How To Impose Multiple Jobs by Using the Combined Job Feature

GX Print Server for PrimeLink™

Version 1.0

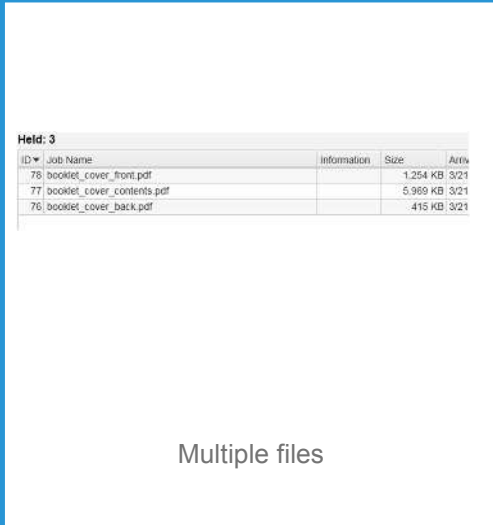FUJIFILM Business Innovation Corp.

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 GX Print Server, 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 you will be able to:

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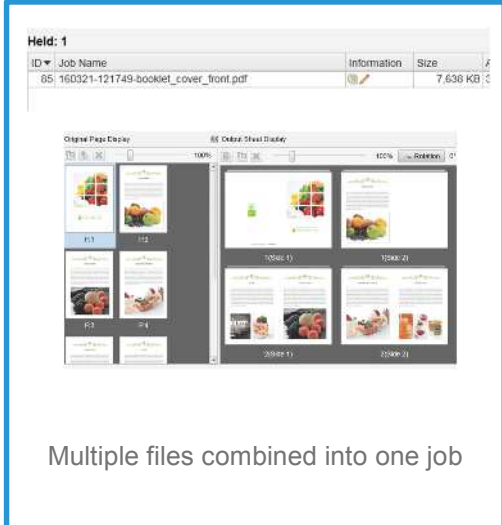- Select a binding method
- Submit the job for print

BEFORE

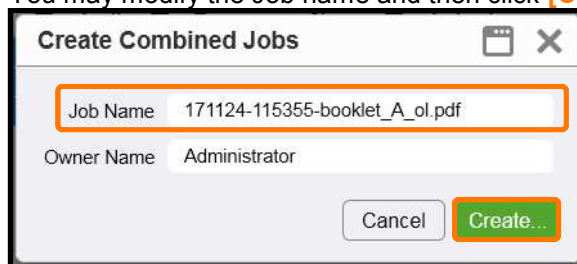

Multiple files

AFTER

Multiple files combined into one job
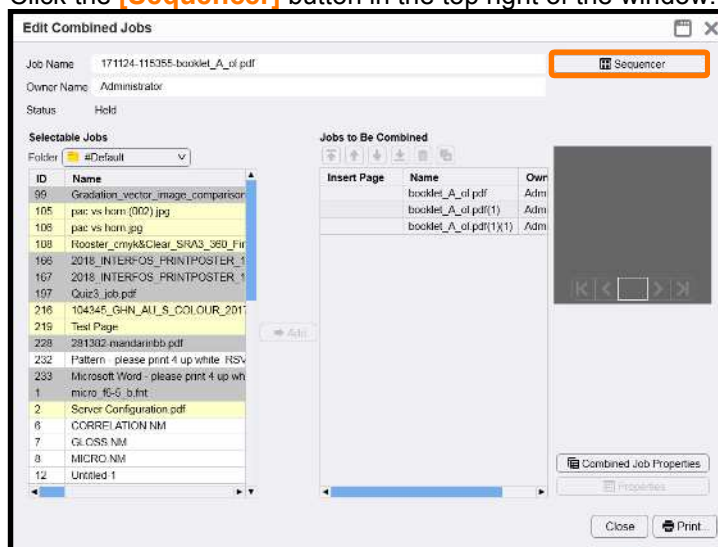
Impose Combined Job

1. Import sample files (multiple jobs) into the Print Station.
2. Select imported files and right-click to display job menus.
   Select **[Create Combined Jobs] from the [Job Director] menu**.
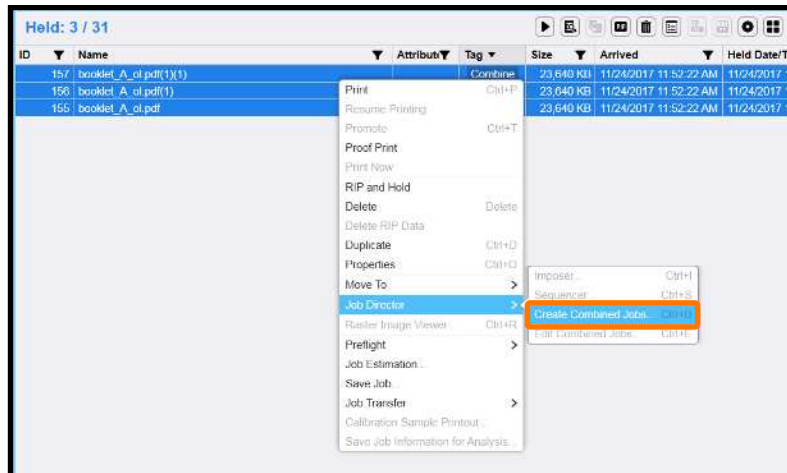
3. You may modify the Job name and then click **[Create].**

4. Click the **[Sequencer]** button in the top right of the window.
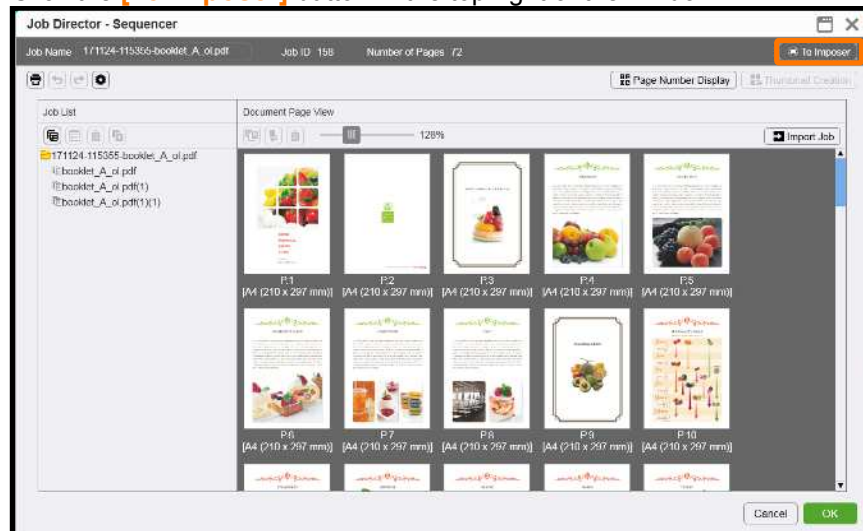

In the next window, please ensure the [Page Number Display] button is selected instead of [Thumbnail Display]. So that the preview images will be shown as in this example.
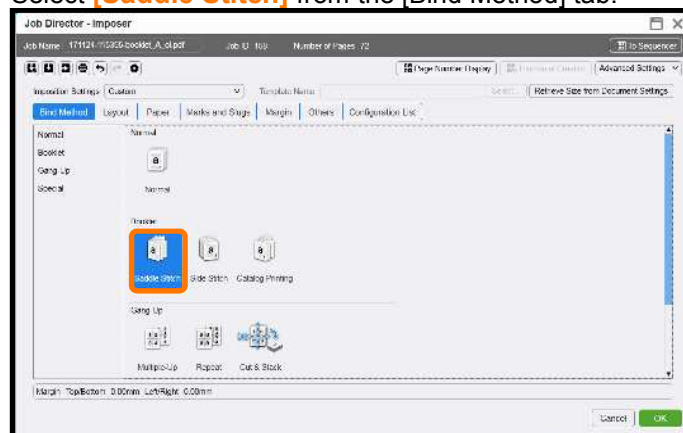
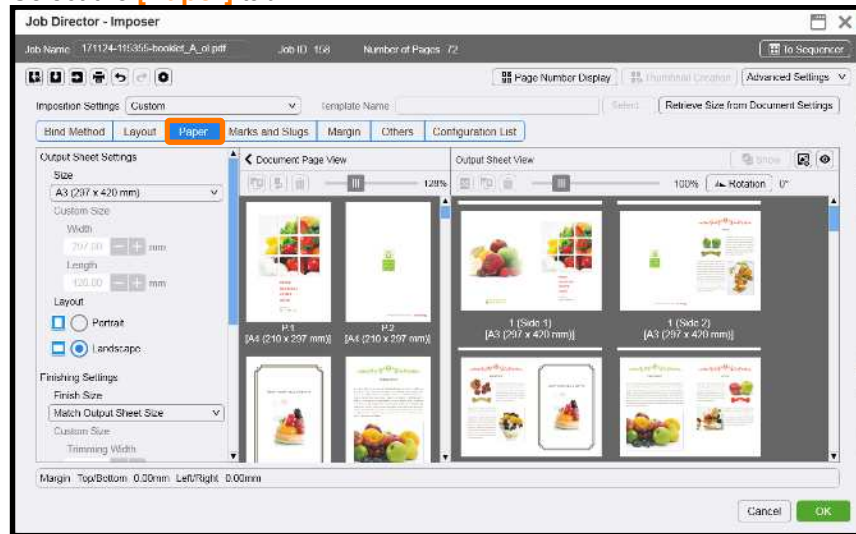5. Change the page order by dragging and dropping the thumbnails (if the imported order is not correct).
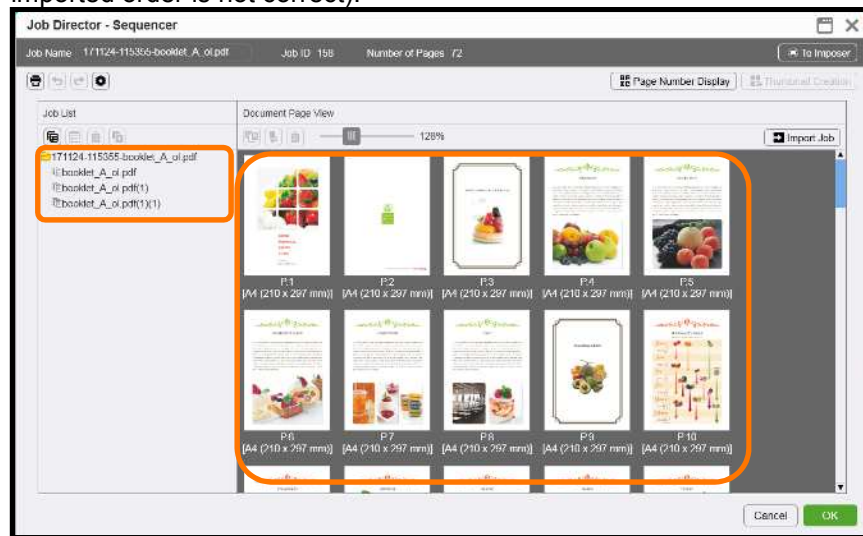
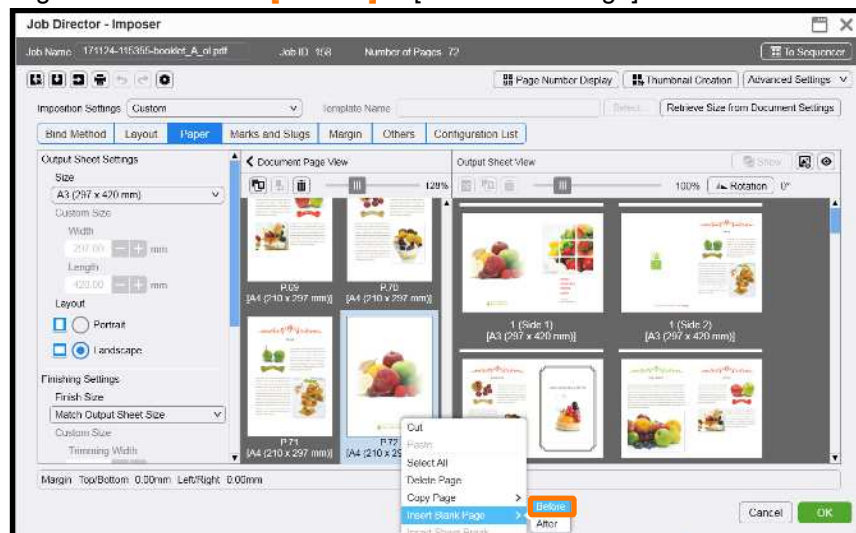6. Click the [To Imposer] button in the top right of the window.

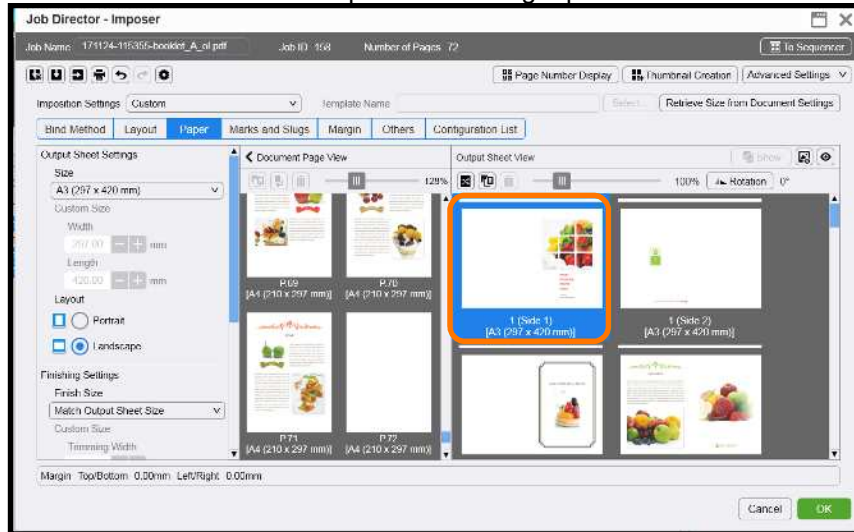7. Select [Saddle Stitch] from the [Bind Method] tab.
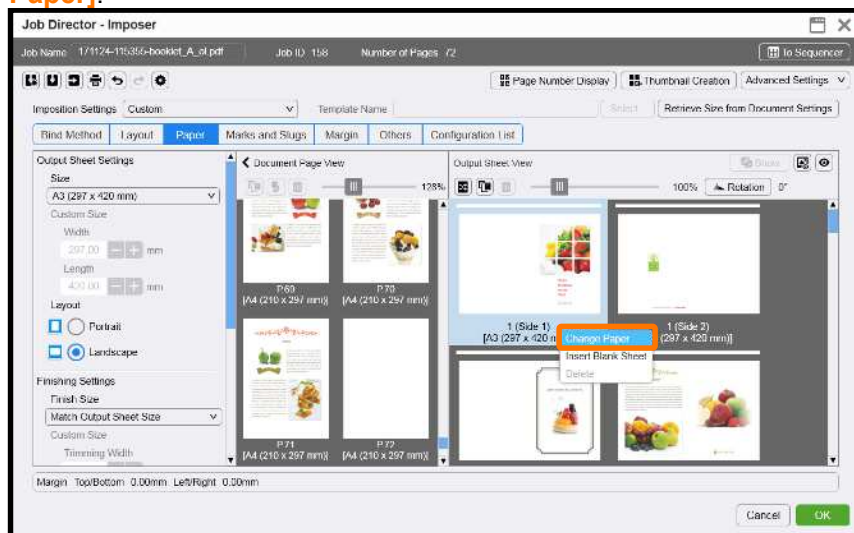
8. Select the **[Paper]** tab.

9. Scroll down the [Document Page View] window and select the last page.
    Right-click and select **[Before]** in [Insert Blank Page]

10. Make sure the back cover is placed in the right position.

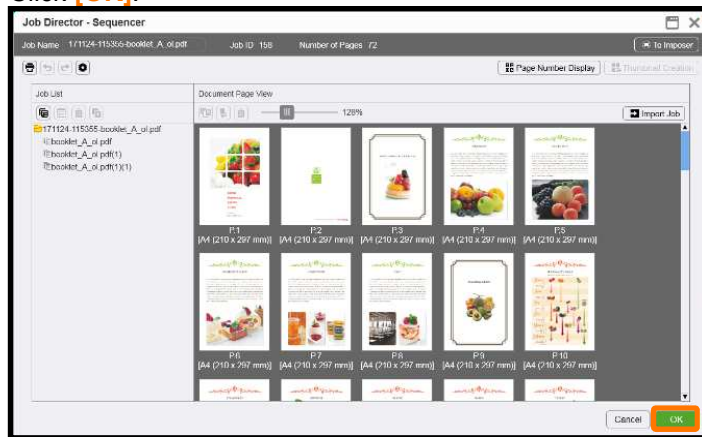11. Select the first sheet in Output Sheet Display, right-click and select **[Change Paper]**.

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.
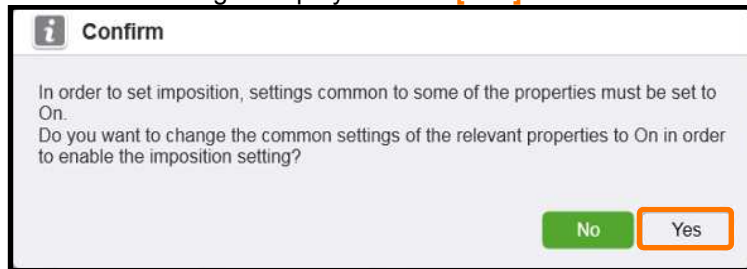
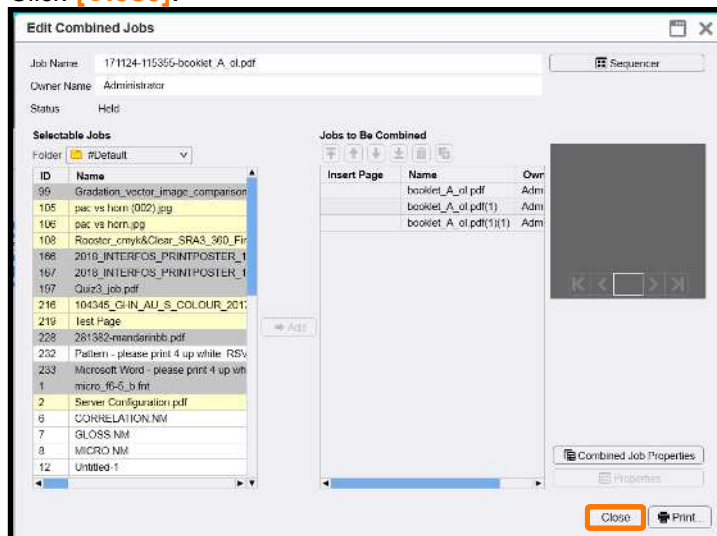12. Select **[Tray/Stock]** to change the stock for the cover page and click **[OK]**.
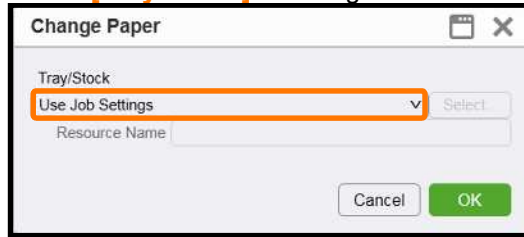
13. Click **[OK]**.

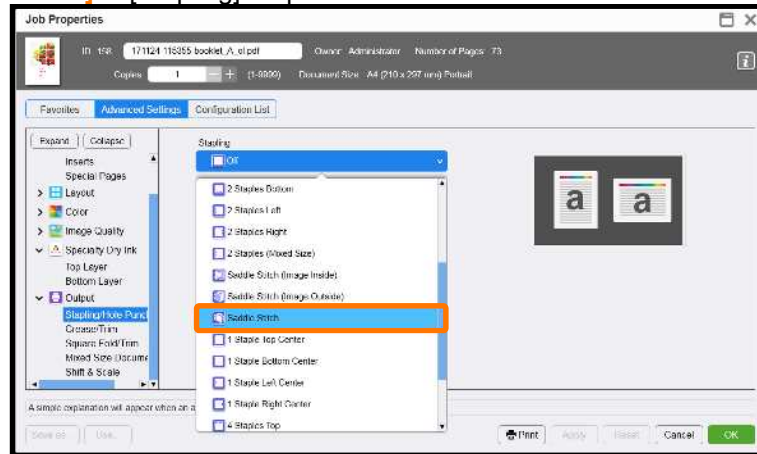14. The confrim dialog is displayed. Click **[Yes]**.

15. Click **[Close]**.

16. Double-click the job to open Job Properties dialog

17. Select the [Output > Stapling/Hole Punch/Folding] and Select [Saddle Stitch] in [Stapling] drop down menu.

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

18. Click [OK]. Right click the job and select [Print].

Congratulations you have now completed this exercise.