



Educational Services

How-To: Paper Stock Management

Date: April 2011

How-To

Feature Overview

Fiery Paper Catalog is a tool that resides in the Device Center view of the Command WorkStation 5 and offers the ability to have a centralized the paper warehouse database which stores attributes of the media stock and makes it easy to associate paper trays with the loaded media stock at the print engine in order to ensure the operator uses the right media, with the right color profile for each print job.

Paper Catalog is integrated into the Mixed Media settings in the job properties. Mixed Media offers a linear workflow that allows operators to easily define certain sections or chapters to have different finishing options and media types in a multiple page job.

Customer Benefits

- Simplifies media selection, reduces manual steps and wastes due to incorrect papers being used.
- Provides interactive feedback to reduce mistakes at the time of associating paper stock and trays.
- Offers easy-to-relate color profiles for each media through simplified interface for best color output.
- Delivers complete adaptability with the capability to translate the paper selection to the customer's classification system for paper stock.

Objectives of Exercise

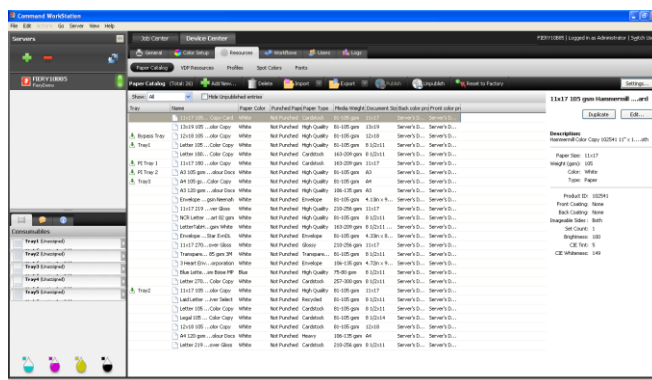
- Define Paper Catalog entries
- Apply Cover stock to the cover of a document
- Apply Plain stock to .the body of the document

Before you begin

- Have Command WorkStation opened and connected to at least one Fiery controller.
- Have available the following or equivalent media stocks
 - Letter or A4 paper with paper weight of 81-105 gsm
 - Letter or A4 paper with paper weight of 136-162 gsm
- If other media stocks are available adjust the settings in the steps below to match the settings of the actual media used.
- Import the file **Catalog_LTR.pdf** or **Catalog_A4.pdf** to the held queue. processed



Note: Each output device will have different procedures for configuring and printing the finished document. Consult the user documentation for the copier and Fiery that will be used in the How-To script.



Define Paper Stock

Before using Compose, the Paper Catalog must be populated with the appropriate media types that will be used when printing the job

1. Click **Device Center** to access the Paper Catalog
2. Click the **Resources** tab.
3. Click **Paper Catalog**.
4. Click **Add New** to define a new paper catalog entry
5. The New window will open.
6. Define the media using the following definitions and click **OK** to apply the settings:

Imperial Paper Sizes

Name: Letter Plain 81-105 gsm

Type: Paper

Type Details: Plain (or the appropriate type)

Set Count: 1

Size: Letter

Weight: 85 gsm

Color: White

Front: Coating: None

Front Gloss Value: Blank

Front: Imageable sides: Checked

Back: Coating: None

Back Gloss Value: Blank

Back: Imageable sides: Checked

Feed Direction: Long Edge Feed

Metric Paper Sizes

Name: A4 Plain 81-105 gsm

Type: Paper

Type Details: Plain (or the appropriate type)

Set Count: 1

Size: A4

Weight: 85 gsm

Color: White

Front: Coating: None

Front Gloss Value: Blank

Front: Imageable sides: Checked

Back: Coating: None

Back Gloss Value: Blank

Back: Imageable sides: Checked

Feed Direction: Long Edge Feed

New

Name *: LTR 5-Cut Tabs

Product ID:

Paper Color *: White

Punched Paper *: Not Punched

Paper Type *: Tabstock

Media Weight *: 120 106-135 gsm

Document Size *: 8 1/2x11 Tab Custom...

Front Color Profile: Server's Default

Back Color Profile: Same as Front

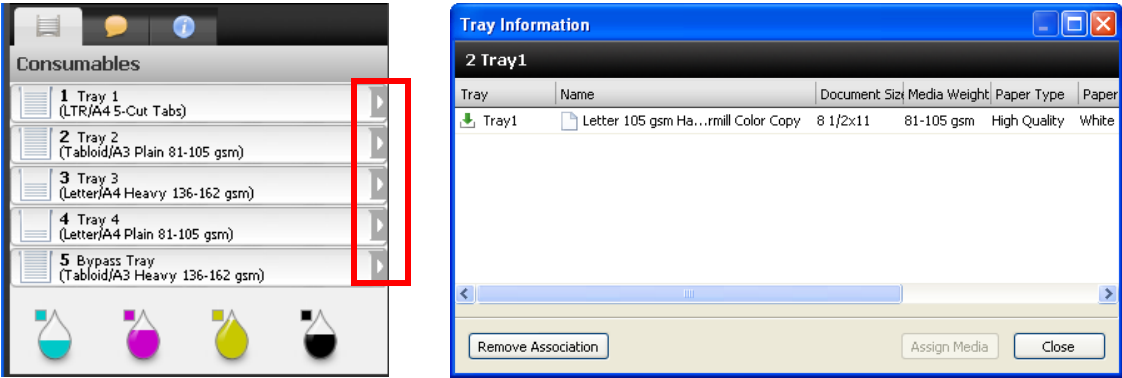
OK

Cancel

Name: Letter Heavy 136-162 gsm
Type: Paper
Type Details: Plain (or the appropriate type)
Set Count: 1
Size: Letter
Weight: 150 gsm
Color: White
Front: Coating: None
Front Gloss Value: Blank
Front: Imageable sides: Checked
Back: Coating: None
Back Gloss Value: Blank
Back: Imageable sides: Checked
Feed Direction: Long Edge Feed

Name: A4 Heavy 136-162 gsm
Type: Paper
Type Details: Plain (or the appropriate type)
Set Count: 1
Size: A4
Weight: 150 gsm
Color: White
Front: Coating: None
Front Gloss Value: Blank
Front: Imageable sides: Checked
Back: Coating: None
Back Gloss Value: Blank
Back: Imageable sides: Checked
Feed Direction: Long Edge Feed

7. Click **Job Center** tab to view in Command WorkStation.



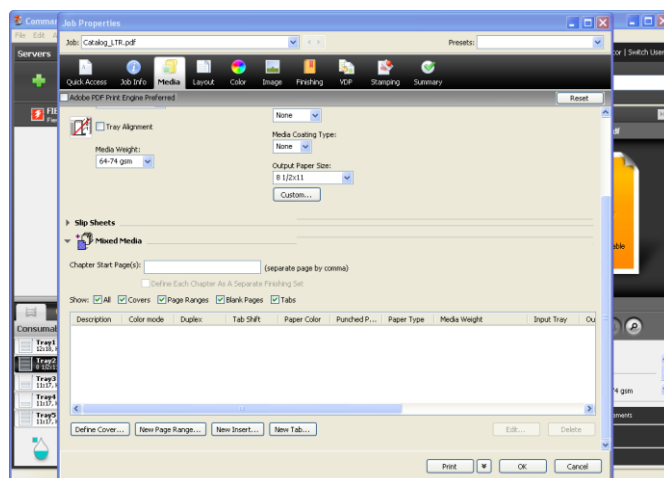
Set Tray Association

After defining the Paper Catalog, the media stocks must be associated with a paper tray on the copier/printer. Consult the user documentation for the Copier/Printer and Fiery for the exact procedure for each model copier/printer.

- 1. Load each media into a paper tray on the copier/printer.
- 2. Configure the copier/printer to recognize the media that has been loaded in the paper tray.
- 3. In the Consumables area, click the arrow to the right of the paper tray.
- 4. The **Tray Information** window for the selected tray will open.
- 5. Select the **Paper Catalog** entry that matches the loaded media...
- 6. Click the **OK** button to apply the **Paper Catalog** entry to the tray.
- 7. Repeat the procedures above for each paper tray available on the copier/printer.

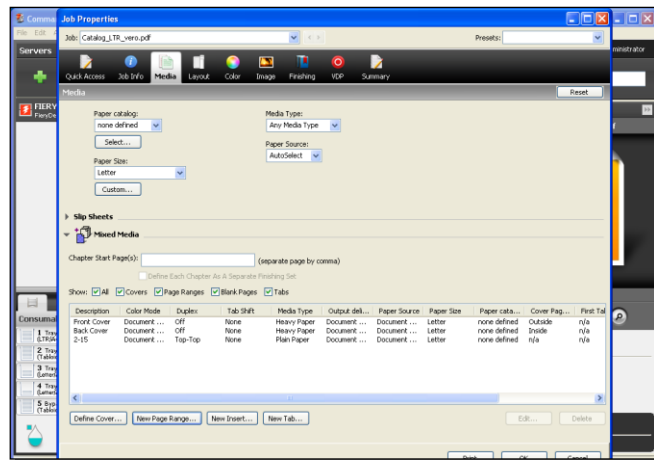


Note: You can also remove a tray association by using the **Remove Association** button.



Define Cover

1. Import the file **Catalog_LTR** to the **Held** queue.
2. Select **Properties** in the Toolbar.
3. The **Job Properties** dialog opens.
4. Select the **Layout** icon.
5. Choose the **Duplex** menu and choose **Right & Left Binding** or the equivalent.
6. Select the **Media** icon and click on the **Mixed Media** arrow icon.
7. Click **Define Cover**.
8. Select the **Apply the same settings** for both front and back cover.
9. Choose **Separate Pages** from the **Front Cover** menu.
10. Choose **Letter Heavy 136-162 gsm** or **A4 Heavy 136-162 gsm** from the **Media** menu.
11. Choose **Outside** in the **Print on** menu.
12. Choose **Right & Left Binding** (or the equivalent) in the **Duplex** menu.
13. Click **OK**.



Define Page Range

1. From the Job Properties window, click the **Media** Tab.
2. Move down to Mixed Media, click on **arrow**.
3. Click **New Page Range** button.
4. In **Define Media for Page(s)** type: **2-15**
5. Choose **Letter Plain 81-105 gsm** or **A4 Plain 81-105 gsm** in the **Media** menu. This menu will list the Paper Catalog media.
6. Choose **Right & Left Binding** or the equivalent in the Duplex menu.
7. Click **Add Definition**.
8. Click **Close**.
9. Click **OK** or **Print** via arrow icon.



Note: From the Print arrow icon you can choose these options: **Print and Hold**, **Print and Delete**, **Proof Print** and **Process and Hold**.

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