

## 7—Collecting Job Elements

Using the Collect Job Elements function, Preflight Pro can gather together all the elements required to output your job, including the documents that make up the job, Preflight Pro Profiles used, and all pictures and fonts in the job. You can save time and disk space by having Preflight Pro automatically compress the collection (using the popular compression utility StuffIt® by Aladdin Systems) after the items are gathered, and you can have Preflight Pro automatically bin-hex the archive if that format is required, possibly to transfer the archive electronically.

When you create a collection, Preflight Pro looks at the Files List inside the Job Jacket and collects all the documents listed there, as well as the Profile(s) assigned to them, whether or not the documents have been inspected. If you choose to also collect pictures and/or fonts, all the fonts and pictures for all the inspected documents will be collected.

You can add items to the collection without adding them to the Files List, such as text documents giving additional instructions, other electronic document files not being inspected with the job, or perhaps Profiles not currently assigned to a document in the collection. And you can remove items from the collection, such as individual pictures or fonts, if necessary. To add items to, or remove items from, the collection, start the collection then add or remove the items when the Collection Preview window appears.

### 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

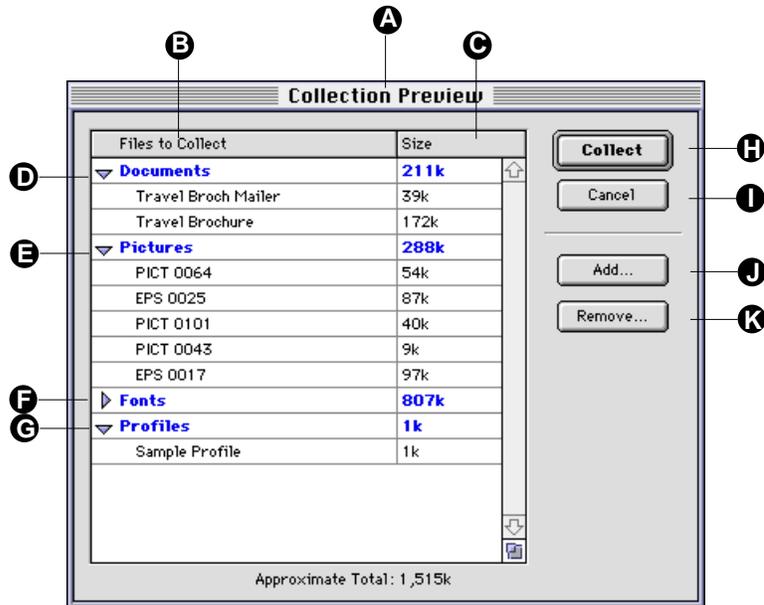


## Working in the Collection Preview dialog

### 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.

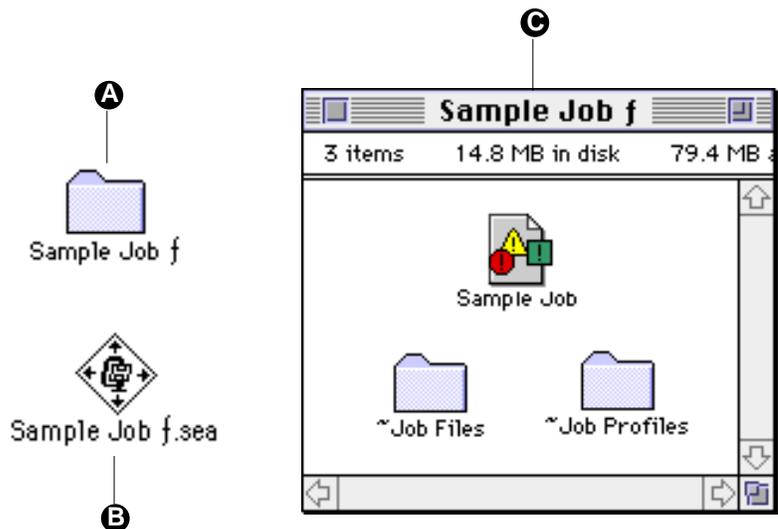
- A** Collection Preview window title bar
- B** Files to Collect: Lists files that will be added to the collection
- C** Size: Shows the pre-compressed size of each file in the list
- D** Documents: Lists all Documents that will be collected
- E** Pictures: Lists all Pictures that will be collected
- F** Fonts: Lists all Fonts that will be collected
- G** Profiles: Lists all Profiles that will be collected
- H** Collect: Click here to start the collection. You will be asked to indicate where to store the collection
- I** Cancel: Click here to cancel the collection process
- J** Add: Click here to locate files to be added to the collection
- K** 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 four items that can be collected (Files, Profiles, Fonts, and Pictures). 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 "~".



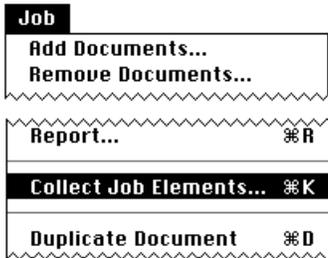
## To create a collection:



1. In the Job Jacket Files tab window, click the Collect Job button or press ⌘K, or select “Collect Job Elements” from the Job menu.

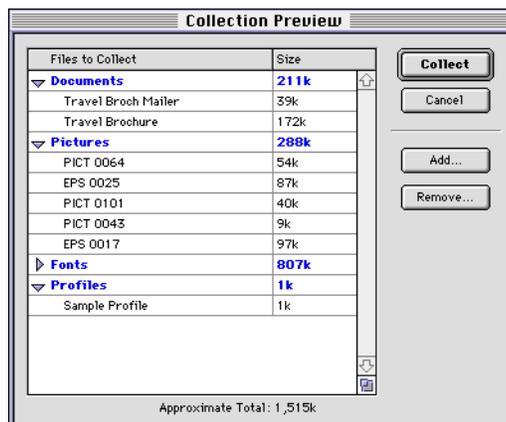
*Note: All documents in the Job Jacket Files list will be collected, even if they have not been inspected.*

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 Pro automatically collects all the Documents shown in the Job Jacket Files List, and also collects the Profile assigned to each document. In addition to these items, you can collect all the Pictures, Embedded Pictures, and Fonts associated with inspected documents. If you choose to collect Pictures/Fonts, all the pictures/fonts from the included pages of all inspected documents will be collected.

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



#### 4. Click “Collect.”

When you have finished adding to or removing items from the archive, or if you have no items to add or remove, click “Collect” to have Preflight Pro gather the items.

*Note: If the job has not been saved prior to starting the collection, you will be prompted to save it.*

#### 5. Determine where to store the collection, then click “Save.”

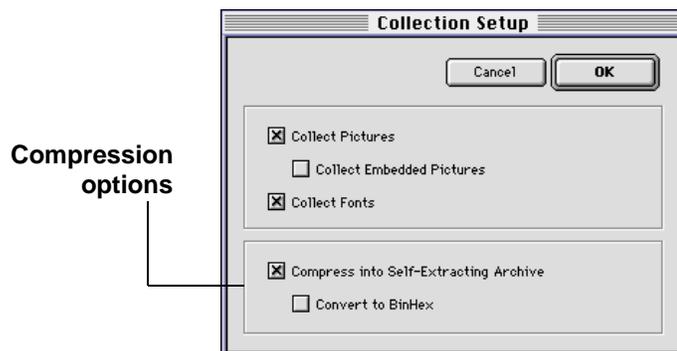
Before Preflight Pro actually gathers the collection, you will need to indicate where the collection is to be stored. Locate the disk drive and/or folder where the collection is to be stored. Click “Save” to begin collecting job elements.



#### To Compress (archive) a collection:

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.



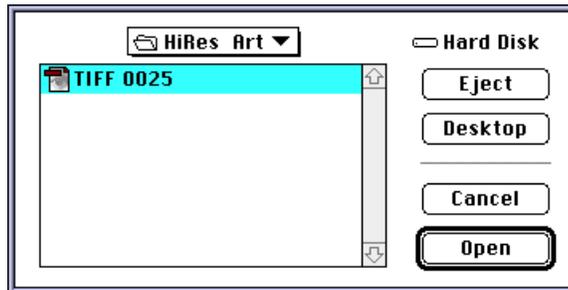
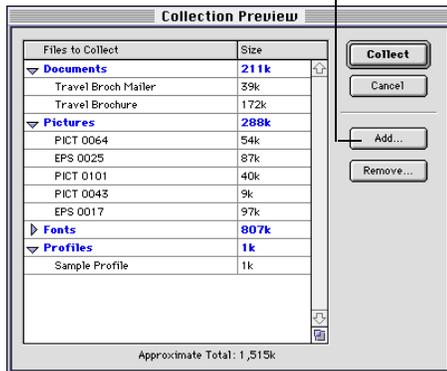
*Note: You cannot select “Convert to BinHex” unless the collection is also compressed.*

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:

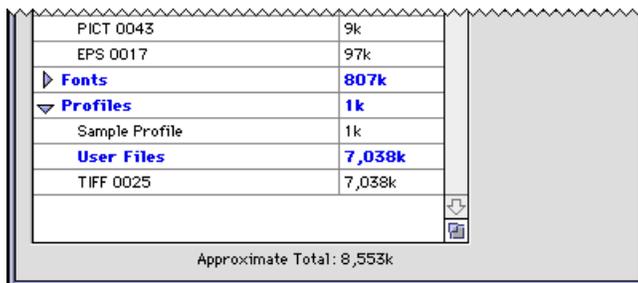
1. Start the collection by clicking the Collect Job button.
2. Verify or change collection options, then click “Collect.”
3. When the Collection Preview window appears, click “Add.”
4. Locate the file(s) to be added, then click “Open.”

Add files to list



5. When you have finished adding files, click “Cancel” to return to the Collection Preview window.

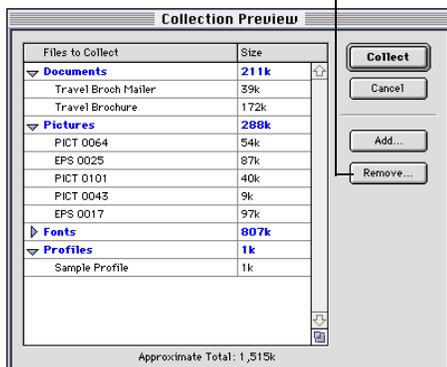
This adds the file(s) at the end of collection list under the heading “User Files.”



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 Job Elements 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 Pro 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 Pro's "Add to collection" feature described on page 91.

*Note: Regarding the Profile item "Disk file for an embedded picture is missing," the pictures listed for this item in the Report window are the original disk files for the pictures that are embedded in a picture, if a disk file ever existed. Some embedded pictures are pictures that were pasted on the page and have no associated disk file.*