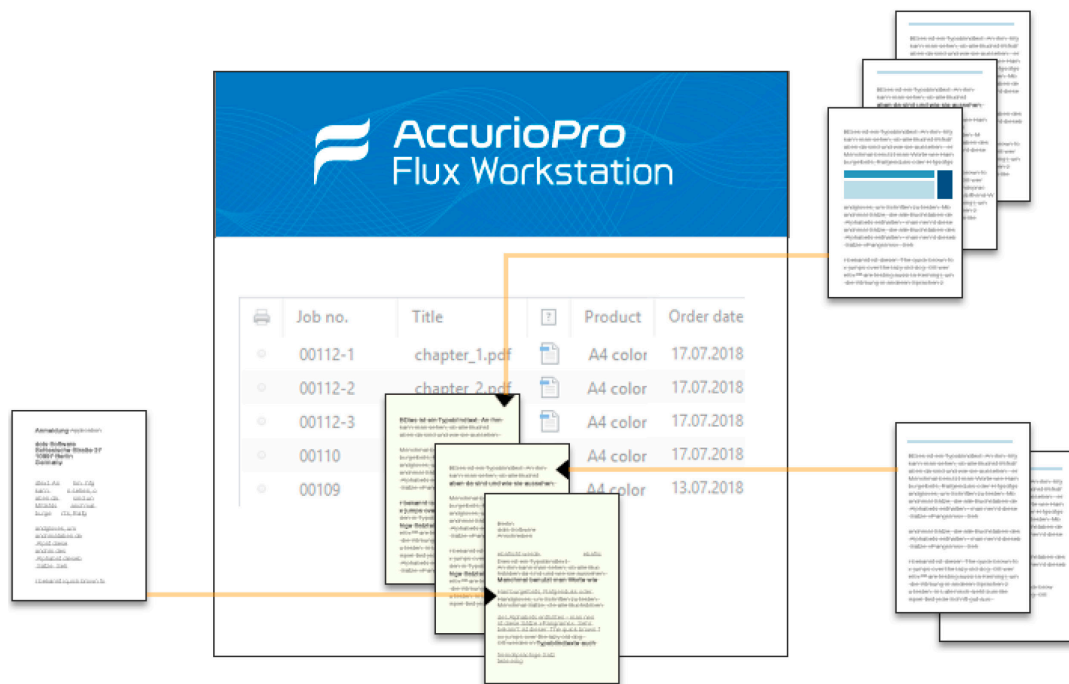


How-to: AccurioPro Flux

Combining print jobs



It probably happens on a regular basis: Your customers provide various files and want you to combine them into one document and print them. It could be training material for which you receive the title page, the back and the individual chapters as individual files, for example.

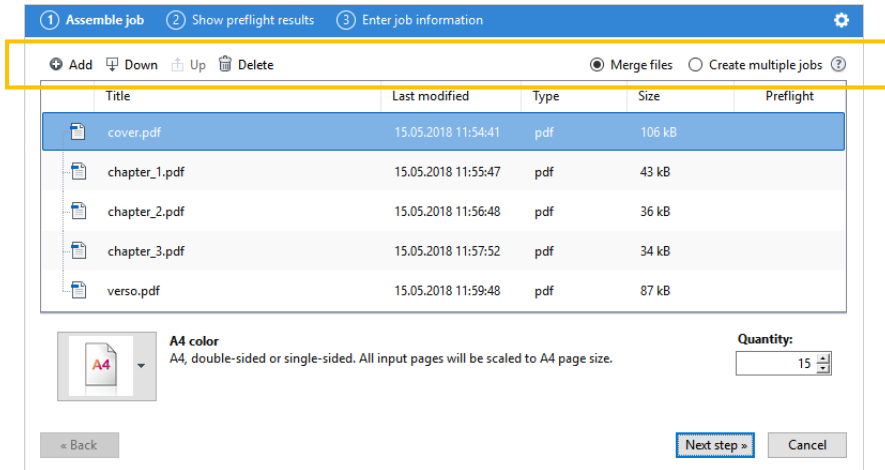
AccurioPro Flux offers several ways to combine multiple files into one print job.



Combining files during import

You can already merge files during import.

- 1 Select **File | New print job** or click **New print job** in the toolbar.
- 2 Specify the files in the following dialog box.
- 3 The import dialog opens. The selected files are listed here.



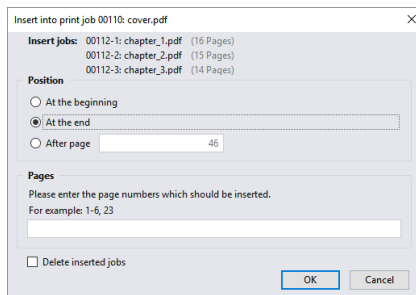
- 4 Select **Merge files** in the command bar at the top of the window.
- 5 You can also use the commands in the command bar to add more files, change the order of files or delete files from the list.
- 6 Complete the import. The files are merged and imported.



Combining print jobs in the job list

You can insert already imported print jobs from the job list into another print job.

- 1 In the job list, select the print jobs you want to insert into another job.
- 2 Click **Job | Copy**.
- 3 Select the print job into which you want to insert the jobs.
- 4 Click **Job | Paste into print job**. A dialog window opens.



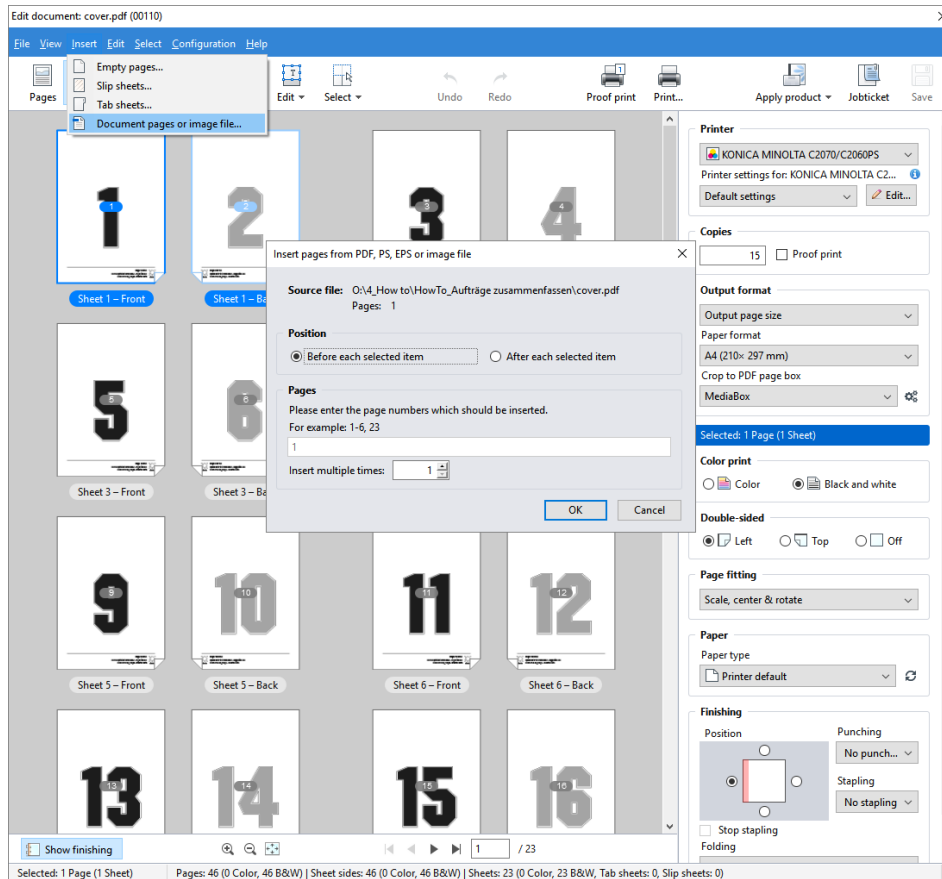
The sequence in which the order items are inserted is displayed.

- 5 Specify where the print jobs are to be inserted. If you only insert one job, you can also decide whether you want to insert the entire document or only single pages.
- 6 With the check box in front of **Delete inserted jobs**, you can determine whether you want to delete the inserted jobs from the job list after merging.
- 7 Confirm your entries by clicking **OK**. The jobs or the single pages are inserted into the document at the specified positions.

Inserting a new file into a print job in the job editor

You can insert pages from other PDF files, PostScript files or image files into the current document in the job editor.

- 1 Open a job in the job editor.
- 2 Select one or more pages from the preview. You can insert a file before or after these pages.
- 3 Click **Insert | Document pages or image file**.
- 4 Specify the required file in the following window and click **Open**.
A dialog window opens.



- 5 Determine whether the new file is to be inserted before or after the selected pages. If you have not selected a page, you can specify whether the file is to be inserted at the beginning or at the end of the document.
- 6 If the file to be inserted contains more than one page, you can also specify whether you want to insert the entire document or only single pages.
- 7 You can also determine how many times you want to insert the file.
- 8 Confirm your entries by clicking **OK**. The specified file or the single pages are inserted into the job. The dialog window closes.

Some closing remarks ...



These features are available in

- AccurioPro Flux Essential
- AccurioPro Flux Premium
- AccurioPro Flux Ultimate

(Version 7.8)

If you want to use these features, you should be familiar with these functions in AccurioPro Flux:

- Importing files
- Job list
- Job editor

Here you can find further information:

- Online help of Flux Workstation:
 - Accept orders / Importing files*
 - Managing orders / Combining print orders*
 - Editing documents / Inserting and editing pages / Inserting document pages or an image file*
- More How-to guides: <https://www.dots.de/en/complete-print-workflow/how-tos/>

© 2018 dots Gesellschaft für Softwareentwicklung mbH

All rights reserved. All information for this documentation has been compiled with care, but is provided without warranty of any kind.

AccurioPro is a trademark of Konica Minolta, Inc. All other brand names and product names belong to the respective companies and are protected by international trademark, brand and patent laws.