SOP Reference #: DP017

Operation/Task:	**Digital Print (Indigo/T240) Setup**			Equipment:	**Mac – Adobe InDesign, Suitcase Fusion Adobe Acrobat / PitStop PC – Quadient Inspire Designer**
Owner:	**DP Manager**	**Date Created:**	7/08/14	**Department:**	Data Processing
		Revision History:	See last page		

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction describes the process of preparing components for digital print (Indigo / T240 Variable Web).

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	☑	Check that variable laser instructions on the ticket are complete and understandable	Make sure instructions on the ticket match laser setup PDF files supplied and all necessary data is available in the final file.	To clarify and understand the laser setup instruction prior to creating laser files
2		Copy latest iteration of Inspire Variable Print workflow template to the job folder and rename to include the job number **(example - VARIABLE_PRINT_FINAL_STEPS_3.3.wfd as of 1/21)**	Pick up the master template from F:\CV1\5664234\GMC_TEMPLATE or from the previous job if instructed to do so by the ticket.	To assure proofs and production files for lasers are created in the most contemporary and standard format.
3		Access client's native documents for file assembly for digital print NOTE – for more detail regarding Digital Print File Assembly, refer to **DP021**	If the client provided design files, create PDF files from the appropriate program, otherwise use Pitstop to preflight their PDF files. Access the InDesign (INDD) files on the Mac by navigating to the job folder listed on the preflight form. Preflight saves the client files to a folder called "Output".	We need the client artwork in the correct format for Inspire Designer. PDF is the most prevalent and the best file format for print.
4	☑	Check to make sure all fonts and assets are loaded correctly when using Adobe InDesign, Adobe Illustrator or other design software.	When opening a file in design software, you will get a message if there is missing or modified artwork and/or fonts. If you are missing images check to make sure all of the links were included in your job folder. If you are missing fonts, check that they were included with the job and are loaded correctly, either through font management software or the packaged font folder. Check the preflight form if we are missing files. If we are definitely missing a necessary asset contact the CSR to get the file from the client.	If a font or image is not loaded correctly your PDF artwork will not match what the client created.
5		Make any art alterations required from ticket	Using the Mac tools, modify the art located in the OUTPUT folder on the prepress server per the instructions.	Art supplied by client may need alteration and if it is listed on the ticket we should do what the client needs to make sure the art will print properly.

6		Create a PDF with and without variable placeholders.	Refer to the preflight laser and ticket instructions to see which artwork is variable. Export a PDF with and without the variable placeholders. There are several ways to do this including creating separate layers, changing the color of the variable artwork or manually selecting the variables and deleting them. If the client only sent a PDF, use Pitstop to manually delete the variable placeholders. Name the PDF with the job number and a description. Format the name of the PDF with variable placeholders as "999999_DESCRIPTION_COMBO" and the name of the PDF without placeholders should be formatted "999999_DESCRIPTION_SHELL".	We need a PDF without any variable placeholders since Inspire Designer will add the variable text or artwork in those places. We also need a PDF with the placeholders so we can use it as a template for the variable text.
7		Create "REFINED" PDFs	Drop exported COMBO and SHELL PDFs onto the DP_REFINE server and allow the automation to run the PDFs through Prinergy and post refined PDFs to DP_ART folder in job folder on DP server.	This process eliminates extraneous information from the output PDFs (imaging outside of the media box, etc), helps ensure color consistency across other job components, and reduces file size, allowing for faster processing time both in Inspire Designer and on press.
8		Copy fonts and other assets to DP production folder.	Copy any necessary fonts and other assets (die lines, images, etc) to the DP_ART subfolder within the job directory on the DP server.	It is better to keep all of the assets for your composition work in the DP production folder. If you import assets into Inspire Designer from the PreMedia drive, there is a risk of things being removed or changed. You should never import anything thing from your local computer.
9	◆	Update Inspire Designer workflow with information for current job	Open the modules in Inspire Designer, and using information supplied on the ticket, modify any scripts or variables as needed. Apply necessary typographical formatting to achieve desired results.	Variable print is inherently robust and dynamic; therefore, unique programming/formatting must be applied to each job to ensure the scope of the project is being fulfilled.
10	☑	Apply proper Variable Visibility and Handling Group settings to all elements.	Select each element in the Layout Tree of your composition and apply the appropriate settings within the 'Layout Properties' menu. Set all SHELL images to "Print_Shell" Variable Visibility setting + Handling Group 2. All other printing elements should be set to "Print_Object" Variable Visibility setting + Handling Group 1.	DP's Inspire Designer templates have been developed with a built-in QC check known as "HOTSPOT", which will highlight elements within the Layout module upon output, as a method of providing users a visual representation of the dynamic content being produced.
11	◆	Check that all characters are included for the fonts being used	Check the character map within the Inspire Designer software to see if there are any characters missing and that all variable content is set to use the entire character font set.	When importing your content/art, not all characters may be present and Inspire Designer may read it as a subset. Since your variable content may use all letters of the alphabet, fonts for all the characters need to be present in the work flow.
12	◆	Check that all images have the 'load natively' box checked	Click on each image in the Images node, then the 'Advanced' tab, verify the 'load native' box is checked.	Using the 'load natively' setting allows for better retention of image settings/quality, and provides faster spooling speeds during production runs.
13	☺	Set Inspire Designer default settings to automatically 'load natively' on import.	Go in to a layout module and then options	All new jobs you set up will be covered and only older re-used jobs will have to have it done manually.

14	◆	Set up parameters for press imposition	In JobInfo module, set SplitQty by using standard calculation of 2000 x # up x # of pages. Refer to ticket for Sort Option and enter appropriate setting (be sure to adjust page order in Layout module accordingly – refer to Sort Option guidelines). In ImposInfo module, set parameters based on information in ticket (paper size, Dutch Cut, etc). Note that Variable Web and small-format Indigo jobs should always have the Center parameter toggled to true, while large-format Indigo jobs should toggle to false.	Jobs running on the Indigo or Variable Web presses typically run multiple-up, duplex, etc. There are general baselines that yield the most efficient results for printing, consumables, and downstream processes.
15		Run the QC Reports output module to produce QC files	• Press F5 key to open Inspire Designer's Production Mode. • In the 'Module' drop-down menu, choose "QC REPORTS". • Confirm the File Type parameter is set to "SOF" (this is the default). • Set the 'Profile' option to "v3 – DP Report Dir" and make sure the 'Run on remote server' box is checked. • Press 'Start' button.	This output module calls an external WFD that will produce output files (known as "SELECTS") that are necessary for the production of Signoff files, as well as PDFs of checklists, STAT files and SEED reports used by the digital press operator for QC validation during the production run.
16	☑	Produce the SIGNOFF and HOTSPOT output PDFs, proof label	• Open the STAT_SELECTS and SOF_SELECTS modules and load the applicable SELECTS.txt located in the DP_REPORTS folder • Press the F5 key to open Inspire Designer's Production Mode • In the 'Module' drop-down menu, choose "FINAL_PDF" • Set the 'Profile' option to "v3 – Production Dir" and make sure the 'Run on remote server' box is checked • Confirm the File Type parameter is set to "SOF" • Press 'Start' button • Repeat this process, changing the File Type parameter to "HOTSPOT" • Change the File Type parameter back to "SOF", choose the "PROOF_LABEL" output module and hit the 'Proof job' button…print the proof of the label to local Dymo printer (only applies to SOF file type – not needed for HOTSPOT)	Running the FINAL_PDF output module using the SOF and HOTSPOT file type parameters will produce the SOF and HOTSPOT output PDFs that are used to provide audits of the composition program to the customer, as well as the CSR/Sales team. These provide physical and visual representation of the merging of data and art, and serve as the proof that the client must approve before projects can be produced on digital press equipment.
17		Produce the AP, SAM and STAT output PDFs	Repeat the process outlined in step 11 for SOF/HOTSPOT, changing the File Type parameter to AP, MR, SAM and STA. Be sure to run these steps using the 'IMPOSED_PDF' output module so that the output PDFs are imposed for the press, rather than 1-up. Note – running the AP file type will also produce a "FILE SPLIT" report to the root level of the job directory. This report is printed out and included with all other supporting paperwork for the job, and is used by the digital press operator when producing the job.	Running the IMPOSED_PDF output module using the AP/MR/SAM/STA parameters will produce the imposed output PDFs that will be produced on the digital press specified in the ticket, after approval of the SOF/HOTSPOT PDFs has been received.

| 18 | ☑ | Produce physical signoffs and fold sample (if necessary) | Print the SOF/HOTSPOT files on the Ricoh printer as necessary to meet ticket requirements. Apply proof label created in step 11 to signoffs. If the job is inserting into a windowed envelope, produce a proof that is trimmed to size and folded per instructions, and insert into envelope provided – check to ensure window position meets USPS specs. | The physical proofs serve as a reference for DP/CSR and digital press operators, as to what is printing and where.

The proofs are also provided to the Mail Entry team to validate the job is deliverable as set up by DP. |
| 19 | ☑ | Verify final files for digital press are correct | Open the AP, MR and SAM PDFs and double check the imposition, quantity and content of each file matches the instructions on the ticket. | Ensure the files provided are correct before the job goes to digital press for production. |

Notes:

Definitions:
PreMedia Job Folder – The PreMedia current/active jobs are stored on the AraxiVolume_HW04519_G (\\hw04519) (X:) in the "Jobs" folder. There is a folder for each specific job number.
DP Production Folder – The Data Processing jobs are stored on the 'F' Drive: \\bp-file03\DP_Production\dp\g2v1\cv1 in the "5664234" folder. There is a folder for each specific job number.
Inspire Designer – is data manipulation/Variable Data software used to manipulate data and merge it with print files.
Pitstop – is a plug in for Acrobat. Used for advanced manipulation of PDF files.
JLT – Are files generated by HP print servers. Can be reimported to an Indigo server to restore the printer file.
Indigo – Is a High-End Digital printer.
Native Import – Inspire Designer can import a PDF and create a layout with all of the PDF artwork defined in Inspire Designer instead of just using the PDF as an image.

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Kathy Osterberg	7/8/14
Rev 2	Staff review with various updates	Kathy Osterberg	3/25/15
Rev 3	Reviewed by Team Lead and manager. SOPs 17-20 were re-written to conform with current processes; grammar updates; updated to current SOP format	Jeff Lungstrom	2/21

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Rev. Date 4/20