Training checklist

Installation:

- Explain license registration is done when creating the license -> open app.printfactory.cloud and show where to find the Installation builds on Downloads.
- Explain System Requirements (use this to show help.printfactory.cloud).
- Other system requirements such as Anti-virus and admin rights.
- Download & Install the latest build. - Emphasize the importance of not missing the FTDI Drivers installation pop up window in Windows installs.
- Show 5 modules installed on the Desktop/Start Menu/Dock.
- Open RIP and show license activation with activation code. Also show license deactivation here and invite user participation to activate it again.
- Open Software Manager and show license devices and explain the devices shown here will be the devices available to add to the RIP. Show RIPs used, Editors Used etc.
- Explain License server IP, green tick for Cloud comms and other Software manager tabs such as resources.

RIP:

- Open RIP and add a device (any printer or cutter available on the license)
- Explain connection options and how they differ between different printers - USB, TCP/IP, Folder.
- Give a quick walkthrough of Device 'Options' tab, explaining the alternative work folder.
- Invite user participation to add a second device if available on the license.
- Give walkthrough of customisable RIP user interface and toolbar.
- Go through RIP Preferences - focus on important aspects such as Work folder location and Cleanup options.
- Show customisable columns, delete as necessary.
- Show how to make a printer backup and backup the RIP preferences.
- Show how to restore a backup.
- Show how to add or remove media sizes for each device.
- Show how to change the loaded media.
- Show how to add a RIP nesting policy.
- Show Generate Job Label.
- RIP a dummy job and show right click options such as:
    - Inspector,
    - Job Info,
    - Backup,

- And other self explanatory options (Start job, Layout etc).

● Show how to add a Queue and give a walkthrough of Queue options and Explain Queues VS Layout.
● Show how to Certify a job.
● Show upload and download in bottom right hand corner and explain what it is doing.(Uploading resources/errors to the cloud)

Layout:

● Open Layout, explain if no PMMs are built then it will not open, just 'searching for printers'.
● Give a walkthrough of Layout UI.
● Show options to turn on or off different panels.
● Open Layout preferences and show where to set the input colour settings and the reference profile.
● Explain Layout Submit behaviour.
● Explain Fixed License/RIP IP.
● Show how to load jobs into the jobs list, two different methods. (File>Add Job, or + button)
● Explain that jobs can be reordered in the jobs list for 'Job Order' nesting policies
● Show media size options including margins and colourbars. Explain how the media size list is related to RIP device media sizes.
● Show PMM selection.
● Show undo and redo buttons.
● Drag two items onto the canvas, show how to increase the number of copies including the step & repeat button next to the copy number.
● Show job resize and placement options, by specific size or percentage.
● Show Job Rotation, mirror and fit to page options.
● Show Cropping options such as crop to TrimBox.
● Explain the most commonly used alignment options, left, right, centre.
● Show different nesting policies and explain each policy will nest slightly differently, the names are self explanatory.
● Show nesting gap VS butt-up nesting.
● Show True-Shape nesting.
● Show Grouping elements together and the effect this has on nesting.
● Move to Image marks, select an image and give walkthrough of various mark options:

    - Labels and Label Placement,
    - Bleed options,
    - Explain Document bleed (show video?),

- Border options,
- Explain 'Cut' border options,
- Others.

- Go to Cutting Tab, enable a cutter.
- Explain cut mark options such as placement and others.
- Explain 'Marker Definition' window (6.3)
- Show mapping spot colour to cut tools.
- Explain Waste Optimization.
- Explain when the job is submitted it will be split into two separate Queues in the RIP. (one for print, one for cut) - [Show in RIP]
- Show the 'Print Settings' tab and explain this is taken from the PMM and some settings can be changed here in Layout such as 'Cut after Print'.
- Show Double sided and explain the different options.
- Show White ink Generation.
- Show Textile step and repeat - Explain only to be used to perform simple steps, anything complicated is to be performed in the Editor.
- Show all Finishing Tools options, explain that this is only for simple changes and anything complicated must be performed in Editor.
- Show how to Save the Layout & Load the Layout to drop items into Placeholders.
- Show & explain Media Size Compensation.
- Show bottom taskbar options such as Zoom in/out, media used etc.
- Explain job submission priority.
- Show job copies (6.3)
- Show the Submit button and explain the yellow warning when an item is nested incorrectly.

Calibrator:

- Open Calibrator, give a walkthrough of UI.
- Show printers drop down menu.
- Open preferences, explain fixed server IP list
- In preferences show Spectrometer selection.
- Open Visu wizard and build a profile with real or dummy data and explain each step. Refer to:
  https://help.printfactory.cloud/knowledge-base/create-a-visu-pmm/
- Explain the importance of exporting the measured data to avoid having to re-measure incase of a software crash.
- Explain how printer settings such as pass/resolution etc will differ for each device.

- Explain different inksets(single/multi channel) and show White ink inclusion, including White ink linearization.
- If applicable explain one step right click VISU conversion on HP Latex ICC or Epson SC EMX profiles.
- Show import/export PMM
- Explain profiling variants, refer to: https://help.printfactory.cloud/knowledge-base/profiling-variants-for-mx-and-visu/
- Show how to duplicate a PMM, explain this is useful for making changes without affecting the original PMM.
- Show the dot gain adjustment tool, refer to: https://help.printfactory.cloud/knowledge-base/dot-gain-gray-correction-curve/
- Show and explain the LAT tool.
- Now the PMM is built, show the Printer > Media > Mode workflow.
- Show mode [+] options such as Print Settings and Spot Colours.
- Show how to edit the PMM using the Edit button
- Show import spot colour library to a PMM.
- Show how to import a spot colour.
- Show how to tune a spot colour, and emphasise the importance of the save icon.
- Show how to export a spot colour library.
- Show how to re-calibrate a PMM.

Editor:

- Open Editor, give walkthrough of UI & floating windows.
- Show how to change the canvas size by size or percentage, explain the 'Scale objects' tick box.
- Show PMM and cutter selection. Explain Cut only workflow by not selecting a PMM but only a cutter and submitting to Layout.
- Show how to open a file.
- Show how to place a file.
- Show the Submit button to send to Layout
- Open multiple files and show how all open files will send to Layout when the submit button is pressed.
- Open preferences, show where to set reference profile 'Print Standard' See:https://help.printfactory.cloud/knowledge-base/standardized-lfp-printing/
- Show other tabs of preferences including RIP server and give walkthrough of important settings.
- Show preflight tool and where to set the variables in preferences.
- Open 'Tiling' artwork and show the tiling tool. Save the Layout via the File menu to show the Layout PDF created.
- Submit tiles to Layout to show how they appear, take this opportunity to show tile mark options in Layout such as alignment lines.

- Open 'Vehicle Wrap' artwork and tiling template to show how tiling can be used for Vehicle wraps.
- Open 'Banner' artwork and use the finishing tools, show how to add the following:

  - Grommets
  - Fold
  - Bleed

- Open 'Crop tool' artwork and show the cropping tool, explain options such as Crop to Trim box
- Show Placeholder video (create a video for this if we haven't done so)
- Open 'Print & Cut' artwork, show in the Layers window how there are now 2 layers.
- Show Map Spot Colour to Cut tools using the unmapped spot colour in the 'Print & Cut' artwork. (we need to create artwork with a spot colour named correctly such as CutContour, but also with one named incorrectly so we can show map spot to cut contour)
- Show how to change the cut tool in the Layers window.
- Show how to delete a Layer in the Layers window.
- Show how to create a cut layer manually or by using the Create cut paths tool.
- Show the Input/Output window to see spot channels in the PMM and spot colour in the file
- Show the generate white tool with an inkset with white. Explain different white layers. Refer to:https://help.printfactory.cloud/knowledge-base/generate-white/
- Explain spread and choke in white tool.
- Show Textile Step and Repeat tool.
- Show the Colour list window and build and demo a colour map.

PrintStation:

- Go to RIP and set a device to Printstation output.
- Open Printstation shows how to set up the connection to the printer and the input folder.
- Close Printstation to show how it creates a PrintStation named as you have chosen in the preferences and explain how to make a 2nd Printstation.
- Give a walkthrough of the UI including drag and drop from the jobs list.
- Show align and nesting tools.
- Show roll/sheet size options and nesting parameters.
- Show the rotate option.
- Show how the send button submits the job to the printer.

Cloud:

- Go to app.printfactory.cloud.
- Show the Production Dashboard.
- Show the Downloads page and release notes
- Show the Licenses page to view license information
- Show the Support page and how to make a support request
- Show the Resources tab.
- Show the media price list and ink price list preferences.
- Show how to make a report of media/ink/jobs.