



# **RICOH** **TotalFlow Prep**

Print-Ready File  
Software

**Create production-ready document  
for cost-effective printing**

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# Automate your make-ready process for faster, more profitable workflow

Efficient make-ready has always been crucial to a lucrative print business, especially as pre-production involves more complexity than ever before. Clients work from remote locations, use more programs to create jobs, and request last-minute edits. Extracting content, combining multiple formats, and ensuring proper composition can be time-consuming and labor-intensive.

- Simplify steps and reduce the time involved in preparing print-ready files
- Automate redundant production tasks for more accurate and cost-effective printing
- Achieve greater control of the make-ready process and provide a higher level of customer service
- Streamline the print process and increase the performance of your print devices
- Maximize your workflow efficiency by integrating with RICOH TotalFlow Production Manager™ to eliminate more manual steps in print job preparation

## Scalable and intuitive for your print-on-demand environment.

The intuitive graphical user interface is easily adaptable to your production print business. Built hardware-agnostic, it enables integration across mixed environments, letting you centralize management and gain productivity across your shop floor.







## Improve speed, accuracy and quality

Enhance both equipment efficiency and staff productivity with automated job ticketing and the ability to assign project-specific instructions. Quickly transition between jobs with the confidence that your standards for quality are being met.

- Expedite the make-ready process by easily combining multiple formats, such as scanned documents, Microsoft® Office files, JPGs, Adobe® PDFs and more, into one press-ready file
- Realize savings on each job by reducing waste and the amount of labor dedicated to pre-production tasks
- Organize your workload with due date tracking to optimize throughput when you connect to RICOH TotalFlow Production Manager™



## Control jobs down to the page level

Keep production on schedule with the ability to make and quickly validate late-stage changes. Edit and preview functions save time and resources by allowing you to accommodate those last-second client requests.

- Perform simple PDF edits, including logo replacement, text insertion, sizing and rotation
- Ensure content aligns correctly and view content elements such as translucent page stacks, including text blocks, front and back pages, and more
- Introduce flexibility into your workflows with the ability to add covers and slip sheets, specify finishing requirements, and insert and convert to tabs



## Optimize imposition and finishing

Maximize media usage, reduce waste and profit more on each job using the imposition tools. Save and automate your settings to simplify the creation of complex booklets for ongoing efficiency.

- Design profiles for banner pages and barcodes, gaining more control and tracking ability
- Achieve repeatable, professional results by setting registration marks, creep values, scaling and a host of other options
- Meet advanced binding and cutting requirements by customizing your imposition settings



## RICOH TotalFlow Prep **Next Steps**

Speak with your Ricoh sales representative to request a demonstration to personally experience how RICOH TotalFlow Prep can empower your business or visit [www.ricohsoftware.com](http://www.ricohsoftware.com) to request a free software trial.



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