

Getting Started Quite Imposing Plus

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MORE INFO

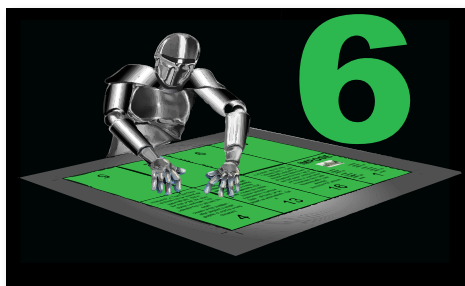
Full manual https://www.quite.com/docs/qi6/en/qi6_manual/

Tech sheets <https://www.quite.com/imposing/techsheet/>

GETTING HELP

To get assistance with installing or using the product, please visit <https://www.quite.com> or contact your reseller.

If you bought directly from Quite Software, please send an email to help@quite.com



New features in Version 6

Version 6 has an all-new manual and help system, with all information available in linked web pages or single PDF files. Go to the help centre (? Button on the control panel) to get to the info.

This is a shorter list of the main new features. See the release notes for 6.0. New features are also included in the main manual.

Define Bleed

There is now the option to generate bleed, when increasing the bleed area. Sometimes it is necessary to put some content into the bleed area, even if it is not perfect. QIP now has three options when adding bleed: do nothing, as in earlier releases; use a mirror of the edge of the page to fill in the bleed; or scale the trim box up to fill the bleed box.

Tile Pages

Larger limits. Can now tile up to 100 x 100 rows x columns.

Undoing a booklet: Sometimes a booklet is received that a customer has already imposed, but it needs to be split up so it can be imposed again.

User interface

In 5.0 the menus were rearranged into sub-menus because the full menus were too long

for some screens. You now have the option (in Preferences) to turn back on the long menus if you prefer them.

Control panel and custom panels can be set to show at startup. A new master panel with a list of custom panels.

Page scaling/User Units (set in Imposition Preferences)

Page scaling is a PDF feature that allows pages larger than 200 inches/5040 mm. It is officially called "UserUnit". Not all apps, devices or plug-ins will support this, and will see scaled pages as smaller.

Now fully supports page scaling/user unit for all functions, and can use it if a page needs to go over the 200 inch/5040 mm limit. The scale needed is set automatically. A preference setting defines whether page scaling "just works", gives a warning, or is forbidden. The default is a warning. This setting will be available in Quite Hot Imposing too, including via command line.

Page monitor

Show page scaling (UserUnit) information and scaled sizes

Page monitor now shows bleed margin, as well as bleed box size.

Variable data merge

Many changes to Text blocks, based on feedback.

Lines in text blocks can be aligned left, right or centered; all the same or line by line.

Text blocks can be rotated 90/180/270 degrees.

You can choose whether long lines are scaled or cut off, with the option of a

warning or error if the text gets too small. Field organising / templating, allowing extra fields (including text blocks) to be defined, so you can switch between the fields/blocks needed for specific job.

N-up Pages

Align rows separately (option), so single rows in a layout can be centred or right justified if they are shorter than the other rows.

With the “row by row” options, step & repeat of identically sized pages should now back up front and back pages correctly (but without changes it is fully compatible with 5.0).

Align dialog enhanced to give detailed visual example.

Crop marks now have an option to set a white background (in custom crop mark set up). This is useful when the crop marks need to contrast with an existing background. This also applies to crop marks in Manual Imposition and Create Booklet.

Step & Repeat

Step & Repeat has the option (on screen 3) to rotate pages to make more pages fit on a sheet. Also all the new features of N-Up apply.

Shuffle Pages For Imposing

Shuffle assistant previously only worked for double sided. Now there is an option for single sided. Shuffle assistant up to 20 x 20 grid. Shuffle assistant gives feedback on the type of shuffle that will be generated.

Advanced stacks allow you to set a maximum depth on stacks, then restart.

Advanced stacks also let you choose how many consecutive pages to include on each

sheet eg for tickets.

Stick on Text and Numbers

Insert page labels (i, ii etc.) using Stick on Text. Option to number pages in reverse order.

Split/Merge (partials)

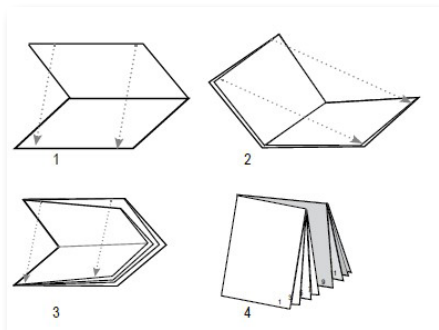
Work with Multiple duplicates of entire file. Partial sequences can delete unneeded pages. Partials defined with List pages can now include LAST or LAST-2 or similar in the list of pages. For example, 2..LAST-1 will cover every page except the first and last pages. To list LAST..1 will cover all pages, in reverse order.

Introduction

This Guide will give you a quick and easy reference for Quite Imposing and Quite Imposing Plus 6. We hope to help you get up and running as quickly as possible. Quite Imposing Plus is an Acrobat Plug-in that enables you to impose simple booklets, complex signatures and much more within Acrobat. Quite Imposing Plus 6 automates the imposition process, and adds other powerful features.

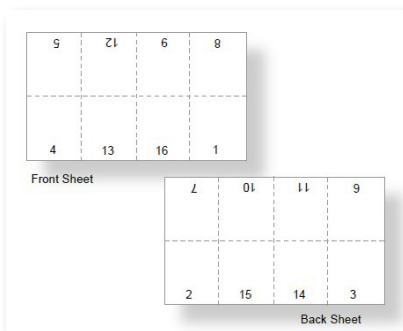
Understanding Imposition

If you are unfamiliar with imposition in printing, a simple way to show you the process is to make a “folding dummy”



Take a single sheet of paper (letter size or A4 will work for this example) and fold it in half. Bring the two shorter edges together, crease and fold the following figure (shown above). Then number the pages as you would in a normal book, front and back. If you followed the example exactly the page numbers on your folding dummy will match the example.

Now open that sheet of paper. The way a sheet is folded determines the way the pages are arranged.

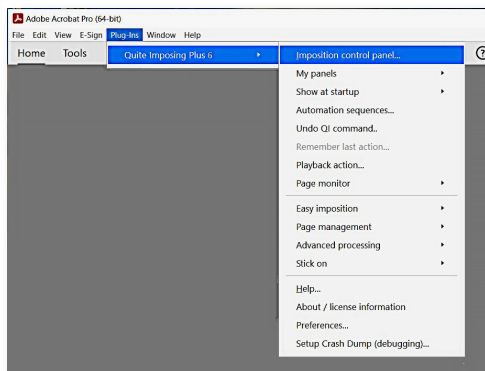


Of course there are other considerations when preparing a publication for production other than determining imposition order. The types of press marks to be printed and the placement must be defined: if the book is to be saddle stitched or perfect bound (or some other signature setup), compensation for signature creep, and allowance for trimming of each page must be made when laying out a sheet.

Getting Started

Once you've installed the software you can now launch Adobe Acrobat. You will see an addition to the Plug-ins menu:

Quite Imposing Plus 6



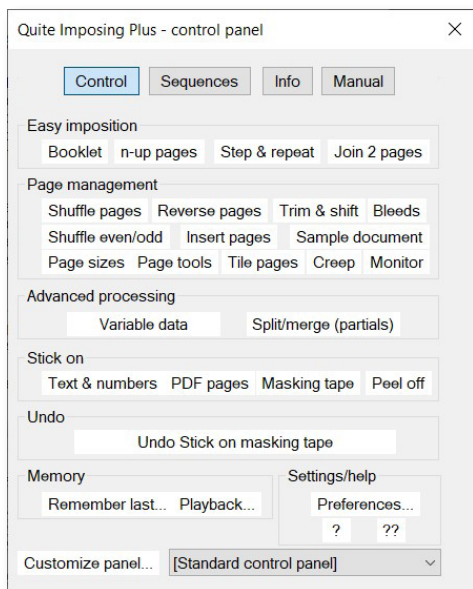
In this guide we will show you not only how to create a booklet but also how to set up a saddle stitch or perfect bound booklet, step and repeat, define bleeds and creep and much, much more...

Creating a Booklet

1) Open your PDF Document. In this example I have opened 32 page, 8.5" x 11" saddle stitched document and I would like to create a booklet for the final output to be printed on an 11" x 17" sheet.

Note: I have chosen to make this booklet saddle stitched. If you are unfamiliar with this printing term please see the Online Guide for clarification.

2) To access Quite Imposing Plus, simply select **Plug-Ins** and then **Quite Imposing Plus** from Acrobat's Menu bar. Then select the Imposition Control Panel as shown here.



3) Click **Booklet** button. A dialog box will appear. Note: in this dialog we will ask you a series of questions and give you options that will work best for the particular job you are running.

4) Click Next button to continue. A dialog box will appear.

In this example I have selected

- Make the booklet page large enough to hold two copies of the largest page in the original document, side by side. Scale 100%.

5) Click **Next** button to continue. A dialog box will appear. In this example I have selected

- Saddle stitched.

6) Click **Next** button to continue. A dialog box will appear. In this example I have selected

- Interleave (front, back, front, back...).

- Normal (use this also if you are printing only on one side).

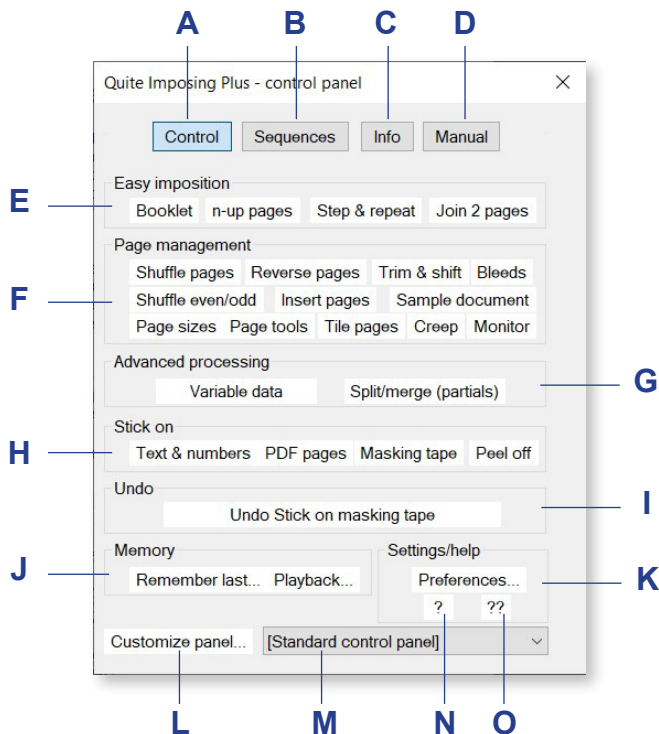
7) Click Next button to continue. A dialog box will appear. In this example I have selected

- Centre each page in its half of the sheet. Recommended in most cases.

8) Click the Finish button. Note: you can now see the finished piece.

9) You can now Print or Save your document.

Quite Imposing Plus Control Panel



A Return to the control panel from other panels.

B Click to set up automation sequences to run multiple commands at once, with or without prompting.

C Click to show info on what commands and layout made the current document.

D Click to run Manual Impositions.

E Basic signature creation: simple booklets*, n-up*, step & repeat, join 2 pages*.

F Many vital functions for preparing work. Shuffle pages, creep and define bleeds are discussed in this guide. You can also trim, shift, reverse or tile pages, or adjust page sizes. Page tools can duplicate, delete or rotate. The monitor shows live information on page size, bleed and more.

G Advanced Processing: Variable Data and Split/Merge (partials).

H Click to place and stick on page numbers also mask numbers and use Bates stamping.

I Undo stick on masking tape

J Basic Memory and Playback of single commands.

K Preferences including new page sizes and background sheets.

L Customize panel

M You can create your own custom control panel

N Help centre - access to the online guide, up-to-date web pages, and registration.

O License information and plug-in version.

Shuffle Pages For Imposing

In this example we'll show you how to set up a 48 page (8.5" x 11") saddle stitched booklet, 4-up, head to head using **Shuffle Assistant**.

- 1) Open document in Acrobat. If you don't have a 48 page PDF available, you can use the **Sample Document** feature to make one. The large numbers on these new pages will help you see at a glance what is happening.
- 2) Select the **Shuffle pages** button from the Imposition control panel (or from the Plug-ins > Quite Imposing Plus pull down menu).

- 3) Check Create a new document instead of modifying this one.

Note: you don't have to do this but it's a good habit to get into if you forget to save your original document.

- 4) Click the **Shuffle assistant** button.

Layout of sheet

- Columns: 2 Rows: 2

- Page Count 48

Click Next button

Sheet 1 (front)

- 1 48

Check the 180 degrees box on both (note: this will make your setup head to head).

- 4 45

To learn more about page rotation or turning pages sideways or upside down please see our Online Guide. Notice you get a nice little graphic with page numbers and placement.

- 5) Click the **More...** button if you want to preview more sheets.

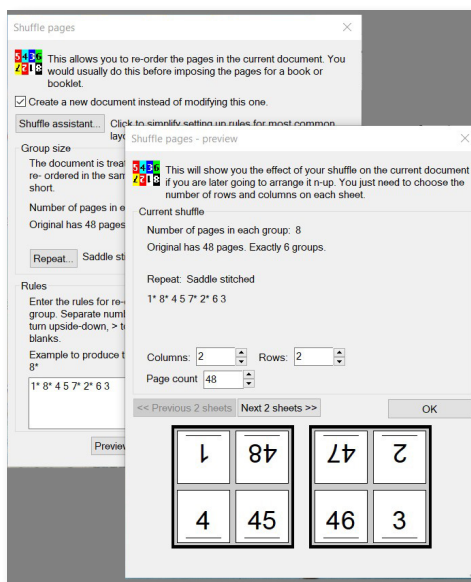
Note: this button will take you to a dialog box that will have the rules you will need for this job. Remember, you do not have to enter all of the numbers as the assistant is able to repeat a signature throughout your entire job. It doesn't matter how many pages you have.

- Number of pages in each group 8

- Select saddle stitched.

- Rule is 1* 8* 4 5 7* 2* 6 3

Click the OK button.



- 6) Click the **Finish** button.

This takes you back to the first dialog box where the shuffle assistant has correctly given the group size and the rules for the signature.

Click the OK button.

The next step is to action **N-up Pages**. Please see Next page for this section.

N-Up Pages

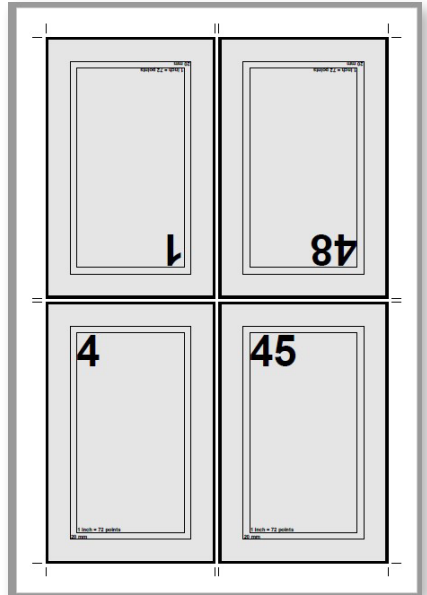
N-up is the placement of your signature on the final output sheet.

To continue with the 48 page booklet above:

- 1) Select **Easy Imposition** and then select **N-up pages...** from the control panel.
- 2) **Check** Create a new document instead of modifying this one.
 - Sheet will not be trimmed.
 - No, place all pages full size (100%).Click the **Next** button.
- 3) Select **Margins**.
Space at edge of sheet 0.125 inches (note: you can change this if you need a larger value).
Space between each page 0.
Note: if you need more advanced margins or spacing see the **Online Guide** for information on the Advanced button features.
Check Add crop marks.
Note: you can click the Custom button and choose from 5 unique sets of marks. In this example I selected style #1
Click the Next button.

- 4) Size and shape of sheets.
Not sure what your final output size is or you don't see it in the pop-up?
Please Click More choices, or see our Online Guide for more information.
 - Defining backgrounds.In this case, I selected a 13 x 19 inches sheet from the pop-up
 - Best fit (tall)
 - 2 across
 - 2 down.

Align: Click the Set button
Select Centre.
Flow: Normal
Click the **Finish** button.

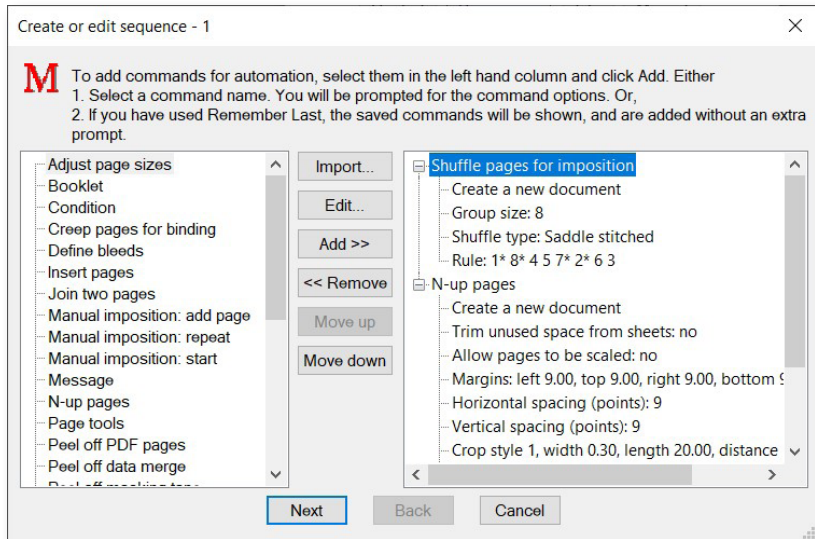


You can now Save or Print your document.

Automation Sequences

Quite Imposing Plus allows you to save a sequence of commands and run it later, so you can repeat the same task easily. Let's look at how simple that is, by following on from the last chapter, where you are left with a 48 page booklet imposed in front of you. We call this Imposition By Example.

You can enter a name for this Automation Sequence. Let's call it 4-up booklet. Leave the other options unchanged and click **Finish**. That's it; this sequence is now permanently saved. Now, quit Acrobat to close all your files, restart Acrobat, and make a new 48 page PDF sample document.



Imposition By Example

On the Quite Imposing Plus Control Panel, click **Sequences**. The Sequences control panel opens, and you can click Import/export button.

Select the first import option

- Import commands from current document.

You'll now see a screen showing you, on the right hand side, the **Shuffle** and **N-up** commands that you used to set up the current document. You can change these or set up your own commands directly, but for now just click **Next** button.

Open sequences and check that 4-up booklet is shown. Then click the **Play** button. The booklet will be made again, with no prompting. But, this isn't only useful for a 48 page original. The shuffle rules that were automatically made earlier will work with any number of original pages, adding blank sheets to make each layout up to a multiple of 8 pages – try it!

This feature will save you hours and hours of repeat setup time for the jobs you run again and again.

Step and Repeat

If you need to repeat one document or several (like setting up business cards), our Step and Repeat feature makes it easy to set up.

- 1) Open your PDF Document.
In this example I have opened an 8.5 x 11in document which I would like to Step and Repeat (2up) on the same sheet. The final output to beprinted on an 11 x 17in sheet and then cut.
- 2) To access Quite Imposing Plus,simply select **Plug-Ins** and then **Quite Imposing Plus** from Acrobat's Menu bar. Then select the **Imposition Control Panel**.

- 3) Click the **Step and Repeat** button.
A dialog box will appear.

Note: in this dialog we will ask you a series of questions and give you options that will work best for the particular job you are running.

In this example I have selected

- Remove unused space at the edge of each sheet.
- No, place all pages full size (100%).

- 4) Click Next button to continue. A dialog box will appear.
- 5) This dialog box allows you to select Margins and Crop Marks, if needed.

In this example I have selected

- No Margins or Marks

- 6) Click Next button to continue. A dialog box will appear. This dialog box allows you to select how pages are placed on each sheet, and the size and shape of the sheet.

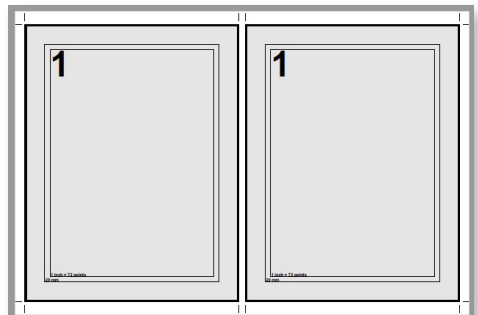
In this example I have selected

- Eleven by seventeen (11 x 17in).
- Best fit (wide) this lets the software figure out the best placement.
Layout of pages, enter
 - max. columns 2
 - max. rows 1

Note: In this case you could also have said "0" for both values, meaning "fit as many as possible".

At the bottom of the dialog box we show you how many pages per sheet and total pages placed.

- 7) Click the **Finish** button.
Note: you can now see the finished piece.



- 8) You can now Print or Save your document.

Manual Imposition

- 1) Open your PDF document.

In this example of a manual layout (Dutch Cut), I have opened a 6 x 11in document which I would like to place (Gang) on the same sheet.

Final output to be printed on a 12.5 x 18in sheet and then cut.

- 2) To access **Quite Imposing Plus**, simply select **Plug-Ins** and then **Quite Imposing Plus** from Acrobat's Menu bar.
Then select the **Imposition Control Panel**.

- 3) Click the **Manual** button.
A dialog box will appear.

In this example you need to pick a Target sheet (this lets you set what size sheet you're outputting on).

- 4) Click the Change target button to continue.

A dialog box will appear.

In this example I have selected
Create a new document with 1 blank
sheet 12.5 x 18in from the pop-up.
Note: if you don't have 12.5 x 18in
created it's easy to do.

Select **More** choices from the popup.
Define a new custom size for a blank sheet.
Click the **Next** button.

Now indicate your width 12.5" x 18"

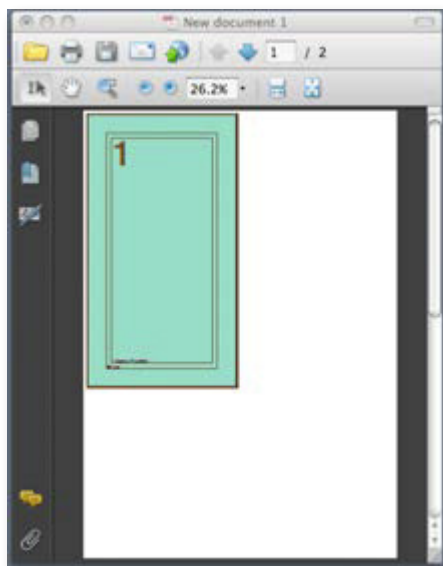
You can now name it, in my example I called it 12.5 x 18in.
Click the **OK** button.

It is now added to the list and is easy to access.

- 5) Now click the OK button to create the **Target page**.
- 6) Now click the **Pick source** button.
- 7) Do you see the 6 x 11in document you want to impose? If not, click the **Next Doc** button until you do.
(You could also open a document.)
When you can see the source click the **Pick** button.

You can now choose where to place the source by setting an offset and perhaps a rotation and scale percentage. In my example to place page 1

- Offset • Top left
- Horizontal 0.125 inch
- Vertical 0.125 inch



- 8) Click the Add page button. You now see the blank Target sheet again, but now it highlights a 6" x 11" area where the source will appear.

- 9) You can now choose where to place the next page.
- Note: the dialog updates automatically so that page 2 would be placed next. (If you wanted a different page, you can just change the number, or you could click Pick source again to change document.) Set an offset and perhaps a rotation and scale percentage.

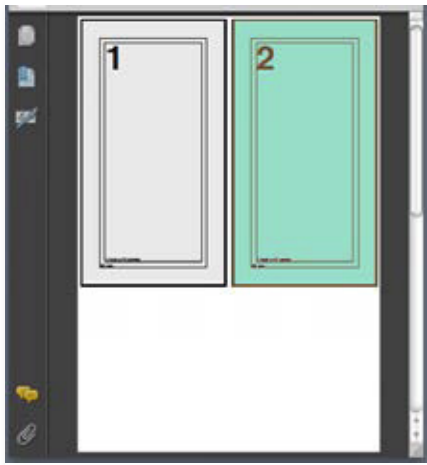
- Rotate: upright
- Scale: 100%

As you change these settings, the highlighted area also changes. Pick the same source document.

Place it

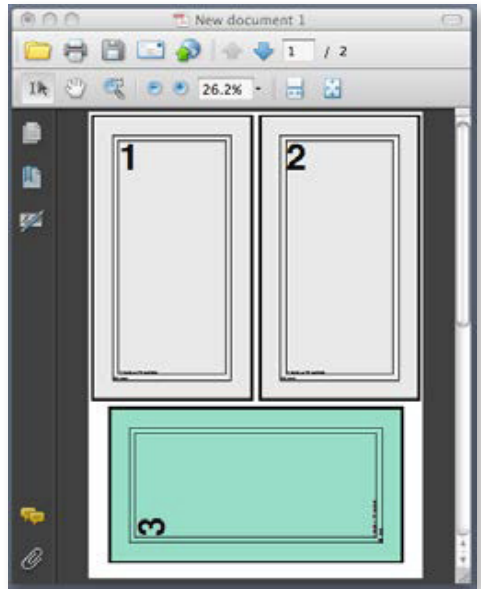
- Offset: Top left
- Horizontal: 6.375
- Vertical 0.125.

Now place page 2 by clicking the Add page button.



- 10) Set the last page the same way except the page placement is
- Top Left
 - Horizontal 0.75
 - Vertical 11.375.
 - Rotate 90 CCW.

Click the **Add page** button.



Note: you can now see the Finished Layout.

- 11) You can now Print or Save your document.

Trim and Shift

Check out our **Online Guide** for a detailed comparison between Acrobat's Crop pages and Trim and Shift.

In this example we are going to show you how Trim and Shift can be used to centre a document on a larger sheet.

Let's say you have a document 11.25" x 8.75" with crop marks and you would like to have that centered on a 12.5" x 9.5" sheet.

- 1) Open document in Acrobat.
- 2) To access Quite Imposing Plus, simply select Plug-Ins and then Quite Imposing Plus from Acrobat's Menu bar.
Then select **Imposition Control Panel**.
- 3) Click **Trim and Shift button**.
A dialog box will appear.
Check Create a new document instead of modifying this one.
Note: if you are trimming or shifting your pages around it's always a good idea to create a new document. Also we recommend backing up your files.
Click the **Advanced options** button to make sure that Original is selected.
Select
 - Entire document.
 - All pages in a range.Click Next button.
- 4) Select
 - Make all pages the same size (trim and shift on all edges).Now, select 12.5 x 9.5in from the pop-up.
 - Wide.

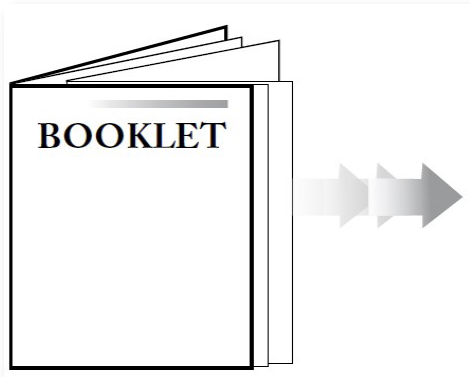
Note: if you haven't created a 12.5" x 9.5" sheet, please see our **Online Guide** on how to easily create and define a background sheet.
Click Next button.

- 5) Select
Don't shift the contents of the pages.
Click the **Finish** button.

Note: along with trimming, shifting, centering and cropping your documents, the Trim and Shift feature is also where you will be able to easily add Creep to your documents.

Define Creep

When signatures are folded the live area or image area of the inside pages may extend slightly past the image area of the outside pages. With a Saddle stitched book each folded signature is placed inside (or nested) another folded signature. The increased thickness of the folded pages cause the inside signature to extend past the pages inside where it was placed. This is called Creep (or Shingling). If you are using Perfect bound for a job, the creep is limited to the pages built in each individual signature. If you need to apply creep to your entire



document or to individual pages this can easily be done using our Creep function.

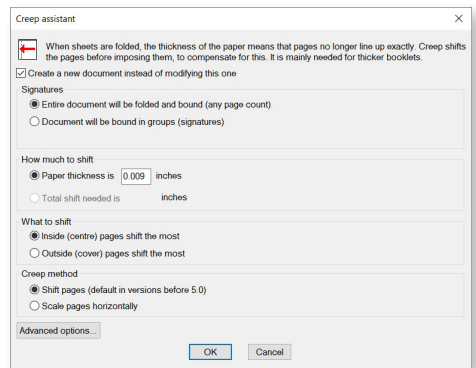
Example:

There is no one-size-fits-all recipe for Creep, but if you don't have any bleed, this recipe should usually work.

For a 72 page signature divide that number by 4 and you would have an 18 sheets. So, the amount of the creep would be $18 \times \text{thickness of paper} = (\text{Creep amount})$.

In the **Creep pages for binding...** shifting options you would type creep for each group of 72.

- Shift outside pages by: (Creep amount)



- Shift inside pages by: 0

The result of this would be that the value is unchanged, but that as you get closer to the outside, there will be extra space in between pages, reaching the maximum on pages 72-1.

Note: You can also Select **Advanced Options...** to Keep bleed margins the same.

For more detailed information on adding Creep to your documents please see our **Online Guide**.

Define Bleeds

Many documents have already assigned bleeds to them. To make sure you get the correct set up you might need to use our Define Bleeds feature.

- 1) First you need to create a document with your bleed included. This can be done from various applications such as Illustrator®, InDesign® and others. Once completed and saved as a PDF we can now open it in Acrobat.

Note: remember to allow enough space around your document.

Otherwise, when you create your PDF it will not be the correct size with marks.

- 2) Open your PDF document. In this example I have a 32 page, A4 (210mm x 297mm), with Bleed (bleed marks) and Crop Marks.

Note: some printers and service bureaus receive files with bleed already included in the documents.

The plug-in understands this, and with these steps you can easily impose them and keep this valuable bleed information and marks if needed.

- 3) To access Quite Imposing Plus, simply select Plug-Ins and then Quite Imposing Plus from Acrobat's Menu bar. Then select the Imposition Control Panel.

- 4) Click the **Bleeds** button or **Define Bleeds** from the pulldown menu.

Note: you can create a booklet with bleed, but it requires more steps than the Create booklet option allows. Create Booklet is a simplified process and it does not read bleed information.

- 5) In this example you can see the bleed

area defined by the highlight.

If it is correct, then simply click the Close button and continue. If it is not correct or needs adjusting or removal you can do this from here.

Note: if the pages are already exported from other programs, the bleed is most likely already set within the document. In this case, choosing Define Bleeds will highlight the bleed area. Quite Imposing Plus uses the trim box (bleed interior) for the page size.

- 6) Select **Shuffle pages** for imposing Click Advanced button and select:

- 2. saddle stitched
- Group size: 4
- Rules: 4 1 2 3

Note: this indicates the page order for a 4 page booklet. Quite Imposing Plus knows how to repeat this signature to any size booklet.

- 7) Select **N-up pages**

- Remove unused space at the edges of each sheet.
- Place all pages full size (100%).

Click the Next button.

- 8) You'll have to add margins. A margin of 0.0625 inches should be suitable. (You can add crop marks if required.) On the next dialog choose your output size (click more choices if your size is not already defined).

Choose columns 2 rows 1. Click the **Finish** button.

This should give you a booklet with bleed included.

Note: New Bleed features have been added to Quite Imposing Plus 6, See the New On-line **Guide**.

Stick on Text and Numbers

With many jobs you don't know the final page count until it's time to output, or you have multiple documents brought together to make one document and you then have to number quickly.

With **Stick on text and numbers** this is easy to do.

- 1) Open your PDF in Acrobat.
- 2) To access Quite Imposing Plus, simply select **Plug-Ins** and then **Quite Imposing Plus 6** from Acrobat's Menu bar. Then select the Imposition Control Panel.
- 3) Click the **Stick on text and numbers** button.

Stick on text and numbers

First number to add: 000 ☐ No numbering

Use leading zeroes e.g. type 0099 to get 0099, 0100

Repeat each number 1 time(s) then increase by 1

Text before:

Text after:

Add field: Computer name Before After

Add text every 2 pages (use 1 to add text to all pages)

▼ Appearance

Times-Roman (unembedded) Size: 12 points

Text colour... Default (black)

▼ Where to add

☐ Top left ☐ Top centre ☐ Top right

☐ Left ☒ Centre ☐ Right

☐ Bottom left ☐ Bottom centre ☐ Bottom right

Horizontal: + 125 Vertical: + 125 inches

▼ Rotate

☒ Upright (0°) ☐ 90° CCW ☐ 180° ☐ 270° (90° CW)

▼ Pages to process

☒ Entire document

☐ From page number 1 to 1 of 72

☒ All pages in range ☐ Odd only ☐ Even only

☒ Show advanced options

Apply Undo... Cancel

You can choose to add numbers, text only, numbers with text (like "Page NN"), or fields such as file name or date.

- 4) Select the set up that you need and click the **OK** button.
You will now see the page numbers throughout your document.
Note: if you have a document that has already been numbered you can use **Stick on masking tape** to mask the old numbers and then re-number your document using Stick on page numbers.

Bates Stamping

For law firms, government agencies and others we have added Bates Stamping. This allows the user to stick on page numbers with a leading zero.

The resulting numbers will have at least the same number of digits. For instance, if a user typed 0098, the pages will be numbered 0098, 0099, 0100, 0101, etc.

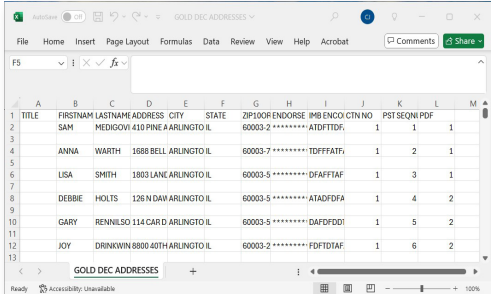
If you'd like detailed information on any of Quite Imposing Plus features please see our **Online Guide**.

Variable Data

In this example you can see how Variable Data can easily be added to your files:
Let's open up our PDF Mailing piece.



Now we want to open up our Variable Data Excel file convert that to a CSV (comma delimited) (*csv) file and we're ready to place it in the upper right of this mailer.

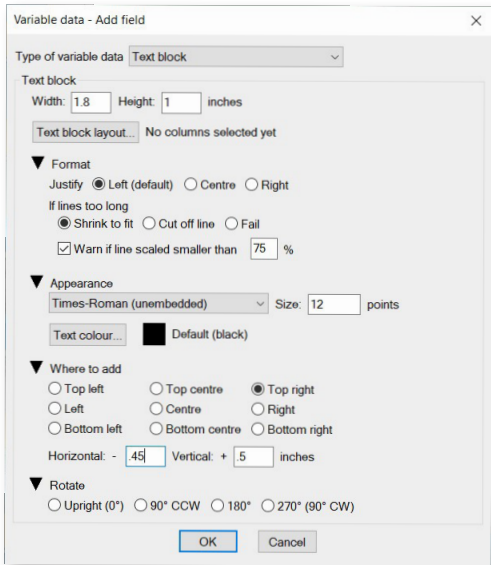


You can now select **Advanced Processing...** then **Variable Data Merge**, check Create a new document instead of modifying this one.

Select

- Master Document and Single page master document.
Click Next button
- Browse for your Data source file:
Select a File format and Encoding.
Click Next button.

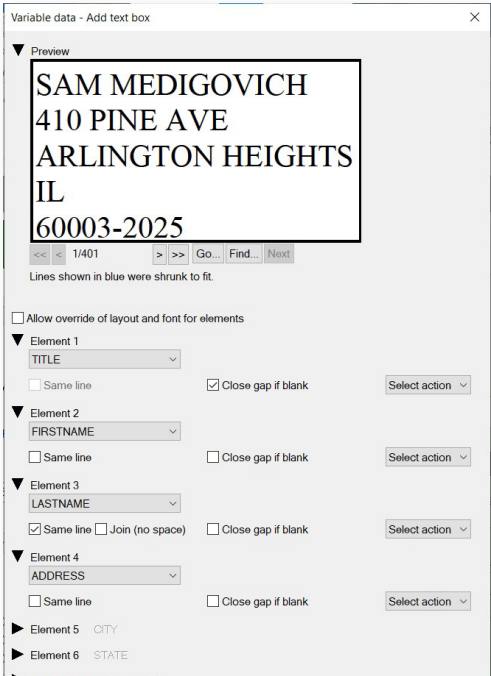
Now select, Add Field... Or Add Text Block...
I selected Text Block and positioned **Red Box** the size I needed and placed it exactly where I wanted on the mailer.



Note: you can also Justify format, shrink to fit, select font and text color and even rotate, if needed.

Click OK button

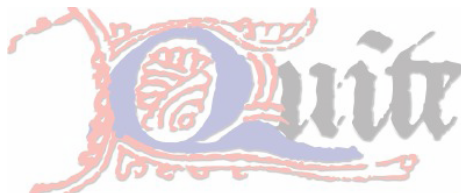
And Click Finish button.



You'll now have a mailer with all the names and address doesn't matter if it's 2 cards or 20,000 cards.



Note: See more detailed information on features at **Quite's Online Guide** at https://www.quite.com/docs/qi6/en/qi6_manual/

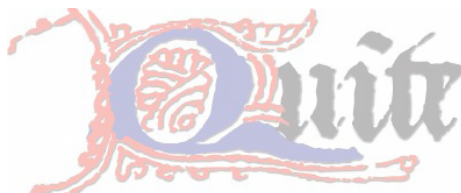
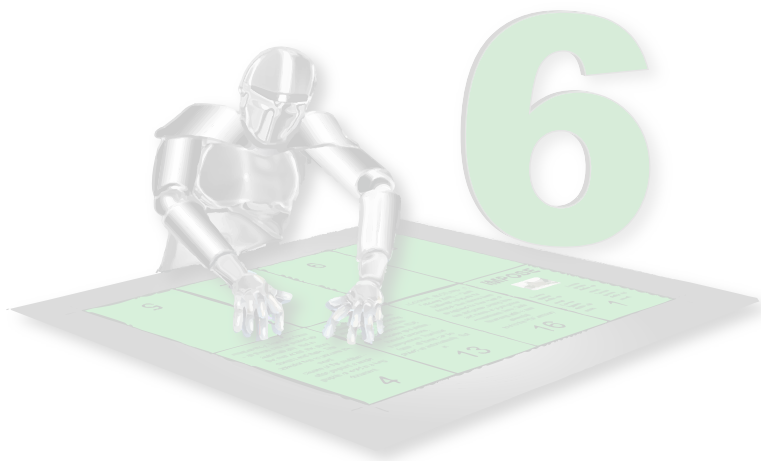


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<https://www.quite.com>

GETTING STARTED GUIDE

QUITE IMPOSING PLUS



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