

# Getting Started with Collage



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## Basic Information

This chapter lists the steps for creating a basic Collage job. There are many ways to work with Collage. If you are new to Collage, here is a basic workflow for a simple job.

### Creating a Basic Job

#### 1. Create a new job

- A. **File** menu > **Create New Job**
- B. Enter the **Job ID**. Click **OK**.
- C. Enter the **Job Parameters**. Click **OK**

The main window displays a white area: the “canvas” where images will be placed. This is the engraveable area of a cylinder.

#### 2. Enter the Color Information

Enter at least the color information. You can enter other parameters now or do it later.

- A. **File** > **Gravure Parameters**
- B. On the **Color Sequence** page, enter the color information for the job. Click **OK**.

#### 3. Import the image

The designer prepared the image, saved it as PDF, and dropped it into a hot folder where it was automatically ripped into Collage format. Now, import the image into the job so you can use it.

- A. **Tools** menu > **Image Converter**
  - Notice the **Destination** shows the job you are currently working on.
- B. Select the **Source** from the drop-down menu.
- C. Select the image to import into your job.
- D. On the Image Converter, **File** > **Start Import**

When finished, close the Image Converter if it does not close automatically.

#### 4. Cut out the image

Most images from the designer include crop marks, registration marks, and other elements that will not be printed. Make a cut-out of only the part of the image that will print.

- A. **View > Image List**
- B. Click on the image in the list and drag it on to the canvas. The Layout Grid Parameters window opens. Click **OK** to close this window for now.  
On the Image List, click **Close**.
- C. The canvas shows a blue rectangle. Double-click this to open the Position Editor.
- D. Click once in the center of the image. The Image Element window opens, and little black "handles" appear at the corners and center-sides of the image.
- E. Click and drag the handles, or enter the desired **Width** and **Height**, to cut out part of the image.  
Click **Apply** then **Close** on the Image Element window.  
Click **OK** on the Position Editor window.

#### 5. Step and repeat the image

- A. Click once on the image on the canvas.
- B. **Layout > Layout Grid Parameters**.
- C. Enter at least these values:  
**Repeats Around** and (repeats) **Distance**  
**Steps Across** and (step) **Distance**
- D. Click **OK**

#### 6. Proof the job

- A. **Display > Proof View**
- B. Use the mouse to drag a rectangle around an area to zoom up. Repeat to continue zooming up. You may want to view each color separately.
- C. You can also send all or part of the job to a networked wide format proofer:  
**File > Print Hard Proof**

#### 7. Set the job ready to be engraved

*Note:* If you did not complete the output parameters in step 2, do so now. If you did, skip to step E.

- A. **File > Gravure Parameters**
- B. Click the **Output Resolution** tab. Enter the screen and angle for each separation.
- C. Click the **Cell Setup** tab. Enter the desired cell values.
- E. **File > Ready For Print**.
- F. Click **Enable All** and click **OK**.

The engraver operator can now see all the cylinders of the job and can select one to be engraved.

## Some Tips on the Collage Workflow

For most of the steps listed above, there are shortcuts you can use instead of selecting a command from a menu: icons, buttons, or keystroke combinations (such as F3 for Proof View).

There are also other steps that can be done, depending on your work. For example, you may use multiple images in one job; you may need a gutter in the layout; you may use gamma or sharpness, and many others.

Collage provides a lot of flexibility. There are only a few steps that must be performed in a certain order:

- You must always create and save a job before you import images. Images cannot float "free" but must belong to a job.
- You must specify the number of separations and the colors before you import images. This is because of how images colors get mapped to separations.
- If you need to rotate or mirror an image after you've imported it, you can do so using the Transform window, opened from the Image List window.
- You must place an image in a layout before you can crop it. You can crop the images at any time after you import them and place them in the job. Cropping is done in the Position Editor.



## Icons, Menus and Windows

This chapter contains basic information on using commands, menus, and the main windows in the Collage programs.

**Note:** The Collage Layout System is a program that is still changing to meet your needs. For up-to-date information, refer to the Collage online Help.

### The Collage Desktop Icons

When Collage is installed, a series of icons are installed on your desktop. Start a program by double-clicking its icon.

<i>This</i>	<i>Starts the:</i>	<i>This:</i>	<i>Starts the:</i>
	Archive Manager		Hot Folder Editor
	CCS Archive Reader		Hot Folder Status
	Collage Layout Editor		Image Converter
	Cylinder Geometry Editor		Ink Volume Calculator
	Defaults Editor		Sharpness Editor
	Gamma Editor		Tiff Generator
	GravoComplete Archive Reader		tranScribe Filter Editor
	Collage Help		tranScribe Image Processor
	Collage Configuration Utility		

*Notes:*

- Computers with the Xitron Navigator RIP may have the RIP icon on the desktop.
- Collage modules can also be started from the Start menu.
- Although the installation includes all Collage modules, some are optional and will not run without the proper license on the dongle.
- Your trainer may remove desktop icons that are not necessary for your workflow. You may choose to remove any icons that you don't use. Removing a desktop icon does not remove the program, which can still be started from the the Start menu

### Using the keyboard

Many common commands have keyboard shortcuts. For example, to create a new job in Collage, press Control – N See **keyboard shortcuts** in the Help Index

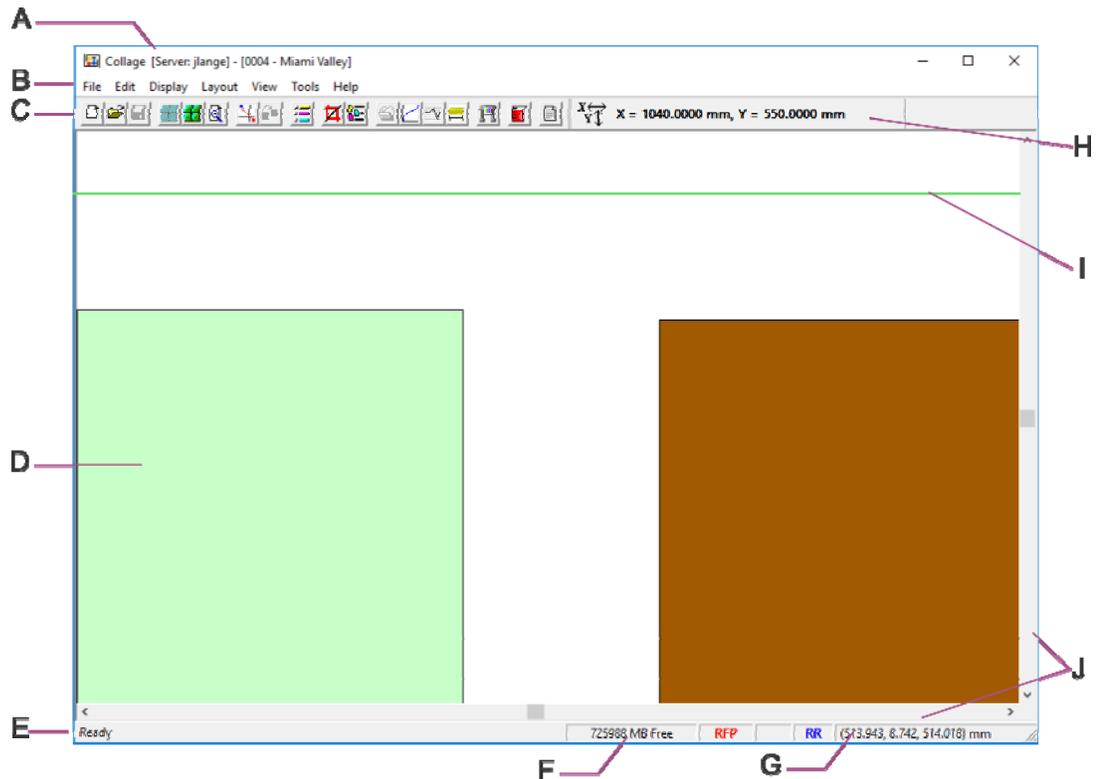
## Collage Layout Editor: the Main Window



The Collage layout editor is also called the main window.  
To open: double-click the Collage desktop icon.



For more information, look up main window in the Help Index.



- A The title bar displays the server name, the Job ID, and the Job Name.
- B The menu bar.
- C The toolbar.
- D The layout area shows the job layout.
- E The status bar displays help and system messages.
- F Displays free space available on the server, if the image has been touched up (CE/TU), if the job has been set Ready for Print (RFP), or if Right Reading was turned on (RR).
- G The cursor location area shows the position of the cursor relative to the upper right corner of the layout.
- H The canvas dimension toolbar.
- I The 1-Rev line displays when the view is scrolled.
- J Scroll bars display when the view is zoomed up.

## The Main Window Toolbar



- A Create new job.
- B Open existing job.
- C Save job.
- D Change display to Layout view.
- E Change display to Proof view.
- F Zoom to top view (entire canvas).
- G Set reference point and measure.
- H Toggle between normal mode, move mode, and guide mode.
- I Open the Soft Proof Properties window.
- J Open the Image List window.
- K Open the Position Editor.
- L Open the Image Converter window.
- M Open the Gamma Editor.
- N Open the Sharpness Editor.
- O Open the Geometry Editor.
- P Open the Hard Proof window.
- Q Open the Ink Volume Calculator.
- R Open Job Notes.

## Collage Layout Editor: the Menus

Complete information on using each command is in the online help. Look in the index for the command name.

### File Menu

Use these commands to manage jobs and templates (create, open, save, and delete).

Use this command to select another server on the network (if available).

Use these commands to enter and modify parameters.

Use these commands to print the job or job data, or to set the job ready for output to engraver or other device.

Use these commands to re-open a recent job.

Use this command to close Collage.

File	
 Create New Job...	Ctrl+N
Create New Template...	Ctrl+E
Create New Job From Template...	Ctrl+T
 Open Job...	Ctrl+O
Open Template...	
C <u>l</u> ose	
 Save	Ctrl+S
Save A <u>s</u> ...	
Save Job As Template...	
D <u>e</u> lete	
Change Servers...	
C <u>h</u> ange Job ID...	
J <u>o</u> b Parameters...	Ctrl+J
G <u>r</u> avure Parameters...	Ctrl+G
T <u>i</u> ff Parameters...	
 Print Hard Proof...	Ctrl+P
Proof Q <u>u</u> eue	
P <u>r</u> int Job Data...	Ctrl+Shift+Alt+P
R <u>e</u> ady For Print...	Ctrl+R
1 0001-Buckeye	
2 0004-Miami Valley	
3 0003-Yumo	
4 0002-Dragon	
E <u>x</u> it	

### Edit Menu

The top three commands are not used.

Undo grid movement.

Select all grids, when in move mode.

Use the Select commands to select positions on a layout.

Use this command to clean up a job.

Open the Manage Separations window to delete separations or import separations from another job.

Edit	
C <u>u</u> t	Ctrl+X
C <u>o</u> py	Ctrl+C
P <u>a</u> ste	Ctrl+V
U <u>n</u> do Move	Ctrl+Z
S <u>e</u> lect All G <u>r</u> ids	Ctrl+Shift+A
S <u>e</u> lect All Positions	Ctrl+^
S <u>e</u> lect R <u>o</u> w	Ctrl+Alt+R
S <u>e</u> lect C <u>o</u> l <u>u</u> m <u>n</u>	Ctrl+Alt+C
R <u>e</u> move unused curves and images	
M <u>a</u> nage Separations...	Ctrl+Alt+I

## Display Menu

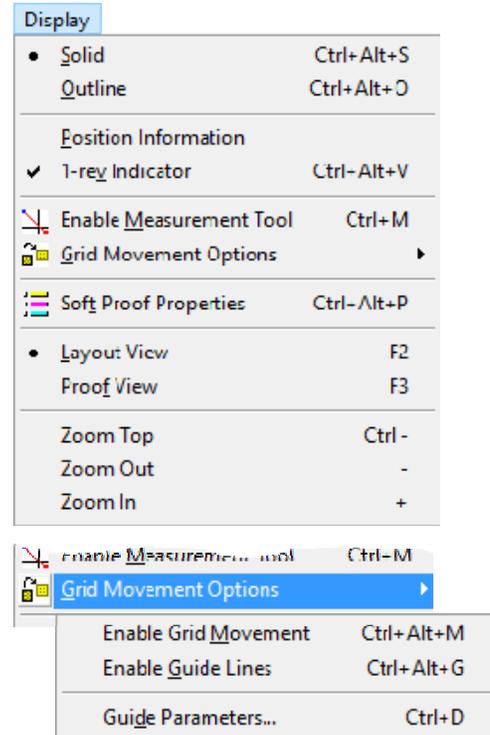
Use these commands to control how the job is viewed: as Solid or Outline, Layout View or Proof View; and to show or hide Position Information and the 1-rev Indicator.

Use these commands to measure, and to manipulate grids and guidelines.

Use Soft Proof Properties to determine how the job is soft-proofed and hard-proofed.

Use the Zoom commands to change the view of the job in the main window.

Use the Grid Movement Options sub-menu commands when moving grids or setting up guide lines.



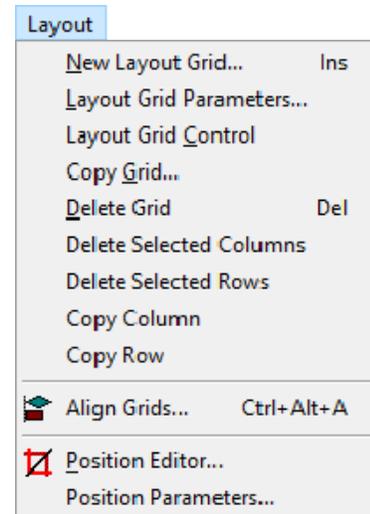
## Layout Menu

Use these commands to manage layouts (create, save, copy, and delete); to enter and modify layout parameters.

Use these commands to copy and delete columns and rows in the current grid.

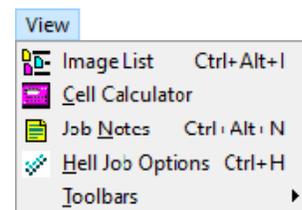
Use this to align grids.

Use these commands to open the Position Editor; and to enter or modify Position Parameters.



## View Menu

Use these commands to open the Image List, the Cell Calculator, Helio Job Options, or the Job Notes window, and to show or hide the toolbars (main and canvas dimensions).

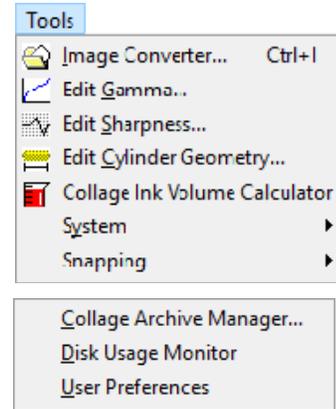


## Tools Menu

Use these commands to open a Collage module program. All can also be opened from desktop icons or from the Start menu.

*Note:* The Snapping menu is not normally used.

Use the System menu to open the Archive Manager, view the free space on the hard disk, and to set up User Preferences.



## Shortcut Menus

Shortcut menus are accessed by clicking the *right* mouse button when the cursor is in the correct location.

## Main Window Menu

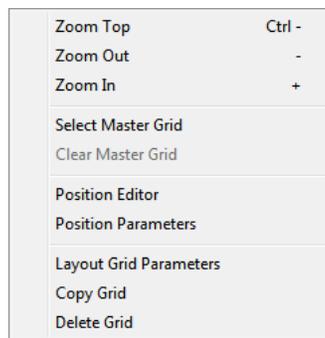
To open, right-click anywhere in the main window area.

The items on the menu vary according to circumstances: whether or not a grid or position is selected, or which mode you are in (normal, move, or guide).

When you are at the top level view, of the Zoom options, only Zoom In is available.

When no position is selected, the other items on this menu are not available.

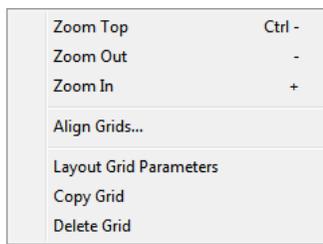
The shortcut menu in normal mode:



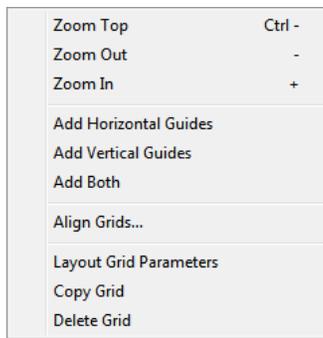
Zoom Top	Shows the entire job in the window.
Zoom Out	Returns to the previous zoom view.
Zoom In	Enlarges the view in the window two times from the center of the job.
Select Master Grid	Use to specify which is the master grid.
Clear Master Grid	Breaks all master grid relationships.

Position Editor	Opens the Position Editor for the selected positions.
Position Parameters	Opens the Position Parameters window for the selected positions.
Layout Grid Parameters	Opens the Layout Grid Parameters window for the selected grid (applies to entire grid even if only one position is selected).
Copy Grid	Copies the selected grid, and opens the Layout Grid Parameters window for the copied grid.
Delete Grid	Deletes the selected grid after confirmation.

The shortcut menu in Move Mode. Notice that the Position Editor cannot be accessed in move mode.



The shortcut menu in Guide Mode. The guide commands are also context sensitive. If no guides exist, the Add commands appear. If a guide was clicked on, the Remove commands appear instead of the Add commands.

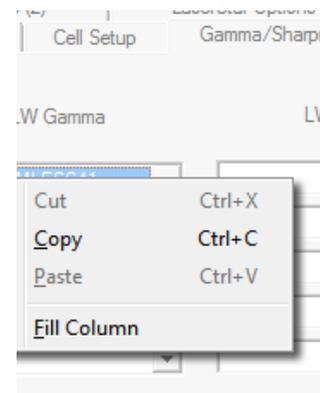


## Fill Column

Use Fill Column to fill the entire column with the selection.

To open: In the Gravure Parameters, set a value in one of the boxes, either by entering the value or selecting a value from the option menu (if available). Right-click in that area to see the shortcut menu, and select Fill Column.

Or click in one field and press Control plus F to copy the current field value into all fields of a column.



## Option Menu

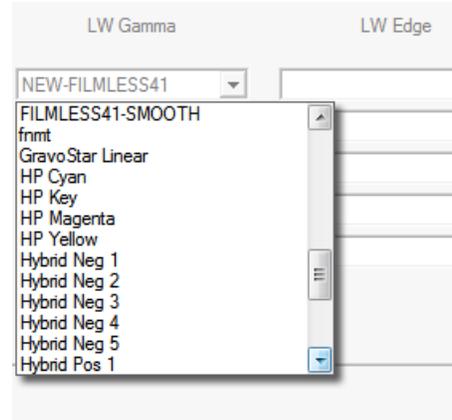
Many windows allow you to select an item from a menu, called an option menu. An option menu is indicated by an arrow, like this:



Click the arrow to open the option menu.

Click an item on the menu to select it, which also closes the option menu.

To remove an item, select the empty space, usually at the end of the menu.



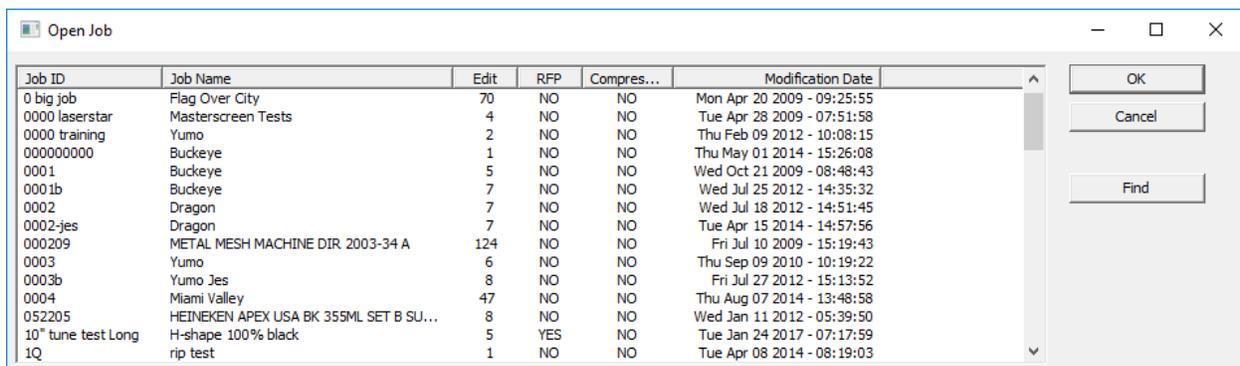
## Open Job Window



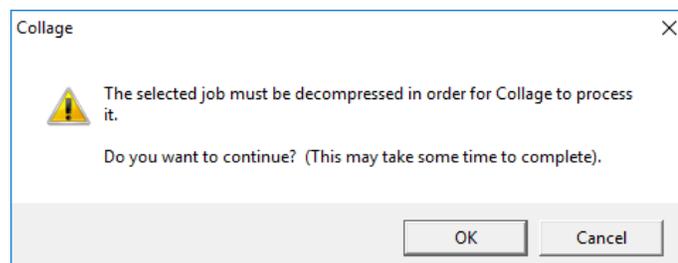
To open: Click the toolbar button, or on the File menu of the main program, click Open Job.



For more information, look up **Open Job** in the Help Index.

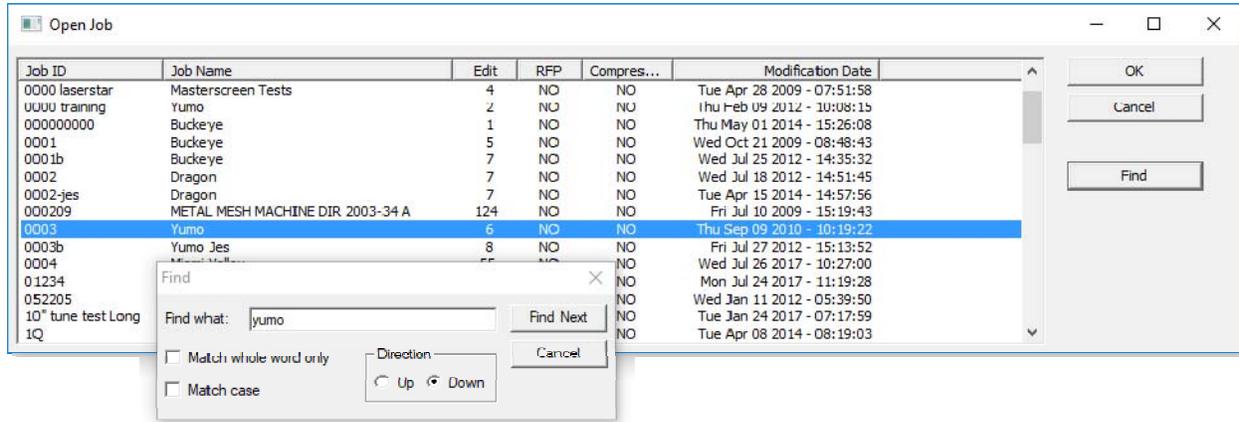


If the selected job is compressed, it must be decompressed before it can be opened. Click OK to decompress the job, which can take a few moments, or click Cancel to end the open procedure.



## Find Job

Click the Find button on the Open Job window to display the Find window to search the list for a specific job. Enter all or part of the Job ID or Job Name in the Find what field.

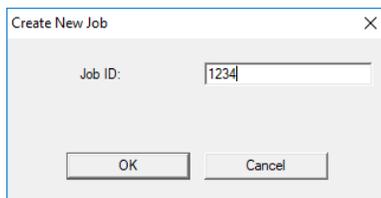


Enter the text and click Find Next. The first job in the list will be highlighted. Continue clicking Find Next to find each job in the list containing the text string.

When the correct job is found, click OK in the Open Job window.

## The Job ID Window

After creating a new job, the Job ID window displays. You can open this window for the current job any time: on the File menu in the main program, click Job ID.



The Job ID is used in the Separation ID on the Gravure Parameters window.

After clicking OK, the Job Parameters window opens.

## The Job Parameters Window

After creating a new job, the Job ID window displays and then the Job Parameters. You can open this window for the current job any time: on the File menu in the main program, click Job Parameters.



For more information, look up **job parameters** in the Help Index.

- A Enter the name for the job (required).
- B Optionally choose to do one of the following:
- Enter some information to store with the job, such as the customer name.
  - Select the name of a predefined defaults file from the option menu. Values in the defaults file will then be used if screens and angles (on Gravure Parameters or Tiff Parameters window) match screens and angles in the defaults file.
- C Optionally enter your name.
- D Select the default units to be used in the job: mm, cm, or in.
- E Do one of the following:
- Enter the height of the canvas (or circumference of the cylinder).
  - Enter the diameter of the cylinder.
- F Enter the width of the canvas or cylinder.
- G Enter the number of separations, from 1 to 20. Note that jobs for Hell engravers can have a maximum of 16 separations.
- H Set the Hybrid version.
- I Select the checkbox to apply Global Horizontal Adjust (GHA) to all separations. Clear the checkbox if no GHA will be used, or if GHA will be applied per separation (on the Gravure Parameters window).

- J Select the **Right Reading** checkbox if the image data in the job is right reading but the output data must be wrong reading.
- K Set the **Match Mode** if using **Hell Match** or **DTG Match**.
- L Set the **Hell Job Options** if creating a job for output to a **Hell engraver**.

## The Gravure Parameters Window

To open: on the File menu in the main program, click Gravure Parameters. Click a tab to move the page forward.



For more information, look up **gravure parameters** in the Help Index.

*Note:* The pages on this window may be different on your system: the licenses on your Collage dongle determine the pages that display. Also, you can choose to hide some pages on the User Preferences window.

### Color Sequence

Use the Color Sequence page to select the display color and enter the separation names; set the Cylinder ID, over-engage sequence, and set a backprint separation.

Sep #	Color	Pantone®	Display	Separation Id	Cylinder Id	Over Eng. Sequence	Backprint
1	Cyan	Cyan		0004.Cyan	0004.Cyan	▼	<input type="checkbox"/>
2	Magenta	Magenta		0004.Magenta	0004.Magenta	▼	<input type="checkbox"/>
3	Yellow	Yellow		0004.Yellow	0004.Yellow	▼	<input type="checkbox"/>
4	Black	Black		0004.Black	0004.Black	▼	<input type="checkbox"/>
5	Red 032	032		0004.Red 032	0004.Red 032	▼	<input type="checkbox"/>

The Sep # and Color fields display on all of the pages of this window.

Sep #	Color
1	485 Red
2	202 Lt Maroon
3	Black
4	1215 Yellow
5	dieline

### Output Resolution

Use the Output Resolution page to specify Screen and Angle values for each separation, and to view information on engraved values (actual screen, actual angle, and the calculated cell volume of full cells).

Sep #	Color	Desired Screen	Desired Angle	Actual Screen	Actual Angle	Horizontal Number	Vertical Number	BCM/sq in	cm3/m2
1	Yellow	70.000	30.000	70.665	30.514	54.25	831	9.297	14.411

### Cell Setup

Use the Cell Setup page to specify cell values, stylus angle, and mid-tone values. For certain engravers, this information is also used for test cuts.

Sep #	Color	Full Cell		Hi-Lite		Channel u	Wall u	Vert Gap	Depth	Stylus	Mid 1		Mid 2	
		V	u	V	u						V	u	V	u
1	Yellow	10.00	176.00	2.50	38	26	10.12	0	51	120	5.00	84	0.00	0

### Gamma/Sharpness

Use the Gamma/Sharpness page to select curves for jobs to be engraved on an Ohio engraver. Different curves can be set for each separation. Curves set here are applied to the entire separation.

Sep #	Color	LW Gamma	LW Edge	CT Gamma	CT Edge
1	Yellow	FILMLESS41-SMOOTH			

### Gradation

Use the Gradation page to select gradations for jobs to be engraved on a Hell engraver. Gradations set here are applied to the entire separation.

Sep #	Color	LW Gradation	CT Gradation
1	Yellow		

### Engrave Options

Use the Engrave Options page to specify Fast Advance, Circumferential Linearization values, Web Compensation percentages, and Head Speed settings.

Sep #	Color	Fast Advance	Type of Engrave	CL	Web Comp		Head Speed (Hz)
					Horizontal	Vertical	
1	Yellow	OFF	Helical	1	0.000000	0.000000	8600

### Advanced Options

Use the Advanced Options page to specify Global Horizontal Adjust (GHA) per separation, transCell® Engrave Processing setting, and Gamma before Sharpness setting.

Sep #	Color	GHA	Distance	transCell®	Setting	Gamma before Sharpness
1	Yellow	ON	AUTO	OFF	0	OFF

### Specialty Options

Use the Specialty Options page to select global transScribe filters or Hybrid filters per separation.

Sep #	Color	transScribe® Filter	Quality	LW Threshold	Threshold Difference	Hybrid			
						Edge Enhancement			
						Type	Cells	Density	Area
1	Yellow		OFF						

## Cylinder Geometry

Use the Cylinder Geometry page to select cylinder files and set test cut values. Most fields are for automated Ohio engravers, but some fields can be used for test cuts.

Sep #	Color	Engrave Start	Reference	Test Cut Settings						Geometry
				X:	Y:	Width	Height	2X:	2Y:	
1	Yellow	10.00 mm	LEFT	0.00 mm	0.00 mm	4.00 mm	0.00 mm	0.00 mm	0.00 mm	

## DTG Options

Use DTG Options and DTG Options (2) pages to set values for a DTG job ticket. For output to DTG-controlled devices only.

Sep #	Color	Job File Name	Use Collage Gradations	Gradation File Name	Type of Engrave	Info Text (Job File Comment)
1	Yellow	0_test01	Apply	DEFAULT	Helix	Job:0 test - test1 Rev #:1

Sep #	Color	Test Cut Percentages			Gradation on Test Cut	Tiff Resolution (dpcm)	Sharpen
		Hi-Lite	Midtone	Shadow			
1	Yellow	5	50	100	<input type="checkbox"/>	787.402	50

## LaserStar Options

Use the LaserStar Options and LaserStar Options (2) pages to set values for output to a LaserStar engraver.

Sep #	Color	Masterscreen			Laser Type	Collage Gammas	Gradation	
		Masterscreen Type	Outline	Cutoff (%)			File	Cutoff (%)
1	Yellow	None	OFF	0.000	CC	<input type="checkbox"/>	linear.grd	0.000

Sep #	Color	Engrave Start	Picture Offset	Frequency	Magnification	Threshold	
						Apply	Start
1	Yellow	0.000	0.000	35	0.5699	No	0.000

## Hell Options

Use the Hell Test Cut, Hell Text and Hell Options pages to set options for output to a Hell engraver.

Sep #	Color	Digital (1-254)			Cell Width/DL (1-450)			Cell Height/DQ (1-520)			Canal	Cell Eye	Stylus	Tolerance
		Full	Mid	Hi	Full	Mid	Hi	Full	Mid	Hi				
1	Yellow	1	80	161	176	84	38	0			26	OFF	120	None

Sep #	Color	Sharpness		Font Width	Engraving Amplifier File	Apply To	Threshold Width	Percentage (%)		Type
		Axial	Circum.					Pos.	Neg.	
1	Yellow	100.00	100.00		70_0_120_38.grv	None	325	30	40	Normal

Sep #	Color	Cylinder Type	Face Length	GBS Offset	Color Comment	Tiff		Ticket Order
						Oversampling	Tiff Resolution (dpcm)	
1	Yellow		1006.00	0.00	{Yellow}	4	AUTO	1

## The Tiff Parameters Window

To open: on the File menu in the main program, click Tiff Parameters. Click a tab to move it forward.



For more information, look up **tiff parameters** in the Help Index.

### Color Sequence

Use the Color Sequence page to select the display color and enter the separation names.

Sep #	Color	Pantone®	Display	Separation Id	Backprint
1	Yellow	Yellow		0 test.A	<input type="checkbox"/>
2	Magenta	Magenta		0 test.B	<input type="checkbox"/>
3	Cyan	Cyan		0 test.C	<input type="checkbox"/>
4	Black	Black		0 test.D	<input type="checkbox"/>
5	0.75,75,0	0.75,75,0		0 test.E	<input type="checkbox"/>

### Output Resolution

Use the Output Resolution page to specify values for each separation.

Sep #	Color	Desired Screen	Desired Angle	Tiff Resolution	1-Bit Threshold
1	Yellow	59.000	45.000	2000.000 (dpi)	128

### Dot Gain/Sharpness

Use the Dot Gain/Sharpness page to select curves to be applied to the entire job. Different curves can be set for LW and for CT and for each separation.

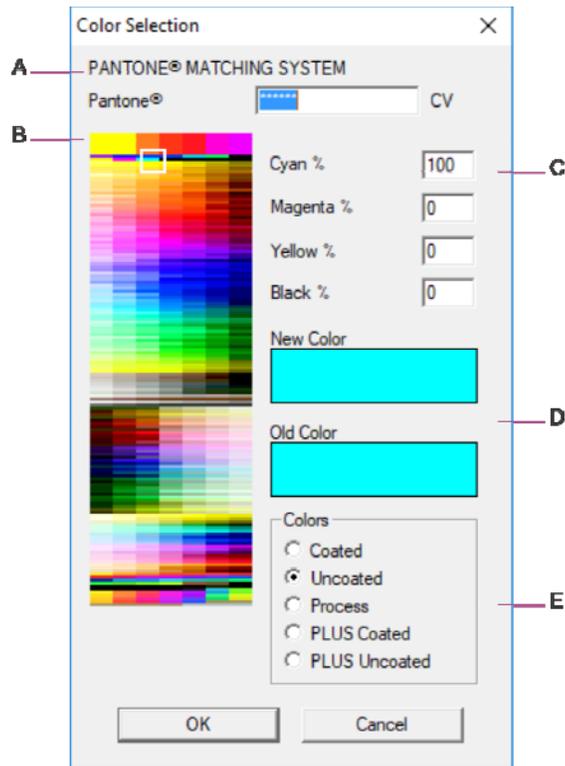
Sep #	Color	LW Dot Gain	LW Edge	CT Dot Gain	CT Edge
1	Yellow	FILMLESS41-SMOOTH			

## The Color Selection Window

To open: double-click a color in the Display column of the Gravure Parameters window,  
 or double-click a color in the Soft Proof Properties window.



For more information, look up **Specifying Colors for Proofing** in the Help Index.



- A The selected Pantone® color displays. If color is CMYK, then asterisks display here.
- B Click in the color spectrum box to select a color. The white box indicates the color selected. The Pantone number, and the CMYK equivalent for the selected color are displayed.
- C Enter CMYK percentages to create a non-Pantone display color.
- D The new and old colors display here.
- E When using Pantone colors, select the type here.

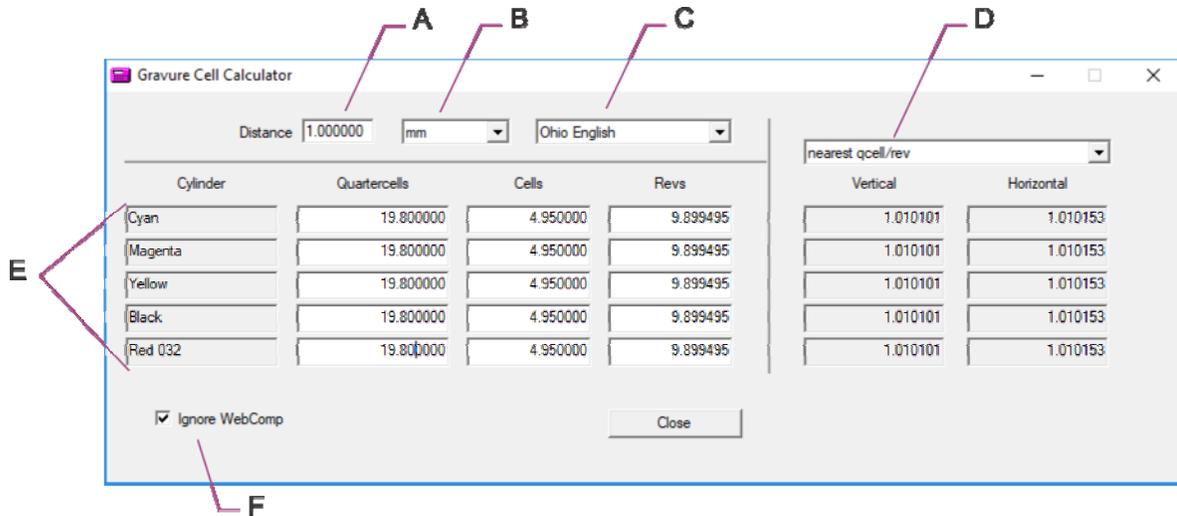
## The Gravure Cell Calculator Window



To open: on the View menu in the main program, click Cell Calculator, or click the button on the Gravure Parameters window.



For more information, look up cell calculator in the Help Index.



A Enter the distance for the calculation.

B Sets the units for the calculations.

C Select the engraver type from the menu: English Engraver (inch) or Metric Engraver (mm)

D Select the calculation method: nearest qcell/rev or snap amount

E Display area for calculated values.

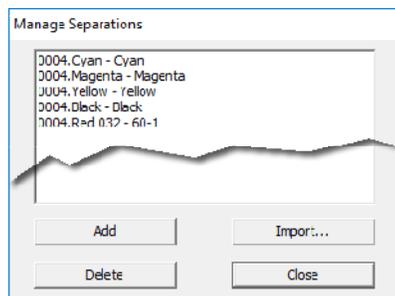
F Specify if web compensation should be used in the calculations.

## The Manage Separations Window

To open: on the Edit menu in the main program, click Manage Separations



For more information, look up **Manage Separations** in the Help Index.

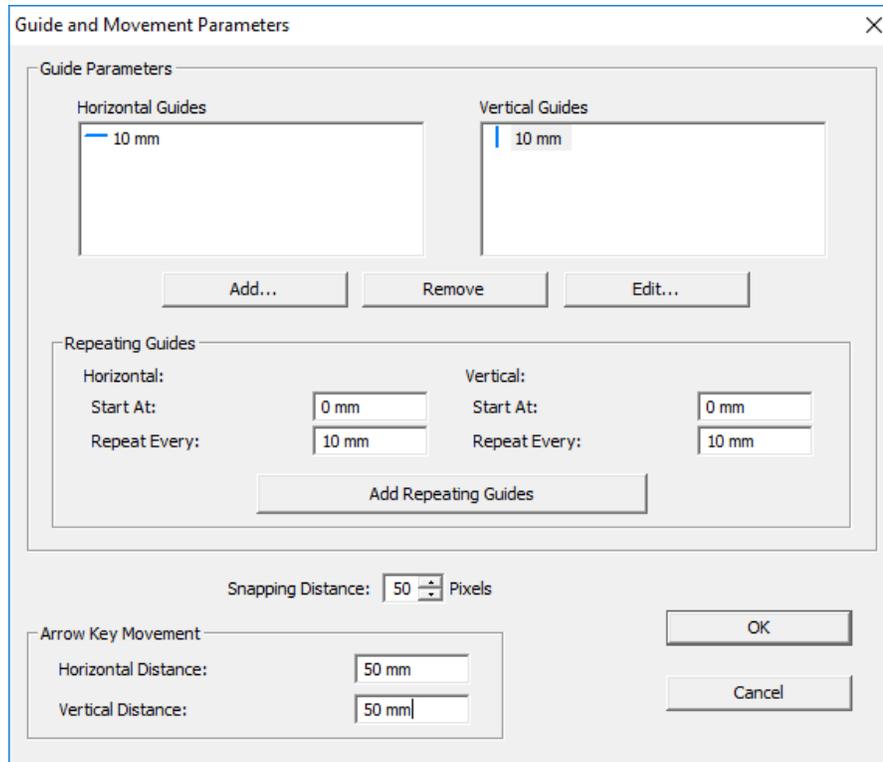


## Guide & Movement Parameters

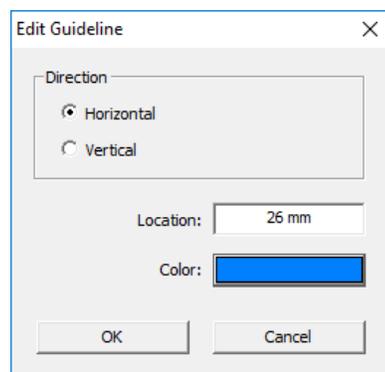
To open: on the Display menu in the main program, point to Grid Movement Options, then click Guide Parameters.



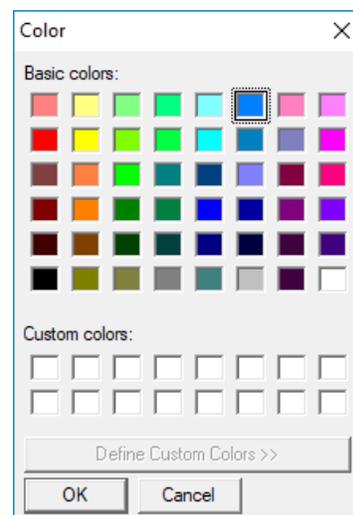
For more information, look up **Guide & Movement Parameters** in the Help Index.



To add a guideline, click Add...



To set the color for a guideline, click Color...



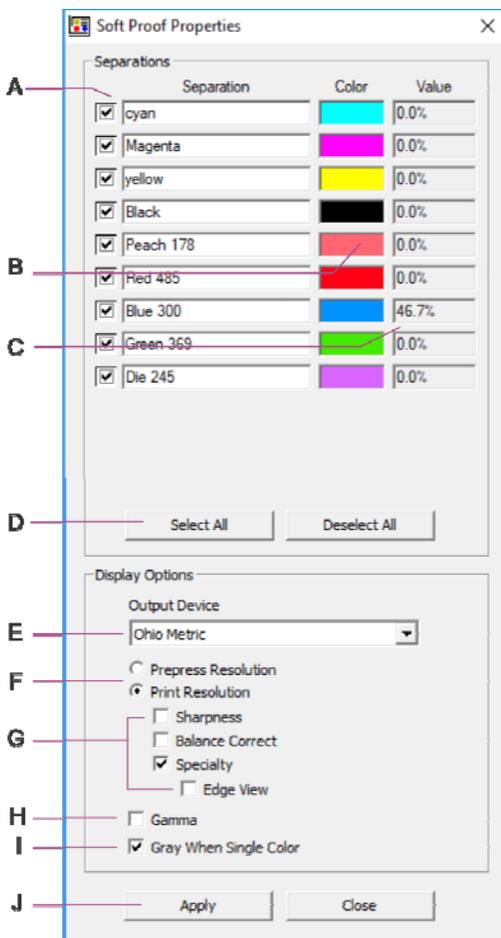
## The Soft Proof Properties Window



To open: Click the icon on the toolbar,  
or on the Display menu, click Soft Proof Properties.



For more information, look up **Soft Proof Properties** in the Help Index.

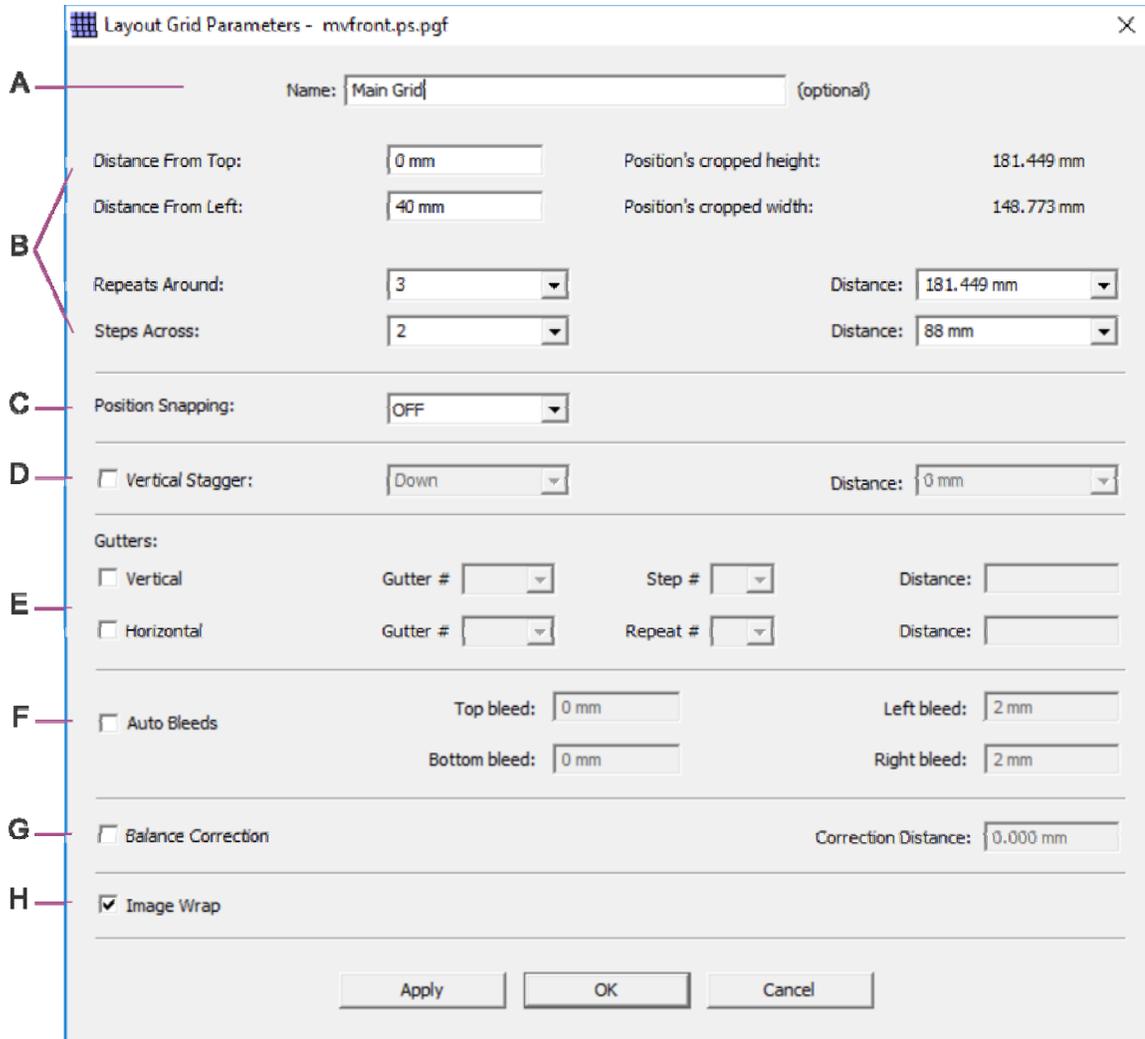


- A Show or hide a separation.
- B Double-click to open the Color Selection window.
- C Displays color values as the cursor is moved around the image.
- D Quickly show or hide all separations.
- E Specify the Output Device to use for proofing.
- F Select the display resolution.
- G Select to use Sharpness curves, to view Balance Correction, or to view tranScribe curves while proofing.
- H Select to use Gamma curves while proofing.
- I Select to see gray when proofing a single color, such as yellow.
- J Apply changes and keep the window open.

## The Layout Grid Parameters Window

To open: on the Layout menu of the main window, click New Layout Grid. Also opens when you copy a grid, or click Parameters on the Layout Grid Control window.

 For more information, look up **Layout Grid Parameters** in the Help Index.



The screenshot shows the 'Layout Grid Parameters' dialog box with the following settings:

- Name:** Main Grid (optional)
- Distance From Top:** 0 mm
- Distance From Left:** 40 mm
- Position's cropped height:** 181.449 mm
- Position's cropped width:** 148.773 mm
- Repeats Around:** 3
- Steps Across:** 2
- Distance:** 181.449 mm (for Repeats Around)
- Distance:** 88 mm (for Steps Across)
- Position Snapping:** OFF
- Vertical Stagger:**  Down
- Distance:** 0 mm (for Vertical Stagger)
- Gutters:**
  - Vertical: Gutter # [ ], Step # [ ], Distance: [ ]
  - Horizontal: Gutter # [ ], Repeat # [ ], Distance: [ ]
- Auto Bleeds:** 
  - Top bleed: 0 mm
  - Bottom bleed: 0 mm
  - Left bleed: 2 mm
  - Right bleed: 2 mm
- Balance Correction:**  Correction Distance: 0.000 mm
- Image Wrap:**

Buttons at the bottom: Apply, OK, Cancel.

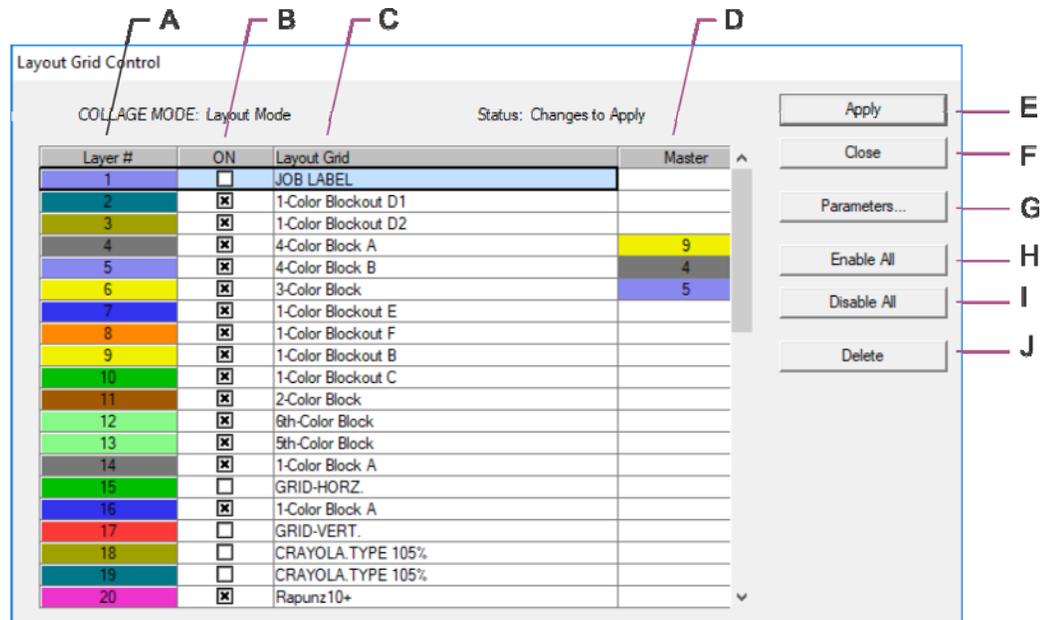
- A Enter a name for the grid.
- B Enter the step-and-repeat parameters.
- C Specify if positions should snap to printing revs.
- D Set up the stagger parameters.
- E Set up the gutter parameters.
- F Set up the bleed parameters.
- G Set up the balance correction distance.
- H Specify if Image Wrap is on or not. *Turn on except for CCS jobs*

## The Layout Grid Control Window

To open: on the Layout menu of the main window, click Layout Grid Control.



For more information, look up **Layout Grid Control** in the Help Index.



- A Use this column to select a grid and to reorder grids by dragging to a new place in the list.
- B Use this column to hide and show grids.  
When the checkbox is enabled, the grid is visible and will print.  
When the checkbox is disabled (clear), the grid is not visible and it will not print.
- C This column shows the name of the grid, if it was named on the Layout Grid Parameters window. If the grid was not named, the image name displays, or if the grid contains two or more images, then “Multiple” displays.
- D Define master-slave relationship.
- E Click to apply changes in grid order or grid visibility.
- F Close the Layout Grid Control window.
- G Opens the Layout Grid Parameters window for the selected grid.
- H Selects the visibility checkbox for all grids.
- I Clears the visibility checkbox for all grids.
- J Deletes the selected grids after confirmation.

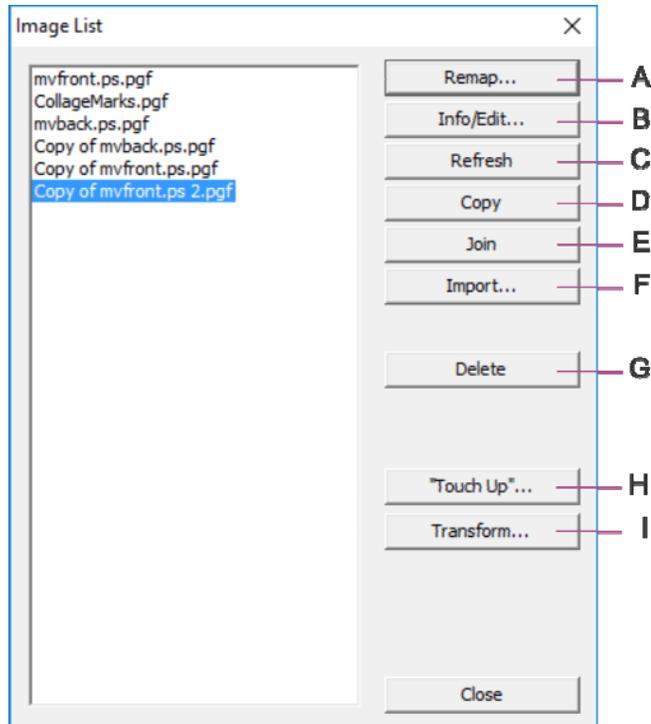
## The Image List Window



To open: Click the toolbar button,  
or on the View menu of the main program, click Image List.



For more information, look up **image list** in the Help Index.



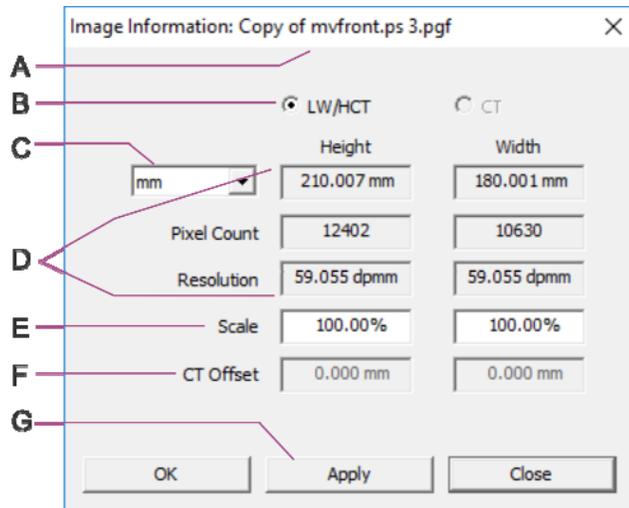
- A Opens the Image Channel Mapper window for the selected image.
- B Opens the Image Information/Edit window for the selected image.
- C Refreshes the list. Use if images are being imported into the job while the Image List window is open.
- D Copy the selected image.
- E Merge two or more selected images into a single image.
- F Import images from another job on the server.
- G Delete a selected image if it is not used in a grid. This cannot be undone.
- H Opens the Touch Up window for the selected image.
- I Opens the Transform window for the selected image.

## The Image Information/Edit Window

To open: On the Image List window, select an image and click Info/Edit.



For more information, look up **image information** or **scaling** in the Help Index.



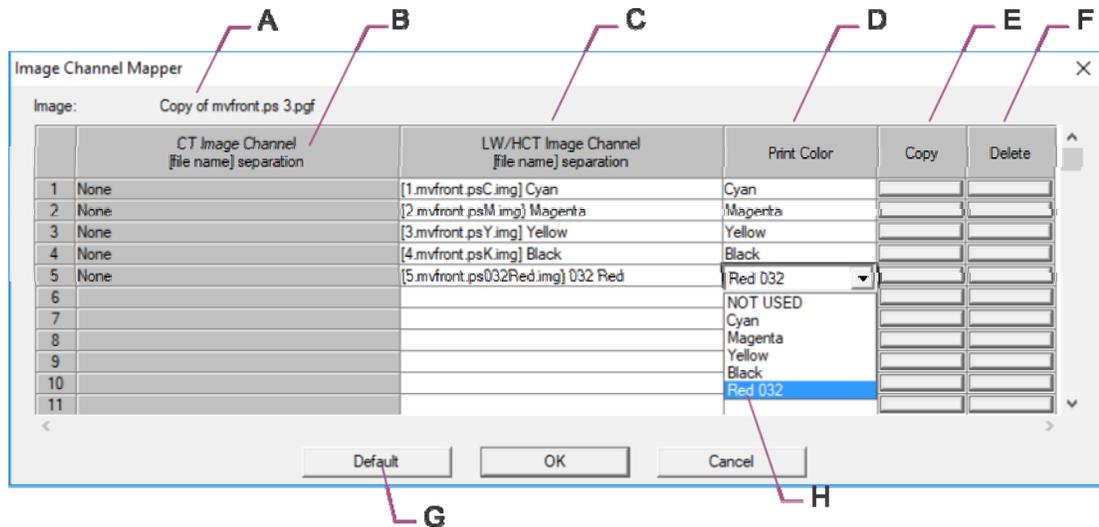
- A The name of the image is shown in the title bar.
- B Indicates the image type.
- C Select the units used to display the information in this window.
- D Information about the uncropped height and width of the image is shown in the selected units and in pixels, and the resolution is shown.
- E Enter the scale values to change the size of an image (only available when the image is not yet used in a layout).
- F Enter the values to change the relationship between the CT image and the LW image. Only for image formats that maintain CT and LW separately, only available when the image is not yet used in a layout.
- G Apply changes and keep the window open.

## The Image Channel Mapper Window

To open: on the Image List window, click the Remap button.



For more information, look up **image channel mapping** in the Help Index.



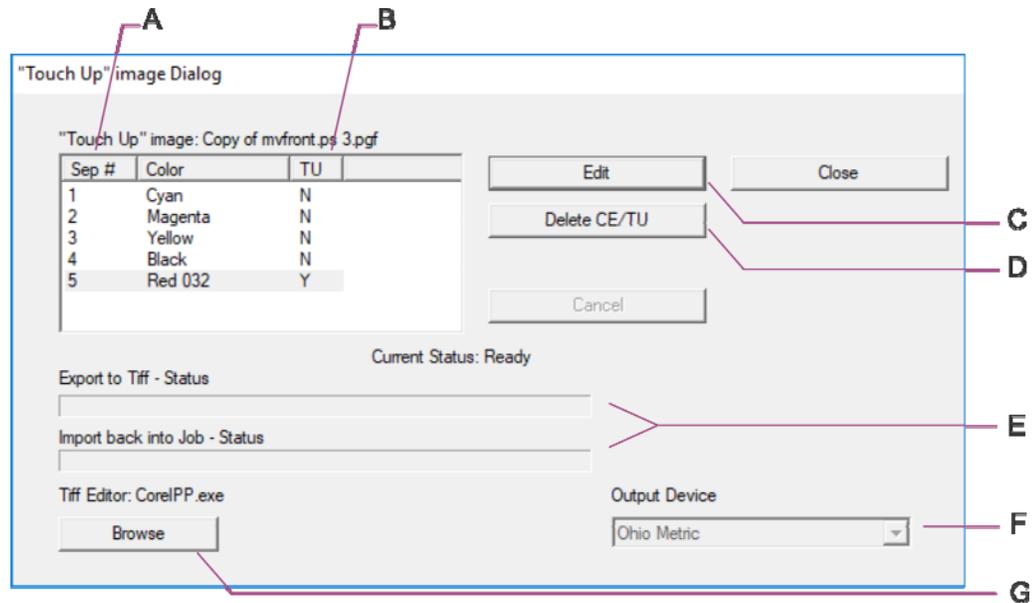
- A Name of the current image displays here.
- B The CT channels are listed here. This information cannot be changed.
- C The LW channels are listed here. This information cannot be changed.
- D The Print Color set up in the Gravure (or Tiff) Parameters window is shown here.  
Click to select a channel from the list (H)
- E Copies the channel.
- F Deletes the channel after confirmation.
- G Click to set all channels back to the original settings.
- H Click to see the list of channels.

## The Touch Up An Image Window

To open, on the Image List window, select an image and click the Touch Up button.



For more information, look up **Touch Up** in the Help Index.



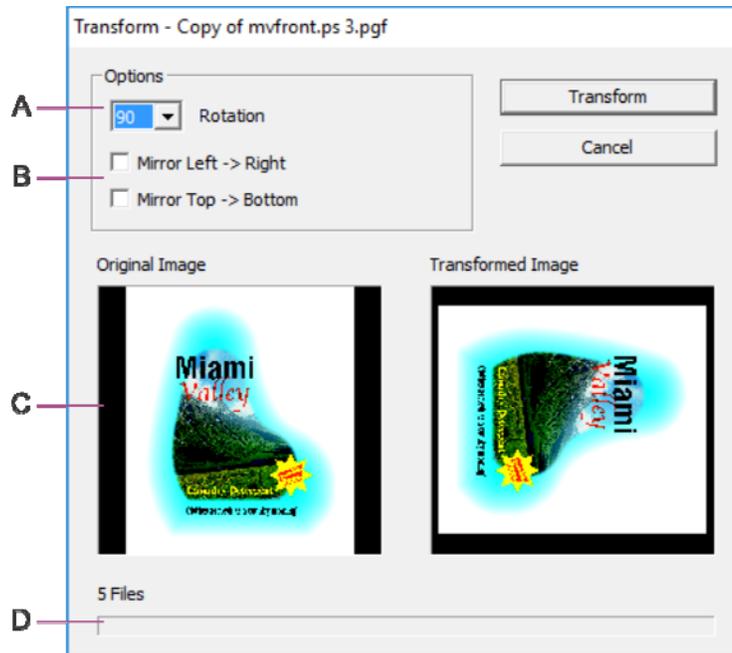
- A Click a number to select the separation to touch up.
- B Indicates if a separation has been touched up yet or not.
- C Click to start the touch up process for the selected separation.
- D Delete a touched-up version of a separation.
- E Displays the progress of the export to tiff for editing, and the import back into Collage.
- F Select the output device that will be used in this job.
- G Select or change the tiff editor.

## The Transform Window

To open, on the Image List window, select an image and click the Transform button.



For more information, look up **Transform** in the Help Index.

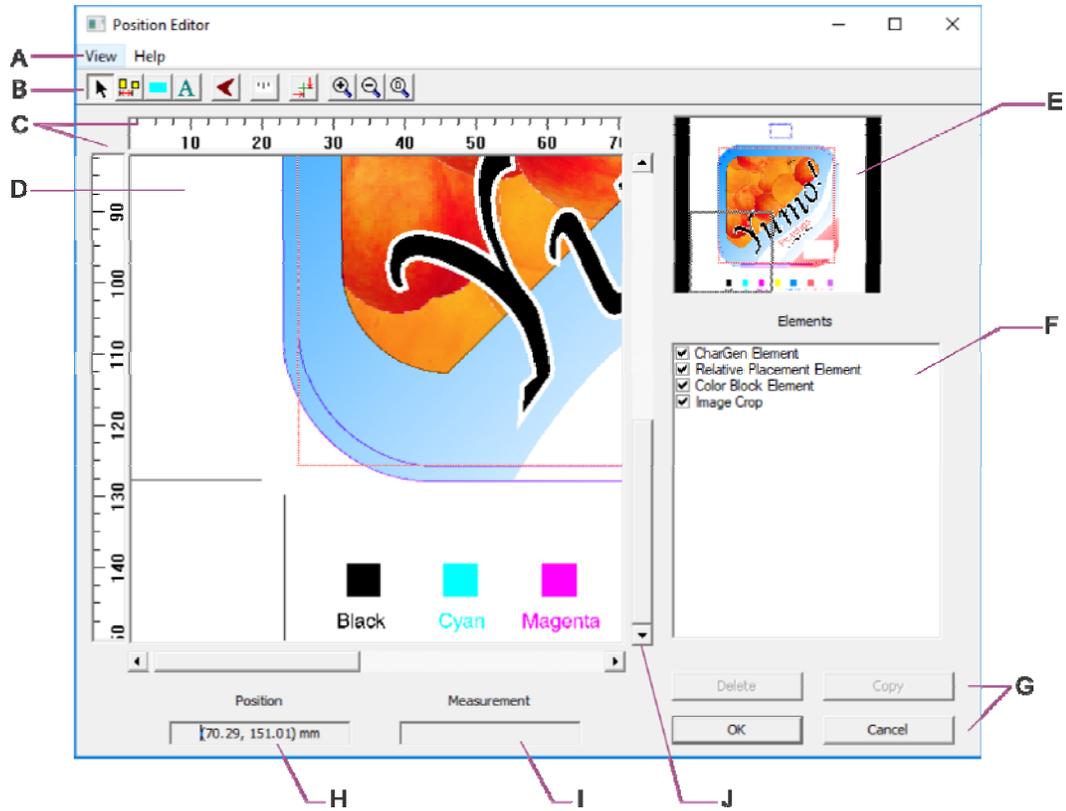


- A Select the rotation value from the dropdown:
  - 0 No rotation
  - 90 90 degrees clockwise
  - 180 180 degrees clockwise
  - 270 270 degrees clockwise (or 90 degrees counterclockwise)
- B Select the checkbox to mirror vertically or horizontally, or clear the checkbox for no mirroring.
- C Thumbnails of the original image and what it will look like after transformation.
- D The progress bar after transformation has begun.

## The Position Editor

 To open: select one or more positions, then click the toolbar button or click Position Editor on the Layout menu.

 For more information, look up **Position Editor** in the Help Index.



- A The menu.
- B The tool bar
- C The rulers.
- D The image editing area is where you create the elements: the Image element, Color Block element, Relative Place element, and Character Generator element.
- E The thumbnail.
- F The Elements list.
- G The command buttons.
- H The cursor location area shows the position of the cursor relative to the upper right corner of the layout.
- I The measurement area shows the distance from the reference point you set to the cursor location.
- J The scroll bars become visible when you zoom up on the image.

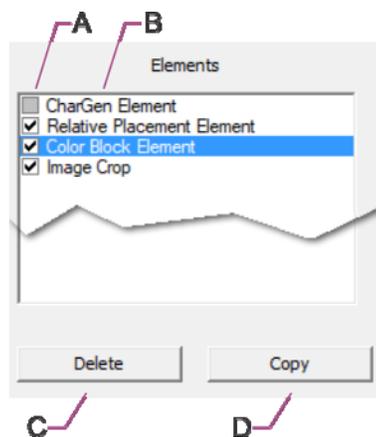
## The Position Editor Toolbar



- A Select an element (image, color block, or relative placement).
- B Create a Relative Place element.
- C Create a Color Block element.
- D Create a Character Generator element.
- E Toggle Irregular mode. Use with Color Block or Relative Place tools.
- F Set a point and measure.
- G Redefine the image reference point.
- H Zoom up.
- I Zoom down.
- IJ Zoom to entire image.

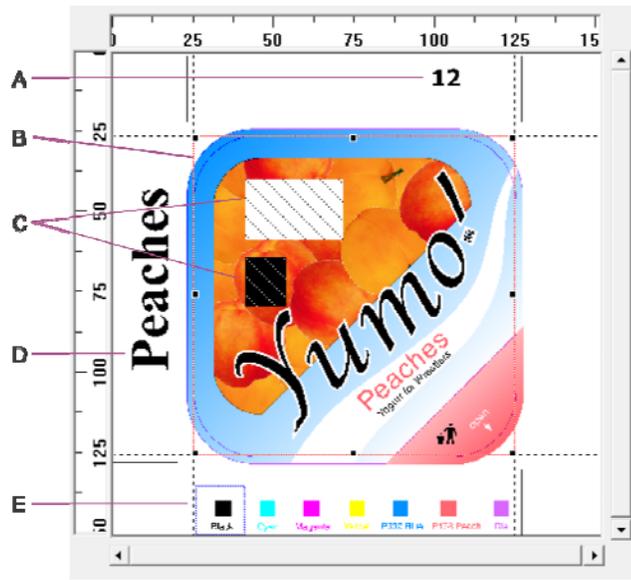
## The Elements List

The Elements list displays at least one element: the image element. Use the list to change the visibility of elements, to edit elements, and to delete elements.



- A Checkbox indicates the status of the element on the positions that were selected when the Position Editor was opened:
  - Empty box - the element will not appear on the selected positions.
  - Grayed checked box - element appears on some of the selected positions.
  - Checked box - element appears on all of the selected positions.
- B The name of an element. Click to select an element. Double-click to open the element's parameters window.
- C Deletes the selected element (except the Image Element, which cannot be deleted).
- D Copy the selected element (except the Image Element, which cannot be copied).

## Elements In The Position Editor



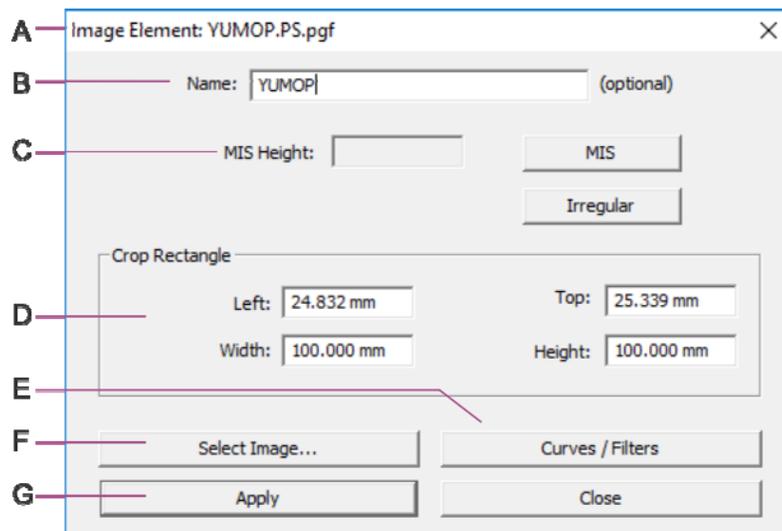
- A An Auto-Increment CharGen element, used to identify each position in the job.
- B The image element.
- C Two color block elements that only exist on some positions of the layout.
- D A Normal CharGen element, used to identify the job.
- E A relative place element.

## The Image Element Window

To open: in the Position Editor, use the select tool and click in the image.



For more information, look up **cropping an image** in the Help Index.



- A The name of the current image appears here.
- B The name for the element. Default name: Image Element.

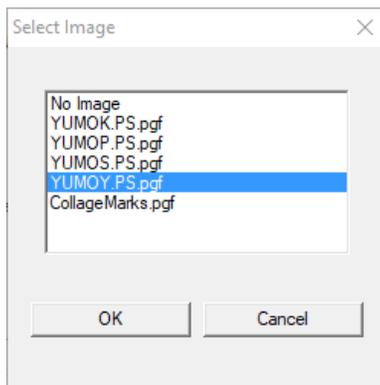
- C Area to set this as either an MIS element or an Irregular element.
- D The dimensions of the crop rectangle display here. To modify, use the mouse in the editing area or enter exact dimensions here.
- E Click to open the Curves/Filters page to apply curves and/or filters to the selected element only, overriding any job level curves/filters set in the Gravure Parameters window.
- F Click to open the list of images in this job to select a different image for this position.
- G Click to apply changes and keep the window open.

### The Select Image Window

To open: in the Position Editor, use the crop tool and click in the image. In the Image Element window, click Select Image.



For more information, look up **changing the image in a position** in the Help Index.



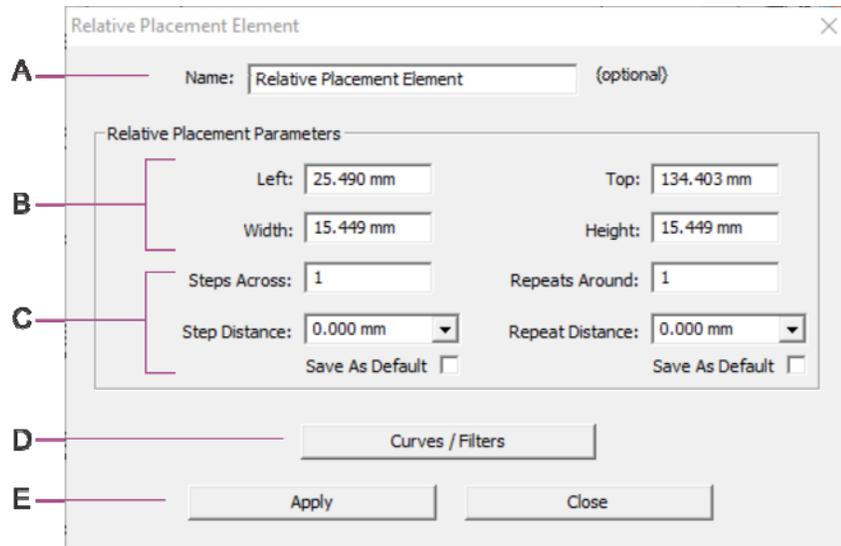
Select another image to use in the selected position(s) and click OK.

## The Relative Placement Element Window

To open: in the Position Editor, create or select a relative placement element.



For more information, look up **relative place** in the Help Index.

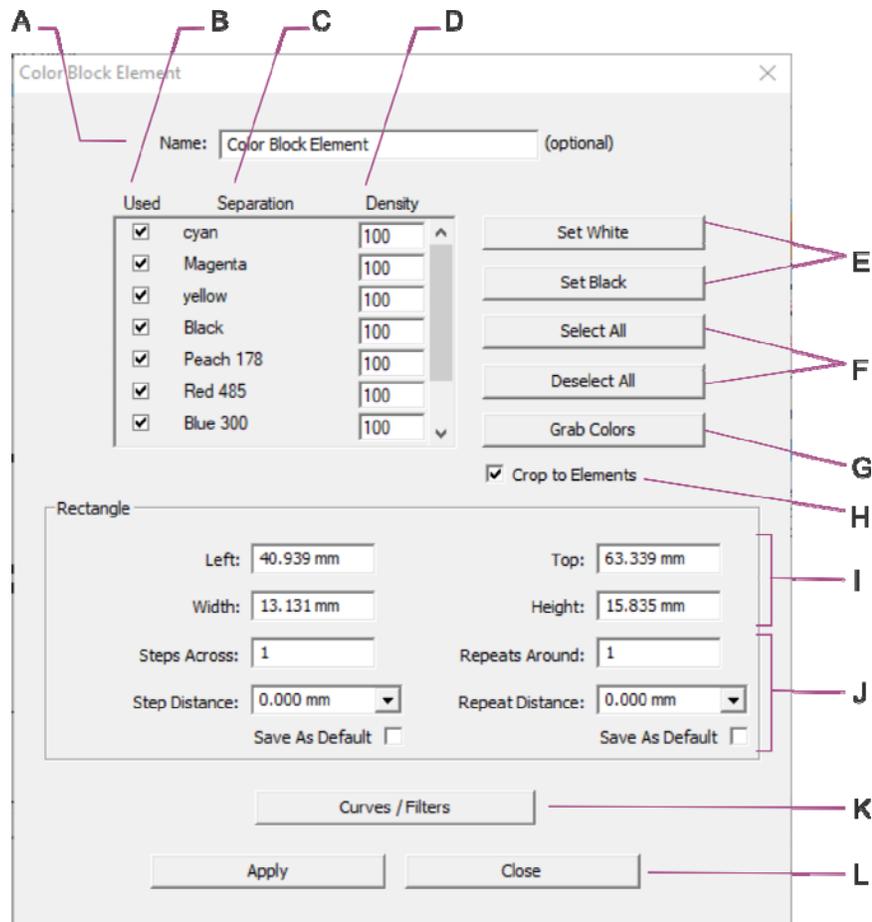


- A The name for the element. Default name: Relative Placement Element.
- B The size and location of the relative place element display here. Values can be changed for rectangular elements, but not irregular elements.
- C *For use only with a full-up image* Set the values to copy the relative placement element with all curves/filters to all the images in the full-up image.
- D Click to open the Curves / Filters page to apply curves and/or filters to the selected element only, overriding any job level curves/filters set in the Gravure Parameters window.
- E Apply the values in this window to the relative place element.

## The Color Block Element Window

To open: in the Position Editor, create or select a color block.

 For more information, look up **color block** in the Help Index.



- A The name for the element. Default name: Color Block Element.
- B Determines if a color block appears on a separation.
- C Separation name.
- D Enter the density value for a color block.
- E Click to set the color block to white or black.
- F Select or deselect all separations (in the Used column).
- G Use to select the color from the image.
- H Select checkbox to have color block be cropped by the image element and relative place element. Clear checkbox to have entire color block appear.
- I The size and location of the color block display here. Values can be changed for rectangular elements, but not irregular elements.
- J *For use only with a full-up image* Set the values to copy the relative placement element with all curves/filters to all the images in the full-up image.

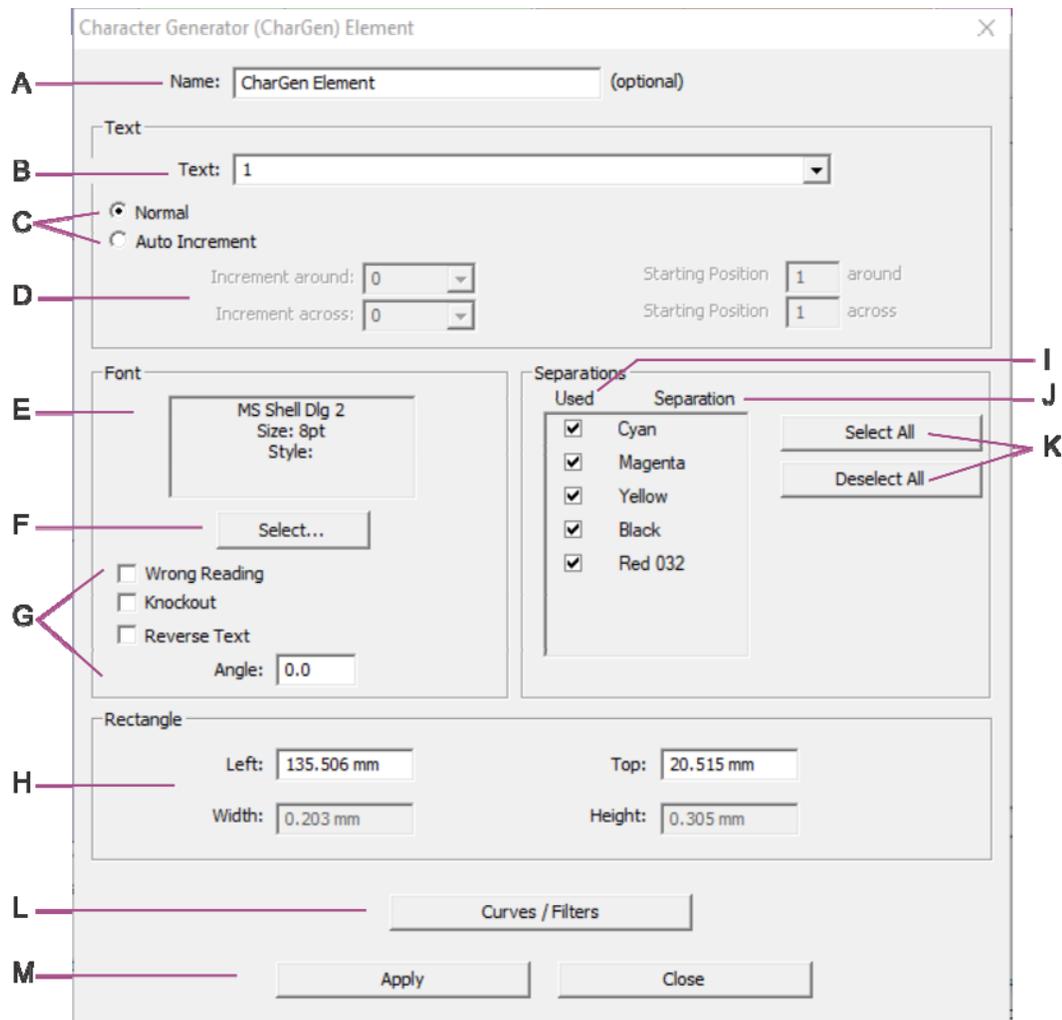
- K Click to open the Curves / Filters page to apply curves and/or filters to the selected element only, overriding any job level curves/filters set in the Gravure Parameters window.
- L Apply the values in this window to the color block.

## The Character Generator Window

To open: in the Position Editor, create or select a character generator element.



For more information, look up **character generator** in the Help Index.



A The name for the element. Default name: CharGen Element

B Text that appears in the element.

C Select Normal to create a static text element: the same text appears in the selected positions.

Select Auto-Increment to create an automatically incrementing text element: the text increments in the selected positions.

D Specify text is automatically incremented around and across, and in which position the text starts incrementing.

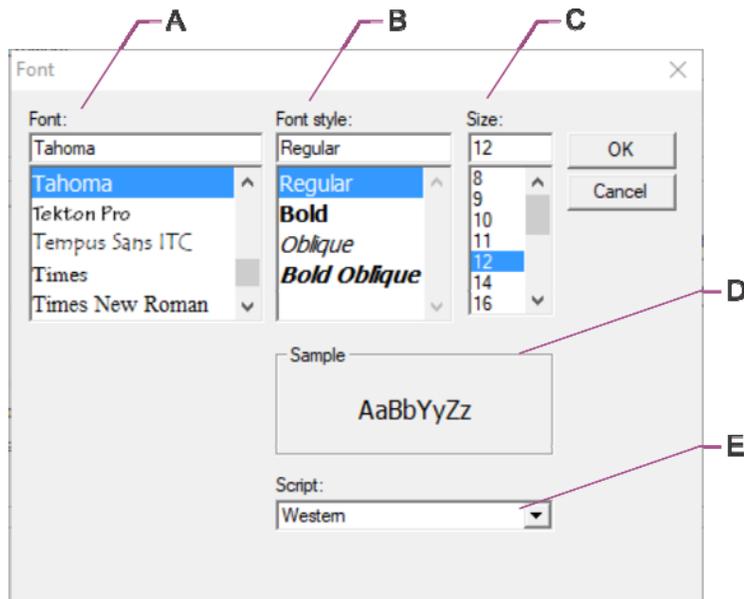
E Displays the currently selected text attributes.

F Opens the Font window. (see below)

- G Use Wrong Reading to specify how text reads.
- Use Knockout to create a white box around text.
- Use Reverse to create white text on the background.
- Use Angle to specify any angle for the text.
- H The dimensions of the element display here. To modify, use the mouse in the editing area or enter exact dimensions here. The width and height are determined by the text itself.
- I Determines if the element appears on a separation.
- J Separation name.
- K Select or deselect all separations (in the Used column).
- L Click to open the Curves / Filters page to apply curves and/or filters to the selected element only, overriding any job level curves/filters set in the Gravure Parameters window
- M Apply the values in this window to the element.

### The CharGen Fonts Window

To open: click Select in the Character Generator window.



- A Selected font and list of fonts on the system.
- B Font style.
- C Font size.
- D Sample of selection.
- E Select the language script.

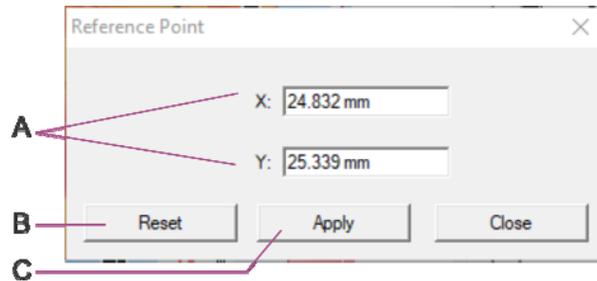
## The Position Reference Point Window



To open: in the Position Editor, on the toolbar, click the Reference Point button.



For more information, look up **position reference point** in the Help Index.



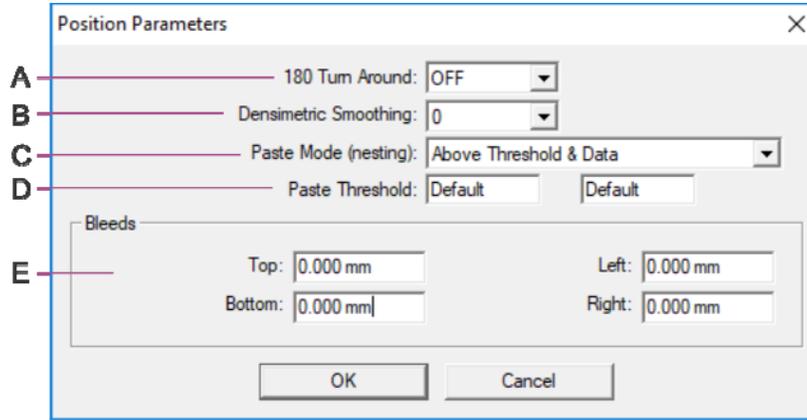
- A Enter the new location for the position reference point. If you click in the image area to set the reference point, the X, Y location displays here.
- B Click to reset a changed reference point back to the default position reference point, which is at the top left corner of the image element.
- C Click to display the reference point as a cross-hair in the image area.

## The Position Parameters Window

To open: select one or more positions, then on the Layout menu, click Position Parameters.



For more information, look up **Position Parameters** in the Help Index.



- A Set 180 Turnaround On or Off.
- B Specify the Densimetric Smoothing amount.
- C Set transparency type, or set to no transparency (Normal).
- D Set the threshold value.
- F Specify the bleed amount for selected positions (overrides Auto Bleed on Layout Grid Parameters).

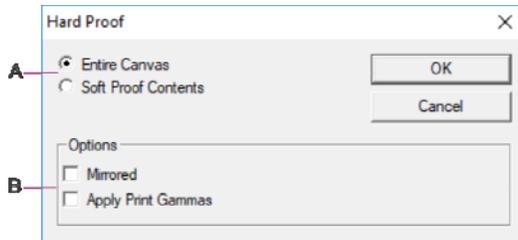
## The Hard Proof Window



To open: on the File menu in the main program, click Hard Proof.



For more information, look up **hard proofing** in the Help Index.



A Specify which part of the job you want to proof.

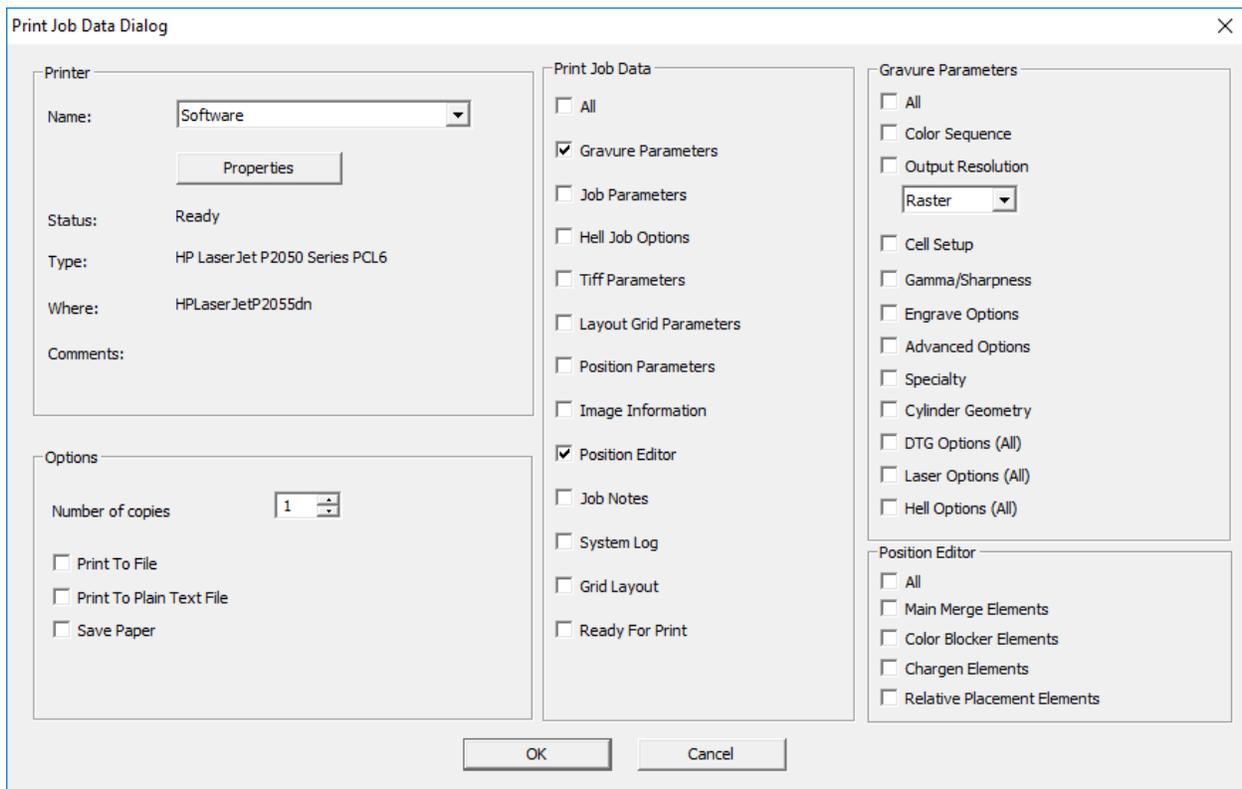
B Click to turn on special output options.

## The Print Job Data Window

To open: on the File menu in the main program, click Print Job Data.



For more information, look up **print job data** in the Help Index



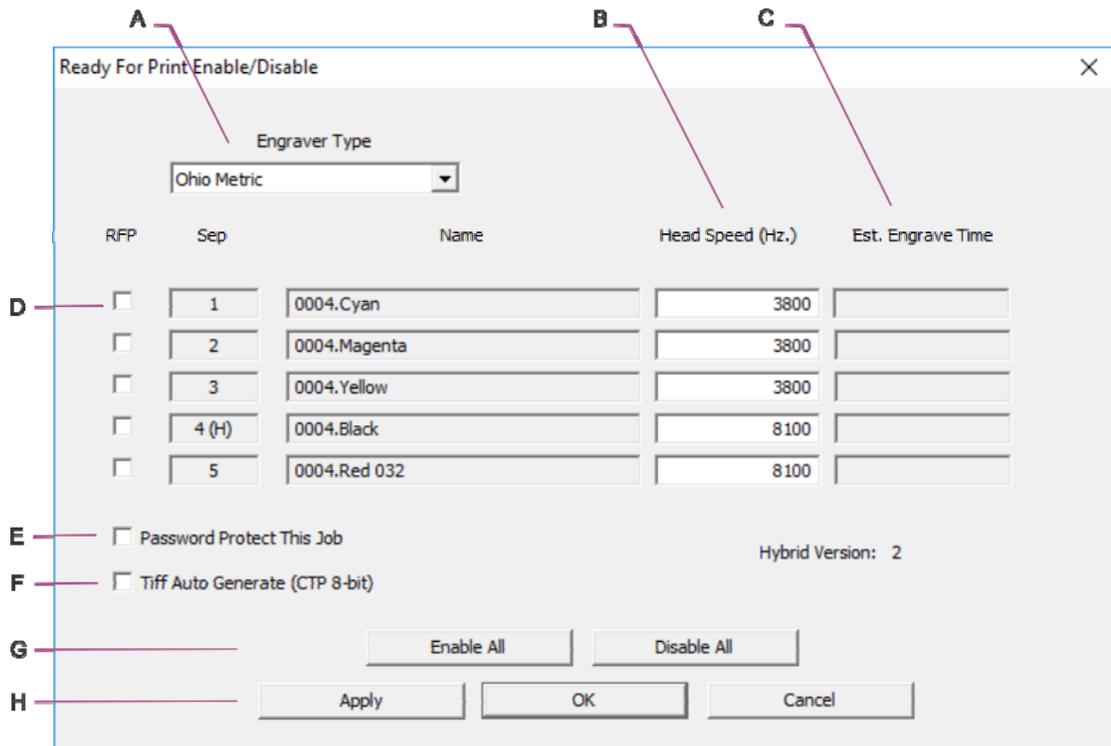
## The Ready For Print Window

When a job is complete, mark it Ready For Print. No changes can be made to a job that is set RFP.

To open: from the File menu, select Ready For Print.



For more information, look up **ready for print** in the Help Index.



- A Select the engraver: English (inch) or Metric.
- B The speed of the engraver head, in HZ, used to calculate the Estimated Engrave Time
- C Displays the estimated engrave time, if it has been calculated.
- D Select a checkbox to set a separation ready for print.  
Clear a checkbox to say that a separation is not ready for print.
- E Select the checkbox to password protect the ready-for-print file.
- F Select the checkbox to automatically generate a tiff in the format selected in User Preferences.
- G Click Enable All to set all separations ready for print.  
Click Disable All to say that no separation is ready for print.
- H Click Apply to have the system immediately calculate and display the estimated engrave time, and keep the window open.  
Click OK to set the changes and close the window.

## Create Job Password

Enter the password to set or clear Password Protection on an RFP job.



For more information, look up **Password Protection** in the Help Index.

The 'Create Job Password' dialog box contains the following fields and text:

- Job ID: 0004
- Job Name: Miami Valley
- Password: (empty text box)
- Instructional text: Enter a password to protect this job. Remember that passwords are case-sensitive.
- Buttons: OK and Cancel

## The Job Notes Window



To open: Click the toolbar button,  
or on the View menu, click Job Notes,  
or click the button on the Gravure Parameters window.



For more information, look up **Job Notes** in the Help Index.

The 'Job Notes' window displays the following content:

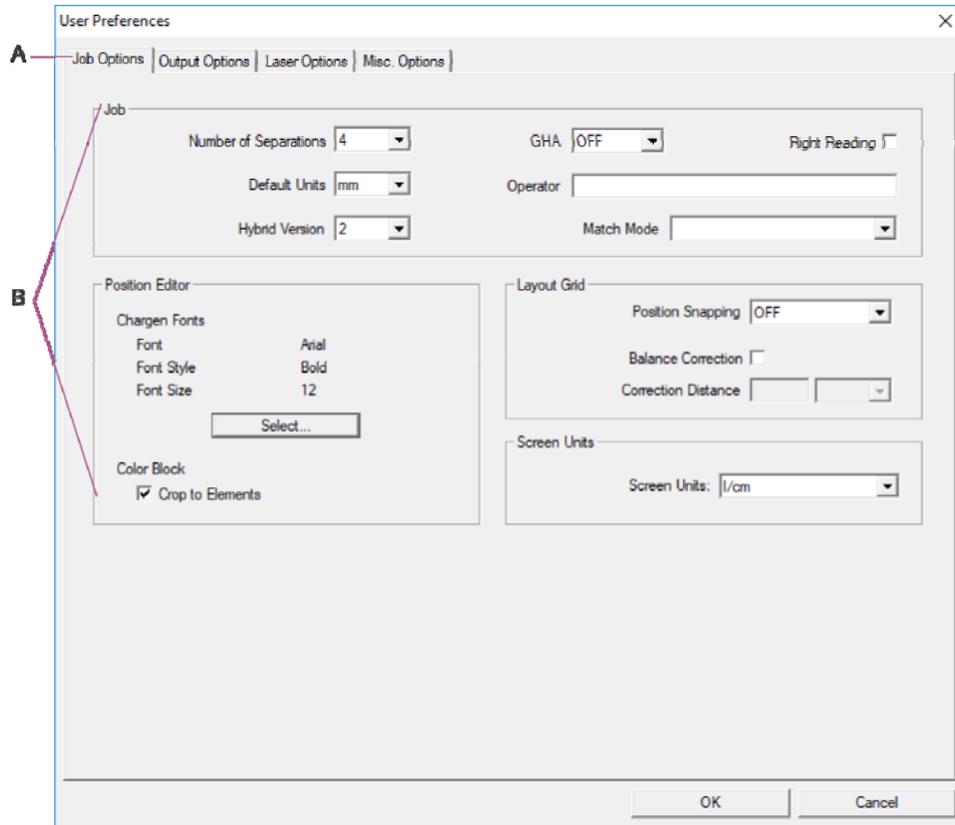
- Tabbed interface with 'User Notes' and 'System Log' tabs.
- Text area containing: Miami Valley training job
- Close button at the bottom.

## The User Preferences Window

To open: on the Tools menu of the main program, highlight System then click User Preferences.



For more information, look up **User Preferences** in the Help Index.



- A Click a tab to move the page forward: Job Option, Output Options, Laser Options and Misc Options.
- B Enter the initial starting values for the various Collage windows here.

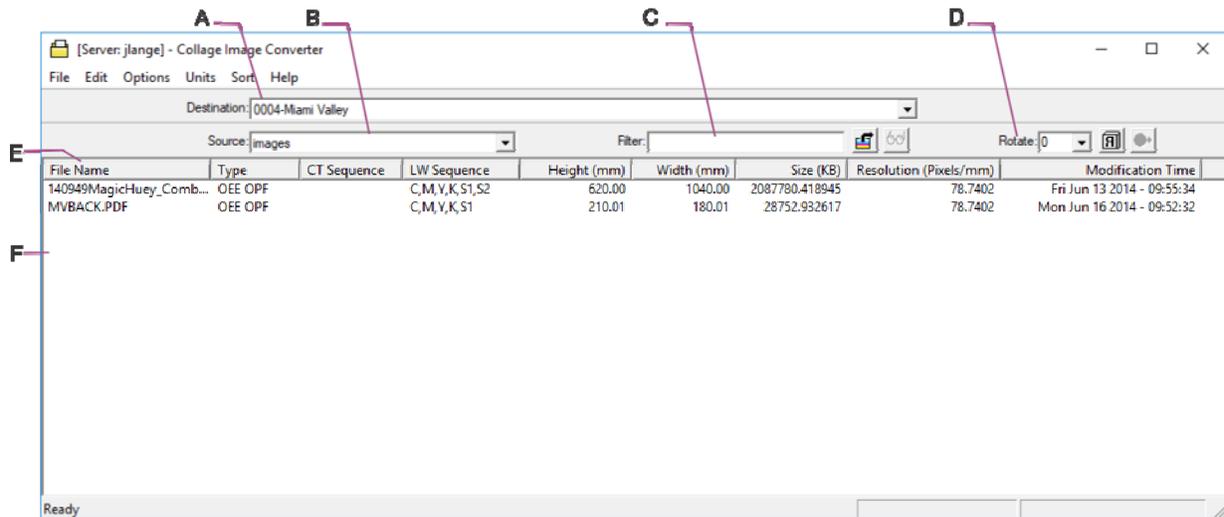
# Collage Image Converter



To open: Use the desktop icon,  
or click the icon on the main window toolbar,  
or on the Tools menu in the main program, click Image Converter.



For more information, look up **Image Converter** in the Help Index



- A The Destination menu lists all jobs on the server.
- B The Source menu lists all sources of images on your network.
- C Filters the list of images on the source.
- D The toolbar.
- E Click a column heading to sort the list by the column heading.
- F The list of images read from the source.

## The Image Converter Toolbar



- A Read the source directory and list the images in that folder.
- B Click to preview the selected image.
- C Rotate image. Select 0, 90, 180, 270 from menu, or enter any value from 1 to 360.
- D Mirror image
- E Import selected images

## Collage Archive Manager

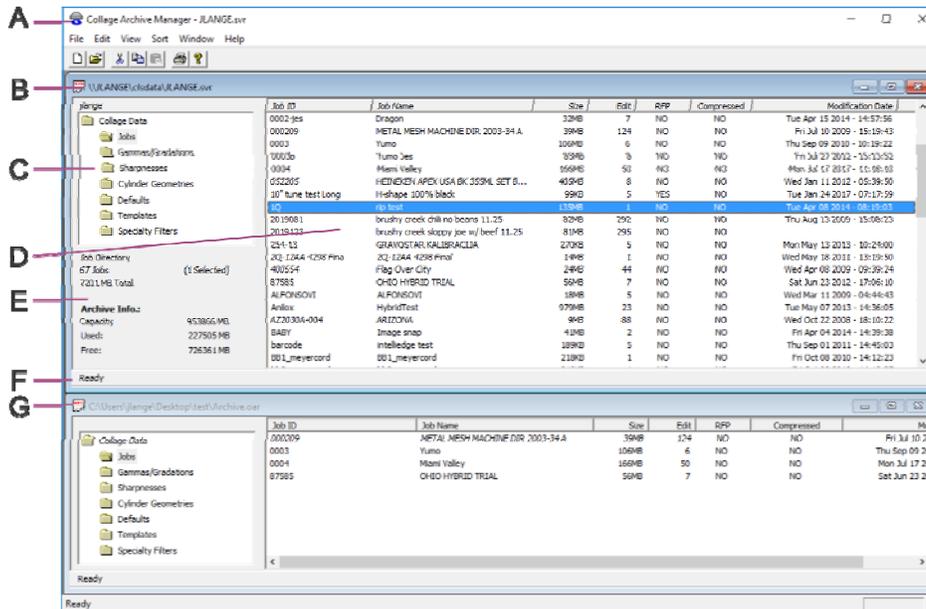


To open: Use the Archive Manager desktop icon or on the Tools menu, click System then Archive Manager.



For more information, look up **Archive Manager** in the Help Index.

One or more sub-windows are displayed in the Archive Manager window. A sub-window shows either files on a server or files in an archive. The server name displays with ".svr" extension, while an archive has a ".oar" extension.

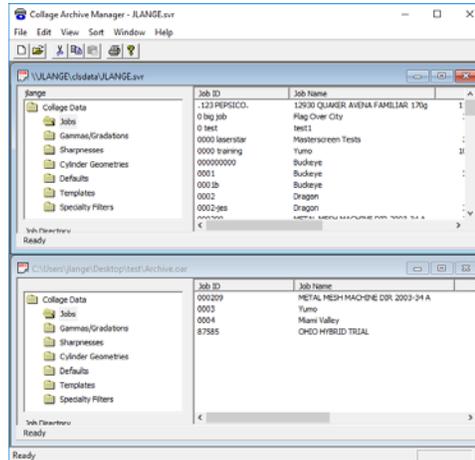


- A The title bar shows the name of the active sub-window.
- B The title bar of the active sub-window is dark. Click anywhere in a sub-window to activate it.
- C Folders for the main Collage data types show here. Click a folder to display its contents in the list area.
- D The list area shows the files in the selected folder. The column headings vary according to the data type folder. Sort the list by clicking a column heading. Click the column heading again to sort in the opposite order (ascending or descending). Drag'n'drop files from the list area in one sub-window to the list area in the other sub-window to copy them.
- E Information about the current folder is displayed, including the number of selected files.
- F Information about the server or the archive is displayed. Capacity is total size of the disk.
- G The title bar of an inactive sub-window is gray.

## Sub-Windows

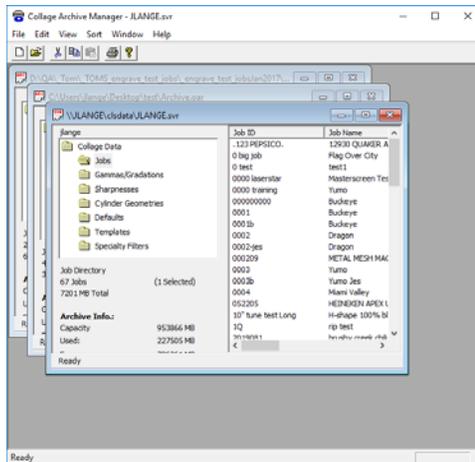
Use the commands on the Archive Manager's Window menu to select arrange sub-windows in a tiled or cascaded manner.

### Tiled sub-windows



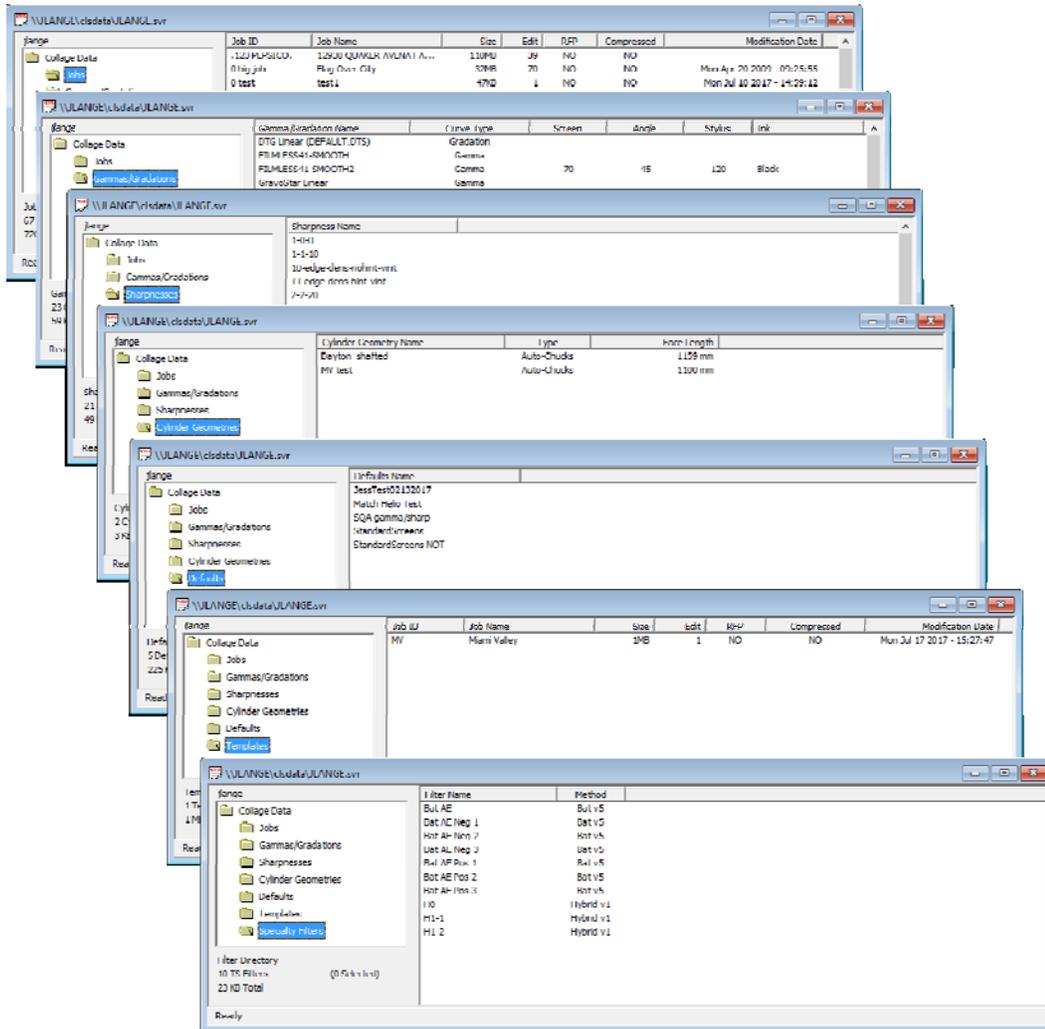
*Tip:* Press F12 to quickly tile sub-windows. The active subwindow is always at the top of the main archive window.

### Cascaded sub-windows



## Collage Data Types

Click a folder to open it. All files of that type are then displayed in the main area of the sub-window. By default, windows open to Jobs data type.



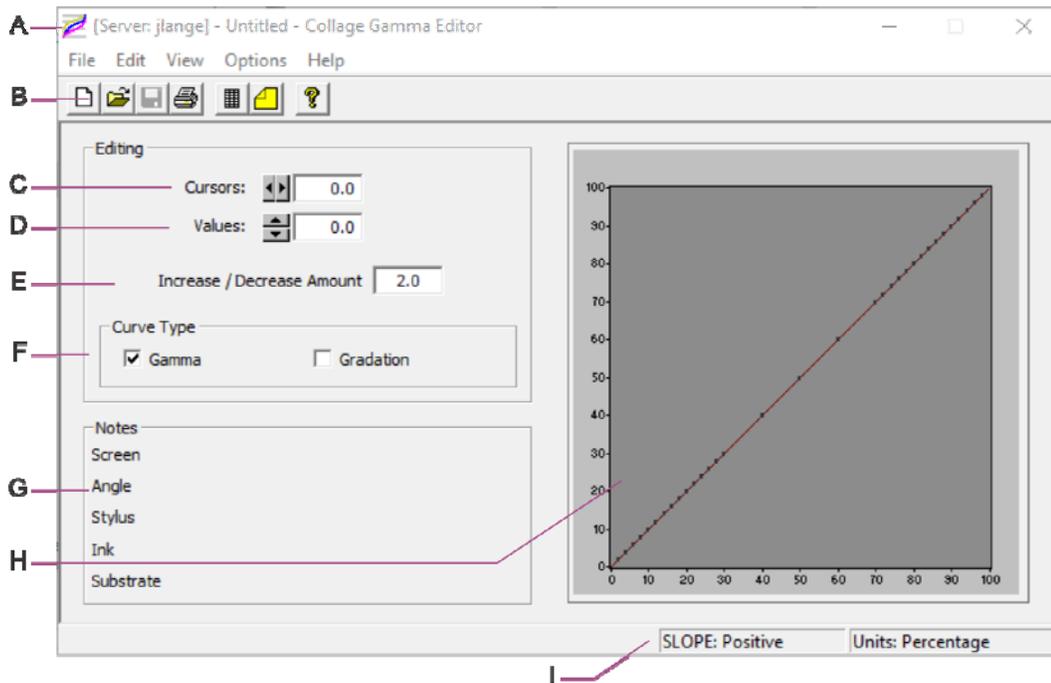
# Collage Gamma Editor



To open: Use the desktop icon,  
or click the icon on the main window toolbar,  
or on the Tools menu in the main program, click Gamma Editor.



For more information, look up **Gamma Editor** in the Help Index.



- A The menu bar.
- B The toolbar.
- C The point on the curve.
- D The value at that point.
- E The amount to raise or lower the point.
- F The type of curve (Gamma for Ohio, Gradation for Hell)
- G Information entered in the Notes, from the View menu.
- H Select points on the curve here.
- I Information about the curve slope and the current units.

## The Gamma Editor Toolbar



- A Create new gamma curve.
- B Open existing gamma curve.
- C Save current gamma curve.
- D Print information about the gamma curve.
- E Open the Fingerprint Table window.
- F Open the Notes window.

## The Fingerprint Table Window

To open: on the View menu in the Gamma Editor, click Fingerprint Table.



For more information, look up **Fingerprint Table** in the Help Index.

	Density %	Target	Proof
1	0.000	0.000	0.000
2	1.960	1.960	1.960
3	3.920	3.920	3.920
4	5.880	5.880	5.880
5	7.840	7.840	7.840
6	9.800	9.800	9.800
7	11.700	11.700	11.700
8	14.100	14.100	14.100
9	16.000	16.000	16.000
10	18.000	18.000	18.000
11	20.000	20.000	20.000
12	21.900	21.900	21.900
13	23.900	23.900	23.900
14	25.800	25.800	25.800
15	27.800	27.800	27.800
16	29.800	29.800	29.800
17	40.000	40.000	40.000
18	49.800	49.800	49.800
19	60.000	60.000	60.000
20	69.800	69.800	69.800
21	71.700	71.700	71.700
22	74.100	74.100	74.100

OK  
Cancel

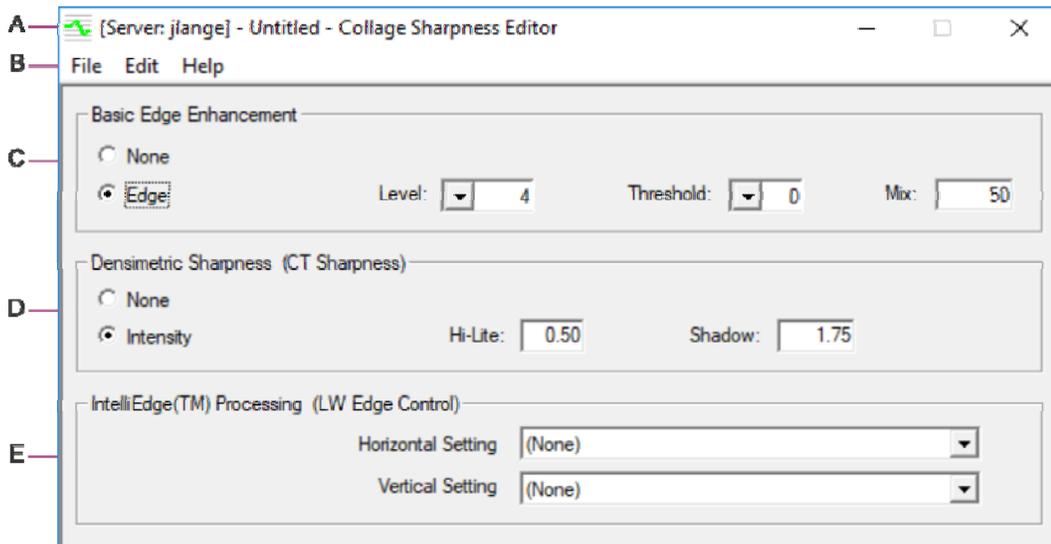
# Collage Sharpness Editor



To open: Use the desktop icon,  
 or click the icon on the main window toolbar,  
 or on the Tools menu in the main program, click Sharpness Editor.

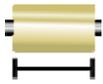


For more information, look up **Sharpness Editor** in the Help Index.



- A The menu bar.
- B The toolbar.
- C Set values for Edge Enhancement.
- D Set values for Densimetric Sharpness for CT images.
- E Set values for IntelliEdge.

# Collage Cylinder Geometry Editor



To open: Use the desktop icon,  
 or click the icon on the main window toolbar  
 or on the Tools menu in the main program, click Cylinder Geometry Editor.



For more information, look up **cylinder geometry** in the Help Index.

[Server: jlang] - Untitled - Collage Cylinder Geometry Editor

File Units Help

Cylinder Properties :

1) Face Length :	<input type="text" value="0 in"/>	6) Head Grab Distance :	<input type="text" value="0 in"/>
2) Head Length :	<input type="text" value="0 in"/>	7) Tail Grab Distance :	<input type="text" value="0 in"/>
3) Tail Length :	<input type="text" value="0 in"/>	8) Pier Grab Distance :	<input type="text" value="0 in"/>
4) Head Grab Diameter :	<input type="text" value="0 in"/>	9) Keyway Location :	<input type="text" value="0 in"/>
5) Tail Grab Diameter :	<input type="text" value="0 in"/>	Keyway Present :	<input type="checkbox"/>

[Server: jlang] - Untitled - Collage Cylinder Geometry Editor

File Units Help

Cylinder Properties :

1) Face Length :	<input type="text" value="0 in"/>	3) Minor Cone Diameter :	<input type="text" value="0 in"/>
2) Major Cone Diameter :	<input type="text" value="0 in"/>	4) Taper Bore Length :	<input type="text" value="0 in"/>
		5) Keyway Location :	<input type="text" value="0 in"/>
		Keyway Present :	<input type="checkbox"/>

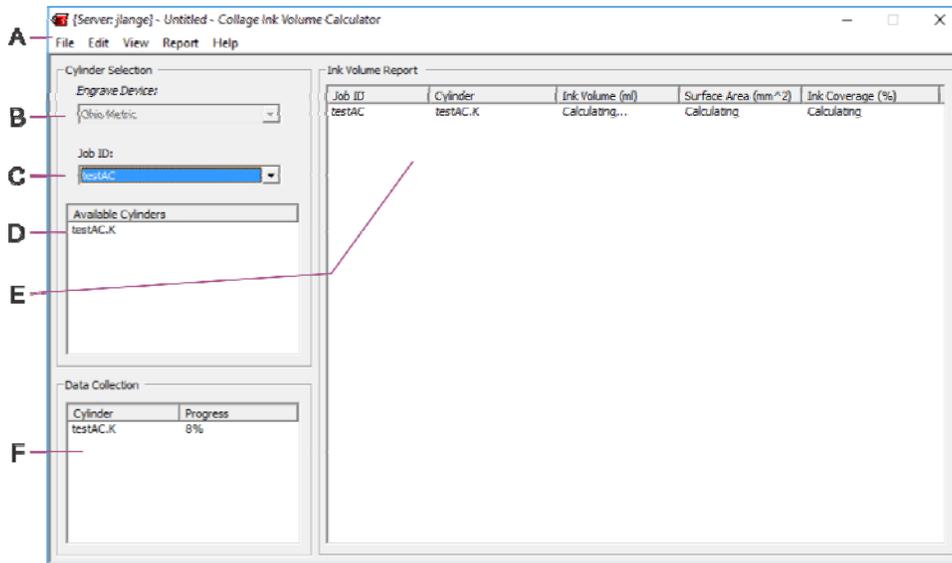
# Collage Ink Volume Calculator



To open: Use the desktop icon,  
 or click the icon on the main window toolbar  
 or on the Tools menu in the main program, click Ink Volume Calculator.



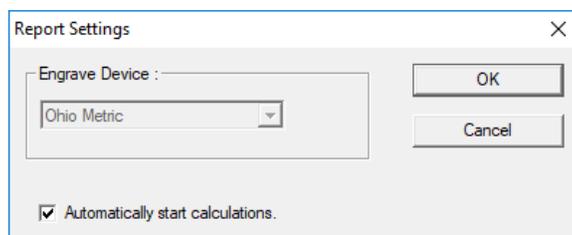
For more information, look up **ink volume calculator** in the Help Index.



- A The menu bar.
- B Select the engraver type.
- C Select a job from the list of jobs that have been set RFP.
- D Displays the cylinders in that job that have been set RFP. Drag one or more cylinders and drop them to the Ink Volume Report area (E).
- E The Ink Volume Report shows results of the calculations. The report can be saved for later viewing.
- F Status area shows the progress of the current calculation.

## Ink Volume Calculator Properties

From the Report menu, click Properties.



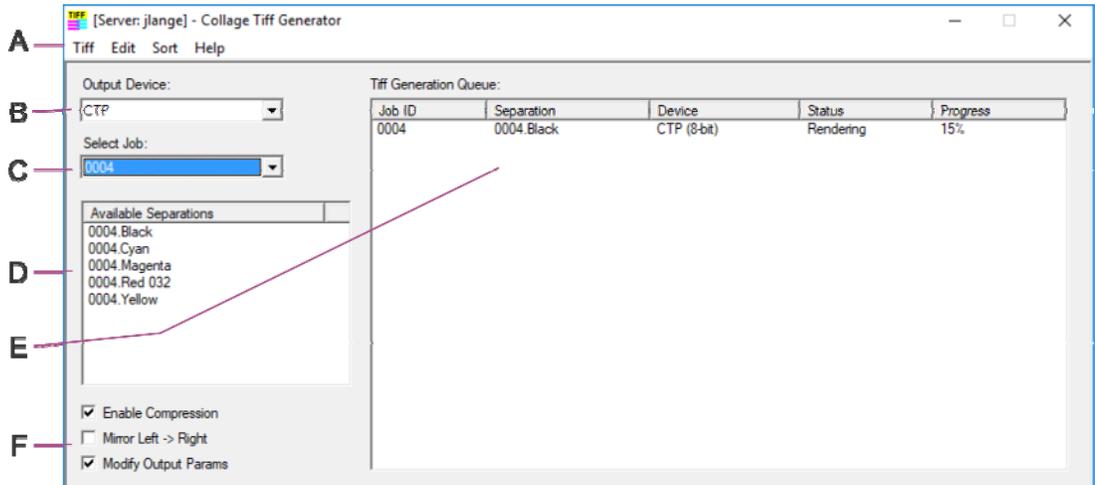
## Collage Tiff Generator



To open: Use the desktop icon,  
or from the Windows Start menu, select Programs, then Collage, then Collage Tiff Generator.



For more information, look up **tiff generator** in the Help Index.



- A The menu bar.
- B Select the output device from the list.
- C Select a job from the list of jobs that have been set RFP.
- D Displays the separations in that job that have been set RFP. Drag one or more separations and drop them in the Tiff Generation Queue area (D).
- E Shows information about the tiff generation process.
- F For any output device except LaserStar, specify if the file should be compressed or not.  
For any output, specify if the file should be mirrored or not.  
If the output device is CTP, specify if you want to modify the Output Parameters.

## Tiff Output Parameters

When Output Device is CTP, and the Modify Output Params item is turned on, the following displays after a separation is dropped in the Tiff Generation Queue area (D).

	Resolution (dpcm)	Scale (%)	Size (cm)	Pixels
Horizontal	393.71	100.00	104.000	40946
Vertical	393.71	100.00	55.000	21654

Units:

OK Cancel

## DTG Multi-Channel Job Manager

When the Output Device is DTG-DHQ, use the DTG Multi-Channel Job Manager to create, edit, and delete jobs for multi-headed DTG engravers.

Multi-Channel Job Name:	Tiffs:	Status:
/0004/000401.axm	1	Ready

The new multi-channel job ticket will be created using Tiff #1's existing job ticket as a template.

Multi-Channel Job Name:

Tiff for Head #1:

Tiff for Head #2:

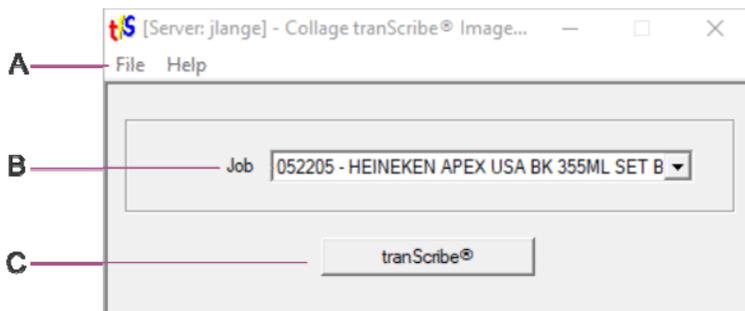
## Collage tranScribe Image Processor



To open: Use the desktop icon, or from the Windows Start menu, select Programs, then Collage, then Collage tranScribe Image Processor.



For more information, look up **tranScribe** in the Help Index.



- A The menu bar. From the File menu, click Open to select a job that is not yet set RFP for image processing, but which has tranScribe turned on for at least one separation.
- B The name of the current job.
- C Click the tranScribe button to start the process. Button then changes to Cancel, which will stop the process.

# Collage tranScribe Filter Editor

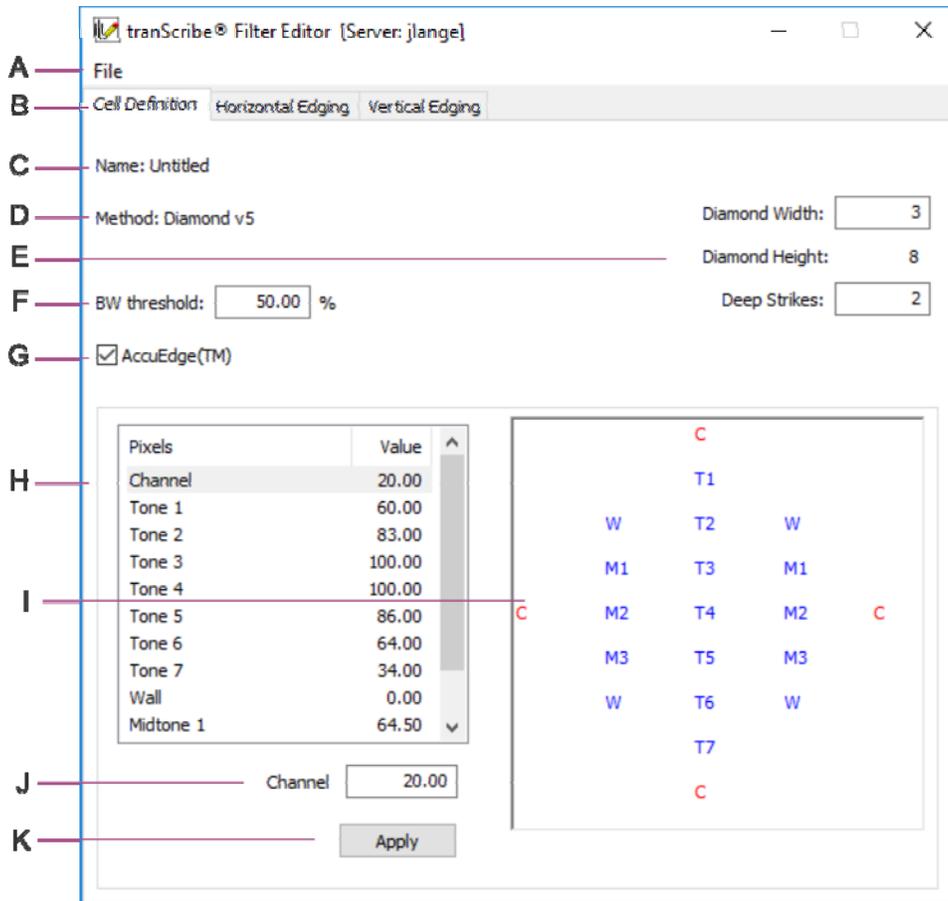


To open: Use the desktop icon,  
or from the Windows Start menu, select Programs, then Collage, then Collage  
tranScribe Filter Editor.

The Filter Editor window is different according to the Method.



For more information, look up **tranScribe Filter Editor** in the Help Index.



- A The menu bar.
- B The tabs to open Edge definition pages; only available for some filter methods.
- C The name of the current filter.
- D The method of the current filter.
- E Change values here
- F The Black/White Threshold setting.
- G Turn on AccuEdge if desired.
- H The Pixel-Value list.
- I The Cell Shape canvas.

- J The Pixel value box. Click in the Pixel-Value list or in the Cell Shape canvas to select the pixel type and current value.
- K Click to apply the new values.

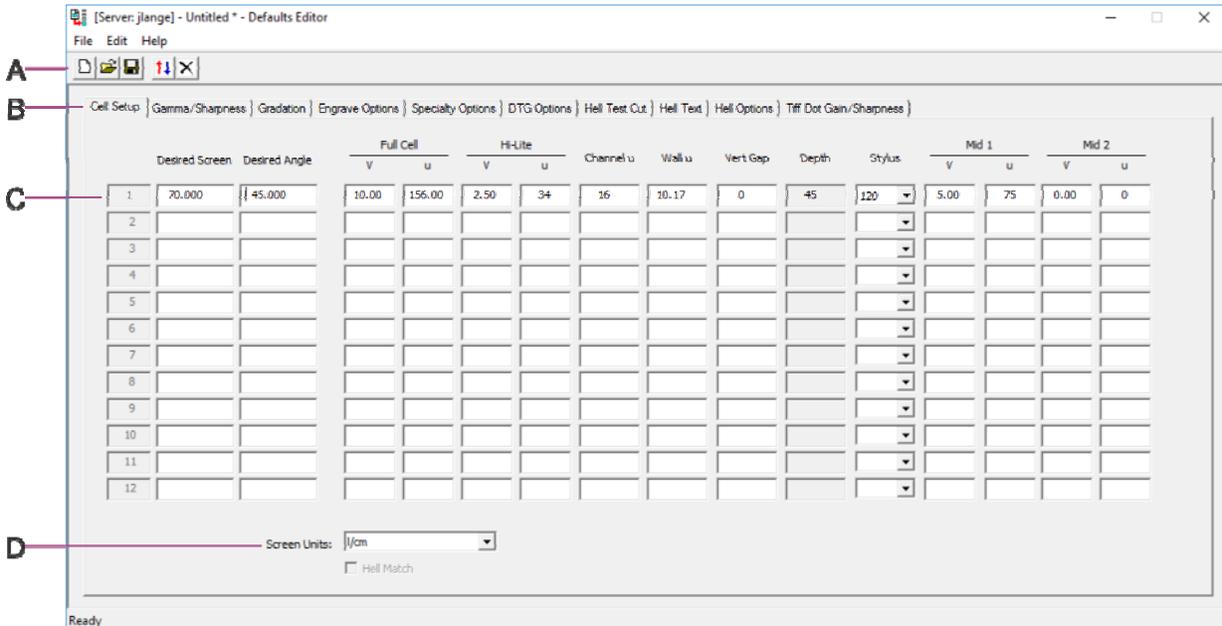
# Collage Defaults Editor



To open: Use the desktop icon,  
or from the Windows Start menu, select Programs, then Collage, then Collage Defaults Editor.



For more information, look up **Defaults Editor** in the Help Index.



- A The toolbar bar.
- B Click a tab to move the page forward. The pages correspond to pages in the Gravure Parameters window or to the Tiff Parameters window. Some pages are only available if you have the optional license on your Collage dongle.
- C The parameters "spread sheet". When there are more than 12 rows, scroll bars display at the right.
- D Before entering any screen/angle values, select the units to be used.

*Note:* If you have hidden parameters for some devices on the User Preferences window, those pages will not display in the Defaults Editor.

## The Defaults Editor Toolbar

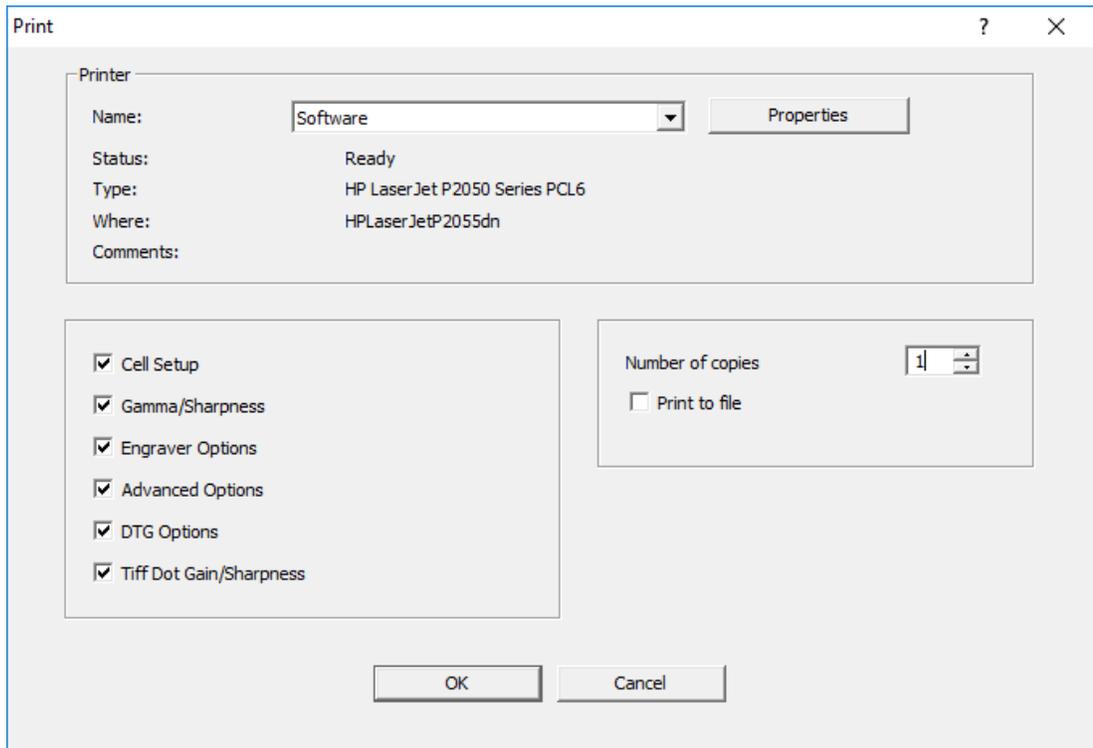


**A B C D E**

- A Create a new defaults file.
- B Open an existing defaults file.
- C Save the current defaults file.
- D Sort the file in ascending order by screen and then by angles within the screen.
- E Delete the current row.

## The Defaults Editor Print Window

To open: From the File menu, select Print.



*Note:* If you have hidden parameters for some devices on the User Preferences window, those devices will not display on this Print page. Also, if you have no defaults in the Tiff Dot Gain/Sharpness page, that device will not show on this Print page.

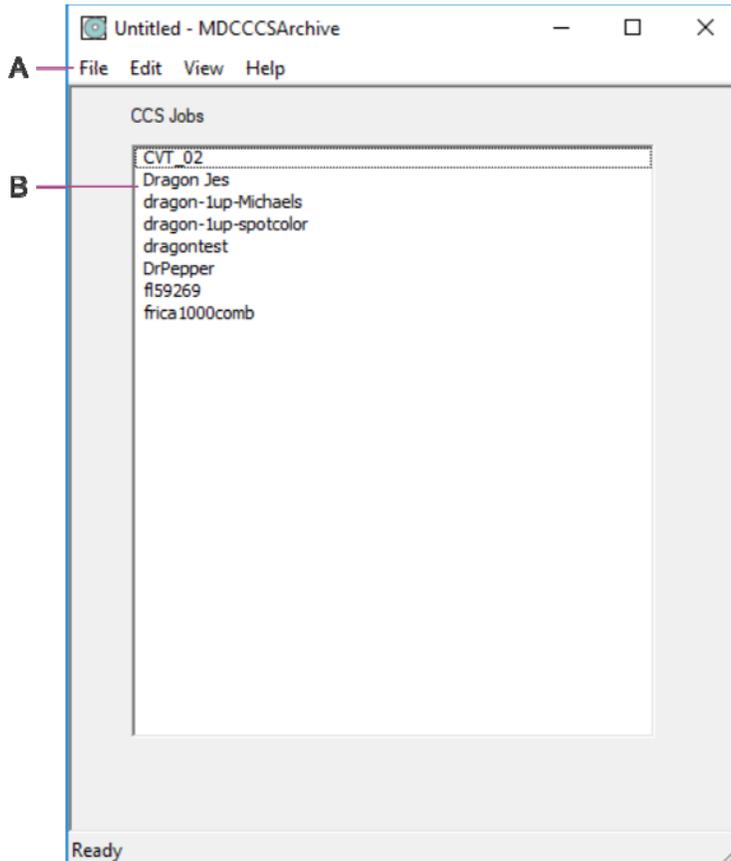
# Collage CCS Archive Reader



To open: Use the desktop icon,  
or from the Windows Start menu, select Programs, then Collage, then Collage CCS  
Archive Reader.



For more information, look up **CCS Archive Reader** in the Help Index.



- A The menu bar. From the File menu, click Open to open the directory on the CCS archive CD.
- B List of jobs in the CCS archive. Double-click one job to display the list of cylinders.

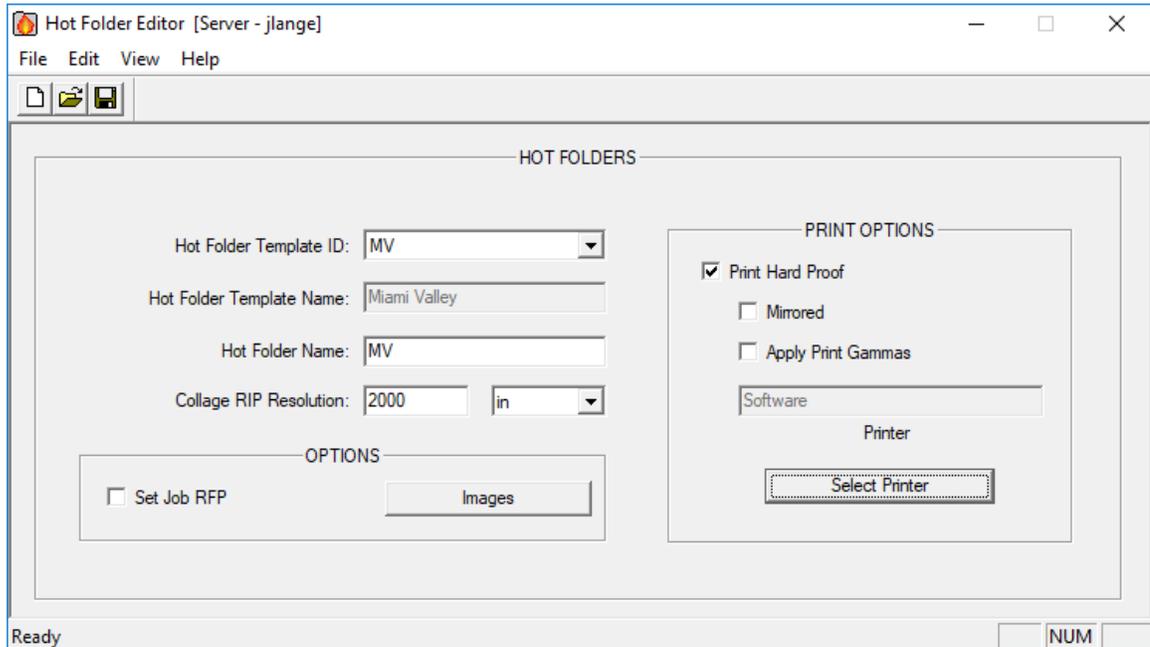
## Collage Hot Folder Editor



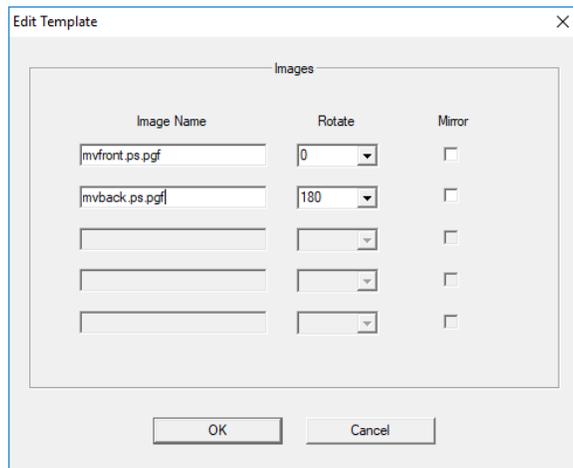
To open: Use the desktop icon,  
or from the Windows Start menu, select Programs, then Collage, then Collage Hot Folder Editor.



For more information, look up **Hot Folder Editor** in the Help Index.



Click the Images button to see or edit the template's image information:



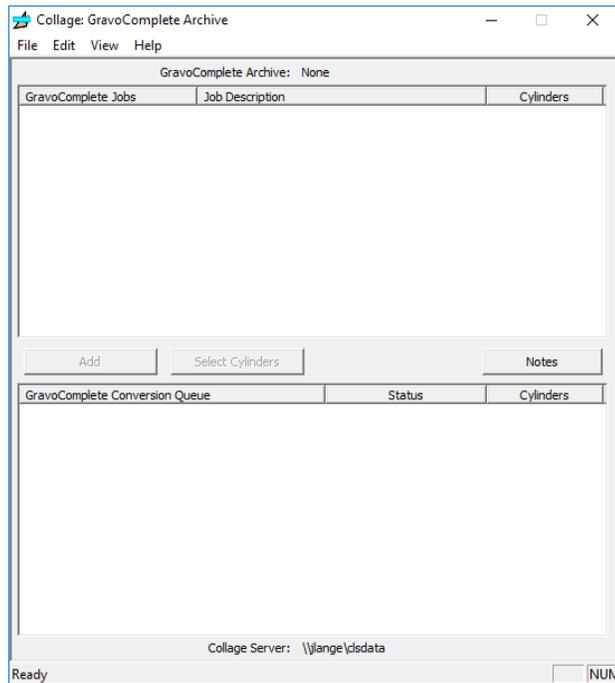
# Collage GravoComplete Archive Reader



To open: Use the desktop icon,  
or from the Windows Start menu, select Programs, then Collage, then Collage  
GravoArchive Reader.



For more information, look up **Gravo Archive Reader** in the Help Index.





## Images

This chapter contains general information about the image formats Collage can use, tips on preparing images for use in Collage, and how to get those images to Collage so you can create a job.

The image must be created on a design system; Collage cannot create images. The image can be a one-up or a full-up.

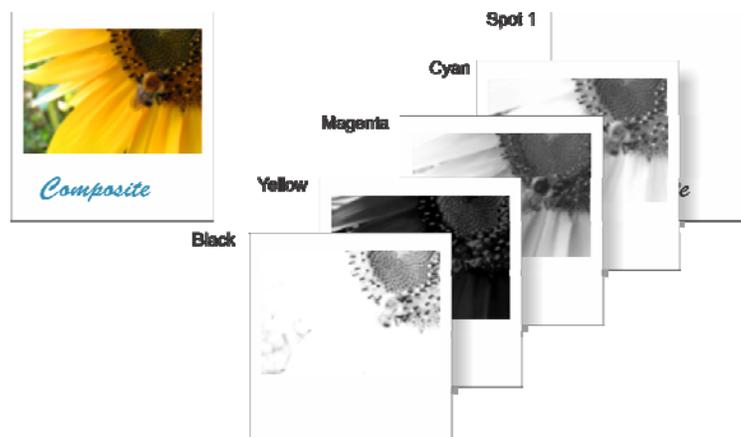
The image must be saved (exported) as PDF, PostScript or TIFF. PDF is recommended, since it is a more modern and robust format than PostScript, and is a smaller file size than Tiff.

The PDF or PostScript must be converted into Collage format. This is done by the Xitron RIP.

### PDF or PostScript Images

- PostScript images must *always* be pre-separated.
- PDF images may be either composite or pre-separated.

The illustration below shows a composite image on the left, and the pre-separated files on the right. Note that a pre-separated file contains all the separations inside one file.



## TIFF Images

Collage supports direct import of 4-color Tiffs. That is, you can drop a tiff image into an import source folder, then use the Image Converter to import it into your job. No processing or ripping need be done.

Tiff images with 5 or more colors must be Ripped in the Xitron Navigator RIP. Refer to *Using the Collage RIP* on the Collage Installation CD for information.

## Tips on Creating PDF, PostScript or Tiff

For information on saving or exporting to PDF, PostScript or Tiff, consult the documentation for the design application.

### About Fonts

Fonts in the original image should be converted to **outlines** before the PDF or PostScript is created.

If the image contains fonts (rather than outlines), the ripped image may not be correct. The RIP software will substitute fonts for fonts used in the image if the same font doesn't exist on the RIP computer. Be aware that Mac fonts and Windows fonts with the same name are not identical, so results may not match.

**Important!** A PDF or PostScript can fail in Collage because the fonts were not converted to outlines.

### About File Names and File Extensions

Windows allows file names of up to 255 characters (including spaces). However, the RIP removes spaces, and the Image List window in Collage truncates image names after 37 characters, so you are advised to keep names short.

Spaces will be automatically removed by Collage, so it is best if the image is named without spaces in the first place.

Also, some special characters may cause problems, so we recommend using only standard ASCII alpha-numeric characters.



For more information, look up **filename extensions** in the Help Index.

### About Color Names

Ask the design operator to provide you a list of the colors used in the image, in the order they were set up in.

When you enter color names on the Separation page of the Gravure Parameters window, use the color names used in the image. When the image is imported into the job, if the color names match, Collage automatically puts the right image color in the right separation.

If the color names are different, Collage will not be able to match an image color with a separation. In that case, Collage brings in the colors sequentially. For example, if the design image uses “Pantone 300” and the Color column of the Gravure Parameters window uses “300” the separations are not matched.

When color don't match automatically, you need to manually remap channels to match the image color to the correct separation. This is done using the Image Channel Mapper window, opened from the Image List window.



For information on remapping channels, look up **remap** in the Help Index.

## Using PDF, PostScript or Tiff Images

### *On the Mac system*

1. Create the image and save in the desired format: PDF, PostScript, Tiff.
2. Drop the file into the Collage hot folder on the Mac desktop. There may be multiple hot folders set up on the Mac desktop.

### *On the Collage layout computer*

If the hot folder is configured to RIP the PDF or PostScript, the image is automatically ripped into Collage format and moved to an import source folder for Collage.

If using Tiff image or native PDF or PostScript, the hot folder on the Mac desktop points to an import source folder for Collage.

1. Create a job.
2. Open the Image Converter and select the Source where the file is now located.
3. Select the image. Set any options and import the image.



For more information on using the items in the Image Converter, look up **Image Converter** in the Help Index.

For more information on Tiffs, look up **direct import of tiffs** in the Help Index.



## Touch-Up with PhotoPaint

This chapter contains some basic information on using the Touch Up function, which allows you make minor changes to a separation of an image prior to output.

### About Touch-Up

The Collage Touch-up function is intended for very minor corrections needed to improve printing, such as making a line thicker so it will print. Changes can only be made to a single separation at a time. The separation is a grayscale image.

**Important** Major changes to the image must be made to the original image using the design program used to create the image. The Touch-Up function is no substitute for the original application.

To edit the image, you must have a tiff editor installed on the Collage computer.

Touch-Up must be the last function done to a job. After a touch-up operation, many Collage commands are disabled.

Beginning with version 4.1.5, it is possible to touch-up a separation multiple times.

**Tips** Collage has other functions to change the image:

- Use Color Block elements if all you want to do is hide some part of the image. It is faster and more flexible.
- Sharpness and Gamma can be applied to the entire image, or to only parts of the image to lighten or darken the image to improve printing results.
- Rotation and mirroring can be done in the Image Converter when importing the image, or in the Image List window after the image has been imported.

### Basic Procedure for Touch-Up

1. On the Image List window, select the image, and click the Touch Up button.
2. In the Touch-up an Image window, select the Output Device that will be used for this job.
3. Select the separation to edit by clicking the number in the Sep # column. Click the Edit button.
4. The image is converted for editing. The tiff editor is opened, with the separation displayed. If the tiff editor has not yet been set (in User Preferences), then you select it here.

5. Make the changes to the separation.
6. In the tiff editor, from the File menu, click Exit. When asked if you want to save changes, click Yes.
7. The image is imported back into Collage. When complete, a "Y" appears in the TU column of the Touch-up an Image window.

If the main window was in Proof View, a new soft proof is performed, and you can see the results of the touch up.

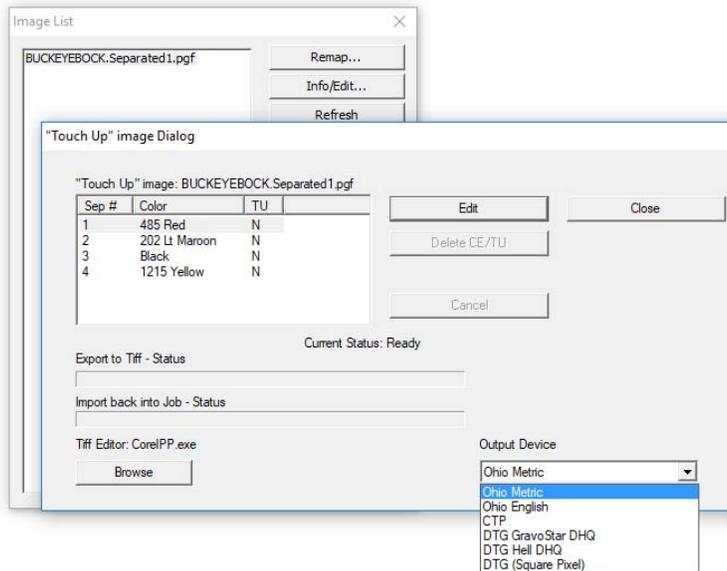
*Note:* If you did not make any changes to the image, but simply exited the tiff editor, or if you clicked No (to not save changes when exiting the tiff editor), Collage will still mark the separation as being touched up.

## About the Output Resolution

When a separation is selected for touch-up, it is first converted to an image at the *output resolution*. That image is then loaded into your tiff editor. After editing, the image is brought back into Collage.

The output resolution of the image is determined by two things

- the Screen/Angle specified in the Gravure Parameters window.  
Or, for CTP or DTG (Square Pixel) the Tiff Resolution specified in the Tiff Parameters window.
- the Output Device selected in the Touch-Up window.



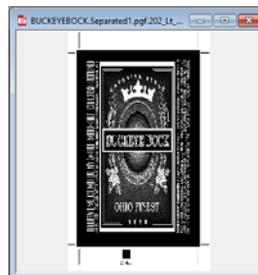
When the output device is CTP or DTG (square), the tiff image created by Collage has a *square resolution*. That is, the resolution is the same vertically and horizontally. For example, if the Tiff Resolution in the Tiff Parameters window is set to 300 dpi, then the image Collage uses for Touch Up will be 300 dpi.

When the output device is *any other device*, the tiff image created by Collage has a *non-square resolution*. That is, the vertical resolution is different from the horizontal resolution.

Output device: CTP



Output device: Ohio Metric



The difference between square resolution images and non-square resolution images affects which tiff editor you can use.

*Important* When creating a tiff image with output device as CTP or DTG (square), the tiff image can be very large, depending on the Tiff Resolution. Tiff editors are limited in the size of images they can open.

## About Editors for Touch-Up

The tiff editor must be installed on your Collage PC. You cannot use a tiff editor installed on a Mac.

When the output resolution is *square* – that is, when the output device is CTP/DTG (square) – then any Windows-compatible tiff editor can be used.

When the output resolution is *non-square* – that is, when the output device is Gravure, DTG DHQ, or Laserstar – then only a few tiff editors can be used. The tiff editor must be able to import and export non-square resolution images.

It is important to realize that virtually all tiff editors can *import* a non-square resolution image, but they convert the image to a square resolution, which cannot be brought back into Collage.

OGT has found these tiff editors support non-square resolution images:

- **Corel PhotoPaint** – This is a mature product widely available and with good support, including websites and printed books. Corel PhotoPaint is not sold separately, but is part of the CorelDRAW© Graphics Suite, which includes PhotoPaint.

Although this full package is at full price, includes other applications you cannot use in Collage, and is aimed at professional designers, OGT recommends this tiff editor for use with Touch Up.

Corel products can be purchased at most major computer stores, various online retailers, or from the Corel website ([www.corel.com](http://www.corel.com)).

- **The GIMP** – This is a program created by software programmers for programmers to use, originally on Unix systems, but later converted for Windows systems. It is not an easy program to install, to learn or to use. The program is free. While the program is included on the Collage software installation CD, MDC does not recommend the use of this program, nor can we provide any assistance in using this program. For information on installing the GIMP, see document [install.pdf](#), which is available on the Collage install CD, in the `3_party/gimp` folder
- **Adobe PhotoShop** – This product is an extremely capable image editing tool used by professional photographers. OGT has tested this product with every version, and only in version CS6 (and higher) did Photoshop support non-square resolution images import and export. We have not tested any of the low-cost alternatives from Adobe since they are not designed for professional work. PhotoShop is very expensive, very complex, and hard to learn, especially for such a minor operation as Collage's Touch Up.

*Note:* Although your company may have a copy of PhotoShop installed on the design system, remember that the tiff editor must be installed on the same computer as Collage: you cannot transfer the tiff to a Mac for the editing.

## Set the Default Tiff Editor

In the Collage Layout Editor:

1. From the Tools menu, select System, then User Preferences.
2. In the User Preferences window, click the Misc. Options tab.
3. In the TOUCH-UP area, click the Browse button for Tiff Editor.
4. Navigate to the location of the tiff editor program, and select the .exe file.

## What You Must Not Do in a Tiff Editor

There are certain commands and functions available in a tiff editor that should not be used for a Collage Touch-Up image. In some cases, the results corrupt the image and Collage will not display it.

Any command that changes the size, orientation, or resolution of the image could corrupt the Collage image. Except for changes in the image pixels, Collage wants the separation back exactly as it was when it went to the tiff editor.

For example:

- Do not use the Crop tool.
- Do not Rotate or Mirror the image.
- Do not change the image size, paper size, or canvas size.
- Do not use a Resample command.



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