

### MIA - Tab booklet

#### Overview

A demonstration of how templates can speed up production process's using Express to Print.

to the document. We then just have to add our tab labels before sending to print.

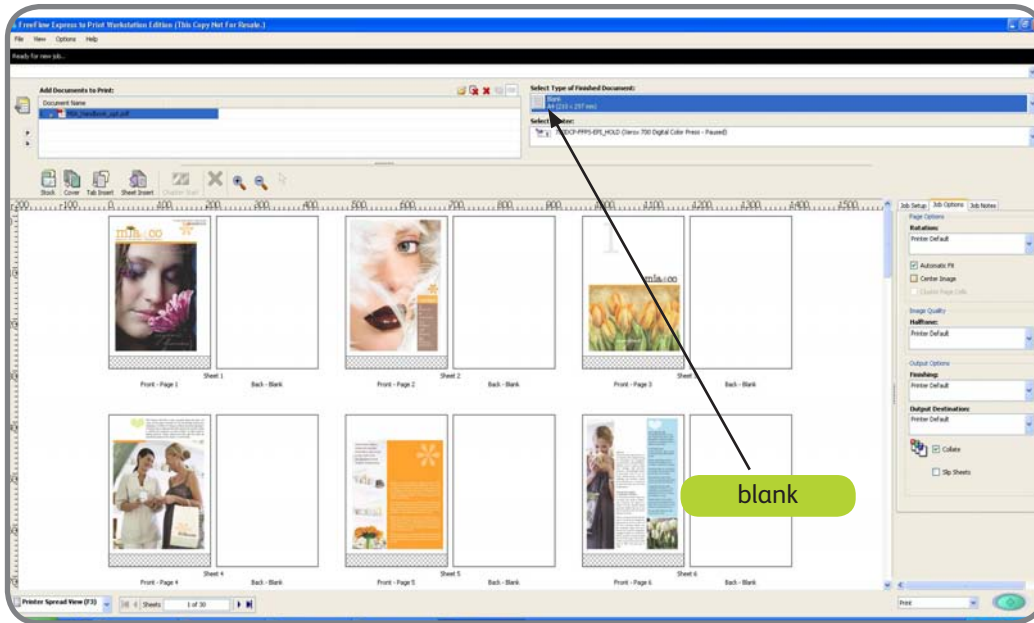
We will import the "mia & co." handbook into the work area, then select a predefined template which will automatically add our tabs and exception pages

#### Technical Starting Point

- The epicenter copy of Express to Print is located on POD 1
- Please log on as an administrator to use this software.



# 1. Import document



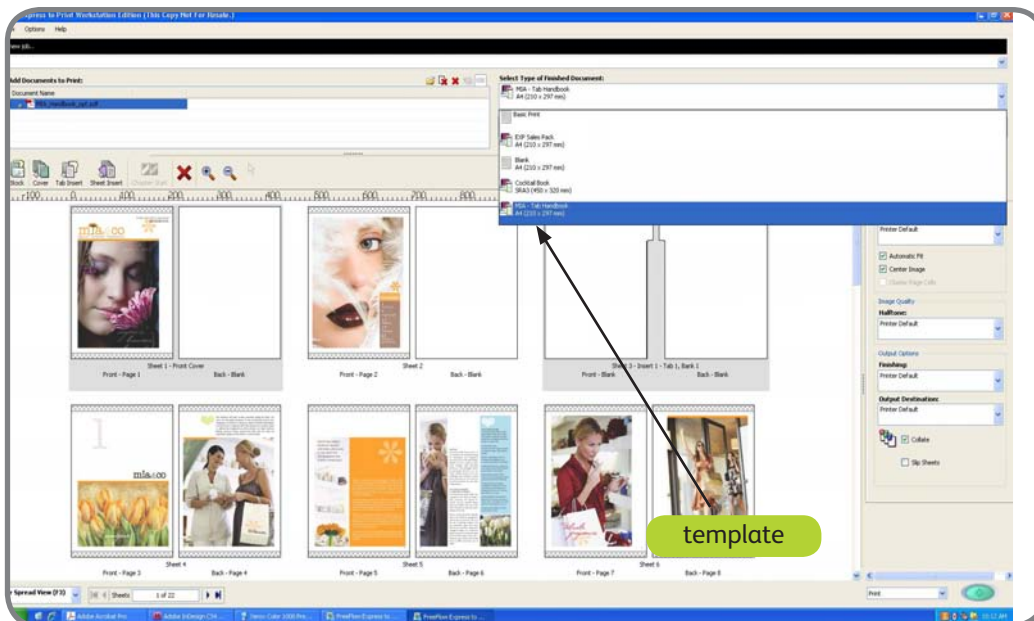
We have the choice with all our epicenter EXP samples to set them up manually or choose one of the pre defined “document type” templates.

It is recommended you import with the template set to “blank”

Make sure the template is set to “Blank”.

Select file “MIA\_Handbook.pdf” and import to the stage.  
Select Printer - Your choice (recommend 700DCP HOLD queue). We will need a printer that can handle inline finishing for stapling and Z fold. The “D” finisher is ideal.

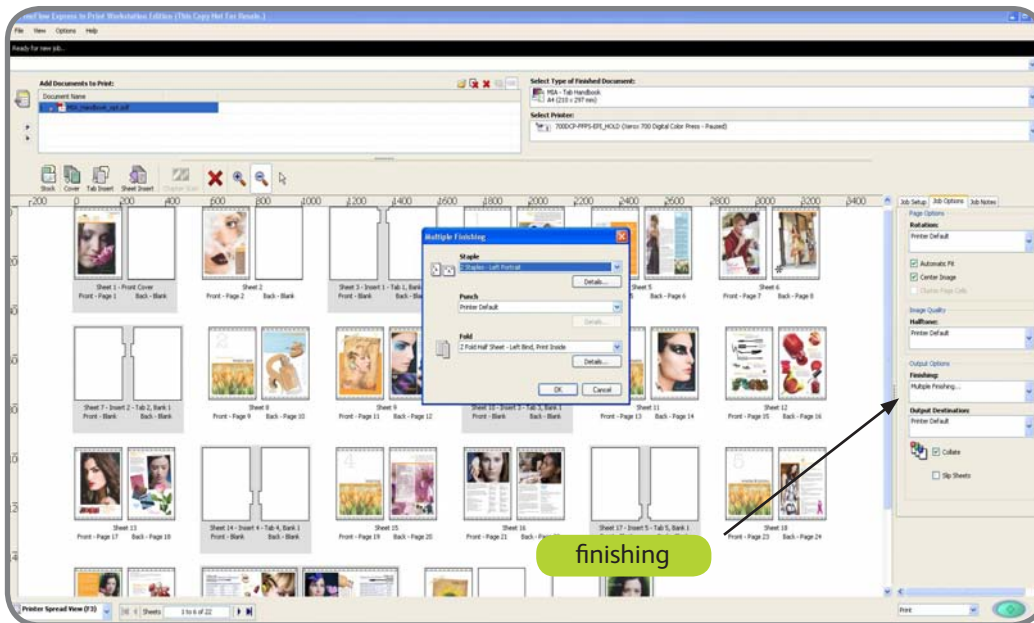
# 2. Select document type



Select the document type “MIA - Tab Handbook”

Your document will now inherit these presets onto the stage.  
Notice how as well as the tab pages inserted we also have the cover section set to print on the outer pages only. There is also an exception page added for the A3 pull out on pp27 & pp28.

### 3. Set Finishing

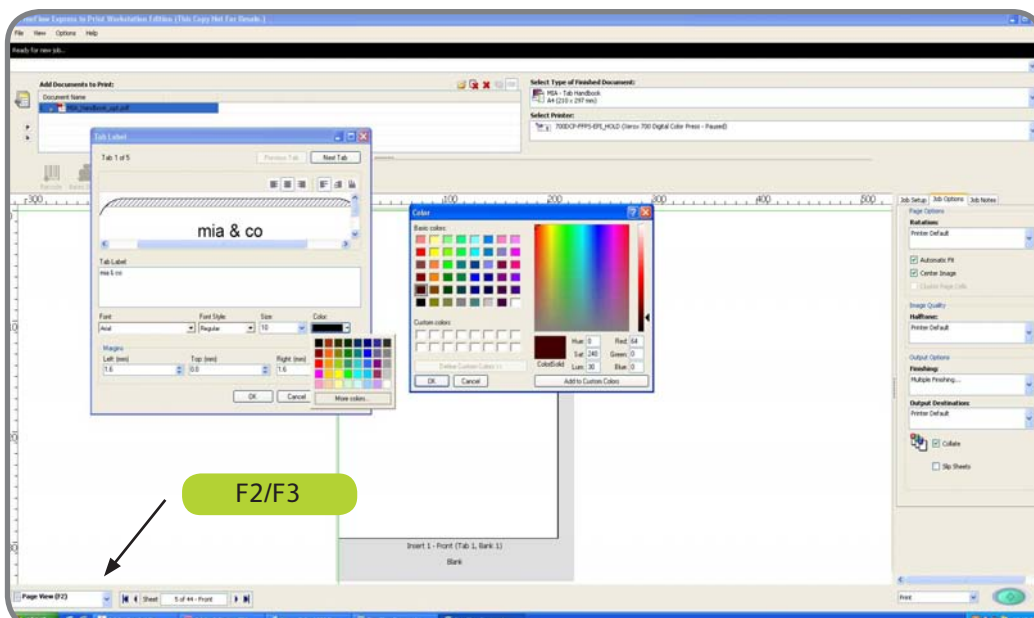


You can set the finishing to anything you like but these settings work well.

On the “Job Options” Tab double check that the finishing options are set. Select “Finishing” and then scroll down to “multiple finishing” and the finishing properties box will appear.

Set Staple to “2 Staples - Left portrait” and Fold to “Z Fold... - Left bind...”

### 4. Populate tab labels

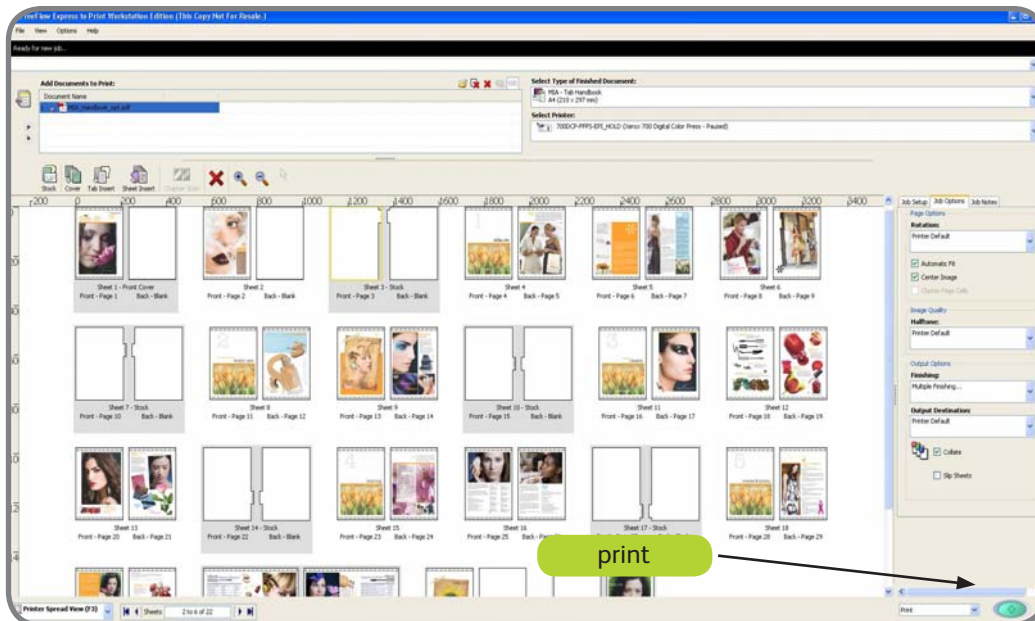


Tab Labels

- 1 - mia & co
- 2 - what's new
- 3 - classics
- 4 - training
- 5 - events & promotions

Select the first tabbed page in the document and press “F2” this will open the “page view” screen. Double click on the tab label to open the properties box. We can now add our labels (see left panel) Font size and colour are entirely up to you. Scroll to each tab page using the page navigation at the bottom and add your label.

## 5. Print



All stocks can be loaded into the local stock library but they would need re linking to the paper source once sent to the rip.

Your file is now ready to send to print.

Make sure you are happy with your stock selection on the Job Setup tab. Default is A4 Plain 80gsm.

The cover is set to A4 Coated/Uncoated 160gsm but anything is acceptable we just want to highlight the ease of setting exception pages.

The same is true of the A3 Fold out but we are limited here to A3 90gsm plain.

All selections can be changed at the rip.

Press “Print” and the file will be sent to the selected output device.