

# 1—Installing and Getting Started

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Welcome to Extensis™ Preflight Pro™! With Preflight Pro you can quickly identify and solve prepress problems, eliminating incomplete files and wasted film.

Preflight Pro's easy-to-use, intuitive Job Jacket interface makes it easy to check your documents and take corrective action before output. Simply inspect your documents for problems, then generate and examine the problem report. If all is well, you're ready to output the job. You can use Preflight Pro's comprehensive Collect Job Elements feature to gather everything together, and optionally compress it in the same operation. If the report has identified problems, you can use the exclusive Pilot feature to navigate the problem list from inside the QuarkXPress document, examining and solving problems as you go.

With Extensis Preflight Pro you can:

- Increase the overall speed and reliability of your preflight process.
- Collect every element of your job and be completely prepared for final output.
- Use the Pilot feature to go immediately from the Preflight Pro problem report to your QuarkXPress document to find and fix problems.
- Inspect and report on multiple files, so you can see the entire job, not just one file at a time.
- Reduce training costs; eliminate wasted time and film.
- Customize to meet the differing needs of each job.

## Equipment Needs

To install and use Extensis Preflight Pro, you'll need a 68040-based Macintosh or newer (including Power Macintosh), 8MB RAM minimum, and System 7.5 or later. The Extensis Preflight Pro application requires a minimum of 1.5MB RAM.

Additionally, you will need QuarkXPress® version 3.3 or later. The Extensis Preflight Pro Quark XTension must be placed in the XTension folder for the copy of QuarkXPress that you will be using. Refer to the following section "Installation" for more information.

## Installation

Before installing, turn off any anti-virus software and extensions, except for your CD-ROM extensions. Then restart your computer.

### To install Extensis Preflight Pro:

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**1. Insert the disk that came with your product.**

If you received a CD-ROM version, you will notice that other Extensis products are available for you to install. These products are full working versions of Extensis products that you can run in Demo mode.

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

The Introduction dialog box appears.

**3. Click the Continue button.**

The Welcome dialog box appears. Release notes and special instructions are displayed in this window. It is important 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.

**4. Click Continue.**

The Installation dialog box appears.

**5. 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.

**6. Select a disk.**

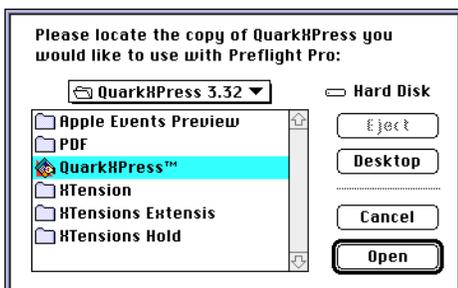
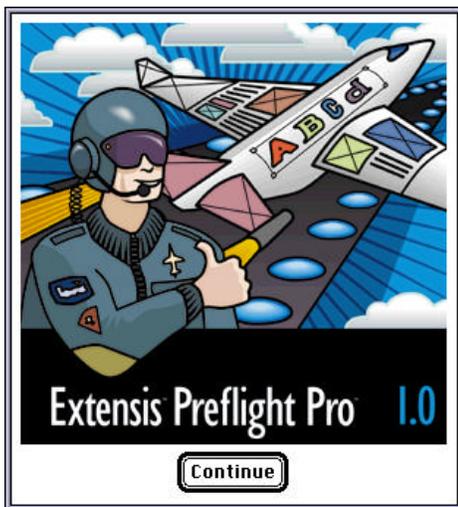
Once a disk has been selected, you will need to locate the folder into which you want to install Extensis Preflight Pro.

**7. Locate QuarkXPress.**

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

**8. Click the install button.**

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



## Personalization and Registration

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

Extensis Preflight Pro includes electronic registration, so registering has never been easier! The first time you launch Preflight Pro after installing it, the Extensis Preflight Pro Personalize dialog box appears. To personalize Preflight Pro, type your name, company and Preflight Pro registration number. Your product registration number is located on your Extensis Preflight Pro manual. If you choose not to personalize your copy, Preflight Pro 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 Pro, 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 Pro 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.

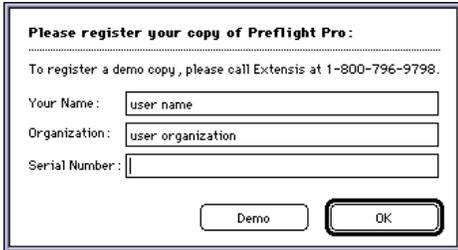


Welcome to Preflight Pro!

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.



**Please register your copy of Preflight Pro:**

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

Your Name:

Organization:

Serial Number:

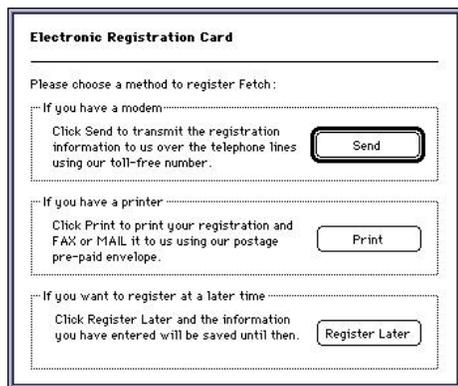


**Electronic Registration**

Please take a moment and register your copy of Fetch. As a registered user you will receive:

- free technical support from our friendly experts,
- 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 Fetch:

--- If you have a modem ---

Click Send to transmit the registration information to us over the telephone lines using our toll-free number.

--- If you have a printer ---

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

--- If you want to register at a later time ---

Click Register Later and the information you have entered will be saved until then.

## Technical Support

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

### Tip

We can also be reached via **fax** at **(503) 274-0530**, or through the online services listed below:

**AOL:** EXTENSIS

**Email:** [support@extensis.com](mailto:support@extensis.com)

**Internet:**

<http://www.extensis.com/support>

If you have an issue 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.

Extensis provides free support to registered users on a limited basis. Extended support is available. For information on extended support, please visit our website at [www.extensis.com](http://www.extensis.com) or call Extensis Technical Support at (503) 274-7030.

When calling for technical support, please be at your Macintosh and have the following information available: your Extensis Preflight Pro 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.

## Suggestions

We'd love to hear your comments about Extensis Preflight Pro! 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 Pro help me?

Proper preflighting can be invaluable in saving time and money in the output process, and in reducing or eliminating costly delays. And automated preflighting, unequaled with Extensis Preflight Pro, makes the process—which in the past was so complex that it often required the most technically qualified people in the shop—quick, easy, and less expensive. With Preflight Pro, preflighting can now be handled by lesser skilled staff members, or even (with a little setup work by the output facility) by the designers themselves!

Preflight Pro will answer the following questions:

- Are all the elements necessary for properly outputting this job available to the system that will output it?
- Will it process properly through the RIP?
- Can the job be printed on the required press(es) with proper quality, and will it trim and bind correctly?

Knowing what potential problems exist, and being able to locate and fix them prior to output will make all the difference in your ability to get the job right before tying up costly equipment, labor, and supplies.

## Preflighting steps summarized

The process of preflighting with Extensis Preflight Pro can be summarized in just a few quick steps:

- **Launch Extensis Preflight Pro**, then name and save your new job.
- **Drag the document(s) to be preflighted** into the open Files window of the new Job Jacket.
- **Enter information** critical to the output by clicking the Output Instructions button.
- *Optional:* Enter job ticket information by clicking the Job Ticket button.
- **Inspect the document(s)** by selecting them in the Job Jacket Files list and clicking the Inspect button.
- *Optional:* Create and assign a Profile for your problem report, or simply allow Preflight Pro to use the already-assigned (default) Profile.
- **Generate a report** of problems by clicking the Report button. Get detailed information on problems of interest using Preflight Pro's detailed Info and Help windows.
- **Correct the problems** listed. Use the Preflight Pro Pilot to move directly to each problem in the document.
- *Optional:* Reinspect the document(s) and revisit the report window to verify that all problems have been corrected.
- *Optional:* Use Preflight Pro to collect all the job elements for archiving or sending to the print facility.

To get an overview of each step in the preflight process, read through the descriptions beginning on the following page.

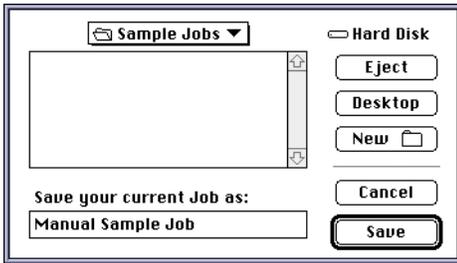
To learn how to customize Preflight Pro to your special needs and to take advantage of all the special features, complete the tutorial in chapter 2, "Preflight Pro Start to Finish."

To find out more about job elements inspected and the information made available by the inspection, refer to chapter 4, "The Job Jacket," and chapter 5, "Working with Profiles."

## Preflighting with Preflight Pro—an overview

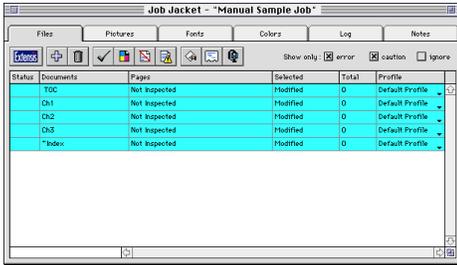
### 1. Launch Extensis Preflight Pro, then name and save your new job.

When launched with no job selected, Preflight Pro automatically opens a new “Job Jacket” with the Files tab selected. Name and save the new job using the “Save” command in the File menu. All changes made to the job file will be automatically saved as you work on the job, and when the Job Jacket is closed.



### 2. Drag the QuarkXPress document(s) to be preflighted into the open “Files” window of the new Job Jacket.

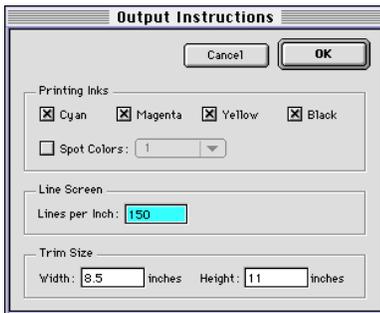
When you release the mouse after dragging documents into the Files window, they remain highlighted and can be inspected immediately.



The Job Jacket Files window is the main window in Preflight Pro. It contains the job files list as well as button-bar access to most preflight operations. You can determine button functions, column functions, and the functions associated with each icon in the files list by passing the mouse over each item and noticing what appears in the Help box at the bottom-left corner of the window. Many Preflight Pro windows provide a similar Help or Information box, giving you either a function description or additional information about the selected item.

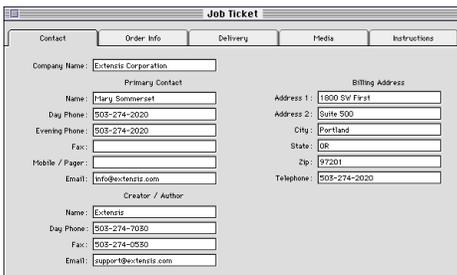
### 3. Enter information critical to the output.

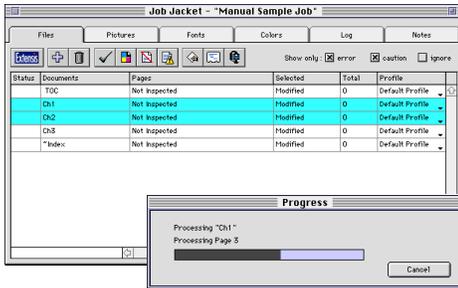
Preflight Pro can gather nearly all document information critical to the successful output of the job automatically during the inspection process (see step 5). The output instructions themselves, however, must be hand-entered so they may be checked against the document settings. With one or more documents selected, click the “Output Instructions” button to open the Output Instructions window.



### 4. *Optional*: Enter job ticket information.

Preflight Pro allows you to view and enter all types of information found on the Job Ticket, such as contact, delivery, and billing information. Access the Job Ticket by clicking the “Edit Ticket” button.

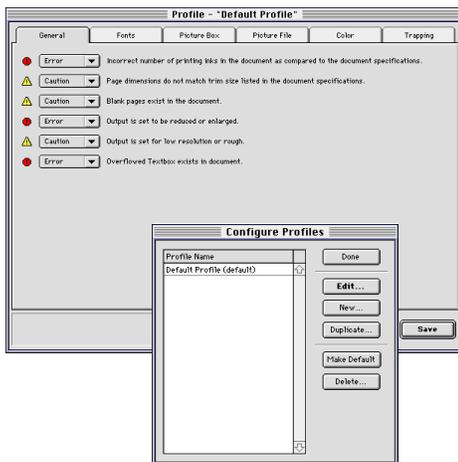




## 5. Inspect the document(s) by clicking the Inspect button.

Preflight Pro will launch QuarkXPress, then open the specified document(s) and gather the data needed for the preflight report. It will then close the document(s) and close QuarkXPress.

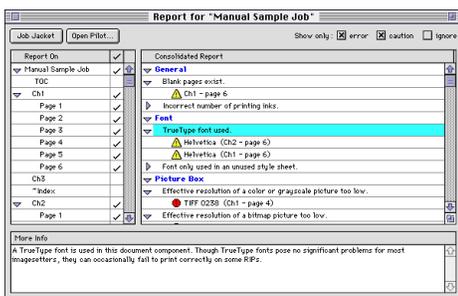
If you have more than one copy of the QuarkXPress application, you can specify which copy to use. And you can also have Preflight Pro leave the document open when the inspection is complete. Refer to chapter 2 “Preflight Pro Start to Finish” and chapter 4, “The Job Jacket: Setting Preferences” for more details.



## 6. Optional: Create and assign a Profile for your document problem report, or simply allow Preflight Pro to use the already-assigned (default) profile.

With Preflight Pro, you have complete control over what conditions will be indicated as problems, and how those problems will be reported. The place you specify this information is in the Profile. Profiles are an extremely powerful tool, and they are easy to configure and use. You use profiles to determine which problem conditions are of concern to you, how critical each problem condition is, and to set certain thresholds or tolerances.

A different Profile can be assigned to each document, as well as to specific pages within a document. Profiles are examined in the tutorial in chapter 2 “Preflight Pro Start to Finish.” Profiles are discussed in detail in chapter 5 “Working with Profiles.”



## 7. Generate a problem report.

After a document has been inspected, you will want to generate a report and view the problems found. In the Job Jacket Files tab window, select the document(s) you wish to include in the report, then click the Report button. A “Consolidated Report” will be generated almost instantly, and displayed in the Report window.

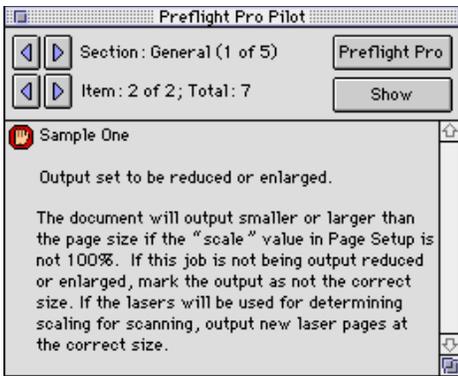
*Note: The problem report is called a “consolidated” report because it includes problem conditions for all documents in the job which have been inspected and selected for reporting, and for all pages within those documents which have not been specifically excluded from the report.*

The problem report will show you only those conditions that you consider important, based on the problem information

you specified in the Profile assigned to the document. Problems are sorted and listed in two ways: by document and page, and by problem condition.

Look through the problem listings to see what problems were found. If the listed problem involves a font, picture, or color element, double-clicking it will bring up a more detailed window about the element.

Use the “error” “caution” and “ignore” problem severity checkboxes (at the top of the window) alone or in combination to instantly expand or decrease the problems list (recall that the problem severity flag for each problem is set in the Profile).



## 8. Go to and correct problem(s).

Once you have generated the Consolidated Report, you can examine and correct the problem(s) indicated.

If the listed problem can be resolved from inside the document (for example, output set to be reduced or enlarged), you can open the document and go to the first occurrence of the problem directly from Preflight Pro: from the Consolidated Report problem list, select the problem you wish to correct, then click the “Open Pilot” button at the top of the Report window. On the Pilot palette, click “Show.” Preflight Pro will take you to the first occurrence of the problem in the document.

When the problem has been corrected, save the document and use the Pilot to return to Preflight Pro. Preflight Pro will be aware that a change was made and will change the document status in the Job Jacket Files list to “modified.”

If the problem cannot be resolved from within the document (for example, a missing printer font) simply correct the problem using conventional methods.

## 9. *Optional:* Reinspect the document(s) to verify that all problems have been corrected.

Select the documents to be inspected in the Job Jacket Files list, then click the Inspect button. When the inspection is complete, click the Report button and verify that all problems have been successfully corrected.

## 10. *Optional:* Collect all the job elements for archiving or sending to the print facility.

Gather together all the documents, pictures, and fonts that make up the job by clicking the “Collect Job Elements” button.



## About the Sample Files

We have created some sample documents with typical preflight problems for you to use in learning Extensis Preflight Pro. These “Sample Files” are located on the Extensis Preflight Pro CD. They will be invaluable to you in seeing how easy it is to use Extensis Preflight Pro, and in learning about the many features and options available. Refer to chapter 2 for a full tutorial working with these Sample Files, or simply drag them into an open Job Jacket, inspect them, and see what problems you find.

## Where to turn

Where you turn in this user manual will depend on what you would like to learn about Extensis Preflight Pro:

- To learn how to use Preflight Pro to create and inspect jobs prior to output, refer to **chapter 2, “Preflight Pro Start to Finish.”**
- To experiment on your own, using either the Sample Files on the Extensis Preflight Pro CD or your own document files, refer to chapters 3 through 7. These chapters provide reference material for all the features and options available within Extensis Preflight Pro, including detailed information about job elements and problem conditions.
- For a listing of all the problems and potential solutions that can be identified by Extensis Preflight Pro, refer to **Appendix A, “Problems/Solutions.”**