

## Quite Imposing Plus 4.0: Release Notes, Manual Updates

### *Release Notes 2*

- Compatibility 2
- Preferences and sequences 2
- What's new? 2

### *New features – full list 3*

### *Stick on text and numbers 6*

- Shortcuts 6
- Embedding fonts 6
- Preview box 7
- Text rotation 7
- Changing colour 7

### *Insert pages 8*

- Choosing a file 8
- Insert at intervals 9
- Advanced options for inserting files at intervals 9
- Undo available 10

### *Manual imposition 10*

- Shortcuts 10
- Double sided 11
- Smart crop marks 12
- Continue layout to more sheets 12

### *Stick On PDF Pages 13*

- Selecting a file 13
- Scaling 13

### *User interface changes, tricks and tips 14*

- Shift key 14
- Open/close triangles 15
- Peel off functions 15
- Undo 16

### *Adjust page sizes 16*

- Page size report 16
- Percentage scale 16
- Set page size the same 16
- Adjust only similar size 17

### *Tile pages 17*

### *Page tools 18*

- Free rotation 18

### *Shuffle Pages 20*

- Performance and limits 20
- Shuffle ranges 20

### *Trim & Shift, Creep 20*

- Creep function 20
- Keep bleed margins 20

### *Stick on masking tape 21*

### *PDF/X support 21*

### *Automation sequences – Sequences Manager 21*

- Sequences Manager: Manage tab 22
- Sequences Manager: Files tab 22
- Sequences Manager: Collect tab 23
- Sequences Manager: Report tab 23
- Sequences Manager: Backup tab 24
- Sequences Manager: Restore tab 24

## Release Notes

### Compatibility

This beta is compatible with

- Mac OS 10.7 and above
- Windows 7 and above
- Acrobat 9 and above including Acrobat DC

You can install and run both Quite Imposing Plus 3 and Quite Imposing Plus 4 for the same copy of Acrobat (except in Acrobat DC where Quite Imposing Plus 3 is not supported).

### Preferences and sequences

The first time you run QI+4 it will read all your preferences and write copies for use in version 4. After that, changes made in version 3 will not affect version 4.

### What's new?

A full list appears below, but some key features include

- Stick on Text and Numbers now allows your choice of **embedded fonts**, colours and rotation, plus Undo.
- New **Stick On PDF Pages** function to stick on PDF pages (graphics, adverts, stamps, marks etc.)
- **Insert pages or blanks at intervals**, for example to add fixed backs. Can be used to merge files.
- **Manual imposition can repeat** a layout to a large number of pages, and can automatically position pages as fronts/backs. Also smart crop marks which will not overlap.
- Adjust page sizes by a percentage rather than to a fixed size; or set all pages the same size without knowing size in advance.
- **Sequences Manager** to allow effective use of large numbers of automation sequences, including renaming, moving, duplicating. Sequences can be collected together with all files used, to reorganise or move to a new system.
- Work faster: Shift+click in Control panel to repeat last command without prompting.
- Trim & shift/creep now have the advanced option to keep bleed margins.

## ***New features – full list***

Detailed manual pages follow.

- Stick on PDF pages – new function
  - Add one, some or all pages from another PDF on top of current
  - Scale by percentage or to fit space, with or without preserving aspect ratio
  - Free rotate
  - Preview outline shows where page will be placed
  - Choose from recently used files
  - Undo and peel off available
  - Quick file info for page count and sizes
- Stick on text and numbers
  - Use most fonts (European Latin1 only), embed
  - Preview box shows where text will be added to current page
  - Rotate text by 0/90/180/270
  - Set a colour in RGB or CMYK
  - Undo available, dialog stays on screen so you can undo if needed
  - Redesigned dialog so you can open/close the options you need
- Insert pages and files
  - Insert blank pages repeatedly (insert at intervals).
  - Insert file repeatedly, or insert file at intervals. Can be used to merge files, add standard backs, etc.
  - Choose from recently used files
  - Quick file info for page count and sizes
  - Undo available (from Control Panel)
- Control panel
  - New streamlined look
  - Undo option for selected commands including all “stick on” commands
  - Shift+click to quickly repeat command with the last options used
  - “Peel off” button replaces the three separate buttons before, and also adds support for removing the result of Stick On PDF Pages. (Also replaces the separate selections in the menu).
- Manual imposition
  - Continue to more sheets (layout one or more sheets, repeat layout to use up entire input and make as many new sheets as needed)
  - Smart crop marks, automatically adjusted if they overlap pages
  - Double sided option, automatically mirror position on back of sheet to place front,back,front,back...
  - Shift+click on Pick Source to quickly pick the current page
  - Shift+click on Choose target to quickly use the same options as last time for target (new or existing document)
  - Redesigned dialog so you can open/close the options you need
- Creep

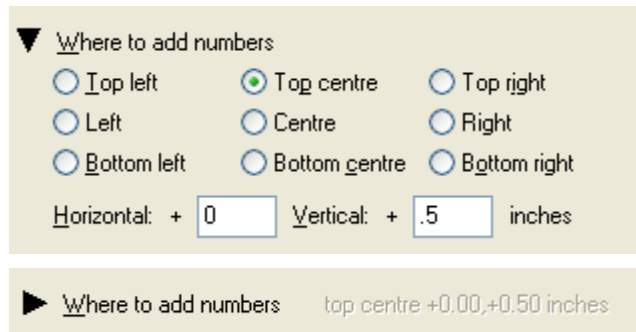
- Taken from Trim & shift, because it wasn't obvious where it was (still available in Trim & shift).
- Automation sequences
  - Remember last and play back now can use automation sequences with a streamlined interface
  - New Sequence Manager with many productivity gains:
    - Rename or duplicate sequences
    - Use drag and drop to create and arrange sequences
    - Move or copy sequences to other categories
    - Generate reports on sequences for ease of reference
    - Rename, delete or duplicate whole categories
  - Manage files used in sequences (e.g backgrounds)
    - View or save report on files used
    - Change or locate missing files and directories
    - Collect files together for moving to another system, or to clean up
    - Manage files used in backgrounds too
  - Backup and restore sequences
    - Restore from collect, to set up new system
    - Automatic backups at intervals to go back before changes
    - Backup and restore background and page size definitions too
- Stick on masking tape
  - Set a colour in RGB or CMYK
  - Undo (remove last applied masking tape)
- Adjust page sizes
  - Quickly scale pages by a percentage, rather than a target page size
  - Get page size report on current document
  - Set pages all the same size without knowing size in advance (Advanced option)
  - Verify all pages are the same size
  - Resize only pages that are already close to the target size
- Tile pages
  - Option to choose the widths and heights of each tile (all the same or all different) instead of the number of rows and columns. Any overlap is shared over the tiles.
- Page tools
  - Rotate pages by any angle, not just 90/180/270 degrees
  - Use very small angles for micro-adjustment for alignment issues – you can leave page size unchanged in this case
- Shuffle pages for imposition
  - Use .. (two dots) in a rule for a range e.g. 1..100 200..101
  - Significant speed up in many cases for large numbers of pages
  - Much larger shuffle rules can be used (allowing automatic generation)
  - Window can be resized to make it easier to work with larger rules
- Trim and shift
  - Advanced option to keep bleed margins rather than always remove bleed
- Remember last / playback

- Now provide a simple interface to automation sequences
- Performance enhancements
  - Major speed up for reordering files with many pages including Shuffle Pages, Reverse Pages, Shuffle Even/Odd.
- Open/close triangles
  - Some dialogs have been redesigned with triangles to click to open/close groups of options
  - Hold down shift to open/close all groups at once.
- PDF/X support
  - Previously the “preserve PDF/X” option stopped adding text to PDF/X files because fonts were not embedded. Now you can add text, provided you choose an embedded font.
- Developer/XML creator
  - Insert pages and background definition now supports Path key as alternative to DIPath.
  - Please ask for updated XML specification

## Supplementary manual pages

### ***Stick on text and numbers***

The Stick on text and numbers dialog has been redesigned to accommodate more options and the **Undo** facility. To do this, there are now open/close triangles by each group of options. This shows the rotate and scale group first closed, then opened. Notice that a brief summary of options appears when the group is closed.



The dialog now also has a **Apply** button instead of an **OK** button. This is to make it easy to use the new **Undo** button. The dialog stays open when you click **Apply**.

- If you are happy with the text position, click **Close**, unless you want to add more text
- If you see the text is in the wrong place, click **Undo** and try again.

### **Shortcuts**

- You can hold down Shift when you click the triangle to open or close all groups at once.
- You can hold down Shift when you click **Apply** to apply and close at once (same as the old **OK** button).
- Normally when you click **Close** you get a warning if you have not yet clicked **Apply**. If you hold down Shift you can close immediately.

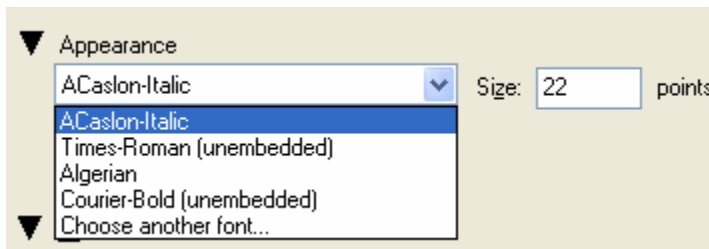
### **Embedding fonts**

You can now place text using many embedded fonts, provided that:

- The fonts are installed in the system.
- The characters are only “Latin 1”, which is largely the characters used in Western Europe.
- The font contains the characters needed
- The font license allows embedding
- The font contains Unicode information

Some symbol fonts can be used, so long as they appear to be a Latin1 Unicode font.

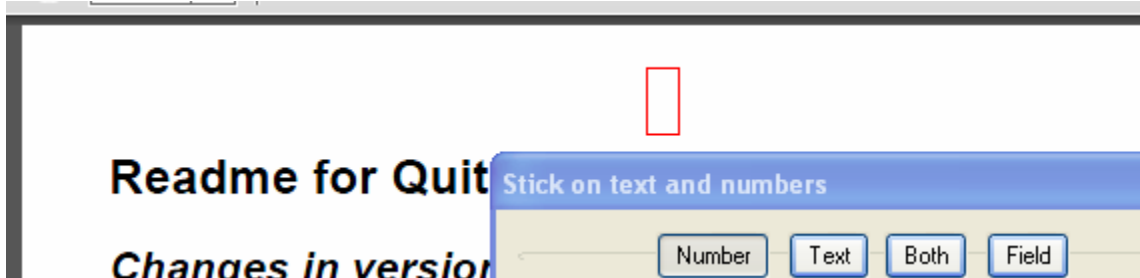
The choice of fonts available before are still available, and they include the label “(unembedded)” to separate them from your system fonts. Existing automation sequences and XML files using these fonts will continue to be valid.



There are now potentially many fonts, so the product shows only the ones you have recently used. Click **Choose another font** to see a list of all fonts in the system (which includes those which are unsuitable for one reason or another).

## Preview box

A problem with previous versions is knowing exactly where the text will appear relative to other elements. A preview box is now shown. This does not include the text, but a red box shows the area.



The box position will move automatically when you change options, and is set to the width of the text that will actually appear (so, for example, it may be wider for page 10 than for page 9, if it is adding numbers). The box is not the exact height of the text, but is set from the point size.

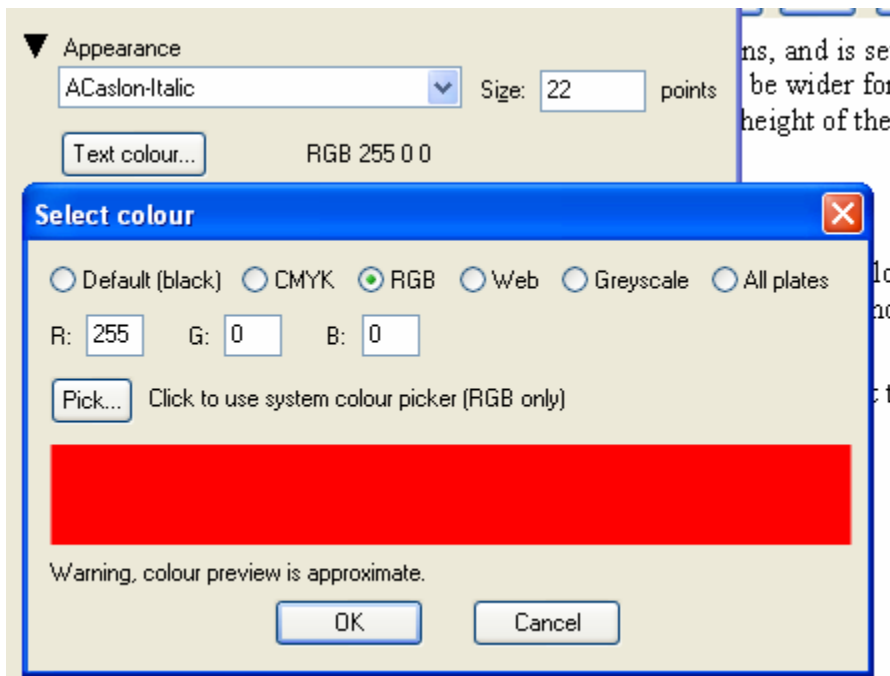
## Text rotation

Text may now be rotated by 0/90/180/270 degrees (counterclockwise). To allow text to be positioned down either side, the choice of locations for adding text now includes “left”, “centre” and “right” as well as the top and bottom edges.

It may be useful to know that the text is aligned according to its baseline, not the centre of the text.

## Changing colour

Previously text could only be set in black (or registration colour). You can now choose colours in RGB or CMYK, as well as greyscale and registration.



Points to note include:

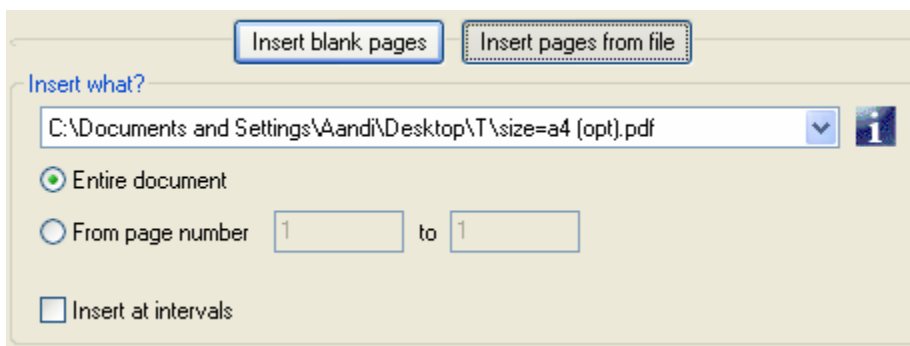
- RGB and CMYK are not tagged with an ICC profile, they are simply uncalibrated colours.
- Colour values for RGB are in the range 0 to 255, while those for CMYK are percentages in the range 0 to 100.
- Colour previews are very approximate.
- If choosing All plates it is recommended to use 100%.

## ***Insert pages***

The main change to Insert pages are to allow “Insert at intervals”. The way that files are selected has also been changed to allow more efficient use of recent files.

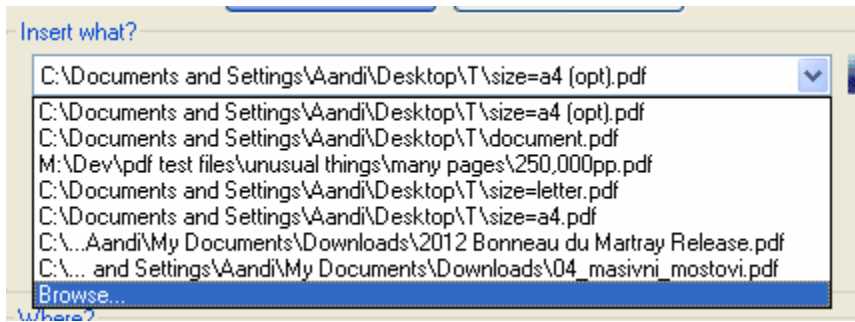
## **Choosing a file**

The last file used is shown, as before.



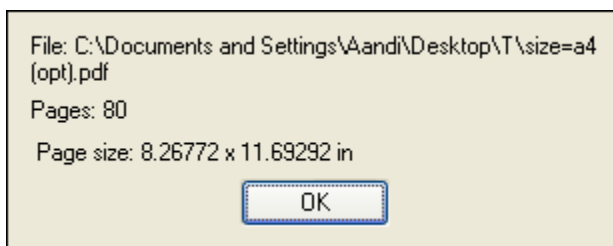
However, to choose a new file, click on the file name to see a pull down list.





This allows you to choose the files you have recently used. To pick a new file choose **Browse** at the end of the list.

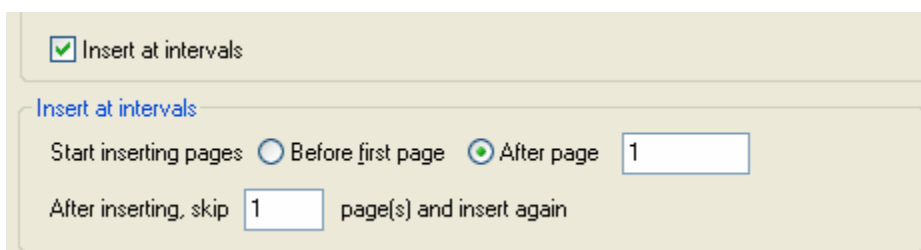
You can also click the **i** (info) icon to the right of the file to get information on the file.



This will show you if a file has a mixture of page sizes, bleed settings etc.

## Insert at intervals

The new **Insert at intervals** option is available for both blank pages and for pages from a file. It has many different uses.



For instance, you can insert a “back page” after every page of the current document. Or you could insert a blank page after every 3 original pages.

The rule followed is to insert the number of pages you would normally insert, then skip the number of pages and repeat. Inserting after the last page is special.

- If you choose **Before first page**, we will never insert after the last page.
- If you choose **After page** and we find, after skipping, we are exactly after the last page, we will insert again
- If after skipping we have run out of pages, we do not insert any more.

## Advanced options for inserting files at intervals

When inserting pages from a file, you can click **Show advanced options** to see more choices.

**Insert at intervals**

Start inserting pages ☐ Before first page ☒ After page

After inserting, skip  page(s) and insert again

**How to repeat**

☒ Insert entire document each time

☐ Insert  page(s) each time, then...

☐ When entire document is inserted, start again

☐ When entire document is inserted, stop

☒ Show advanced options

These choices reflect different workflows. For example:

- If you are inserting a common back page through the document, you would choose “Insert entire document each time”. This inserts the same back page over and over.
- If you are using this to interleave two documents, for example to take fronts from one document and backs from the other, you would choose **Insert ... page(s) each time**.

If you choose **When entire document is inserted, stop** this might be used if you definitely do not want to repeat the document that you insert. No error is given if there are unused places in the current document.

## Undo available

You can undo any Insert Pages function. To do this, click the Undo button on the Imposition Control Panel. This will remove all of the pages inserted.

## Manual imposition

The Manual imposition dialog has been redesigned to accommodate more options. To do this, there are now open/close triangles by each group of options. This shows the rotate and scale group first closed, then opened. Notice that a brief summary of options appears when the group is closed.

▶ Rotate, scale 0°, 50%

▼ Rotate, scale

☒ Upright (0°) ☐ 90° CCW ☐ 180° ☐ 270° (90° CW)

Scale (%)

## Shortcuts

To speed up work, you can use these shortcuts

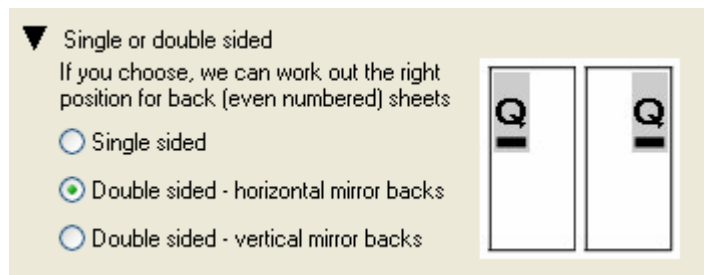
- Shift + **Pick source** picks the current document as a source.
- Shift + **Change target** uses the last options selected in Change target.

- When you click a triangle to open or close a group, you can hold down Shift to open or close all groups.

## Double sided

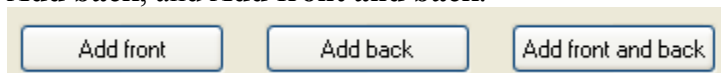
In many situations, you will be using manual imposition for material to be printed on both sides. In the past this has meant carefully setting the positions for the backs of pages to be the mirror image of the front. For example, a page 1 inch from the left may need a back that is 1 inch from the right. You now have a number of options to speed up this process.

You can choose **Single sided**, in which case everything works as before, one side at a time. Or you can choose **Double sided – horizontal mirror backs** or **Double sided – vertical mirror backs**. These two choices allow you to work either with horizontal mirroring (1 inch from the left becomes 1 inch from the right), or vertical mirroring (1 inch from the top becomes 1 inch from the bottom, and the back pages are upside down).



With these options selected, the following apply:

- The target is automatically opened to a double page view, so you can see the front and back side by side. The “front” is always an odd numbered sheet, the “back” is always an even numbered sheet.
- The target is automatically adjusted to have at least two sheets (front and back).
- The **Next/new sheet** button will advance to the next front (odd-numbered) sheet, and makes sure that there is also a back (even-numbered) sheet to follow. So it will usually advance two sheets and add two sheets.
- The **Add page** button is removed and is replaced by three buttons: **Add front**, **Add back**, and **Add front and back**.

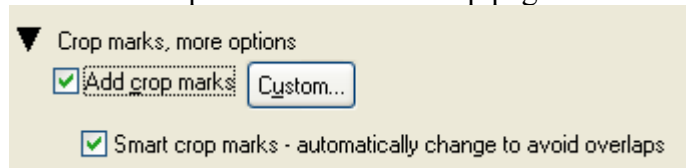


- Both front and back sheets will show a highlighted area where pages could be added.
- If you click **Add front** the next page will be added in its position on the front (odd numbered) sheet. The values for rotate, position, offset etc. are used directly.
- If you click **Add back** the next page will be added in its position on the back (even numbered) sheet. The values for location (top left, bottom right etc.), for horizontal and vertical offset and for rotation are automatically adjusted as needed.

- Both **Add front** and **Add back** take the very next page, without regard to if it is odd or even. So you would normally always click **Add front** before **Add back**.
- **Add front and back** is exactly like clicking **Add front** then **Add back**. So the effect is to add the next two pages in their positions on the front and back sheet.
- **Undo** will remove the last page or pages added, so after **Add front and back**, the **Undo** button would remove two pages.

## Smart crop marks

When you select **Add crop marks** you can choose **Smart crop marks**. This then will make sure crop marks do not overlap pages.



The effect is as described in “Smart crop marks” in the manual, and should give the same effect as when using the N-up or Step & Repeat functions.

This means that crop marks, once added, may be removed again or adjusted if they cause an overlap. Because the crop marks are redone after each page, only one crop mark style can apply to the whole sheet.

Crop mark adjustment removes overlap, but adjustment may only be ideal if adjoining pages are the same size.

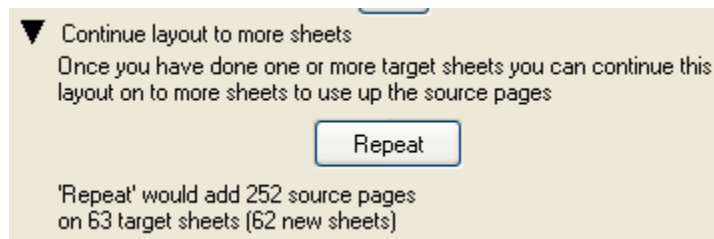
Only crop marks from the current manual imposition session will be affected; existing marks from other impositions will be left in place.

## Continue layout to more sheets

In the past, each sheet had to be created separately, which may not be viable for a large number of pages, and is not adjustable to different page counts. You now have the option to create one sheet, or two sheets with front and back, and repeat.

When you repeat, more pages are taken from the source document, and more sheets are added to the target document as needed. Pages are placed in the order, and position, that they appeared in the sheets you first prepared. New sheets are only added if they are not already present in the target document.

Once you have added a page, the **Repeat** button becomes available. Under it you will see an explanation of the effect it will have, and how many new sheets would be created.



Just as when adding a single page, the **Undo** function is available, and will undo the whole repeat process, including removing any sheets inserted.



Ready to undo 252 pages, removing from 1 sheet and deleting 62 new sheets

## Stick On PDF Pages

Stick on PDF Pages is a new command in version 4.0. It allows you to add pages of one PDF on top of another. We will discuss this in terms of the “source”, the pages which are to be added, and the “target”, the current document which will get the new additions.

You can add a single page from the source to a single page in the target. For example you can add a graphic, logo, advert, or other identification.

You could add a single page from the source to all pages, or a range of pages, in the target. For example you could add a stamp to each page.

You can also add multiple pages from the source to multiple pages in the target. If the source pages run out, the source range is used again and again. If the target page pages run out, there is no error.

You choose the location to add pages with an offset relative to a corner, edge, or the centre. The offset is in the “natural” direction. For example from the bottom left hand corner, distances are measured to the right, and up. You can place a page dead centre by choosing centre and offsets of 0 and 0.

A red box appears on the target page to show you where the source will be placed.

Like Stick On Text and Numbers, you have an Apply, Close and Undo button. If a page is not added in the right place, you can immediately undo and try again.

## Selecting a file

You select a source file by going to the pull-down and choosing **Browse**. The list will contain the files you have most recently used, to save time. Next to the file name is an “i” icon. Click this to see a summary of the page sizes and page count in the source.

You may need to choose a specific page or range of pages in the source, but if there is only one page, you can simply choose **Entire document**.

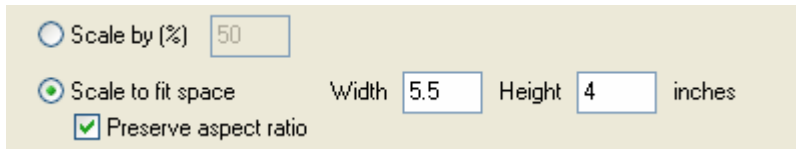
The range of *target* pages is chosen under **Pages to process**.

## Scaling

Most often pages are placed at 100%.

You can also choose any other percentage.

However, sometimes you do not know the exact percentage needed because you just have to fit a particular space.

A screenshot of a software control panel for scaling. It features three radio buttons: 'Scale by (%)' with a value of 50 in a text box, 'Scale to fit space' (which is selected), and 'Preserve aspect ratio' (which is checked with a green box). To the right of the 'Scale to fit space' option, there are input fields for 'Width' (5.5) and 'Height' (4), followed by the unit 'inches'.

So you can give the dimensions of the space on the target page where the source page will be placed. Pay close attention to the red preview box to see where this will be.

If you choose **Preserve aspect ratio** the aspect ratio (shape) of the source page will not change when it is placed on the target page. Either the width or the height will be reduced as needed.

Pay close attention to the red box to see where the source will be placed. This will reflect your choice of **Preserve aspect ratio**.

It is not recommended to use different sized pages in the source, but it will work, and the red box will preview each size used. When scaling to a size, the pages are scaled independently.

Rotation is also available.

## ***User interface changes, tricks and tips***

The Control Panel has been redesigned so it uses less space, but some other changes are less obvious.

### **Shift key**

The Shift key now has a special meaning in certain places, to speed up processing. It usually means “don’t ask any questions, use the same as last time”.

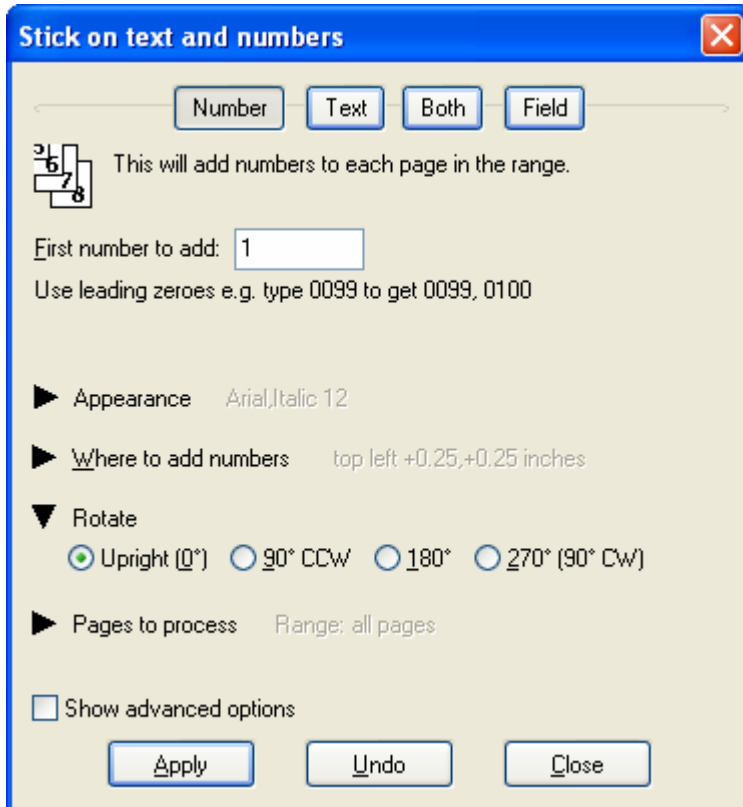
- On the **Control Panel**, you can Shift+click any command button. The effect is as if you had clicked the button then chosen OK/Next/Finish on all dialogs, and makes it easy to just repeat a command. On the **Undo** button, the effect is to undo without a prompt to confirm.
- On the **Manual Imposition** screen, you can Shift+click **Change target** or **Pick source**. For **Pick source** it means “Pick the current document as source” (not the same document as last time!). For **Change target** it means to use the same size as last time.
- On the **Stick on text and numbers**, the **Stick on masking tape** and the **Stick on PDF Pages** screens, you can use
  - Shift+**Apply** to combine **Apply** and **Close**.
  - Shift+**Undo** will undo without a prompt to confirm.
- On functions which show a series of dialogs with **Next** buttons, ending with a **Finish** button, you can click Shift+**Next** to skip the remaining dialogs. This applies to **Create Booklet**, **N-Up**, **Step & Repeat**, and **Trim & Shift**.

- On screens with an open/close triangle (see below), you can hold down Shift when you click a triangle to open or close the information shown. It means the same as clicking all of them, so it means open all, or close all.

## Open/close triangles

Some dialogs have a lot of options and are in danger of using too much screen space. To avoid this we have introduced “open/close triangles”. These mark areas of the dialog which can be opened or closed.

Here is an example:



This shows that the **Appearance**, **Where to add numbers** and **Pages to process** items are closed (triangle points to the right), and the **Rotate** item is open (triangle points down).

When a triangle is closed, we will often show a summary of the choices made, as here where the **Appearance** item shows “Arial,Italic 12” for the selected font. This is not always complete. For example, under **Appearance**, if it were open, you could also change font colour.

As a shortcut, if you hold down the Shift key when you open or close a triangle, it will open-all or close-all.

## Peel off functions

In Quite Imposing Plus 3 there were three “Peel off” functions: **Peel off text and numbers**, **Peel off masking tape** and **Peel off registration marks**. These are important,

but not often needed. In 4.0 there is a new Peel off function, **Peel off PDF Pages** (to remove information added by **Stick on PDF Pages**).

These functions used a lot of space on the control panel and in the menus. To simplify, there is now just one function called **Peel off** which will ask which of the four choices.

(Note: in automation sequences there remain four separate functions, for compatibility).

## Undo

The Manual Imposition function had an Undo option in 3.0. This has been extended to more commands in 4.0. The control panel now has an Undo button which shows which command would be undone.

Undo in Quite Imposing Plus is a little different from some other Undo functions. It uses the XML information written into the PDF to see the last imposition done, and to decide whether it would be possible to undo. This means that it is possible to Undo even after saving, closing and re-opening the file. The Undo function prompts with a message indicating how long ago the command was done, to avoid accidentally undoing work done, saved and forgotten.

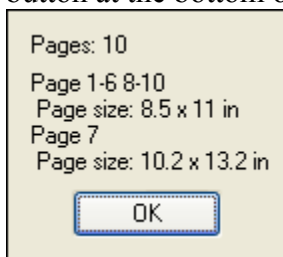
Undo is independent of the Undo function in Acrobat (Edit > Undo menu). Acrobat's Undo should be avoided if you want to undo Quite Imposing Plus functions.

## Adjust page sizes

There are many new ways of working and tools available in Adjust Page Sizes.

### Page size report

It is often useful to check the page sizes used in a document. Click the **Document info** button at the bottom of the Adjust Page Sizes dialog for a report like this:



The report also includes information on bleed, if it is present.

### Percentage scale

In 3.0 you could only choose a target size. You can now choose a fixed percentage scale. For example, choose 200% to double width and height. Many other options are not applicable if you choose a percentage.

### Set page size the same

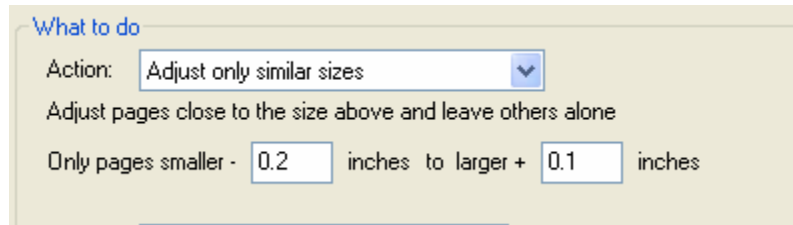
Sometimes you may want to set all the pages of a document the same size, without knowing the size in advance, so the layout is consistent. This is an option when **Show advanced options** is selected. You would typically choose **Same as page: 1**.



You can also verify that all the pages are the same size by choosing **Action: Verify: report if any pages wrong size**. Instead of changing sizes, it will check the sizes are the same as the page you choose. If all the pages are the same size, it will say nothing.

### Adjust only similar size

The option Adjust only similar sizes, available in advanced actions, allows you to adjust the size of pages which are close to your required size, but leave others alone. This may be useful if faced with an ad hoc mixture of pages, some of which need to be left a special size, but most of which may have random variations because of different authors or software.



What to do

Action: Adjust only similar sizes

Adjust pages close to the size above and leave others alone

Only pages smaller -  inches to larger +  inches

You choose how close the page sizes need to be before they are adjusted.

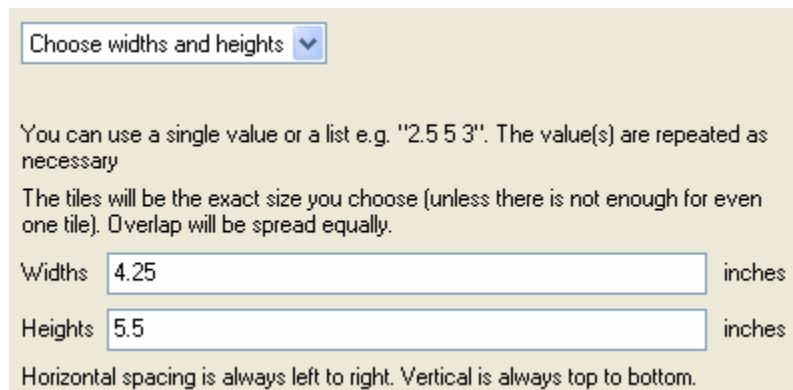
### Tile pages

A new way of using Tile Pages has been added. You can now select two different ways of working.

**Choose columns and rows** is the method available in version 3.

**Choose widths and heights** is new in version 4.

This gives detailed control for advanced users who need to choose the exact size of each tile. You can give just one size, which is used for all tiles, or a list of sizes. The tiles will always form a grid with cut lines, so you need only give the widths and heights for each tile.



Choose widths and heights

You can use a single value or a list e.g. "2.5 5 3". The value(s) are repeated as necessary

The tiles will be the exact size you choose (unless there is not enough for even one tile). Overlap will be spread equally.

Widths  inches

Heights  inches

Horizontal spacing is always left to right. Vertical is always top to bottom.

In the example above, all tiles will be 4.25 inches wide and 5.5 inches tall. If you have an 8.5 x 11 inch original, you will get four tiles with no overlap.

You can use a single value or a list e.g. "2.5 5 3". The value(s) are repeated as necessary

The tiles will be the exact size you choose (unless there is not enough for even one tile). Overlap will be spread equally.

Widths  inches

Heights  inches

Horizontal spacing is always left to right. Vertical is always top to bottom.

In this example, there are widths of 4 and 4.5 inches and heights of 4, 3 and 4 inches. The same 8.5 x 11 inch original will become six tiles of sizes 4x4, 4.5x4, 4x3, 4.5x3, 4x4 and 4.5x4 inches.

In detail, the widths and heights are used this way.

1. We step through all the widths until we reach the width of the original page. If we run out of widths in the list, we start the list again. (This is why we only need to list one width if they are all the same).
2. We step through all the heights until we reach the height of the original page.
3. The tiles will all be the size requested, they will not be reduced.
4. If the width of the tiles together is more than the width of the page, there will be an overlap. Similarly, if the height of the tiles together is more than the height of the page, there will be an overlap.
5. The overlap is equal between all tiles.
6. No warning is given for overlap.

## Page tools

### Free rotation

You can now rotate pages by any angle, not just 90/180/270 degrees. You can give an angle exactly, like 1.25 degrees. There are additional options for this

Rotate

☐ 90° CCW
 ☐ 180°
 ☐ 270° (90° CW)
 ☒ Other
  °

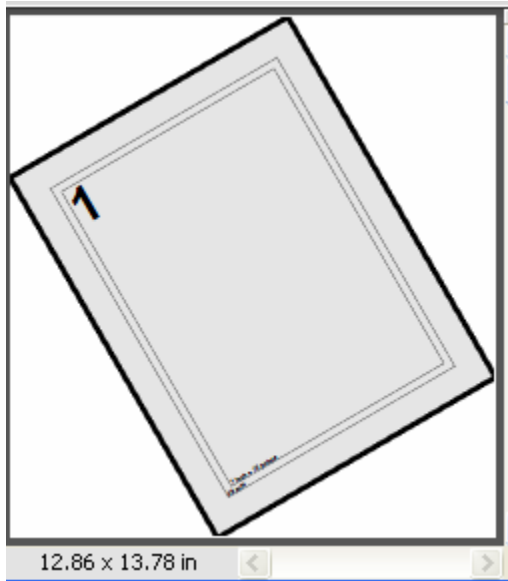
Free rotate options

☐ Crop page to the original size shown (otherwise details not now visible may be seen)

☒ Keep the original page size, bleed etc. Usually only suitable for very small angles.

Which pages to work on

These options are needed because, when you rotate a page, the original page is no longer a neat rectangle aligned with the edges. Let's look at a page rotated 30 degrees.



This shows a white area around the original page. But it is possible that the original page was cropped, or had a bleed area. You can use the option **Crop pages to the original size shown** to be sure they are cropped first, and the area that appears is guaranteed to just be blank background.

Naturally, the page size has to be increased. The original here was 8.5 x 11 inches. Normally you need this increase but it is optional. You can use the option **Keep the original page size, bleed etc.** This shows the effect of a 30 degree rotation on the same file with this option selected:



This option is particularly useful in making very small rotations, where the adjustment is lost in the original document margins. It also preserves bleed information.

Some output devices have alignment problems on one or both sides, and it may be possible to successfully compensate using this option, if the error is consistent.

## ***Shuffle Pages***

### **Performance and limits**

In most versions of Acrobat, the **Shuffle Pages** function can be very slow with large files. (Large meaning maybe 10,000 pages or more; the file size is not important). The shuffle pages function has been rewritten to avoid this Acrobat problem, so some customers should see much faster shuffles.

The same performance speed up may be seen for very large files used with **Reverse Pages** and **Shuffle Even/Odd**.

The space for typing a rule was fairly limited in previous releases, but large enough for most rules that would be manually typed. But we understand some customers want to generate shuffle rules automatically, and may do so for large documents or repeat counts. In 4.0, the limits have been removed and very large shuffle rules can be used (pasted in, typically). Note that, because shuffles are automatically repeated, it is rarely necessary to do this.

The shuffle dialog can now be resized, which also makes it easier to deal with large rules. However, the rule does not have to fit on screen, it can be scrolled.

### **Shuffle ranges**

It is now possible to use .. (two dots) in a rule for a range of pages. For example **5..8** is exactly the same as typing **5 6 7 8**, and **4..1** is exactly the same as typing **4 3 2 1**.

Here is an example rule: “1.100 200..101”. This rule, with normal repeat and a group size of 200, would reverse the order of pages 101 to 200, and repeat to reverse pages 301 to 400, 701 to 800 and so on.

## ***Trim & Shift, Creep***

### **Creep function**

The Trim & Shift function has always included a Creep option, to shift pages by a variable amount for booklet binding. We have found that we are often asked if this function is available, so the location in Trim & Shift is not obvious enough.

So, there is now a separate Creep function on the control panel and menus. This has no new features, but offers all the Creep options on a single screen. Nothing has been removed from Trim & Shift.

### **Keep bleed margins**

Trim & Shift has always removed bleed information, if present. This is because the bleed area is usually made specially and is of limited size, so moving the pages will typically move the bleed area out of its original place.

Also, imposition will use the bleed area to find the area to impose. If the bleed area simply shifted with the contents, the same area would be imposed, and the Trim & Shift would seem to be ignored.

We do sometimes hear from customers who want to work within these limitations and still keep bleed. Under **Advanced options** there is a new **Keep bleed margins the same** option. With this option, the trim or shift is done as normal, and a new bleed definition is added. To work out the new bleed size, we first look at the bleed offsets on all four edges. The bleed margin is the bleed area relative to the page size. After trimming or shifting the bleed is put back at the same space.

(Technically, we examine the BleedBox, TrimBox and ArtBox, relative to the CropBox, or MediaBox if there is no CropBox. The distance between the CropBox and the first three boxes is saved, on all four edges, and after trimming or shifting, the BleedBox, TrimBox and/or ArtBox are recreated using the new CropBox and the same distance on each edge).

Use this option with caution, and generally only with very small shifts or trims.

### ***Stick on masking tape***

Stick on masking tape has been redesigned to have Apply/Close/Undo buttons like Stick on text and numbers.

In addition it allows a colour for the mask to be chosen, rather than the default of white. Colours can be device RGB, CMYK, greyscale or registration, but an ICC profile cannot be assigned.

### ***PDF/X support***

One of the rules of all PDF/X formats is that fonts must be embedded. Previously the “preserve PDF/X” option stopped adding text to PDF/X files because fonts were not embedded. Now you can add text, provided you choose an embedded font.

### ***Automation sequences – Sequences Manager***

The Remember last and Playback functions have always been a convenient way to save a single command, and play it back, showing all the choices but with the options filled in as before. This has been much simpler than Automation Sequences, so some people have kept using it. These functions can now work in two ways:

- Single action – as before, a single command, which shows all its options when you playback.
- Whole job – this saves an automation sequence from all the commands done in the current document. These sequences can be edited in the Sequences control panel, and all sequences are available for use in the streamlined Playback panel.

Version 4 includes a Sequences Manager to assist in working with large numbers of sequences.

To run the manager click the **Manage** button. Once open, the manager has a number of tabs:

- Manage – work with individual sequences (e.g. rename, duplicate) and with entire categories.

- Files – work with the files used in sequences and also background page size definitions.
- Collect – collect together all sequences and the files used, to take to another system or for a backup.
- Report – generate reports on sequences.
- Backup – make backups of sequences. Backups are also taken automatically.
- Restore – restore a backup, either merging with current sequences or replacing them. You can also restore page size/background definitions.

## **Sequences Manager: Manage tab**

You can do the following functions under Manage.

- Edit – edit a sequence (same as on the main Sequences screen).
- Rename – rename a sequence. If the new name already exists, you have the chance to replace it.
- Duplicate – duplicate a sequence, so you can use a sequence as the starting point for a new one.
- Delete – delete a sequence.
- Copy to – copy a sequence to a different category.
- Move – move a sequence to a different category. It will be deleted from the current category.
- Delete category – delete entire category and all of the sequences in it. Note that the default category will be recreated, but the sequences in it will be gone.
- Duplicate category – make a new category with copies of all of the sequences in it.
- Rename category – the new name must not already be used for a category.

## **Sequences Manager: Files tab**

You can set up sequences and other things in Quite Imposing Plus which use files, that is, external PDF files. The names of these files are stored. It can happen that files need to be moved, or you lose track of which files are needed. The Files section of the Sequences Manager helps you to work with these. Please see also the Collect function.

Files may be used in the following places:

- In a sequence which uses the Stick On PDF Pages command
- In a sequence which uses the Insert Pages command. This may insert blank pages, but it could also be inserting pages from a file.
- In a background used as a target “page size” in sequences. For example, in N-Up as the background for a layout.

- In a named “page size” which is actually a background. These are not part of sequences, but they are shown and you can manage them anyway. Note that once a sequence is made using a named page size or background, the file or size used is fixed; it will not change if the page size definition is changed or deleted.

Files will show you a list of the directories used. Within each directory, you see each file used. If the file or directory no longer exists, this is also shown. Under each file you see a list of the sequences and page sizes which refer to the file.

The following functions are available. After any change the file list is updated.

- Edit sequence – available if a sequence is selected in the display (under a file name). It allows you to edit or review a single sequence which uses the file.
- Change directory – available if a directory is selected. This label changes to Locate directory if the directory is not found. In either case, you select a new directory, and all of the sequences and page sizes that use this directory are updated. This **does not move any files**, so you can easily break your sequences by picking a directory without copies of the files. (If you break anything, see under Restore).
- Open file – this is available when an existing file is selected. It opens the file and closes the Sequences Manager. You can use this to review the file contents.
- Change file – this is available when a file is selected. If the file does not exist, the label changes to Locate file. You will pick a single existing PDF file. All of the sequences and page sizes that use this file are updated.

## Sequences Manager: Collect tab

The collect function collects together all your sequences and files. A new directory is made. In the directory will be copies of all of the files used in every sequence and page size. A collect.xml file is written which is a backup of all sequences. If the file names are not unique, some of the files will be renamed by adding numbers.

This folder can be backed up, or moved to another system. On the new system use Restore and select “My collect”, which will import all the sequences, updating the directory used in the sequences and page sizes to be the new location.

You can also use this method without changing system, if you have built up sequences and page sizes that use files from an untidy collection of directories and you want them in one place.

## Sequences Manager: Report tab

You can generate TXT file reports in the following formats:

- Short report – a list of all the sequences and categories you have
- Long report – this gives all of the commands and options in every sequence and category. This can be very long.
- File report – similar to the information shown under the Files function, but in a printable text format.

## Sequences Manager: Backup tab

To avoid losing the time spent setting up sequences, there are various automatic backups. You can also do manual backups. Backups do **not** include the files used in sequences, see the Collect function for that.

You can select Automatic backup to make the same backups done automatically. Automatic backups are stored in your user profile indefinitely. One is made before the first time sequences are changed on each day, and before a restore. When you choose automatic backup, the file is written behind the scenes, you do not choose a name.

You can select Choose a file, and you will be prompted for a filename. This backup can be taken to another system, but will not include the files used in sequences. The backup will also include page size definitions.

## Sequences Manager: Restore tab

Three types of restore are available. In all cases you can choose **Delete all sequences first (full restore)**. If you do **not** choose this, your existing sequences are left, and you are asked to confirm replacing each one.

If you do choose **Delete all sequences first (full restore)**, you can choose **Also restore page size definitions**. This deletes all your existing page size and background definitions, then restores from the backup.

- Restore from an automatic backup – shows you a list of the automatic backups made, with date and time, most recent first.
- My file – lets you select a backup file, which will be an XML file.
- My collect – lets you select a directory written by the Collect function, on this computer or a different one. The directory will contain a collect.xml file and may contain PDF files. All sequences restored will be updated, if they use files, to reflect the directory in its current location. So **do not remove** the directory after restoring.