
POLKADOTS SOFTWARE

NEWSflo 2008 Operator QuickStart

Basic procedures for working with NEWSflo



Overview

This *NEWSflo 2008 Operator QuickStart* is an illustrated quickstart guide containing the basic procedures a NEWSflo operator needs to know. It can be used for:

- pre-installation self-training
- training sessions (optionally as printed handouts)
- post-training: as a beginner's reference

It contains only one chapter, called *Working with NEWSflo*, which takes you through the three main steps for creating and outputting a publication. More detailed explanations of the NEWSflo software modules can be found in their respective user guides, in particular for operators, the *Publication Planner User Guide* and *View-it 2.0 Training Video* (available from your *Polkadots Software* dealer).

Note that this quickstart guide is based on NEWSflo 2008 v09262008. If you have a different build, some details regarding how to work with NEWSflo may vary slightly from what is explained in this guide.

Working with NEWSflo

Main steps

1. [Submitting Pages](#) (to be preflighted, RIPped and proofed).
2. [Planning the Publication](#) (determines how pages will be paired up).
3. [Monitoring and Output](#) (monitor to see when pairs are completed, then output them to CTP).

Submitting Pages

1. Make sure pages are named correctly i.e. according to the filenaming convention that has been established for your NEWSflo setup.

More info on filenaming convention:

A page filename typically includes the following information:

- **pub code** (abbreviated code for publication name)
- **run date** (date of issue)
- **section** character (only if publication contains sections e.g. section A, section B)
- **page number**
- **zone code** (only if publication contains zones e.g. EE for east-end zone)

Examples:

NYP_0623_A01.pdf

NYP_0623_A02.pdf

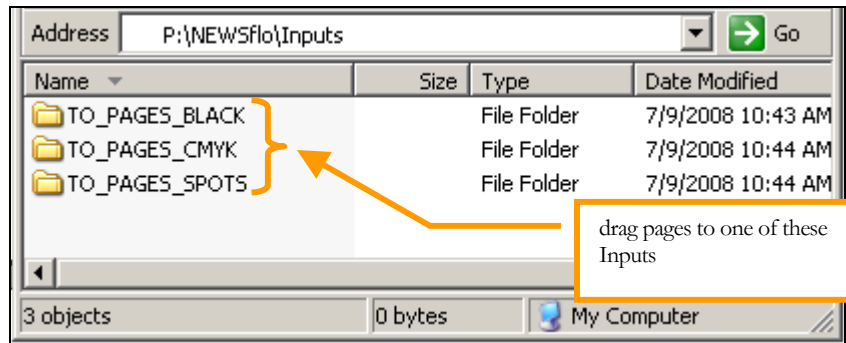
NYP_0623_B01.pdf

ABC-09302008-A001.pdf

ABC-09302008-A002.pdf

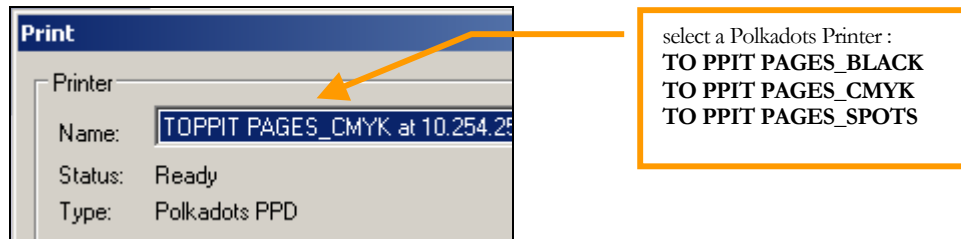
2. Input pages to NEWSflo in *one* of the following ways (depending on how your NEWSflo is set up):

- drag PS or PDF pages to a **Pages Input (hotfolder)**



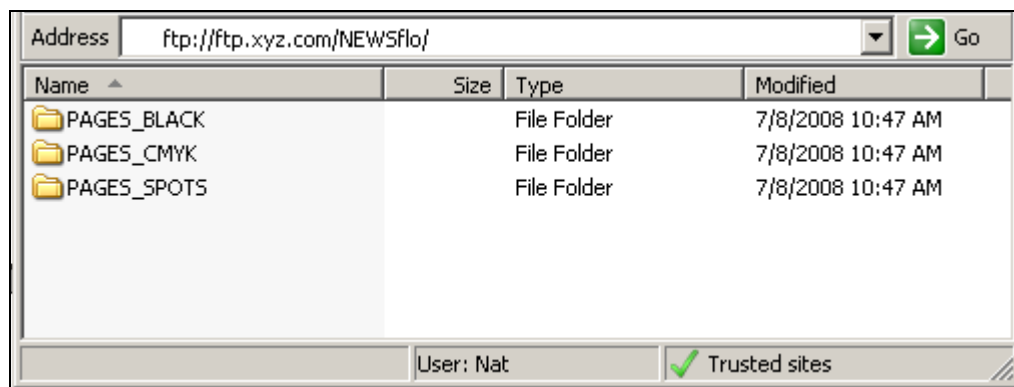
OR

- print pages from any Mac or PC application using a **Polkadots printer**



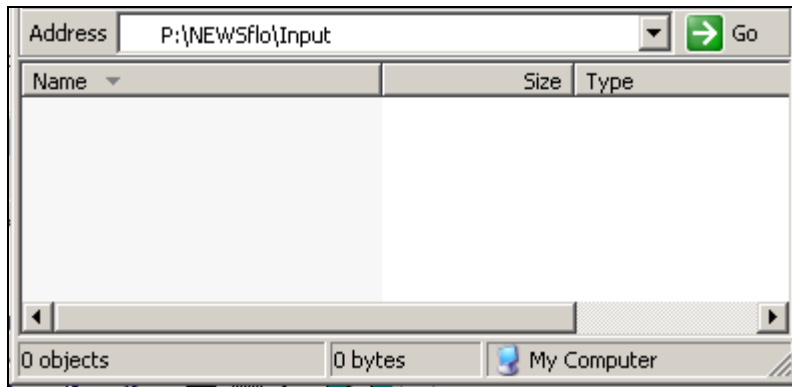
OR

- drag PS or PDF pages to an **FTP Pages hotfolder**



OR

- drag PS or PDF pages to the **Planner Renamer Input hotfolder** (in this case there is only one hotfolder for all pages, regardless their color space)



Tips for printing to NEWSflo using the Polkadots Printer:

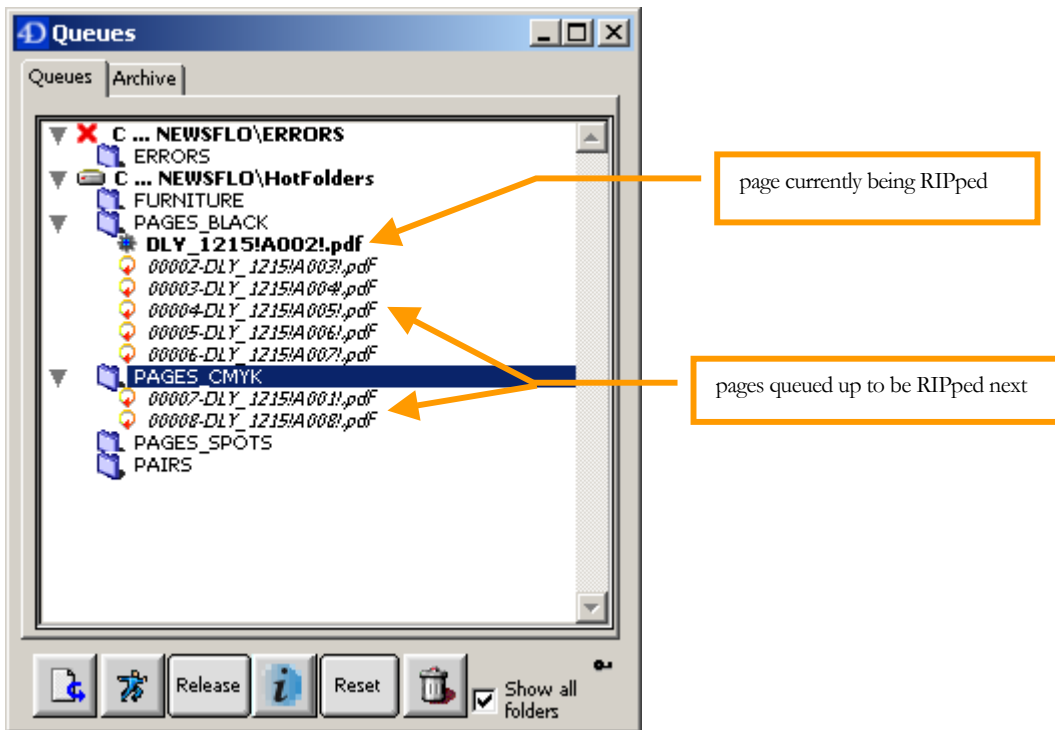
Here is a common method for printing multiple-page files to NEWSflo from applications such as Quark/InDesign:

- in Quark/InDesign, create files where the page numbers are consecutive i.e. do not create an 8-page file with page numbers 1-4 and 25-28 – break it up into 2 files containing pages 1-4 (1st file) and pages 25-28 (2nd file)
- put 1st page number of the file somewhere in the filename e.g. REP-0930-17 for an 8-page file containing pages 17-24
- in Quark/InDesign, pages can be numbered as 17-24 or they can be left as 1-8
- print files containing only black pages to Black printer and print mixed files (containing Black and CMYK pages) to CMYK printer

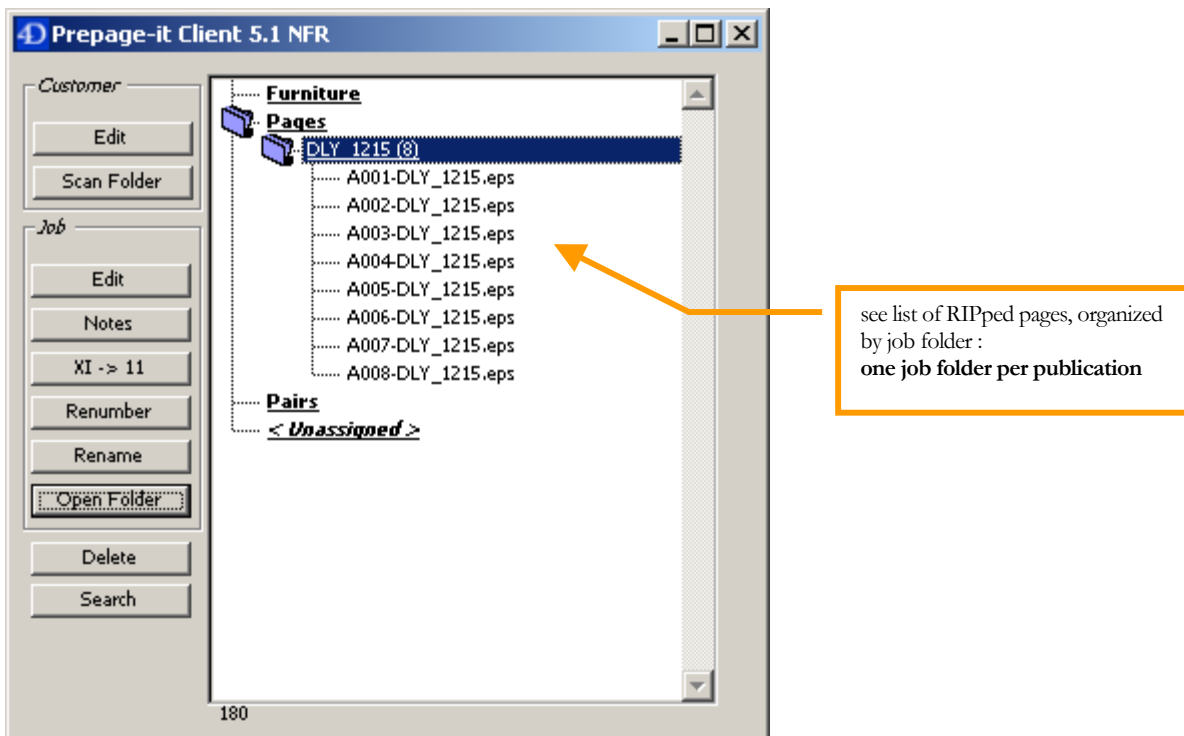
Note: A simpler alternative is to create single-page files and add the page number in the filename e.g. NYP_0623_A02, REP-0930-17.

- exact printing method in your setup may vary from above if your default configuration has been modified – if this is the case, consult your dealer for details

3. View progression of page-RIPping from the Client application. Pages submitted for RIPping appear in the **Queues** window.



4. After pages are RIPPed, they appear in the **Jobs** window.



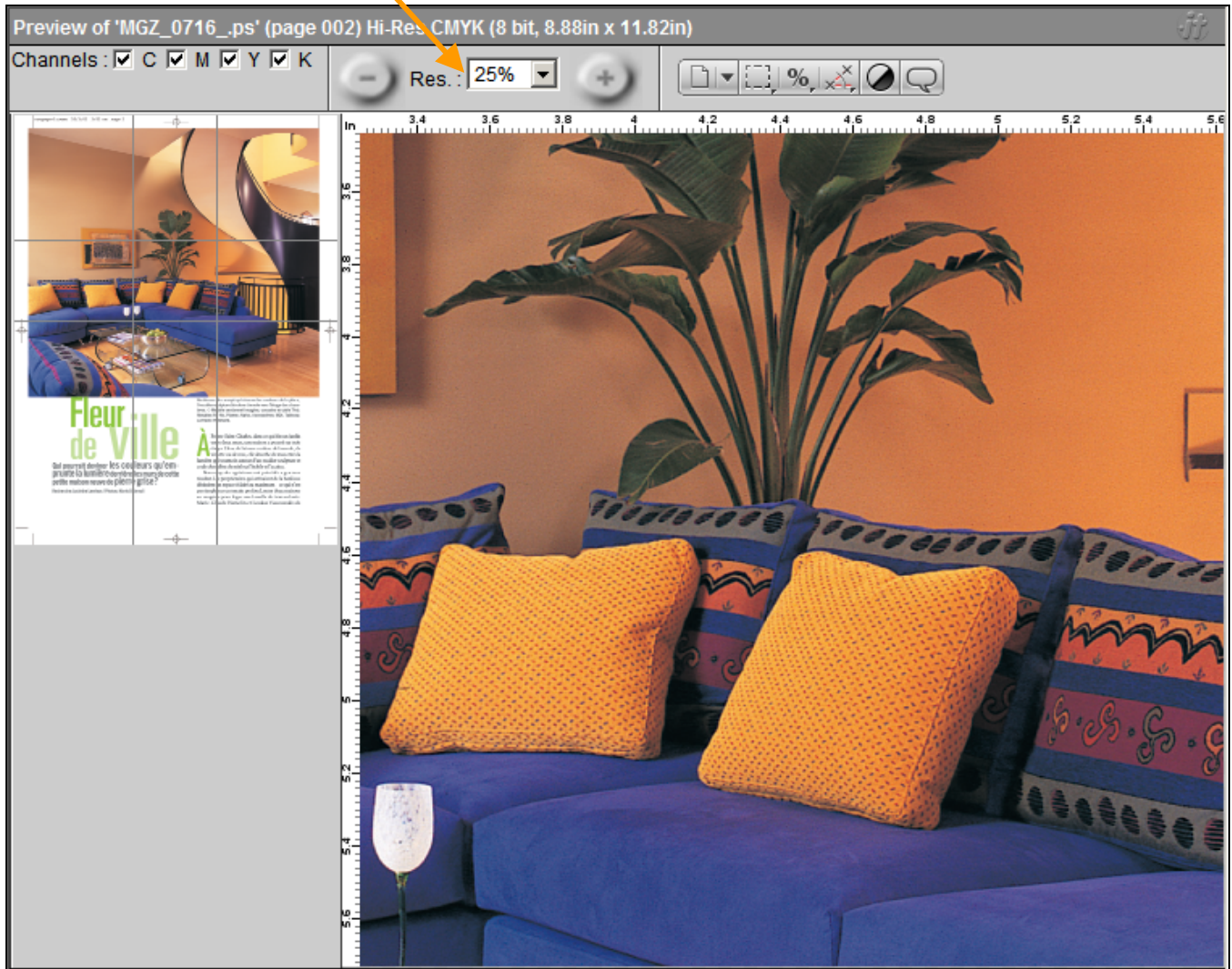
5. If required, **softproof** / **hardproof** RIPPed pages in one of the following ways:

- see **low-res Preview** in PrePage-it Client by clicking **Preview** toolbar button



OR

- see **View-it hi-res softproof** of RIPped data in a web browser by clicking **Softproofing** toolbar button



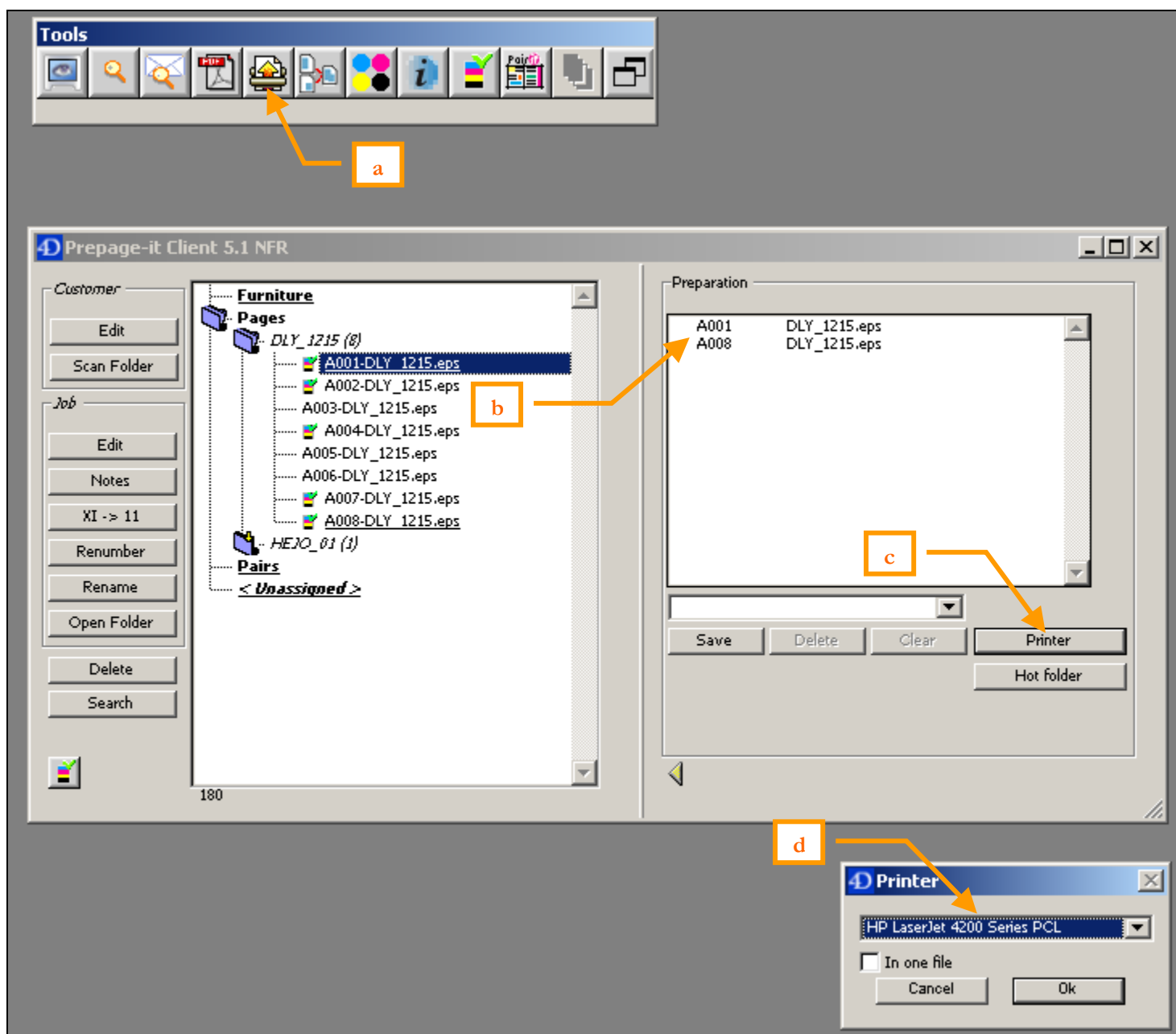
OR

- verify **hard-proof** from a printer

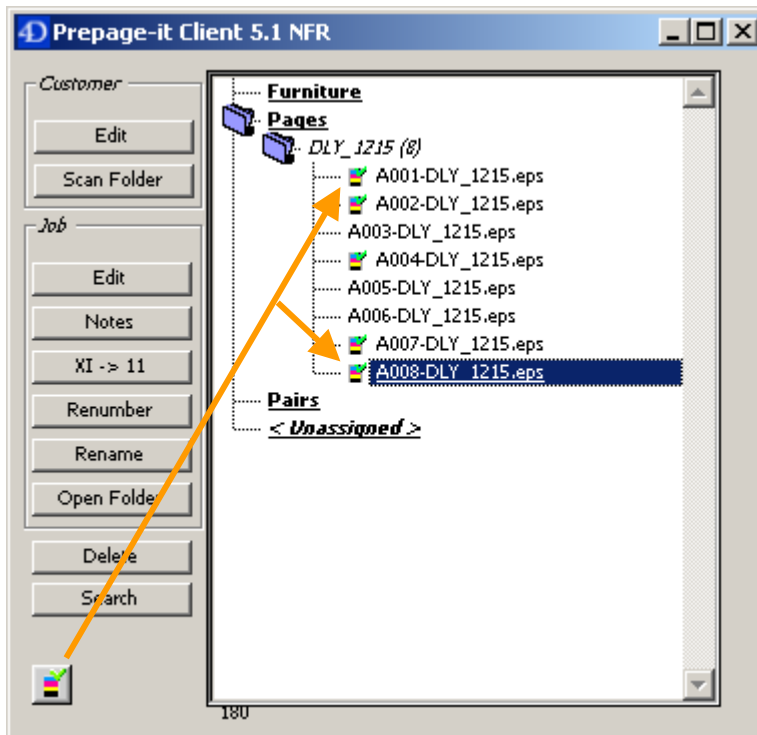
More info on hard proofs:

Hard proofs of RIPped pages can be generated automatically or manually:

- Automatically: the **Autoproofing** feature has to be configured in your PrePage-it Pages queues.
- Manually: (a) click the PrePage-it Client's **Print** toolbar button, (b) drag the required pages to the **Preparation** window, (c) click the **Printer** button and (d) select the required printer (see illustration below).

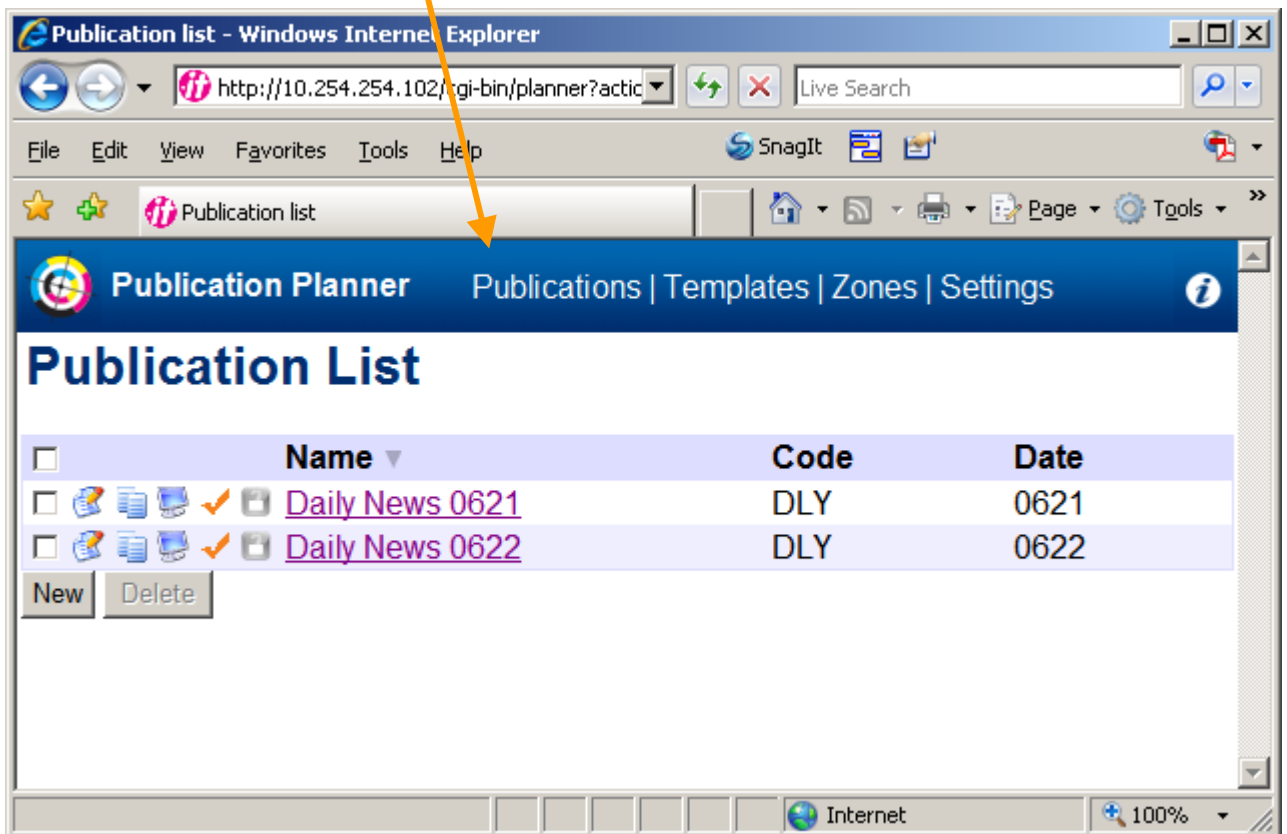
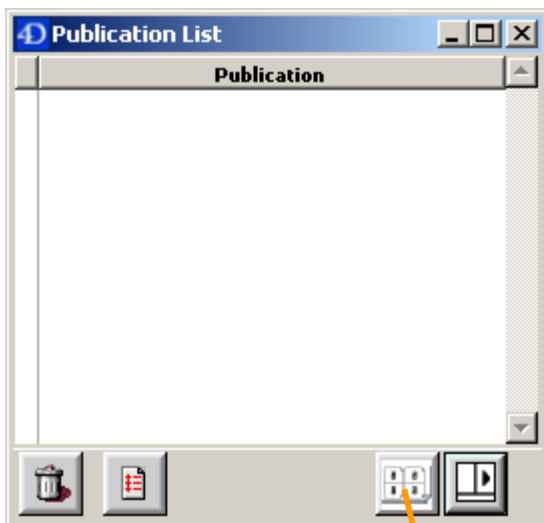


6. If required by your setup, approve pages.



Planning the Publication

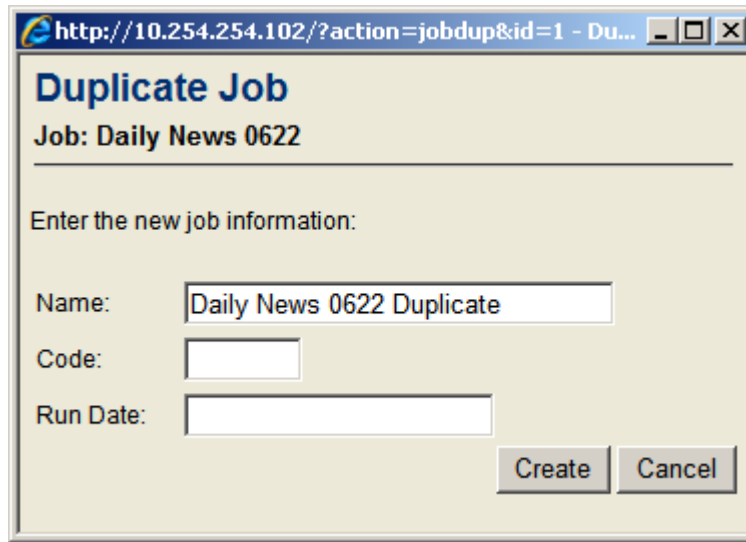
1. Open the **Publication Planner** by clicking the **Web Planner** button.



2. Create a new publication by clicking the **New** button or duplicate an existing one from the **Publication List** by clicking the corresponding **Duplicate** button .

More info on Duplicate:

Provide the new publication's **Name**, **Code** and **Run Date**, making sure it is different from the **Name/Code /Run Date** combination in the original publication.

A screenshot of a web browser window showing a form titled "Duplicate Job". The browser's address bar displays "http://10.254.254.102/?action=jobdup&id=1 - Du...". The form has a header "Job: Daily News 0622". Below this, it says "Enter the new job information:". There are three input fields: "Name:" with the text "Daily News 0622 Duplicate", "Code:" which is empty, and "Run Date:" which is empty. At the bottom right of the form are two buttons: "Create" and "Cancel".

Then if necessary, modify the publication setup as required.

Important

Whether creating a new publication or duplicating an existing one, the **Name/Code /Run Date** combination must be different from existing publications.

3. If creating a new publication, specify the new publication's **Name**, **Code** and **Run Date** in the following window. If required, also specify **Zones** or other settings, then click **Create**.

http://10.254.254.102/?action=editjob&id=0 - Create Publication ...

Create Publication

Name:

Code:

Run Date:

Page padding:

Creep

Value: in Style: Apply mode:

Zones

☐ Use page zones Common zone:

Collating marks

☐ Box (WxH): x in ☐ Use header

☒ Enable sorting ☐ Prevent auto-deletion

4. Now create the **sections**, one at a time, by clicking the **Add** button.

Sections		
A - Main	Broadsheet	8p.
B - Politics	Broadsheet	8p.
C - Sports	Broadsheet	10p.

5. Define each section by providing all required information in the following window, then click the **Create** button.

http://10.254.254.102/?action=editsection&id=3 - Create section - ...

New Section

Job: Daily News 0623

Name: Prefix:

Template: (front and back)

Pagination model:

Page count: (Section will require use of dinky)

Start page: End page:

Web counts:

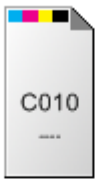
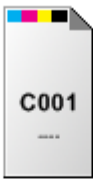
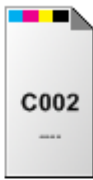
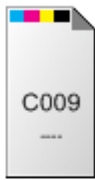
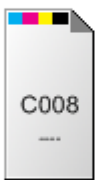
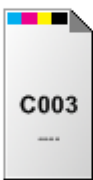
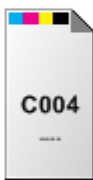
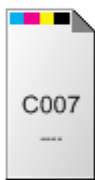
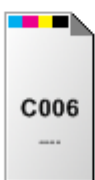


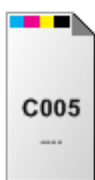
Give the section a Name.

Provide a section Prefix if required.

Select Template e.g. Broadsheet, Tabloid, Quarterfold.

Specify Page info.


6. Verify if the pagination is correct.

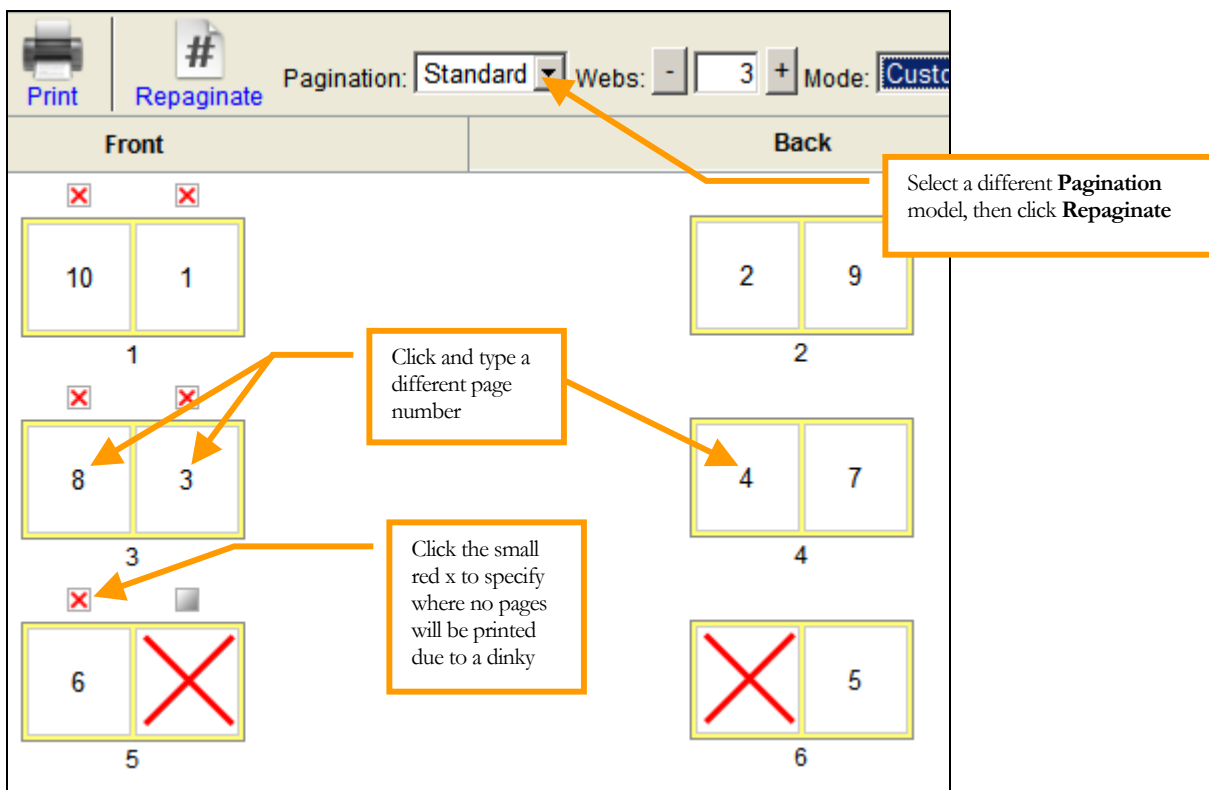
#		Front	Back	
1	<input type="checkbox"/>	 	 	<input type="checkbox"/>
2	<input type="checkbox"/>	 	 	<input type="checkbox"/>
3	<input type="checkbox"/>	 	 	<input type="checkbox"/>

7. If you need to modify the pagination, click **Edit Pagination** button.

Sections		
A - Main	Broadsheet	8p.
B - Politics	Broadsheet	8p.
C - Sports	Broadsheet	10p.

Now modify the pagination as follows:

- if necessary, identify the dinkies i.e. specify the positions where no pages should be printed by clicking on the corresponding small red 
- select a different pagination model from the **Pagination** dropdown list, then click the **Repaginate** button
- if necessary, click directly on a page number, then type a different number and press **Enter**



Print Repaginate

Pagination: Standard Webs: - 3 + Mode: Cus

Front Back

10 1

1

8 3

3

6 5

2 9

2

4 7

4

5

6

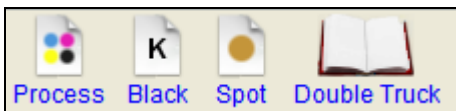
Select a different **Pagination** model, then click **Repaginate**

Click and type a different page number

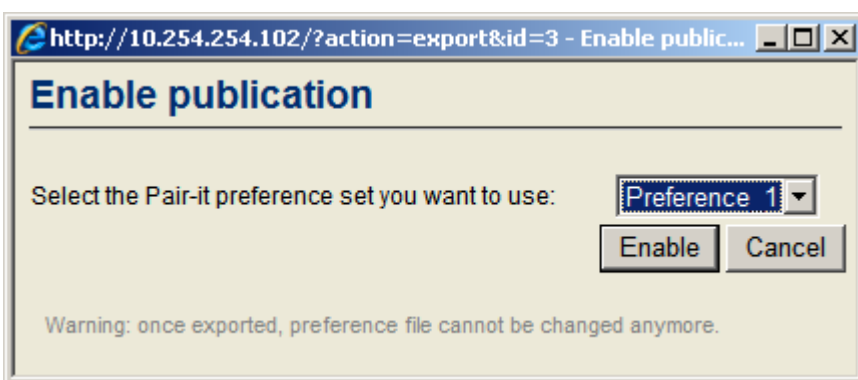
Click the small red x to specify where no pages will be printed due to a dinky

8. If you submitted your pages to the **Planner Renamer Input hotfolder** (i.e. this means you have only one hotfolder for all pages), then you must now identify the color space of each

page. To do so, select one or more pages, then click the matching color space button: **Black**, **Process** or **Spot**.



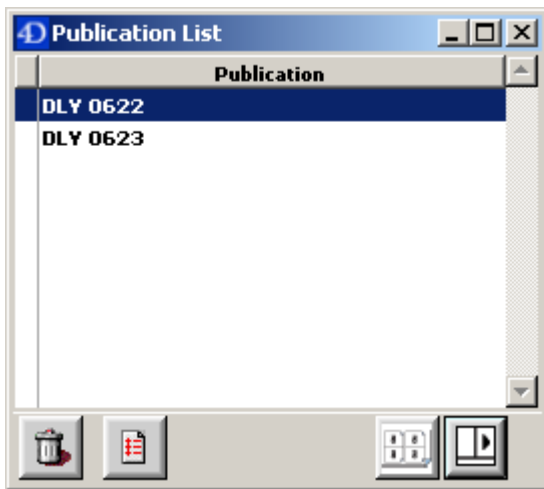
9. When you have finished planning your publication, click the **Enable** button, then select a **Pair-it Preference Set**.



Tip

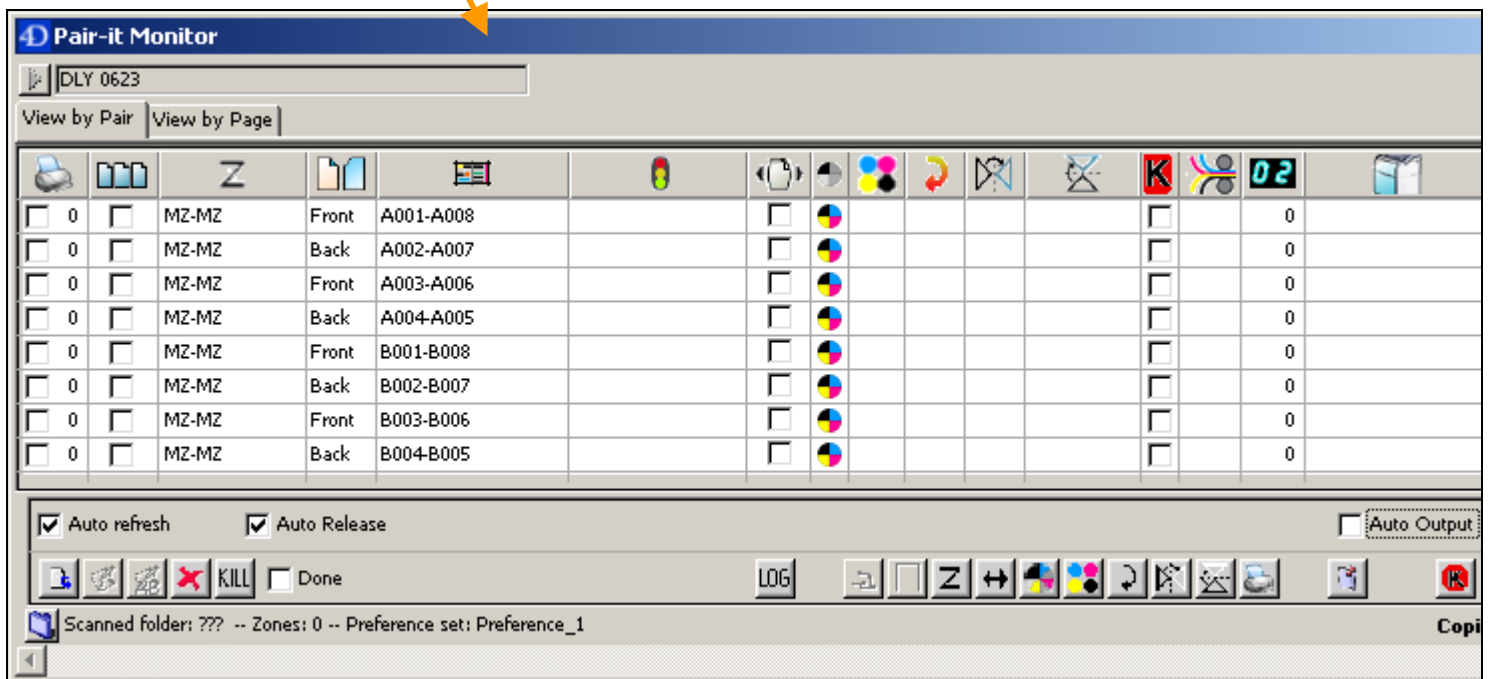
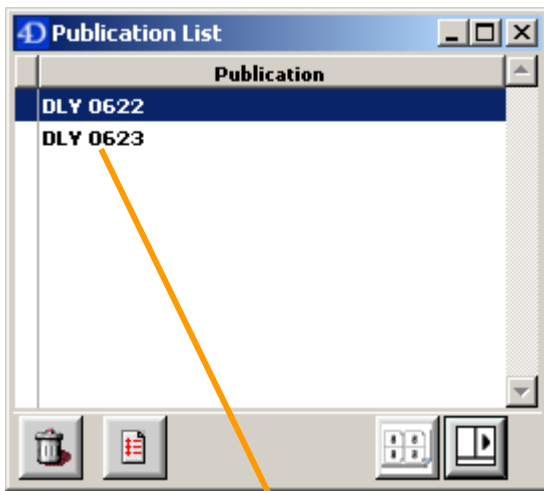
Many setups have only one **Pair-it Preference Set** called **Preference_1**. If your setup contains other preference sets, please consult your supervisor or dealer to know the difference.


10. The publication will now appear in the PrePage-it Client's **Publication List** window.

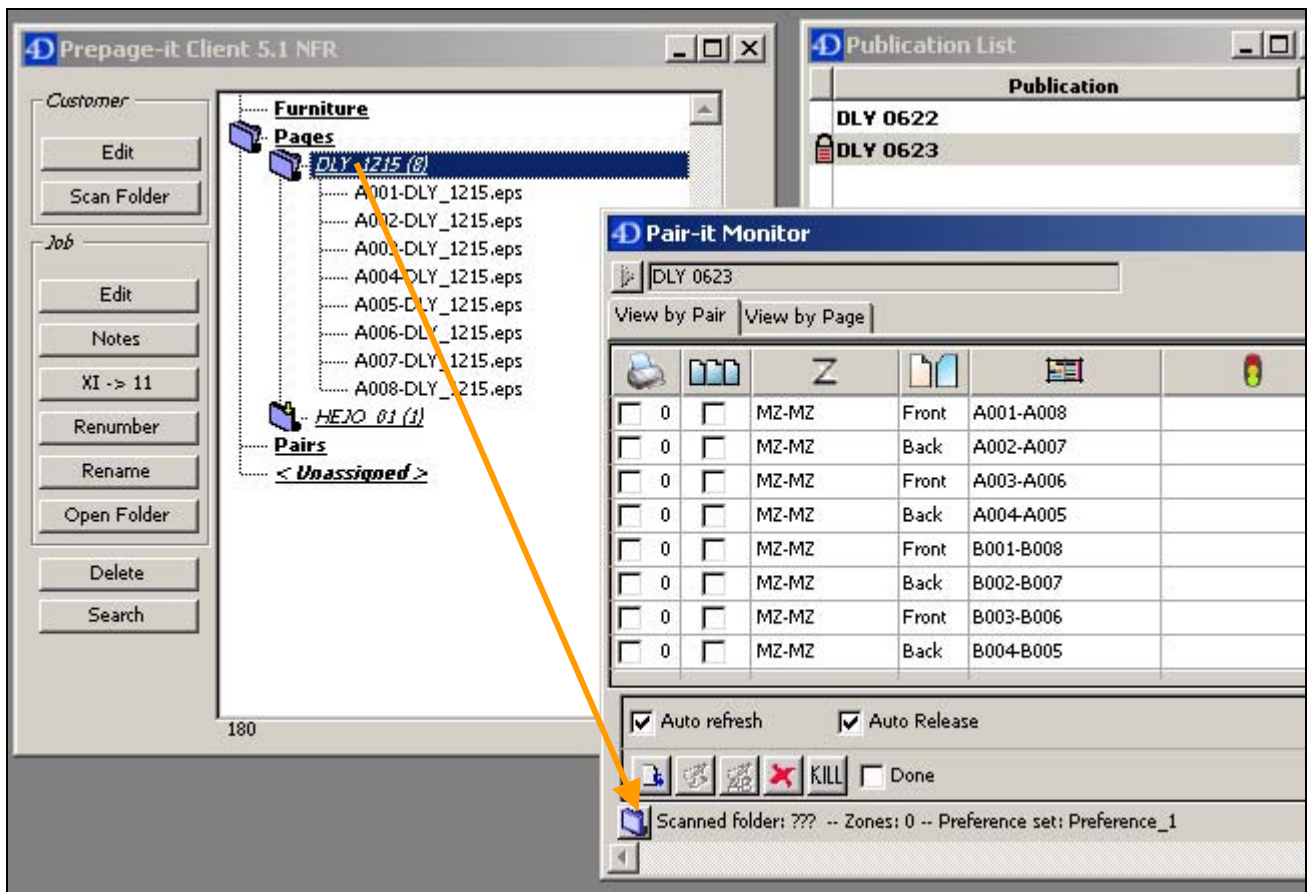


Monitoring and Output

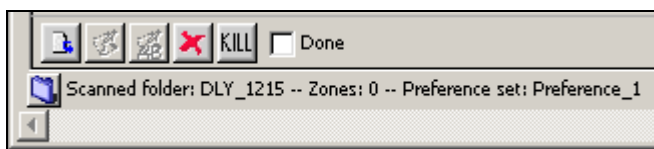
1. To monitor the progression of pages being paired up, double-click the desired publication. This will open the **Pair-it Monitor**.



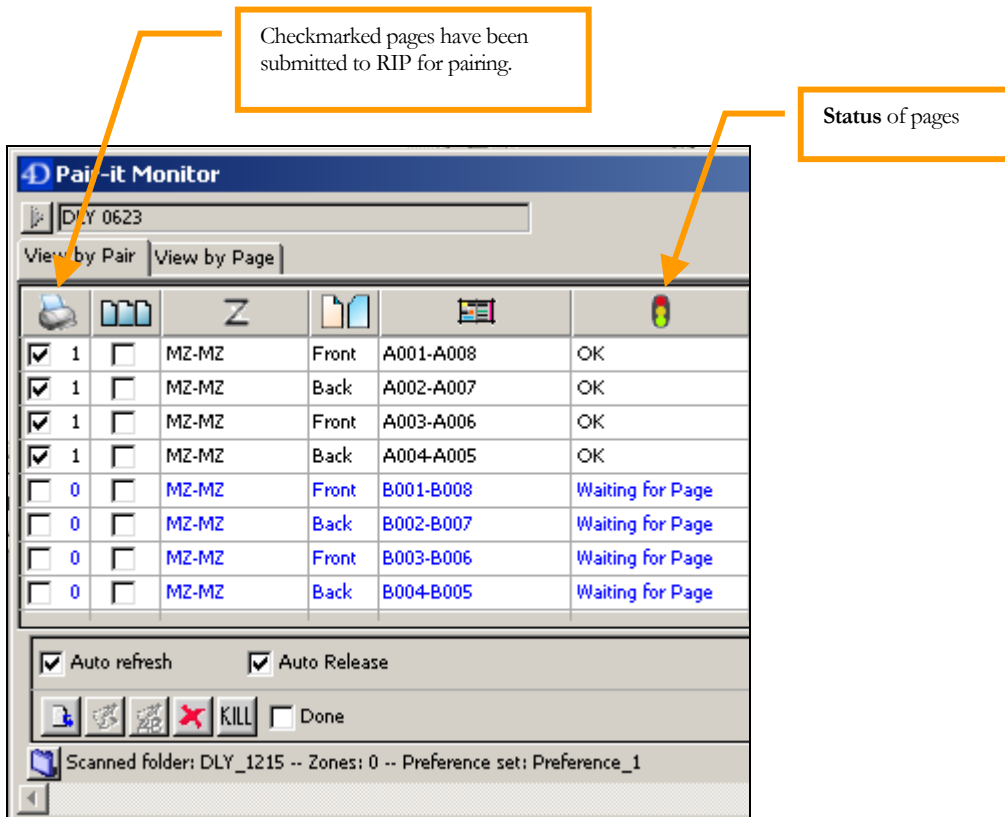
- If your setup requires you to manually specify the **scanned folder**, then drag the job folder of RIPped pages from the main **Jobs** window to the **Scanned Folder** icon .



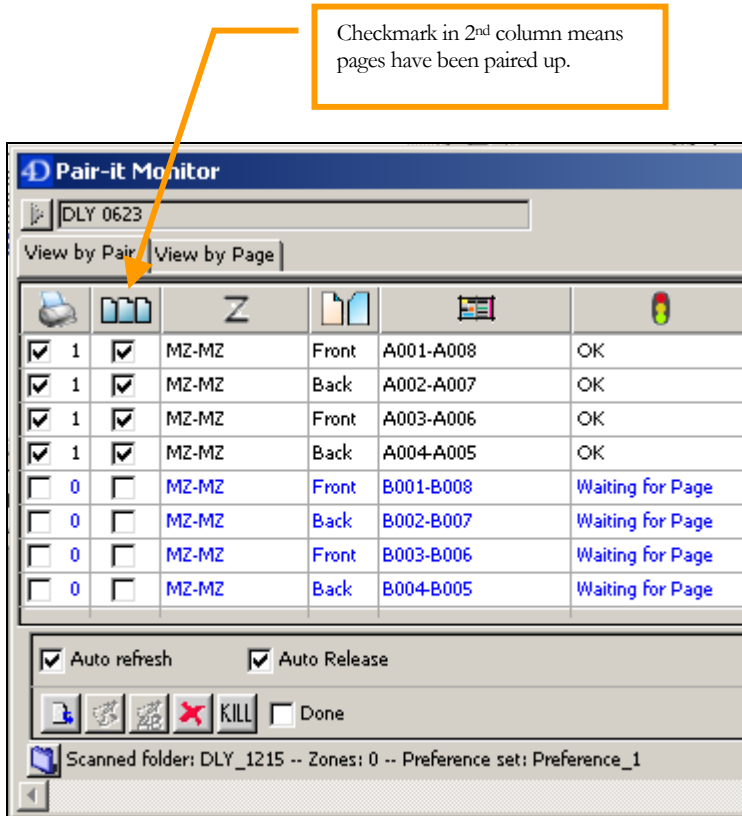
3. The **Scanned Folder** should change from **???** to the name of your selected folder.



4. Very shortly, the publication will recognize all the *RIPped* pages and begin pairing them up.
- In the **Status** column you will see “OK” for the RIPped pages and “Waiting for Page” for pages not yet RIPped
 - For the “OK” pages you will also see a checkmark in the 1st column – this means these pages have been submitted to the RIP to be paired up.

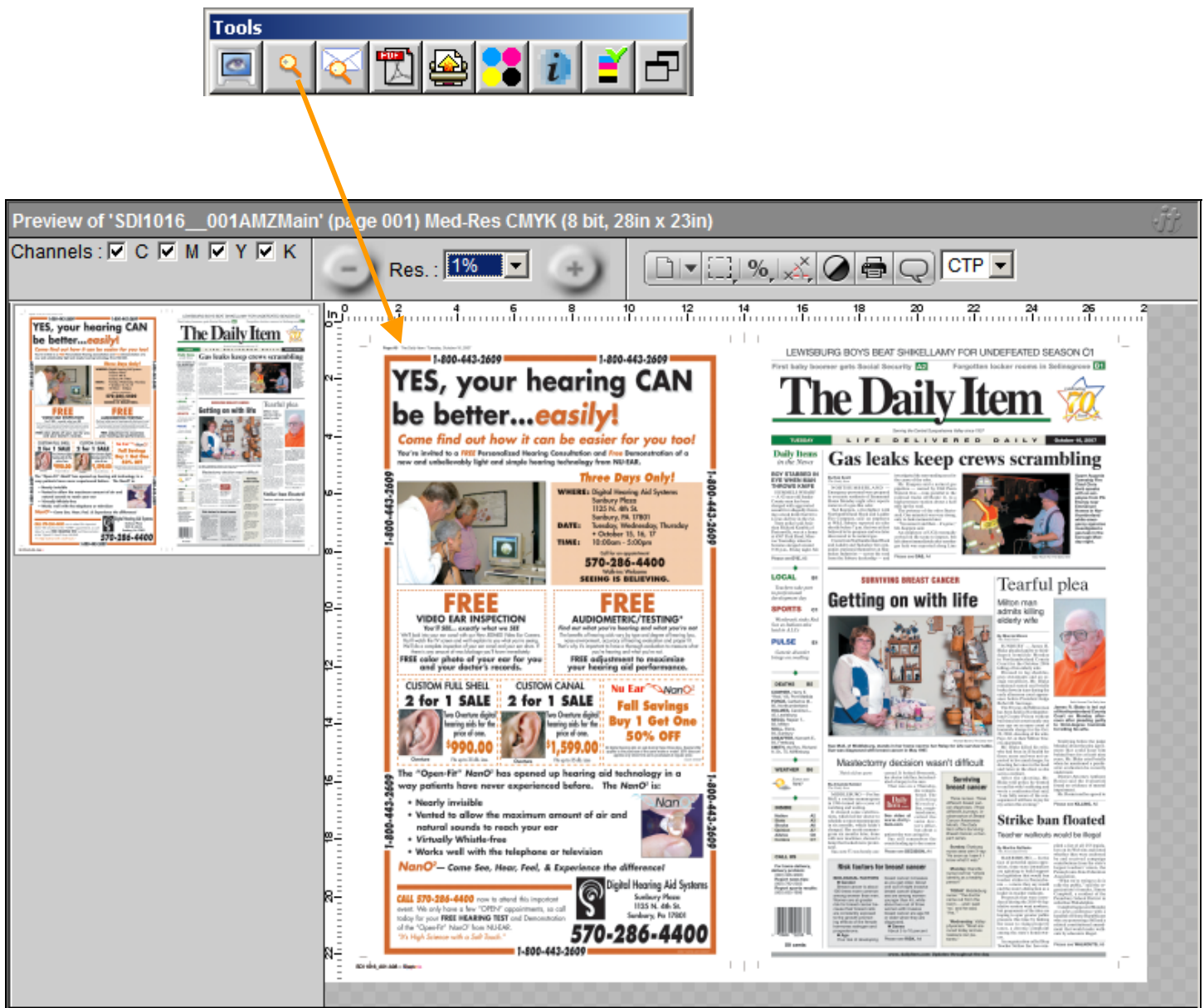


- When you see a checkmark in the 2nd column, this means the corresponding pages have been paired up.




6. If you wish, you can now verify the softproof of a pair (it must have a checkmark in the 2nd column):

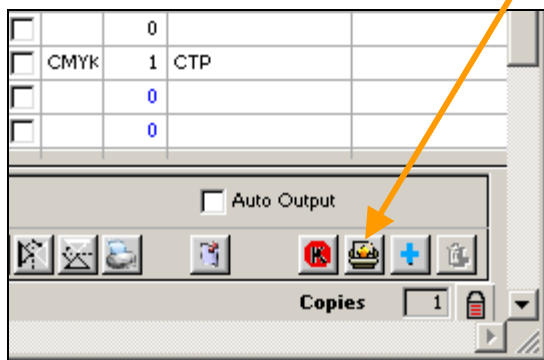
- select one or more pairs in the **Pair-it Monitor**
- click the **Softproofing** toolbar button (just like when softproofing pages) to see the **View-it hi-res softproof** of the RIPped pair



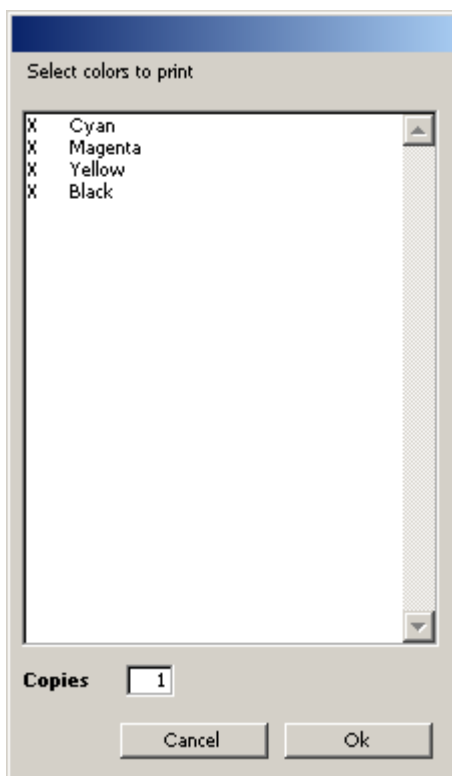
7. You can now output assembled pairs (they must have a checkmark in the 2nd column) to your CTP:

- select one or more pairs in the **Pair-it Monitor**
 - i. to select multiple pairs: **SHIFT+click** (MAC/PC), **CTRL+click** (PC) or **Command+click** (Mac)
 - ii. to select all pairs: press **Command+A** (Mac) or **CTRL+A** (PC)

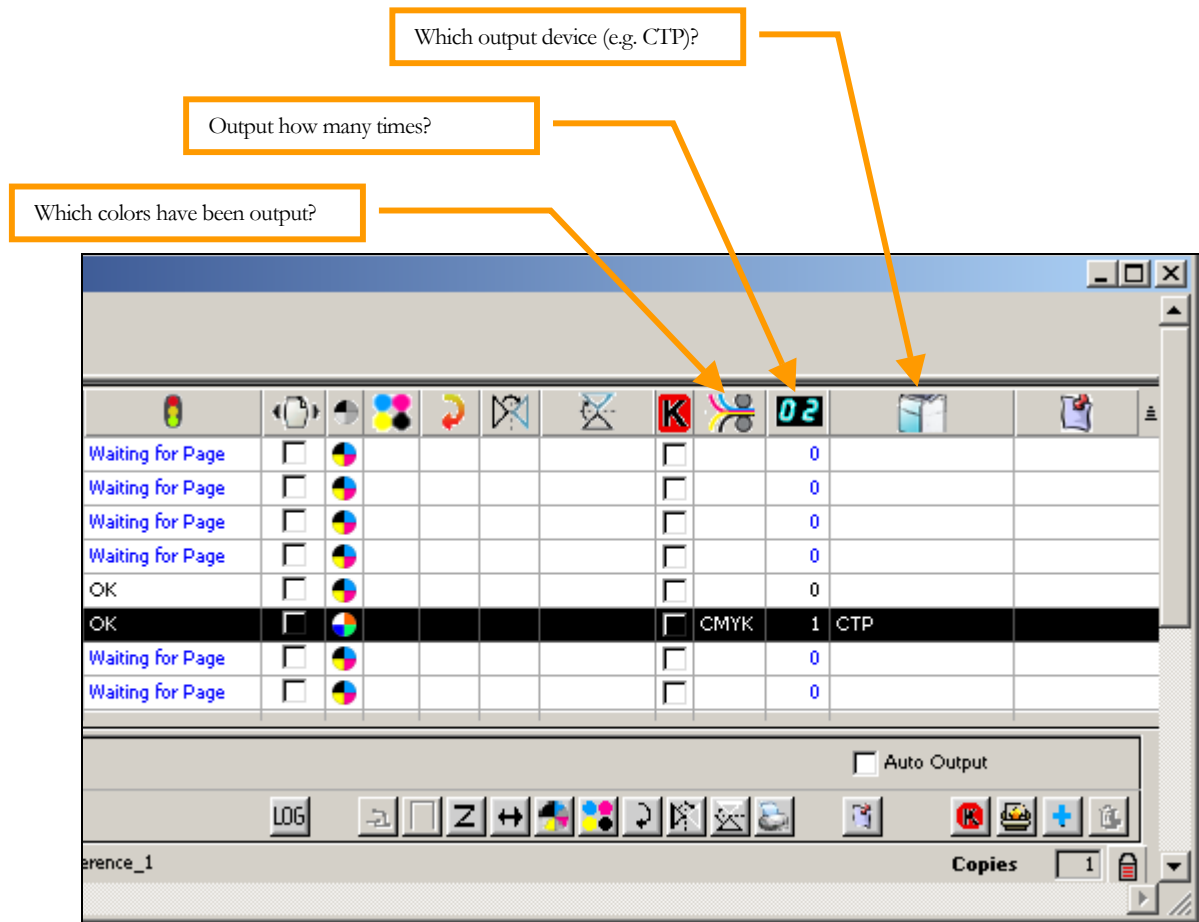
- click the **Output Plates** toolbar button  (located at the bottom right of the **Pair-it Monitor** window)



- make sure there is an **X** next to each color plate you want to image (double-click a color name to add or remove the **X**)



- after outputting a pair, the **Pair-it Monitor** will display (i) which colors plates have been output (ii) number of times it has been output (iii) to which output device it was sent





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