation of paper from [Orientation] and click [OK]. [Import File] dialog appears.



- To import scanned images, follow the procedures of “Import and Add Files” on page 4-27.
- 6 Specify the file(s) which you want to import and click [Open]. When you select one PDF file then it will be directly opened in [Page Area]. When you select one native file then it will be converted to PDF and opened in [Page Area]. When you select multiple files, those will be listed under the [Job Ticket Panel].
 - When you one file, go to Step 8.
 - When you select multiple files, go to Step 7.
 - When you do not import file(s), click [Cancel] and go to Step 8.

- 7 Drag and drop the listed file from [Files] sheet of [Job Ticket Panel] to [Document Panel].
The first page of the document appears in [Page Area].



- If the file is a native file, it is converted to PDF file by dragging and dropping.
 - You can not drag and drop multiple files at a time.
- 8 If necessary, edit the job.
- To edit the job, follow the procedures of “Editing Document” on page 5-1.
 - To import files or scanned images additionally, follow the procedures of “Import and Add Files” on page 4-27.

- To import an already job which is exported from Printgroove POD Ready and exists in the local disc, follow the procedures of “Import Project From Local Disc” on page 4-30.
- To view the print preview, follow the procedures of “Print Preview” on page 4-33.
- To print proof, follow the procedures of “Proof Print” on page 4-35.

9 To save the job, follow select [File] - [Save] menu.
The job is saved to the [Repository Panel].

- To export the job, follow the procedures of “Export Project To Local Disc” on page 4-32.

10 To close the job, select [File] - [Close Project] menu.
When the job is not saved, the message to prompt to save the project appears.



- When you save the job, click [Yes].
The job is saved to the [Repository Panel] and closed.
- When you discard the job, click [No].
The job is discarded and closed.

11 To exit from Printgroove POD Ready, select [File] - [exit] menu.
When the job is not saved, the message to prompt to save the project appears.

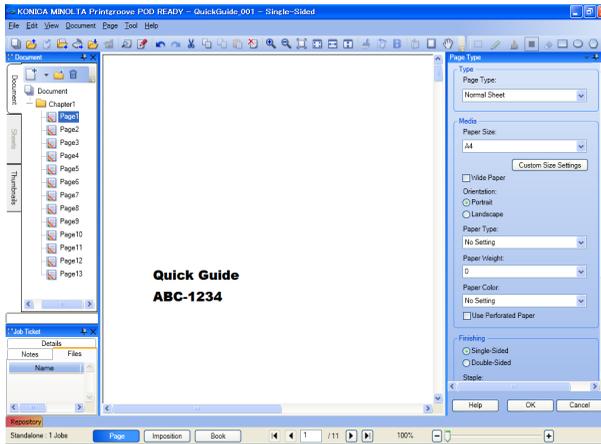
- When you save the job, click [Yes].
The job is saved to the [Repository Panel] and you can exit from Printgroove POD Ready.
- When you discard the job, click [No].
The job is discarded and you can exit from Printgroove POD Ready.

4.3.2 From Opening Job To Exiting

To start in Standalone Mode and open job, follow these steps:

- 1** Launch Printgroove POD Ready.
[Startup] screen appears.
- When [Startup] screen is not appeared, go to Step 3.
 - If you check [Don't show this dialog on startup], [Startup] screen will not be appeared at the next launching.

- 2 Click [Close].
- 3 Select the job which you want to open from [Repository Panel].
 - To display [Repository Panel], select [View] - [Repository Panel] or clicks [Show Repository] at the left bottom of the main window.
- 4 Select [File] - [Open Project] menu.
The selected job opens to edit in main window.



- If there is an already opened modified job in the editor then the message to prompt to save the job appears.
When you save the job, click [Yes].
The job is saved to the [Repository Panel] and the selected job opens to edit.
When you discard the job, click [No].
The job is discarded and the selected project opens to edit.

- 5 If necessary, edit the job.
 - To import scanned images, follow the procedures of “Import and Add Files” on page 4-27.
 - To edit the job, follow the procedures of “Editing Document” on page 5-1.
 - To import an already job which is exported from Printgroove POD Ready and exists in the local disc, follow the procedures of “Import Project From Local Disc” on page 4-30.
 - To view the print preview, follow the procedures of “Print Preview” on page 4-33.
 - To print proof, follow the procedures of “Proof Print” on page 4-35.

- 6 To save the job, select [File] - [Save] menu.
The job is saved to the [Repository Panel].
 - To export the job, follow the procedures of “Export Project To Local Disc” on page 4-32.
- 7 To close the job, select [File] - [Close Project] menu.
When the job is not saved, the message to prompt to save the project appears.
 - When you save the job, click [Yes].
The job is saved to the [Repository Panel] and closed.
 - When you discard the job, click [No].
The job is discarded and closed.
- 8 To exit from Printgroove POD Ready, select [File] - [exit] menu.
When the job is not saved, the message to prompt to save the project appears.
 - When you save the job, click [Yes].
The job is saved to the [Repository Panel] and you can exit from Printgroove POD Ready.
 - When you discard the job, click [No].
The job is discarded and you can exit from Printgroove POD Ready.

4.4 Import and Add Files

You can import files or scanned images in all mode.

The imported file is listed under [Files] sheet of [Job Ticket Panel] then you can add imported files or scanned images to the project or job opened in the Job Editor.

You can add the imported files to the project or job by dragging and dropping from [Files] sheet to [Document Panel].



Note

About the detail of [Job Ticket Panel], please refer to “Job Ticket Panel” on page 3-33.

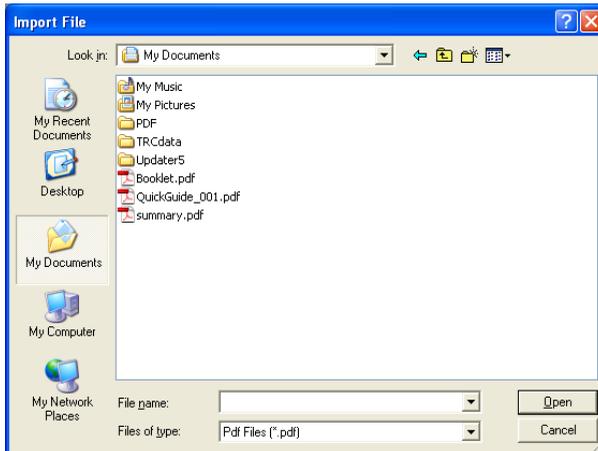
About the detail of scanned images using scanner driver, please refer to Scanner User Guide.

You can also import and add files to the job using [Add Sheet] icon in [Document] sheet of [Document Panel]. About the details of [Add Sheet] icon, please refer to “Document Panel” on page 3-28.

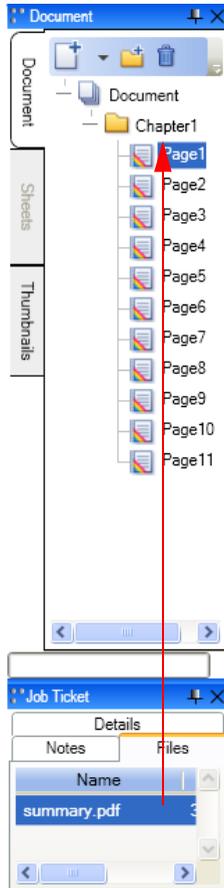
You can import files by dragging and dropping of files into [Files] sheet of [Job Ticket Panel].

To import and add a native file, follow these steps:

- 1 Select [File] - [Import] - [File] menu.
[Import File] dialog appears.



- 2 Specify the file(s) which you want to import and click [Open].
The file name will be listed under [Files] sheet of [Job Ticket Panel].
- 3 Drag and drop the imported file from [Files] sheet of [Job Ticket Panel] to the position to insert in [Document Panel].
The file will be added to the document.

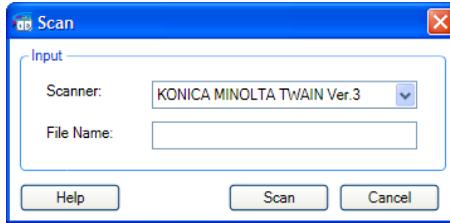


- If the file is a native file, it is converted to PDF file by dragging and dropping.
- You can not drag and drop multiple files at a time.

To import a scanned image, follow these steps:

- 1 Confirm the connection between Scanner and Printgroove POD Ready machine and set the original to Scanner.

- 2 Select [File] - [Import] - [Scan] menu.
[Scan] dialog appears.



- 3 Specify the scanner which you use to scan image from [Scanner].
- 4 Specify the file name for scanned image and click [Scan].
Scanning starts and the file name will be listed under [Files] sheet of [Job Ticket Panel].
- 5 After scanning, click [Cancel].
[Scan] dialog closes.
- 6 Dragging and dropping the imported file from [Files] sheet of [Job Ticket Panel] to the position to insert in [Document Panel].
The scanned image will be added to the document.

4.5 Import Project From Local Disc

You can import an already exported job that exists in the local disc in Standalone mode or with Queue mode.

The imported job listed in [Repository Panel]. You can open the imported job with double clicking the job in [Repository Panel].

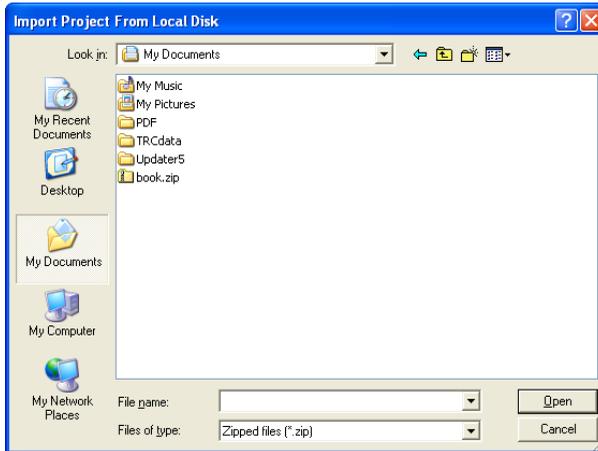


Note

- About the detail of [Repository Panel], please refer to “Repository Panel” on page 3-46.

To import the job from local disk, follow these steps:

- 1 Select [File] - [Import Project From Local Disk] menu. [Import Project From Local Disk] dialog appears.



- 2 Specify the job file which you want to import and click [Open]. The file name will be listed in [Repository Panel].

To open the imported job, follow these steps:

- 1 Select the imported job which you want to open from [Repository Panel].
 - To display [Repository Panel], select [View] - [Repository Panel] or clicks [Show Repository] at the left bottom of the main window.

- 2 Select [File] - [Open Project] menu or double click the job you selected. If there is an already opened modified job in the editor then the message to prompt to save the project appears.



- When you save the job, click [Yes].
The job is saved to the [Repository Panel] and the selected job opens to edit.
- When you discard the job, click [No].
The job is discarded and the selected job opens to edit.

4.6 Export Project To Local Disc

You can export a job saved to the [Repository Panel] to the local disc.

You can import the exported job using with [File] - [Import Project From Local Disk] menu.

This menu is enabled only in Standalone or with QUEUE mode after selecting a job in the job list of [Repository Panel].

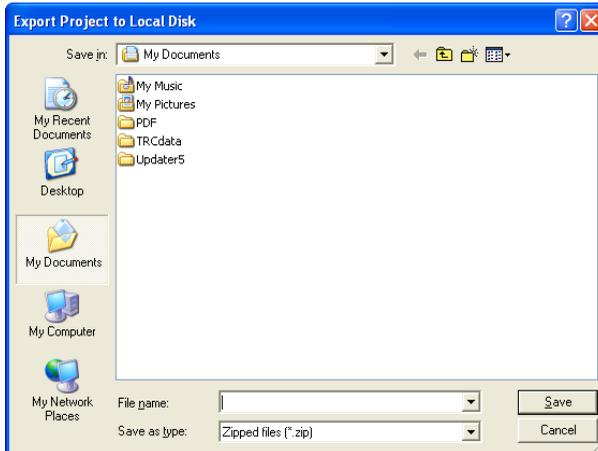


Note

- *About the detail of [Repository Panel], please refer to "Repository Panel" on page 3-46.*

To export the job to local disk, follow these steps:

- 1 Select the job which you want to export from [Repository Panel].
 - To display [Repository Panel], select [View] - [Repository Panel] or clicks [Show Repository] at the left bottom of the main window.
- 2 Select [File] - [Export Project to Local Disk] menu.
[Export Project to Local Disk] dialog appears.



- 3 Select the location to export and the name of the export file, and click [Save].
When the job is exported successfully, a message appears. Click [OK].

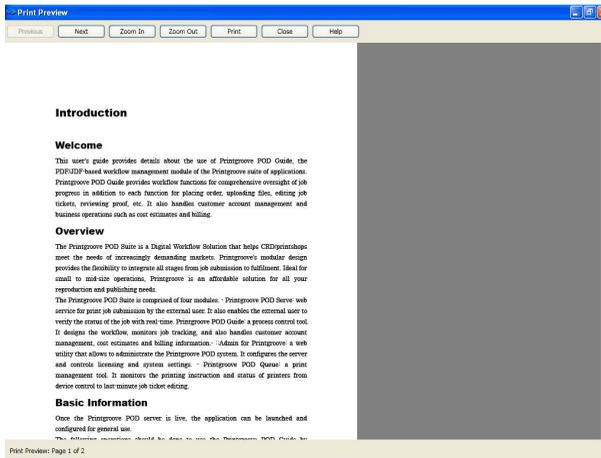
4.7 Print Preview

In all modes, you can preview and print the entire document using local printers.

This menu is enabled only if a job is opened.

To preview and print, follow these steps:

- 1 Select [File] - [Print Preview] menu.
Preview Window appears and the first page of the document is displayed.



- To preview previous page, click [Previous].
- To preview next page, click [Next].
- To zoom in the page, click [Zoom In].
- To zoom out the page, click [Zoom Out].

4.8 Proof Print

You can print for proof of the entire document in all modes.

This menu is enabled only when a job is opened.

When you do proof print, the job will be send to proof print through locally installed printer. The job will stay there in [Local Repository] even after sending the job for local proof print. Then you can reopen that job and edit again and send proof print locally again.

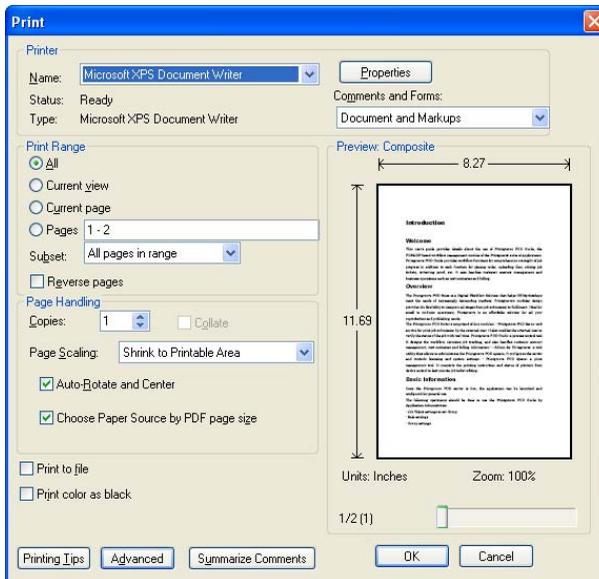


Note

- *Proof Printing is not done through Printgroove POD Queue.*
- *The job will not be flattened in proof printing.*

To print for proof, follow these steps:

- 1 Select [File] - [Proof Print] menu.
[Print] dialog appears.



- 2 Specify settings for print and click [OK].
Proof printing starts.

4.9 Open QUEUE client

You can launch the Printgroove POD Queue client application from Printgroove POD Ready separately in all modes.

This menu is enabled only when Printgroove POD Queue client is installed in the Printgroove POD Ready machine.

The QUEUE client application is just invoked from Printgroove POD Ready and after that it has no link with Printgroove POD Ready.

To open Printgroove POD Queue, follow these steps:

- 1 Select [File] - [Open QUEUE client] menu.
The window of Printgroove POD Queue appears.



Note

You can not invoke multiple Printgroove POD Queue clients.

4.10 Delete Project

You can delete a job saved to the [Repository Panel] in Standalone mode or with Queue mode.

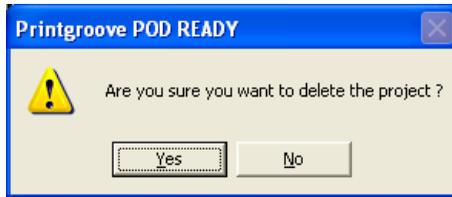


Note

- *About the detail of [Repository Panel], please refer to “Repository Panel” on page 3-46.*

To delete the job from [Repository Panel], follow these steps:

- 1 Select the job which you want to delete from [Repository Panel].
 - To display [Repository Panel], select [View] - [Show Repository] or clicks [Repository] at the left bottom of the main window.
- 2 Select [File] - [Delete Project] menu.
A confirmation message appears.



- 3 Click [Yes].
Selected job will be removed.

5 Editing Document

Printgroove POD Ready provides several functions to edit the job opened in Printgroove POD Ready. Job Ticket information will be updated by some results of editing. Some results will be saved as flattened document, not in Job Ticket.

This chapter describes functions to edit document, chapter and page excluding functions to draw raster image and to place Printgroove POD Ready object which are described in Chapter 6.

In this chapter the following menus of Printgroove POD Ready.

Menu Item			
Edit	Undo		Please refer to "Undo" on page 5-5.
	Redo		Please refer to "Redo" on page 5-5.
	Cut		Please refer to "Cut Page" on page 5-12.
	Copy		Please refer to "Copy Page" on page 5-12.
	Paste		Please refer to "Paste" on page 5-12.
	Delete		Please refer to "Delete Chapter" on page 5-7 and "Delete Sheet / Page" on page 5-10.
	Select Pages	All Pages	Please refer to "Select Document" on page 5-4 and "Select Chapter/Page" on page 5-4.
	Even Pages	Please refer to "Select Chapter/Page" on page 5-4.	
	Odd Pages	Please refer to "Select Chapter/Page" on page 5-4.	
View	Hand		Please refer to "Hand" on page 5-6.
	Show Finishing Options		Please refer to "Show Finishing Options" on page 5-61.

Menu Item			
Docu- ment	Add Chapter	Please refer to "Add Chapter" on page 5-7.	
	Add...	Empty Sheet	Please refer to "Add Sheet" on page 5-8.
		Interleaving Sheet	Please refer to "Add Sheet" on page 5-8.
		Tab Sheet	Please refer to "Add Sheet" on page 5-8.
		Slip Sheet	Please refer to "Add Sheet" on page 5-8.
		Insert...	Please refer to "Add Sheet" on page 5-8.
	Perfect Binder Cover Designer	Please refer to "Add Perfect Binder Cover" on page 5-15.	
	Add/Edit Watermark	Please refer to "Watermark" on page 5-24.	
	Delete Watermark	Please refer to "Watermark" on page 5-24.	
	Add/Edit Header and Footer	Please refer to "Header/Footer" on page 5-27.	
	Delete Header and Footer	Please refer to "Header/Footer" on page 5-27.	
	Optimize Scan	Despeckle...	Please refer to "Despeckle" on page 5-43.
		Deskew...	Please refer to "Deskew" on page 5-44.
		Bolden Image...	Please refer to "Bolden Image" on page 5-46.
	Print Settings	Please refer to "Print Settings" on page 5-56.	
	Product Type	Please refer to "Product Type" on page 5-36.	
	Page Type	Please refer to "Page Type" on page 5-39.	
	Show Job Ticket	Please refer to "Show Job Ticket" on page 5-59.	
	Tab Sheet Settings	Please refer to "Tab Sheet Settings" on page 5-32.	
	Move	Please refer to "Move" on page 5-47.	
Crop	Please refer to "Crop" on page 5-51.		

Menu Item			
Docu- ment	Insert Banner Page		Please refer to "Insert Banner Page" on page 5-58.
	Color Identification		Please refer to "Color Identification" on page 5-62.
Page	Edit Tab Sheet		Please refer to "Tab Sheet Settings" on page 5-32.
	Change Page Type	Tab Sheet	Please refer to "Page Type" on page 5-39.
		Interleave Sheet	Please refer to "Page Type" on page 5-39.
		Normal Sheet	Please refer to "Page Type" on page 5-39.
	Optimize Scan	Despeckle	Please refer to "Despeckle" on page 5-43.
		Deskew	Please refer to "Deskew" on page 5-44.
		Bolden Image	Please refer to "Bolden Image" on page 5-46.
	Move		Please refer to "Move" on page 5-47.
	Crop		Please refer to "Crop" on page 5-51.
	Rotate Contents (Clockwise)		Please refer to "Rotate Contents Clockwise" on page 5-54.
Rotate Contents (Counter Clockwise)		Please refer to "Rotate Contents Counter Clockwise" on page 5-55.	

5.1 Basic Operation to Edit

This section describes the basic operation for editing the entire document.

5.1.1 Select Document

You can select the entire document.

To select the entire document, follow these steps:

- 1 Select document node in [Document] sheet of [Document Panel].



Note

When you select document node, the first page of the document will be displayed in [Page Area] and [Product Type Panel] will be displayed.

5.1.2 Select Chapter/Page

You can select one or more chapters/pages in [Document Panel].

You can also select all pages, even pages, or odd pages present in the document.



Note

You can select sheet in [Sheet] sheet.

To select one chapter/page, follow these steps:

- 1 Click the chapter node icon, or page node icon/thumbnail in [Document]/[Thumbnail] sheet.



Note

You cannot select chapter in [Thumbnail] sheet.

To select multiple chapters/pages, follow these steps:

- 1 Click one of the chapter node icons, or page node icons/thumbnails in [Document]/[Thumbnail] sheet.
- 2 While holding down the [Ctrl] key, click each of the rest of the chapters/pages to select.



...

Note

You cannot select chapters in [Thumbnail] sheet.

To select continuous chapters/pages, follow these steps:

- 1 Click the first chapter node icon, or page node icon/thumbnaill of the range to select in [Document]/[Thumbnail] sheet.
- 2 While holding down the [Shift] key, click the last page of the range.



...

Note

You cannot select chapters in [Thumbnail] sheet.

To select all pages present in the document, follow these steps:

- 1 Select [Edit] - [Select Pages] - [All Pages] menu.



...

Note

When [Document Panel] is active, you can also select all pages using [Edit] - [Select All] menu.

To select even pages or odd pages present in the document, follow these steps:

- 1 When you want to select even pages present in the document, select [Edit] - [Select Pages] - [Even Pages] menu.
- 2 When you want to select odd pages present in the document, select [Edit] - [Select Pages] - [Odd Pages] menu.

5.1.3 Undo

You can cancel the last operation on the job.

To undo, follow these steps:

- 1 Select [Edit] - [Undo] menu.
The last operation is cancelled.

5.1.4 Redo

You can cancel an “Undo” operation on the project or job.

To redo, follow these steps:

- 1 Select [Edit] - [Redo] menu.
The “Undo” operation is cancelled.

5.1.5 Hand

You can change the cursor to “Hand” cursor. When you drag the mouse with “Hand” cursor in [Page Area], you can scroll the pages displayed.



5.2 Add / Delete Chapter

5.2.1 Add Chapter

You can insert a new chapter into the document.



Note

A new chapter has no page when it is inserted.

To add a new Chapter, follow these steps:

- 1 Select a chapter node icon to insert in [Document] sheet.
- 2 Click [Add Chapter] icon in [Document] sheet or select [Document] - [Add Chapter] menu.
[Add Chapter] dialog appears.
- 3 Specify the location for inserting the chapter before or after the currently selected chapter.
- 4 Click [OK].
A new chapter will be inserted.

5.2.2 Delete Chapter

You can delete selected chapter(s).



Note

When you delete chapter(s), the page(s) included in the chapter to delete will be deleted.

To delete chapter(s), follow these steps:

- 1 Select one or multiple chapter node icon(s) to delete in [Document] sheet.
- 2 Select [Edit] - [Delete] menu.
The selected chapter(s) and pages included in the selected will be deleted.



Note

You can delete the selected chapter(s) using [Delete] key.

5.3 Add / Delete Sheet

5.3.1 Add Sheet

You can insert a new page into the document as follows.

Page Icons	Description
Empty Sheet	You can insert a new empty page.
Interleaving Sheet	You can insert a special kind of sheet and you can edit this type of sheet.
Tab Sheet	You can insert a sheet that will be having an extended area over the edges and you can edit sheet using [Page] - [Edit Tab Sheet] menu.
Slip Sheet	You can insert a special kind of sheet but you cannot edit this type of sheet.

You can also insert PDF file to [Document] sheet.



Note

- *About detail of importing and adding native files, please refer to “Import and Add Files” on page 4-27.*

To add Empty Sheet or Interleaving Sheet, follow these steps:

- 1 Select a page node icon/thumbnaill to insert in [Document]/[Thumbnail] sheet.
- 2 Click [Add Sheet] icon in [Document] or select [Document] - [Add] menu.
Sub menu appears.
- 3 Select [Empty Sheet] or [Interleaving Sheet].
[Add Sheet] dialog appears.
- 4 Specify the location for inserting the sheet before or after the currently selected page.
- 5 Specify the size of the paper to be inserted. You can select standard paper size from the drop down control or you can specify the custom paper size.
When you want to set custom paper size, follow the procedures of “To set customer paper size, follow these steps:” on page 5-42 on page.
- 6 Click [OK].
Selected sheet will be inserted.

To add Tab Sheet, follow these steps:

- 1 Select a page node icon/thumbnaill to insert in [Document]/[Thumbnail] sheet.
- 2 Click [Add Sheet] icon in [Document] or select [Document] - [Add] menu.
Sub menu appears.
- 3 Select [Tab Sheet].
[Add Tab Sheet] dialog appears.
 - If it is the first time to add Tab sheet, [Tab Sheet Settings] dialog appears. To set [Tab Sheet Settings] dialog, follow the procedures of “Tab Sheet Settings” on page 5-32. After [Tab Sheet Settings] dialog setting, [Add Tab Sheet] dialog appears.
- 4 Specify the location for inserting the sheet before or after the currently selected page.
- 5 Click [OK].
[Edit Tab Sheet] dialog appears.
- 6 Set [Edit Tab Sheet] dialog with the procedures of “Tab Sheet Settings” on page 5-32 and click [OK].
Tab sheet(s) will be inserted.

To add Slip Sheet, follow these steps:

- 1 Select a page node icon/thumbnaill to insert in [Document]/[Thumbnail] sheet.
- 2 Click [Add Sheet] icon in [Document] or select [Document] - [Add] menu.
Sub menu appears.
- 3 Select [Slip Sheet].
[Add Slip Sheet] dialog appears.
- 4 Specify the location for inserting the sheet before or after the currently selected page.
- 5 Specify the size of the paper to be inserted. You can select standard paper size from the drop down control.
- 6 Specify the number of Slip sheets to be inserted.

- 7 Click [OK].
Slip sheet(s) will be inserted.

To add PDF file in [Document]/[Thumbnail] sheet, follow these steps:

- 1 Select a page node icon/thumbnaill to insert in [Document]/[Thumbnail] sheet.
- 2 Click [Add Sheet] icon in [Document] or select [Document] - [Add] menu.
Sub menu appears.
- 3 Select [Insert].
[Open] dialog appears.
- 4 Specify PDF file which you want to insert and click [Open].
The file will be inserted.



Note

- *In case of Double-Sided job, both page settings of front side and the settings of back side should be the same. If page properties of the following page have not changed, the page properties of the following page should be changed according to the properties of front side page*
- *In case of Tab sheet, Double-sided cannot be specified for this sheet. Only front side is printable side.*
- *When any page properties of content page are changed, this information should be recorded as exception page(s) setting for creating suitable Job Ticket.*
- *These behaviours are also applicable to Mixplex job (Some portion in a job are double-sided.)*
- *About detail of importing and adding files, please refer to "Import and Add Files" on page 4-27.*

5.3.2 Delete Sheet / Page

You can delete selected Sheet(s)/Page(s).



Note

- *When you delete sheet(s), the page(s) included in the sheet to delete will be deleted.*

To delete page(s), follow these steps:

- 1 Select one or multiple page node icon(s)/thumbnail(s) to delete in [Document]/[Thumbnail] sheet.
- 2 Click [Delete Page] icon in [Document] or select [Edit] - [Delete] menu. The selected page(s) will be deleted.

**Note**

You can delete the selected page(s) using [Delete] key.

To delete page(s) in sheet(s), follow these steps:

- 1 Select one or multiple sheet icon(s) to delete in [Sheet] sheet.
- 2 Select [Edit] - [Delete] menu. The selected sheet and page(s) included in the selected sheet will be deleted.

**Note**

You can delete the selected sheet(s) using [Delete] key.

5.4 Cut, Copy, Paste Page

5.4.1 Cut Page

You can remove the selected page(s) and keep it in the clipboard of Printgroove POD Ready memory.

For Perfect Binder Cover sheet or Uneditable sheet, cut operation cannot be performed for these pages.

To cut page(s), follow these steps:

- 1 Select one or multiple page node icon(s)/thumbnail(s) to cut in [Document]/[Thumbnail] sheet.
- 2 Select [Edit] - [Cut] menu.
The selected page(s) will be removed.

5.4.2 Copy Page

You can copy the selected page(s) to Printgroove POD Ready memory.

For Perfect Binder Cover sheet or Uneditable sheet, copy operation cannot be performed for these pages.

To copy page(s), follow these steps:

- 1 Select one or multiple page node icon(s)/thumbnail(s) to copy in [Document]/[Thumbnail] sheet.
- 2 Select [Edit] - [Copy] menu.
The selected item will be copied.

5.4.3 Paste

You can paste the copied page(s) in Printgroove POD Ready memory in the cursor position of the document panel.

For Perfect Binder Cover sheet or Uneditable sheet, paste operation cannot be performed for these pages.

To paste page(s), follow these steps:

- 1 Select a page node icon/thumbnail to insert in [Document]/[Thumbnail] sheet.
- 2 Select [Edit] - [Paste] menu.
[Insert] dialog appears.

- 3** Specify the location for inserting the sheet before or after the currently selected page.
- 4** Click [OK].
The copied page will be pasted.

5.5 Change Order

You can change the order of chapters and pages.



Note

- *You can change the order of similar type items at a time. That is only the order pages or only chapters and not a mix of items can be changed.*

To change the order of chapters, follow these steps:

- 1 Select one or multiple chapter node icon(s) to move in [Document] sheet.
- 2 Drag the selected chapter s to the destination point to insert. Guide line is displayed between target chapters while dragging chapter node icon(s).
- 3 Release the mouse button (drop) at the destination point in [Document] sheet.
The order of the page(s) will be changed and [Page Area] will be updated accordingly.

To change the order of pages, follow these steps:

- 1 Select one or multiple page node icon(s) to move in [Document] sheet.
- 2 Drag the selected pages to the destination point to insert. Guide line is displayed between target icons while dragging page node icon(s).
- 3 Release the mouse button (drop) at the destination point in [Document] sheet.
The order of the page(s) will be changed and [Page Area] will be updated accordingly.

5.6 Add Perfect Binder Cover

You can add Perfect Binder Cover with [Perfect Binder Cover Designer Wizard].

[Perfect Binder Cover Designer Wizard] guides you step by step through the design of a cover page for the Perfect Binder.

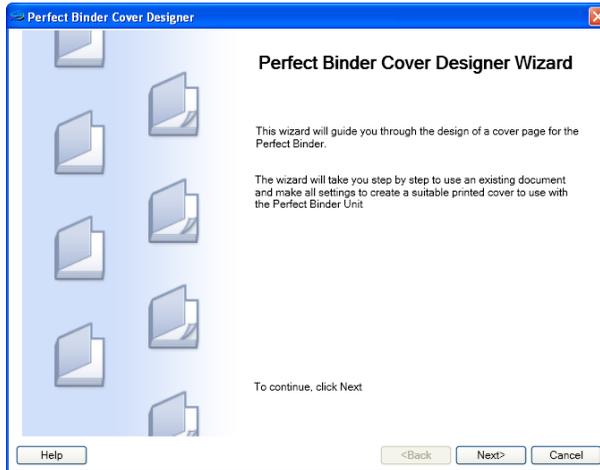


Note

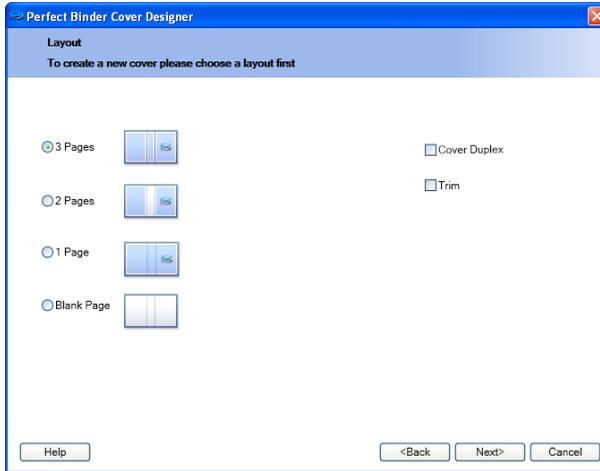
You can add Perfect Binder Cover when the product type is "Perfect Binder".

To add a Perfect Binder Cover, follow these steps:

- 1 Select [Document] - [Perfect Binder Cover Designer] menu. Startup screen of [Perfect Binder Cover Designer Wizard] appears.

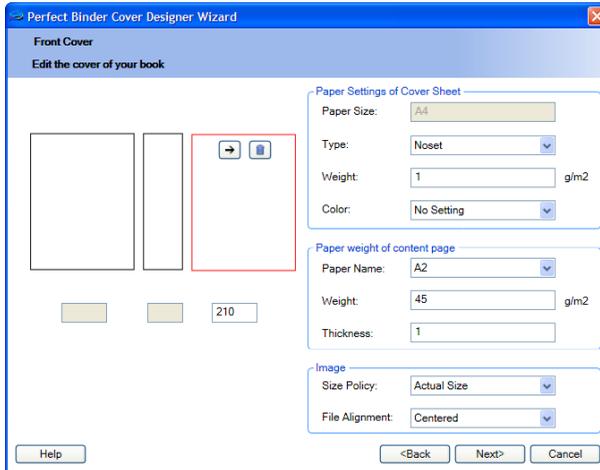


- 2 Click [Next].
[Layout] screen appears.



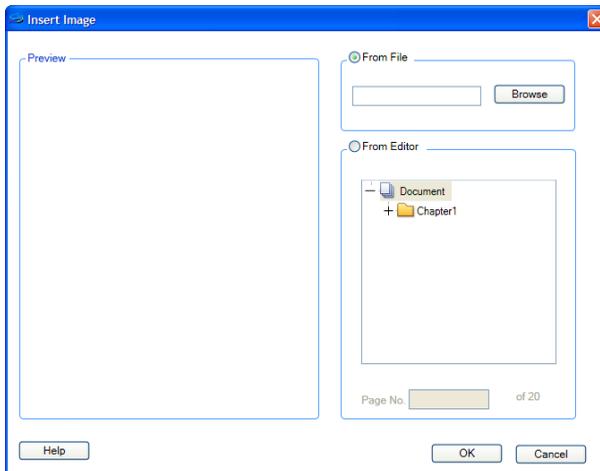
- 3 Specify the layout for cover.
- 3 Pages: You can select images for Front cover, Back cover and Spine.
 - 2 Pages: You can select images for Front cover and Back cover.
 - 1 Pages: You can select only one image for Front, Back and for Spine.
 - Blank Page: You cannot select any image for the cover design.
 - Cover Duplex: You can select images for Back Side.
 - Trim: You can specify the extra space to be left for trimming.

- 4 Click [Next].
When you select other than [Blank Page], [Front Cover] screen appears.

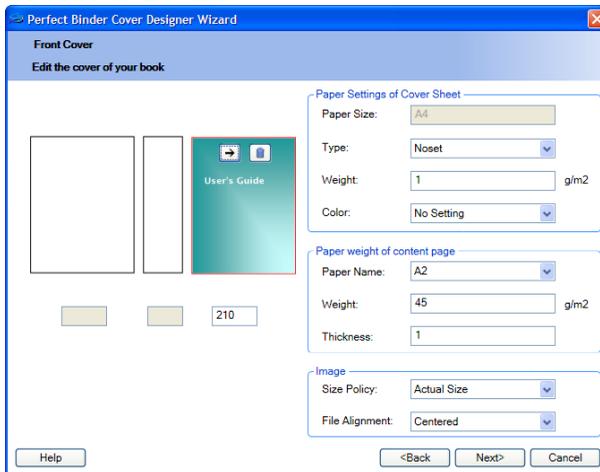


- When you select [Blank Page], go to Step 27.

- 5 Click the Insert Icon. [Insert Image] dialog appears.



- 6 When you use image file for the front cover, select [From File] and click [Browse]. [Open] dialog appears. Specify the image file to insert and click [Open].
- When you use a page in the document for the front cover goes to the next step.
 - The preview of the selected image will be displayed.
 - You can use “.jpeg/.jpg”, “.bmp”, “.gif”, “.png”, “.tiff/.tif” file.
- 7 When you use a page image in the document for the front cover, select [From Editor] and select the page to use from the document tree or specify the page number.
- The preview of the selected page image will be displayed.
 - If you modify the selected page after, the changes will not be updated to the page image of the cover page.
- 8 Click [OK] to return [Front Cover] screen.
- The preview of the specified image will be displayed.
 - You can delete the specified image by clicking the remove icon.



- 9 Specify the image processing method.
- Size Policy: You can select [Actual Size] or [Fit to Page].
 - File Alignment: When you select [Actual Size], you can select the image alignment from [Centered], [Left], [Right], [Top], or [Bottom].
- 10 Specify the paper settings of cover sheet. These settings are in common with each cover.
- Paper Size: The paper size of the cover sheet is displayed.

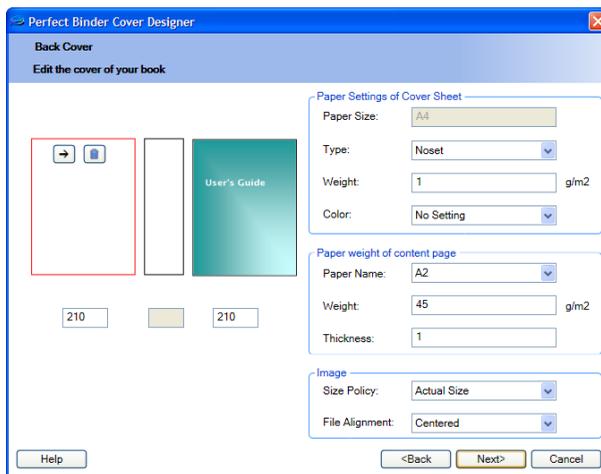
- Type: You can select the paper type for cover sheet.
- Weight: You can select the paper weight for cover sheet.
- Color: You can select the color for cover sheet.

11 Specify the paper weight of content page. You can later specify.

- Paper Name: You can select the paper name defined in [Paper] tab of [Settings] dialog for content page.
- Weight: When user selects a paper name then its corresponding weight is got from the already saved [Paper] tab of [Setting] dialog.
- Thickness: When user selects a paper name then its corresponding thickness is got from the already saved [Paper] tab of [Setting] dialog.

12 Click [Next].

When you select [3 Pages] or [2 Pages], [Back Cover] screen appears.



- When you select [1 Page], go to Step 27.

13 Click the Insert Icon. [Insert Image] dialog appears.



- 14** When you use image file for the back cover, specify the image file to use with the same procedures to Step 6 above.
- 15** When you use a page image in the document for the back cover, specify the page image to use with the same procedures to Step 7 above.
- 16** Click [OK] to return [Back Cover] screen.

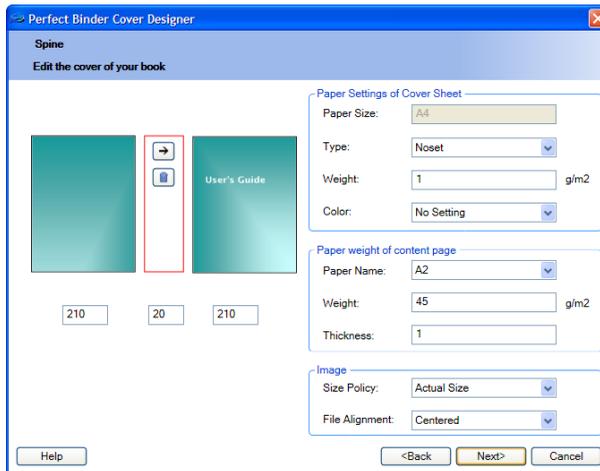
- The preview of the specified image will be displayed.
- You can delete the specified image by clicking the remove icon.

17 Specify the image processing method. You can later specify.

- Size Policy: You can select [Actual Size] or [Fit to Page].
- File Alignment: When you select [Actual Size], you can select the image alignment from [Centered], [Left], [Right], [Top], or [Bottom].

18 Click [Next].

When you select [3 Pages], [Spine] screen appears.



- When you select [2 Pages], go to Step 27.

19 Click the Insert Icon. [Insert Image] dialog appears.



20 When you use image file for the spine, specify the image file to use with the same procedures to Step 6 above.

21 When you use a page image in the document for the spine, specify the page image to use with the same procedures to Step 7 above.

22 Click [OK] to return [Spine] screen.

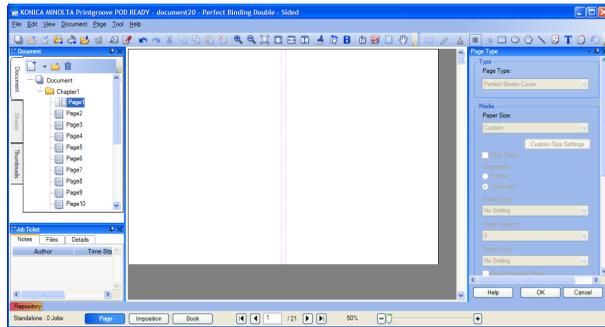
- The preview of the specified image will be displayed.
- You can delete the specified image by clicking the remove icon.

23 Specify the image processing method. You can later specify.

- Size Policy: You can select [Actual Size] or [Fit to Page].
- File Alignment: When you select [Actual Size], you can select the image alignment from [Centered], [Left], [Right], [Top], or [Bottom].

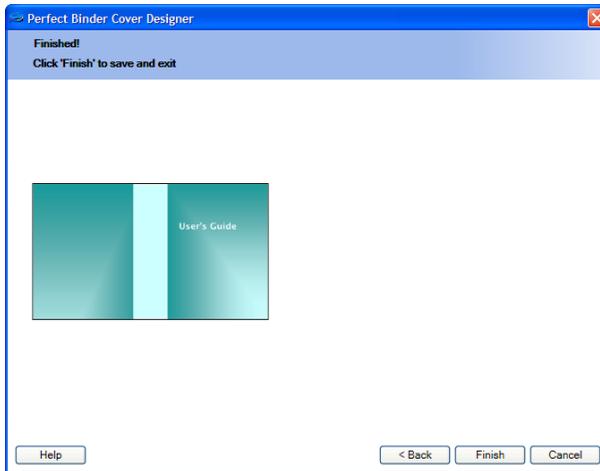
24 If necessary, modify the page width to the text boxes.

- The default value of the spine width is calculated from the size (number of pages) of the current document. (the spine width = Number of pages x Paper thickness)
- The front cover width and back cover width would be set to the width of the minimum paper size. The user won't be allowed to change this width.
- With [1 Page] selected for the Layout of the Perfect Binder Cover setting, selecting the node of the front cover while in the [Page]/[Imposition] View Mode displays the guide line (dotted line) of the spine. The guide line is displayed in the color of the grid line that is found in the [Rulers & Units] tab in the window displayed by selecting [Edit] - [Settings].



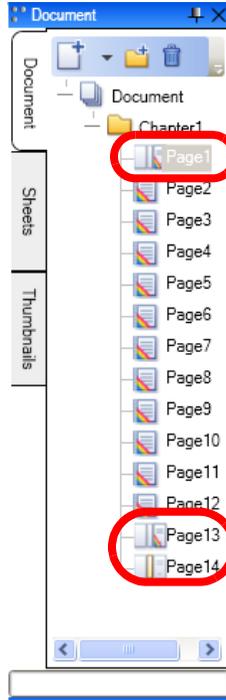
25 If necessary, modify the paper settings of cover sheet, the paper weight of content page and the image processing method.

- 26 Click [Next].
[Finished] screen appears.



- 27 Click [Finish].
[Perfect Binder Designer Wizard] will be closed.

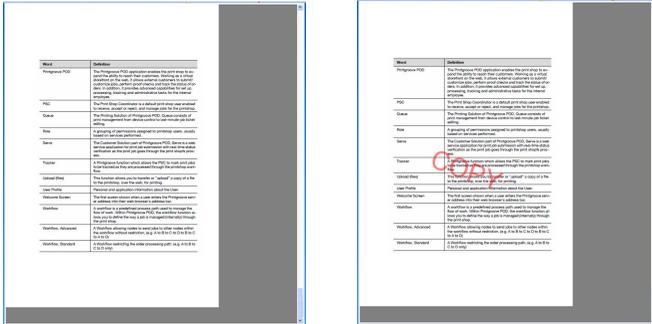
In [Document Panel], the cover icons will be inserted and in [Page Area], the front cover page will be displayed.

**Note**

You can finish the wizard even without inserting any image also. In this case a blank cover will be created.

5.7 Watermark

Watermark is the page content that will be displayed as the background of a page. You can add/delete/change the Watermark on pages in the document.



Watermark can be added to all pages or specified page(s). You cannot set multiple Watermarks in one document.

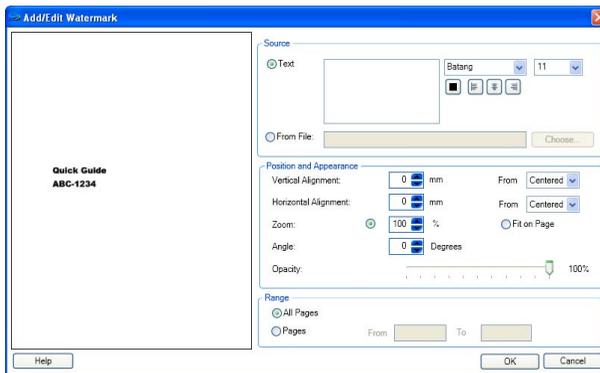


Note

- You can use text or image file for Watermark.

To add/edit Watermark on pages, follow these steps:

- 1 Select [Document] - [Add/Edit Watermark] menu. [Add/Edit Watermark] dialog appears.



- 2 When you use text for Watermark, select [Text] and enter the text to be used in the Watermark in text box. Then set the attribute (font, size, color and alignment).

- font: You can select the font for text to be used in the Watermark from the available fonts on the Printgroove POD Ready machine.
- size: You can specify the font size within the range of 8-72 points.
- color: Click the color tip and display [Select a Color] dialog. Then you can select the font color and click [OK].
- alignment: You can specify the text alignment from [Align Left], [Center], or [Align Right].

3 When you use image file for Watermark, check [From File] and click [Choose] to display [Open] dialog. Then specify the image file to use for watermark and click [Open].

4 Specify the position and appearance.

- Vertical Alignment, From: In [Vertical Alignment], you can specify the vertical interval from the point which is specified in [From] within the range of -22 mm to 22 mm. You can select [Top], [Centered], or [Bottom] from [From].
- Horizontal Alignment, From: In [Vertical Alignment], you can specify the horizontal interval from the point which is specified in [From] within the range of -22 mm to 22 mm. You can select [Left], [Centered], or [Right] from [From].
- Zoom: You can select [%] or [Fit to Page] for zoom. When you select [%], specify the rate.
- Angle: You can specify the angle within the range of 0 to 360 degree (clockwise).
- Opacity: You can specify the transparency of the Watermark using a slider. If this is higher than the image is clear.

5 Specify the range for Watermark.

- All Pages: You can add Watermark to all pages.
- Pages: You can specify the page range to add Watermark into [From] and [To].

6 Confirm the preview and click [OK].
[Add/Edit Watermark] dialog will be closed and the Watermark will be displayed in [Page Area].



Note

- *If there are Watermarks already added, those will be replaced with Watermarks newly added/edited.*
- *You can add Watermark on specified page(s) but you can not add multiple Watermarks through the document.*

To delete Watermark on all pages, follow these steps:

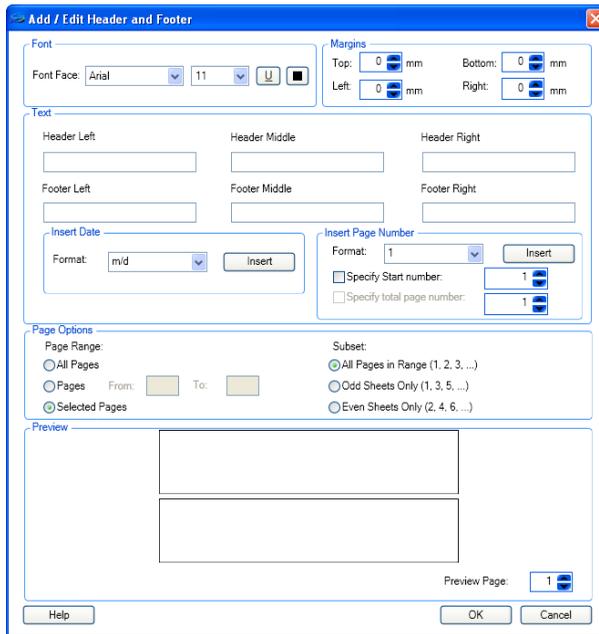
- 1 Select [Document] - [Delete Watermark] menu.
A confirmation message appears.



- 2 Click [Yes].
Watermark will be removed.

To add Header/Footer on pages, follow these steps:

- 1 Select [Document] - [Add/Edit Header and Footer] menu. [Add/Edit Header and Footer] dialog appears.



- 2 Select font, font size, alignment and color for Header/Footer on [Font].
 - Font Face: You can select the font for text to be used in the Header/Footer from the available fonts on the Printgroove POD Ready machine.
 - size: You can specify the font size within the range of 6-72 points.
 - underline: You can alternately underline and remove the text.
 - color: Click the color tip and display [Select a Color] dialog. Then you can select the font color and click [OK].
- 3 Specify the margin to [Top], [Bottom], [Left] and [Right].
 - Top: You can specify the vertical interval of Header from the margin, within the range of -22 mm to 22 mm ("-": toward inside, "+": toward outside).
 - Bottom: You can specify the vertical interval of Footer from the margin, within the range of -22 mm to 22 mm ("-": toward inside, "+": toward outside).

- Left: You can specify the horizontal interval of [Header/Footer Left] from the margin, within the range of -22 mm to 22 mm ("-": toward inside, "+": toward outside).
- Right: You can specify the horizontal interval of [Header/Footer Right] from the margin, within the range of -22 mm to 22 mm ("-": toward inside, "+": toward outside).

4 Enter text to display as Header/Footer to [Header/Footer Left], [Header/Footer Middle] and/or [Header/Footer Right] where you need to insert Header/Footer. When you insert date and/or Page Number, use [Insert Date] and/or [Insert Page Number].

- Insert Date: You can insert Date to Header/Footer. At first, select the position ([Header/Footer Left], [Header/Footer Middle] and/or [Header/Footer Right]) and move the cursor to the place to be inserted. Then select the Date format from [Format] and click [Insert].
- Insert Page Number: You can insert Page Number to Header/Footer. At first, select the position ([Header/Footer Left], [Header/Footer Middle] and/or [Header/Footer Right]) and move the cursor to the place to be inserted. Then select the Page Number format from [Format] and click [Insert]. If you start the page number with the specified number, check [Specify Start number], specify the start number and click [Insert]. If you use the total page number in the selected format, check [Specify total page number], specify the start number and click [Insert].

5 Specify the page rage for Header/Footer.

- All Pages: You can add Header/Footer to all pages.
- Pages: You can specify the page range to add Header/Footer into [From] and [To].
- Selected Page: You can add the page you selected in [Document Panel].

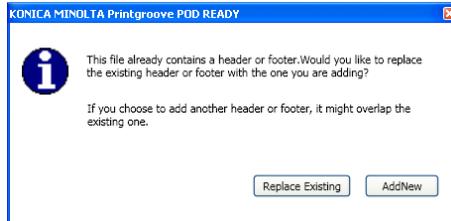
6 Specify the page subset for Header/Footer.

- All Pages in range: You can add Header/Footer to all pages in rage you defined above.
- Odd Sheet Only: You can add Header/Footer on only odd sheet and skip even sheet in rage you defined above.
- Even Sheet Only: You can add Header/Footer on only even sheet and skip odd sheet in rage you defined above.

7 Confirm the preview and click [OK].
[Add/Edit Header and Footer] dialog will be closed and the Header/Footer will be displayed in [Page Area].

**Note**

- *If there is Header/Footer, a confirmation message will be appeared. When you want to replace Header/Footer, click [Replace Existing]. When you want to replace only same position with new settings and add another settings, click [Add New].*



- *All settings are stored in a job. Therefore, these settings are re-trrieved when this dialog is opened again. This setting corresponds to actual page in a job. Therefore, even if page order is changed, the setting of each page is not changed.*
- *You can preview the specified page in [Preview Page].*

To edit Header/Footer already added on pages, follow these steps:

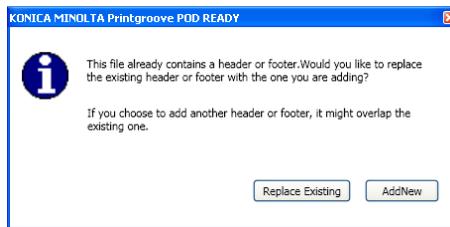
- 1 Select the page in [Document Panel] on which the Header/Footer to edit is added.
- 2 Select [Document] - [Add/Edit Header and Footer] menu. [Add/Edit Header and Footer] dialog appears
- 3 If necessary, edit the text for Header/Footer.
- 4 If necessary, change the page rage for Header/Footer.
 - All Pages: You can add Header/Footer to all pages.
 - Pages: You can specify the page range to add Header/Footer into [From] and [To].
 - Selected Page: You can add the page you selected in [Document Panel].
- 5 If necessary, change the page subset for Header/Footer.
 - All Pages in range: You can add Header/Footer to all pages in rage you defined above.
 - Odd Sheet Only: You can add Header/Footer on only odd sheet and skip even sheet in rage you defined above.

- Even Sheet Only: You can add Header/Footer on only even sheet and skip odd sheet in rage you defined above.

- 6 Confirm the preview and click [OK].
[Add/Edit Header and Footer] dialog will be closed and the Header/Footer will be displayed in [Page Area].

**Note**

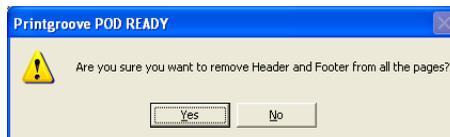
- *If there is Header/Footer, a confirmation message will be appeared. When you want to replace Header/Footer, click [Replace Existing]. When you want to replace only same position with new settings and add another settings, click [Add New].*



- *All settings are stored in a job. Therefore, these settings are retrieved when this dialog is opened again. This setting corresponds to actual page in a job. Therefore, even if page order is changed, the setting of each page is not changed.*
- *You can preview the specified page in [Preview Page].*

To delete Header/Footer on pages, follow these steps:

- 1 Select [Document] - [Delete Header and Footer] menu.
A confirmation message appears.



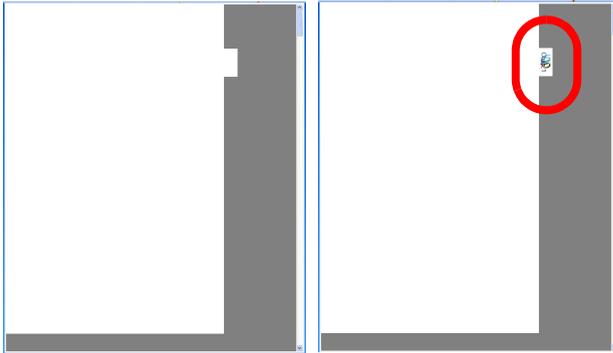
- 2 Click [Yes].
Header/Footer will be removed.

5.9 Tab Sheet Settings

Tab sheet is a type of extended sheet where in you can insert an image or text or both in that extended area.

Before adding the tab sheet, make it available for the current document by settings of the tab sheet.

You can set the tab sheet and edit the text in the extended area of the tab sheet.

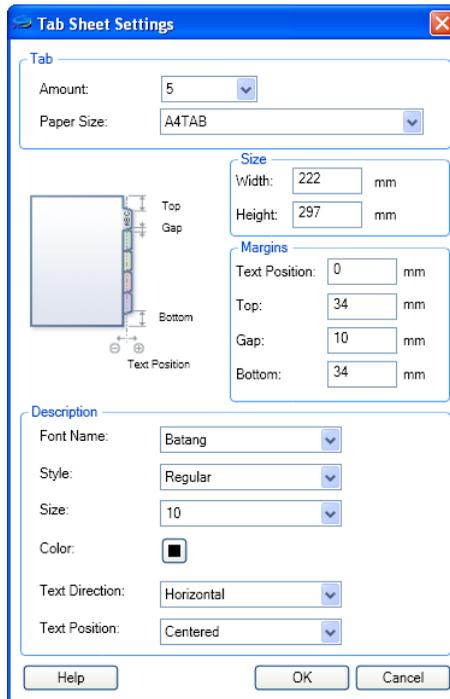


Note

- *About procedures to add tab sheet, please refer to “Add / Delete Sheet” on page 5-8.*

To set the tab sheet to be inserted, follow these steps:

- 1 Select [Document] - [Tab Sheet Settings] menu.
[Tab Sheet Settings] dialog appears.

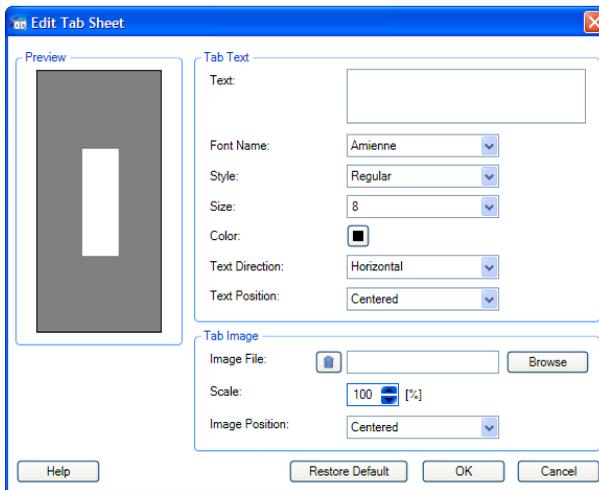


- 2 Specify the number of tab sheets that needs to be inserted to [Amount].
The default value is [5].
- 3 Specify the paper size from [Paper Size].
[Width] and [Height] are adjusted according to the paper size automatically.
- 4 Specify the margin of text from the half height of the extended area of the tab sheet ("-" : toward inside, "+" : toward outside) to [Text Position].
- 5 Specify the margin from the edge of the paper to the top of the extended area of the tab sheet to [Top].
- 6 Specify the margin between tabs to [Gap].
- 7 Specify the margin from the edge of the paper to the bottom of the extended area of the tab sheet to [Bottom].

- 8 Specify the text attribution.
 - Font Name: You can select the font for text to be displayed in tab from the available fonts on the Printgroove POD Ready machine.
 - Style: You can select the font style for text from [Regular], [Italics] or [Bold].
 - Size: You can specify the font size within the range of 8-72 points. (The unit of this is dependent on the unit specified in [Setting] dialog)
 - Color: Click the color tip and display [Select a Color] dialog. Then you can select the font color and click [OK].
 - Text Direction: You can select [0 degree], [90 degrees], [180 degrees] or [270 degrees] for the text direction.
 - Text Position: You can select [Top], Center, or [Bottom] for the text position.
- 9 Click [OK].
Settings for tab sheet will be saved.

To edit text to tab sheet, follow these steps:

- 1 Select the tab sheet to edit in [Document Panel].
- 2 Select [Page] - [Edit Tab Sheet] menu.
[Edit Tab Sheet] dialog appears.



- 3 When you insert text in the extended area of the tab sheet, enter the text in [Text] and specify the text attribution.

- Font Name: You can select the font for text from the available fonts on the Printgroove POD Ready machine.
- Style: You can select the font style for text from [Regular], [Italics] or [Bold].
- Size: You can specify the font size within the range of 8-72 points. (The unit of this is dependent on the unit specified in [Setting] dialog)
- Color: Click the color tip and display [Select a Color] dialog. Then you can select the font color and click [OK].
- Text Direction: You can select [0 degree], [90 degrees], [180 degrees] or [270 degrees] for the text direction.
- Text Position: You can select [Top], Center, or [Bottom] for the text position.

4 When you insert image displayed in the extended area of the tab sheet, click [Browse]. Then specify the image file in [Open] dialog appeared and click [Open].

- When you insert text, image file can be displayed as background of the text.

5 When you insert image, specify the scaling and position of the image.

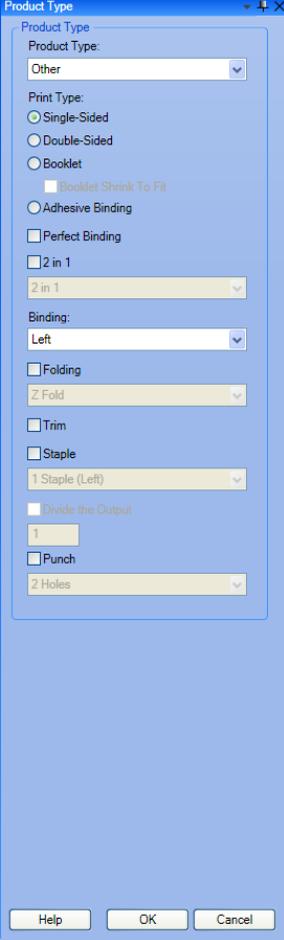
- Scale: You can specify the scaling of the image within the range of 1-100%.
- Image Position: You can select the position of the image from [Top], [Centered] or [Bottom].

6 Confirm the preview and click [OK].

[Edit Tab Sheet] dialog will be closed and the extended area of the selected tab sheet will be modified to the new appearance based on the entries in [Edit Tab Sheet] dialog.

5.10 Product Type

Under [Product Type] of [Property Panel], you can view the Product information based on the Job Ticket. You can also edit the properties of a selected Product.



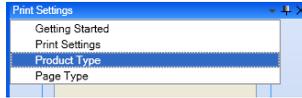
The screenshot shows a dialog box titled "Product Type" with a blue header bar. The dialog is organized into several sections:

- Product Type:** A dropdown menu currently set to "Other".
- Print Type:** A group of radio buttons and checkboxes:
 - Single-Sided
 - Double-Sided
 - Booklet
 - Booklet Shrink To Fit
 - Adhesive Binding
 - Perfect Binding
 - 2 in 1
- 2 in 1:** A dropdown menu set to "2 in 1".
- Binding:** A dropdown menu set to "Left".
- Folding: A dropdown menu set to "Z Fold".
- Trim
- Staple: A dropdown menu set to "1 Staple (Left)".
- Divide the Output: A text input field containing "1".
- Punch: A dropdown menu set to "2 Holes".

At the bottom of the dialog, there are three buttons: "Help", "OK", and "Cancel".

To edit the properties of a selected Product, follow these steps:

- 1 Select document node in [Document] sheet of [Document Panel].
- 2 Select [Document] - [Product Type] menu or select [Product Type] from [Property Panel] menu.
[Product Type Panel] appears.



- 3 If necessary, change the Product Type using list of [Product Type].
 - [Product Type] is selected based on the details present in the Job Ticket. If the Job Ticket does not provide the details for selecting the Product Type then by default [Other] is selected. If you are creating a new job then based on the Product Type is selected in the [Startup] screen is selected.
- 4 If necessary, change the Print Type.
 - Single Sided: You can print on only the front side of paper.
 - Double Sided: You can print on the both sides of paper.
 - Booklet: You can automatically impose pages and print with settings of double sided and folded like a booklet. Selecting [Booklet Shrink to Fit] reduces the originals to the specified paper size, thus allowing originals for two pages to be printed.
ex.: Selecting A4 for a paper size allows you to print originals for two pages on an A4 sheet of paper to make a booklet of A5 size.
 - Adhesive Binding: You can bind the printed document with glue.
- 5 If necessary, specify whether perfect binding is required (check: on) or not (check: off) at [Perfect Binding].
 - You can specify this option when [Product Type] is [Perfect Binding Single Sided] or [Perfect Binding Double Sided].
- 6 If necessary, specify whether 2 pages need to be printed on single sheet (check: on) or not (check: off) at [2 in 1].
 - When you check this item, then select [2 in 1] or [2 Repeat].
- 7 If necessary, change the side for performing the binding operation using list of [Binding].
 - You can select from [Left], [Right] or [Top].

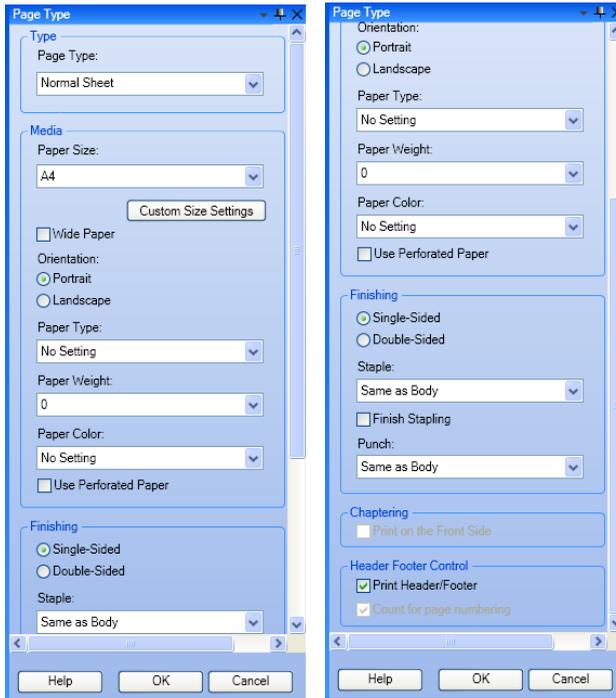
- 8 If necessary, specify whether folding the papers is required (check: on) or not (check: off) after print operation at [Folding].
 - When you check this item, then select the format of folding.
- 9 If necessary, specify whether stapling is required (check: on) or not (check: off) after print operation at [Staple].
 - When you check this item, then select the number of staples required to be done.
- 10 If necessary, specify whether extra space should be left for cutting is required (check: on) or not (check: off) at [Trim].
 - You can specify this option when [Product Type] is [Booklet] or [Perfect Binding Double Sided].
- 11 If necessary, specify whether divide option (repeated stapling for every number of pages) is required (check: on) or not (check: off) at [Divide Option].
 - When you check this item, then select the number of pages to divide. Staple repeated for every number of pages is specified here.
- 12 If necessary, specify whether punch is required for the job (check: on) or not (check: off) at [Punch].
 - When you check this item, then select the number of holes.
- 13 Click [OK].
[Page Area] will be updated based on the settings of [Product Type Panel].
All the settings of the [Product Type Panel] will be saved to the Job Ticket.

**Note**

- *About the positions of Staple and Punch, please refer to “Position of Staple” on page 8-3 and “Position of Punch” on page 8-5.*

5.11 Page Type

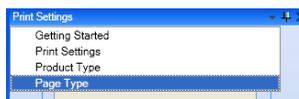
Under [Page Type] of [Property Panel], you can view the page information based on the Job Ticket.



You can edit the properties of a selected page in [Property Panel]. You can also change page type using menu.

To edit the properties of selected page, follow these steps:

- 1 Select the page to view or edit properties in [Document Panel].
- 2 Select [Document] - [Page Type] menu or select [Page Type] from [Property Panel] menu.
[Page Type Panel] appears.



- 3 If necessary, change the type of the selected page using list of [Page Type].
 - Empty Sheet: You can use empty sheet which can be edited.
 - Interleaving Sheet: You can use a special kind of sheet and you can edit this type of sheet.
 - Tab Sheet: You can use a sheet that will be having an extended area over the edges and you can edit sheet using [Page] - [Edit Tab Sheet] menu.
 - Slip Sheet: You can use a special kind of sheet but you cannot edit this type of sheet.
 - Perfect Bind Cover: You can use another sheet for Perfect Bind Cover when [Product Type] is [Perfect Binding Single Sided] or [Perfect Binding Double Sided].
 - Uneditable Cover: You can use another sheet for Cover but you cannot edit this type of sheet.
 - [Page Type] is selected based on the details present in the Job Ticket. If you are creating a new job, it is selected based on the Page Type selected in [Startup] screen.
- 4 If necessary, change the size of the paper on which print operation should be carried out using list of [Paper Size]. When you want to set custom paper size, follow the procedures of “To set customer paper size, follow these steps:” on page 5-42.
 - If paper size is changed, contents in the page is not enlarged / reduced.
 - When paper size is changed, the content of original page is arranged on the resized page based on the left top of the page.
 - In case of the size of raster image such as scan page is smaller than paper size, Printgroove POD Ready cannot draw any raster object such as pen on the gap. Printgroove POD Ready can only draw vector object there. To clarify the area of gap for the user, the area will be filled by diagonal.
 - In case of the size of raster image such as scan page is smaller than paper size, the raster image will be aligned left top of resized paper.
- 5 If necessary, specify whether use wide paper size (check: on) or not (check: off) at [Wide Paper].
- 6 If necessary, change the orientation of the paper.
 - You can select from [Portrait] or [Land Scene].
- 7 If necessary, change the type of the paper using list of [Paper Type].
- 8 If necessary, change the weight of the paper using list of [Paper Weight].

- 9 If necessary, change the paper color using list of [Paper Color].
- 10 If necessary, specify whether use Perforated Paper (check: on) or not (check: off) at [Perforated Paper].
- 11 If necessary, specify whether the print should happen as single sided or double sided at [Duplex].
 - You can select from [Single-Sided] or [Double-Sided].
- 12 If necessary, change the number of holes from [Punch].
- 13 If necessary, change the type of staple from [Staple].
- 14 If necessary, specify whether final stapling is required (check: on) or not (check: off) at [Finish Stapling].
- 15 If necessary, specify whether to print first page in each Chapter is printed on the front side of a paper (check: on) or not (check: off) at [Print on the Front Side].
 - This option is enabled only for the chapters. This setting is not for each chapter but for the entire job.
 - You can specify this option when [Product Type] is [Double-Sided], [Double-Sided with Staple], [Double-Sided with Punch], [Double-Sided with Staple+Punch], [Booklet], [Adhesive Binding], [Perfect Binding Double-Sided], [Booklet Layout], [Adhesive Binding Layout], [Other] (It is depends on current settings in [Product Type Panel]).
- 16 If necessary, specify whether the header/footer will be printed (check: on) or not (check: off) at [Print Header/Footer].
 - When you check this item, then [Count for page numbering] will be checked automatically.
- 17 If necessary, specify whether counting for page numbering is required for the job (check: on) or not (check: off) at [Count for page numbering].
 - When you check [Print Header/Footer], you can not set this item.
- 18 Click [OK].

[Page Area] will be updated based on the settings of [Page Type Panel]. All the settings of the [Page Type Panel] will be saved to the Job Ticket except [Print on the Front Side] setting.

**Note**

- *In some case, uneditable page will be inserted automatically according to the settings.*

To change the page type using menu, follow these steps:

- 1 Select the page to change the page type in [Document Panel].
- 2 Select [Page] - [Change Page Type] menu.
Sub menu appears.
- 3 Select the sub menu.
 - Interleaving Sheet: You can use a special kind of sheet but you cannot edit this type of sheet.
 - Tab Sheet: You can use a sheet that will be having an extended area over the edges and you can edit sheet using [Page] - [Edit Tab Sheet] menu.
 - Normal: You can use empty sheet which can be edited.

To set customer paper size, follow these steps:

- 1 Click [Custom Size Setting].
[Custom Size Settings] dialog appears.
- 2 Select a registered custom paper size from [List of Custom Size] for using it.
- 3 Enter the name of custom paper size you create to [Custom Size Name].
- 4 Specify the width of custom paper size at [Width].
- 5 Specify the height of custom paper size at [Height].
- 6 Select the unit from [mm] or [inch].
- 7 Click [OK].
[Custom Size Settings] dialog closes.

5.12 Optimize Scan

You can optimize the scanned image as follows;

- Remove noise from the scanned image (Despeckle)
- Rotate the scanned image with correct alignment
- Bolden all pages or a range of pages with the value by adjusting

You can optimize all pages or a range of pages. However that, the Optimize scan options is selected from the [Page] menu then both [All Pages] and [Page Range] are enabled, but from the [Document] menu then only [Page Range] is enabled.



Note

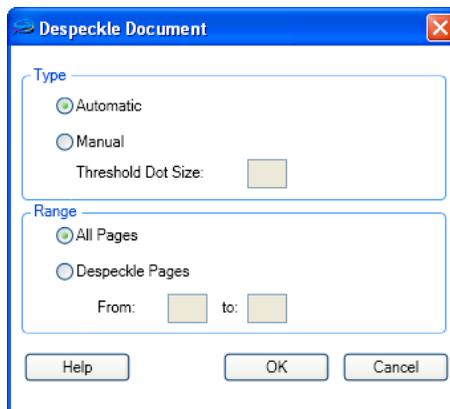
When there is a one or more than one raster pages in the document, you can use this function.

5.12.1 Despeckle

You can remove noise from scanned data without blurring edges in all pages.

To remove noise from scanned data, follow these steps:

- 1 Select [Document] - [Optimize Scan] - [Despeckle] menu or [Page] - [Optimize Scan] - [Despeckle].
[Despeckle Document] dialog appears.



- 2 Specify the type of despeckle.
 - Automatic: You can specify Automatic Despeckle where in the pages will be despeckle for an optimal default dot size and this default dot size will be provided by the image library.

- Manual: You can specify Manual Despeckle by specifying threshold dot size to [Threshold Dot Size].

3 Specify the range for despeckle.

- All Pages: You can despeckle on all pages.
- Despeckle Pages: You can specify the page range to despeckle into [From] and [To].

4 Click [OK].



Note

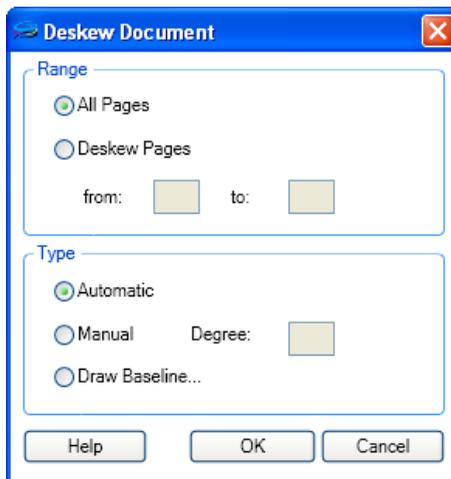
Manual Despeckle is not applicable to the color page.

5.12.2 Deskew

You can rotate the scanned image to set it with correct alignment.

To rotate the scanned image with correct alignment, follow these steps:

- 1 Select [Document] - [Optimize Scan] - [Deskew] menu or [Page] - [Optimize Scan] - [Deskew].
[Deskew Document] dialog appears.



2 Specify the range for deskewing.

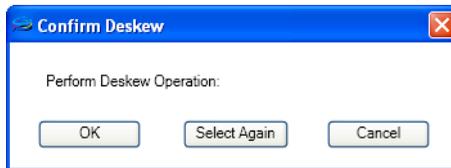
- All Pages: You can deskew on all pages.
- Deskew Pages: You can specify the page range to deskew into [From] and [To].

3 Specify the type of deskewing.

- Automatic: You can specify Automatic Deskew where in the pages will be Deskew for an optimal default angle and this default angle will be provided by the image library.
- Manual: You can specify Manual Deskew by specifying angle to [Degree].
- Draw Baseline: You can draw a baseline for Deskew after closing this dialog. Angle will be calculated based on the baseline and Deskew will be done.

4 Click [OK].

- If you select [Draw Baseline], the cursor will change to a plus sign. In this case, draw the baseline using this cursor. When user release the mouse, after drawing the base line then a message will be shown. Then click [OK] to deskew. When you click [Select Again], previously drawn line will be deleted and you will be provided with an option to draw the base line again. During this operation, cursor will be changed from Arrow to + symbol.

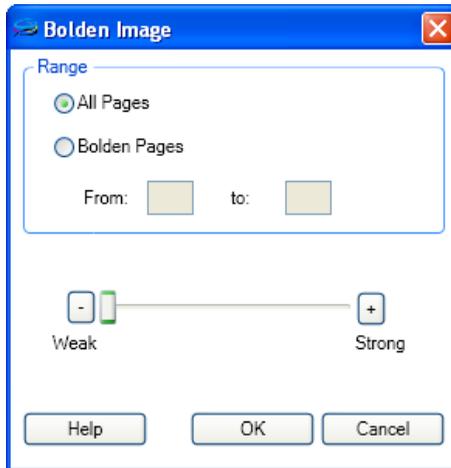


5.12.3 Bolden Image

You can bolden all pages or a range of pages.

To bolden Image, follow these steps:

- 1 Select [Document] - [Optimize Scan] - [Bolden Image] menu or [Page] - [Optimize Scan] - [Bolden Image].
[Bolden Image] dialog appears.



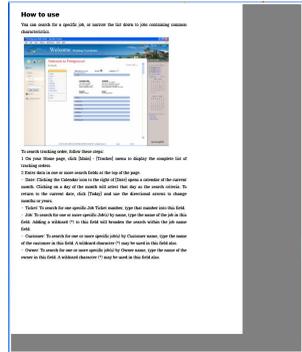
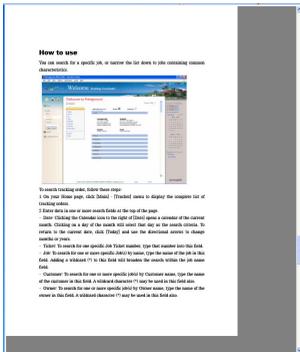
- 2 Specify the range for bolden image.
 - All Pages: You can bolden on all pages.
 - Bolden Pages: You can specify the page range to bolden into [From] and [To].
- 3 Specify the value by adjusting the slider from weak to strong.
 - Weak: You can move the slider toward weak by 10%.
 - Strong: You can move the slider toward strong by 10%.
- 4 Click [OK].

5.13 Move

You can move the position of page(s) under [Page Area].

If it is the first time to move page(s), you can specify the value to move from the original position.

If it is not the first time to move page(s), you can specify the value to move from the current position by entering the value or drag the preview image.

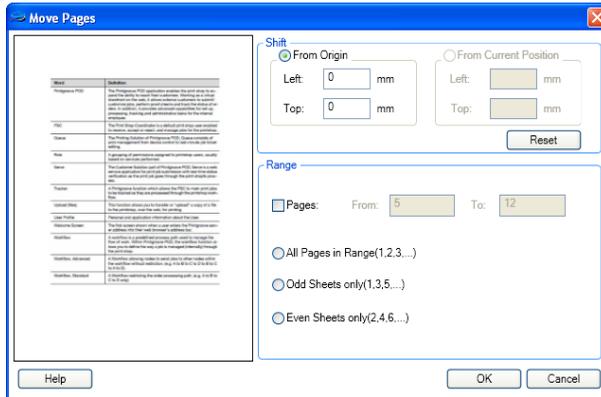


...
Note

– While moving, the contents will not be lost until flattening happens.

To move the position of page(s) from the original position, follow these steps:

- 1 Select [Document] - [Move] menu or [Page] - [Move] menu. [Move Page] dialog appears.



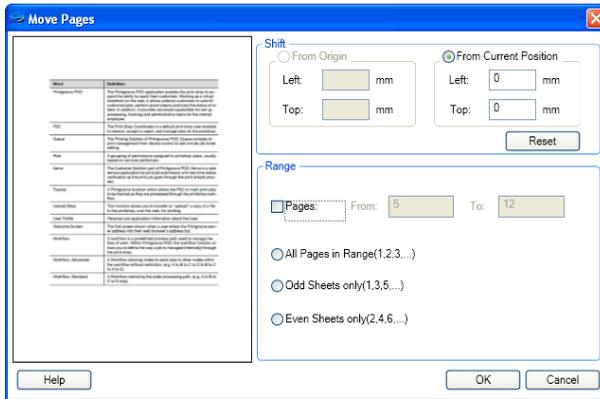
- 2 Specify the value to move from the original position in [From Origin].
 - In this case, you cannot specify [From current position].
 - Left: You can specify the distance between the left of the page and the left edge of [Paper Area]
 - Bottom: You can specify the distance between the bottom of the page and the bottom edge of [Paper Area].
 - Reset: You can reset the values to default (0, 0).
- 3 Check [Pages] and specify the page range into [From] and [To].
- 4 When you specify a subset of pages for move operation, remove the check of [Pages]. Then select a subset of pages.
 - All Pages in range: You can move to all pages in rage you defined above.
 - Odd Sheet only: You can move only odd sheet and skip even sheet in rage you defined above.
 - Even Sheet only: You can move only even sheet and skip odd sheet in rage you defined above.
- 5 Confirm the preview and click [OK]. [Move Page] dialog will be closed and the page(s) will be placed in the new specified position.

**Note**

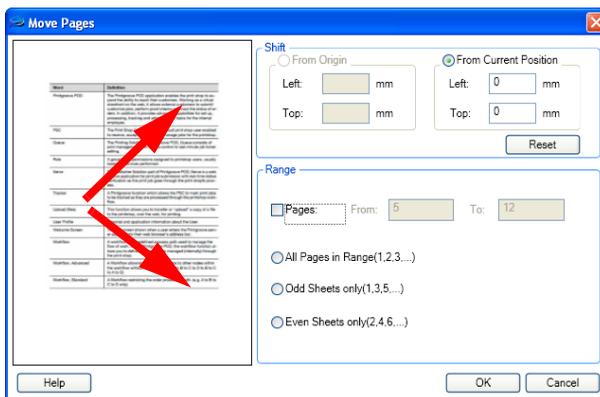
- All settings are not stored in Job Ticket but the document itself will be changed and saved.

To move the position of page(s) from the current position, follow these steps:

- 1 Select [Document] - [Move] menu.
[Move Page] dialog appears.



- 2 Specify the value to move from the current position in [From current position] or drag the preview image to the position you want to move.



- In this case, you cannot specify [From Origin].
- If you drag the preview image, the value of the move amount will be entered automatically to [Left] and [Bottom].

- Left: You can specify the move amount from the current position.
- Bottom: You can specify the move amount from the current position.
- Reset: You can reset the values to default (0, 0).

3 Check [Pages] and specify the page range into [From] and [To].

4 When you specify a subset of pages for move operation, remove the check of [Pages]. Then select a subset of pages.

- All Pages in range: You can move to all pages in range you defined above.
- Odd Sheet only: You can move only odd sheet and skip even sheet in range you defined above.
- Even Sheet only: You can move only even sheet and skip odd sheet in range you defined above.

5 Confirm the preview and click [OK].
[Move Page] dialog will be closed and the page(s) will be placed in the new specified position.

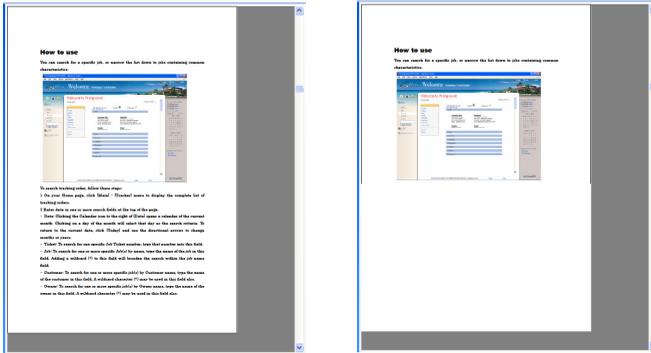


Note

- *All settings are not stored in Job Ticket but the document itself will be changed and saved.*

5.14 Crop

You can remove the unwanted side area from page in [Page Area].

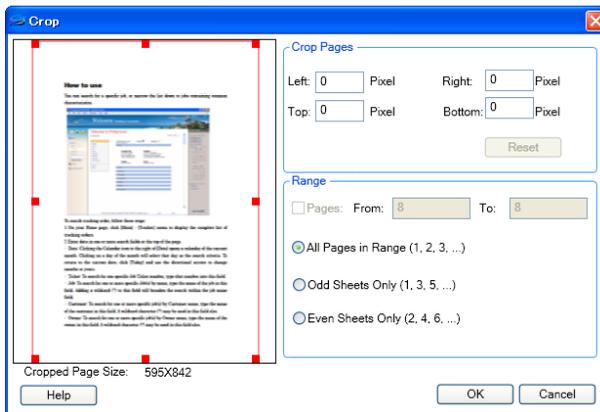


Note

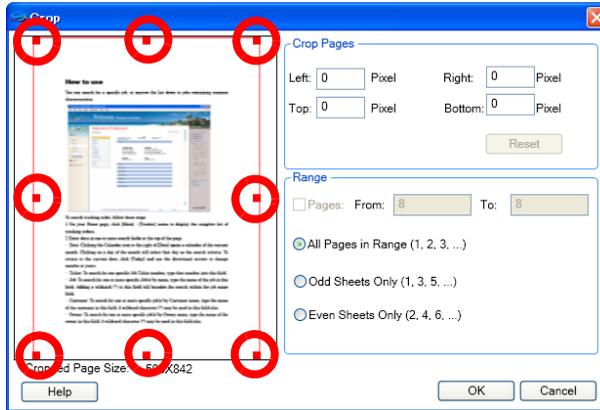
- While cropping, the contents will not be lost until flattening happens.

To remove the unwanted side area from page, follow these steps:

- 1 Select the page to crop from [Document Panel].
- 2 Select [Document] - [Crop] menu or [Page] - [Crop] menu. [Crop] dialog appears.



- 3 Specify the value to crop in [Crop Pages] or drag the handles on the frame of the Crop area displayed in the preview image to the range you want to crop.



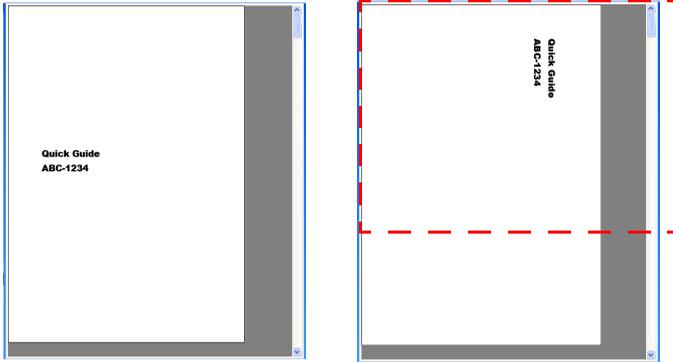
- Left: You can specify the distance between the Left of the page and the Left corner of [Paper Area]
 - Right: You can specify the distance between the Right of the page and the Right corner of [Paper Area]
 - Bottom: You can specify the distance between the Bottom of the page and the Bottom corner of [Paper Area].
 - Top: You can specify the distance between the Top of the page and the Top corner of [Paper Area].
 - Reset: You can reset the values to default (0, 0, 0, 0).
- 4 Check [Pages] and specify the page range into [From] and [To].
- 5 When you specify a subset of pages for crop operation, remove the check of [Pages]. Then select a subset of pages.
- All Pages in range: You can crop to all pages in rage you defined above.
 - Odd Sheet only: You can crop only odd sheet and skip even sheet in rage you defined above.
 - Even Sheet only: You can crop only even sheet and skip odd sheet in rage you defined above.
- 6 Confirm the preview and click [OK].
[Crop] dialog will be closed and the image portions that fall out of this selection rectangle coordinates will be removed from the page(s).

**Note**

- *All settings are not stored in Job Ticket but the document itself will be changed and saved.*
- *While [Crop] dialog is opened, the frame of Crop area is also displayed on the page in [Page Area].*

5.15 Rotate Contents

You can rotate all the contents in 90 degrees or minus 90 degrees.



Note

- *This function rotates the page content including Printgroove POD Ready objects. When you want to rotate the Printgroove POD Ready objects only, use [Tool] - [Rotate Clockwise] or [Rotate Counter Clockwise] menu. About details, please refer to “Rotate Objects” on page 6-42.*
- *When you selected other than [Same as Original] in [Original Paper Size Settings] dialog in creating job, you can change the orientation of sheet after rotating.*

5.15.1 Rotate Contents Clockwise

In [Page Area], you can rotate contents of all pages in 90 degrees.

To rotate contents in 90 degrees (clockwise), follow these steps:

- 1** Select [Page] - [Rotate Contents (Clockwise)].
The contents of all pages will be rotated in 90 degrees.



...

Note

In the PDF document, the page content itself will change. When you want to rotate just view, use [View] - [Rotate View Clockwise] menu. About details, please refer to “Rotate View Clockwise” on page 3-57.

5.15.2 Rotate Contents Counter Clockwise

In [Page Area], you can rotate contents of all pages in minus 90 degrees.

To rotate contents in minus 90 degrees (counter clockwise), follow these steps:

- 1 Select [Page] - [Rotate Contents (Counter Clockwise)].
The contents of all pages will be rotated in minus 90 degrees.



...

Note

In the PDF document, the page content itself will change. When you want to rotate just view, use [View] - [Rotate View Counter Clockwise] menu. About details, please refer to “Rotate View Counter Clockwise” on page 3-57.

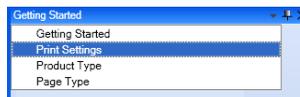
5.16 Print Settings

Under [Print Settings Panel], you can edit the notes and other information related with the current job.



To edit the notes details and other information, follow these steps:

- 1 Select document node in [Document] sheet of [Document Panel].
- 2 Select [Document] - [Print Settings] menu or select [Print Settings] from [Property Panel] menu.
[Print Settings Panel] appears.



- 3 If necessary, enter the information related with the current job to [Note].
- 4 If necessary, enter the related information on ICC output profile to [ICC Output Profile].

- 5 If necessary, change the resolution using list of [Resolution Info].
- 6 If necessary, specify whether this job will be operated 3rd party imposition software (check: on) or not (check: off) at [Use 3rd Party Imposition Application].
- 7 If this job will be operated with 3rd party application, fill the information to [3rd Party Operations].
- 8 Click [OK].
All the settings of the [Print Settings Panel] will be saved to the Job Ticket.

5.17 Insert Banner Page

You can include or remove the banner page in/from the Job Ticket.

**Note**

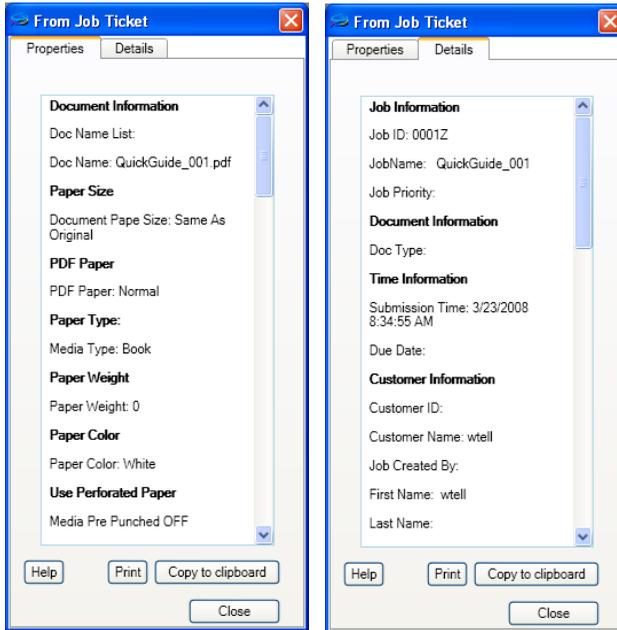
- *You cannot set the details to be displayed in the Banner page.*

To insert/remove the banner page, follow these steps:

- 1 Select [Document] - [Insert Banner Page] menu.
By selecting, the banner page can be alternately inserted and removed in/from the Job Ticket.

5.18 Show Job Ticket

You can view, print and copy to clipboard the Job Ticket information of selected job using [From Job Ticket] dialog.



[From Job Ticket] dialog has two sheet as above;

- [Properties] sheet
- [Details] sheet

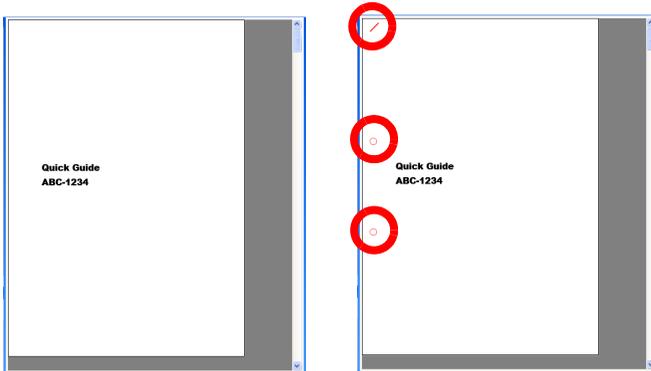
To view, print or copy to clipboard the Job Ticket information, follow these steps:

- 1** Select [Document] - [Show Job Ticket] menu. [From Job Ticket] dialog appears.
- 2** To view property information, click [Properties] tab. To view details, click [Details] tab.
- 3** To print the information displayed, click [Print]. [Print] dialog appears.
- 4** To copy the information displayed to clipboard, click [Copy to clipboard].

5 To close this dialog, click [Close].

5.19 Show Finishing Options

You can display the preview image of the finishing options on [Page Area].



Note

- You can display the finishing options only on Imposition view or Book view.
- While the finishing options are displayed, you can not edit the page.

To display or hide the finishing option in [Page Area], follow these steps:

- 1 Select [View] - [Show Finishing Options] menu.
By selecting, finishing options you selected can be alternately shown and hidden.



Note

- When there is no check mark in front of [Show Finishing Options], click [Show Finishing Options] to select the check mark and display finishing options.
- When there is a check mark in front of [Show Finishing Options], click [Show Finishing Options] to clear the check mark and hide finishing options.
- About the preview images of the staple and punch, please refer to "Position of Staple" on page 8-3 and "Position of Punch" on page 8-5.

5.20 Color Identification

You can switch On and Off of the function of color identification.

The function of color identification makes Printgroove POD Ready distinguish pages in the document are colored or monochrome.



Note

- *You can also distinguish colored page and monochrome page by icon displayed in [Document] sheet of [Document Panel].*

To use function of color identification, follow these steps:

1

Select [Document] - [Color Identification] menu.

By selecting, the function of color identification can be alternately On and Off.

- When [Color Identification] is On and the file added to [Document Panel], colored pages are shown by the colored page icons and monochrome pages are shown by the monochrome page icons.
- When [Color Identification] is Off and the file added to [Document Panel], each page shown by the icon means “without identification”.



Note

- *When there is no check mark in front of [Color Identification], click [Color Identification] to select the check mark and start this function.*
- *When there is a check mark in front of [Color Identification], click [Color Identification] to clear the check mark and stop this function.*
- *When [Color Identification] is changed from OFF to ON, color identification is not done about the page that has been already registered.*

6 Drawing Image and Placing Object

Printgroove POD Ready provides functions to draw raster image and to place Printgroove POD Ready objects. These are saved to job data and flattened at checking into Printgroove POD Guide or sending to Printgroove POD Queue.

In this chapter the following menus of Printgroove POD Ready.

Menu Item		
View	Rulers	Please refer to “Display Rulers” on page 6-7.
	Grid	Please refer to “Display Grid/Reference Line” on page 6-8.
Edit	Cut	Please refer to “Cut” on page 6-39.
	Copy	Please refer to “Copy” on page 6-39.
	Paste	Please refer to “Paste” on page 6-40.
	Duplicate	Please refer to “Duplicate” on page 6-40.
	Delete	Please refer to “Delete” on page 6-41.
	Bring Front	Please refer to “Bring Front, Send Back, Bring First, and Send Last” on page 6-4.
	Send Back	Please refer to “Bring Front, Send Back, Bring First, and Send Last” on page 6-4.
	Bring First	Please refer to “Bring Front, Send Back, Bring First, and Send Last” on page 6-4.
	Send Last	Please refer to “Bring Front, Send Back, Bring First, and Send Last” on page 6-4.
	Select All	Please refer to “Select Object” on page 6-3.
Tool	Rectangle Selection	Please refer to “Rectangle Selection” on page 6-4.
	Pencil	Please refer to “Pencil” on page 6-12.
	Brush	Please refer to “Pencil” on page 6-12.
	Eraser	Please refer to “Eraser” on page 6-14.
	Text	Please refer to “Text” on page 6-16.

Menu Item		
Tool	Rectangle Shape	Please refer to "Rectangle" on page 6-19.
	Circle	Please refer to "Circle" on page 6-22.
	Polygon	Please refer to "Polygon" on page 6-25.
	Line	Please refer to "Line" on page 6-27.
	Place Image	Please refer to "Place Image" on page 6-30.
	Place Label	Please refer to "Place Label" on page 6-33.
	Rotate Counter Clockwise	Please refer to "Rotate Clockwise" on page 6-42.
	Rotate Clockwise	Please refer to "Rotate Counter Clockwise" on page 6-42.
	Show Tool Box	Please refer to "Show Tool Box" on page 6-6.

6.1 Basic Operation to Draw

6.1.1 Select Object

You can select one or more object(s) in [Page Area].

You can select all the Printgroove POD Ready objects in the current page when current edit mode is “Job Ticket Edit Mode” or “Object Edit Mode”, and [Page Area] is active.

You can select all the raster images in the current page when current edit mode is “Raster Edit Mode”, and [Page Area] is active.

To select one object, follow these steps:

- 1 Click one object in [Page Area].
 - The cursor changes as follows.



Note

If you move the cursor from the selected object, the cursor changes to the normal one.

To select multiple objects, follow these steps:

- 1 Click one object in [Page Area].
 - The cursor changes.
- 2 While holding down the [Ctrl] key, click each of the rest of the objects to select.

To select all objects or raster data in the current page, follow these steps:

- 1 Confirm [Page Area] is active. If not active, click on [Page Area].
- 2 Select [Edit] - [Select All] menu.



Note

- *If user adds any object to multiple pages, these objects in multiple pages can be handled together just after the object is added. (In*

- case of the object is still selected.) But, once the selection of this object is released, only the object in current page can be selected.*
- *About edit mode, please refer to “Edit Mode” on page 3-13.*

6.1.2 Rectangle Selection

You can select a raster page area.

To select raster page area, follow these steps:

- 1** Double click on [Page Area] to switch the edit mode to “Raster Edit Mode”.
- 2** Select [Tool] - [Rectangle Selection] menu
 - The cursor changes to “+” sign.
- 3** Draw a rectangle over a raster area.
 - The area under the rectangle is highlighted and it is selected.



Note

- *Copying of raster image by using rectangle selection can be done only when the page is raster PDF page. Raster PDF page is the one which has only one PDF object in it and that too the object must be a PDF image object only.*
- *About edit mode, please refer to “Edit Mode” on page 3-13.*
- *Rectangle selection should be disabled and Object selection should be enabled.*

6.1.3 Bring Front, Send Back, Bring First, and Send Last

When you select a single object among a set of overlapped objects, change the order of the overlapped objects.

To bring front, send back, bring first, and send, follow these steps:

- 1** When you want to bring the selected object one step forward, select [Edit] - [Bring Front] menu.
- 2** When you want to send the selected object one step backwards, select [Edit] - [Send Back] menu.
- 3** When you want to bring the selected object as the top most among all overlapped objects, select [Edit] - [Bring First] menu.

- 4 When you want to send the selected object to the bottom most among all overlapped objects, select [Edit] - [Send Last] menu.

6.2 View Setting for Drawing

6.2.1 Show Tool Box

Tool box window contains all the drawing tools. You can display it over the Printgroove POD Ready at any place.



You can edit raster page or place Printgroove POD Ready objects on page using following tools displayed in Tool box.

- Rectangle Selection
- Pencil
- Brush
- Eraser
- Text
- Rectangle Shape
- Circle
- Polygon
- Line
- Place Image
- Place Label
- Color Selection

To show Tool Box, follow these steps:

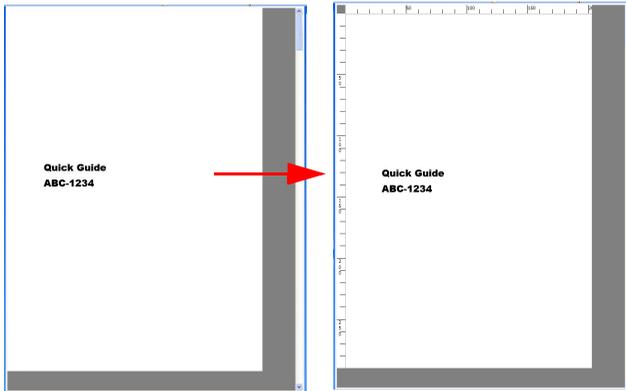
- 1** Select [Tool] - [Show Tool Box] menu.
Tool Box appears.

**Note**

You can also draw raster image and Printgroove POD Ready objects using [Tool] menu.

6.2.2 Display Rulers

In [Page Area], you can show “Ruler” to confirm the location of the object or the size of it. (Object: Pasted object or painted object like rectangle)



Whenever the ruler is shown, both vertical and horizontal rulers will be shown together.

When the Ruler is displayed;

- If one page (Page View) or one sheet (Imposition View) or one booklet image (Booklet View) is displayed in [Page Area], Ruler is displayed.
- If multiple pages or multiple sheets or multiple booklet images are displayed in [Page Area], Ruler is not displayed, even if Ruler function is active.

**Note**

You can set the ruler settings under [Rulers & Unit] sheet of [Setting] dialog. About details, please refer to “Settings” on page 7-2.

To display or hide the rulers in [Page Area], follow these steps:

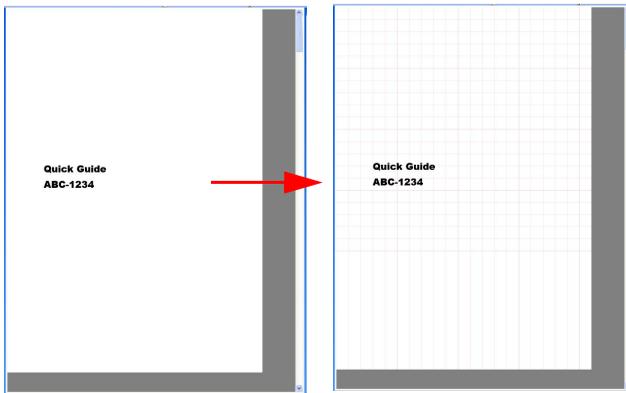
- 1 Select [View] - [Rulers].
By selecting, the ruler can be alternately shown and hidden.

**Note**

- When there is no check mark in front of [Rulers], click [Rulers] to select the check mark and display the ruler.
- When there is a check mark in front of [Rulers], click [Rulers] to clear the check mark and hide the ruler.

6.2.3 Display Grid/Reference Line

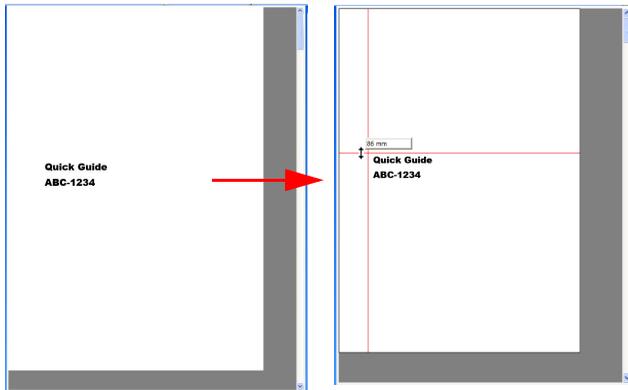
In [Page Area], you can show “Grid” to confirm the location of the object or the size of it. (Object: Pasted object or painted object like rectangle)



The grid lines can be shown on the page. These lines are drawn uniformly spaced from the origin which is specified in [Rulers & Units] sheet of [Settings] dialog.

When the object is dragged near the grid line, the object is snapped to the line (This operation can be changed by the setting).

In stead of “Grid”, you can use “Reference Line”.



“Reference Line” can be shown on the page.

Only one “Vertical reference line” and one “Horizontal reference line” are displayed on the page.

“Reference Line” is able to be moved by drag and drop operation. If the line is dragged, dimension from the origin is displayed near the mouse pointer.

Which of those (“Grid” or “Reference Line”) is available is also specified in [Rulers & Units] sheet of [Settings] dialog.



Note

- You can set the grid settings under [Rulers & Unit] sheet of [Setting] dialog. About details, please refer to “Settings” on page 7-2.
- About details of reference line, please refer to “Settings” on page 7-2.

To display or hide the grid/reference line in [Page Area], follow these steps:

1

Select [View] - [Grid].

By selecting, the grid/reference line can be alternately shown and hidden.

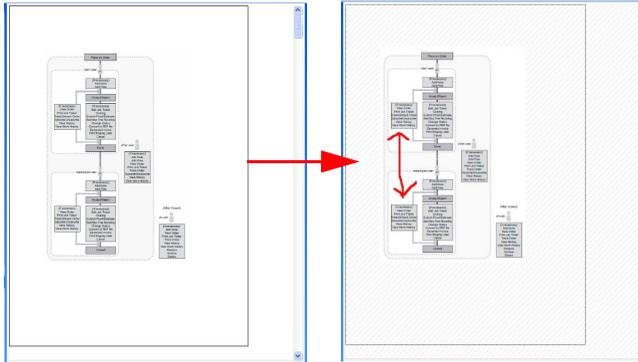


Note

- When there is no check mark in front of [Grid], click [Grid] to select the check mark and display the grid/reference line.
- When there is a check mark in front of [Grid], click [Grid] to clear the check mark and hide the grid/reference line.

6.3 Brush

You can draw using Brush tool in the specified raster area in [Page Area].

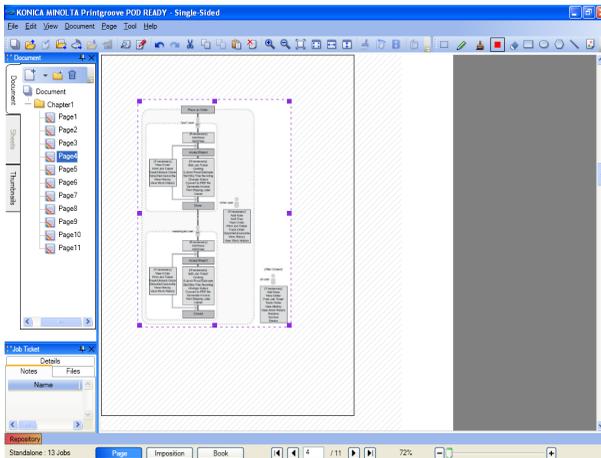


Note

The diameter for Pencil tool is one unit and the diameter for Brush tool is five units.

To draw with Brush tool, follow these steps:

- 1 Double click on [Page Area] to switch the edit mode to “Raster Edit Mode”. [Property Panel] will be hidden. Non raster area will be covered with slash.



- If the page contains any object other than PDF image, all Printgroove POD Ready objects will be hidden during Raster Edit Mode.

- 2 Click [Color Selection] tool button on Tool Bar. Then specify the color for drawing in [Select a Color] dialog and click [OK].
- 3 Select [Tool] - [Brush] menu or click [Brush] tool button on Tool Bar. Cursor changes as follows;



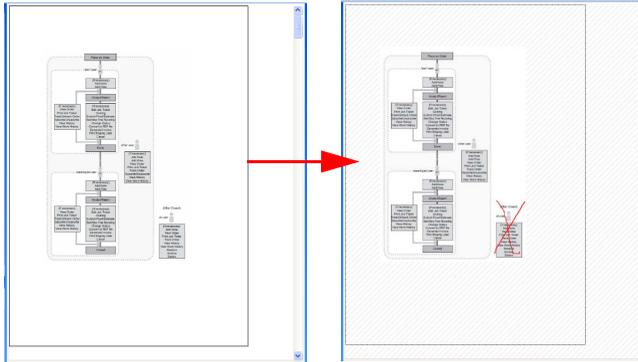
- 4 Move the cursor where you want to begin drawing and start to draw with dragging. When you want to finish, release the mouse button. You can move the cursor to a new position and continue drawing.
- 5 When you return to “Object Edit Mode”, leave the current page and go to the other page.

**Note**

- *If the cursor moves over a non raster area the cursor changes to the normal one.*
- *About edit mode, please refer to “Edit Mode” on page 3-13.*

6.4 Pencil

You can draw using Pencil tool in the specified raster area in [Page Area].

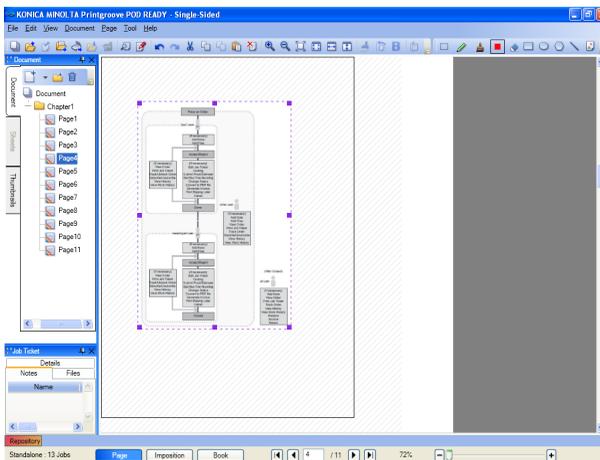


Note

The diameter for Pencil tool is one unit and the diameter for Brush tool is five units.

To draw with Pencil tool, follow these steps:

- 1 Double click on [Page Area] to switch the edit mode to “Raster Edit Mode”. [Property Panel] will be hidden. Non raster area will be covered with slash.



- If the page contains any object other than PDF image, all Printgroove POD Ready objects will be hidden during Raster Edit Mode.

- 2 Click [Color Selection] tool button on Tool Bar. Then specify the color for drawing in [Select a Color] dialog and click [OK].
- 3 Select [Tool] - [Pencil] menu or click [Pencil] tool button on Tool Bar. Cursor changes as follows;



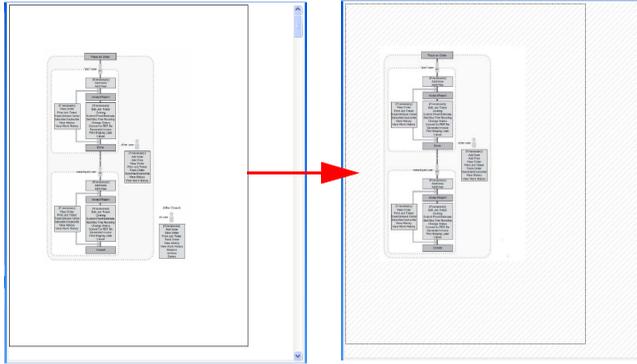
- 4 Move the cursor where you want to begin drawing and start to draw with dragging. When you want to finish, release the mouse button. You can move the cursor to a new position and continue drawing.
- 5 When you return to “Object Edit Mode”, leave the current page and go to the other page.

**Note**

- *If the cursor moves over a non raster area the cursor changes to the normal one.*
- *About edit mode, please refer to “Edit Mode” on page 3-13.*

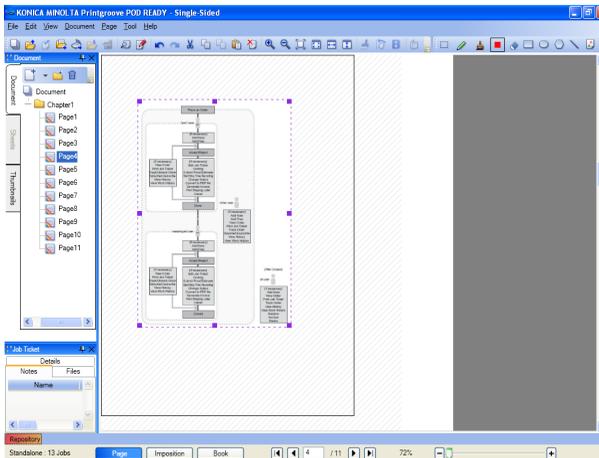
6.5 Eraser

You can erase the image using Eraser tool in the specified raster area in [Page Area].



To erase with Eraser tool, follow these steps:

- 1 Double click on [Page Area] to switch the edit mode to “Raster Edit Mode”. [Property Panel] will be hidden. Non raster area will be covered with slash.



- If the page contains any object other than PDF image, all Printgroove POD Ready objects will be hidden during Raster Edit Mode.

- 2 Select [Tool] - [Eraser] menu or click [Eraser] tool button on Tool Bar. Cursor changes to white rectangle.



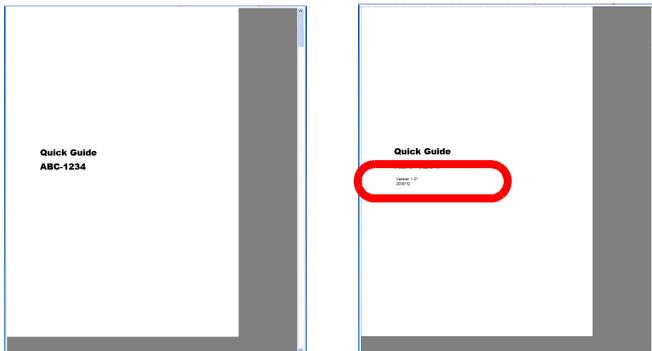
- 3 Move the cursor where you want to begin erasing and start to erase with dragging. When you want to finish, release the mouse button. You can move the cursor to a new position and continue erasing.
- 4 When you return to “Object Edit Mode”, leave the current page and go to the other page.

**Note**

- *If the cursor moves over a non raster area the cursor changes to the normal one.*
- *About edit mode, please refer to “Edit Mode” on page 3-13.*

6.6 Text

You can add Text object(s) on the page in [Page Area].



To add Text object, follow these steps:

- 1** Select [Tool] - [Text] menu or click [Place Text] tool button on Tool Bar. Cursor changes to “+”.
- 2** Click the start position of a diagonal line of the rectangle in which text object will be inserted and drag the cursor to the end position of a diagonal line, then release the mouse button. Text box control appears and selected.



- 3** Enter the text to be inserted to replace the default text “Text Box Control”.



- 4 If necessary, change the text attribution of the text object selected using [Text] property displayed in [Property Panel].



- **Font Name:** You can select the font for the text object from the available fonts on the Printgroove POD Ready machine.
- **Style:** You can select the font style for the text object from [Regular], [Italic] or [Bold].
- **Size:** You can specify the font size within the range of 8-72 points. (The unit of this is dependent on the unit specified in [Setting] dialog)
- **Text Direction:** You can select [0 degree], [90 degrees], [180 degrees] or [270 degrees] for the text direction.
- **Color:** Click the color tip and display [Select a Color] dialog. Then you can select the font color and click [OK].

- Effects: You can select additional text formatting from [Underline], [Strike Through], [Sub Script] or [Super Script].

- 5 If necessary, change the size of the text object selected using [Text Property] displayed in [Property Panel] or dragging the handles on the frame of the selected object to the range you want to change.



- Width: You can resize the width of the selected object. This value is always synchronized with current width of the object.
- Height: You can resize the height of the selected object. This value is always synchronized with current height of the object.
- Keep the current aspect ratio: You can keep the current aspect ratio. When you resize the one value of width or height, the other value will be automatically entered with the same aspect ratio of the current selected object. If the height of the object is changed, the width is also changed in relation to the original aspect ratio, and vice versa. Default value will be “off”. Aspect ratio that this setting is changed from “off” to “on” is maintained.
- To make the horizontal to vertical ratio identical: Drugging the cursor with the [Shift] key pressed allows you to draw a figure the horizontal and vertical ratio of which is identical.

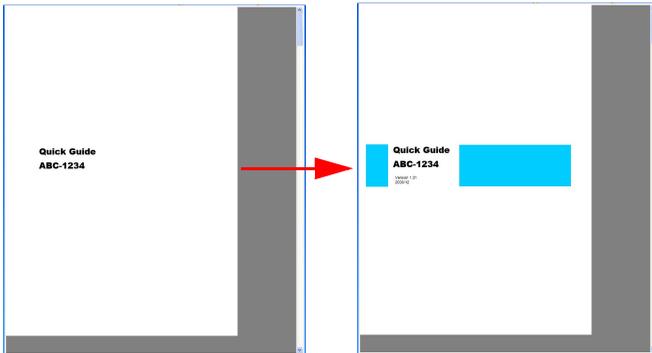
- 6 If necessary, change the position of the text object selected using [Text Property] displayed in [Property Panel] or drag the selected object to the position to move.

- Right Top: You can select the origin of the selected object as Left-Top corner of the page.
- Left Top: You can select the origin of the selected object as Left-Top corner of the page.
- Width: You can specify the width from the specified origin above. This value is always synchronized with the value of current position of the selected object. When you click [Horizontal Centering], suitable value is inputted in [Width] and then you can make the object centered horizontally.
- Height: You can specify the height from the specified origin above. This value is always synchronized with the value of current position of the selected object. When you click [Vertical Centering], suitable value is inputted in [Height] and then you can make the object centered vertically.

- 7 Click [OK] of [Property Panel].
All the values in [Property Panel] are fixed.

6.7 Rectangle

You can add rectangle on the page in [Page Area].

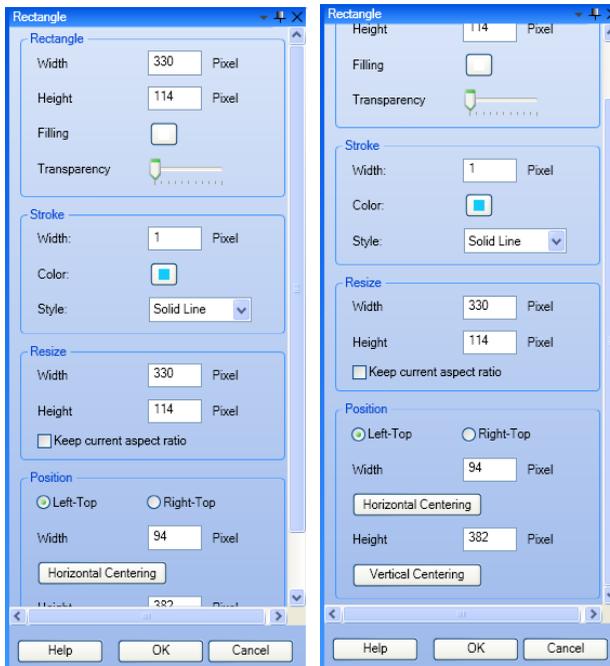


To add Rectangle shape, follow these steps:

- 1** Select [Tool] - [Rectangle Shape] menu or click [Rectangle Shape] tool button on Tool Bar.
Cursor changes to “+”.
- 2** Click the start position of a diagonal line of the rectangle which will be inserted and drag the cursor to the end position of a diagonal line, then release the mouse button.
Rectangle appears and selected.

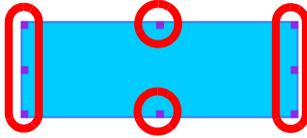


- 3 If necessary, change the color for filling up the rectangle selected using [Rectangle] property displayed in [Property Panel].



- Width: The width of the selected object is displayed. This value is always synchronized with current width of the object.
 - Height: The height of the selected object is displayed. This value is always synchronized with current height of the object.
 - Filling: Click the color tip and display [Select a Color] dialog. Then you can select the color for filling up the object and click [OK].
 - Transparency: You can specify the transparency of the object between 0 and 100 by using the slider.
- 4 If necessary, change the stroke settings of the rectangle selected using [Rectangle] property displayed in [Property Panel].
- Width: You can specify the border width of the object.
 - Color: Click the color tip and display [Select a Color] dialog. Then you can select the border color of the object and click [OK].
 - Style: You can specify the stroke style of the object.

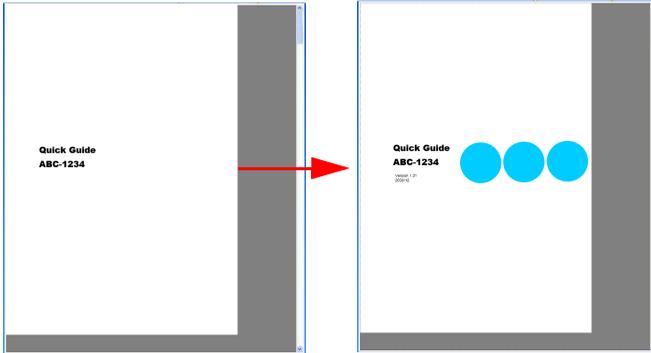
- 5 If necessary, change the size of the rectangle selected using [Rectangle] property displayed in [Property Panel] or dragging the handles on the frame of the selected object to the range you want to change.



- Width: You can resize the width of the selected object. This value is always synchronized with current width of the object.
 - Height: You can resize the height of the selected object. This value is always synchronized with current height of the object.
 - Keep the current aspect ratio: You can keep the current aspect ratio. When you resize the one value of width or height, the other value will be automatically entered with the same aspect ratio of the current selected object. If the height of the object is changed, the width is also changed in relation to the original aspect ratio, and vice versa. Default value will be “off”. Aspect ratio that this setting is changed from “off” to “on” is maintained.
 - To make the horizontal to vertical ratio identical: Dragging the cursor with the [Shift] key pressed allows you to draw a figure the horizontal and vertical ratio of which is identical.
- 6 If necessary, change the position of the rectangle selected using [Rectangle] property displayed in [Property Panel] or drag the selected object to the position to move.
- Right Top: You can select the origin of the selected object as Left-Top corner of the page.
 - Left Top: You can select the origin of the selected object as Left-Top corner of the page.
 - Width: You can specify the width from the specified origin above. This value is always synchronized with the value of current position of the selected object. When you click [Horizontal Centering], suitable value is inputted in [Width] and then you can make the object centered horizontally.
 - Height: You can specify the height from the specified origin above. This value is always synchronized with the value of current position of the selected object. When you click [Vertical Centering], suitable value is inputted in [Height] and then you can make the object centered vertically.
- 7 Click [OK] of [Property Panel].
All the values in [Property Panel] are fixed.

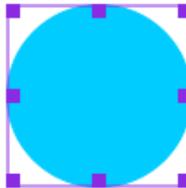
6.8 Circle

You can add Circle on the page in [Page Area].

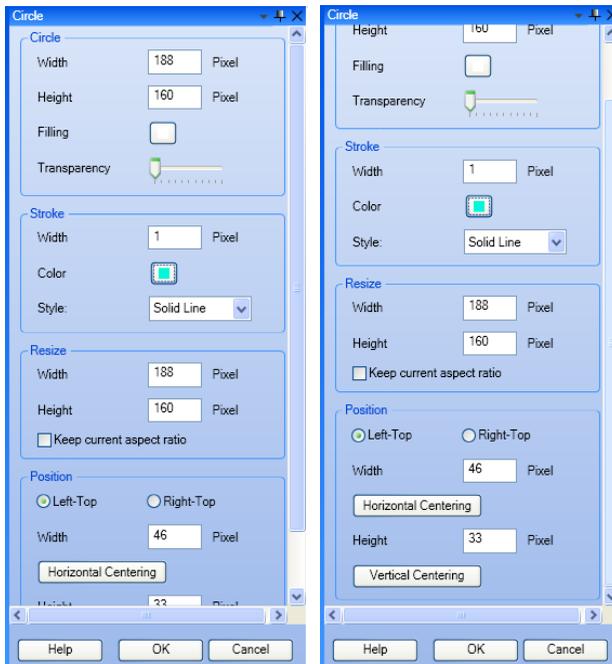


To add Circle, follow these steps:

- 1 Select [Tool] - [Circle] menu or click [Circle] tool button on Tool Bar. Cursor changes to “+”.
- 2 Click the start position of a diagonal line of the rectangle circumscribed about the circle which will be inserted and drag the cursor to the end position of a diagonal line, then release the mouse button. Circle appears and selected.

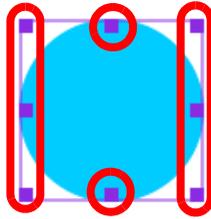


- 3 If necessary, change the color for filling up the circle selected using [Circle] property displayed in [Property Panel].



- Width: The width of the selected object is displayed. This value is always synchronized with current width of the object.
 - Height: The height of the selected object is displayed. This value is always synchronized with current height of the object.
 - Filling: Click the color tip and display [Select a Color] dialog. Then you can select the color for filling up the object and click [OK].
 - Transparency: You can specify the transparency of the object between 0 and 100 by using the slider.
- 4 If necessary, change the stroke settings of the circle selected using [Circle] property displayed in [Property Panel].
- Width: You can specify the border width of the object.
 - Color: Click the color tip and display [Select a Color] dialog. Then you can select the border color of the object and click [OK].
 - Style: You can specify the stroke style of the object.
- 5 If necessary, change the size of the circle selected using [Circle] property displayed in [Property Panel] or dragging the handles on the frame

of the selected object displayed in the [Page Area] to the range you want to change.



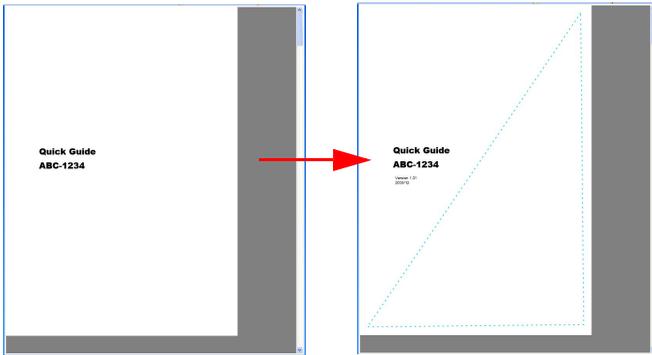
- Width: You can resize the width of the selected object. This value is always synchronized with current width of the object.
- Height: You can resize the height of the selected object. This value is always synchronized with current height of the object.
- Keep the current aspect ratio: You can keep the current aspect ratio. When you resize the one value of width or height, the other value will be automatically entered with the same aspect ratio of the current selected object. If the height of the object is changed, the width is also changed in relation to the original aspect ratio, and vice versa. Default value will be “off”. Aspect ratio that this setting is changed from “off” to “on” is maintained.
- To make the horizontal to vertical ratio identical: Drugging the cursor with the [Shift] key pressed allows you to draw a figure the horizontal and vertical ratio of which is identical.

- 6 If necessary, change the position of the circle selected using [Circle] property displayed in [Property Panel] or drag the selected object to the position to move.
- Right Top: You can select the origin of the selected object as Left-Top corner of the page.
 - Left Top: You can select the origin of the selected object as Left-Top corner of the page.
 - Width: You can specify the width from the specified origin above. This value is always synchronized with the value of current position of the selected object. When you click [Horizontal Centering], suitable value is inputted in [Width] and then you can make the object centered horizontally.
 - Height: You can specify the height from the specified origin above. This value is always synchronized with the value of current position of the selected object. When you click [Vertical Centering], suitable value is inputted in [Height] and then you can make the object centered vertically.

- 7 Click [OK] of [Property Panel].
All the values in [Property Panel] are fixed.

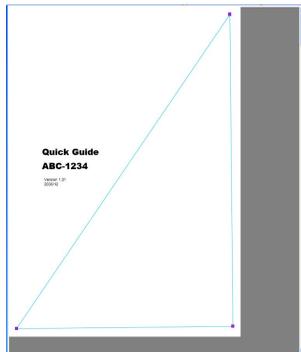
6.9 Polygon

You can add Polygon on the page in [Page Area].



To add Polygon, follow these steps:

- 1** Select [Tool] - [Polygon] menu or click [Polygon] tool button on Tool Bar.
Cursor changes to “+”.
- 2** Click the start position of polygon and click each segment sequentially.
To finish drawing the polygon, right-click at the end position and select [Complete] from the right-click menu.
Polygon appears and selected.



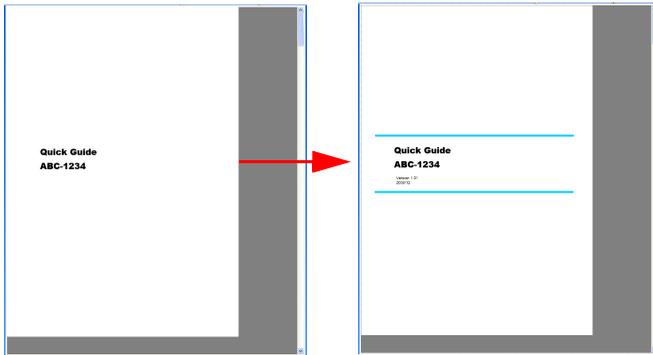
- 3 If necessary, change the stroke settings of the polygon selected using [Polygon] property displayed in [Property Panel].



- Width: You can specify the border width of the object.
 - Color: Click the color tip and display [Select a Color] dialog. Then you can select the border color of the object and click [OK].
 - Style: You can specify the stroke style of the object.
- 4 Click [OK] of [Property Panel].
All the values in [Property Panel] are fixed.

6.10 Line

You can add Line on the page in [Page Area].

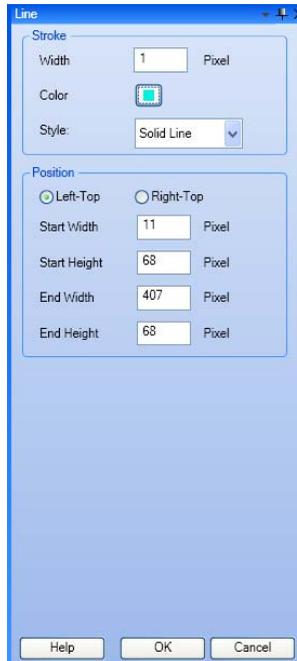


To add Line, follow these steps:

- 1** Select [Tool] - [Line] menu or click [Line] tool button on Tool Bar. Cursor changes to “+”.
- 2** Click the start position of line and drag the cursor to the end position of line, then release the mouse button. Line appears and selected.



- 3 If necessary, change the stroke settings of the line selected using [Line] property displayed in [Property Panel].



- Width: You can specify the border width of the object.
- Color: Click the color tip and display [Select a Color] dialog. Then you can select the border color of the object and click [OK].
- Style: You can specify the stroke style of the object.

- 4 If necessary, change the position of the line selected using [Line] property displayed in [Property Panel] or drag the selected object to the position to move.



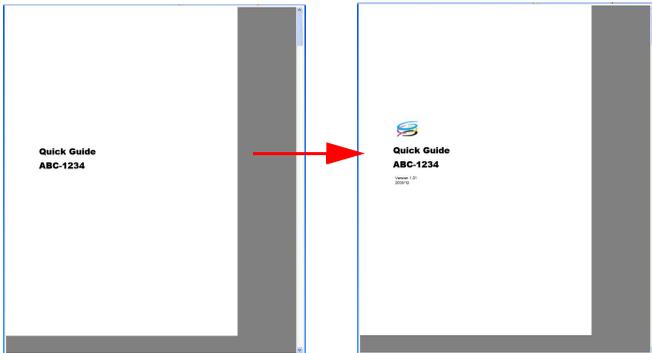
- Right Top: You can select the origin of the selected object as Left-Top corner of the page.
- Left Top: You can select the origin of the selected object as Left-Top corner of the page.
- Start Width: You can specify the start width from the specified origin above. This value is always synchronized with the value of current position of the selected object.
- Start Height: You can specify the start height from the specified origin above. This value is always synchronized with the value of current position of the selected object.

- End Width: You can specify the end width from the specified origin above. This value is always synchronized with the value of current position of the selected object.
- End Height: You can specify the end height from the specified origin above. This value is always synchronized with the value of current position of the selected object.

5 Click [OK] of [Property Panel].
All the values in [Property Panel] are fixed.

6.11 Place Image

You can add image on the page in [Page Area].

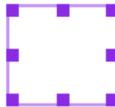


Note

You can add “.jpeg/.jpg”, “.bmp”, “.gif”, “.png”, “.tiff/.tif” file.

To add image, follow these steps:

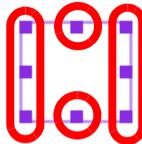
- 1 Select [Tool] - [Place Image] menu or click [Place Image] tool button on Tool Bar.
Cursor changes to “+”.
- 2 Click the start position of a diagonal line of the rectangle in which image will be inserted and drag the cursor to the end position of a diagonal line, then release the mouse button.
Image box control appears and selected.



- 3 Click [Select Image] - [Browse] in [Property Panel]. Then specify the image file in [Open] dialog appeared and click [Open]. If necessary, click [Select ICC Profile] - [Browse] to select profile for image to be inserted.



- 4 If necessary, change the size of the image control box selected using [Image] property displayed in [Property Panel] or dragging the handles on the frame of the selected object to the range you want to change.



- Width: You can resize the width of the selected object. This value is always synchronized with current width of the object.
- Height: You can resize the height of the selected object. This value is always synchronized with current height of the object.
- Keep the current aspect ratio: You can keep the current aspect ratio. When you resize the one value of width or height, the other value will be automatically entered with the same aspect ratio of the current selected object. If the height of the object is changed, the width is also changed in relation to the original aspect ratio, and

vice versa. Default value will be “off”. Aspect ratio that this setting is changed from “off” to “on” is maintained.

- To make the horizontal to vertical ratio identical:
Drugging the cursor with the [Shift] key pressed allows you to draw a figure the horizontal and vertical ratio of which is identical.

5 If necessary, change the position of the image control box selected using [Image] property displayed in [Property Panel] or drag the selected object to the position to move.

- Right Top: You can select the origin of the selected object as Left-Top corner of the page.
- Left Top: You can select the origin of the selected object as Left-Top corner of the page.
- Width: You can specify the width from the specified origin above. This value is always synchronized with the value of current position of the selected object. When you click [Horizontal Centering], suitable value is inputted in [Width] and then you can make the object centered horizontally.
- Height: You can specify the height from the specified origin above. This value is always synchronized with the value of current position of the selected object. When you click [Vertical Centering], suitable value is inputted in [Height] and then you can make the object centered vertically.

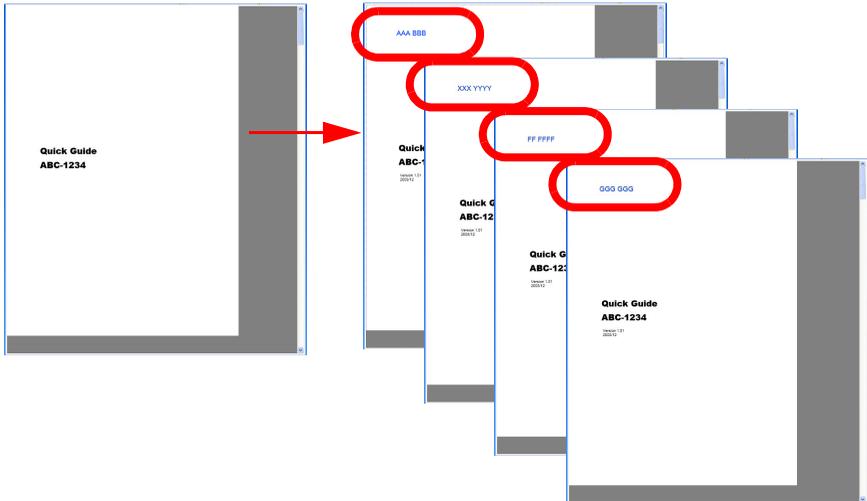
6 Click [OK] of [Property Panel].
All the values in [Property Panel] are fixed.

6.12 Place Label

You can add field for variable data publishing on the page in [Page Area].

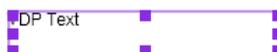
Variable data publishing is a mechanism to print each different content (ex. name, address, serial number) at the same location of page. The contents are fetched from the external data source item or data base field.

Before adding field for merging of variable data into PDF pages, it is necessary to prepare external data source like a flat file (excel, txt) or data base.



To add field for variable data publishing, follow these steps:

- 1 Select [Tool] - [Place Label] menu or click [Place Label] tool button on Tool Bar.
Cursor changes to “+”.
- 2 Click the start position of a diagonal line of the rectangle in which variable data will be inserted and drag the cursor to the end position of a diagonal line, then release the mouse button.
VDP text control appears and selected.



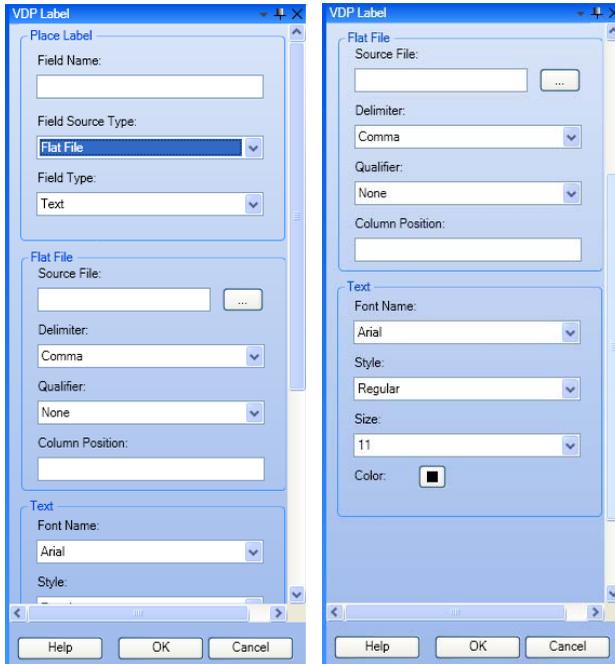
- To make the horizontal to vertical ratio identical:
Drugging the cursor with the [Shift] key pressed allows you to draw a figure the horizontal and vertical ratio of which is identical.

- 3 Specify the field name to [Field Name] and select [Field Type] and [Field Source Type] in [Property Panel].



- Field Name: You can specify a field name to identify the field inside Printgroove POD Ready. It should be a unique name and cannot be duplicated.
 - Field Type: You can select the adequate field type among [Text] and [Image].
 - Field Source Type: You can select the adequate Field Source Type from [Flat file] or [Database Connection]. According to this selection, items for data source settings vary in [Property Panel].
- 4 When you select [Flat file] as [Field Source Type], items for data source settings varies as follows. In this case, specify [Source File] using

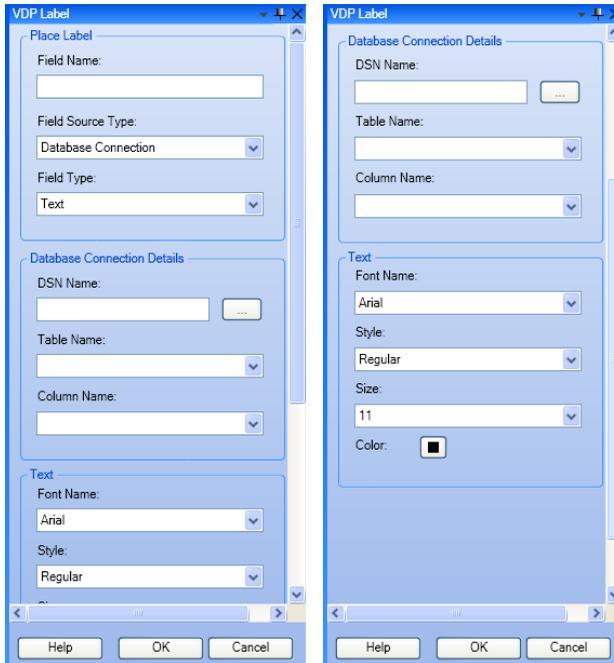
browse button and specify [Delimiter], [Qualifier] and [Column Position] in [Property Panel].



- Source File: You can browse and select the source file as external data source.
- Delimiter: You can specify the delimiters like [Comma], [Space], and [Tab].
- Qualifier: You can select [Single Quote], [Double Quote] or [None]. If the text data present in the source has this qualifier then qualifier will be removed and the text part alone will be taken as input for Variable Data Publishing field.
- Column Position: You can specify the position of column with number.

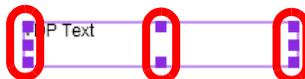
5 When you select [Database Connection] as [Field Source Type], items for data source settings varies as follows. In this case, specify [DSN

Name] using browse button and specify [Table Name] and [Column Name] in [Property Panel].



- DSN Name: You can browse the list of available Database connections and you can select the database connection name from the list. Printgroove POD Ready will deal only with Database connections available in the local machine. If the connection needs user name and password for connecting to the database then appropriate dialog will be shown.
- Table Name: You can specify the table name.
- Column Name: You can specify the column name to merge.

- 6 If necessary, change the size of the VDP Text control box by dragging the handles on the frame of the selected object to the range you want to change.



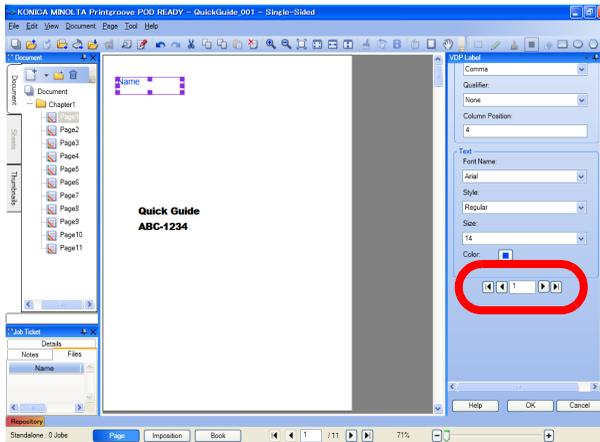
- 7 If necessary, change the text attribution of the context in [Property Panel].

- Font: You can select the font for the context from the available fonts on the Printgroove POD Ready machine.
- Style: You can select the font style for the text object from [Regular], [Italic] or [Bold].
- Size: You can specify the font size within the range of 8-72 points. (The unit of this is dependent on the unit specified in [Setting] dialog)
- Color: Click the color tip and display [Select a Color] dialog. Then you can select the font color and click [OK].

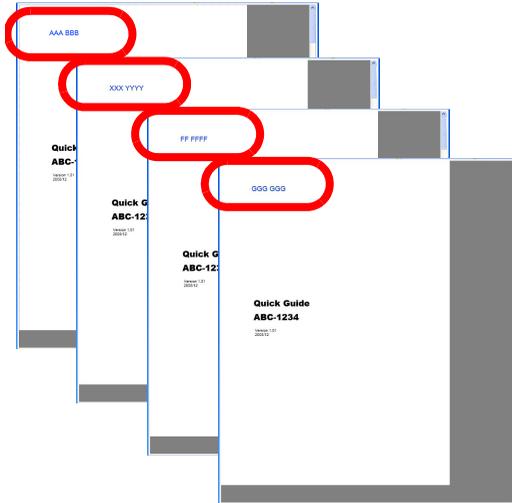
- 8 Click [OK] of [Property Panel].
All the values in [Property Panel] are fixed.

To preview the variable data, follow these steps:

- 1 Select the field for variable data publishing in [Page Area].
The navigation button appears at the bottom of [Property Panel].



- 2 Click the navigation button.
In [Page Area], the variable data appears.

**Note**

- *The first data of the record set will be displayed inside the field.*
- *If you want to change any value then the changes should be done on the source (Database or File) only.*

6.13 Cut, Copy, Duplicate, Delete Objects

6.13.1 Cut

You can remove the following items and keep them in the clipboard of Printgroove POD Ready memory.

- Printgroove POD Ready Object(s)
- Contents of a raster rectangle selection



Note

- *The operation for the raster rectangle is handled by using the clipboard memory.*
- *For Perfect Binder Cover sheet or Uneditable sheet, Cut operation cannot be performed for these pages.*

To cut item(s), follow these steps:

- 1** Select the item(s) which you want to cut.
- 2** Select [Edit] - [Cut] menu.
The selected item is removed.

6.13.2 Copy

You can copy the following items to Printgroove POD Ready memory.

- Printgroove POD Ready Object(s)
- Contents of a raster rectangle selection



Note

- *The operation for the raster rectangle is handled by using the clipboard memory.*
- *For Perfect Binder Cover sheet or Uneditable sheet, Copy operation cannot be performed for these pages.*

To copy item(s), follow these steps:

- 1** Select the item(s) which you want to copy.
- 2** Select [Edit] - [Copy] menu.
The selected item is copied.

6.13.3 Paste

You can paste the following items in Printgroove POD Ready memory in the cursor position of the page area.

- Printgroove POD Ready Object(s)
- Contents of a raster rectangle selection

When raster rectangle is pasted on raster PDF page then the image should be extracted from the PDF then the raster rectangle should be merged with the image to perform paste operation.

When the raster rectangle is pasted on a non raster page it should pasted a new Printgroove POD Ready image object.



Note

- *The operation for the raster rectangle is handled by using the clipboard memory.*
- *If you copy any object in the current page and paste it onto the same page, the object is pasted near the copied object. But, if the object is pasted to other page(s), the object is pasted on the same position as original Page to other Page.*
- *For Perfect Binder Cover sheet or Uneditable sheet, Cut, Copy and Paste operation cannot be performed for these pages.*

To paste item(s), follow these steps:

- 1 Move the cursor position of the page area where you want to paste.
- 2 Select [Edit] - [Paste] menu.
The selected item is pasted.

6.13.4 Duplicate

You can duplicate the selected Printgroove POD Ready object near the parent object.

Duplicate operations will copy and paste the selected object. It will not store in the clip board memory after duplicate operations.



Note

- *About the detail of Printgroove POD Ready objects, please refer to "Printgroove POD Ready Object" on page 3-12.*

To duplicate object(s), follow these steps:

- 1 Select the object(s) which you want to duplicate.

- 2 Select [Edit] - [Duplicate] menu.
The selected object(s) is duplicated near the parent object.

6.13.5 Delete

You can remove the following items.

- Printgroove POD Ready Object(s)
- Contents of a raster rectangle selection



Note

Deleted items will be not stored in clip board memory.

To delete item(s), follow these steps:

- 1 Select the item(s) which you want to delete.
- 2 Select [Edit] - [Delete] menu.
The selected item(s) is deleted.

6.13.6 Move

You can drag and drop to move the selected object in [Page Area].

6.14 Rotate Objects

6.14.1 Rotate Clockwise

In [Page Area], you can rotate the selected Printgroove POD Ready objects in 90 degrees.

To rotate Printgroove POD Ready objects in 90 degrees (clockwise), follow these steps:

- 1 Select [Tool] - [Rotate Clockwise].
The selected Printgroove POD Ready objects will be rotated in 90 degrees.



Note

In the PDF document, the page content itself will change. When you want to rotate just view, use [View] - [Rotate View Clockwise] menu. About details, please refer to “Rotate View Clockwise” on page 3-57.

6.14.2 Rotate Counter Clockwise

In [Page Area], you can rotate the selected Printgroove POD Ready objects in minus 90 degrees.

To rotate Printgroove POD Ready objects in minus 90 degrees (counter clockwise), follow these steps:

- 1 Select [Tool] - [Rotate Counter Clockwise].
The selected Printgroove POD Ready objects will be rotated in minus 90 degrees.



Note

In the PDF document, the page content itself will change. When you want to rotate just view, use [View] - [Rotate View Counter Clockwise] menu. About details, please refer to “Rotate View Counter Clockwise” on page 3-57.

6.15 Edit the Object Property

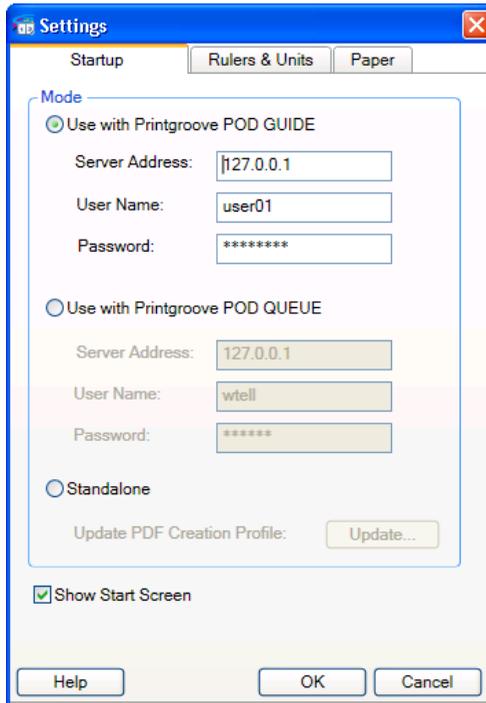
To edit the property of the added object, follow these steps:

- 1 Select the object to edit in [Page Area].
- 2 Change the property of the object selected in [Property Panel].

7 Settings

This chapter describes how to set Printgroove POD Ready application related details using [Settings] dialog.

Once a particular setting is changed, the Printgroove POD Ready element(s) associated with that setting will be refreshed with the new values.



This chapter also describes how to upgrade Printgroove POD Ready from Trial mode to Normal mode.

7.1 Settings

You can set Printgroove POD Ready application related details using [Settings] dialog.

[Settings] dialog contains three tabs as follows;

- [Startup]: Set the running mode when Printgroove POD Ready is launched and set [Startup] screen to be shown or not at the Printgroove POD Ready application startup.
- [Rulers & Units]: Set the unit for Ruler and Text, Grid, Ruler position.
- [Paper]: Set the paper details. These details will be used for calculating the spine value in [Perfect Binder Cover Designer Wizard].



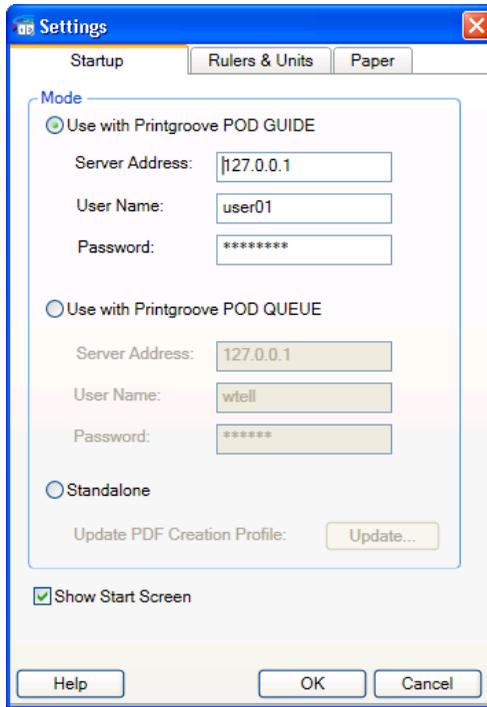
Note

- *After rebooting Printgroove POD Ready, the changed settings of running mode becomes effective.*
- *When Printgroove POD Ready is rebooted after the running mode is changed, all jobs saved in the local repository are deleted.*

To set [Startup] tab, follow these steps:

- 1 Select [Edit] - [Settings] menu.
[Settings] dialog appears.

- 2 Click [Startup] tab if [Startup] tab is not displayed. [Startup] sheet appears.



The screenshot shows the 'Settings' dialog box with the 'Startup' tab selected. The 'Mode' section has three radio buttons: 'Use with Printgroove POD GUIDE' (selected), 'Use with Printgroove POD QUEUE', and 'Standalone'. Below the selected mode, there are three text input fields: 'Server Address' (containing '127.0.0.1'), 'User Name' (containing 'user01'), and 'Password' (containing '*****'). Below these fields is an 'Update PDF Creation Profile:' label and an 'Update...' button. At the bottom of the dialog, there is a checked checkbox for 'Show Start Screen' and three buttons: 'Help', 'OK', and 'Cancel'.

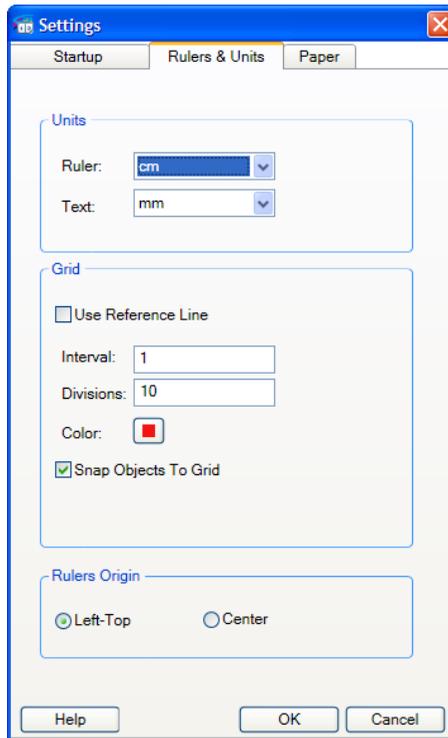
- 3 When you launch with Printgroove POD Guide mode, select [Use with Printgroove POD Guide] and set following items.
 - [Server Address]: Enter the IP address of Printgroove POD Guide.
 - [User Name]: Enter the User name of the operator (Printgroove POD Ready user) account with the Printgroove POD Guide.
 - [Password]: Enter the Password of the above account.
- 4 When you launch with Printgroove POD Queue mode, select [Use with Printgroove POD Queue] and set following items.
 - [Server Address]: Enter the IP address of Printgroove POD Queue.
 - [User Name]: Enter the User name of the operator (Printgroove POD Ready user) account with the Printgroove POD Queue.
 - [Password]: Enter the Password of the above account.
- 5 When you launch with Standalone mode, select [Standalone] and set following items.

- [Update PDF Creation Profile]: When you update PDF creation profile, click [Update]. [Open] dialog appears. Specify the job option file which you want to update and click [Open].

- 6 When you launch with [Startup] screen in Standalone or with Queue mode, check [Show Start Screen].
- 7 To continue another settings, click another tab. To save above settings and close [Settings] dialog, click [OK].

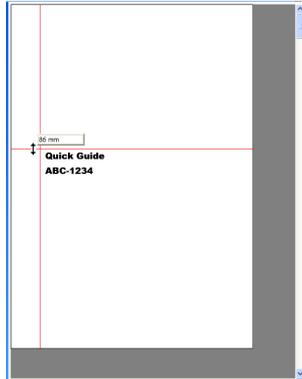
To set [Rulers & Units] tab, follow these steps:

- 1 Select [Edit] - [Settings] menu.
[Settings] dialog appears.
- 2 Click [Rulers & Units] tab if [Rulers & Units] tab is not displayed.
[Rulers & Units] sheet appears.

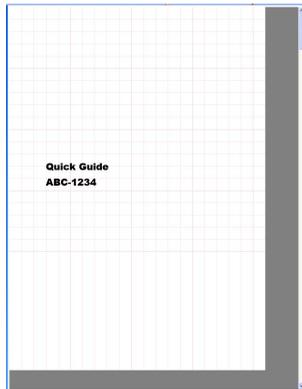


- 3 Select all the ruler, grid and page area unit from [Ruler].
You can select [inch], [cm], [mm], [point], [pica] or [percentage].

- 4 Select text object unit from [Text].
You can select [mm] or [Inch]
- 5 If you use reference line when [Grid] menu is checked, check [Use Reference Line], You can display the reference line when [Grid] menu is checked.



- 6 Specify the interval (the distance between two grid lines) for drawing the grid lines to [Interval].



- When you use reference line, you can not specify the interval.

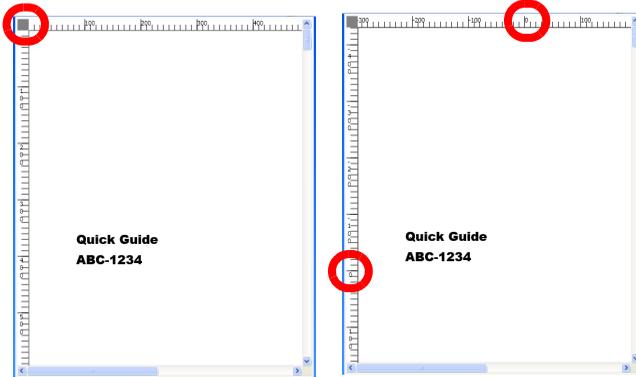
- 7 Specify the number of divisions into which each grid cell needs be broken to [Divisions].

- When you use reference line, you can not specify the number of divisions.

- 8 Select the color of the grid lines from [Color].
 - When you use reference line, you can not select the color of the grid lines.
- 9 If you want to snap objects to grid when [Grid] menu is checked, check [Snap Objects to Grid].

The moved object by user using mouse click and drag, will be snapped to grid lines when the object crosses a grid line.

 - When you use reference line, you can not snap objects to grid.
- 10 Select [Left Top] or [Center] for the position of the Ruler.

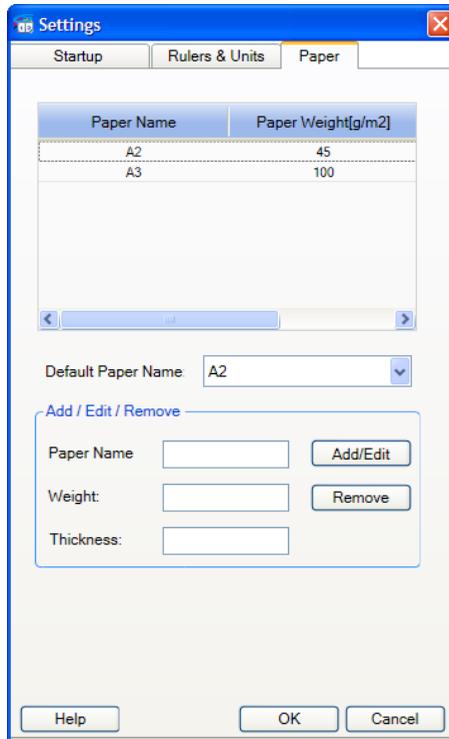


- 11 To continue another settings, click another tab. To save above settings and close [Settings] dialog, click [OK].

To set [Paper] tab, follow these steps:

- 1 Select [Edit] - [Settings] menu.
[Settings] dialog appears.

- 2 Click [Paper] tab if [Paper] tab is not displayed. [Paper] sheet appears.



- 3 When you change the default paper, select the new default paper form [Default Paper Name].
- 4 When you add new paper, enter the paper name is not there already in the list, weight and thickness for the new paper to [Paper Name], [Weight], and [Thickness]. Then click [Add/Edit]. The new paper name will be added as new entry.
 - Enter the paper name within 32 letters.
 - The unit of the weight is “g/m2”.
 - Enter the Weight from 0 to 999.9.
 - If paper name is already there in the list it will be updated with the new weight and thickness.
- 5 When you change the weight and/or thickness, select the paper which you want to change from the list and change the weight and/or thickness for the selected paper to [Weight] and/or [Thickness]. Then click

[Add/Edit].

The weight and/or thickness of the selected paper will be changed.

- 6 When you remove the paper, select the paper which you want to remove from the list and click [Remove].
 - [Remove] is enabled only when [Paper Name], [Weight] and [Thickness] have contents.
 - If paper name in [Paper Name] is already in the list then it will be removed from the list.
 - If paper name in [Paper Name] is not in the list, a message will be shown that “No such item exists.” then it will not be removed from the list.
- 7 To continue another settings, click another tab. To save above settings and close [Settings] dialog, click [OK].

7.2 Serial key

In case of you do not input any serial key at installation process, Printgroove POD Ready works as Trial mode for 30 days from the first used. You can upgrade from this mode to Normal mode by inputting serial key correctly.

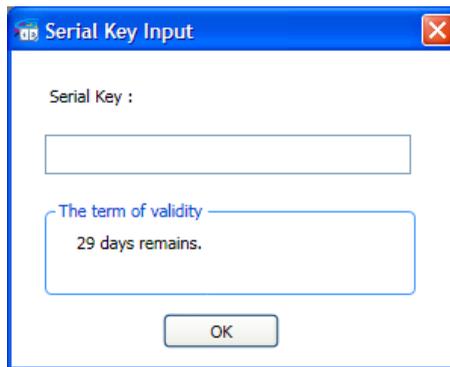


Note

- *The serial key number is printed on a paper included within the product package.*

To enter serial key to upgrade, follow these steps:

- 1 Select [Help] - [Serial Key] menu.
[Serial Key Input] dialog appears.



- 2 Enter the serial key number and click [OK].
Printgroove POD Ready will be upgraded.

8 Appendix

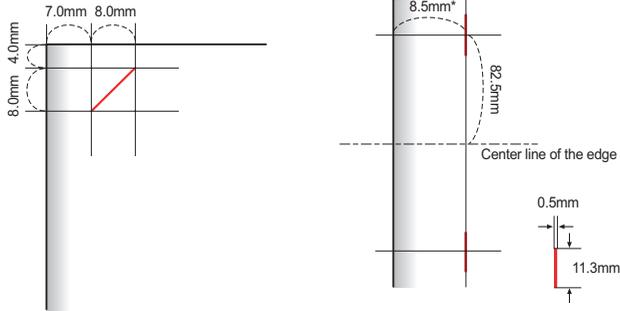
8.1 Glossary of Terms

Word	Definition
CRD	Central Reprographics Department
Dongle	A dongle is small hardware device that connects to a computer to act as a security key to authenticate software. The dongle must be plugged into the server at all times for Printgroove modules to operate.
Drop-down or Pulldown Menu	A list of selectable options displayed when a User clicks on the downward arrow.
Guide	The Print Shop User Solution of the Printgroove POD Suite, Guide enables workflow management, application administration, and job ticket processing.
Home Page	The main screen to which a User is taken upon login and returns to after performing actions within the application. A User is able to access all the menus and necessary functions from their "Home" page.
Interface	The screens, dialog boxes, and messages with which the user interacts to use the Printgroove application.
JDF	Job Definition Format is a digital data formatting standard providing a basic building block to manage the complete print production workflow. JDF uses XML (extensible markup language) to streamline information exchange between different applications systems and includes a set of messaging rules and communications protocols to ensure that all job related data can be shared.
Job Ticket	An order form or template built to JDF standards which is used to submit jobs online to the printshop.
Nodes	Locations where work is performed on jobs in a (print shop) workflow.
PDF	Portable Document Format is an open file format created by Adobe Systems. It is used for representing two-dimensional documents in a fixed layout format.
Permissions	Settings, defined by the Application Administrator, that determine a User's ability to perform certain functions within the application.
Printgroove POD	The Printgroove POD application enables the print shop to expand the ability to reach their customers. Working as a virtual storefront on the web, it allows external customers to submit/customize jobs, perform proof checks and track the status of orders. In addition, it provides advanced capabilities for set up, processing, tracking and administrative tasks for the internal employee.

Word	Definition
Queue	The Printing Solution of Printgroove POD, Queue consists of print management from device control to last-minute job ticket editing.
Ready	Ready communicates with Guide and Queue and rationalizes the process of pre press. Ready is a tool for previewing and editing PDF documents of the Printgroove suite.
Role	A grouping of permissions assigned to printshop users, usually based on services performed.
Serve	The Customer Solution part of Printgroove POD, Serve is a web service application for print job submission with real-time status verification as the print job goes through the print shop's process.
Upload (files)	This function allows you to transfer or "upload" a copy of a file to the printshop, over the web, for printing.
User Profile	Personal and application information about the User.
Welcome Screen	The first screen shown when a user enters the Printgroove server address into their web browser's address bar.
Workflow	A workflow is a predefined process path used to manage the flow of work. Within Printgroove POD, the workflow function allows you to define the way a job is managed (internally) through the print shop.
Workflow, Advanced	A Workflow allowing nodes to send jobs to other nodes within the workflow without restriction. (e.g. A to B to C to D to B to C to A to D)
Workflow, Standard	A Workflow restricting the order processing path. (e.g. A to B to C to D only)

8.2 Position of Staple

The positions selected from [Staple] of [Product Type] are as follows;



The preview images of the staple in [Page Area] with [Finishing Option] are displayed as follows;

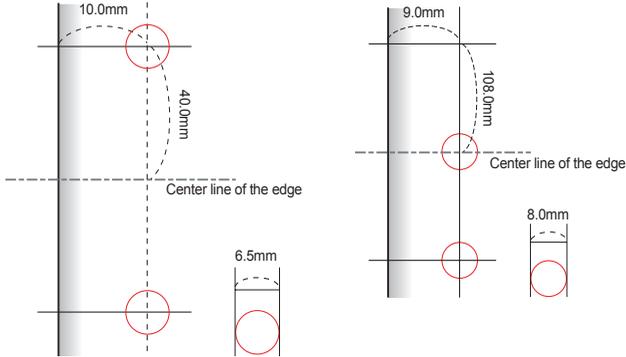
Bind Position	Stapling	Single-Sided or Face side page of Double-Sided	Back side page of Double-Sided
Top	1point(L)	Left Upper	Left Lower
	1point(R)	Right Upper	Right Lower
	2points	Upper	Lower

Bind Position	Stapling	Single-Sided or Face side page of Double-Sided	Back side page of Double-Sided
Left	1point(L)	Left Upper	Right Upper
	2points	Left	Right

Bind Position	Stapling	Single-Sided or Face side page of Double-Sided	Back side page of Double-Sided
Right	1point(R)	Upper Right 	Upper Left 
	2points	Right 	Left 

8.3 Position of Punch

The positions of holes selected from [Punch] are as follows;



The preview images of the punch in [Page Area] with [Finishing Option] are displayed as follows;

Bind Position	Punch	Single-Sided or Face side page of Double-Sided	Back side page of Double-Sided
Top	2holes	Upper	Lower
	3holes	Upper	Lower
	4holes	Upper	Lower

Bind Position	Punch	Single-Sided or Face side page of Double-Sided	Back side page of Double-Sided
Left	2holes	Left 	Right 
	3holes	Left 	Right 
	4holes	Left 	Right 

Bind Position	Punch	Single-Sided or Face side page of Double-Sided	Back side page of Double-Sided
Right	2holes	Right 	Left 
	3holes	Right 	Left 
	4holes	Right 	Left 



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