



Fiery FreeForm Create

Contents

Fiery FreeForm Create	5
System Requirements	5
FreeForm Create Preferences	6
Change FreeForm Create Preferences	6
File merge workflow	7
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
Variable data document workflow	11
Create a data source document	11
Add record quantity to a data source document	13
Create a variable data document	13
Change the files in a variable data document design	14
Check Data Preflight	15
Add a variable field	15
Float and dock the navigation or properties panels	16
Layout Assistance Tools	16
Position and size variables	16
Arrange variables	17
Managing text	18
Managing images	25
Managing barcodes	26
Style manager	28
Copy to all pages	35
Delete a variable field	35
Clone a variable field	35
Use multi-up masters	36
Define variable object order	36
Preview variable based design	36

Save a design	38
Send a design to a Fiery server	39
Send a design to a Fiery XF server	39
Save a single record PDF preview	40
Send a record range to a Fiery server	40
Send a design to a Fiery server in smaller batches	41
Manage Fiery servers used with FreeForm Create	42
Add a Fiery server to print from FreeForm Create	42
Delete a Fiery server used with FreeForm Create	42
Appendix: Supported barcode types	43

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 2.0.

macOS

- Mac OS X 13.0 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 FS200 and later. FreeForm Create is also supported for Fiery XF 9.0 and later.

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.
- Default 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.
- Barcode customization file - select a .json file to customize barcode styles.
- File paths - specify up to three folders with the content used in your design.
- Help Fiery improve its software - click the toggle button to share statistical data used to improve FreeForm Create.
- Restore defaults - Click to return all preferences to their original default settings.

- 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 left panel of the **Design** window, click  for the master file.
- 2 Click **Change**.
- 3 Locate and select your desired master file, and then click **Done**.

Note: The master file must be a PDF.

Change the variable file

- 1 In the left panel of the **Design** window, click  for the variable file.
- 2 Click **Change**.
- 3 Locate and select your desired variable file, and then click **Done**.

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** panel,

- 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** panel.

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

Note: Use the navigation bar at the top of the **Variable document** panel 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** panel, right-click on a page and select **Add Page Before** or **Add Page After**,
- In the **Combined pages per record** panel, select a page, click , and select **Add Page Before** or **Add Page After**,
- In the **Summary** panel, 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** panel, right-click on a page and select **Delete**.
- In the **Combined pages per record** panel, 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** window 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, images, and small single-page PDF files) 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
Image	[~/]	[~/]MyImage	pic.003.png	[Filepath entered in Preferences]/pic003.png
Image	[~/pictures]	[~/pictures]MyImage	pic.003.png	[Filepath entered in Preferences]/pictures/pic003.png
Image	[~/pictures/travel]	[~/pictures/travel]MyImage	pic.003.png	[Filepath entered in Preferences]/pictures/travel/pic003.png
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
PDF	{~/}	{~/}MyPDF	pdf003.pdf	[Filepath entered in Preferences]/pdf003.pdf
PDF	{~/PDFfiles}	{~/PDFfiles}MyPDF	pdf003.pdf	[Filepath entered in Preferences]/PDFfiles/pdf003.pdf
PDF	{~/PDFfiles/invoices}	{~/PDFfiles/invoices}MyPDF	pdf003.pdf	[Filepath entered in Preferences]/PDFfiles/invoices/pdf003.pdf
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 11 rows will have 10 records. (The first row is the column headers.)

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** window, 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.

Change the master file

- 1 In the left panel of the **Design** window, click  for the Master file, .
- 2 Click **Change**.
- 3 Locate and select your desired master file, and then click **Done**.

Note: The master file must be a PDF.

Change the data source

- 1 In the left panel of the **Design** window, click  for the Data Source.

- 2 Click **Change**.
- 3 Locate and select your desired data source file, and then click **Done**.

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

Check Data Preflight

Use Data Preflight to check your variable data before building your design. In the Data Preflight window, you see all text, images, PDFs, and barcodes from your data source with a symbol next to them to confirm their validation. A green check mark means pass, a red X means error, and a yellow check mark means skip. The Data Preflight icon will change after using the feature. If all of the variable data passed verification, the Data Preflight icon will display a green check mark. If there are any unresolved errors, the Data Preflight icon will display a red X until the errors are resolved.

- 1 In the **Navigation** panel of the **Design** window, click on the check mark (.
- 2 Do one of the following:
 - If data verification passed, click **Close**.
 - If data verification failed, identify the reason for the error in the **Verification errors** section. You can click **Export report** to export a copy of the report as a .csv file.
 - Click **Close** to exit Data Preflight.
- 3 If the Data Preflight icon displays a red X, correct your errors in the data source, then click the wheel () to re-select your data source file in the FreeForm Create **Navigation** panel.
- 4 Check your variable data with Data Preflight again until you pass data verification.

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** window, find the variable field you want to add.

Use the **Search for variable fields** box located on the left panel of the **Design** window 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** panel as desired.

Float and dock the navigation or properties panels

- 1 Click the **Undock** () button to float the navigation or properties panel.
- 2 Click **Dock** () button to dock the navigation to the left side of the screen or dock the properties panel to the right side of the screen.

Note: You can dock and undock the navigation and properties panels in either **Design** mode or **Preview** mode.

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.

Position and size variables

In a variable data document design, you can specify X axis and Y axis offsets to position one or more variables at a precise location in the design. The X axis and Y axis values specify the offset from the upper left corner of the design in points. You can specify width and height values in points to change the size of variable elements.

- 1 Open or create a variable data document design.

Note: You can select **Show grid** to display grid lines and to display the real-time X and Y coordinates of selected objects in your design.

- 2 Select one or more variable objects. To select more than one variable object, use one of the following methods:
 - Click to select a variable and Shift-click to add additional variables to the selection.
 - Select an area by clicking on the master page and dragging the cursor until the box is the desired size to select all of the variables contained within the selected area.
- 3 Specify the X value in points to offset the selection from the left edge of the design.
- 4 Specify the Y value in points to offset the selection from the top edge of the design.
- 5 Specify the W value in points to change the selection width.
- 6 Specify the H value in points to change the selection height.

Note:

Width and height adjustments are not available for all barcode types.

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.
- 2 Select two or more variable objects using one of the following methods:

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

- Click to select a variable and Shift-click to add additional variables to the selection.
 - Select an area by clicking on the master page and dragging the cursor until the box is the desired size to select all of the variables contained within the selected area.
- 3 Click the appropriate arrange button.
 - **Distribute Horizontally** ()-evenly distributes the selected variable objects horizontally within the selected area.
 - **Distribute Vertically** ()-evenly distributes the selected variable objects vertically within the selected area.

Note: For the **Distribute Horizontally** and **Distribute Vertically** features to be available and active, there must be three or more variables selected on a single master page.

- **Align Left** ()- aligns the selected variable objects to the left edge of the selected area.
- **Align Center(vertical)** ()- aligns the selected variable objects to the vertical center of the selected area.

- **Align Right** ()- aligns the selected variable objects to the left edge of the selected area.
- **Align Top** ()- aligns the selected variable objects to the top edge of the selected area.
- **Align Center**(horizontal) ()- aligns the selected variable objects to the horizontal center of the selected area.
- **Align Bottom** ()- aligns the selected variable objects to the bottom edge of the selected area.

Managing text

Text field properties

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

Table 1: Text field properties

Variable type	Available properties	Control	Function
Text Field/Custom Text/Data Objects	Variable	Fields that do not contain data will be collapsed when stacked in a single text box.	Display the variables included in a text box
	File Name	Drag and drop	Display the FreeForm Plus document file name.
	Page Number	Drag and drop	Display the record page number.

Variable type	Available properties	Control	Function
	Date	Format • MM/DD/YYYY • M/D/YY • DD-MMM-YY • MM-DD-YYYY • YYYY-MM-DD • MMMM DD, YYYY • DD MMMM, YYYY • dddd, MMMM DD, YYYY • dddd, DD MMMM YYYY • L • LL	Display the date at print time. Select the format used to display the date.
	Time	Format • hh:mm A • hh:mm:ss A • hh:mm • hh:mm:ss • LT • LTS	Display the time when printed. Select the format used to display the time.
	Record ID	Drag and drop	Display the FreeForm Plus record number.

Variable type	Available properties	Control	Function
	Numbering Sequence	Start	Generate a number sequence on each record with the specified starting number and step increment. Note: A negative step increment will cause the numbering sequence to count in descending order from the starting number.
		Step	
		Numeric length	
			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.
		Prefix	Specify a prefix string of text to precede the numbering sequence.
		Suffix	Specify a suffix string of text to follow the numbering sequence.
	Text	Apply style menu	Choose from Local or Global styles created with Style manager .
	Font	Font menu	Choose from fonts available on your system.
		Font weight menu	Change the weight of the font used in the selected text box.
		Font size text box	Select the font size in points.

Variable type	Available properties	Control		Function
		Fonts used in Master menu		Select to review the fonts used in the master file.
	Edit rich text	Edit rich text button		Click to open the rich text editor window.
	Line height	Line height text box		Increase or decrease to adjust the space between lines of text.
	Angle	Angle text box		Set the angle of the variable text field box in degrees.
	Text decoration	Underline button		Select to apply underline text style.
	Text transform	Upper case button		Convert text to upper case.
		Lower case button		Convert text to lower case.
		Title case button		Convert text to title case.

Variable type	Available properties	Control	Function
	Appearance	Text color box	Select the text color using either the Color picker or Spot color tabs. Note: 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 Spot Color tab of the color selection window. Save colors as Preset colors by choosing a color and clicking Add color.

Variable type	Available properties	Control	Function
	Background color	• Background color toggle button • Color box • Padding number box	Click the Background color toggle button to turn on background fill color behind the highlighted text element. Click on the Color box to change the background color in a text field box. Note: 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 Spot Color tab of the color selection window. Save colors as Preset colors by choosing a color and clicking Add color. Specify padding to increase the size of the background color area behind the selected text element.

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 panel to select it.
Once selected, a red box with a line extending from the top will surround the variable in the central panel.
- 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 Do one of the following:

- Type an angle to rotate text counterclockwise from horizontal, or use the up and down arrows to adjust the text angle.
- Click and hold, then drag the cursor until the text variable is at your desired angle.

Format text using rich text formatting

Fiery FreeForm Create 2.0 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** window, select a text block containing text that you want to apply rich text formatting to.
- 2 Click **Edit rich text** in the **Properties** panel.
- 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** () button to select a color or a spot color using the color picker or select among the **Preset colors** and then click **OK**.
 - Click **Apply style** to select a local or global text style to selected text.
- 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** window, select a text block that contains the text whose style you want to copy.
- 2 Click **Edit rich text** in the **Properties** panel.
- 3 Select the text with the style you want to copy and click **Copy format** ()

- 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** panel, then select the text to apply the text style to.
- 5 Click **Apply format** (🔗).
- 6 Click **Save**.

Managing images

Image properties

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

Table 2: Image properties

Variable type	Available properties	Control	Function
Images	Variable	Text box	Displays the image variable name.
	Fit	Proportional	Use the original proportions of an image variable.
		Stretch	Stretch an image variable to fit the size you specify. Note: This setting may distort images.
		Reset	Resets an image to the settings imported from the data source file.
	Angle	Image angle	Set the angle of the image by degree.

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.
Note: Angle is not available for PDF objects.
- 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 panel.
- 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.

- Click and hold, then drag the cursor until the image variable is in the desired orientation.

Managing barcodes

Barcode properties

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

Table 3: Barcode properties

Variable type	Available properties	Control	Function
Barcodes	Variable	Text box	Displays the barcode variable name.
	Barcodes	Apply style menu	Choose from Local or Global styles created with Style manager .
	Type	Choose from the available barcode types.	Set the barcode type to match a barcode variable contained in your data source file. Note: Only formats supported by the data in the first cell of the data source column will be offered as alternate types.
	Barcode styling	Depending on barcode type, options are available for: - Barcode color - Barcode text color - Barcode and text color - Barcode background color	Select the barcode or barcode text color using either the Color picker or Spot color tabs. Note: 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 Spot Color tab of the color selection window. Save colors as Preset colors by choosing a color and clicking Add color .

Variable type	Available properties	Control	Function
		Transparent background toggle button	Select to apply transparent background to barcode types that support this option.
	Bar Text	Show text toggle button	Displays the text displayed with the barcode.
	Scale	• X axis • Y axis	Change the scale of a barcode variable on the X and Y axis.

Change the orientation of a barcode

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

Note: Please note that barcode orientation applies to all barcode formats except QR codes. Rotation is not supported for QR codes.

- 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 panel.
- 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** panel 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**.

Smart barcode detection

FreeForm Create can automatically recognize barcode type names in your data source column header and select the correct barcode type when you add a barcode to your master file.

- 1 Specify a barcode type in the barcode column header of your data source. See the Appendix: Supported barcode types for a list of the barcode type format codes.
- 2 In the **Design** window, select a barcode element for the **Navigation** panel and drag it to your design.

The correct barcode type will be automatically selected in the **Properties** panel under **Type**.

Note: Even if you don't specify the barcode type name in your data source, FreeForm Create performs an initial data validation when you add a barcode to a page, and automatically displays in the **Type** list only barcode types that could be a possible match. You can type the first letter of the desired barcode to automatically jump to that section in the list.

- 3 You can set the **Show text** toggle switch in the **Properties** panel to show or hide barcode text.

Style manager

You can use **Style manager** to build local or global libraries of text and QR code styles for fast, consistent personalization.

Create and save a style

Create and save a new style in a variable based design.

- 1 Click on a blank area of your design in the **Design** window.

The style manager button appears in the **Properties** panel.

- 2 Click on **Style manager** in the **Properties** panel.

The **Style manager** window displays.

- 3 Choose to create a text style or a QR code style by selecting one of the following tabs:
 - **Text styles** to create a new text style.
 - **QR code styles** to create a new QR code style.
- 4 Choose to save your style locally to the current design, or make your style available for any design by selecting one of the following:
 - **Local** to save your style only with your current design.
 - **Global** to make your style available for any design created on the current computer.
- 5 Click **Add new style** in the **Style manager** window. In the **Properties** panel, you can change the default name for your style in the **Style name** field.
- 6 Select the properties you want to apply to your text or QR code style in the **Properties** panel.
- 7 When your design selections are complete, click **Save**.

Text style properties

The following table lists the text style properties that can be used when creating a new text style.

Table 4: Text style properties

Property group	Available properties	Control	Function
Typography	Style name	Text box	Specify the name for your text style.
	Font family	Menu	Lists available font families
	Font style	Menu	Lists font styles that are available for some font families.
	Font size	Number box	Specify font size in points.
	Line height	Number box	Specify space between lines of text in points.
	Angle	Number box	Specify an angle to rotate the text counterclockwise in degrees.
	Alignment	[image goes here]	Align text left, center, or right.
	Text decoration	[image goes here]	Specify available text decorations, such as underline.

Property group	Available properties	Control	Function
	Text transform	[image goes here]	Change text case among upper case, lower case, and title case.
Appearance	Text color	Color picker	Specify a color using the color picker or specify a spot color.
	Background color	Color picker	Specify a color to apply to the space around text.
	Padding	Number box	Specify how far the background should extend beyond text in points.

QR code style properties

The following table lists the QR code style properties that can be used when creating a new QR code style.

Table 5: QR code style properties

Property group	Sub group	Available properties	Control	Function
General	N/A	Style name	Text box	Specify the name for your QR code style.
Appearance	QR design	QR Code element shapes	QR code shape menus	Specify the shape styles for the QR dots, corner frames, and corner dots that make up a QR code. See QR design shape properties for more information.
	QR color	QR Code elements color	Color picker	Specify a color to apply to the QR code elements.
	Insert logo	Upload image	Button	Click to select an image file to place in the center of the QR code.
		Image size	Slide control	Adjust right or left to make the image larger or smaller.

Property group	Sub group	Available properties	Control	Function
		Logo background	Toggle button	Click to make white logo background opaque, creating white space around image. When not selected, logo background is transparent.
		Padding	Number box	Specify how far the background should extend beyond central image in points, by reducing the size of the image.
	Background options	Background	Toggle button	Click to activate background settings.
		Padding	Number box	Specify how far the background settings should extend beyond the QR code in points.
		Solid	Radio button	Specify a solid background color.
			Color picker	Specify a background color or a spot color to apply to the QR code background.
		Gradient	Radio button	Specify a color gradient to apply to the QR code background.
			Gradient picker	Specify color gradient properties to apply to the QR code background. See Apply a color gradient to QR code elements for more information.

QR design shape properties

The following table lists the QR code style properties that can be used when creating a new QR code style.

Table 6: QR design shape properties

Property group	Sub group	Available properties	Style example
Shape	QR dots	Square	
		Rounded	
		Dots	
		Classy	
		Classy-rounded	
		Extra-rounded	
	Corner frame	Dot	

Property group	Sub group	Available properties	Style example
		Square	
		Extra-rounded	
		Rounded	
		Dots	
		Classy	
		Classy-rounded	
	Corner dot	Dot	
		Square	
		Extra-rounded	
		Rounded	
		Dots	

Property group	Sub group	Available properties	Style example
		Classy	
		Classy-rounded	

Apply a color gradient to QR code elements

You can specify color gradients and apply them to QR code dots, corner frames, corner dots, and background fills. Gradient fills allow you to fill an area with a smooth transition between two or more colors or *stops*. You can specify as many stops as desired, and smooth transitions will be created between each pair of stops.

1 From the QR code properties pane in **Style manager**, select **QR color** under **Appearance**.

2 Select **Gradient** for either QR dots, Corner frame, or Corner dot.

Note: You can select **Use the same color for all elements** to apply the same color gradient to all QR code elements.

3 Click on the sample gradient to open the gradient editor to specify the gradient settings.

4 For **Type** select one of the following options:

- **Linear** to make a gradient that changes from one color to another in a straight line. For linear gradients you can also specify **Rotation** which rotates the gradient in degrees from 0 to 360, clockwise from horizontal.
- **Radial** to make a gradient that radiates outward in a circle from a central color specified as the first stop, to stops that specify surrounding colors.

5 To specify the colors of the gradient, select one of the gradient endpoint boxes to open the color picker.

6 Click in the color picker boxes to specify a color, or select a color model and directly enter color values.

Note: You can select + **Add color** to save the color as a preset color. You can store up to twelve preset colors.

7 Slide the gradient endpoint boxes to adjust the rate that the gradient changes colors.

8 Click the + button () to add additional gradient colors.

9 You can directly specify where each color is positioned in the gradient by entering a number between 0 and 100.

10 Click the trash icon () to delete a color from your gradient.

11 You can select + **Add preset** to save the gradient as a preset gradient. You can store up to nine gradient presets.

12 When your design selections are complete, click **OK**.

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** panel displays the group number and the record number associated with that group.

- 1 In the **Design** window, 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.

Define variable object order

Move variable objects forward or backward to control how objects appear in your design.

- 1 In the **Design** window, select a variable object.
- 2 Right-click the variable object and select one of the following:
 - **Bring to front**
 - **Bring forward**
 - **Send to back**
 - **Send backward**
- 3 Click away from your selection anywhere in your design to redraw all layered objects with your changes.

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** panel 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 panel to preview the design with that record.

Note: Use the **Filters** located in the left panel 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.

Send a design to a Fiery XF server

You can send your design to a Fiery XF server to print.

Fiery FreeForm Create supports Fiery XF 9.0 and later.

1 Click **Send to Fiery server**.

- 2 Select an existing Fiery XF server or click **Add Fiery server** to add a new Fiery XF server.
- 3 In the **Fiery server** window, type the server address, user name, and password for the Fiery XF server.
- 4 Click **Login**.
- 5 Select a connected printer, workflow, and media.
- 6 Select whether to print all records, a selected range, or a batch size.
- 7 Click **Send to printer**.

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.

Appendix: Supported barcode types

The following table lists the barcode type codes that must be used for automatic formatting support, and a description of each barcode type.

Table 7: Supported barcode types

Name to use in data source column header	Name in FreeForm Create barcode list
auspost	AusPost 4 State Customer Code
azteccode	Aztec Code
aztecrune	Aztec Runes
bc412	BC412
coop2of5	COOP 2 of 5
channelcode	Channel Code
rationalizedCodabar	Codabar
codablockf	Codablock F
code11	Code 11
code128	Code 128
code16k	Code 16K
code2of5	Code 25
code39	Code 39
code39ext	Code 39 Extended
code49	Code 49
code93	Code 93
code93ext	Code 93 Extended
codeone	Code One
azteccodecompact	Compact Aztec Code

Name to use in data source column header	Name in FreeForm Create barcode list
pdf417compact	Compact PDF417
raw	Custom 1D symbology
daft	Custom 4 state symbology
datamatrix	Data Matrix
datamatrixrectangular	Data Matrix Rectangular
datamatrixrectangularextension	Data Matrix Rectangular Extension
datalogic2of5	Datalogic 2 of 5
identcode	Deutsche Post Identcode
leitcode	Deutsche Post Leitcode
dotcode	DotCode
ean13	EAN-13
ean13composite	EAN-13 Composite
ean14	EAN-14
ean2	EAN-2 (2 digit addon)
ean5	EAN-5 (5 digit addon)
ean8	EAN-8
ean8composite	EAN-8 Composite
flattermarken	Flattermarken
gs1-cc	GS1 Composite 2D Component
gs1datamatrix	GS1 Data Matrix
gs1datamatrixrectangular	GS1 Data Matrix Rectangular
databarexpanded	GS1 DataBar Expanded
databarexpandedcomposite	GS1 DataBar Expanded Composite
databarexpandedstacked	GS1 DataBar Expanded Stacked
databarexpandedstackedcomposite	GS1 DataBar Expanded Stacked Composite
databarlimited	GS1 DataBar Limited

Name to use in data source column header	Name in FreeForm Create barcode list
databarlimitedcomposite	GS1 DataBar Limited Composite
databaromni	GS1 DataBar Omnidirectional
databaromnicomposite	GS1 DataBar Omnidirectional Composite
databarstacked	GS1 DataBar Stacked
databarstackedcomposite	GS1 DataBar Stacked Composite
databarstackedomni	GS1 DataBar Stacked Omnidirectional
databarstackedomnicomposite	GS1 DataBar Stacked Omnidirectional Composite
databartruncated	GS1 DataBar Truncated
databartruncatedcomposite	GS1 DataBar Truncated Composite
gs1lddatamatrix	GS1 Digital Link Data Matrix
gs1dlqrcode	GS1 Digital Link QR Code
gs1dotcode	GS1 DotCode
gs1northamericancoupon	GS1 North American Coupon
gs1qrcode	GS1 QR Code
gs1-128	GS1-128
gs1-128composite	GS1-128 Composite
hibcazteccode	HIBC Aztec Code
hibccodablockf	HIBC Codablock F
hibccode128	HIBC Code 128
hibccode39	HIBC Code 39
hibcdatamatrix	HIBC Data Matrix
hibcdatamatrixrectangular	HIBC Data Matrix Rectangular
hibcmicropdf417	HIBC MicroPDF417
hibcpdf417	HIBC PDF417
hibcqrcode	HIBC QR Code
hanxin	Han Xin Code

Name to use in data source column header	Name in FreeForm Create barcode list
iata2of5	IATA 2 of 5
isbn	ISBN
ismn	ISMN
issn	ISSN
itf14	ITF-14
industrial2of5	Industrial 2 of 5
interleaved2of5	Interleaved 2 of 5 (ITF)
code32	Italian Pharmacode
japanpost	Japan Post 4 State Customer Code
msi	MSI Modified Plessey
mands	Marks & Spencer
matrix2of5	Matrix 2 of 5
maxicode	MaxiCode
microqrcode	Micro QR Code
micropdf417	MicroPDF417
symbol	Miscellaneous symbols
pdf417	PDF417
pharmacode	Pharmaceutical Binary Code
pzn	Pharmazentralnummer (PZN)
plessey	Plessey UK
posicode	PosiCode
qrcode	QR Code
rectangularmicroqrcode	Rectangular Micro QR Code
kix	Royal Dutch TPG Post KIX
royalmail	Royal Mail 4 State Customer Code
mailmark	Royal Mail Mailmark

Name to use in data source column header	Name in FreeForm Create barcode list
sscc18	SSCC-18
swissqrcode	Swiss QR Code
telepen	Telepen
telepennumeric	Telepen Numeric
pharmacode2	Two-track Pharmacode
upca	UPC-A
upcacomposite	UPC-A Composite
upce	UPC-E
upcecomposite	UPC-E Composite
oncode	USPS Intelligent Mail
planet	USPS PLANET
postnet	USPS POSTNET
ultracode	Ultracode