



# Fiery FreeForm Create

© 2024 Fiery, LLC. The information in this publication is covered under Legal Notices for this product.

2 December 2024

# Contents

Fiery FreeForm Create .....	5
System Requirements .....	5
FreeForm Create Preferences .....	6
Change FreeForm Create Preferences .....	6
<b>File merge workflow .....</b>	<b>7</b>
Create a merged document .....	7
Change the design files .....	8
Assign variable pages in a file merge design .....	8
Add pages to a file merge design .....	9
Delete pages from a file merge design .....	9
Preview file merge design .....	10
<b>Variable data document workflow .....</b>	<b>11</b>
Create a data source document .....	11
Add record quantity to a data source document .....	12
Create a variable data document .....	12
Change the files in a variable data document design .....	13
Add a variable field .....	14
Variable field properties .....	15
Format text using rich text formatting .....	19
Change the angle of a text variable .....	20
Change the angle of an image .....	21
Change the orientation of a barcode .....	21
Apply color to a barcode .....	21
Arrange variables .....	22
Float and dock the properties pane .....	23
Layout Assistance Tools .....	23
Copy to all pages .....	23
Delete a variable field .....	24
Clone a variable field .....	24
Use multi-up masters .....	24
Preview variable based design .....	25
<b>Save a design .....</b>	<b>26</b>

Send a design to a Fiery server .....	27
Save a single record PDF preview .....	27
Send a record range to a Fiery server .....	28
Send a design to a Fiery server in smaller batches .....	28
<b>Manage Fiery servers used with FreeForm Create .....</b>	<b>30</b>
Add a Fiery server to print from FreeForm Create .....	30
Delete a Fiery server used with FreeForm Create .....	30

# Fiery FreeForm Create

Fiery FreeForm Create is a stand-alone variable data creation application built on Fiery FreeForm variable data printing (VDP) technology.

**Note:** The term “FreeForm Create” refers to Fiery FreeForm Create in this document.

With FreeForm Create, you create variable data printing (VDP) jobs in a visual, user-friendly application.

VDP jobs combine a set of master elements that are common across copies of a document with a set of variable elements that change from copy to copy.

This lets you create personalized communications, such as a brochure that greets customers by name and includes other personal information obtained from a database. Background elements, illustrations, and text blocks that do not change across copies of the brochure are master elements. Names and other customer-specific information are variable elements.

FreeForm Create utilizes two different workflows that allow you to easily customize VDP jobs.

In the file merge workflow, you combine a master document with a variable document to create customized print communication using an intuitive graphic based interface.

In the variable data document workflow, you combine a master document with variables directly from a data source spreadsheet to create customized print communication without the need to create a separate variable document first, and without the need for a separate variable data creation application.

## System Requirements

These are the minimum requirements to run FreeForm Create.

### macOS

- Mac OS X 12.0 and later
- 4 GB of RAM or more recommended
- 7 GB of available hard drive space
- Minimum display resolution: 1280 x1024

### Windows

- Microsoft Windows 10 64-bit and later
- Windows Server 2016 64-bit, Windows Server 2019, and Windows Server 2022
- Intel Core i3 processor or above
- 4 GB of RAM or more recommended

- 16 GB of available hard drive space
- Minimum display resolution: 1280 x1024

### Fiery system print support

FreeForm Create is supported for Fiery system software FS150 and later.

### Fiery API

FreeForm Create requires the installation of Fiery API on connected Fiery servers to print.

More information about Fiery API can be found at <http://resources.fiery.com/ffc/api>.

## FreeForm Create Preferences

You can change preference settings such as language, date and time format, and measurement units within FreeForm Create.

### Change FreeForm Create Preferences

- 1 To change preference settings select the **Preferences** button from the **Create** window.

Within Preferences you can change the following:

- Language - select the default language to use for FreeForm Create.
- Measurement unit - select pixels, millimeters, inches, centimeters, or points as the default measurement unit.
- Date format - select the default format for displaying the month, day, and year for the date.
- Time format - select the default format for displaying hours, minutes, seconds, and AM or PM for the time.
- Help Fiery improve its software - select the check box to share statistical data used to improve FreeForm Create.

- 2 Click **OK**.

# File merge workflow

In FreeForm Create, the file merge workflow combines a master document with a variable document.

The file merge workflow combines a master and a variable PDF document to create a single VDP job printed from a Fiery server using FreeForm variable data technology. With FreeForm Create, you merge the files using a graphic interface to specify the final appearance of your VDP job.

This workflow is ideal for existing users of Enhanced FreeForm (via Command WorkStation Job Properties), who want a visual, user-friendly way to combine master and variable documents.

## Create a merged document

FreeForm Create combines a master document with a variable document according to your specification to create a FreeForm file that can be printed by Fiery servers.

Keep in mind the following.

- A master document in .pdf format is required.
- A variable document in .pdf format is required.

**1** Under **Create**, click **File merge documents**.

**2** To choose a master document,

- Click **Browse**, then locate and select your master document, or
- Drag the master document file to the specified drop location on the **Choose a Master document** window.

**Note:** The master document must be a PDF.

The first page of the master document will appear.

**3** Optional: If you choose the wrong file,

- Click **Change** to browse for the correct file, or
- Click **Remove** to clear your selection.

**4** Click **Next**.

**5** To choose a variable document,

- Click **Browse**, then locate and select your variable document, or
- Drag the variable document file to the specified drop location on the **Choose a Variable Document** window.

**Note:** The variable document must be a PDF.

The first page of the variable document will appear.


- 6 Optional: If you choose the wrong file,
  - Click **Change** to browse for the correct file, or
  - Click **Remove** to clear your selection.
- 7 Click **Create**.
- 8 Assign master and variable pages to the combined document.
- 9 Save the merged document or send it to a Fiery server to print.

## Change the design files

Change the master or variable file used in a file merge design.


A file merge design contains a master file and a variable file. You may want to change the master file used in the file merge without changing the variable file in order to update the design, or you may want to change the variable file without changing the master file to update the variable information for a new audience.

### Change the master file

- 1 In the **Design** pane, for the master file, click .
- 2 Click **Change**.
- 3 Locate and select your desired master file, and then click **OK**.

**Note:** The master file must be a PDF.

### Change the variable file

- 1 In the **Design** pane, for the variable file, click .
- 2 Click **Change**.
- 3 Locate and select your desired variable file, and then click **OK**.

**Note:** The variable file must be a PDF.

## Assign variable pages in a file merge design

Assign specific variable pages to specific master pages in the file merge workflow.

Keep in mind the following:

A master document and a variable document are required.



Verify that your combined document has the correct number of pages and the pages are in the correct order.

1 Open or create a file merge design.

2 Set the **Variable pages per record**.

**Note:** **Variable pages per record** controls how many variable pages constitute a VDP record.

3 From the **Variable document** pane,

- Drag a variable page you wish to assign on to a combined page on the **Combined pages per record**, or
- Enter the variable page number in the **Variable** box of the combined page in the **Combined pages per record** pane.

**Note:** Use the navigation bar at the bottom of the **Combined pages per record** pane to navigate through the combined pages

**Note:** Use the navigation bar at the top of the **Variable document** pane to navigate through the available variable pages

The updated combined page will display.


4 Repeat Step 3. as needed to assign variable pages.

**Note:** A single variable page can be assigned to more than one combined page.

## Add pages to a file merge design

1 Open or create a file merge design.

2 To add a page:

- In the **Combined pages per record** pane, right-click on a page and select **Add Page Before** or **Add Page After**,
- In the **Combined pages per record** pane, select a page, click  , and select **Add Page Before** or **Add Page After**,
- In the **Summary** pane, increase the number of **Combined pages per record** to add pages to the end of the file merged design.

3 Select the new page.


4 Assign a master page and/or a variable page to the new page.

**Note:** To insert a blank page, leave the master page and variable page unassigned.

## Delete pages from a file merge design

1 Open or create a file merge design.


**2** To delete a page:

- In the **Combined pages per record** pane, right-click on a page and select **Delete**.
- In the **Combined pages per record** pane, select a page and click  .



## Preview file merge design

Examine the results of combining variable and master documents in the file merge workflow before you save or print.

- 1** Create or open a file merge design.
- 2** Click **Preview**.
- 3** Use the control bar at the bottom of the **Preview** pane to navigate through the pages of the file merge design by record or by page.

Press on the  button and drag to move the control bar.

- 4** Examine the preview.

Click  to zoom in and  to zoom out.

# Variable data document workflow

In FreeForm Create, the variable data document workflow combines information from a data source document with a master document.

The variable data document workflow combines information (including text, barcodes, and images) contained in a data source document with a master document to create VDP jobs without the creation of a separate variable document file or the use of a separate variable data application.

With FreeForm Create, you can manipulate your variables and add as much information or as little information as you want to a master.

## Create a data source document

Create a data source document to use with the variable data document workflow in FreeForm Create.

Keep in mind that FreeForm Create only supports data source documents in .xlsx, .xls, or .csv formats. To create a data source document for the variable data document workflow, use a spreadsheet application that can save the document in a supported format.

In the variable data document workflow, a data source document provides the variable information used in the combined document.

- 1 From your spreadsheet application, enter variable names in the first row. Use one variable name per cell.
  - The first row of the spreadsheet functions as column headers and names the variable fields.
  - Columns specify the variable field.
  - A data source document with 10 columns will have 10 variable fields.
- 2 Denote image type and barcode type variables in the first row with file accelerators.

Variable type	File accelerator	Example column header	Variable entry in data source	Variable file location
Image	[]	[]images	C:/users/John/pictures/pic001.png	C:/users/John/pictures/pic001.png
Image	[]	[C:/users/John/pictures]images	pic002.png	C:/users/John/pictures/pic002.png
Image	[~]	[~/images]images	./pic003.png	C:/users/John/project/images/pic003.png When the data source file is located at C:/users/John/project

Variable type	File accelerator	Example column header	Variable entry in data source	Variable file location
PDF	{}	{pdfs	C:/users/John/pdfs/pdf001.pdf	C:/users/John/pdfs/pdf001.pdf
PDF	{}	{C:/users/John/pdfs}pdfs	pdf002.pdf	C:/users/John/pdfs/pdf002.pdf
PDF	{~}	{~}pdfs	./pdf003.pdf	C:/users/John/project/pdfs/pdf003.pdf When the data source file is located at C:/users/John/project
Barcode (Example: URL in a QR code)		barcodes	http://examplesite.com/barcodes/A001	http://examplesite.com/barcodes/A001
Quantity	#	#quantity	200	

**3** Enter the records.

- Each row specifies the variables for a single record.
- A data source document with 10 rows will have 10 records.

**4** Save the file.

**Note:** FreeForm Create requires the data source document be in .xlsx, .xls, or .csv formats.

### Add record quantity to a data source document

You can add a record quantity to a data source document to print multiple copies of a record when sending your design to a Fiery server from FreeForm Create. This can be useful for printing certain jobs like business cards, where you need to print many copies of each record, and to support imposition workflows.

Keep in mind that FreeForm Create only supports data source documents in .xlsx, .xls, or .csv formats.

- 1 From your spreadsheet application, open your data source document.
- 2 Add a column with the header *#quantity*.
- 3 In the same column, enter the number of copies desired for each record.
- 4 Save the file.

## Create a variable data document

Combine a master document with a data source file to create a FreeForm file that can be printed by Fiery servers. Keep in mind the following.

- A master document in .pdf format is required.
- A data source document in .xlsx, .xls, or .csv format is required.

**1** Under **Create**, click **Variable data document**.

**2** To choose a master document,

- Click **Browse**, then locate and select your master document, or
- Drag the master document file to the specified drop location on the **Choose a Master document** window.

The first page of the master document will appear.

**3** Optional: If you choose the wrong file,

- Click **Change** to browse for the correct file, or
- Click **Remove** to clear your selection.

**4** Click **Next**.

**5** To choose a data source document,



- Click **Browse**, then locate and select your data source document, or
- Drag the data source document file to the specified drop location on the **Choose a Data source Document** window.

**Note:** The data source document must be a .xlsx, .xls, or .csv file.

The variables listed in the data source document will appear.

**6** Optional: If you choose the wrong file, click **Change** to browse for the correct file.

**7** Select the columns from the data source document that you want to use as variables.

**Note:** For image variables, select  , and for barcode variables, select  .

**8** Click **Create**.

**9** Add variables and edit them as needed.

**10** Save the variable data document, or send it to a Fiery server to print.

## Change the files in a variable data document design

Change the master or data source file used in a variable data document design.

A variable data document design combines a master file and a data source file to create VDP output. You may want to change the master file used in the variable data document design without changing the data source file in order to


update the design. You may want to change the data source file without changing the master file to update the variable information for a new audience as well.

## Edit the master file

- 1 In the **Design** pane, right-click a page in a master file.
- 2 Choose one of the following:
  - Select **Paste** to insert a previously copied page.
  - Select **Add Page Before** to insert a blank page before the selected page.
  - Select **Add Page After** to insert a blank page after the selected page.
  - Select **Delete Page** to remove the selected page from the design.


**Note:** The master file must be a PDF.

## Change the master file

- 1 In the **Design** pane, for the Master file, click .
- 2 Click **Change**.
- 3 Locate and select your desired master file, and then click **OK**.

**Note:** The master file must be a PDF.

## Change the data source

- 1 In the **Design** pane, for the Data Source, click .
- 2 Click **Change**.
- 3 Locate and select your desired data source file, and then click **OK**.

**Note:** The data source document must be a .xlsx, .xls, or .csv file.

## Add a variable field

Add a variable field to a page in a variable data document design.

- 1 Create or open a variable data document design.
- 2 Use the navigation bar to navigate to the page where you want to add the variable.


- 3 In the **Design** pane, find the variable field you want to add.  
Use the **Search for variable fields** box located on the design pane to search through the variables.
- 4 Click on the variable and drag it to your desired location on the page.
- 5 Edit the variable properties listed in the **Properties** pane as desired.  
See [Variable field properties](#) on page 15 for a list of variable properties.

## Variable field properties

List of the various variable field properties that can be used when editing a variable data document design

### Note:

Click **Undock Properties** (  ) to float the variable properties as a window.

Click **Dock Properties** (  ) to dock the variable properties as a pane on the right side of the screen.

**Table 1:** Variable field properties

Variable type	Available properties	Control	Function
Text Field/Custom Text/ Data Objects	<b>Variable</b>	Fields that do not contain data will be collapsed when stacked in a single text box.	Display the variables included in a text box
	<b>File Name</b>	N/A	Display the FreeForm Plus document file name.
	<b>Page Number</b>	N/A	Display the record page number.
	<b>Date</b>	<b>Format</b> <ul style="list-style-type: none"> <li>• DD-MM-YYYY</li> <li>• DD MMMM YYYY</li> <li>• dddd, DD MMMM YYYY</li> <li>• YYYY-MM-DD</li> <li>• MMMM DD, YYYY</li> <li>• dddd MMMM Do YYYY</li> </ul>	Display the date at print time.  Select the format used to display the date.

Variable type	Available properties	Control	Function
	<b>Time</b>	<b>Format</b> <ul style="list-style-type: none"> <li>• HH:mm</li> <li>• HH:mm:ss</li> <li>• h:mma</li> <li>• hh:mm:ssa</li> <li>• h:mm A</li> <li>• h:mm:ss A</li> </ul>	Display the time when printed.  Select the format used to display the time.
	<b>Record ID</b>	N/A	Display the FreeForm Plus record number.
	<b>Numbering Sequence</b>	Start	Generate a number sequence on each record with the specified starting number and step increment.  <b>Note:</b> A negative step increment will cause the numbering sequence to count in descending order from the starting number.  Specify a minimum number of digits for the numbers in the numbering sequence. Numbers with fewer digits than specified will be padded with additional preceding zeroes to meet the specified minimum length.
		Step	
		Numeric length	
		Prefix	Specify a prefix string of text to precede the numbering sequence.
	Suffix	Specify a suffix string of text to follow the numbering sequence.	
<b>Position</b>	<ul style="list-style-type: none"> <li>• X axis</li> <li>• Y axis</li> </ul>	Change the position of a selected variable text field box on a master page.	
<b>Size</b>	<ul style="list-style-type: none"> <li>• Width</li> <li>• Height</li> </ul>	Control the size of the variable text field box.	



Variable type	Available properties	Control	Function
	<b>Font</b>	Font	Choose from a font available on your system.
		Choose font weight	Change the weight of the font used in the selected variable text field box.
		Used in Master	Review the fonts used in the master file.
		Font size	Select the font size.
		Font color	Select the font color.  <b>Note:</b> Color can be selected by CMYK, HSL, Hex, RGB, using the color palette tool, or by adding a custom spot color.  Import custom spot colors in Adobe Swatch Exchange (.ase) format by clicking the import icon in the <b>Spot Color</b> tab of the color selection window.  Save colors as <b>Preset colors</b> by choosing a color and clicking <b>Add color</b> .
	<b>Alignment</b>	<b>Align left</b>	Align the text to left side of the variable text field box.
		<b>Center</b>	Center the text in the variable text field box.
		<b>Align right</b>	Align the text to right side of the variable text field box.
	<b>Angle</b>	Text box angle	Set the angle of the variable text field box by degree.

Variable type	Available properties	Control	Function
	<b>Fill</b>	<ul style="list-style-type: none"> <li>• Fill check box</li> <li>• Fill color</li> </ul>	<p>Select the <b>Fill</b> check box to turn on fill behind the highlighted text variable.</p> <p>Click on the Fill color to change the background color in a variable text field box.</p> <p><b>Note:</b> Color can be selected by CMYK, HSL, Hex, RGB, using the color palette tool, or by adding a custom spot color.</p> <p>Import custom spot colors in Adobe Swatch Exchange (.ase) format by clicking the import icon in the <b>Spot Color</b> tab of the color selection window.</p> <p>Save colors as <b>Preset colors</b> by choosing a color and clicking <b>Add color</b>.</p>
	<b>Line height</b>	Text box line height	Control the line height of the text box.
<b>Images</b>	<b>Position</b>	<ul style="list-style-type: none"> <li>• X axis</li> <li>• Y axis</li> </ul>	Position the selected variable image on a master page determined by the location on the X and Y axes.
	<b>Size</b>	<ul style="list-style-type: none"> <li>• Width</li> <li>• Height</li> </ul>	Control the size of the variable image.
	<b>Fit</b>	<b>Proportional</b>	Use the original proportions of an image variable.
		<b>Stretch</b>	<p>Stretch an image variable to fit the size you specify.</p> <p><b>Note:</b> This setting may distort images.</p>
<b>Reset</b>		Resets an image to the settings imported from the data source file.	
<b>Angle</b>	Image angle	Set the angle of the image by degree.	

Variable type	Available properties	Control	Function
PDF Objects	Position	<ul style="list-style-type: none"> <li>• X axis</li> <li>• Y axis</li> </ul>	Position the selected PDF object on a master page determined by the location on the X and Y axes.
	Size	<ul style="list-style-type: none"> <li>• Width</li> <li>• Height</li> </ul>	Control the size of the PDF object.
Barcodes	Variable	N/A	Displays the barcode variable name.
	Position	<ul style="list-style-type: none"> <li>• X axis</li> <li>• Y axis</li> </ul>	Change the position of a selected barcode variable on a master page.
	Size	<ul style="list-style-type: none"> <li>• Width</li> <li>• Height</li> </ul>	Control the size of a barcode variable.  <b>Note:</b> This property is not available for all barcode types.
	Type	Choose from the available barcode types.	Set the barcode type to match a barcode variable contained in your data source file.
	Bar Text	N/A	Displays the text displayed with the barcode.
	Scale	<ul style="list-style-type: none"> <li>• X axis</li> <li>• Y axis</li> </ul>	Change the scale of a barcode variable on the X and Y axis.

## Format text using rich text formatting

Fiery FreeForm Create 1.5 supports **Rich Text Formatting** to apply multiple style features and formatting to text within a text box, such as bold, italic, underline, font, font size, and color.



### Use rich text formatting

- 1 In the **Design** pane, select a text block containing text that you want to apply rich text formatting to.
- 2 Click **Edit rich text** in the **Properties** pane.

- 3 In the **Edit rich text** window, select the text that you want to add rich text formatting to. You can apply different text formatting to different text in the same text block.
- 4 Select from among the following options to apply custom features to the selected text:
  - **Bold** (B) to apply boldface formatting.
  - **Italic** (I) to apply italic formatting.
  - **Underline** (U) to apply underline formatting.
  - Select a custom font family from the font family menu.
  - Select a font size to apply a custom size.
  - Select the **Color** (A) button to select a color or a spot color using the color picker or select among the **Preset colors** and then click **OK**.
- 5 Click **Save**.

### Copy and apply rich text formatting

You can use the format copy and format painting tools to copy the formatting from one section of text and apply it to another.

- 1 In the **Design** pane, select a text block that contains the text whose style you want to copy.
- 2 Click **Edit rich text** in the **Properties** pane.
- 3 Select the text with the style you want to copy and click **Copy format** (A).
- 4 Select the text in your design that you want to apply the text style to. You can select text in the same text field, or you can click **Cancel** to close the rich text editor and select a different text field and click **Edit rich text** in the **Properties** pane, then select the text to apply the text style to.
- 5 Click **Apply format** (A).
- 6 Click **Save**.

### Change the angle of a text variable

Change the angle of a text variable added to a variable based design.

- 1 Navigate to the page where you have placed a text variable.
- 2 Click on the text variable box in the central pane to select it.  
Once selected, a red box with a line extending from the top will surround the variable in the central pane.
- 3 Move your cursor to the top of the red line that extends from the top of the selection box until the cursor turns into a cross.
- 4 Click and hold, then drag the cursor until the text variable is at your desired angle.

## Change the angle of an image

Change the orientation of an image added to a variable based design.

- 1 Navigate to the page where you have placed an image variable.
- 2 Click on the image on the page to select it.  
Once selected, a blue box with a line extending from the top will surround the variable in the central pane.
- 3 Move your cursor to the top of the blue line that extends from the top of the selection box until the cursor turns into a cross.
- 4 Click and hold, then drag the cursor until the image variable is in the desired orientation.

## Change the orientation of a barcode

Change the orientation of a barcode added to a variable based design.

- 1 Navigate to the page where you have placed a barcode variable.
- 2 Click on the barcode on the page to select it.  
Once selected, a blue box with a line extending from the top will surround the variable in the central pane.
- 3 Move your cursor to the top of the blue line that extends from the top of the selection box until the cursor turns into a cross.
- 4 Click and hold, then drag the cursor until the barcode is in the desired orientation.

**Note:** The barcode will only rotate in 90 degree increments.

- 5 To reduce the size of the barcode, change the **Size** values.
- 6 To increase the scale of the barcode, increase the **Scale** values.

## Apply color to a barcode

You can apply unique colors or spot colors to a barcode, barcode text, and barcode background.


- 1 Navigate to the page where you have placed a barcode variable.
- 2 Click on the barcode on the page to select it.  
**Barcode styling** in the **Properties** pane displays

3 Choose one of the following color selection options:

- **Color Picker** to specify separate color options for **Barcode color**, **Barcode text color**, and **Barcode background color**.

Click the color box next to the barcode element you want to apply color to, and use the color picker to choose a color, specify CMYK values, or select from preset colors to assign a color to the selected barcode element.

- **Spot Color** to specify a spot color group and choose a spot color to apply to both the barcode and barcode text.

Click the color box next to **Barcode and text color**, then select a spot color group or select **Import new group** (  ), and choose a spot color to apply to the barcode and barcode text.

4 Click OK.

## Arrange variables









In a variable data document design, use the arrange variables buttons to automatically arrange a group of two or more variables within a selected area.

1 Open or create a variable data document design.



**Note:** For the **Arrange** features to be available there must be two or more variables on a single master page.

2 Select an area by clicking on the master page and dragging the cursor until the box is the desired size. The variables contained within the area defined by the box will all be selected.

3 Click the appropriate arrange button.

- **Distribute Horizontally** (  )-evenly distributes the selected variable boxes horizontally within the selected area.
- **Distribute Vertically** (  )-evenly distributes the selected variable boxes vertically within the selected area.
- **Align Left** (  )- aligns the selected variable boxes to the left edge of the selected area.
- **Align Center(vertical)** (  )- aligns the selected variable boxes to the vertical center of the selected area.
- **Align Right** (  )- aligns the selected variable boxes to the left edge of the selected area.
- **Align Top** (  )- aligns the selected variable boxes to the top edge of the selected area.
- **Align Center(horizontal)** (  )- aligns the selected variable boxes to the horizontal center of the selected area.
- **Align Bottom** (  )- aligns the selected variable boxes to the bottom edge of the selected area.

## Float and dock the properties pane

- 1 Click **Undock Properties** (  ) to float the properties pane.
- 2 Click **Dock Properties** (  ) to dock the properties pane to the right side of the screen.



## Layout Assistance Tools

You can use layout assistance tools in the **Properties** pane to help you align content and layout your document.



You can show grid lines in the default unit to help you align content in your document. When displaying the grid, a measurement tool displays the position of selected content using X,Y coordinates relative to a 0,0 origin in the upper left corner of your document.

If your master PDF file has the PDF crop box, bleed box, or trim box defined, you can use the **Show PDF page boxes** button to display these boxes to assist with positioning content in your document.

### Show or hide grid

- 1 Click **Show Grid** (  ) to display the alignment grid.
- 2 Click **Hide Grid** (  ) to hide the alignment grid.

### Show or hide PDF page boxes

- 1 Click **Show PDF page boxes** (  ) to display the PDF crop box, bleed box, and trim box.
- 2 Click **Hide PDF page boxes** (  ) to hide the PDF crop box, bleed box, and trim box.


## Copy to all pages

Copy a variable object to all of the master pages in a variable data document design.

- 1 Open a variable data document design.
- 2 Right-click a variable element that you want to appear on every master page for each record in the design, such as an image, PDF file, barcode, or custom text.
- 3 **Note:** Keep in mind this option only appears when the master file has more than one page.  
Select **Copy to all pages**.


## Delete a variable field

Delete a variable field from a page in a variable data document design.

- 1 Open a variable data document design.
- 2 Use the navigation bar to navigate to the page where you want to delete the variable.
- 3 On the page, click on the variable field you want to delete.
- 4 Do one of the following:
  - Click **Delete** (  ),
  - Press the **Delete** key, or
  - Right-click and select **Delete**.

## Clone a variable field

Clone a variable field from a page in a variable data document design.

- 1 Open a variable data document design.
- 2 Use the navigation bar to navigate to the page where you want to clone the variable.
- 3 On the page, click on the variable field you want to clone.
- 4 Do one of the following:
  - Click **Clone** (  ),
  - Right-click and select **Clone**.

## Use multi-up masters

You can create master layout documents with multiple records in your layout by grouping content, then copying and pasting the grouped content. Each pasted set of grouped content automatically selects the next record in the data source. You can use multiple groups in your layout. When you select a group, the **Properties** pane displays the group number and the record number associated with that group.

- 1 In the **Design** pane, select all of the objects you wish to group for a record. You can hold down **Shift** while clicking each object, or drag across an area to select multiple objects.
- 2 To copy the grouped content, do one of the following:
  - Right-click and select **Copy**.
  - Select **File > Copy**.




- 3 To paste the grouped content to use as a new record in the master layout, do one of the following:
  - Right-click and select **Paste**.
  - Select **File > Paste**.

Each pasted group will use the next record data set from the data source. The order of records on the page corresponds to the order of the grouped object placement.

## Preview variable based design

Examine the results of combining variables with a master document in the variable data document workflow before you print.



- 1 Create or open a variable data document design.
- 2 Click **Preview**.
- 3 Use the control bar at the bottom of the **Preview** pane to navigate through the pages of the variable based design by page.

Press on the  button and drag to move the control bar.

- 4 Select a record in the left pane to preview the design with that record.

**Note:** Use the **Filters** located in the left pane to filter record search results. Filter by **Longest** and **Shortest** record to ensure all variables display correctly.

- 5 Examine the preview.

Click  to zoom in and  to zoom out.

# Save a design

- 1 Click **Save**.
- 2 Choose a location for the file.
- 3 Enter a name for the file.
- 4 Click **Save**.


# Send a design to a Fiery server

Send your design to a Fiery server to print. FreeForm Create will remember your settings and select the same settings the next time you print.

Keep in mind the following.

- You need the server address or server name, the username, and the password of the Fiery server the first time you send a design to that Fiery server. The administrator user name for Fiery is **Admin**, and the administrator password is required.
- Editing should be complete.

**1** Click **Send to Fiery Server**.

**2** Select an existing Fiery server or click **Add Fiery** (  ) to add a new Fiery server.

**3** In the **Fiery server** window, type the **Server Address** or **Server Name**, **Username**, and **Password** for the Fiery server.

**4** Click **Login**.

**5** Optional: Select an appropriate setting from the **Settings** list.

**6** **Note:** The **Process file using Fiery FreeForm Plus** check box is only available on FS400 and newer Fiery servers, and is selected by default.

Certain jobs can take longer than expected to process on FS400 and newer Fiery server. If this occurs, you can use traditional FreeForm output for faster processing if you clear the **Process file using Fiery FreeForm Plus** check box before printing.

**7** Click **Process and Hold**, or select a different job action for the Fiery server from the list.

Choose from the following job actions.

- **Process and Hold** processes the file and places it in the **Held** queue.
- **Hold** places the file in the **Held** queue.
- **Print** prints the file.
- **Print and Hold** prints the file and places it in the **Held** queue.

## Save a single record PDF preview

You can save a single record as a soft proof PDF preview.

- 1** Create or open a design.
- 2** Click **Preview**.

**3** Click a record to save as a PDF preview.

**4** Do one of the following:

- Click **PDF Preview** (  ).
- Select **File > Export**.

**5** Specify a location to save the PDF preview.

**6** Specify a name for the PDF preview and click **Save**.

FreeForm Create saves a PDF preview from the record you specified.

## Send a record range to a Fiery server

You can select which records you want to print to a Fiery server.

**1** Click **Send to Fiery Server**.

**2** Select an existing Fiery server or click **Add Fiery** (  ) to add a new Fiery server.

**3** Click the **Select Range** button.

**4** Specify the record range. Use commas to separate record numbers or record ranges.

**5** Optional: Select an appropriate setting from the **Settings** list.

**6** Click **Process and Hold**, or select a different job action for the Fiery server from the list.

Choose from the following job actions.

- **Process and Hold** processes the file and places it in the **Held** queue.
- **Hold** places the file in the **Held** queue.
- **Print** prints the file.
- **Print and Hold** prints the file and places it in the **Held** queue.

FreeForm Create sends the records you specified to the Fiery server.

## Send a design to a Fiery server in smaller batches

You can send your design to a Fiery server in batches of smaller jobs to print. This may be useful when sending very large designs.

**1** Click **Send to Fiery Server**.

**2** Select an existing Fiery server or click **Add Fiery** (  ) to add a new Fiery server.

**3** Click the **Batch Size** button.

- 4 Specify the number of records to print in each batch.
- 5 Optional: Select an appropriate setting from the **Settings** list.
- 6 Click **Process and Hold**, or select a different job action for the Fiery server from the list.

Choose from the following job actions.

- **Process and Hold** processes the file and places it in the **Held** queue.
- **Hold** places the file in the **Held** queue.
- **Print** prints the file.
- **Print and Hold** prints the file and places it in the **Held** queue.

FreeForm Create divides your job into multiple jobs using the number of records you specified.

# Manage Fiery servers used with FreeForm Create

You can add and delete Fiery servers used by FreeForm Create.


- 1 Click **Send to Fiery server**.
- 2 Click **Manage Fiery servers** (  ) to add or delete Fiery servers.

## Add a Fiery server to print from FreeForm Create

You can add Fiery servers to print to from FreeForm Create.


Keep in mind the following.

- You need the **Server Name** or **Server Address**, the **Username**, and the **Password** of the Fiery server the first time you send a design to that Fiery server. The administrator user name for Fiery servers is **Admin**, and the administrator password is required.
- Editing should be complete.

- 1 Click **Add Fiery** (  ) to add a new Fiery server.
- 2 Enter the **Server Name** or **Server Address**, **Username**, and **Password** for the Fiery server.
- 3 Click **Login**.

## Delete a Fiery server used with FreeForm Create

You can delete Fiery servers used with FreeForm Create.

- 1 Click **Delete** (  ) next to the address of the Fiery server you wish to remove.
- 2 Click **Yes** to confirm that you want to delete the selected Fiery server.