



How to Impose a booklet

GP Controller for ApeosPro
C810/C750/C650

Version 1.0

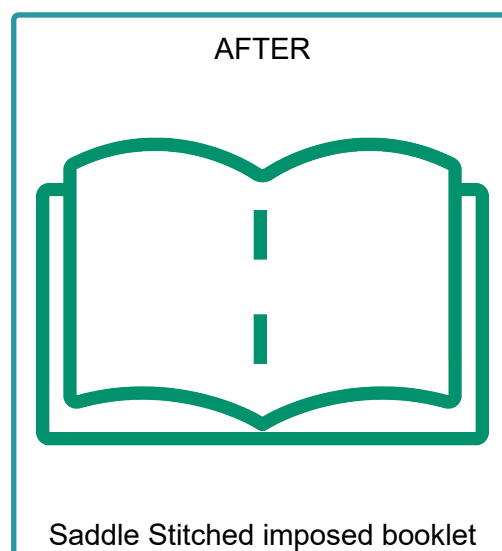
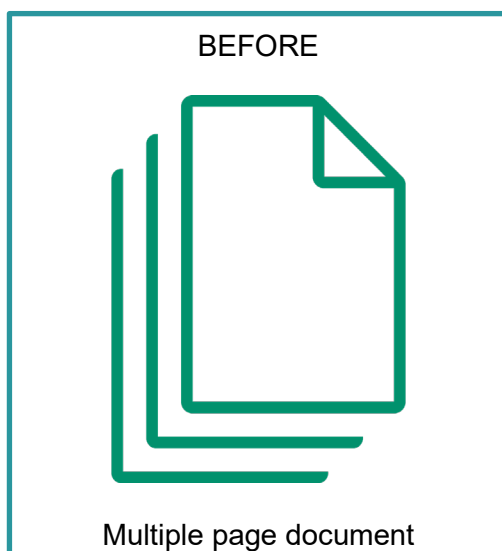
Overview

This exercise will demonstrate the ability to produce an imposed booklet using the GP Controller “Imposer” tool. This feature allows users to produce saddle stitched jobs and preview an onscreen example before the file is submitted to print.

Objective

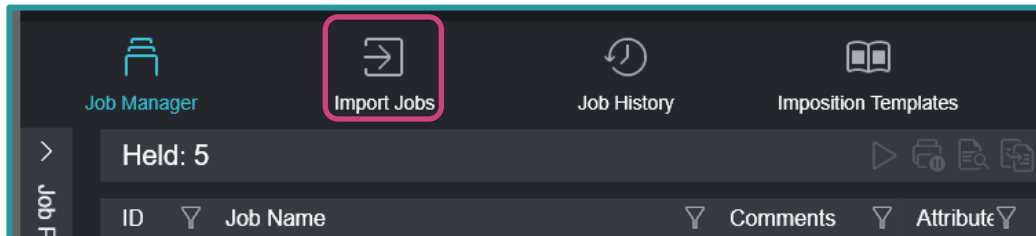
By the end of this exercise users will be able to:

- Import a job
- Launch Imposer
- Create an imposed Saddle Stitch layout
- Preview an example of the printed result
- Print the job with saddle stitch settings applied

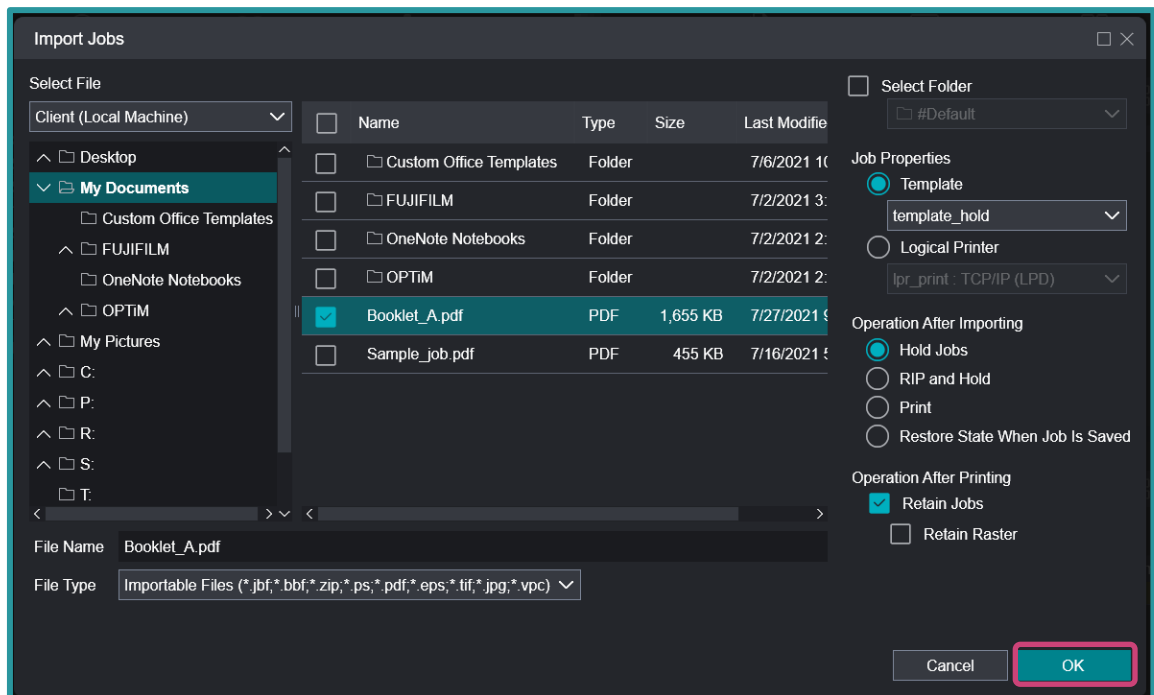


Impose Booklet

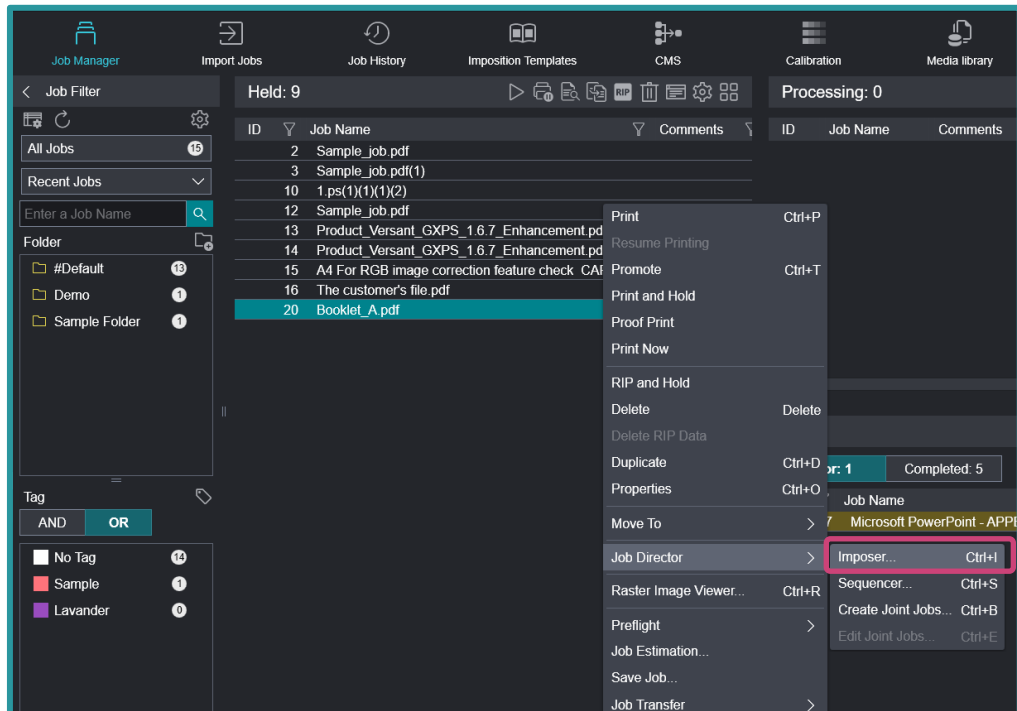
1. In the shortcut area, select **Import Jobs**.



2. Select the file to import and then click **OK**.



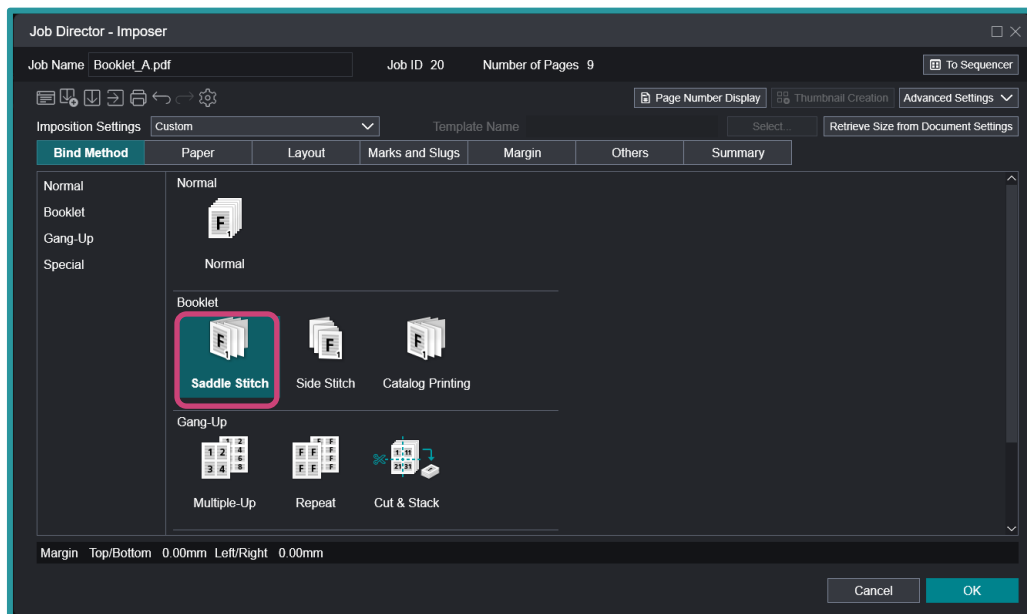
3. Right-click the imported job, select **Job Director**, then select **Imposer**.



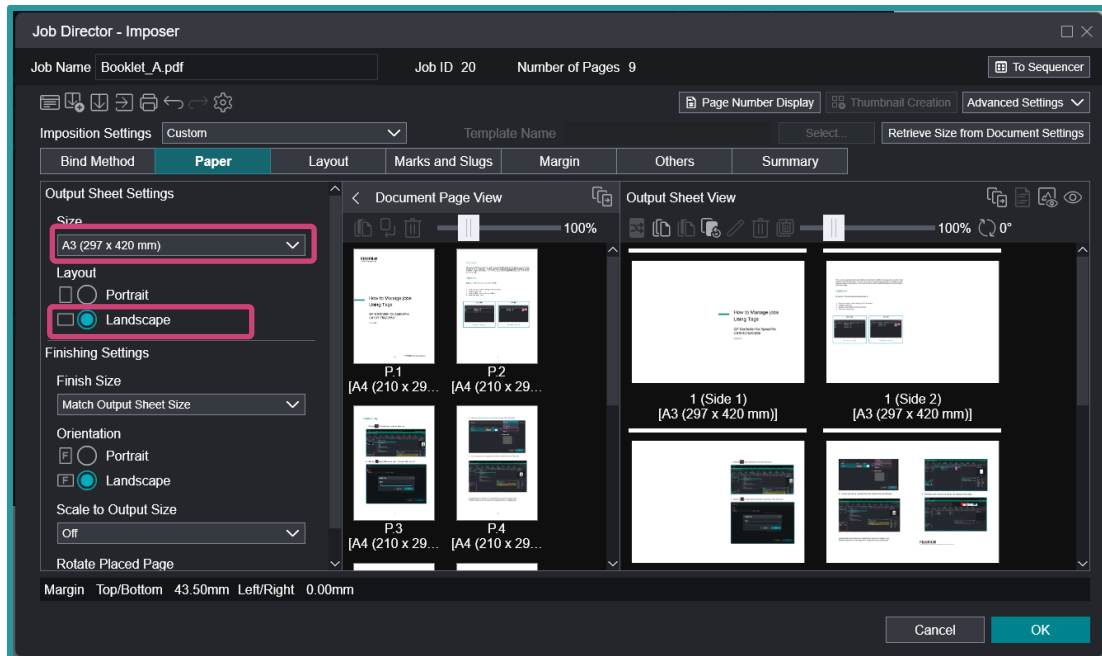
In the next window, please ensure the **Page Number Display** button is selected instead of **Thumbnail Display**. So that the preview images will be shown as in the example below.



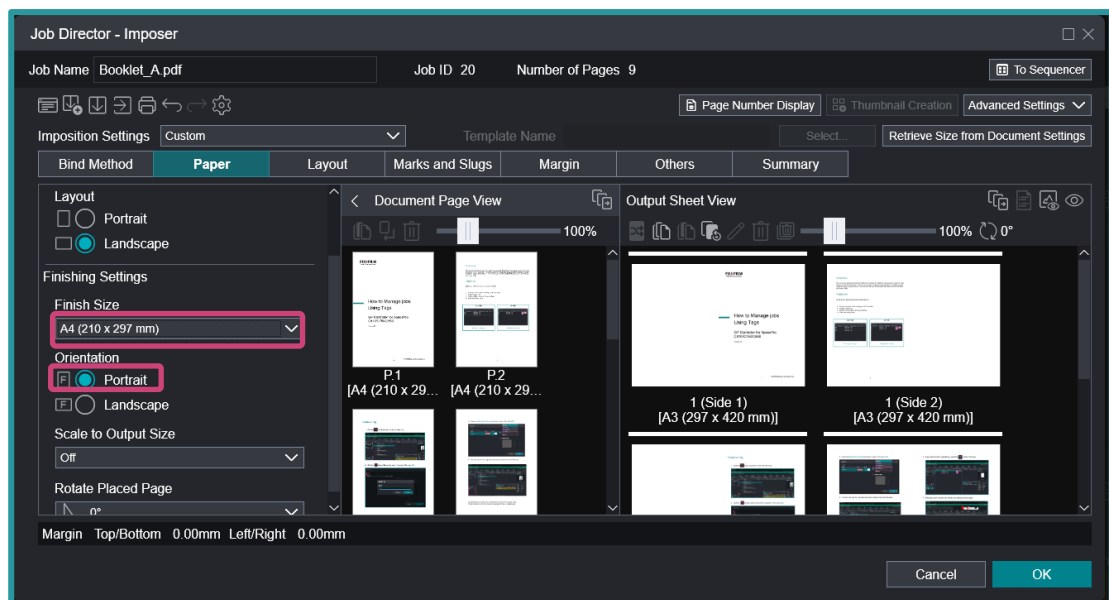
4. In the Bind Method tab, from the Booklet feature, select **Saddle Stitch**.



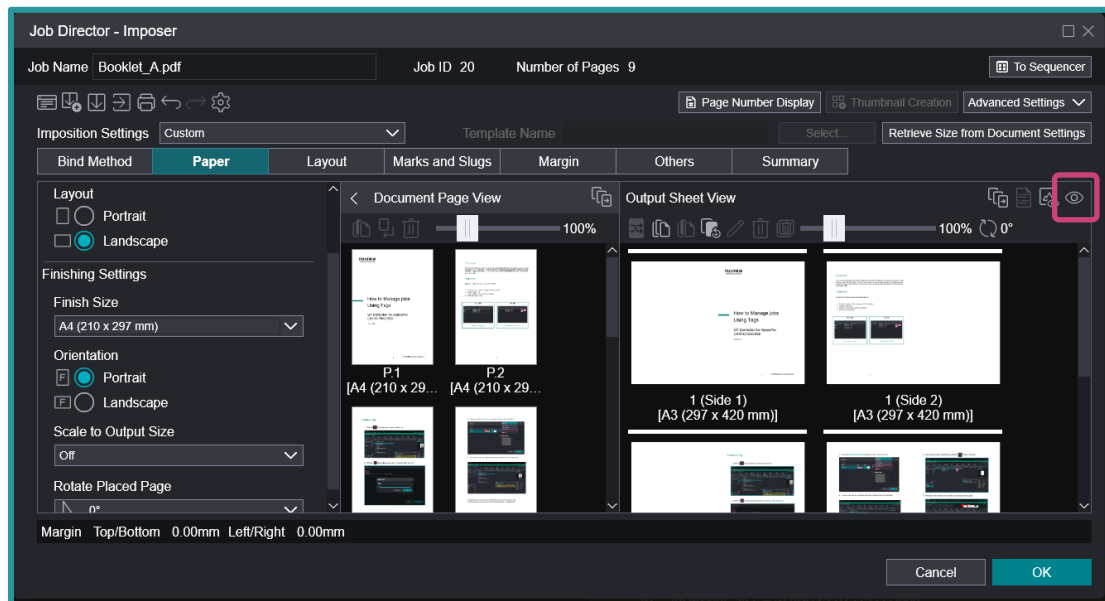
5. From the Paper tab, apply the following settings.
 - a. In 'Output Sheet Settings', from the 'Size' drop down box, select **A3**.
 - b. In 'Layout', select **Landscape**.



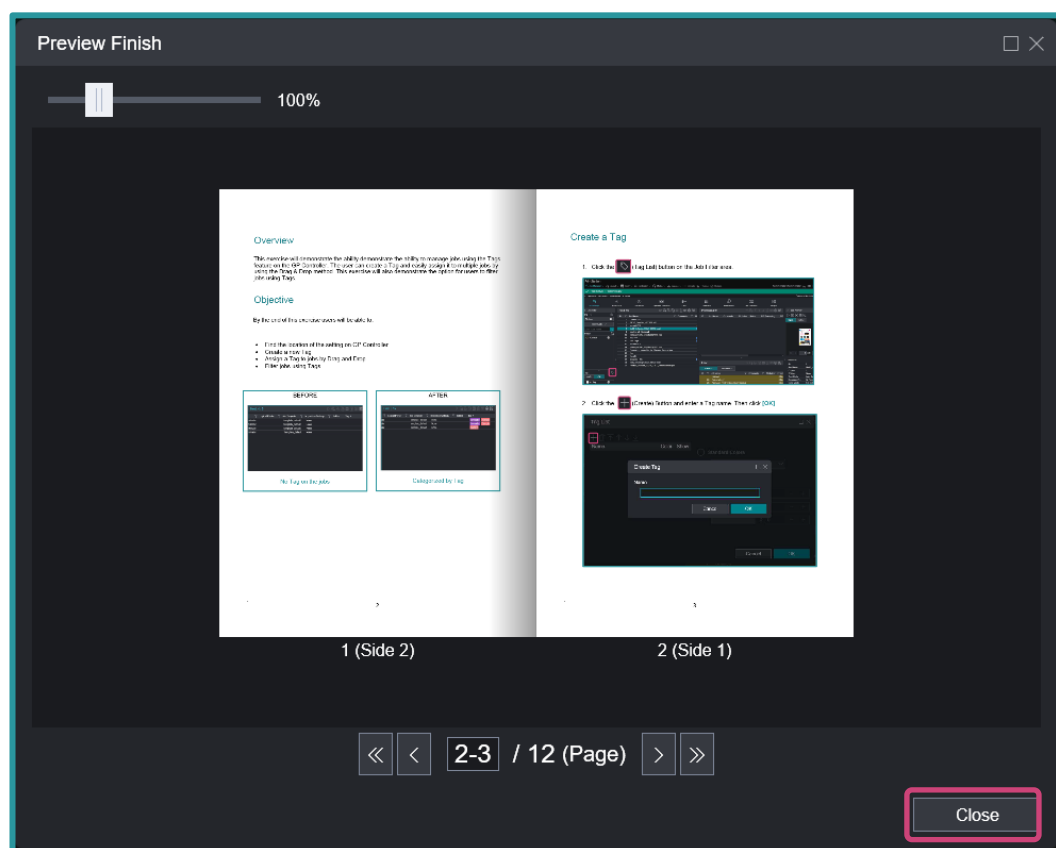
- c. In 'Finishing Settings', from the 'Finish Size' drop down, select **A4**.
 - d. In 'Orientation', select **Portrait**.



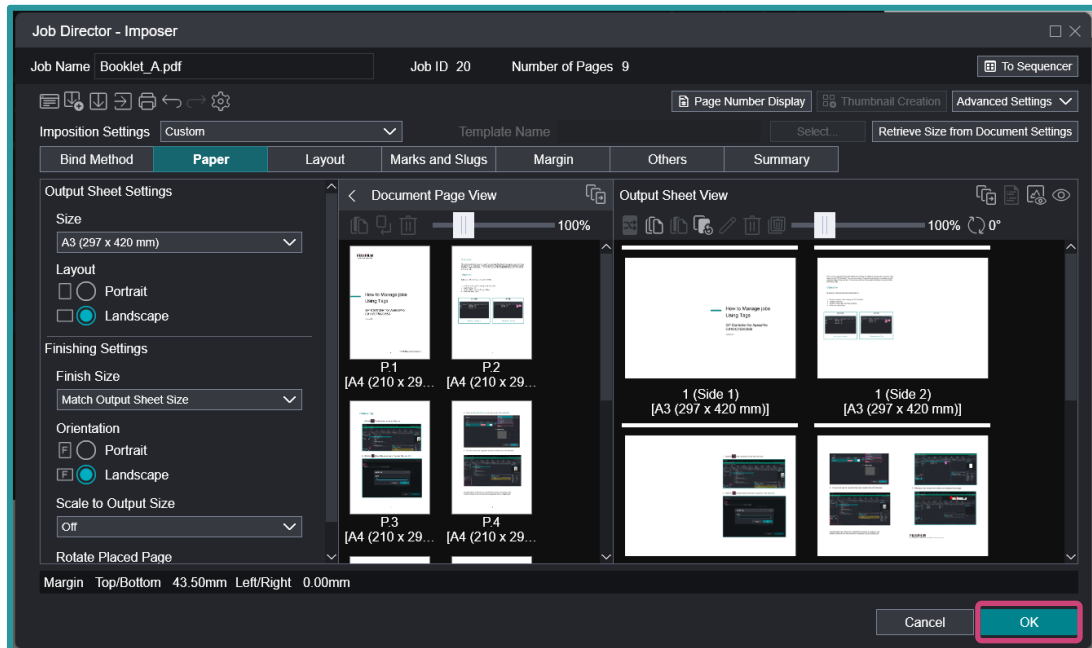
6. Click the **Preview Finish** icon to view an example of the printed result.



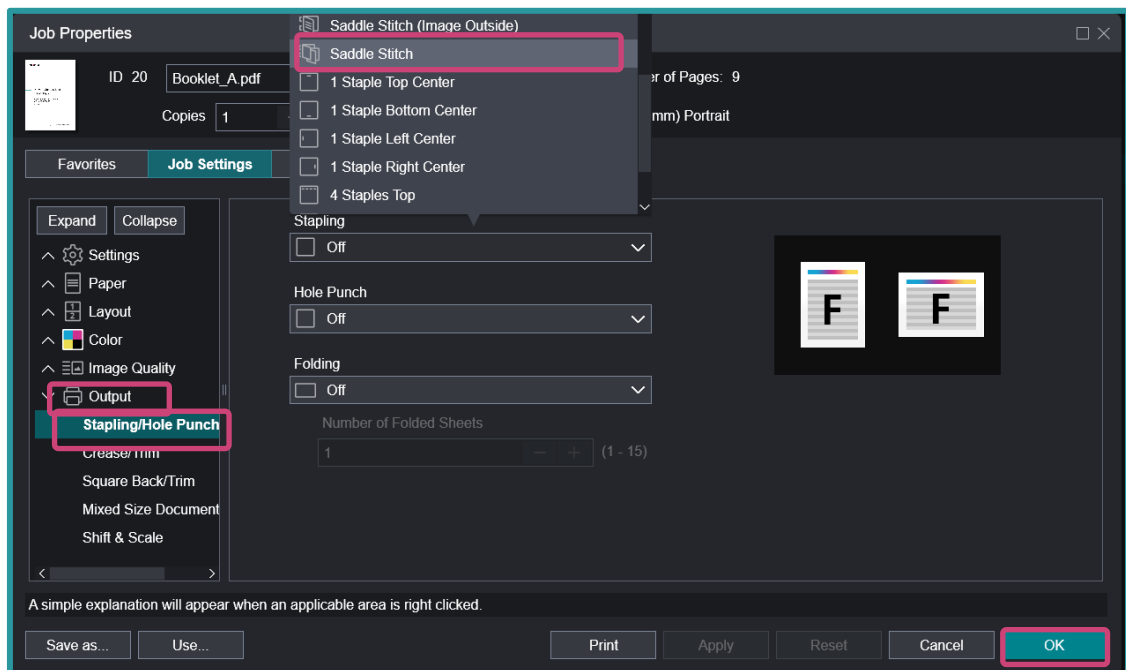
7. Click **Close**.



8. Click **OK**.



9. Double-click the job to open the Job Properties window.
10. Click **Output > Stapling/Hold Punch/Folding** and then from the 'Stapling' drop down menu, select **Saddle Stitch**.



Please ensure that all other properties such as the specific paper settings are correct before submitting the job to the processing queue.



11. Click **OK**. Right-click the job and select **Print**.

Congratulations you have now completed this exercise.

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