



Book Assembly User Guide

Chapter Two: Print Buyer Side

Section I: Ordering a FreeFlow Web Services Book Assembly Job

To order a *Book Assembly Job*, the Print Buyer:

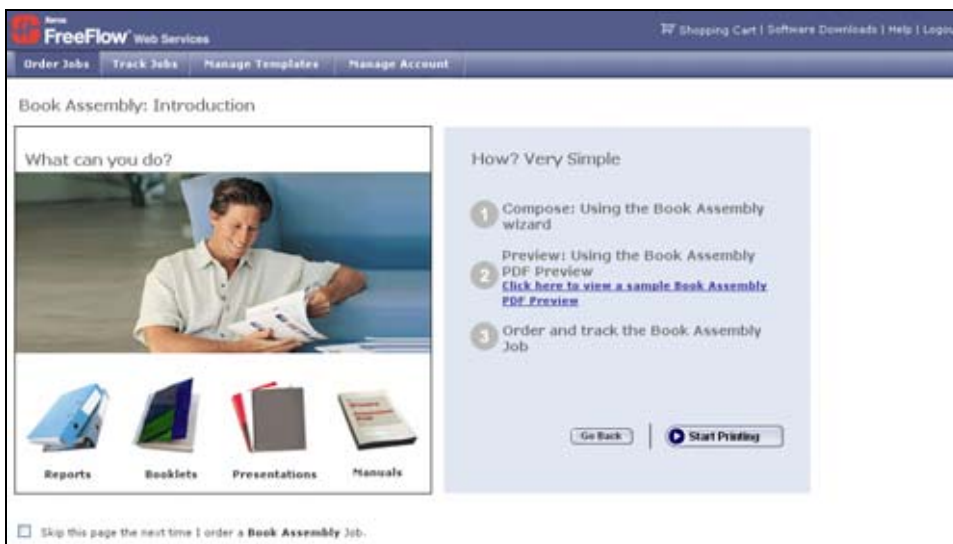
- Uploads the files
- Selects the materials and the sizes
- Defines the components
- Examines the *PDF* preview

Start Ordering

- 1 Log in as a Print Buyer.

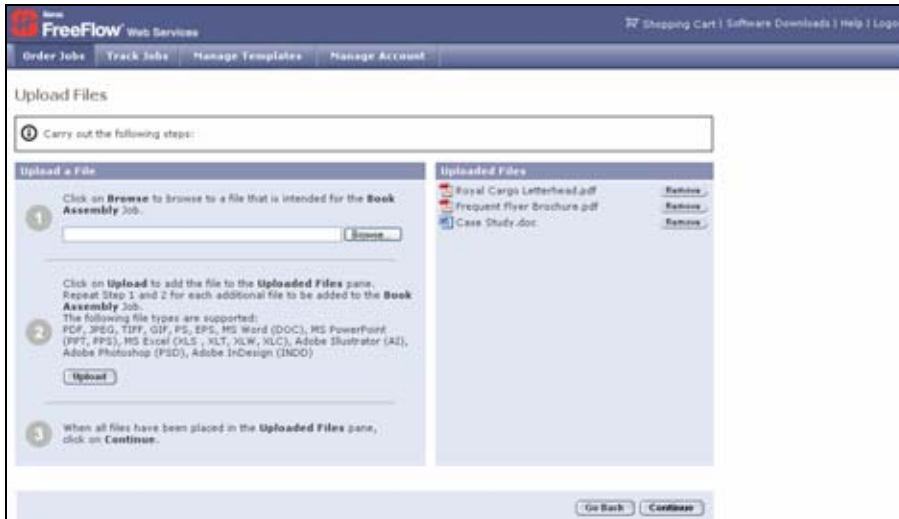


- 2 Click on the *Order a Book Assembly/Start Order* button; the *Book Assembly: Introduction* window appears.



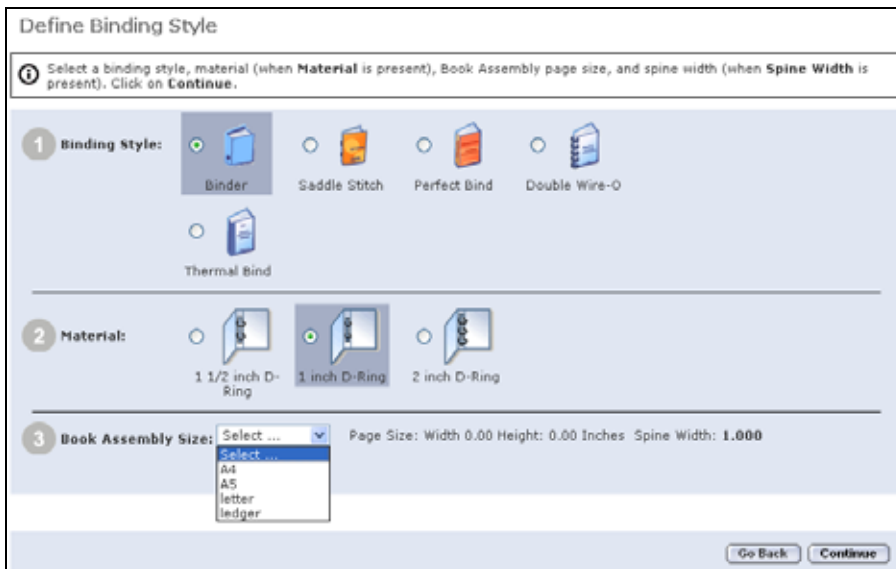
- 3 Click on the *Start Printing* button; the *Upload Files* window appears.

Upload Files



- 4 Click on the *Browse* button and browse to the target file component.
- 5 Click on the *Upload* button to add the file to the *Uploaded Files* list.
- 6 Repeat to upload additional files.
- 7 When all files have been uploaded, click on *Continue*; the *Define Binding Style* window appears.

Define Binding Style



- 8 Select the appropriate *Binding Style*.
Note: Depending on the *Binding* style selection, a *Material* selection step can appear. This step is followed by the *Book Assembly Size* selection step.
- 9 Click on *Continue*; the *Define Component* window appears.

Define Components

The *Define Components* window is composed of the following three panes:






- **Components Pane** Displays all of the components comprising the *Book Assembly Job*. Initially, each component represents one uploaded file.
- **Change Properties Pane** Each file/component is assigned default properties. *Change Properties* enables changing these properties (colors, paper and one-sided or two-sided).
- **Book Summary Pane** Enables changing the *Book Assembly Type*, viewing the *PDF Preview* and uploading files

Components Pane

The *Components* pane consists of the following elements:

- **Toolbar**
- **Components List** Lists all of the *Book Assembly* components
- **Select Pages** Enables selecting a specific page or pages for changing properties in the *Component Properties* pane

Toolbar

Move Up and Down Buttons		Enables moving selected components up or down in the <i>Components</i> list
Add Tab Button		Enables adding tabs
Add Blank Page Button		Enables adding blank pages
Duplicate Button		Enables duplicating a selected component
Delete Button		Enables deleting a selected component



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Change Component Properties

To change *Component* properties, continue with the following steps:

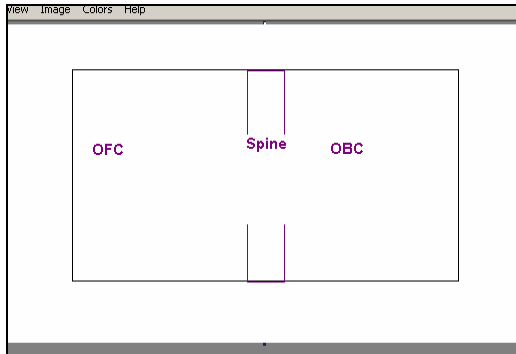
- 10** Click on a component; the *Component* properties appear in the *Component Properties* pane.

Note: You can change the *Component Type* and *Component Paper*. The list of components reflects the possible components for this Binding Style as defined by the Print Provider.

- 11** Select the *Component Type* and the *Component Paper* and click on *Apply*; the change is reflected in the *Components* pane.

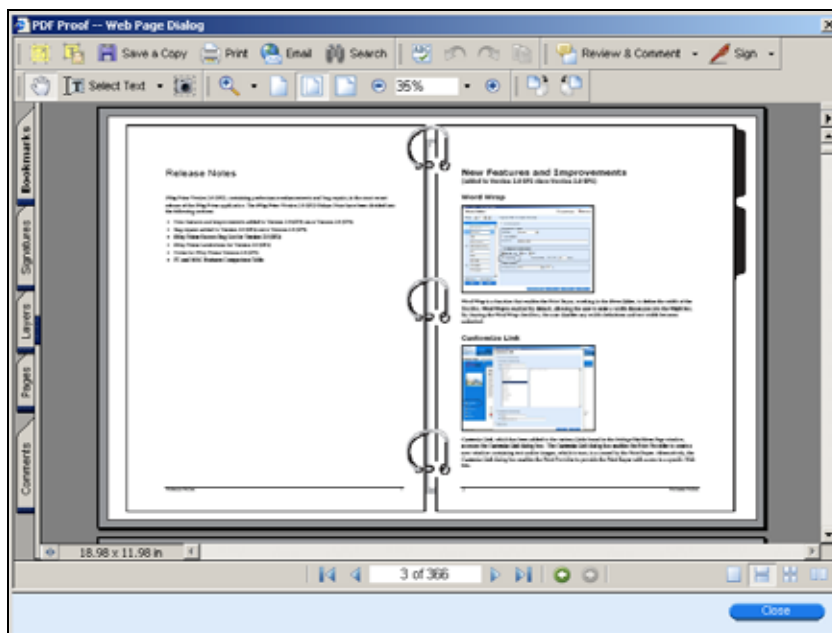
Create a Cover

The *Cover* component is used when the cover has been designed as one file encompassing the front cover, spine and back cover of the *Book Assembly*.



When selecting a file and choosing *Cover* as the *Component Type*, the system splits the file into the following parts:

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



Change Specific Page/s Properties

To change the properties of specific pages, continue with the following steps:

- 12 Enter the page numbers in the *Select Pages* text box and click on *Select*; the components that contained the selected pages are split into new components according to the selection.

Note: The application adds an automatic blank page when a two-sided component ends with an odd page. For example, in a two-sided color 16 page booklet, page 4 is changed to B/W. As a result, pages 1-3 become a two-sided component ending with an odd page (page 3). The application will automatically add a blank page after page 3 in order to “pad” it.

Adding Tabs

Tabs can be added if *Tab* components were enabled for the specific *Binding Style*. *Tab* components have the following characteristics:

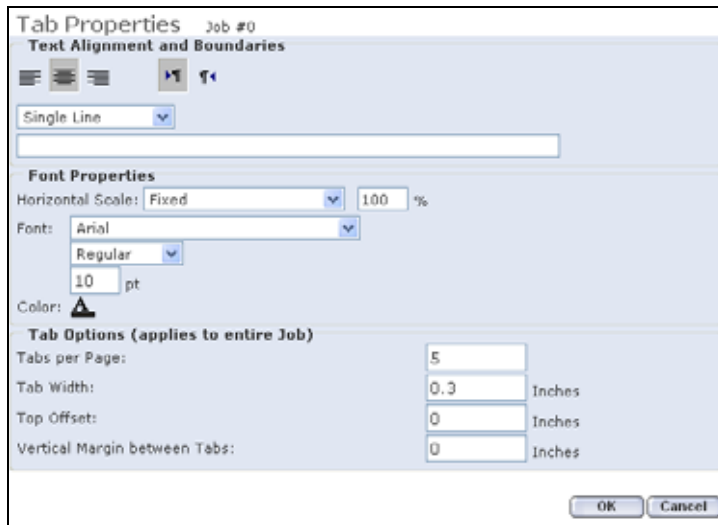
- A *Tab* does not have an attached file
- Text can be added to the *Tab*, and font and color can be selected
- The *Tab* page # is automatically set

To add a *Tab* to the Job, continue with the following steps:

- 13 Click on the *Add Tab*  button; the *Add Tabs* dialog box appears.



- 14 Select type of *Tab* if there is more than one *Tab Style* component.
- 15 Select the paper.
- 16 In the *After Pages* text box, type the number/s of the pages after which the tabbed page/s will be placed.
- 17 Enter the text to appear on the *Tab*.
- 18 Click on *OK* to add the *Tab* /s and to close the dialog box.
- 19 To define additional *Tab* properties, select the *Tab* and click on the *More Options* link; the *Tab Properties* dialog box appears.



Tab Properties

Tab Properties includes the following options:

Text Field Clear field for entering the text to be printed on the tab

Tabs per Page Use to define the number of tabs in one set of tabs, as can be seen across the Book Assembly height.

Tab Width Use to define the physical tab width

Top Offset Use to define the first tab starting point from the top of the page

Vertical Margin between Tabs Use to define the vertical distance between tabs

20 Set the properties as required.

21 Click on *OK* to save the settings.

Blank Pages

There are several reasons to use blank pages:

- **Price Quote** When a price quote for a *Book Assembly Job* is required, blank components enable creating a *Book Assembly Job* model that can be priced.
- **Place Holder** When the operator requires creating and ordering a *Book Assembly Job*, even though one or more components are missing, a blank component can be used in place of the missing components.
- **Page Shift** When an even page has to be shifted to an odd page (for example the first page of a chapter) , a blank page can be added just before it.

To add a blank page to the Job, continue with the following steps:

- 22** Click on the *Add Blank Pages*  button; the *Add Blank Pages* dialog box appears.



- 23** Select a *Page Type* and *Page Paper* from the respective dropdown boxes.

Note: The *Blank Page Type* selection is required in order to select the appropriate paper for the blank page, since the paper selection is connected to the *Component Type*.

- 24** Enter the page numbers that will precede the blank pages.
25 Enter the number of blank pages.
26 Click on *OK* to add the blank pages to the Job and close to the dialog box.

Add to Cart and Checkout

To add the *Book Assembly Job* to the *Shopping Cart* and to check out, continue with the following steps:

- 27** Click on the *PDF Preview* to visually validate components.
28 In the *Define Components* window, click on the *Add to Cart and Checkout* button; the *Shopping Cart* appears.
29 Click on *Get Quote* and complete the checkout procedure.

Section II: FreeFlow Web Services Book Assembly Scenarios

The *Book Assembly Scenarios* section has been composed in order to provide some tips for ordering various *Book Assembly Jobs*.

Scenario A: B/W Saddle-Stitched Booklet

Scenario A deals with a *Saddle-stitched* booklet that is based on a single file. The booklet has a cardstock cover and the internal pages are on regular paper. The first page of the booklet is printed on the front cover; the last page of the booklet is printed on the back cover. The inside of the cover is left blank.

To create a *B/W Saddle-Stitched Booklet*, carry out the following steps:

- 1 Upload the file.
- 2 Select *Binding Style: Saddle Stitch*.
- 3 Select *Book Assembly size*.
- 4 Select the file component and change the *Type* to *B/W Pages (Two-sided)*.
- 5 Select page #1 and select a thicker *Paper Type*; a blank page is automatically added after page #1.
- 6 Insert a blank page before the last page.
- 7 Select the last two pages and select for them the same *Paper Type* that you selected for page #1.