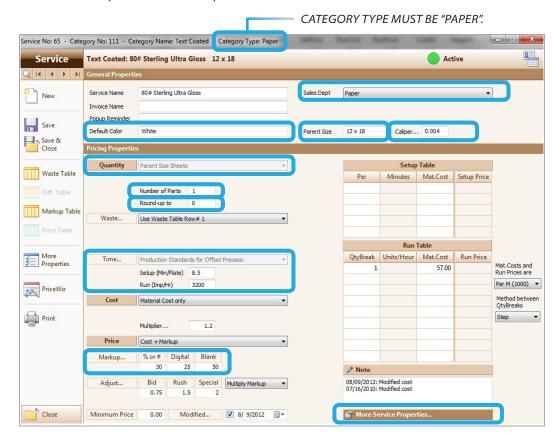# X.1 | Papers

All papers, except for Envelopes and Carbonless Papers, must be set up in the "Paper" category.

NOTE: *The explanation for a paper setup in the following pages focuses on the data fields unique to a paper setup. For information on the other fields, please see "Service Setup – General Properties" in this chapter.*
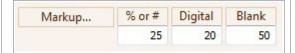
CATEGORY TYPE MUST BE "PAPER".

Properties Unique to Services of the "Paper" Category

Field Name	Description
Default Color Default Color White	When a paper is added to an Item, its default color will be automatically assigned to its specs. Paper color can be edited for each specific Item.

Parent Size
 	
 Parent Size   11 x 17
	Parent Size is the size in which the Paper is purchased from the vendor.
	
	 Dimensions must be separated by an "x" which can be either upper case or lower case. Inserting a space on either side of the "x" is optional. However, whichever form you use, be consistent for all papers you add.
	
	     EXAMPLE:
	         All four of the following are acceptable.
	         11x17 11X17 11 x 17 11 X 17

Caliper...
 	
 Caliper...   0.004
	Enter the caliper for a single sheet of this Paper. Printer's Plan typically uses the caliper to calculate the number of lifts of a Cutting Service used with this paper in an Item. *(For more information, see the "Divide By Field" section in this chapter.)*
	
	     NOTE: Click the field name **Caliper....** *for a list of some papers and their calipers.*
	
	 About Caliper
	 Caliper is the approximate thickness of a single sheet in thousandths of an inch. If caliper is zero, Printer's Plan will calculate it based on paper weight.
	
	 Here are some examples:
	   • 20# Bond: 0.004
	   • 24# Bond: 0.0045
	   • 60# Offset: 0.0045
	   • 70# Offset: 0.005
	   • 65# Cover: 0.0095
	
	 Show me more examples from the Online Support of Printer's Plan
	
	 Refer to other sources for a more complete list.

Quantity Quantity | Parent Size Sheets	This field is locked and no other selection is allowed in this field. Printer's Plan will always use the Parent size quantity to calculate the cost of a paper in an Item.
Number of Parts Number of Parts 1	This field is typically used with pre-collated carbonless papers. Printer's Plan will use the value in this field to calculate the total number of sheets in a carbonless paper job. *EXAMPLE:* Enter 2 for 2-part papers, 3 for 3-part paper. **IMPORTANT:** *The cost for a multi-part paper must be entered as cost per thousand (or each) sheets and not per set.* *EXAMPLE:* If the cost of a 3-part carbonless paper is $60 per thousand sets (for 3,000 sheets), enter the cost as $20 (=60/3) per thousand.
Round-up to Round-up to 500	Enter the package quantity of the paper if you want to charge the customer for full packages. The chargeable paper quantity will be rounded up to the nearest full package quantity. Charges for all other Services in the Item, such as press and bindery services, will be calculated based on the quantity of paper used and not for the quantity of paper charged. *EXAMPLE:* You buy 24# Strathmore Writing paper in boxes of 500. Enter 500 in the **Round-up to** field as you set up this paper. If the customer orders 800 sheets of letterhead, Printer's Plan will round up the chargeable quantity of the paper to 1,000 (a multiple of 500) and will price the other Services in the Item as if you're printing 800 sheets. Enter 0 (zero) if rounding up is not needed.
Time… Time… | Production Standards for Offset Presses: Setup (Min/Plate) 6 Run (Imp/Hr) 4800	Printer's Plan uses the values in the **Setup (Min/Plate)** and **Run (Imp/Hr)** fields when this Paper is run on an offset press that is set up as "Use Paper Properties and Setup Table". *(See the "Offset Press" section in this chapter.)* Enter the setup time and run speed as if you are running a

standard black and white job on this paper with no job difficulties (no coverage or registration difficulties, regular run size, no bleeds) on the press that you have designated as your "standard" press. The setup time and run speed will be adjusted for the job difficulties according to the values assigned in the Difficulty Table of the press.
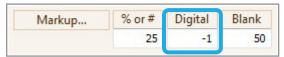
Markup...

Three markup fields are available for a Paper service.

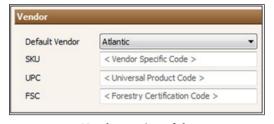| If the Item where the Paper is used includes	Printer's Plan uses the markup in the field named as
Offset Press	% or #
Digital Printer	Digital
Neither an offset press nor a digital printer	Blank

NOTE:

The prices you assign in the price tables of your digital printers may already include the price of a specific paper, such as 8.5 x 11 - 20# White Bond. To avoid additional paper charges when you use this paper with digital printers, assign -1 in the Digital Markup field of the setup window of the paper as follows:

Then, when this paper is used with a digital printer in an Item, its price will be "No Charge" (zero price). (The cost of the paper will still be calculated and will be added to the cost of the Item.)

More Service Properties...

Vendor section of the
"More Service Properties" window

Click this field to open the "More Service Properties" window that includes the Vendor section.

Default Vendor: The default paper vendor selected here will automatically be assigned to the paper when the paper is added to an Item but can be replaced by another vendor in the Item.

This vendor list is customized in

Settings | Vendors | Paper Vendors.

For the **SKU**, **UPC**, and **FSC** fields, see "Service Setup – General Properties" in this chapter.

Special Papers

Envelopes

Envelopes must be set up in the "Envelope" category. When "Envelope" paper is used in an Item, Printer's Plan keeps the Run and Finish sizes the same as the Parent size. Even if you change the Run and Finish sizes to different sizes, Printer's Plan changes them back to the Parent size when the Item is closed.

The Printer's Plan purchase database includes four Envelope categories that are already set up. If you delete these categories and then want to add an "Envelope" category again, Printer's Plan will allow only one "Envelope" category. Therefore, if you wish to have more than one "Envelope" category, do not delete the original Envelope categories that come with Printer's Plan. You can rename them. If you wish to save them for later use but do not want them to show in the Specs window of an Item, keep them and do not add any Services to them. Categories without Services will not appear in the Specs window lists.

Carbonless Papers

Carbonless papers must be set up in the "Carbonless" category. When "Carbonless" paper is used in an Item, Printer's Plan automatically adds the NCR Padding service (Service #193) to calculate the padding charges. *(See "Padding" in the "Finishing Services" section in this chapter.)*

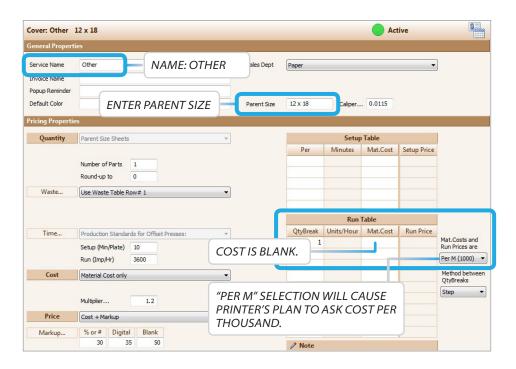Printer's Plan allows only one "Carbonless" category.

"Other" Papers

Sometimes a customer orders a job that requires a paper that you have not added to your papers in Printer's Plan. Moreover, you do not want to add this paper to Printer's Plan anyway since it is not a commonly used paper and you do not want to clutter your papers list. Setting up "Other" papers in each Paper category will help you easily add such paper to an Item without adding it to your papers list.

Setting Up "Other" Papers
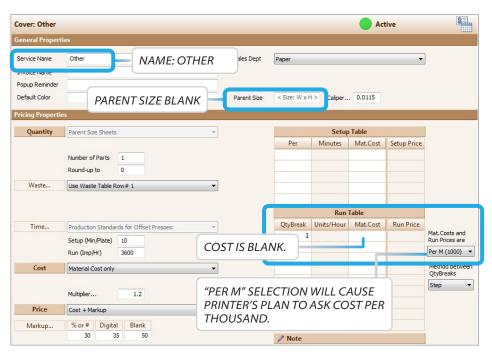
In each Paper Category, set up papers named "Other" in various Parent sizes with no cost and one "Other" Paper with no paper size and no cost.
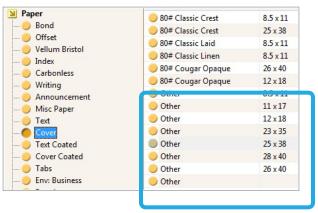
Following is the setup of an "Other" paper with a Parent size. In each paper category (including the Envelope and "Carbonless" categories), set up a paper similar to the following for each Parent size in which you think you may purchase the paper.

Cover: Other   12 x 18 ⬤ Active

General Properties

Service Name   Other → *NAME: OTHER*   ales Dept   Paper

Invoice Name

Popup Reminder

Default Color   *ENTER PARENT SIZE*   Parent Size   12 x 18   Caliper...   0.0115

Pricing Properties

Quantity   Parent Size Sheets

	Setup Table		
Per	Minutes	Mat.Cost	Setup Price

Number of Parts   1
Round-up to   0

Waste...   Use Waste Table Row# 1

	Run Table		
QtyBreak	Units/Hour	Mat.Cost	Run Price
1			

Time...   Production Standards for Offset Presses:

COST IS BLANK.

Setup (Min/Plate)   10
Run (Imp/Hr)   3600

Mat.Costs and Run Prices are   Per M (1000)

Cost   Material Cost only

Method between QtyBreaks   Step

Multiplier...   1.2

"PER M" SELECTION WILL CAUSE PRINTER'S PLAN TO ASK COST PER THOUSAND.

Price   Cost + Markup

Markup...

% or #	Digital	Blank
30	35	50

✏ Note

Following is an "Other" paper with no Parent size. In each paper category, including the Envelope and "Carbonless" categories, set up one paper similar to the following.

Cover: Other ⬤ Active

General Properties

Service Name   Other → *NAME: OTHER*   ales Dept   Paper

Invoice Name

Popup Reminder

Default Color   *PARENT SIZE BLANK*   Parent Size   < Size: W x H >   Caliper...   0.0115

Pricing Properties

Quantity   Parent Size Sheets

	Setup Table		
Per	Minutes	Mat.Cost	Setup Price

Number of Parts   1
Round-up to   0

Waste...   Use Waste Table Row# 1

	Run Table		
QtyBreak	Units/Hour	Mat.Cost	Run Price
1			

Time...   Production Standards for Offset Presses:

Setup (Min/Plate)   10
Run (Imp/Hr)   3600

COST IS BLANK.

Mat.Costs and Run Prices are   Per M (1000)

Cost   Material Cost only

Method between QtyBreaks   Step

Multiplier...   1.2

"PER M" SELECTION WILL CAUSE PRINTER'S PLAN TO ASK COST PER THOUSAND.

Price   Cost + Markup

Markup...

% or #	Digital	Blank
30	35	50

✏ Note

Your "Other" papers list in a category will look similar to the following:
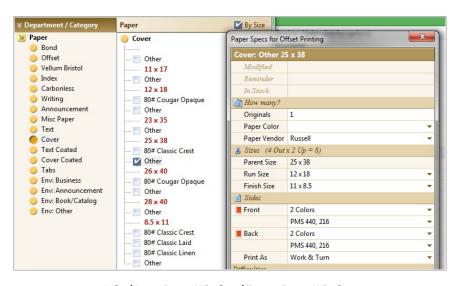

Using "Other" Papers

Condition A (Using an "Other" paper set up with a Parent size):

The customer orders a job to be printed on 110# Strathmore Cover Bristol, which is not one of the papers in your setup of Printer's Plan. You want to order the paper in Parent size 25 x 38 and then cut it to run size. Do the following as you define this job in an Item:

1. Select "Cover" category for the Paper.

2. Select "Other" under 25 x 38.

3. Enter the paper name and its color in the **Paper Color** field of the "Paper Specs" window.

Jobs | Item Specs Window | Paper Specs Window

4. After you finish defining the job in the Item Specs window, click **Save & Close**. The following window appears.

5. Enter the cost of the paper in the size you purchased it (25 x 38 in this example), and click **OK**.

Condition B (Using an "Other" paper set up with no Parent size):

The customer orders a job to be printed on 110# Strathmore Cover Bristol which is not one of the papers in your setup of Printer's Plan. You order the paper not in parent size, but cut to the run size, which is 14 x 18 for this job. Do the following as you define this job in an Item:

1. Select the "Cover" category for the Paper.

2. Select the "Other" paper with blank Parent size.

3. In the Paper Specs window, enter the paper name and color in the Paper Color field.

4. In the Run Size field, enter 14 x 18. When the Item is saved, Printer's Plan will copy the run size to the **Parent Size** field. Then, the parent size will equal the run size.

5. When you are prompted with the Paper cost as you save the Item, enter the cost for the size you purchased (14 x 18 in this example), and click OK.

NOTES/TIPS:

- *When you change the cost of a Paper, enter the date in the **Modified…** field. This date will be displayed in the Paper Specs window as you assign the paper to an Item – a reminder for you that it may be time to check the paper cost with the vendor for any changes.*

- *When a Paper is discontinued, change its status to Discontinued (Hidden). Then, this paper will not be available for selection in a new Quote/Order. If a Discontinued paper is used in a History job, which you copy and paste into a new Quote/Order, the paper name in the new Quote/Order will be in grey color as a reminder for you to replace it with another paper that is active.*

- *If you want to keep all your hidden papers in one location, do the following:*

    1. *Create a "Paper" category within the paper department. You may name it "Hidden" or another name you like.*

    2. *Drag all the hidden papers, regardless of their categories, into this category.*

    Since all the papers in this category are hidden, the category will not be available as you select papers in the Item specs window.