







Operation/Task:	<b>Inkjet Set-up</b>			Equipment:	<b>PC – Quadient Inspire Designer</b>
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 preparing a job for inkjets.

Step #	Alerts	Step Description - “What to Do”	“How to Do it”	“Why to Do it”
1		Check that inkjet line instructions on the ticket are correct	Make sure all required data for the address block is included in the inkjet lines and that a single line does not contain multiple fonts/text styles If the ticket is missing anything, make sure to have the CSR update the ticket with the missing information.	To clarify and understand the inkjet instruction prior to creating inkjet files. The inkjet department uses the inkjet activity to set up their inkjet machine and it needs to be accurate.
2		Copy Inkprep template Inspire Designer workflow to the job folder and rename to include the job number  <b>INKPREP_FINAL_STEPS_3.wfd</b> as of 1/21	Pick up the master template from <a href="F:\CV1\5664234\GMC_TEMPLATE">F:\CV1\5664234\GMC_TEMPLATE</a> , or from the previous job if instructed to do so by the ticket or if you are working on a specialized pre-programmed project	To assure files for inkjets are created in a standard format.
3		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.	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.

4		Set-up for electronic inkjet signoffs	<p>Within the Inkprep master template, additional modules (LAYOUT) for eINKJET* are present to layout the design of what the inkjet department will be matching. Set-up the layout based on instructions in the ticket.</p> <p><b>IMPORTANT:</b> For inkjet, DP is NOT to match the font that is in the artwork. First refer to the ticket, if it's not listed, use the default font of Arial. The size priority should be as follows: 11pt, 11pt narrow, 9 pt, 9 pt narrow to make sure the entire variable can fit in the space provided. Pay special attention if we are inkjetting something that will be put in a windowed envelope, and that we are still meeting USPS specs with regard to character height.</p> <p><b>IMPORTANT:</b> The inkjet equipment does not have all the capabilities that we can use within Inspire Designer. Example: It CANNOT autofit the address block, so that function has to be turned off. If in doubt of a certain capability, ask the inkjet department.</p> <p><b>IMPORTANT:</b> The Domino inkjet can only print up to 4 ¼ inch tall. Take care when doing the set-up that content fits within this space.</p>	<p>To be able to create electronic signoffs prior to when the material is actually available.</p> <p>Our clients are used to basic fonts being used for inkjet and during the transition from the inkjet department running live signoffs on actual material and this new process of DP electronic signoffs, it was decided we were going to stay with that process.</p> <p>It's better to ask up front than to have a rework.</p>
5		If the offset is being produced in-house, look for the three PDF files (COMBINED, LASER, SHELL) generated by the Premedia team in order to set up the content	<p>Refer to email sent to DP group with path of where the files are stored. If they are not present, email the CSR to have them created.</p> <p>Note: If the art provided by the client didn't call out the variables, only 1 pdf will be created by the automation.</p>	To ensure we are using the approved art work
12		If the offset is not being produced in-house, if the CSR provides you with a different PDF or if there isn't anything being preprinted, you can proceed.	Utilize a combination of the ticket instructions and the provided PDF to set up the content. Unless the ticket states differently, the default is to crop out only the art that will show when the piece is ready for inkjet – address panel side only.	Not all jobs print here and may not have preprint.
	<input checked="" type="checkbox"/>	Apply proper Variable Visibility and Handling Group settings to all elements.	<p>Select each element in the Layout Tree of your composition and apply the appropriate settings within the 'Layout Properties' menu.</p> <p>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.</p>	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.
13		Run the QC Reports output module to produce QC files	<ul style="list-style-type: none"> <li>Press F5 key to open Inspire Designer's Production Mode.</li> <li>In the 'Module' drop-down menu, choose "QC REPORTS".</li> <li>Confirm the File Type parameter is set to "SOF" (this is the default).</li> <li>Set the 'Profile' option to "v3 – DP Report Dir" and make sure the 'Run on remote server' box is checked.</li> <li>Press 'Start' button.</li> </ul>	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.

	<input checked="" type="checkbox"/>	Produce the SIGNOFF and HOTSPOT output PDFs, proof label	<ul style="list-style-type: none"> <li>Open the STAT_SELECTS and SOF_SELECTS modules and load the applicable SELECTS.txt located in the DP_REPORTS folder</li> <li>Press the F5 key to open Inspire Designer's Production Mode</li> <li>In the 'Module' drop-down menu, choose "FINAL_PDF"</li> <li>Set the 'Profile' option to "v3 – Production Dir" and make sure the 'Run on remote server' box is checked</li> <li>Confirm the File Type parameter is set to "ALL"</li> <li>Press 'Start' button</li> <li>Repeat this process, changing the File Type parameter to "HOTSPOT"</li> <li>Change the File Type parameter back to "ALL", 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)</li> </ul>	Running the FINAL_PDF output module using the ALL 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 inkjet equipment.
6		Output Inkjet Files	Use INKJET_FILES module in production mode.	Creates final DBF and TXT files for the inkjet equipment, and seed list.
7	<input checked="" type="checkbox"/>	Verify final files for inkjets are correct	Open the final files in excel and double check the quantity and content of each file matches the instructions on the ticket. Print out the seed list on pink paper (if applicable)	Ensure the files provided to inkjets are correct before the inkjet operator sets up the template.
8		Check instructions for any additional files needed to be supplied to the inkjet department	Look on job ticket and check for special handling instructions for things such as fonts, indicia, return addresses, QR codes etc. and copy necessary files to U drive.	The inkjet department may need other files to complete the set-up

Notes:

Definitions:

\*eINKJET – the process of producing “soft proofs” (PDF, Ricoh) of inkjet jobs within DP, rather than producing “hard proofs” by running on live material via inkjet equipment.

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	6/9/15

Rev 3	Added tasks for electronic inkjet signoffs	Kathy Osterberg	5/17
Rev 4	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

CI035

Rev. Date 4/20