Fiery® Print Server

Workflow Examples

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CONTENTS

INTRODUCTION

This document provides examples of complex printing scenarios and an overview of the Print Server features used in the examples. The example workflows illustrate how you can combine features to create jobs. Each workflow includes cross-references to help you locate more information about performing each task.

For information about supported operating systems and system requirements, see *Welcome*.

Terminology and conventions

This document uses the following terminology and conventions.

Term or convention	Refers to
Copier	The copier or printer
Titles in *italics*	Other documents in this set
	Topics for which additional information is available by starting Help in the software
	Tips and information
	Important information
	Important information about issues that can result in physical harm to you or others

About this document

This document covers the following topics:

- Mixed Media concepts and how Mixed Media is used in an example workflow

- Variable Data Printing (VDP) concepts with FreeForm and how VDP is used in an example workflow using FreeForm

- Imposition concepts with PPML (Personalized Print Markup Language) and how imposition is used in an example variable data printing workflow using Impose and PPML

- Printing to a Hot Folder on the network and an example workflow using Hot Folders

- Compose and Paper Catalog concepts and how to create a job with Compose and Paper Catalog

MIXED MEDIA

This chapter provides an overview of Mixed Media and an example workflow that includes Mixed Media.

NOTE: Mixed Media is not supported for all Print Servers. To determine if Mixed Media is supported for your particular Print Server, see *Utilities*.

What is Mixed Media?

The Mixed Media feature allows you to print ranges of pages on different types of media. For example, you can use Mixed Media to specify a heavy stock for the cover, add blank pages, insert colored media on designated pages, and specify duplex pages within a single print job. Specify Mixed Media settings when you print a job from an application with the printer driver. Define and modify the Mixed Media settings of jobs already sent to the Print Server from Command WorkStation or define Mixed Media settings in the Hot Folders application.

For more information about Mixed Media, see *Utilities*.

Example: Workflow with Mixed Media

A geology professor at Ocean Crest University wants to print her new course book for the fall semester. The new course book consists of eight chapters. She wants her students to be able to find the information they want easily and quickly. To ensure this, each chapter divider in the book is printed on heavy media. The chapter text is printed on plain media and the front and back covers are printed on heavy media.

The professor sends her request, along with the book file in PDF (Portable Document Format) (Geology101.pdf), to the university's in-house production department.

The following diagram illustrates the components of the course book.

Back cover printed on heavy media

Chapter dividers on heavy media

Chapters printed on plain media

Geology 101

Front cover printed on heavy media

Geology 101

Completed course book
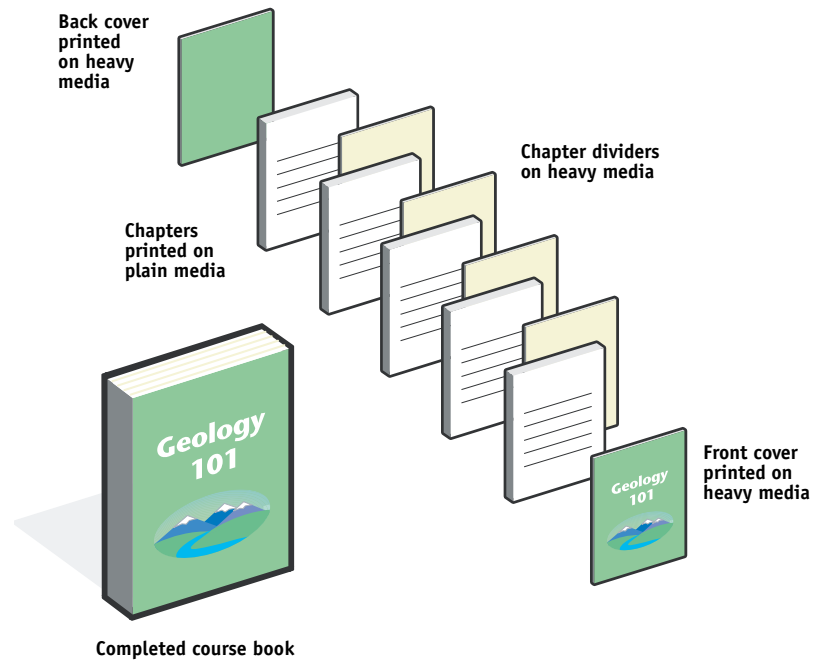
Items required for this example

- Geology101.pdf

- Print Server

- Command WorkStation with Mixed Media

- Heavy media for the front and back covers

- Heavy media for chapter dividers

- Plain media for the chapter text

Mixed Media workflow
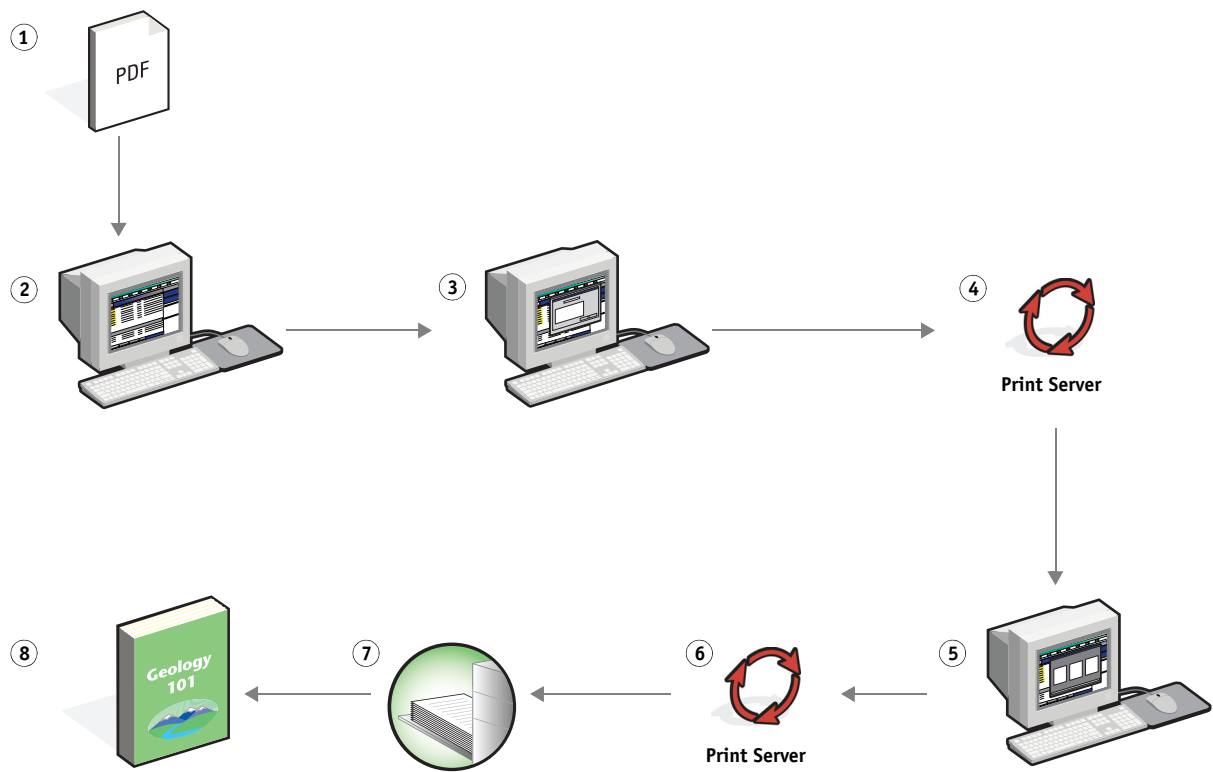
Step	Task		For more information
1	The professor creates the PDF and sends the file to the university's in-house production department.		
2	The operator in the production department downloads the file to Command WorkStation.		Command WorkStation Help

Step	Task	For more information
3	The operator selects the job in Command WorkStation, chooses Properties from the Actions menu and clicks the Media icon on the Job Properties toolbar. The operator applies the following settings: **a)** From New Page Range in Mixed Media, the operator types 2, 32, 64, 98, 124 for the page range (the pages that divide the chapters), specifies a heavy media, indicates which tray contains the heavy media, clicks Add Definition, and then clicks Close. **b)** From New Insert in Mixed Media, the operator specifies inserting a blank page after the last page to distinguish the end of the print job, clicks Insert, and then clicks Close. **c)** The operator specifies front and back covers that print on front only, cover stock, and which tray contains the media, and then clicks OK (if applicable). **d)** The operator clicks the Layout icon and specifies duplex, clicks OK, and then saves the file.	*Utilities*
4	The operator processes and holds the job.	Command WorkStation Help
5	The operator previews the job.	Command WorkStation Help
6	The operator prints the job. **NOTE:** The operator can also print one set as a proof before printing multiple copies.	Command WorkStation Help
7	The operator retrieves the job from the copier.	
8	The job is printed with a front and back cover and dividers for each chapter.	

To use Mixed Media in Command WorkStation, your downloaded file must be a non-raster file. To remove raster information from a file in Command WorkStation, right-click the file and select Remove Raster Data.

You can duplicate this workflow with a PostScript file instead of a PDF. You can also specify inserting tabs. For example, instead of specifying heavy media for the chapter dividers, you can specify tabs and print chapter numbers on each tab. For more information about printing with tabs, see *Utilities*.

IMPOSITION

This chapter provides an overview of imposition and an example workflow using imposition.

NOTE: Imposition is not supported for all Print Servers. To determine if Imposition is supported for your particular Print Server, see *Utilities*.

What is imposition?

Imposition is the process of arranging individual pages of a book, booklet, or brochure on a large sheet. The pages are laid out such that when the sheet is printed, folded, and cut, the pages are in the correct orientation and order.

The Print Server supports Impose. Impose is a server-based imposition application that allows you to edit and assemble entire documents on the Print Server before you process the files.

For more information about imposition, see Command WorkStation Help.

Example: Workflow with imposition

The manager of Company ABC wants to make sure that she has enough business cards to distribute when she is managing her company's booth at the Consumer Electronics Show.

She sends a request to a local print shop to print 600 cards.

The print shop imposes her business cards on an 11x17 page. Since the card design incorporates text on the back, the job must be duplexed. Company ABC's standard business card size is 2x3.25. The print shop calculates that they can impose 25 cards on one 11x17 page.

The following graphic illustrates how the business cards are imposed.

5 columns

11 x 17 page

5 rows

2 x 3.25 business card
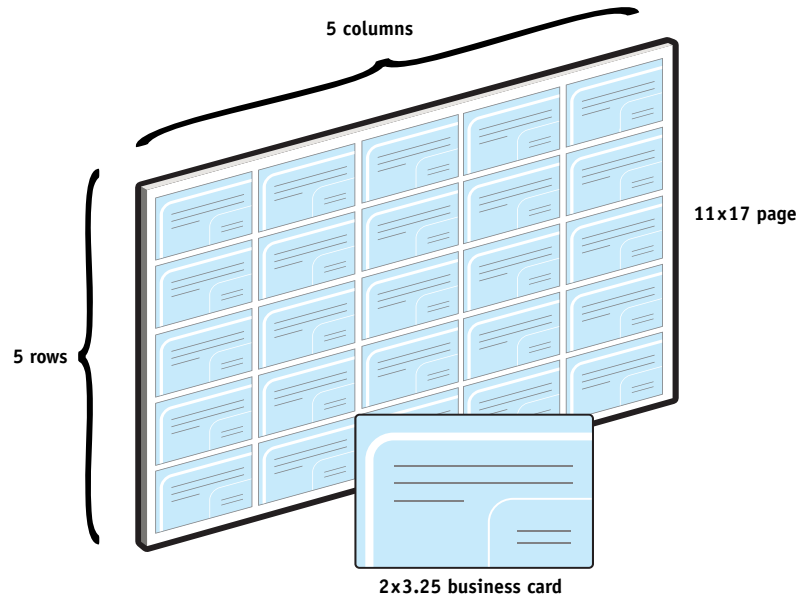
Items required for this example

- Card.pdf

- Print Server

- Command WorkStation with Impose (requires a dongle)

- 11 x 17 heavy media, such as card stock

- Paper cutter

Imposition workflow
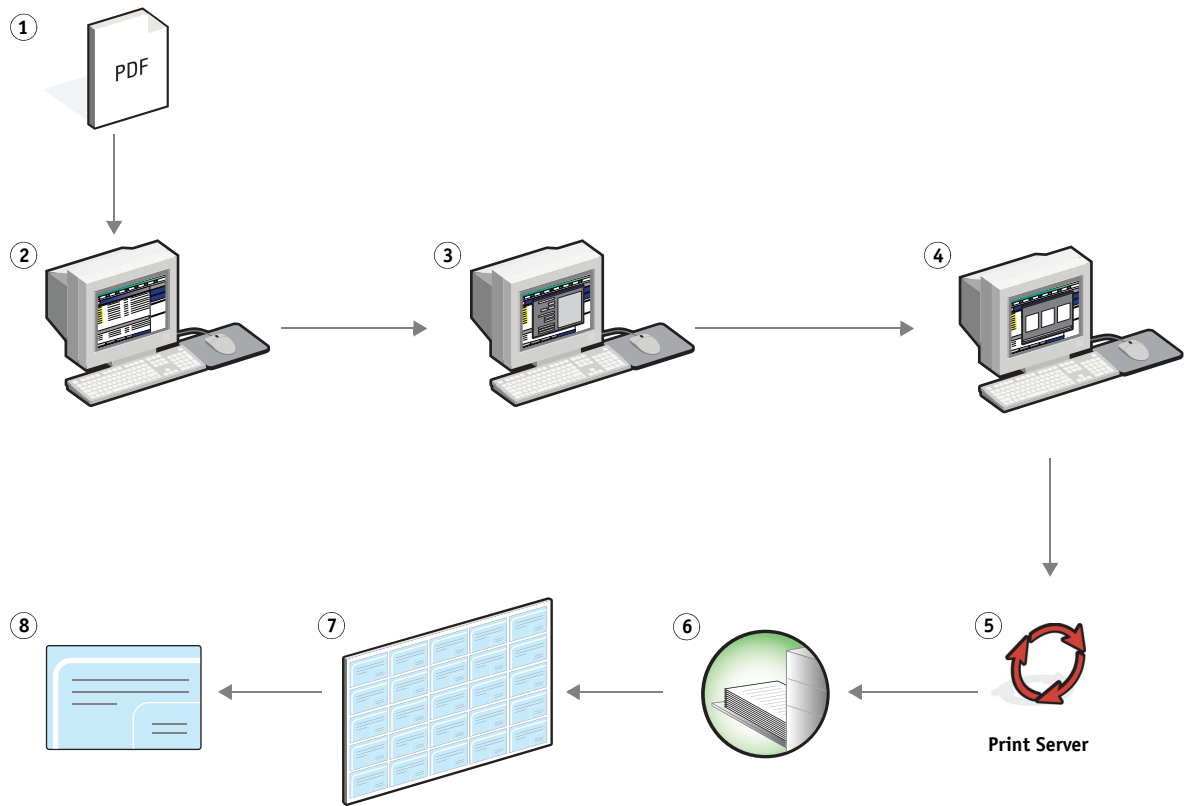
Step	Task	For more information
1	Company ABC creates the 2x3.25 business card, saves the file as Card.pdf, and then sends the file to the print shop.	*Printing*
2	The operator at the print shop downloads the file to Command WorkStation.	Command WorkStation Help

Step	Task		For more information
3	The operator selects the job in Command WorkStation, chooses Impose from the Actions menu, and then applies the following settings.		*Utilities*
	a) From the Sheet bar, the operator specifies 11x17, landscape, and duplex.		
	b) From the Layout bar, the operator specifies five rows and five columns, turns on printer's marks, and sets the offset horizontal and vertical printer's marks to 0.125 pt.		
	c) From the Scale bar, the operator specifies the scale at 100%.		
	d) From the Finishing bar, the operator specifies gang up repeat and then saves the job.		
4	The operator selects Card.pdf.dbp in Command WorkStation and selects Preview.		Command WorkStation Help
5	The operator prints the job.		Command WorkStation Help
6	The operator retrieves the job from the copier.		
7	The cards are printed on an 11x17 page.		
8	The operator follows the printer's marks and cuts the business cards.		

When you use Impose, your downloaded file must be a non-raster file. To remove raster information from a file with Command WorkStation, right-click the file and select Remove Raster Data.

PPML WITH IMPOSITION

This chapter provides an overview of PPML and imposition, and an example workflow of an imposed job using PPML.

NOTE: Imposition and PPML are not supported for all Print Servers. To determine if Imposition is supported for your particular Print Server, see *Utilities*. To determine if PPML is supported for your particular Print Server, see *Printing*.

What is PPML and how do you impose it?

Personal Print Markup Language (PPML) is an XML-based language for variable data printing. PPML enables faster printing of variable data jobs by allowing a printer to store text elements and graphic elements and reuse them as needed. PPML is a non-vendor-specific language and is considered to be an open industry standard.

You can create the master and variable elements of a job as a PPML file in a variable data printing application, such as Pageflex Persona, and then print the job to the Print Server.

Impose PPML as you would any other job (see). Impose the PPML job on a sheet to print the pieces in a particular order so that when the job is printed, it is cut and stacked in the correct order.

For more information about PPML, see *Variable Data Printing*.

Example: PPML workflow with imposition

Dr. Jones is a veterinarian who has just moved his practice to a new neighborhood and wants to inform his current customers, and possible new ones, of his new location, phone number, and hospital hours. He decides to send out 30,000 5x8 mailer cards. The front of each card has a picture of his dog, Max, with information about his practice, and the back of the card has each customer's name and address with a bar code.

Dr. Jones sends his order to a print shop along with the PDF of his mailer and the Microsoft Excel file database, including address information about his customers and neighborhood residents.

The print shop creates the merged master and variable document in Pageflex Persona to create the JonesMailer.ppml file.

For more information about Pageflex Persona, see the documentation that accompanies the application.

To save time and money, four cards are printed on both sides of a single 11x17 page. To expedite the mailings and reduce costly postage charges, the cards are imposed so that after the pages are cut, the cards easily stack with the zip codes in the correct sort order.

The following diagram illustrates how the job is imposed and sorted.
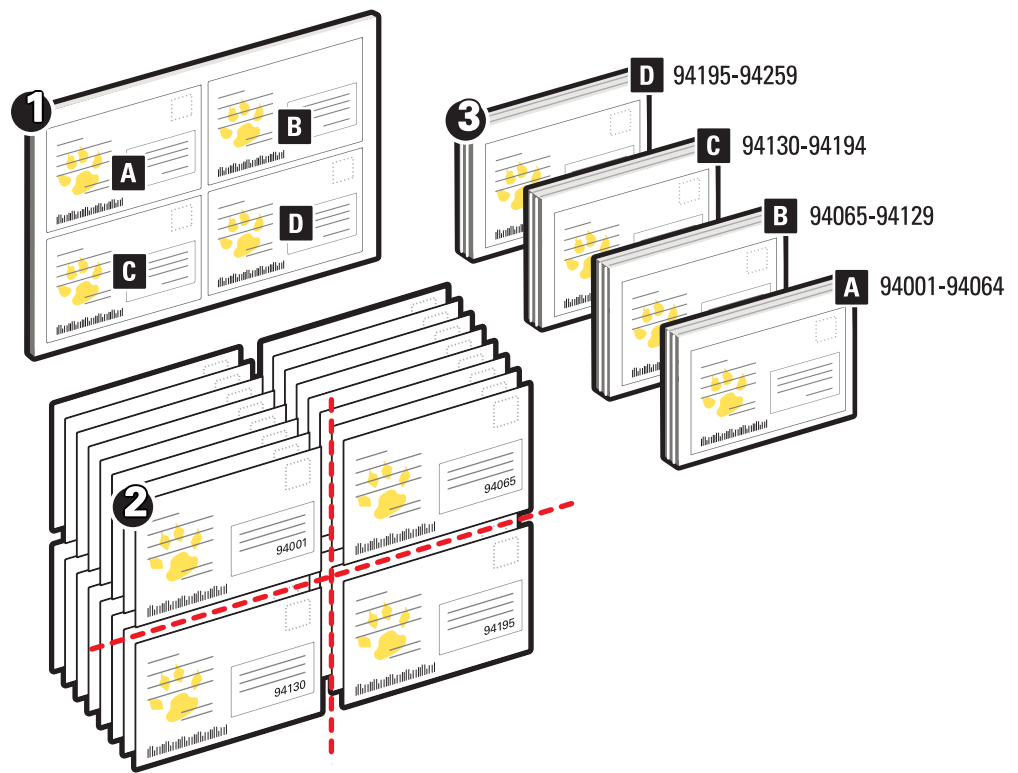
Items required for this example

- Windows computer with Pageflex Persona

- JonesMailer.ppml

- Print Server

- Command WorkStation with Impose

PPML workflow with imposition

Step	Task	For more information
1	The operator at the print shop creates the merged master and variable document in Pageflex Persona to create the JonesMailer.ppml file.	For more information about Pageflex Persona, see the documentation that accompanies the application.
2	The operator at the print shop downloads the file to Command WorkStation.	Command WorkStation Help

Step	Task	For more information
3	The operator selects the job in Command WorkStation and chooses Impose from the Actions menu.	*Utilities*
	a) From the Sheet bar, the operator specifies 11x17, landscape, and duplex.	
	b) From the Layout bar, the operator specifies two rows and two columns, and turns on printer's marks.	
	c) From the Scale bar, the operator specifies scale at 100%.	
	d) From the Finishing bar, the operator specifies to gang up the job and cut and stack it, and enters 64 for record set. The operator chose 64 because this is the number of sheets that the paper cutter can easily cut at one time. (This value must be a multiple of the number specified for the layout. For this example, the operator specified two rows and two columns, so the amount entered here should be a multiple of 4, such as 64.) This is the record per set.	
4	The operator prints the job.	Command WorkStation Help
5	The operator retrieves the job from the copier.	
6	The mailers are stacked and ready to cut.	
7	The operator checks the Impose Control Strip to match the set information.	Command WorkStation Help.

Check the Impose Control Strip to match the set information. This is useful if certain pages of your job do not print correctly and you must reprint specific pages.

Print one document to verify that the master and variable information matches.

Make sure that the scale size in Impose is set to 100%, otherwise the cards do not print with the specified 5x8 size and are adjusted to print to the scale value entered.

VARIABLE DATA PRINTING WITH FREEFORM

This chapter provides an overview of variable data printing, and an example workflow that uses FreeForm to create a variable data job.

What is variable data printing?

Variable data printing links a copier to databases that contain the content for printed documents. Content consists of text and images (including graphics and photographs) in electronic form. Variable data printing is used for direct-mail advertising or other targeted mailings. It typically combines a set of master elements that are common across copies of a document with a set of variable elements that change from copy to copy. An example is a brochure that greets customers by name and may include other personal information about the customer obtained from a marketing database. Background elements, illustrations, and text blocks that do not change across copies of the brochure comprise the master elements. The customer name and other customer-specific information comprise the variable elements.

For more information, see *Variable Data Printing*.

Variable data printing languages

The Print Server may be compatible with the following variable data printing languages:

- FreeForm and FreeForm 2

- Personalized Print Markup Language (PPML)

- Creo Variable Print Specification (VPS)

- Xerox Variable Data Intelligent PostScript Printware (VIPP)

NOTE: To determine what variable data printing languages are supported for your particular Print Server, see *Printing*.

Sending variable data jobs to the Print Server

You can create the master and variable data in most software programs, and assign the master and variable data from Command WorkStation, Hot Folders, or the printer driver. If you create your master and variable data in PPML or Creo VPS format from a supported third-party application, such as Pageflex Persona or Atlas PrintShop Mail, you can send your variable job directly to the Print Server through these applications. You can also download your file using Hot Folders.

For more information about how to send variable data printing to the Print Server, see *Variable Data Printing*.

What is FreeForm and how is it used with variable data print jobs?

FreeForm allows you to use print options to define and store master-element documents, called FreeForm masters, on the Print Server. You can send a variable-element job to the Print Server with instructions to combine the job with a particular FreeForm master.

For more information, see *Variable Data Printing*.

Example: Variable data workflow using FreeForm

Ocean Crest University wants to promote their three schools through a mailing to prospective students. The students will be able to request information about the different campuses and programs. Students can reply via a postage-paid business reply card integrated into the mailer. The document is personalized with the prospective student's name, address, and a personal web link. The design is graphic-intensive, to attract the attention of the reader. It is printed on 11x17 paper and folded three times, in order to qualify for the standard "letter" mail rate at the post office.

To create this mail piece, the in-house production department decides to use the caching capabilities of FreeForm. FreeForm allows them to store a rasterized version of the graphic intensive layout in memory, since these elements are common to all pages (send and process once). The variable text (address, name, and web link) is printed separately and merged with the layout at the Print Server.

The production department creates the master document with all the common elements and saves the file in PDF format (College_Master.pdf). Next, they create the variable document in Microsoft Word (College_Variable.doc) and link the variable information to their database file (College_data.xls).

NOTE: No specialized variable printing software is used to build this job. You can use any page layout application to create the FreeForm master and any mail merge function, such as Microsoft Word Mail Merge, to build and print the variable data.

For more information about how to use the Mail Merge feature in Microsoft Word, see the documentation that accompanies Microsoft Word.

The following diagram illustrates the components of the mailer.

Master file

Database file
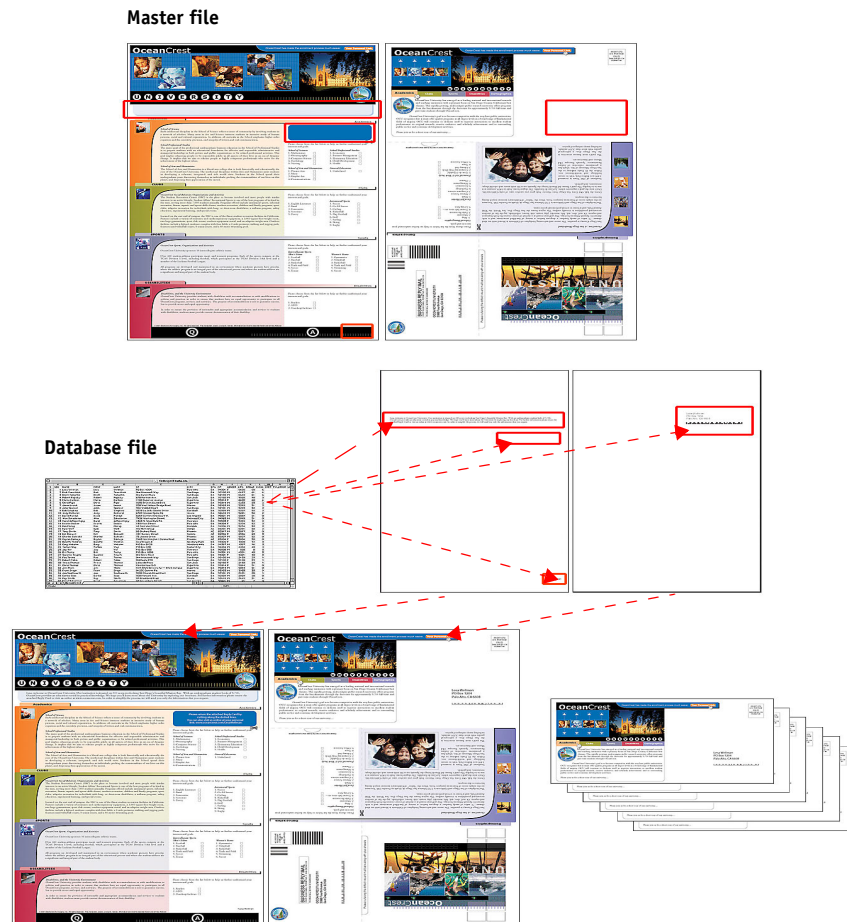
Items required for this example

- College_Master.pdf

- College_Variable.doc

- College_data.xls

- Print Server

- Print Server printer driver with FreeForm

- Windows computer with Adobe Acrobat, Microsoft Word, and Microsoft Excel installed

Variable data printing workflow using FreeForm
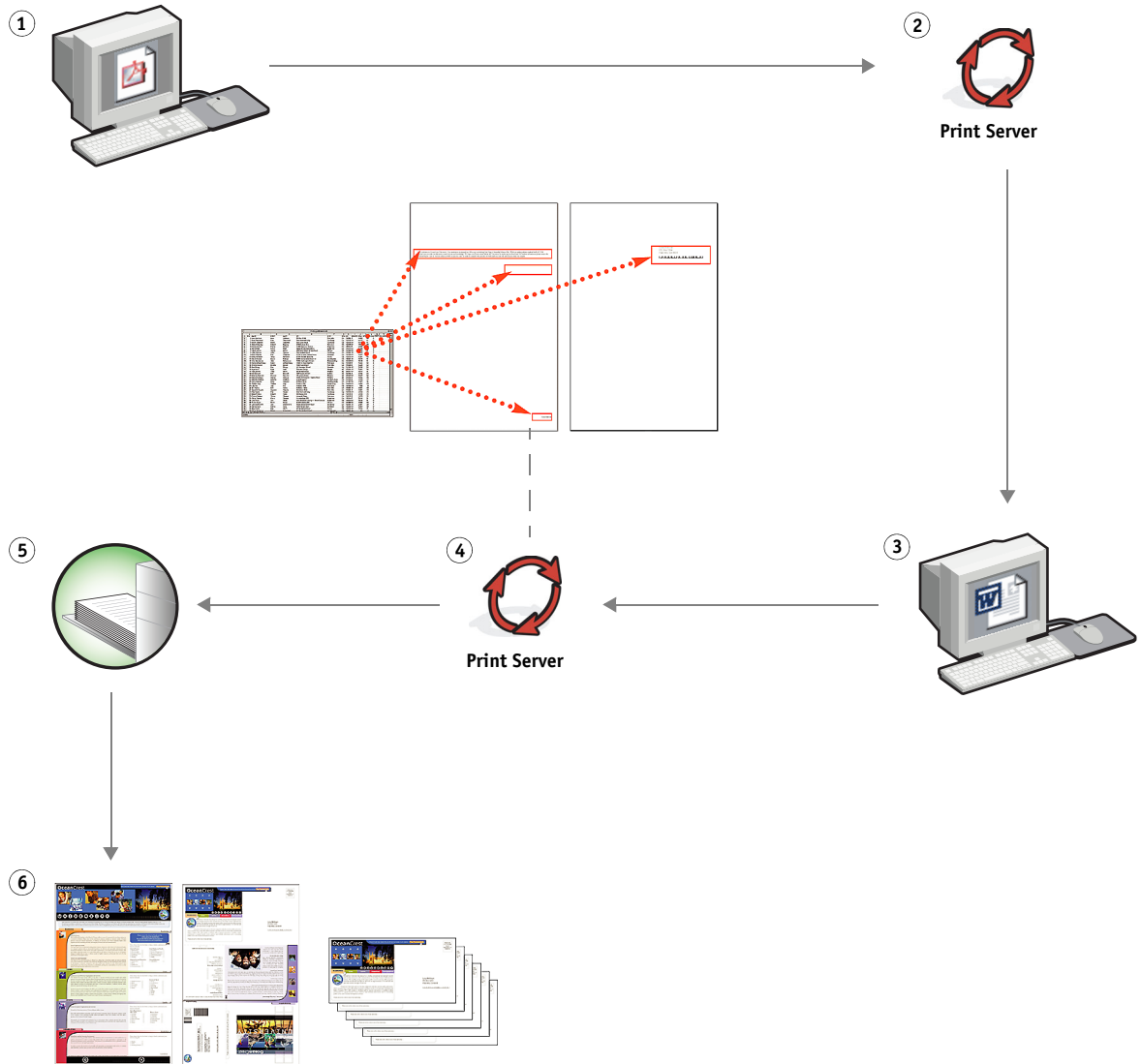
Step	Task	For more information
1	The operator in the production department opens College_Master.pdf in Acrobat.	
2	The operator prints the file to the Print Server, specifying 11x17 and duplex, and choosing 1 for Create Master in the printer driver.	*Printing*

Step	Task	For more information
3	The operator opens the College_Variable. doc in Microsoft Word.	Microsoft Word documentation
	The variable document also opens the College_data.xls file, since the two documents are linked. If the documents are not linked, Word prompts the operator for the location of the Data Source File.	
	The operator selects Data Merge in Word.	
4	The operator prints the file to the Print Server, specifying 11x17 and duplex, and choosing 1 for Use Master in the printer driver.	*Printing*
	The master file and variable file are combined on the Print Server.	
5	The operator retrieves the job from the copier.	
6	The mailer includes the combined master and variable data.	

You cannot send FreeForm jobs to the Direct connection.

If Two-Way Communication is enabled in the printer driver, the printer driver detects what masters already reside on the Print Server. Use stored FreeForm masters as often as needed with multiple sets of variable elements. For more information about Two-Way Communication, see the printer driver Help.

If the administrator clears the Print Server, all FreeForm masters are deleted. For more information about administrator functions, see *Configuration and Setup*.

VARIABLE DATA PRINTING WITH FREEFORM 2 AND MIXED MEDIA

This chapter provides an overview of how to use Mixed Media with FreeForm 2 variable data printing jobs, and provides an example workflow that uses variable data printing and Mixed Media.

NOTE: Mixed Media and FreeForm 2 is not supported for all Print Servers. To determine if Mixed Media is supported for your particular Print Server, see *Utilities*. To determine if FreeForm 2 is supported for your particular Print Server, see *Printing*.

What is FreeForm 2 and how is it used with variable data print jobs?

FreeForm 2 extends the functionality of FreeForm (see "Variable Data Printing with FreeForm" on page 19). FreeForm 2 requires a third-party variable data printing application that supports FreeForm 2 technology, such as Atlas PrintShop Mail. Using the third-party printing application and FreeForm 2, you can create multiple page masters, allowing more customization to your documents. You can still use any master created in another application, and then use a third-party application that supports FreeForm 2, such as PrintShop Mail, to combine the design and database information.

Multiple masters allow you to define more than one master file for your job, while drawing from the same database of variable information. For example, if you own a movie rental company, you may maintain a database of customer names, addresses, and the last five movies the customer rented, categorized by genre. As a promotion, you want to send a coupon booklet with a new movie rental release pictured on the front cover. You want to customize your mailer with a movie of a similar genre as the last movie the customer rented. The variable information, such as the customer names and addresses, is always drawn from the database. However, the different movie images are defined by the multiple masters.

For more information about FreeForm 2, see *Variable Data Printing*.

What is Mixed Media and how can it be used in variable data print jobs?

The Mixed Media feature allows you to print ranges of pages on different types of media. For more information, see "What is Mixed Media?" on page 7.

Variable data printing links a copier to databases that contain the content for printed documents. For more information, see "Variable Data Printing with FreeForm" on page 19.

Use variable data print jobs with Mixed Media to create custom jobs, such as mailers. For example, use the variable information to create booklet mailers that greet customers by name, and print the booklet cover on a different medium than the body of the mailer.

The Mixed Media you specify for your job is applied for every record, relative to the record start. For example, if Mixed Media is set to print Page 1 with cover stock, the first page of every record is printed on cover stock.

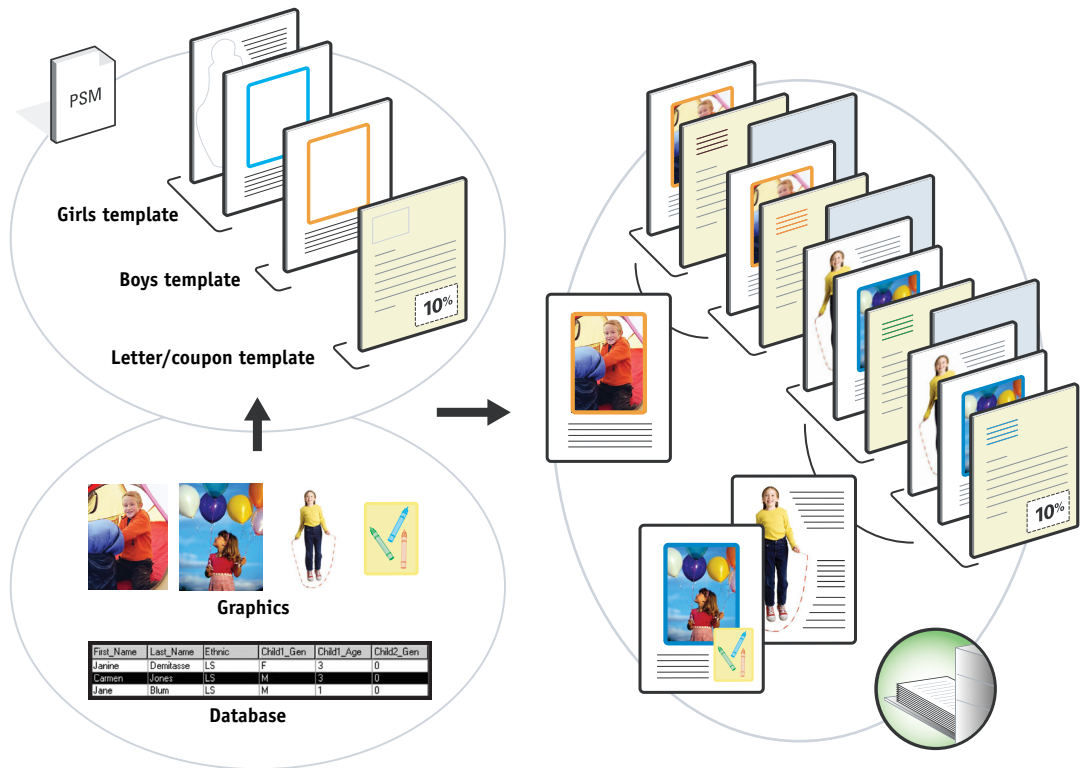## Example: Variable data workflow with FreeForm 2 and Mixed Media

To announce its new line of children's styles, Banana Rama is creating a promotional mailer that targets customers by ethnicity, gender, and age. The company has compiled a database of customers by name and attributes, such as ethnicity, gender, and age. For the promotional mailer, Banana Rama also draws from a content database consisting of images of children of different ages, gender, and ethnicity wearing the new Banana Rama clothes; images of typical gadgets enjoyed by these children; and background graphics. Using a variable data application, such as PrintShop Mail and images that match the targeted individual, Banana Rama creates, in one print run, a mailer targeting parents of girls aged 7 to 10 years and customized mailers targeting parents of boys in different age groups. The mailers feature images of children in the targeted age group wearing Banana Rama clothing and playing with their favorite toys.

Each promotional mailer includes a cover sheet with the customer's name and a discount coupon. The Banana Rama girls' clothing line is more extensive, so the mailer targeting girls includes additional pages advertising the girls' fashions.

Since the promotional mailer may vary in length, depending on whether it is targeted toward a boy or a girl, a blank page is added between each mailer to indicate when a new mailer starts.

The print shop that received Banana Rama's mailer request uses Atlas PrintShop Mail to create the master and variable document as a .psm project file. For more information about PrintShop Mail, see the documentation that accompanies the application.
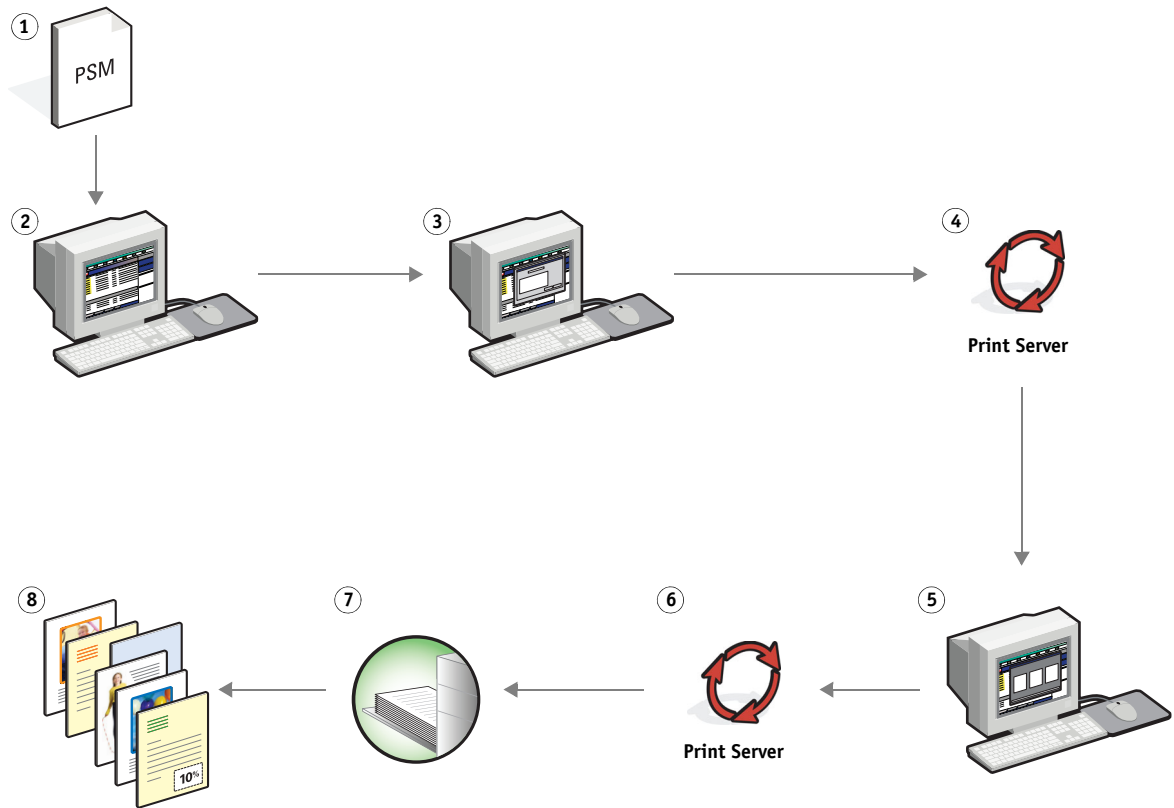
The following diagram illustrates the components of the mailer.

Items required for this example

- Atlas PrintShop Mail
- FreeForm 2
- BananaRama.psm
- BananaRama_V.ps
- Print Server
- Command WorkStation with Mixed Media
- Cover stock
- Plain media

Variable data workflow with FreeForm 2 and Mixed Media

Step	Task	For more information
1	The print shop operator opens the BananaRama.psm file in PrintShop Mail, specifies FreeForm 2, and prints the file to the Print Server. In the Print dialog box, the operator sends both the master and variable data. The Print Server receives a master and variable PostScript document.	*Variable Data Printing* For more information about PrintShop Mail, see the documentation that accompanies the application.
2	The operator selects the BananaRama_V.ps file from Command WorkStation.	Command WorkStation Help
3	The operator chooses Properties from the Actions menu and clicks the Media icon on the Job Properties toolbar. The operator applies the following settings: **a)** The operator specifies a front cover that prints on front only, cover stock, and the tray for the media. **b)** From New Insert in Mixed Media, the operator specifies to insert a blank page after the last page, indicates the tray for the media, clicks Insert, and then clicks OK.	*Utilities*

Step	Task		For more information
4	The operator processes and holds the job.		Command WorkStation Help
5	The operator previews the job.		Command WorkStation Help
6	The operator prints the job.		Command WorkStation Help
7	The operator retrieves the job from the copier.		
8	The job prints with the merged variable and master information with a blank sheet between records.		

HOT FOLDERS

This chapter provides an overview of Hot Folders and an example workflow using Hot Folders.

NOTE: Hot Folders is not supported for all Print Servers. To determine if Hot Folders is supported for your particular Print Server, see *Utilities*.

What is a Hot Folder?

Hot Folders is a software application that streamlines network printing tasks. A Hot Folder is a folder to which you can assign a group of print options, along with a Print Server print queue.

To print a document, drag and drop the file onto the Hot Folder. You can create multiple Hot Folders, each with different settings and different Print Server connections. Depending on the configuration of the Hot Folder, jobs are routed to a Print Server with settings that you have configured.

Hot Folder software runs as a background utility, continuously monitoring Hot Folders for new jobs.

For more information about Hot Folders, see *Utilities* and Hot Folders Help.

Example: Workflow with Hot Folders

Greg works for Company ABC and wants to print 25 copies of his new business cards.

Company ABC has configured a network Hot Folder called "BusinessCards," so that their employees can drop their business card .pdf file directly onto the Hot Folder for printing.

Greg creates his business cards using the required company business card template, and saves the file as GregCard.pdf. The business card template ensures that the cards are printed optimally, using the imposition settings specified in the BusinessCards Hot Folder.

After the cards are printed, an operator in the company print shop cuts the cards and places them in interoffice mail for the employee.
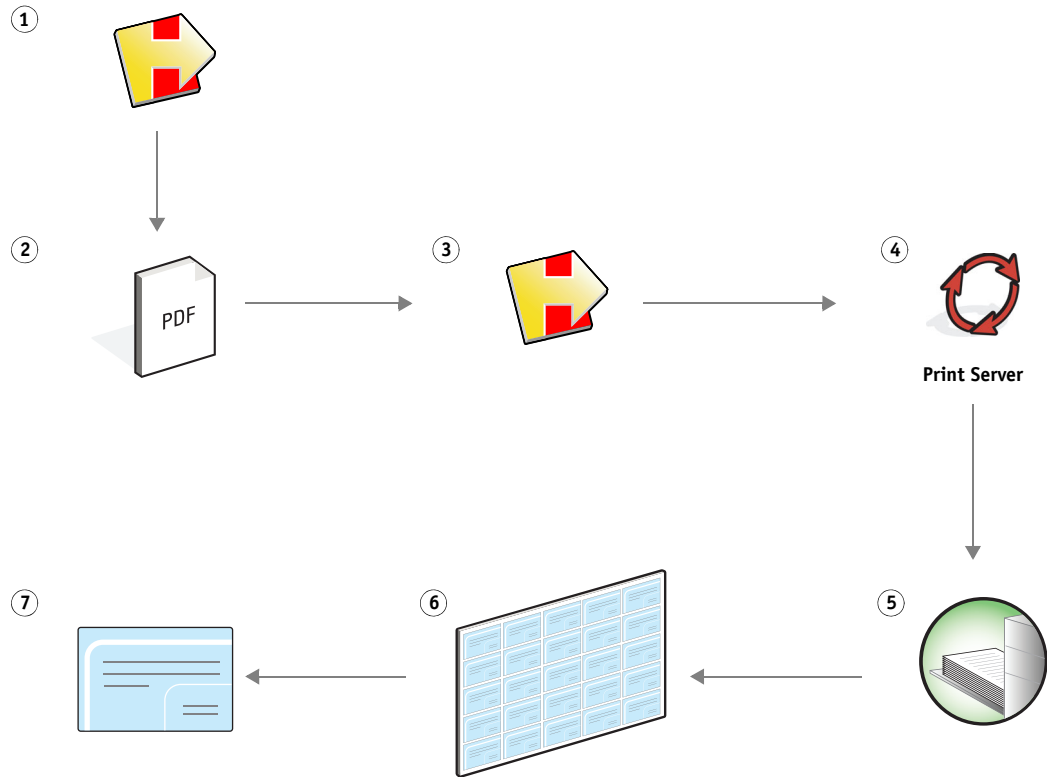
Company ABC business cards are 2x3.25 inches in size.

The following graphic illustrates how the business cards are imposed.

5 columns

11x17 page

5 rows

2x3.25 business card
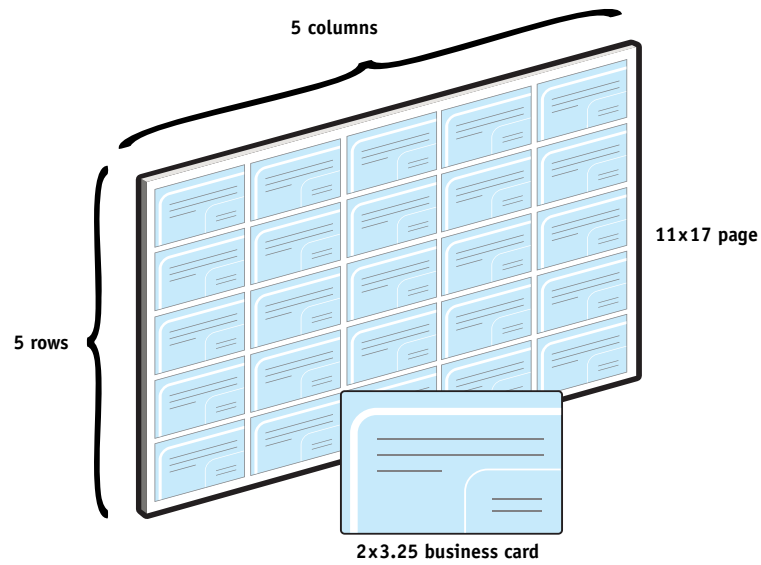
Items required for this example

- GregCard.pdf

- Print Server

- Hot Folder configured on the network

- 11x17 heavy media, such as card stock

- Paper cutter

Imposition workflow

①

② PDF → ③ → ④

Print Server

⑦ ← ⑥ ← ⑤

Step	Task	For more information
1	The operator at Company ABC creates a Hot Folder on the network, names it "BusinessCards," and applies the following Hot Folder settings.	*Utilities* Hot Folders Help
	a) From Job Settings, the operator specifies 25 copies.	
	b) From the Sheet tab in Imposition Settings, the operator specifies 11x17 for Sheet Size, Landscape for Orientation, and Off for Duplex.	
	c) From the Layout tab in Imposition Settings, the operator specifies 5 Rows and 5 columns, and selects Printer's Marks.	
	d) From the Scale tab in Imposition Settings, the operator specifies scale at 100%.	
	e) From the Finishing tab in Imposition Settings, the operator selects Gang Up and chooses Repeat.	
2, 3	Greg drops the file GregCard.pdf on the BusinessCards Hot Folder.	Hot Folders Help
4	The job prints.	
5	The operator retrieves the job from the copier.	
6	The cards are printed on an 11x17 page.	
7	The operator follows the printer's marks and cuts the business cards.	

COMPOSE WITH PAPER CATALOG

This chapter provides an overview of Compose and Paper Catalog and provides an example workflow using both applications to create a printed piece that incorporates colored covers, tabs, and operator-specified chapter starts.

NOTE: Compose and Paper Catalog are not supported for all Print Servers. See *Utilities* to determine if Compose and Paper Catalog are supported for your particular Print Server.

What is Compose?

Compose is a software application that allows you to prepare a job (spooled or held in Command WorkStation) for printing.

For a single job, use Compose to:

- Preview a job as thumbnails and full screen previews.

- Set chapter starts and identify and apply finishing options.

- Specify different media for front and back covers, body pages, and sections.

- Insert blank sheets, tabs, or other documents.

- Edit a document using Adobe Acrobat and Enfocus PitStop.

Compose is a dynamic application that displays and enables options based on the Print Server selected for the job. For example, if a job contains mixed media settings that were set in the printer driver or Command WorkStation, these settings appear when you view the job in Compose.

For more information about Compose, see *Utilities* and Compose Help.

What is Paper Catalog and how is it used with Compose?

Paper Catalog is a system-based paper warehouse database. Paper Catalog stores the attributes of any media stock available in a production print shop.

The Paper Catalog database resides on the Print Server and is not affected when you restart or clear the Print Server.

Paper Catalog allows administrators to:

- Define multiple media attribute combinations and assign unique names to each combination.

- Assign trays with loaded media stock.

- Select predefined media when a job is submitted.

- Specify which Paper Catalog columns are available for users.

- Centrally maintain a Paper Catalog database.

Paper Catalog allows operators to:

- Assign trays with loaded media stock.

- Select predefined media when a job is submitted.

After the administrator defines the Paper Catalog, the operator chooses the media for the job from Compose. When the operator views the job with Compose thumbnails, the operator clearly sees the settings applied for that paper catalog entry, such as the color of the media.

For more information about Paper Catalog and additional ways to access it, see *Utilities* and Paper Catalog Help.

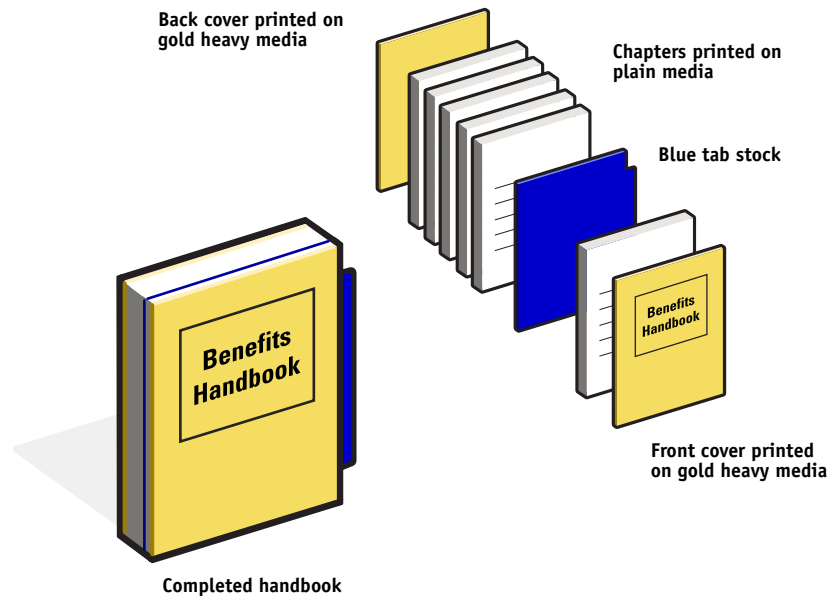## Example: Tab Workflow with Compose and Paper Catalog

The Company ABC Human Resources Manager has created a new benefits handbook. The handbook is a single PDF document without blank pages between chapters. The manager wants the front and back covers of the published piece printed on heavy gold media and she wants each chapter to start on a right-hand page. Additionally, she wants blue tab stock labeled "Tax Form" inserted as the fourth page of the handbook.

The Human Resources Manager sends her request, with the attached book file in PDF format (Benefits.pdf), to the company's in-house production department.

The production department uses Compose to reformat the book, adding front and back covers and designating chapter starts.

Gold is Company ABC's signature color. All published company documentation must have gold covers. The production department administrator has already added gold covers and blue tab stock to the Paper Catalog.

The following illustration shows the components of the handbook.

Back cover printed on gold heavy media

Chapters printed on plain media

Blue tab stock

Benefits Handbook

Front cover printed on gold heavy media

Benefits Handbook

Completed handbook

Items required for this example

- Benefits.pdf

- Print Server

- Command WorkStation with Compose and Paper Catalog

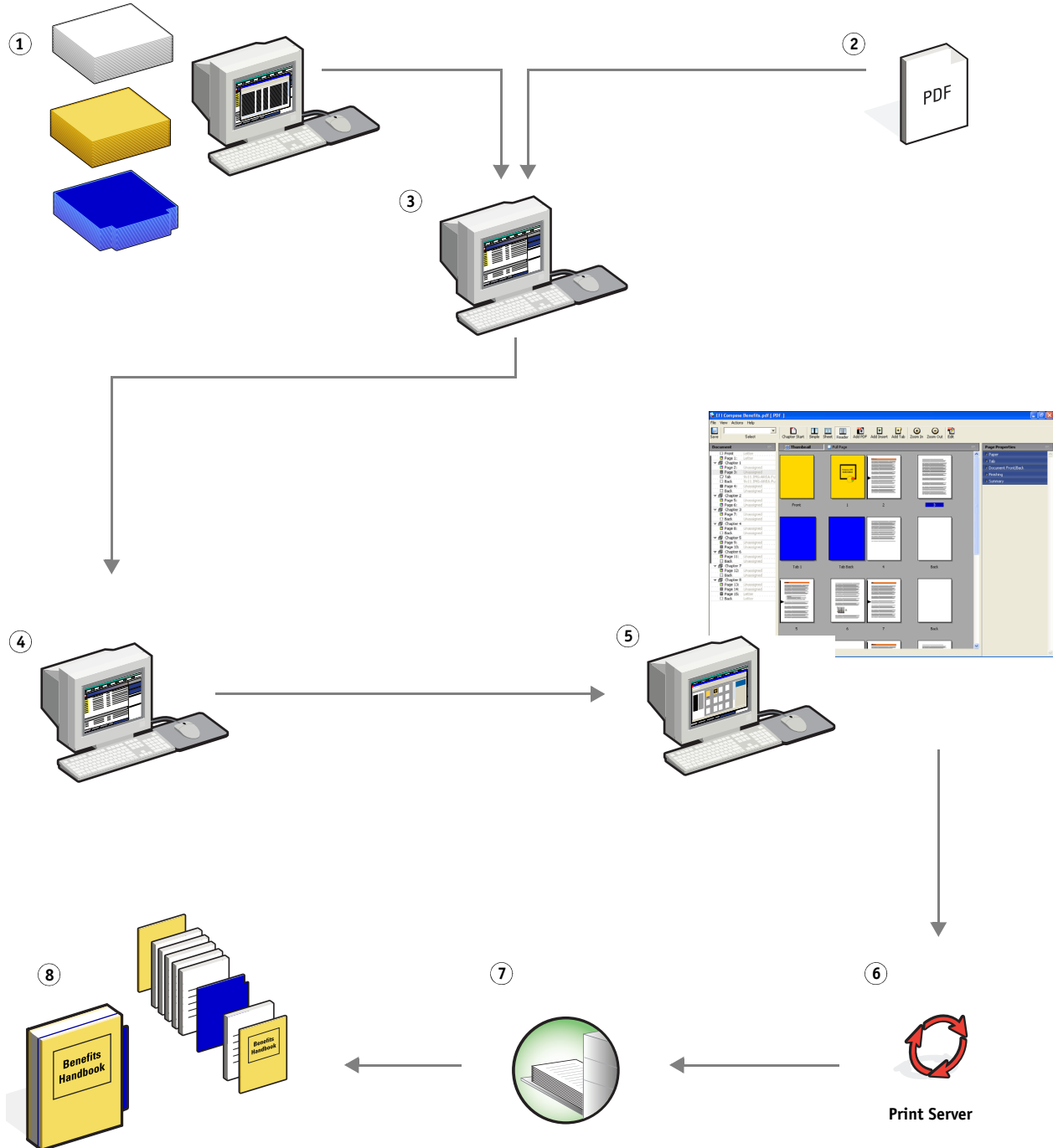- Company ABC Gold cover stock for the front and back covers

- Plain media for the chapter text

- Blue tab stock

The administrator first defines Company ABC Gold cover stock and blue tab stock in the Paper Catalog database. The administrator also assigns the media to the appropriate tray in Tray and Paper Association. For more information, see Paper Catalog Help.

For information about the Paper Catalog database, see Paper Catalog Help.

Compose workflow using Paper Catalog

Print Server

Step	Task		For more information
1	The production department administrator defines Company ABC gold cover stock and blue tab stock in the Paper Catalog. She assigns the media to the appropriate copier trays, using Paper Tray Association.		Paper Catalog Help
2	The Human Resources Manager creates the PDF and sends the file to the company's in-house production department.		
3	The operator in the production department downloads the file to Command WorkStation.		Command WorkStation Help
4	The operator right-clicks the job, chooses Properties, specifies that the job prints duplex, and indicates that the job is stapled.		Command WorkStation Help
5	The operator selects the job in Command WorkStation, chooses Compose from the Actions menu, chooses Thumbnail view, and then applies the following settings: **a)** The operator selects all the pages of the job, clicks the Paper tab, and selects letter-size media. **b)** The operator right-clicks the first page of the job, scrolls to Set Paper Catalog and chooses Co. ABC Cover. She repeats this for the last page of the job. **c)** The operator clicks the Document Front/Back tab, clicks Side One for the Document Front, and then clicks Side One for the Document Back. **d)** The operator selects the first page of the first chapter and clicks Chapter Start. She repeats this for each chapter in the handbook. **e)** The operator right-clicks the fourth page, chooses Add Tab, selects Co. ABC Tab, and then selects Before to include the tab before the fourth page. **f)** The operator double-clicks the tab, types "Tax Form" for the tab text, and clicks OK. **g)** The operator clicks Reader view to display the thumbnails as a user would see the pages when reading it as a book. She checks the thumbnails to make sure that the pagination is correct. **h)** The operator clicks Save.		Compose Help
6	The operator prints the job. **NOTE:** The operator can print one set as a proof before printing multiple copies.		Command WorkStation Help

Step	Task	For more information
7	The operator retrieves the job from the copier.	
8	The job is printed with gold front and back covers, as specified from Paper Catalog, and the first page of each chapter prints on a right-hand page.	

If your job only uses one tab, but your tab media includes tabs in several other positions, the Print Server only prints on the tab designated for your job and outputs the remaining blank tabs.

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