EnFocus CheckUp

User Guide

Version 1.0 – October 1997.

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Table of Contents

1. Introduction

Welcome to EnFocus CheckUp 1.0, an Acrobat plug-in that verifies Acrobat (PDF) documents for compliance with user defined specifications.

1.1. Structure of this manual

This manual is organized in three parts.

Getting Started

"Getting Started" contains installation instructions, and explains how CheckUp fits in your work environment.

User Guide

The "User Guide" contains information on how to perform specific tasks with CheckUp, such as defining a CheckUp profile or checking a document.

Reference Manual

The "Reference manual" contains a description of all CheckUp functions, including the options provided by the profile editor.

1.2. How to contact us

We welcome and value all problem reports, ideas and suggestions. If you have the choice, we prefer electronic mail above other media. Feel free to send us (preferably small) sample files as MIME compliant attachments.

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2. Installation on Windows

2.1. Distribution Kit

This version of CheckUp is distributed as a single self-extracting archive file, called "CheckUp 1.0.exe". The archive file may have reached you on floppy disk, on CD-ROM or via the Internet. The archive contains two files:

- "Read Me.doc": the file you are now reading.
- "CheckUp.api": a Windows 32 bit plug-in for Adobe Acrobat Exchange 3.0 or Adobe Acrobat Reader that runs on computers equipped with Windows 95 or Windows NT 4.0 (for x86) or higher.

2.2. Installing

To install CheckUp on your system, you need to extract the files from the distribution archive, and move the plug-in binary to the appropriate Acrobat folder.

The procedure below installs CheckUp with Acrobat Exchange. To install the plug-in with Acrobat Reader, follow the same instructions but replace "Exchange" by "Reader" where applicable.

- Quit Adobe Acrobat Exchange, if applicable.
- Double click the CheckUp 1.0.exe file.
- Type the full path to the destination folder and press the "Unzip" button to unzip the files in the archive to that folder.

- Press “OK” to acknowledge the successful unzipping of the files and press the "Close" button to close the self-extractor.
- Open the destination folder you specified.
- Locate and open the “plug_ins” folder in the “Exchange” folder, which was created when you installed Acrobat Exchange.
- Move the “CheckUp.api” file (i.e. the plug-in binary) into the “plug_ins” folder in the “Exchange” folder.
- Launch Adobe Acrobat Exchange, and verify that the CheckUp tool button  is available in the toolbar. The tool button displays a check mark and will typically appear somewhere at the right of the toolbar.

2.3. Licensing

After you installed CheckUp on your computer as described above, it runs in demo mode. This means CheckUp checks only the first page of a PDF document and it writes the banner “CheckUp Demo” on each page of its report.

Registering a license string for the first time

If you purchased CheckUp, you received a license string. To register your license string perform the following steps:

- Launch Adobe Acrobat Exchange or Reader, if not already active.
- Open an arbitrary PDF document (with the Open command).
- Press the CheckUp tool button  . The Licensing Information dialog box pops up, informing you that CheckUp currently runs in demo mode.

- Type your name and (optionally) the name of your organization in the appropriate fields.
- Enter both your serial number and your license string. The serial number is a 5-digit number. The license string consists of two sets of 7 characters, in the form LLLLLLL-LLLLLLL, where L stands for a letter. Entering the license string is not case sensitive but you do have to enter the hyphen in the middle of the license string.
- Press the Accept & Register button. Note that, by registering your license string, you accept the terms of the License Agreement listed in this manual on page 52). If you correctly entered the serial number and license string, CheckUp changes the appearance of the Licensing Information panel to reflect the type of license you have purchased and the serial number of your software copy.

Viewing licensing status

To view the current licensing status of your CheckUp copy:

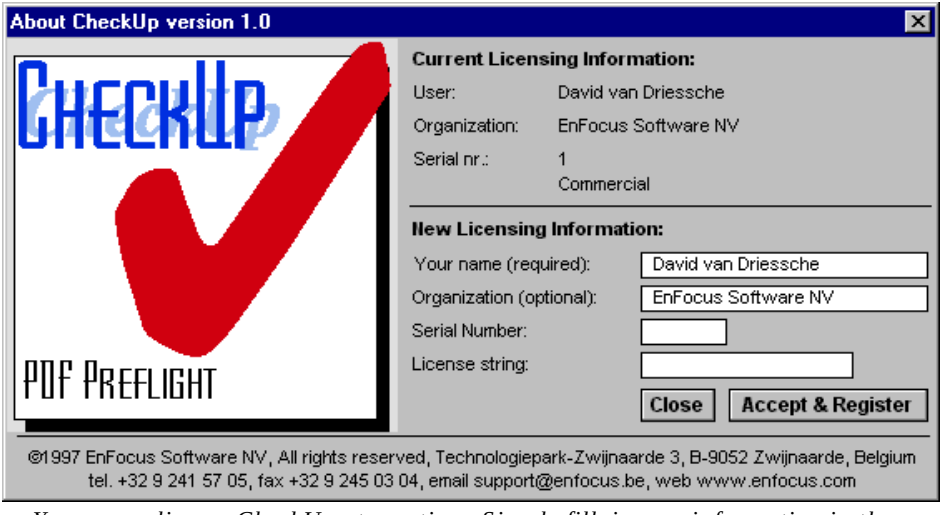
- Launch Adobe Acrobat Exchange or Reader, if not already active.
- In the Acrobat "Help" menu, open the "About Plug-Ins" submenu and choose the "CheckUp…" menu. The Licensing Information dialog box pops up.

Re-registering a license string

You can re-register CheckUp with a different serial number and license string, for example to replace a temporary evaluation license by a regular commercial license. Perform the following steps:

- Launch Adobe Acrobat Exchange or Reader, if not already active.

- In the Acrobat "Help" menu, open the "About Plug-Ins" submenu and choose the "CheckUp..." menu. The Licensing Information dialog box pops up.
- Proceed as described in the section "Registering a license string for the first time" on page 8.



You can re-license CheckUp at any time. Simply fill in new information in the Licensing Panel and press "Accept & Register".

3. Installation on Mac OS

3.1. Distribution Kit

This version of CheckUp is distributed as a single self-extracting archive file, called "CheckUp 1.0.sea". The archive file may have reached you on floppy disk, on CD-ROM or via the Internet. The archive contains two files:

- "Read Me": a text file with last-minute information and release notes.
- "CheckUp": a fat binary plug-in for Adobe Acrobat Exchange 3.0 or Adobe Acrobat Reader 3.0 that runs on any Mac OS computer with a PowerPC or a 68020 or higher processor.

3.2. Installing

To install CheckUp on your system, you need to extract the files from the distribution archive, and move the plug-in binary to the appropriate Acrobat folder.

The procedure below installs CheckUp with Acrobat Exchange. To install the plug-in with Acrobat Reader, follow the same instructions but replace "Exchange" by "Reader" where applicable.

- Quit Adobe Acrobat Exchange, if applicable.
- Double click the distribution archive, and click the Continue button in the initial alert panel.
- Select a destination folder in the file dialog and press the Save button.
- Click the Quit button on the alert panel that confirms successful installation.

- Open the “CheckUp 1.0” folder, located in the destination folder you specified.
- Locate and open the “Plug-Ins” folder in the “Acrobat Exchange 3.0” folder, which was created when you installed Acrobat Exchange.
- Move the “CheckUp” file (i.e. the plug-in binary) from the “CheckUp 1.0” folder into the “Plug-Ins” folder in the “Acrobat Exchange 3.0” folder.
- Launch Adobe Acrobat Exchange, and verify that the CheckUp tool button  is available in the toolbar. The tool button displays a check mark and will typically appear somewhere at the right of the toolbar.

3.3. Licensing

After you installed CheckUp on your computer as described above, it runs in demo mode. This means CheckUp checks only the first page of a PDF document and it writes the banner “CheckUp Demo” on each page of its report.

Registering a license string for the first time

If you purchased CheckUp, you received a license string. To register your license string perform the following steps:

- Launch Adobe Acrobat Exchange or Reader, if not already active.
- Open an arbitrary PDF document (with the Open command).
- Press the CheckUp tool button  . The Licensing Information dialog box pops up, informing you that CheckUp currently runs in demo mode.
- Type your name and (optionally) the name of your organization in the appropriate fields.

- Enter both your serial number and your license string. The serial number is a 5-digit number. The license string consists of two sets of 7 characters, in the form LLLLLLL-LLLLLLL, where L stands for a letter. Entering the license string is not case sensitive but you do have to enter the hyphen in the middle of the license string.
- Press the Accept & Register button. Note that, by registering your license string, you accept the terms of the License Agreement listed in this manual on page 52). If you correctly entered the serial number and license string, CheckUp changes the appearance of the Licensing Information panel to reflect the type of license you have purchased and the serial number of your software copy.

Viewing licensing status

To view the current licensing status of your CheckUp copy:

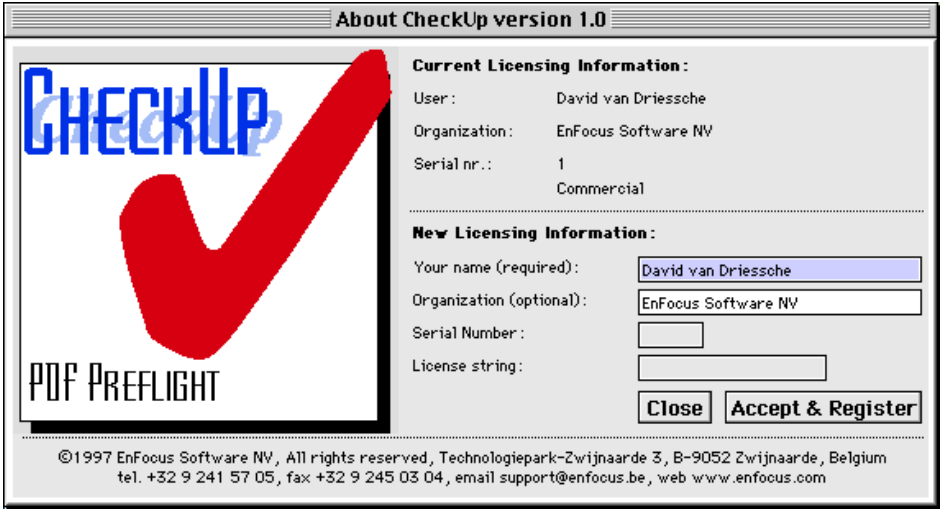
- Launch Adobe Acrobat Exchange or Reader, if not already active.
- In the Apple menu, open the "About Plug-Ins" submenu and choose the "CheckUp…" menu. The Licensing Information dialog box pops up.

Re-registering a license string

You can re-register CheckUp with a different serial number and license string, for example to replace a temporary evaluation license by a regular commercial license. Perform the following steps:

- Launch Adobe Acrobat Exchange or Reader, if not already active.
- In the Apple menu, open the "About Plug-Ins" submenu and choose the "CheckUp…" menu. The Licensing Information dialog box pops up.

- Proceed as described in the section “Registering a license string for the first time” on page 12.



You can re-license CheckUp at any time. Simply fill in new information in the Licensing Panel and press “Accept & Register”.

4. CheckUp Product Overview

EnFocus CheckUp is a plug-in for Acrobat Exchange or Reader that verifies Acrobat (PDF) documents for compliance with user defined specifications. Detecting potential problems in PDF documents before they are published, printed, or sent to another party vastly increases the reliability and efficiency of a PDF based workflow.

In the graphic arts industry, the process of verifying a document's completeness and fitness for a particular purpose is dubbed "preflight checking". So, using this analogy, we can say that CheckUp is a professional PDF preflight tool for use in both on line and traditional print environments.

Why preflight PDF files?

PDF is a very robust, portable and compact format. However, many things can still go wrong. In a PDF file destined to be printed on a four-color press, for example, missing fonts, colors specified in RGB rather than CMYK, or images with insufficient resolution would be show stoppers. On the other hand, in a PDF file to be published on a CD-ROM or via the Web for on line viewing, high-resolution images are undesirable and RGB colors are quite acceptable.

Preflight report with hyperlinks

CheckUp generates a preflight report with details on colors, fonts and images used in the PDF document being verified, and a list of specific problems and areas of concern. The report is itself a PDF document, so it can be easily viewed, printed, or sent

along with the verified document. Hyperlinks connect items in the preflight report with the corresponding objects in the verified document.

Shareable profiles

To determine which errors or warnings will be flagged in a preflight report, the user specifies the appropriate settings in a CheckUp profile. Profiles are saved as disk files and can be shared between users. For example, a service provider can distribute pre-configured CheckUp profiles to customers. This ensures that jobs are verified for compatibility with a particular printing process before they leave the customer's site.

Internet ready

CheckUp profiles can be configured to verify if a PDF file is optimized for on line use. For example, CheckUp can flag high-resolution images that should be downsampled, CMYK images that should be converted to RGB, or sub-optimal use of data compression.

Acrobat plug-in

CheckUp is a plug-in for Acrobat Exchange 3.0 or Acrobat Reader 3.0. When CheckUp is used in conjunction with the Reader, preflight reports can be viewed and printed but not saved to disk.

System Requirements

Checkup requires Adobe Acrobat 3.0 or higher, and is compatible with Mac OS 7.5 or higher on PowerPC (native) or 68K (68040 recommended), Windows 95, and Windows NT 4.0 on x86.

5. Managing CheckUp Profiles

5.1. What is a CheckUp Profile

A PDF document needs to be configured differently depending on how it will be used (CD-ROM, Internet or traditional four-color print, for example). Accordingly, the rules used to verify a PDF document need to vary depending on the document's planned use (or "destination").

A "CheckUp profile" is a set of checking rules and report options appropriate for a particular destination. You can define multiple profiles, one for each of the different PDF destinations in your work environment.

A CheckUp profile has four sections, each containing a number of related rules and options.

Document & Pages

This section contains rules related to the PDF document as a whole. You can specify whether the document should be ASCII or binary, Acrobat 2.1 or 3.0 compatible, whether it is optimized for web-based viewing, etc.

In addition, the size of each page in the document can be checked, and blank pages can be flagged.

See: CheckUp Profile Editor, Documents & Pages Section on page 35.

Fonts

This section contains rules to flag the use of certain font types in the document (Type 1, TrueType...), whether or not the fonts are embedded or subsetted and whether they use an artificial style (bold, italic or outlined).

Furthermore, there are rules to detect text segments that have an unacceptably small point size.

See: CheckUp Profile Editor, Fonts Section on page 40.

Colors

This section contains rules to check the number of separation colors used in the document and to detect the use of certain color spaces. These color space tests can be independently configured for pixel images and for text line-art objects.

See: CheckUp Profile Editor, Colors Section on page 44.

Pictures

This section contains rules to check the resolution of pixel images, their position on the page and whether or not they are embedded in the document.

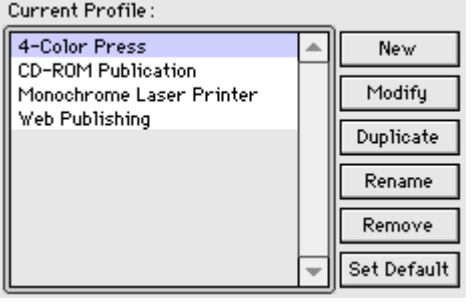
See: CheckUp Profile Editor, Pictures Section on page 49.

5.2. Defining and Modifying Profiles

CheckUp Control Panel

To bring up the CheckUp Control Panel, press the CheckUp tool button  on Acrobat's toolbar. This tool button has the form of a check mark and appears at the right side of the toolbar.

The CheckUp Control Panel lists all available profiles, and provides a number of buttons to manage the profiles in the list.



The upper part of the Control Panel deals with Profile Management

Defining a new profile

To define a new profile:

- Press the “New” button on the CheckUp Control Panel – the “New Profile” dialog window appears.
- Type a name for this new profile.
- Use the “Profile template” popup to select a template for your new profile. (See the section “*Choosing a template for a new Profile*” on page 32 for more information on the available templates).
- The CheckUp Profile Editor dialog window appears.
- Use the popup at the top to switch between profile sections.
- Set the appropriate options in each of the sections.
- Press the “OK” button to store the profile and close the dialog.

Modifying a profile

To modify an existing profile:

- Select the profile in the list on the CheckUp Control Panel.
- Press the “Modify” button on the CheckUp Control Panel.
- The CheckUp Profile Editor dialog window appears.
- Use the popup at the top to switch between profile sections.
- Modify the appropriate options in each of the sections.
- Press the “OK” button to store the changes and close the dialog.

Duplicating a profile

To copy an existing profile to a new profile:

- Select the profile in the list on the CheckUp Control Panel.

- Press the “Duplicate” button on the CheckUp Control Panel.
- Type a name in the “New Profile Name” dialog.
- The CheckUp Profile Editor dialog window appears.
- Use the popup at the top to switch between profile sections.
- Set the appropriate options in each of the sections.
- Press the “OK” button to store the profile and close the dialog.

Removing a profile

To remove an existing profile:

- Select the profile in the list on the CheckUp Control Panel.
- Press the “Remove” button on the CheckUp Control Panel.
- Confirm the action in the “Remove Profile” dialog.

Renaming a profile

To rename an existing profile:

- Select the profile in the list on the CheckUp Control Panel.
- Press the “Rename” button on the CheckUp Control Panel.
- Type a name in the “New Profile Name” dialog.

Setting the default profile

CheckUp automatically selects the default profile when you launch start Acrobat. To set an existing profile as the default profile:

- Select the profile in the list on the CheckUp Control Panel.

- Press the “Set Default” button on the CheckUp Control Panel.

5.3. Sharing CheckUp Profiles

A CheckUp profile is stored on disk as a regular file, in a platform independent format. This means you can share profiles between CheckUp users by simply copying the corresponding files from one computer to another.

Filename

The profile file's name corresponds to the profile name listed in the CheckUp Control Panel.

Location

All profiles available to CheckUp reside in a directory or folder called “CheckUp Profiles” inside the CheckUp preferences directory or folder. The location of the preferences is system specific.

To locate the CheckUp profiles, search for the name “CheckUp Profiles” using your system's Find File feature.

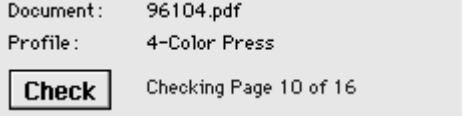
6. Checking a PDF document

6.1. Starting a CheckUp verification pass

CheckUp Control Panel

To bring up the CheckUp Control Panel, press the CheckUp tool button  on Acrobat's toolbar. This tool button has the form of a check mark and appears at the right side of the toolbar.

The lower section of the CheckUp Control Panel provides the controls to start a CheckUp verification pass.



The lower part of the Control Panel while the document "96104.pdf" is checked with the profile "4-Color Press".

Checking a document

To check a document with a particular CheckUp profile:

- Open the document in Acrobat Exchange or Reader.

- Bring up the CheckUp Control Panel.
- Select the desired CheckUp profile.
- Verify that the correct document and correct profile are listed in the lower section of the CheckUp Control Panel.
- Press the “Check” button on the CheckUp Control Panel.

While checking the document, CheckUp shows its progress with a page count on the CheckUp Control Panel and with the standard Acrobat progress bar at the bottom of the document window. Finally, CheckUp opens the resulting preflight report as a new Acrobat document called “CheckUp Report”.

Preserving CheckUp Reports

Only one CheckUp Report can be open at any one time. When you press the Check button, the previous CheckUp report, if any, is discarded without warning.

To preserve a CheckUp report, print or save it before you press the Check button again. (When running CheckUp in Adobe Acrobat Reader you can only print the report – saving from Acrobat Reader is not supported).

6.2. Interpreting CheckUp Reports

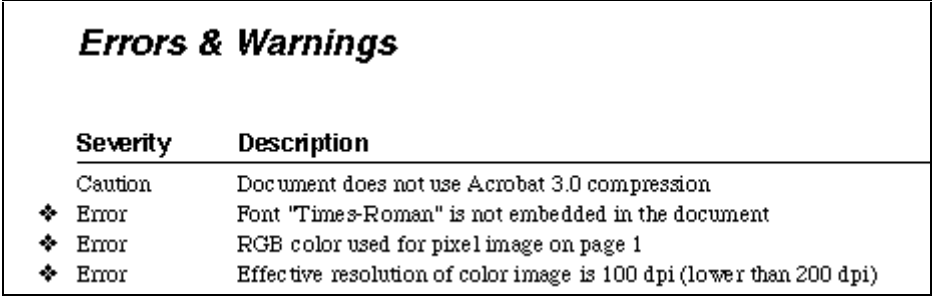
A CheckUp Report contains five sections; each section is presented on a separate page. In the left-hand pane of the report window, bookmarks provide quick access to each report section.

Errors & Warnings

The “Errors & Warnings” section is the most important one in the report, since it lists all (potential) problems in the checked document, according to the rules defined in the CheckUp profile.

If this report section contains no messages, the document fully conforms to the profile specifications, and it can be “accepted”.

“Error” messages indicate severe problems that should be corrected before the document can be accepted. “Caution” messages should be interpreted as warnings or notifications; it is left to the user's judgment whether the document can be accepted or not.



Errors & Warnings

Severity	Description
Caution	Document does not use Acrobat 3.0 compression
❖ Error	Font "Times-Roman" is not embedded in the document
❖ Error	RGB color used for pixel image on page 1
❖ Error	Effective resolution of color image is 100 dpi (lower than 200 dpi)

The most important section of CheckUp's report: Errors & Warnings

File Information

The “File Information” section provides general information about the checked document. Examples include the document title and author, the PDF file version, etc.

Font Information

The “Font Information” section lists all fonts used in the checked document. For each font several attributes are listed, including font name, font type, font encoding and whether the font is embedded or subsetted.

Color Information

The “Color Information” section lists all color spaces used in the checked document, with additional information where appropriate. Examples of color spaces include RGB, CMYK, Separation color (spot color) and Calibrated RGB.

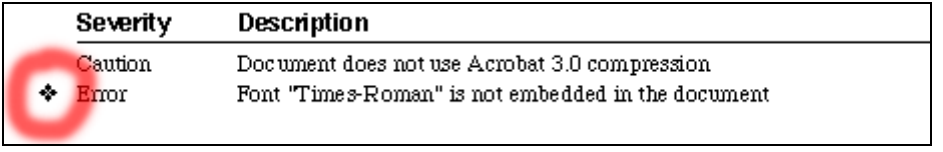
Image Information

The “Image Information” section lists all images in the checked document. For each image additional information is provided, including the image’s color space and its physical and effective resolution.

6.3. Using the hyperlinks in a CheckUp report

Where applicable, report lines are linked to the checked PDF document with a hyperlink. To follow the hyperlink, click the diamond positioned to the left of a report line.

The checked document comes to the front. The object being reported on is shown in the left-hand corner of the window.



Severity	Description
Caution	Document does not use Acrobat 3.0 compression
❖ Error	Font "Times-Roman" is not embedded in the document

Click on the diamond at the left of the CheckUp Report to see the object in the original document that caused this error

6.4. Printing a CheckUp report

To print a CheckUp report:

- Click on the report window to make sure it is in the front.
- In the File menu (Acrobat Exchange or Reader), choose “Print…”.

Page Setup and Print options work just as they would with any other PDF document. Consult your Acrobat documentation for more information.

6.5. Saving a CheckUp report

You can save a CheckUp report only if you use CheckUp with Acrobat Exchange. Acrobat Reader does not allow saving reports.

To save a CheckUp report:

- Click on the report window to make sure it is in the front.
- In the File menu (Acrobat Exchange), choose “Save As…”.
- In the Save As dialog, specify a file name for the report.

Save options work just as they would with any other PDF document. Consult your Acrobat documentation for more information.

7. CheckUp Control Panel

The CheckUp Control Panel, as its name implies, is the main control center for operating CheckUp. It provides a means to create and modify CheckUp profiles, and to verify a PDF document using a particular profile.

To bring up the CheckUp Control Panel, press the CheckUp tool button  on Acrobat's toolbar. This tool button has the form of a check mark and appears at the right side of the toolbar.

Exchange's toolbar with the CheckUp button at its right

7.1. Managing Profiles

Available Profiles

Lists all profiles currently available to CheckUp. CheckUp profiles are stored as regular disk files in a specific folder or directory. See.

New

Creates a new profile. A dialog box asks for a (unique) name for this new profile. Then the Profile Editor Dialog appears. All options are initialized to the factory defaults.

Modify

Opens the currently selected profile in the Profile Editor.

Duplicate

Creates a new profile, similar to “New”, but with initial settings copied from the currently selected profile.

Rename

Asks for a new name for the currently selected profile.

Remove

Removes the selected profile. This permanently deletes the profile from the list and from your hard disk. There is no undo available.

Set Default

Sets the selected profile as the "default" profile. The default profile is automatically selected when CheckUp starts up.

7.2. Checking documents

Document

Lists the name of the document displayed in the front-most Acrobat window. This is the document that will be checked if you press the Check button.

Note: the “CheckUp Report” window never becomes the document to be checked. This way you can re-check a PDF document (perhaps with a different profile) without closing the CheckUp Report window.

Current Profile

Lists the name of the currently selected profile. This is the profile that will be used if you press the Check button

Check

Starts a checking pass on the listed document using the listed profile. A new CheckUp Report is generated and opened in a new window. The previous CheckUp Report, if any, is discarded.

7.3. Choosing a template for a new Profile

When creating a new profile with the “New” button on the Control Panel, you need to specify a template for your new profile. Each template contains a number of tests pre-configured for a specific workflow. Select the template that comes closest to the workflow for your PDF files and press the “Create” button. The Profile Editor dialog window appears so that you can fine-tune the profile.

CheckUp offers the following 5 built-in profiles for your convenience:

Ignore All

A profile that specifies “Ignore” for all tests. Checking a document with this profile results in a blank “Errors and Warnings” page in your report.

Start from this template if you want to check on a small number of properties for your document.

4-Color Press

This template is configured for a high-end 4-color workflow. The template stresses file quality over file compactness and makes sure the files are transportable.

Monochrome Laser Printer

This template assumes a midrange monochrome output process. Output quality of the files is assumed to be lower than in the "4-Color Press" template.

CD-ROM Publication

For this template it is assumed that compactness is a priority but that file quality should still be good enough that the files can be printed in a decent way. The files need not be transportable.

Web Publishing

Use this template when your files will be viewed on-line. The template stresses file compactness and speed of viewing in a web-browser.

Note: the "Web Publishing" template is not suitable to prepare PDF files that will be emailed. For example, to email a PDF file successfully it is better to avoid binary data. In most cases, the "Monochrome Laser Printer" template is a good choice for verifying PDF files that will be emailed.

8. CheckUp Profile Editor

With the Profile Editor, you create or modify a particular set of checking rules and options, called a CheckUp profile. The Profile Editor offers a dialog window with four sections, one for each group of profile rules and options.

To bring up the Profile Editor dialog, press one of the New, Duplicate, or Modify buttons on the CheckUp Control Panel. Use the popup at the top of the dialog window to switch between the four sections:

- Document & Pages
- Fonts
- Colors
- Pictures

8.1. Severity Levels

Each rule on the Profile Editor dialog is preceded by a "Severity Level" popup that offers three options. Here's how CheckUp treats the corresponding rule for each of the severity levels.

Error

CheckUp reports an error if the situation described in the rule occurs in the checked document. Use this severity level for severe problems that should be corrected before moving the PDF document to the next stage in the workflow.

Caution

CheckUp reports a warning if the situation described in the rule occurs in the checked document. Use this severity level for problems that may or may not be corrected before moving the PDF document to the next stage in the workflow, depending on the user's judgment.

Ignore

CheckUp completely ignores the rule. Use this severity level if the rule is not relevant or not appropriate for the destination of the PDF documents checked with this profile.

8.2. Document & Pages Section

Document is not Acrobat 2.1 compatible

The document contains Acrobat 3.0 features, so it can not be opened by older versions of Acrobat Reader or Acrobat Exchange.

Set to ignore if you know that your audience uses Acrobat 3.0, as may be the case in a pre-press environment or with a CD-ROM publication.

Set to error if some of your audience uses the older Acrobat 2.1 Viewer.

Document does not take advantage of Acrobat 3.0 compression mechanisms

The document uses Acrobat 2.1 compression mechanisms, which offer a less efficient compression ratio than the mechanisms provided with the more recent Acrobat 3.0.

Set to ignore if some of your audience uses the older Acrobat 2.1 Viewer, or if file size is not important.

Set to caution or error if you know that your audience uses Acrobat 3.0 and file compactness is an issue.

Document uses binary format (as opposed to more transportable ASCII format)

The document uses 8-bit binary codes to represent pixel images or similar data. Using binary codes results in a more compact file.

Set to ignore if your document will only be transported over 8-bit safe channels (such as a local network or a CD-ROM).

Set to caution or error if your document will be sent across 8-bit unsafe channels, such as Internet e-mail, and it will be used cross-platform.

Document uses ASCII format (as opposed to more compact binary format)

The document uses only 7-bit ASCII codes to represent its data. Using ASCII codes results in a slightly larger file.

Set to ignore if your document will be sent across 8-bit unsafe channels, such as Internet e-mail, and it will be used cross-platform.

Set to caution or error if your document will only be transported over 8-bit safe channels (such as a local network or a CD-ROM), and file compactness is an issue.

Document is not optimized for web based viewing

The document has not been "Saved As" from Acrobat Exchange with the "Optimize" option turned on. Web browsers with the Acrobat Reader plug-in can get the information in an "Optimized" PDF file one page at a time.

Set to ignore if your document will not be used for on-line Web browsing.

Set to caution or error if your document will be used for Web browsing.

Document is damaged and needs repair on open

When Acrobat Exchange/Reader opened the document, it appeared to be damaged. Although Acrobat was able to successfully open the file by reconstructing some of its contents, the damage may be indicative of deeper problems.

Set to ignore if you know why the documents being checked were damaged, and you are sure the damage will cause no further harm.

Set to caution or error otherwise.

Document security allows/doesn't allow printing

Use this option to check whether Acrobat Exchange or Acrobat Reader allows printing the PDF file.

If the document must eventually be printed, make sure to check if security allows the document to be printed.

If the document needs to be fully protected, make sure to check that security does not allow this document to be printed.

Document security allows/doesn't allow editing

Use this option to check whether Acrobat Exchange or Acrobat Reader allows editing the PDF file.

If you want to be able to make changes to the PDF document in your workflow, make sure to check if security allows the document to be edited.

If the document needs to be fully protected, make sure to check that security does not allow this document to be edited.

Remark: If you plan to use EnFocus PitStop to make last minute corrections to your PDF document, the document *must* be editable.

Number of pages in the document is lower than/is equal to/is higher than #n

Use this option to check the number of pages in the document:

Is lower than checks on a lower limit. A warning or error is issued if the number of pages is below #n.

Is equal to checks for an exact number of pages in the document. A warning or error is issued if the number of pages isn't equal to #n.

Is higher than checks on an upper limit. A warning or error is issued if the number of pages exceeds #n.

Page size does not match #x by #y units

The size of one or more pages in the document does not match the specified size.

Set to ignore if the page size of your documents is not important, or if more than one page size is acceptable.

Set to error if all pages in your documents should have a specific size.

Page is blank

A page in the document has no imageable elements.

Set to ignore if your documents may contain pages that are intentionally left blank.

Set to caution or error if empty pages are most likely the result of incorrect document composition.

Page description contains PostScript code

A page in the document has explicit PostScript code in its page description. The capability to include PostScript code in a PDF page description was provided by Adobe as an escape mechanism. However, including PostScript code makes PDF files device-specific. In normal circumstances, PDF files should never contain PostScript code.

Set to ignore if you know why the documents being checked contain PostScript code, and you are sure the PostScript will cause no harm further down in your workflow.

Set to error otherwise.

8.3. Fonts Section

Font is not embedded in the document

Some text in the document uses a font that is not fully defined within the document; i.e. the description of the font's character outlines is not embedded in the PDF file. If necessary, Acrobat Reader emulates the missing font using Multiple Master font technology. For printing, however, the font is typically substituted by Courier.

Set to ignore if you know that all fonts will be available when the document will be printed, or if file compactness is extremely important (more so than typeface accuracy).

Set to caution or error if you want to be sure that text in the document will be printed exactly as it has been created.

Font is not embedded in the document and cannot be emulated by Multi-Master font

Some text in the document uses a font that cannot be emulated with Multiple Master font technology (such as a symbolic font), AND the font definition is not embedded in the document.

Set to ignore if you know for sure that all relevant fonts will be available when the document will be viewed or printed.

Set to error otherwise.

Font is embedded in the document and could be emulated by MultiMaster font

The document contains the full definition for a font that could be emulated with Multiple Master font technology, increasing the file size.

Set to ignore in most cases.

Set to caution or error if file compactness is more important than typeface accuracy and the document will not be printed (or printing quality is irrelevant).

Embedded font is/is not subsetted

When a font definition is embedded in a PDF document it can be subsetted; i.e. only the outlines for characters used in the text are included. Using subsetted fonts decreases the file size, but it reduces the capability to edit the text (since some of the characters are not available).

Set to "is" if you want to leave the editing option open, and if file compactness is not your primary concern.

Set to "is not" if you're not concerned about the capability to correct the text in the document at a later stage in the workflow.

Additional consideration: subsetted fonts receive a unique name; therefore many users choose to subset all fonts to avoid font substitutions during printing.

Type 3 font has been used

Some text in the document uses a font of type "Adobe Type 3". Correct usage of Type 3 fonts is to represent application-defined symbols or widgets. However, Type 3 fonts are sometimes used (or abused) to represent screen fonts in PDF (or Post-

Script, for that matter). In addition, Type 3 fonts do not contain any hints, so they should never be used for large volumes of text. The lack of hinting is especially relevant for low-resolution output devices such as laser printers.

Set to caution if you want to detect instances where Type 3 fonts could be abused to print regular text.

TrueType font has been used

Some text in the document uses a TrueType font (as opposed to an Adobe Type 1 font).

Set to ignore if typeface quality is not your primary concern.

Set to caution or error if you feel that TrueType fonts could degrade the quality of your final printed output.

Multiple Master font has been used

Some text in the document uses a Multiple Master font instance (as opposed to a regular Adobe Type 1 font). Multiple Master font technology is relatively new, and there may be some issues with printing Multiple Master fonts in some environments.

Set to ignore if you do not know of any problems with Multiple Master fonts in your workflow, or if your document will be primarily used for viewing.

Set to caution or error if Multiple Master fonts could cause problems at a later stage in your workflow.

Font uses artificial "bold" style

A font in the document is turned into “bold” style artificially, rather than using the appropriate member of the font family.

Set to ignore if typeface quality is not your primary concern.

Set to caution or error if typeface quality is a concern.

Font uses artificial "italic" style

A font in the document is turned into “italic” or “oblique” style artificially, rather than using the appropriate member of the font family.

Set to ignore if typeface quality is not your primary concern.

Set to caution or error if typeface quality is a concern.

Font is used in artificial "outline" mode

Some text in the document is stroked as outlines, rather than filled as usual. This is OK for special effects, but probably undesirable for larger volumes of text.

Set to ignore if typeface quality is not your primary concern.

Set to caution if you want to detect instances where text outlining may be used inappropriately.

Font is sized below #n points

Some text in the document has a very small point size. As a result, printed quality may be unacceptable, or the text may be hard to read.

Set to ignore if typeface quality is not your primary concern.

Set to caution or error (with a reasonable value for #n) if typeface quality is a concern.

Font is sized below #n points and colored with #k color plates

Some small-sized text in the document is printed with more than one ink. This may cause the printed text to blur and become hard to read.

Set to ignore if typeface quality is not your primary concern or your document will not be printed in high quality color.

Set to caution or error (with reasonable values for #n and #k) if typeface quality is a concern, especially for high quality color work.

8.4. Colors Section

For most rules in the Colors section, you can set the severity level separately for text and line-art on the one hand, and for pixel images on the other hand.

Number of separation color spaces in the document does not match #k

The document does not use the specified number of spot colors.

Set to ignore if your document will not be printed in high quality color.

Set to error (with the appropriate value for #k) if your document will be printed using color separations.

RGB color is used

An element in the document uses RGB colors (Red, Green, and Blue – the model used by a computer screen) as opposed to CMYK colors.

Set to ignore if your document will not be printed in high quality color.

Set to caution or error if your document will be printed in high quality color (unless you know that RGB colors will be properly converted to CMYK).

CMYK color is used

An element in the document uses CMYK colors (Cyan, Magenta, Yellow, and Black – the model traditionally used for print). Pixel images in CMYK color take up more space than RGB images.

Set to ignore if your document will be printed in high quality color.

Set to caution if your document will not be printed in high quality color and you are concerned about file compactness.

Set to error if your document will be primarily viewed on line, and you are concerned about the consistency of the CMYK – RGB conversion that needs to take place, in addition to file compactness.

Indexed color is used

An element in the document uses Indexed colors (i.e. it addresses colors via a color lookup table). Pixel images in indexed color are more compact than RGB or CMYK images, but they use only a limited number of different colors. Depending on the image contents, this may indicate a lower quality.

Set to ignore if your document will be primarily used for on line viewing.

Set to caution if you want to detect instances where indexed color could indicate lower quality images.

Device-specific color is used

An element in the document uses a device-specific color, such as a non-calibrated RGB or CMYK color.

Set to ignore in most cases.

Set to caution or error if you use a color management system and you want to ensure that your document only contains device-independent, calibrated colors.

Calibrated color is used

An element in the document uses a device-independent, calibrated color, such as a Calibrated RGB or CIE L*a*b color. Calibrated colors are converted to device-specific colors while viewing or printing the document.

Set to ignore in most cases.

Set to caution or error if you know that calibrated colors may cause problems in your workflow.

Rendering intent is not (AbsoluteColorimetric / RelativeColorimetric / Perceptual / Saturation)

Rendering intent helps determine the way colors are represented on a particular printer. You can set this rule to verify the rendering intent for the elements in your PDF document.

Set to ignore in most cases.

Total ink coverage of a CMYK color is greater than #n %

An element in the document uses a CMYK color for which the sum of C, M, Y and K values is greater than the specified maximum.

Set to ignore if your document will not be printed in high quality color.

Set to caution or error if your document will be printed in high quality color (unless you know that RGB colors will be properly converted to CMYK).

Custom transfer function is used

An element in the document specifies a custom transfer function (as opposed to the default provided by the output device).

Set to ignore if your document will not be printed in high quality color and you are not overly concerned with file compactness.

Set to caution if your document will not be printed in high quality color and file compactness is an issue.

Set to ignore, caution or error depending on the target output device, if your document will be printed in high quality color.

Custom halftone function is used

An element in the document specifies a custom halftone function (as opposed to the default provided by the output device).

Set to ignore if your document will not be printed in high quality color and you are not overly concerned with file compactness.

Set to caution if your document will not be printed in high quality color and file compactness is an issue.

Set to ignore, caution or error depending on the target output device, if your document will be printed in high quality color.

Custom black generation function is used

An element in the document specifies a custom black generation function (as opposed to the default provided by the output device).

Set to ignore if your document will not be printed in high quality color and you are not overly concerned with file compactness.

Set to caution if your document will not be printed in high quality color and file compactness is an issue.

Set to ignore, caution or error depending on the target output device, if your document will be printed in high quality color.

Custom undercolor removal function is used

An element in the document specifies a custom undercolor removal function (as opposed to the default provided by the output device).

Set to ignore if your document will not be printed in high quality color and you are not overly concerned with file compactness.

Set to caution if your document will not be printed in high quality color and file compactness is an issue.

Set to ignore, caution or error depending on the target output device, if your document will be printed in high quality color.

8.5. Pictures Section

Effective resolution of color or grayscale picture is below #n dpi

A color or grayscale pixel image in the document has a resolution (measured in dots per inch on the page) below the specified minimum. Consequently, the image quality may be too low.

Set to caution or error with an appropriate value for #n depending on your target output device. For on screen viewing, 72 dpi is an appropriate minimum value. For printing, a value of 1.5 to 2 times the output device's halftone line frequency is appropriate.

Effective resolution of color or grayscale picture is above #n dpi

A color or grayscale pixel image in the document has a resolution (measured in dots per inch on the page) above the specified minimum. Consequently, the image increases the file size and processing time without quality benefits.

Set to caution or error with an appropriate value for #n depending on your target output device. For on screen viewing, 92 dpi is an appropriate maximum value. For printing, a value of 3 to 4 times the output device's halftone line frequency is appropriate.

Effective resolution of bitmap picture is below #n dpi

A bitmap (i.e. a pure black and white) pixel image in the document has a resolution (measured in dots per inch on the page) below the specified minimum. Consequently, the image quality may be too low.

Set to caution or error with an appropriate value for #n depending on your target output device. For on screen viewing, 72 dpi is an appropriate minimum value. For printing, a value of 2 to 3 times the value for color images is appropriate.

Effective resolution of bitmap picture is above #n dpi

A bitmap (i.e. a pure black and white) pixel image in the document has a resolution (measured in dots per inch on the page) above the specified minimum. Consequently, the image increases the file size and processing time without quality benefits.

Set to caution or error with an appropriate value for #n depending on your target output device. For on screen viewing, 92 dpi is an appropriate maximum value. For printing, a value of 2 to 3 times the value for color images is appropriate.

Picture is rotated or skewed

A pixel image in the document is positioned on the page at an angle, or it is slanted. Having many transformed images on a page may slow down the viewing or printing process, especially on older output devices.

Set to ignore in most cases.

Set to caution if you want to detect instances where many rotated or skewed images in your document could slow down processing.

Picture is flipped horizontally

A pixel image in the document has left and right flipped.

Set to ignore in most cases.

Set to caution if you want to detect instances where flipped pictures may have been incorrectly placed on the page.

X and Y scaling of picture differs by more than #n %

A pixel image in the document has disproportional scaling; i.e. its horizontal scaling is greater than its vertical scaling, or vice versa.

Set to ignore in most cases.

Set to caution if you want to detect instances where images may have been incorrectly scaled on the page.

Picture is not embedded in the document

A pixel image is referred to in the document, but it is not included inside the file. In PDF, this situation can only occur with OPI (Open Pre-press Interface) images.

Set to ignore if you are using OPI in your workflow.

Set to error otherwise.

9. License Agreement

By registering your license string in CheckUp's License Panel, you accept the terms of the License Agreement listed below.

9.1. License Agreement

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You are not authorized to use the software unless you lawfully obtained an original Software License String from EnFocus Software NV. By registering the Software License String in the License Panel, or by using the software, you agree to be bound by the terms of this agreement.

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This agreement shall constitute the entire agreement between the parties with respect to the subject matter hereof, and supersedes any prior agreements or understandings between the parties, whether written or oral, with respect hereto.

9.2. User Registration Card

Please complete a user registration card, and return it to your reseller or to EnFocus Software. You will be informed about new CheckUp related developments, and it ensures that you are eligible for special upgrade prices offered to registered users.

You can use the form provided on the next page and e-mail, mail or fax it.

9.3. CheckUp User Registration Form

Product: **EnFocus CheckUp 1.0** Platform: _____

Serial Number (5 digits): _____

First Name: _____

Last name: _____

Company: _____

Street Address: _____

City: _____

State/Country: _____

Postal Code: _____

Telephone: _____

Fax: _____

E-mail: _____

Purchased From: _____ Date: _____

10. Glossary

Acrobat

The family name for a suite of PDF-related products from Adobe. CheckUp is a plug-in for either Acrobat Reader or Acrobat Exchange.

See: Exchange

See: Reader

Adobe

If you can dream it, you can do it…

See: http://www.adobe.com

Adobe Type 1 font

See: Type 1 font.

Apple

Think different.

See: http://www.apple.com

Black generation

An object attribute in the extended graphic state. The black-generation function computes the value of the black component during conversion from DeviceRGB color space to DeviceCMYK. CheckUp can check whether elements in the file contain a custom Black generation function.

See: CheckUp Profile Editor, Pictures Section on page 49.

Bounding box

The bounding box of an object is the smallest rectangle that can be drawn around an object.

CheckUp

The first PDF preflight checking tool, delivered to the world by EnFocus Software!

CMYK

A color space consisting of the components Cyan, Magenta, Yellow and black (K), the so-called process colors used in four-color printing.

See: CheckUp Profile Editor, Colors Section on page 44

Color space

A way to define a color using a particular set of color components such as RGB (Red, Green, Blue).

See: Checking a PDF document, Interpreting CheckUp Reports on page 27

See: CheckUp Profile Editor, Colors Section on page 44.

Control Panel

The Control Panel pops up if you press CheckUp's toolbutton. The panel allows you to manage profiles and to check a PDF document with a selected profile.

See: Profile

See: Managing CheckUp Profiles, Defining and Modifying Profiles on page 20.

Destination

The final purpose of the PDF document. PDF documents could be used for digital ad delivery to a four-color press but they can equally well be used for on-line viewing in a web browser. This diversity of destinations is what brings up the need of a good preflight tool.

See: Preflight checking

Embedded font

A font included in a PDF file.

See: CheckUp Profile Editor, Fonts Section on page 40.

Exchange

A member of Adobe's Acrobat product suite. Acrobat Exchange provides some basic editing capabilities on PDF files. CheckUp is an Exchange plug-in (but can also be used in Acrobat Reader). PitStop, the visual PDF editor is another EnFocus' plug-in for Acrobat Exchange.

Extended graphic state

The PDF name for a set of advanced graphic attributes such as overprint, screening parameters, transfer curves, etc. CheckUp can check whether custom extended graphic state information is used in a PDF document.

See: CheckUp Profile Editor, Colors Section on page 44.

Graphic state

The PDF name for the set of basic graphic attributes such as color, font etc..

Gray color space

A color space that represents only pure grays from black to white. Gray colors are easily converted (without loss of precision) to both the RGB and CMYK color spaces.

Halftone

An object attribute in the extended graphic state that specifies how halftones should be produced. Checkup can check whether custom halftone information is present in a PDF document.

See: CheckUp Profile Editor, Colors Section on page 44.

Microsoft

Where do you want to go today?

See: http://www.microsoft.com

Multi-Master font

An information structure that describes a family of fonts derived from one master design, in a format specified by Adobe. By varying the design parameters, individual instances of the same Multi-Master font can be used to emulate other fonts for screen display, for example.

See: CheckUp Profile Editor, Fonts Section on page 40.

PDF

An object oriented portable document format specified by Adobe, based on the PostScript imaging model. PDF documents can be preflighted (checked against a set of user-defined rules) by CheckUp.

See: CheckUp Control Panel, Checking documents on page 31.

PitStop

PitStop is an Acrobat Exchange plug-in that allows you to visually edit a page in a PDF document using click-and-drag editing. Please contact us for more information on PitStop.

See: Introduction, How to contact us on page 6.

Point (measurement unit)

A unit of measurement used in the publishing world, mainly in relation to type. A point is approx. 1/72 of an inch (1/72.27 of an inch to be exact).

Portable Document Format

See PDF.

PostScript

A page description language specified by Adobe. PostScript files can be converted to PDF format.

PostScript operator

Special PDF operator that provides a means to include literal PostScript code in a PDF page description. Adobe strongly discourages the use of these operators. Checkup can check whether a PDF document contains PostScript operators.

See: CheckUp Profile Editor, Documents & Pages Section on page 35.

Preflight checking

The process of verifying that a document meets all criteria needed for a particular workflow. CheckUp provides preflight checking for PDF documents in a PDF workflow.

Profile

A set of rules used by CheckUp to make sure a PDF document is adequate for a certain workflow. Each different destination for a PDF document requires a different profile with different rules.

See: Destination

Reader

Adobe Acrobat Reader is a free PDF viewer. It can be downloaded for free from Adobe's web-site (http://www.adobe.com). CheckUp can be used as a plug-in for Acrobat Reader. In that case CheckUp's reports cannot be saved to disk but only be printed.

RGB

A color space consisting of the components Red, Green and Blue. CheckUp can check whether RGB is used in a PDF document.

See: CheckUp Profile Editor, Colors Section on page 44.

Subsetted font

A font definition that contains only the outlines of those characters actually used in the PDF document. The advantages of subsetting are compactness (only part of the complete font is included) and a garantueed unique name for the font (each

subset is tagged with an additional unique ID). The disadvantage is that subsetting a font can prohibit successful editing of a PDF document (as only a limited set of characters are available in the PDF document).

See: CheckUp Profile Editor, Fonts Section on page 40.

Tailor

The visual PostScript editor, another cool EnFocus Software product.

See: Introduction, How to contact us on page 6.

Transfer function

An object attribute in the extended graphic state. The transfer function adjusts the values of color components. It is also a part of some halftone screens. CheckUp can check whether a custom transfer function is used in a PDF document.

See: CheckUp Profile Editor, Colors Section on page 44.

TrueType font

An information structure that describes a typeface (font) in a format specified by Apple, and licensed by Microsoft. TrueType fonts can be installed on your computer, or they can be embedded in a PDF file. CheckUp can check on the use of TrueType fonts in a PDF document.

See: CheckUp Profile Editor, Fonts Section on page 40.

Type 1 font

An information structure that describes a typeface (font) in a format specified by Adobe. Type 1 fonts can be installed on your computer, or they can be embedded

in a PDF file. Many high quality fonts are supplied in this format. CheckUp can check on the use of Type 1 fonts in a PDF document.

See: CheckUp Profile Editor, Fonts Section on page 40.

Type 3 font

An information structure that describes a typeface (font) in a PDF-specific format. Type 3 fonts can not be installed on your computer; they are always embedded in a PDF file. CheckUp can check on the use of Type 3 fonts in a PDF document.

See: CheckUp Profile Editor, Fonts Section on page 40.

Undercolor removal

An object attribute in the extended graphic state. The undercolor removal function computes the amount to subtract from the cyan, magenta, and yellow components during conversion of color values from DeviceRGB color space to DeviceCMYK. CheckUp can check whether a custom undercolor removal function has been used in a PDF document.

See: CheckUp Profile Editor, Colors Section on page 44.