



# Variegator 2

*User Manual*



**VARIEGATOR**

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# Variegator 2

Variegator is a layout software for designing variable data document that supports 4 variable element types - text, barcode, image and color. It will generate PDF files on output, or print directly to windows printers.

## System Support

### Hardware

- i5 or i7 CPUs
- Minimum 4GB RAM. Recommended 8GB RAM.
- Hard disk with 1TB available space.

### Operating System

- Windows 7 Professional
- Windows 7 Ultimate
- Windows 10 Pro

## Options

Variegator 2 contains several optional features -

1. Advanced Step & Repeat
2. Enhanced QR Code
3. Automation

This manual will cover all features. Features that are optional will be marked as such in the manual. You will not see the optional features if you have not purchased those options.

## Conventions

### Menu Options

Throughout the menu, we will use the following convention to denote application menu options -

**<menu> : <option>** or **<menu> : <sub-menu> : <option>**

where -

**<menu>** is the name of the menu

**<sub-menu>** is the name of the sub-menu

**<option>** is the name of the option

There can be more than one level of sub-menus.

For example, the New option in the File menu will be written as -

**File : New**

To access this option, you need to click on the File menu so it expands to reveal the options, then click on the option **New**.

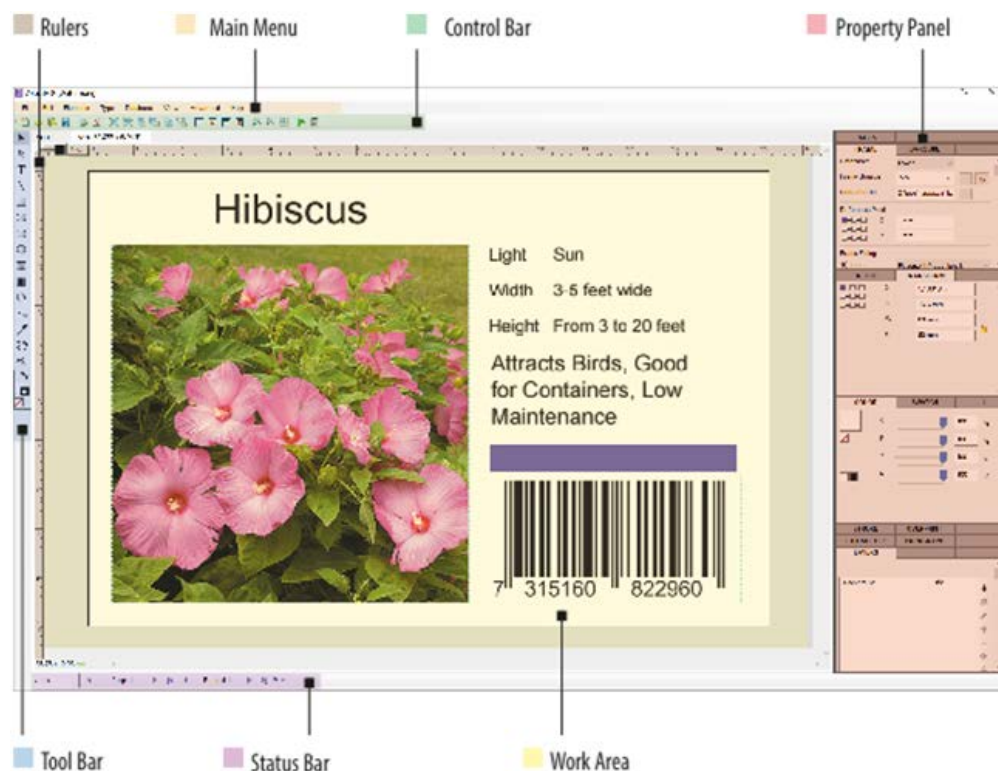
# Starting Variegator

There are various ways to start Variegator 2 application.

1. Choose **Start**, type Variegator, in the **Search programs and files** box. In the search results, click **Variegator** to start it.
2. Choose **Start > All Programs** to see a list of all your applications. Scroll down until you see the **Xitron** group. Click on the **Xitron** group to expand it. You will find the **Variegator** icon inside. Click on the **Variegator** icon.
3. The **Variegator** icon should be on the Desktop after installation. Double-click on the **Variegator** icon.

## Variegator Navigation

The **Variegator** application window is divided into several parts, as indicated in the diagram below.



<b>Main Menu</b>	This is the main menu for <b>Variegator</b> .
Control Bar	The <b>Control Bar</b> provides functions to manage documents and elements on the current document.
Tool Bar	The <b>Tool Bar</b> provides the function to add elements to the current document, and to perform various functions such as rotate, scale, scroll, zoom, copy properties (eyedropper) and change fill and stroke colors.
Property Panel	The <b>Property Panel</b> provides the function to configure variable and static elements placed on the document.
Status Bar	The <b>Status Bar</b> shows the current page and record numbers, as well as the name of the connected database, if there is one. Users can also scroll to the next or previous page, or scroll to the first, previous, next or last records.
Work Area	The <b>Work Area</b> displays the current document. Users can zoom in or out, and scroll to view different areas of the document. All layout work are done within this area.
Rulers	The horizontal and vertical rulers show the current position of the cursor.

## Creating a Variegator Document

A Variegator Document is consisted of 2 parts - the variable data job, and the step & repeat layout that the job will be printed on. The step & repeat layout is optional.

For example, the variable data job may be a business card, but the business cards may be step-and-repeated on an A3+ sheet. **Document Setup** allows you to configure both the variable data business card job and the step-and-repeat layout on A3+ sheets.

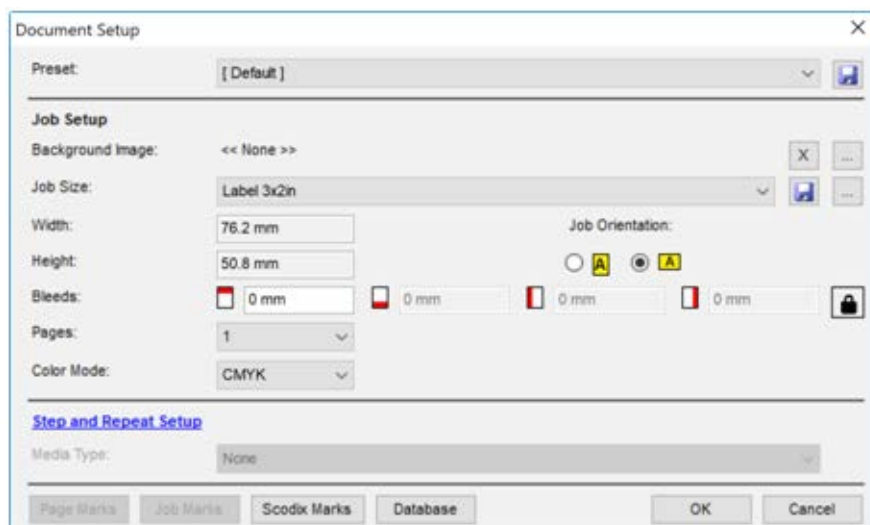
When creating a Variegator document, the Document Setup dialog that is prompted contains only the fields to specify the variable data job. You can click the Step & Repeat Setup link at the bottom to expands the fields for setting up the step & repeat settings. These settings will be covered in the section **Setting up Step & Repeat**. This section will only explain the fields for setting up the variable data job.

There are 2 ways to create a Variegator document. You can create a new document from scratch, or you can create from a template which is saved from a document you previously created.


## Creating Variegator Document from Scratch

To create a new Variegator document, select the option **File : New**, or type **Ctrl+N**.

To create Variegator document, select the option **File : New**, or type **Ctrl+N**. The Document Setup dialog will be prompted. Configure your new Variegator document in the **Document Setup** dialog.




### Preset

Document Setup properties can be saved as preset so you can re-use the preset to create a document you will do a lot. Selecting a preset from this menu will set all page properties according to the preset. To save the current page properties as a preset, press the Save button  to the right of the menu. You will be prompted to enter a name for the preset.

To delete document presets, select the option Advanced : Delete Document Presets.

### Background Image

You can specify the size of your job using a background image which contains all the static elements in your job. This background image must be of the same size as the job itself. Click the Browse button  to the right and select this image. You can select a PDF, TIF, JPG or PNG files.

To remove an image, click the button with the X.

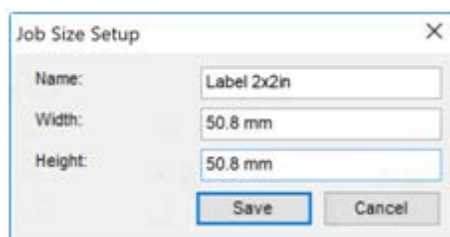
### Job Size

The **Job Size** menu is by default set to [ Custom Size ]. When it is set to [ Custom Size ], you can enter the dimensions of the job in the fields below.

If you are using a standard size, or one you have configured previously, you can select the size in this menu.

To add a new size to the list, you can select the option << Add New ... >> to add a new page size. The **Job Size Setup** dialog is prompted.

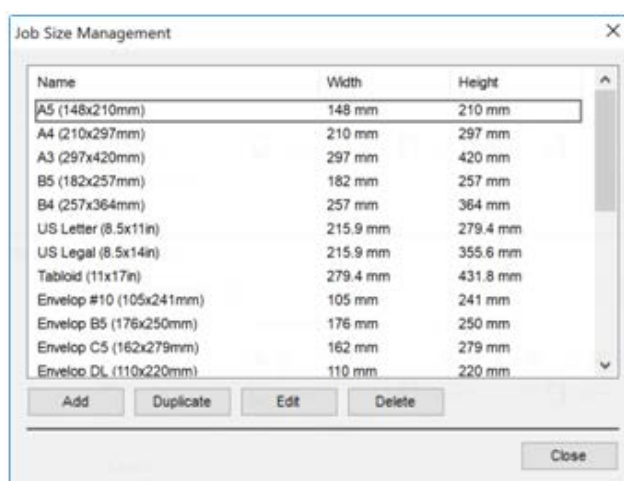




The Job Size Setup dialog box contains three input fields: 'Name' with the value 'Label 2x2in', 'Width' with the value '50.8 mm', and 'Height' with the value '50.8 mm'. At the bottom right are 'Save' and 'Cancel' buttons.

Field	Description
Name	Enter the name for the job size.
Width, Height	Enter the width and height of the job.

You can also select the option << *Management...* >> to manage job sizes. The **Job Size Management** dialog is prompted.



The Job Size Management dialog box displays a list of job sizes with columns for Name, Width, and Height. The list includes A5 (148x210mm), A4 (210x297mm), A3 (297x420mm), B5 (182x257mm), B4 (257x364mm), US Letter (8.5x11in), US Legal (8.5x14in), Tabloid (11x17in), Envelop #10 (105x241mm), Envelop B5 (176x250mm), Envelop C5 (162x279mm), and Envelop DL (110x220mm). At the bottom are 'Add', 'Duplicate', 'Edit', and 'Delete' buttons, and a 'Close' button at the bottom right.

Field	Description
Add	Click <b>Add</b> to add a new job size.
Duplicate	Select a job size and click <b>Duplicate</b> to create a new job size based on the selected job size.
Edit	Select a job size and click <b>Edit</b> to edit the selected job size.
Delete	Select one or more job size(s) and click <b>Delete</b> to delete the selected job size(s). You can click on a job size, hold the Shift key, then click on a second job size to select the 2 job sizes clicked on and all job sizes in-between. You can also click a job size, hold the Control key, then click on other job sizes to select all job sizes clicked on.

## Width, Height

Enter the width and height of the job in these fields. If you have selected a preset job size from the **Job Size** menu, the width and height of the preset size will be displayed.

## Job Orientation

Select the orientation of the job, either portrait or landscape.

## Bleeds

Enter the top, bottom, left or right bleeds. By default the **Lock** button on the right is in the Lock position. Entering the top bleed will set all 4 bleeds to the same value. To set different bleeds, click the **Lock** button once to change it to the **Unlock** position. You can then set the bleeds individually.

## Pages

Select the number of pages for the job, either 1, 2 or 3.

## Color Mode

Select the color mode of your job, which can be CMYK or RGB. If you select CMYK, you can only create color swatches in CMYK colors. If you select RGB, you can only create color swatches in RGB colors.

## Creating Variegator Document from Template

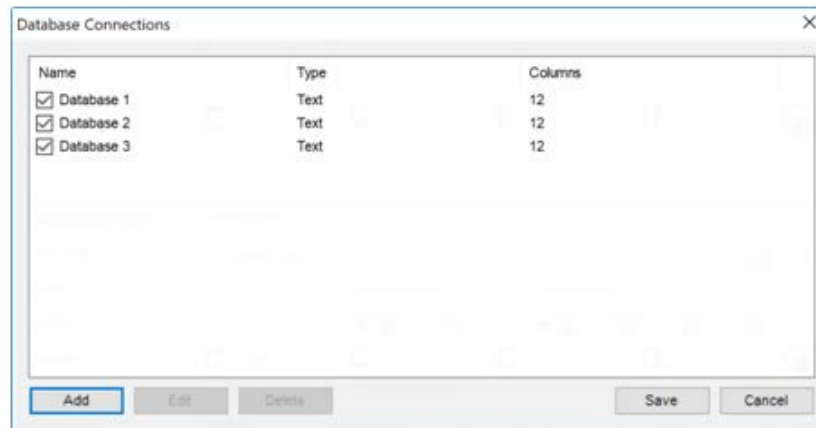
To create a new Variegator document, select the option **File : New from template** and select the appropriate template from the list of existing templates.

To create Variegator document from template, select the option **File : New from template** and select the appropriate template from the list of existing templates. The document will be opened in the work area in the document window. You can now connect to a database for the document.

# Connect to a Database

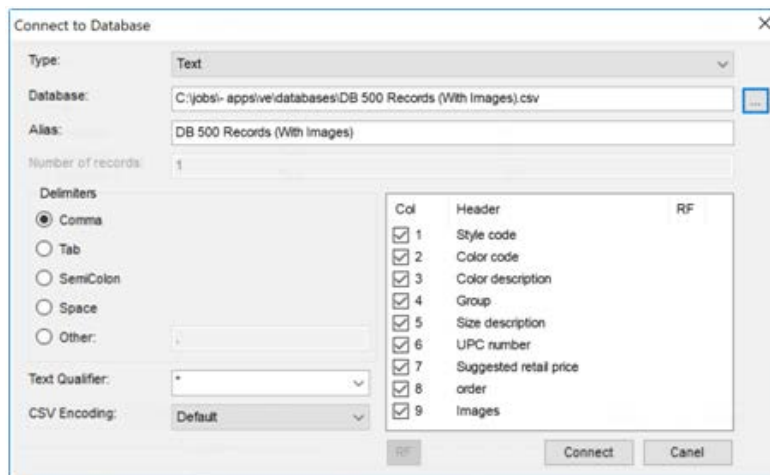
Variegator document contains variable data from a database. You can connect to database when creating the Variegator document. You can also connect to a database at any time after creating the document.

To connect to a database, go to the **Database** menu and select Connect to Database. The **Database Connections** dialog will be prompted.



Variegator 2 supports more than one database per document. All databases however have to have the same number of rows.

Click **Add** to add a database, the **Connect to Database** dialog will be prompted.



The column window shows all columns in the database file. If there are columns you do not want to import, uncheck the box to the left of the column name.

Field	Description
Type	Select the type of database, either <i>Text</i> or <i>Fixed number of records</i> . Select <i>Text</i> if your database is a Comma-Separated Values (CSV) file. Select <i>Fixed number of records</i> if your document doesn't require a database but will use automatically generated sequential numbers instead.
Database	Click the <b>Browse</b> (...) button to the right and select a CSV file.
Alias	The alias is what Variegator requires to reference the database in scripts. By default this is set to the filename of the database file, minus the extension.
Delimiters	Select the delimiters for the fields in the database file. Supported delimiters are - <ul style="list-style-type: none"> <li>• Comma</li> <li>• Tab</li> <li>• SemiColon</li> <li>• Space</li> </ul> Users can also enter a custom delimiters if necessary.
Text Qualifier	Text values may be enclosed within Text Qualifier in database files. By default the double-quote is used. Users can also enter a custom text qualifier if necessary
CSV Encoding	Incase the database file is not written with the encoding information, the user needs to select the encoding. Options are - <ul style="list-style-type: none"> <li>• Default</li> <li>• Unicode</li> <li>• Unicode big endian</li> <li>• UTF-8</li> </ul>

After you have configured the various options, click Connect to connect to the database file.

Verify that the name of the connected database is shown in the Status Bar at the bottom,.

You are now ready to start the layout work.

# Drawing Basics

## Document View

Variegator documents are displayed in the **Work Area**. To zoom in or out, use the **Zoom** tool in the **Tool Bar**, or the **Zoom In** and **Zoom out** tools in the Control Bar. You can also fit the view within the **Work Area** using the **Fit Artwork in Window** tool in the **Control Bar**.

When the document is too large for the entire document to be viewed in the **Work Area**, you can use the **Hand** tool in the **Tool Bar** to scroll to different areas of the document.

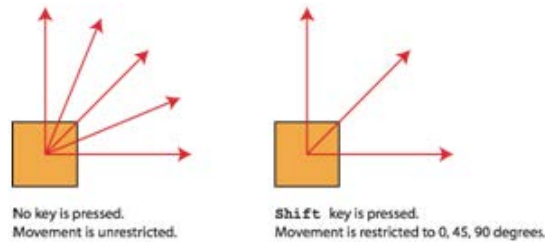
## Keyboard & Mouse Actions

### Drag and Drop

Elements can be dragged around the document by drag and drop using the mouse.

### Restricting Movement

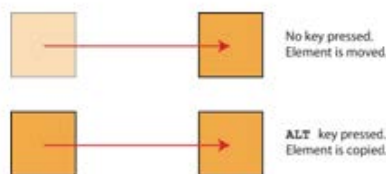
If the **Shift** key is pressed when elements are being dragged, the movement is restricted to horizontal, vertical, or 45 deg only.



### Duplicate while Move

When an element is being dragged, press the **ALT** key to duplicate the element.

Please see illustration below for the effects of pressing of ALT key when dragging and dropping an element.



## Deleting Elements

To delete the selected element(s), select the element and then select the option **Edit : Delete**, or type the **Delete** key.

## Adding Text

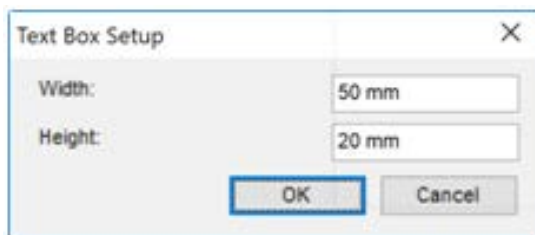


Before you can add text to your variable data job, you need to create a Variegator document and connect to a database. If you have not already done so, please review the sections above.

### Adding Text Box

There are 2 ways to add text box to your document -

1. Click on the **Text** tool in the tool bar. Drag your mouse on the job layout to draw the text box.
2. Click with the **Text** tool on the document. The **Text Box Setup** dialog will be prompted.



Enter the width and height of the text box.

After drawing a text box, the text box enters text entry mode immediately and the text insertion point appears and you can start entering text immediately if it is a static text field. After entering text, press the **Control** key to temporarily convert the text tool to the **Selection** tool and click outside the text box to exit the text entry mode. **Release** the Control key to draw another text box.

When the current text box is not in text entry mode, typing the key **t** will switch the current tool to the **Text** tool.

## 3 Ways to Enter Text

### Entering Static Text

If the text box is not currently in Text Entry mode, you can double-click on it to change it to Text Entry mode. If your text box contains static text, you can type the text in the box now.

## Assigning Database Column to Variable Text Box

If your text box contains variable text -

1. select the text box
2. click on the Frame panel
3. select the database you want to use in the Database menu
4. select the database column you want to use for the text box in the Frame Source menu

You will see the text box is now filled with the text from the selected column.

## Assigning a Mixture a Static and Variable Text, or Multiple Columns to Variable Text Box

If you text box contains both static and variable text, or variable text from more than one columns -

1. click on the Frame panel
2. click on the Script button, the Script Manager dialog will open
3. click on the Add button to add a script, the Script Editor dialog will open
4. give a name to your script in the Name field
5. to enter static text, position the insertion point in the Script field by clicking on the space you want to have the static text and type the text. You can have as many static text segment in the script as you need.
6. to enter the name of a column you want to use, position the insertion point in the Script field by clicking on the space you want to have the variable text and double-click on the column on the right to insert it at the insertion point. Do not enter any additional text within the column name. You can have as many columns you need in the script.

## Resizing Text Boxes

When a text box is selected, you can see a red dotted frame for the text box. When a text box is not selected, you only see the text inside but not the frame. If you want to see the frame of the text box even when the text box is not selected, go to the **View** menu, click on Guides and select **TextBox Guides**.

To set the size of the text box correctly, select the text box by clicking inside the text box, or drag to include a part of the text box you want to select.

With the text box selected -

1. click on the TRANSFORM panel to bring it forward
2. type the exact size of the text box in the W (width) and H (height) fields

Note -

- changing the size of the text box will not affect the size of the text inside the text box.
- by default the Lock button is in the Lock position. When it is in the Lock position, the aspect ratio of the text box is maintained - if you type in the width, the height will be resized to keep the same aspect ratio. To specify both the width and height, you need to click the Lock button once to change it to the Unlock position. You will then be able to set one without affecting the other.

See the section "Setting the Size and Position of Elements Accurately" for details.

## Positioning Text Boxes

To set the position of the text box correctly, select the text box by clicking inside the text box, or drag to include a part of the text box you want to select.

With the text box selected -

1. click on the TRANSFORM panel
2. select the reference point.



The reference point is the location on the text box which you want to set the accurate position to. For example, if you want to set the top-middle point of the text box to X = 300 and Y = 30, then click on the top-middle point to set it as the reference point.



3. enter the position you want the text box to be by entering the horizontal and vertical positions of the reference point in the X (horizontal) and Y (vertical) fields.

See the section [\*\*Setting the Position and Size of Elements Accurately\*\*](#) for details.

## Setting Text Formatting

You can apply text formatting to a text box. To apply text formatting, select the text box first.

### Changing Character Style

If you want to change the text style, click on the CHARACTER panel.



You will be able to change -

1. font
2. text styles such as bold, italic, underline and strike through.
3. font size
4. leading
5. character spacing

You can check the box **Create Outlines** if you want to convert the text in the selected text box to outlines (vectors).



# Changing Paragraph Style

When the current text box is not in text entry mode, typing the key *p* will switch focus to the **Paragraph** panel.

If you want to change the paragraph style, click on the **PARAGRAPH** panel.



## 1. horizontal justification

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Align Left   | <input type="checkbox"/> Justify with last line aligned left   |
| <input type="checkbox"/> Align Center | <input type="checkbox"/> Justify with last line aligned center |
| <input type="checkbox"/> Align Right  | <input type="checkbox"/> Justify with last line aligned right  |
|                                       | <input type="checkbox"/> Justify all lines                     |

2. vertical alignment	3. indents	4. space before and after paragraph
<input type="checkbox"/> Align top	<input type="checkbox"/> Left indent	<input type="checkbox"/> Space before the paragraph
<input type="checkbox"/> Align middle	<input type="checkbox"/> Right indent	<input type="checkbox"/> Space after the paragraph
<input type="checkbox"/> Align bottom	<input type="checkbox"/> First line indent	

# Changing Text Color

To change text color, select the text box first and click on the **COLOR** panel.

Click on either the stroke or fill color and set the color using the slides on the right.

You can also apply swatch or variable swatch to the stroke or fill color (depending which is selected in the COLOR panel).

# Adding Barcodes



When the current text box is not in text entry mode, typing the key b will switch focus to the **Barcode** panel.

Before you can add barcodes to your variable data job, you need to create a Variegator document and connect to a database. If you have not already done so, please review the sections above.

## Adding Barcode Box

Click on the Barcode tool in the tool bar. Drag your mouse on the job layout to draw the barcode box. You will see a box on the layout with a red-dotted edges. The box will contains some vertical lines. This dummy bars will be replaced by actual barcode once you have either enter the static data or assign a column to the barcode box.

## 2 Ways to Enter Data for Barcodes

### Entering Static Data

If your barcode box contains static text, you can double-click on the barcode box. The Barcode dialog will be prompted. You can enter the static data in the Barcode data field.

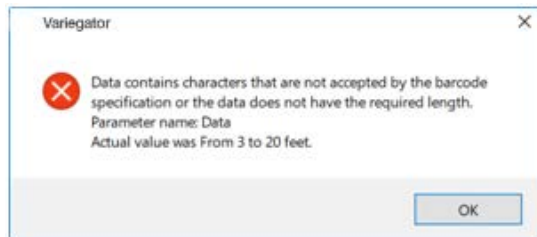
### Assigning Database Column to Variable Text Box

If your barcode contains variable data -

1. select the barcode box
2. click on the **BARCODE** panel to bring it forward.
3. select the barcode symbology in the **Type** menu
4. click on the **FRAME** panel to bring it forward.
5. select the database you want to use in the **Database** menu
6. select the database column you want to use for the barcode box in the **Frame Source** menu

You will see the barcode box now contains the barcode.

If the data from the selected column does not contain valid data for the barcode, an error dialog will be prompted.



Click **OK** to continue. The barcode box will now contains a question mark (?) in red. You will need to-

- change the barcode type to the correct one, or
- assign the correct database column to the barcode box

## Setting the Size and Position of Barcodes

There are 2 ways to set the barcode size.

1. You can set the size of the barcode by percentages.
2. You can set the size of the barcode to fit the barcode box.

### Setting the Barcode Size by Percentages

With the barcode box selected -

1. Click the **BARCODE** panel to bring it forward.
2. In the **Scale** section, click on the radio button with 2 percentages. These are the scale percentage for the barcode in the horizontal (H) and vertical (V) directions. Both are set to 100% meaning the barcode is drawn at the recommended size.



3. You can enter a percentage in either H or V. A value larger than 100% will enlarge it. A value smaller than 100% will reduce its size.
4. By default, the Lock button to the right is in the Lock position meaning the aspect ratio of the barcode box is maintained. You can click the Lock button once to change it to the Unlock position if you want to set the horizontal (H) and vertical (V) scale percentages individually.
5. To position the barcode box, please see the section **“Setting the Size and Position of Elements Accurately”** for details on positioning barcode boxes.

## Setting the Barcode to Fit in the Barcode Box

With the barcode box selected -

1. Click the BARCODE panel to bring it forward.



2. In the Scale section, click on the radio button **Fit in Barcode Box**.



Check the box **proportionally** if you

want to fit either to the box width or

box height.

Fit in Barcode Box, not proportionally

Fit in Barcode Box, proportionally

3. You will now need to set the barcode box size. Please see the section Setting the Position and Size of Elements Accurately for details on positioning and resizing barcode boxes.

## Setting Barcode Properties

You can configure additional barcode properties, including barcode text and barcode settings.

### Barcode Text

You can configure barcode text in the **BARCODE** panel.

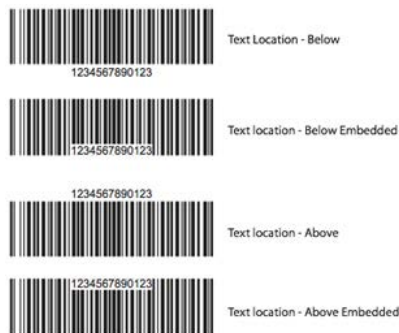


Check the box **Barcode text** if you want to write the barcode data with the barcode.

Field	Description
Type	Select the font to draw the barcode data.
Style	Select the font style to draw the barcode data - Regular, Bold, Italic, Strikeout, Underline.
Size	Select the font size.
Location	Select the location to draw the barcode data. Options are - <ul style="list-style-type: none"> <li>• Above</li> <li>• Above Embedded</li> <li>• Below</li> <li>• Below Embedded</li> </ul> See below for examples.

## Barcode Text Location

Select the location to insert the barcode text. This can either be *Above*, *Above Embedded*, *Below*, or *Below Embedded*.



# Barcode Settings

To configure barcode settings, click the **Properties (...)** button to the right of the **Type** menu in the **BARCODE** frame. The **Advanced Barcode Setup** will be prompted.



Different barcodes will have different settings. Some options are provided only for barcodes supporting the options.

Field	Description
Start/Stop Character	Start and Stop characters mark the beginning and end of the barcode. These characters are not returned by the barcode reader when the barcode is scanned. Check this option to insert the barcode characters into the barcode.
Include Checksum	Check this option to insert the checksum characters into the barcode. Note that not all barcodes support checksum and some requires checksums.
Bar width reduction	This is a value used for reducing the bar width (not the space width) in order to compensate for ink bleeding when printing the barcode on various surfaces
Bar reduction factor	This is a factor applied to bar width for reducing/enlarging the bars for special characters 1, 2, 7, 8. The standard recommended value is 1/13 of bar width.
Wide to narrow ratio	This is a ratio between the wide bars and narrow bars. The recommended ratio varies between 2:1 and 3:1. Depending on the barcode printer resolution and quality of barcode scanner, this ratio can be increased or decreased to make sure the barcode is scanned correctly. A lower ratio results in a higher barcode density and less occupied space, but it requires high resolution printers (laser printer quality) and precise scanners in order to read the barcodes.
Bar spacing	The distance between the bars. The unit is 1/50 inch.
Quiet zones - Top, Bottom, Left, Right	The quiet zone is a blank area around the barcode that clearly delimitates the barcode symbol, so the barcode reader does not consider external elements as part of the barcode. The quiet zone is measured in multiples of XDimension, which is the width of a narrow bar.

## Bar Width Reduction

This is a value used for reducing the bar width (not the space width) in order to compensate for ink bleeding when printing the barcode on various surfaces. The unit is point. 1 point equals 1/72 inch, or 0.3528mm.

The following shows the effect of bar reduction factor 0 (default), 0.2 and 0.4, which is equivalent to reduction of 0.07056mm (0.2) and 0.1411mm (0.4).



## Bar Reduction Factor

This is a factor applied to bar width for reducing\enlarging the bars for special characters 1, 2, 7, 8. The standard recommended value is 1/13 of bar width.



## Wide to Narrow Ratio

This is a ratio between the wide bars and narrow bars. The recommended ratio varies between 2:1 and 3:1. Depending on the barcode printer resolution and quality of barcode scanner, this ratio can be increased or decreased to make sure the barcode is scanned correctly. A lower ratio results in a higher barcode density and less occupied space, but it requires high resolution printers (laser printer quality) and precise scanners in order to read the barcodes.



## Bar Spacing

The distance between the bars. The unit is 1/50 inch. This means that entering 1 in this field will set the bar spacing to 0.508mm. The recommended value for Pharmacode (the only barcode that supports bar spacing) is 1mm +/- 0.1mm. The following illustration shows a Pharmacode barcode with bar spacing setting to 1.9685, equivalent to 1mm, as required for Pharmacode.



## Quiet Zones

The quiet zone is measured in multiples of XDimension, which is the width of a narrow bar.



Top, Bottom, Left,  
Right = 2 (default)



Top = 20, Bottom,  
Left, Right = 2



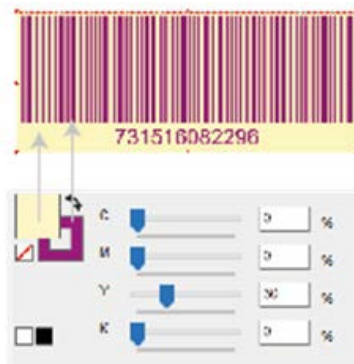
Top, Bottom = 5, Left,  
Right = 10

## Changing Barcode Color

To change barcode color, select the barcode box first and click on the COLOR panel.

Click on either the stroke or fill color and set the color using the slides on the right.

The stroke color is applied to the bars, and the fill color is applied to the background of the barcode.



You can also apply swatch or variable swatch to the stroke or fill color (depending which is selected in the COLOR panel).



# Adding Images



Use the **Image** tool to draw an image box. You can then select an image for the image box, or select a database column for the file names of the images to display within the image box.

The **image** tool supports the following image formats -

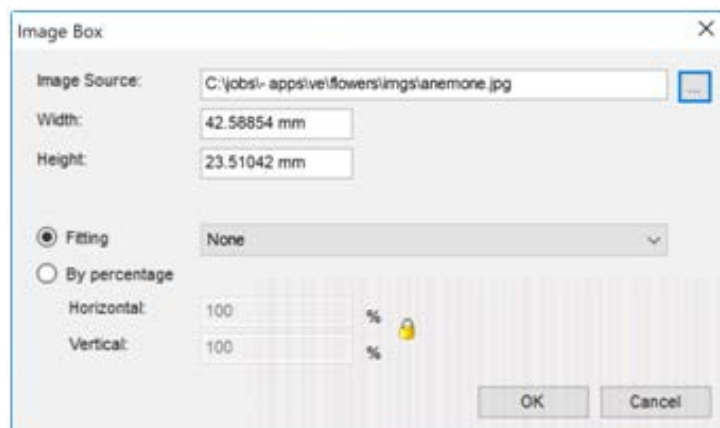
- PDF
- TIFF
- JPG
- PNG

## Drawing Image Boxes

1. Select the **Image** tool. Drag to draw the image box on the document.
2. Select the **Image** tool and click on the document. The **Image Box** dialog will be prompted. You can then enter the width and height of the image box.

## Placing Static Images in Image Boxes

If you want to place an image in the image box, double-click on the image box. The **Image Box** dialog will be prompted.



You can select an image for the image box by clicking the **Browse (...)** button to the right of the **Image Source** field. The width and height of the selected image is displayed underneath **Image Source**.

You can select the fitting method. You can fit the image inside the image box, or fit the image box to the image.

## Fitting the image to the image box

If you want to fit the image within the image box you drew, select the option **Fitting** and select the fitting method.

Field	Description
None	No fitting - the image is simply placed in the image box with the top-left of the image at the top-left of the image box.
Fit content proportionally	Fit the image within the image box proportionally.
Fit content width in frame	Fit the width of the image in the image box. If the image height is taller than the box height, part of the image will be clipped. If the image height is shorter than the box height, there will be blank space remaining. The reference point in the FRAME panel indicates the part of the image that is “anchored” ie the part that will be anchored to the image box.
Fit content height in frame	Fit the height of the image in the image box. If the image width is wider than the image box width, part of the image will be clipped. If the image width is more narrow than the image box width, there will be blank space remaining.
Fill frame	Scale the image width and height individually to fill the image box

### Examples

The following examples show the effect of the reference point setting for an image box of 60 x 40 mm, and an image of 80 x 80 mm.

image box : 60 x 40 mm



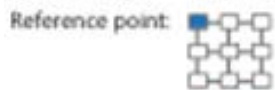
Case 1

image : 80 x 80 mm



Case 2

Frame fitting: Fit content width in frame

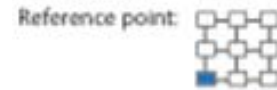


Final image:



With reference point set to top-left, the bottom part of the image is clipped.

Frame fitting: Fit content width in frame



Final image:



With reference point set to bottom-left, the top part of the image is clipped.

## Fitting the image box to the image

If you want to set the image box size according to the image size, select the option **By Percentage**.

The image box size will be set to the image size, scaled by the percentages entered.

Note the Lock button to the right. By default it is in the Lock position. When it is in the Lock position, the aspect ratio of the image is maintained. Click the button once to change it to the Unlock position. When it is in the Lock position, you can set the horizontal and vertical scaling individually.

## Placing Variable Images in Image Boxes

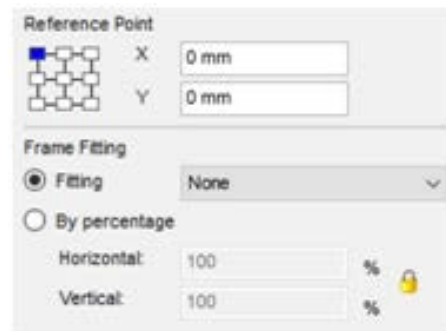
If you want to place variable images in your image box, select the image box and -

1. click the **FRAME** panel
2. select the database containing the image file names in the **Database** menu. Note the filenames must include the filename extensions.
3. select the database column containing the image file names in the **Frame Source** menu.
4. select the folder that contains the variable image files in the **Data Source** field by clicking the **Browse (...)** button to the right.

The Image box should now display one of the variable images. You can now selecting the fitting method.

## Fitting Images Using the FRAME Panel

You can configure image fitting in the FRAME panel for both static and variable images. Select the image box and click on the **FRAME** panel.



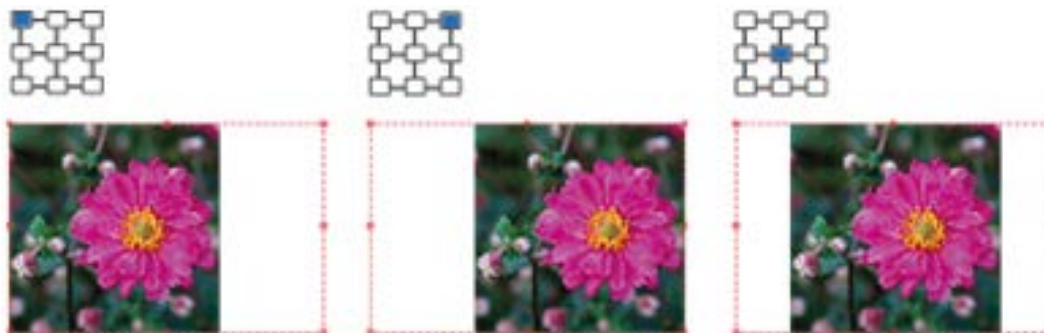
### Reference Point



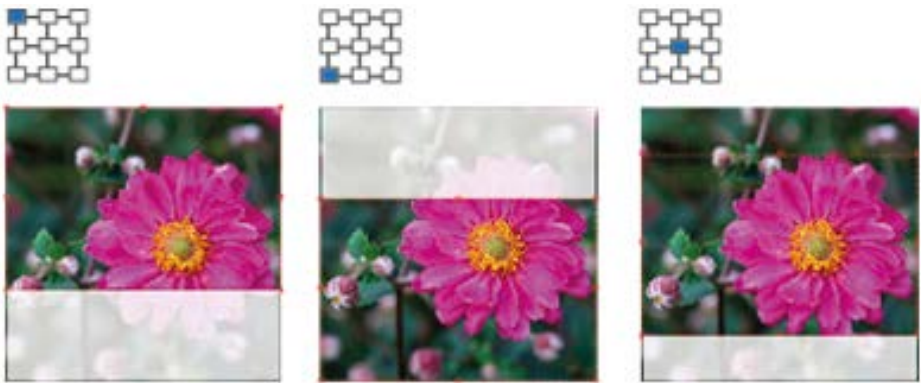
The reference point is the point where the image is aligned to the image box. For example, if the image is not fitted inside the image box, selecting top-left means the top-left of the image will align to the top-left of the image box. The part of the image that doesn't fit inside the image box will be clipped.



The effect of reference point if the image is fitted proportionally inside the image box is shown below.



The effect of reference point if the image width in this case is fitted inside the image box is shown below.



Frame Fitting

You can fit the image inside the image box, or set the size of the image independent of the image box.

Fitting Image inside Image Box

In Frame Fitting, select the option Fitting and select the fitting method.

Field	Description
None	No fitting - the image is simply placed in the image box with the top-left of the image at the top-left of the image box.
Fit content proportionally	Fit the image within the image box proportionally.
Fit content width in frame	Fit the width of the image in the image box. If the image height is taller than the box height, part of the image will be clipped. If the image height is shorter than the box height, there will be blank space remaining. The reference point in the FRAME panel indicates the part of the image that is “anchored” ie the part that will be anchored to the image box.
Fit content height in frame	Fit the height of the image in the image box. If the image width is wider than the image box width, part of the image will be clipped. If the image width is more narrow than the image box width, there will be blank space remaining.
Fill frame	Scale the image width and height individually to fill the image box.

Set Image Size Independent of Image Box

You can set the image size directly, but the image will be cropped by the image box.

To set the image size directly, select **By Percentage** for **Frame Fitting**.

You can then set the image horizontal and vertical scale percentage in the **Horizontal** and **Vertical** fields.

By default the **Lock** button to the right is in the Lock state. This means the aspect ratio is maintained. If you enter the horizontal scale percentage, the vertical percentage will change accordingly. If you want to enter different scale percentages for Horizontal and Vertical, click the **Lock** button once to change its state to Unlock.

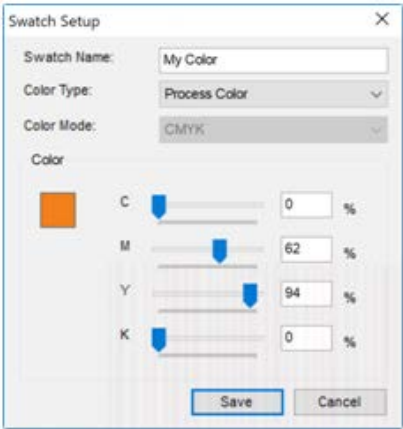
# Adding Color Swatches

Color is added as a swatch. Swatch color can be applied as fill or stroke color to all elements. Color swatches can be static or variable.

## Static Color Swatches

To add swatches, click on the **SWATCH** panel. Right-click on the option menu to the right and select the option *Create Swatch*.

The **Swatch Setup** dialog will be prompted.

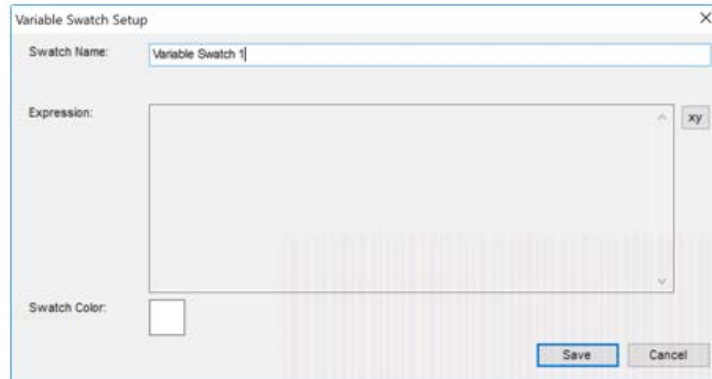


Field	Description
Swatch Name	Enter a name for the swatch.
Color Type	Select the color type in the Color Type menu. If you select Process Color, the color will be specified using the color mode selected when creating the document. If you select Spot Color, the color will be saved as a spot color and the Swatch Name will be used as the name of the spot color.
Color Mode	Display the current selected color mode for this document.
Color	The color values for CMYK or RGB colors, or the CMYK equivalent colors for spot colors.

## Variable Color Swatches

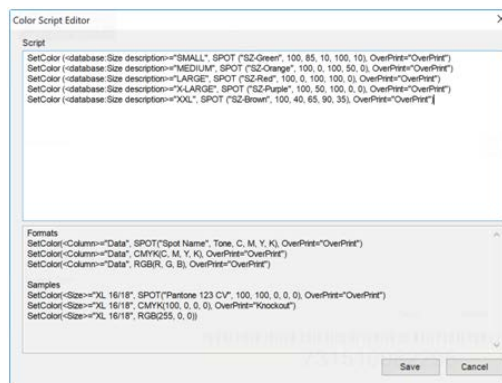
Variable color is added as variable color swatches. Variable swatches can be applied

To add variable color swatches, click on the **SWATCH** panel. Right-click on the option menu to the right and select the option *Create Variable Swatch*. The Variable Swatch Setup dialog will be prompted.



Enter a name for the variable swatch in the **Swatch Name** field.

Click the **Script** button (xy) on the right. the **Color Script Editor** dialog will be prompted.



## Variable Color Script

A variable swatch is consisted of a script which set the color when a column matches a certain value.

3 types of statements are supported to set the color to a spot color, a CMYK color, or an RGB color. A variable color script can contain one or more statements, and a combination of different types of statements.

Please see the description below. The text in bold are the text that you have to set for the color script.

### Spot Color

This statement will set the variable swatch to a spot color if a match is found.

SetColor(<**Database:Column**>="Data", SPOT("**Spot Name**", Tone, **C, M, Y, K**), OverPrint="OverPrint")

Field	Description
Database:Column	Replace this with the name of the database and column that you want to match the value to.
Data	The value that you want to match the column to.
Spot Name	The name of the spot color.
Tone	The tone value, from 0 to 100%, for the swatch.
C, M, Y, K	The C, M, Y, K equivalent color for the spot color (for display).
OverPrint	The overprint mode - this can be set to OverPrint or Knockout.

### CMYK Color

This statement will set the variable swatch to a spot color if a match is found.

SetColor(<**Database:Column**>="Data", CMYK(**C, M, Y, K**), OverPrint="OverPrint")

Field	Description
Database:Column	Replace this with the name of the database and column that you want to match the value to.
Data	The value that you want to match the column to.
C, M, Y, K	The C, M, Y, K values for the color.
OverPrint	The overprint mode - this can be set to OverPrint or Knockout.



## RGB Color

SetColor(<**Database:Column**>="Data", RGB(**R, G, B**), OverPrint="OverPrint")

Field	Description
Database: Column	Replace this with the name of the database and column that you want to match the value to.
Data	The value that you want to match the column to.
R, G, B	The R, G, B values for the color.
OverPrint	The overprint mode - this can be set to <b>OverPrint</b> or <b>Knockout</b> .

Note you should not set a variable swatch to RGB color if your job's color mode is CMYK, and vice versa.

## Examples

```
SetColor (<database1:Size description>="SMALL", SPOT ("SZ-Green", 100, 85, 10, 100, 10), OverPrint="OverPrint")
SetColor (<database1:Size description>="MEDIUM", CMYK (0, 100, 50, 0), OverPrint="OverPrint")
SetColor (<database1:Size description>="LARGE", CMYK (0, 100, 100, 0), OverPrint="Knockout")
```

The example script contains 3 statements.

```
SetColor (<database1:Size description>="SMALL", SPOT ("SZ-Green", 100, 85, 10, 100, 10), OverPrint="OverPrint")
```

This statement will check the database **database1**, column **Size description**. If the value is **SMALL**, it will set the variable swatch color to a spot color named **SZ-Green**, with tone value of **100**, and CMYK equivalent color of **85, 10, 100, 10**. In addition, it set the overprint mode to **OverPrint**.

```
SetColor (<database1:Size description>="MEDIUM", CMYK (0, 100, 50, 0), OverPrint="OverPrint")
```

This statement will check the database **database1**, column **Size description**. If the value is **MEDIUM**, it will set the variable swatch color to a CMYK color with CMYK color of **0, 100, 50, 0**. In addition, it set the overprint mode to **OverPrint**.

```
SetColor (<database1:Size description>="LARGE", CMYK (0, 100, 100, 0), OverPrint="Knockout")
```

This statement will check the database **database1**, column **Size description**. If the value is **LARGE**, it will set the variable swatch color to a CMYK color with CMYK color of **0, 100, 100, 0**. In addition, it set the overprint mode to **Knockout**.

# Adding Shapes

You can use various tools in the Tool Bar to draw lines, rectangles, rounded rectangles and ellipses.

## Adding Lines

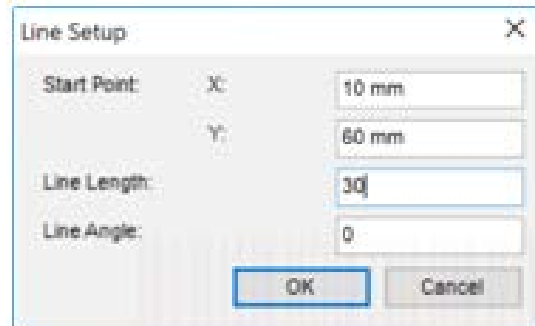


### Drawing With Your Mouse

Click on the **Line** tool in the Tool Bar to select it then drag the mouse with the tool to draw a rectangle that encloses the line you want to draw.

### Drawing Accurately

Click on the Line tool in the Tool Bar to select it then click on the document to prompt the **Line Setup** dialog to configure the line.



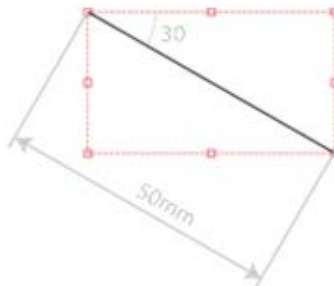
The 'Line Setup' dialog box is shown with the following fields and values:

Field	Value
Start Point X:	10 mm
Start Point Y:	60 mm
Line Length:	30
Line Angle:	0

Buttons: OK, Cancel

Enter the starting co-ordinates (**X**, **Y**) of the line, the length (**Line Length**) and the angle (**Line Angle**) to specify the line.

The example below shows a line with line length 50mm and line angle of 30 degrees.



## Adding Rectangles



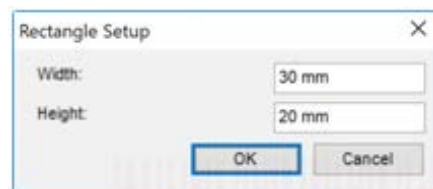
When the current text box is not in text entry mode, typing the key m will switch the current tool to the Rectangle tool.

### Drawing With Your Mouse

Click on the **Rectangle** tool in the Tool Bar to select it then drag the mouse with the tool to draw a rectangle that encloses the rectangle you want to draw.

### Drawing Accurately

Click on the **Rectangle** tool in the Tool Bar to select it then click on the document to prompt the **Rectangle Setup** dialog to configure the rectangle.



The 'Rectangle Setup' dialog box is shown. It has a title bar with a close button (X). Inside, there are two input fields: 'Width' with the value '30 mm' and 'Height' with the value '20 mm'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Enter the width and height of the rectangle.

## Adding Rounded Rectangles

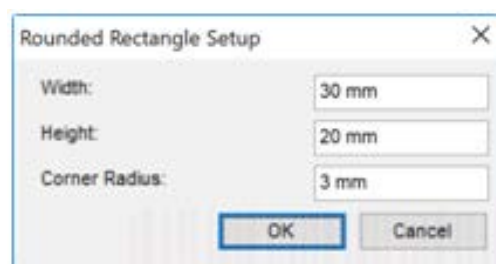


### Drawing With Your Mouse

Click on the **Rounded Rectangle** tool in the Tool Bar to select it then drag the mouse with the tool to draw a rectangle that encloses the rounded rectangle you want to draw.

### Drawing Accurately

Click on the **Rounded Rectangle** tool in the Tool Bar to select it then click on the document to prompt the **Rounded Rectangle Setup** dialog to configure the rounded rectangle.



The 'Rounded Rectangle Setup' dialog box is shown. It has a title bar with a close button (X). Inside, there are three input fields: 'Width' with the value '30 mm', 'Height' with the value '20 mm', and 'Corner Radius' with the value '3 mm'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Enter the width and height of the rectangle as well as the corner radius.

## Adding Ellipse



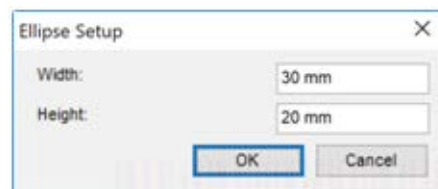
When the current text box is not in text entry mode, typing the key I will switch the current tool to the Ellipse tool.

### Drawing With Your Mouse

Click on the **Ellipse** tool in the Tool Bar to select it then drag the mouse with the tool to draw a rectangle that encloses the ellipse you want to draw.

### Drawing Accurately

Click on the **Ellipse** tool in the Tool Bar to select it then click on the document to prompt the **Ellipse Setup** dialog to configure the ellipse.



Enter the width and height of the ellipse.



## Setting the Position and Size of Shapes

See the section [“Setting the Size and Position of Elements Accurately”](#) for details on setting the position and size of shapes accurately.

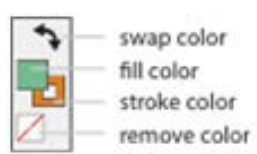
# Setting the Color and Stroke Weight

Use the Color tool and Color panel to set fill and stroke colors. Use the Stroke panel to set stroke weight and style.

## Selecting Fill or Stroke Color Using the Color Tool

You can choose to set the color for either the fill or stroke of an element. You can set the coloring type to fill or stroke using the **Color** tool in the Tool Bar, or in the **COLOR** panel. Setting fill or stroke color in the **COLOR** panel will be described in the next section **Setting Colors with the COLOR Panel.**

The diagram below lists the 4 controls provided by the Color Tool.



Swap Color	Click the <b>Swap Color</b> arrows to exchange the stroke and fill colors.
Fill Color	Click the <b>Fill Color</b> patch to set the current color type to Fill color. Double-click the <b>Fill Color</b> patch to bring up the <b>COLOR</b> panel with the values set to the current value of the fill color. You can change the fill color with the sliders.
Stroke Color	Click the <b>Stroke Color</b> patch to set the current color type to Stroke color. Double-click the <b>Stroke Color</b> patch to bring up the <b>COLOR</b> panel with the values set to the current value of the stroke color. You can change the stroke color with the sliders.
Remove Color	Click the <b>Remove Color</b> patch to remove the color for the selected elements for the current coloring type.

## Setting Colors with the COLOR Panel

When the current text box is not in text entry mode, typing the key c will switch focus to the **Color** panel.

The **COLOR** panel is for setting the fill and stroke color of elements.

### C, M, Y, K

Set the C, M, Y, K values. These options are available if the document color mode is set to CMYK.

### R, G, B

Set the R, G, B values. These options are available if the document color mode is set to RGB.

## Setting Color of An Element

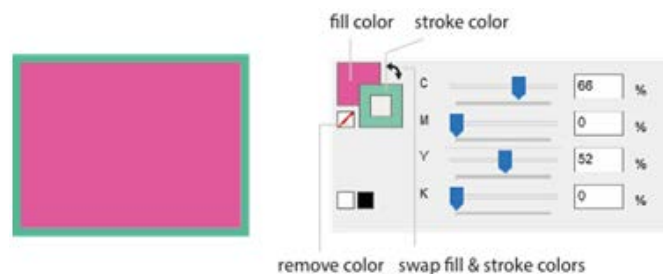
To set the color of an element, select the element and click on the **COLOR** panel.

To set the fill color, click on the fill color patch to select it.

To set the stroke color, click on the stroke color patch to select it.

Click the Swap arrow to exchange the fill and stroke color.

Use the sliders to set the color, or enter the values in the text field to the right.



To remove either the fill or stroke color from the element, select either fill or stroke color then click the **Remove Color** button.

There are 2 buttons at the bottom - a white and a black white. Click the white one to set the color to white. Click the black one to set the color to black.

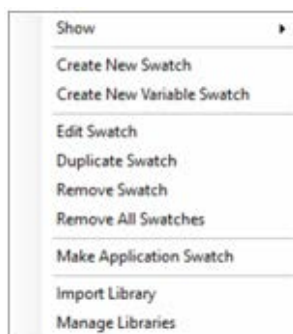
## Setting Colors with the **SWATCH** Panel

When the current text box is not in text entry mode, typing the key w will switch focus to the Swatch panel.

All existing swatches are listed in the **SWATCH** panel. For document with color mode set to CMYK, only swatches created from CMYK color are listed. For document with color mode set to RGB, only swatches created from RGB color are listed.

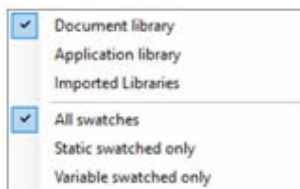
## Managing Swatches with the Swatch Option Menu

To create, edit, duplicate or delete swatches, click the Blue arrow to the right of the Swatch panel, the **Swatch Options** menu will be shown.



### Show

Use the Show option to decide what to display in the **SWATCH** panel. The Show option will expand into a sub-menu.



You can show either the swatches that are saved in the document, or swatches that are saved in the application which can be used by all documents. You can also show the imported libraries. Note by default, when a swatch is created, it is saved with the document and can be used only by that document.

Select *Application library* if you want to display the swatches that are saved with the application.

Select *Imported Libraries* if you want to display the swatches in the imported libraries. You will be able to select which imported libraries to display.

## Create Swatch

Select this option to create a swatch. The **Swatch Setup** dialog will be prompted. Please see the section [Adding Color Swatches](#) for more information on the **Swatch Setup** dialog.

## Create Variable Swatch

Select this option to create a variable swatch. Please see the section [Adding Color Swatches](#) for more information on creating variable swatches.

## Edit Swatch

Select a swatch by clicking on it and then select this option to edit the selected swatch in the **Swatch Setup** dialog. Please see the section [Adding Color Swatches](#) for more information on the **Swatch Setup** dialog.

## Duplicate Swatch

Select a swatch by clicking on it and then select this option to create a new swatch based on the selected swatch in the **Swatch Setup** dialog. Please see the section [Adding Color Swatches](#) for more information on the **Swatch Setup** dialog.

## Remove Swatch

Select a swatch by clicking on it and select this option to remove the selected swatch. You will be prompted to confirm the removal.

## Remove All Swatches

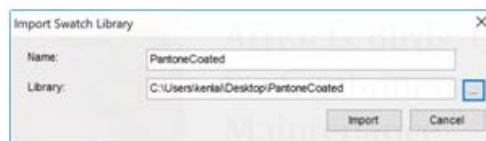
Select this option to remove all swatches. You will be prompted to confirm the removal.

## Make Application Swatch

Select a document swatch and select the option Make Application Swatch to convert it to an application swatch which can be used with other documents.

## Import Library

Select this option to import a swatch library from the Navigator RIP. The **Import Swatch Library** dialog will be prompted.



Enter a name for the imported library, and select the library file. Click the **Import** button to import it.

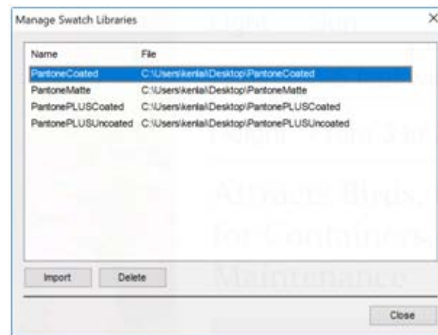
Navigator swatch libraries are installed in the RIP installation folder, inside the sub-folder -

SW\NamedColor



## Manage Libraries

Select the Manage Libraries option to add or delete imported libraries. The **Manage Swatch Libraries** dialog will be prompted.



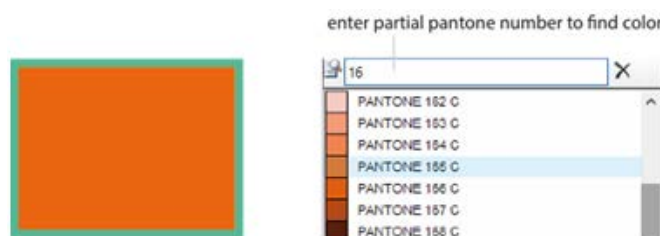
Click the Import button to import a library.

Select a library and click the **Delete** button to delete the selected library.

## Setting Color using the SWATCH panel

Select the shape. Select whether to set the fill or stroke color either in the **COLOR** panel or in the **Color** tool in the Tool Bar.

Click on the **SWATCH** panel to bring it forward and make sure the swatch you need to set is displayed. With the shape selected, click on the swatch you want to set the color to. Note you can also enter a partial pantone number in the search field above to quickly access the pantone color you need.



## Setting Stroke Weight

When the current text box is not in text entry mode, typing the key k will switch focus to the Stroke panel.

To set the stroke weight, select the shape and click on the **STROKE** panel.



Select the stroke weight in the **Weight** menu ,or enter the stroke weight in the **Weight** field.

You can also specify a line or stroke as a dashed line by checking the box **Dashed line**. You can then enter the length of 3 consecutive dash and gap for your dash line.

## Setting Fill and Stroke using the Eyedropper Tool

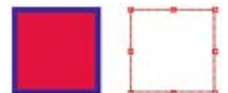


When the current text box is not in text entry mode, typing the key i will switch the current tool to the Eyedropper tool.

Use the **Eyedropper** tool to copy the fill and stroke, or character styles, from an element onto another element. First select the element to copy to, then use the **Eyedropper** tool to click on the other element which you want to copy the fill and stroke or character styles from.

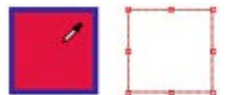
### STEP 1

Select the element(s) for which you want to copy the fill and stroke properties from another element. In the diagram below, the square with fill color red and stroke color blue is the element which you want to copy the fill and stroke properties from. The square with no fill color and black stroke, now selected, is the element for which you want to copy the fill and stroke properties to.



### STEP 2

Select the Eyedropper tool from the Tool Bar, and place the Eyedropper tool on top of the element from which you want to copy the fill and stroke property from.



### STEP 3

Click on the element from which you want to copy the fill and stroke property from using the Eyedropper tool. The element on the right will then inherit the fill and stroke properties from the element the Eyedropper tool clicked on, the one on the left.



The above example is for copying the fill and stroke properties. The operation is the same if you have two text boxes, and you want to copy the character styles from one text box to the other.

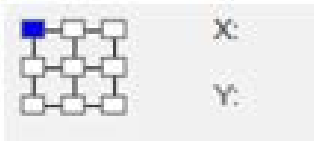
# Setting the Size and Position of Elements Accurately

To set the size of an element correctly, select the element by clicking inside the element, or drag to include a part of the element you want to select.

## Use the TRANSFORM Panel to Set the Size and Position

With the element selected -

1. Click on the **TRANSFORM** panel to bring it forward.



### X, Y

These are the X and Y coordinates of the reference point on the element from the top-left corner of the document. The origin (0, 0) of the coordinate system is at the top-left corner of the document. For example, if  $X = 27\text{mm}$ , and  $Y = 53\text{mm}$ , then the point will be located 27mm to the right from the left edge of the document, and 53mm downward from the top edge of the document.

### W, H

Set the width and height of the element. When changing the width and height, the selected reference point becomes the anchor. If the top-left corner is the reference point, and the width of a rectangle is changed from 20mm to 30mm, then the top-left corner of the rectangle is not moved, and the rectangle's width is increased towards the right. If however the reference corner is the top-right corner, then the top-right corner is not moved, but the width of the rectangle is increased towards the left.

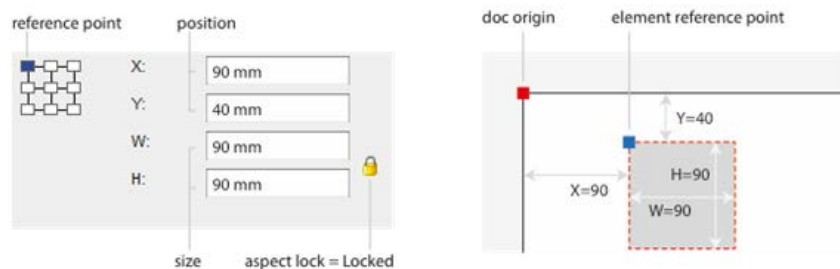
2. Click on the reference point on the left to select it. The reference point is the anchor for the selected object.
  - a. When setting the position of an element (ie the X and Y fields), you are actually changing the position of the reference point to the X and Y values you entered.
  - b. When resizing an element, the resize centers at the reference point ie the reference point is not moved during the resize but every other points on the element is moved to achieve the new size.
3. To resize an element, type the exact size of the text box in the W (width) and H (height) fields. For example, if the reference point is the top-left, and you increase the width, the element will expand towards the right but the left side of the element will not move. If the reference point is the top-right, and you increase the width, the element will expand towards the left but the right side of the element will not move.
4. to position an element, type the X (horizontal) and Y (vertical) position and the reference point of the element will be moved to the new position.

## Try It Now

Following the steps below to create a rectangle, change its position, resize it, change the reference point and resize again.

1. Create an A4 Landscape document.
2. Click on the Rectangle tool on the tool bar, then click somewhere on the document. Enter 90 mm for both width and height.
3. Type V on the keyboard to change the current tool to the Selection tool. Click on the rectangle you just created to select it.
4. Click on the TRANSFORM panel to bring it forward
5. Select top-left as the reference point
6. Enter 90mm for X and 40mm for Y.

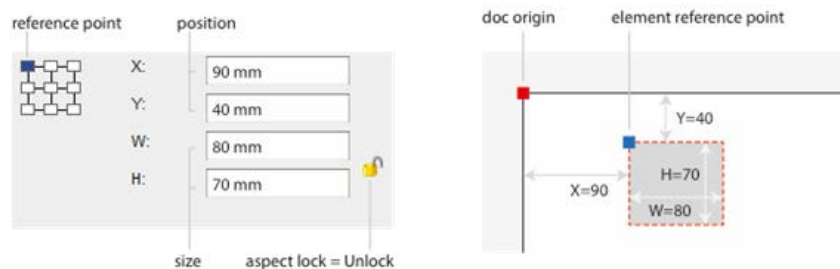
The top-left corner of the rectangle is now 90mm from the left edge of the job, and 40mm from the top.



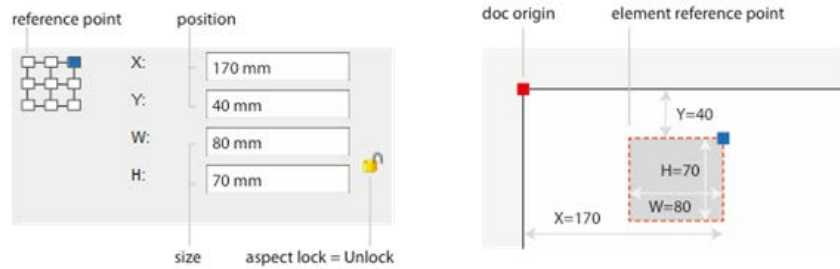
Now change the width of the rectangle to 80mm and height to 70mm.

7. Click on the aspect lock to change it to the unlock position.
8. Enter 80mm for W and 70mm for H.

The size of the rectangle is changed to the new size you entered with the right edge moving to the left as it changes from 90mm to 80mm, and the bottom edge moves up as it changes from 90mm to 70mm. The top-left corner stays in the same position.



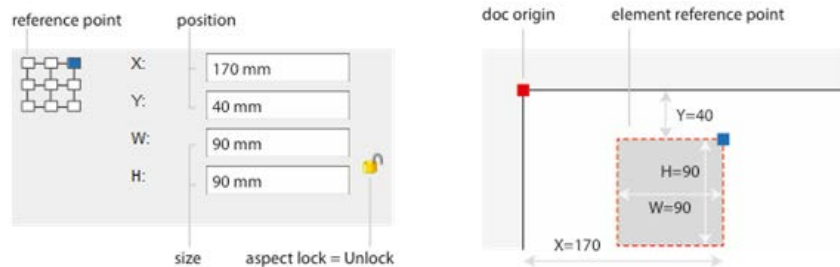
Now change the reference point to the top-right corner.



The X value will be changed automatically to show the position of the top-right corner of the rectangle.

Now change the size back to 90mm for both width and height.

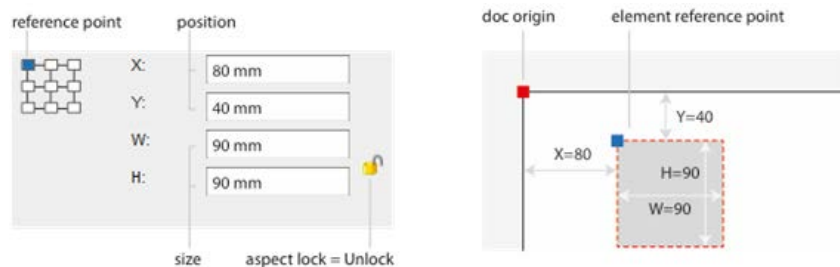
9. Enter 90mm for both W and H.



The top-right corner remains at the same position. The rectangle expands to the left and bottom as both W and H are changed to 90 mm.

No change the reference point back to the top-left corner.

10. Change the reference point to the top-left corner.



X is now set to 80mm which is the position of the top-left corner of the rectangle now.

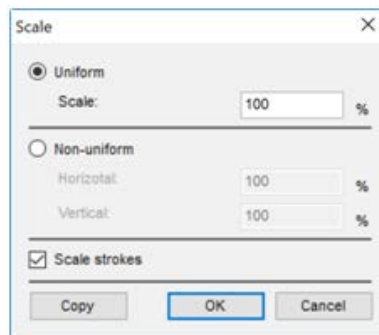
## Resizing Elements With Scaling Percentages

To resize elements by scaling, select the option **Elements : Transform : Scale** or use the **Scale** tool.

Elements can be resized at a percentage from the **Scale** dialog.

There are a few ways to prompt the **Scale** dialog.

- Select the elements and then select the option **Elements : Transform : Scale**.
- Select the element(s). Type the key s to switch the current tool to the **Scale** tool. Click on the document with the **Scale** tool.
- Select the elements and then right-click on one of the selected elements to prompt the **Element Options** menu, and select the option **Transform : Scale**.



Select either uniform or non-uniform scaling selecting the appropriate radio button. If the scaling is uniform, select the **Uniform** radio button. The horizontal and vertical scaling percentages are the same in this case. Enter the scaling percentages in the **Scale** box. If the scaling is non-uniform, select the **Non-uniform** radio button. Enter the horizontal and vertical scaling percentages in the **Horizontal** and **Vertical** boxes respectively.

Check the box **Scale strokes** if you want to scale the stroke at the same percentage. Uncheck this box if you do not want to scale the strokes.

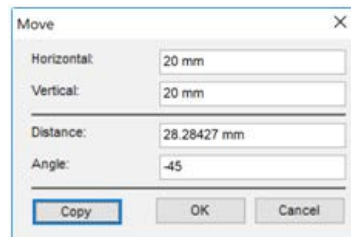
If you want to repeat the rotation for other objects, select other elements and then select the option **Elements : Transform : Transform Again**, or type **Ctrl+D**.

## Moving Elements Accurately

Select the option **Elements : Transform : Move** or type **Ctrl+Shift+M** to move elements accurately by offsets.

Changing the position of elements with offsets can be done in the **Move** dialog. There are a few ways to prompt the **Move** dialog.

- Select the elements and then select the option **Elements : Transform : Move**.
- Select the elements and then type **Ctrl+Shift+M** to prompt the **Move** dialog
- Select the elements and then right-click on one of the selected elements to prompt the **Element Options** menu, and then select the option **Transform : Move** option.



Enter the **Horizontal** or **Vertical** distances to move the selected element(s). Or enter the **Distance** and the **Angle** to move them. After enter the correct values, click **OK** to move the element(s), or click **Copy** to make a copy of the selected element(s) first and then move the copy.

If you want to move the element again, or move other elements, select the elements you need to move and then select the option **Elements : Transform : Transform Again**, or type **Ctrl+D**.

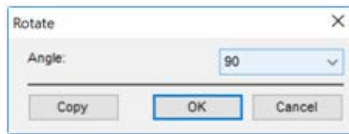
## Rotating Elements

Rotate elements by selecting the option **Elements : Transform : Rotate** or use the **Rotate** tool.

Elements can be rotated at 90 degrees or multiples of 90 degrees, positive or negative. A positive rotation is counter-clockwise. A negative rotation is clockwise.

Rotating elements can be done in the Rotate dialog. There are a few ways to prompt the **Rotate** dialog.

- Select the elements and then select the option **Elements : Transform : Rotate**.
- Select the element(s). Type the key r to switch the current tool to the **Rotate** tool. Click on the document with the **Rotate** tool
- Select the elements and then right-click on one of the selected elements to prompt the **Element Options** menu, and then select the option **Transform : Rotate**.



Select the rotation angle from the **Angle** menu. A positive angle is a counter-clockwise rotation. A negative angle is a clockwise rotation. After selecting the rotation angle, click **OK** to rotate the selected element(s), or click **Copy** to make a copy of the selected element(s) first and then rotate the copy.

If you want to repeat the rotation for other objects, select other elements and then select the option **Elements : Transform : Transform Again**, or type **Ctrl+D**.



# Arranging Elements

This section will describe how to change the order of drawing the elements on the document, and to align and distribute elements.

## Selecting More Than One Elements

There are 2 ways to select more than one elements.

1. Click on the first element. Press and hold the Shift key, then click on other elements to select all elements clicked on.
2. Drag the mouse over all elements that you want to select. All elements covered under the mouse drag will be selected. Note you only need to cover part of the elements to select them. Please see the section Selecting Multiple Elements for details on selecting more than one element.

## Rearranging Order of Elements

To re-arrange the order of elements, select the options in the sub-menu **Elements : Arrange**.

There is a top to bottom order of elements. An element that is drawn later than another element will be above the element that was drawn earlier. An element that is on top of another element will cover the elements that is below it. It is possible to rearrange this order using the **Arrange** menu.

There are a few ways to access the **Arrange** menu.

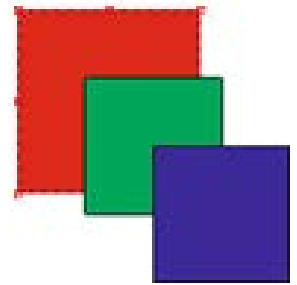
- Select the elements. Click on the Elements menu and you will see the Arrange menu.
- Select the elements and then right-click on one of the selected elements to prompt the Element Options menu. You will see the Arrange menu.

The four options in the Arrange menu are -

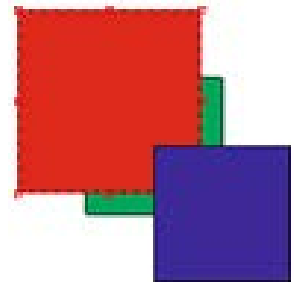
Bring to Front	Bring the selected elements to the top. Type <b>Ctrl+Shift+] </b> for the same function.
Bring Forward	Bring the selected elements forward by one level. Type <b>Ctrl+] </b> for the same function.
Send Backward	Send the selected elements backward by one level. Type <b>Ctrl+[ </b> for the same function.
Send to Back	Send the selected elements to the back. Type <b>Ctrl+Shift+[ </b> for the same function.

## Examples

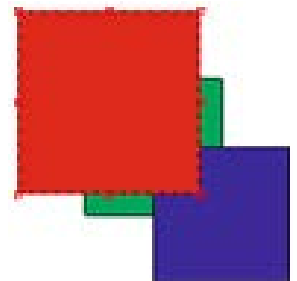
In the example to the right, the red square is at the back, and the blue square is in front ie the blue square is above the green square, which in turn is above the red square.



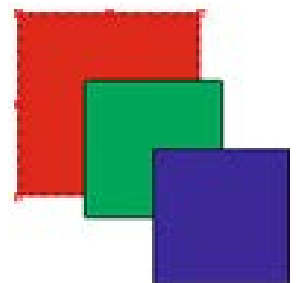
The user can select the red square and then select the option **Bring Forward** or type **Ctrl+]** to bring it forward by one level. The red square is now above the green square but below the blue square.



The user can also select the red square and select the option **Bring to Front** or type **Ctrl+Shift+]**. The red square is now in the front and is above the green and blue squares.



If the user wants to move the red square to the back again, simply select the red square and then select the option **Send to back** or type **Ctrl+Shift+[**, the red square will be at the back again, under the green and blue squares.



# Align and Distribute







Use the **Align** panel to align or distribute elements.

The align and distribute functions are to align elements to specific edges, or distribute them so either their centers are spaced equally, and there are equal space between elements.

## Align



Select more than one elements and use one of the align options to align a specific edge.

 Align Left	 Align Horizontal Center	 Align Right
 Align Top	 Align Vertical Center	 Align Bottom







In the example below, we use the **Align Top** tool to align the top edges of 5 selected elements.



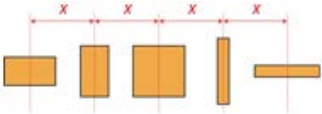
## Distribute



Select the elements and use one of the distribute options to so the centers of selected elements are spaced equally.

 Distribute top edges	 Distribute vertical centers	 Distribute bottom edges
 Distribute left edges	 Distribute horizontal centers	 Distribute right edges

In the example below, the horizontal centers of the 5 selected elements are distributed. This means that the distances between horizontal centers if the 1st and 2nd elements, between the 2nd and 3rd elements, between the 3rd and 4th elements, and between the 4th and 5th elements are the same.



## Distribute Space



Select the elements and use one of the distribute space options so the selected elements are spaced equally.

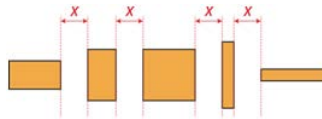


Distribute horizontal spacing



Distribute vertical spacing

In the example below, the distances between the 1st and 2nd elements, between the 2nd and 3rd elements, between the 3rd and 4th elements, and between the 4th and 5th elements are the same.



# Managing Multiple Elements

## Selecting Multiple Elements

There are a few ways to select more than one element at a time -

### Shift-Click on Elements

Click on an element to select it. Press the *Shift* key and click on other elements to select the first element and all subsequent elements you clicked on with the *Shift* key pressed.

### Mouse Drag to Include Elements

Use the mouse the drag over the elements you want to select. This is useful only when the elements you want to select are in the same area.

### Select Same Properties

If you want to select similar elements, for example, elements with the same fill and stroke, you can select an element with the fill and stroke you need, then select the option **Edit : Select Same : Fill and Stroke**. You can use the option in the **Select Same** menu to select elements with the same element type, stroke color, stroke weight, fill color, or fill and stroke.

### Select Inverse

If you want to select a larger number of elements in the document, except for a few, you can select the few elements that you don't want to select, then select the option *Edit : Select Inverse*, the elements you have selected will become deselected, but the elements that were deselected become selected.

## Grouping and Ungrouping Elements

To group elements, select the elements then select the option **Elements : Group**, or type **Ctrl+G**.

Elements can be grouped together as a group. The group will be manipulated like a single element.

To group elements, select the elements using one of the methods listed in the above section, then select the option **Elements : Group**. Or you can right-click on one of the selected elements, right-click for the **Element Options** menu, then select the option **Group**.

The following list shows the functions that can be performed on a group.

- When a group is transformed, all elements in the group are transformed together.
- When the fill color or stroke color or stroke weight of a group is being changed, all elements in the group are set to the same fill color or stroke color or stroke weight.
- When the character or paragraph styles of a group is being changed, all text box elements in the group are set to the same character or paragraph styles.
- When a group is being aligned with other elements or groups, the bounding box of the group is used to calculate the result for the align or distribute functions.

- When a group is being resized, all elements within the group are resized and re-positioned according to the scaling percentages for the group.
- When a group contains 2 or more barcode boxes, and when you change the barcode type, or any barcode properties, the changes will be applied to all barcode boxes within the group.

To ungroup one or more groups, select those groups, then select the option **Elements : Ungroup**, or right-click on one of the groups for the **Element Options** menu, then select the option **Ungroup**.

To ungroup, select the group(s) then select the option **Elements : Ungroup**, or type **Ctrl+Shift+G**.

## Locking and Unlocking Elements

You can lock an element to prevent it from being moved or deleted. To lock an element, select the element and select the option **Elements : Lock** or click **CTRL+2**.

To unlock elements, select the option **Elements : Unlock All** or click **CTRL+ALT+2**.

## Hiding and Showing Elements

You can hide elements so it doesn't block other elements underneath it. To hide an element, select the element and select the option **Elements : Hide : Element(s)** or click **CTRL+3**.

You can also hide all static or all variable elements -

- To hide all static elements, select the option **Elements : Hide : Only Static Elements** or click **CTRL+ALT+S**.
- To hide all variable elements, select the option **Elements : Hide : Only Variable Elements** or click **CTRL+ALT+V**.

You can also hide all elements by selecting the option **Elements : Hide : All**.

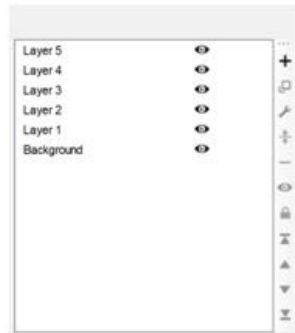
To show hidden elements, select the option **Elements : Show : All** or click **CTRL+ALT+3**.

You can also show all static or all variable elements -

- To show only static elements, select the option **Elements : Show : Only Static Elements** or click **CTRL+ALT+S**.
- To show only variable elements, select the option **Elements : Show : Only Variable Elements** or click **CTRL+ALT+V**.

## Organizing Elements by Layers

The **LAYERS** panel allows users to manage layers. Click on the **LAYERS** panel to bring it forward. You may need to double-click on the panel title to expand it to see all the options.



By default, a document has only one layer - the layer Background.

You can create as many layers as you need, and place both static and variable elements on any layers.

The order of layers affect the order the elements on the layers are drawn. Elements on the lowest layer will be drawn first, meaning the elements in a layer above another layer will be drawn after the elements in the lower layer, effectively covering them if they overlap.

### Creating a Layer

To create a layer, click on the Add Layer button . You will be prompted to enter a name for the layer.

### Placing Elements on a Layer

To place an element on a layer, click on the layer to select it and then draw or paste the element.

You cannot place elements on layers that are locked or hidden.

### Duplicating a Layer

You can select a layer and then click on the **Duplicate** button . The selected layer will be duplicated, and all elements on the selected layer will also be copied to the duplicated layer.


### Editing the Name of a Layer

Select a layer and click the **Edit** button . The **Edit Layer** dialog will be prompted and you can change the name of the layer.


### Deleting a Layer

Select a layer and click the **Delete** button . The selected layer will be deleted..


## Showing and Hiding a Layer

There is a **Visibility** icon  to the right of the layer name in the **LAYERS** panel. If the **Visibility** icon is shown, the elements on the layer is visible. If the **Visibility** icon is not displayed, the elements the layer is hidden.


To hide a layer -

- click on the eye icon, or
- go to the LAYERS panel tool bar and click on the **Hide Layer** button  .


To show a hidden layer -

- click on the space where the eye icon should be, or
- go to the LAYERS panel tool bar and click on the **Show Layer** button .



## Locking and Unlocking a Layer

A layer can be locked so that the elements on the layer cannot be moved or deleted. If a layer is locked, a **Lock** icon  appears to the right of the **Visibility** icon. If a layer is not locked, the Lock icon is not displayed.

To lock a layer -

- click on location where the **Lock** icon should be, or
- go to the LAYERS panel tool bar and click on the **Lock Layer** button .

To unlock a locked layer -

- click on the **Lock** icon , or
- go to the LAYERS panel tool bar and click on the **Unlock Layer** button .

## Changing the Order of Layers

There are 2 ways to change the order of layers.

- drag and drop a layer into another position, or
- select a layer and then use the arrow keys in the LAYERS panel tool bar to change the order.



# Setting up Step & Repeat

To configure step and repeat, select the option File : Document Properties. The Document Properties dialog will be prompted. Click on the Step and Repeat Setup link at the bottom to expand the dialog and show the step and repeat setup section.

The screenshot shows the 'Document Setup' dialog box with the 'Step and Repeat Setup' section expanded. The 'Job Setup' section is at the top, followed by the 'Step and Repeat Setup' section. The 'Step and Repeat Setup' section includes fields for Media Type, Page Size, Width, Height, Vertical Steps, Non-printable Margins, Alignment, and a checkbox for 'Remove vertical gutters at top and bottom'. Below these are 'Rows and Columns', 'Gutters', 'Job Rotation', 'Cut and Stack', 'Start at', 'Direction', and 'Orientation' options. The 'Page Marks' tab is selected at the bottom.

Document Setup

Preset: [ Default ]

**Job Setup**

Background Image: << None >> [X] [...]

Job Size: Label 3x2in [...]

Width: 76.2 mm

Height: 50.8 mm

Bleeds: 0 mm 0 mm 0 mm 0 mm [Lock]

Pages: 1

Color Mode: CMYK

**Step and Repeat Setup**

Media Type: Sheet

Page Size: A3 (297x420mm) [...]

Width: 420 mm

Height: 297 mm

Vertical Steps: 1,2,5,20

Non-printable Margins: 0 mm 0 mm 0 mm 0 mm [Lock]

Alignment: Center on page

☒ Remove vertical gutters at top and bottom

Rows and Columns: 1 1 [Auto]

Gutters: 0 mm 0 mm

Job Rotation: Auto

Cut and Stack: ☒ None ☐ Top to bottom ☐ Bottom to top

Start at: ☒ Top Left ☐ Top Right ☐ Bottom Left ☐ Bottom Right

Direction: ☒ Left to Right ☐ Right to Left ☐ Zigzag

Orientation: ☒ Portrait ☐ Landscape

Page Marks Job Marks Scodix Marks Database [OK] [Cancel]

Previous when creating a new document, you have learnt how to configure the Job Setup section for a Variegator document. You can now configure the step and repeat of the job on a sheet or roll in the Step and Repeat section.

## Media Type

This menu provides 3 options -

None	Select None if you are not step & repeating the variable data record.
Sheet	Select Sheet if you will be step & repeating the variable data record onto a sheet.
Roll	Select Roll if you will be step & repeating the variable data record onto a roll.

## Page Size

If you are step & repeating the job onto a sheet or roll, you need to choose the size of the roll or sheet in the **Page Size** menu.

The **Page Size** menu is by default set to [ Custom Size ]. When it is set to [ Custom Size ], you can enter the dimensions of the roll or sheet in the fields below.

If you are using a standard size, or one you have configured previously, you can select the size in this menu.

To add a new size to the list, you can select the option << *Add New ...* >> to add a new page size. If you have selected *Roll* in **Media Type**, the **Roll Setup** dialog is prompted. If you have selected *Sheet* in **Media Type**, the Sheet Setup dialog is prompted.

You can select the option << *Management ...* >> to manage roll or sheet sizes. Please see the section **“Roll Size Management”** and **“Sheet Size Management”** for details.

Roll Setup

Roll Setup

Name:

Roll 300mm

Width:

300 mm

Height:

Min:

254 mm

Max:

1270 mm

Vertical Steps:

1,2,5,20

Non-printable Margins:

0 mm

0 mm

0 mm

0 mm

Alignment:

Center on page

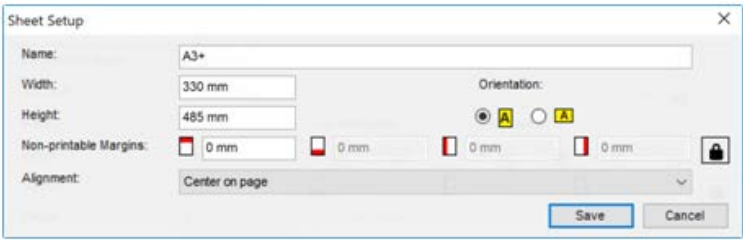
☒ Remove vertical gutters at top and bottom

Save

Cancel

Field	Description								
Name	Enter the name for the roll.								
Width	Enter the width of the roll.								
Min. Height, Max. Height	Enter the minimum and maximum frame height supported on your printer.								
Vertical Steps	Enter the number of vertical repeats per frame supported on your printer (for pre-cut roll).								
Non-printable Margins	Enter the top, bottom, left or right margins. By default the <b>Lock</b> button on the right is in the Lock position. Entering the top margin will set all 4 margins to the same value. To set different margins, click the <b>Lock</b> button once to change it to the <b>Unlock</b> position. You can then set the margins individually.								
Alignment	<div>Select the alignment of the step-and-repeated jobs on the roll. Options are -<table><tr><td><i>Center on page</i></td><td>Center the jobs on the roll.</td></tr><tr><td><i>Center on printable page area</i></td><td>Center the jobs on the printable width of the roll, excluding the non-printable margins.</td></tr><tr><td><i>Align the left printable edge</i></td><td>Align the job to the left within the printable width of the media.</td></tr><tr><td><i>Align to the right printable edge</i></td><td>Align the job to the right within the printable width of the media.</td></tr></table></div>	<i>Center on page</i>	Center the jobs on the roll.	<i>Center on printable page area</i>	Center the jobs on the printable width of the roll, excluding the non-printable margins.	<i>Align the left printable edge</i>	Align the job to the left within the printable width of the media.	<i>Align to the right printable edge</i>	Align the job to the right within the printable width of the media.
<i>Center on page</i>	Center the jobs on the roll.								
<i>Center on printable page area</i>	Center the jobs on the printable width of the roll, excluding the non-printable margins.								
<i>Align the left printable edge</i>	Align the job to the left within the printable width of the media.								
<i>Align to the right printable edge</i>	Align the job to the right within the printable width of the media.								
Remove vertical gutters at top and bottom	Normally the the gutters at the top and bottom are set to half the vertical gutter. In some cases, the printer will insert the vertical gutter between frames. In this case, you should check this option to remove the vertical gutters at top and bottom of the output.								

# Sheet Setup



Field	Description								
Name	Enter the name for the roll.								
Width, Height	Enter the width and height of the roll.								
Orientation	Select the orientation of the sheet, either portrait or landscape.								
Non-printable Margins	Enter the top, bottom, left or right margins. By default the <b>Lock</b> button on the right is in the Lock position. Entering the top margin will set all 4 margins to the same value. To set different margins, click the <b>Lock</b> button once to change it to the <b>Unlock</b> position. You can then set the margins individually.								
Alignment	Select the alignment of the step-and-repeated jobs on the roll. Options are - <table><tr><td><i>Center on page</i></td><td>Center the jobs on the roll.</td></tr><tr><td><i>Center on printable page area</i></td><td>Center the jobs on the printable width of the roll, excluding the non-printable margins.</td></tr><tr><td><i>Align to the left printable edge</i></td><td>Align the job to the left within the printable width of the media.</td></tr><tr><td><i>Align to the right printable edge</i></td><td>Align the job to the right within the printable width of the media.</td></tr></table>	<i>Center on page</i>	Center the jobs on the roll.	<i>Center on printable page area</i>	Center the jobs on the printable width of the roll, excluding the non-printable margins.	<i>Align to the left printable edge</i>	Align the job to the left within the printable width of the media.	<i>Align to the right printable edge</i>	Align the job to the right within the printable width of the media.
<i>Center on page</i>	Center the jobs on the roll.								
<i>Center on printable page area</i>	Center the jobs on the printable width of the roll, excluding the non-printable margins.								
<i>Align to the left printable edge</i>	Align the job to the left within the printable width of the media.								
<i>Align to the right printable edge</i>	Align the job to the right within the printable width of the media.								

You can also select the option << *Management...* >> to manage page size. If you have selected *Roll* in **Media Type**, the **Roll Management** dialog is prompted. If you have selected *Sheet* in **Media Type**, the **Sheet Management** dialog is prompted.

## Width, Height

If **Media Type** is set to *Sheet*, the fields below are **Width** and **Height**. Enter the width and height of the sheet in these fields. If you have selected a preset size, the width and height of the selected size will be displayed in these fields.

If **Media Type** is set to *Roll*, the fields below are **Width**, **Min. Height** and **Max. Height**. Enter the width, minimum and maximum height of the frame in these fields. If you have selected a preset size, the fields will display the relevant settings of the selected rolls in these fields.

## Job Rotation

Select the rotation of the job, either 0, 90, 180 or 270 degrees.

## Vertical Steps

The **Vertical Steps** field is enabled only when **Media Type** is set to *Roll*.

For some printers which can print on pre-cut roll, the number of pre-cut per frame is restricted to certain numbers. For example, the APEX 1290 is limited to 1, 2, 5, or 20 pre-cut per frame. Enter the number supported by the printer in this field. Multiple entries can be entered separated by a comma.

## Non-printable Margins

Enter the top, bottom, left or right margins. By default the **Lock** button on the right is in the Lock position. Entering the top margin will set all 4 margins to the same value. To set different margins, click the **Lock** button once to change it to the **Unlock** position. You can then set the margins individually.

## Alignment

Select the alignment of the step-and-repeated jobs on the roll. Options are -

<i>Center on page</i>	Center the jobs on the roll.
<i>Center on printable page area</i>	Center the jobs on the printable width of the roll, excluding the non-printable margins.
<i>Align to the left printable edge</i>	Align the job to the left within the printable width of the media.
<i>Align to the right printable edge</i>	Align the job to the right within the printable width of the media.

## Remove vertical gutters at top and bottom

Normally the the gutters at the top and bottom are set to half the vertical gutter. In some cases, the printer will insert the vertical gutter between frames. In this case, you should check this option to remove the vertical gutters at top and bottom of the output.

# Standard Step & Repeat

The following options are enabled only when you have selected either *Roll* or Sheet for **Media Type**. This means you will be step-and-repeating your job on a roll or sheet.

## Rows & Columns

You can enter the number of rows and columns. You can also check the box **Auto** to the right and Variegator will calculate the number of rows and columns.

## Gutters

You can enter the horizontal and vertical gutters between jobs.

## Advanced Step and Repeat Settings

This link is enabled only if you have purchased the **Advanced Step and Repeat** feature for Variegator. Click the link to expand the **Document Setup** dialog to display the advanced step and repeat options.

# Advanced Step & Repeat

The following options are enabled only when you have purchased the **Advanced Step and Repeat** feature for Variegator.

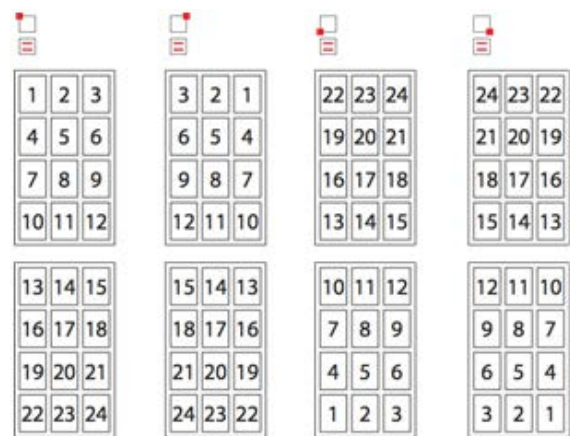
## Cut and Stack

Step and repeat you job for cut and stack collection. Note this option is available only for step-and-repeating on sheets.

You can choose the direction - either Top to bottom or Bottom to top.

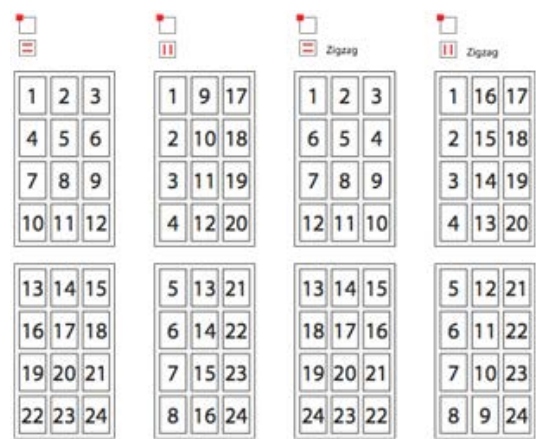
## Start at

Select the starting corner for the first record. Options are top-left, top-right, bottom-left or bottom-right. Note if you have selected bottom-left or bottom-right, the first record will be on the last sheet.



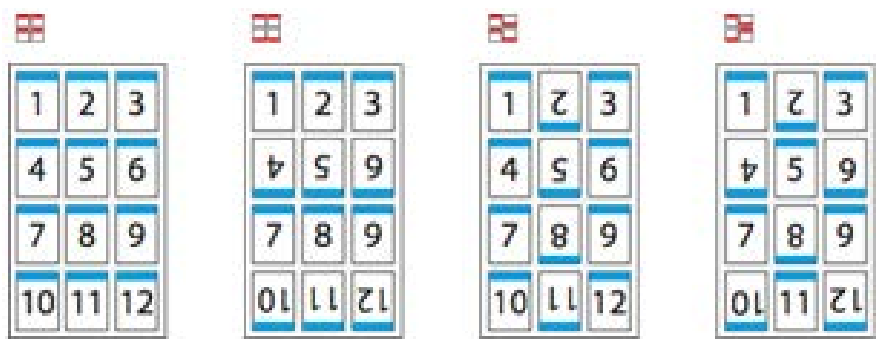
Direction

Select the flow direction for the variable records. Options are horizontal and vertical. In addition, you can check the Zigzag button to change the flow from row-by-row, or column-by-column, to a zigzag pattern.



Orientation

Select the relative orientation of the variable data records. Options are *Standard*, *Rotate alternate rows*, *Rotate alternate columns* or *Rotate alternate rows and columns*.



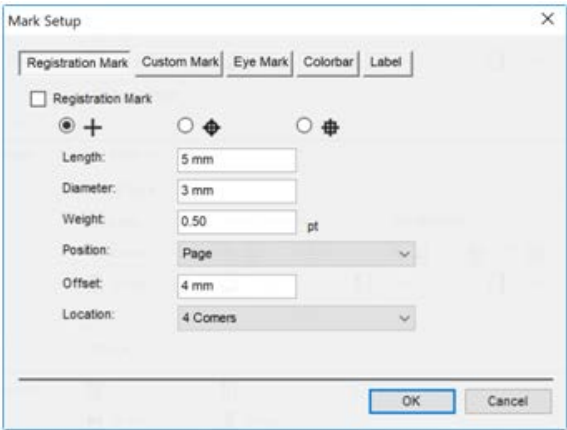
# Marks

## Page Marks

This option is enabled only when you have selected either *Roll* or *Sheet* for **Media Type**.  
This means you will be step-and-repeating your job on a roll or sheet.

Click the **Page Marks** button to add marks to the roll or sheet. The **Mark Setup** dialog will be prompted. You will be able to add registration mark, custom mark, eye mark, color bar and label to the sheet.

## Registration Mark

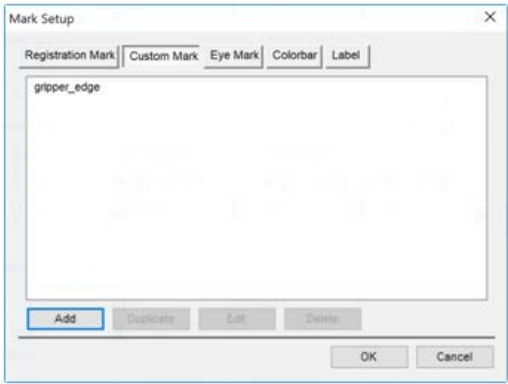


Check the box **Registration Mark** to add registration mark to the sheet or roll.  
You can select one of the 3 available types - a cross, a cross with a circle, and a cross with a square.

Field	Description	
Length	The length of the cross	
Diameter	For registration mark with circle or square only. This is the size of the circle or square.	
Weight	The stroke weight of the lines in the registration mark.	
Position	This is the reference area for mark placement, either <i>Page</i> or <i>Printable Page Area</i> . If you choose <i>Page</i> , the mark will be placed on the corners or edges of the page. If you choose <i>Printable Page Area</i> , the mark will be placed on the corners or edges of the printable page.	
Offset	This is the offset from the reference position.	
Location	This is where you want to place the mark in the selected reference position -	
	<i>4 Corners</i>	Marks are placed at the 4 corners.
	<i>Middle of Edges</i>	Marks are placed in the middle of the 4 edges.
	<i>Vertical Edges Only</i>	Marks are placed in the middle of the 2 vertical edges.
	<i>Horizontal Edges Only</i>	Marks are placed in the middle of the 2 horizontal edges.

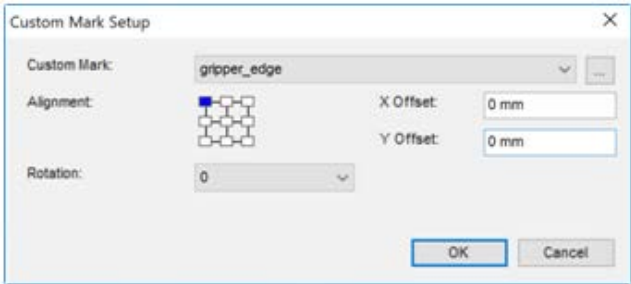


# Custom Mark



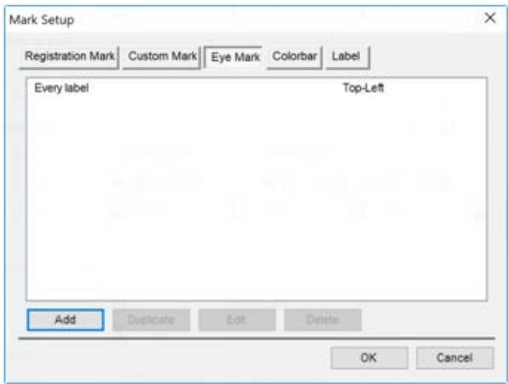
Custom marks are marks in PDF format which you can add to your sheet or roll. The **Custom Mark** page shows the custom marks currently placed on the sheet. You can place multiple custom marks on the sheet or roll.

Click the button **Add** to add a custom mark. The **Custom Mark Setup** dialog will be prompted.

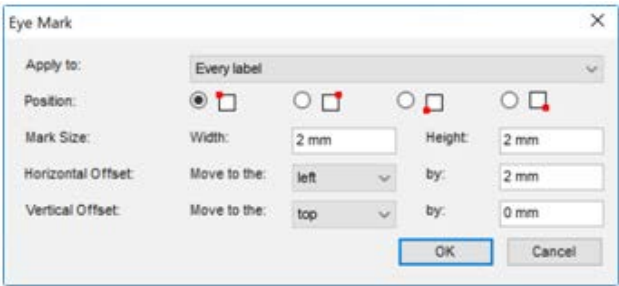


Field	Description
Custom Mark	Select a custom mark which has already been imported. Select the option << Add New... >> to prompt the Browse dialog to select a PDF for the mark. Select the option << Management... >> to prompt the <b>Custom Mark Management</b> dialog to manage custom mark. You can also click the Manage (...) button to the right to prompt the Custom Mark Management dialog.
Alignment	Select one or the 9 corners to place the custom mark. You need one custom mark setup for every position you want to place the mark at.
X Offset, Y Offset	The offset from the selected corner. Position offsets are into the paper. Negative offsets are away from the paper.
Rotation	Select the rotation of the mark, either 0, 90, 180 or 270 degrees.

Eye Mark

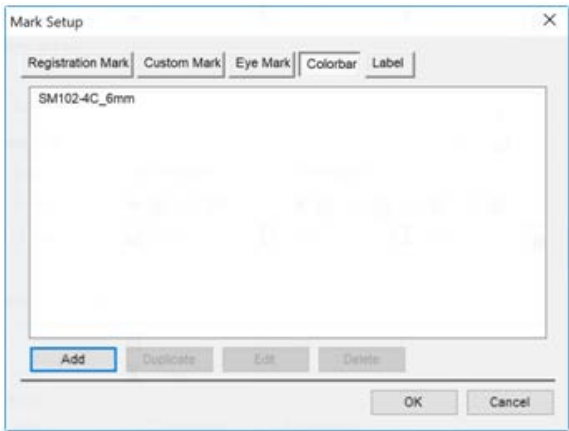


You can have one or more eye mark setup for the sheet or roll. The Eye Mark page lists the eye mark currently configured. Click the **Add** button to add an eye mark setup. The **Eye Mark** dialog will be prompted.



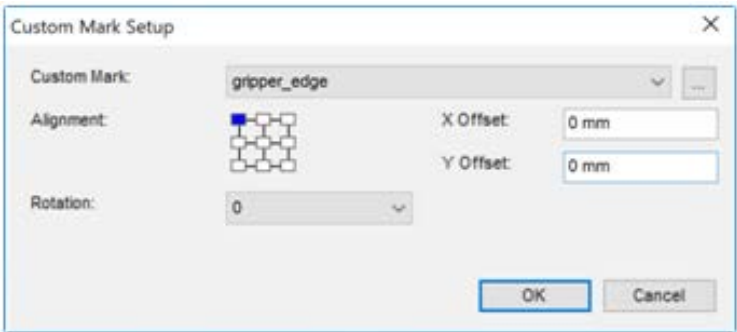
Field	Description
Apply to	Select how you want to add the eye mark -
	Every labeldraw one eye mark per job
	Every row of labeldraw one eye mark per row of job
	Every column of labeldraw one eye mark per column of job
	Every page draw one eye mark per sheet
Position	Select the reference placement position, either top-left, top-right, bottom-left or bottom-right.
Mark Size	Enter the width and height for the eye mark.
Horizontal Offset	Configure the horizontal offset from the job. You can move the mark to the left or right of the job by a distance.
Vertical Offset	Configure the vertical offset from the job. You can move the mark to the top or bottom of the job by a distance.

Colorbar



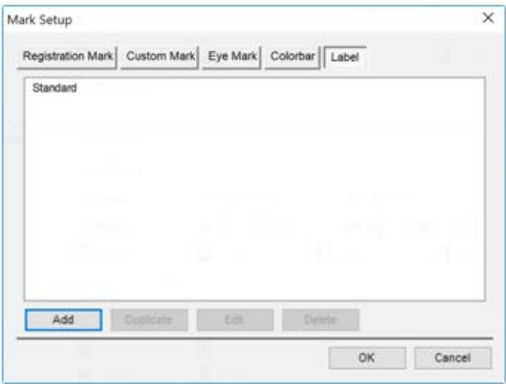
Colorbars are PDF files which you can add to your sheet or roll. The **Colorbar** page shows the colorbars currently placed on the sheet. You can place multiple colorbars on the sheet or roll.

Click the button **Add** to add a colorbar. The **Colorbar Setup** dialog will be prompted.



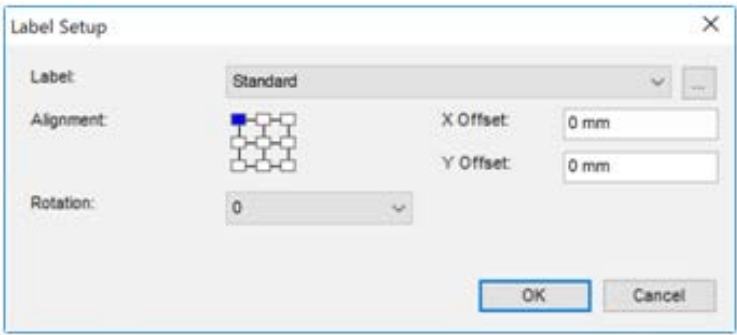
Field	Description
Colorbar	Select a colorbar which has already been imported. Select the option << Add New... >> to prompt the Browse dialog to select a PDF for the colorbar. Select the option << Management... >> to prompt the <b>Colorbar Management</b> dialog to manage colorbar. You can also click the Manage (...) button to the right to prompt the <b>Colorbar Management</b> dialog.
Alignment	Select one or the 9 corners to place the colorbar. You need one colorbar setup for every position you want to place the colorbar at.
X Offset, Y Offset	The offset from the selected corner. Position offsets are into the paper. Negative offsets are away from the paper.
Rotation	Select the rotation of the colorbar, either 0, 90, 180 or 270 degrees.
Sequential Fill	Check this box to step and repeat the colorbar to fill the edge.

Label



Labels are text which you can add to your sheet or roll. The **Label** page shows the labels currently placed on the sheet. You can place multiple labels on the sheet or roll.

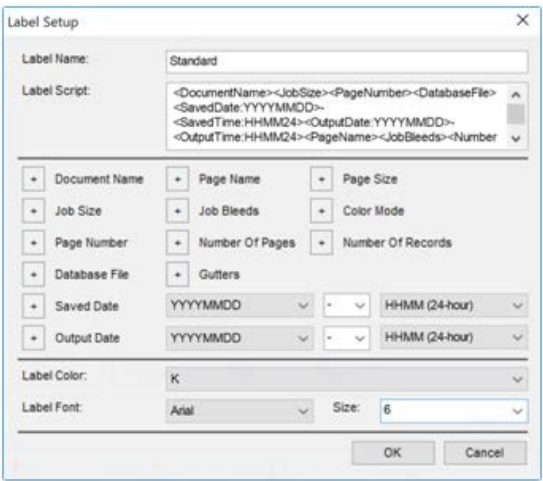
Click the button **Add** to add a label. The **Label Setup** dialog will be prompted.



Field	Description
Label	Select a label which has already been configured. Select the option << Add New... >> to prompt the <b>Label Setup</b> dialog to configure a label. Select the option << Management... >> to prompt the <b>Label Management</b> dialog to manage labels. You can also click the Manage (...) button to the right to prompt the <b>Label Management</b> dialog.
Alignment	Select one or the 9 corners to place the label. You need one label setup for every position you want to place the label at.
X Offset, Y Offset	The offset from the selected corner. Position offsets are into the paper. Negative offsets are away from the paper.
Rotation	Select the rotation of the label, either 0, 90, 180 or 270 degrees.

# Label Setup

Configure a label in the **Label Setup** dialog.

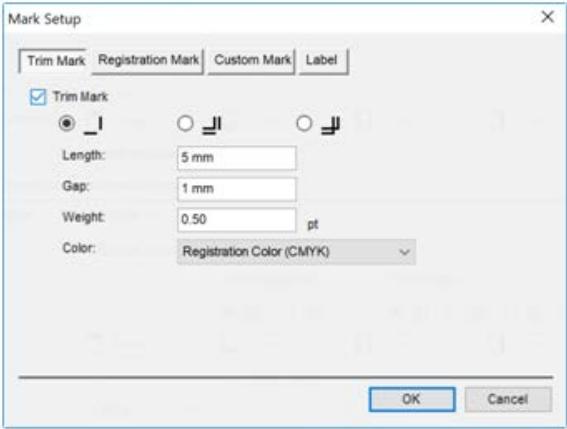


Field	Description
Label Name	Enter a name for the label setup.
Label Script	This field contains the text that will be inserted. It contains both fixed text and placeholder text. Placeholder text is dynamic text which is available only when the layout is generated. This includes things like document name, output date and so on. To add fixed, text, simply place the cursor at the appropriate location and type. To add placeholder text, click the plus button to the left of one of the label fields below.
Label Fields	This section contains all the placeholder text that can be added to the label.
Label Color	Select the color to draw the label, either C, M, Y, or K, or registration color.
Label Font & Size	Select the font and font size to draw the label text.

## Job Marks

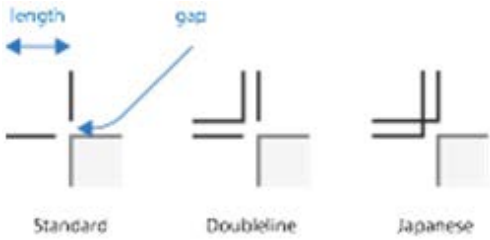
This option is enabled only when you have selected either *Roll* or *Sheet* for **Media Type**. This means you will be step-and-repeating your job on a roll or sheet.

## Trim Marks



Check the box **Trim Mark** to add trim marks to the sheet or roll.

You can select one of the 3 available types - standard, double line and japanese crop marks.



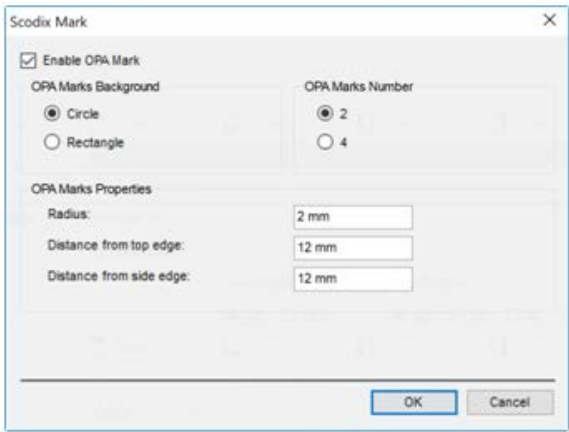
Field	Description
Length	Enter the length of the trim mark.
Gap	Enter the gap between the inner trim mark lines.
Weight	Enter the stroke weight of the trim mark lines.
Color	Select the color to draw the trim mark, either C, M, Y, or K, or registration color.

## Registration Mark, Custom Mark, Label

Please see the sections in Page Marks for usage of registration mark, custom mark and label.

# Scodix Mark

Scodix marks are required for the finishing on Scodix machines.



Check the checkbook **Enable OPA Mark** to draw marks for Scodix.

Field	Description
OPA Marks Background	Select the OPA marks background - either circle or rectangle.
OPA Marks Number	Select the number of OPA marks - either 2 or 4.
Radius	Enter the radius of the OPA marks
Distance from top edge	Enter the distance of the mark from the top (or bottom) edge.
Distance from side edge	Enter the distance of the mark from the side edges.

# Database

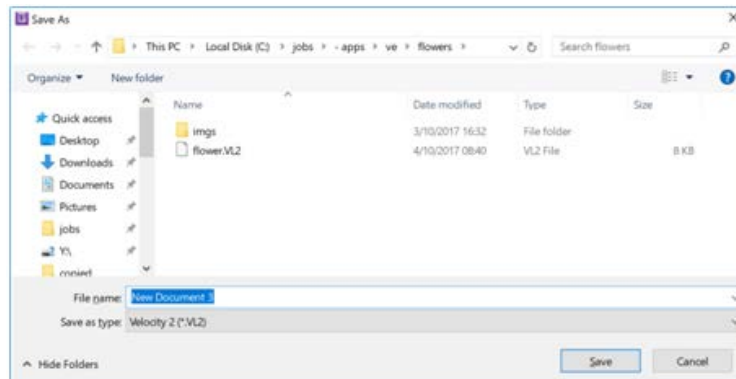
You can configure the connections to database when creating a Variegator document. You can also configure the connections after you have created a document in the Database menu. Please see the section on Database Connections for details on connecting the database(s).

# Saving and Opening Document

## Saving Document

To save your Variegator document, select the option **File : Save** or type **Ctrl+S**.

To save your Variegator document, select the option **File : Save** or type **Ctrl+S**. If this is the first time you save your document, you will be prompted to select the path to save the document, and to enter the name for your document.



If you have previously saved your document, this will save the document to the path previously selected under the name previously entered.

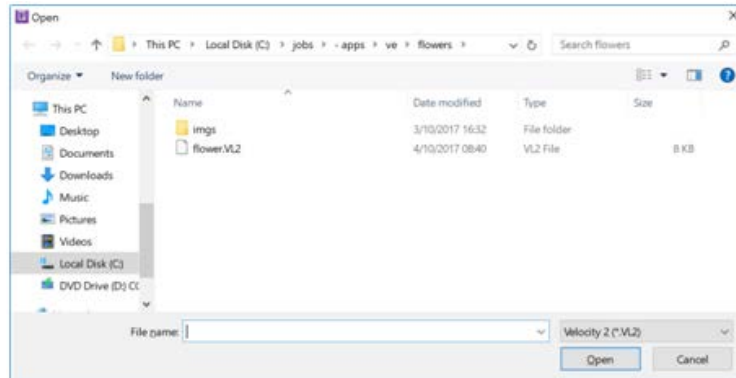
If you have previously saved your document, but would now like to save it to a new path, or under a new name, select the option **File : Save As** or type **Ctrl+Shift+S**. You will be prompted to select a new path and to enter a new name for the document.



## Opening Document

To open an existing document, select the option **File : Open** or type **Ctrl+O**.

To open an existing document, select the option **File : Open** or type **Ctrl+O**. You will be prompted to select a Variegator document to open.



Select the Variegator document you want to open, and click **Open**. The Variegator document will then be opened for editing.

Variegator 2 can open both Variegator 1 and 2 documents. To open Variegator 1 document, change the file type (at the bottom-right corner) to *Variegator (\*.VLO)*.

To open a document which you created recently, select the option **File : Open Recent** and select your document from the list that pops up.

## Changing Document Properties

You can change your document properties after creating it. To do that, select the option **File : Document Properties**. The Document Properties dialog will be prompted and you can change the document properties.

# Printing Variegator Document

To print a document, select the option **File : Print** or press **Ctrl+P**. The Print dialog will be prompted.

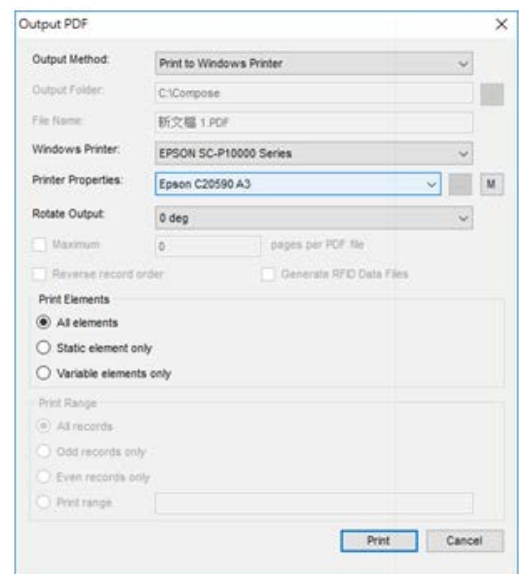
There are 3 ways you can print from Variegator.

1. Print PDF to Folder  
Generate one or more PDF file(s) and save them to a folder.
2. Print as image to Windows Printer  
Convert the document to images and send the images to windows printers.
3. Print to Windows Printer  
Send the document as PDF to windows printers.

To print a document, select the option **File : Print** or press **Ctrl+P**. The Print dialog will be prompted.



Output Method = Print PDF to Folder

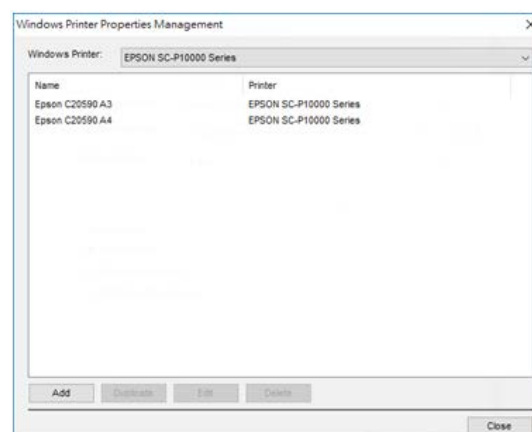


Output Method = Print to Windows  
Printer or Print as images to Windows  
Printer

Field	Description
Output Method	Select the output method. Options are - <ul style="list-style-type: none"> <li>• Print PDF to Folder</li> <li>• Print as image to Windows Printer</li> <li>• Print to Windows Printer</li> </ul>
Output Folder	This field is enabled only if <b>Output Method</b> is set to <i>Print PDF to Folder</i> . Click the <b>Browse (...)</b> button to the right to set the output folder for the PDF file.
File Name	This field is enabled only if <b>Output Method</b> is set to <i>Print PDF to Folder</i> . By default the output file name is set to the document name. You can edit the name in this field
Windows Printer	This field is enabled only if <b>Output Method</b> is set to <i>Print as Image to Windows Printer</i> or <i>Print to Windows Printer</i> . Select the windows printer you want to print to in this menu.
Printer Properties	This field is enabled only if <b>Output Method</b> is set to <i>Print as Image to Windows Printer</i> or <i>Print to Windows Printer</i> . Select the windows printer properties that you want to use to print. You can click the Properties button (...) to the right to prompt the windows printer properties dialog to configure print settings. You can also click the Manage Properties button to prompt the Windows Printer Properties Management dialog to manage windows printer properties. Properties added here will appear in the Printer Properties menu.
Rotate Output	Rotate the output by 0, 90, 180 or 270 degrees.
Maximum pages per PDF file	If your document contains many pages and you want to limit the number of pages per PDF, you can check this box and enter the maximum number of pages per PDF. For example, if your document has 100,000 pages, and you set maximum pages to 20,000, then 5 PDF files will be generated for your document.
Reverse record order	Check this box if you want to print in reverse order ie print the last record first and first record last.
Print Elements	Select the type of elements to print - either all elements, static elements only, or variable elements only.
Print Range	Select the print range. You can print all records, odd records only, even records only, or a range of records. You can set a single print range using a dash e.g. 10-20 means you only want to print pages 10 to 20. You can also set multiple print ranges separated by a comma. For example, 1, 3-8, 20-30 means you want to print page 1, page 3 to 8, and page 20 to 30.

## Windows Printer Properties Management

The Windows Printer Properties Management dialog is prompted when the user has selected a windows printer and click the **Manage Properties** button.



Select the printer you want to manage properties for in the **Windows Printer** menu at the top.

Users can add, duplicate edit or delete windows properties.

When editing the properties for a windows printer, the windows printer properties dialog will be prompted for the selected windows printer.

# Automation

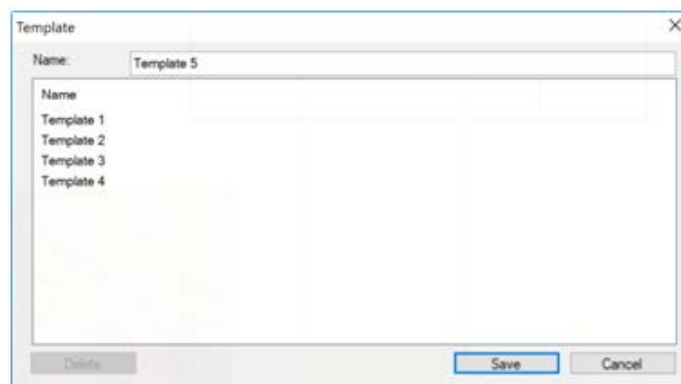
Automation is an optional feature that is not included in the standard edition.

With Automation, you can drop a database file into a hot folder and Variegator will automatically create the variable data PDF file using templates which you have configured for the hot folder.

Before you can use Automation, you need to save your document as a template first. A template is like a document, except that it is not tied to a specific database.

## Saving a Template

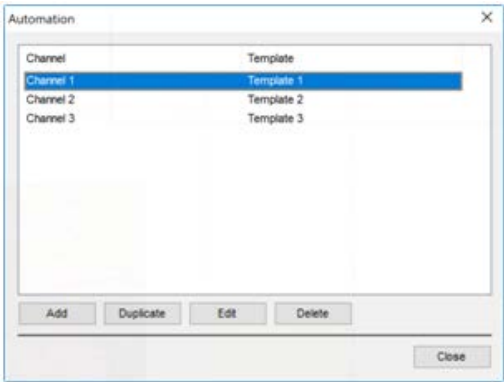
Create your document in the usual way but instead of saving it, you save it as a template. To do that, select the option **File : Save As Template**. The Template dialog will be prompted.



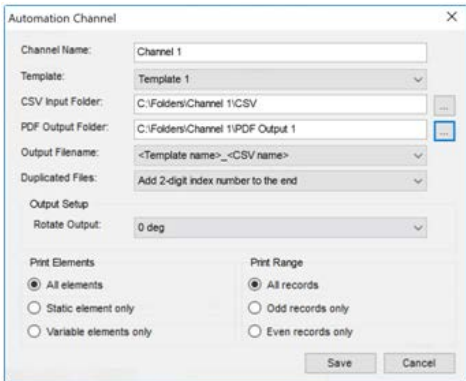
Enter the name of the templet and click **Save** to save it.

# Creating an Automation Channel

Automation is done via Automation Channels. An Automation Channel associated a hot folder with a template and an output folder. To create a channel, select the option **Advanced : Automation**. The **Automation** dialog is prompted.





Click **Add** to add a channel. The **Automation Channel** dialog is prompted.



Field	Description
Channel Name	Enter a name for the channel.
Template	Select the template you want to use.
CSV Input Folder	Select a hot folder where the database CSV file will be saved.
PDF Output Folder	Select an output folder for the variable data PDF file.
Output Filename	Select how you want the output PDF files to be named.
Duplicated Files	Select how you want to name the output PDF files when there are duplicates with the same name in the output folder.
Rotate Output	Select whether you want to rotate the output file. Rotation can be done at 90, 180 and 270 degrees clockwise.
Print Elements	Select whether to print all elements, only static, or only variable elements.
Print Range	Select whether you want to print all records, all odd, or all even records.

## Starting Automation


To start automation, click the **Start Automation button**  in the **Control Bar** at the top. Variegator will start checking for database files in the CSV Input Folder configured for the automation channels. The Start Automation button will change into the Stop Automation button . You can click this button to stop Variegator from checking for database files.

## Checking Automation Progress

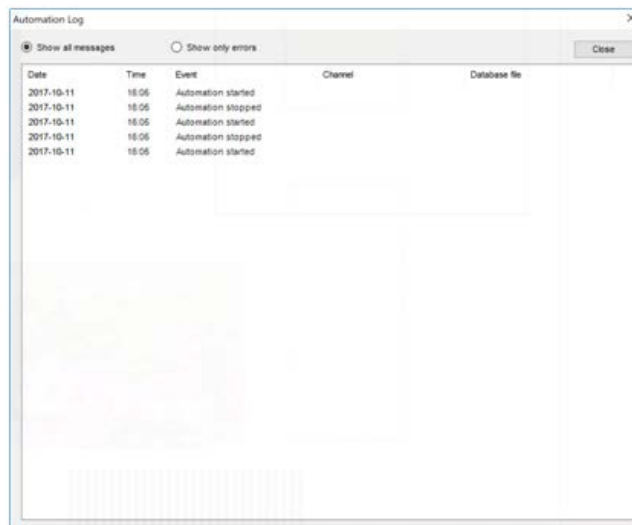
To find out what Automation is working on, you can click the Automation Log button in the **Control Bar**.

If Automation is not started, the button color is gray .

When you have started automation, the button color is green .

If an error has occurred when automation is running with one of the database files, the button color changes to red .

When you click the **Automation Log** button, the Automation Log dialog is prompted.



You can choose to show all messages or show only error messages.

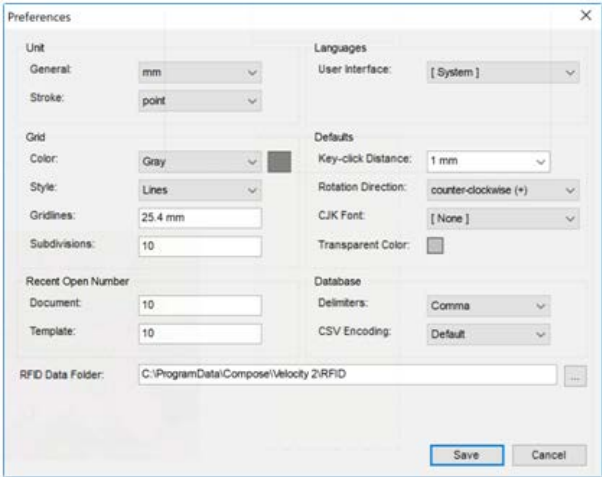
When you are done checking the log messages, click the **Close** button to exit the **Automation Log** dialog.

# Setups and Preferences

There are four types of Variegator defaults that need to be configured, including application preferences, color settings for more accurate display of colors, default page sizes, as well as document presets management.

## Preferences

To configure application preferences, select the option **Advanced : Preferences**. The **Preferences** dialog will be prompted.



Unit	
General	Select the unit for general measurement.
Stroke	Select the unit for setting stroke weight
Grid	
Color	Set the color of the grid lines.
Style	Set the style of the grid lines. This can either be Lines or Dots.
Gridlines	Enter the distance between major grid lines.
Subdivision	Enter the number of subdivision between 2 major grid lines.
Recent Open Number	
Document	Enter the number of documents shown in the Open Recent menu.
Template	Enter the number of templates shown in the New From Template menu.
Languages	
User Interface	Select the language for the user interface. Select [System] to use the system default language. Other choices include US English and Japanese.

Defaults	
Key-click Distance	This is the distance that an element will be moved per click of the arrow keys.
Rotation Direction	Select Clockwise (+) if a positive rotation angle is clockwise. Select Counter-Clockwise (+) if a positive rotation angle is counter-clockwise.
CJK Font	Select a default font to use if a text box is configured to use a Roman font but the text box contains Unicode characters.
Transparent Color	Select the color to display the transparent portion of an image (with transparency).
Database	
Delimiter	Select the default character used for database delimiter.
CSV Encoding	Select the default character encoding used to interpret database CSV files (for database files which contain Unicode Chinese, Japanese or Korean characters).

## Color Settings

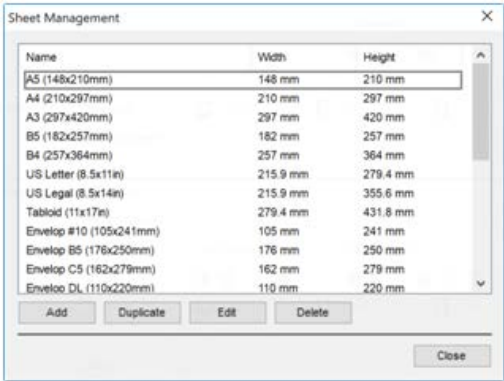
Select the **Color Settings** option to prompt the **Color Settings** dialog for selecting the ICC Color Profiles for CMYK or RGB colorspace. These profiles are used to convert the color values for more accurate display on the monitor.





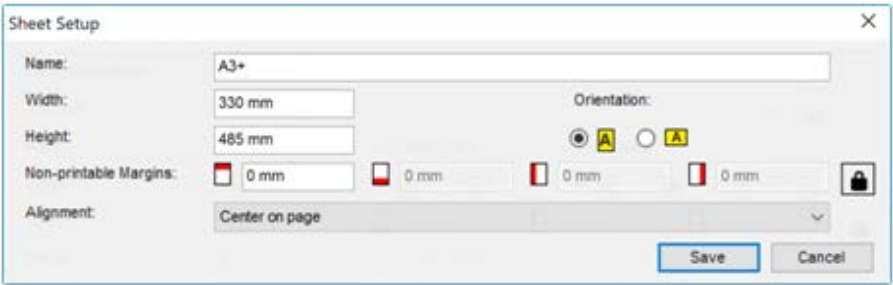
# Sheet Size Management

Select the **Sheet Size Management** option to prompt the **Sheet Management** dialog. you can add or remove sheet sizes that user can select in the **Sheet Size** menu in the **Document Setup** dialog.



Field	Description
Add	Click <b>Add</b> to add a sheet size. The <b>Sheet setup</b> dialog will be prompted.
Duplicate	Select a sheet and click <b>Duplicate</b> to create a sheet based on the selected sheet. The <b>Sheet setup</b> dialog will be prompted.
Edit	Select a sheet and click <b>Edit</b> to edit the selected sheet. The <b>Sheet setup</b> dialog will be prompted.
Delete	Select one or more sheets and click <b>Delete</b> to delete the selected sheets. You can click on a sheet, hold the <b>Shift</b> key, then click on a second sheet to select the 2 sheets clicked on and all sheets in-between. You can also click a sheet, hold the <b>Control</b> key, then click on other sheets to select all sheets clicked on.

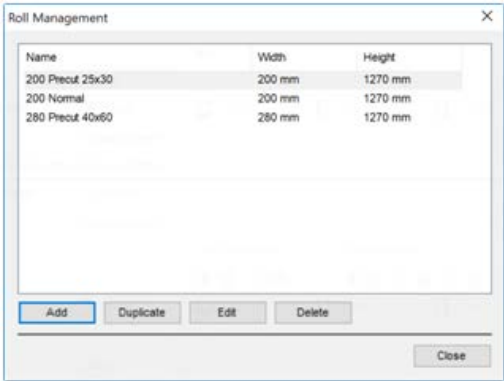
# Sheet Setup



Field	Description								
Name	Enter the name for the sheet.								
Width, Height	Enter the width and height of the sheet.								
Orientation	Select the orientation of the sheet, either portrait or landscape.								
Non-printable Margins	Enter the top, bottom, left or right margins. By default the Lock button on the right is in the Lock position. Entering the top margin will set all 4 margins to the same value. To set different margins, click the <b>Lock</b> button once to change it to the <b>Unlock</b> position. You can then set the margins individually.								
Alignment	Select the alignment of the step-and-repeated jobs on the roll. Options are -								
	<table><tr><td>Center on page</td><td>Center the jobs on the sheet.</td></tr><tr><td>Center on printable page area</td><td>Center the jobs on the printable width of the sheet, excluding the non-printable margins.</td></tr><tr><td>Align to the left printable edge</td><td>Align the job to the left within the printable width of the sheet.</td></tr><tr><td>Align to the right printable edge</td><td>Align the job to the right within the printable width of the sheet.</td></tr></table>	Center on page	Center the jobs on the sheet.	Center on printable page area	Center the jobs on the printable width of the sheet, excluding the non-printable margins.	Align to the left printable edge	Align the job to the left within the printable width of the sheet.	Align to the right printable edge	Align the job to the right within the printable width of the sheet.
	Center on page	Center the jobs on the sheet.							
	Center on printable page area	Center the jobs on the printable width of the sheet, excluding the non-printable margins.							
	Align to the left printable edge	Align the job to the left within the printable width of the sheet.							
Align to the right printable edge	Align the job to the right within the printable width of the sheet.								

# Roll Size Management

Select the **Roll Size Management** option to prompt the **Roll Management** dialog. you can add or remove roll sizes that user can select in the **Roll Size** menu in the **Document Setup** dialog.



Field	Description
Add	Click Add to add a new roll. The Roll Setup dialog will be prompted.
Duplicate	Select a roll and click Duplicate to create a new roll based on the selected roll. The Roll Setup dialog will be prompted.
Edit	Select a roll and click Edit to edit the selected roll. The Roll Setup dialog will be prompted.
Delete	Select one or more roll(s) and click Delete to delete the selected roll(s). You can click on a roll, hold the Shift key, then click on a second roll to select the 2 rolls clicked on and all rolls in-between. You can also click a roll, hold the Control key, then click on other rolls to select all rolls clicked on.

Roll Setup

Roll Setup

Name:

Roll 300mm

Width:

300 mm

Height:

Min: 254 mm

Max: 1270 mm

Vertical Steps:

1,2,5,20

Non-printable Margins:

0 mm

0 mm

0 mm

0 mm

Alignment:

Center on page

☒

Remove vertical gutters at top and bottom

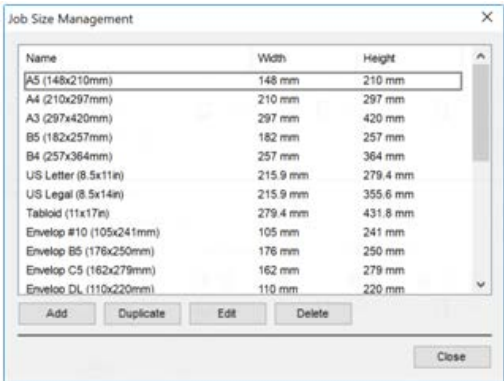
Save

Cancel

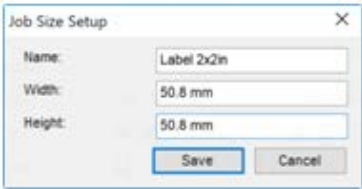
Field	Description								
Name	Enter the name for the roll.								
Width	Enter the width of the roll.								
Min. Height, Max. Height	Enter the minimum and maximum frame height supported on your printer.								
Vertical Steps	Enter the number of vertical repeats per frame supported on your printer (for pre-cut roll).								
Non-printable Margins	Enter the top, bottom, left or right margins. By default the <b>Lock</b> button on the right is in the Lock position. Entering the top margin will set all 4 margins to the same value. To set different margins, click the <b>Lock</b> button once to change it to the <b>Unlock</b> position. You can then set the margins individually.								
Alignment	<div>Select the alignment of the step-and-repeated jobs on the roll. Options are -<table><tr><td>Center on page</td><td>Center the jobs on the roll.</td></tr><tr><td>Center on printable page area</td><td>Center the jobs on the printable width of the roll, excluding the non-printable margins.</td></tr><tr><td>Align to the left printable edge</td><td>Align the job to the left within the printable width of the media.</td></tr><tr><td>Align to the right printable edge</td><td>Align the job to the right within the printable width of the media.</td></tr></table></div>	Center on page	Center the jobs on the roll.	Center on printable page area	Center the jobs on the printable width of the roll, excluding the non-printable margins.	Align to the left printable edge	Align the job to the left within the printable width of the media.	Align to the right printable edge	Align the job to the right within the printable width of the media.
Center on page	Center the jobs on the roll.								
Center on printable page area	Center the jobs on the printable width of the roll, excluding the non-printable margins.								
Align to the left printable edge	Align the job to the left within the printable width of the media.								
Align to the right printable edge	Align the job to the right within the printable width of the media.								
Remove vertical gutters at top and bottom	Normally the the gutters at the top and bottom are set to half the vertical gutter. In some cases, the printer will insert the vertical gutter between frames. In this case, you should check this option to remove the vertical gutters at top and bottom of the output.								

# Job Size Management

Select the **Roll Size Management** option to prompt the **Roll Management** dialog. you can add or remove roll sizes that user can select in the **Roll Size** menu in the **Document Setup** dialog.



Field	Description
Add	Click <b>Add</b> to add a new job size. The <b>Job Setup</b> dialog will be prompted.
Duplicate	Select a roll and click <b>Duplicate</b> to create a new job size based on the selected job size. The <b>Job Setup</b> dialog will be prompted
Edit	Select a job size and click <b>Edit</b> to edit the selected job size. The Job Size Setup dialog will be prompted.
Delete	Select one or more job size(s) and click <b>Delete</b> to delete the selected job size roll(s). You can click on a job size, hold the <b>Shift</b> key, then click on a second job size to select the 2 job sizes clicked on and all job sizes in-between. You can also click a job size, hold the <b>Control</b> key, then click on other job sizes to select all job sizes clicked on.

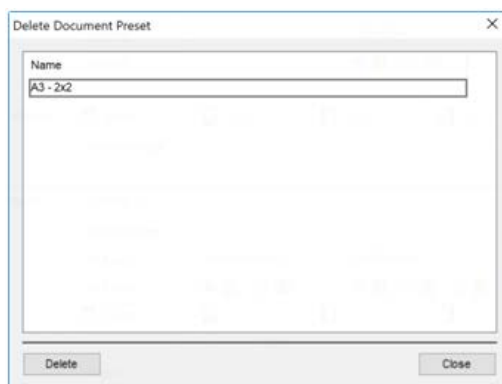


# Roll Setup

Field	Description
Name	Enter the name for the job size.
Width	Enter the width of the job size.
Height	Enter the height of the job size.

## Document Presets

**Document Presets** are created when user click the **Save** button in the **Document Setup** dialog, or the **Save** button in the Pages panel. Select the option **Advanced : Delete Document Presets** to prompt the Delete Document Preset dialog for user to delete saved document presets.

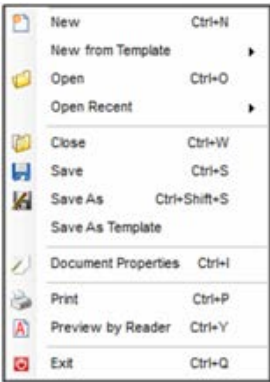


All existing document presets are listed in this dialog. Select the ones you want to delete. You can select multiple document presets by pressing the **Control** key and click on the document presets you want to select. You can also click on a document preset, press the **Shift** key, then click on a second document preset to select both document presets clicked on and all document presets in-between. After selecting the document presets, click the **Delete** button to delete them. You will be prompted to confirm the deletion.

# Reference

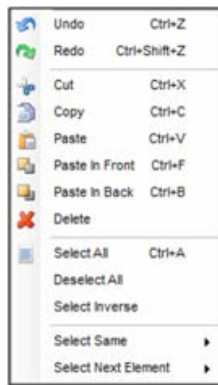
## Main Menu

### File Menu



New	Select the <b>New</b> option to create a new Variegator document. Or type <b>Ctrl+N</b> to perform the same action. The <b>Document Setup</b> window will be prompted. Configure the measurements for the new document and click the <b>OK</b> button to create a new Variegator document.
New from Template	
Open	Select the <b>Open</b> option to open a previously saved Variegator document. Or type <b>Ctrl+O</b> to perform the same action. The user will be prompted to select the path and the Variegator document to open.
Open Recent	
Close	Select the <b>Close</b> option to close the current Variegator document. Or type <b>Ctrl+W</b> to perform the same action.
Save	Select the <b>Save</b> option to save the current Variegator document. Or type <b>Ctrl+S</b> to perform the same action. If the document has not been saved previously, the user will be prompted to enter the name of the document and select the path to save the document.
Save As	Select the <b>Save As</b> option to save the current Variegator document under a new name. Or type <b>Ctrl+Shift+S</b> to perform the same action. The user will be prompted to enter the name of the document and select the path to save the document.
Save As Template	Select <b>Save As Template</b> to save the document as a template which you can use to create document from, or use in Automation to automate the generation of variable data PDF.
Document Properties	Select the Document Properties option to view and change the current document properties.
Print	When you are done with designing the Variegator document, select the <b>Generate</b> option or type <b>Ctrl+P</b> to merge the design with the variable data and generate a job for XQ Labels.
Preview by Reader	Preview the current record in Acrobat Reader.
Exit	Close the application. You will be prompted to save your documents if you have unsaved document.

## Edit Menu



Undo \ Redo	Select the <b>Undo</b> option or type <b>Ctrl+Z</b> to undo the last action. A total of 32 undos can be done. Select <b>Redo</b> or type <b>Ctrl+Shift+Z</b> to redo the previous action
Cut	Select the <b>Cut</b> option to save the currently selected element(s) to the clip board and then remove them from the document. Or type <b>Ctrl+X</b> to perform the same action.
Copy	Select the <b>Copy</b> option to copy the currently selected element(s) and save them to the clip board. Or type <b>Ctrl+C</b> to perform the same action.
Paste \ Paste In Front \ Paste In Back	Select one of the three <b>Paste</b> options to paste the element(s) in the clipboard to the current document. Or type <b>Ctrl+V</b> to perform the same action. When the user selects <b>Paste In Front</b> , the element(s) are pasted to the top. When the user selects <b>Paste In Back</b> , the element(s) are pasted to the bottom.
Delete	Select the <b>Delete</b> option to delete the currently selected element(s) from the document.
Select All \ Deselect All	Select the <b>Select All</b> option or type <b>Ctrl+A</b> to select all elements, or the <b>Deselect All</b> options to deselect all elements.
Select Inverse	Select the Select Inverse option to select all elements that are currently not selected, and deselect all elements that are currently selected.
Select Same	<p>Select the <b>Select Same</b> option to select elements with the same properties as the currently selected element. The option will expand into a submenu, as shown below.</p> <div data-bbox="712 1192 899 1344" data-label="Image"> </div> <p>The user can choose the select elements with the same element type, stroke color, stroke weight, fill color and fill and stroke.</p>
Select Next Element	<p>Select the Select Next Element option to select the element which is above or below the currently selected element. The option will expand into a submenu, as shown below.</p> <div data-bbox="704 1514 904 1608" data-label="Image"> </div>

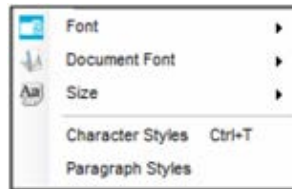





Elements Menu



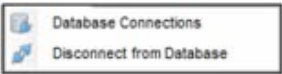
Transform	<p>Select the <b>Transform</b> option to move, rotate or scale, or repeat the previous transform on the currently selected element(s). The option expands into a sub-menu.</p> <div><div>Transform AgainCtrl+Q</div><div>MoveCtrl+Shift+M</div><div>Rotate</div><div>Scale</div></div> <p>Please see the section <b>Setting the Size and Position of Elements Accurately</b> for more info.</p>
Arrange	<p>Elements within a layer are by default drawn in the order that they are added to the document. Elements that are added later are on top of elements that are drawn alter and will cover those elements. Select the <b>Arrange</b> option to change the ordering by moving an element to the top, or bringing it forward , sending it backward, or sending it to the bottom. The option expands into a sub-menu with those options.</p> <div><div>Bring to FrontCtrl+Shift+]</div><div>Bring ForwardCtrl+]</div><div>Send BackwardCtrl+[</div><div>Send to BackCtrl+Shift+[</div></div> <p>Please see the section <b>Arranging Elements</b> for more information.</p>
Group	<p>Select more than one elements then select the Group option to group the selected elements as a group so that they can be transformed as one element. Please see the section <u>Group and Ungrouping Elements</u> for more information.</p>
Ungroup	<p>Select one or more groups then select the <b>Ungroup</b> option to ungroup the currently selected group(s) back into individual elements.Please see the section <u>Group and Ungrouping Elements</u> for more information.</p>
Hide	<p>Select the <b>Hide</b> option to hide the selected element(s), or all elements, or only variable elements, or only static elements. The option expands into a sub-menu -</p> <div><div>Element(s)Ctrl+3</div><div>All</div><div>Only Variable ElementsCtrl+Alt+V</div><div>Only Static ElementsCtrl+Alt+S</div></div> <p>Please see the section <u>Hiding and Showing Elements</u> for more information.</p>
Show	<p>Select the <b>Show</b> option to show all elements, or only variable elements, or only static elements. The option expands into a sub-menu -</p> <div><div>AllCtrl+Alt+3</div><div>Only Variable ElementsCtrl+Alt+V</div><div>Only Static ElementsCtrl+Alt+S</div></div> <p>Please see the section <u>Hiding and Showing Elements</u> for more information.</p>

## Type Menu



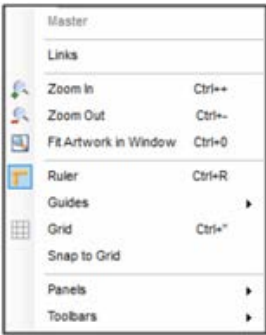
Font	<p>Select the <b>Font</b> option to to assign a selected font to the selected text boxes. Because of the large number of fonts, the font names are sorted alphabetically and arranged in sub-menus</p> 
Document Font	<p>Select the <b>Document Font</b> option to show the fonts that are being used in the current document. The option will expand into a sub-menu with the fonts that are being used listed. Select one of those fonts to assign the font to the selected text boxes</p> 
Size	<p>Select the <b>Size</b> option to assign the font size to the selected text boxes. The menu expands into a sub-menu with various font sizes. Select <i>Other</i> if you want to enter a custom size.</p> 
Character Styles	<p>Select the <b>Character Styles</b> option or type <i>Ctrl+T</i> to configure the character styles. The <b>Character</b> property panel will be expanded.</p>
Paragraph Styles .	<p>Select the <b>Paragraph Styles</b> option to configure the paragraph styles. The <b>Paragraph</b> property panel will be expanded</p>

Database Menu



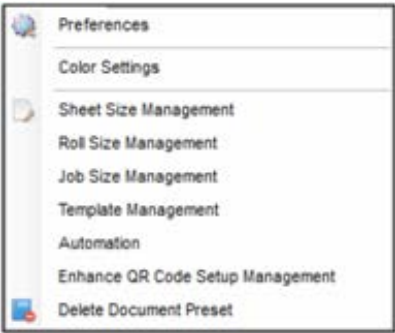
Connect to Database	Select the Connect to Database option to connect the current document to a database. The Database Connections dialog is prompted for user to add connection to a database.
Disconnect from Database	Select the <b>Disconnect from Database</b> option to disconnect the database from the current document.

View Menu



Links	Select the <b>Links</b> option to view the paths and names of image files that are used as static images.
Zoom In \ Zoom Out	Select the <b>Zoom In</b> (Ctrl++) or <b>Zoom Out</b> (Ctrl+-) option to zoom in or out of the current view.
Fit Artwork in Window	Select the <b>Fit Artwork In Window</b> option to fit the current document in the Work Area of the Variegator window.
Ruler	Select the Ruler option to toggle the ruler display on or off.
Grid	Select the <b>Grid</b> option to toggle the grid display on or off.
Snap to Grid	Select the <b>Snap to Grid</b> option to toggle the snap to grid option on or off.
Panels	Select the Panels option to select the panel to bring forward. The option expands into a sub-menu with the list of panels. Select the panel to bring forward. <div data-bbox="693 1257 946 1591"></div>
Toolbars	Select the Toolbars option to configure which tool bar to display or hide.. The option expands into a sub-menu. Selecting one of the 4 toolbars will toggle its display on or off. <div data-bbox="708 1694 912 1833"></div>

# Advanced Menu



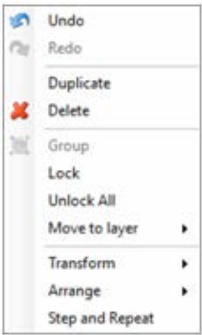
Preferences	Select the <b>Preferences</b> option to prompt the <b>Preferences</b> dialog for entering default settings for <b>Variegator</b> . Please see the section <b>Configuring Variegator Defaults</b> in the chapter <b>Basic Operations</b> for more information on the <b>Preferences</b> dialog.
Color Settings	Select the <b>Color Settings</b> option to prompt the <b>Color Settings</b> dialog for selecting the ICC Color Profiles for CMYK or RGB colorspace. Please see the section <b>Configuring Variegator Defaults</b> in the chapter <b>Basic Operations</b> for more information on the <b>Color Settings</b> dialog.
Sheet Size Management	Select the <b>Sheet Size Management</b> option to prompt the <b>Sheet Management</b> dialog to manage sheet sizes.
Roll Size Management	Select the <b>Roll Size Management</b> option to prompt the <b>Roll Management</b> dialog to manage roll sizes.
Job Size Management	Select the <b>Job Size Management</b> option to prompt the <b>Job Size Management</b> dialog to manage job sizes.
Template Management	Select the <b>Template Management</b> option to prompt the <b>Template Management</b> dialog to manage templates.
Automation	Prompt the <b>Automation</b> dialog for users to configure automation channels.
Delete Document Preset	Prompt the <b>Delete Document Preset</b> dialog for user to delete saved document presets. Please see the section <b>Configuring Variegator Defaults</b> in the chapter <b>Basic Operations</b> for more information on the <b>Delete Document Presets</b> dialog.



# Other Menus

## Element Options Menu






















There are two methods to prompt the Element Options menu -

- right-click on an element, or
- select a number of elements and then right-click on one of them.



















Undo \ Redo	<b>Undo</b> or <b>Redo</b> the last actions. A total of 32 undo levels are provided.
Duplicate	Duplicate the element right-clicked on.
Delete	Delete the element right-clicked on.
Group	If more than one elements are selected when the user right-clicks on the document, the <b>Group</b> option is enabled. Select the <b>Group</b> option to group those elements together as a group. If the user right-clicks on a group, the <b>Group</b> option will be replaced by the <b>Ungroup</b> option. Select Ungroup to ungroup the selected group back to individual elements.
Transform	<div> <div>Select the <b>Transform</b> option to move, rotate or scale, or repeat the previous transform on the currently selected element(s). The option expands into a sub-menu.</div> <div>  </div> <div>Please see the section <b>Moving, Rotating and Scaling Elements</b> in the chapter <b>Basic Operations</b> for more information.</div> </div>
Arrange	<div> <div>Provides the four <b>Arrange</b> options - <b>Bring to Front</b>, <b>Bring Forward</b>, <b>Send Backward</b>, <b>Send to Back</b>.</div> <div>  </div> <div>Please see the section <b>Rearranging Order of Elements</b> in the chapter <b>Basic Operations</b> for more information.</div> </div>

## Control Bar

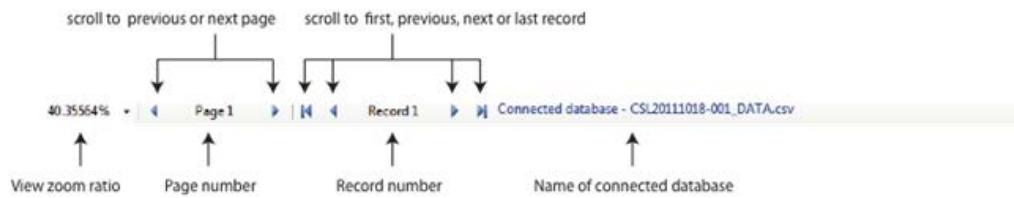
 Create a new Variegator document.	 Open a previously saved Variegator document.
 Close the current Variegator document.	 Save the current Variegator document.
 Print the current Variegator document.	 Preview the current record in Acrobat Reader.
 Group the selected elements.	 Ungroup the selected groups.
 Bring the current element(s) to the top. Equivalent to typing <b>Ctrl+Shift+}</b> .	 Bring the current element(s) forward. Equivalent to typing <b>Ctrl+}</b> .
 Send the current element(s) backward. Equivalent to typing <b>Ctrl+[</b> .	 Send the current element(s) to the back. Equivalent to typing <b>Ctrl+Shift+[</b> .
 Hide the selected element(s).	 Hide all static elements.
 Hide all variable elements.	 Show all elements.
 Zoom in to the current view.	 Zoom out of the current view
 Fit the document in the window	 Click the <b>Start Automation</b> button (green arrow) to start automation. The button will change to the Stop Automation button (red square). Click the <b>Stop Automation</b> button to stop automation.
 This is the <b>Automation Log</b> button. When automation is not started, the button is gray. When automation is started, the button is green and you can click it to view the automation log. When an error has occurred during automation, the button turns red. Click the button to view the error messages.	

## Tool Bar

 <p>The <b>Selection</b> tool is for selecting elements or groups. Click on an element using the <b>Selection</b> tool to select it, or if it belongs to a group, to select the group that the element belongs to. You can hold press the <b>Shift</b> key and click on other elements to select all elements clicked on.</p> <p>When any tool is being used, other than the <b>Selection</b> tool, if you press the <b>Control</b> key, the current tool will change to the <b>Selection</b> tool until you release the <b>Control</b> key.</p> <p>When the current text box is not in text entry mode, typing the key <b>v</b> will switch the current tool to the <b>Selection</b> tool.</p>	 <p>The <b>Direct Selection</b> tool is for selecting the element clicked on when the element belongs to a group.</p> <p>When the current tool is the <i>Selection tool</i>, if you press the <i>Control key</i>, the current tool will change to the <i>Direct Selection</i> tool until you release the <i>Control key</i>.</p>
 <p><b>T</b> Text tool - draw text boxes for normal and variable text.</p>	 <p><b>Line</b> tool - draw lines by dragging the mouse or click to bring up the <b>Line Setup</b> dialog.</p>
 <p><b>Rectangle</b> tool - draw rectangles by dragging the mouse or click to bring up the <b>Rectangle Setup</b> dialog.</p>	 <p><b>Rounded Rectangle</b> tool - draw rounded rectangles by dragging the mouse or click to bring up the <b>Rounded Rectangle Setup</b> dialog.</p>
 <p><b>Ellipse</b> tool - draw ellipses by dragging the mouse or click to bring up the <b>Ellipse Setup</b> dialog.</p>	 <p>Ungroup the selected groups.</p>
 <p><b>Image</b> tool - draw image boxes by dragging the mouse or click to bring up the <b>Image Setup</b> dialog.</p>	 <p><b>Barcode</b> tool - draw barcode boxes by dragging the mouse.</p>
 <p><b>Rotate</b> tool - rotate selected elements by 0, 90 180 or 270 degrees.</p>	 <p><b>Scale</b> tool - scale selected elements by percentages.</p>
 <p><b>Eyedropper</b> tool - Click on an element to copy the fill and stroke color of the element.</p>	 <p><b>Hand</b> tool - drag to scroll the document.</p>
 <p><b>Zoom</b> tool - click to zoom in, press the ALT key and click to zoom out, or drag to zoom in to selected area.</p>	 <p><b>Color</b> tool - swap fill and stroke color, select current coloring type to fill or stroke, bring up the COLOR panel for setting color, and removed color from selected elements.</p>

# Status Bar

The Status Bar is located at the bottom of the Variegator window. It shows various information such as the current view zoom ratio, the page number, record number, and name of connected database. Controls are also provided to scroll to the next or previous page, and to scroll to the first, previous, next, and last records, assuming if the document is connected to a database.



For the connected database name, if no database is connected, the text is displayed in red, and the name of the connected base is **None**.



# Appendices

## I. 1D Barcode Symbolologies

The following table shows all supported 1D barcode symbolologies, their data lengths, type of characters, as well as whether it supports barcode supplements. Please note that the information provided below may be subjected to change.

Barcode	Also Known As	Data Length	Characters	Supplement
Codabar	USD-4 / NW-7 / Code 2 of 7	Variable	0...9 - \$ : / . +	N
Code 11	USD-8	Variable	0...9 -	N
Code 128	Code 128	Variable	alphanumeric	N
Code 128A	Code 128 Code Set A	Variable	alphanumeric	N
Code 128B	Code 128 Code Set B	Variable	alphanumeric	N
Code 128C	Code 128 Code Set C	Variable	alphanumeric	N
Code 2 of 5	Standard 2 of 5 / Industrial 2 of 5	Variable	0...9	N
Code 2 of 5 Interleaved	Interleaved 2 of 5	Variable	0...9	N
Code 32	Italian pharmacy code	8 digits	0...9	N
Code 39	USD-3 / Code 3 of 9 / LOGMARS	Variable	0...9 A...Z - . \$ / + % SPACE	N
Code 39 Extended	USD-3 / Code 3 of 9 / LOGMARS	Variable	All 128 ASCII characters	N
Code 93	USS-93	Variable	0...9 A...Z - . \$ / + % SPACE	N
Code 93 Extended	USS-93	Variable	All 128 ASCII characters	N
COOP 2 of 5	COOP 25	Variable	0...9	N
EAN-128	European Article Numbers 128			N
EAN-13	European Article Numbers 13	12 digits	0...9	Y, 2 or 5 digits
EAN-8	European Article Numbers 8	7 digits	0...9	Y, 2 or 5 digits
FedEx Ground 96	FedEx Ground 96	21 digits	0...9	N
IATA 2 of 15	International Air Transport Association	16 digits	0...9	N
Identcode	Deutsche Post Identcode	11 digits	-	N
ISBN	International Book Number	9 digits	0...9	Y, 2 or 5 digits
ISMN	International Music Number	9 digits	0...9	Y, 2 or 5 digits
ISSN	International Serial Number	9 digits	0...9	Y, 2 or 5 digits
JAN-13	Japanese Article Number 13	10 digits	0...9	Y, 2 or 5 digits
Kix	Klant index	-	0...9 A...Z	N
Leitcode	Deutsche Post Leitcode	13 digits	0...9	N
Matrix 2 of 5	Matrix 2 of 5	Variable	0...9	N
MSI/Plessey	Modified Plessey	Variable	0...9	N
Pharmacode	Pharmaceutical Binary Code	-	0...9	N
Planet	Postal Alpha Numeric Encoding Technique	12 digits	0...9	N

Barcode	Also Known As	Data Length	Characters	Supplement
Postnet	Postal Numeric Encoding Technique	5, 9 or 11 digits	0...9	N
PZN	Pharma-Zentral-Nummer	6 digits	0...9	N
RM4SCC	Royal Mail 4-state Customer Code	Variable	0...9 A...Z	N
SCC-14	Shipping Container Code 14	13 digits	0...9	N
Singapore Post	Singapore Post	-	0...9 A...Z	N
SSCC-18	Serial Shipping Container Codes	17 digits	0...9	N
UPC-A	Universal Product Code A	11digits	0...9	Y, 2 or 5 digits
UPC-E	Universal Product Code E	7 digits	0...9	Y, 2 or 5 digits
USPS FIM	USPS Facing Identification Mark	-	-	N
USPS Horizontal	USPS Horizontal Bars	-	-	N
USPS PIC	USPS Package Identification Code	21 or 29 digits	0...9	N

## II. 1D Barcode Supported Features

The following table shows all supported features for 1D barcode symbologies. Please note that the information provided below may be subjected to change.

Barcode	Checksum	Wide to narrow ratio	Bar reduction factor	Bar spacing	Application Identifier
Codabar	Not supported	N	N	N	N
Code 11	Optional	N	N	N	N
Code 128	Always Required	N	N	N	Y
Code 128A	Always Required	N	N	N	N
Code 128B	Always Required	N	N	N	N
Code 128C	Always Required	N	N	N	N
Code 2 of 5	Optional	Y	N	N	N
Code 2 of 5 Interleaved	Optional	Y	N	N	N
Code 32	-	Y	N	N	N
Code 39	Optional	Y	N	N	N
Code 39 Extended	Optional	Y	N	N	N
Code 93	Always Required	N	N	N	N
Code 93 Extended	Always Required	N	N	N	N
COOP 2 of 5	Optional	Y	N	N	N
EAN-128	-	N	N	N	Y
EAN-13	Always Required	N	Y	N	N
EAN-8	Always Required	N	Y	N	N
FedEx Ground 96	-	N	N	N	N
IATA 2 of 15	Optional	Y	N	N	N
Identcode	-	Y	N	N	N
ISBN	Optional	N	Y	N	N
ISMN	Optional	N	Y	N	N
ISSN	Optional	N	Y	N	N
JAN-13	Optional	N	Y	N	N
Kix	-	N	N	N	N
Leitcode	-	Y	N	N	N
Matrix 2 of 5	Optional	Y	N	N	N
MSI/Plessey	Optional	N	N	N	N
Pharmacode	-	Y	N	Y	N
Planet	Always Required	N	N	N	N
Postnet	Always Required	N	N	N	N
PZN	-	Y	N	N	N
RM4SCC	-	N	N	N	N
SCC-14	Always Required	N	N	N	N
Singapore Post	-	N	N	N	N
SSCC-18	Always Required	N	N	N	N
UPC-A	Always Required	N	Y	N	N

Barcode	Checksum	Wide to narrow ratio	Bar reduction factor	Bar spacing	Application Identifier
UPC-E	Always Required	N	Y	N	N
USPS FIM	-	N	N	N	N
USPS Horizontal	-	N	N	N	N
USPS PIC	-	N	N	N	N

### III. 2D Barcodes Symbolologies

The following 2D Barcodes are supported -

- CODABLOCK F
- Code 16K
- DataMatrix
- MicroPDF417
- PDF417
- QR

## IV. Hot Keys for Menu Options

The following hot keys are functional at all times.

Hot Keys	Functions	Hot Keys	Functions
Bring to Front	Shift+Ctrl+]	Bring Forward	Ctrl+]
Send Backward	Ctrl+[	Send to Back	Shift+Ctrl+[
Ctrl-"	Show or Hide	Grid Ctrl-0	Fit-in-screen Preview
Ctrl-1	1:1 Preview	Ctrl-3	Hide Element(s)
Alt-Ctrl-3	Show All	Ctrl+A	Select All
Ctrl+B	Paste in Back	Ctrl+C	Copy
Ctrl+D	Transform Again	Ctrl-F	Paste in Front
Ctrl-G	Group	Shift-Ctrl-G	Ungroup
Ctrl+N	New	Ctrl+O	Open
Ctrl+P	Print	Ctrl+Q	Quit
Ctrl-R	Show or Hide Ruler	Ctrl+S	Save
Shift+Ctrl+S	Save As	Alt+Ctrl+S	Show or Hide Static Elements
Ctrl-T	Character Styles	Ctrl+V	Paste
Alt-Ctrl-V	Show or Hide Variable Elements	Ctrl+W	Close
Ctrl+X	Cut	Ctrl+Z	Undo
Shift+Ctrl+Z	Redo		

## V. Hot Keys for Tools

The following hot keys are functional when the current text box is not in text entry mode.

Hot Keys	Descriptions	Hot Keys	Descriptions
a	switch to Direct Selection tool	b	expand the BARCODE property panel.
c	expand the COLOR property panel.	d	expand the TRANSFORM property panel.
f	expand the FRAME property panel.	h	switch to Hand tool
l	switch to Ellipse tool (note this is a small L)	m	switch to Rectangle tool
n	expand the ALIGN property panel.	o	switch to Reflect tool
p	expand the PARAGRAPH property panel.	r	switch to Rotate tool
s	switch to Scale tool	t	switch to Text tool
v	switch to Selection tool	w	expand the SWATCH property panel.
x	switch the stroke and fill color	z	switch to Zoom tool