

How to Impose Multiple Jobs using the Combined Job feature

GP Controller for ApeosPro
C810/C750/C650

Version 1.0

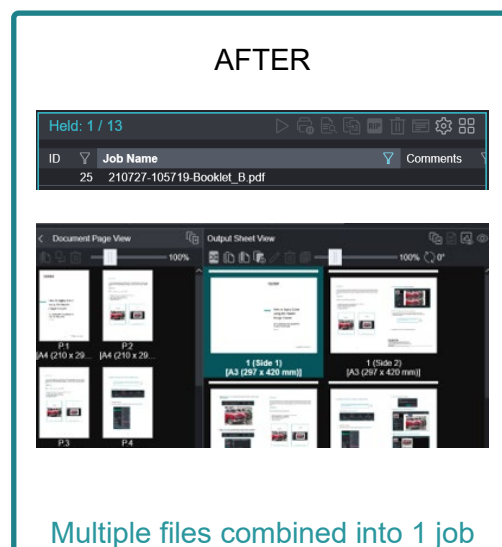
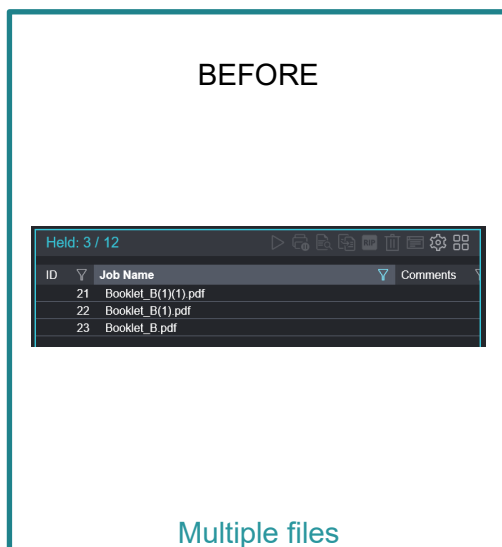
Overview

This exercise will demonstrate the ability to impose multiple jobs into one job using the **Combined Job** feature. In the following example of a finished booklet, this enables you to use one application to create a cover page and then use files from other applications to create the inside of the book. Combining multiple files on the GP Controller, can greatly reduce the time it takes to complete this task at another stage of the document creation workflow.

Objective

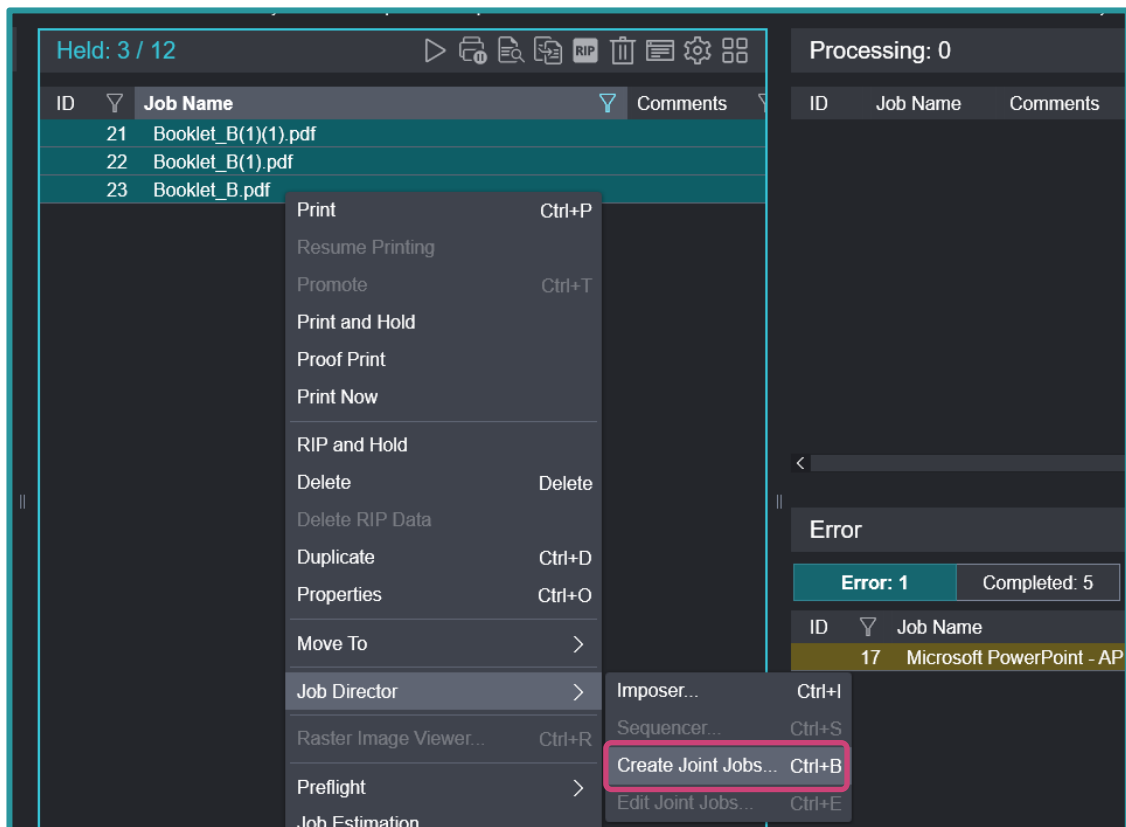
By the end of this exercise users will be able to:

- Import multiple files into the PrintStation
- Create a Combined Job
- Change the page order
- Add blank pages
- Select a binding method
- Submit the Job for print

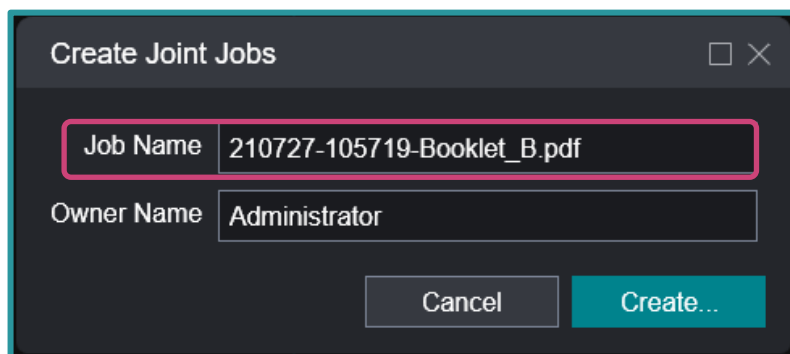


Impose combined job

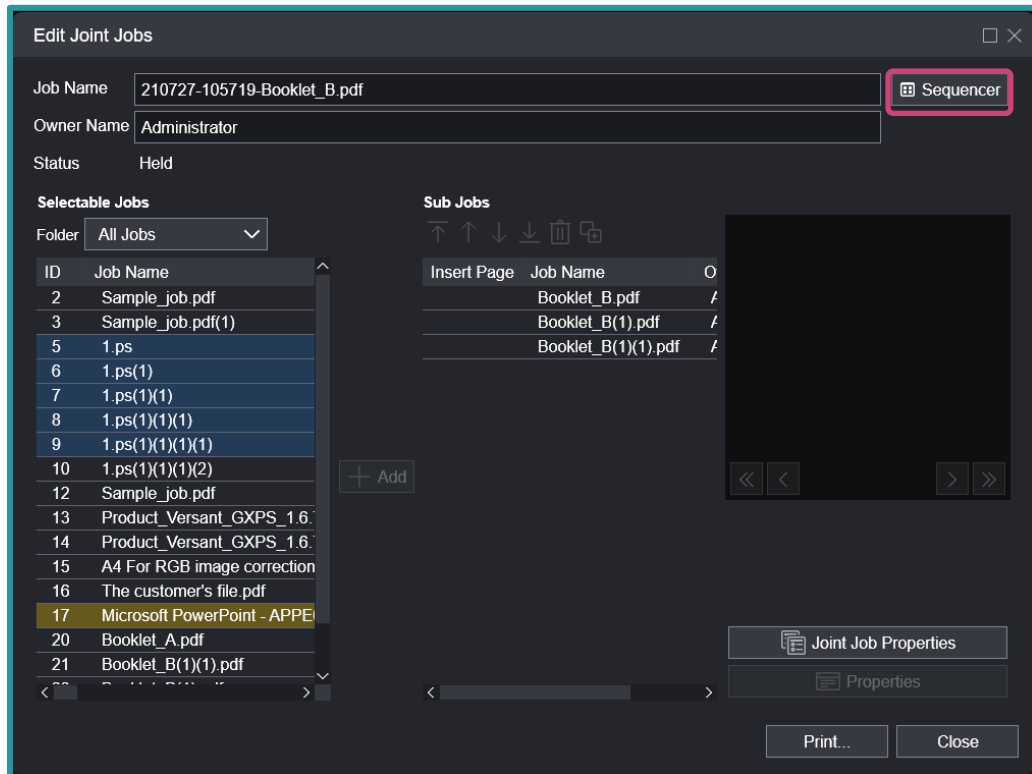
1. Import sample files (multiple jobs) into the PrintStation.
2. Select imported files and right-click to display job menus.
3. From the Job Director menu, select **Create Joint Jobs**.



4. You may modify the Job name and then click **Create**.



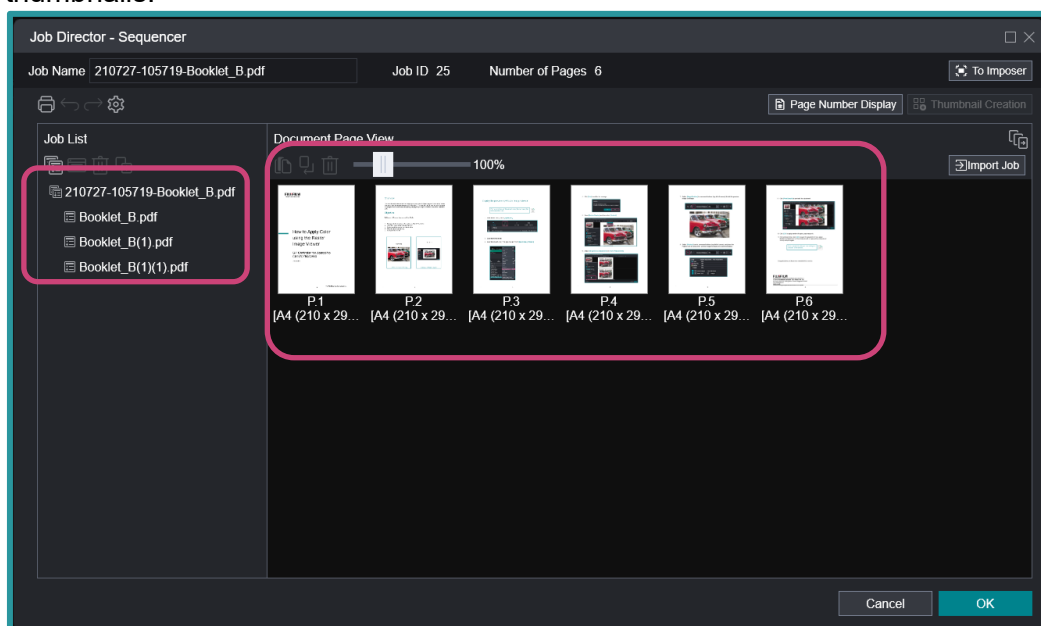
- Click the **Sequencer** button in the top right of the window.



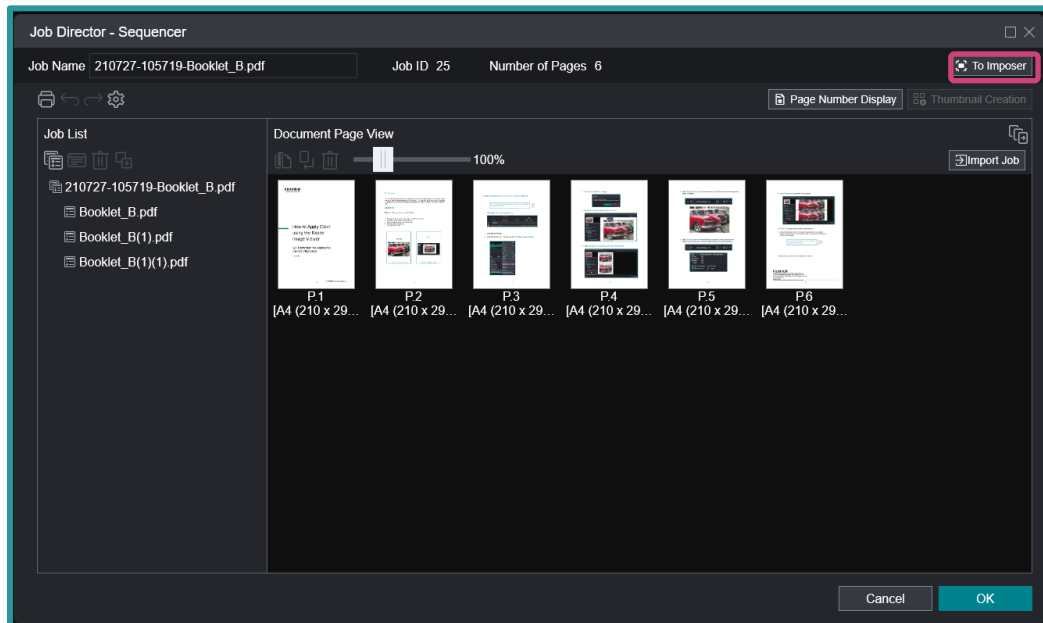
In the next window, please ensure the **Page Number Display** button is selected instead of **Thumbnail Display**. So that the preview images will be shown as in the example below.



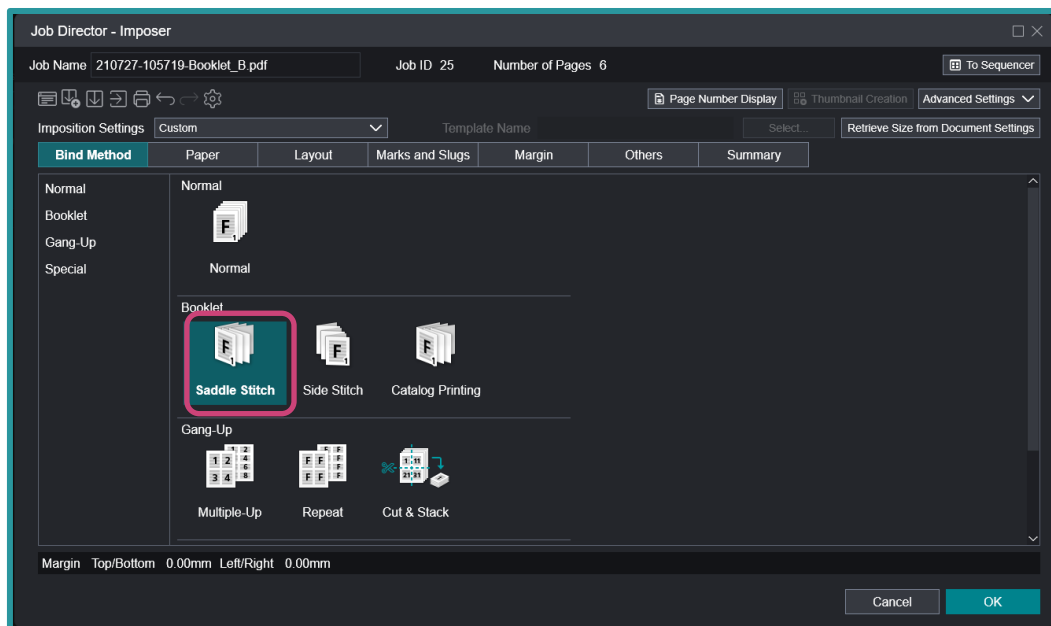
- If the imported order is incorrect, change the page order by dragging and dropping the thumbnails.



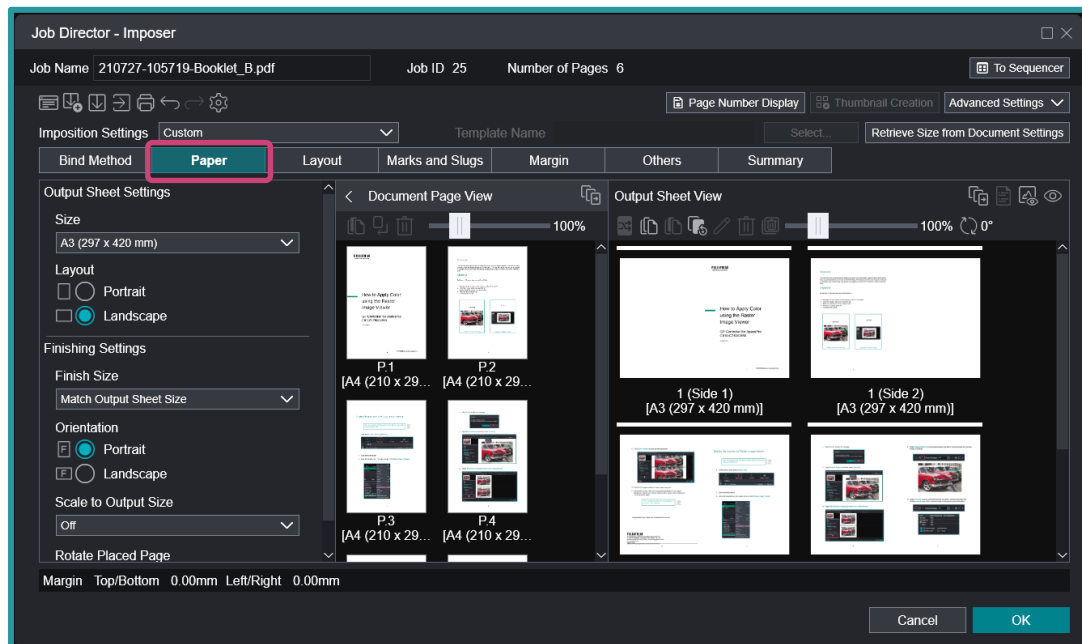
7. Click the **To Imposer** button in the top right of the window.



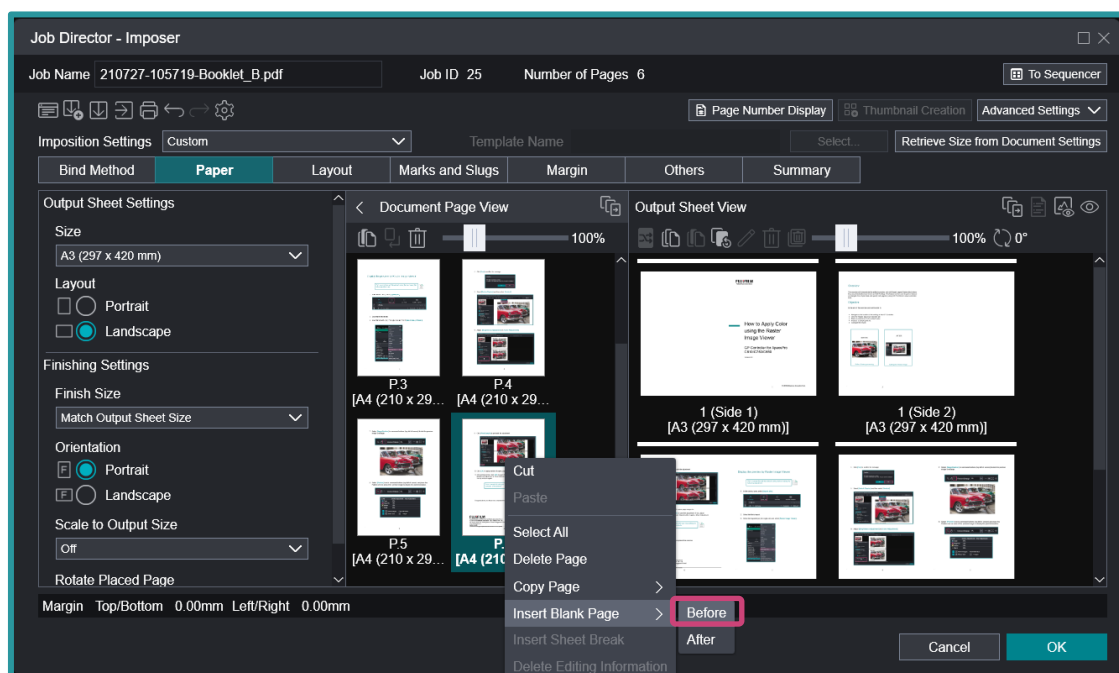
8. From the Bind Method tab, select **Saddle Stitch**.



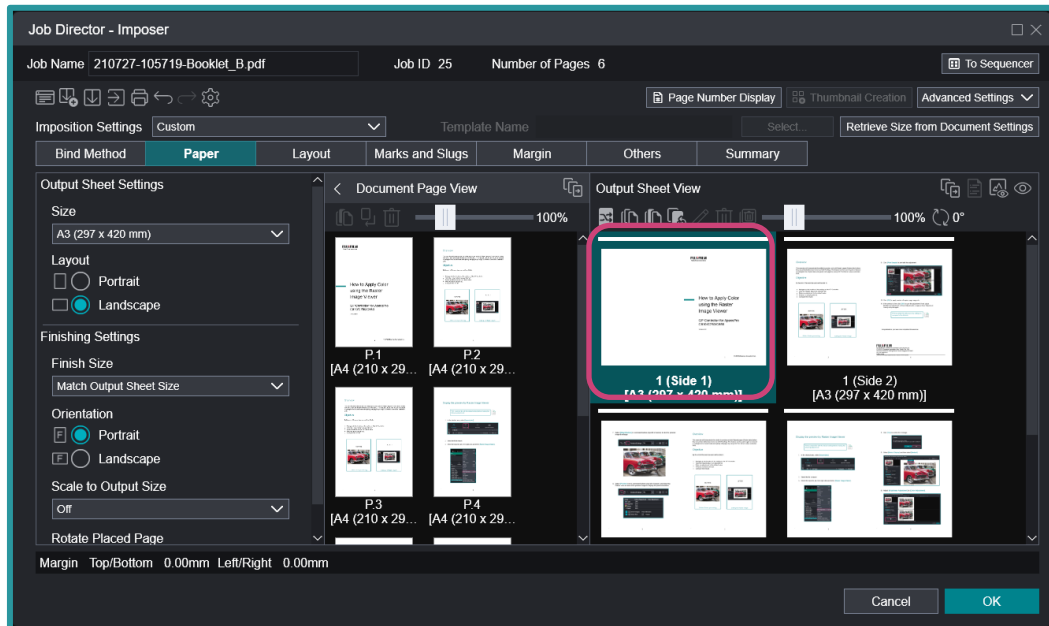
9. Select the **Paper** tab.



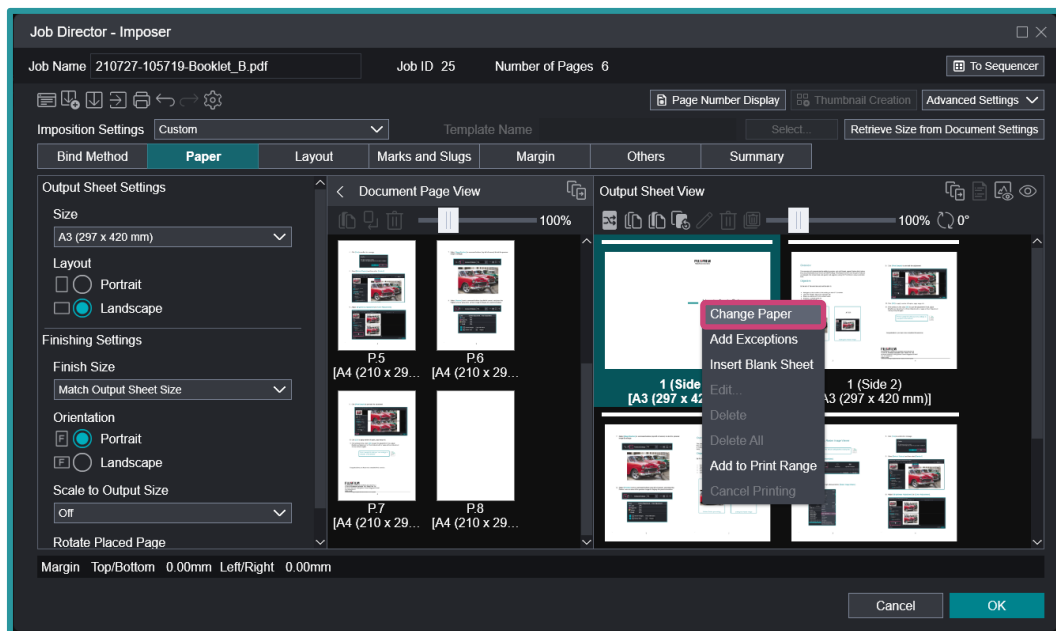
10. Scroll down the Document Page View window and select the last page. Right click and from 'Insert Blank Page', select **Before**.



11. Make sure the back cover is placed in the correct position.



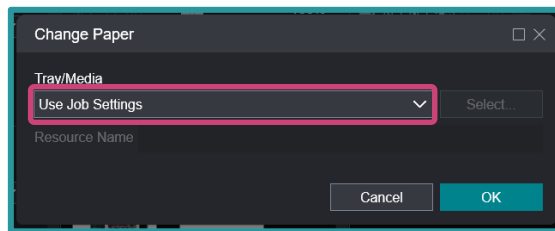
12. Select the first sheet in Output Sheet Display, right click and select **Change Paper**.



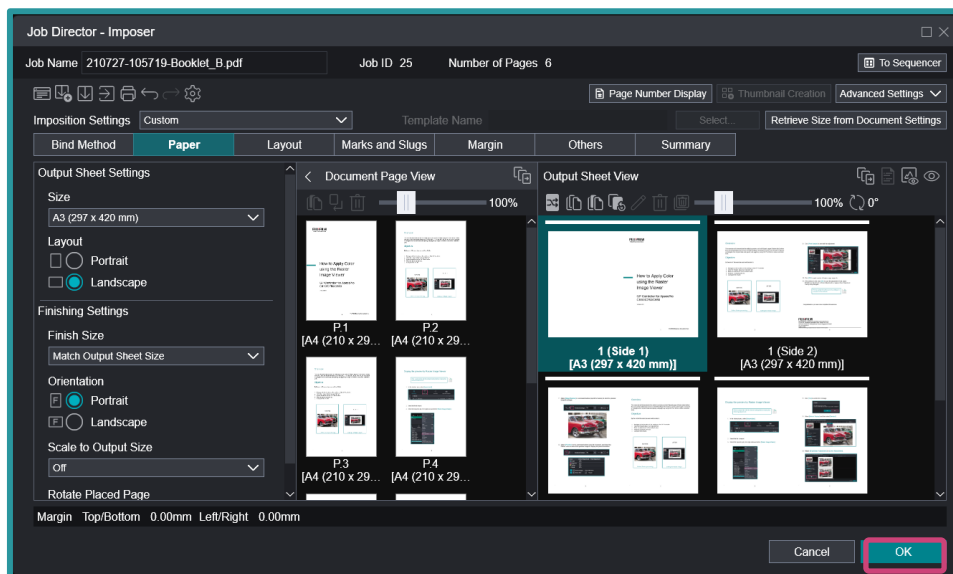
In the following step, if you decide to change the **Use Job Settings** option, the stock selected may be the same page size as rest of job e.g. our example uses A3 paper.



13. Select the **Tray/Media** to change the stock for the cover page and click **OK**.

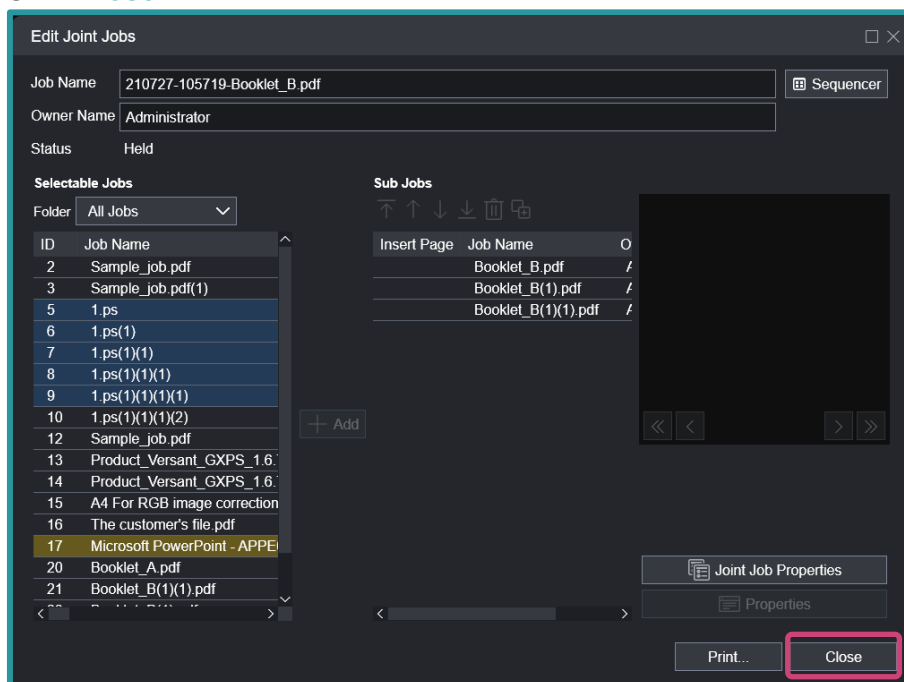


14. Click **OK**.

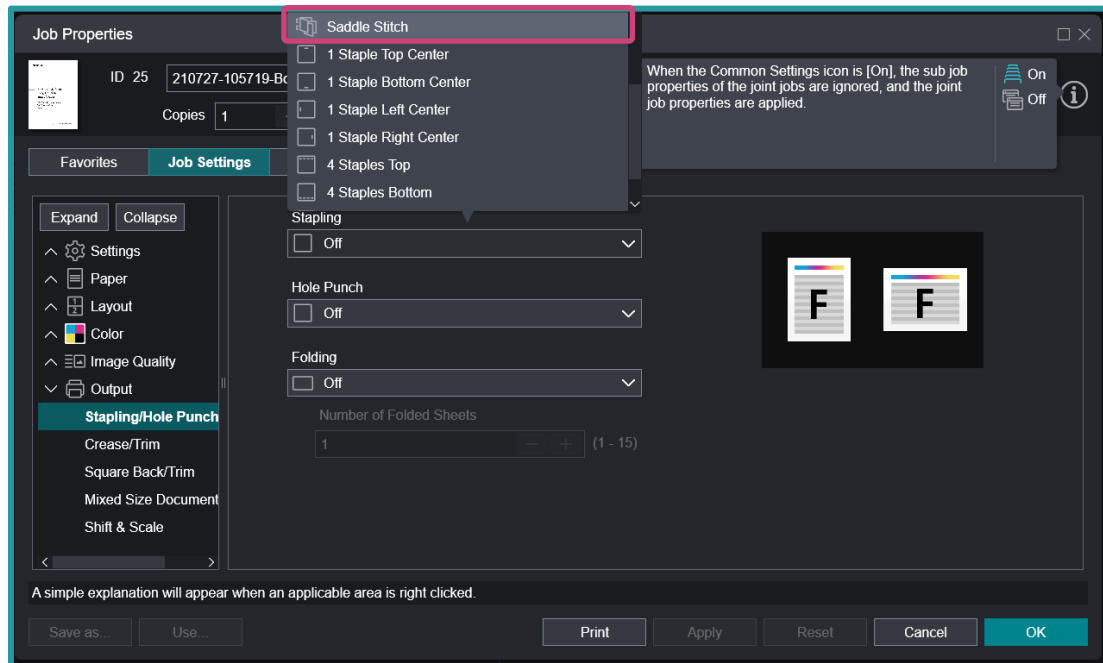


15. The confirm dialog is displayed. Click **YES**.

16. Click **Close**.



17. Double-click the job to open Job Properties dialog.
18. From **Output > Stapling/Hole Punch/Folding**, from the Stapling drop down, 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.



19. Click **OK**. Right click the job and select **Print**.

Congratulations you have now completed this exercise.

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