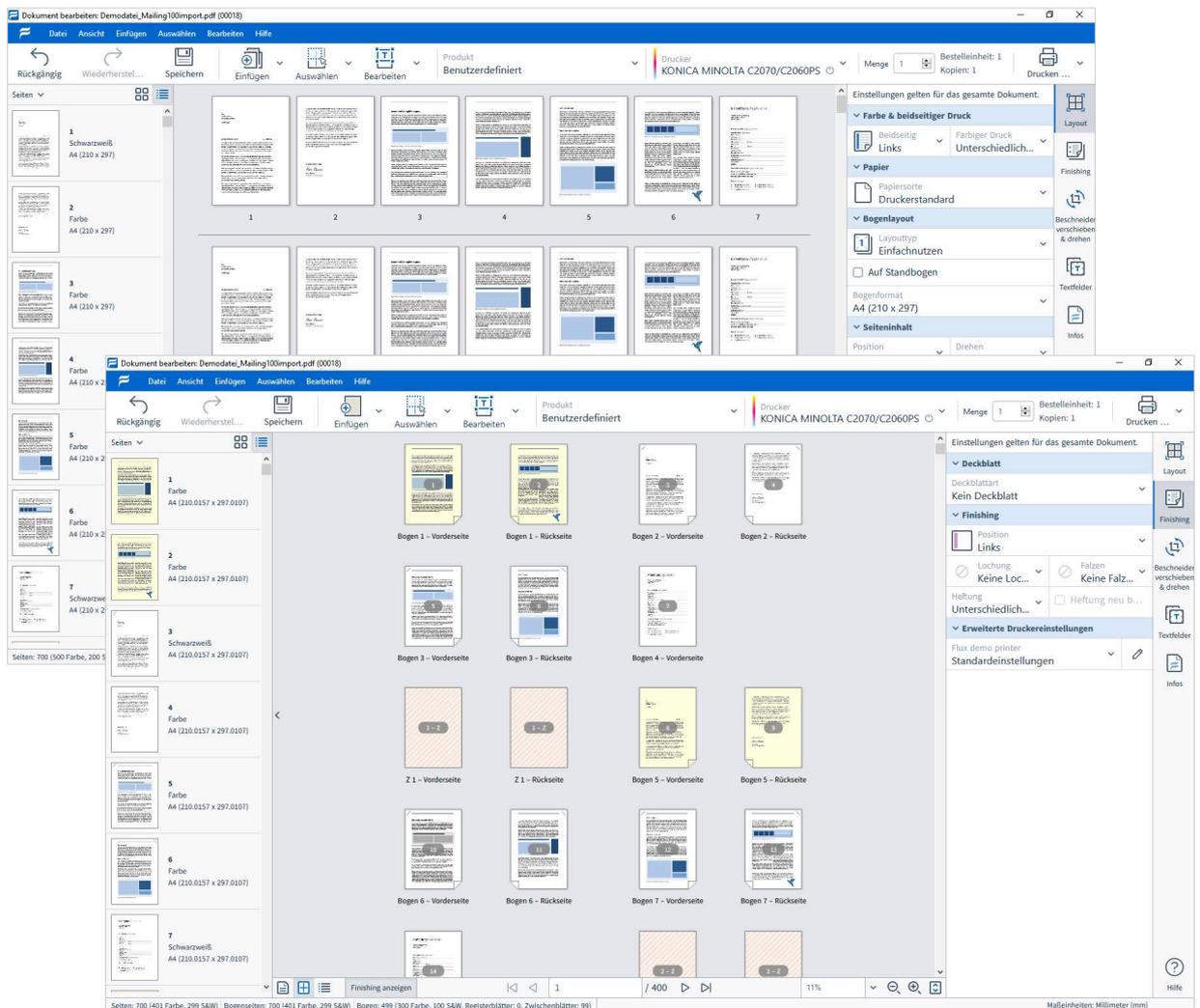


How to: AccurioPro Flux

Settings for serial letters – It's that easy



Typically the print settings in serial letters are repeated with each letter in the file. Learn how to transfer the settings for one letter quickly and easily to the remaining letters.

Settings for serial letters – It's that easy

If you have a print job where the processing of single pages is repeated at regular intervals, you can easily set the print settings for the entire document with a few work steps.

In the job editor, you can use the function **Repeat range programming**. For example, if the print job is a serial letter and the settings repeat every 7 pages, you can program the settings only once for the first 7 pages, and then use this command to automatically transfer your settings to all the following pages.



- 1 Open the print job in the job editor.
- 2 Define the print settings for the pages whose settings you want to repeat continuously.
- 3 Select the programmed pages. The selection of the pages must be continuous and must not include gaps.
- 4 In the menu, select **Edit | Repeat range programming** and click **OK** to confirm.

Outcome

- The settings for the selected page range are continuously applied up to the end of the document. It starts right after the last selected page. Slip sheets and tab sheets can be included in this range. They are also continuously repeated.

Please note

- Previously set print settings are overwritten. Previously inserted slip sheets and tab sheets are deleted.
- If multiple pages are arranged on a print sheet, for example in the case of imposed documents, all the pages located on the print sheet are always added to the selection. You can easily check the sheet preview to see which pages are selected.

The following settings can be automatically repeated

- Color print
- Double-sided
- Paper type
- Punching
- Stapling
- Restart stapling
- Slip sheets with settings
- Tab sheets with settings

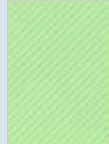


Benefits

- Regularly **repeated print settings** in large documents can be set very easily.
- Only few manual settings are required, which **saves time**.
- By automatically repeating the settings, you can **avoid careless mistakes** which can occur very easily in monotonous repetition of the same work steps.

An example

A serial letter has been received as a print order. The print job has 700 pages, which should be processed with different print settings. The contents and print settings are repeated every 7 pages. After 7 pages, a colored slip sheet should always be inserted in order to be able to separate the individual serial letters more easily from each other in the further processing.

			
Cover letter	Leaflet	Fax form	Slip sheet
2 pages	4 pages	1 page	
Double-sided Black and white	Double-sided Color Stapled	One-sided Black and white	
Customer's stationery	90g Color Copy	80g Default white	80g Green paper



Defining print settings for pages 1–7

- The print job is opened in the job editor.
You make the settings in the **Layout** tab and in the **Finishing** tab.
- Pages 1 and 2 (the cover letter) are selected and the following settings are applied:
Color print: Black and white
Double-sided: Left
Paper type: Special paper, 100 g (corresponds to the customer's stationery)
- Pages 3, 4, 5 and 6 (the leaflet) are selected and the following settings are applied:
Color print: Color
Double-sided: Left
Stapling: 1staple
Paper type: 90g Color Copy
- Page 7 (the fax form) is selected and the following settings are applied:
Color print: Black and white
Double-sided: Off
Paper type: 80g Default white
- After the fax form, a slip sheet is inserted and the requested paper is applied.



Repeating settings until the end of the document

- Pages 1 to 7 and the slip sheet are selected.
- In the menu **Edit** the command **Repeat range programming** is selected and the request is confirmed by clicking **OK**.

Outcome

- The print settings of the selected pages are transferred to all the following pages until the end of the document, repeating all 7 pages.
1 2 3 4 5 6 7 Slip sheet
8 9 10 11 12 13 14 Slip sheet
15 16 17 18 19 20 21 Slip sheet
22 23 24 etc.
The pages 1 2 8 9 15 16 etc. are printed on the customer's stationery,
the pages 3–6, 10–13, 17–20 etc. are printed in color using 90g paper and are stapled,
the pages 7, 14, 21 etc. are printed in black and white on default paper.
A slip sheet is inserted after every 7 pages.

Some closing remarks...



This function is available in

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

Status: Version 8.0

If you want to reproduce the example, you should be familiar with these features in AccurioPro Flux:

- Importing print orders
- Opening the job editor
- Editing print settings

The papers you want to use should be available in the paper catalog of AccurioPro Flux as well as in the trays of the printing device.

Here you can find further information

- Online help of Flux Workstation:
Editing documents / Changing processing options / Repeat range programming
- More How to guides: <http://www.dots.de/en/complete-print-workflow/how-tos/>

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