WELCOME TO PREFLIGHT PRO!

THE JOB JACKET WITH BUTTON BAR AND DOCUMENT LIST

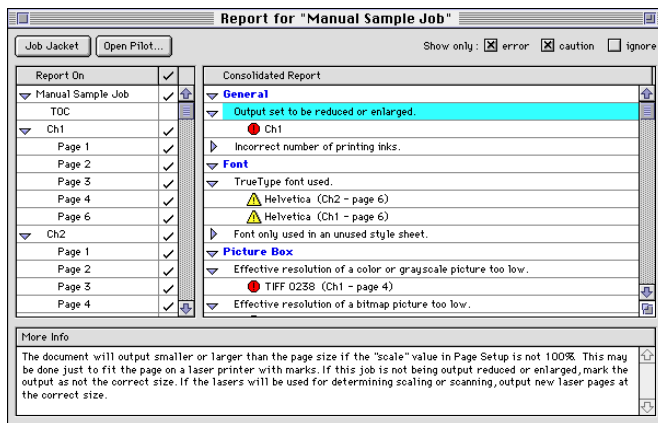**VIEWING A PROBLEM REPORT**

WHAT IS EXTENSIS PREFLIGHT PRO™?

Preflighting is the process of making sure that all the elements necessary for a job to output properly are in place, and that problems in documents that might keep them from outputting properly have been accounted for and corrected. Problems with the output can be very costly and time-consuming to fix, and they become even more costly, in both delays and actual costs, the further along in the production cycle the job gets.

Preflight Pro is an electronic preflighting tool that gives you a quick, easy, and efficient way to identify and solve prepress problems, keep track of job details, and collect all job elements for archiving or transfer.

HOW CAN PREFLIGHT PRO HELP ME?

Preflight Pro will help you quickly identify and solve prepress problems, eliminating incomplete files and wasted film. The easy-to-use, intuitive Job Jacket interface makes it easy to check your documents and take corrective action before output. Simply inspect your documents for problems, then generate and examine the problem report. If all is well, you're ready to output the job. If the report has identified problems, you can use the exclusive Pilot feature to navigate the problem list from inside QuarkXPress® documents, examining and solving problems as you go.

With Preflight Pro you will be able to easily answer the following questions:
- Are all the elements necessary for properly outputting this job available to the system that will output it?
- Will the documents in this job process properly through the RIP?
- Can the job be printed on the required press(es) with proper quality, and will it trim and bind correctly?

Using Preflight Pro's comprehensive Collect Job Elements feature you can gather everything together, and optionally compress it in the same operation. And, just as with preflight jobs created manually, you can add all kinds of additional information to the Job Ticket, such as contact, delivery, and billing details.

HOW CAN THIS QUICK START GUIDE HELP ME?

Use this guide as a quick way to get "up and running," and to become familiar with the basic operations and features of Preflight Pro. When you've finished with this guide, you'll know enough about Preflight Pro to create a job file, inspect documents, and generate a problem report. And you'll see how easy it is to examine and correct problems using the Preflight Pro Pilot. To learn more about Preflight Pro and the many options and features available, refer to your Extensis Preflight Pro User Manual and to the ReadMe files in your Preflight Pro application folder.

STEPS TO PREFLIGHTING
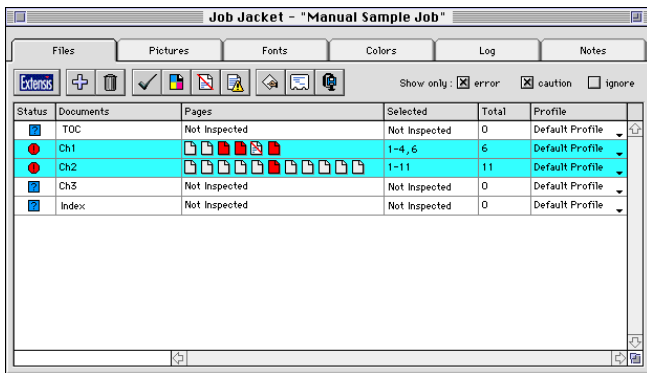
CREATE A NEW JOB

The Job Jacket Files window is the main window in Preflight Pro. It contains the job files list as well as button-bar access to most preflight operations. You can determine button functions and the functions associated with each icon in the files list by passing the mouse over each item and noticing what appears in the Help box at the bottom-left corner of the window. Many Preflight Pro windows provide a similar Help or Information box, giving you either a function description or additional information about the selected item.

Launch Extensis Preflight Pro to open a Job Jacket. Name and save your new job using the "Save" command in the File menu, or enter ⌘S. All changes made to the job file will be automatically saved as you work, and when the Job Jacket is closed. Next, drag the QuarkXPress document(s) to be preflighted into the open Files window of the Job Jacket. You will be presented with a dialog box asking you to verify or change the Output Intructions.
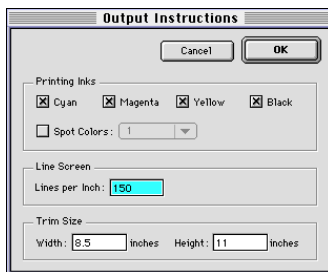
ENTER OUTPUT INSTRUCTIONS

While Preflight Pro gathers nearly all document information critical to the successful output of the job automatically during the inspection process, the Output Instructions, which includes such information as printing inks, line screen, and trim size, must be hand-entered so it may be checked against the document settings. This dialog is presented automatically when you add documents to the Files list. To edit Output Instructions at other times, select one or more documents then click the "Output Instructions" button.
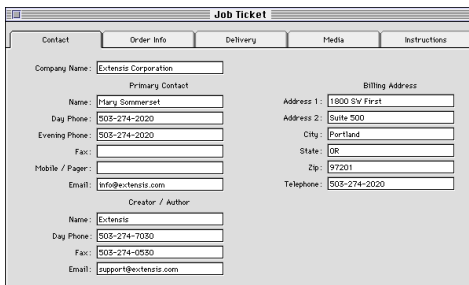
OPTIONAL: ENTER JOB TICKET INFORMATION

Preflight Pro allows you to enter and view all types of job information on the Job Ticket, such as contact, delivery, and billing information. Access the Job Ticket by clicking the "Edit Ticket" button.
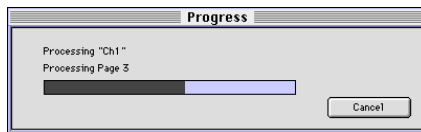
INSPECT THE DOCUMENTS

Preflight Pro gather s all the information necessary to determine if preflight problems exist during the "inspection." The information gathered is analyzed for problems when the Report is generated, but you can view the raw information gathered during the inspection by clicking the Pictures, Fonts, and Colors tabs in the Job Jacket.

Start the inspection by selecting the document(s) to be inspected and clicking the "Inspect" button. Preflight Pro will launch QuarkXPress, open the specified document(s), then gather the data needed for the preflight report. It will then close the document(s) and close QuarkXPress. If you have more than one copy of the QuarkXPress application, you can specify which copy to use. And you can also have Preflight Pro leave the document open when the inspection is complete.

STEPS TO PREFLIGHTING
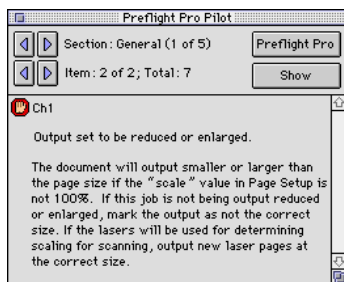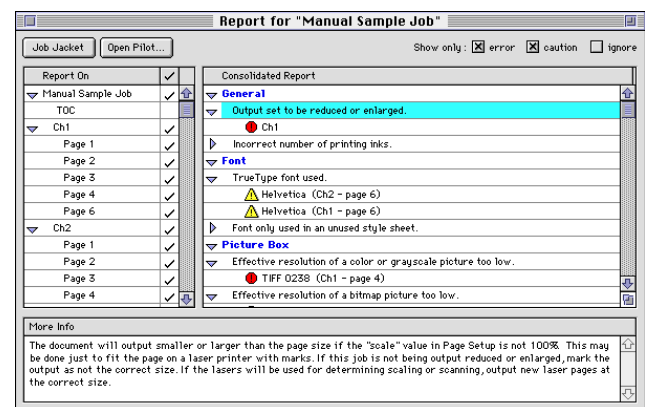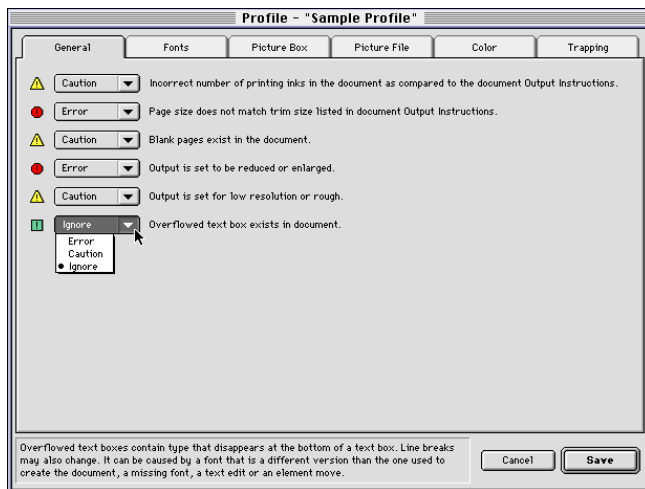
OPTIONAL: CREATE AND ASSIGN A PROFILE

With Preflight Pro, you have complete control over what conditions will be indicated as problems, and how those problems will be reported. Profiles are an extremely powerful tool, and they are easy to configure and use. A different Profile can be assigned to each document, as well as to specific pages within a document. If you do not assign a Profile to a document, the "default" Profile will be used.

To create a new Profile, select "Configure Profiles" from the Profile menu in Preflight Pro. Name the Profile and click OK. Click through the problem sections (General, Fonts, Picture Box, Picture File, Color, and Trapping) to see what types of problems items will be checked. Use the "error" "caution" and "ignore" problem severity flags in the Profile to indicate how critical each problem item is, and set appropriate thresholds or tolerances where applicable. When you have completed and saved the Profile, assign it to your document using the Profile pop-up menu available from the Job Jacket Files List.

GENERATE A PROBLEM REPORT

After a document has been inspected, you will want to generate a report and view the problems found. In the Job Jacket Files tab window, select the document(s) you wish to include in the report, then click the Report button. The Consolidated Report displayed in the Report window will list problems found in all documents in the job *which have been inspected* and *selected for reporting*, and for all pages within those documents which have not been specifically excluded from the report.

The problem report will show you only those conditions that you consider important, based on the problem severity information you specified in the Profile assigned to the document. Look through the problem listings to see what problems were found. If the listed problem involves a font, picture, or color element, double-clicking it will bring up a more detailed window about the element.
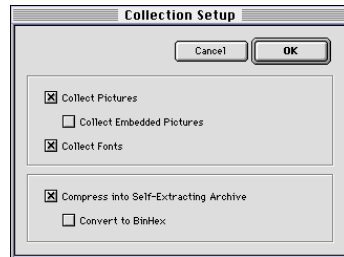
Use the "error" "caution" and "ignore" problem severity checkboxes (at the top of the window) alone or in combination to limit the problem list to only the problem severity(ies) you wish to view.

EXAMINE AND CORRECT PROBLEMS

Once you have generated the Consolidated Report, you can examine and correct the problem(s) indicated.

If the listed problem can be resolved from inside the document (for example, output set to be reduced or enlarged), you can open the document and go to the first occurrence of the problem directly from Preflight Pro. To examine or correct a problem within a document: From the Consolidated Report problem list select the problem you wish to correct, then click the "Open Pilot" button at the top of the Report window. On the Pilot palette, click "Show." Preflight Pro will take you to the first occurrence of the problem in the document.

MORE INFORMATION

When the problem has been corrected, save the document and use the Pilot to return to Preflight Pro. Preflight Pro will be aware that a change was made and will change the document status in the Job Jacket Files list to "modified." If the problem cannot be resolved from within the document (for example, a missing printer font) simply correct the problem using conventional methods. When all problems have been corrected, you can rein-spect the document(s) to verify that all problems have been corrected.

OPTIONAL: COLLECT JOB ELEMENTS

You can gather together all the documents, pictures, and fonts that make up the job by clicking the "Collect Job Elements" button. You will see a list of the items that will be collected and have an opportunity to add additional items, or delete items from the list before the job is collected. You can also have the collection compressed, if you wish.

LEARN MORE ABOUT PREFLIGHT PRO

We've given you a overview of the process of preflighting with Preflight Pro, but the information presented was necessarily limited. The following will give you additional information about the many features and options available, as well as information on getting the most from Preflight Pro:

- Extensis Preflight Pro 1.0 User Manual.
- ReadMe—a text file located in your Fetch application folder with late-breaking information.
- Sample Files—a set of Sample Files for you to play and practice with, located in the Sample Files folder on the Extensis Preflight Pro CD. *Note: These files were designed to be used with the Preflight Pro tutorial "Preflight Pro Start to Finish" in chapter 2 of the Extensis Preflight Pro User Manual.*

VISIT OUR WEB SITE!

For Frequently Asked Questions (FAQs), troubleshooting information, and other up-to-date information about Extensis Preflight Pro or other Extensis products, visit our web site at: http://www.extensis.com

OTHER TIME-SAVING PRODUCTS FROM EXTENSIS

In addition to Extensis Preflight Pro, Extensis offers an array of products that extend the capabilities of popular graphics and layout applications such as QuarkXPress, Adobe Photoshop®, Adobe Illustrator®, Adobe PageMaker®, and Macromedia FreeHand™. Other Extensis product information is available on the Extensis CD in Adobe Acrobat™ PDF format.

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