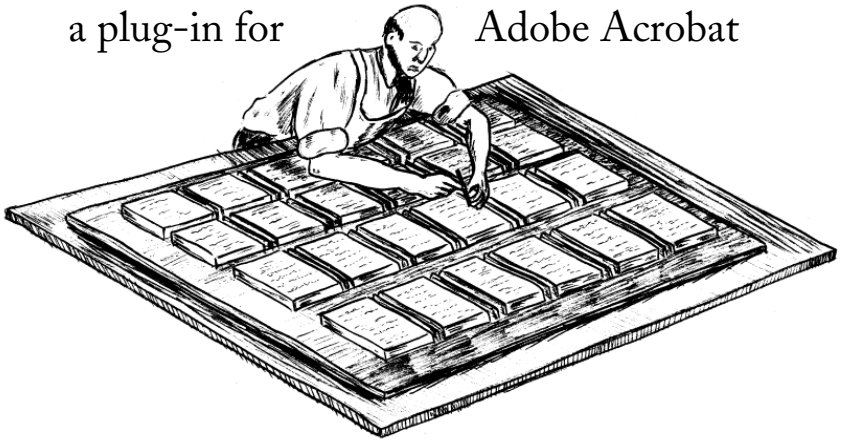


# Quite Imposing:

a plug-in for

Adobe Acrobat



## Guide

2.0

Quite Software Ltd.

<http://www.quite.com/>

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Quite Software Ltd.

Carraig Thura

Lochawe

Argyll

PA33 1AF

United Kingdom

<http://www.quite.com/>

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I Revised for 2.0, May 2005

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## Dire warnings

If you are about to jump in and use Quite Imposing, here are a few things to watch out for. But don't panic!

- If you are imposing and sending the results on for professional printing, **don't** try to guess what the printer will want from you. They might need to do their own imposition in special ways. **Always** check.
- As described in *Tips for desktop printing (p.23)*, if you are printing to a laser printer or similar, putting printed pages back in to print double sided can cause serious damage to the printer.
- Most imposition functions break or lose links, bookmarks etc.
- Form fields and comments might be used to add text or pictures to a page. Quite Imposing may lose them when imposing; you have the choice, as described in *Imposition Preferences (p.39)*. Take care as they might equally have been used to add comments that nobody intended to print.
- Don't force Quite Imposing to break the 200 inch square limit on page sizes in Acrobat. Acrobat will start to behave oddly. (Some old software may enforce a 45 inch square limit)
- allows you to reach outside the original page size, and the results of this aren't guaranteed. See the longer discussion in *Trim And Shift (p.91)*.
- As always when working with Acrobat, keep your original files, don't rely on being able to fix PDFs.

## About the Demo Version

Quite Imposing and Quite Imposing *Plus* will run automatically as a demonstration until you license them. Please contact us if you have any difficulty obtaining a demonstration version, as we would really like you to have the opportunity to try out Quite Imposing, and make sure it is suitable for your needs, before you buy.

If you are using a demo copy of this software, it will mark pages with an “X” when it performs imposition. We hope this does not interfere with your evaluation of the product.

There are a few other restrictions, since we do, after all, want you to buy a copy, not do all your work with the demo!

*Shuffle Pages For Imposing* (p.71) will add an X to the pages shuffled, so for safety it always makes a copy of the pages.

In addition, in Quite Imposing *Plus*, the *Stick On Masking Tape* (p.105) function will place an X over the (otherwise usually invisible) tape, and Stick on Page Numbers will add the word DEMO after each number.

Any sequences created with Quite Imposing *Plus* in the demo version can only be played back in the demo version.

You can't import demo layouts to *Automation sequences* (p.45) in the licensed product. Finally, *Imposition Info* (p.117) will only report information for impositions made in demo mode.

See <http://www.quite.com/buy.htm> if you need any information on buying once you've evaluated the demo.

# About Quite Imposing

Imposing (or imposition) is all about combining pages before you print them. It has been done for hundreds of years, and virtually every book or leaflet you pick up will have been imposed.

Despite this, imposition is one of the mysteries of electronic publishing. Some desktop publishing (DTP) applications will impose for you, so you can make up the pages on screen. But this is often a cumbersome process, and only a few applications give you this choice.

Usually, it is up to the printer (the person, not the machine) to do imposition, using specialist applications. These applications are often limited, and can only impose the results of a specific list of applications.

Quite Imposing aims to be a tool for a wide range of people. Since it was introduced in 1997 publishers, from the producer of a small newsletter in fold-over booklet form, to professional printers, have found it a simple and flexible solution to their imposition needs.

Quite Imposing is for people who are working with Adobe's Acrobat suite, which creates and modifies PDF files. By itself, Acrobat allows pages to be rearranged, or documents split or joined, but not much more. But PDF is a flexible format, suited to imposing.

With Quite Imposing, you can impose *any* PDF file (except those using Acrobat's security options). You'll make a new PDF file, which you can see on screen and make sure it has the correct arrangement, before printing. This should save many expensive mistakes.



### The Quite Imposing Philosophy

What You See Is What You Get (WYSIWYG) has been the norm in most graphics and publishing applications for some time now, but most imposition hasn't been. With Quite Imposing, the results of your imposition will be a PDF document, which you can view or print to check what you will see before wasting more expensive media.

We know there is more to imposition than just arranging pages. We have a range of tools to do the other functions you need, such as adding page numbers, or adjusting margins.

Almost all of the functions in Quite Imposing work with an existing PDF file which you have opened in Acrobat. Many of the functions will create a new document. These aren't saved automatically, because often you will just print them, or do more processing. You just save the files you need.

Because the results of the imposing functions are PDF documents, you can run a series of functions, and keep the end result. You could add page numbers, crop even and odd pages differently, then create a booklet.

Some parts of Quite Imposing do fairly complicated tasks (like *Shuffle Pages For Imposing* (p.71) or *n-Up Pages* (p.62)). Others are simple building blocks (like *Reverse Pages* (p.90)). You will also use standard parts of Acrobat, such as Insert Pages, if you need to merge files before imposing.

Quite Imposing *Plus* 2.0 allows you to collect tasks together or replay a series of commands used before, using *Automation sequences* (p.45).

### Quite Imposing *Plus* – Quite Imposing’s bigger brother

This is the manual for the Quite Imposing product. Also available is Quite Imposing *Plus*, which has everything in Quite Imposing, plus a number of features which build on the basic imposition and add a number of useful tools.

Quite Imposing *Plus* includes:

- **Automation sequences**, to group together commands and play them back with or without prompting.
- **Step and repeat**, allowing multiple copies of each page to fill a sheet (e.g. business cards).
- **Manual Imposition**, allowing you to manually impose single pages for special one-off effects.
- **Imposition Info** which gives details and accountability on the pages which went into an imposition, and allows imposed pages to be deleted, or the original pages to be extracted for reuse.
- **PDF/X support** to preserve PDF/X settings when imposing.
- **Define bleeds** allows you to set up pages with “bleeds” which will over-run into the space between imposed pages. This is used to allow printing right to the edge of a printed page, by trimming it to the registration marks.
- **Stick on page numbers** allows you to add numbers to any document.
- **Stick on masking tape** allows you to stick on a white “tape” to cover parts of the page you don’t want. Layouts of tape can be remembered and played back.
- **Peel off page numbers** removes the numbers you add
- **Peel off masking tape** can remove the tape

- **Peel off registration marks** allows unwanted registration marks to be removed from a page.

Contact your reseller or Quite Software directly for a demonstration copy, or for upgrade prices.

### When *not* to use Quite Imposing

We don't want to pretend Quite Imposing will suit everyone. As the first imposition tool to work inside Acrobat, we had to decide what to put in, and what to leave out. We have added more since the first version, but if the following apply, Quite Imposing may not suit you well:

- If you have to make up complex impositions that can't be easily expressed as n-up layouts. However, if you can express an imposition once, Quite Imposing *Plus* can easily be used to repeat it again and again using *Automation sequences* (p.45)
- Mixed impositions, which change their layout half way through (e.g. for the last sheet), may be difficult.
- If you have a requirement for a highly automated work-flow. Quite Imposing expects to have someone "driving" it at all times.
- If you are preparing interactive documents with extensive use of links etc. Quite Imposing is targeted at printing, so it doesn't make any effort to preserve links. Also if you use form elements to add information to pages.
- If you need "bottling" or "shingling", specialist adjustments.

## **Before You Start**

To get the best out of Quite Imposing, you need to know how to get the best out of Acrobat. And you need to know the limitations of Acrobat. You should satisfy yourself that you can make PDF files of sufficient quality, and that you can print them successfully.

So, before you start, you should work with PDF files, your favourite application, and your printer: Some tips:

- There are now many ways to make PDF files. Adobe Acrobat is often the best tool, though you should generally avoid “PDFWriter”, found up to version 4.0 (Macintosh) or 5.0 (Windows). The recommended tool is “Distiller”, with a printer driver now called “Adobe PDF”.
- PDF creation tools, including Distiller, have settings you may need to adjust to get high quality results. Distiller is set up to produce the smallest possible file, out of the box. But the smallest files get to be the smallest by reducing quality.
- Acrobat won’t handle files larger than 200 inches on a side (5080 mm). Old versions of Acrobat (to 3.0) and some other software may have a 45 inch (1143 mm) limit. Acrobat was originally designed for desktop printing, and doesn’t have a full range of controls for typesetters, though this was improved in Acrobat 6.0. Also, new printers are coming out all of the time, and not every one prints perfectly from Acrobat. Try it out before you commit yourself to using Acrobat or Quite Imposing.

# Running Quite Imposing

This manual doesn't cover how to install the Quite Imposing plug-in, which is usually a matter of copying a file into the Acrobat plug-ins folder. Look for separate getting started instructions or a README file.

Quite Imposing works with Acrobat 4.0 and above only and *not* with the free Acrobat Reader. (Both Acrobat Standard and Professional can be used). If the plug-in is correctly installed you will see a menu Plug-ins, with an entry giving the plug-in name. If this menu item does not appear, then the plug-in is not correctly installed.

You can use the entries in the Quite Imposing menu to start all of the functions in Quite Imposing. Alternatively, you can just select *Imposition Control Panel* (p.37), which starts a control panel giving buttons ready to run each function.

It is worth experimenting with each of the functions to see how they work. You may find it useful to combine functions in ways you didn't expect.

Take care not to damage your original files. Some, but not all, functions will create new PDF files, making a copy of the old. Check the table on the next page to see which functions do this. Always remember that there is a *Create Sample Document* (p.100) function which is a good starting point for your experiments. For safety, Quite Imposing *never* saves or overwrites a file automatically – you must choose to do this.

The most common cause of a failure in Quite Imposing is reaching Acrobat's limit on the number of open files. There's nothing we can do to increase that limit, so close down the files you don't need any more.

Which functions modify existing documents?

Function	Modifies existing document
<i>Imposition Control Panel (p.35)</i>	not applicable
<i>Create booklet (p.51)</i>	never
<i>n-Up Pages (p.58)</i>	never
<i>Join Two Pages (p.64)</i>	always
<i>Shuffle Even/Odd Pages (p.65)</i>	optional
<i>Shuffle Pages For Imposing (p.66)</i>	optional
<i>Reverse Pages (p.84)</i>	optional
<i>Trim And Shift (p.85)</i>	always
<i>Insert Blank Pages (p.90)</i>	optional
<i>Create Sample Document (p.91)</i>	never

## Seven Top Tips

1. In Quite Imposing *Plus* you can use “imposition by example” to take any imposed PDF, and make another one just like it. You don’t need to follow all the same steps again.
2. It’s very important to realise that Quite Imposing was designed with printing in mind, not interactive documents. You can use Quite Imposing on any document, but it will usually lose or damage any links or bookmarks you have set up.
3. Remember to save the documents you need, and to give them meaningful names. It isn’t a good idea to save the files as “New document” or “Booklet” though nothing will stop you.
4. Remember to close down the files you *don’t* need to avoid reaching Acrobat’s limit on open documents.
5. Print your sample documents and measure them carefully to make sure everything is as you expect.
6. If you are scaling pages up or down, Acrobat will scale most things, including text, perfectly. But if you have included bitmap images, scaling up may cause the quality to degrade noticeably.
7. If you are working with a desktop printer, make sure to read *Tips for desktop printing* (p.20).



## What's new in 2.0?

If you used Quite Imposing 1.x, there are a number of new features in version 2.0. These are described below.

We have attempted to keep the look and feel of Quite Imposing 2.0 very close to the old version, so people will have no trouble adapting to the new version. However, it is also possible to select the **Hide all new features** option in *Imposition Preferences* (p.39) to turn off almost all the new features and return to a look very similar to the old system. This may be especially helpful where staff have been trained to follow scripts, and there has not been time to update them yet. Of course, we recommend keeping this option off, as the new features are designed to be of use.

### Shuffle Assistant

This is a new option on the *Shuffle Pages For Imposing* (p.71) function. It allows the user to type in a page count, rows and columns, then fill in only the page numbers on the front of the first sheet. It can then work out the correct rule for most common saddle stitched, perfect bound, and cut stacks impositions.

### QI Toolbar button

A toolbar button is now available in Acrobat to open the Quite Imposing control panel. In Acrobat 6.0 and later, it is on the Advanced Editing toolbar, which you may need to show.

### N-up

In *n-Up Pages* (p.62):

- A “new document” choice is offered. In Quite Imposing 1.x a new document was always made. This

choice allows more flexibility, and avoids opening too many new windows.

- In these functions in Quite Imposing 1.x sheets are always aligned to the top left. 2.0 now allows the resulting page to be aligned any way, including centred. This is not available if sheets are to be trimmed.

### **Impose annotations / form fields**

There is an option now in preferences to decide whether form fields and annotations are discarded (as in 1.0) or converted to part of the imposition (non interactive).

### **Advanced booklet options**

The *Create booklet* (p.56) function has been kept the same except for an Advanced switch on the first dialog. This allows the following options:

- Create a new document (the default is to do so).
- Do not scale original pages.
- Add a margin. Essential with crop marks, optional otherwise.
- Add crop marks (with all settings as in n-up).

### **Bleed prompt**

It is a very common problem that users will sometimes get a file with bleed (trim box) and crop it without realizing. They may expect the imposed page size to reflect their cropping rather than (correctly) the trim box. In this case, the plug-in will now prompt. The user can suppress the prompt in general or per imposition, and set a default to use either trim or crop box. Details in *About bleeds* (p.33)

### Other shuffle changes

Further changes to *Shuffle Pages For Imposing* (p.71):

- The Advanced button is renamed **Repeat** and has text showing the current selection.
- As well as the normal and saddle stitch repeat orders, you can now select single sided or double sided cut stacks (this was available as an undocumented feature in some versions of Quite Imposing 1.x).
- A group size of 1 is now allowed (previously it had to be 2 or more). This allows pages to be easily repeated (e.g. group size 1, rule “1 1” to double every page).

## How do I...?

Some functions which may not be immediately obvious.

### ...use measurements easily?

Quite Imposing uses the current units that you have selected in Acrobat Preferences (**Edit > Preferences > General** or **Acrobat > Preferences > General**). These may be inches, mm, or points. These are used consistently, except that type size is always measured in points.

- Acrobat 5: in Acrobat Preferences, choose **Display**.
- Acrobat 6 and 7: in Acrobat Preferences, choose **Units and Guides**.

On any screen where you can type a measurement, you can type a simple fraction using the “/” key. For instance you can type 3/8, and this will be converted to 0.375.

### ...merge multiple PDF documents into one imposition?

Use the standard Acrobat functions. For instance, open the first document and use **Document > Insert Pages** to add successive documents to the end. The Quite Imposing function *Insert Blank Pages* (p.99) may be useful if you have to pad out pages to an odd boundary. There's no need to save this merged document – you can go directly to imposition.

Another useful Acrobat function that many people miss is that you can arrange pages using drag and drop. Open the thumbnail view (in recent versions of Acrobat, the Pages palette). You can drag from the *page number* under the thumbnail to rearrange a document. If you open two documents side-by-side you can copy pages between the documents by dragging thumbnails.

**...plan an imposition?**

To make an imposition which is more than a 2-up booklet you will probably need to plan the imposition. Typically impositions are made using *Shuffle Pages For Imposing* (p.71), then *n-Up Pages* (p.62). A common planning technique is to make a “folding model”, where the sheet is folded as it is intended before trimming, then the pages are numbered. Most impositions repeat themselves after the first 1 or 2 sheets. Consider the front and back as consecutive sheets.

Once you have unfolded your labelled plan, you need to decide how to re-order the pages on it. Each sheet will be imposed left to right, then top to bottom. You use *Shuffle Pages For Imposing* (p.71) to re-order the pages to match the required order, and it will repeat the order as often as required. It can turn pages by 90,180, or 270 degrees and add blank sheets if required.

Then, *n-Up Pages* (p.62) is used. It can be used to add margins around the page, crop marks, spacing between rows and columns (“gutter”), as it places the page. It can be used to impose onto a background sheet, e.g. with colour bars on it. Optionally n-up pages will trim sheets so they have no extra space around them. The n-up function can handle pages of different sizes, and will pack them in as tightly as it can.

You might also use *Trim And Shift* (p.91) to add binding offsets, make page sizes uniform, or allow for “creep”. This is usually done first, before *Shuffle Pages*.

The entries *Shuffle Pages For Imposing* (p.71), then *n-Up Pages* (p.62) include a number of worked examples.

### ...add a binding offset?

You may want to shift even and odd pages by different amounts in order to allow for space lost in binding. You can easily do this with *Trim And Shift* (p.91).

### ...impose onto a pre-defined template? use colour bars? custom registration marks?

You can do imposition via *n-Up Pages* (p.62) and select a background. This is a PDF file whose pages will be placed behind the imposition in each case. Once a background is defined (see *Using backgrounds* (p.29)) you can select it as easily as a page size.

### ...add margins or crop marks around each page?

The easiest way to do this is to use *n-Up Pages* (p.62). You should select the following options:

- From the first screen, **Remove unused space at the edge of each sheet** and **No, place pages full size**.
- From the second screen, select **Margins** and fill in the margins that you want. Select the **crop marks** option if required.
- From the third screen, select a page size of **Maximum (200 x 200 inches)** and set **Maximum columns** and **Maximum rows** both to 1.

Each page will be placed on a large sheet, perhaps adding marks at each corner, then all extra space will be trimmed from the sheet *except* that defined by your margins.

### ...split even and odd pages?

You may want to split even and odd pages for printing separately. This is easy with *Shuffle Even/Odd Pages* (p.70), which has the option to create two documents.

### ...allow for “creep”?

The term “creep” refers to an effect caused by the thickness of paper. When a number of sheets are folded over, those on the inside will appear to have the contents closer to the outside edge of the page.

You can use *Trim And Shift* (p.91) to shift a range of pages by a variable amount, including doing the “back and forth” shifting necessary for creep.

Sometimes printers like to also allow for folding of paper along other edges; processes often called bottling and shingling. It is not easy to allow for these in Quite Imposing.

### ...centre the results of an n-up?

Select **Sheets will not be trimmed** on the first screen, then use the **Align** button on the third screen.

### ...manipulate even and odd pages separately?

The *Trim And Shift* (p.85) function lets you process even and odd separately. If you need to use a different function, which doesn't have this option, use *Shuffle Even/Odd Pages* (p.70) once to split into two files, manipulate each file, and then *Shuffle Even/Odd Pages* (p.70) to join the two halves together again.

### ...do this complicated job?

Try and understand what each of the components of Quite Imposing will do. You may need to string together several different actions, as described above in “How do I plan an

imposition” to get the end result you need. Always remember that since the actions produce a PDF document you can apply more actions to it. Don’t be afraid to experiment – you will be able to check your results on screen before committing them to film or plate. Use *Remember Last Action (p.53)* to save the more complicated settings so you can use them again. Quite Imposing *Plus* has automation sequences to provide much more flexibility on remembering complex sequences.

Also read *When not to use Quite Imposing (p.7)*, to see if what you want to do isn’t really in the scope we intended.



## Tips for desktop printing

Traditional imposition packages have been aimed firmly at people in the printing and publishing industries who use expensive and specialised printing equipment. Quite Imposing is suitable for this sort of work, but because it works with any kind of printer supported by Acrobat, is likely to be used also for printing booklets on the desktop (that is, with an ordinary printer).

We've collected a few tips from our own experiences about how to get the best out of Quite Imposing when using regular desktop printers. Sadly, we can't give a simple "do this – it will work" recipe, because there are so many variations between desktop printers.

### Double sided printing

For many kinds of work, it is almost essential to print both sides of the paper. The ideal is a printer which does this automatically, as some laser printers can. If you have much printing to do, such a printer may be a good investment, but you should arrange a demonstration to ensure that you can print double sided from Acrobat software.

You may be able to print single sided but make use of a photocopier that can duplicate from a single sided original to a double sided copy.

The other option is to print double sided by putting printed paper back into your printer to print the other side. The next pages have advice on how to go about this.

Remember that when printing double sided the quality of the paper really counts. Thin or cheap paper will probably have too much of the opposite side visible.

### **Printing double sided on a single sided printer**

First, an important warning. Many laser printers (and some photocopiers) do not perform well when paper that has been printed is put back into the printer. You often need a higher grade of paper than you would otherwise use, and even then, paper jams can be common.

Remember that a single jam has the potential to ruin an entire booklet.

**Some printers can be harmed by putting used paper back in, and it may invalidate the printer's warranty. You are strongly advised to check with the manufacturer before any experiments, to avoid the possibility of damage.** This is, however, unlikely to be a problem with printers that do not use either heat or excessive moisture, so most ink jet printers should be safe to use – but check if in doubt.

The following pages describe the techniques to prepare for accurate double sided printing. Practice carefully with short sample documents until you are satisfied.

There are two approaches to printing several copies of documents with several sheets, and you should be aware of both.

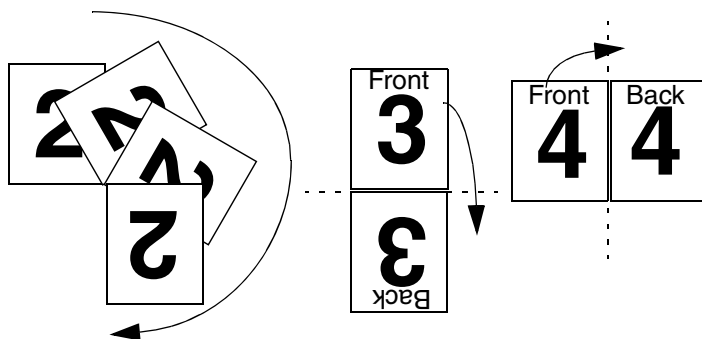
1. Print all of the fronts of one or more document copies, then put the paper back in and print all of the backs of the copies. *The disadvantage of this is that a single mistake or paper jam can ruin the entire batch.*
2. Print all of the copies of the front of a single sheet, then put this back in and print the backs to that sheet. Then repeat for each sheet. *The disadvantage of this is that it takes more work to do the printing and to re-order ("collate") the copies.*

### *Step 1 – the paper path*

The first thing to establish, once you know it is safe to put paper back, is *how* to put paper back. Prepare a single page using *Create Sample Document (p.100)* in Acrobat, and print it.

Then put the paper back, and print it again. You probably won't have the back and front on opposite sides and the same way up. There are four ways to put the paper back, assuming the paper in tray and out tray are both horizontal:

1. Lift the paper and without turning it in any way, place it in the input tray.
2. Lift the paper. Keep it flat, and turn it so that anything on the page (which might be blank) is upside down.
3. Flip the paper over so you can see the other side, holding on to the short edge.
4. As 3, but holding on to the long edge.



Note which is successful, and use it every time. If you have to stack the paper after it is printed and before putting it back in the printer, always be systematic and follow the same routine.

### *Step 2 – the paper order*

Now you can put a single sheet back in to print the opposite side, you need to find which order to print the backs of the pages.

Create a 2-page sample document. Print it, and put the paper back and print it again. There are two possible results if you put the paper back correctly.

1. One sheet has “1” on both sides, and another has “2” on both sides. In this case you can print the backs of pages in the same order as front pages.
2. Both sheets have “1” on one side and “2” on the other. In this case you must print the backs of the pages in the reverse order to the front pages.

You can use this information to give the correct information when running *Shuffle Even/Odd Pages* (p.70). If you are using *Create booklet* (p.56), there is no need to use *Shuffle Even/Odd Pages*, since the same options are available directly in booklet creation.

It is usually sensible to split the booklet into two documents, one containing fronts and one containing backs. The choices made above determine whether the pages in the backs document are to be handled in reverse order.

Sometimes when you print a booklet the sheets for each booklet will come out in the wrong order, needing manual shuffling. Sometimes this can be fixed just by printing the backs first, then the fronts. If this doesn't fix it, you can use the *Reverse Pages* (p.90) function just before printing to improve matters.

### *Step 3 – image positioning*

This step will compensate for differences between how a page appears on screen, and how it appears on paper.

A sample page created with *Create Sample Document* (p.100) contains two rules, one 20 mm from the edge, and one 1 inch from the edge. Create a sample page the same size as the pages you intend to print, and print it.

It's important to use options consistently. You shouldn't normally use "shrink to fit" on the Acrobat print dialog. If you do, measurements may not be consistent. Make sure paper size is set up exactly the same in Printer Setup.

Now, use a ruler to measure the actual distance to the bottom and left edge of the paper from the lines of your choice. On most printers you will find that the figures are not exactly 20mm/1 inch as expected.

Small variations will arise from inaccuracies in the paper feeding mechanism, and can be ignored. More serious discrepancies can occur, especially if a printer does not have the same margins top and bottom or left and right. You can use the *Trim And Shift* (p.91) function to compensate for this, or using *n-Up Pages* (p.62) you may be able to set margins to compensate directly.

Occasionally, the front and back will need different compensations.

Tip: some printers may offer a choice of ways to use the same page size, such as "Letter" and "Letter (centred)". You may find that the "centred" version prints without the need for correction.

### Extra equipment

For a professional finish, two extra pieces of equipment are invaluable: a paper cutter and a long arm stapler.

A long arm stapler is obviously useful. When buying one, check the length of the arm, and the capacity (number of sheets) to see if it is sufficient. It's best to staple *before* the final trimming if possible, as the staples then keep the pages from moving while you are trimming.

Good paper cutters (or guillotines) can be expensive. Cheaper ones tend to have a very limited capacity, and can't cut enough sheets simultaneously to be effective. A limited cutter is still useful if you have to, say, cut pages in half but it is very difficult to get pages exactly the same size if cut in more than one operation. An adjustable guide, which allows you to push pages against it for precise cutting, can be helpful.

If you have a good enough cutter, it can be used for *finishing*. It can be useful to trim the edges of a booklet after folding and stapling it, even if it doesn't seem to be necessary. If you trim the edge opposite the staple(s), it will be much easier to flip through the pages.

## Using backgrounds

Most people will perform imposition onto blank sheets. However, some people will want to use background pages.

Backgrounds allow you to include, perhaps, your company logo or special marks on an imposition automatically. It's almost as easy to work with backgrounds as it is with blank sheets, once you have prepared the background. You should make these pages up to be exactly the correct size.

Note that when you impose on a background you may or may not see the background through the page. This depends on the application creating the pages.

You can use backgrounds for *n-Up Pages* (p.62) and (not entirely obviously) *Insert Blank Pages* (p.99).

All of these allow you to select from a list of page sizes. If you go to the top or bottom of the list you will see an entry for **More Choices**. You can select this, then select **Define a new custom background**. Now you are shown the **Define New Background** screen. Alternatively, use *Imposition Preferences* (p.39).

You should normally give this background a sensible name. It will then be remembered permanently. If you do not give the background a name, it will be forgotten when Acrobat closes.

After selecting a name, click the **Browse** button, and choose the PDF file containing the background. In many cases that is all you will need to do. The entire file will be used as backgrounds, though in most cases you will have a background file with only a single page.

### More background choices

The backgrounds feature has a good deal of flexibility.

1. You could define different backgrounds for even and odd numbered sheets, simply by defining two pages as the background; the pair will be repeated.
2. You could create a single PDF file containing many background sheets with different sizes or contents, and set different names for different pages.
3. You could define a front sheet, then a page to be repeated for subsequent sheets. The sheet to repeat could be blank.
4. You can define a sequence of sheets which is only to be used once, if each sheet is numbered in advance.

All of these are easily selected using the options on the **Define New Background** screen. Options include:

- Use entire file again and again (the default)
- Use entire file just once (as in 4. above)
- Use a range of pages (as in 2. above to define a library of backgrounds in one PDF file).

If you choose a range of pages you can also choose whether to repeat all the pages or use them just once. You can also choose to repeat less than the entire sequence.

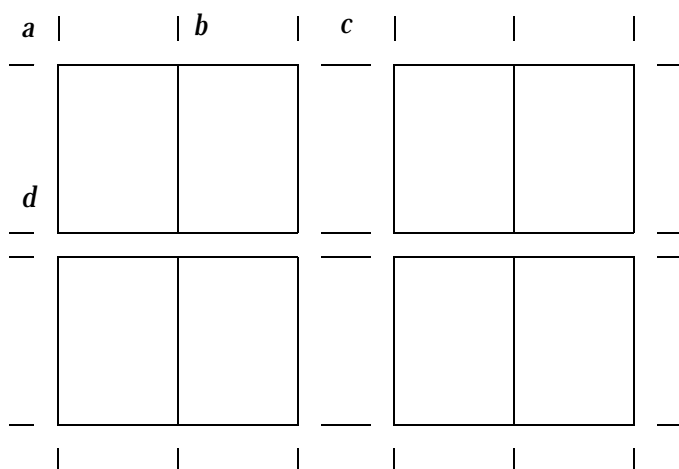
For instance you could use pages 1 to 2, and then choose **Repeat the last 1**, this would allow you to work as described in 3, above.



## Smart crop marks

The *n-Up Pages* (p.62) function uses *smart crop marks*. These are marks intended to show where to trim or fold the printed sheet. We call them smart marks because they never overlap a page, and convert to fold marks when then need to.

This diagram shows some (exaggerated) marks.



You can see normal crop marks in each corner, for instance at *a*. There are also normal crop marks running down the central gap, though the marks overlap each other, for instance at *c*.

At *b* there is no room for the horizontal part of the marks because they would overlap the tops of the adjoining pages, so only the vertical part appears, as a fold mark.

At *d* the pages don't touch but they are too close to allow the vertical parts of the mark to be used.

### Notes on smart crop marks

1. The crop mark size and style can be changed for *n-Up Pages* (p.62) using the **Custom** crop marks button.
2. The default dimensions of marks are as follows.

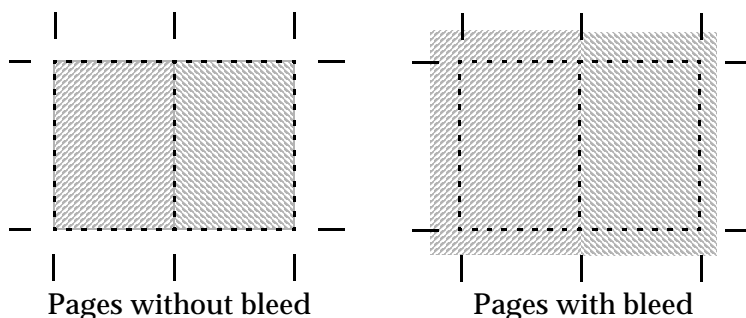
Marks start 10 points (0.14 inches, 3.5 mm) from the edge of a page, and are 20 points (0.28 inches, 7.1 mm) long. Marks will never be placed if any part of them would be less than 10 points from a page.

This implies that if you want default-sized marks to appear between a row or column of pages the spacing must be at least 40 points (0.56 inches, 14.2 mm).

3. When performing colour separation, the choice of plates containing the crop marks is important. Crop marks may be defined on the black plate only, the CMYK plate, or all plates. You can choose which, by using *Imposition Preferences* (p.39).

## About bleeds

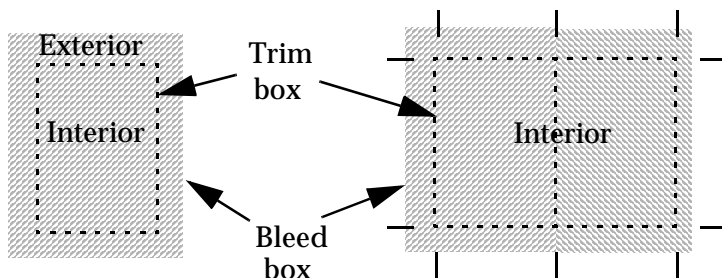
Bleeds are commonly used in some kinds of imposition. They allow pages to spill over the edge of their normal area. The reason for using bleeds is usually so that printed pages can have a printed image right to the edge of the paper, despite inaccuracies in trimming.



Quite Imposing allows you to define bleeds which work in all imposition contexts: n-up, step and repeat, manual, and booklet. Bleeds can be created using the Bleed tool in Quite Imposing *Plus*, but they are also a standard and may be generated by other tools. QuarkXPress and Adobe InDesign may store bleed information, and if it is stored, Quite Imposing will use it.

When a page has a bleed area defined there will always be a bleed *exterior* and a bleed *interior*. The exterior is the area that will appear on the final sheet. The interior is the area

that will be lined up with the imposition.



The interior and exterior are enclosed by (usually invisible) boxes called the *trim box* and the *bleed box*. If the trim box and bleed box are the same, there is no bleed exterior at all, and the page is said to have no bleed defined.

Calculations for imposition use the bleed interior (trim box) to work out the layout. It is the bleed interior that lines up with crop marks. The bleed exterior runs outside this area and may overlap the crop marks.

The illustration above also shows a feature of Quite Imposing when it is laying out a page: it tries to avoid overlapping bleeds where pages are close or touch. This is automatic, and means that bleeds do not have to be removed where they might otherwise overlap.

### The five page boxes

Each page in a PDF has five invisible boxes. They are optional, but there are strict rules about what to use if a particular box is missing.

- The *media box* is best thought of as the original page size. It is always defined. It must enclose, or be the same as, all the other boxes. This does not often change, though Quite Imposing will increase it if needed for *Trim And Shift* (p.91).
- The *crop box* is the size to which a page has been cropped, typically with the crop box in Acrobat, though some new created documents are already cropped. The crop box is very important in Acrobat as it is the page that you see on screen. Anything outside the crop box is invisible (though changing the crop box may make it visible). *Trim And Shift* (p.91) often adjusts the crop box. If there is no crop box, the media box must be used.
- The *trim box* is the interior of the bleed, which aligns with the imposition. So this is the most important size from the point of view of imposing, whatever is visible on screen. If there is no trim box, it is the same as the crop box (if present) or media box otherwise.
- The *bleed box* is the exterior of the bleed. If absent, the trim box is used.
- The *art box* is not used in imposition and is not used or set by Quite Imposing.

### The problem with automatic bleeds

As noted above, applications like QuarkXPress or InDesign may automatically set bleed information. This is often a great time saver when making impositions.

Unfortunately, cropping pages can lead to surprising results. This because of the rules we have described above in *The five page boxes* (p.35). Cropping pages sets the crop box but does not alter the trim box or bleed box.

The result of this is that typically a cropped page imposes exactly as if it was never cropped at all.

Quite Imposing tries to help in two ways:

1. When you use *Trim And Shift* (p.91), Quite Imposing will remove the bleed and trim information. When Preserve PDF/X is selected in *Imposition Preferences* (p.39) the trim box is instead set the same as the crop box.
2. In Quite Imposing 2.0, a warning message is issued on each imposition where a page contains bleeds. This gives the choice of either using the bleeds (imposing as described above) or ignoring them (imposing using the visible part of the page, with no bleeds).

The aim of this is to make the imposition process more predictable, and remove unpleasant surprises. Of course, the prompt may be a nuisance if the situation was well understood, so you can turn off the prompt in *Imposition Preferences* (p.39) or for each imposition. When the prompt is turned off, you can have Quite Imposing either use or ignore the bleed in every case.

The warning message is not issued when the trim box and crop box are equal, and is not issued when running *Automation sequences* (p.45) in Advanced Batch mode.

## Imposition Control Panel

The Imposition Control Panel is designed as an easy way to use all of the functions offered by Quite Imposing. You never need to use the control panel, as all functions can be reached directly from the **Plug-ins** menu, but using the menu is likely to be slower.

The control panel has a lot of buttons, but they are divided into groups to make it easier to find the function you want.

The buttons are in groups, and are as follows.

Easy imposition: *Create booklet (p.56)*, *n-Up Pages (p.62)*, *Join Two Pages (p.69)*.

Page management: *Shuffle Even/Odd Pages (p.70)*, *Shuffle Pages For Imposing (p.71)*, *Reverse Pages (p.90)*, *Trim And Shift (p.91)*, *Insert Blank Pages (p.99)*, *Create Sample Document (p.100)*.

Memory: *Remember Last Action (p.53)*, *Playback Action (p.55)*.

### The question mark (? or ??) buttons

The control panel contains a button marked with a question mark (?). This opens the Help Centre.

The Help Centre offers

- an easy to use Getting Started guide;
- the online guide (this book);
- fast access to information about your product on our web site;
- an easy way to check whether your software is up-to-date, or whether updates or upgrades are available;
- the opportunity to register your product. We recommend you register, so that if you later lose your license details or your computer fails, we can let you have the information you will need.

There is also a button marked with two question marks (??) in the Control Panel and the Help Centre. This opens the **About Quite Imposing** dialog, where you can check licensing information and get your serial number. Click **License** to enter the serial number you have purchased.



## Imposition Preferences

Imposition preferences can be set using the menu **File > Preferences > *plug-in name*** (Windows) or **Acrobat > Preferences > *plug-in name*** (Macintosh) or by pressing the **Prefs** button on the *Imposition Control Panel* (p.37).

At the top of the dialog you will see two selections, **Basic Preferences** and **Imposition Preferences**. Each of these shows a different selection of options.

### Set language

The **Set language** button can be used to switch to other languages, if available. **Important note:** Technical support can only be provided in the language which you originally purchased. Quite cannot support switching to a language, unless the product was purchased from a reseller specialising in that language. You are also likely to find that you do not have the documentation in that language.

### Hide all new features

(Basic preferences) We have attempted to keep the look and feel of Quite Imposing 2.0 very close to older versions, so people will have no trouble adapting to the new version. However, it is also possible to select the **Hide all new features** option, at the bottom of the Basic preferences screen, to turn off almost all the new features and return to a look very similar to the old system.

This may be especially helpful where staff have been trained to follow scripts, and there has not been time to update them yet. Of course, we recommend keeping this option off, as the new features are designed to be of use.

### New custom sizes and backgrounds

(Basic preferences) From this screen you can define new

custom page sizes or backgrounds (see *Using backgrounds* (p.29)). These can also be set from other screens which list page sizes, by selecting **More Choices** from the list.

From this screen you can also remove sizes and backgrounds no longer needed, to keep the list a manageable size.

### Registration mark colour

(Imposition preferences) When Quite Imposing adds registration marks, they will always appear black on screen. However, the marks can be made in any of three ways. You will not see any difference when printing unless you are making colour separations. If making separations, you may want to choose one of the options:

- **Black** marks only on the black plate. This is useful if the pages are actually black and white only; some separation systems may produce unnecessary plates otherwise.
- **CMYK** marks each of the cyan, magenta, yellow and black plates.
- **All separations** marks all separations in a level 2 PostScript device; in other contexts, same as CMYK.

### Form fields and annotations

(Imposition preferences) Form fields are created with the forms tools in Acrobat, and can be used for various purposes, from type-in forms, to adding buttons and hiding things like the masking tape function. Annotations, also called comments, are also used for a variety of purposes, from adding text, to putting comments for reviewers.

Quite Imposing 1.x would ignore these, which could sometimes produce unexpected results, especially if text

had been added or items hidden.

In Quite Imposing 2.0 you have the option to include these items when you make an imposition. This may be necessary, but you should beware of form fields or annotations which you would not want to appear in a final printed page.

In some cases, form fields can be set up as “do not print”. If this has been done, Quite Imposing will always delete them from an imposition.

### **Bleed handling**

(Imposition preferences) See *About bleeds* (p.33).

# Automation sequences

Automation sequences are a new feature of Quite Imposing *Plus* 2.0. They are designed to allow you to

- Combine several imposition commands into one, so an entire job can be done at once.
- Run commands with or without prompting.
- Take an existing PDF that you imposed and use it as a model for other impositions (called “imposition by example”)
- Arrange your collections of command sequences and export them to share with other people or move to other computers.

Quite Imposing Plus does not, however, provide any facilities to run sequences without intervention, or against a batch of files. Each file to be processed is handled separately.

## Imposition by example

“Imposition by example” is a powerful way to use automation sequences in Quite Imposing. It makes use of another new feature of Quite Imposing 2.0: it saves details of all the commands you use, inside the PDF files you change or create.

You can look at these commands and all the options used with *Imposition Info* (p.117). But you can also use the commands directly with the automation sequences feature.

To create a new command sequence from the current document, click **Import/Export** and select the first option, **Import commands from current document**. You are now asked to give the sequence a name, and whether or not

you want to see the command options each time.

Now you can use this command sequence again and again, each time taking a similar source and creating a similar result. Simply make sure the same sequence name is showing and click the **Play** button.

It is important to realise what is happening when you play back the sequence. The sequence is storing commands and options, *not* the exact layout of pages. This adds a lot of flexibility. For example, a sequence which numbers all the pages in a document, then makes a booklet of a particular size, will work no matter how many pages the document has, and no matter what size the pages are; it will process the numbering and booklet making as if you had run the commands and chosen the options again.

Some commands have limitations, which are noted in the section for that command. In addition you should generally avoid imposition options based on “current page”, because it is hard to control what that means.

### Creating a new sequence

To create a brand new sequence, you can just click the **Create new sequence** button. You will now see a screen with a list of commands on the left, and an empty box on the right. The idea is that you select commands in the left, and click **Add** to move them to the right. When you click **Next**, all the commands on the right make up your new sequence.

Normally, you just click a command name on the left, and you are prompted. For example, you can select **Booklet** and click **Add** (or double click **Booklet**). You will be get five screens of choices for booklet making, exactly as if you had chosen to make a booklet from the Control Panel or menu. However, no booklet is made; you are just

choosing options.

You have these choices to work with the list of sequences on the right hand side:

- You can expand the commands by clicking the symbol to the left of the name. This will show or hide all the command options.
- The **Remove** button takes the command away. (It does not duplicate it on the left, but you can still choose it from the left).
- The **Move up** and **Move down** buttons allow you to rearrange the list of commands.
- The **Edit** button allows you to edit the options for your command. You can also double click on the command.

When you are happy with your new command sequence, click **Next**. You will now get the chance to name the sequence and choose other options (which you can change later).

### *Working with Remember Last Action*

If you prefer, you can use *Remember Last Action* (p.53) which remembers the options used with the last time you ran a particular command. All these remembered actions will show up in the list of commands on the left hand side, and you can select them, then click **Add**.

These actions have the advantage that they move directly to the right hand side without prompting. You can still use **Edit** to change the options.

### **Managing your sequences**

You have several ways to manage your sequences:

- You can select the sequence and click **Edit** to change or rearrange the sequence. This also allows you to rename (not duplicate) the sequence.
- You can delete the sequence by clicking **Delete**.
- You can export the sequences to XML files for sharing or backup purposes.

### **Options affecting playback**

You have several choices available when you create or import a sequence. As well as giving the sequence a name, you can choose a user interface mode, and prompting options.

User interface mode controls how much interaction you have.

- **Normal** means the commands are run exactly as normal. Each command shows its options, and when you click **Finish** or **OK** the command is run. Then the next command shows its options, and so forth. If you click cancel at any point, no further commands are run, but the commands already used have had their

effect.

- **Fast** means that you do not get to see the prompting screens (“dialogs”). Typically after a few seconds you just see the end results. You may get warning messages however.
- **Advanced batch mode** is similar to **Fast** but has some differences. It will *never* create a new document, no matter what options were originally chosen. It also does not issue messages as it goes, instead it collects them all on the sequences screen at the end. This mode is similar to that of a stand-alone product.

The **Prompt** choice allows you to create a new prompt to replace the ones you have chosen not to see. This can be used as a reminder or check. For example, the prompt might be “This creates the Friday edition. Did you remember the extra pages for the property section?”. The user can click **Cancel**, and the sequence will not run.



### *New document choices*

New document choices are available with many of the commands in Quite Imposing. In every case they are optional when you run a command, and so they are optional when you create a command sequence.

These are especially important when running a sequence in the default Fast mode. The effect of new document choices can be that a sequence with several commands makes several new documents, only one of which is interesting. You may wish to change the sequence so only the first command creates a new document.

Take care if you completely turn off new document creation. This means that imposed files will replace the original open document. You will normally want to be sure that you do not save this document, as it would destroy your copy of the original. This also applies to every sequence set up with Advanced batch mode.

### **Working with XML files**

XML files are used by many programs, and have many different purposes. The best way to think of XML files is as *containers for information*. Quite Imposing can write XML files containing certain information, and can read back that information. It cannot read XML files written by other programs, or with different kinds of information.

XML files are popular for several reasons, including that they are easy to examine with a text editor. However, such advanced stuff is not necessary to work with XML.

An XML file can contain a sequence of Quite Imposing commands. This could have been created by using the Export function in Automation sequences. You can also import an XML file to create a new automation sequence, giving a simple way to share that sequence between

computers.

Quite Imposing can also write XML files containing a whole collection of sequences, with their original names, and import the whole collection.

### Import options

The following options are available on importing.

- Import commands from current document, as discussed above under *Imposition by example (p.45)*.
- Import commands from another PDF document. You will be prompted to locate the document (it need not be open). To find any commands, the file must have been processed by Quite Imposing 2.0 or later.
- Import commands from an XML file. This XML file might contain a single sequence of commands, or a whole collection of sequences exported before.
- Import commands from Quite Imposing/Plus version 1. This can be used to import entries created by *Remember Last Action (p.53)* in Quite Imposing versions up to 1.6.

### Managing categories

The sequences control panel shows you both a category and a name for each sequence. Both are provided to help you organise your sequences. If you have only a few sequences, you need not create any new categories, you can just use the default, which is called “Automation sequences”.

If you want to use more sequences, select **Add new category** from the list of categories. Any new sequence you create or import will be placed automatically in whatever category is currently shown.

Tips for working with categories:

- There is no direct way to delete a category. However, if you delete the last sequence from a category, you are offered the choice of whether or not to delete the category.
- If you make a mistake with a category name, you can add a sequence, then delete it, to get rid of the category.
- To move a single sequence between categories, export the sequence, then import it again after choosing a different category.
- To rename a category, export the whole category to an XML file, then create the new category. Import the XML file; you will be told that the category name exists, and you can choose the new category you just made. Finally, you can delete all the sequences in the old category.

Your sequences are saved in the `qiplusmemory.xml` file, as described in *Where are settings saved?* (p.54).

## Remember Last Action

Many of the functions in Quite Imposing have several different settings and you will want to apply those settings again and again. Using Remember Last Action you can save all of the settings for a single function, and give them a name.

For instance, you might want to use *n-Up Pages* (p.62) repeatedly to set up a page layout that is 12 inches by 14, with pages to be arranged 3 by 4, and crop marks added. To remember this just do the following steps:

1. Run the action (n-up pages) and fill in all the necessary values.
2. Make sure that you allow the function to complete – actually create n-up pages. If you don't, you will not save the correct values.
3. Select **Remember Last Action** from the **Plug-ins > Quite Imposing** menu, or from the Imposition Control Panel.
4. Make sure that an action type of n-up pages is shown.
5. Type a name for this action, which is short enough to fit but which describes it enough for you. For instance “3x4 on 12x14 in, crop”.

Click **OK**. The action is now remembered. If an action by the same name already exists, you are offered the chance to replace it.

Once settings are saved you can play them back with *Playback Action* (p.55).

### Notes on RememberLast Action

You can save settings for most relevant actions, but not *Reverse Pages* (p.90), since it has no options to save, .

You do not need to save the settings immediately; you can save them at any time before you use the action again or close Acrobat. However, it is recommended that you save settings immediately.

### Where are settings saved?

All settings are saved in the file `qiplusmemory.xml`. Typically it is found in `HOME/Library/Preferences/Quite` on a Macintosh system or `c:\Documents and settings\username\Application Data\Quite\Preferences` on a Windows system, but this location may vary if systems are set up differently.

The `qiplusmemory.pdf` file can be moved to other systems, even between Windows and Macintosh systems. All settings are moved, though references to background files (see *Using backgrounds* (p.29)) will no longer work.

# Playback Action

After you remember an action with *Remember Last Action* (p.53) you can use Playback Action, from the **Plug-ins > Quite Imposing** menu or the imposition control panel, to get back the settings and start the command again.

Playback Action does not complete the action. Instead it issues the same series of prompts that would have been issued if you had decided to run the action in the normal way. All the remembered settings should be filled in, so in most cases clicking **OK** or **Next** a few times (or just pressing the Return key) will repeat the command. You can change any settings required.

Once you have started the Playback Action window, you do not need to close it. When you select an action and a name, then click Play, the Playback window remains open to allow you to quickly play a series of actions.

## Notes on Playback action

- Almost all settings are saved. However, take care of actions where you type a page number. The actual number will not usually be saved; the current page number is more likely to be used.
- The Playback action window also allows you to delete actions you no longer require.

## Create booklet

The Create Booklet function is designed to deal with the most common task in imposition – the creation of a booklet. It asks a series of questions which should lead you through creating the booklet ready for printing.

You can run Create Booklet by clicking the **Booklet** button on the *Imposition Control Panel* (p.37), or by selecting the menu item **Plug-ins > Quite Imposing > Create booklet**.

When you create a booklet, you must first open the document that you want turned into a booklet. This will not be changed. A new document is created, and each *sheet* (p.121) of that document will contain two pages of the original document, re-ordered.

### Creating a sample document

Booklet creation can be challenging, because you will have to print and bind the results. Techniques for double-sided printing will vary. To help you with this, Create Booklet allows you to simply create a sample document of any size. The pages will contain numbers, and you can experiment with different settings to see what works for you and your printer.

### Selecting sheet size for booklets

You will be asked to select the sheet size for the target document. There are several choices.

- You can select a sheet large enough to hold two pages from the original. That guarantees sizes will not be changed, but does not guarantee that the results will fit on any particular size of paper.
- You can select any specific page size, including wide letter (11 x 8.5 inches) or wide a4. Wide here refers to

the shape of the paper, not to a special size. When you pick a different page size make sure you select wide or tall, whichever is appropriate. The pages will be scaled up or down to fill the space available.

If the original document has different sizes of page, the largest page is used to do all calculations.

### Selecting a binding

The binding refers to what you will do once you have printed the booklet sheets.

- **Continuous** means that the pages will simply run 1,2,3,4,... Normally, this won't be folded in half, just stapled along an edge or in the corner, or punched and filed. It can be a good way to present a hand-out of a presentation.
- **Saddle stitched** is the most common type of booklet, and what most people will choose. Once the pages are all printed, you simply fold in half, and the numbers will run from front to back. There may be up to three blank pages added at the end if the number of pages is not a multiple of 4.
- **Perfect bound** is more like a bound book. It can be thought of as a series of saddle stitched booklets each of which is read in sequence. For instance, the first booklet may have pages 1–32, the next 33–64 and so on. This is suitable for long documents which are too thick to fold once. You select the size of each signature, or group of pages – 32 in the above case (which will be 8 pieces of paper when printed double sided). You also decide what to do with the last signature if it is not full length; it can be padded out to full length, or just to a multiple of four pages.
- **Cut stacks.** With this the sheets are printed, then cut in



half. One half is lifted on to the other, and the book is now in order. This is normally double sided, but there is also the option to arrange for single sided stacks.

## **Handling fronts and backs**

In an ideal world we will all have printers that can print on both sides of a sheet of paper. In this case the work of Create Booklet is done, since we can just print. However, many people will have to print the front and backs separately. A number of options will help you do this.

As noted earlier, you will probably need to experiment. Some laser printers are very unreliable when printed sheets are fed back into the printer; in some cases using a better quality of paper will help.

- You can keep the pages in order, but flip the backs upside down. Some double sided printing will need this.
- You can create a single document with all of the fronts, then all of the backs. This is convenient if you count an exact number of sheets into your printer; when the paper runs out, put back the printed sheets to print the back.
- You can create two documents, one with the fronts and one with the backs. This gives you the most flexibility.

Some printers do not centre pages when they print them, so the front and back do not line up. You can solve this by producing separate documents for front and back, then using the *Trim And Shift* (p.91) facility to adjust one side.

Advanced users will also find they can use Trim And Shift to allow for *creep*, which is movement of page contents caused by the thickness of the paper.

Trim And Shift can also be used to ensure all pages are the

same size before you make a booklet.

## **Choosing alignment**

Pages don't always fit exactly onto the final sheets. This will always happen if the original document uses a mixture of page sizes, but it can also happen if you choose a specific sheet size that doesn't exactly hold two scaled pages.

This never happens if all the pages are the same size *and* you allow the size of sheets to be chosen automatically.

When pages don't fit exactly, you can choose how they are to be aligned. The final booklet screen offers three choices. A diagram on the screen helps to show the effect of each choice.

1. Each page can be centred in its half of the page. This is usually the best choice. It means that when a page is under-sized it is likely to have an equal sized margin throughout.
2. Each page can be pulled to the centre of the sheet. This is often thought of as the “spine” for saddle stitched or perfect bound. This is useful if you wish to trim the sheets after printing the pages.

A third option for page alignment was offered in version 1 of the plug-in. This believed not to be used any longer and has been removed, unless the **Hide new features** preference is selected.

## Advanced booklet options

Quite Imposing 2.0 introduces a set of Advanced Options for booklet making. These are most likely to be used in professional printing. To switch them on, use the **Show advanced options** switch on the first booklet dialog.

- **Create a new document.** Normally Quite Imposing always makes a new document for a booklet. You can now turn this off. Use with care; if you save the booklet without changing the name, you will overwrite the original file.
- **Do not scale pages (100% only).** Normally, Quite Imposing will scale pages to be as large as they can within the sheet size you select; they may be made larger or smaller. If you select this option, pages will not be scaled at all. White space will be added around the page if required, and the booklet will not be made if the pages don't fit (including keeping any space at the edge of the sheet).
- **Space at edge of sheet.** Normally, pages will be scaled right up to the edge of the sheet. This option allows you to reserve some extra white space that will not be touched. This is essential if using the next option.
- **Add crop marks.** You can add crop marks using all of the options available in *n-Up Pages* (p.62). Note that the crop marks are based on the sheet size, *less* any space at the edge of the sheet, unlike n-up, where they are based on the page size.
- **Override common preferences.** See *Imposition Preferences* (p.39).

If you switch off advanced options, all of these settings are automatically returned to their default values.

## n-Up Pages

n-up is shorthand for 2-up, 3-up etc., that is, combining more than one *different* page together on the same sheet. Quite Imposing takes care of the details of combining pages, once you have answered some questions about what you want. It reads the current document, but does not change it, and creates a new document with the pages arranged onto sheets.

It's worth knowing what the n-Up Pages feature can do for you:

- You can scale pages down to make more of them fit on a sheet.
- You can make each sheet have a fixed layout, like 3 across and 2 down, or just ask to fit as many pages as possible.
- You pick a maximum size for each sheet. You can ask for a tall or wide page layout, or choose “best fit”, which chooses tall or wide to get the most pages onto each sheet.
- You can have unused space removed around the edge of each sheet, so that the combined document contains neatly arranged pages with no wasted space.
- You can add margins (also known as “gutters”) between each page, and around the edge of each sheet.
- You can add frames (lines around the edge of each page), and crop marks (special marks outside the page which allow the pages to be trimmed after printing).

Any bleeds previously defined in the document are honoured, as described in *About bleeds* (p.33). **Choos-**

### ing options for n-up Pages

You will select options on three dialogs, then click the **Finish** button. The options won't be described in detail, since they just reflect the features already described.

You use the **Next** button to step through each screen of information, and you can also use the **Back** button to change settings on earlier screens.

You will notice that on the first screen you can choose whether or not you want pages to be scaled. In most imposition tasks you will want to place every page at 100%.

The choices on the final screen will change depending on whether you chose scaling. Notice in particular the effect of choosing a particular layout like 3 x 2.

- With scaling off, the rows and columns you quote are a maximum. If that number of rows or columns will not fit, fewer will be used.
- With scaling on, the pages are reduced or enlarged to try and fit exactly that layout.

### Choosing alignment

Provided you select **Sheets will not be trimmed** on the first screen, there will be an **Align** button on the third screen. In Quite Imposing 1.x, alignment was always top left. The most common alternative will be to centre pages, but any side or corner can also be chosen.

There is also an option **Align all sheets independently**. This makes no difference if all sheets are equally full. But if some sheets have fewer pages, the normal behaviour is to align them all to match each other, so incomplete sheets line up. If this option is selected, each sheet is handled separately, so that if, for instance, you choose centring and

the final sheet has 1 page only, it will be centred.

### Selecting margins and spacing

You have three choices for margins and spacing in n-up processing: none at all, simple, and advanced.

Simple margins and spacing will satisfy many needs. You can specify a margin, to appear all round the sheet, and a spacing, to appear between each row and column on the sheet.

Advanced margins take longer to set up, but give more flexibility. Click the **Advanced margins and spacing** check box if required, then click the **Setup** button.

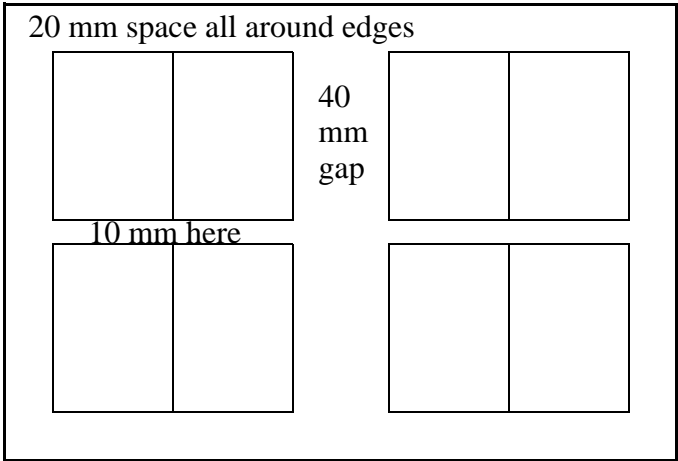
You can now select a value for each of the four margins: top, left, bottom and right (remembering that, if you do not automatically trim pages, the right and bottom margins may be larger, but will never be smaller).

You can also select values for spacing (or “gutter”), both horizontal and vertical. These allow you to put a single value or a list. In either case, the value(s) are repeated as often as needed. The list of values must be separated by spaces only.



**Example of advanced spacing**

Take a look at this example, which has an exaggerated



scale. To achieve this arrangement you would use the following, assuming the current units from General Preferences are mm.

Top margin ..... 20  
Left margin ..... 20  
Bottom margin ..... 20  
Right margin..... 20  
Horizontal spacing: ..... 0 40  
Vertical spacing: ..... 10

Notice how the horizontal spacing list starts to be repeated to give 0, 40, 0.

**Notes about n-up pages**

1. As you change options like layout and page size on the final screen, the bottom of the screen will show an up-to-date calculation for number of sheets, sheet layout

etc.

2. You can automatically apply backgrounds from a different PDF file, as described in *Using backgrounds* (p.29). All background pages must be the same size for n-up processing.
3. Quite Imposing uses *Smart crop marks* (p.31) which will not overlap the contents of pages (but which can overlap bleeds). If you switch on crop marks, you can click the **Custom** button to change the mark size and spacing.
4. You can use the n-Up Pages feature even if the pages are different sizes. If you choose automatic scaling, and a fixed layout like 2 by 3, this will be followed, though the scaling chosen will be based on the first page. If you don't choose a fixed layout, the pages will be fitted as tightly as possible.
5. Page layout always starts in the top left hand corner, and runs from left to right, then top to bottom.
6. If your choices mean that some pages would be larger than the target sheets, the sheets will be enlarged. You will be warned and given the chance to cancel.
7. By choosing a 1 by 1 layout you can use this function to add margins or crop marks around existing pages.
8. If you choose background sheets *and* choose to trim sheets, you may lose part of the background (depending on the alignment chosen).

## Join Two Pages

The Join Two Pages function is a very simple way to take two separate pages in a PDF file and make them into one, side by side. This can be useful where the original document contained a *spread*, which is a single article or artwork intended to be printed on two pages, but bound facing one another.

Remember that as with almost all the functions in Quite Imposing, links and bookmarks will not survive running Join Two Pages.

Although Join Two Pages will only join two pages, you can use it repeatedly to join three or more pages up to the size limit of Acrobat (in Acrobat 4.0 and later, 200 inches or 5080 mm wide).

The pages are joined together without any changes to margins. If you need to remove space, crop the individual pages before joining them.

### See also

You can join all the pairs of pages in a document using the *n-Up Pages (p.62)* function.

## Shuffle Even/Odd Pages

It is often useful to be able to manage even and odd pages separately. For instance, to do double sided printing on a printer which can only do one side at a time, or to make a systematic change to the fronts and backs separately.

Shuffle Even/Odd Pages offers four choices.

- **Do not re-order pages** does nothing by itself. But you can optionally choose to reverse the order of the even pages, or turn the even pages upside-down. This can modify an existing document, or create a new copy.
- **Rearrange so all the odds are first, followed by all of the evens.** This can be combined with reversing the order of the evens, or turning all evens upside down. This too can modify an existing document, or create a modified copy. There is no direct way to undo this rearrangement.
- **Split into two new documents**, one from odd pages, the other from even pages. The documents can be separately processed, and joined again if required.
- **Join two documents together**, assumed to contain even and odd pages from the previous function (though they can come from other sources). You select two open documents from a list.

As with most imposition functions, shuffling pages can damage links and bookmarks.

### See also

*Shuffle Pages For Imposing (p.71)* for more advanced shuffling.

## Shuffle Pages For Imposing

Of all the functions in Quite Imposing this is the one which will require the most preparation. It re-orders pages according to a set of instructions of your choice.

This is not usually the last step in imposition. This is most often followed by *n-Up Pages* (p.62). The order of the pages reflects what binding will be given to the final book.

To work out the order of the pages, you may read from a reference book or make a *folding model*, a piece of paper you fold according to your requirements, then number the pages and unfold to read off the required order. The front and back of the model will usually (but not necessarily) appear on separate plates.

In working out the required order, you should remember that if you are going to use the *n-Up Pages* (p.62) function, it will lay out pages from the top left, going from left to right then top to bottom.

You can choose whether to create a new document with a rearrangement of the current document, or to rearrange the current document itself. Until you are experienced, we'd strongly recommend you create a new document.

In Quite Imposing 2.0 you now have two options. You can type in a string we call a *rule* which gives instructions on how to re-order the pages. But you can also use the *Shuffle Assistant*, which knows about many of the most common imposition methods, and means you only have to type in the numbers of the pages on the front of the first sheet.

### Working with the Shuffle Assistant

If you are new to Quite Imposing we recommend using the Shuffle Assistant at first, and you may want to continue using it for most of your work.

You will only need to type in the numbers on the front of the first sheet, and to indicate how they are turned (often some are upside down). But, to emphasise, you *do* need to know those numbers. A folding model is recommended if you don't have a reference for these numbers.

After you have entered the information you can see a preview of the front and back, and click **More** to see the other pages. When you click **Finish** you return to the Shuffle page with a rule and other details filled in. Generally, **do not change these details**, because they have been worked out exactly for your job.

So, with the rule still shown click OK and your document will be shuffled to the required order. The next step usually is to run *n-Up Pages* (p.62).

### *A simple example for the Assistant*

Let us suppose you have a 32 page document and want to order it for saddle stitch imposition, that is, a single fold for the whole document. This would be two pages per sheet.

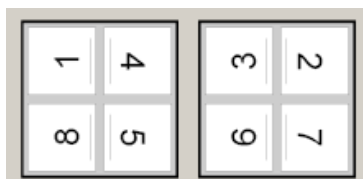
You'd select 2 columns, 1 row and 32 pages.

Click **Next** and type in the two boxes 32 and 1. (This order is because when opening the outside of the book, the front of the first sheet, the back page is to the left).

Quite Imposing will work out the required rules and ordering so when you click **Finish** the rules are prepared. Note that you will see a group size of 4. This is correct: do not alter it.

### *A more complex example for the Assistant*

In this case we have a 64 page book, but each sheet will be folded separately. There are four pages on a side, and the sheet is sideways. After making a folding model, you see that the front and back look like this:



So, after choosing columns 2, rows 2, and page count 64 you first enter a screen like this:

Sheet 1 (front)

☐ 180°

☐ 180°

☐ 180°

☐ 180°

☐ Pages are sideways
 ☐ Turn Back upside down

Preview

1	4
8	5

3	2
6	7

The order is correct, but the pages are not rotated correctly. We can see that they all need to be sideways, so



we click **Pages are sideways** and get:

Sheet 1 (front)

1	4
<input type="checkbox"/> 180°	<input type="checkbox"/> 180°
8	5
<input type="checkbox"/> 180°	<input type="checkbox"/> 180°

☒ Pages are sideways ☐ Turn Back upside down

Preview

1	4	3	2
8	5	6	7

More...

This is close but pages 4 and 5 (on the front) are still the wrong way round. Just click the **180°** button below 4 and 5, and you have the result you need.

### *Importance of the page count*

The page count is important, because it tells the assistant the highest numbered page. It may sometimes happen that your document is “short”, that is, that it doesn’t have enough pages to completely fill all the sheets. For example, in a document that is printed 2 on each side of a sheet, a 14 page original will need 4 sheets. In this case you must tell the assistant that you have 16 pages, not 14, to completely fill the sheets.

You also may need to enter the numbers of missing pages. For instance, you might have to enter 16 and 1, for the 14 page case above.

Note also that page numbers you type must start at 1, even if that is not what you think of as page 1. Some printed materials might start at page 3, because a separate cover, wrapped around, provides page 1. Still, to work with the assistant you must treat your page 3, as if it is page 1. Simply subtract 2 from each page number in this case.

### *Types of imposition that the Assistant knows*

The Imposition Assistant can recognise many of the common imposition patterns from the front only. It does not know the layout of these patterns, this comes from what you type, but it knows how to repeat these patterns onto the back, and onto the later sheets. Those it currently understands are as follows:

- Single sided impositions, where you type in all of the pages that appear. For example, if the page count is 12 and you select 4 rows and 3 columns, this must all fit on a single side.
- Two sides only. This doesn't have to be repeated, but the assistant will make sure that the front and the backs are paired up, and not repeated. For example, if the page count is 8, and you select 2 rows and 2 columns, this must all fit on two sides.
- Single sheet signatures. In this case each sheet is fully folded before being combined. For example, if you select 2 rows and 2 columns, and the assistant finds pages 1 to 8 on the front and back of the first sheet, this must be a single sheet signature. The page count can be any multiple of 8.
- 2 sheet signatures. In this case each 2 sheets are folded together, then combined. The order repeats after each 2 printed sheets (4 in all, front and back).
- 4 sheet signatures.
- Saddle stitched documents, which have their final fold all together. For instance, if you choose 96 pages and the assistant finds pages 1 and 96 on the front, this must be saddle stitched.
- Cut stacks documents, where you will cut the pile of sheets into separate stacks and lift them one onto

another. Note that only double sided cut stacks are supported.

More patterns may be added in future.

### Working with rules directly

You might choose to enter the rules directly. Perhaps you have an imposition that is not recognised by the assistant. Perhaps you want a special purpose shuffle. Perhaps you worked with rules in Quite Imposing 1.x and want to continue to do so. Perhaps you can type a complete rule more quickly than setting it up in the assistant.

### Choosing the rules

There are only two pieces of information for you to choose. First you must choose the *group size*. This is the number of pages before the ordering sequence starts again. You can type in an order for a whole publication of, say, 64 pages, but there is usually no point, since each sheet or pair of sheets is likely to follow the same rules.

The rules you type are repeated again and again until the document is exhausted. If the number of pages in the document is not an exact number of groups, blank pages will be added to fill out the last group, before starting the rearrangement.

The rules themselves are just a list of page numbers in the first group. For instance, if you have a group size of 16, you would list all of the numbers from 1 to 16 in the order required.

Here is a rule for a group of 4 which just reverses the order of the pages in each group: **4 3 2 1**.

Sometimes it is necessary to rotate pages as well. You can follow a page number immediately with an asterisk (\*) or star symbol to have it turned upside down. Also, you can use less than (<) to rotate 90 degrees anti-clockwise, and greater than (>) to rotate 90 degrees clockwise.

Here is a simple rule for a group of 4 which reverses the page ordering and flips the odd-numbered pages upside-

down: 4 3\* 2 1\*.

A rule can also contain the letter **X** as often as required. This will insert an extra blank page.

You can now instantly preview the effect of the rules. Click the **Preview** button on the shuffle pages screen, and choose the eventual layout you will have (for instance, 4 columns and two rows on each sheet). Quite Imposing will show the effect of a shuffle by using a grid of pages containing numbers. You can check how the entire document will be laid out.

## *A worked example*

Let's suppose you have folded up a sheet of paper, or looked up information in a reference book, and you conclude that each page must be rearranged like this:

5	4	3	6
L	7	1	8

That is, the bottom row are all upside-down.

You can combine pages into this 4 by 2 arrangement using *n-Up Pages* (p.62) but first you will have to re-order the pages. You will need to enter the following information:

Group size..... **8**

Page order ..... **5 4 3 6 7\* 2\* 1\* 8\***

This example is simpler than most. Often, the front and back of the sheet will make a single rule, since the front and back aren't identical. Just remember that the rule can cover more than one sheet, and that *n-Up Pages* (p.62) will work through the pages, filling sheets, in the order they are arranged.

### *Another worked example*

This example shows how to make sheets that appear to be incomplete, by inserting extra blank pages before running n-up. Although you can use *Insert Blank Pages* (p.99), it is easier to insert the blanks at the same time as shuffling pages, if you already have to shuffle.

Here is a possible layout of the first four sheets:

12	1	2	11	10	3	4	9
8	5	6	7				

To obtain this layout you would arrange for blank pages to occur wherever there is a space on the sheet.

Group size..... 12

Page order..... 12 1 8 5 2 11 6 7 10 3 X X 4 9 X X

The X entries will insert the blank pages which are shown on the layout above surrounded by broken lines.

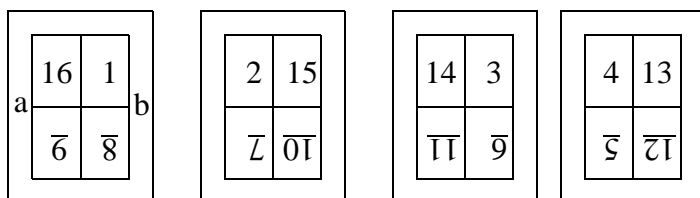


## Shuffling for a 4-up booklet

Quite Imposing has built-in support for simple booklets which appear with 2 pages on each sheet. One reason it does not include support for booklets with 4 pages per sheet is that there are a great many different ways to lay out 4-up booklets. The following gives just one suggestion, but it is not ideal, as we will see on the next page.

This sequence can be used to make a 16-page booklet, or to make a booklet of any size containing 16-page *signatures* (essentially a number of booklets bound together one after the other, as in a bound book).

This illustration shows the layout of four sheets (intended to be printed double sided onto two sheets of paper).



This is a group size of 16 and a page ordering rule of **16 1 9\* 8\* 2 15 7\* 10\* 14 3 11\* 6\* 4 13 5\* 12\***, followed by using n-up to lay out 2 by 2.

After printing onto the two sheets of paper:

1. Place the two sheets together, and fold along the line between *a* and *b*, so that 16–1 is facing you.
2. Now fold in half again, so page 1 is facing you.
3. Trim off the bottom edge (cutting off the fold *a–b*).

Folding models may seem complicated but this only took a few minutes.

### *Shuffling for a larger saddle stitched booklet*

There are two problems with the rule we discussed on the previous page.

1. You might not want to type the long sequence necessary to shuffle a larger booklet or magazine.
2. In practical terms, the method we suggest is not suitable for a thick booklet, because of the physical limitations of paper. Putting all the sheets together to make the first fold (*a* to *b*) would be awkward, and would tend to cause the contents of pages to shift.

For the second reason, impositions intended for thick booklets with a single fold (called *saddle stitched*) will usually make one or more fold to each separate sheet (perhaps 2 sheets). Only the final fold, for the spine, might be done after combining sheets, but even that is normally folded in advance, and the folded sheets slipped together.

Quite Imposing can deal with the rules for saddle stitching.

Using the **Repeat** button you select saddle stitching. Then, you define a rule which covers all folds except the last one. That is, you consider how many sheets are folded together before they are combined and folded along the spine.

Most often this is just one sheet, so the rule has to cover just the front and back.

A booklet with no additional folds (except the spine fold) can be completely described by the rule **4 1 2 3**, and the saddle stitch option, no matter how many sheets it will contain.

### *Details of the Repeat function*

The **Repeat** button can be used to select between four choices as to how the groups will be repeated. What these actually do can be fairly complex to describe mathematically, so it is probably best to think of them in terms of how they are used.

- **Normal, or perfect bound.** The rules are repeated again and again from the beginning. For instance, if you have a group size of 4 and a rule of 4 1 2 3, the pages will go 4 1 2 3 then continue with 8 5 6 7 12 9 10 11. The sequence just starts again. The rule is typically the front and back of the first sheet, but can be multiple sheets.
- **Saddle stitched.** Use this when the final document is to have a single fold right through. Often the front of the first sheet will have the first and last page on it. A rule of 4 1 2 3 will produce different results depending on the page count. For an 8 page document, the result would be 8 1 2 7 6 3 4 5. For a 12 page document, the result would be 12 1 2 11 10 3 4 9 8 5 6 7.

The basic idea to generate a saddle stitch rule is to reduce your imposition to two sides, the front and back of the first sheet. Prepare this as if it is the whole book, for instance if there are 4 pages a side, your rule will number 1 to 8. This will stretch automatically as required.

- **Single sided cut stacks.** This will be printed on only one side of the paper. After printing, it will be cut, and without turning any piles of paper upside down, will be combined into two. For instance a group of 2 and a rule of 1 2. If there were actually 8 sheets, the final order would be 1 5 - 2 6 - 3 7 - 4 8.

The rule must always list only the order for the front of

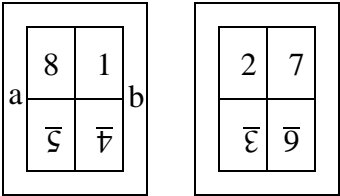
a single sheet imposition - imagine the job reduced to one sheet.

- **Double sided cut stacks.** Like single sided, but printed on both sides of the paper. For instance a group of 4, listing front and back, might be 1 3 4 2. If there were actually 8 sheets the final order would be 1 5 - 6 2 - 3 7 - 8 4.

The rule must always list the order for the front and back of a single sheet imposition.

*A new example for a 4-up booklet*

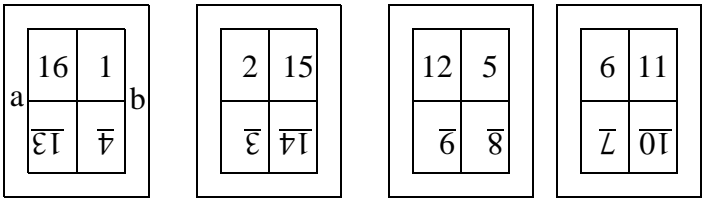
This example returns to our earlier problem, a 4-up booklet. But this time we will define the rule using the saddle stitch option (on the **Repeat** button). Here is the layout for the front and back of a booklet made from a single sheet:



This sheet would be printed on both sides, folded along the line *a* to *b* first, then the final fold.

This has the rule: **8 1 5\* 4\* 2 7 3\* 6\*** and group size **8**.

If you try the same rule with larger booklets and the saddle stitch option, you will find it automatically adjusts to any number of pages. For instance this is what will happen with two sheets. Remember that each sheet is folded separately along the line *a* to *b* before being combined.



So long as you select the saddle stitched option under **Repeat**, the same rule is used, with a group size of 8, no matter how many pages are in the document.

### Notes on Shuffle Pages for Imposing

1. There are other tools which shuffle pages, and they are usually simpler to use if they apply. You can use *Shuffle Even/Odd Pages* (p.70) to process even/odd pages separately; this will do things Shuffle Pages for Imposing cannot do, like split even and odd pages into two separate files. This would most often be done as the last step, after *n-Up Pages* (p.62).
2. To reverse the order of all pages, you can use *Reverse Pages* (p.90).
3. If you miss out any pages in the sequence, you will receive a warning message. The implication is that you want those pages to be deleted, but it is more often caused by a mistake. For safety, you will not be allowed to use a sequence that deletes pages unless you select the Create New Document option.
4. You can enter page numbers more than once in the sequence. Again, this is usually a mistake, and you will receive a warning message. If you confirm that you want to continue, you will have pages duplicated, which is sometimes useful. As with page deletion, you must select the Create New Document option. If you choose a group size of 1, you can just list page 1 as many times as you want copies of each page, and the whole document has all of its pages copied that many times.
5. You can save the options used, just as for most other imposition actions, using *Remember Last Action* (p.53), and use the options again with *Playback Action* (p.55). You can also use the shuffle as part of *Automation sequences* (p.45) whether or not the Shuffle Assistant was used.

## Reverse Pages

Reverse Pages simply reverses the order of the pages in a document. You will have the choice of creating a new document containing the reversed pages, leaving the original unchanged, or re-ordering the pages within the document.

Note that, as with most imposition functions, links and bookmarks will be lost or damaged. Reversing the pages *again* will not undo the damage.

Unlike most actions, you cannot remember Reverse Pages with *Remember Last Action* (p.53).

### See also

*Shuffle Even/Odd Pages* (p.70) and *Shuffle Pages For Imposing* (p.71) both rearrange pages as well.

## Trim And Shift

Trim And Shift allows you to resize pages and move the contents of pages. It is worth comparing it with the standard cropping function (**Document > Crop Pages**).

**Table 1: Comparing cropping with Trim And Shift**

Function	Crop pages	Trim & Shift
Remove space from page edges	Yes	Yes
Put back space cropped	Yes	Yes (optionally)
Enlarge page bigger than original	No	Yes
Separate even/odd processing	No	Yes
More than one edge at a time	Yes	Not usually
Visual feedback	Yes	No
Shift image on page	No	Yes
Optionally create new document	No	Yes

For simple cropping, the existing tools are often easier.

### Page selection

When you run Trim And Shift you are first asked which



pages to work on. You can select all pages, a single page or a range of pages. You can also select to work on even only, or odd only.

If you want to process both even and odd pages, but in different ways, you need to run Trim And Shift Twice.

You can also choose to create a new document, leaving the original untouched.

### Advanced options

The **Advanced** button on the first Trim And Shift page allows you to choose between two modes of operation.

1. In **Original** mode (“same as 1.0”) trim and shift can uncover information that was previously cropped. In addition only the page origin is moved, so annotations, form fields etc. stay in the same place. This has the side effect that when exporting PostScript the image origin shifts, so trim and shift sometimes can’t be used to adjust the printed image position.
2. In **Improved** mode, trim and shift will never uncover information previously cropped, so cropping can’t accidentally be lost. Additionally, the page *contents* are moved rather than the origin, which is set to the bottom left of a printed sheet. This means annotations etc. may move. But it should also mean more consistent PostScript printing.

No single choice will suit everyone, so you should examine them to see which one meets your needs.

## Trimming options

“Trimming” also includes enlarging pages. You can select one of these options.

- **Do not trim.** You may choose this if you only want to shift.
- **Trim space from the edge of pages.** You select which edge, and the amount to trim. Note that the units (inches, mm, or points) are those set in General Preferences.
- **Add extra space around the edge of pages.** Unlike the existing cropping tools, you can make a page larger than its original size. In this case the contents of the new area will typically be white, but where objects originally extended off the page the result is unpredictable (Distiller may remove some, but not all, such objects).
- **Make all pages the same size.** Pages are enlarged or cropped to fit a specific size. The existing page is centred, and may be cut off if it is too large.

## Shifting options.

You can choose one of the following options. Note that, as with trimming, the units (inches, mm, or points) are those set in General Preferences.

- **Do not shift.** Use this if you only want to trim.
- **Shift the contents of each page by a fixed amount.** This is often needed to allow for binding. Often, even and odd pages need to be shifted separately. You choose the direction (up, down, left or right) and the amount to shift.
- **Shift the contents by a variable amount.** You choose the direction, and the amount to shift the first and last

pages. All pages in between are shifted in proportion.

- **Shift the contents of each page for booklet folding.** This can be used to bind more accurately allowing for the thickness of paper. The paper thickness tends to mean that pages closer to the centre are closer to the edge of the bound book; this effect is often called “creep”.

For this function you enter the length in pages of each group (or “signature”), and the amount to shift the pages on the inside and outside of the signature. The outside edge is usually moved more than the inside, so you might use 1/6 inch for the outside, and 0 for the inside. You could also balance the move, for instance choosing 3 mm for the outside and -3 mm for the inside (any shift amount can be negative). The amount to move is typically equal to the thickness of the paper multiplied by the number of sheets in the signature.

### About links and bookmarks

Few of the functions in Quite Imposing will leave bookmarks and links undamaged. Trim And shift will, however, keep links valid provided you do not ask it to create a new document, *and* provided you chose “original” under Advanced options.

### Warning: about uncovering information

By using the Trim And Shift function, you can cause information to become visible which was previously off the edge of the page (if “original” is chosen from Advanced options). There is nothing wrong with doing this if you are uncovering an area which was previous cropped or trimmed in Acrobat.

It is potentially risky to uncover information outside the original page area. The reason is that there is no guarantee you will find anything there. In order to reduce file sizes, both Acrobat Distiller and your page make-up application may have removed information, so if you expand the page you might see nothing.

Tests with Distiller suggest that it removes any object – including characters forming part of a word – which is completely outside the original page size (also called the “media box”). However, it appears not to trim solid objects or pictures, which extend off the edge.

You should bear in mind that this behaviour might change in future, so it is not wise to base a long term strategy on being able to find information outside the media box.

## Insert Blank Pages

The Insert Blank Pages function is most often used to add extra blank pages to a document for binding purposes. You can choose to add one or more blank pages before or after the current page, or at the beginning or end of the current document.

You can also use Insert Blank Pages to create a complete new document. This function is available even if no documents are open.

You are able to pick the page size you want the new pages to be. You have the option of using the same size as the currently displayed page, which is most often what you will want.

You can even select a background PDF file. In this case the pages inserted will not be blank, but will have copies of the pages in the background file. See *Create booklet (p.56)* for more information.

### See also

*Create Sample Document (p.100)* can be used to create a new document whose pages are numbered and marked, for testing imposition and printing.

## Create Sample Document

Imposition can require practice, especially when it comes to printing out correctly. For this it is useful to be able to have test documents with known properties.

Choosing Create Sample Document gives you a choice of page sizes and number of pages. Each page of the sample document is filled with light grey and has a thick border and large page number. Each page also has lines 20mm and 1 inch from the edges, so you can check if pages are being cropped when you print, and how much the page shifts.

### See also

*Insert Blank Pages (p.99)* can be used to create new documents which are completely blank.

## Special definitions

There are a few cases where words are ambiguous. We use particular words to try and avoid this.

### **source**

This is the document or page which you are imposing *from*. It is not normally modified, but instead used to create or overlay the *target*.

### **target**

The document which is modified when you run imposition.

### **page**

Page and page number has its usual meaning, but when performing imposition it usually refers to pages in the *source*.

### **sheet**

A sheet is just a page in the *target* document. The word sheet is used rather than page, so it is clearer which document we are talking about.

### **landscape, portrait**

These terms can be confusing, as *landscape* sometimes refers to the shape of a page, sometimes to the fact that it is rotated. We use *wide* and *tall*.

### **wide**

Any page which is wider than it is tall.

### **tall**

Any page which is taller than it is wide.