

2—Preflight Pro Start to Finish

Using the Sample Files—a Preflight Pro tutorial
Extensis Preflight Pro gives you enormous control over what job elements can be inspected and flagged, problem thresholds, and how information is reported. Preflight Pro even assists you in examining and correcting problems, gathers job elements together when the job is ready to be transferred to another facility or output, and makes the task of getting a job ready for output faster and easier than ever before.

The following tutorial, combined with the Sample Files on the Extensis Preflight Pro CD, gives you a comprehensive view of what's possible using Preflight Pro. We will introduce you to the overall process of preflighting, familiarize you with the different job elements that can be checked and flagged, show you how to generate a problem report, show you how to use Preflight Pro to examine and correct problems, then show you how to collect all the job elements together in preparation for sending to the output facility.

Note: For more detailed information on each of the features covered in this tutorial, and for information about Preflight Pro features not covered here, refer to the associated reference material in chapters 3 through 7.

Starting the Job

The first step in preflighting is to create a job file. The job file contains all the information pertinent to the job, including (but not limited to): documents included in the job; Job Ticket information and Output Instructions; information gathered about potential problem elements in each document such as pictures, fonts, and colors; plus information from the last report generated prior to closing the job jacket, including problems found and their severity.

The first, and primary, screen in Preflight Pro's electronic job file is the *Job Jacket*. The Job Jacket provides access to nearly all the features and functions available in Preflight Pro.



To create a new job (open a Job Jacket):

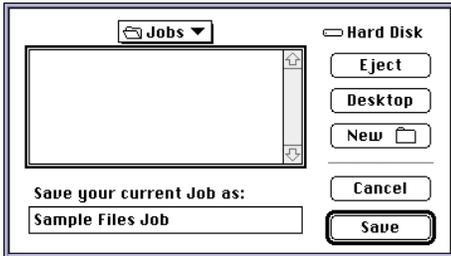
1. Launch Extensis Preflight Pro.

Double-click the Preflight Pro icon. With no job selected, Preflight Pro automatically opens a new Job Jacket with the Files tab selected.

2. Name and save your new job.

Select “Save” from the File menu (or press ⌘S). Type in a name for your new job, then save it to an appropriate location. The name in the Job Jacket title bar will be changed to reflect your new job name. In this tutorial we’ll be using the filename “Sample Files Job.”

Note: Once the file is named and saved, Preflight Pro saves changes automatically as you work.

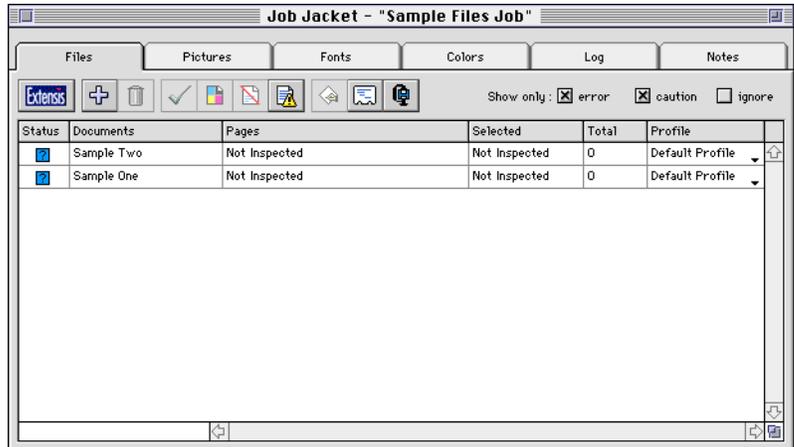
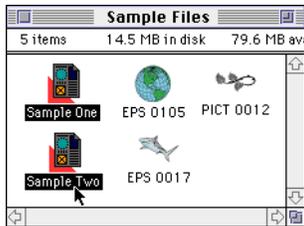


Add documents

After you’ve created a new Job Jacket, you’ll want to add documents for Preflight Pro to inspect.

To add documents to the job:

- 1. Locate and open the Sample Files folder on the Extensis Preflight Pro CD.**
- 2. Select the files Sample One and Sample Two, then drag and drop them into the open Job Jacket Files tab window.**



Notice that the status of the files is “Not Inspected.”

Document Inspections

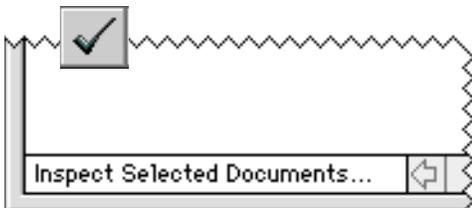
Before Preflight Pro can report on problems or conditions that might prevent the document from outputting properly, document data must be gathered and processed. This is done by performing an *Inspection*. Inspecting a document causes Preflight Pro to gather information from it that can be analyzed for potential problems.

Very detailed information about each document is available after the inspection—including document parameters, output parameters, and information about the job elements (fonts, pictures, and colors) found in the document. Included in the information gathered are the documents and pages where each element was found, and other information specific to the document or individual job element.

You can use the various tabs inside the Job Jacket window to examine the information that was gathered during the inspection, and later generate a problem report to alert you to potential problems.

Examine the tools available in the Button Bar:

1. **Pass the mouse over each button in the Preflight Pro Button Bar, and notice that the button function appears in the Help box in the bottom-left corner of the window.**



As you go through this tutorial, notice that the column headers in the files list—as well as the page and status icons associated with each document in the list—also are described in the Help box. Look for similar Help boxes in other Preflight Pro windows.

Note: When page icons appear in the document list, such as after Inspection, passing the mouse over the page icon displays the page number in the Help box. Also note that columns in the document list can be resized by dragging left or right, and can be reordered by dragging them above or below another document in the list.

For detailed descriptions on the various tabs, buttons, and icons, refer to chapter 4, “The Job Jacket” and chapter 3, “Creating a Job Ticket” later in this manual.

Inspect job documents:

In order to gather data about a document, Preflight Pro must open and examine it in QuarkXPress.

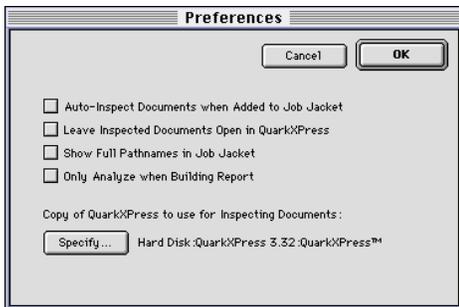
1. Select both documents, Sample One and Sample Two.

Documents in the Job Jacket can be inspected individually, all at the same time, or in any combination.

Note: Use the SHIFT key to select multiple documents contiguously; use the ⌘ key to select multiple documents non-contiguously; press ⌘A to select all documents at once.

1a. Optional: If you have more than one copy (or version) of QuarkXPress, specify which copy to use.

If you have only one copy of QuarkXPress, Preflight Pro will locate it automatically when you inspect the document. However, if you have multiple copies (such as on mounted drives on a shared network) or multiple versions (such as for compatibility with clients) you should indicate which copy of QuarkXPress you wish to use.



To do so, select “Preferences: General” from the Edit menu. Click “Specify,” then locate the copy of QuarkXPress you wish to use. Note that this selection becomes the default. You will need to repeat this process when you wish to direct Preflight Pro to use a different copy of the QuarkXPress program.

Note: If you have QuarkXPress launched when you select a document for inspection with Preflight Pro, Preflight Pro will use the open application when inspecting your document.



2. Inspect the selected documents by clicking the “Inspect Selected Documents” button.

Preflight Pro will launch QuarkXPress, open the specified documents, and gather all of the information needed for preflighting. Preflight Pro keeps you posted on its progress with a progress bar. When the inspection is complete, Preflight Pro will close the documents.

Note: If a document was open prior to inspection by Preflight Pro, Preflight Pro will leave it open after inspection.

Note: You can instruct Preflight Pro to leave documents open when the inspection is complete, if you wish. Refer to chapter 4, “The Job Jacket: Setting Preferences.”

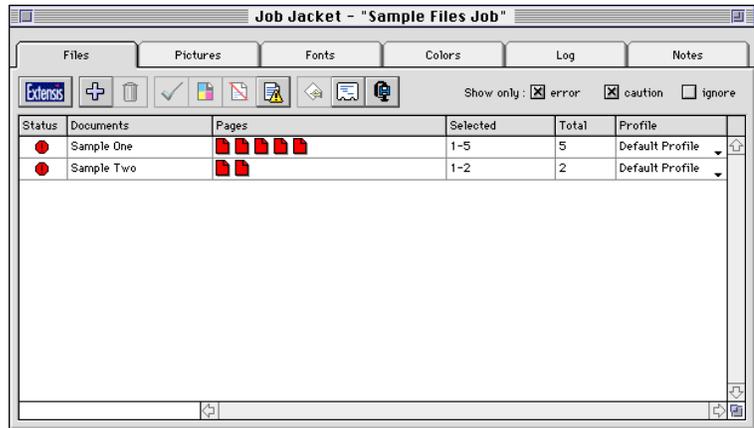


When the inspection is complete, the preliminary analysis will be indicated by the Status and Page icons in the documents list.

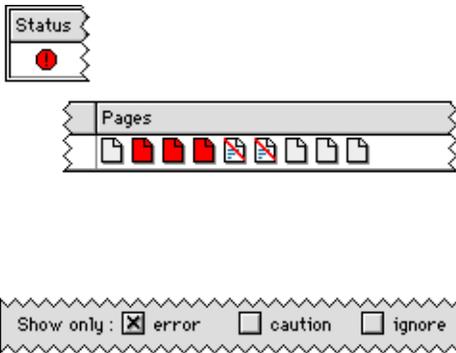
Examining Inspection Results

Get a quick over-view of inspection results:

1. Notice the Status and Page icons that now appear in the document list.



When the inspection is complete, Preflight Pro summarizes the results in the document list. Problem severity is determined by settings in the *Profile* assigned to the document (*Profiles are described on page 17*).



STATUS icon indicates overall document status. It is based on the highest severity problem found *anywhere* in the document.

WHITE page icon indicates that no problems were found.
RED page icon indicates that one or more problems of *any severity* were found on that page.

SLASHED page icon indicates that the page is to be *excluded* from the Report (*see chapter 4 for details*).

2. Change the status of displayed documents and pages by deselecting the “caution” checkbox.

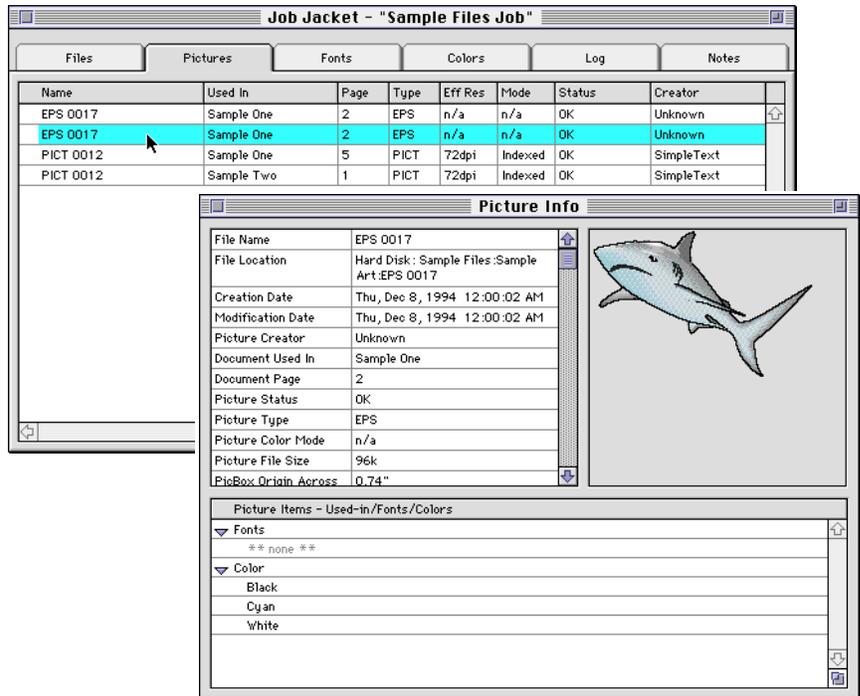
Notice that the Page icons in the list change immediately.

Status	Documents	Pages	Selected
●	Sample One	📄📄📄📄📄	1-5
●	Sample Two	📄📄	1-2

The “Show only” checkboxes in this window allow you to quickly determine the overall severity of the document and each document page. By limiting the status to show just the problems indicated as “error,” several pages changed from red to white. The “white” icon pages still have problems, we just don’t want to consider them right now. The Status icon shows, accurately, that there is at least one page in each document with a problem of the highest severity (of type “Error”).

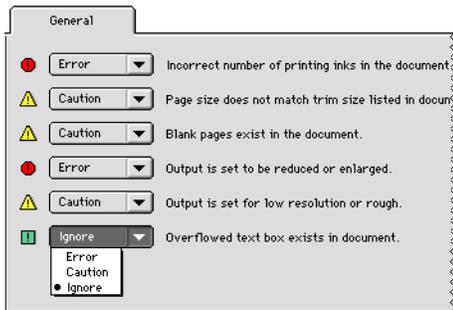
2. Next, click through the Pictures, Fonts, and Colors tabs in the Job Jacket to see the types of information gathered during the inspection.

As you're looking through these three job element tabs, double-click on a picture, font, or color to open a detailed information window about that particular job element. In the detail window you will be able to see exactly what information was gathered about the element.



Note: For a detailed description of job elements and information gathered during the inspection, refer to chapter 4, "The Job Jacket" and chapter 5, "Working with Profiles."

Notice that, although you now have access to an enormous amount of very detailed information about the elements that make up the job, you don't yet have a quick and easy way to identify problems in the job that might prevent it from outputting correctly. The next step in the process, "Creating Profiles," is important in assuring that Preflight Pro provides you with exactly the information you need to determine whether or not your job will output properly.



Profiles

Profiles are an important part of the versatility of Extensis Preflight Pro. Using profiles, you define which problem conditions are of concern to you, and how critical each problem is. Inside the Profile you can also set problem thresholds or tolerances as appropriate. All of the problems that can be found and flagged by Preflight Pro are listed in the Profile tabs.

You can assign different profiles for different documents in the job, and even specify Profiles for particular pages within a document. You can specify Profiles for certain types of output devices, then share those profiles between clients and service bureaus to ensure that all jobs meet the requirements of the output device. And you can specify a default Profile that will automatically be assigned to all new documents added to the job.

Note: Profiles are examined by Preflight Pro whenever document data is analyzed. Data is analyzed when a Report is generated, Output Instructions are changed, and when Profiles are created or changed, unless the option “Only analyze when building report” is selected in Preferences: General.

Generating a Report or assigning a Profile is what actually starts the problem-finding process. The information in the Profile is checked to determine what threshold constitutes a problem, and how the item should be flagged when a problem is found. Preflight Pro considers each item in the Profile and the settings in the Output Instructions and determines, for every document and page indicated as included in the Report, whether or not a problem exists.

When a problem is found, one of three condition flags will be set for it: Error, Caution, or Ignore. Which of the three flags will be set is determined by you when you configure each item in the Profile. You might think of the problem condition flags as just different severity levels for problems, with “error” indicating a problem that would *definitely* keep the job from outputting correctly, “caution” indicating problems that *might* keep the job from outputting, and “ignore” as problems that don’t affect the output, or issues that, in your environment, don’t constitute a problem at all (in other words, issues you don’t care about). If no problem is found when a profile item is tested, no problem flag is assigned and the item will not appear on the problem report.



Note: You can assume whatever meaning you wish for the Error, Caution, and Ignore flags. Also note that all problems are flagged and available for display in the Report window; problems indicated as “ignore” are not ignored by Preflight Pro, they are simply

tagged with the Ignore flag. Using the “Show only” checkboxes you can choose not to display problems flagged as “ignore.” For detailed information on problem conditions, problem condition flags, and other profile information, refer to chapter 5, “Working with Profiles,” and chapter 6, “Reports.”

We will provide more information about profiles as this tutorial progresses.

Add a Profile and assign it to a document:

Since Profiles determine what is considered a problem, and how severe each problem will be for the particular document type and output device, you will probably use a number of Profiles, and you may want to share Profiles with service providers and other Preflight Pro users.

1. Locate and open the Sample Files folder on the Extensis Preflight Pro CD.
2. Select the “Sample Files Profile” and drag it into the Preflight Pro Profiles folder in the Preflight Pro application folder —*or*— drag it into the same folder where you are storing your Sample Files Job file.

Preflight Pro looks in both locations for available Profiles.

Note: If the required Profile cannot be found in either of these folders, the application’s Default Profile will be assigned.

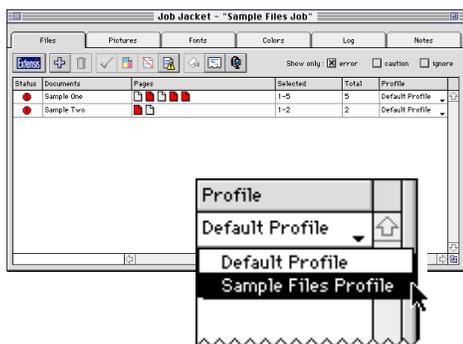
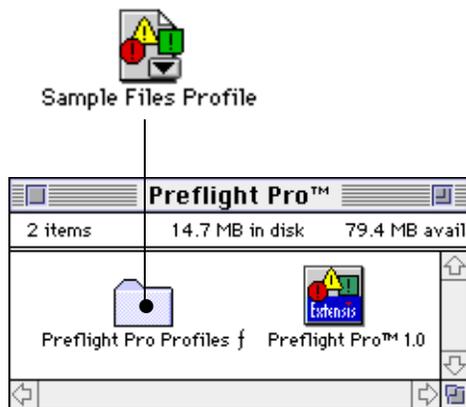
3. Return to the Job Jacket Files tab window. Select the document “Sample Two,” and assign the “Sample Files Profile” to it. Do the same for Sample One.

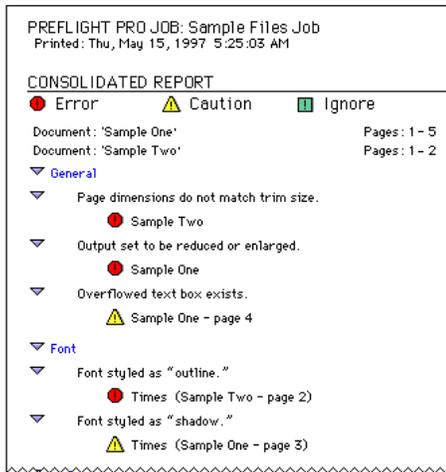
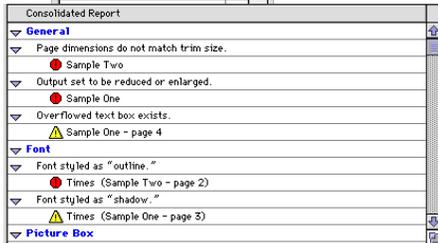
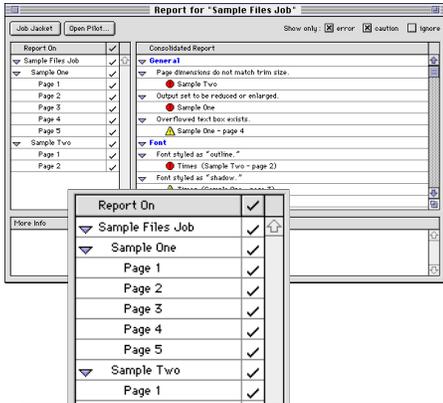
In the Profiles column for the document Sample Two (on the document list in the Job Jacket Files tab) click and hold the mouse to enable the Profiles pop-up menu. This pop-up menu lists all of the available Profiles, including the new Profile you just placed there. Release the mouse over the profile item “Sample Files Profile” to select it.

Next, assign the “Sample Files Profile” to Sample One.

Examine the document list and verify that the new Profile has been assigned to both documents.

Note: When you assign a new Profile to a document, Preflight Pro automatically analyzes the document information gathered during the inspection against the problem settings in the new Profile, then updates the page icons to reflect any changes.





Problem Reports

In the section “Examining Inspection Results” you saw how the document list in the Files tab window of the Job Jacket allows you to see—using the Status and Page icons—whether a page or document is problem-free or if at least one problem was found.

The problem Report gives you problem information in much greater detail. And the Report window gives you access to the Preflight Pro Pilot, where you can navigate through the problem list to examine and/or correct problems right inside the document.

When you generate a Report, Preflight Pro checks the information in the Profile to determine what threshold constitutes a problem, and how the item should be flagged when a problem is found. Preflight Pro then determines, for each item in the Profile and for every document page that was inspected, whether or not a problem exists.

When a problem is found, one of three condition flags is set for it: Error, Caution, or Ignore. Which of the three flags is set is determined by you when you configure each item in the Profile. If no problem is found with a particular item, nothing is added to the report concerning that item.

Problem results can be viewed on-screen in the Report window, and the report can be printed. Using functions in the Report window, you can limit the information you view to only the information you are interested in at the time. For example, you can indicate which documents, and which pages within a document, you wish to have the problems shown. You can limit the report to show only problems flagged as “error,” only problems flagged as “caution” or “ignore,” or you can include in the report any combination of flagged conditions. You might want to print a detailed listing of all problems found, then limit your on-screen view to only the problems you want to work on correcting at a certain time.

Generate and view a report:

1. In the Job Jacket Files tab window, select both documents “Sample One” and “Sample Two,” then click the Report button on the button bar, or press ⌘R.

The report window appears. The left side of the window is the *Report On* list, which displays the list of documents being reported on. Using checkmarks you can indicate which pages—for each selected document—to include in the report. A red checkmark at the document level indicates that not all pages of that document have been selected for reporting.

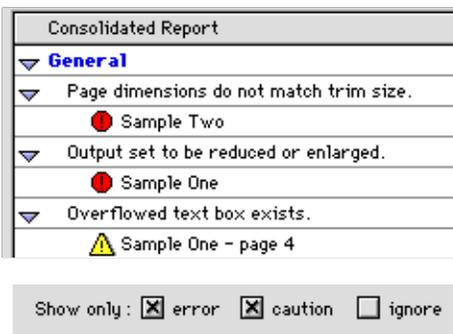
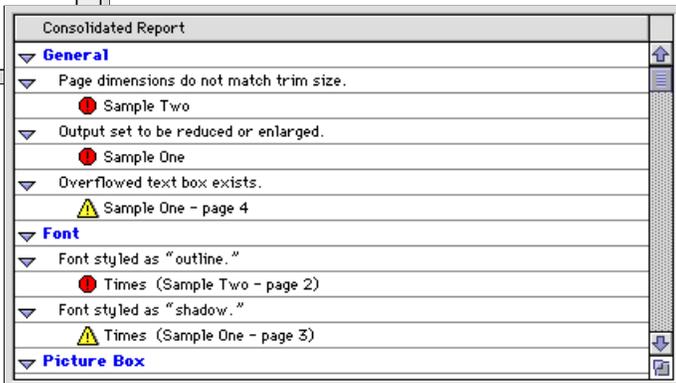
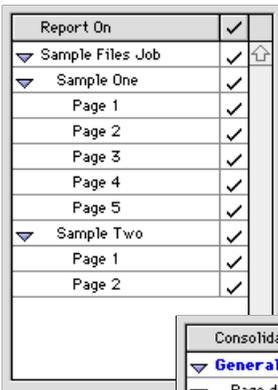
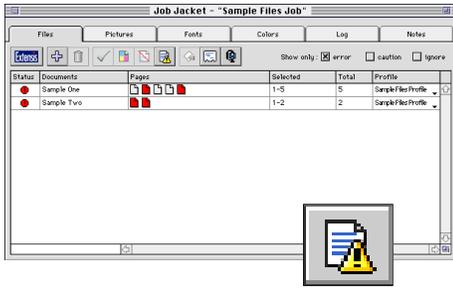
Note: All documents which have been inspected will be listed in the Report On list (un-inspected documents are not shown since no information has been gathered for them—therefore no problem report can be generated). While an inspected document will appear in the list, page numbers will only be displayed for those documents that have been selected to be reported on in the current Report.

The right side of the window shows the *Consolidated Report*. It displays the problems found on the pages selected in the “Report On” list. Notice that the listed problems are organized by category or section—the same sections as given in the Profile configuration dialog. Only Profile sections where problems were found are listed.

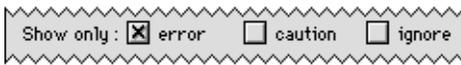
Recall that the job element tabs (Pictures, Fonts, Colors) in the Job Jacket window show all the *information* gathered about job elements when the Inspection was done, whereas the Report window offers a combined or “consolidated” report of all the *problems* that were found when the problem Report was generated. Remember that problem severity (Error, Caution, Ignore), indicated by the icon to the left of the listed problem, is based on the problem conditions and flags as they were set in the currently selected Profile for this document.

2. Notice that the Report window shows icons for error-flagged problems and caution-flagged problems, and that the “caution” checkbox is marked.

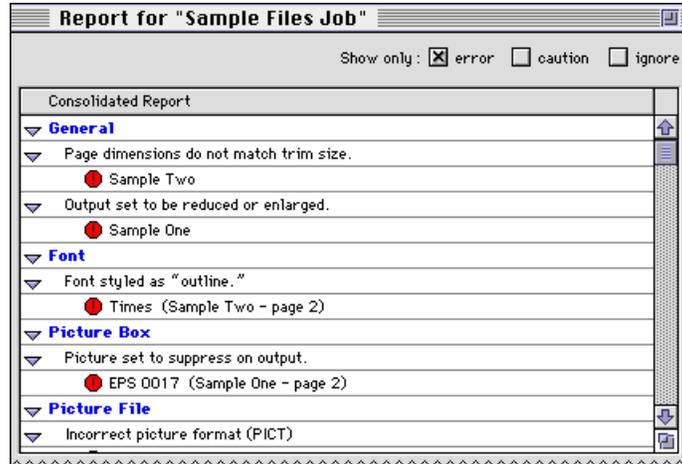
Notice the “Show only” checkbox at the top of the window. Recall that earlier, in the Job Jacket Files tab window, we de-selected the caution box—yet in the Report window the



checkbox is selected. This indicates that the two “Show only” selection areas are independent of one another: each affects only the information on the screen on which the box appears.



3. Deselect the Caution checkbox in the Report window.



Notice that the Report window now shows only those problems flagged as “error.”

You can use the error, caution, and ignore checkboxes alone or in combination to create the level of problem detail that fits your needs. And you can include and exclude documents and individual pages from the current report using the checkmarks in the Report On area of the window.

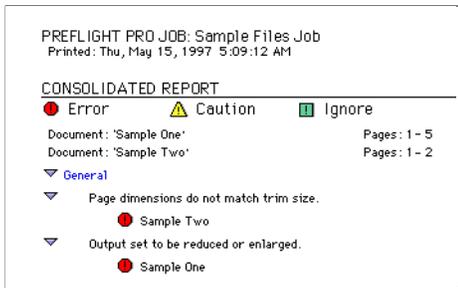
Note: Changes to the “Show only” checkboxes and the page-exclusion checkmarks are reflected immediately in the report.

4. Examine the Profile sections and problem items in the Report window. Use the scroll bars to see the entire list.

Notice the categories of problems listed (blue type), and the types of problems listed. The problem categories and individual problem types shown in the Report mirror exactly the problem sections and individual problems in the Profile.

Note: If a problem is not covered in the Profile, it will not be reported on here—or anywhere in Preflight Pro!

5. Select a problem, then look at the More Info area at the bottom of the Report window to get detailed information about the selected problem and possible solutions.



Optional: Print a Consolidated Report:

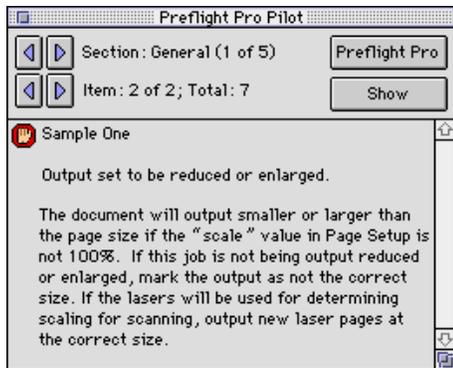
1. Select “Print” from the File menu (or press ⌘P) to open the print dialog. Click “Print.”

This prints the same information as shown on the current Consolidated Report.

Correcting Reported Problems

After you’ve generated a Report to show you what problems exist in your documents, you are ready to begin correcting them. Preflight Pro makes the task of navigating through the problem list quick and easy with a special *Pilot* palette.

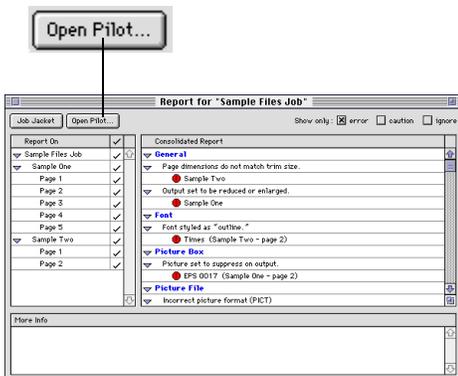
The Pilot is a power-packed floating palette that stays active inside QuarkXPress so you can move about inside your document, checking and correcting problems as you go, and only returning to Preflight Pro as necessary to reinspect documents or generate a new report.



Correct a General profile section problem:

1. Click the “Open Pilot” button in the Report window.

When you click “Open Pilot,” QuarkXPress is launched and the Preflight Pro Pilot palette appears.

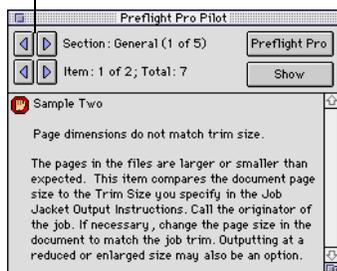


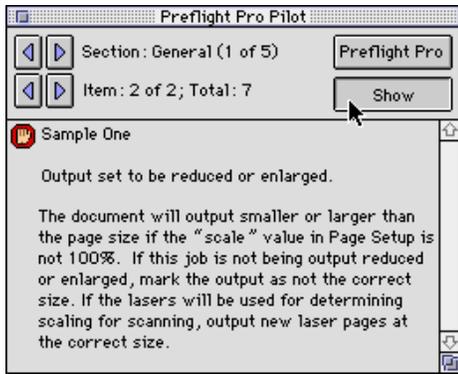
If a problem was selected in the Report window, the Pilot palette will display this problem when the Pilot is launched. If not problem was selected, the Pilot will open to the first problem on the list. Since the “General” section is the first tab in the Profile, all General section problems are listed first.

2. Become familiar with the Pilot palette.

The Pilot palette indicates the currently selected Profile Section as well as the total number of Sections reporting problems. Underneath this information on the palette is a numerical accounting of the problems (*Item*) in the indicated Section. Notice that there are seven problem Items being reported.

Arrows next to both the Section and Item information allow you to navigate the entire problem list without returning to Preflight Pro. The bottom area of the palette displays the document, the Item (problem) name, and the description and possible solutions information from the More Info area of the Report window.





- Using the arrows on the Pilot palette, locate the problem “Section: General (1 of 5), Item: 2 of 2; Output set to be reduced or enlarged.”

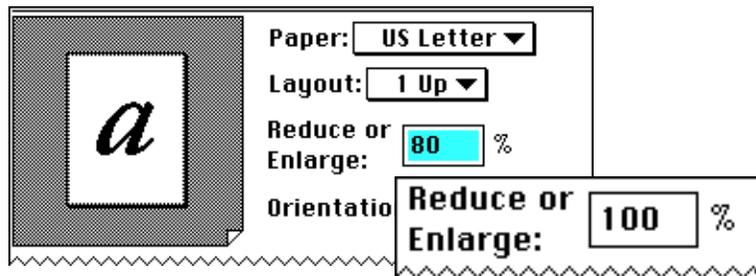
This is a problem sometimes encountered when oversize pages are printed to a smaller page output device, such as a laser printer, for proofing.

- Click the “Show” button on the Pilot palette.

Preflight Pro will open the document that contains the problem (in this case, Sample One), move to the appropriate page, and select the appropriate job element or dialog box in the document.

Note: This action is similar to the picture update function “Show me” in QuarkXPress.

- In the document Page Setup dialog, change 80% to 100%.



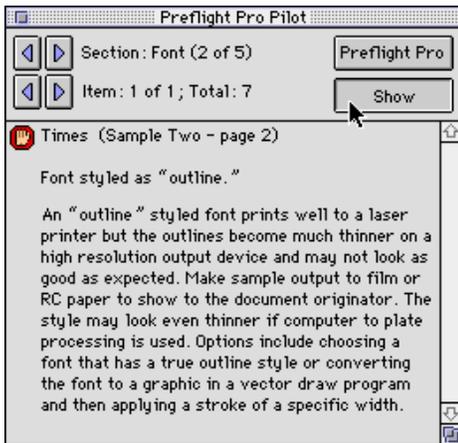
This allows the document to print on the final output device at the correct size, and completes the first problem correction.

Note: If you were not going to be correcting more problems, you would want to Save the document before continuing. Since we will be correcting a few more problems, there is no need to Save the QuarkXPress document at this time.

- Step to the next problem by clicking the right-hand arrow beside the Pilot palette Item information.

The next problem will be displayed on the Pilot palette.

Correct a Font section problem:



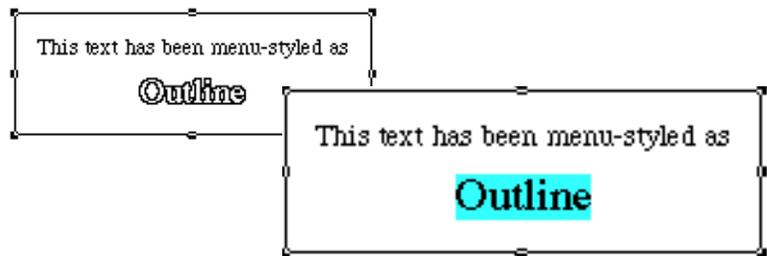
7. Verify that the problem displayed on the Pilot palette is **Section: Font (2 of 5), Item: 1 of 1; Font styled as "outline."**

Text in a Type 1 font which is styled from the Style menu in QuarkXPress can cause problems when the output device attempts to locate the printer font—a font that doesn't exist.

8. Click "Show."

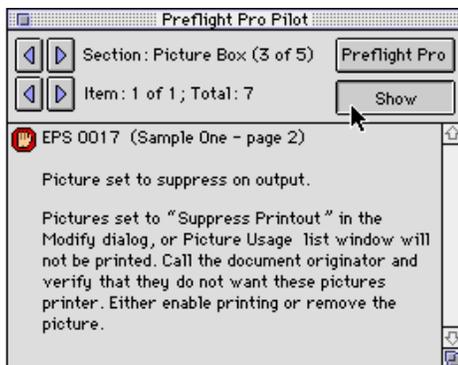
Since this problem item is contained in the document "Sample Two," Preflight Pro will open that document and move to the problem area.

9. Remove the Style menu selection "outline" from the outlined text.



10. Step to the next problem by clicking the right-hand arrow beside the Pilot palette Item information.

Correct a Picture Box section problem:



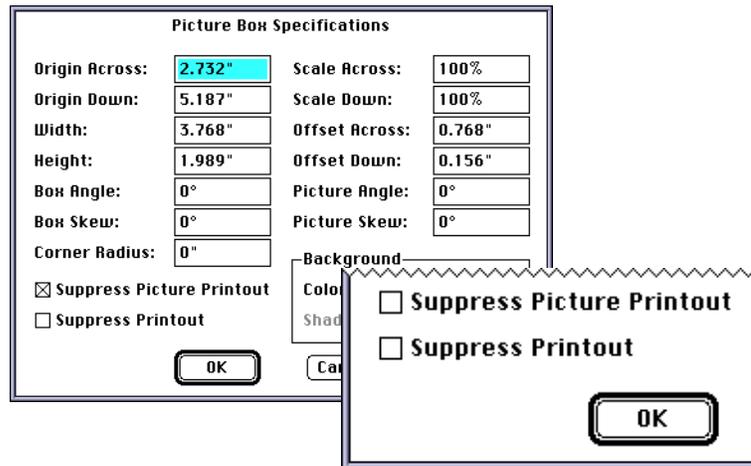
11. Verify that the problem displayed on the Pilot palette is **Section: Picture Box (3 of 5), Item: 1 of 1; Picture set to suppress on output.**

Sometimes a picture will be causing a problem or taking a long time to image on the proofing device, and thus has been set not to print. When the document is ready to be imaged on the final output device, this setting must be turned off.

12. Click "Show."

Since this problem item is contained in the document "Sample One," Preflight Pro switches quickly to that document and moves to the problem area.

13. Select the offending picture and open the Picture Box Specifications dialog (⌘M in QuarkXPress).



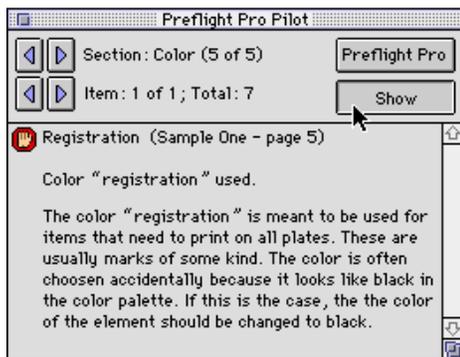
14. Deselect the Suppress Picture Printout checkbox.

This corrects the Picture Box problem.

15. Step past the next two problems by clicking the right-hand arrow beside the Pilot palette Item information.

These two problems concern the Picture File Section (4 of 5); we will attend to these problems later, in the Profile itself.

Correct a Color section problem:



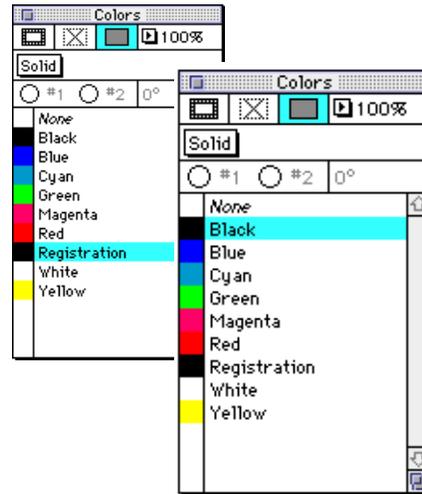
16. Verify that the problem displayed on the Pilot palette is Section: Color (4 of 5), Item: 1 of 1; Color “registration” used.

Sometimes a designer will accidentally select the color “Registration” from the the Color palette in QuarkXPress instead of the more appropriate color selection “Black.” Since the color “Registration” is used for items (like registration marks) that print on all plates, selecting it indiscriminately can cause problems in the output.

17. Click “Show.”

This problem item is again contained in the document “Sample One,” so Preflight Pro moves quickly to the problem area of the document.

18. Open the Color palette and change the color applied to the item from Registration to Black.



19. This completes the problem corrections to be made inside the Sample documents.

All but 3 of the original 7 problems have been corrected. The final three problems will highlight other functions in Preflight Pro, so we will be leaving the Pilot and QuarkXPress.



Save changes and Return to Preflight Pro:

20. Save the changes to both documents Sample One — and — Sample Two by selecting “Save” from the QuarkXPress File menu, or pressing ⌘S. Do not quit QuarkXPress or close the Sample documents.

21. Click the “Preflight Pro” button on the Pilot palette.

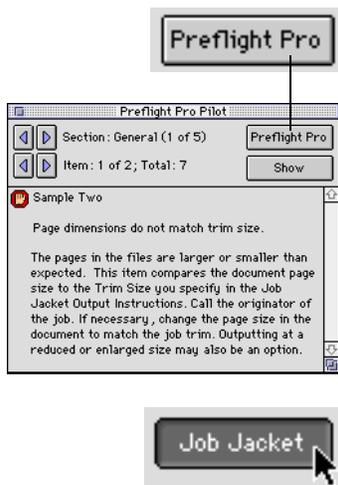
The Pilot palette will close and you will be returned to the Report window.

22. Note that the changes are not yet reflected in the Report window.

Don’t be surprised that your corrections have not yet been reflected in the Report window—Preflight Pro must reinspect the documents before it will be aware of exactly what has changed.

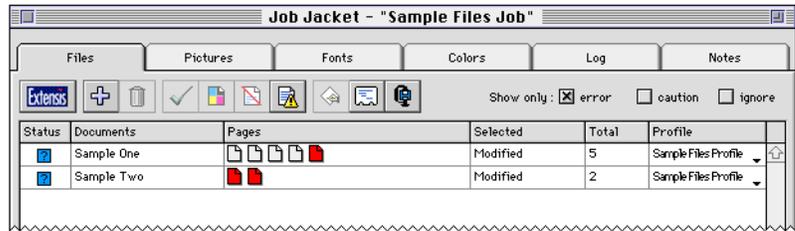
23. Click the “Job Jacket” button in the Report window.

You will be returned to the Files tab in the Job Jacket window (assuming this is the tab that was selected when the Report was generated.)



Reinspect the documents and verify that some problems have been corrected:

24. Examine the updated Job Jacket Files tab window.



The Status icon change to “Unknown” and the posting of “Modified” in the page count column indicates that Preflight Pro is aware of changes in the document. An inspection is required to gather the changed document information.

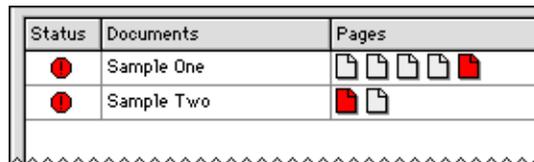
24. Select both documents Sample One and Sample Two.

25. Click the Inspect button.



If QuarkXPress and the sample documents have not been closed, the inspection should go very quickly.

26. When the inspection is complete, examine the Status and Page icons in the document list.

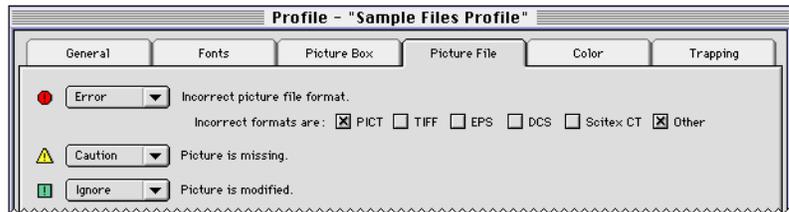


From the reinspection, Preflight Pro has determined that the corrections to Sample One: Page 4 and Sample Two: Page 2 have eliminated all problems of severity Error on those pages, and thus changed the icons from red to white (a white icon indicates no other problems of the severity indicated by the “Show only” checkboxes were found on that page).

However, each document still has at least one problem of the severity Error, as indicated by the Error Status icon and one red page icon displayed for each document.

Change the Picture File section profile setting:

One of the problems noted in the Pilot palette which we did not correct in the sample documents involved an incorrect Picture File. The problem item was stated as: Incorrect picture format (PICT). This problem affected both our documents.



We have consulted with the document designer and determined that the picture format PICT is an acceptable picture format for these two documents, so the problem is not really a problem at all, as far as these two documents are concerned. But the Profile for this document indicates that this picture format *is* a problem, and unless we change the picture format, the document Report and status icons will continue to show this as an error.

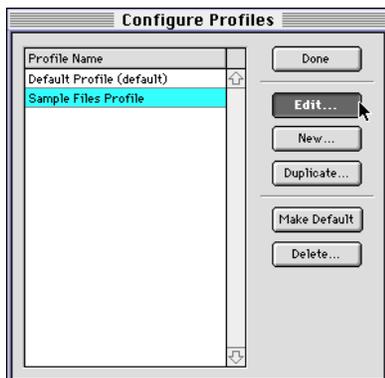
What to do? Since we work with many documents where PICT files are appropriate and acceptable, it will be important to have a setting in the Profile that allows for this picture format.

We determine that the appropriate course of action is to either create a new Profile allowing the PICT format, or to change the current Profile and use it for other documents where the pictures in the PICT file format will not be a problem.

27. From the Profile menu, select “Configure Profiles.”

Note: You must be in the Job Jacket window (not the Report window) to access this menu option.

The Configure Profiles dialog box appears.



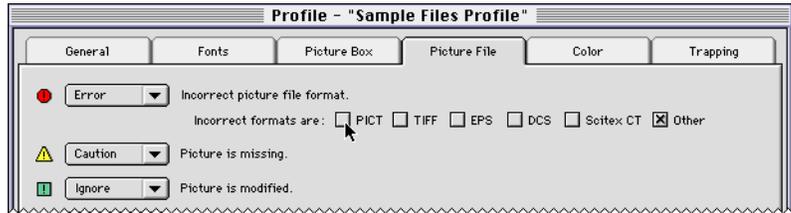
28. In the Configure Profiles dialog box, select the Profile “Sample Files Profile,” then click Edit.

Clicking “Edit” opens the Profiles dialog for the selected Profile. To create a new Profile instead of changing this one, we could have selected “Duplicate” or “New” instead.

The Profiles dialog always opens to the first, or General section tab.

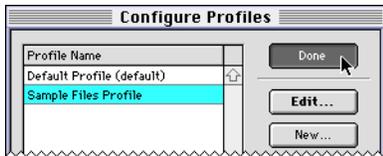
29. Click the “Picture File” Profile tab.

30. Deselect the “Incorrect Formats are:” checkbox for PICT.



31. Click “Save.”

The Configure Profiles dialog will appear when the Profile change has been saved.



32. Click “Done.”

This completes the Configure Profiles operation and activates the Job Jacket.

33. Examine the updated document list in the Job Jacket Files tab window.

Status	Documents	Pages
	Sample One	    
	Sample Two	 

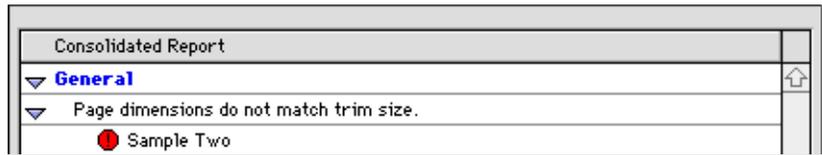
The white page icons indicate that the problems associated with job elements on pages in the document have been corrected. However, one “Error” icon remains: the Status icon. This icon indicates that the remaining problem affects the whole document; it is not specific to a job element on a page.

Note: Because the change we made to the Profile affected only the reporting options and not the document, Preflight Pro could update the document list without reinspecting the document.

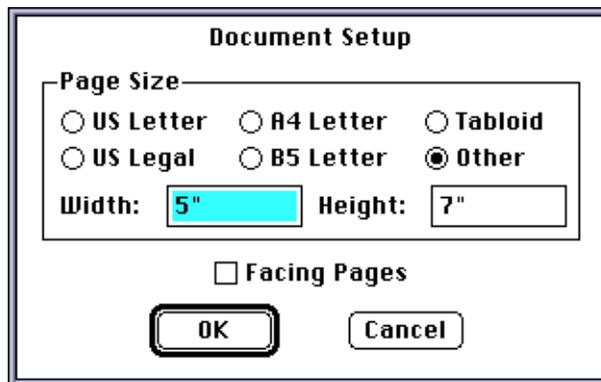
34. Click the Report button to generate a new report and open the Report window.

We’ll need to view the report to see what the last remaining problem is.

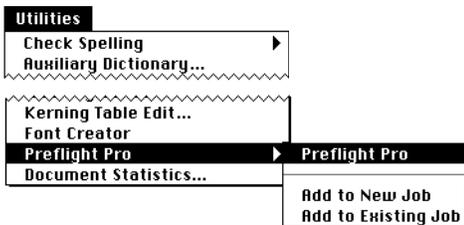
34. Note the last remaining problem in the Report window:
**General: Page dimensions do not match trim size:
 Sample Two.**



35. Open the Document Setup dialog inside document Sample Two and verify that it is set to 5 x 7, the correct trim size for this document.



The trim size inside the document is correct, yet an error displays. This indicates that we should check the document Output Instructions in Preflight Pro, to make sure that the correct problem-check parameter for this document was set prior to preflighting it.



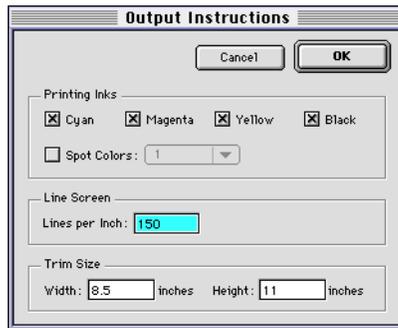
35. Return to Preflight Pro by selecting “Preflight Pro” from the Utilities menu in QuarkXPress.
36. Return to the Job Jacket Files tab window by clicking the Job Jacket button in the Report window.

Change the Output Instructions settings:

37. In the document list, select Sample Two.
38. Click the “Output Instructions” button in the Button Bar.
 The Output Instructions dialog box will be presented.



39. Change the “Trim Size” setting in the Output Instructions dialog from 8.5 x 11 to 5 x 7.



39. Click OK to save the change and return to the Job Jacket File tab window.

Status	Documents	Pages
	Sample One	    
	Sample Two	 

40. Verify that all the corrections have been made.

The Status icon for both documents indicates that all the problems flagged as Error have been corrected. The icons further indicate that there are potential problems with the documents, but these problems will not keep the job outputting properly.

40. Experiment!

You could select both documents and generate a new Report to verify from the Report window that all Errors have been corrected. Or use the “Show only” checkboxes in the Job Jacket Files tab window and Report windows to list the problems indicated as Caution, see how the Report is affected, and use the Pilot to locate and correct the problems flagged as Caution. Or you could exclude some pages from the report using the Include/Exclude pages command in the Job Jacket and/or the Report On area of the Report window, and see how this affects the report.

Refer to the next sections for a additional options and features to experiment with.

Filling out the Job Ticket

The Job Ticket is the place, inside the Job Jacket, where all the information about a job that is *not* associated with problem conditions is kept. Job Ticket information is not required, but when used, it is usually hand-entered by a human being. It includes such important information as job contacts, media delivered with the job, delivery instructions, billing, and other information.

You can specify a default Job Ticket that has typical job information in it, and then make the appropriate changes when a new job is created.

Enter Job Ticket information:



1. From the Files tab window in the Job Jacket, click the “Edit Job Ticket” button, or press ⌘T.

This opens the Job Ticket window. Notice the five tabs indicating the different types of information that can be entered: Contact, Order Info, Delivery, Media, and Instructions.

The screenshot shows a window titled "Job Ticket" with five tabs: Contact, Order Info, Delivery, Media, and Instructions. The "Contact" tab is selected. The form contains the following fields:

Company Name: Extensis Corporation	
Primary Contact	
Name:	Mary Sommerset
Day Phone:	503-274-2020
Evening Phone:	503-274-2020
Fax:	
Mobile / Pager:	
Email:	info@extensis.com
Billing Address	
Address 1:	1800 SW First
Address 2:	Suite 500
City:	Portland
State:	OR
Zip:	97201
Telephone:	503-274-2020
Creator / Author	
Name:	Extensis
Day Phone:	503-274-7030
Fax:	503-274-0530
Email:	support@extensis.com

Click through the tabs to familiarize yourself with the information that can be entered. On the Media tab, note that you can specify both the input media (how the job was received, such as on SyQuest or Jaz cartridge) and the output media (such as Film or RC paper, Proof: Laser, ink jet, from film, etc.).

Note: You can specify a default Job Ticket that has typical information in it, then make the appropriate changes to the various Job Ticket tabs when a new job is created. To change the Default Ticket, select “Preferences: Default Ticket” from the Edit menu.

Collecting Job Elements

After you've corrected the reported problems, verified that the job documents are problem-free, and entered all the pertinent Job Ticket information, you are ready to gather all the documents, picture files, fonts, and miscellaneous support documents together.

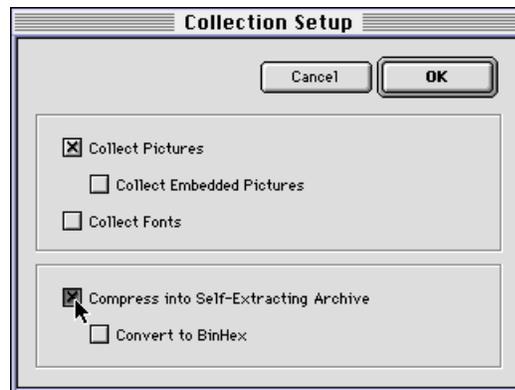
At collection time you can compress the files into a self-extracting archive to save disk space, or for sending to the output facility.

Collecting job elements:



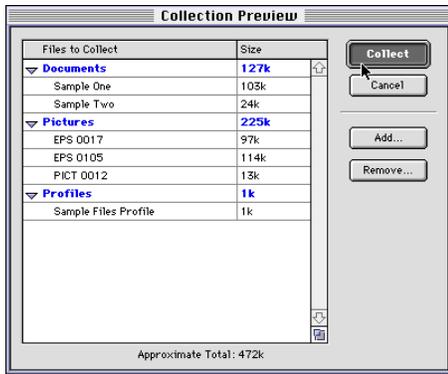
1. Start a collection by clicking the “Collect Job” button on the button bar in the Files tab window, or press ⌘K.
2. At the Collection Setup dialog, deselect the options “Collect Fonts” and “Compress into Self-Extracting Archive.”

For this example, we will be collecting Pictures, but not col-



lecting Fonts. Preflight Pro automatically collects all Profiles assigned to documents in the job: in this example, only the “Sample Files Profile” will be collected, since that is the only Profile that was assigned to documents in the job. We also opted not to compress the archive.

Note: QuarkXPress must be running to collect the job. Part of the collection process involves opening each document and updating the link to the pictures in their new location. If QuarkXPress is not open when Preflight Pro starts a collection, Preflight Pro will launch it.



3. Click “OK” to examine a preview of what will be collected.

Before the files are actually gathered into the collection, Preflight Pro will locate all the items to be collected and present you with a list. This allows you to add files or remove files from the collection list before the collection is gathered.

Note: For information on adding or removing files from the collection list, refer to chapter 7, “Collecting Job Elements.”

4. Click the “Collect” button to gather the collection.

5. Choose a location to store the collection, and enter a name for the collection folder.

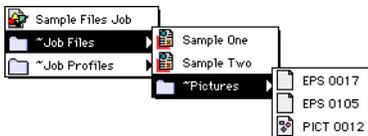
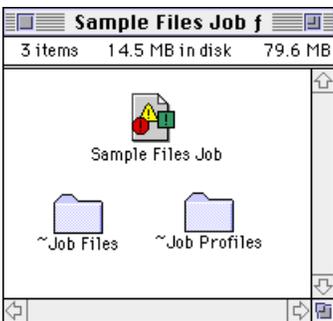


6. Click “Save.”

Preflight Pro will gather together the job documents, all assigned Profiles, and the job Pictures and/or Fonts, if these were selected in the Collection Setup dialog. The collection will be gathered and stored in the indicated location.

7. Quit Preflight Pro and examine the collection folder to see the files that have been collected.

Open the collected job folder and notice that the job file is there, along with a separate folder for each item that was collected. In this example, there is a folder for the Job Files, Job Profiles, and Job Pictures (there is no Job Fonts folder because we did not elect to collect Fonts).



8. The Sample Job is now ready for output, or for delivery to an output facility.