

4—The Job Jacket

The electronically generated Job Jacket in Extensis Preflight Pro, just as with the job jacket for a print job handled the mechanical way, includes everything associated with a particular job: the documents included in the job, output instructions, job ticket information, problem reports, special instructions, logs, and notes. In addition, the electronic Job Jacket in Preflight Pro provides access to all the information that can be gathered about the various job elements (fonts, pictures, colors) by document and page, that must be checked to ensure that the job will output properly.

The first tab in the Job Jacket, the “Files” tab, is the primary window within Extensis Preflight Pro. From the Files tab window you have access to nearly all the operations and windows available in the program.

Working in the Job Jacket window

The Job Jacket window

The Job Jacket window is the primary window in Preflight Pro. Displays tabs for all job elements that can be checked and flagged, such as Pictures, Fonts, and Colors. The first tab in this window, the Files tab, includes the informative Files List and the Preflight Pro operations Button Bar.

- A Job Jacket title bar and “Job Name”
- B Files tab
- C Pictures tab
- D Fonts tab
- E Colors tab
- F Log tab
- G Notes tab
- H Button Bar: Provides easy access to major Preflight Pro operations. Refer to the Job Jacket Files tab for details
- I Files list: Displays all documents included in the job and their status. Refer to the Job Jacket Files tab for details
- J Help box: Informational window displaying each button, column heading, or icon function as the mouse passes over it
- K “Show only” check boxes: Used to indicate which problem levels will be displayed. Affects the Files List Status and Page icons, and the problem Report.

Status	Documents	Pages	Selected	Total	Profile
	Travel Brochure		1-4, 7-9	9	Sample Profile

Files tab

The Files tab in the Job Jacket is the primary window in Extensis Preflight Pro. Here you will find the list of documents currently included in the job, along with document status, pages included in the problem report, total pages in the document, and the Profile assigned to the document. You also have access to nearly all Flight Pro operations through the button bar and the various icons in the files list.

The Files tab window displays three areas of interest:

- **Button Bar**—The Button Bar gives you access to most of the functions available in Preflight Pro, such as adding and removing documents from the Job Jacket; inspecting, opening, and generating a problem report on documents; including and excluding pages from a report; accessing the Job Ticket and Output Specifications; and collecting the job.
- **Files List**—The Files List shows all the documents included in the job, along with problem status, number of pages in the document, which pages are included for problem checking, and which Profile will be used for the problem report.
- **Show Only checkboxes**—The Show Only checkboxes allow you to filter the problem report by problem severity. In the Profile you determine what problem flag (representing problem severity) will be applied to each type of problem, then, using the Show Only checkboxes, you determine which severity group(s) you would like to have reported.

Working in the Files tab

The Job Jacket Files tab

The Files window lists all documents in the job, shows the overall status of each document, indicates which pages are included in the report and shows the status of each page, and lists the Profile assigned to each document.

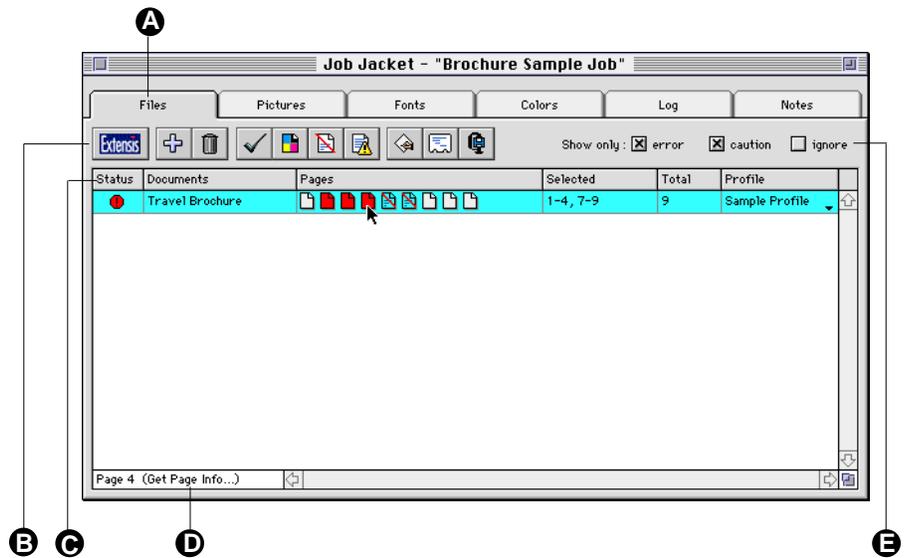
A Files tab in the Job Jacket

B The Button Bar

C The Files List

D Help box: Button, column, or icon function is displayed here when the mouse passes over the item

E Problem severity checkboxes: These determine what problem severities will be included in the problem report. After inspection, page icons on the Files list reflect the overall status of the page according to the combined setting of these flags and the currently assigned Profile.



To do this...

Follow this procedure...

Go to the Files tab.

Click the "Files" tab, or select "Files" from the Job menu, or press $\mathbb{F}1$.

Add document(s) to list.

From the Finder, locate the document(s) you wish to add, then drag them into the open Files tab window. Or click the "Add Document" button, or select "Add Documents" from the Job menu.

Remove document(s) from list.

Select the document(s) to be removed from the Files list, then click the trash (Remove Documents) icon. *Note: This action removes the document reference from the list, it does not delete the document from the disk.*

Inspect a document.

In the Files list, select the document(s) to be inspected. Click the "Inspect" button. The documents will be scanned and processed. Completion time depends on document(s) size, processor speed, image size, and other factors.

Open a document in the parent application.

Select the document(s) on the Files list and click the "Open Document" button, or select "Open Document" from the Job menu.

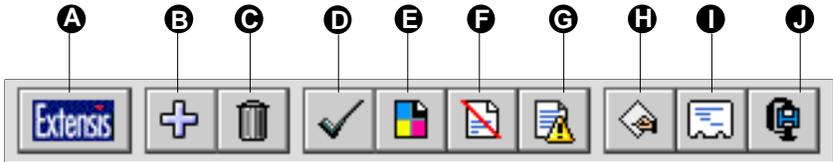
Include pages in, or exclude pages from, the problem report.

Select the document, then click the "Include/Exclude Pages" button. Or double-click in the "Selected" or "Total" column of the desired document. In the dialog box, click the page(s) to be included or excluded. A check mark beside the page number indicates that the page is "included."

Button Bar

The Button Bar provides access to many operations within Preflight Pro. As you pass the mouse over each button, refer to the Help box in the bottom left of the screen for a short description of button function. Click the button to open up a dialog box or window to complete the desired operation.

Working with the Button Bar

The Job Jacket Button Bar	
<p>The Button Bar inside the Job Jacket Files tab provides access to many features. Click a button to activate it.</p> <ul style="list-style-type: none">A Extensis: Access information about Extensis Preflight ProB Add documents: Add documents to the Files listC Remove documents: Remove documents from the Files listD Inspect: Inspect documents selected in the Files listE Output Instructions: Open the Output Instructions for viewing or editingF Include/Exclude pages: Include or exclude pages from the reportG Report: Report on the documents selected in the Files listH Open: Open the documents selected in the Files list in their parent applicationI Job Ticket: Open Job Ticket for viewing or editingJ Collect: Collect job elements	

To do this...	Follow this procedure...
Add documents to the job.	Click the “Add Documents” button, then locate the documents to be added. Or drag documents into the open Files window, or select “Add Documents” from the Job menu.
Remove documents from the job.	Select the document(s) to be removed from the Files list, then click the trash (Remove Documents) icon. <i>Note: This action removes the document reference from the list, it does not delete the document from the disk.</i> Or select the documents to be removed, then select “Remove Documents” from the Job menu.
Inspect a document.	In the Files list, select the document(s) to be inspected. Click the “Inspect” button. The documents will be scanned and processed. Completion time depends on document(s) size, processor speed, image size, and other factors. Or select the document(s) to be inspected, then select “Inspect Selected” from the Job menu.
Edit or view the Job Ticket.	Click the “Job Ticket” button. Or select “Job Ticket” from the Job menu, or press ⌘T.
Open a document in the parent application.	Select the document(s) on the Files list and click the “Open Document” button. Or select the document(s), then select “Open Document” from the Job menu.
Include pages in, or exclude pages from, the problem report.	Select the document, then click the “Include/Exclude Pages” button. Or double-click in the “Selected” or “Total” column of the desired document. In the dialog box, click the page(s) to be included or excluded. A check mark beside the page number indicates that the page is “included.” Or select the document, then select “Include/Exclude Pages” from the Job menu.
Edit or view the Output Instructions for a document.	Click the “Output Instructions” button. Or select “Output Instructions” from the Job menu.
Generate a report of the problems in the document(s) that might prevent proper output.	Select the documents you wish to include in the problem report. Click the “Report” button. Or select “Report” from the Job menu, or enter ⌘R.
Collect all job elements.	Click the “Collect Job Elements” button. Or select “Collect Job Elements” from the Job menu, or enter ⌘K.
Determine the function of a button or icon.	Pass the mouse over the item. The item function will be shown in the Help box at the bottom-left portion of the window.

Files List

The Files List in the Job Jacket Files tab window lists all the documents in the job. This is the primary source for all actions performed on job documents, as indicated below.

Working with the Files List

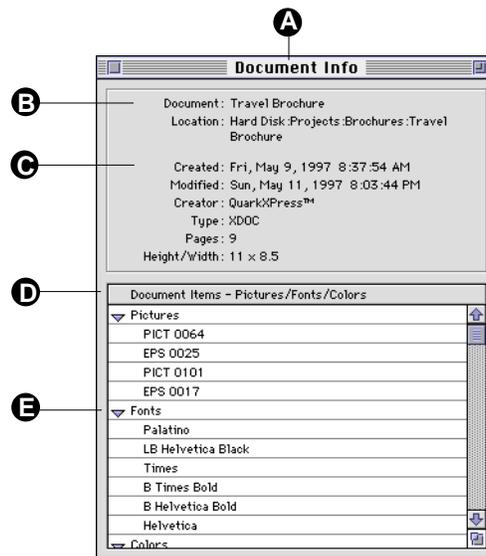
The Job Jacket Files List					
<p>The Files List in the Job Jacket shows all the documents available for inspection. The columns can be resized as needed: place the cursor on the edge of a column and drag the column to the desired size.</p> <p>A Status: Indicates the status of the document after inspection. Status indicated will be the most severe case found in the document. Options are: OK, Error, Caution, Ignore, and Not Inspected</p> <p>B Document: Shows the name of the file. Full pathnames can be specified in Edit: Preferences: General</p> <p>C Pages: Shows all document pages. <i>White</i> page icon indicates page has been included in the report, <i>slashed</i> page icon indicates excluded from the report. <i>Red</i> page icon indicates problem(s) found: generating a report for this page is recommended.</p> <p>D Selected: Shows page numbers included for inspection</p> <p>E Total: Indicates total number of pages in the document</p> <p>F Profile: Indicates the currently assigned Profile for this document. Column is also a pop-up menu for assigning Profiles</p>					
<p>G Double-click in the Status or Documents column of the selected document to open the “Get Info” window for this document</p> <p>H Double-click a Page icon for the selected document to open the “Get Info” window for that page. <i>Note: Help box shows page number as mouse moves over page icon.</i></p> <p>I Double-click in the Selected or Total column for the selected document to open the “Include/Exclude Pages” dialog for that document</p> <p>J Click and hold down the mouse button to open the pop-up menu in the Profiles column, then select a Profile for the selected document</p>					

To do this...	Follow this procedure...
Display more detailed information about the document.	Double-click in the Status or Documents column of the selected document.
Display more detailed information about a particular page.	Double-click the page icon for the desired page of the selected document.
Include pages in, or exclude pages from, the problem report.	Double-click in the “Selected” or “Total” column of the desired document. Or select the document, then click the “Include/Exclude Pages” button. In the dialog box, click the page(s) to be included or excluded. A check mark beside the page number indicates that the page is “included.”
Assign a new profile to the document.	Press and hold the mouse over the Profile column for the desired document. Locate the desired Profile on the pop-down menu. Release the mouse over a Profile to select it.

The Document Info window

Double-clicking in the Status or Documents column of the selected document, or selecting a document in the Files list and selecting "Get Info" from the File menu, or selecting a document in the Files list and entering \mathbb{I} , opens this window.

- A** Document Info window title bar
- B** Document name and location
- C** Document data:
 - Created date and time, Modified date and time, Creator name, Type, number of Pages, document Height and Width
- D** List of Document Items (job elements): Pictures, Fonts, and Colors
- E** Job elements listed by category (Pictures, Fonts, Colors). Click arrow to expand/condense list.



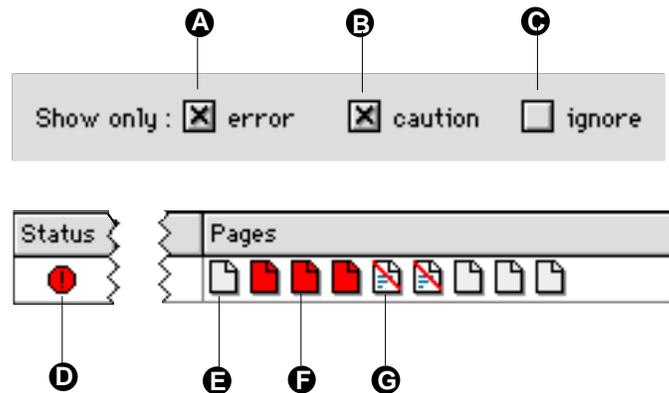
Working with the Show Only checkboxes and Page icons

The Job Jacket Show Only checkboxes and Page icons

The "Show Only" checkboxes inside the Job Jacket Files window allow you to determine which problem severity group(s), will be reported.

Only problems in the severity group(s) indicated by the Show Only checkboxes will be reported, as follows:

- A** Error checkbox: Indicates that problems flagged as error will be reported
- B** Caution checkbox: Indicates that problems flagged as caution will be reported
- C** Ignore checkbox: Indicates that problems flagged as ignore will be reported
- D** Status icon: Indicates the status of the document after inspection. Status indicated will be the most severe-case problem found in the document. Options are: Error, Caution, Ignore, and Not Inspected



- E** *White* page icon: Indicates this page has no problems in the severity group(s) indicated by the "Show only" condition flag checkboxes
- F** *Red* page icon: Indicates this page has at least one problem in at least one of the severity groups indicated by the "Show only" condition flag checkboxes
- G** *Slashed* page icon: Indicates this page was excluded from the problem report

Pictures tab

The Pictures tab in the Job Jacket lists all the pictures in all inspected documents in the Job Jacket and indicates—for each occurrence of the picture—where it is used, the type of picture, its status, and other information. Picture status will be displayed as OK, missing, or modified.

Working in the Pictures tab

The Job Jacket Pictures tab

The Pictures tab in the Job Jacket lists the pictures required to output the job and displays their status. Includes pictures from all included pages of inspected documents in the Files list.

- A** Pictures tab in the Job Jacket
- B** Name: Shows picture name
- C** Used in: Lists where the picture is used. Indicates if a picture was used in another picture
- D** Page: Lists the page number the picture was found on
- E** Type: Indicates the picture file type, such as TIFF, EPS, PICT, DCS, etc.
- F** Eff Res: Effective picture resolution
- G** Mode: Indicates the color mode of the picture, such as RGB, CMYK, bitmap, grayscale, etc.
- H** Status: Indicates the current status of the picture as OK, missing, modified
- I** Creator: Indicates the parent application (application that created the picture)

Name	Used In	Page	Type	Eff Res	Mode	Status	Creator
PICT 0064	Travel Brochure	2	TIFF	72dpi	CMYK	OK	Photoshop™
EPS 0025	Travel Brochure	3	EPS	n/a	n/a	OK	Adobe Illustrator 3.2
PICT 0101	Travel Brochure	4	PICT	72dpi	Indexed	OK	Photoshop™
EPS 0017	Travel Brochure	7	EPS	n/a	n/a	OK	Unknown

The Picture Info window

Double-clicking a picture, or selecting a picture then choosing "Get Info" from the File menu or pressing **⌘I**, opens this Picture Info window.

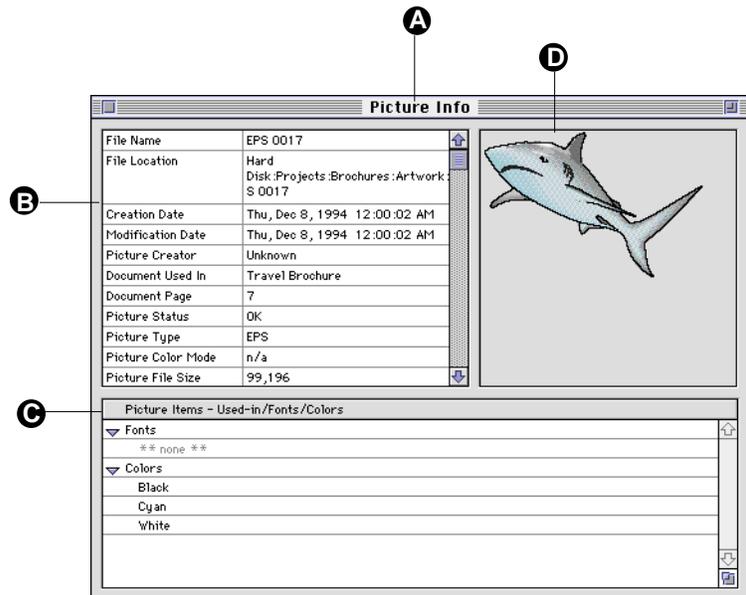
A Picture Info window title bar

B Information gathered about a picture:

File Name, File Location, Creation Date, Modification Date, Picture Creator, Document Used In, Document Page, Picture Status, Picture Type, Picture Color Mode, Picture File Size, PictureBox Origin Across, PictureBox Origin Down, PictureBox Height, PictureBox Width, Picture Width, Picture Height, Picture Scaled Vertical %, Picture Scaled Horizontal %, Physical Resolution, Effective Resolution (after scaling), Background Color, Picture Color, PictureBox Angle °, PictureBox Skew °, Picture Angle °, Picture Skew °, Picture Flipped, Picture Styled, Screen Transfer, Has Clipping Path, Flatness of Path

C Items used in the picture: Colors used, Fonts used (in vector EPS files)

D Thumbnail preview of original file



Fonts tab

The Fonts tab in the Job Jacket lists every font used in all the inspected documents in the job which are needed to output those documents, and indicates their status. Status is determined by what fonts are currently available to the system. Font status is updated each time the Fonts tab is selected; you may notice the font list being created on the screen as the status of each font is checked.

Working in the Fonts tab

The Job Jacket Fonts tab

The Fonts lists fonts in the job and displays their status. Includes fonts from all included pages of inspected documents in the Job Files list.

A Fonts tab in the Job Jacket

B Screen Font: Indicates the name of the font

C Style: Indicates the style applied to the font, if selected from a style menu

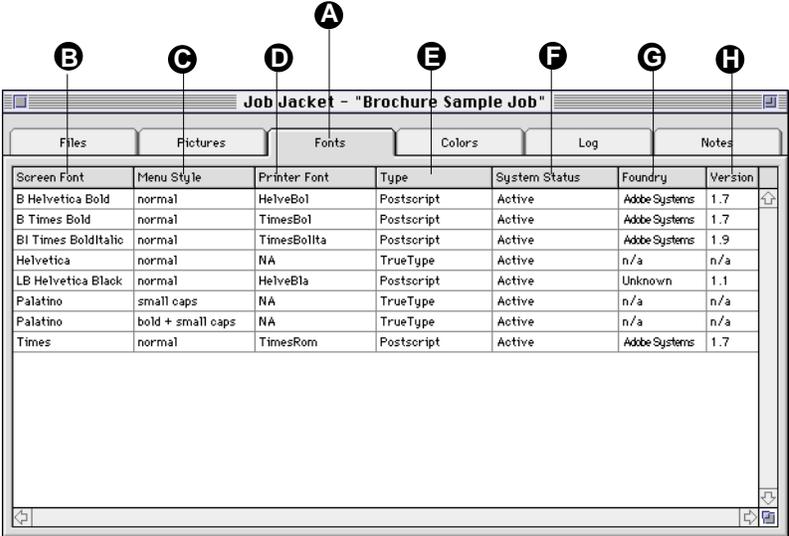
D Printer Font: Indicates the required printer font for the listed screen font

E Type: Lists font type as TrueType, PostScript, Multiple Master, etc.

F System Status: Reports on system availability of both screen and printer fonts

G Foundry: Indicates the font manufacturer. Helps ensure that the output facility owns the same font.

H Version: Indicates font version



Screen Font	Menu Style	Printer Font	Type	System Status	Foundry	Version
B Helvetica Bold	normal	HelveBol	Postscript	Active	Adobe Systems	1.7
B Times Bold	normal	TimesBol	Postscript	Active	Adobe Systems	1.7
BI Times BoldItalic	normal	TimesBolIta	Postscript	Active	Adobe Systems	1.9
Helvetica	normal	NA	TrueType	Active	n/a	n/a
LB Helvetica Black	normal	HelveBla	Postscript	Active	Unknown	1.1
Palatino	small caps	NA	TrueType	Active	n/a	n/a
Palatino	bold + small caps	NA	TrueType	Active	n/a	n/a
Times	normal	TimesRom	Postscript	Active	Adobe Systems	1.7

The Font Info window

Double-clicking a font, or selecting a font then choosing "Get Info" from the File menu or pressing **⌘I**, opens this Font Info window.

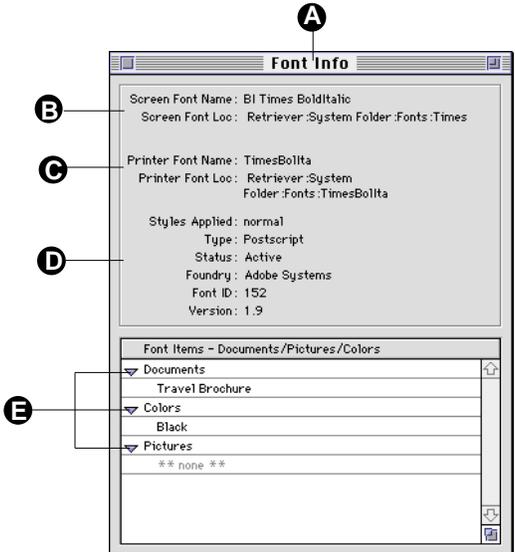
A Font Info window title bar

B Screen Font Name and Location

C Printer Font Name and Location

D Information gathered about this font:
 Styles Applied, Font Type, Font Status, Foundry, Font ID, Font Version

E Documents using this font
 Colors used with this font
 Pictures using this font



Font Info

Screen Font Name: BI Times BoldItalic
 Screen Font Loc: Retriever: System Folder: Fonts: Times

Printer Font Name: TimesBolIta
 Printer Font Loc: Retriever: System Folder: Fonts: TimesBolIta

Styles Applied: normal
 Type: Postscript
 Status: Active
 Foundry: Adobe Systems
 Font ID: 152
 Version: 1.9

Font Items - Documents/Pictures/Colors

- Documents
 - Travel Brochure
- Colors
 - Black
- Pictures
 - ** none **

Colors tab

The Colors tab in the Job Jacket lists all the colors in all the inspected documents in the job, indicates color name and type, and shows a sample of the color. Colors listed may be used in pictures and/or type. Both spot and process colors are listed.

Colors listed as type “Printing Ink” are either one of the primary colors (Cyan, Magenta, Yellow, Black) or a Spot color. These are colors that will generate a separate plate when outputting separations.

Working in the Colors tab

The Job Jacket Colors tab

The Colors tab in the Job Jacket lists the colors in the job and displays their type. Includes colors from all included pages of inspected documents in the Job Jacket Files list.

- A Colors tab in the Job Jacket
- B Color Sample: Shows an example of what the color looks like
- C Name: Lists color name
- D Type: Indicates color type, such as Printing Ink (Spot), Process
- E CMYK: Lists the QuarkXPress CMYK values for the color
- F Screen Angle: Indicates the screen angle that the color will be output as

Name	Type	C	M	Y	K	Screen Angle
Cyan	Printing Ink	100	0	0	0	Cyan
Black	Printing Ink	0	0	0	100	Black
PANTONE 313 CV	Printing Ink	100	0	6	18	Black
PANTONE 700 CV	Printing Ink	0	34	12	0	Black
White	n/a	0	0	0	0	n/a

The Color Info window

Double-clicking a color, or selecting a color and choosing “Get Info” from the File menu opens this Color Info window.

- A Color Info window title bar
- B Color sample
- C Information gathered about the color:
Color Name, Color Type (Process or Printing Ink), Screen Angle, CMYK values, RGB values, Hue °, Saturation %, Brightness %
- D Documents where color is used
Pictures where color is used
Fonts where color is used

Name: Cyan	Red (R): 1
Type: Printing Ink	Green (G): 159
Screen Angle: Cyan	Blue (B): 197
Cyan (C): 100	Hue (H): 53.24%
Magenta (M): 0	Saturation (S): 99.05%
Yellow (Y): 0	Brightness (B): 77.55%
Black (K): 0	

Color Items - Documents/Pictures/Fonts

- Documents
 - Travel Brochure
- Fonts
 - ** none **
- Pictures
 - EPS 0017

Log tab

The Job Jacket Log lists some types of events that have occurred with the job since the Job Jacket was created. Events logged include the date and time documents were added, inspected, or deleted. Unlike information in the Notes tab window, information in the Log cannot be edited.

Working in the Log tab

The Job Jacket Log tab

The Log tab inside the Job Jacket lists everything that has happened to the job since the Job Jacket was created.

- A** Log tab in the Job Jacket
- B** Date: Indicates the date when a document was added to the Files list, date when inspected, or date when deleted from the Files list
- C** Time: Indicates the time when a document was added to the Files list, time when inspected, or time when deleted from the Files list
- D** Log: Indicates what action was taken and gives the name of the document the action was taken on

Date	Time	Log
5/11/97	10:05 PM	Initial Job Jacket Creation
5/11/97	10:05 PM	Added Document: Travel Brochure
5/11/97	10:05 PM	Document Inspected: Travel Brochure
5/11/97	10:14 PM	Document Inspected: Travel Brochure
5/11/97	10:23 PM	Added Document: Travel Broch Mailer
5/11/97	10:23 PM	Added Document: EPS 0025
5/11/97	10:23 PM	Added Document: PICT 0101
5/11/97	10:28 PM	Added Document: EPS 0017
5/11/97	10:49 PM	Document Inspected: Travel Brochure
5/11/97	10:51 PM	Document Inspected: Travel Brochure
5/11/97	10:52 PM	Document Inspected: Travel Brochure
5/12/97	12:52 AM	Removed Document: EPS 0017

Notes tab

The Notes window provides a simple yet effective way to add notes to the Job Jacket. Think of these Notes as sticky-notes for the Job Jacket—a place to jot down information that can't be added anywhere else.

To create a Note:

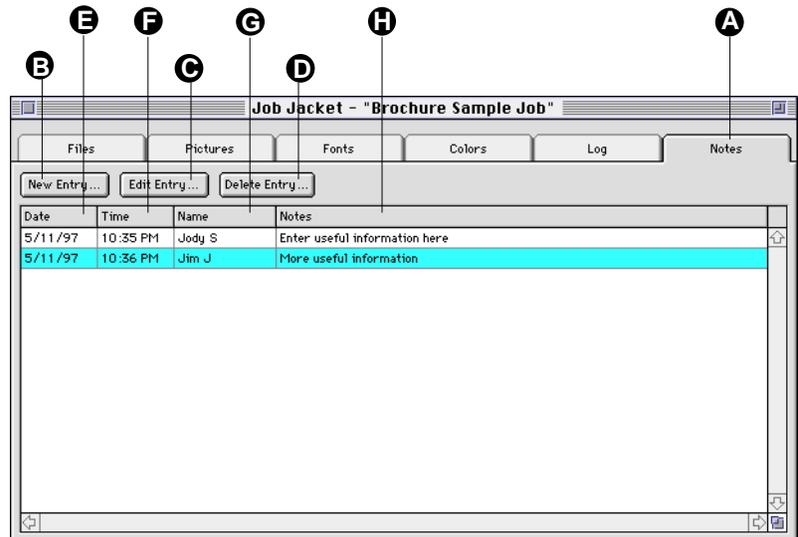
1. Go to the Job Jacket Notes window by clicking the “Notes” tab, then click “New Entry.”
2. Enter your name and the text of your note.
3. Click “OK.”

Working in the Notes tab

The Job Jacket Notes tab

The Notes tab is a simple communication tool for adding information to the Job Jacket.

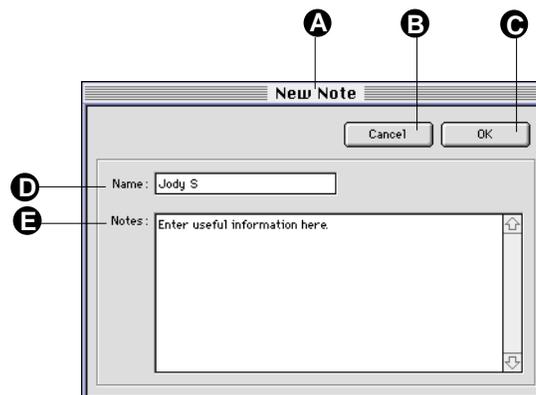
- A Notes tab in the Job Jacket
- B New Entry: Click to create a new note
- C Edit Entry: Click to edit the selected note
- D Delete Entry: Click to delete the selected note
- E Date: Indicates the date the note was created or modified
- F Time: Indicates the time the note was created or modified
- G Name: Indicates the name of the person who created or edited the note
- H Notes: The text field for the note
- I Double-click the selected note to open the Edit Entry window



The New Note window

Double-clicking a note, or clicking the New Entry or Edit Entry button in the Notes tab of the Job Jacket opens this window.

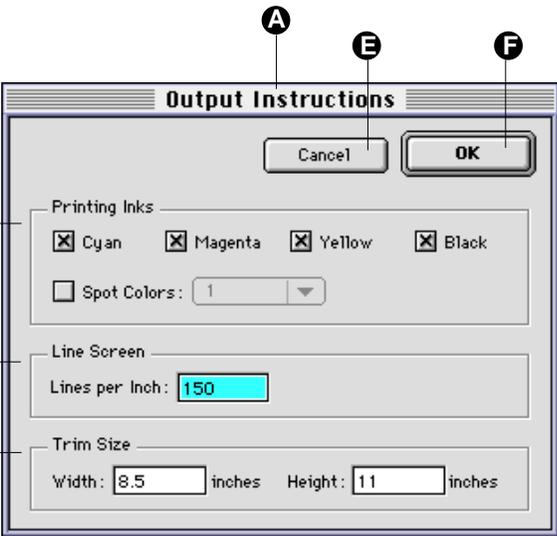
- A New Note window title bar
- B Cancel: Click here to leave the note unchanged
- C OK: Click here to indicate you are finished editing the note
- D Name: Enter the name of the person creating or editing the note here
- E Notes: Enter the text of the note here



Specifying document Output Instructions

Each document in your print job will include specific output instructions, such as trim size, inks, and line screen. This output information must be entered into the job file so that Preflight Pro can check it against the document. Information entered here is used to calculate the number of printing inks used, find possible resolution problems, and determine if the final trim size matches the page size indicated in the document.

Working in the Output Instructions dialog

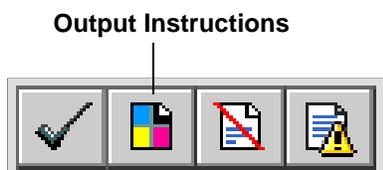
The Output Instructions dialog	
<p>The Output Instructions dialog allows you to indicate how each document in the job should be output. These values will be checked against the values specified in the document.</p> <p>A Output Instructions title bar</p> <p>B Printing Inks: Indicate CMYK and Spot colors here</p> <p>C Line Screen: Indicate Screen in Lines per Inch here</p> <p>D Trim Size: Indicate page Trim height and width. Displays in inches. Enter values in points, picas, mm, or cm.</p> <p>E Cancel: Click here to close the Output Instructions window without making changes</p> <p>F OK: Click here to save changes and close the Output Instructions window</p>	

When you specify...	Preflight Pro compares your specification to...
Printing Inks	The total number of inks used in the document, to ensure that extra plates are not output.
Line Screen	The resolution of each picture in the document. Preflight Pro determines whether resolution problems exist by using this setting along with the resolution settings in the Profile assigned to the document.
Trim Size	The Page Size specified in the document. <i>Note: Displays in inches. Values entered in points, picas, mm, cm must include the measurement name. Values other than inches will be converted and displayed in inches when the dialog box is reopened.</i>

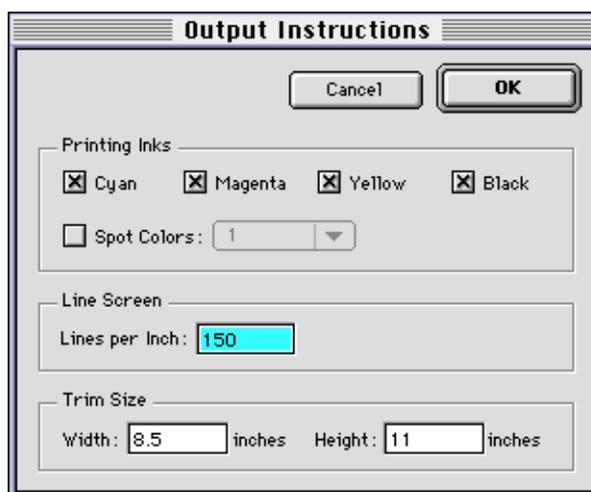
To specify Output Instructions:

1. Go to the Job Jacket Files window by clicking the “Files” tab, or press ⌘1, then select the document for which you wish to specify output instructions.

Note: You can apply the same output instructions to more than one document. To do so, select all the documents requiring the same output instructions from the Job Files list before you open the Output Instructions window. The Output Instructions dialog box will change, allowing you to indicate which specifications to apply to the selected documents.



2. Click the Output Instructions button, or select “Output Instructions” from the Job menu.
3. Enter your instructions.

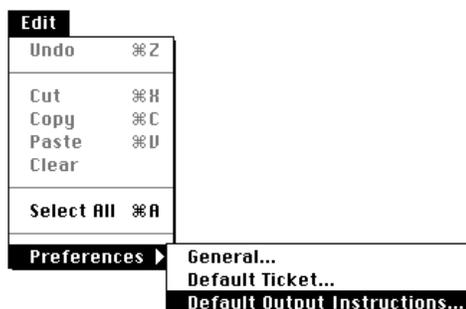


4. Click “OK.”

Note: Changing the settings in the Output Instructions does not change settings in the QuarkXPress document.

Default Output Instructions

You can specify a Default Output Instruction that includes your standard output information and is automatically applied to new documents added to the Job Files list. You can then change the instructions on those jobs that require it. To change the default Output Instructions, select “Preferences: Default Output Instructions” from the Edit menu.



Inspecting Documents

Inspecting a document causes Preflight Pro to gather all the information from the document to determine what might prevent it from outputting properly. Before a document can be inspected, it must be added to the Job Jacket. Once in the Job Jacket, documents can be inspected individually, all at once, or in any combination.

Using the various tabs inside the Job Jacket window you can examine information that was gathered during the inspection regarding document parameters, fonts, pictures, and colors.

Inspecting a document is the first step in determining possible problems. Information gathered during the inspection is added to the database of information in the job file. Without the inspection, no information about the document is available for problem testing.

After the inspection, when a new Profile is assigned, Preflight Pro examines the data gathered during the inspection, checks it against the problem conditions specified in the Profile and Output Instructions, determines whether problems exist, and displays an overall summary of the results using the icons in the Status and Page columns of the Job Jacket Files List.

If problems are reported by the icons, you can generate a detailed Report. The Report lists each and every problem found (according to the settings in the assigned Profile and the problem condition flag checkboxes). You can limit your Report to just the offending pages, if you wish, by using the Include/Exclude Pages feature. Refer to chapter 6, “Problem Reporting and Checking” for more information on problem reports.

When the problems have been identified and corrected, the document can be reinspected to verify that all the problems have been corrected.

To inspect a document:

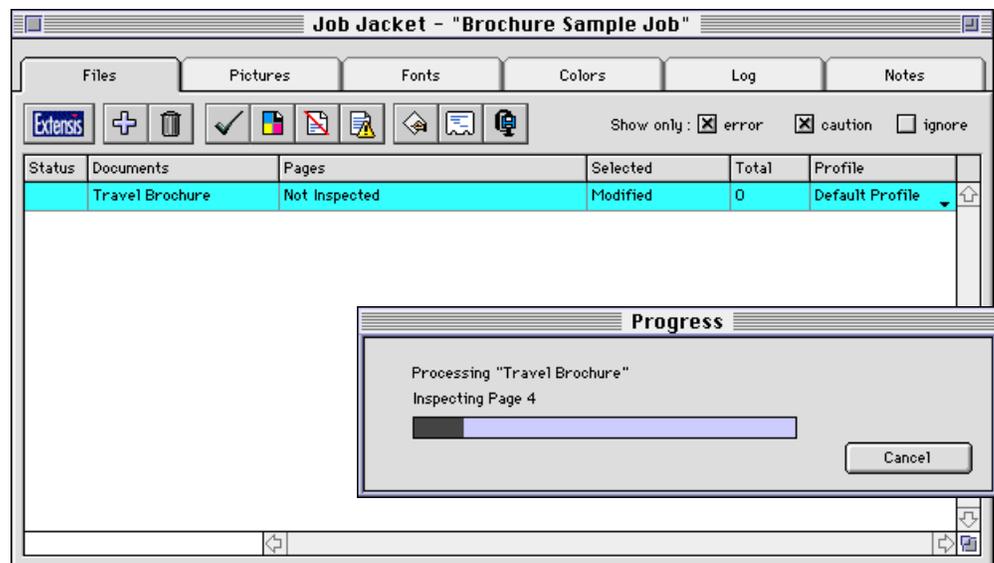
1. Go to the Job Jacket Files window by clicking the “Files” tab, or press ⌘1, then select the document(s) you wish to inspect.

If the documents you wish to inspect do not appear on the document list in the Files tab window, locate and drag them into this window. Or click the “Add Documents” button and locate the document in the files list, or select “Add Documents” from the Job menu.

Note: In the Files List, use the SHIFT key to select multiple documents contiguously; use the ⌘ key to select multiple documents non-contiguously; use ⌘A to select all documents.

2. Click the “Inspect” button, or select “Inspect Selected” from the Job menu.

Preflight Pro will launch QuarkXPress, then open the specified document(s) and gather all the information necessary for preflighting. Preflight Pro keeps you posted on it’s progress with a progress bar. When the inspection is complete, Preflight Pro will close the document(s), if they were closed prior to inspection.



Note: If a document was open prior to inspection by Preflight Pro, Preflight Pro will leave it open after inspection.

Note: You can instruct Preflight Pro to leave all document(s) open when the inspection is complete. Refer to “Setting Preferences.”

Including and Excluding pages

Extensis Preflight Pro allows you to quickly and easily exclude document pages from, or include document pages in, the problem report. You might, for example, be having problems with a particular page and wish to see a problem report on just this page as you work on correcting it.

Or you might want to apply a different profile to certain pages of a document. For example, you might be printing different pages of a single document on different presses, perhaps because the four-color cover has been included in the same document as the one-color inside pages. In this case you would use the Include/Exclude feature along with the Duplicate Document feature to apply different problem profiles and output instructions to selected pages.

To Include or Exclude pages from a report:

1. Go to the Job Jacket Files window by clicking the “Files” tab, or press ⌘1, then select the document for which you wish to change page selections.
2. Click the “Include/Exclude pages” button, or double-click in the “Selected” or “Total” column for the selected document.

This will bring up the Include/Exclude pages dialog.

3. In the Include/Exclude dialog, click beside the desired page(s) to toggle the checkmark(s) off or on.

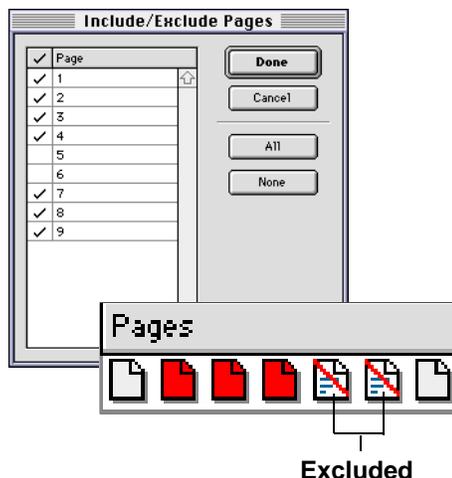
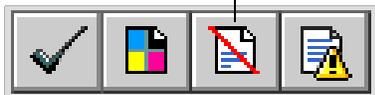
A checkmark next to the page indicates the page will be included in the report. No checkmark indicates the page will be excluded from the report.

Click “None” to exclude all pages from the problem report, or click “All” to include all pages in the report.

4. The page icons for all excluded pages (on the Job Jacket Files list) will be shown with a slash through them, while page icons for included pages are either white (indicating no problem) or red (indicating problem(s) found).

Note: When a page is “excluded,” all information associated with that page and any job elements on it (unless they are used elsewhere on an included page) are removed from both the informational and problem reporting windows. This includes the Report window, reports printed after the exclusion is indicated, and the various job element windows such as the Pictures, Fonts, and Colors tabs in the Job Jacket. The information remains in the job file database however, and is instantly available by changing the page designation from “exclude” to “include.”

Include/Exclude Pages



Duplicating documents

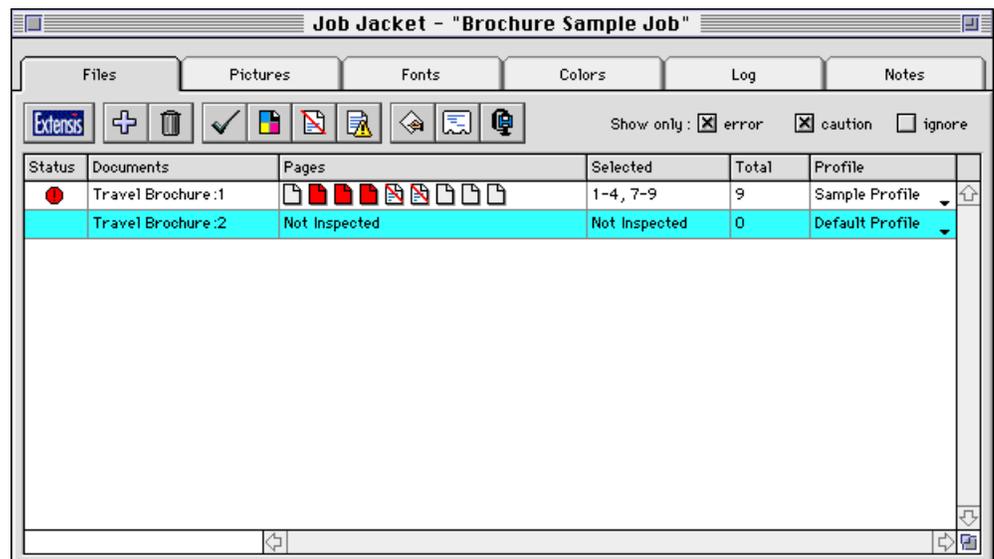
Preflight Pro's "Duplicate Document" feature is a very powerful option that allows you to test different output scenarios for a document by applying different Profiles and/or Output Instructions and then checking for problems. This might be useful when you need to output a document to both a medium resolution color laser printer and a high resolution imagesetter. Using the Duplicate Document feature you can generate a single report that includes both output scenarios.

And used in conjunction with Preflight Pro's "Include/Exclude pages" feature, duplicating a document allows you to apply a different set of problem parameters for different pages of a document. For example, a document might contain a 4-color cover along with 1-color inside pages, requiring different Output Instructions and posing a completely different set of potential problems. To simplify your work, you can duplicate the document and use different Profiles to check for problems.

To Duplicate a document:

1. Go to the Job Jacket Files window by clicking the "Files" tab, or press ⌘1.
2. Select the document(s) to be duplicated.
3. Select "Duplicate Document" from the Job menu, or press ⌘D.

The original document will have ":1" appended to the filename, while the duplicated document will have ":2" appended to the filename.



Adding and Removing documents

Documents can easily be added to or removed from the Job Jacket Files List as the job changes. Note that when a document is added to the Files List, it is automatically assigned the specified Default Profile and the specified Default Output Instructions.

Note: Adding Documents to and Removing Documents from the Job Jacket does not add files to or remove files from the disk. Preflight Pro merely adds the name of the document to its list of documents in the job, and uses a pointer to determine where these documents are located.

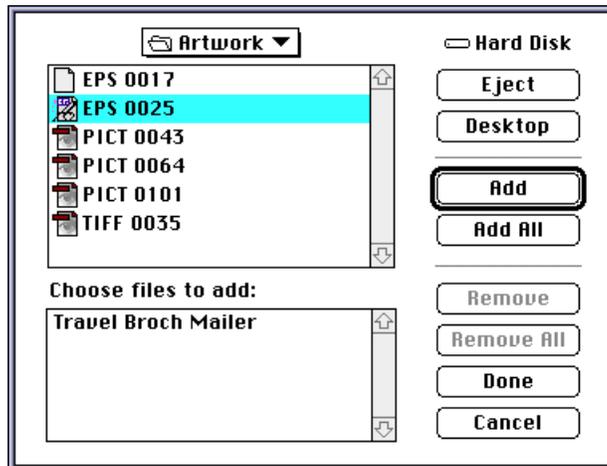
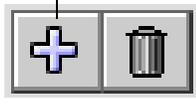
To Add a document to the Job Jacket:

1. Go to the Job Jacket Files tab window by clicking the “Files” tab, or press ⌘1.
2. From the Finder, locate the document(s) you wish to add to the job, then drag them into the open Files tab window.

— or —

2. Click the “Add documents” button in the button bar or select “Add Documents” from the Job menu.

Add Documents



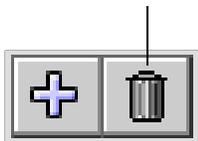
3. Locate the document(s) you wish to add, then click “Add.”

This will add the document(s) to the “Choose documents to add” list. If you have more documents to add to the job, use the file/folder hierarchy to locate them, then select and “Add” them to the document list. Newly added documents are automatically assigned the Default Profile and Default Output Instructions. To add all the documents in a folder at the same time, click “Add All.”

4. When all documents to be added to the job are displayed in the “Choose document to add” list, click “Done.”

To Remove a document from the Job Jacket:

Remove Selected Documents



1. From the Job Jacket Files List, select the document(s) to be removed.
2. Click the “Remove selected documents” button in the button bar, or select “Remove Documents” from the Job menu.

You will be presented with a dialog box that asks “Are you sure you want to remove the selected documents?”



3. Click “Remove” to remove the selected documents from the job. Click “Cancel” if you do not wish to remove the documents.

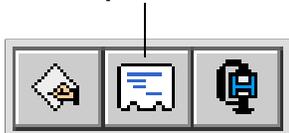
Note: Removing a document from the Files List also removes from the job file database all information about the document that was gathered during the inspection and reporting processes.

Opening documents

With Preflight Pro’s “Open Document” command you can open any document or file in the Job Jacket Files List without leaving Preflight Pro. And the document doesn’t have to be a QuarkXPress document—any document can be added to the job jacket regardless of which program created it.

Notes: The application that created the document must be available to the Macintosh System before you can open it. And while you can open a document created in another application, at this time, only QuarkXPress documents can be inspected and checked for possible output problems using Preflight Pro.

Open Document



To Open a document from Preflight Pro:

Note: The document will be opened in the parent application.

1. Go to the Job Jacket Files tab window by clicking the “Files” tab, or press ⌘1.
2. Select the document you wish to open.
3. Click the Open Document button, or select “Open Document” from the Job menu.

Exporting job information

Preflight Pro gives you the opportunity to export data collected by the inspection into a text file that can be imported into another application according to your needs.

Note that the exported text file is not the same as a printed problem report. Printed reports display problems found and other job element information, whereas the export file is a text file intended for users who wish to import job information into a custom database for their own purposes.

To Export Job Information:

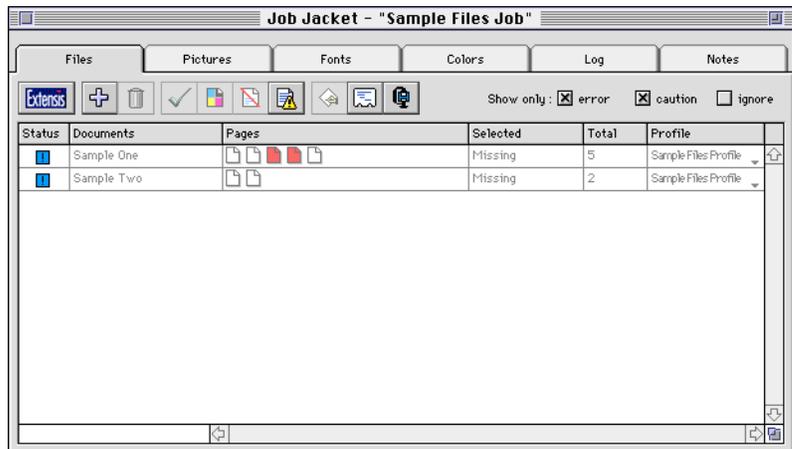
1. Select “Export Job Info” from the File menu.
2. Choose a name for the Job Info file, then choose location to store it.



3. Click “Save.” This will export the job information to the named text file in the location indicated in step 2.

Relinking Documents

Preflight Pro keeps track of files by name and location. If a document is renamed or moved while the job file is closed, it will be listed as “Missing” when the job file is reopened. The document status will be changed temporarily to Unknown, as indicated by the blue question mark icon.

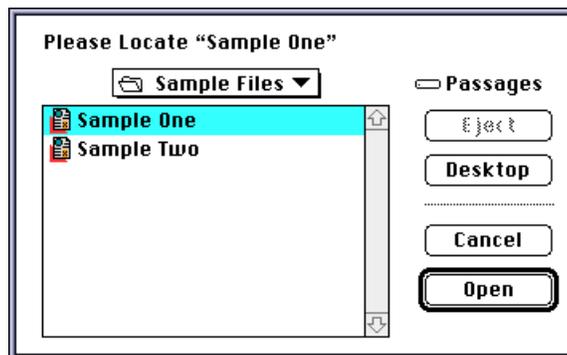


To Relink a document:

1. Select a document indicated as “Missing” from the Job Jacket Files List.

2. Select “Relink Documents” from the Job menu.

You will be asked to locate the missing document.



3. Locate the document, then click “Open.”

Setting Preferences

Using the Preferences settings in the Edit menu, you can specify some default parameters for Preflight Pro such as the copy of QuarkXPress to launch, configuring a Default Job Ticket and setting the Default Output Instructions.

General preferences

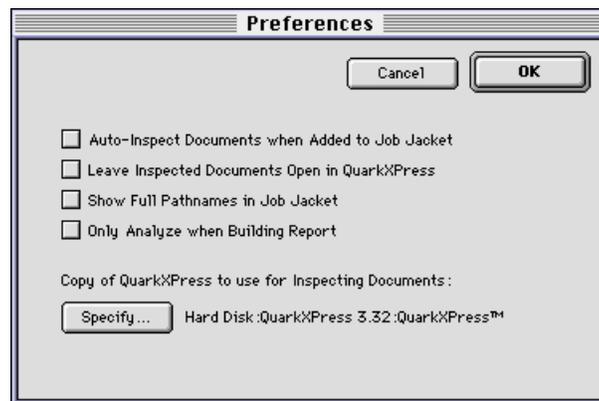
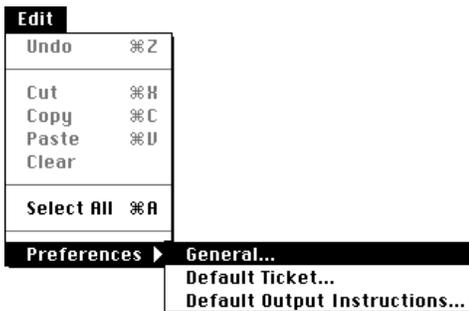
From the General Preferences you can decide:

- Whether or not Preflight Pro will automatically inspect documents when they are added to the Job Jacket.
- Whether or not Preflight Pro will leave the documents open in QuarkXPress after inspecting them.
- Whether or not Preflight Pro will show the full pathname for documents in the Documents column of the Job Jacket Files List.
- Whether or not Preflight Pro will check for problems *only* when a report is generated, or if it will *also* check for problems each time that: a Profile is created or assigned or the Output Instructions are changed.
- Which copy of QuarkXPress (if applicable) will be used to open documents for inspection and when using the Pilot to “go to” and correct problems.

To change the General preferences:

1. **Select Preferences: General from the Edit menu.**
2. **Indicate your desired options.**

To specify which copy of QuarkXPress to use, click “Specify,” then locate the appropriate QuarkXPress application.



3. **Click “OK” to save the selected options.**

Default Ticket

Information entered into the Default Job Ticket will automatically be applied to all new jobs after the Default Ticket has been changed.

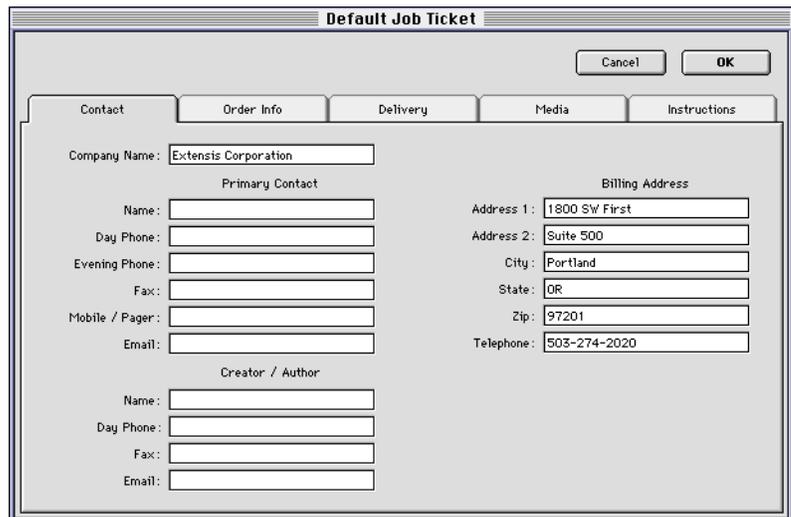
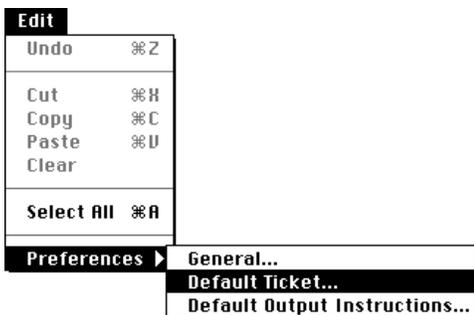
Use the Default Ticket to enter job information that is consistent from job to job to save data entry time, then change the Job Ticket information as needed for each document.

If no information is entered into the Default Job Ticket, the Job Ticket for all documents will initially be blank.

To create or change the Default job Ticket:

1. **Select Preferences: Default Ticket from the Edit menu.**
2. **Enter the desired information.**

Click through the tabs one at a time and enter the appropriate information in each tab window. This information will be assigned to each new document added to the Job Jacket Files List, and to documents in all future jobs as they are created.



The image shows a dialog box titled 'Default Job Ticket' with 'Cancel' and 'OK' buttons. It contains several tabs: Contact, Order Info, Delivery, Media, and Instructions. The 'Contact' tab is active. The form fields are as follows:

Company Name	
Company Name:	Extensis Corporation

Primary Contact	
Name:	
Day Phone:	
Evening Phone:	
Fax:	
Mobile / Pager:	
Email:	

Billing Address	
Address 1:	1800 SW First
Address 2:	Suite 500
City:	Portland
State:	OR
Zip:	97201
Telephone:	503-274-2020

Creator / Author	
Name:	
Day Phone:	
Fax:	
Email:	

3. **Click "OK" to save Default Ticket information.**

Default Output Instructions

Information entered into the Default Output Instructions dialog will automatically be applied to all documents added to existing jobs after the Default Output Instructions have been changed.

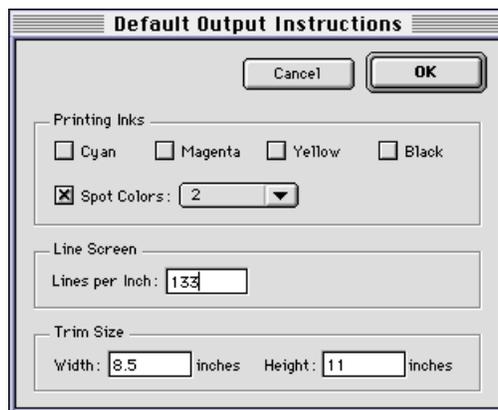
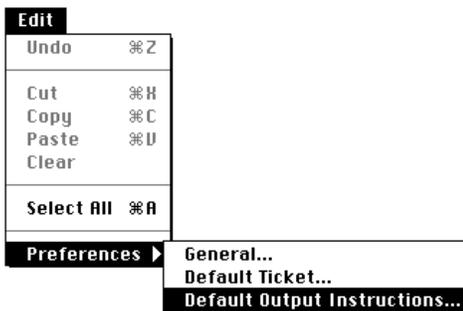
You might want to enter job information that is consistent from job to job to save data entry time, then change the Output instructions specifications as needed for each document.

To change the Default Output Instructions:

1. Select Preferences: Default Output Instructions from the Edit menu.

2. Enter default output instruction information.

Enter the appropriate information by section: Printing Inks, Line Screen, Trim Size. This information will be assigned to each new document added to the Job Jacket Files List, and to documents in all future jobs as they are created.



3. Click “OK” to save Default Output Instruction information.