
POLKADOTS SOFTWARE

Using Fold-it 3.0

Fold-it Quick Reference Guide

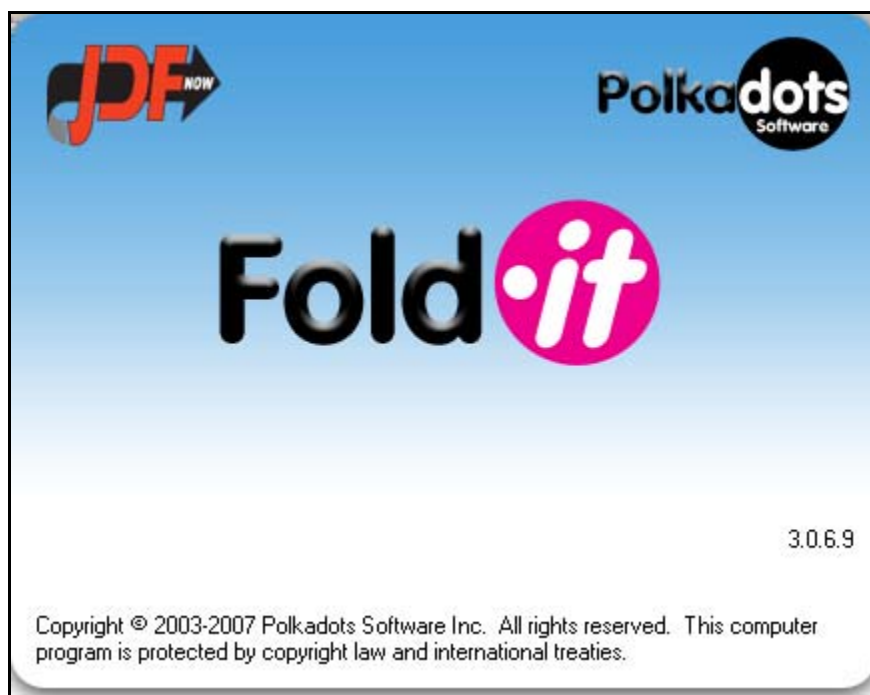


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What is Fold-it ?

Overview

Fold-it is a software application that “de-imposes” flats i.e. divides them back into individual pages, and then outputs printed page proofs. The outcome is a proof of what your final document will look like after it has been run through the press, folded and trimmed. You end up with a proofing resolution copy of your printed booklet, magazine, newspaper, etc. The proof allows you to verify much more than just the page content. You can ensure that all pages are in the correct order and position, and it gives you the convenience and assurance of verifying a complete document in the same format in which one of your customers will be reading it.

This proofing solution accepts imposition jobs that have been imposed with Preps or Apogee PrintDrive, as well as JDF files produced by any imposition application. All RIPped files of imposed flats must be in the 1-bit TIFF format. After a flat has been divided back into individual pages, each page is output as a composite, contone page at proofing resolution. The software makes use of the original imposition template of the imposition software to not only divide the pages, but also sort them and place them in the correct order. As a result, when you print the pages double-sided, it will have the effect of recreating the final printed document after it comes off the press, folded and trimmed. Fold-it is a PC application which must be installed and run on a Windows machine. However it can process any of the types of jobs just mentioned, whether they were originally made with a Mac or PC imposition application.

In order to accurately proof the final output, it is recommended that your printer be able to perform duplex (double-sided) printing and that this option is installed. Refer to your printer’s documentation if you need information on installing the duplex printing option. In addition, you can also generate corresponding PDF softproofing files.

This updated *Fold-it 3.0 Quick Reference Guide* is based on Fold-it v3.0.6.9.

Fold-it terminology

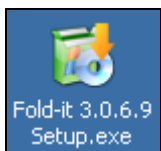
Since various imposition terms are used by prepress operators and imposition software, here is a list of the main terms used by Fold-it:

- Imposition = 1 or more Signatures (i.e. an entire imposition job)
- Signature = Book = 1 or more Press Sheets
- Press Sheet = Web = 1 sheet of printed paper (front & back or front only)
- Flat = 1 set of TIFFs (C, M, Y, K, spot) forming the front or back of a Press Sheet

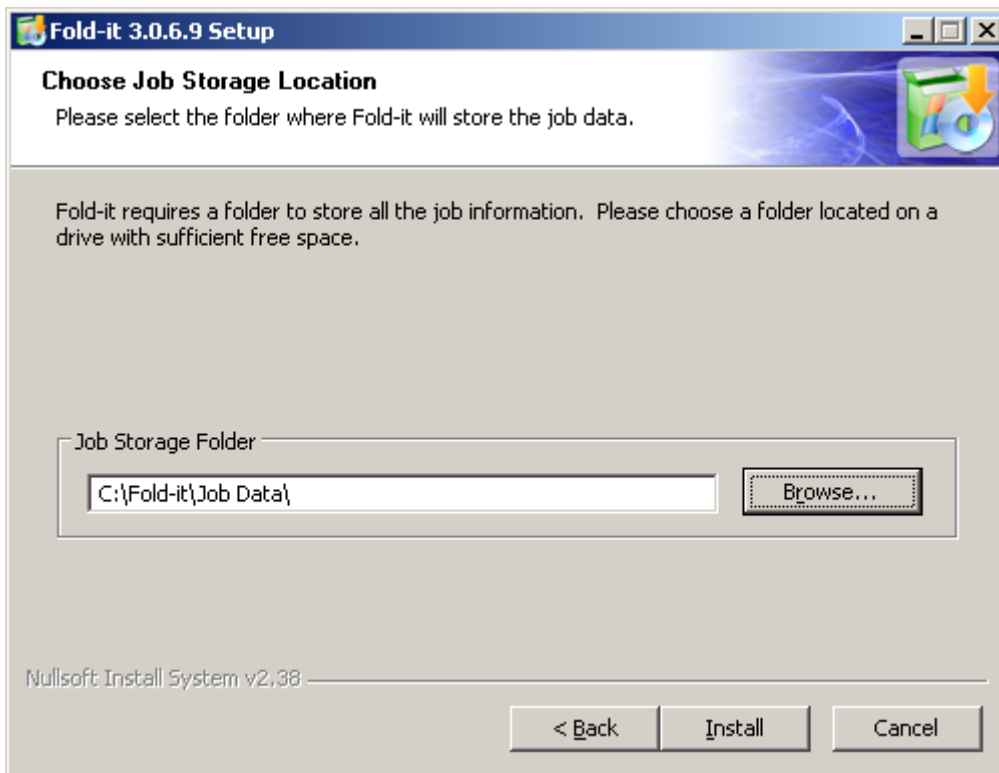
Installing Fold-it

Installation procedure

Launch the Fold-it Installer on a Windows machine and follow the instructions provided.

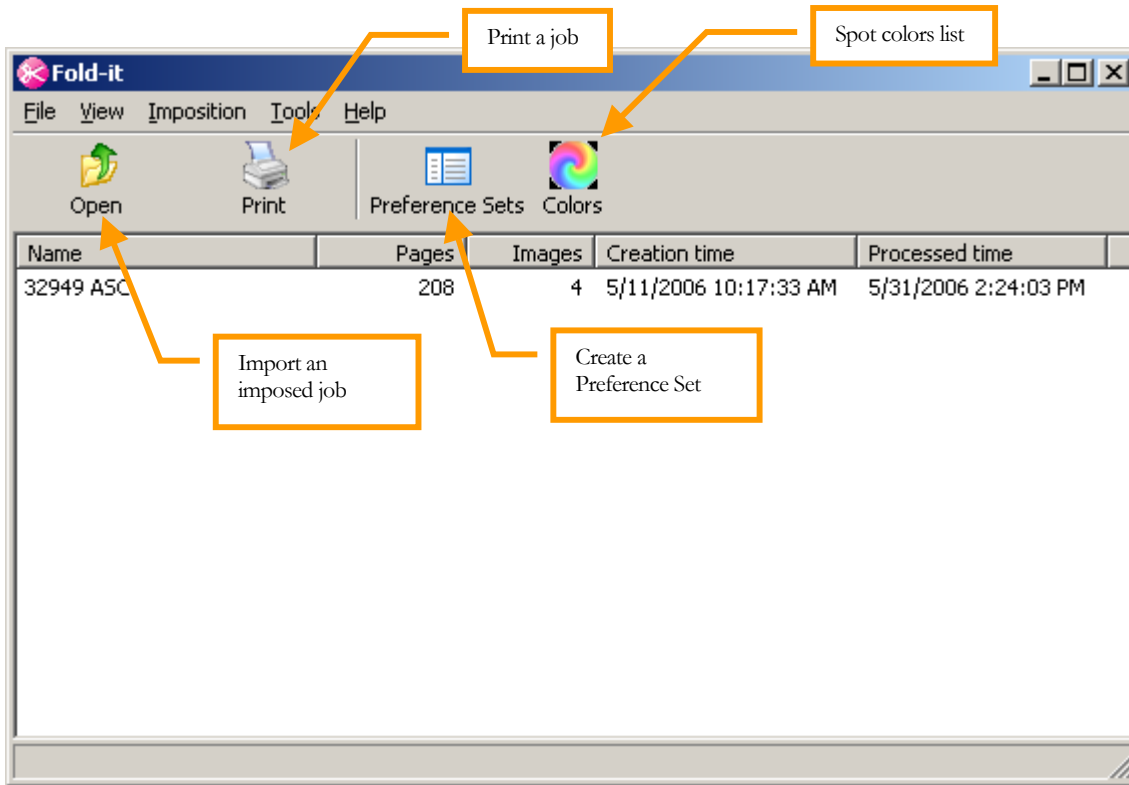


When prompted, choose a Job Storage Folder where all the job information (both temporary working files and permanent job files) that is processed by Fold-it will be stored. This setting can be changed after installation from the **Job Storage Folder** option in the **Tools > Preferences** menu.

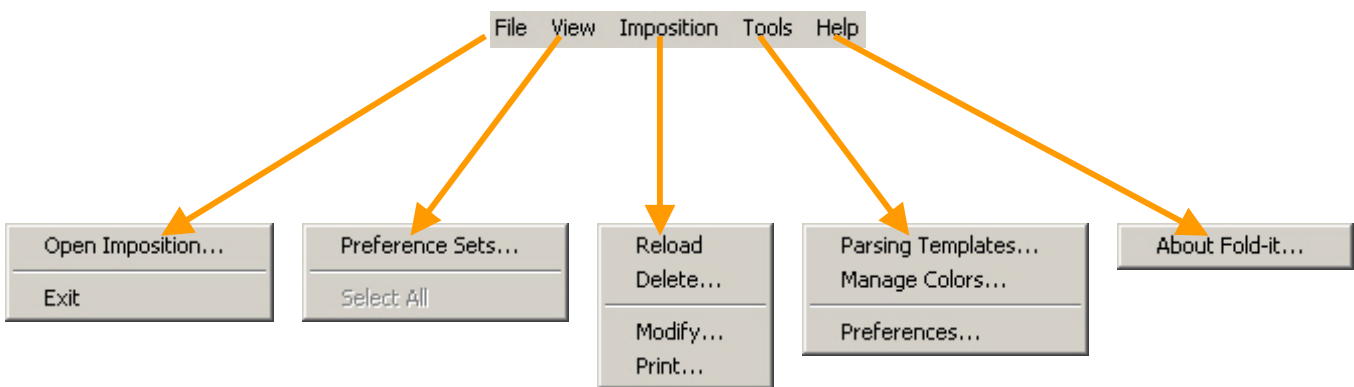


Fold-it user interface

When Fold-it is launched, the Fold-it user interface is displayed, as shown in the figure below.



The Fold-it menus are shown below:



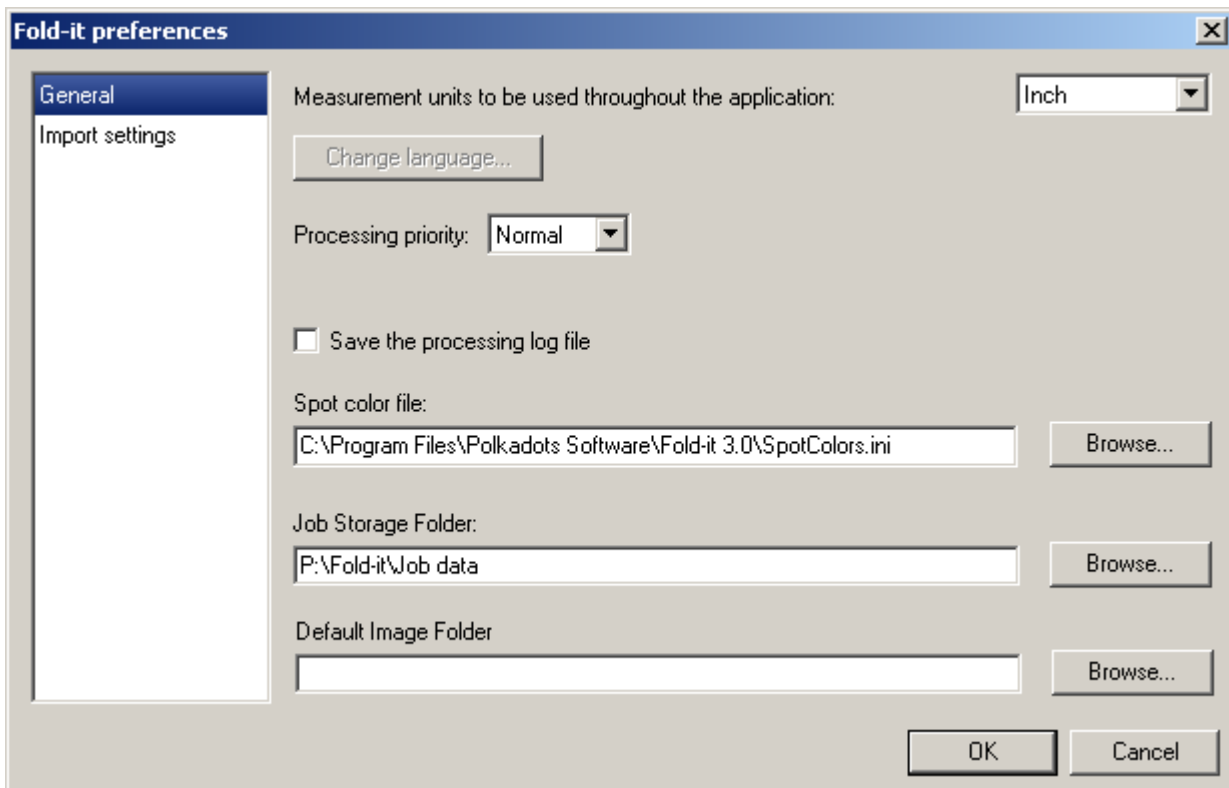
Configuring Fold-it

The configuration of Fold-it is mainly done through its (i) Preferences, (ii) Preference Sets and (iii) Parsing Templates. In order to process a job with Fold-it, you have to configure the necessary items in the Fold-it general Preferences and at least one Preference Set. Parsing Templates are optional. They can be used to speed up the working time with Fold-it by allowing you to automatically assign 1-bit TIFFs to flats. Preference Sets are necessary because they contain the parameters that determine how an imposition will be de-imposed (i.e. cut up into individual pages) and also the format in which the de-imposed proof will be output.

Preferences

General Fold-it preferences are set in the **Preferences** dialog box, accessed from the **Tools > Preferences** menu.

General settings



Here you may set the **Measurement units** and the **Processing priority** for the Fold-it application.

Save the processing log file should only be enabled for troubleshooting purposes at the recommendation of a Polkadots specialist, as it may create a large, unnecessary file over time.

The Fold-it application includes a **Spot color file**, which is set by default in the Preferences. This database file contains a spot colors list which can be accessed through the **Manage Colors** dialog box (see [Managing Spot colors](#) on p. 28 for more information).

The **Job Storage Folder** stores all job information i.e. both temporary working files and permanent job files.

Warning!

Deleting the Job Storage Folder from the hard disk will result in the loss of all Fold-it job data.

The **Default Image Folder** is where you specify the default TIFF folder where you keep all your 1-bit TIFFs. This prevents you from having to browse each time you want to find your 1-bit TIFFs for a new job. If you do not have a single default TIFF folder, you may leave this preference blank.

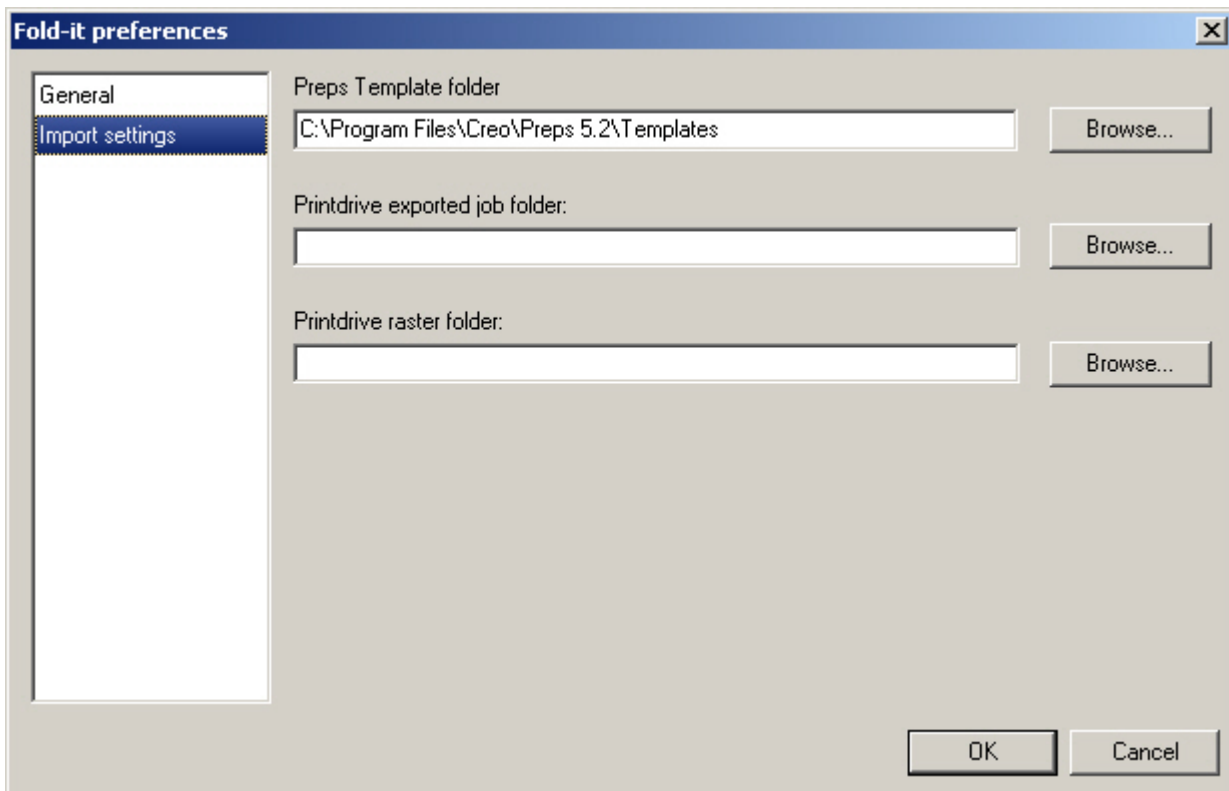
Import settings

When a Preps job is imported, Fold-it also needs to import the Preps imposition template files. It will look for the Preps templates in two places:

- in the **Preps Template Folder**, as specified in the **Import settings** (see screenshot below)
- in the folder where your Preps job is located (as specified during the import)

The same idea holds true for Printdrive jobs: when imported, Fold-it will need to access the **Printdrive exported job folder** and the **Printdrive raster folder**. The simplest setup is to specify these folders in the **Import settings**.

When JDFs are imported, no additional files are required by Fold-it.

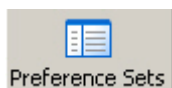


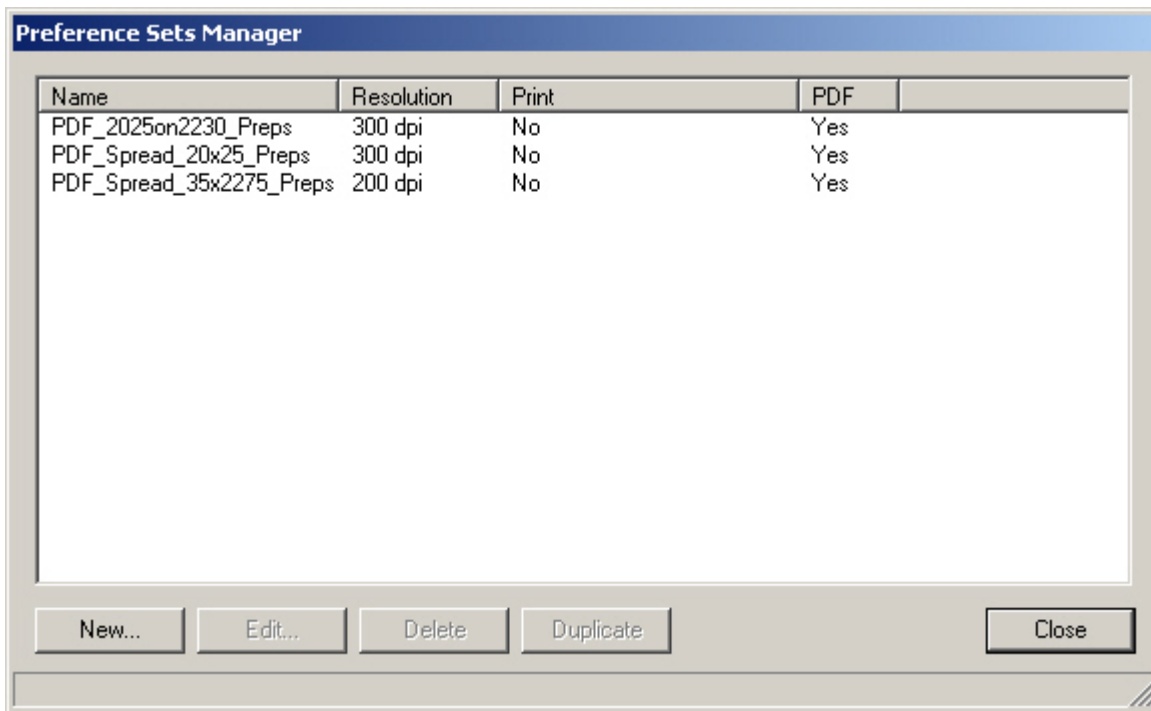
- if you use Preps, specify the folder where your **Preps templates** are located
- if you use Apogee PrintDrive, specify both the **Printdrive exported job folder** and the **Printdrive raster folder**
- if you will be importing JDF files into Fold-it, no import settings are necessary

Preference Sets

At least one Preference Set must be defined in Fold-it. This determines in part how your job will be de-imposed (i.e. cut up into individual pages) and also in what format the de-imposed proof will be output. Each time you print a Fold-it job, you will be prompted to choose a Preference Set.

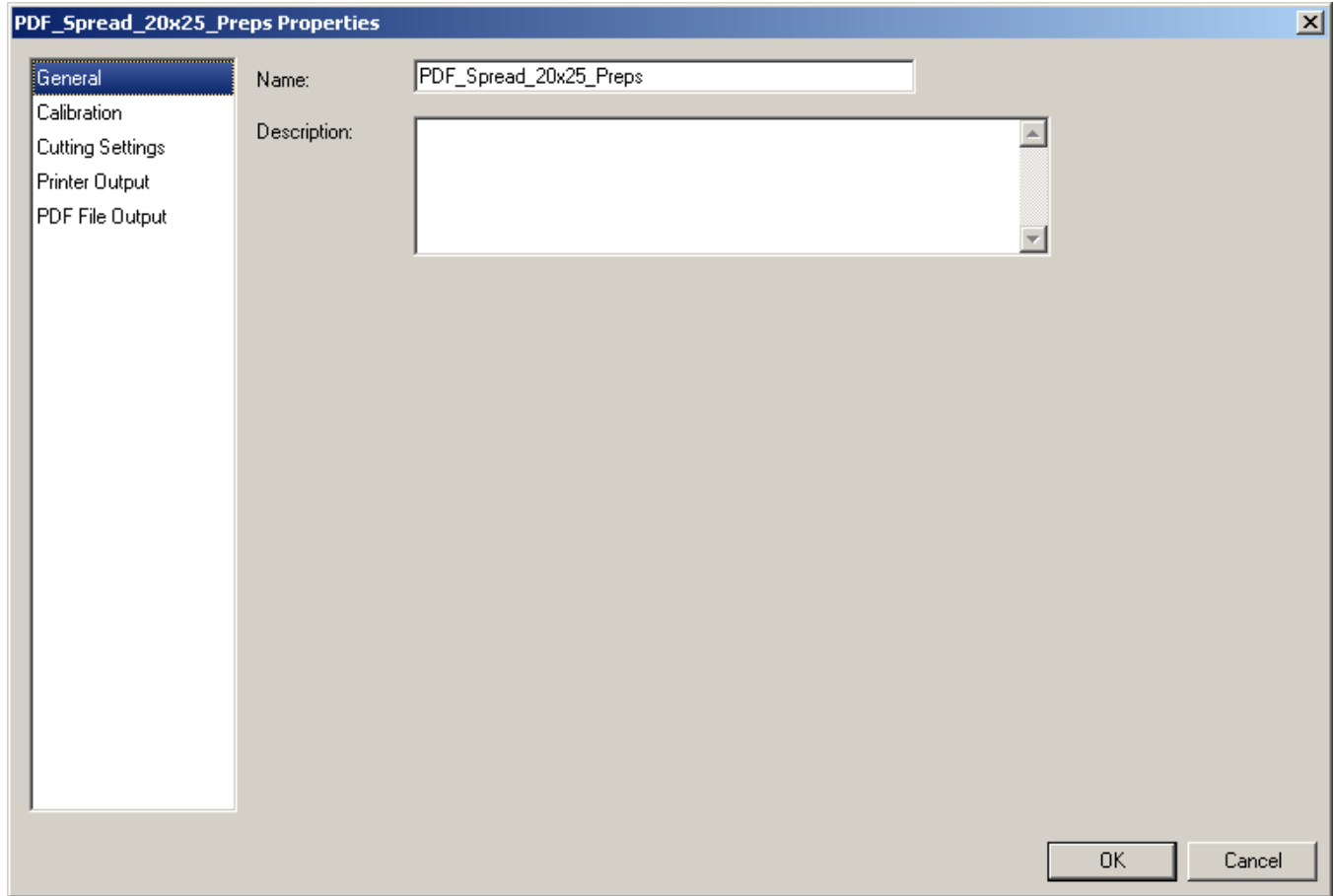
Preference Sets are created and edited in the **Preference Sets Manager**, accessed either from the **View > Preference Sets** menu or by clicking the **Preference Sets** toolbar button:





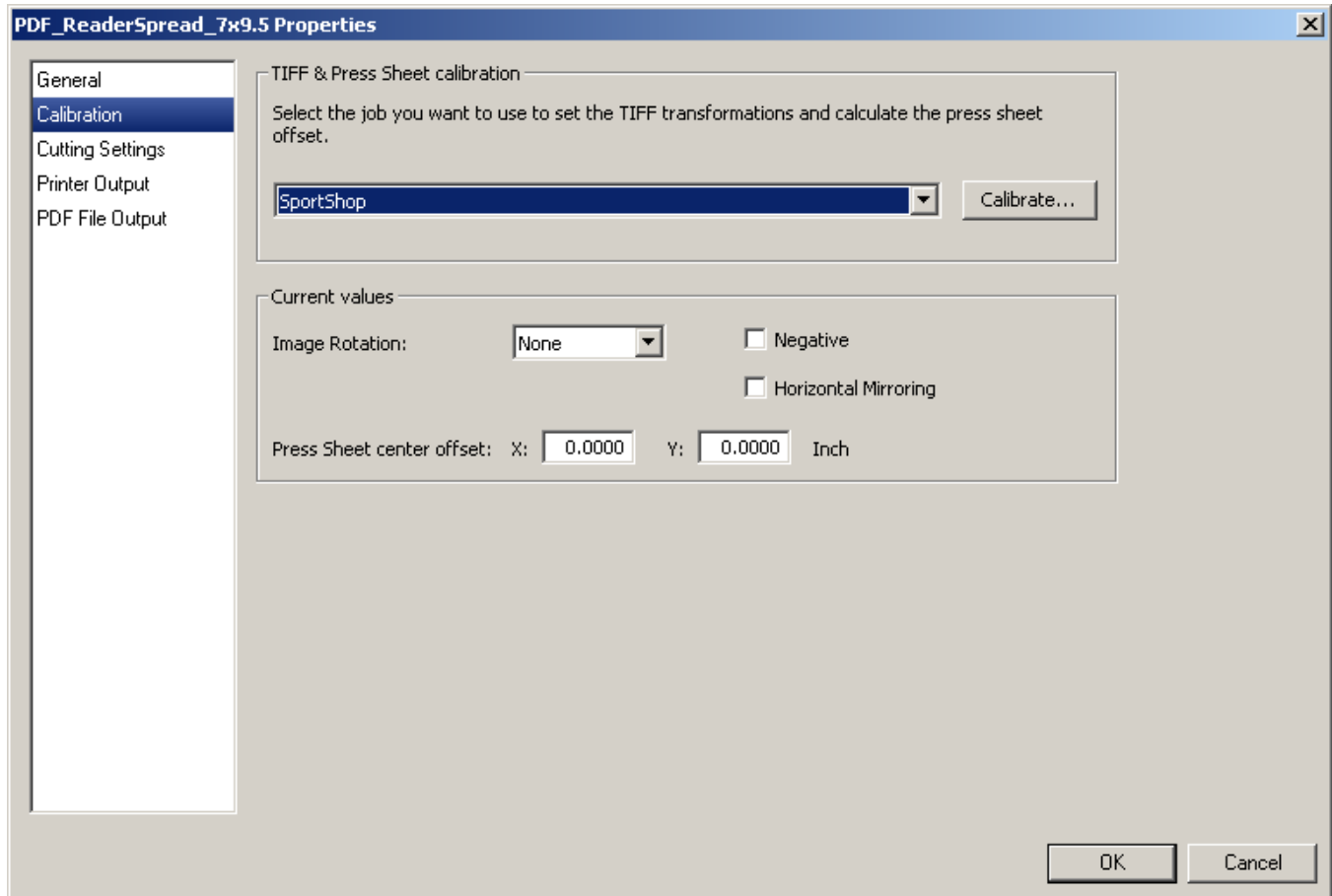
Preference Set options are divided into 5 categories: **General**, **Calibration**, **Cutting Settings**, **Printer Output** and **PDF File Output**.

General



Here you set a **Name** and optional **Description** for the Preference Set.

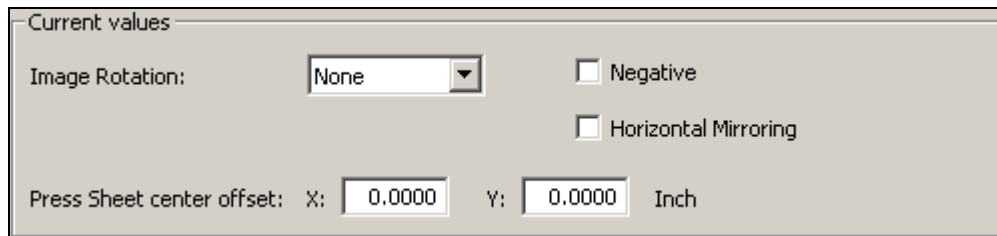
Calibration



The **Calibration** settings tell Fold-it how an imposition job was transformed (i.e. rotations, negative, offsets) during the printing process. Fold-it uses this information to transform a TIFF image of a flat back to its original state i.e. as it was oriented and positioned in the imposition software.

If all jobs are printed similarly using the same PPD, which is often the case, one Press Sheet Calibration is sufficient. However, for jobs that are printed with different settings, you must either reset the calibration or create a different Preference Set for each type of calibration.

Current values

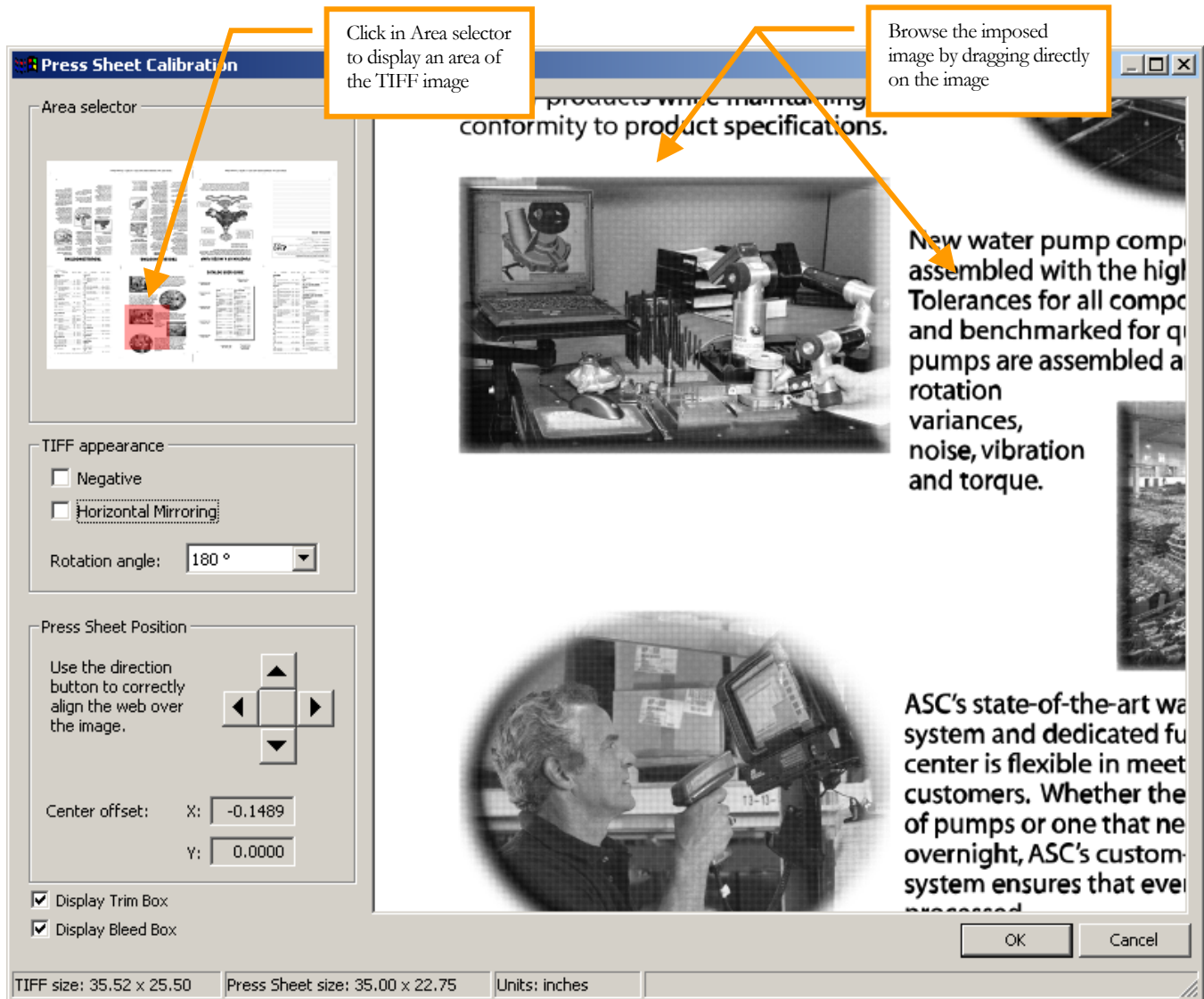


If you already know how an imposition job was transformed (i.e. rotated, mirrored, offset) during the printing process, you can specify this directly in the **Current values**. If you do not know this information, then you will have to visually calibrate the settings, as explained next.

Calibration settings

To manually configure the TIFF & Press Sheet calibration, at least one job must be imported into Fold-it. If your **Calibration** settings are the same for all your jobs, then it can be configured after the first job has been imported and before it is printed. If the calibration settings vary with different jobs, then they have to be reset for each job or as necessary.

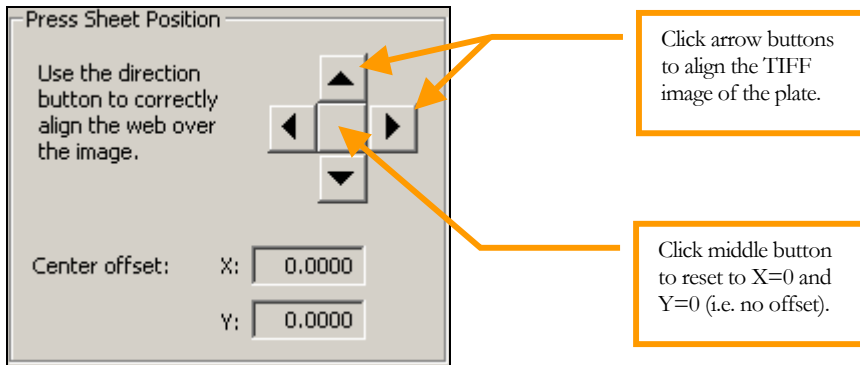
In order to set the **Calibration** settings, select a job from the dropdown list and press the **Calibrate** button. The **Press Sheet Calibration** window will appear.



Here you can calibrate the press sheet using the following tools:

- browse the press sheet either by dragging the image in the main preview area (on the right side) with the hand icon or by clicking on a spot in the **Area selector** preview
- specify whether the original imposition was printed as **Negative**, mirrored horizontally (**Horizontal Mirroring**) or rotated (choose a **Rotation angle**)

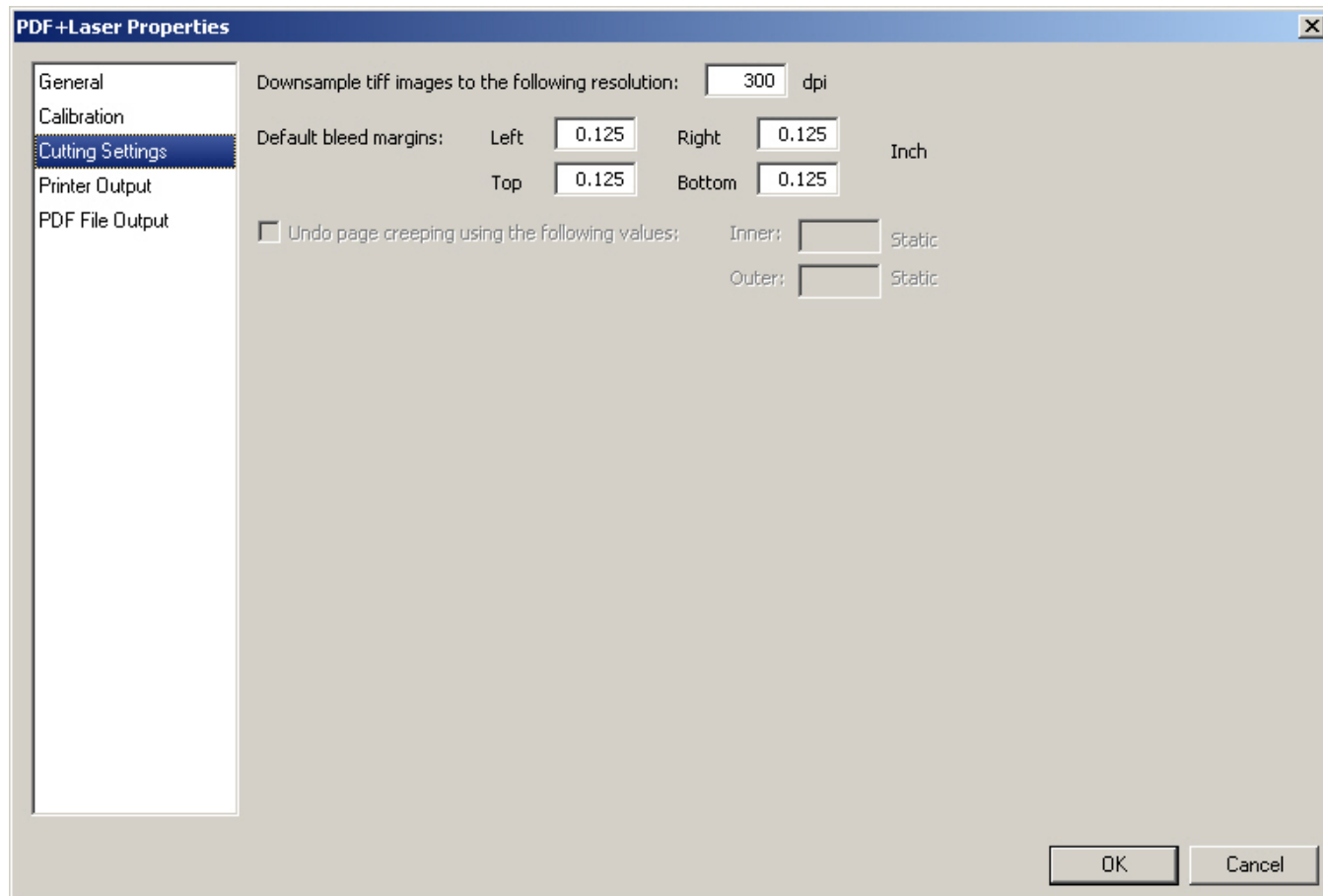
- decide whether to **Display Trim Box** and **Display Bleed Box**
- if your flat is printed with an offset, indicate it in the **Press Sheet Position** panel by moving the TIFF image with the arrow keys - use the folding marks, crop marks, trim box and bleed box to properly align the TIFF image to the imposition template



Tip

Click middle button in **Press Sheet Position** to reset to X=0 and Y=0 (no offset).

Cutting Settings



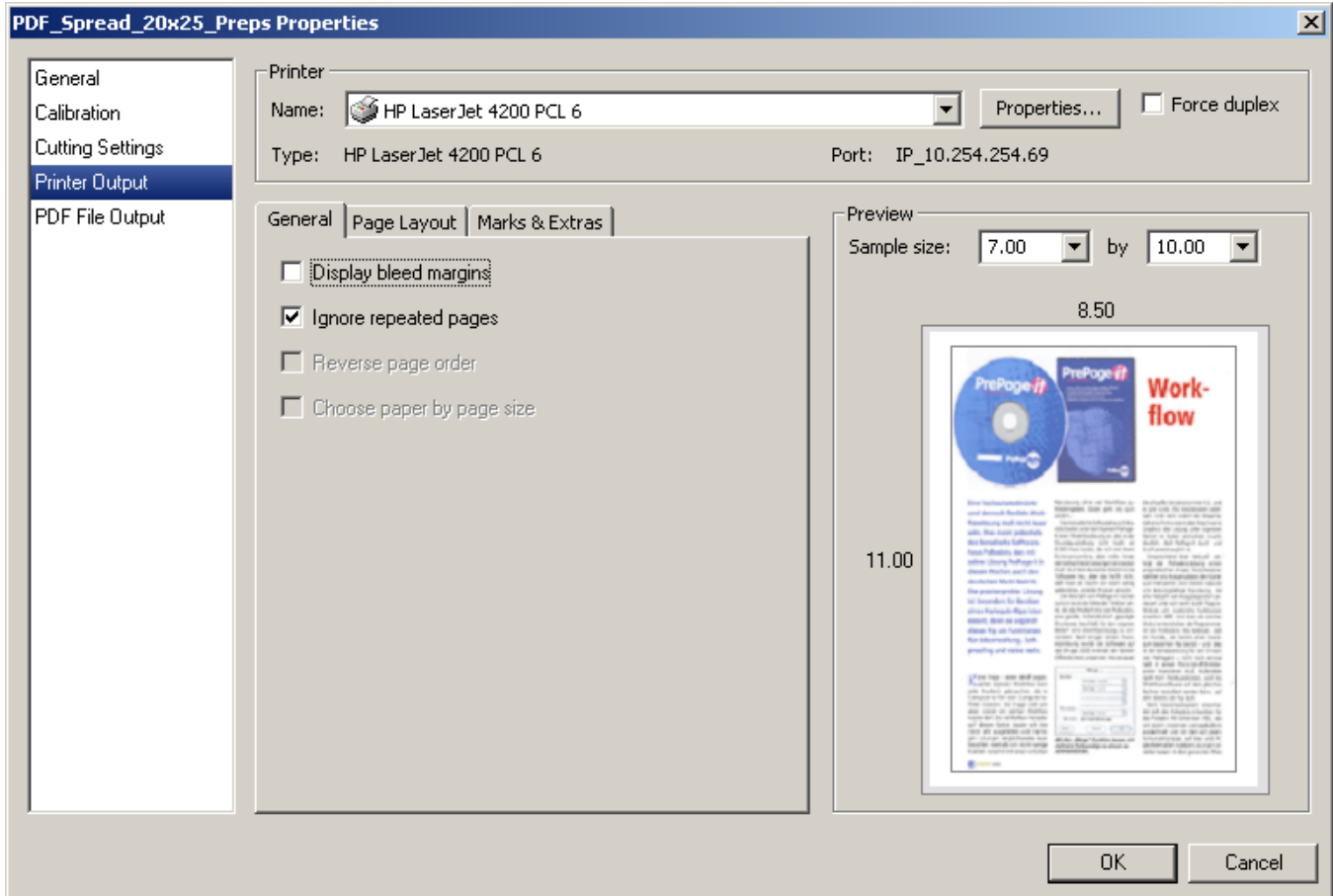
The **Cutting Settings** lets you set the following:

- **Resolution** of Fold-it proofs
- **Default bleed margins** (only for JDF jobs)

Note

Preps and PrintDrive jobs do not use the Fold-it bleed margins since they already have their own bleed margins defined.

Printer Output



A Preference Set can be configured to output either a printed proof, a PDF softproofing file or both. Most of the configuration settings for a printed proof and a PDF proof are the same and are explained in this section. Any differences in the PDF proofing settings are explained in the [PDF File Output](#) section, starting on p. 24.

If you wish to have a printed proof of your job, select a printer and configure how you wish the printed output to look.

Printer properties



The **Properties** button lets you configure settings that are specific to your printer model. The settings configured here only affect the way Fold-it jobs are printed when using this Preference Set. That is, they have no effect when printing to this printer from another application.

Force Duplex

This option is rarely necessary and should normally be left unchecked. It should only be used when a printer engine (e.g. Fiery) says that duplex-printing is not possible yet the printer that it is driving actually *is* capable of duplex-printing. In cases like this, Fold-it will force the printer engine to output the job as double-sided to the printer.

Preview

The **Preview** shows a sample of what a page or spread will look like in reference to the paper size that it will be printed on, giving you an idea of whether the pages/bleed will fit or be cut off.

The page size depends on what you select as the **Sample Size**. The total paper size depends on what is selected in the **Printer Properties** if you're in **Printer Output**. Since there is no physical paper in **PDF File Output**, the total "paper size" is automatically calculated by Fold-it according to the selected **Sample Size**.

Important

For an accurate Fold-it proof, output a hard proof on a printer (using **Printer Output** settings) or a PDF softproof (using **PDF File Output**). The **Preview** should not be used as a proof.

General printer settings

DISPLAY BLEED MARGINS

Click the **Display bleed margins** checkbox to include the bleed margins around each page proof. Any objects extending outside the trim box will appear in the proof.

IGNORE REPEATED PAGES

The **Ignore repeated pages** option can be selected for jobs that are imposed using 'repeated page' signatures. For e.g., some Preps templates have signatures where each page on the press sheet is repeated twice (referred to as 2-up) or each page is repeated three times (3-up). By default, when Fold-it proofs such jobs, it removes the repeated pages and only prints out one copy of each page.

De-activating this option will preserve the entire imposition and print out all the pages, regardless how many times each page is repeated. If your jobs require you to verify the entire imposition, then deselect this option.

By default, this option is checked, so that the proof is processed and printed more quickly. In addition, it also reduces paper waste by printing out smaller proofs.

Page Layout settings

LAYOUT

You have the choice of outputting proofs as a **Single pages**, **Reader's spread** or **Printer's spread**.

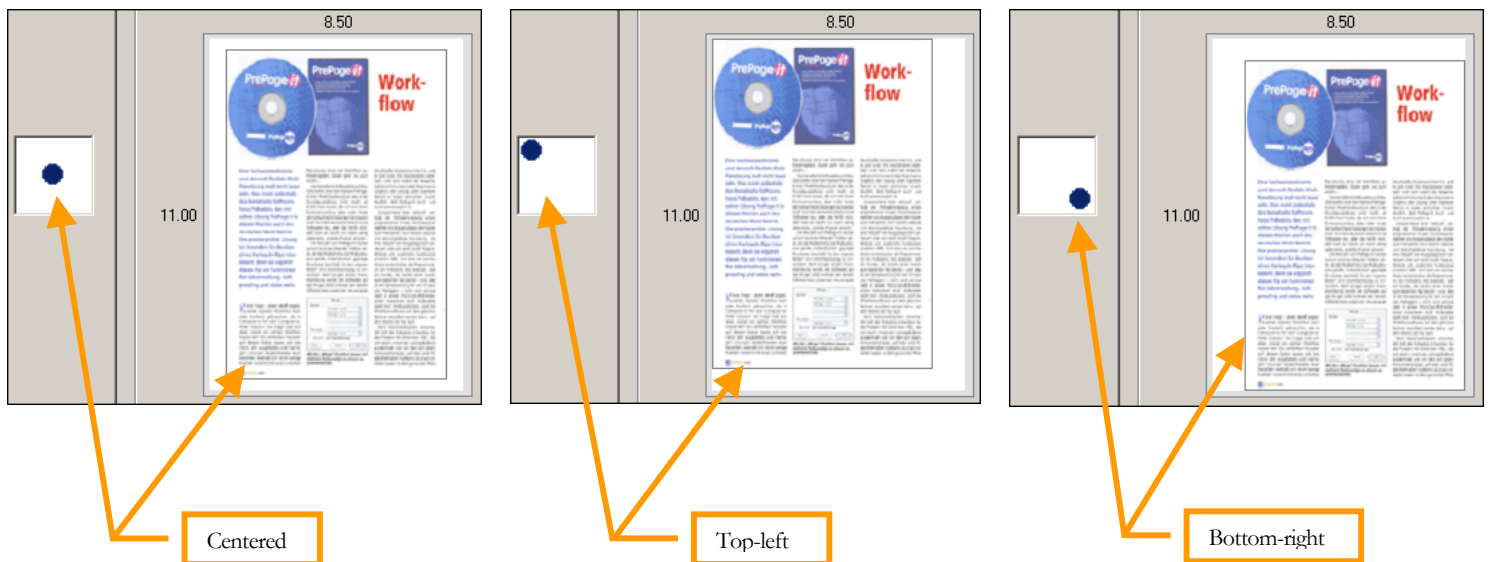
AUTO-ROTATE

This option is only available for single pages, not spreads. If you activate the **Auto-rotate** option, Fold-it will automatically set the orientation of the proof print-out based on the orientation of the page (i.e. portrait or landscape).

CONTENT POSITION

This option is only available for single pages, not spreads. When printing the proof, you may indicate your preference for the position where the page will be printed on the paper. This setting will have no visible effect on the print-out unless the paper is sufficiently larger than the page size.

Choose one of the nine tiles by clicking in a different position inside the **Content Position** box. For example, clicking on the top right area will position the page on the top right edge of the paper. The result is displayed in the **Preview** pane, as shown in the figures below.



If the proof is output using duplex (double-sided) printing, the back page for each page pair will be printed directly behind the front page.

SCALING

You can scale pages/spreads so that they fit within the selected paper size by choosing the option **Fit inside printable area**.

In addition, you can also scale pages (not spreads) so that multiple pages are proofed on a single piece of paper by selecting the option **Multiple pages per side**. You determine how many pages will fit on a paper by specifying **Pages per side** (**horizontal** and **vertical**).

Scaling: Multiple pages per side ▼

Pages per side: 2 horizontal

1 vertical

Marks and Extras

General | Page Layout | **Marks & Extras**

Draw corner marks

Draw trimbox

Draw Bleedbox

Draw folding line

Display slug line Configure...

Print cover page

When: At the start of each job ▼

Paper tray: Use the job tray ▼

Advanced...

DRAW CORNER MARKS

When no bleed margins are included in the proof, the corner marks are often sufficient for delineating the boundaries of a page. The corner marks correspond to the same page area as the trim box, except they only appear in the four corners rather than around the entire page.

To change the length of the corner marks, click the **Advanced** button (refer to the section [Advanced Marks Settings](#) on p.23 for details).

Reminder

In order to see the layout marks (bleed margins, corner marks, etc.) when the proofs are printed, the paper size must be sufficiently larger than the page size.

DRAW TRIM BOX

Choose this option to include the trim box around each page proof. Here, an actual line will be drawn around the page which shows exactly where a page will be trimmed after it rolls off the printing press. This helps distinguish the bleed area (outside the trim box) from the actual page (inside the trim box). The trim box is depicted as a thin grey line in the preview pane.

DRAW BLEED BOX

Choose this option if you would like an actual line to be drawn on the proof delineating the bleed area around each page. Note that if you have not selected to [Display bleed margins](#) (see p. 17 for details), the bleed box will not appear on your proof.

DRAW FOLDING LINE

This option draws a vertical line along the binding edge. It applies to spreads (Reader's/Printer's) only, not Single Pages.

MARK/BOX/LINE COLOR



It is possible to specify a different color for each mark, box or line by clicking the color bar (shown above). A window will appear, allowing you to specify an RGB color.



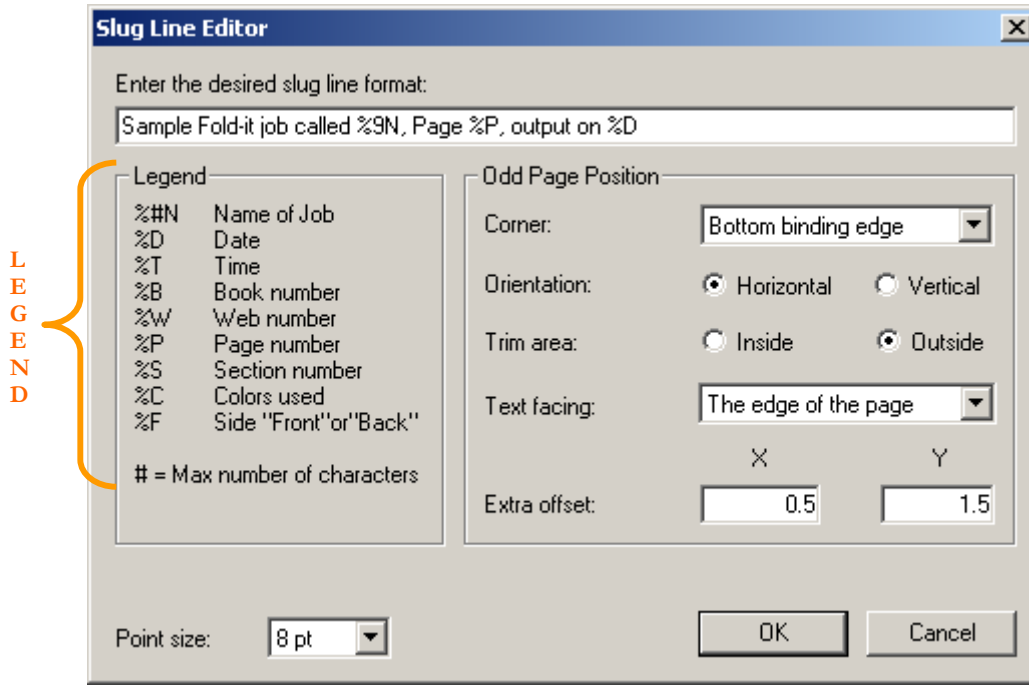
Note that different mark/box/line colors can be only be specified for your printed proofs i.e. **Printer Output** – it is not available in the **PDF File Output**.

DISPLAY SLUG LINE

You may include a slug line on a printed proof to help identify the page, by providing information such as which job it belongs to, the date and time it was produced and other relevant facts about the job. The slug line may be placed just about anywhere along the edges of the page.

To include a slug line:

1. Click the **Display slug line** checkbox.
2. Click the **Configure** button to the right of the checkbox. This will display the **Slug Line Editor**, shown below.



3. Type the desired slug line text (see [Text and codes](#) on p.21).
4. Add codes if necessary (optional - see [Text and codes](#) on p.21).
5. Position the slug line on the proof (see [Odd Page Position](#) on p.22).

Text and codes Begin by typing the text of the slug line in the text box. In addition to text, you may add codes that automatically print out facts about the job, as summarized in the **Legend** (see figure above). For example, typing %P in the slug line will print out the page number on every page, whereas %B will print the book number.

Consider the sample slug line shown in the first row of Table 1. If we were to proof a job called Auto Magazine on July 18, 2004, this sample slug line (text and code) would print on each page proof as shown in the table below.

Sample slug line (text and code)	Sample Fold-it job called %9N, Page %P, output on %D
Page 1	Sample Fold-it job called Auto Maga, Page 1, output on July 18, 2004
Page 2	Sample Fold-it job called Auto Maga, Page 2, output on July 18, 2004
Page 3	Sample Fold-it job called Auto Maga, Page 3, output on July 18, 2004

Table 1 – Slug line example

As indicated in the legend of the **Slug Line Editor**, a job name is specified with the code %*#*N, where *#* represents the maximum number of characters allowed for the job name. This is why in the example, the slug line truncates the job name Auto Magazine down to 9 characters (%9N), resulting in Auto Maga. However, note that this only affects the slug line - the actual job name itself will remain unchanged.

Odd Page Position The **Odd Page Position** specifies where on an odd page you would like to position the slug line. Fold-it uses this information to automatically mirror the position of the slug line on all even pages.

The **Corner** dropdown list lets you choose the corner of the page where you would like to place the slug line. If your document will be bound on the left side, as is usually the case, the binding edge for an odd page is on the left and the thumb edge is on the right. Should your document be bound on the right side, the binding and thumb edges are reversed. Therefore, for an odd page on a typical left-bound document, choosing **Bottom binding edge** will place the slug line on the bottom left corner.

The **Orientation** determines the direction of the slug line.

The **Trim area** determines whether the line will be printed inside the trim area (effectively on the image itself) or outside the trim area.

The **Text facing** option lets you choose whether the slug line faces **The edge of the page**, meaning away from the center of the paper, or **The inside of the page**, meaning towards the center of the paper. For example, a slug line placed at the bottom of a page and facing towards the edge of the page would appear right side up, whereas the same slug line facing towards the inside of the page would be placed at the same location but would appear up side down.

The **Extra offset** allows you to precisely position a slug line virtually anywhere on the proof. The amount of the offset is applied after all the other odd page position settings have been applied. To specify the offset, type a number for the **X offset** (horizontal) and the **Y offset** (vertical). The numbers typed represent the unit of measurement (inches, millimeter, etc.) that is specified in the **General Settings** of the Fold-it **Preferences**. Negative numbers can also be used.

Furthermore, you may also choose the font size of the slug line by making a selection in the **Point size** dropdown list.

Please note that when a slug line is added, it is not shown in the **Preview** pane.

PRINT A COVER PAGE

There is the possibility of adding a cover page in order to keep your printed proofs more organized. A cover page will help to clearly identify each job and to easily distinguish one job from another. To include a cover page, put a check in the **Print cover page** checkbox and specify **When** to print it and what **Paper tray** to use.

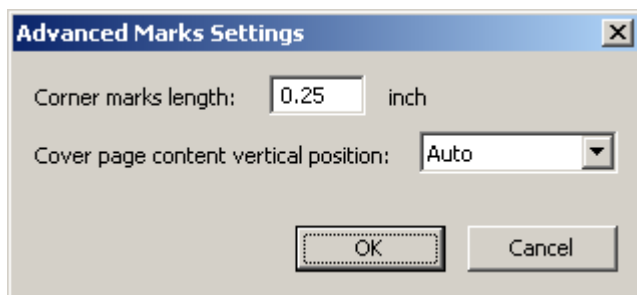
A cover page can be included at the beginning of every job or the beginning of every signature, as specified in the **When** dropdown list. You can also choose which paper tray will supply the paper for the cover page.

You are given the option of selecting a different paper tray to print the cover page than what is used to print the proof. This permits you to output your cover page in a different format from the proofs so that you can more easily distinguish the beginning of each new job or signature. Regardless, the cover page will still be output together with the proofs and in the correct order.

To change the position of the text on the cover page, click the **Advanced** button (refer to the section [Advanced Marks Settings](#) for details).

ADVANCED MARKS SETTINGS

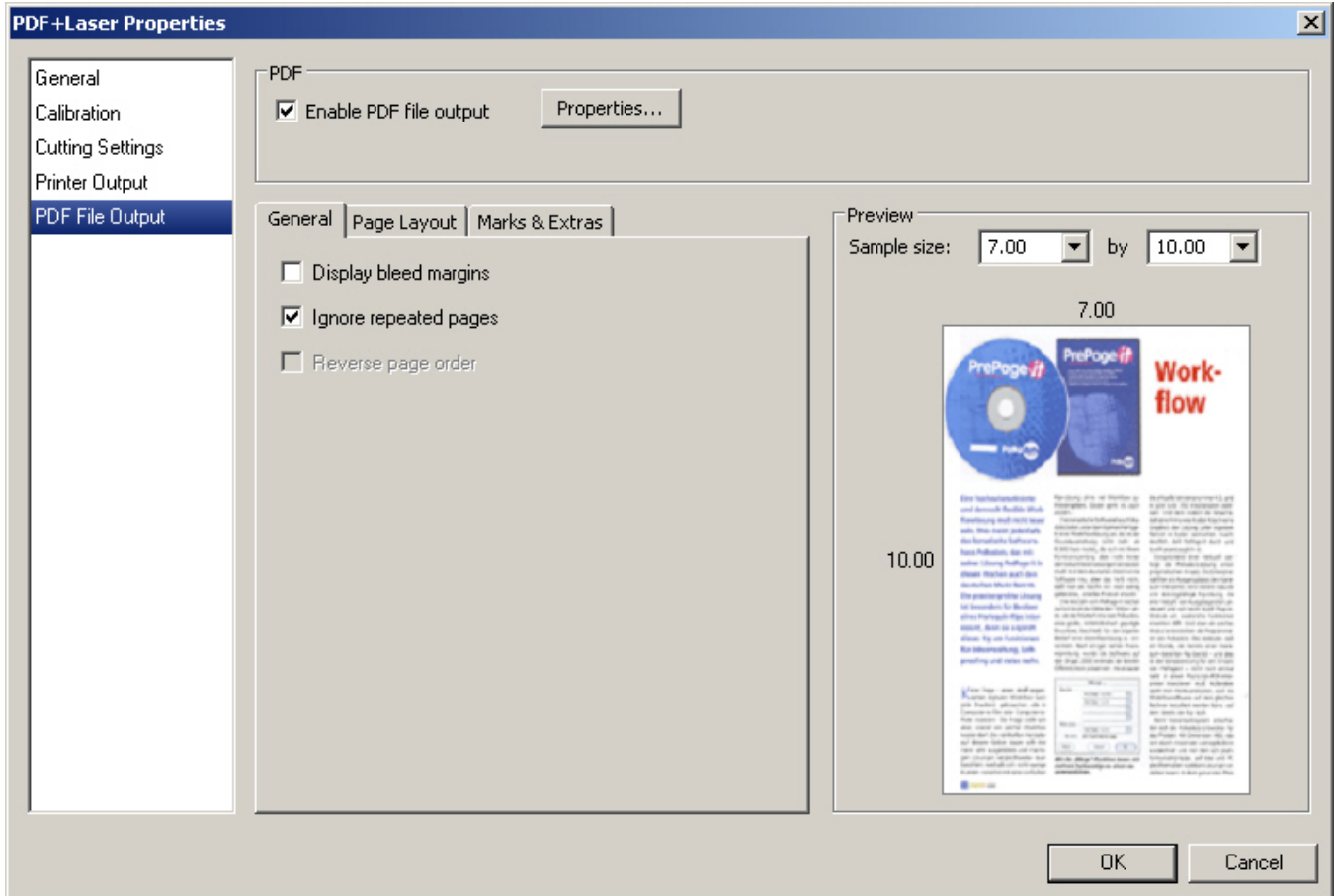
Clicking the **Advanced** button opens the **Advanced Marks Settings** dialog box, giving you access to the following options:



Corner marks length: specify the desired length of the corner marks.

Cover page content vertical position: select where the content (text, etc.) will be positioned on the cover page. Select **Top**, **Bottom** or **Auto** to let the software decide where to put the text.

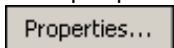
PDF File Output



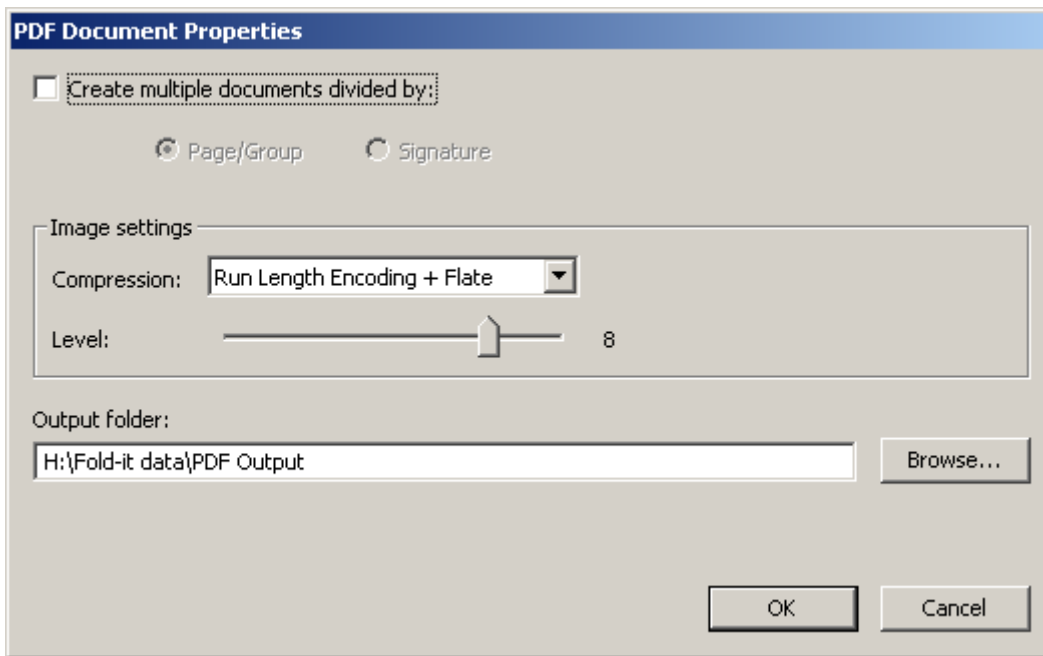
A Preference Set can be configured to output either a printed proof, a PDF proofing file or both. Most of the configuration settings for a PDF proof are the same as for a printed proof and are explained in the section [Printer Output](#), starting on p. 16. This section explains only the options and properties unique to the **PDF File Output**. Note that a few options that pertain specifically to printers, such as **Print Cover Page**, are not available for PDF softproofs.

If you wish to have a PDF softproof of your job, check the option **Enable PDF file output** and configure how you wish the PDF output to look.

PDF properties



Clicking the **Properties** button displays the **PDF Document Properties** dialog box.

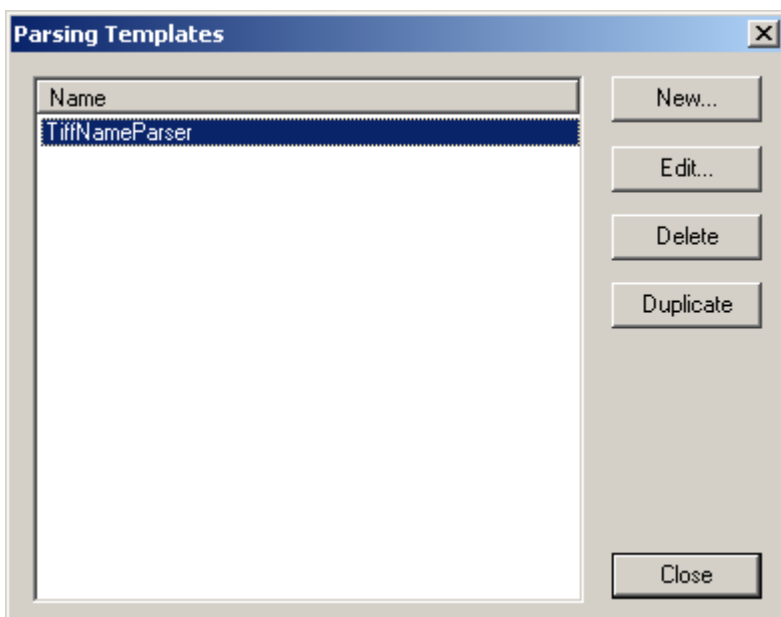


When generating PDF proofs, you need to set the **Output Folder** where Fold-it will store the PDF files. You can also choose to divide a proofing job into several PDF files instead of a single PDF. Using the option **Create multiple documents divided by**, you can specify that one PDF file be generated for each **Page/Group** or for each **Signature**.

You can also specify the compression type (e.g. **JPEG**, **LZW**, **RLE**) and level for your images.

Parsing Templates

The **Parsing Templates** dialog box can be accessed from the **Tools** menu.



Here you can create and edit Parsing Templates, which are used by Fold-it to automatically determine which TIFF files correspond to which flats in an imposition template. TIFF files produced by a RIP are often named according to a particular naming convention which includes information about the file, such as color, signature number, job name, etc. By specifying the naming convention of your TIFF files in a Parsing Template, Fold-it can extract this information from the file name and use it to automatically associate and assign the TIFFs to a particular flat on the imposition template. More on the [Auto assign](#) feature can be found on p. 35.

Note that Parsing Templates are not required for PrintDrive jobs. Also note that for other types of jobs (i.e. Preps, JDF), Parsing Templates are not absolutely mandatory either. However if none are configured for Preps or JDF jobs, TIFF files will have to be manually assigned to flats in the imposition template for each new job.

Clicking the **New** button opens the **File Name Parsing Template Editor**, shown below.

The dialog box is titled "File Name Parsing Template". It contains the following elements:

- Template name:** A text input field.
- Sample Name:** A text input field with a "Browse..." button to its right.
- Insert Field:** A section containing a "Name" dropdown menu, a "Length condition" dropdown menu (currently set to "Extract this many characters:"), and an "Insert" button.
- Template:** A large text area for defining the parsing template.
- Sample Results:** A table with two columns: "Name" and "Value".
- Predefined Fields:** A table listing predefined fields and their descriptions.

Field Name	Description
COLOR	Color name/letter
FLAT	Flat number relative to web
IFLAT	Flat number relative to imposition
NAME	Job name
SIGN	Signature number
WEB	Web number
- Note:** A text box containing the text: "Use the '?' character to skip an unknown literal character. To skip a group of characters, use the 'SKIP' field." Below the note are "OK" and "Cancel" buttons.

Creating a Parsing Template

To help create a Parsing Template, you can add a **Sample Name** by typing it or browsing for a TIFF file from an existing job. This way as you build your template, you will immediately see how Fold-it will parse this type of filename in the **Sample Results** window.

You create the template by inserting one or more **Predefined Fields** (selected from the **Insert Field Name** dropdown list) along with the **Length Condition** for each field. An example is shown in the following figure.

File Name Parsing Template

Template name:

Sample Name:

Insert Field

Name	Length condition
NAME	Extract this many characters: 5

Template:

```
<FLAT|->?<NAME:5>?<COLOR|. >
```

Sample Results:

Name	Value
COLOR	PANTONE_146 C
FLAT	2
NAME	54321

Predefined Fields:

COLOR	Color name/letter
FLAT	Flat number relative to web
IFLAT	Flat number relative to imposition
NAME	Job name
SIGN	Signature number
WEB	Web number

Note
Use the '?' character to skip an unknown literal character.
To skip a group of characters, use the "SKIP" field.

In the example above, the filename parsing template `<FLAT|->?<NAME:5>?<COLOR|. >` was created by inserting 3 fields:

- 1st field: **Insert Field Name** = **FLAT** and **Length Condition** = “**Extract up to this character –**”
- 2nd field: **Insert Field Name** = **NAME** and **Length Condition** = “**Extract this many characters 5**”
- 3rd field: **Insert Field Name** = **COLOR** and **Length Condition** = “**Extract up to this character .**”

In addition, the template includes the ? character in two places. This character was typed in manually and instructs Fold-it to skip a single character as it parses a filename. Fold-it may be instructed to skip single or multiple characters in a filename if they do not contain any useful information. To skip a string (i.e. a consecutive group of characters), insert the **SKIP** field and specify the **Length Condition**.

Every time the template `<FLAT|->?<NAME:5>?<COLOR|. >` parses a TIFF filename, it will:

- extract all characters in a TIFF filename until it reaches a dash “-” and store these extracted characters in a field called FLAT (this identifies the Flat number to which this TIFF belongs) → in the example above (2-54321_PANTONE_146 C.pdf), FLAT = 2
- skip one character → in the example above (2-54321_PANTONE_146 C.pdf), skips the dash “-”
- extract the next 5 characters in the file name and store these in the Job NAME field → in the example above (2-54321_PANTONE_146 C.pdf), NAME = 54321
- skip one character → in the example above (2-54321_PANTONE_146 C.pdf), skips the underscore “_”
- extract all characters up to the period “.” as the COLOR name → in the example above (2-54321_PANTONE_146 C.pdf), COLOR = PANTONE_146 C

Note how in the figure above the **Sample Results** window automatically shows the parsing results of the template because a **Sample Name** was specified. This is a simple, yet effective way to immediately verify if the template has been properly constructed and you are getting the results you expect.

Managing Spot colors

By default, Fold-it includes a spot color list, as specified in the [Preferences](#) (see p.7). This list contains common spot colors and their equivalent CMYK values, which Fold-it uses to proof spot colors contained in jobs.

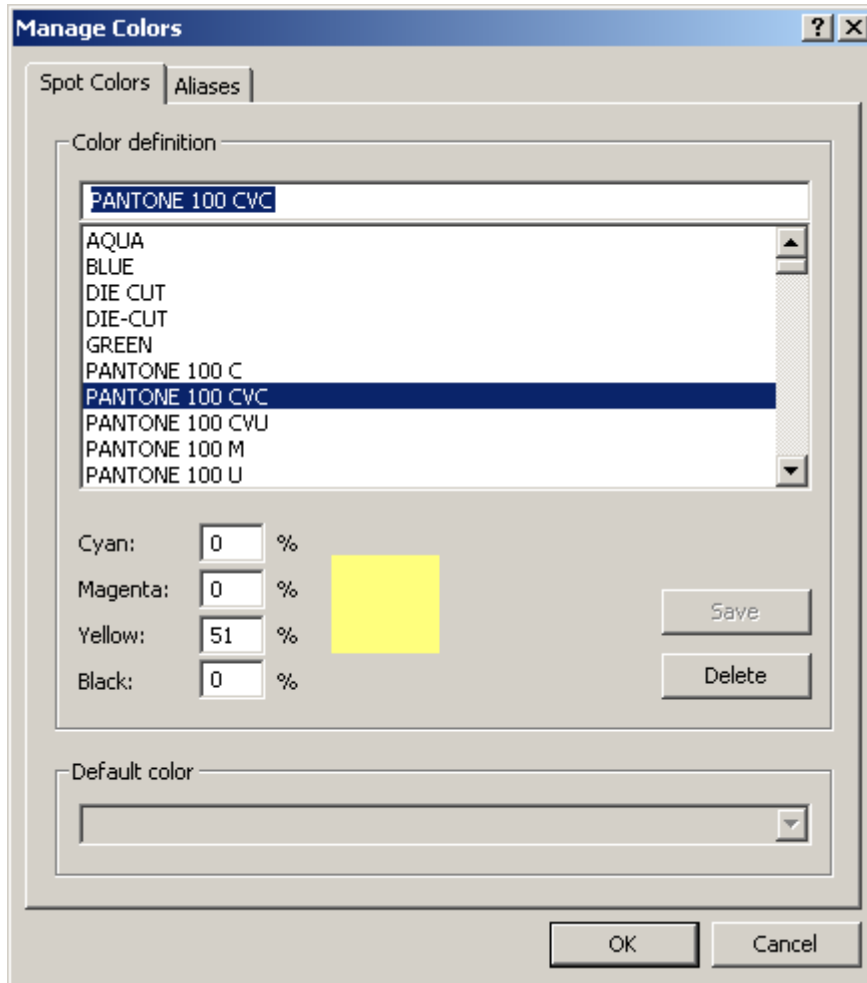
Spot colors are managed through the **Manage Colors** dialog box, which can be accessed from the menus by clicking **Tools > Manage Colors** or through the **Colors** icon on the toolbar:



Note

If your workflow includes the PrePage-it application, note that the Spot Colors List for Fold-it is not the same as for PrePage-it – they are two distinct spot color lists.

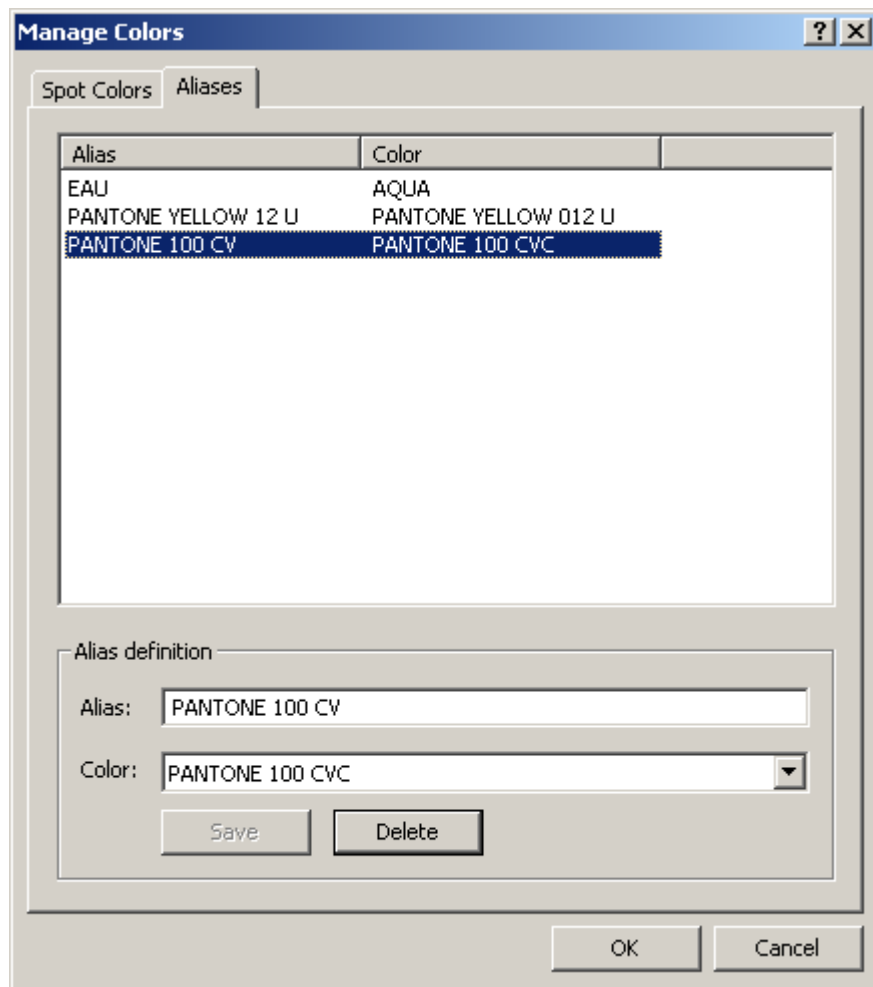
Spot Colors



The **Spot Colors** tab lets you manage spot color definitions. You can:

- verify existing spot color definitions by selecting any listed color
- modify existing definitions by selecting a color, changing the CMYK values and clicking the **Save** button
- add a new spot color definition by typing a new spot color name, specifying the CMYK values and clicking the **Save** button
- delete a spot color via the **Delete** button

Aliases



The **Aliases** tab provides an alternative way of managing spot colors by allowing you to define aliases for existing spot color definitions. For example, let's say a job contains a spot color called Pantone 100 CV. You verify the spot color list and notice that it does not include this pantone, but includes an equivalent color such as Pantone 100 CVC, whose spot color definition is identical. Rather than adding a new spot color definition for Pantone 100 CV, you can create an alias which tells Fold-it that Pantone 100 CV = Pantone 100 CVC (see screenshot above).

Aliases can be created for any new spot color whose CMYK value is the same as an existing spot color i.e. one that is already in the spot colors list.

To create an alias:

1. Type the new spot color name in the **Alias** text box.
2. Select an equivalent color in the **Color** text box.
3. Click the **Save** button.

Note that whether you add a new spot color definition or create an alias, Fold-it will yield the same result when processing a job, as long as the same CMYK definition is being used.

Using Fold-it

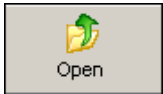
Using Fold-it to proof an imposed set of 1-bit TIFF files is basically a three-step process:

1. Import the job into the Fold-it application through the use of the **Imposition Import Wizard**.
2. Locate the 1-bit TIFF plate files and assign them to their corresponding flats.
3. Print the proofing job.

This 3-step procedure is described in the next few sections. Note that depending on the type of job you process, the procedure may vary slightly. For example, if you import a PrintDrive job, it is not necessary to assign TIFFs to flats as described in step 2.

Importing jobs

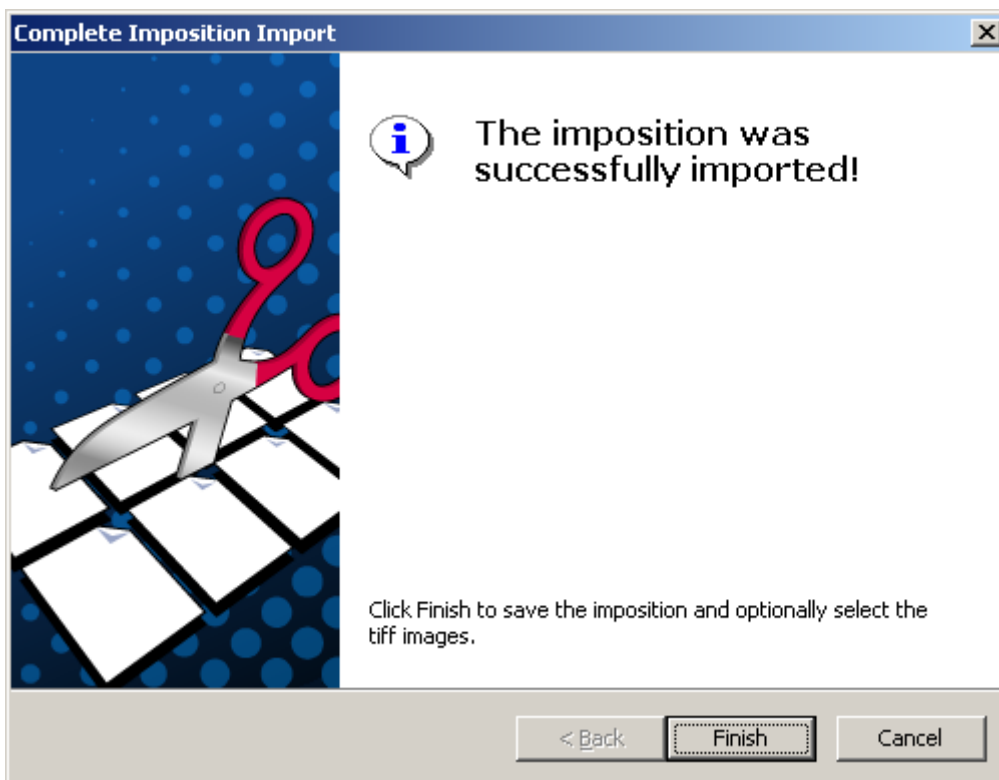
Jobs are imported into Fold-it with the **Imposition Import Wizard**, which can be accessed from the menus (**File > Open Imposition**) or the **Open** toolbar button:



Fold-it can import three types of imposed jobs: JDF, Preps and Apogee PrintDrive.



Depending on the choice you make, Fold-it will guide you through the steps required to import the job. Once the import has been completed, you should see the “Imposition import successful” message. The job will then appear in the main Fold-it window.



- For Preps jobs, you will be prompted for the Preps .job file.
- For Apogee PrintDrive jobs, you will be prompted either for the PrintDrive .pdj file or the PrintDrive ID number.
- For JDF jobs, you will be prompted for the .jdf file.

Important

If you have not specified the **Preps Template Folder** in the **Preferences > Import settings**, then the Preps template files must be located in the same folder as the Preps job that you import. The same idea holds true for Printdrive jobs. Refer to the section [Import settings](#) on p.8 for more details. When JDFs are imported, no additional files are required by Fold-it.

Assigning TIFFs to flats

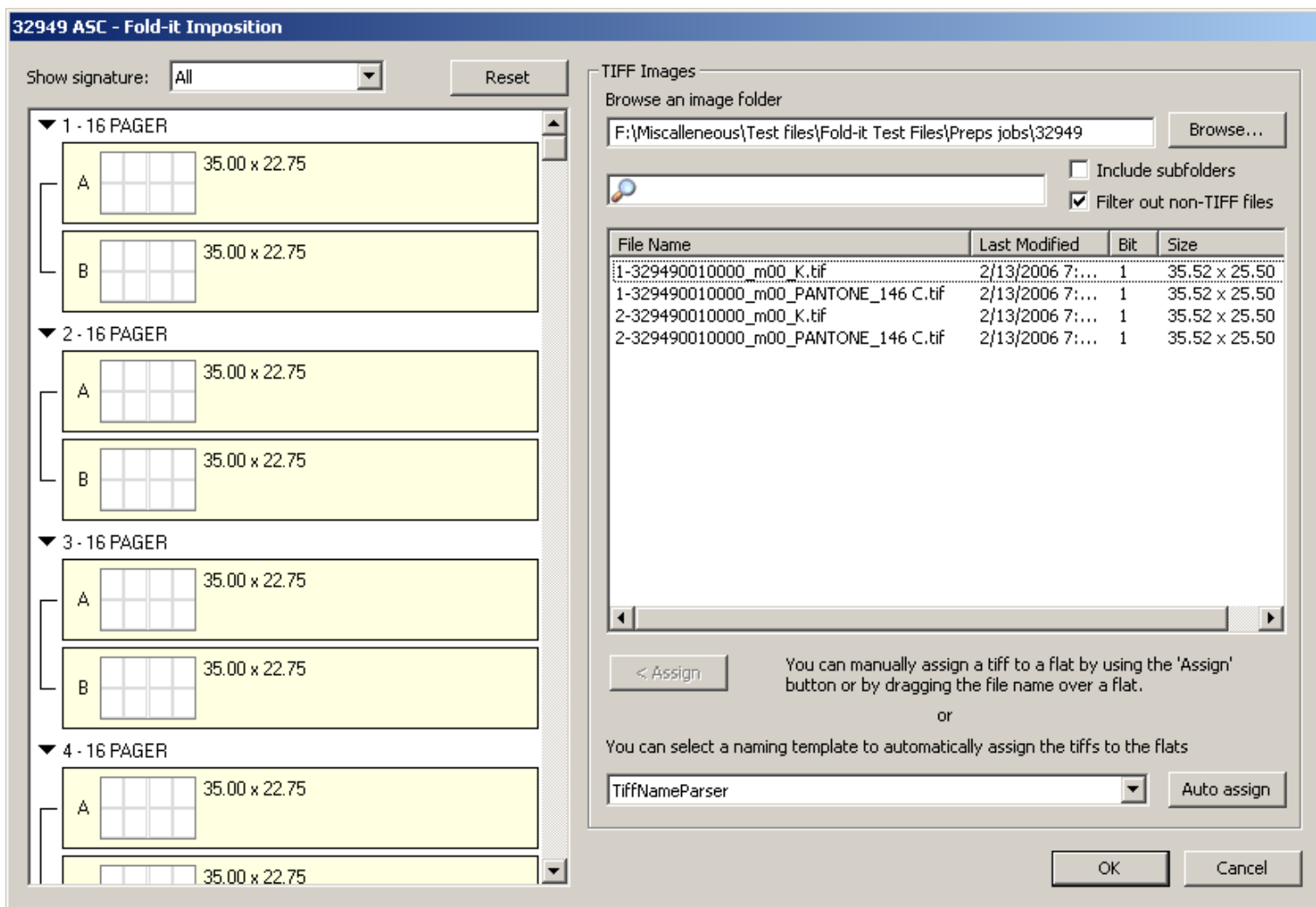
After a job has been imported, Fold-it can understand how the job was imposed. The next step is to locate all the 1-bit TIFF imposition files and then match each one of them with the corresponding flat in the imposition template.

Note

Assigning TIFFs to flats is not necessary for PrintDrive jobs, only for Preps and JDF.

Overview

To assign TIFFs to flats, right-click on a job in the main window and choose **Modify** from the contextual menu. The **Modify** command can also be accessed from the **Imposition** menu when a job is selected. The following dialog box will be displayed.



The **Modify** dialog box shown above displays the imposition template on the left side and the 1-bit TIFF imposed files on the right side. It is in this window that you must specify which TIFF images correspond to which flats in the template. The imposition template shown on the left should be the one that you used to impose the job in your imposition application. If not, you should redo the job import process (refer to [Importing jobs](#) on p.31 for details).

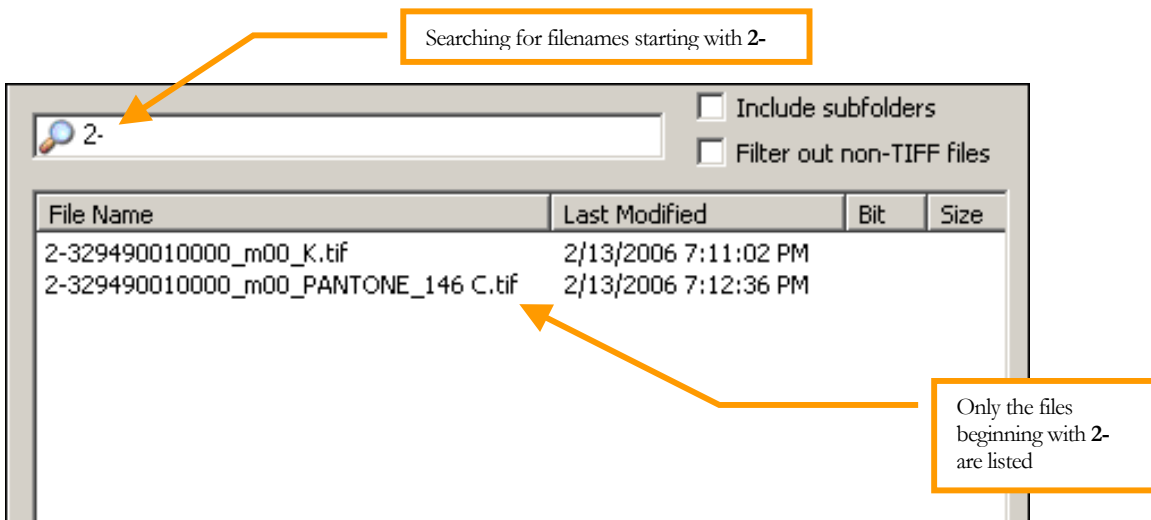
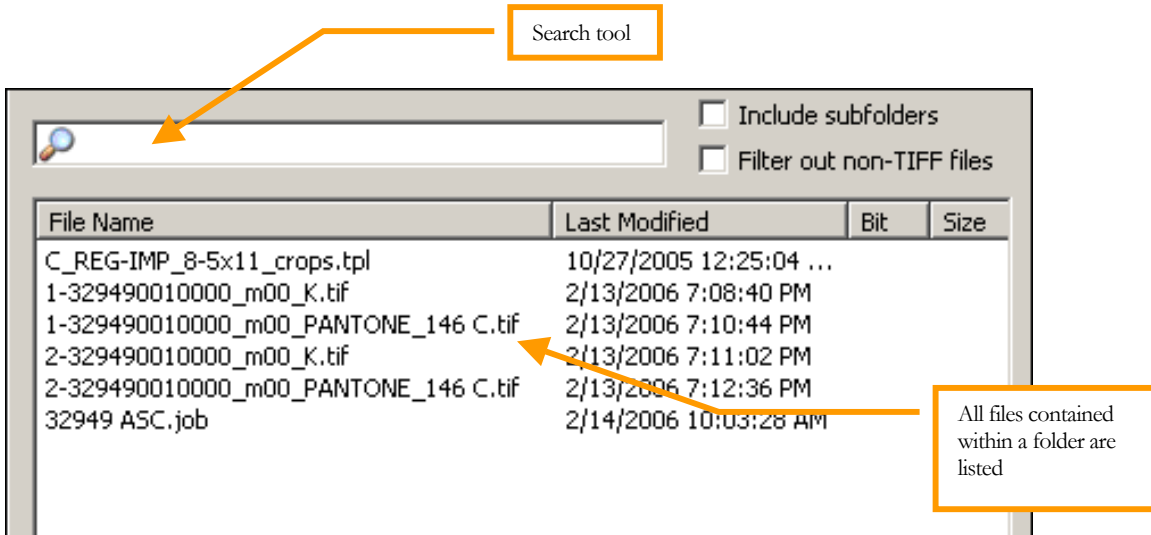
Assigning TIFFs can either be done automatically using the Auto assign feature or it can be done manually. TIFFs can be assigned as soon as you inform Fold-it about their location on the hard disk. All this is explained in the next few sections.

Locate the TIFFs

Before assigning TIFF plates files to their corresponding flats, you must choose the folder where the TIFFs are located (**Browse an image folder**). This will display the TIFF files in the **Modify** dialog box shown in the figure above.

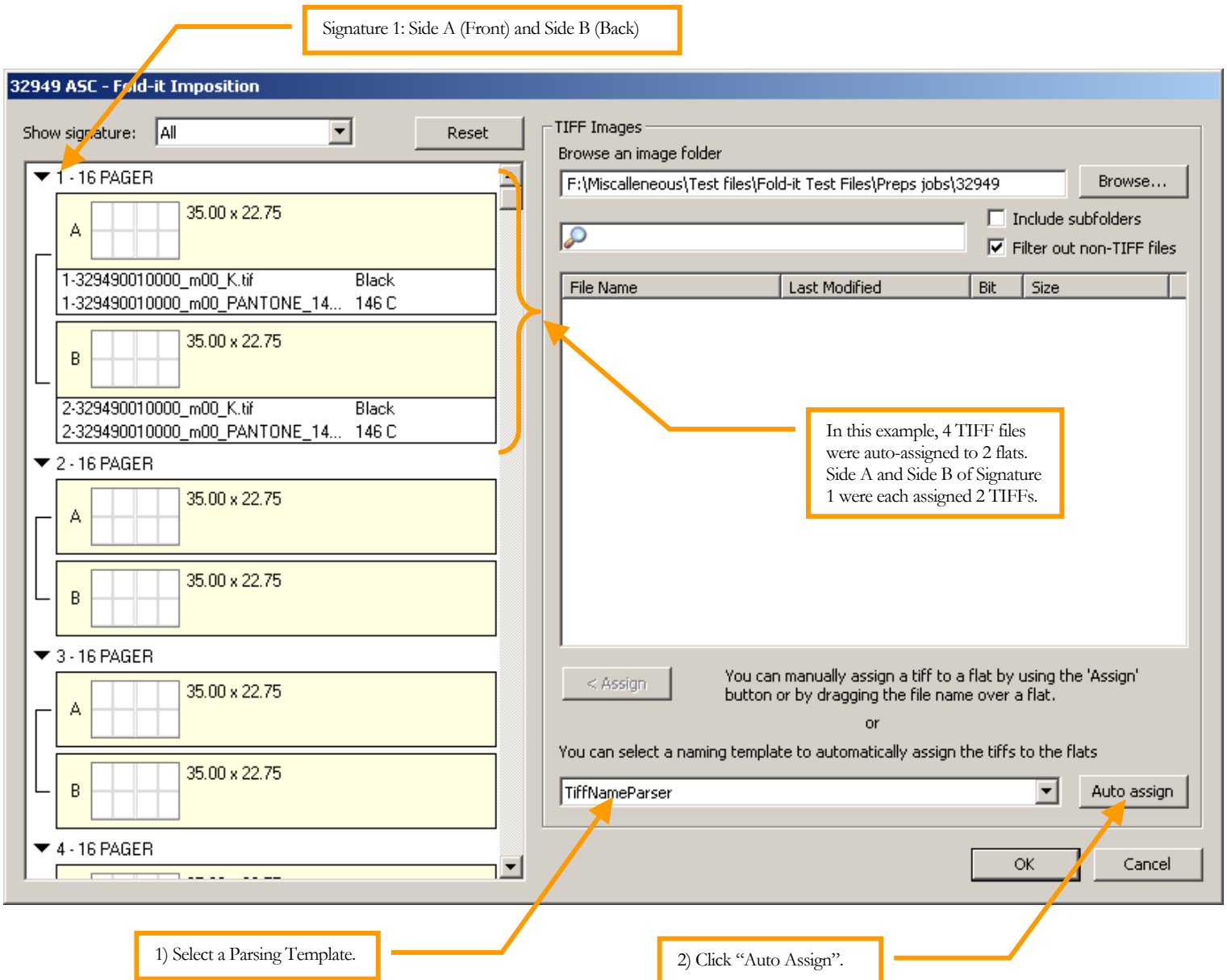
- Check **Include subfolders** if the TIFF files are located in different subfolders.

- Check **Filter out non-TIFF files** to display only the TIFF files contained in that folder – non-TIFF files will be hidden from the list.
- Use the Search tool to quickly locate a particular file or set of files beginning with the same characters. Begin typing the first few characters of a filename(s) and all other TIFF files (not beginning with the characters you typed) will be hidden from the list. The figures below show how typing “2-” filters out all but the two files beginning with those characters.



Auto assign

If [Parsing Templates](#) (see p.25) have been properly configured beforehand, TIFF files can be quickly assigned to their corresponding flats. To do so, simply select an appropriate **Parsing Template** from the dropdown list, then click the **Auto assign** button. All the TIFF files listed on the right side of the window will go to the left side, into their corresponding flat.



If you need to remove the TIFFs from the left side of the window and re-assign them to other flats, click **Reset**. The TIFFs will go from the left side of the window back to the right side, where they can be re-assigned.

Note

For the Auto Assign to work properly, the 1-bit TIFFs have to be named in a way that corresponds to the selected Parsing Template. For example, the Parsing Template **<NAME|_|<COLOR|_|<IFLAT|_|>** will correctly parse filenames which consist of a job name followed by an underscore, then followed by the color separation and another underscore, and finally the flat number. If your TIFF filenames do not correspond to your Parsing Template, consider modifying the template.

Manual assign

To manually assign TIFFs to a flat, open the **Modify** window (see previous screenshot) and do one of the following:

1. Drag (move) the TIFF files from the right side of the **Modify** window to the desired flat on the left side.

-or-

1. Select a flat.
2. Select one or more TIFFs using **Shift+click** (for continuous files) or **Ctrl+click** (for non-continuous files).
3. Click the **Assign** button.

As is the case when Auto assigning TIFFs to flats, if you need to remove the TIFFs from the left side of the window and re-assign them to other flats, click **Reset**. The TIFFs will go from the left side of the window back to the right side, where they can be re-assigned.

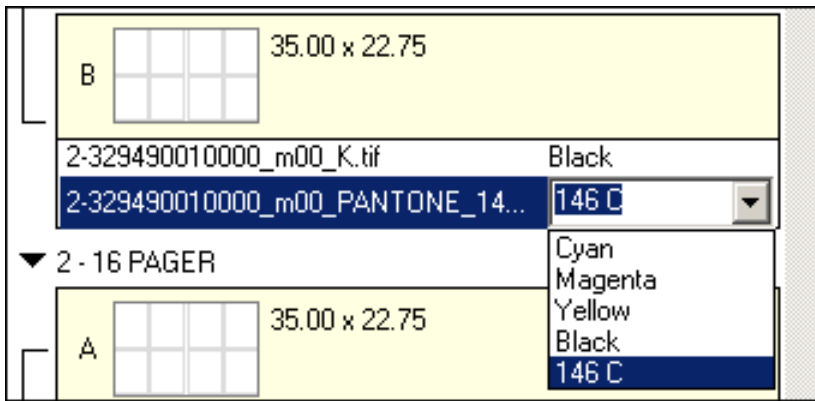
Managing color separations

After a job has been imported and TIFFs have been assigned to flats, Fold-it extracts the names of the color separations for each flat. This process may sometimes produce results which will require your attention, namely:

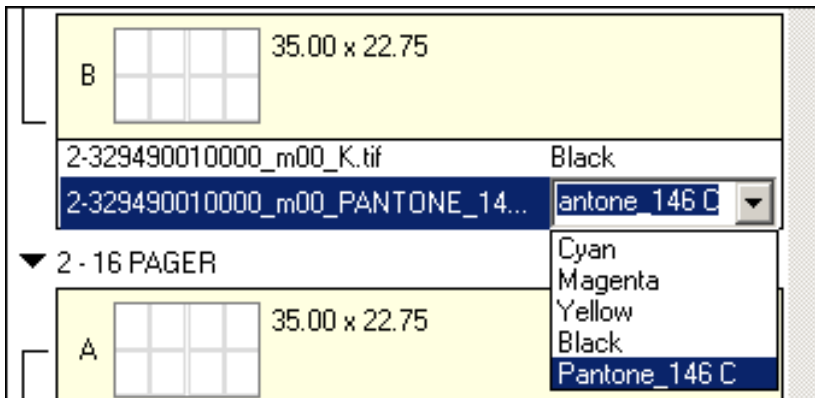
- some colors in a flat may be identified incorrectly, or
- some spot colors in a job may not correspond to anything in Fold-it's spot colors list

Changing a color separation

If a color separation has been incorrectly identified or for any other reason you wish to change the color name, you can do so in the **Modify** dialog box (shown in the next 2 figures). To change the color name for a separation (i.e. TIFF plate file), click on the color name to highlight it, which at the same time displays the color dropdown list.

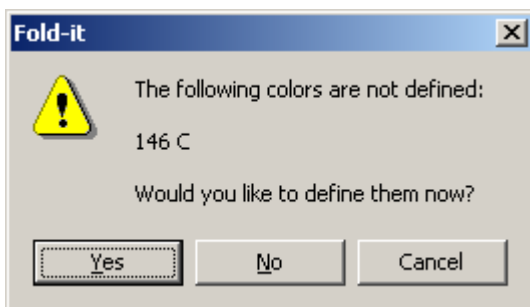


Then either choose a different color from the dropdown list or type another color name.



Adding a spot color

Fold-it needs to have a spot color definition for all spot colors present in a job since it refers to these CMYK equivalent values to output its proofs. If a spot color name in a job does not correspond to anything in its spot colors list, Fold-it cannot proof the job with the correct colors. When this occurs, you may get a message such as the following:

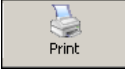


In order to output the Fold-it job, you will need to click **Yes** and add the color definition to Fold-it's spot colors list. If you wish to do this later, you may click **No** and then add the color definition using the **Manage Colors** dialog box at a later time. Please refer to [Managing Spot colors](#) on p.28 to know how to add spot color definitions.

Printing jobs

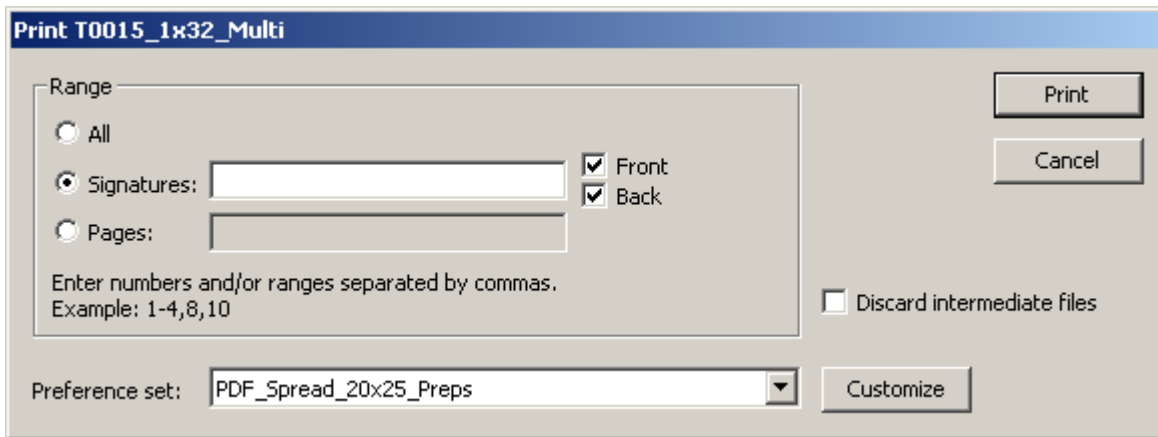
How to print

When you are ready to print a job, open the **Print** dialog box in one of the following ways:

- select a job in the main window and click the **Print** icon  from the toolbar
- right-click on the job and choose **Print** from the contextual menu
- double-click on the job

The **Print** dialog box allows you to print the entire job or only certain specific **Signatures** or **Pages**. When printing selected **Signatures**, you can choose whether to print the **Front**, **Back** or both.

To specify signature or page ranges to print, use the dash “-” to indicate a continuous range and a comma “,” to separate multiple ranges. For example, 1-4,8,10 will print 1, 2, 3, 4, 8, 10.



A Fold-it job is printed according to the **Preference Set** selected. [Preference Sets](#) specify a host of parameters regarding how a job will be de-imposed and printed (see p. 9 for more information).

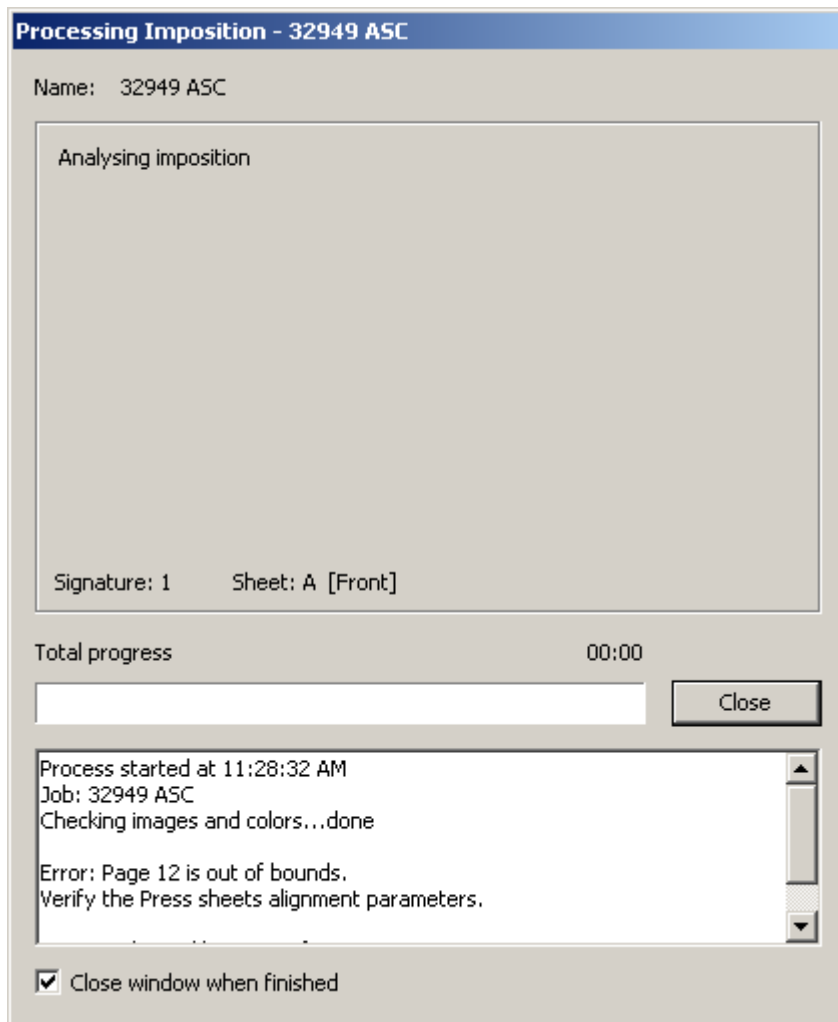
By clicking the **Customize** button, it is also possible to customize some settings from the selected Preference Set. The customization made in the **Print** dialog box will apply only to that print job and will not affect the actual Preference Set. If you’ve customized some Preference Set settings in the **Print** dialog box and you wish to return to the default Preference Set, just re-select the Preference Set in the **Preference Set** dropdown list.

In most cases, **Discard intermediate files** should not be activated since it will slow down the processing and printing of jobs. Activating this option will force Fold-it to re-calculate and regenerate a job from scratch if it is reprinted. This may be used if a major change has been made to a job and it needs to be re-output or for problem jobs.

After selecting the desired print options, click the **Print** button.

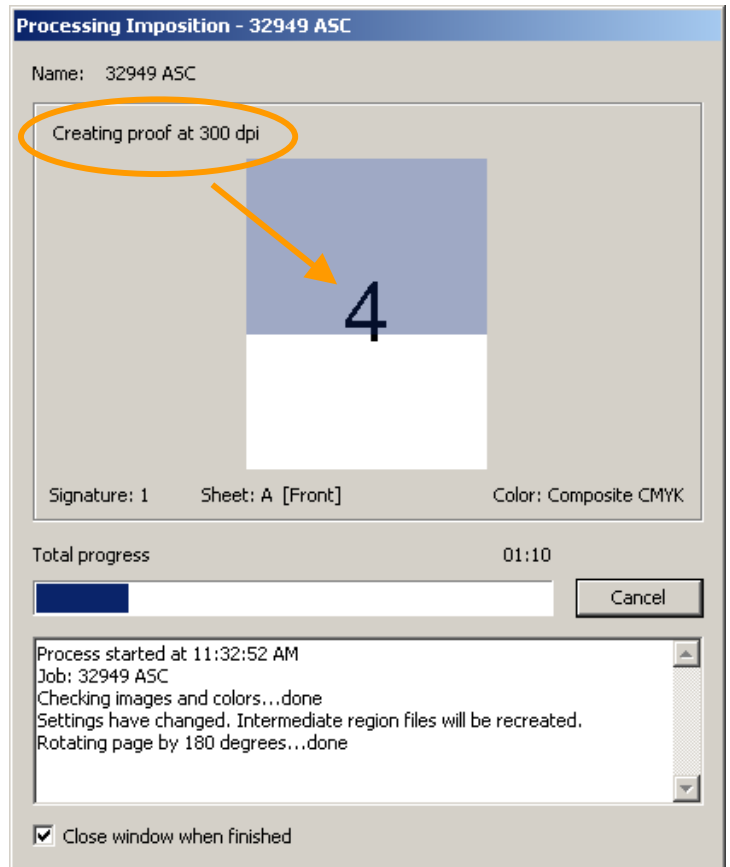
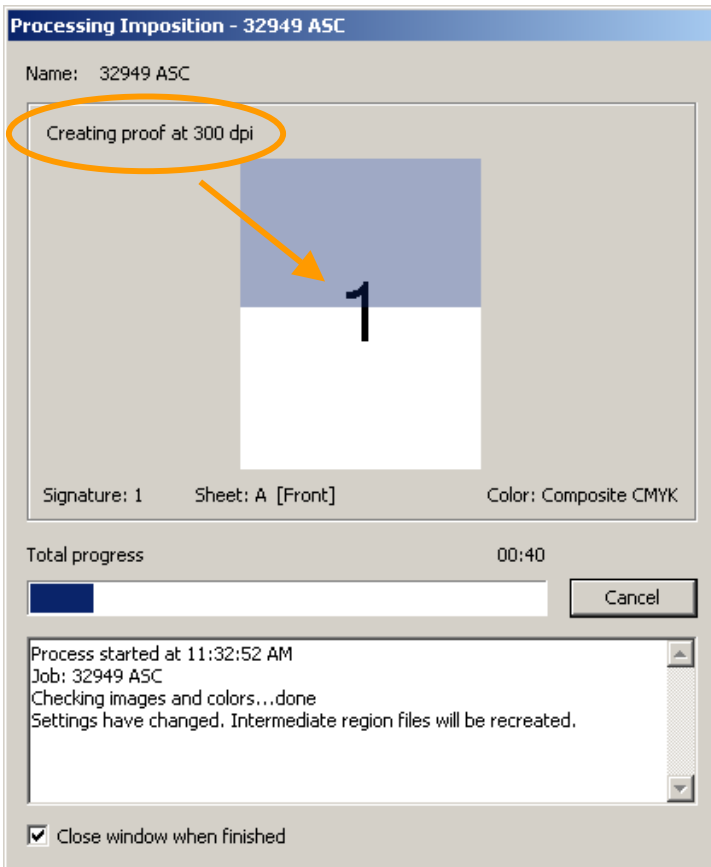
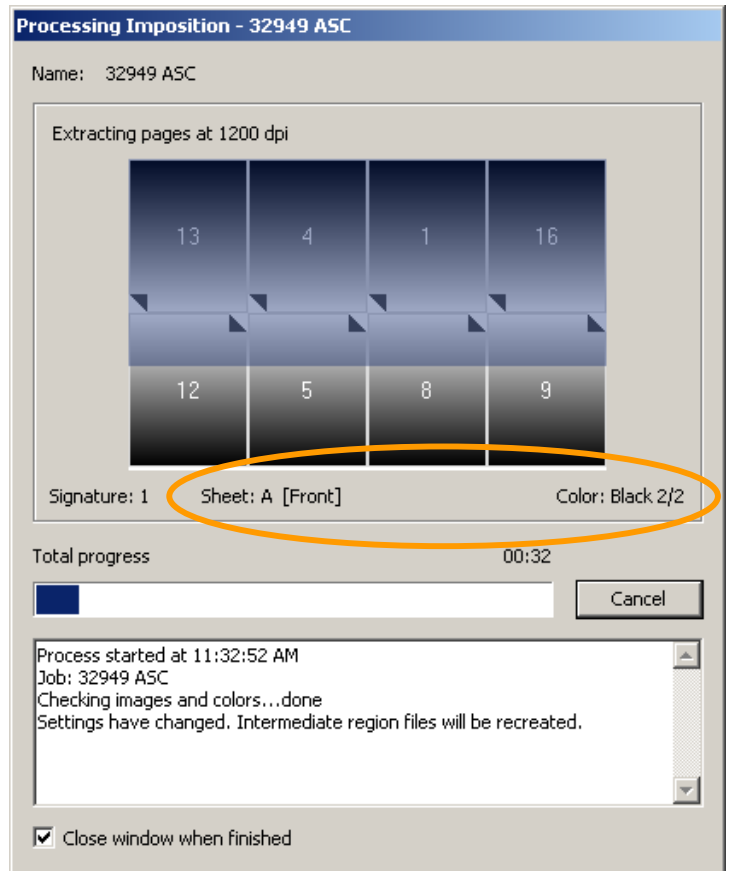
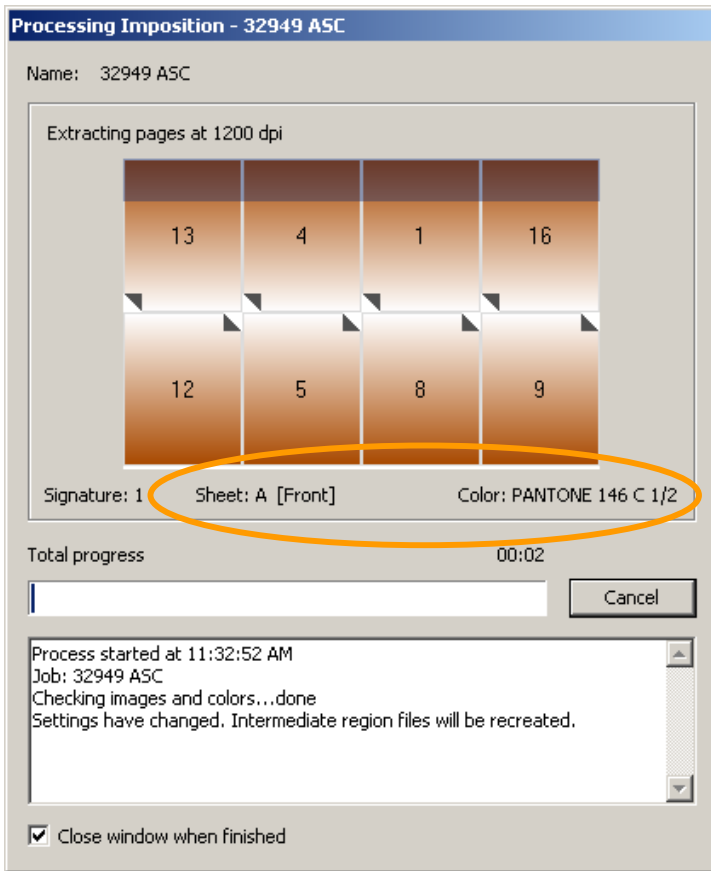
Monitoring printing progress

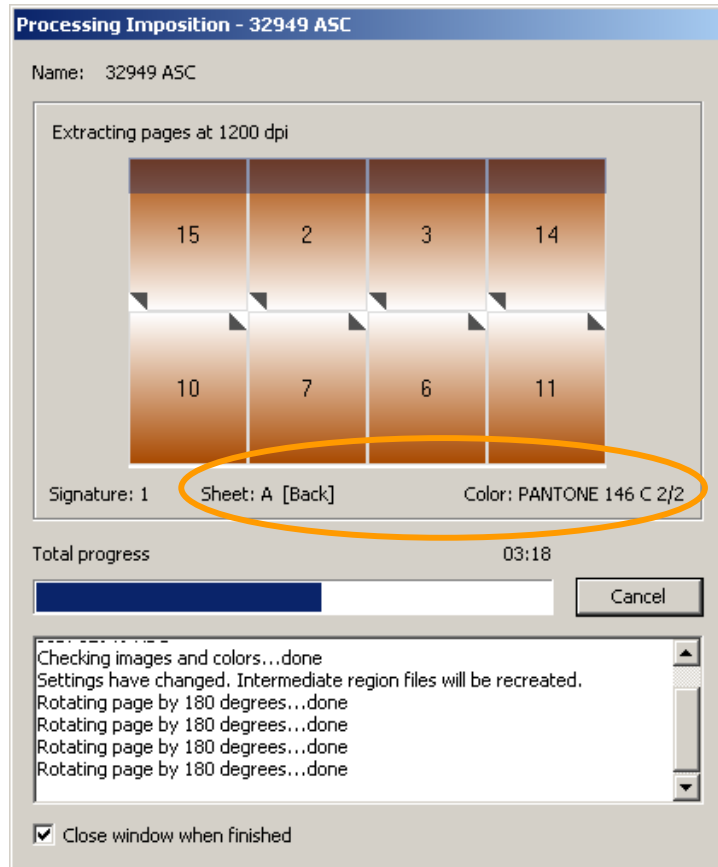
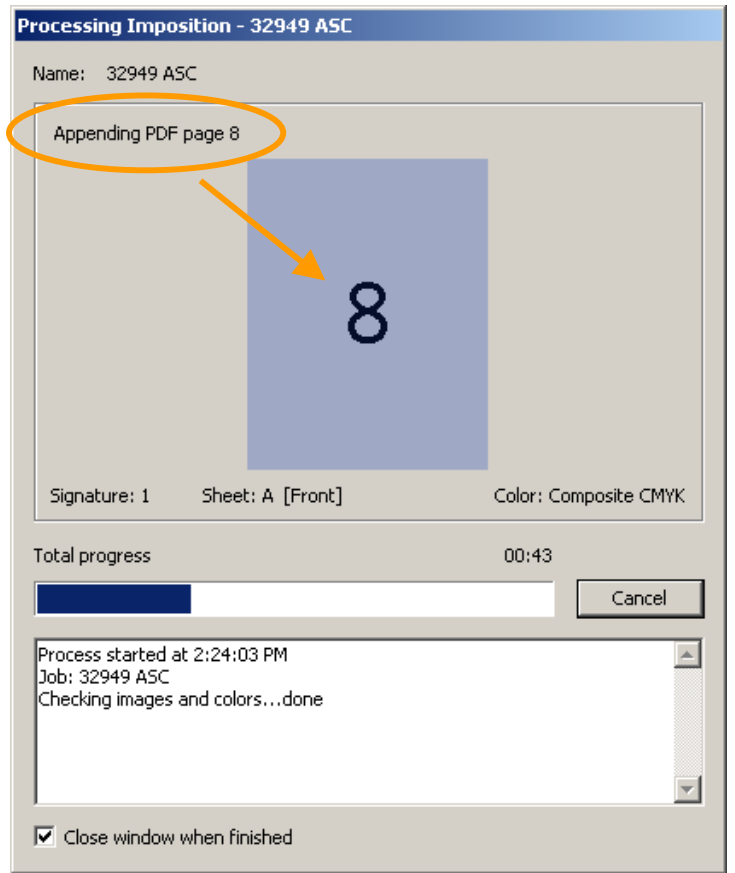
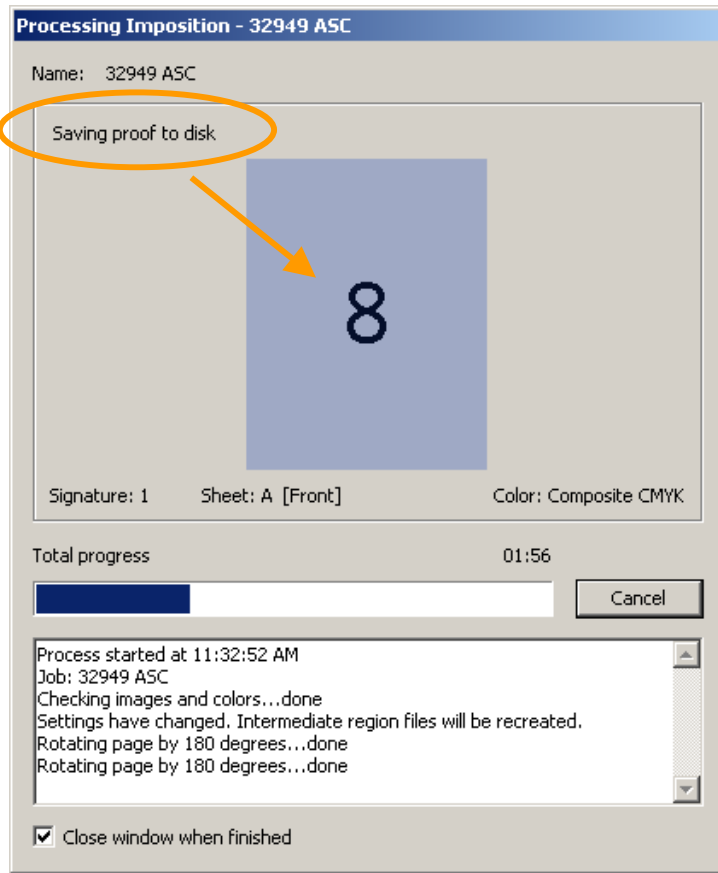
While a job is being printed, the **Processing Imposition** dialog box will display the progress of the job. If any errors occur in the job, they will also be shown here.

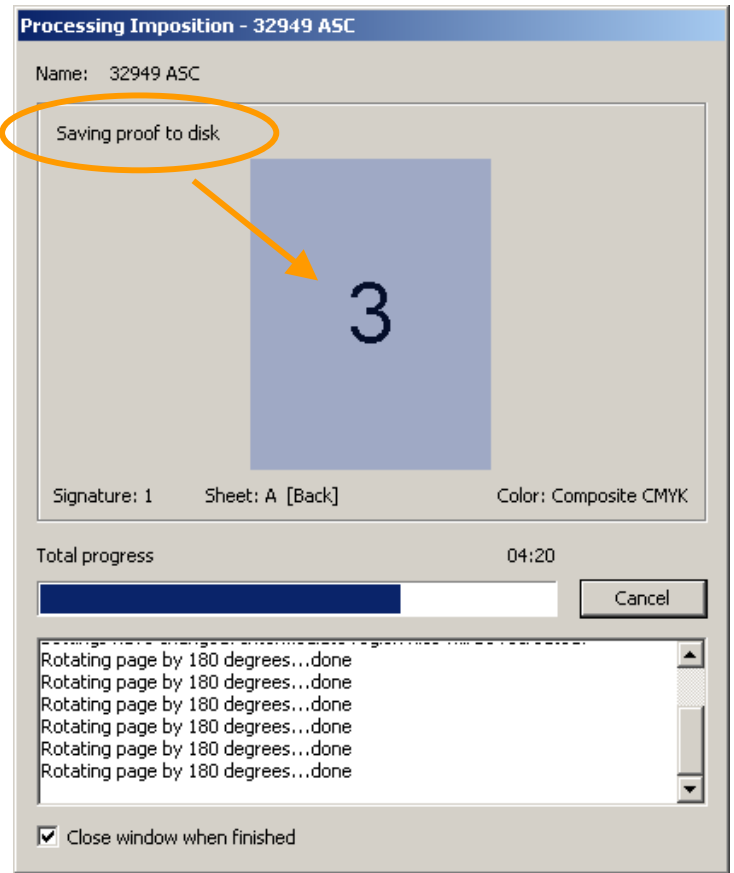
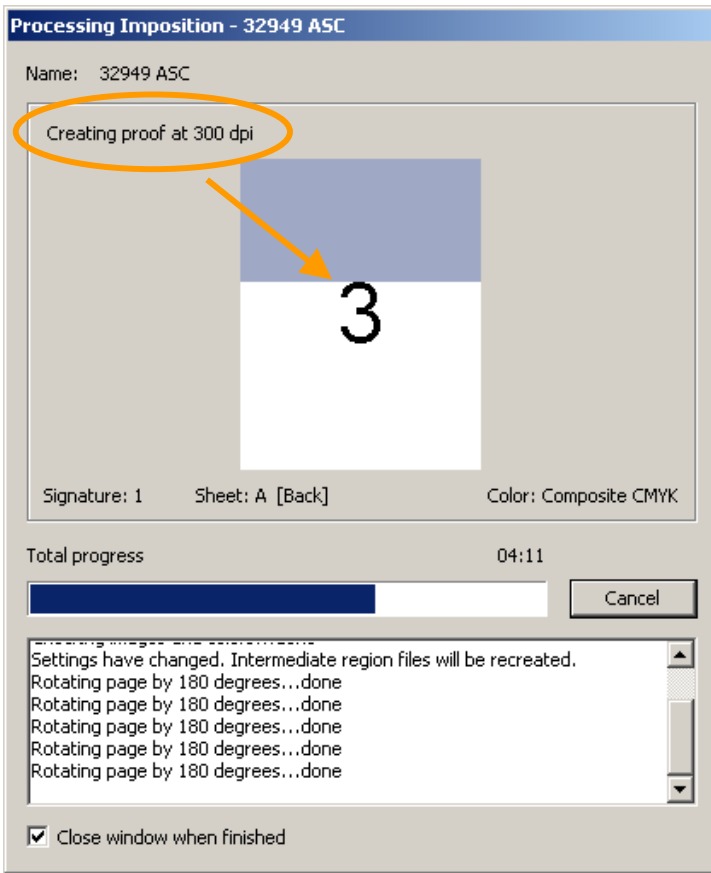


You may cancel the print job at any time by clicking the **Cancel** or **Close** button.

The following figures show a sample Fold-it print job containing 2 colors (Black and Pantone 146 C) and 16 pages (8 on the front, 8 on the back).



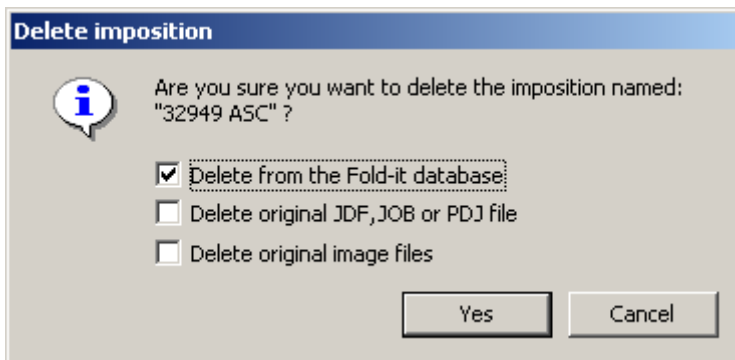




Depending on the Preference Set used, the Fold-it print job will output print-outs on your selected printer and/or PDF files in the specified Output Folder. Each job will also generate a set of files in the Job Storage Folder (see [General settings](#) on p. 7), but these are for Fold-it's internal use only.

Deleting jobs

To delete a job, right-click on the job and choose **Delete** from the contextual menu (**Delete** can also be accessed from the **Imposition** menu). The **Delete** dialog box allows you to delete (i) the entire Fold-it job i.e. all files generated by Fold-it, (ii) only the *original* job file or (iii) only the *original* TIFF image files. Choosing the option **Delete from the Fold-it database** will keep your original job and TIFF files. To remove all files related to a job, check all three checkboxes.





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