Extensis ™

PREFLIGHT
DESIGNER EDITION ™

User Guide

Version 1.0 for Macintosh

Contents

Introducing Preflight Designer Edition

Welcome to Extensis™ Preflight Designer Edition™! Your Preflight Designer program is the most advanced inspection and collection tool available for graphic designers. It automatically gathers key information from your document related to RGB images and resolution issues, font availability, and color usage. All information gathered can be quickly and compactly displayed for your examination.

Even more importantly, you'll no longer have to worry about sending all the necessary fonts and images for your file to your service provider, because with the simple click of a button you can collect all the elements needed to print your job, including embedded fonts and graphics. You'll eliminate rework, improve communication with your prepress house, and save precious time and money—on every job!

System and Software Requirements

To install and use Extensis Preflight Designer Edition, you'll need:

- 68040-based Macintosh® or newer, including Power Macintosh®
- 8MB RAM minimum
- System 7.5 or later
- Minimum 1.5MB RAM for the Preflight Designer application
- QuarkXPress® version 3.3.1 or later.
  The Preflight Designer Quark XTension must be placed in the XTension folder for the copy of QuarkXPress that you will be using. Refer to "Installation" for details.

Installation

For best results, turn off any unneeded extensions (by holding down your Shift key while restarting your Macintosh) and all anti-virus software. Be sure to keep any needed CD-ROM extensions installed. Restart your computer.

Your Extensis CD-ROM contains other Extensis products ready to be installed. These products are full working versions of Extensis products that you can run in demo mode. Purchasing a serial number from Extensis at (800) 796-9798 will allow these programs to be used without any time restrictions.

Preflight Designer™ Installer

Extensis Preflight Designer 1.0

[Continue]

Please locate the copy of QuarkXPress to use with Preflight Designer:

QuarkXPress 3.32 ▼   ⬜ Hard Disk

📁 Apple Events Preview   [Eject]
📁 Duplicate XTensions
📁 PDF   [Desktop]
◈ QuarkXPress™
📁 XTension   [Cancel]
📁 XTensions Extensis
                                    [Open]

To install Extensis Preflight Designer

1. **Insert the Extensis CD-ROM into your CD-ROM drive.**

2. **Go to the appropriate Extensis Installer folder.**

3. **Go to the Preflight Designer folder.**

4. **Double-click the installer icon.**

   The Introduction dialog box appears.

5. **Click the Continue button.**

   The Welcome dialog box appears. Release notes and spe-cial instructions are displayed in this window. It is impor-tant that you read these release notes since they contain information not included in the manual. You should save or print these release notes before continuing the installation.

6. **Click Continue.**

   The Installation dialog box appears.

7. **Click the Install button.**

   The Disk Selection dialog box appears. The dialog box requests that you select the disk on which you want the Extensis product installed.

8. **Select a disk.**

   Once a disk has been selected, you will need to locate the folder into which you want to install Preflight Designer.

9. **Locate QuarkXPress.**

   You will be asked to locate the copy of QuarkXPress that you wish to use with Preflight Designer, so that the Preflight Designer XTension can be installed in the proper Quark XTension folder.

10. **Click the install button.**

    Once installation is complete, the successful installation dialog appears. The installer will prompt you to restart your computer if necessary.

Welcome to Preflight Designer!

If you have purchased Preflight Pro, click the Personalize... button. You'll be asked for the serial number that came with your package. Until you enter the serial number, the software operates in demo mode.

To try out a full functioning version of Preflight Pro for 30 days, press the demo button. Until you personalize Preflight Pro, you'll be allowed to use it in demo mode for 30 days. You have 30 days until this demo expires.

To purchase a valid serial number, call 1-800-796-9798.

Demo   Personalize...

Please register your copy of Preflight Designer:

To register a demo copy, please call Extensis at 1-800-796-9798.

Your Name:
Organization:
Serial Number:

Demo   OK

Electronic Registration   Register Now...

Please take a moment to register your copy of Preflight Designer.   Register Later
As a registered user you will receive
• free technical support from our friendly experts,   Never Register
• automatic notification of upgrades, and
• special discounts on other Extensis Corporation products.

For your convenience, you can register ELECTRONICALLY and FREE of charge.

Electronic Registration Card

Please choose a method to register Preflight Designer:

If you have a modem
Click Send to transmit the registration information to us over the telephone lines using our toll-free number.   Send

If you have a printer
Click Print to print your registration and FAX or MAIL it to us using our postage pre-paid envelope.   Print

If you want to register at a later time
Click Register Later and the information you have entered will be saved until then.   Register Later

Personalization and Registration

It is important to register your copy of Extensis Preflight Designer so we can provide you with service. Registered users of Extensis products are eligible for technical support, information regarding new versions, products, discounts and special offers on new products.

And Preflight Designer includes electronic registration, so registering has never been easier! The first time you launch Preflight Designer after installing it, the Personalize dialog box appears. To personalize your software, type your name, company and Preflight Designer registration number. Your product registration number is located on your Preflight Designer user guide. If you choose not to personalize your copy, Preflight Designer will run in a 30-day demonstration mode. A dialog box will remind you of how many days are remaining in the demonstration mode.
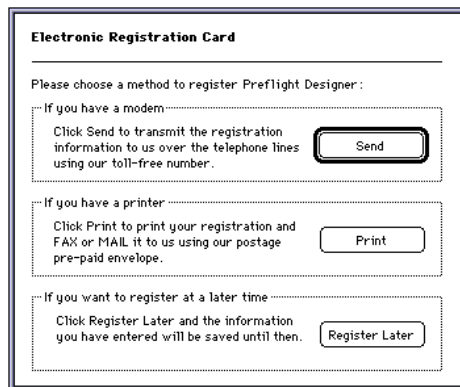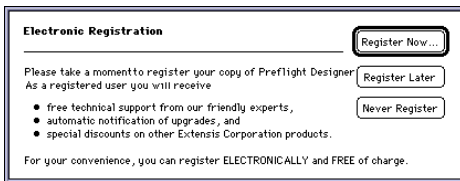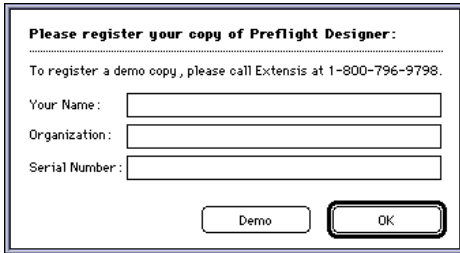
Once you have personalized Preflight Designer, a dialog box appears, asking if you would like to register. To register, click the Register Now button; an electronic registration screen appears. After you've completed the registration screen, a Market Research screen and a System Configuration screen will follow. The Market Research screen asks basic questions that enable us to better understand your needs. The System Configuration screen provides a "snapshot" of your system configuration that enables Extensis to support you more effectively. Sending the Market Research and System Configuration information is optional. If you do not wish to send this information to Extensis, check the checkbox at the bottom of these screens.

To use electronic registration, you must have a modem connected to your computer. Preflight Designer will dial the number automatically, and the call is toll-free. If you do not have a modem, you can print the registration sheet and register either by faxing it to (503) 274-0530 or drop it in the mail in the postage-paid envelope provided. If you don't have access to a modem or printer, you can still register by filling out the registration sheet located at the end of this manual.

Preflight Designer Quickstart

To launch Preflight Designer, select "Preflight Designer" from the Utilities menu in QuarkXPress. If a document is open in QuarkXPress when Preflight Designer is selected from the menu, Preflight Designer will launch and inspect the document. Or drag a QuarkXPress document onto the Preflight Designer application, or launch the Preflight Designer application, then locate a document to open using the File menu.

Technical Support and Suggestions

For questions regarding Extensis Preflight Designer Edition, please first refer to this manual, which describes the features and basic operations. We invite you to visit our Preflight Designer page on the Extensis website (www.extensis.com) for frequently asked questions and troubleshooting tips.

If you have a question which is not addressed in this manual or on the Extensis website, Technical Support is available by phone at (503) 274-7030 Monday through Friday 8:00 a.m. to 5:00 p.m. Pacific time. When calling for technical support, please be at your Macintosh and have the following information available: your Extensis Preflight Designer registration number, your Macintosh configuration and your question or a description of the difficulty you're experiencing—what specifically occurs and when. Take note of any displayed error numbers or messages and any other information you think may be relevant.

We'd love to hear your comments about Extensis Preflight Designer! For your convenience, a suggestion sheet is included at the end of this manual. Please fax, mail, or e-mail your comments and suggestions to Extensis.

What is "Preflighting"?

Jobs that print or output properly in the hands of the designer, and jobs that output properly to low or medium resolution printers, very often will not output properly when transferred to a service bureau or output facility, or will not print or output as the designer had expected or hoped.

The output facility will almost certainly have completely different computer systems and setups, different font configurations, different—usually high or very high—resolution output devices, and they may even be adding high resolution images in place of the lower resolution images originally placed in the document by the designer. Any of these differences, and many others, can sabotage the job and cause problems in outputting or printing.

Preflighting is the process of making sure that all the elements necessary for the job to output properly are in place, and that problems in job documents that might keep them from outputting properly on high-end equipment 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.

How Can Extensis Preflight Designer Help Me?

Preflight Designer automatically gathers key information from your document related to images and resolutions, fonts, and colors, and displays this information for you at a glance. You can easily determine, for example, which RGB mode pictures have not yet been converted to CMYK mode, an important task for four-color printing.

Without Preflight Designer you would need to open the document and laboriously locate, select, and examine the parameters for each picture. With Preflight Designer, you simply locate a picture from the list and double-click it to produce a picture preview and a detailed listing of all the important information related to that picture, along with the page number(s) where the item is found.

But even more importantly, you'll no longer have to worry about finding and collecting all the necessary fonts and images for your document to send to your service provider. With the simple click of a button in Preflight Designer you can collect all the elements needed to print your job, including embedded fonts and graphics. You'll eliminate rework, improve communication with your prepress house, and save precious time and money.

How Does Preflight Designer Compare with Extensis Preflight Pro™?

Preflight Designer essentially starts the preflight process by inspecting a document to gather information about the document and the elements used in the document. Preflight Designer then allows you to examine the information that it collected. It is an invaluable tool in collecting job elements (document, pictures, fonts—even embedded fonts and pictures) for output, for sending to a service provider, and/or for archiving. Preflight Pro does all that, plus helps you identify, locate, and correct potential problems before expensive output equipment is engaged.

Additionally, Preflight Pro allows you to work with multiple files in a job. You can: create and examine problem reports for selected documents, pages, and elements in the job; include or exclude specific documents and/or pages from the preflight process; and specify problem parameters for different output devices. So with Extensis Preflight Pro you can find and fix potential output problems quickly, easily, and less expensively than ever before.

And, if you are using Preflight Designer and your service provider is using Preflight Pro, you can team up to create a really seamless transfer from design to final printing!

Preflight Designer Steps Summarized

Preflight Designer is quick and easy to use. You can:

- Examine information about elements in a job
- Collect a job
- Enter Job Ticket information
- Specify document Output Instructions (for use with Preflight Pro)
- Share your job with other Preflight Designer or Preflight Pro users

1. **Launch Preflight Designer in any of these ways:**

   - Drag a QuarkXPress document onto the Preflight Designer application icon
   - Select "Preflight Document" from the Utilities menu in an open QuarkXPress document
   - Double-click the Preflight Designer application icon, then select "New Job" from the File menu
   - Select "Preflight Designer" from the Utilities menu in QuarkXPress, then select "New Job" from the File menu

   Preflight Designer will automatically launch QuarkXPress and inspect your document, leaving it ready to be collected.

2. **What step you take next depends on what you'd like to do with the information gathered by Preflight Designer. You can:**

   - **Examine the information gathered** about the different job elements (Pictures, Fonts, Colors) by clicking through the tabs. You can hide the information display by clicking the expansion arrow beneath the button bar.

   - **Collect the job** by clicking the Collect button. Preflight Designer will collect the job elements for archiving or sending to the print facility. You can add or remove items from the list to be collected, and you can elect to have the collection compressed.

   - **Enter or view Job Ticket information** by clicking the Job Ticket button.

   - **Enter or view document Output Instructions** (for use with Preflight Pro) by clicking the Output Instructions button. *Note: Information entered here does not affect the page setup instructions inside the document.*

   - **Share the job** with other users of Extensis Preflight Designer or Extensis Preflight Pro.

Using Preflight Designer Edition

To Examine Information about Elements in a Job

1. **Create a preflight job using the document you wish to examine.**

   Drag a QuarkXPress document onto the Preflight Designer icon. Or select Preflight Designer from the Utilities menu in an open QuarkXPress document. Or launch Preflight Designer, then select "New Job" from the File menu (⌘N).

   Preflight Designer will launch QuarkXPress and inspect the document.

   — or —

1. **Open an existing preflight job and reinspect it.**

   Double-click a job icon to open it, or launch Preflight Designer and locate the job. Reinspect the job by clicking the Reinspect button. This ensures that information gathered about the job is current, including any changes to the document or system files since the last inspection.

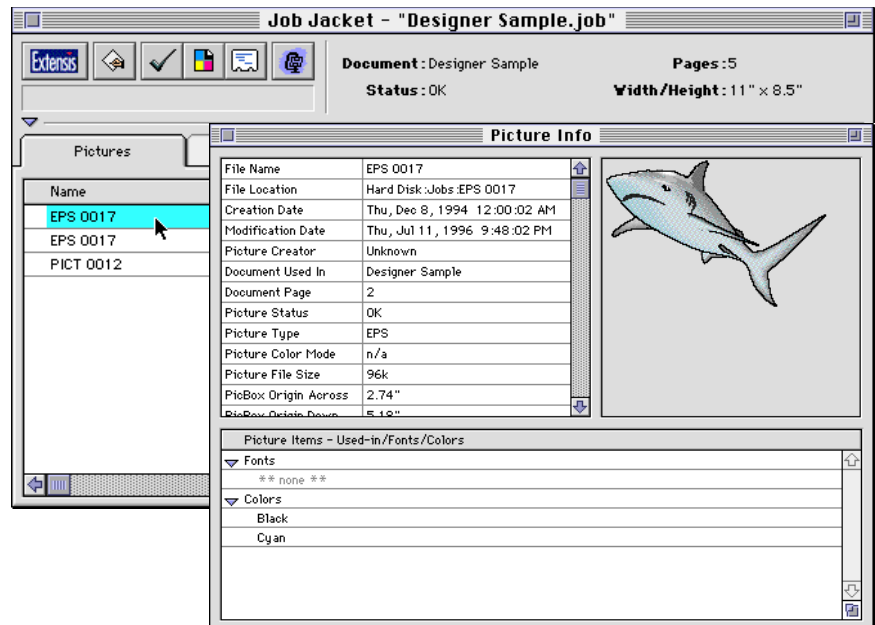2. **Select the tab for the element you wish to view.**

   You can examine Pictures, Fonts, and Colors.

   Note: If the Pictures, Fonts, and Colors tabs are not visible in the window, access them by clicking the Show/Hide arrow beneath the button bar.

Show or Hide the Detailed
Document Information
window (containing the
Pictures, Fonts, Colors tabs)

3. **Double-click an item on the list to open a detailed information window about the item.**

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To Collect a Job

1. **Create a preflight job using the document you wish to collect.**

    Drag a QuarkXPress document onto the Preflight Designer icon. Or select Preflight Designer from the Utilities menu in an open QuarkXPress document. Or launch Preflight Designer and locate the document.

    Preflight Designer will launch QuarkXPress and inspect the document.

    — or —

Collect Job

Reinspect Document

1. **Open an existing preflight job and reinspect it.**

    Double-click a job icon to open it, or launch Preflight Designer and locate the job. Reinspect the job by clicking the Reinspect Document button. This ensures that informa-tion gathered about the job is current, including any changes to the document or file names/locations since the last inspection.

2. **Click the Collect Job button.**
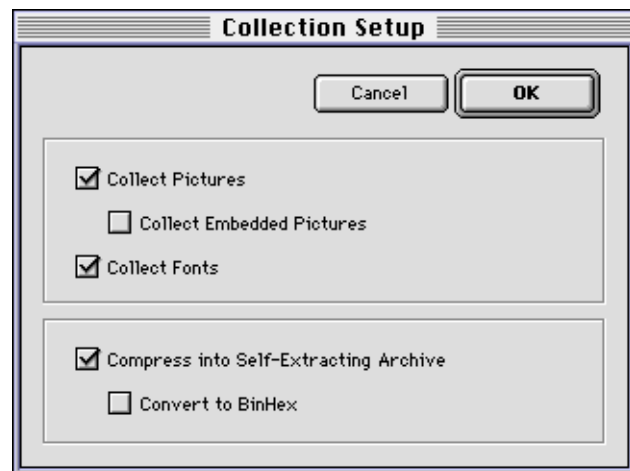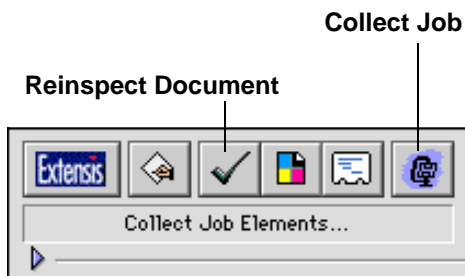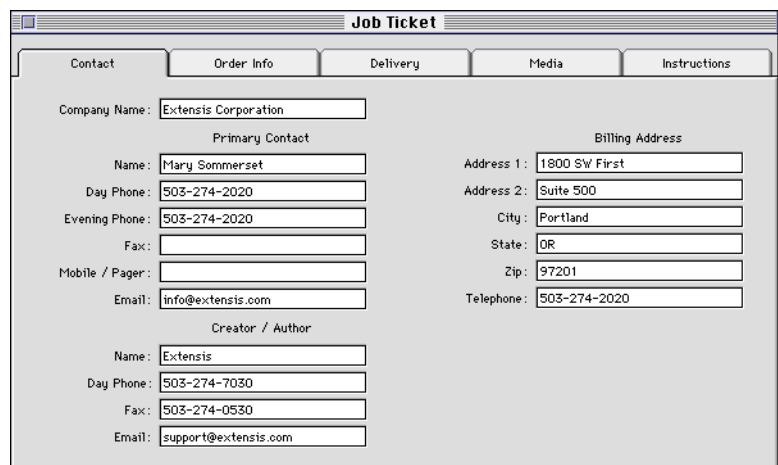
Preflight Designer will allow you to change collection options, including whether or not to compress the collec-tion. Next, Preflight Designer will determine which items need to be collected, and it will give you an opportunity to add to or remove items from the collection list. You will then be asked to name the collection and determine where to save it. When you are ready to collect the job, click "Collect" to generate the collection.

To Enter Job Ticket Information

Edit Job Ticket

1. From an open job, click the Job Ticket button.

The Job Ticket includes important information such as: who is responsible for the project; project due dates; job pick up and delivery instructions; what media the document will be output as, etc. The Job Ticket can be helpful for anyone wanting to keep job information with their electronic job files, but it is particularly helpful when the job will be sent to a service provider using Extensis Preflight Pro. In this case, important job information via the Job Ticket will be automatically available to the service provider through their Preflight Pro program.
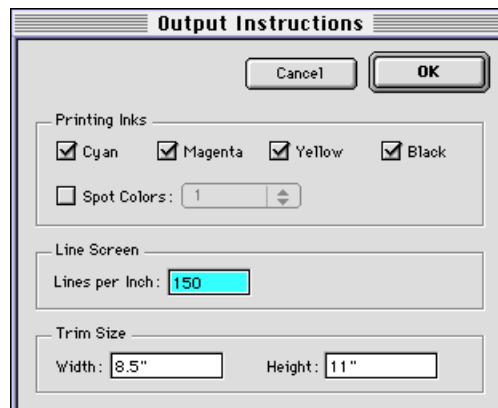
To Enter Document Output Instructions

Edit Output Instructions

1. From an open job, click the Output Instructions button.

The output instructions for a document entered here will be automatically checked against the document settings when a problem report is generated using Extensis Preflight Pro. Or the information can simply be viewed by another person using either Preflight Designer or Preflight Pro.

Sharing Jobs with Other Extensis Preflight Users

You can easily share preflight jobs with other users, such as between designers and clients, designers and service providers, or between and within work groups, simply by collecting and sending them.

To Share a Job with Another User

1. **Create a preflight job using the document you wish to share.**

   Drag a QuarkXPress document onto the Preflight Designer icon. Or select "Preflight Designer: Preflight Document" from the Utilities menu in an open QuarkXPress document. Or launch Preflight Designer, select "New Job" from the File menu and locate the document.

   Preflight Designer will launch QuarkXPress and inspect the document.

2. **Collect the job by clicking the Collect button.**

   Verify or change collection options, including whether or not to compress the collection, including whether or not to compress the collection. Determine which items, if any to add to or remove from the collection list. Click "Collect" to generate the collection.

3. **Send the collection folder (or .sea file, if compressed) to another user.**

   The collection folder will contain the job file, the document, and all the job elements (Fonts and Pictures) that you indicated for collection in step 2.

   The job file can be opened in Preflight Pro, and a problem report generated immediately. Preflight Designer users can open the job file to review information gathered about the collection.

Tip

You do not necessarily need to collect your job (a collection includes the job file, the document, and any fonts and pictures you opted to collect) in order to share with another user.

If the other user only wants to see the information gathered about the document, or (using Preflight Pro) generate a problem report, you may only need to send the job file.

If the other user will be printing the document or making corrections to it, you should collect the job so that the job file, the document, and at minimum, the pictures, are available to them.

Working in the Job Jacket

Preflight Designer's electronically generated Job Jacket, similar to the job jacket for a print job handled the mechanical way, includes important information associated with a job such as document information, output instructions, and job ticket information. In addition, the electronic Job Jacket in Preflight Designer provides access to all the information that can be gathered about elements in the document (fonts, pictures, colors).

The Job Jacket window is the primary window in Preflight Designer. In addition to providing information about the document and job elements, the Job Jacket provides a convenient Button Bar for quick access to the major operations in the program.

The Job Jacket window

The Job Jacket window is the primary window in Preflight Designer. Displays tabs for all job elements that information is gathered for (Pictures, Fonts, Colors). Displays information about the document and the Preflight Designer Button Bar.

A Job Jacket title bar and "Job Name"

Basic Document Info

B Button Bar: Provides easy access to Preflight Designer operations

C Show/Hide arrow: Shows or Hides the detailed information windows (Pictures, Fonts, and Colors information tabs)

D Help box: Informational window displaying each button, column heading, or icon function as the mouse passes over it
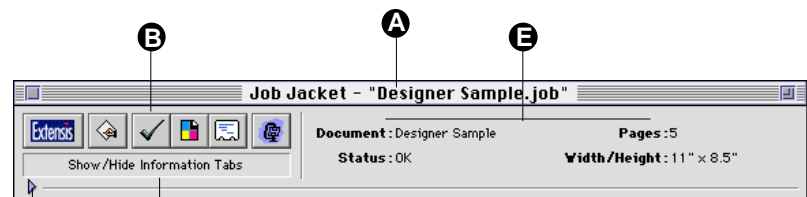
E Document information area: Displays Document name, document Status, number of pages in the document, and document width and height
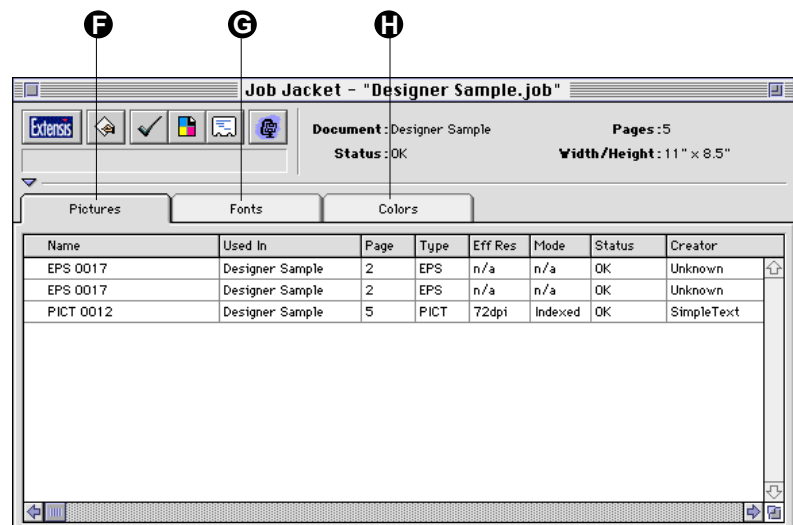
Detailed Document Info

F Pictures tab

G Fonts tab

H Colors tab

▶ **Basic Document Info (detailed info hidden)**

▼ **Detailed Document Info (detailed info showing)**

The Button Bar

The Button Bar provides access to major Preflight Designer operations. As you pass the mouse over each button, refer to the Help box below the Button Bar for a short description of button function. Click a button to open up a dialog box or window to complete the desired operation.
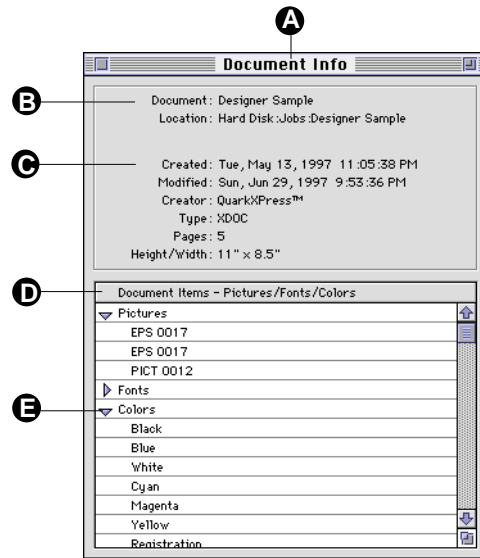
Working with the Button Bar

The Job Jacket Button Bar

The Button Bar inside the Job Jacket window provides access to major operations. Click a button to activate it.

A Extensis: Access information about Extensis Preflight Designer

B Open document: Opens the document in QuarkXPress

C Reinspect document: Allows you to inspect the document again. Recommended after making changes to the document

D Output Instructions: Open the Output Instructions for viewing or editing

E Job Ticket: Open Job Ticket for viewing or editing

F Collect: Collect job elements

To do this…	Follow this procedure…
Reinspect the document.	Click the "Reinspect" button. The document will be scanned and the information gathered. Completion time depends on document size, processor speed, image size, and other factors. Or select "Reinspect Document" 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.
Edit or view the Output Instructions for the document.	Click the "Output Instructions" button. Or select "Output Instructions" from the Job menu.
Open the document in QuarkXPress.	Click the "Open Document" button. Or select "Open Document" from the Job menu.
Collect the job.	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 area of the display.	Pass the mouse over the item. The item function will be shown in the Help box directly under the Button Bar.

The Document Info window

Selecting "Get Document Info" from the File menu, or entering ⌘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.

Ⓐ

Document Info

Ⓑ
Document: Designer Sample
Location: Hard Disk:Jobs:Designer Sample

Ⓒ
Created: Tue, May 13, 1997 11:05:38 PM
Modified: Sun, Jun 29, 1997 9:53:36 PM
Creator: QuarkXPress™
Type: XDOC
Pages: 5
Height/Width: 11" x 8.5"

Ⓓ
Document Items – Pictures/Fonts/Colors

▽ Pictures
   EPS 0017
   EPS 0017
   PICT 0012
▷ Fonts
Ⓔ
▽ Colors
   Black
   Blue
   White
   Cyan
   Magenta
   Yellow
   Registration

To Open a Detailed Info Window for the Document

1. With no items selected in the active tab (Pictures, Fonts, Colors) select "Get Document Info" from the File menu, or enter ⌘I.

— or —

1. Close the Detailed Document Information section of the Job Jacket window by clicking the Show/Hide arrow.

2. Select "Get Document Info" from the File menu, or enter ⌘I.

Pictures

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

The picture preview displays the picture as it is in the original picture file, not including changes you might have made to it in QuarkXPress. You can save screen draw time and job file size by electing to disable the preview before the job file is created (see "Setting Preferences").
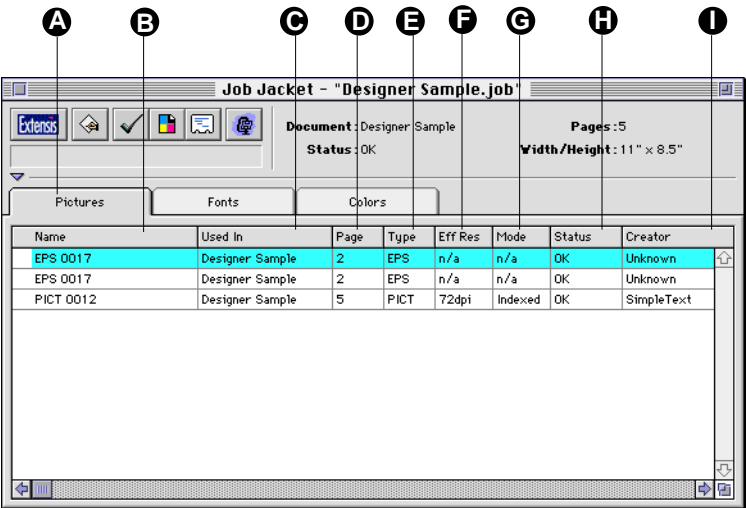
Use the Picture tab and the detailed Picture Info window to determine whether a picture is in the required mode (RGB, CMYK), whether picture resolution is within acceptable tolerance, to determine what page(s) a picture is used on, picture file name and location, to determine if a picture has been rotated or skewed, to see what fonts or colors are used in the picture, to quickly preview pictures, and much much more.

Working in the Pictures tab

The Pictures tab

The Pictures tab lists the pictures required to output the job and displays their status. Does not include unused pictures (such as pictures on the pasteboard, or on an unused Master Page).

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)

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.
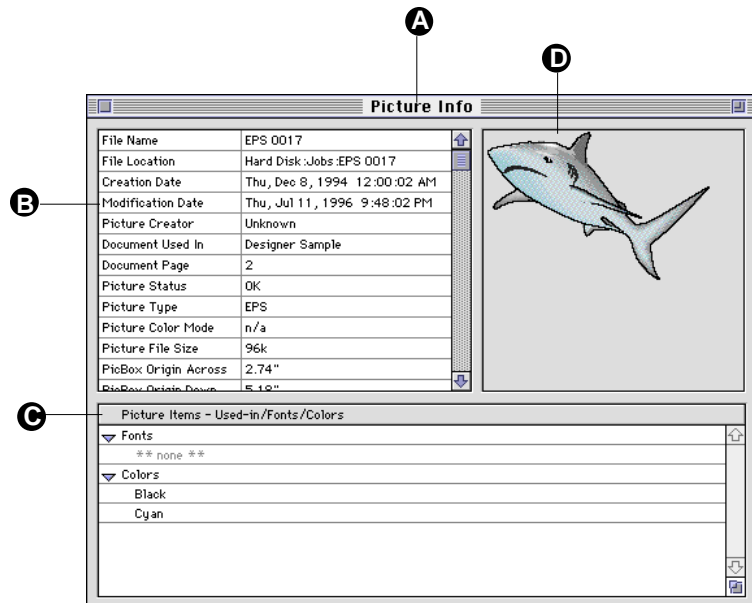
A Picture Info window title bar

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, PicBox Origin Across, PicBox Origin Down, PicBox Height, PicBox Width, Picture Width, Picture Height, Picture Scaled Vertical %, Picture Scaled Horizontal %, Physical Resolution, Effective Resolution (after scaling), Background Color, Picture Color, PicBox Angle °, PicBox 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. An option under Preferences allows you to disable the preview so that thumbnails are not gathered in the job file and therefore will not display here.

To Open a detailed Picture Info window

1. **Select the desired picture from the list of pictures on the Pictures tab, then double-click it, or enter ⌘I, or select "Get Picture Info" from the File menu.**

To Disable Picture Previews

Note: This action disables gathering and storing of picture preview thumbnails in the job file. Enabling this option can reduce job file size. Does not affect previously gathered previews.

1. **Select Preferences: General from the Edit menu.**

    The Preferences dialog will be displayed.

2. **Click the "Disable Picture Previews" checkbox. A checkmark in the box indicates that picture previews will *not* be gathered when the job is inspected.**

    All previously gathered picture previews will be continue to be available even if this option is changed. To remove picture previews, create a new job file after selecting this option.

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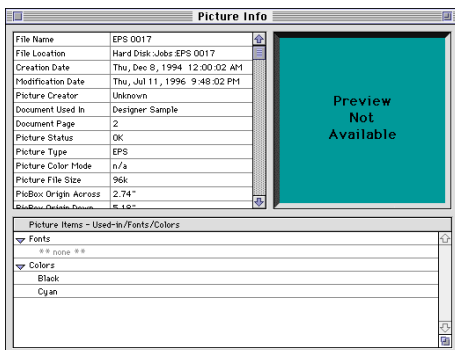
Fonts

The Fonts tab lists every font used in the document, including fonts used in pictures in the document. Font 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.

Use the Fonts tab and the detailed Font Info window to determine whether a particular font is used in document text, or in a picture, to determine what colors are used with a particular font, whether the document contains undesirable fonts, whether a font is currently available to the system, and much more.

Working in the Fonts tab

The Fonts tab

The Fonts tab lists fonts in the document and displays their status. Does not include unused fonts in the document, such as fonts found in unused style sheets.

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

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
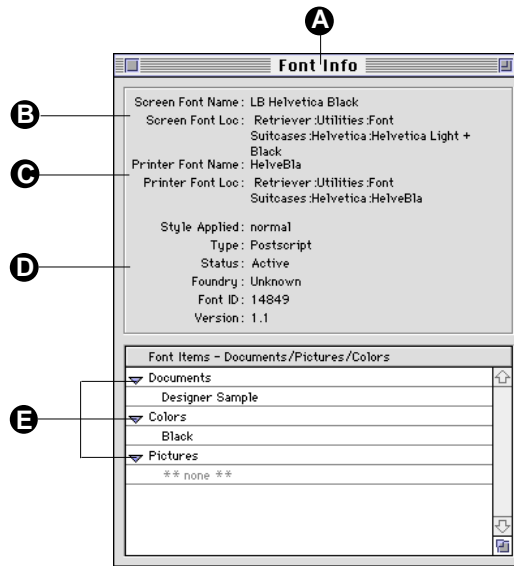
C Printer Font Name and Location

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

To Open a detailed Font Info window

1. Select the desired font from the list of fonts on the Fonts tab, then double-click it, or enter ⌘I, or select "Get Font Info" from the File menu.

To Change Screen Font Status to "Available"

Preflight Designer checks for screen fonts every time you leave the application then return to the Fonts tab.

1. Drop the required screen font onto the System Folder icon, or open a font suitcase with a font program such as Suitcase® or Adobe® Type Manager Deluxe™.

2. Return to your preflight job and select the Fonts tab to verify that the font is now available.

To Change Printer Font Status to "Available"

Preflight Designer checks for printer fonts when the document is inspected.

1. Drop the required printer font onto the System Folder icon, or open a font suitcase with a font program such as Suitcase or Adobe Type Manager Deluxe.

2. Return to your preflight job and reinspect the document by clicking the Reinspect Document button.

3. Select the Fonts tab to verify that the printer font is now available.

Colors

The Colors tab lists all the colors in the document, 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.

Use the Colors tab to count how many printing inks (plates) are used in the document; to find out where (pictures and fonts) colors are used; to determine what screen angle a color will be output on; to review CMYK color values for each color, and more.

Working in the Colors tab

The Colors tab

The Colors tab lists the colors in the job and displays their type. Includes colors from all pages in the document, including unused pictures, such as on the paste-board.

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

Job Jacket – "Designer Sample.job"

Document: Designer Sample   Pages: 5
Status: OK   Width/Height: 11" x 8.5"

	Name	Type	C	M	Y	K	Screen Angle
	Cyan	Printing Ink	100	0	0	0	Cyan
	Magenta	Printing Ink	0	100	0	0	Magenta
	Yellow	Printing Ink	0	0	100	0	Yellow
	Black	Printing Ink	0	0	0	100	Black
	White	n/a	0	0	0	0	n/a
	Blue	Printing Ink	100	100	0	0	Black
	Registration	Registration	100	100	100	100	All

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.
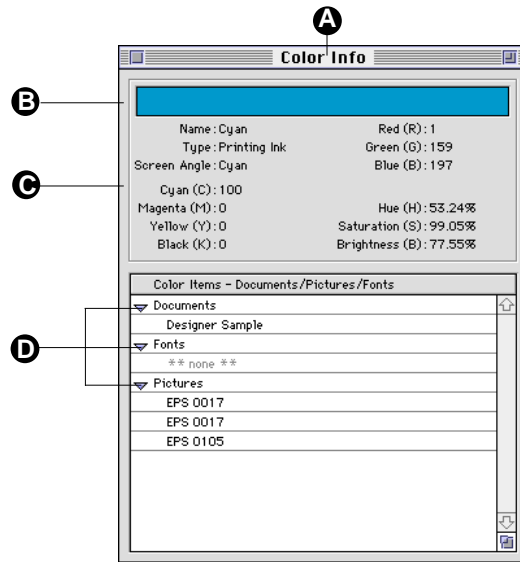
A Color Info window title bar

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

Ⓐ

Color Info

Ⓑ

Name: Cyan   Red (R): 1
Type: Printing Ink   Green (G): 159
Screen Angle: Cyan   Blue (B): 197

Ⓒ

Cyan (C): 100
Magenta (M): 0   Hue (H): 53.24%
Yellow (Y): 0   Saturation (S): 99.05%
Black (K): 0   Brightness (B): 77.55%

Color Items – Documents/Pictures/Fonts

▽ Documents
    Designer Sample
▽ Fonts
    ** none **
▽ Pictures
    EPS 0017
    EPS 0017
    EPS 0105

Ⓓ

To Open a detailed Color Info window

1. **Select the desired color from the list of colors on the Colors tab, then double-click it, or enter ⌘I, or select "Get Color Info" from the File menu.**

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 can entered into the job file so that Preflight Pro (if used) can check it against the information contained in the document.

Information entered here is used by Preflight Pro 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

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.

A Output Instructions title bar

B Printing Inks: Indicate CMYK and Spot colors here

C Line Screen: Indicate Screen in Lines per Inch here

D Trim Size: Indicate page Trim height and width. Displays in inches. Enter values in points, picas, mm, or cm.

E Cancel: Click here to close the Output Instructions window without making changes

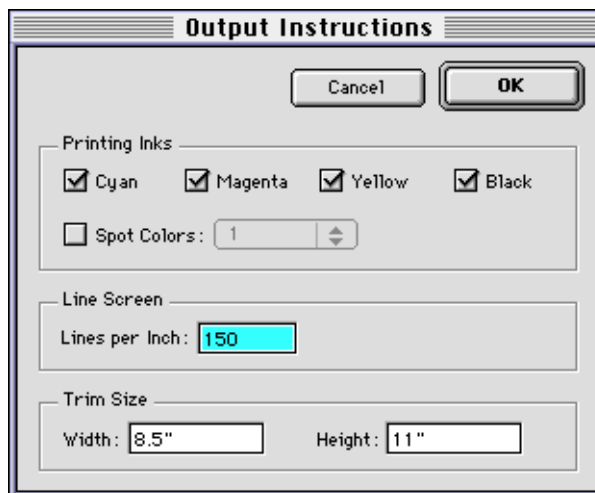**F** OK: Click here to save changes and close the Output Instructions window

Output Instructions
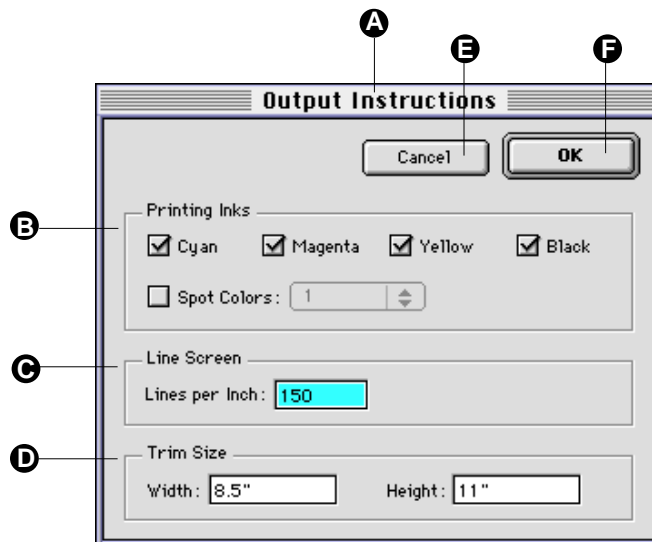
To Specify Output Instructions

1. **Click the Output Instructions button, or select "Output Instructions" from the Job menu.**

2. **Enter your instructions.**
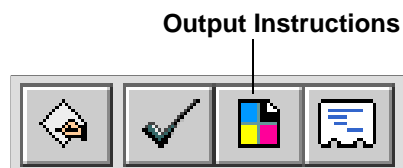
3. **Click "OK."**

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

Inspecting Documents

"Inspecting" a document causes Preflight Designer to gather all the information from the document and job elements in the document. When a new job is created, either by dragging and dropping a document onto the Preflight Designer icon, or by selecting "New" from the File menu in the Preflight Designer, or by selecting "Preflight Designer" from the Utilities menu in QuarkXPress, the document is automatically inspected.

Using the tabs inside the Job Jacket window you can examine information that was gathered during the inspection regarding document parameters, fonts, pictures, and colors. To access these job element tabs, click the Show/Hide arrow beneath the Button Bar.

Information gathered during the inspection is added to a database of information, called the Job File, which is saved automatically when the inspection is complete. (".job" is appended to the document name to create the job file name.)

To Reinspect a Document

Reinspect Document

1. **Click the "Reinspect Document" button, or select "Reinspect Document" from the Job menu.**

   Preflight Designer will launch QuarkXPress, then open the document, gather the information, and keep you posted on it's progress. When the inspection is complete, Preflight Designer will close the document, if it was closed prior to inspection.
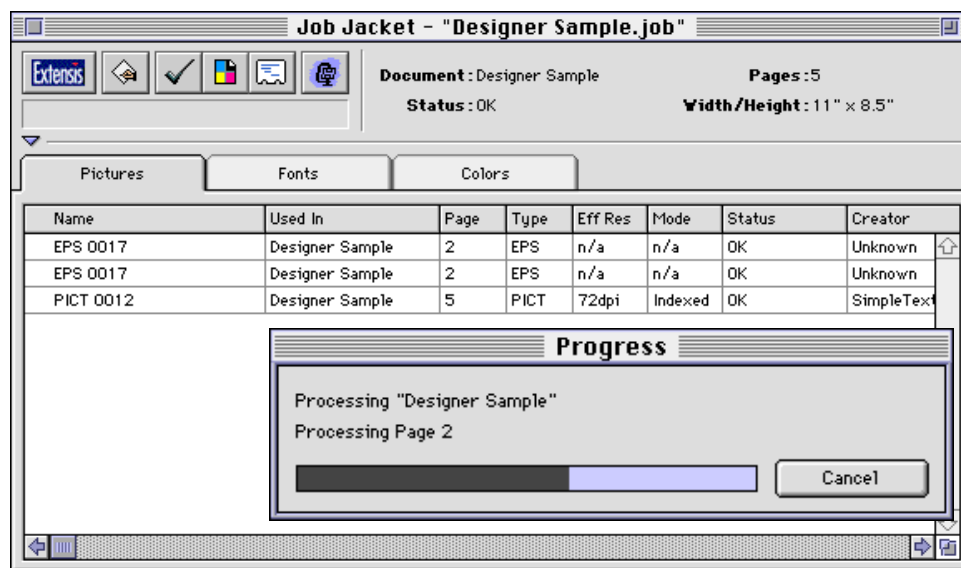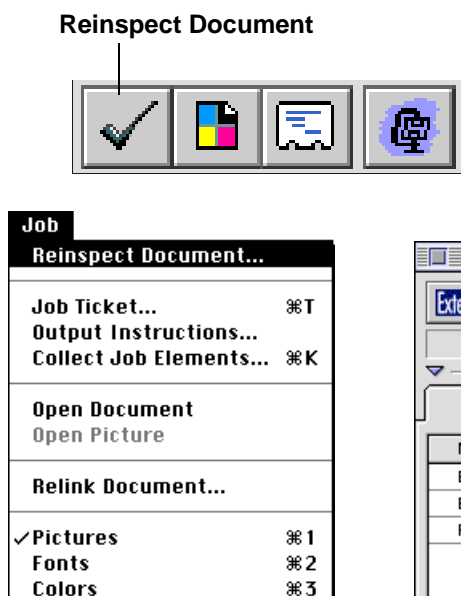
Note: If a document was open prior to inspection by Preflight Designer, Preflight Designer will leave it open after inspection. You can instruct Preflight Designer to leave the document open when the inspection is complete. Refer to "Setting Preferences."

Job
Reinspect Document...

Job Ticket...   ⌘T
Output Instructions...
Collect Job Elements... ⌘K

Open Document
Open Picture

Relink Document...

✓Pictures   ⌘1
 Fonts   ⌘2
 Colors   ⌘3

Job
Reinspect Document...

Job Ticket...   ⌘T
Output Instructions...
Collect Job Elements... ⌘K

Open Document
Open Picture

Relink Document...

✓Pictures   ⌘1
 Fonts   ⌘2
 Colors   ⌘3

Opening a Document

With Preflight Designer's "Open Document" command you can quickly open the document in QuarkXPress, right from within the Job Jacket.

To Open the Document in QuarkXPress

1. **Click the Open Document button, or select "Open Document" from the Job menu.**

Relinking a Document

Preflight Designer 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" in the document status area. You will need to relink the document to the job file, as described below.

To Relink a Document

1. **Open a job file. If the document is listed as "Missing," select "Relink Document" from the Job menu.**

   You will be asked to locate the missing document.

2. **Locate the document, then click "Open."**

Please Locate "Designer Sample"

📁 Jobs ▾

📄 Designer Sample
📄 Sample One
📄 Sample Two

▢ Passages

[Eject]
[Desktop]
[Cancel]
[Open]
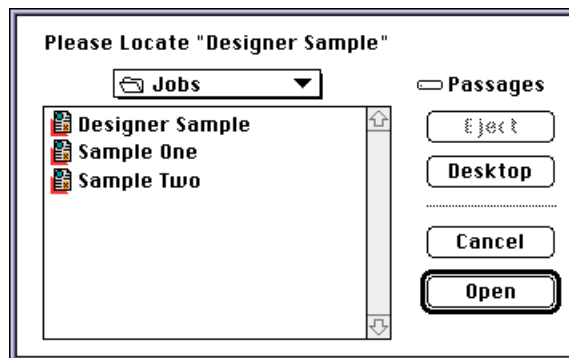
Setting Preferences

Using the Preferences settings in the Edit menu, you can specify some default parameters for Preflight Designer 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 you will be prompted to verify the document Output Instructions when the job is created.
- Whether or not documents will be left open in QuarkXPress after inspecting them.
- Whether or not the Picture Preview (as shown in the detailed Picture Info window) will be gathered (and stored in the job file) when the job is inspected. This option results in smaller job file sizes. This option, when selected, will take effect the next time the document is inspected.
- Whether to display measurements in inches or millimeters.
- Which copy of QuarkXPress (if applicable) will be used to open documents for inspection.

To Change the General Preferences

    1. Select Preferences: General from the Edit menu.

    2. Indicate your desired options.
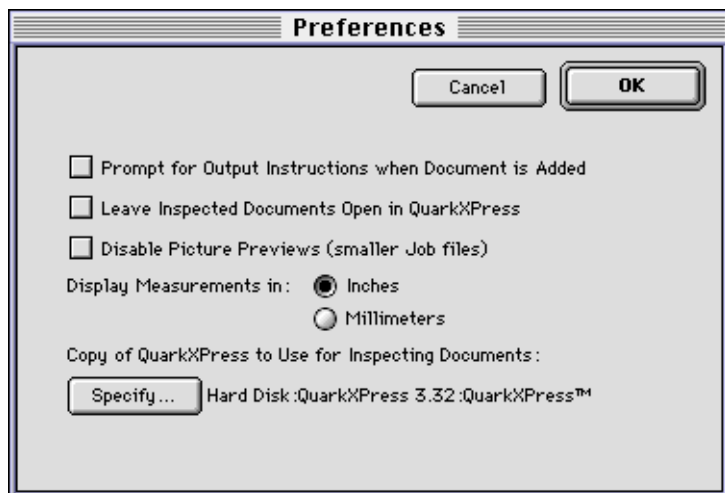
       To specify which copy of QuarkXPress to use, click "Specify," then locate the appropriate QuarkXPress application.

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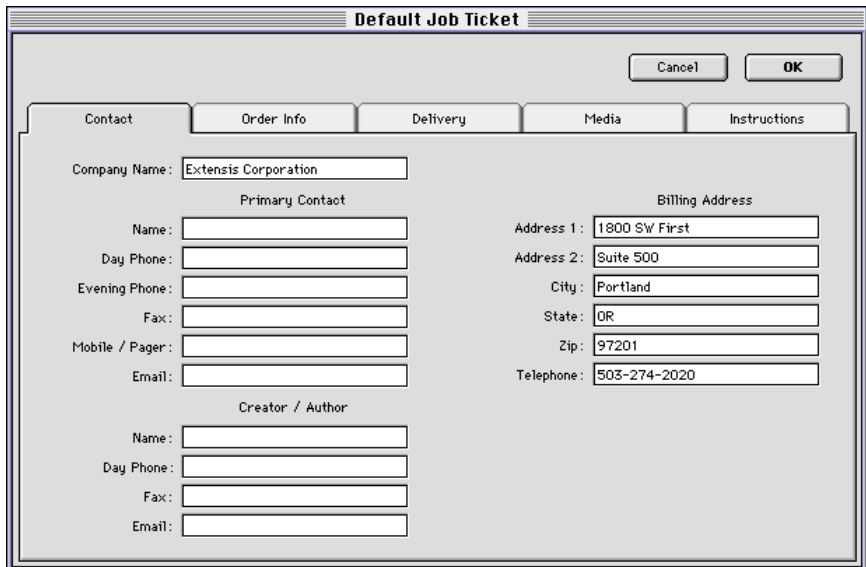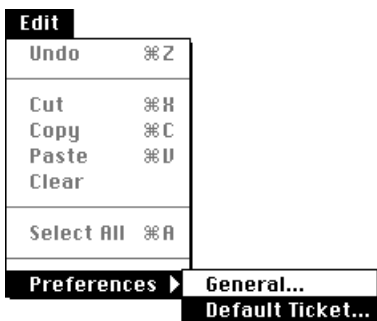
Use the Default Ticket to enter job information that is consistent from job to job to save data entry time, then change the Job Ticket information as needed for each document.

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 documents in all future jobs as they are created.

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

Printing Job Information

The report printed by Preflight Designer includes all the information gathered about the document, including: Job Ticket information; Pictures, Fonts, and Colors information; and information about the document itself. Since this report includes very detailed information from the job file database, it can be quite lengthy.

Working in QuarkXPress

You can create and open preflight jobs without ever leaving QuarkXPress.
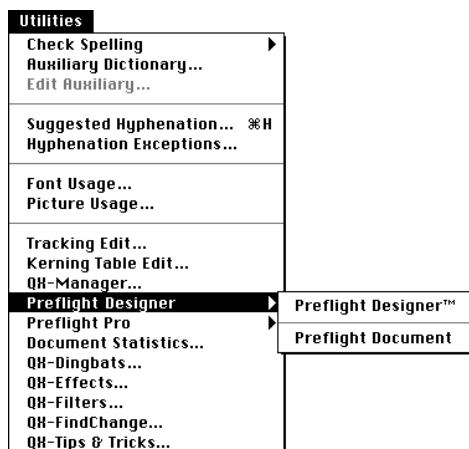
To Create or Open a Job from QuarkXPress

1. **Select "Preflight Designer: Preflight Designer" from the Utilities menu.**

   If Preflight Designer is not open, it will be launched. If Preflight Designer is already open, it will be brought to the front as the active window.

   From Preflight Designer, select "New Job" (⌘N) from the File menu.

2. **Locate the document you wish to inspect or collect, or locate an existing job to open.**
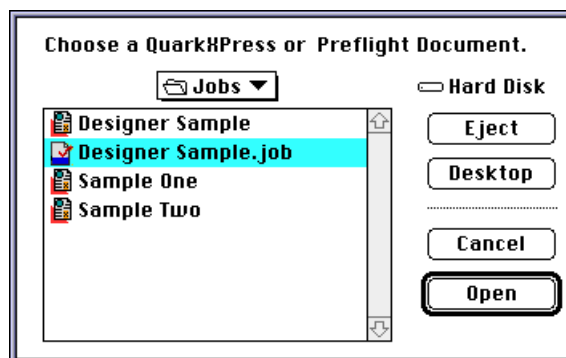
To Create a New Job Using the Current Document

1. **From QuarkXPress, bring the document you wish to inspect or collect to the front.**

2. **Select "Preflight Designer: Preflight Document" from the Utilities menu.**

   If Preflight Designer is not open, it will be launched, a new job will be created using your document name with ".job" appended to it, and the document will be inspected.

   If Preflight Designer is open, it will be brought to the front as the active window, a new job will be created using your document name with ".job" appended to it, and the document will be inspected.

Filling Out the Job Ticket

The Job Ticket is the place where all the information about a job that is *not* associated with job elements (Pictures, Fonts, Colors) is kept. Job Ticket information is not required, but when used, it is usually hand-entered by a human being.

The electronically generated Job Ticket in Extensis Preflight Designer (and Extensis Preflight Pro), just as with the job ticket for a print job handled the mechanical way, includes such important information as: who to contact with questions; due dates; pickup and delivery instructions; how the files were received; additional items sent with the job, such as artboards; what media the job will be output to prior to printing, etc.

This information can be entered by the designer prior to sending the job to the service provider, by the service provider staff prior to sending the job to the production facility, etc.

The job ticket window consists of the following tabs:

- **Contact**—includes particulars about the client, including company name, primary contact, creator/author, and billing address.
- **Order Info**—includes job name and number, dates received and due, information about the job, and billing information.
- **Delivery**—includes shipping address for completed job, along with information on carrier type, ship method, and account number if applicable.
- **Media**—includes information about the media on which the job is supplied, such as the type of disk, and any additional materials supplied, such as artboards, color proofs, etc. The output media section of this tab allows you to indicate whether the job will be output to film or RC paper, as a laser proof, as separations, etc.
- **Instructions**—allows you to enter text-based information pertinent to the job.
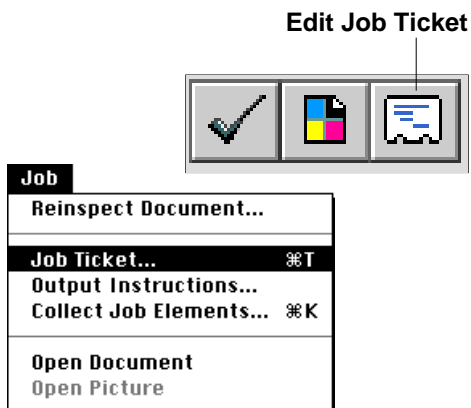
Edit Job Ticket

To Create, Edit, or View a Job Ticket:

1. **Click the "Edit Job Ticket" button, or select "Job Ticket" from the Job menu, or press ⌘T.**

2. **Click the Job Ticket tab of your choice, then enter or examine the desired information.**

Job

Reinspect Document...

Job Ticket...   ⌘T
Output Instructions...
Collect Job Elements...   ⌘K

Open Document
Open Picture

Entering information in the Job Ticket window and Contact tab

The Job Ticket and Contact tab

The Job Ticket window displays tabs for all the information that can be entered in the Job Ticket.

A Job Ticket window title bar

B Contact information tab

C Order Info tab

D Delivery information tab

E Input and output Media tab

F Instructions tab

The Contact tab contains information about who is responsible for the job and how to reach them.

G Enter Company Name

H Enter Primary Contact information

I Enter Creator/Author information

J Enter Billing Address information

Entering information in the Order Info tab

The Order Info tab

The Order Info tab contains information about the job order.

A The Order Info tab inside the Job Ticket window

B Enter job numbers associated with this job

C Enter job description information

D Enter billing information associated with this job

E Enter order input contact information

F Indicate Rush or Call When Ready

G Enter job date and time information

Entering information in the Delivery tab

The Delivery tab

The Delivery tab contains information about how the completed job will be delivered back to the client.

A The Delivery tab inside the Job Ticket window

B Enter Delivery information including:

- Customer Pickup
- Courier or Private Carrier pickup, type of carrier, contact information, type of delivery, and Account number

C Enter the address where the job is to be delivered

Entering information in the Media tab

The Media tab

The Media tab contains information about both the input media and output media.

A The Media tab inside the Job Ticket window

Input Media:

B Enter type of electronic media the job was delivered to the shop on, such as SyQuest, Zip, Jaz, Optical, Internet

C Enter information about other media delivered with the job, such as proofs or artboards, and indicate whether supplied images are For Placement Only, to be replaced with high-resolution images

Output Media:

D Indicate whether cropping and registration marks are required, and whether to output job in spreads

E Enter information about proofs, if proofs are required for this job
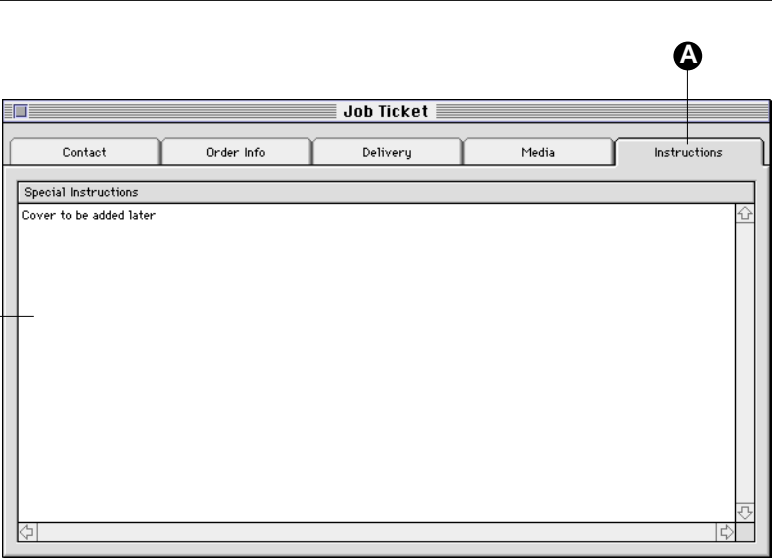
F Enter information about the media to be output for this job, such as Film or RC paper, and film specifics

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Entering information in the Instructions tab window

The Instructions tab window

The Instructions tab provides a place to enter any special instructions for the job.
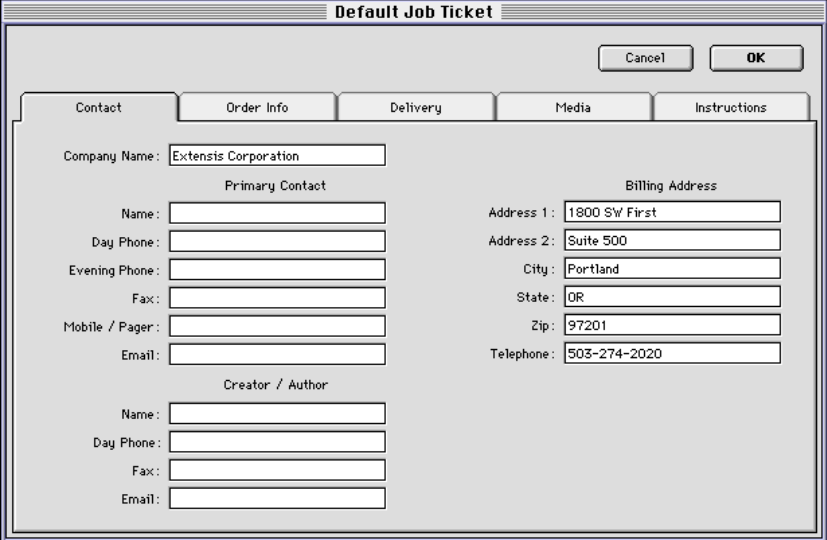
A The Instructions tab inside the Job Ticket window

B Enter any special instructions that apply to this job

Default Job Ticket

You can specify a Default Job Ticket by selecting "Default Ticket" from the Edit: Preferences menu. The information you specify will become the Job Ticket for all new jobs created. You can then edit the Job Ticket and make changes as appropriate.

Collecting the Job

Using the Collect Job function, Preflight Designer gathers together all the elements required to output your job, including the document itself, the job file, and pictures and fonts in the job.

When you create a collection, you can choose not to collect pictures and/or fonts, and you can add or delete files from the list of items to be gathered.

You can save time and disk space by having Preflight Designer automatically compress the collection (using the popular compression utility StuffIt® by Aladdin Systems) after the items are gathered. You can also have Preflight Designer automatically binhex the archive if that format is required, possibly to transfer the archive electronically.

The Collection Setup dialog

The Collection Setup dialog allows you to indicate which items will be collected, and whether or not the collection will be compressed.

A Collection Setup dialog title bar

B Collection options: Options are Collect Pictures, Collect Embedded Pictures, and Collect Fonts

C Compression options: Options are Compress into Self-Extracting Archive and Convert compressed archive to BinHex

D OK: Click here to accept the indicated choices and start the collection process

E Cancel: Click here to cancel the collection process

Working in the Collection Preview dialog

The Collection Preview dialog

The Collection Preview dialog shows all the files that will be gathered in the collection, and allows you to add or remove files before the collection is gathered.

A Collection Preview window title bar

B Files to Collect: Lists files that will be added to the collection

C Size: Shows the pre-compressed size of each file in the list

D Documents: Displays the document being collected

E Pictures: Lists all Pictures that will be collected

F Fonts: Lists all Fonts that will be collected

G Collect: Click here to start the collection. You will be asked to indicate where to store the collection

H Cancel: Click here to cancel the collection process

I Add: Click here to locate files to be added to the collection

J Remove: Select the file to be removed, then click here to remove it from the list of items to be collected.
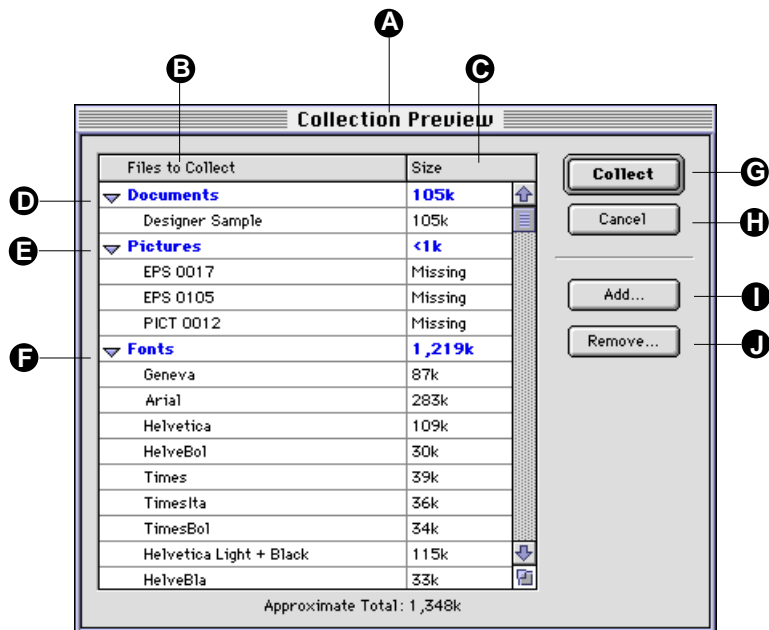
The Job Collection

The Job Collection is the folder or archive that contains all the files gathered in the collection.

A Job Collection Folder: This folder takes on the name of the Job file, unless specified otherwise when the collection is gathered

B Job Collection Archive: The collection folder shown in **A** is compressed as a StuffIt archive when "compress collection" is selected during the collection process

C Job Collection Folder contents: Includes the Job File and folders for each of the items that can be collected (Document, Pictures, and Fonts). Note: If no elements are collected in a particular category (such as "Fonts") no folder will be created for that category. Collection category folder names are always preceded by "~".
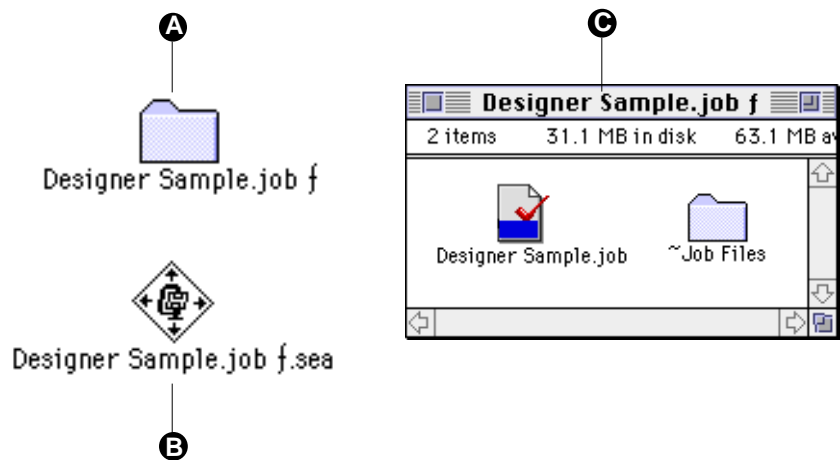
Collect Job

Job
- Reinspect Document...
- Job Ticket...   ⌘T
- Output Instructions...
- **Collect Job Elements... ⌘K**
- Open Document
- Open Picture
- Relink Document...
- ✓Pictures   ⌘1
- Fonts   ⌘2
- Colors   ⌘3

Tip

Preflight Designer does not collect fonts or pictures only used on master pages or style sheets, or located completely on the pasteboard.

To Create a Collection

1. **In the Job Jacket window, click the Collect Job button or press ⌘K, or select "Collect Job Elements" from the Job menu.**

2. **Indicate (or verify) whether Pictures, Embedded Pictures, and/or Fonts will be collected. Also indicate whether the collection will be compressed, and if compressed, whether or not to convert the archive to BinHex format.**

Preflight Designer automatically collects the Document in the job along with whatever items you indicate here (and the items you indicate in the list of items to be gathered, as shown on page 39). You can collect all the Pictures, Embedded Pictures, and Fonts in the document.

3. **Examine the files to be collected, and add or remove files as desired.**

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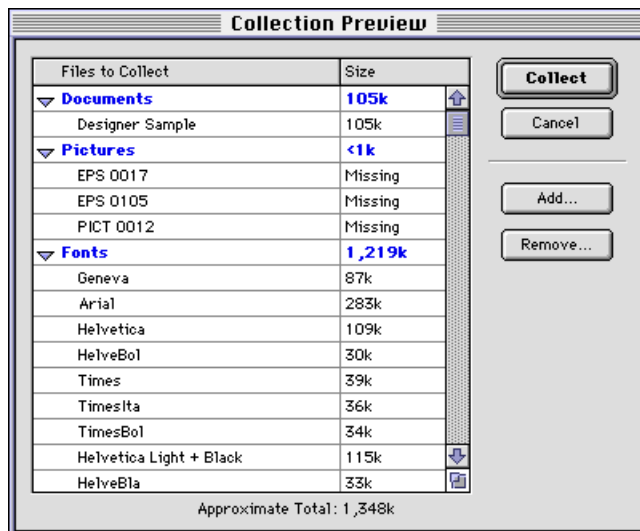
4. Click "Collect."

When you have finished adding to or removing items from the list, or if you have no items to add or remove, click "Collect" to have Preflight Designer gather the items.

5. Determine where to store the collection, then click "Save."

Before Preflight Designer actually gathers the collection, you will need to indicate where the collection is to be stored. Locate the disk drive and/or folder where the collection is to be stored. Click "Save" to begin collecting job elements.

To Compress (archive) a Collection

Collect Job

1. Start the collection by clicking the Collect Job button.

2. Verify or change collection options, then select appropriate Compression options.

If you wish to compress the collection (create a self-extracting archive), click the "Compress…" checkbox. To also convert the archive to BinHex, click the "Convert…" box.

Compression options
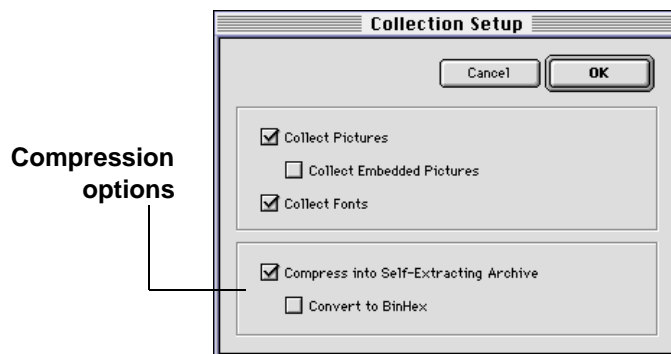
Note: You cannot select "Convert to BinHex" unless the collection is also compressed.

3. When you have finished with the Collection Setup options, click "OK" to continue with the collection process.

To Add Files to the List of Items to be Collected

1. **Start the collection by clicking the Collect Job button.**

2. **Verify or change collection options, then click "Collect."**

3. **When the Collection Preview window appears, click "Add."**

4. **Locate the file(s) to be added, then click "Open."**

Add files to list
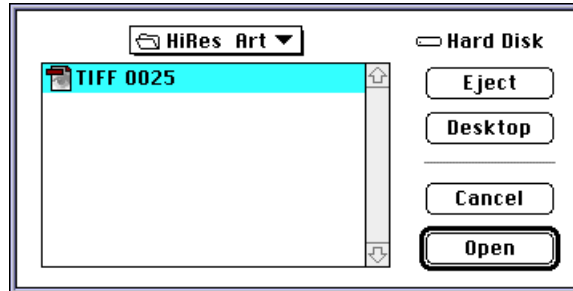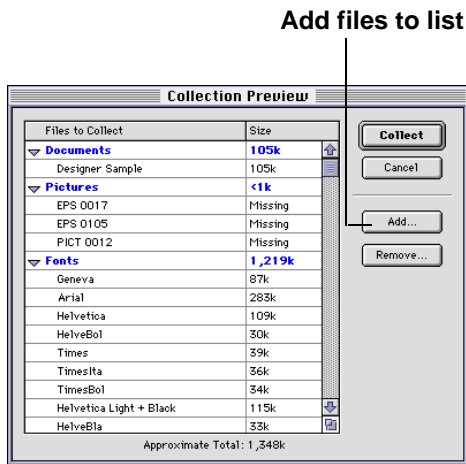
5. **When you have finished adding files, click "Cancel" to return to the Collection Preview window.**

   This adds the file(s) at the end of collection list under the heading "User Files."
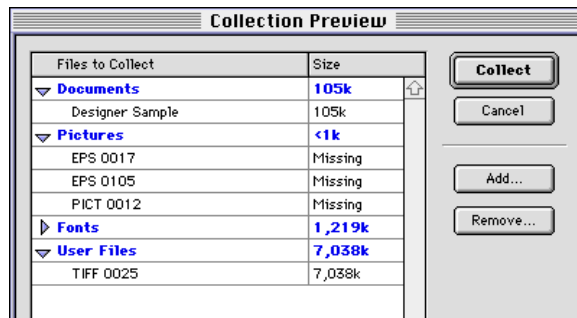
6. **Click "Collect" to continue with the collection process.**

   Note: The files you add to the list of items to be collected are placed in a separate folder inside the archive.

Remove files from list
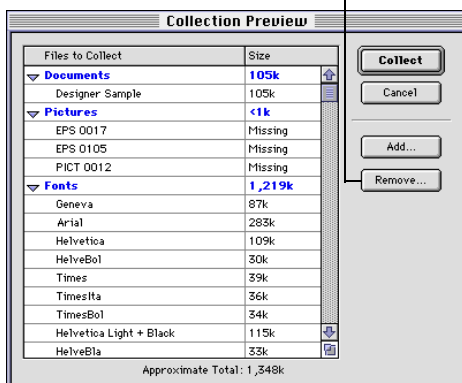
To Remove Files from the List of Items to be Collected

1. **Start the collection process by clicking the Collect button.**

2. **Verify or change collection options, then click "Collect."**

3. **When the Collection Preview window appears, select the file(s) to be removed from the list, then click "Remove."**

   The files you "remove" will not be gathered along with other files when the job is collected.

4. **When you have finished removing files, click "Collect" to continue with the collection process.**

Collecting Embedded Pictures

Preflight Designer offers you the option of adding embedded pictures to the collection. You must elect to collect all picture files to enable the embedded pictures option.

When a picture is embedded in an EPS picture, the current path to the embedded file is entered into the EPS file. If the embedded file is in the same physical location during the collection process as it was when it was embedded, it is available for collection. If it has been moved or renamed, it is not available and cannot be collected.

The disk file for an embedded file is generally not needed to properly output the EPS, but if a change needs to be made to it, such as converting it from RGB mode to CMYK color mode, the original image must be available. If the disk file for an embedded file has been renamed and you want to include it in the collection, you may want to use Preflight Designer's "Add to collection" feature described on page 39.

Note to Preflight Pro users: In Preflight Pro's Picture File Profile item "Disk file for an embedded picture is missing," the pictures listed for this item in the Report window will be the original disk files for the picture(s) embedded in a picture, if a disk file ever existed. Some embedded pictures are pasted on the page and have no associated disk file.

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Registration

If you haven't already registered, please complete the following registration information, tear along the perforation and fax to (503) 274-0530 or drop it in the mail in the postage-paid envelope provided. Your product registration number is located on the back of your manual.

□□□-□□□□-□□□□-□□□□-□□□□-□□□□

_____
Name

_____
Organization

_____
Street Address

_____
City   State   Country   Zip/Postal Code

_____
Daytime Phone   Daytime Fax

_____
e-mail (optional)

Platform (check all that apply)

□ Macintosh   □ Windows   □ Other _____

Applications Used (check all that apply)

□ QuarkXPress   □ PageMaker   □ Photoshop   □ Illustrator   □ FreeHand

Suggestion

We'd like to know what you think we could do to make Preflight Designer better. So if you have an idea for a new product feature, a modification to an existing one, or anything else you can think of that will help us make this product better—we'd like to hear from you.

To help make Preflight Designer Edition better, please...

1. Print your name, address, and phone number below and sign your name.

. . . .

. . . .

. . . .

. . . .

. . . .

. . . .

. . . .

Name

Street Address

City   State   Country   Zip/Postal Code

Daytime Phone   Daytime Fax

Thanks for your suggestions! Hopefully you'll see your ideas in future versions of this or other Extensis products.