



# Getting Started with Quite Imposing 3 or Quite Imposing Plus 3

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## SYSTEM REQUIREMENTS

### Windows:

Windows XP or later.

Acrobat 7.0 or later.

### Macintosh:

Mac OS X.5 "Leopard" or later.

Acrobat 7.0 or later.

## GETTING HELP

To get assistance with installing or using the product, please visit <http://www.quite.com> or contact your reseller.

If you bought directly from Quite Software, please send an email to [help@quite.com](mailto:help@quite.com)



## New features in Version 3

For more details, please see the Online Guide. Click ? on the control panel to access the Help Centre, which also gives fast access to our web site for latest information.

### Tile (split) Pages

[\(Quite Imposing Plus only\)](#)

Splits pages into multiple separate pages or tiles. This could be used to extract pages from an imposed sheet or to make tiles. Can be used to split only wide pages, to split spreads mixed in with regular pages (e.g. created with InDesign CS5).

### Duplicate Pages (Page Tools)

[\(Quite Imposing Plus only\)](#)

Easily duplicate pages, with or without collation, and without bloating the file size. Also other page tools to fix rotation, move pages, delete pages.

### Adjust Page Sizes.

[\(Quite Imposing Plus only\)](#)

Simple and flexible way to change page sizes, can scale equally or anamorphically, or use crop/add white space.

### Creep Assistant (Trim & Shift)

Simpler way to set up creep using paper thickness.

## Stick On Text & Numbers (was Stick On Page Numbers)

[\(Quite Imposing Plus only\)](#)

Variable data on pages or sheets, such as page count, file name, date & time, document title. Numbering need not be in steps of 1 (e.g. 10.20,30). Numbers can be repeated before continuing (e.g. 001,001,002,002) - useful for numbering multi-page originals. Skip pages in numbering e.g. number every fifth page. Simplified user interface.

## N-up and Step & Repeat Mirroring

Mirror alignment on back. N-Up and Step & Repeat let margins and alignment sheets be mirrored (e.g. top left on front, top right on back).

## Shuffle Pages Improvements

[\(Quite Imposing Plus only\)](#)

Improved performance and reduced file size when shuffle pages makes duplicates. Shuffle Assistant handles layouts that repeat pages (e.g. Step & repeat, repeated impositions, work & tumble). Shuffle Assistant now recognises signatures that repeat over more sheets (was limited to 2 or 4 sheet repeats), Shuffle Assistant now handles layouts up to 8x8.

## Insert Pages (was Insert Blank Pages)

[\(Quite Imposing Plus only\)](#)

Insert pages from a file, with the option of duplicating pages as they are inserted. Conditionally add pages from file or blank pages to meet a page count or signature size. Can insert relative to last page e.g. insert after page "last-2".

## Manual Imposition Undo

[\(Quite Imposing Plus only\)](#)

Unlimited undo levels when placing pages.

## **Key performance improvements**

In Mac OS X, long documents will often process much faster. Improved performance and reduced file size when shuffle pages makes duplicates. When there are many automation sequences, it will be much faster to view or edit them.

## **Advanced – Standards Support**

Full support for PDF/X-4 and PDF/X-5 standards (including 2010 revisions).

## **Advanced – Automation Improvements**

In automation sequences, when changing the name of a sequence, you get the chance to keep the old (duplicate sequence).

Items of particular note for automation include:

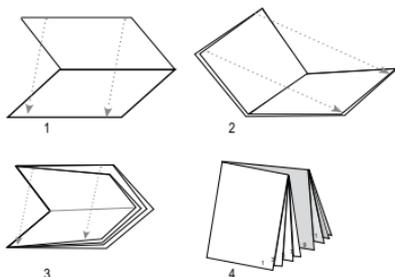
- commands to move, rotate, delete pages which can form part of an automation sequence (Page Tools); conditionally add pages from file or blank pages to meet a page count (Insert Pages); a
- automatically add text such as file name to pages (Add Text & Numbers);
- page ranges and page numbers can now be relative to last page by using a notation like “last-3” – useful where the final page count will be unknown, e.g. to insert blank pages before last page;
- in automation sequences and Quite Hot Imposing, Join 2 Pages is now available but only for documents with exactly 2 pages.

# Introduction

This Guide will give you a quick and easy reference for Quite Imposing and Quite Imposing Plus 3. We hope to help you get up and running as quickly as possible. Quite Imposing Plus is an Acrobat Plug-in that enables you to impose simple booklets, complex signatures and much more within Acrobat. Quite Imposing Plus 3 automates the imposition process, and adds other powerful features.

## Understanding Imposition

If you are unfamiliar with imposition in printing, a simple way to show you the process is to make a “folding dummy”.



Take a single sheet of paper (letter size or A4 will work for this example) and fold it in half. Bring the two shorter edges together, crease and fold the following figure (shown above). Then number the pages as you would in a normal book, front and back. If you followed the example exactly the page numbers on your folding dummy will match the example.

Now open that sheet of paper. The way a sheet is folded determines the way the pages are arranged.

5	21	6	8
4	13	16	1

Front Sheet

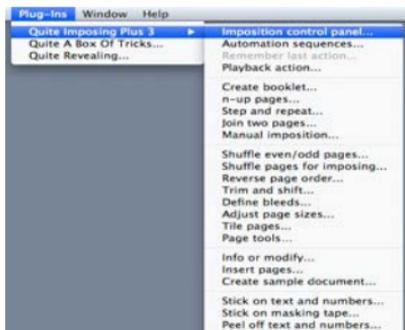
2	01	11	9
2	15	14	3

Back Sheet

Of course there are other considerations when preparing a publication for production other than determining imposition order. The types of press marks to be printed and the placement must be defined: if the book is to be saddle stitched or perfect bound (or some other signature setup), compensation for signature creep, and allowance for trimming of each page must be made when laying out a sheet.

## Getting Started

Once you've installed the software you can now launch Adobe Acrobat. You will see an addition to the Plug-ins menu: **Quite Imposing Plus 3**.



In this guide we will show you not only how to create a booklet but also how to

set up a saddle stitch or perfect bound booklet, step and repeat, define bleeds and creep and much more...

## Creating a Booklet

- 1) Open your PDF Document. In this example I have opened 32 page, 8.5" x 11" saddle stitched document and I would like to create a booklet for the final output to be printed on an 11" x 17" sheet.

Note: I have chosen to make this booklet saddle stitched. If you are unfamiliar with this printing term please see the Online Guide for clarification.

- 2) To access Quite Imposing Plus, simply select **Plug-Ins** and then **Quite Imposing Plus** from Acrobat's Menu bar. Then select the **Imposition Control Panel** as shown here.



Quite Imposing has a similar but simpler control panel.

- 3) Click **Booklet** button. A dialog box will appear. Note: in this dialog we will ask you a series of questions and

give you options that will work best for the particular job you are running.

- 4) Click **Next** button to continue. A dialog box will appear.

In this example I have selected

- Make the booklet page large enough to hold two copies of the largest page in the original document, side by side. Scale 100%.

- 5) Click **Next** button to continue. A dialog box will appear. In this example I have selected

- Saddle stitched.

- 6) Click **Next** button to continue. A dialog box will appear. In this example I have selected

- Interleave (front, back, front, back...).
- Normal (use this also if you are reprinting only on one side).

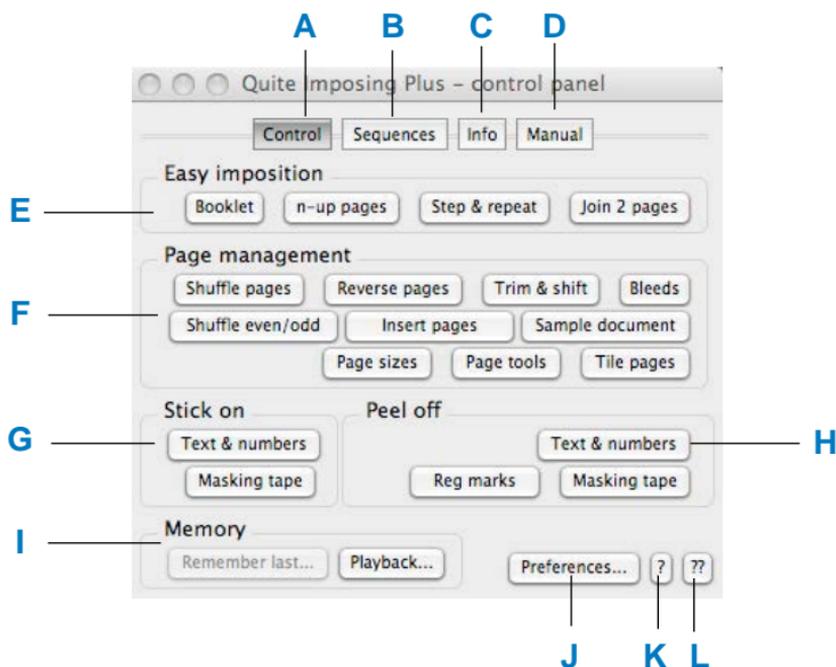
- 7) Click **Next** button to continue. A dialog box will appear. In this example I have selected

- Centre each page in its half of the sheet. Recommended in most cases.

- 8) Click the **Finish** button .Note: you can now see the finished piece.

- 9) You can now Print or Save your document.

# Quite Imposing Plus Control Panel



**A** Return to the control panel from other panels.

**B** Click to set up automation sequences to run multiple commands at once, with or without prompting.

**C** Click to show info on what commands and layout made the current document.

**D** Click to run Manual Impositions.

**E** Basic signature creation: simple booklets\*, n-up\*, step & repeat, join 2 pages\*.

**F** Click to set up pages before signature creation. Shuffle for imposing\*, reverse order\*, trim & shift including creep\*, bleeds, even/odd shuffle\*, insert blank pages\*, or create a sample document for practice\*. New in 3.0: adjust page sizes; page tools including duplicate page; tile (split) pages.

**G** Click to place and stick on page numbers also mask numbers and use Bates stamping.

**H** Remove page numbers etc. stuck on in

error.

**I\*** Basic memory and playback of single commands.

**J\*** Preferences including new page sizes and background sheets.

**K\*** Help centre - access to the online guide, up-to-date web pages, and registration.

**L\*** License information and plug-in version.

Note: functions marked with \* are also in Quite Imposing.

# Shuffle Pages For Imposing

In this example we'll show you how to set up a 48 page (8.5" x 11") saddle stitched booklet , 4-up, head to head using our new **Shuffle Assistant**.

- 1) Open document in Acrobat. If you don't have a 48 page PDF available, you can use the **Sample Document** feature to make one. The large numbers on these new pages will help you see at a glance what is happening.
- 2) Select the Shuffle pages button from the Imposition control panel (or from the **Plug-ins > Quite Imposing Plus** pull down menu).
- 3) Check **Create a new document instead of modifying this one**.

Note: you don't have to do this but it's a good habit to get into if you forget to save your original document.

- 4) Click the Shuffle assistant button.
  - Layout of sheet
  - Columns: 2 Rows: 2
  - Page Count 48

Click **Next** button Sheet 1 (front)

- 1 48

Check the 180 degrees box on both (note: this will make your setup head to head).

- 4 45

To learn more about page rotation or turning pages sideways or upside down please see our Online Guide.

Notice you get a nice little graphic with page numbers and placement.

- 5) Click the **More** button if you want to preview more sheets.

Note: this button will take you to a dialog box that will have the rules you will need for this job. Remember you do not have to enter all of the numbers as the assistant is able to repeat a signature throughout your entire job. It doesn't matter how many pages you have.

- Number of pages in each group 8.
- Select saddle stitched.
- Rule is 1\* 8\* 4 5 7\* 2\* 6 3

Click the **OK** button.

- 6) Click the **Finish** button.

This takes you back to the first dialog box where the shuffle assistant has correctly given the group size and the rules for the signature.

Click the **OK** button.

The next step is to action N-up. Please see next page for this section.

# N-Up Pages

N-up is the placement of your signature on the final output sheet.

To continue with the 48 page booklet above:

- 1) Select **N-up pages** from the control panel.
- 2) Check **Create a new document instead of modifying this one.**

- Sheet will not be trimmed.'
- No, place all pages full size (100%).

Click the **Next** button.

- 3) Select **Margins**.

- Space at edge of sheet 0.125 inches (note: you can change this if you need a larger value).
- Space between each page 0.

Note: if you need more advanced margins or spacing see the Online Guide for information on the **Advanced** button features.

Check **Add crop marks**.

Note: you can click the Custom button and choose from 5 unique sets of marks. In this example I selected style #3

Click the **Next** button.

- 6) Size and shape of sheets.

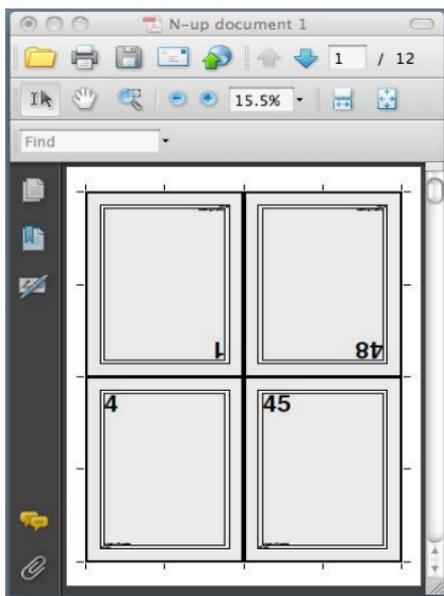
Not sure what your final output size is or you don't see it in the pop-up? Please see our Online Guide for

- Defining backgrounds.

In this case I selected 19 inches x 25 inches from the pop-up

- Best fit (tall)
- 2 across
- 2 down.
- Align: Click the **Set** button.  
Select **Centre**.

Click the **Finish** button.



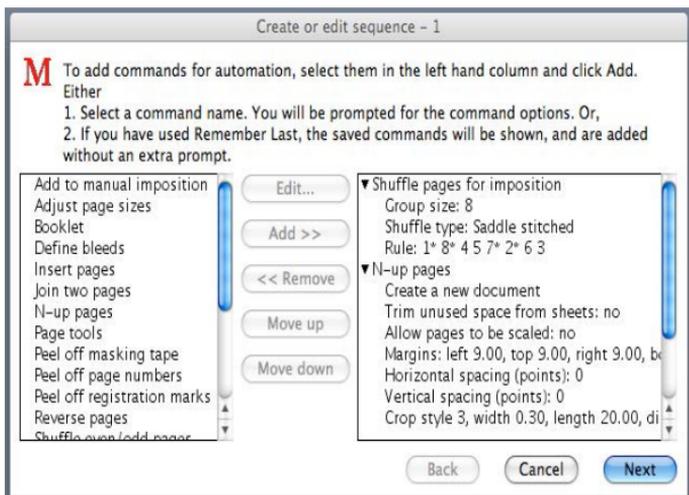
You can now Save or Print your document.

## Automated Sequences

Quite Imposing Plus allows you to save a sequence of commands and run it later, so you can repeat the same task easily. Let's look at how simple that is, by following on from the last chapter, where you are left with a 48 page booklet imposed in front of you. We call this Imposition By Example.

Now you can enter a name for this automation sequence. Let's call it **4-up booklet**. Leave the other options unchanged and click **Finish**. That's it; this sequence is now permanently saved.

Now, quit Acrobat to close all your files, restart Acrobat, and make a new 48 page sample document.



### Imposition By Example

On the Quite Imposing Plus Control Panel, click **Sequences**. The Sequences control panel opens, and you can click **Import/export** button.

Select the first import option

- Import commands from current document.

You'll now see a screen showing you, on the right hand side, the **Shuffle** and **N-up** commands that you used to set up the current document. You can change these or set up your own commands directly, but for now just click **Next**.

Open sequences and check that **4-up booklet** is shown. Then click the **Play** button. The booklet will be made again, with no prompting. But this isn't only useful for a 48 page original. The shuffle rules that were automatically made earlier will work with any number of original pages, adding blank sheets to make each layout up to a multiple of 8 pages – **try it!**

This feature will save you hours and hours of repeat setup time for the jobs you run again and again.

## Step and Repeat

If you need to repeat one document or several (like setting up business cards), our **Step and Repeat** feature makes it easy to set up.

- 1) Open your PDF Document.

In this example I have opened an 8.5 x 11in document which I would like to Step and Repeat (2up) on the same sheet. The final output to be printed on an 11 x 17in sheet and then cut.

- 2) To access Quite Imposing Plus, simply select **Plug-Ins** and then **Quite Imposing Plus** from Acrobat's Menu bar. Then select the **Imposition Control Panel**.

- 3) Click the **Step and Repeat** button.

A dialog box will appear.

Note: in this dialog we will ask you a series of questions and give you options that will work best for the particular job you are running.

In this example I have selected

- Remove unused space at the edge of each sheet.
- No, place all pages full size (100%).

- 4) Click **Next** button to continue. A dialog box will appear.
- 5) This dialog box allows you to select Margins and Crop Marks, if needed.

In this example I have selected

- No Margins or Marks

- 6) Click **Next** button to continue. A dialog box will appear. This dialog box allows you to select how pages are placed on each sheet, and the size and shape of the sheet.

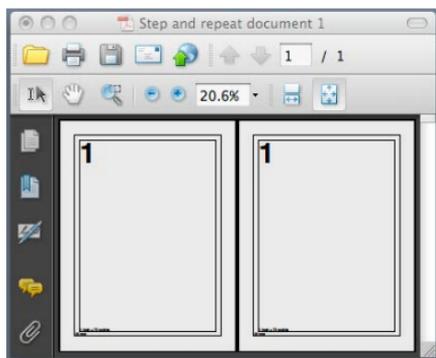
In this example I have selected

- eleven by seventeen (11 x 17in).
- Best fit (wide) this lets the software figure out the best placement.
- Layout of pages, enter
  - max. columns 2
  - max. rows 1

(In this case you could also have said "0" for both values, meaning "fit as many as possible".)

At the bottom of the dialog box we show you how many pages per sheet and total pages placed.

- 7) Click the **Finish** button.



Note: you can now see the finished piece.

- 8) You can now Print or Save your document.

# Manual Imposition

- 1) Open your PDF document.

In this example of a manual layout (Dutch Cut), I have opened an 6 x 11in document which I would like to place (Gang) on the same sheet. Final output to be printed on an 12.5 x 18in sheet and then cut.

- 2) To access Quite Imposing Plus, simply select **Plug-Ins** and then **Quite Imposing Plus** from Acrobat's Menu bar. Then select the **Imposition Control Panel**.

- 3) Click the **Manual** button.

A dialog box will appear.

In this example you need to pick a **target** sheet (this lets you set what size sheet you're outputting on).

- 4) Click the **Change target** button to continue.

A dialog box will appear.

In this example I have selected

- Create a new document with 1 blank sheet 12.5 x 18in from the pop-up.

Note: if you don't have 12.5 x 18in created it's easy to do.

Select **More choices** from the pop-up.

- Define a new custom size for a blank sheet.
- Click the **Next** button.
- Now indicate your width 12.5in and height 18in.

- You can now name it, in my example I called it 12.5 x 18in.

- Click the **OK** button.

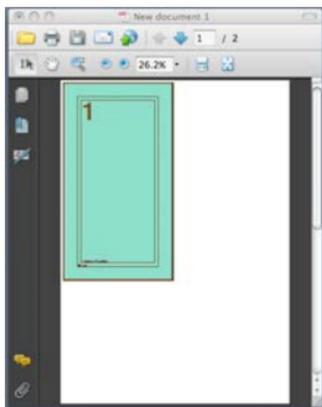
It is now added to the list and is easy to access.

- 5) Now click the **OK** button to create the target page.
- 6) Now click the **Pick source** button.
- 7) Do you see the 6 x 11in document you want to impose? If not, click the **Next Doc** button until you do. (You could also open a document.)

When you can see the source click the **Pick** button.

You can now choose where to place the source by setting an offset and perhaps a rotation and scale percentage. In my example to place page 1

- Offset • Top left
- Horizontal 0.125 inch
- Vertical 0.125 inch



- 8) Click the **Add page** button. You now see the blank target sheet

again, but now it highlights a 6 x 11in area where the source will appear.

- 9) You can now choose where to place the next page.

Note: the dialog updates automatically so that page 2 would be placed next. (If you wanted a different page, you can just change the number, or you could click **Pick source** again to change document.)

Set an offset and perhaps a rotation and scale percentage.

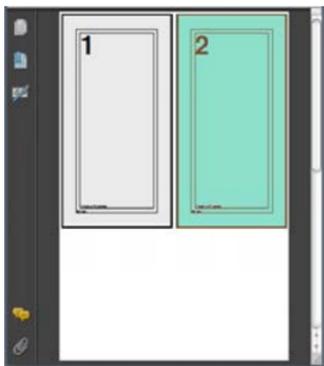
- Rotate: upright
- Scale: 100%

As you change these settings, the highlighted area also changes.

Pick the same source document. Place it

- Offset: Top left
- Horizontal: 6.375
- Vertical 0.125.

Now place page 2 by clicking the

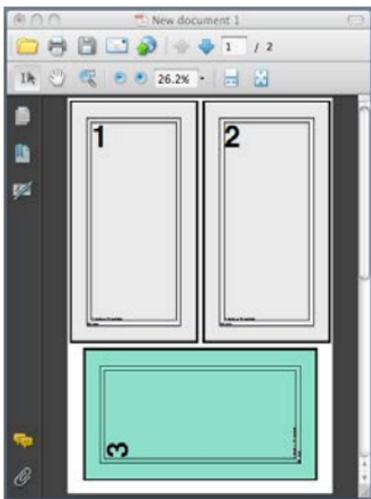


**Add page** button.

- 10) Set the last page the same way except the page placement is

- Top Left
- Horizontal 0.75
- Vertical 11.375.
- Rotate 90 CCW.

Click the **Add page** button.



Note: you can now see the finished piece.

- 11) You can now Print or Save your document.

# Trim and Shift

Check out our Online Guide for a detailed comparison between Acrobat's Crop pages and Trim and Shift.

In this example we are going to show you how Trim and Shift can be used to centre a document on a larger sheet.

Let's say you have a document 11.25 x 8.75in with crop marks and you would like to have that centered on a 12.5 x 9.5in sheet.

- 1) Open document in Acrobat.
- 2) To access Quite Imposing Plus, simply select **Plug-Ins** and then **Quite Imposing Plus 3** from Acrobat's Menu bar. Then select the **Imposition Control Panel**.
- 3) Click **Trim and Shift** button.

A dialog box will appear.

Check **Create a new document instead of modifying this one**.

Note: if you are trimming or shifting your pages around it's always a good idea to create a new document. Also we recommend backing up your files.

Click the **Advanced options** button to make sure that **Original** is selected.

Select

- Entire document.
- All pages in a range.

Click **Next** button.

4) Select

- Make all pages the same size (trim and shift on all edges).

Now, select 12.5 x 9.5in from the pop-up.

- Wide.

Note: if you haven't created a 12.5 x 9.5in sheet, please see our Online Guide on how to easily create and define a background sheet.

Click **Next**.

5) Select

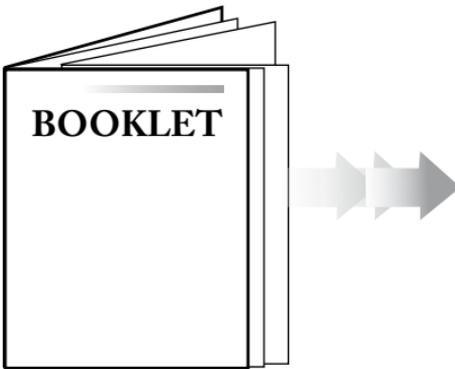
- Don't shift the contents of the pages.

Click the **Finish** button.

Note: along with trimming, shifting, centering and cropping your documents, the Trim and Shift feature is also where you will be able to easily add **Creep** to your documents.

# Define Creep

When signatures are folded the live area or image area of the inside pages may extend slightly past the image area of the outside pages. With a saddle stitched book each folded signature is placed inside (or nested) another folded signature. The increased thickness of the folded pages cause the inside signature to extend past the pages inside where it was placed. This is called **Creep** (or Shingling). If you are using perfect bound for a job, the creep is limited to the pages built in each individual signature.



The result of this would be that the entire is unchanged, but that as you get closer to the outside, there will be extra space in between pages, reaching the maximum on pages 72-1.

For more detailed information on adding creep to your documents please see our Online Guide.

If you need to apply creep to your entire document or to individual pages this can easily be done using our creep function.

## Example:

There is no one-size-fits-all recipe for creep, but if you don't have any bleed, this recipe should usually work.

For a 72 page signature you would have an 18 sheet binding. So the amount of the creep would be 18 x thickness of sheet.

In the **Trim & Shift** shifting options you would type creep for each group of 72.

- Shift outside pages by: (amount)
- Shift inside pages by: 0

# Define Bleeds

Many documents have already assigned bleeds to them. To make sure you get the correct set up you might need to use our **Define Bleeds** feature.

- 1) First you need to create a document with your bleed included. This can be done from various applications such as Illustrator®, QuarkXPress®, InDesign® and others. Once completed, and saved as a PDF we can now open it in Acrobat.

Note: remember to allow enough space around your document. Otherwise, when you create your PDF it will not be the correct size with marks.

- 2) Open your PDF document. In this example I have a 32 page, A4(210mm x 297mm), with Bleed (bleed marks) and Crop Marks.

Note: some printers and service bureaus receive files with bleed already included in the documents. The plug-in understands this, and with these steps you can easily impose them and keep this valuable bleed information and marks if needed.

- 3) To access Quite Imposing Plus, simply select **Plug-Ins** and then **Quite Imposing Plus** from Acrobat's Menu bar. Then select the **Imposition Control Panel**.
- 4) Click the **Bleeds** button or **Define Bleeds** from the pulldown menu. A dialog box will appear.

Note: you can create a booklet with bleed, but it requires more steps than the Create booklet option allows. Create Booklet is a simplified

process and it does not read bleed information.

- 5) In this example you can see the bleed area defined by the highlight. If it is correct, then simply click the **Close** button and continue. If it is not correct or needs adjusting or removal you can do this from here.

Note: if the pages are already exported from InDesign® or QuarkXPress®, the bleed is most likely already set within the document. In this case, choosing **Define Bleeds** will highlight the bleed area. Quite Imposing Plus uses the trim box (bleed interior) for the page size.

- 6) Select **Shuffle pages for imposing** Click **Advanced** button and select:
  - 2. saddle stitched
  - Group size: 4
  - Rules: 4 1 2 3

Note: this indicates the page order for a 4 page booklet. Quite Imposing Plus knows how to repeat this signature to any size booklet.

- 7) Select **N-up pages**
  - Remove unused space at the edges of each sheet.
  - Place all pages full size (100%).

Click the **Next** button.

- 8) You'll have to add margins. A margin of 0.0625 inches should be suitable. (You can add crop marks if required.) On the next dialog choose your output size (click more choices if your size is not already defined).

Choose columns 2 rows 1. Click the **Finish** button.

This should give you a booklet with bleed included.

# Stick on Text and Numbers

With many jobs you don't know the final page count until it's time to output, or you have multiple documents brought together to make one document and you then have to number quickly.

With **Stick on text and numbers** this is easy to do.

- 1) Open your PDF in Acrobat.
- 2) To access Quite Imposing Plus, simply select **Plug-Ins** and then **Quite Imposing Plus 3** from Acrobat's Menu bar. Then select the **Imposition Control Panel**.
- 3) Click the **Stick on text and numbers** button.



You can choose to add numbers, text only, numbers with text (like "Page NN"), or fields such as file name or date.

- 4) Select the set up that you need and click the **OK** button.

You will now see the page numbers throughout your document.

Note: if you have a document that has already been numbered you can use **Stick on masking tape** to mask the old numbers and then re-number your document using **Stick on page numbers**.

## Bates Stamping

For law firms, government agencies and others we have added **Bates Stamping**. This allows the user to stick on page numbers with a leading zero.

The resulting numbers will have at least the same number of digits. For instance, if a user typed 0098, the pages will be numbered 0098, 0099, 0100, 0101, etc.