Fiery JobMaster

FS200 How to:
Prepare complex long documents for print

How to: Prepare complex long documents for print

Features overview

Fiery® JobMaster is a key component of the Fiery Workflow Suite that provides advanced PDF-based job-preparation functions. Operators can be more productive by efficiently performing makeready tasks on complex documents. Intuitive document assembly includes fully visual tab insertion and design, page-level ticketing, finishing, scanning and powerful late-stage editing features.

Objectives

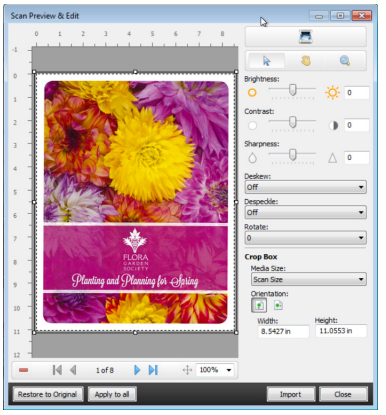
- Insert and edit scanned pages
- Insert tabs
- Remove existing page numbers
- Insert new page numbering

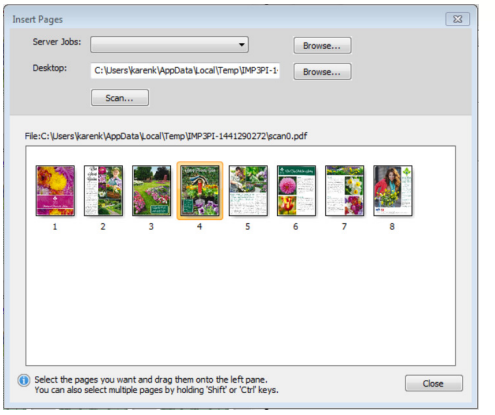
Additional resources

For additional software downloads, training resources and more, go to Fiery Online Resources.

Before you begin

- Open Fiery Command WorkStation 5.7 ® or later and connect to at least one Fiery Driven™ printer that supports Fiery JobMaster.
    - For the updated list of supported printers, go to www.efi.com/fieryjobmaster.
- Activate the Fiery JobMaster license on the computer running Command WorkStation.
- Place the file, **FGS_catalog_body_LTR.pdf** or **FGS_catalog_body_A4.pdf**, in the Fiery server Hold queue. Drag the file to the Command WorkStation Held list or use the Command WorkStation Import menu option.
- Place the following files in a location where Command WorkStation can access and browse to locate these files for use later in this exercise.
    - **FS200_FGS_catalog_covers_LTR.pdf** or **FS200_FGS_catalog_covers_A4.pdf**
    - **FS200_FGS_planting_&_planning_spring_SAMPLE_LTR.pdf** or **FS200_FGS_planting_&_planning_spring_SAMPLE_A4.pdf**
    - Tab ear image files: **bulbs-tab.jpg, direct-sow-tab.jpg, rose-tab.jpg, bedding-tab.jpg** and **perennials-tab.jpg**
- Install Fiery Remote Scan 6 on the computer running Command WorkStation.
- Print the file **FS200_FGS_planting_&_planning_spring_SAMPLE_LTR.pdf** or **FS200_FGS_planting_&_planning_spring_SAMPLE_A4.pdf**.
    - Scan these pages into a Fiery Mailbox. Consult the user documentation for your printer for additional information on Fiery Remote Scan and scanning to a Fiery Mailbox.
- Create Paper Catalog entries for the media that you plan to use.
    - Ideally you will have three stocks available:
        - Cover stock
        - Tab stock
        - Body stock
- Ensure the printer and Fiery server have been calibrated before printing any output.





Insert and edit scanned pages

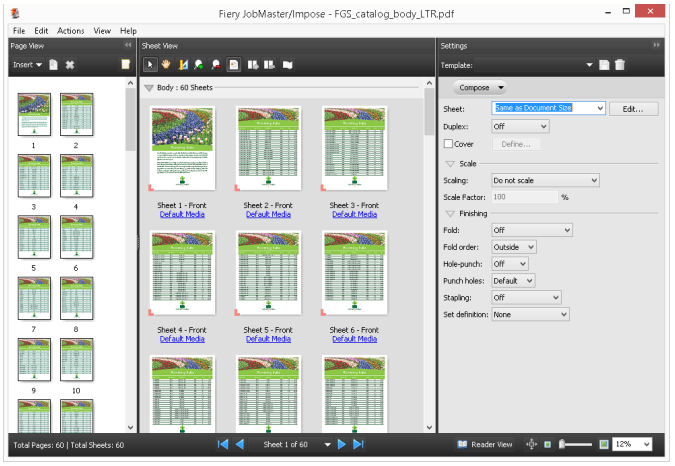
1. Right-click on the **FGS_catalog_body_LTR.pdf** or **FGS_catalog_body_A4.pdf** file in the Command WorkStation Held list. Then select **JobMaster**.
2. Click **Actions** > **Insert Pages**.
3. Click **Scan** to retrieve pages that you pre-scanned using Fiery Remote Scan.

   *If your output device does not have a scanner, you will need to use the **Browse...** option to locate the file **FS200_FGS_planting_&_planning_spring_SAMPLE_LTR.pdf** or **FS200_FGS_planting_&_planning_spring_SAMPLE_A4.pdf**. Then skip ahead to step number 12.*

4. Select **Fiery Remote Scan** as the scanner. The Fiery Remote Scan 6 application will open.
5. Select and connect to your Fiery server.
6. Enter your mailbox and password. Then log in.
7. Select your scan job from the list, and then click **Acquire**. The pages from the scanned job will be opened in the Scan Preview & Edit window.
8. Apply **Despeckle** and **Deskew** as needed to the scanned pages.
9. In the Crop Box, Media Size section, select **Automatic** to detect the nearest page size for the scan. You may also choose a page size, based on the supported paper sizes of the connected printer.
10. When you have made the required adjustments, click **Apply to All**. Then click **Import**.
11. When the Insert Pages window opens, select the pages to insert and drag them to the desired location in the **Page View**. For this example, select all the pages. Then drag and place the inserted pages after page 60.

    *If you want to insert all the pages from your scanned document, you can also select the file name, then drag and drop this on to the **Page View** pane.*

12. Use the **Browse** option to locate the **FS200_FGS_catalog_covers_LTR.pdf** or **FS200_FGS_catalog_covers_A4.pdf** file. Drag the front cover before the first page in the Page View pane. Repeat the procedure to insert the back cover after the last page.
13. Click **Close** when you have completed inserting pages.
14. In the next section, you will add tabs to this document.



Insert tabs

1. Select the pages to convert to tabs in the Page View pane by holding the **Ctrl** or **Command** key while clicking on each page. For this example, select pages **2**, **17, 32**, and **47**. Then right-click to select **Convert to Tab** and apply a tab media.
    a. Select **Create New** if no tab media presets are listed.
    b. If tab media presets are already created, select an appropriate 5-bank tab media.
2. To insert new tabs, select the page(s) to insert the tab after in the Page View pane. For this example, select page **62**. Then right-click and select **Insert tab**. Select the top tab media preset listed.
    a. If you selected Create New in step 1a, then select **1- Set 1**.
    b. If you selected a 5-bank tab media in step 1b, then select the same tab media preset.

Navigation Tips. Collapse the Settings pane so the Sheet view can display more of the sheets in your job. Hold Control+A to select all pages in the Page View pane. Select a page in the Sheet View pane using Alt-Click in Windows® or Option-Click on a Mac, to automatically select the page in the Page View pane.

3. To edit the text on the tabs, select a tab. Then right-click and select **Edit Tab**. Click tab 1/5 and begin to edit each tab using the chart information below step 7.

Navigation Tip. Use keyboard shortcuts to quickly jump between tabs in the Edit Tab window. Use command-right (or left) arrow on a Mac and Ctrl-right (or left) arrow in Windows®.

Tabs can contain up to three lines of text. Use the return or enter key on your keyboard as needed to create more than one line.

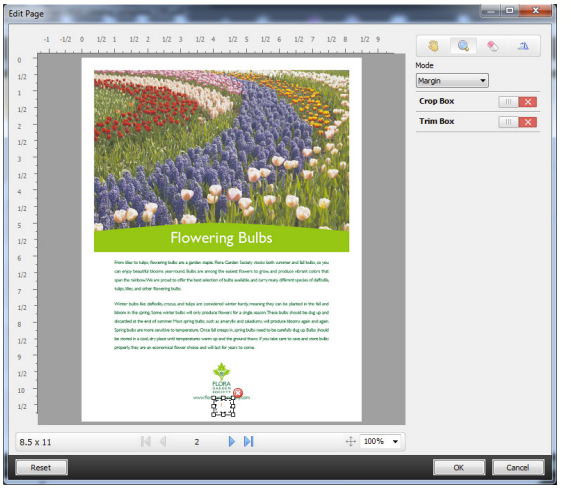
4. Change the font to **Arial** and the font size to **10**.
5. Select the **Apply styles to all** check box. Clear all the option check boxes except **Tab styles**. Then click **Apply**. This will apply the same font and font size to all tabs.
6. Change the font color on Tab 5/5 to **Blue** and set the Background Color to **Light-Green**.
7. To add a background color to the tab text field, click . When the icon changes to select the Background Color.

Tab Position	Tab Text	Background Image	Opacity	Scale
Tab 1/5	Flower Bulbs	Bulbs-tab.jpg	50%	125%
Tab 2/5	Direct Sow Flowers	Direct-sow-tab.jpg	50%	125%
Tab 3/5	Roses	Rose-tab.jpg	50%	125%
Tab 4/5	Bedding Flowers	Bedding-tab.jpg	50%	125%
Tab 5/5	Planning for Spring			

8. Click **Edit** next to Media Preset if this is the first time you have set up a tab job.
    a. Verify the Number of tabs in a set is **5**, which is the default number.
    b. Select the tab sequence that is appropriate for the tab stock and media tray that you are using to print tabs.
    c. Specify the Output tray to kick out unused tabs. This option will vary with printer.
    d. Continue to specify any additional settings including the media, tray or Paper Catalog.
    e. Click the **disk icon** next to Media Preset when you have completed all the settings you want.
    f. Name your preset, **5 Bank Tab**. Then click **OK**.
9. The selected Media preset will be display **5 Bank Tab.**

> *Media Presets will save the tab template setup for use in future jobs. You can save multiple presets for various tab media.*

10. Click **OK** to close Tab Media.
11. Click **OK** to close Edit Tab.
12. In the Settings pane, set Duplex to **Top-top.** This option will vary with printer.
13. In the next section, you will remove the current page numbers from this document.

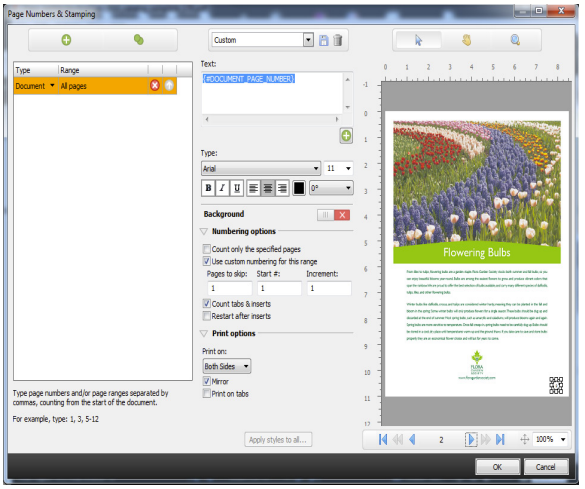


Remove existing page numbers

1. To edit pages, select the page(s) to edit in the Page View pane, then right-click and select **Edit Page**. Or **Actions > Edit Page**. For this example, select the all the pages in the job. Then hold the Ctrl or Command key and deselect pages, **1** and **62-70**.
2. When the Edit Page window opens, use the arrow keys to navigate the document and go to page **2**.
3. Select the **Mask tool** and draw a box around the page number to be removed.

   *Use the **Zoom** tool or magnifying glass to zoom in and locate the current page number on the page you're looking at.*

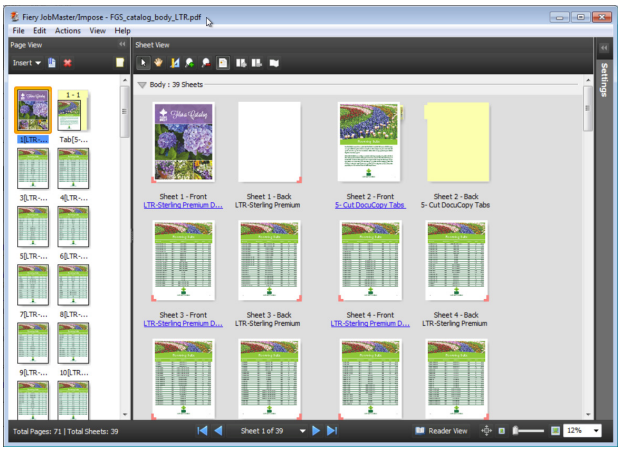
4. Scroll through several pages and check to see that the page numbers are all removed.
5. Click **OK** to close Edit Page when all the changes have been applied.
6. In the next section, you will reapply page numbering to this document.



Insert new page numbering

1. Select all pages in the Page View pane. Then right-click to select **Edit Numbering**. Or select **Actions > Edit Numbering**.

2. In the Page Numbers & Stamping window, click the **Add Range** icon to create a new page range.
3. Leave the range Type as **Page** and type the page range as **2-69**.
4. In the Text field, select the text to be inserted. For this example, use the default selection **{#DOCUMENT_PAGE_NUMBER}**.
5. Scroll to page **3** using the arrow buttons.
6. By default, the page number will be placed in the lower right corner. Use the **Select** icon to move the page number to the location you want it to be. For this example, leave the number location.
7. Change the Font Type to **Arial**, and alignment to **Center**.
8. In the Numbering options area:
    - **a.** Select the **Count only the Specified Pages** check box**.**
    - b. Select the **Count tabs & Inserts** check box**.**
9. In the Print options area:
    - a. Print on **Both Sides**.
    - b. Select the **Mirror** check box to offset the page number location on even and odd pages in this duplexed document.
    - c. Select the **Print on tabs** check box.
10. Navigate using the arrows to scroll through several pages and check to see that the page numbers are alternating sides and are not appearing on the front or back cover pages.
11. Save this custom preset for future jobs.
12. Click **OK** when done to close Page Numbers and Stamping.



Complete the job

1. Complete the assignment of any Paper Catalog media, based on your job workflow.
2. Click **File > Save**.
3. **Save** your job as a regular job. Change the document name to **JobMaster** and click **OK** when done.
4. Click **File > Exit** to close JobMaster. Or click the red **X** in the corner
5. You are now ready to print your document.

EFI fuels success.

From Fiery to super wide inkjet, from the lowest cost per label to the most automated business processes, EFI has everything your company needs to succeed. Visit www.efi.com or call 650-357-3500 for more information.

The APPS logo, AutoCal, Auto-Count, Balance, Best, the Best logo, BESTColor, BioVu, BioWare, ColorPASS, Colorproof, ColorWise, Command WorkStation, CopyNet, Cretachrom, Cretaprint, the Cretaprint logo, Cretaprinter, Cretaroller, DockNet, Digital StoreFront, DocBuilder, DocBuilder Pro, DocStream, DSFdesign Studio, Dynamic Wedge, EDOX, EFI, the EFI logo, Electronics For Imaging, Entrac, EPCount, EPPhoto, EPRegister, EPStatus, Estimate, ExpressPay, Fabrivu, Fast-4, Fiery, the Fiery logo, Fiery Driven, the Fiery Driven logo, Fiery JobFlow, Fiery JobMaster, Fiery Link, Fiery Prints, the Fiery Prints logo, Fiery Spark, FreeForm, Hagen, Inktensity, Inkware, Jetrion, the Jetrion logo, LapNet, Logic, MiniNet, Monarch, MicroPress, OneFlow, Pace, PhotoXposure, Printcafe, PressVu, PrinterSite, PrintFlow, PrintMe, the PrintMe logo, PrintSmith, PrintSmith Site, Printstream, Print to Win, Prograph, PSI, PSI Flexo, Radius, Rastek, the Rastek logo, Remoteproof, RIPChips, RIP-While-Print, Screenproof, SendMe, Sincrolor, Splash, Spot-On, TrackNet, UltraPress, UltraTex, UltraVu, UV Series 50, VisualCal, VUTEk, the VUTEk logo, and WebTools are trademarks of Electronics For Imaging, Inc. and/or its wholly owned subsidiaries in the U.S. and/or certain other countries.

© 2014 ELECTRONICS FOR IMAGING | WWW.EFI.COM