

# AccurioPro VDP Multi-Up Imposition

The latest release of AccurioPro VDP now includes a new set of Layout and Imposition features that can be used to streamline your multi-up layout processing for variable data jobs. All features are accessible from under the *AccurioPro > Options > Layout & Imposition* menu item. This document describes all of the capabilities of the new “Multi-up Imposition” feature, including how to automatically impose multi-up VDP documents, as well as how to create imposition templates, populate imposition templates, and create variable picture templates.

The multi-up imposition feature allows you to instantly create multi-up VDP or static layouts. When you use the Multi-Up Imposition feature to impose a file, you will be able to preview your variable imposed content, allowing you to confirm the imposed content is exactly where you want it. You can even modify the imposed layout if you wish before you print. Additionally, you can use this feature to create imposition templates that can be tweaked and reused for future jobs. You can also create variable picture templates ready for AccurioPro VDP to merge with graphic files.

## Imposition Example Files

The “Imposition Tutorial Files” folder contains a set of sample graphic files that will be referenced in this tutorial. If you have not already downloaded the tutorial files, please feel free to visit [\[http://www.accurioprovd.com/impositionhelp\]](http://www.accurioprovd.com/impositionhelp) to download the folder.

There are four sample files that will be utilized for this Multi-up Imposition tutorial. The first two demonstrate how to impose InDesign documents that have been prepared for use with AccurioPro VDP variable data software. The final two examples show how to impose fixed (non-variable) graphic image files. Each of the sample files is described briefly in the following section.

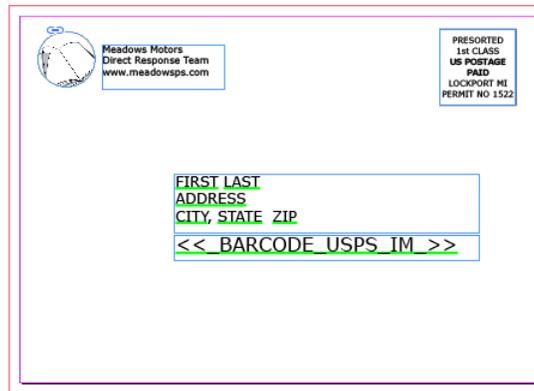
# Variable Data Imposition Examples

## Sample 1 – [Variable] Duplex Postcard

The first set of steps in this tutorial shows you how to impose a duplex job, which is a duplex variable data Postcard document that contains variable elements on both pages/sides. All of the files for this sample are provided in the “[VDP] Duplex Postcard” folder in the Imposition Tutorial Files folder. Below is a picture of the Postcard example:



*First Page*

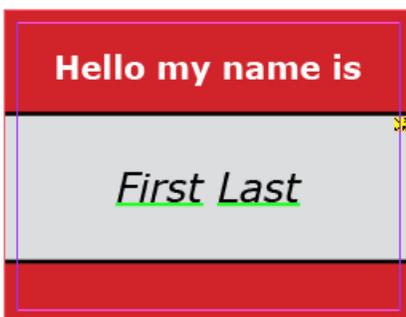


*Second Page*

This sample document already contains AccurioPro VDP Variable Links on both pages. The document can be opened and proofed by merging one record at a time from the database. This is the same document covered in AccurioPro VDP Tutorial #2.

## Sample 2 – [Variable] Name Tag (*plus Imposition Templates*)

The next set of steps in this tutorial shows you how to impose a very simple variable name tag document. This example also covers the *Imposition Template* feature, which allows you to create customized templates that can be tweaked and reused. All of the files for this sample are provided in the “Name Tag” folder in the Imposition Tutorial Files folder. Below is a picture of the name tag example:



This sample document already contains two AccurioPro VDP Variable Links (First Name and Last Name). The document can be opened and proofed by merging one record at a time from the database. Additionally, the variable text frame is tagged by CopyFit to ensure the variable names will fit in this text frame and also to ensure this line will not wrap.

# Fixed Graphic Imposition Examples

## Sample 3 – [Fixed Graphic] Nutrition Label

This set of steps shows you how to impose a single, fixed JPEG image file, which is a basic nutrition label. All of the files for this sample are provided in the “Nutrition Label” folder in the Imposition Tutorial Files folder. Below is a picture of the Nutrition Label example:

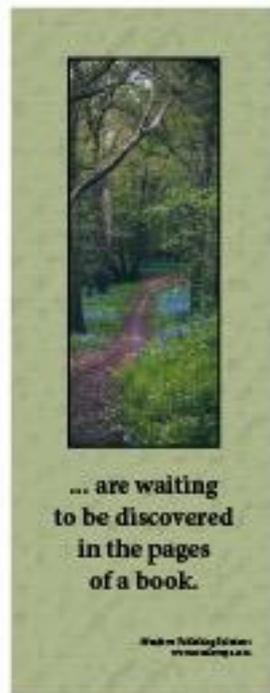
<b>Nutrition Facts</b>	
Serving Size 3 tbsp (22g)	
Servings Per Container about 20	
Amount Per Serving	
Calories 80	Calories from fat 5
% Daily Value	
Total Fat 12g	10%
Saturated Fat 8g	8%
Trans Fat 4g	2%
Cholesterol 2mg	2%
Sodium 30mg	1%
Total Carbohydrate 19g	6%
Dietary Fiber 1g	5%
Sugars 16g	
Protein 1g	
Vitamin A 4%	Vitamin C 2%
Calcium 3%	Iron 6%

## Sample 4 – [Fixed Graphic] Duplex Bookmark

This set of steps shows you how to impose a two-page PDF file, which is a bookmark graphic. All of the files for this sample are provided in the “Duplex Bookmark” folder in the Imposition Tutorial Files folder. Below is a picture of the Bookmark example:



*First Page*



*Second Page*

# Variable Data Imposition

## Duplex Postcard

When using the **AccurioPro VDP Multi-Up Imposition** feature, you can quickly and easily impose content from a one-page or two-page document. You start by tagging the one-up version of your InDesign document using AccurioPro VDP in the normal fashion. You can proof and test the one-up version of your document using the AccurioPro VDP Preview and other Testing features. Once the one-up version of the document has been prepared, you are now ready to impose it.

In this first tutorial, we will demonstrate how to fully impose a 2-page variable document in a single step. To impose the sample document (“Postcard.indd”), follow the steps below:

### 1) Create or open the document to receive the imposed content.

The very first thing you do when imposing a document is create a new, blank document that represents the overall “sheet size” you wish to print. The one-up document you select will be imposed onto this blank sheet. We will refer to this blank document as the “receiving document”.

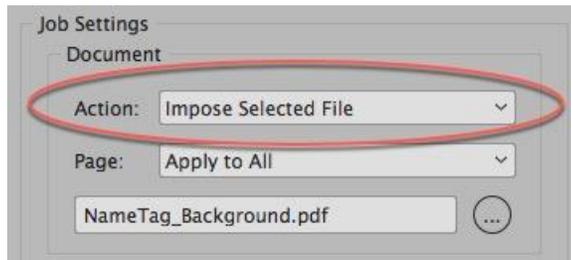
For this example, create a new 2-page, Tabloid Size document with a Landscape Orientation, a Margin of 0.25 inches (18 pts) and no Bleed or Slug. If you prefer, you can simply open the “blank-sheet.indd” document that is located in the same folder as the example file you will be imposing.

### 2) Open the *Multi-Up Imposition* dialog.

Open the *AccurioPro* menu and select *Options > Layout and Imposition > Multi-Up Imposition* to access the *Multi-Up Imposition* dialog.

### 3) In the *Job Settings* group on the left, choose to impose a file.

In the *Job Settings*, select *Impose Selected File* from the *Action* menu, shown circled in the picture below:



You may notice that there are a few other actions in this menu (Create Imposition Template, Populate Imposition Template, and Create Variable Picture Template). These other actions will be discussed later in this tutorial.

### 4) Select the file you wish to impose.

Now you select the file you wish to impose. Again, this file should have been previously tagged and prepared using AccurioPro VDP software. The file name of the document that you last selected will be displayed on the dialog.

To select a different document, click the  button. For this example, select the document “Postcard.indd” that is inside the Imposition Tutorial Files folder. Since this file has two pages and you have chosen to impose the content on two pages, the first page of the Postcard document will be imposed on the first receiving page and the second page of the Postcard document will be imposed on the second receiving page.

### 5) Select which *Page* will receive the imposed content.

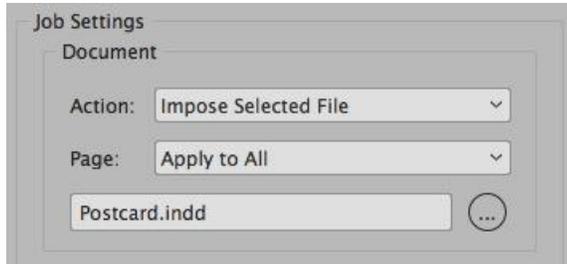
If the receiving document contains only one page, the default setting is *Apply to Page 1* (if you are seeing this, then you forgot to make your receiving document 2-pages for this example!)

If the receiving document is a 2-page document (as in this example), the default setting is *Apply to All*. However, you may choose to impose content onto just one of the two pages, for example, *Apply to Page 1*, or *Apply to Page 2*.

If the receiving document contains more than 2 pages, the default setting is *Apply to All, Starting On:* You can use this feature to indicate which page to start receiving the imposed files.

For this example, keep the default setting *Apply to All*.

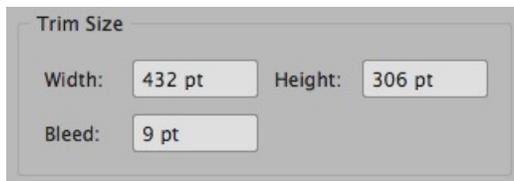
Your dialog settings should now look like those in the picture below:



## 6) Select *Trim Size* settings.

The *Trim Size* settings, including the *Bleed* amount, will be automatically set to match those of the InDesign document you selected in the previous step (see the “*Best Practices*” section presented later in this tutorial for details creating one-up InDesign documents with bleed). If you wish, you may modify any of these amounts.

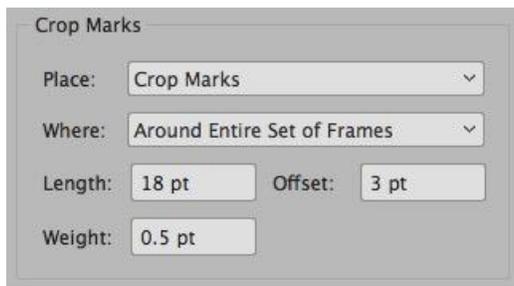
For this example, keep the *Trim Size* settings that are set by default for the “Postcard.indd” document, shown in the picture below:



## 7) Select *Crop Marks* settings.

Choose which type of marks, if any, you wish to *Place* in the document, *Where* to place the marks, and enter amounts for their *Length*, *Offset*, and *Weight*.

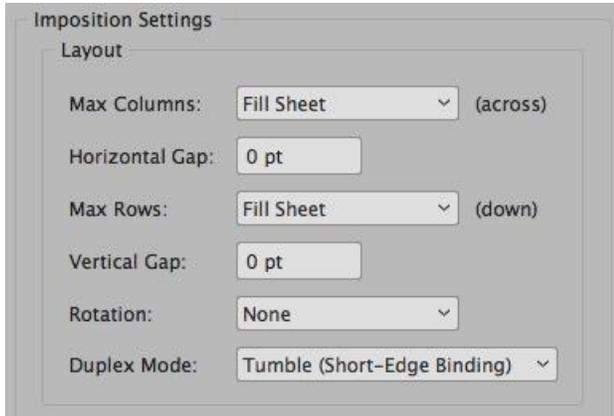
For this example, select the settings shown in the picture below:



## 8) In the *Imposition Settings* group on the right, select *Layout* settings.

Select your preferred *Imposition Settings*. For example, you can indicate how many “ups” to create by specifying the maximum number of columns (*Max Columns*) and rows (*Max Rows*). The *Fill Sheet* option will automatically apply the maximum number that can fit in the current document. The *Horizontal Gap* and *Vertical Gap* amounts indicate how much space to position between each up in the document. If you prefer a *Horizontal Gap* or *Vertical Gap* or both be applied, you can enter a different amount. If you wish, you may also apply a *Rotation* to the imposition. The rotation value specified here will apply to all of the imposed ups that are placed onto the page. Select the *Duplex Mode* that is appropriate for your digital printer (*Duplex Mode* will be discussed in more detail at the end of this section).

For this example, select *Fill Sheet* for both *Max Columns* and *Max Rows*, enter *0 pt (0 in)* for the *Horizontal Gap* and *Vertical Gap*, select *None* for the *Rotation*, and select *Tumble (Short-Edge Binding)* for the *Duplex Mode*, as shown in the picture below:

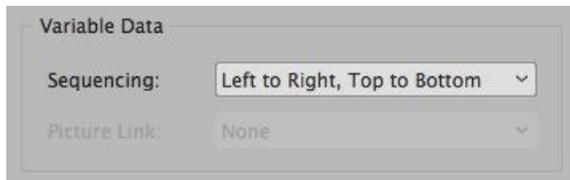


### 9) Select *Variable Data* settings.

This group of settings allows you to set the *Sequencing* for each “up”, very much like you may have done manually using the built-in AccurioPro VDP Sequencing features. The sequence order will be automatically applied to Variable Links during the imposition process. If you are imposing two pages of content onto a 2-page receiving document, this Multi-Up Imposition feature will automatically adjust the sequence order for the second page according to the *Duplex Mode* setting you selected in the previous step. Note that once the content has been imposed, you will still be able to use the AccurioPro VDP *Sequence Page Items* and *Change Sequence Number* features whenever you prefer to apply a different sequence order. *For more details and an example of these sequencing features, see Tutorial #3 (ID Badges) in AccurioPro VDP Documentation.*

The *Picture Link* setting does not apply when imposing an InDesign document.

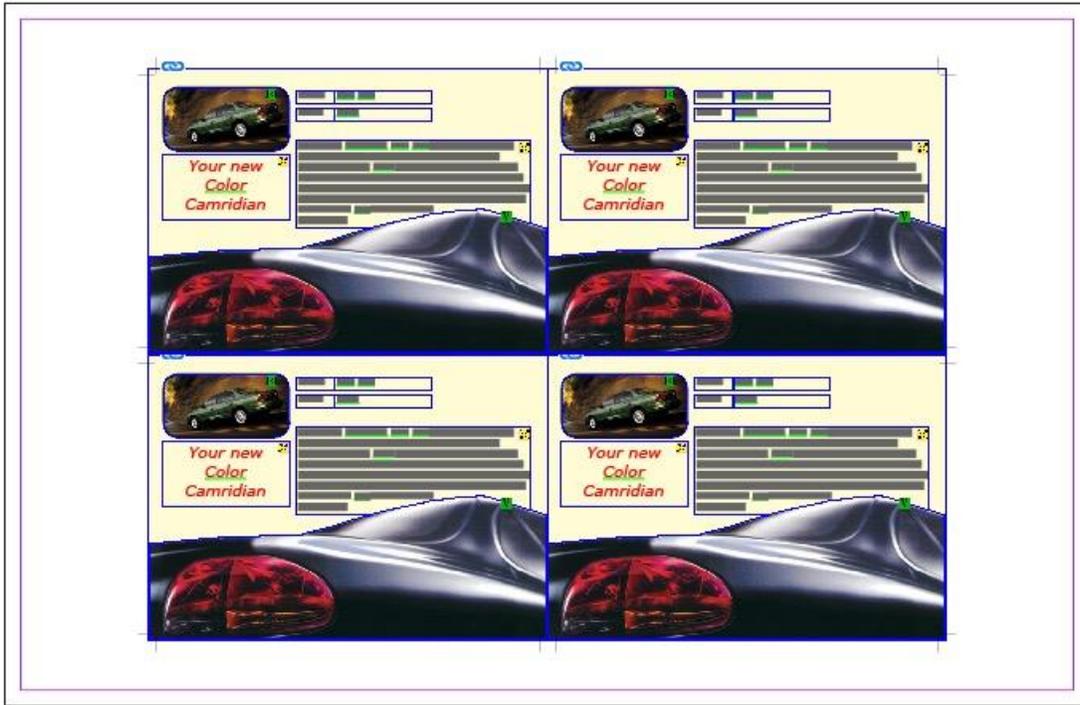
For the Postcard example, select the settings shown in the picture below:



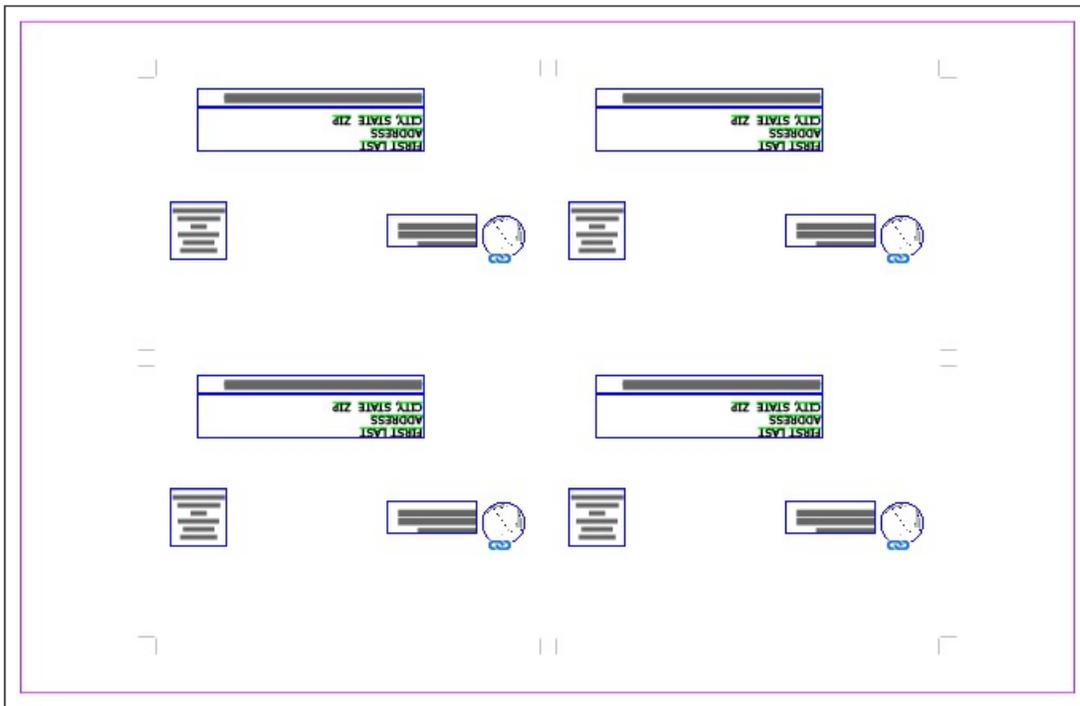
### 10) When ready, click the *Impose File* button.

The imposition process will proceed. First, a set of Imposition Frames™ will be added according to the settings that you specified. Then, each of these Imposition Frames will be populated with content from the document you chose to impose. The process is repeated for each page specified, adjusting the position, sequence, and rotation as necessary.

For example, when you are imposing content from the 2-page Postcard tutorial document onto a 2-page imposition document, applying the settings presented in this set of steps, then the content from the first page of the Postcard document will be automatically imposed onto the first page, as shown in the picture below:



Also, content from the second page of the Postcard document will be imposed onto the second page, as shown in the picture below:



Note that the rotation of the items on the second page is because of the duplex mode selected for this example. The "sequence" of the items on the back page will "back up" to the identical sequence for items on the front page when this document is printed as duplex.

## 11) This document is complete and ready to be merged by AccurioPro VDP!

Your document is now imposed and sequenced and ready to be merged. Before continuing, save the document in a location where AccurioPro VDP will be able to find all required fixed and variable image files when merging the document. For example, save this 4-up document in the “[VDP] Duplex Postcard” Tutorial Files folder. Note the sample database “Postcard.txt” is also in this same folder.

Next, open the *AccurioPro VDP (Merge)* dialog, and run a Preview Test to preview content being merged in this multi-up document. For the Preview Test, you can select either *Step by 4* or *Cut & Stack*, whichever you prefer.

To avoid content oversetting during this Preview, remember to select the *CopyFit* option and choose *Set 1*, or choose *Tagged Boxes Only* if your version of the Postcard document has boxes already tagged by CopyFit.



*Note: the resulting imposed document is a standard InDesign document that has been prepared for use with AccurioPro VDP. As such, you can change the content of this document as you wish. For example, you can change the position or rotation of its content. You can also edit the content, including adding or removing variables. Additionally, you can apply the AccurioPro VDP Sequence Page Items or Change Sequence Number features to change the sequence order of the variables.*



*For a duplex job, if the printer is not backing up properly the matching content on the back with the correct content on the front, you have a few options. **Option 1:** You can resequence the items on the second page using the AccurioPro VDP sequencing options. **Option 2:** You can reimpose only the back page of the document, specifying a different sequence order. **Option 3:** You can repeat the steps above, specifying a different selection for the Duplex Mode setting, choosing the mode that is appropriate for the duplex feature on your digital press.*



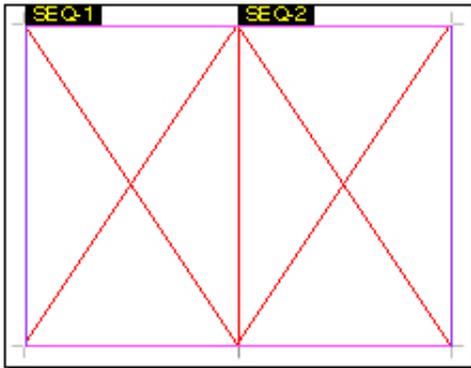
*See AccurioPro VDP Tutorial #1 (The Basics) to review how to run a Preview Test, as well as to review how to place Variable Links in a document. See Tutorial #3 (ID Badges) to review sequencing Variable Links, including how to apply the Sequence Page Items or Change Sequence Number features and how to run a Step by Step or Cut & Stack merge session. See Tutorial #2 (Postcard) to review using CopyFit.*

## Duplex Options

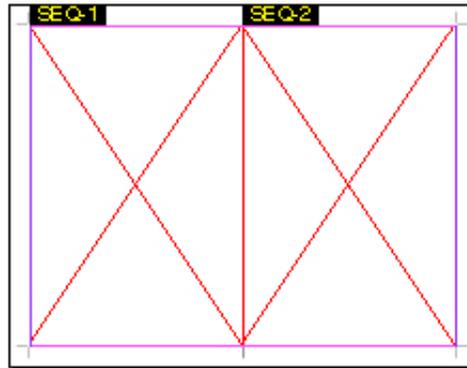
When you choose a *Duplex Mode* for a multi-page imposition (as in the previous example), the software automatically determines the correct sequence order and rotation (if required) of the content for the second (duplex) page. This is designed to ensure that the sequences and positions on the back page are adjusted to correctly “back up” to the corresponding sequences and positions on the front page when the document is printed duplex. For those of you that have had to do this type of thing manually in AccurioPro VDP, we think you will appreciate the power of this feature!

For examples, below are pictures of a 2-up, 2-page document demonstrating the sequence order and the rotation that each *Duplex Mode* will apply when the *Variable Data Sequencing* setting is set to *Left to Right, Top to Bottom*:

### **Duplex Mode: None**

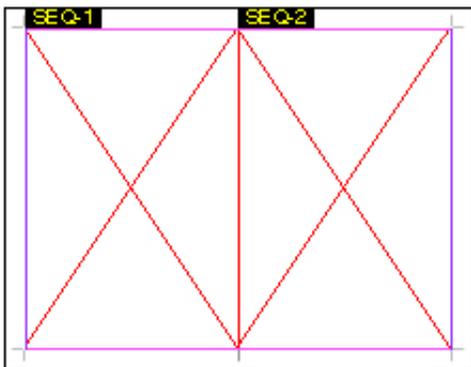


*First Page*

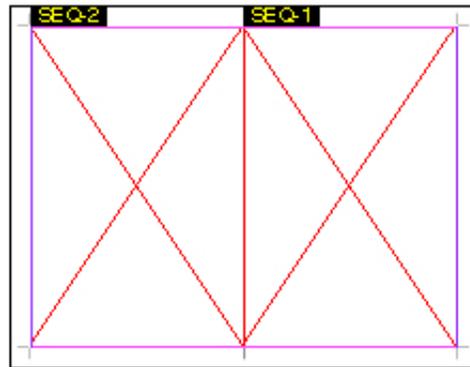


*Second Page*

### **Duplex Mode: Normal (Long-Edge Binding)**

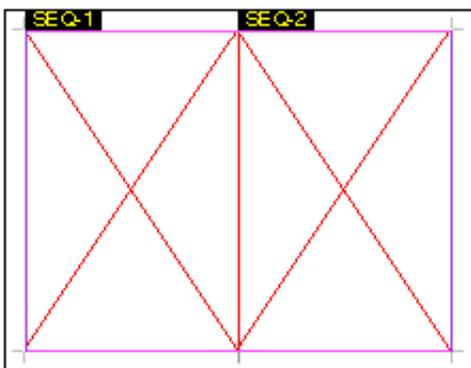


*First Page*

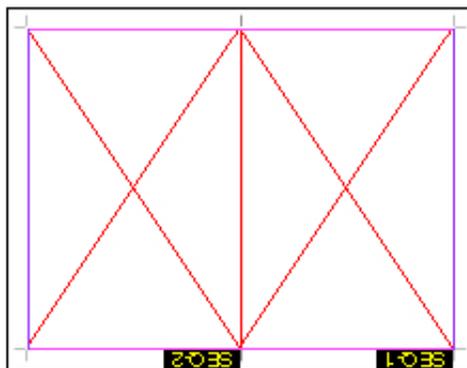


*Second Page*

### **Duplex Mode: Tumble (Short-Edge Binding)**



*First Page*



*Second Page*

## Working with Imposition Templates

In the previous section of this tutorial, you performed an “Impose Selected File” action. This action effectively performs both the “Create Imposition Template” and “Populate Imposition Template” actions at one time. However, the AccurioPro VDP Multi-Up Imposition feature also allows you to apply each of the actions individually. Once you have created an Imposition Template, you can then use this template to impose different content whenever you wish. This can be particularly helpful if you would like to set up a custom Imposition Template.

The main concept behind the Multi-Up Imposition feature is based on the use of a unique and trademarked concept called an *Imposition Frame™*. These are specially designated frames that are created by the Imposition process, and serve to identify where on a document page to place content that is read from a separate InDesign document. The Imposition Frames also hold a “Sequence”, which designates the desired AccurioPro VDP sequence value to use when content is imported into the frame.

Once Imposition Frames have been created in an InDesign document, we refer to these documents as “Imposition Templates”. The idea with Imposition Templates is that once created, they can be customized, opened, and reused at any time. This unique feature allows the user to further refine and modify their Imposition Templates. As an example, the user may wish to rotate a selection of the Imposition Frames and position them elsewhere on the page (as in a “dutch cut” imposition). This can be useful for applications that need to maximize paper usage (this will be demonstrated in the following set of steps). You can also add color bars, or any other type of design elements you wish to the templates.

To use an Imposition Template, you open it and then choose “Populate Imposition Template” as the action to perform. After selecting the document to be imported, the content will be matched with the existing Imposition Frames, sequenced, and rotated as needed.

For this example, we will create an Imposition Template designed to impose a 4 in. x 3 in. (288 pt x 216 pt) document with .125 in. (9 pt) Bleed on a Letter Size document. Normally, using your average, standard imposition systems, a user might only be able to fit only 3 “ups” on this page size. However, in this example you will see that by using the AccurioPro VDP Multi-Up Imposition Template feature, which allows us to rotate some of the frames, we will be able to fit 5 ups on this page. To do this, we will demonstrate how to use the Create Imposition Template feature on the same document, twice in a row!

## Stage One – Create an Imposition Template

To create an Imposition Template, follow the steps below:

### 1) First create a new document.

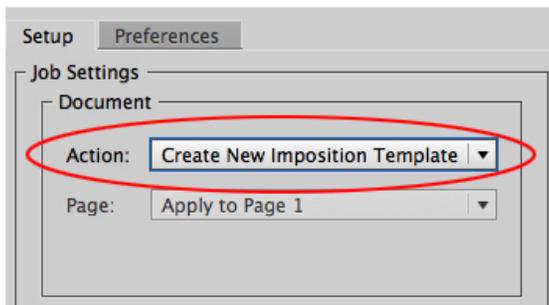
As in the previous example, you first need to create a blank InDesign document that represents the overall “paper size” you wish to print. For an example, below is a picture showing *New Document* settings to create a 1-page Letter Size document with a Portrait Orientation and a Margin of .125 inches (9 pts). For this tutorial, go ahead and create a document of this size. If you prefer, you can simply open the “blank-sheet.indd” document that is located in the same folder as the example file you will be imposing.

### 2) Open the *Multi-Up Imposition* dialog.

To display the *Multi-Up Imposition* dialog, open the *AccurioPro* menu and select *Options > Layout and Imposition > Multi-Up Imposition*. The *Multi-up Imposition* dialog will be displayed, retaining the values from your last session.

### 3) In the *Job Settings* group on the left, choose to create an Imposition Template.

In the *Job Settings*, select *Create New Imposition Template* from the *Action* menu, shown circled in the picture below:



### 4) Select which *Page* will receive the Imposition Frames.

If the document contains only one page (as in this example), the default setting is *Apply to Page 1*. For a 2-page document, the default setting is *Apply to All Pages*. However, you may choose to place imposed content onto just one of the two pages, *Page 1* or *Page 2*.

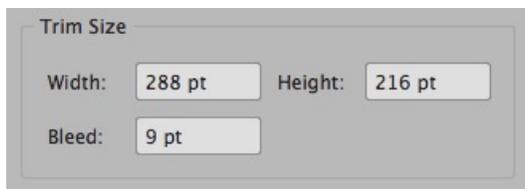
For this example, keep the default setting *Apply to Page 1*.

### 5) Select *Trim Size* settings.

*Trim Size* settings will be automatically set to whatever settings were last applied.

To set a different *Trim Size* for an Imposition Template, you can select another document as the basis for the *Trim Size* by clicking the  button, or you can manually enter your preferred *Width*, *Height* and *Bleed* amounts.

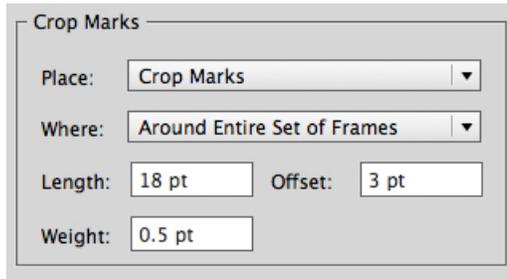
For this example, click the  button and select the “Name Tag.indd” document that is inside the Imposition Tutorial Files folder. This will set the *Trim Size* amounts to match those of this InDesign document, as shown in the picture below:



## 6) Select *Crop Marks* settings.

Choose which type of marks, if any, you wish to *Place* in the document, *Where* to place the marks, and enter amounts for their *Length*, *Offset*, and *Weight*.

For this example, select the settings shown in the picture below:



The screenshot shows the 'Crop Marks' dialog box with the following settings:

- Place: Crop Marks
- Where: Around Entire Set of Frames
- Length: 18 pt
- Offset: 3 pt
- Weight: 0.5 pt

## 7) In the *Imposition Settings* group on the right, select *Layout* settings.

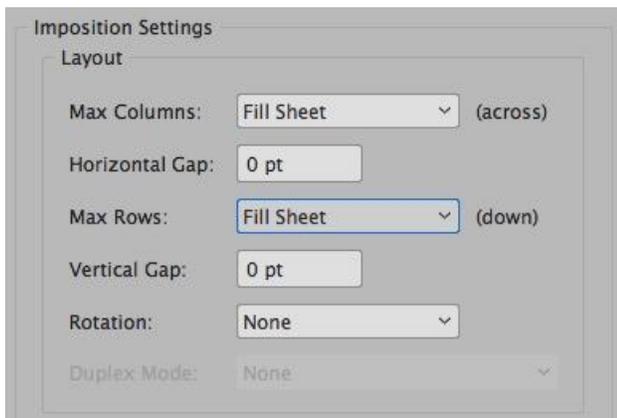
In this group of settings you can indicate how many “ups” to create by specifying the maximum number of columns (*Max Columns*) and rows (*Max Rows*). The *Fill Sheet* option will automatically apply the maximum number that can fit in the current document.

The *Horizontal Gap* and *Vertical Gap* amounts are originally set to 0. If you prefer a Horizontal or Vertical Gap or both be applied, you can enter a different amount.

If you wish, you may also apply a *Rotation* to the imposition. The rotation value specified here will apply to all of the Imposition Frames that are placed onto the page.

You can ignore the *Duplex* setting since this example’s receiving document contains only one page. If you were setting up both pages of a 2-page document that is designed to be printed duplex, then you can select a *Duplex Mode*, which determines both the sequence order and the rotation (if required) of the Imposition Frames for the second (duplex) page to ensure that the sequencing on the back page is adjusted to correctly “back up” to the corresponding sequence on the front page when the document is printed duplex.

For this example, select *Fill Sheet* for both *Max Columns* and *Max Rows*, enter *0 pt (0 in)* for the *Horizontal Gap* and *Vertical Gap*, and select *None* for the *Rotation*, as shown in the picture below:



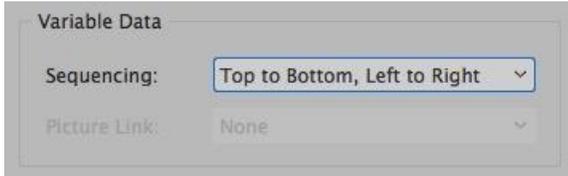
The screenshot shows the 'Imposition Settings' dialog box, specifically the 'Layout' section with the following settings:

- Max Columns: Fill Sheet (across)
- Horizontal Gap: 0 pt
- Max Rows: Fill Sheet (down)
- Vertical Gap: 0 pt
- Rotation: None
- Duplex Mode: None

## 8) Select *Variable Data* settings.

This group of settings allows you to set the *Sequencing* for each “up”, very much like you may have done manually using the built-in AccurioPro VDP Sequencing features. The sequence order will be automatically applied to Variable Links during the imposition process. If you are imposing two pages of content onto a 2-page receiving document, this Multi-Up Imposition feature will automatically adjust the sequence order for the second page according to the *Duplex Mode* setting you selected in the previous step. Note that once the content has been imposed, you will still be able to use the AccurioPro VDP *Sequence Page Items* and *Change Sequence Number* features whenever you prefer to apply a different sequence order. For more details and an example of these sequencing features, see *Tutorial #3 (ID Badges)* in *AccurioPro VDP Documentation*.

For this example, select *Top to Bottom, Left to Right* for the *Sequencing*, as shown in the picture below:



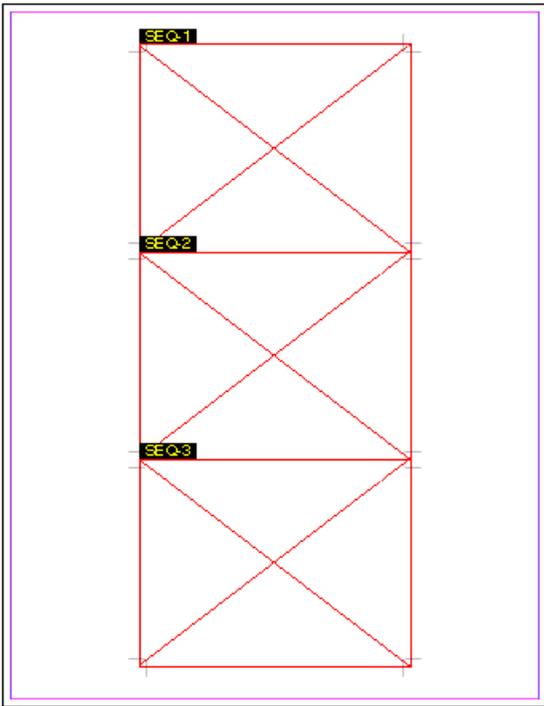
## 9) When ready, click *Create Template* button.

After clicking the *Create Template* button, a set of Imposition Frames will be added to the document according to the settings that you specified.

Each Frame will display a label indicating its Frame Sequence/Merge Order. These labels are non-printing and can be hidden whenever you wish by hiding frame edges. If you prefer your Imposition Frames not display a label, you can change your Preferences for Multi-Up Imposition, described near the end of this tutorial.

Additionally, two layers will be added to the document. The *Crop Marks* layer contains the Imposition Marks. The *Imposition Frames* layer contains the Imposition Frames.

For example, below is a picture of the page after applying the settings presented in this set of steps:



## 10) Save the document.

This document is now ready for you to save and then populate its Imposition Frames with content whenever you wish, as described in the “Populate Imposition Frames” section later in this tutorial. Note you may prefer to save an Imposition Template document as an InDesign Template file so that any time you open the file, InDesign will automatically open a copy of the file instead, leaving the original file unchanged and available for reuse.

However, as you can see, the maximum number of ups on this Imposition Template is only three, which are the same results that you would expect from most imposition systems. In the next set of steps, we will show you how to get a couple more ups on this template! So, for this example, save this file as an InDesign document because we are going to add more Imposition Frames to it in the next set of steps.

## Stage Two – Add More Imposition Frames (and rotate them)

In reviewing the imposed document, notice that, if we move the current three Imposition Frames over a bit to the left side of the page, this page will have enough space on the right side for a couple of rotated Imposition Frames.

To place the additional, rotated Imposition Frames in this document, you have a couple of options:

**Option A – Manual Process:** You can manually copy/paste and rotate the existing Imposition Frames, and position them wherever you want on the page. Then, you can use the AccurioPro VDP *Sequence Page Items* or *Change Sequence Number* features to change the sequencing for all of the Imposition Frames on the page.

**Option B – Automated Process:** You can use the Multi-Up Imposition feature again, on the same document, to automate the creation of additional, *rotated* Imposition Frames. For an example of this approach, please follow the steps below.

### 1) First, group all of the existing content together.

Grouping the content on the page will allow us to more easily keep all of the Imposition Frames and Marks in alignment, for example, when we move them to a new position on this page.

To group this content, first click on the InDesign *Selection* tool (the pointer tool). Then, open the InDesign *Edit* menu and choose *Select All*. Finally, open the InDesign *Object* menu and select *Group*. All items on the page are now grouped together.

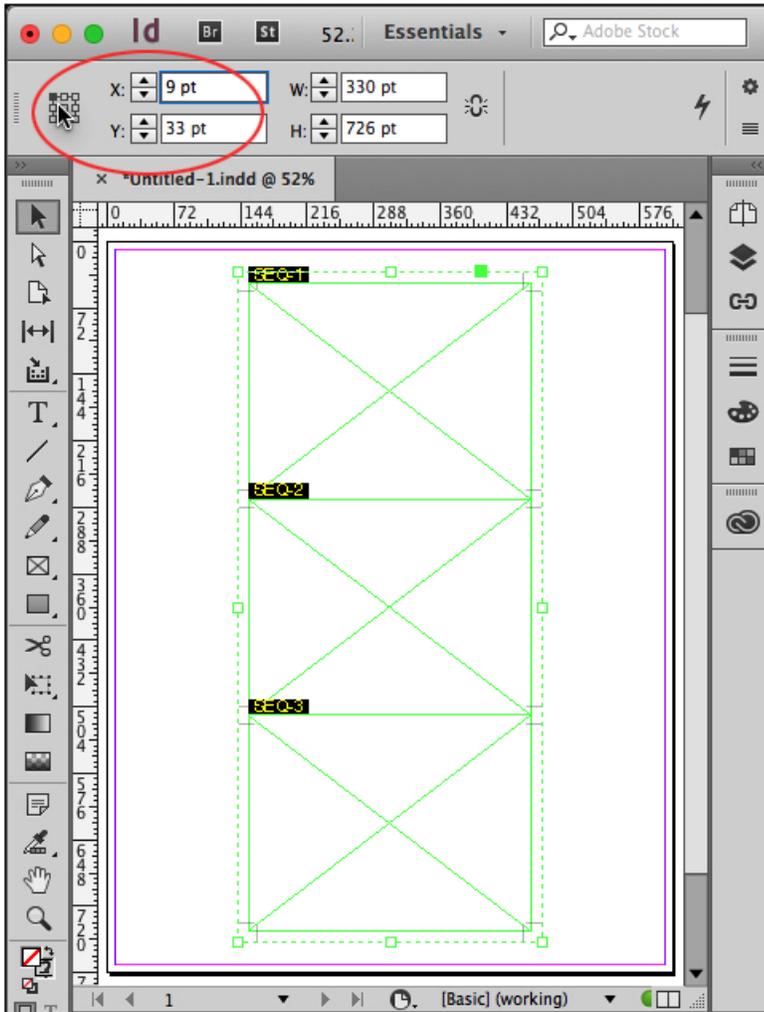
Note: Grouping items together automatically moves all of the grouped content to a single layer where it can remain for now. When we ungroup the items later on, the content will return automatically to its original layer.

## 2) Align this group of content to the Left Margin.

Now that we have everything grouped, we are going to move the objects over to the left. One easy way to do this is to select the group by clicking once on the group with the InDesign *Selection* tool (or optionally, open the InDesign *Edit* menu and choose *Select All*).

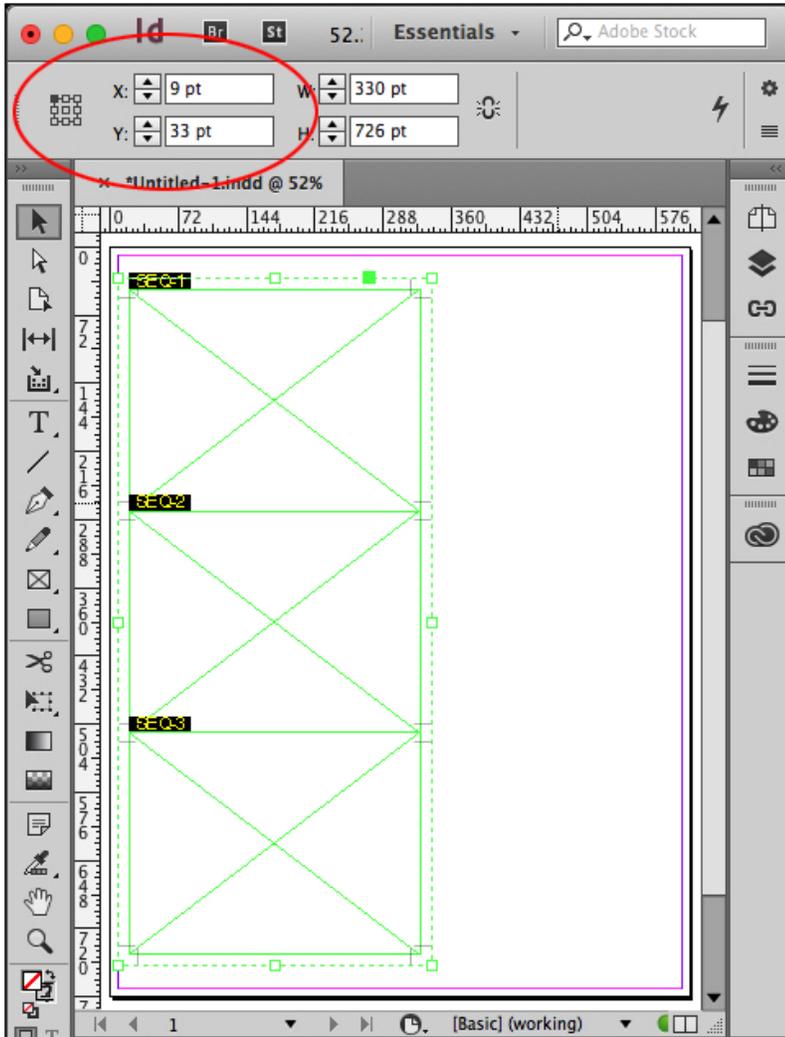
Next, display your InDesign *Control* window if it not already showing. To do this, open the InDesign *Window* menu and select *Control*.

On the *Control* window, set the *Reference Point* to the *Top Left* corner by clicking on that square, shown circled in the picture below, and then enter 9 pt (or .125 in) for the X coordinate:



Press the *Return/Enter* key on your keyboard (or click anywhere on the document page) and the group will be aligned with the left margin edge of the page.

As you can see in the picture below, there is now enough empty space on the right side of the page to add a couple of rotated Imposition Frames:

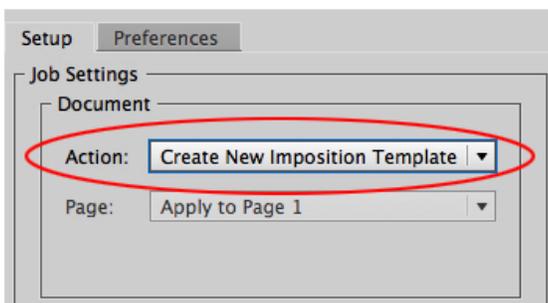


### 3) Open the *Multi-Up Imposition* dialog.

Next we are going to add a couple more Imposition Frames to this layout, so we start again by opening the *Multi-Up Imposition* dialog. To display this dialog, open the *AccurioPro* menu and select *Options > Layout and Imposition > Multi-Up Imposition*.

### 4) In the *Job Settings* group on the left, choose to create an Imposition Template.

In the *Document* group of *Job Settings*, select *Create New Imposition Template* from the *Action* menu, shown circled in the picture below (note: this should still be selected from the previous session):

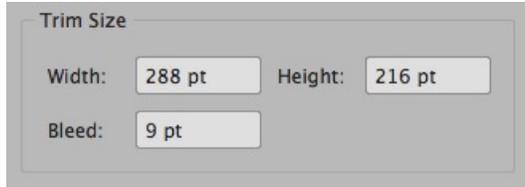


### 5) Select which *Page* will receive the imposed content.

For this example, keep the default setting *Apply to Page 1*.

## 6) Select *Trim Size* settings.

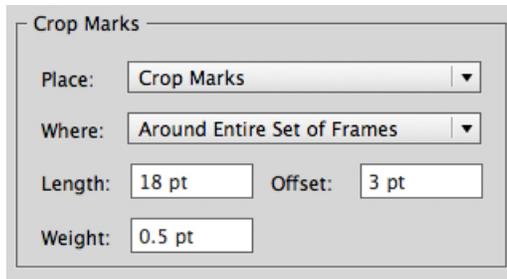
For this example, keep the previous settings, shown in the picture below:



The screenshot shows the 'Trim Size' dialog box with the following settings: Width: 288 pt, Height: 216 pt, and Bleed: 9 pt.

## 7) Select *Crop Marks* settings.

For this example, keep the previous settings, shown in the picture below:



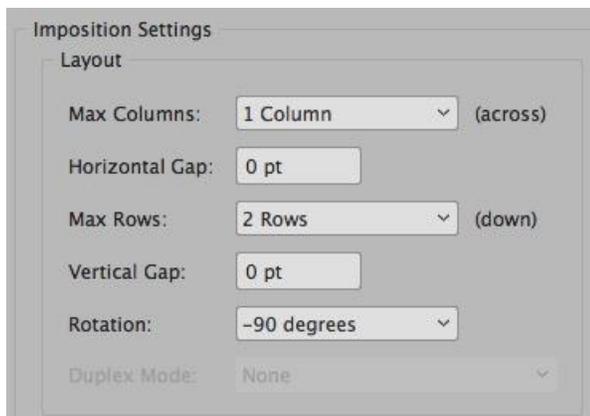
The screenshot shows the 'Crop Marks' dialog box with the following settings: Place: Crop Marks, Where: Around Entire Set of Frames, Length: 18 pt, Offset: 3 pt, and Weight: 0.5 pt.

## 8) For the *Imposition Settings*, select *Layout* settings.

For this example, select **1 Column** for *Max Columns* and **2 Rows** for *Max Rows* (this will add two more Imposition Frames to the current document).

Enter **0 pt (0 in)** for the *Horizontal Gap* and *Vertical Gap*.

Select **-90 degrees** for the *Rotation*. This will rotate both of the Imposition Frames so they will fit within the open area on the right side of document. Enter the settings as shown in the picture below:



The screenshot shows the 'Imposition Settings' dialog box with the following settings: Max Columns: 1 Column (across), Horizontal Gap: 0 pt, Max Rows: 2 Rows (down), Vertical Gap: 0 pt, Rotation: -90 degrees, and Duplex Mode: None.

## 9) Select *Variable Data* settings.

For this example, select *Top to Bottom, Left to Right* for the *Sequencing*, as shown in the picture below:

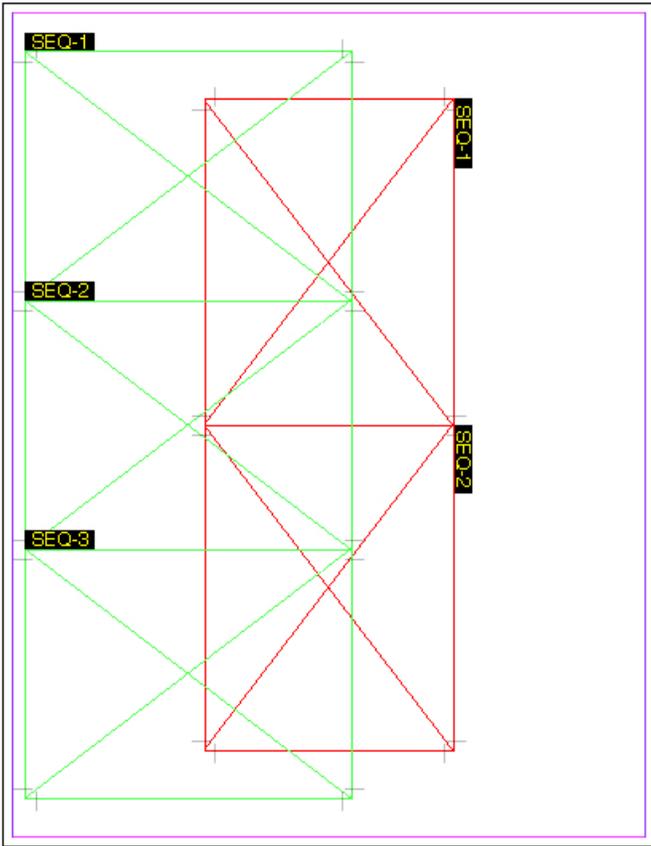


The screenshot shows the 'Variable Data' dialog box with the following settings: Sequencing: Top to Bottom, Left to Right, and Picture Link: None.

**10) When ready, click the *Create Template* button.**

In this example, two new Imposition Frames will be added to the document according to the settings that you selected. Each Frame will by default display a label indicating its sequence order. Additionally, the new Imposition Marks are placed on the *Crop Marks* layer and the new Imposition Frames are placed on the *Imposition Frames* layer.

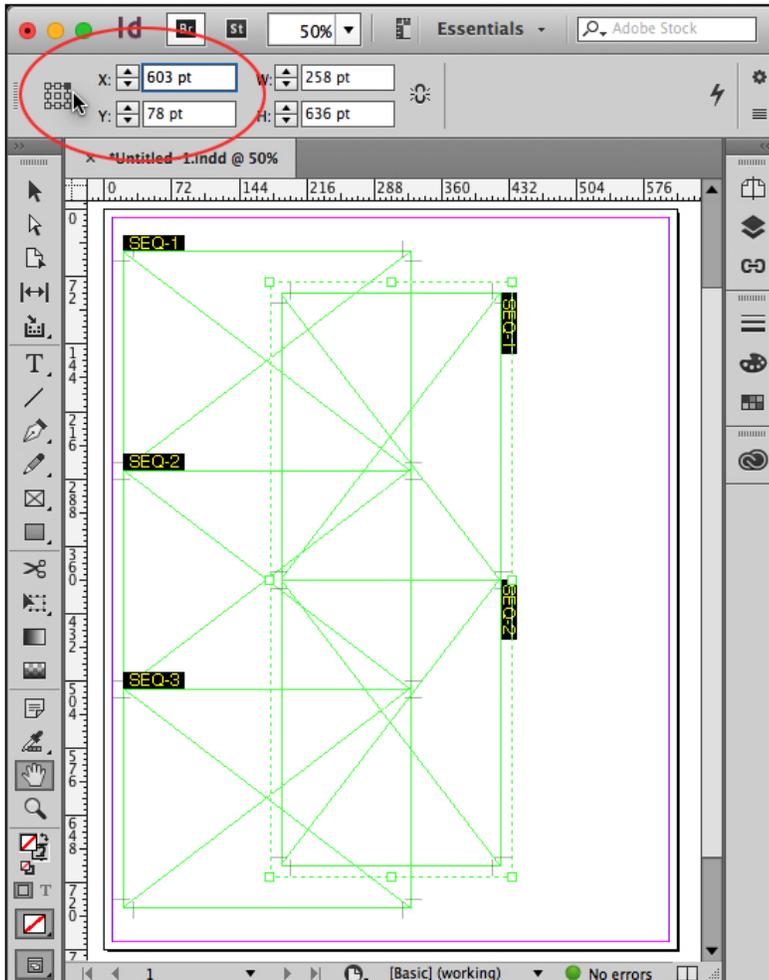
For example, below is a picture of the page after applying the settings presented in this set of steps:



## 11) Align the new content to the Right Margin.

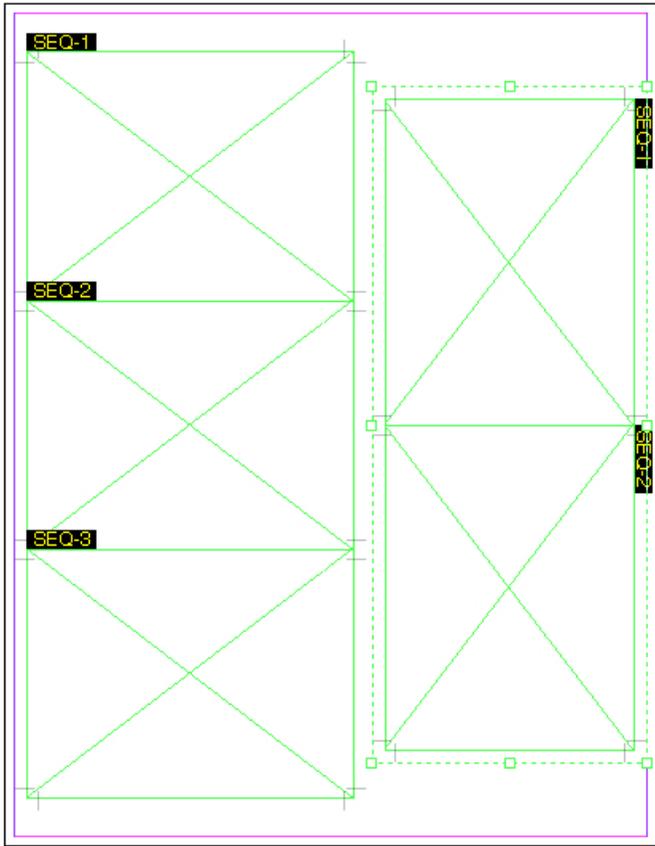
Now we want to nudge the new frames and marks over to the right so they fill in the empty space. To align this new content, first select the new Frames and their Marks. To do this, select the InDesign *Selection* tool and do a *Select All* to select all items on the page. Then, Shift-Click on the group of three Frames on the left side of the page to remove that group from your selection. This should leave selected only the two new frames and their marks. You can now group the *new* content together to more easily keep all of these objects aligned correctly while moving the content (open the InDesign *Object* menu and select *Group*).

Leaving the new group selected, on the *Control* window, set the *Reference Point* to the *Top Right* corner by clicking on that square, shown circled in the picture below, and then enter *603 pt* (or *8.375 in*) for the *X* coordinate, also shown circled in the picture below:



Press the *Return/Enter* key on your keyboard (or click anywhere on the document page) and the group will be aligned with the right margin edge of the page. Note: You can also drag the frames to the new position, or nudge them over with the arrows key. Totally up to you! Somehow you just need to position those new frames and marks in the open position on the right.

You now have 5 Imposition Frames on the page. Their labels indicate their sequence order. The 3 on the left are in sequence order *Seq-1* through *Seq-3* and the two on the right are in sequence order *Seq-1* through *Seq-2*, as shown in the picture below:



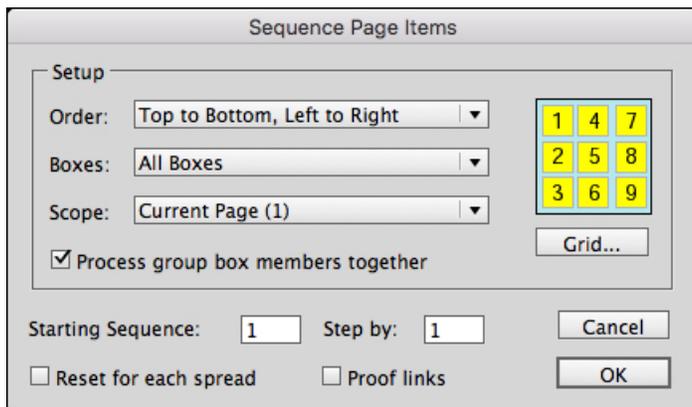
### 12) Ungroup everything on this page.

To ungroup everything, click the InDesign *Selection* tool and choose *Select All*. Then, open the InDesign *Object* menu and select *Ungroup*. This should ungroup all of the items, and return the Imposition Frames to the Imposition Frames layer. The Marks should remain on the Crop Marks layer.

### 13) You are now ready to resequence the Imposition Frames.

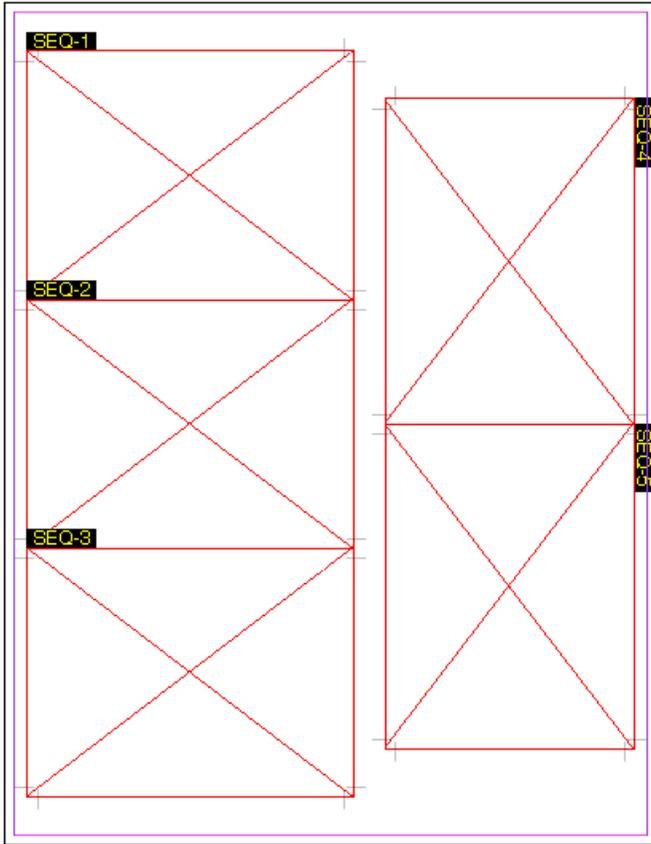
Since we added two Imposition Frames to an existing Imposition Template, we now want to resequence all of the frames to ensure they are in a consecutive and unique order. This is required for use with AccurioPro VDP.

First, confirm that no objects are selected in the document. Then open the *AccurioPro* menu and select *Sequence Page Items*. For this example, select the settings shown in the picture below:



**14) When ready, click the *OK* button.**

AccurioPro VDP will quickly sequence the Imposition Frames, ensuring that each frame now has a unique sequence value (which will be displayed in the small label that is visible above each frame). The Imposition Frames will be sequenced *Seq-1* through *Seq-5*, as shown in the picture below:



**15) Save this 5-up Imposition Template Document.**

This document is now ready for you to populate its Imposition Frames with content whenever you wish, as described in the “Populate Imposition Frames” section later in this tutorial. Note you may prefer to save the document at this point as an InDesign *Template* file so that any time you open the file, InDesign will automatically open a copy of the file instead, leaving the original file unchanged and available for reuse.

For this example, save the document where you can easily find it to use in the next section of this tutorial where you will populate this Imposition Template with content.

## Populate an Imposition Template

Once you have set up an Imposition Template, then you can use the template to impose content whenever you wish. Populating an Imposition Template lets you preview your imposed content, allowing you to confirm the imposition is set up the way you prefer before you produce the imposed variable data output.

To populate an Imposition Template, follow the steps below:

### 1) First, open a copy of an Imposition Template.

You will normally prefer to open a copy of an Imposition Template so that you can use the original version of the template again in the future.

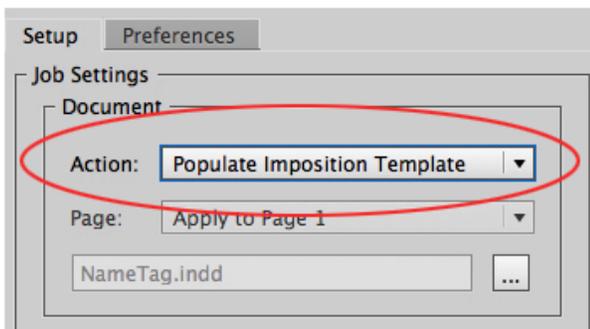
For this example, open a copy of the 5-up Imposition Template that you created in the previous set of steps.

### 2) Open the *Multi-Up Imposition* dialog.

To display the *Multi-Up Imposition* dialog, open the *AccurioPro* menu and select *Options > Layout and Imposition > Multi-Up Imposition*.

### 3) In the *Job Settings* group on the left, choose to populate an Imposition Template.

In the *Job Settings*, select *Populate Imposition Template* from the *Action* menu, as shown circled in the picture below:



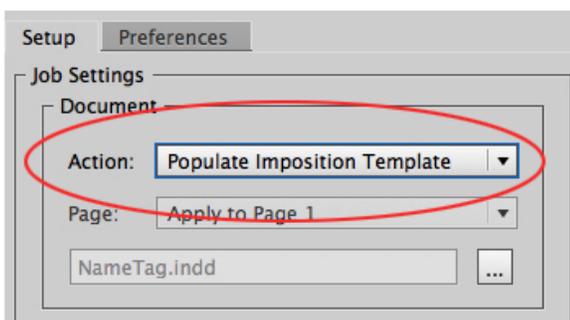
### 4) Next, select which *Page* to populate.

In this example, since you are populating a 1-page imposition template, *Apply to Page 1* is automatically selected. If you were populating a 2-page imposition template, then you could choose to apply to *All Pages*, or to apply to only *Page 1* or *Page 2*.

### 5) Then, select the 1-page or 2-page document to populate this Imposition Template.

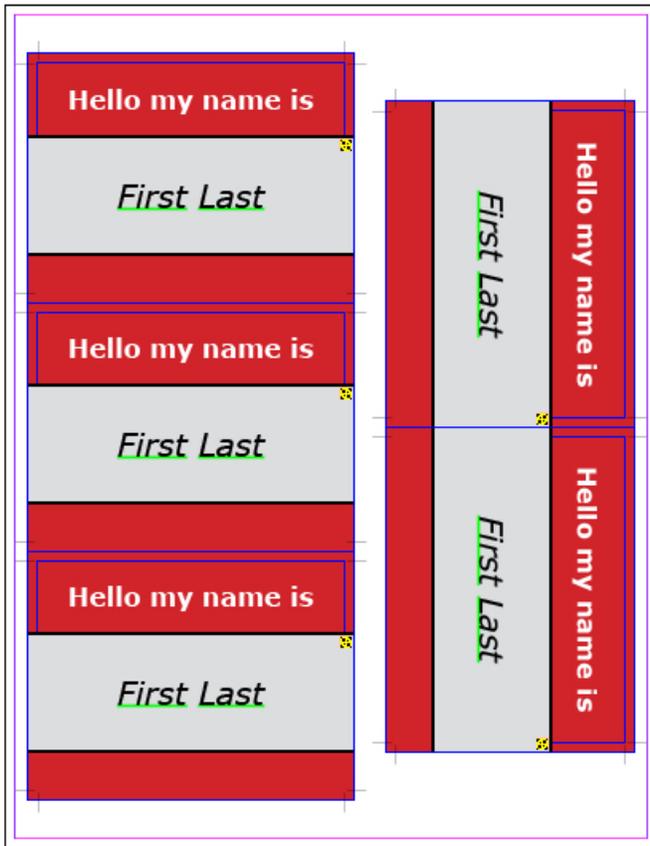
The *Document* settings display the file name of the document that you last selected. To select a different document, click the  button.

For this example, select the "Name Tag.indd" document that is inside the Imposition Tutorial Files folder. You will then see the file name "Name Tag.indd" in the *Document* box. Your dialog should look like the picture below:



## 6) When ready, click the *Populate Template* button.

The Multi-Up Imposition feature will populate each Imposition Frame in the document with content from the selected document, as shown in the picture below:



If any Frames were rotated, as in this example, the content will be rotated as well. Additionally, Variable Links will be automatically sequenced to match the Sequence of its receiving Imposition Frame. The Imposition Frames that receive the content are automatically removed after being populated. If you prefer the Imposition Frames remain in the document, change your Preferences for Multi-Up Imposition, described near the end of this tutorial.

## 11) This document is complete and ready to be merged by AccurioPro VDP!

Your document is now imposed and sequenced and ready to be merged. Before continuing, save the document in a location where AccurioPro VDP will be able to find all required fixed and variable image files when merging the document. For example, save this 5-up document in the Imposition Tutorial Files folder. This will ensure that AccurioPro VDP will be able to find all required files when merging the document. Note the sample database “Name Tag.txt” is also in the Imposition Tutorial Files folder.

Next, open the *AccurioPro VDP (Merge)* dialog, and run a Preview Test to preview content being merged in this multi-up document.

For the Preview Test, you can select either *Step by 5* or *Cut & Stack*, whichever you prefer.

To avoid content oversetting during this Preview, remember to select the *CopyFit* option and choose *Tagged Boxes Only* since the imposed Name Tags have a text frame tagged by CopyFit.



*Note: the resulting imposed document is a standard InDesign document that has been prepared for use with AccurioPro VDP. As such, you can change the content of this document as you wish. For example, you can change the position or rotation of its content. You can also edit the content, including adding or removing variables. Additionally, you can apply the AccurioPro VDP Sequence Page Items or Change Sequence Number features to change the sequence order of the variables.*



See *Tutorial #1 (The Basics)* to review how to run a *Preview Test*, as well as to review how to place *Variable Links* in a document. See *Tutorial #3 (ID Badges)* to review sequencing *Variable Links*, including how to apply the *Sequence Page Items* or *Change Sequence Number* features and how to run a *Step by Step* or *Cut & Stack* merge session. See *Tutorial #2 (Postcard)* to review using *CopyFit*.

## Variable Picture Templates

The AccurioPro VDP Multi-Up Imposition feature may also be used to create a Multi-Up Variable Picture Template, ready for a AccurioPro VDP merge session to populate with graphic files or GroupPictures. This process creates a document with empty picture frames that have been tagged with a specified AccurioPro VDP *Variable Link*. This feature can be useful for clients that wish to create proof sheets consisting of separate, individual graphics. Note that you will need to provide a database file containing the names of the graphic files that you wish to merge into the templates.

The steps that you take to create a Multi-Up Variable Picture Template are very similar to those described in the previous sections, except you will need to set up or import a AccurioPro VDP DDF (Database Definition) to provide the references to the graphic files or GroupPicture files for the Variable Picture or GroupPicture Links that will be imposed in this template.

For a simple example, follow the steps below:

### 1) First create a new document.

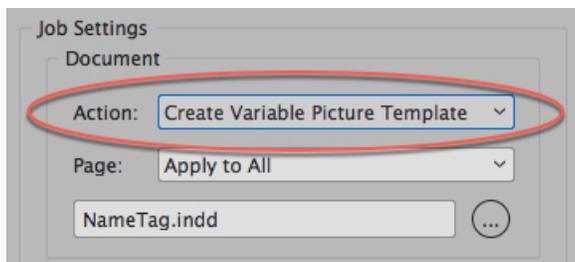
As in the previous example, you first need to create a blank InDesign document that represents the overall “paper size” you wish to print.

### 2) Set up or import a DDF (Database Definition).

When creating a Variable Picture Template, the Multi-Up Imposition feature will apply a AccurioPro VDP Database Definition (DDF). The DDF for a Variable Picture Template needs a Variable Link for the graphic files or GroupPicture files that a database will reference when AccurioPro VDP merges this document. If the DDF that you wish to use on this Variable Picture Template has already been set up in a pre-existing document, you can import that DDF instead of setting up a new DDF. See *AccurioPro VDP Tutorial #1 (The Basics)* for instructions to set up a *AccurioPro VDP DDF (Database Definition)*. For instructions to import a DDF, see the *Database Definitions manual in AccurioPro VDP Documentation*.

### 3) In the *Job Settings* group, select *Create Variable Picture Template*.

In the *Document* group of *Job Settings*, select *Create Picture Template* from the *Action* menu, shown circled in the picture below:



### 4) Select which *Page* will receive the imposed content.

For a description of each available *Page* setting, see previous sections in this tutorial.

### 5) Select a sample graphic file or 2-page InDesign document.

Next, select any graphic file (including PDF) or any GroupPicture file that can serve as a sample of the Variable Pictures or GroupPictures that will be merged into this document.

## 6) Select *Trim Size* settings.

The *Trim Size* settings, including the *Bleed* amount, will be automatically set to match those of the file you selected in the previous step. If you wish, you can modify any of these amounts.

## 7) Select *Crop Marks* settings.

Choose which type of marks, if any, you wish to *Place* in the document, *Where* to place the marks, and enter amounts for their *Length*, *Offset*, and *Weight*.

## 8) Select *Imposition* settings.

For a description of each available *Imposition Setting*, see previous sections in this tutorial.

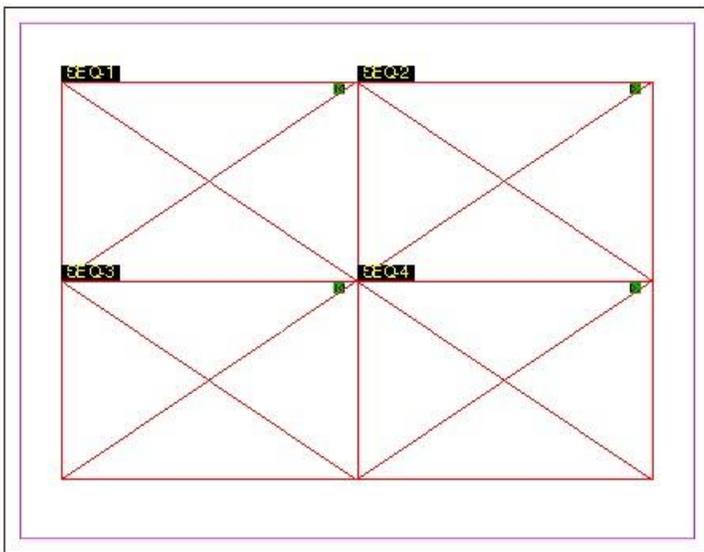
## 9) Select *Variable Data* settings.

Select the *Sequencing* that you prefer. The sequence order will be automatically applied to Variable Links during the imposition process. If you are imposing two pages of content onto a 2-page receiving document, this Multi-Up Imposition feature will automatically adjust the sequence order for the second page according to the *Duplex Mode* setting you selected in the previous step. Note that once the content has been imposed, you will still be able to use the AccurioPro VDP *Sequence Page Items* and *Change Sequence Number* features whenever you prefer to apply a different sequence order. *For more details and an example of these sequencing features, see Tutorial #3 (ID Badges) in AccurioPro VDP Documentation.*

Additionally, select the name of the *Picture Link* for the Variable Picture Link or Variable GroupPicture Link that will be imposed in this template.

## 10) When ready, click the *Create VDP Template* button.

After clicking the *Create VDP Template* button, a set of Imposition Frames will be added to the document according to the settings that you specified. Each Imposition Frame will be sequenced and assigned to whichever *Picture Link* you chose. If your InDesign application is set to show Frame Edges in Normal screen mode, then you will see a green icon indicating each of these frames is a AccurioPro VDP Variable Picture/GroupPicture Link. An example is shown below:



## 11) Save the document.

Save the document in a location where AccurioPro VDP will be able to find all required fixed and variable image files when merging the document. Now, whenever you wish, you can open this document, select the database that will provide references to files for this Variable Picture/GroupPicture Link, and merge the document to produce multi-up imposed variable data output of these files.

# Fixed Graphic Imposition

You can use the Multi-Up Imposition feature to quickly and easily impose any fixed graphic image file that is supported by Adobe InDesign. Besides being able to impose the file onto one page, you can also choose to impose the file onto two consecutive pages! You can impose any file that InDesign would allow you to place in a picture frame. If you are imposing a PDF or InDesign document file, this file should contain only one or two pages.

## Fixed Graphic, Nutrition Label

This set of steps shows you how to impose a JPEG image file, which is a basic nutrition label. All of the files for this sample are provided in the “Nutrition Label” folder in the *Imposition Tutorial Files* folder. Below is a picture of the Nutrition Label example:



Nutrition Facts	
Serving Size 3 tbsp (22g)	
Servings Per Container about 20	
Amount Per Serving	
Calories 80	Calories from fat 5
% Daily Value	
Total Fat 12g	10%
Saturated Fat 8g	8%
Trans Fat 4g	2%
Cholesterol 2mg	2%
Sodium 30mg	1%
Total Carbohydrate 19g	6%
Dietary Fiber 1g	5%
Sugars 16g	
Protein 1g	
Vitamin A 4%	Vitamin C 2%
Calcium 3%	Iron 6%

To impose a graphic file onto a single page, follow the steps below:

### 1) First, create a new document to receive the imposed content.

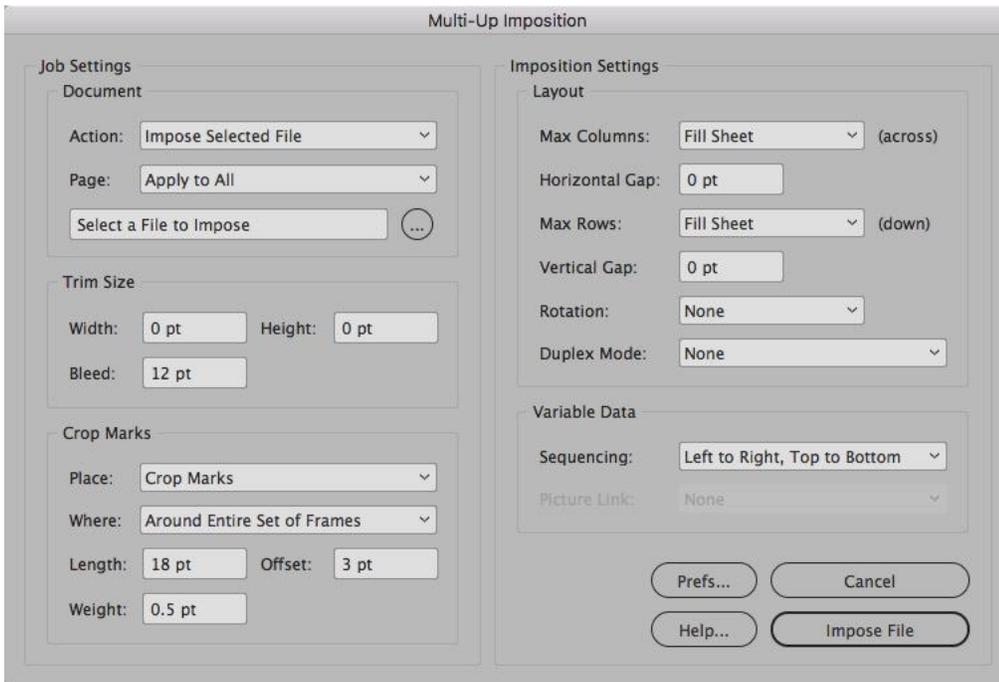
The very first thing you do when imposing a document is create a new, blank document that represents the overall “sheet size” you wish to print. This document will receive the imposed graphic file that you will select in a later step. We will refer to this blank document as the “receiving document”.

Your receiving document can contain any number of pages, although normally you will be using a 1-page or 2-page document (allowing for either a simplex or a duplex imposition).

For this example, create a new, 1-page, Letter size document with a Portrait orientation, a margin of 0.25 inches (18 pts), and no bleed or slug. If you prefer, you can simply open the “blank-sheet.indd” document that is located in the same folder as the example file you will be imposing.

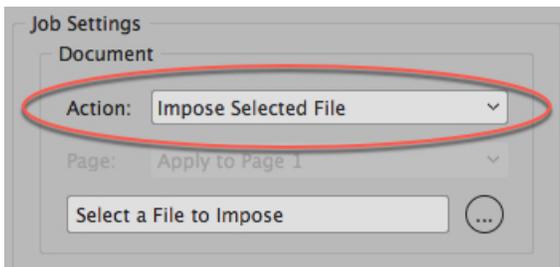
### 2) Open the *Multi-Up Imposition* dialog.

To impose content onto this receiving document, open the *AccurioPro* menu and select *Options > Layout and Imposition > Multi-Up Imposition* to access the *Multi-Up Imposition* dialog, shown in the picture below:



### 3) In the *Job Settings* group on the left, choose to impose a file.

In the *Document* group of *Job Settings*, select *Impose Selected File* from the *Action* menu, shown circled in the picture below:



### 4) Select a graphic file to impose.

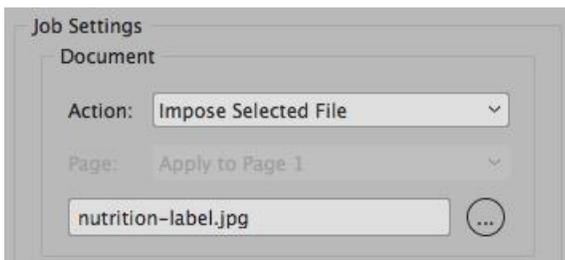
Now you select the graphic image file or document that you want to impose. We refer to this graphic as the “content file”, or simply the “content”. The name of the file that you last selected will be displayed on the dialog. To select a content file to impose, click the  button.

For this example, click the  button and select the sample JPG file named “Nutrition Label.jpg” that is provided inside the Imposition Tutorial Files folder.

### 5) Select which *Page* will receive the imposed content.

Here you specify which page of the receiving document will be populated with the imposed content. If the receiving document contains only one page (as in this example) the setting *Apply to Page 1* will be selected automatically.

Your *Job Settings* for the *Document* should now look like those in the picture below:



## 6) Select *Trim Size* and *Bleed* settings.

The *Trim Size* settings, including the *Bleed* amount, will be automatically set to match those of the file that you selected in the previous step. If you wish, you can modify any of these amounts.

For the *Width* and *Height*, enter the exact and final trim size. Also enter the amount of *Bleed*, if any, that you would like to apply to the graphic.

Note that for graphics or PDF files, the bleed amount is not read from the file. If you know that your graphic image contains a bleed, please see the “Best Practices” section of this document for more information about this setting.

For this example, keep the *Trim Size* settings that are set by default for the “Nutrition Label.jpg” file, shown in the picture below:

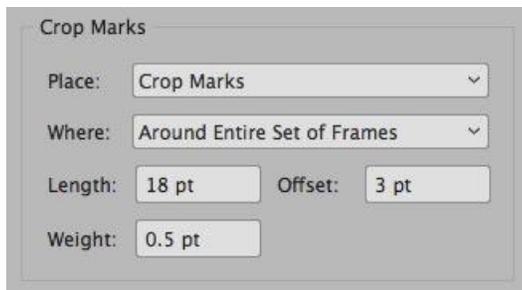


The screenshot shows a dialog box titled "Trim Size" with three input fields: "Width" set to 252 pt, "Height" set to 360 pt, and "Bleed" set to 0 pt.

## 7) Select *Crop Marks* settings.

Choose which type of marks, if any, you wish to *Place* in the document, *Where* to place the marks, and enter amounts for their *Length*, *Offset*, and *Weight*.

For this example, select the settings shown in the picture below:



The screenshot shows a dialog box titled "Crop Marks" with four settings: "Place" set to "Crop Marks", "Where" set to "Around Entire Set of Frames", "Length" set to 18 pt, "Offset" set to 3 pt, and "Weight" set to 0.5 pt.

## 8) In the *Imposition Settings* group on the right, choose your desired *Layout* settings.

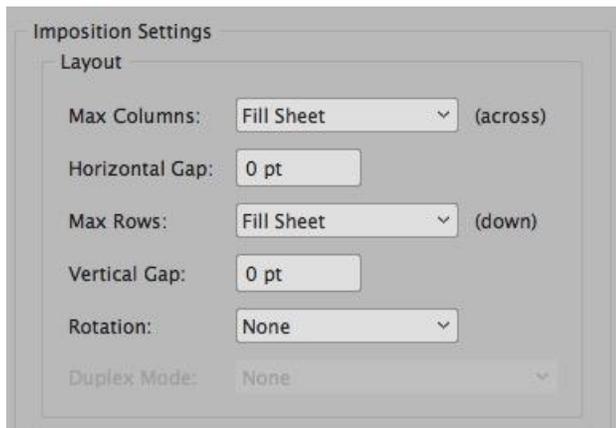
The *Layout* group of settings allows you to indicate how many “ups” to create by specifying the maximum number of columns (*Max Columns*) and rows (*Max Rows*). The *Fill Sheet* option will automatically apply the maximum number that can fit in the current document.

The *Horizontal Gap* and *Vertical Gap* amounts represent the space to allow between each up, and are originally set to 0. If you prefer a Horizontal or Vertical Gap or both be applied, you can enter a different amount.

If you wish, you may also apply a *Rotation* to the imposition. The rotation value specified here will apply to all of the imposed ups that are placed onto the page.

**Duplex Mode Settings:** Since you are imposing a graphic file onto a single page in the document, the *Duplex Mode* setting will not be applied. See the next section for more details about using Duplex Mode.

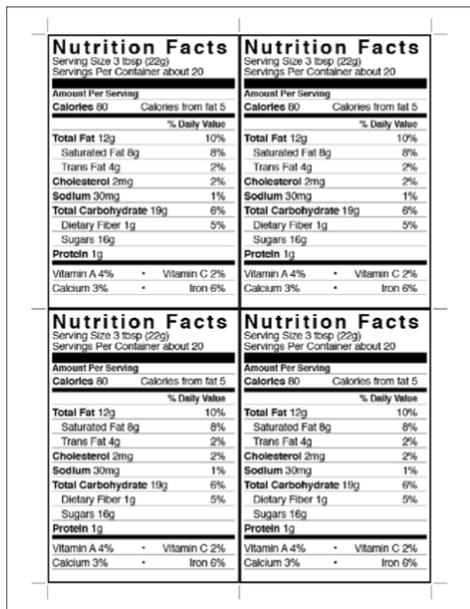
For this example, select the settings shown in the picture below:



**9) When ready, click the *Impose File* button.**

The imposition process will proceed. First, a set of Imposition Frames™ will be added according to the settings that you specified. Then, each of these Imposition Frames will be populated with content from the file you chose to impose. The process is repeated for each page specified, adjusting the position and rotation as necessary.

If you followed the steps above, the nutrition label graphic will be imposed on the page in this document, as shown in the picture below:



**10) This document is set up and ready to be saved or printed!**

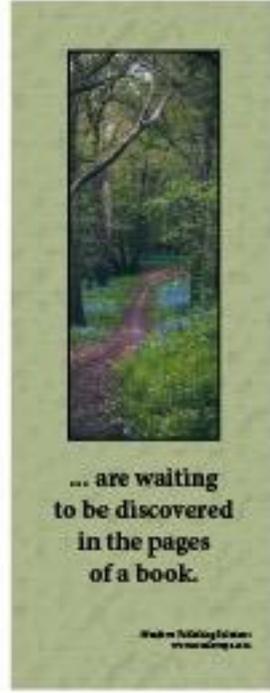
The final version of the imposed file is a standard Adobe InDesign document. Feel free to save, edit or print this document as you normally would.

## Fixed Graphic, Duplex Bookmark

This next set of steps shows you how to impose a two-page PDF file, which is a bookmark graphic designed to be printed with both a front and a back side (duplex). All of the files for this sample are provided in the “Duplex Bookmark” folder in the Imposition Tutorial Files folder. Below is a picture of the Bookmark example:



*First Page*



*Second Page*

For PDF and InDesign content files, the maximum number of pages is limited to two. If you impose content from a single page (whether from a graphic, PDF file, or InDesign document) onto two pages, the same content will be imposed on each of these two receiving pages.

However, if you impose content from a two-page PDF file or InDesign document onto a two page receiving document (as in this example), then the content on the first page of the content file will be imposed on the first page of the receiving document and the content from the second page of the content file will be imposed on the second page of the receiving document.

For example, follow the steps below to impose a two-page PDF file onto a two-page receiving document:

### **1) First, create a new (2 page) document to receive the imposed content.**

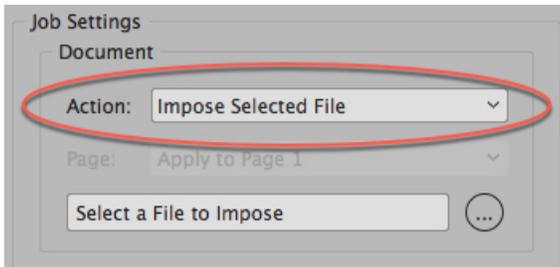
For this example, create a new, 2-page, Letter size document with a Landscape orientation, a margin of 0.25 inches (18 pts), and no bleed or slug. If you prefer, you can simply open the “blank-sheet.indd” document that is located in the same folder as the example file you will be imposing.

### **2) Open the *Multi-Up Imposition* dialog.**

To impose content onto this receiving document, open the *AccurioPro* menu and select *Options > Layout and Imposition > Multi-Up Imposition* to access the *Multi-Up Imposition* dialog.

### 3) In the *Job Settings* group on the left, choose to impose a file.

In the *Job Settings*, select *Impose Selected File* from the *Action* menu, shown circled in the picture below:



### 4) Select a graphic file to impose.

Select the graphic image file or document that you want to impose. The name of the file that you last selected will be displayed on the dialog. To select a content file to impose, click the  button.

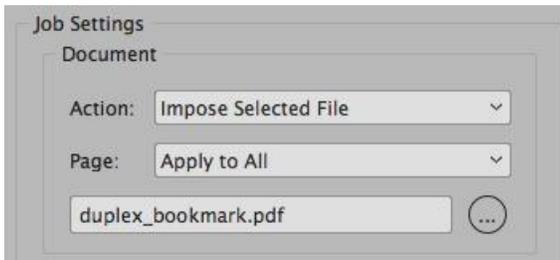
For this example, click the  button and select the sample PDF file named “Duplex Bookmark.pdf” that is provided inside the Imposition Tutorial Files folder.

### 5) Select which *Page* will receive the imposed content.

If the receiving document contains only two pages (as in this example) the default setting is *Apply to All*. If you prefer to impose content on only one page of the document, then you could instead select *Apply to Page 1* or *Apply to Page 2*.

For this set of steps, select *Apply to All*.

Your *Job Settings* for the *Document* should now look like those in the picture below:



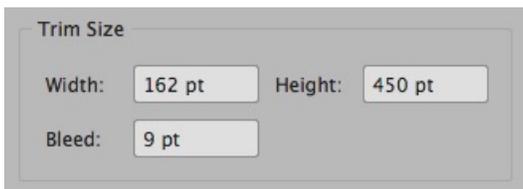
### 6) Select *Trim Size* and *Bleed* settings.

The *Trim Size* settings, including the *Bleed* amount, will be automatically set to match those of the file that you selected in the previous step. If you wish, you can modify any of these amounts.

For the *Width* and *Height*, enter the exact and final trim size. Also enter the amount of *Bleed*, if any, that you would like to apply to the graphic.

Note that for graphics or PDF files, the bleed amount is not read from the file. If you know that your graphic image contains a bleed, please see the “Best Practices” section of this document for more information about this setting.

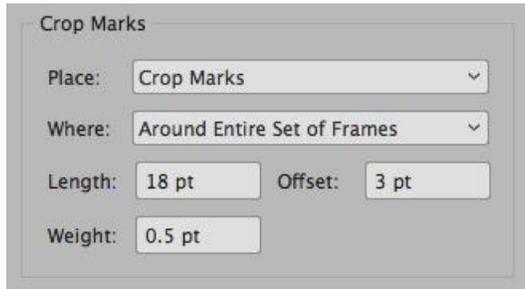
For this example, change the trim size to 162-point (2.25-inch) x 450-point (6.25-inch), and change the bleed amount to 9-point (0.125-inch), as shown in the picture below:



### 7) Select *Crop Marks* settings.

Choose which type of marks, if any, you wish to *Place* in the document, *Where* to place the marks, and enter amounts for their *Length*, *Offset*, and *Weight*.

For this example, select the settings shown in the picture below:



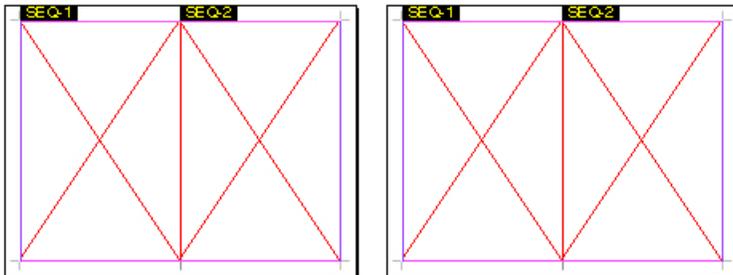
### 8) In the *Imposition Settings* group on the right, select *Layout* settings.

Each of the *Layout* group of settings (except *Duplex Mode*) were described in the previous *Nutrition Label* example. You will use the identical settings for this example, except for *Duplex Mode*. In this set of steps, the *Duplex Mode* setting will be applied because you are imposing content from two pages onto two pages in the receiving document.

**Duplex Mode:** The *Duplex Mode* setting is designed to ensure that the imposed content on the back page is adjusted to correctly “back up” to the corresponding content on the front page when the document is printed duplex. Specifically, this setting determines the proper rotation (if any) to apply to the content that is imposed on the second (duplex) page. For variable data documents (using AccurioPro VDP), this setting also determines the correct record order.

For example, below are pictures of a 2-up, 2-page document showing the results of each available *Duplex Mode* option (Note: the “sequencing” label at the top of each frame is only applicable for variable data jobs using AccurioPro VDP, but has been provided here to better show the rotation applied to each frame).

#### **Duplex Mode: None**

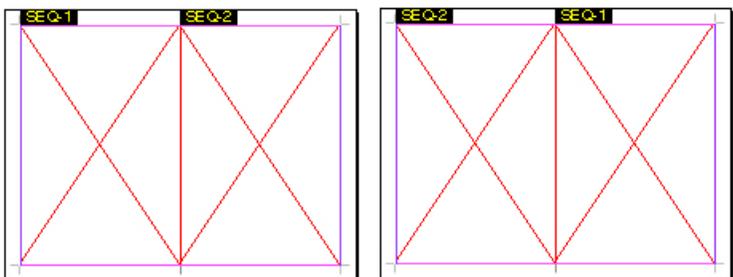


*First Page*

*Second Page*

#### **Duplex Mode: Normal (Long-Edge Binding)**

Note: for non-variable jobs like the *Bookmark* example, this selection yields the same result as selecting *None*

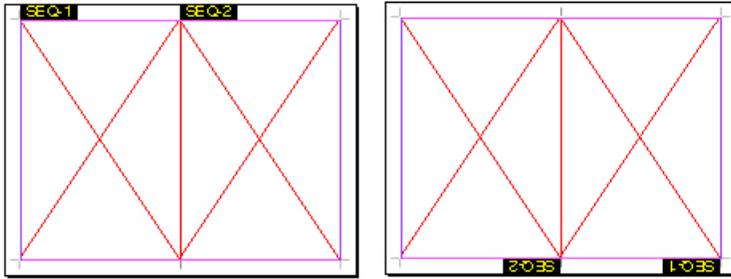


*First Page*

*Second Page*

**Duplex Mode: Tumble (Short-Edge Binding)**

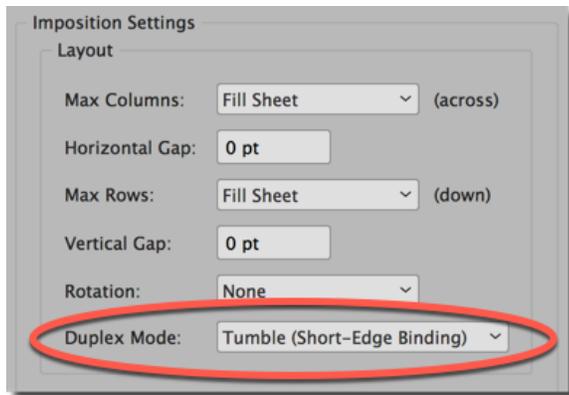
Content on the back page has been rotated 180 degrees



First Page

Second Page

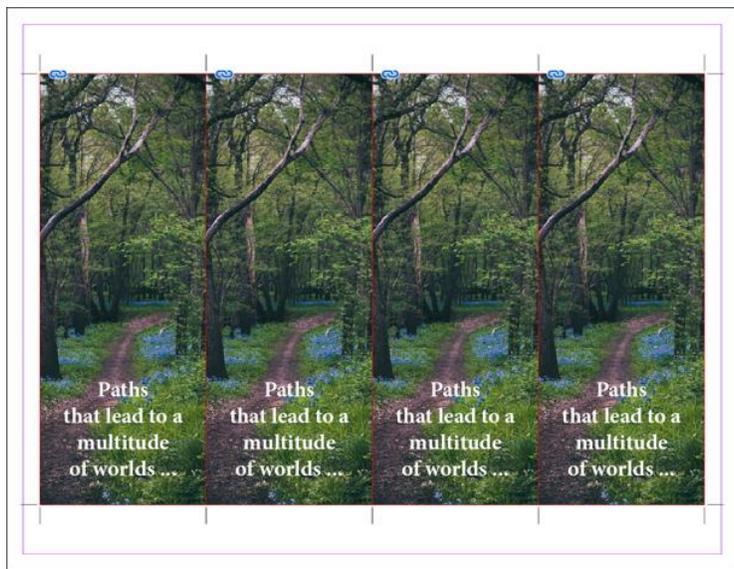
For this example, select *Fill Sheet* for both Max Columns and Max Rows, enter 0 pt (0 in) for the *Horizontal Gap* and *Vertical Gap*, select *None* for the Rotation, and select *Tumble (Short-Edge Binding)* for the Duplex Mode, as shown in the picture below:



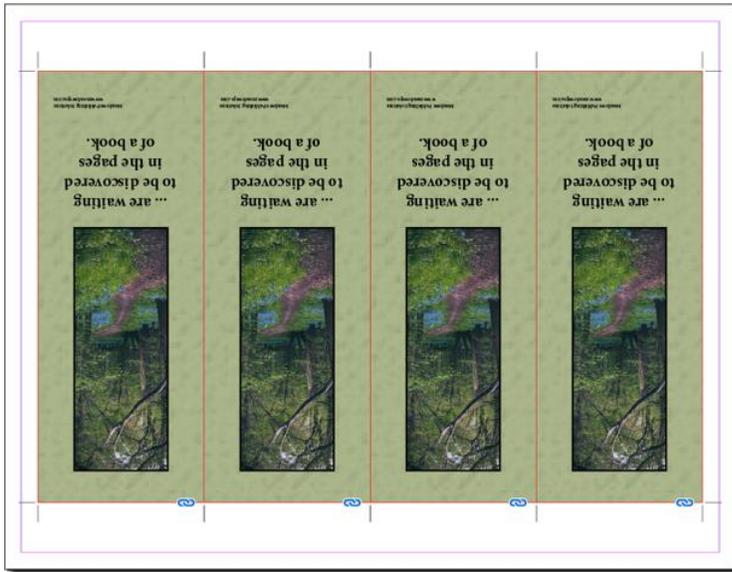
**9) When ready, click the *Impose File* button.**

The imposition process will proceed. First, a set of Imposition Frames™ will be added according to the settings that you specified. Then, each of these Imposition Frames will be populated with content from the file you chose to impose. The process is repeated for each page specified, adjusting the position, sequence, and rotation as necessary.

Following the steps above, the duplex bookmark PDF will be imposed on two pages in the receiving document, as shown in the picture below:



First Page



### **Second Page**

*Note that all items on the second page have been rotated 180 degrees to account for the selected Duplex Mode (Tumble). Please be sure to select the Duplex Mode that is correct for your printer.*

## **10) This document is set up and ready to be saved or printed!**

The final version of the imposed file is a standard Adobe InDesign document. Feel free to save, edit or print this document as you normally would.

## **Important Notes**



**Supported File Types:** You can select any graphic file that InDesign would allow you to place in a picture frame.



**Supported Page Counts:** If you wish to impose InDesign or PDF documents that contain multiple pages, the maximum number of pages in such files is limited to 2 (allowing for either a simplex or a duplex imposition).



**Imposing Multi-Page Files:** If you are imposing content from a 2-page document onto a 1-page receiving page, after you click the Impose File button, you will be prompted to select the page number you wish to impose.



**Receiving Documents with >2 Pages:** If the receiving document contains more than 2 pages, the default setting is Apply to All, Starting On:, which allows you to specify the starting page that will start receiving content. The content will then be imposed on two pages – the starting page and its following page. However, you may choose instead to impose content onto just one page by selecting Apply to Page: and then entering the page number.



**Duplex Options:** For a duplex job, if the printer is not properly matching content on the back with the content on the front, you can repeat these steps while specifying a different selection for the Duplex Mode option, choosing the mode that is appropriate for your printer.



**Content Fitting Options:** Your Multi-Up Imposition Preferences will determine how your selected file will be fit within the Trim Size specified on the Multi-Up Imposition dialog. For more information, see the “Preferences for Multi-Up Imposition” section, presented near the end of this tutorial.

# Best Practices

## Best Practices – Bleed Values

For best results, the Trim Size and Bleed values you enter, added together, should equal the overall dimensions of the image or document you wish to import. In such case, the Imposition Frame will be created to match the overall size of the content, and the Bleed value will be used to adjust and “inset” the crop marks accordingly.

If the Trim Size + Bleed is \*larger\* than the actual content dimensions, then white space will be visible between the edges of the imposed content and the encompassing Imposition Frame.

If the Trim Size + Bleed is \*smaller\* than the actual image dimensions, then the content will be cropped accordingly. As an example, if the job was designed for 18 points of Bleed, but you only indicate 14 points for the imposition, that will be just fine. The remaining 4 points of Bleed will be cropped out by the edges of the Imposition Frame when the content is imposed (in the case of a fixed graphic), or will be accounted for by the crop mark positioning (in the case of a variable data job).

**Fixed Graphics Note:** For fixed (non-variable) graphic files, the manner in which the content is cropped depends upon the setting you have selected for the *Fitting* preference in your Multi-Up Imposition Preferences; for example, if *Center (default option)* is your *Fitting* preference, the outer edges of the image would effectively be cropped as they would be obscured by the edges of the Imposition Frame created to hold the image. However, if *Fill Graphic Proportionally* is chosen for your fitting option, then the entire image (including bleed) will be scaled and completely visible within the borders of the Imposition Frame.

## Best Practices – Designing a “One-up” InDesign Document for Imposition (with or without bleed)

This section talks about best practices for designing the one-up InDesign documents that are intended to be imposed later on. In short, the dimensions of the one-up document should match the final Trim Size that you desire for the job. Additionally, if any bleed is required, that should be specified as a part of the InDesign document setup (either at the time you create the document, or later by choosing the *Document Setup...* item from under the InDesign *File* menu).

When you are creating a one-up document that contains bleed, there are several common scenarios that are utilized by designers. Each scenario is described in some detail below:

### Scenario 1 – Document Setup Includes Bleed

This is the recommended approach to designing one-up documents to be used with the Multi-Up Imposition feature. With this approach, the one-up document is created such that the document size matches the final Trim Size, and if any bleed is desired, this will be specified as a part of the Document Setup. The bleed amount can be specified at the time the document is created, or the bleed can be added to the document later on by choosing the *Document Setup...* item from under the InDesign *File* menu. Using this approach, the Trim Size and Bleed Amount assigned to the document will be read automatically and used to populate those settings in the *Multi-Up Imposition* dialog.

### Scenario 2 – Bleed Added Using Oversized Frames

Some designers may prefer to design the one-up document at actual Trim Size, with no specific Bleed Amount entered in the document setup. In such case, if a bleed is desired, the designer may create an “oversize” version of some frames that extend beyond the defined document edges, thereby effectively creating their own arbitrary bleed. With documents of this type, the *Multi-Up Imposition* dialog will read the Trim Size correctly, however, the user is responsible for entering the desired Multi-Up Imposition *Bleed* amount manually (since it cannot be read from the document). Generally, this should not present much of

an issue as long as the user knows the desired amount to use and enters it into the settings. Of course, the designer can always add a bleed amount to the document by simply choosing the *Document Setup...* item from under the InDesign *File* menu, which is the preferred and most reliable approach.

### Scenario 3 – Document Size Includes Full Bleed Amount

For some jobs, the designer may actually create the document such that the document size (which would normally be the Trim Size) includes the Bleed Amount as well. In this scenario, the Trim Size value that is imported into the *Multi-Up Imposition* dialog will technically already reflect the Trim Size plus Bleed. When you receive this type of document, you can adjust the settings manually, entering the desired Trim Size and Bleed Amount for the job. The bleed marks will be positioned as always at the corners of the Imposition Frame, and the actual Trim Size (where the crop marks are positioned) is calculated by indenting the specified Bleed Amount. So this approach is kind of a different way of thinking about the process, but it will work if you want to use it!

## **Best Practices – Creating Fixed Graphics or PDF Documents for Imposition (with or without bleed)**

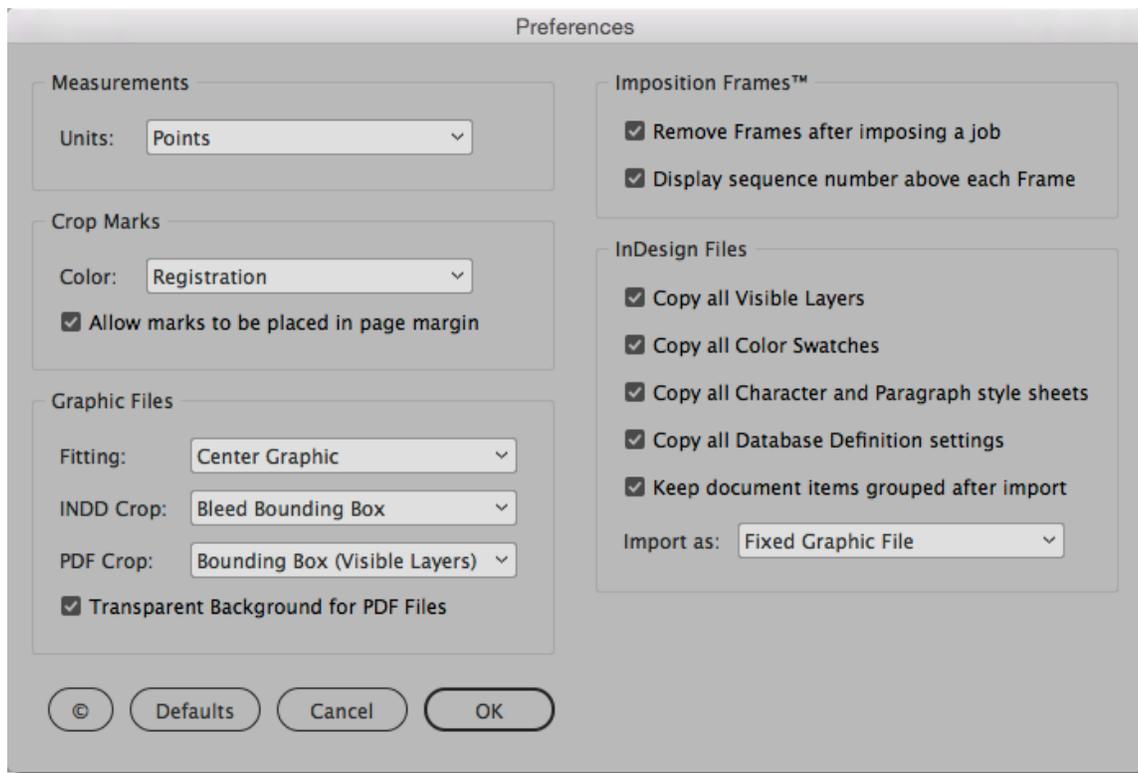
This section talks about best practices for working with fixed graphics or PDF documents that are intended to be imposed later on. In short, the dimensions of the graphic should match the final Trim Size that you desire for the job. Additionally, if any bleed is required, that should also be included as a part of the overall image dimensions as well. Fixed graphics and PDF documents effectively follow the Scenario 3 – Document Size Includes Full Bleed Amount that was described in the previous section.

When you select a file to be imposed, the dimensions of the graphic are read by the software and used to populate the Trim Size area of the dialog window. Because it is not possible for the software to determine the Bleed values (if any) that are stored with a fixed graphic or PDF file, the full image dimensions are imported as the Trim Size, and the Bleed is initially set to zero. If you are not using any bleed, then these dimensions will be completely accurate and ready to go.

However, if you know that the file you are imposing was designed with bleed, then all you need to do is enter the desired Trim Size and Bleed to use for the job manually in the dialog window. The Trim Size plus Bleed value entered effectively indicate the size of the overall graphic, and the Bleed value indicates how much to “inset” the crop marks from the edges. Note: If your graphic ends up being larger than the Imposition Frame that is created, the outside edges will be cropped by the edges of the Imposition Frame because the image will be centered within the frame by default.

# Preferences for Multi-Up Imposition

There are several preferences available for the Multi-Up Imposition feature. To access these preferences, click the *Prefs* button that is on the *Multi-Up Imposition* dialog. A picture of the *Preferences* dialog is shown below:



## Measurements Preferences

**Units:** Choose whichever unit you prefer to use for settings on the *Multi-Up Imposition* dialog.

## Crop Mark Preferences

**Color:** Choose from the color swatches that are available in the receiving document (the document that is about to receive imposed content). If you do not see a color that you wish to select, close the *Multi-up Imposition* dialog and add a color swatch to this document before you impose content on it.

**Allow marks to be placed in page margin:** Select this option to allow crop marks and bleed marks to be placed within the margin area of a receiving page when content is imposed (note that the content itself is never placed into the margin). Doing so may allow more rows/columns of content to be placed in a receiving document. Deselect this option if you prefer marks be restricted only to the page area.

## Graphic File Preferences

**Fitting:** This preference dictates how your content will be scaled or otherwise positioned within the Imposition Frame. The fitting options are described below:

### Fit Graphic Proportionally

Scale the image to fit within the frame, maintaining proportions.

Identical scaling is applied to both the horizontal and vertical dimensions of the image. The image will be completely visible within the frame boundaries.

### **Center Graphic (default)**

Place the graphic at 100% scale and center it within the frame.

If the graphic is larger than the frame, it will be cropped by the frame edges.

### **Fill Frame Proportionally**

Scale the image to completely fill the frame both horizontally and vertically.

Identical scaling is applied to both the horizontal and vertical dimensions of the image.

The image may extend beyond the frame boundaries in one or both directions.

### **Fit Graphic to Frame**

Scale the image to completely fill the frame both horizontally and vertically.

Different scaling may be applied to both the horizontal and vertical dimensions of the image.

The image will be completely visible with the frame boundaries.

**INDD Crop:** This preference will be applied when you are imposing an InDesign document as content. Select the setting that you prefer for the placement of an InDesign page in a graphic frame. These are the same selections as the “Crop to:” options that you see after checking “Show Import Options” when placing an InDesign document.

**PDF Crop:** This preference will be applied when you are imposing a PDF file. Select the setting that you prefer for the placement of a PDF page in a graphic frame. These are the same selections as the “Crop to:” options that you see after checking “Show Import Options” when placing a PDF document.

**Transparent Background for PDF Files:** This preference will be applied when you are imposing a PDF file. Select this option to place the PDF page with a transparent background, which will reveal text or graphics placed beneath the PDF content in the InDesign document. Deselect this option to place the PDF page with an opaque white background, which will conceal text or graphics placed beneath the PDF content in the InDesign document.

## **Imposition Frames™ Preferences**

**Remove Frames after imposing a job:** Select this option to have the original Imposition Frames automatically removed after the content has been imposed. Deselect this option if you prefer the Imposition Frames remain in a receiving document.

**Display sequence number above each Frame:** By default, an Imposition Frame displays a non-printing “tab” indicating the frame’s assigned sequence order. This number determines which sequence number will be applied to Variable Links in the content that populates a frame. Deselect this preference if you prefer not to see this information displayed on an Imposition Frame.

## **InDesign File Preferences**

**Copy all Visible Layers:** Select this preference to load into the receiving document all of the layer information from the visible layers whose content is being imposed. If you prefer the layer information not be changed in a receiving document, deselect this option.

**Copy all Color Swatches:** Select this preference to load into the receiving document all of the color swatches from the document whose content is being imposed. If you prefer the color swatches not be changed in a receiving document, deselect this option.

**Copy all Character and Paragraph style sheets:** Select this preference to load into the receiving document all of the Character and Paragraph Styles from the document whose content is being imposed. If you prefer the Styles not be changed in a receiving document, deselect this option.

**Copy all Database Definition settings:** Select this option to import into the receiving document the AccurioPro VDP Database Definition (DDF) settings from the variable “one-up” document whose content is being imposed. This ensures that AccurioPro VDP Database, Variable Link, and Rule settings established in the variable one-up document are imported into the receiving document. If you have already assigned a DDF to the receiving document, then you may wish to deselect this option.

**Keep items grouped after import:** The Multi-Up Imposition feature groups InDesign content as it is imposed onto the receiving document. Select this preference if you prefer the content remain grouped in the receiving document. Leaving content grouped can be helpful if you should ever wish to resequence the Variable Links or select all of the content with just one click. Deselect this preference if you prefer the content to be ungrouped after it is placed in the imposed document.

**Import As:** This preference determines whether content from an InDesign document will be imposed as a graphic file or as InDesign content. Select *Fixed Graphic File* to impose the content from an InDesign document as a graphic. Select *Variable Data Document* (the default setting) to impose the content from an InDesign document as content that can be edited and merged.

## Help and Support

To access documentation specific to the Multi-Up Imposition feature, click the *Help* button on the *Multi-Up Imposition* dialog.

To see which version of the Imposition software is installed on your system, click the copyright  button on the Imposition's *Preferences* dialog.

To access the *Meadows Online Support Center*, open the *AccurioPro* menu and select *Help > Online Support Center...* This will take you to the *Meadows Online Support Center* web page, which allows you to open support tickets, view your past and current support tickets, and access a helpful knowledgebase of articles that provide answers to frequently asked questions.

## Thank You!

We thank you for supporting our software products, and look forward to providing you with new and even more powerful publishing solutions in the future!