

How-To:

Produce jobs with
Different Finishing
Requirements



How-To Produce Jobs with Different Finishing Requirements

Features Overview

In high-volume production environments producing multiple-page jobs including multiple chapters or sections like training manuals, business reports or business proposals, customers may often require special manual assembly due to specific requirements in some of their subsections. For example, some sections may need special finishing like z-fold for a tabloid insert, hole-punch, staple or other requirements.

In order to produce jobs like these, customers would have the needed to print the chapters separately and manually assemble the output, making these a very labor-intensive job.

The Mixed Finishing Sets feature available in Fiery Compose and Fiery JobMaster streamlines and automates the assembly process to produce a fully finished job. With an in-line finisher attached to the print engine, customers can select multiple options and subsets in a single job. Mixed Finishing Sets also allows users to specify different finishing options among different subsets. These finishing options will vary based on the in-line finisher and print engine.

Fiery Compose and Fiery JobMaster are document layout applications that have a flexible and intuitive visual interface that simplifies document preparation and gives operators the tools to achieve superb results with ease. It allows for page-level job ticketing for optimum control of the document.

Customer Benefits

- Mixed Finishing Sets produces finished documents with minimal operator intervention.
- Increased productivity from the use of in-line finishers.
- Mixed Finishing Sets allows users to specify different finishing options among different subsets. It streamlines and automates the assembly process to produce fully finished jobs.
- Operators control the page subsets and specify by chapters, number of sheets or custom page ranges.
- Fiery Compose and Fiery JobMaster preview jobs in a page and sheet view, both working together to display media attributes at a glance for quick job navigation and to show exactly how the output will look like before going to print.

Objectives of the exercise

- Manage a multiple document file within Fiery JobMaster.
- Incorporate a tabloid-sized element within the document.
- Apply different finishing options to the created Mixed Finishing Sets.
- Show the 3-D Reader view feature.
- Print the document with the defined media and finishing.

Additional Resources

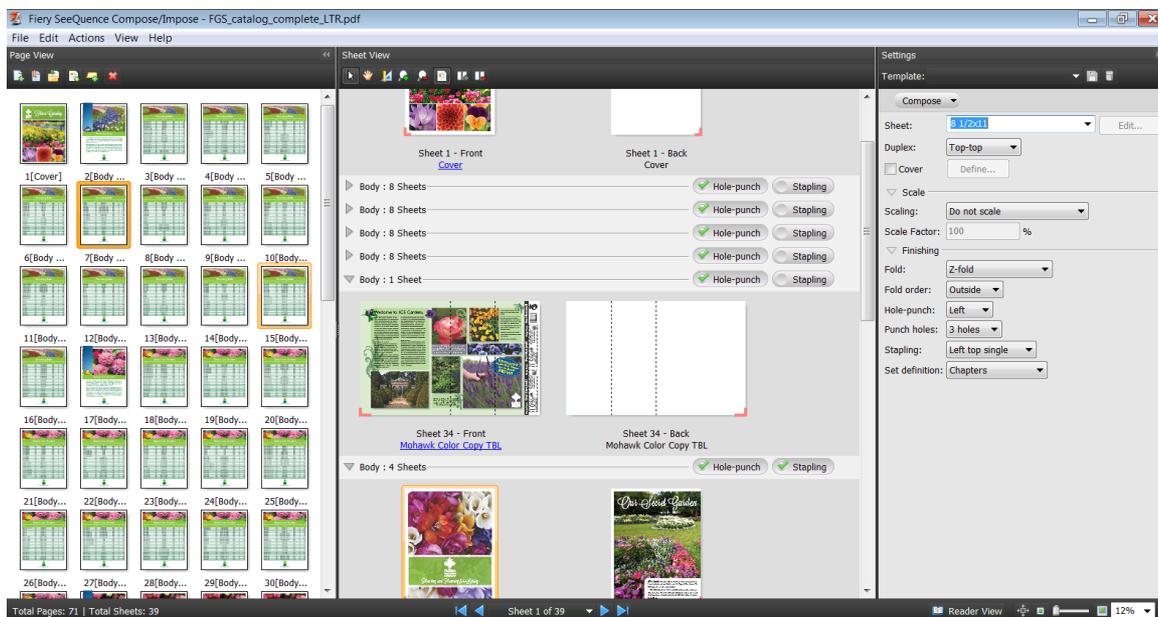
If you would like to learn more about Fiery product features, EFI has created interactive online courses designed to enhance Fiery product knowledge and help increase performance. For a complete list of the online courses we offer, go to the [Fiery eLearning](#) web page.

Before you begin

- For Fiery Compose, have Fiery Command WorkStation 5.5 or above opened and connected to a supported Fiery server running Fiery FS150/FS150 Pro or above.
- For Fiery JobMaster, have Fiery Command WorkStation 5.6 or above opened and connected to a supported Fiery server.
 - For the updated list of supported printers go to www.efi.com/fieryjobmaster
- Activate the Fiery Compose or Fiery JobMaster license on the Command WorkStation client.
- Place the following files in the Fiery Held queue. Drag and drop the file to the Command WorkStation Held queue or use the Command WorkStation Import menu option.
 - **FGS_catalog_complete_LTR.pdf** or **FGS_catalog_complete_A4.pdf**
 - **FGS_welcome_to_FGS_gardens_11x17.pdf** or **FGS_welcome_to_FGS_gardens_A3**
- Create Paper Catalog entries for the media that is appropriate for your environment.
 - Ideally you will have available three stocks.
 - Letter/A4 Cover Stock
 - Letter/A4 Body Stock
 - Ledger/A3 Insert Stock
- Ensure the printer and Fiery have been calibrated before printing any output.

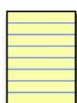
**Note:**

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 for this How-To Guide.



Insert page and Define Mixed Finishing Sets

1. In Command WorkStation select the file **FGS_catalog_complete_LTR.pdf** or **FGS_catalog_complete_A4.pdf** in the Held queue, right-click and select **Compose** or **JobMaster**.
2. Select **Insert Pages** from the **Actions** menu.
3. In the Insert pages window, select the file **FGS_welcome_to_FGS_gardens_11x17.pdf** or **FGS_welcome_to_FGS_gardens_A3.pdf** from the Servers list.
4. Select the pages you want and drag them onto the left pane to insert. For this example, place the single page before page 62 and **Close** the Insert window when done.



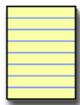
Select multiple pages by holding the “Shift” or “Ctrl” key.

Note:

If you want to insert all the pages from the selected document, you can also select the file name and drag-and-drop this onto the **Page View** pane.

5. Select the back cover or page 71 and select **Insert Blank Page** from the **Actions** menu.
6. In the Page view pane, hold the CTRL/Command key while selecting each page. For this example, select pages 2, 17, 32, 47, 62, 63 and 71 and right-click to select **Chapter Start** or select the Chapter Start icon.
7. Assign the appropriate media for your workflow.
 - a. In the Settings pane, select **Edit...** next to sheet and assign the Global default media. For this example, select the Body media. OR in the Page view pane, use the Shift-Click to select pages 2-70 and use the CTRL/Command key to unselect page 62 (the Insert) and right-click to select **Assign Media....** For this example, select the Body media.
 - b. In the Page View pane, use the CTRL/Command key to select 1 and 71-72 and right-click to select **Assign Media....** For this example, select the Cover media.
 - c. In the Page View pane, select page 62, right-click to select **Assign media...** and select the Insert or 11x17/A3 media.

8. In the Settings pane, set **Duplex** to **Top-top**.
9. Select **Hole-Punch: Left** and **Punch Holes: 3 Holes**.
10. Select **Stapling: Top Left Single**.
11. Select **Set Definition: Chapter Start**.



Note: Duplex and Finishing options will vary with device and the in-line finishers.

12. In the Sheet view pane, begin to customize the finishing settings for each subset. There are 8 subsets in total.
 - a. Uncheck the Hole-Punch and Stapling option for the Front and Back covers (Subset 1 and 8).
 - b. Uncheck the Stapling option for all chapters (Subset 2-6).
 - c. Select sheet 34 and right-click to select **Create Subset**. Select the **Folding** options for **Z-Fold**. This setting will be applied only to this 11x17 or A3 sheet. Note: dotted folding lines will appear on the sheet to illustrate where the Z-fold will occur.
13. Select the Reader view icon in the lower-right corner under the Settings pane to see document layout as it will print. Use the arrow keys or the drop-down arrow to access the Go to Page. You will see the designated Chapter start pages will appear on the right side of the reader view. Close the Reader view when done.
14. Close Compose or JobMaster and select to **Save as a regular job**. Enter a new job name to identify this job in the Fiery Held queue, select **Yes** and then print your document.
15. The end result will produce a document as follows:
 - a. The front and back covers will not have hole-punch or staple.
 - b. The chapters will all print with hole-punch.
 - c. The inserted 11x17/A3 page will print as a Z-folded page with hole-punch.
 - d. The chapter for the Spring Planning guide will print with hole-punch and staple.



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