

## 6—Problem Reporting and Checking

Using the Report function, Preflight Pro determines what problems might prevent the documents in your job from outputting correctly and displays them in the Report window. If any of the problems listed in the report can be corrected from inside the QuarkXPress document, you can use Preflight Pro's convenient Pilot feature to go to the problems one by one and correct them.

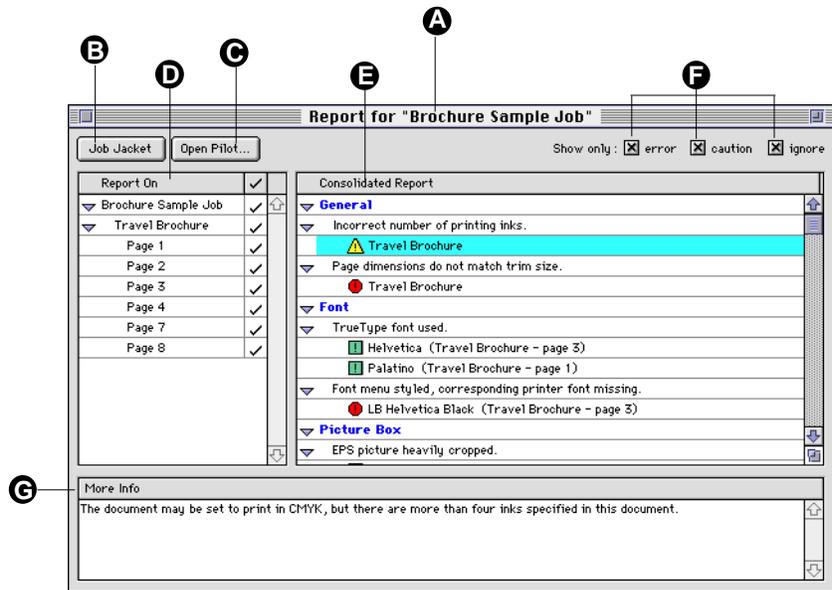
When you generate a report, Preflight Pro looks at the information gathered from the inspection and compares this with the data in the Output Instructions and the problem condition data in the Profile assigned to the document. Problem findings are displayed immediately in the on-screen Report window, and you can print out the Report for closer scrutiny or record-keeping.

Preflight Pro's report feature is extremely flexible. Since all document data is collected when the document is inspected, reports can be modified and changed "on-the-fly," assigning different profiles, including and excluding documents and pages, limiting and expanding the problem levels displayed, and limiting and expanding the document and problem lists. You can inspect all the documents at one time, then create whatever reports you need, as you need them, to view and correct the problems.

### The Report window

The Report window lists the documents and pages included in the report, and displays problems found on those pages. Problems are displayed according to settings in the Profile assigned to each document and the problem flag checkboxes.

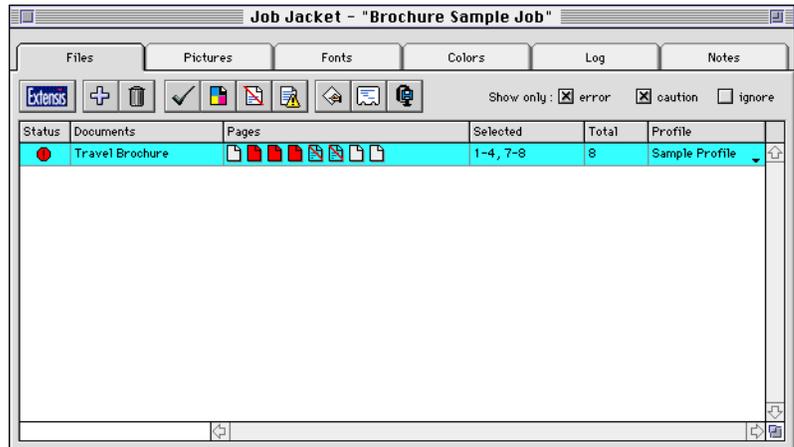
- A** Title bar: Shows job being reported
- B** Job Jacket button: Click here to return to the Job Jacket Files tab window
- C** Open Pilot button: Click here to open the document and go directly to the location of the selected problem
- D** Report On: Lists documents and pages selected for reporting
- E** Consolidated Report: Displays found problems. Problems are grouped by Profile category and item
- F** Problem severity flag "Show only" checkboxes: Click here to indicate which problem level(s) to display in the report
- G** More Info: Gives a detailed description of the selected problem, and suggests solutions



## To generate a Report:

1. In the Job Jacket Files tab window, select the document(s) for which you wish to view problems.

*Note: Documents must be inspected before a problem report can be generated for them.*



2. Verify that the assigned Profile is correct, or assign a new Profile.

Using the Profile pop-up menu, select a Profile. To view, edit, or create additional Profiles, select “Edit Profile” from the Profile menu. Refer to chapter 5, “Working with Profiles” for more details.

Include/Exclude Pages



3. *Optional:* Indicate which, if any, pages you wish to exclude from the report.

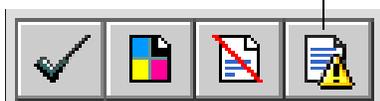
Click the “Include/Exclude Pages” button, or select “Include/Exclude Pages” from the Job menu. A check indicates “included.”



4. Indicate which problem condition(s) you wish to view in the report.

Use the problem severity checkboxes to indicate which problem levels you wish to show on the report. These checkboxes also appear in the Report window. Refer to chapter 5, “Working with Profiles” for more information on problem level flags.

Report selected documents



5. Click the “Report Selected Documents” button. Or select “Report” from the Job menu, or enter ⌘R.

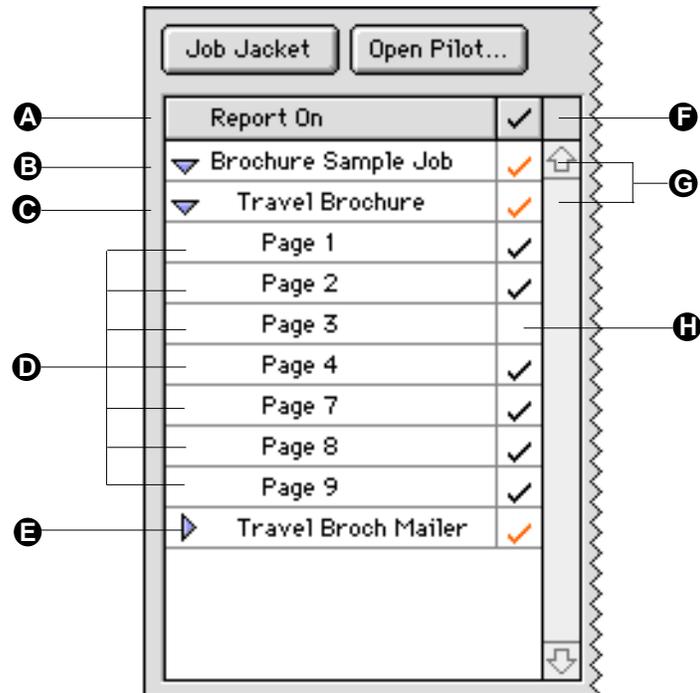
The Report window will appear, indicating which documents and pages are included in the report, and displaying all problems found, according to the settings of the condition flag checkboxes at the top of the Files and Report windows.

## Working in Report windows

### The Report On list

The Report On field lists all documents in the job and indicates which documents and pages are included in the report. Allows you to quickly select documents and pages to include or exclude.

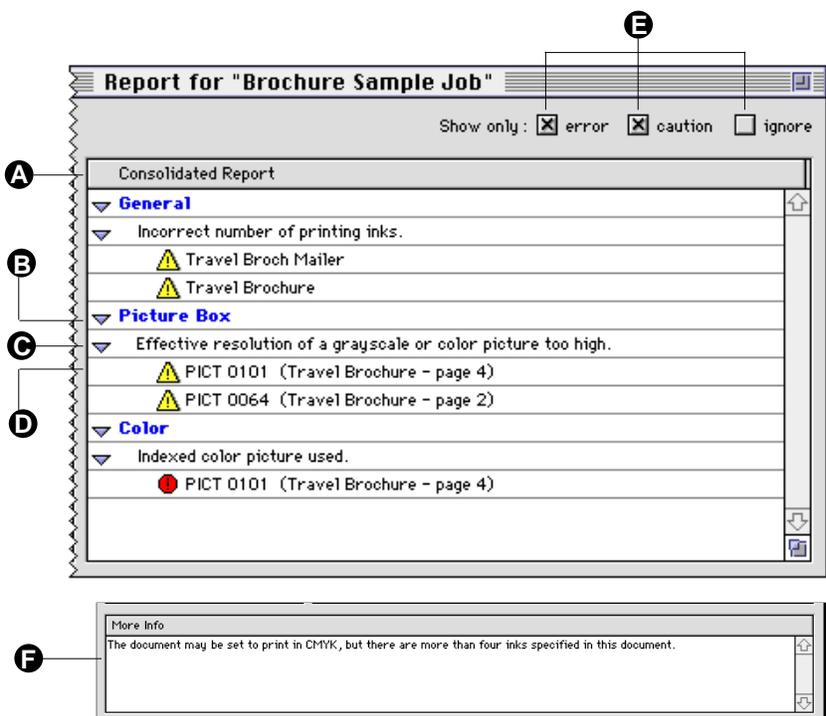
- A List of documents being reported on
- B Job name
- C Document name
- D Every included page of every inspected document is listed
- E Click here to expand/contract page list
- F Include/exclude status. A check indicates that the document or page is included in the current report. No check indicates that the document or page is *not* included in the current report
- G Orange check indicates that at least one document or page in the job/document is not included in the report
- H Click here to quickly include/exclude a document or page from the current report. Check indicates include; no check indicates exclude



### The Consolidated Report

The Consolidated Report field displays found problems. Problems are grouped by Profile section and item. Problems listed here are determined by the settings in the Profile assigned to each document, and the problem severity checkboxes.

- A Consolidated Report
- B Profile Section: Click arrow to expand/condense list
- C Problem Item as shown in Profile: Click arrow to expand/condense occurrence list for this problem
- D Each occurrence of the problem is listed, including the document where it occurs. Icon indicates severity as set in assigned Profile.
- E Problem severity ("Show only") checkboxes: Click box to add or delete problem levels from the report
- F More Info: Displays a detailed description of the problem currently selected in the Consolidated Report area



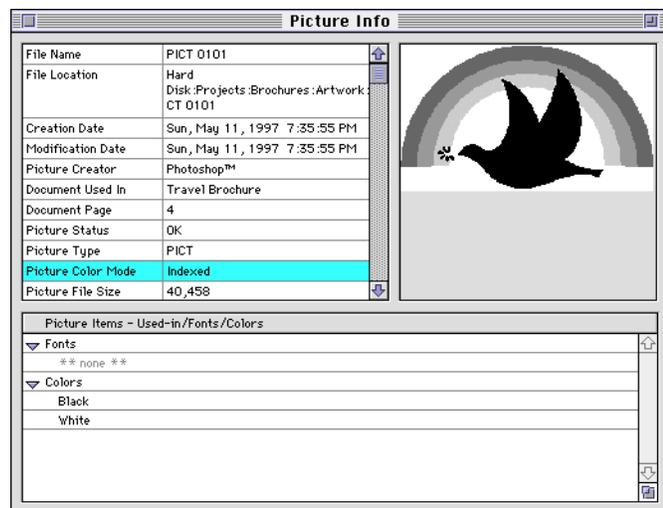
## To open a detailed information window about a problem:

*Note: Applies only to document, font, color, and picture problems.*

1. In the Consolidated Report problem list, double-click the problem item you wish to view in more detail.



The detailed information window for the selected problem will appear.



## Update Analysis Now

*Note: Applies only if the option "Only Analyze when Building Report" is selected in Preferences: General.*

This function, available from the Profile menu, allows you to request that the Status and Page icons in the document list of the Job Jacket Files tab be updated.

When "Only Analyze when Building Report" is selected in Preferences: General, document data is only analyzed when a Report is generated. This means the status of the page icons in the Job Jacket may not be accurate after the Output Instructions are changed and when a Profile is created or changed. When a Report is generated, the analysis takes place, so the Job Jacket page icons are updated to show the new status.

**Profile**

**Configure Profiles...**

**Update Analysis Now**

## Printing Reports

Preflight Pro provides data in two printed reports, the Consolidated Report and the Job Inventory Report.

**Consolidated Report**—The printed Consolidated Report shows the same information as given in the Consolidated Report window, such as each problem found listed by document and page. Before printing this report, you can use the “Show only” checkboxes and twisty arrows in the on-screen Report window to condense or expand the report to include just the information you wish to capture on paper.

**Job Inventory Report**—This report lists most of the information gathered and entered about the job: Job Ticket information, information about all the Documents included in the job; data gathered during document inspection about Pictures, Fonts, and Colors in the job; plus information from the Job Jacket Log and Notes tabs. Since this report includes very detailed information from the job database, it can be quite lengthy.

*Note: Information from the Job Inventory Report is available for exporting to a text file using the Export Job Info command. Refer to chapter 4, “The Job Jacket,” for more information on this feature.*

## Working with Printed Reports

The Consolidated Report Printout	
<p>The Consolidated Report printout is nearly an exact reproduction of the Consolidated Report area of the on-screen Report window: whatever information shows in the window will be printed in this report.</p> <p><b>A</b> Job file name being reported Date and time report was printed</p> <p><b>B</b> Problem severity indicator key: Error, Caution, Ignore</p> <p><b>C</b> Lists documents reported on</p> <p><b>D</b> Problem item section from Profile. Only sections where a problem was found will be listed in the report</p> <p><b>E</b> Problem severity indicator: indicates severity of problem as specified in the Profile currently assigned to the document</p> <p><b>F</b> Problem item description</p> <p><b>G</b> Document where problem was found. Includes page number if appropriate</p> <p><b>H</b> Lists document pages reported on</p>	

### **To print a Consolidated Report:**

---

- 1. Prepare a report as indicated under “To generate a Report” on page 78.**

Use the include/exclude pages checkmarks in the Report On area of the Report window, and the “Show only” checkboxes and the twisty arrows in the Consolidated Report area, to condense or expand the report to include just the information you wish to capture in the printed report.

- 2. Select “Print” from the File menu, or enter ⌘P.**

### **To print a Job Inventory Report:**

---

- 1. Click the “Job Jacket” button on the Report window, or bring the Job Jacket window to the front and select the Files tab window.**
- 2. Select “Print” from the File menu, or enter ⌘P.**

*Note: Since this report includes very detailed information from the job database, it can be quite lengthy.*

## Navigating problems with Preflight Pro Pilot

With the Report function in Preflight Pro you can easily locate problems or potential problems in outputting your job. With Preflight Pro's Pilot, you can open your document right from the Report window in Preflight Pro, and go to each problem in turn to determine whether the indicated problem must be corrected. If the problem can be corrected from within QuarkXPress, you can make the appropriate change immediately.

After checking the problem or making a correction, you can either go back to Preflight Pro to view the status of other documents or problems, or you can navigate the problem list from the Pilot—checking and correcting problems as you go—without leaving QuarkXPress.

## Working with the Pilot palette

### The Pilot palette

The Preflight Pro Pilot is a floating palette that stays active in QuarkXPress.

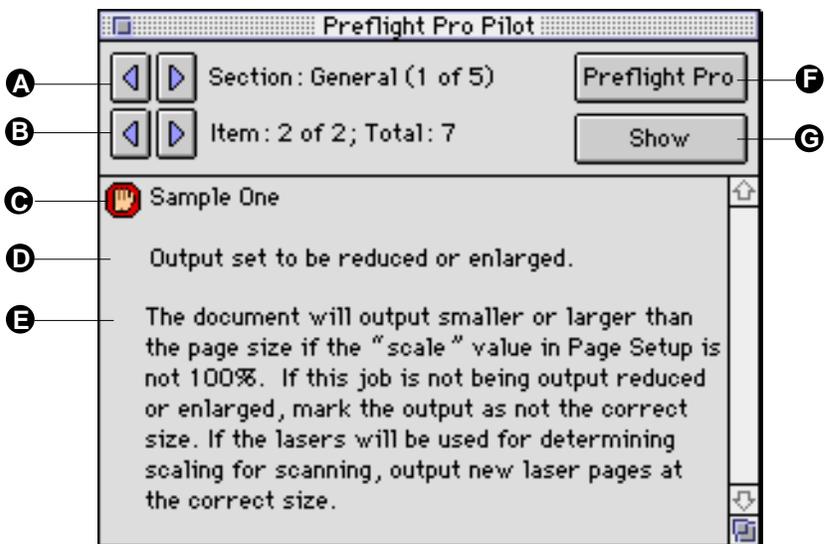
Provides buttons for moving back and forth through the problem item list in the current report. Also provides buttons for moving back and forth between open documents in QuarkXPress and Preflight Pro.

#### Navigation and selection area:

- A** Section: Indicates the problem item Section (from the Profile) of the currently displayed problem, plus the number of Sections reporting problems. Click the arrows to move back and forth through the problem Sections in the report.
- B** Item: Displays the number of problem Items for the indicated section; the number of the current problem relative to total problems in the Section; and the total number of problems in the current report. Click the arrows to move through the problem Items list.

#### Problem detail area:

- C** Problem severity indicator, and document problem was found in
- D** Problem item description
- E** Problem detail. Explains the problem in more detail, and suggests possible solutions.

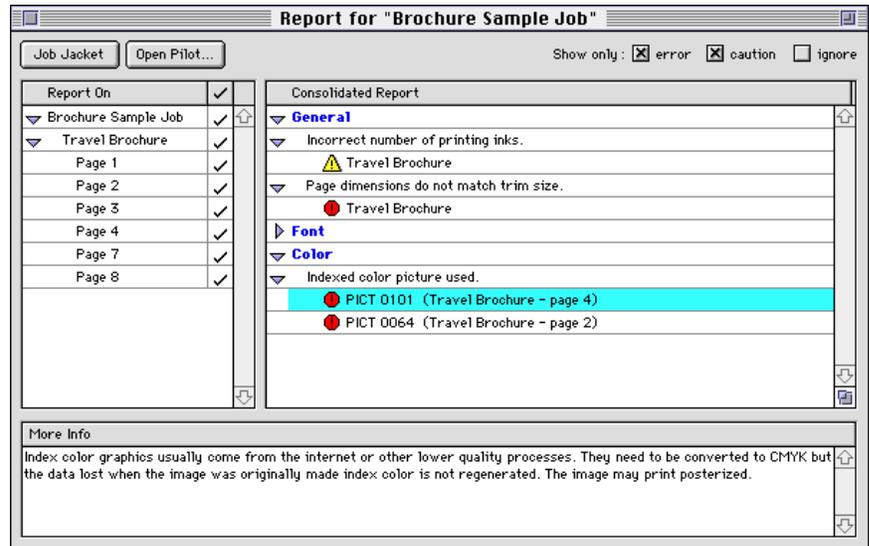


- F** Preflight Pro button: Click here to return to the Report window in Preflight Pro
- G** Show/Next button: Click here to go to the currently selected problem in the document (opens QuarkXPress and the document, if they are not already open), or go to the next occurrence of the problem

## To go to a problem in a document:

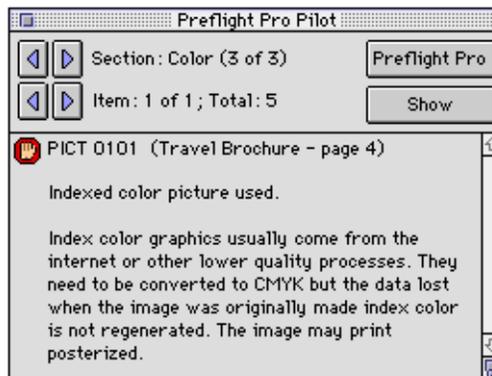
1. From the Consolidated Report window, select the problem you wish to go to.

Highlight the problem or category you wish to examine.



2. Click "Open Pilot."

The Pilot palette will open to the problem selected in step 1.



3. Click "Show."

Preflight Pro will open QuarkXPress, open the indicated document, and move to the problem location selected.

You can then examine or correct the problem, go to the next problem, or return to Preflight Pro.

## Preflight Pro

### To return to Preflight Pro from QuarkXPress:

---

1. Click the “Preflight Pro” button, or select “Preflight Pro” from the Utilities menu in QuarkXPress.

You will be returned to the Report window in Preflight Pro.

### To go to a different problem:

---

1. On the Pilot palette, click the left and right arrows for the Section and Item listings until the problem you wish to examine is listed in the problem detail area of the palette.

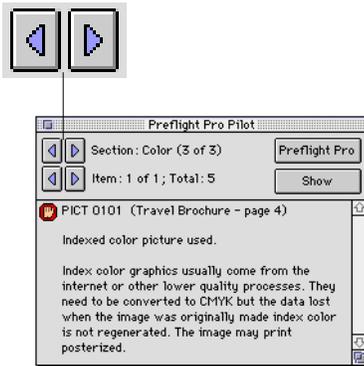
2. Click “Show.”

Preflight Pro will open QuarkXPress and the document (if these are not already open) and move to the problem you selected.

— *or* —

1. From the Report window in Preflight Pro, select a different problem from the problem list.
2. Click “Open Pilot.”
3. Click “Show.”

Preflight Pro will open QuarkXPress and the document (if they are not already open) and move to the problem you selected.



## Working in QuarkXPress

Using Preflight Pro’s floating Pilot palette, you can make corrections to problems inside QuarkXPress documents, then walk through the problem list to the next occurrence of a problem, or even go to a problem in another document.

When you press the “Show” button on the Pilot palette, Preflight Pro launches the document (if it is not already open) and takes you to the problem. When you want to return to Preflight Pro from your document, click the “Preflight Pro” button. But even if the Pilot palette is closed, you can access Preflight Pro right from your document. And you can open existing preflight jobs, or create new jobs without leaving QuarkXPress.

### **To open Preflight Pro from QuarkXPress:**

---

1. Select “Preflight Pro: Preflight Pro” from the Utilities menu in QuarkXPress.

If Preflight Pro is already open, it will be brought to the front as the active window.

If Preflight Pro is not open, it will be launched and a new Job Jacket will be created.

### **To create a new job and add the current document to it:**

---

1. Select “Preflight Pro: Add to new job” from the Utilities menu in QuarkXPress.

If Preflight Pro is already open, it will be brought to the front as the active window, a new Job Jacket will be opened, and the current document will be added to the document list.

If Preflight Pro is not open, it will be launched, a new Job Jacket will be created, and the current document will be added to the document list.

### **To add the current document to an existing job:**

---

1. Select “Preflight Pro: Add to existing job” from the Utilities menu in QuarkXPress.

If Preflight Pro is open, it will be brought to the front as the active window, and the current document will be added to the open Job Jacket.

If Preflight Pro is not open, it will be launched, a new Job Jacket will be created, and the current document will be added to the document list.

