

FreeFlow Makeready

Training course outline

Course Name: Free Flow™ Make Ready

Course Code: EDFFDMSM or EAFFDMSM (includes accommodation)

Location: Customer's Premises

or

Fuji Xerox Australia
National Education Centre
546 Gardeners Road
ALEXANDRIA NSW 2015

Time: 8.30 am – 5:00pm

Duration: 2 days

Objective:

The objective of the Free Flow™ Makeready customer-training course is to provide participants with a detailed understanding of the concept for Free Flow™ as a network-based image capture and retrieval system. The course is intended as the basic grounding allowing the users to scan hardcopy documents creating and assemble electronic images into documents, edit and enhance documents, prepare booklets, store, and retrieve documents, submit documents to a number of Xerox Production Publishers to produce high-quality output.

Pre-requisites:

- Mandatory requirements before training may begin: - The purchaser, Xerox account manager and the Xerox analyst/Customer Education Facilitator must nominate an in-house (from client site) product specialist for the account. This person's role would then be utilised within the company as the first point of contact for troubleshooting, and to communicate with the Xerox account analyst at a higher degree of competency.
- Ability to confidently navigate and perform standard windows desktop & application functions without procedural instruction.
- Familiarity with networked workstations and file directories.
- A basic understanding of databases would be an advantage
- If a participant cannot perform the above tasks: - A course in the appropriate operating systems for Windows is mandatory prior to attending.
- These courses are available through external training institutes. Please contact your Customer Education Facilitator for details.

Course Content:

The course has been designed into bite-sized modules. This allows the content of each module to be conducted at a pace suitable to the trainee. The entire course has 11 modules.

Day one

Module 1 – Overview: FreeFlow Tour

In this lesson, you'll learn about the FreeFlow Makeready capabilities, explore the user interface, identify basic components of the FreeFlow Makeready interface, and perform basic operations such as reset the workspace, resize windows, customise toolbars, and view RDOs.

At the conclusion of this lesson, you will be able to:

- Demonstrate how to power on the hardware components and shut down the workstation in the correct sequence.
- Perform basic tasks within Makeready to become familiar with the FreeFlow Makeready software application, such as resetting the workspace, using the shortcut menu, moving and resizing windows, changing the displays of toolbars, and creating tabs in the Directory Viewer.
- Demonstrate how to work with Raster Document Objects (RDOs), including creating and saving a new RDO.
- Demonstrate how to change the default settings in the Settings dialog.
- Demonstrate how to access the online Help system for Makeready and perform basic search operations using the Content, Index, and Search tabs.

Duration of module: 30 mins

Module 2 - Scanning

In this lesson you'll learn about scanning capabilities, including using both the Makeready scanner interface and the Scan and Print application to scan documents.

At the conclusion of this lesson, you will be able to:

- Demonstrate how to use the FreeFlow Makeready scanner interface to scan hardcopy originals, such as newsletters, colour pamphlets, brochures, and photographs, as RDO and PDF images.
- Demonstrate how to specify scanner settings using the Settings dialog within FreeFlow Makeready.
- Demonstrate how to create scan tickets and use them when scanning hardcopy originals.
- Demonstrate how to use the Image Quality controls to adjust image quality when scanning originals.
- Demonstrate how to scan bound pages of a hardcopy book or any bound hardcopy document original.
- Demonstrate how to resize images by scaling and framing scanned images.
- Perform tasks within the application to become familiar with the Scan and Print application.
- Demonstrate how to scan, print, and save documents as PDF and RDO using the Scan and Print application.
- Demonstrate how to apply enhancements using the Advanced Scanning features, including De-skew and De-speckle, as well as apply headers, footers, and page numbers to scanned images.

Duration of module: 1 hour

Module 3 - Using file manager

In this lesson you'll learn about the File Manager capabilities, explore creating directories and copying documents into them, sharing and un-sharing directories, as well as, mapping to network drives.

At the conclusion of this lesson, you will be able to:

- Perform tasks within the application to become familiar with the File Manager software.
- Demonstrate how to create, rename, and delete directories within File Manager.
- Demonstrate how to copy and move documents into directories within File Manager.
- Demonstrate how to share directories and map to network drives from within File Manager.

Duration of module: 20 mins

Module 4 – Printing

In this lesson you'll learn about production printing using the Production Print Path from FreeFlow Makeready as well as using the Advanced Print Path from FreeFlow Print Manager – Advanced Print Path (APP). In addition, you will explore using Job Tickets, rotating PDF documents when printing, using Network Agent to convert jobs to RDO, and converting PDF documents to PostScript at the printer.

At the conclusion of this lesson, you will be able to:

- Demonstrate how to perform basic production printing by submitting an open RDO document from FreeFlow
- Makeready to the Production Print Path.
- Demonstrate how to perform basic production printing by submitting multiple documents as separate jobs with separate job tickets from FreeFlow Print Manager APP to the Advanced Print Path.
- Explain when and why you would use the Production Print Path as opposed to the Advanced Print Path.
- Demonstrate how to rotate PDFs when production printing using FreeFlow Print Manager – APP.
- Demonstrate how to convert jobs to RDO using Network Agent and explain one other option you can perform using Network Agent.
- Demonstrate how to enable a registered printer in Printer Registration to convert PDF documents to PostScript and explain why you would use this feature.

Duration of module: 30 mins

Module 5 – Inserting and exporting files

In this lesson you'll learn about inserting different types of contents into RDOs using Makeready. You will explore inserting existing files, including TIFF, JPEG, PostScript, and PDF files into RDOs. In addition, you will insert blocks of colour called "fills" into RDOs, insert shared files into RDOs, repair broken linked RDOs, and export pages or images of an RDO as one or more TIFF or JPEG files.

At the conclusion of this lesson, you will be able to:

- Demonstrate how to change the settings for inserting files using the Setting dialog box.
- Demonstrate how to insert various file types into an RDO in Makeready.
- Demonstrate how to insert a merge data object into an RDO in Makeready.
- Demonstrate how to restore a linked file that has been moved or deleted from its original location.
- Demonstrate how to insert a file into an RDO using the Enhance feature.
- Demonstrate how to export files from an RDO to a local directory.

Duration of module: 30 mins

Module 6 – Set labelling

In this lesson you'll learn the basics for creating a PDF label file, inserting label objects into RDOs and PDF pages using Makeready, and printing a document that contains one or more label objects.

At the conclusion of this lesson, you will be able to:

- Demonstrate how to insert a set label file into an RDO document in FreeFlow Makeready using both the Insert Labels dialog and the Insert Labels tab in the Directory Viewer Window.
- Demonstrate how to position inserted label objects by moving and rotating them on applicable pages of the RDO.

Duration of module: 30 mins

Module 7 – Building and editing RDO's

In this lesson you'll learn the basics for building an RDO document and editing the contents of the RDO.

At the conclusion of this lesson, you will be able to:

- Demonstrate how to build an RDO document using the wizards in FreeFlow Makeready.
- Demonstrate how to edit an RDO document by specifying the insert mode and arranging various pages within the RDO.

Duration of module: 30 mins

Module 8 – Working with Images

In this lesson you'll learn the basics for working with images on RDO pages, including positioning images on a page using a variety of methods, and editing images using the different editing modes.

At the conclusion of this lesson, you will be able to:

- Demonstrate how to insert and position images on RDO pages.
- Demonstrate how to edit images using the Edit Mode, Image Editor, Adobe Photoshop, and Edit PDF Page editing modes.

Duration of module: 30 mins

Module 9 – Working with RDOs

In this lesson you'll learn the basics for working with RDOs, including creating sections, tabs, and covers; using the Light Table view feature, and creating templates.

At the conclusion of this lesson, you will be able to:

- Demonstrate how to change the document properties of an RDO document using the Document Properties dialog.
- Demonstrate how to create sections in an RDO, including changing the paper stock for sections, applying page numbers to sections, adding section-level headers, and using direct inserts.
- Demonstrate creating tabs by adding bleed tabs as well as pre-cut tabs.
- Demonstrate how to create covers including; defining paper stock for covers, adding blank pages for covers, defining text for the cover pages, and applying the front and back covers in an RDO document.
- Demonstrate how to use the Light Table to check the front and back page alignment of two-sided RDO documents, including changing the Light Table back side colour and changing the page registration.
- Demonstrate how to create templates from an existing RDO and using wizards.

Duration of module: 45 mins

Module 10 – File conversion

In this lesson you'll learn the basics for converting RDO documents to both printable and viewable PDF documents.

At the conclusion of this lesson, you will be able to:

- Demonstrate how to specify document conversion settings using the FreeFlow Administration Tool.
Demonstrate how to convert RDO documents on-demand to both viewable and printable PDF documents using the FreeFlow File Conversion Tool.

Duration of module: 15 mins

Module: Assessment (several weeks later – arranged at completion of training)

- Students will be given several projects to complete. The project will be based on workflows, concepts, theories and exercises learnt throughout the course. The project will be completed under the guidance of the instructor and evidence of successful completion to tasks will be gathered as proof of competence.
- On successful completion of the projects together with completion of a tasks features checklist, students will be issued with a certificate of competency.

Duration of module: Approx. 3 hours

This is a follow up visit/phone call that will take place 4-8 weeks post training to ensure your solution is running smoothly. The follow up is also used to assess the trainee's skill level on the FreeFlow Makeready. When successfully completed a Certificate of Completion will be issued from Fuji Xerox National Education Services.

To book your place, please contact your local Fuji Xerox Australia branch training specialist.

If you have any additional queries, please contact FXA National Education Services on **(02) 9700 5500** or e-mail Education.Services@aus.fujixerox.com

About Fuji Xerox Australia

Fuji Xerox Australia is part of a world leading enterprise for business process and document management services. Through the Implementation of efficient business processes and effective communication, we deliver the right information to the right people in the right format. A continuous source of innovation helps us optimise IT and print infrastructures to deploy document strategies that are efficient, productive and waste-free. This enables our customers to meet their business challenges in new ways with measurable results.



Protecting the environment is fundamental to our commitment to corporate citizenship. Fuji Xerox Australia provides products that have been designed with both our customers and the environment in mind. We are known for our end-of-life product resource recovery and remanufacturing programs. Our products regularly lead the industry in energy performance and all our sites maintain ISO 14001:2004 Environmental Management System Certification. Fuji Xerox Australia has been recognised for its achievements in environmental sustainability by the United Nations and the Banksia Environmental Foundation in Australia.

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