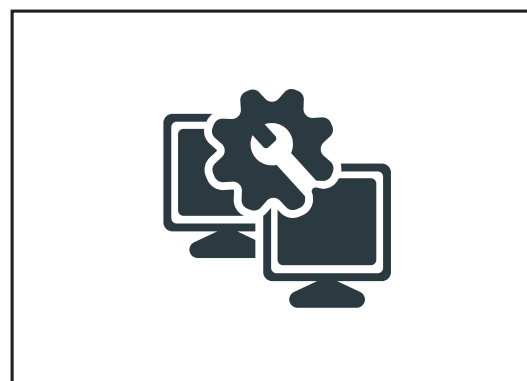


CIP Training

EFI Hotfolders/
Impose template

User Guide

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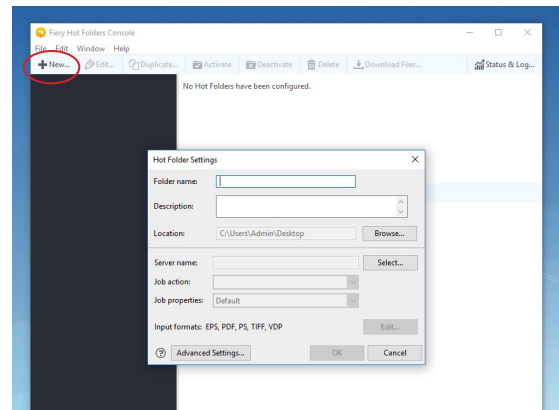
CIP Training Fiery HotFolders

User Guide

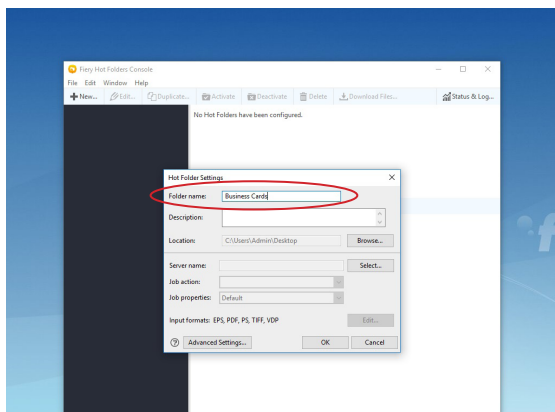
Fiery® Hot Folders provide a drag-and-drop operation, applying job properties and Imposition templates automatically that can be shared with other users on the network.



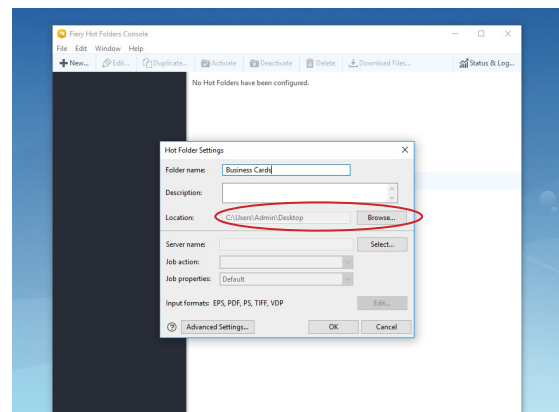
Once installed, Double-click on the Fiery HotFolders icon.



Click +New.



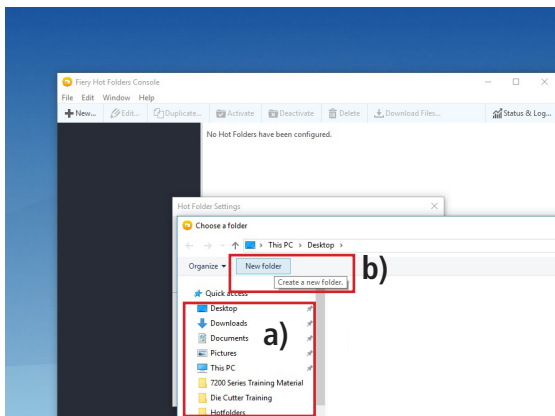
Give your new HotFolder a name.



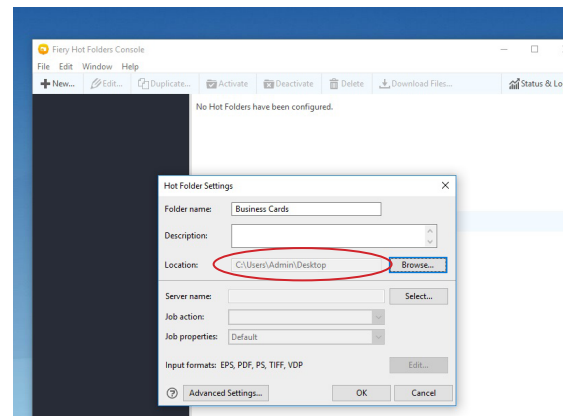
Click "Browse" to choose a location for your HotFolder.

CIP Training Fiery HotFolders

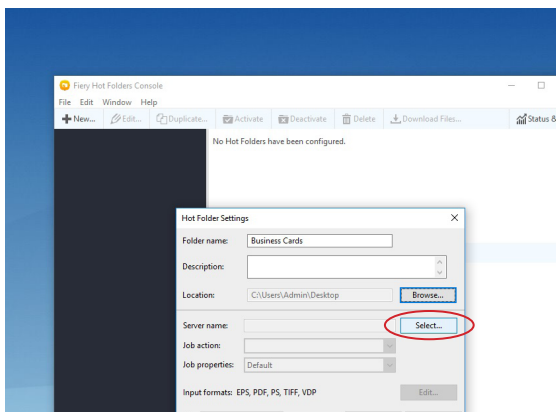
User Guide



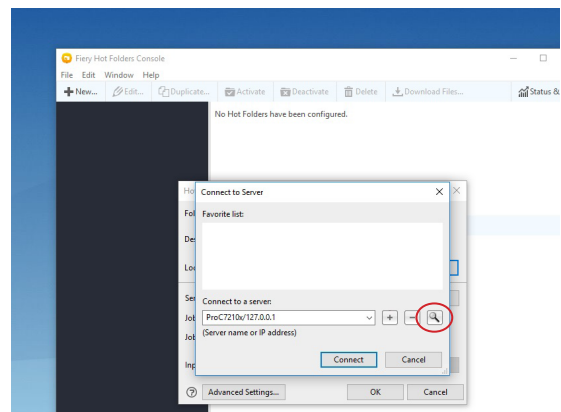
a) Choose any existing folder already created or b) create a new folder in any location.



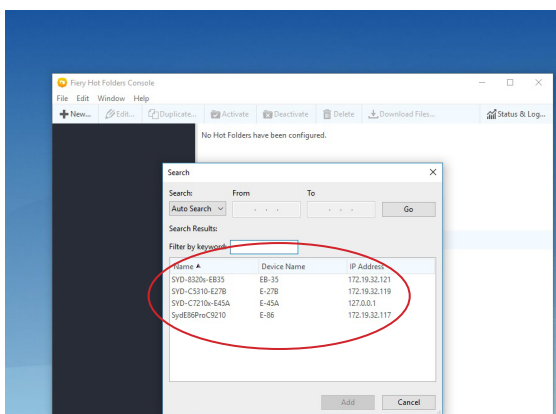
Above, the desktop has been selected as the location of the new HotFolder.



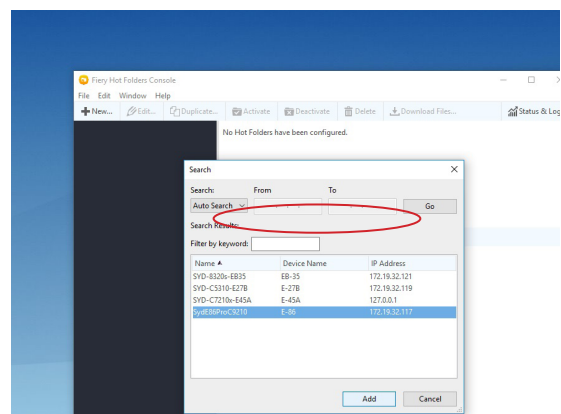
Next select the "Server Name" or printer that this HotFolder will be used for. Press Select...



To find available servers/printers on your network, click on the magnifying glass.



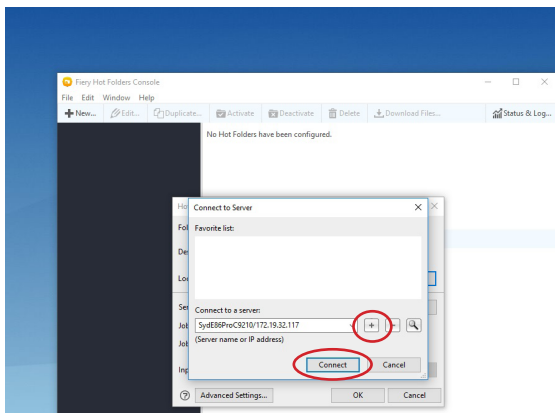
Once the search is complete, a list of all available servers will appear.



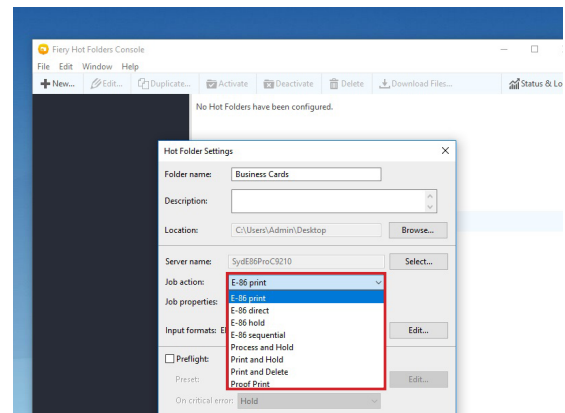
Select the desired server/printer and click on Add.

CIP Training Fiery HotFolders

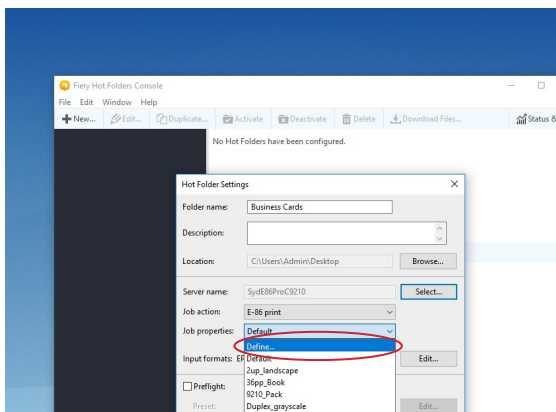
User Guide



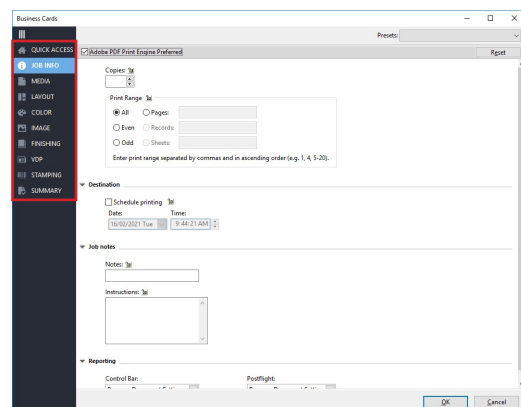
From here, you can add this server to your favourite list by clicking +, or simply click on Connect to continue.



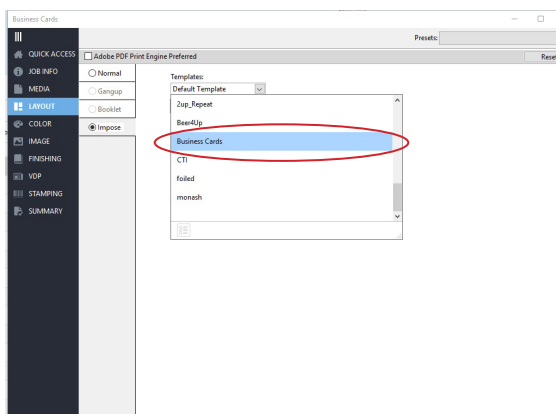
Next we will select an action for this folder. i.e. whether the file dragged in to the HotFolder will be printed or sent to the Hold queue etc.



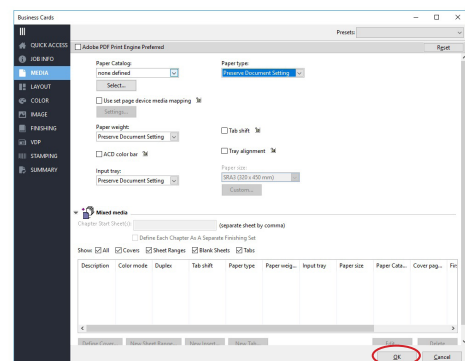
Once you have selected the Job Action, we can choose what Job Properties will be applied when dragging a file to this HotFolder. We can "Define" new properties, or choose a predefined preset.



Clicking on "Define" will open the Fiery Job Properties. Select the job parameters that will be used for this HotFolder.



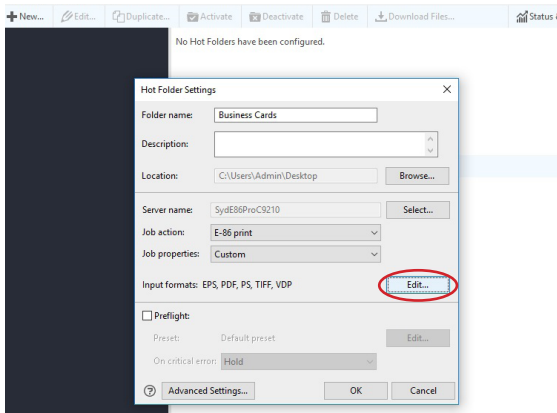
For this "Business Card" HotFolder, we will choose a Business Card Impose Template created with Fiery® Impose. Please see [Fiery Impose Template](#) section following this section.



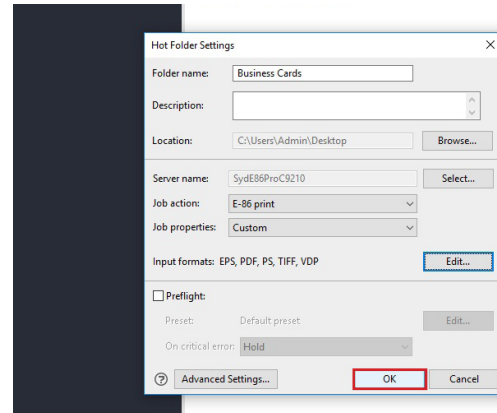
Click **OK** once you have chosen all the Job Properties settings you wish to apply to the HotFolder.

CIP Training Fiery HotFolders

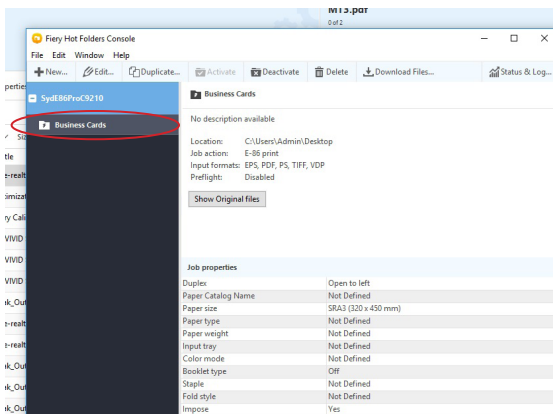
User Guide



Note: You can select **Edit..** to enable/disable input formats allowed to be dragged in to this HotFolder.



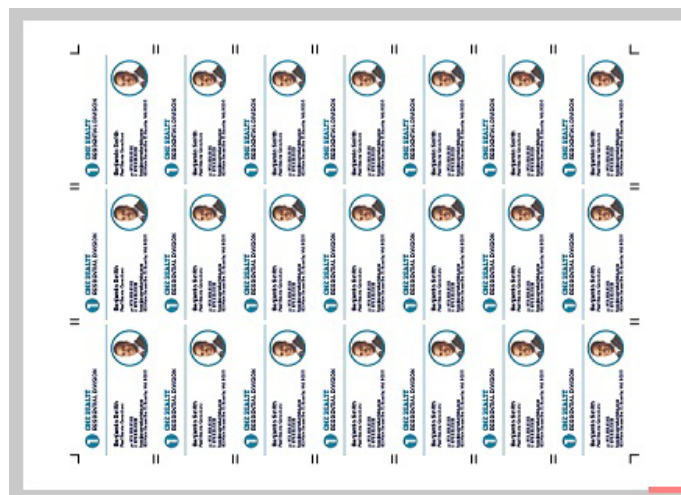
Now simply click OK to end the HotFolder setup process.



You will now see under your selected Server a HotFolder named "Business Card".



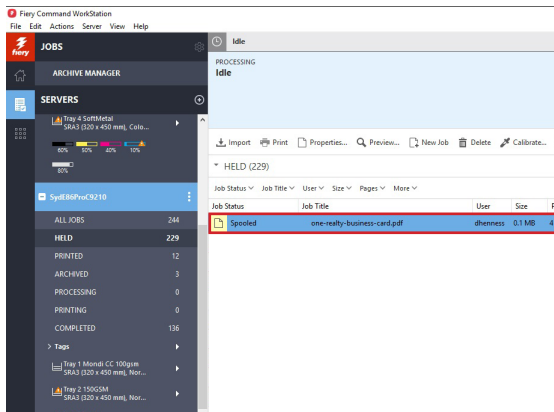
You will also see a new HotFolder in the location that was first specified i.e Desktop. Simply Drag and Drop your single business card file on to the HotFolder to see it take on your specified Job Properties and print.



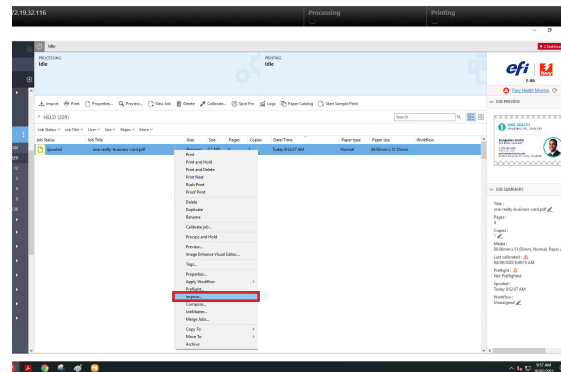
CIP Training Impose Template

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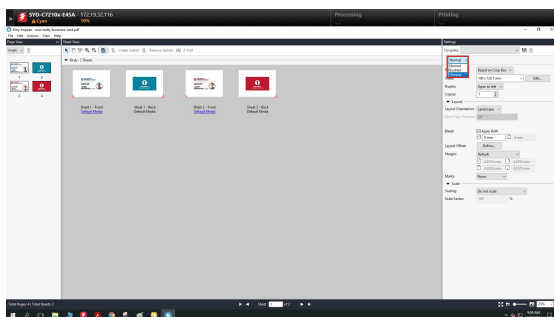
Here we will create a Fiery Impose Template for use within our HotFolder Job Properties.



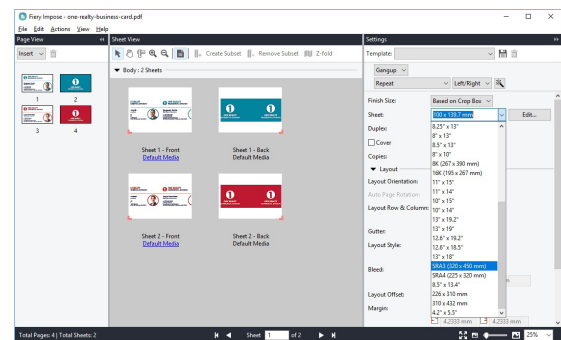
Import your file in to Command Workstation.



Right click on the file, and choose **Impose**. Note: Fiery Impose is an option and may need to be purchased.



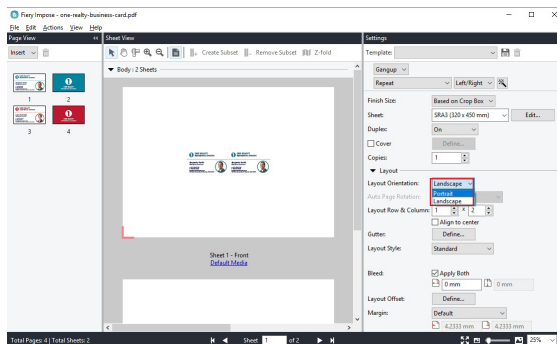
In the right side panel, start from the top down. Choose **Gangup**.



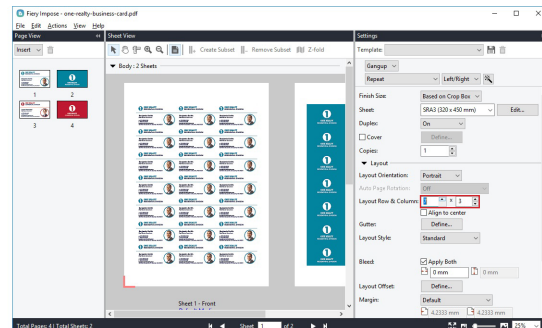
Next, choose your desired sheet size.

CIP Training Impose Template

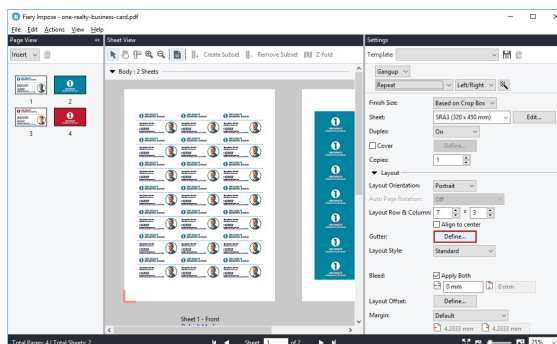
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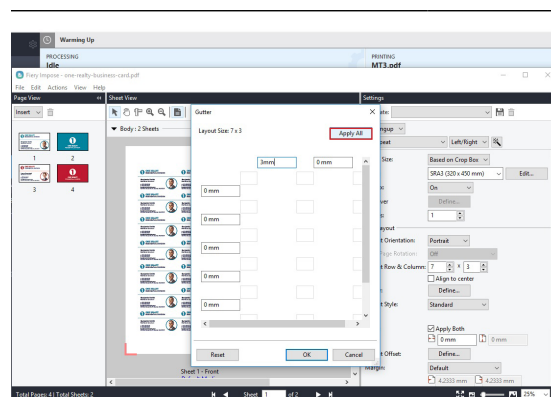
Choose your layout orientation. i.e. Portrait/Landscape.



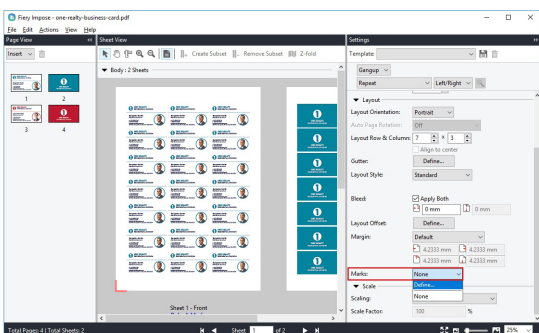
Choose the amount of rows and columns to fit the sheet size.



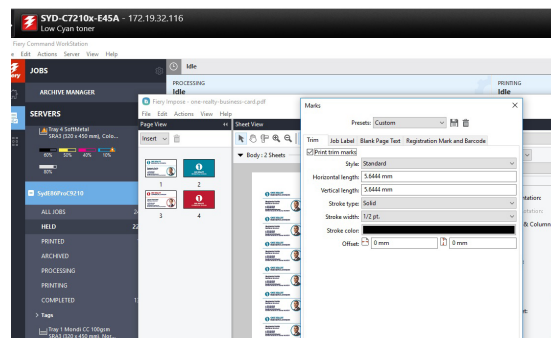
Define the amount of "Gutter" space between each page. This will make cutting/guillotining easier if your file bleeds off the edge of each page.



In this case we have added 3mm. You can then select "Apply All" to apply 3mm to all gutters. Click **OK**.



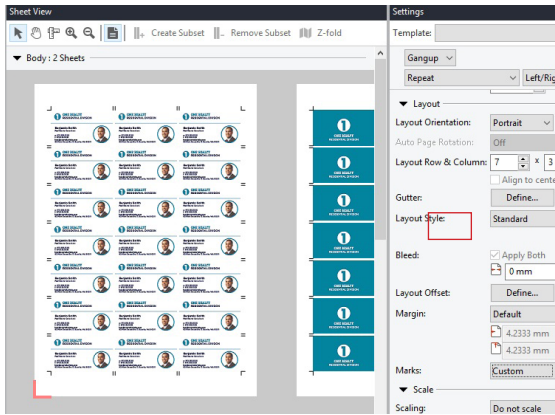
Next, we can define crop marks. Click **Define**.



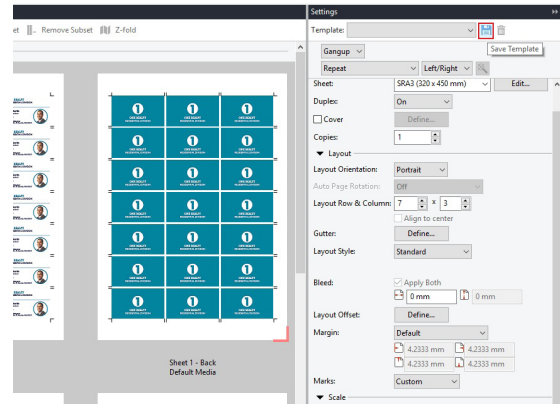
Select **Print trim marks**. You can also choose the size, spacing and colour of your marks. Click **OK**.

CIP Training Impose Template

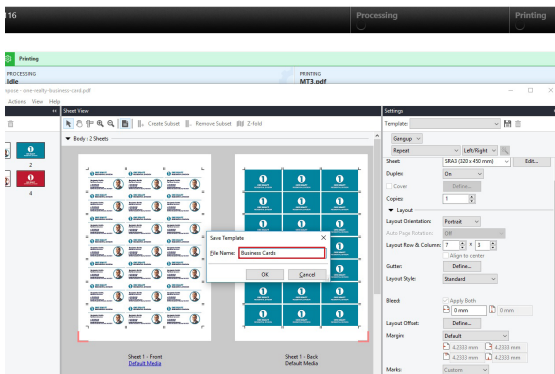
User Guide



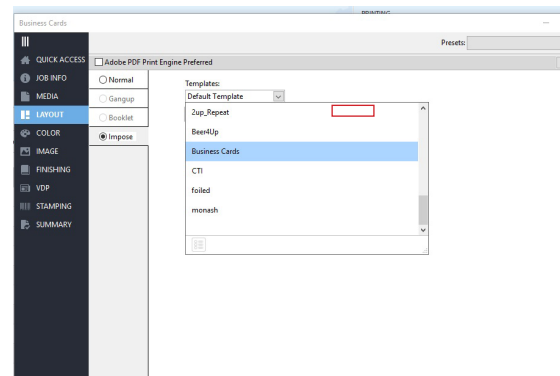
Notice our preview now has trim marks and gutters.



When you are happy with your imposition layout, click the save disk icon next to Template.



Name your template, click **OK** and close Fiery Impose. You will be prompted to save your job also if you wish to.



Your Impose template will now be available for use in Job Properties for your HotFolder creation.

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