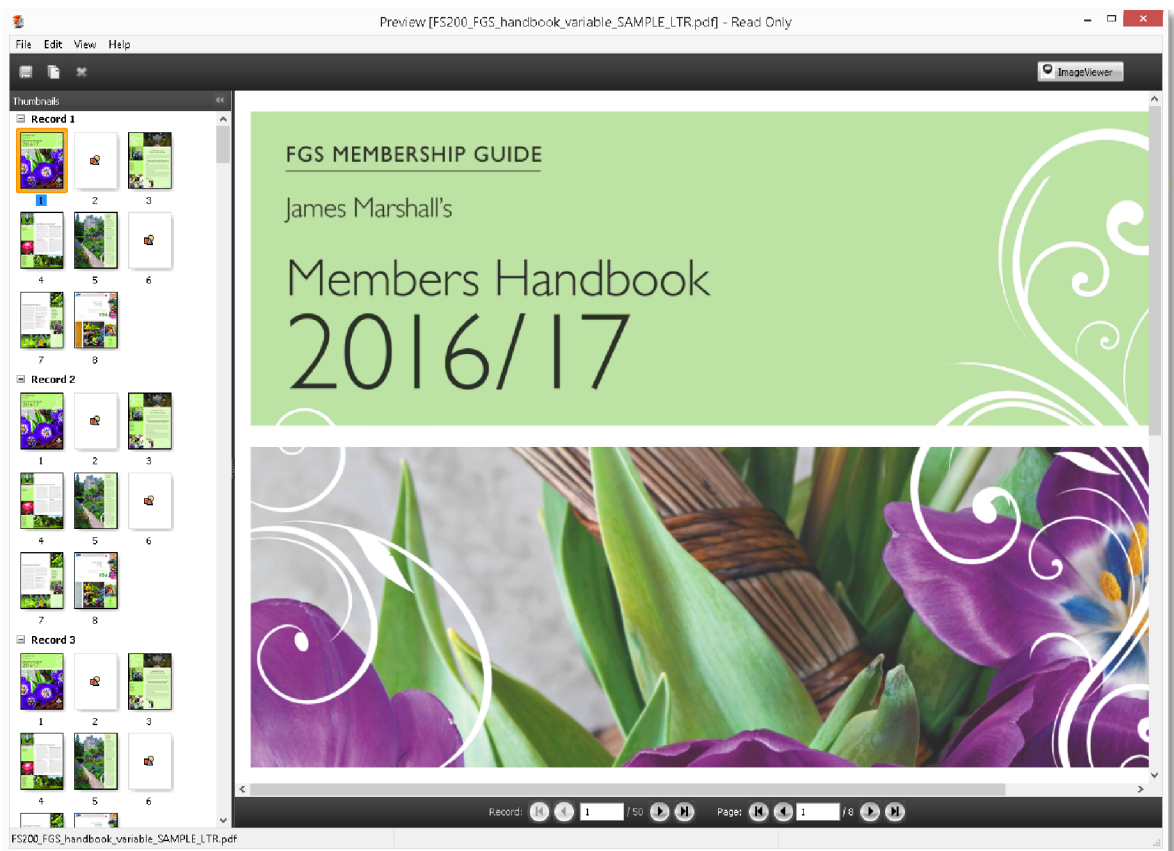


FS200 How to:

Prepare and print a personalized newsletter using FreeForm



FS200 How to: Prepare and print a personalized newsletter using FreeForm

Feature overview

Fiery® FreeForm has been enhanced to allow you to control the mapping between variable and master documents. This provides several benefits. First, instead of adding blank pages to the source variable document, you can map a blank page to a master page. Second, you can designate a master page for any given variable page.

Enhanced FreeForm is supported in Fiery Command WorkStation® Job Properties, Virtual Printers, Job Presets, Hot Folders, plus Windows® and Mac drivers.

Objectives

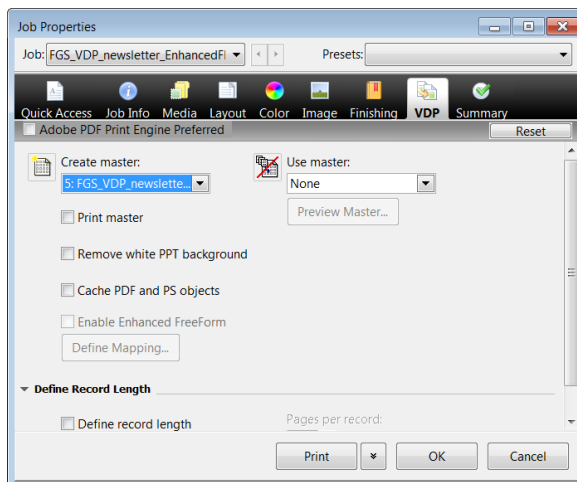
- Assign the FreeForm master
- Apply the FreeForm master to the variable document
- Preview the final document

Additional resources

For additional software downloads, training resources and more, go to [Fiery Online Resources](#).

Before you begin

- Open Fiery Command WorkStation® 5.7 or later and connect to at least one Fiery server running Fiery FS200/FS200 Pro.
- Place the following sample files in the Fiery server Hold queue. Drag the files to the Command WorkStation Held list or use the Command WorkStation Import menu option.
 - **FS200_FGS_handbook_master_SAMPLE_LTR.pdf** or **FS200_FGS_handbook_master_SAMPLE_A4.pdf**
 - **FS200_FGS_handbook_variable_SAMPLE_LTR.pdf** or **FS200_FGS_handbook_variable_SAMPLE_A4.pdf**
- Ensure the printer and Fiery server have been calibrated.

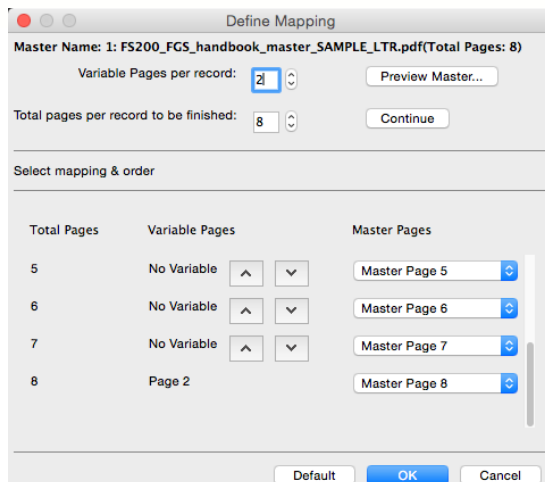
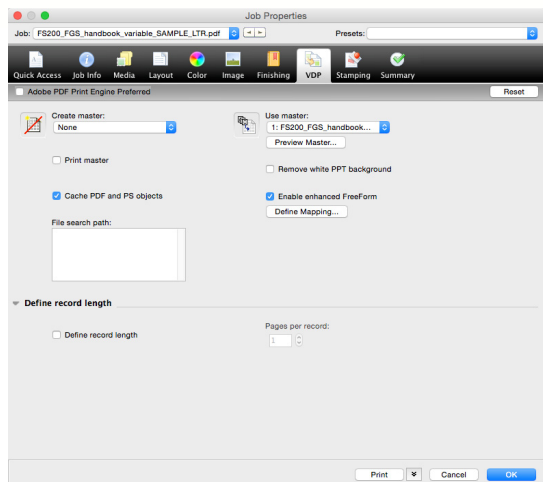


Assign the FreeForm master

1. Select the **FS200_FGS_handbook_master_SAMPLE_LTR.pdf** or **FS200_FGS_handbook_master_SAMPLE_A4.pdf** file in the Command WorkStation Held list. Then right-click to select **Properties**.
2. Click the **VDP** icon.
3. In the Create Master print option, assign a **FreeForm Master** number to the job. For this example, select **1: Not Created**.
4. Leave the Print master check box unchecked.
5. Click **Print**.

*If you select the **Print master** check box, then the master document will be submitted to the Fiery Print queue and printed.*

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Apply the FreeForm master to the variable document

1. Select the **FS200_FGS_handbook_variable_SAMPLE_LTR.pdf** or **FS200_FGS_handbook_variable_SAMPLE_A4.pdf** file in the Command WorkStation Held list. Then right-click to select **Properties**.
2. Click the **VDP** icon.
3. In the Use master print option, select **1: FS200_FGS_handbook_master_SAMPLE_LTR.pdf**. or **1: FS200_FGS_handbook_master_SAMPLE_A4.pdf**.

*(Optional) Click **Preview Master** to preview the FreeForm Master pages. **Close** when done.*

4. Select the **Enable enhanced FreeForm** check box and click **Define Mapping**.
5. In the Define Mapping window, enter the following information:
 - Enter **2** for the Variable Pages per record.
 - Enter **8** for the Total Pages per record to be finished, and then click **Continue**.
6. In the Select mapping & order area, you will assign the page location for the variable pages and map each master page's location.
7. Move each **No Variable** page using the up arrow until Page 2 of the variable document has been moved to the **page 8** location for the Master Page number. Then click **OK**.
8. Click the **Media** icon and specify the media options for your workflow.
9. Click the **Layout** icon and set the Duplex option to **Top-Top**.
10. Click the **Finishing** icon and select a Stapler option.
11. Select **Process and Hold**.

The Duplex and Stapling options will vary with printer.

Preview the final document

1. After the job has completed processing and moves to the Command WorkStation Held list, select the job. Then right-click to select **Preview**. This will allow you to view each record, as well as specific pages within each record.
2. Use the Record arrows to scroll through the job and view several records. In each record verify that the member's name has been changed for each record.
3. Use the Pages arrows to scroll through and view **page 8** to verify that the member's address has been changed for each record.

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