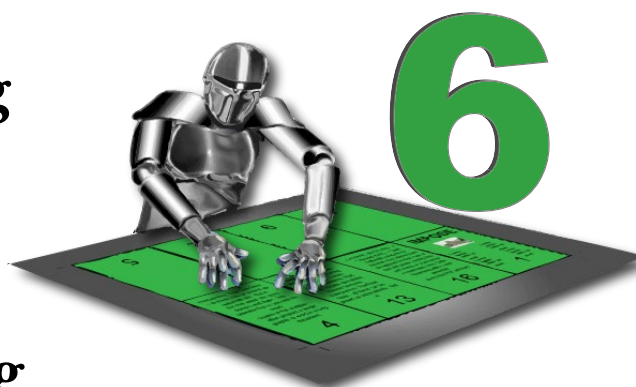


**Quite
Imposing
Plus**

**Quite
Hot
Imposing**



**Reference
Guide**

BETA

GENERAL	2	Step And Repeat	92
Dire warnings.....	2	Join Two Pages	95
About the Demo Version	2	Shuffle Even/Odd Pages	96
About Quite Imposing.....	3	Shuffle Pages For Imposing.....	96
Running Quite Imposing.....	4	Reverse Pages	108
Seven Top Tips	5	Trim And Shift.....	108
Protected Mode support (Windows)	5	Creep pages for binding.....	111
How do I...?.....	8	Tile pages.....	112
Tips for desktop printing.....	11	Adjust Page sizes	115
Using backgrounds.....	15	Page monitor (5.0)	116
Smart crop marks	16	Page tools.....	118
About bleeds	18	Define bleeds	120
Special definitions.....	20	Insert Pages	124
User interface changes, tricks and tips (4.0).....	21	Create Sample Document	128
QUITE HOT IMPOSING	23	Stick On Text and Numbers.....	128
Quite Hot Imposing - General.....	23	Stick On PDF Pages.....	134
Quite Hot Imposing Hot Folders.....	26	Stick On Masking Tape	135
Quite Hot Imposing command line (CLI)	43	Peel Off Text and Numbers	137
Advanced Quite Hot facilities.....	43	Peel Off Masking Tape.....	138
Enfocus Switch and Quite Hot Imposing	49	Peel Off Registration Marks	138
COMMANDS	59	Manual Imposition.....	139
Imposition Control Panel	59	Variable data merge (5.0)	144
Imposition Preferences.....	62	Split/merge (partials) (5.0).....	156
Automation sequences	67	Imposition Info	165
Remember Last Action	81	RELEASE NOTES	167
Playback Action	82	What's new in version 6	167
Create booklet.....	82	What's new in version 5	172
n-Up Pages	85	What's new in version 4.....	176
		What's new in version 3.....	180

GENERAL

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](#), 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](#). Take care as they might equally have been used to add comments that nobody intended to print.
- [Trim And Shift](#) and [Adjust Page sizes](#) allow you to reach outside the original page size, and the results of this aren't guaranteed. See the longer discussion in [Trim And Shift](#).
- Use the extract function in [Imposition Info](#) as a last resort, because it can create huge files.

About the Demo Version

We would like you to be able to try out our software before you buy, so you can be sure it is suitable for your needs.

- Quite Imposing Plus will automatically run as a demonstration until you license it. The demo will place an “X” over each page, but otherwise most functions will work (see below). If you would like to try it for a production project, please ask us for a temporary license.
- Quite Hot Imposing needs a license to download or to run it, but temporary licenses are suitable for evaluation of the full software. We are happy in most cases to provide a temporary license to established businesses for them to try out. Please contact us.

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](#) 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](#) function will place an X over the (otherwise usually invisible) tape, and [Stick On Text and 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](#) in the licensed product. Finally, [Imposition Info](#) 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](#) or [n-Up Pages](#)). Others are simple building blocks (like [Reverse Pages](#)). 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](#).

Running Quite Imposing

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](#), 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](#) 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.

Which functions modify existing documents?

Function	Modifies existing document
Imposition Control Panel	not applicable
Create booklet	optional
n-Up Pages	optional
Step And Repeat	optional
Join Two Pages	always
Shuffle Even/Odd Pages	optional
Shuffle Pages For Imposing	optional
Reverse Pages	optional
Trim And Shift	optional
Tile pages	always
Insert Blank Pages	optional
Create Sample Document	never

<u>Stick On Text and Numbers</u>	always
<u>Stick On Masking Tape</u>	always
<u>Peel Off Text and Numbers</u>	always
<u>Peel Off Masking Tape</u>	always
<u>Peel Off Registration Marks</u>	always
<u>Manual Imposition</u>	optional
<u>Imposition Info</u>	not applicable

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. (This function is not in Quite Imposing.)
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. [Manual Imposition](#) can be slow and cumbersome. See if you can do the job with the automatic tools, especially [n-Up Pages](#). Notice that you can use n-up pages to arrange pages 1 by 1, just adding crop marks around the edge.

Protected Mode support (Windows)

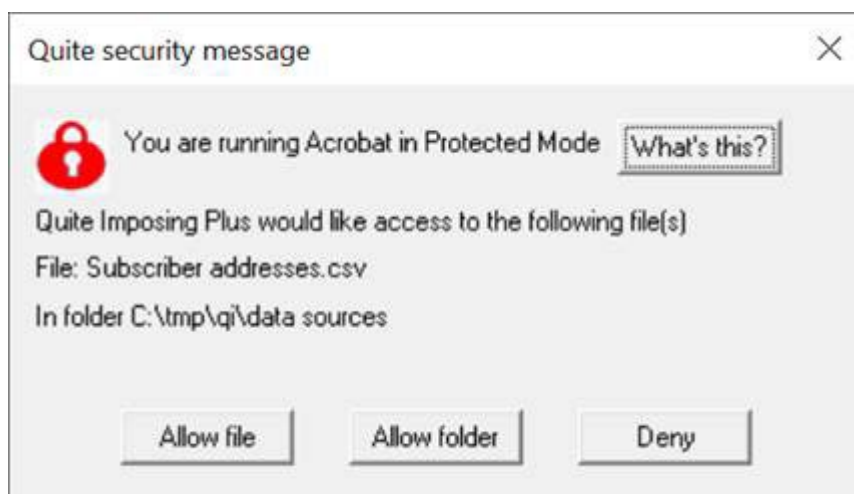
Note: At the time of writing, Adobe have not added Protected Mode to Acrobat on Mac.

Acrobat 5.2 adds full support for Protected Mode in Acrobat in Windows. We recommend you switch off Protected Mode if you are running an older version, or upgrade to 5.2. If you try to use older version of Quite Imposing Plus, you will have major errors such as being unable to save license information, unable to remember any settings, and unable to use automation sequences.

Since 2020, Acrobat has offered the option of “Protected mode” in Windows. They are now using it as the default for new installs, so this will eventually affect most Windows users. This provides protection against *unknown threats* to your computer. Because it stops Acrobat from opening many files, it can cause plug-ins to fail, including Quite Imposing Plus. Version 5.2 includes a “plug-in broker” which allows Quite Imposing to ask you for access, while still keeping full security.

This is installed with Quite Imposing Plus, and automatically used if you switch on Protected Mode. Protected mode is controlled from Acrobat’s Preferences under Security (Enhanced). Look in the “Sandbox Protections” section for the option “Enable Protected Mode at startup”.

When you first open a file, Protected Mode is not involved. It becomes an issue when the file needs to be opened again in another Acrobat session. For example, if you want to use the same page background or data source as before. You may see a prompt like this one:



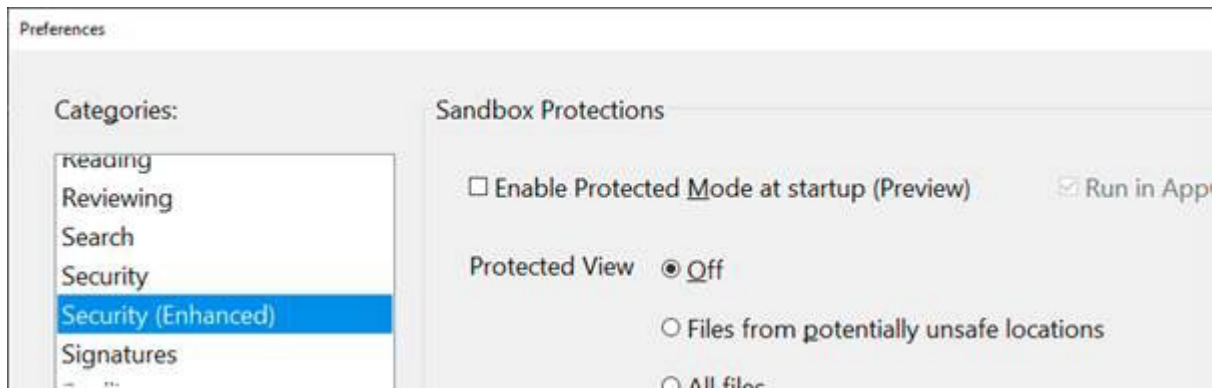
So long as you are expecting the access, you can allow it. You can allow access to the file, or to all files in a folder. An allowed access is remembered until you quit Acrobat.

Access to a folder does not apply to subfolders inside that folder, which must be allowed separately. We do not recommend you allow access to folders that may have other kinds of file, such as Desktop or Documents; this may be blocked.

Turning off Protected Mode

To turn off protected mode please follow these steps. If you turn it off to run an old version of Quite Imposing Plus, you may want to turn it on before opening a PDF from the internet or an email.

1. Go into Acrobat Preferences, Edit > Preferences > General.
2. Scroll the list at the left until you find Security (Enhanced)
3. Look for the option Enable Protected Mode at Startup.
4. Make sure this option is off (not checked).



What does Protected Mode protect?

It can be difficult to understand Protected Mode and the implications of turning it on and off. This is an Adobe feature, and Adobe may change it without notice, but here is an attempt to explain it.

- “Protected mode” is a kind of “sandbox”. Sandbox features are found in a lot of apps today, especially web browsers. Sandboxes protect against **unknown threats**.
- An “unknown threat” is a kind of attack on your computer by a computer virus or malware. That is, someone in future might try to “hack” your computer, but we don’t know how. Hackers are always finding new ways to attack.
- The aim of hackers is to get access to files and information on your computer, to either damage it or share it with the hackers.
- One type of attack is to send something to your computer that looks innocent – like a web page or a PDF file. All browsers, and Acrobat, are designed so that these innocent-looking files cannot get access to your computer anyway.
- However, in the past there have been bugs (“weaknesses”) that attackers could use to get access anyway. The bugs were fixed (if you kept up to date) but we can imagine there may be more weaknesses found in future.
- The idea of a sandbox is that, even if an attacker finds a bug, the app can’t access files on your computer anyway.
- So this is a kind of double protection. (Like locking your door AND hiding your valuables).

In Protected Mode, Acrobat only allows access to files that you have chosen to use in the current session, for example, files you chose to open. This is a big problem for plug-ins like Quite Imposing Plus, which may want to use files you chose before (such as a PDF used as a background, or a CSV data source). So, from Quite Imposing Plus 5.2, you can have the benefit of Protected Mode and still use these files, by confirming access to them.

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](#) 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](#) , then [n-Up Pages](#) . 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](#) 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](#) 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](#) 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](#), then [n-Up Pages](#) 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](#).

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

You can do imposition via [n-Up Pages](#), [Step And Repeat](#) or [Manual Imposition](#) 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](#)) 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](#). 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](#), which has the option to create two documents.

...put labels onto each plate?

The [Stick On Text and Numbers](#) function can be used to add page numbers, and also text before and after such as a prefix of "Plate ", and " of 16" after. If required, you can use this function to just stick on text - the number can be suppressed. If producing colour separations, make sure to select *Use Registration Colour* Instead of *Black* to get a label on each plate. The registration colour is set using [Imposition Preferences](#) .

...use Bates Stamps

The term "Bates Stamps" is used to refer to numbering pages in documents. This can also be done with [Stick On Text and Numbers](#) . Notice that Bates Stamps often require numbers with leading zeroes, like 000123. If you type a number in this form, Quite Imposing will make sure all your stamps have the right number of leading zeroes.

...print several copies of a booklet at once?

If you have created a booklet you may want to print it on large sheets with enough room for several copies of the booklet. You can do this by first creating the booklet, then using the [Step And Repeat](#) function on the resulting document.

...remove numbers and insert my own numbers?

First use [Stick On Masking Tape](#) to conceal the existing numbers, then use [Stick On Text and Numbers](#) .

...remember an arrangement of masking tape?

After applying the tape, you can use [Remember Last Action](#) . When you use [Playback Action](#) that arrangement of tape will be shown, ready for you to press the *Apply* button. You can also use [Automation sequences](#) to import one or more masking tape commands from a finished file, to give the sequence a name and apply to other files.

...replace pages in an imposition?

Using [Imposition Info](#) you can delete a page from an imposition, by clicking on it, then clicking *Delete* . Once this is done you can switch to [Manual Imposition](#) and insert a replacement. Note that in the current release the crop marks from the first placed page are not removed.

...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](#) 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 or Step & Repeat?

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?

Many Quite Imposing functions, like [Trim And Shift](#), [Stick On Text and Numbers](#) or [Stick On Masking Tape](#) let 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](#) once to split into two files, manipulate each file, and then [Shuffle Even/Odd Pages](#) to join the two halves together again.

...get back pages I've imposed?

Using [Imposition Info](#) you can extract pages from an imposition. You should consider this as a last resort, not a normal part of your work-flow, as extracted pages are often much larger files than the original page.

...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 [Automation sequences](#) or [Remember Last Action](#) to save the more complicated settings so you can use them again.

Also read [When not to use Quite Imposing](#), 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.

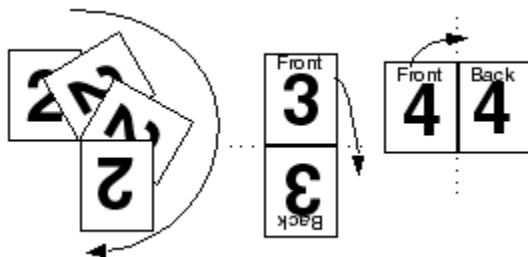
2. Print all of the copies of the front of a single sheet, then put this back in and print the backs to that sheet. Then repeat for each sheet. The disadvantage of this is that it takes more work to do the printing and to re-order ("collate") the copies.

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](#) 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](#). If you are using [Create booklet](#), 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](#) 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](#) 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](#) function to compensate for this, or using [n-Up Pages](#) 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](#), [Step And Repeat](#), [Manual Imposition](#), and (not entirely obviously) [Insert Blank Pages](#).

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](#).

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).

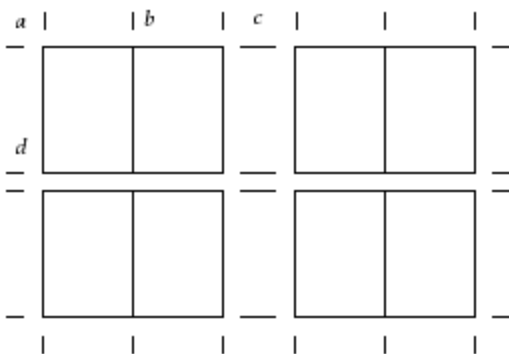
If you choose a range of pages you can also choose whether to repeat all the pages or use them just once. You can also choose to repeat less than the entire sequence.

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*](#) and [*Step And Repeat*](#) functions use 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](#) and [Step And Repeat](#) 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](#).
5. The bleed area of a page is allowed to overlap crop marks. The exclusion only applies to the area within the bleed (bleed interior). See [Tile pages](#).
6. Crop marks can be removed, but only from an entire sheet, with the [Peel Off Registration Marks](#) function.

Crop mark enhancements (6.0)

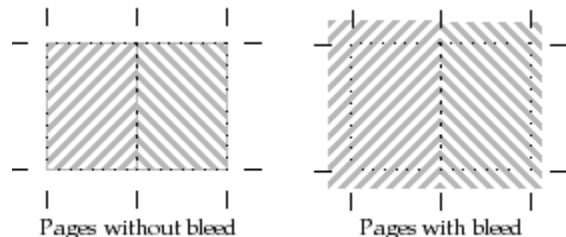
Crop marks now have an option to set a white background (in custom crop mark set up). This is useful when the crop marks need to contrast with an existing background. This also applies to crop marks in Manual Imposition and [Create Booklet](#).

The colour is “almost white”, in fact 1% white. This is chosen to avoid issues where whites may disappear if overprinted. The background thickness is the same as the mark thickness.

Peel Off Crop Marks also peels off any background.

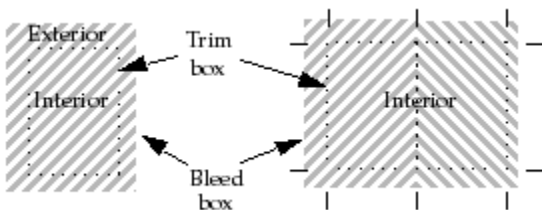
About bleeds

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 [Tile pages](#), 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, except in [Manual Imposition](#), 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](#).
- 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](#) 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](#). 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](#), Quite Imposing will remove the bleed and trim information. When Preserve PDF/X is selected in [Imposition Preferences](#) 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](#) 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](#) in Advanced Batch mode.

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.

User interface changes, tricks and tips (4.0)

The Control Panel has been redesigned so it uses less space, but some other changes are less obvious.

Shift key (4.0)

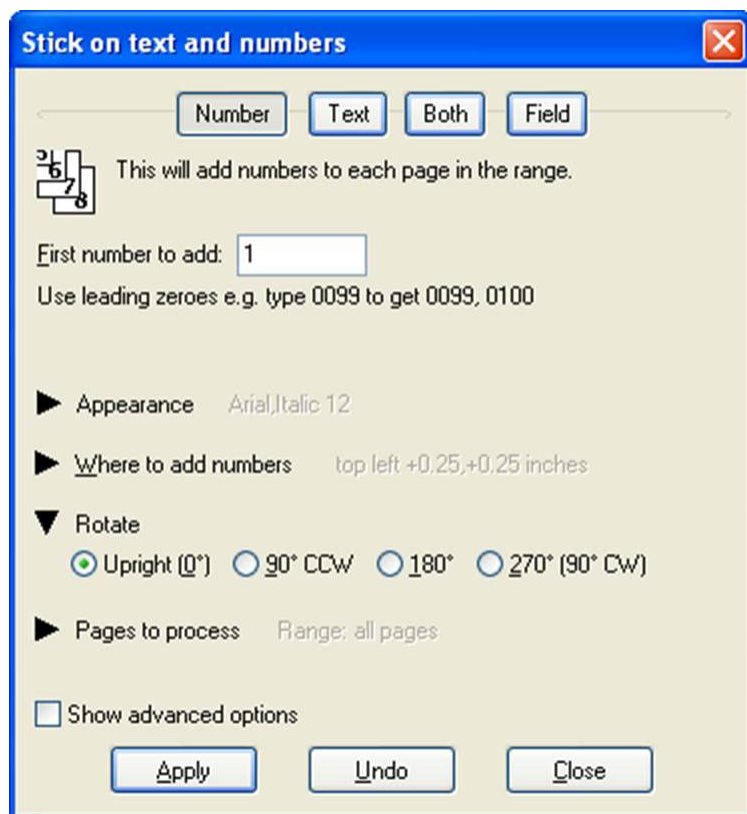
The Shift key now has a special meaning in certain places, to speed up processing. It usually means “don’t ask any questions, use the same as last time”.

- On the **Control Panel**, you can Shift+click any command button. The effect is as if you had clicked the button then chosen OK/Next/Finish on all dialogs, and makes it easy to just repeat a command. On the **Undo** button, the effect is to undo without a prompt to confirm.
- On the **Manual Imposition** screen, you can Shift+click **Change target** or **Pick source**. For **Pick source** it means “Pick the current document as source” (not the same document as last time!). For **Change target** it means to use the same size as last time.
- On the **Stick on text and numbers**, the **Stick on masking tape** and the **Stick on PDF Pages** screens, you can use
 - Shift+**Apply** to combine **Apply** and **Close**.
 - Shift+**Undo** will undo without a prompt to confirm.
- On functions which show a series of dialogs with **Next** buttons, ending with a **Finish** button, you can click Shift+**Next** to skip the remaining dialogs. This applies to **Create Booklet**, **N-Up**, **Step & Repeat**, and **Trim & Shift**.
- On screens with an open/close triangle (see below), you can hold down Shift when you click a triangle to open or close the information shown. It means the same as clicking all of them, so it means open all, or close all.

Open/close triangles (4.0)

Some dialogs have a lot of options and are in danger of using too much screen space. To avoid this we have introduced “open/close triangles”. These mark areas of the dialog which can be opened or closed.

Here is an example:



This shows that the **Appearance**, **Where to add numbers** and **Pages to process** items are closed (triangle points to the right), and the **Rotate** item is open (triangle points down).

When a triangle is closed, we will often show a summary of the choices made, as here where the **Appearance** item shows “Arial,Italic 12” for the selected font. This is not always complete. For example, under **Appearance**, if it were open, you could also change font colour.

As a shortcut, if you hold down the Shift key when you open or close a triangle, it will open-all or close-all.

Menu changes in 6.0

In Quite Imposing 5.0 the menus under Plug-ins were rearranged into submenus, because the full menus were too long for some screens. This unfortunately means one more click is needed to run most commands from the menu. There is now the option to turn back on the long menus if you prefer them. This option “Long menus” is in Preferences. You might find it uses less clicks to work with the control panel or custom panels.

Tool buttons (6.0)

The tool buttons can be added to Acrobat’s Quick Tools. These have been the QI+ button, which repeats the Plug-in menu (with one click to show the menu instead of 2 clicks), and the Page

Monitor button. We have added the QI+ Control Panel button, which can be used to open the Control panel with one click. (In fact it will reopen the most recently used panel of Control/Sequences/Info/Manual).

To add tool buttons to Quick Tools in Acrobat, first open a document. The quick tool bar is shown along the top, or left side of the document. Click on a blank part of the tool bar and choose Customize Quick Tools. Scroll down to find the buttons for the current plug-in.

Peel off functions (4.0)

In Quite Imposing Plus 3 there were three “Peel off” functions: **Peel off text and numbers**, **Peel off masking tape** and **Peel off registration marks**. These are important, but not often needed. In 4.0 there is a new Peel off function, **Peel off PDF Pages** (to remove information added by **Stick on PDF Pages**).

These functions used a lot of space on the control panel and in the menus. To simplify, there is now just one function called **Peel off** which will ask which of the four choices.

(Note: in automation sequences there remain four separate functions, for compatibility).

Undo (4.0)

The Manual Imposition function had an Undo option in 3.0. This has been extended to more commands in 4.0. The control panel now has an Undo button which shows which command would be undone.

Undo in Quite Imposing Plus is a little different from some other Undo functions. It uses the XML information written into the PDF to see the last imposition done, and to decide whether it would be possible to undo. This means that it is possible to Undo even after saving, closing and re-opening the file. The Undo function prompts with a message indicating how long ago the command was done, to avoid accidentally undoing work done, saved and forgotten.

Undo is independent of the Undo function in Acrobat (Edit > Undo menu). Acrobat’s Undo should be avoided if you want to undo Quite Imposing Plus functions.

QUITE HOT IMPOSING

Quite Hot Imposing - General

Applying Impositions

The easiest way to understand Quite Hot Imposing is to work with Quite Imposing Plus for a while. All of the imposition functions in Quite Hot Imposing are identical to those in the plug-in.

It is also quicker and easier to see the results of an imposition when it is run on an open document in Adobe Acrobat.

Impositions can be completely set up in Quite Hot Imposing, but it may be harder to visualise the results when this is done.

In either case, an imposition is a series of one or more commands. For example, you might shuffle the pages of a document into the order required (also rotating some of them), using the Shuffle Pages command. Then you might use the N-Up Pages function to arrange these pages onto sheets. More complicated impositions might add page numbers, shift pages to allow for binding (“creep”), or insert a cover page using the “background” feature.

Once an imposition has been made in Quite Imposing Plus, it is immediately available for use in Quite Hot Imposing in several ways:

- The PDF file you made contains full details of the command used. You can save the PDF then use it as a control file in Quite Hot Imposing.
- You can export these commands as XML (from the Info panel). This too can be used as a control file.

You can import commands into automation sequences in Quite Imposing Plus. This is particularly flexible as you can test the automation in the plug-in. For each set of commands you import, you choose a name and category. (The category is anything you choose, to help organise large sets of commands). The automation sequences you set up in Quite Imposing Plus are available immediately in Quite Hot Imposing.

Ways to run Quite Hot Imposing

Quite Hot Imposing has different modes of operation. They include

- Running with hot folders. We call these queues, and each queue has four folders (IN and OUT, a DONE folder to keep the input, and an ERROR folder). You can set up multiple queues, which can run either automation sequences or XML control files. The queues (in 6.0) can have filters on the name so you can control the work through the file name.
- Run with the command line interface (CLI). The command line is the engine which *always* does the work, whatever the mode, and you can run it directly. It always runs just one job, then finishes.
- Run through integration with another product, notably –
- Run through integration with Enfocus Switch. Switch provides a workflow and you can call Quite Hot Imposing at any point, specifying the control file to use. You can optionally pass private data as variables into the job, and get information back into private data. You can optionally use Switch Datasets for purposes like sheet backgrounds, variable data source, or more.

Quite Imposing Plus functions not available

A few of the functions of Quite Imposing Plus are not available in Quite Hot Imposing. These are the functions which work with more than one file (since Quite Hot Imposing is always one file in-one file out); and the functions which depend on a knowledge of the “current page”, since there is no idea of a current page in a batch program.

The main functions not available are:

- [Manual imposition](#) to overlay an existing document. (Manual impositions to a new document or background can be used to make complex layouts for imposition).
- Shuffle even odd functions that split or merge files.
- Booklet making options that produce two files.
- Join 2 Pages (since it joins the current page) except for files with exactly 2 pages.
- Various [Insert Pages](#) options related to the current page (e.g. insert before current page, make page the same size as current), and the Insert Page option to make a new document.
- Options in any command to work on the “current page”. Use a specific page number instead.

Quite Hot Imposing – filename filters (6.0)

Note: this applies mainly to using Quite Hot Imposing with hot folders. Although the filter option is available through the command line, its only use is the advanced feature of setting variables; it does not select which files to handle.

Before version 5.0 only one queue could be active on the same input folder. (You could define multiple queues with the same input folder, but only one could be active at a time.)

Now, in 6.0, you can set filename filters on each queue. These allow the queues to choose work based on the filename. For example, you could set up four queues on the same folder

1. Filter BOOK A4* (the asterisk * is part of the filter name). This picks up all files with names starting BOOK A4 and does work suitable for an A4 book.
2. Filter BOOK A5*. This picks all files starting A5.
3. Filter *MONTHLY*. This picks up all files whose names contain MONTHLY. It won't pick up the BOOK A4 and BOOK A5 files, since the first match found is the one that is used.
4. Filter *. This picks up all files, or rather all the files not picked up by any other queue.

The filters on each input folder are independent of each other. Setting a filter is optional. If you do not set a filter, the original rule – only one active queue per input folder – still applies.

Quite Hot Imposing – XML editing (6.0)

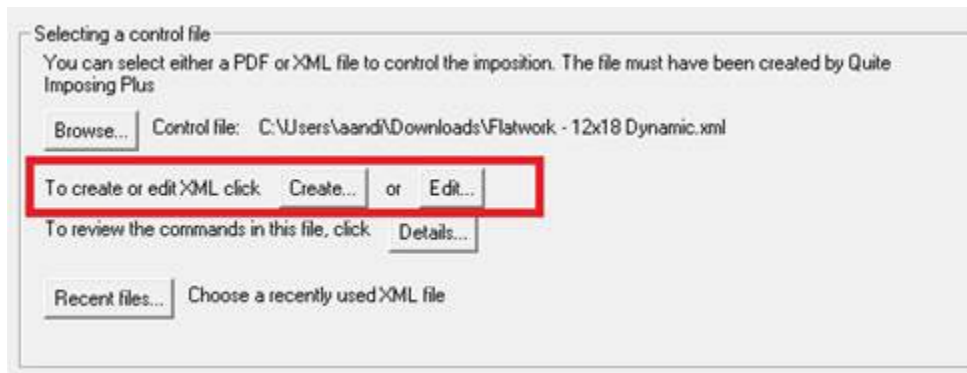
Working with named automation sequences has been simpler than working with XML, which before version 6.0 needed to be exported from and imported to automation sequences. But some

customers want or need to work with XML, especially those using Enfocus Switch or the command line. There have been two improvements to make this task simpler in 6.0.

First, the File menu now includes New XML and Edit XML. These edit the list of commands exactly like automation sequences, but end by prompting to save a file.



Second, the screens to set up an XML file allow editing and creation of an XML file.



If you use Save As to save a new name, you will be asked whether this is to become the current XML file for this queue. This is also available on the Action menu from Change XML control, without needing to go through the other setup screens.

Other Documents Available

In addition to this document, a number of other documents will be installed on disk. These can be found in the docs folder, which can also be reached from the Help menu or “?” button.

- command line spec.pdf – explains how to run impositions from the command line (for advanced users)

Quite Hot Imposing Hot Folders

This chapter does not apply if you are using Quite Hot Imposing through the command line, or through Quite’s Enfocus Switch app.

Hot Folder Concepts

Quite Hot Imposing lets you work with hot folders, also called watched folders. These are found in many products, but there may be differences in Quite Hot Imposing, so it is worth checking this section even if you are familiar with other products.

Quite Hot Imposing allows you to set up multiple hot folders. In fact, each setup (called a queue) has four different folders:

- The IN folder: PDF files to be processed are put into this folder. Quite Hot Imposing never puts files into here, but will take them out.
- The OUT folder: the resulting file, after doing the work, is put here. This is typically an imposed file, such as a booklet layout. The name will be the same as the original file.
- The DONE folder: the original file is moved to here, unchanged. This is done so that Quite Hot Imposing does not destroy any files. The file will only be moved to DONE when processing is successful
- The ERROR folder: if a file cannot be processed, and doesn't make a file to put in OUT, we have to do something with it, rather than just leave it in the IN folder. Otherwise, it would be processed again right away! So files which fail are moved to ERROR.

Important: these folders can have any name, not just IN, OUT, DONE, ERROR. These are the default names used by “Express setup”, but you are not limited to these names.

To summarise the flow for each queue:

1. Files appear in the IN folder.
2. Quite Hot Imposing attempts to process them to make an imposed file.
3. On success, the files from IN are moved to DONE, and the imposed file is put into OUT.
4. On failure, the files from IN are moved to ERROR.

Important Points in Choosing Hot Folders

Network Use.

Any hot folder can be on a network drive. However, we recommend you consider using a local drive instead, for the following reasons.

1. The hot folder process can fail or hang if the server containing the folder is unavailable. The risk increases if multiple hot folders on different servers are used.
2. On the Macintosh, you will need to make sure that the hot folders are mounted before starting Quite Hot Imposing; similarly on Windows if drive letters are used rather than machine names. On the Macintosh, using the same share name from different computers will cause confusion, as Mac OS X may change the disk names as seen by Quite Hot Imposing.

3. Watching a folder on the network may generate a lot of extra network traffic, since the server must be asked constantly if there are new files. Consult your network administrator about the effect this may have.
4. Writing output files to the network may be much slower than writing to local disks.
5. Care needs to be taken to make sure that the user who runs Quite Hot Imposing is able to write, rename and delete files in the shared folders.

IN, DONE and ERROR on the same disk.

It is important to use the same disk (or network share) for the IN, DONE and ERROR folders for a single queue. This allows the input file to be quickly moved from IN to DONE on success or from IN to ERROR on failure. Trying to set these up on different disks may fail.

Limitations

License

The normal software license only allows the software to run on one computer, and does not allow it to process work from other sites or from the internet, or to be part of a process to automatically send imposed files off site.

Unique IN Folders.

You must not normally use the same IN folder for different active queues. The folders work independently, and would both try to process the file at the same time, but only one would win. If you do set up several queues with the same IN folder, the software will automatically make sure only one is active at a time. If you want to do this, it may be helpful to set the Preferences option Show enable/disable check box for each queue, to allow queues to be turned on and off more quickly. It is possible, and reasonable, to use a single folder as the OUT folder for several queues.

A new feature in 6.0 is filename filters. These allow each queue to work only specific file names given as a pattern with * included. In this case you can have many different queues with the same IN folder. Quite Hot Imposing works through the queues in order until it finds one with a matching filter. Only the first queue with a matching filter is used.

Single PDF File Input

Quite Hot Imposing generally processes a single PDF file to make a new PDF file. However, you can use a feature called “job folder” which allows you to provide a whole folder. All the PDF files in the folder are automatically combined first, then the single file is processed. (It does not process the files separately). The filename filter can be used to select files or folders.

The only type of file accepted in an IN folder is a PDF file. Quite Hot Imposing does not convert any other kind of file to PDF. A job folder can contain certain other files with special purposes, but it does not convert any files to PDF; only PDF files are combined and processed.

Single PDF File Output

Quite Hot Imposing will normally produce a single output PDF for each input. The input might be a single PDF file, or a job folder with PDFs to be combined. Starting in 5.0, the [Split/Merge \(partials\)](#) command can be used to generate an unlimited number of separate files. This command must be the last one in any control commands.

The Split/Merge (partials) command allows you to set the rules for naming the output. You can choose whether the parts appear separately in the OUT folder, or whether a single folder is created in the OUT folder containing all the parts.

No Printing

Quite Hot Imposing writes PDF files only. It does not include any method for printing files. Many high-end printers and imagesetters will work with their own hot folder system, and so they can be set up to look for files in the OUT folder(s) of Quite Hot Imposing.

PDF Version

PDF files are identified by a version number, such as PDF 1.3 or PDF 1.6. Your other software may have limitations on the versions of PDF that it accepts. At the time of writing, PDF 1.7 files should be processed without errors. Optionally, Quite Hot Imposing will also preserve PDF/X mode (a stricter set of rules for PDF files).

Quite Hot Imposing attempts to set the output PDF to have a suitable PDF version. Usually this is the same as the input PDF. However, using background PDF files would force Quite Hot Imposing to set the output file to use the highest PDF version.

The PDF files to be imposed must not have password or security options applied. PDF forms made with the Adobe LiveCycle Designer product cannot be processed. Digitally signed PDF files may be locked too.

Must Be Running (for queue processing)

If you are working with queues, Quite Hot Imposing must be started on your Windows or Mac monitor. Work will only be done as long as it is running. It always displays a status window (though this window can be minimized).

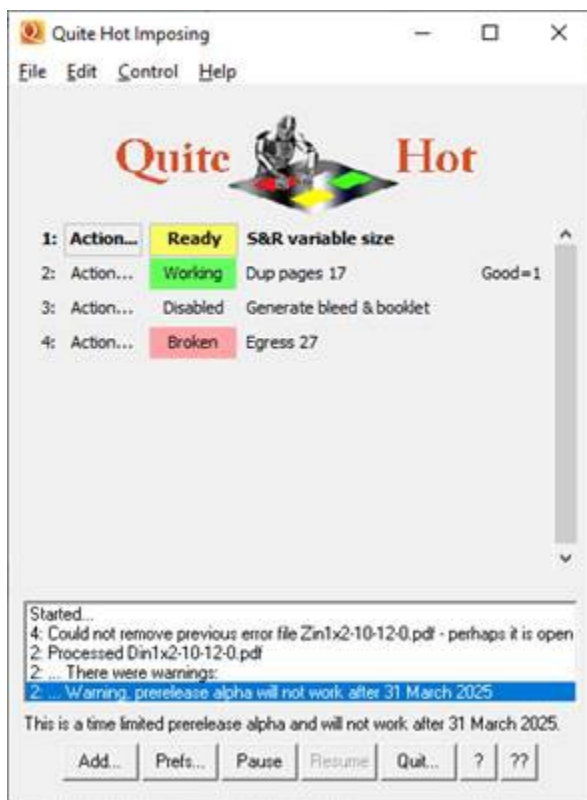
If you are using the command line (CLI) or Enfocuss Switch, Quite Hot Imposing does *not* need to be running. However, you may need to run Quite Hot Imposing for these purposes:

1. To enter your license information. If you do not see a Licensing button, click the ?? button. Neither command line nor Enfocuss Switch will work until you have entered a license.

2. Quite Hot Imposing (6.0) can edit XML control files directly using File > New XML file and File > Edit XML file. These control files must be specified on the command line or with the Enfocus Switch flow element setup.
3. For convenient access to online help or to check for updates (? button).

Setting up hot folder queues

Quite Hot Imposing allows you to set up many different queues, each with its own set of four folders (IN, OUT, DONE and ERROR) and each of which may perform a different imposition. You can also turn off particular folders temporarily. In this image, Quite Hot Imposing has already been set up with 4 named queues.



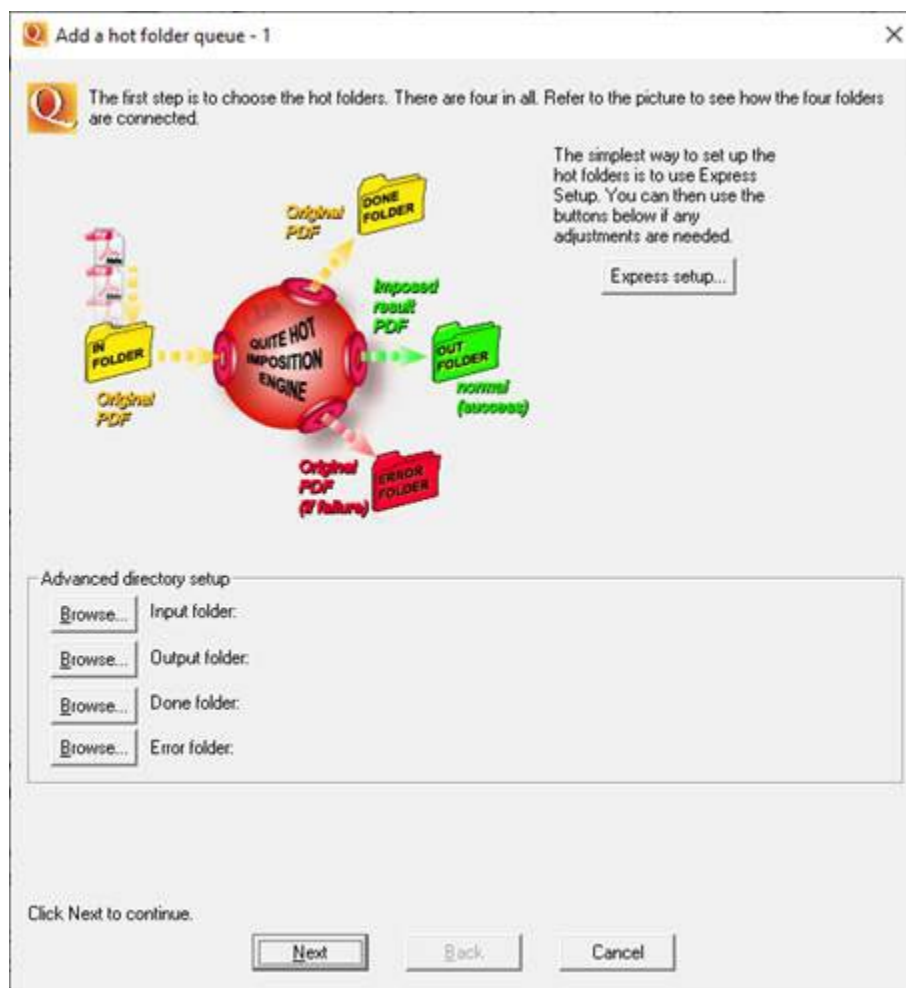
To add a new hot folder you can click the Add button (if shown) or use Control > Add Hot Folder. Each hot folder you add will appear as a line in the main Quite Hot Imposing window.

Each queue has a number, which appears in the log to identify the work done. (Deleting a queue will change numbers). There is an Action button to choose what to do with the queue (enable/disable, change settings, view folders and more). Each queue has a field showing the status (Enabled/Disabled/Active/Broken), and you can click on this field to quickly enable or disable the queue. Finally, in each line you see the name of the queue, which you can change but defaults to the sequence or XML name.

Note that files which get an error in imposition (for example, a file which tries to duplicate page 27, but has only 26 pages), does not cause the queue to stop. Instead there is an error message and the file is moved to the ERROR folder. A queue is only marked “broken” if it is unable to continue, for example if a folder is deleted, or a file cannot be deleted – perhaps because it has been opened in Acrobat.

To change the settings for a hot folder, or to remove one, click the Setup button for that folder. In either case, a series of three dialogs will appear, to choose the hot folder, to select the imposition, and then to set other options.

Choosing Hot Folders



In this dialog, you choose the four folders to be used (IN, OUT, DONE and ERROR) for a single queue.

The quickest way to set up the four folders needed is to click the Express Setup button. Select a folder (the option to make a new folder is available), and four new folders will be created inside that folder, called IN, OUT, DONE and ERROR. These four folders will be shown in the dialog,

and can be separately changed if required (but changing them will not delete any folders that were created; the created folders will just be ignored).

You can also click the browse button to set up folders individually. You do not need to use the Express Setup button, and you do not need to call your folders IN, OUT, DONE or ERROR. The folders do not need to be grouped in the same place.

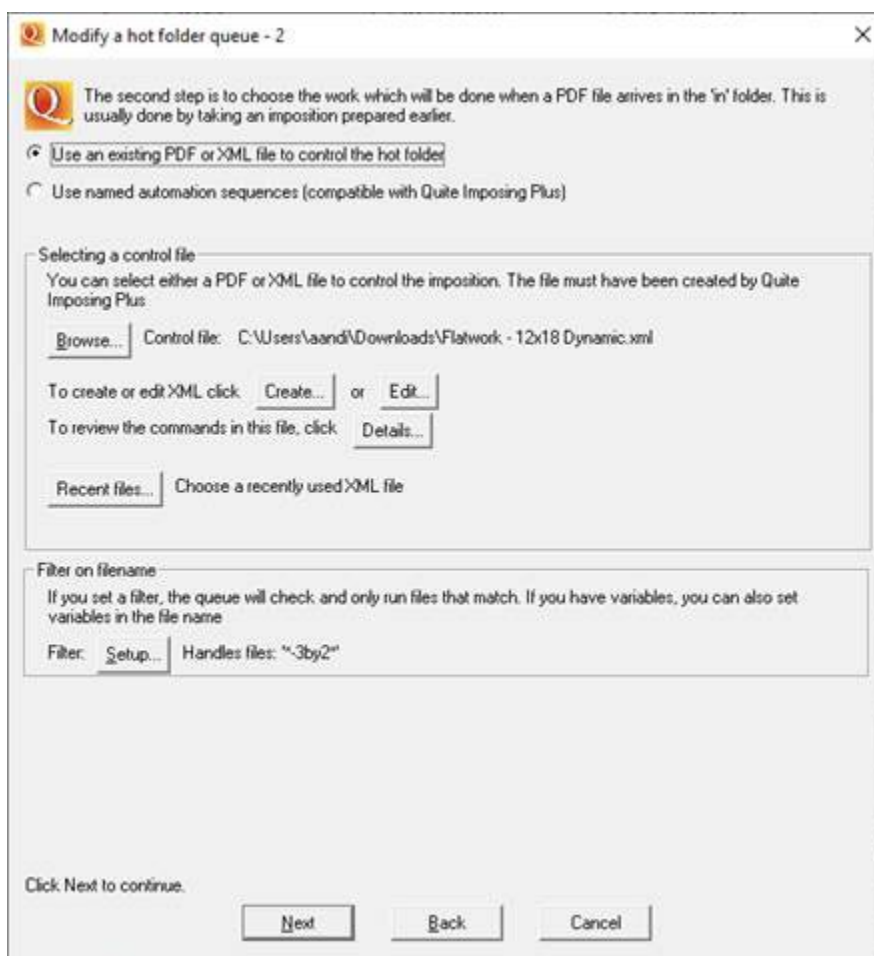
The IN folder is typically unique to the queue, but the OUT, DONE and ERROR folders can be shared between queues.

When the four folders are selected, click Next.

Selecting the Imposition

On this dialog, you decide what imposition is to be done using the hot folders you just selected. You can either use a control file, or use a named sequence set up with the Quite Imposing Plus plug-in. Once you have made your selection, click Next.

Selecting an XML file



Click the Browse button to select a control file, or Recent files to choose an XML you selected recently. This may be an XML file or a PDF file produced by Quite Imposing Plus version 2, or from Quite Hot Imposing itself. Any imposed PDF file can be used as a control file.

You can also click Create or Edit to create or edit an XL control file.

The Details button can be used to review full details of the imposition stored in your control file.

Selecting a Sequence stored in Quite Imposing Plus



[Automation sequences](#) have a category and a name of your choice. The default category is just “Automation sequences”, but you can create more categories to organise your work.

Normally this dialog is just used to select an existing sequence. But you have full control of creating and editing sequences too, just as in the Quite Imposing Plus plug-in. Options include

- Create new sequences – select imposition commands to make a new sequence from scratch

- Import – create a sequence from an existing PDF document, or XML document, so you don't need to worry about keeping all your control files.
- Export one, some or all of your sequences into a new XML file. Note that if you export more than one sequence into one XML file, you cannot use this directly as a control file, but you can import the sequences back from it.
- Edit a sequence, by adding or removing commands, or changing options.
- Manage sequences, including renaming, deleting, backing and making reports.

For more details on this, refer to the Quite Imposing Plus manual for automation sequences.

Other Setup Options

Modify a hot folder queue - 3

These are the final steps. You can enter a description for the queue and review the other selections. You can also disable a folder here, so that it will not do any work until you enable it again.

Description

Description

Flatwork - 12x18 Dynamic.xml ☐ Locked

Summary

In folder: C:\Users\vaand\Desktop\in
 Out folder: C:\Users\vaand\Desktop\out
 Done folder: C:\Users\vaand\Desktop\done
 Error folder: C:\Users\vaand\Desktop\error

Control file: C:\Users\vaand\Downloads\Flatwork - 12x18 Dynamic.xml

Queue control

☐ Enabled (ready to do work)

Wait time: 0 seconds (time to wait before a file is processed, can be 0)

Naming... No prefix or suffix

☒ Allow job folders. (A job folder is any folder dropped in the In folder. All files are combined.)

Click Finish to make these changes.

Advanced...

Finish Back Cancel

The final setup dialog for a queue allows you to select further options.

The description of the queue. This will be shown on the main window. The description will be filled in from the name of a setup file or stored sequence, but you can set it to something that makes more sense to the operator of the software

The “enabled” switch. If you switch this off, the queue settings will be remembered, and the queue will still be shown on screen, but it will not accept any work. If a queue is not enabled it will have a different symbol on screen.

The “wait time” allows you to wait longer for a PDF file to be ready. This defaults to 0 seconds. If you set it for longer, then Quite Hot Imposing will ignore a file until it sees that the file has not been written for that number of seconds. This may be useful if another program is creating files in the IN folder, and does not do this all in one step.

The “Naming” button allows you to set a prefix or suffix (or both) as output files are written.

“Allow job folders” means you can drop a folder into the IN folder, and the files will be combined before processing. (If this option is off, folders are ignored. You cannot drop input files into a subfolder to be processed).

The Advanced button allows you to set special options. The options are passed to the Quite Hot Imposing command line, so almost all command line options can be unless they are already set by the queue processing. Interesting options include

-jobname "*string*" – set a name for the job, which can be accessed by stick on text and variables.

-fileinfo – show info on the input and output files in the log

-debugcmdline – show the full command line used in the log

-timecommands – list a summary of each command processed and the time it took.

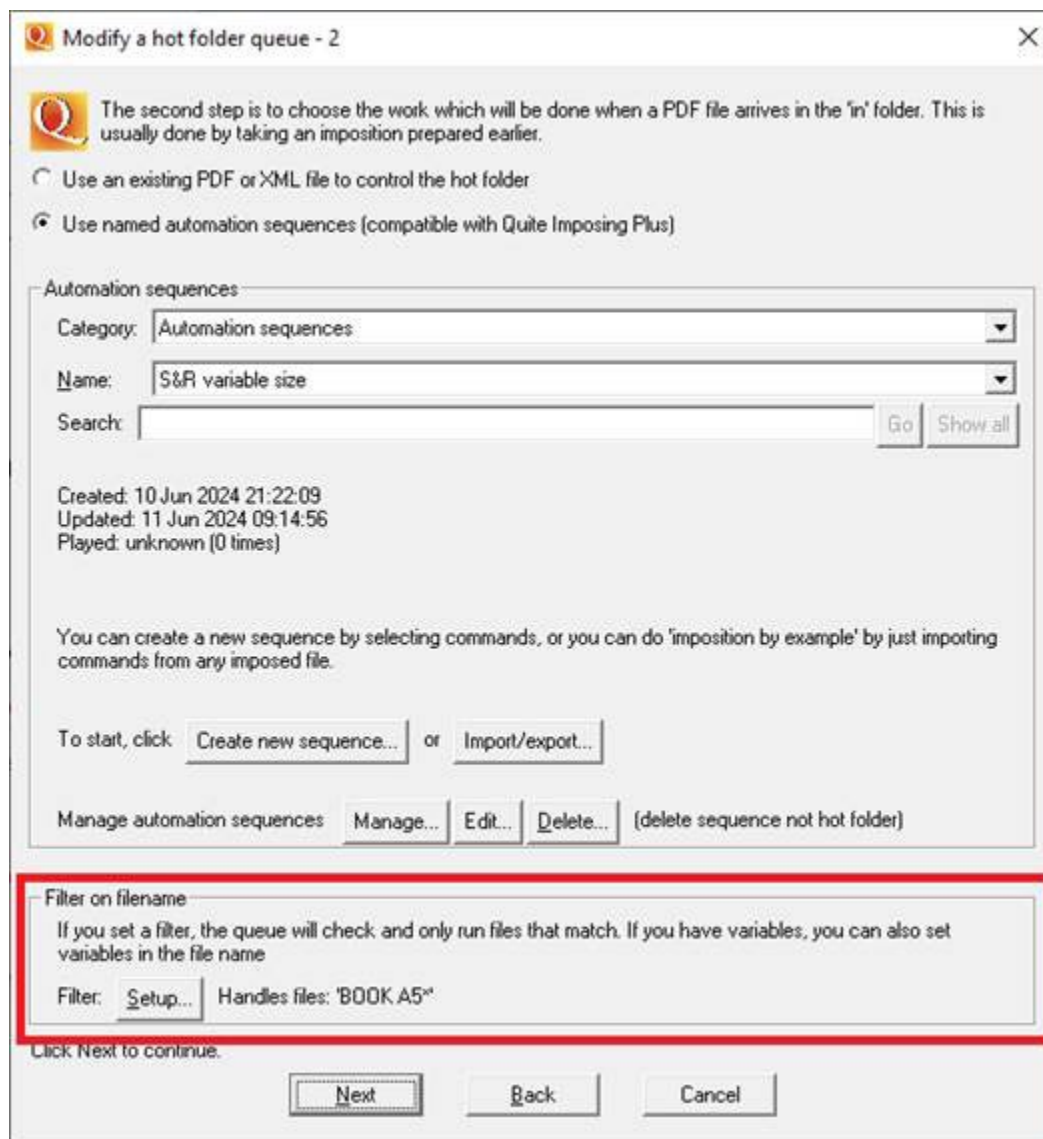
After you click Finish, the hot folder is ready for processing.

Setting a filename filter

Setting a filename filter is optional. If you do not set a filter, then the queue will handle all the files you put in the IN folder. These allow the queues to choose work based on the filename. For example, you could set up four queues on the same folder

1. Filter BOOK A4* (the asterisk * is part of the filter name). This picks up all files with names starting BOOK A4 and does work suitable for an A4 book.
2. Filter BOOK A5*. This picks all files starting A5.
3. Filter *MONTHLY*. This picks up all files whose names contain MONTHLY. It won't pick up the BOOK A4 and BOOK A5 files, since the first match found is the one that is used.
4. Filter *. This picks up all files, or rather all the files not picked up by any other queue.

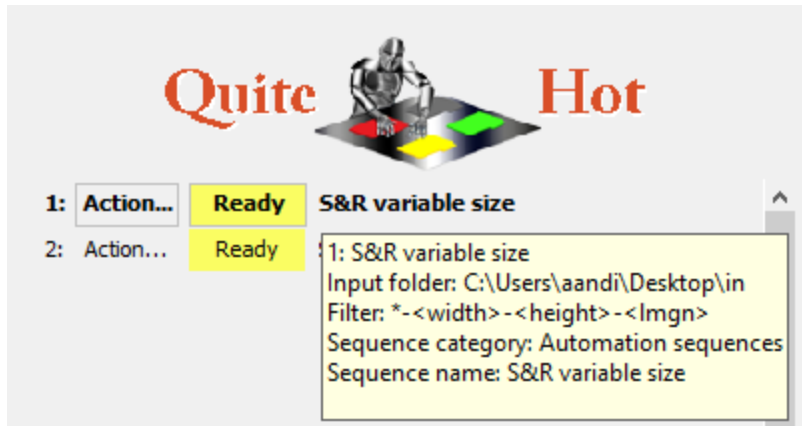
You can set filters in two ways. Firstly, they appear on the second setup screen (where the sequence or XML file is chosen).



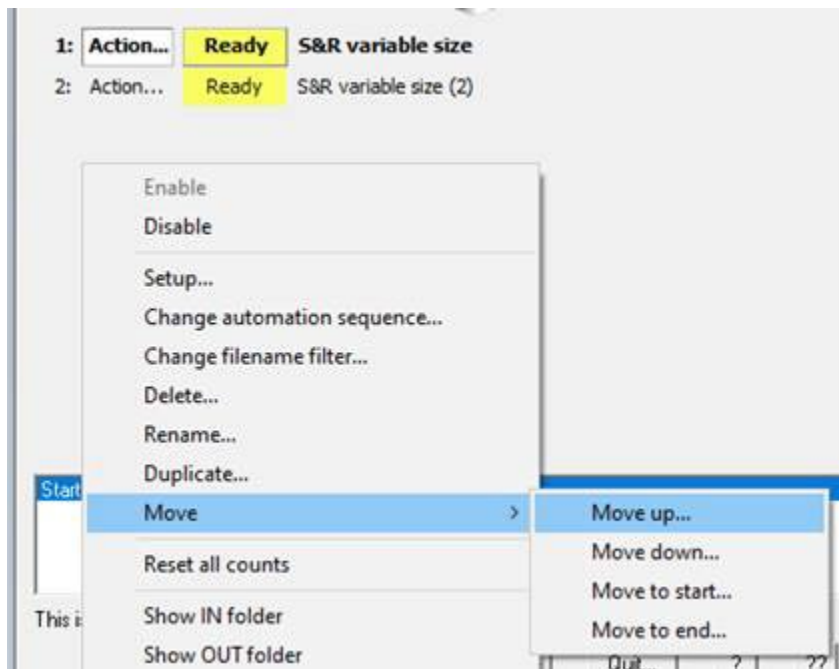
Click the Setup button to change the filter, or to remove the filter so all files are picked up.

You can also change the filter at any time using the pop-up action menu.

You can quickly check the filter, as well as other information like the input folder, by hovering over the label at the right of the lines in the list of queues. A tooltip giving summary information appears, as shown in this screen shot:



The order of filters is important, since Quite Hot Imposing will check each one in turn until it finds a match. You can add a *final* filter of just '*' meaning 'all other files'. You can use Move in the Action pop-up menu to re-order the queues so the filters are checked in the right order.



Filters can also be used to set variables, a new advanced feature in Quite Hot Imposing 6.0. For example a filter of *-<rows>-<columns> would pick up variables called 'rows' and 'columns' from a filename. This is described in detail in the separate documentation on variables.

Deleting or Pausing a Queue

You can delete a queue by either of these methods

- Clicking the Setup button next to the queue description. A Delete button is shown (this button is not shown when you first create a queue, only when running Setup later).

- Choose Delete from the action pop-up menu (eg click the Action button or right click on the queue number or name)

When a queue is deleted, all the other queues after it will be renumbered. This should be remembered when reading the log, which uses queue numbers to identify them.

You can pause a hot folder in several ways.

- Click the queue status button (showing Disabled, Enabled, Active or Broken).
- The third setup dialog allows you to turn off “enabled”. When a queue is not enabled, it is paused.
- In the action pop-up menu you can choose Enable or Disable (eg click the Action button or right click on the queue number or name)

You can also click the Pause button on the main window, if it is shown, or use Control > Pause. This pauses all folders. When you click Resume, or use Control > Resume, processing carries on. This is independent of the separate pausing of single folders.

For example, if queue 1 was active and queue 2 was paused before you click the Pause button, all will pause. But when you click Resume, only queue 1 will resume, and queue 2 will still be paused

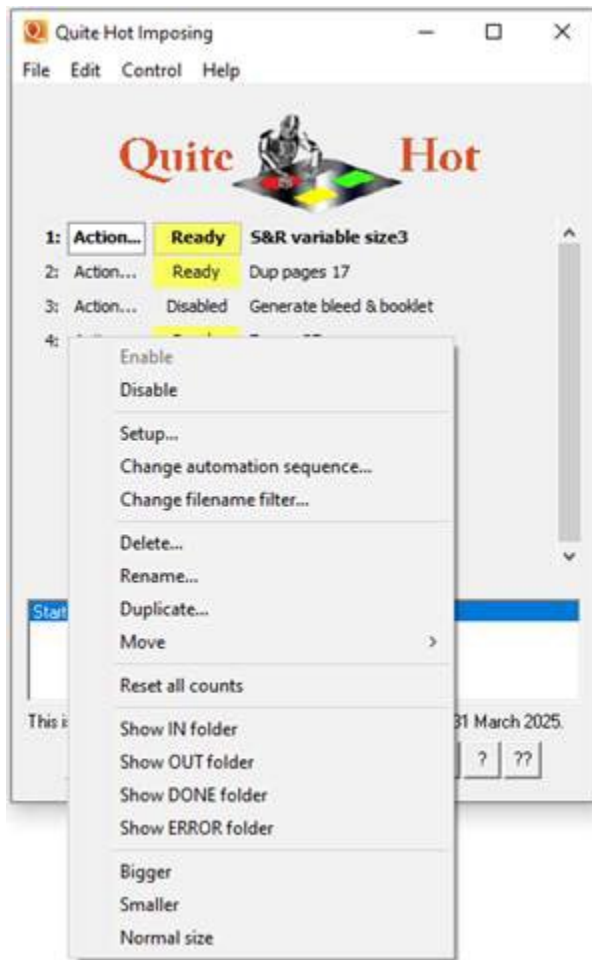
When a queue is paused, the work it is currently doing is allowed to complete. If you want to force it to stop, click the Setup button, and you will be given that choice. (You will not be able to change the setup while it is still working).

When a queue is shown as broken, it is because Quite Hot Imposing cannot continue with that folder – not just because a job has had an error. A queue might be broken if

- Any of the folders it needs are deleted, renamed, or not available because a server is down.
- The control file is unavailable, or the automation sequence is not found.
- After a job, Quite Hot Imposing is unable to move files, such as unable to move from the IN folder to the DONE folder. It must stop in this case, otherwise it will keep processing the same file. This can happen if
 - File or directory permissions do not allow files to be moved, deleted or created.
 - The file is in use; most often a file has been opened in Acrobat.

If a queue is shown as broken, trying to enable it will try again. If it fails again, check the window for error messages.

Quite Hot Imposing action menu



The action menu appears if you click the button marked “Action...” or also if you right click on an item.

- Enable/Disable enables or disables this single queue. You can also enable or disable by clicking on the status box (which says Ready, Working, Disabled or Broken).
- Setup runs the 3 setup menus which give access to all the options to set up the queue.
- There are two convenience items which give quick access to the most often needed Setup functions: change automation sequence (or change XML control file); and change the filter.
- You can delete or rename the queue.
- You can duplicate the queue. Normally you would then change the setup in some way because two identical queues are not useful.
- You can move the queue up or down. This is useful if working with filters, as they are checked in the order of the queues. You will need to restart Quite Hot Imposing after you are finished moving queues.
- You can view the IN, OUT, DONE or ERROR folder in Windows Explorer or Mac Finder.
- You can change the size of the display. The idea of this is so you can check on the status of the work from further away.

Other Topics

Quitting Quite Hot Imposing

When you quit Quite Hot Imposing, the window will close, and all processing will stop. The hot folder processing will not continue behind the scenes

Errors, Messages & Logging

The Quite Hot Imposing window includes an area where messages are added. Every file that is handled will produce at least one message. When a file works, the message will be something like:

1: Processed Large spread.pdf

The message starts with the queue number, and includes the name of the file. Note that deleting a queue will not change the numbers shown for old messages.

If there is an error, there will be more than one line. For example

1: Failed, Tower pic.jpg moved to error.
1: ...** File does not begin with '%PDF'.

This error is in fact telling you that the file is not a PDF file at all, and this can be confirmed by checking the file name: it is a JPEG.

If an error occurs on a PDF, it is likely to be caused either by a corrupted or damaged PDF, or by a PDF with security settings. Quite Hot Imposing cannot make any changes to a file with PDF security. (Acrobat's File > Preferences will show security information under the Security tab. To remove security, the file's creator must usually tell you the password).

In some cases, warning messages or information messages will be issued for files that succeed. These will come after the "Processed" message. The most common message is:

Warning, document contains bleed information, which has been used in layout (trim box used).

You can remove this message in Preferences.

This happens when you process a file for which a bleed area (trim box/bleed box) has been defined. You can remove this message by using preferences.

Quite Hot Imposing also writes a log file, with all information from the window. (The window only keeps a limited number of lines). The log file actually contains more information, including the full name of each file processed, and the details of the settings which were used in each case.

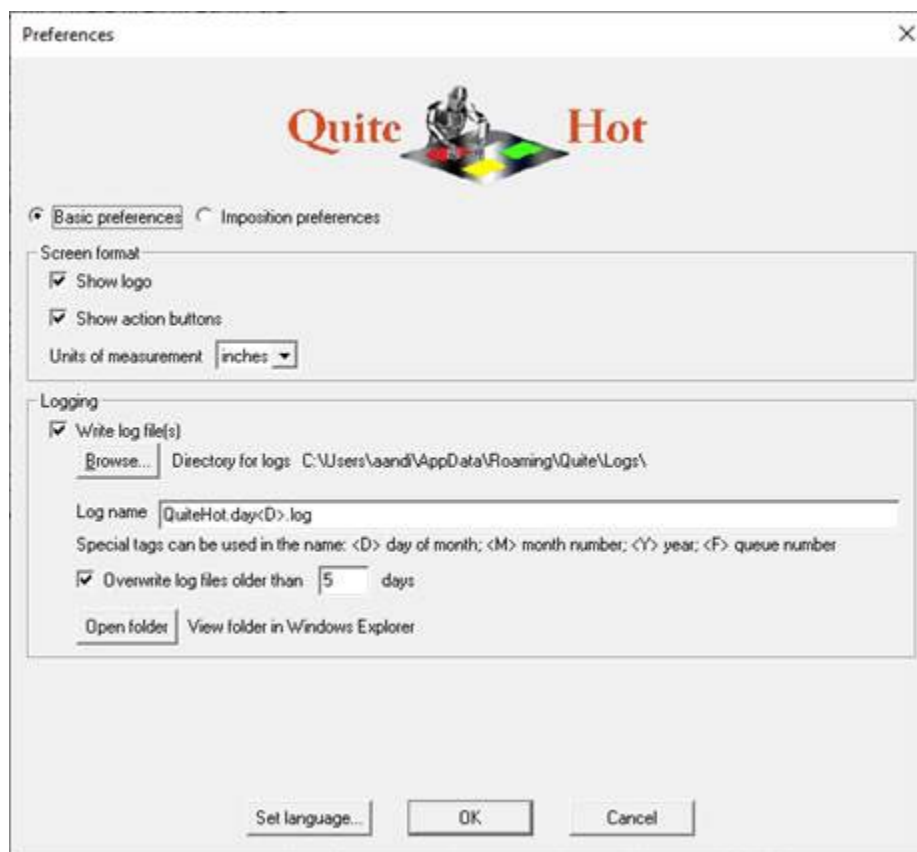
Preferences are available to choose the name of log files, and how long they are kept before being overwritten. Only expert users will need to change this. The default will produce a folder contain one log file for each day of the month, and which will be rewritten each month.

The preferences dialog also allows you to click an Open folder button to view the log file folder in Windows Explorer or the Mac OS X Finder.

Preferences – Basic preferences

Quite Imposing Preferences can be reached by clicking the Prefs button, if shown, or using Preferences from the menu (the menu is different in Mac OS X and Windows). These options only apply when using Quite Hot Imposing in hot folder mode. They do not affect the command line or Enfocuss Switch.

You can switch between “basic preferences” and “imposition preferences”.



The first group of options allows you to control how much information appears on the main window.

- You can choose whether the Quite Hot Imposing logo appears (to reduce screen space)
- You can choose whether the buttons appear along the bottom row. If you turn this off, all the functions can still be reached from menus.

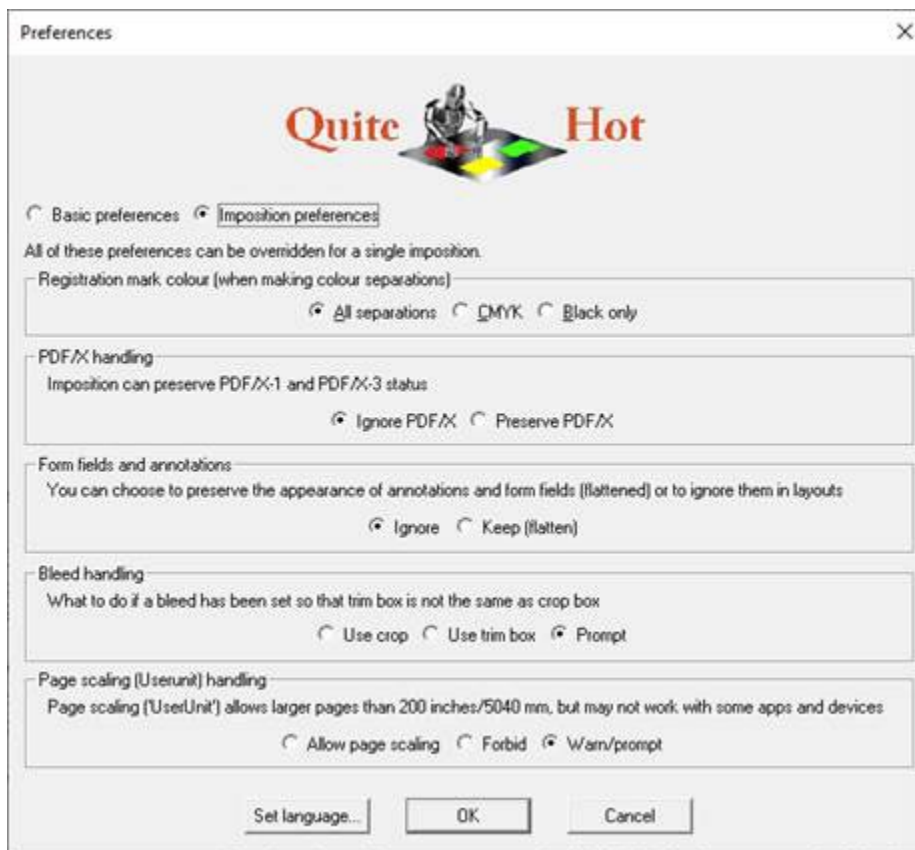
- You can choose the default unit of measurement eg inches, mm.
- For information on log file preferences, see Errors, messages and logging, above. Note the Open folder button, allowing you to see the available log files in Mac OS X Finder or Windows Explorer. Most users will not need to change these settings.

Preferences – Imposition Preferences

This information is an outline, since the options are the same as in the Quite Imposing Plus plug-in. More details are available in the Quite Imposing Plus Guide (see the “[Imposition Preferences](#)” chapter).

All of these options can be overridden on a per-imposition basis. To ensure that an imposition never changes its effect, we recommend setting options per-imposition rather than relying on preferences.

In command line mode, you must set any needed preferences on the command line. In Enfocus Switch mode, you set these preferences for each step in a flow.



- Registration marks, added by N-up, Step & Repeat, [Create Booklet](#) or Manual imposition may be placed on all separations, on the C=M=Y=K plates, or on the black plate only.

- If Preserve PDF/X is switched on, then a PDF/X input file will produce a PDF/X imposed file. Certain restrictions apply. Version 3.0 supports PDF/X-1a, PDF/X-3, PDF/X-4 and PDF/X-5.
- Form fields and annotation (comments) can be used to add to pages. Sometimes this is just mark-up or instructions, not for final printing, and sometimes it is critical to print it. If you choose Keep (flatten), the printable information will be preserved in impositions (but will no longer be annotations or form fields).
- Bleed handling affects what is to be done when imposing a page that contains bleed information (technically, a “trim box” or “bleed box” which are not the same as the “crop box”). The default option, “Prompt”, is taken from Quite Imposing Plus, however, the standalone will not actually prompt; instead you will simply get a warning message when any file is imposed that contains bleed information.
- You can choose whether to support large page sizes (using a feature called “UserUnit”).

Quite Hot Imposing command line (CLI)

Quite Hot Imposing has a command line, for advanced use. This command is subject to the same license as Quite Hot Imposing, and you must run the standard app at least once to set up licensing. The command line is the “engine” used for all work, including running queues or using Enfocus Switch.

In Windows, the command line is called `qi_applycommands`. You cannot run the regular `qi_hot` application to use the command line.

In Mac, the command line is called Quite Hot Engine.

Every command must include the following options:

`-source fileordirectory` – the input to be processed. If the source is a directory, this is treated as a “job folder” and all files are combined before processing.

`-target fileordirectory` – where to put the result. This cannot be the same as `-source`. If a directory name is used, the source file name is appended. However, if you use the Split/Merge (partials) command it may write multiple files, or create a subdirectory.

`-control xmlfilename` – the XML commands used to control the work, created using Quite Hot Imposing (File > Edit XML file) or exported from Quite Imposing Plus.

There are many other command line options. Check the DOCS folder within the installation for a command line specification.

Advanced Quite Hot facilities

Combine files using job folders

Easily combine files by putting them together, in what we call a job folder. More details on http://www.quite.com/hotimposing/job_folders.htm



This function works in each mode of Quite Hot Imposing, as follows

1. In Hot Folder mode, but you must switch on “Allow job folders” in setup screen 3. The job folder is found in the IN folder. When creating a job folder, this should not be done by creating the folder in the IN queue folder. The folder may be taken away and processed before you finished. Instead, create the folder (if possible, on the same disk) and move it into the IN folder.
2. In command line (CLI) mode, the -source option can specify a folder.
3. In Enfocus Switch, a folder is always accepted.

Only PDF files are combined. The combination uses a special order that splits the file names up, keeping numbers separate. This means that FILE1, FILE22, FILE101 are processed in that order, also FILE12PART1, FILE12PART22, FILE12PART101.

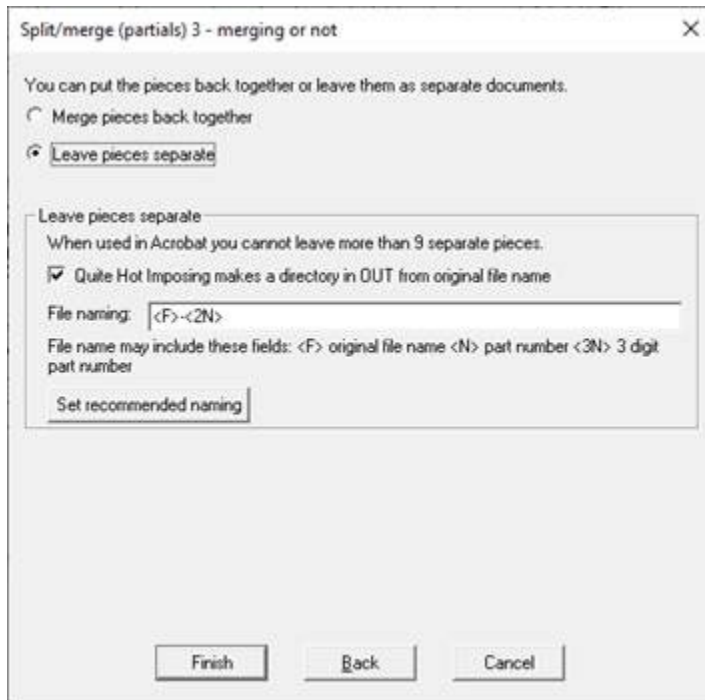
Certain other files and folders may be included.

- A control.xml file may appear. This overrides the XML or sequence which would otherwise apply. Note that this works *only* when using hot folders managed by Quite Hot Imposing, not with the command line (CLI) or Enfocus Switch.
- A REPLACE folder may appear, as described later. This provides replacements for PDF files used in the XML or sequence
- A file qivars.txt may give the value for variables. This is described in the separate documentation found on <https://www.quite.com/hotimposing/vars/>

Except as noted, nested files and directories are ignored.

Making multiple outputs with Split & Merge

Normally, a job writes exactly one file, the target. But there is one case where multiple files can be written. This is when the last step of the job uses the [Split/Merge \(Partials\)](#) command.



You can choose whether the split files are

- Joined back together – which makes a single target, and can be processed by further commands.
- Files are kept separate and saved. This must be the last step, no further commands can be used. There is no limit on the number of files in Quite Hot Imposing, but the limit is 9 in Quite Imposing Plus (and the files are not saved).

You can control the names of the files. Notice that there are also special codes such as <F>.

- <F> is the original file name (just the name part, without PDF).
- <N> is the split file number.
- <3N> is the split file number as 3 digits. You can set other digit counts.
- <C> is the count of pages in the part, or for example <4C> for a 4 digit number of the count of pages.

The file will always have .pdf added.

For example, a code of OUTFILE<2N>-<4C> would produce a file with a name like OUTFILE02-0048.pdf for the second split part with 48 pages. The original name is not used.

Notice the option “Quite Hot Imposing makes a directory in OUT from the original file name”.

- If this option is ON, a directory is created in the OUT folder. For example if the original file name was Leftjob2.pdf, the directory will be called Leftjob2. The split files are all written to this directory.

- If this option is OFF, no directory is created. All the separate files go directly into the OUT folder. We recommend that the name includes <F> otherwise it will not be possible to identify the original file, and files may be overwritten in OUT.
- In command line (CLI) mode the target file or directory for the command line defines the directory where the split files are written. Only the directory part is used, the filename is ignored. Either multiple files are written to that directory, or a subdirectory is created for the files, with name taken from the source file. There are more details in the command line specification.
- In Enfocus Switch mode, the result will be multiple files or a single folder, according to your settings.

Replacement files and datasets

Replacement files – Advanced automation (6.0)

Replacement files do not apply in the Quite Imposing Plus plug-in.

When automating work, it may be helpful to replace files used to set up a sequence or XML file. The files used include

- Background files
- Files for [Insert Pages](#)
- Files for Stick on Text
- Data source for [Variable Data Merge](#) (the replacement must have the same field names)

Replacement files allow you to create a file, typically with the *same name* as the original file, but in a different folder. You can then tell Quite Hot Imposing to use it. There are two ways to provide a replacement. A command line option, or a folder within a job folder.

- One or more of the command line options
 - -replacefile filename
 - -replacefile2 filetoreplace replacementfile
 - -replacefilefolder replacementfolder
- The REPLACE subfolder in a job folder, provided as
 - A folder dragged in the IN folder using Quite Hot Imposing watched folders (the queue must have “Allow job folders” set). This folder contains a REPLACE subfolder.
 - A folder dragging into the input folder in Enfocus Switch (job folders are always allowed). This folder contains a REPLACE subfolder.
 - A folder specified with the -source option in the Quite Hot Imposing command line. This folder contains a REPLACE subfolder.

When you use the command line option -replacefile *filename* then the file is added to a list. Whenever a file is to be used (background, data source etc.) the list is checked, and the replacement file is used if provided. That is, if the file in the XML or sequence has the same filename part as *filename*, then the replacement *filename* is used. The *filename* must include a

directory unless it is in the current directory. If the file does not exist, but it would be used as a replacement, there will be an error.

When you use `-replacefile2 filetoreplace replacementfile` it is the same except that the original file in the XML or sequence will have the name in *filetoreplace* but the replacement *replacementfile* need not have the same name. As with `-replacefile`, the *replacementfile* must include a directory unless it is in the current directory, and must exist. But *filetoreplace* is only scanned to find a file name part; the file does not need to exist. Any file in the XML or sequence with the same name will be replaced.

When you use `-replacefilefolder replacementfolder` the folder *replacementfolder* is scanned. All files found there are specified as if with `-replacefile filename`.

When working with job folders, a folder is placed in the IN folder of Quite Hot Imposing, rather than a single PDF. The job folder contains one or more PDF files, and they will be joined together before running the sequence or XML files. You can create a subfolder REPLACE in the job folder, and provide replacement files inside that folder. This is the same as using `-replacefilefolder sourcefolder\REPLACE` (or `/REPLACE` on macOS).

An example of this is where a sequence has been set up to use a datasource of ADDRESSES.CSV. The job folder can have this structure

```
+MYJOB
  FILE1.PDF
  +REPLACE
    ADDRESSES.CSV
```

The result file (written to the OUT folder) will be a single PDF called MYJOB.PDF. The entire job folder is moved to the DONE folder. A job folder can also be used via the command line, with `-source jobfolder` and with the Enfocus Switch configurator/app. It is your responsibility to make sure that the replacement file has the same columns as the original file.

Job folders are in earlier versions of Quite Hot Imposing, but they will ignore the REPLACE subfolder.

Datasets (Quite Hot Imposing Advanced feature for Enfocus Switch and command line) (6.0)

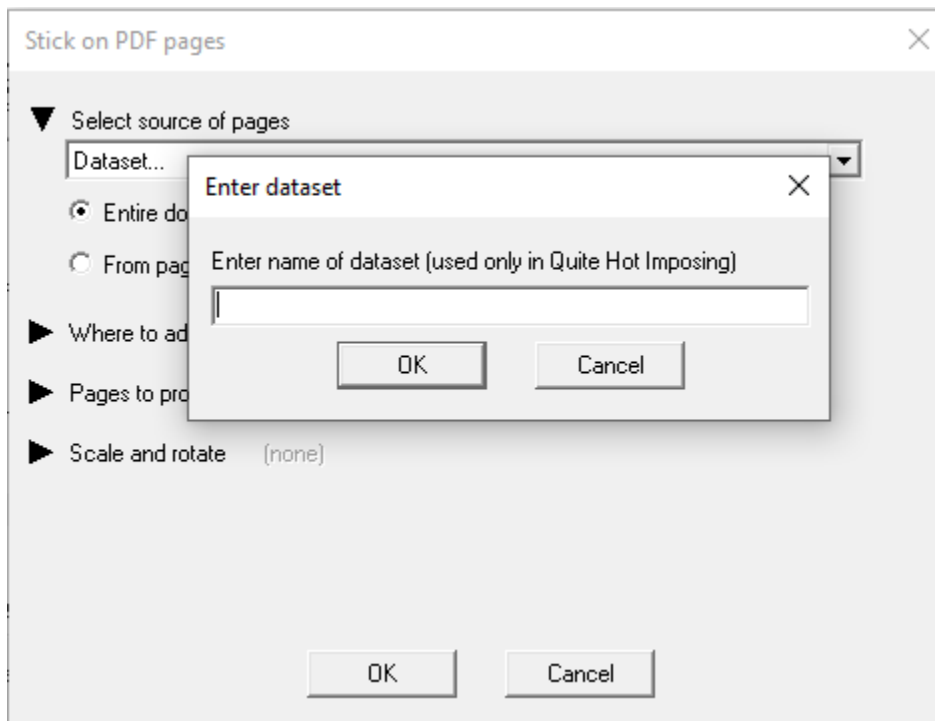
Datasets are simply a way of giving a special name to a file. At some point, you tell Quite Hot Imposing what actual file has this special name. For example, when you use Stick On PDF Pages you could add pages from a dataset "LOGOFILE". Before you can make the result, you have to actually set a file for the LOGOFILE dataset, containing the logo needed for this particular job. Quite Hot Imposing will not go searching for a file called LOGOFILE, it's up to you to tell it what file to actually use and it will fail if you don't do this.

There are two ways to set datasets. One is an automatic feature when used with Enfocus Switch. The other is a command line option. Datasets are not usually relevant when using Quite Hot Imposing with hot folders (though using Replacement Files with a Job Folder may give you a similar function).

To set a command to use a dataset, chose “Dataset...” in any command which accepts a file. This includes

- [Stick on PDF pages](#)
- Insert pages
- Page background for N-Up, Step & Repeat
- Variable data merge

Note that in variable data merge you need to choose a model file during the merge setup, to get the column names. It is your responsibility to make sure that the dataset has the same columns as the original model.



If you have referred to a dataset in a command, but not set up a dataset by that name, you will get a “File not found” error with a filename starting “Dataset:...”.

Use datasets with Enfocus Switch (6.0)

Datasets are a standard concept in Enfocus Switch. You can add datasets to a job to carry extra information. Often, script steps are added to a flow to create datasets. Recent versions of the Quite Hot Imposing configurator or app for Enfocus Switch have a new option “Connect Switch Metadata”. Set this to “Private data and datasets” and all the datasets in a flow are automatically

added. (Note: Private data can be used to set variables in Quite Hot Imposing, this is described in a separate document).

Use datasets with the command line (6.0)

Datasets may be useful when Quite Hot Imposing is automated using the command line. The relevant command line options are as follows:

`-dataset:dsname filename` – this defines a dataset called *dsname* which should match a name used in a command (though there is no error for unused datasets).

The following probably only make sense if you are providing a separate interface to set datasets.

`-replacefiles filename dsname` – this allows you to use a dataset reference when a command was set up to use a regular file. The *filename* is the name part, without directory. This does not define the dataset, so you would also typically include `-dataset:dsname newfilename`. These two options would be more simply done using `-replacefile2 filename newfilename`. See the section on using replacement files for more details on this feature.

`-vars dataset:dsname` – this allows you to specify a list of variables is read from a specified dataset, rather than a filename.

Quite Hot Imposing – variables (advanced feature) (6.0)

Variables can be used so you can change the values in setup. So you could change rows, columns, page width, number of copies, caption to add to sheet, or many other elements that were fixed.

Variables can be set in a number of ways, including

- In the filename (such as Step advert-2-4.pdf for rows 2 and columns 4)
- In a file travelling along with the PDF
- With command line options
- With Enfocus Switch private data, or XML format datasets from submit points

Calculations are possible, and results can be returned to variables (such as, maximum number of pages on a sheet).

Full documentation and movies are on <https://www.quite.com/hotimposing/vars/>.

Enfocus Switch and Quite Hot Imposing

Enfocus Switch is a product made by Enfocus to manage workflows. Quite Software do not sell it or support it, but there is integration between Quite Hot Imposing and Enfocus Switch.

Summary for Switch users (5.0)

Installing and setup

Enfocus Switch is a product made by Enfocus BV. Quite Software do not make, sell or support any Enfocus product.

However, Enfocus Switch is a workflow product, which can run work which uses non-Enfocus products. We are happy that Enfocus Switch can directly run Quite Hot Imposing as part of any workflow. Licenses for both products are required. Enfocus Switch cannot automate the Quite Imposing Plus plug-in.

This documentation does not cover how to set up workflows, and assumes the reader is already familiar with Enfocus Switch. It is worth noting these points.

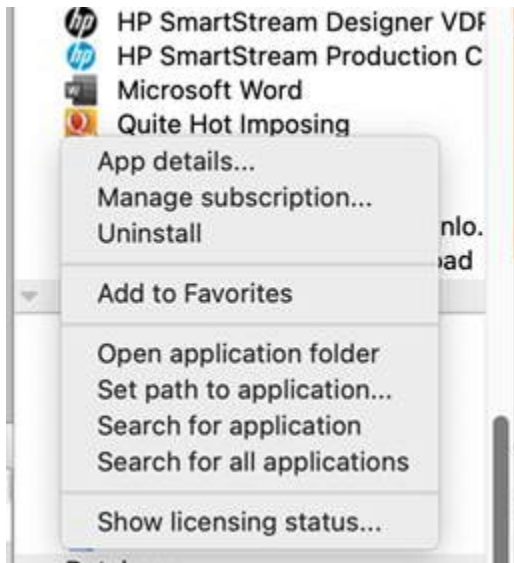
- Other companies may make apps to work with Quite Hot Imposing. To use these third-party apps you will need a license for *both* Quite Hot Imposing and the third-party app. Third-party apps may work with Quite XML files, or may use different methods to control. We cannot support these third-party apps directly, please contact the seller with any questions. This document is about working with Quite's own Quite Hot Imposing app/configurator.
- To use Quite Hot Imposing in a workflow you may need to install the free Quite Hot Imposing app from the Enfocus App Store. This "app" is not Quite Hot Imposing by itself, and you still need to license and install Quite Hot Imposing. In versions of Enfocus Switch before 2024, the "app" was called a "configurator". There is currently no additional charge for the Switch app or configurator.
- Older versions of Enfocus Switch may have needed a supplementary license to work with configurators.
- Sometimes Quite Hot Imposing may be unable to do the work. For example, a security protected PDF might find its way into the workflow. In this case, the Switch error handling becomes important. If a queue is set up in the simplest way – just an IN and OUT connection – then the failed file is simply sent to the next step of the workflow, where it may cause confusion because the imposition task was not done. We recommend using Switch's error handling facilities, which allows files in error to be sent to a separate folder.
- By default the Quite Hot Imposing log file is not saved. We recommend setting a LOG connection from any Quite Hot Imposing step.
- Remember to start Quite Hot Imposing and enter the license one time (this may happen during installation). If using a temporary license, make sure to deal with this before the license expires.

Finding Quite Hot for Enfocus Switch flows

Enfocus Switch will search for a copy of Quite Hot. Generally, this works fine. However, there may be two cases where you have to help Enfocus Switch in its search:

- It fails to find Quite Hot Imposing
- You have upgraded Quite Hot Imposing and need to use the latest version
- You have multiple versions of Quite Hot Imposing installed, and need to control which one is used.

To find Quite Hot Imposing manually, find the Quite Hot Imposing icon in the Flow Elements panel, usually found at the right hand side of the Switch window:

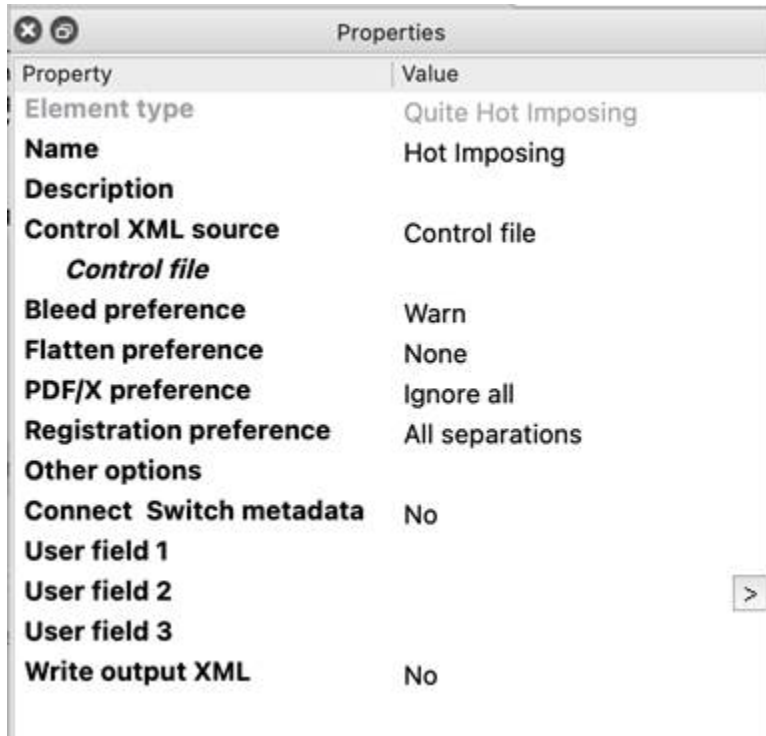


- Before searching, run the Quite Hot Imposing app at least once, check it is licensed, and quit.
- If you have only one version of Quite Hot Imposing installed, first try Search for application. Switch will usually find it and the job is done.
- Otherwise, you can use Set path to application. You must be careful to choose the right app, as there is a choice, and the obvious choice may be wrong!
- In Windows, the file you need is **qi_applycommands**. Do not choose **qi_hot**. The target folder is usually **c:\Program files\Quite\Quite Hot Imposing 6** (replace 6 with the current version). Versions before 6.0 may be in **c:\Program files (X86)\Quite\Quite Hot Imposing 5** etc.
- In Mac, the file you need is **Quite Hot Engine**. Do not choose **Quite Hot Imposing**. The target folder is usually **/Applications/Quite Hot Imposing 6** (replace 6 with the current version).

Quite Hot configurator/app flow element setup

Each Quite Hot Imposing flow element will need at least an input and output folder. We recommend also output folder for errors and logs.

Each Quite Hot Imposing flow element will need you to set up the properties to describe the work to be done. When you click on the flow element in the Switch editor, it will look something like this.



Name – this is the name of the element. You can leave it unchanged, but when there is more than one Quite Hot Imposing element it may help to give them different names.

Description – for your own information if required

Control XML source most users will leave Control XML source set to Control file.

Control file – the file containing Quite XML describing the work to be done. *Required*. This can be a fixed file, or a generated name using Switch variables.

Control dataset – this appears if Control XML Source is set to Control dataset. It is a Switch dataset containing the same XML information needed by Control file.

Bleed preferences, Flatten preferences, PDF/X preferences, Registration preferences – these are all preferences to Quite Hot Imposing on a per-job basis. It is important to note that preferences set in the Quite Hot Imposing preferences have *no effect* on the preferences in a Switch flow. The default settings for Switch are as shown in this screen shot.

Other options – these options are also passed to the Quite Hot Imposing command line. See command line documentation for details.

Connect Switch metadata – if this is set to “Private data + datasets”, then provided Quite Hot Imposing 6.0 or later is installed, automatically passes all Switch Private Data variables into Quite Hot Imposing variables (provided they have a simple name). Also all Switch datasets are available for use in commands.

User field 1/2/3 – these are available for Quite Hot Imposing 5.0 and later, and is a simple way to pass user fields that can be used in Stick on Text and Condition commands. The Connect Switch metadata function, used in Quite Hot Imposing 6.0 with variables, is much more powerful.

Write output XML – optionally, Switch will write an XML file or dataset describing certain results of each step, such as the number of rows and columns used in Step & Repeat. Quite Hot Imposing 6.0 has a much improved facility where specific information can be exported back to Switch Private Data. This overcomes the problem where it was difficult to find the information in the exported XML where multiple commands had the same result names.

Features especially for Switch users

Combine files using job folders

Quite Hot Imposing in Enfocus Switch allows you to send a single PDF file, or a “job folder”, a folder containing multiple PDF files.

Only PDF files are combined. The combination uses a special order that splits the file names up, keeping numbers separate. This means that FILE1, FILE22, FILE101 are processed in that order, also FILE12PART1, FILE12PART22, FILE12PART101.

Certain other files and folders may be included. Note that the Enfocus Switch setup does *not* allow a control.xml file to override the commands.

- A REPLACE folder may appear. This provides replacements for PDF files used in the XML, such as backgrounds, pages to insert, pages to stick on, or data sources. The replacement file must have the same filename (ignoring the directory).
- A file qivars.txt may give the value for variables. This is described in the separate documentation found on <https://www.quite.com/hotimposing/vars/>

Except as noted, nested files and directories are ignored.

Removing prefix from file names (5.0)

Switch files in flows typically have a special prefix on the name, so it is recognised by Switch. For example, a file originally called MONDAY.PDF might actually be called _ABCDE_MONDAY.PDF. The prefix is always five alphanumeric characters within two underscores.

In Stick On Text And Numbers, you can now choose **File name (no prefix)** as a field. This will remove the prefix if it takes this form, and leave any other kind of name unchanged. This can be used to add the original file name as text on a printed sheet. The advanced name for this field is [Doc:FileNameNoPrefix].

This field can also be used with the new Condition commands.

Variables and datasets (6.0)

Recent versions of the Quite Hot Imposing configurator or app for Enfocus Switch have a new option “Connect Switch Metadata”. Set this to “Private data and datasets” and all the datasets in a flow are automatically added, and the Switch Private data can be used to set variables in Quite Hot Imposing, provided Quite Hot Imposing 6.0 or later is in use.

Variables (advanced feature) (6.0)

Variables can be used so you can change the values in setup. So you could change rows, columns, page width, number of copies, caption to add to sheet, or many other elements that were fixed.

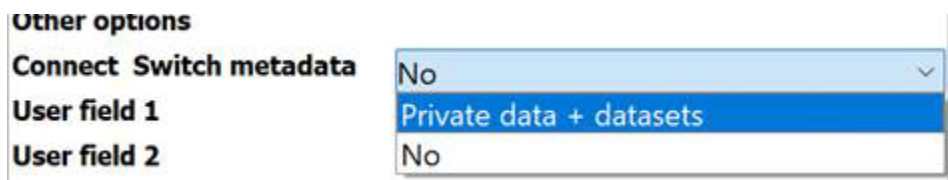
Variables can be set in a number of ways, and in Enfocus Switch this would usually be done by setting the option Connect Switch Metadata to Private data and datasets. Note that only regular alphanumeric names will be picked up.

Calculations are possible, and results can be returned to variables (such as, maximum number of pages on a sheet). Variables (and calculated expressions) can be used with the Condition command, to choose which commands to use.

Full documentation and movies are on <https://www.quite.com/hotimposing/vars/>.

Use datasets with Enfocus Switch (6.0)

Datasets are a standard concept in Enfocus Switch. You can add datasets to a job to carry extra information. Often, script steps are added to a flow to create datasets. Recent versions of the Quite Hot Imposing configurator or app for Enfocus Switch have a new option “Connect Switch Metadata”. Set this to “Private data and datasets” and all the datasets in a flow are automatically added.



To set a command to use a dataset, chose “Dataset...” in any command which accepts a file. This includes

- [Stick on PDF pages](#)
- [Insert pages](#)
- Page background for N-Up, Step & Repeat
- [Variable data merge](#)

For variable data merge you will also need to specify a model document so the field names are available at design time. The dataset used at run time must have the same columns.

Enfocus Switch has several features which can place metadata into XML files automatically. This includes “submit points” and “checkpoints”. These can prompt the end user for metadata and write an XML file, which is added to the job as a dataset. Quite Hot Imposing can read these XML files if they follow the same format as used by submit points. We call this format “Switch Fields XML”.

Quite Hot Imposing can directly read these files, to set variables. (Enfocus Switch variables and Quite Hot Imposing variables are *entirely separate* but this is one way to get values from Switch into Hot Imposing.) You need to list the names of the dataset on the command line options (“Other options”). Since the submit point and each checkpoint write a separate XML dataset, you may need to list variables.

For example `-switchfields "Submit,Checkpoint1"` in Other options will set variables from the datasets called Submit, and Checkpoint1. The Connect Switch Metadata to Private Data and Datasets option must also be set, otherwise Quite Hot Imposing cannot read these datasets.

The prompt and the metadata name are the same, which may make for very long metadata names, and might contain spaces. Quite Hot Imposing applies several rules to simplify this. The rules apply to the prompts/variable names only, not to what the user types when prompted.

1. Any space in the prompt is replaced by an underscore.
2. If the prompt contains parentheses (round brackets), everything is ignored except the part inside the parentheses. For example a prompt of “Number of columns (cols)” will set a variable name of “cols” only.
3. After these changes to the prompt, if there is anything other than upper or lower case unaccented English letters, digits, or an underscore, then no variable is set.

User fields - legacy (5.0)

User fields were added in 5.0 as a way to send information from Switch to use in certain places in Quite Hot Imposing. The new variables feature in 6.0 allow you to set both variables (from private data) and datasets automatically. There may be no need for this user fields feature, but it still works and is documented.

(Note: this feature was sometimes called “user variables” but we now call it “user fields” to avoid confusion with the new – and much more powerful – variables feature. The term “Single-line text with variables defined” however is one used inside Switch, and doesn’t directly map to a variable in Quite Hot Imposing).

User fields allow you to pass metadata and other strings from a switch flow. These can be used as text to stick on, or to control conditional execution. See the attached tech sheet for full details.

Using recent versions of the configurator/app for Quite Hot Imposing in Enfocus Switch, there are settings to create named variables 1, 2 and 3. Additional variables can be added with the

Using user fields to pass metadata from Enfocus Switch (5.0)

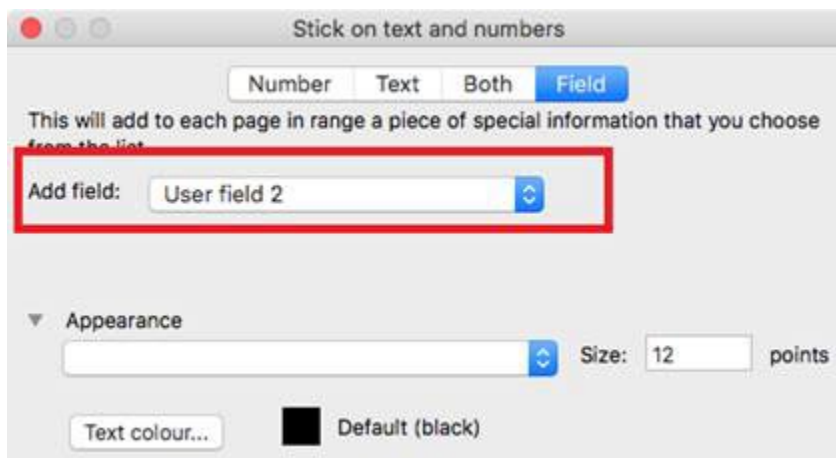
Flows in Enfocus Switch often have complex controls based on metadata and other information. Until now, the only way to control Quite Hot Imposing was to generate references to different control files based on the metadata. Now it is possible to pass user fields into Quite Hot Imposing, which can be used in two commands:

- [Stick on Text and Numbers](#) can pick up these user fields and place them as text on a page.
- **Conditions** (new in 5.0) can run different automation sequences according to user fields.

Note too that you can now pick up the Switch file name without the five character prefix (e.g. FILE.PDF rather than _XAXAX_FILE.PDF) using the **File name (no prefix)** field.

Picking up user data in Stick On Text And Numbers (5.0)

Stick On Text and Numbers allows you to select a Field to add. You can select User field 1, 2 or 3 (more names are available, see Advanced Use, below). All the other options for adding text are applicable (e.g. font, position).



Setting up user data for Quite Hot Imposing in Switch (5.0)

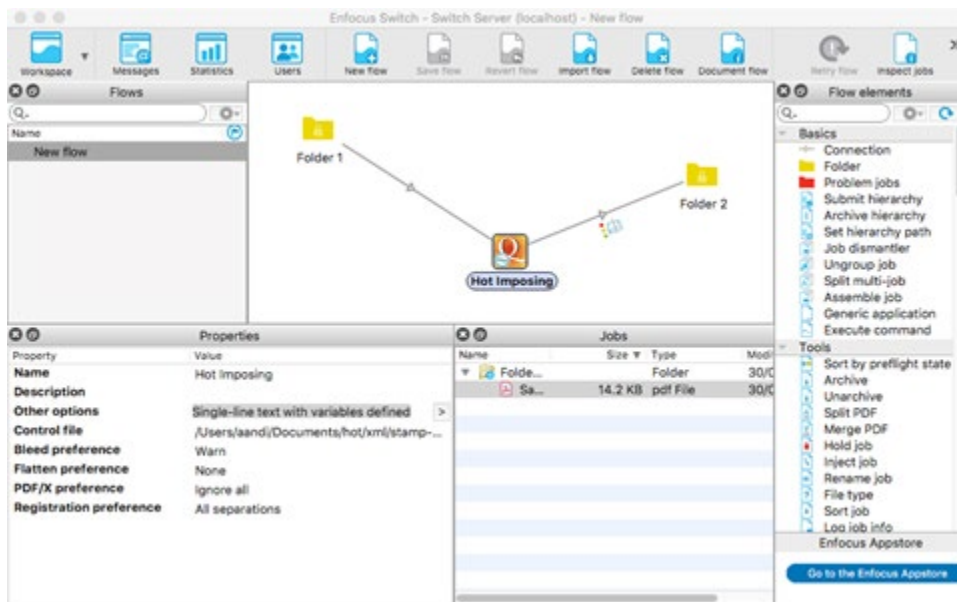
You can set the user field called “1”, “2” or “3” directly in the configurator/app. For other names, in the Quite Hot Imposing configurator/app Properties you have a section **Other options**. These are extra command line options passed to Quite Hot Imposing. To work with metadata you will choose *Single-line text with variables defined*.

The eventual result of the text must be to set a `-User:name` field such as `-User:2` for the field called “2” (User field 2 in the screen shot above). This is followed by a space and the value to pass in double quotes.

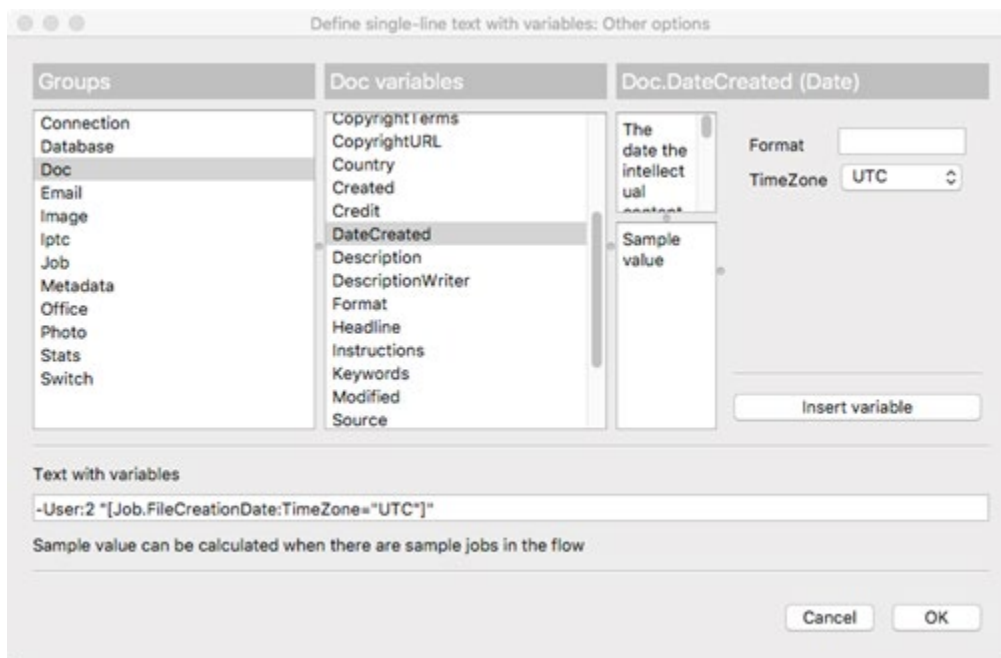
For example, if you just wanted to pass RUSH as User field 2, you would add

-User:2 "Rush"

Notice that this must start with one dash (-), and there is a space before the value. You can include as many user fields as you like, separated by more spaces. To use names other than 1, 2 or 3, see Advanced Use, below.



When you click the arrow after **Other options** you will see the Switch helper screen



The helper screen lets you choose variables to add to the basic command.

In this example, we first typed **-User:2 "** then selected **Doc** from the **Groups** list and **DateCreated** from the **Doc variables** list.

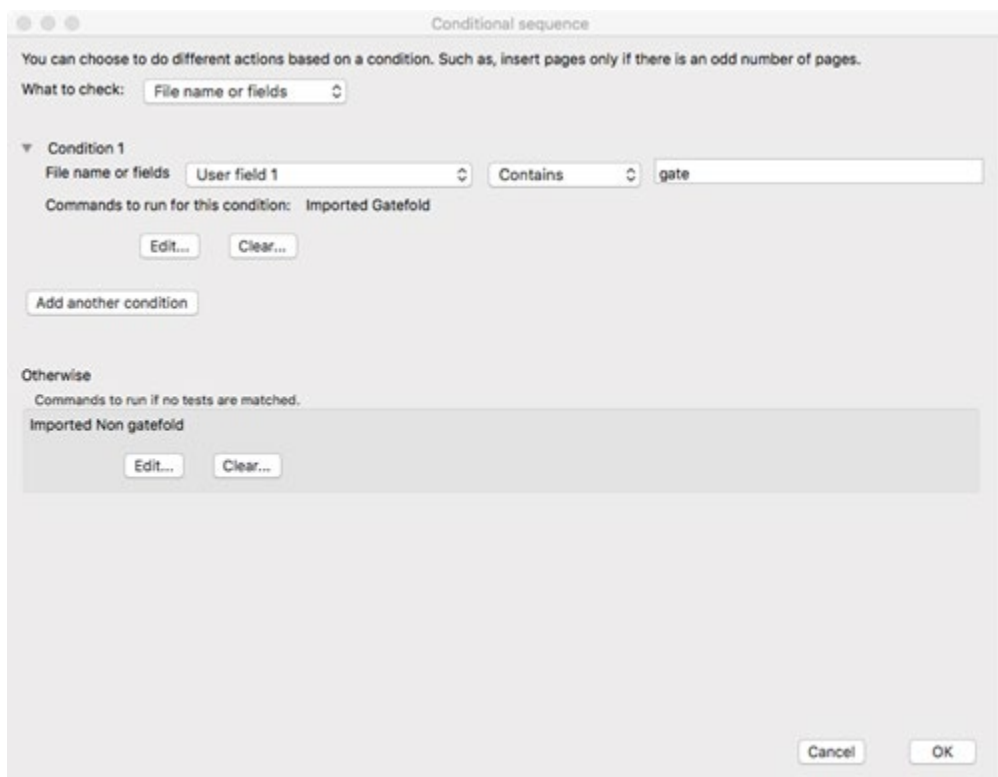
Switch added [Job.FileCreationDate:TimeZone="UTC" automatically, and finished by typing another double quote.

Working with Condition commands and user fields (5.0)

This picture shows a Condition command which looks at user field “1”.

If the field contains the text “gate”, then it will run one set of commands (the imported sequence called “Gatefold”.

If the field is not matched, it runs the *Otherwise* command, which here is the imported sequence called “Non gatefold”.



You can add more conditions to test the same or other fields, and run other commands. Note that only one condition will be matched.

Advanced use of field names (5.0)

You can work with any name for a field. Setting these up in Switch is the same, but in Stick on Text And Numbers you need to select the **Advanced** option and type a field in this form [User:name].

If the field is not found, the text [User:name] remains as the value. To set a default value, use a vertical bar after the name, for example [User:rush|no] means that if the user field **rush** is not set this will have the value **no**. You can default to blank as in [User:extras[]].

To use other fields with the Condition command, select “Choose another (advanced)” from the field list, and type the name in the same format.

COMMANDS

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 reach 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.

Along the top of the control panel are a special series of buttons: *Control* , *Sequences* , *Manual* , *Info* , *Close* . This series appears on several different screens, and can be used to switch between them. This is already the control panel, so the *Control* button does nothing. The *Sequences* button switches to [Automation sequences](#) . The *Manual* button switches to [Manual Imposition](#) , and the *Info* button switches to [Imposition Info](#) .

The *Close* button will close the window.

The other buttons are in groups, and are as follows.

Easy imposition: [Create booklet](#) , [n-Up Pages](#) , [Step And Repeat](#) , [Join Two Pages](#) .

Page management: [Shuffle Even/Odd Pages](#) , [Shuffle Pages For Imposing](#) , [Reverse Pages](#) , [Trim And Shift](#) , [Insert Blank Pages](#) , [Create Sample Document](#) , [Tile pages](#) .

Stick on: [Stick On Text and Numbers](#) , [Stick On Masking Tape](#) .

Peel off: [Peel Off Text and Numbers](#) , [Peel Off Masking Tape](#) , [Peel Off Registration Marks](#) .

Memory: [Remember Last Action](#) , [Playback Action](#) .

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.

Customize Control Panel (5.0)

You can now customize the Quite Imposing Control panel to include more, or less, buttons. In addition you can set up as many other panels as you like, for special purposes or jobs, or to help you organise your work.

If you create a new panel you can choose to show it using the **My Panels** menu. The customizing of panels is done using a right click on any panel.

There is always a special panel called [**Custom control panel**]. You can switch between this and the standard panel at any time.

Creating panels (5.0)

To create a panel you can use the main plug-in menu item **My panels > New panel** or you can right click on any panel and choose **Panels > New panel**.

You will be able to choose the new panel name, which defaults to **My panel** (with a number added if needed to make the name unique). You have these choices for the contents of the panel, ready for editing.

- Blank – start with a blank panel, right click to add buttons, groups etc.
- Copy of the standard control panel.
- Copy of any other panel.
- All the automation sequences in a particular category, or in all categories. Take care if you have hundreds of automation sequences, the panel may be too large for your screen.

Changes are saved immediately, and there is no “undo”.

Adding to panels (5.0)

You can add the following items to panels.

- Standard buttons, as found on the standard control panel. For example **Booklet** or **Stick On Text And Numbers**. To add one, right click on the panel and choose **Add standard button**.
- Automation sequences. These will automatically run the sequence if you click. You can add in three ways:
 - Right click on the panel and choose **Add a sequence button**. This will add one button using the category and sequence you choose. It will automatically be placed in a group box named from the sequence category.
 - Right click on the panel and choose **Add all sequences in category**. This will add one group box, with a button for all of the sequences. Be cautious if there are many sequences (hundreds) as there may not be room for them all. (If it is too many, delete the group box).
 - Edit a sequence from the sequences panel. On the second screen choose **Add a button to run this sequence to the Control Panel**. This adds to the custom control panel only.
- Group boxes. These allow you to arrange your buttons in boxes, as in the standard control panel. Right click on the panel and choose **Add group box**.
- Open panel buttons. These open another panel, allowing you to quickly switch between tasks. You can choose to leave the original panel open as well, or to close it. Right click on the panel and choose **Panel > Add button to show a panel**.

Editing panels (5.0)

Via right click you have these options on editing a panel.

- Delete a button (right click on the specific button to remove).
- Delete a group box (right click on the title of the box). This will also remove all the buttons in the box, unless you move them out first.
- Move an item up in the list (if there is more than one on a line, it will move to the left first). If it is first in a group box, it will be moved out of the group box.
- Move an item down in the list.
- Change the label of an item. This does not change what it does.
- Use **Panels > Duplicate panel** to make a new copy of the current panel.
- Use **Panels > Rename panel** to change the name of this panel.
- Use **Panels > Delete panel** to remove this panel.
- Use **Panels > Reset control panel** to quickly go back to the original control panel. Optionally you can delete the custom control panel, or even delete all panels to start again.

Master panel and custom panels (6.0)

Some users have set up a number of customised panels for different jobs. To speed up opening them you can use the new Master panel list. In the plug-in menu go to My Panels > Master panel list. This has a button for each different panel.

You can also choose to have panels start automatically when Acrobat is started. There are two ways to control this. It is available for the standard control panel, for all the customized panels, and for the master panel list.

- Right click on the panel and choose Show at startup.
- In the plug-in menu go to Show at startup and turn the option on/off for each panel

Sometimes it may not be convenient to start the panels automatically. You can suspend automatic startup of all panels. This option is, as above, available from right clicking on any panel, or from the Show at startup in the plug-in menu.

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](#).

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.

New custom sizes and backgrounds

(Basic preferences) From this screen you can define new custom page sizes or backgrounds (see [Using backgrounds](#)). 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.

Remember imposition info on standard functions

(Basic preferences) This option allows you to record extra information when you use standard Acrobat functions to manipulate pages in a PDF file. These functions include

- *Document > Insert Pages* (in Acrobat 6.0, *Document > Pages > Insert* , similar changes to those below)
- *Document > Replace Pages*
- *Document > Delete pages*
- *Document > Extract pages*
- Rearranging pages within or between documents by using drag-and-drop on the numbers beneath thumbnails (Pages palette in Acrobat 6.0 onwards).

The effect of the information recorded is to allow [Imposition Info](#) to more accurately report the origin of pages. Consider the example of a 3-page PDF file a.pdf, into which a 1-page PDF file b.pdf is inserted after page 2. Then the updated a.pdf is imposed and Imposition Info is consulted. With the Remember imposition info option switched off, the sheet will show a.pdf pages 1,2,3,4. With the option switched on, the sheet will show a.pdf pages 1 and 2, b.pdf page 1, a.pdf page 3.

The main reasons to switch this option off are:

- To avoid the slight increase in file size that results from adding extra information.
- To avoid the slight delay caused on the above functions.
- When manipulating a series of files before composing a file document and you want the final document's name shown in Imposition Info.

About per-imposition preferences

Several preferences directly affect how an imposition is made. It might be that you normally want one preference, but know that for a particular job you need a different preference.

For example you might know that one particular job requires form fields to be imposed, but the rest of the time, your other jobs do not. This is especially important if you are using [Automation sequences](#) , where there may be no chance to change preferences.

To overcome this, the major imposition functions allow you to *Override common preferences* . For each preference you can choose to use the current default, or set a particular value. All the values you choose are the same as those in Imposition Preferences.

This setting is available in

- [Create booklet](#) under *Advanced options* in the first screen.
- [n-Up Pages](#) and [Step And Repeat](#) on the second screen.
- [Manual Imposition](#) , near the bottom of the screen.

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.

PDF/X handling

(Imposition preferences) Quite Imposing Plus 2.0 can preserve PDF/X files when doing an imposition. (If you don't know what PDF/X is, this is unlikely to be important, and you should leave the option set to *Ignore PDF/X*.)

The idea of this is that in a PDF/X workflow, where PDF/X-1a or PDF/X-3 files are imposed, the result should remain a PDF/X-1a or PDF/X-3 file.

If you turn this option on, Quite Imposing will inspect each file that you process, to see if it is PDF/X. If so, then the resulting file will also be PDF/X.

Note that Acrobat will save PDF files as the latest PDF version, which may invalidate PDF/X at the final stage. We cannot prevent this from happening, unfortunately, but other PDF/X software may be able to overcome this limitation.

Selecting this option may disable certain actions. For example, you cannot use [*Stick On Text and Numbers*](#) for a PDF/X file when *Preserve PDF/X* is selected, because PDF/X requires embedded fonts and we do not support embedding fonts for numbering. Another limitation that may be seen is that you could not use a non-PDF/X file as the background for imposing a PDF/X file.

Because of these limitations, *Preserve PDF/X* is not the default.

Quite publish a detailed document about the technical details of PDF/X handling. This is available on our web site, or upon request.

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](#).

Page scaling (User Unit) preference (6.0)

Acrobat has long limited page sizes to 200 x 200 inches / 5040 x 5040 mm. To allow larger pages, a PDF feature was added called “user unit” or “page scaling”. In recent years more apps have come to support the page scaling feature. Quite Imposing Plus and Quite Hot Imposing 6.0 will (optionally) support these large page sizes too. But since not all apps support page scaling, it is best to know something about how it works, and what happens in different apps.

The idea is that the page still has a size limited to 200 x 200 inches / 5040 x 5040 mm, but it can also have a scale. The scale defaults to 1.0, so the default size limit is to 200 x 200 inches / 5040 x 5040 mm.

- By using a scale of 2.0, a size up to 400 x 400 inches / 10080 x 10080 mm is possible.
- By using a scale of 10.0, a size of up to 2000 x 2000 inches / 50400 x 50400 mm is possible.
- Other scales are possible.
- Apps may use very specific scales. For example, Adobe Illustrator uses a scale of 1.0 (normal) or 10.0 (large documents).

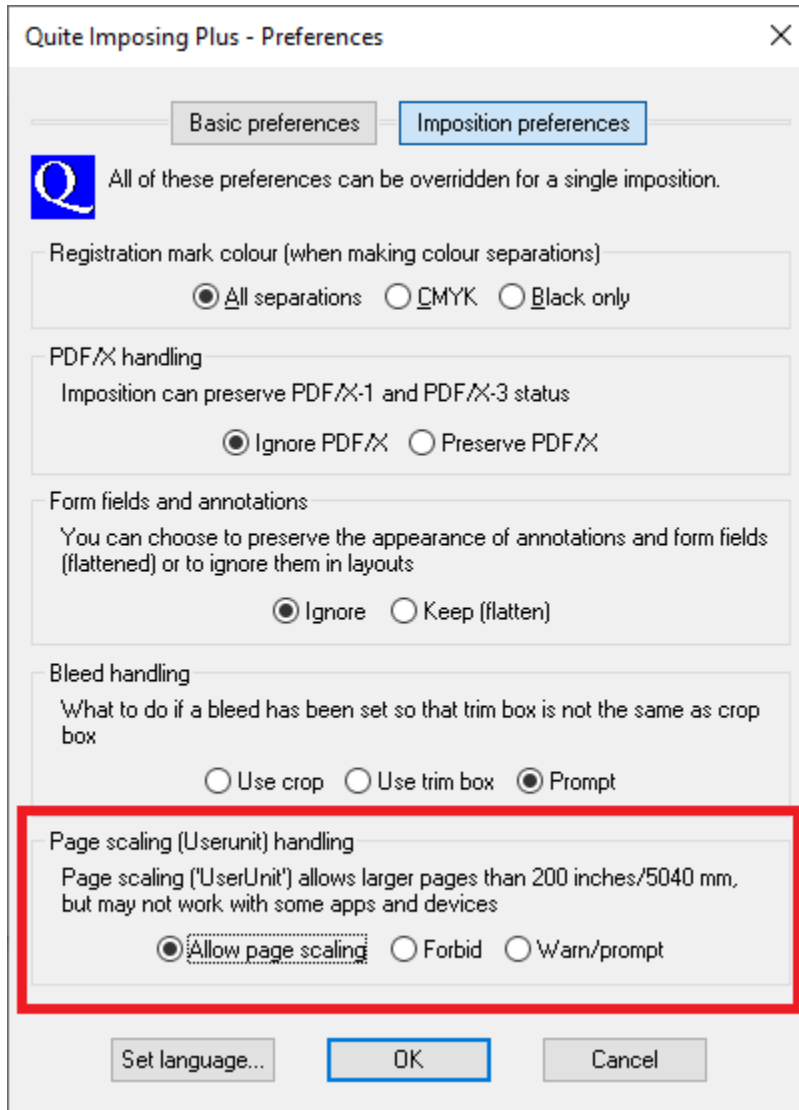
If an app does not understand page scaling, it may show the underlying size. For example, if a large document was designed in Illustrator, it might have a size of 300 x 300 inches. To make this work, Illustrator would use a size of 30 x 30 inches, and a scale of 10.0. So Illustrator and Acrobat would see the size of 300 x 300, but some other apps might still see this as 30 x 30 inches.

You may even find apps that support page scaling for part of their functionality, and ignore it for other parts!

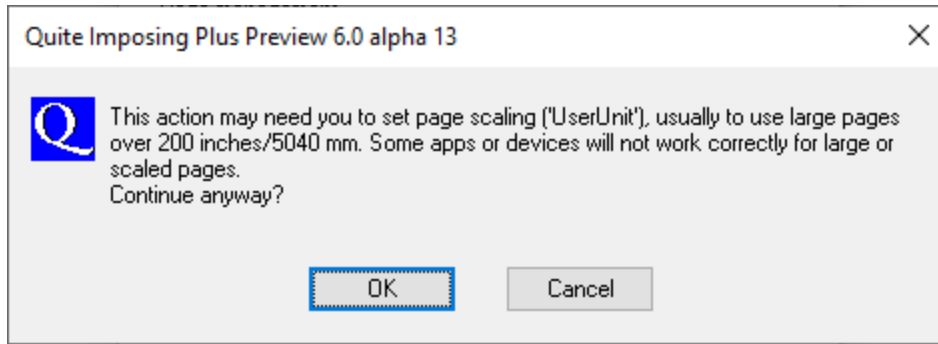
There is no easy way in Acrobat to check whether page scaling is in use. The Quite Imposing Plus Page Monitor now shows this information (both the scale and the effective size). This is an option – right click on the monitor if you want to change the “Show scaled sizes” option.

Setting page scaling in Quite Imposing and Quite Hot Imposing (6.0)

Version 6.0 supports this new preferences setting. The default is “Allow page scaling”.



- With “Allow page scaling” page size allow for the page scaling, and this is used in all features. Page sizes larger than 200 x 200 inches (5040 x 5040 mm) can be created and set page scaling automatically.
- With “Forbid”, then using a page with scaling set will give an error message, and the job will stop. Also, page sizes larger than 200 x 200 inches (5040 x 5040 mm) will not be created.
- With “Warn/prompt”, in the interactive plug-in, a warning message is issued, as shown below. In non-interactive settings (such as Quite Hot Imposing), a warning message is issued, and then work continues as if “Allow page scaling” is set.



Some functions allow “per imposition overrides” of imposition settings. These functions include Booklet, N-Up, Step & Repeat and Manual Imposition. This allows you to set the Page Scaling option for each job separately.

Quite Hot Imposing handling of page scaling (UserUnit) (6.0)

Quite Hot Imposing handles UserUnit in the same way as Quite Imposing Plus, except that instead of prompting, a warning message is issued. The option can be set as follows

- If using the Quite Hot Imposing queue monitor, the same preference is available in Quite Hot Imposing
- If using Quite Hot Imposing via command line, a new command line option is available (see below)
- If using Enfocus Switch you can also use the new command line option (see below)
- If a per imposition override is used in sequence or XML file, the preference setting is ignored

The new command line option is

`-userunit Allow | Forbid | Warn` (note that this option is case sensitive).

The default is `-userunit Allow`.

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](#). 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*](#) 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](#).
- 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.

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?](#)

Automation sequences – Sequences Manager (4.0)

The Remember last and Playback functions have always been a convenient way to save a single command, and play it back, showing all the choices but with the options filled in as before. This has been much simpler than Automation Sequences, so some people have kept using it. These functions can now work in two ways:

- Single action – as before, a single command, which shows all its options when you playback.

- Whole job – this saves an automation sequence from all the commands done in the current document. These sequences can be edited in the Sequences control panel, and all sequences are available for use in the streamlined Playback panel.

Version 4 includes a Sequences Manager to assist in working with large numbers of sequences.

To run the manager click the **Manage** button. Once open, the manager has a number of tabs:

- Manage – work with individual sequences (e.g. rename, duplicate) and with entire categories.
- Files – work with the files used in sequences and also background page size definitions.
- Collect – collect together all sequences and the files used, to take to another system or for a backup.
- Report – generate reports on sequences.
- Backup – make backups of sequences. Backups are also taken automatically.
- Restore – restore a backup, either merging with current sequences or replacing them. You can also restore page size/background definitions.

Sequences Manager: Manage tab (4.0)

You can do the following functions under Manage.

- Edit – edit a sequence (same as on the main Sequences screen).
- Rename – rename a sequence. If the new name already exists, you have the chance to replace it.
- Duplicate – duplicate a sequence, so you can use a sequence as the starting point for a new one.
- Delete – delete a sequence.
- Copy to – copy a sequence to a different category.
- Move – move a sequence to a different category. It will be deleted from the current category.
- Delete category – delete entire category and all of the sequences in it. Note that the default category will be recreated, but the sequences in it will be gone.
- Duplicate category – make a new category with copies of all of the sequences in it.
- Rename category – the new name must not already be used for a category.

Sequences Manager: Files tab (4.0)

You can set up sequences and other things in Quite Imposing Plus which use files, that is, external PDF files. The names of these files are stored. It can happen that files need to be moved, or you lose track of which files are needed. The Files section of the Sequences Manager helps you to work with these. Please see also the Collect function.

Files may be used in the following places:

- In a sequence which uses the Stick On PDF Pages command
- In a sequence which uses the [Insert Pages](#) command. This may insert blank pages, but it could also be inserting pages from a file.
- In a background used as a target “page size” in sequences. For example, in N-Up as the background for a layout.
- In a named “page size” which is actually a background. These are not part of sequences, but they are shown and you can manage them anyway. Note that once a sequence is made using a named page size or background, the file or size used is fixed; it will not change if the page size definition is changed or deleted.

Files will show you a list of the directories used. Within each directory, you see each file used. If the file or directory no longer exists, this is also shown. Under each file you see a list of the sequences and page sizes which refer to the file.

The following functions are available. After any change the file list is updated.

- Edit sequence – available if a sequence is selected in the display (under a file name). It allows you to edit or review a single sequence which uses the file.
- Change directory – available if a directory is selected. This label changes to Locate directory if the directory is not found. In either case, you select a new directory, and all of the sequences and page sizes that use this directory are updated. This **does not move any files**, so you can easily break your sequences by picking a directory without copies of the files. (If you break anything, see under Restore).
- Open file – this is available when an existing file is selected. It opens the file and closes the Sequences Manager. You can use this to review the file contents.
- Change file – this is available when a file is selected. If the file does not exist, the label changes to Locate file. You will pick a single existing PDF file. All of the sequences and page sizes that use this file are updated.

Sequences Manager: Collect tab (4.0)

The collect function collects together all your sequences and files. A new directory is made. In the directory will be copies of all of the files used in every sequence and page size. A collect.xml file is written which is a backup of all sequences. If the file names are not unique, some of the files will be renamed by adding numbers.

This folder can be backed up, or moved to another system. On the new system use Restore and select “My collect”, which will import all the sequences, updating the directory used in the sequences and page sizes to be the new location.

You can also use this method without changing system, if you have built up sequences and page sizes that use files from an untidy collection of directories and you want them in one place.

Sequences Manager: Report tab (4.0)

You can generate TXT file reports in the following formats:

- Short report – a list of all the sequences and categories you have
- Long report – this gives all of the commands and options in every sequence and category. This can be very long.
- File report – similar to the information shown under the Files function, but in a printable text format.

Sequences Manager: Backup tab (4.0)

To avoid losing the time spent setting up sequences, there are various automatic backups. You can also do manual backups. Backups do **not** include the files used in sequences, see the Collect function for that.

You can select Automatic backup to make the same backups done automatically. Automatic backups are stored in your user profile indefinitely. One is made before the first time sequences are changed on each day, and before a restore. When you choose automatic backup, the file is written behind the scenes, you do not choose a name.

You can select Choose a file, and you will be prompted for a filename. This backup can be taken to another system, but will not include the files used in sequences. The backup will also include page size definitions.

Sequences Manager: Restore tab (4.0)

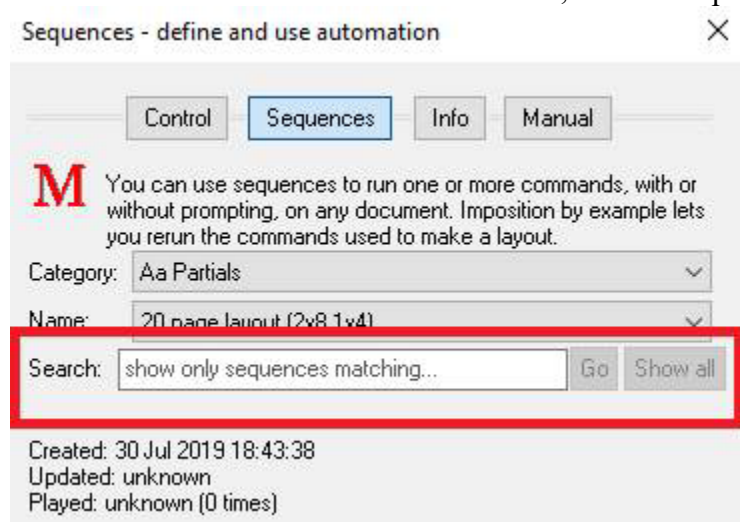
Three types of restore are available. In all cases you can choose **Delete all sequences first (full restore)**. If you do **not** choose this, your existing sequences are left, and you are asked to confirm replacing each one.

If you do choose **Delete all sequences first (full restore)**, you can choose **Also restore page size definitions**. This deletes all your existing page size and background definitions, then restores from the backup.

- Restore from an automatic backup – shows you a list of the automatic backups made, with date and time, most recent first.
- My file – lets you select a backup file, which will be an XML file.
- My collect – lets you select a directory written by the Collect function, on this computer or a different one. The directory will contain a collect.xml file and may contain PDF files. All sequences restored will be updated, if they use files, to reflect the directory in its current location. So **do not remove** the directory after restoring.

Sequences: filter sequence names (5.0)

When a user has many sequences or sequence categories, it can be time consuming to find and select the one that is needed. Now, there is a space for searching for a string.



Fill in a string and click **Go**. You will see only:

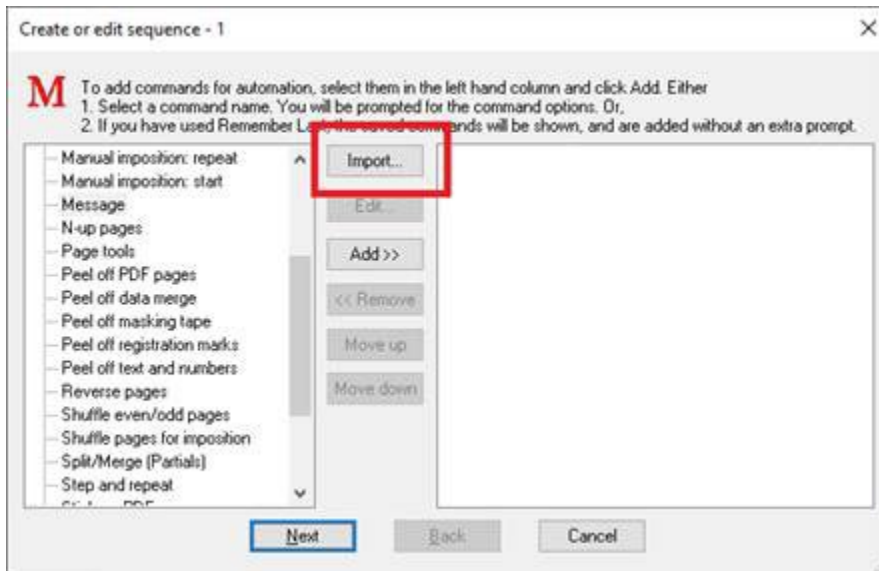
- Sequences with a matching name, whatever category they are in.
- Categories with a matching name – you will see all sequences in a matching category, whatever their name.

A sequence or category matches if the string appears anywhere in the name. For instance **WED** matches sequences called **WED**, **WED.ITEM**, **WEDNESDAY**, **STEWED**. Click **Show all** to go back and see everything.

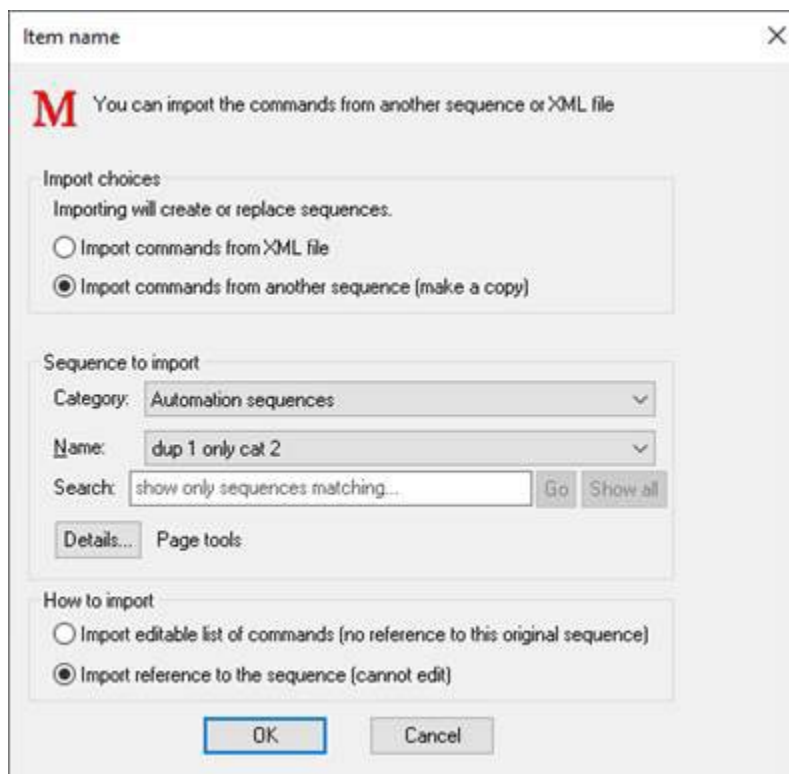
Sequences: Import sequences (5.0)

Importing sequences (including importing from XML files) can save a lot of time in maintaining sequences. Previously, users had to redo work in similar sequences. You can import sequences in several places:

- The main sequence editor
- The new Conditions and Split/Merge commands



In all cases the import sequences dialog appears.



You can import from an XML file or another sequence. There are important differences between editable and non-editable imports.

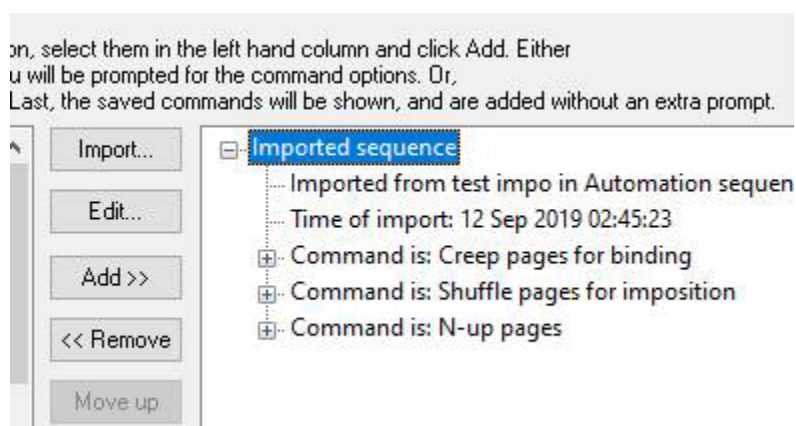
Editable import (5.0)

When you import as “editable” the steps of the original sequence are copied. There is no connection to the original sequence, just the copies. If the original sequence changes, there is no way to know this.

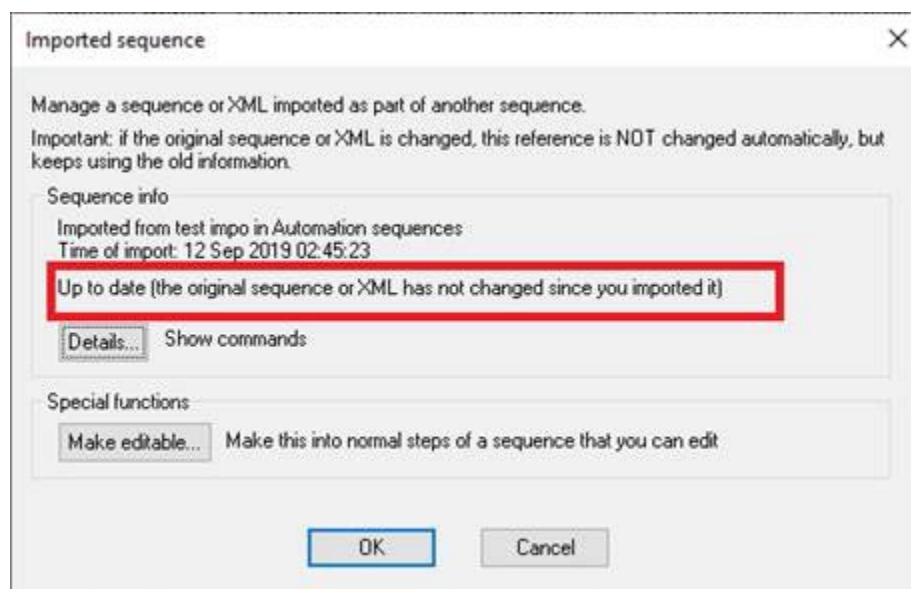
Non-editable import (import reference) (5.0)

When you import as a reference, a copy is made of the original sequence steps, just as with editable import. This means they keep working *even if the original is deleted*. They will not change automatically *even if the original is changed*.

In a sequence, the imported steps appear as if there is a command “Imported sequence”. If you expand the list you will see where it was imported from, and the commands included.



If you double click or Click **Edit**, you can see further details and options.



If you click **Make editable**, the steps of the imported commands are used instead of the reference. You cannot undo this.

Notice that the sequence is shown as “Up to date”. The original sequence has been compared. If it has changed, you will have an **Update** button allowing you to read the commands again so the reference is up to date.

Conditions in automation sequences (5.0)

Essentially, a Condition command lets you run some tests and choose just one sequence to run. It is especially useful combined with [Split/Merge \(partials\)](#) to choose impositions that vary with the input page count.

Here are few of the tests you can make

- Are there exactly 32 pages?
- Is the page count 1, 3 or 5 to 12?
- Are there more than 24 pages?
- Are any pages larger than US letter?
- Are all the pages exactly a4 size?
- Do any pages have bleed?
- Are any pages wide?
- Does the file name start FRIDAY?
- Is the document title (metadata) exactly BUSINESS CARDS?
- Does the document keywords (metadata) include RUSH?

We’re going to set up an example of the first test (are there exactly 32 pages). If there are 32 pages we’re going to run a sequence called “Test Impo”. If there is not exactly 32 pages we’re going to stop with an error.

This is the initial dialog before we start. We need to make sure **Number of pages** is selected.

Conditional sequence

You can choose to do different actions based on a condition. Such as, insert pages only if there is an odd number of pages.

What to check: **Number of pages** ▼

▼ Condition 1

Number of pages: Choose a test ▼

No commands yet. Click Create or Import to set up the actions to do if test is passed.

Create... Import... Message...

Add another condition

Otherwise

Commands to run if no tests are matched.

No commands. Optionally, click Create or Import to set up the actions to do if none of the tests are passed

Create... Import... Message...

Now we need to set up a test (number of pages is exactly 32).

What to check: Number of pages ▾

▼ Condition 1

Number of pages: Exactly ▾ 32

No commands yet. Click Create or Import to set up the actions to do if test is passed.

Create... Import... Message...

And we need to click **Import**. (We might also click **Create** to start from scratch). We select the “Test impo” sequence.

▼ Condition 1

Number of pages: Exactly ▾ 32

Commands to run for this condition: Imported test impo

Edit... Clear...

Add another condition

We could click **Add another condition** if we wanted more tests. In this case we do not.

We do want an error message for the case where there is any other number of pages, so we move down the dialog to the **Otherwise** section and click **Message**.

Otherwise

Commands to run if no tests are matched.

No commands. Optionally, click Create or Import to set up the actions to do if none of the tests are passed

Create... Import... Message...

Now we choose a message and select that it is an error. See the Message command, described later. This Conditional command is now complete.

Some sequences allow lists, to save duplication. Particularly useful is **Number of pages ... in this list** choice. This might set up different impositions according to the number of pages, perhaps using Split and Merge (Partials) commands as needed.

Conditional sequence

You can choose to do different actions based on a condition. Such as, insert pages only if there is an odd number of pages.

What to check: Number of pages ▾

▼ Condition 1

Number of pages: In this list ▾ 1 3 5.7

Commands to run for this condition: Imported transp err

Edit... Clear... Delete condition

▼ Condition 2

Number of pages: In this list ▾ 2 4 8.12

Commands to run for this condition: Imported SB_Quite_ML

Edit... Clear... Delete condition

You can list a range of pages, so you can see 5..7, which means 5 to 7, same as 5 6 7. You can also see 8..12 for 8 to 12. So the first condition applies if the number of pages is 1, 3, 5, 6 or 7. (Note: you cannot use commas, only spaces).

Note that only one condition will be matched. Even if a later condition might also be matched, this has no effect.

Sequences: Message command (5.0)

The Message command can be used in any automation sequence, though it is most useful with the new Conditions command, as described above. Simply, it puts out a message. This may be for information, or it may be an error message, stopping the sequence. (Your choice).

Issue a message

You can put out a warning message or stop. This is most useful in conditions.

Prompt text:

☒ Error: issue message and stop (job will fail)

☐ Note: issue message and always continue

OK Cancel

In Quite Hot Imposing, stopping the sequence causes the file to go to the ERROR folder.

The Message button in Conditions is a shortcut for “create an automation sequence containing one Message command”. The sequence created can be further edited to change the message or add other commands.

Remember Last Action

In Quite Imposing Plus, most of the features of Remember Last Action are available, with more power and flexibility, using [Automation sequences](#). However, you can still use Remember Last Action, and can also import the actions you remember into an automation sequence. 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](#) 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](#).

Notes on RememberLast Action

You can save settings for most relevant actions, but not [Reverse Pages](#), since it has no options to save, and not for [Manual Imposition](#).

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*. This file also contains automation sequences. 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](#)) will no longer work.

In Quite Imposing 1.x, settings were saved in a *qimppref.pdf* file. Using Automation Sequences and the Import command, you can import these into your current *qiplusmemory.xml* file. This stores them for Playback action, it does not convert them to automation sequences.

Playback Action

After you remember an action with [Remember Last Action](#) 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.
- Special notes apply to playing back the [Stick On Masking Tape](#) actions because it is based on windows which may already be open. See the description of each action for more details.
- The Playback action window also allows you to delete actions you no longer require.
- Playback action only plays back actions recorded by [Remember Last Action](#). It does not show anything made by [Automation sequences](#).

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](#) , 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](#) of that document will contain two pages of the original document, re-ordered.

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](#) 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](#) . 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](#) .

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).

- You can use [Tile pages](#) before n-up if required. Any bleeds previously defined in the document are honoured, as described in [About bleeds](#).

Choosing 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.

N-Up & Step and repeat: more alignment choices (6.0)

A new choice is available in 6.0 under the Alignment options (click Align on dialog 3). The option is “align row by row”.

The effect of this option is to look at each row of pages as it is placed on the sheet, and align it according to the horizontal alignment (left, right or centre). Normally, the pages are considered as part of a sheet or as part of the entire document.

This may be especially useful when a layout includes a partial row, and the requirement is to have the pages on front and back of the sheet line up. It would often be used with aligning the

rows in the centre. Otherwise, it is the entire page of sheets which is aligned in the centre, and the short row will align to the left of the other pages.

There are now a lot of choices and it can be hard to visualize the effect. So the Align dialog now shows a guide to the effect of your options. This is NOT a preview of actual pages, but designed to show the effect of your settings with different types of page layout (for example, full rows or short rows; all pages the same or pages different sizes).

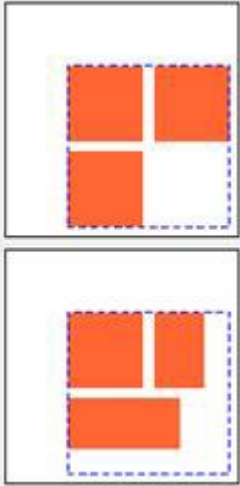
A key concept is the *alignment box*. This is the area that is aligned according to your “Align where” settings. It is shown by a dotted line in the pictures. The pictures show two sheets (four sheets if front and back are mirrored). The first sheet shows pages all the same size, and the second sheet shows different mixed sizes.

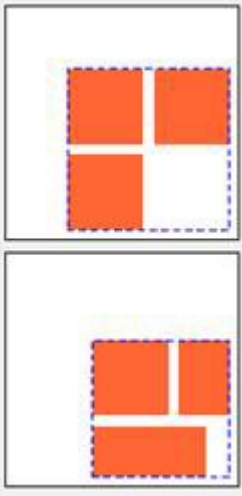
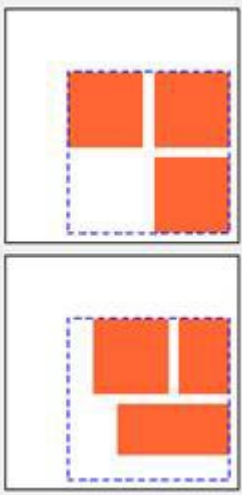
The sheet independence and row by row options are important, but if each sheet is filled with pages of the same size they will have *no effect at all*. You only need to consider these options if the pages are not completely filled, or you have a mixture of different sizes.

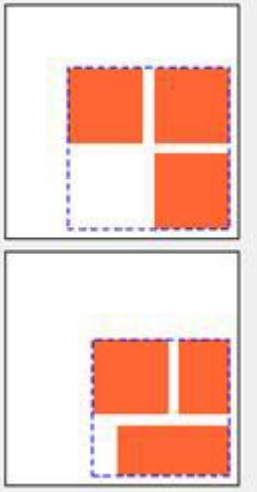
Here is an example of just one case – bottom right alignment – with the different settings for align each sheet independently and align row by row).

- Align row by row controls whether
 - The alignment box is aligned, but the rows are left aligned in the alignment box (NO)
 - The alignment box is aligned, and each row is also horizontally aligned (YES)
- Align each sheet independently controls whether
 - the alignment box is the same on each sheet (NO) or
 - The alignment box is as small as possible on each sheet (YES).

In these pictures, the orange boxes are the pages on the white box (sheet). The alignment is bottom right, but you can see there is a small margin, the same on each example.

	<p>This shows the effect of having both independent settings off.</p> <ul style="list-style-type: none">• Align row by row: NO• Align each sheet independently: NO <p>The alignment block (dashed line) is the same on each page. The software scans the whole document to find the tallest and widest box needed, and uses it for all pages.</p> <p>The general alignment here is <i>bottom right</i>. Notice that only the alignment box is fully in bottom right.</p> <ul style="list-style-type: none">• Short rows are always left aligned in the alignment box
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	<ul style="list-style-type: none"> Layout starts at the top of the alignment box, so there may be extra space if the rows have different sized pages.
	<p>This shows the effect of having sheet independence only</p> <ul style="list-style-type: none"> Align row by row: NO Align each sheet independently: YES <p>The alignment block (dashed line) is different on each page. It is the box needed to hold the pages on the current sheet.</p> <p>The general alignment here is <i>bottom right</i>. Notice that only the alignment box is fully in bottom right.</p> <ul style="list-style-type: none"> Short rows are always left aligned in the alignment box Layout starts at the top of the alignment box, but because the alignment box is only as large as it needs to be, the tallest page in the last row will be bottom aligned.
	<p>This shows the effect of having row independence only</p> <ul style="list-style-type: none"> Align row by row: YES Align each sheet independently: NO <p>The alignment block (dashed line) is the same in all sheets.</p> <p>The general alignment here is <i>bottom right</i>. Notice that only the alignment box is fully in bottom right.</p> <ul style="list-style-type: none"> Short rows are aligned row by row, so since the sheet is to be right aligned, each row is right aligned. Layout starts at the top of the alignment box, so there may be extra space if the rows have different sized pages.



This shows the effect of having row and sheet independence

- Align row by row: YES
- Align each sheet independently: YES

The alignment block (dashed line) is different on each page. It is the box needed to hold the pages on the current sheet.

The general alignment here is *bottom right*. Notice that only the alignment box is fully in bottom right.

- Short rows are aligned row by row, so since the sheet is to be right aligned, each row is right aligned.
- Layout starts at the top of the alignment box, but because the alignment box is only as large as it needs to be, the tallest page in the last row will be bottom aligned.

Remember this is just an example of one alignment value, and page layout not mirrored. You can use the alignment dialog to see the effects of all the different values.

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.

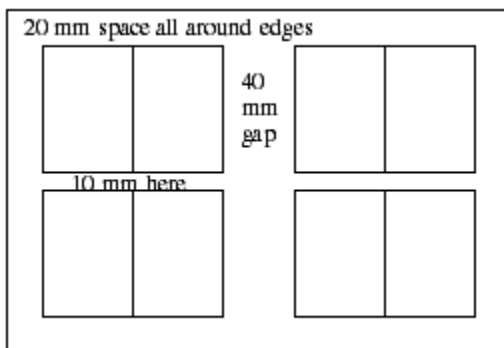
Advanced margins take longer to set up, but give more flexibility. Click the Advanced margins and spacing check box if required, then click the Setup button.

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.

Mirroring options

Starting with Quite Imposing 3.0, you now have options for "mirroring". These are to help in cases of double sided printing where material needs to line up so that the front and back are in line.

You can set mirroring in two places: advanced margins and spacing, and alignment. It is important to note that these set the same options, and mirroring always applies to both together.

You can mirror left to right, which is a common requirement, or top to bottom, which is less common. You can combine both.

Mirroring affects even-numbered sheets, which are considered to be the back sheets in double sided printing (1=front, 2=back, 3=front, 4=back, etc.) Mirroring affects the following:

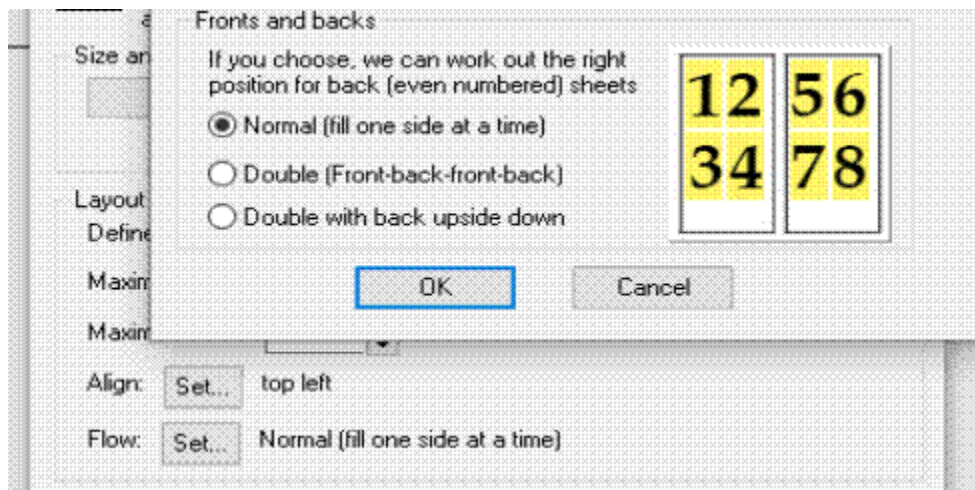
- The margins at the edge of the page. For example, if the margins are left=10mm, right=30mm, and you mirror left to right, then on the back (even) sheets you will have a left margin of 30mm and a right margin of 10mm.
- The alignment. For example, if you choose an alignment of top left, and mirror left to right, then the back (even) sheets will have an alignment of top right.

Mirroring does not affect anything else. In particular it does not affect the spacing between pages on the sheet, and it does not change the rule that pages are placed left to right, top to bottom. The reversed order of pages across rows needs to be accounted for in Shuffle Pages.

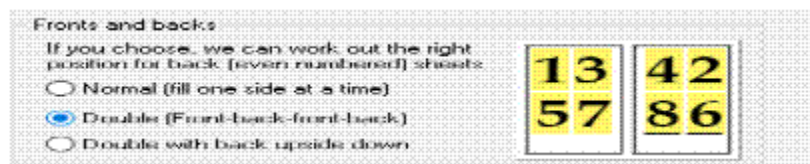
N-up and Step & Repeat: Mirrored flow (5.0)

Note: this function is not designed for use after the Shuffle Pages feature, as the layouts will not be correct in this case. It may be possible for you to create different Shuffle rules for this case.

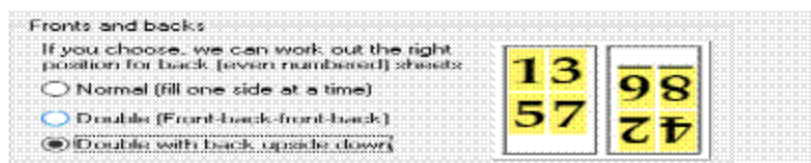
The N-up function takes a document and lays it out on a larger sheet in rows and columns. Before 5.0 it always laid out in order of sheets, filling each row, then the sheet, before moving to the next sheet. This means the front of a printed sheet is always finished before the back of the sheet is started. In 5.0 there is a new **Flow** control on the third N-Up dialog.



If this value is set to **Normal** it will work the same as previous releases, filling each sheet (or side of the sheet) in turn.



If you choose the option **Double (Front-back-front-back)** then the pages will be placed alternately on the front (odd numbered sheet) and back (even numbered sheet). In addition, the page placed on the back will be in the left-right mirror position – so pages are laid out right to left, rather than left to right. This means that when the sheets are printed double sided, the back will be in the correct position. (Note that only the page positions are numbered; the page contents are unchanged).



If you choose the option **Double with back upside down** the pages are positioned so that, if the back of each sheet is turned upside down, it will be the correct position so the front and back of each page are aligned.

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](#). All background pages must be the same size for n-up processing.
3. Quite Imposing uses [Smart crop marks](#) 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).

Step And Repeat

Step And Repeat is a term used in printing when multiple copies of the same image are used to fill up a larger sheet. This is often done for applications like business cards, which are much smaller than a typical printing plate.

Quite Imposing provides an easy-to-use Step And Repeat function which takes the current PDF document, and produces a new PDF document containing multiple images of the original.

Step And Repeat is very similar to the [n-Up Pages](#) function, and it is worth using n-Up Pages first to compare. As with n-Up Pages you will select information on three separate screens which is used to perform the function when you click the *Finish* button.

Notes on Step And Repeat

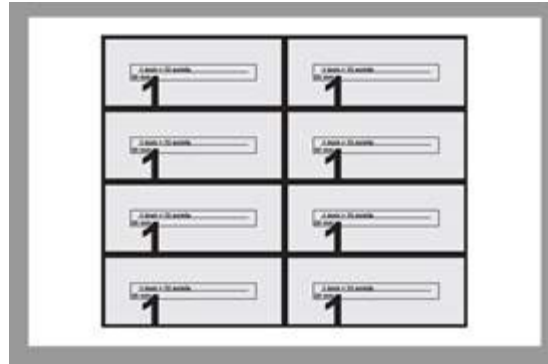
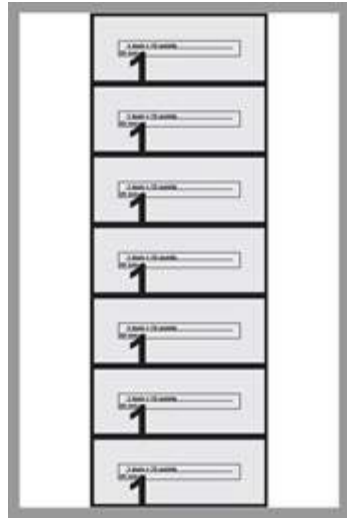
1. You can use Step And Repeat on a document with more than one page. The resulting document will have the same number of sheets, each containing multiple copies of one original page.
2. If you ask Step And Repeat to choose the "best fit" of tall or wide, it will select the layout which will place the largest number of copies overall.
3. Step And Repeat can be used after other imposition. For example, if you produced an a4 booklet, you can use Step And Repeat to create an a3 document which will print two copies of the booklet on each sheet.

Step & Repeat rotation to fit more pages (6.0)

Step & Repeat has the option (on screen 3) to rotate pages to make more pages fit on a sheet. Example: 5 x 2 on 9 x 14. Tall: 7. Wide/best: 8. With rotate, tall: 10. With rotate, wide/best: 11.

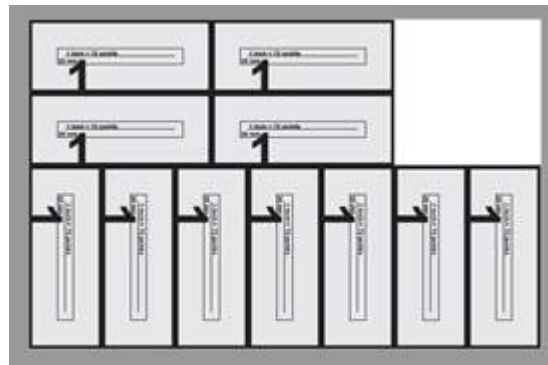
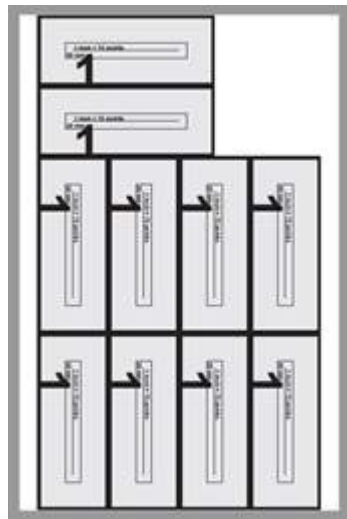
The option is not available for N-up or when pages are scaled.

Layout: tall
Allow rotation:
off
Total pages: 7



Layout: wide / best.
Allow rotation: off
Total pages: 8

Layout: tall
Allow rotation:
on
Total pages: 10



Layout: wide / best.
Allow rotation: on
Total pages: 11

This example shows the effect of the different settings with a 5 x 2 inch page placed with Step & Repeat on a 9 x 14 inch sheet. Notice how the pages are still laid out from top left, running horizontally, even if individual pages are rotated. It may be useful to note that rotation is always applied to a whole row at a time, never single pages in a row.

Note that you might prefer to see the short rows centred, rather than forced to the left, if you are going to print the step and repeat sheets double sided. This can now be done using the “align row by row” option described below. This option can always be set but will have no effect unless there are short rows, and there can normally only be short rows if using rotation is allowed.

When rotate pages is selected, it makes certain changes to the default processing, even if no pages are actually rotated. These changes are complicated, but should mean things just work and

pages back up when using the “mirror layouts” options. It should also mean that if no new options are chosen, then the layout is exactly the same as in 5.0, so it is fully compatible.

To summarize, if you want a step & repeat to back up (front pages lining up with back pages), choose both the options “allow rotation if it will fit more pages on a sheet” and “align row by row” in the Align dialog.

The changes are:

- When selecting “mirror layouts horizontally”, the rotated pages are rotated clockwise on front (odd numbered) sheets and rotated counter-clockwise on back (even numbered) sheets.
- When selecting “mirror layouts vertically”, the rotated pages are rotated clockwise on both front and back sheets. However, the *unrotated* pages are actually rotated by 180 degrees on the back (even numbered) sheets. This is needed so that the unrotated pages and rotated pages both back up correctly
- When selecting “mirror layouts vertically”, the back (even numbered) sheets will include the rotated rows before the unrotated rows, the opposite of the front (odd numbered) sheets.
- It is possible to select “mirror layouts horizontally” and “mirror layouts vertically” at the same time. This combines both settings.

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

For greater flexibility you can use [Manual Imposition](#).

You can join all the pairs of pages in a document using the [n-Up Pages](#) 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. This is not available in automation sequences.
- *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. This is also not available in automation sequences.

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

See also

[Shuffle Pages For Imposing](#) 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](#) or [Manual Imposition](#) . 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](#) 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*](#).

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.

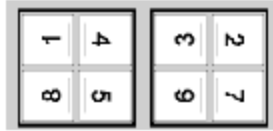
You'd select 2 columns, 1 row and 32 pages.

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).

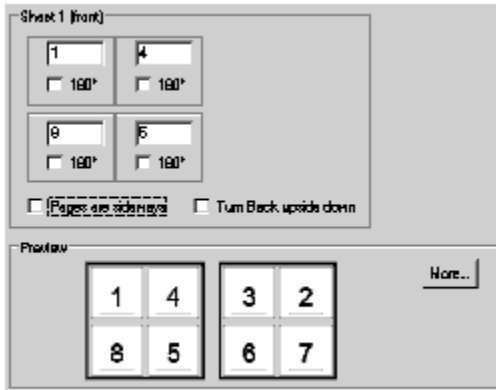
Quite Imposing will work out the required rules and ordering so when you click *Finish* the rules are prepared. Note that you will see a group size of 4. This is correct: do not alter it.

A more complex example for the Assistant

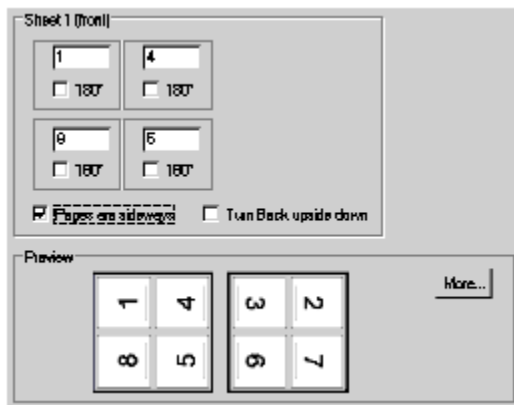
In this case we have a 64 page book, but each sheet will be folded separately. There are four pages on a side, and the sheet is sideways. After making a folding model, you see that the front and back look like this:



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



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:



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.

Shuffle Assistant – single sided option (6.0)

Version 6.0 supports a choice of “double sided” or “single sided”.

Shuffle assistant - 1

 This assistant can help you with the rules to shuffle pages for the most common types of imposition. You just need to know what the front of the first sheet will look like.

Layout of sheet

Columns: 2 Rows: 2

Page count

Page count 80

This should be the number of pages in a complete layout. If any pages are blank, you need to enter the numbers as if they exist (they will be added during shuffling if they are missing). The first page must be numbered 1.

Single or double sided

☐ Every sheet has a back, with the next page on it (double sided).

☒ Sheets do not have backs ('single sided') - new in 6.0

Next Back Cancel

The difference between them is that, when choosing double sided, the back sheet will automatically contain the sheet matching the front of the sheet, but mirrored from right to left. Single sided can be used for simple runs of pages, or for single sided cut stacks. It cannot be used for groups of pages in multiple bindings (“perfect bound”).

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.

It is now possible to use .. (two dots) in a rule for a range of pages. For example **5..8** is exactly the same as typing **5 6 7 8**, and **4..1** is exactly the same as typing **4 3 2 1**.

Here is an example rule: “1.100 200..101”. This rule, with normal repeat and a group size of 200, would reverse the order of pages 101 to 200, and repeat to reverse pages 301 to 400, 701 to 800 and so on.

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
7	2	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](#) but first you will have to re-order the pages. You will need to enter the following information:

Group size 8

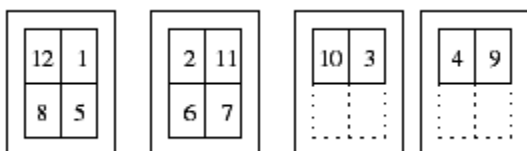
Page order 5 4 3 6 7* 2* 1* 8*

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](#) 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](#), 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:



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

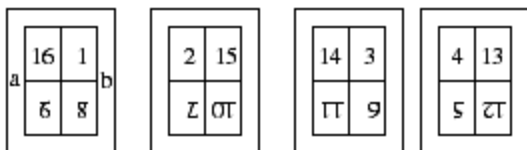
The X entries will insert the blank pages which are shown on the layout above surrounded by broken lines.

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.

Advanced cut stacks (6.0)

Cut stacks are used for many purposes. Not just regular books, but stacks of adverts or books of tickets for example. Version 6.0 adds additional types of stack, which meet special requirements.

- Consecutive pages per group (A).
- Start stacks again after a maximum number of groups (B)

This information is often shown in a compact form as “Advanced stacks (A,B)”. B is zero if the stacks never need to start again. We illustrate this using the shuffle assistant, but a shuffle of this type can also be entered without using the assistant.

Two examples of consecutive pages per group is seen here. They are single sided (no backs). In this example a page count of 1000 is specified.

This might be used to print a book of numbered tickets. In the example below, the printed sheets will be cut once, top to bottom, to make two booklets of 100 sheets, each with five tickets.

Shuffle assistant - 2

Enter the page numbers (between 1 and 1000) that you want to see on the front of the first sheet. If any pages are upside down, click the 180° box below each number

Sheet 1

1	501
<input type="checkbox"/> 180°	<input type="checkbox"/> 180°
2	502
<input type="checkbox"/> 180°	<input type="checkbox"/> 180°
3	503
<input type="checkbox"/> 180°	<input type="checkbox"/> 180°
4	504
<input type="checkbox"/> 180°	<input type="checkbox"/> 180°
5	505
<input type="checkbox"/> 180°	<input type="checkbox"/> 180°

☐ Pages are sideways

Preview (sheet 1 and 2)

1	501
2	502
3	503
4	504
5	505
6	506
7	507
8	508
9	509
10	510

More...

i Advanced stacks (5,0). This will make a rule to create 10 single sided stacks. 5 consecutive pages per sheet. It will work with any number of pages.

Finish **Back** **Cancel**

Page count = 1000

Notice that in the example above, the “start stacks again after groups” is zero i.e. the zero in “Advanced stacks (5,0)”. This means that the rule will adapt to any number of pages. For example, if it is run with 1600 pages, it will make stacks of 160 sheets.

Now we take an example where the page count is larger – 2000 can be chosen but any number which is a multiple of the pages per sheet and larger than 1000 will do.

Shuffle assistant - 2

Enter the page numbers (between 1 and 2000) that you want to see on the front of the first sheet. If any pages are upside down, click the 180° box below each number

Sheet 1

1	501
<input type="checkbox"/> 180°	<input type="checkbox"/> 180°
2	502
<input type="checkbox"/> 180°	<input type="checkbox"/> 180°
3	503
<input type="checkbox"/> 180°	<input type="checkbox"/> 180°
4	504
<input type="checkbox"/> 180°	<input type="checkbox"/> 180°
5	505
<input type="checkbox"/> 180°	<input type="checkbox"/> 180°

☐ Pages are sideways

Preview (sheet 1 and 2)

1	501
2	502
3	503
4	504
5	505
6	506
7	507
8	508
9	509
10	510

More...

i Advanced stacks (5,100). This will make a rule to create 10 single sided stacks, restarting stacks after 100 sheets. 5 consecutive pages per sheet. It will work with any number of pages.

Finish **Back** **Cancel**

Page count = 2000

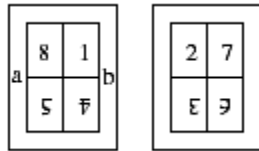
The page numbers typed in the assistant are impossible for a 2000 page layout done as normal stacks. In a 2000 page layout the numbers would need to be 1001-1005 rather than 501-505. So the software knows the stacks must have limited depth. Notice it reads “Advanced stacks (5,100)” – so it is repeated after 100 groups. Since it is single sided, the group is one sheet, and the 100 groups hold 1000 tickets/pages. This layout would be printed, then divided up into exactly 100 sheet stacks. Each stack would then be split vertically, and would yield two booklets.

This layout is also adaptable to any number of pages, but it will always break up into the specified number of sheets, finishing with fewer sheets if needed. To emphasise, in Shuffle Assistant, the decision of which type to use is based on the page count.

Repeating after groups can also be used without repeating counts, to create stacks of limited depth.

A new example for a 4-up booklet

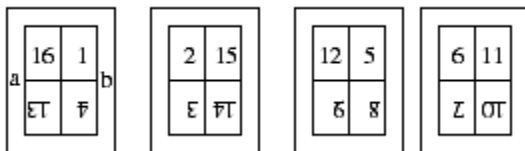
This example returns to our earlier problem, a 4-up booklet. But this time we will define the rule using the saddle stitch option (on the *Repeat* button). Here is the layout for the front and back of a booklet made from a single sheet:



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](#) 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](#).
2. To reverse the order of all pages, you can use [Reverse Pages](#).
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. [Manual Imposition](#) allows you to place pages in any order. Nevertheless, you will find it much more convenient to rearrange pages into a logical order before you start.
6. You can save the options used, just as for most other imposition actions, using [Remember Last Action](#), and use the options again with [Playback Action](#). You can also use the shuffle as part of [Automation sequences](#) 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](#).

See also

[Shuffle Even/Odd Pages](#) and [Shuffle Pages For Imposing](#) 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*).

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). If undesirable details are exposed you can cover them using [*Stick On Masking Tape*](#).

- *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.

When binding a document by folding each sheet, it will cause the contents on the page to shift across depending on where they are in the booklet. Sometimes, it is desirable to adjust for this so pages still line up in the bound copy. This is called “creep”. This has always been available as part of Trim & Shift, but this is for compatibility with old versions only. We now recommend using the dedicated Creep function, which also includes new features such as optional scaling instead of shifting.

Keep bleed margins (4.0)

Trim & Shift has always removed bleed information, if present. This is because the bleed area is usually made specially and is of limited size, so moving the pages will typically move the bleed area out of its original place.

Also, imposition will use the bleed area to find the area to impose. If the bleed area simply shifted with the contents, the same area would be imposed, and the Trim & Shift would seem to be ignored.

We do sometimes hear from customers who want to work within these limitations and still keep bleed. Under **Advanced options** there is a new **Keep bleed margins the same** option. With this option, the trim or shift is done as normal, and a new bleed definition is added. To work out the new bleed size, we first look at the bleed offsets on all four edges. The bleed margin is the bleed area relative to the page size. After trimming or shifting the bleed is put back at the same space.

(Technically, we examine the BleedBox, TrimBox and ArtBox, relative to the CropBox, or MediaBox if there is no CropBox. The distance between the CropBox and the first three boxes is saved, on all four edges, and after trimming or shifting, the BleedBox, TrimBox and/or ArtBox are recreated using the new CropBox and the same distance on each edge).

Use this option with caution, and generally only with very small shifts or trims.

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.

The same applies to the use of [Tile pages](#).

Creep pages for binding

When binding a document by folding each sheet, it will cause the contents on the page to shift across depending on where they are in the booklet. Sometimes, it is desirable to adjust for this so pages still line up in the bound copy. This is called "creep". Quite Imposing has a Creep function. (Originally this was found under the Trim & Shift function, but this is more limited).

The choices are as follows:

- Entire document, or signatures. If you are folding the finished result once to make a complete booklet, use the first option. This will work whatever the page count. If you are going to make multiple folded signatures for binding together as a book, you must choose the second option. The signature size is in pages, not sheets. So a signature size of 32 pages will eventually be 8 pieces of paper printed on both sides.

- Paper thickness or total shift. In most cases you would use the paper thickness and the total shift needed is calculated. In the case of working with signatures you can also give the total shift needed.
- Inside or outside pages shift the most. Consider the case where the first and last pages are a wraparound cover. You would need to leave the outside unshifted, so the middle pages would shift the most. But consider when the middle two pages are designed as a centre spread. In this case you would leave the centre unshifted and shift the outside pages.
- How to make the adjustment. Before 6.0 the adjustment was always to shift the page sideways. This is now an option Scale pages horizontally. When pages are scaled, the scaling is only horizontal, so the shapes change (squares and circle are now slight rectangles and ovals, though this may be undetectable in most real world cases). Scaling may be particularly useful where the page design runs very close to both edges, and shifting would affect the design.

Tile pages

The Tile Pages function splits pages up to make more smaller pages, called "tiles" because you could join them back together to make the original page. It doesn't split up into separate files, it just makes a new document or replaces the original page with the new, split, pages.

Some reasons for using Tile Pages include the following.

- You might want to split pages in order to prepare a large file for printing in pieces. (You can choose an overlap for convenience in putting the pieces back together).
- You may be presented with an imposed file, and need to get back original pages. Note that, while this function can split up the imposed pages, it cannot shuffle them back into the original order.
- You may be given a PDF file that contains reader's spreads (pages side by side) mixed in with the regular single pages. Adobe InDesign CS4 will make such documents. You can choose the advanced option "Split only wide pages (width > height)", in conjunction with columns 2, rows 1. The result will be that the spreads are taken apart into single pages. You can use this even if a file contains no spreads, as a precaution.

The pages are split horizontally and vertically according to the number of columns and rows you choose. To split two pages that are side-by-side, use columns 2 and rows 1.

Pages are split into equal sized smaller pieces, optionally overlapping by the amount you choose.

The effect is as if the original pages were duplicated and then cropped. This may increase the file size more than you expect. However, Quite Imposing will do what it can to share information between pages and reduce the size.

A new way of using Tile Pages has been added. You can now select two different ways of working.

Choose columns and rows is the method available in version 3.

Choose widths and heights is new in version 4.

This gives detailed control for advanced users who need to choose the exact size of each tile. You can give just one size, which is used for all tiles, or a list of sizes. The tiles will always form a grid with cut lines, so you need only give the widths and heights for each tile.

In the example above, all tiles will be 4.25 inches wide and 5.5 inches tall. If you have an 8.5 x 11 inch original, you will get four tiles with no overlap.

In this example, there are widths of 4 and 4.5 inches and heights of 4, 3 and 4 inches. The same 8.5 x 11 inch original will become six tiles of sizes 4x4, 4.5x4, 4x3, 4.5x3, 4x4 and 4.5x4 inches.

In detail, the widths and heights are used this way.

1. We step through all the widths until we reach the width of the original page. If we run out of widths in the list, we start the list again. (This is why we only need to list one width if they are all the same).
2. We step through all the heights until we reach the height of the original page.
3. The tiles will all be the size requested, they will not be reduced.
4. If the width of the tiles together is more than the width of the page, there will be an overlap. Similarly, if the height of the tiles together is more than the height of the page, there will be an overlap.
5. The overlap is equal between all tiles.
6. No warning is given for overlap.

Bleed and Tile Pages

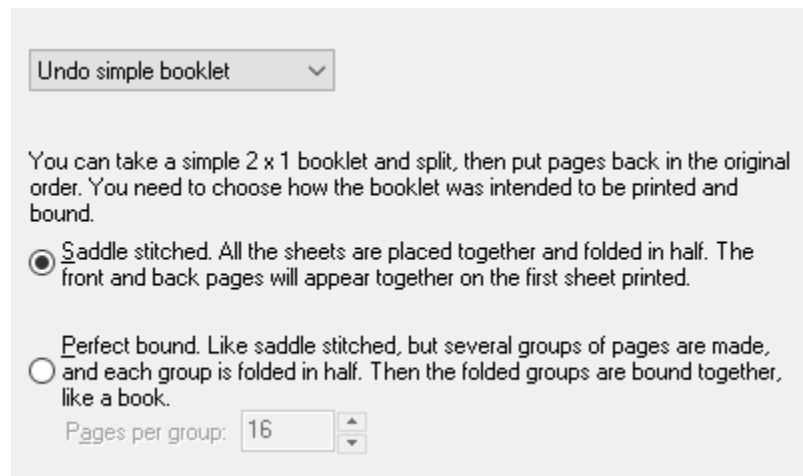
You may use the Advanced option "Make overlap into bleed" as well as an amount to overlap. (Note that if the overlap is zero, the bleed option is not available). This has a number of effects.

- The smaller split pages will have a bleed area (bleed box and trim box) defined. If you go on to impose the split pages, the overlapped areas will be used outside the imposed area and crop marks.
- If the imposition has no area for margins at the edge and no area between pages, the bleed area will have no effect, even though the overlap can be seen on screen before imposing.
- Pages are an equal size inside the bleed area (trim box) . They may not be the same size overall. Consider where there are three columns. The left and right will have a single extra width of bleed, but the centre page will have bleed on both sides, and will appear larger before imposing.

In the unusual case where the page to be split has a bleed, this is kept the same on the final result (where the split pages have an outer edge).

Undo booklet (6.0)

Sometimes a booklet is received that a customer has already imposed, but it needs to be split up so it can be imposed again. Tile Pages now has an option for simple 2-up booklets which were intended for perfect bound or saddle stitched booklet. This cuts up the original and shuffles the pages, so the original does not need to have been made with Quite tools.



Undo simple booklet ▼

You can take a simple 2 x 1 booklet and split, then put pages back in the original order. You need to choose how the booklet was intended to be printed and bound.

☒ Saddle stitched. All the sheets are placed together and folded in half. The front and back pages will appear together on the first sheet printed.

☐ Perfect bound. Like saddle stitched, but several groups of pages are made, and each group is folded in half. Then the folded groups are bound together, like a book.

Pages per group: 16

This is only suitable for impositions in these two layouts. You cannot use it for larger number of pages on a sheet, or for cut stacks.

Bleed is not handled or generated. There might already be a bleed area in the layout, and this will become part of the tiled pages.

Adjust Page sizes

It is often necessary to resize pages to fit a printing requirement, whether they are to be imposed or not. The Adjust Page Sizes feature offers three choices:

- Scale the page to fit the size you need, even if it means scaling the width and height differently. This is often called "anamorphic" scaling. This is ideal for scaling between similarly shaped sizes such as a4 and US letter, but may produce unacceptable distortion where the page shapes are too different.
- Scale the width and height the same. If this leaves a page that is the wrong shape, white space is added top and bottom, or left and right, to reach the target size.
- Don't scale at all, but add white space if the page is too small, or crop it if it is too large. Content may be lost. (This is similar to an option in Trim & Shift).

You have the option of rotating when needed. If you choose this option, then pages are checked before changing their size to see if they would be closer in shape if they were rotated by 90 degrees. If so, they are rotated. You choose whether this is to be clockwise or counter clockwise. This option can often greatly reduce or eliminate distortion, where it is acceptable to rotate pages before printing.

In 3.0 you could only choose a target size. You can now choose a fixed percentage scale. For example, choose 200% to double width and height. Many other options are not applicable if you choose a percentage.

Advanced options

If you select "Show advanced options" you will have more choices.

- You can choose to enlarge page sizes, not reduce. Some pages may end up oversize.
- You can choose to shrink page sizes, not enlarge. Some pages may end up undersize.
- You can choose the "Verify" option. This does not change any page sizes, only checks them. An error is reported if any pages are not the size you choose. This may be useful in automation sequences or with Quite Hot Imposing to check whether work meets your requirements.
- You can choose how bleed is to be handled, see below. The option to control bleed appears only when anamorphic scaling is used.
- You can choose what happens when a page needs extra space. By default, you might uncover contents previously cropped - it depends on the PDF. You can choose to guarantee that nothing is uncovered, for example if sensitive material was cropped. This only appears when anamorphic scaling is not used.

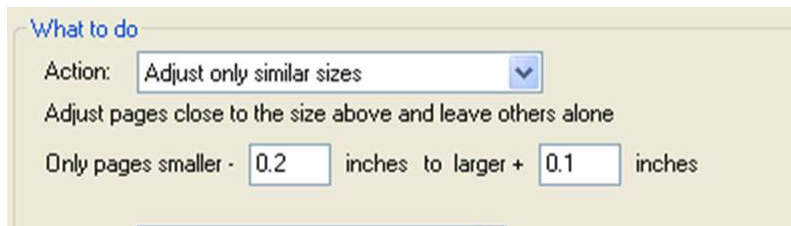
Set page size the same (4.0)

Sometimes you may want to set all the pages of a document the same size, without knowing the size in advance, so the layout is consistent. This is an option when **Show advanced options** is selected. You would typically choose **Same as page: 1**.

You can also verify that all the pages are the same size by choosing **Action: Verify: report if any pages wrong size**. Instead of changing sizes, it will check the sizes are the same as the page you choose. If all the pages are the same size, it will say nothing.

Adjust only similar size (4.0)

The option Adjust only similar sizes, available in advanced actions, allows you to adjust the size of pages which are close to your required size, but leave others alone. This may be useful if faced with an ad hoc mixture of pages, some of which need to be left a special size, but most of which may have random variations because of different authors or software.



You choose how close the page sizes need to be before they are adjusted.

Bleed and Adjust Page Sizes

When you select from the advanced options, you can choose how bleed areas are handled in the case of anamorphic scaling. (In all other cases it will be removed with a warning). If you choose the option to preserve bleed margins, the following changes apply to the normal process:

- Where a page has a bleed defined (trim box and bleed box different), a bleed margin is worked out - the distance between trim and bleed on each edge. After scaling, a bleed of the same area is defined. This will not be exactly the same area of artwork - the margin value is not scaled.
- If the page has bleed, sizing is based on the bleed interior (trim box). This is the area scaled to the required size.
- Bleed is added afterwards, and is visible, so the final page will appear bigger than the target area whenever there is bleed. But the effective size for imposition will always be the target size.

Page monitor (5.0)

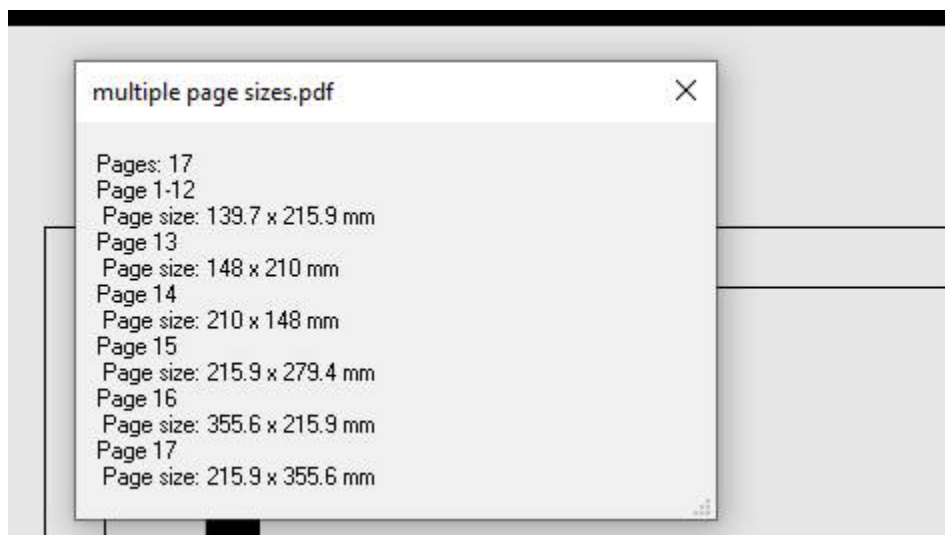
The menu item [Page Monitor](#) > **Show Monitor** will open a window that can be left open and which shows info about the current (front) document or tab.

You can customize what you see in the monitor.

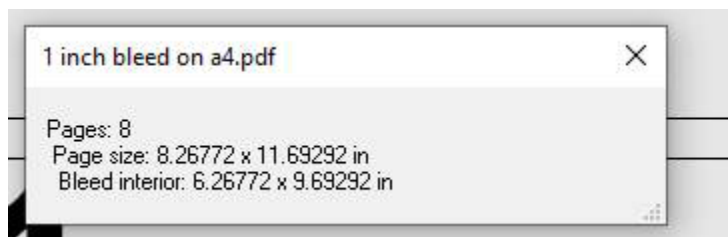
- Sizes can be in inches, mm, points (including more than one), and default to Acrobat's current units from Preferences
- You can choose sizes with high precision (more decimal places than Acrobat) or the same precision as Acrobat.
- You can choose to see the file's full path
- You can choose to see whether files include comments/form fields

You can also choose to show the Page Monitor every time Acrobat starts (when the first document opens). You can change options from the **Page Monitor** menu, or by right clicking on the monitor.

This example shows a file with multiple page sizes:



The window will automatically resize and includes information on bleed if it is present



Page monitor enhancements (6.0)

The page monitor shows page sizes and bleed-related information. Use the Monitor button on the control panel, or Page Monitor > Start monitor in the menu.

The following enhancements have been made.

- The Page monitor now shows the bleed margin, as well as the bleed box size
- Right click on the monitor, to Copy page size report to clipboard
- The page monitor now shows page scale (UserUnit) information and scaled sizes

Page tools

Page tools are a new feature of Quite Imposing Plus 3.0. They can be used to

- duplicate pages
- delete pages
- move pages within a document
- rotate pages

These do overlap some functions of Adobe Acrobat. But there are two reasons to use them. There may be some features that Acrobat doesn't offer (especially in duplicate pages). But also the Quite Imposing function will be remembered in the PDF and can be used in an automation sequence.

Duplicate pages

This function makes multiple copies of one or more pages, and can duplicate the whole document. The number of copies you choose is the number of extra copies. For example, if you choose 3 copies, there will finally be 4 copies of the pages.

You can choose whether or not the copies are collated. For example, consider a document with four pages, for which you are making two new copies. If collate is yes, the final order will be 1 2 3 4 1 2 3 4. But if collate is no, the order will be 1 1 1 2 2 2 3 3 3 4 4 4.

Duplication shares information between pages wherever possible, so that the file size is not significantly increased in most cases.

Delete pages

This can be used to delete one or more pages from a document. You cannot delete all pages.

Move pages

This can be used to move one or more pages within the document.

Rotate pages

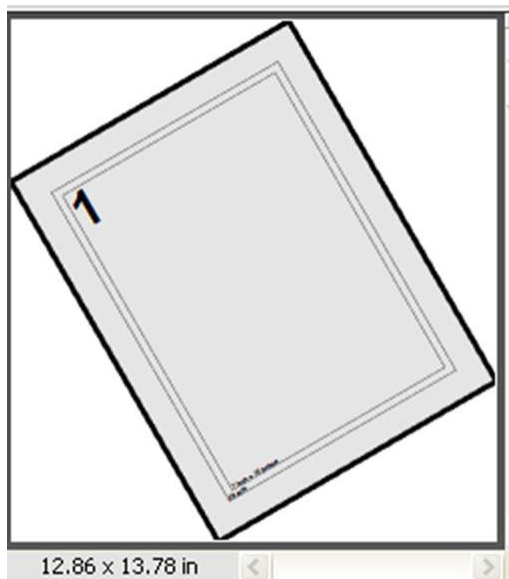
This can be used to rotate one page, a range of pages, or all pages in a document. You can choose to rotate only tall or wide pages. The option of rotating only wide pages is useful for picking up "stray" wide pages in a document that should be only tall, before imposition.

Free rotation (4.0)

You can now rotate pages by any angle, not just 90/180/270 degrees. You can give an angle exactly, like 1.25 degrees. There are additional options for this



These options are needed because, when you rotate a page, the original page is no longer a neat rectangle aligned with the edges. Let's look at a page rotated 30 degrees.



This shows a white area around the original page. But it is possible that the original page was cropped, or had a bleed area. You can use the option **Crop pages to the original size shown** to be sure they are cropped first, and the area that appears is guaranteed to just be blank background.

Naturally, the page size has to be increased. The original here was 8.5 x 11 inches. Normally you need this increase but it is optional. You can use the option **Keep the original page size, bleed etc.** This shows the effect of a 30 degree rotation on the same file with this option selected:



This option is particularly useful in making very small rotations, where the adjustment is lost in the original document margins. It also preserves bleed information.

Some output devices have alignment problems on one or both sides, and it may be possible to successfully compensate using this option, if the error is consistent.

Define bleeds

For a general discussion of bleeds in PDF and imposition, please read [About bleeds](#).

Choices on the Bleed dialog

You can select five different ways to define bleeds for the current page or document. Bleeds are specified relative to the current page size, which may be cropped. Important: bleeds no longer follow cropping; you must redo them.

1. Every edge of the page has a bleed of a fixed amount. You fill in a single value and this bleed applies to all four edges.
2. The three edges, except the fold edge, have a fixed bleed. As above, but the fold edge does not acquire a bleed. The fold edge is the right of even-numbered pages and the left of odd-numbered pages. Useful for manual imposition which will otherwise allow overlap.
3. Define bleeds for the four edges separately. You fill in four separate numbers, for maximum flexibility.

Normally, the bleed is the edge of the visible area on each page. However, each of the three above allow you to select Bleed is outside the currently visible area. This allows you to take the bleed from the invisible portion of the page. This is only sensible if you have previously cropped the page, as the bleed area cannot be set larger than the media box (typically, the original page size).

1. Set the bleed interior from the crop box, and exterior from the media box. The crop box is the visible area of the page. The media box is usually the original size, before it was cropped. This is a convenient way of converting cropping directly into bleeds.
2. Remove bleeds from the selected range of pages does what it says. Note that if the PDF/X option is selected in [Imposition Preferences](#) pages will have a Trim box set equal to their Crop box, since PDF/X requires a Trim Box.

A warning about reaching outside the page

Warning: as with [Trim And Shift](#), define bleeds can make information outside the page's normal edge visible. However, there may be nothing there, as it may already have been cut off. We recommend you take your bleeds from the interior of the page, or from an area which originally formed part of the page, but has been cropped.

In practice you may well find that elements placed overlapping the page edge do appear as a bleed, but a future upgrade to Acrobat could make them disappear.

Using the Bleed dialog

Once you have selected the bleed dialog it will remain open until you click *Close*. There is no need to close it before performing other functions.

As long as the bleed tool is open, bleeds are highlighted in every page displayed on screen. The method of highlighting may change. In 6.0 it is shown as a red box outline for the interior and exterior of the bleed. This has a white shadow so it should be visible even where the background page is red. When there is a bleed of zero size, it is adjusted on screen to show a very narrow strip, rather than disappearing. The actual bleed definition is not changed.

You can define bleeds for a single page, a range of pages, or an entire document. You can also apply bleeds to only even or only odd pages. Note that there is one option which will automatically mirror bleeds between odd and even pages for the most common requirements.

You can memorise bleed requests using [Remember Last Action](#). When you use [Playback Action](#), the Bleed dialog is opened if necessary, then all the values are set back from the memorized request (except page number). You can then confirm the page range and press Apply. Bleed requests can be used in [Automation sequences](#).

Generating content for bleed area (6.0)

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. There are now three options when adding bleed.

1. To do nothing, as in earlier releases (this is the default). The bleed area may be filled with white space – however – depending on other settings – content that was cropped off may be exposed.
2. To use a mirror of the edge of the page to fill in the bleed. This is often a good choice, but can produce strange effects at the edge of some graphics.
3. To scale the trim box up to fill the bleed box. This reduces optical effects, but it may mean that important details are cut off.

This illustration shows the effect of these three choices for the same original image, with exaggerated settings. They are in the same order as above.



Bleed that is added is not visible if there were already graphics in the space where they are generated. In other words, generated bleed is always sent to the back.

Sometimes the bleed space has already been added, but it is discovered that graphics are cut off and an unwanted border appears when printing and trimming. A new option “Generate bleed only” can be used with these choices to mirror or scale the trim box to fill the bleed box. This can be used when the trim box and bleed box are already correct, but you need to put information to fill this area.

When using “Generate bleed only” the option “Make bleed area exactly visible (set crop to bleed)” is available. Since you can also set “No extra info added” this is a simple way to *just* set the crop box to the bleed box and no other change.

When you add bleed you can choose the option Bleed is outside the currently visible area. This is usually needed when generating bleed, since otherwise the edge of graphics you can already see is used. When you add bleed outside the visible edge of the page, you now have the option to make the enlarged bleed area visible. This is especially important if you are generating bleed, so you can check the results.

Insert Pages

In earlier versions of the software this was called "Insert blank pages".

The Insert 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 Pages to create a complete new document. This function is available even if no documents are open.

At the top of the dialog are buttons to choose between the two ways of working: "Insert blank pages" and "Insert pages from file".

Insert pages from file is new in version 3.0. Also new is the ability to give page numbers that are relative to the last page, which is very useful when the page count isn't known in advance. For instance, to insert before the last page, an option otherwise not available, you can insert after "LAST-1". LAST is the last page, so LAST-1 is the page before last. This is available in almost all functions where you type a page number, including to select ranges of pages.

You can undo any Insert Pages function. To do this, click the Undo button on the Imposition Control Panel. This will remove all of the pages inserted.

Insert blank pages

When adding blank pages, 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 [Using backgrounds](#) for more information. However, this is not the easiest way to add pages from a file.

Insert pages from file

This function can be used to add one or more pages from an existing PDF document (one that is not currently open). This function can also be found in Acrobat's standard menus as Document > Insert pages. However, the Quite Imposing function has two advantages:

1. You can add multiple copies of pages.
2. The Quite Imposing function will be remembered in the PDF and can be used in an automation sequence.

When you add pages a file you can choose to add the entire document, or a range of pages, and you can choose where to add the pages.

You can also choose a number of copies. If this is more than 1, and you are inserting more than one page, the "collate" option is important. Suppose you are adding pages from a three page document, three times. Suppose the pages have the letters A, B, C on each page.

- With collate "yes", the pages you add will be A B C A B C A B C
- With collate "no", the pages you add will be A A A B B B C C C

Since you can choose to create a new document, as with blank pages, this is a fast way to make a document which has multiple copies of another one. Note, however, that using the "new document" option will stop this command from working in an automation sequence intended for use in Quite Hot Imposing.

To set up for a fully automated sequence, you can achieve the same affect using the Duplicate Pages function of the [Page tools](#). (Note that you could even start with a single page dummy document, insert many pages, then delete the original page).

Insert at intervals (4.0)

The new **Insert at intervals** option is available for both blank pages and for pages from a file. It has many different uses.

☒ Insert at intervals

Insert at intervals

Start inserting pages ☐ Before first page ☒ After page

After inserting, skip page(s) and insert again

For instance, you can insert a “back page” after every page of the current document. Or you could insert a blank page after every 3 original pages.

The rule followed is to insert the number of pages you would normally insert, then skip the number of pages and repeat. Inserting after the last page is special.

- If you choose **Before first page**, we will never insert after the last page.
- If you choose **After page** and we find, after skipping, we are exactly after the last page, we will insert again
- If after skipping we have run out of pages, we do not insert any more.

Advanced options for inserting files at intervals (4.0)

When inserting pages from a file, you can click **Show advanced options** to see more choices.

Insert at intervals

Start inserting pages ☐ Before first page ☒ After page

After inserting, skip page(s) and insert again

How to repeat

☒ Insert entire document each time

☐ Insert page(s) each time, then...

☒ When entire document is inserted, start again

☐ When entire document is inserted, stop

☒ Show advanced options

These choices reflect different workflows. For example:

- If you are inserting a common back page through the document, you would choose “Insert entire document each time”. This inserts the same back page over and over.
- If you are using this to interleave two documents, for example to take fronts from one document and backs from the other, you would choose **Insert ... page(s) each time**.

If you choose **When entire document is inserted, stop** this might be used if you definitely do not want to repeat the document that you insert. No error is given if there are unused places in the current document.

Note for automation

When using automation sequences or preparing work for Quite Hot Imposing, you will need to avoid options which refer to "current page". In general, for automation, there is no "current page", so use specific numbered pages instead. Quite Imposing version 3 adds the option "insert a blank page the same size as page NNN" as well as "insert a blank page the same size as the current page".

Also new in version 3 is the ability to put something like LAST-2 as a page number, which is most useful for automation.

Conditions

Conditions are a powerful feature for use in automation sequences and with Quite Hot Imposing. They allow you to insert pages to meet particular needs, such as "I need the number of pages to be even" or "I need to add pages until I have 16 pages".

To use conditions you need to first select Show Advanced Options. Then, you will see the Condition box. If you choose Insert: Always, the conditions have no effect.

You can insert If/Unless a condition, or Until a condition. The conditions available all relate to the number of pages in the document. You can test for the number of pages being odd, even, less than a specific count, at least a specific count, or being a multiple of a specific number.

In the case of If/Unless, the number of pages you choose to insert (from a file, or blank pages) will either all be inserted, or not inserted at all.

If you choose Until, then pages will be inserted until the condition is met, or until the number of pages requested as been done. To see the effect of this, consider these examples.

- A document has 6 pages, and you say Insert 100 pages with a condition of Until Number of Pages is 8. Two pages will be inserted, leaving you with 8 pages.
- A document has 6 pages, and you say Insert 1 page, with a condition of Until Number of Pages is 8. Only one pages will be inserted, leaving you with 7 pages.

If you want to insert unlimited blank pages until the condition is met, choose a large number of blank pages.

If you want to insert a file over and over until the condition is met, choose a large number of copies of the file. In this case, if the file to insert has more than one page (such as even/odd fillers) you will probably want to choose Collate: No, otherwise only the first page will be inserted.

Further examples:

- You have a document which will be made into a simple booklet. It would be nice to add an extra blank page on the back of the cover, but not if it would mean printing an extra sheet. Choose the following: Insert blank pages. Insert 1 page. After page: 1. Condition: unless number of pages is Multiple of 4.
- You have a document which will be made into a simple booklet. The final page of the document must be the back cover, so you want blank pages before the final page to make up a multiple of 4. Choose the following: Insert blank pages. Insert 999 pages. After page last-1. Condition: Until number of pages is Multiple of 4.
- Your document will be bound in 32 page signatures. You do not want any extra blank pages. Instead you want to add extra pages with the word "NOTES" at the top. First make up a PDF called notes.pdf with a single page containing only the word NOTES as you require. Now choose Insert pages with these options. Insert pages from file. Insert file notes.pdf. Insert after last page. Copies 999. Condition: Until number of pages is Multiple of 32.

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](#) can be used to create new documents which are completely blank.

Stick On Text and Numbers

It is often useful to be able to add text, especially page numbers, to a document, just before printing it. Quite Imposing Plus allows fixed text or "fields", automatic values such as date and file name.

The command is most simply used by selecting from the tabs.

- " Number" to just add page numbers
- " Text" to just add text
- "Both" to add a page number with text before and/or after, such as "page 11" - note that you would type "page" followed by a space to get this effect.

- "Field" to just add a field. (Combine fields and text using Advanced options). Note that "fields" are put into the PDF as normal text, they have no connection to PDF form fields.

In all cases you have the following options:

- Font and point size. The list of fonts is built into Acrobat and cannot currently be extended.
- The position for numbers. This can be based on any of the four corners, or top or bottom centre.
- The offset for numbers. See Text Offset, below, for a full discussion.
- Which page(s) to process, including the option of only odd or even pages. (This might allow you to number odd and even pages on opposite sides, for instance. Note that page numbers still increase for the pages you do not number).

Once numbers, text and fields are stuck on they are a part of the document and will print with it. You can, however, remove them with the [Peel Off Text and Numbers](#) function.

If you need to remove existing numbers which you did not stick on, you can hide them using [Stick On Masking Tape](#)

As well as page numbers, numbering can be used for other purposes such as ticket numbers. Advanced options allow you to number pages in forms like 1,1,1,2,2,2 or 10,20,30.

Leading zeroes ("Bates stamping")

If the number you type has leading zeroes, the result will too. For instance if you type 00098, the pages will go 0098, 0099, 0100, 0101.

Shortcuts (4.0)

- You can hold down Shift when you click the triangle to open or close all groups at once.
- You can hold down Shift when you click **Apply** to apply and close at once (same as the old **OK** button).
- Normally when you click **Close** you get a warning if you have not yet clicked **Apply**. If you hold down Shift you can close immediately.

Working with fields (variable data)

Sometimes you want to add information to a page that isn't the same every time.

To add a field, you can choose an item from the pull down list. You can choose:

Total number of pages. (Tip: if adding " of ..." using Advanced options be sure to type a space before "of".)

- Date, either in the format dd/mm/yy or mm/yy/dd
- Date and also time in the form hh:mm:ss
- File name, either the full path name including directories, or just the name of the file.
- The name of the directory holding the file (not the full path name of the directory)
- The Title field from document info
- The name of the current computer

You can combine fields with text and page numbers using Advanced options, see below.

Advanced options - numbering

When you choose "Show advanced options" you will see a number of new options. You can also combine text, numbers and fields at once.

You will see "Repeat each number ... times and then increase by ...". For normal behaviour, set both of these values to 1.

You may set "Repeat each number" to something other than 1 if you have to number multiple copies. For instance, you may have a 30 page document which is 3 copies of each page in turn. You could choose "Repeat each number 3 times" to number the pages 1, 1, 1, 2, 2, 2, 3...

You may want to set an "Increase by" value to other than 1 if you need a special numbering such as pages numbered 100, 200, 300 etc. To get this you'd set an "Increase by" value of 100.

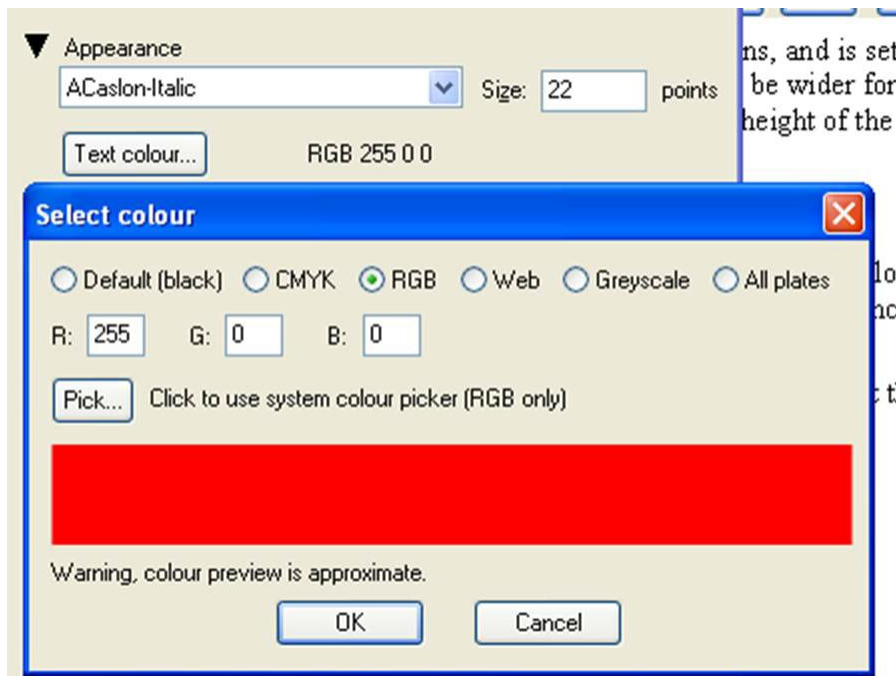
You can also set an "Increase by" value such as -1, so that numbers go down instead of up.

Another advanced option is "Add text every ... pages". Normally this is 1, so you add text to every page. Set this to 5 and it would add text every fifth page (i.e. number one page, then skip 4 pages).

Page numbers are not increased for the pages you skip. (This is different from choosing odd only, or even only, where the pages you do not number still affect the numbering). Should you need to increase numbers for pages that you don't add text to, you can use the "Increase by" number at the same time.

Changing colour (4.0)

Previously text could only be set in black (or registration colour). You can now choose colours in RGB or CMYK, as well as greyscale and registration.



Points to note include:

- RGB and CMYK are not tagged with an ICC profile, they are simply uncalibrated colours.
- Colour values for RGB are in the range 0 to 255, while those for CMYK are percentages in the range 0 to 100.
- Colour previews are very approximate.
- If choosing All plates it is recommended to use 100%.

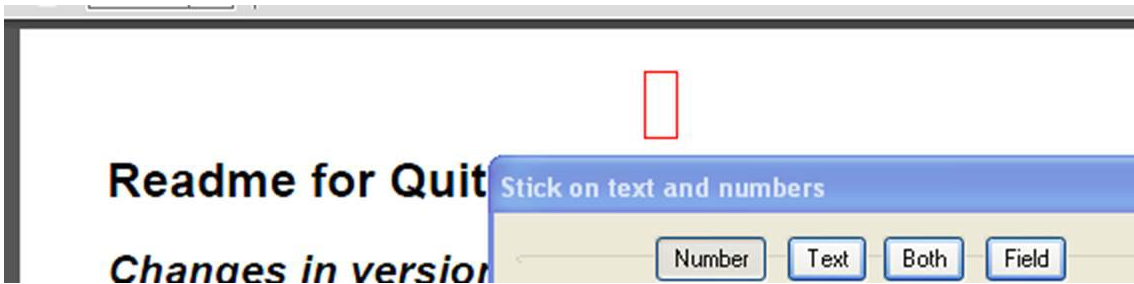
Text rotation (4.0)

Text may now be rotated by 0/90/180/270 degrees (counterclockwise). To allow text to be positioned down either side, the choice of locations for adding text now includes “left”, “centre” and “right” as well as the top and bottom edges.

It may be useful to know that the text is aligned according to its baseline, not the centre of the text.

Preview box (4.0)

A problem with previous versions is knowing exactly where the text will appear relative to other elements. A preview box is now shown. This does not include the text, but a red box shows the area.



The box position will move automatically when you change options, and is set to the width of the text that will actually appear (so, for example, it may be wider for page 10 than for page 9, if it is adding numbers). The box is not the exact height of the text, but is set from the point size.

Advanced options - fields

When using Advanced options, fields appear as text in the "Text before" or "Text after" boxes. (Note that if you select "No numbering" these are both simply run together).

To add a field, you can choose an item from the pull down list labelled "Add field". Choosing an item in the list does not make sure it is put on the page. You need to do the following

1. Select the item you want to add from the "Add field" list.
2. If you already have text to add before or after the page number, make sure the cursor is at the point you want to add the field.
3. Click Before to add to the text before; click After to add to the text after.

Fields will appear in the text as regular editable text such as "[Doc:NumPages]". This can be edited. If the field name is not recognised, the text, including brackets, will appear on the page.

Note that the file name used is the current file name. If you want to save the file with a new name and use that on the text, save it first, then number, then save again. In Quite Hot Imposing it is the input file name. If pages are inserted from other files, it does not change the file name that is used, it remains the current file name.

Text Offsets

The aim with the offsets in Stick on Text and Numbers is that they do the most logical thing, but it is worth knowing some basic rules:

- The distance given is in the logical direction, e.g. in the top right hand corner, the horizontal distance is to the left, and the vertical distance is down. For the top centre and bottom centre, the horizontal distance is to the right.

- The vertical distance is measured to the base line below the text, even when measured from the top of the page. If you place text with a vertical offset of zero from anywhere on the top edge, it will be invisible since it is just above the page edge.
- From the bottom left or top left, the horizontal distance is to the left of the text.
- From the bottom right or top right, the horizontal distance is to the right of the text, which is therefore right justified.
- From the bottom centre or top centre, the horizontal distance is to the centre of the text. A horizontal offset of zero will centre the text on the page.

Using registration colour

When adding text (including numbers) you can select *Use registration colour instead of black* . You will not see any difference on screen; differences will only be obvious if making colour separations.

In general, you would use this option when numbering imposed sheets which are to have colour separations made, but never when numbering pages before imposition.

The registration colour may be set using [Imposition Preferences](#) to one of the following values:

- *Black only* . In this case the option has no effect when adding text.
- *CMYK* . If making separations, the text will appear on the cyan, magenta, yellow and black plates but not any spot colour. Take care if using this option with a black and white page; it may produce unwanted separations. In addition, some composite colour printers may use all inks, producing an area that is visibly darker than the usual black ink.
- *All separations* . On level 2 and 3 PostScript devices producing their own separations, the text will appear on all plates. In some cases the same as CMYK.

The choice made in Imposition Preferences also affects crop marks placed by [n-Up Pages](#) , [Step And Repeat](#) and [Manual Imposition](#) .

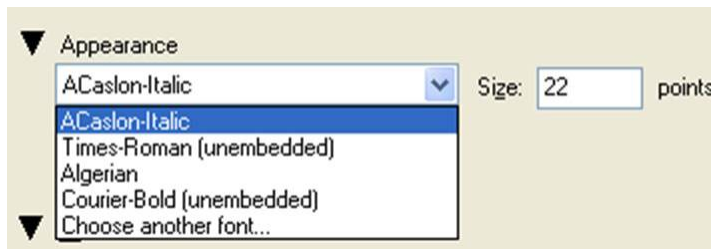
Embedding fonts (4.0)

You can now place text using many embedded fonts, provided that:

- The fonts are installed in the system.
- The characters are only “Latin 1”, which is largely the characters used in Western Europe.
- The font contains the characters needed
- The font license allows embedding
- The font contains Unicode information

Some symbol fonts can be used, so long as they appear to be a Latin1 Unicode font.

The choice of fonts available before are still available, and they include the label “(unembedded)” to separate them from your system fonts. Existing automation sequences and XML files using these fonts will continue to be valid.



There are now potentially many fonts, so the product shows only the ones you have recently used. Click **Choose another font** to see a list of all fonts in the system (which includes those which are unsuitable for one reason or another).

Stick On PDF Pages

Stick on PDF Pages is a new command in version 4.0. It allows you to add pages of one PDF on top of another. We will discuss this in terms of the “source”, the pages which are to be added, and the “target”, the current document which will get the new additions.

You can add a single page from the source to a single page in the target. For example you can add a graphic, logo, advert, or other identification.

You could add a single page from the source to all pages, or a range of pages, in the target. For example you could add a stamp to each page.

You can also add multiple pages from the source to multiple pages in the target. If the source pages run out, the source range is used again and again. If the target page pages run out, there is no error.

You choose the location to add pages with an offset relative to a corner, edge, or the centre. The offset is in the “natural” direction. For example from the bottom left hand corner, distances are measured to the right, and up. You can place a page dead centre by choosing centre and offsets of 0 and 0.

A red box appears on the target page to show you where the source will be placed.

Like Stick On Text and Numbers, you have an Apply, Close and Undo button. If a page is not added in the right place, you can immediately undo and try again.

Selecting a file (4.0)

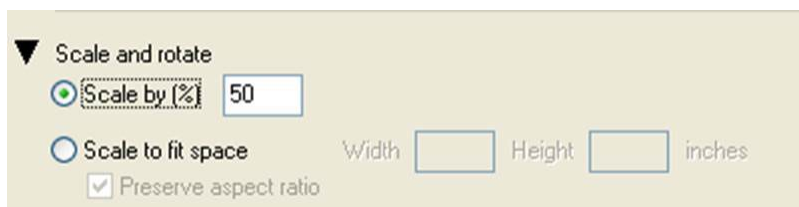
You select a source file by going to the pull-down and choosing **Browse**. The list will contain the files you have most recently used, to save time. Next to the file name is an “i” icon. Click this to see a summary of the page sizes and page count in the source.

You may need to choose a specific page or range of pages in the source, but if there is only one page, you can simply choose **Entire document**.

The range of *target* pages is chosen under **Pages to process**.

Scaling (4.0)

Most often pages are placed at 100%.



▼ Scale and rotate

☒ Scale by (%) 50

☐ Scale to fit space Width Height inches

☒ Preserve aspect ratio

You can also choose any other percentage.

However, sometimes you do not know the exact percentage needed because you just have to fit a particular space.



☐ Scale by (%) 50

☒ Scale to fit space Width 5.5 Height 4 inches

☒ Preserve aspect ratio

So you can give the dimensions of the space on the target page where the source page will be placed. Pay close attention to the red preview box to see where this will be.

If you choose **Preserve aspect ratio** the aspect ratio (shape) of the source page will not change when it is placed on the target page. Either the width or the height will be reduced as needed.

Pay close attention to the red box to see where the source will be placed. This will reflect your choice of **Preserve aspect ratio**.

It is not recommended to use different sized pages in the source, but it will work, and the red box will preview each size used. When scaling to a size, the pages are scaled independently.

Rotation is also available.

Stick On Masking Tape

Masking tape is a special tape which can be used to conceal parts of an object. Quite Imposing allows you to stick electronic tape over your pages, to conceal parts of them. A typical use is in removing existing page numbers before applying new ones with [Stick On Text and Numbers](#).

When you select Stick On Masking Tape a window appears. This floating window can be moved, and you can still use other menu selections and buttons.

On the window you choose which pages you are masking. In many cases it is convenient to stick masking tape on one page, and have the tape put in the same place on all pages, a range of pages, or just even or odd pages.

Using the Masking Tape Tool

The Masking Tape Tool is active whenever the masking tape Window is open. The cursor changes to a tape reel (with a pointed end). Press the mouse and drag it to outline a rectangle. This will then appear as a white rectangle with a red outline. The red outline is only there while you are working; it will disappear once you apply the tape.

You can position as many pieces of tape as you like. If you make a mistake, click the *Undo* button on the masking tape window and the latest piece will be removed.

When you are happy with the positioning of the tape, click the *Apply* button. The red outlines then disappear, and the tape is applied to all selected pages.

You can then apply more tape, perhaps to a different page, or click *Done* to close the window. Click *Last* to get back the same series of rectangles you applied last time.

Automation notes

As with many other actions, you can use [Remember Last Action](#) to save the details of the action for later use. When remembering a Stick On Masking Tape action you can use Remember Last Action before or immediately after using *Apply*. The same series of masks is saved either way. However, once you start to draw new rectangles, it is too late to save the previous set.

When you use [Playback Action](#) for a Stick On Masking Tape action, you will see the rectangles, outlined in red, as if you had just drawn them. Just click *Apply* to stick down the tape. It does not make any difference whether the Masking Tape window was open. Any masks you had drawn, but not applied, are lost.

If you use [Automation sequences](#) to play back masking tape with a prompt, there is a problem: the masking tape dialog is normally independent ("modeless"), and allows you to drag out tape before clicking *Apply*. This cannot work if multiple commands are to be combined.

The solution is to show a different screen completely, which just lists the co-ordinates of the mask. This screen will also appear if creating a new automation sequence. Unless you happen to

know the exact co-ordinates, it is generally easier to apply masking tape to a document as required, then import those commands to form a new sequence.

Notes on Masking Tape Tool

1. The Masking Tape Tool is a tool, just like the other tools on the toolbar in Acrobat (but it has no button of its own). If you select a different Acrobat tool, like the Zoom Tool, the masking tape Window will close, but the tape which is waiting to be applied will stay in place. Select Stick On Masking Tape again to apply the tape if required (it will be lost if the document is closed).
2. Masking tape is stuck over the page; nothing is removed. If a page is complicated and takes a while to draw, you will see the original contents for a short while before they are covered up. Areas covered by tape will, however, never print.
3. Once you have applied tape (by clicking *Apply*) you cannot remove it with the *Undo* button, but you can use [Peel Off Masking Tape](#) to remove it.
4. You will normally position tape on only a single page at a time, then when you click *Apply* it is applied to the range you have selected. However, you can change to other pages with the Masking Tape Tool still active, and position tape on them too. In this case all of the choices for page range, even/odd etc. will be greyed out. When you click *Apply* , tape is applied *only* to the pages you actually positioned tape upon.

Peel Off Text and Numbers

If you used the [Stick On Text and Numbers](#) function, you may decide you want to remove or reposition the numbers. In either case, you will want to use the Peel Off Text and Numbers. You can then Stick on Text and Numbers again if required.

You will have the choice to remove numbers from the current page, all pages, or a range of pages.

This will also remove any text added with the Stick on Text and Numbers function.

Notes on Peel Off Text and Numbers

1. You can only peel off numbers added with Stick on Text and Numbers in Quite Imposing, not with any other product. To conceal numbers placed any other way, see [Stick On Masking Tape](#) .
2. Stick on Text and Numbers puts special, invisible, markers into the PDF page, so that Peel Off Text and Numbers can find them. Some products can edit PDF pages, and may

remove or damage these hidden markers. However, Acrobat's "Touch up" tools are now generally safe.

3. You can peel off numbers even after running other imposition functions. All numbers found on the selected pages will be removed.

Peel Off Masking Tape

If you used the [Stick On Masking Tape](#) function, you can use the Peel Off Masking Tape function to remove it later. You can peel tape from the current page, a range of pages, or all pages in a document.

All tape found on the specified pages is removed; you cannot remove just one piece from a page with several pieces.

Notes on Peel Off Masking Tape

1. You can only peel off masking tape added with Stick On Masking Tape in Quite Imposing, not with any other product.
2. Stick On Masking Tape puts special, invisible, markers into the PDF page, so that Peel Off Masking Tape can find the tape. Some products can edit PDF pages, and may remove or damage these hidden markers. However, Acrobat's "Touch up" tools are now generally safe.
3. You can peel off tape even after running other imposition functions.

Peel Off Registration Marks

Registration marks can be added by other imposition functions including [n-Up Pages](#), [Step And Repeat](#), [Create booklet](#), and [Manual Imposition](#). They may be crop marks or frames around pages.

If required, you can remove these marks from a single page or a range of pages. You cannot be selective; all the marks on the selected page will be removed.

Notes on Peel Off Registration Marks

1. You can only peel off marks added with Quite Imposing functions, not with any other product. To conceal marks placed any other way, see [Stick On Masking Tape](#), although this is only suitable if the marks are not concealing details which you want to reveal.

2. Quite Imposing puts special, invisible, markers into the PDF page, so that Peel Off Registration Marks knows what to do. Some products can edit PDF pages, and may remove or damage these hidden markers. However, Acrobat's "Touch up" tools are now generally safe.

Manual Imposition

Manual imposition is the most flexible part of Quite Imposing. It allows you to overlay any page on any other page. To avoid confusion, the target of the imposition is called a sheet, rather than a page.

Manual imposition is, however, much more cumbersome to use than other functions like [n-Up Pages](#), [Step And Repeat](#), or [Create booklet](#). Many tasks can be done with [n-Up Pages](#) in conjunction with [Shuffle Pages For Imposing](#), so investigate this first.

With manual imposing you will use a three stage process, which is covered in more detail on subsequent pages.

1. Select a target. This is the document which will have pages added to it. Usually, you'll want to create a blank sheet as the target. The target is a specific sheet in this document, and it is easy to move to the next sheet (creating it if necessary). The target can also be set using a background PDF file. New pages will be created with copies of each background page in turn (see [Create booklet](#)).
2. Select a source. This is where the pages will be read; the source will not be modified. The source is a specific page in a document; after you add this page, the page number automatically increases. You can change source at any time to impose from mixed documents.
3. Select imposition options and click *Add Page*. The options define where on the sheet the page will be placed, scaling and rotation, if any, and whether crop marks will be added. Repeat until all pages are added.

Target selection

Before you can start imposing you must select a target.

Click on the *Change target* button, and the Select Or Create Target window will appear. (The manual imposition window will reappear when you close this window.) You choose *Use current sheet of the current document* or *Create a new document*.

- When you choose *Use current sheet of the current document* you are not restricted to the document currently in front of you. You can select an existing document by opening it or

navigating to it. All of the menus and tool buttons are available to you. For convenience, you can click the *Next Doc* button to step through the open documents.

- When you click *Create a new document* you choose its page size and shape (tall or wide), or a background you have already defined. You also choose how many pages the document has, but it is easy to add more later.

Once a target has been selected, two buttons are available to you.

- The *Next/new sheet* button will move to the next page in the target. If you are on the last page, this button will create a new blank page the same size as the last page (or a copy of the next background page in sequence).
- The *Show target* button at the bottom of the window makes the current target sheet visible if you have been looking at other windows.

You can also click *Change target* at any time to change document, or to move backwards in the current document.

Source selection

You pick a source document by clicking the *Pick source* button. A new window appears. This is similar to the Change Target window, but has no option to create a new file. You can navigate with buttons, menus, and scroll bars to the required page, then click the *Pick* button. It is quite possible to open a new document (File menu) and then click *Pick*.

Once the document is picked, you have a *View source* button which is very similar to the *View target* button.

You can quickly change the current source page in the document by typing its number in the space provided. You can also use *Pick source* at any time to pick a different page or document.

The size of the current page is shown just below the page number. This page number will automatically increase by 1 after each page is imposed. At the end of the document you will have to select a new page or click *Pick source* to continue.

Performing Imposition

Once both source and target are selected you can impose a source page onto the target sheet.

The value you will always need to check is the position of the page. You can select a corner (top left, top right, bottom left, bottom right), and a horizontal and vertical value.

The value is measured from the corner of the sheet to the same corner of the page. For instance, if you choose bottom left, 1 inch horizontal and 1 inch vertical, then the bottom left of the page will be one inch across and up from the bottom left of the sheet.

The position of the imposition is shown on the sheet by highlighting it. Click *View target* if you can't see the target. You may also want to move the Manual imposition window so it obscures less.

When you are happy with the position click *Add page* .

You can also select that the page is to be rotated and scaled as it is imposed. The highlighted area will reflect this. After imposing the area will remain highlighted, showing the page just imposed. This is a reminder, too, that you will want to change either the position or the target page, otherwise the page will overlay the previous one.

If you select the *Add crop marks* option, marks are placed around the corner of each page. Allow about 1 inch/25 mm clearance around each page for the marks.

Shortcuts (4.0)

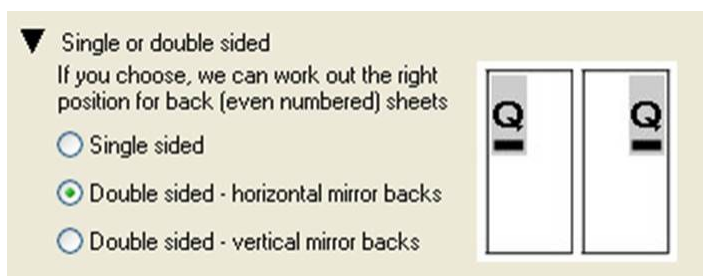
To speed up work, you can use these shortcuts

- Shift + **Pick source** picks the current document as a source.
- Shift + **Change target** uses the last options selected in Change target.
- When you click a triangle to open or close a group, you can hold down Shift to open or close all groups.

Double sided (4.0)

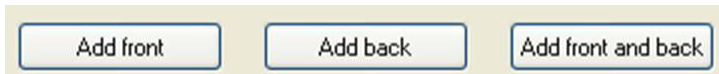
In many situations, you will be using manual imposition for material to be printed on both sides. In the past this has meant carefully setting the positions for the backs of pages to be the mirror image of the front. For example, a page 1 inch from the left may need a back that is 1 inch from the right. You now have a number of options to speed up this process.

You can choose **Single sided**, in which case everything works as before, one side at a time. Or you can choose **Double sided – horizontal mirror backs** or **Double sided – vertical mirror backs**. These two choices allow you to work either with horizontal mirroring (1 inch from the left becomes 1 inch from the right), or vertical mirroring (1 inch from the top becomes 1 inch from the bottom, and the back pages are upside down).



With these options selected, the following apply:

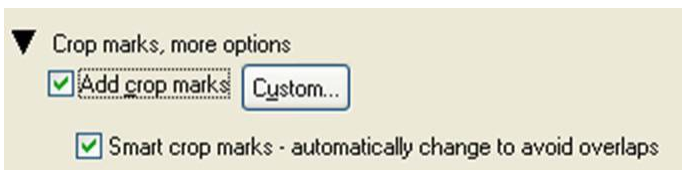
- The target is automatically opened to a double page view, so you can see the front and back side by side. The “front” is always an odd numbered sheet, the “back” is always an even numbered sheet.
- The target is automatically adjusted to have at least two sheets (front and back).
- The **Next/new sheet** button will advance to the next front (odd-numbered) sheet, and makes sure that there is also a back (even-numbered) sheet to follow. So it will usually advance two sheets and add two sheets.
- The **Add page** button is removed and is replaced by three buttons: **Add front**, **Add back**, and **Add front and back**.



- Both front and back sheets will show a highlighted area where pages could be added.
- If you click **Add front** the next page will be added in its position on the front (odd numbered) sheet. The values for rotate, position, offset etc. are used directly.
- If you click **Add back** the next page will be added in its position on the back (even numbered) sheet. The values for location (top left, bottom right etc.), for horizontal and vertical offset and for rotation are automatically adjusted as needed.
- Both **Add front** and **Add back** take the very next page, without regard to if it is odd or even. So you would normally always click **Add front** before **Add back**.
- **Add front and back** is exactly like clicking **Add front** then **Add back**. So the effect is to add the next two pages in their positions on the front and back sheet.
- **Undo** will remove the last page or pages added, so after **Add front and back**, the **Undo** button would remove two pages.

Smart crop marks (4.0)

When you select **Add crop marks** you can choose [Smart crop marks](#). This then will make sure crop marks do not overlap pages.



The effect is as described in “Smart crop marks” in the manual, and should give the same effect as when using the N-up or Step & Repeat functions.

This means that crop marks, once added, may be removed again or adjusted if they cause an overlap. Because the crop marks are redone after each page, only one crop mark style can apply to the whole sheet.

Crop mark adjustment removes overlap, but adjustment may only be ideal if adjoining pages are the same size.

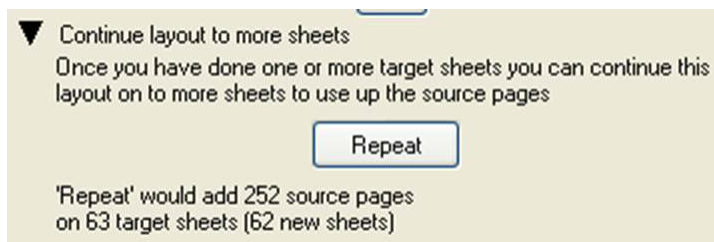
Only crop marks from the current manual imposition session will be affected; existing marks from other impositions will be left in place.

Continue layout to more sheets (4.0)

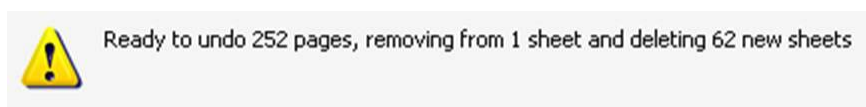
In the past, each sheet had to be created separately, which may not be viable for a large number of pages, and is not adjustable to different page counts. You now have the option to create one sheet, or two sheets with front and back, and repeat.

When you repeat, more pages are taken from the source document, and more sheets are added to the target document as needed. Pages are placed in the order, and position, that they appeared in the sheets you first prepared. New sheets are only added if they are not already present in the target document.

Once you have added a page, the **Repeat** button becomes available. Under it you will see an explanation of the effect it will have, and how many new sheets would be created.



Just as when adding a single page, the **Undo** function is available, and will undo the whole repeat process, including removing any sheets inserted.



Remembering manual imposition settings

In Quite Imposing 2.0 you can no longer use [Remember Last Action](#) with manual imposition. You can, however, use the much more powerful facilities of [Automation sequences](#).

Some special limitations apply on using automation sequences with manual imposition. These limitations mainly apply because a manual imposition potentially combined many different PDF documents, while automation is limited to working with a single document. If these limitations are borne in mind, complex manual impositions can be reused on other files.

The main limitations are as follows:

1. When selecting a target you must use *Create a new document* rather than *Use the current sheet of the currently open document* . Note that you may be able to define a background to get the same effect.
2. After you have chosen a source and applied a page, you cannot change the source again for the same layout. If you combine all source pages into one document before starting, this limitation can be overcome.
3. You cannot mix other imposition commands within the manual imposition sequence.

These limitations only apply when trying to play back the sequence later.

You can, however, run other imposition commands before or after the manual imposition. You can select the result of a manual imposition as the source (not target) of a later manual imposition. The manual imposition will show up as a series of separate commands, with *Next/new document* resulting in an *Insert blank pages* command.

Notes on Manual Imposition

1. If you make a mistake in placing a page, click the *Info* button at the top of the Imposition window. You can then select the incorrect page and click delete. Then click Manual to return to Manual Imposition - all your settings will be in place. Do not do this, however, if preparing an automation sequence.
2. If you do overlay pages the effects are not easy to predict. Some pages have a white background, so they completely obscure the page beneath. Most do not, or have patches of white. The effect is likely to be ugly. If necessary, use [*Stick On Masking Tape*](#) before imposition to conceal a page beneath.
3. Although you can impose pages in any order, it is often easier to run [*Shuffle Pages For Imposing*](#) first so the pages are presented in the right order.
4. For most imposing tasks, [*n-Up Pages*](#) is designed to do the job. Sometimes you may even have to run it more than once to impose into groups with different margins, but it is still probably quicker than Manual Imposition.
5. You can use manual imposition to combine PDF pages for any purpose. You can impose onto a sheet of any document at any scale. The imposed pages become a part of the modified document, which will be displayed and printed in all contexts, whether or not Quite Imposing is installed. Take care when scaling down large images. They may look smaller, but they will occupy the same amount of disk space.

Variable data merge (5.0)

[Variable Data Merge](#) reads a text file containing information, then uses that information to add text and pictures to a PDF. Text is added as if by the Stick On Text And Numbers function, and pictures are entire PDF pages, as if added by [Stick On PDF Pages](#). The text file is called a “data source”.

There are two ways to use Variable Data Merge.

1. With a master document. The master document is copied again and again, and each copy has different text or pictures added from the data source. This is similar to Data Merge/Mail Merge functions in many apps, such as Microsoft Word® and Adobe InDesign®.
2. With a normal document, which is not duplicated. Instead, the data source is used to add information to pages in the document. This is like using Stick On Text And Numbers/Stick On PDF Pages, but sticking different text or images on each page of the document (or each group of pages).

The text file contains “columns” of information, with a heading. The columns are separated by commas, tabs, or semi-colons (;). Consider this file:

```
Name,Company Name,State,Logo number
Robert Smith,Printing Wins Inc, New York,2
Lisa Roberts,,California
"Phillipa Thompson, Jr.",Images Matter,Mass,1
```

This uses commas to show these rows and columns

Name	Company Name	State	Logo number
Robert Smith	Printing Wins Inc	New York	2
Lisa Roberts		California	
Phillipa Thompson, Jr.	Images Matter	Mass	1

There are four lines in this file. The first line has the names of the columns. Column 1 is Name, Column 2 is Company Name, Column 3 is State and Column 4 is Logo number.

The other lines show three “records”. You can see a few points of interest: Lisa Roberts has no company name, so you see two commas together (,,), and no Logo number. Phillipa Thompson, Jr. has a name containing a comma, so the entire name is put in straight quotes as "Phillipa Thompson, Jr."

Files like this are commonly exported from spreadsheet apps. To use this file, we choose the Variable Data Merge command.

Variable data 1 - how to merge

This merges variable data into your document. The variable data is a list of fields to add, as a CSV or TXT file. Each line is one record.

You can use the current document as a short master document, with a copy of the pages for each record, or add all the records without copying any pages.

First choose how to merge fields on to the current PDF document.

☒ Create a new document instead of modifying this one

Master document?

☐ Master document (like a mail merge). Duplicate pages, adding one record to each copy

☐ Single page master document ☐ Multiple page master document

☒ Not a master document. Add records to existing pages.

Start a new record every pages

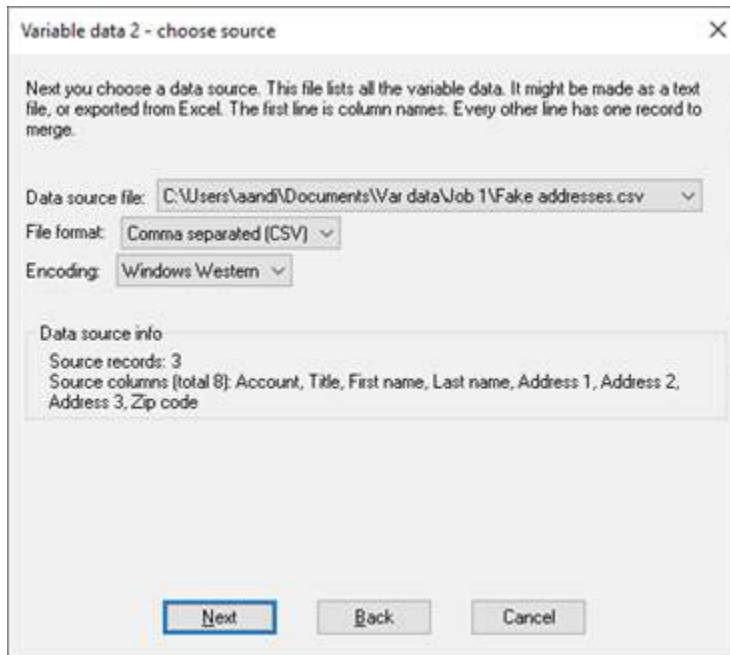
☒ Check that the document has the right number of pages for all records

Next Back Cancel

We first have to choose whether we have a master document or not. If we have a master document, it is usually just one page, but it might be more than one, for example front and back of a sheet. The *entire document* is the master, and if you choose “Single page master” the current document must have only one page. This is a simpler case and used to check the input.

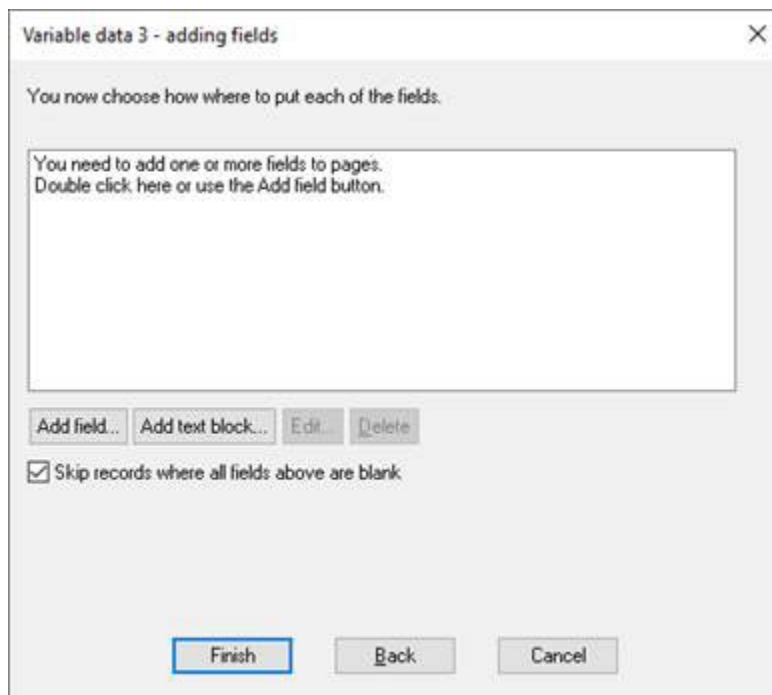
If you choose **Not a master document** you need to choose how many pages in the current document are used for each record. The usual value is 1. You can choose whether an incorrect number of pages is an error.

Next you choose the data source file



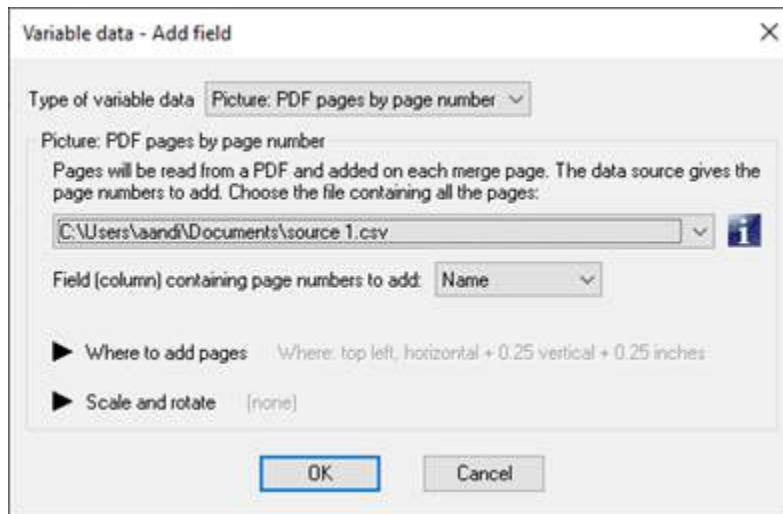
You say what separator and encoding to use. If not sure, you may have to experiment, but look closely at the Data source info, which should show the columns you wanted.

Now you need to choose where the information is to be added to your document. You must add one or more “fields”.



If the fields are simple text, you will choose the font, size, position, colour etc. for the text each time the information is added. To add more than one piece of text together, see Text blocks, below.

If the fields are pictures you must prepare a single PDF with pages containing the pictures to be added. The data contains a simple number giving the page number to add.

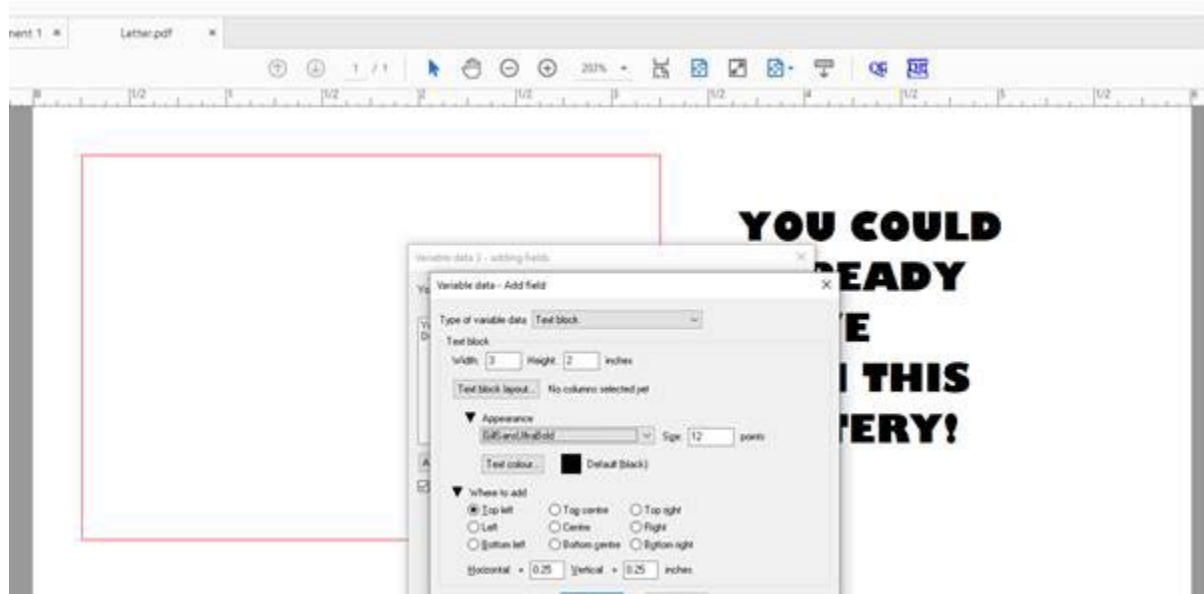


Text blocks (5.0)

Text blocks are a powerful feature of Variable data merge which allow you to create a block of text for applications such as mailing labels, with features including

- Preview of the block showing exactly how a record will appear
- Combine columns onto a single line
- If a line would be blank, optionally close up the gap
- Add extra text mixed with the columns

To show this we take a typical contact spreadsheet with columns Account, Title, First name, Last name, Address 1, Address 2, Address 3, Zip code. After defining the source, we go to the Variable data 3 – adding fields dialog and click **Add text block**.



On the Add text block dialog you will choose a block size, here 3 x 2 inches. The current page (in Acrobat only) will show a red box where the block is to be added. We type in the required offset on the page. We choose a font and size. Now we click **Text block layout**.



The text block has as many elements as you need. To get started it has added the Account column, but we want most of the columns. So we pull down the “Account” field and choose **[Add all columns]**.

Variable data - Add text box

▼ Preview

23237
Mr
Norman
Catalina
105 Easy St
Midtown
Ohio
34344

▼ Element 1
Account

☐ Same line ☐ Close gap if blank Select action ▼

▼ Element 2
Title

☐ Same line ☐ Close gap if blank Select action ▼

▼ Element 3
First name

☐ Same line ☐ Close gap if blank Select action ▼

▼ Element 4
Last name

☐ Same line ☐ Close gap if blank Select action ▼

▼ Element 5
Address 1

We now adjust the columns as needed.

- To remove the account number, click **Select action** at the right and select **Delete**.
- For First name and Last name, we click **Same line** to run the name onto one line
- For Address 1, Address 2 and Address 3 we click **Close gap if blank** to remove blank address lines.

The new preview will appear.



You can have multiple text blocks, and mix them with simple text and picture fields too.

Justification in text blocks (6.0)

You can now set justification options for a text block. By default, they are left justified, but they can also be centred or right justified. You can set this for an entire block, but single lines can have a different justification.

Variable data - Add field

Type of variable data: Text block

Text block

Width: Height: inches

Text block layout... No columns selected yet

▼ Format

Justify ☒ Left (default) ☐ Centre ☐ Right

if lines too long

☒ Shrink to fit ☐ Cut off line ☐ Fail

☒ Warn if line scaled smaller than %

▶ Appearance Times-Roman (unembedded) 12

▶ Where to add top left +0.25,+0.25 inches

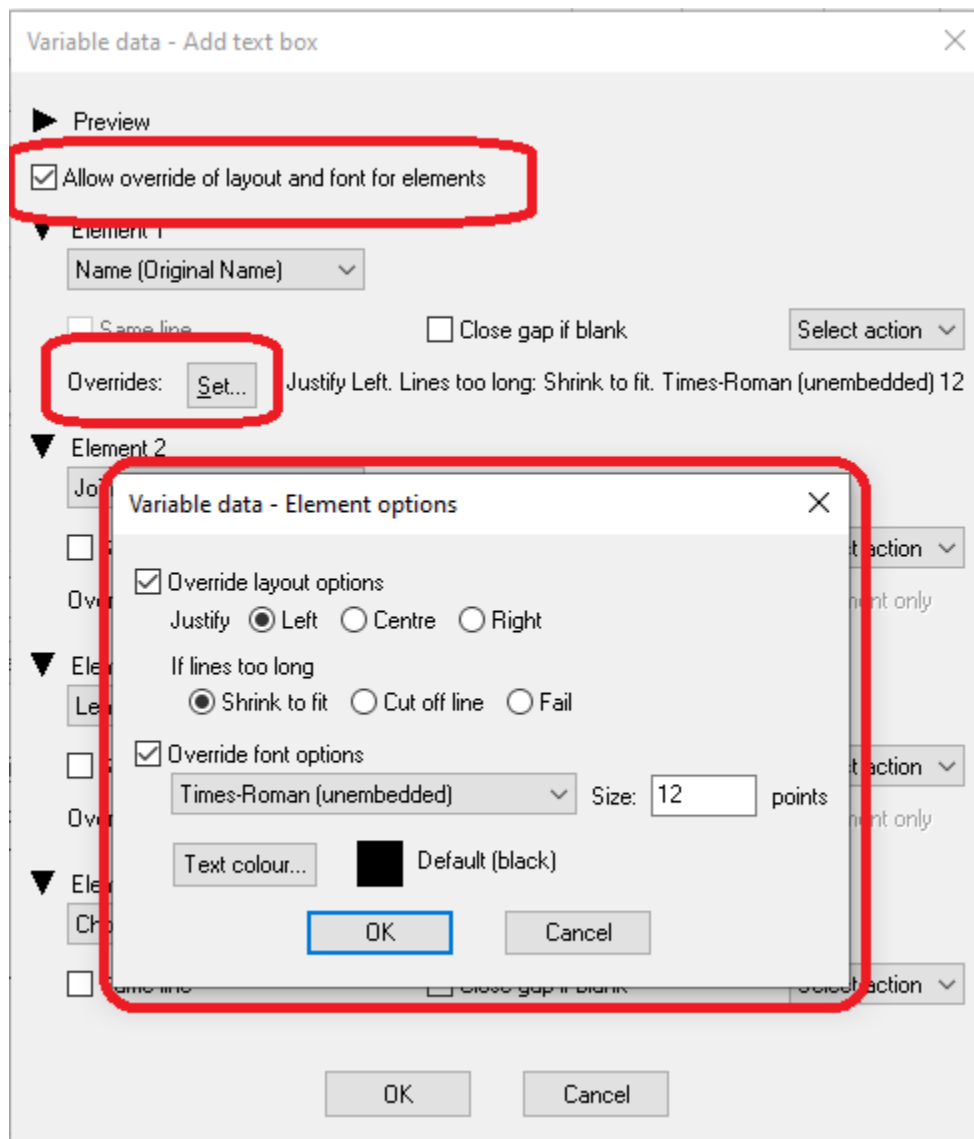
▶ Rotate (none)

OK Cancel

Overrides in text blocks (6.0)

You can override

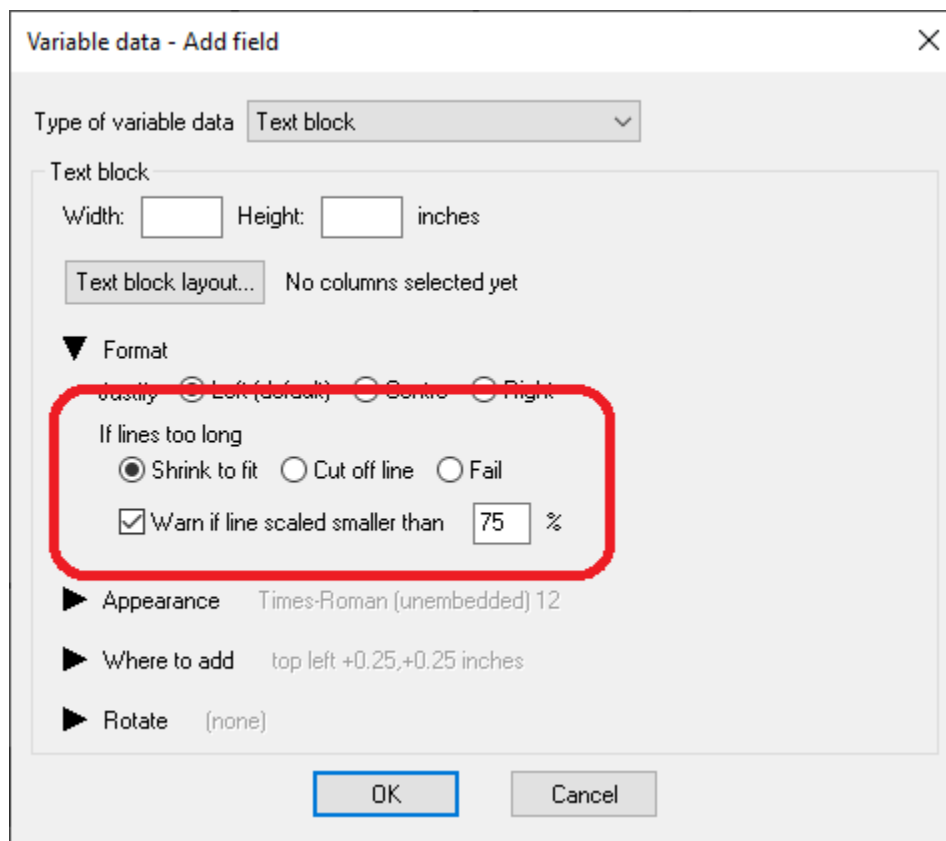
- Justification
- Behaviour if lines are too long (for instance there may be certain fields which it is acceptable to cut off, and you don't want constant warnings).
- Font options: font name, size and text colour.



Text block handling of long lines (6.0)

Data sources may contain lines that are too long to fit in the text block. In 5.0, long lines are just cut off without warning

By default, in 6.0 long lines are scaled to fit, with a warning message if anything is reduced below 50% (half original size).



You can set options on each text block, and override for single lines (for example, you may be happy for an address to be reduced to half size, but not a barcode font). The options:

- You can scale down text (the new default). You will by default get a warning if it is scaled below 50%. You can set the percentage for warnings (for example choose 80% if you don't want it reduced below 80% of original size).
- You can choose to cut off text as in earlier versions. You will by default get a warning
- You can choose to fail (stop with an error message) if lines are too long

You can turn warnings off. In Quite Imposing Plus, you will get a chance to continue. In Quite Hot Imposing, it will always continue, but add a warning to the log.

Text block preview (6.0)

Version 5.0 shows a preview of the text block for the first row in the data source. The preview has many new features in 6.0.

Navigator. You can now look at different rows from the data source using the navigator buttons below the preview. There are first / previous / next / last buttons.

View specific record. There is a Go button in the navigator to preview a specific row by number.

Find text. There is a Find button in the navigator. It searches for a row containing your text, and previews that row. The Next button continues the search.

Find long lines. The Find button also allows you to search for long lines (too long for the text block). If text is cut off it will be previewed in red (on screen only, not in the final result). If the text is scaled (which is the default), it is highlighted in blue.

Other text block enhancements (6.0)

Because you can switch font in a text block, you can now have a line in an address using a barcode font. Note that barcode fonts usually have special rules for each font, and may need extra software to generate the string to use. You can't usually just type the barcode number.

Rotation. The entire text block can be rotated on the page. This does not affect the view on screen.

Fixed text. A text block can now contain only fixed text, so it is always the same. This might be used for a return address or special message that can be easily changed. There must be at least one field (other than the text block) with a column reference, otherwise all the pages would be the same.

Data block field organising/templating (6.0)

New features in 6.0 allow more control over organising fields. These options are available by choosing "Show advanced options" in the Fields setup dialog.

This allows fields to be disabled, so they do not appear on the page, but they remain available so they can quickly be added to another job. You can have multiple versions of the same text block, and work on experimental new text blocks without removing the old setup. Fields can also be given names to help you organise them.

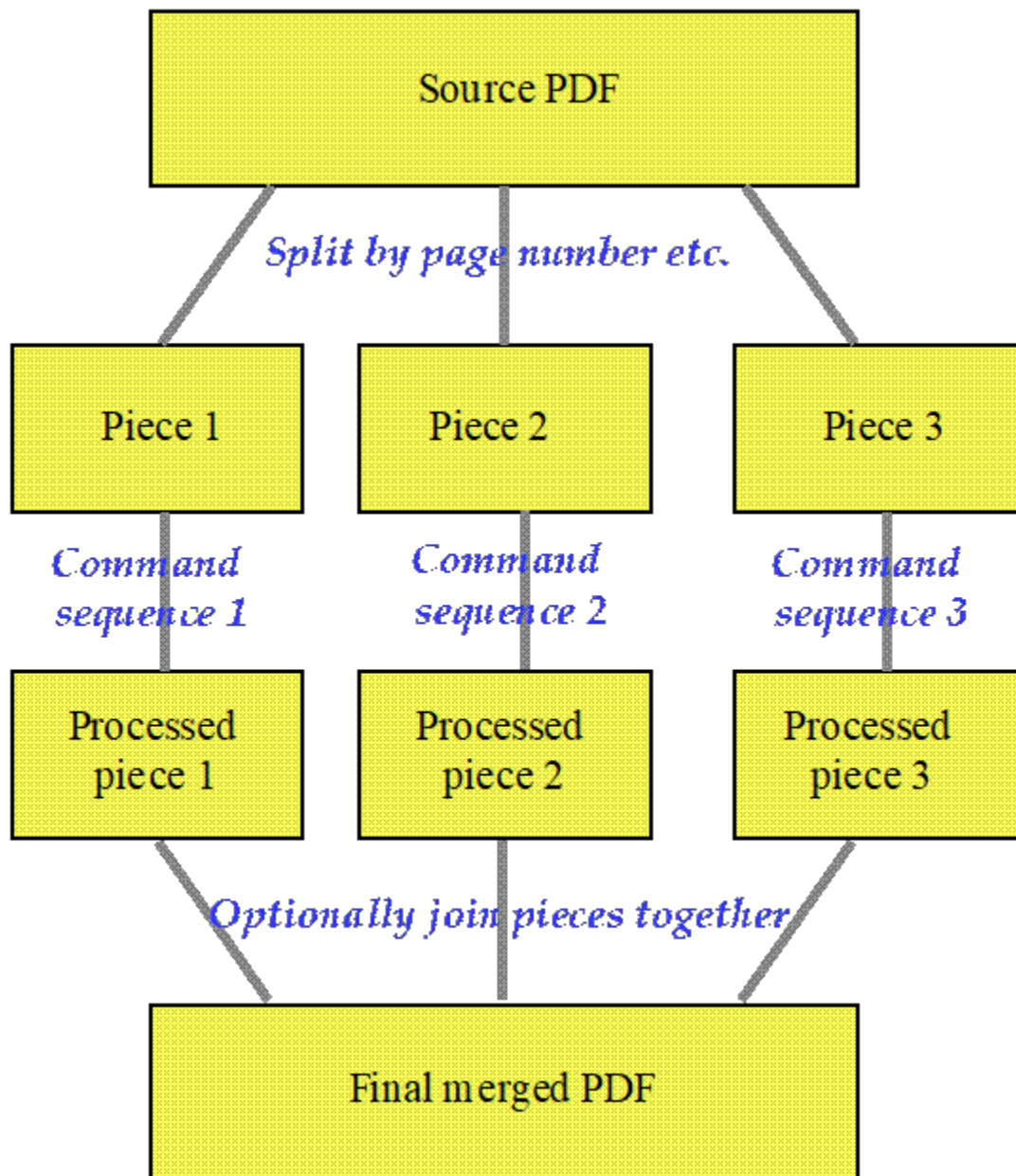
When you click Show advanced options, the following extra options appear:

- In the Add Field or Edit Field dialog, a new choice Disabled appears. A disabled field does not appear in the merged pages.
- In the Add Field or Edit Field dialog, a new choice for Name appears (this is optional). You can use the Name to make a description of the field, which may be essential when there are multiple similar fields to choose from.
- In the list of fields, a new Duplicate button appears. When a field is duplicated, it is automatically disabled so the two fields don't just overlap each other.
- In the list of fields, new Move up and Move down buttons appear, to organise the list.

For multiple similar merges, we suggest making up a sequence with all fields and blocks. This sequence can be duplicated (using Sequences – Manage – Duplicate) and then fields/blocks enabled/disabled as needed.

Split/merge (partials) (5.0)

The idea of Split/merge is that you can split one document up into several parts, and then do different commands on each part. Finally, you can join the parts back together, or leave them separate. A key use of this feature is to support a kind of advanced imposition layout called “partials” which uses different sized sheets or different layouts to make the best use of press or paper.



So, the choices you can make include:

1. *How do you want to split the document?* You can split in several ways by page count.

- a. Odd/even. This splits into two pieces (only one piece if the input has only one page).
 - b. List of pages. This lets you list the exact pages to go into each piece. Because you list the pages, you also have to say exactly how many pages the document will have, and the command only works with that page count. Lists of pages can take page ranges, and cause pages to be rotated: this is exactly like the rules in Shuffle Pages.
 - c. Equal size pieces. You choose a page count, and each piece has that number of pages, except the last. For example if you choose a page count of 10, and start with a 38 page document, you will have pieces with 10, 10, 10 and 8 pages.
2. *What do you do to process each piece?* You choose a command sequence for each part. It is recommended to set up these sequences in advance and use Import Sequence to set them up, because it is easier to maintain the split/merge setup that way. The command sequence is optional. If you do not give a command sequence, the piece is unchanged.
 3. *Do you want to merge the pieces?* You should be aware of the limits of Acrobat, which does not allow many open documents, and will fail if you try to open too many. (The exact limit varies with the release of Acrobat). Quite Imposing Plus limits you to nine separate pieces, but Quite Hot Imposing has no limit. Quite Imposing Plus will not save the pieces. Quite Hot Imposing will save each piece in a folder named after the input PDF.

If you merge the documents, there will be only one file at the end. In Quite Imposing Plus you can choose whether this creates a new document (recommended) or replaces the input.

New Split how: Complete duplicates (6.-_

Version 6.0 offers a new choice for How do you want to split the document of “Complete duplicates”. This creates as many partial documents as you choose, but partial is a misnomer – it is actually multiple copies of the entire document.

You could use this to simply make a duplicate of the document, since if you choose no commands, then merge the documents together, you end up with duplicated runs of pages. But this is done more easily using Duplicate Pages under [Page Tools](#).

Generally you will use a different set of commands on each copy of the original document. Here are some examples:

- On one document use Page Tools to delete pages 3 to LAST-2 (which leaves the first 2 and last 2 pages), and in a second document use Page Tools to delete pages 1 to 2, then pages LAST-1 to LAST (which removes the first 2 and last 2 pages). Then continue to an imposition for each part, allowing you to impose the covers in a different way. The result can be two different documents, or rejoined after imposition.
- Take an original document and make multiple copies, using Stick On Text for each one to label it according to a different distribution.

- Take a variable data merge master document and duplicate it, then do different data merges from different data sources, combining the results or keeping them separate.

Page range enhancements for Split how: list pages (6.0)

In version 5.0, the Split how: List pages to split function requires you to choose an exact number of pages, then list how the document is split. In 6.0 you can work with a variable number of pages. Just type zero (0) for the number of pages, and you will see more options. You can continue to check for an exact page count, but this is now optional.

Split/merge (partials) 1 - how to split [X]

This allows you to split a document up. Pages are chosen according to your options.
After splitting you can optionally run different commands on each part, and optionally join all back together again.

First choose how to split up PDF document.

Split by: Page count ▾

Split how: List pages to split ▾

List pages to split
You will list the page numbers in each split piece.

Total pages to split must be exactly:

Enter 0 if you don't want to check (allow any number of pages)

You can use LAST in your list of page numbers, for example 2..LAST-1 is all pages except first and last page.

Bad page numbers
If a page number listed is more than the number of pages

☒ Give an error ☐ Ignore the page

Next Back Cancel

You can now use LAST or LAST-*number* in the list of pages in a piece. For example, you can say 1..LAST-1, which means every page except the last page, or you can say LAST-4..LAST which means the last 5 pages.

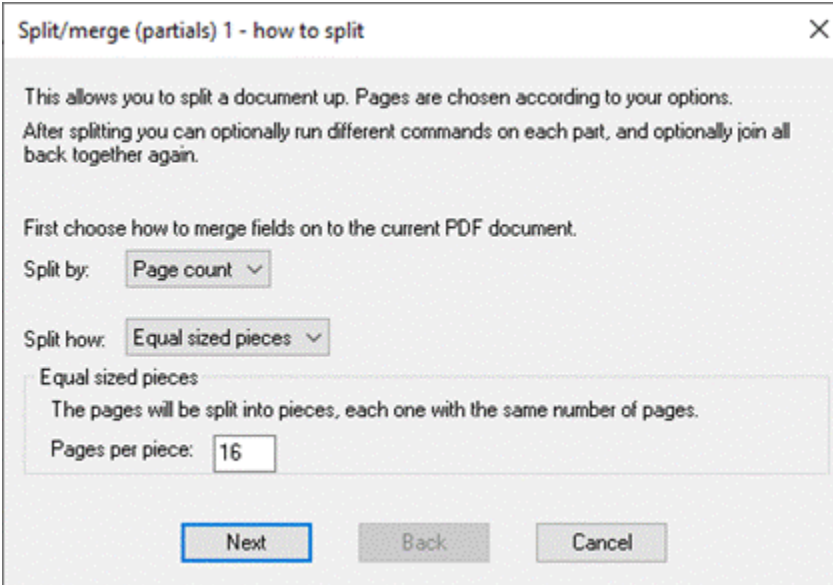
You can decide what to do if the page numbers in the list are larger than the number of pages. It is often important to know if a page is missing. But you can also tell the software to just ignore page numbers that are too large.

Split/Merge (Partials) example 1 – Repeated numbering (5.0)

This example shows how to repeat numbering. We suppose that each group of 16 pages is to be numbered from 1 to 16, then start again, so page 17 has number 1 again, and so on. The process is

- Split the document into parts, each part of 16 pages. (If the last part is short, because there is not an exact multiple of 16 pages, this still works).
- Run the same commands on each part, so each part is numbered from 1 to 16.
- Merge the parts back into 1 (you will note that the order of pages is not changed when you work this way).

This is the first dialog for split/merge (partials). You need to choose **Split by: page count** and to choose **Split how: equal sized pieces**. You can now choose the size of each piece, so type 16 for the number of pages in each piece...



Split/merge (partials) 1 - how to split [X]

This allows you to split a document up. Pages are chosen according to your options.
After splitting you can optionally run different commands on each part, and optionally join all back together again.

First choose how to merge fields on to the current PDF document.

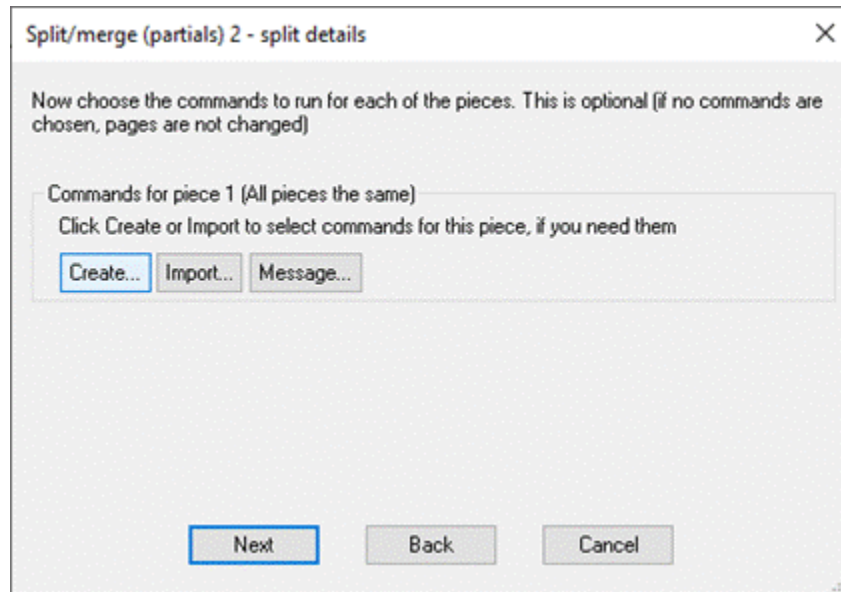
Split by:

Split how:

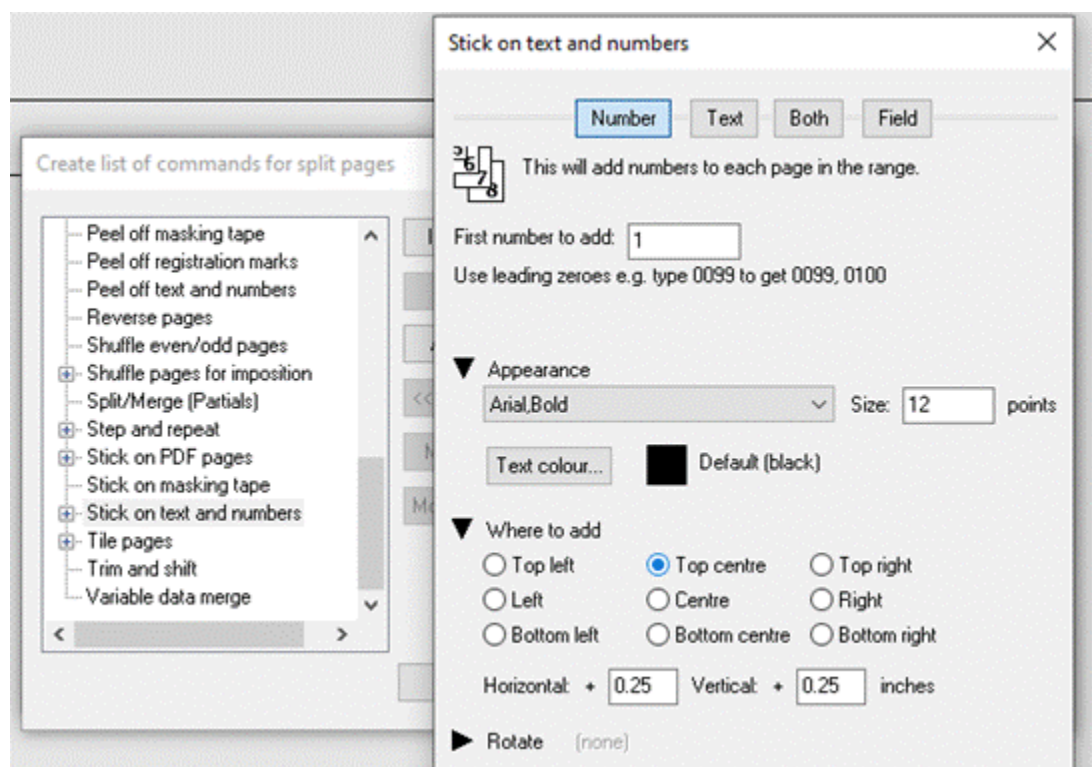
Equal sized pieces
The pages will be split into pieces, each one with the same number of pages.

Pages per piece:

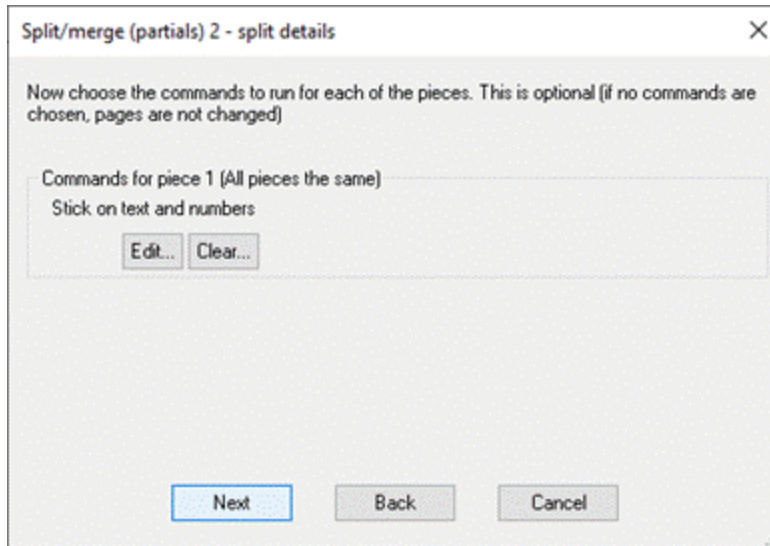
Now you need to choose commands. This shows the set up before you add any commands...



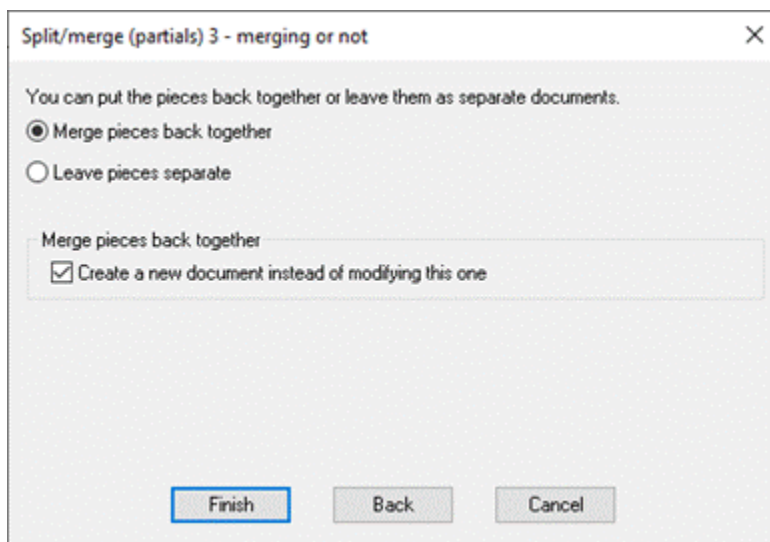
Once you click **Create** to add a command, choose [Stick on text and numbers](#) in the left side, and check the numbering options...



Showing the partials set up with Stick On Text And Numbers command added. You do not have to add any commands, but in this case, if you did not add any commands you would see no effect at all. (The document would be split, then rejoined in the same order)...



Merge the results...



Split/Merge (Partials) example 2 – Partials imposition layout (5.0)

This example shows how to lay out 20 pages onto three sheets, with two sheets of 4 x 2 pages, and one sheet of 2 x 2 pages, of a different size. This is a type of imposition commonly called “partials”. This shows the general layout needed:

31	8	5	91	51	9	2	14	6	21
20	1	4	17	18	3	2	19	10	11

To save time, we are assuming automation sequences have already been set up called “N-up 4 x 2” and “N-up 2 x 2”, which take care of the sheet layout, sizing, crop marks etc., but do not include the page ordering.

These are the steps followed:

- Split the document into three parts, using a list of page numbers.
- Using the same list of page numbers, ALSO sort the pages into the order needed for the page layouts.
- Using the same list of page numbers, ALSO rotate some of the pages as needed.
- Use the N-up 4 x 2 automation sequence for parts 1 and 2.
- Use the N-up 2 x 2 automation sequence for part 3.
- Join the parts together again.

First we must choose the type of split. We choose to split on page count, and based on a list of pages. This gives us full flexibility on how to split...

Split/merge (partials) 1 - how to split

This allows you to split a document up. Pages are chosen according to your options. After splitting you can optionally run different commands on each part, and optionally join all back together again.

First choose how to merge fields on to the current PDF document.

Split by:

Split how:

List pages to split

You will list the page numbers in each split piece.

Total pages to split must be exactly: pages

Next, we do the main work. We set up three pieces (there is always an extra piece shown, blank, to make it easy to add more).

The first piece shows a page list of 13* 8* 5* 16* 20 1 4 17. This form of list will be familiar if you have worked with the “Shuffle pages” function. It has three functions:

1. It says which pages go into the piece.
2. It gives the order of the pages (13 8 5 16 20 1 4 17)
3. Some of the pages need to be upside down. The * after each of the first four numbers means “rotate 180 degrees”.

Each piece will therefore be split into the right pages, in the right order and rotation. Now we clicked Import for each piece and chose the automation sequences we made earlier

- “N-up 4 x 2” for piece 1 and 2
- “N-up 2 x 2” for piece 3

So, the pages are split, re-ordered, rotated, and laid out in an N-Up imposition 4 x 2 or 2 x 2...

Split/merge (partials) 2 - split details

Now choose the pages for each piece by listing page numbers. You can list a range like 5..8 for pages 5 6 7 8. Ranges can run backwards like 3..1 for 3 2 1.

For each piece you can choose different commands. This is optional (if no commands are chosen, pages are not changed)

▼ Piece 1

Pages: 13* 8* 5* 16* 20 1 4 17

Imported N-up 4 x 2

Edit...
Clear...

▼ Piece 2

Pages: 15* 6* 7* 14* 18 3 2 19

Imported N-up 4 x 2

Edit...
Clear...

▼ Piece 3

Pages: 9* 12* 10 11

Imported N-up 2 x 2

Edit...
Clear...

▼ Piece 4

Pages: pages and ranges e.g. 1 3 5..8 12

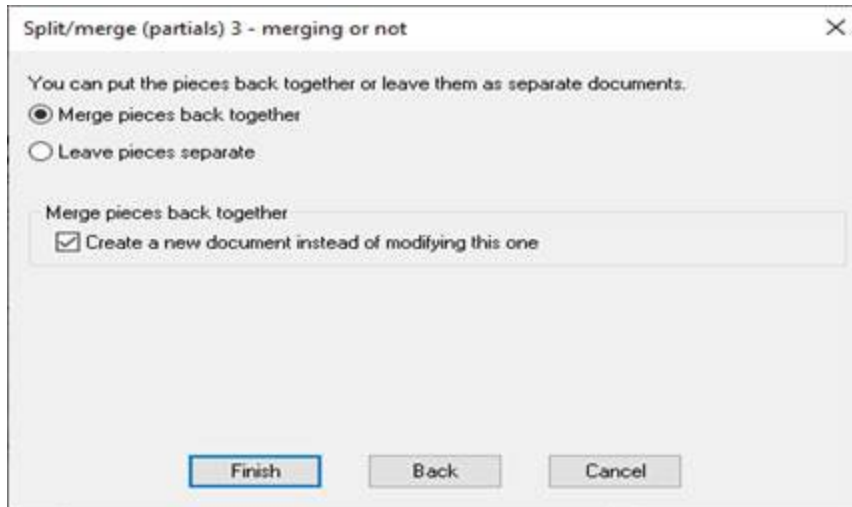
Click Create or Import to select commands for this piece, if you need them

Create...
Import...
Message...

Add another piece...

Next
Back
Cancel

Finally we choose to merge the pieces back into a single document...



Imposition Info

As its name suggests, Imposition Info will give information on a sheet which contains imposed pages, but it can do more than that, including modifying pages.

You reach Imposition Info from the menu item *Plug-ins > Quite Imposing > Info or Modify*, which suggest the dual role of this screen. You can also click the *Info* button on the [Imposition Control Panel](#) or [Manual Imposition](#) screen.

At the top of the Info screen are two buttons to allow you to choose what information to look at: *Show layout* and *Show commands*. Quite Imposing 1.x only used *Show layout*.

Showing commands

When you run any command in Quite Imposing, information on all the commands and options used are stored in the file. You can view these by selecting *Show commands*. Initially only the commands are shown, but you can expand to show the options too.

As well as showing what you have done, these commands can be used to automate future tasks just the same, using [Automation sequences](#).

You can also use *Export as XML* to write an XML file containing all commands and options from the current document, which can be imported later on the same or a different computer.

You will only see commands if Quite Imposing 2.0 was used to prepare the file. Old files prepared by Quite Imposing 1.x will not show this information.

Showing layout information

As you impose pages, Quite Imposing tries to keep track of where they came from, and the original page number. Functions such as [Shuffle Pages For Imposing](#) or [Reverse Pages](#) won't confuse it. When you select *Show layout*, Quite Imposing will show you this information.

The information given on original document is as accurate as possible. For the most accuracy make sure the *Remember Imposition Info on Standard Functions* option is selected in [Imposition Preferences](#).

For each page containing an imposition, you will see a scrollable list of the pages which were imposed. For more details you can click on the list, or on the page itself. The page will be highlighted, and information such as creation date and the date and time of imposition will be displayed.

The Image Info window floats over the Acrobat window, but does not interfere with the menus or toolbar. You can therefore open new files, change windows, or change pages to get more information.

When you use backgrounds, this will sometimes be shown as imposed pages. Quite Imposing uses the most efficient way it can to add backgrounds, and sometimes this is best done as an imposed page.

Modifying an Imposed Page

This applies to *Show layout* only. Once you have selected a page, two buttons become available, *Extract*, and *Delete*.

- *Delete* will remove the page from the imposition. There is no "undo" for this feature, so take care. Note that in the current release, removing a page does not remove its registration marks.
- You can click *Extract* to extract a copy of the page into a new document. You can use this if you need the original back but have lost it. After clicking Extract you will be able to choose to extract only the selected page, or each page imposed on the current sheet. You can also choose to extract to a new document, or to add pages to the end of any existing open document.

Warning: documents made up of extracted pages are often much larger than the original document, sometimes many times larger. Extraction should be viewed as a tool of last resort, where the original is otherwise lost, not a routine part of your work-flow.

Notes on Image Info (Show layout)

1. Quite Imposing puts special, invisible, markers into the PDF page, so that Imposition Info can find them and report information. Some products can edit PDF pages, and may remove or damage these hidden markers. However, Acrobat's "Touch up" tools are now generally safe.

2. Image Info is a tool, like the other tools on the toolbar (though it has no button of its own). That means that when you click on a different tool, the Image Info tool is switched off. When this happens the information disappears, but a button appears which can be clicked to start the tool again. Alternatively, you can choose to have the Info window close down when you select a different tool.

RELEASE NOTES

What's new in version 6

Latest changes are in blue

- 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. QI now has three options when adding bleed
 - To do nothing, as in earlier releases (this is the default)
 - To use a mirror of the edge of the page to fill in the bleed.
 - To scale the trim box up to fill the bleed box.
 - A new option “Generate bleed only” can be used with these choices to mirror or scale the trim box to fill the bleed box. This can be used when the trim box and bleed box are already correct, but you need to put information to fill this area.
 - When you add bleed outside the visible edge of the page, you now have the option to make the enlarged bleed area visible. This is especially important if you are generating bleed, so you can check the results.
 - Bleeds are highlighted while the Define Bleed tool is active in Quite Imposing Plus. This is now shown as a red line with white edges, so it should show up clearly on any background.
 - Sometimes a page has a zero bleed area (trim box the same as bleed box) which is smaller than the page. This can cause surprises, as the page may be cut off to the bleed area, even though it is the same as the trim area. We improve handling in two ways in Quite Imposing Plus:
 - The Define Bleed tool now shows a narrow strip where there is actually a zero width strip
 - The page monitor now reports on this case specially.
- [Tile Pages](#)
 - Larger limits. Can now tile up to 100 x 100 rows x columns. There is now a warning if this will create a very large number of pages.
 - 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. Tile Pages now has an option for simple 2-up booklets which were intended for perfect bound or saddle stitched booklet. This cuts up the original and shuffles the pages, so the original does not need to have been made with Quite tools.
- [Page monitor](#) enhancements

- Page monitor now shows bleed margin, as well as bleed box size
 - Copy page size report to clipboard
 - Show page scale (UserUnit) information and scaled sizes
- User interface
 - Menus (Quite Imposing Plus)
 - In 5.0 the menus were rearranged into submenus because the full menus were too long for some screens. You now have the option to turn back on the long menus if you prefer them. This option is in Preferences
 - Panels (Quite Imposing Plus)
 - Control panel and custom panels can be set to show at startup
 - New master panel with a list of custom panels
 - Tool buttons (Quite Imposing Plus)
 - The tool buttons can be added to Quick Tools. These have been the QI+ button, which repeats the Plug-in menu (with one click to show the menu instead of 2 clicks), and the Page Monitor button. We have added the QI+ Control Panel button, which can be used to open the Control panel with one click. (In fact it will reopen the most recently used panel of Control/Sequences/Info/Manual).
 - Current page size (Quite Imposing Plus)
 - It is sometimes useful to set up a custom page size from an existing page. This can now be done by entering new page size setup and clicking Set from current page.
 - Lists of files, fonts etc.
 - The list of fonts, recent files, or fields to stick on pages may become full of things that are no longer needed. The oldest items are automatically deleted, but now you can choose Manage List from these lists to clear them.
- 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.
 - Adobe Illustrator 24.2 will use page scaling if the new “large artboards” feature is used, even if the PDF saved is a smaller design. This is starting to cause issues.
 - Quite Imposing Plus 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 scaling status can be checked with the page monitor. You can choose whether to apply the scaling, or just report it.
- [Variable data merge](#) enhancements
 - Text blocks
 - Text block handling of long lines
 - In 5.0, long lines are just cut off

- By default, in 6.0 long lines are scaled to fit, with a warning message if anything is reduced below 50% (half original size).
- You can set options on each text block, and override for single lines (for example, you may be happy for an address to be reduced to half size, but not a barcode font). The options:
 - Scale down text. You will by default get a warning if it is scaled below 50%. You can set the percentage for warnings (for example choose 80% if you don't want it reduced below 80% of original size).
 - Cut off text as in earlier versions. You will by default get a warning
 - Fail (stop with an error message) if lines are too long
 - You can turn warnings off. In Quite Imposing Plus, you will get a chance to continue. In Quite Hot Imposing, it will always continue, but add a warning to the log.
- Block Preview now highlights in red any text that is either too long to fit, or in blue which has been scaled
- Block Preview now has a Find function that allows you to search for long lines.
- Text block formatting: left/right/centre (by line)
- Text block fields can override general block settings, to set justification, font or colour on single elements. Working with a barcode font, a barcode can be embedded in a block.
- Preview navigator for text blocks - view different rows
 - Text block navigator can search for cells containing a string
 - Text block navigator can choose a row by number (eg show row 172)
- Text blocks can now be rotated by 90/180/270 degrees on the page.
- Text blocks can be set up containing only fixed text, for example for a "Return address" block. If there is only fixed text all copies will be the same; this is still allowed but there will be a warning message.
- Field organising / templating
 - These options are available by choosing "Show advanced options" in the Fields setup dialog.
 - Fields can be "disabled" so they are ignored in the merge.
 - This allows extra fields (including text blocks) to be defined, so you can switch between the fields/blocks needed for specific job
 - A new Duplicate button allows a field to be duplicated, so its settings can be changed. The copy is always initially disabled.
 - Fields/blocks can be given a name, to help organize them in the list
 - Fields can be moved up and down in the list to help organise them.
 - For multiple similar merges, we suggest making up a sequence with all fields and blocks. This sequence can be duplicated (using Sequences – Manage – Duplicate) and then fields/blocks enabled/disabled as needed.
- Hebrew text support (also in Stick On Text)
- Greek text support (also in Stick On Text)

- Major reduction of file size for some files, especially those heavy in vector art
 - More emphasis for error messages when the source file is not usable
- N-up Pages/ Step & Repeat enhancements
 - Align rows separately (option), so single rows in a layout can be centred or right justified if they are shorter than the other rows.
 - 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 enhancements not in N-up Pages
 - Rotating pages for better fit
 - Step & Repeat has the option (on screen 3) to rotate pages to make more pages fit on a sheet.
 - The option is not available for N-up or when pages are scaled.
 - With the “allow rotation” and “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).
- Shuffle Pages For Imposing enhancements
 - Shuffle assistant previously only worked for double sided. Now there is an option for single sided.
 - Shuffle assistant up to 20 x 20 grid (maximum rows x columns = 100)
 - Shuffle assistant gives feedback on the type of shuffle that will be generated.
 - Advanced stacks (including in assistant).
 - Recognises more layouts in Shuffle Assistant
 - Improved error messages to help usability
- [Stick on Text and Numbers](#) enhancements
 - Insert page labels (i, ii etc.) using Stick on Text
 - Hebrew text support
 - Greek and Cyrillic text support
 - Option to number pages in reverse order
- [Split/Merge \(partials\)](#) enhancements
 - Multiple duplicates of entire file. Partial sequences can delete unneeded pages. Good for choosing ranges to work on (for example work on last 10 pages, by deleting pages 1 to LAST-10; work on front and back covers by deleting pages 2 to LAST-1).
 - Partials defined with List pages to split can already list pieces with range of pages such as 7..10. You 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.
 - Since partials defined with List pages now can use LAST, the check on number of pages is optional. You can choose whether or not to check the number of pages. You can also choose whether or not a bad page number (beyond the last page number) gives an error or is ignored.

- When separate documents are produced, instead of merging, the file name pattern can include <C> for the count of pages in the part, or for example <4C> for a 4 digit number of the count of pages. (This is not listed in the user interface.)
- Manual Imposition enhancements
 - In Quite Imposing Plus, the target area is highlighted while the Define Bleed tool is active. This is now shown as a red line with white edges, so it should show up clearly on any background. The page has a corner mark, so rotation should be easy to see.
 - Significant speed up when using [Smart Crop Marks](#), especially on manual layouts with many complex pages.
- Hebrew language support
 - Use Hebrew in variable data merge source
 - Use Hebrew in stick on text
 - Number pages in reverse order in Stick on text and numbers

Quite Hot Imposing features

Features will include the above, where relevant, and these Quite Hot only features:

- Filename filters
 - You can set up multiple queues on the same input folder, and set a filename filter. For example one queue could handle files starting BOOK A4 and another could handle BOOK A5. The filters would just be “BOOK A4*” and “BOOK A5”.
- Quite Hot XML editing.
 - You can now edit XML files directly in Quite Hot, instead of having to Import to a sequence, edit the sequence, and export to XML again.
 - There are new options File > New XML and File > Edit XML. These are especially intended for users of Enfocus Switch, who need to edit XML files without setting up queues.
 - In queue setup, the option to edit an XML is given. You could duplicate a queue, then edit the XML and give it a new name, for the queue to pick up. There is also an option to choose from recently used XML files, and an option to start a new XML file.
 - The right click - Change XML setup option offers these options too.
- Variables
 - Variables are an advanced feature of Quite Hot Imposing, where a command sequence or XML file can be set up to use variable names instead of fixed values. For example, a Step & Repeat function could, instead of using 2 x 3 rows and columns, could set rows to NUMROWS and cols to THECOLUMNS. You choose the names.
 - The variables can be passed in a number of ways, including by setting a filter on file names. For example *-< NUMROWS >-< THECOLUMNS > could take a file called ANYNAME FILE-3-2 and would set NUMROWS to 3, and THECOLUMNS to 2.
 - Variables can also be set by including a file listing the variable values. For example a file could contain

NUMROWS=3

THECOLUMNS=5

- Enfocus Switch users can arrange to set the variables directly in Enfocus Switch, particularly in scripts, using Private data.
- Expressions (calculations) can also be used like NUMROWS * 2 or LEFT(TITLE,3).
- Some commands can return information as results, which can be returned in a file, or passed back as Enfocus Switch Private Data.
- Conditions can be set, to decide which commands to execute depending on the variables or expressions, for example you could check NUMROWS = 3, or ISODD(TARGET_PAGES), or CONTAINS("M23",JOBNAME())
- Datasets (for Enfocus Switch and Command line)
 - Datasets are a feature in Enfocus Switch. They are files which are attached to a job. Quite Hot Imposing can now directly use datasets as input for
 - Page backgrounds
 - [Stick on PDF pages](#)
 - Insert PDF pages
 - Data source (CSV etc.) – a model file must be specified so the field names are known at setup time.
 - Other third party workflows using Quite Hot Imposing may also find it useful to work with the dataset concept. Datasets can be defined on the command line.
- Replacement files
 - This is another way to specify files at a late stage. For example to provide a file for stick on pages which is different for each job. This can be page backgrounds, files for stick on pages or insert pages, or a data source.
 - Replacement files are available:
 - When working with job folders (input is folder not a single PDF), by creating a subfolder REPLACE. To replace a file, use a file with the same name (ignoring folder) in the REPLACE folder.
 - When working with the command line, replacements for individual files can be listed.
- Removal of Quite Metadata
 - You use a command line option to remove Quite metadata from pages, or the stored command list in a file. You can do this before the file is processed, or after the file is finished.

What's new in version 5

A full list appears below, but some key features include

- Customize control panel: add new panels, add sequences.
- Variable data: using a CSV or TXT file, add simple text, pictures or text blocks to many PDF pages.
- [Automation sequences](#) can do "partials" to split jobs, or process parts separately. Results can be merged or left separate.

- N-Up can flow backs from right to left, for easier layout, especially of ad hoc jobs
- Creep can use scaling instead of shift, so that no content is lost
- [Page monitor](#) to show info including live size / bleed sizes for open document
- [Manual Imposition](#) – performance greatly improved for some large files
- Trim & Shift - add or crop all four edges by a fixed amount.
- Conditions in automation sequences allow more flexibility e.g. different jobs based on page count, page sizes or metadata (such as filename or keywords).
- Import sequences or steps from other sequences or XML files. Filter sequences by name.
- Conditions can issue an error or warning message, and stop a job if there is a problem such as wrong page size or count
- Enfocus Switch users remove the prefix from file name references

New features – full list

Detailed manual pages follow.

- **Customize control panel**
 - Change the QI+ control panel or create new panels which can be shown separately (different panels for different jobs)
 - Rearrange/remove the standard control panel buttons
 - Add buttons to run automation sequences
 - When a sequence is edited you can automatically add it
 - Add buttons to open other panels
 - Quick reset of control panel available
- **Variable data – new feature:** using a CSV or TXT file, add text or pictures to many PDF pages.
 - Work with master pages – making copies of a page and adding text or graphics to each copy; or
 - Work without master pages – add text or graphics to entire file.
 - Use a CSV or TXT (tab delimited) file from Excel or other sources. (Semi-colon delimited is also available).
 - Text is added with the features of Stick On Text and Numbers (choose fonts, position, angle, colour etc.) The CSV file contains only the text to add
 - Images are added from a master file; you put all the images you want to add on separate pages. Images are added with features of Stick on PDF Pages (choose position, scale, etc.) The CSV/TXT file contains page numbers only.
 - Add text blocks, setting information and fixed text over lines, closing gaps left by blank information etc. for mailing labels and similar production.
- **Split and merge (partials) – new feature.**
 - Apply different commands to different parts of the same file. For example, lay out some sheets as 4 x 2 and some sheets as 2 x 2
 - Split by page number, or into equal size pieces

- If splitting by page number, this can do the job of a Shuffle Pages command to prepare the piece, including re-ordering and rotating pages
 - New Import sequence feature will help in setting up the different commands for each part
 - The results can be combined into one PDF, or left separate (limit of 9 documents in Acrobat, unlimited in Quite Hot Imposing).
- **N-Up flow** can flow backs from right to left, for easier layout, especially of ad hoc jobs
 - By flowing from right to left on the back, you can ensure that the back is a mirror image of the front.
- **Creep scaling**
 - Traditionally Creep has shifted pages to allow for binding; with the scaling option, the contents are scaled onto a different area, so nothing is lost on trimming
 - Useful when working with a tightly fitting design
- **Quite Imposing Plus menu** reorganized
 - Shorter menus, because they were too long for some screens and too hard to find individual items
 - Match the arrangement of the control panel.
- **Page monitor** – new feature
 - Shows the page sizes for the current document, including bleed, trim etc.
 - Can optionally show other info
 - Can stay on screen and track whatever document is current
 - Can start automatically when a document is first opened in Acrobat
- **Trim & Shift** - add or crop all four edges by a fixed amount.
 - Previously could only add or crop one side at a time, or set to a fixed size
- **Manual imposition performance** hugely improved for large files (high page count)
 - As well as improved performance, in some cases files would grow much larger from manual imposition, and there are major improvements here too.
 - This improvement affects Manual Imposition Repeat in all cases
 - Other manual impositions of many pages will see improvement in Quite Hot Imposing, and in Quite Imposing Plus when run in “Advanced Batch Mode”.
- **Conditions** – new feature
 - Can be used in automation sequences
 - Choose a different automation sequence according to the status of the current document
 - Can check page count (e.g. page count less than 10), page size (e.g. no page sizes larger than ...), metadata (e.g. file name does not include SPECIAL)
 - Can be used to choose different layouts, especially partials, according to page count
- **Import sequences** – new feature
 - Sequence import can be used in Sequence editor, and in setting up new [Split/merge \(partials\)](#) and Conditionals commands.
 - Import from another sequence or from XML.

- Can import a copy, and then edit the commands
 - Can import as uneditable, and see the sequence or XML used to setup, and use Refresh to update this copy.
 - Can convert uneditable to editable.
- **Message command** – new feature
 - Can be used in automation sequences.
 - Especially useful with conditions, for example can stop with an error if the page count or page size is not expected.
- **Filter sequences** by name
 - Designed to help users with large numbers of automation sequences
 - When a sequence is to be chosen, you can filter so you see only sequences and categories with a matching name.
- **Enfocus Switch related** feature
 - Can automatically strip the special prefix `_XXXXX_` from file names

What's new in version 4

Compatibility

This beta is compatible with

- Mac OS 10.7 and above
- Windows 7 and above
- Acrobat 9 and above including Acrobat DC

You can install and run both Quite Imposing Plus 3 and Quite Imposing Plus 4 for the same copy of Acrobat (except in Acrobat DC where Quite Imposing Plus 3 is not supported).

Preferences and sequences

The first time you run QI+4 it will read all your preferences and write copies for use in version 4. After that, changes made in version 3 will not affect version 4.

What's new?

A full list appears below, but some key features include

- [Stick on Text and Numbers](#) now allows your choice of **embedded fonts**, colours and rotation, plus Undo.
- New **Stick On PDF Pages** function to stick on PDF pages (graphics, adverts, stamps, marks etc.)
- [Insert pages](#) or **blanks at intervals**, for example to add fixed backs. Can be used to merge files.
- [Manual imposition](#) can **repeat** a layout to a large number of pages, and can automatically position pages as fronts/backs. Also smart crop marks which will not overlap.
- [Adjust page sizes](#) by a percentage rather than to a fixed size; or set all pages the same size without knowing size in advance.
- **Sequences Manager** to allow effective use of large numbers of automation sequences, including renaming, moving, duplicating. Sequences can be collected together with all files used, to reorganise or move to a new system.
- Work faster: Shift+click in Control panel to repeat last command without prompting.
- Trim & shift/creep now have the advanced option to keep bleed margins.

New features – full list

Detailed manual pages follow.

- Stick on PDF pages – new function
 - Add one, some or all pages from another PDF on top of current
 - Scale by percentage or to fit space, with or without preserving aspect ratio
 - Free rotate
 - Preview outline shows where page will be placed
 - Choose from recently used files
 - Undo and peel off available
 - Quick file info for page count and sizes
- Stick on text and numbers
 - Use most fonts (European Latin1 only), embed
 - Preview box shows where text will be added to current page
 - Rotate text by 0/90/180/270
 - Set a colour in RGB or CMYK
 - Undo available, dialog stays on screen so you can undo if needed
 - Redesigned dialog so you can open/close the options you need
- Insert pages and files
 - Insert blank pages repeatedly (insert at intervals).
 - Insert file repeatedly, or insert file at intervals. Can be used to merge files, add standard backs, etc.
 - Choose from recently used files
 - Quick file info for page count and sizes
 - Undo available (from Control Panel)
- Control panel
 - New streamlined look
 - Undo option for selected commands including all “stick on” commands
 - Shift+click to quickly repeat command with the last options used
 - “Peel off” button replaces the three separate buttons before, and also adds support for removing the result of [Stick On PDF Pages](#). (Also replaces the separate selections in the menu).
- Manual imposition
 - Continue to more sheets (layout one or more sheets, repeat layout to use up entire input and make as many new sheets as needed)
 - [Smart crop marks](#), automatically adjusted if they overlap pages
 - Double sided option, automatically mirror position on back of sheet to place front,back,front,back...
 - Shift+click on Pick Source to quickly pick the current page
 - Shift+click on Choose target to quickly use the same options as last time for target (new or existing document)
 - Redesigned dialog so you can open/close the options you need
- Creep
 - Taken from Trim & shift, because it wasn’t obvious where it was (still available in Trim & shift).
- [Automation sequences](#)
 - Remember last and play back now can use automation sequences with a streamlined interface
 - New Sequence Manager with many productivity gains:

- Rename or duplicate sequences
 - Use drag and drop to create and arrange sequences
 - Move or copy sequences to other categories
 - Generate reports on sequences for ease of reference
 - Rename, delete or duplicate whole categories
- Manage files used in sequences (e.g backgrounds)
 - View or save report on files used
 - Change or locate missing files and directories
 - Collect files together for moving to another system, or to clean up
 - Manage files used in backgrounds too
- Backup and restore sequences
 - Restore from collect, to set up new system
 - Automatic backups at intervals to go back before changes
 - Backup and restore background and page size definitions too
- [Stick on masking tape](#)
 - Set a colour in RGB or CMYK
 - Undo (remove last applied masking tape)
- Adjust page sizes
 - Quickly scale pages by a percentage, rather than a target page size
 - Get page size report on current document
 - Set pages all the same size without knowing size in advance (Advanced option)
 - Verify all pages are the same size
 - Resize only pages that are already close to the target size
- [Tile pages](#)
 - Option to choose the widths and heights of each tile (all the same or all different) instead of the number of rows and columns. Any overlap is shared over the tiles.
 - [Page tools](#)
 - Rotate pages by any angle, not just 90/180/270 degrees
 - Use very small angles for micro-adjustment for alignment issues – you can leave page size unchanged in this case
- Shuffle pages for imposition
 - Use .. (two dots) in a rule for a range e.g. 1..100 200..101
 - Significant speed up in many cases for large numbers of pages
 - Much larger shuffle rules can be used (allowing automatic generation)
 - Window can be resized to make it easier to work with larger rules
- [Trim and shift](#)
 - Advanced option to keep bleed margins rather than always remove bleed
- Remember last / playback
 - Now provide a simple interface to automation sequences
- Performance enhancements
 - Major speed up for reordering files with many pages including Shuffle Pages, Reverse Pages, Shuffle Even/Odd.
- Open/close triangles
 - Some dialogs have been redesigned with triangles to click to open/close groups of options
 - Hold down shift to open/close all groups at once.

- PDF/X support
 - Previously the “preserve PDF/X” option stopped adding text to PDF/X files because fonts were not embedded. Now you can add text, provided you choose an embedded font.
- Developer/XML creator
 - Insert pages and background definition now supports Path key as alternative to DIPath.
 - Please ask for updated XML specification

What's new in version 3

New functions

Tile Pages (Quite Imposing Plus only)

- Splits pages into multiple separate pages
- Split spreads e.g. in PDFs made using new mixed-size feature in InDesign CS5, by using Split Only Wide Pages option
- Tile or un-impose
- Optionally add overlap and bleed

Page Tools (Quite Imposing Plus only)

- Easily duplicate pages, with or without collation, without bloating file size
- Fix orientation. Quickly deal with a document that has a mixture of tall and wide (portrait and landscape) pages through automatic selective rotation
- Move, rotate, or delete pages in a document. Valuable in [Automation Sequences](#).

Adjust Page Sizes (Quite Imposing Plus only)

- Simple and flexible way to change page sizes
- Can scale equally or anamorphically, or use crop/add white space
- Can maintain bleed dimensions
- Can be used to only enlarge or only reduce page sizes
- Can be used to just check page sizes instead of changing them

Updated functions

Stick On Text and Numbers (was Stick On Page Numbers) (Quite Imposing Plus only)

- Variable data on pages or sheets, such as page count, file name, date and time, document title
- Numbering need not be in steps of 1 (e.g. 10, 20, 30, or 9, 8, 7)
- Numbers can be repeated before continuing (e.g. 001, 001, 002, 002) - useful for numbering multi-page originals
- You can skip pages in numbering, e.g. to number every fifth page.

Insert Pages (was Insert Blank Pages) (Quite Imposing Plus only)

- [Insert pages](#) from a file, with the option of duplicating pages as they are inserted
- Conditionally add pages from file or blank pages to meet a page count or signature size
- Can insert relative to last page e.g. insert after page "last-2"

N-Up and Step And Repeat

- Mirror alignment on back. N-Up and Step & Repeat let margins and alignment of sheets be mirrored (e.g. top left on front, top right on back)

Trim and Shift

- Simpler creep. The Creep Assistant (part of Trim & Shift) makes it easier to choose options for shifting to allow pages to line up in a booklet

Shuffle pages

- Improved performance and reduced file size when shuffle pages makes duplicates
- Shuffle Assistant handles layouts that repeat pages (e.g. for Step & Repeat, repeated impositions, work & tumble) (Quite Imposing Plus only)
- Shuffle Assistant now recognises signatures that repeat over more sheets (was limited to 2 or 4 sheet repeats)
- Shuffle Assistant now handles layouts up to 8 x 8 (Quite Imposing Plus only)

Manual Imposition (Quite Imposing Plus only)

- Undo button
- Can now be used fully in Automation Sequences and in Quite Hot Imposing
- Can choose crop mark size and style

Key performance improvements

- In Mac OS X, long documents will often process much faster
- Improved performance and reduced file size when shuffle pages makes duplicates
- When there are many automation sequences, it will be much faster to view or edit them

Key features and improvements for automation

- In automation sequences, when changing the name of a sequence, you get the chance to keep the old (duplicate sequence)
- All the new features in Quite Imposing Plus 3.0 will be available in automation sequences and in Quite Hot Imposing. Items of particular note for automation include:
 - Commands to move, rotate, delete pages which can form part of an automation sequence ([Page Tools](#))
 - Conditionally add pages from file or blank pages to meet a page count (Insert Pages)
 - Automatically add text such as file name to pages (Add Text & Numbers)

- Page ranges and page numbers can now be relative to last page by using a notation like "last-3". Useful where the final page count will be unknown, e.g. to insert blank pages before last page.
- In automation sequences and Quite Hot Imposing, Join 2 Pages is now available but only for documents with exactly two pages

Standards support

- Support for PDF/X-4 and PDF/X-5 (ISO 15930-7:2008, 15930-7:2010, 15930-8-2008, 15930-8:2010).