

The title 'Perfect Binder Application Guide' is positioned on the left side of the page. It is preceded by a solid magenta vertical bar. The text is in a bold, dark grey sans-serif font. The background of the entire page is a blurred image of a RISO Perfect Binder machine with a control panel, overlaid with a complex network of blue, green, and magenta lines that form a stylized, abstract shape on the right side.

ComColor GL Series / GD Series

About This Guide

Preface

"Perfect Binding Software" is the dedicated application software for using the Perfect Binder connected to the RISO printer. With this product, you can create original data for perfect binding. Please read this guide before using or when you have concerns while using, and make use of this product and guide long for ever.

The following manuals are included with the Perfect Binder.

- **User's Guide**

This guide describes specifications, operations and settings of each function.
Please read this guide when you want to know details about the Perfect Binder.

- **Application Guide (this guide)**

This guide describes how to load the original data of cover and body pages, and create binding data.

About This Guide



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Symbols, Notations, and Screenshots Used in This Guide

■ Symbols Used in This Guide



Indicates important items that should be noted or are prohibited.



Indicates useful or additional information.

■ Names of Keys and Buttons

The names of the following are indicated with square brackets []:

- Hard keys on the operation panel
- Buttons and items displayed on the touch panel screen
- Buttons and items displayed on a computer window

Example: Press the [Stop] key.

■ Illustrations Used in This Guide

The screenshots and illustrations in this guide may vary depending on the model of the printer and usage environment, including the connected optional equipment.

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About "Perfect Binding Software"

Specialty of "Perfect Binding Software"

"Perfect Binding Software" converts and edits the data created on PC to binding data for the Perfect Binder. This product has the following convenient features.

Converting Original Data to Binding Data

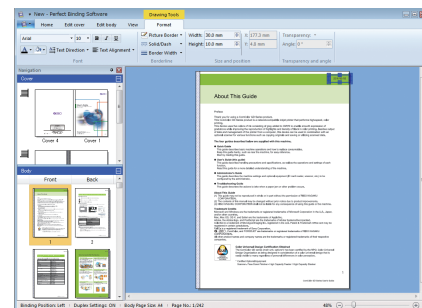
Load data created with Microsoft Word, Excel, PowerPoint, or other software in the PDF format as the original and convert this to binding data.



Editing Binding Data with Simple Operations

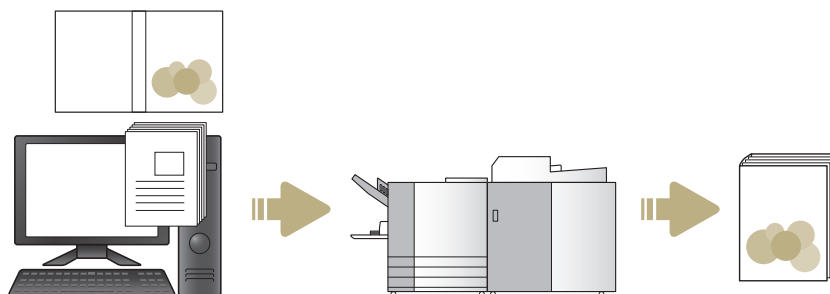
The binding image can be displayed to edit the binding data.

- Move/delete a page
- Stamp a serial number on the cover
- Input letters on the spine
- Stamp page numbers
- Insert slip sheets
- Change paper by page
- Stamp watermarks
- Stamp the date



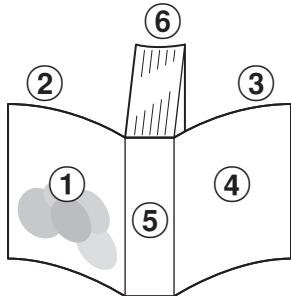
Printing Binding Data (Binding)

Print edited binding data.

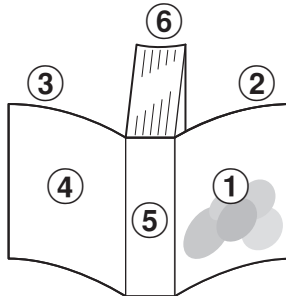


Terms

Terms of the Perfect Binding



• When the binding side is [Right]



• When the binding side is [Left]

- ① Cover 1
- ② Cover 2
- ③ Cover 3
- ④ Cover 4
- ⑤ Spine
- ⑥ Body pages

Term	Description
Cover 1	Front side of the front cover (outer)
Cover 2	Back side of the front cover (inner)
Cover 3	Back side of the back cover (inner)
Cover 4	Front side of the back cover (outer)
Spine	The part that the pages are fastened onto
Booklet Width	The main body's thickness (exclude the cover's thickness)
Slip sheet	The sheet without printing both sides

Terms related to Data

This guide describes data types handled by "Perfect Binding Software" as follows.

Binding data	Dedicated edited data loaded into "Perfect Binding Software" (.blt format)
Original data	Data of a file format that can be loaded into "Perfect Binding Software" (.doc, .pdf format, etc.)

Installation and Uninstallation

Operating Environment

■ Computer

Memory	For 32-bit OS: 2GB or more For 64-bit OS: 3GB or more
CPU	Intel® or fully compatible
Clock	2.0 GHz or more
Hard Disk	For 32-bit OS: 1 GB or more free space For 64-bit OS: 2 GB or more free space
Display	1,024 × 768 pixels or greater, High Color or greater

* Only compatible with the desktop software.

Installation

Install "Perfect Binding Software" on your computer if sending binding data with the software.

- Log on as a user with an administrative authority.
- Close all the active applications.

1 Load the included "Perfect Binding Software" CD-ROM in the computer's CD-ROM drive.

The installer starts up.

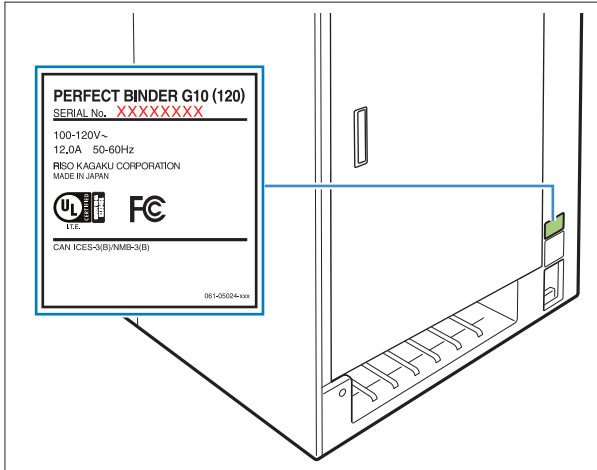
- If the installer does not start up, open the [Perfect Binding Software] folder in the CD-ROM and double-click the "Perfect Binding Software Setup (.exe)" file.

2 Select [English] from the pull-down menu and click [OK].

- If the "Microsoft .NET Framework" setup screen is displayed, follow the on-screen instructions to proceed with the installation*.
 - If the "Microsoft Visual C++" setup screen is displayed, follow the on-screen instructions to proceed with the installation*.
 - "Antenna House PDF Driver" will be installed as a printer driver. Do not change the printer's name.
 - "Antenna House PDF Driver" is a printer driver which converts, into the PDF format, data in file formats that cannot be loaded in "Perfect Binding Software." (p. 8)
- * Connection to the Internet is required.

3 Input SERIAL No. of the Perfect Binder and click [OK].

The SERIAL No. can be found on the rating plate above the main power switch.



4 Click [Next] on the setup wizard screen.

5 Select [I accept the terms in the License Agreement] and click [Next].

6 Check the installation destination and click [Next].

- To change the installation destination, Click [Change] and select the destination in the [Destination Folder] screen.

7 Click [Install].

The installation starts.

8 Click [Finish].

9 Click [Yes] on the reboot confirmation window.

10 Remove the CD-ROM from the computer.

Please keep the removed CD-ROM safe.

Uninstallation

1 Load the included "Perfect Binding Software" CD-ROM in the computer's CD-ROM drive.

The installer starts up.

- If the installer does not start up, open the [Perfect Binding Software] folder in the CD-ROM and double-click the "Perfect Binding Software Setup (.exe)" file.

2 Click [Next].

3 Click [Remove].

4 Click [Remove].

Uninstallation now begins.

5 Click [Finish].

6 Remove the CD-ROM from the computer.

Please keep the removed CD-ROM safe.

Basic Operations

Starting and Ending the Software

Starting the software

Click [Start] - ([All apps] -) [RISO] - [Perfect Binding Software].

For Windows 8.1, open the "Apps" screen and click [Perfect Binding Software] in the "RISO" group.

The software will start and the main window will be displayed.

Ending the Software

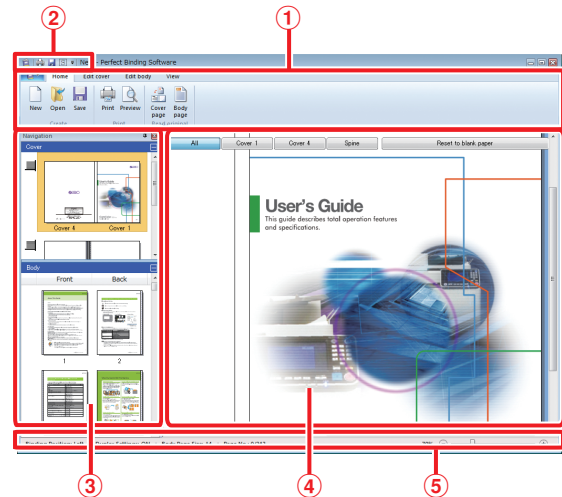
Click the  (Close) button in the main window.



- The software can also be closed by clicking [Exit] in the app menu.
- If binding data in the process of being created or edited has not been saved, a dialog asking whether to save the data will be displayed. Save the binding data file as necessary. For more information on saving the file, see ""Ribbon menu" List" (p. 9).


Main Window

















This section describes the menus and functions displayed in the main window of "Perfect Binding Software."

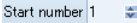
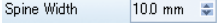
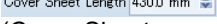







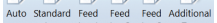



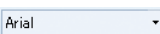







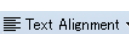
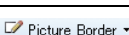

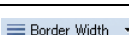
- ① **Ribbon menu**
Displays categorized functions for edit the binding data.
- ② **Quick access toolbar**
Appears above or below the ribbon menu and can be used to register frequently used commands.
- ③ **Navigation window**
Displays thumbnails of binding data.
- ④ **Editing area**
Displays binding data.
- ⑤ **Status bar**
Indicates information such as binding position, zoom and the page number.

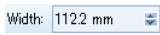
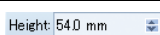
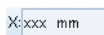
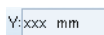
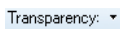
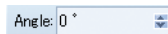
"Ribbon menu" List

Configured of the  (App menu) and the [Home], [Edit cover], [Edit body], [View], and [Format] tabs. Clicking on each tab will switch the screen to the menu of functions related to the content of the "Ribbon menu."

Ribbon menu	Function
	
 Save As	Rename the current file and save it.
 Properties	Configure the terms of unit, paper in the printer, and paper type in the feed trays.
 About	Displays the version information.
Ending the Software	Ends the software.
Home	
 (New)	Create new binding data.
 (Open)	Open selected binding data.
 (Save)	Overwrite current binding data.
 (Print)	Print (Bind up) current binding data.
 (Preview)	View the binding image to confirm the settings.
 (Cover page)	Loads the original data of the selected cover.
 (Body page)	Loads the original data of the selected body page.
Edit cover	
 (Cover page)	Loads the original data of the selected cover.
 (Print Text on Spine Only)	Add text on the spine.
 (Watermark)	Add a watermark on the cover.
 (Stamp Date)	Add the date on the cover.
 (Stamp Serial No.)	Add the serial number on the cover.


Ribbon menu	Function	
 (Start number)	Set the initial number to print for the serial number.	
 (Spine Width)	Set the thickness of the spine.	
 (Cover Sheet Length)	Set the cover sheet's length.	
 (Standard tray*, Feed tray 1-3, Cover sheet inserter)	Specify the cover sheet's feed tray. * When the high capacity feeder is connected to the printer, "High capacity feeder" is specified.	
Edit body		
 (Body page)	Loads the original data of the selected body page.	
 (Insert Slip Sheet)	Insert a slip sheet.	
 (Watermark)	Add a watermark on the body pages.	
 (Stamp Date)	Add the date on the body pages.	
 (Stamp Page No.)	Insert the page numbers.	
	Start number	Set the initial number to print on the pages.
	Start Page	Set the page to print first.
 (Position of Body)	Set the print position of body.	
 (Auto, Standard tray*, Feed tray 1-3, Additional Tray)	Specify the body pages' feed tray. * When the high capacity feeder is connected to the printer, "High capacity feeder" is specified.	

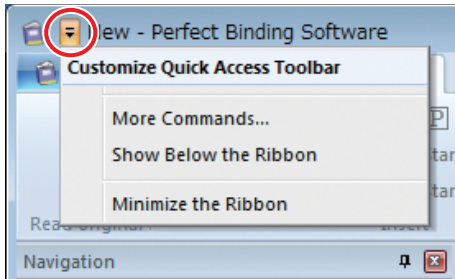
Ribbon menu	Function
View	
<input checked="" type="checkbox"/> Navigation Window (Navigation Window)	Switch show or hide the navigation window.
<input checked="" type="checkbox"/> Status Bar (Status Bar)	Switch show or hide the status bar.
<input checked="" type="checkbox"/> PDF annotation (PDF annotation)	Switch show or hide the PDF annotation in the edit screen and preview screen.
 (Zoom)	Display the submenus regarding to the zoom in the editing area.
	100% View the editing area in full scale.
	Zoom to Page Width Adjusts the zoom of the editing area to the page width.
	Full Page View View the editing area in full page view.
Format*	
 (Font)	Specify the font.
 (Font size)	Specify the font size.
 (Bold)	Make the letters bold-faced.
 (Italic)	Make the letters italic.
 (Underline)	Underline the letters.
 (Font color)	Specify a font color.
 (Fill)	Fill the enclosed area with the specified color.
 (Text Direction)	Specify the text direction.
 (Text Alignment)	Specify the text position in the text box.
 (Picture Border)	Specify a color of frame border.
 (Solid/Dash)	Specify a type of the frame border.
 (Border Width)	Specify the width of the frame border.

Ribbon menu	Function
 (Width)	Set the width of the frame.
 (Height)	Set the height of the frame.
 	Frame position is displayed in the coordinate view. The value cannot be entered.
 (Transparency)	Specify the transparency of watermark.
 (Angle)	Specify the angle of watermark.

* Displayed only when text or text boxes such as the serial number or page number, etc. added with "Perfect Binding Software" has been selected.

Quick Access Toolbar

By clicking  on the quick access toolbar, the [Customize Quick Access Toolbar] menu will be displayed.



■ More Commands

Frequently used functions and items can be registered to the quick access toolbar.

- ① Click [More Commands...].
- ② Add or delete functions by using the [Customize] dialog box.
- ③ By clicking [OK], the added functions will be displayed.

■ Show Below the Ribbon/Show Above the Ribbon

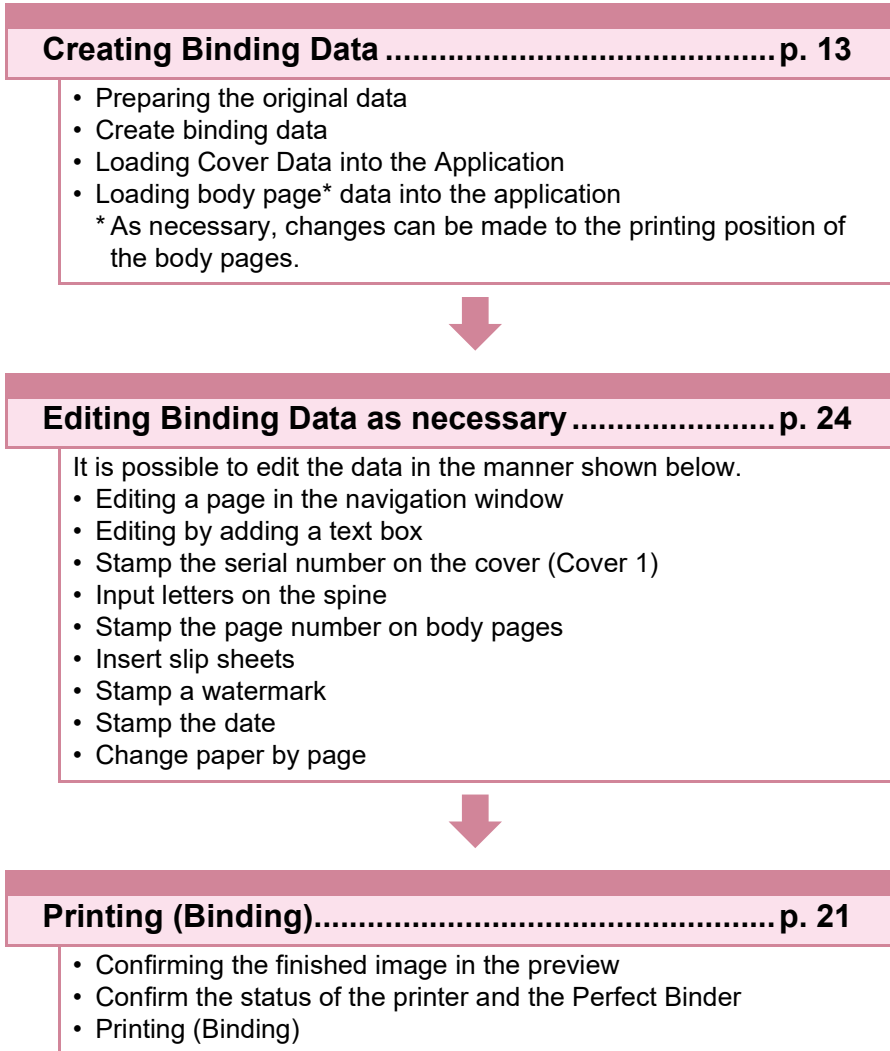
The "Quick Access Toolbar" is displayed below / above the ribbon.

■ Minimize the Ribbon

Minimizes the display of the ribbon. This is where functions and items for editing the text will be displayed.

Flow of Operations up to Completion of Binding

The flow of binding operations using "Perfect Binding Software" is as follows.



Creating Binding Data

Load original data into "Perfect Binding Software" and create binding data.

Preparing the Original Data

Prepare the cover and body pages' original. "Perfect Binding Software" supports the following file formats. You can print the cover page on a printed sheet.

Corresponding File Formats

File format	Application (32-bit/64-bit)*
doc, docx	Microsoft® Word 2013, 2016, 2019
xls, xlsx	Microsoft® Excel 2013, 2016, 2019
ppt, pptx	Microsoft® PowerPoint 2013, 2016, 2019

* It is required that the application compatible with the original data being loaded has been installed.

File format	Printer driver for creating PDF files
pdf	Antenna House PDF Driver Ver. 7.5*

* Automatically installed when installing "Perfect Binding Software."

Antenna House PDF Driver can be used with the software that has a printing function.



- Do not configure a password for the original data or configure settings to not allow printing. Original data configured with such cannot be loaded into "Perfect Binding Software."

- The file other than above cannot be loaded into "Perfect Binding Software". Convert the file to PDF format with "Antenna House PDF Driver" in advance.

<Creating PDF>

- Select [File] - [Print] in the main menu of the application being used.
- Select [Antenna House PDF Driver *.*] from the printer.
- Click [Print].
- When the [Save As] dialog box appears, confirm the destination and file name and click [Save].

After a while, the PDF file is created in the destination.



- Even if the data of the cover page and the data of the body pages are not separate, such data can be used to configure the cover page after the data has been loaded.

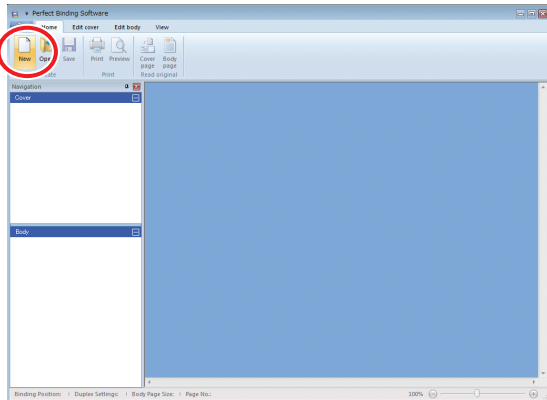
- Prepare cover data in which the cover pages are separated into single pages, or the first page contains Cover 1, Cover 4 and the spine and a single page contains Cover 2 and Cover 3.

- For the procedures for binding a booklet using printed covers and body pages, see the Perfect Binder's "User's Guide".

Creating Binding Data

Newly create binding data and configure basic binding information such as the closing position and paper to be used.

1 Click [New] on [Home] in the ribbon menu.



2 Input basic information of binding data and click [OK].

[Binding Position]

Select the binding side of the booklet.

[Duplex Settings]

Configure the duplex printing.

[Body Page Size]

Select the body page size of the booklet.

[Body Sheet Tray]

Select the feed tray for body page sheets.

[Spine Width]

Set the spine's width. Set this item according to the body thickness.

[Cover Sheet Length]

Set the length (long side) of the cover sheet settings.

[Cover Sheet Tray]

Select the feed tray for cover sheets.

The main window with basic information is displayed.



- The same feed tray cannot be set to [Body Sheet Tray] and [Cover Sheet Tray]. Select the different feed tray according to the paper type and size.
- In [Cover Sheet Length], set the long side of cover sheet in the tray. The cover length cannot be set shorter than the total of the short sides of two body pages and the spine thickness.
- When [A5] is set to [Body Page Size], [Additional Tray] cannot be set to [Body Sheet Tray].



- To set [Spine Width], make a sample booklet using the same paper and number of pages to measure the thickness in advance.
- The available [Spine width] is from 1.5 mm - 30.0 mm (1/16" - 1 3/16").
- For the thickness of the body pages that Perfect Binder can bind, see "Usable Paper" in the "User's Guide."

Usable Cover Sheet Sizes

Cover sheet (When cutting off the surplus part):

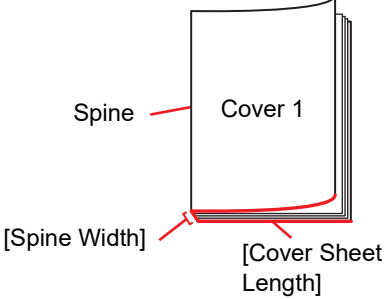
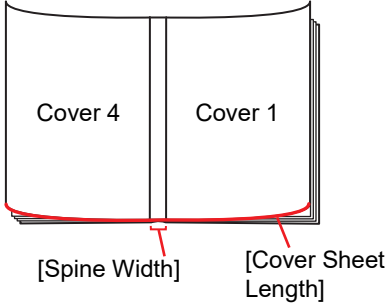
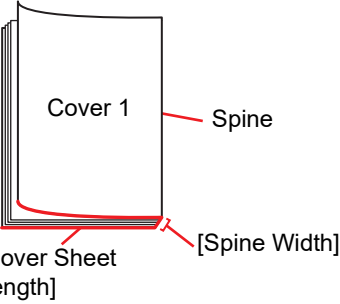
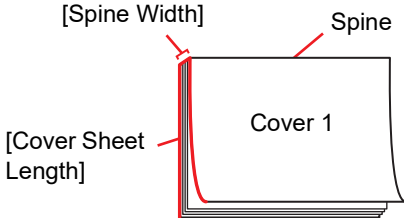
- For A5: 210 mm × 307 mm - 342 mm
(8 1/4" × 12 3/32" - 13 15/32")
- For B5: 257 mm × 374 mm - 409 mm
(10 1/8" × 14 23/32" - 16 1/8")
- For A4: 297 mm × 430 mm - 465 mm
(11 11/16" × 16 15/16" - 18 5/16")
- For Letters: 279.4 mm × 441.8 mm - 476.8 mm
(11" × 17 13/32" - 18 25/32")

Cover sheet (When leaving the surplus part):

- For A5: 210 mm × 298.5 mm - 398 mm
(8 1/4" × 11 3/4" - 15 11/16")
- For B5: 257 mm × 365.5 mm - 432 mm
(10 1/8" × 14 3/8" - 17")
- For A4: 297 mm × 421.5 mm - 460 mm
(11 11/16" × 16 5/8" - 18 1/8")
- For Letters: 279.4 mm × 433.3 mm - 466 mm
(11" × 17 1/16" - 18 11/32")

Regarding finishes of the booklet

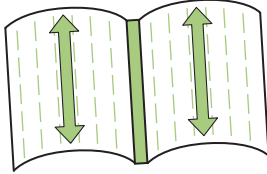
According to the configured binding information, the booklet is finished in one of the following designs.

[Binding Position]	The finished spine position	
[Left]	Vertical (Left-hand) 	Example: Vertical (Left-hand) 
[Right]	Vertical (Right-hand) 	
[Top]	Horizontal 	

Paper texture

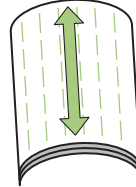
There are two types of paper: long-grained paper and short-grained paper. The paper texture is the fibers' orientation formed in the paper-forming process, which influences the finishing of the perfect binding.

Cover: short-grained paper (recommended)



The paper fibers are parallel to the short side of the paper

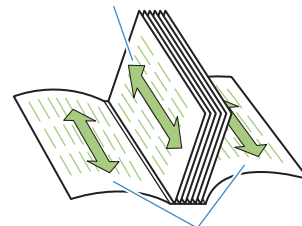
Body pages: long-grained paper (recommended)



The paper fibers are parallel to the long side of the paper

When a long-grained sheet is used as the cover, the folded (spine) part is undulated so that the booklet is not neatly binded. Also, the booklet is easily damaged by opening and closing the booklet repeatedly. When a short-grained sheet is used as the body page, the booklet is hard to open due to the paper stiffness. Also, when you open the booklet, the body pages may peel off from the spine part. Use the short-grained paper for the cover and the long-grained paper for the body pages so that the paper texture becomes parallel to the long side of the booklet.

Body pages (long-grained paper)



Cover (short-grained paper)

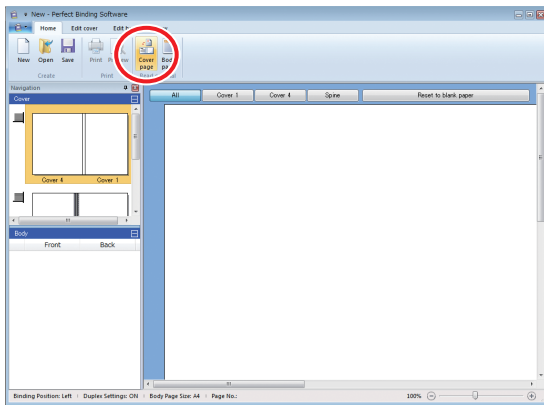
Loading Cover Data into the Application

Load the cover's original data.



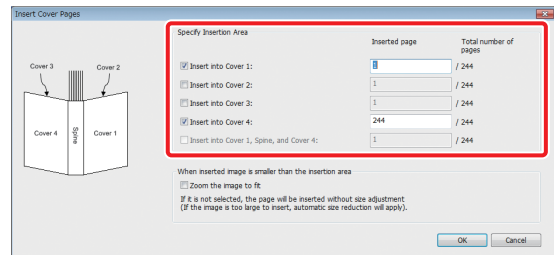
- When [Select Cover Tray] in [Edit cover] is set to [Cover sheet inserter], the created cover is not printed.
- The available size of cover vary depending on the feed tray. For more information, see "Usable Paper" in the "User's Guide".

1 Click [Cover page] on [Home] or [Edit cover] in the ribbon menu.



2 Specify the original data of the cover that has been prepared and click [Open].

3 Set the page to insert to the cover from original data.



Input the page in the original data by selecting the checkbox for the cover page to insert in [Specify Insertion Area]. If the original data of the cover is separated into multiple files, repeat steps 1 to 3 to load all files and specify the cover page.

To insert original data which contains Cover 1, the spine, and Cover 4 on one page, place a check in [Insert into Cover 1, Spine, and Cover 4] and input the page of the original data.

4 Click [OK].

Loading cover data begins.



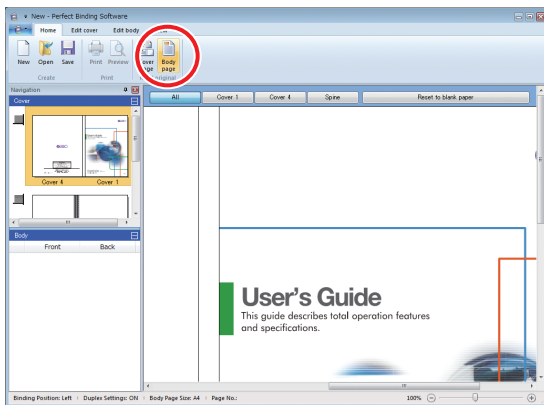
- You can also load the cover data by dragging the cover's original file into the navigation window. Operate from step 3 in this case.
- If the size of the original data is smaller than the size of the cover page, select the checkbox for [Zoom the image to fit] under [When inserted image is smaller than the insertion area] to enlarge the size of the original data in accordance with the size of the cover. The whole original data is enlarged as large as the cover size keeping up the aspect ratio.
- To delete the original data that has been loaded, select the cover to delete and click [Reset to blank paper] in the editing area.

Loading Body Page Data into the Application

Load original data to use as the body.

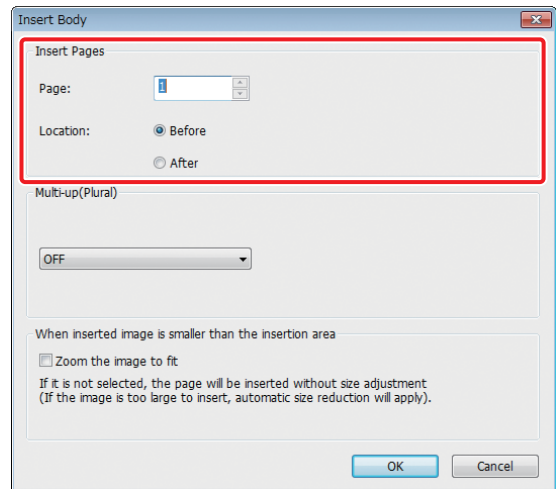
- Up to 500 sheets can be used as the body page.

1 Click [Body page] on [Home] or [Edit body] in the ribbon menu.



2 Specify the original data of the body pages that has been prepared and click [Open].

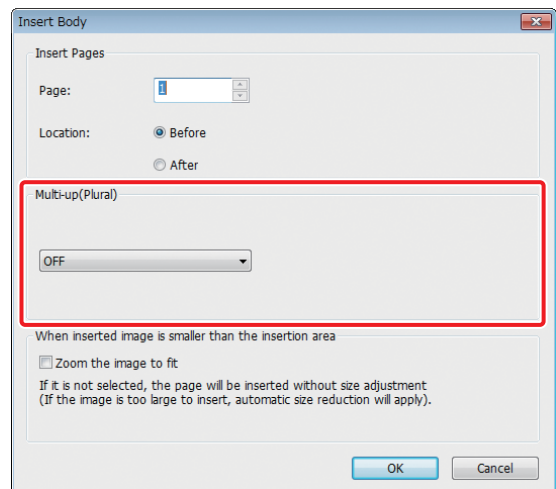
3 Set the page at which the body is to be inserted.



Set the insert destination in [Insert Pages].

To bind multiple original data in a Booklet, set the insert page.

4 Set the impositioning.



With [Multi-up(Plural)], select the number of surfaces and order for impositioning. To cancel impositioning, select [OFF].

5 Click [OK].

Loading body page data begins.

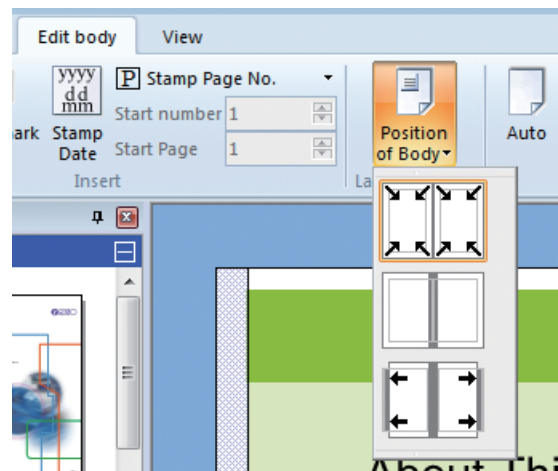


- You can also load the body data by dragging the body's original file into the navigation window. Operate from step 3 in this case.
- If the size of the original data is small, select the checkbox for [Zoom the image to fit] under [When inserted image is smaller than the insertion area] to automatically enlarge the size of the original data in accordance with the size of the body pages.
The original data will be enlarged overall to fit the size of the body pages while maintaining the aspect ratio.
- Even if body page data contains multiple sizes, the sizes are adjusted to enable binding. Pages that are larger than the body page are reduced to the size of the body pages. Smaller pages are enlarged to the size of the body pages when the checkbox for [Zoom the image to fit] under [When inserted image is smaller than the insertion area] is selected. When this item is not checked, the smaller pages are inserted as their actual size.
- If the original data of the body pages contains pages in the landscape direction, such pages will be automatically rotated upon binding.
- When you want to load multiple original data, you can load the different file formats at the same time, such as Microsoft Word and Excel.

Selecting Body Page's Printing Position

There will be a margin of 5 mm (7/32") on the inner side towards the spine. Select the position of the body pages, cover 2, and cover 3 so that the original data does not come into this margin.

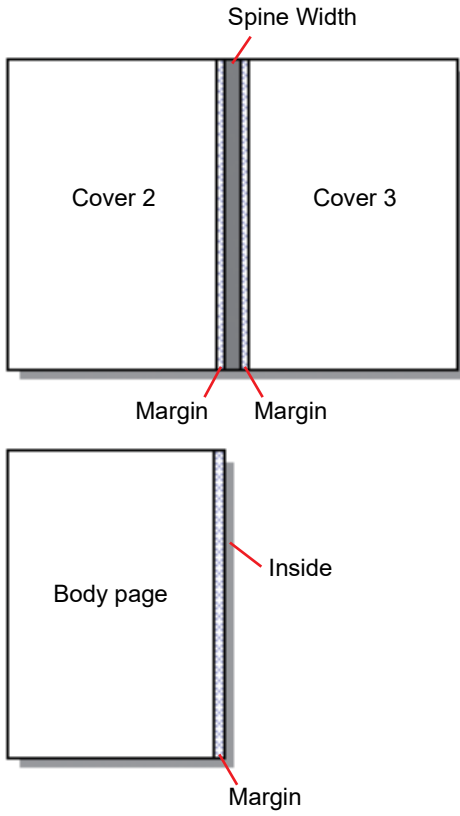
- 1 Click [Position of Body] on [Edit body] in the ribbon menu, and select the body position.



- : Reduces the original data to set in the print side, excluding the margin.
- : The original data on the 5 mm (7/32") inside is not printed.
- : Place the original data on 5 mm (7/32") outside so that 5 mm (7/32") inside is the margin. The original data off the print side is not printed.

Notes regarding the margin

The margin is displayed as the halftone area in the editing area. Adjust the original area by avoiding this area.

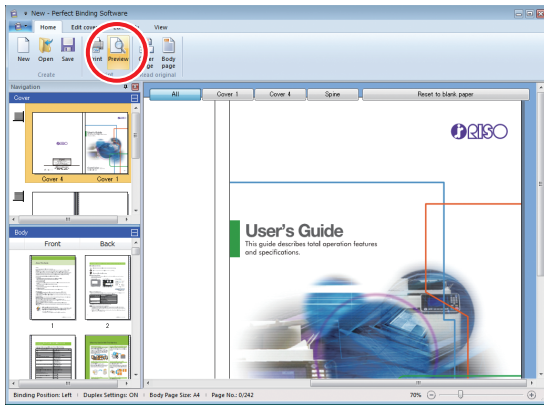


Printing (Binding)

Confirming the Finished Image in the Preview

Before you send a binding job, confirm the finishing image on your PC. You can confirm the imposing and positioning of the pages without actually printing (binding).

1 Click [Preview] on [Home] in the ribbon menu.



2 Confirm the finishing image in the preview window.





To exit the preview window, click .


● Operations in the preview window

The following operations are available in the preview window.


 : Displays Cover 1.

 : Returns to the previous page.

 : Displays an image of the booklet as viewed from the spine.

 : Moves to the next page.

 : Displays Cover 4.

 : Displays the page that is input.

You can move to the previous or next page by clicking on the page being previewed or by dragging the edges of the page.

Confirm the Status of the Printer and the Perfect Binder

To perform printing (binding), the Perfect Binder must be in the following states.

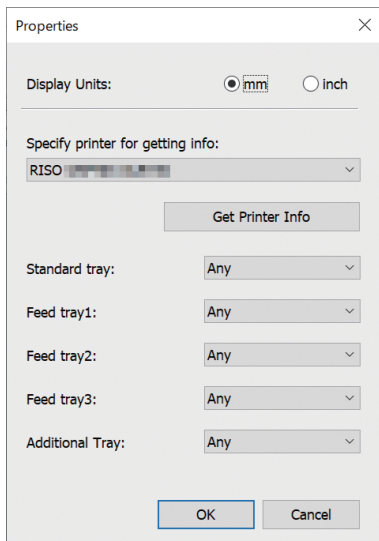
- The power of the Perfect Binder is ON
- The glue is at a suitable temperature

For more information on how to confirm the status of the Perfect Binder, see "Machine Status" in the "User's Guide."

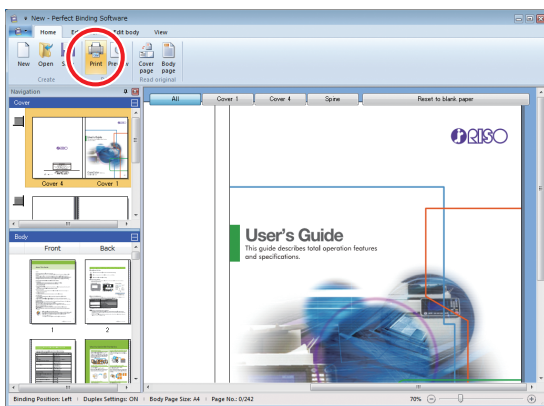
Printing (Binding)

Print out (Bind up) created binding data.

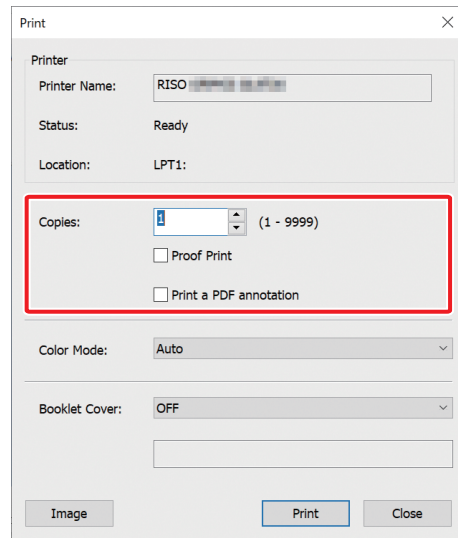
- 1 Click [Properties] in the application menu.
- 2 Select the printer for printing (binding) in [Specify printer for getting info].



- 3 Click [Print] on [Home] in the ribbon menu.



- 4 Input the number of copies in [Copies].



When the checkbox for [Proof Print] is selected, one copy will be printed (bound) and the unit will stop. You can print (bind) the rest of the configured number of copies after confirm the binding status.

When the checkbox for [Print a PDF annotation] is selected, you can print annotations of the PDF original data.

- 5 Select the color mode in [Color Mode].
- 6 Select the printing (binding) method for the cover in [Booklet Cover].

[OFF]*: Prints and binds the cover page and the body pages.

[Print except cover]*:
Prints and binds all pages other than the cover page.
The cover page will be printed from the feed tray selected in advance in [Edit cover] and will be bound. The binding data's cover page is not printed out.

[Use Cover Sheet Inserter]:
Prints and binds all pages other than the cover page.
The cover page is fed from the cover sheet inserter and bound. The binding data's cover page is not printed out.

[Print cover only]:

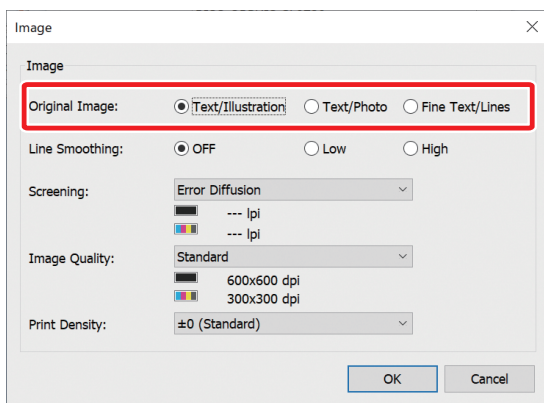
Prints out only the cover page. The cover page is printed out to the face down tray or the optional face down offset stapler on the left side of the printer.

* Unavailable with the model without the feed tray (ComColor GD9631).

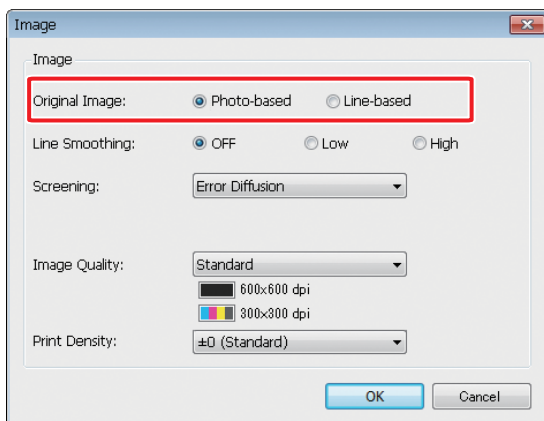
7 Click [Image].

8 Select which quality to prioritize in [Original Image].

For ComColor GL series:



For ComColor GD series:



9 Select the outline processing in [Line Smoothing].

Smoothen the character's outline. You can select from two levels depending on the difference of image processing.

- When you set [Line Smoothing], the printing (binding) speed decreases.

10 Select the halftone processing in [Screening].

11 Select the image quality in [Image Quality].

Set the print resolution.

If you prioritize the printing speed, select [Data Compression]; if you save the amount of ink, select [Draft]; if you prioritize the finished color, select [High Chromogenic].

- Because the [High Chromogenic] setting makes ink consumption increase, strike-through may be generated depending on the type of graphic images to be printed. Do not specify [High Chromogenic] for the duplex printing or printing with many solid images.

- When [Fine] is set, the printing speed will decrease.
- When [Processing Speed Priority]¹ is set, the printout is made at 300 x 300 dpi resolution. This option reduces the image processing load.
- When [Data Compression]² or [Draft] is set, the neutral colors become uneven.

- 1 This item is only displayed when using ComColor GL series.
- 2 This item is only displayed when using ComColor GD series.

12 Select the printing density in [Print Density] and click [OK].

- The dialog settings of [Color Mode] and [Image] are set to both the body and cover. These cannot be configured separately.

13 Click [Print].

Printing (binding) data begins.

Editing Binding Data

This section describes the convenient functions for editing binding data. Use these editing functions as required.

Convenient editing has the following functions:

- Moving or Deleting a Page in the Navigation Window
- Stamp the serial number on the cover (Cover 1)
- Input letters on the spine
- Stamp the page number on body pages
- Insert slip sheets
- Stamp a watermark
- Stamp the date

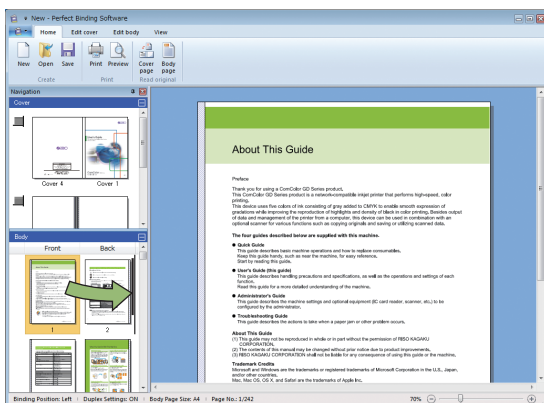
Editing a Page in the Navigation Window

In the navigation window, you can edit the pages by directly operating the thumbnails to move or delete pages.

Move Page

Drag the body page in the navigation window to change the page order.

In doing so, you can select multiple pages by holding the "Ctrl" key. Also, you can select a sequence of multiple pages by pressing and holding the "Shift" key.



Deleting a Page

You can delete the selected page by selecting a page in the navigation window and press the "Delete" key.

Right-click Menu

In the navigation window, select a page and right-click it to display the menu to operate the following functions.

Menu		Function
Move Page		Input the destination to move to the selected page.
Delete Page		Delete the selected page.
Insert Slip Sheet (p. 28)	Before	Insert a slip sheet front or back of the selected page.
	After	
Select Tray (p. 30)	Auto ¹	Select the feed tray for the selected page.
	Standard Tray	
	Feed tray 1-3	
	Additional Tray ²	
	Cover sheet inserter ³	

- 1 This item can be configured only when body pages or the slip sheet has been selected.
- 2 This item is only displayed when using ComColor GL series (Optional).
- 3 This item can be configured only when the cover has been selected.



- When the duplex printing is set, the front and back side thumbnails are displayed in two rows in the navigation window.

Editing by Adding a Text Box

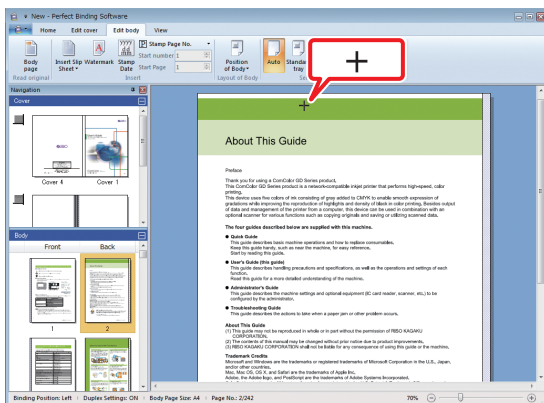
You can add the serial number and the spine text on original data by locating text boxes in the editing area and inputting the letters. You can change the font and border of the text boxes or text that has been added.

- The usable type of text box varies depending on the page.

Tool	Usable page	See:
Stamp Serial No.	Cover 1	p. 26
Spine	Spine	p. 27
Page No.	Body page	p. 27
Watermark	Cover 1, Cover 4, body page	p. 29
Stamp Date	Cover 1, Cover 4, body page	p. 30

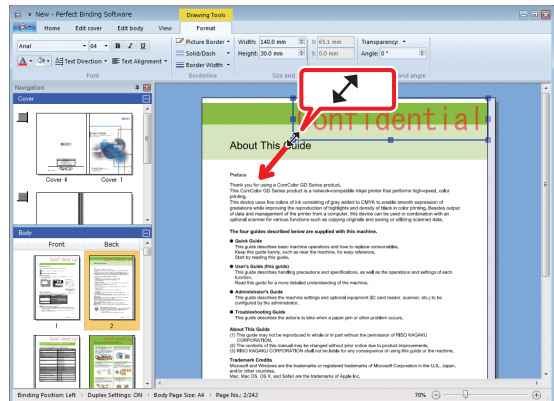
1 Select a tool to add in the ribbon menu.

2 Insert a text box.



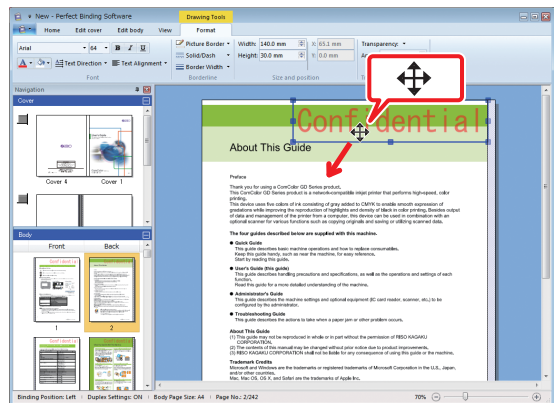
In the editing area, move the pointer (+) to where you wish to add the text box and click. Drag the cursor to add an arbitrary size text box.

3 Adjust the text box size.



Drag the handles (■) of the text box to adjust the size.

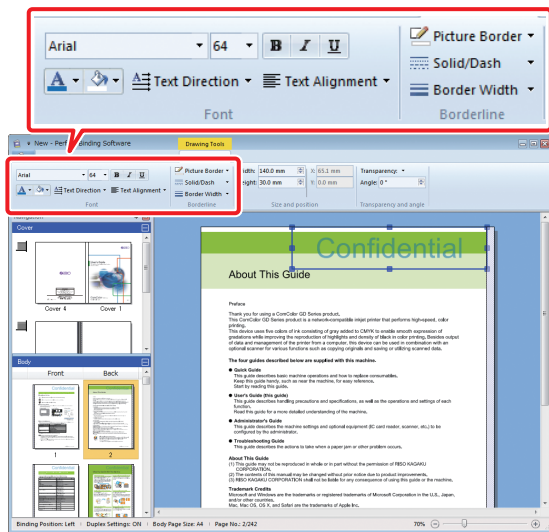
4 Adjust the text box's location.



Select the text box and drag the cursor (⬆️⬆️⬆️⬆️) to adjust the position.

5 Double-click the text box and input the text.

6 Set [Format] in the ribbon menu.



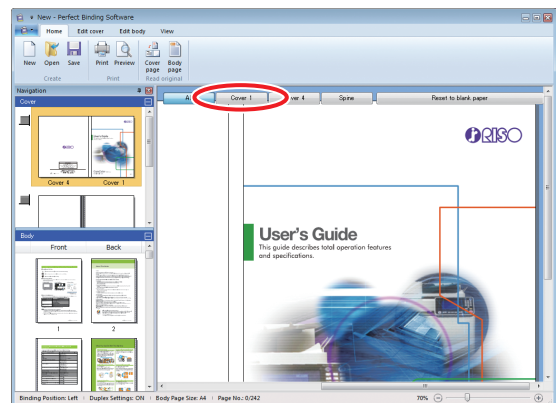
Set the font, borderline, size, position, transparency and angle. The setting items vary depending on the added tools.

For more information on [Format], see [Format] in ""Ribbon menu" List" (p. 9).

Stamping the Serial Number on Cover (Cover 1)

You can stamp the serial number on any location in the cover (Cover 1). The consecutive number can be inserted one by one.

1 Click [Cover 1].



2 Click [Stamp Serial No.] on [Edit cover] in the ribbon menu.

3 Insert a text box and input any text.

By default, "Stamp Serial No. #" is input in the text box. Input any text in the "Stamp Serial No." part to change. In the "#" part, the serial number is printed from "1" by booklet.

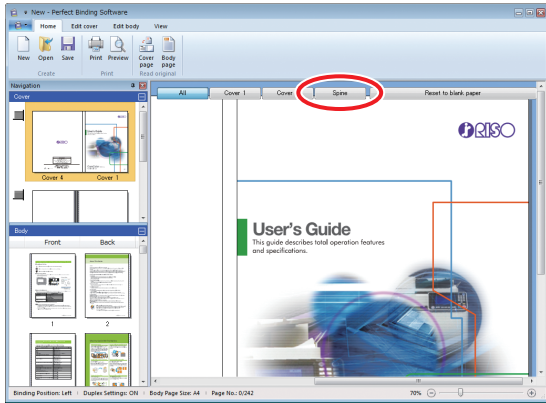


- For more information on how to edit text boxes, see "Editing by Adding a Text Box" (p. 25).

Inputting Letters on the Spine

You can input any letters on the spine, such as the booklet's title.

1 Select [Spine].



2 Click [Print Texts on Spine Only] on [Edit cover] in the ribbon menu, and select the text's orientation.

3 Insert a text box and input the booklet's title.

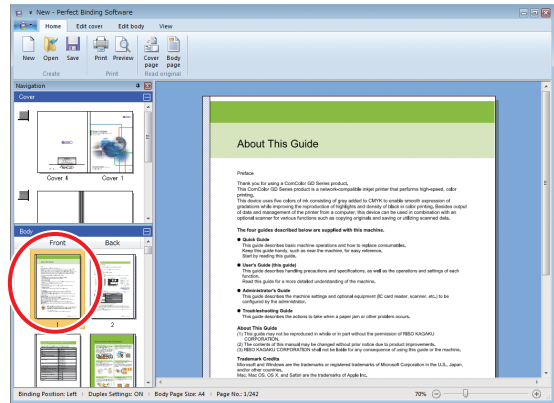
- For more information on how to edit text boxes, see "Editing by Adding a Text Box" (p. 25).

Stamping the Page Number on the Body Pages

You can input the page number when original data does not have the page numbers on the body pages.

- Slip sheets are counted as pages; however, the page numbers are not printed.

1 Select the body page.



2 Click the [Stamp Page No.] on [Edit body] in the ribbon menu, and select the insert location of the page number.

Duplex settings	Binding Side (Left, Right)	Binding Side (Top)
ON		
OFF		

The text box is created on the selected position.

By default, "#p / #P" is input in the text box. "#p" is the page number and "#P" is the total number of pages. You can input the arbitrary text.



- For more information on how to edit text boxes, see "Editing by Adding a Text Box" (p. 25).
- The insert location of the page number varies depending on the binding position.
- You can also set [Start number] and [Start Page] of the page number on [Edit body] in the ribbon menu.
- In [Start number], input the first number of pages (1 - 9999). In [Start Page], input the page number on which the first page number is printed.

Example: When including Cover 1 and Cover 2 in the number of pages and printing "3" on the first page of the body pages

[Start number]: 3

[Start page]: 1

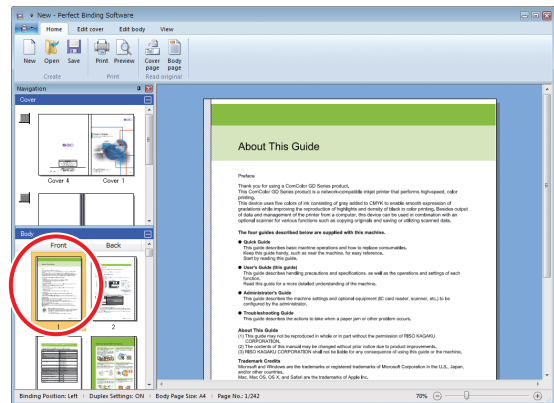
Inserting Slip Sheets

You can insert the white sheets the same size as the body pages in certain parts of the body pages as "slip sheet".



- Slip sheets are counted as pages; however, the page numbers are not printed.
- You can specify the feed tray for pages to insert (slip sheet), as well as the body pages.
- To insert a slip sheet in binding data to which the duplex printing is set, the front and back sides are added, so that two pages are added for a slip sheet.
- To add a slip sheet in binding data which contains the odd-numbered body pages, a white sheet is automatically inserted for coordinating the page numbers.

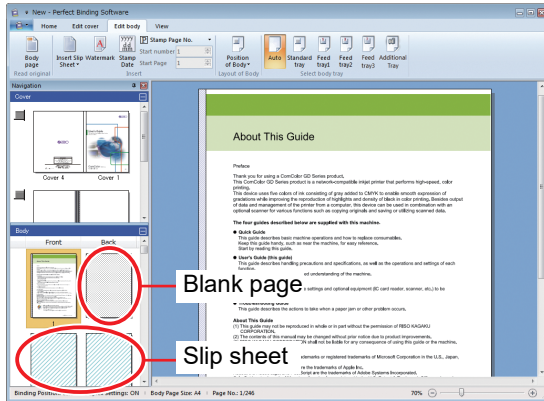
1 Select the body page.



Select the front or back page to insert the slip sheet.

2 Click [Insert Slip Sheet] on [Edit body] in the ribbon menu, and select [Before] or [After].

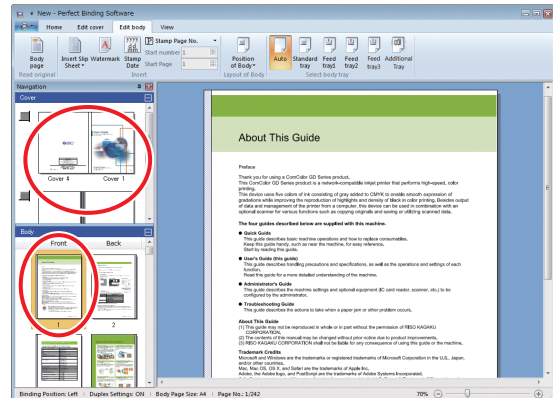
A slip sheet is added.



Stamping a Watermark

Stamp a watermark (e.g., "Confidential") on Cover 1, Cover 4, Cover 2, Cover 3 and/or (all) body pages.

1 Select Cover 1, Cover 4, Cover 2, Cover 3 or body page.



2 Click [Watermark] on [Edit cover] or [Edit body] in the ribbon menu.

3 Insert a text box and input any text.

By default, "Confidential" is input in the text box. Input any text to change.

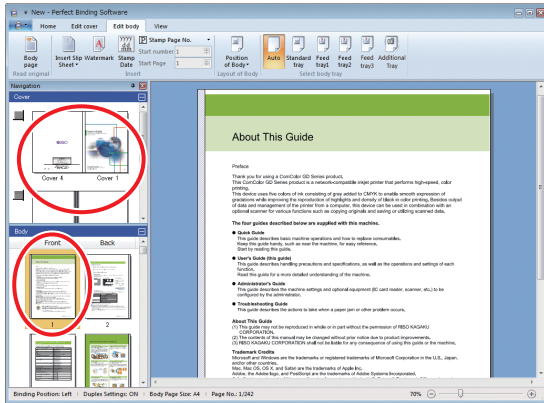


- For more information on how to edit text boxes, see "Editing by Adding a Text Box" (p. 25).
- You can set the different watermark on each cover and the body part. Repeat steps 1 to 3 to set watermarks as required.
- Watermarks cannot be set on slip sheets.

Stamping the Date

You can stamp the date on Cover 1, Cover 4, Cover 2, Cover 3 and (all) body pages.

1 Select Cover 1, Cover 4, Cover 2, Cover 3 or body page.



2 Click [Stamp Date] on [Edit cover] or [Edit body] in the ribbon menu.

3 Insert a text box and input any text.

In the text box, the current date is input in the YYYY/MM/DD format. You can input any date to change.



- For more information on how to edit text boxes, see "Editing by Adding a Text Box" (p. 25).

Changing the Print Sheet by Page

You can select the feed tray by page.

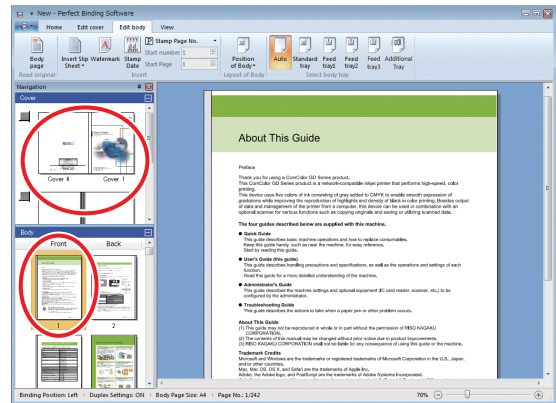


- You can specify the feed tray for slip sheets by page, as well as the body page.

- Depending on the printers connected to the Perfect Binder, the feed tray may not be selected.

Also, the available paper will vary depending on the feed tray. For more information, see the "User's Guide".

1 Select the cover or body page.



Select the page to change the feed tray.

2 Select the feed tray on [Edit cover] or [Edit body] in the ribbon menu.

The feed tray icon is displayed on the thumbnail.

Troubleshooting

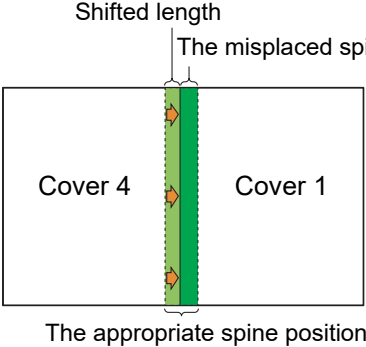
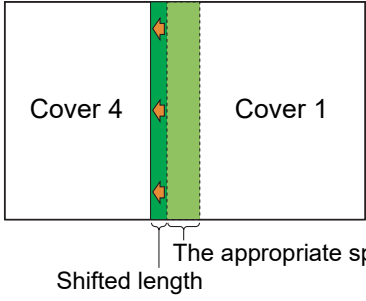

This section describes the causes and actions to take when an error message appears while creating binding data or sending a binding job. Follow the displayed messages to resolve the error.

Message	Action to Take
The minimum printable number of body sheets is not met. This print might result in a binding error. Are you sure to continue printing?	Appears when the body page sheets are 14 or less. Create the original data contains 15 body page sheets or more. Click [OK] to send the print job to the printer. For the thickness of the body pages that Perfect Binder can bind, see "Usable Paper" in the "User's Guide."
The maximum printable number of body sheets has exceeded. Print cannot be run.	Appears when the body page sheets are 501 or more. Create the original data contains 500 body page sheets or less. For the thickness of the body pages that Perfect Binder can bind, see "Usable Paper" in the "User's Guide."
The same tray cannot be selected for the cover and body.	Appears when the same feed tray is set to the cover and body pages. Select the different feed tray for the cover and body pages.

Original (Binding) Data

? The cover sheet length is shorter than that of the body pages and the body pages cannot be bound by the cover sheet.

- The cover sheet length may be too short to bind the body pages because the body pages are thicker due to usage of glue. Remake the original (booklet) data adding the necessary length (length shortage) to [Spine Width] for binding.

Status	Reason and Action to Take
<p>The spine position of the booklet is misplaced to the right or left.</p>	<p>[Spine Width] is not appropriate. When the position of the spine has been misplaced to the right (The following illustrates a booklet with binding on the left.) :</p>  <p>Remake the original (booklet) data adding the shifted length to [Spine Width].</p> <p>When the position of the spine has been misplaced to the left (The following illustrates a booklet with binding on the left.) :</p>  <p>Remake the original (booklet) data reducing the shifted length from [Spine Width].</p> <p> • The cover layout changes depending on the binding side.</p>

