



Quick User Guide



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Chapter 1 - Introduction

xPress² software facilitates the production of different kinds of documents that include constant and variable data from diverse sources. It is possible to create documents with various page layouts, sizes and the spreading of identical or different copies. The documents can be printed on any printer that supports Microsoft Windows.

The **xPress²** Quick User Guide includes concise explanations of how to operate the system and explains how to use the main functions. For more information on how to use each option please refer to **xPress²** User Guide.

This guide will instruct you on the main working stages; it will teach you how to install the system, create a new document, define its size and layout, add objects in the required size and location, define variable and constant data characteristics and print it to the selected printer.

Software Installation

The installation instructions refer to the *Windows XP* operating system. In previous versions, the screen display and messages might be slightly different from those displayed below.

To install the system, close all active programs, insert the installation disk you have received and wait for a few seconds. The installation Wizard will appear. If the installation program does not start automatically, double click the SETUP.EXE file on the installation disk.

1. When the initial installation screen opens, click the **OK** button to start the process.



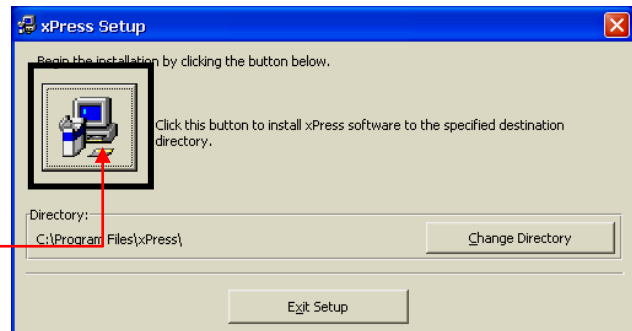
Please note: To stop the installation from any setup window, click the **"Exit Setup"** button.

2. The software license agreement will be displayed, please read this agreement carefully. To accept the agreement conditions, check the **"I accept all the terms of the preceding License Agreement"** checkbox, and click **Continue**.

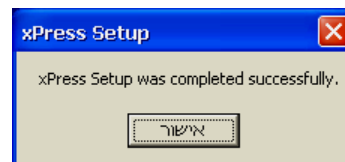
If you do not accept the conditions you will not be able to continue the installation or to use the software.

3. Select the installation folder or confirm the default path.

Click the **Start Setup** button to start the installation.



4. The **xPress²** program will appear as a default program in the Program Group window, click **Continue** to proceed.
5. Follow Wizard instructions and messages and confirm the actions when required.
6. When the installation is completed the following message will appear, Click **OK** to confirm.



Running under Windows 7/Vista/8.x/10

If you are using the Windows 7/Vista/8.x/10 operating system, after the installation instructions above, you will need to run the application once as an Administrator, this will enable the software to do some initial printer related definitions and settings that are impossible to make if the application is running in standard user mode. If you don't know how to do this, please refer to the User's manual.

Getting Started and Initial Printer Settings

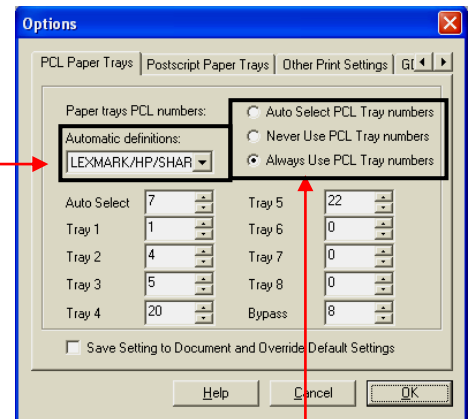
To start the program click:



1. If you are using **xPress²** for label printing, and/or you don't need any tray switching abilities, skip this chapter and move on to the next one
2. On the main menu, click "**Tools**", then "**Options**".

3. If your printer's driver supports PCL5 emulation, Select **"PCL Paper Trays"** Tab. On "Automatic Definitions", select your printer type.

If you can't find your printer there, there's an option to manually configure the trays. To get the appropriate number for each tray please consult your printer's manual or supplier.

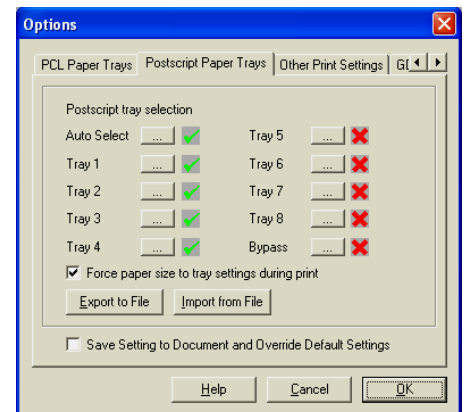


After setting the right numbers, select "Always Use PCL Tray numbers".

4. In case you printer does not support PCL 5 but your driver support PostScript emulation, Select "PostScript Paper Trays" Tab.

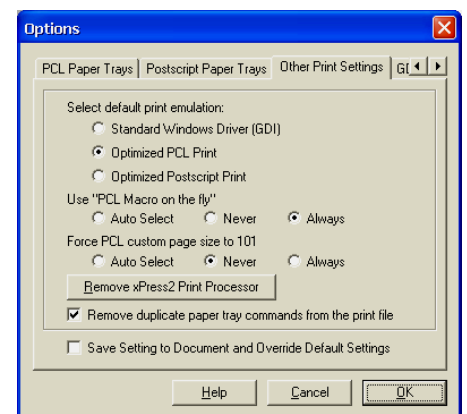
At this step, you'll need to define every tray of your printer, by click on the button by the tray number and select the appropriate tray within the driver. After that, the red "X" should turn to a green "V".

Repeat this step for every available tray in the printer.



5. On **"Other Print Settings"** Tab, select your print emulation (GDI, PCL or PostScript).

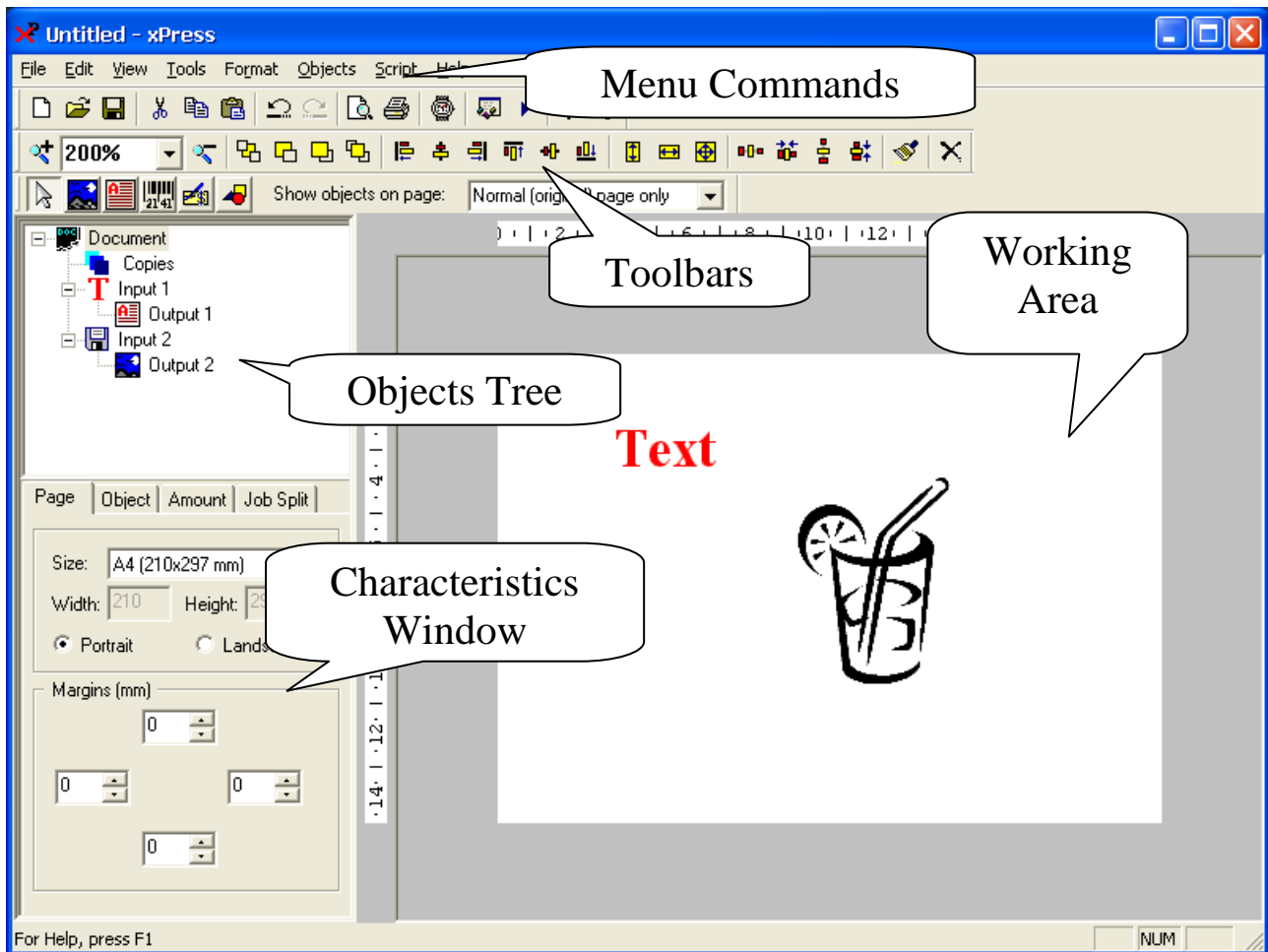
If your printer support "PCL macro on the fly" (a fast printing method), select "Always".



6. Click OK to confirm,
Click "yes" to save the settings as default.

xPress² Main Window

When you start the system, the xPress² main window will open. It consists of the following areas:



Toolbars

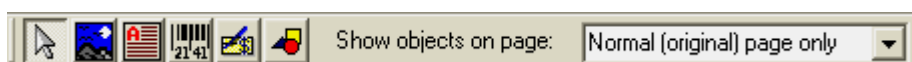
The system includes 3 toolbars, all of which are displayed by default.



Normal Toolbar – Includes buttons for common actions (familiar from Office applications). This toolbar includes buttons to Create, Open, Save, Print and get a Print Preview of a document.



Formatting Toolbar – Designed for placing and spreading objects relative to one another and to other objects. This toolbar includes buttons for defining the display size, relative location of the object to other objects (Backward, Forward, Bring to front, Send to back), Alignment (to top, bottom, middle, right, left, center), etc.



Objects Toolbar – This toolbar includes buttons for creating all Output objects (Picture, Text, Barcode, magnetic ink, Shapes) and the Working Area display.

Objects Tree

The Objects Tree is like the map of the document. It includes all the objects arranged by levels. The upper level is the document. The level beneath is the input object (Copies, Input 1, Input 2, etc...) and the corresponding output object (Output 1, Output 2, etc...) lies beneath each input object.



Output – defines the data displayed in the document. Data can be displayed in various forms such as Text, Picture, Barcode, etc.

Input – Defines the type of data the Output Object will receive from the Input, such as Text, Excel data file, Counter, etc.

Each output object obtains its data from a single input object, but every input object may provide its data to more than one output object. The Objects Tree displays the input object above the output objects to which it provides its data.

In the above illustration, the output object Output 2 obtains its data from the input object Input 2. This is understood by the location of Output 2 underneath Input 2 in the Objects Tree.



Characteristics Window

In this window you define the characteristics of each Input and Output Object. The window display varies according to the selected object. When you select the "root" of the Object tree (*document*) this window displays the document's characteristics.

Working Area (xPress² Desktop)

The Working Area (also know as the **xPress²** Desktop) is the main working space of the system. In this area you will place the objects composing the document.

Creating a Document

The process of producing a document consists of a few simple stages:

1. Creating and defining a new document.
2. Inserting Output Objects and selecting their Input type.
3. Defining Input and Output characteristics.
4. Printing the document.

Chapter 2 – Barcode Labels Tutorials

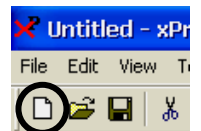
1. Creating a fixed barcode label on a custom size paper.


Basic settings:

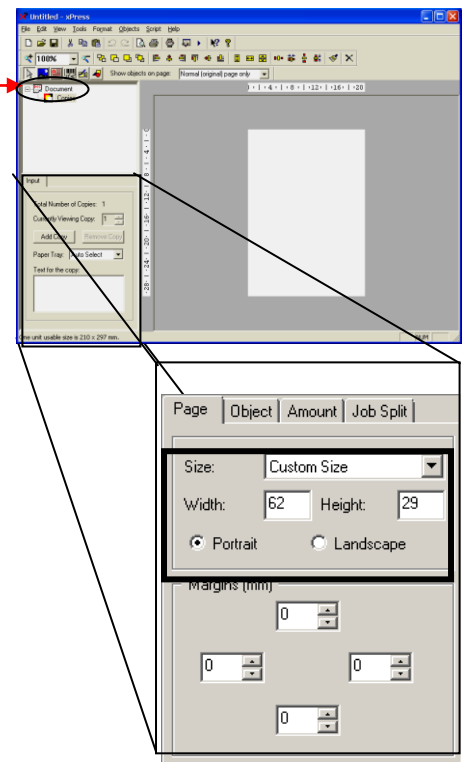
- Check what label size is loaded into your label printer, and verify that the correct page size is define in the printer driver.

1. Creating and defining a new document.

1.1. Left-Click the "**File**" menu and choose "**New**" from the list (or press the "**New**" button on the tool bar)

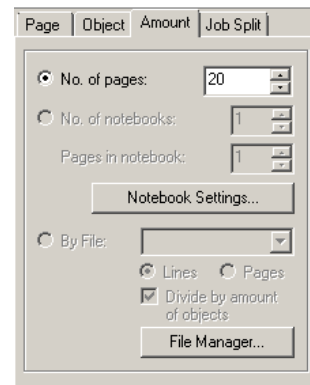


1.2. Choose the "Document" properties by left-clicking "**Document**" ( Document) on the objects tree. On the properties window select the correct size for the print job (Custom Size), mark the page orientation Portrait and define the correct page size for your label (on our example we will use 29 * 62 mm).




- 1.3 Click on the "Amount" tab and set the number of labels you want to be printed (in our example 20)

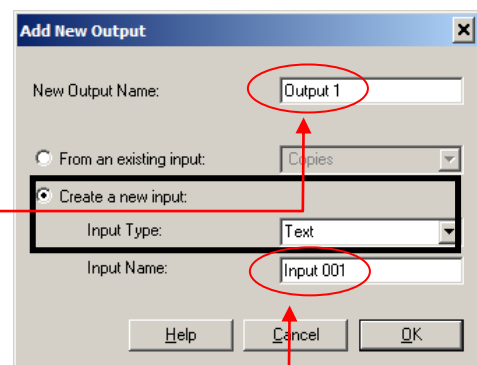
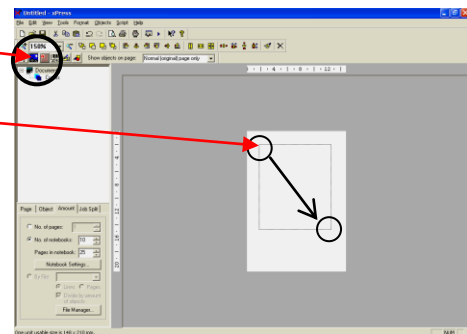
* You can always go back to this place and change the amount.



2. Adding a Barcode to the document

- 2.1. Clicking the "Add Barcode"  button on the tool bar and mark an area on the work-area. (the location can be changed after positioning the image).

On the new "Add New Output" window, choose the wanted input object (The default value is a Text), which will allow you to print a fixed content barcode.

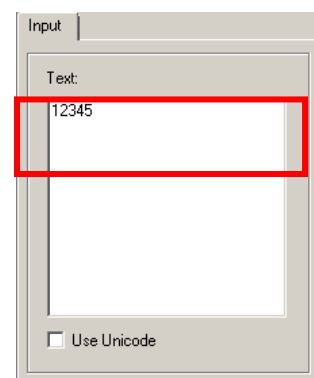


For this demonstration, the output object will be called "Output 1", and the input object will be called "Input 1".

- 2.2. Left-click "Input 1" on the Objects Tree.



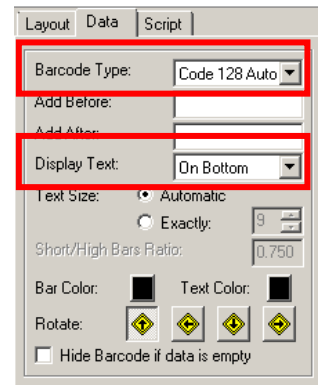
- 2.3. On the "Input" window, choose the data you want to print for the barcode.



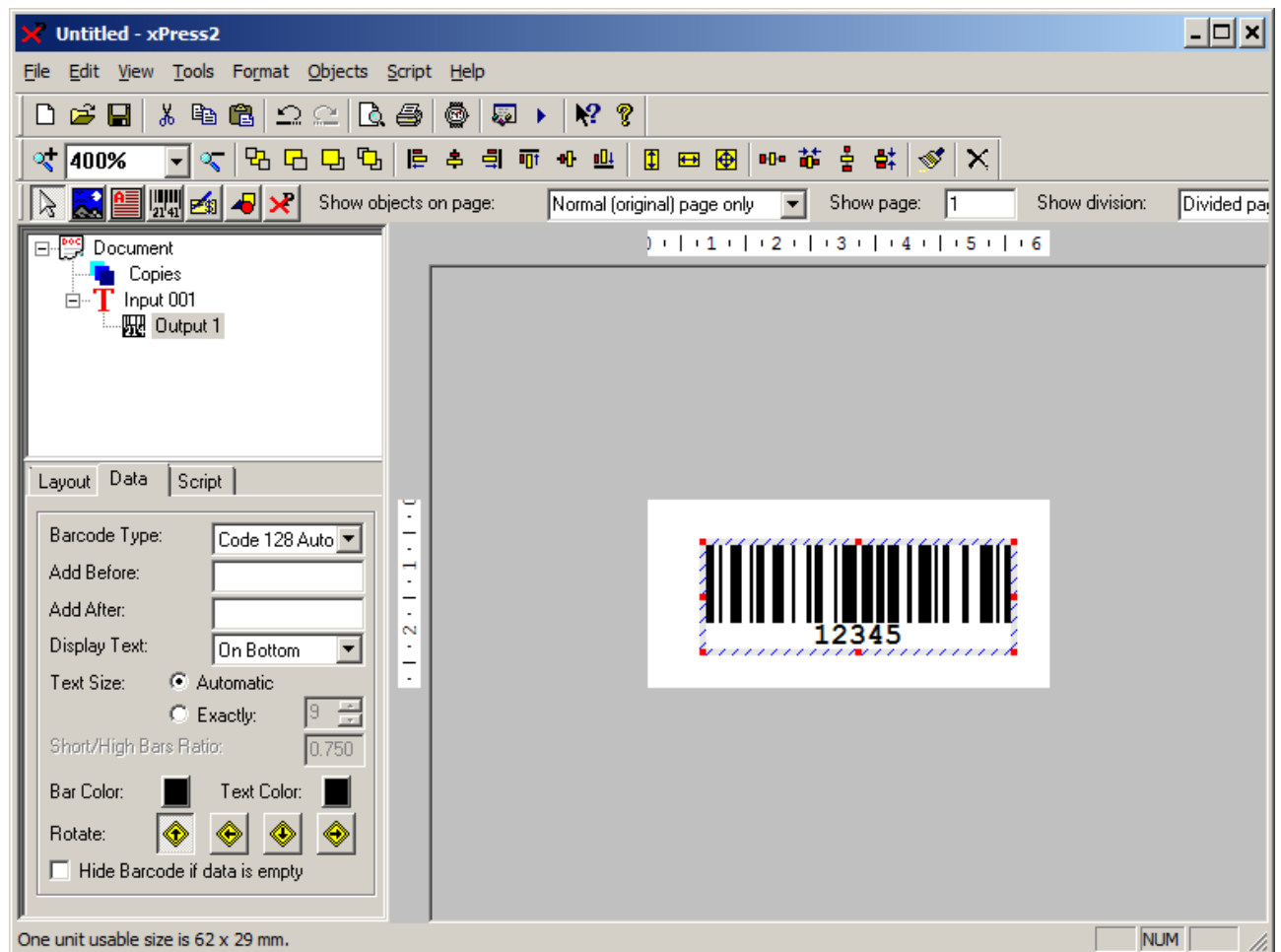
2.4. Left-click "Output 1" on the Objects Tree.

Choose the **"Data"** tab and select the type of encoding you want for your barcode (in our example we use code 128 barcode).

If you want human readable text to be presented below the barcode, you can set it up here as well as changing the orientation of the barcode,



The final result should look like this, and if you print it, the defined amount of labels should be printed.



Chapter 3 – Variable Information Tutorials

1. Creating 20 standard A5 Delivery Orders notebook on A4 paper.

Basic settings:

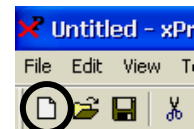
- Insert an A4 chemical (CB) white paper with perforation (as shown on image) in the first tray, an A4 perforated chemical (CBF) pink paper in the second tray and a yellow A4 chemical paper (CF) in the third tray.
- Prepare an image file or a PDF file with the format of the delivery order. Make sure there is no "Original/Copy" caption or numbering on it as we will add them later.




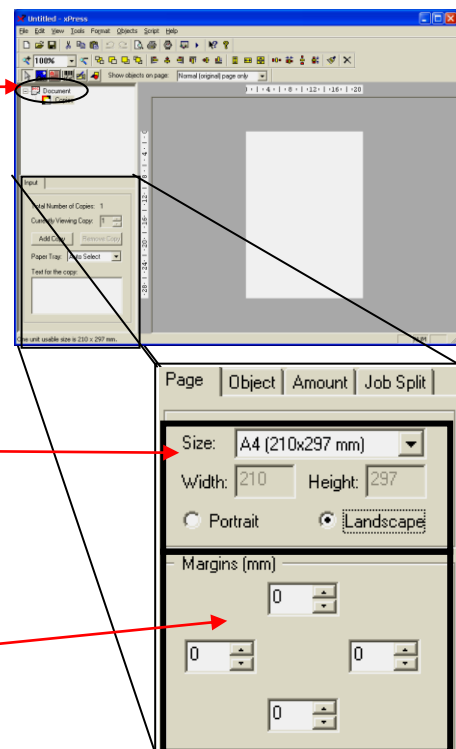
Please Note! This tutorial will show how to make coverless notebooks. To add covers go to "Adding Covers" tutorial after finishing this one.

1. Creating and defining a new document.

1.1. Left-Click the "**File**" menu and choose "**New**" from the list (or press the "**New**" button on the tool bar)



1.2. Choose the "Document" properties by left-clicking "**Document**" ( **Document**) on the objects tree. On the properties window select the correct size for the print job (A4) and mark the page orientation Landscape.



It is recommended to assign margins to the document, especially on top of the page because of the perforation. The margins size is measured in millimeters.

For example, in order to add 10 mm space from the top edge of the page, add "10" at the upper box.

- 1.3. Press the **"Object"** tab and choose 2 in **"Columns"** and 1 in **"Rows"**.



The page will now look like that:



While editing the project, you'll work only on the left part. The software will automatically duplicate it to the other parts.

- 1.4. Press the **"Amount"** tab and click the **"Notebook Settings..."** button.

- 1.5. On the new window, Check **"Use notebook definitions"**.

On **"Number of pages in a notebook:"** select 25.


Press **"OK"**

- 1.6. Select the **"No. of notebooks"** radio button and enter 10 in the text area (for making 20 notebooks – 2 on each page).



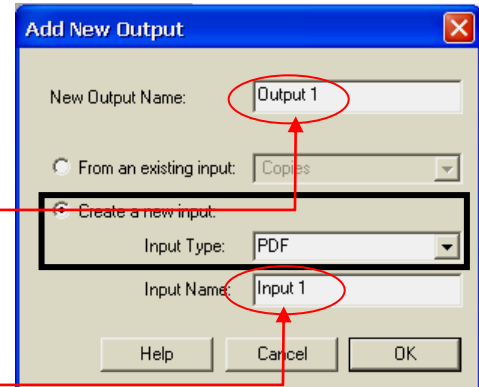
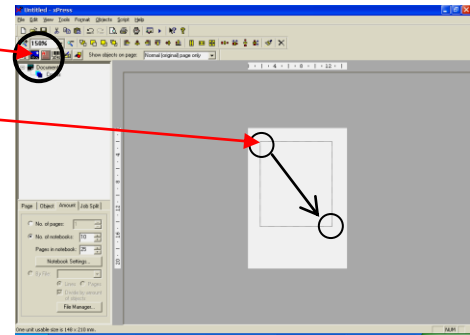
The **"Pages in a notebook"** will be updated automatically according to the notebook settings.

2. Adding an image/PDF file to the document

- 2.1. Clicking the "Add Picture"  button on the tool bar and mark an area on the work-area.
(the location can be changed after positioning the image).

On the new "Add New Output" window, choose the wanted input object (The default value is a PDF file, when working with different file types choose "File").

For this demonstration, the output object will be called "Output 1",
and the input object will be called "Input 1".

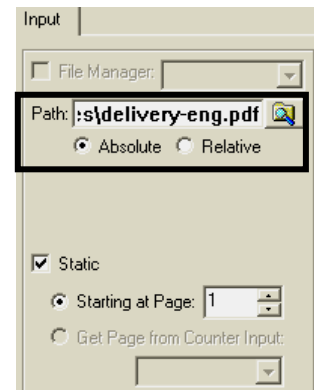


- 2.2. Left-click "Input 1" on the Objects Tree.



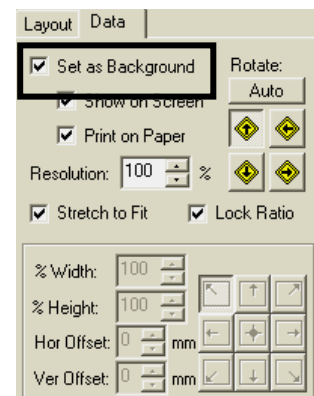
- 2.3. On the "Input" window, choose the file path by clicking the magnifying glass.

For your comfort, we added a sample file **Samples\delivery-eng.pdf** under the **xPress²** Directory (usually C:\Program Files\xPress\).



- 2.4. Left-click "Output 1" on the Objects Tree.

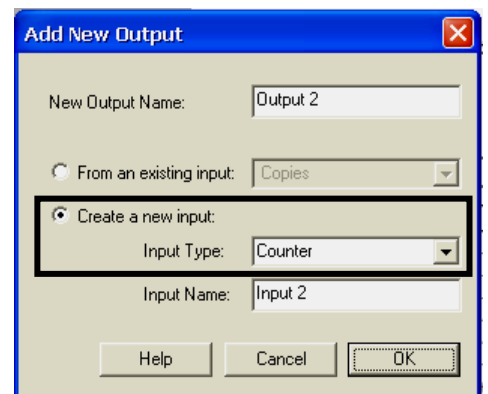
Choose the "Data" tab and check "Set as Background".



3. Adding a counter to the document.

- 3.1. Click the "Add Text"  button and marking an area on the work-area.

On the new "Add New Output" window select "Counter" and the new Input Type and click "OK".

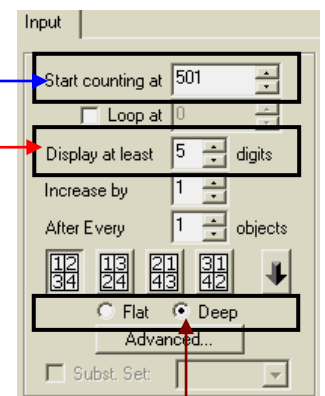


For this demonstration, the output object will be called "Output 2" and the input object will be called "Input 2".

- 3.2. Left-click "Input 2" on the objects tree. On the "Input" window click the "Start counting at" and enter the initial number for the delivery orders (for example, 501).

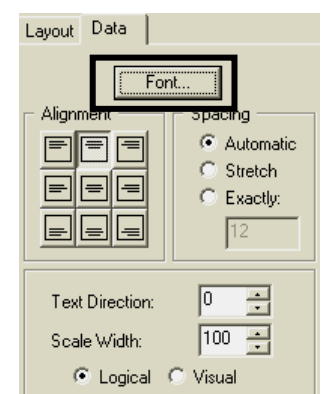
Enter "Display at least ___ digits" for padding the left side of the wanted number with zeros if wanted.

Click on the "Deep" radio button.




- 3.3. Left-click "Output 2" on the objects tree.

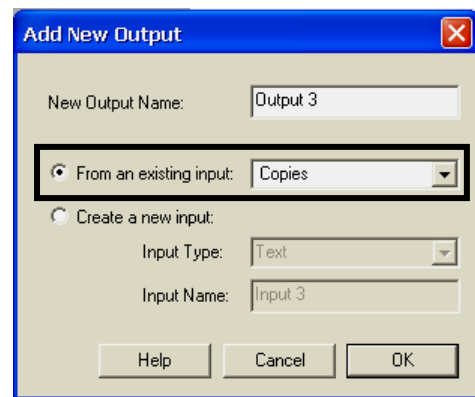
For changing the font type, size and color select the "Data" tab and click "Font..."




4. Adding copies and "Original/Copy" text to the document

- 4.1. Click the "Add Text"  button and mark the area on page where the "Original/Copy" caption should be.

On the "Add New Output" window, select "**From an existing input**" and select "**Copies**" from the list and press "OK".




For this demonstration, the output object will be called "Output 3".


- 4.2. Left-click "Copies" on the Objects Tree.
If you can't see this option, click the plus sign left of "Document" (+  Document).



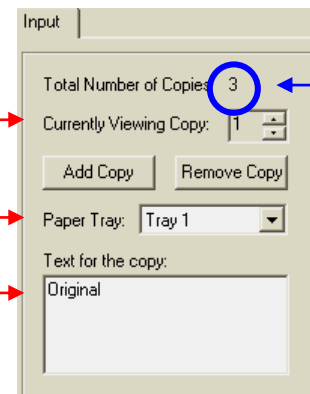
- 4.3. The copies properties are shown on the "**Input**" tab that's located on the bottom-left side of the screen.

"**Currently Viewing Copy:**" shows the current copy for the settings to take effect on. 

Choose copy #1.


Select "Tray 1" from the "**Paper Tray:**" list. 

On "**Text for the copy**" write "Original". 



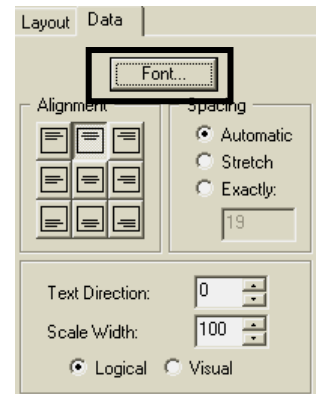
Click on "**Add Copy**" and select "Tray 2" for the second copy. Write "Copy" on "**Text for the copy**".

Add another copy by clicking "**Add Copy**" and select "Tray 3" for it. Leave the "**Text for the copy**" area blank.

At the end of the process, make sure that "Total Number of Copies" shows 3 (original + 2 copies). 

4.4. Left-Click "Output 3" from the Objects Tree.

For changing the font type, size and color click
"Font..." on the **"Data"** tab.

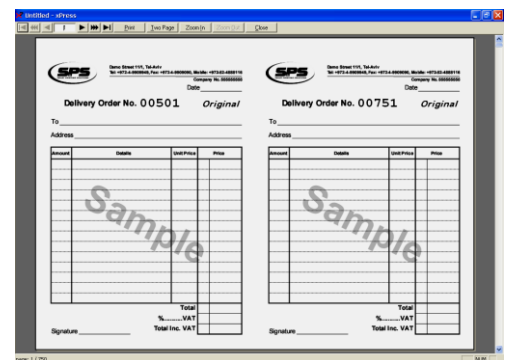



5. Printing and saving the document.

5.1. Click the **"Print Preview"**  button.

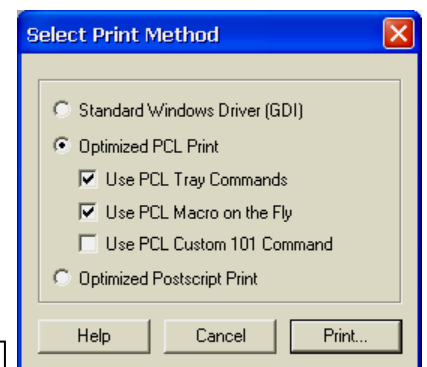


You can now see how the project will be printed out before the actual print.




5.2. After reviewing the print job, click the print  button.

If the printer supports PCL5 language, Select **"Optimized PCL Print"** and make sure that both **"Use PCL Tray Commands"** and **"Use PCL Macro on the Fly"** are checked. In case the printer doesn't support PCL5 but support the PostScript language, select **"Optimized Postscript Print"**, and click **"Print"**.



Before the initial print, you must define the printer tray code/settings for each paper tray. For more information, please view the introduction chapter in this manual.

On the new window select the right printer for the job and print the document.

5.3. Save the file by clicking **"Save"** under the **"File"** menu or by clicking the **"Save"**  Button.

Choose the directory for the file, enter a name and click on **"Save"**.

First 4 pages of the document:

[illegible]

This page is intentionally blank

2. Creating 90X50mm Business Cards on A3 Paper.

Basic settings:

- Insert hardened A3 sheet to the bypass tray
- Prepare the business card graphic as an image or PDF file.

1. Creating and defining a new document.

1.1. Click the "**File**" menu and select "**New**" from the list, or click the "**New**" button on the tool bar.

1.2. Click the "**File**" menu and select "**Page Wizard**".

On the new opened window enter the required size for the card (In this case enter "50" at "**Object height**" and "90" at "**Object Width**".

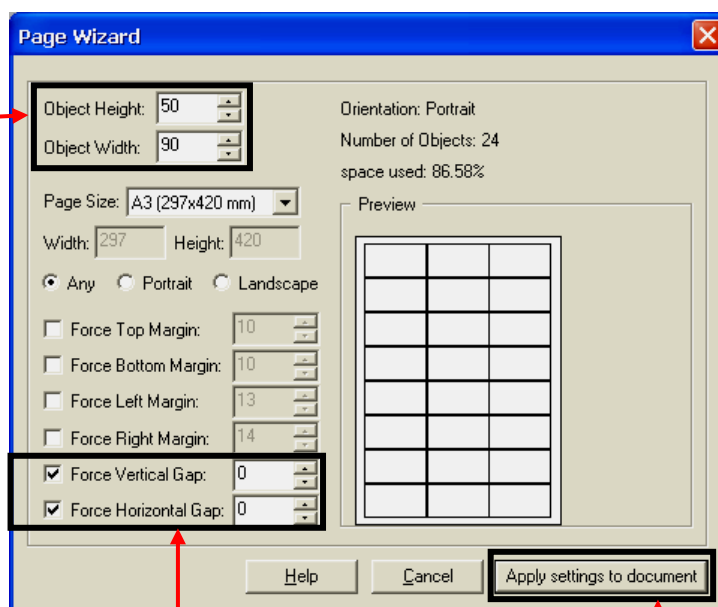
Choose the required paper size (for example, A3)

To remove the gaps between the cards (for more convenient cutting)

check both "**Force Horizontal Gap**" and "**Force Vertical Gap**" and set them to "0".

The right side of the screen will show you a quick preview of the cards layout.

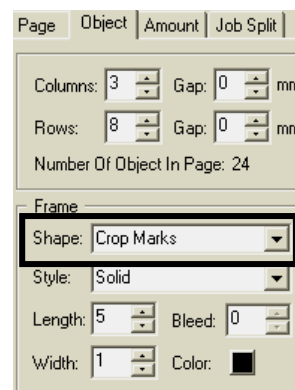
Click "**Apply settings to document**"



1.3. Click the "**Objects**" tab on the lower-left side of the screen.

In the "**Frame**" section choose the desire crop marks type you want to add (Line, Cross, Dot, Crop Marks or None).

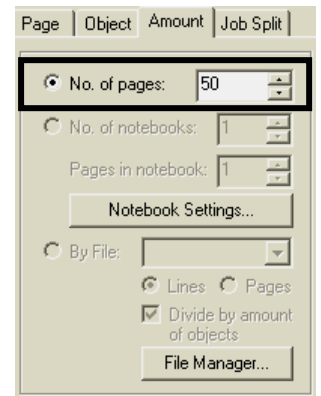
The recommended type is "Crop Marks".



- 1.4. Click the "Amount" tab and define the number of pages you want the program to print.



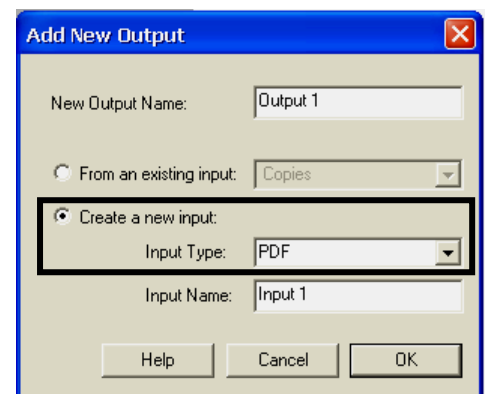
The amount of business cards that will be printed is the product of number of pages and the number of cards in one page.



2. Adding an image/PDF file to the document

- 2.1. Click the "Add Picture"  button on the tool bar and mark an area on the work-area (the location can be changed after positioning the image).

On the new "Add New Output" window, choose the wanted input object (The default value is a PDF file, when working with different file types choose "File").



For this demonstration, the output object will be called "Output 1" and then input object will be called "Input 1".

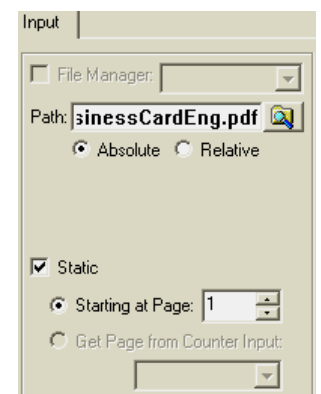
- 2.2. Left-click "Input 1" on the Objects Tree.



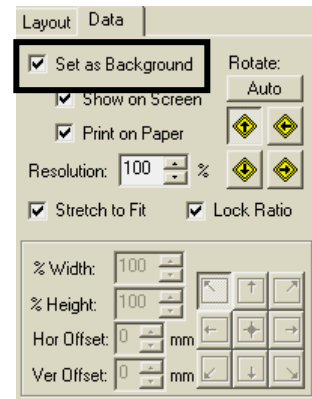
- 2.3. On the "Input" window, choose the file path by clicking the magnifying glass.



For your comfort, we added a sample file **Samples\BusinessCardEng.pdf** under the **xPress² Directory** (usually **C:\Program Files\xPress**).



- 2.4. To set the image as the background, click "Output 1" on the objects tree and on the "Data" tab check the "Set as background" box.

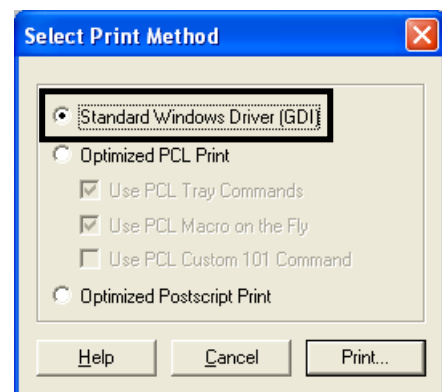


3. Printing and saving the document.

- 3.1. Click the "Print" button  and choose "Standard Windows Driver (GDI)" at the new opened window.

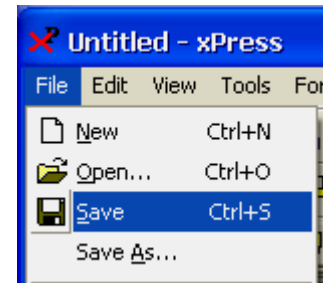
Click on "Print".

Choose the required printer and print the document.



- 3.2. Save the file by selecting "Save" on the "File" menu (or by clicking )

Select the directory where you want to save your file, name it and click "Save".



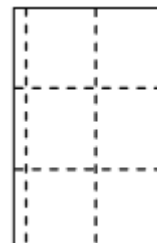
First page of the document:




3. Creating 10 Invoices Notebooks – Sixes- On A4 Paper.

Basic Settings:

- Insert an A4 chemical (CB) white paper with perforation (as shown on image) in the first tray, an A4 perforated chemical (CBF) pink paper in the second tray and a yellow A4 chemical paper in the third tray.
- Prepare an image file or a PDF file with the format of the delivery order.
Make sure there is no "Original/Copy" caption or numbering on it as we will add them later.



 Please Note! This tutorial will show how to make coverless notebooks. To add covers go to "Creating Notebook Covers" tutorial after finishing this one.

1. Creating and defining a new document.

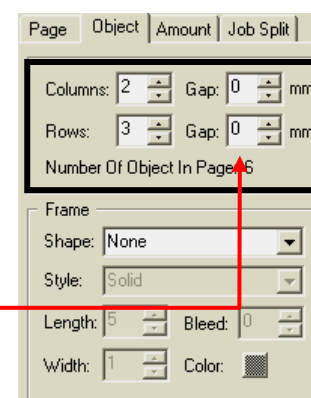
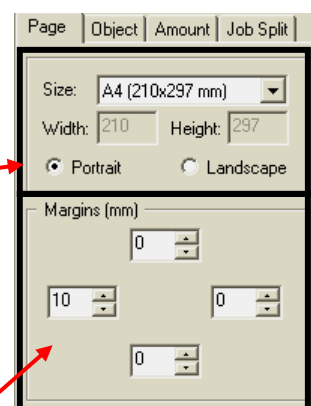
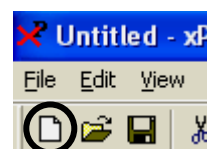
- 1.1. Left-Click the "**File**" menu and choose "**New**" from the list (or press the "**New**" button on the tool bar).
- 1.2. Choose the "**Document**" properties by left-clicking "**Document**" on the objects tree.

On the properties window select the correct size for the print job (A4) and mark the page orientation "Portrait".

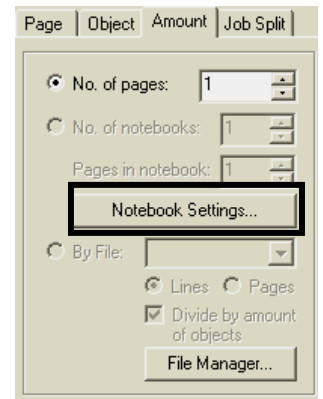
It is recommended to assign margins to the document, especially on left of the page because of the perforation. The margins size is measured in millimeters. For example, to add 10 mm space from the top edge of the page, add "**10**" at the box on the left.

- 1.3. Press the "**Object**" tab and choose 2 in "Columns" and 3 in "Rows".

If you'r original image have no margins, you might want to assign gaps between the columns and rows.

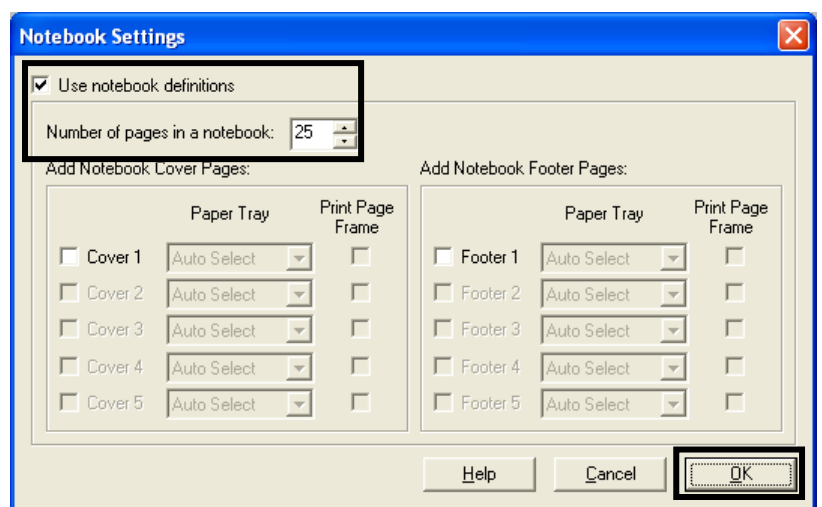


- 1.4. Press the **"Amount"** tab and click the **"Notebook Settings..."** button.



- 1.5. On the new window, Check **"Use notebook definitions"**.

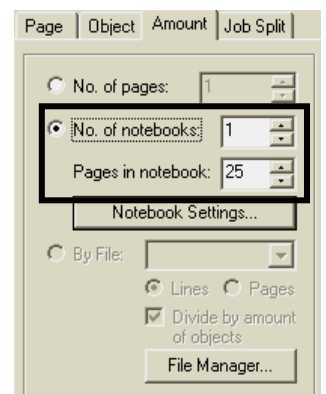
On **"Number of pages in a notebook:"** select **"25"**.
Press **"OK"**




- 1.6. Select the **"No. of notebooks"** radio button and enter **"10"** in the text area.



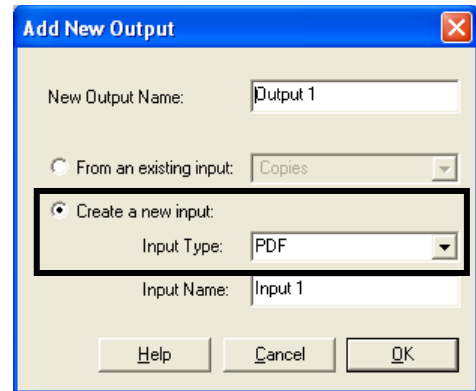
Please note: "Pages in a notebook" will be updated automatically according to the notebook settings.



2. Adding an image/PDF file to the document

- 2.1. Click the "Add Picture"  button on the tool bar and mark an area on the work-area (the location can be changed after positioning the image).

On the new "Add New Output" window, choose the wanted input object (The default value is a PDF file, when working with different file types choose "File").



For this demonstration, the output object will be called "Output 1" and the input object will be called "Input 1"

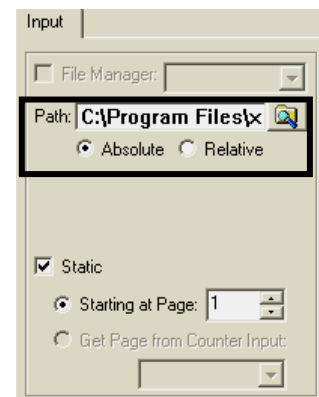
- 2.2. Left-click "Input 1" on the Objects Tree.



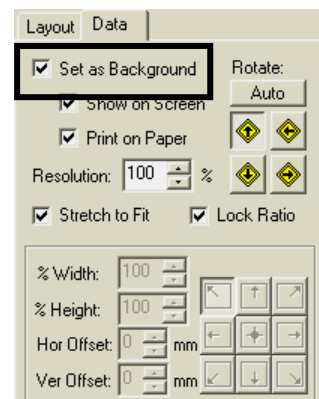
- 2.3. On the "Input" window, choose the file path by clicking the magnifying glass.



For your comfort, we added a sample file Samples\invoice-eng.pdf under the xPress² Directory.



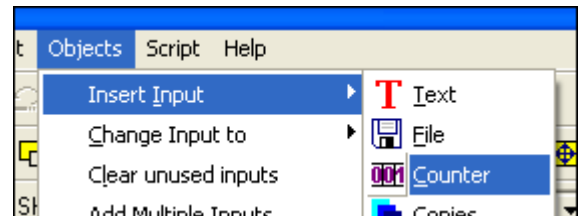
- 2.4. Left-click "Output 1" on the Objects Tree. Choose the "Data" tab and check "Set as Background"



3. Adding the inner counter & page counter to the document.

In the following part will insert a more complicated numerator then the one in episode 1. In here, we'll use a **chain** that will contain 2 objects: A normal numerator that will count the page number and an inner counter (that will contain a list of letters or a numerator) that will count the invoices numbers on the page (for example: **A/0501**).

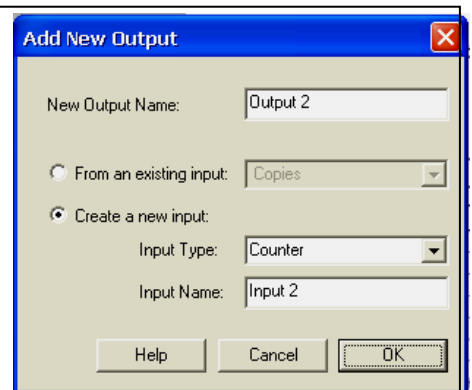
- 3.1. On the Main Menu, click "**Objects**", then "**Insert Input**" and select "**Counter**".



For this demonstration, the input object will be called "Input 2".



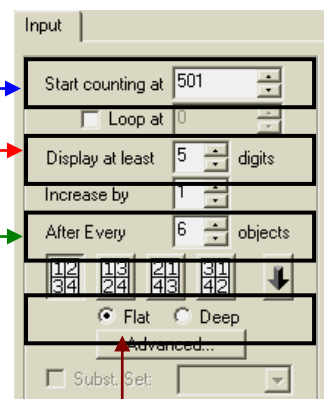
Please Note: Another way to add an "Input" object without an "Output" object is by clicking the "Add Text" button and marking an area on the page. On the "Select input type" list, choose "Counter" and press **OK**. On the objects tree, right click on "Output 2" and left click "Delete".



- 3.2. Left-click "Input 2" on the objects tree. On the "Input" window click the "**Start counting at**" and enter the initial number for the delivery orders (for example, 501).

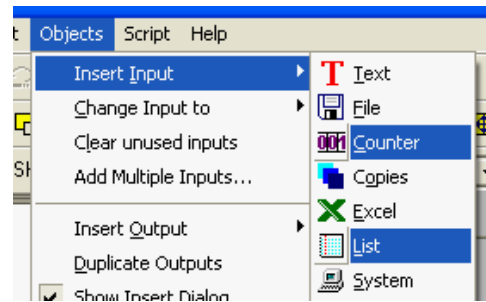
Enter "**Display at least 5 digits**" for padding the left side of the wanted number with zeros if wanted. In this example we'll enter "5" (so 501 will be shown as 00501).

Enter "**After Every 6 Objects**" (so that the numbers will change after 6 objects, which is one page).



Click "**Flat**" (so the numerator will run inside the page itself and then skip to the next page, as apposed to chapter 1 when we wanted to create 2 different notebooks on each side of the paper)

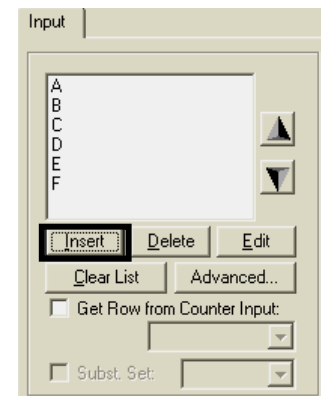
- 3.3. If you would like to make the inner counter with letters (A-F). Select "Objects" from the Main Menu, then "Insert Input" and select "**List**". In case you would like to make an numerical counter, select "**Counter**".



For this demonstration, the input object will be called "Input 3".

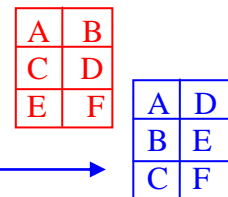
3.3.1. Making a list of letters (A-F):

Left click "Input 3" on the Objects Tree. On the "Input" tab click "**Insert**". On the new window enter "A" and click "**OK**". Repeat this action and add the letters B-F to the list.



Please note: The default letters order is this:

If you want to change the order, switch the letters in the "List" input so it will be in the desired location. For example, to set the order from top to bottom and left to right enter the letters in this order: **A, D, B, E, C, F**.



3.3.2. Making a numerical counter (1-6):

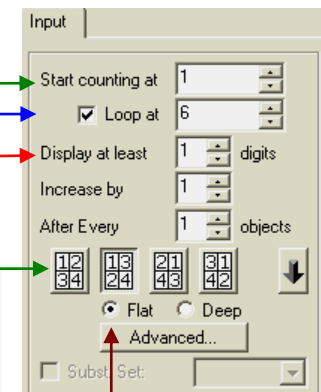
Left click "Input 2" on the Objects Tree. On the "Input" window click the "**Start counting at**" and enter "1".


Check "**Loop at**", and enter "6". (so that the numbers will run from 1 to 6)

Enter "**Display at least 1 digits**" (so that no zeros will appear before this number.)

Select the **appearance order** of the numbers on the page.

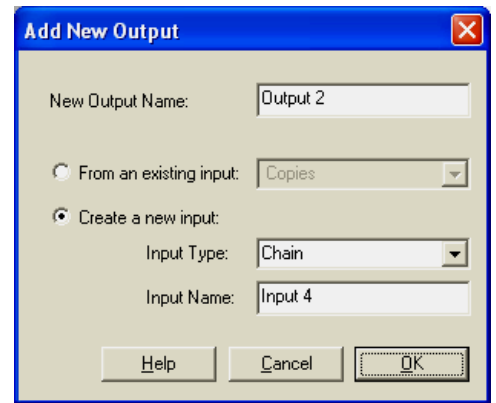
Click "**Flat**" (so the numerator will run inside the page itself and then skip to the next page)



- 3.4. Add the numbering to the board by clicking the "**Add Text**"  button and marking an area on the work-area. On the new "**Add New Output**" window select "**Chain**" as the new Input Type and click "**OK**".

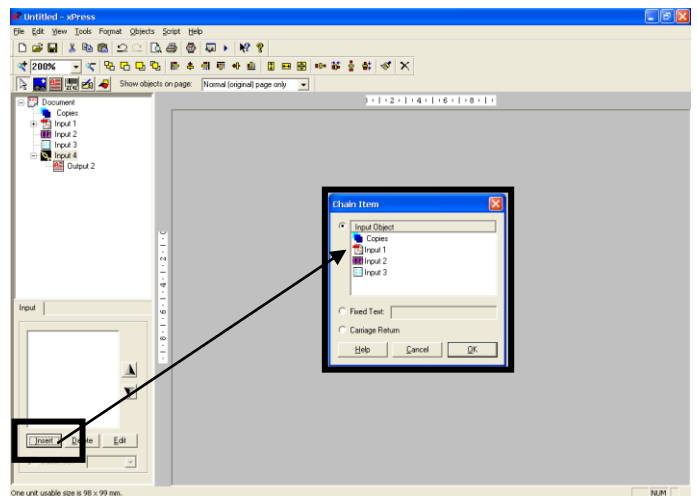


For this demonstration, the output object will be called "Output2" and the input object will be called "Input 4".



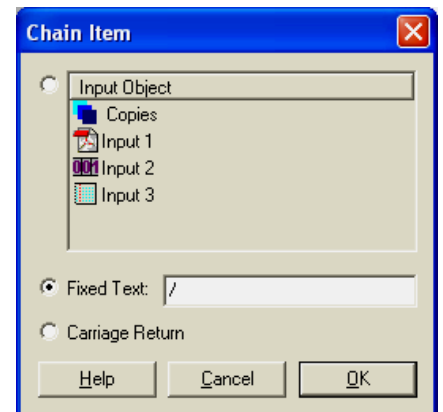
- 3.5. Click "Input 4" at the Objects Tree. On the "Input" tab click "**Insert**", and select "Input 3" from the new opened window.

Click **OK**.



- 3.6. Again, Click "**Insert**" but this time select "**Fixed Text**" and in the text box enter "/" (a slash, to divide the numbers/letters).

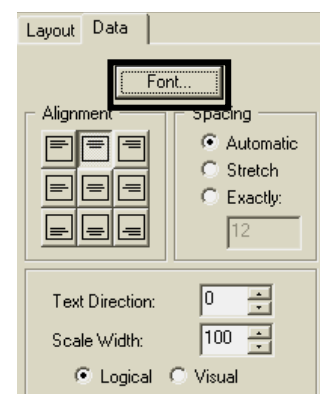
Click **OK**.



Finally, Click "**Insert**" again, and select "Input 2" from the new opened window.

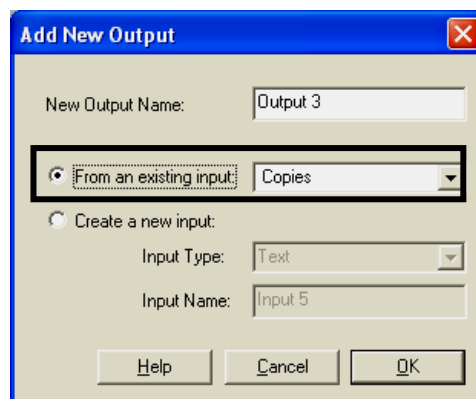
Click **OK**.

- 3.7. On the Objects Tree, click on "Output 2". To change the font type, size and color, click "**Font...**" from the "**Input**" tab.



4. Adding copies and "Original/Copy" text to the document

- 4.1. Click the "Add Text" button and mark the area on page where the "Original/Copy" caption should be.
On the "Add New Output" window, select "From an existing input" and select "Copies" from the list and press "OK".



For this demonstration, the output object will be called "output 3".

- 4.2. Left-click "Copies" on the Objects Tree.
4.3. The copies properties are shown on the "Input" tab.



"Currently Viewing Copy:" shows the current copy for the settings to take effect on.

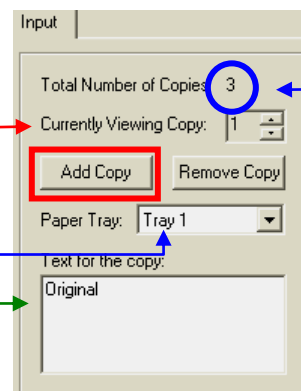
Choose copy #1 and select "Tray 1" from the "Paper Tray:" list.

On "Text for the copy" write "Original".

Click on "Add Copy" and select "Tray 2" for the second copy.

Write "Copy" on "Text for the copy".

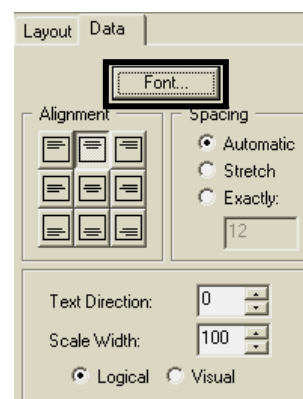
Add another copy by clicking "Add Copy" and select "Tray 3" for it. Leave the "Text for the copy" area blank.



At the end of the process, make sure that "Total Number of Copies" shows 3 (original + 2 copies)

- 4.4. On the Objects Tree, click on "Output 3".

To change the font type, size and color, click "Font..." from the "Input" tab.

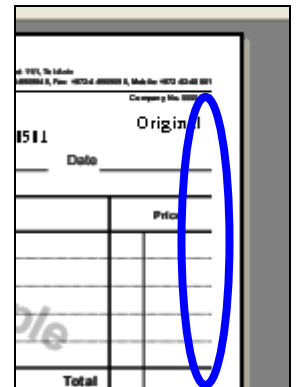



5. Printing and saving the document.

- 5.1. Click the **"Print Preview"**  button.

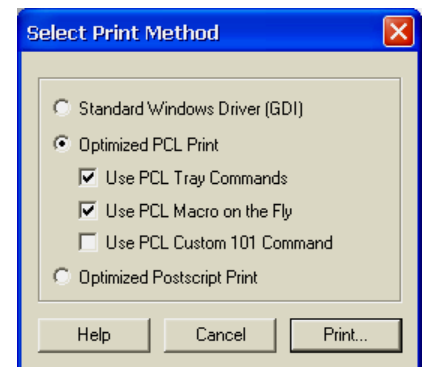
If the pages fit, you need move on to the next section.

If one of the edges on the page seems cut you should increase the gap from the edge of the page, to do so by clicking **"Document"** from the Objects Tree, on the **"Page"** tab add few millimeters to the appropriate side., for example, if the right side of the page is cut, add 5 millimeters on the right margin.




- 5.2. After reviewing the print job, click the print  button.

If the printer supports PCL5 language, Select **"Optimized PCL Print"** and make sure that both **"Use PCL Tray Commands"** and **"Use PCL Macro on the Fly"** are checked. In case the printer doesn't support PCL5 but support the PostScript language, select **"Optimized Postscript Print"**, and click **"Print"**.



Before the initial print, you must define the printer tray code/settings for each paper tray. For more information, please view the introduction chapter in this manual.

On the new window select the right printer for the job and print the document.

- 5.3. Save the file by clicking **"Save"** under the **"File"** menu or by clicking the **"Save"**  Button.

Choose the directory for the file, enter a name and click on **"Save"**.

First 4 pages of the document:

The diagram illustrates the sequence of documents in a set, showing how the invoice/receipt number changes while the document type (Original, Copy) remains consistent. The flow is as follows:

- Top Layer (Yellow):** Invoice/Receipt No. 0002 / **D** *Original*. This is the starting point.
- Second Layer (Pink):** Invoice/Receipt No. 0001 / **A** *Copy*. This is a copy of the original document.
- Third Layer (White):** Invoice/Receipt No. 0001 / **D** *Original*. This is the original document for the next stage.
- Fourth Layer (White):** Invoice/Receipt No. 0001 / **B** *Original*. This is another copy of the original document.
- Fifth Layer (White):** Invoice/Receipt No. 0001 / **E** *Original*. This is the final document in the sequence.

Arrows indicate the flow from 0002/D to 0001/A, then to 0001/D, 0001/B, and finally to 0001/E. Each document includes a header with the SPS logo and contact information: Demo Street 151, Tel-Aviv, Tel: +972-4-9999949, Fax: +972-4-9999999, Mobile: +972-52-4888116, Company No. 555555555.

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4. Creating Notebooks Covers.

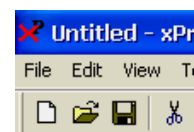
Basic Settings:

- Insert the cover paper to the bypass tray.
- Prepare any notebook project using **xPress²** (For this example we will use the invoice project from the first chapter).

1. Opening an existing document and adding covers.

1.1. Click the **File** menu and select **Open** for the list, or click the **Open** button.

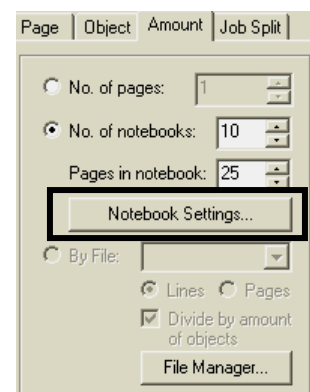
Select the project you wish to add covers to.



Even if you have the exercise we did in chapter 1 saved, try to make the project again without looking at the book.

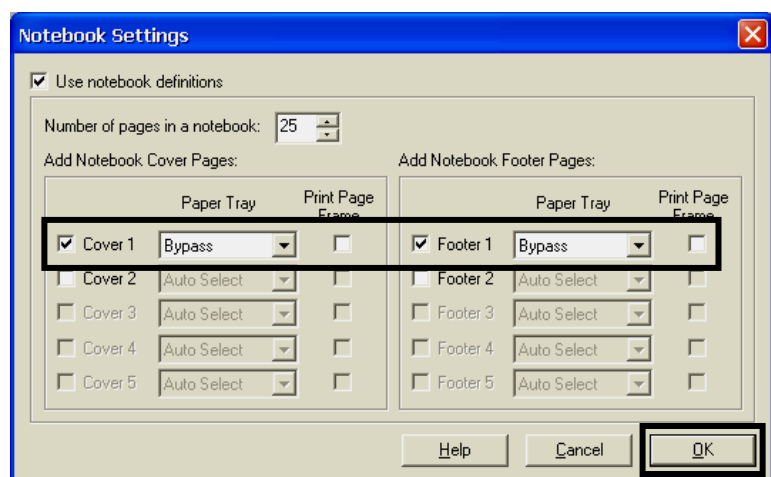
1.2. Left-click "**Document**" ( Document) on the objects tree.

Select the "**Amount**" tab in the properties window (lower-left of the screen) and click on "**Notebook Settings**".



1.3. On the new opened window, verify that the "**Use notebooks definition**" is checked.

Verify that the "**Number of pages in a notebook**" is correctly set to match the number of pages (sets) in one notebook.



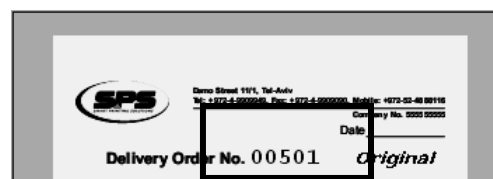
Check "**Cover 1**" and select "**Bypass**" as the paper tray.

If you wish to add footer (also known as "Back-Cover"), do the same for "**Footer 1**".

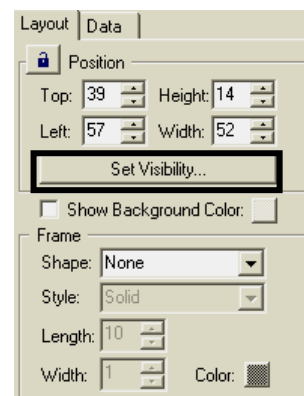
Finally, Click "**OK**".

2. Hiding objects from the covers.

- 2.1. In order to hide the numerator from the covers,
Click the desired number on the working area.

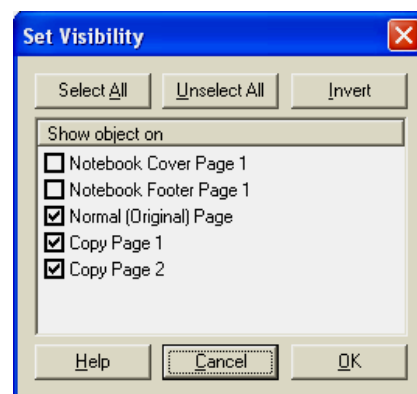


- 2.2. On the Characteristics window (lower-left of the screen) select the "**Layout**" tab and click "**Set Visibility**".



- 2.3. Uncheck "**Notebook Cover Page 1**" and "**Notebook Footer Page 1**".

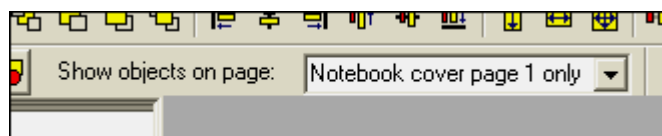
Pay attention: do not uncheck the other check-boxes.
This will cause objects not to appear where they should.



- 2.4. For hiding more objects, repeat steps 2 for each desired object.

3. Adding objects to the covers.

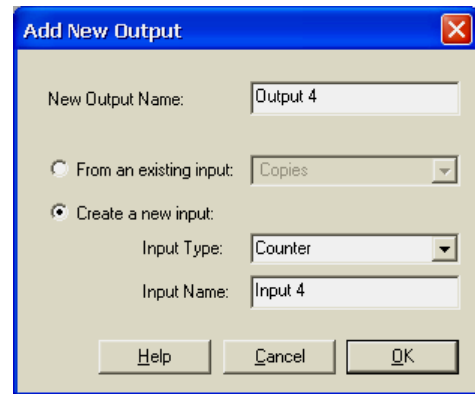
- 3.1. To watch the cover on the working area, go to the toolbar and select "**Notebook cover page 1 only**" from the list.



- 3.2. To add a numerator for the covers themselves click the "**Add Text**" button and mark the desired location on the work-area.

On the "**Add New Output**" window, select "**Counter**" as the input type.

Press OK.

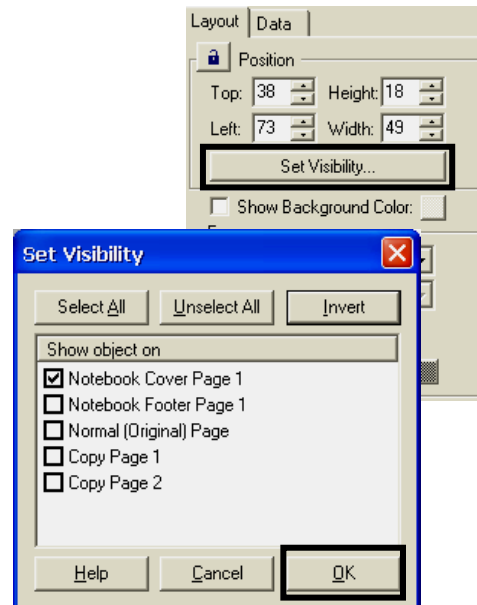


For this demonstration, the output object will be called "Output 4" and the input object will be called "Input 4".

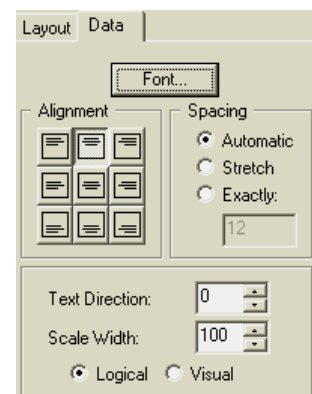
- 3.3. On the "**Layout**" tab (at the properties windows, lower-left of the screen) click "**Set Visibility**".

At the new opened window, uncheck all the objects but "**Notebook Cover page 1**".

Click **OK**.



- 3.4. For changing the font type, size and color select the "**Data**" tab and click "**Font...**"



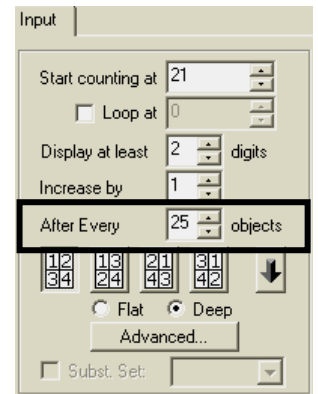
- 3.5. Select "Input 4" from the objects tree.

At the "**Input**" window enter the first notebook number in "**Start Counting At**" box.

Click "**Deep**" or "**Flat**", depending on the document type.

Enter the desired number at "**After Every X Objects**".


If there are 25 sets in each notebook, we want the notebook numerator to increase after 25 objects and not after every set.



4. [Printing and saving the document.](#)

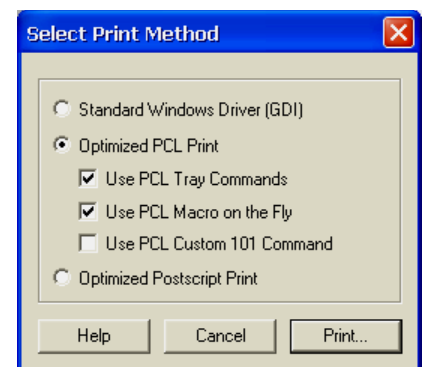
- 4.1. Click "**Print Preview**" .


Please note that the first page that appears is the front cover. The next page will show you the actual first page of the notebook itself.

- 4.2. After reviewing the print job, click the "**Print**"  Button.

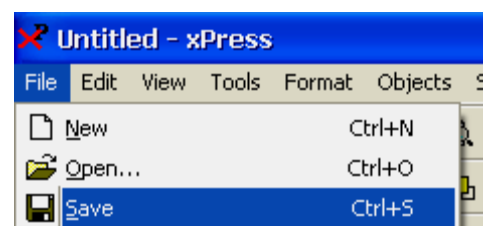
Select the correct printing method for your printer ("Optimized PCL/Postscript") and click "**Print**".

On the new window select the right printer for the job and print the document.



- 4.3. Save the file by clicking "**Save**" under the "**File**" menu or by clicking the "**Save**"  Button.

Choose the directory for the file, enter a name and click on "**Save**".



First 4 pages + cover of the document:

[illegible]

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5. Creating Personalized Invitations from an Excel File

Basic settings:

- Prepare the invitation image as an image/PDF file.
- Prepare an Excel file (*.XLS) of the invited guests.
Make sure that the name of the guest is placed on column A and the address is set on column B.

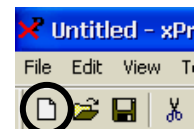
	A	B
1	Bart Simpson	Evergreen Bd. Springfield, USA
2	Mickey Mouse	The Magic Castle DisneyLand, USA
3	Fred Flintstone	342 Gravelpit Terrace City of Bedrock
4	George Jetson	Skypad 1 Orbit City USA




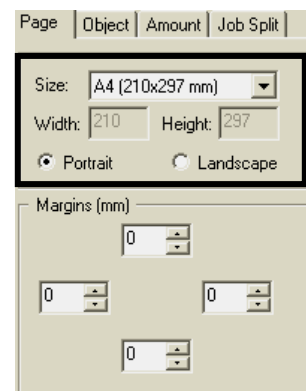
Please Note! In order to use this feature, Excel 2003 or higher must be installed on the system.

1. Creating and defining a new document.

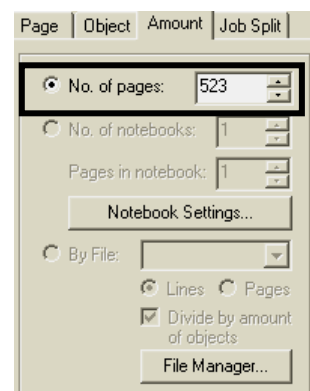
1.1. Left-Click the "**File**" menu and choose "**New**" from the list (or press the "**New**" button on the tool bar).




1.2. Choose the "**Document**" properties by left-clicking "Document"  **Document** on the objects tree. On the properties window select the correct size for the print job (A4) and mark the page orientation "Portrait".



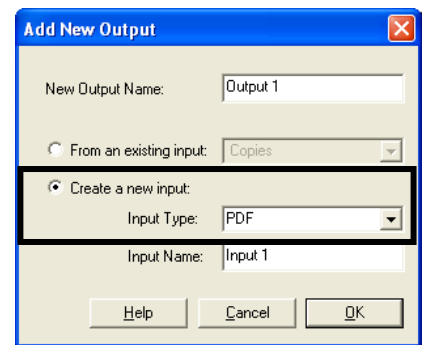
1.3. Click the "**Amount**" Tab and enter the number of invitation you wish to print.




2. Adding an image/PDF file to the document

- 2.1. Click the "**Add Picture**"  button on the tool bar and mark an area on the work-area (the location can be changed after positioning the image).

On the new "**Add New Output**" window, choose the wanted input object (The default value is a PDF file, when working with different file types choose "File").




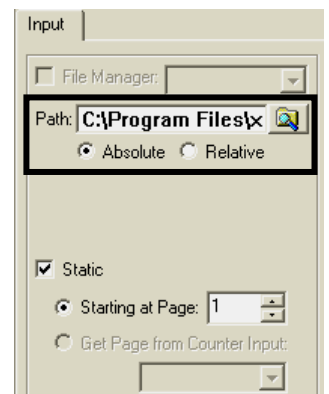
 For this demonstration, the output object will be called "Output 1" and the input object will be called "Input 1".

- 2.2. Left-click "Input 1" on the Objects Tree.



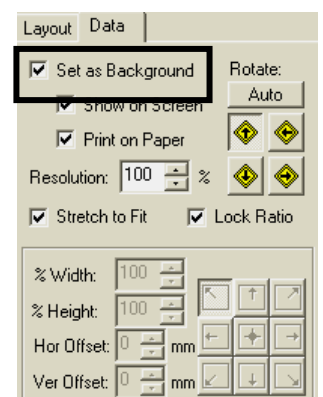
- 2.3. On the "**Input**" window, choose the file path by clicking the magnifying glass.

 For your comfort, we added a sample file **Samples\invitation.pdf** under the **xPress²** directory (usually C:\Program Files\xPress\).



- 2.4. Left-click "**Output 1**" on the Objects Tree. Choose the "**Data**" tab and check "**Set as Background**".

 For adding additional images (Logos, Pictures, etc') repeat steps 4-6.

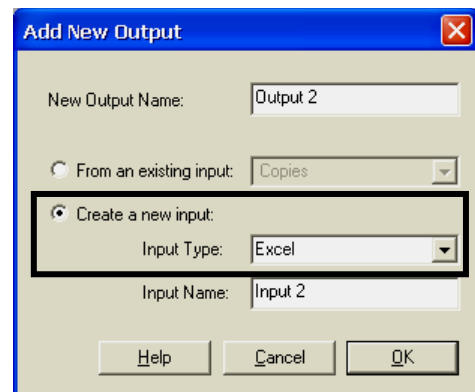


3. Adding names and data from excel to the document.

- 3.1. Click the "Add Text" button and mark the desired location on the work area.

At the "Add New Output" window, select "Excel" as the new input type.

Click "OK".



For this demonstration, the output object will be called "Output 2" and the input object will be called "Input 2".

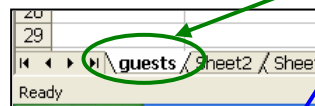
- 3.2. Select "Input 2" from the objects tree.



- 3.3. Select the Excel file by clicking the magnifying glass on the "Input" window.



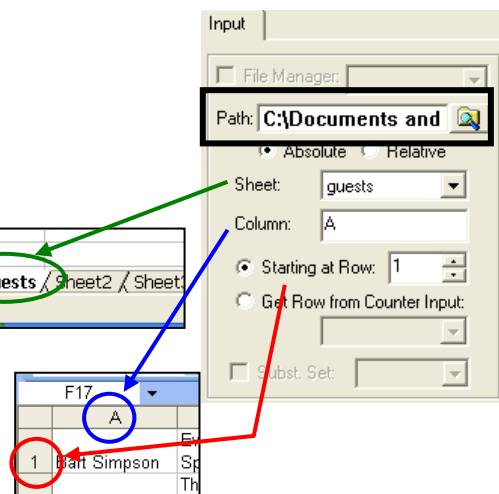
For your comfort, we added a sample file Samples\NamesEng.xls under the xPress² Directory (usually C:\Program Files\xPress\).



Select the **sheet** where the data is stored.

Select the **Column** where the names are stored.

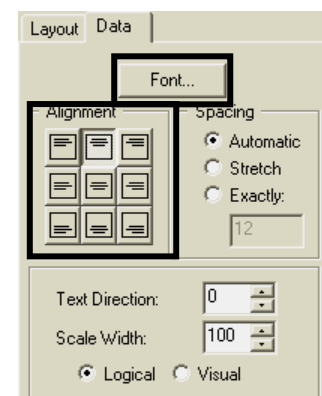
Select the **starting row** for the names.



- 3.4. Left-click "Output 2" on the objects tree.

For changing the font type, size and color select the "Data" tab and click "Font..."

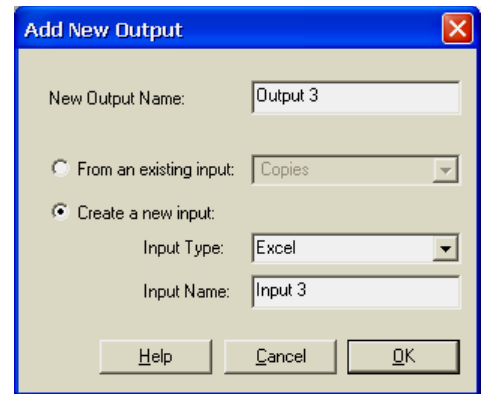
For changing the alignment (vertical/horizontal) click the correct position on the **alignment** area.



- 3.5. Add the addresses by clicking the "**Add Text**" button marking the desired location on the work area.

At the "**Add New Output**" window, select "Excel" as the new input type.

Click "**OK**".



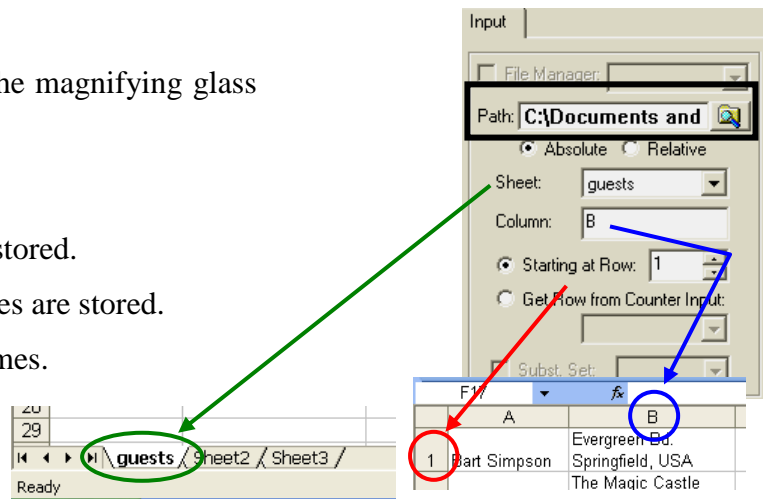
For this demonstration, the output object will be called "Output 3" and the input object will be called "Input 3".

- 3.6. Select the Excel file by clicking the magnifying glass on the "**Input**" window.

Select the **sheet** where the data is stored.

Select the **Column** where the names are stored.

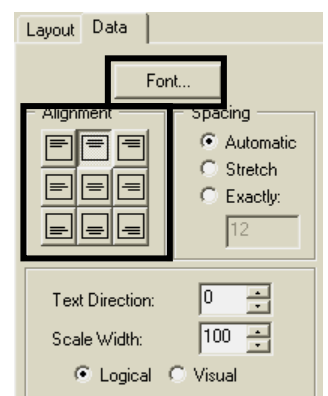
Select the **starting row** for the names.



- 3.7. Left-click "**Output 3**" on the objects tree.

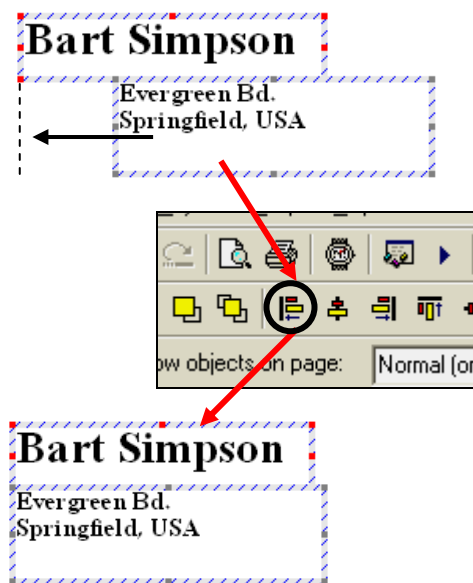
For changing the font type, size and color select the "**Data**" tab and click "**Font...**"

For changing the alignment (vertical/horizontal) click the correct position on the **alignment** area.




4. Changing an objects alignment.

- 4.1. If you want to align 2 objects so one will be exactly above the other, click the first object and while pressing the SHIFT button click the second one, then click the "**Align Left**" button.

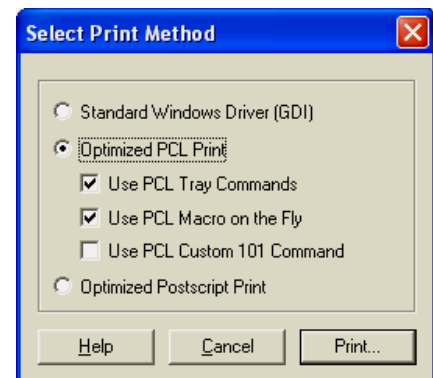


5. Printing and saving the document.


- 5.1. After reviewing the print job, click the "**Print**"  Button.

Select the correct printing method for your printer ("**Optimized PCL/Postscript**") and press "**Print**".

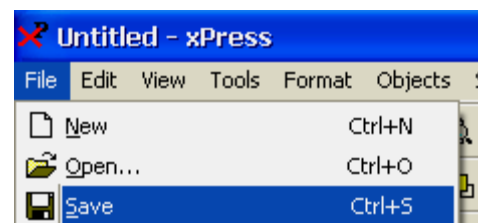
Before the initial print, you must define the printer tray code/settings for each paper tray. For more information, please view the troubleshooting chapter in this manual.



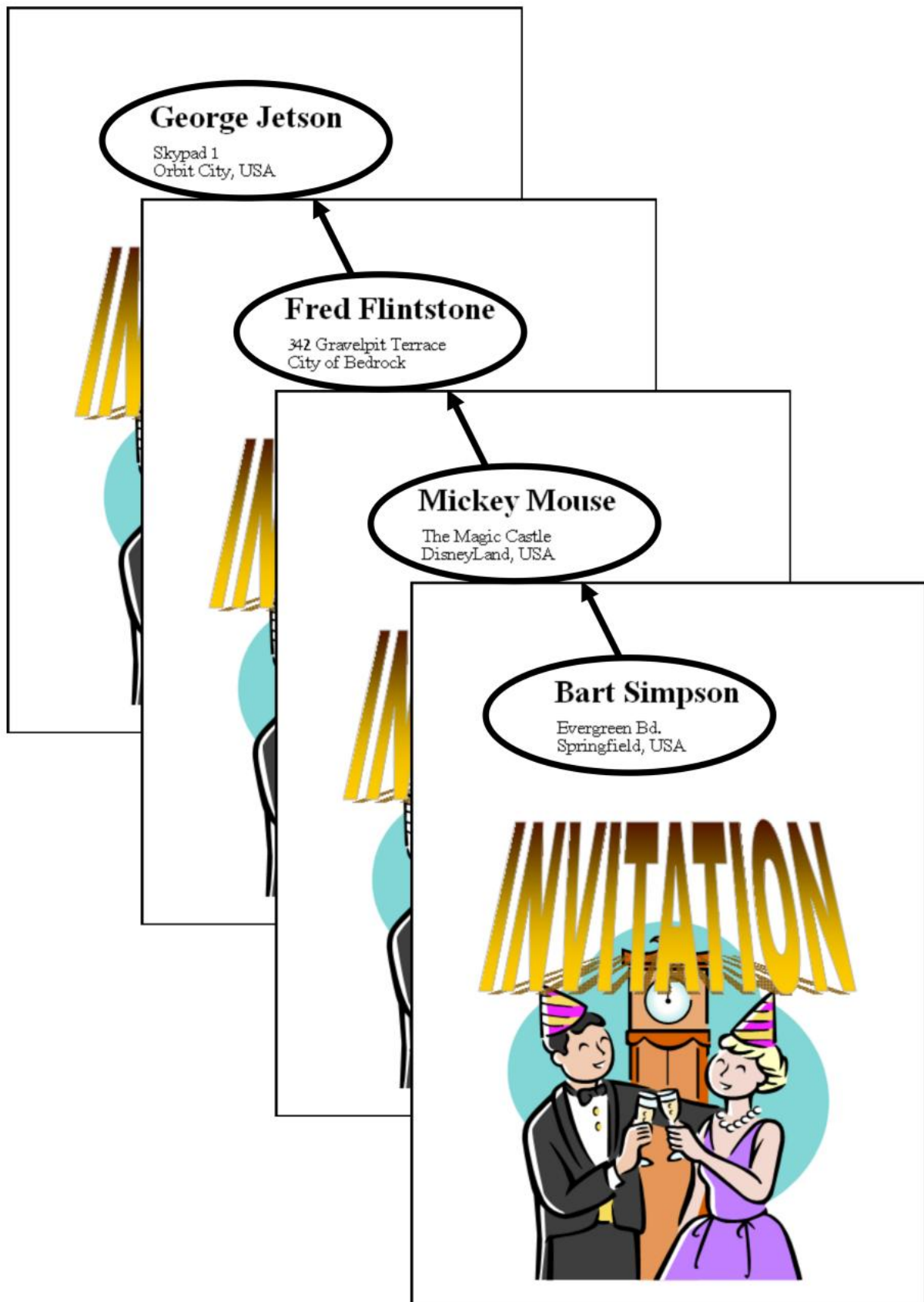
On the new window select the right printer for the job and print the document.

- 5.2. Save the file by clicking "**Save**" under the "**File**" menu or by clicking the "**Save**"  Button.

Choose the directory for the file, enter a name and click on "**Save**".



First 4 pages of the document:

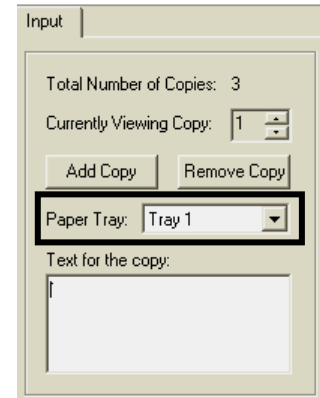


Chapter 4 - Troubleshooting

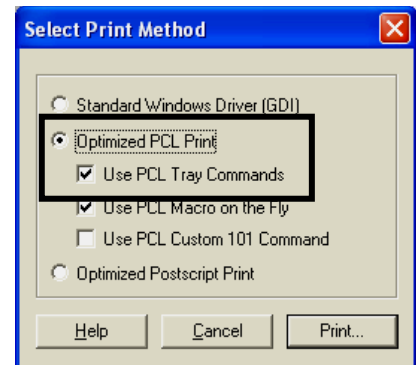
This chapter covers common problems and how to solve them. In case these solutions do not work or there are different problems not covered in this chapter, please contact your software vendor.

1. I want to print a job from different trays (for example, an invoices notebook) but the printer prints all the pages from the same tray.

A. Make sure that each copy got a different paper tray. Click "**Copies**" from the Objects Tree and scroll the different copies and trays settings.

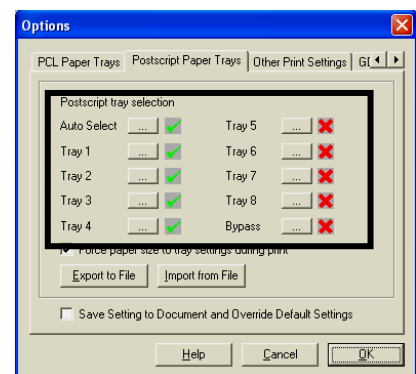


B. In case the printer's driver support PCL5, make sure that "**Optimized PCL Print**" is selected when printing, and that the "**Use PCL Tray Commands**" checkbox is checked.



C. In case PCL5 is not an option, but your driver support Postscript, make sure that the PS tray settings are configured correctly.

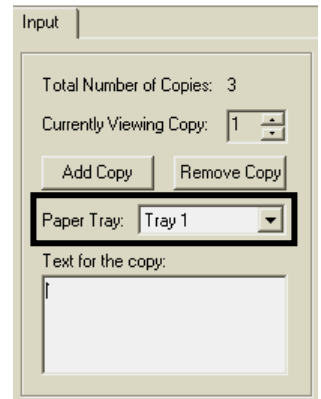
From the main menu click "**Tools**", then "**Options**" and select the "**Postscript Paper Trays**" tab. Make sure that all the appropriate trays got "V's" next to them. If not, click on the "X" next to the tray you want to configure, choose the correct driver, and select the appropriate tray within the driver. The "X" should turn to "V".



D. Make sure that the paper size in the printer is the same size as configured in the software. Also, make sure that the printer is configured the same way as the software. For more information please contact your printer provider.

2. I want to print a job from different trays (for example, an invoices notebook) but the printer prints from the wrong trays.

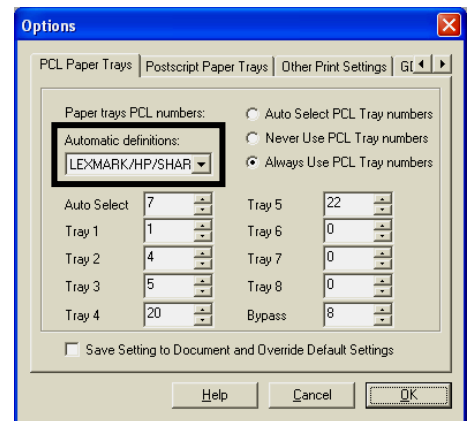
- A. Make sure that the trays are configured correctly in the "Copies" input tab (so that the first copy comes from tray 1, the 2nd from tray 2 and so on).



- B. If you are using PCL5 make sure that the PCL trays are configured correctly:

From the main menu, click on "Tools", then "Options" and select the "PCL Paper Trays" tab.

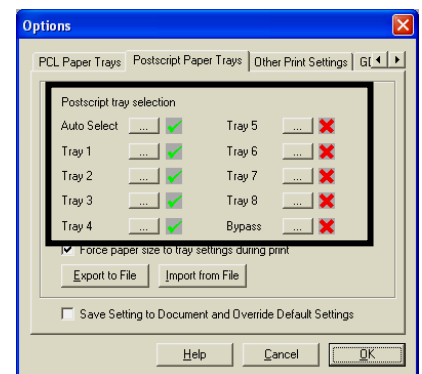
Select your printer from the "Automatic Definitions" list. If you can't find your printer there, there's an option to manually configure the trays. To get the appropriate number for each tray please consult your printer's manual or supplier.



- C. In case your printer is using PostScript, make sure that the PostScript tray settings are correct.

On the main menu, click on "Tools", then "Options" and select the "Postscript Paper Trays" tab.

Click on the problematic trays buttons and make sure that the driver is configured correctly, if not, select the appropriate tray from the driver's settings and click "OK".



- D. In case the printer is switching trays only after one of the trays was out of paper, check the printing functions, and turn off the "automatic tray switching" function, if exist. To change this setting, please check your printer's manual.

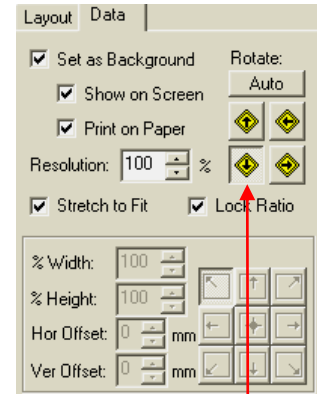
3. How do I turn all my document and objects by 180°?

- A. Please check your printer's driver. Many drivers have the option to turn the entire document in a 180° rotation. In case you are using a PostScript driver, please make sure to update this change in each and every one of your trays (at **Tools > Options > PostScript paper trays**).

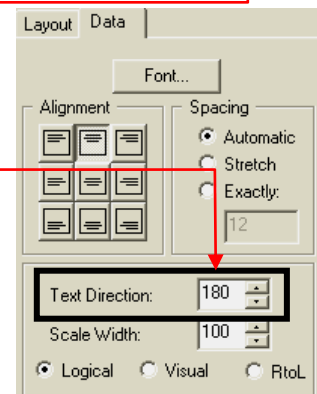
- B. If your printer's driver doesn't support this function, you can easily turn the objects on the document:

To do so, go to the output object that you would like to turn, and select "Data" tab.

In order to turn a picture, check or barcode object, select the yellow button with the face-down arrow.



In order to rotate a text object, select **text direction** and write down 180° (for 180° rotation).



Don't forget to move all the objects to their right location, and to flip the margin sizes.