

Sales Guide - Booklet

Overview

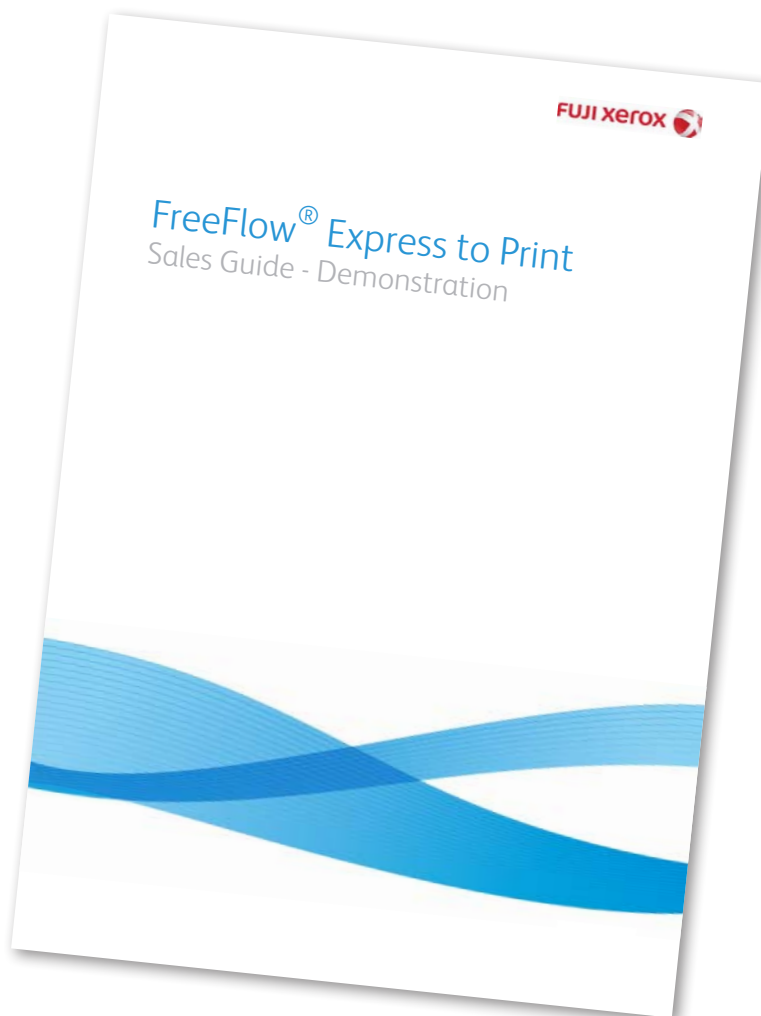
A demonstration of Express to Print can handle sometimes tricky to produce native file formats in a production environment.

We will import various files including Microsoft Word, Excel, pdf and Powerpoint documents into one job.

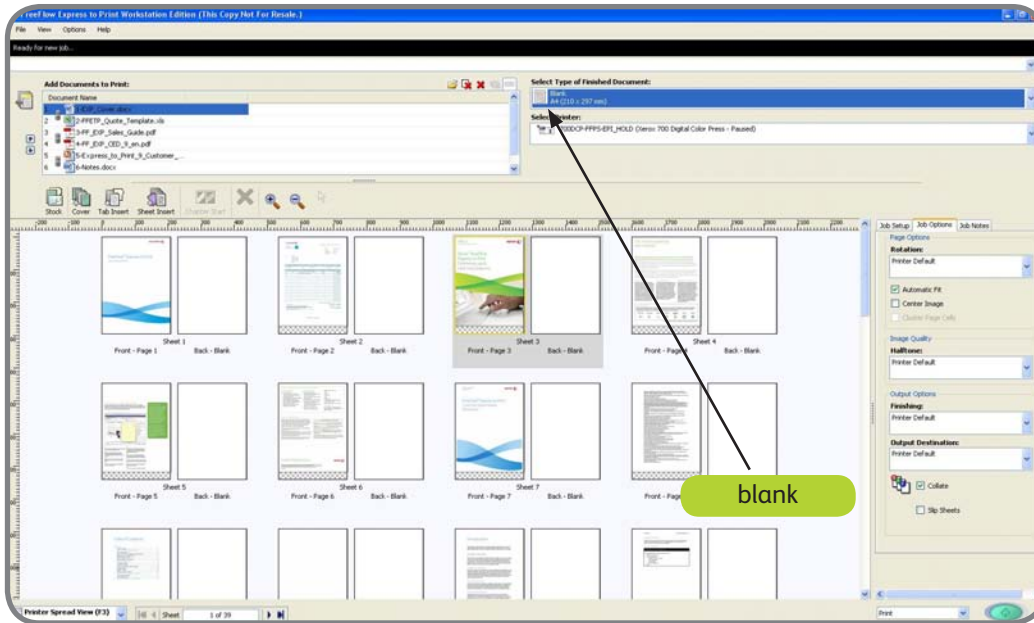
The files will be converted within Express to print then we will use a template to set the file up for output.

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



Import Files:

- 1-EXP_Cover.docx
- 2-Quote_Template.xls
- 3-FF_EXP_Sales_Guide.pdf
- 4-FF_EXP_CED_9.pdf
- 5-EXP_Cust_Presentation.ppt
- 6-Notes.docx
- 7-EXP_Back_Cover.docx

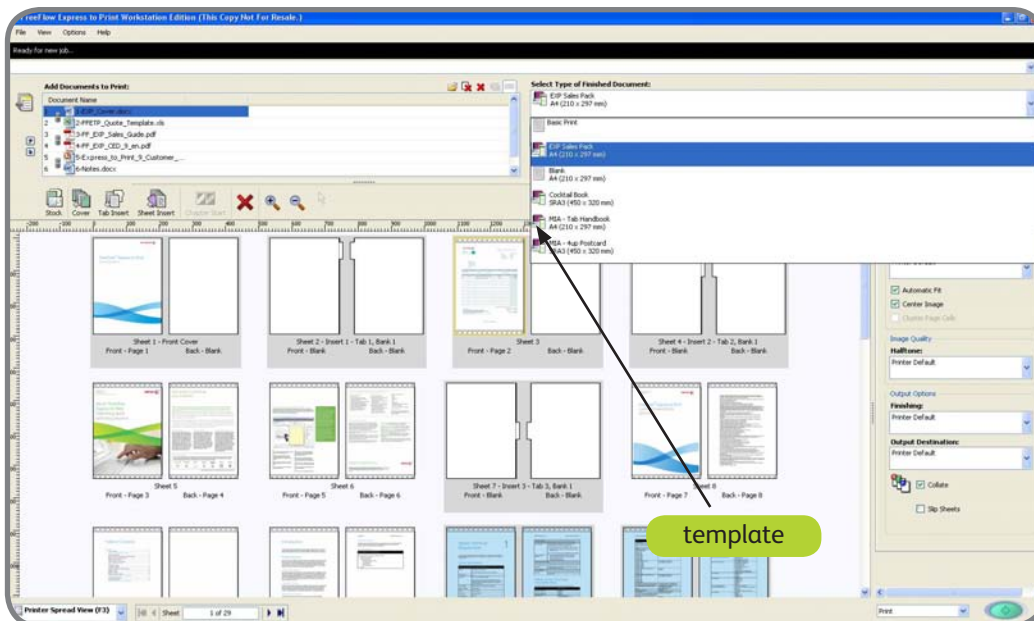
Make sure the template is set to “Blank”.

Select the files “1-EXP-Cover.docx” and import to the stage.

See the list to the left for import sequence, they are numerical in order.

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

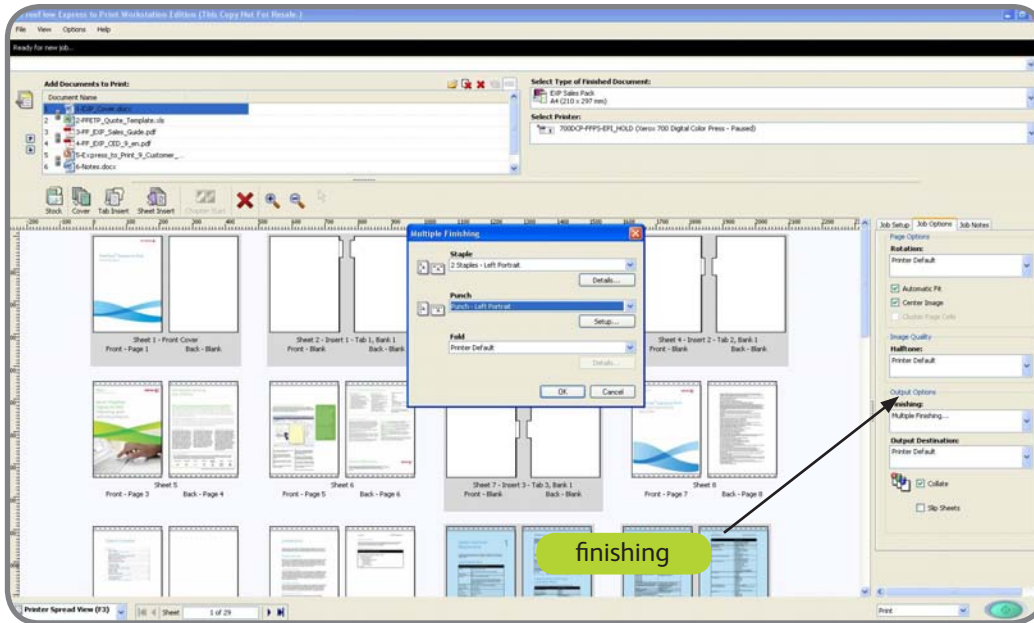


Select the document type “EXP - Sales Guide”

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 range added for sheets 11- 13 that take a different blue coloured stock (this must be added to the stock library first)

3. Set Finishing

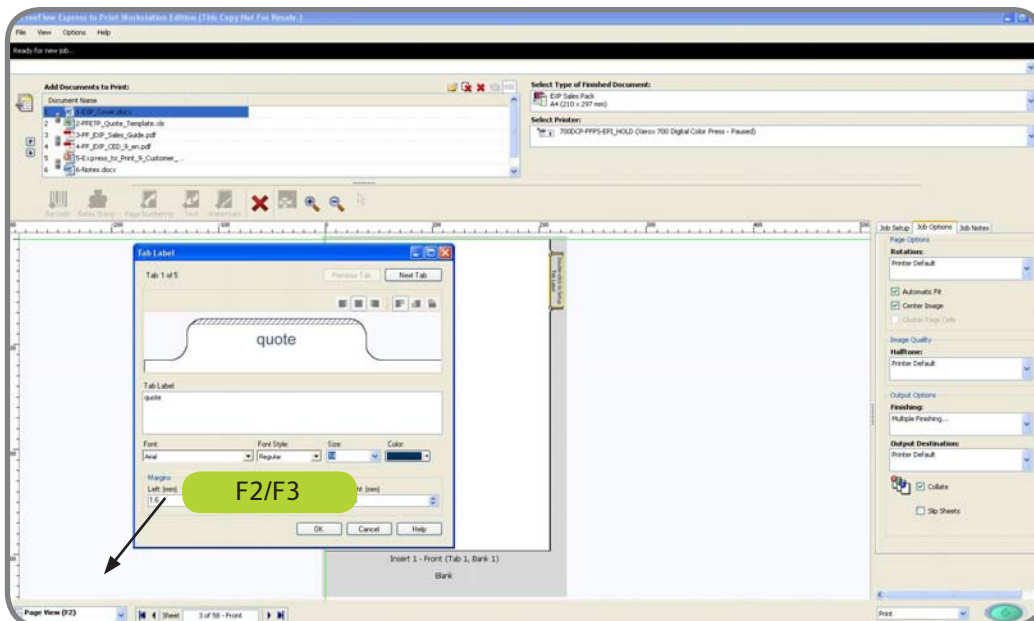


You can set the finishing to anything you like but these settings work well.

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 “Punch - Left Portrait” 4 holes

4. Populate tab labels

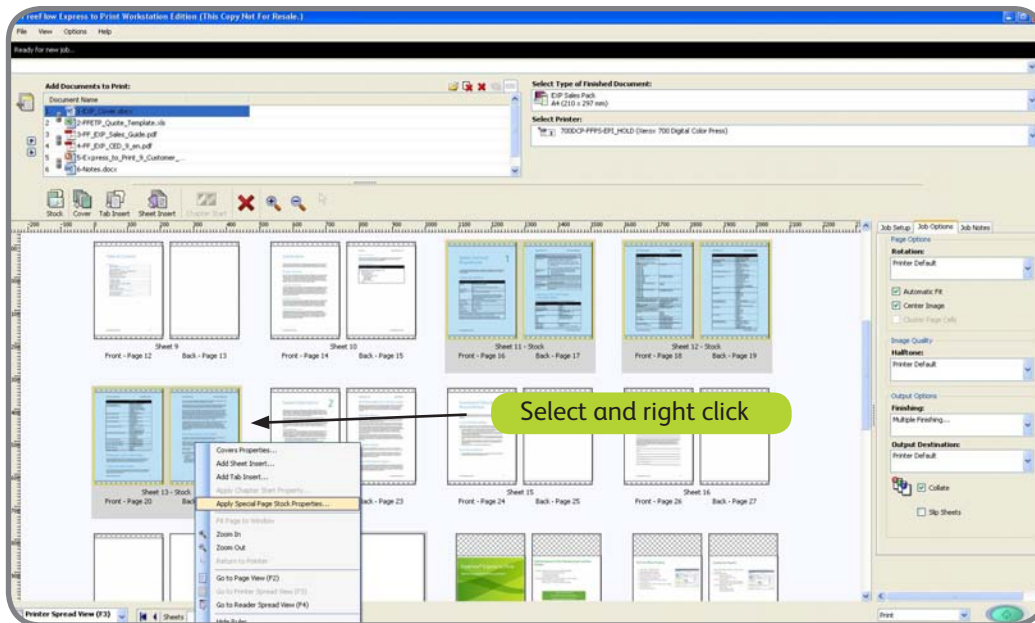


Tab Labels

- 1 - Quote
- 2 - Sales Brochure
- 3 - CED
- 4 - Powerpoint
- 5 - Notes

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. Exception pages

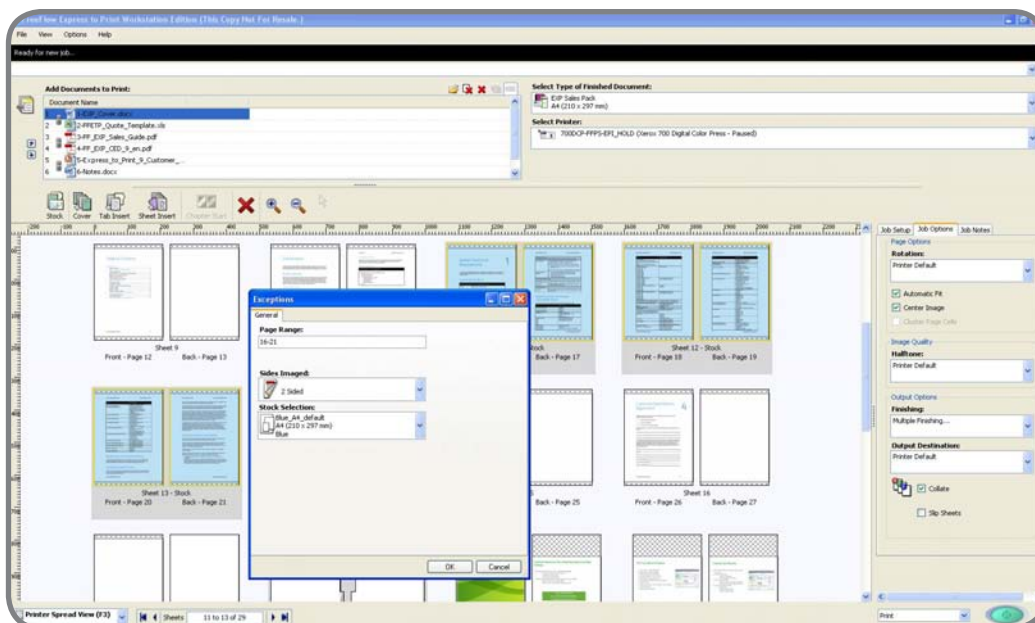


All stocks can be loaded into the local stock library but they would need re linking to the paper source once sent to the rip.

We are just going to look at how we can change the exception page of the “blue sheet” pages. Select all the blue pages on the screen and right click your mouse which brings up the context menu. Choose “Apply Special Page Stock Properties”.

This will bring up the exceptions box (see below)

6. Amend stock and print



We can change the page range and the plex as well as choosing our desired stock. We have the option to pick any stock from our pre defined stock library.

All selections can be changed at the rip.

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