

Meadows Productivity Suite

Developed by Meadows Publishing Solutions

About the MPS Pro Suite

The Meadows Productivity Suite (or *MPS Pro Suite* for short) is a new set of powerful software utilities developed by Meadows Publishing Solutions [www.meadowsps.com] and designed to assist with various publishing tasks. The first version of the MPS Pro Suite provides a feature for automating the design and layout of multi-up impositions for graphic files, as well as single or multi-page PDF and InDesign documents. As new tools are developed, these will be made available to the user under the common “Meadows” menu, available at the bottom of the Adobe InDesign “File” menu. Please read below to learn about how to use all of the features of the MPS Pro Suite.

Multi-Up Imposition...

This document describes the multi-up imposition feature of the MPS Pro Suite, which allows you to quickly create multi-up layouts of graphic image files, PDF files, and InDesign documents. When you use the Multi-Up Imposition feature to impose a file, you will be able to preview your imposed content, allowing you to confirm the imposed content is exactly where you want it. Because the final imposed piece is a standard InDesign document, you can even modify the imposed layout before you print.

DesignMerge Integration (Variable Data)

Before we get started... if you would like to add variable data printing (VDP) capability to your impositions (such as consecutive numbering, bar coding, or fully personalized addressing and direct mail data), we encourage you to check out our DesignMerge Pro software. DesignMerge Pro includes a professional version of the multi-up imposition tool that can be used to create variable data impositions. The software can also be used to create and populate imposition templates, and has been fully integrated with workflow packages such as *Enfocus Switch*. For a demonstration of the variable, multi-up capability of DesignMerge Pro, please visit the following web page to view a short video [www.meadowsps.com/vdpimposition].

Imposition Example Files

The MPS Pro Suite “Imposition Tutorial Files” folder contains a set of sample graphic files that will be referenced in this tutorial. If you have not already downloaded the MPS Pro Suite tutorial files, please feel free to visit [www.meadowsps.com/mps-pro-suite-download] to download the folder.

Getting Started

Using the sample files provided in the tutorial folder, simply follow the steps below to learn how to impose a one-page (simplex) graphic file (a Garment Tag), and a two-page (duplex) PDF document (a Postcard). Note that you can also impose InDesign documents as graphic elements if you would prefer.

Sample 1 – Garment Tag

This set of steps shows you how to impose a JPEG image file, which is a garment tag. All of the files for this sample are provided in the “Garment Tag” folder in the *Imposition Tutorial Files* folder. Below is a picture of the Garment Tag example:



To impose a graphic file onto a single page, follow the steps below:

1) First, create a new document to receive the imposed content.

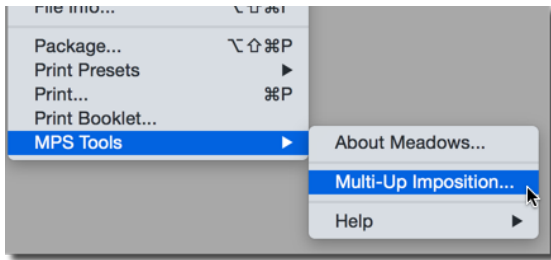
The very first thing you do when imposing a document is create a new, blank document that represents the overall “sheet size” you wish to print. This document will receive the imposed graphic file that you will select in a later step. We will refer to this blank document as the “receiving document”.

Your receiving document can contain any number of pages, although normally you will be using a 1-page or 2-page document (allowing for either a simplex or a duplex imposition).

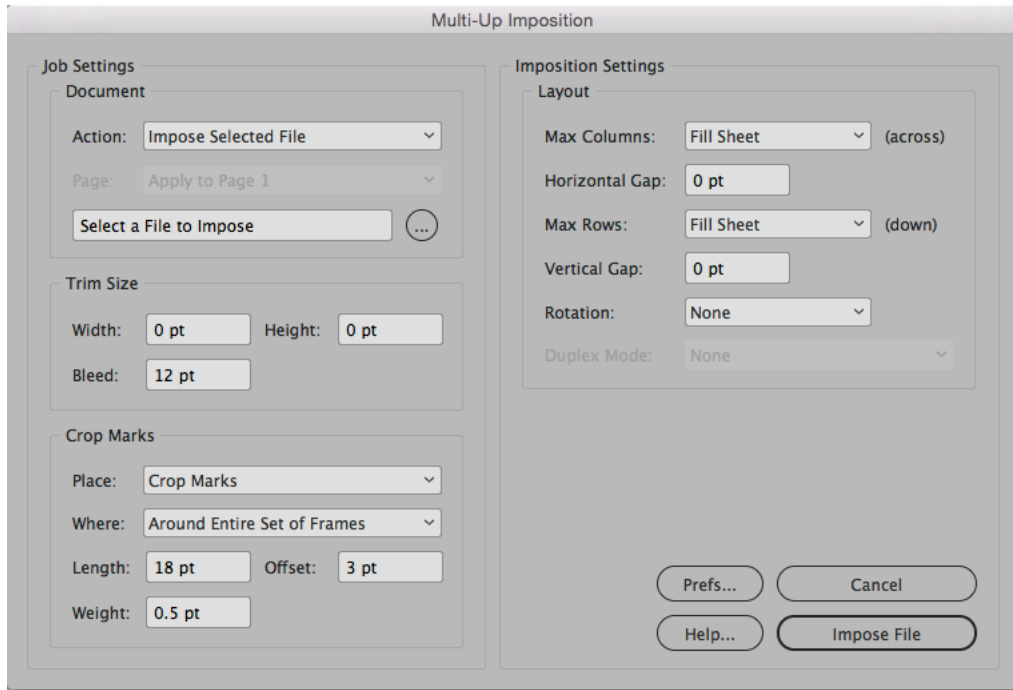
For this example, create a new, 1-page, Letter size document with a Portrait orientation, a margin of 0.25 inches (18 pts), and no bleed or slug. If you prefer, you can simply open the “blank-sheet.indd” document that is located in the same folder as the example file you will be imposing.

2) Using the *Meadows* menu, open the *Multi-Up Imposition* dialog window.

To impose content onto this receiving document, open the *Meadows* menu (located at the bottom of the InDesign *File* menu) and select the *Multi-Up Imposition* option, as shown below:

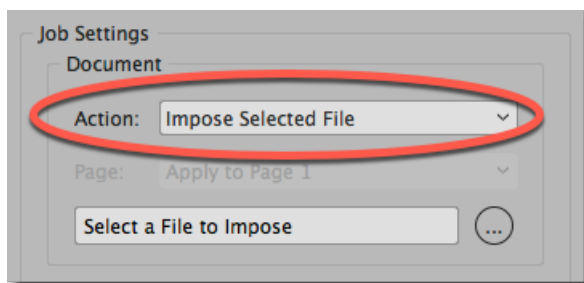


This will open the Multi-Up Imposition dialog window, as shown in the picture below:





3) In the *Job Settings* group on the left, choose to impose a file.

In the *Document* group of *Job Settings*, select *Impose Selected File* from the *Action* menu, shown circled in the picture below (NOTE: for the MPS Pro Suite, this should be the only option available).



4) Select a graphic file to impose.

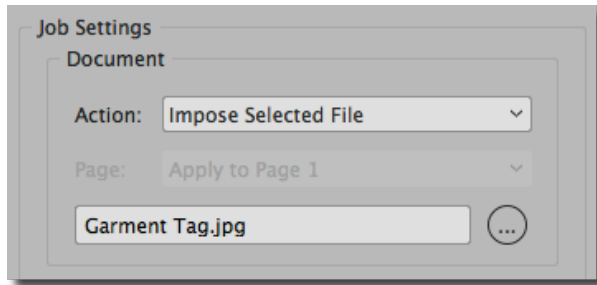
Now you select the graphic image file or document that you want to impose. We refer to this graphic as the “content file”, or simply the “content”. The name of the file that you last selected will be displayed on the dialog. To select a content file to impose, click the  button.

For this example, click the  button and select the sample JPG file named “Garment Tag.jpg” that is provided inside the Imposition Tutorial Files folder.

5) Select which *Page* will receive the imposed content.

Here you specify which page of the receiving document will be populated with the imposed content. If the receiving document contains only one page (as in this example) the setting *Apply to Page 1* will be selected automatically.

Your *Job Settings* for the *Document* should now look like those in the picture below:



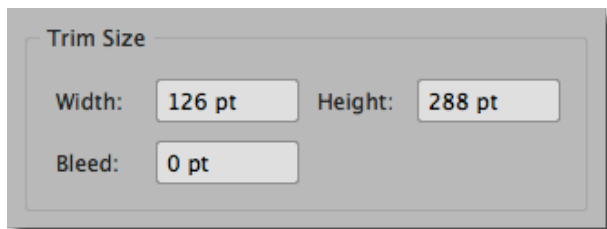
6) Select *Trim Size* and *Bleed* settings.

The *Trim Size* settings, including the *Bleed* amount, will be automatically set to match those of the file that you selected in the previous step. If you wish, you can modify any of these amounts.

For the *Width* and *Height*, enter the exact and final trim size. Also enter the amount of *Bleed*, if any, that you would like to apply to the graphic.

Note that for graphics or PDF files, the bleed amount is not read from the file. If you know that your graphic image contains a bleed, please see the “Best Practices” section of this document for more information about this setting.

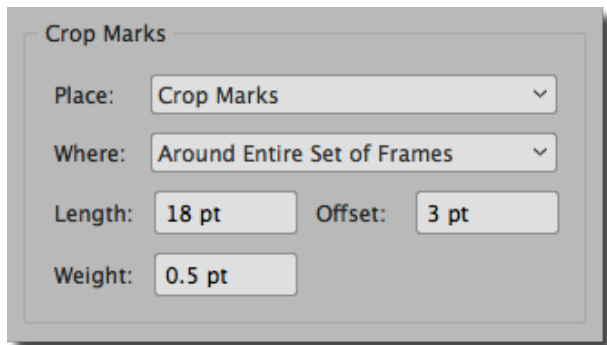
For this example, keep the *Trim Size* settings that are set by default for the “Garment Tag.jpg” file, shown in the picture below:



7) Select *Crop Marks* settings.

Choose which type of marks, if any, you wish to *Place* in the document, *Where* to place the marks, and enter amounts for their *Length*, *Offset*, and *Weight*.

For this example, select the settings shown in the picture below:



8) In the *Imposition Settings* group on the right, choose your desired *Layout* settings.

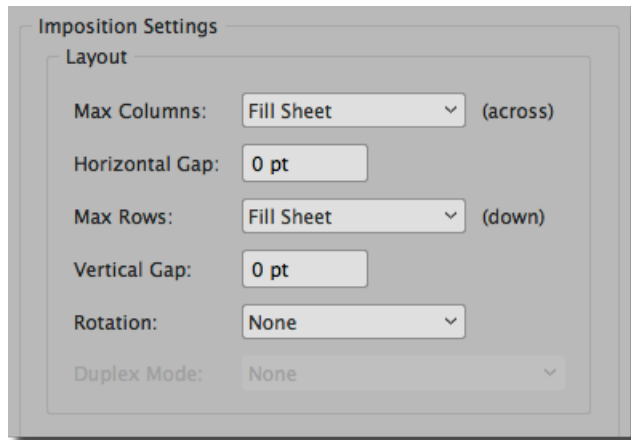
The *Layout* group of settings allows you to indicate how many “ups” to create by specifying the maximum number of columns (*Max Columns*) and rows (*Max Rows*). The *Fill Sheet* option will automatically apply the maximum number that can fit in the current document.

The *Horizontal Gap* and *Vertical Gap* amounts represent the space to allow between each up, and are originally set to 0. If you prefer a Horizontal or Vertical Gap or both be applied, you can enter a different amount.

If you wish, you may also apply a *Rotation* to the imposition. The rotation value specified here will apply to all of the imposed ups that are placed onto the page.

Duplex Mode Settings: Since you are imposing a graphic file onto a single page in the document, the *Duplex Mode* setting will not be applied. See the next section for more details about using Duplex Mode.

For this example, select the settings shown in the picture below:



9) When ready, click the *Impose File* button.

The imposition process will proceed. First, a set of Imposition Frames™ will be added according to the settings that you specified. Then, each of these Imposition Frames will be populated with content from the file you chose to impose. The process is repeated for each page specified, adjusting the position and rotation as necessary.

If you followed the steps above, the garment tag graphic will be imposed on the page in this document, as shown in the picture below:

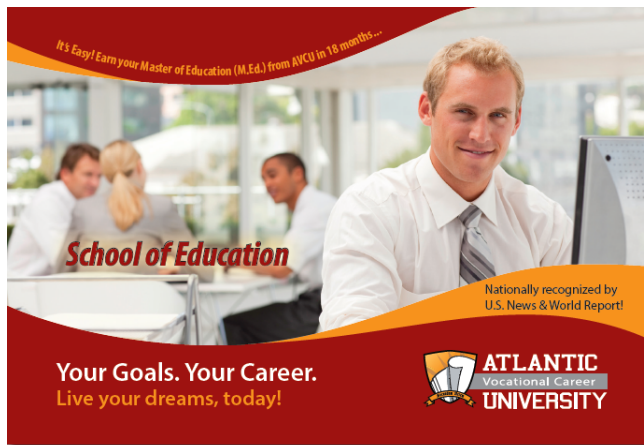


10) This document is set up and ready to be saved or printed!

The final version of the imposed file is a standard Adobe InDesign document. Feel free to save, edit or print this document as you normally would.

Sample 2 – Duplex Postcard

This next set of steps shows you how to impose a two-page PDF file, which is a postcard designed to be printed with both a front and a back side (duplex). All of the files for this sample are provided in the “Duplex Postcard” folder in the Imposition Tutorial Files folder. Below is a picture of the Postcard example:



First Page



Second Page

For PDF and InDesign content files, the maximum number of pages is limited to two. If you impose content from a single page (whether from a graphic, PDF file, or InDesign document) onto a two page receiving document, the same content will be imposed on each of these two receiving pages.

However, if you impose content from a two-page PDF file or InDesign document onto a two page receiving document (as in this example), then the content on the first page of the content file will be imposed on the first page of the receiving document and the content from the second page of the content file will be imposed on the second page of the receiving document.

For example, follow the steps below to impose a two-page PDF file onto a two-page receiving document:

1) First, create a new (2 page) document to receive the imposed content.

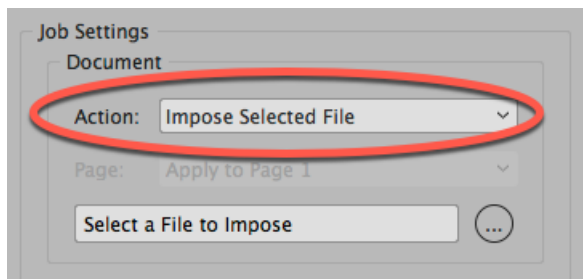
For this example, create a new, 2-page, Letter size document with a Portrait orientation, a margin of 0.25 inches (18 pts), and no bleed or slug. If you prefer, you can simply open the “blank-sheet.indd” document that is located in the same folder as the example file you will be imposing.

2) Using the *Meadows* menu, open the *Multi-Up Imposition* dialog window.


To impose content onto this receiving document, open the *Meadows* menu (located at the bottom of the InDesign *File* menu) and select the *Multi-Up Imposition* option.


3) In the *Job Settings* group on the left, choose to impose a file.

In the *Job Settings*, select *Impose Selected File* from the *Action* menu, shown circled in the picture below:



4) Select a graphic file to impose.

Select the graphic image file or document that you want to impose. The name of the file that you last selected will be displayed on the dialog. To select a content file to impose, click the  button.

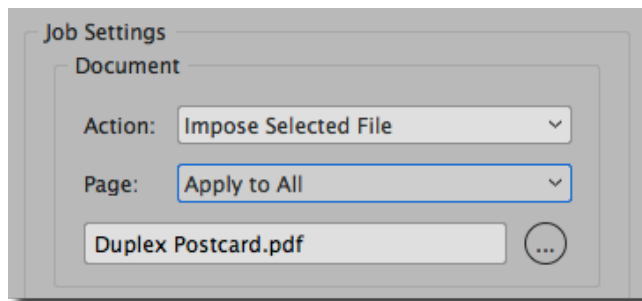
For this example, click the  button and select the sample PDF file named “Duplex Postcard.pdf” that is provided inside the Imposition Tutorial Files folder.

5) Select which *Page* will receive the imposed content.

If the receiving document contains only two pages (as in this example) the default setting is *Apply to All*. If you prefer to impose content onto only one page of the receiving document, then you could instead select *Apply to Page 1* or *Apply to Page 2*.

For this set of steps, select *Apply to All*.

Your *Job Settings* for the *Document* should now look like those in the picture below:



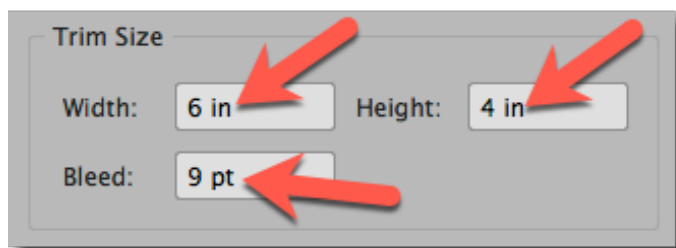
6) Select *Trim Size* and *Bleed* settings.

The *Trim Size* settings, including the *Bleed* amount, will be automatically set to match those of the file that you selected in the previous step. If you wish, you can modify any of these amounts.

For the *Width* and *Height*, enter the exact and final trim size. Also enter the amount of *Bleed*, if any, that you would like to apply to the graphic.

Note that for graphics or PDF files, the bleed amount is not read from the file. If you know that your graphic image contains a bleed (as in this example), please see the “Best Practices” section of this document for more information about this setting.

This sample file is set up with a trim size of 6 inches (432 point) by 4 inches (238 point) with 0.125 inch (9 points) of bleed. Enter these values as shown in the picture below:

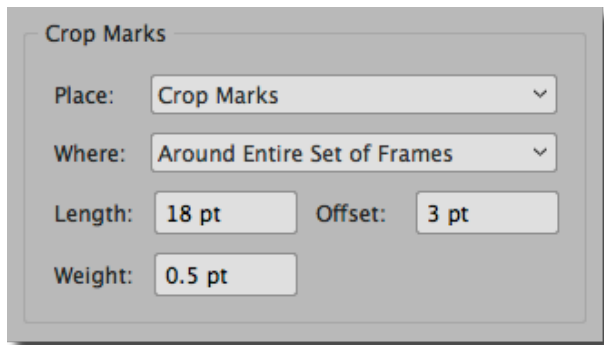


Note: When entering values for various dialog items such as Trim Size, it is OK for you to mix and match your desired “units”. In the above example, we entered “inch” values for the Width and Height and “point” values for the Bleed.

7) Select *Crop Marks* settings.

Choose which type of marks, if any, you wish to *Place* in the document, *Where* to place the marks, and enter amounts for their *Length*, *Offset*, and *Weight*.

For this example, select the settings shown in the picture below:



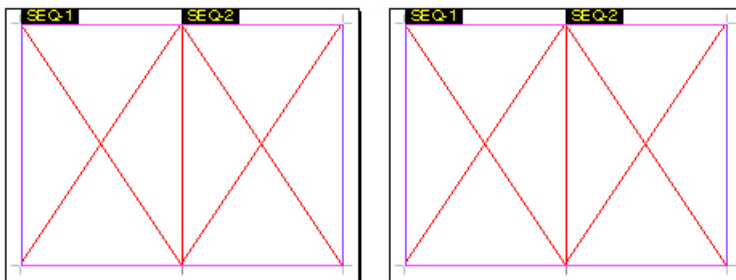
8) In the *Imposition Settings* group on the right, select *Layout* settings.

Each of the *Layout* group of settings (except *Duplex Mode*) were described in the previous *Garment Tag* example. You will use the identical settings for this example, except for *Duplex Mode*. In this set of steps, the *Duplex Mode* setting will be applied because you are imposing content from two pages onto two pages in the receiving document.

Duplex Mode: The *Duplex Mode* setting is designed to ensure that the imposed content on the back page is adjusted to correctly “back up” to the corresponding content on the front page when the document is printed duplex. Specifically, this setting determines the proper rotation (if any) to apply to the content that is imposed on the second (duplex) page. For variable data documents (using DesignMerge), this setting also determines the correct record order.

For example, below are pictures of a 2-up, 2-page document showing the results of each available *Duplex Mode* option (Note: the “sequencing” label at the top of each frame is only applicable for variable data jobs using DesignMerge, but has been provided here to better show the rotation applied to each frame).

Duplex Mode: None

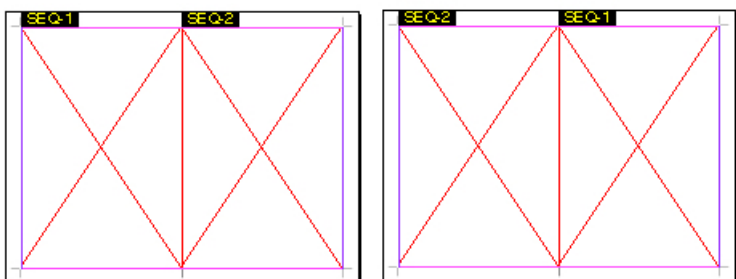


First Page

Second Page

Duplex Mode: Normal (Long-Edge Binding)

Note: for non-variable jobs like the Postcard example, this selection yields the same result as selecting None

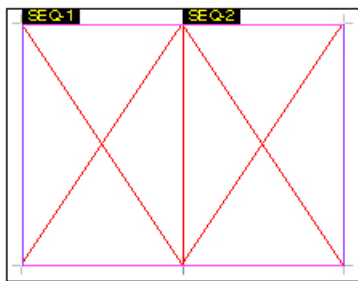


First Page

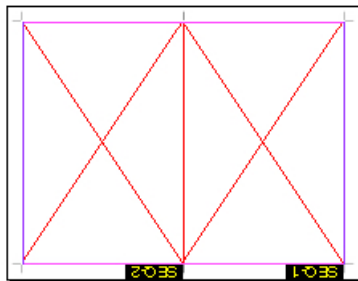
Second Page

Duplex Mode: Tumble (Short-Edge Binding)

Content on the back page has been rotated 180 degrees

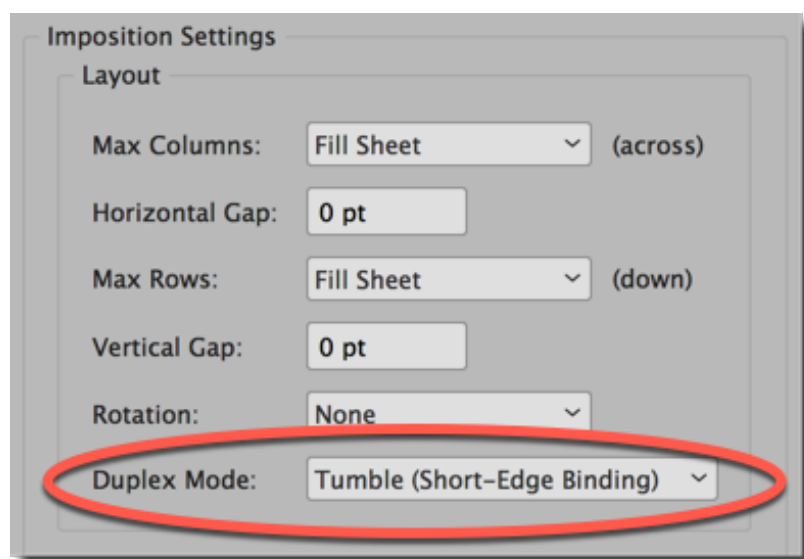


First Page



Second Page

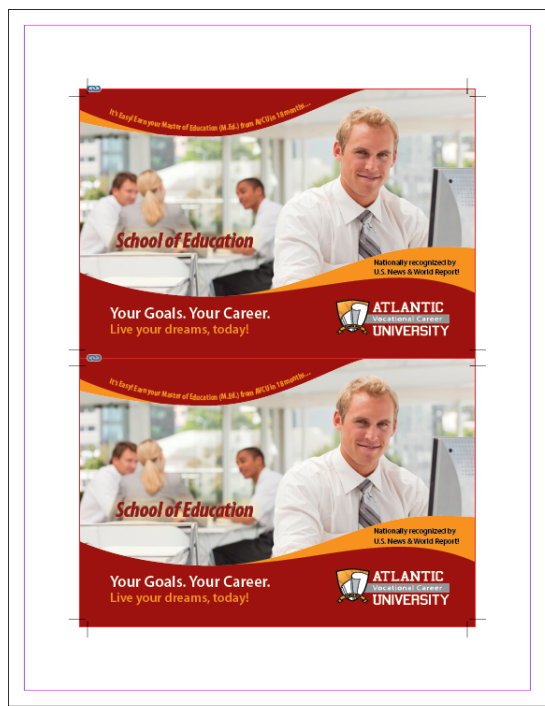
For this example, select *Fill Sheet* for both Max Columns and Max Rows, enter 0 pt (0 in) for the *Horizontal Gap* and *Vertical Gap*, select *None* for the Rotation, and select *Tumble (Short-Edge Binding)* for the Duplex Mode, as shown in the picture below:



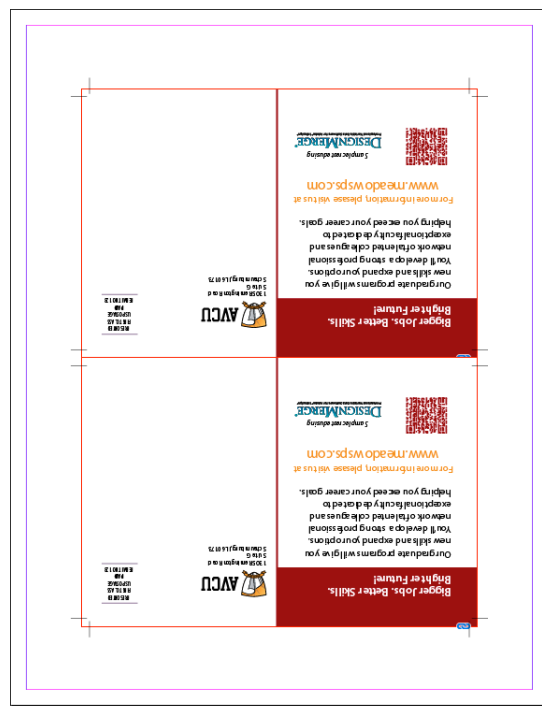
9) When ready, click the *Impose File* button.

The imposition process will proceed. First, a set of Imposition Frames™ will be added according to the settings that you specified. Then, each of these Imposition Frames will be populated with content from the file you chose to impose. The process is repeated for each page specified, adjusting the position, sequence, and rotation as necessary.

Following the steps above, the duplex postcard will be imposed on two pages in the receiving document, as shown in the picture below:



First Page



Second Page

Crop marks have been indented to adjust for the specified bleed value of 9 points.

All items on the second page have been rotated 180 degrees to account for the selected Duplex Mode (Tumble).

The selected Duplex Mode was for example only. Please be sure to select the Duplex Mode that is correct for your printer!

10) This document is set up and ready to be saved or printed!

The final version of the imposed file is a standard Adobe InDesign document. Feel free to save, edit or print this document as you normally would.

Important Notes



Supported File Types: You can select any graphic file that InDesign would allow you to place in a picture frame.



Supported Page Counts: If you wish to impose InDesign or PDF documents that contain multiple pages, the maximum number of pages in such files is limited to 2 (allowing for either a simplex or a duplex imposition).



Imposing Multi-Page Files: If you are imposing content from a 2-page document onto a 1-page receiving page, after you click the Impose File button, you will be prompted to select the page number you wish to impose.



Receiving Documents with >2 Pages: If the receiving document contains more than 2 pages, the default setting is Apply to All, Starting On:, which allows you to specify the starting page that will start receiving content. The content will then be imposed on two pages – the starting page and its following page. However, you may choose instead to impose content onto just one page by selecting Apply to Page: and then entering the page number.



Duplex Options: For a duplex job, if the printer is not properly matching content on the back with the content on the front, you can repeat these steps while specifying a different selection for the Duplex Mode option, choosing the mode that is appropriate for your printer.



Content Fitting Options: Your Multi-Up Imposition Preferences will determine how your selected file will be fit within the Trim Size specified on the Multi-Up Imposition dialog. For more information, see the “Preferences for Multi-Up Imposition” section, presented near the end of this tutorial.

Best Practices

Best Practices – Bleed Values

For best results, the Trim Size and Bleed values you enter, added together, should equal the overall dimensions of the image you wish to import. In such case, the Imposition Frame will be created to match the overall size of the image, and the Bleed value will be used to adjust and “inset” the crop marks.

If the Trim Size + Bleed is **larger** than the actual image dimensions, then white space will be visible around the edges of the imposed graphic.

If the Trim Size + Bleed is **smaller** than the actual image dimensions, then the image will be cropped accordingly. As an example, if the job was designed for 18 points of Bleed, but you only indicate 14 points for the imposition, that will be just fine. The remaining 4 points of Bleed will be cropped out by the edges of the Imposition Frame when the content is imposed.

Note that the manner in which the content is cropped depends upon the setting you have selected for the *Fitting* preference in your Multi-Up Imposition Preferences; for example, if *Center (default option)* is your *Fitting* preference, the outer edges of the image would effectively be cropped as they would be obscured by the edges of the Imposition Frame created to hold the image. However, if *Fill Graphic Proportionally* is chosen for your fitting option, then the entire image (including bleed) will be scaled and completely visible within the borders of the Imposition Frame.

Best Practices – Designing a “One-up” InDesign Document for Imposition (with or without bleed)

This section talks about best practices for designing the one-up InDesign documents that are intended to be imposed later on. In short, the dimensions of the one-up document should match the final Trim Size that you desire for the job. Additionally, if any bleed is required, that should be specified as a part of the InDesign document setup (either at the time you create the document, or later by choosing the *Document Setup...* item from under the InDesign *File* menu).

When you are creating a one-up document that contains bleed, there are several common scenarios that are utilized by designers. Each scenario is described in some detail below:

Scenario 1 – Document Setup Includes Bleed

This is the recommended approach to designing one-up documents to be used with the Multi-Up Imposition feature. With this approach, the one-up document is created such that the document size matches the final Trim Size, and if any bleed is desired, this will be specified as a part of the Document Setup. The bleed amount can be specified at the time the document is created, or the bleed can be added to the document later on by choosing the *Document Setup...* item from under the InDesign *File* menu. Using this approach, the Trim Size and Bleed Amount assigned to the document will be read automatically and used to populate those settings in the *Multi-Up Imposition* dialog.

Scenario 2 – Bleed Added Using Oversized Frames

Some designers may prefer to design the one-up document at actual Trim Size, with no specific Bleed Amount entered in the document setup. In such case, if a bleed is desired, the designer may create an “oversize” version of some frames that extend beyond the defined document edges, thereby effectively creating their own arbitrary bleed. With documents of this type, the *Multi-Up Imposition* dialog will read the Trim Size correctly, however, the user is responsible for entering the desired Multi-Up Imposition *Bleed* amount manually (since it cannot be read from the document). Generally, this should not present much of an issue as long as the user knows the desired amount to use and enters it into the settings. Of course, the

designer can always add a bleed amount to the document by simply choosing the *Document Setup...* item from under the InDesign *File* menu, which is the preferred and most reliable approach.

Scenario 3 – Document Size Includes Full Bleed Amount

For some jobs, the designer may actually create the document such that the document size (which would normally be the Trim Size) includes the Bleed Amount as well. In this scenario, the Trim Size value that is imported into the *Multi-Up Imposition* dialog will technically already reflect the Trim Size plus Bleed. When you receive this type of document, you can adjust the settings manually, entering the desired Trim Size and Bleed Amount for the job. The bleed marks will be positioned as always at the corners of the Imposition Frame, and the actual Trim Size (where the crop marks are positioned) is calculated by indenting the specified Bleed Amount. So this approach is kind of a different way of thinking about the process, but it will work if you want to use it!

Best Practices – Creating Fixed Graphics or PDF Documents for Imposition (with or without bleed)

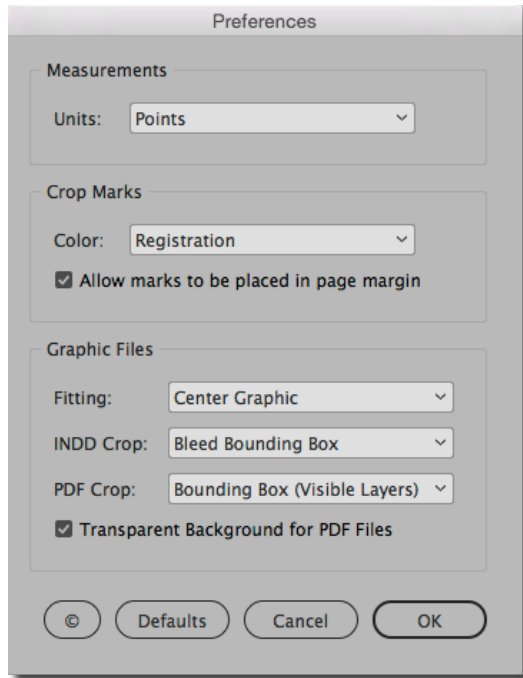
This section talks about best practices for working with fixed graphics or PDF documents that are intended to be imposed later on. In short, the dimensions of the graphic should match the final Trim Size that you desire for the job. Additionally, if any bleed is required, that should also be included as a part of the overall image dimensions as well. Fixed graphics and PDF documents effectively follow the Scenario 3 – Document Size Includes Full Bleed Amount that was described in the previous section.

When you select a file to be imposed, the dimensions of the graphic are read by the software and used to populate the Trim Size area of the dialog window. Because it is not possible for the software to determine the Bleed values (if any) that are stored with a fixed graphic or PDF file, the full image dimensions are imported as the Trim Size, and the Bleed is initially set to zero. If you are not using any bleed, then these dimensions will be completely accurate and ready to go.

However, if you know that the file you are imposing was designed with bleed, then all you need to do is enter the desired Trim Size and Bleed to use for the job manually in the dialog window. The Trim Size plus Bleed value entered effectively indicate the size of the overall graphic, and the Bleed value indicates how much to “inset” the crop marks from the edges. Note: If your graphic ends up being larger than the Imposition Frame that is created, the outside edges will be cropped by the edges of the Imposition Frame because the image will be centered within the frame by default.

Preferences for Multi-Up Imposition

There are several preferences available for the Multi-Up Imposition feature. To access these preferences, click the *Prefs* button that is on the *Multi-Up Imposition* dialog. A picture of the *Preferences* dialog is shown below:



Measurements Preferences

Units: Choose whichever unit you prefer to use for settings on the *Multi-Up Imposition* dialog.

Crop Mark Preferences

Color: Choose from the color swatches that are available in the receiving document (the document that is about to receive imposed content). If you do not see a color that you wish to select, close the *Multi-up Imposition* dialog and add a color swatch to this document before you impose content on it.

Allow marks to be placed in page margin: Select this option to allow crop marks and bleed marks to be placed within the margin area of a receiving page when content is imposed (note that the content itself is never placed into the margin). Doing so may allow more rows/columns of content to be placed in a receiving document. Deselect this option if you prefer marks be restricted only to the page area.

Graphic File Preferences

Fitting: This preference dictates how your content will be scaled or otherwise positioned within the Imposition Frame. The fitting options are described below:

Fit Graphic Proportionally

Scale the image to fit within the frame, maintaining proportions.

Identical scaling is applied to both the horizontal and vertical dimensions of the image.

The image will be completely visible within the frame boundaries.

Center Graphic (default)

Place the graphic at 100% scale and center it within the frame.

If the graphic is larger than the frame, it will be cropped by the frame edges.

Fill Frame Proportionally

Scale the image to completely fill the frame both horizontally and vertically.

Identical scaling is applied to both the horizontal and vertical dimensions of the image.

The image may extend beyond the frame boundaries in one or both directions.

Fit Graphic to Frame

Scale the image to completely fill the frame both horizontally and vertically.

Different scaling may be applied to both the horizontal and vertical dimensions of the image.

The image will be completely visible with the frame boundaries.

INDD Crop: This preference will be applied when you are imposing an InDesign document as content. Select the setting that you prefer for the placement of an InDesign page in a graphic frame. These are the same selections as the “Crop to:” options that you see after checking “Show Import Options” when placing an InDesign document.

PDF Crop: This preference will be applied when you are imposing a PDF file. Select the setting that you prefer for the placement of a PDF page in a graphic frame. These are the same selections as the “Crop to:” options that you see after checking “Show Import Options” when placing a PDF document.

Transparent Background for PDF Files: This preference will be applied when you are imposing a PDF file. Select this option to place the PDF page with a transparent background, which will reveal text or graphics placed beneath the PDF content in the InDesign document. Deselect this option to place the PDF page with an opaque white background, which will conceal text or graphics placed beneath the PDF content in the InDesign document.

Help and Support

To access documentation for all of the MPS Pro Suite features, including Multi-Up Imposition, select the *Help>>Documentation* item available under the *Meadows* menu.

To access the *Meadows Online Support Center*, select the *Help>>Online Support Center...* item available under the *Meadows* menu. This will take you to the *Meadows Online Support Center* web page, which allows you to open support tickets, view your past and current support tickets, and access a helpful knowledgebase of articles that provide answers to frequently asked questions.

To see which version of the Imposition software is installed on your system, click the copyright  button on the Imposition's *Preferences* dialog.

Thank you!

Since we started our company in 1991, Meadows Publishing Solutions has been developing software tools and systems for the automated publishing industry. Our well-known and respected software brands include AutoPrice (catalog and retail software), and DesignMerge (variable data printing and publishing software). We thank you for supporting our software products, and look forward to providing you with new and even more powerful publishing solutions in the future!

