

ComColor Series Perfect Binder

Application Guide

Applicable Printer models

9150/9150R/9110/9110R
7150/7150R/7110/7110R

About This Guide

Preface

"Perfect Binding Software" is the dedicated application software for using the Perfect binder connected to the RISO printer (ComColor 9150/9110/7150/7110). 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 two guides are supplied 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 procedures for loading original data and creating binding data.

About This Guide

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- (2) The contents of this manual may undergo changes without prior notice to reflect improvements in the product.
- (3) RISO shall not be liable for any consequence of using this guide or this product.
- (4) Screenshots or messages in this guide may vary depending on the operation system.

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Operating Systems and Environment

● Computer

Operating System	Microsoft® Windows® XP SP3 (32-bit) Microsoft® Windows Vista® SP2 (32-bit/64-bit) Microsoft® Windows® 7 (32-bit/64-bit) Microsoft® Windows® 8 (32-bit/64-bit)* Microsoft® Windows® 8.1 (32-bit/64-bit)*
Memory	1 GB or more
CPU	Intel pentium or fully compatible
Clock	1 GHz or more
Hard disk	For 32-bit OS: 1 GB of free space For 64-bit OS: 2 GB of free space
Display	1,024 x 768 or more, High Color or greater resolution

* Only compatible with desktop app.

● Corresponding file format

File format	Application (32-bit/64-bit)*
doc, docx	Microsoft® Word 2003, 2007, 2010
xls,xlsx	Microsoft® Excel 2003, 2007, 2010
ppt, pptx	Microsoft® PowerPoint 2003, 2007, 2010

* The application compatible with loaded files is required to be installed.

File format	Printer driver for creating pdf
pdf	Antenna House PDF Driver*

* Installed automatically when installing "Perfect Binding Software".

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 information or additional information.

■ Illustrations Used in This Guide

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

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Basic Procedure

The basic perfect binding workflow is as follows.

Install this product (Only for the first time)

1 Prepare the original

2 Start "Perfect Binding Software"

3 Create binding data

4 Preview the finishing image

5 Confirm the status of the printer and the Perfect binder

6 Print (Bind up)

7 A booklet is bound up

Specialty of "Perfect Binding Software"

"Perfect Binding Software" converts and edits the data created on PC to binding data for the Perfect binder. The following specialties and functions are supplied to this product.

● Convert original to binding data

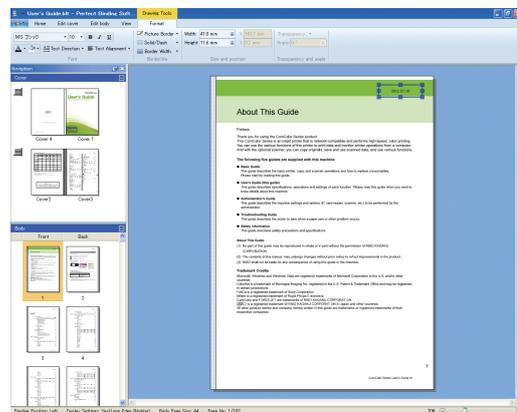
Load data created with Microsoft Word, Excel, PowerPoint, and other data converted to PDF format as the original, and convert it to binding data.



● Edit binding data by simple operations

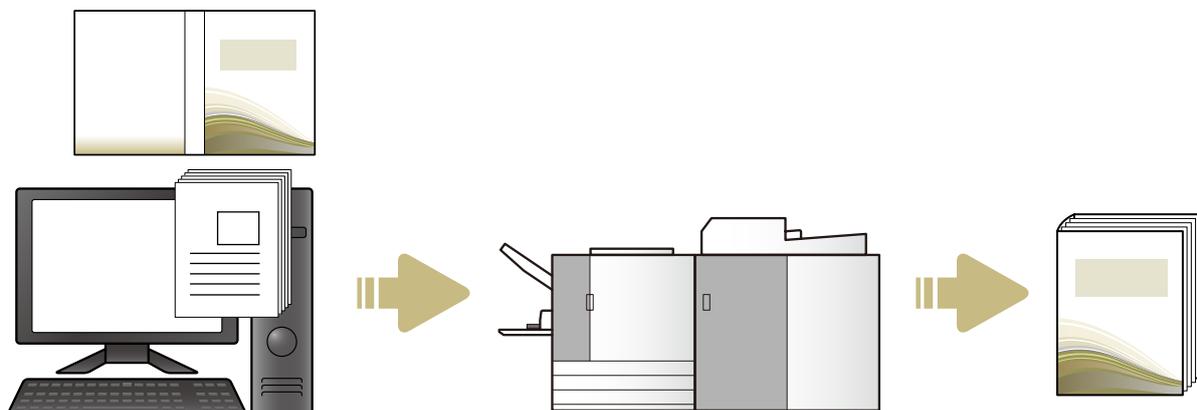
View the binding image and edit the binding data.

- Stamp the serial number on the cover
- Stamp letters on the spine
- Stamp page numbers
- Insert slip sheets
- Change paper by page
- Stamp watermarks
- Stamp the date



● Print binding data (Binding)

Print edited binding data.



Installing

To create binding data for the Perfect binder, you must install "Perfect Binding Software" on your computer. Make the following procedure to install the software.



- Log on as a user with administrator privilege.
- Close all 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].

The necessary software and application are installed.

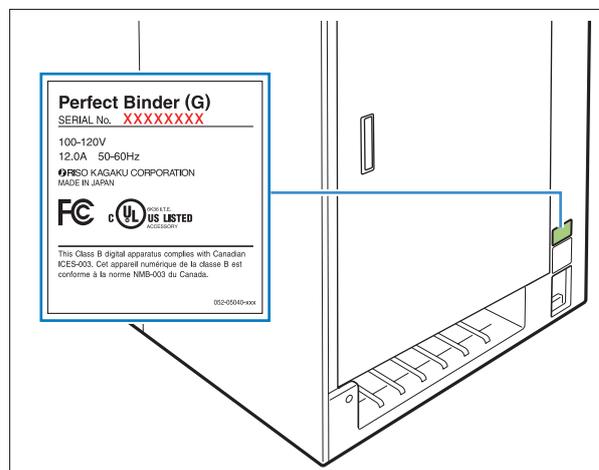


- When "Microsoft .NET Framework" setup screen is displayed, follow onscreen instruction to install.
- When "Microsoft Visual C++" setup screen is displayed, follow onscreen instruction to install.
- "Antenna House PDF driver" is installed as a printer driver. Do not change the printer's name.
- "Antenna House PDF driver" converts the data format which "Perfect Binding Software" cannot convert to the PDF format. (p. 13)

3

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

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



4

Click [Next] on the setup wizard screen.

5

Select [I accept the terms in 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].

Installation now begins.

8

Click [Done].

9

Click [Yes] on the reboot confirmation window.

10

Remove the CD-ROM from the computer.

After ejection, keep the CD-ROM in a safe place.

Uninstalling

- 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 [Delete].**

- 4 Click [Delete].**

Uninstallation now begins.

- 5 Click [Done].**

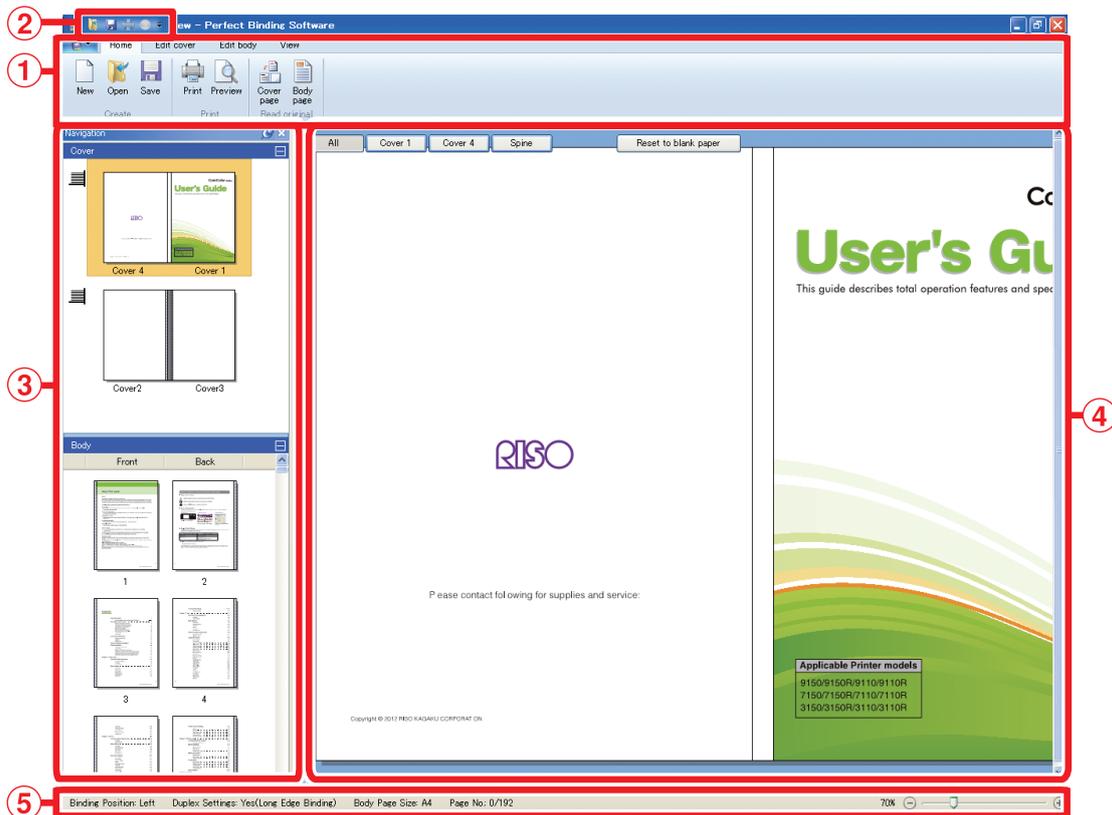
- 6 Remove the CD-ROM from the computer.**

After ejection, keep the CD-ROM in a safe place.

Operation Window

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

Main Window



- ① **Ribbon menu**
Displays categorized functions to edit binding data.
- ② **Quick access toolbar**
Appears above or under the ribbon menu. Register frequently used commands.
- ③ **Navigation window**
Displays thumbnails of binding data.

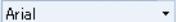
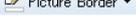
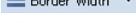
- ④ **Editing area**
Displays binding data.
- ⑤ **Status bar**
Indicates information such as binding position, zoom and the page number.

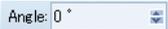
● Ribbon menu list

 , [Home], [Edit cover], [Edit body], [View], and [Format] organize the ribbon menu. This section describes editing functions and setting items.

Ribbon menu	Function name	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	Display version information.
	Recent Documents	View the recently used documents and open one of them.
Home	 New (New)	Create new binding data.
	 Open (Open)	Open selected binding data.
	 Save (Save)	Overwrite current binding data.
	 Print (Print)	Print (Bind up) current binding data.
	 Preview (Preview)	View the binding image to confirm the settings.
	 Cover page (Cover page)	Open selected cover's original data.
	 Body page (Body page)	Open selected body page's original data.
Edit cover	 Cover page (Cover page)	Open selected cover's original data.
	 Print Texts on Spine Only (Print Texts on Spine Only)	Add text on the spine.
	 Watermark (Watermark)	Add a watermark on the cover.

Ribbon menu	Function name	Function				
Edit cover	 Stamp Date (Stamp Date)	Add the date on the cover.				
	 Stamp Serial No. (Stamp Serial No.)	Add the serial number on the cover.				
	Start number 1 (Start number)	Set the initial number of the serial number.				
	Spine Width 100.0 mm (Spine Width)	Set the thickness of the spine.				
	Cover Sheet Length 4300.0 mm (Cover Sheet Length)	Set the cover sheet's length.				
	 Standard tray, Feed tray1, Feed tray2, Feed tray3, Cover sheet inserter (Standard tray*, Feed tray1-3, 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 (Body page)	Open selected body page's original data.				
	 Insert Slip Sheet (Insert Slip Sheet)	Insert a slip sheet.				
	 Water mark (Watermark)	Add a watermark on the body pages.				
	 Stamp Date (Stamp Date)	Add the date on the body pages.				
	 Stamp Page No. (Stamp Page No.)	Insert the page numbers.				
		<table border="1"> <tr> <td>Start number</td> <td>Set the initial number to print on the pages.</td> </tr> <tr> <td>Start Page</td> <td>Set the page to print first.</td> </tr> </table>	Start number	Set the initial number to print on the pages.	Start Page	Set the page to print first.
	Start number	Set the initial number to print on the pages.				
	Start Page	Set the page to print first.				
 Position of Body (Position of Body)	Set the print position of body.					
 Auto, Standard tray, Feed tray1, Feed tray2, Feed tray3 (Auto, Standard tray*, Feed tray1-3)	Specify the body pages' feed tray. * When the high capacity feeder is connected to the printer, "High capacity feeder " is specified.					

Ribbon menu	Function name	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.	
	 Zoom (Zoom)	Display the submenus regarding to the zoom in the editing area.	
		100%	View the editing area in full scale.
		Zoom to Page Width	View the editing area in page width.
Format ^{*1}	 Arial (Font)	Specify the font.	
	 64 (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.	
	Width: 1122 mm  (Width)	Set the width of the frame.	

Ribbon menu	Function name	Function
Format ^{*1}	 (Height)	Set the height of the frame.
	 	Frame position is displayed in the coordinate view. The value cannot be entered.
	Transparency: ▾ (Transparency)	Specify the transparency of watermark.
	 (Angle)	Specify the angle of watermark.

^{*1} Displays only when the text or text frame added with "Perfect Binding Software" is selected, such as the serial number and the page number.

● Customization of Quick Access Toolbar

More Commands...: Register frequently used commands.

- ① Click  and [More Commands...].
- ② Add or delete commands in the [Customize] dialog box.
- ③ Click [OK], and the added commands are displayed.

Show Below the Ribbon: Display "Quick Access Toolbar" under the ribbon.

Minimize the Ribbon: Minimize the ribbon.

Creating Binding Data

Load original data into "Perfect Binding Software" and create binding data.
This guide describes data types handled by "Perfect Binding Software" as follows.

Binding data	Dedicated edited data loaded into "Perfect Binding Software" (.bit format)
Original data	Data of the file format that loading into "Perfect Binding Software" is possible (.doc, .pdf format, etc.)

Preparing 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.

File format	Application (32-bit/64-bit)
doc, docx	Microsoft® Word 2003, 2007, 2010
xls,xlsx	Microsoft® Excel 2003, 2007, 2010
ppt, pptx	Microsoft® PowerPoint 2003, 2007, 2010

File format	Printer driver for creating pdf
pdf	Antenna House PDF Driver



- Do not put a password or prohibit original data from printing, or the data 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>

1. Select **[File] - [Print]** in the main menu of the application.
2. Select **[Antenna House PDF Driver *.*]** from **[Printer]**.
3. Click **[Print]**.
4. 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.



- No matter if the cover data and body page data are not separated, the cover data can be set after loading.
- 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 procedure for binding a booklet using printed covers and body pages, see the Perfect binder's **"User's Guide"**.

Starting "Perfect Binding Software"

Click **[Start]-[All Programs]-[RISO]-[Perfect Binding Software]-[Perfect Binding Software]**.
For Windows 8/Windows 8.1, open the "Apps" screen and click **[Perfect Binding Software]** in the "RISO" group.

Creating Binding Data

Create binding data by inputting basic information to binding data and loading original data.

Basic information

[Binding Position]

Select the binding position.

[Duplex Settings]

Configure the duplex printing.

[Body Page Size]

Select the body page size.

[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.

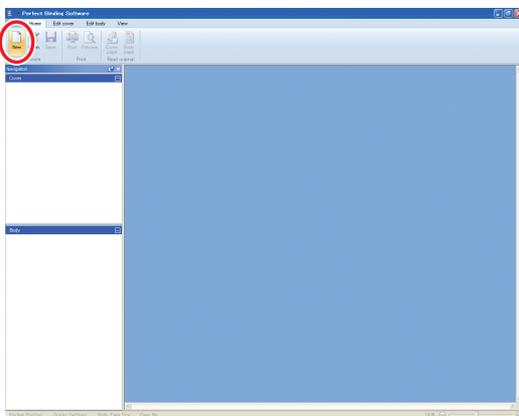
[Cover Sheet Length]

Set the length (long side) of cover sheet.

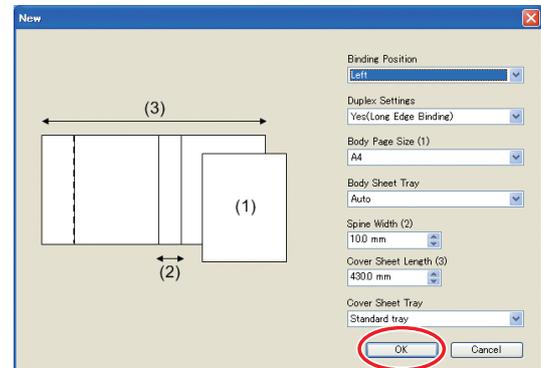
[Cover Sheet Tray]

Select the feed tray for cover sheets.

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



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



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.
- To set [Spine Width], make a sample booklet with the same paper and amount of pages, and measure the thickness in advance.
- The available [Spine width] is from 1.5 to 30.0 mm (0.06 to 1.18").
- 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.
- For the body pages' thickness that the Perfect binder can bind up, see "Usable Paper" in the "User's Guide".

● **Usable cover sheet size**

Cover sheet (When cutting off the surplus part):

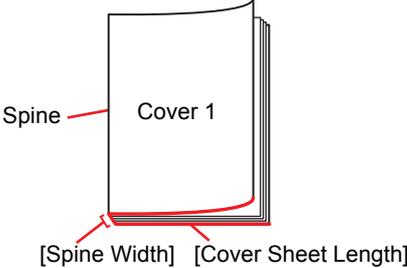
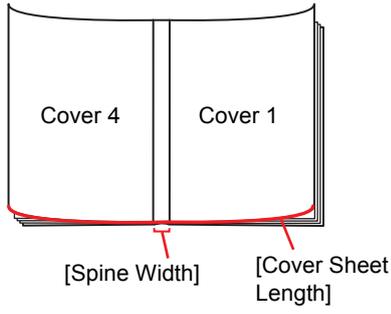
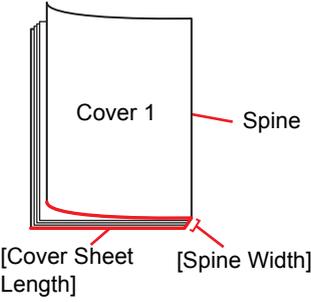
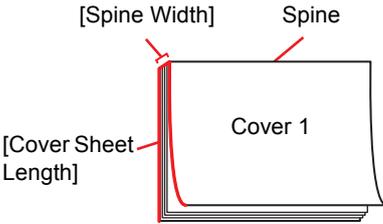
- A4: 297 mm × 430 - 465 mm
(11.69" × 16.93 - 18.31")
- B5: 257 mm × 374 - 409 mm
(10.12" × 14.73 - 16.10")
- A5: 210 mm × 307 - 342 mm
(8.27" × 12.09 - 13.46")
- Letter: 279.4 mm × 441.8 - 476.8 mm
(11" × 17.40 - 18.77")

Cover sheet (When leaving the surplus part):

- A4: 297 mm × 421.5 - 465 mm
(11.69" × 16.60 - 18.31")
- B5: 257 mm × 365.5 - 409 mm
(10.12" × 14.39 - 16.10")
- A5: 210 mm × 298.5 - 342 mm
(8.27" × 11.76 - 13.46")
- Letter: 279.4 mm × 433.3 - 476.8 mm
(11" × 17.06 - 18.77")

Setting items of basic information

According to the basic information settings, the booklet is finished in one of the following designs.

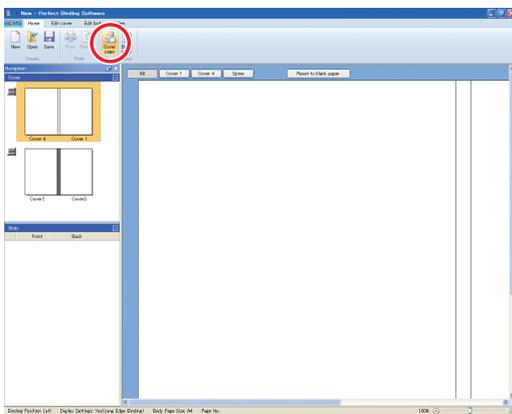
[Binding Position]	Finishing	
[Left]	Vertical (Left-hand) 	<p>Example: Vertical (Left-hand)</p> 
[Right]	Vertical (Right-hand) 	
[Top]	Horizontal 	

Loading Cover Data into the Application

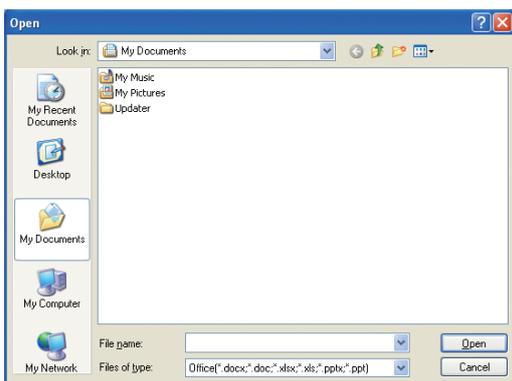
Load the cover's original data.

- 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 details, see "Usable Paper" in the "User's Guide".

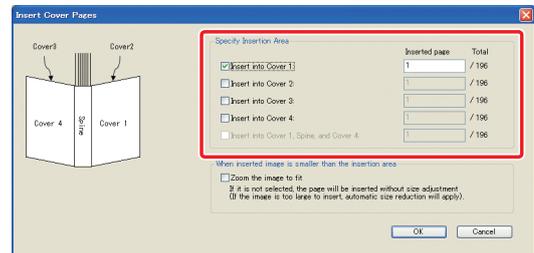
1 Click [Cover page] on [Home] or [Edit cover] in the ribbon menu.



2 Specify the cover's original data and click [Open].



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



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

To insert original data which contains Cover 1, spine and Cover 4 in one page, select the [Insert into Cover 1, Spine, and Cover 4] checkbox to input the page in original data.

4 Click [OK].

Loading cover data begins.

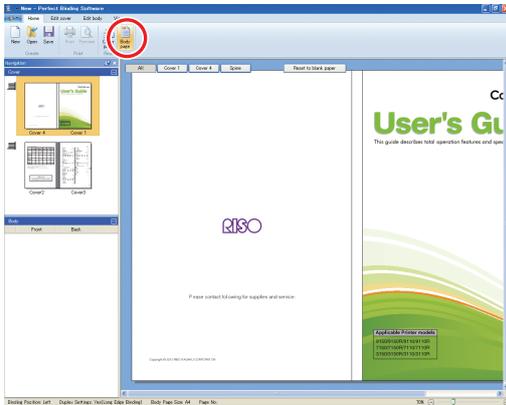
- When the original size is smaller than the cover page size, select the [Zoom the image to fit] checkbox in [When inserted image is smaller than the insertion area] to enlarge the original size according to the cover size. The whole original data is enlarged as large as the cover size keeping up the aspect ratio.
- To delete loaded original data, select the cover and click [Reset to blank paper].

Loading Body Page Data into the Application

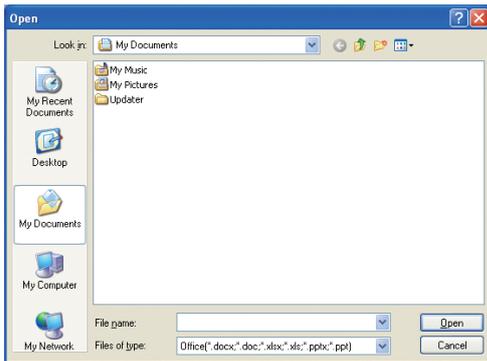
Load original data to use as the body.

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

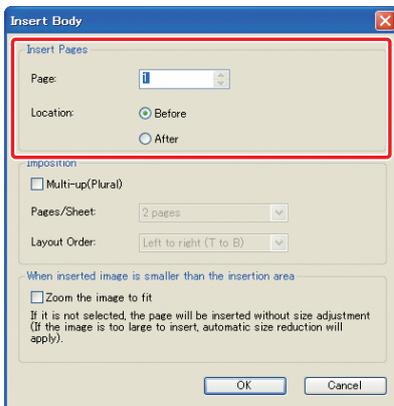
- 1 Click [Body page] on [Home] or [Edit body] in the ribbon menu.



- 2 Specify the body part's original data and click [Open].



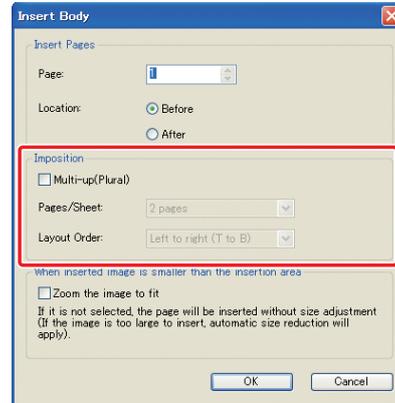
- 3 Set the pages to insert to the body in original data.



Set the insert destination in [Insert Pages].

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

- 4 Set the impositioning.



Set the impositioning in [Imposition]. Select the [Multi-up(Plural)] checkbox, select the pages per sheet in [Pages/Sheet], and select the layout order in [Layout Order]. In [Layout Order], alternatives change depending on the Pages/ sheet setting.

- 5 Click [OK].

Loading body page data begins.

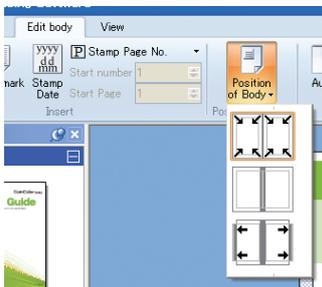


- When the original size is smaller than the body page size, select the [Zoom the image to fit] checkbox in [When inserted image is smaller than the insertion area] to enlarge the original size according to the body page size. The whole original data is enlarged as large as the body page size keeping up the aspect ratio.
- Even if body page data contains multiple sizes, the sizes are adjusted to make binding data. The pages larger than the body page are reduced to the body page size. The smaller pages are enlarged as large as the body page size when the [Zoom the image to fit] checkbox in the [When inserted image is smaller than the insertion area] is selected. When unchecked, the smaller pages are inserted in actual size.
- When body page data has both the vertical and horizontal pages, the horizontal ones are automatically rotated in binding data.
- 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

For the body page, Cover 2 and Cover 3, the inner margin is required 5 mm inside of the spine side. Select the body position not to come into the 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.



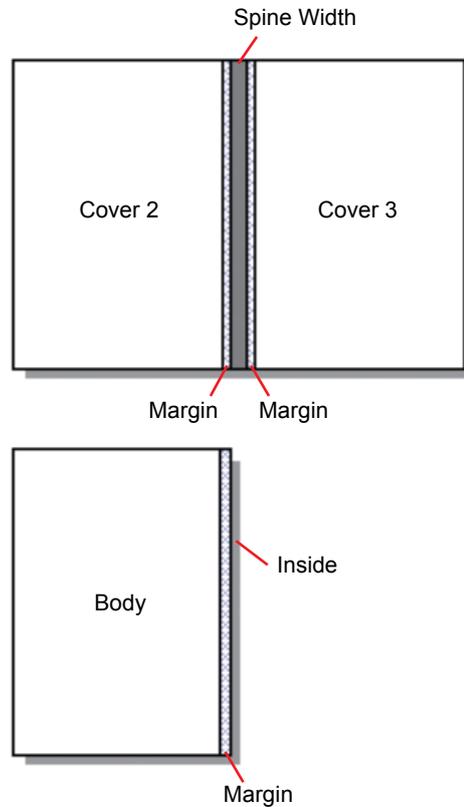
The original data on the 5 mm inside is not printed.



Place the original data on 5 mm outside so that 5 mm inside is the margin. The original data off the print side is not printed.



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

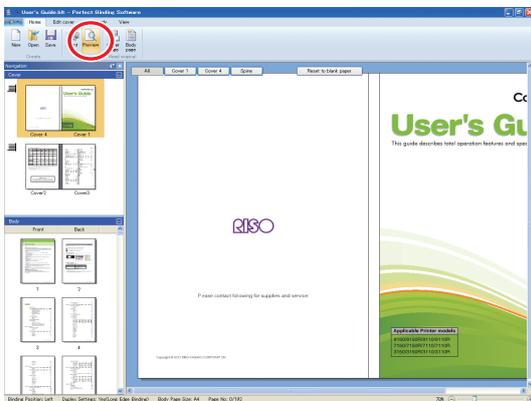


Printing (Binding)

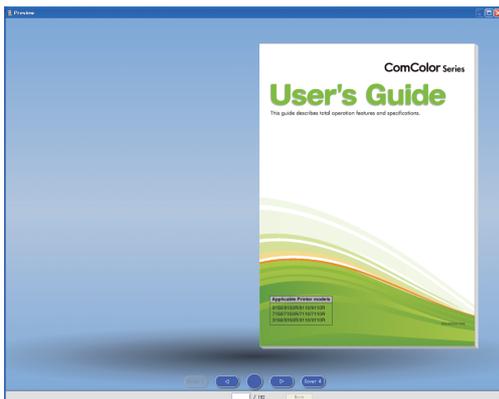
Confirming

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

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



- 2 Confirm the finishing image in the preview window.



To quit the preview window, click .

● Operations in the preview window

The following operations are available in the preview window.

 : Displays Cover 1.

 : Moves to the previous page.

 : Displays the booklet image viewed from the spine.

 : Moves to the next page.

 : Displays Cover 4.

 : Displays the input page.

You can move to the previous or next page by clicking the previewed page or dragging the end of the page.

Confirming the Status of the Printer and the Perfect Binder

After the binding data is finished and you confirm the finishing image, confirm the status of the printer and the Perfect binder.

To perform printing (binding), the following status are required.

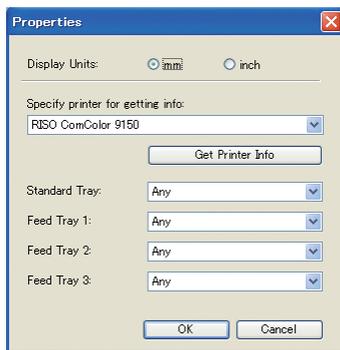
- The power of the Perfect binder is ON
- The glue is suitable temperature

For details on the confirmation method of the Perfect binder's status, see "**Confirming the Main Unit's Status**" in the "**User's Guide**".

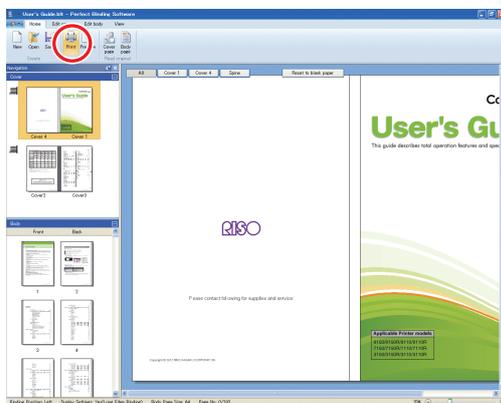
Printing (Binding)

Print out (Bind up) created binding data.

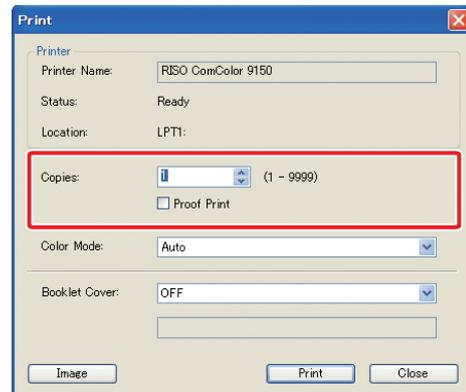
- 1 Click [Properties] in the application menu.
- 2 Select the printer for printing (binding) in [Specify printer for getting info].



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

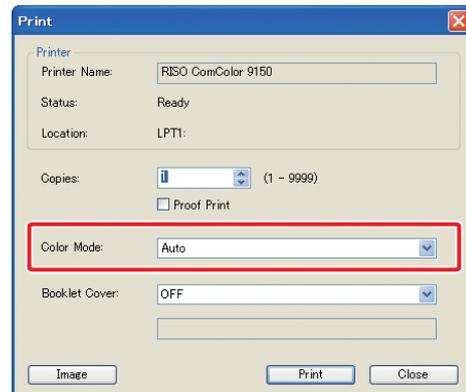


- 4 Input the number of copies in [Copies].

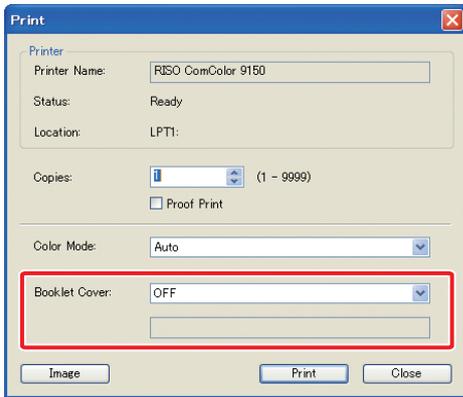


When the [Proof Print] checkbox is selected, one copy is printed out (bound up) and the unit stops. You can print out (bind up) the rest copies after you confirm the binding status.

- 5 Select the color mode in [Color Mode].



6 Select the cover printing (binding) method in [Booklet Cover].



[OFF] Prints out the cover page and binds up.

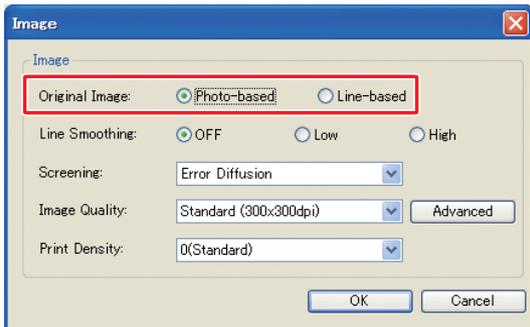
[Print except cover] Prints out other than the cover page and binds up. The cover page is printed out from the feed tray selected in [Edit cover] in advance. The binding data's cover page is not printed out.

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

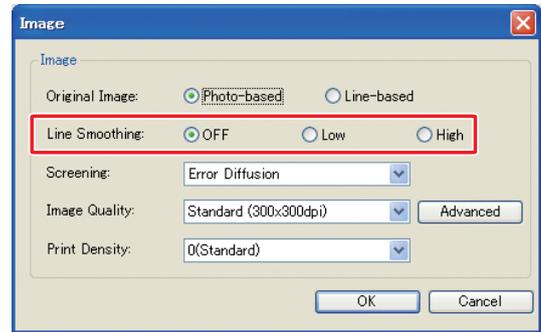
[Print cover only] Prints out only the cover page. The cover page is printed out to the face down tray or the optional face down offset stapler on the left side of the printer.

7 Click [Image].

8 Select the priority to photo's or letter's quality in [Original Image].



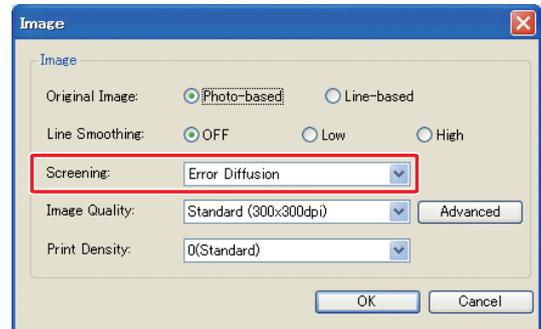
9 Select the outline processing in [Line Smoothing].



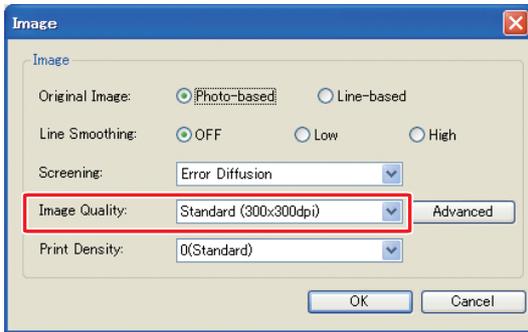
Smoothen the character's outline. You can select from two levels depending on the difference of image processing.

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

10 Select the halftone processing in [Screening].



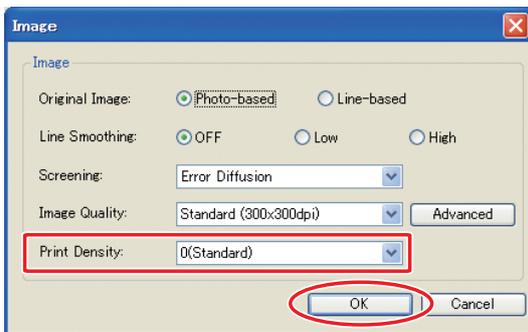
11 Select the image quality in [Image Quality].



Set the print resolution. When [Standard (300×300dpi)] is selected, [Advanced] is displayed. If you prioritize the printing speed, select [Data compression]; if you save the amount of ink, select [Draft].

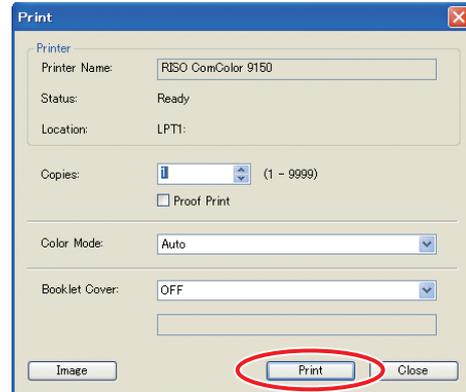
- When [Fine (300×600dpi)] is set, the printing speed decreases.
- When [Data compression] or [Draft] is set, the neutral colors become uneven.

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. The settings cannot be separated.

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. There are the following functions:

- Move or delete 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

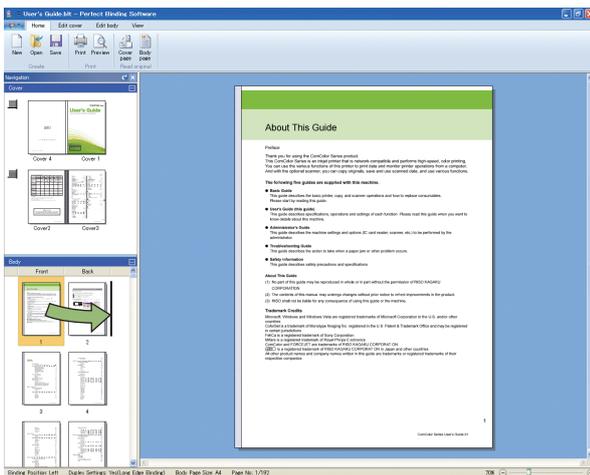
Moving or Deleting a Page in the Navigation Window

In the navigation window, you can edit the page by operating the thumbnail directly.

● Moving a Page

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

You can select multiple pages by pressing and 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.

Menu		Function
Move Page		Input the destination to move to the selected page.
Delete Page		Delete the selected page.
Insert Slip Sheet (p. 26)	Before	Insert a slip sheet front or back of the selected page.
	After	
Select Tray (p. 28)	Auto	Select the feed tray for the selected page.
	Standard tray	
	Feed tray 1-3	



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

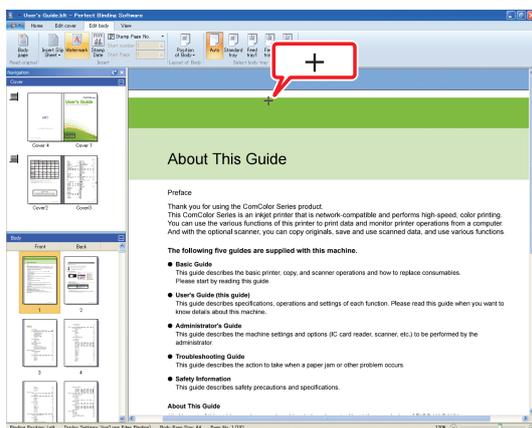
You can add the serial number and the spine text on original data by locating text boxes in the editing area and inputting the letters. You can change the font and frame border of added text boxes and letters.

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

Tool	Usable page	See:
Stamp Serial No.	Cover 1	p. 25
Spine	Spine	p. 25
Page No.	Body page	p. 26
Watermark	Cover 1, Cover 4, body page	p. 27
Stamp Date	Cover 1, Cover 4, body page	p. 28

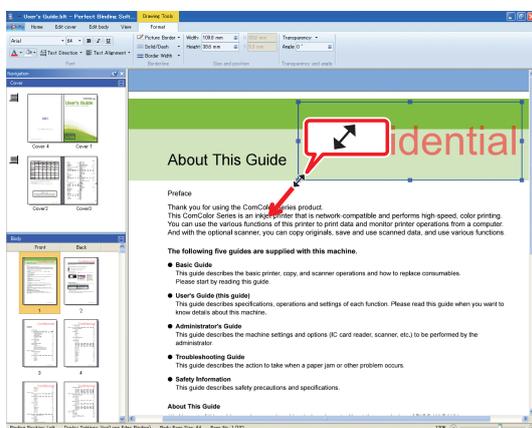
1 Select a tool to add in the ribbon menu.

2 Insert a text box.



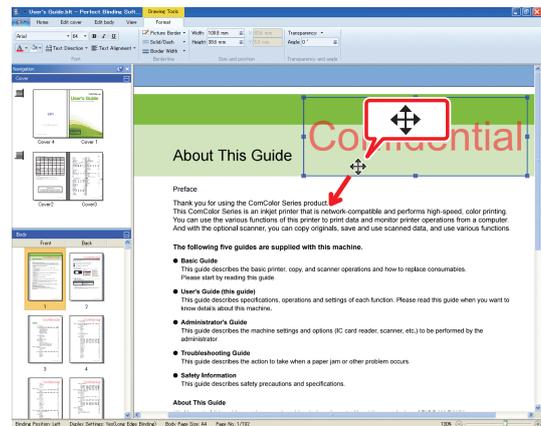
In the editing area, set the pointer (+) on where you want to add a text box and click it. To add an arbitrary size text box, drag it.

3 Adjust the text box size.



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

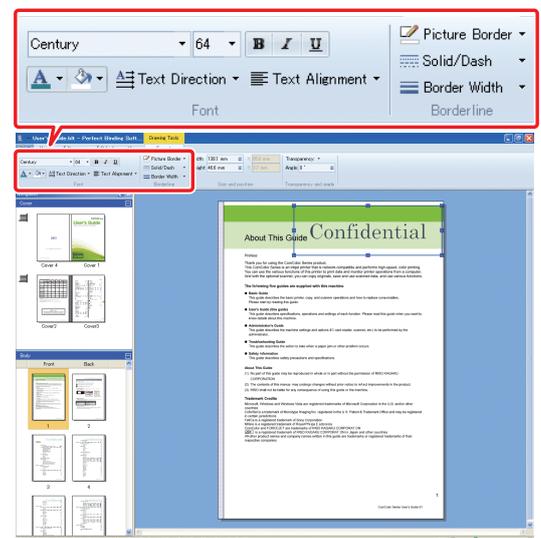
4 Adjust the text box's location.



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.



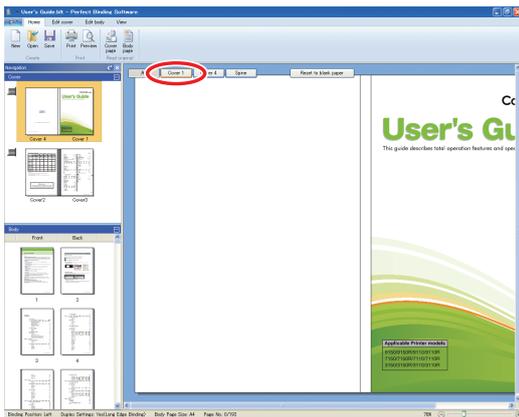
Set the font, frame border, transparency and angle. The setting items vary depending on the added tools.

For details on [Format], see [Format] in "Ribbon menu list" (p. 11).

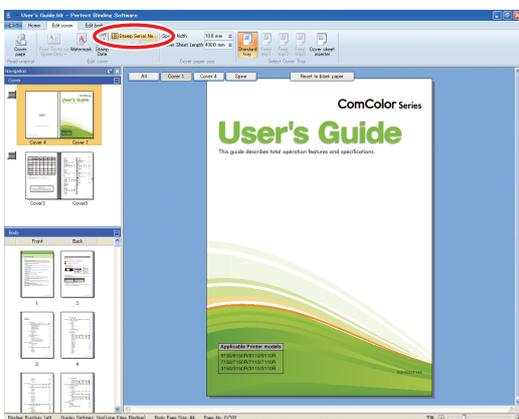
Stamping the Serial Number on Cover (Cover 1)

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 the arbitrary text.

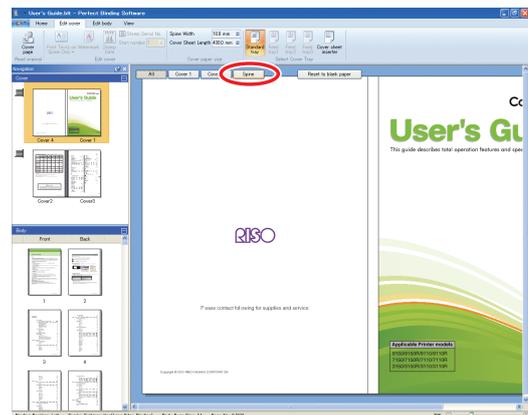
By default, "Stamp Serial No. #" is input in the text box. Input any text in the "Stamp Serial No." part to change. In the "#" part, the serial number is printed from "1" by booklet.

 For the editing method of the text box, see "Editing by Adding a Text Box" (p. 23).

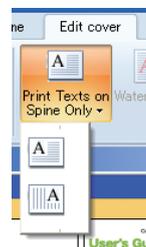
Inputting Letters on the Spine

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.

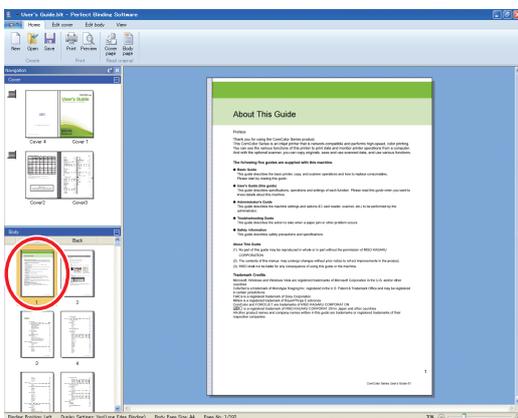
 For the editing method of the text box, see "Editing by Adding a Text Box" (p. 23).

Stamping the Page Number on the Body Pages

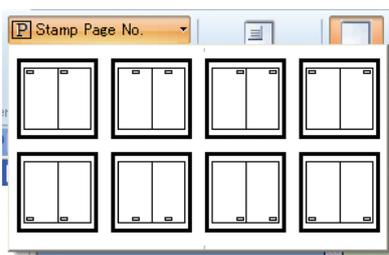
You can input the page number when original data does not have the page numbers on the body pages.

- 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.



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 the editing method of the text box, see "Editing by Adding a Text Box" (p. 23).

- The insert location of the page number varies depending on the binding position.

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

- 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.

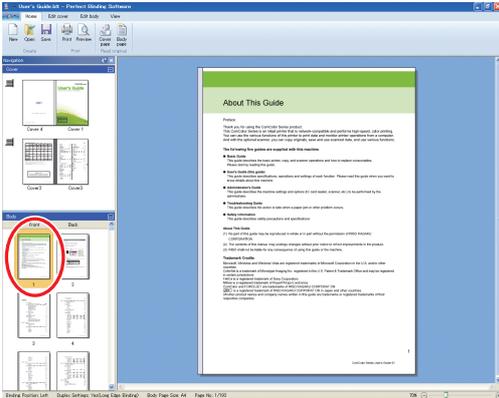
Example: When including Cover 1 and Cover 2 in the page numbers and printing "3" on the first page of the body pages
 [Start number]: 3
 [Start Page]: 1

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".

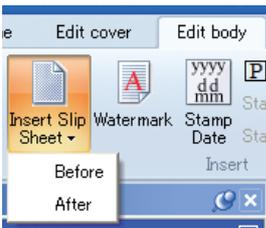
- Slip sheets are counted as pages; however, the page numbers are not printed.
- You can specify the feed tray for pages to insert (slip sheet), as well as the body pages.
- To insert a slip sheet in binding data to which the duplex printing is set, the front and back sides are added, so that two pages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

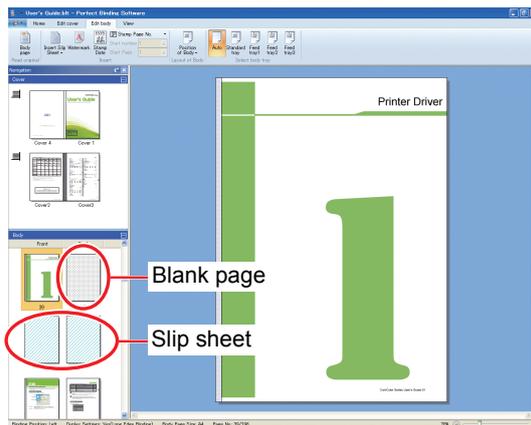


Select the front or back page to insert the slip sheet.

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



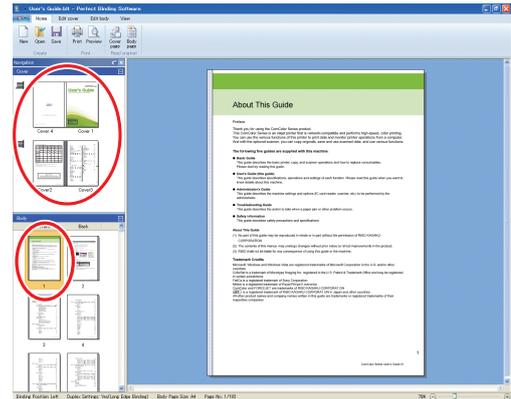
A slip sheet is added.



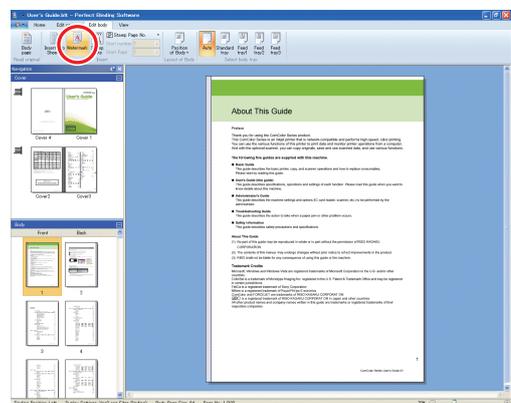
Stamping a Watermark

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.

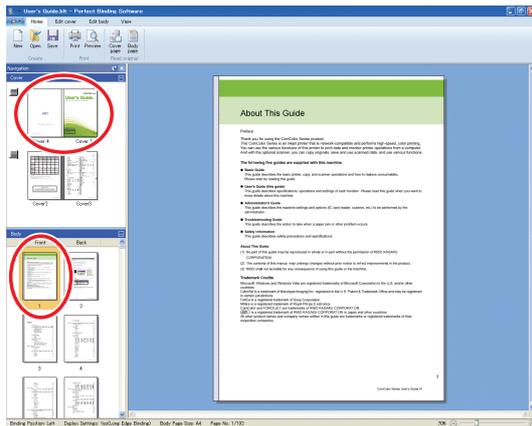
By default, "Confidential" is input in the text box. Input any text to change.

- For the editing method of the text box, see "Editing by Adding a Text Box" (p. 23).
- 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.

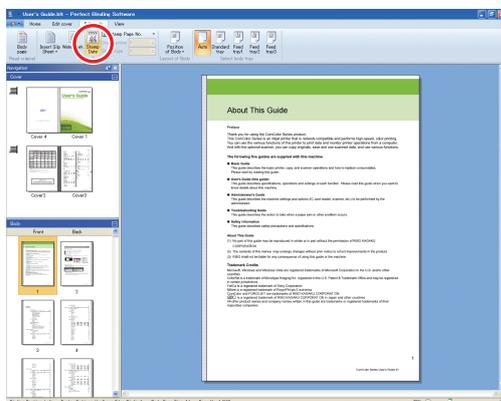
Stamping the Date

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.

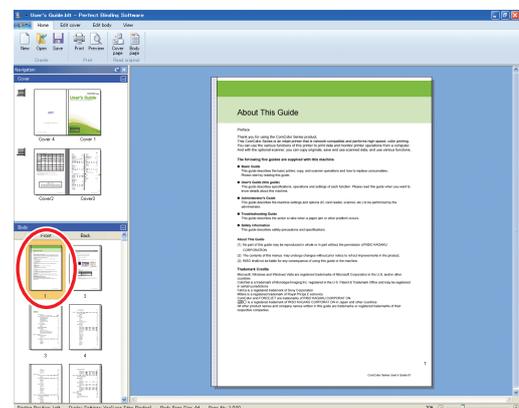
- For the editing method of the text box, see "Editing by Adding a Text Box" (p. 23).

Changing the Print Sheet by Page

You can select the feed tray by page.

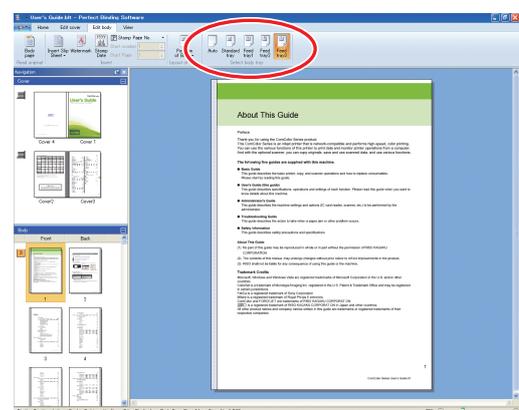
- You can specify the feed tray for slip sheets by page, as well as the body page.
- Depending on the printers connected to the Perfect binder, the feed tray may not be selected. Also, the available paper varies depending on the feed tray. See the User's Guide for details.

- 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.**

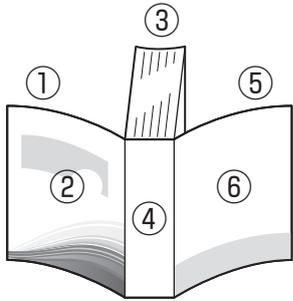


The feed tray icon is displayed on the thumbnail.

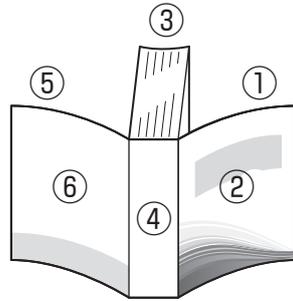
Glossary

This section describes the terms in this manual.

■ Terms of perfect binding



• When the binding position is [Right]



• When the binding position is [Left]

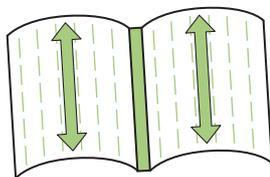
- ① Cover 2
- ② Cover 1
- ③ Body pages
- ④ Spine
- ⑤ Cover 3
- ⑥ Cover 4

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
Thickness of a booklet	The main body's thickness (exclude the cover's thickness)
Slip sheet	The sheet without printing both sides

Paper Texture

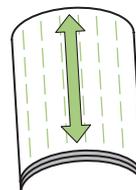
There are two types of paper: long-grained paper and short-grained paper. The paper texture is the fibers' orientation formed in the paper-forming process, which influences the finishing of the perfect binding.

Cover: short-grained paper
(recommended)



Parallel to the short side
of the paper

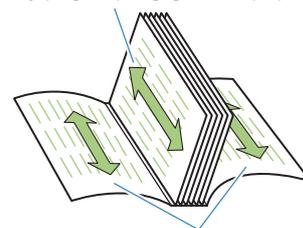
Body pages: long-grained paper
(recommended)



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 a short-grained sheet for the cover and a long-grained sheet for the body pages so that the paper texture becomes parallel to the long side of the booklet.

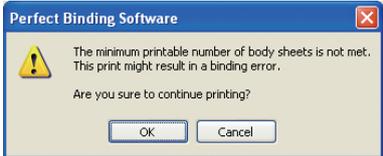
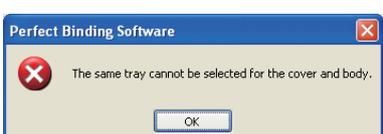
Body pages (long-grained paper)



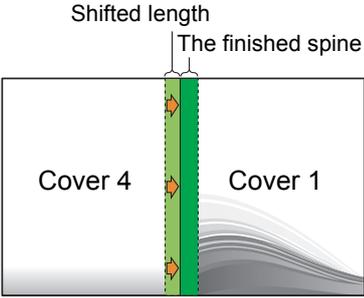
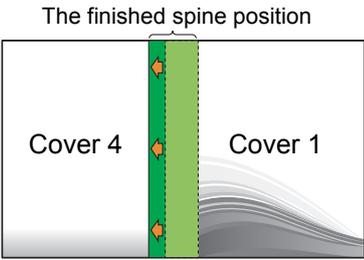
Cover (short-grained paper)

Troubleshooting

This section describes the causes and actions to take when the error message appears while creating binding data or sending the binding jobs.

Message	Action to Take
	<p>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.</p>
	<p>Appears when the body page sheets are 501 or more. Create the original data contains 500 body page sheets or less. For the body pages' thickness that the Perfect binder can bind up, see "Usable Paper" in the "User's Guide".</p>
	<p>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.</p>

Original (Binding) Data

Status	Reason and Action to Take
<p>The cover sheet length is shorter than that of the body pages and the body pages cannot be bound by the cover sheet.</p>	<p>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.</p>
<p>The spine position of the booklet is misplaced to the right or left.</p>	<p>[Spine Width] is not appropriate. When the spine position is shifted to the right side (Below is an example of left binding.):</p>  <p>The appropriate spine position</p> <p>Remake the original (booklet) data adding the shifted length to [Spine Width].</p> <p>When the spine position is shifted to the left side (Below is an example of left binding.):</p>  <p>The appropriate spine position</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>



Please contact following for supplies and service: