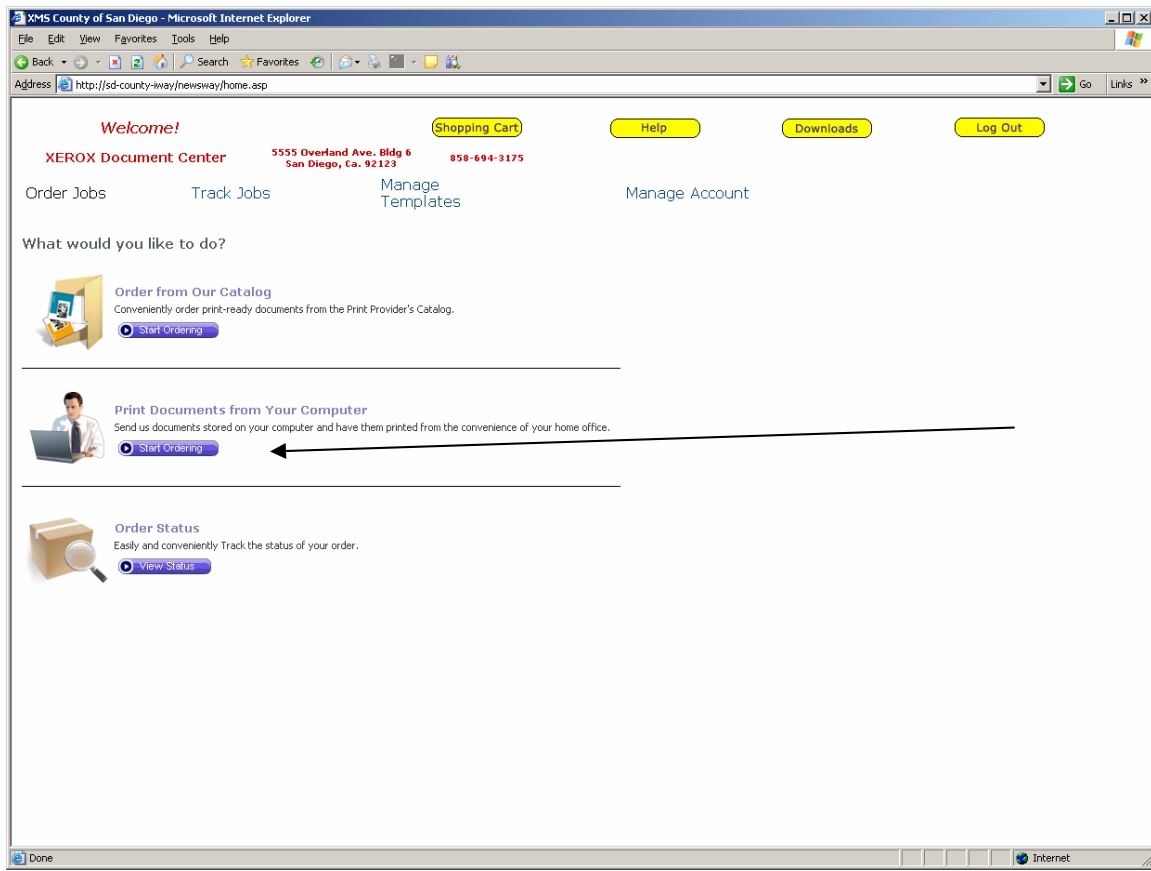




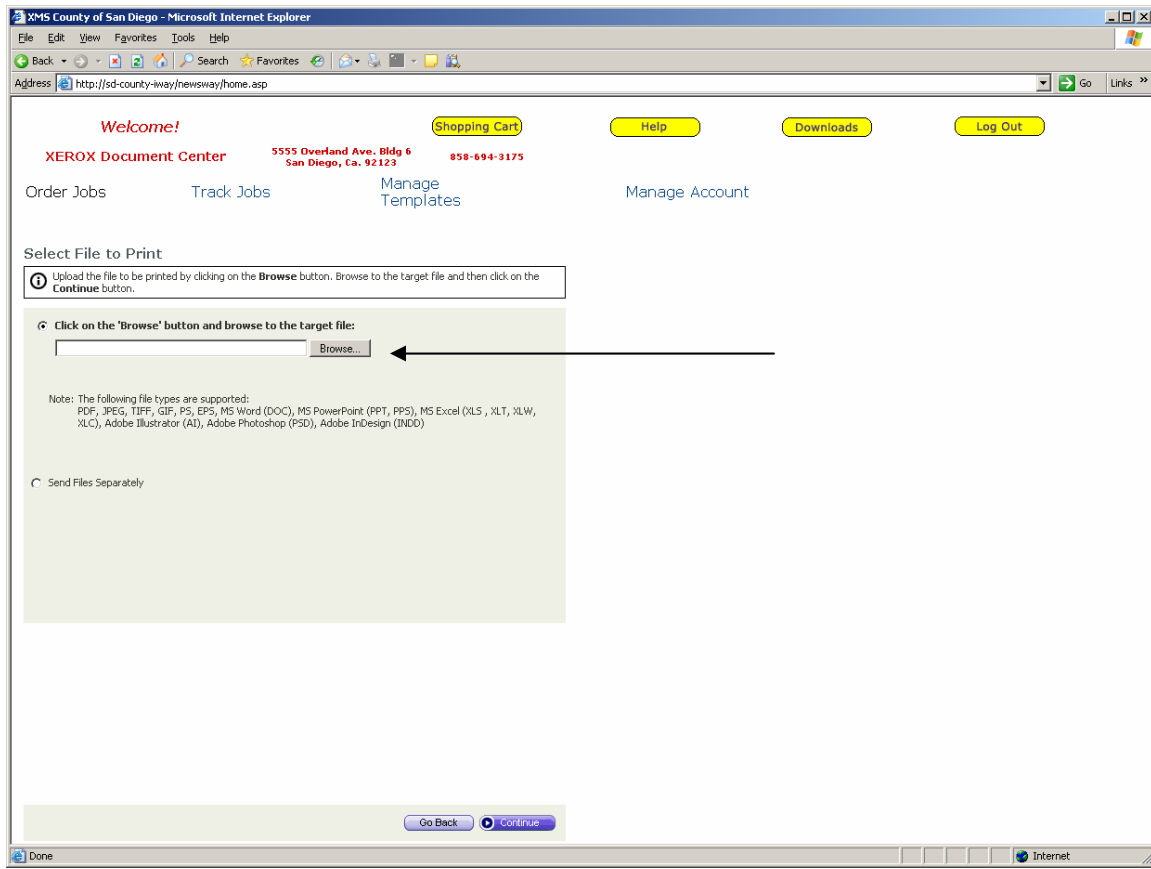
## FreeFlow Tutorial Part 7: Envelopes

This is a “quick tutorial” to help people understand the new FreeFlow.

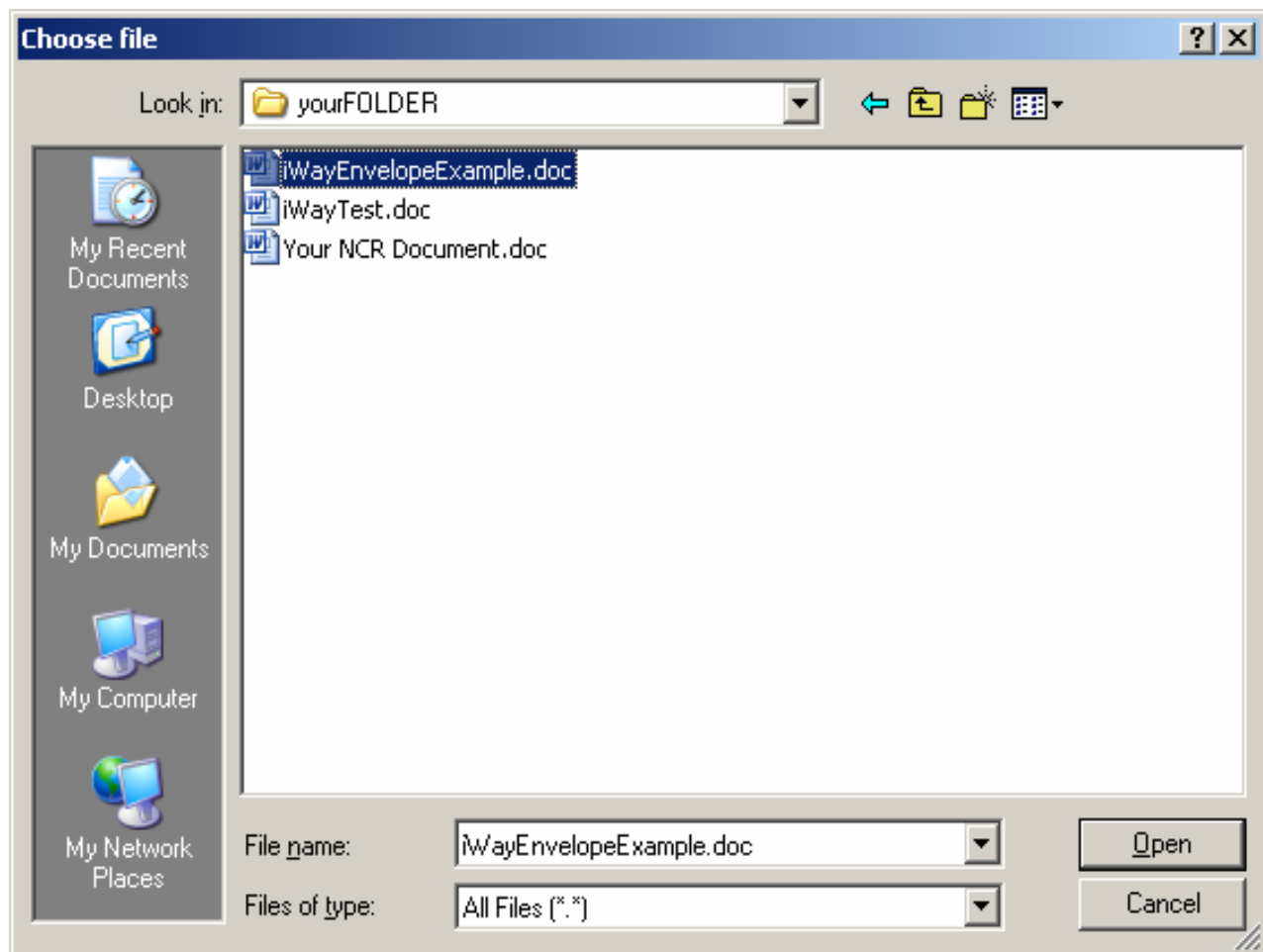
The best part is that if you have used the old version then this will be even easier to understand and use. If you have never used iWay, you should still find this very ‘user friendly’. It is put together in a “wizard” type format...if you just follow the instructions and fill in your information, page by page, you will likely be successful the very first time. In any event, the learning curve for this version is much shorter and easier than in ‘version 2.5’. We hope you will find this tutorial to be helpful and, as always, thank you for your interest in FreeFlow. PLEASE NOTE...for envelopes we will usually require the original artwork from one of the accepted file formats in FreeFlow or an actual hard copy sample. Scanned images will result in diminished image quality & are not generally usable.



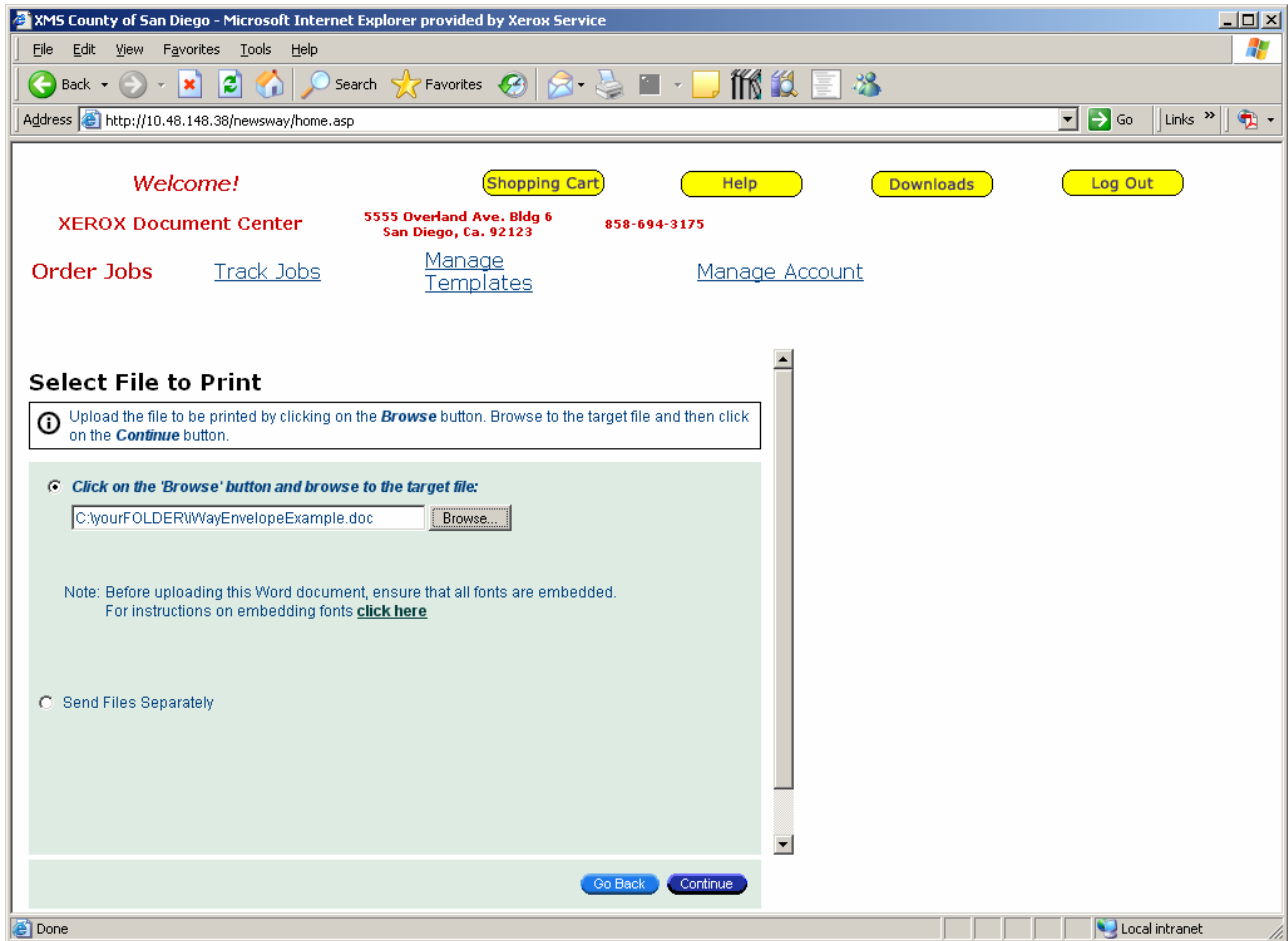
After logging in, we will upload the artwork....Click 'Start Ordering' under "Print Documents from Your Computer"



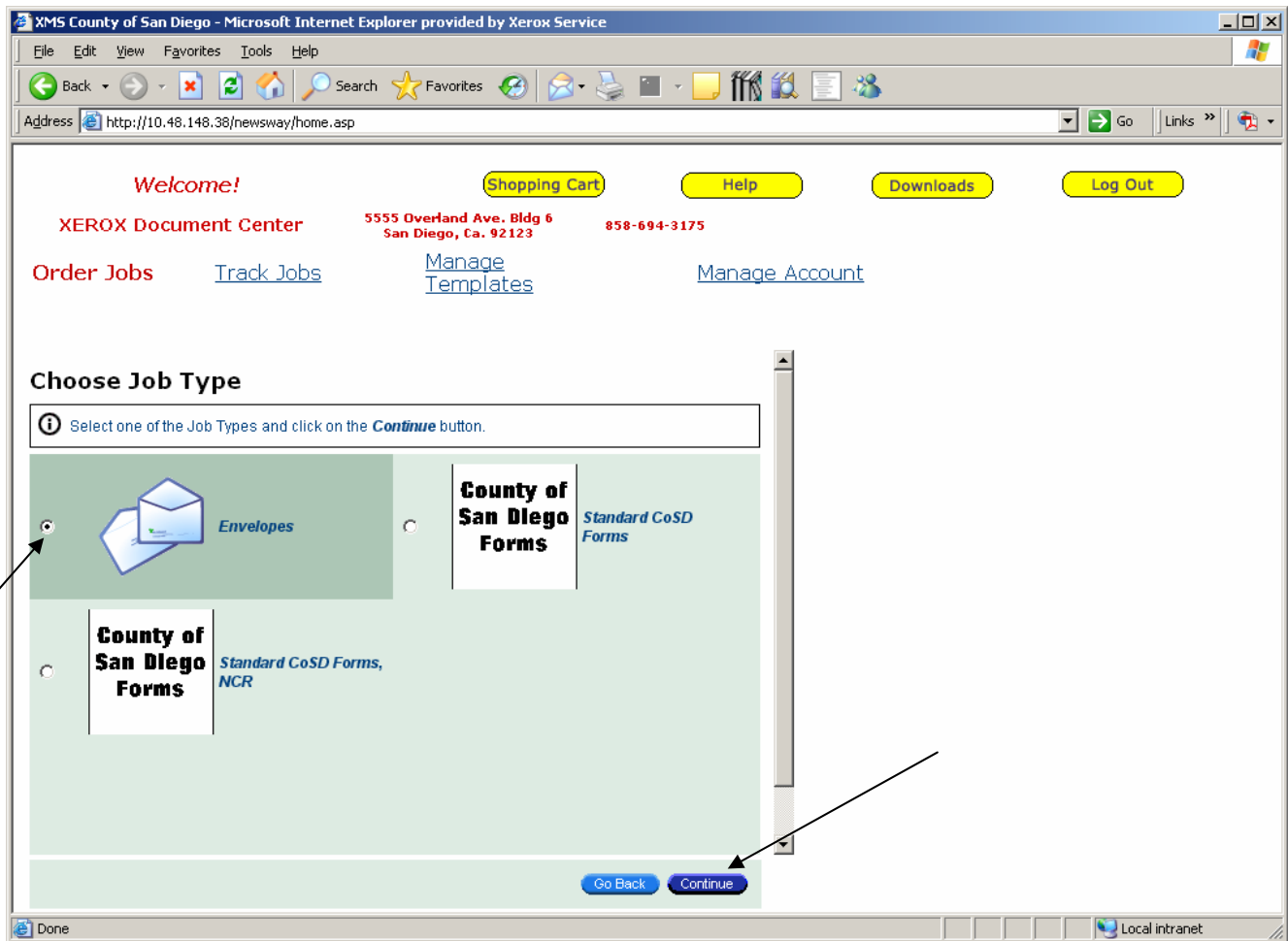
Click on 'Browse' to find your file.....



From “Your Folder” (meaning wherever you keep your files) we’ll select the ‘iWayEnvelopeExample.doc’ file. Click ‘Open’ ....



The file shows up here, in the 'Browse' window. Click 'Continue'.



Next, we select the job type. Click on 'Envelopes'. Click 'Continue'.

Welcome!

Shopping Cart Help Downloads Log Out

XEROX Document Center 5555 Overland Ave. Bldg 6 San Diego, Ca. 92123 858-694-3175

Order Jobs Track Jobs Manage Templates Manage Account

### Edit Properties Job#5796

Define the Properties.

Job Name:

Type: Envelopes

Subtype:

One Sided

Paper:

Color Channels:

Number of Pages:

Page Size:

Width:  Inches Height:  Inches

For additional properties click [here](#).

Go Back Continue

Notice something looks a bit different here....The 'Subtype' drop down menu shows a number rather than a written description. This is due to the complexity of describing the various different types of envelopes available. We have included a detailed description that is invisible at first glance....to see it, click on 'For additional properties click here'.  
....Next page, please

**Welcome!**

**XEROX Document Center** 5555 Overland Ave. Bldg 6 San Diego, Ca. 92123 858-694-3175

[Shopping Cart](#) [Help](#) [Downloads](#) [Log Out](#)

[Order Jobs](#) [Track Jobs](#) [Manage Templates](#) [Manage Account](#)

### Edit Properties Job# 5796

Define the Properties.

Job Name:

**Type:** Envelopes

**Subtype:**

**Note:** 01 #10 ENVELOPES, OS SPCL POLY WINDOW, LEFT: 7/8 BOTTOM: 3/4 PRINTED REFLEX BLUE INK - CORNER CARD, FACE, FLAP AND BACK 24# WHITE WOVE

**Finishing:**

**Number of Pages:**

**Page Size:**    Inches  Inches

**Quantity:**

**Paper:**

**Printing Quality:**

**Color Channels:**

**Expiration Date:** 08-13-07

**Cost Center:**

**Ref. Code:**

[Go Back](#) [Continue](#)

Notice that the window has expanded to show more detail. A 'Note' is now visible that includes all the details of the envelope type. In this example, we see envelope subtype '01', along with its description. There are more than 70 envelope subtypes available! The drop-down menu at 'Page Size' will only show 'Custom' or the actual size of the envelope subtype selected. Select the "non-Custom" size shown to see all the proper dimensions of the particular envelope. Be sure to check all other relevant job properties to make sure they are correct \*including Black & White in color channels.....Click 'Continue'.



Windows taskbar icons: back, forward, stop, print, search, star, globe, mail, printer, folder, help, user.

Welcome!

Shopping Cart   Help   Downloads   Log Out

XEROX Document Center   5555 Overland Ave. Bldg 6 San Diego, Ca. 92123   858-694-3175

Order Jobs   [Track Jobs](#)   [Manage Templates](#)   [Manage Account](#)

---

**Word Printing Options**

Number of pages: 1

Page Size:      Width: 8.5      Height: 11 Inches

Job Size:      Width: 9.5      Height: 4.125 Inches

---

Page Ranges

☐ All

☐ Pages:

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12

---

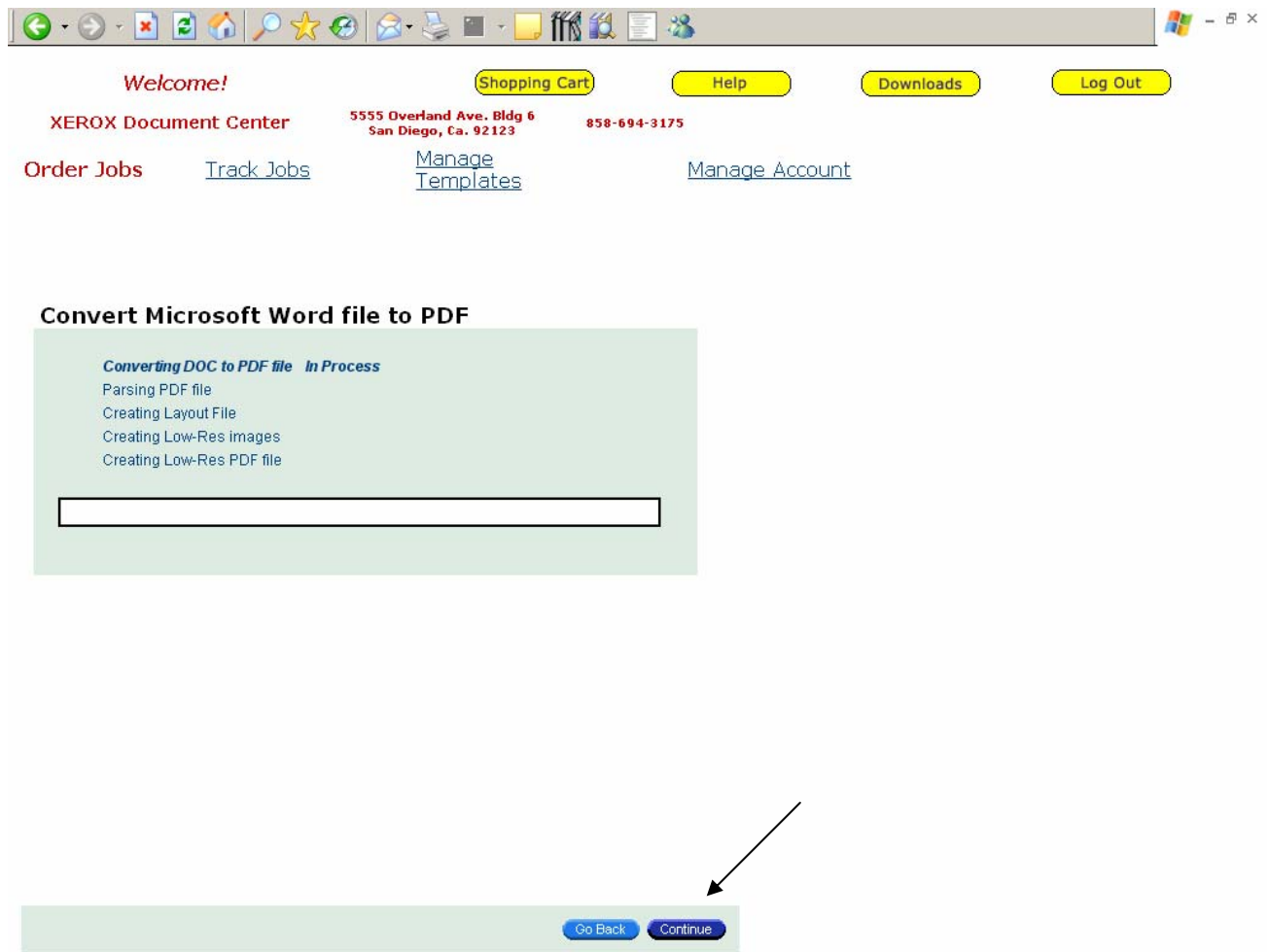
Pages Per Sheet:

---

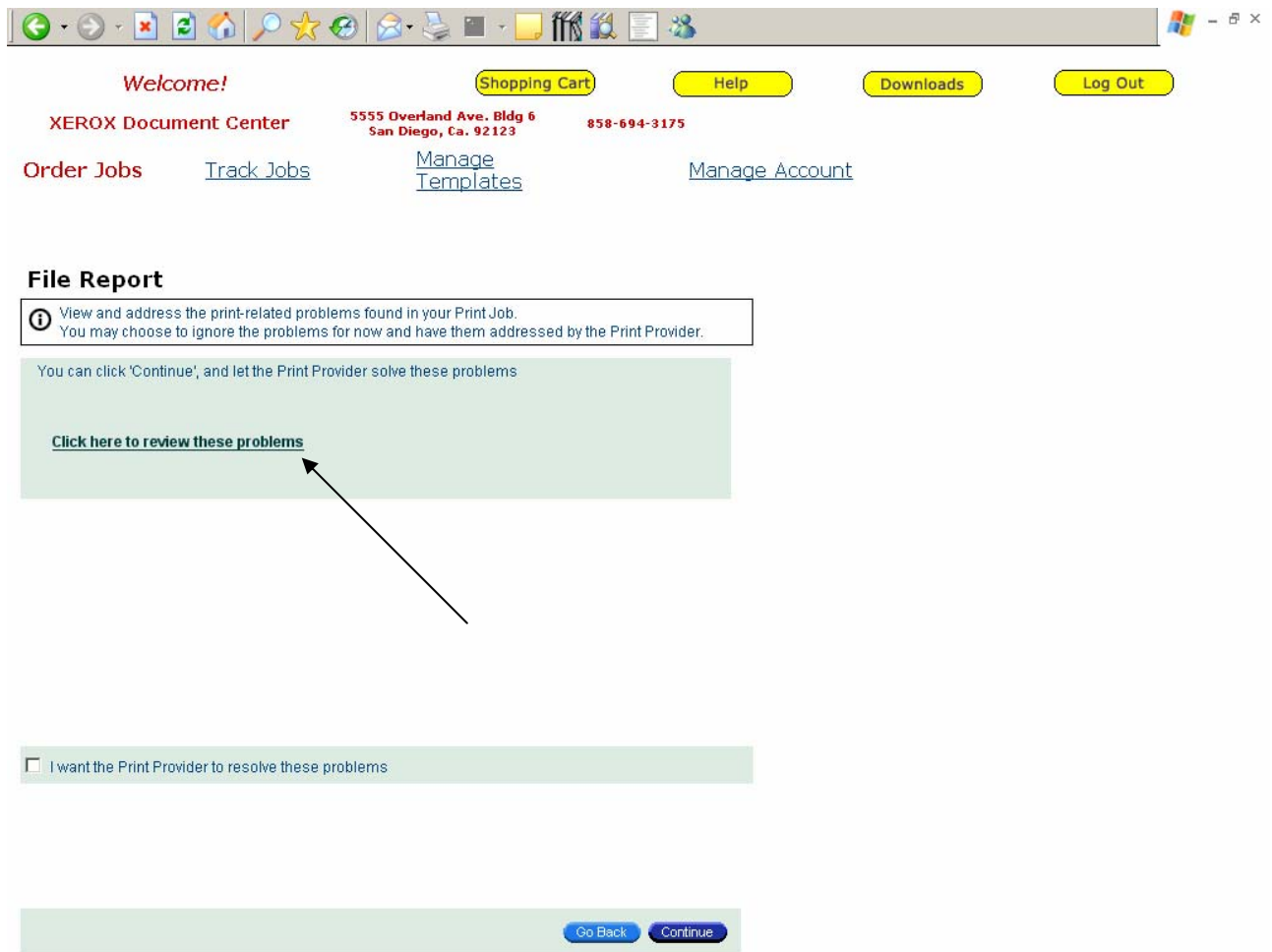
☒ Scale to Fit Job Size

---

Here are the 'printing options'. It generally is not necessary to select "Scale to Fit Job Size" when ordering envelopes. It may be a helpful tool if the original font size is too large, but we will generally scale it to the envelope size when we have it printed. If you want a specific type/font size, be sure to include a note (in 'Enter a note' section of 'Edit Properties'). Click 'Continue' .....



As with other jobs, it converts to PDF. When done, click 'Continue'.....



The artwork for envelopes is often done on a document size other than common envelope sizes. iWay can detect this and will inform you. You can “Click here to review these problems”.....

Windows taskbar icons: Start, Run, Stop, Home, Search, Favorites, Internet Explorer, Outlook, Word, PowerPoint, Excel, Access, OneNote, Paint, Notepad, Recycle Bin.

Welcome!

Shopping Cart   Help   Downloads   Log Out

XEROX Document Center   5555 Overland Ave. Bldg 6 San Diego, Ca. 92123   858-694-3175

Order Jobs   Track Jobs   Manage Templates   Manage Account

### File Report

View and address the print-related problems found in your Print Job.  
You may choose to ignore the problems for now and have them addressed by the Print Provider.

Number of pages: 1

Your file page size does not match size defined in Job Properties

PDF:	Width: 8.5 Inches, Height: 11 Inches
Edit Properties:	Width: 9.5 Inches, Height: 4.125 Inches
Solution:	Update the Job Properties according to the PDF definitions
Special Instructions:	

[What is size mismatch?](#)

☒ I understand the print-related problems and want the Print Provider to provide a solution

Go Back   Continue

You can use the space provided to enter any 'Special Instructions' regarding making the artwork fit the envelope size or you can select the "I understand the print-related problems....." checkbox to authorize us to find a good fit and solution. Most find the latter selection to be the easiest..... When done, click 'Continue'.

The screenshot shows a web browser window with the Xerox Document Center interface. At the top, there is a navigation bar with a 'Welcome!' message, a 'Shopping Cart' button, and links for 'Help', 'Downloads', and 'Log Out'. Below this, the company name 'XEROX Document Center' is displayed along with its address '5555 Overland Ave. Bldg 6 San Diego, Ca. 92123' and phone number '858-694-3175'. A row of links includes 'Order Jobs', 'Track Jobs', 'Manage Templates', and 'Manage Account'.

The main section is titled 'Preview the Job'. It contains an information box stating: 'Click [Add to Cart](#) or [Add to Cart and Checkout](#) to proceed with your order.' Below this is a 'Page Number' dropdown menu set to '1'. The preview area shows a document page with a large, diagonal watermark that reads 'Not for Printing'. At the bottom of the preview area, there are two tabs: 'PDF Preview' (selected) and 'Define Bleeds, Crop, Scale'.

At the bottom of the page, there is a green bar containing three buttons: 'Go Back', 'Add To Cart', and 'Add to Cart and Checkout'.

You now see the 'Job Preview'. This is like an 'electronic proof'...please check it to be sure your artwork is accurate. It is normal if the size proportions seem un-even. You can click 'Add to Cart (and Checkout)'. From here on it is the same process as any other order.

Thank you for visiting our new FreeFlow version 3 tutorial. This should get you acquainted with the most common features and differences from the older version 2.5 iWay system. If you feel you would like more training, help or have a question, please contact Patrick Angsten at [patrick.angsten@xerox.com](mailto:patrick.angsten@xerox.com) , 858-650-0829 or 619-247-6879

Thank you!