

# How to Print with a Two-Sided Trim

# GP Controller for ApeosPro C810/C750/C650

Version 1.0

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#### Overview

This exercise will demonstrate the ability to print a job with a two-sided trim using the GP Controller. The user can configure two-sided trim finishing by specifying a finished size. This exercise will also demonstrate the way to configure a job with bleed.

## Objective

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

- Navigate the feature on the GP Controller
- Configure a two-sided trim job with finished size
- Configure a two-sided trim job with bleed





Ouput with two-sided trimming



A physical trim can be applied when the <u>Optional</u> Crease/Two-Sided Trimmer is installed on the printer.

#### Configure two-sided trims with finished size



Please note, that this How To document is part of a set. If you cannot complete some of the following steps please refer to the other referenced documents. Example Open the Job Properties is further explained in How to import a job.pdf

 Open Job Properties and select Job Settings > Paper. From the 'Output Paper Size' drop down menu, select a specific paper size such as A3 (297x 420 mm) SEF. Choose any paper size available other than the default 'Same as Document Size'.

Job Properties		П×
ID 1 Booklet_A.pdf Copies 1	Owner: Administrator Number ( - + (1 - 9999) Document Size: A4 (210 x 297 m	of Pages: 1 nm) Portrait
Favorites Job Settings	Summary	
Expand Collapse	Tray/Media     Auto Select   Configure	Output Paper Size A3 (297 x 420 mm) SEF V
	Media Name Auto Select of Paper Tray	Width (mm)           297.0         -           Longth (mm)
<ul> <li>A ≣ Image Quality</li> <li>A ☐ Output</li> </ul>	Paper Type: Uncoated Edit Paper Color: White Paper Weight (gsm): 64 - 70	420.0 - + (146.0 - 1,300.0) Scaling
		Print Position
		Align to Top Left
A simple explanation will appear when a	an applicable area is right clicked.	
Save as Use	Print	Apply Reset Cancel OK

 From the Job Properties > Job Settings window, select Output > Crease/Trim, then from 'Crease/Trim Settings', select Edit.

Job Properties		$\Box \times$
ID 1 Booklet_A.pdf	Owner: Administrator Number of Pages: 1	
Copies 1 –	+ (1 - 9999) Document Size: A4 (210 x 297 mm) Portrait	
Favorites Job Settings S	Summary	
Expand Collapse A Strings A Paper A Layout A Color A	ease/Trim Settings ease: Off Edit m: Off	
Square Back/Trim Mixed Size Docume Chine & Conte A simple explanation will appear when an app Save as Use	plicable area is right clicked. Print Apply Reset Cancel OK	

3. Select the **Trim** tab, then to enable the Trim feature, check the 'Trim' box.

Crease/Trim Settings	Ω×
Paper/Stapling/Folding Crease	Trim
🛱 🗹 Trim	
Finished Size (mm)	
283.0 - + (247.0 - 285.0)	
Bleed	$\rightarrow$
Align Front and Back	
	Note: The maximum and minimum values of Finish
	Size and Bleed are determined according to the Output Paper Size.
	Cancel

4. From the Crease/Trim Settings window, select Finished Size (mm) and specify the required finished size for trimming, then click OK.

Crease/Trim Settings	
Paper/Stapling/Folding Crease Trim	
) 🛱 🗹 Trim	
G Finished Size (mm)	
283.0 - + (247.0 - 285.0)	、
Bleed	$\rightarrow$
Align Front and Back	
Back (mm) $60 - 1$ (60 250) Note: The maxim	um and minimum values of Finish
Size and Bleed at	re determined according to the
6.0 - + (6.0 - 25.0)	с.
	Cancel OK

5. From the Job Properties window, click **Apply**, then select **Print**.

Job Properties		
ID 1 Booklet_A.pdf Copies 1	Owner: Administrator Number of Pages: 1 — + (1 - 9999) Document Size: A4 (210 x 297 mm) Portrait	
Favorites Job Settings	Summary	
Expand Collapse	Crease/Trim Settings	
	Crease: Off Edit Trim: On Method: Finish Size Finish Size (mm): 283.0 Note: The maximum and minimum values of Finish Size an Bleed are determined according to the Output Paper Size.	nd
Square Back/Trim Mixed Size Docume		
A simple explanation will appear when a	n applicable area is right clicked.	
Save as Use	Print Apply Reset Cancel OK	

## Configure a two-sided trim job with bleed

1. From the Job Properties > Job Settings window, select **Output > Crease/Trim**. From the Crease/Trim Settings, select **Edit**.

Job Properties		□×
ID 1 Booklet_A.pdf Copies 1	Owner: Administrator Number of Pages: 1 + (1 - 9999) Document Size: A4 (210 x 297 mm) Portrait	
Favorites Job Settings	Summary	
Expand Collapse A 52 Settings A 9 Paper A 10 Layout A 10 Color A 10 Inage Quality Color A 10 Inage Quality Color A 10 Inage Quality Stapling/Hole Punct Square Back/Trim Mixed Size Docume C 10 In Conta Set	Crease/Trim Settings Crease: Off Edt Trim: Off	
A simple explanation will appear when an	applicable area is right clicked.	
Save as Use	Print Apply Reset Cancel OK	

2. Select the **Trim** tab, then to enable the Trim feature, check the 'Trim' box.

Crease/Trim Settings	Π×
Paper/Stapling/Folding Crease	Trim
Trim	
Finished Size (mm)	
283.0 - + (247.0 - 285.0)	
	$\rightarrow$
Align Front and Back	· · · · · · · · · · · · · · · · · · ·
Back (mm)	
	Note: The maximum and minimum values of Finish
	Size and Bleed are determined according to the
	Output Paper Size.
	Cancel OK

3. From the Crease/Trim Settings window, select **Bleed**, specify your required finished size for trimming, then click **OK**.

Crease/Trim Settings	
Paper/Stapling/Folding Crease	Trim
Paper/Stapling/FoldingCreaseTrimFinished Size (mm) $283.0$ $(247.0 - 285.0)$ BleedAlign Front and BackBack (mm) $6.0$ $6.0$ $+$ $6.0$ $ +$ $(6.0 - 25.0)$ Front (mm) $6.0$ $6.0$ $ +$ $(6.0 - 25.0)$	Trim Back to the second
	Cancel



4. From the Job Properties window, click Apply, then select Print.

Job Properties		
ID 1 Booklet_A.pdf Copies 1	Owner: Administrator Number of Pages: 1 - + (1 - 9999) Document Size: A4 (210 x 297 mm) Portrait	
Favorites Job Settings	Summary	
Expand Collapse	Crease/Trim Settings Back	
へ 餃 Settings ^	Crease: Off Edit	
	Trim: On Method: Bleed Align Front and Back: On Back (mm): 6.0	
Stapling/Hole Puncl	Note: The movimum and minimum values of Finish Size of	nd
Crease/Trim	Bleed are determined according to the Output Paper Size.	
Square Back/Trim		
Mixed Size Docume		
A simple explanation will appear when a	n applicable area is right clicked.	
Save as Use	Print Apply Reset Cancel OK	(

Congratulations you have now completed this exercise.

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