

Book Assembly User Guide

for FreeFlow® Web Services

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions.

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Introduction

Book Assembly is a supplementary *Prime* component that enables the creation, ordering, pricing and production management of Jobs that contain several components that are united by a binding element. Working with *Book Assembly* enables Print Buyers to order such print Jobs as books, manuals, guides, and magazines.

Book Assembly fulfils an urgent industry need by providing a user-friendly workflow that enables Print Buyers to upload independent files that combine together into one multi-component Job. With *Book Assembly*, Print Providers can secure veteran customers as well as attract new customers by offering an added-value service that is in great demand.

With *Book Assembly*, the Print Provider determines which elements and characteristics are available to the Print Buyer, such as binding styles, page sizes, materials, etc. *Book Assembly* also allows the standardization of the entire Job according to page size of the leading page or cover.

Book Assembly provides the Print Buyer with a simulated view of the entire Job, with all its various elements. The *Book Assembly Preview* allows the Print Buyer operator to flip through and review the Job during the creation process, functioning as a tool for avoiding design flaws and mistakes.

Book Assembly automatically calculates the physical thickness of the Job, comparing the Job's thickness to the size and type of selected binding. When Job thickness is no longer compatible to binding, the Print Buyer operator is notified and is advised to carry out modifications.

A multi-composite *Book Assembly* Job enters the Print Provider's *Approval* queue as a single Job. *Book Assembly* allows the Print Provider to divide up the single *Book Assembly* Job into various files that are suited to the production requirements.

Prime differentiates between two types of Jobs: *Simple Jobs* and the *Book Assembly Jobs*. While a *Simple Job* is based on one Job component (a unit in the product, in which all parts share the same properties – paper type, page size and color channels), a *Book Assembly* Job contains several components united by a *Binding* style.

Overview

The following chapters describe the general workflow that allows the Print Buyer to order a *Book Assembly* Job and enables the Print Provider to produce the ordered Job. The first chapter details the steps that the Print Provider must carry out in order to set up the system for *Book Assembly* Jobs while the second chapter details the general steps that the Print Buyer must carry out to order a *Book Assembly* Job. The final chapter details the steps that the Print Provider carries out in order to process a *Book Assembly* order and produce a *Book Assembly* Job.

Note: The screen shots that follow represent workflow possibilities and should be regarded as examples only.

Print Provider

The screenshot shows the 'Book Assembly' configuration window in the FreeFlow Web Service. The interface includes a top navigation bar with 'Info Center', 'Tasks', 'Customers', 'Management', and 'Settings'. The 'Management' tab is active, showing 'Track Jobs', 'Job Type Library', 'Inventory', and 'Branding'. The 'Job Type Library' sub-tab is selected, displaying 'Simple Jobs', 'Book Assembly', and 'Job Type Groups'. The 'Book Assembly' window is open, showing a 'Binding Styles' list on the left with 'Saddle Stitch' selected. The 'Components' list on the right includes 'Color Pages', 'Tab', 'Cover', and 'B/W Pages'. The 'Saddle Stitch' configuration panel on the right has tabs for 'General', 'Page Size', 'Materials', and 'Pricing'. The 'General' tab is active, showing 'Notes' (Internal Note and Note For the Customer), a 'Spine' dropdown set to 'Fixed', and a 'Width' field set to '0' inches. A 'Change Icon' button is visible next to a book icon. At the bottom are 'Add Binding Style', 'Add Component', 'OK', and 'Cancel' buttons.

To enable Print Provider customers to order multi-component *Book Assembly* Jobs, the Print Provider must first define all of the *Book Assembly* elements that are to be made available to their customers. The Print Provider begins by accessing the *Book Assembly* window and then continues by determining the available *Binding Styles* (the means by which to bind the Job). For each *Binding Style*, the Print Provider determines the components that will be available and for each component, the Print Provider determines the available page sizes and materials, and the associated prices.

Print Buyer

FreeFlow Web Services

Order Jobs Track Jobs Manage Templates Manage Account Shopping Cart

Upload Files

Carry out the following steps:

Upload a File

1 Click on **Browse** to browse to a file that is intended for the **Book Assembly Job**.

2 Click on **Upload** to add the file to the **Uploaded Files** pane. Repeat Step 1 and 2 for each additional file to be added to the **Book Assembly Job**.

3 When all files have been placed click on **Continue**.

Uploaded Files

Book Cover - Letter Size with 1 Inch spine.pdf Remove

Chapter1.pdf Remove

Chapter2.pdf Remove

Presentation3.pdf Remove

Define Binding Style

1 Select a binding style, material (when **Material** is present), Book Assembly page size, and spine width (when **Spine Width** is present). Click on **Continue**.

1 Binding Style: ☐ Binder ☐ Saddle Stitch ☒ Perfect Bind ☐ Double Wire-O ☐ Thermal Bind

2 Book Assembly Size: Select ... Page Size: Width 0.00 Height: 0.00

Define Components

Book Assembly Type: Saddle Stitch, letter

File List

Book Cover - Letter Size with 1(1p)

Chapter1.pdf (12p)

Chapter2.pdf (10p)

Presentation3.pdf(4p)

Add File

Add Blank Component

Add Tab

Remove

Components

File Name	Pages	Component Type	Paper Type	Page #	Note
Chapter1.pdf	12	B/W Pages	High Quality	1-12	

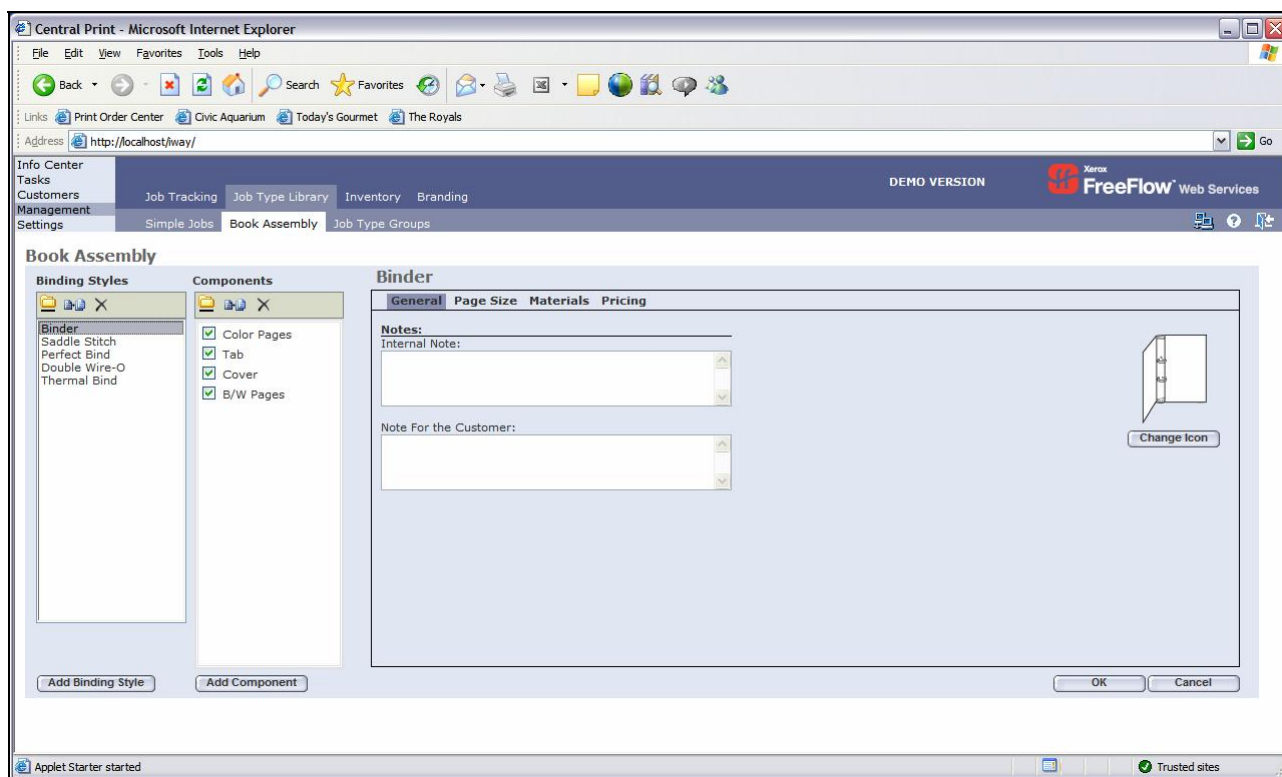
Go Back Add to Cart and Checkout

To order a multi-component *Book Assembly Job*, the Print Buyer accesses the *Book Assembly Creator* window by clicking on the *Book Assembly Job Type* button in the *Choose Job Type* window. The Print Buyer begins by selecting a binding style and a *Book Assembly Size* and then continues by uploading the files to be entered into the *Book Assembly Job*. The Print Buyer then transfers target files to the *Components* pane and includes tabbed and blank pages, according to need. In order to verify the accuracy of the Job, the Print Buyer views the entire Job in the *PDF Proof*. After viewing the *Book Assembly Job*, the Print Buyer can request a quote and send the Job on to the Print Provider *Production* queue.

Chapter One: Print Provider Side

Section I:

Defining a Book Assembly Job Ticket



The *Book Assembly* feature is accessed by clicking on *Management/Job Ticket Bank/Book Assembly*.

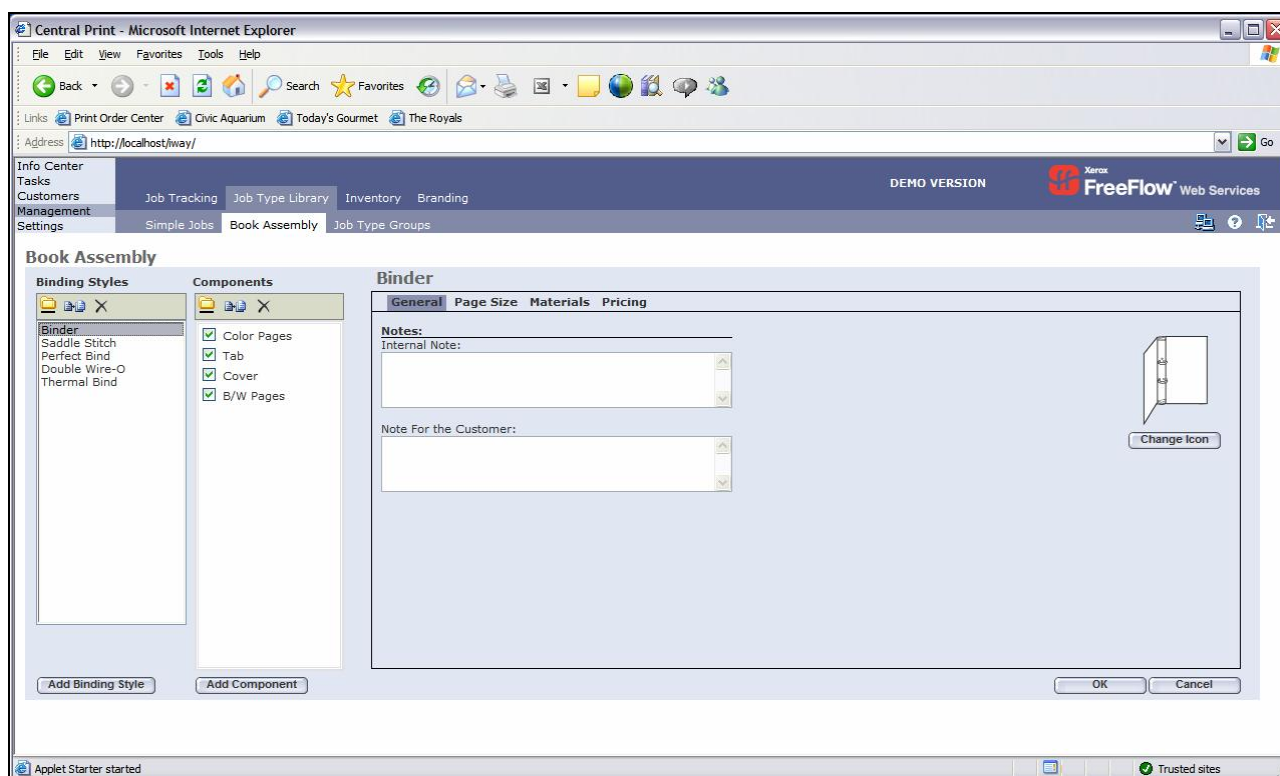
Note: *Book Assembly* is an independent module. To work with *Book Assembly*, the user must receive *HASP* activation upon purchase of the module.

Book Assembly allows the Print Provider to determine those parameters necessary for a Print Buyer to create a multi-component Job. To this end, the Print Provider works according to the Print Provider *Book Assembly* interface.

The Print Provider interface is divided into three panes that display all of the parameters that must be defined according to the Print Provider site. The Print Provider must determine which *Binding* styles are available and which components are available to each *Binding* style. The Print Provider must then determine the page sizes, materials and the pricing of each *Binding Style* and then has to determine the paper, color, finishing and pricing of each component.

Binding

As opposed to uniting several Jobs containing diverse elements (i.e. labeled envelope, coupon, letter to the consumer and product flyer), the *Binding* element physically transforms the *Book Assembly* elements into one physical entity that can contain covers, pages, inserts and tabs. The *Binding* element can take the form of binders, saddle stapling, perfect binding, wire binding, thermal binding or any other similar means. *Binding* is composed of the *Binding Styles* pane and the *Binding Properties* pane.



The *Binding Properties* pane is activated when selecting a binding style.




The Binding Styles Pane

The *Binding Styles* pane is composed of the following elements:

- Binding Styles Toolbar
- Add Binding Style Button
- Binding Style List

Binding Styles Toolbar

The *Binding Styles* toolbar contains the following *Management* buttons:

- | | | |
|-----------|---|---|
| Rename |  | Accesses the <i>Change Binding Style Name</i> dialog box, in order to re-name the binding style. |
| Duplicate |  | Accesses the <i>Duplicate Binding Style</i> dialog box. The new style will include all of the properties of the original style, but will not be connected to the original style and vice-versa. |
| Delete |  | Accesses the <i>Confirmation</i> dialog box, which enables removing binding styles from the <i>Binding Styles</i> list. |

Add Binding Style Button

The *Add Binding Style* button accesses the *New Binding Style Name* dialog box, for entering new binding styles to the *Binding Style* list.

Binding Style List

In the *Binding Style* list, the Print Provider determines which binding styles are available to the Print Buyer. *Book Assembly* displays the following default binding styles:

- Binder
- Saddle Stitch
- Perfect
- Double Wire-O
- Thermal Bind

The Print Provider can use these default styles and can add additional styles by clicking on the *Add Binding Style* button or the Print Provider can delete styles by selecting the style and then clicking on the *Delete* button.

Binding Properties Pane

The *Binding Properties* pane is composed of the following views:

- General
- Page Size
- Material
- Pricing

General View

Spine

Spine Width is defined as the physical width or thickness of the *Binding Style*. For *Binding Styles* that do not have binding materials, the *General* view enables setting the maximum *Spine* width. When the *Binding Style* contains binding materials, the *Spine* width is entered in the *Materials* view (accessed by clicking on the *Materials* tab). If the spine has been set from the *Materials* view, the *Spine* dropdown box and *Width Selection* box do not appear in the *General* view.

Spine enables the following two options:

Fixed Spine When selecting the *Fixed Spine* option, entering 0 in the *Width Selection* box signifies that there is no spine. Entering any number greater than 0 signifies the presence of a spine and the number represents the spine width.

Calculated Spine When selecting *Calculated Spine* and setting the maximum spine width, the system automatically calculates the spine width according to the total thickness of the files that the Print Buyer add to the Job.

Note: 1. In order to automatically calculate the spine width, stock thickness must first be set in *Settings/Stock/Thickness* (*PPI* refers to the number of pages per inch while *PPC* refers to pages per cm).

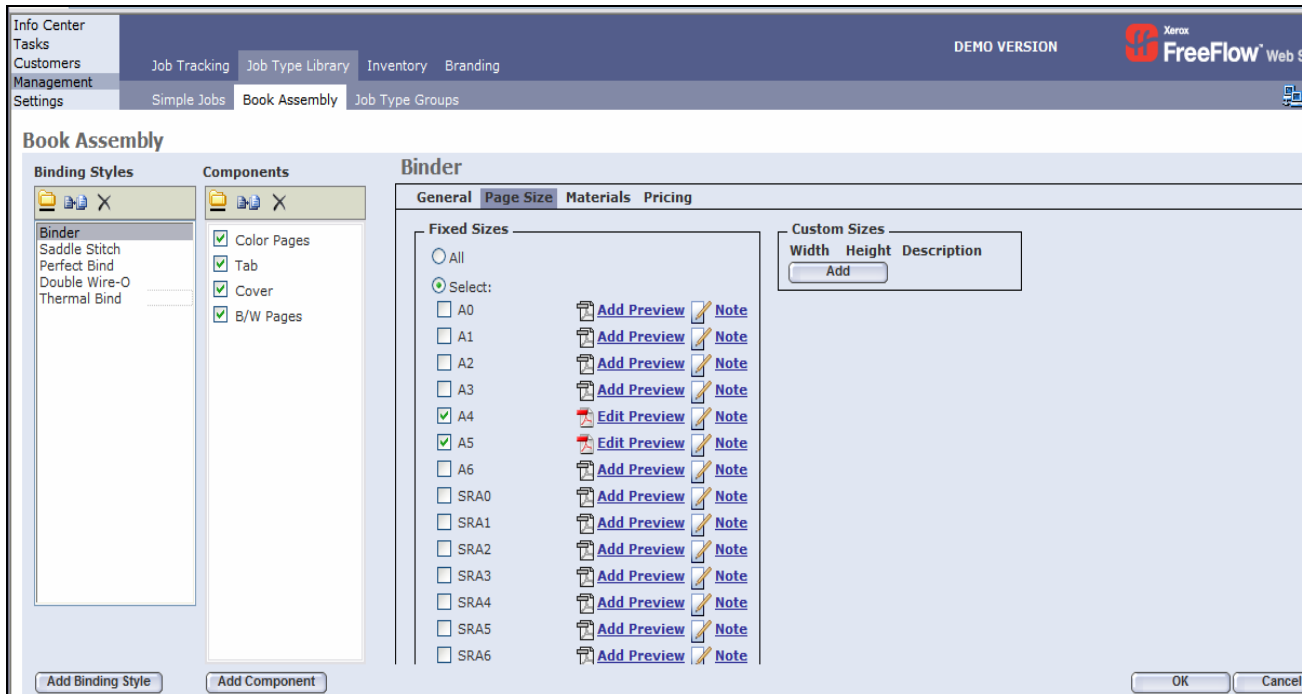
The screenshot shows the 'Pricing Setup: Stock' configuration page in a web browser. The page is titled 'Central Print - Microsoft Internet Explorer' and has a URL of 'http://localhost/ws/'. The navigation menu includes 'Info Center', 'Tasks', 'Customers Management', and 'Settings'. The 'Settings' menu is expanded, showing 'General', 'Site', 'Output Devices', 'Stock', 'Finishing', 'Shipping', and 'Integrations'. The 'Stock' tab is selected.

The main content area is titled 'Pricing Setup: Stock' and contains several sections:

- Paper Coating:** A dropdown menu with 'Coated' selected and 'Uncoated' as an option.
- Paper Texture:** A list of textures: 'Gloss', 'WindowCling', 'Crack & Peel', and 'Dura Paper'. There are buttons for 'Add Texture', 'Delete Texture', and 'Rename Texture'.
- Paper Brand:** A list of brands: 'Test-Gloss' and 'Wide Format'. There are buttons for 'Add Brand', 'Delete Brand', and 'Rename Brand'.
- Total Mark-up:** A text box showing '120 %'.
- Test-Gloss:** A section with a 'Not In Stock' checkbox and a 'Gloss' label.
- Paper Brand Properties:** A table with columns: 'Not In Stock', 'Weight (gsm)', 'Thickness (ppi)', 'Parent Size', 'Cost (\$)', 'Cost Units', and 'Catalog ID'. The table has one row with values: 'Not In Stock' (checkbox), '150', '250', '8 x 11', '100', '1000', and 'Catalog ID'. There are buttons for 'Add Weight' and 'Add Paper Color'.

The page also includes a 'DEMO VERSION' label and a 'FreeFlow Web Services' logo. The status bar at the bottom shows 'Applet Starter started' and 'Trusted sites'.

Page Size View



Page Size contains the following elements:

- Fixed Sizes
- Custom Sizes
- Add/Edit Preview Link
- Note Link

Fixed Sizes Pane

The *Fixed Sizes* pane displays a list of all possible page sizes offered by the Print Provider. By clicking on the *All* radio button, the Print Provider makes available to the Print Buyer all of the page sizes in the list. By clicking on the *Select* radio button, the Print Provider makes available to the Print Buyer only those page sizes in the list that have been checkmarked.

Custom Sizes Pane

When required page sizes do not appear in the *Fixed Sizes* list, the Print Provider can create any number of custom sizes by clicking on the *Add* button to display a *Custom Sizes* row and then entering the appropriate information.

Add Preview Link

Adjacent to each *Page Size* is a *PDF* icon and a *Preview* link. The system provides the following two *Preview* link options:

Add Preview (with a gray *PDF* icon) a preview does not exist but can be created by entering the appropriate information into the various data boxes

Edit Preview (with a red *PDF* icon) an editable preview already exists

Binding Preview -- Web Page Dialog

Binding Preview

External Spine Image

External Spine Image: A4 External Spine.pdf

Spine Position (Top-Left Corner): X: 7.019 Y: 0.78 Inches

Spine Width: 1.5 Inches

External Front Cover

External Front Cover Image: A4 Binder-External Front

Internal Front Cover

Internal Front Cover Image: A4 Binder-Internal Front

Foreground Image: None Width: Inches

Pages

Pages Background Image: A4 Binder-Pages Backgr

Pages Foreground Image: None Width: Inches

Internal Back Cover

Internal Back Cover Image: A4 Binder-Internal Back

Foreground Image: None Width: Inches

External Back Cover

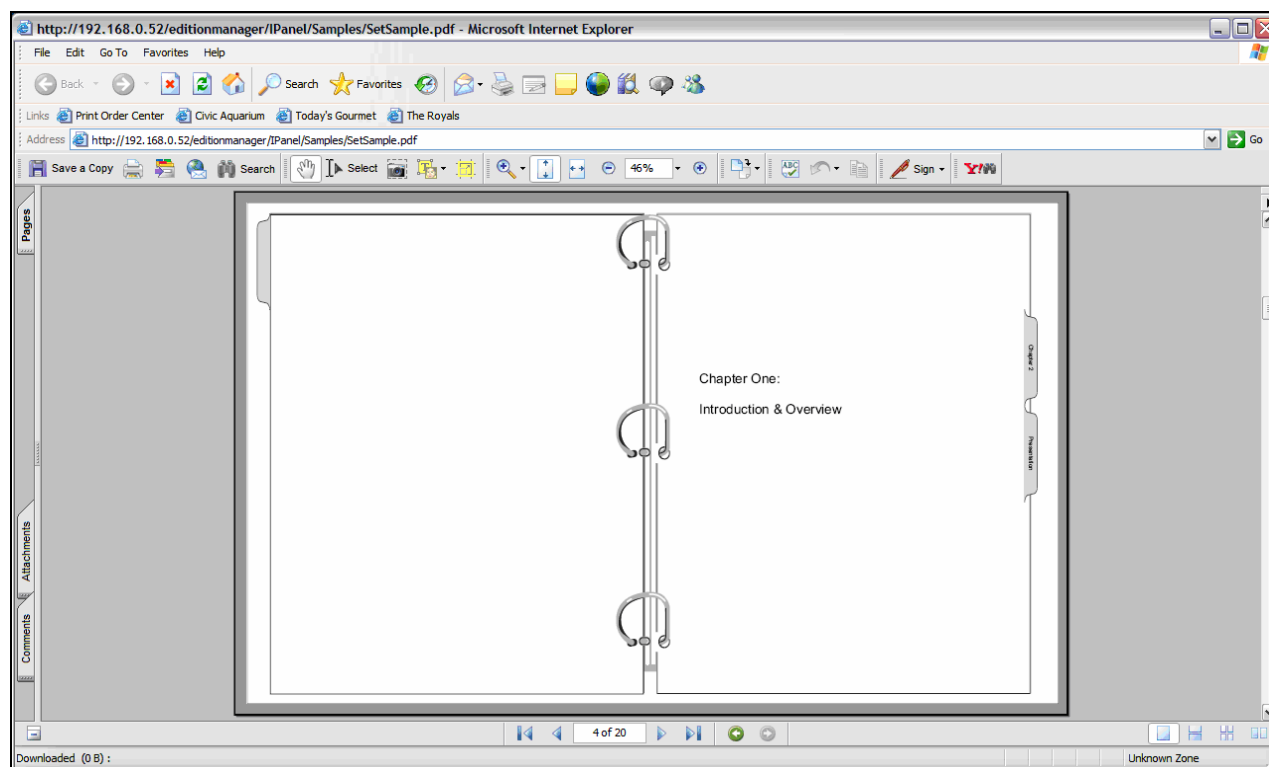
External Back Cover Image: A4 Binder-External Back

Delete Preview OK Cancel

The *Binding Preview* dialog box enables the Print Provider to create the background for the proofing.

Using the *Binding Preview* dialog box, the operator sets the *Lead Page* size of the *Book Assembly Job*. The *Lead Page* size is the maximum page size that the specific *Book Assembly Job* should contain.

- Note:**
1. The *Binding Preview* dialog box allows the Print Provider to provide the Print Buyer with a simulated preview of the entire *Book Assembly Job*. The Print Buyer can then flip through and review the Job, during the *Job Creation* process, thereby serving as a valuable tool for avoiding design flaws and mistakes.
 2. The system provides default settings for A4, A5, *Letter* and *Ledger* page sizes. These settings can be changed according to need.
 3. In the default sizes (A4, A5, *Letter* and *Ledger* page sizes), the *Preview* size appears larger than the *default* size in order to display the background. If this is not desired, the precise size can be entered.



Required Settings

In order to provide the Print Buyer with a *Book Assembly Proof*, the Print Provider must add the following images that will serve as the background of the proof:

- External Front Cover
- Internal Front Cover
- Pages Background
- Internal Back Cover
- External Back Cover

In addition, the Print Provider must set the following:

- The preview sizes
- *Left* and *Right* page positions

If a *Spine* exists and there is a cover for the style, the Print Provider must be set the following:

- The position and width of the spine

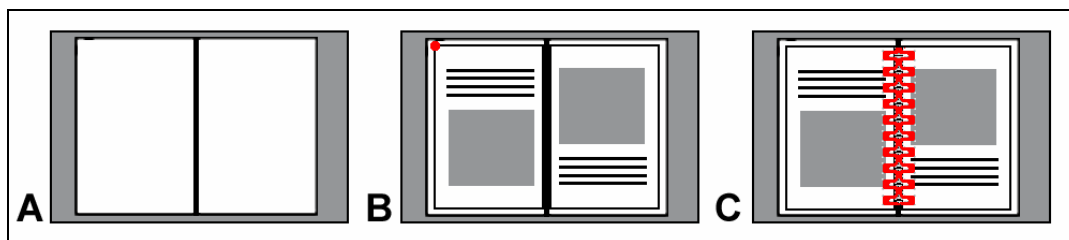
If a foreground (such as stitching) exists for the style, the Print Provider must be set the following:

- Foreground images

Special Note: The system does not require preview information for a specific size in order to provide a preview. If preview information is missing from a size that is available to the Print Buyer, the system will search among the existing sizes with preview information and will choose size that is closest to the size lacking the preview information. The chosen size is then automatically scaled to the size lacking the preview.

Preview Size: Height and Width

Height and *Width* sizes determine the dimensions of all uploaded images. The width of the size must be double that of the page size plus the width of the margin, in order for the Print Buyer to be able to see the background.

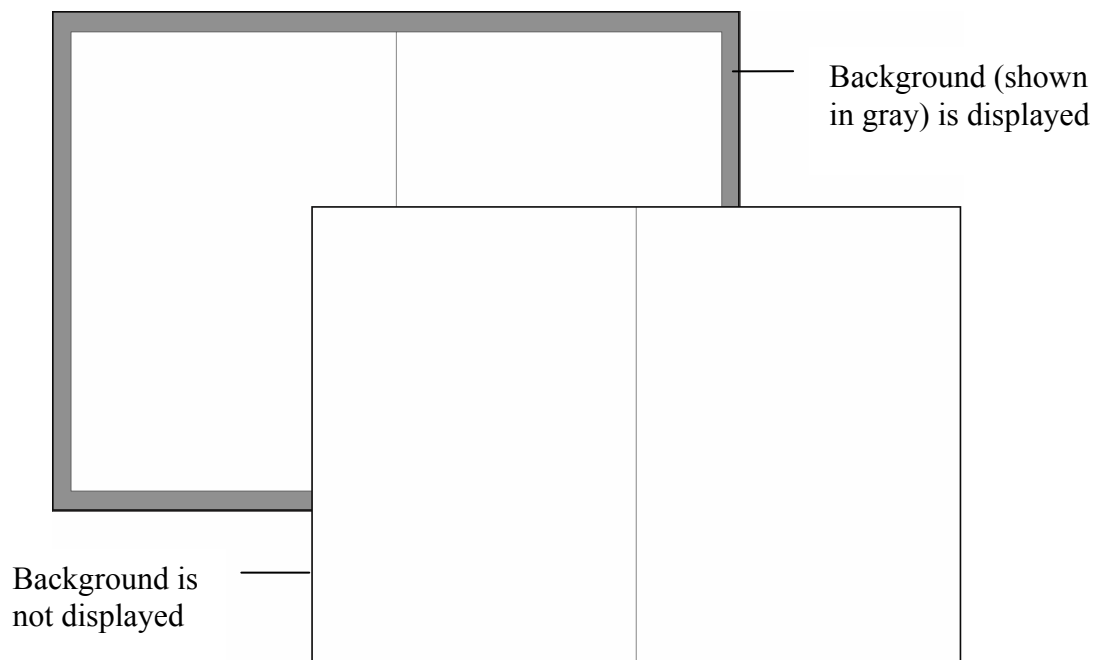


The view's image is placed in the background

The uploaded file information is positioned above

Any binding related images (such as the binder rings or the spiral) is positioned on top

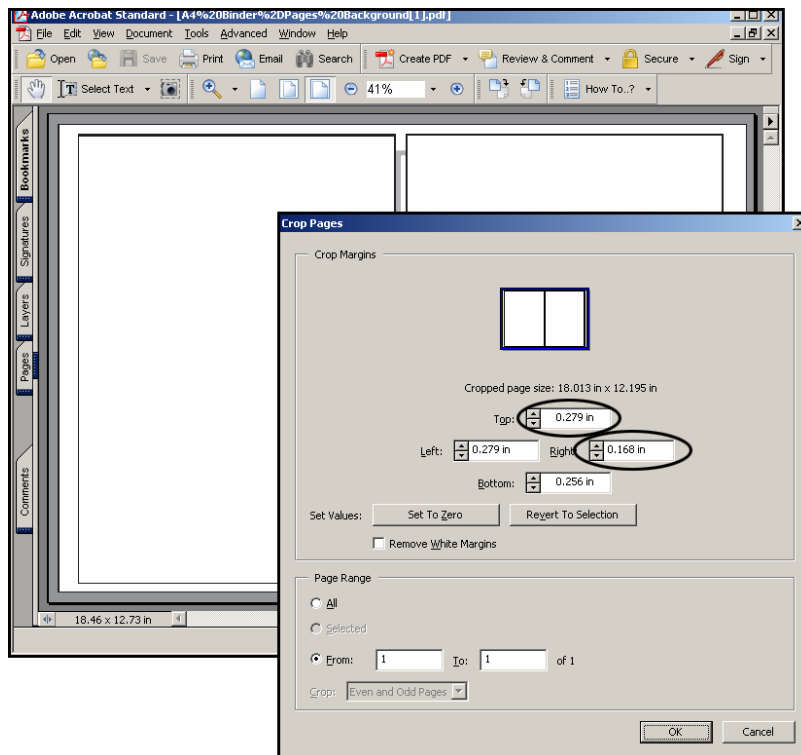
Note: When setting the *Preview Size Height* and *Width* size as the same as the *Page Size* dimensions, the background will not be displayed. This is suitable for graphically depicting such binding types as *Thermal Binding*. When setting the *Preview Size Height* and *Width* sizes as smaller than the background dimensions, the background can be viewed. This is suitable for depicting such binding types as *Binder*. (See the images below)



Left Page Position (Top-right corner)

The *Left Page Position (Top-right corner)* is the point that the left page of the *Book Assembly* will begin from. This point presents the location that the file of the Print Buyer will begin from above the preview. In order to locate this point, carry out the following steps:

- 1 Open the image in *Acrobat*, on the local PC.
- 2 Click on the *Crop Tool (Tools/Advanced Editing/Crop)* and outline the entire image.
- 3 Double-click on the image; the *Crop Pages* dialog box appears; the *Top-right* corner is the composite of the top and right co-ordinates.



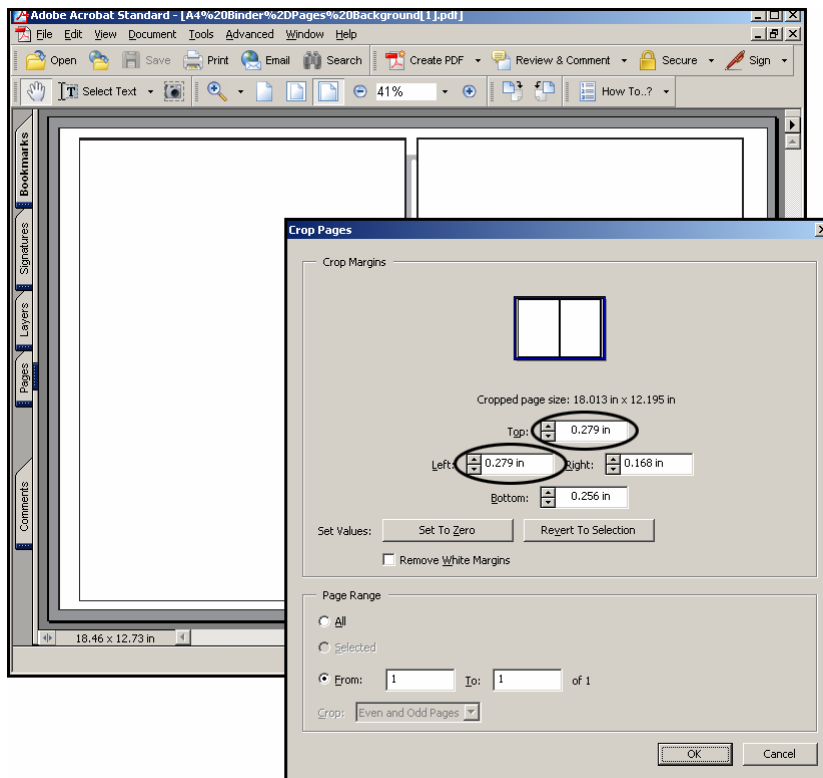
Note: In order to use the default images, carry out the following two steps:

1. In the *Binder Preview* dialog box, click on the *Pages Background* image link; the *Images Folder* appears.
2. Select the target *PDF* and click on the *Download Images* button.

Right Page Position (Top-left corner)

The *Right Page Position (Top-left corner)* is the point that the right page of the *Book Assembly* will begin from. This point is located above the preview. In order to locate this point, carry out the following steps:

- 1 Open the image in *Acrobat*
- 2 Click on the *Crop Tool (Tools/Advanced Editing/Crop)* and outline the entire image.
- 3 Double-click on the image; the *Crop Pages* dialog box appears; the *Top-right* corner is the composite of the top and left co-ordinates.



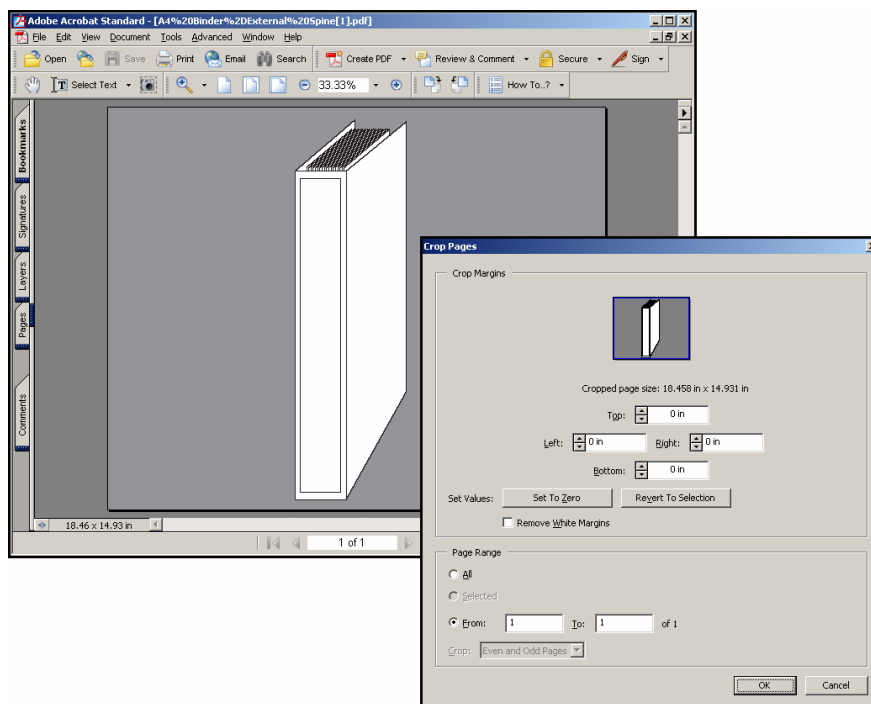
Note: In order to use the default images, carry out the following two steps:

1. In the *Binder Preview* dialog box, click on the *Pages Background* image link; the *Images Folder* appears.
2. Select the target *PDF* and click on the *Download Images* button.

Optional Settings

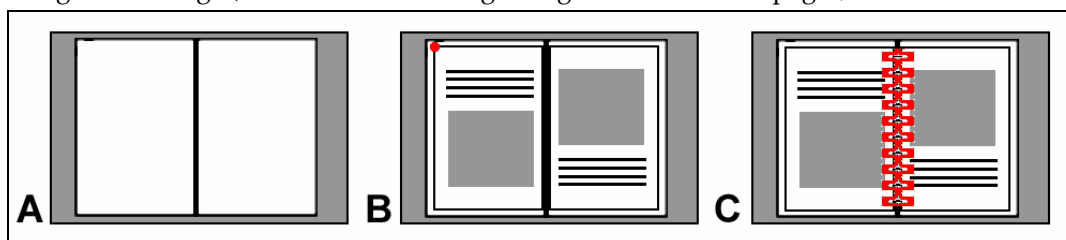
The Print Provider is required to provide the following settings only when the spine/cover and foreground are required in the style:

- External Spine Image; which will serve as the background image of the spine
- Spine Position (Top Left Corner); the point from which the file will begin above the preview
- Spine Width; the size of the spine in the original image



Note: The *Binding Preview Spine Width* is not the size of the spine that has been set for the binding style. *Binding Preview Spine Width* is a setting that is necessary for placement calculation. The size number must be entered (and should be greater than 0) if a file, under the *External Spine Image*, exists.

- Foreground Images; which enable adding background above the pages/cover



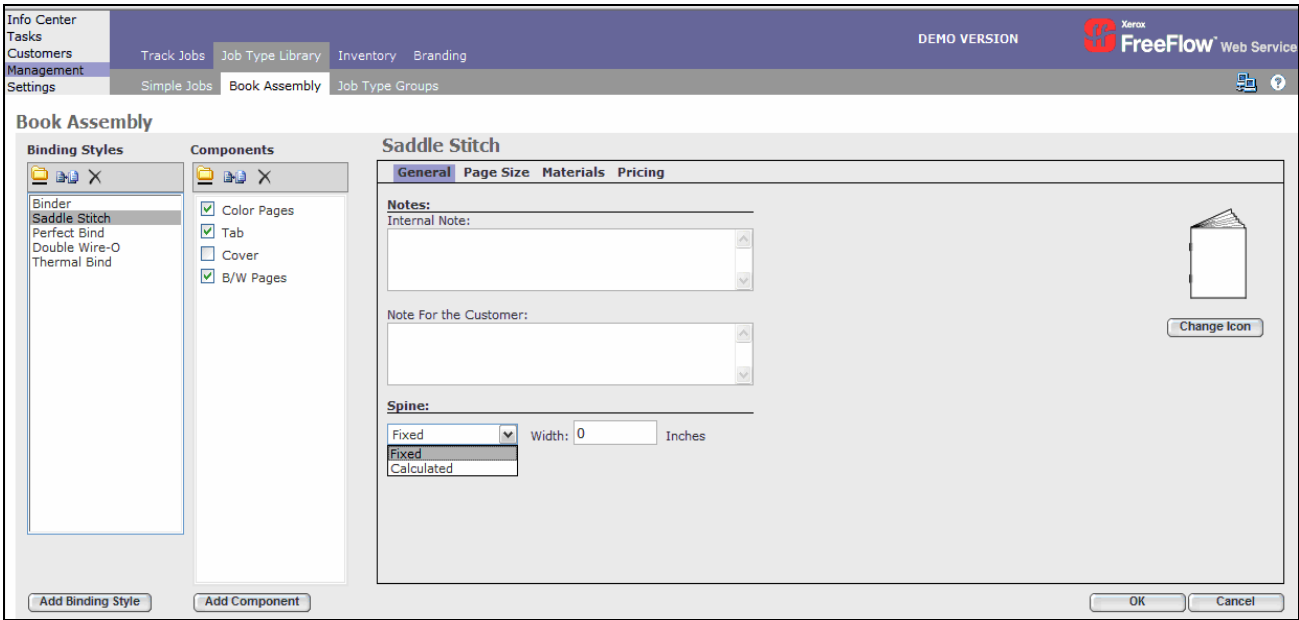
The view's image is placed in the background

The uploaded file information is positioned above

Any binding related images (such as the binder rings or the spiral) is positioned on top

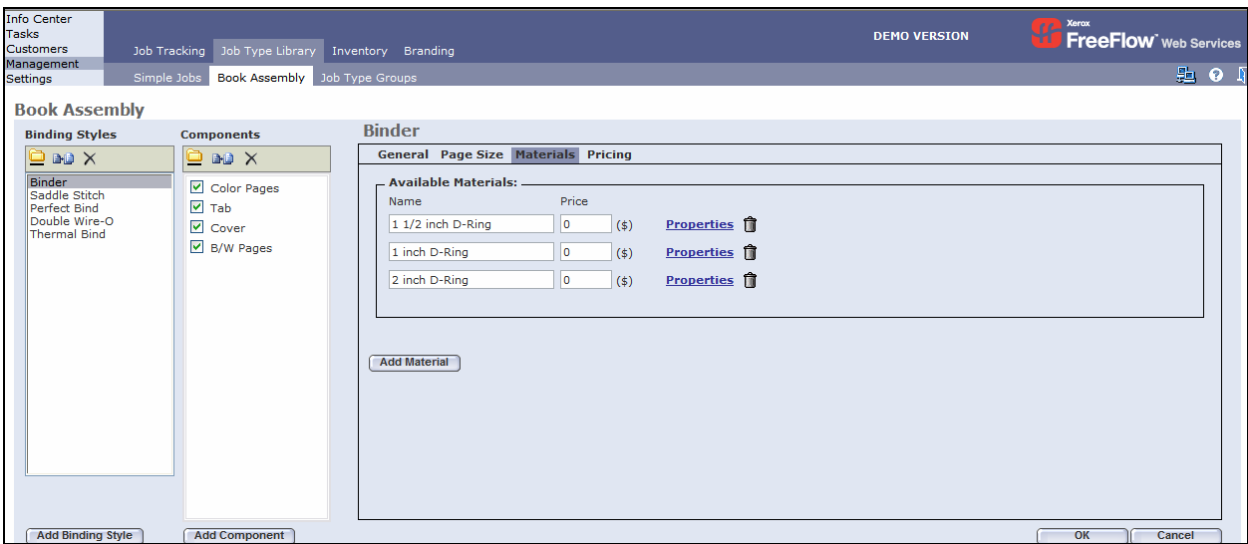
Note: The images can be uploaded by clicking on a specific *Image* link or can be selected from the dropdown box adjacent to each specific *Image* link.

Note Link



The *Note Link* accesses the *Edit Note* dialog box where the Print Provider can enter (Internal notes) as well as notes to the Print Buyer (Notes For the Customer).

Materials View



Binding styles can involve different materials for operator selection (i.e. binder rings, spiral binders etc). Each material can have a different price and a different preview. The preview of the materials will be above the preview of the pages and the covers that have been set in the *Page Size* view.

- Note:** 1. When alternative materials are not available and there is no need for different prices, previews or spines, the *Materials* view can be left empty.
2. When alternative materials are available, the foreground in *Page Size/Preview* will not be displayed.

Materials consists of the following elements:

Name Name of a specific material

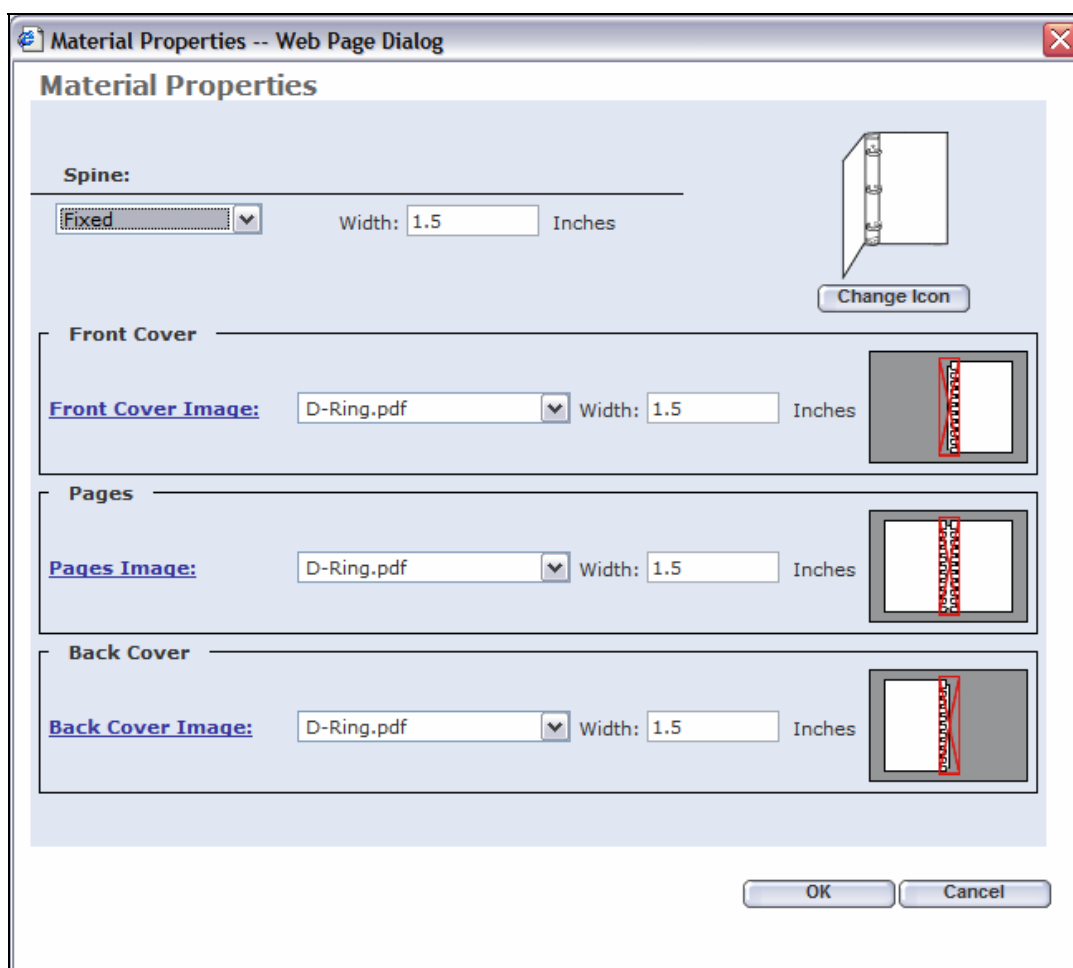
Price Price of the specific material

Properties Link Accesses the *Material Properties* dialog box

Delete Button Deletes the *Material Row*

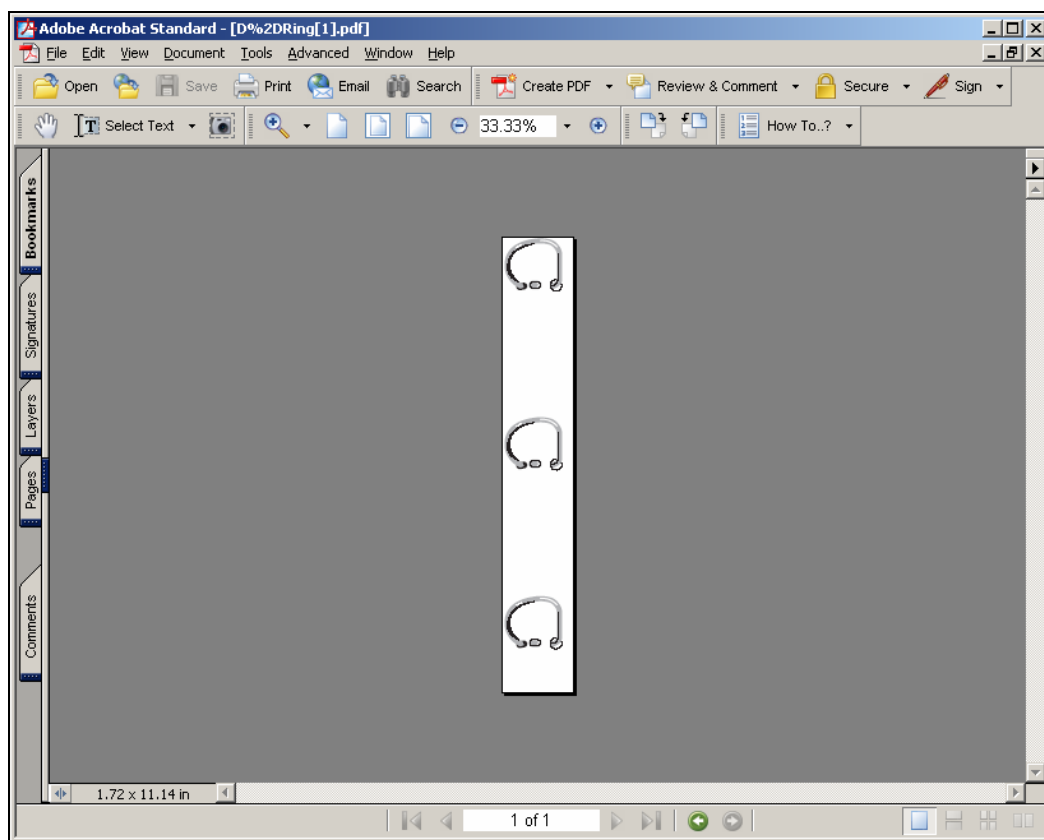
Add Material Button Enters a new *Material Row*

Material Properties



The image shows a screenshot of the 'Material Properties -- Web Page Dialog' window. The dialog has a title bar with a close button. Inside, the title 'Material Properties' is at the top. Below it, there are three main sections: 'Spine', 'Front Cover', and 'Back Cover'. Each section has a label, a dropdown menu, a width input field, and a unit label. The 'Spine' section has a 'Fixed' dropdown and a width of '1.5' inches. The 'Front Cover' section has a 'D-Ring.pdf' dropdown and a width of '1.5' inches. The 'Pages' section has a 'D-Ring.pdf' dropdown and a width of '1.5' inches. The 'Back Cover' section has a 'D-Ring.pdf' dropdown and a width of '1.5' inches. To the right of each section is a preview image showing the material being selected. A 'Change Icon' button is located below the 'Spine' preview. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The *Material Properties* dialog box enables entering *Front Cover*, *Back Cover* and *Pages Spine* images to be viewed by the Print Buyer in the *PDF Preview*.



The *Material Properties* dialog box is composed of the following elements:

Spine Dropdown Box The *Spine* dropdown box provides the following options:

Spine enables the following two options:

- **Fixed Spine** When selecting the *Fixed Spine* option, entering 0 in the *Width Selection* box signifies that there is no spine. Entering any number greater than 0 signifies the presence of a spine and the number represents the spine width.
- **Calculated Spine** When selecting *Calculated Spine* and setting the maximum spine width, the system automatically calculates the spine width according to the total thickness of the files that the Print Buyer add to the Job

Width Selection Box When *Fixed* has been selected, the width is manually entered. When *Calculated* has been selected, the maximum width that the system can computer is entered.

Change Icon Accesses the *Image Bank* in order to change the *Spine* icon.

Front Cover, Pages, Back Cover Elements of the Book Assembly Enable setting the image, material type and the width for each of the elements.

Front Cover, Pages, Back Cover Image Links Enables uploading the appropriate images for the *Preview*. These images are displayed above the images that were entered from the *Binding Preview*.

Pricing View

The screenshot shows the 'Book Assembly' section of the FreeFlow Web Services interface. The 'Binder' tab is selected, and the 'Pricing' sub-tab is active. The interface includes a left sidebar with 'Binding Styles' and 'Components' sections. The 'Price per Binder unit' table lists page sizes and their corresponding base and unit prices. The 'Binder Quantity Discount' table defines discount rules based on quantity ranges.

Page Size	Base Price (\$)	Unit Price (\$)
A5	0	0
A4	0	0
letter	0	0
ledger	0	0

Min	Max	Discount %	Step
1	50	0	10
50	200	15	50
200	1000	20	100
1000	infinite	22.2	500

The *Pricing* is composed of the following two panes:

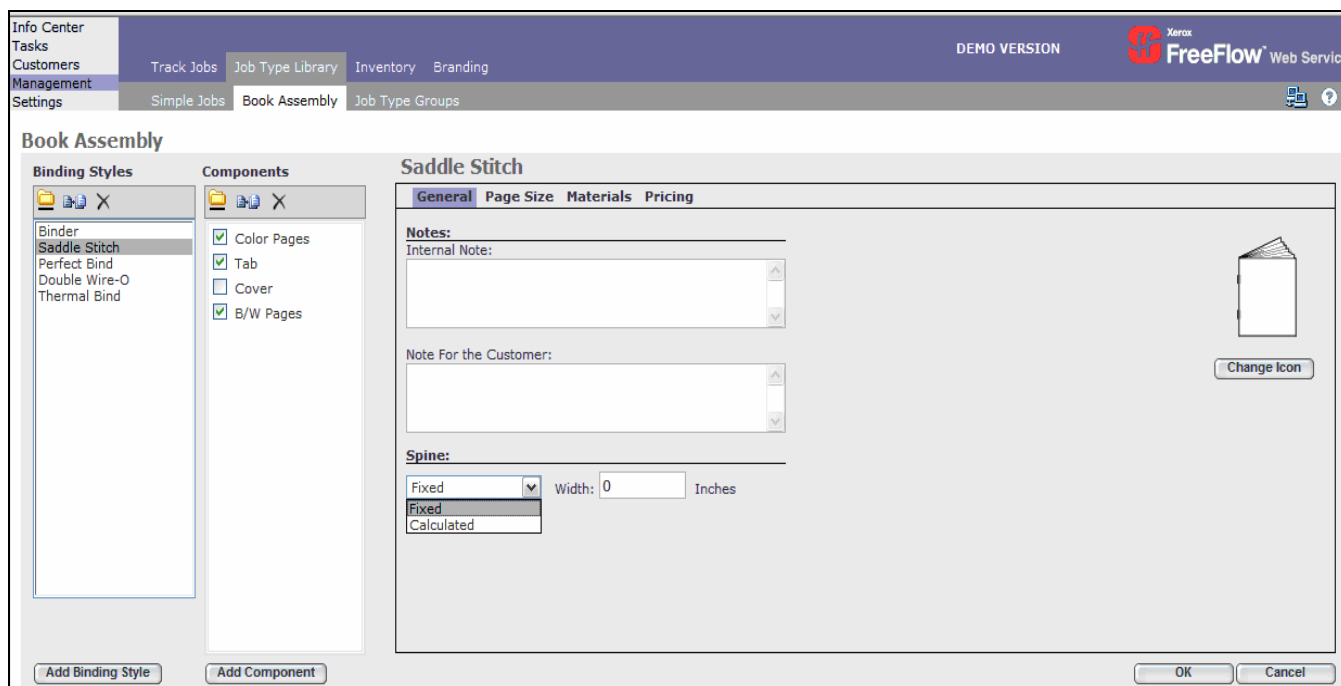
Price per Binder Unit enables setting *Base* and *Unit* prices for each available *Page Size*.

Binder Quantity Discount enables determining discounts according to minimum and maximum amounts and steps.

Components

While the *Binding Styles* determines the types of available binding styles, *Components* are the elements that are united through binding. *Binding Styles* have four default components and the Print Provider can add as many components to each *Binding Style* as is required. The options for each *Binding Style* are activated by clicking on the associated checkbox. Any component can be deleted, renamed or duplicated.

Note: When a component has not been assigned to *Binding* style, the Print Buyer will not be able to select the style.



Components is composed of the *Components* pane and the *Components Properties* pane.

The *Components Properties* pane is activated when selecting a component.




The Components Pane

The *Components* pane is composed of the following elements:

- Components Toolbar
- Add Components Button
- Components List

Components Toolbar

The *Components* toolbar contains the following *Management* buttons:

- | | | |
|-----------|---|---|
| Rename |  | Accesses the <i>Change Component Name</i> dialog box, in order to re-name the component. |
| Duplicate |  | Accesses the <i>Duplicate Component</i> dialog box. The new component will include all of the properties of the original component, but will not be connected to the original component and vice-versa. |
| Delete |  | Accesses the <i>Confirmation</i> dialog box, which enables removing components from the <i>Component</i> list. |

Add Components Button

The *Add Components* button accesses the *New Component Name* dialog box for entering a new *Components* style name.

Components List

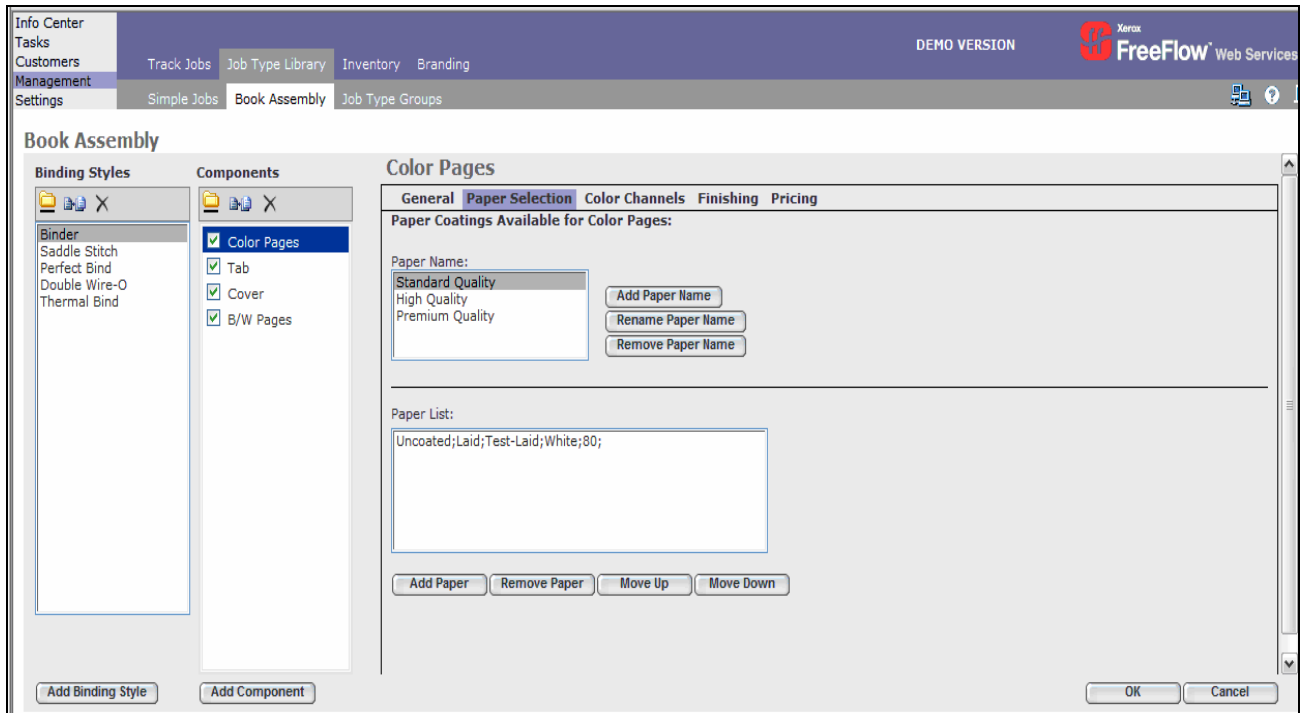
The *Components* list is a menu of component possibilities; however, components that are available to the Print Buyer must be checkmarked.

Book Assembly displays the following default components:

- Color Pages
- Tab
- Cover
- B/W Pages

The Print Provider can use these default components and can add additional components by clicking on the *Add Components* button or the Print Provider can delete components by selecting the component and then clicking on the *Delete* button.

Component Properties Pane



Component Properties is composed of the following views:

- General
- Paper Selection
- Color Channels
- Finishing
- Pricing

General

The screenshot displays the FreeFlow Web Service interface for defining a Book Assembly job ticket. The top navigation bar includes links for Info Center, Tasks, Customers, Management, and Settings. The main menu shows options like Track Jobs, Job Type Library, Inventory, Branding, Simple Jobs, Book Assembly, and Job Type Groups. The 'Book Assembly' window is open, showing the 'Saddle Stitch' binding style selected in the 'Binding Styles' list. The 'Components' list includes Color Pages, Tab, Cover, and B/W Pages. The 'General' tab is active, showing fields for 'Internal Note' and 'Note For the Customer'. The 'Spine' section has a dropdown menu set to 'Fixed' and a width of 0 inches. A 'Change Icon' button is visible next to a book icon. The bottom of the window has 'Add Binding Style', 'Add Component', 'OK', and 'Cancel' buttons.

Info Center
Tasks
Customers
Management
Settings

Track Jobs
Job Type Library
Inventory
Branding
Simple Jobs
Book Assembly
Job Type Groups

DEMO VERSION

FreeFlow Web Service

Book Assembly

Binding Styles

- Binder
- Saddle Stitch
- Perfect Bind
- Double Wire-O
- Thermal Bind

Components

- ☒ Color Pages
- ☒ Tab
- ☐ Cover
- ☒ B/W Pages

Saddle Stitch

General | Page Size | Materials | Pricing

Notes:

Internal Note:

Note For the Customer:

Spine:

Fixed Width: 0 Inches

Fixed
Calculated

Change Icon

Add Binding Style Add Component OK Cancel

The *General* view enables entering both *Internal* and *Customer* notes dealing with the specific component.

Paper Selection

In the *Paper Selection* view, the Print Provider defines the paper types available to the specific component and enables setting the default paper category names. The Print Buyer can view these characteristics in the *Paper* box of the *Book Assembly Job Properties* window.

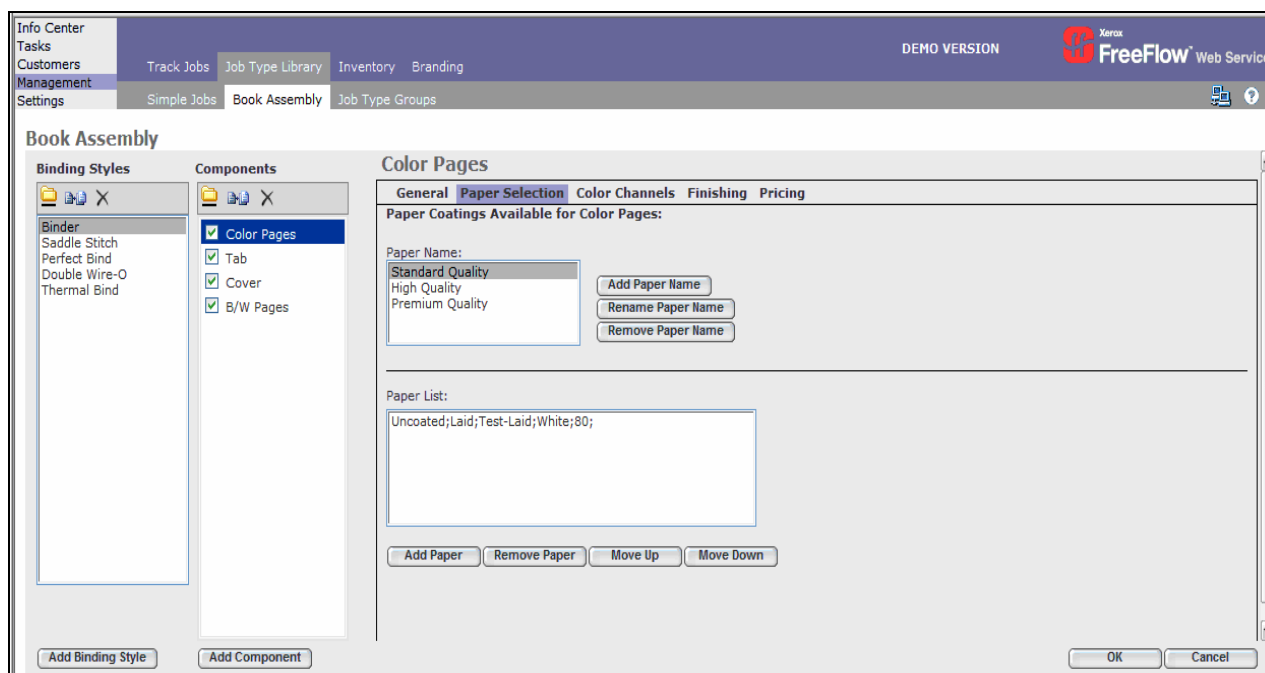
The *Paper Selection* view is composed of the following elements:

Paper Selection Sub-panel Allows the Print Provider to enter *Paper Category* (the designated name for a specific paper, for the easy use of the Print Buyer). The *Prime* default *Paper Category* name is by quality: standard, high, and premium. The default *Paper Category* name can be modified.

Note: For a *Paper Name*, at least one valid *Paper Type* must be defined.

Paper Name Sub-panel Contains different paper properties chosen from the *Paper Search* engine. When one of these properties has been removed from the stock, the *Paper Name* is marked red. When one of these properties has been temporarily disabled in the stock, the *Paper Name* is marked gray.

Paper Category



Adding a New Paper Name

In order to add a new *Paper Name*, carry out the following steps:

- 1 Click on the *Add Paper Name* button; the *Paper Name* dialog box appears.
- 2 Enter a new Paper name and click on OK; the new name is added to the bottom of the list.

Renaming a Paper Name

In order to rename a *Paper Name*, carry out the following steps:

- 1 Click on an existing Paper Name; the category is highlighted.
- 2 Click on the *Rename Paper Name* button; the *Enter Category Name* dialog box appears.
- 3 In the dialog box, enter a new name and click on OK; the new name replaces the highlighted name.

Removing a Paper Name

Note: When removing a Paper Name, all of the paper types that have been defined for the Paper Name, will also be removed.

In order to remove a *Paper Name*, carry out the following steps:

- 1 Click on a category; the category is highlighted.
- 2 Click on *Remove Paper Name*; the Paper Name is removed.

Paper List Sub-panel

The screenshot shows the 'Book Assembly' window in the FreeFlow Web Services application. The interface is divided into several sections:

- Top Navigation:** Includes 'Info Center', 'Tasks', 'Customers', 'Management', and 'Settings'. The 'Management' tab is active, showing 'Track Jobs', 'Job Type Library', 'Inventory', 'Branding', 'Simple Jobs', 'Book Assembly', and 'Job Type Groups'.
- Book Assembly Panel:**
 - Binding Styles:** A list of binding options: Binder, Saddle Stitch, Perfect Bind, Double Wire-O, and Thermal Bind.
 - Components:** A list of components with checkboxes: Color Pages (checked), Tab, Cover, and B/W Pages.
 - Color Pages:** The active sub-panel, showing 'General', 'Paper Selection', 'Color Channels', 'Finishing', and 'Pricing' tabs.
 - Paper Coatings Available for Color Pages:** A list of paper names: Standard Quality, High Quality, and Premium Quality. Buttons for 'Add Paper Name', 'Rename Paper Name', and 'Remove Paper Name' are present.
 - Paper List:** A text area containing the string 'Uncoated;Laid;Test-Laid;White;80;'. Buttons for 'Add Paper', 'Remove Paper', 'Move Up', and 'Move Down' are located below the list.
- Bottom Buttons:** 'Add Binding Style', 'Add Component', 'OK', and 'Cancel'.

Adding a Paper List

In order to add a *Paper* to the *Paper List*, carry out the following steps:

- 1 Select a *Paper Name*; the paper properties appear in the *Paper List*.
- 2 Click on *Add Paper*, the *Paper Coating* dialog box appears.

Paper -- Web Page Dialog

Paper Coating

Coating: Weight: (gsm)

Catalog ID	Texture	Brand	Color	Weight (gsm)
	Gloss	Wide Format	White	60
	WindowCling	8.5x11 WindowCling	Transparent	60
711P00157	Crack & Peel	4 up Crack & Peel	White	50
711P00153	Dura Paper	Xerox Dura Paper	White	60
711P00149	Never Tear	Never Tear 11x17	White	50
711P00158	Vinyl label	Vinyl label clear	Clear	60

OK Cancel

- 3 Select a paper coating from the *Coating* dropdown box.
- 4 Select a paper weight from the *Weight* dropdown box; a selection of *Paper Types* appears in the *Paper* pane.
- 5 Click on a target *Paper List* and then click on *OK*; the *Paper Type* appears in the *Job Ticket Bank Paper List* (the selected paper properties appear with the *Paper Type* name and are separated by the semi-colon “;” symbol).

Removing a Paper from the Paper List

In order to remove a *Paper List*, carry out the following steps:

- 1 In the *Paper List*, click on a *Paper Type*; the *Paper Type* is highlighted.
- 2 Click on the Remove Paper Type button.

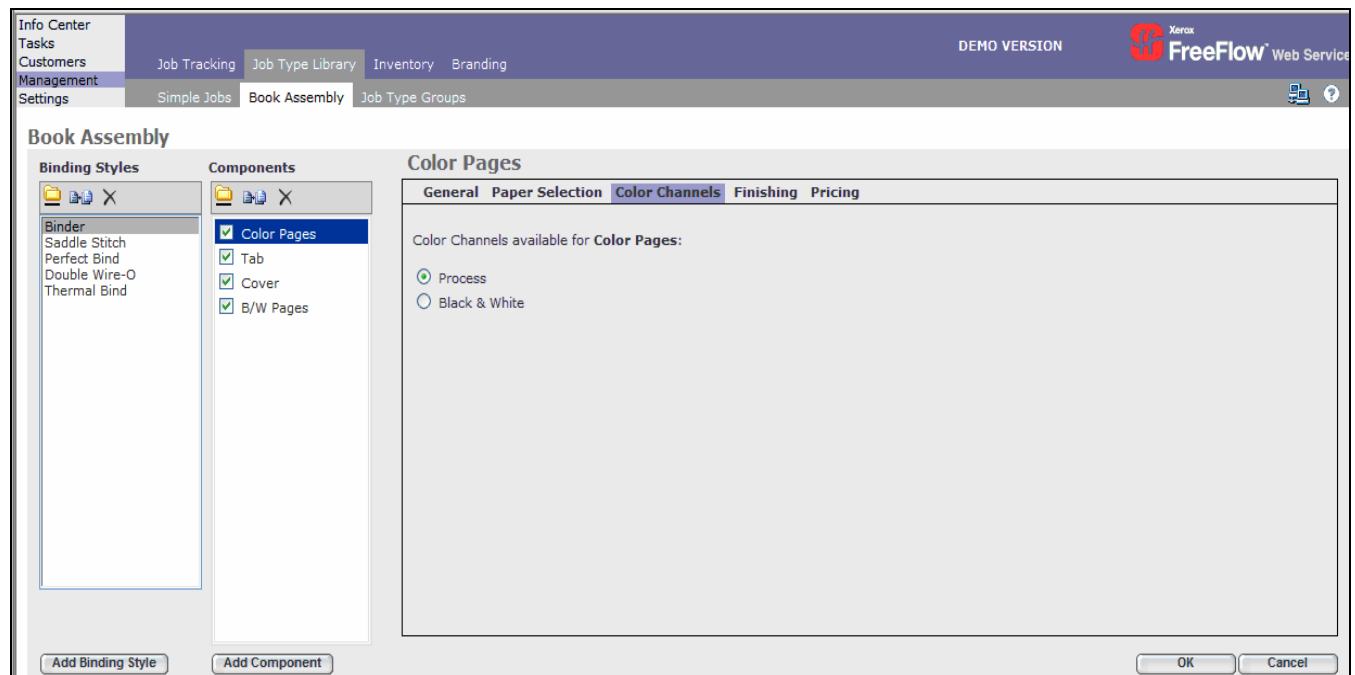
Setting the Default Paper Name

Where there is more than one *Paper* in the *Paper Type*, the first *Paper Type* is the default setting. In order to set a default *Paper* in the *Paper Type*, carry out the following steps:

- 1 Click on a *Paper*; the *Paper Type* is highlighted.
- 2 Click on *Move Up*; the selected *Paper* is moved to the top of the *Paper type*, becoming the default.

Note: When placing a *Paper Type* marked red or gray, at the top of the list, the system finds the uppermost *Paper Type* marked in black (available in stock).

Color Channels



In the *Color Channels* view, the Print Provider selects either *Process* or *Black and White* as the color channels available to the Print Buyer.

The *Color Channels* view contains the following elements:

Process When selected, the Process channel will be available to the Print Buyer

Black and White When selected, the *Black and White* channel will be available to the Print Buyer

OK Clicking on *OK* saves the *Color Channels* settings

Note: The Print Provider will be able to split files according to these color channels

Finishing

The screenshot displays the 'Book Assembly' window in the Xerox FreeFlow Web Services application. The interface is divided into several sections:

- Top Navigation:** Includes 'Info Center', 'Tasks', 'Customers', 'Management', and 'Settings'. A secondary bar contains 'Job Tracking', 'Job Type Library', 'Inventory', 'Branding', 'Simple Jobs', 'Book Assembly' (selected), and 'Job Type Groups'. The top right corner shows 'DEMO VERSION' and the 'Xerox FreeFlow Web Services' logo.
- Left Panel:**
 - Binding Styles:** A list containing 'Binder', 'Saddle Stitch', 'Perfect Bind', 'Double Wire-O', and 'Thermal Bind'.
 - Components:** A list with checkboxes for 'Color Pages' (checked), 'Tab' (checked), 'Cover' (checked), and 'B/W Pages' (checked).
- Right Panel: Color Pages**
 - Tabs:** 'General', 'Paper Selection', 'Color Channels', 'Finishing' (selected), and 'Pricing'.
 - Lamination:** A checkbox for 'Activate Laminating' is checked.
 - Texture:** Radio buttons for 'Matt' and 'Gloss' (selected).
 - Sides:** Radio buttons for 'One-sided' (selected) and 'Two-sided'.
- Bottom:** Includes 'Add Binding Style', 'Add Component', 'OK', and 'Cancel' buttons.

Book Assembly provides the Print Provider with the following options:

- Laminating the entire product, either on one page side or on both page sides
- Matt or gloss lamination

In order to laminate, carry out the following steps:

- 1 Checkmark the *Activate Laminating* checkbox.
- 2 Click on either the *Matt* or *Gloss* radio button.
- 3 Click on one of the following radio buttons:
 - One-sided, in order to apply a surface covering material to one (front) page side
 - Two-sided, in order to apply a surface covering material to both page sides

Pricing

The *Pricing* view enables the Print Provider to determine the price per unit for each component. The Print Provider can then determine discounts according to the quantity of pages produced.

The *Pricing* view is divided into the following two panes:

- Price Per Unit
- Pages Quantity Discount

Price Per Unit

The *Price Per Unit* panel is composed of the following elements:

Page Size Press Sheet size to be used for printing the defined range number of Job copies. *Page Size* list includes all of the page sizes that were selected for the style.

Price Initial, fixed printing expenses for one unit of the selected component (i.e. the price of one page).

Pages Quantity Discount

The *Pages Quantity Discount* panel is composed of the following elements:

Min Minimum number of pages to be printed ('1' by default), according to page size

Max Maximum number of pages to be printed ('Infinite' by default), according to page size

Discount Fixed discount, according to the number of printed pages

Add Row Button Adds an empty row to the bottom of the table

Delete Last Row Button Deletes the last row at the bottom of the table

Add Paper Price Checkbox When checkmarked, the Print Provider can add the cost of the paper to the printing price

Pricing Calculation

The price of the Book Assembly will be calculated as follows:

Total Price of a Book Assembly = Base Price per unit + [Price per Unit + Price Per Materials + Price Per Components * Pages]

Note: The pricing of the *Book Assembly* differs from the other pricing systems that are in the system

Section II:

Producing a Book Assembly Job

Book Assembly Jobs waiting in the Production queue are signified by the Book Assembly icon.

The screenshot displays the FreeFlow Web interface. On the left, the 'Production' section shows a list of jobs in the 'Approval Queue'. Two jobs are visible: Job #216 (Letter Head, Royal Cargo Letterhe...) and Job #218 (Book Assembly, New Job #218). Job #218 is highlighted with a red circle around its 'Book Assembly' icon. The 'Job Info' panel on the right provides details for Job #218, including Price, Quantity, Shipping Date, Binding Style, Set Size, Customer, Job Name, Order Date, Reference Code, Flat Pages, and Paper Coatings. Below the Job Info panel is the 'Printing Queue' table, which lists jobs and their status.

Job #	Job Details	Output Device	Status	PDF
28	Test Account, Brochure	Test_Device	✓	PDF
9	Test Account, Brochure	Test_Device	✓	PDF
1	Test Account, Brochure	Test_Device	✓	PDF
43	Test Account, Brochure	Test_Device	✓	PDF
10	Test Account, Brochure	Test_Device	✓	PDF
7	Test Account, Brochure	Test_Device	✓	PDF

Unlike with a *Simple Job*, the *Job Info* panel is divided into the following two views:

- Info
- Files

Info

Production

Approval Queue

Thumbnails Job Details

#216, Test Account
Letter Head, Royal Cargo Letterhe...
Quantity:50 / process

#218, Test Account
Book Assembly, New Job #218
Quantity:1 / process

Job Info

Info **Files**

Note
Attachments:
No Files are Attached
Preflight

Job # 218
Price: USD 23.66
Quantity: 1
Shipping Date: 12-04-06 10:00
Binding Style: Perfect Bind
Set Size: letter

Customer: Test Account
Job Name: New Job #218
Order Date: 09/04/2006 04:39:02
Reference Code:
Flat Pages: 45
Paper Coatings: Standard Quality

Printing Queue

Job #	Job Details	Output Device	Status	PDF
28	Test Account, Brochure	Test_Device	✓	
9	Test Account, Brochure	Test_Device	✓	
1	Test Account, Brochure	Test_Device	✓	
43	Test Account, Brochure	Test_Device	✓	
10	Test Account, Brochure	Test_Device	✓	
7	Test Account, Brochure	Test_Device	✓	

Job Info provides all the information in regards to the Job. In addition, Job Info provides the following links and buttons.

Note Accesses the *Note* dialog box for recording *Internal* and *Customer* notes

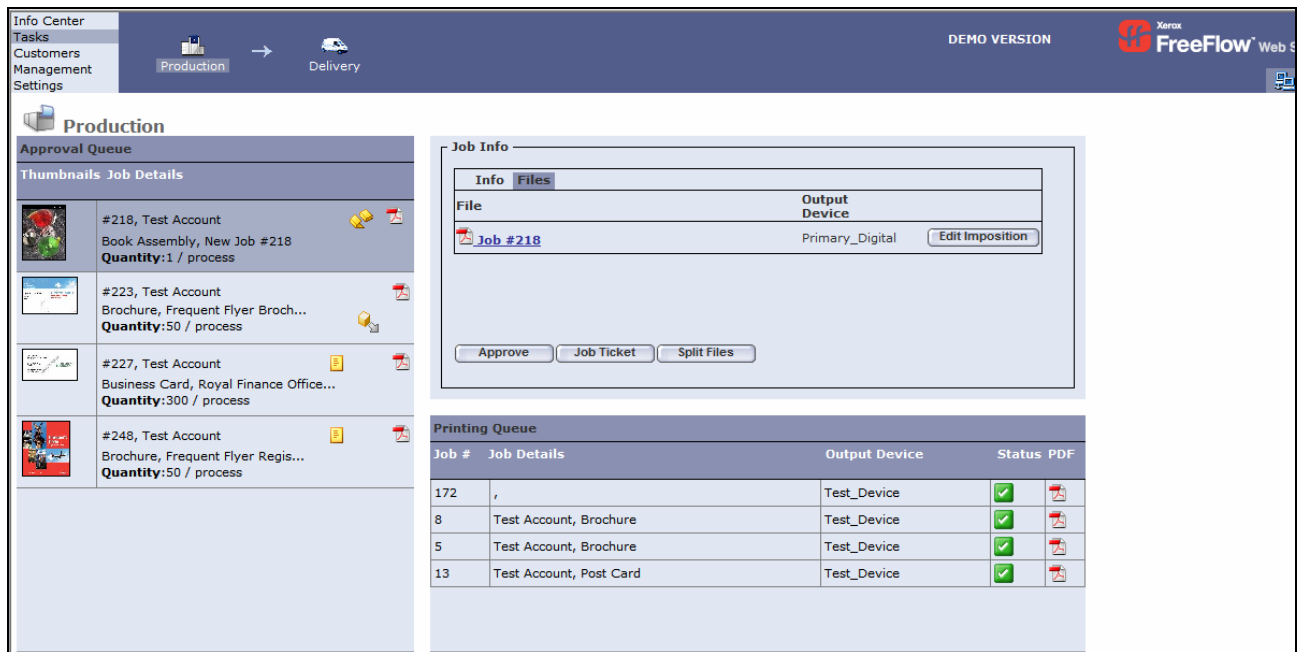
Attachments Enables attaching additional files to the Book Assembly Job file

Preflight Accesses the *Preflight Report* for viewing files parameters

Approve Approves the Job for production

Job Ticket Enables creating *Job Tickets*

Files



Files provides the following elements:

PDF Link

Re-impose Button Accesses the *Re-impose* dialog box in order to select an available output device

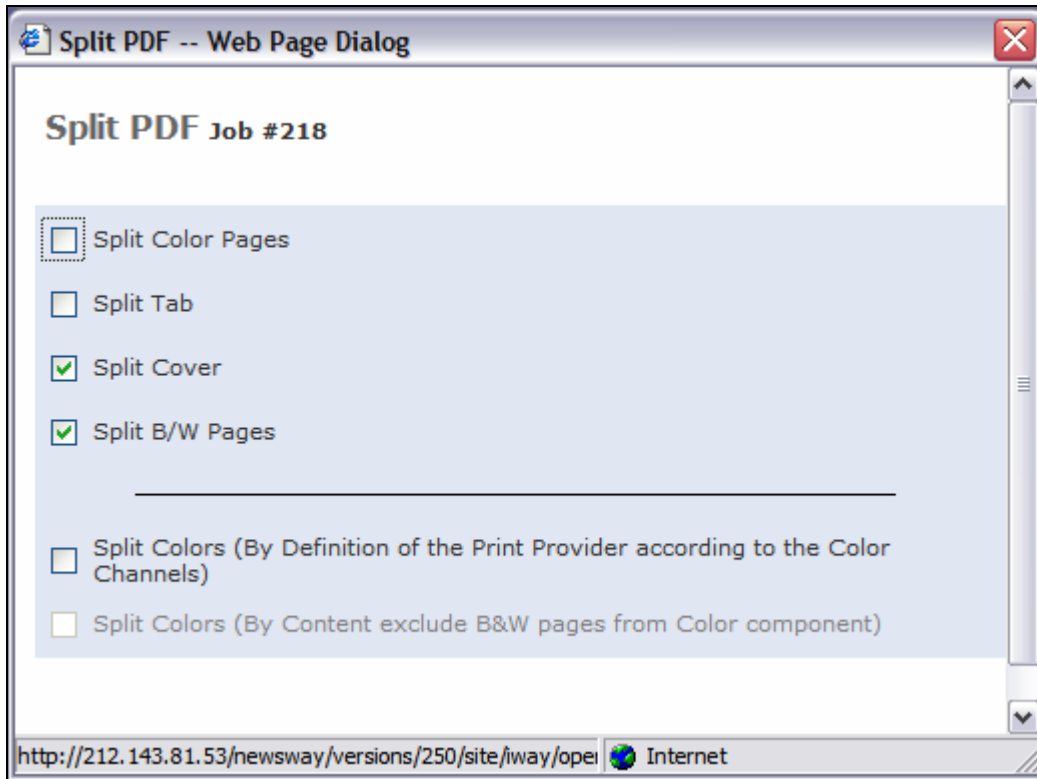
Approve Button Approves the Job for production

Job Ticket Button Enables creating *Job Tickets*

Note: A *Job Ticket* can be provided only when using *Office 2003*.

Split Files Accesses the *Split PDF* dialog box

Split PDF Dialog Box



The *Split PDF* dialog box enables splitting the original file into independent files that can be sent to different output devices.

The *Split PDF* dialog box displays all of the components that are included in the specific Job. These components can then be selected and split off of the original file.

- Note:**
1. *Split Colors (by definition)* divides the original file according to the color channels
 2. *Split Colors (by content)* divides the original file into color groups and b/w groups

Chapter Two: Print Buyer Side

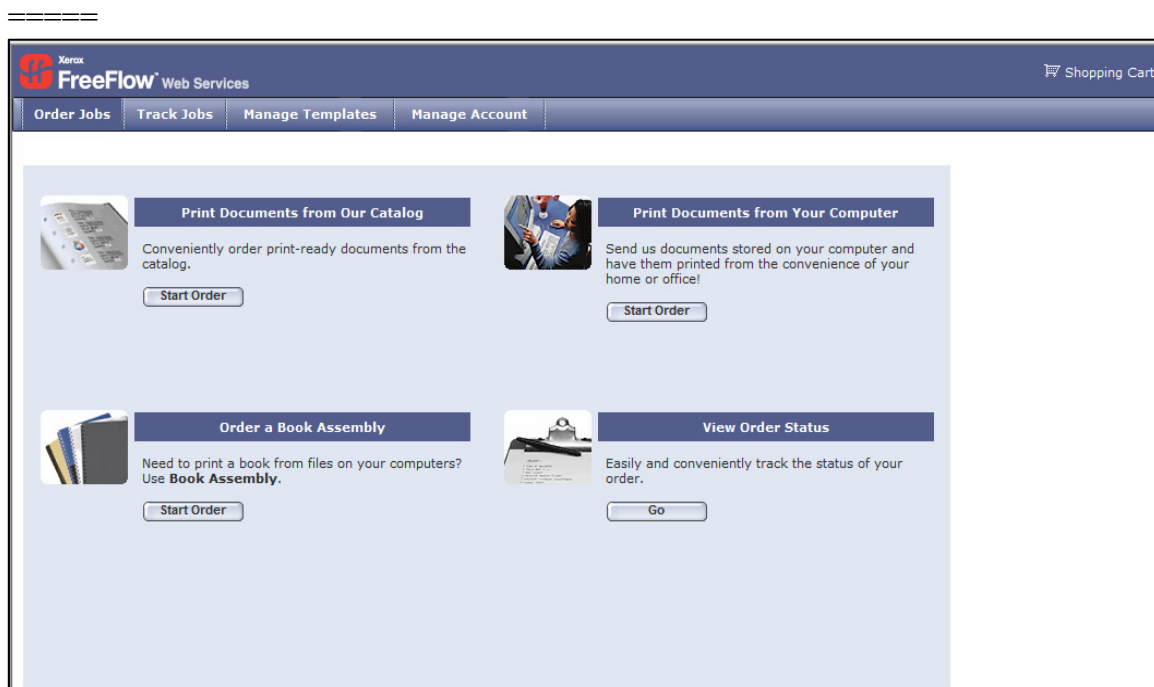
Section I:

Ordering a Book Assembly Job

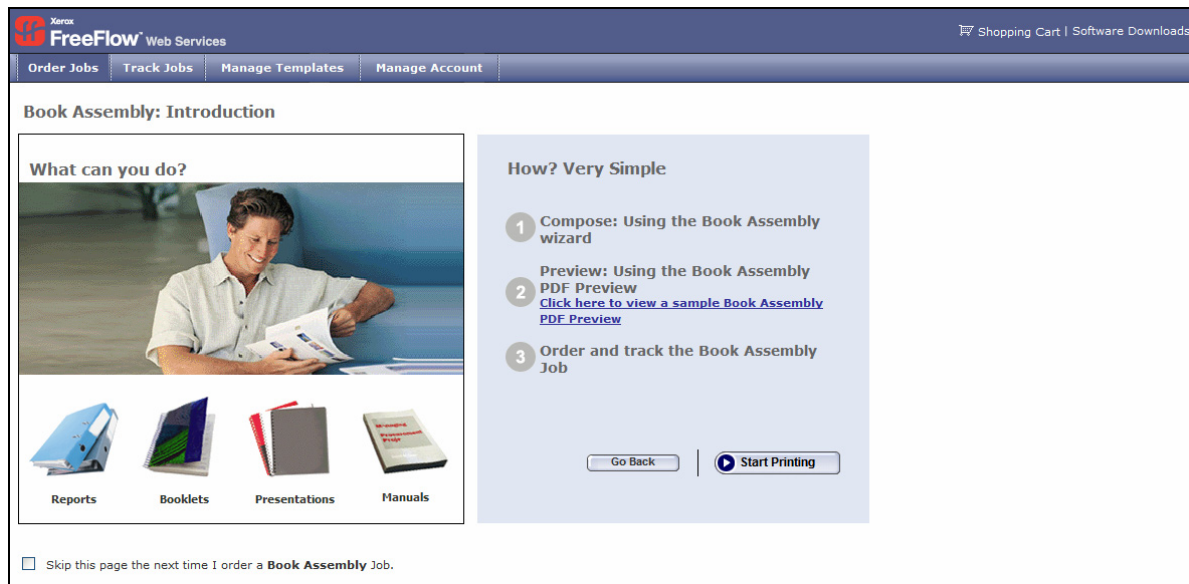
For a Print Buyer to order a *Book Assembly Job*, the Print Buyer must begin by first defining objectives. The Print Buyer must then select the materials and the size necessary to carry out the production of the *Book Assembly Job*. Finally, the Print Buyer must upload the files, assign the components and view the *PDF* preview.

To order a *Book Assembly Job*, carry out the following steps:

- 4 On the Print Buyer side, click on *Start*, the *Start* panel appears.



- 5 Click on the *Order a Book Assembly* link; the *Start Order* panel appears.

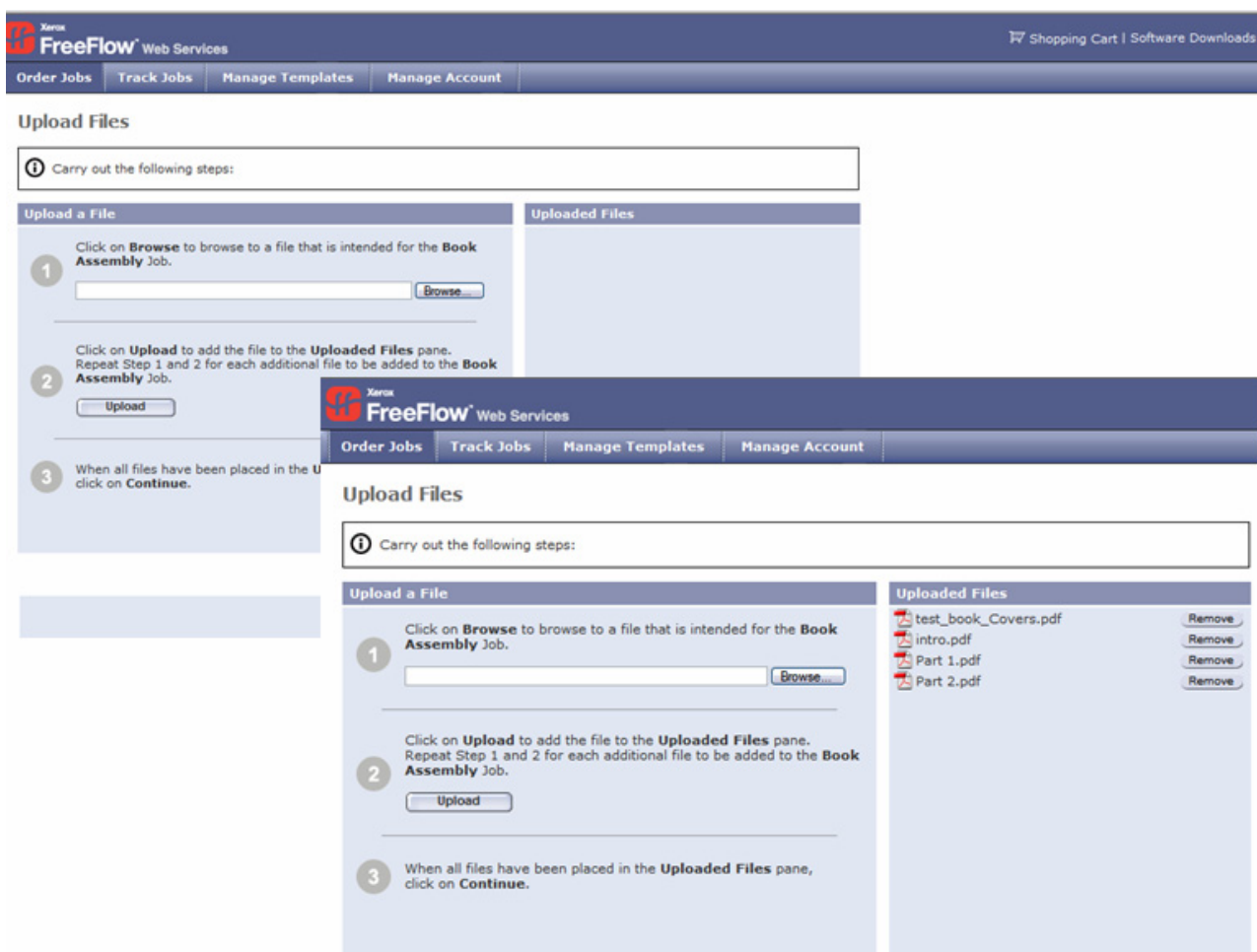


Book Assembly: Introduction

1 Click on the **Start Printing** Button

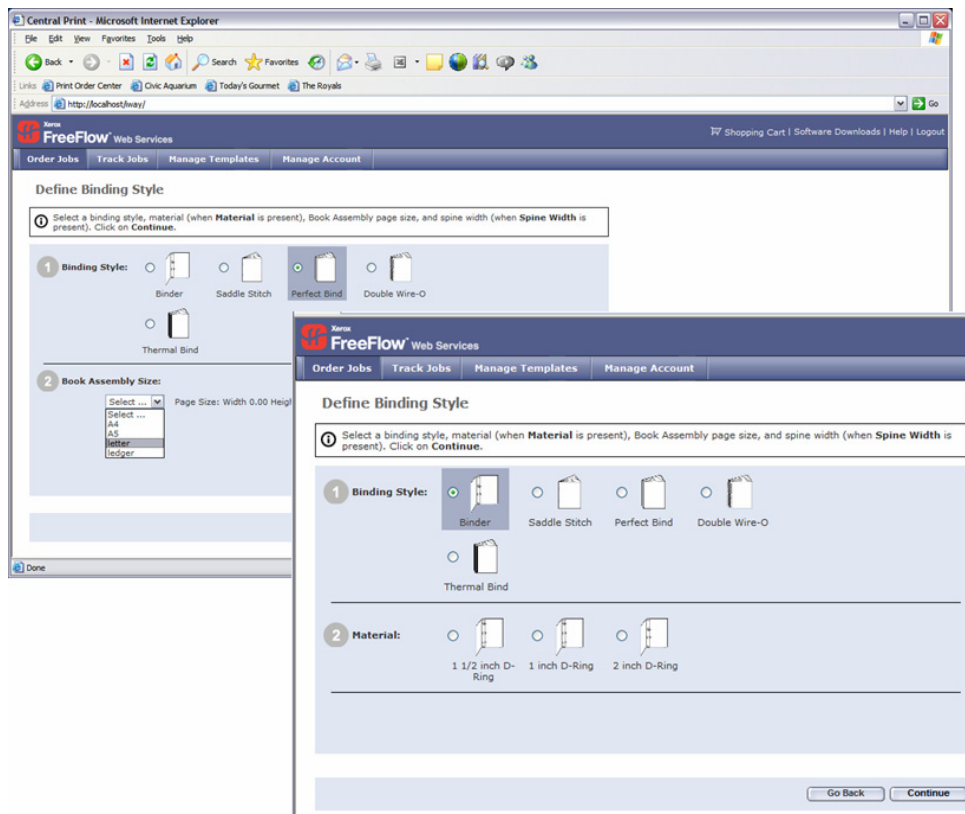
Note: You may elect to skip this Introduction Page by selecting the check box next to the “Skip this page the next time I order a Book assembly Job”

To view a sample of a Book Assembly select the link [“Click here to view a sample Book Assembly PDF Preview”](#)



Book Assembly: Upload Files

- 1 Using the **Browse** button and select the file component
- 2 Selected use the Upload button add the file to the *Uploaded Files* list
- 3 When all files have been Uploaded click on *Continue*



Book Assembly: Define Binding Styles

- 1 In the Define Binding Style select the preference with the radio buttons

Note: Depending on the Binding style selection a drop down menu selection for the Book Assembly size will appear. When selecting Binder Style a selection of Material will be necessary.

- 2 Click *Continue*
- 3 Select the target files and click on *Add File* (or double-click on the target files) to add the files to the *Components* list and to create the sequence of the *Book Assembly*.

Define Components [Book Assembly Type: Perfect Bind, letter](#) [PDF Preview](#)

File List

- test_book_Covers.pdf(2p)
- intro.pdf (2p)
- Part 1.pdf (27p)
- Part 2.pdf (13p)

Components

File Name	Pages	Component Type	Paper Type	Page #	Note
test_book_Covers	2	Cover	High Quality		OFC, IFC
intro.pdf	2	Color Pages	Standard Quality	1-2	
A thru C		Tab	Standard Quality		
Part 1.pdf	27	B/W Pages	Standard Quality	3-29	
Blank before tab	1	B/W Pages	Standard Quality	30	
D thru Z		Tab	Standard Quality		
Part 2.pdf	13	B/W Pages	Standard Quality	31-43	
test_book_Covers.pdf	2	Back Cover	High Quality		IBC, OBC

Buttons: Add File, Add Blank Component, Add Tab, Remove, Upload Files, Move Up, Move Down, Go Back, Add to Cart and Checkout

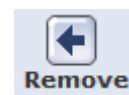
Book Assembly: Define Components

- 1 For each file, select the relevant *Component Type*, and the *Paper Type* from the associated dropdown boxes.

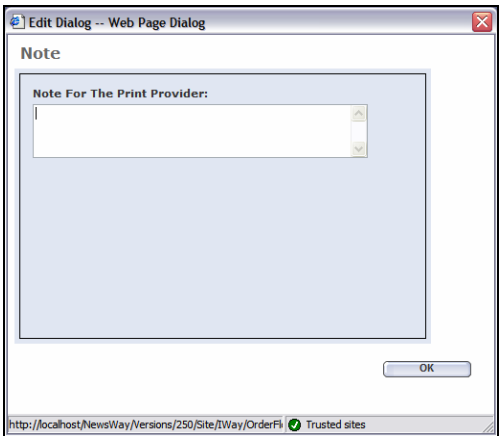
Note: The Component Types are Cover, Color Pages, Tabs & B/W Pages. The system will place a Blank page before of after an odd page. Note the system will also split the cover to front and back. Be aware that there is no padding for this operation so if the cover is print side one for front and Print side 2 for back you will need to add additional black pages


After files have been added to the *Components* list, the order that they appear in the book can be adjusted by using the *Move Up* and *Move Down* buttons.

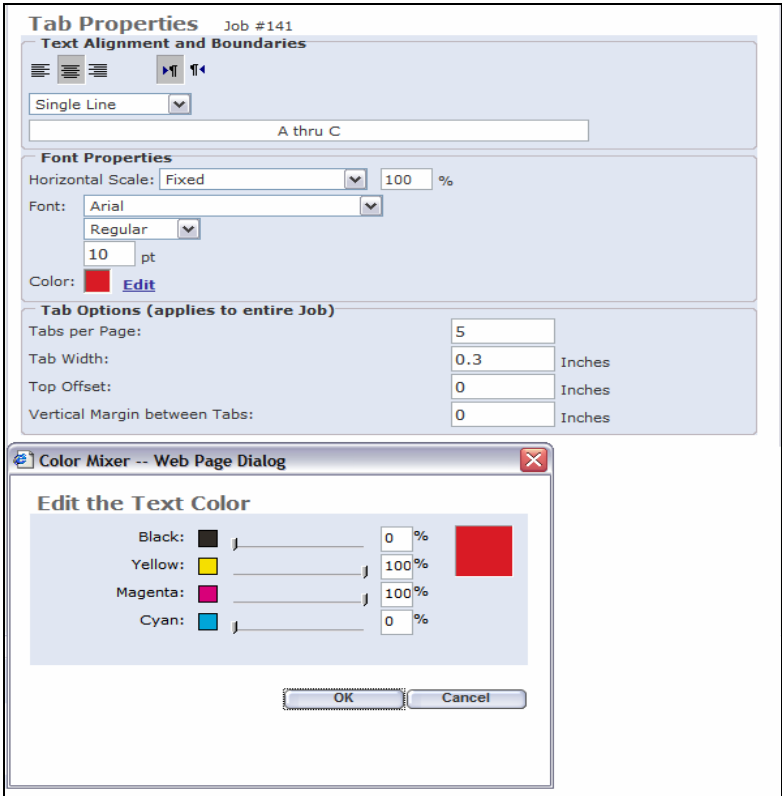
To remove a component from the component list, select the component and then click on the *Remove* button.



- 2 Click on the *Note* icon to append notes to the Print Provider.



- 1 Click on the *Tab* icon  to enter additional tab parameters; the *Tab Properties* dialog box appears.



Book Assembly: Tab Properties

1 Set the Tab Properties

- Alignment
- Single or Multiple Line
- Text
- Font Properties
- Color (Use the [Edit Link](#))
- Tab Options
- Select *OK* to save

The Tab Component

A *Tab Component* can be manually added as a divisor between the files. The *Tab Component* is described as follows:

- A *Tab* does not have an attached file
- Text can be added to the *Tab*, and font and color can be selected
- The *Tab* page # is set automatically
- The *Tab* is priced as any other component

Tab Properties

Clicking on the *Tab* icon in the *Book Assembly Creator: Components* window accesses the *Tab Properties* dialog box.

Tab Properties is composed of the following elements:

- Text Alignment and Boundaries panel
- Font Properties panel
- Tab Options (applies to entire Job) panel

Text Alignment and Boundaries Panel

The *Text Alignment and Boundaries* panel provides the following options:

- Left, Center, Right text alignment
- Left-to-Right, Right-to-Left text alignment
- Single or double text lines

Font Properties Panel

The *Font Properties* panel provides the following options:

Horizontal Scale: Fixed Enables determining which percentage of the text box will be occupied by text

Fixed to Text Box Width Provides the following three options:

Always Text always occupies 100% of the text box

Narrower Text occupies 100% of the text box only when the text is narrower than the text box

Wider Text occupies 100% of the text box only when the text is wider than the text box

Font Enables choosing a font style and size

Color displays the font color

Color Edit Link Enables selecting a font color

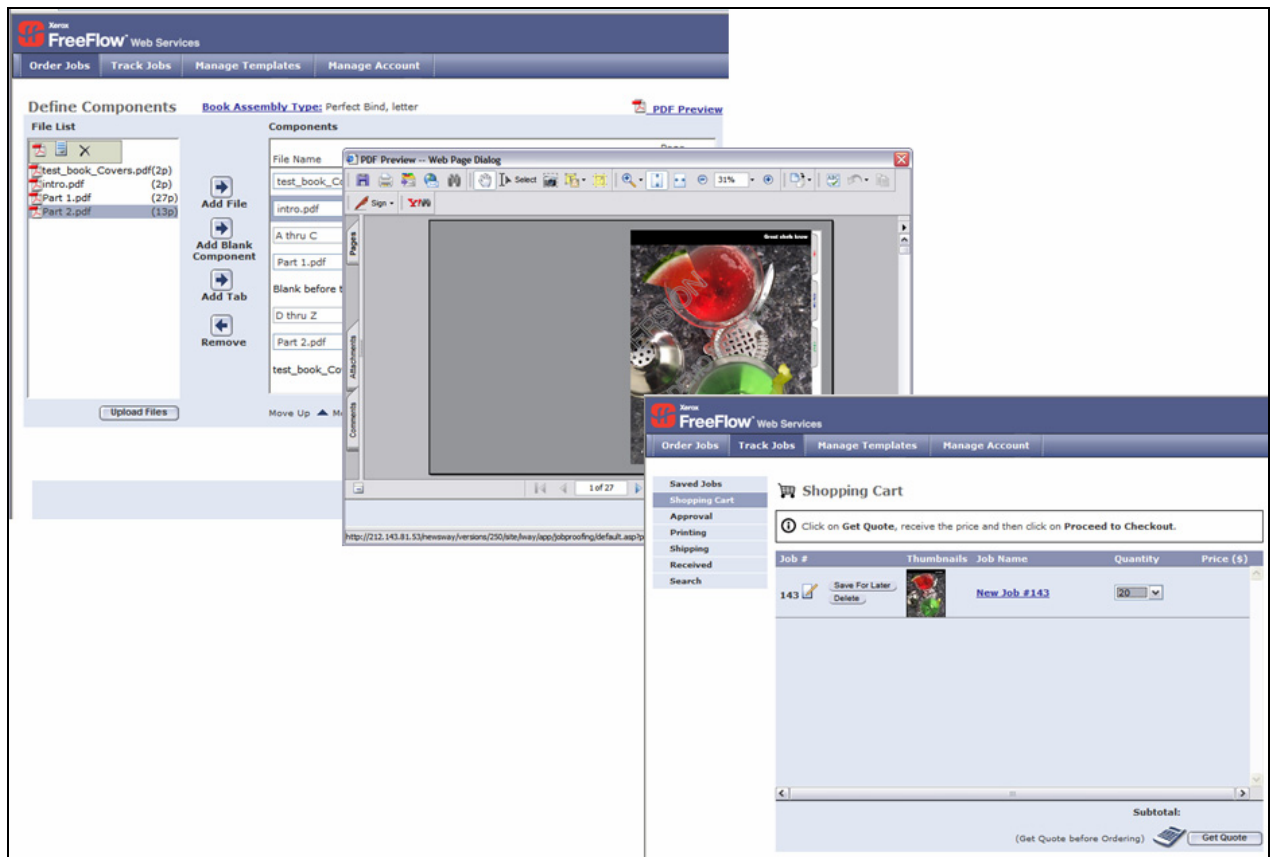
Tab Options (applies to entire Job) Panel

Tabs per page Enables determining the distribution of the tabs on a page by taking into account the total number of tabs in the *Book Assembly Job*

Tab Width Enables setting the physical tab width

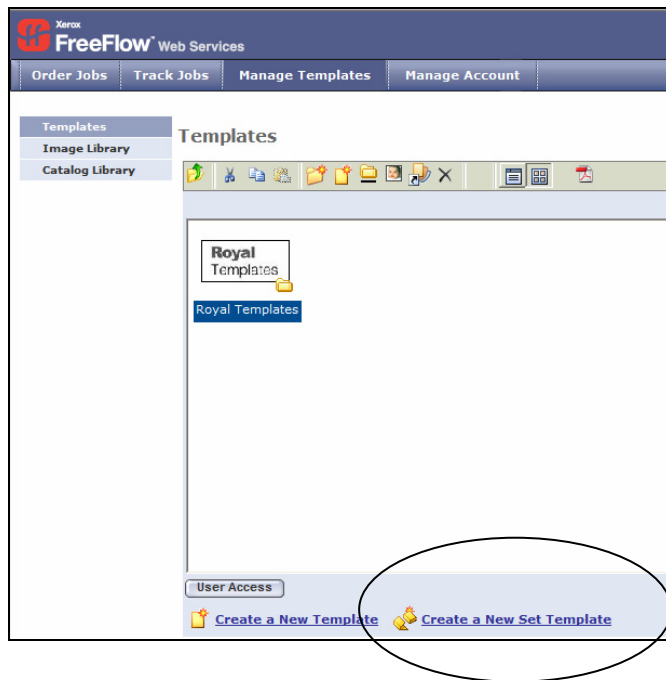
Top Offset The tab starting point from the top of the page

Vertical Margin The vertical distance between tabs.



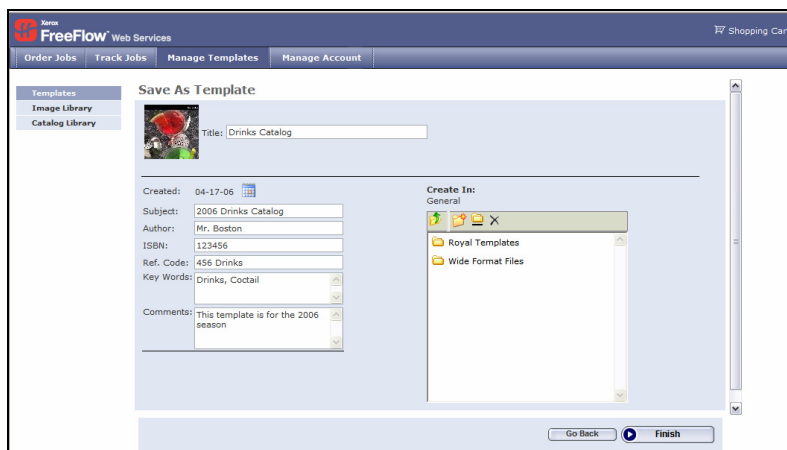
Book Assembly: Add to Cart and Checkout

- 1 Select PDF Preview to validate components with a low resolution proof
- 2 In the Book Assembly Creator: Define Components window **Add to Cart and Checkout** button
- 3 Get a quote and complete the checkout. Procedure.



Book Assembly: Create Template

- 1 Start in *Manage Templates* and continue from *Book Assembly: Upload File*



- 2 Complete Template Properties
- 3 Select the *Finish* button

Section II:

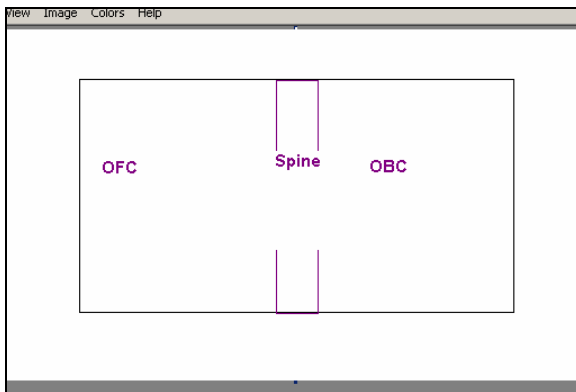
Components

The Cover Component

When the Print Buyer selects a *Cover Component*, the system splits the file into the following two or three parts:

- Outside Front Cover (OFC)
- Outside Back Cover (OBC)
- Spine (when a Spine has been set)

The file for the cover must be designed as a spreadsheet as shown below:



- Note:**
1. When (as an example) selecting A4 as the *Set* page size, the file for the cover must be double that of A4 and if a spine is required, the spine width must also be taken into account.
 2. When there are two pages covers, one is added as the *Internal* front and back cover while the second is added as the *External* front and back cover. Both must be in spreadsheet form.
 3. If the Print Buyer does not supply the files in spreadsheet form, the component can be selected as *Pages* but the spine will not be displayed.

The Spine

The *Spine Width* appears when the Print Buyer selects a *Binding Style*.

When the Print Provider has set the *Spine* as *Calculated*, the *Spine Width* text box appears in the *Book Assembly Creator: Components* window on the Print Buyer side. The width appearing in the text box is automatically updated according to the thickness of the paper. The Print Buyer will be able to change the *Spine* width according to necessity. If the width of the *Book Assembly Job* exceeds the *Max Width* of the *Spine*, as set by the Print Provider, the Print Buyer receives *Mismatch* icon warning.

Note: Clicking on the *Mismatch* icon accesses the mismatch information.

When the Print Provider has set the *Spine* as *Fixed*, fixed spine width appears in the *Book Assembly Creator: Components* window on the Print Buyer side. If the width of the *Book Assembly Job* exceeds the *Fixed Width* of the *Spine*, as set by the Print Provider, the Print Buyer receives *Mismatch* icon warning.

The system constantly calculates the thickness of the book's inner part as the user compiles the *Book Assembly Job*. Based on the settings for the paper/stock that are being used and the settings in the *Binding* style, the system will be able to note a mismatch in the parameters as defined.

Once a mismatch error has been identified, the operator will be prompt by a message informing that the inner part of the book is too thick for the binding that was selected. This problem can be fixed by selecting a lighter paper or by reducing the number of pages, or by selecting a different type of binding

The Blank Component

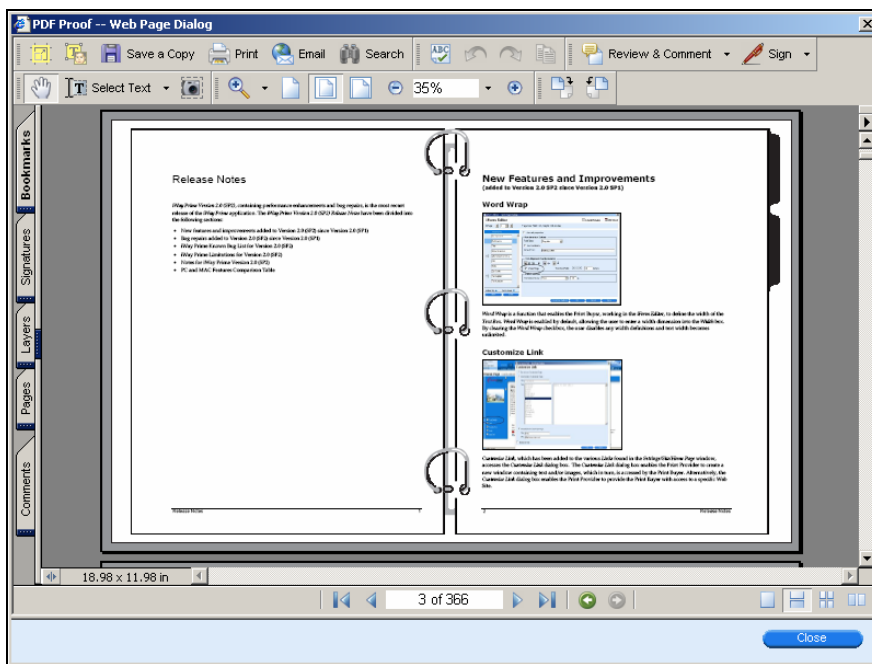
A *Blank Component* is used for the following reasons:

RFQ When a Print Buyer requests an *RFQ* for a *Book Assembly*, blank components enable creating a characterized Book Assembly Job model that can be priced

Place Holder When the operator requires creating and ordering a *Book Assembly Job*, even though one or more components are missing, a blank component can be used in place of the missing component(s), thereby enabling efficient pricing and preview

Adjust Left and Right When the operator requires changing a left-hand page to a right-hand page, a blank component can be added before the left-hand page, thereby pushing the page forward

The PDF Proof



The *PDF Proof* enables the operator to access the preview and flip through the pages, in a thumbnail mode as well as in a full size. The *PDF Proof* provides the Print Buyer with the ability to see exactly how the binding style appears and if there is a mismatch between the file and the *Book Assembly* size, the Print Buyer visually sees that there is a mismatch.

