Collecting the Job

Collect Job
"Collecting" means to gather up all of the files related to a particular job, including the font files, images and the document file itself, and copying these files into a single job folder. FlightCheck allows you to collect all elements in a job to prepare the job for output or further production work.

Select "Collect Job…" from the Collect menu, or press command+J, and the Collect Job window will appear.

Collecting Fonts
The fonts list at the bottom left side of the window will show the status of each font (which will be the same as the icons displayed on the Main window).

To set a font to be collected, click in the screen font column and a checkmark will denote the font has been chosen.

To select the printer font file, click in the printer font column.
Note that a red font name will indicate the font file is missing.

Styles Menu / Point Size Menu
You can select either "All Styles" from the Styles pop-up menu to include the styles found within the font, or "Used Styles" to collect just the specific styles used within the text of the document.

You can similarly select "All" from the Point Size pop-up menu to include sizes of the font, or you can choose a single size of 9, 10 or 12. Selecting the Used Style and single point size can often reduce the size of the final collected job. However, always check with your Service Bureau to learn exactly how they would like to accept your font files.

Fonts Folder
If you wish to collect the fonts into a separate fonts folder, select the Fonts Folder checkbox.

Single Suitcase
If you wish to merge all fonts into a single suitcase file, check the Single Suitcase box. The resulting suitcase file will be conveniently entitled "documentname.fonts".

Collecting Images
The images list at the bottom right side of the window will show the status of each image. To set an image to be collected, click in the image column and a checkmark will denote the image has been chosen.

Note that a red image name indicates the file is missing.

Selecting Image Types
You can conveniently deselect all images by single-clicking the image column header icon. Clicking the icon a second time will reselect all images.

You can also obtain additional selective control by holding down the mouse button on the image column header icon in which case a pop-up menu will appear allowing you to choose the specific types of images you would like to collect.

Note that an underlined image type on the pop-up menu indicates the particular image type is in fact used within the document.

Full Image Pathnames
Click on the Images column header "Name" in order to display the list of images using their full pathnames.

Images Folders
If you wish to collect the images into a separate folder, check the Images Folder box. Select the Extract Images button to create new image files using the images stored in the publication and the OPI Folders to collect hi-res and lo-res images into separate folders.

Collecting Ground Controls
Select the Ground Controls checkbox in order to include the current Ground Controls file with your job. Note that the resulting file will have its password removed, and each set will be conveniently locked (although sets can be easily unlocked). The reason for this is so that you can safely pass along your Ground Controls file to a print shop or Service Bureau without having to give them your secret password.

Include Files
You may want to include additional files related to your document by checking the desired items in the Include Files area of the Collect window. You should, of course, select at least the Document checkbox to include the actual document file in the collected job. For QuarkXPress documents, you may want to check the XPress Prefs, Required XTensions box (when enabled) and Dictionary boxes to include them in your collected job.

Misc. Files
Check the Misc. Files box in order to collect any additional files you would like to include. A window allowing you to locate and create a list of extra files will then be offered when the collection process begins.

Job Information
At the top right on the Collect window is the Job Info, including the total number of files selected and the estimated accumulated file size of the job (before compression) which you can then compare to the Space Available value over at the top left side of the window (a red value will indicate insufficient disk space).

Compress Job
Check the Compress Job and Self-Extracting boxes as desired in order to compress all of the files of the job into a single compacted file. You may also choose to save the job as BinHex or to Segment to multiple disks.

Retain Job Name
Select the Retain Job Name checkbox in order to save the current title for the job. This allows you to merge multiple jobs into this same job folder during subsequent collections.

Creating a Job Folder
When all of the selections for your job have been made, type in a name for the job folder, locate the desired destination on your drive, then click the Collect button. If a folder already exists for the job, you will be prompted in order to continue with the collection.

Select the Use existing folder button to merge the current job into the folder or use the Auto-rename new folder button to create a new folder.

Final Job Folder
The resulting job folder will display a special FlightCheck seal of approval icon if the collection is okay, or a failure icon if there was some problem with collecting the entire job.

Collect Report
To create a text report of all the elements comprising the job, select "Collect Report…" from the Collect menu. Similar to the Collect for Output Report within QuarkXPress, the resulting text file can then be placed within a word processor or editor.

You can choose to include in your report information regarding specific categories of elements by checking the appropriate boxes.

Navigate to the location where you want to save the file, enter a title for the Report, then click the Save button.

Stuff / Unstuff
You can also compress files by selecting "Stuff…" from the Collect menu.

Select a file and click the Add button to add the file to the Files List.

To remove a file, select it on the Files List and click the Remove button.

You can choose to make the result-ing compressed file Self-Extracting, or a BinHex file (suitable for e-mailing), by selecting the appropriate checkboxes.

To decompress a previously stuffed file, select "Unstuff…" from the Collect menu.

Segment / Join
To individually compress large files you can select "Segment…" from the Collect menu. Choose the type of disk (or enter a default disk size) from the Size of Segments pop-up menu, locate the archive, then press the Segment button and follow the directions for inserting disks.

To join a previously segmented file, select "Join…" from the Collect menu, locate the archives and follow the directions for inserting the disks.