Xerox® FreeFlow® Core Cloud Quick Start Guide

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Introduction

This chapter contains:

This Xerox® FreeFlow® Core Cloud document provides important instructions on how to set up and use the Xerox® FreeFlow® Core Cloud service.

Xerox® FreeFlow® Core Cloud is a complete software solution, with configuration and basic training included as part of the initial setup service. A Xerox representative contacts you, provides access to the cloud service, and schedules training. Depending on your location, the cloud service is performed, through a remote login or on site, as part of the user onboarding process.

Before You Begin

The following resources are required to complete the setup process. You can download the resources from the Support & Drivers section on Xerox.com:

- The FreeFlow® Core Cloud Print Client software.

- The FreeFlow® Core Submit software is optional, but is required for submission of Microsoft Office® documents, such as Word, PowerPoint®, and Excel®, to the cloud service.

- The Xerox® FreeFlow® Core Cloud Easy Start sample files.

To enable access to the Xerox® FreeFlow® Cloud service from your location, follow the instructions in the *Xerox® FreeFlow® Core Security Guide*. You can download this document from the Xerox Security website at https://www.xerox.com/security.

Internet Bandwidth

Your Internet bandwidth determines how much data can pass through your network at a time, and affects how long it takes to upload or download information from the cloud. To know the bandwidth needed, measure the bandwidth. Usage patterns from user to user and company to company vary. There are a variety of resources available on the Internet designed to help businesses estimate bandwidth requirements, including the bandwidth calculator, available at Speedtest.net.

🖉 **Note:** The Xerox® FreeFlow® Core Cloud service does not impose any limitations on file size.

If any of the following issues occur, a `Timeout expired` message can appear:

- A network problem occurs.
- There is an improperly configured firewall.
- The timeout period elapses before an operation completes.
- There is insufficient network bandwidth.

Prerequisites

Ensure that the following prerequisites are met for the client system:

> **Note:** For the minimum system requirements for the client PC, refer to the *Xerox® FreeFlow® Core Release Notes*. To obtain the document, access the FreeFlow® Core webpage at https://xerox.com/automate. In the Resources section, click **System Requirements**, then click the link to the release notes.

- Microsoft .NET Framework 4.8

- To enable access to the Xerox® FreeFlow® Cloud service, access to the Internet, including a required firewall, host, and port settings are required. If a proxy is required, ensure that the proxy is configured using a Web browser.

  For more information, refer to the *Xerox® FreeFlow® Core Security Guide*.

- Prerequisites for the Xerox® FreeFlow® Cloud server are as follows:

  - Fully qualified, customer-specific domain name of the Xerox® FreeFlow® Core Cloud server.

  - The administrator user name and password.

  - The Xerox® FreeFlow® Core Cloud Serial Number.

> **Note:** When you contact Xerox for support, have your product Serial Number available. To locate the product Serial Number, in the FreeFlow® Core application, select the Licensing link.

- Prerequisites for Optional Software are as follows:

  - Microsoft Office® 2016 (64-bit), Office 2019 (64-bit), or Microsoft Office 365 (64-bit): Required for conversion of Microsoft Office® documents, such as Word, PowerPoint®, and Excel® to PDF, using FreeFlow® Core Submit.

    > **Note:** Ensure that Microsoft Office® is installed on the local system. Cloud versions are not supported.

  - Adobe Acrobat Reader: Required to open and view PDF files within the browser window.

  - Amazon Client VPN: Required to connect to Amazon FSx (File Share) for Hot Folder and Save node usage in workflows.

Prerequisites

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Xerox® FreeFlow® Core Cloud Service

This chapter contains:

Accessing the Xerox® FreeFlow® Core Cloud Service

To access the Xerox® FreeFlow® Core Cloud Service, perform the following steps:

1. Using the customer-specific domain name, log in to the Xerox® FreeFlow® Core Cloud Service.

2. Using the administrator account username and password, log in to the Xerox® FreeFlow® Core Cloud.

   🖉 **Note:** Change the initial administrator username and password to customer-specified credentials in the User Access Setup tab. For more information, refer to the *Creating a Xerox® FreeFlow® Core Admin Account* section.

3. When prompted, accept the End User License Agreement (EULA). If you do not want the End User License Agreement presented each time you log in to the system, select the check box for **Do not show me this message again**.

4. When prompted, accept the Cloud Hosted Services Agreement. If you do not want the Cloud Hosted Services Agreement presented each time you log in to the system, select the check box for **Do not show me this message again**.

Creating a Xerox® FreeFlow® Core Admin Account

To create a Xerox® FreeFlow® Core Admin account, perform the following steps:

1. From the Administration tab, select **User Access Setup**. The User Access Setup screen appears.
2. Select **Add**.
3. In the User Name field, enter the name of the admin user.
4. In the Password field, enter the password for the user.
5. In the Re-enter Password field, reenter the password for the user.
6. For the Access field, select **Administrator**.
7. Select **Save**.

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FreeFlow® Core Cloud Print

This chapter contains:

Enabling FreeFlow® Core Cloud Print

Before you submit a print job to the Xerox® FreeFlow® Core Cloud service, do the following:

- Install the FreeFlow® Core Cloud Print client on your local system.

- Establish connectivity with the Xerox® FreeFlow® Core Cloud server and the printer destination.

> **Note:** To avoid connectivity issues, ensure that the FreeFlow® Core Cloud Print client and the Xerox® FreeFlow® Core Cloud software have the same software version.

Installing the FreeFlow® Core Cloud Print Client

To install FreeFlow® Core Cloud Print, perform the following steps:

1. Double-click **XeroxFreeFlowCloudPrint-6.n.n-Setup.exe**.

2. If prompted, allow the Xerox Corporation installer to make changes to the computer.

3. For the installer user interface to appear, select the needed language, then click **OK**.

4. Click **Next** in the Welcome window.

5. Read and accept the terms of the license agreement in the License Agreement window, then click **Next**.

6. Select where to install the software and store the printer spool data, then click **Next**.

   🖉 **Note:** Set the location of the printer spool data to the largest free space available.

7. To start the installation, click **Install**.

8. To finish the installation, click **Finish**.

9. Restart the system.

Configuring a Printer with a Cloud Production Printer

On the client PC, register the system with the Xerox® FreeFlow® Core Cloud server, then add production printers to the client. To access the cloud printers, log in to the Xerox® FreeFlow® Core Cloud.

To configure a printer as a cloud printer, perform the following steps:

1. Launch the FreeFlow Core Cloud Print Configure Tool.

2. In the FreeFlow® Core Server DNS Name field, enter the fully qualified, customer-specific domain name of the Xerox® FreeFlow® Core Cloud server in this format: `<<company name>>.core.freeflow.xerox.com`.

3. Enter the client name in the Remote Client Name field. By default, the client name is set to the name of the local system.

4. Enter the user name for the Xerox® FreeFlow® Core Cloud server that has administrator or operator privileges in the FreeFlow® Core User Name field.

5. Enter the associated password in the FreeFlow® Core Password field.

6. If proxy authentication is required, select **Use Proxy Authentication**.

7. For proxy authentication, in the User Name and Password fields, enter the required user name and password.

8. To complete the registration process for the client with the Xerox® FreeFlow® Core Cloud server, select **Log In**.

    The message `FreeFlow® Core Cloud Print Client registered successfully` appears.

9. The Configured Printers screen appears. To add printers, follow the onscreen instructions. A printer can be added only once.

    a. To open the Add Printer window, select **Add**.

    b. In the Name of Printer field, enter the printer name.

    c. Enter the Printer DNS name or IP Address. If the printer supports JDF or JMF connectivity, append `:<JMF port number>` after the hostname or IP address. For example, xxx.xxx.xxx.xxx:8010.

    d. To retrieve the model of the printer, select **Get Printer Info**.

        🖉 Note: There is a delay while the service attempts to retrieve the printer model.

    e. To save the printer model, select **Save**.

10. Create or add a cloud printer destination to a workflow on the Xerox® FreeFlow® Core Cloud server:

    a. Open a Web browser, then launch the Xerox® FreeFlow® Core Cloud service in this format: `<<company name>>.core.freeflow.xerox.com`.

    b. Log in to the administrator account.

c. Select the **Printer Management and Status** tab.

- For the Printer Destination List, select **Add**.

- Enter the printer name into the Name of Printer Destination field.

- From the Printer list, select the printer added in step 9. The remote printer name appears, followed by the name of the client system.

d. Select **Get Printer Info**. The system retrieves the Printer Queues.

> 🖊 **Note:** There is a delay while the service attempts to retrieve the Printer Queues.

- Select the queue where you want jobs to be submitted.

- For Printer Destination, select **Save**.

- Select **Workflow Setup**, then select **Add**.

- Enter the name of the workflow.

- For Components, drag and drop a Print component into the Workflow window.

- Place the mouse cursor over the Print icon, then select **Edit**.

- Type a name for the preset, then select the Printer Destination. Select **Save**.

- To save the changes for the workflow, select **Save**.

11. To submit a job to the workflow:

a. Select the **Job Management and Status** tab, then select **Submit Job**.

b. Select **Add Documents**, then select a PDF file to upload.

c. For Workflow Destinations, select the workflow where the cloud print destination is defined.

d. Select **Submit Job**. Verify that the job prints.

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Xerox® FreeFlow® Hot Folder and Save Node in Workflows

This chapter contains:

Enabling a Hot Folder and Save Node in Workflows

You can use the Hot Folder and Save node in workflows that are created using the Xerox® FreeFlow® Core Cloud service.

To enable Hot Folder and Save Node:

1. Access the remote network file system provided by Xerox®.

2. To connect your local computer, use the AWS Client VPN application. For more information, refer to Installing and Configuring Amazon Web Services (AWS) Client VPN.

3. On your local computer, map the network drive. For more information, refer to Connecting to the Remote Network File System.

4. To configure the Hot Folder and Save node directory location in workflows, use the network drive. For more information, refer to Configuring the Remote File System for Hot Folders and Save Node.

Installing and Configuring Amazon Web Services (AWS) Client VPN

Before you install AWS Client VPN, copy the OpenVPN® profile file to the desktop of your local computer.
To install and configure the AWS Client VPN application:

1. Download and install the AWS Client VPN application from https://aws.amazon.com/vpn/client-vpn-download to your local computer.

2. Run the AWS Client VPN.

3. In the AWS Client VPN dialog box, select **Invoke File > Manage Profiles**.

   The Manage Profiles dialog box appears.

4. Select **Add Profile**.

5. For VPN Configuration File, select the **OpenVPN®** profile.

6. For Display Name, enter a name for the VPN, for example, `FreeFlow Core`.

7. To close the Manage Profiles dialog box, select **Done**, then select **Connect**.

   The profile appears in the Ready to connect menu.

Connecting to the Remote Network File System

Before you attempt to connect to the remote network file system, ensure that you are connected to the AWS Client VPN. For more information, refer to Installing and Configuring Amazon Web Services (AWS) Client VPN.

To connect to the remote network file system:

1. On your local computer, open **File Explorer** or **Windows Explorer**.

2. In the menu bar, click **Map network drive**.

3. For the folder path, enter the URL provided by Xerox.

4. Enable **Connect using different credentials**, then select **Finish**.

    A dialog box prompts you to enter the network credentials.

5. In the **Name** and **Password** fields, enter the required name and password.

    The network drive maps to your local computer.

Configuring the Remote File System for Hot Folders and Save Node

After you connect to the remote file system and map the network drive, configure the Hot Folders and Save node.

✏ **Note:** For details about connecting to the remote file system and mapping the network drive, refer to Connecting to the Remote Network File System. For more information about creating Hot Folders and Save nodes, refer to the *Xerox ® FreeFlow® Core Help*.

To configure the remote file system for the Hot Folders and Save node:

✏ **Note:** When you enter the HotFolders or Save node directory paths, enter the remote directory path using the URL provided, and append the directory locations created by your local system.

1. From the local system, open the mapped network drive and create two folders named `HotFolders` and `Save`.

2. Create the required directories:

   a. For the Hot Folders, open the `HotFolders` folder.

   b. To configure the Hot Folder on the Xerox ® FreeFlow® Core Cloud service, create the required directories.
   Example: For a HotFolders directory with subdirectory HF1, append `HotFolders\HF1` to the URL provided.

   c. For the Save node, open the `Save` folder.

   d. To configure the Save node on the Xerox ® FreeFlow® Core Cloud service, create the required directories.
   Example: For a Save node directory with subdirectory S1, append `Save\S1` to the URL provided.

   For more information about creating Hot Folders and Save nodes, refer to the *Xerox ® FreeFlow® Core Help*.

   ✏ **Note:** For Hot Folders, the following files are supported for processing:

   - PostScript: `.ps`
   - Encapsulated PostScript: `.eps`
   - JPEG: `.jpg, .jpeg`
   - Portable Network Graphics: `.png`
   - TIFF: `.tif, .tiff`
   - PDF: `.pdf`
   - Text files: `.txt, .csv` used for Manifest
   - Manifest Automation from Xerox (MAX)
   - ZIP: `.zip`
   - Optional Print ticket associated with the file: `.ext.xpf`, the format where `.ext` is the filename extension. Example: For PDF, if the filename is `Sample.pdf`, the optional print ticket file name is `Sample.pdf.xpf`.

> ✎ **Note:** For Hot Folders, Microsoft Office® files, such as Excel®, Word®, PowerPoint®, and Publisher® files are not supported.

To access the Xerox® FreeFlow® Core Cloud system, use a Web browser and log in as the FreeFlow® Core administrator.

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FreeFlow® Core Submit

This chapter contains:

Enabling FreeFlow® Core Submit

FreeFlow® Core Cloud Submit allows job submission from your local system to the Xerox® FreeFlow® Core Cloud service. The FreeFlow® Core Submit client includes both a standalone desktop application and Microsoft Office® add-ins for Word, PowerPoint®, and Excel®. The Microsoft add-ins are required when submitting Microsoft Office® documents to the Xerox® FreeFlow® Core Cloud service.

After the FreeFlow® Core Submit client is installed, the Setup feature establishes a connection to the Xerox® FreeFlow® Core Cloud server. After the connection is established, the connection is shared by the application and the add-ins.

> 🖉 **Note:** To avoid connectivity issues, ensure that FreeFlow® Core Submit and the Xerox® FreeFlow® Core Cloud software have the same software version.

Installing FreeFlow® Core Submit

Before you install FreeFlow® Core Submit, install Microsoft Office 2016 (64-bit), Office 2019 (64-bit), or Microsoft Office 365 (64-bit) on your local system.

> **Note:** Ensure that Microsoft Office® is installed on the local system. Cloud versions are not supported.

1. Double-click **XeroxFreeFlowCoreSubmit-6.n.n-Setup.exe**.

2. If prompted, allow the Xerox Corporation installer to make changes to the computer.

3. For the installer user interface to appear, select the needed language, then click **OK**.

4. Click **Next** in the Welcome window.

5. Read and accept the terms of the license agreement in the License Agreement window, then click **Next**.

6. Select the location where you want to install the software, then click **Next**.

7. To start the installation, click **Install**.

8. To finish the installation, click **Finish**.

9. Restart the system.

Configuring Connectivity with the Xerox® FreeFlow® Core Cloud Server

To enable the FreeFlow® Core Submit client, establish a connection between the client computer and the Xerox® FreeFlow® Core Cloud server.

To establish a connection with the Xerox® FreeFlow® Core Cloud server using the standalone desktop application, perform the following:

1. Launch FreeFlow® Core Submit. At the bottom of the screen, select the **Settings** link. In the FreeFlow® Core Username field, enter the user name that has administrator or operator privileges for the Xerox® FreeFlow® Core Cloud server.

2. Enter the associated password in the FreeFlow® Core Password field.

3. Enter the fully qualified customer-specific domain name of the Xerox® FreeFlow® Core Cloud server in the FreeFlow® Core Hostname field: `<<company name>>.core.freeflow.xerox.com`.

4. To establish connectivity, select **Save**. Note that establishing connectivity can take a few minutes.

Establishing a Connection Using the Microsoft Add-in

To establish a connection with the Xerox® FreeFlow® Core Cloud server using the Microsoft Add-in, perform the following:

1. Open a Microsoft Excel®, PowerPoint®, or Word document.

2. Select the **FreeFlow® Core** tab.

3. Select the **Connection Setup** button. In the FreeFlow® Core Username field, enter the user name that has administrator or operator privileges for the Xerox® FreeFlow® Core Cloud server.

4. Enter the associated password in the FreeFlow® Core Password field.

5. Enter the fully qualified customer-specific domain name of the Xerox® FreeFlow® Core Cloud server in the FreeFlow ® Core Hostname field: `<<company name>>.core.freeflow.xerox.com`.

6. To establish connectivity, select **Save**. Note that establishing connectivity can take a few minutes.

   > **Note:** When you open Microsoft Office® Word, Excel®, or PowerPoint® applications for the first time after installing FreeFlow Core Submit, a warning appears from Xerox Corporation about installing an Office Add-in. To complete the FreeFlow® Core Submit Office Add-in installation, select **Install**.

   Depending on the local system setting, the Microsoft Office® Add-ins software does not load automatically. To enable the FreeFlow® Core Submit add-in to load, change the Microsoft Office® Add-ins setting manually.

   To manage and install add-ins, do the following:

   1. Click **File > Options > Add-Ins**.

   2. Select an add-in type.

   3. Click **Go**.

   4. Select the add-ins to add, remove, load, or upload, or browse to locate add-ins to install.

   For more information, refer to https://support.office.com/en-us/article/view-manage-and-install-add-ins-in-office-programs.

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Xerox® FreeFlow® Core Cloud Easy Start Workflows

This chapter contains:

Xerox® FreeFlow® Core is a software solution with an online help system designed to expand the basic training included with the initial setup service. The setup service includes Xerox® FreeFlow® Core Easy Start workflows to guide users through workflow creation and management.

Installing the Xerox® FreeFlow® Core Easy Start Workflow Sample Files

The Xerox® FreeFlow® Core Easy Start workflows address a variety of common job types, from business cards to books and calendars. When you log in to the service, the workflows appear in the Workflow Setup tab, under the Workflow List. The workflows are available for immediate use with the service.

To take advantage of the workflows, load the associated sample files on your local system.

To load the sample files:

1. Access the https://www.xerox.com webpage. Click the link for **Support & Drivers**. Download the Xerox® FreeFlow® Core Cloud Easy Start sample files.

2. Unzip the contents of the .zip file to your local system.

> Note: Not all Easy Start workflows are designed to work with every cloud configuration. If a workflow is selected that is not supported, the software displays a message indicating that the required functionality is not enabled.

Easy Start Workflow Descriptions

The following section provides a description of the Easy Start workflows that are preconfigured with the Xerox® FreeFlow® Core Cloud service, and lists the supported cloud configurations.

- Workflow Name: ESv4-c01 Preflight

  Supported Configuration: Base and Advanced

  Description: The Preflight workflow automates routine checks on incoming files.

  - Preflight ensures that image resolution is acceptable and that fonts are embedded in the document.
    - If a job fails preflight checks, Xerox® FreeFlow® Core Cloud pauses the job.
    - Review the preflight report. Every object that triggers a preflight warning or error is highlighted with an annotation. The annotation includes details indicating why the specific object triggered a preflight warning or error.
    - Cancel or resume the job.
  - Jobs that pass preflight checks continue processing in the workflow.

- Workflow Name: ESv4-c02 Preflight & Optimize

  Supported Configuration: Advanced

  Description: The Preflight & Optimize workflow automates routine checks on incoming files and optimizes documents to remove problematic content.

  - Preflight ensures that image resolution is acceptable, and fonts are embedded in the document. For more information, refer to ESv4-c01.
  - Optimize performs the following operations:
    - Embeds missing fonts.
    - Discards non-print content: unneeded transparencies, content in hidden layers, objects outside the PDF CropBox, and annotations.
    - Down-samples images whose resolution is too high.

- – Discards actions.

- Workflow Name: ESv4-c03 Business Cards

  Supported Configuration: Base and Advanced

  Description: The Business Cards workflow demonstrates how the Xerox® FreeFlow® Core Cloud approaches prepress to make automation simpler to implement and sustain.

  - Preflight ensures that image resolution is acceptable and that fonts are embedded in the document. For more information, refer to ESv4-c01.
    - – Imposition uses the incoming PDF BleedBox to define the imposed trim size. To abut all document pages in the layout, enable clustering.
    - – If the document does not have a bleed, the PDF BleedBox and TrimBox are the same size. The document is imposed without gutters.
    - – If the document has a bleed, the PDF BleedBox is larger than the TrimBox. The document is imposed with a gutter that is based on the size difference between the BleedBox and TrimBox in the PDF.
    - – Trim marks are placed around the PDF TrimBox.
    - – Imposition uses Automatic orientation and Auto Rows and Columns. The imposed document orientation is selected automatically to maximize the number of rows and columns in the imposed document.
  - To ensure that the requested number of business cards is printed, the print quantity is adjusted.

- Workflow Name: ESv4-c04 Ganged Business Cards

  Supported Configuration: Advanced

  Description: The Ganged Business Cards workflow demonstrates how the Xerox® FreeFlow® Core Cloud enables efficient production from prepress through finishing.

  - – Preflight ensures that image resolution is acceptable and that fonts are embedded in the document. For more information, refer to ESv4-c01.
  - – Insert Pages ensures that all business cards have two pages.
  - – Join combines all business cards into a single PDF.
  - – Ganged Business Card imposition is performed in two stages:
    - – On the Primary Stage:
      - – Each business card is placed on media that is 482.6 mm (19 in.). The number of rows is set automatically.
      - – The resultant layout has as many business cards that fit on the 482.6 mm (19 in.) width.
      - – The height of the document is based on the number of rows, plus gutter and margin distances.
      - – Because the number of rows is Automatic, FreeFlow® Core defaults to a single row.
      - – After the number of business cards in the layout is determined, the Ganged Business Card adjusts the print quantity.

- – On the Secondary and final Stage:
  - – With the Cut & Stack imposition set to One Press Sheet Per Stack, each business card is in a different place in the layout on a 330.2 x 482.6 mm (13 x 19 in.) sheet.
  - – To enable finishing in a sheet-fed cutter creaser table, the resultant layout repeats the same business card horizontally, but has different cards vertically.

- Workflow Name: ESv4-c05 Cards

  Supported Configuration: Base and Advanced

  Description: The Cards workflow demonstrates how the Xerox® FreeFlow® Core Cloud approaches prepress to make automation simpler to implement and sustain.

  - Preflight ensures that image resolution is acceptable and that fonts are embedded in the document. For more information, refer to ESv4-c01.

  - Imposition uses the incoming PDF BleedBox to define the imposed trim size. With clustering enabled, all document pages are abutted in the layout.

    - – Imposition uses the incoming PDF BleedBox to define the imposed trim size. To abut all document pages in the layout, enable clustering.

    - – If the document does not have a bleed, PDF BleedBox and TrimBox are the same size. The document is imposed without gutters.

    - – If the document has a bleed, the PDF BleedBox is larger than the TrimBox. The document is imposed with a gutter that is based on the size difference between the BleedBox and TrimBox in the PDF.

    - – Trim marks are placed around the PDF TrimBox.

    - – Imposition uses Automatic sheet size selection, Automatic orientation, and Auto Rows and Columns.

    - – The imposed document size and orientation are selected automatically from the subset of sheet sizes specified in the imposition preset, to minimize media waste.

    - – To ensure that the requested number of business cards is printed, the print quantity is adjusted.

- Workflow Name: ESv4-c06 Booklets

  Supported Configuration: Base and Advanced

  Description: The Booklets workflow demonstrates how the Xerox® FreeFlow® Core Cloud approaches prepress to make automation simpler to implement and sustain. Preflight ensures that image resolution is acceptable and that fonts are embedded in the document. For more information, refer to ESv4-c01.

  - – Booklet imposition is performed in two stages:
    - – On the Primary Stage:
      - – Booklet imposition is performed using the Automatic press sheet size, without selecting any of the available Size Options.
      - – The dimensions of the resultant layout are based on the dimensions of the PDF box used for imposition, on the number of rows and columns, and on the gutter and margin distances.

- – The margin distance is required to ensure that bleed is retained in the first imposition stage.
  - – On the Secondary and final Stage:
    - – Repeated imposition is performed using the Automatic press sheet size with several Size Options selected.
    - – The imposed layout from the first imposition stage is repeated as many times as possible on the optimal sheet size for the job.

- Workflow Name: ESv4-c07 Booklets and Calendars

  Supported Configuration: Advanced

  Description: The Booklets and Calendars workflow demonstrates how the Xerox® FreeFlow® Core Cloud approaches prepress to make automation simpler to implement and sustain.

  - – Preflight ensures that image resolution is acceptable and that fonts are embedded in the document. For more information, refer to ESv4-c01.
  - – Documents are routed based on orientation.
    - – Landscape documents are routed to calendar imposition.
    - – Portrait documents are routed to booklet imposition.
    - – For documents routed to calendar imposition templates, the last page is rotated 180 degrees.
  - – Booklet imposition is performed in two stages:
    - – On the Primary Stage:
      - – Booklet imposition is performed using the Automatic press sheet size without selecting any of the available Size Options.
      - – The dimensions of the resultant layout are based on the dimensions of the PDF box used for imposition, on the number of rows and columns, and on the gutter and margin distances.
      - – To ensure that bleed is retained in the first imposition stage, margin distance is required.
    - – On the Secondary and final Stage:
      - – Repeated imposition is performed using the Automatic press sheet size with several Size Options selected.
      - – The Imposed layout from the first imposition stage is repeated on the optimal sheet size for the job.