

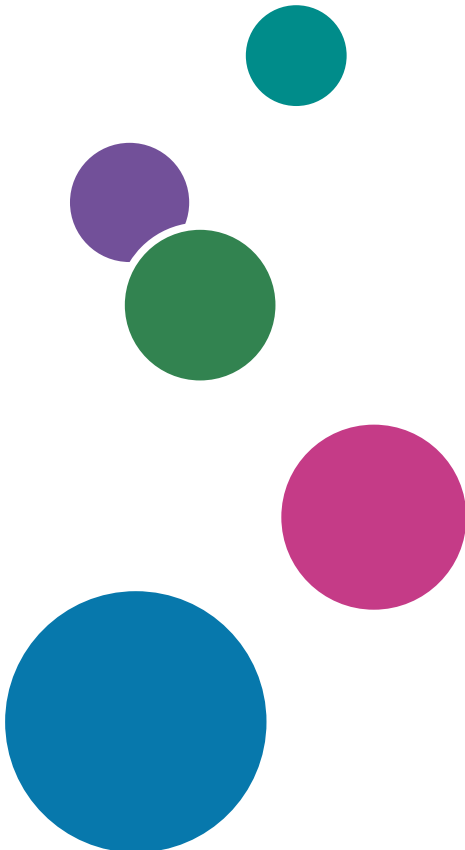


# Operating Instructions User's Guide

Version 4.3.7

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For information not in this manual, refer to the Help System in your product.





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# Introduction

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## Important

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To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this product, losses of documents or data, or the use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of important documents or data. Documents or data might be erased due to your operational errors or malfunctions of the machine. Also, you are responsible for taking protective measures against computer viruses, worms, and other harmful software.

In no event will the manufacturer be responsible for any documents created by you using this product or any results from the data executed by you.

Do not remove or insert any disk while operating this application.

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## Cautions Regarding This Guide

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- Some illustrations or explanations in this guide may differ from your application due to improvement or change in the application.
- The contents of this document are subject to change without notice.
- No part of this document may be duplicated, replicated, reproduced in any form, modified or quoted without prior consent of the manufacturer.
- In the instruction manuals, the procedures use Windows 10, as an example. There might be minor differences in other versions of Windows.

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## Guides for This Application

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The following guides are available for this application.

### Instruction Manuals

These instruction manuals are included:

- RICOH TotalFlow Prep: *Setup Guide* (Printed/PDF)  
This guide explains the setup and startup procedures, and the settings required before you can use this application.
- RICOH TotalFlow Prep: *User's Guide* (This guide, HTML/PDF)  
This guide explains the functions and basic operations of this application.  
  
To help you better understand the basic operations of this application, this guide also includes practice lessons using sample files.

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## Help

Field help is available on many screens to provide information for specific tasks and settings. In this guide, this type of help is referred to as "on-screen field help".

In addition, the **[Help]** menu provides access to the HTML version of the *User's Guide* directly from the user interface.

### ↓ Note

A web browser must be installed to view the HTML documentation. The recommended browser is the most recent version of Mozilla Firefox. A PDF reader, such as Adobe Reader, must be installed to view the PDF documentation.

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## How to Read the Documentation

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### Before Using This Application

This manual contains detailed instructions and notes on the operation and use of this application. To ensure correct operation, read this manual carefully and completely before using this application. Keep this manual in a handy place for quick reference.

### How to Use the Manuals and Help

Use the instruction manuals and field help according to your needs.

#### To learn how to install and start this application

See the *Setup Guide*.

#### To learn about the functions and basic operations of this application

See the *User's Guide*.

#### To learn about configuring on-screen settings

See the on-screen field help.

### Displaying the Instruction Manuals (*Setup Guide* and *User's Guide*)

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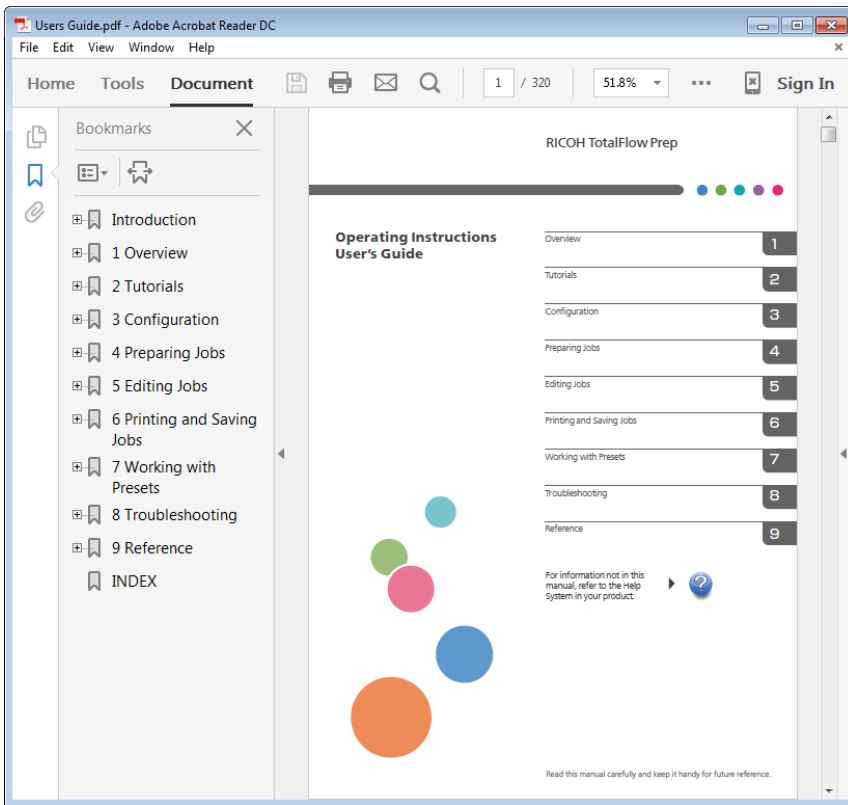
Use this procedure to view the instruction manuals.

#### Displaying the *Setup Guide* and *User's Guide* in PDF Format

### ↓ Note

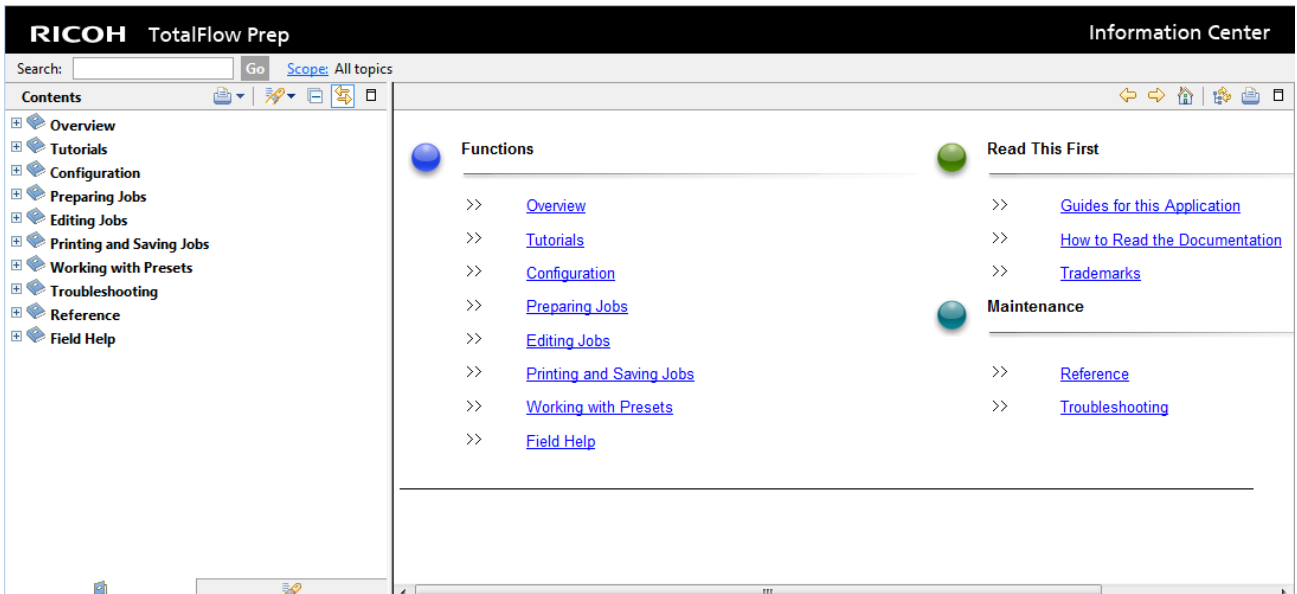
This procedure uses Windows 10, as an example. There might be minor differences in other versions of Windows.

- Click **Start** → **All apps** → **RICOH TotalFlow Prep**, and then click either **[Setup Guide]** or **[User's Guide]**.



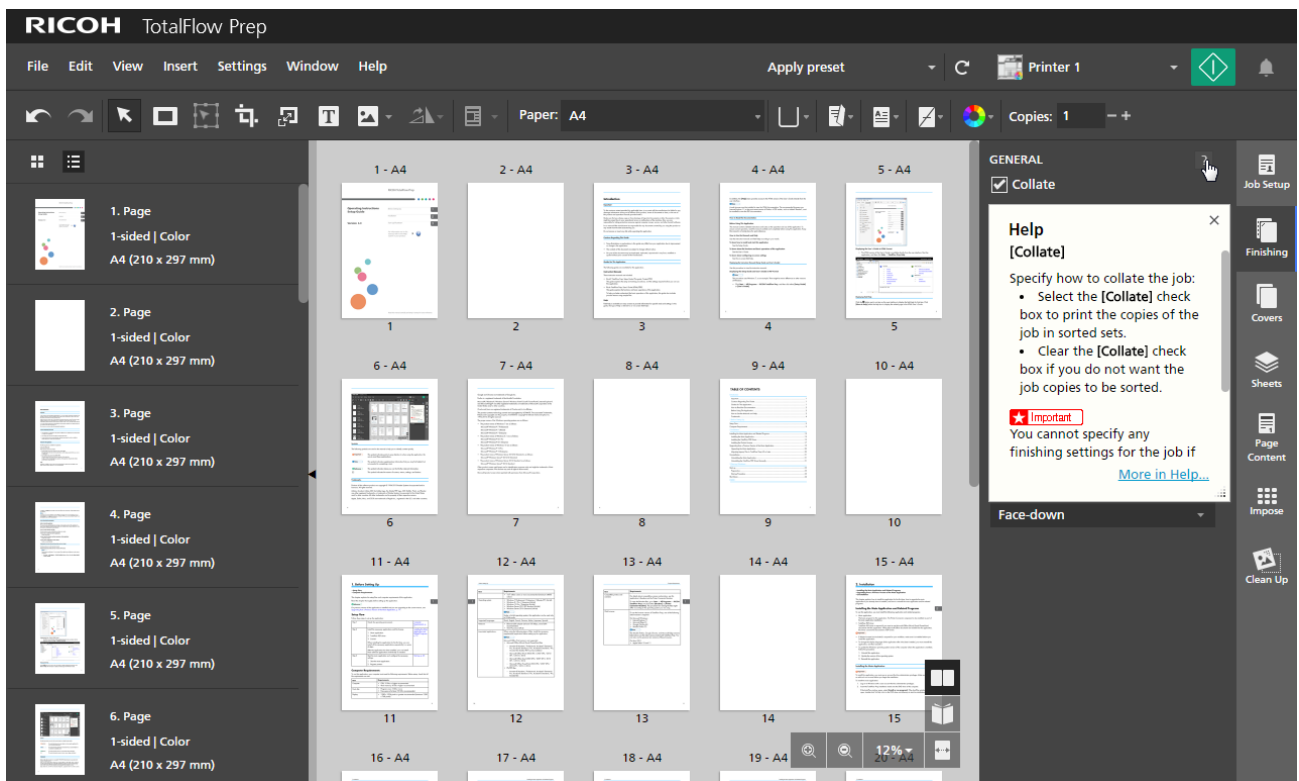
## Displaying the *User's Guide* in HTML Format

- The HTML version of the *User's Guide* is available directly from the user interface. Start the application, and then click **Help** → **TotalFlow Prep Help**.



## Displaying Field Help

Click the **?** button next to an item on the user interface to display the field help for that item. Click **[More in Help]** within the help box to display the related page in the HTML *User's Guide*.



## Symbols

The following symbols are used in this manual to help you to identify content quickly.



**Important** This symbol indicates points to pay attention to when using the application. Be sure to read these explanations.



**Note** This symbol indicates supplementary information that you may find helpful, but not essential to completing a task.



**Reference** This symbol indicates where you can find further relevant information.



**[Sample text]** This formatting indicates the names of screens, menus, settings, and buttons.

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The proper names of the Windows operating systems are as follows:

- The product names of Windows 10 are as follows:
  - Microsoft Windows 10 Pro
  - Microsoft Windows 10 Enterprise
- The product names of Windows 11 are as follows:
  - Microsoft Windows 11 Pro
  - Microsoft Windows 11 Enterprise
- The product name of Windows Server 2016 Standard is as follows:
  - Microsoft Windows Server 2016 Standard
- The product names of Windows Server 2019 are as follows:
  - Microsoft Windows Server 2019 Standard
  - Microsoft Windows Server 2019 Essentials
- The product name of Windows Server 2022 is:
  - Microsoft Windows Server 2022 Standard

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Microsoft product screen shots reprinted with permission from Microsoft Corporation.





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## INDEX

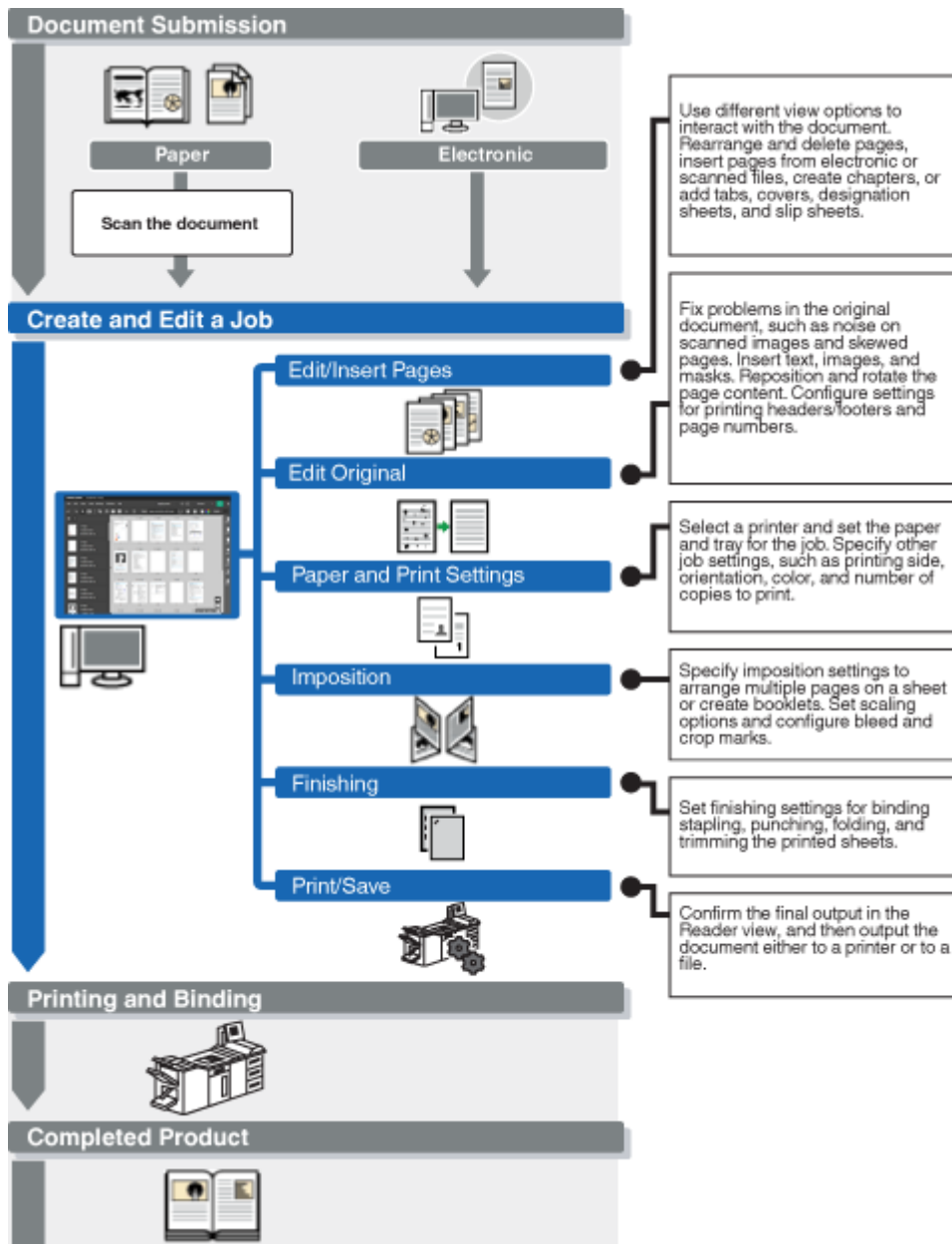
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# 1. Overview

- TotalFlow Prep Overview
- Overview of the Browser Version of TotalFlow Prep
- TotalFlow Prep User Interface
- What You Can Do with This Application
- Key Points and Procedures

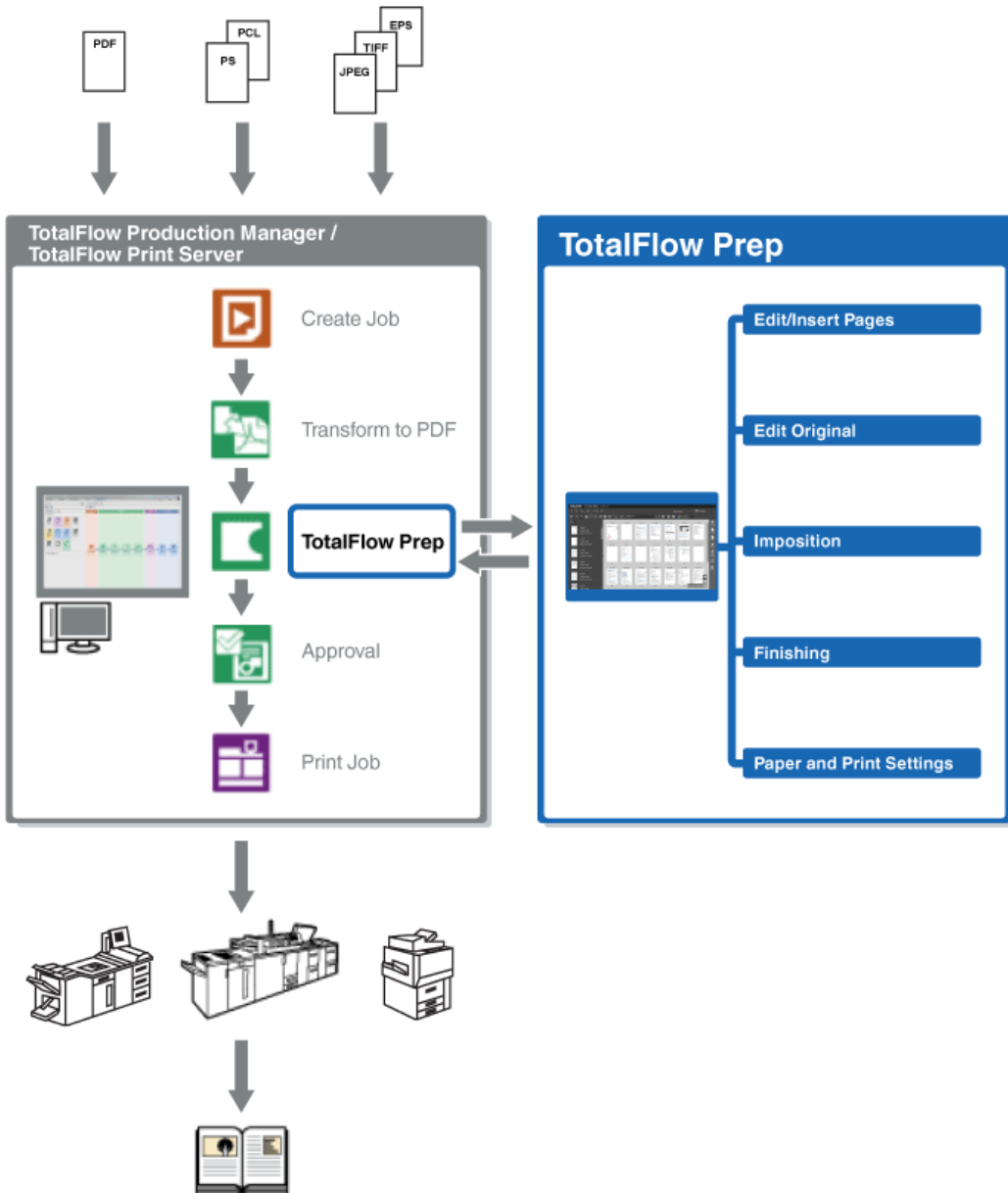
## TotalFlow Prep Overview

TotalFlow Prep lets you edit scanned paper documents and electronic files, and then create and output the data for printing. The main functions of this application are detailed below.



## Overview of the Browser Version of TotalFlow Prep

You can use the browser version of TotalFlow Prep to edit jobs from RICOH TotalFlow Production Manager™ or from RICOH TotalFlow Print Server. After you finish editing the job, you can save it and submit it back to TotalFlow Production Manager or TotalFlow Print Server.



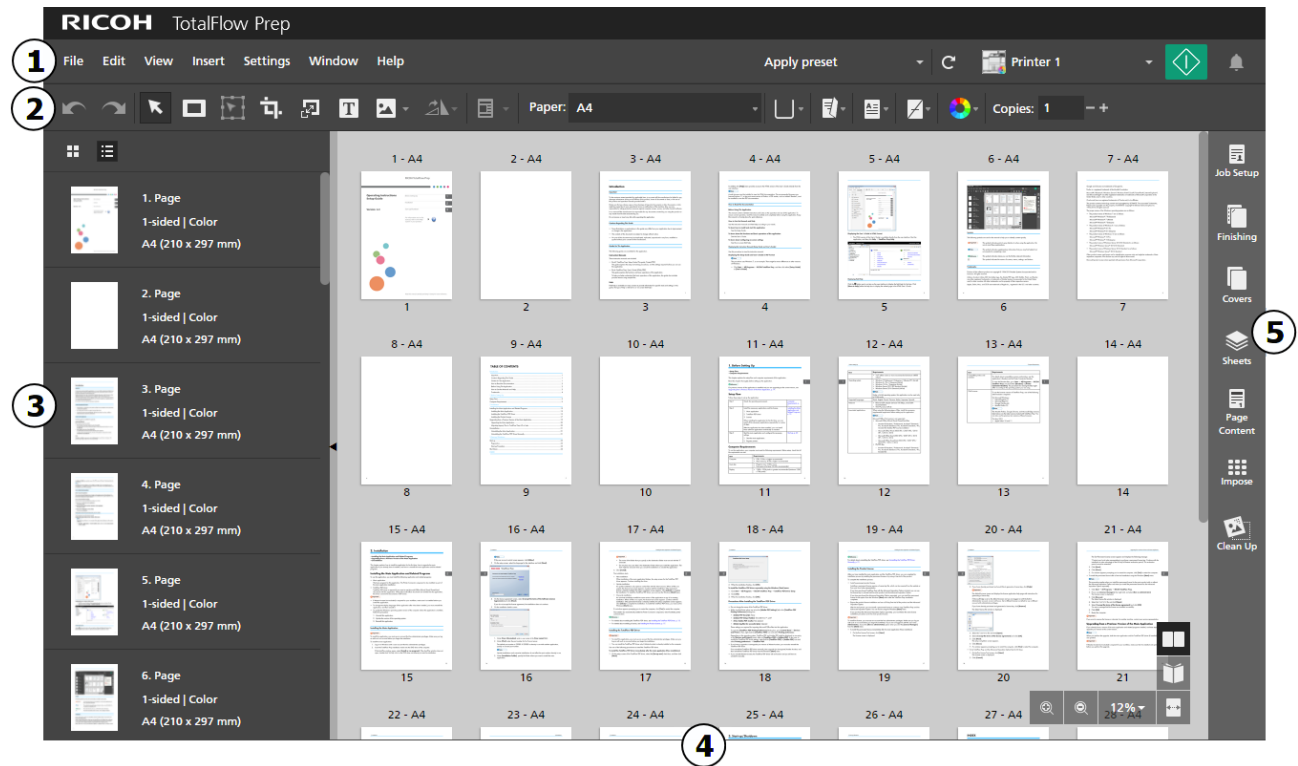
### Note

- For more information, see [Editing Jobs in the Browser Version of TotalFlow Prep, p. 218](#).
- Some functions of TotalFlow Prep are not available in the browser version.
- TotalFlow Production Manager must be installed on the same computer as TotalFlow Prep.



# TotalFlow Prep User Interface

TotalFlow Prep provides a comprehensive and intuitive user interface for composing, editing, and preparing jobs for output.



The user interface consists of the following areas:

1. **Menu bar** with file management, configuration, job editing, presets, and printing options.
2. **Toolbar** for quick access to frequently used functions.
3. **Page list** for easy navigation through the pages of the job and for managing the job content and layout.
4. **Workspace** with different layout options for viewing and editing the pages and sheets in the job.
5. **Settings area** for configuring job settings, such as imposition, finishing, covers, slip sheets, designation sheets, headers and footers, page numbering, page stamping, and bleed edge tabs. You can also remove noise from scanned documents, straighten skewed pages, and align the page content.

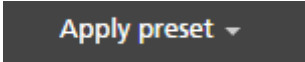
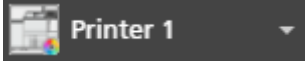



As an option, you can view the TotalFlow Prep user interface in high contrast. High contrast makes it easier to see icons and read text. To turn on high contrast, go to **Settings** → **Preferences** → **Display** and select the **[Use a high contrast theme]** check box.

## Menu Bar

The menu bar provides access to file management, configuration, job editing, and printing options.

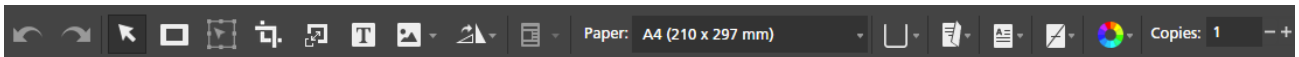


Click the menu bar items to open the list of options available in each menu.









-  **Apply preset** ▾  
Use the presets menu to apply a preset to the job or to register the current job settings as a preset.
-  **Printer 1** ▾  
Use the printer selection menu to select a printer for the job.  
The device capabilities and the list of available papers are automatically refreshed when you switch printers.
-  **[Refresh printer information]**  
Click , the **[Refresh printer information]** button, to refresh the device capabilities and the list of available papers for the active printer.
-   
Click the **[Print]** button to send the job to the printer.




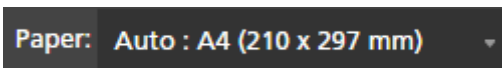





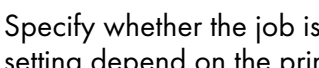
## Toolbar

The toolbar provides quick access to frequently used functions for editing pages and setting job properties.



These functions are available in the toolbar:

-  **[Undo]** and  **[Redo]** buttons  
Undo and redo changes to the job.
-  **[Select tool]**  
Select and interact with pages in the job.
-  **[Mask tool]**,  **[Text tool]**, and  **[Image tool]**  
Insert masks, text, and images on a page.
-  **[Move area tool]**  
Move a selected area to a different position on the page.
-  **[Crop tool]**  
Crop a page.

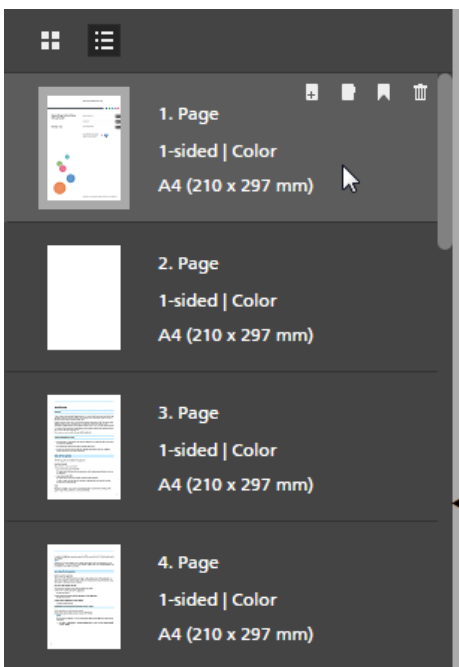
-  **[Resize page tool]**  
Resize a page.
-  **[Rotate page tool]**  
Rotate a page.
-  **[Overlays]**  
Apply and manage registered overlays.
-  **Paper: Auto : A4 (210 x 297 mm)** Paper selection menu  
Select the paper for the job.
-  **1** Tray selection menu  
Select the tray where the job paper is loaded. The list of trays depends on the printer selected for the job.
-  **[Printing side]**  
Specify on which sides of the sheet to print and the direction in which the sheets are opened.
-  **[Orientation]**  
Specify whether pages have a vertical or horizontal layout.
-  **[Staple]**  
Specify a stapling option for the job.
-  **[Color/Black and White]**  
Specify whether the job is printed in black and white or in full color. The options available for this setting depend on the printer selected for the job.
-  **Copies: 1 - + [Copies:]**  
Specify the number of copies.

---

## Page List

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You can use the page list to move through the pages of the job. The page list lets you select, move, copy, insert, and delete pages. Page information is also displayed, including paper settings, chapters, tabs, inserts, covers, designation sheets, exception settings, and PDF type.



### ★ Important

To improve performance when you edit large jobs, you can hide the actual job content and use placeholder thumbnails. Select **[Hide Sheet Content]** on the **[View]** menu to enable this function.

To change the view for the page list, click one of the available view buttons:

- ☐ **[Thumbnail view]**  
 Displays the pages of the job as thumbnails in a grid, scaled according to the paper size.  
 The thumbnails show whether the orientation is portrait or landscape.  
 The chapter icon 📖 marks the first page of each chapter.
- ☰ **[List view]**  
 Displays the pages of the job as thumbnails one under the other, scaled according to the paper size and grouped by chapter.  
 The thumbnails show whether the orientation is portrait or landscape. Next to each thumbnail you can see the page number, whether the page is a cover, tab, insert, or designation page, the printing side setting, the paper size, and the color setting. The exception icon ◆ is displayed for pages that are configured as exceptions.

### ↓ Note

If the imposition is set to **[Booklet]** or **[Gangup]**, the page list displays the original page thumbnails and paper size.





To make changes to the pages:

- To reorder the pages, select the page or pages that you want to move, and then drag and drop them to the new location.

---

**Note**

You can also drag and drop pages from the page list to the workspace area on the right if the workspace is displayed in **[Sheet view]** and if the job has **[Normal]** imposition and is set to print on the front side of the sheet.

- To insert a blank page before a page in the job, hover over the page and click , the **[Insert page]** button.
- To delete a page, hover over the page and click , the **[Delete page]** button.
- To insert a tab before a page, hover over the page and click , the **[Insert tab]** button.
- To create a chapter before a page, hover over the page and click , the **[Create chapter]** button.

You can also use the right-click menu to make changes to the pages. Select the page or pages, right-click, and select one of the options available in the menu.

To change the size of the page list area, click the separator line and drag it to the left or to the right.

You can also collapse and expand the area by clicking  **[Collapse]** or  **[Expand]**.

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## Workspace

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The workspace has different layout options for viewing and editing the pages and sheets in the job. Settings are shown in real time so that you can preview the final output.

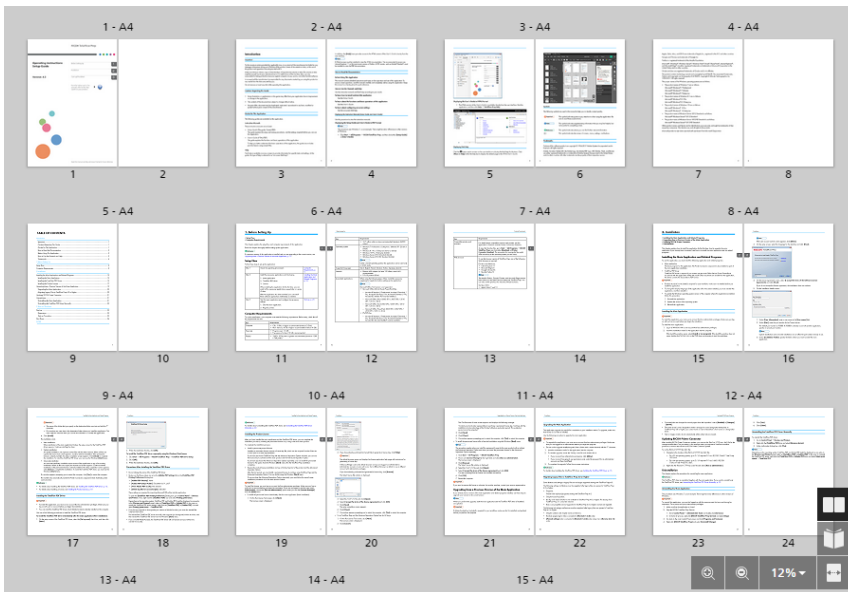
To change the layout options for the workspace, click one of the view buttons available in the lower right corner. These views are available:

-  **[Sheet view]**



Displays the sheets in the job as thumbnails in a grid, scaled according to the paper size. If the job is set to print on one side, only the front side of the sheet is displayed. If the job is set to print on both sides, the back side of the sheet is also displayed.

**★ Important**

To improve performance when you edit large jobs, you can hide the actual job content and use placeholder thumbnails. Select **[Hide Sheet Content]** on the **[View]** menu to enable this function.



The thumbnail shows whether the orientation is portrait or landscape. Under each thumbnail, you can see the page numbers. On top of the thumbnail, you can see the sheet number and the paper specified for the sheet. Hover over the text for more information about the paper settings, the exception settings applied to the sheet, and the pages that are placed on the sheet.

The chapter icon  marks the first page of each chapter. The exception icon  is displayed for sheets that are configured as exceptions.

Use the scroll bar or the arrows on the keyboard to move through the rows of thumbnails.

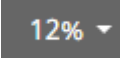
To adjust the size of the thumbnails, use one of these controls:

-  **[Zoom in]**



Use this button to increase the size of the thumbnails.

-  **[Zoom out]**

Use this button to decrease the size of the thumbnails.

-  **12%**

Use this setting to adjust the size of the thumbnails according to a specific percentage. To fit the sheet thumbnail to the width of the workspace area, select **[Fit width]**.






- Use  and  to switch between scaling the sheet thumbnail to the width of the workspace area and 12% scaling percentage.

To make changes to the sheets:

- To reorder the sheets, select the sheet or sheets that you want to move, and then drag and drop them to the new location.

#### **Note**

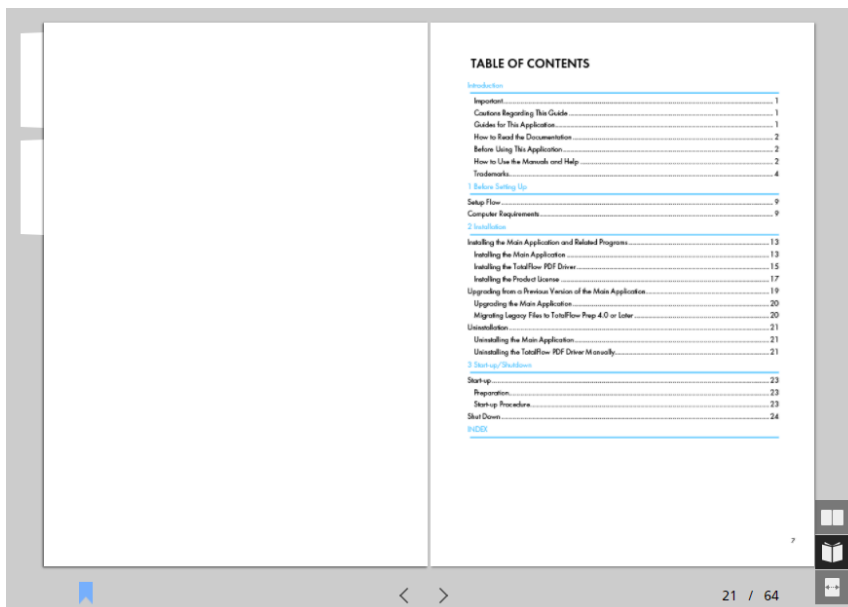
You can reorder the sheets only if the job has **[Normal]** imposition and is set to print on the front side of the sheet.

- To insert a blank sheet before a sheet in the job, hover over the sheet and click , the **[Insert sheet]** button.
- To insert a tab before a sheet, hover over the sheet and click , the **[Insert tab]** button.
- To delete a sheet, hover over the sheet and click , the **[Delete sheet]** button.
- To delete a tab, hover over the tab and click , the **[Delete tab]** button.
- To create a chapter before a sheet, hover over the sheet and click , the **[Create chapter]** button.

You can also use the right-click menu to make changes to the sheets. Select the sheet or sheets, right-click, and select one of the options available in the menu.




-  **[Reader view]**

Displays the job as a book in the center of the workspace.



The **[Reader view]** lets you flip through the pages of the job and preview the output.

To move through the job:

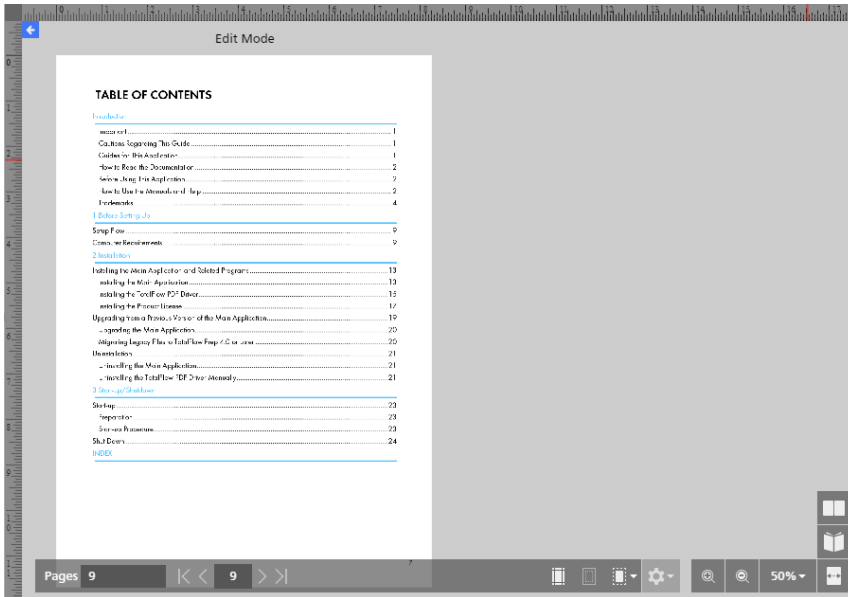
- Click the outer edge of the pages.
- Use , the **[Previous page]** button, and , the **[Next page]** button.
- Hover over the current page number and enter the number of the page that you want to display.
- Select a page in the page list.
- Click , the **[Bookmarks]** icon, and select **[Beginning]**, a chapter name, or **[End]** to go to the first page, to a specific chapter, or to the last page.

 **Note**

Depending on the printer, paper settings, and finishing settings, the actual output might differ from the results shown in the preview.


You can also make changes to the sheets by using the right-click menu. Right-click a sheet and select one of the options available in the menu.

When you use functions that edit the original pages, such as inserting text, images, and masks, the workspace displays a single page at a time.





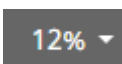
This edit view also opens when you right-click a page and select **[Edit page]** from the menu or when you double-click a page in the page list or in the **[Sheet view]**.

Once the edit view is active, you can switch the page that is displayed in the workspace just by clicking pages in the page list.

You can return to **[Sheet view]** by clicking , the **[Back to All Pages]** button, located in the upper left corner in the workspace.



To adjust the size of the displayed page, use one of these controls:

-  **[Zoom in]**  
Use this button to increase the size of the displayed page.
-  **[Zoom out]**  
Use this button to decrease the size of the displayed page.

-  **12%**

Use this setting to adjust the size of the displayed page according to a specific percentage. To fit the page to the width of the workspace area, select **[Fit width]**.



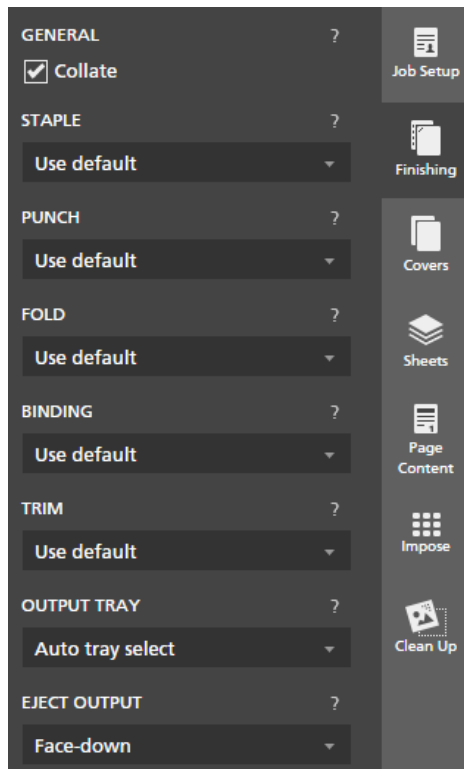
- Use  and  to switch between scaling the page to the width of the workspace area and 12% scaling percentage.

To display rulers, grids, and guides in the edit view, select the **[Rulers]**, **[Grid]**, and **[Guides]** options in the **[View]** menu.

For advanced page editing, the **[Light Table]** and **[Mirror Light Table]** views are also available. For more information, see [Using Advanced Editing Features, p. 146](#).

## Settings Area

You can use the options in the settings area to configure job settings, such as imposition, finishing, covers, slip sheets, designation sheets, headers and footers, page numbering, page stamping, and bleed edge tabs. You can also remove noise from scanned documents, straighten skewed pages, and align the page content.



Click the tabs to switch between panels. Click the tab for the active panel to hide the content of the panel.

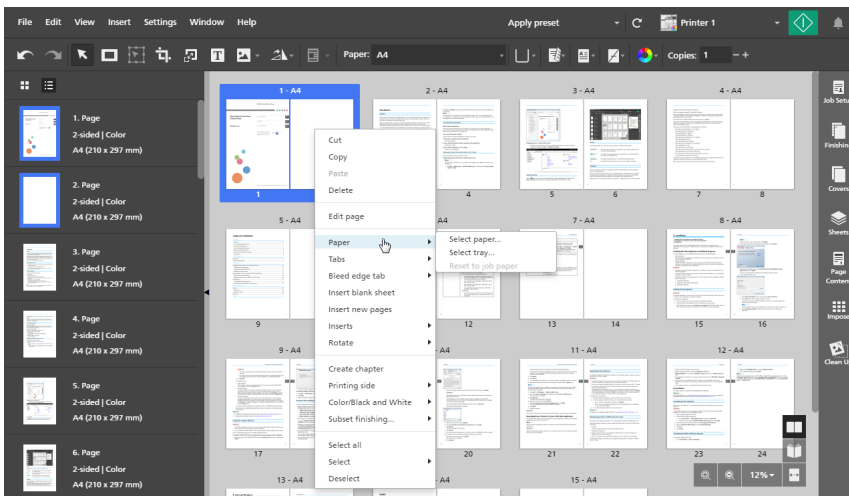
### Reference

For more information on the available settings, see [Editing Jobs, p. 95](#).

## Right-Click Menu

The right-click menu appears when you right-click pages and sheets in the page list or in the workspace area and when you edit the original document and interact with text, images, and masks.

The options available in the menu depend on the item you right-click and the current job settings. If you right-click a sheet, for example, you can use the options in the right-click menu to cut, copy, and delete the sheet, to configure exceptions, tabs, and chapters, to insert pages, and to select other sheets in the job based on their properties.



You can also apply the options in the right-click menu to multiple pages, sheets, or objects. Select the pages, sheets, or objects, right-click the selection, and then select one of options available in the menu.

### Reference

For more information on the available job editing options, see [Editing Jobs, p. 95](#).

## What You Can Do with This Application

**Combine paper documents and electronic files into one print job.**

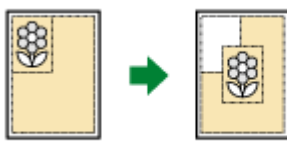


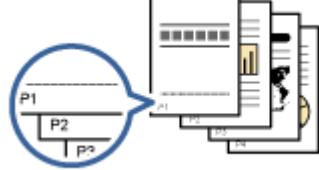
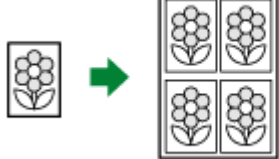


See [Building a New Job, p. 86](#).



**Straighten the skew of a scanned document.**

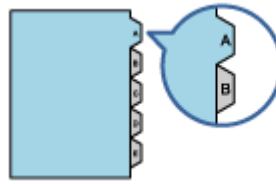
See [Straightening Skewed Pages, p. 122](#).



<p><b>Select an area of the document, and reposition it.</b></p> <p>See <a href="#">Moving a Selected Area</a>, p. 129.</p>	
<p><b>Apply edits to multiple pages at once.</b></p> <p>See <a href="#">Editing Original Files</a>, p. 115.</p>	
<p><b>Use other programs with this application to edit documents.</b></p> <p>See <a href="#">Using External Programs to Edit Jobs</a>, p. 112.</p>	
<p><b>Print documents with page numbers added.</b></p> <p>When multiple files are printed as a single job, you can add page numbers in a continuous sequence.</p> <p>See <a href="#">Adding Page Numbers</a>, p. 192.</p>	
<p><b>Duplicate and arrange the same document multiple times on a single page.</b></p> <p>See <a href="#">Setting Gangup Imposition</a>, p. 157.</p>	
<p><b>Create booklets.</b></p> <p>See <a href="#">Setting Booklet Imposition</a>, p. 154.</p>	
<p><b>Set and insert cover sheets, slip sheets, and designation sheets.</b></p> <p>See <a href="#">Adding Covers</a>, p. 199, <a href="#">Inserting Slip Sheets</a>, p. 208, or <a href="#">Inserting Designation Sheets at Chapter Breaks</a>, p. 209.</p>	

**Set and insert tab stock.**

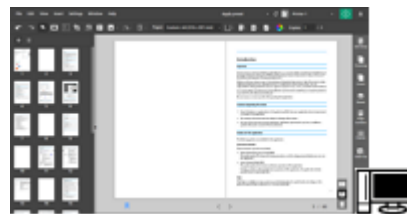
See [Inserting Tabs](#), p. 173, [Converting a Page to a Tab](#), p. 174, and [Editing Tabs](#), p. 175.

**Print documents with binding, folding, or book-binding settings.**

See [Specifying Finishing Settings](#), p. 166.

**Preview a document on-screen before outputting it.**

See [Previewing Jobs](#), p. 221.

**Save and reuse job data.**

You can save jobs for later use.

See [Saving Jobs](#), p. 225.

**Register frequently used paper types, sizes, and colors.**

See [Adding Custom Papers](#), p. 77.

**Register a hot folder (monitored folder).**

A hot folder lets you perform imposition and finishing, and then output a document without running the main application.

See [Using Hot Folders with Presets](#), p. 242.



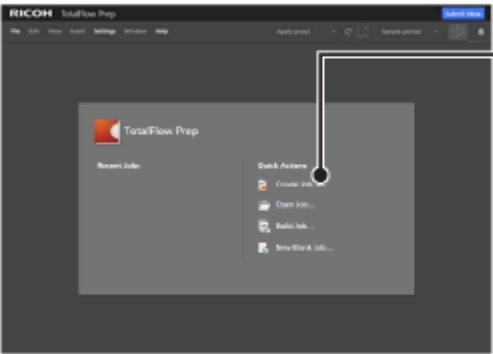
## Key Points and Procedures

You can follow the workflow illustrated below to create, edit, and output jobs.

**★ Important**

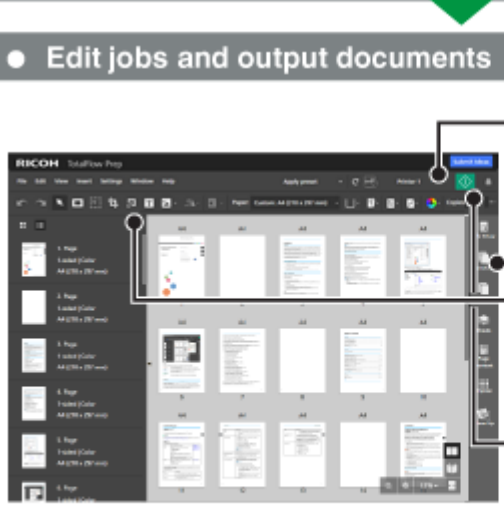
Make sure that you first register a printer. For more information, see [Registering Printers](#), p. 63.

● Create jobs from paper documents and electronic files



1 Create a new job  
- or -  
Open a saved job.

● Edit jobs and output documents



2 Select a printer to use for output.

3 Edit the job.

4 Output the document.  
A job can also be saved.

### Reference

- For more information about setting up jobs, see [Preparing Jobs](#), p. 85.
- For more information about editing jobs, see [Editing Jobs](#), p. 95.



## 2. Tutorials

- **Tutorial 1: Using General Functions**
- **Tutorial 2: Creating a Booklet**

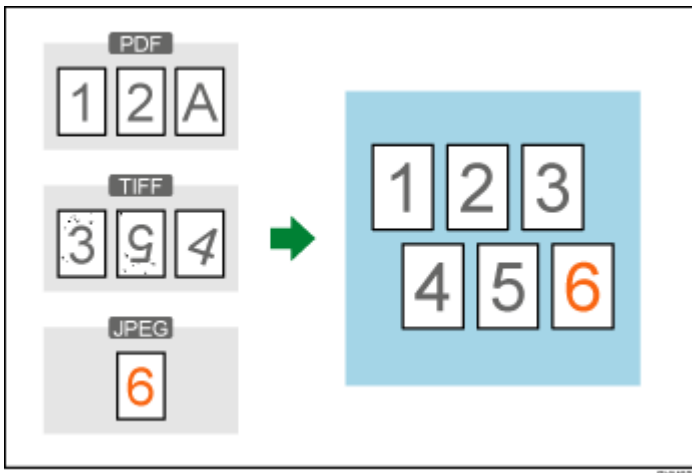
The tutorials provide step-by-step instructions that you can follow to better understand the functions and operations of this application.

There are two tutorials:

- [Tutorial 1: Using General Functions, p. 29](#)  
This tutorial lets you try the main functions of this application using sample files.
- [Tutorial 2: Creating a Booklet, p. 39](#)  
This tutorial lets you create a booklet using the PDF file of the *Setup Guide* provided with this application.

### Tutorial 1: Using General Functions

This tutorial lets you try the main functions of this application using PDF, TIFF, and JPEG sample files.



#### Functions used in this tutorial:

- **Create a new job**
- **Change page layout**
  - Insert new pages
  - Move page
  - Delete page
- **Edit original**
  - Rotate
  - Despeckle
  - Deskew
  - Move area

---

## Preparation

---

Before you begin the tutorial, follow the steps below.

1. Start the application.

For details about starting this application, see the *Setup Guide*.

2. Prepare the sample files.

Sample files used in this tutorial:

- 1\_2\_A.pdf
- 3\_5\_4.tif
- 6.jpg

Location of sample files: *Installation path of this application*\samples\

### ↓ Note

If you selected the default installation path when you installed this application, the sample files are located in the following folder:

C:\Program Files\RICOH\TotalFlow Prep\

If you upgraded from an older release of TotalFlow Prep, the new version is installed in the same folder as the previous version.

---

## Procedure

---

Follow the steps in this procedure to get familiar with the main functions of this application.

### ↓ Note

Leave any settings that are not identified in this procedure at their default values.

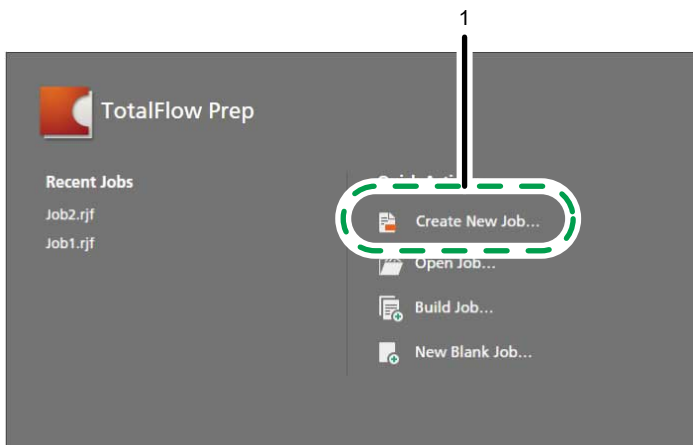
### Step 1: Create a job from the sample files

---

In this step, you will create a job from the sample files (1\_2\_A.pdf, 3\_5\_4.tif).

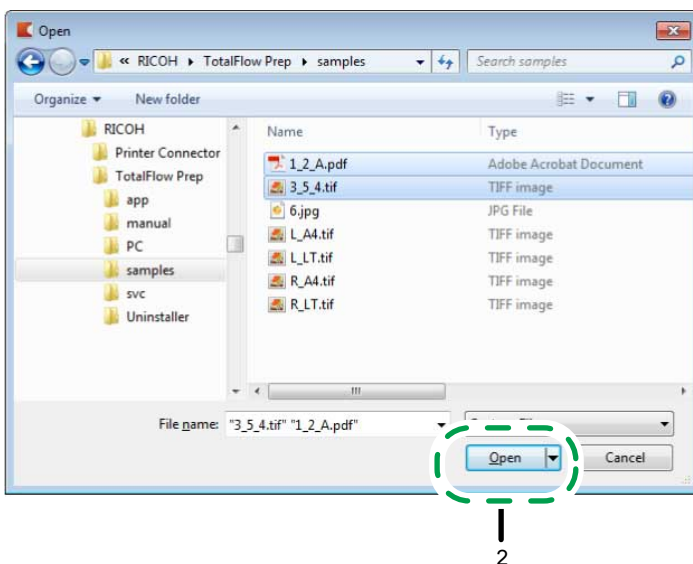
1. Click **[Create New Job]** on the **[Quick Actions]** screen.





### Note

- If a job is already open in TotalFlow Prep, go to **File** → **Create New Job** to create a new job.
- In the **[Open]** dialog box, go to the `samples` folder, hold down the **Ctrl** key and select both `1_2_A.pdf` and `3_5_4.tif`, and then click **[Open]**.



### Reference

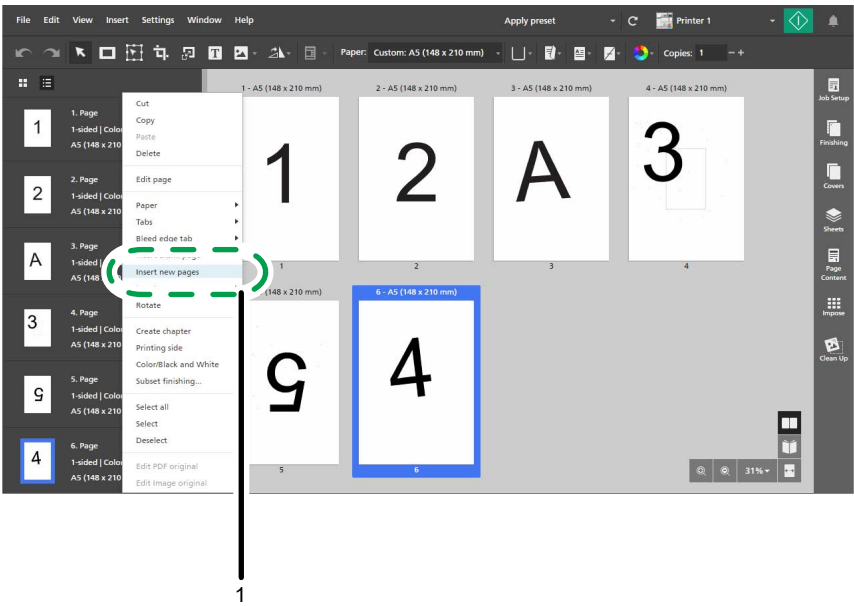
For more details about creating jobs, see [Preparing Jobs](#), p. 85.

## Step 2: Insert another document

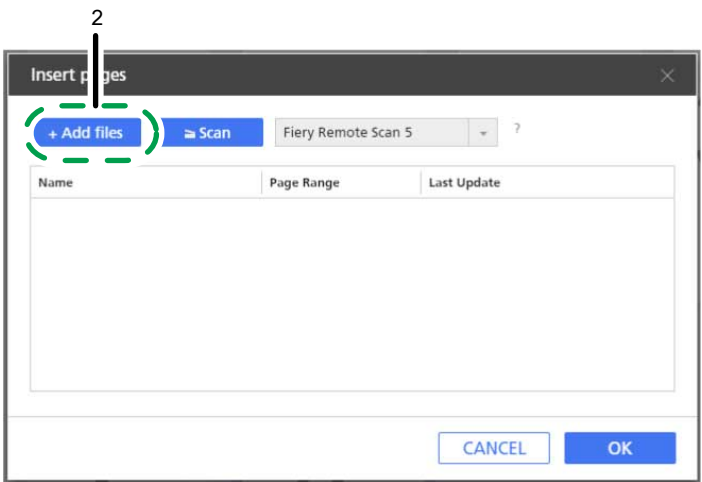
In this step, you will insert another sample file (`6.jpg`) into the job you created.

- In the page list, right-click the last page and select **[Insert new pages]** from the menu.

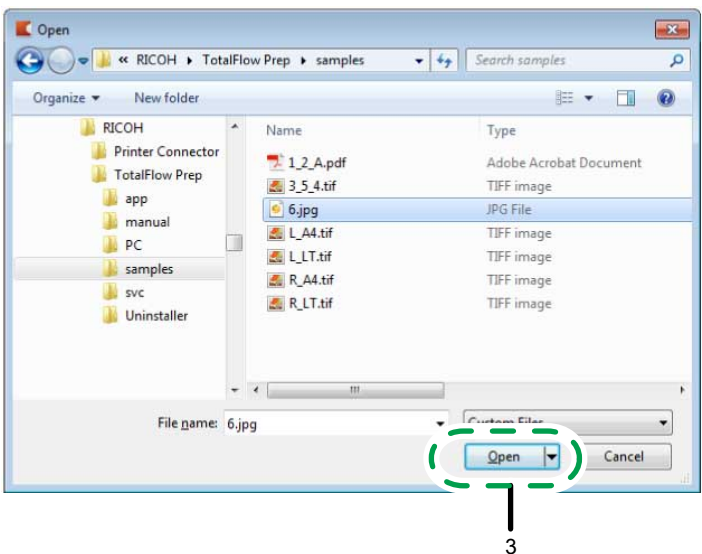
2



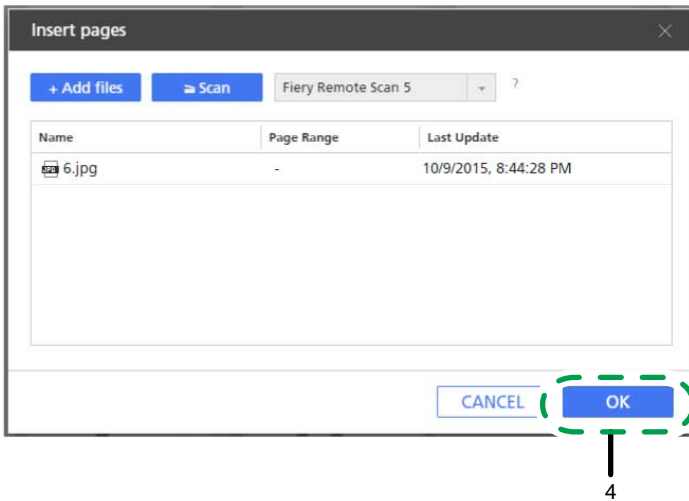
2. In the **[Insert pages]** dialog box, click **[Add files]**.



3. In the **[Open]** dialog box, go to the `samples` folder, select the `6.jpg` file, and click **[Open]**.



- In the **[Insert pages]** dialog box, click **[OK]**.




2

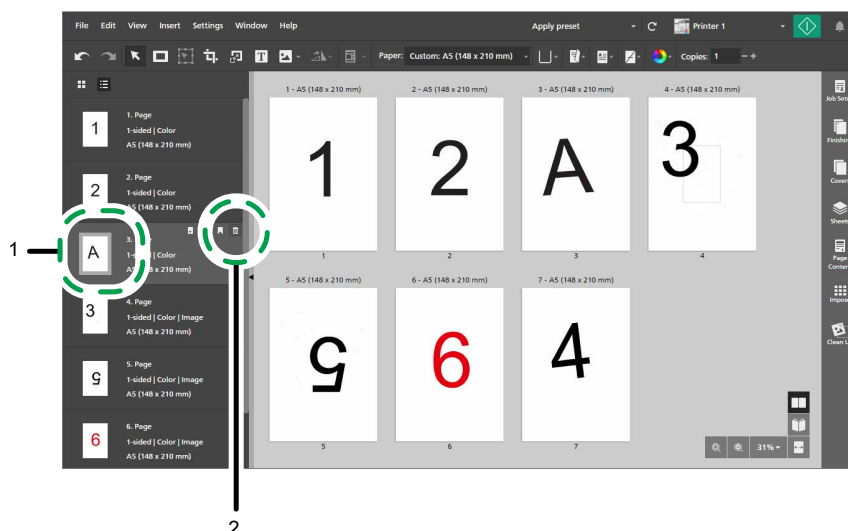
### Reference

For more details about inserting new pages into a job, see [Inserting Pages from Existing or Scanned Files](#), p. 107.

## Step 3: Delete an unnecessary page

In this step, you will remove the page with the letter "A" on it.

- In the page list, go to page "A".
- Hover over the page and click , the **[Delete page]** button.



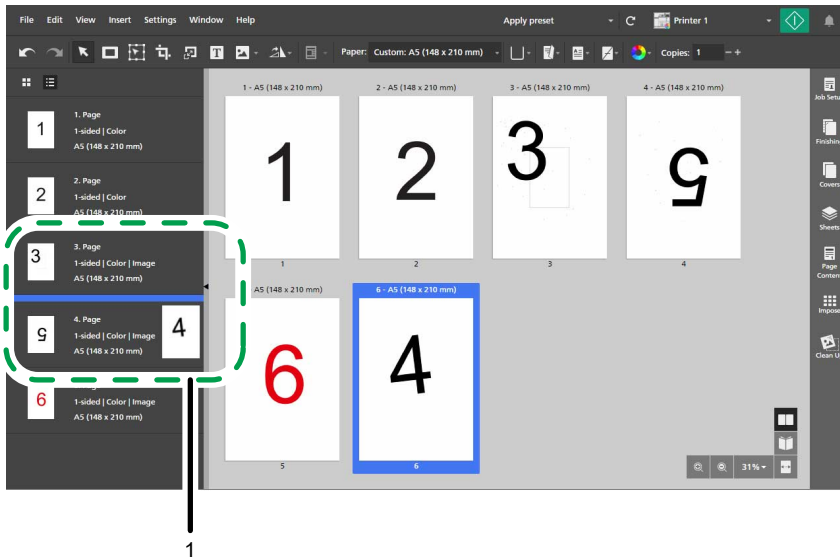
### Reference

For more details about deleting pages or sheets, see [Deleting Pages and Sheets](#), p. 102.

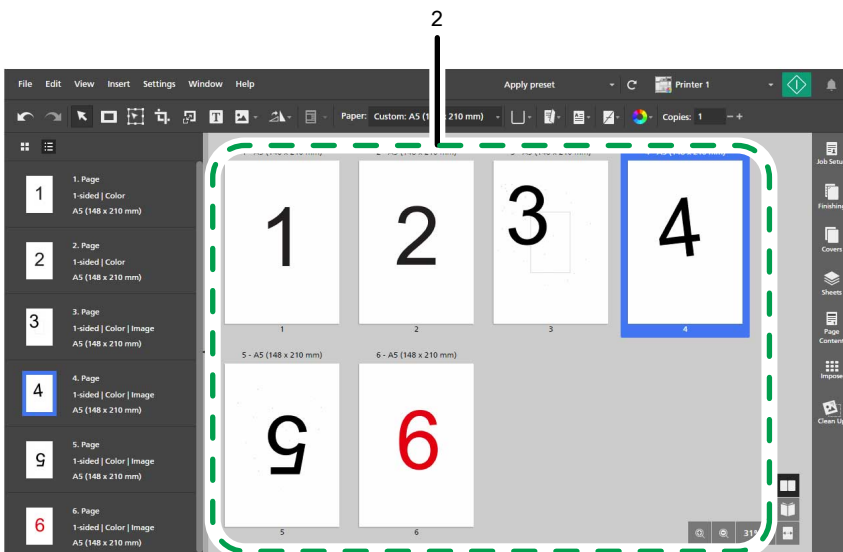
## Step 4: Rearrange the pages

In this step, you will rearrange the pages so they are in the correct order.

1. Click page "4" and hold the mouse button, then drag the page after page "3" and release the mouse button.



2. Make sure that the pages are now in correct order, from "1" to "6".



### Reference

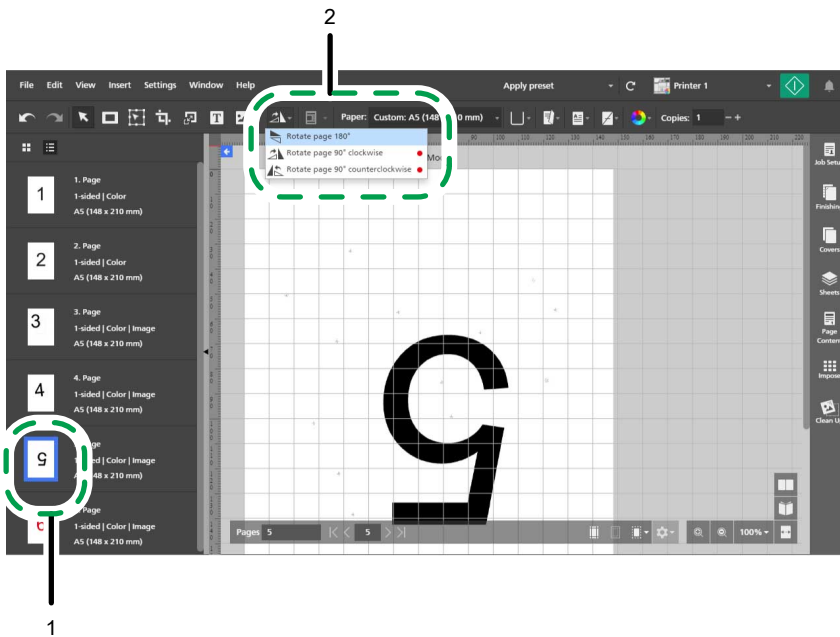
For more details about moving pages, see [Moving Pages, p. 104](#).

## Step 5: Rotate a page

The orientation of page "5" is different from the orientation of the other pages. In this step, you will rotate the page so it has the same orientation as the other pages.

1. Select page "5".

- On the toolbar, click , the **[Rotate page tool]** button, and select **[Rotate page 180°]**.



- Click , the **[Back to All Pages]** button, in the upper-left corner of the workspace.

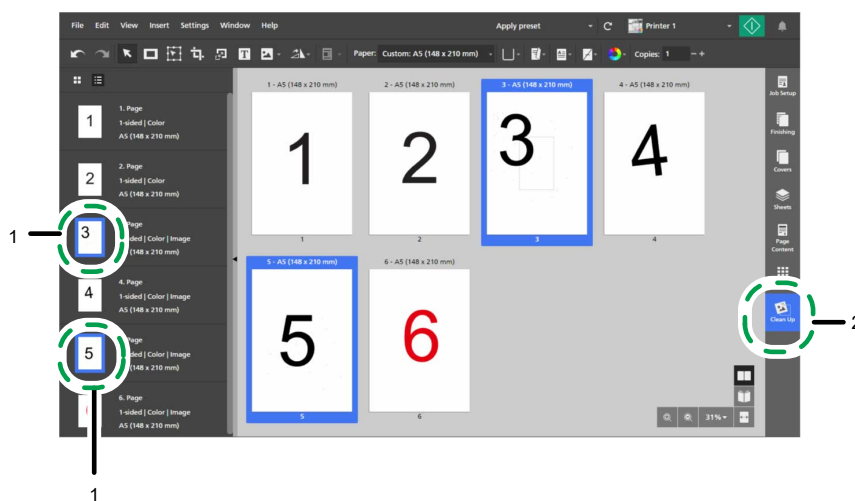
### Reference

For more details about rotating pages, see [Rotating Pages, p. 123](#).

## Step 6: Despeckle pages with noise

There is noise (unwanted dots or marks) on pages "3" and "5". In this step, you will remove the noise from these pages.

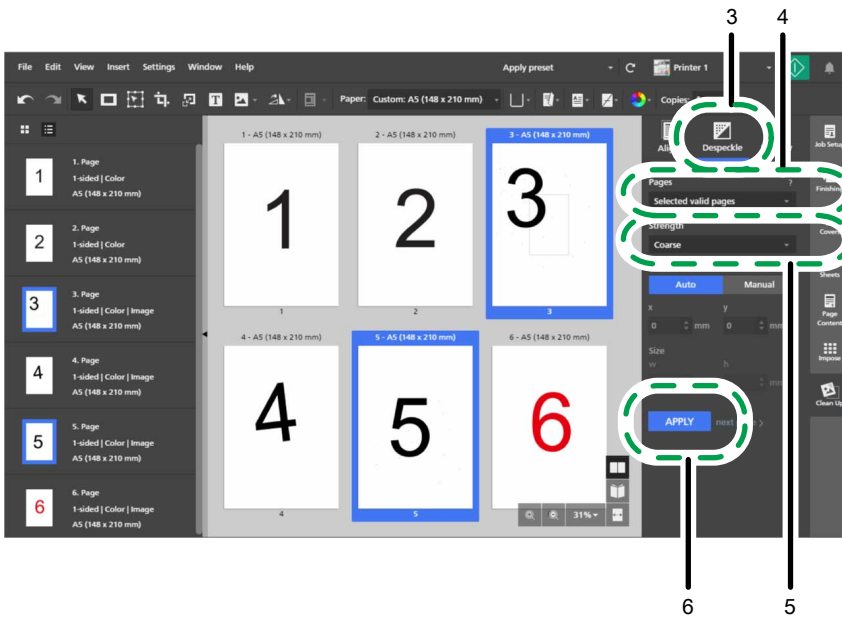
- Select pages "3" and "5" holding the **Ctrl** key.
- In the settings area on the right, click **[Clean Up]**.



- In the **[Clean Up]** panel, click **[Despeckle]**.

The **[Auto]** method is selected by default.

4. Under **[Pages]**, select **[Selected valid pages]**.
5. Under **[Strength]**, select **[Coarse]**.
6. Click **[Apply]**.



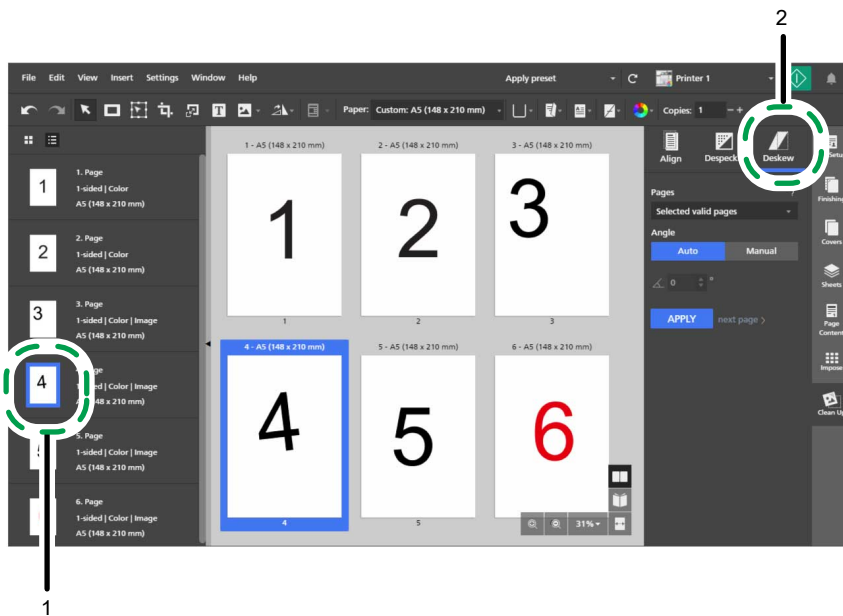
### Reference

For more details about removing noise, see [Removing Noise with Despeckle](#), p. 121.

## Step 7: Straighten a skewed page



Page "4" is skewed. In this step, you will straighten it.

1. Click the skewed page "4" to select it.
2. In the **[Clean Up]** panel, click **[Deskew]**.



3. Under **[Pages]**, select **[Active page]**.

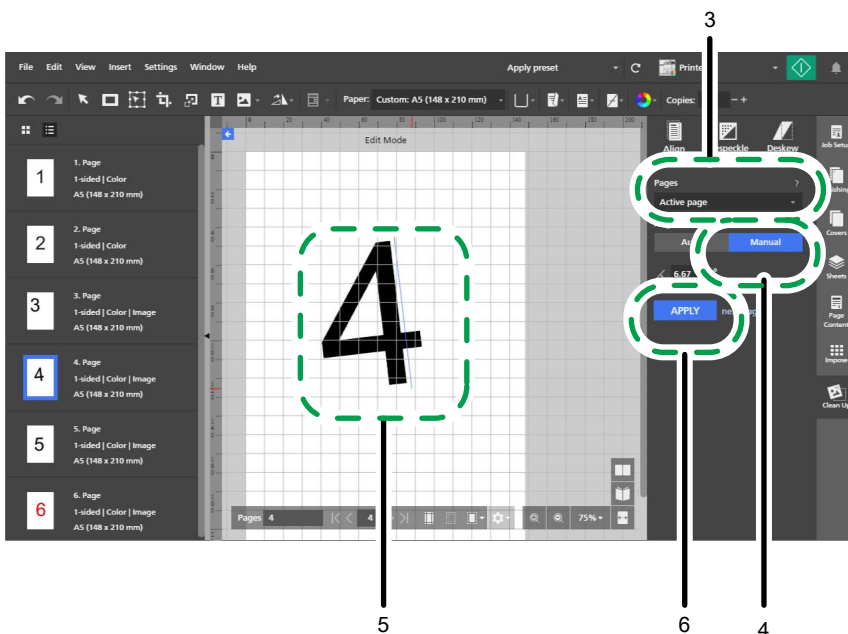
The page is displayed in the workspace in the edit view.

You can click , the **[Zoom out]** button, or , the **[Zoom in]** button, to adjust the size of the page in the workspace.

**Note**

Make sure that the **[Rulers]**, **[Grid]**, and **[Guides]** options are selected in the **[View]** menu.

4. Under **[Angle]**, click **[Manual]**.
5. Click the page and drag the cursor to draw a reference line parallel with the skewed edge of the image.
6. Click **[Apply]**.



- In the settings area on the right, click **[Clean Up]** to close the **[Clean Up]** panel.


### Reference

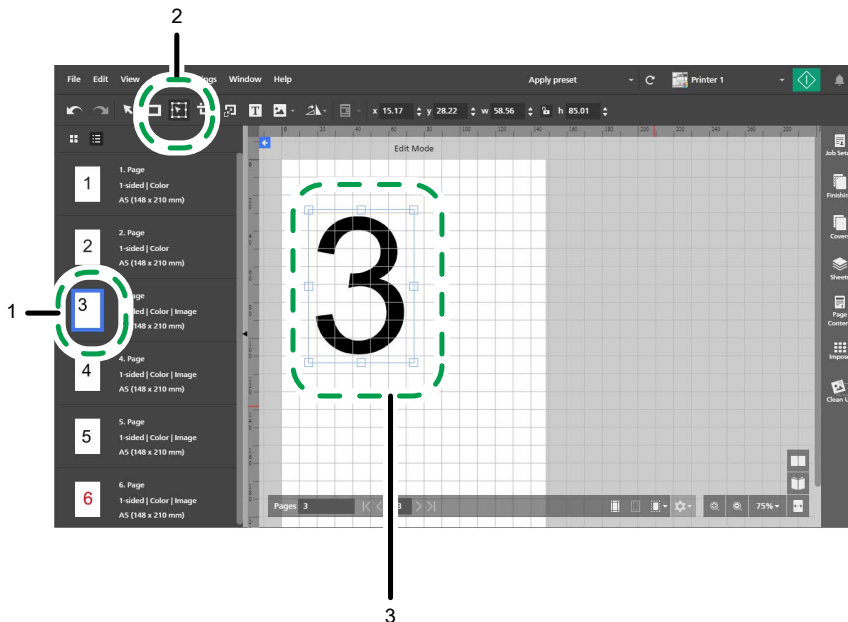
For more details about straightening skewed pages, see [Straightening Skewed Pages, p. 122](#).

## Step 8: Select and move an area of a page

2

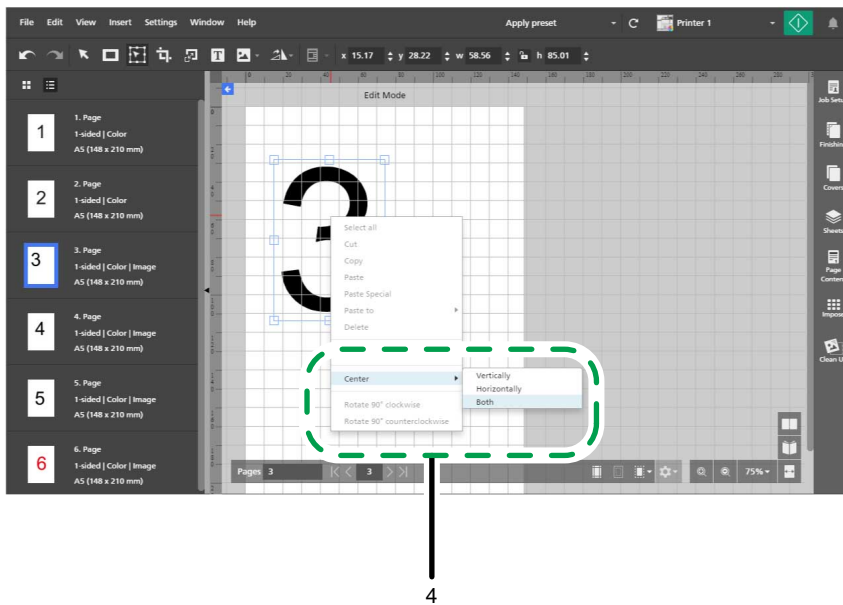
The page number on page "3" is in a different location than the page numbers on the other pages. In this step, you will move the page number to the center of the page, where it is on the other pages.

- In the page list, select page "3" to display it in the workspace.
- On the toolbar, click , the **[Move area tool]** button.
- Click the page and drag the cursor to create a selection area that surrounds the page number. You can use the anchor points to resize the selected area.



- Right-click the selected area and select **Center** → **Both** from the menu.





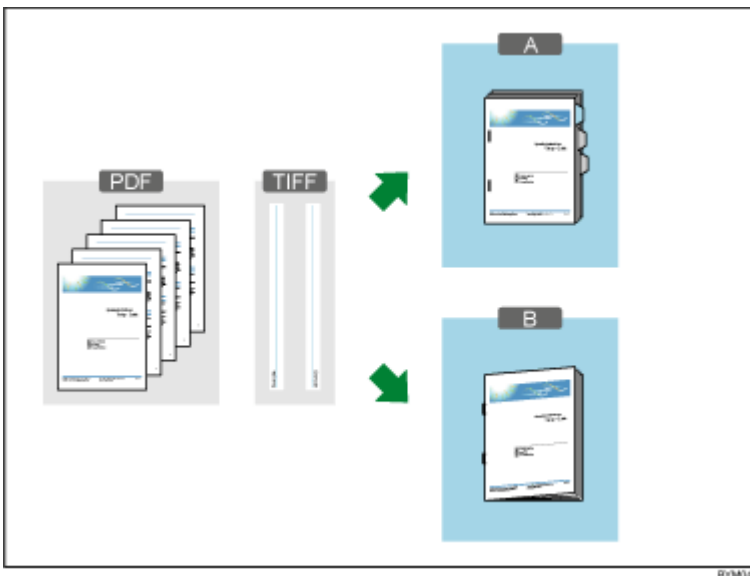
### Reference

For more details about selecting and moving an area, see [Moving a Selected Area, p. 129](#).

## Tutorial 2: Creating a Booklet

This tutorial helps you practice creating a booklet from sample PDF and TIFF files.

Depending on the functions available on your printer, you can practice creating one of two booklet types, [A] or [B].



### Functions used in this tutorial:

- Create a new job
- Create and rename chapters
- Edit original

- **Insert text**
- **Insert image**
- **Delete image**
- **Paper, imposition, and finishing settings**
  - **Set job paper**
  - **Set imposition**
  - **Add page numbers**
  - **Insert tabs** (booklet [A] only)
  - **Finishing (staple, fold)**

### Selecting a booklet type

The instructions in this tutorial cover two different booklet types.

Use the information in the table to select a type of booklet according to the functions available on your printer. Follow the instructions for the type of booklet you select.

Booklet Type	Binding Method	Required Printer Functions
Booklet [A]	Regular printing (2-sided) Staple: <b>[2 at left]</b> Insert tab stock (optional)	Stapler An input tray where you can load tab stock <b>Note</b> If your printer does not have an input tray where you can load tab stock, you can proceed with the practice without inserting tab stock.
Booklet [B]	Inner binding (Staple: <b>[2 at center]</b> )	Booklet stapler Folding unit

#### Reference

For information on the functions available on your printer, see the printer documentation.

## Preparation

Before you begin the tutorial, follow the steps below.

1. Start the application.  
For details about starting this application, see the *Setup Guide*.
2. Prepare the sample files.  
Sample files used in this tutorial:
  - Setup Guide.pdf

- For an A4-size booklet:
  - L\_A4.tif
  - R\_A4.tif
- For a letter-size booklet:
  - L\_LT.tif
  - R\_LT.tif

Location of sample files:

- Setup Guide.pdf: *Installation path of this application\manual\*
- .tif files: *Installation path of this application\samples\*

#### Note

If you selected the default installation path when you installed this application, the sample files are located in the following folder:

C:\Program Files\RICOH\TotalFlow Prep\

If you upgraded from an older release of TotalFlow Prep, the new version is installed in the same folder as the previous version.

### 3. Check your printer.

Make sure that you have registered a printer and that it is ready to use.

#### Reference

See [Registering Printers, p. 63](#).

### 4. Prepare the printing paper.

Load the paper for the booklet in the input tray of the printer. Set the paper according to the type of booklet:

	<b>For Booklet [A]</b>	<b>For Booklet [B]</b>
Paper size	A4 (210 × 297 mm) or Letter (8.5 × 11 inches)	A4 (210 × 297 mm) or Letter (8.5 × 11 inches)
Number of sheets (per booklet)	16 booklet sheets, 3 tab stock sheets (optional)	8 booklet sheets

#### Reference

For details about loading the paper in the input tray, see the printer documentation.

## Procedure

Follow the steps in this procedure to create a booklet using this application.

The instructions differ for booklet [A] and booklet [B]. Read the instructions for the booklet type you are creating.

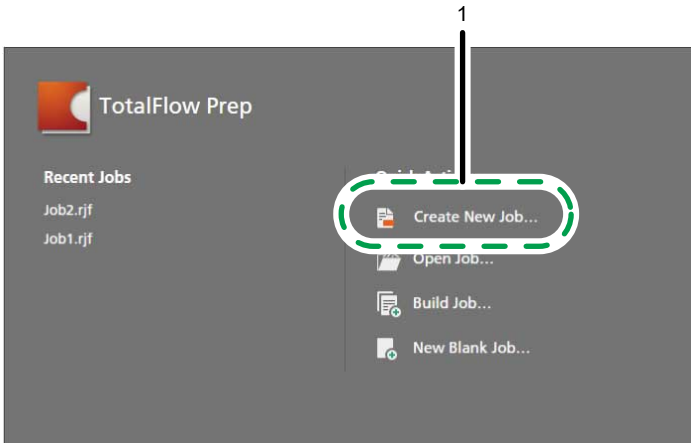
**Note**

Leave any settings that are not identified in this procedure at their default values.

## Step 1: Create a job from the sample file

In this step, you will create a job from the sample file (Setup Guide.pdf).

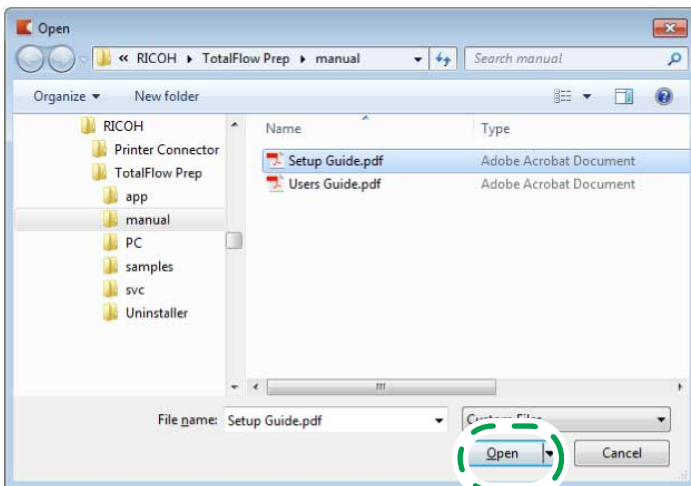
1. Click **[Create New Job]** on the **[Quick Actions]** screen.



**Note**

If a job is already open in TotalFlow Prep, go to **File** → **Create New Job** to create a new job.

2. In the **[Open]** dialog box, browse for the Setup Guide.pdf file, select it, and click **[Open]**.



**Reference**

For more details about creating jobs, see [Preparing Jobs, p. 85](#).

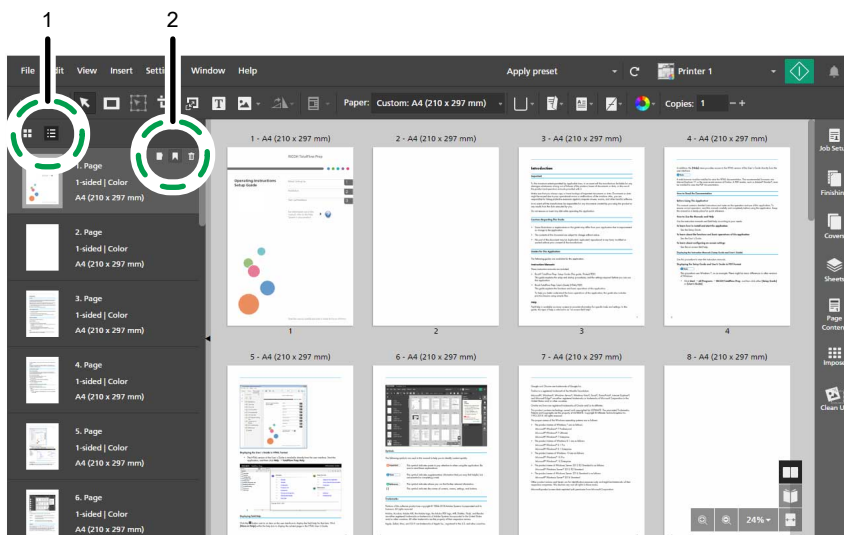
## Step 2: Create chapters

In this step, you will divide the pages into different chapters. This is important for setting page numbers later in the procedure.

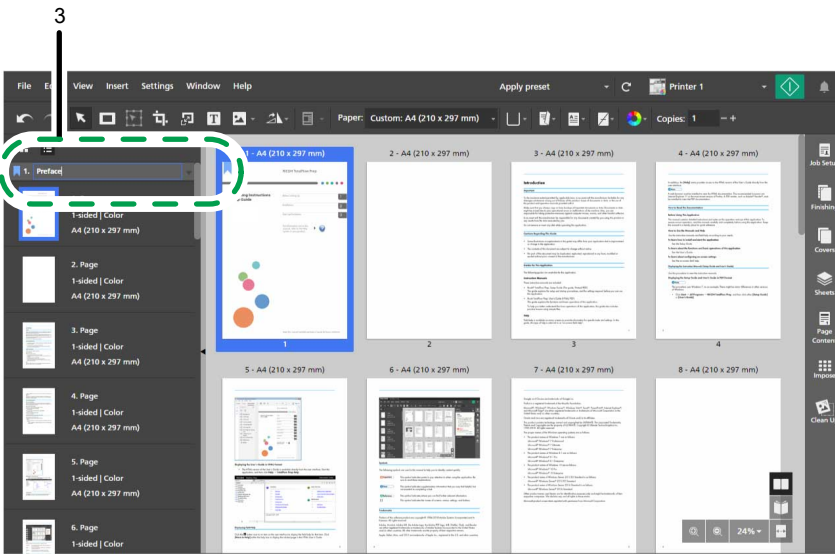
Set chapters according to this table:

Chapter number	Chapter name	First page of the chapter
1	Preface	Page 1
2	Chapter 1	First page of "1. Before Setting Up", page 11
3	Chapter 2	First page of "2. Installation", page 15
4	Chapter 3	First page of "3. Start-up/Shutdown", page 25

1. Make sure that the **[List view]** is active in the page list.
2. Hover over page 1 and click , the **[Create chapter]** button.



3. Click in the chapter field, delete the default chapter name, and enter Preface.



4. Follow the previous two steps to create and rename the rest of the chapters.

### Reference

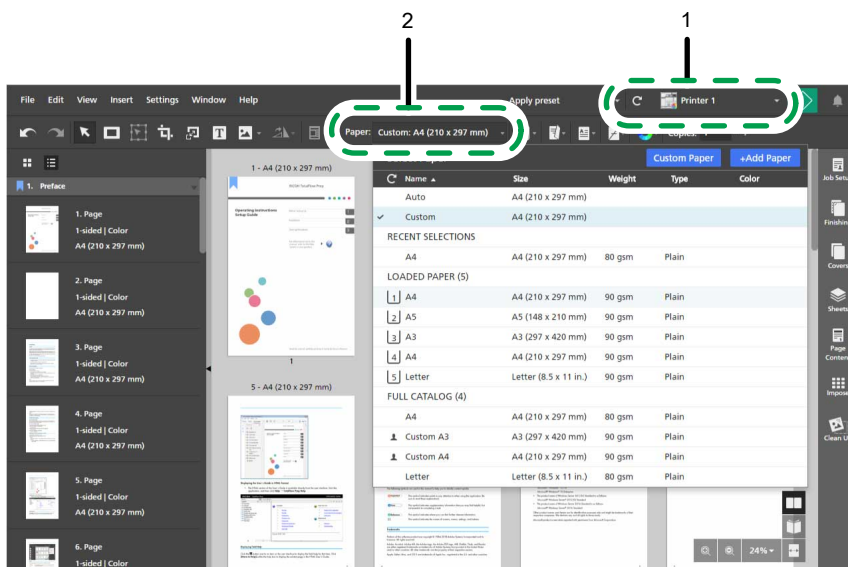
For more details about creating and renaming chapters, see [Creating Chapters](#), p. 110.

## Step 3: Set the paper and the input tray

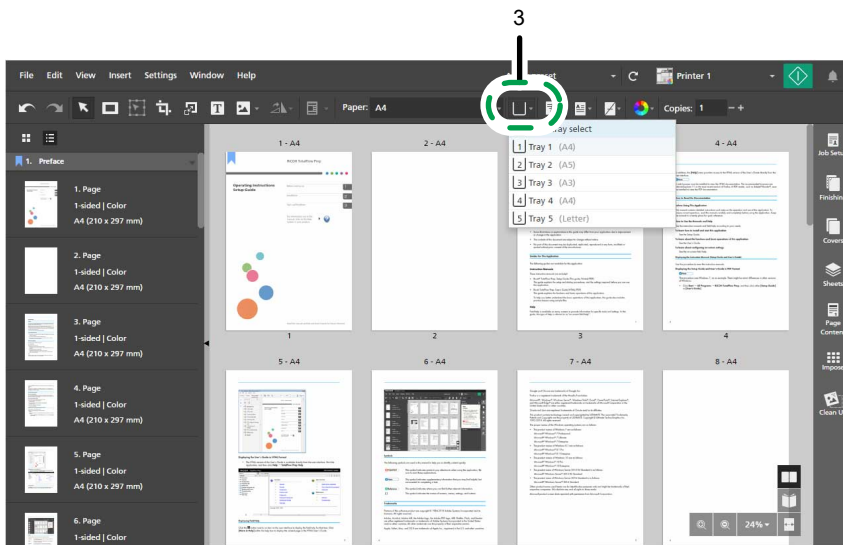
In this step, you will specify the paper that you want to use for the job.

1. Make sure that the printer you want to use is selected in the printers menu.
2. Open the paper selection menu on the toolbar and select the paper that you want to use for printing on the **[Select Paper]** screen.

The papers that are currently loaded in the printer trays are listed in the **[Loaded Paper]** section.



3. Open the tray selection menu on the toolbar and select the input tray where the paper is loaded.




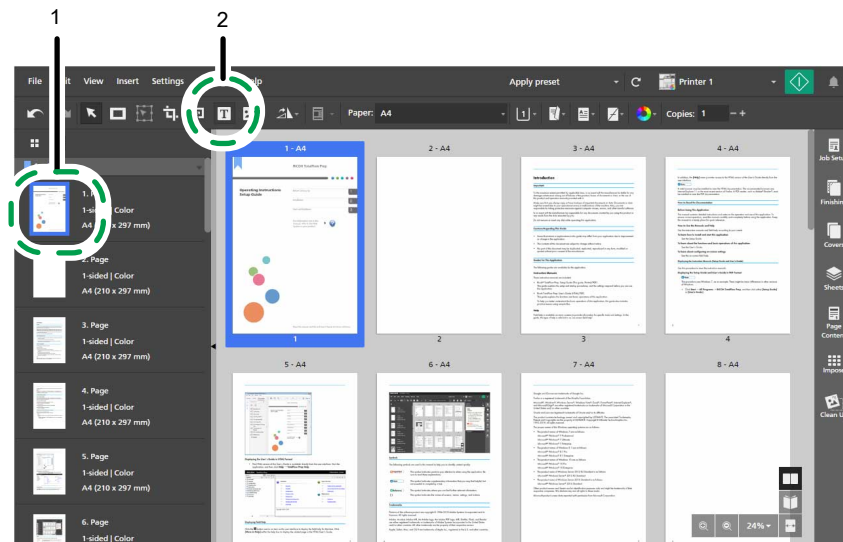
### Reference

For more details about specifying paper settings, see [Specifying Paper Settings, p. 150](#).

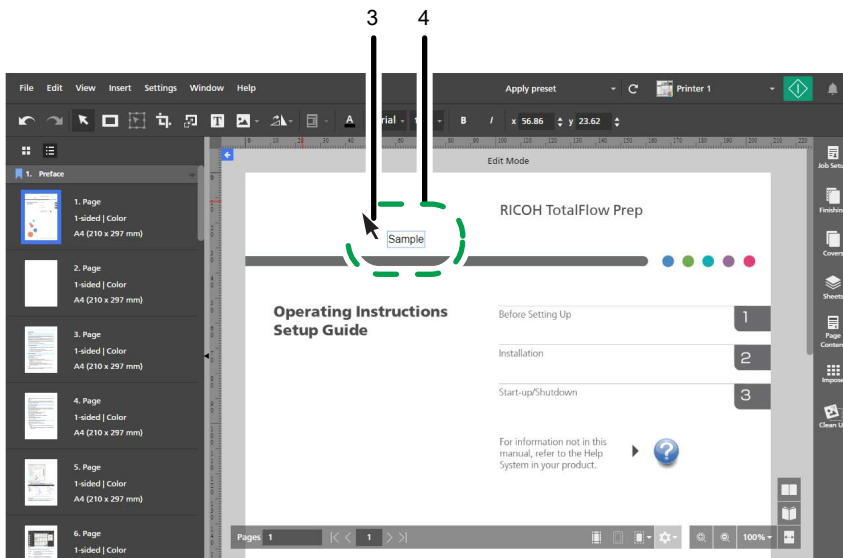
## Step 4: Insert text on the cover sheet

In this step, you will insert the text Sample on the cover sheet.

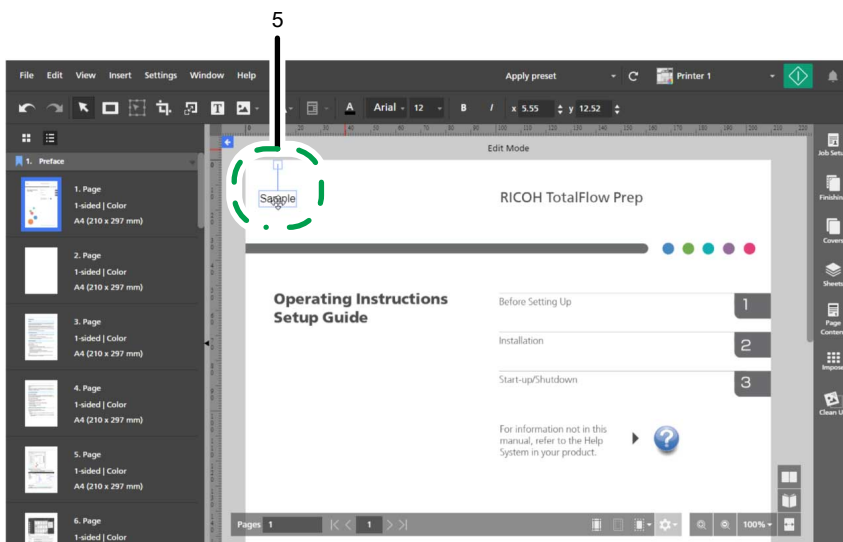
1. In the page list, go to the cover page (page 1) and select it.
2. On the toolbar, click , the [Text tool] button.



3. Place the cursor on the page and click to insert a text box.
4. Enter Sample in the text box, and then click anywhere else on the page to save the text.



- Click the text and hold the mouse button, then drag the text to the top left corner of the page and release the mouse button.





### Reference

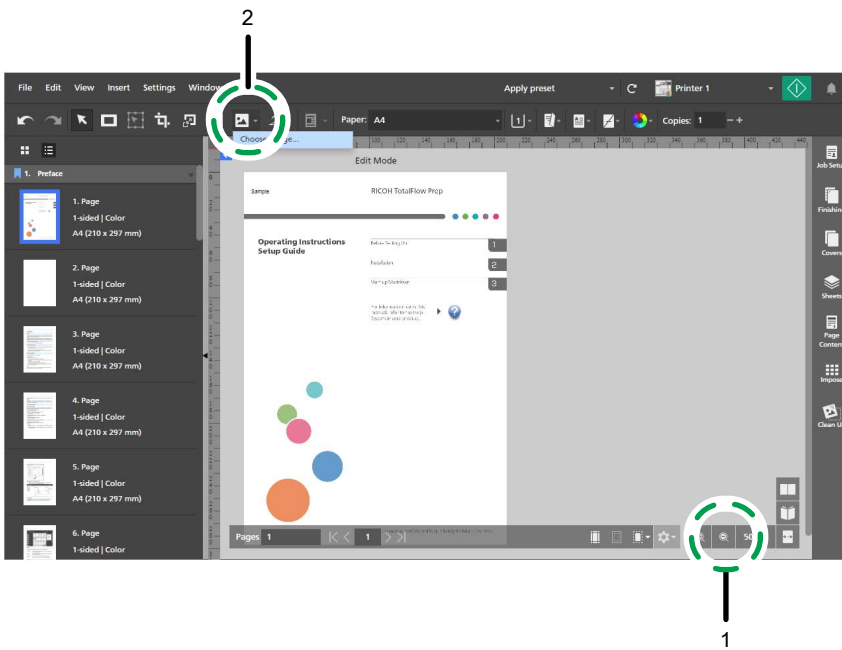
For more details about inserting and editing text, see [Adding Text, p. 133](#) and [Editing Text, p. 134](#).

## Step 5: Place an image on the page

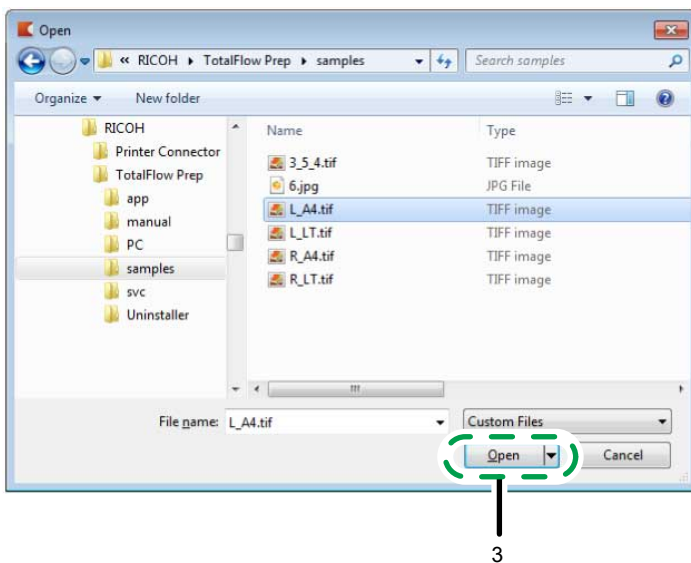
In this step, you will place the sample image files (L\_A4.tif, R\_A4.tif, L\_LT.tif, R\_LT.tif) on the edges of the pages.

- Click , the **[Zoom out]** button, until you see the entire page in the workspace.
- On the toolbar, click , the **[Image tool]** button, and then click **[Choose Image...]**.




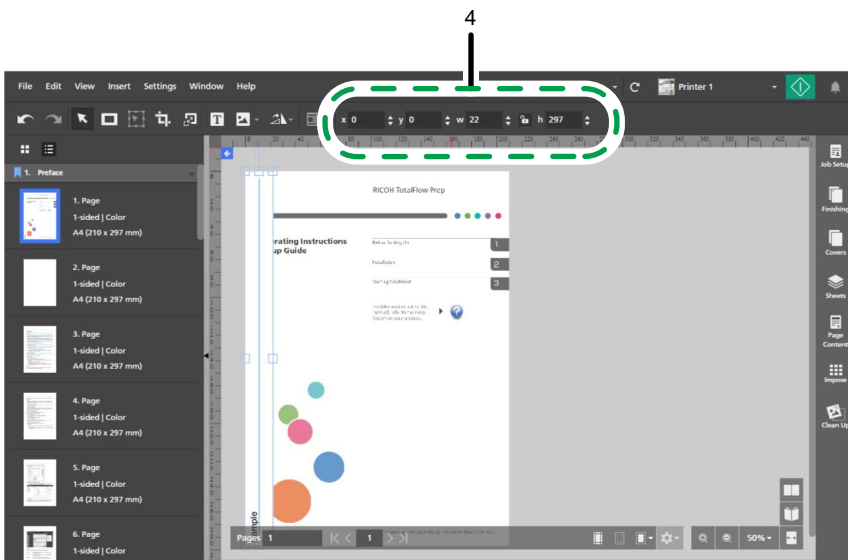


3. In the **[Open]** dialog box, go to the `samples` folder, select either the `L_A4.tif` or the `L_LT.tif` file, and click **[Open]**.

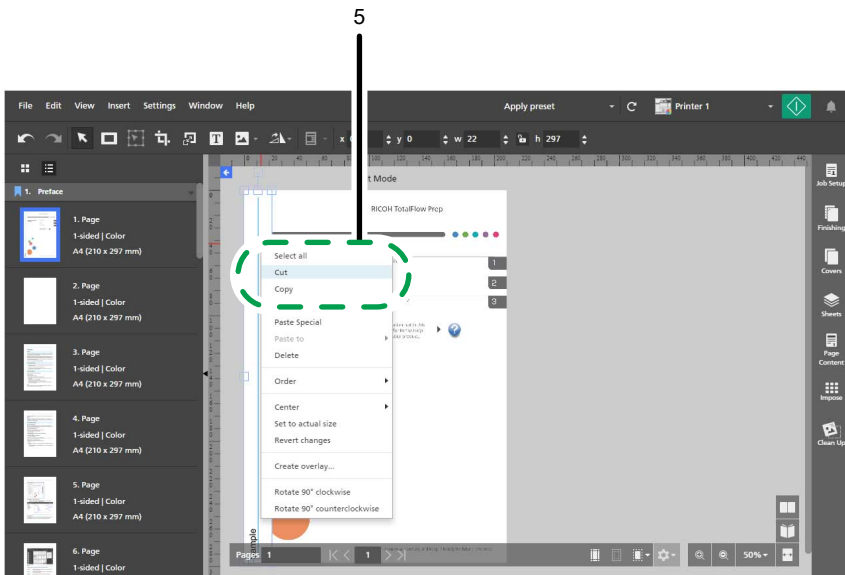


Make sure that you select the image based on the paper that you want to use to print the job:

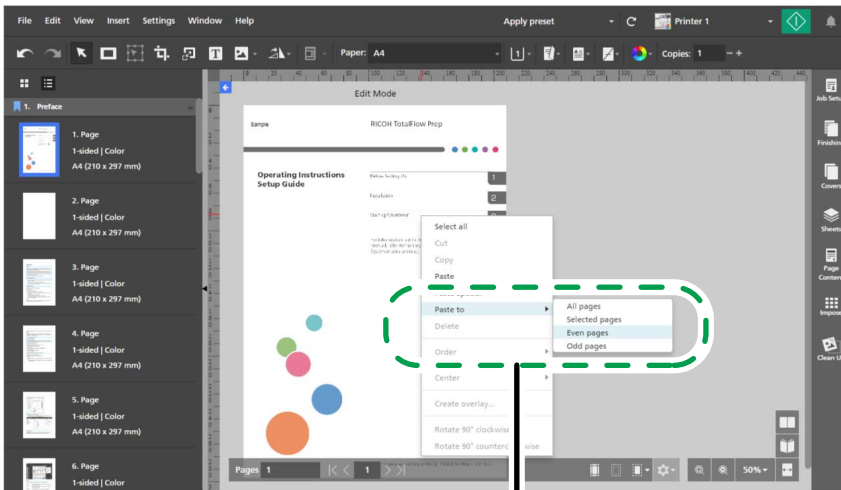
- `L_A4.tif` for A4 paper.
  - `L_LT.tif` for Letter paper.
4. Select the image, click , the **[Maintain proportions]** button, and specify these position and size settings:
    - In the **[x]** field, enter 0 mm (0 inches).
    - In the **[y]** field, enter 0 mm (0 inches).
    - In the **[w]** field, enter 22 mm (0.86 inches).
    - In the **[h]** field, enter 297 mm (11 inches).




5. Right-click the image and select **[Cut]** from the menu.

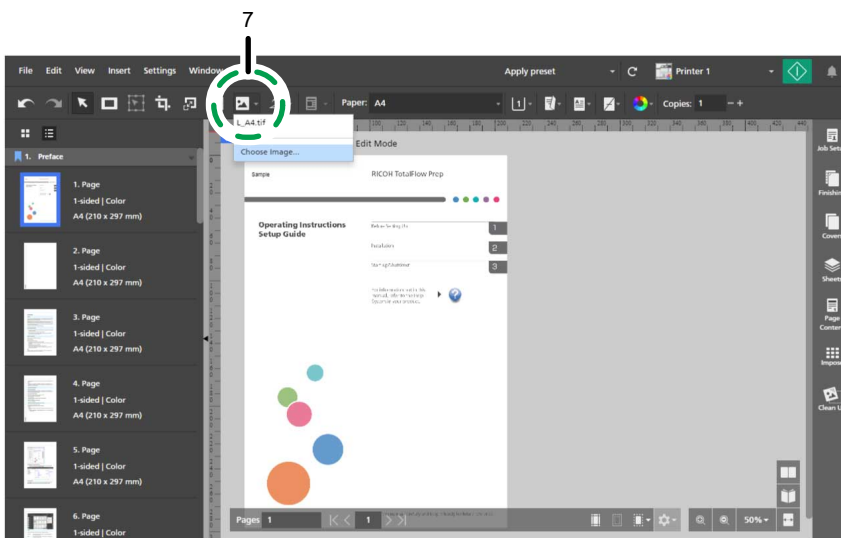


6. Right-click again and select **Paste to** → **Even pages** from the menu.

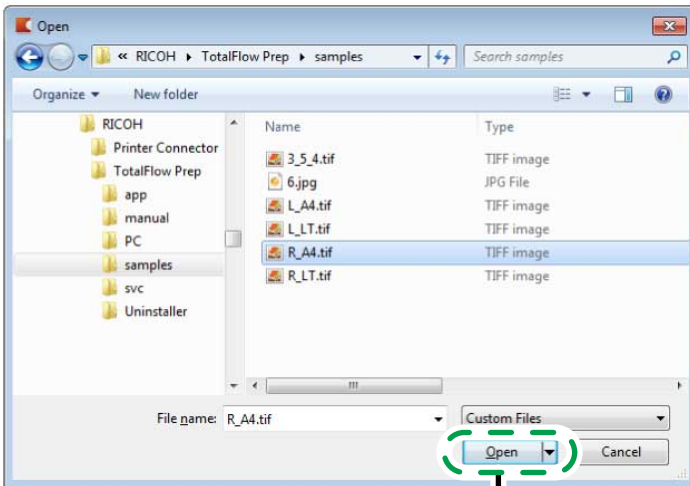


6

7. Click , the **[Image tool]** button, and then click **[Choose Image...]**.



8. In the **[Open]** dialog box, go to the `samples` folder, select either the `R_A4.tif` or the `R_LT.tif` file, and click **[Open]**.



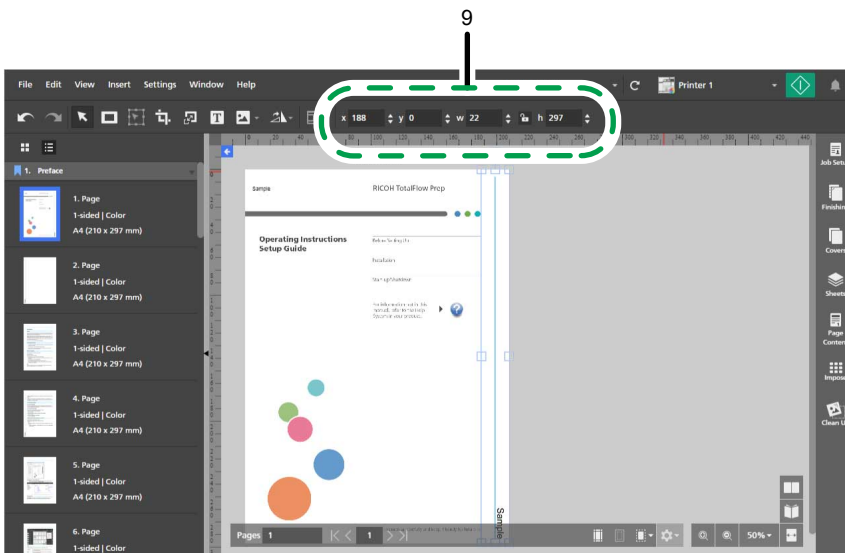
8

Make sure that you select the image based on the paper that you want to use to print the job:

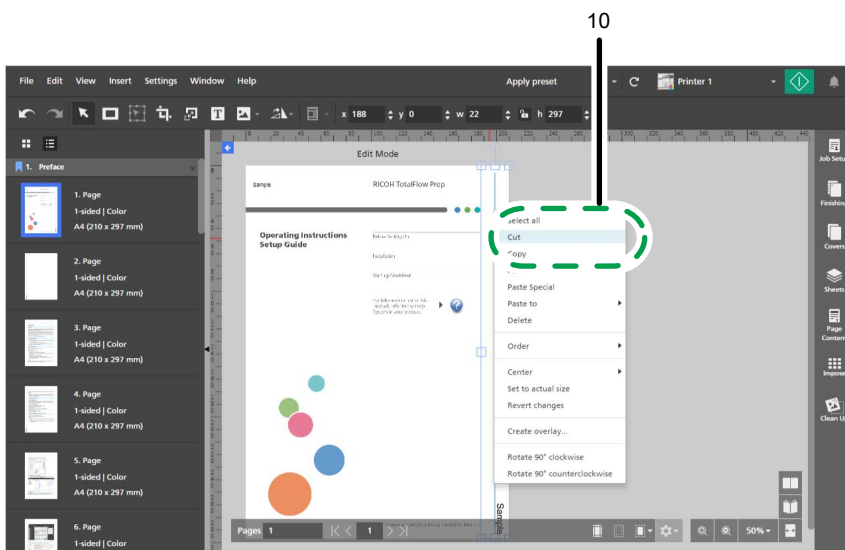
- R\_A4.tif for A4 paper.
- R\_LT.tif for Letter paper.

9. Select the image, click , the **[Maintain proportions]** button, and specify these position and size settings:

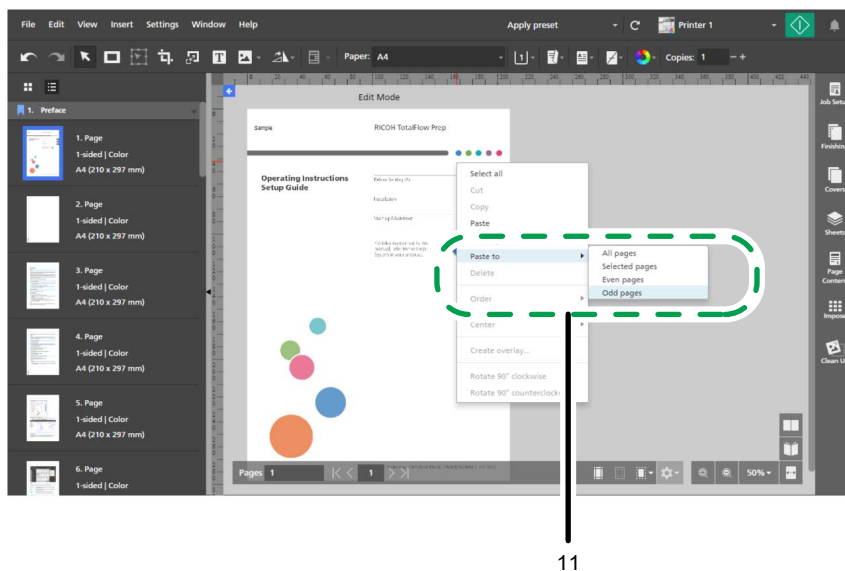
- In the **[x]** field, enter 188 mm (7.64 inches).
- In the **[y]** field, enter 0 mm (0 inches).
- In the **[w]** field, enter 22 mm (0.86 inches).
- In the **[h]** field, enter 297 mm (11 inches).



10. Right-click the image and select **[Cut]** from the menu.



11. Right-click again and select **Paste to** → **Odd pages** from the menu.



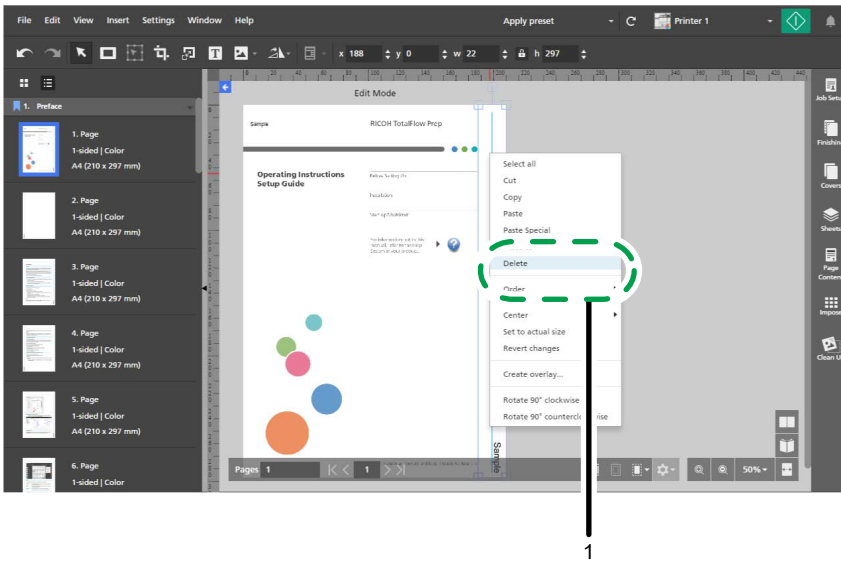
## Reference

For more details about inserting and editing images, see [Adding an Image](#), p. 138, [Editing an Image](#), p. 139, and [Cutting, Copying, and Pasting an Image](#), p. 141.

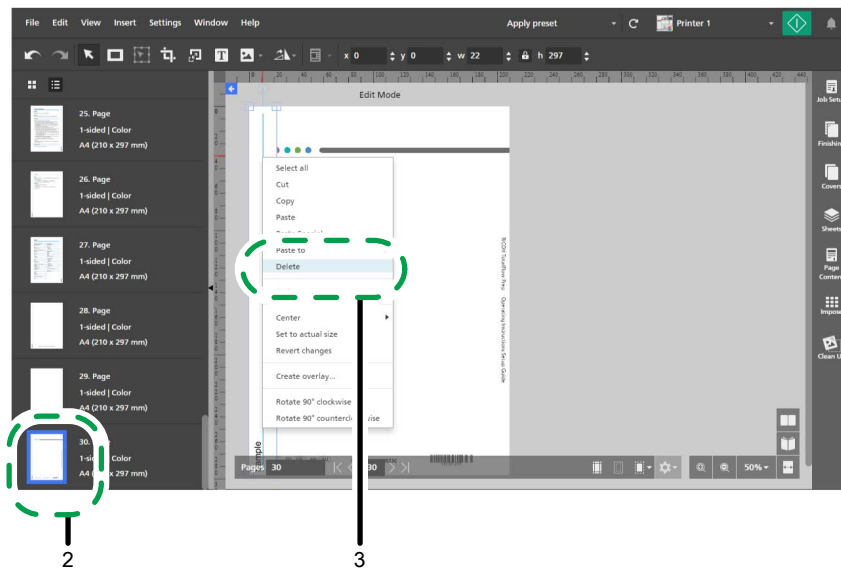
## Step 6: Delete the images placed on the cover pages

In this step, you will delete the images placed on the front and back cover pages.

1. Right-click the image on the front cover page and select **[Delete]** from the menu.




2. In the page list, go to the back cover page and select it.
3. Right-click the image on the back cover page and select **[Delete]** from the menu.

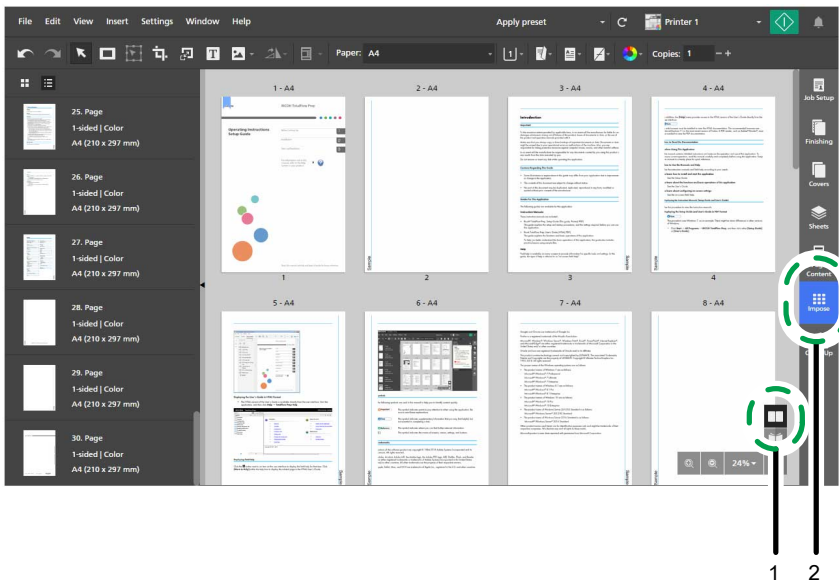


## Step 7: Set imposition

In this step, you will specify imposition settings.

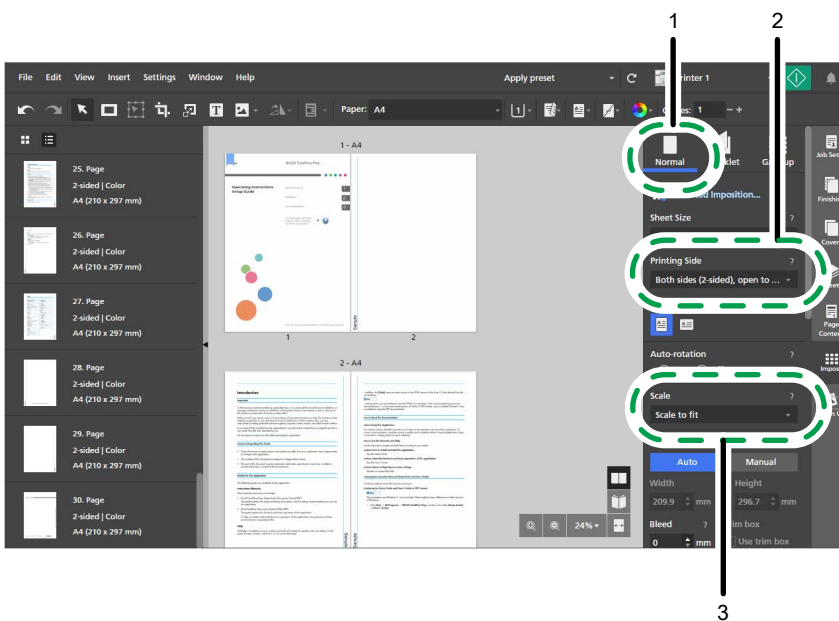


1. Click , the **[Sheet view]** button, and adjust the zoom level to display multiple pages in the workspace.
2. In the settings area on the right, click **[Impose]**.



3. Specify imposition settings depending on the type of booklet you want to create:

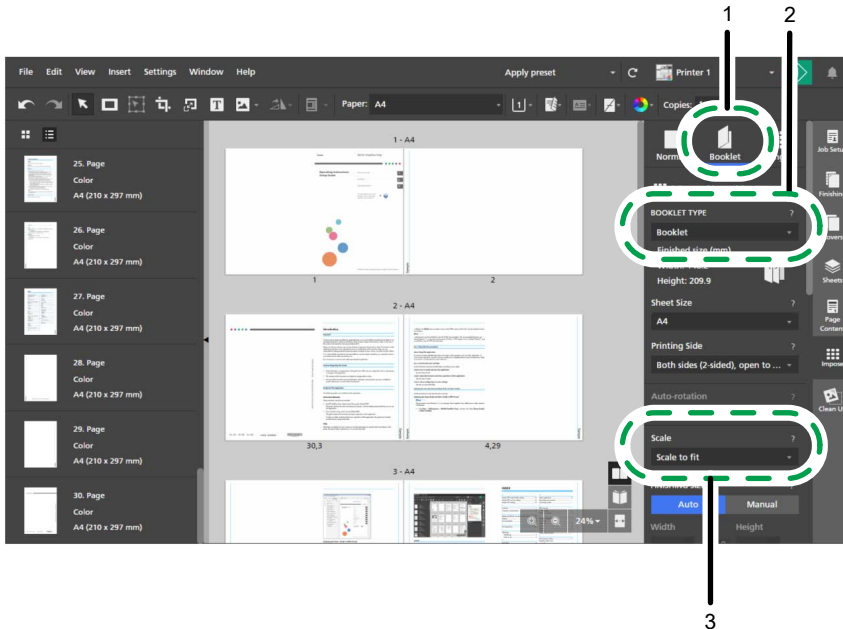
- For booklet [A]:
  1. Click **[Normal]**.
  2. Under **[Printing Side]**, select **[Both sides (2-sided), open to left]**.
  3. Under **[Scale]**, select **[Scale to fit]**.



- For booklet [B]:
  1. Click **[Booklet]**.
  2. Make sure that **[Booklet]** is selected under **[Booklet type]**.
  3. Under **[Scale]**, select **[Scale to fit]**.

**Note**

If the number of pages is not divisible by four, TotalFlow Prep automatically adds blank pages to the job.



4. In the settings area on the right, click **[Impose]** to close the **[Impose]** panel.

**Reference**

For more details about specifying imposition settings, see [Specifying Imposition Settings, p. 153](#).

**Note**

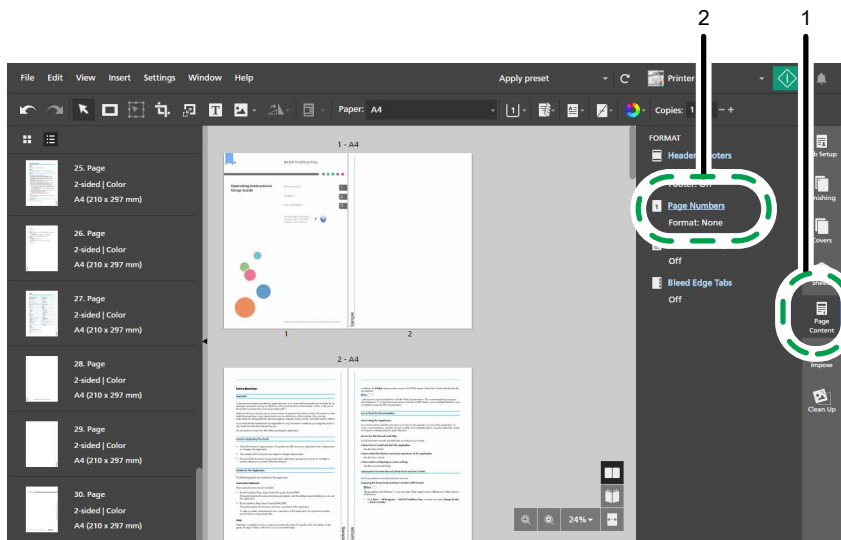
The next steps in the procedure use booklet [A] for the images provided with the instructions.

## Step 8: Add page numbers

In this step, you will configure the required settings to print page numbers.

1. In the settings area on the right, click **[Page Content]**.
2. In the **[Page Content]** panel, click **[Page Numbers]**.





3. On the **[Page Numbers]** screen, configure these page numbering settings:

1. Under **[Format]**, select **[P1, P2]**.
2. Select **[Arial]** for the font type and specify 7 points for the font size.
3. Under **[FRONT]**, select **[BOTTOM] - [Center]** and enter 10 mm (0.39 inches) in the **[From bottom]** field.

By default, the **[Use settings for both sides]** option is enabled and the position settings specified for the page numbers apply to both sides of the sheet.

4. Under **[Chapters]**, enter 3 in **[Start Page]** and enter 1 in **[Start Number]** for Chapter 1.  
By default, the **[Start Number]** for each chapter is locked and the numbering continues from the previous chapter.
5. Under **[Skip numbering on pages]**, enter the number of the last page in **[Skip page #]**.
6. Click **[OK]**.



4. In the settings area on the right, click **[Page Content]** to close the **[Page Content]** panel.

### Reference

For more details about inserting page numbers, see [Adding Page Numbers, p. 192](#).

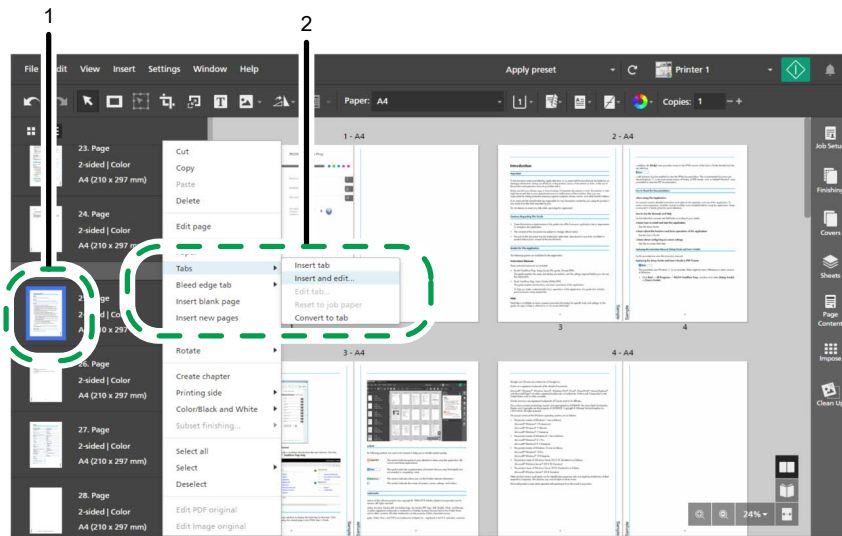
## Step 9: Specify settings for adding tab stock

In this step, you will specify settings to insert tab stock.

### Important

Skip this step and proceed to [Step 10: Specify finishing settings, p. 58](#) if you do not have tab stock or if you are creating booklet [B].

1. In the page list, select the first page of Chapter 1, Chapter 2, and Chapter 3 holding the **Ctrl** key.
2. Right-click the selection and choose **Tabs** → **Insert and edit...** from the menu.



3. On the **[Edit Tabs]** screen, configure these settings:

1. Select a tab stock preset from the **[Tab stock preset]** list.

You can click the **[Edit]** button next to a tab stock preset to view and edit its settings in the **[Edit Tab Stock Preset]** dialog box.

If the required tab stock preset is not available, click **[New Preset]** to open the **[Add Tab Stock Preset]** dialog box and register a new tab stock preset for the type of tab stock you will use.

2. Under **[Tab input tray]**, select the tray where the tab stock is loaded.
3. Under **[Tab stock]**, select the tab stock paper that you want to use.
4. Click **[OK]**.



### Reference

For more details about inserting and editing tabs, see [Inserting Tabs, p. 173](#) and [Editing Tabs, p. 175](#).

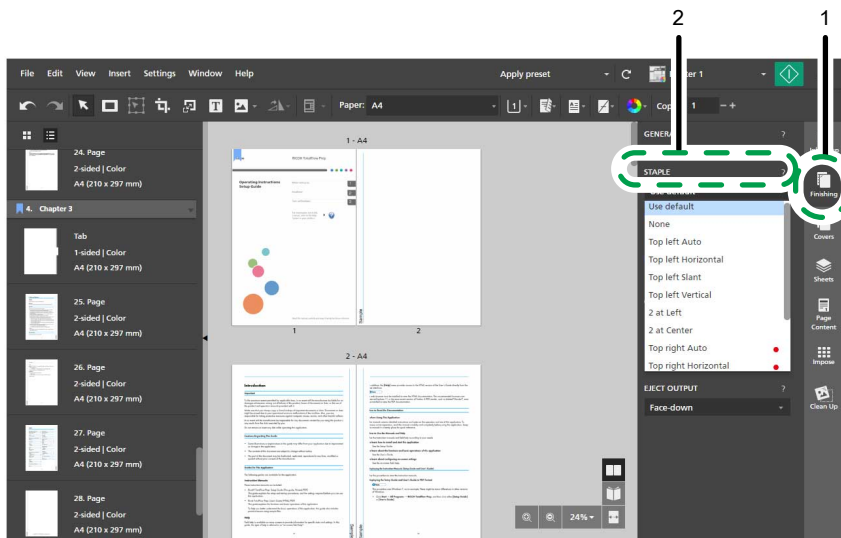
### Note

You can also print job content on tab stock. For more information, see [Converting a Page to a Tab, p. 174](#).

## Step 10: Specify finishing settings

In this step, you will specify the required finishing settings to bind the booklet.

1. In the settings area on the right, click **[Finishing]**.
2. In the **[Finishing]** panel, specify finishing settings depending on the type of booklet you want to create:
  - For booklet [A], select **[2 at left]** under **[Staple]**.
  - For booklet [B], select **[2 at center]** under **[Staple]**.






3. In the settings area on the right, click **[Finishing]** to close the **[Finishing]** panel.

### **E** Reference

For more details about finishing settings, see [Specifying Finishing Settings, p. 166](#).

## Step 1 1: Preview the output and print the document

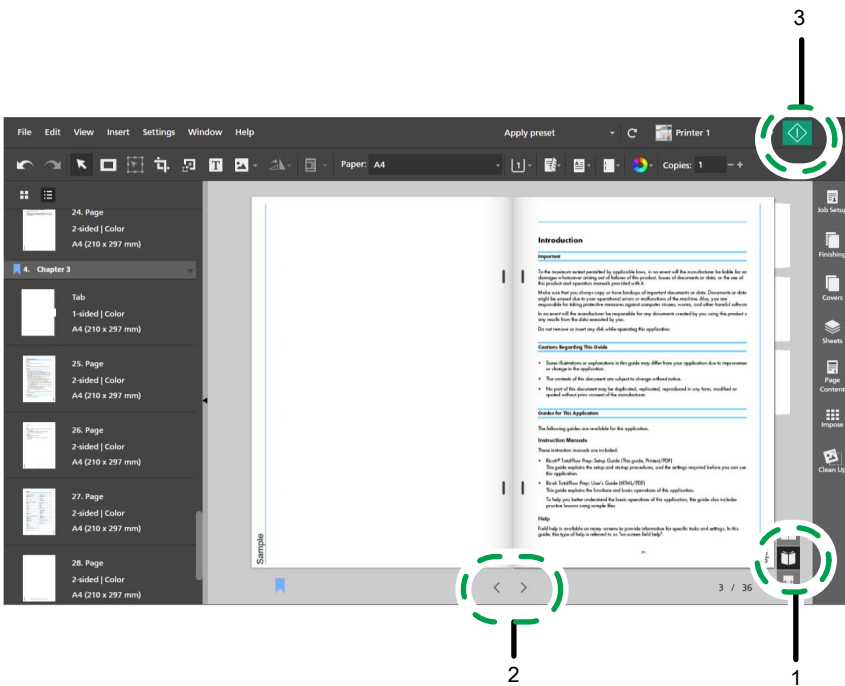
In this step, you will preview the output to make sure that the specified settings have been correctly applied, and then you will print the document.

1. Click , the **[Reader view]** button, in the right corner of the workspace.
2. Click the outer edge of the pages or use , the **[Previous page]** button, and , the **[Next page]** button, to move through the job and verify the output.

Make sure that these settings are applied correctly:

- **Insert text**
- **Insert image**
- **Delete image**
- **Imposition**
- **Page numbering**
- **Insert tab stock** (for booklet [A] only)
- **Finishing**

3. Click , the **[Print]** button.



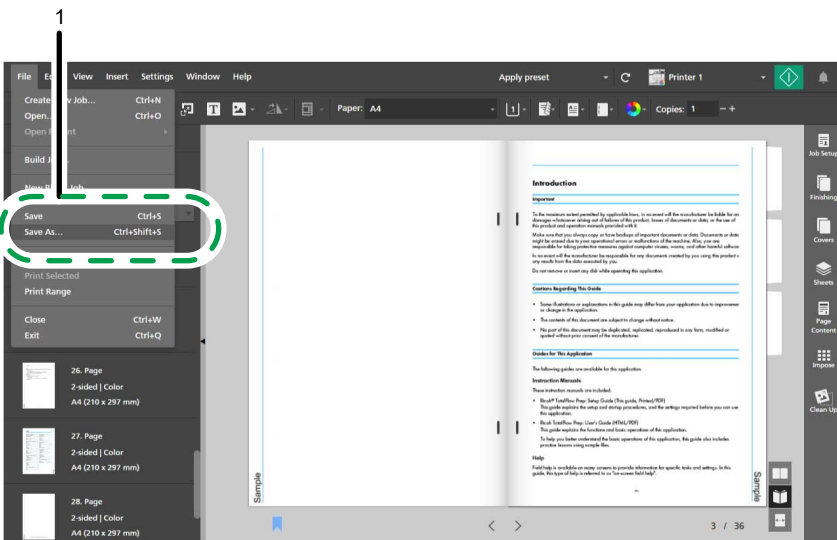
**Reference**

- For more details about previewing jobs, see [Previewing Jobs, p. 221](#).
- For more details about printing jobs, see [Sending Jobs to a Printer, p. 222](#).

**Step 12: Save the job**

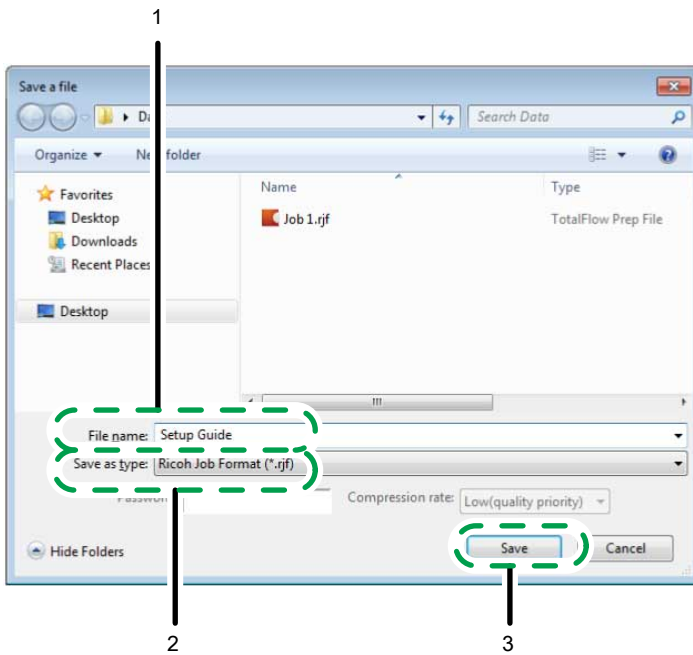
In this step, you will save the job in an RJF format. You can edit or print saved jobs later.

1. On the **[File]** menu, select **[Save As]**.



2. In the **[Save a File]** dialog box, browse for the folder where you want to save the job and open it, then follow these steps:
  1. Enter Setup Guide in the **[File name]** field.

2. Select **[Ricoh Job Format (\*.rjf)]** from the **[Save as type]** list.
3. Click **[Save]**.



### Reference

For more details about saving jobs, see [Saving Jobs](#), p. 225.





## 3. Configuration

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- Registering Printers
- Managing the Paper Catalog
- Setting Preferences

You can register and configure the printers that you want to use with TotalFlow Prep and manage the paper catalog. To improve productivity, you can also set preferences to customize general, display, and external program settings.

### Registering Printers

To print documents using this application, you must first register a printer. You can register multiple printers to handle different types of output formats.

#### ↓ Note

- If you do not register a printer, you can still edit jobs using the sample printer. However, you cannot print a job using the sample printer.
- In the browser version of TotalFlow Prep, printer management functions are not available. When you edit a job in the browser version, TotalFlow Prep uses the printer that was set in TotalFlow Production Manager or TotalFlow Print Server. For more information, see [Editing Jobs in the Browser Version of TotalFlow Prep, p. 218](#).

TotalFlow Prep can communicate with supported job ticket printers using PostScript, a combination of JDF and PDF, or Fiery API.

The PDF/JDF printer language offers a greater range of features using a pure PDF workflow and is available when you connect to TotalFlow Print Server or to an EFI Fiery print server that supports Fiery JDF. Some output options are only available when the printer language is set to **[PDF/JDF]**. For example, you can specify printer features, such as presets defined on an EFI Fiery print server, and unused tab ejection settings only for printers that use PDF/JDF. See the *Printer Connector Readme* for details about supported printers and controllers.

Fiery API provides the same features as the PDF/JDF printer language and can be used to communicate with certain EFI Fiery printers that have Fiery API version 5 or later. For the list of supported printers, see the *Printer Connector Readme*.

You can register non-RICOH printers using custom printer definition files created by regional experts. For each registered printer, you can specify the available installable options. Possible installable options include folding, binding, punching, stapling, and trimming units.

TotalFlow Prep also lets you register Windows printers that are connected to your system and use a printer driver compatible with the Windows V4 Print Subsystem.

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### Adding Printers

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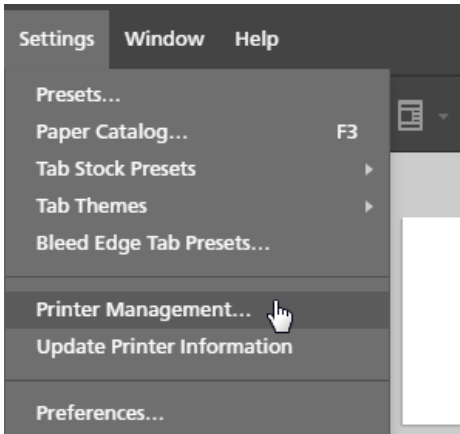
You can register new printers on the **[Printer Management]** screen.

**Important**

Before registering a printer, make sure that both your computer and the printer are correctly connected to the network. For details about printers that are compatible with this application, see the *Printer Connector Readme*. For details about how to connect the printer to a network, see the printer documentation.

To add a printer:

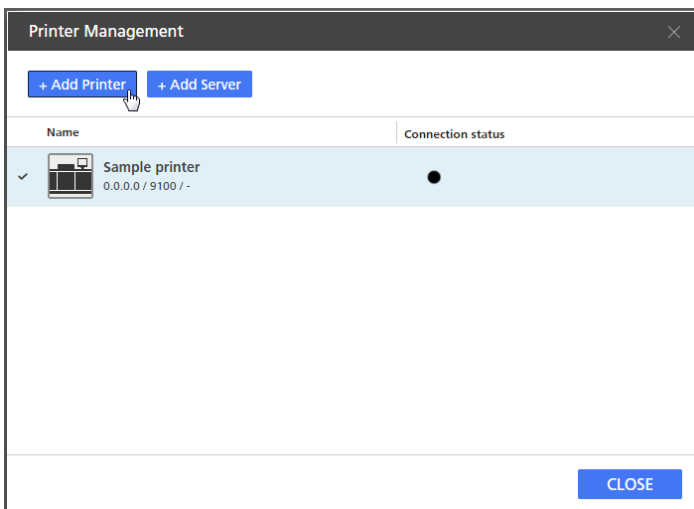
1. Go to **Settings** → **Printer Management**.



**Note**

You can also open the **[Printer Management]** screen directly from the printer selection menu on the menu bar.

2. On the **[Printer Management]** screen, click **[Add Printer]**.



3. On the **[Add Printer]** screen, follow these steps:

1. In the **[Printer name]** field, enter a display name for the printer.  
Enter up to 32 bytes.
2. Under **[Printer type]**, select **[Standard printer]**.
3. Configure the rest of the printer settings in the **[General]** and **[SNMP]** tabs.  
For details about a specific setting, click the **?** button to display the on-screen field help.

**Note**

- Make sure that SNMP is activated on the printer. See the printer documentation for more information.
  - The configured SNMP settings must match the corresponding settings on the printer.
4. Click **[OK]**.

## Adding Custom Printers

You can register non-RICOH printers using custom printer definition files created by regional experts.

### ★ Important

Before registering a printer, make sure that both your computer and the printer are correctly connected to the network. For details about how to connect the printer to a network, see the printer documentation.

To add a custom printer:

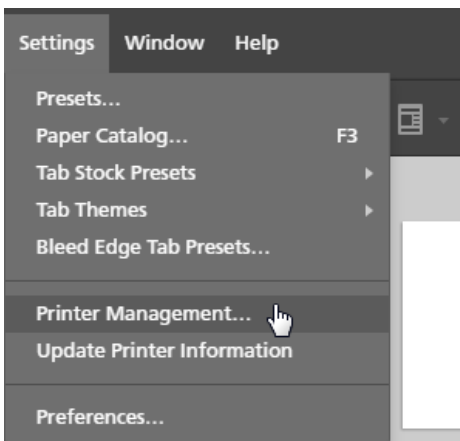
1. Go to **Start** → **All apps** → **RICOH TotalFlow Prep** and click **[Custom Printer Tool]**.

#### ↓ Note

The procedure might differ according to the operating system you are using.

The Custom Printer Tool opens in the default web browser.

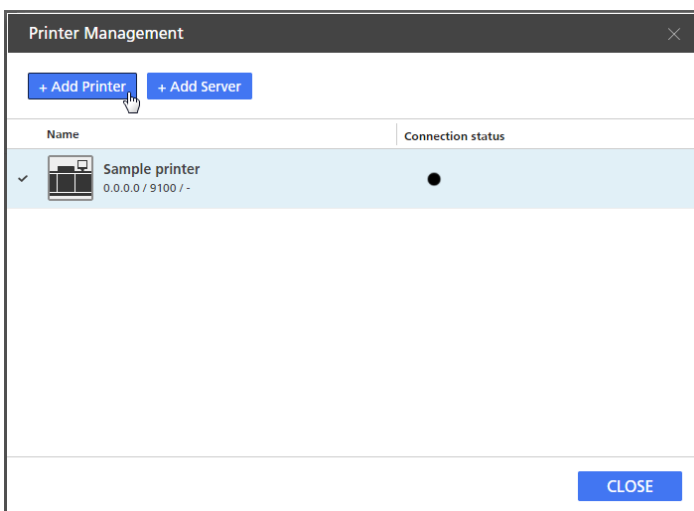
2. Add the custom printer definition file for the custom printer that you want to register.  
For more information, see [Importing a Custom Printer Definition File](#), p. 68.
3. In TotalFlow Prep, go to **Settings** → **Printer Management**.



#### ↓ Note

You can also open the **[Printer Management]** screen directly from the printer selection menu on the menu bar.

4. On the **[Printer Management]** screen, click **[Add Printer]**.



5. On the **[Add Printer]** screen, follow these steps:

**Add Printer**

General    SNMP

Printer name \* ?

Printer type ?

Standard printer

Custom printer

Printer model \*

-Select-    Settings...

Windows printer (Feature Preview)

Printer model

-Select-    Settings...

Send Feedback

Printer language ?

PostScript

IP address \* ?

Port number \* ?

9100

CANCEL    OK

1. In the **[Printer name]** field, enter a display name for the printer.  
Enter up to 32 bytes.
2. Under **[Printer type]**, select **[Custom printer]**.
3. Under **[Printer model]**, select the custom printer that you want to add.  
The list of printers depends on the custom printer definition files added through the Custom Printer Tool.
4. Click **[Settings...]** and specify the installable options available on the printer.

**Note**

The specified installable options determine which settings are available for jobs that use this printer.

For more information, see [Using the Installable Options, p. 68](#).

5. Configure the rest of the printer settings in the **[General]** tab.  
For details about a specific setting, click the **?** button to display the on-screen field help.

**Note**

SNMP settings are not available for custom printers.

- Click **[OK]**.

## Importing a Custom Printer Definition File

- Click **Import Custom Printer Definition File...**. The **[Import Custom Printer Definition File...]** button is located in the upper-left corner of the screen. You see the **[Open]** dialog box.
- Select a .gpz file from the dialog box and click **[Open]**. The .gpz file is displayed in the table on the main page and it is automatically selected. You can now use this custom printer definition file when you create a printer object in your TotalFlow application.

You see the .gpz file in the table on the main page.

RICOH Printer Connector				
<b>Import Custom Printer Definition File...</b>		Click the "Import Custom Printer Definition File..." to add definition files to the list of files. This will make the file available for the PrinterConnector to use in TotalFlow products.		
Custom Printer Definition File	Printer Model	Version	Printer Manufacturer	Date Modified
Mapping File1.gpz	Xerox DocuPrint	3.0	Xerox	Wed Feb 03 08:44:18 E...

## Deleting a Custom Printer Definition File

- On the table on the main page, hover over the custom printer definition file that you want to delete and click **[Delete]**, the **[Delete]** button. You see a warning message.
- Click **[YES]**. The selected custom printer definition file is deleted from Printer Connector.

**Note**

After you remove the custom printer definition file, you can no longer use the deleted custom printer definition file to create new printers. However, all the printers created using that custom printer definition file will still function correctly.

## Using the Installable Options

Configure the Installable Options depending on the capabilities of your printer. See the documentation for your printer for information on the device capabilities.

To configure the Installable Options:

- Select the options that are available for your printer. The **[Engine]** is selected by default, and it refers to the main component of a printer that performs the printing. Examples of installable options include: puncher, folding unit, booklet finisher, or stapler.

- To save your changes, click the **[OK]** button.

To change the capabilities of your printer, return to the Installable Options panel and select the desired options according to your needs.

## Adding Windows Printers

TotalFlow Prep lets you add printers that are connected to your Windows system and use a printer driver compatible with the Windows V4 Print Subsystem.

### ★ Important

- This function is currently provided only as a preview version. For the list of known limitations and possible solutions, see the Readme file available from the Windows Start menu.
- Before registering a printer, make sure that both your computer and the printer are correctly connected to the network. For details about how to connect the printer to a network, see the printer documentation.

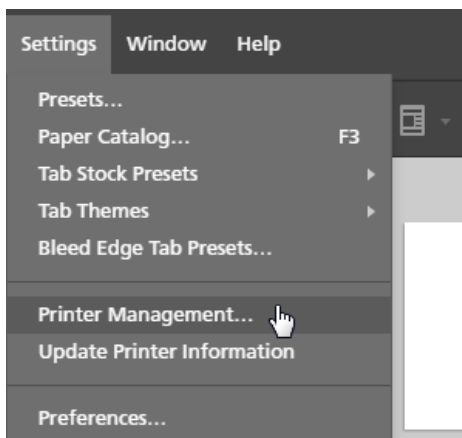
To add a Windows printer:

- Make sure that the printer you want to add is configured correctly in Windows and uses a printer driver compatible with the Windows V4 Print Subsystem.

For more information, see the Windows Help and the documentation for your printer.

For examples of supported drivers, go to [http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/p\\_i/p\\_i.htm?lang=en](http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/p_i/p_i.htm?lang=en).

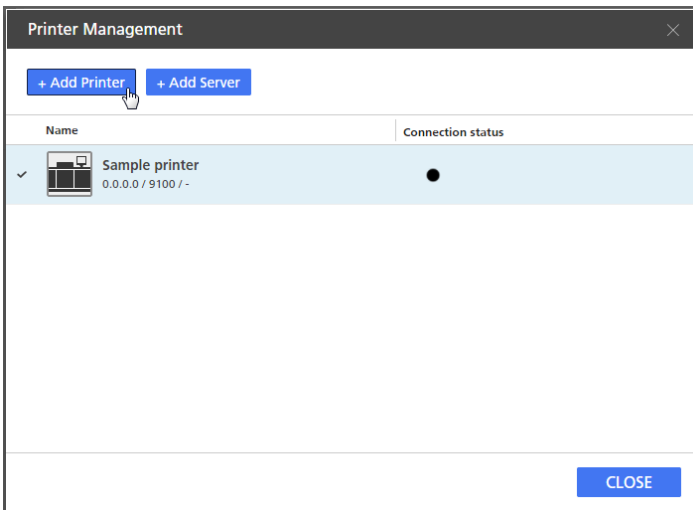
- In TotalFlow Prep, go to **Settings** → **Printer Management**.



### ↓ Note

You can also open the **[Printer Management]** screen directly from the printer selection menu on the menu bar.

- On the **[Printer Management]** screen, click **[Add Printer]**.




3

4. On the **[Add Printer]** screen, follow these steps:

1. In the **[Printer name]** field, enter a display name for the printer.  
Enter up to 32 bytes.
2. Under **[Printer type]**, select **[Windows printer]**.
3. Under **[Printer model]**, select the Windows printer that you want to add.



The list of printers only includes the printers available on your Windows system that use a printer driver compatible with the Windows V4 Print Subsystem.

4. Click **[OK]**.
5. On the **[Printer Management]** screen, hover over the registered Windows printer and click , the **[Edit]** button.
6. On the **[Edit Printer]** screen, click **[Settings...]**.
7. On the RICOH Windows Printer Mapping screen, configure mappings for the settings available on the printer.

A default set of mappings is already available based on the printer model.

For more information, click the help button on the RICOH Windows Printer Mapping screen.

3

## Adding Workflows from TotalFlow Production Manager

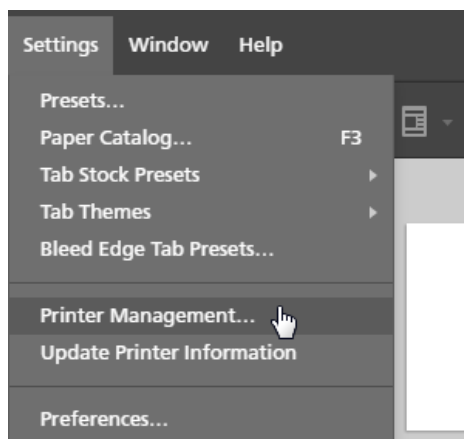
You can register workflows available in TotalFlow Production Manager on the **[Printer Management]** screen.

### ★ Important

To print jobs using TotalFlow Production Manager, you must first set up TotalFlow Production Manager and make sure it is connected to the network. For more information, see the TotalFlow Production Manager documentation.

To add a workflow:

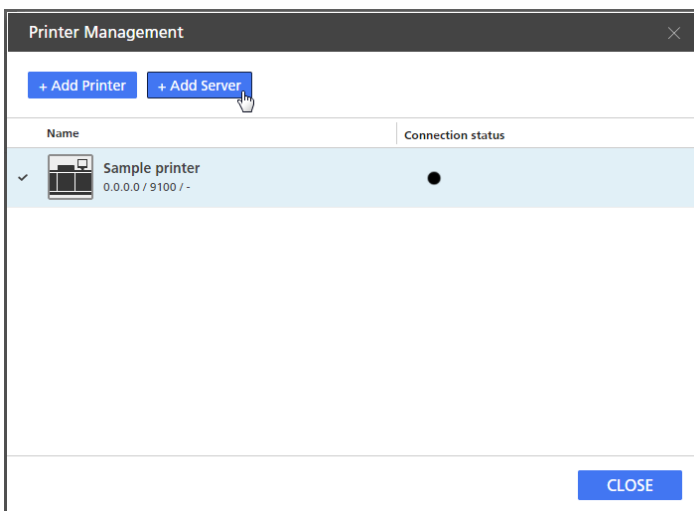
1. Go to **Settings** → **Printer Management**.



### ↓ Note

You can also open the **[Printer Management]** screen directly from the printer selection menu on the menu bar.

2. On the **[Printer Management]** screen, click **[Add Server]**.



3

- Configure the settings for the workflow that you want to add.


For details about a specific setting, click the  button to display the on-screen field help.

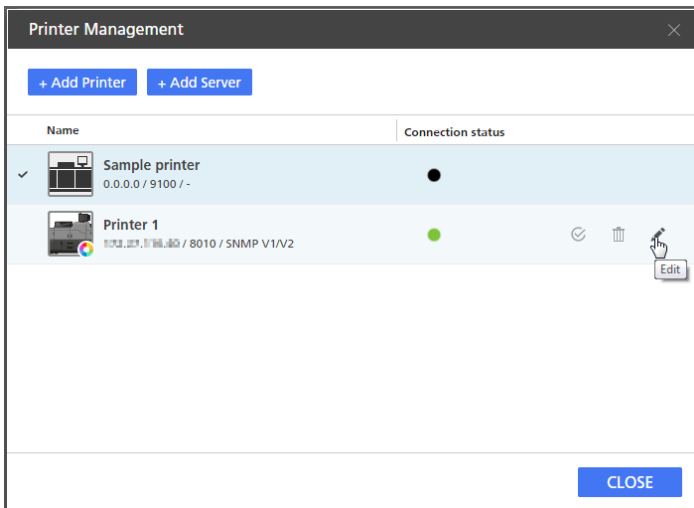
- Click **[OK]**.


## Editing Printer Settings

You can change the settings of a registered printer.

To modify the settings of a printer:

- Go to **Settings** → **Printer Management**.
- On the **[Printer Management]** screen, hover over the printer and click , the **[Edit]** button.




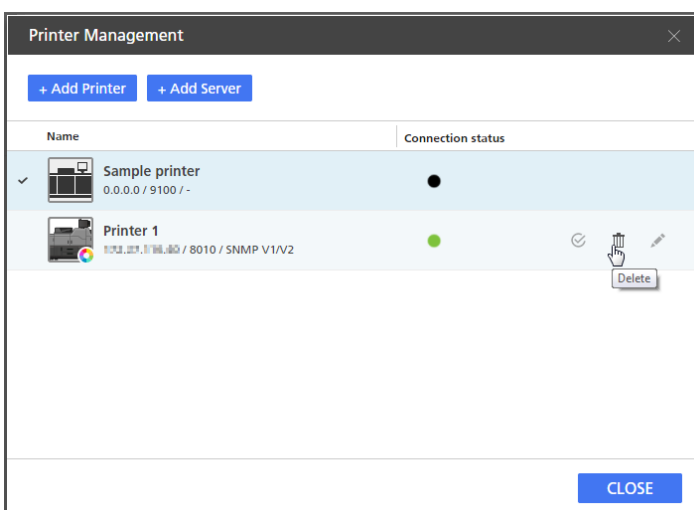
3. Change the printer settings as necessary.  
For details about a specific setting, click the  button to display the on-screen field help.
4. Click **[OK]**.

## Deleting Printers

You can delete registered printers that you no longer use.

To delete a printer:

1. Go to **Settings** → **Printer Management**.
2. On the **[Printer Management]** screen, hover over the printer that you want to remove and click , the **[Delete]** button.




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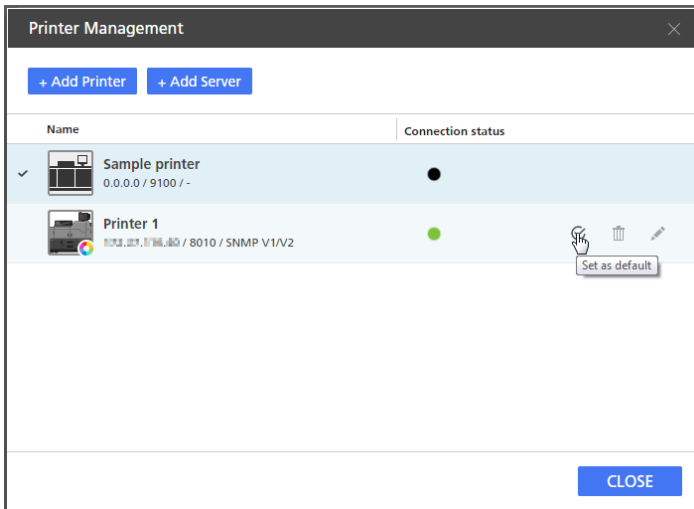
## Setting the Default Printer

---

You can specify which printer is used by default on the **[Printer Management]** screen.

To set the default printer:

1. Go to **Settings** → **Printer Management**.
2. On the **[Printer Management]** screen, hover over the printer that you want to set as default and click , the **[Set as default]** button.



---

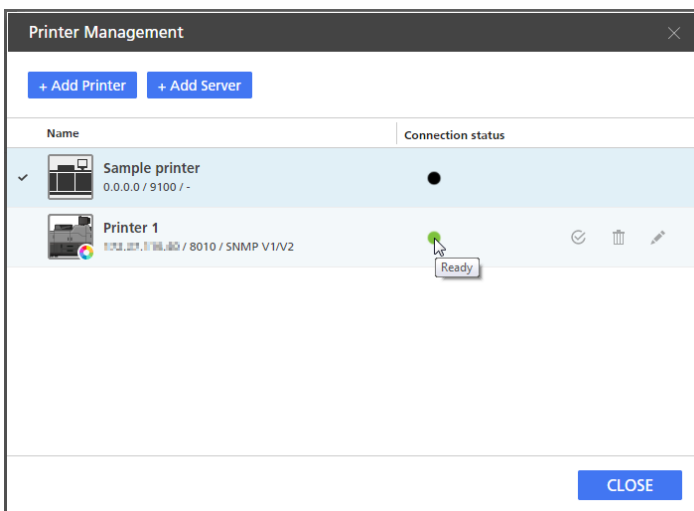
## Viewing Printer Information

---

You can view connection details and status information for registered printers.

To view printer information:

1. Go to **Settings** → **Printer Management**.
2. Look at the information displayed for each printer on the **[Printer Management]** screen:



- The default printer icon ✓ shows which printer is set as default.
- The color icon 🌈 and the black and white icon ⚫ show whether the printer can print in full color or only in black and white.
- Under the printer name you can see the IP, port number, and SNMP version set for the printer. Hover over the printer icon for information on the printer language, the printer controller type, and the link for the printer Web page.
- The connection status icons show whether the printer is ready to accept jobs:

● [Ready]	The printer is online and ready to receive jobs.
● [Offline]	The printer is offline. TotalFlow Prep cannot communicate with the printer.
● [Warning]	The printer is online and can receive jobs, but it indicates warnings such as low ink levels.
● [Error]	The printer is in an error state and cannot receive jobs.

## Refreshing Printer Information

You can refresh the status information and the device capabilities received from registered printers.


### ↓ Note

This function is not available in the browser version of TotalFlow Prep.

1. To refresh the status of a registered printer, do one of the following:
  - Close and reopen the **[Printer Management]** screen.
  - Edit and save the printer settings.

↓ **Note**

The printer status is also refreshed automatically at regular intervals as long as the **[Printer Management]** screen is open.

- To refresh the device capabilities and the list of available papers for a registered printer, make sure that the printer is selected in the printer selection menu on the menu bar and then click , the **[Refresh printer information]** button, or select **[Update Printer Information]** on the **[Settings]** menu.



↓ **Note**

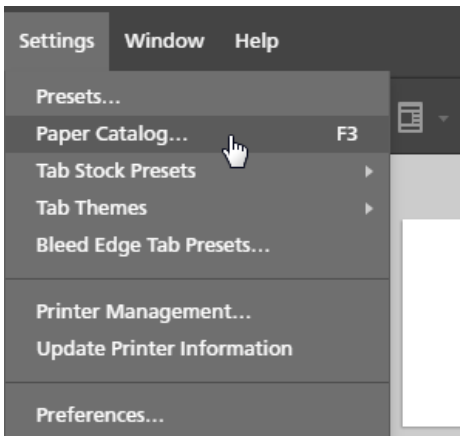
The device capabilities and the list of available papers are also refreshed automatically when you open a job, edit the printer settings, or switch printers from the printer selection menu.

## Managing the Paper Catalog

The paper catalog contains all the papers that are defined on the printer selected for the job and all the custom papers defined locally in TotalFlow Prep. Papers represent the paper, envelopes, forms, labels, or transparencies that jobs are printed on and that you can select when you set paper properties for jobs.

To view and manage the paper catalog:

- On the **[Settings]** menu, select **[Paper Catalog]**.



- On the **[Paper Catalog]** screen:

Name	Size	Weight	Type	Color
<b>LOADED PAPER (5)</b>				
A4	A4 (210 x 297 mm)	90 gsm	Plain	
A5	A5 (148 x 210 mm)	90 gsm	Plain	
A3	A3 (297 x 420 mm)	90 gsm	Plain	
A4	A4 (210 x 297 mm)	90 gsm	Plain	
Custom	A4 (210 x 297 mm)	90 gsm	Plain	
<b>FULL CATALOG (5)</b>				
A4	A4 (210 x 297 mm)	80 gsm	Plain	
Custom A3	A3 (297 x 420 mm)	90 gsm	Plain	
Custom A4	A4 (210 x 297 mm)	90 gsm	Plain	
Letter	Letter (8.5 x 11 in.)	80 gsm	Plain	
Tab A4	A4 (210 x 297 mm)	90 gsm	Tab stock (p...	

- To sort the list of papers in ascending or descending order according to a column, click the column heading.  
The **[Loaded Paper]** section displays the papers that are currently loaded in the printer trays. The **[Full Catalog]** section displays the papers from the printer catalog that are not loaded in the trays and all the custom papers registered in TotalFlow Prep.
- To see whether a paper is from the printer catalog or is a custom paper, look at the first column. The custom icon is displayed next to custom papers.
- To refresh the list of papers received from the printer, click the **[Refresh paper catalog]** button.  
The list of papers is also refreshed automatically when you open a job, edit the printer settings, switch printers from the printer selection menu, or click the **[Refresh printer information]** button, on the menu bar.

**Note**

This function is not available in the browser version of TotalFlow Prep.

## Adding Custom Papers

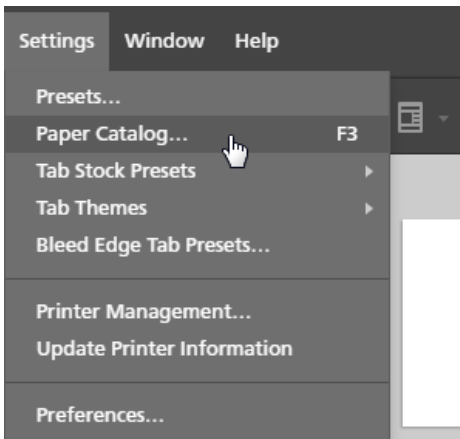
You can register custom papers in the paper catalog so they are available whenever you configure paper settings.

**Important**

To print on a registered custom paper, you must also register the same paper on the printer. For more information, see the printer documentation.

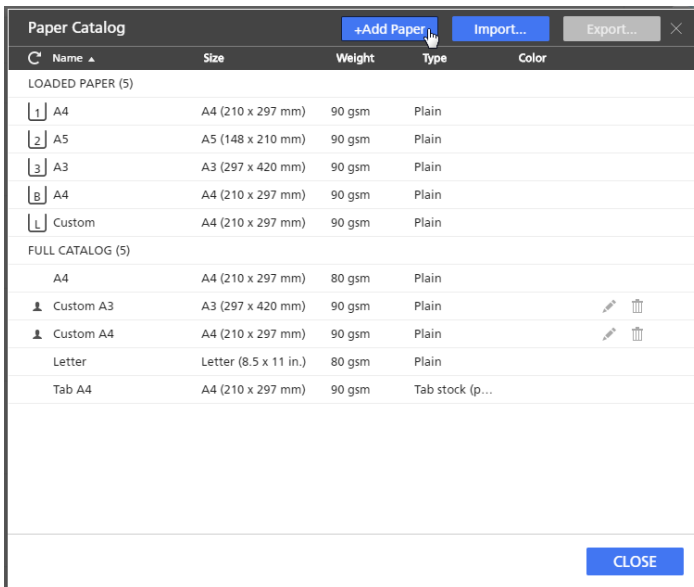
To add a custom paper:

- On the **[Settings]** menu, select **[Paper Catalog]**.



3

2. On the **[Paper Catalog]** screen, click **[+Add Paper]**.



**Note**

You can also add custom papers directly from the **[Select Paper]** screen by clicking the **[+Add Paper]** button.

3. Configure the settings for the custom paper on the **[Add Paper]** screen.

For details about a specific setting, click the **?** button to display the on-screen field help.



#### Note

- If you select **[Custom]** in the **[Size]** field and enter custom values for the paper width and height, TotalFlow Prep automatically applies the custom values to the paper orientation.
- You can preview your settings in the **[Paper Preview]** box.

#### 4. Click **[Save]**.

The registered custom paper is added to the list of papers in the paper catalog.

The custom icon  is displayed next to custom papers so you can easily identify them.


## Editing Custom Papers

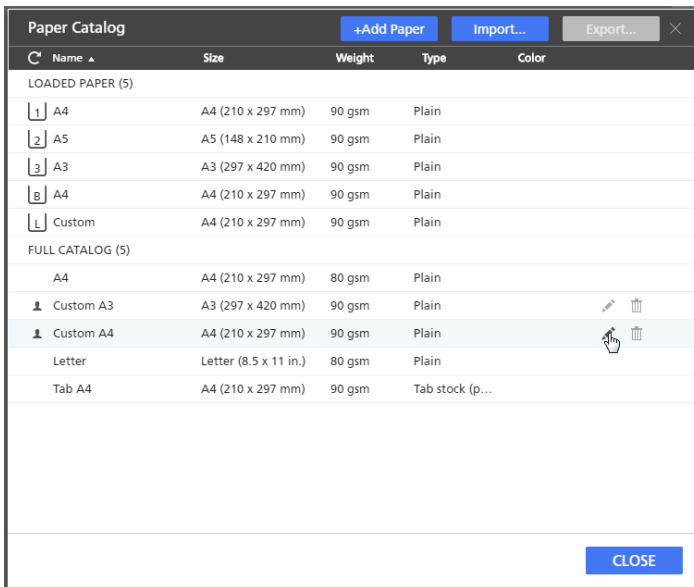
You can change the settings of a registered custom paper.

#### Important

- To print on a registered custom paper, you must also register the same paper on the printer. For more information, see the printer documentation.
- You can only edit the settings of custom papers. To modify other papers, make the changes in the paper catalog on the printer.
- If you modify a custom paper that is currently in use, a paper with the properties of the modified custom paper is set instead of the original custom paper.

To modify the settings of a custom paper:

1. On the **[Settings]** menu, select **[Paper Catalog]**.
2. On the **[Paper Catalog]** screen, click , the **[Edit]** button, next to the custom paper that you want to modify.

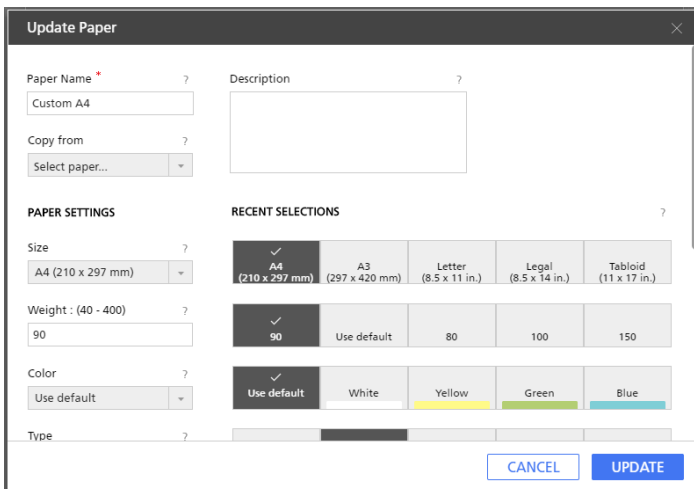


### Note

The custom icon  is displayed next to custom papers so you can easily identify them.

3. Change the settings as necessary on the **[Update Paper]** screen.

For details about a specific setting, click the  button to display the on-screen field help.



4. Click **[Update]**.

## Deleting Custom Papers

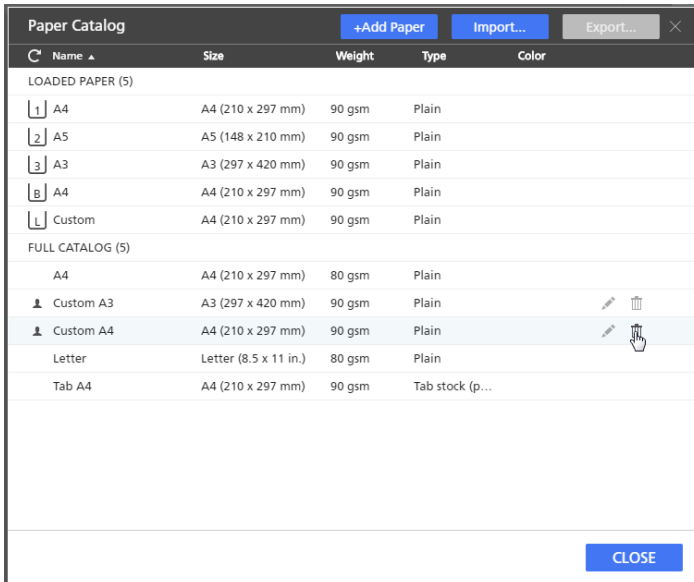
You can delete custom papers that you no longer use.

### ★ Important

If you delete a custom paper that is currently in use, a paper with the properties of the deleted custom paper is set instead of the original custom paper.

To delete a custom paper:

1. On the **[Settings]** menu, select **[Paper Catalog]**.
2. On the **[Paper Catalog]** screen, click , the **[Delete]** button, next to the custom paper that you want to delete.



#### Note

The custom icon  is displayed next to custom papers so you can easily identify them.

3

## Exporting Custom Papers

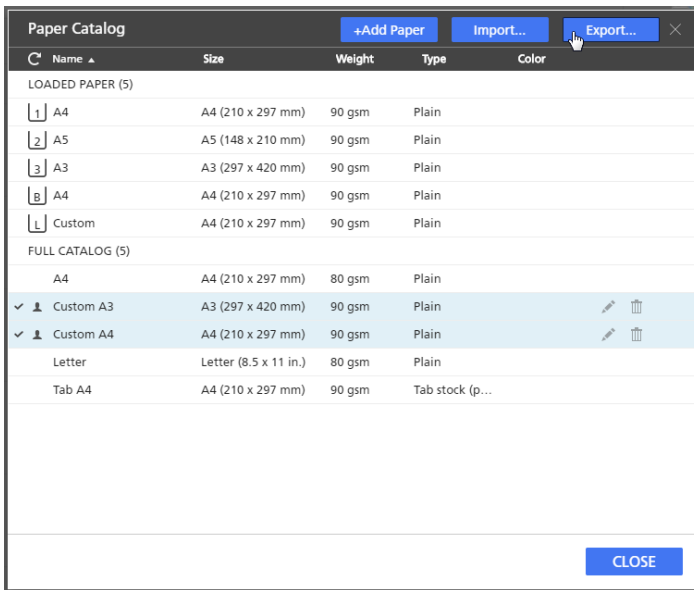
You can export custom papers as XML files so they can be used on another computer.

#### Note


This function is not available in the browser version of TotalFlow Prep.

To export custom papers:

1. On the **[Settings]** menu, select **[Paper Catalog]**.
2. On the **[Paper Catalog]** screen, select the custom papers that you want to export and click the **[Export...]** button.



#### Note

The custom icon  is displayed next to custom papers so you can easily identify them.

- In the **[Save As]** dialog box, specify a name and saving location for the exported XML file and click **[Save]**.

## Importing Custom Papers

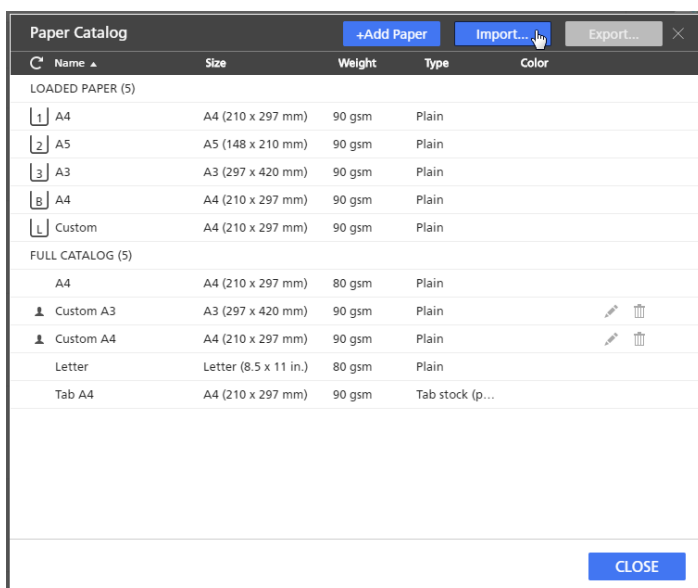
You can import papers that were exported as XML files using TotalFlow Prep or the paper export functionality available on certain printers with EFI Fiery controllers.

#### Note

- For information on the functions available on your printer, see the printer documentation.
- Whether the papers were exported from TotalFlow Prep or from a printer, they are imported as custom papers.
- This function is not available in the browser version of TotalFlow Prep.

To import custom papers:

- On the **[Settings]** menu, select **[Paper Catalog]**.
- On the **[Paper Catalog]** screen, click the **[Import...]** button.



- In the **[Open]** dialog box, browse for a paper settings XML file, select it, and click **[Open]**.  
If an imported paper has the same name as one of the existing papers in the paper catalog, a numeric value is appended to its name between parentheses.

## Setting Preferences

To improve productivity, you can set preferences according to your workflow and register external programs for editing PDF files or image documents.

You can customize these settings:

- Default measurement unit
- Default paper size for new jobs

### ↓ Note

This paper size setting is different from the PDF page size. You can set the default PDF page size in the TotalFlow PDF driver settings. To modify the TotalFlow PDF driver settings:

- Go to **Control Panel** → **Devices and Printers**.
- Right-click the **[TotalFlow PDF]** icon and select **[Printing preferences]**.

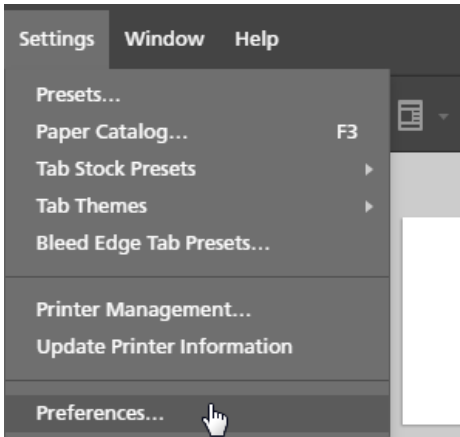
Depending on the operating system, TotalFlow PDF and Adobe PDF might be displayed as one entry in the **[Devices and Printers]** panel, either as **[TotalFlow PDF]** or **[Adobe PDF]**. In this case, to modify the TotalFlow PDF driver settings, right-click the **[TotalFlow PDF]** or **[Adobe PDF]** icon and select **Printing preferences** → **TotalFlow PDF**.

- On the **[Adobe PDF Settings]** tab, select an option from the **[Adobe PDF Page Size]** list.
  - Whether to save job changes in the job ticket or in the PDF file
  - Aspect ratio settings
  - User code settings
  - High contrast settings
  - Settings for finishing previews and job description alert windows

- Settings for external programs
- Grid and guide settings for editing originals

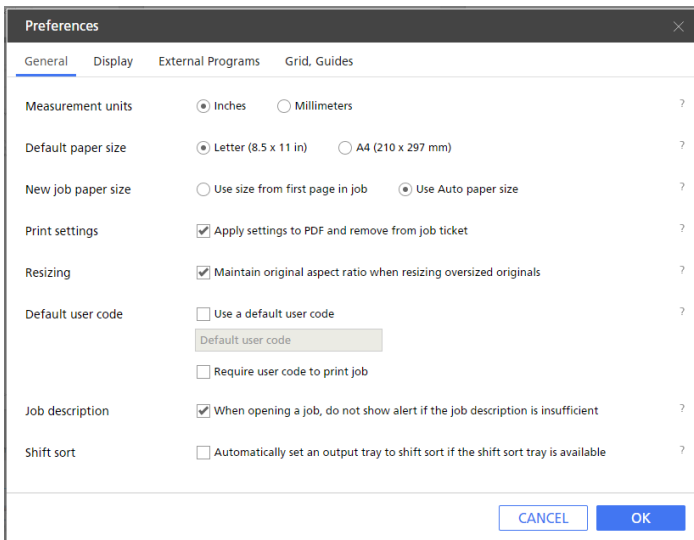
To set preferences:

1. On the **[Settings]** menu, select **[Preferences]**.



2. On the **[Preferences]** screen, configure the settings available in the **[General]**, **[Display]**, **[External Programs]**, and **[Grid, Guides]** tabs.

For details about a specific setting, click the **?** button to display the on-screen field help.



3. Click **[OK]**.

## 4. Preparing Jobs

- Creating a New Job
- Building a New Job
- Creating a New Blank Job
- Opening Jobs
- Switching Between Open Job Windows
- Closing Jobs

TotalFlow Prep lets you create jobs from scanned documents and electronic files. You can also automatically apply presets, tab settings, and chapter settings when the job is created.

### ↓ Note

- For better performance, we recommend that you work with up to 10 open jobs at a time.
- The performance of the application depends on several factors, including the size of the job file, the system performance, and the overall load on the system.

4

## Creating a New Job

You can create a new job from existing files on the computer using the **[Create New Job]** function.

### ↓ Note

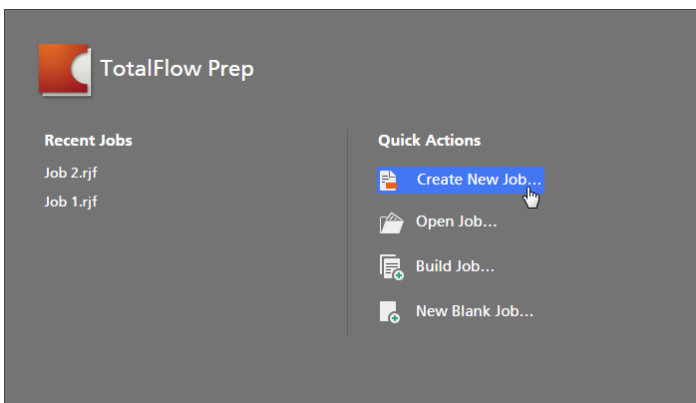
Use this method if the job will contain a single file or if all the files are located in the same folder and if you do not want to specify the order of the files inside the job.

### ★ Important

- The files must be located in a folder that can be accessed by the client computer.
- Make sure that the files have a supported format. For more information, see [Supported File Formats, p. 253](#).
- Before adding Microsoft Office files to a job, make sure that the TotalFlow PDF driver is installed. For more information, see the *Setup Guide*.
- This function is not available in the browser version of TotalFlow Prep.

To create a new job:

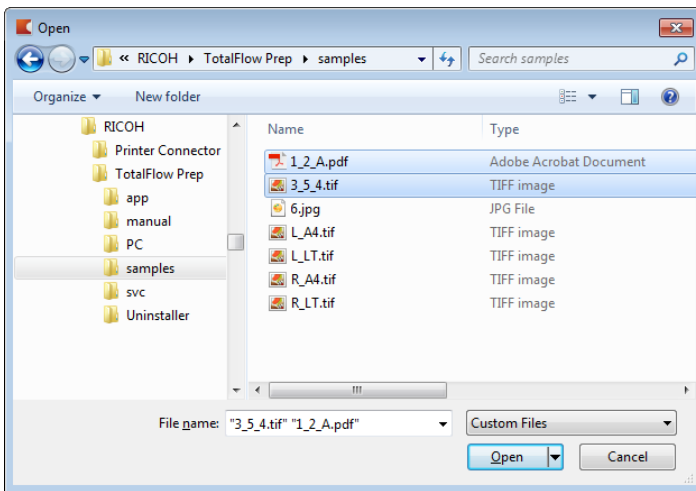
1. Open TotalFlow Prep and click **[Create New Job]** on the **[Quick Actions]** screen.



### ↓ Note

If a job is already open in TotalFlow Prep, go to **File** → **Create New Job** to create a new job.

- In the **[Open]** dialog box, browse for the files that you want to add to the job, select them, and click **[Open]**.



By default, only supported files are displayed. To display all the files inside the folder, select **[All Files]** instead of **[Custom Files]** next to the **[File name]** field.

If a file is password-protected, you are prompted to enter the password before you can add the file to the job.

The files are added to the job in alphabetical order.

#### Note

If a job was already open in TotalFlow Prep, the new job opens in a new window.

## Building a New Job

You can build a new job from existing files on the computer or from scanned files using the **[Build Job]** function.

#### Note

Use this method if the job will contain files from different folders or from a scanner and if you want to specify the order of the files inside the job. This method also lets you specify which pages to include in the job, apply presets, and automatically create chapters and tabs.

#### Important

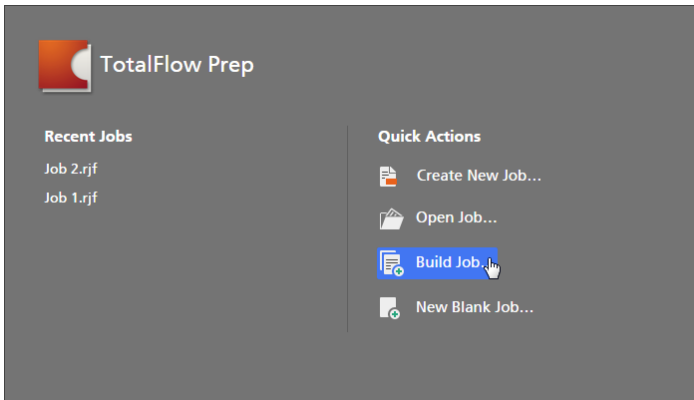
- The files must be located in a folder that can be accessed by the client computer.
- Make sure that the files have a supported format. For more information, see [Supported File Formats, p. 253](#).
- Before adding Microsoft Office files to a job, make sure that the TotalFlow PDF driver is installed. For more information, see the *Setup Guide*.
- This function is not available in the browser version of TotalFlow Prep.



## Building a Job from Existing Files

To build a job from existing files:

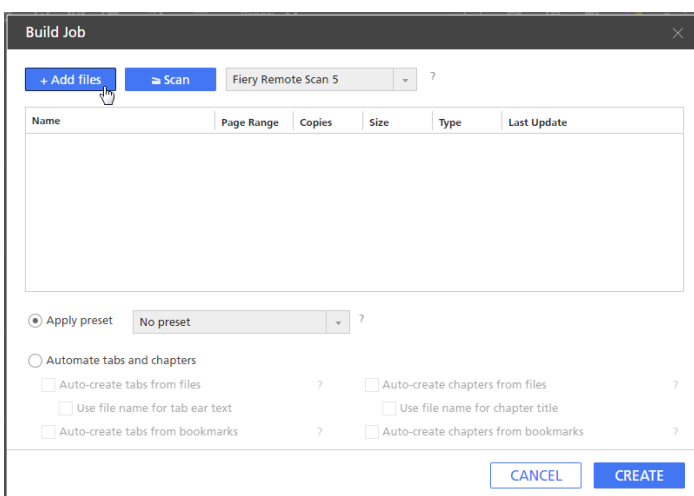
1. Open TotalFlow Prep and click **[Build Job]** on the **[Quick Actions]** screen.



### Note

If a job is already open in TotalFlow Prep, go to **File** → **Build Job** to build a new job.

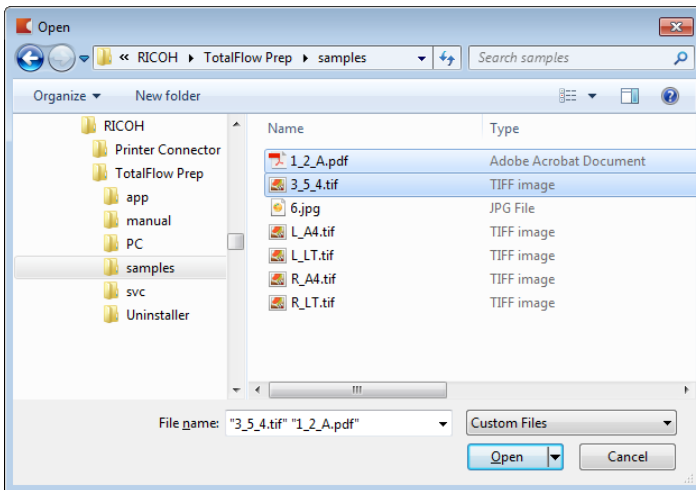
2. In the **[Build Job]** dialog box, click the **[Add files]** button.



### Note

You can also drag files from a Windows folder and drop them into the **[Build Job]** dialog box.

3. In the **[Open]** dialog box, browse for the files that you want to add to the job, select them, and click **[Open]**.



## 4

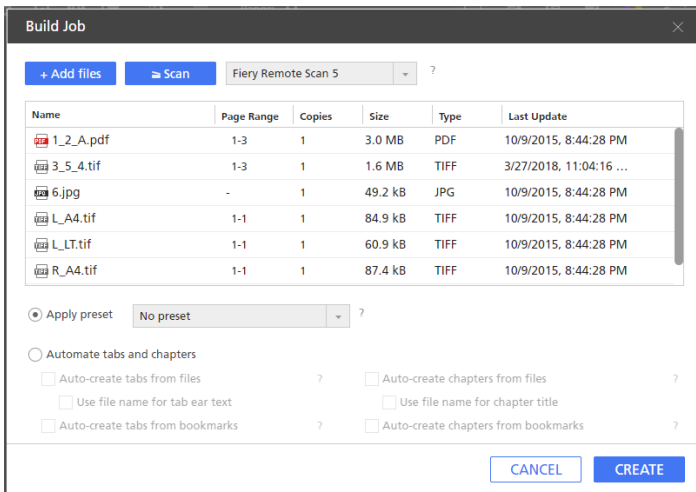
By default, only supported files are displayed. To display all the files inside the folder, select **[All Files]** instead of **[Custom Files]** next to the **[File name]** field.


If a file is password-protected, you are prompted to enter the password before you can add the file to the job.

- Repeat the previous two steps to add all the files required for the job.

You can also import files from a scanner and add them to the job. For more information, see [Building a Job from Scanned Files, p. 89](#).

- Optional:** In the **[Build Job]** dialog box, make the necessary adjustments and configure additional settings for the files.



- To reorder the files inside the job, drag and drop a file before or after other files in the list.
- To specify which pages to include for files with multiple pages, enter the required page numbers or page ranges in the **[Page Range]** column.  
Enter multiple pages or page ranges separated by commas.
- To include multiple copies of a file, enter the required number of copies in the **[Copies]** column.
- To remove a file from the list, hover over the file and click , the **[Delete]** button.

- To apply the settings in a registered preset when the job is created, enable the **[Apply preset]** option and select a preset from the list.
  - To apply tab settings or chapter settings automatically when the job is created, enable the **[Automate tabs and chapters]** option.  
You can create tabs and chapters based on the files inside the job or based on PDF bookmarks. For details about a specific setting, click the **?** button to display the on-screen field help.
6. Click the **[Create]** button.

**Note**

If a job was already open in TotalFlow Prep, the new job opens in a new window.

## Building a Job from Scanned Files

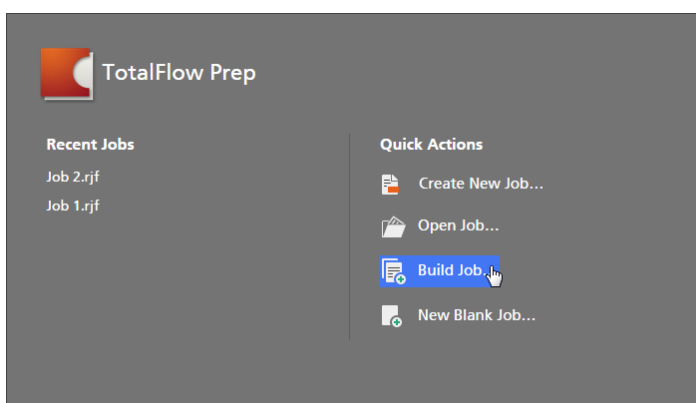
4

**Important**

- Depending on the scanner you want to use, you must first install and configure the corresponding RICOH TWAIN driver or the EFI Fiery Remote Scan utility.  
For information on the supported devices, see the *Printer Connector Readme* file. For information on the driver installation and configuration procedure, see the documentation for your drivers.
- For Windows Server 2016 and Windows Server 2019, make sure that the Desktop Experience version of the operating system is installed before installing the TWAIN driver.
- To use the scanner with the EFI Fiery controller option, the Fiery Remote Scan utility is required. The TWAIN driver cannot be used in this case.
- Make sure that you use a 32-bit version of Fiery Remote Scan. The latest 32-bit version is 6.6.0.60 and is available for download on the Ricoh website. For example, you can go to [http://support.ricoh.com/bb/html/dr\\_ut\\_e/lan\\_e/model/eb\\_32/eb\\_32en.htm](http://support.ricoh.com/bb/html/dr_ut_e/lan_e/model/eb_32/eb_32en.htm) and select a 32-bit link, such as [http://support.ricoh.com/bb/html/dr\\_ut\\_e/lan\\_e/model/eb\\_32/eb\\_32en.htm#Microsoft%20Windows%2010%20\(32-bit\)](http://support.ricoh.com/bb/html/dr_ut_e/lan_e/model/eb_32/eb_32en.htm#Microsoft%20Windows%2010%20(32-bit)).
- If the orientation of scanned data is not as required, you can rotate the pages using the rotate function provided by TotalFlow Prep. For more information, see [Rotating Pages, p. 123](#).

To build a job from scanned files:

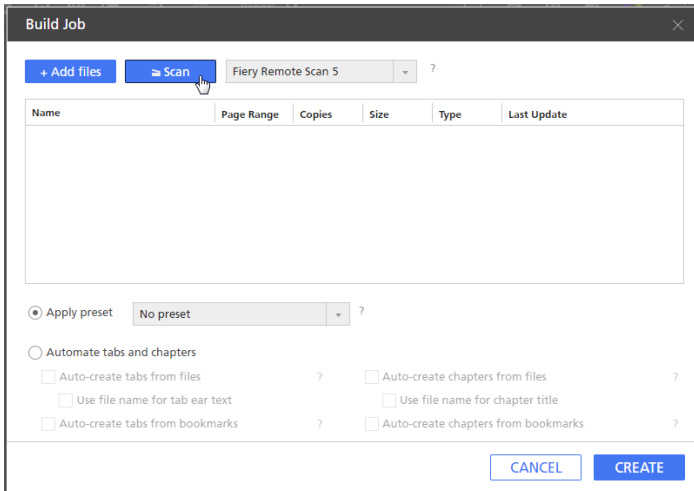
1. Open TotalFlow Prep and click **[Build Job]** on the **[Quick Actions]** screen.



**Note**

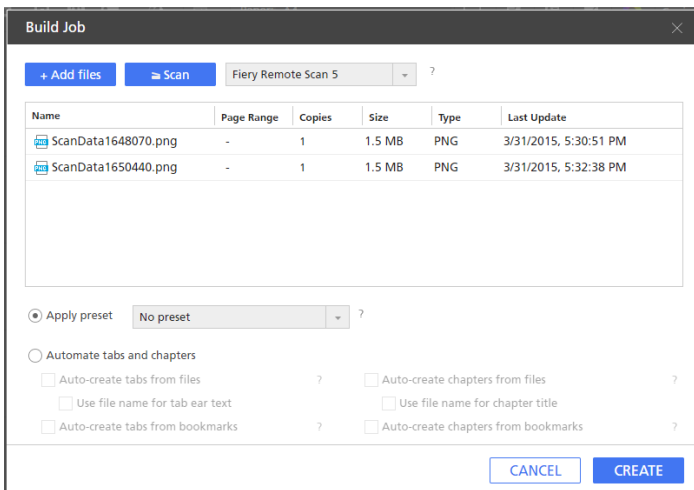
If a job is already open in TotalFlow Prep, go to **File** → **Build Job** to build a new job.

- In the **[Build Job]** dialog box, select a TWAIN-compliant scanner or the Fiery Remote Scan utility from the list of scanners and click **[Scan]**.





Depending on the selected scanner, the TWAIN driver setup screen or the Fiery Remote Scan utility is launched.

- Follow the steps required by the scanner driver and make any necessary settings. The file imported from the scanner appears in the list of files on the **[Build Job]** dialog box.
- Repeat the previous two steps to scan and add all the files required for the job. You can also browse for existing files on the computer and add them to the job. For more information, see [Building a Job from Existing Files, p. 87](#).
- Optional:** In the **[Build Job]** dialog box, make the necessary adjustments and configure additional settings for the files.



- To reorder the files inside the job, drag and drop a file before or after other files in the list.
- To specify which pages to include for files with multiple pages, enter the required page numbers or page ranges in the **[Page Range]** column. Enter multiple pages or page ranges separated by commas.

- To include multiple copies of a file, enter the required number of copies in the **[Copies]** column.
- To remove a file from the list, hover over the file and click , the **[Delete]** button.
- To apply the settings in a registered preset when the job is created, enable the **[Apply preset]** option and select a preset from the list.
- To apply tab settings or chapter settings automatically when the job is created, enable the **[Automate tabs and chapters]** option.  
You can create tabs and chapters based on the files inside the job or based on PDF bookmarks. For details about a specific setting, click the  button to display the on-screen field help.

6. Click the **[Create]** button.

 **Note**

If a job was already open in TotalFlow Prep, the new job opens in a new window.

4

## Creating a New Blank Job

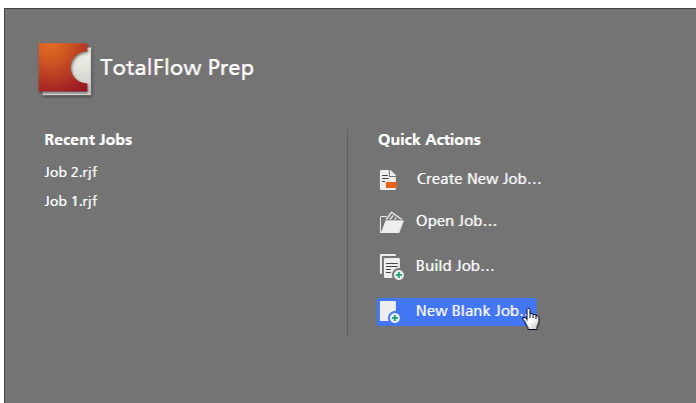
You can create a blank job with default settings using the **[New Blank Job]** function.

 **Note**

This function is not available in the browser version of TotalFlow Prep.

To create a blank job:

1. Open TotalFlow Prep.
2. Click **[New Blank Job]** on the **[Quick Actions]** screen.



A new job with a single blank page is created. The job paper size corresponds to the default paper size specified on the **[Preferences]** screen.

 **Note**

If a job is already open in TotalFlow Prep, go to **File** → **New Blank Job** to create a blank job.

## Opening Jobs

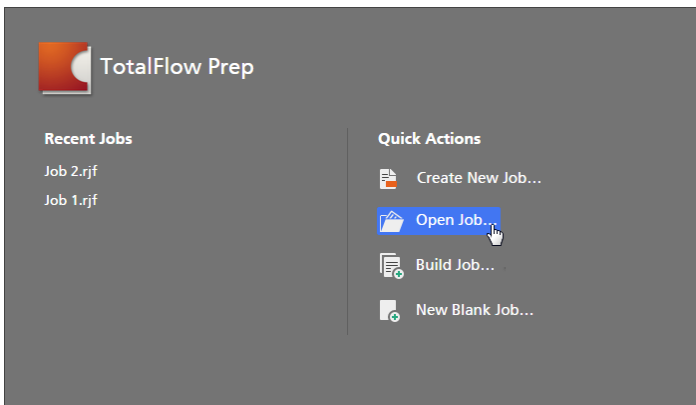
You can open jobs saved as RJF or JDF files to edit their settings or reprint them.

### ★ Important

- When you open a job saved with a printer that is no longer available, the default printer is used instead. The job settings are automatically adjusted to match the capabilities of the default printer.
- When you open a job saved with a paper that is no longer available or that has been modified, a custom paper with the same properties is used instead. The same applies for the paper specified for covers, inserts, tabs, slip sheets, designation sheets, and exception sheets.
- This function is not available in the browser version of TotalFlow Prep.

To open a job:

1. Open TotalFlow Prep and click **[Open Job]** on the **[Quick Actions]** screen.

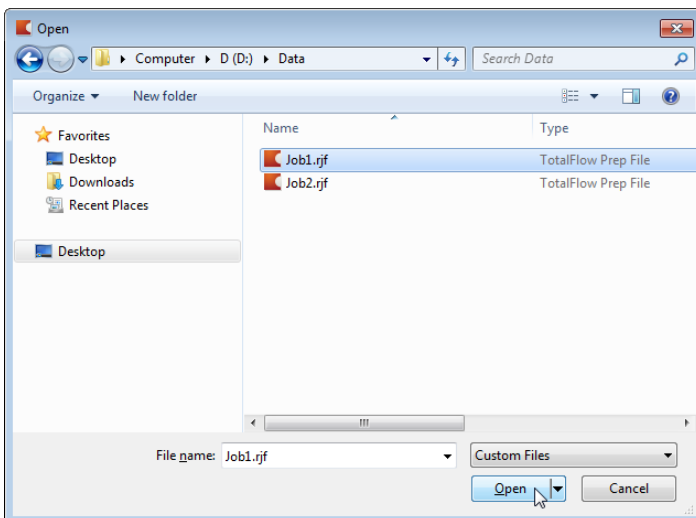


Jobs that you have recently worked with are listed in the **[Recent Jobs]** section. Click one of the jobs in the list to open it.

### ↓ Note

If another job is already open in TotalFlow Prep, go to **File** → **Open** to open a job. To open a job that you have recently worked with, use the **[Open Recent]** option.

2. In the **[Open]** dialog box, browse for the job that you want to open, select it, and click **[Open]**.



If a job is password-protected, you are prompted to enter the password before you can open it. If another job was already open in TotalFlow Prep, the selected job opens in a new window.

**Note**

You can also open an RJF job directly from Windows Explorer. Double-click the job file or right-click it and select **[Open]**.

**Reference**

For information on saving jobs, see [Saving Jobs, p. 225](#).

## Switching Between Open Job Windows

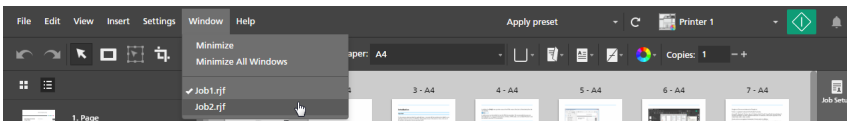
Each job opens in a new TotalFlow Prep window. You can switch between the windows to work with multiple jobs at a time.

**Note**

This function is not available in the browser version of TotalFlow Prep.

To switch between job windows:

1. Click **[Window]** on the menu bar.
2. Select the name of the job that you want to edit.

**Note**

You can also minimize job windows using the **[Minimize]** or the **[Minimize All Windows]** option in the **[Window]** menu.

## Closing Jobs

You can close a single job window and keep any other jobs open. If only one job is open and you close it, the application returns to the **[Quick Actions]** screen.

**Note**

This function is not available in the browser version of TotalFlow Prep.

To close a job:

1. On the **[File]** menu, select **[Close]**.
2. Specify whether you want to save the job changes in the confirmation dialog box. The job window closes.





# 5. Editing Jobs

- Specifying a Printer for the Job
- Specifying Job Information
- Changing Page Layouts
- Creating Chapters
- Using External Programs to Edit Jobs
- Editing Original Files
- Specifying Paper Settings
- Specifying Imposition Settings
- Specifying Fifth Station Settings
- Specifying Finishing Settings
- Adding and Editing Tabs
- Adding and Editing Bleed Edge Tabs
- Adding and Editing Inserts
- Adding Page Numbers
- Adding a Header and Footer
- Adding Page Stamps
- Adding Covers
- Adding Slip Sheets and Designation Sheets
- Specifying Color Settings
- Specifying the Number of Copies to Print
- Specifying Exception Settings
- Editing Jobs in the Browser Version of TotalFlow Prep
- Solving Job Setting Conflicts

After you create a job, you can use the functions of TotalFlow Prep to change the page layout and edit the original pages. You can also specify job properties such as imposition, paper, finishing, and output settings.

### Note

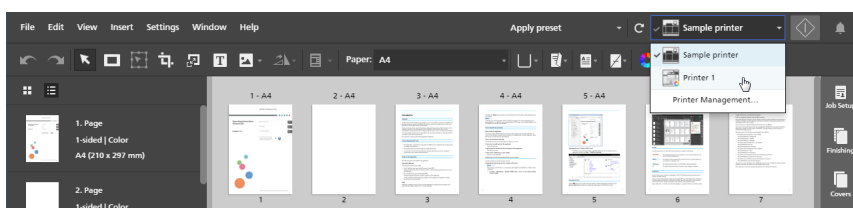
- For better performance, we recommend that you work with up to 10 open jobs at a time.
- The performance of the application depends on several factors, including the size of the job file, the system performance, and the overall load on the system.

## Specifying a Printer for the Job

For best results, register and select the printer that you want to use to print the job before you start editing the job settings. If you change the printer after you specify paper, imposition, finishing, or output settings, you might be prompted to adjust the specified job settings.

To specify a printer for the job:

1. Register the printer that you want to use.  
For more information, see [Registering Printers, p. 63](#).
2. On the menu bar, click the printers menu and select a printer from the list.



Only registered printers appear in the printer selection menu.

### Note

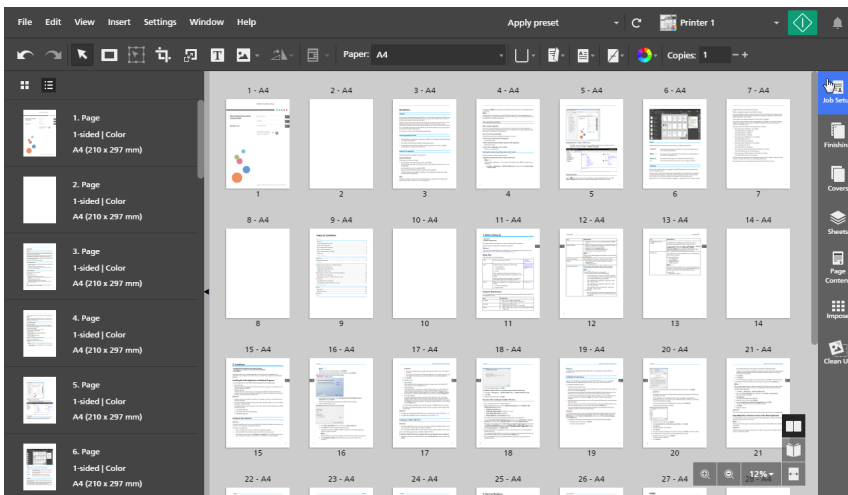
In the browser version of TotalFlow Prep, the printer selection function is not available. When you edit a job in the browser version, TotalFlow Prep uses the printer that was set in TotalFlow Production Manager or TotalFlow Print Server. For more information, see [Editing Jobs in the Browser Version of TotalFlow Prep, p. 218](#).

## Specifying Job Information

You can specify useful details for the job such as the customer name, the job name, the user code, the job description, the print mode, banner page information, and special instructions.

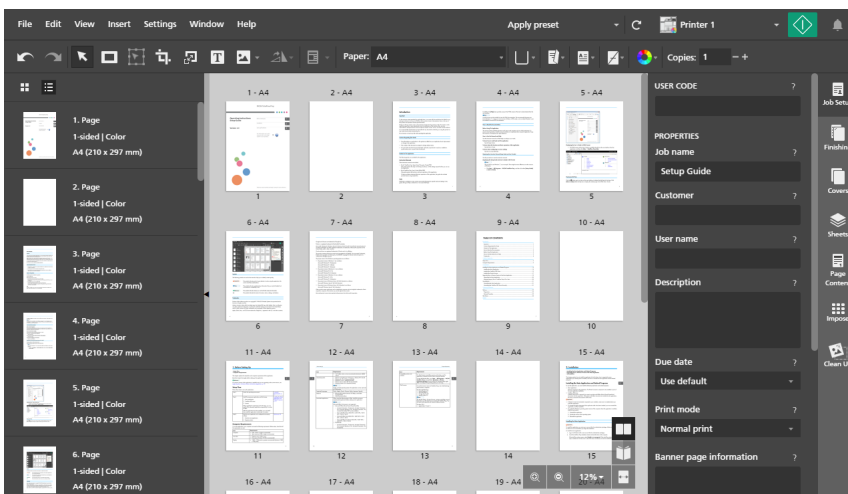
To specify job information:

1. In the settings area on the right, click **[Job Setup]** to display the available job properties.



2. In the **[Job Setup]** panel, specify the properties required for the job.

For details about a specific setting, click the **?** button to display the on-screen field help.



## Changing Page Layouts

TotalFlow Prep lets you change the order and layout of the pages in the job, insert blank pages, insert other documents, set chapters, and run external programs to edit the job pages.

## Selecting Pages and Sheets

You can select the pages and sheets inside the job to interact with them.

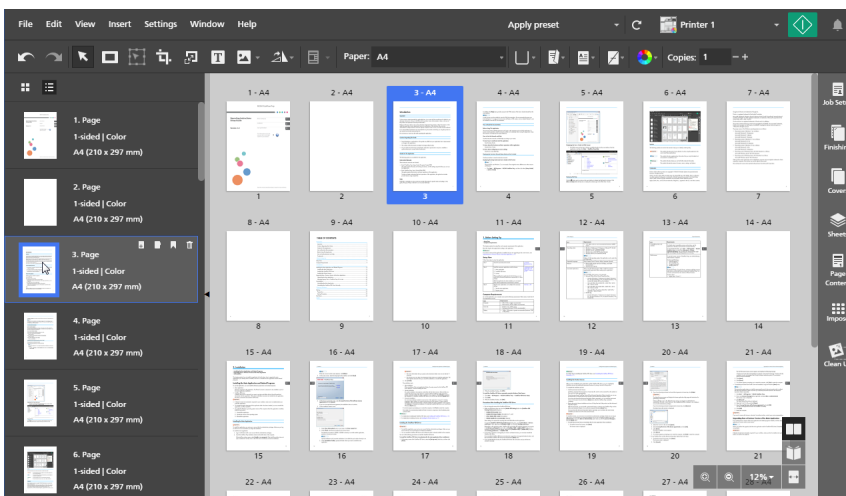
### Selecting Pages

You can select pages in the page list.


To select pages:

1. In the page list, use the scroll bar to go to the pages that you want to select.
2. Select pages using one of these methods:
  - To select a single page, click the thumbnail for the page.

5



- To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
- To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.
- To select all the pages, click any page and press **Ctrl+A** or right-click any page and choose **[Select all]**.
- For jobs that are set to print only on the front side of the sheet, to select all the odd pages or all the even pages, right-click any page and choose **Select** → **Odd pages** or **Select** → **Even pages**.
- For jobs that are set to print on both sides of the sheet, to select all the pages placed on the front side or all the pages placed on the back side, right-click any page and choose **Select** → **Front pages** or **Select** → **Back pages**.
- To select all the pages that have the same paper size, paper type, and paper color as a specific page, right-click the page and choose **Select** → **Pages like this one**.

- To select all the pages that have paper, color, printing side, or stapling exceptions applied, right-click any page and choose **Select** → **Page exceptions**.
- To select all the tabs, right-click any page and choose **Select** → **Tab pages**.
- To select all the pages inside a chapter, make sure that the **[List view]** is active and click the  icon in the chapter heading. Hold the **Ctrl** key to make multiple selections.
- To select specific pages or page ranges, right-click any page and choose **Select** → **Page range**.

In the **[Page range]** dialog box, enter the pages or page ranges that you want to select. You can enter multiple pages or page ranges separated by commas, such as 1-7, 9, 11-n, where n is the last page in the job. Make sure that you enter the pages and page ranges in ascending order.

Inserted tabs, preprinted covers, blank designation sheets, inserts, and any other pages that do not have a page number are not included in the selection.

- To invert the current selection, right-click any selected page and choose **Select** → **Invert selection**. All the previously selected pages are deselected and all the other pages in the job are selected instead.

#### ↓ Note

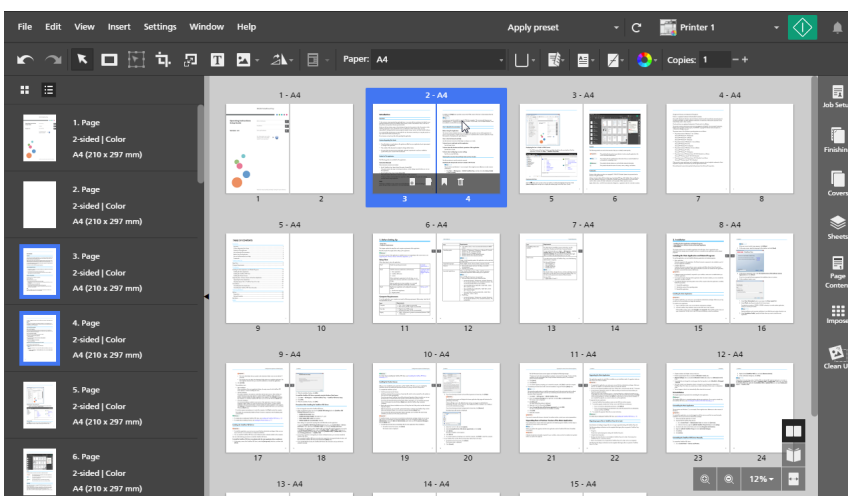
When you select one or more pages in the page list, all the corresponding sheets are also selected in the workspace area. You can press the space bar after you select the pages to display the corresponding sheets in the workspace if they are not initially visible.

## Selecting Sheets

You can select sheets in the workspace area.

To select sheets:

1. Make sure that the **[Sheet view]** is active in the workspace area.
2. Select sheets using one of these methods:
  - To select a single sheet, click the thumbnail for the sheet.



- To select multiple sheets, hold the **Ctrl** key and click each sheet that you want to select.

- To select a range of sheets, click the first sheet in the range, then hold the **Shift** key and click the last sheet in the range.
- To select all the sheets, click anywhere in the workspace and press **Ctrl+A** or right-click any sheet and choose **[Select all]**.
- To select all the sheets that have the same paper size, paper type, and paper color as a specific sheet, right-click the sheet and choose **Select** → **Sheets like this one**.
- For jobs that are set to print only on the front side of the sheet, to select all the odd sheets or all the even sheets, right-click any sheet and choose **Select** → **Odd sheets** or **Select** → **Even sheets**.
- To select all the sheets that have any color object, right-click any sheet and choose **Select** → **Color sheets**.
- To select all the sheets that have paper, color, printing side, or stapling exceptions applied, right-click any sheet and choose **Select** → **Sheet exceptions**.
- To select all the tabs, right-click any sheet and choose **Select** → **Tab sheets**.
- To invert the current selection, right-click any selected sheet and choose **Select** → **Invert selection**. All the previously selected sheets are deselected and all the other sheets in the job are selected instead.

↓ **Note**

When you select one or more sheets in the workspace area, all the corresponding pages are also selected in the page list.

---

## Copying, Cutting, and Pasting Pages and Sheets

---

You can copy or cut pages and sheets and then paste them inside the job.

↓ **Note**

- You cannot copy or cut preprinted covers or blank designation sheets.
- You cannot paste pages or sheets before a preprinted front cover or before a blank designation sheet that is inserted at the beginning of a chapter.

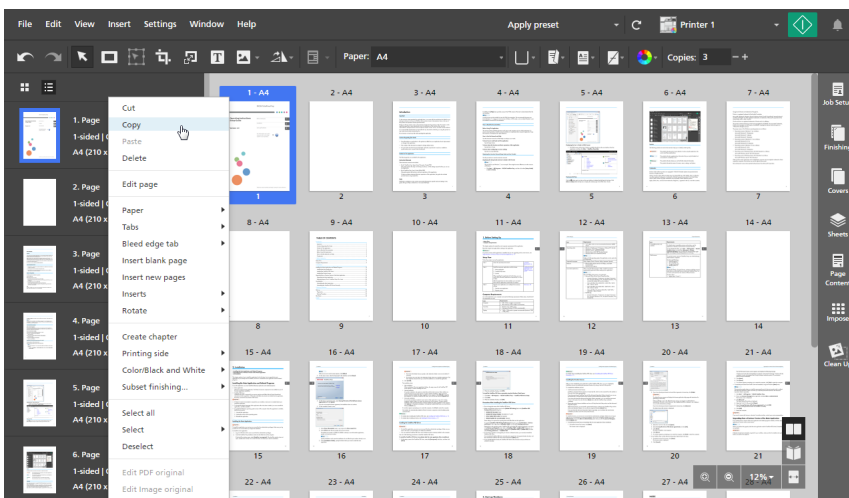
---

## Copying, Cutting, and Pasting Pages

---

To copy, cut, and paste pages:

1. Select the page in the page list.
  - To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
  - To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.
2. Right-click and select **[Copy]** or **[Cut]** from the menu.



**Note**

You can also press **Ctrl+C** for copy or **Ctrl+X** for cut.

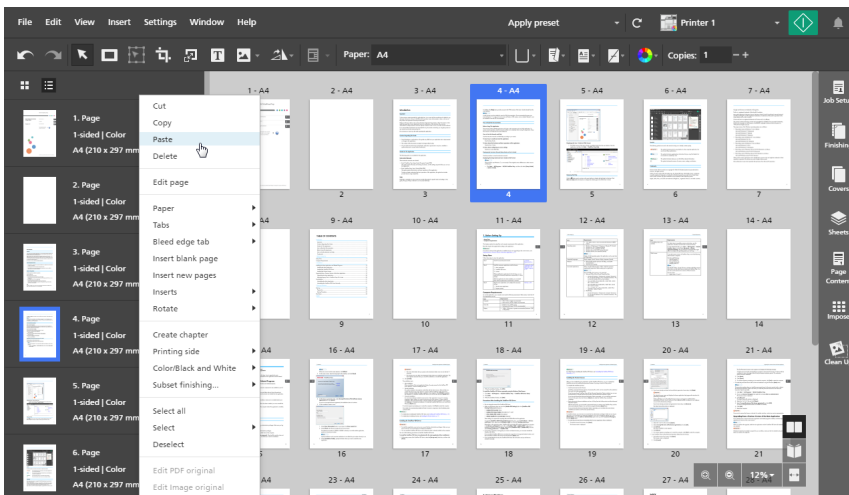
3. Select the target page.

**Important**

When copied pages are pasted, they are inserted before the target page.

If the job has **[Normal]** or **[Gangup]** imposition, you can also select a target sheet in the **[Sheet view]**.

4. Right-click and select **[Paste]** from the menu.



**Note**

You can also press **Ctrl+V**.

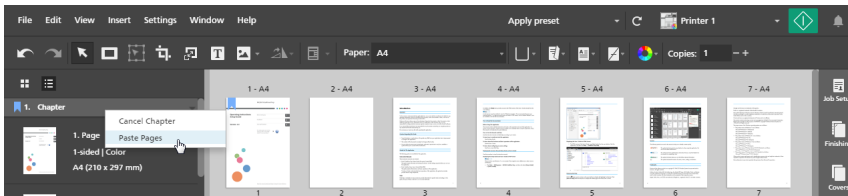
To undo an action, click , the **[Undo]** button.

### Pasting Pages at the Beginning of a Chapter

To paste pages at the beginning of a chapter:

1. Select the page in the page list.

- To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
  - To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.
2. Right-click and select **[Copy]** or **[Cut]** from the menu.
  3. Right-click the chapter heading and select **[Paste Pages]**.



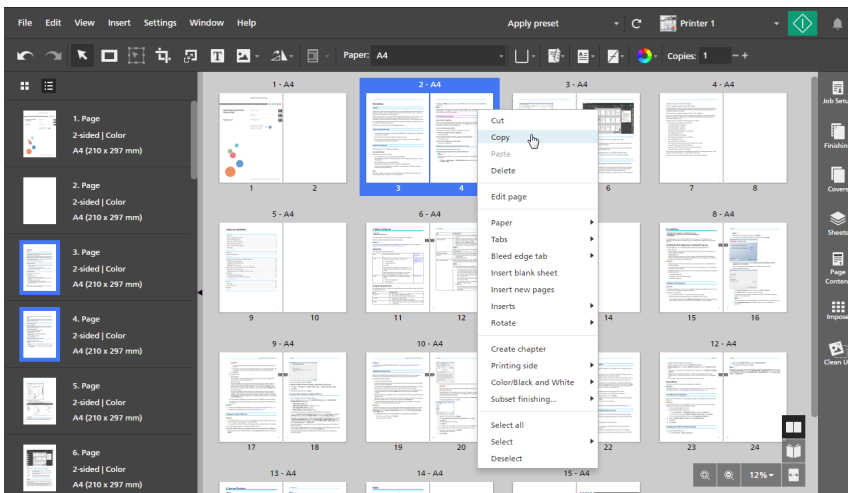
## Copying, Cutting, and Pasting Sheets

### Note

This function is not available if the imposition is set to **[Booklet]**.

To copy, cut, and paste sheets:

1. Select the sheet in the **[Sheet view]**.
  - To select multiple sheets, hold the **Ctrl** key and click each sheet that you want to select.
  - To select a range of sheets, click the first sheet in the range, then hold the **Shift** key and click the last sheet in the range.
2. Right-click and select **[Copy]** or **[Cut]** from the menu.



### Note

You can also press **Ctrl+C** for copy or **Ctrl+X** for cut.

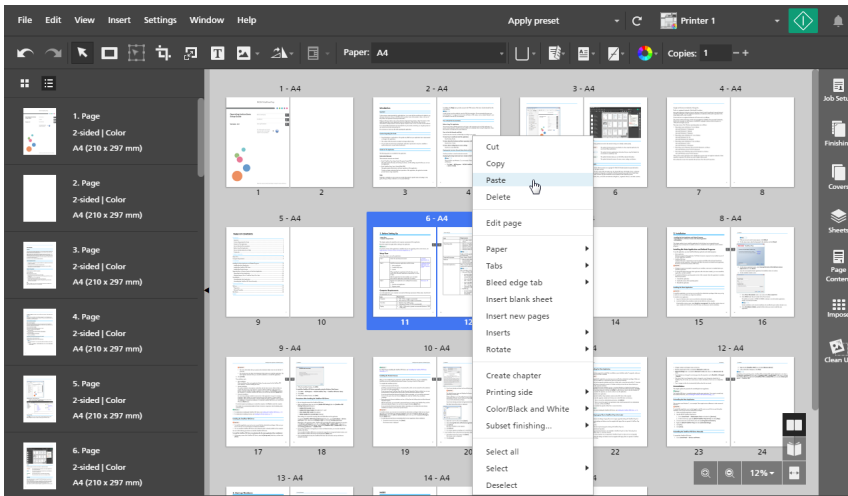
3. Select the target sheet.

### Important

When copied sheets are pasted, they are inserted before the target sheet.

You can also select a target page in the page list.

4. Right-click and select **[Paste]** from the menu.



#### Note

You can also press **Ctrl+V**.

To undo an action, click , the **[Undo]** button.

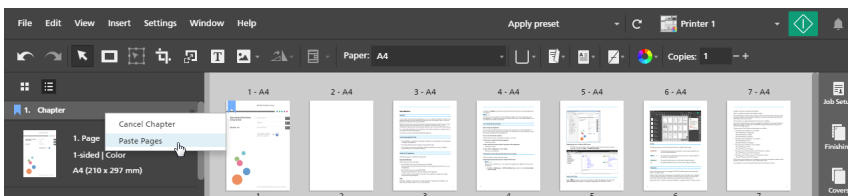
### Pasting Sheets at the Beginning of a Chapter

#### Note

This function is not available if the imposition is set to **[Booklet]**.

To paste sheets at the beginning of a chapter:

1. Select the sheet in the **[Sheet view]**.
  - To select multiple sheets, hold the **Ctrl** key and click each sheet that you want to select.
  - To select a range of sheets, click the first sheet in the range, then hold the **Shift** key and click the last sheet in the range.
2. Right-click and select **[Copy]** or **[Cut]** from the menu.
3. Right-click the chapter heading and select **[Paste Pages]**.



## Deleting Pages and Sheets

You can remove pages or sheets that are no longer required in the job.

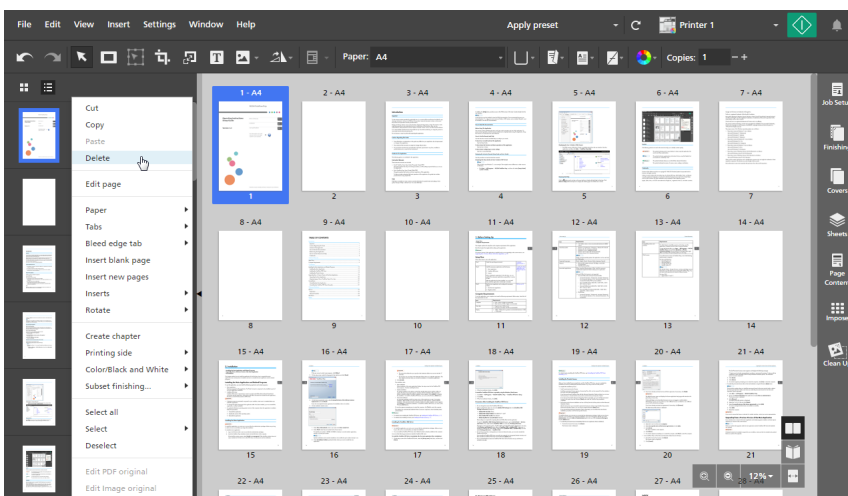


## Deleting Pages


You can delete pages in the page list.

To delete pages:

1. Select the page in the page list.
  - To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
  - To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.
2. Right-click and select **[Delete]** from the menu or press the **Delete** key.



### Note

In the **[List view]**, you can also hover over a page and click , the **[Delete page]** button.

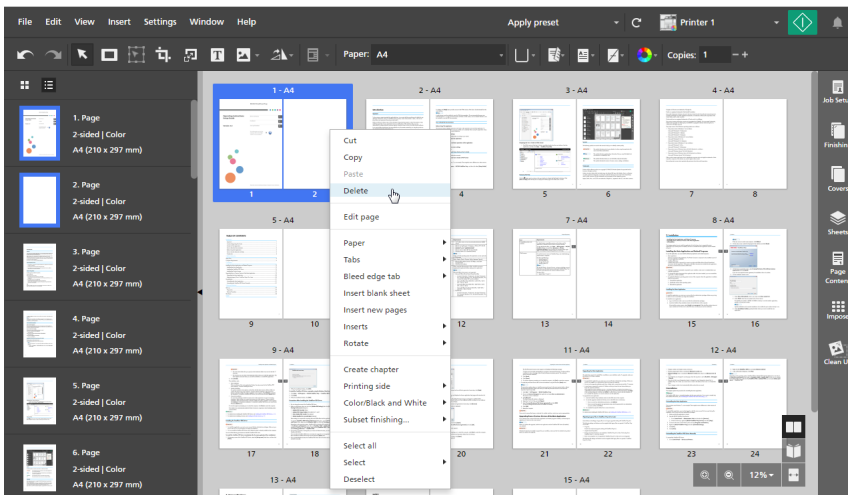
To undo a delete action, click , the **[Undo]** button.

## Deleting Sheets


You can delete sheets from the workspace area.

To delete sheets:

1. Select the sheet in the **[Sheet view]**.
  - To select multiple sheets, hold the **Ctrl** key and click each sheet that you want to select.
  - To select a range of sheets, click the first sheet in the range, then hold the **Shift** key and click the last sheet in the range.
2. Right-click and select **[Delete]** from the menu or press the **Delete** key.



**Note**

You can also hover over a sheet and click , the **[Delete sheet]** button.

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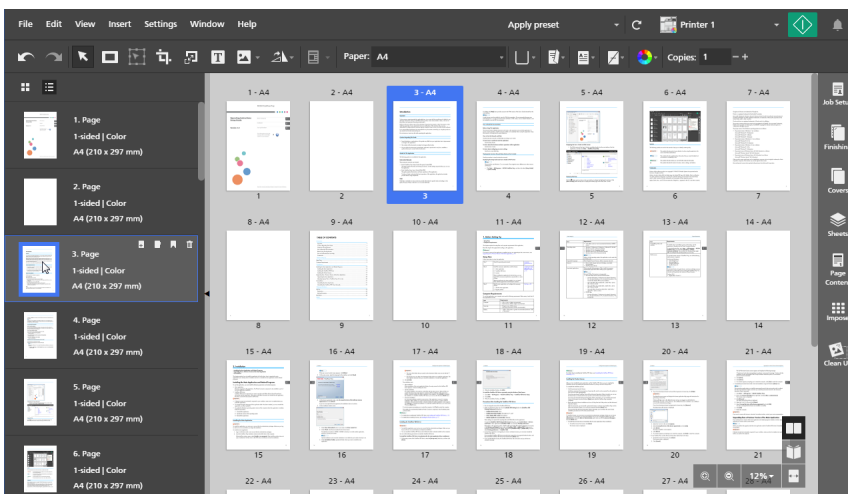
To undo a delete action, click , the **[Undo]** button.

## Moving Pages

You can change the order of pages inside the job by moving them to a different location.

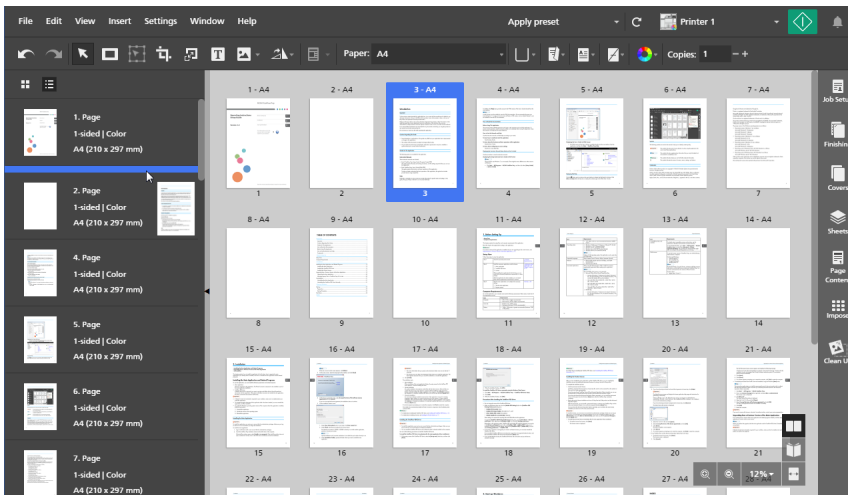
To move pages:

1. In the page list, select the page or pages that you want to move.



You cannot move preprinted covers or blank designation sheets.

2. Click the selection and hold the mouse button, then drag the pages to the new location and release the mouse button.




You can also drag the pages to the workspace area on the right if the workspace is displayed in **[Sheet view]** and if the job has **[Normal]** imposition and is set to print on the front side of the sheet.

You cannot move pages before a preprinted front cover or after a preprinted back cover. You cannot move pages before a blank designation sheet that is inserted at the beginning of a chapter or after a blank designation sheet that is inserted at the end of a chapter.

5

#### ↓ Note

- To undo a move action, click , the **[Undo]** button.
- If the job has chapters, you can move the pages directly inside a chapter.
- If the job has **[Normal]** imposition and is set to print on the front side of the sheet, you can also reorder the sheets in the job from the workspace area. In **[Sheet view]**, select the sheet or sheets that you want to move, and then drag them to the new location.

## Inserting Blank Pages and Sheets

You can insert blank pages or blank sheets in the job.

#### ↓ Note

You cannot insert a blank page or sheet before a preprinted front cover or before a blank designation sheet that is inserted at the beginning of a chapter.

### Inserting Blank Pages

You can insert blank pages from the page list.

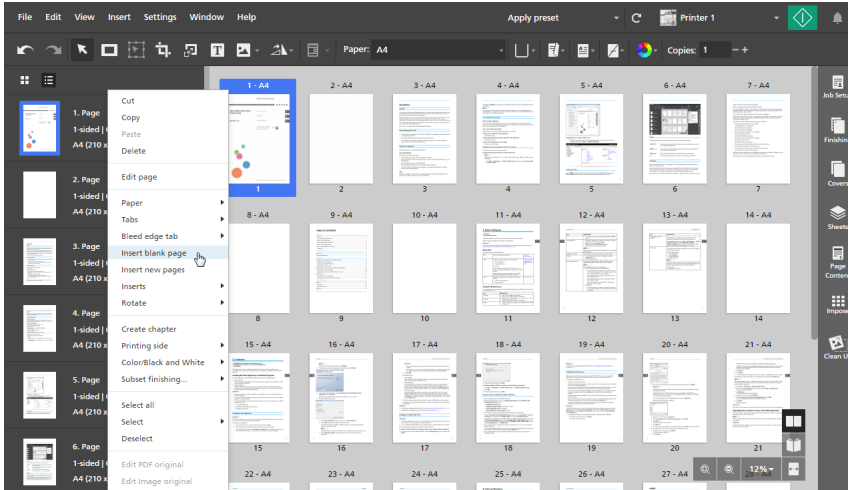
To insert a blank page:

1. Select the target page in the page list.


**★ Important**

When the blank page is inserted, it is placed before the target page.

2. Right-click and select **[Insert blank page]** from the menu.



**↓ Note**

In the **[List view]**, you can also hover over the target page and click , the **[Insert page]** button.

The inserted page has the same paper settings as the target page. If the target page has a paper exception specified, the inserted page uses the paper set for the job.


## Inserting Blank Sheets

You can insert blank sheets from the workspace area.

**↓ Note**

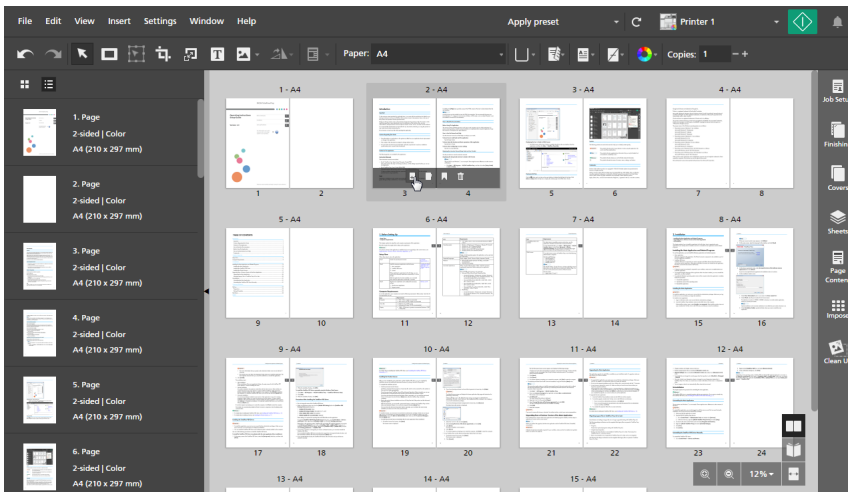
This function is not available if the imposition is set to **[Booklet]**.

To insert a blank sheet:

1. Make sure that the **[Sheet view]** is active in the workspace area.
2. Hover over the target sheet and click , the **[Insert sheet]** button.

**★ Important**

When the blank sheet is inserted, it is placed before the target sheet.



### Note

You can also right-click the target sheet and select **[Insert blank sheet]** from the menu.

The inserted sheet has the same paper settings as the target sheet. If the target sheet has a paper exception specified, the inserted sheet uses the paper set for the job.

5

## Inserting Pages from Existing or Scanned Files

While editing a job, you can insert pages from existing files on your computer, from documents saved in jobs, or from scanned files.

### Note

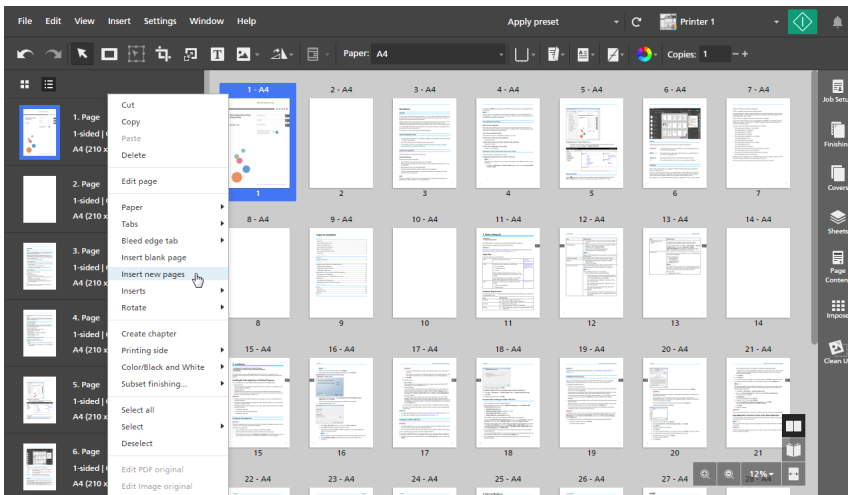
You cannot insert new pages before a preprinted front cover or before a blank designation sheet that is inserted at the beginning of a chapter.

To insert pages into a job:

1. Right-click the target page in the page list or the target sheet in **[Sheet view]** and select **[Insert new pages]**.

### Important

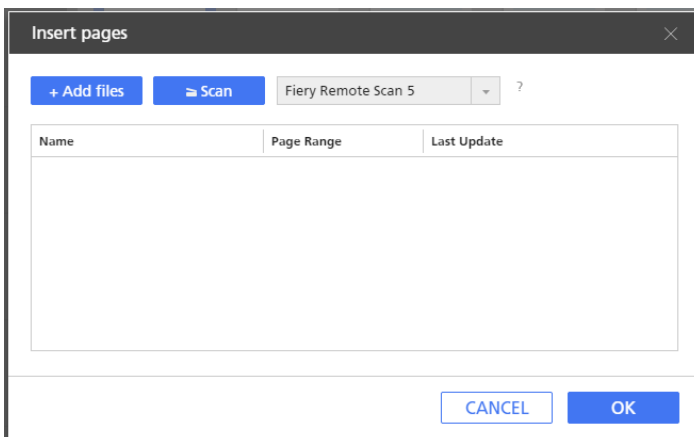
When the pages are inserted, they are placed before the target page or sheet.



**Note**

If the imposition is set to **[Booklet]**, you can only insert new pages from the page list.

- In the **[Insert pages]** dialog box, add files from your computer or import files from a scanner.



- To add files from your computer, click **[Add files]**, browse for the files that you want to add in the **[Open]** dialog box, select them, and click **[Open]**. You can also drag files from a Windows folder and drop them into the **[Insert pages]** dialog box.

If a file is password-protected, you are prompted to enter the password before you can add the file to the job.

**Important**

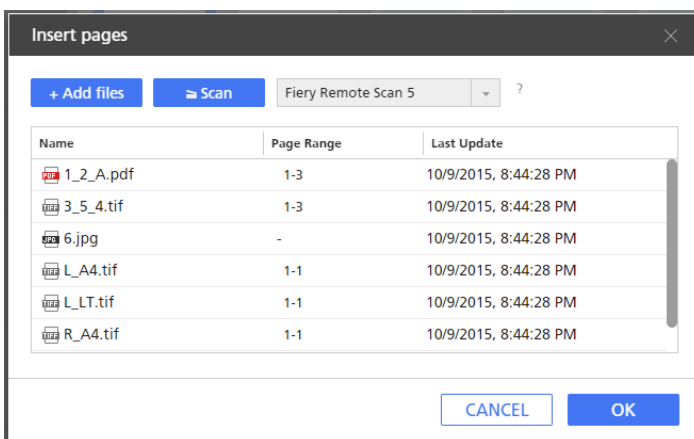
- The files must be located in a folder that can be accessed by the client computer.
- Make sure that the files have a supported format. For more information, see [Supported File Formats, p. 253](#).
- Before adding Microsoft Office files to a job, make sure that the TotalFlow PDF driver is installed. For more information, see the *Setup Guide*.
- To import files from a scanner, select a TWAIN-compliant scanner or the Fiery Remote Scan utility from the list of scanners and click **[Scan]**.


Depending on the selected scanner, the TWAIN driver setup screen or the Fiery Remote Scan utility is launched. Follow the steps required by the scanner driver and make any necessary settings.

**★ Important**

- The **[Scan]** function is not available in the browser version of TotalFlow Prep.
- Depending on the scanner you want to use, you must first install and configure the corresponding RICOH TWAIN driver or the EFI Fiery Remote Scan utility.  
For information on the supported devices, see the *Printer Connector Readme* file. For information on the driver installation and configuration procedure, see the documentation for your drivers.
- To use the scanner with the EFI Fiery controller option, the Fiery Remote Scan utility is required. The TWAIN driver cannot be used in this case.
- Make sure that you use a 32-bit version of Fiery Remote Scan. The latest 32-bit version is 6.6.0.60 and is available for download on the Ricoh website. For example, you can go to [http://support.ricoh.com/bb/html/dr\\_ut\\_e/lan\\_e/model/eb\\_32/eb\\_32en.htm](http://support.ricoh.com/bb/html/dr_ut_e/lan_e/model/eb_32/eb_32en.htm) and select a 32-bit link, such as [http://support.ricoh.com/bb/html/dr\\_ut\\_e/lan\\_e/model/eb\\_32/eb\\_32en.htm#Microsoft%20Windows%2010%20\(32-bit\)](http://support.ricoh.com/bb/html/dr_ut_e/lan_e/model/eb_32/eb_32en.htm#Microsoft%20Windows%2010%20(32-bit)).
- If the orientation of scanned data is not as required, you can rotate the pages using the rotate function provided by TotalFlow Prep. For more information, see [Rotating Pages](#), p. 123.

3. Repeat the previous step to add all the required files.
4. **Optional:** Make any necessary adjustments to the files.



- To reorder the files, drag and drop a file before or after other files in the list.
- To specify which pages to include for files with multiple pages, enter the required page numbers or page ranges in the **[Page Range]** column.  
Enter multiple pages or page ranges separated by commas.
- To remove a file from the list, hover over the file and click , the **[Delete]** button.

5. Click **[OK]**.


## Creating Chapters

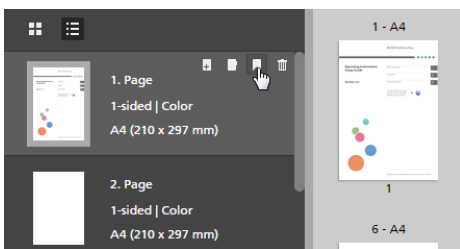
You can create chapters to organize the pages in the job.


### Note

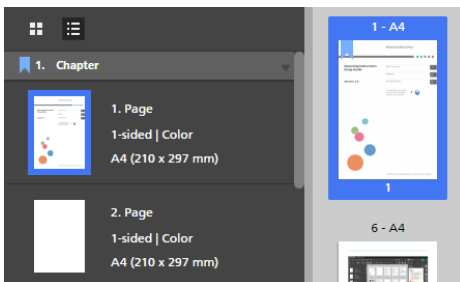
Chapters always start on the front of the sheet.

To create a chapter:

1. Make sure that the **[List view]** is active in the page list.
2. Hover over the target page and click , the **[Create chapter]** button.  
The chapter is inserted before the target page.



A bookmark icon  is displayed to mark the beginning of the chapter.

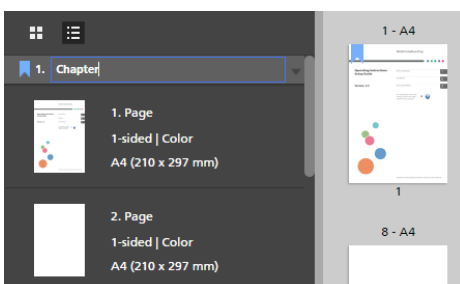


## Renaming Chapters

When you create a chapter, it is assigned a number and it is labeled Chapter by default. You can rename the chapter but you cannot change the chapter number.

To rename a chapter:

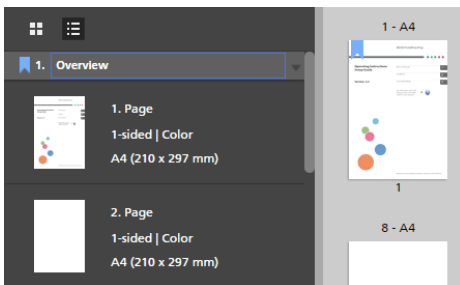
1. Make sure that the **[List view]** is active in the page list.
2. Click in the chapter field.





3. Enter a chapter name.


You can delete or overwrite the default chapter name. Enter up to 255 bytes.

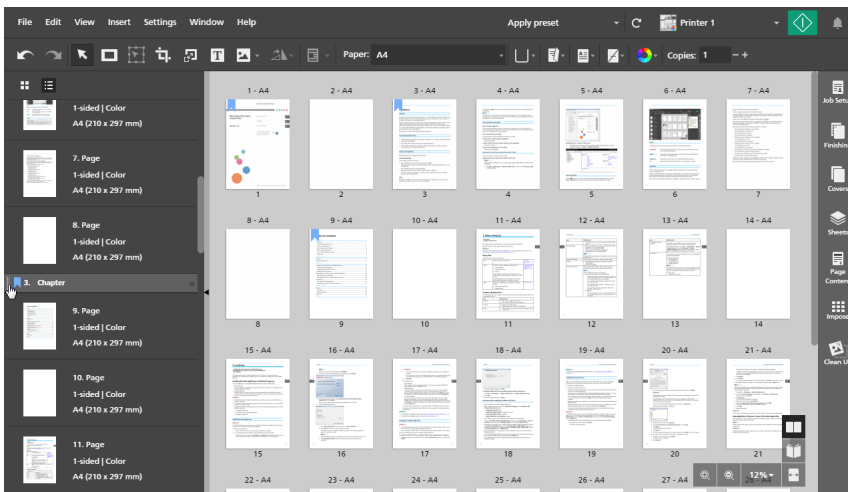


## Moving Chapters

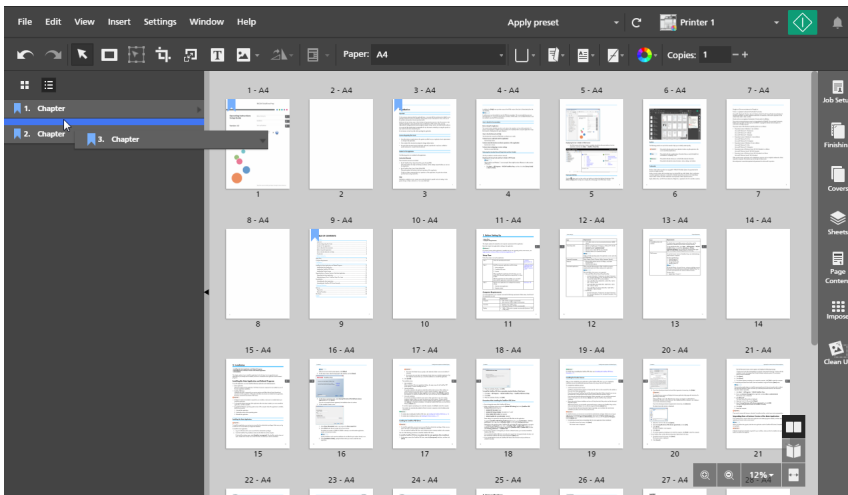
You can move chapters together with the pages they contain.

To move chapters:

1. Make sure that the **[List view]** is active in the page list.
2. Hover over the heading of the chapter that you want to move to display the drag handle .



3. Click the drag handle in the chapter heading and hold the mouse button, then drag the chapter to the new location and release the mouse button.



You can only move a chapter between other chapters, before the first chapter, or after the last chapter. If the first pages of the job are not part of a chapter, you can also move the chapter before them. The first pages are included in the chapter and placed after the initial pages in the chapter.

5

#### Note

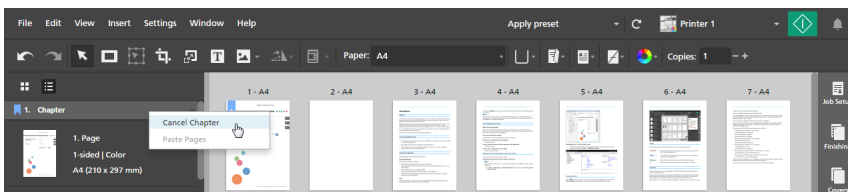
Click , the **[Undo]** button, to undo a move action.

## Canceling Chapters


You can cancel chapters that are no longer required.

To cancel a chapter:

1. Make sure that the **[List view]** is active in the page list.
2. Right-click the chapter heading and select **[Cancel Chapter]** from the menu.



#### Note

Click , the **[Undo]** button, to undo canceling a chapter.

## Using External Programs to Edit Jobs

You can register external programs so that you can use them to edit jobs.

**★ Important**

- You must first register the external programs that you want to use on the **[Preferences]** screen. For more information, see [Setting Preferences](#), p. 83.
- The masks, text, images, page numbers, or headers and footers inserted in the job do not appear and cannot be edited in the external program.
- This function is not available in the browser version of TotalFlow Prep.

You can use these external programs with TotalFlow Prep:

- For editing Image PDF documents, you can use image-editing programs such as Adobe Photoshop and Adobe Photoshop Elements.

**↓ Note**

When you register Adobe Photoshop Elements, make sure that you specify `PhotoshopElementsEditor.exe` in the program path on the **[Preferences]** screen. The communication with the program might not work properly if you specify instead `PhotoshopElementsx.0.exe`, where `x.0` is the program version.

- For PDF editing, you can use PDF editing programs such as Adobe Acrobat.

## Using an External Program to Edit Image PDF Documents

You can use external programs to edit job pages if their original format is Image PDF.

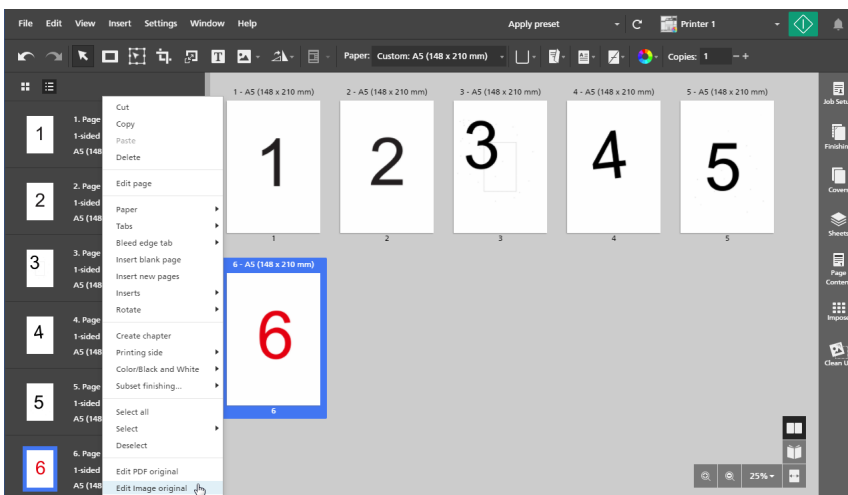
**★ Important**

- You can only edit one page at a time in the image-editing programs. You cannot select and edit multiple job pages at once.
- If you add pages to a TIFF image file in the image-editing program, only changes to the first page of the TIFF file are applied in TotalFlow Prep. Changes to the following pages are ignored.

To edit a page in an external program:

1. In the page list, right-click the page that you want to edit and click **[Edit Image original]** on the menu.

You can also select the page and click **Edit** → **Edit Image original** on the menu bar.



The external program opens in a new window.

2. Edit the image in the external program and save the changes using the **[Save]** option. If you use the **[Save As...]** option, the changes are not reflected in the job.

#### ★ Important

If the resolution of an image file is not specified, TotalFlow Prep automatically sets the image resolution to 200 dpi. When you edit the image in the external program, a different default value might be applied. Verify the image resolution before you save the image in the external program. Unless you want to modify the image resolution, make sure that it is still set to 200 dpi.

3. In TotalFlow Prep, click **[OK]** in the external program dialog box to apply the edits.

## Using an External Program to Edit the PDF of an Entire Job

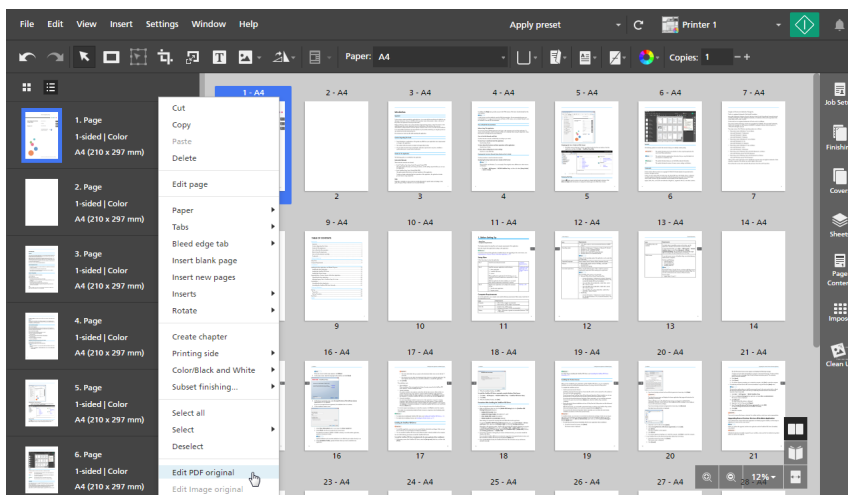
You can edit the entire content of a job as a single PDF in another program.

#### ★ Important

- After the edits are applied, the format of the pages might change from Image PDF to Object PDF. As a result, you can no longer apply image edits to these pages, even if the original data was an image.
- Do not apply security settings, such as passwords or authentication settings, to the PDF.

To combine all the original pages in the job into a single PDF and edit the PDF using an external program:

1. Right-click a page in the page list and click **[Edit PDF original]** on the menu. You can also click **Edit** → **Edit PDF original** on the menu bar.



The external program opens in a new window.

2. Edit the PDF in the external program and save the changes using the **[Save]** option. If you use the **[Save As...]** option, the changes are not reflected in the job.
3. In TotalFlow Prep, click **[OK]** in the external program dialog box to apply the edits.

5

## Editing Original Files

After a job is created, you can use TotalFlow Prep to edit the original pages and add text, images, or masks. You can also deskew, despeckle, reposition, and rotate objects or pages.

## Modifying Rulers, Grid, and Guides

You can modify settings for rulers, grid, and guides.

### Note

To display or hide rulers, grid, and guides when you edit original files, use the **[Rulers]**, **[Grid]**, and **[Guides]** options in the **[View]** menu.

By default, the **[Rulers]** and **[Guides]** options are turned on.

## Modifying Rulers

Ruler markers indicate the location of the cursor on the page.

To modify settings for rulers:

1. Click **Settings** → **Preferences**.
2. To change ruler units, select **[Inches]** or **[Millimeters]** in the **[General]** tab.

For details about a specific setting, click the **?** button to display the on-screen field help.

## Modifying Grid Settings

To modify grid settings:

1. Click **Settings** → **Preferences**, then click the **[Grid, Guides]** tab.
2. To change the size of the grid, set a value in the **[Grid size]** menu.

### Note

The grid size must be between 1 mm (0.01 inches) and 10 mm (1 inch).

3. To change the color of the grid lines, use the **[Grid line color]** menu. Select from the pre-defined colors or enter custom values in the input fields.
4. To set the grid origin point, select **[Top left corner origin]** or **[Center origin]**:
  - **[Top left corner origin]**: Draws the grid from the top left corner of the page.
  - **[Center origin]**: Draws the grid from the center of the page.

### Note

By default, the origin point is set to **[Top left corner origin]**.

For details about a specific setting, click the **?** button to display the on-screen field help.

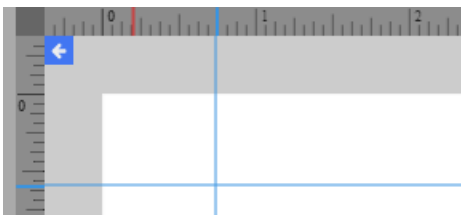
## Modifying Guides

### Note

Guides are not saved as part of the job and need to be applied every time the job is opened.

To add and modify guides:

1. To add a guide, place the cursor over the ruler bar, then click and drag the guide onto the page.
2. To move a guide, click the guide in the ruler bar and drag it to the new location.



3. To change the color of the guides, click **Settings** → **Preferences**, then click the **[Grid, Guides]** tab. For **[Guide line color]**, select from the pre-defined colors or enter custom values in the input fields.
4. To remove the guides, click **View** → **Clear Guides**.



For details about a specific setting, click the **?** button to display the on-screen field help.

## Aligning Page Content

You can align page content using auto or manual alignment functions.

### ★ Important

- Specific imposition settings are required in order for the **[Align]** function to work properly with jobs containing different page orientations or sizes.

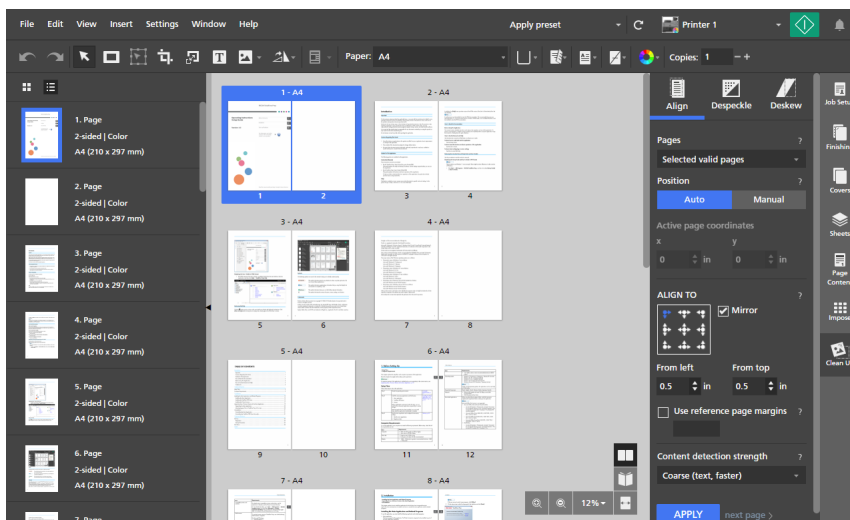
To use **[Align]** with jobs containing different page orientations or sizes:

- Click **[Impose]** in the settings area on the right.
  - Select **[No scaling]** in the **[Scale]** options.
  - Select **[Top left]** in the **[Image placement in cell]** options.
- If you use the **[Align]** function and one of the pages moves off the workspace, you must align the pages manually using **[Manual]** align mode and **[Sheet preview]**.

## Using Auto Alignment

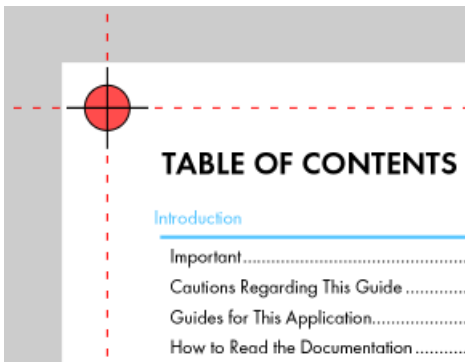
To use auto alignment:

- Click **[Clean Up]** in the settings area on the right.
- In the **[Clean Up]** panel, click **[Align]**.

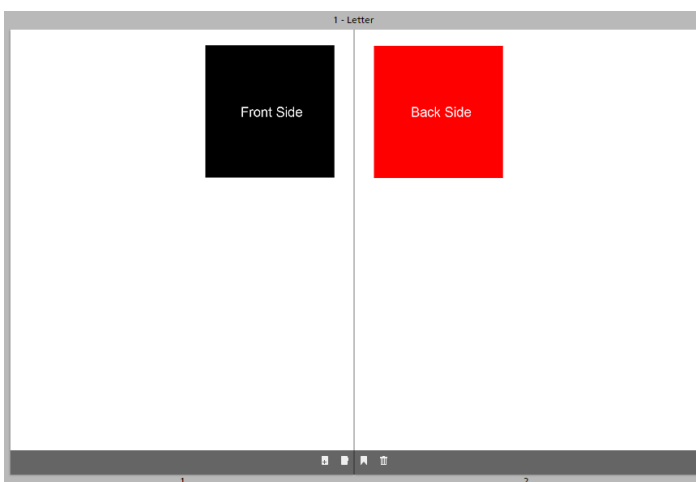


### ↓ Note

In **[Edit Mode]**, **[Light Table]**, or **[Mirror Light Table]** a crosshair appears in the workspace indicating the reference point on the page. Click and drag the crosshair to reposition the reference point.

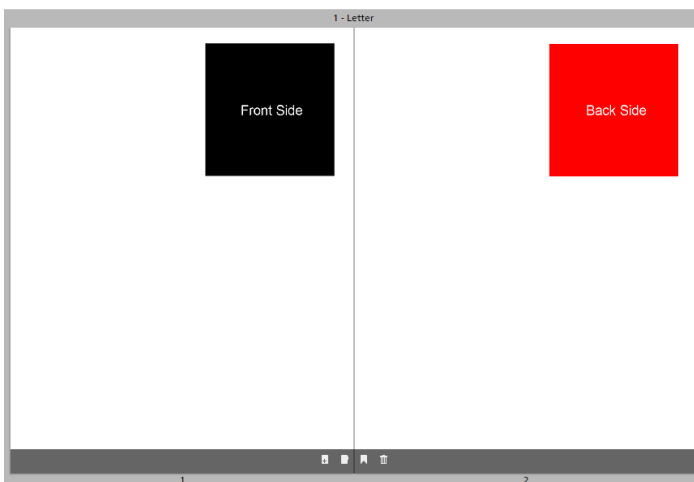


3. Under **[Pages]**, select **[All valid pages]**, **[Active page]**, **[Selected valid pages]**, or **[Valid pages in Light Table stack]**.
  - **[All valid pages]** applies the alignment changes to all valid pages in the job.
  - **[Active page]** applies the alignment changes to the active page. When this option is selected, the active page is highlighted in blue.
  - **[Selected valid pages]** applies the alignment changes to all valid pages that are selected in the page list. This is the default setting.
  - **[Valid pages in Light Table stack]** applies the alignment changes to all valid pages in the light table stack.
4. Under **[Position]**, click **[Auto]**.
5. Under **[Align to]**, specify a reference point for alignment.  
The default reference point is in the upper left corner of the page.
6. Use the **[From left]** and **[From top]** fields to enter specific distances from the reference point.
7. To align the back-side reference point to the front-side reference point, select the **[Mirror]** check box.  
If the **[Mirror]** check box is not selected, the back-side reference point is not aligned with the front-side.
  - This is an example with the **[Mirror]** check box selected.



- This is an example with the **[Mirror]** check box cleared.





8. If you have a page with margins that you want to apply across other pages, select the **[Use reference page margins]** check box and enter the number of the page you want to use as reference.

**Note**

- When you select the **[Use reference page margins]** check box, the alignment function detects content on the reference page, not the active page.
- If there is no content on the reference page, an error message is displayed and the **[Use reference page margins]** check box is automatically cleared.

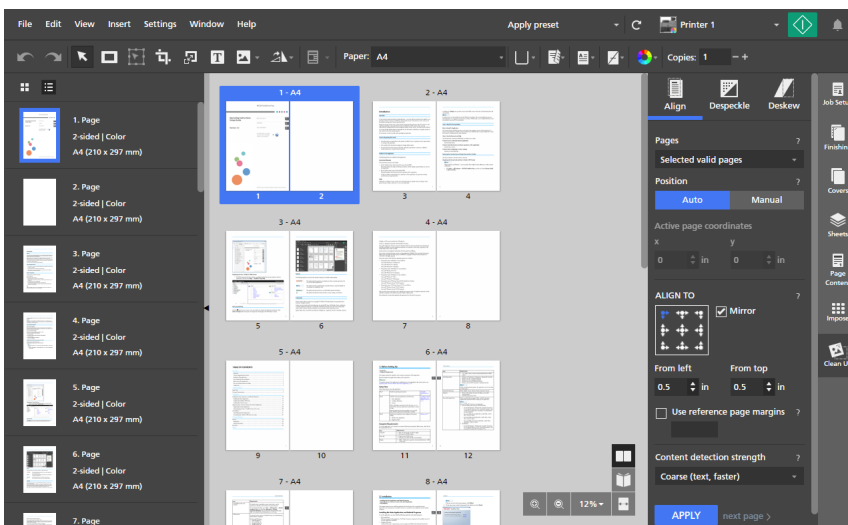
9. Under **[Content detection strength]**, select **[Coarse (text, faster)]** or **[Fine (image, slower)]**.
10. Click **[Apply]**.

For details about a specific setting, click the **?** button to display the on-screen field help.

## Using Manual Alignment

To use manual alignment:

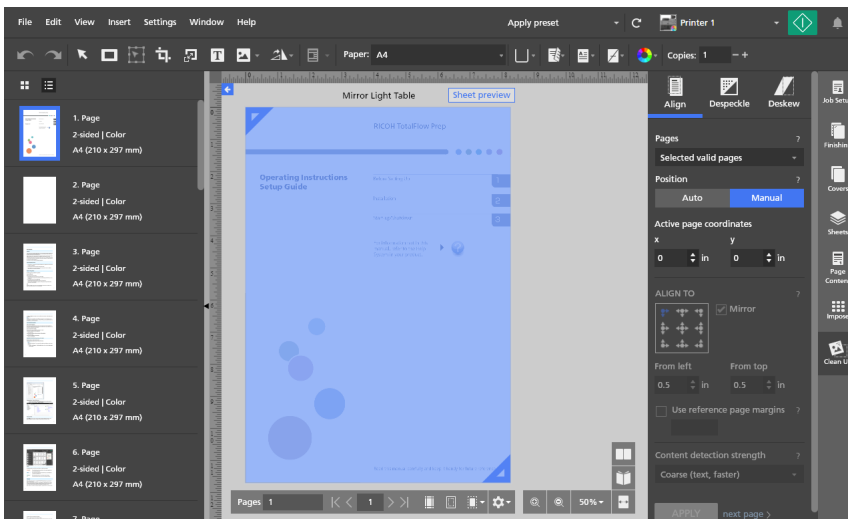
1. Click **[Clean Up]** in the settings area on the right.
2. In the **[Clean Up]** panel, click **[Align]**.



- Under **[Pages]**, select **[All valid pages]**, **[Active page]**, **[Selected valid pages]**, or **[Valid pages in Light Table stack]**.

- **[All valid pages]** applies the alignment changes to all valid pages in the job.
- **[Active page]** applies the alignment changes to the active page. When this option is selected, the active page is highlighted in blue.
- **[Selected valid pages]** applies the alignment changes to all valid pages that are selected in the page list. This is the default setting.
- **[Valid pages in Light Table stack]** applies the alignment changes to all valid pages in the light table stack.

- Under **[Position]**, click **[Manual]**.



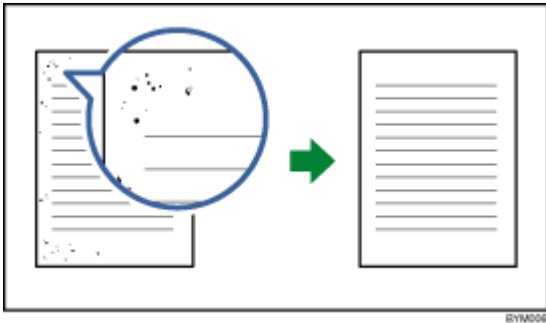
- Set the **[x]** and **[y]** coordinates or click and drag the page content in the workspace to reposition it.

Changes are automatically applied.


For details about a specific setting, click the **[?]** button to display the on-screen field help.

## Removing Noise with Despeckle

You can remove noise from pages using the **[Despeckle]** function. For example, you can remove unwanted dots or artifacts from scanned documents.

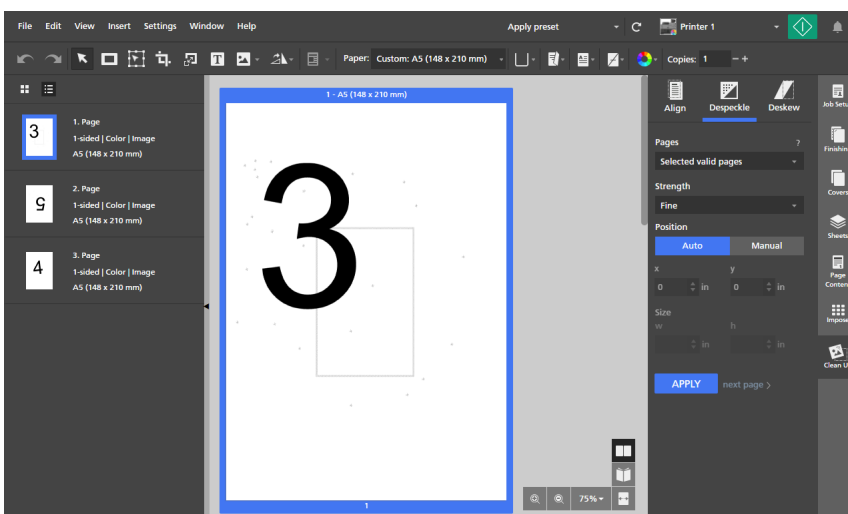


### ★ Important

- The **[Despeckle]** function is only available for valid pages. A page is valid if the original file type is Image PDF.
- Punctuation marks such as periods or decimal points (.), colons (:), semicolons (;), commas (,), apostrophes ('), and similar symbols or letters might also be removed from the image. To undo the changes, click , the **[Undo]** button, then adjust the removal area and level and perform despeckle again.
- This function is not available in the browser version of TotalFlow Prep.

To remove noise from a page:

1. In the settings area on the right, click **[Clean Up]**.
2. In the **[Clean Up]** panel, click **[Despeckle]**.



3. Under **[Pages]**, select **[All valid pages]**, **[Active page]**, **[Selected valid pages]**, or **[Valid pages in Light Table stack]**.
4. Under **[Strength]**, select a strength level:

- **[Fine]** is the lowest setting.
- **[Medium]** is the moderate setting.
- **[Coarse]** is the strongest setting. This setting might also remove punctuation marks such as periods or decimal points (.), colons (:), semicolons (;), commas (,), apostrophes ('), and similar symbols or letters.

5. Under **[Position]**, click **[Auto]** or **[Manual]**:


- The **[Auto]** mode applies despeckle settings to the entire page.
- The **[Manual]** mode lets you apply despeckle settings to a target area on the page.

Click the page and drag the cursor over the target area to select it.

You can also enter coordinates in the **[x]** and **[y]** fields to set the location of the area and specify width and height values in the **[w]** and **[h]** fields.

6. Click **[Apply]**.

**★ Important**

Repeated despeckle operations affect the image quality. If you want to perform despeckle again with different settings, first revert the previous changes using , the **[Undo]** button.

For details about a specific setting, click the  button to display the on-screen field help.

## Straightening Skewed Pages

You can straighten skewed pages using the **[Deskew]** function.

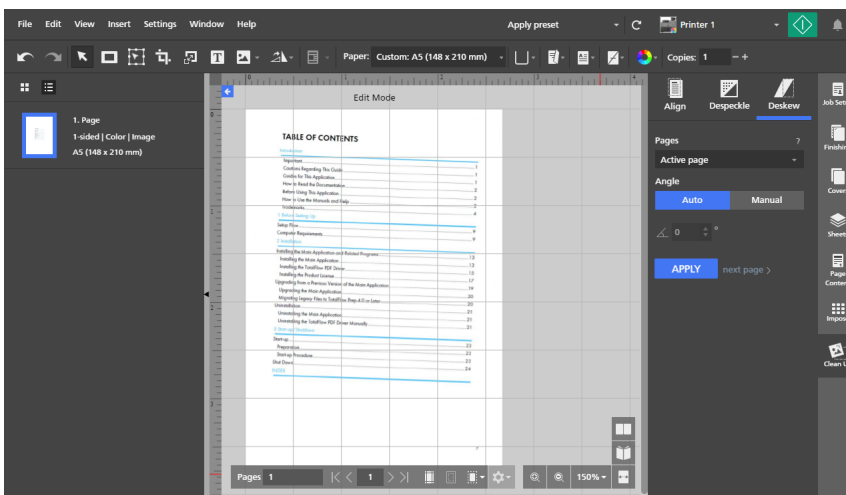


**★ Important**

- The **[Deskew]** function is only available for valid pages. A page is valid if the original file type is Image PDF.
- This function is not available in the browser version of TotalFlow Prep.


To straighten skewed pages:

1. In the settings area on the right, click **[Clean Up]**.
2. In the **[Clean Up]** panel, click **[Deskew]**.



3. Under **[Pages]**, select **[All valid pages]**, **[Active page]**, **[Selected valid pages]**, or **[Valid pages in Light Table stack]**.
4. Under **[Angle]**, click **[Auto]** or **[Manual]**:
  - The **[Auto]** mode attempts to identify the edges of the page and to correct the skew automatically. A skew angle of up to  $\pm 15$  degrees can be corrected automatically. If the **[Auto]** mode does not adjust the skew correctly, use the **[Manual]** mode.
  - The **[Manual]** mode lets you enter the angle of the skew. A skew angle of up to  $\pm 30$  degrees can be corrected manually.  
To set the angle, you can also click the page and drag the cursor to draw a reference line parallel with the skewed edge of the image.
5. Click **[Apply]**.

#### ★ Important

Repeated deskew operations affect the image quality. If you want to perform deskew again with different settings, first revert the previous changes using , the **[Undo]** button.

For details about a specific setting, click the  button to display the on-screen field help.

## Rotating Pages

You can rotate pages using **[Rotate page 180°]**, **[Rotate page 90° clockwise]**, or **[Rotate page 90° counterclockwise]**.

To rotate pages:

1. Select the target pages in the page list.
  - To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
  - To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.
  - To select all pages, click any page and press **Ctrl+A**.

2. On the toolbar, click , the **[Rotate page tool]** button, and select from the available rotation options. The pages are rotated based on their current orientation.

**Note**

- **[Rotate page 180°]** is available for pages that support rotation.
- **[Rotate page 90° clockwise]** and **[Rotate page 90° counterclockwise]** are only available when the imposition is set to **[Gangup] - [Unique]** or **[Gangup] - [Repeat]**.

## Using Auto-Rotation

The **[Auto-rotation]** function forces all original PDF pages to have the same orientation before being placed on the sheet and printed. By default, the **[Auto-rotation]** option is turned on and some page rotation options are disabled.

**Note**

- The orientation of each original PDF page is determined by analyzing the width-to-height ratio. If the job is **[Portrait]**, any pages with **[Landscape]** orientation are rotated 90 degrees. If the job is **[Landscape]**, any pages with **[Portrait]** orientation are rotated 90 degrees before being placed on the sheet.
- **[Auto-rotation]** settings are applied regardless of how orientation was set for the original PDF page. For example, **[Auto-rotation]** applies when the original orientation was set by importing files with a different orientation than the job, building jobs from files with different orientations, manually rotating pages 90 degrees, or cropping pages to a different width-to-height ratio than the job orientation.
- When the **[Auto-rotation]** option is turned on, the **[Rotate page 90° clockwise]** and **[Rotate page 90° counterclockwise]** options are disabled.
- When the **[Auto-rotation]** option is turned off, the **[Rotate page 90° clockwise]** and **[Rotate page 90° counterclockwise]** options are enabled.
- If **[Auto-rotation]** flips a page upside down, use **[Rotate page 180°]** to correct the orientation of the page.

To turn off **[Auto-rotation]**:

1. Open the **[Impose]** panel.
2. Under **[Auto-rotation]**, click **[Off]**.


**Important**

- **[Auto-rotation]** settings can only be changed in **[Normal]** imposition.
- You can save a job with the **[Auto-rotation]** option turned off.

## Rotating Pages on a Sheet

You can rotate all pages placed on a sheet when the workspace layout is set to **[Sheet view]**.

To rotate all pages on a sheet:

1. Set the workspace layout to **[Sheet view]**.
2. Select the target sheets in the workspace.
  - To select multiple sheets, hold the **Ctrl** key and click each sheet that you want to select.
  - To select a range of sheets, click the first sheet in the range, then hold the **Shift** key and click the last sheet in the range.
  - To select all sheets, click any sheet and press **Ctrl+A**.
3. On the toolbar, click , the **[Rotate page tool]** button, and select from the available rotation options. The pages are rotated based on their current orientation.




**Note**

- **[Rotate page 180°]** is available for pages that support rotation.
- **[Rotate page 90° clockwise]** and **[Rotate page 90° counterclockwise]** are only available when the imposition is set to **[Gangup] - [Unique]** or **[Gangup] - [Repeat]**.

## Adding a Mask

You can add a mask to a page to cover content.

To add a mask to a page:

1. On the toolbar, click , the **[Mask tool]** button.
2. Click , the **[Mask type]** button, and select a type of mask from the list:
  - **[Mask]**: Covers the content that is inside the selected area.
  - **[Reverse mask]**: Covers the content that is outside the selected area.  
This option is useful, for example, when you want to remove border shadows from scanned documents.
3. Click , the **[Color]** button, to open the color palette, then set the mask color and click **[OK]**.  
You can select from pre-defined colors or enter custom values in the input fields. To select a color from any object in the workspace, use the color picker.
4. Click the page and drag the cursor to create the mask.




Depending on the mask type, the mask is added either over the content inside the selected area or over the content outside the selected area.

## Editing a Mask

You can edit a mask and modify its type, color, size, rotation, or position.


### Changing the Mask Type

To change the type of a mask:

1. Click the mask to select it.
2. On the toolbar, click , the **[Mask type]** button, and select a type of mask from the list:
  - **[Mask]**: Covers the content that is inside the selected area.
  - **[Reverse mask]**: Covers the content that is outside the selected area.  
This option is useful, for example, when you want to remove border shadows from scanned documents.

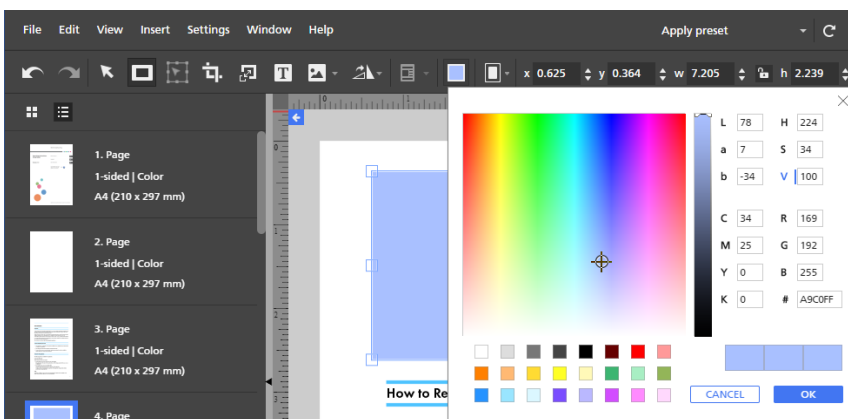
### Changing the Mask Color

To change the color of a mask:

1. Click the mask to select it.
2. On the toolbar, click , the **[Color]** button, to open the color palette.
3. Select from pre-defined colors or enter custom values in the input fields.

#### Note

To select a color from any object in the workspace, use the color picker.



4. Click **[OK]**.



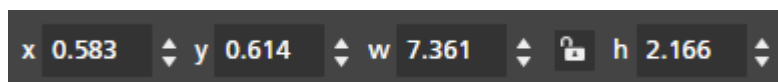
## Resizing a Mask

To resize a mask:

1. Click the mask to select it.
2. Click and hold on an anchor point, then drag the mask to the desired size.



The **[Maintain proportions]** lock button  on the toolbar constrains the ratio of the width and height when the mask is resized. By default, the **[Maintain proportions]** lock button is selected.



## Positioning a Mask

You can position a mask by entering coordinates in the **[x]** and **[y]** input fields on the toolbar or by manually moving the mask on the page. You can also automatically center the mask using the right-click menu options.

### Manual Positioning

To position a mask manually:

1. Click the mask to select it.
2. Position the cursor over the mask.  
The cursor becomes a position icon.

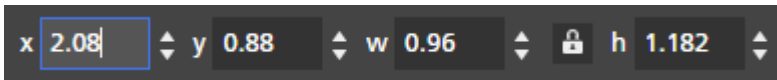


3. Click and hold, then move the mask to the desired position.

### Positioning with X and Y Coordinates

To position a mask with X and Y coordinates:

1. Click the mask to select it.
2. Enter coordinates in the **[x]** and **[y]** input fields on the toolbar to position the mask on the page.



### Centering a Mask

To center a mask:

1. Click the mask to select it.
2. Right-click and select **[Center]**, then **[Horizontally]**, **[Vertically]**, or **[Both]** from the menu.

## Cutting, Copying, and Pasting a Mask

You can cut, copy, and paste a mask. A mask that is copied to the system clipboard can be pasted on the current page or to multiple pages.

To cut, copy, or paste a mask:

1. Click the mask to select it.
2. Right-click and select **[Cut]** or **[Copy]** from the menu.

#### ↓ Note

- Use **[Cut]** if you want to remove the mask from the current page and paste it to other pages.
  - Use **[Copy]** if you want to copy the mask and paste it to the current page or other pages.
3. Go to the target page, right-click, and select **[Paste]** to paste the mask.

#### ↓ Note

To delete the mask, right-click it and select **[Delete]**.

### Copying a Mask to Multiple Pages

To copy a mask to multiple pages:

1. Click the mask to select it.
2. Right-click and select **[Copy]** from the menu.
3. Right-click again and select **[Paste to]**.
4. Specify the destination pages by selecting one of the options available in the **[Paste to]** menu:
  - The **[All pages]** option pastes the mask to all pages.
  - The **[Selected pages]** option pastes the mask to the pages you select from the page list.

#### ↓ Note

By default, the **[Selected pages]** option is grayed out. You must select pages from the page list before this option is available. See step 5.

- The **[Even pages]** option pastes the mask to all even pages.
- The **[Odd pages]** option pastes the mask to all odd pages.

↓ **Note**

The **[Even pages]** and **[Odd pages]** options are not dependent on page numbers, but on the actual number of pages in a job.

5. To use the **[Selected pages]** option:

1. Select the destination pages from the page list.
  - To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
  - To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.
2. Right-click and select **Paste to** → **Selected pages**.

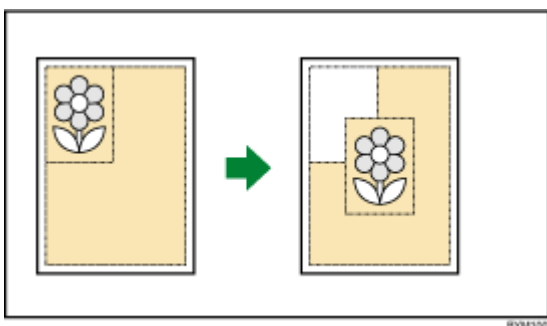
↓ **Note**

Sometimes when a mask is copied to pages with smaller dimensions, the X,Y coordinates of the mask are outside the printable area of the destination pages. A message box appears with the options to paste and automatically center the unprintable objects or ignore them and only paste printable objects.

- Click **[OK]** to paste and automatically center the unprintable objects on the destination page. If multiple destination pages are selected, unprintable objects are pasted and automatically centered on those pages with smaller printable areas.
- Click **[Cancel]** to ignore unprintable objects. Any printable objects that have been copied are pasted to the destination page. If multiple destination pages are selected, printable objects are pasted to those pages.

## Moving a Selected Area


You can select and move an area of an image page.



★ **Important**

- You can use the **[Move area tool]** only if the original file type is Image PDF.
- The **[Move area tool]** is only available in the page edit view.
- This function is not available in the browser version of TotalFlow Prep.

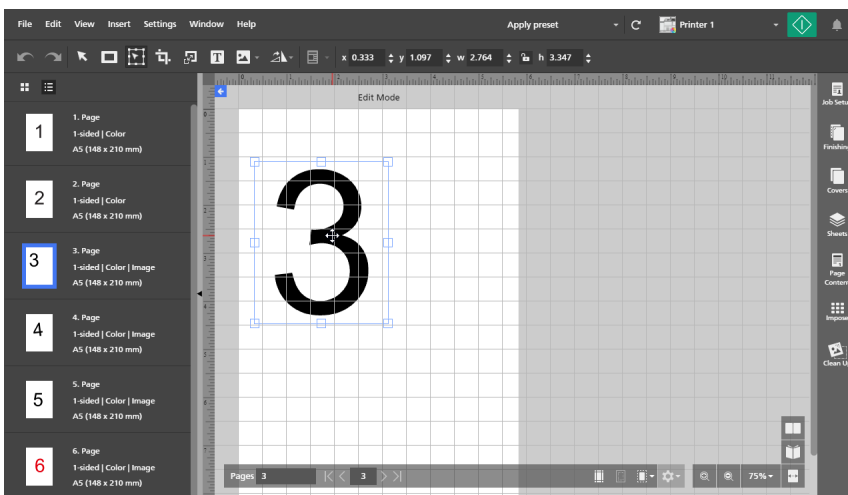
To select and move an area of an image page:

1. Right-click a page and select **[Edit page]** from the menu or double-click the page to open it in the page edit view.
2. On the toolbar, click , the **[Move area tool]** button.  
The cursor changes from an arrow to a cross hair.
3. Click and drag on an area of the image. A blue outline appears around the selected area with multiple anchor points. Use the anchor points to resize the selected area.

**Note**

The selected area cannot be resized once it is moved.

4. Click the selected area.  
The cross hair changes to a move cursor and the size properties are applied.



5. Drag the area to the desired location on the page.

**Note**

- The selected area cannot be modified or repositioned once it is moved.
  - The selected area can only be moved on the same page. It cannot be moved to other pages in the job.
  - To move the selected area on multiple pages, see [Moving a Selected Area on Multiple Pages, p. 131](#).
6. To center the selected area, right-click and select **[Center]**, then **[Horizontally]**, **[Vertically]**, or **[Both]** from the menu.

**Note**

Use , the **[Undo]** button, to make changes to the selected area once it is moved.

## Moving a Selected Area on Multiple Pages

To select and move an area on multiple pages:

1. Right-click a page and select **[Edit page]** from the menu or double-click the page to open it in the page edit view.
2. Select multiple pages in the page list.
  - To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
  - To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.

3. On the toolbar, click , the **[Move area tool]** button.

The cursor changes from an arrow to a cross hair.

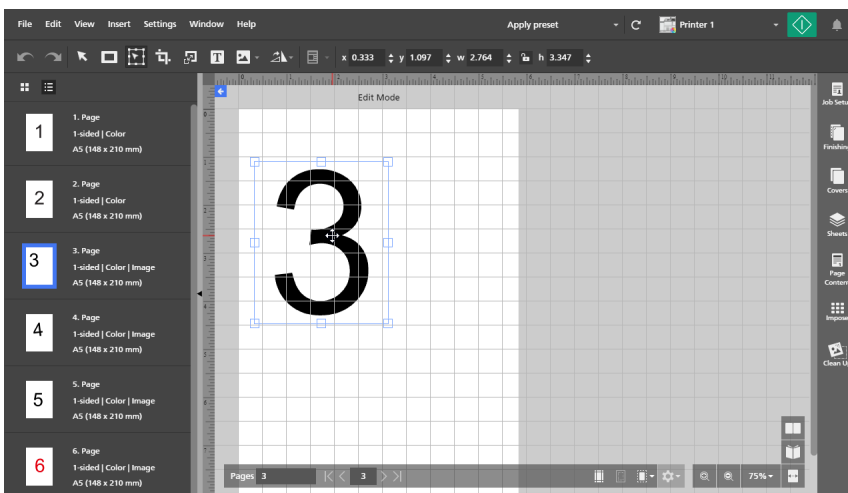
4. Click and drag on an area of the image. A blue outline appears around the selected area with multiple anchor points. The identical area is selected on all selected pages in the page list. Use the anchor points to resize the selected area.

### Note

The selected area cannot be resized once it is moved.

5. Click the selected area.

The cross hair changes to a move cursor and the size properties are applied.



6. Drag the area to the desired location on the page.
 

The area moves on all the destination pages selected in the page list.

### Note

The selected areas cannot be modified or repositioned once they are moved.

7. To center the selected areas, right-click and select **[Center]**, then **[Horizontally]**, **[Vertically]**, or **[Both]** from the menu.

 **Note**

Use , the **[Undo]** button, to make changes to the selected area once it is moved.


## Cropping a Page

You can crop an area on a single page or multiple pages using the **[Crop tool]**.



 **Note**

- In the browser version of TotalFlow Prep, this function is not available if the original file type is Image PDF.

To crop an area on a page:

1. Select the target page from the page list.
  - To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
  - To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.
2. On the toolbar, click , the **[Crop tool]** button. The cursor changes from an arrow to a crop icon.
3. Click and drag on an area of the page. A blue outline appears around the selected area with multiple anchor points.
4. Use the anchor points to resize the selected area as needed.
5. Right-click and select **[Crop]** from the menu.


 **Important**

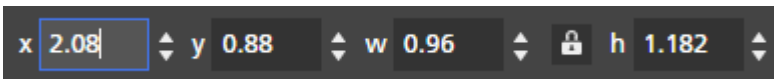
Use , the **[Undo]** button, to revert the crop settings. Use , the **[Redo]** button, to reapply the crop settings.

## Setting the Crop Area by Entering Values

You can manually define the crop area by entering X and Y coordinates and width and height values.

To set the crop area by entering values:

1. On the toolbar, click , the **[Crop tool]** button. The cursor changes from an arrow to a crop icon.
2. To position the crop area on the page, enter coordinates in the **[x]** and **[y]** input fields on the toolbar.
3. To set the size of the crop area, enter width and height values in the **[w]** and **[h]** input fields.




## Resizing a Page

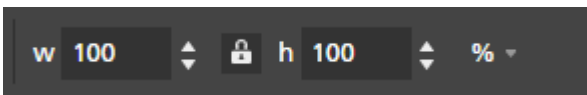
You can resize a single page or multiple pages using the **[Resize page tool]**.

### ★ Important

Resized pages might not print correctly or have a correct layout depending on the paper settings and the scaling options from the **[Impose]** panel.

To resize pages:



1. Select the target page from the page list.
  - To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
  - To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.
2. On the toolbar, click , the **[Resize page tool]** button.  
The resizing options appear on the toolbar.
3. Enter a percentage or specific dimensions to resize the page and press the **Enter** key.



### ↓ Note

- Page objects (text, mask, image) are not selectable in edit mode.
- Page objects (text, mask, image) are moved and resized proportional to the page resize.

### ★ Important

Image quality degrades with each application of the **[Resize page tool]**. Use , the **[Undo]** button, to revert the resize settings. Use , the **[Redo]** button, to reapply the resize settings. These buttons preserve image quality when resize settings are reverted or reapplied.

## Adding Text

You can add text to a page by inserting a text box.

To insert a text box:

1. On the toolbar, click , the **[Text tool]** button.

2. Place the cursor on the page and click to insert a text box.
3. Enter text by typing. A default font and font size are applied to the text.

---

## Editing Text

---

You can edit text and change font, font size, text color, text orientation or apply bold and italics.

### ↓ Note

The changes are applied to all the text within the text box and cannot be applied to individual characters.

To edit text:

1. Click in the text box.  
The active cursor blinks and lets you edit the text.

## 5

---

## Changing Font

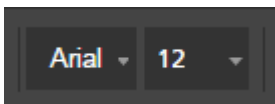
---

### ↓ Note

Font changes are applied to all the text within the text box and cannot be applied to individual characters.

To change font:

1. Click in the text box and highlight the text to select it.
2. Select a font from the font list on the toolbar.



### ↓ Note

The font list only displays fonts that are installed on your system.

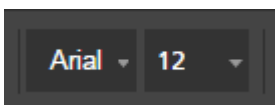
---

## Changing Font Size

---

To change font size:

1. Click in the text box and highlight the text to select it.
2. Select font size from the list on the toolbar or enter a custom size in the input field.






## Changing Font Color

### Note

Color changes are applied to all the text within the text box and cannot be applied to individual characters.

To change font color:

1. Click in the text box and highlight the text to select it.
2. Click , the color picker tool, on the toolbar.
3. Select from pre-defined colors or enter custom values in the input fields.

### Note

You can also use the color picker to select a color from any object in the workspace.

## Applying Bold or Italics

### Note

- If the selected font supports bold and italics, the **[Bold]** and **[Italics]** buttons appear on the toolbar.
- Bold and italics are applied to all the text within the text box and cannot be applied to individual characters.
- Bold and italics can be applied together.

To apply bold or italics:

1. Click the text box to select it.
2. On the toolbar, click the **[Bold]** or **[Italics]** buttons to apply formatting.

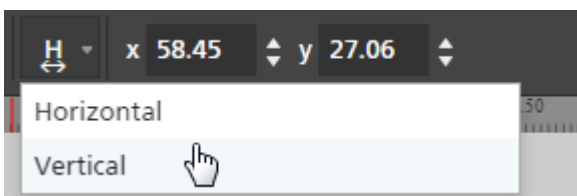
## Changing Text Orientation

### Note

If the selected font supports both horizontal and vertical text orientation, the directional icons **[H]** for horizontal or **[V]** for vertical appear on the toolbar.

To change text box orientation:

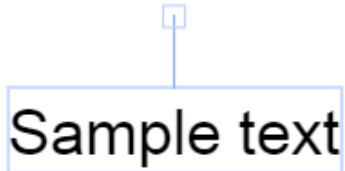
1. Click the text box to select it.
2. Click the orientation tool to change text orientation.



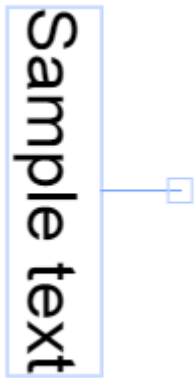
## Rotating Text

To rotate text:

1. Click the text box to select it.  
A blue outline appears with a handle.



2. Click and drag on the handle to rotate the text box in 90-degree increments.



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## Centering Text

To center text:

1. Click the text box to select it.
2. Right-click and select **[Center]**, then **[Horizontally]**, **[Vertically]**, or **[Both]** from the menu.

---

## Cutting, Copying, and Pasting Text

---

After you add text to a page you can cut, copy, and paste it using the right-click menu.

### ↓ Note

Text that is copied to the system clipboard can be pasted into the text box on the current page or into text boxes on other pages.

To cut, copy, or paste text:

1. Click in the text box and highlight the text to select it.
2. Right-click and select **[Cut]** or **[Copy]** from the menu.

**Note**

- Use **[Cut]** if you want to remove the text and paste it in another text box.
  - Use **[Copy]** if you want to copy the text and paste it to other text boxes.
3. Go to the target text box, right-click, and select **[Paste]** to paste the text.

**Note**

Use the **Delete** or **Backspace** keys to delete text.

## Cutting, Copying, and Pasting a Text Box

You can copy or cut a text box and paste it to a different location.

To cut, copy, or paste a text box:

1. Click the text box to select it.
2. Right-click and select **[Cut]** or **[Copy]** from the menu.

**Note**

- Use **[Cut]** if you want to remove the text box from the current page and paste it to other pages.
  - Use **[Copy]** if you want to copy the text box and paste it to the current page or other pages.
3. Go to the target page, right-click, and select **[Paste]** to paste the text box.

**Note**

To delete the text box, right-click it and select **[Delete]**.

## Copying a Text Box to Multiple Pages

To copy a text box to multiple pages:

1. Click the text box to select it.
2. Right-click and select **[Copy]** from the menu.
3. Right-click again and select **[Paste to]**.
4. Specify the destination pages by selecting one of the options available in the **[Paste to]** menu:
  - The **[All pages]** option pastes the text box to all pages.
  - The **[Selected pages]** option pastes the text box to the pages you select from the page list.

**Note**

By default, the **[Selected pages]** option is grayed out. You must select pages from the page list before this option is available. See step 5.

- The **[Even pages]** option pastes the text box to all even pages.
- The **[Odd pages]** option pastes the text box to all odd pages.

↓ **Note**

The **[Even pages]** and **[Odd pages]** options are not dependent on page numbers, but on the actual number of pages in a job.

5. To use the **[Selected pages]** option:
  1. Select the destination pages from the page list.
    - To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
    - To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.
  2. Right-click and select **Paste to** → **Selected pages**.

↓ **Note**

Sometimes when a text box is copied to pages with smaller dimensions, the X,Y coordinates of the text box are outside the printable area of the destination pages. A message box appears with the options to paste and automatically center the unprintable objects or ignore them and only paste printable objects.

- Click **[OK]** to paste and automatically center the unprintable objects on the destination page. If multiple destination pages are selected, unprintable objects are pasted and automatically centered on those pages with smaller printable areas.
- Click **[Cancel]** to ignore unprintable objects. Any printable objects that have been copied are pasted to the destination page. If multiple destination pages are selected, printable objects are pasted to those pages.

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## Adding an Image

You can add JPEG, PNG, or TIFF images to a page. Other image file formats are not supported.

↓ **Note**

This function is not available in the browser version of TotalFlow Prep.

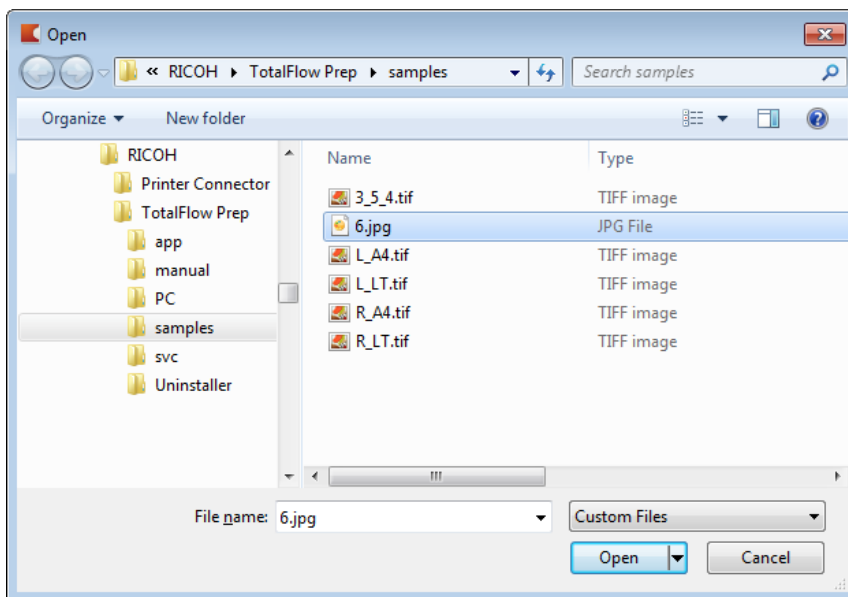
To add an image:

1. On the toolbar, click , the **[Image tool]** button.  
The **[Choose Image...]** list appears.

↓ **Note**

After you have added images to the job, the list populates with recently used image files.

2. Select an image from the file browser.



#### Note

By default, the image is centered on the page.

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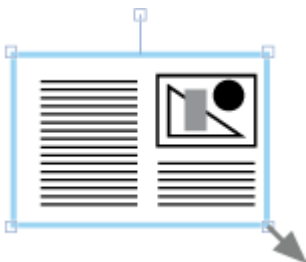
## Editing an Image

You can edit an image and modify its size, rotation, position, or transparency.

### Resizing an Image

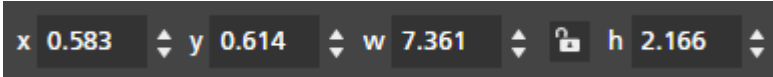
To resize an image using anchor points:

1. Click the image to select it.
2. Click and hold on an anchor point, then drag the image to the desired size.



### Note

- The **[Maintain proportions]** lock button  on the toolbar constrains the ratio of the width and height when the image is resized. By default, the **[Maintain proportions]** lock button is selected.



- In addition to the **[Maintain proportions]** lock button, you can also constrain image proportions by holding the **Shift** key while dragging an anchor point.

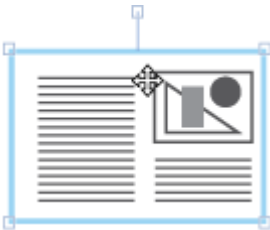
## Positioning an Image

Images can be positioned by entering coordinates in the **[x]** and **[y]** input fields on the toolbar or by manually moving the image on the page.

### Manual Positioning

To position an image manually:

- Click the image to select it.
- Position the cursor over the image.  
The cursor becomes a position icon.

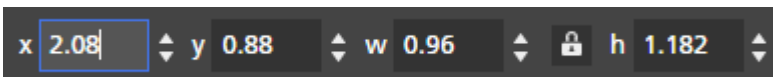


- Click and hold, then move the image to the desired position.

### Positioning with X and Y Coordinates

To position an image with X and Y coordinates:

- Click the image to select it.
- Enter coordinates in the **[x]** and **[y]** input fields on the toolbar to position the image on the page.



### Centering an Image

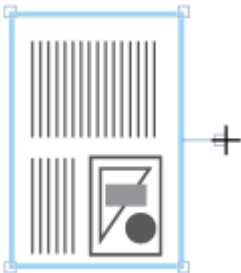
To center an image:

- Click the image to select it.
- Right-click and select **[Center]**, then **[Horizontally]**, **[Vertically]**, or **[Both]** from the menu.

## Rotating an Image

To rotate an image:

1. Click the image to select it.
2. Click and drag on the handle to rotate the image in 90-degree increments.

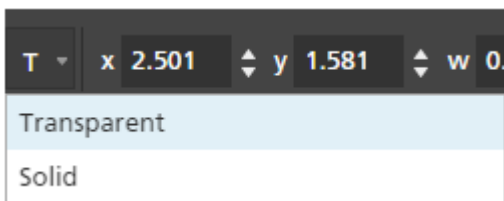


## Changing Image Transparency

The PNG and TIFF image formats support transparency. When you open a transparent PNG or TIFF file in the workspace, a transparency tool appears on the toolbar.

To change image transparency:

1. Click the image to select it.
2. On the toolbar, click the transparency tool and select **[Transparent]** or **[Solid]**.



The changes to the image transparency are not visible in **[Edit Mode]**. You can preview the results in **[Sheet view]**.

## Cutting, Copying, and Pasting an Image

You can cut or copy an image and paste it on the same page or to multiple pages by using the right-click menu.

To cut, copy, or paste an image:

1. Click the image to select it.
2. Right-click and select **[Cut]** or **[Copy]** from the menu.

### Note

- Use **[Cut]** if you want to remove the image from the current page and paste it to other pages.
- Use **[Copy]** if you want to copy the image and paste it to the current page or other pages.

- Go to the target page, right-click, and select **[Paste]** to paste the image.

↓ **Note**

To delete the image, right-click it and select **[Delete]**.

## Copying an Image to Multiple Pages

To copy an image to multiple pages:

- Click the image to select it.
- Right-click and select **[Copy]** from the menu.
- Right-click again and select **[Paste to]**.
- Specify the destination pages by selecting one of the options available in the **[Paste to]** menu:

- The **[All pages]** option pastes the image to all pages.
- The **[Selected pages]** option pastes the image to the pages you select from the page list.

↓ **Note**

By default, the **[Selected pages]** option is grayed out. You must select pages from the page list before this option is available. See step 5.

- The **[Even pages]** option pastes the image to all even pages.
- The **[Odd pages]** option pastes the image to all odd pages.

↓ **Note**

The **[Even pages]** and **[Odd pages]** options are not dependent on page numbers, but on the actual number of pages in a job.

- To use the **[Selected pages]** option:
  - Select the destination pages from the page list.
    - To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
    - To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.
  - Right-click and select **Paste to** → **Selected pages**.

↓ **Note**

Sometimes when an image is copied to pages with smaller dimensions, the X,Y coordinates of the image are outside the printable area of the destination pages. A message box appears with the options to paste and automatically center the unprintable objects or ignore them and only paste printable objects.

- Click **[OK]** to paste and automatically center the unprintable objects on the destination page. If multiple destination pages are selected, unprintable objects are pasted and automatically centered on those pages with smaller printable areas.
- Click **[Cancel]** to ignore unprintable objects. Any printable objects that have been copied are pasted to the destination page. If multiple destination pages are selected, printable objects are pasted to those pages.



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## Pasting Images or Text from the System Clipboard

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You can paste images or text from the system clipboard into a job by using the **[Paste Special]** function.

↓ **Note**

- You must open TotalFlow Prep before you can paste images or text from the system clipboard into a job.
- The **[Paste Special]** function is only available in page edit view.
- The **[Paste Special]** function supports PNG, TIFF, JPEG, and GIF image file formats.
- This function is not available in the browser version of TotalFlow Prep.

To paste an image or text from the system clipboard into a job:

1. Open the target page in page edit view.
2. Copy the image or text from an external program to the system clipboard. Select the text or image and press **Ctrl+C**.
3. Place the cursor on the target page.
4. Right-click and select **[Paste Special]** from the menu. The image or text is pasted from the system clipboard onto the page.

↓ **Note**

When text is pasted from the system clipboard, text formatting options, such as bold, italics, or underline, are removed. Reapply text formatting using the text edit functionality in TotalFlow Prep. For information, see [Editing Text, p. 134](#).

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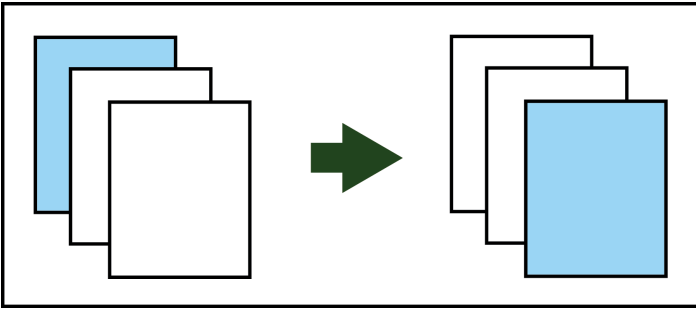
## Changing Object Order

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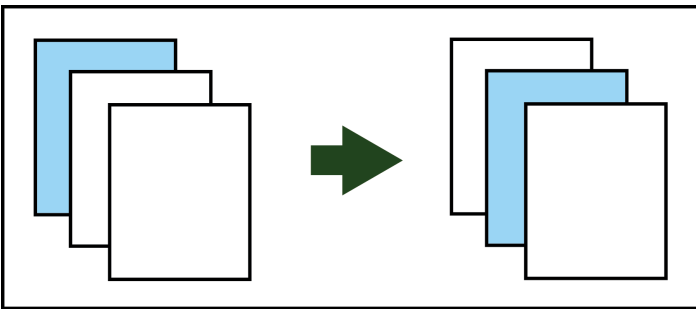
You can change the order of multiple objects (text boxes, images, or masks) on a page by using the right-click menu options.

To change object order:

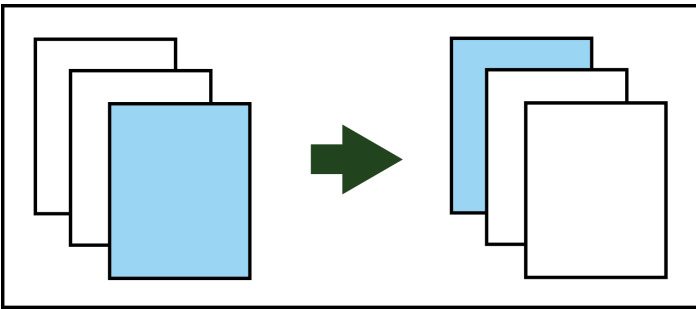
1. Click the object to select it.
2. Right-click and select **[Order]** from the menu.
3. Specify the object order by selecting one of the options available in the **[Order]** menu:
  - **[Bring to front]** brings an object in front of all other objects on the page.



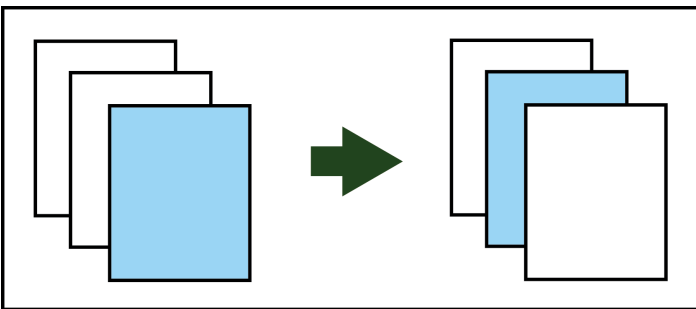
- **[Bring forward]** brings an object forward by one layer.



- **[Send to back]** places an object behind all other objects on the page.



- **[Send backward]** sends an object backward by one layer.



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## Creating, Editing, and Applying Overlays

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You can create text, image, or mask overlays and reuse them in your jobs.

**Note**

- Image overlays are not available in the browser version of TotalFlow Prep.

## Creating Overlays

### Note

- You can only create overlays in **[Edit Mode]**.
- Overlays can contain single objects or groups of objects.

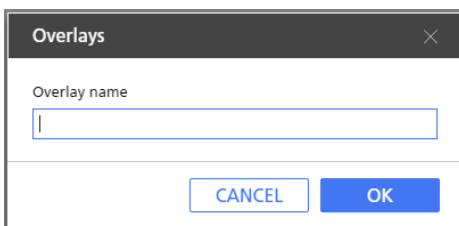
To create and save an overlay:

- Add an object (text, image, or mask) to a page.
- Select the object or objects.

### Note

To select multiple objects, click the page and drag the cursor to create a selection area that surrounds the objects.

- Right-click and select **[Create overlay...]** from the menu.
- Enter a name for the overlay in the **[Overlays]** dialog box and click **[OK]**.

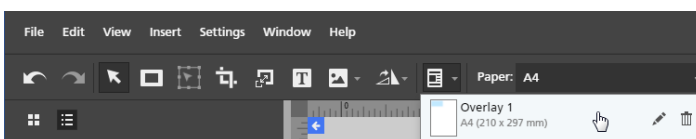




## Editing and Deleting Overlays

To edit or delete overlays:

- On the toolbar, click , the **[Overlays]** button.

Available overlays are displayed in the menu.



- To edit the name of an overlay, hover over the overlay and click , the **[Edit overlay]** button.
- To delete an overlay, hover over the overlay and click , the **[Delete overlay]** button.

## Applying Overlays

To apply an overlay:

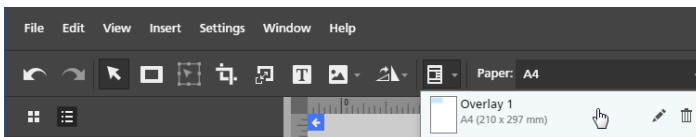
- Select the target page from the page list.
  - To select multiple pages, hold the **Ctrl** key and click each page that you want to select.

- To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.

2. On the toolbar, click , the **[Overlays]** button.

3. Select one of the available overlays.

The **[Overlays]** menu displays page dimensions and the location of the overlay on the page.



## Using Advanced Editing Features

The advanced editing features include the **[Light Table]** and **[Mirror Light Table]** views and the **[Content detection]** function.

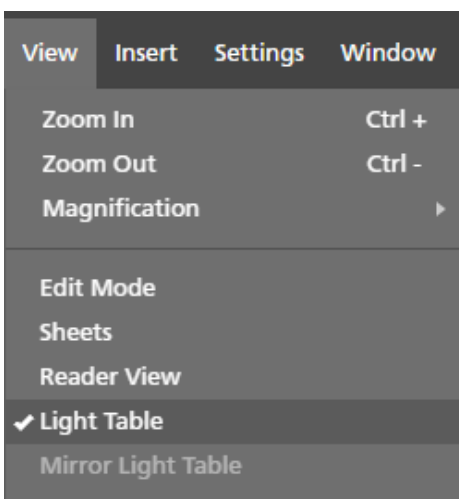
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## Using Light Table

The **[Light Table]** feature lets you view, edit, and align a stack of pages.

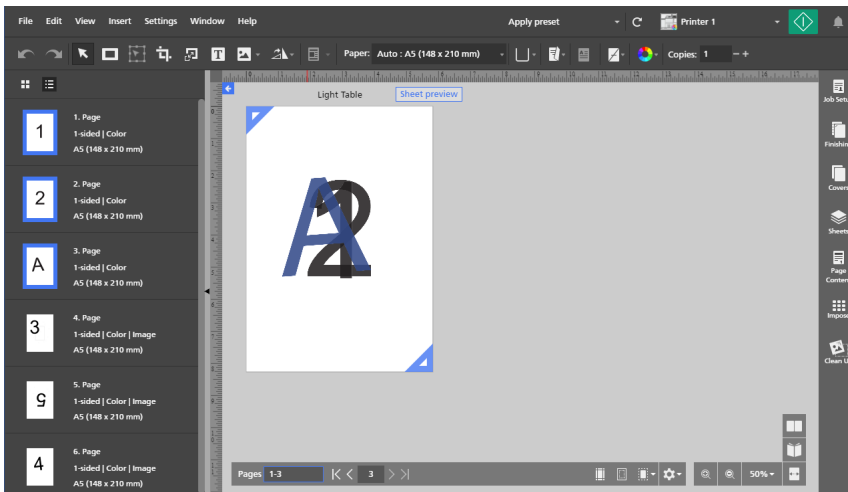
To use the **[Light Table]** feature:

1. On the menu bar, click **[View]**.
2. Select **[Light Table]**.

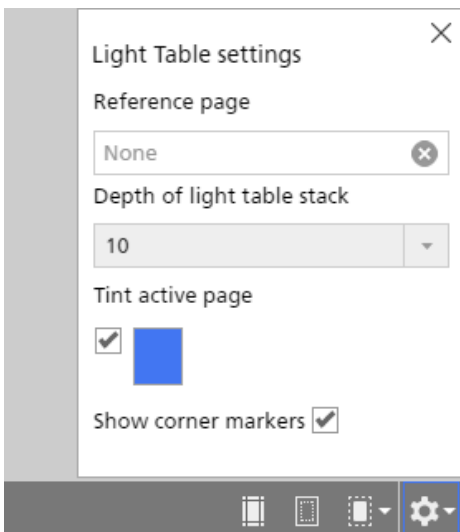


3. Add pages to the stack by entering page numbers or a range of pages in the **[Pages]** field at the bottom of the workspace.

For example, you can enter 1, 2, 3, 4-10, 14-16.



- Specify options for **[Light Table]** in the **[Light Table settings]** menu at the bottom of the workspace.



- **[Reference page]** lets you designate a specific page that remains visible even as you edit and modify other pages in the stack.
- **[Depth of light table stack]** controls the number of stacked pages visible in the light table.
- **[Tint active page]** lets you apply a tint to the top page to differentiate it from other pages in the stack.


#### ★ Important

The computer performance might be affected by the number of pages in a stack. Stacks with a large number of pages might take longer to process.

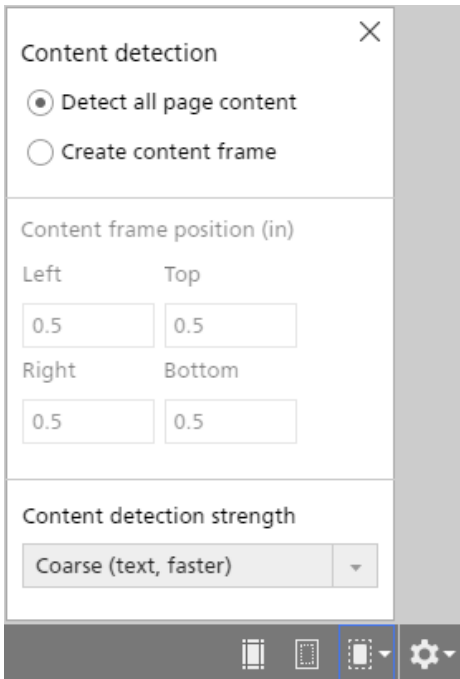
#### Using Content Detection

The **[Content detection]** function detects the edge of page content.

To use the **[Content detection]** function:

1. Click , the **[Content detection]** menu button, at the bottom of the workspace. The **[Content detection]** menu opens.
2. Set options for **[Content detection]**.

**[Detect all page content]** detects the content edge on the entire page. This option is the default setting. **[Create content frame]** lets you define a specific page area for content detection.



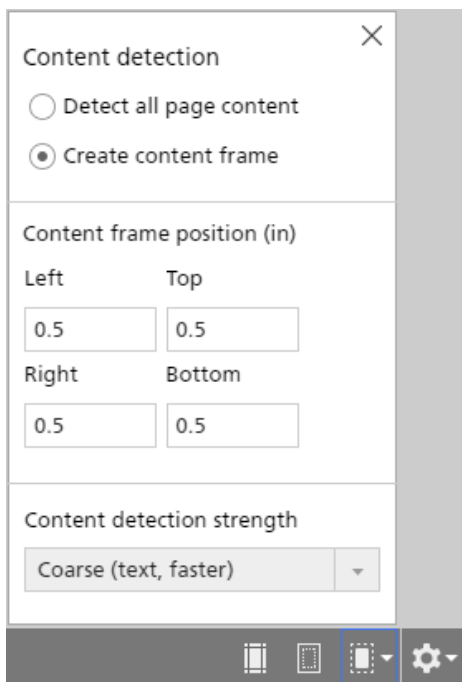
3. Select a strength level from the **[Content detection strength]** list.  
The **[Coarse (text, faster)]** option works best for plain text documents. The **[Fine (image, slower)]** option is better for detecting content in images.

### Creating a Content Frame

The **[Create content frame]** function lets you define a specific page area for content detection.

To use the **[Create content frame]** function:

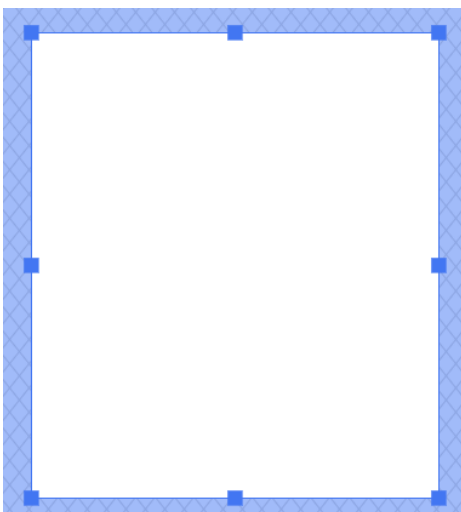
1. Click the **[Create content frame]** option in the **[Content detection]** menu.



A content frame appears on the page using default margin settings in **[Content frame position]**.

2. Set the position of the content frame.

You can define the position of the content frame by entering specific margins in the **[Left]**, **[Top]**, **[Right]**, or **[Bottom]** fields. You can also click and drag one of the blue anchors to manually adjust the position of the content frame.



## Using Mirror Light Table

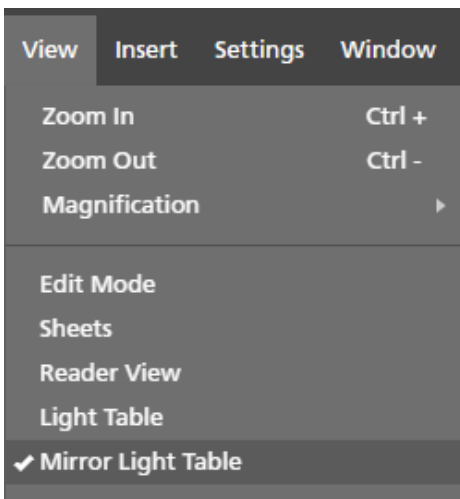
The **[Mirror Light Table]** feature displays the back of pages mirrored.

### ★ Important

The **[Mirror Light Table]** option is only available if the job is set to print on both sides of the sheet.

To use the **[Mirror Light Table]** feature:

1. On the menu bar, click **[View]**.
2. Select **[Mirror Light Table]**.



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- If the printing side is set to **[Both sides (2-sided), open to top]**, the pages are mirrored vertically.
- If the printing side is set to **[Both sides (2-sided), open to left]** or **[Both sides (2-sided), open to right]**, the pages are mirrored horizontally.

## Specifying Paper Settings

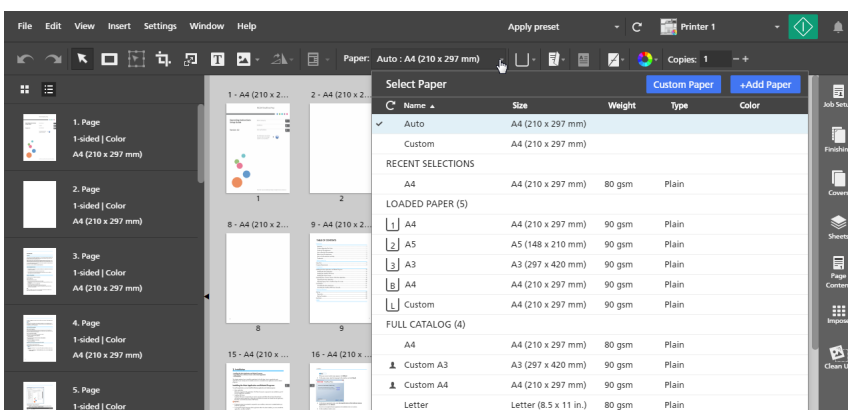
You can specify the paper and the input tray that you want to use for printing the job.

### ★ Important

- The available papers and input trays depend on the printer that is selected for the job. Make sure that you first select a printer, and then specify the paper settings.
- The default paper used for the job depends on the **[New job paper size]** setting on the **[Preferences]** screen.

To specify paper settings:

1. Open the paper selection menu on the toolbar to display the **[Select Paper]** screen.



2. On the **[Select Paper]** screen, do one of the following:



- Use the **[Auto]** setting to keep the original page size.

**Note**

- This option is not available for **[Booklet]** or **[Gangup]** - **[Speed]** imposition.
  - If the job contains documents with different page sizes, **[Auto: Multiple sizes]** is used for the original page size.
  - If the original page size is larger than the paper sizes supported by the printer, the largest supported paper size is used instead.
- Select a paper from the **[Loaded Paper]** list, which contains the papers that are currently loaded in the printer trays.
  - Select a paper from the **[Full Catalog]** list, which contains the papers from the printer catalog that are not loaded in the trays and the registered custom papers supported by the printer.

**Note**

- To create a new custom paper and add it to the **[Full Catalog]** list, click the **[+Add Paper]** button. For more information, see [Adding Custom Papers, p. 77](#).
  - For more information on managing the papers in the paper catalog, see [Managing the Paper Catalog, p. 76](#).
- Select a paper from the **[Recent Selections]** list.
  - Click the **[Custom Paper]** button to specify the paper properties manually.

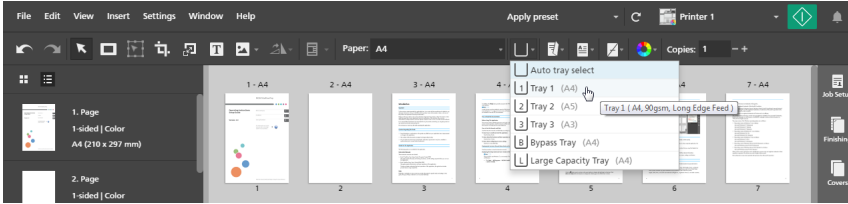
For details about the available properties, click the **?** button to display the on-screen field help.

**Important**

- Make sure that a paper with matching properties is available on the printer. For information on the printer paper settings, see the printer documentation.
- Select the **[Use default]** option or leave the field blank for the paper properties that you do not want to send to the printer.

The resulting paper is displayed as **Custom** in the paper selection menu.

- Open the tray selection menu on the toolbar and select the input tray where the paper is loaded.  
Use the **[Auto tray select]** option if you want the printer to select the tray automatically based on the specified paper settings.



For printers that use an interface box to connect to an external input device, you can select **[Extended option feed tray]** to enable a function supported through the interface box. See the printer settings for information on the available options.

### Reference

You can also specify paper settings for individual sheets. For more information on paper exceptions, see [Specifying Paper Exceptions, p. 212](#).


## 5

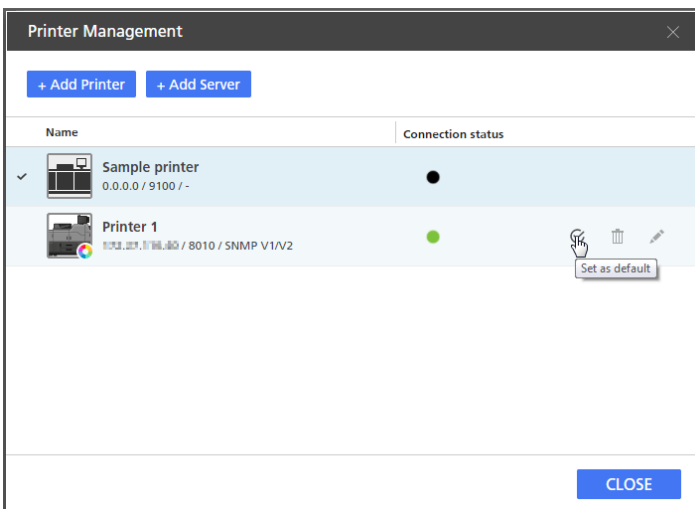
## Setting Long Paper Support

### Important

- Long paper is only available if the selected printer supports Long Paper and the SP mode is enabled.
- Contact your service representative for information about enabling SP mode on your printer.

To set long paper support:

- Confirm that the printer is configured for long paper and the SP mode is enabled.
- Go to **Settings** → **Printer Management**.
- On the **[Printer Management]** screen, hover over the long paper printer that you want to set as default and click , the **[Set as default]** button.



- Open a job that has long paper options defined.

**Note**

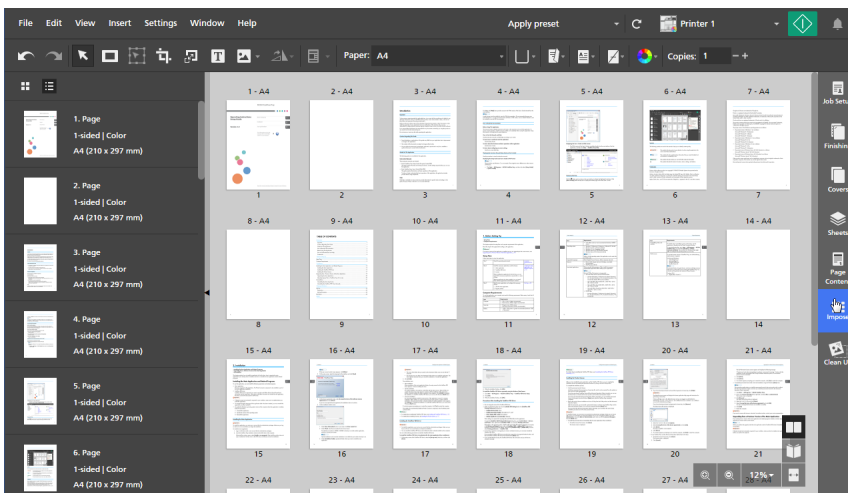
If the selected printer does not support long paper or SP mode has not been enabled, an error message appears and the job is automatically resized to the largest paper size available.

## Specifying Imposition Settings

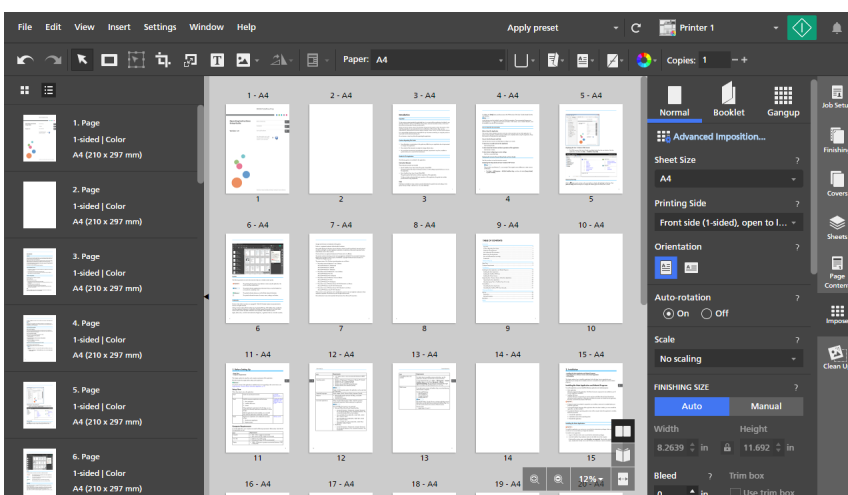
Imposition settings let you arrange the pages in the job according to where you expect them to be in the final product. For example, you can print multiple pages on a sheet or prepare booklets. Configuring imposition can increase efficiency especially for jobs with a large number of pages.

To specify imposition settings:

- In the settings area on the right, click **[Impose]**.



- In the **[Impose]** panel, specify an imposition type by clicking **[Normal]**, **[Booklet]**, or **[Gangup]**.



For more information on each type of imposition, see [Setting Normal Imposition, p. 154](#), [Setting Booklet Imposition, p. 154](#), or [Setting Gangup Imposition, p. 157](#).

- Configure all the necessary settings for the selected type of imposition.

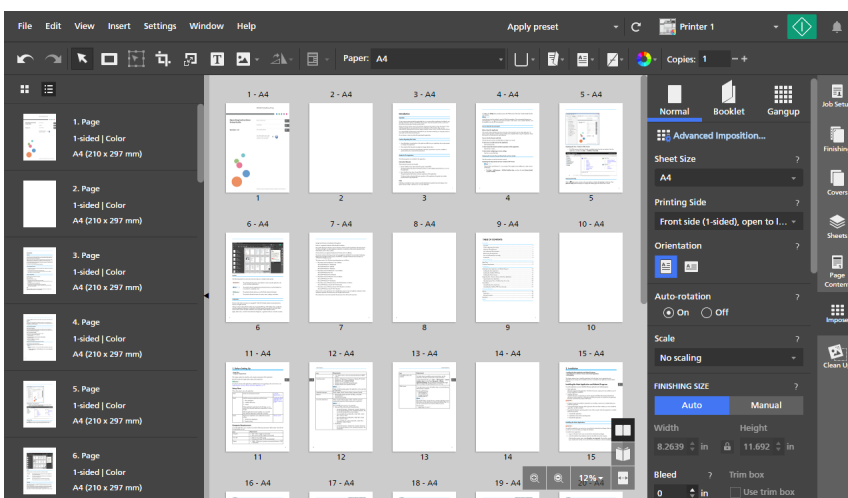
For details about a specific setting, click the  button to display the on-screen field help.

## Setting Normal Imposition

If you select the normal imposition type for the job, the pages are printed in sequence one per sheet. You can configure several settings, including the printing side, orientation, scaling, finishing size, crop marks, bleed, image positioning, and image shift.

To specify normal imposition:

1. In the settings area on the right, click **[Impose]**.
2. In the **[Impose]** panel, click **[Normal]**.



3. Configure the settings available in the **[Normal]** panel.

For details about a specific setting, click the  button to display the on-screen field help.

## Setting Booklet Imposition

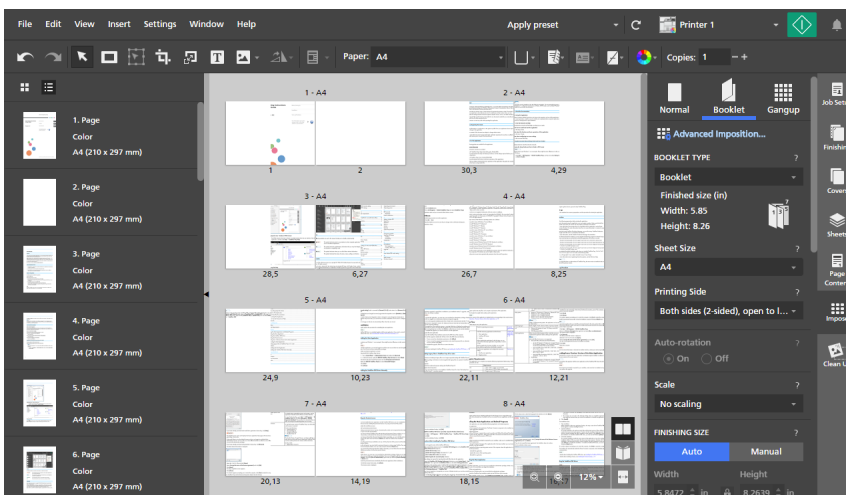
Booklet imposition lets you print the pages of a document in a booklet style. The pages are arranged and printed in a different order than in the original document so that they appear in the correct sequence after they are folded and bound.

### ★ Important

- Some functions might not be available when the imposition is set to **[Booklet]**.
- Some job settings might be removed or modified when the imposition is set to **[Booklet]**.

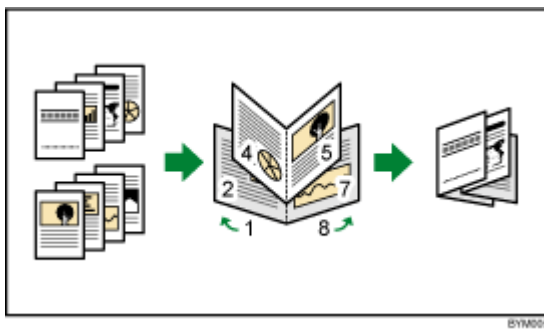
To specify booklet imposition:

1. In the settings area on the right, click **[Impose]**.
2. In the **[Impose]** panel, click **[Booklet]**.

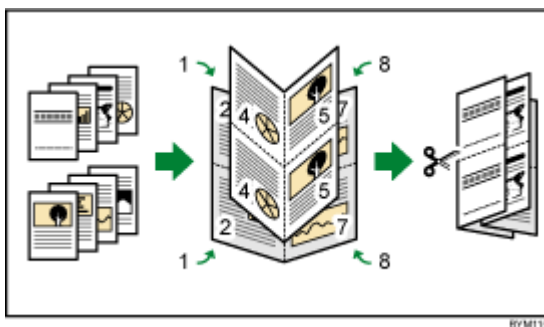


3. Select a type of booklet from the **[Booklet type]** list:

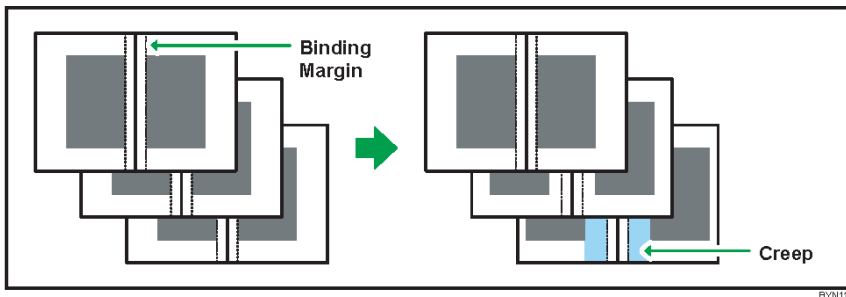
- **[Booklet]:** The printed sheets are stacked, folded along the center line, and then bound along the center line.



- **[Booklet double]:** Two copies are produced at once. The printed sheets are stacked, folded along the center line, cut, and then bound along the center line.



If the job has many pages or if you are printing on thick paper, you can adjust the output using the **[Creep]** option to avoid any page misalignment that can occur when the sheets are folded.



★ **Important**

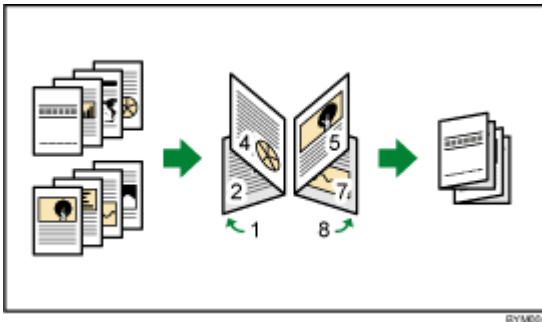
To bind a document with **[Booklet]** imposition (inner binding), specify the following finishing settings:

- **[Staple]: [2 at center]**
- **[Trim]: [Fore edge]**

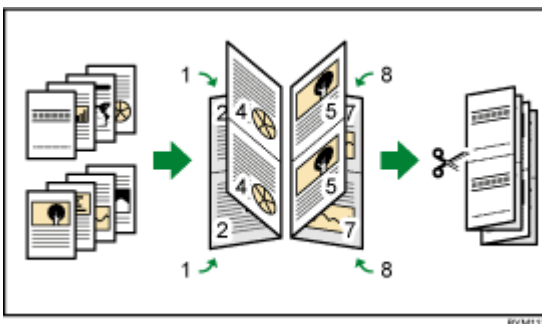
When binding, use **[Booklet]** instead of **[Booklet double]**.

For details about finishing settings, see [Specifying Finishing Settings, p. 166](#).

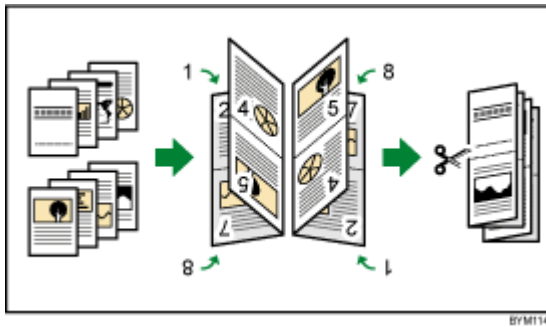
- **[Perfect]:** The printed sheets are folded along the center line, stacked, and then bound along the edge.



- **[Perfect double]:** Two copies are produced at once. The printed sheets are folded along the center line, stacked, cut, and then bound along the edge.



You can specify on which side the booklets are cut using the **[Rotate by 180]** setting.



### ★ Important

To bind a document with **[Perfect]** imposition, specify the following finishing settings:

- **[Fold]: [Half fold]**
- **[Staple]** or **[Punch]**

For details about finishing settings, see [Specifying Finishing Settings, p. 166](#).

4. Configure the settings available for the selected type of booklet.

For details about a specific setting, click the **?** button to display the on-screen field help.

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## Setting Gangup Imposition

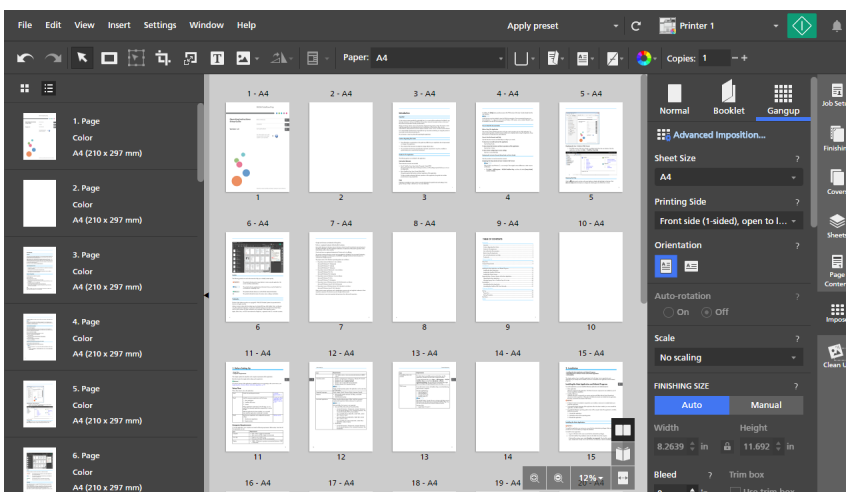
You can use gangup imposition to combine multiple pages on a sheet of paper. Different layout options are available for the pages.

### ★ Important

- Some functions might not be available when the imposition is set to **[Gangup]**.
- Some job settings might be removed or modified when the imposition is set to **[Gangup]**.

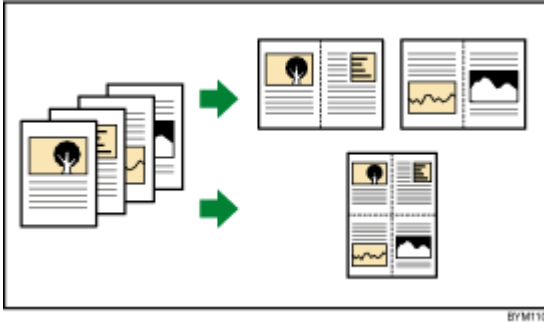
To specify gangup imposition:

1. In the settings area on the right, click **[Impose]**.
2. In the **[Impose]** panel, click **[Gangup]**.

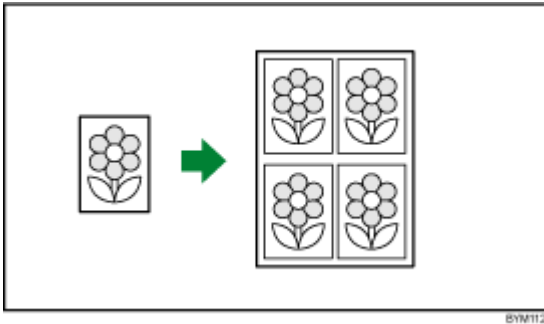


3. Select a type of gangup imposition in the **[GANGUP / CUT & STACK]** section:

- **[Unique]:** Multiple pages of the document are printed onto one sheet.  
You can specify the number of pages to print on a sheet and their order.

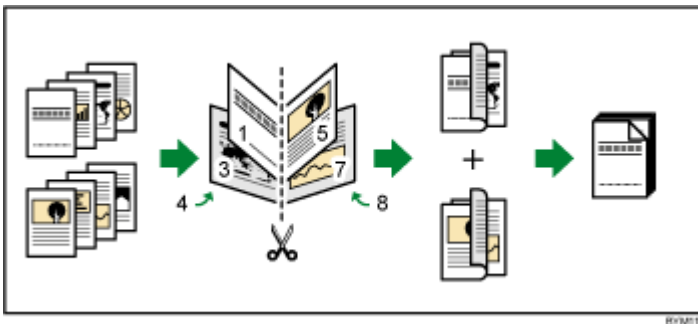


- **[Repeat]:** A document page is printed repeatedly a specified number of times onto one sheet.



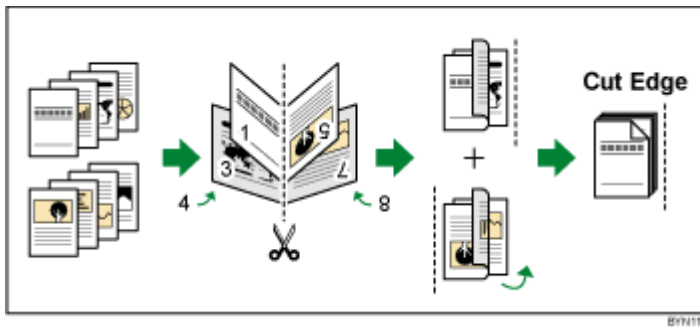
- **[Speed]:** Two pages are arranged and printed on each side of a sheet. The printed sheets are then stacked and cut down the center.


As multiple pages are created per cut sheet, printing time and costs can be reduced.



You can use the **[Rotate by 180]** option to rotate one of the two pages on each side of the sheet. You can then cut the printed sheets and align the cut edges.

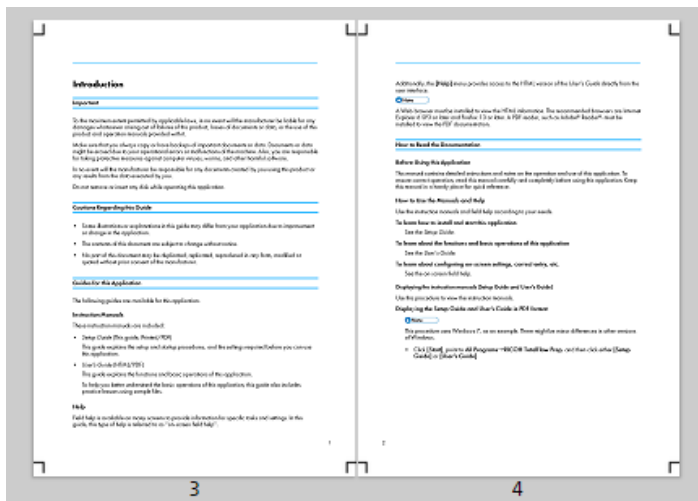




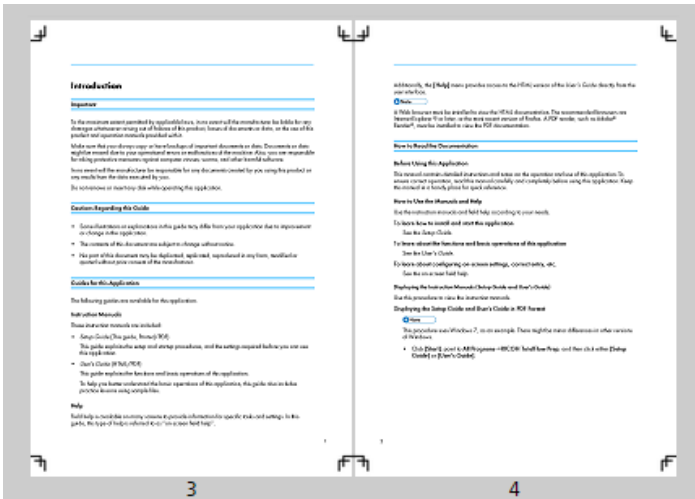
- Configure the settings available for the selected type of gangup imposition.  
For details about a specific setting, click the  button to display the on-screen field help.

## Using Crop Marks for Trimming

Crop marks are lines printed in the corners of each page to indicate where to trim the printed sheet. You can select a specific style for the crop marks. Roman marks are single marks that indicate the trimming locations.



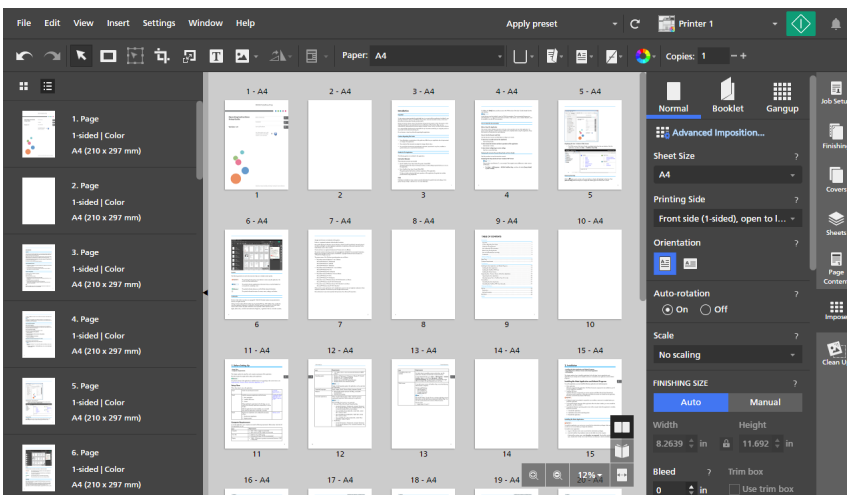
Japanese marks are double marks that consist of an inner mark and an outer mark. The inner mark indicates the trimming location. The outer mark indicates the outer edge of page content that extends beyond the inner marks. Page content that extends beyond the trim area to the outer marks is cropped away when the sheet is trimmed.



To specify crop mark settings:

1. In the settings area on the right, click **[Impose]**.
2. In the **[Impose]** panel, make sure that the required type of imposition is specified for the job.

5



3. Configure the settings available in the **[Marks]** section.  
You can select a style of marks and specify the thickness and length of the mark lines. You can also specify on which side of the sheet to print the marks.

For details about a specific setting, click the **?** button to display the on-screen field help.

#### Note

- If a bleed value is specified, the marks move inward from the corner of the page the amount specified by the bleed. For double marks, the inner mark moves inward from the corner of the page the amount specified by the bleed, while the outer mark keeps its original position.
- The position of the marks is also adjusted according to the **[Image Shift]**, **[Creep]**, and **[Gutters]** settings.
- You can preview your settings in the workspace area.

## Specifying Orientation Settings

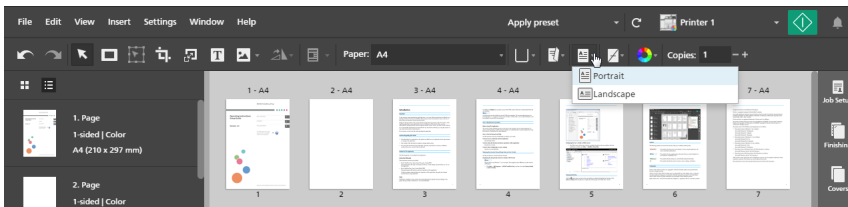
You can use the **[Orientation]** menu on the toolbar to specify whether the sheets have a vertical or horizontal layout.

### ★ Important

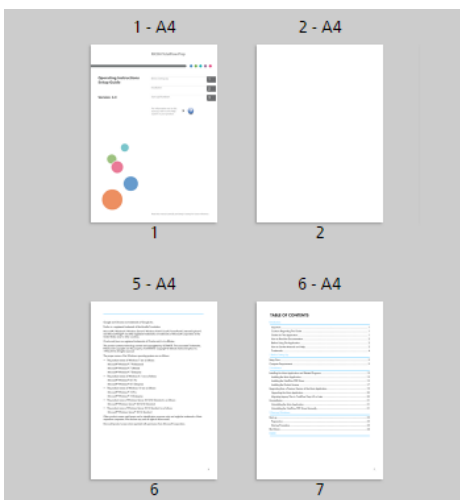
- When you change the orientation using the toolbar, the **[Orientation]** setting in the **[Impose]** panel is also updated.
- The options available for the orientation setting depend on the paper selected for the job. You cannot change the orientation if the **[Auto]** setting is used for the job paper.

To specify orientation settings for the job:

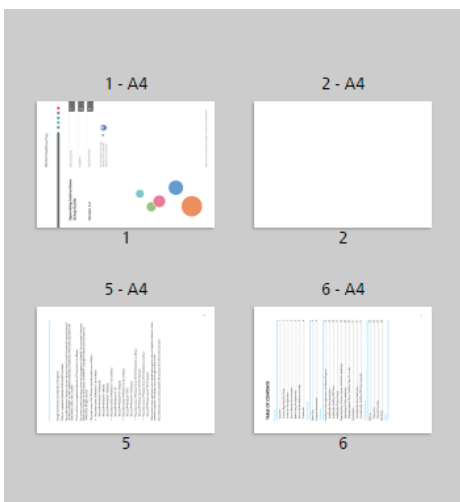
1. Click , the **[Orientation]** button, on the toolbar.



2. Select one of the available orientation options:
  - **[Portrait]**: The sheets have a vertical layout.



- **[Landscape]**: The sheets have a horizontal layout.



### ★ Important

The orientation of the content on the sheet depends on the type of imposition and the specific imposition settings specified for the job.

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## Specifying Printing Side Settings

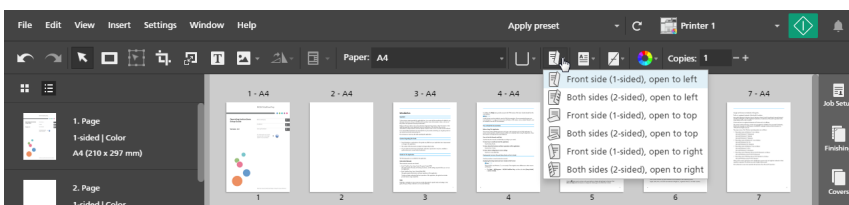
You can use the **[Printing side]** menu on the toolbar to specify on which sides of the sheet to print and the direction in which the sheets open.

### ★ Important

- When you change the printing side option using the toolbar, the **[Printing Side]** setting in the **[Impose]** panel is also updated.
- The available printing side options depend on the type of imposition specified for the job.
- The printing side settings determine the binding edge and the finishing options that you can specify for the job. For example, if the printing side setting is **[Front side (1-sided), open to left]**, you cannot set stapling or punching options for the right edge of the sheets.

To specify printing side settings for the job:

1. Click , the **[Printing side]** button, on the toolbar.



2. Select one of the available printing side options:
  - **[Front side (1-sided), open to left]**: The job prints on the front side of the sheet and the sheets open from right to left.

- **[Both sides (2-sided), open to left]:** The job prints on both sides of the sheet and the sheets open from right to left.
- **[Front side (1-sided), open to top]:** The job prints on the front side of the sheet and the sheets open from bottom to top.
- **[Both sides (2-sided), open to top]:** The job prints on both sides of the sheet and the sheets open from bottom to top.
- **[Front side (1-sided), open to right]:** The job prints on the front side of the sheet and the sheets open from left to right.
- **[Both sides (2-sided), open to right]:** The job prints on both sides of the sheet and the sheets open from left to right.

### Reference

You can also specify printing side settings for individual sheets. For more information on printing side exceptions, see [Specifying Printing Side Exceptions, p. 215](#).

## Specifying Fifth Station Settings

**[Fifth Station]** is a special marking station where you can select different toners to use. This gives you the option to print with a fifth color.

5

## Setting Clear Toner Properties

### Note

- The **[Fifth Station]** settings are only available when a **[Fifth Station]** module is installed on the printer. The availability of these settings depends on the printer model, printer controller, and **[Fifth Station]** configuration.
- The **[Named spot color]** and **[Adjust tone]** options are not available for printers with EFI Fiery controllers.

When **[Clear]** is the special effect toner installed:

1. Click **[Fifth Station]** in the settings area on the right.
2. Under **[Special effect toner]**, select **[Clear]**.
3. Under **[Processing target]**, select one of these options:
  - **[None]**  
No special effect toner is applied. Any spot color used is processed using CMYK values.
  - **[Whole page]**  
The special effect toner is applied to the entire page.
  - **[Named spot color]**  
The special effect toner is applied to a specific spot color in the print file.  
In the **[Spot color name]** field, select a spot color from the list or enter a spot color name. The spot color name must match the corresponding spot color used in the PDF print file.

TotalFlow Prep does not provide a warning if you enter a spot color name that is not recognized.

In the **[Spot color priority]** field, set which spot color has priority over the others.

- **[Specified objects]**

The special effect toner is applied only to specific objects. Select one or more objects from the list of options available for your configuration.

4. Under **[Adjust tone]**, enter a value from 0 to 100%.

5. Under **[Print priority]**, select **[Quality]** or **[Speed]**.

When the print mode is set to **[Speed]**, the amount of special effect toner is reduced to enable faster printing.

6. Under **[Page range]**, enter the range of pages that you want to print with special effect toner.

7. Under **[Mirror]**, specify whether to mirror all the sheets in the job.

The **[Mirror]** function applies to the entire job, even if you set a page range for the other **[Fifth Station]** options.

## 5

For details about a specific setting, click the **?** button to display the on-screen field help.

## Setting White Toner Properties

### Note

- The **[Fifth Station]** settings are only available when a **[Fifth Station]** module is installed on the printer. The availability of these settings depends on the printer model, printer controller, and **[Fifth Station]** configuration.
- The **[Named spot color]**, **[Adjust tone]**, and **[Print priority]** options are not available for printers with EFI Fiery controllers.

When **[White]** is the special effect toner installed:

1. Click **[Fifth Station]** in the settings area on the right.
2. Under **[Special effect toner]**, select **[White]**.
3. Under **[Processing target]**, select one of these options:

- **[None]**

No special effect toner is applied. Any spot color used is processed using CMYK values.

- **[Whole page]**

The special effect toner is applied to the entire page.

- **[Named spot color]**

The special effect toner is applied to a specific spot color in the print file.

In the **[Spot color name]** field, select a spot color from the list or enter a spot color name. The spot color name must match the corresponding spot color used in the PDF print file. TotalFlow Prep does not provide a warning if you enter a spot color name that is not recognized.

In the **[Spot color priority]** field, set which spot color has priority over the others.

- **[Specified objects]**

The special effect toner is applied only to specific objects. Select one or more objects from the list of options available for your configuration.

4. Under **[Adjust tone]**, enter a value from 0 to 100%.

5. Under **[Print priority]**, select **[Quality]** or **[Speed]**.

When the print mode is set to **[Speed]**, the amount of special effect toner is reduced to enable faster printing.

6. Under **[Page range]**, enter the range of pages that you want to print with special effect toner.

7. Under **[Mirror]**, specify whether to mirror all the sheets in the job.

The **[Mirror]** function applies to the entire job, even if you set a page range for the other **[Fifth Station]** options.

For details about a specific setting, click the  button to display the on-screen field help.

## Setting Special Toner Properties

### Note

- The **[Fifth Station]** settings are only available when a **[Fifth Station]** module is installed on the printer. The availability of these settings depends on the printer model, printer controller, and **[Fifth Station]** configuration.
- The **[Named spot color]** and **[Adjust tone]** options are not available for printers with EFI Fiery controllers.

When **[Special]** is the special effect toner installed:

1. Click **[Fifth Station]** in the settings area on the right.

2. Under **[Special effect toner]**, select **[Special]**.

3. Under **[Processing target]**, select one of these options:

- **[None]**

No special effect toner is applied. Any spot color used is processed using CMYK values.

- **[Whole page]**

The special effect toner is applied to the entire page.

- **[Named spot color]**

The special effect toner is applied to a specific spot color in the print file.

In the **[Spot color name]** field, select a spot color from the list or enter a spot color name. The spot color name must match the corresponding spot color used in the PDF print file. TotalFlow Prep does not provide a warning if you enter a spot color name that is not recognized.

In the **[Spot color priority]** field, set which spot color has priority over the others.

- **[Specified objects]**

The special effect toner is applied only to specific objects. Select one or more objects from the list of options available for your configuration.

4. Under **[Adjust tone]**, enter a value from 0 to 100%.
5. Under **[Print priority]**, select **[Quality]** or **[Speed]**.

When the print mode is set to **[Speed]**, the amount of special effect toner is reduced to enable faster printing.

6. Under **[Page range]**, enter the range of pages that you want to print with special effect toner.
7. Under **[Mirror]**, specify whether to mirror all the sheets in the job.

The **[Mirror]** function applies to the entire job, even if you set a page range for the other **[Fifth Station]** options.

For details about a specific setting, click the  button to display the on-screen field help.

## Specifying Finishing Settings

You can specify various finishing settings for printed documents, such as collating, stapling, hole punching, folding, binding, trimming, output tray, eject output, and printer features.

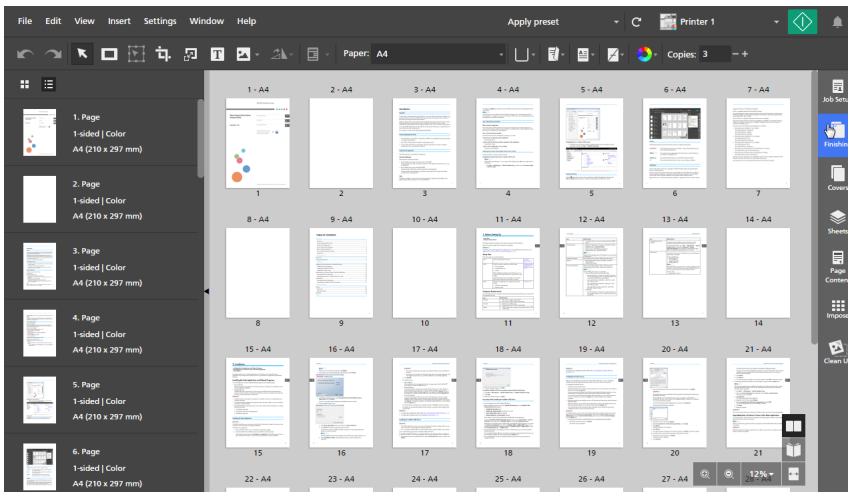
### Important

- You can only specify finishing functions that are available on your printer. Make sure that you first select a printer for the job, and then set the finishing options.
- If a function is available on your printer but the values that you specify for the settings do not match those set on the printer exactly, an error will occur on the printer.
- If the job has mixed paper sizes and you want to specify finishing settings, we recommend using the following combinations of paper sizes:
  - A3 (297 × 420 mm) and A4 (210 × 297 mm)
  - B4 (257 × 364 mm) and B5 (182 × 257 mm)
  - 11 × 17 inches and Letter (8.5 × 11 inches)
  - 8K (267 × 390 mm) and 16K (195 × 267 mm)

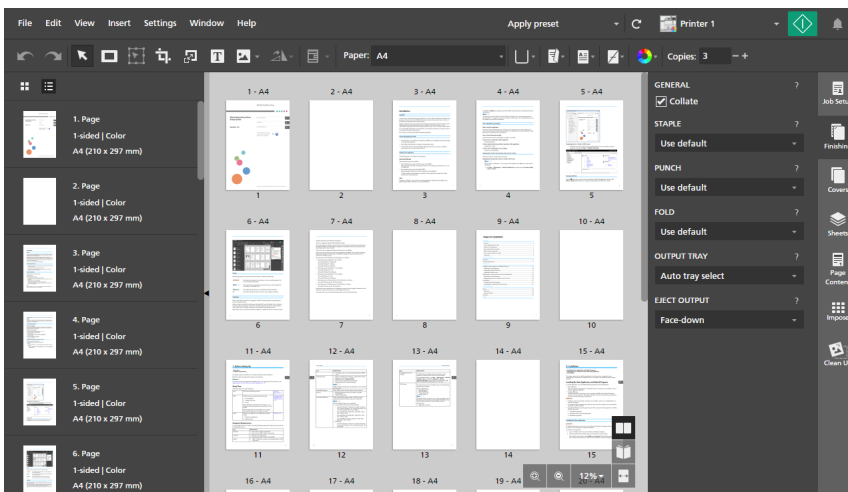
To specify finishing settings:

1. In the settings area on the right, click **[Finishing]** to display the available finishing options.





- In the **[Finishing]** panel, specify the finishing options required for the job.  
For details about a specific setting, click the **?** button to display the on-screen field help.



You can preview your settings in the workspace area, in the **[Sheet view]** and **[Reader view]**.

### ★ Important

- Only finishing options that are available on the printer are displayed. For example, if the printer does not have a folding unit, the **[Fold]** setting is not displayed.
- Options that are not compatible with the current job settings are marked with a red dot ●. For example, if the job is set to open to the left, all the options for stapling on the right edge are marked as incompatible.

If you select an incompatible option, you must adjust the job settings based on the options listed in the dialog box for solving conflicts.

## Printing Collated Documents

If you are printing multiple copies of a job, you can arrange the print order so that the copies are printed in sorted sets.



To specify how to collate job copies:

1. In the settings area on the right, click **[Finishing]**.
2. In the **[Finishing]** panel:
  - Select the **[Collate]** check box under **[General]** to sort the job copies.
  - Clear the **[Collate]** check box if you do not want the job copies to be sorted.

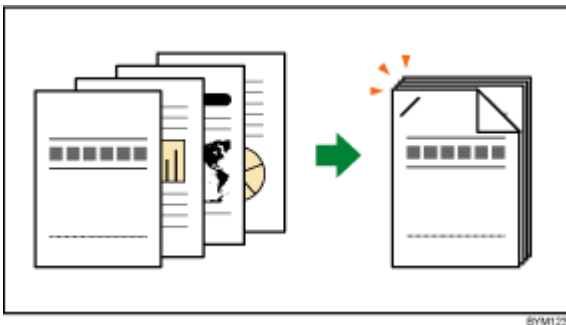
**★ Important**

You cannot specify any finishing settings for the job if the **[Collate]** check box is not selected.

5

## Stapling the Printed Document

If your printer has a staple-capable finisher, you can staple together the sheets of a printed document.



To specify stapling options:

1. In the settings area on the right, click **[Finishing]**.

**↓ Note**

You can also set stapling options directly from the **[Staple]** menu on the toolbar.

2. In the **[Finishing]** panel, select one of the stapling options available under **[Staple]**.

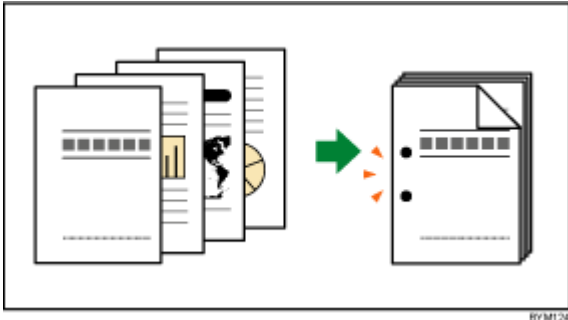
For details about a specific setting, click the **?** button to display the on-screen field help.

**E Reference**

For more information on the installed finisher, compatible paper types, and available stapling settings, see the printer documentation.

## Punching Holes in the Printed Document

If your printer has a punch-capable finisher, you can punch holes in the sheets of a printed document.



To specify hole punching options:

1. In the settings area on the right, click **[Finishing]**.
2. In the **[Finishing]** panel, select one of the hole punching options available under **[Punch]**.

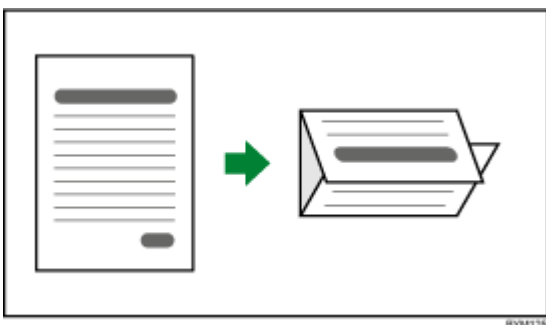
For details about a specific setting, click the  button to display the on-screen field help.

### Reference

For more information on the installed finisher, compatible paper types, and available punching settings, see the printer documentation.

## Folding the Printed Document

If your printer has a paper folding unit, you can fold the sheets of a printed document.



To specify folding options:

1. In the settings area on the right, click **[Finishing]**.
2. In the **[Finishing]** panel, select one of the folding options available under **[Fold]**.

For details about a specific setting, click the  button to display the on-screen field help.

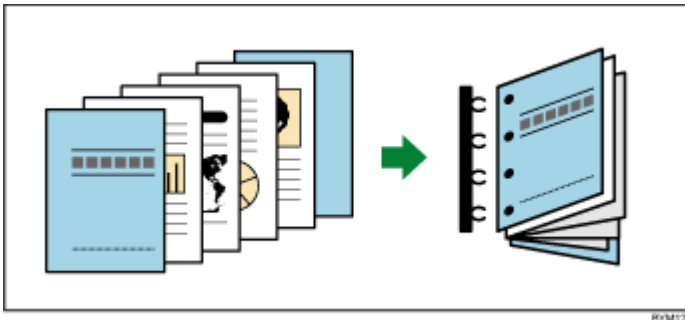
### Reference

For more information on compatible paper sizes and thickness, see the documentation for the printer and the paper folding unit.

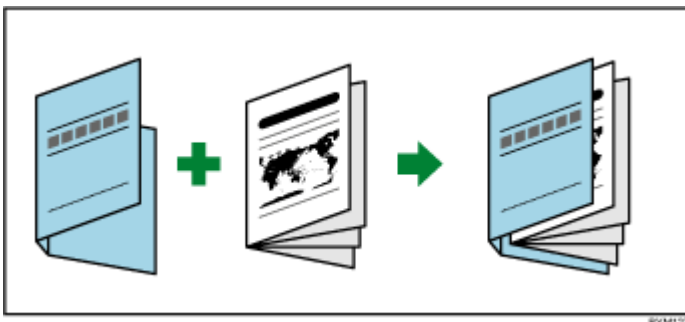
## Binding the Printed Document

If your printer has a binding unit, you can bind the sheets of the document.

With a ring binding unit, you can insert rings along the binding edge.



With a perfect binding unit, you can insert the sheets of the document into a cover and glue them into place.



### Important

- To perform perfect binding, the **[Orientation]** and **[Printing side]** settings must be configured as follows:
  - If **[Orientation]** is **[Portrait]**, the **[Printing side]** setting must be **[Front side (1-sided), open to left]**, **[Both sides (2-sided), open to left]**, **[Front side (1-sided), open to right]**, or **[Both sides (2-sided), open to right]**.
  - If **[Orientation]** is **[Landscape]**, the **[Printing side]** setting must be **[Front side (1-sided), open to top]** or **[Both sides (2-sided), open to top]**.

To specify binding settings:

- In the settings area on the right, click **[Finishing]**.
- In the **[Finishing]** panel, select one of the binding options available under **[Binding]**.

For details about a specific setting, click the **?** button to display the on-screen field help.

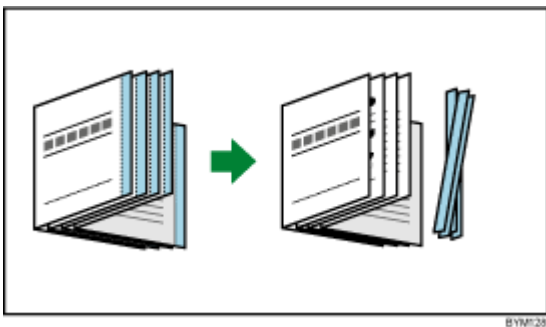
### Reference

For more information on compatible paper sizes and thickness, see the documentation for the printer and the binding unit.

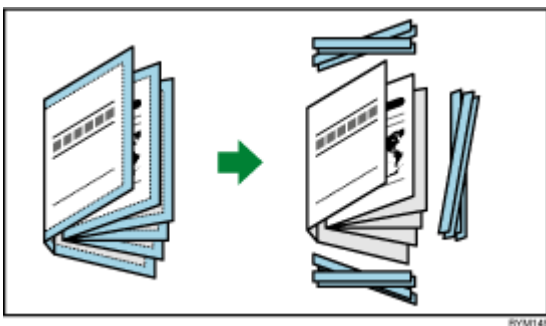
## Trimming the Printed Document

You can specify trimming options for jobs with center stapling and perfect binding.

For jobs with center stapling, which have the **[2 at center]** option set in the **[Staple]** section, you can trim the opening end of the document. A trimmer must be installed on the printer.



For jobs with perfect binding, which have the **[Perfect binding]** option set in the **[Binding]** section, you can trim the top, bottom, and opening end of the document. A perfect binding unit must be installed on the printer.



### Important

- This function does not perform the center cutting for the **[Perfect double]**, **[Booklet double]**, **[Speed]**, and **[Repeat]** printing methods.
- **[Image Alignment]** automatically changes to **[Binding edge]** when the **[Binding]** setting is **[Perfect binding]** and you select **[None]**, **[Specify finished size]**, or **[Specify head, tail and fore edge]** for the **[Trim]** setting.

To specify trimming options:

1. In the settings area on the right, click **[Finishing]**.
2. In the **[Finishing]** panel, select one of the trimming options available under **[Trim]** and configure the settings according to the job requirements.

For details about a specific setting, click the **[?]** button to display the on-screen field help.

**Reference**

For more information on compatible paper sizes and thickness, see the documentation for the printer, the trimmer, and the binding unit.

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## Setting the Output Tray

---

You can specify an output tray for the printed sheets.

To specify an output tray:

1. In the settings area on the right, click **[Finishing]**.
2. In the **[Finishing]** panel, select one of the output tray options available under **[Output Tray]**.

**Note**

You can choose **[Auto tray select]** for automatic tray selection.

## 5

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## Specifying How to Eject the Output

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You can specify whether the output is ejected face down or face up.

To specify how the output is ejected:

1. In the settings area on the right, click **[Finishing]**.
2. In the **[Finishing]** panel, select one of the options available under **[Eject output]**.

For details about a specific setting, click the **?** button to display the on-screen field help.

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## Using Printer Features

---

Depending on the selected printer, you can use a range of printer-specific features.

To view and select from the available printer features:

1. In the settings area on the right, click **[Finishing]**.
2. In the **[Finishing]** panel, select a printer preset from the **[Printer Feature]** list and a value from the **[Feature option]** list.

For details about a specific setting, click the **?** button to display the on-screen field help.

## Adding and Editing Tabs

TotalFlow Prep lets you insert tabs, convert pages to tabs, and configure tab presets. You can also print text and images on the tab ears and configure settings for ejecting unused tabs in a separate tray.

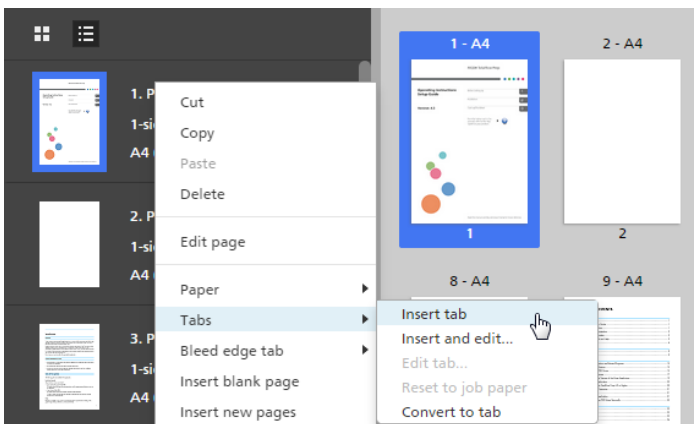
## Inserting Tabs

You can insert tabs by using the right-click menu.

To insert tabs:

1. Select a target page in the page list.
2. Right-click and select **Tabs** → **Insert tab** from the menu.

A tab is inserted before the target page.



### ★ Important

- A tab cannot be inserted before a front cover or after a back cover.
- A tab cannot be inserted before a designation sheet that is positioned at the beginning of a chapter.
- **[Insert Tab]** is not supported if the imposition is set to **[Booklet]** or **[Gangup]** - **[Speed]**.

## Inserting Tabs Before Chapters

You can automate tab insertion before chapters.

### ↓ Note

The tab automation function is not available if the job does not have chapters.

To insert tabs before chapters:

1. Make sure that the job has at least one chapter.  
For information on creating chapters, see [Creating Chapters, p. 110](#).
2. On the menu bar, click **Insert** → **Tab Automation** → **Insert Tabs at Chapters**.

### ↓ Note

- Tabs are inserted before all the chapters in the job.
- Tabs are not inserted before any chapters that already have tabs at the beginning.

## Inserting Chapter Names on Tab Ears

You can insert the chapter name on tab ears.

### Note

This function is available only if the job contains chapters and there are tabs inserted before the chapters.

To insert chapter names on tab ears:

1. Make sure that the job has at least one chapter.  
For information on creating chapters, see [Creating Chapters, p. 110](#).
2. Make sure that tabs are inserted before the chapters.  
For information on inserting tabs before chapters, see [Inserting Tabs Before Chapters, p. 173](#).
3. On the menu bar, click **Insert** → **Tab Automation** → **Insert Chapter Names to Tab Ears**.

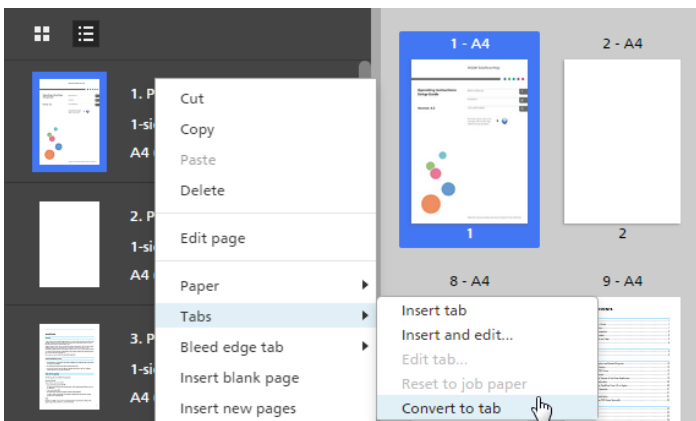
### Note

- Chapter names are inserted on the tab ears of tabs that begin each chapter.
- This function inserts the chapter names once, but does not automatically update the tab ear text if chapters are renamed, moved, or deleted.
- Select [**Insert Chapter Names to Tab Ears**] again to update the chapter names on tab ears after chapters have been renamed, moved, or deleted.

## Converting a Page to a Tab

To convert a page to a tab:

1. Select a page in the page list.
  - To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
  - To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.
2. Right-click and select **Tabs** → **Convert to tab** from the menu.





### ★ Important

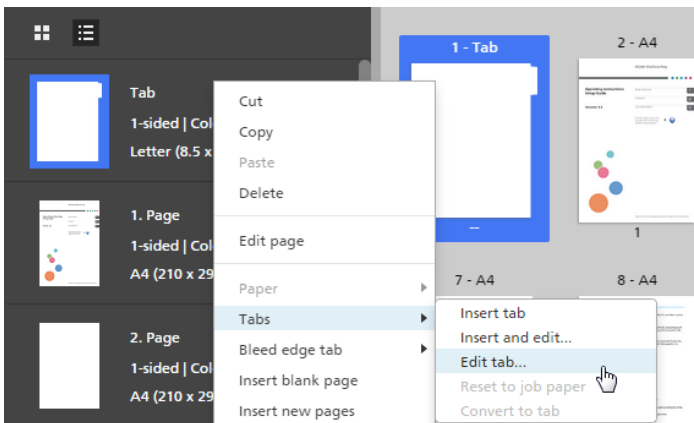
- Page content is shifted towards the tab ear when a page is converted to a tab.
- Front or back covers cannot be converted to a tab.
- A designation sheet cannot be converted to a tab.
- **[Convert to tab]** is disabled for **[Booklet]** and **[Gangup]** imposition.
- Converted tabs remain in the job if they are created before changing the imposition to **[Gangup] - [Unique]** or **[Gangup] - [Repeat]**.
- Converted tabs are changed to normal pages when the imposition is set to **[Booklet]** or **[Gangup] - [Speed]**.

## Editing Tabs

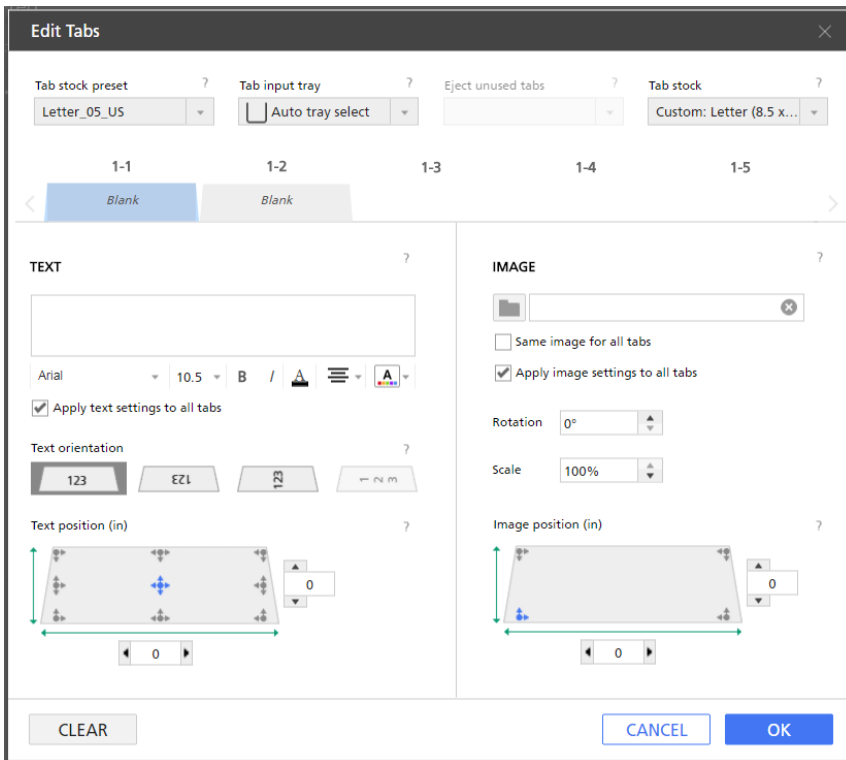
You can edit tab settings, add text or images to tab ears, and manage tab stock presets.

To edit tabs:

1. Right-click a tab and select **Tabs** → **Edit tab...** from the menu.



The **[Edit Tabs]** screen opens.

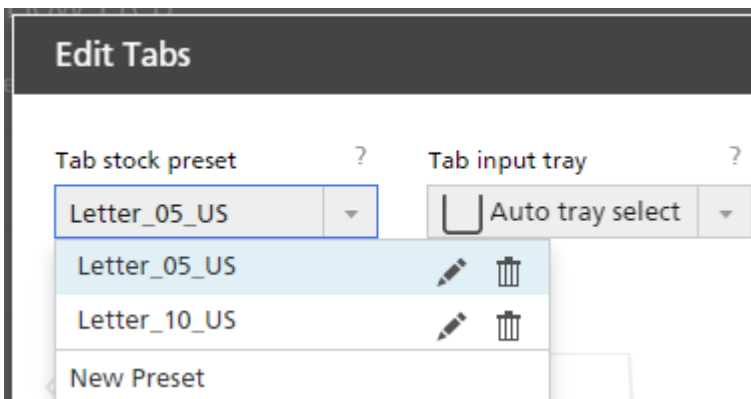


2. Select a tab stock preset from the **[Tab stock preset]** list.  
For more information on editing the default presets and adding new presets, see [Managing Tab Stock Presets, p. 176](#).
3. Specify the required settings for the tabs.  
For details about a specific setting, click the **?** button to display the on-screen field help.


## Managing Tab Stock Presets

You can select, edit, and delete tab stock presets using the preset list.

- Select a tab stock preset by clicking a preset name in the **[Tab stock preset]** list.



- Click , the **[Edit]** icon, to edit the tab stock preset. The **[Edit Tab Stock Preset]** dialog box opens.

- Click , the **[Delete]** icon, to delete the tab stock preset.
- Click **[New Preset]** to add a new tab stock preset. The **[Add Tab Stock Preset]** dialog box opens.

For details about a specific setting, click the  button to display the on-screen field help.

## Ejecting Unused Tabs

If a job uses fewer tab sheets than are in a tab bank, you can choose to eject the unused tabs. For example, if your job has four defined tabs and there are five tab sheets per bank, the unused tab is ejected to the output tray as the job is printed.

### ★ Important

- The **[Eject unused tabs]** menu is only available if the selected printer supports eject unused tabs functionality.
- The **[Eject unused tabs]** function is not available for converted tabs.
- Adding an image to a tab disables the **[Eject unused tabs]** function.

To select an output tray for **[Eject unused tabs]**:

1. Open **[Job Setup]** in the settings area. Clear the **[Apply settings to PDF and remove from job ticket]** check box.

Apply settings to PDF and remove from job ticket

2. On the **[Edit Tabs]** screen, select an available output tray from the **[Eject unused tabs]** menu.

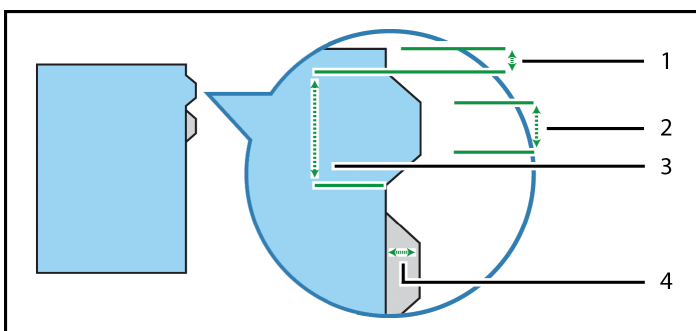
### ↓ Note

By default, the **[Apply settings to PDF and remove from job ticket]** check box is selected. To change the default setting, click **Settings** → **Preferences**, then click the **[General]** tab. Under **[Print settings]**, clear the **[Apply settings to PDF and remove from job ticket]** check box.

For details about a specific setting, click the  button to display the on-screen field help.

## Specifying Tab Size

Specify tab height, length, and distance from the sheet edge.



There are four settings for tab size:

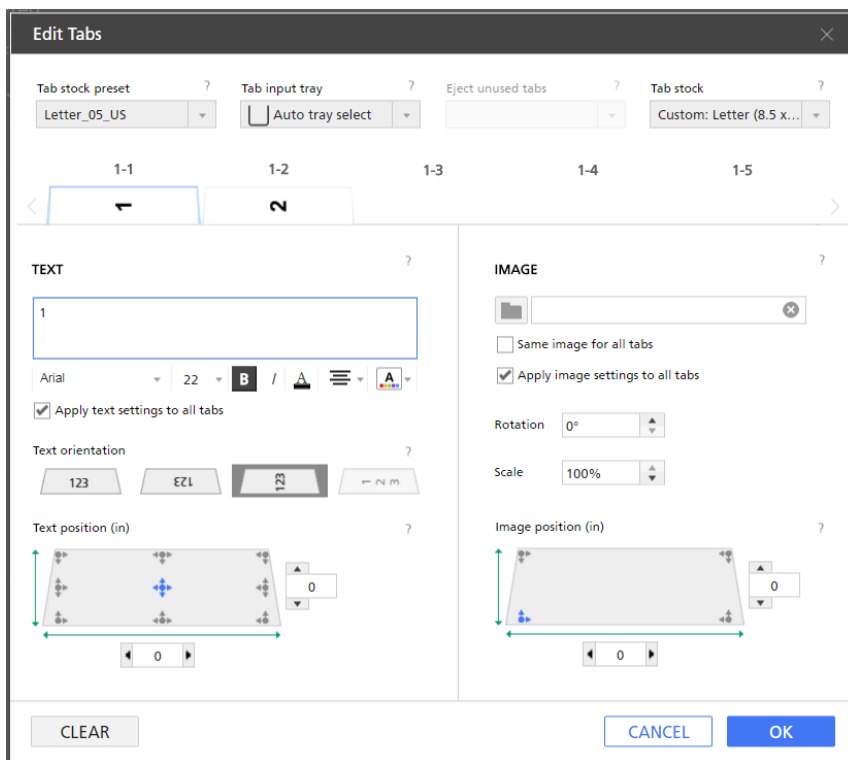
1. **[Tab edge to sheet edge]**: Specify the distance from the sheet edge to the top and bottom edges of the tab bank. Use increments of 0.1 mm (0.01 inches).
2. **[Short edge]**: Specify the length of the tab's short edge. This is the side of the tab farthest from the sheet. Use increments of 0.1 mm (0.01 inches).
3. **[Long edge]**: Specify the length of the tab's long edge. This is the side of the tab that joins the sheet. Use increments of 0.1 mm (0.01 inches).
4. **[Height]**: Specify the height of the tab. This is the distance from the tab's short edge to the sheet edge. Use increments of 0.1 mm (0.01 inches).

## Adding Text and Images to a Tab

You can print text and images on the tab ears.

To add text or images to tab ears:

1. Right-click a tab and select **Tabs** → **Edit tab...** from the menu.
2. On the **[Edit Tabs]** screen, use the functions in the **[TEXT]** and **[IMAGE]** sections to add text or insert an image.



For details about a specific setting, click the **?** button to display the on-screen field help.

Check the preview to make sure that the text and images appear correctly.

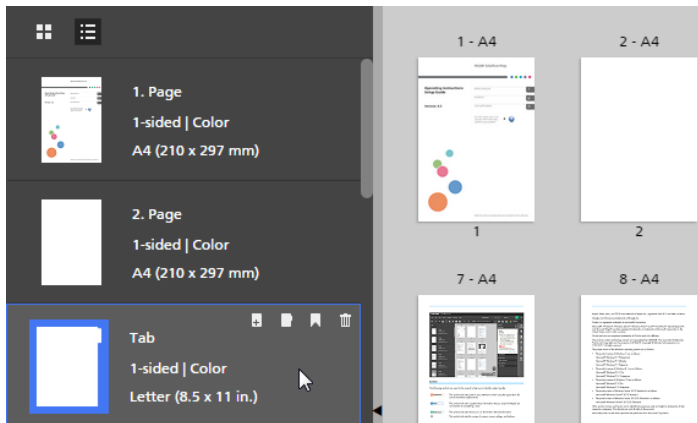
### Note

The insert image function is not available in the browser version of TotalFlow Prep.

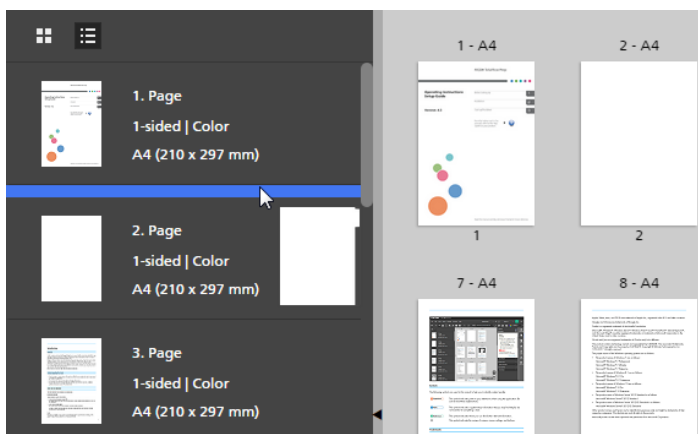
## Moving Tabs

To move tabs:

1. Click the tab in the page list and hold down the mouse button.



2. Drag the tab to the new location in the page list and release the mouse button.



## Cutting, Copying, and Pasting Tabs

To cut, copy, or paste a tab:

1. Select the tab in the page list.
  - To select multiple tabs, hold the **Ctrl** key and click each tab that you want to select.
  - To select a range of tabs, click the first tab in the range, then hold the **Shift** key and click the last tab in the range.
2. Right-click and select **[Cut]** or **[Copy]** from the menu.
3. Select the target page, right-click, and select **[Paste]**.

**★ Important**

- Tabs are pasted before the target page.
- Tabs cannot be pasted before the front cover or after the back cover.
- Existing tabs automatically reposition after a tab is pasted.

## Deleting Tabs

To delete tabs:

1. Select the tab.
  - To select multiple tabs, hold the **Ctrl** key and click each tab that you want to select.
  - To select a range of tabs, click the first tab in the range, then hold the **Shift** key and click the last tab in the range.
2. Right-click and select **[Delete]** from the menu.

**★ Important**

- Existing tabs automatically reposition after a tab is deleted.

5


## Applying, Editing, and Creating Themes for Tabs

Themes store tab and text formatting that can be quickly applied to all tabs. You can select from a pre-defined collection of themes or customize a theme and save it.

**↓ Note**

- Themes save the following settings:
  - Text orientation, position, alignment, and formatting
  - Font color patterns
  - Image rotation, scale, and position
- Themes do not store inserted text and images or tab preset information.

To apply a theme:

1. On the **[Edit Tabs]** screen, click , the **[Themes]** button, on the toolbar.
2. Select a theme.

The settings are applied to all tabs in the job.



**↓ Note**

- When you apply a theme that has a color pattern, the color pattern is automatically repeated across tabs.

## Editing Themes for Tabs

You can edit existing theme names.

To edit a theme name:

1. On the **[Edit Tabs]** screen, click , the **[Themes]** button, on the toolbar.
2. Click , the **[Edit]** button.
3. Enter a new name for the theme in the dialog box.
4. Click **[OK]**.

The themes are arranged alphabetically.

## Creating Custom Themes for Tabs


You can create and save custom themes. Themes do not save tab preset information, text, or images.

To create a custom theme:

1. On the **[Edit Tabs]** screen, customize settings for text and images.

Themes save the following settings:

- Text orientation, position, alignment, and formatting
- Font color patterns
- Image rotation, scale, and position

2. Click , the **[Themes]** button, on the toolbar.
3. Click **[Save theme...]**.
4. Enter a name for the theme in the **[Save Theme]** dialog box.
5. Click **[OK]**.

The themes are arranged alphabetically.

 **Note**

- A color pattern can save different color settings for each tab.
- A pattern is based on the number of tabs in a job. You can create a specific color pattern, save it as a custom theme, and apply it to other jobs.

For example, if you want to create a custom theme with an alternating color pattern of black and white tabs:

1. Create a job with two tabs.
2. Define different color settings for each tab.
3. Save the custom theme.
4. Close the job.
5. Open another job with multiple tabs.
6. Apply the new custom theme. The color pattern is automatically repeated across all the tabs in the job. If the job has 20 tabs, the alternating pattern is repeated 10 times.

## 5 Adding and Editing Bleed Edge Tabs

You can add bleed edge tabs to create sections in the document. The bleed edge tabs are placed on the edge of the pages and can include text, images, and color patterns.

Bleed edge tabs are placed on the page edge opposite the binding. The location depends on the direction that the sheets open as specified in the **[Printing side]** menu. Bleed edge tabs reposition and resize when **[Printing Side]** options are changed.

- When the direction is set to **open-to-left**, bleed edge tabs are placed on the right edge.
- When the direction is set to **open-to-right**, bleed edge tabs are placed on the left edge.
- When the direction is set to **open-to-top**, bleed edge tabs are placed on the bottom edge.

See [Specifying Printing Side Settings, p. 162](#).

To add bleed edge tabs:

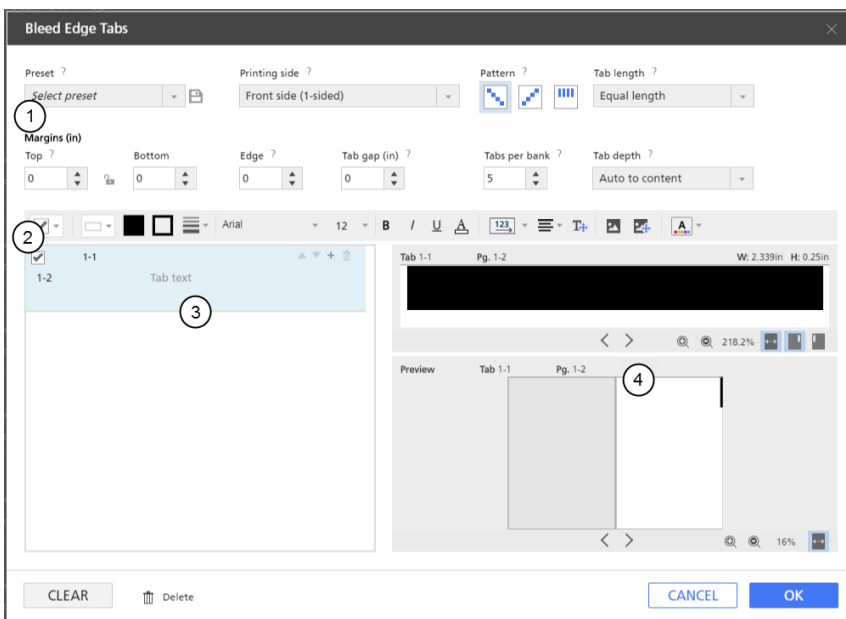
1. Select target pages in the page list or in **[Sheet view]**.
  - To select multiple pages, hold the **Ctrl** key and click each page that you want to select.
  - To select a range of pages, click the first page in the range, then hold the **Shift** key and click the last page in the range.
2. Right-click and select **Bleed edge tab** → **Create bleed edge tab group** from the menu.

 **Important**

If the job has chapters, you can click **Insert** → **Bleed Edge Tabs** on the menu bar to create a bleed edge tab group for each chapter. The bleed edge tabs automatically populate with the chapter names and page ranges. Chapter names wrap automatically by default.

The **[Bleed Edge Tabs]** screen opens.





The **[Bleed Edge Tabs]** screen consists of the following areas:

1. **Settings area** for bleed edge tab presets, printing side, pattern, tab length, margins, edge, tab gap, tabs per bank, and tab depth.
2. **Toolbar** for changing the tab background shape, formatting text, adding images, editing images, applying and modifying themes.
3. **Tab list** for adding, editing, and ordering bleed edge tabs.
4. **Tab preview** for previewing the bleed edge tabs. The top window displays the current tab and the bottom window displays the placement of tabs on sample pages.

#### ★ Important

- Only the settings from the **Settings area** are saved as a bleed edge tab preset. The settings from the **Toolbar**, **Tab list**, or **Tab preview** are not saved as a preset.
  - The insert image function is not available in the browser version of TotalFlow Prep.
3. Configure the settings required for the bleed edge tabs.

For details about a specific setting, click the **[?]** button to display the on-screen field help.

4. Click **[OK]**.  
You can preview your settings in the workspace area.

## Managing Bleed Edge Tab Presets

You can select, edit, save, and delete bleed edge tab presets using the preset list.

- Select a bleed edge tab preset by clicking a preset name in the **[Preset]** list.
- Click **[Delete]** icon, to delete the bleed edge tab preset.

- Click **[Save settings as preset]** in the **[Preset]** list to save bleed edge tab settings as a preset. The **[Save Preset]** dialog box opens.

**★ Important**

The **[Save settings as preset]** function does not save all bleed edge tab settings. Only **[Tabs per bank]**, **[Pattern]**, **[Tab length]**, **[Margins]**, **[Edge]**, **[Tab gap]**, and **[Tab depth]** are saved as a preset.

- Click **[Manage presets]** in the **[Preset]** list to view, edit, and delete existing presets.

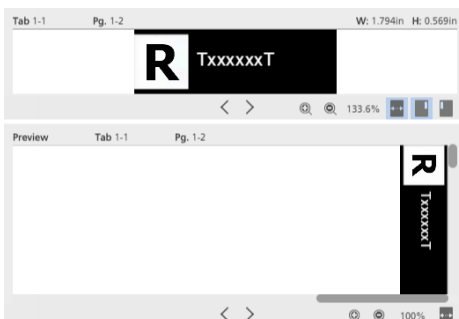
For details about a specific setting, click the **?** button to display the on-screen field help.

## Setting Printing Side

You can set the printing side by selecting one of these options:

- **[Front side (1-sided)]**: Places a tab on the front side of the page.
- **[Both sides (2-sided)]**: Places a tab on both sides of the page. The tab and contents are not rotated.
- **[Both sides (2-sided), mirrored]**: Places a tab on both sides of the page. The contents of the back side tab are rotated to match the front side tab.

Front side preview:



Back side preview:



- **[Both sides (2-sided), rotate 180°]**: Places a tab on both sides of the page. The back side tab is rotated 180°.

Front side preview:



Back side preview:



## Setting Tabs Per Bank

Bleed edge tab settings are applied and repeated based on the number of tabs in the bank.

## Setting Pattern Order

Set the pattern order for bleed edge tabs from the following options:

- **[Descending]:** Arrange tabs in descending order from the top of the page to the bottom.
- **[Ascending]:** Arrange tabs in ascending order from the bottom of the page to the top.
- **[None]:** All tabs are placed in the top right corner.

## Setting Length

Set the tab length by choosing from the available options:

- **[Auto to content]:** Automatically sets length for each tab based on the largest tab object (text, image, or shape).
- **[Fixed length]:** Manually enter the specific length for all tabs in the bank. Use increments of 0.1 mm (0.01 inches).
- **[Equal length]:** Automatically sets each tab to equal length based on the number of tabs in each bank.

- **[Equal to page length]:** Automatically adjusts the length of each tab to fit all tabs in each bank within page length.
- **[Full page length]:** Automatically sets each tab to the page length.

---

## Setting Margins

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Set tab margins by manually entering the values for these options:

- **[Top]:** Specify the distance from the sheet edge to the top of the tab bank. Use increments of 0.1 mm (0.01 inches).
- **[Bottom]:** Specify the distance from the sheet edge to the bottom of the tab bank. Use increments of 0.1 mm (0.01 inches).

---

## Setting Edge

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Manually enter the specific edge for all tabs in the bank. Use increments of 0.1 mm (0.01 inches).

- A negative edge margin moves the tab to the edge of the page. Any tab content that shifts off the page is truncated.
- A positive edge margin moves the tab on the page.

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## Setting Tab Gap

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Manually enter the specific gap for all tabs in the bank. Use increments of 0.1 mm (0.01 inches).

---

## Setting Depth

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Select from the available options for bleed edge tab depth:

- **[Auto to content]:** Automatically sets depth for each tab based on the largest tab object (text, image, or shape).
- **[Fixed depth]:** Manually enter the specific depth for all tabs in the bank. Use increments of 0.1 mm (0.01 inches).
- **[Equal depth]:** Automatically sets each tab to equal depth based on the largest tab.

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## Applying, Editing, and Creating Themes for Bleed Edge Tabs

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Themes store bleed edge tab and text formatting that can be quickly applied to all bleed edge tabs. You can select from a pre-defined collection of themes or customize a theme and save it.

**Note**

- Themes save the following settings:
  - Text orientation, position, alignment, and formatting
  - Image rotation, position, and scale
  - Font color, shape fill color, shape border color, or color patterns. Color patterns include font color, shape fill color, and shape border color.
- Themes do not store inserted text and images or bleed edge tab preset information.

To apply a theme:

1. On the **[Bleed Edge Tabs]** screen, click , the **[Themes]** button, on the toolbar.
2. Select a theme.

The settings are applied to all bleed edge tabs in the job.

**Note**



- When you apply a theme that has a color pattern, the color pattern is automatically repeated across bleed edge tabs.

5

## Editing Themes for Bleed Edge Tabs

You can edit existing theme names. Themes are arranged alphabetically.

To edit a theme name:

1. On the **[Bleed Edge Tabs]** screen, click , the **[Themes]** button, on the toolbar.
2. Click , the **[Edit]** button.
3. Enter a new name for the theme in the dialog box.
4. Click **[OK]**.

The themes are arranged alphabetically.

## Creating Custom Themes for Bleed Edge Tabs


You can create and save custom themes. Themes do not save bleed edge tab preset information, text, or images.

To create a custom theme:

1. On the **[Bleed Edge Tabs]** screen, customize settings for text and images.

Themes save the following settings:

- Text orientation, position, alignment, and formatting
- Image rotation, position, and scale

- Font color, shape fill color, shape border color, or color patterns. Color patterns include font color, shape fill color, and shape border color.
2. Click , the **[Themes]** button, on the toolbar.
  3. Click **[Save theme...]**.
  4. Enter a name for the theme in the **[Save Theme]** dialog box.
  5. Click **[OK]**.

The themes are arranged alphabetically.

#### ↓ Note

- A color pattern can save different color settings for each bleed edge tab.
- A pattern is based on the number of bleed edge tabs in a job. You can create a specific color pattern, save it as a custom theme, and apply it to other jobs.

For example, if you want to create a custom theme with an alternating color pattern of black and white bleed edge tabs:

1. Create a job with two bleed edge tabs.
2. Define different color settings for each bleed edge tab.
3. Save the custom theme.
4. Close the job.
5. Open another job with multiple bleed edge tabs.
6. Apply the new custom theme. The color pattern is automatically repeated across all the bleed edge tabs in the job. If the job has 20 bleed edge tabs, the alternating pattern is repeated 10 times.

## Adding and Editing Inserts

Inserts are blank or preprinted sheets that are placed between the pages of the job. You can add inserts inside the job or modify the settings specified for existing inserts.

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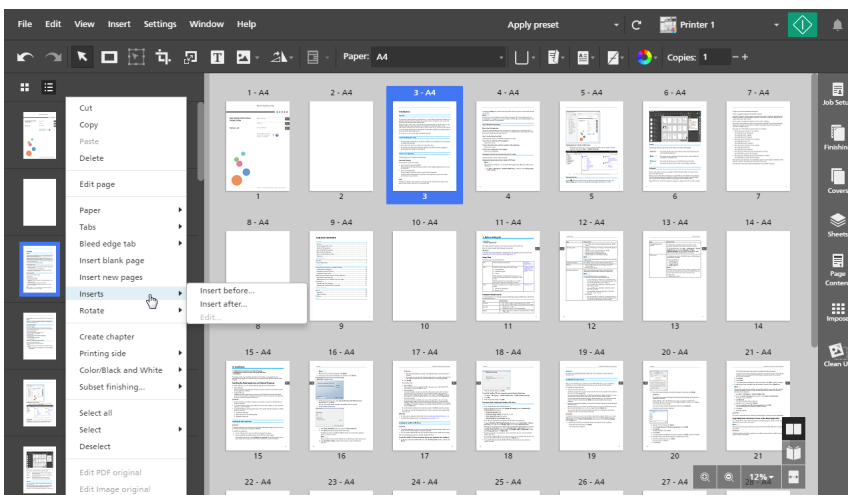
### Adding Inserts

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You can add inserts either before or after a page.

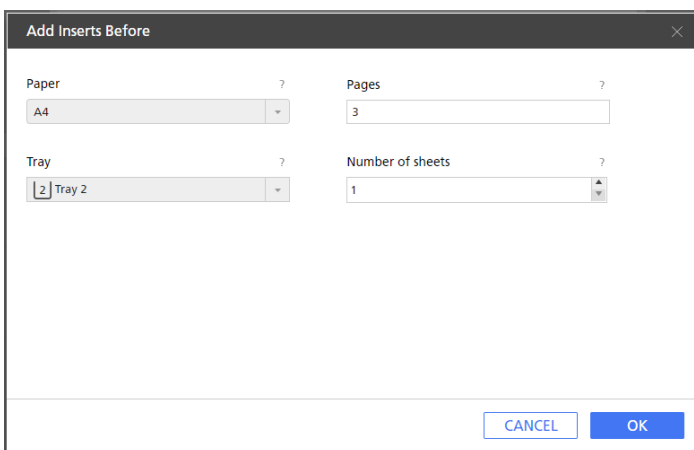
To add inserts:

1. Right-click the target page in the page list or the target sheet in **[Sheet view]** and select **Inserts → Insert before...** or **Inserts → Insert after...**



You can select and right-click multiple target pages or sheets.

2. In the **[Add Inserts Before]** or **[Add Inserts After]** dialog box, configure the settings required for the inserts.



You can set the paper and input tray, specify different target pages, and set the number of sheets that you want to add.

For details about a specific setting, click the **?** button to display the on-screen field help.

3. Click **[OK]**.

#### Note

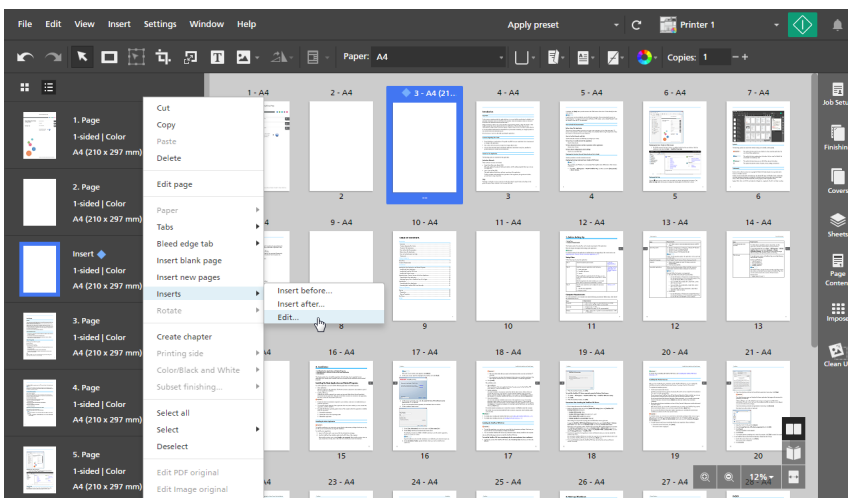
- You cannot place inserts before a front cover or after a back cover.
- You cannot place inserts before a designation sheet positioned at the beginning of a chapter or after a designation sheet positioned at the end of a chapter.
- You cannot place inserts between two inserted tabs.
- You cannot add inserts if the imposition is set to **[Booklet]** or **[Gangup]** - **[Speed]**.

## Editing Inserts

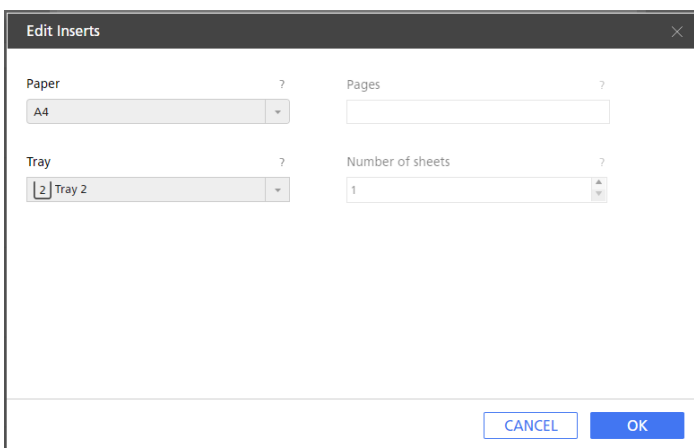
You can modify the paper and tray settings specified for an insert.

To edit inserts:

1. Select the insert in the page list or in **[Sheet view]**.
  - To select multiple inserts, hold the **Ctrl** key and click each insert that you want to select.
  - To select a range of inserts, click the first insert in the range, then hold the **Shift** key and click the last insert in the range.
2. Right-click and select **Inserts** → **Edit...**



3. In the **[Edit Inserts]** dialog box, modify the paper and tray settings as required.



For details about a specific setting, click the **?** button to display the on-screen field help.

### Note

- If you selected multiple inserts with different paper and tray settings, the **[Edit Inserts]** dialog box displays the paper and tray of the first insert.

4. Click **[OK]**.



---

## Moving Inserts

---

To move inserts:

1. In the page list, select the insert or inserts that you want to move.
  - To select multiple inserts, hold the **Ctrl** key and click each insert that you want to select.
  - To select a range of inserts, click the first insert in the range, then hold the **Shift** key and click the last insert in the range.
2. Click the selection and hold the mouse button, then drag the inserts to the new location and release the mouse button.

 **Note**

- You cannot move inserts before the front cover or after the back cover.
- You cannot move inserts before a designation sheet positioned at the beginning of a chapter or after a designation sheet positioned at the end of a chapter.
- You cannot move inserts between two inserted tabs.
- If the job has **[Normal]** imposition and is set to print on the front side of the sheet, you can also move inserts from the **[Sheet view]**.

---

## Cutting, Copying, and Pasting Inserts

---

To cut, copy, and paste inserts:

1. Select the insert in the page list or in **[Sheet view]**.
  - To select multiple inserts, hold the **Ctrl** key and click each insert that you want to select.
  - To select a range of inserts, click the first insert in the range, then hold the **Shift** key and click the last insert in the range.
2. Right-click and select **[Cut]** or **[Copy]** from the menu.
3. Select the target page or sheet, right-click, and select **[Paste]**.

 **Note**

- Inserts are pasted before the target page or sheet.
- You cannot paste inserts before the front cover or after the back cover.
- You cannot paste inserts before a designation sheet positioned at the beginning of a chapter or after a designation sheet positioned at the end of a chapter.
- You cannot paste inserts between two inserted tabs.

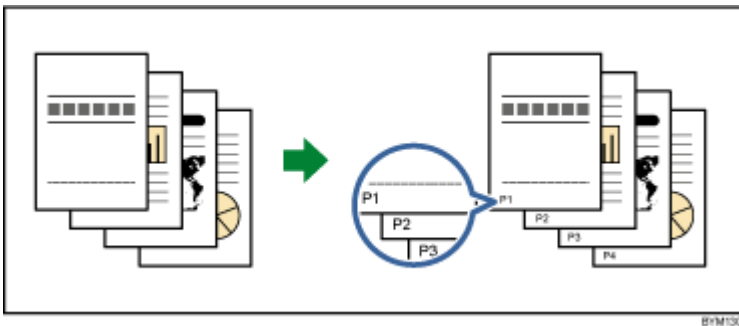
## Deleting Inserts

To delete inserts:

1. Select the insert in the page list or in **[Sheet view]**.
  - To select multiple inserts, hold the **Ctrl** key and click each insert that you want to select.
  - To select a range of inserts, click the first insert in the range, then hold the **Shift** key and click the last insert in the range.
2. Right-click and select **[Delete]** from the menu.

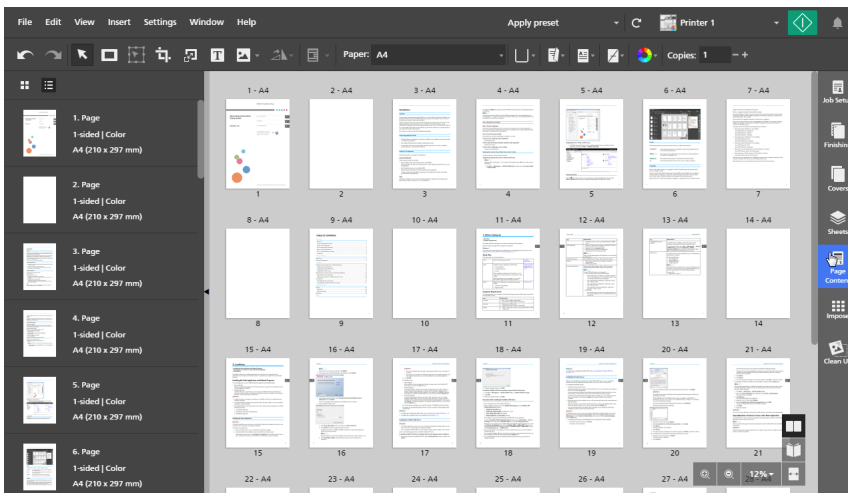
## Adding Page Numbers

You can add page numbers to the document before you print it.

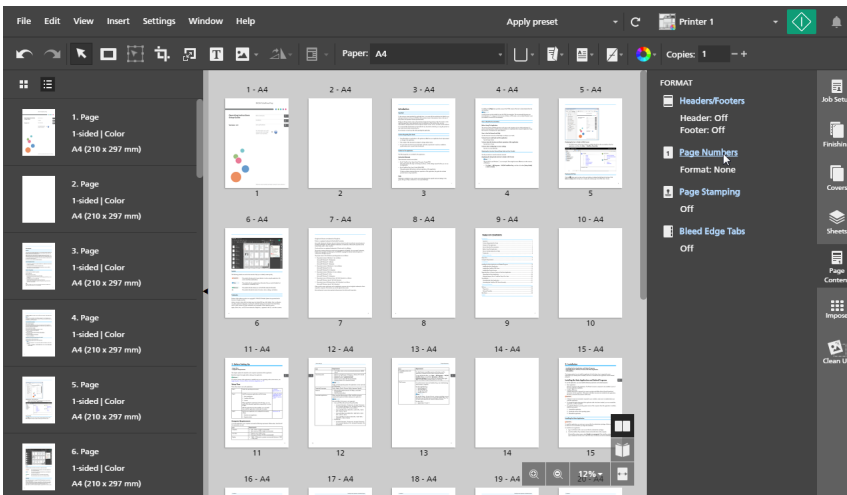


To add page numbers:

1. In the settings area on the right, click **[Page Content]**.

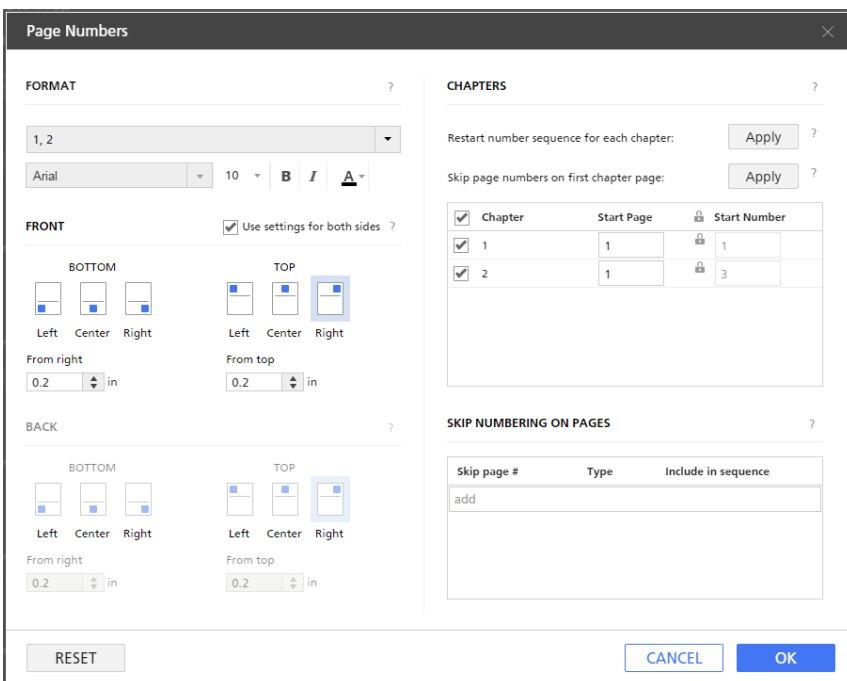


2. In the **[Page Content]** panel, click **[Page Numbers]**.



3. On the **[Page Numbers]** screen, configure the page numbering settings required for the job. If the job is set to print on both sides of the sheet, you can specify the same settings for both sides or different settings for the back side.

For details about a specific setting, click the **?** button to display the on-screen field help.



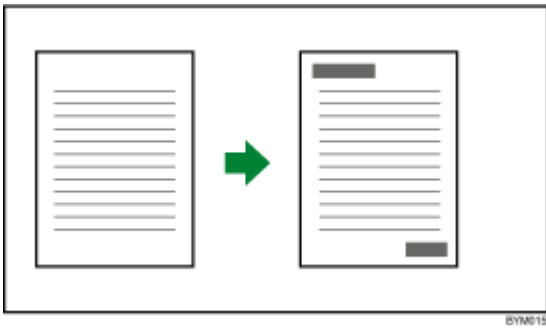
**Note**

To undo all the changes and return to the default settings, click **[Reset]**.

4. Click **[OK]**. You can preview your settings in the workspace area.

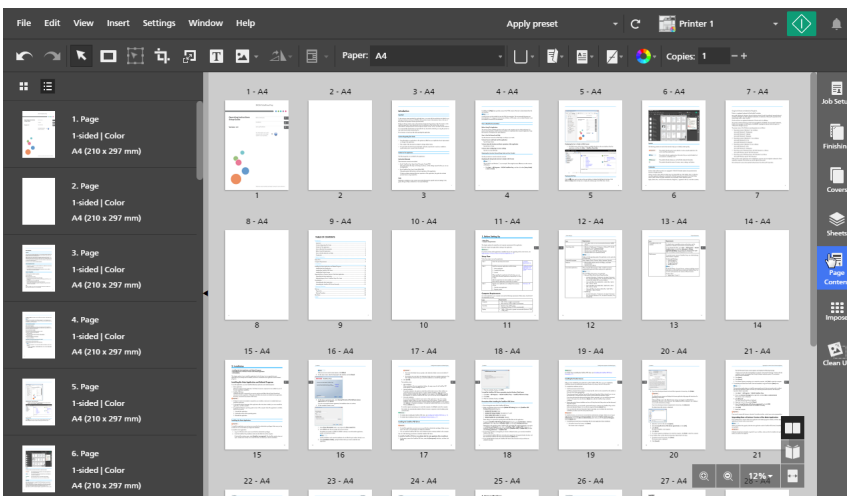
## Adding a Header and Footer

You can add a header and footer to the document before you print it.

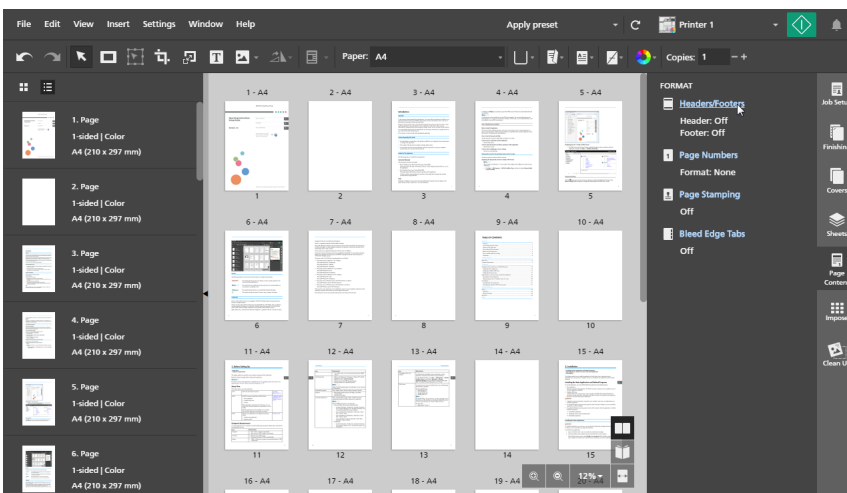


To add a header and footer:

1. In the settings area on the right, click **[Page Content]**.

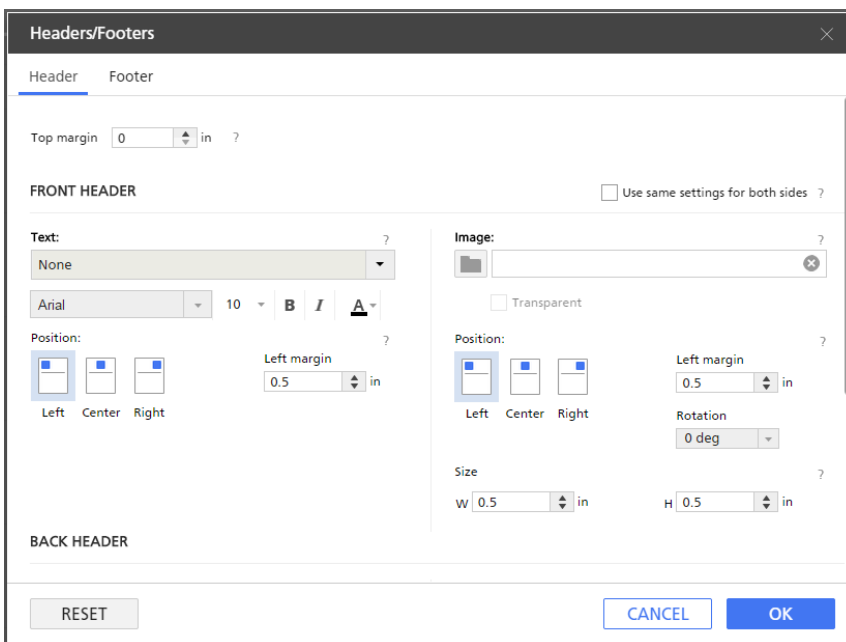


2. In the **[Page Content]** panel, click **[Headers/Footers]**.



3. On the **[Headers/Footers]** screen, configure the header and footer settings required for the job. If the job is set to print on both sides of the sheet, you can specify the same settings for both sides or different settings for the back side.

For details about a specific setting, click the **?** button to display the on-screen field help.



#### Note

To undo all the changes and return to the default settings, click **[Reset]**.

- Click **[OK]**.  
You can preview your settings in the workspace area.

## Adding Page Stamps

You can add page stamps to the document before you print it.

To add page stamps:

- In the settings area on the right, click **[Page Content]**.
- In the **[Page Content]** panel, click **[Page Stamping]**.

If there are no other page stamps in the job, the **[Page Stamping]** screen opens.

If there are other page stamps in the job, the **[Select Page Stamp]** screen opens. To open the **[Page Stamping]** screen, click the **[Add stamp]** button.

- On the **[Page Stamping]** screen, configure the page stamping settings required for the job.

The screenshot shows the 'Page Stamping' dialog box with the following settings:

- Printing side:** Front (1 sided)
- Pages:** 1-30
- Number of digits:** 10
- Start number:** 1
- Repeat:** 1
- Prefix:** (empty)
- Suffix:** (empty)
- Apply Date:** On
- Date Format:** MM/dd/YYYY hh:mm a
- Format:** 00000000104/10/2018 04:39pm
- Stamp position (in):** 0.25
- Rotation:** 123

Buttons at the bottom: RESET, CANCEL, OK.

For details about a specific setting, click the **?** button to display the on-screen field help.

#### Note

To undo all the changes and return to the default settings, click **[Reset]**.

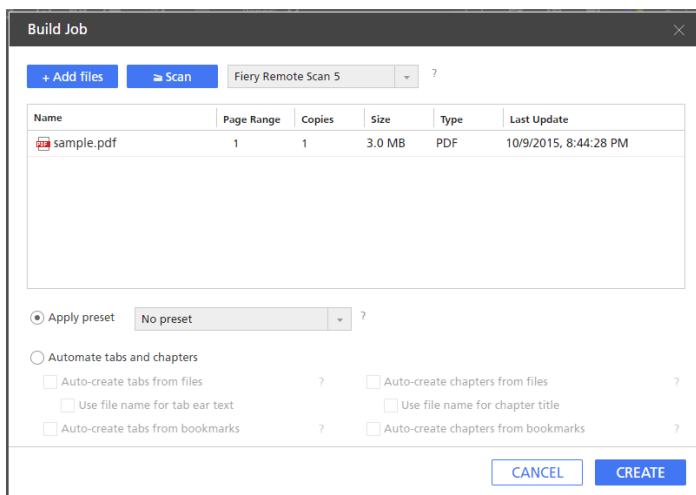
4. Click **[OK]**.  
You can preview your settings in the workspace area.

## Using Page Stamping for Repetitive Print Jobs

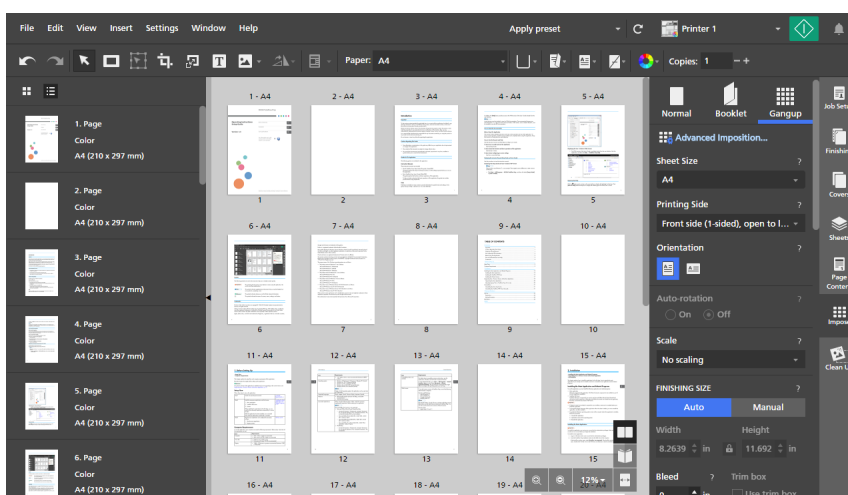
You can add incremental page stamping for large repetitive print jobs where unique page stamp numbers are necessary.

To add page stamping to large repetitive print jobs:

1. Go to **File** → **Build Job** to add files to the job.
2. In the **[Build Job]** dialog box, add files from your computer or import files from a scanner.



- To add files from your computer, click **[Add files]**, browse for the files that you want to add in the **[Open]** dialog box, select them, and click **[Open]**.  
If a file is password-protected, you are prompted to enter the password before you can add the file to the job.
  - To import files from a scanner, select a TWAIN-compliant scanner or the Fiery Remote Scan utility from the list of scanners and click **[Scan]**.  
Depending on the selected scanner, the TWAIN driver setup screen or the Fiery Remote Scan utility is launched. Follow the steps required by the scanner driver and make any necessary settings.
- Enter the number of copies required for the batch in the **[Copies]** column.  
For example, to create a batch of 100 tickets, enter 100 in the **[Copies]** column.
  - Click the **[Create]** button.
  - In the settings area on the right, click **[Impose]**.
  - In the **[Impose]** panel, click **[Gangup]**.



- Select **[Unique]** in the **[GANGUP / CUT & STACK]** section.
- In the settings area on the right, click **[Page Content]**.
- In the **[Page Content]** panel, click **[Page Stamping]**.

- In the **[Repeat]** field, enter the number of times a page stamp number repeats before it increments.

The **[Repeat]** value is calculated based on the number of eligible pages in a job.

For example, if you are printing 100 tickets and need the page stamp number to increment every 10th ticket, set the **[Repeat]** value to 10. The page stamp number repeats 10 times before it increments and continues until it reaches 100 tickets.

The screenshot shows the 'Page Stamping' dialog box with the following settings:

- Printing side:** Both (2 sided)
- Pages:** 1-100
- Number of digits:** 10
- Start number:** 1
- Repeat:** 10
- Prefix:** ex-
- Suffix:** -ticket
- Apply Date:** Off
- Date Format:** MM/dd/YYYY hh:mm a
- Format:** ex-000000001-ticket
- Stamp position (in):** 0.25
- Rotation:** 123

Buttons at the bottom: RESET, CANCEL, OK.

- Click **[OK]**.  
You can preview your settings in the workspace area.

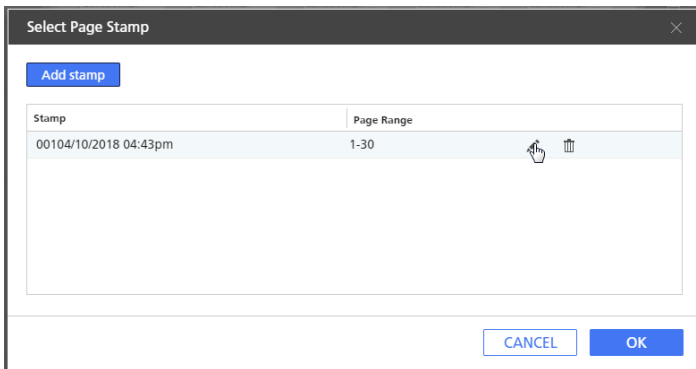
## Editing Page Stamps

You can modify an existing page stamp.

To edit a page stamp:

- In the settings area on the right, click **[Page Content]**.
- In the **[Page Content]** panel, click **[Page Stamping]**.
- On the **[Select Page Stamp]** screen, hover over the page stamp and click , the **[Edit page stamp]** button.





4. On the **[Page Stamping]** screen, change the page stamping settings as required.  
For details about a specific setting, click the **?** button to display the on-screen field help.
5. Click **[OK]**.  
You can preview your settings in the workspace area.

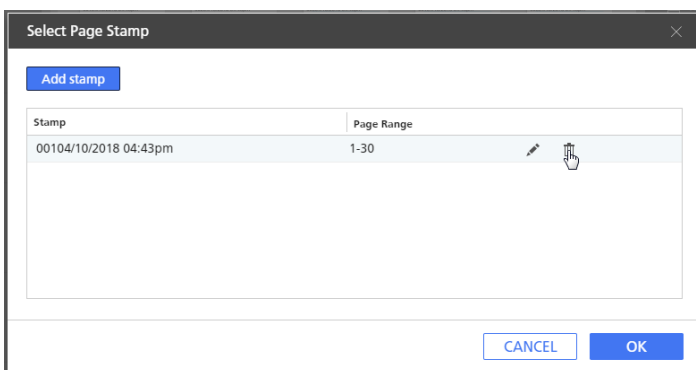
## Deleting Page Stamps

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You can remove page stamps from the job.

To delete a page stamp:

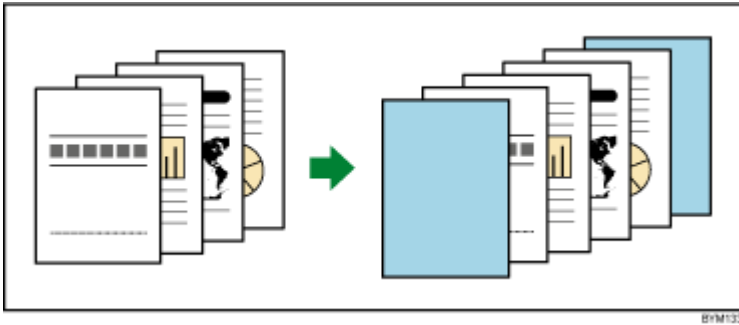
1. In the settings area on the right, click **[Page Content]**.
2. In the **[Page Content]** panel, click **[Page Stamping]**.
3. On the **[Select Page Stamp]** screen, hover over the page stamp and click , the **[Delete page stamp]** button.



4. Click **[OK]**.

## Adding Covers

You can add cover sheets to a document when you print it. You can also print on the cover sheets.



The types of covers you can add depend on the imposition and finishing settings specified for the job.

### ★ Important

You cannot add covers if the imposition is set to **[Perfect]**, **[Perfect double]**, or **[Speed]**.

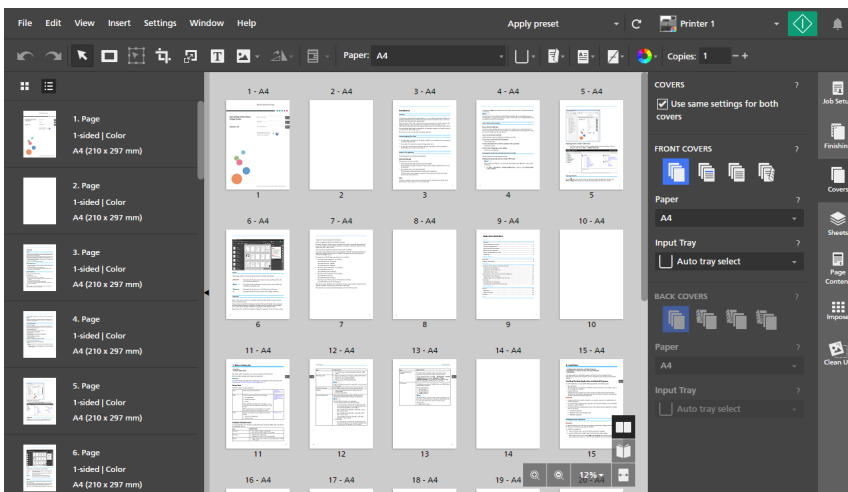
## Adding Front and Back Covers to a Job

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You can add front and back covers to jobs with **[Normal]** or **[Gangup]** imposition.

To add front and back covers:

1. Make sure that the imposition is set to **[Normal]**, **[Gangup] - [Unique]**, or **[Gangup] - [Repeat]** in the **[Impose]** panel.
2. In the settings area on the right, click **[Covers]**.
3. In the **[Covers]** panel, specify the settings required for the front and back covers.



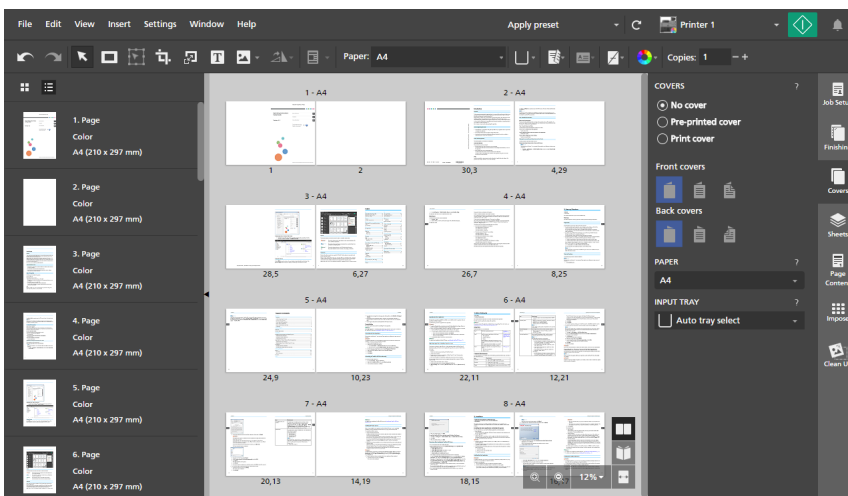
You can set the paper and input tray and specify whether the covers are preprinted or printed with job content. For details about a specific setting, click the **?** button to display the on-screen field help.

## Adding a Cover to a Booklet

You can add a booklet cover to a job with **[Booklet]** or **[Booklet double]** imposition. The cover sheet wraps around the entire job forming both the front and the back cover.

To add a cover to a booklet:

1. Make sure that the imposition is set to **[Booklet]** or **[Booklet double]** in the **[Impose]** panel.
2. In the settings area on the right, click **[Covers]**.
3. In the **[Covers]** panel, specify the settings required for the booklet cover.



You can set the paper and input tray and specify whether the cover is preprinted or printed with job content. For details about a specific setting, click the **?** button to display the on-screen field help.

## Adding a Cover to a Perfect Bound Job

You can add a cover to a perfect bound document. The cover sheet wraps around the entire job, forming the front cover, the spine, and the back cover. You can also print on the cover, design the cover pages, and configure the spine.

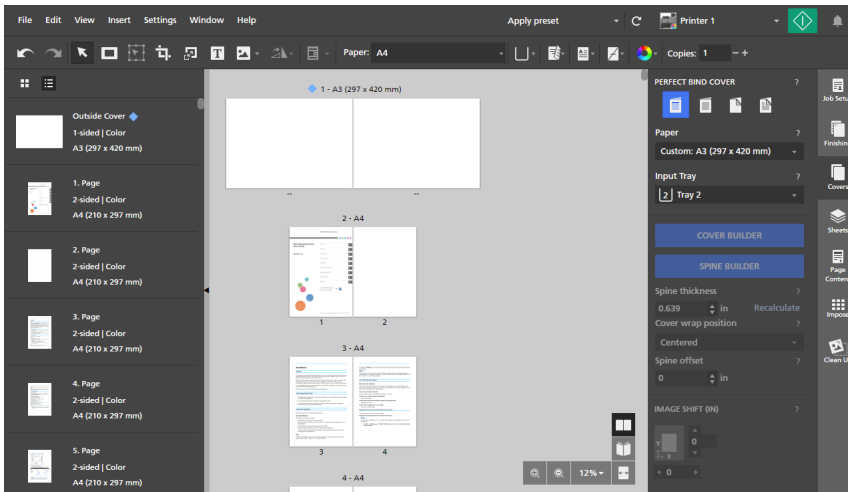
### Note

- These imposition settings do not apply to the perfect bind cover:
  - **[Manual]** setting for **[Finishing Size]**
  - **[Binding margins]**
  - **[Image Shift]**

To add a perfect bind cover:

1. Make sure that the printer set for the job supports perfect binding.  
If you want to print job content on the cover, the printer must also support printing on the cover.

2. In the settings area on the right, click **[Finishing]**.
3. Under **[Binding]**, select **[Perfect binding]**.
4. In the settings area on the right, click **[Covers]**.
5. In the **[Covers]** panel, specify the settings required for the perfect bind cover.



You can set the paper and input tray and specify whether the cover is preprinted or printed with job content. If the cover is printed with job content, you can also configure the spine thickness, the cover wrapping method, and the spine offset and set image shift values for the cover content.

For details about a specific setting, click the **?** button to display the on-screen field help.

6. To design the cover, click **[Cover Builder]**.

You can specify the pages that are printed on the cover and on the spine and set the page position, order, size, and rotation. For more information, see [Creating the Perfect Bind Cover, p. 203](#).

#### Note

- **[Cover Builder]** is available only when you print job content on the cover.

7. To design the spine, click **[Spine Builder]**.

You can add masks, text, and images and set the object position, order, size, and rotation. For more information, see [Editing the Spine of a Perfect Bind Cover, p. 205](#).

#### Note

- **[Spine Builder]** is available only when you print job content on the outside of the cover.
- Make sure that you first create the cover in **[Cover Builder]**. If you use **[Cover Builder]** after you design the spine, the objects placed on the spine are removed.

#### Reference

You can set trimming settings for perfect bound documents in the **[Finishing]** panel. For more information, see [Trimming the Printed Document, p. 171](#).

## Creating the Perfect Bind Cover

You can design and create the cover for a perfect bound job using **[Cover Builder]**.

To design and create the perfect bind cover:

1. In the **[Covers]** panel, specify the settings required for the perfect bind cover.

For details about a specific setting, click the **?** button to display the on-screen field help.

2. Make sure that you set the outside, the inside, or both sides of the cover to be printed with job content.


Depending on the printing option selected for the cover, you can edit the outside cover, the inside cover, or both covers in the **[Cover Builder]** view. This procedure provides the steps required for editing both covers.

3. Click **[Cover Builder]**.

The **[Cover Builder]** view is displayed in the workspace. The areas available for the cover pages and the spine are marked on the cover sheet. The spine area can only be edited for the outside cover.

### ★ Important

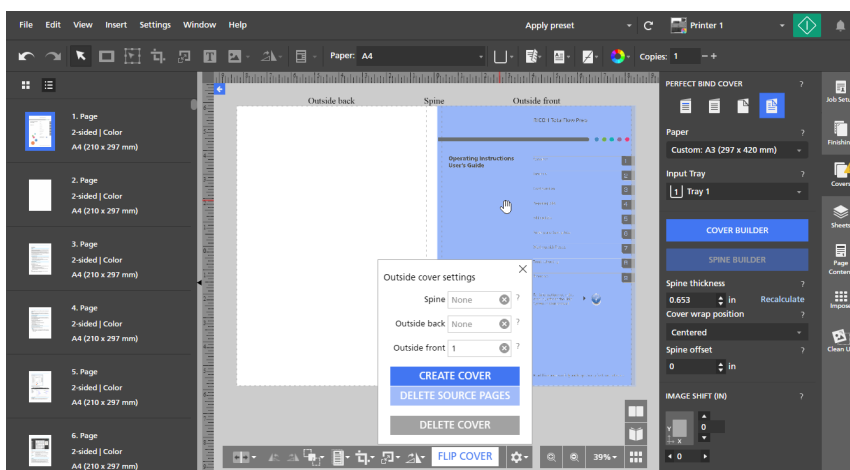
- When you select a cover printing option, the first or last pages in the job are placed on the cover sheet by default, depending on the printer. If the PDF page that is placed on the cover sheet by default is twice the size of the job paper, **[Cover Builder]** recognizes it as a cover. To start designing a new cover, you must first click **[Delete cover]**. The corresponding PDF pages are also removed from the job.

4. Click , the **[Spine position]** button, at the bottom of the workspace and adjust the settings configured for the spine as required.

The spine settings determine the location of the spine on the cover sheet and the size of the front and back cover spaces. Make sure that you configure these settings correctly before you start designing the cover.

5. Select the page that you want to place on the cover in the page list and drag it to one of the cover areas or to the spine area.


You can also enter the number of the page in the **[Outside cover settings]** menu.




After you place pages on the cover, you can use the buttons at the bottom of the workspace or the right-click menu to set the page position, order, size, and rotation.

 **Note**

- The pages placed on the cover are the original document pages and do not include inserted objects, such as masks, text, or images. If you want the cover pages to include inserted objects, you must first save the objects in the input document by saving the job as a PDF file. Then, you can use the resulting PDF file to create the perfect bound job.  
The same applies for page content settings, such as page numbers, headers and footers, page stamps, or bleed edge tabs.

6. To change the page order when the pages placed on the cover overlap each other, select a page, click , the **[Order]** button, and select an order option.

7. To position a page, select it and click , the **[Align]** button.

Select a reference point to align the page based on that reference point. You can enter offset values in the input fields to shift the page horizontally or vertically from the selected reference point.

You can also click the page and drag it to a new position.

8. To crop a page, select it, click , the **[Crop]** button, and select a cropping option.

You can use the **[Crop to fit]** option to crop the page so that it fits in the available cover or spine area.


9. To scale a page, select it, click , the **[Scale]** button, and select a scaling option.

10. To rotate a page, select it, click , the **[Rotate]** button, and select a rotation option.

11. To center a page, right-click it and select **[Center]**, then **[Vertically]**, **[Horizontally]**, **[Both]**, or **[To spine]**.

The **[To spine]** option centers the page on the spine area.

12. To remove a page, right-click it and select **[Remove]**.

13. Click , the **[Outside cover settings]** button, at the bottom of the workspace, and then click **[Create cover]**.

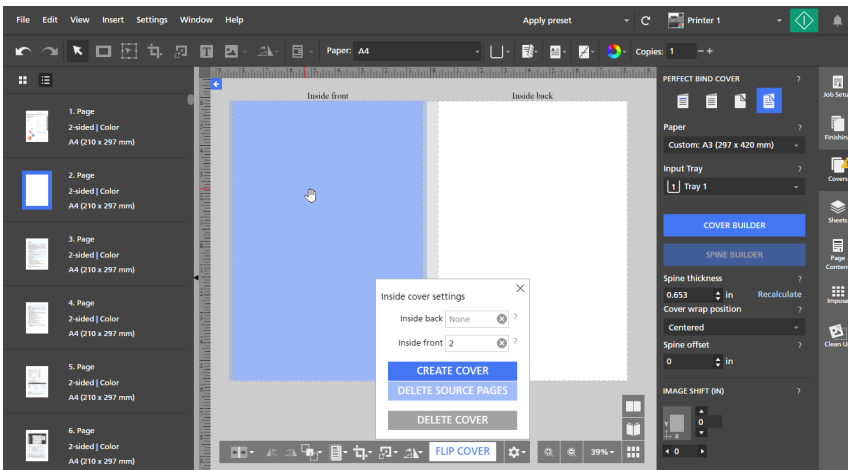
14. Click **[Delete source pages]**.


Once you remove the source pages from the job, you can no longer edit them. Before you delete the pages, make sure that the final output is correct by printing a test copy.

If you want to remove the created cover, click **[Delete cover]**.

15. Click **[Flip Cover]** and repeat the steps to design the inside cover.

You cannot print in the spine area on the inside cover.



16. Click , the **[Inside cover settings]** button, at the bottom of the workspace, and then click **[Create cover]**.

17. Click **[Delete source pages]**.

Once you remove the source pages from the job, you can no longer edit them. Before you delete the pages, make sure that the final output is correct by printing a test copy.

If you want to remove the created cover, click **[Delete cover]**.

5

## Editing the Spine of a Perfect Bind Cover

You can configure the spine of a perfect bind cover using **[Spine Builder]**.

To edit the spine:

1. In the **[Covers]** panel, specify the settings required for the perfect bind cover.

For details about a specific setting, click the  button to display the on-screen field help.

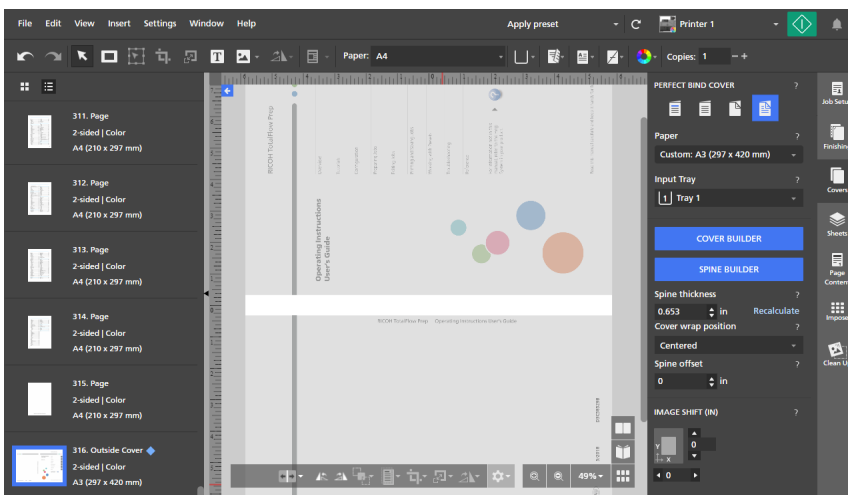
2. Make sure that you set the outside or both sides of the cover to be printed with job content.


If you used **[Cover Builder]** to design the cover sheet, also make sure that you save the changes to the outside cover.

3. Click **[Spine Builder]**.


The **[Spine Builder]** view is displayed in the workspace.


The area available for the spine is highlighted. Any document pages placed on the outside cover are visible in the viewer.




4. Click , the **[Spine position]** button, at the bottom of the workspace and adjust the settings configured for the spine as required.

The spine settings determine the location of the spine on the cover sheet and the size of the front and back cover spaces. Make sure that you configure these settings correctly before you start designing the spine.


5. Click , the **[Rotate view counterclockwise]** button, or , the **[Rotate view clockwise]** button, to display the spine either vertically or horizontally in the viewer.

6. To add a mask, click , the **[Mask tool]** button, on the toolbar, set the mask type and color, and then click the page and drag the cursor to create the mask.

For more information, see [Adding a Mask, p. 125](#) and [Editing a Mask, p. 126](#).

7. To add text, click , the **[Text tool]** button, on the toolbar, click the page to insert a text box, and then type the text.

For more information, see [Adding Text, p. 133](#) and [Editing Text, p. 134](#).

8. To add an image, click , the **[Image tool]** button, on the toolbar, and then click **[Choose Image...]** and select an image from the file browser.

For more information, see [Adding an Image, p. 138](#) and [Editing an Image, p. 139](#).

9. To paste an image or text from the system clipboard, right-click and select **[Paste Special]**.

For more information, see [Pasting Images or Text from the System Clipboard, p. 143](#).

10. To select inserted masks, text boxes, or images:

- To select a single object, click the object.
- To select multiple objects, click the page and drag the cursor to create a selection area that surrounds the objects.
- To select all the objects, right-click and select **[Select all]**.
- To select all the objects in the spine area, right-click and select **[Select all in spine area]**.

11. To reposition an object, select it and drag it to a new location or enter coordinates in the **[x]** and **[y]** input fields on the toolbar.

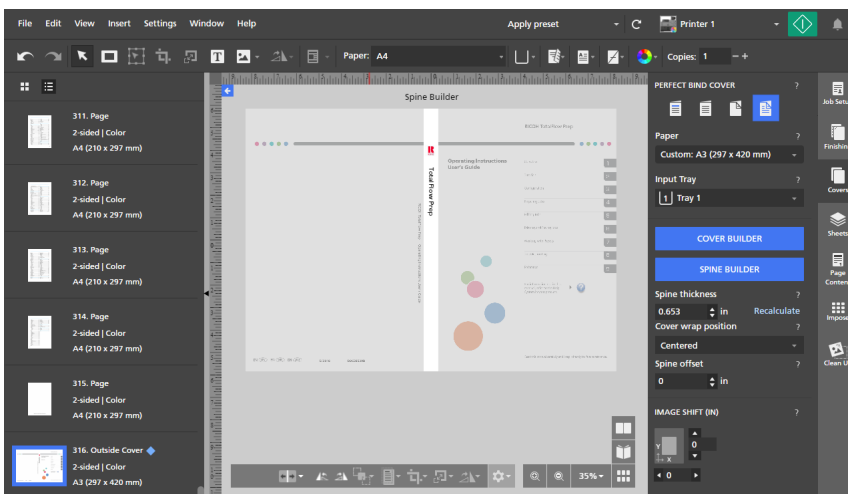


The origin point (0,0) is at the center of the spine.

12. To resize an object, select it and use the anchor points or enter width and height values in the **[w]** and **[h]** input fields on the toolbar.
13. To copy, cut, and paste an object:
  1. Right-click the object and select **[Copy]** or **[Cut]**.
  2. Right-click and select **[Paste]**.  
The object is pasted at the center of the cover sheet.
14. To set the order of multiple objects, right-click an object and select **[Order]**, then **[Bring to front]**, **[Bring forward]**, **[Send to back]**, or **[Send backward]**.
  - **[Bring to front]**: Brings the object in front of all other objects.
  - **[Bring forward]**: Brings the object forward by one layer.
  - **[Send to back]**: Sends the object behind all other objects.
  - **[Send backward]**: Sends the object backward by one layer.
15. To center an object, right-click it and select **[Center]**, then **[Vertically]**, **[Horizontally]**, **[Both]**, or **[To spine]**.  
The **[To spine]** option centers the object on the spine area.
16. To rotate an object, right-click it and select **[Rotate 90° clockwise]** or **[Rotate 90° counterclockwise]**.
17. To delete an object, right-click it and select **[Delete]**.
18. To create an overlay, select the objects that you want to include in the overlay, right-click, and select **[Create overlay...]**.

In the **[Overlays]** dialog box, enter a name for the overlay and click **[OK]**. You can use the overlay for jobs that have the same cover and spine settings.

In this example, a text box and an image were placed on the spine. The objects were resized and centered.

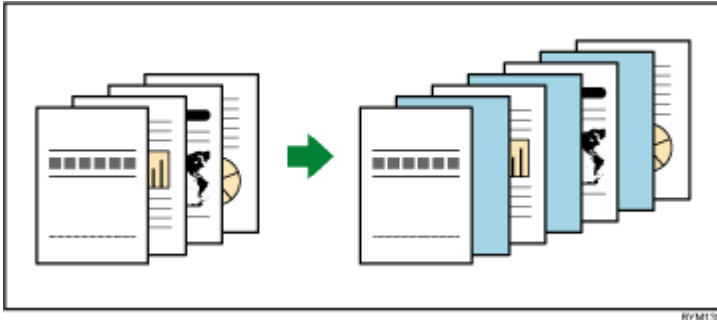


## Adding Slip Sheets and Designation Sheets

TotalFlow Prep lets you add slip sheets and designation sheets inside your jobs.

## Inserting Slip Sheets

You can protect the printed sheets of the job by inserting slip sheets between them. You can also print on the slip sheets.



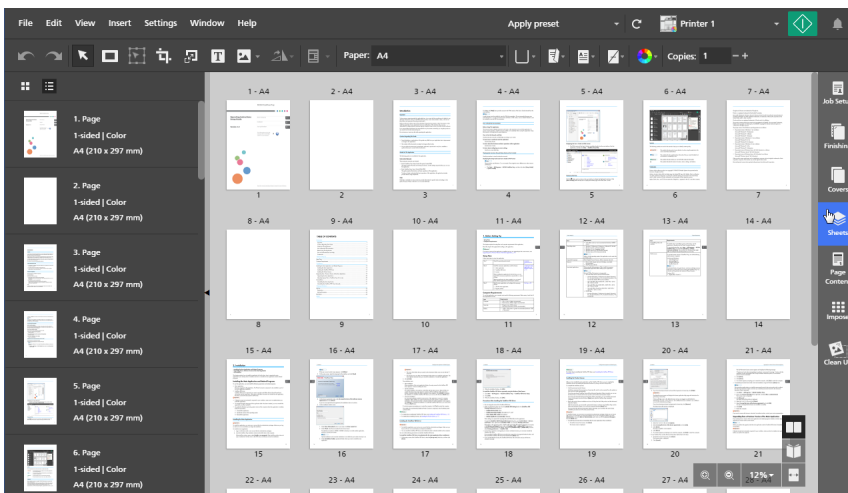
### ★ Important

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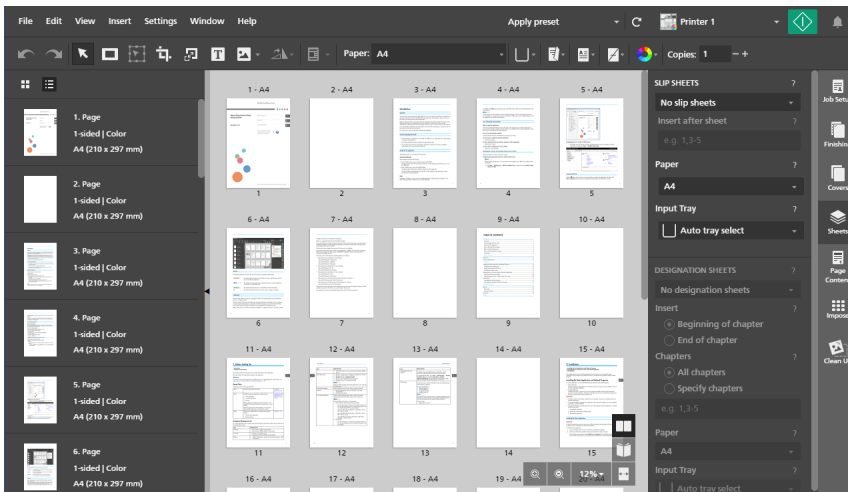
- You cannot insert slip sheets if the job has **[Booklet]** or **[Gangup]** - **[Speed]** imposition.
- The slip sheet settings are not displayed in the page list or in the workspace.
- If a job with slip sheets is saved as a PDF file with the Save as function, the slip sheets are not saved in the PDF file.
- If the paper size of the slip sheets is different from the paper size of the job, you cannot set finishing settings.

To insert slip sheets:

1. In the settings area on the right, click **[Sheets]**.



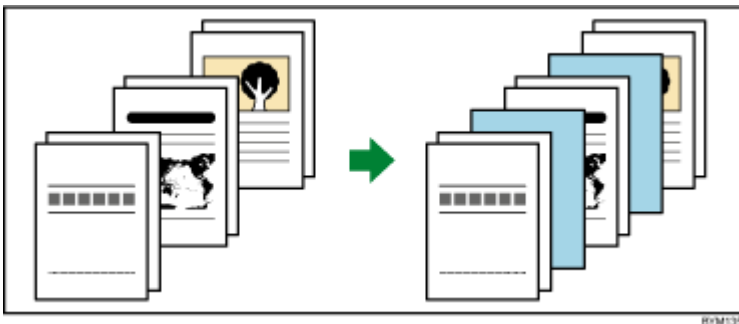
2. In the **[Slip Sheets]** section, specify the slip sheet settings required for the job.  
For details about a specific setting, click the **?** button to display the on-screen field help.



## Inserting Designation Sheets at Chapter Breaks

5

You can insert designation sheets between the chapters that you created inside a job. You can also print on the designation sheets.

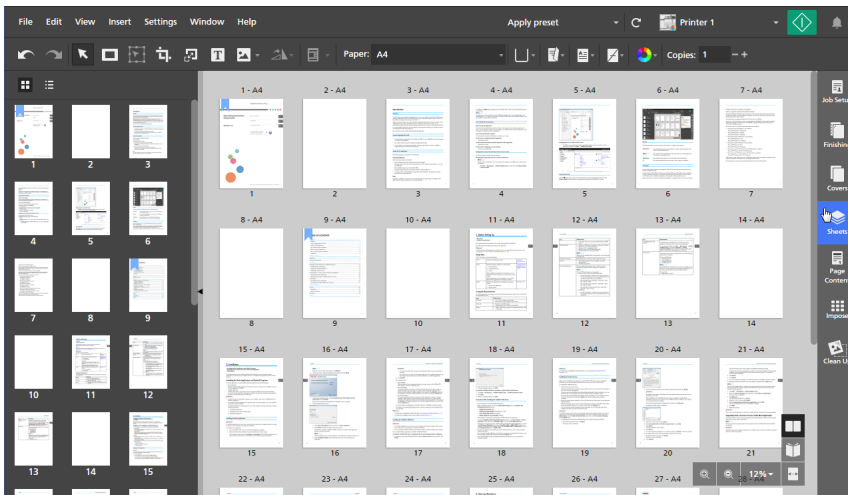



### ★ Important

- You cannot insert designation sheets if the job has **[Booklet]** or **[Gangup]** - **[Speed]** imposition.
- You can only insert designation sheets if the job has at least one chapter.

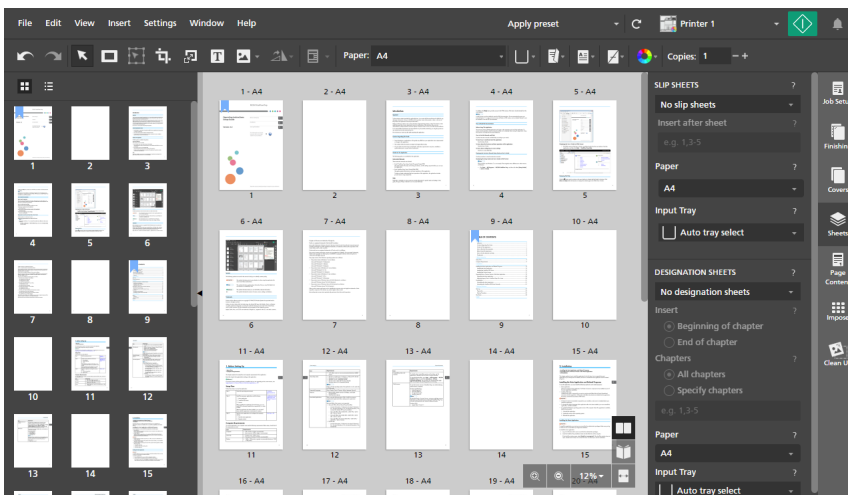
To insert designation sheets:

1. In the settings area on the right, click **[Sheets]**.



2. In the **[Designation Sheets]** section, specify the designation sheet settings required for the job. For details about a specific setting, click the  button to display the on-screen field help.

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### Reference

For more information on creating chapters, see [Creating Chapters](#), p. 110.

## Specifying Color Settings

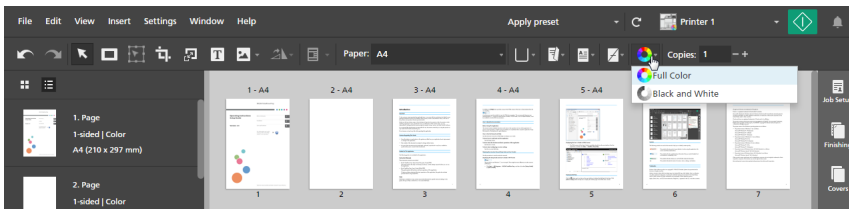
You can specify whether the job is printed in black and white or in full color.

### Important

The options available for the color setting depend on the printer selected for the job.

To specify color settings for the job:

1. Click , the **[Color/Black and White]** button, on the toolbar.



2. Select one of the available color options:

- **[Black and White]**: The job prints in black and white.
- **[Full Color]**: The job prints in full color.

#### Note

When you switch to a color printer, the **[Color/Black and White]** setting changes automatically to **[Full Color]**.

#### Reference

You can also specify color settings for individual sheets. For more information on color exceptions, see [Specifying Color Exceptions, p. 216](#).

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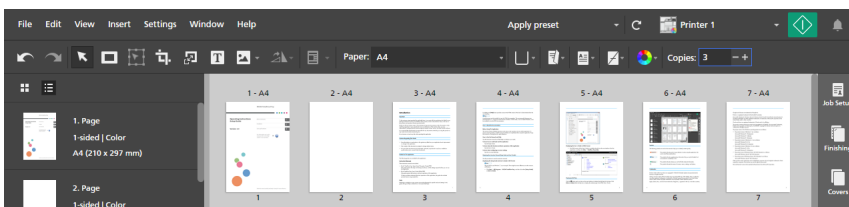
## Specifying the Number of Copies to Print

You can specify the number of copies to print.

To specify the number of copies:

1. Click inside the **[Copies:]** field on the toolbar.
2. Enter a value from 1 to 9999.

See the printer documentation for more information on the maximum number of copies supported.



#### Note

You can also use the **+****[Increase]** and **-****[Decrease]** buttons to modify the number of copies.


## Specifying Exception Settings

You can apply separate settings for specific sheets or pages in the job. For example, certain pages of the document can be set to print on blue paper and on one side only.

These settings can be applied as exceptions:

- Paper
- Printing side
- Color/Black and white
- Stapling

### ★ Important

- The exception icon  is displayed for sheets or pages to which an exception setting has been applied.
- You cannot set paper and printing side exceptions for jobs with **[Booklet]** or **[Gangup]** - **[Speed]** imposition.
- You cannot set stapling exceptions for jobs with **[Booklet]** or **[Gangup]** imposition.
- You cannot set paper, printing side, or stapling exceptions for designation sheets, covers, or tabs. If a page has paper, printing side, or stapling exceptions applied, you cannot set the page content to be printed as a cover, designation sheet, or tab.
- You cannot set exceptions for inserts.

## Specifying Paper Exceptions

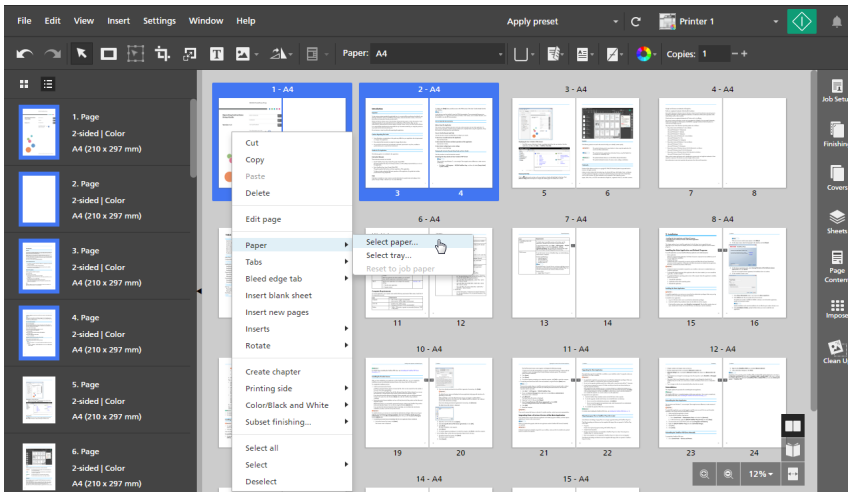
You can specify different paper settings for specific pages in the job.

1. Select the target pages in the page list or the target sheets in **[Sheet view]**.

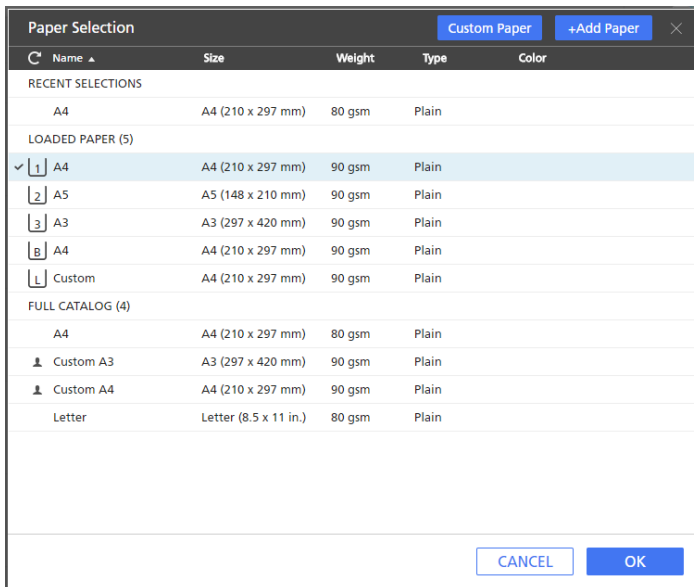
### ↓ Note

If multiple pages are set to print on a sheet and you only apply a paper exception to some of the pages, the exception pages are placed on a separate sheet. You can see the result in the workspace area.

2. Right-click the selection, then click **Paper** → **Select paper...**



3. On the **[Paper Selection]** screen, specify the paper that you want to use.
  - To apply a paper that is currently loaded in a printer tray, select the paper from the **[Loaded Paper]** list and click **[OK]**.



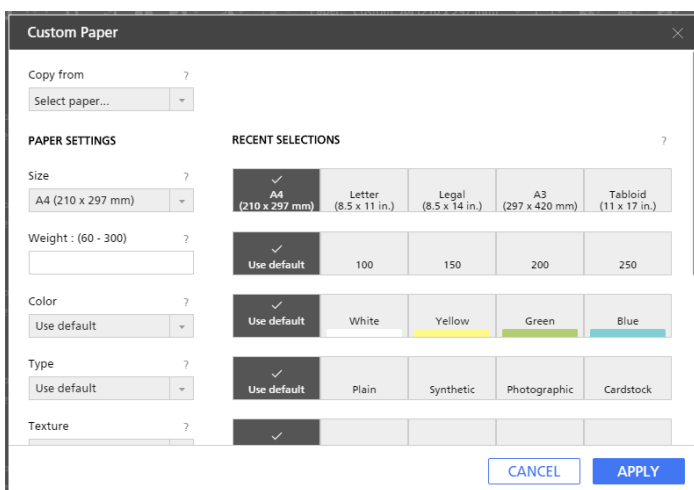
- To apply a paper from the paper catalog of the printer or a registered custom paper, select the paper from the **[Full Catalog]** list and click **[OK]**.

**Note**

To create a new custom paper and add it to the **[Full Catalog]** list, click the **[+Add Paper]** button. For more information, see [Adding Custom Papers, p. 77](#).

- To apply a recently used paper, select the paper from the **[Recent Selections]** list and click **[OK]**.
- To specify the paper properties manually, click the **[Custom Paper]** button, set the properties on the **[Custom Paper]** screen, and click **[Apply]**.

For details about the available properties, click the **[?]** button to display the on-screen field help.



### ★ Important

- Make sure that a paper with matching properties is available on the printer. For information on the printer paper settings, see the printer documentation.
- Select the **[Use default]** option or leave the field blank for the paper properties that you do not want to send to the printer.

To remove the paper exception and reapply the job paper, select the pages or sheets, right-click the selection, and then click **Paper** → **Reset to job paper**.

## Specifying Paper Exceptions by Selecting a Tray

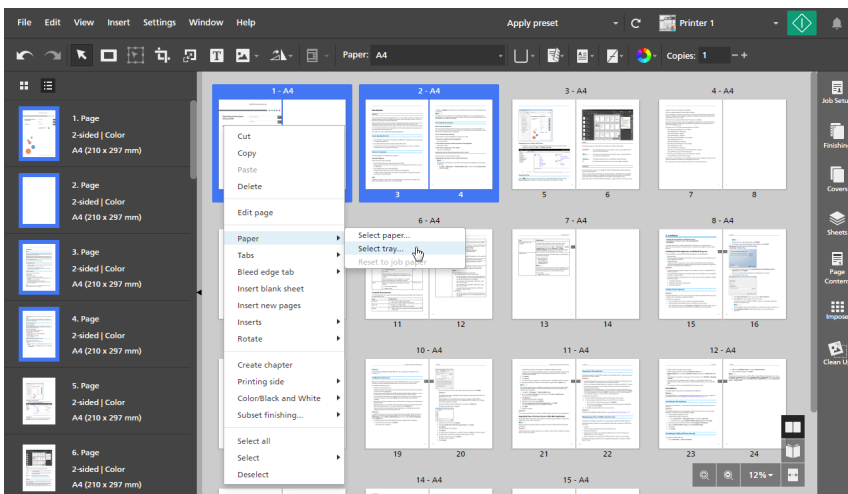
You can also specify different paper settings for specific pages by selecting the tray where the paper is loaded.

1. Select the target pages in the page list or the target sheets in **[Sheet view]**.

### ↓ Note

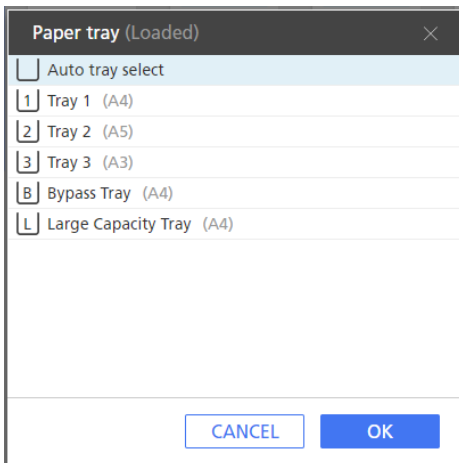
If multiple pages are set to print on a sheet and you only apply a paper exception to some of the pages, the exception pages are placed on a separate sheet. You can see the result in the workspace area.

2. Right-click the selection, then click **Paper** → **Select tray....**



3. On the **[Paper tray]** screen, select the tray where the paper is loaded and click **[OK]**.





To remove the paper exception and reapply the job paper, select the pages or sheets, right-click the selection, and then click **Paper** → **Reset to job paper**.

## Specifying Printing Side Exceptions

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You can apply different printing side settings for specific pages in the job.

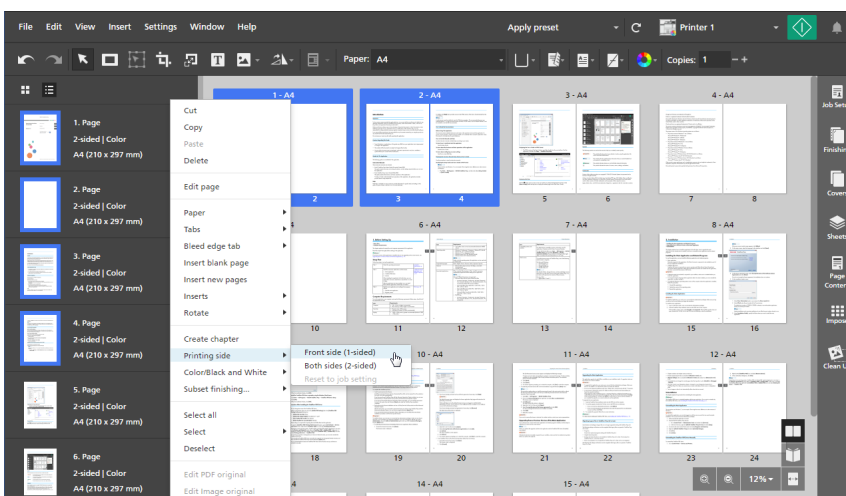
To specify printing side exceptions:

1. Select the target pages in the page list or the target sheets in **[Sheet view]**.

### Note

If multiple pages are set to print on a sheet and you only apply a printing side exception to some of the pages, the unselected pages are placed on a separate sheet. You can see the result in the workspace area.

2. Right-click the selection, then click **[Printing side]** and select either **[Front side (1-sided)]** or **[Both sides (2-sided)]**.



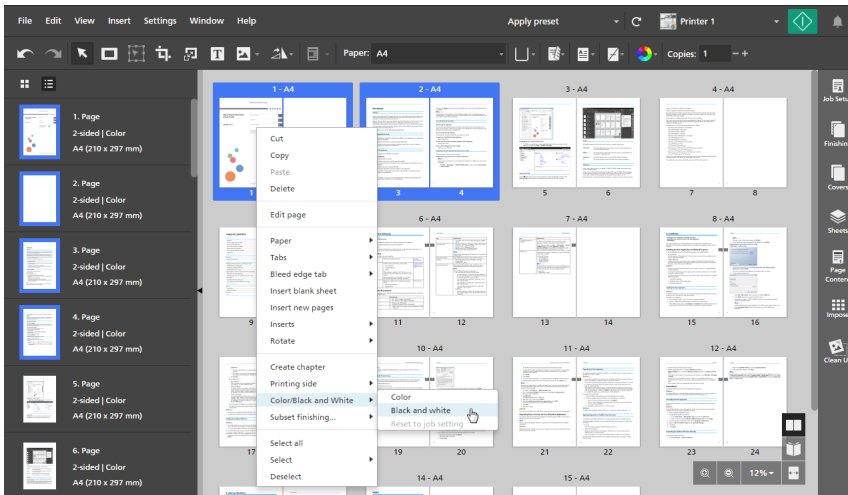
To remove the printing side exception, select the pages or sheets, right-click the selection, and then click **Printing side** → **Reset to job setting**.

## Specifying Color Exceptions

You can apply different color settings for specific pages or sheets in the job.

To specify color exceptions:

1. Select the target pages in the page list or the target sheets in **[Sheet view]**.
2. Right-click the selection, then click **[Color/Black and White]** and select either **[Color]** or **[Black and white]**.



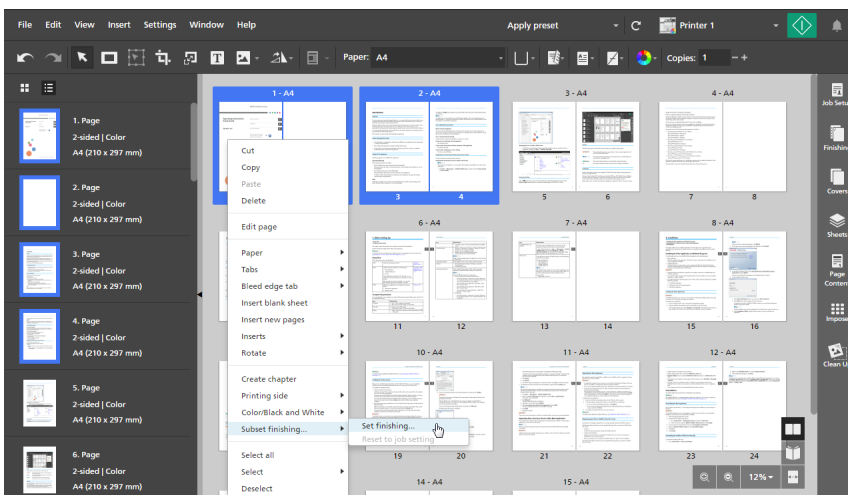
To remove the color exception, select the pages or sheets, right-click the selection, then click **Color/Black and White** → **Reset to job setting**.

## Specifying Stapling Exceptions

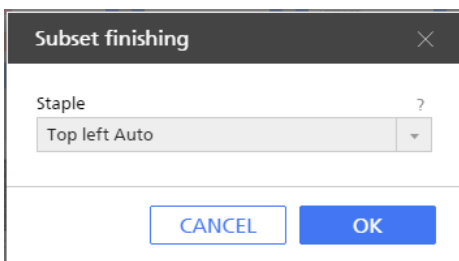
You can apply stapling settings only for specific ranges of sheets so that only part of the job is stapled.

To specify stapling exceptions:

1. Select a range of pages in the page list or a range of sheets in **[Sheet view]**.
2. Right-click the selection, then click **Subset finishing...** → **Set finishing....**



3. In the **[Subset finishing]** dialog box, select a stapling option from the **[Staple]** list and click **[OK]**.



The subset icons  and  mark the beginning and the end of the staple subset.

#### ★ Important

- Only the stapling options that are available on the printer are displayed.
- On some printers, it is not possible to set stapling as an exception setting. Also, even if stapling exceptions can be set, the output order of the documents might be different than expected when you print multiple copies. This happens because any staple subset is processed as a separate job.
- You can send a job that contains multiple staple subsets with different stapling options to printers with an EFI Fiery controller. However, only the first staple subset and any additional subsets that have the same stapling option are applied when the job is processed.
- If you paste or move pages inside a staple subset, the pages are added to the subset.
- If you copy or cut only the pages of a staple subset as a group and paste them to a new location, the staple subset setting is preserved.
- If you move only the pages of a staple subset as a group, the staple subset setting is preserved.

To remove the stapling exception, select the pages or sheets, right-click the selection, and then click **Subset finishing...** → **Reset to job setting**.

## Editing Jobs in the Browser Version of TotalFlow Prep

You can launch the browser version of TotalFlow Prep from TotalFlow Production Manager or from TotalFlow Print Server. After you finish editing the job, you can save it and submit it back to TotalFlow Production Manager or TotalFlow Print Server.

### ★ Important

- Some functions of TotalFlow Prep are not available in the browser version.
- TotalFlow Production Manager must be installed on the same computer as TotalFlow Prep.
- When you edit a job from TotalFlow Production Manager, certain settings are applied to the PDF file and are not reflected in the JDF job ticket. For example, if four pages are imposed on a sheet, a 4-up PDF file is created and 1-up is specified in the JDF ticket. As a result, when you view the job in TotalFlow Production Manager or when you edit the job again in the browser version of TotalFlow Prep, the settings appear in the PDF file, but not in the job properties.

To edit and save a job in the browser version of TotalFlow Prep:

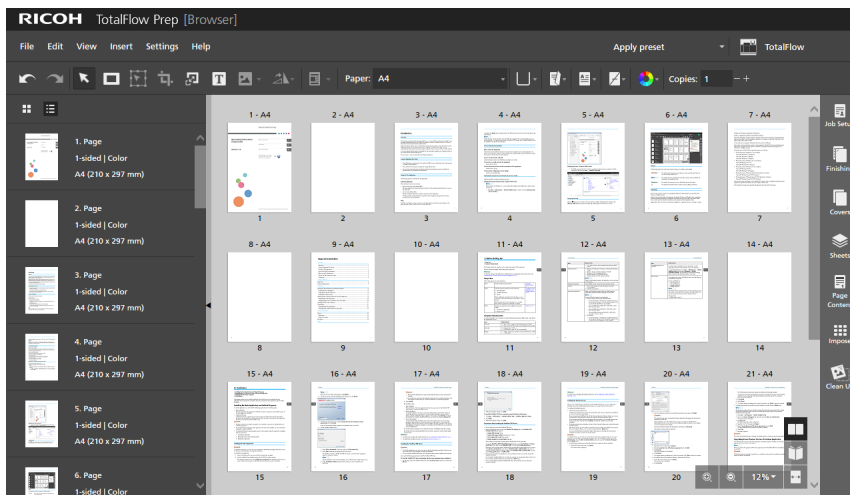
1. Make sure that TotalFlow Production Manager or TotalFlow Print Server is configured to use the browser version of TotalFlow Prep for editing jobs.

For more information, see the documentation for TotalFlow Production Manager or TotalFlow Print Server.

2. In TotalFlow Production Manager or TotalFlow Print Server, find the job that you want to edit and open it in the browser version of TotalFlow Prep.

For more information, see the documentation for TotalFlow Production Manager or TotalFlow Print Server.

3. Edit the job.

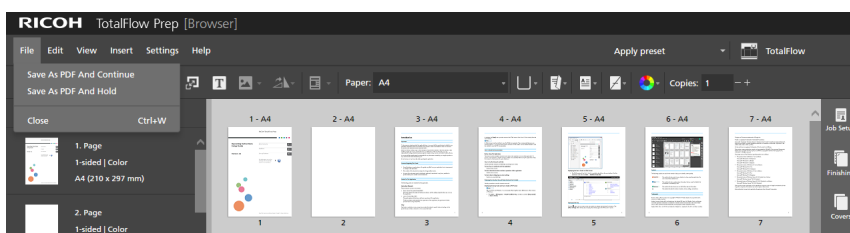


For more information on editing job settings, see [Editing Jobs, p. 95](#).

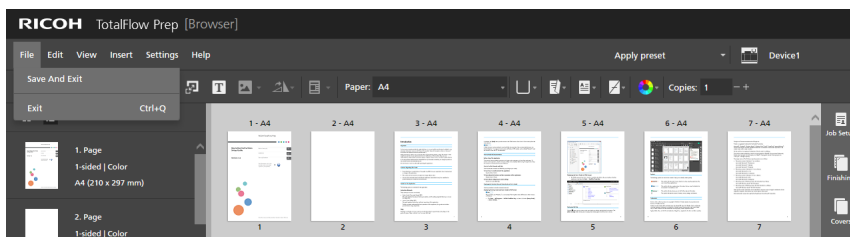
4. Save the job changes and submit the job back to TotalFlow Production Manager or TotalFlow Print Server:

- If you are editing a job from TotalFlow Production Manager, click **[File]** and select one of these options:
  - **[Save And Continue]**: Saves the job changes and submits the job back to TotalFlow Production Manager to continue processing.

- **[Save And Hold]**: Saves the job changes and stops the job in the current workflow activity. You can edit the job again later or specify in TotalFlow Production Manager when to continue processing.
- **[Save As PDF And Continue]**: Saves the job changes and submits the job back to TotalFlow Production Manager to continue processing. To ensure correct processing, some job settings are removed from the job ticket and applied to the PDF file. If you view the job in TotalFlow Production Manager, these settings appear in the PDF file, but not in the job properties.
- **[Save As PDF And Hold]**: Saves the job changes and stops the job in the current workflow activity. You can edit the job again later or specify in TotalFlow Production Manager when to continue processing. To ensure correct processing, some job settings are removed from the job ticket and applied to the PDF file. If you edit the job again in TotalFlow Prep, these settings appear in the PDF file, but not in the job properties.



- If you are editing a job from TotalFlow Print Server, click **File** → **Save And Exit**.



## Solving Job Setting Conflicts

When you specify a job setting that is not compatible with current settings, a warning dialog box appears. The dialog box lists the conflicting options and provides information on how to solve the problem.

In some cases you are prompted to manually change the current settings before you can apply the setting that caused the conflict. For example, if the job is set to open to the left and you want to specify stapling settings for the top edge, the warning dialog box informs you that you must manually change the open direction first and then reapply the stapling setting.



**Job settings not supported**

The job cannot support this combination of settings:

- 1. Stapling : 2 at Top
- 2. Open direction : Open to left

Your most recent settings cannot be applied:

Stapling : 2 at Top

To apply this setting, you must manually change the previous settings first.

CLOSE

In other cases, you can specify whether you want to apply the conflicting setting and automatically adjust the current job settings or discard the last change and keep the current settings as they are. For example, if you specify a punching option for a job that already has stapling applied, the warning dialog box lets you specify which of the two finishing settings you want to apply.

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**Job settings conflict**

The job cannot support this combination of settings:

- 1. Stapling : 2 at Center
- 2. Punch edge : Left
- 3. Number of holes : 2-hole

Click OK to apply:

Punch edge : Left

Number of holes : 2-hole

Current options might change automatically to apply this setting without conflicts.

Or click Cancel to undo and return to the previous settings.

CANCEL

OK

# 6. Printing and Saving Jobs

- **Previewing Jobs**
- **Sending Jobs to a Printer**
- **Sending Jobs to TotalFlow Production Manager**
- **Printing Selected Pages**
- **Printing Page Ranges**
- **Printing a Job with Both Color and Black and White Sheets on Separate Printers**
- **Saving Jobs**
- **Checking Job Progress and Results**

After you finish editing jobs and specify all the required settings, you can send the jobs to the printer, and then check their progress and results. You can also save the jobs for later use.

### ★ Important

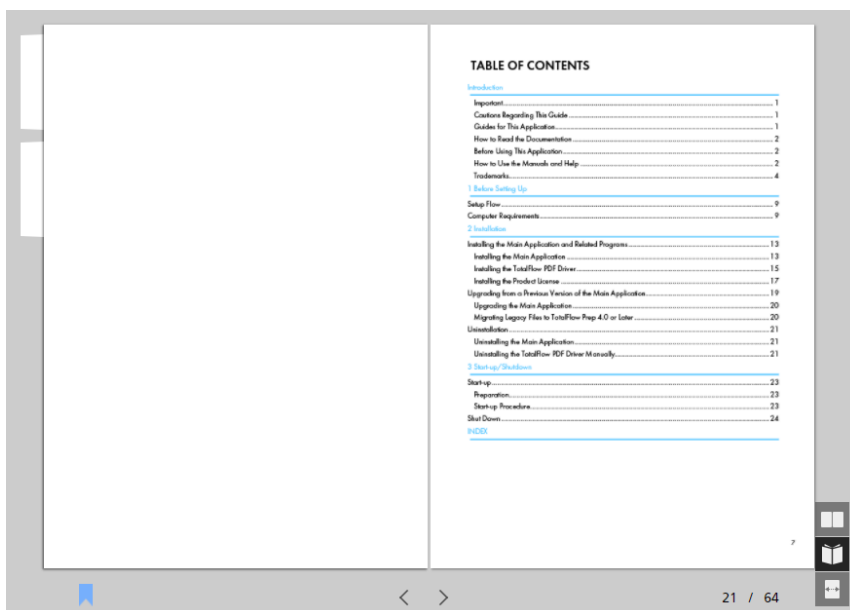
- Make sure that both the computer and the printer that you want to use are properly connected to the network. For more information, see the documentation for your printer.
- To print jobs using TotalFlow Production Manager, you must first set up TotalFlow Production Manager and make sure it is connected to the network. For more information, see the TotalFlow Production Manager documentation.
- You can also process jobs and send them to a printer automatically using hot folders. For more information, see [Using Hot Folders with Presets, p. 242](#).

## Previewing Jobs




Before you print a job, you can preview the output in the **[Reader view]**. The **[Reader view]** lets you flip through the pages of the job and preview the job settings to make sure that they are correct.

To preview a job:

1. Click , the **[Reader view]** button, in the right corner of the workspace.



2. Use the functions available in the **[Reader view]** to move through the job and verify the output:

- Click the outer edge of the pages.
- Use , the **[Previous page]** button, and , the **[Next page]** button.
- Hover over the current page number and enter the number of the page that you want to display.
- Select a page in the page list.
- Click , the **[Bookmarks]** icon, and select **[Beginning]**, a chapter name, or **[End]** to go to the first page, to a specific chapter, or to the last page.

 **Note**

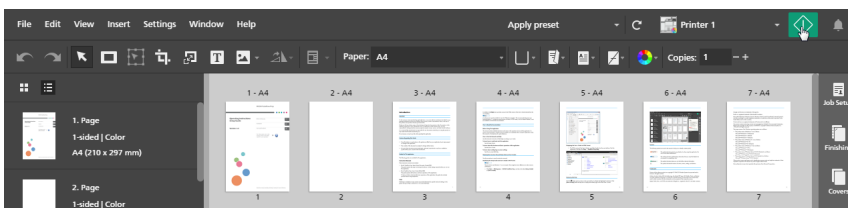
Depending on the printer, paper settings, and finishing settings, the actual output might differ from the results shown in the preview.

## Sending Jobs to a Printer


To send a job to a printer:

1. Make sure that the printer you want to use is selected in the printers menu.  
For more information, see [Specifying a Printer for the Job, p. 95](#).

2. Click , the **[Print]** button.



You can also click **File** → **Print** on the menu bar to print jobs.

If there is a problem with the printer or with the job settings, the **[Print]** button turns red () . When you click the button, you receive an error message with more details about the problem.

 **Note**

In the browser version of TotalFlow Prep, the print function is not available. After you finish editing a job, you can save it and submit it back to TotalFlow Production Manager or TotalFlow Print Server. For more information, see [Editing Jobs in the Browser Version of TotalFlow Prep, p. 218](#).

## Sending Jobs to TotalFlow Production Manager

To send a job to a workflow defined on TotalFlow Production Manager:

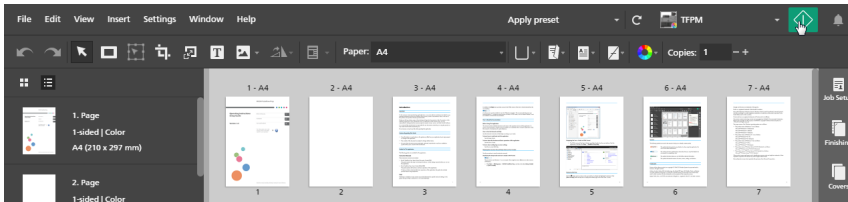
1. Make sure that the workflow you want to use is selected in the printers menu.  
For more information, see [Specifying a Printer for the Job, p. 95](#).
2. **Optional:** In the settings area on the right, click **[Job Setup]** and select a print mode option from the **[Print mode]** list.




For example, you can select **[Hold print]** to delay printing a job after sending it to TotalFlow Production Manager.

For details about a specific setting, click the **?** button to display the on-screen field help.

3. Click , the **[Print]** button.



You can also click **File** → **Print** on the menu bar to print jobs.

If there is a problem with the printer or with the job settings, the **[Print]** button turns red (). When you click the button, you receive an error message with more details about the problem.

#### Note

In the browser version of TotalFlow Prep, the print function is not available. After you finish editing a job, you can save it and submit it back to TotalFlow Production Manager or TotalFlow Print Server. For more information, see [Editing Jobs in the Browser Version of TotalFlow Prep, p. 218](#).

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## Printing Selected Pages

You can choose to print only selected pages from a job.

#### Note

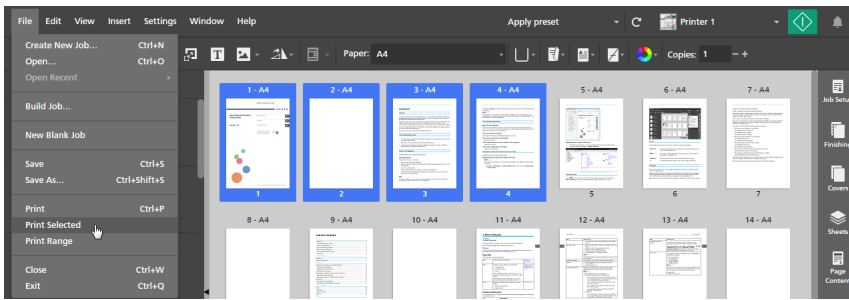
- This option is available when the imposition is set to **[Normal]** or **[Gangup] - [Unique]**.
- If the target printer does not support printing selected pages or page ranges, this function is not available. See the printer documentation for information on the supported functions.

To print selected pages:

1. Make sure that the printer you want to use is selected in the printers menu.  
For more information, see [Specifying a Printer for the Job, p. 95](#).
2. Select the target pages in the page list or the target sheets in **[Sheet view]**.  
For more information, see [Selecting Pages and Sheets, p. 97](#).

If your selection includes preprinted sheets, such as preprinted covers, preprinted designation sheets, or inserted tabs, the page before and after the selected pages might also be printed.

3. On the menu bar, click **File** → **Print Selected**.



### Note

In the browser version of TotalFlow Prep, the print function is not available. After you finish editing a job, you can save it and submit it back to TotalFlow Production Manager or TotalFlow Print Server. For more information, see [Editing Jobs in the Browser Version of TotalFlow Prep, p. 218](#).

## Printing Page Ranges

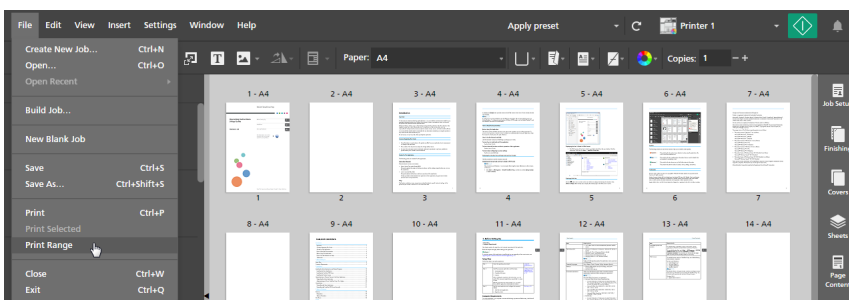
You can choose to print only a range of pages from a job.

### Note

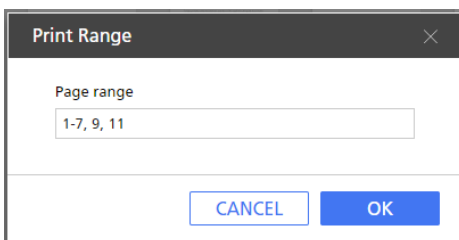
- This option is available when the imposition is set to **[Normal]** or **[Gangup] - [Unique]**.
- If the target printer does not support printing selected pages or page ranges, this function is not available. See the printer documentation for information on the supported functions.

To print a range of pages:

1. Make sure that the printer you want to use is selected in the printers menu.  
For more information, see [Specifying a Printer for the Job, p. 95](#).
2. On the menu bar, click **File** → **Print Range**.



3. In the **[Print Range]** dialog box, enter the pages or page ranges that you want to print.



You can enter multiple pages or page ranges separated by commas, such as 1-7, 9, 11-n, where n is the last page in the job. Make sure that you enter the pages and page ranges in ascending order.

↓ **Note**

In the browser version of TotalFlow Prep, the print function is not available. After you finish editing a job, you can save it and submit it back to TotalFlow Production Manager or TotalFlow Print Server. For more information, see [Editing Jobs in the Browser Version of TotalFlow Prep](#), p. 218.

## Printing a Job with Both Color and Black and White Sheets on Separate Printers

To reduce costs, instead of printing all the sheets on a color printer, you can print the color sheets on a color printer and then use them as inserts on a black and white printer.

To print a job with both color and black and white sheets on separate printers:

1. Register a color printer and a black and white printer.


The black and white printer must have an interposer tray.

For more information on adding printers, see [Registering Printers](#), p. 63.

2. On the menu bar, click the printers menu and select the color printer from the list.
3. Make sure that the imposition is set to **[Normal]** or **[Gangup] - [Unique]** in the **[Impose]** panel.
4. To select all the color sheets from the job, right-click any sheet and click **Select** → **Color sheets**.

↓ **Note**

- A sheet with any color object is considered a color sheet.
- A sheet with at least one color page is considered a color sheet.

5. On the menu bar, click **File** → **Print Selected**.
6. Load the printed color sheets in an interposer tray on the black and white printer.
7. In TotalFlow Prep, click the printers menu and select the black and white printer from the list.
8. Right-click any sheet and click **Select** → **Color sheets**.
9. Right-click the selection, then click **Paper** → **Select tray...**
10. On the **[Paper tray]** dialog box, select the interposer tray where the color sheets are loaded and click **[OK]**.
11. Click , the **[Print]** button.

## Saving Jobs

You can save jobs as RJF, JDF, or PDF files for later use.

↓ **Note**

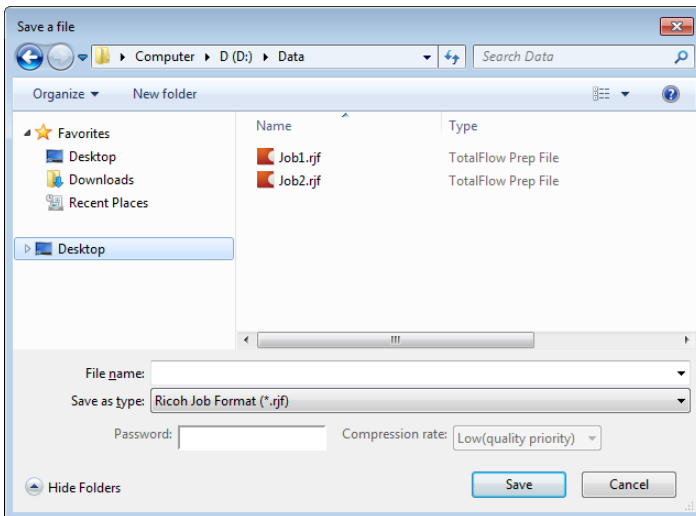
This function is not available in the browser version of TotalFlow Prep.

To save a job:

1. On the **[File]** menu, select **[Save As]**.

You can also use the **[Save]** option if this is the first time you save the job.

2. In the **[Save a File]** dialog box, follow these steps:



1. Browse for the folder where you want to save the job and open it.
2. Enter a name for the job in the **[File name]** field.
3. Select a format from the **[Save as type]** list:

#### **[Ricoh Job Format (\*.rjf)]**

The RJF format is a job file format unique to TotalFlow Prep. RJF files are PDF files that have embedded information about settings such as finishing settings and print settings.

You can enter a password for the job in the **[Password]** field. Enter alphanumeric characters, up to 32 bytes. The password is case-sensitive.

#### **[Portable Document Format (\*.pdf)]**

This option saves the job as a single PDF file with edits applied. Information such as finishing settings, slip sheet insertion, number of copies, and output tray is not saved.

You can enter a password for the job in the **[Password]** field. Enter alphanumeric characters, up to 32 bytes. The password is case-sensitive.

Pages with Image PDF original format can be compressed and saved in JPEG format. Specify the level of compression by selecting one of the options available in the **[Compression rate]** list:

#### **[Low (quality priority)]**

This level gives priority to quality over file size reduction.

#### **[Medium]**

This level is intermediate. The files are compressed but the image quality remains acceptable.

#### **[High (size priority)]**

This level gives priority to file size reduction over quality.

**Note**

For the data compression to function properly, make sure that the image files do not exceed the maximum size, resolution, or pixel count specified in [Supported Image Formats and Image Sizes, p. 255](#).

### [Job Description Format (\*.jdf)]

When you save a job in the JDF format, a folder is created and the PDF files that are linked with the JDF file are saved in the folder. The name of the created folder is *JDF file name\_mrjob*. For example, if the JDF file name is *ABCD.jdf*, the PDF files are saved in the *ABCD\_mrjob* folder.

**Note**

- You cannot delete or modify inserted text, image, and mask objects for jobs saved in the JDF format.
- The created JDF files can only be used with TotalFlow applications.

4. Click the **[Save]** button.

After you save a job as an RJF or JDF file, you can save any additional changes by clicking **[Save]** in the **[File]** menu.

## Checking Job Progress and Results

You can use the **[Alerts]** panel to manage jobs and check their progress and results.

**Note**

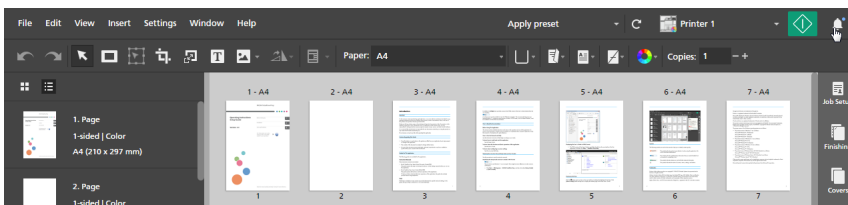
This function is not available in the browser version of TotalFlow Prep.




## Viewing and Managing Active Jobs

You can manage current jobs and check their progress from the **[Active]** tab of the **[Alerts]** panel.

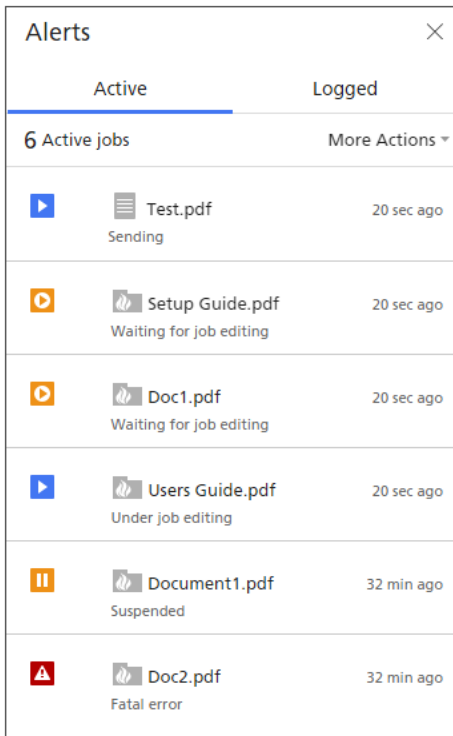
To view and manage active jobs:

1. On the menu bar, click , the **[Alerts]** button.



If there are new notifications since the last time you opened the **[Alerts]** panel, a blue icon is displayed next to the **[Alerts]** button () . If there are any new errors, the icon is red () . If job processing is suspended for all current and future jobs, the icon is orange () . If there are no new notifications, the **[Alerts]** button is grayed out.

2. On the **[Alerts]** panel, click the **[Active]** tab.



## 6

On the **[Active]** tab, you can check and manage jobs that are still being processed.

Jobs that have finished processing or that were canceled appear on the **[Logged]** tab. See [Viewing and Managing Logged Jobs, p. 229](#) for more information. Jobs that are in an error state are displayed both in the **[Active]** and **[Logged]** tab.

- Look at the information displayed in the job list to check the status of active jobs and view more details related to the job processing.
  - The status icons show the current state of each job:

	The job is waiting to be processed.
	The job is waiting to be printed.
	The job is being processed or printed.
	The job was suspended.
	The job encountered an error.

- The icon displayed before the name of the job shows whether the job was submitted from the TotalFlow Prep user interface or through a hot folder:

	The job was submitted from the user interface.
	The job was submitted through a hot folder.

Under the job name, you can see a status message. Hover over the job name for more details about the job.

- To the right of the job name, you can see when the job was submitted.
4. Use the available options to perform actions on all the jobs or on a specific job in the list. The available actions depend on the processing phase of the job.
- To temporarily stop all the jobs, click **[More Actions]** and enable the **[Suspend All]** option. Job processing is suspended for all current and future jobs.
  - To resume all the suspended jobs, click **[More Actions]** and disable the **[Suspend All]** option. Job processing is resumed for all current and future jobs.
  - To cancel all the jobs and remove them from the **[Active]** list, click **[More Actions]** and select **[Cancel All]**.
  - To open and edit a job that is in the **[Waiting for manual editing]** state, click the job name. After you finish editing the job, click the **[Print]** button to send the job to the printer.
  - To temporarily stop a specific job, hover over the job and click **||**, the **[Suspend]** button.
  - To resume a suspended job or a job that was stopped because of an error, hover over the job and click **▶**, the **[Resume]** button.

**★ Important**

You cannot resume jobs in which a fatal error has occurred using this function. To resume such a job, first cancel it, and then reopen it. Make sure that the content of the job is correct and try outputting it again.

- To cancel a specific job and remove it from the **[Active]** list, hover over the job and click **×**, the **[Cancel]** button.

**↓ Note**

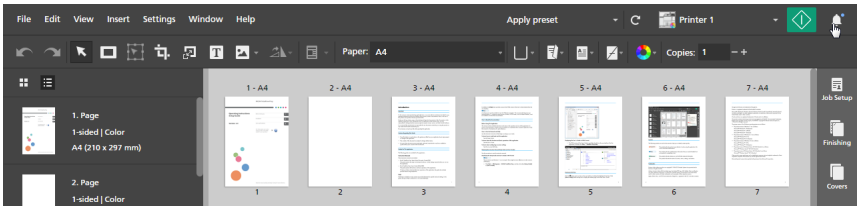
- You can only suspend jobs that have not yet been sent to the printer.
- When you cancel a job in the **[Preparing to print]**, **[Waiting at printer]**, or **[Printing]** state, TotalFlow Prep tries to stop all further job processing. Sometimes, depending on the printer and the exact processing phase of the job, processing continues outside of TotalFlow Prep and the job cannot be canceled.

## Viewing and Managing Logged Jobs

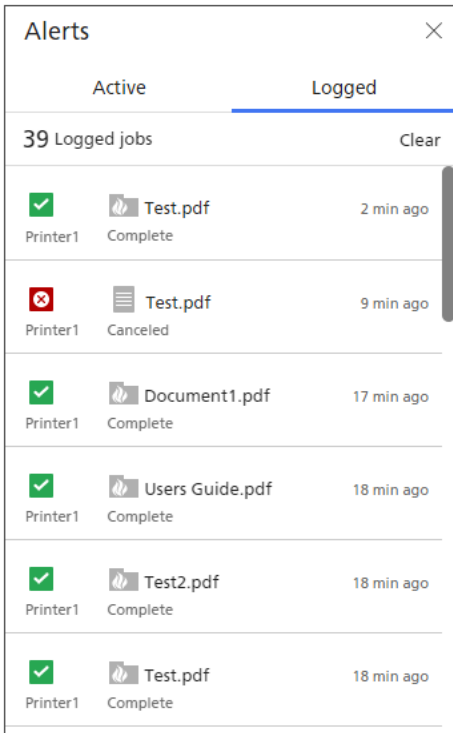
You can check the results of jobs from the **[Logged]** tab of the **[Alerts]** panel.

To view and manage logged jobs:

1. On the menu bar, click , the **[Alerts]** button.



2. On the **[Alerts]** panel, click the **[Logged]** tab.



On the **[Logged]** tab, you can manage jobs that have finished processing or that were canceled. Jobs that are still being processed appear on the **[Active]** tab. See [Viewing and Managing Active Jobs, p. 227](#) for more information. Jobs that are in an error state are displayed both in the **[Active]** and **[Logged]** tab.

3. Look at the information displayed in the job list to check the status of logged jobs.



- The status icons show the state of each job:

	The job was completed.
	The job was canceled.
	The job encountered an error.

Under the status icon, you can see the name of the printer specified for the job.

- The icon displayed before the name of the job shows whether the job was submitted from the TotalFlow Prep user interface or through a hot folder:



	The job was submitted from the user interface.
	The job was submitted through a hot folder.

Under the job name, you can see a status message. Hover over the job name for more details about the job.

- To the right of the job name, you can see when the job was submitted.

4. **Optional:** To remove all the jobs from the log, click **[Clear]**.

 **Note**

Logs are stored for 90 days.



# 7. Working with Presets

- **Creating Presets**
- **Editing Preset Settings**
- **Deleting Presets**
- **Exporting Presets**
- **Importing Presets**
- **Applying a Preset to a Job**
- **Building a Job with the Settings Registered in a Preset**
- **Using Hot Folders with Presets**

To increase efficiency, you can register frequently used functions and settings as job presets. The presets can then be applied directly to a job or they can be associated with a hot folder for automated processing.

TotalFlow Prep also provides several sample presets that you can use to create business cards and booklets, to despeckle and deskew scanned documents, and to reset the job to default settings. The available sample presets depend on the language selected during the installation of TotalFlow Prep.

## Creating Presets

You can register the settings of an open job as a preset.

These job settings can be included in a preset:

- Printer and printer settings
- User code setting
- Paper settings
- Orientation, printing side, and color settings
- Imposition
- Finishing and output settings
- Chapter settings
- Tabs
- Bleed edge tabs
- Headers and footers
- Page numbering
- Page stamping
- Exception settings
- Cover sheets
- Designation sheets
- Slip sheets

The number of copies and the information from the **[Job Setup]** panel, except for the **[User code]**, **[Print mode]**, **[Due date]**, and **[Apply settings to PDF and remove from job ticket]** settings, are not saved and applied as part of the preset.

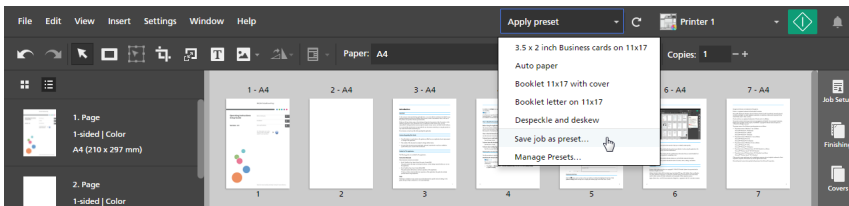
### Important

The user code saved in the preset is only applied if the job does not already have a user code specified.

When you save a preset, you can also add image processing settings, associate the preset with an input hot folder, and specify output settings for the jobs processed through the hot folder.

To register a preset:

1. Create or open a job.  
For more information, see [Preparing Jobs, p. 85](#).
2. Make sure that you specify all the job settings that you want to include in the preset.  
For more information, see [Editing Jobs, p. 95](#).
3. On the menu bar, click the presets menu and select **[Save job as preset]**.



#### Note

You can also create a preset using one of these methods:

- Click the presets menu, select **[Manage Presets]**, and then click the **[Create preset]** button.
- Go to **Settings** → **Presets** and click the **[Create preset]** button on the **[Manage Presets]** screen.

4. On the **[Save Preset]** screen, specify a name and description for the preset.

You can also configure an input hot folder for automated job processing, specify output settings for the jobs processed through the hot folder, and include image processing settings.

For details about a specific setting, click the **?** button to display the on-screen field help.

↓ **Note**

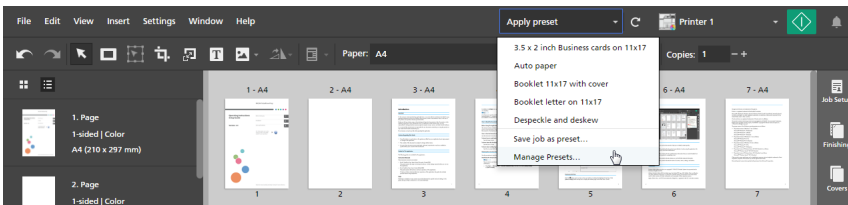
- You can register up to 25 presets.
  - If you configure an input hot folder for the preset, you can create and output jobs simply by placing files in the hot folder. For more information, see [Using Hot Folders with Presets](#), p. 242.
  - When you associate a hot folder with a preset, a shortcut icon appears for the hot folder on the desktop.
  - A hot folder can be associated with a single preset. Hot folders cannot be shared by multiple computers or presets. Doing so might cause errors.
  - The hot folder and image processing functions are not available in the browser version of TotalFlow Prep.
5. Click **[Save]**.  
The configured preset is added to the list of presets available in the presets menu and is selected for the current job until one of the registered job settings changes.

## Editing Preset Settings

You can change the name, description, hot folder, job output settings, and image processing settings specified for a registered preset.


To modify the settings of a preset:

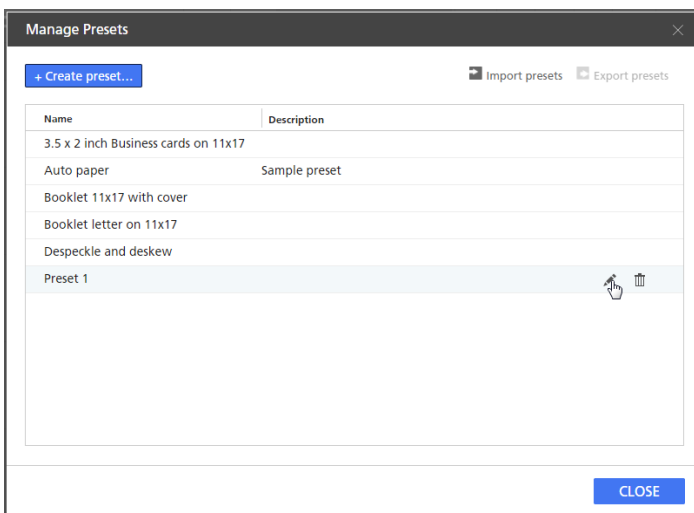
1. On the menu bar, click the presets menu and select **[Manage Presets]**.



↓ **Note**

You can also open the **[Manage Presets]** screen from **Settings** → **Presets**.

2. On the **[Manage Presets]** screen, hover over the preset that you want to modify and click , the **[Edit preset]** button.



3. Change the settings as necessary on the **[Save Preset]** screen.  
For details about a specific setting, click the **?** button to display the on-screen field help.

#### Note

The **[Hot folder]** section is not available when you edit presets created in the browser version of TotalFlow Prep.

4. Click **[Save]**.

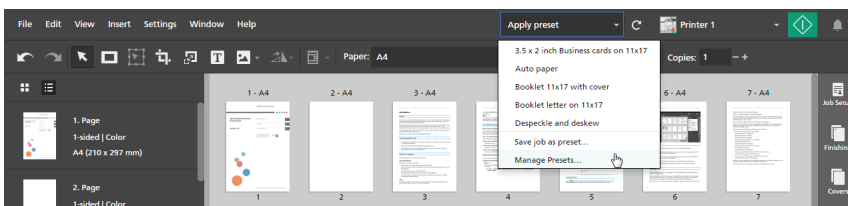
## 7

### Deleting Presets

You can delete registered presets that you no longer use.

To delete a preset:

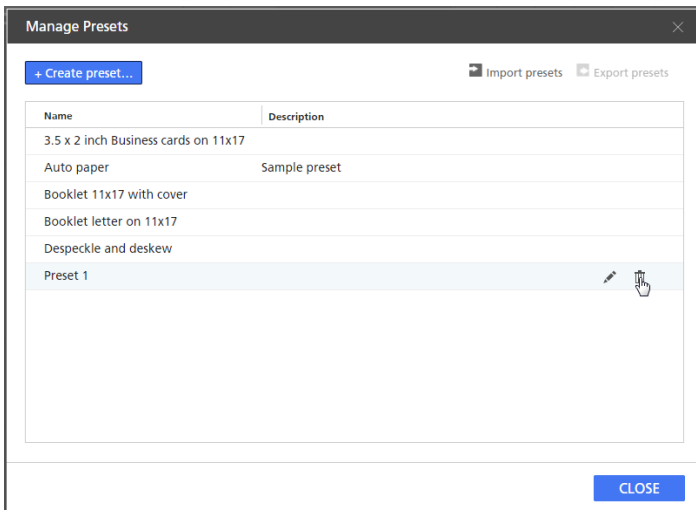
1. On the menu bar, click the presets menu and select **[Manage Presets]**.



#### Note

You can also open the **[Manage Presets]** screen from **Settings** → **Presets**.

2. On the **[Manage Presets]** screen, hover over the preset that you want to remove and click **🗑**, the **[Delete preset]** button.



## Exporting Presets

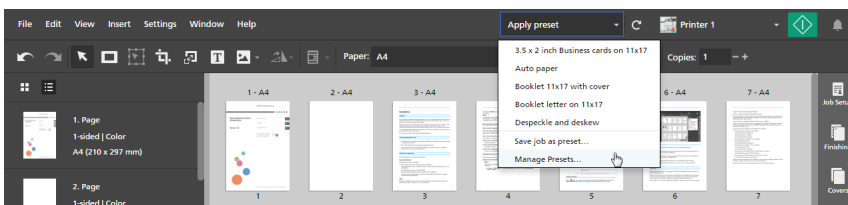
You can export registered presets as RJP files so they can be used on another computer.

### Note

- This function is not available in the browser version of TotalFlow Prep.
- Signature profiles are not exported as part of the preset.
- The barcode profiles and custom marks saved inside a mark profile are not exported as part of the preset.

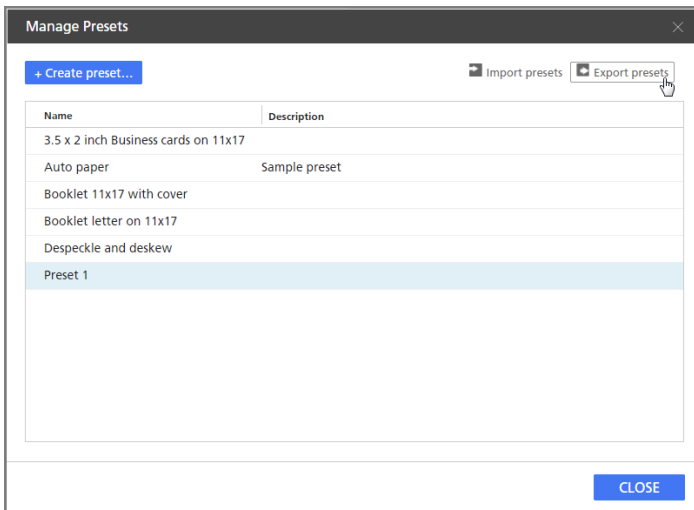
To export a preset:

1. On the menu bar, click the presets menu and select **[Manage Presets]**.



### Note

- You can also open the **[Manage Presets]** screen from **Settings** → **Presets**.
2. On the **[Manage Presets]** screen, select the presets that you want to export and click the **[Export presets]** button.



3. In the **[Save As]** dialog box, specify a name and saving location for the exported RJP file and click **[Save]**.

## Importing Presets

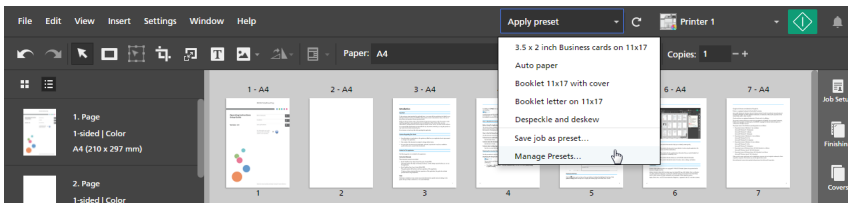
You can import presets that were exported as RJP files.

### Note

- This function is not available in the browser version of TotalFlow Prep.

To import a preset:

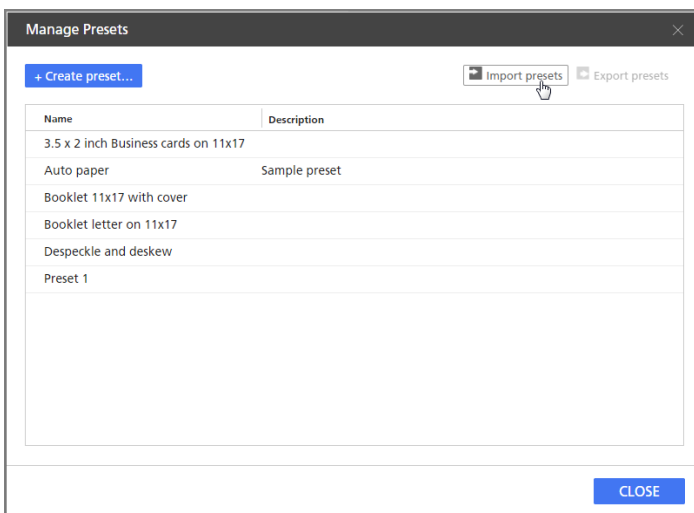
1. On the menu bar, click the presets menu and select **[Manage Presets]**.



### Note

- You can also open the **[Manage Presets]** screen from **Settings** → **Presets**.
2. On the **[Manage Presets]** screen, click the **[Import presets]** button.





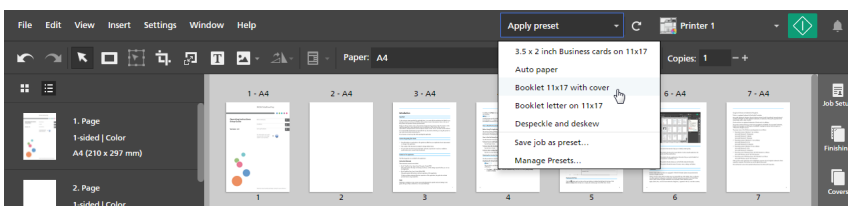
- In the **[Open]** dialog box, browse for an exported RJP file, select it, and click **[Open]**.  
If an imported preset has the same name as one of the existing presets, a numeric value is appended to its name between parentheses.

## Applying a Preset to a Job

You can apply the settings registered in a preset to an open job. The current job settings are updated to match the job settings registered in the preset.

To apply a preset:

- Create or open a job.  
For more information, see [Preparing Jobs, p. 85](#).
- On the menu bar, click the presets menu and select one of the presets available in the list.



**★ Important**

- When you apply a preset, the settings in the preset overwrite all the current job settings, except for the printer.

If the current printer does not support certain settings from the preset, these settings are not applied. A warning dialog box appears with more information about the unsupported settings.

The user code saved in the preset is only applied if the job does not already have a user code specified.

- If the settings from the preset specify pages, page ranges, chapters, or chapter ranges that are invalid for the current job, these settings are applied partially based on the available pages and chapters.
- Presets that contain image processing settings are not available in the browser version of TotalFlow Prep.

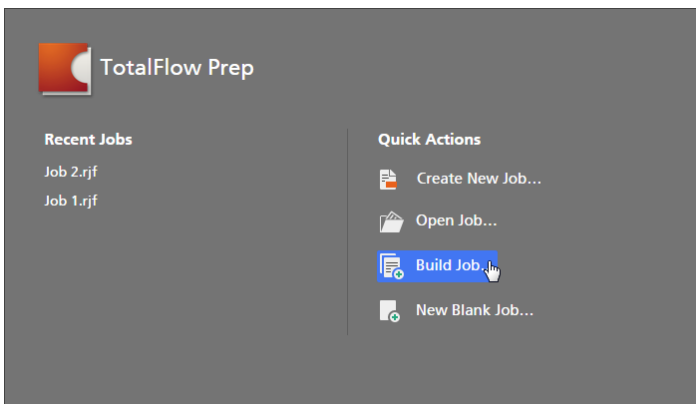
You can use the **[Auto paper]** sample preset to reset the job to default settings.

## Building a Job with the Settings Registered in a Preset

You can apply the settings registered in a preset when you build a job with the **[Build Job]** function.

To build a job with the settings registered in a preset:

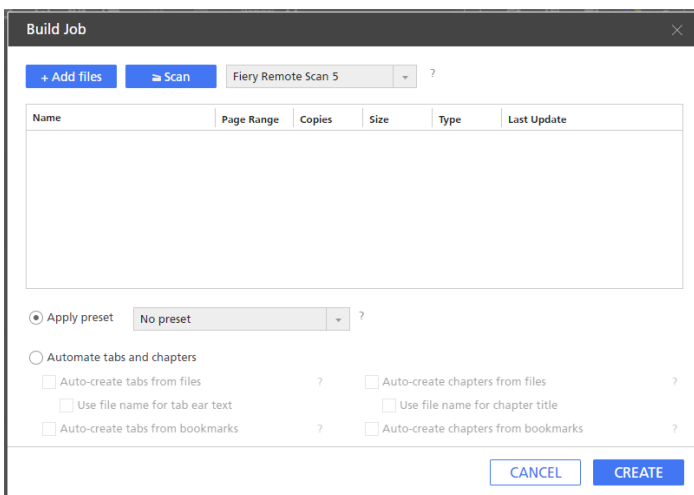
1. Open TotalFlow Prep and click **[Build Job]** on the **[Quick Actions]** screen.



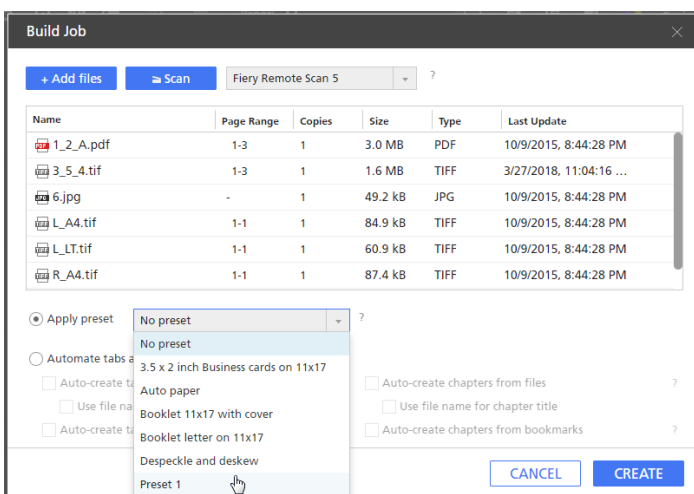
**↓ Note**

If a job is already open in TotalFlow Prep, go to **File** → **Build Job** to build a new job.

2. In the **[Build Job]** dialog box, add files from your computer or import files from a scanner.



- To add files from your computer, click **[Add files]**, browse for the files that you want to add in the **[Open]** dialog box, select them, and click **[Open]**.  
If a file is password-protected, you are prompted to enter the password before you can add the file to the job.
  - To import files from a scanner, select a TWAIN-compliant scanner or the Fiery Remote Scan utility from the list of scanners and click **[Scan]**.  
Depending on the selected scanner, the TWAIN driver setup screen or the Fiery Remote Scan utility is launched. Follow the steps required by the scanner driver and make any necessary settings.
- Repeat the previous step to add all the files required for the job.
  - Optional:** Make any necessary adjustments to the list of files.  
For example, you can reorder the files and specify which pages to include for files with multiple pages.
  - Enable the **[Apply preset]** option and select a preset from the list to apply the settings registered in the preset when the job is created.



**★ Important**

If the settings from the preset specify pages, page ranges, chapters, or chapter ranges that are invalid for the current job, these settings are applied partially based on the available pages and chapters.

6. Click the **[Create]** button.

**E Reference**

For more information on building jobs from existing files on your computer or from scanned files, see [Building a New Job, p. 86](#).

## Using Hot Folders with Presets

You can use hot folders and presets for automated job processing. Whenever you place a supported document file in a hot folder, a job is created, the associated preset is applied, and the document is output, without having to start the application.

**★ Important**

The hot folder function is not available in the browser version of TotalFlow Prep.

To use a hot folder for automated job processing:

1. Create a preset and associate it with an input hot folder.

For details, see [Creating Presets, p. 233](#).

Make sure that you select the output method required for the jobs processed through the hot folder on the **[Save Preset]** screen:

- To send the jobs to the printer specified in the preset, enable the **[Print job on printer after processing]** option.  
If you want to wait for the job to be manually edited, select the **[Wait for manual editing]** check box.
- To save and send the jobs to an output folder, enable the **[Save as print job]** or the **[Save as PDF]** option.

If you want to apply the settings specified in the job ticket instead of the ones saved in the preset when the job is created, also select the **[Use incoming ticket (JDF, RJF) values instead of preset settings.]** check box.

**↓ Note**

- The number of copies and customer information are always retrieved from the job ticket.
  - If there is no user code in the incoming ticket, the user code from the preset is applied.
2. Place the file or files that you want to process in the configured hot folder.

**★ Important**

- Before placing files in a hot folder, make sure they can be processed by this application. For details, see [Supported File Formats, p. 253](#).
- If you place a password-protected file in a hot folder, an error will occur. Remove the password protection before placing any files in a hot folder.

- If you place multiple files in a hot folder, a separate job is created for each file. To combine multiple files into a single job, start the application and use the **[Create New Job]** or the **[Build Job]** function. You cannot use hot folders to combine files.
  - To place a JDF file and PDF files that are linked with the JDF file in a hot folder at the same time, place the JDF file first. If the PDF files are placed in the hot folder before the JDF file, the application might start the processing only with the PDF files.
  - If you place a JDF file in a hot folder, make sure the PDF files linked with the JDF file are stored in a folder that can be accessed by the client computer.
  - If the **[Require user code to print job]** check box is selected on the **[Preferences]** screen and you submit a job without a user code to a hot folder, the job will go into an error state.
  - The files placed in the hot folder are removed after the application processes them. Make a copy of the files that you want to save before you place them in the hot folder.
  - If you want to delete from the disk a folder that is defined as hot folder, you must first remove the hot folder setting from the associated preset. Otherwise, the application will recreate the folder the next time it polls for jobs.
  - If the settings registered in the preset associated with the hot folder specify pages, page ranges, chapters, or chapter ranges that are invalid for a job, these settings are applied partially based on the pages and chapters available inside the job.
3. **Optional:** Verify the progress of the job and, if necessary, change the job status.
- For more information, see [Checking Job Progress and Results, p. 227](#).



## 8. Troubleshooting

- If the Application Does Not Start
- If a Message Appears
- If You Encounter a Problem

If you encounter problems while you are working with TotalFlow Prep, you might be able to solve them by using the information in this section.

### If the Application Does Not Start

This section explains what to do if this application does not start.

Action and reference
1. If there is insufficient free space on the hard disk, increase the amount of free space. See the <i>Setup Guide</i> for details about the required amount of hard disk space.
2. If the problem persists, restart your computer.
3. If the problem is still not solved, uninstall the application, and then install it again. See the <i>Setup Guide</i> for details about uninstalling and reinstalling the application.

### If a Message Appears

This section explains essential messages. If you encounter a message that is not explained in this section, follow the instructions in the message. If the problem persists, check the message and message code, and then contact your service representative.

#### ↓ Note

In the tables below, the code displayed after the text of the message is a unique identifier for the message. The codes displayed in the **Message code** column identify the specific context of the error and possible solutions.

#### Creating and opening jobs



Message	Message code	Action and reference
"Failed to create a new job." (101019)	2020900015	Make sure that you have sufficient privileges to read the specified file.
"Failed to incorporate original file / scanned data {0} into job." (101026)	2020302111	See <a href="#">Supported File Formats, p. 253</a> , and make sure that this application supports the file format.
	2020302112	Make sure that the image file size and resolution are supported or that the X and Y resolutions of the image are the same.  For details about the supported image sizes, see <a href="#">Supported Image Formats and Image Sizes, p. 255</a> .

Message	Message code	Action and reference
	2020700003	If there is insufficient free space on the hard disk, increase the amount of free space. See the <i>Setup Guide</i> for details about the required amount of hard disk space.
"Failed to update the preset information." (106010)	2000200102	A new folder could not be created. Check the following, and then specify a folder that is valid: <ul style="list-style-type: none"> <li>• Do you have sufficient privileges to access the specified folder?</li> <li>• Did you specify a read-only folder? (For example, a folder on a CD)</li> </ul>
"PDF conversion by the TotalFlow PDF driver failed."		<ol style="list-style-type: none"> <li>1. See <a href="#">Supported File Formats, p. 253</a>, and make sure that this application supports the file format.</li> <li>2. If the TotalFlow PDF driver settings have been changed, reinstall the TotalFlow PDF driver. For details, see the <i>Setup Guide</i>.</li> <li>3. If the problem could not be resolved in Step 1 or Step 2, the file might be corrupt. Check whether the file can be opened in the application that was used to create it.</li> </ol>
"Scanning has been canceled." (107003)		If scanning was not canceled and this message appears, repeat the scanning.
"Cannot scan. Verify the scanner connection and driver settings."		<ul style="list-style-type: none"> <li>• Make sure that TotalFlow Prep supports the scanner driver. For information on the supported drivers, see the <i>Printer Connector Readme</i> file.</li> <li>• Make sure that the scanner driver is configured correctly. For information on the driver installation and configuration procedure, see the documentation for your drivers.</li> <li>• Make sure that the scanner is connected to the network and ready to use.</li> </ul>
"Job information unavailable." (101007) "Thumbnails are unavailable." (104001)		There might have been insufficient memory to process the document. If memory was insufficient, exit other applications.



Message	Message code	Action and reference
"The password is incorrect. Try again." (101006)		Make sure that you specify the correct password for the file.
"Cannot start TotalFlow Prep because another TotalFlow Prep instance is already running."		Restart TotalFlow Prep to fix the problem.

## Printing and printers

Message	Message code	Action and reference
<p>"Failed to print the job." (101041)</p> <p>"Failed to create a new job. Failed to assign device to the job." (101022)</p> <p>"Failed to create a new job. Device capability information unavailable." (101023)</p> <p>"Device capability information unavailable." (101011)</p> <p>"Failed to connect with the device." (202038)</p> <p>"Failed to create the job. Unknown error." (101018)</p>	<p>2000400110</p> <p>2000400114</p> <p>2000600105</p> <p>2000400144</p> <p>2000400133</p> <p>2000400117</p> <p>2000400156</p>	<p>Check the following:</p> <ul style="list-style-type: none"> <li>• Is the printer turned on?</li> <li>• Is the printer connected to the network?</li> <li>• Did an error occur on the printer?</li> </ul>
<p>"Device capability information unavailable." (101061)</p> <p>"Device capability information unavailable." (101011)</p> <p>"An HTTP error has occurred." (101012)</p> <p>"An HTTP error has occurred." (101055)</p> <p>"Failed to add the printer. The device is not supported." (102021)</p> <p>"Failed to add the printer. Cannot access the printer." (102023)</p>	<p>2000400109</p> <p>2000400134</p>	<ul style="list-style-type: none"> <li>• Make sure that the connection settings you specified when you added the printer are correct.</li> <li>• Click <b>[Printer Management]</b> on the <b>[Settings]</b> menu to view connection details and status information for registered printers. Click , the <b>[Edit]</b> button, next to a printer to view or edit its settings. For details about a specific setting, click the  button to display the on-screen field help.</li> <li>• Make sure that the printer model is supported. See the <i>Printer Connector Readme</i> for more information.</li> </ul>

Message	Message code	Action and reference
<p>"Failed to update the printer connection settings." (102009)</p> <p>"Failed to update the printer information or its connection settings." (102011)</p> <p>"Failed to add the printer. Make sure that the printer information and connection settings are correct." (102025)</p> <p>"The printer status is unknown." (101058)</p> <p>"Failed to open the job. The printer status is unknown." (101010)</p>	<p>2000400114</p> <p>2000400115</p>	<p>The connection to the server on which TotalFlow Production Manager is installed might have failed.</p> <p>Check the following:</p> <ul style="list-style-type: none"> <li>• Is the server turned on?</li> <li>• Is the server connected to the network?</li> <li>• Did TotalFlow Production Manager start correctly? If not, try restarting the server.</li> <li>• Can you print from TotalFlow Production Manager?</li> </ul> <p>An HTTP error might occur because the system load increases temporarily when TotalFlow Prep sends jobs to TotalFlow Production Manager. Wait for the system load to decrease and try sending the jobs again.</p>
	<p>2000400102</p> <p>2000400132</p> <p>2000400144</p>	<p>Check the following in TotalFlow Production Manager:</p> <ul style="list-style-type: none"> <li>• Does an appropriate workflow exist in TotalFlow Production Manager?</li> <li>• Is the workflow associated with a physical printer?</li> <li>• Can you print from the physical printer that is associated with TotalFlow Production Manager?</li> </ul> <p>For more information, see the TotalFlow Production Manager documentation.</p>
	<p>2000400128</p> <p>2000400130</p>	<p>Make sure that an error has not occurred on the printer.</p> <p>If "Failed to update the printer connection settings." appeared, check all registered printers.</p>
	<p>2000400103</p>	<p>When all printing has finished on the specified printer, perform the operation again.</p>

## Editing jobs in the browser version of TotalFlow Prep

Message	Message code	Action and reference
<p>"Failed to open the job. Unknown error." (101000)</p> <p>"Failed to open the job because the file is not valid. Unknown error." (101001)</p> <p>"Failed to open the job. The file might be corrupt or the file type might not be supported." (101002)</p> <p>"Failed to establish a session with the service." (100002)</p>	<p>2000024103</p> <p>2021217104</p> <p>2021217106</p> <p>2000900101</p> <p>2000900102</p>	<p>Cannot obtain the JDF file from TotalFlow Production Manager or TotalFlow Print Server. The JDF file might be corrupt or the file type might not be supported.</p> <ul style="list-style-type: none"> <li>• Make sure that TotalFlow Production Manager or TotalFlow Print Server is configured correctly.</li> <li>• Make sure that you have sufficient privileges to access the file.</li> <li>• Make sure that the TotalFlow Prep version is compatible with the version of TotalFlow Production Manager or TotalFlow Print Server.</li> </ul>
<p>"Failed to retrieve the printer information from TotalFlow Production Manager or TotalFlow Print Server." (102015)</p>	<p>2000024102</p> <p>2000000107</p>	<p>Cannot obtain the device capabilities from TotalFlow Production Manager or TotalFlow Print Server or the file might be corrupt.</p> <ul style="list-style-type: none"> <li>• Check that the full computer name of TotalFlow Production Manager can be resolved to an IP address.</li> <li>• Make sure that TotalFlow Production Manager or TotalFlow Print Server is configured correctly.</li> </ul>
<p>"Failed to send the job to the application. Unknown error." (101037)</p>	<p>2000024104</p>	<p>Before sending a job, TotalFlow Production Manager or TotalFlow Print Server is stopped.</p> <p>Restart TotalFlow Production Manager or TotalFlow Print Server, then edit and save the job again.</p>
<p>"Failed to connect with the server."</p>	<p>2000000001</p>	<p>While editing a job, the TotalFlow Prep service is stopped.</p> <p>Restart the TotalFlow Prep service and try again.</p>

Message	Message code	Action and reference
<p>"Failed to terminate the session with the service." (100003)</p> <p>(This message is not displayed on the TotalFlow Prep user interface but returned to TotalFlow Production Manager or TotalFlow Print Server.)</p>	2000900103	<p>The browser user interface has closed abnormally.</p> <p>Reopen the browser user interface and make sure that it is working properly.</p>
<p>"An unknown error has occurred." (300000)</p>		<p>The connection to TotalFlow Production Manager or TotalFlow Print Server might have failed.</p> <ul style="list-style-type: none"> <li>• Make sure that TotalFlow Production Manager or TotalFlow Print Server is configured correctly.</li> <li>• Check the internet connection.</li> <li>• Make sure that all the required services are running.</li> </ul>

## Saving jobs

Message	Message code	Action and reference
<p>"Failed to save the PDF file." (101040)</p> <p>"Failed to save the job as RJF. Unknown error." (101036)</p>	2000600001	<ul style="list-style-type: none"> <li>• Make sure that the length of the absolute path is 260 characters or less.</li> <li>• Make sure that the folder where you want to save the file is not read-only.</li> </ul>

## Other issues


Message	Message code	Action and reference
<p>"Preferences information unavailable." (105003)</p> <p>"Failed to update the preferences information." (105004)</p>	2090400105	<ol style="list-style-type: none"> <li>1. Restart your computer.</li> <li>2. If the problem could not be resolved in Step 1, the settings file might be corrupt.</li> </ol>
<p>"Unable to connect to RICOH TotalFlow Prep Service. Make sure that the service is started and try again."</p>		<p>The TotalFlow Prep service or Printer Connector service might not have started yet after the system reboot. Make sure that the services are started and try to open the application again.</p>

## If You Encounter a Problem

This section provides explanations and possible solutions for problems that you might encounter.

### Cannot Communicate with the Printer

- Make sure that the printer is turned on and connected to the network.
- Make sure that the connection settings you specified when you added the printer are correct.

To view connection details and status information for registered printers, select **[Printer Management]** on the **[Settings]** menu. Click , the **[Edit]** button, next to a printer to view or edit its settings.

For details about a specific setting, click the  button to display the on-screen field help.

### Images That Are Close to the Edge of the Paper Do Not Print

The valid printable area depends on the device, device settings, paper size, and data stream type. Images that are close to the edge of the sheet might not print outside the valid printable area, even if they appear in the preview on TotalFlow Prep.

For example, this might happen when you print on the tabs of inserted tab stock.

Try increasing the printable area in the printer settings.

### The Thumbnails Do Not Show the Content of the Job

Placeholder thumbnails are displayed instead of the actual job content when the **[Hide Sheet Content]** option is applied. Make sure that the **[Hide Sheet Content]** option on the **[View]** menu is not selected.

### The Orientation of a Scanned Image Is Not Correct

If the orientation of scanned data is not as required, you can rotate the pages using the rotate function provided by TotalFlow Prep. For more information, see [Rotating Pages, p. 123](#).

### Job Settings Are in Conflict

When you specify a job setting that is not compatible with current settings, a warning dialog box appears. The dialog box lists the conflicting options and provides information on how to solve the problem. Follow the instructions provided in the dialog box and adjust the job settings as required. For more information, see [Solving Job Setting Conflicts, p. 219](#).

### Insufficient Disk Space

If you cannot save a file because of insufficient disk space, increase the amount of free space on the hard disk. See the *Setup Guide* for details about the required amount of hard disk space.

### Insufficient Memory

If the OutOfMemoryError condition occurs, close all the applications that you do not need and restart the TotalFlow Prep user interface. If the problem is not resolved, contact your service representative.

## Issues with Job Files from Older Versions of TotalFlow Prep

Certain job settings from older versions of TotalFlow Prep are not supported or are applied differently in TotalFlow Prep 4.0 or later. You must reapply these settings after you open the job file in TotalFlow Prep 4.0 or later. See the *Setup Guide* for more information on migrating legacy files.

### Cannot Start the License Manager

Make sure that you use an account that has administrator privileges. If you are logged on as a user with administrator privileges other than Administrator, right-click **[License Manager]** and select **[Run as administrator]**.

### The **[Alerts]** Panel Does Not Display the States of the Job Accurately

When several hundred jobs are submitted for printing, the **[Alerts]** panel might not display the states of the jobs accurately. To fix the problem, close and reopen the **[Alerts]** panel.

### The Printer Does Not Use the Input Tray Specified in TotalFlow Prep

For printers with RICOH controllers, make sure that the **[Tray Switching]** and **[Extended Auto Tray Switching]** options are disabled. See your printer documentation for more information.

For printers with EFI Fiery controllers, make sure that the paper selected in TotalFlow Prep matches the paper loaded in the tray:

- If the controller matches papers based on attributes, the size, weight, and type attributes specified for the paper in TotalFlow Prep must match the size, weight, and type of the paper loaded in the tray. The catalog ID specified for the paper in the job ticket is ignored.
- If the controller uses a catalog ID to match papers, the catalog paper specified in TotalFlow Prep must match the catalog paper loaded in the tray.

See your printer documentation for more information.

## 9. Reference

- Supported File Formats
- Port Settings and Firewall Exceptions

You can use this section to find more information about supported file formats, port settings, and firewall exceptions.

### Supported File Formats

This section provides information on the file formats supported by TotalFlow Prep for creating jobs and inserting files into an existing job. The applications required for submitting the files and the document type the files have as part of the job are also listed.

#### ★ Important

Make sure that you install all the required applications before submitting jobs.

#### Required Applications for Format Types

File type	Required application	Document type for job	Notes
TIFF	None	Image PDF	
JPEG	None	Image PDF	
PNG	None	Image PDF	
PDF	None	Object PDF	
PS/EPS	Acrobat Distiller, included with Adobe Acrobat 8/9/X/XI/DC/2017/2020	Object PDF	Acrobat Distiller is used to create a PDF file, which is then used to create the job.
DOC/DOCX/RTF	<ul style="list-style-type: none"><li>• Microsoft Word 2007 SP3/2010 SP1/2013/2016/2019/Office 365</li><li>• Adobe PDF, included with Adobe Acrobat 8/9/X/XI/DC/2017/2020</li><li>• TotalFlow PDF driver, included with this application</li></ul>	Object PDF	TotalFlow PDF driver is used to create a PDF file, which is then used to create the job.
XLS/XLSX/CSV	<ul style="list-style-type: none"><li>• Microsoft Excel 2007 SP3/2010 SP1/2013/2016/2019/Office 365</li><li>• Adobe PDF, included with Adobe Acrobat 8/9/X/XI/DC/2017/2020</li><li>• TotalFlow PDF driver, included with this application</li></ul>	Object PDF	For information on installing the TotalFlow PDF driver, see the <i>Setup Guide</i> .

File type	Required application	Document type for job	Notes
PPT/PPTX	<ul style="list-style-type: none"> <li>Microsoft PowerPoint 2007 SP3/2010 SP1/2013/2016/2019/Office 365</li> <li>Adobe PDF, included with Adobe Acrobat 8/9/X/XI/DC/2017/2020</li> <li>TotalFlow PDF driver, included with this application</li> </ul>	Object PDF	
JDF	None	Object PDF	<p>JDF files are used together with the PDF files to specify the processing instructions for the job. They contain job ticket information, such as special instructions, customer information, and editing, finishing, and printing settings.</p> <p><b>Note</b></p> <p>JDF files are only supported when you submit jobs through a hot folder or insert files into an existing job.</p>
RJF	None	Object PDF	<p>The RJF format is a job file format unique to TotalFlow Prep. RJF files are PDF files that have embedded information about settings such as finishing settings and print settings.</p> <p><b>Note</b></p> <p>RJF files are only supported when you submit jobs through a hot folder or insert files into an existing job.</p>

### Additional Information for Submitting PDF Files

- This application supports the following types of PDF files:
  - PDF files created using genuine applications by Adobe Systems (PDF versions 1.3 to 1.7).
  - PDF files created using the scanner function of the devices listed in the *Printer Connector Readme*.



If you use a PDF file that was not created with the applications or devices specified above, the file might not be imported into the application or some functions of the application might not be available.

- This application does not support PDF files with XFA forms created using applications such as Adobe LiveCycle Designer. Before importing a PDF file into this application, convert the file so that it does not contain XFA forms. For example, you can use Adobe Distiller to convert the file.
- When a job is created from a Microsoft Office document, this application imports the output generated by Adobe Distiller. If Adobe Distiller does not convert the document correctly, the input received by this application is incorrect.

You can try to convert the original document to PDF in Microsoft Office using a feature such as PDFMaker before submitting it.

- If you open a PDF file or Microsoft Office document with a page size larger than 330.2 × 487.6 mm (13 × 19.2 inches), this application reduces the size to the largest paper size available for the target printer.

By default, the original aspect ratio is maintained when the size is reduced. You can change this setting on the **[Preferences]** screen.

For additional information about support for long paper, see [Setting Long Paper Support, p. 152](#).

- If the PDF file is created with Adobe Illustrator, the preview of the file might be shifted incorrectly. To fix the problem, you can try to save the data as a new PDF with the Save as function in this application. Then, you can create the job from the saved PDF file.

## Supported Image Formats and Image Sizes

This section provides information on the supported image formats and image sizes.

### ★ Important

TotalFlow Prep only supports images that use the RGB color mode.

### Supported image formats

Image format		Colors
TIFF (multi-page supported)	Uncompressed	Black and white (1 bit) Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
	CCITT G3 FaxMH	Black and white (1 bit)
	CCITT G3 FaxMR	Black and white (1 bit)
	CCITT G4 FaxMMR	Black and white (1 bit)

Image format	Colors	
	TIFF-MH (Huffman RLE)	Black and white (1 bit)
	LZW	Black and white (1 bit) Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
	JPEG (JFIF) - YCbCr	Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
	PackBits	Black and white (1 bit) Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
	ZIP (Deflate)	Black and white (1 bit) Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
JPEG	Normal	Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
	Progressive	Grayscale (8 bit) Index color (8 bit) Full color (24 bit)
PNG	Normal	Black and white (1 bit) Grayscale (8 bit) Index color (8 bit) Full color (24 bit)

Image format		Colors
	Interlace	Black and white (1 bit) Grayscale (8 bit) Index color (8 bit) Full color (24 bit)

### Supported image sizes

Colors	Max. size	Max. resolution	Max. pixels	Examples
Black and white (1 bit)	330.2 × 487.6 mm (13 × 19.2 inches)	1,200 dpi	20,000 × 30,000 pixels	Tabloid (11 × 17) 1,200 dpi (13,200 × 20,400 pixels) Tabloid Extra (12 × 18) 600 dpi (7,200 × 10,800 pixels) Tabloid Extra (12 × 18) 1,200 dpi (14,400 × 21,600 pixels)
Grayscale (8 bit)	330.2 × 487.6 mm (13 × 19.2 inches)	600 dpi	7,800 × 11,520 pixels	Tabloid Extra (12 × 18) 600 dpi (7,200 × 10,800 pixels)
Full color (24 bit)	330.2 × 487.6 mm (13 × 19.2 inches)	600 dpi	7,800 × 11,520 pixels	Tabloid Extra (12 × 18) 600 dpi (7,200 × 10,800 pixels)

### ★ Important

- The maximum supported image size depends on the printer selected for the job. If you use a printer with long paper support, you can add larger images.
- Alpha channel transparency is not supported.
- If the resolution of an image file is not specified, TotalFlow Prep automatically sets the image resolution to 200 dpi.
- If you add to the job an image file that exceeds the maximum size but not the maximum pixel count, the resolution of the image is increased, up to the maximum resolution, so that the image fits within the maximum size.

If the image exceeds the maximum pixel count or if the image cannot fit within the maximum size even after increasing the resolution, the processing depends on the color mode of the image:

- Black and white (1 bit) images are reduced to the maximum size supported by the printer, keeping the original aspect ratio. However, if the **[Maintain original aspect ratio when resizing oversized originals]** option on the **[Preferences]** screen is not enabled, they are reduced instead to A3 size at 600 dpi.
- Grayscale images are converted to black and white and follow the same process as black and white images.
- Full color images are reduced to the maximum size supported by the printer. The original aspect ratio is always preserved, regardless of the settings specified on the **[Preferences]** screen.
- If you use edit original functions for transparent images, the image colors might differ from the original ones.

## Limitations of Edit Functions for Document Pages

This section provides information on the available edit original functions for each document format.

### Available functions by document format

Function	Document Format	
	Image PDF *1	Object PDF *2
Deskew (Auto)	Available	Not available
Deskew (Manual)	Available	Not available
Despeckle	Available	Not available
Move Area	Available	Not available
Resize Page	Available	Available
Crop	Available	Available

Function	Document Format	
	Image PDF * 1	Object PDF * 2
Rotate	Available	Available
Insert Mask	Available	Available
Insert Text	Available	Available
Insert Image	Available	Available
Apply Image Overlay	Available	Available

\* 1 This format applies to jobs and inserted documents created from TIFF, JPEG, or PNG image format files.

\* 2 This format applies to jobs and inserted documents created from files other than TIFF, JPEG, and PNG image format files.

### Available functions by document format in the browser version of TotalFlow Prep

Function	Document Format	
	Image PDF * 1	Object PDF * 2
Deskew (Auto)	Not available	Not available
Deskew (Manual)	Not available	Not available
Despeckle	Not available	Not available
Move Area	Not available	Not available
Resize Page	Available	Available
Crop	Not available	Available
Rotate	Available	Available
Insert Mask	Available	Available
Insert Text	Available	Available
Insert Image	Not available	Not available
Apply Image Overlay	Not available	Not available

\*1 This format applies to jobs and inserted documents created from TIFF, JPEG, or PNG image format files.

\*2 This format applies to jobs and inserted documents created from files other than TIFF, JPEG, and PNG image format files.

## Port Settings and Firewall Exceptions

This section provides information on the port settings and firewall exceptions required for TotalFlow Prep to function correctly.

### Note

Administrators must specify a port number when they create a printer. The specified port number must match the port number that is configured on the printer.

### Port Settings

Port Number	Description
20080 (HTTP)	The default port setting for the TotalFlow Prep Tomcat server to communicate with the user interface.  If this port is already in use, you can set a different port number for the Tomcat server. For more information, see the Setup Guide.
17005 (HTTP)	Used for Tomcat shutdown.
161 (UDP), 514 (TCP), 1022 (TCP)	Used for scanning.
161 (SNMP)	Used for printer registration.
17080 (HTTP)	Used for the browser version of TotalFlow Prep.
17888	Used for the HTML version of the <i>User's Guide</i> .
80, 8010 (HTTP) and 9100, 9101, 9102, 9103 (TCP)	Printer Connector and the printer controller use these port settings to communicate with printers.
9100	Used if the printer language is set to PostScript.
8010 / 80	Used if the printer language is set to PDF/JDF.
20091 - 20099	Used for Java Remote Method Invocation (RMI) operations.

## Port Settings for Job Ticket Printers

If a job is assigned to the printer, the port setting for job ticket printers cannot be changed.

Port Number	Description
9100	The default port setting for many printer devices. If the printer device uses the EFI Fiery controller option, you can also specify one of the following port numbers:
9101	Jobs are sent to the direct queue and they print in the same order that you submit them. Job status cannot be determined for most printers. The collate function for multiple copies is not available.
9102	The recommended port setting. Jobs are sent to the print queue; however, they might not print in the same order that they are submitted. Job status can be determined. The collate function for multiple copies is available.
9103	Jobs are sent to the hold queue and an operator must release them at the printer console for printing.

### ★ Important

If the Windows Firewall is enabled, some programs might be blocked and this application might not function correctly. Blocked programs must be registered as firewall exceptions.

- java.exe  
Installation path: *Installation path of this application*\svc\jre\bin\java.exe
- TwainAccessor.exe  
Installation path: *Installation path of this application*\svc\bin\TwainAccessor.exe
- mongod.exe  
Installation path: *Installation path of this application*\svc\bin\impostrip\external\ite\bin\win64\mongod.exe
- node.exe  
Installation path: *Installation path of this application*\svc\bin\impostrip\external\ite\bin\win64\node.exe

If you selected the default installation path when you installed TotalFlow Prep, *Installation path of this application* refers to the following folder:

C:\Program Files\RICOH\TotalFlow Prep\

For more information about registering firewall exceptions, see the Windows Help.





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