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# POLKADOTS SOFTWARE

Using Manage-it Client v3.5 & PrePage-it  
Client v5.0/5.1

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*Manage-it/PrePage-it Client User Guide*

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version 3.5

# Manage **it**

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Build 67

NOT FOR RESALE

## Workflow Client **PrePage **it****

The PDF and ROOM Workflow Solution



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# Introduction

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## Important information about this manual

This document explains, in detail, how to use Manage-it Client v.3.5 for Macintosh and Windows. It also serves as a reference guide for the two newer versions of Manage-it, called PrePage-it Client v5.0 and PrePage-it Client v5.1. Since most of the basic functions from v3.5 work the same way in v5.0/5.1, you can use this manual as a reference. The installation procedure for the PrePage-it Client v5.1 is significantly different and a separate installation guide, called the *PrePage-it Client 5.1 Installation Guide*, describes this procedure in detail.

## What is the Manage-it/PrePage-it Client?

Manage-it/PrePage-it Client is a user application designed so that a prepress operator can manage the jobs that are processed by the PrePage-it workflow system. PrePage-it is the workflow engine that RIPs your jobs, while the Manage-it/PrePage-it Client makes it possible to organize and proof your jobs, prepare pages for imposition, merge pages and colors, and an extraordinary array of features designed to facilitate your prepress work.

For a detailed explanation about installing and configuring PrePage-it, consult the *PrePage-it User Guide*.

### Add-ons

The Manage-it/PrePage-it Client is a modular application which is capable of working with a number of add-on modules. The modules are applications that seamlessly “plug-in” with the Client and can be installed together or added on at a later time, according to your workflow needs. Add-ons include Pair-it, which automatically pairs up pre-RIPped pages onto a flat as the pages arrive and the Compare tool, which lets you compare two pages and shows you the difference between the two. All the add-ons are explained in this manual, except for Pair-it, which is documented in a separate user guide called the *Pair-it User Guide*.

### Server vs. client

The Manage-it/PrePage-it Client software works in conjunction with a server component. In version 3.5, the server component is called the Manage-it Server v3.5. In the newer versions of the Client, i.e. v5.0/5.1, the server software is called the PrePage-it Client Engine v5.0/5.1.

The server runs on a Windows machine and allows multiple Clients to connect to it simultaneously. The client software is controlled by prepress operators while the server runs mostly in the background. A separate user guide, called the *Manage-it Server Guide*, describes the details regarding the installation and configuration of this component.

## Assumptions

This document assumes that the reader has at least a basic knowledge of digital prepress concepts such as RIPs, color plates, imposition and image file types. It also assumes that the reader is familiar with the Macintosh or Windows environment in which the Manage-it/PrePage-it Client will be used. In order to set up the client on a workstation, you (or your system administrator) must be able to mount server volumes (on a Mac) or map network drives (on a PC).

Since the Manage-it/PrePage-it Client manages jobs that are RIPped by PrePage-it, the reader should already be familiar with PrePage-it basics. PrePage-it basics are covered in the *PrePage-it Workflow Primer*, the *Pre-RIPped Pages Primer* and the *PrePage-it Operator Primer*.

# Chapter 1 -

## Installing Manage-it Client

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This chapter describes the various aspects related to the installation of the Manage-it 3.5/PrePage-it Client 5.0 application. Note that the PrePage-it Client 5.1 requires a different installation procedure, which is described in a separate installation guide called the *PrePage-it Client 5.1 Installation Guide*.

The last part of the chapter introduces you to the Manage-it user interface and shows you how to make a personalized desktop shortcut.

### 1.1 Background information

#### Single Manage-it client

Manage-it Client is designed to run in a client/server environment, on either a Macintosh or PC workstation. It must be installed on a client workstation which is connected to the same network as the Manage-it Server. Installation of the Manage-it Server, which must be installed on a Windows Server machine, is described in detail in a separate guide called the *Manage-it Server Guide*.

#### Multiple Manage-it clients

The Manage-it Server allows multiple clients to connect simultaneously. In a multiple client setup, a copy of Manage-it Client is installed on each Macintosh or Windows workstation. Multiple users can then simultaneously connect to the same server.

In a multiple client setup, many (though not all) operations can be performed at the same time by different users. However, when a user on one workstation performs an operation on some data, that data is sometimes “locked” by Manage-it. This makes it temporarily unavailable to other users until the first user has finished the operation in progress. Operators must also be careful not to perform conflicting operations on the same data. An example of a conflicting operation would be if one user prints a page while at the same time another user deletes that same page.

If the database is modified by one operator, all client workstations are automatically and dynamically updated.

## Software edition

Depending on the operating system running your workstation, you must choose the appropriate software edition to install:

- Manage-it Client 3.5 for Mac OS 9
- Manage-it Client 3.5 for Mac OS X
- Manage-it Client 3.5 for Windows 2000/XP/2003

## Memory requirements (Mac OS 9)

When installing Manage-it Client for Mac OS 9, the following Memory Requirements are recommended:

- **Minimum Size** 32 MB or 32000 KB
- **Preferred Size** 64 MB or 64000 KB

## 1.2 Prior to installation

### Additional software required

In order to fully benefit from all of Manage-it's features, certain additional software applications should be installed, as listed below.

- Apple QuickTime
- Acrobat Reader
- Adobe PhotoShop

#### QuickTime

You must install Apple QuickTime and it must be installed prior to installing Manage-it. QuickTime is necessary to preview pre-RIPped pages. QuickTime is available free of charge from the Apple website, at <http://www.apple.com/quicktime/>.

#### Acrobat Reader vs. Adobe PhotoShop

You must also install either Acrobat Reader or Adobe PhotoShop, although it is advantageous to install both. Also, it is preferable for them to be installed before Manage-it, although this is not essential.

Acrobat Reader and/or Adobe PhotoShop are needed to view softproofs. If you install both, you'll have the choice of using either one when you view a softproof. PhotoShop provides the added bonus of displaying color channels independently, hence allowing you to verify each color plate by itself. If your license includes the Compare Service (i.e. the Compare and Show Compare Proof tools), then you must install Adobe PhotoShop.

Adobe Acrobat Reader is available free of charge from the Adobe website, at <http://www.adobe.com/support/downloads/>.

#### Multiple clients

If your workflow includes more than one Manage-it Client, the applications listed above must be installed on each client workstation where you plan to use them. As an example, a workflow containing three Manage-it Clients may be set up with QuickTime and Acrobat Reader on each workstation, but PhotoShop on only one of those clients.

#### Accessing server volumes/folders

The Manage-it Client needs to access data on the Manage-it server machine. Therefore, all server volumes/folders storing Final Pages, Hot Folders, PrintFolders or any other data that needs to be accessed by client workstations, must be shared and mounted.

On the server, all pertinent volumes/folders must have File Sharing activated. If your network will include Manage-it Clients for PC, the Windows Share on the server must be made at the root level of the drive (see table below). For Mac Clients, the share may be made either at the root level or a sub-folder within the drive.

| Example of Windows/Mac Shares |  |
|-------------------------------|--|
| Item                          | Drive and Path   |
| Hot folders                   | C:\PrePage-it\Hotfolders   |
| Final Pages                   | C:\PrePage-it\Final_Pages  |
| Windows Share                 | C:\  |
| Mac Share                     | C:\ or<br>C:\PrePage-it or<br>C:\PrePage-it\Hotfolders and C:\PrePage-it\Final_Pages |

Table 1-Window/Mac Shares

On each Macintosh client, the shared volumes/folders must be mounted using the Chooser. If you're using PC clients, each shared volume/folder must be assigned a drive letter using the Windows Explorer, a process known as Mapping Network Drive(s).

If a username and password is required when mounting or mapping volumes/folders, they may be obtained from your system administrator.

More information regarding file sharing and mounting volumes/folders can be obtained from your system administrator or your Windows and/or Macintosh documentation.

## Note

The volumes/folders scanned by Manage-it (Final Pages, Hot folders, etc.) must reside on a Windows Server (NT/2000/2003). Furthermore, the server must be formatted with NTFS and the File Server for Macintosh service must be installed and enabled.

## E-mail server (SMTP)

An outgoing e-mail (SMTP) server needs to be set up in order to use the Job Notification and Job Notes features.

## 1.3 Installation

To install a Manage-it Client, follow one of the installation procedures described in this section, either: [Installing Manage-it Client for Macintosh](#), described below, or [Installing Manage-it Client for Windows](#), starting on page 8.

## Version Note

If you are installing the PrePage-it Client 5.1 for Mac or PC, please refer to the separate installation guide called *PrePage-it Client 5.1 Installation Guide*.

## Installing Manage-it Client for Macintosh

To install the Mac client, perform the following steps:

1. Insert the installation CD into your CD-ROM drive and locate the Manage-it 3.5 folder.

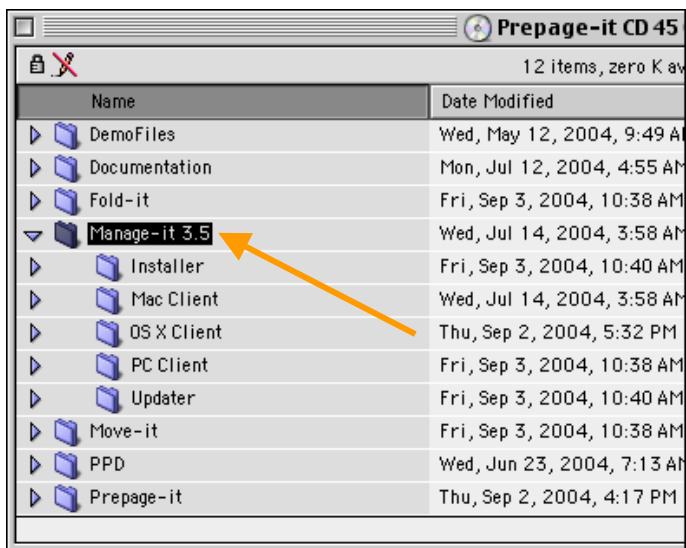


Figure 1 – Manage-it Client-Installation folder

- Copy the zipped installation file from the CD to the Mac's Applications folder. The installation file you choose depends on whether your workstation is running Mac OS 9 or Mac OS X.

- For Mac OS 9, use the installation file located in the Mac Client folder.

**-or-**

- For Mac OS X, use the installation file located in the OS X Client folder.

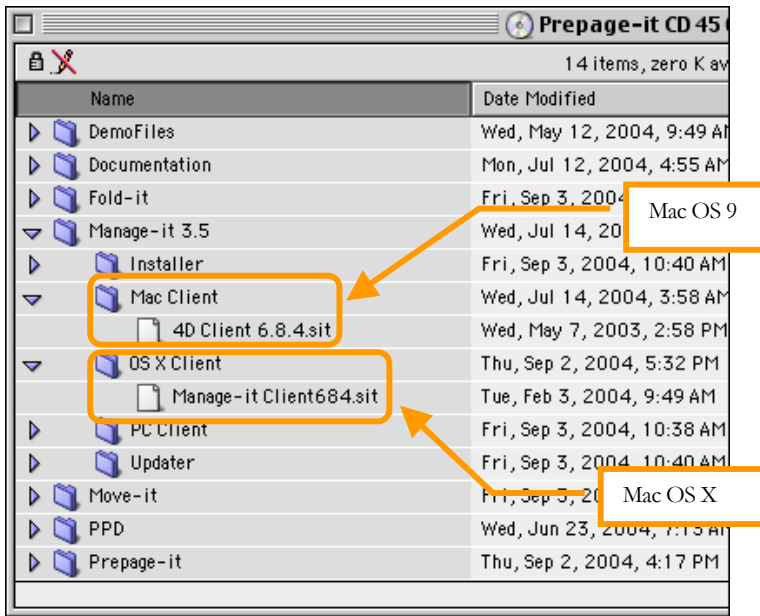


Figure 2 – Manage-it Client-Installation file

## Note

The name of the installation folder and/or file may vary from one version or edition to another.

- Double-click the installation file to decompress it, i.e. “unzip” or “unstuff” it. This will create a new folder containing the Manage-it Client application file.

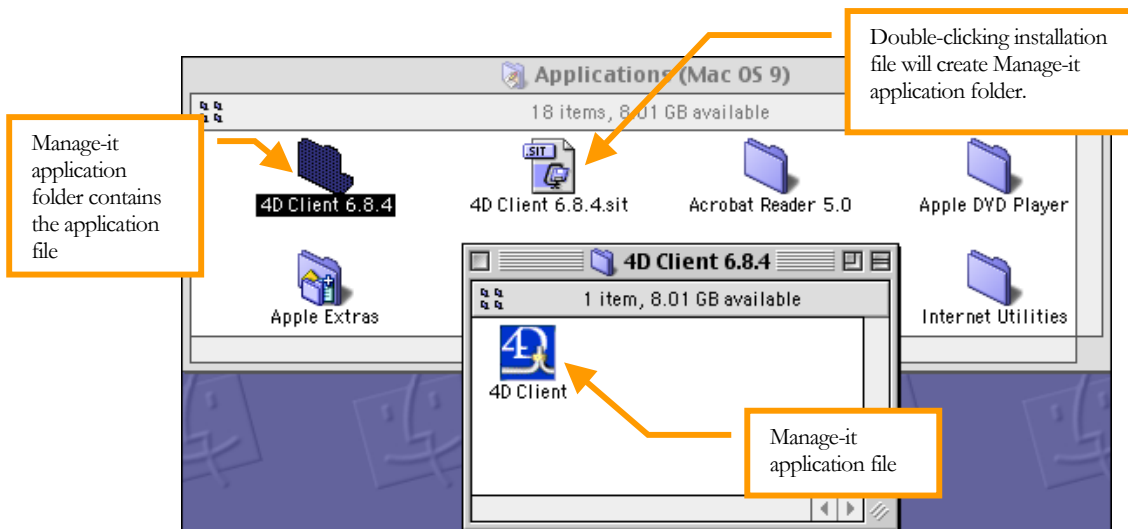


Figure 3 – Manage-it Client-Application file

## Note

Decompressing the installation file requires a decompression program such as Stuffit Expander, which can be downloaded free of charge from the *Allume Systems*' website, <http://www.stuffit.com/mac/index.html>.

- If you're using a Mac OS 9 workstation, configure the Memory Requirements according to the recommended settings on page 4 - see [Memory requirements \(Mac OS 9\)](#).

To set the memory requirements:

- Select the application file.
  - Press **Command+I** on keyboard.
  - Choose to **Show: Memory** settings.
  - Set the **Minimum Size** and **Preferred Size**.
- Launch the client, as explained on page 15.
  - If you wish, create a personalized desktop shortcut which opens directly in your Manage-it server of choice. To know how, see [Creating a desktop shortcut](#) on page 21.
  - Configure the Manage-it Client by setting the [Preferences](#) (see page 24), [Adding folders to monitor](#) (see page 35) and [Adding queues](#) (see page 140).

## Installing Manage-it Client for Windows

To install the PC client, perform the following steps:

- Insert the installation CD into your CD-ROM drive and locate the Manage-it 3.5 folder.

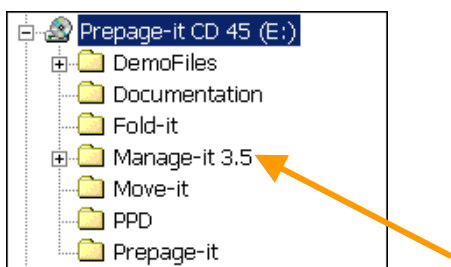


Figure 4 – Manage-it Client-Installation folder

2. Double-click the installation file located in the PC Client subfolder of the Manage-it 3.5 folder.

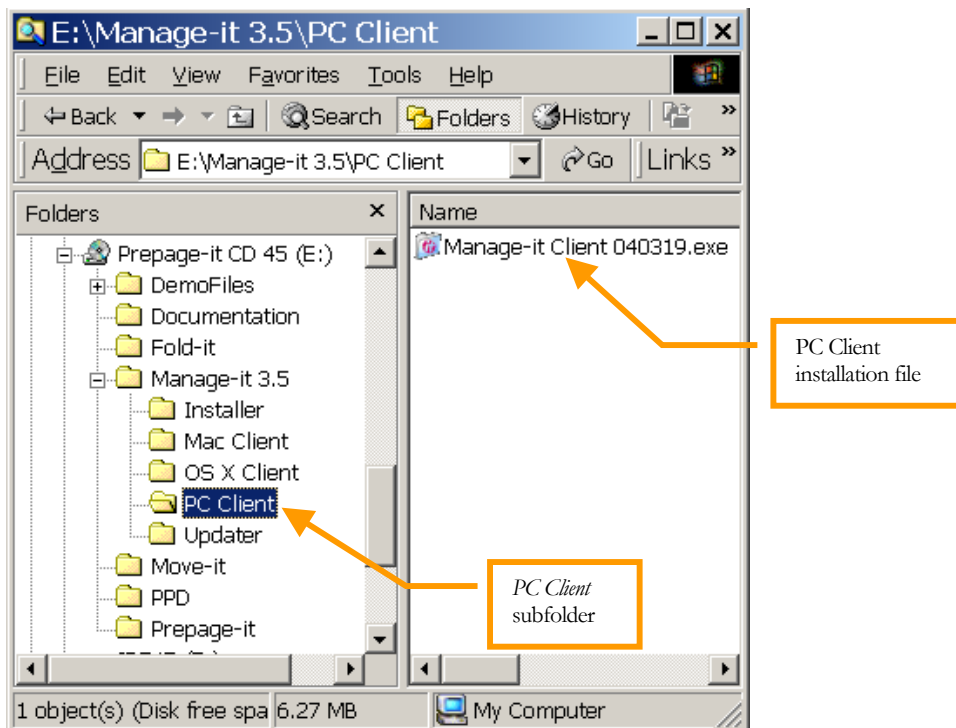


Figure 5 – Manage-it Client-Installation file

## Note

The name of the installation file may vary.

3. When the Manage-it Client Installer is launched, click **Next** at the **Welcome** screen.



Figure 6 – Manage-it Client-Welcome screen

4. At the **Software License Agreement** window, click **Yes** to accept the license agreement. If you click **No**, the installation will stop.

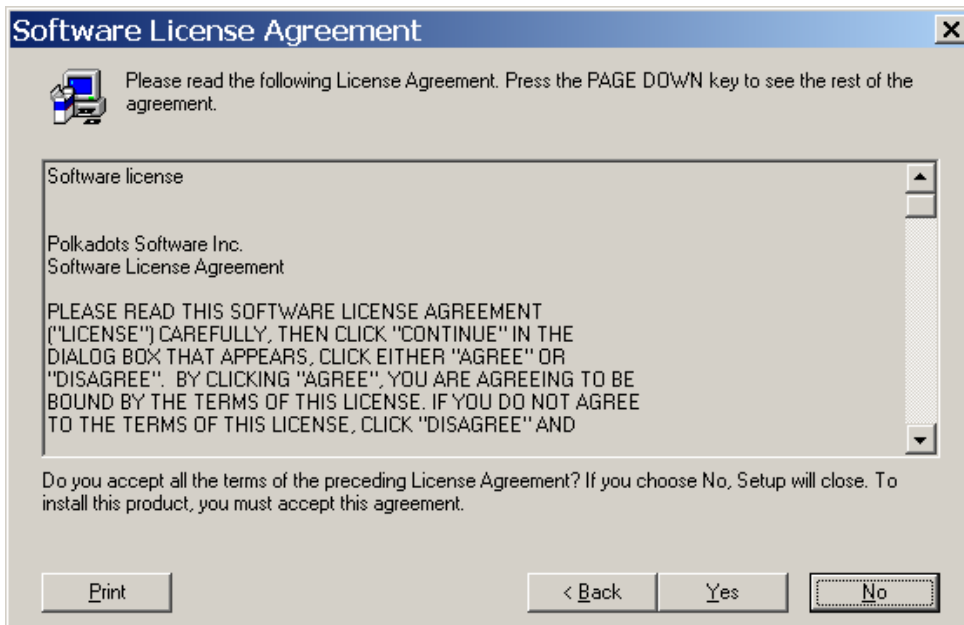


Figure 7 – Manage-it Client-Software License Agreement

5. When the **Choose Destination Location** window appears, select the folder where Manage-it Client should be installed, then click **Next**.

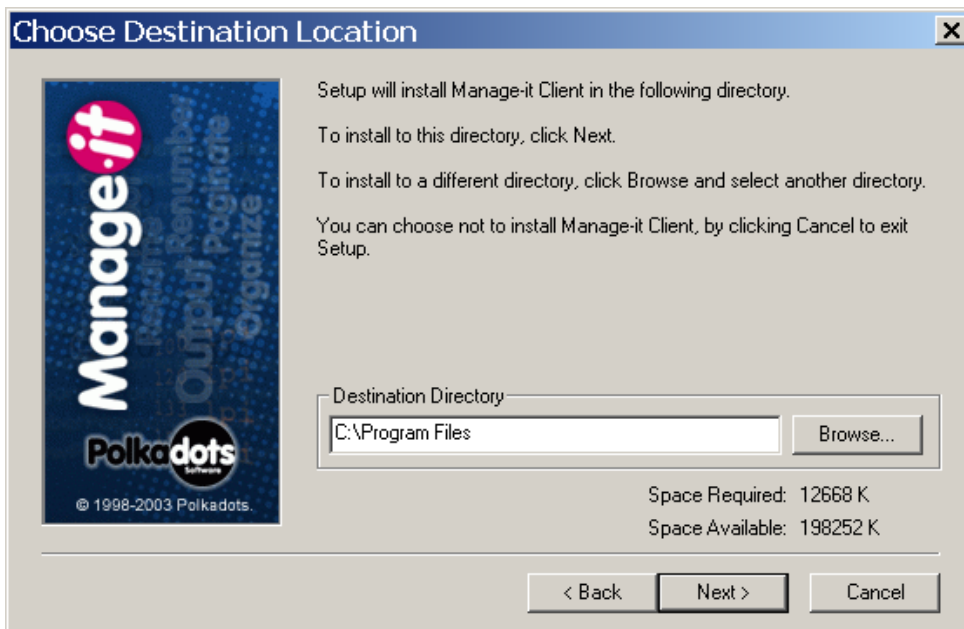


Figure 8 – Choose Destination Location window

6. At the **Ready To Install** window, click **Next** to start the installation.

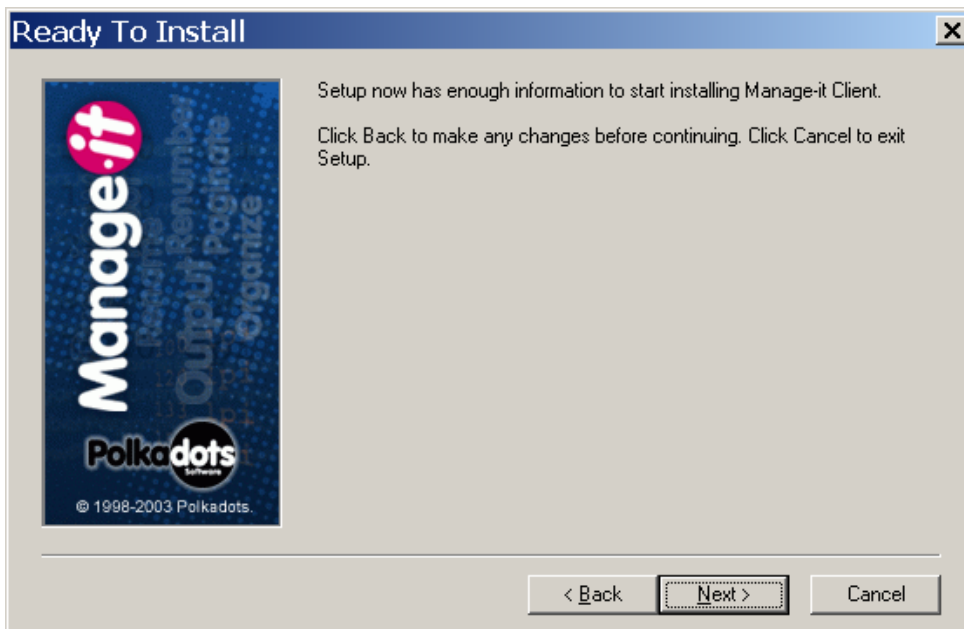


Figure 9 – Ready to Install window

7. When the installation is finished, the **Finished** window will be displayed. Click the **Close** button.

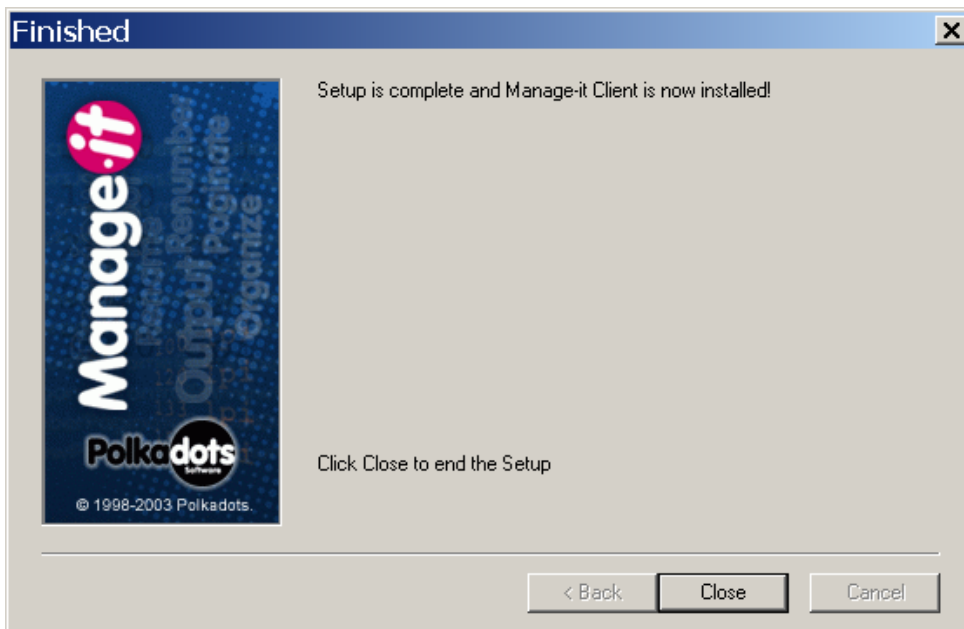


Figure 10 – Installation finished

8. If the installation is performed on a PC workstation running a Windows version higher than 2000 (i.e. Windows XP or Windows 2003), then set Manage-it's compatibility mode to "run as Windows 2000":
  - a. Right-click on the Manage-it Client executable file, 4DClient.exe, by default found in C:\Program Files\Manage-it Client .

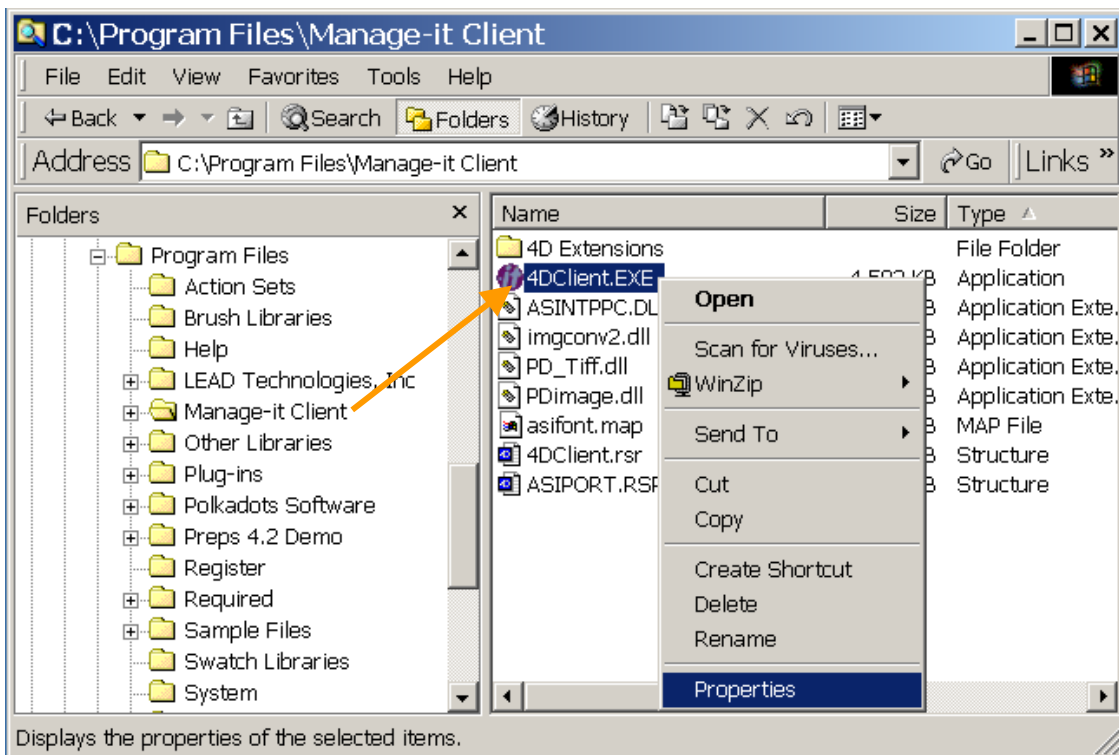


Figure 11 – 4DClient.exe properties

- b. From the contextual menu, click **Properties** (see Figure 11).

- c. In the **Compatibility** tab of the **Properties** dialog box, click the checkbox **Run this program in compatibility mode** and select the option **Windows 2000**.

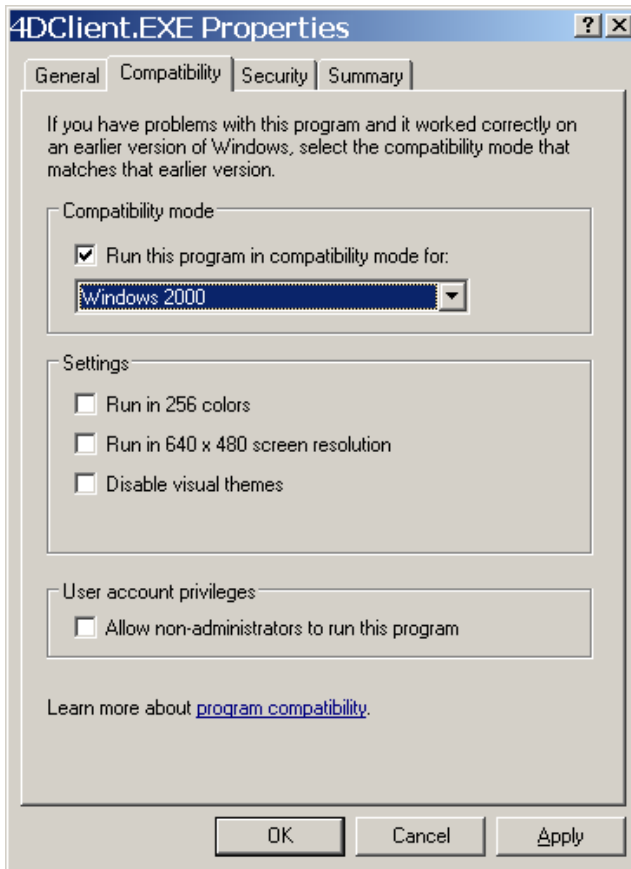


Figure 12 – Windows Compatibility mode

9. Launch the client, as explained on page 15.
10. If you wish, create a personalized desktop shortcut which opens directly in your Manage-it server of choice. To know how, see [Creating a desktop shortcut](#) on page 21.
11. Configure the Manage-it Client by setting the [Preferences](#) (see page 24), [Adding folders to monitor](#) (see page 35) and [Adding queues](#) (see page 140).

### Updating/upgrading the Manage-it Client

It may, in some cases, be necessary to install an upgrade to a newer version or an updated build of the Manage-it Client. When re-installing Manage-it 3.5, it is preferable to first uninstall the client and then install the upgrade or update.

#### Version Note

For the PrePage-it Client v.5.0/5.1, performing an upgrade does not require you to first uninstall the existing version. Simply run the update and the existing version will be replaced by the new version.

Note that there is no danger of losing any data when uninstalling and/or re-installing the Manage-it Client application, since all the data is stored on the server. Specifically, the Manage-it data file, called JobMan.4DD, stores information such as preferences, customers, scanned folders, pagination, etc. Consult the section [Data file vs. backup file](#) on page 166 for more on the Manage-it data file.

### Note

If you choose to update or upgrade a Manage-it Client 3.5 without first uninstalling the existing version, the upgrade should be installed in the same folder as the existing version. This will overwrite the existing version, replacing it with the updated version of the program.

Updating/upgrading a Mac 3.5 client

To remove Manage-it Client for Macintosh, simply drag the Manage-it Client folder from the Applications folder to the **Trash**. Note that the Manage-it Client folder may be situated in a different location if you did not install it in the default Applications folder.

Once the current Manage-it Client is removed, install the upgrade using the procedure described on page 6 ([Installing Manage-it Client for Macintosh](#)).

Updating/upgrading a PC 3.5 client

To uninstall the current Manage-it Client for PC, use Manage-it's Uninstall utility:

1. Click **Start > Programs > Manage-it Client > Remove Manage-it Client**.

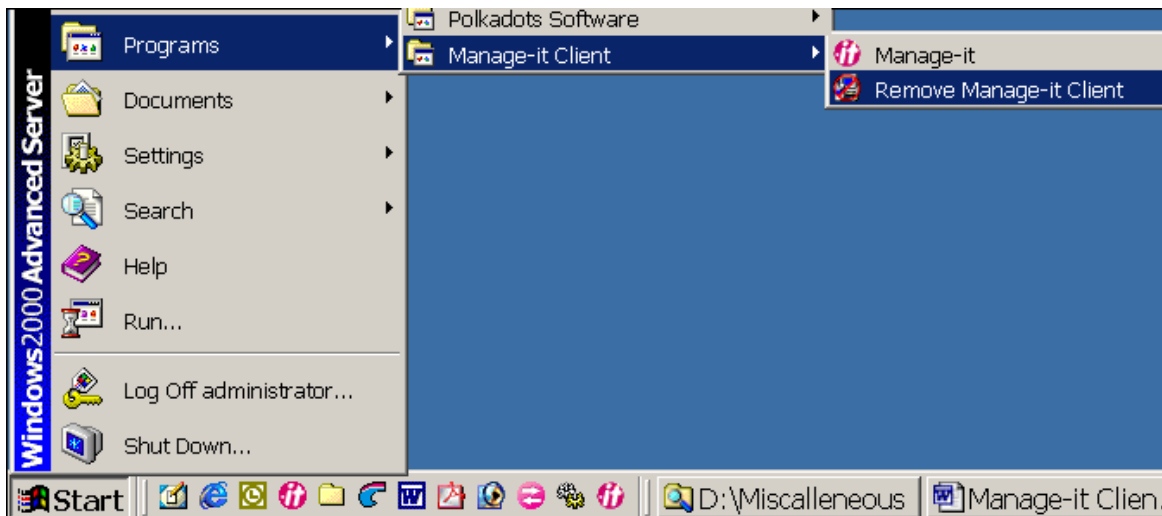


Figure 13 – Launch Uninstall utility

2. When prompted to confirm the uninstall, click **Yes**.

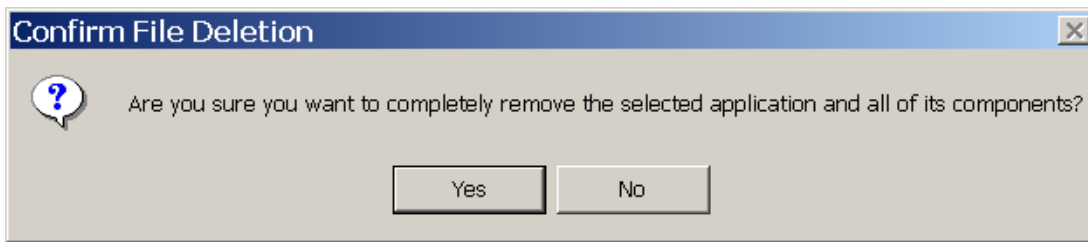


Figure 14 – Confirm Manage-it Client uninstall

3. When the program is completely removed, the following message will be displayed. Click **OK**.

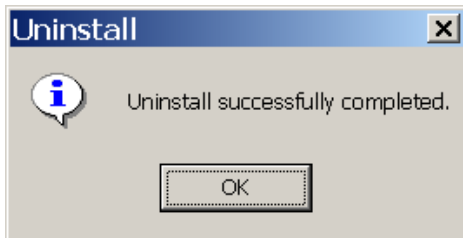


Figure 15 – Manage-it Client uninstall completed

Once the current Manage-it Client is removed, install the upgrade using the procedure described on page 8 ([Installing Manage-it Client for Windows](#)).

## 1.4 Getting started with Manage-it

### Launching the client

When the client is launched, it prompts you to choose the Manage-it server that you want to connect to. Although your setup may include only one Manage-it server, multi-server configurations may include two or more servers, as shown in Figure 16.

#### Version Note

PrePage-it Client 5.1 automatically connects to the server after the initial installation. If it does not connect for some unexpected reason, the procedure for re-connecting to the server manually is described in the *PrePage-it Client 5.1 Installation Guide*.

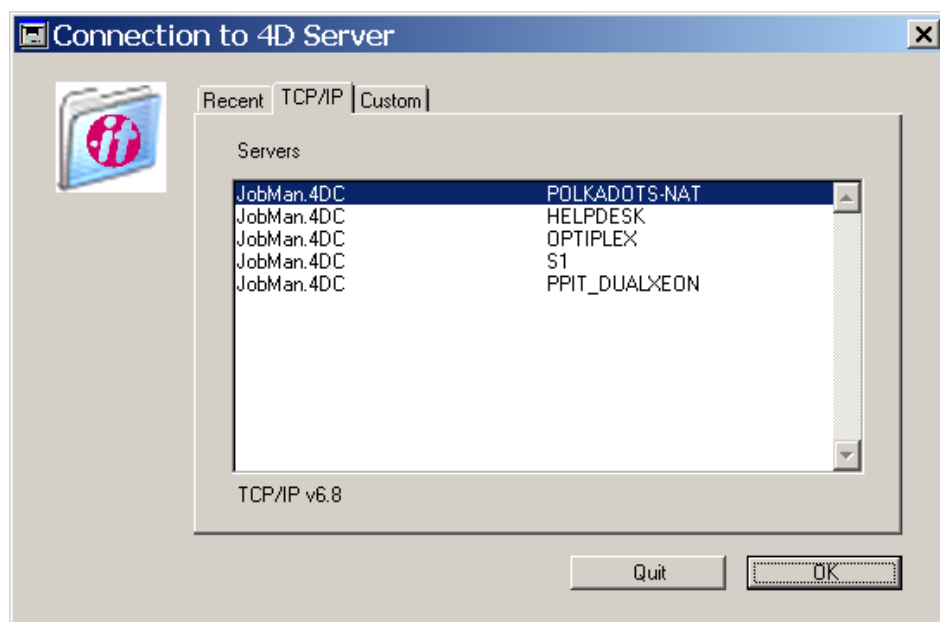


Figure 16 – Connection to 4D Server

To launch the application, indicate your server of choice by specifying one of the following:

- a recently used server from the **Recent** tab
- a server name from the complete list of servers in the **TCP/IP** tab (see Figure 16)
- a **Database Name** and **Network Address** from the **Custom** tab (see Figure 17 on page 17)

After specifying a server, click the **OK** button.

#### RECENT TAB

The **Recent** tab accumulates a list of recently used Manage-it servers, allowing you to quickly access a previously used server.

To remove entries from this list, select the entry and press the **Delete** key.

#### TCP/IP TAB

The **TCP/IP** tab shows the complete list of Manage-it servers on your network (see Figure 16).

#### CUSTOM TAB

The **Custom** tab allows you to connect to a Manage-it server manually by specifying the **Network Address** of the machine where it is running (see Figure 17 on page 17). You must also give the server a name (i.e. **Database Name**) for future reference. The **Database Name** you specify here will be subsequently listed in the **Recent** tab, making it quick and simple to launch in the future.

The network address can be obtained by the administrator of the server you want to connect to.

Trouble connecting?

NO MANAGE-IT SERVERS LISTED

If you do not see any Manage-it servers listed in the **TCP/IP** tab (see Figure 16), it may be due to one of the following reasons:

- the Manage-it Server has not yet been installed
- the 4D Server:JobMan service has not been started
- the Manage-it Client workstation is not connected to the network

Installing the Manage-it Server and starting the 4D Server:JobMan service is explained thoroughly in the *Manage-it Server Guide*.

MANAGE-IT PC CLIENT NOT CONNECTED

Note that by default, even a Manage-it Client for PC which is installed on the same machine as a Manage-it Server will not work unless the machine is connected to the network. If it is not possible to connect this computer to the network, you may temporarily link the Manage-it PC Client to the Manage-it Server by specifying the following entries in the **Custom** tab:

- **Database Name** : any name (in our example, Local)
- **Network Address** : 127.0.0.1

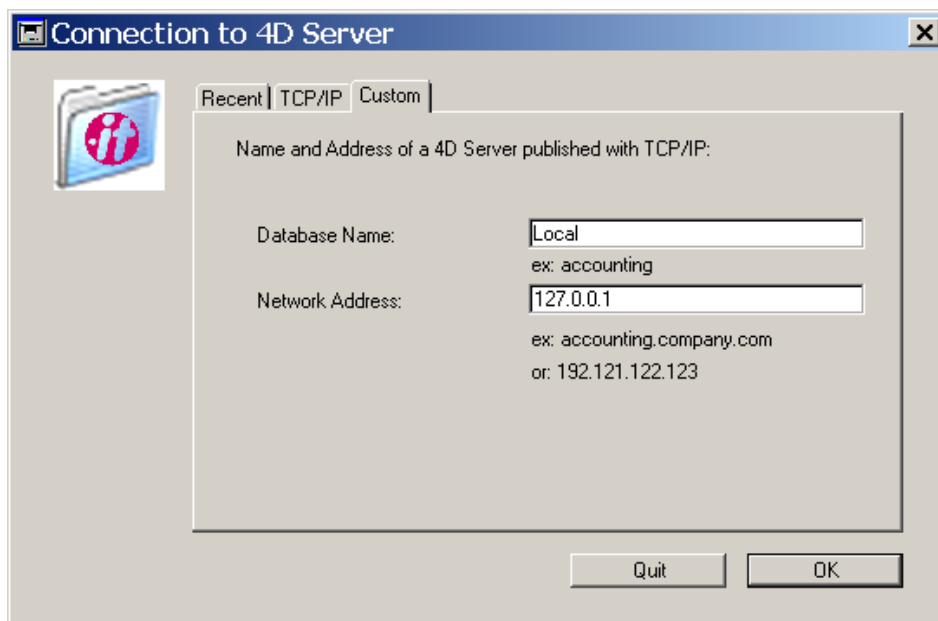


Figure 17 – Connect using Custom tab

## Manage-it interface

The Manage-it interface consists of three principle areas: the main **Manage-it** window, the **Queues** window and the Manage-it toolbar. This is illustrated in Figure 18 (Manage-it 3.5) and Figure 19 (PrePage-it Client 5.1).

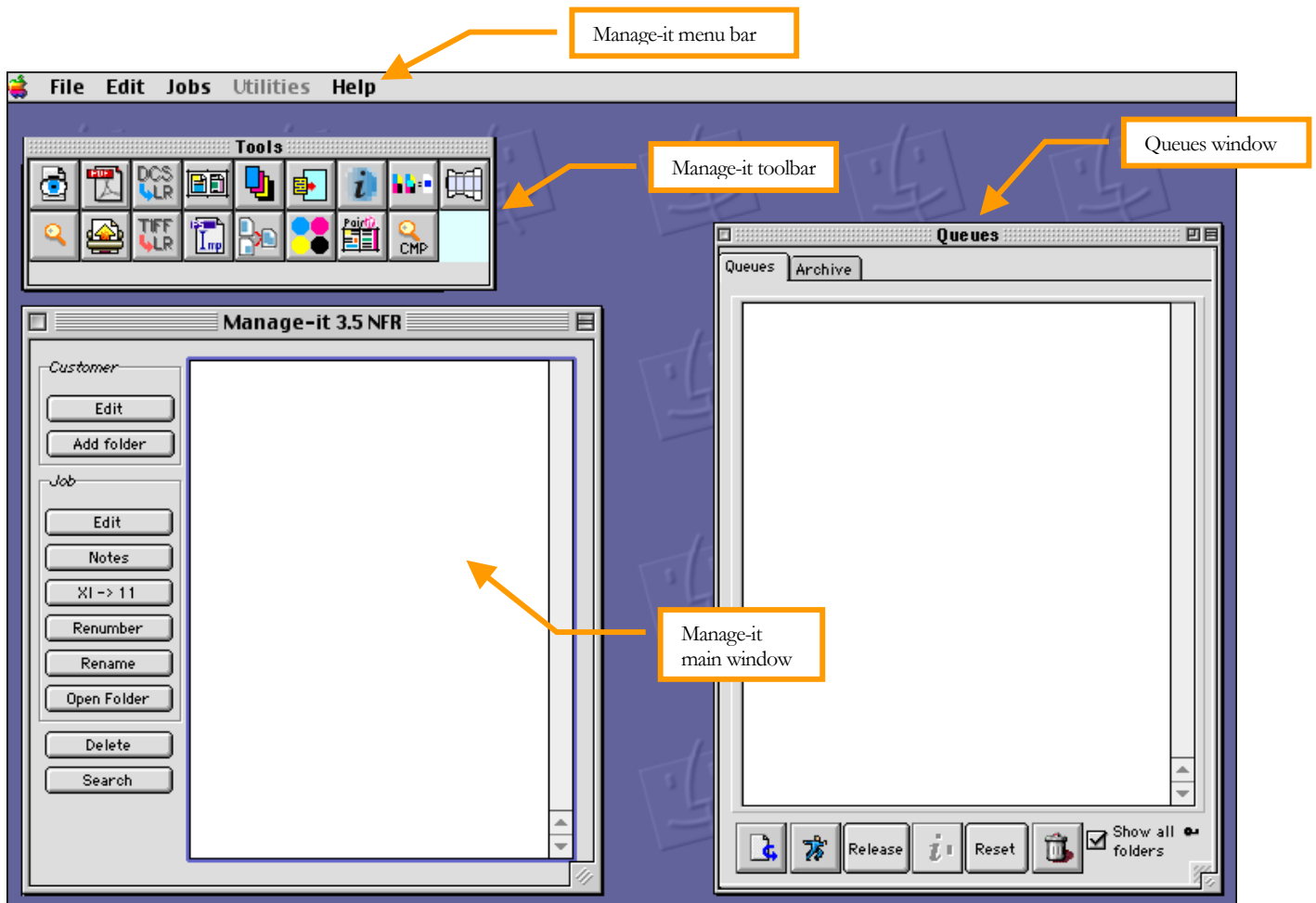


Figure 18 – Manage-it 3.5 interface

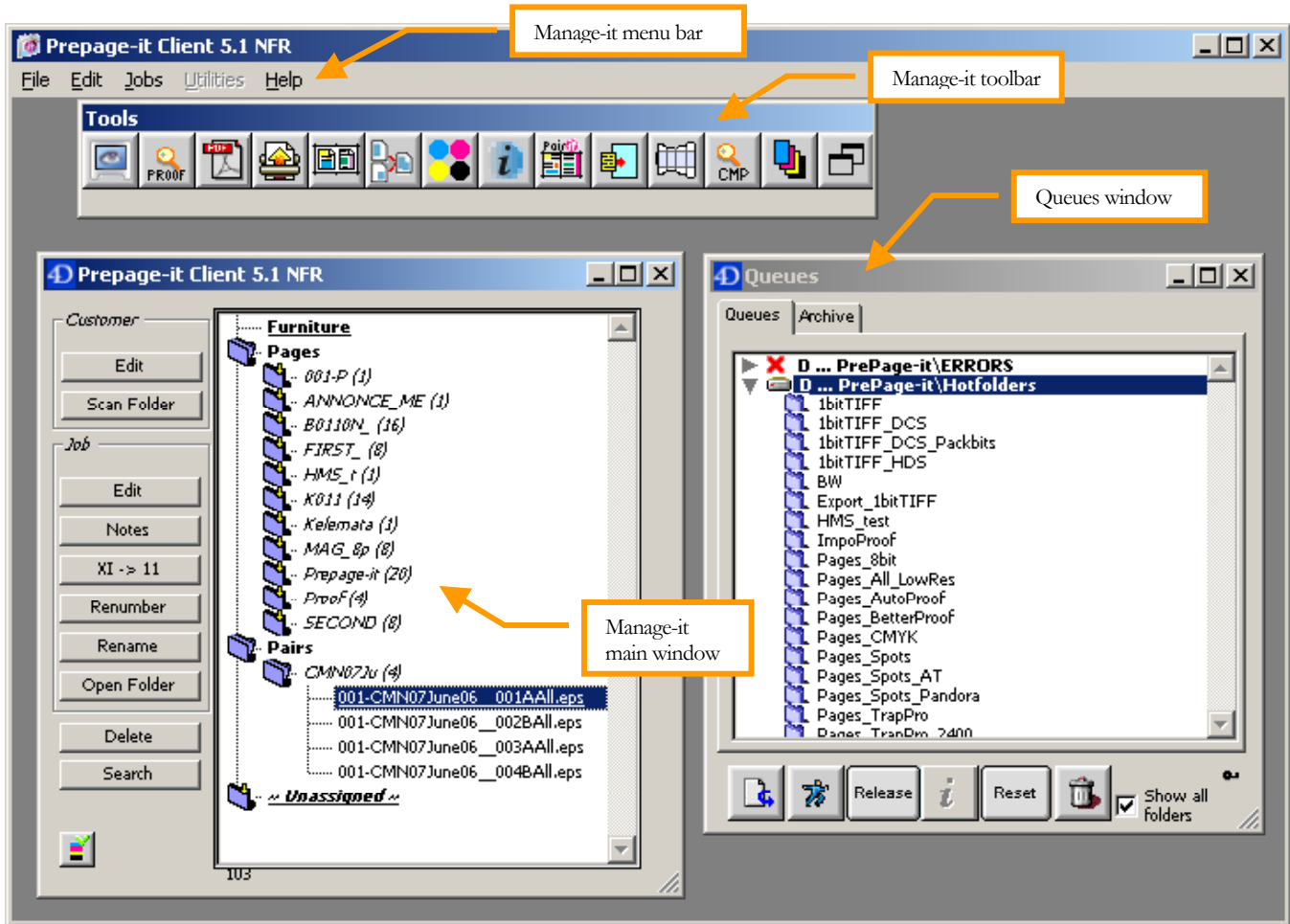







Figure 19 – PrePage-it Client 5.1 interface

If the **Queues** window is not visible, you can display it by clicking on the **Queues** menu item in the **Jobs** menu.

### Note

Some Manage-it features are optional and therefore may not be present in your version of Manage-it. For example, toolbar icons such as **Pair-it** , **Compare Proofs**  and **Packaging**  may be missing from your toolbar.

When you work with certain tools, such as **Print Pages**  or **Imposition Preparation** , the main window expands. The new pane added on the right side, called the **Preparation** pane or preparation area, is generally the place where files are dragged over so they can be processed.

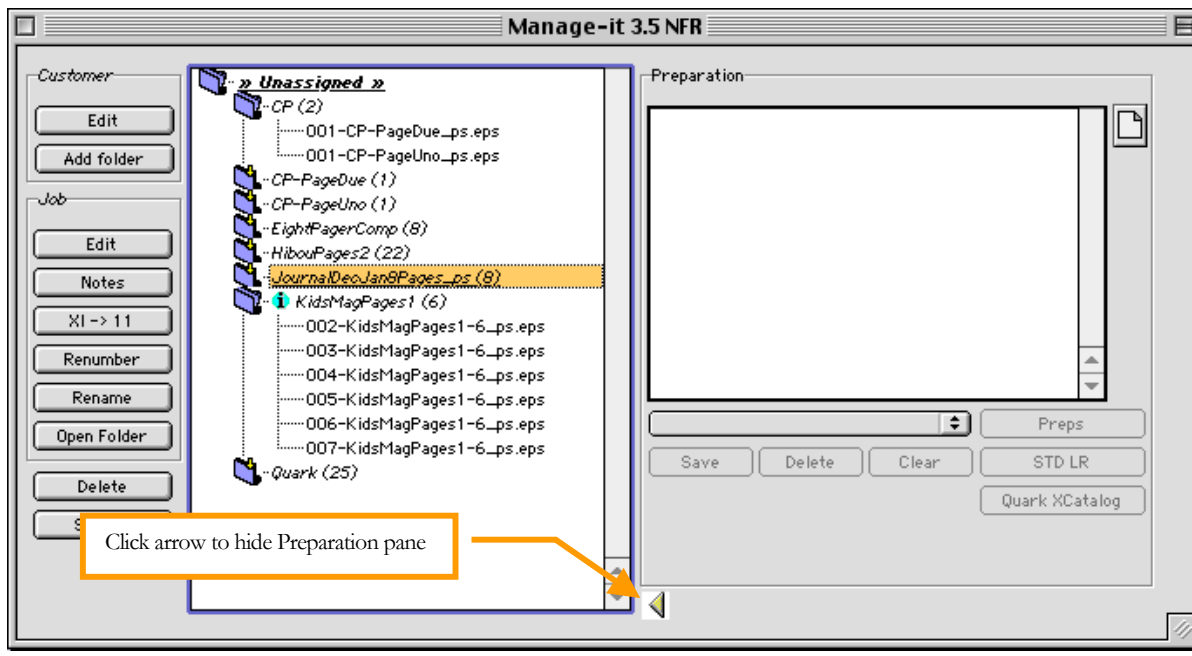


Figure 20 – Manage-it expanded window

To hide the Preparation pane, click the left-pointing arrow, as illustrated in Figure 20.

The various tools contained in the main Manage-it window are explained in the chapter [Customers, Jobs & Pages](#), starting on page 35. [The Manage-it Toolbar](#), with all its components, is described in a separate chapter, starting on page 85. A whole chapter is dedicated to working with [Queues](#), starting on page 140.

### Resetting default windows

It is possible to reset Manage-it's windows (main window, **Queues** window, etc.) to their default size and position.

The interface can be reset either while the Manage-it Client is running or when you start the application. If the reset is done while the program is running, you should close all windows that are open, except the main window. Any windows left open will not be reset. If you do the reset as you start Manage-it, *all* windows will be reset automatically.

Reset procedure (application running)

To reset Manage-it's windows to their default while the application is running:

1. Close all open windows except Manage-it's main window.
2. Put Manage-it into Close Box mode by clicking the **Close** box in the upper-left corner of the main window.

3. Click **Utilities > Reset windows**.



Figure 21 – Reset default windows

4. Bring Manage-it back to regular mode by clicking **Jobs > All Jobs** or pressing **Command+J** (Mac) or **CTRL+J** (Windows).

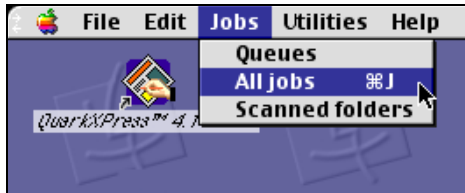


Figure 22 – Reset windows-All Jobs

Reset procedure (application closed)

To reset Manage-it's windows to their default as you start the application:

1. Launch the **Manage-it Client**. When the **Connection to 4D Server** window appears, select the desired server from the list.

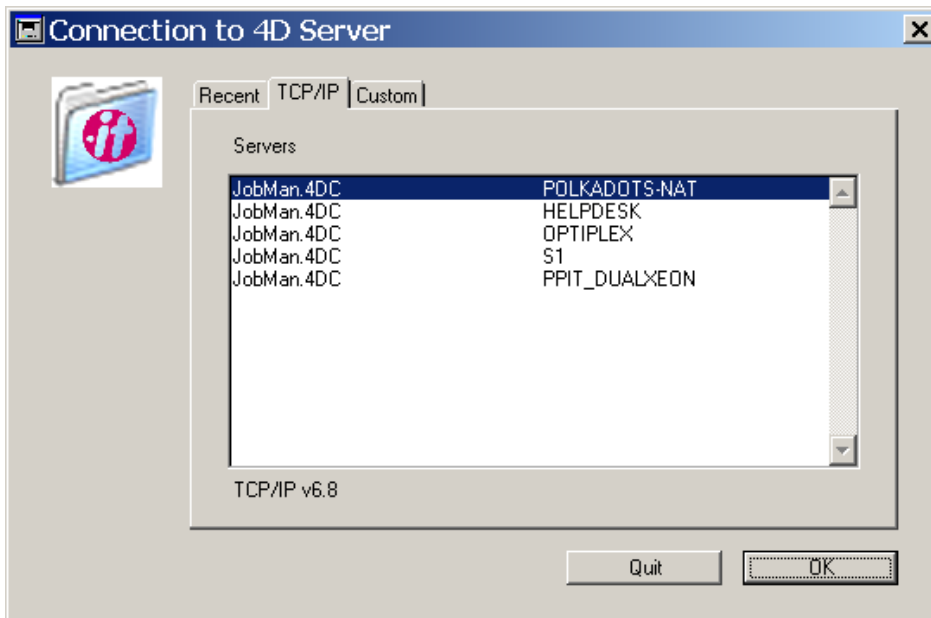


Figure 23 – Reset windows-select server

2. Click **OK** while holding down the **Command** key (Mac) or **CTRL** key (PC). Keep holding the **Command** / **CTRL** key down until the splashscreen appears.

### Creating a desktop shortcut

You can ask Manage-it to create a desktop shortcut on your Macintosh workstation. The result is a personalized shortcut or alias that launches the Manage-it Client, automatically connecting to a

pre-specified Manage-it Server. This provides a way to launch the application quickly, since it bypasses the **Connection to 4D Server** box (see Figure 16). It is especially useful for workflows with more than one Manage-it Server, since it allows you to create a different shortcut for each server.

It should be noted that this desktop shortcut applies to Macintosh clients only, not to Manage-it PC clients. Also note that when you launch Manage-it using the shortcut, you do not have any launch options, such as running Manage-it in Administrator mode (see [The Restore procedure](#)-step 2, on page 167, to know more about Administrator mode).

To create a desktop shortcut for a Manage-it Macintosh Client:

1. Launch the Manage-it Client and connect to the Manage-it Server where you want to create a shortcut.
2. Click the **Close** box in the upper-left corner of Manage-it's main window. This will put Manage-it into Close Box mode, which allows you to access certain utility tools that are normally greyed out.



Figure 24 – Manage-it Close Box mode

3. Click **Utilities > Create shortcut**.

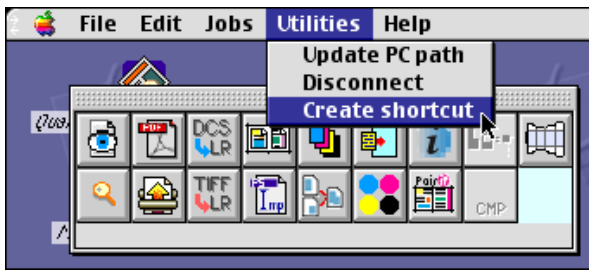


Figure 25 – Create shortcut tool

4. When the **Save** dialog box appears, type a name for the shortcut. If not already indicated, choose to save it on the desktop by selecting **Desktop** from the dropdown list. Finally, click the **Save** button.

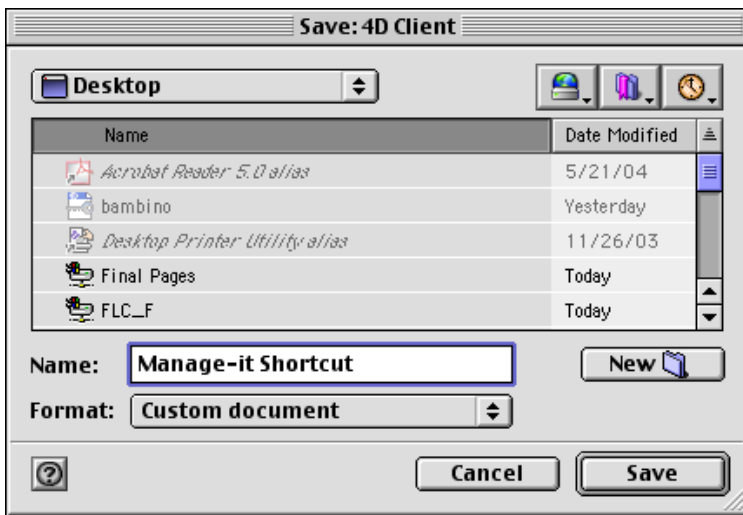


Figure 26 – Save dialog box

5. A shortcut will appear on your computer's desktop.

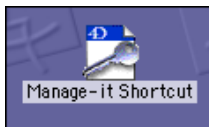


Figure 27 – Manage-it desktop shortcut

6. To take Manage-it out of close box mode and back into regular mode, click **Jobs > All Jobs** or press **Command+J**.



Figure 28 – All Jobs command

## Chapter 2 - Preferences

---

Manage-it's Preferences include a variety of settings which determine such things as the type of units displayed, the way pages are sorted, the time interval of backups and e-mail settings. This chapter describes all of Manage-it's preference settings and is divided into three sections: **General tab I**, **General tab II** and **Notification** tab.

The preferences are set in the **Preferences** dialog box, which can be accessed from the menu bar by clicking **File > Preferences**.

Some preferences may not be included in your version of Manage-it. For example, the Compare preferences found in the second **General** tab are only included in versions that are licensed for the Compare feature.

### 2.1 Global preferences

Most preference settings affect a single Manage-it client. However, in workflows that include more than one Manage-it client, it is important to note that some preference settings affect *all clients connected to the same Manage-it server*. These settings are referred to as Global preference settings and they include: CPU usage, Show resolution folder, Backup delay, Sort by, TIFF→LR, Send errors to clients, Compare Color, Compare Scratch Folder, Compare Queue, SMTP Server and Notify jobs. Therefore, once a global preference setting is set on one Manage-it client, it applies to all Manage-it clients.

## 2.2 General tab I

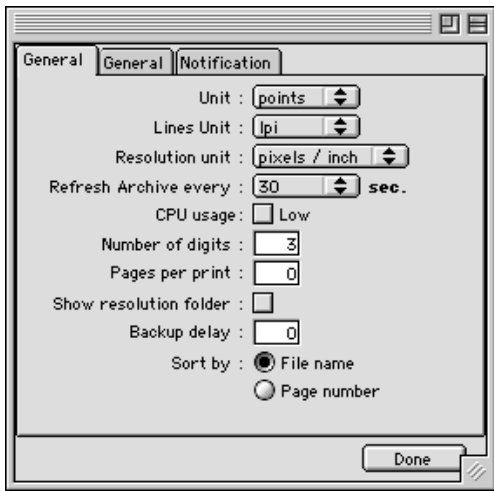


Figure 29 – Preferences-General tab I

### Unit

The **Unit** preference determines the units shown when Manage-it displays measurements such as page width and height. The choices are **points**, **inch**, **cm** and **mm**.

### Lines unit

The **Lines unit** preference decides whether the line frequency is shown in **lpi** or **lpcm**.

### Resolution unit

The **Resolution unit** preference determines whether image resolution information is displayed in **pixels/inch** or **pixels/cm**.

### Refresh Archive every

This setting determines how often Manage-it will look for changes in the Archive folder(s) on the server's hard disk. This way, if changes (for e.g., deleting or renaming an archived job) are made directly on the server, those changes will be reflected in the **Archive** window of the Manage-it client.

The archive folder(s) may be refreshed every **5**, **10**, **30** or **60** seconds. In addition, you may choose **Stop** if you do not need to refresh this data.

Details about archiving folders can be found in the section [3.15 Archiving job folders](#) on page 77.

## CPU usage (Low)

(Global preference)

Activating this option (i.e. placing a checkmark) reduces the amount of the CPU's resources that are allocated to Manage-it. This frees up resources for other applications on your workstation (Mac or PC), but may lower the performance of Manage-it. However, the option is useful for workstations which reserve a high percentage of the CPU's resources for Manage-it, even when it is running in the background and not being used actively.

### Note

CPU usage is a global preference setting. Once this preference is set on one Manage-it client, it applies to all Manage-it clients connected to the same Manage-it server (not just your own personal workstation). Refer to the section [2.1 Global preferences](#) on page 24 for more information.

## Number of digits

This preference lets you set the default number of digits that Manage-it will use when it renumbers pages. When pages are renumbered, Manage-it will add leading zeros if the page number does not contain enough digits, as specified in this preference. For example, if you set this value to 3 digits and then renumber a page by typing the number 14, Manage-it will renumber the page as 014 (3 digits) rather than 14 (2 digits). See section [3.10 Renumbering pages](#) on page 58 for details.

## Pages per print

When printing a large multi-page document, this option allows you to break it up into multiple print jobs. For e.g. if this option is set to 4, a 20 page document will print as several smaller print jobs of 4 pages each. These smaller print jobs are printed consecutively, making the process transparent to the user but still allowing a large print job to be easily handled by a printer with limited resources.

## Show resolution folder

(Global preference)

Displays jobs based on resolution. Specifically, if the pages in a job folder do not all have the same resolution, that job folder is subdivided into sub-folders such as 1200 dpi, 1800 dpi, etc. If all the pages in a job folder have the same resolution, this option has no effect.

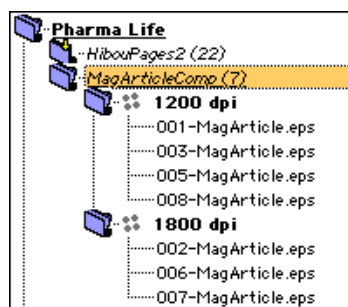


Figure 30 – Resolution folders

This display preference lets you quickly identify: (i) the resolution of each page, (ii) whether any jobs have multiple resolutions, and (iii) whether some pages in a job are causing errors because they have the wrong resolution.

### Backup delay

(Global preference)

The **Backup delay** determines how often (in minutes) the Manage-it backup file is saved, for example, every 10 minutes or every 30 minutes. Common values for this automated backup are from 5 to 60 minutes. If you keep the default setting of 0, no backup will occur.

The backup file keeps track of settings specific to Manage-it - mainly Customer definitions and pagination for renumbered pages. The file is stored within Manage-it's installation folder (usually C:\Program Files\JobManager) under the name BKUP.pbk. If a situation arises where you need to restore the customer or pagination information from the backup file, follow the procedure explained in the section [6.4 Restoring the backup file](#), starting on page 166.

### Note

This backup feature does not make copies of Prepage-it job files.

### Sort by

(Global preference)

The **Sort by** preference lets you choose whether to list job pages in Manage-it's main window in alphabetical order or according to page numbers.


- **Sort by File name** lists job pages in alphabetical order
- **Sort by Page number** orders the files according to the page numbers

When files are sorted by page numbers, all pages that have been renumbered within Manage-it will be sorted according to their “current” page number and *not* according to the page number indicated in their filename. Renumbered pages can be identified by a green checkmark to the left

of the filename and by the “current” page numbers (written in brackets) to the right of it, as shown in Figure 31 and Figure 32. For more information on renumbering pages, turn to page 58 (section [3.10 Renumbering pages](#)).

If no pages have been renumbered within Manage-it, you may not see any difference between a job list sorted by file name and one sorted by page number.

### Note

If, after changing the **Sort by** preference, you do not notice any change in the job listings, you may need to refresh the job. To do so, click on the **Job Information** icon  in the toolbar.

The example below shows a job where two pages have been renumbered: page 006 has been renumbered 009 and page 003 has become 010. Notice the difference between the listing on the left (by filename) and that on the right (by page number).



Figure 31 – Sort by File name

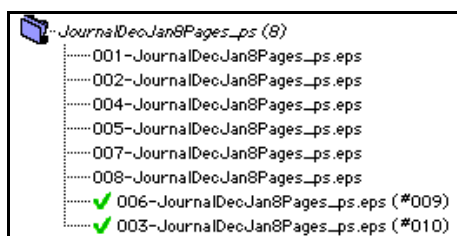


Figure 32 – Sort by Page number

## 2.3 General tab II

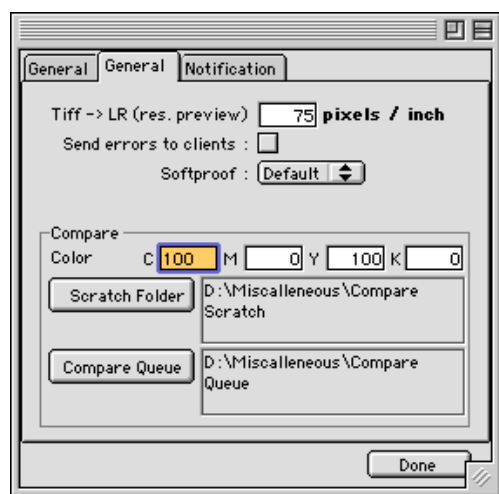



Figure 33 – Preferences-General tab II

TIFF→LR (res. preview)

(Global preference)

Set the resolution of the low-res files created from TIFF images when using the TIFF→Low-Res tool .

#### Note

TIFF→LR is a global preference setting. See section [2.1 Global preferences](#) on page 24 for more information.


Send errors to clients

(Global preference)

When an error occurs at the RIP, Manage-it always provides you with an error message, which is displayed in the Error Folder of the **Queues** window (see section [5.4 Working with Error Folder](#) on page 148).

If the Send errors to clients option is activated when an error occurs, the error message will “pop up” in the Manage-it Client application, in addition to showing up in the error folder. Specifically, a pop-up message box will be displayed on the workstation where the PostScript job file was created and then sent to the RIP. In situations where Manage-it can’t detect where a job originated from, it displays the pop-up error message in all the Manage-it clients.

Softproof

Depending on how a job was RIPPed by PrePage-it, the job may include a PDF softproof, PhotoShop softproof (PSD), both or none. The Softproof preference determines the format of the softproof that is displayed when you use the Display Softproof tool  (see section [4.2 Display Softproof](#) on page 86 for details).

Note that the Softproof setting applies to your workstation only. Each Manage-it client workstation can be configured independently.

The three softproofing options are **Default**, **PDF** and **PSD**.

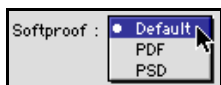


Figure 34 – Preferences-Softproofing options

Default: Choosing **Default** means the Display Softproof tool will act according to the Manage-it default. When you attempt to view softproofs, by default the Display Softproof tool will show you the PhotoShop softproof, if one exists. If not, then it will show you the PDF softproof.

PDF: Choosing **PDF** will show you the PDF softproof of the selected page. If the page has no PDF softproof, you will receive an error message (see Figure 35). Select this option if your workstation has only Acrobat Reader installed or if you generally wish to view your softproofs in PDF format.

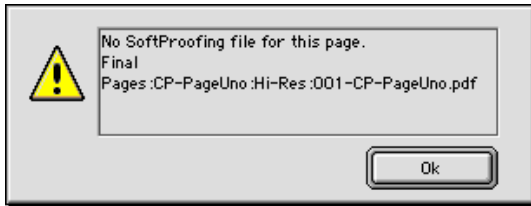


Figure 35 – Error message-Softproofing

PSD: Choosing **PSD** will show you the PhotoShop softproof of the selected page. If the page has no PhotoShop softproof, you will receive an error message like the one shown in Figure 35. Select this option if your workstation has only Adobe PhotoShop installed or if you generally prefer to view your softproofs in PSD format.

### Compare Color

(Global preference)

The Compare Color is the color of the compare image created by the Compare tool (explained in section [4.16 Compare](#) on page 130). Specifically, it is the color of the PPIT\_COMPARE color channel inside the Compare Proof file. Each time a Compare proof is generated, it will take on the color specified here.

To specify a Compare color, enter the cyan (**C**), magenta (**M**), yellow (**Y**) and black (**K**) values for the desired color.

### Compare Scratch folder

(Global preference)

The Compare Scratch folder is the temporary work folder used by the Compare tool while it is processing files. Although nothing is stored in this folder permanently, the Compare tool cannot do its work without a scratch folder.

### Space requirements

The amount of space required by the scratch folder depends on the number of pages that are compared at the same time. Although a dedicated disk is not generally required, the scratch folder must not be placed on a hard disk that is low in disk space.

### Compare scratch vs. PrePage-it scratch

It is important to realize that the Compare scratch folder is completely independent and separate from the PrePage-it scratch disk that is set in the PrePage-it Preferences. When choosing the Compare scratch folder, you must not select the PPIT-Scratch folder itself nor should you create a subfolder inside the PPIT-Scratch folder. You may place the Compare

scratch folder on the same hard disk as the PPIT-Scratch folder, but they must remain two separate folders. Furthermore, in all cases, the scratch folder must be situated on the Manage-it server machine.

Selecting scratch folder

To select the Compare scratch folder:

1. Click the **Scratch Folder** button in the Manage-it preferences.
2. When the dialog box shown in Figure 36 appears, select a folder and click **Choose**.

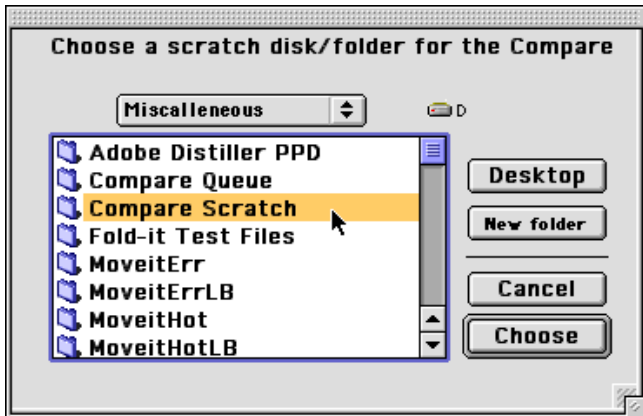


Figure 36 – Select Compare scratch folder

After selecting a scratch folder, its path and filename will be listed in the **General tab II** of the Manage-it preferences.

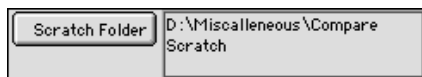


Figure 37 – Compare Scratch pathname

## Compare Queue

(Global preference)

The Compare Queue is a folder where the Compare tool sends pairs of pages that need to be compared. It acts as a type of hot folder which is continuously monitored by Manage-it for incoming “jobs”. However, job pages cannot and *must not* be dropped directly into this folder. It is the Compare tool which takes care of sending pages to the Compare queue folder.

Take note that the Compare queue folder must be situated on the Manage-it server machine.

Specifying a Compare queue

To specify a Compare queue:

1. Click the **Compare Queue** button in the Manage-it preferences.
2. When the dialog box shown in Figure 38 appears, select a folder and click **Choose**.

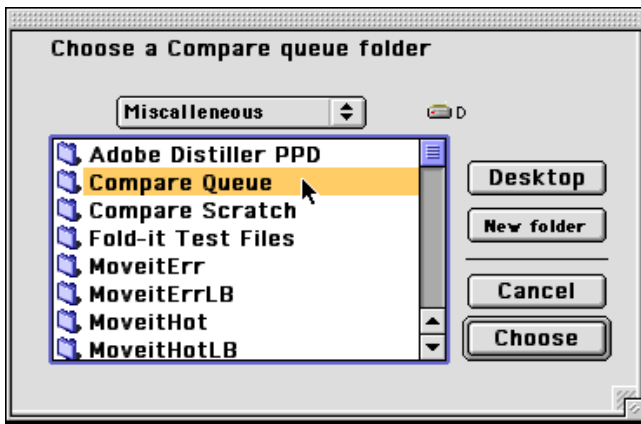


Figure 38 – Select Compare queue folder

After selecting a Compare queue folder, its path and filename will be displayed in the **General tab II** of the Manage-it preferences. Also, it will be listed in Manage-it's **Queues** window with a **CP** to the left of it, signifying that this queue produces Compare Proofs.

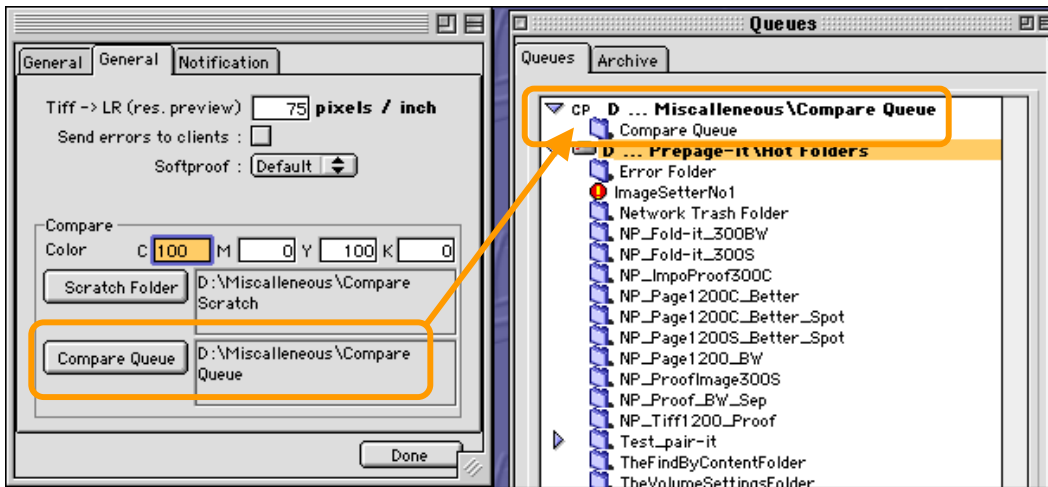


Figure 39 – Compare Queue

### Warning

Never choose a PrePage-it queue/hotfolder when selecting the Compare Queue folder.

## 2.4 Notification tab

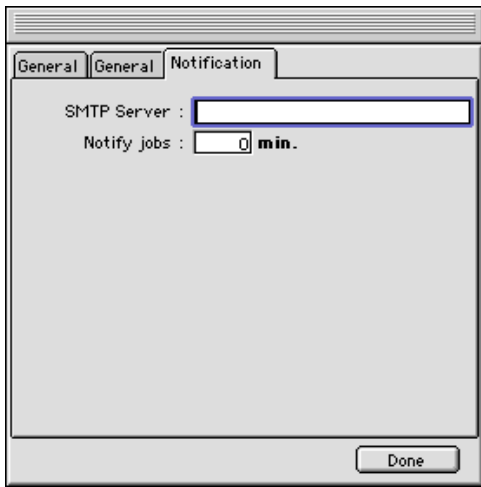


Figure 40 – Preferences-Notification tab

### Notification – SMTP Server

(Global preference)

Specifies which outgoing e-mail server will be used when an e-mail is sent from Manage-it, whether through the Job Notes tool (section [3.12 Job Notes](#) on page 62) or by enabling Job Notification for customers (section [3.13 Job notification](#) on page 66).

#### Note

SMTP Server and Notify jobs are global preference settings. See the section [2.1 Global preferences](#) on page 24 for more information.

### Notify jobs

(Global preference)

This preference sets the frequency of the notifications for the Job Notification feature. Job Notification automatically notifies a customer by e-mail each time one of his jobs is RIPped (see page 66 for details). This setting establishes how often a customer folder is scanned for new jobs. If any newly arrived jobs are detected, the customer is immediately notified by e-mail. Although automatic notification can be configured on a per-customer basis, the time interval between each notification is set in the Notify jobs preference and applies to all customers.

Specify this setting by indicating a number representing the number of minutes in between notifications. For example, specifying **Notify jobs: 10 min.** means that every 10 minutes Manage-it will check for new jobs and if found, will automatically send an e-mail to the corresponding customer(s).

A setting of **0 min.** in effect disables job notification, hence no e-mails will be automatically sent to your customers.

## Chapter 3 - Customers, Jobs & Pages

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Manage-it lets you manage pre-RIPped pages in the context of customers and jobs. This section describes the functions and tools related to managing customers, jobs and pages. Most of the functions we'll be looking at in this chapter are located in Manage-it's main window, shown below.

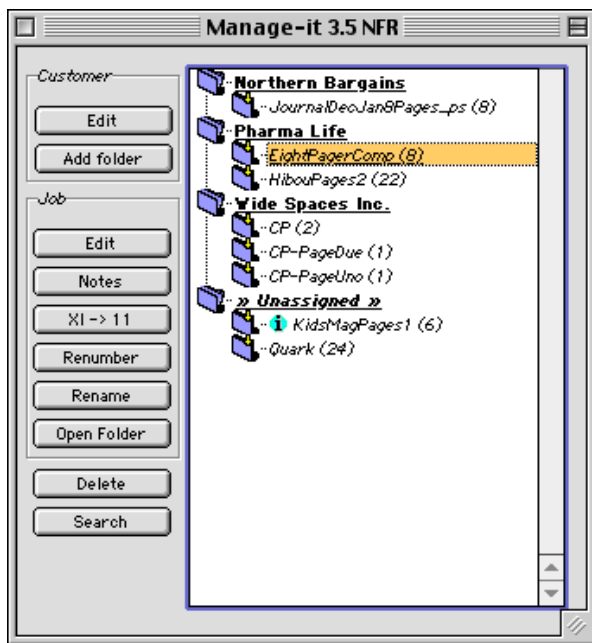


Figure 41 – Manage-it main window

The first part of the chapter will deal with how to display jobs and customers in the main Manage-it window, followed by basic management operations such as selecting, moving, deleting, renaming and renumbering. The last part will describe some advanced job operations such as archiving, e-mailing job notes, automatic customer notifications and searching.

### 3.1 Adding folders to monitor

Manage-it can be set up so that the main Manage-it window automatically displays jobs, including all pre-RIPped pages contained in them, as soon as new jobs are processed. For this to occur, you must first specify the folder(s) on the server's hard disk where newly RIPped jobs are

collected. Manage-it will then continually monitor these folder(s). Each time a new job is detected within one of these monitored folders, also referred to as Scanned folders, the job will be displayed in Manage-it's main window.

#### Which folders to select?

In a typical PrePage-it configuration, the suggested storage location for processed jobs is a dedicated disk volume, referred to as the Final Pages volume. Your setup may include one main folder (within this dedicated volume) where jobs are collected or may be organized/divided into several “main” folders. Assuming your setup follows a standard configuration, newly RIPPed jobs are usually stored inside these “main” folders within the Final Pages volume. The jobs can be easily distinguished from one another since by default each job is placed in its own distinct job folder. This topic is explained thoroughly in the *Pre-RIPPed Pages Primer*.

Therefore, when selecting folders to monitor, you need only select the “main” folder(s) inside the Final Pages volume. Then, by activating the option Include all subfolders, all newly processed jobs stored within these “main” scanned folders(s) will be detected.

#### Note

It is important to note that the main Manage-it window is designed for displaying and managing job pages created by PrePage-it DCS2 queues, i.e. pre-RIPPed pages. Job files generated from other PrePage-it queues will not show up in the Manage-it window. Therefore, when selecting a folder to be monitored for new jobs, make sure the folder stores PrePage-it DCS2-generated jobs.

#### Reminder

Before you can use Manage-it to view and manage your jobs/pages, you must mount (or map) the volume containing your pre-RIPPed pages.

If you require further assistance with this topic, consult your system administrator or refer to the *PrePage-it Server Guide*.

When mapping a shared drive from the Manage-it Server onto another PC with a Manage-it Client, the drive on the server must have a Windows share at the root level. This restriction only applies to PC Clients. When creating a Macintosh share on the Manage-it Server, you may either share the root or any folder you wish. Please refer to the section [Accessing server volumes/folders](#) on p. 5 for a more detailed explanation.

## Associating folders and customers

If you already have customers listed, it is possible to associate a monitored folder with a specific customer. The result would be that all jobs stored in that monitored folder will automatically be displayed within the corresponding customer's folder. If no association is made, new jobs will appear in the Unassigned folder.

By associating monitored folders and customers, it is possible to set up your workflow so that all new jobs automatically go to the correct customer folder. This can be set up in the following way:

- the Final Pages volume must be set up with a different scanned folder for each customer
- each customer folder must be associated with a scanned folder dedicated to that customer
- for each customer, you must create a unique set of PrePage-it queues (the number of queues for each customer will vary according to the customer's needs)
- the same Output Folder should be specified for all the queues belonging to a given customer

Take note that the setup described above may not be practical in workflows containing a high number of customers and queues. When this is the case, it may be simpler to let all jobs go into the Unassigned folder (which is where they go by default), then move them to the pertinent customer folder yourself.

The following procedure explains how to add a scanned folder and then associate scanned folders and customers.

### How to add scanned folders

To specify the folders that you wish to be monitored by Manage-it:

1. Click the **Add folder** button in Manage-it's main window. If you wish to link this folder to a specific customer, select the desired customer folder before clicking the **Add folder** button.

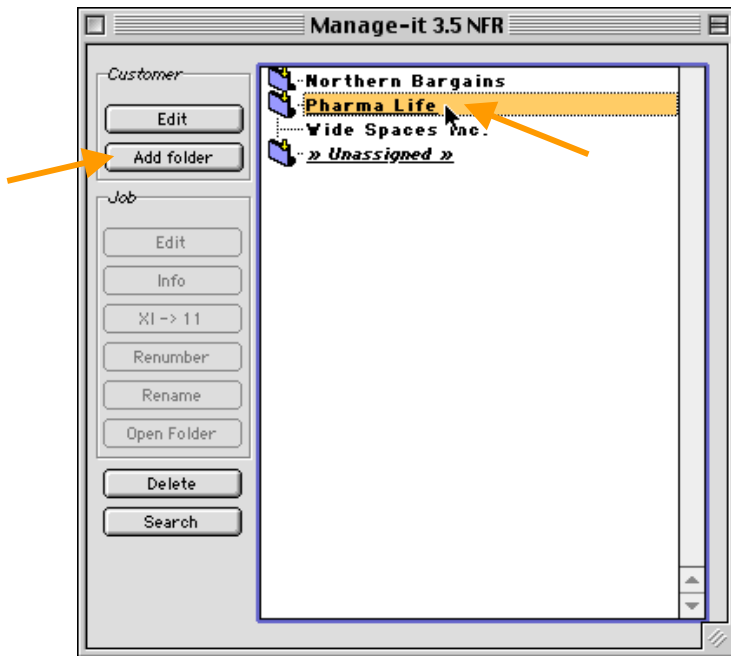


Figure 42 – Add scanned folders

2. Manage-it will display a folder selection dialog box.

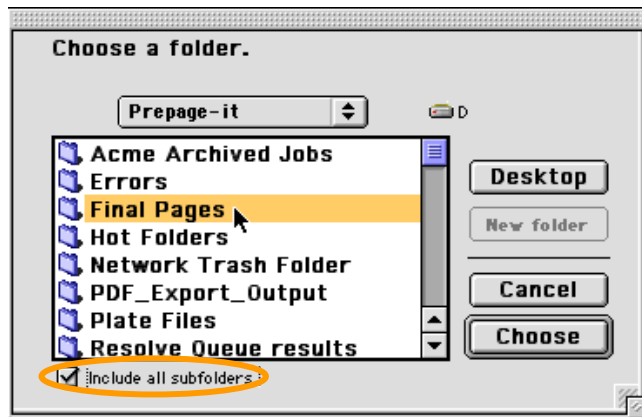


Figure 43 – Select folder to monitor

- a. Select the folder that you wish to be monitored.
- b. If you would to monitor all subfolders (i.e. all current and future Prepage-it jobs) inside the selected folder, select the option **Include all subfolders**.
- c. Click the **Choose** button.

### Caution

Select the main folder which contains all the job folders, not its parent folder or subfolder. For example, let's say your main folder is called Final\_Pages and is located in drive P:\PrePage-it. The correct folder to select is P:\PrePage-it\Final\_Pages – do not select P:\PrePage-it (the parent folder) or P:\PrePage-it\Final\_Pages\Job001 (a subfolder).

- If you already have existing jobs with pre-RIPped pages inside the selected folder, the corresponding job folders will be displayed shortly thereafter in the main window.

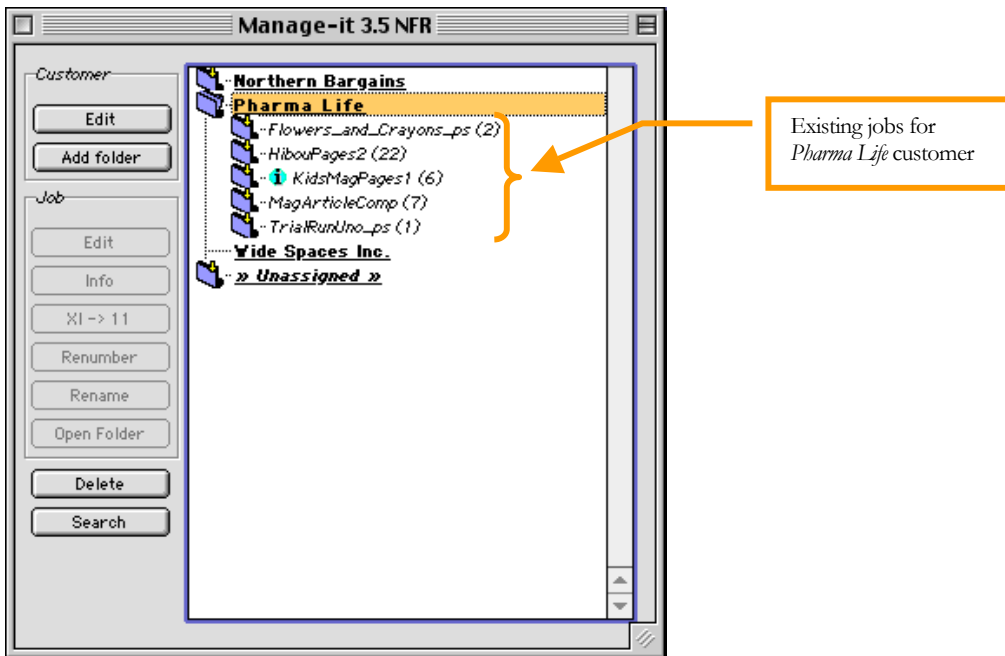


Figure 44 – Manage-it job list

Afterwards, Manage-it will continue to periodically scan the selected folder for newly RIPped jobs and will display them as soon as they are detected.

#### Scanned folders list

It is possible to view a list of all the folders you've selected to be monitored or scanned. For each scanned folder, the list will display the path of the folder and the customer it belongs to.

Folders that you no longer want to be monitored by Manage-it can be deleted from the list. Note, however, that deleting scanned folders from the list does not delete them from the hard disk.

To view the scanned folders list, click **Jobs > Scanned folders**.

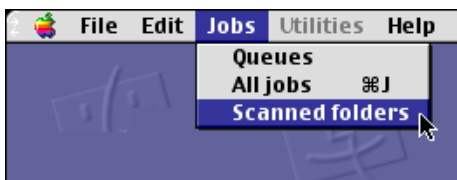


Figure 45 – Display scanned folders

This will display the scanned folders list, as shown in Figure 46.

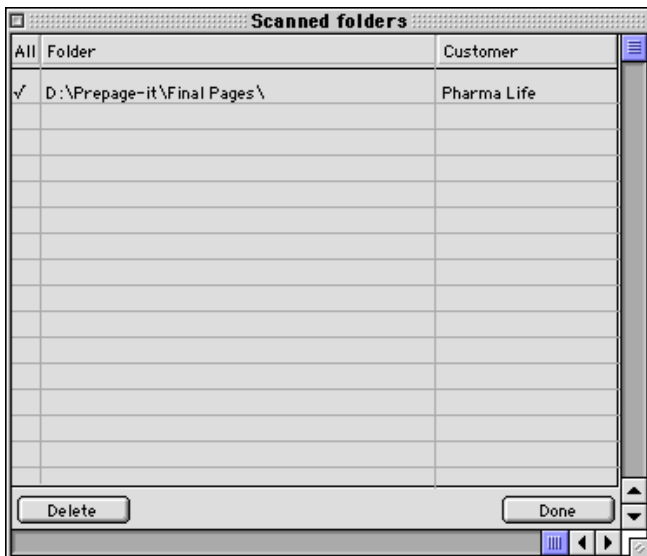


Figure 46 – Scanned job folders

The **All** column will contain a checkmark whenever you've added a scanned folder with the option **Include all subfolders** selected. Therefore, the checkmark is a visual reminder that not only is the scanned folder being monitored, but also all of its subfolders.

To remove a scanned folder from the list, select it and click the **Delete** button. When you're finished, click **Done** to hide the list.

## 3.2 Working with customers

Manage-it lets you organize your job listings in the main Manage-it window on the basis of customers. By default, jobs are displayed under the **Unassigned** folder when you don't attribute them to a specific customer. However, Manage-it allows you to assign jobs to a customer in one of two ways:

- By adding a folder for each one of your customers and then moving jobs into their corresponding customer folders. This is generally the most effective method for organizing jobs according to customers.
- By arranging it so that jobs stored in a specific scanned folder automatically show up under a designated customer folder. This involves a more elaborate setup and should only be used when your workflow justifies it. See [Associating folders and customers](#) on page 37 for more information.

In either case, the setup for creating customer folders and using them to organize your jobs is for display purposes only. That is, the way you organize jobs inside customer folders does not affect how job files are organized on the server's hard disk.

Customer folders can be added anytime. In the main Manage-it window, customers appear at the same indent level as the **Unassigned** folder. Once added, their names may be changed or deleted at any point.

### How to add customers

To add a customer:

1. Click the Customer **Edit** button from Manage-it's main window. The **Customer** dialog box will appear.

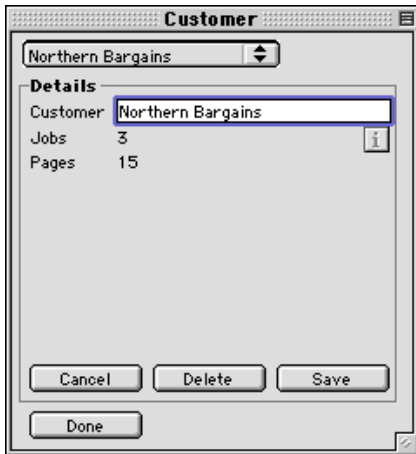


Figure 47 – Customer dialog box

2. Choose **Add a customer** from the dropdown menu.

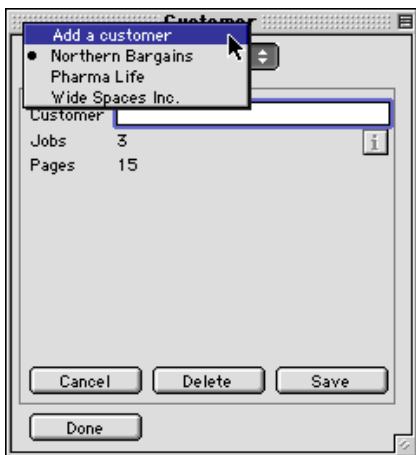


Figure 48 – Add a customer

3. Type the customer's name and click **Save**.
4. Repeat steps 2 and 3 for each additional customer that you want to add.
5. When you've finished adding customers, click **Done**. Figure 49 shows several customers that were added and do not yet contain any jobs, which are currently all located in the **Unassigned** folder.

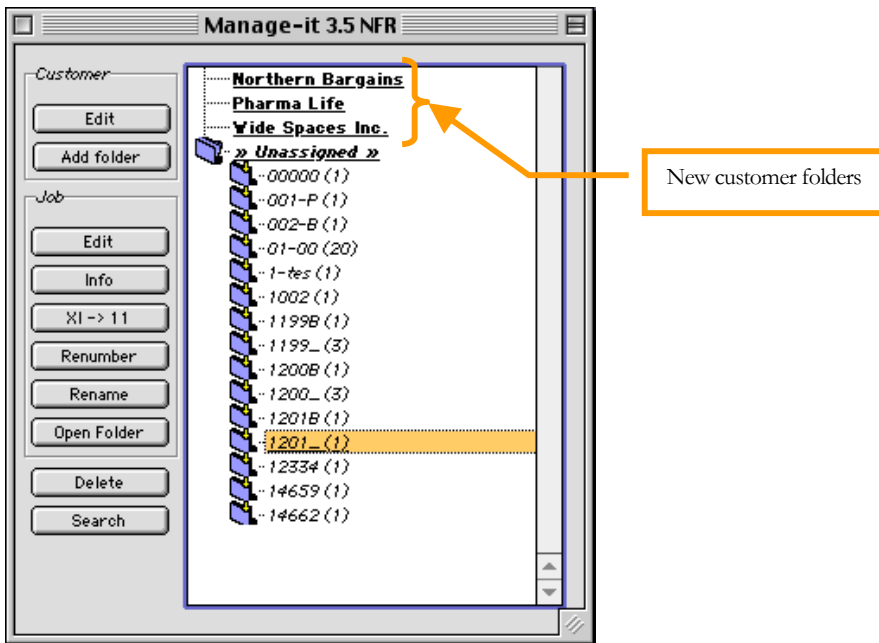


Figure 49 – New customer folders

## Assigning job folders to customers

As soon as you've created the customers for which you want to track jobs, you can start assigning job folders to these customers. To assign a job folder to a given customer, simply drag & drop the job folder unto the customer folder in Manage-it's main window. A sample is shown below.

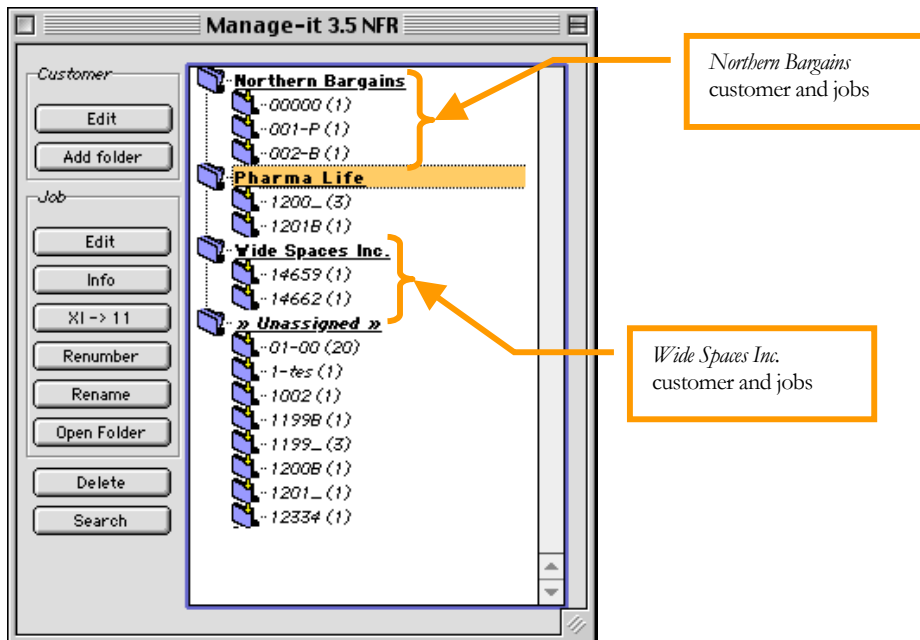


Figure 50 – Jobs assigned to customers

## Note

Manage-it doesn't move page files and folders on the server when you assign jobs to different customers. It simply presents the job information, as you've requested, within the Manage-it environment.

### Changing a customer's name

A customer's name can be changed at any time, even if you've already assigned jobs to that customer.

To change a customer's name:

1. Select a customer name in the main Manage-it window.
2. Click the Customer **Edit** button. The **Customer** dialog box will be displayed with the selected customer's name ready to be edited.

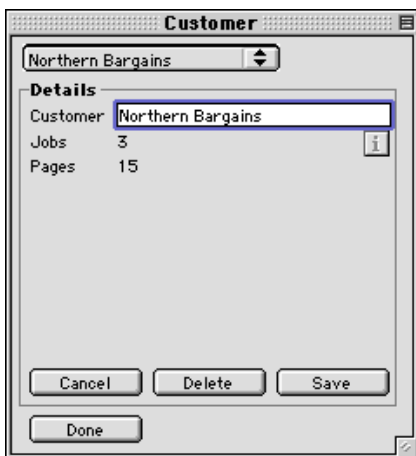


Figure 51 – Edit customer name

3. Change the customer name. If, while changing the name, you decide you want to go back to the original name, click **Cancel** to do so.
4. When you are satisfied with the new customer name, click **Save** and then **Done**. The new customer name will be displayed in the main Manage-it window.

## Note

If, after saving a customer name, you are prevented from making any further edits in the **Customer** dialog box, click **Done** to exit the dialog box and re-open it by clicking the Customer **Edit** button.

### 3.3 Selecting multiple items

Many of Manage-it's functions can be applied to multiple items at once. For example, it is possible to move several pages at once, delete several jobs at the same time or create PDF proofs of any number of pages simultaneously. In order for an action to be applied to several items at the same time, these items must all be selected prior to carrying out the action.

Multiple jobs, pages or customers can be selected simultaneously. When selecting multiple items, use one of the selection techniques described below.

To select several adjacent (consecutive) items:

1. Click the first item desired.
2. Click the last item desired while holding down the **Shift** key.

To select several non-adjacent (spread out) items:

1. Click the first item desired.
2. Click any other required items while holding down the **Command** key (Macintosh) or the **CRTL** key (Windows).

### 3.4 Moving jobs/pages

It is possible to move pages or even entire jobs from within Manage-it's main window. Pages can be moved from one job folder to another and jobs can be moved from one customer to another. It is important to note that when pages are moved within Manage-it's main window, they are also moved on the Manage-it server.

To move any items shown in Manage-it's main window:

1. Select the desired pages or jobs.
2. Drag and drop the selected items to the desired job folder or customer folder.

### 3.5 Deleting items

The **Delete** button in Manage-it's main window lets you delete customers, individual pages and entire jobs. When pages or jobs are deleted, they are not only removed from Manage-it's main window but also from the server's hard disk. Therefore care must be taken when using this function. Note, however, that when customers are removed, their jobs are never deleted from the hard disk, even if the jobs are no longer visible in Manage-it's main window.

Deleting jobs and pages

In order to delete pages or jobs:

1. Select the desired pages/jobs (to know how to select multiple items, refer to the section [3.3 Selecting multiple items](#) on page 44).
2. Click the **Delete** button in Manage-it's main window

**-or-**

press **Command + Delete** (Mac OS) or **CTRL + Delete** (Windows).

3. When the confirmation pop-up box appears, click **OK** to go ahead with the deletion.



Figure 52 – Confirm Delete

## Deleting customers

Manage-it allows you to remove customers and optionally, all of that customer's jobs/pages. If you remove a customer but not their jobs/pages, the job folders will go into the Unassigned folder. If you remove a "customer and its items", Manage-it will delete the customer's folder along with all his jobs and pages. Note, however, that this action does not delete the actual job and page files on the server, it simply "hides" them from view in Manage-it's main window.

To delete a customer:

1. Select the desired customer.
2. Click the **Delete** button in Manage-it's main window

**-or-**

press **Command + Delete** (Mac OS) or **CTRL + Delete** (Windows).

3. When the confirmation pop-up box appears, choose **Customer** or **Customer and its items**, then click **OK**.

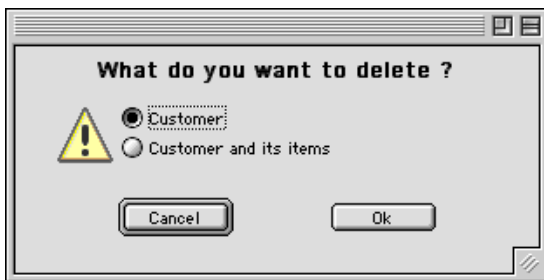


Figure 53 – Delete customer

Select the **Customer** option to remove the customer's folder and transfer all their jobs and pages to the Unassigned folder.

**-or-**

Select the option **Customer and its items** to remove the customer's folder and "hide" his jobs and pages from being displayed in Manage-it's main window.

### Re-displaying hidden jobs/pages

If you choose to delete a **Customer and its items** or if for any other reason a job has been hidden from view and is no longer visible in Manage-it's main window, it is possible to re-display that job. To do so, you must re-introduce or Add the scanned folder into the Manage-it application. As a result, all hidden jobs will appear in either the **Unassigned** folder or one of your existing customer folders, depending on which one you select before re-adding a folder to monitor.

To know how to add a scanned folder, refer to [How to add scanned folders](#) on page 37.

## 3.6 Viewing / editing job information

The Job **Edit** button opens the **Job** dialog box (shown in Figure 55).

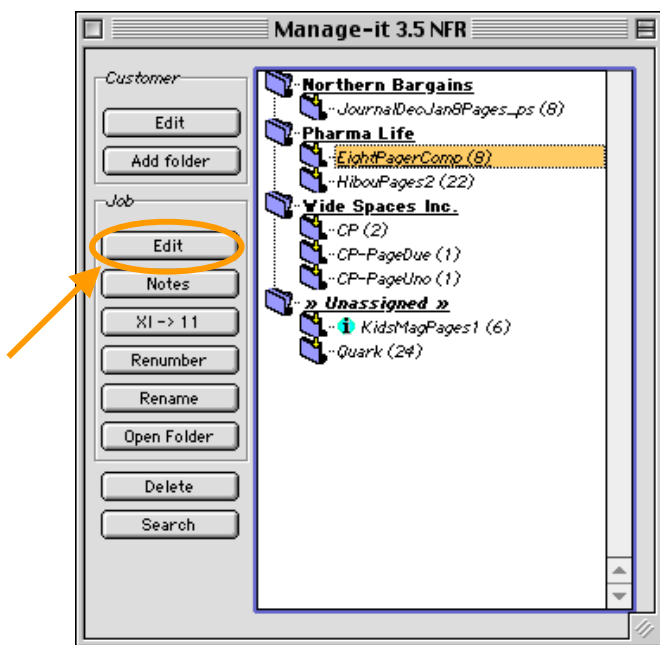


Figure 54 – Job Edit

From this dialog box, you can view some basic information about a selected job in addition to doing some basic job editing.

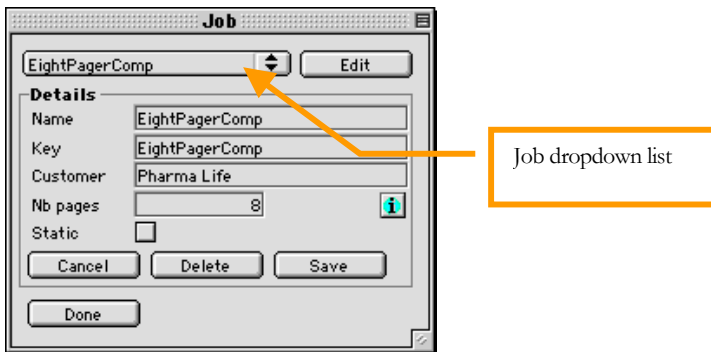


Figure 55 – Job dialog box

### Viewing basic information

The information seen in Figure 55 belongs to the job that is currently selected in Manage-it's main window. To view information about another job, select the desired job from the **Job** dropdown list.

The **Job** dialog box shows you, in read only mode:


- The Job **Name**
- The Job **Key**
- The **Customer** name to which the job belongs
- The total number of **pages** in the job

#### Job Name vs. Job Key

The Job Name is the job folder name displayed in Manage-it's main window. The Job Key is the actual job folder name on the server disk. By default, they are the same. However, the **Job** dialog box allows you to change the Job Name without affecting the actual job folder name on the server (i.e. the Job Key). Within the Manage-it environment, this may help you to quickly identify jobs whose names are otherwise too long, too short, too similar, etc.

To know how to change the job Name, go to the section [Editing the Job Name](#) on page 48. If you wish to change the Job Key, you need to use the Rename command. Refer to the section [3.9 Renaming a job](#) on page 55 to find out how.

#### Viewing job notes

By clicking the  icon in the **Job** dialog box, you can view in read-only mode, job notes written by a Manage-it operator about this job.

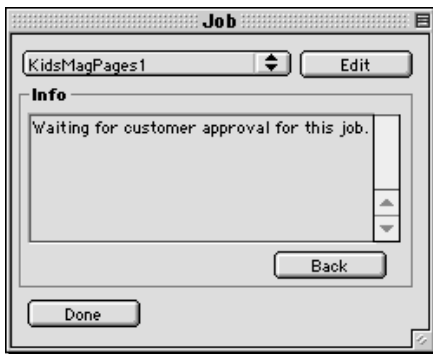


Figure 56 – Job dialog box-job notes

This dialog box only allows you to view the message. To edit this message or to find out more about Job Notes, turn to the section [3.12 Job Notes](#) starting on page 62.

To go back to the main **Job** dialog box, click the **Back** button. If you wish to close the box, click **Done**.

### Basic job editing

Editing the Job Name

To change the Job Name:

1. Select a job folder in the main Manage-it window.
2. Click the Job **Edit** button. The **Job** dialog box will appear.

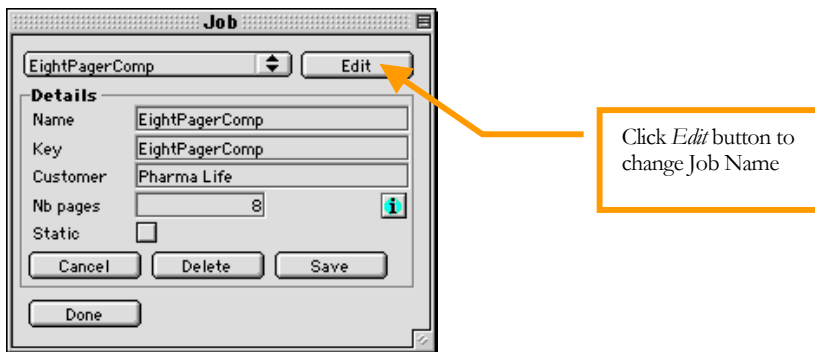


Figure 57 – Job dialog box-Change Job Name

3. Now, inside the **Job** dialog box, click the **Edit** button. The background color of the Name field will become white, indicating that you can now edit the job name.



Figure 58 – Edit job name

4. Type a new name for the job. Next, click the **Save** button to keep the new name or click **Cancel** to go back to the original name. If you save it, the new job name will appear in the main Manage-it window.

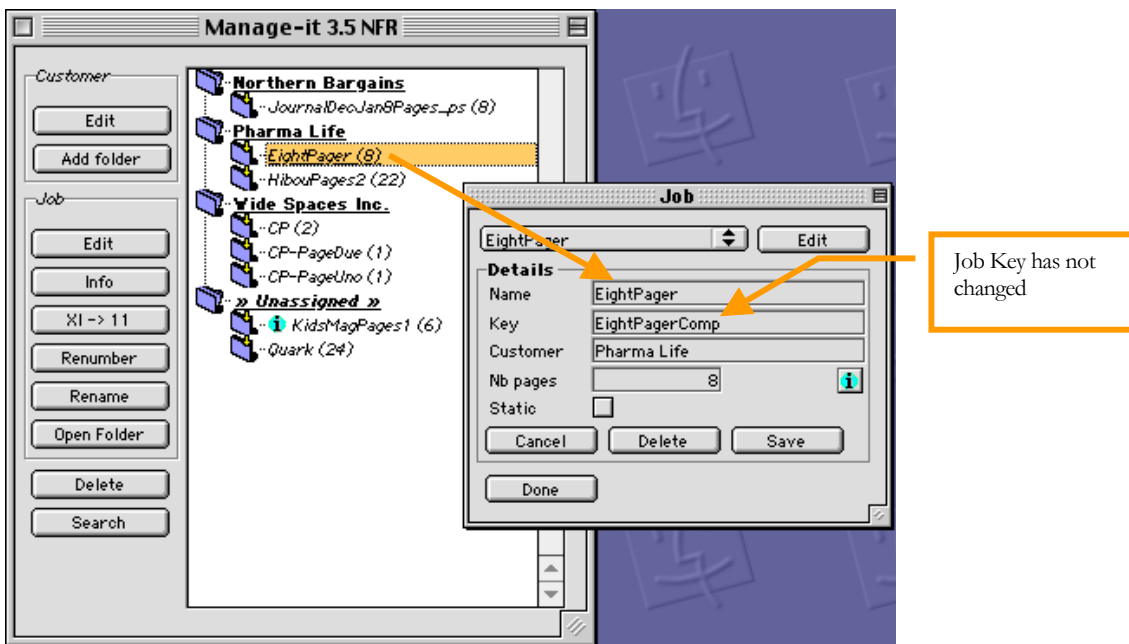


Figure 59 – Save Job Name

Note how in Figure 59, the job **Key** shown in the **Job** dialog box has not changed, indicating that the actual job folder name on the server remains the same.

5. If necessary, click the **Done** button to hide the dialog box.

#### Setting a job as Static

Setting a job folder as Static prevents the folder from disappearing if all its pages are removed (e.g. deleted, moved, etc.). Furthermore, it offers added protection when an operator deletes multiple folders, since Manage-it gives you the option of keeping the static folders while deleting everything else. The figure below shows how Manage-it prompts you when you attempt to delete a set of folders where some are static.



Figure 60 – Delete static folder

When a customer (and its items) is deleted, however, all its job folders disappear from the main Manage-it window, even those that are set as **Static** (see [Deleting customers](#) on page 45 for details).

The static option is especially important and must be used when creating new, empty folders using the **Create Job** tool (see section [3.7 Creating an empty job folder](#) on page 50).

To set a job folder as static, click the **Static** checkbox in the **Job** dialog box (see Figure 67 on page 53). If the checkbox is greyed out, click the **Edit** button to make it editable.

#### Deleting a job

It is possible to delete a job from the **Job** dialog box. To do so, simply click the **Delete** button, then confirm the deletion with an **OK**.

#### Caution

Executing this Delete command deletes the actual job folder stored on the server disk, including all its hi-res, low-res and softproofing files.

If you wish to delete several jobs at the same time, use the Delete command, as described in the section [3.5 Deleting items](#), starting on page 44.

## 3.7 Creating an empty job folder

The **Create Job** tool provides a way to create a new, empty job folder from within the Manage-it Client application. Empty job folders can be used to reorganize existing jobs and pages, since you can drag existing pre-RIPped pages from other job folders into them.

Note that the **Create Job** button only appears when you select a customer (otherwise it becomes the **Edit Job** button).

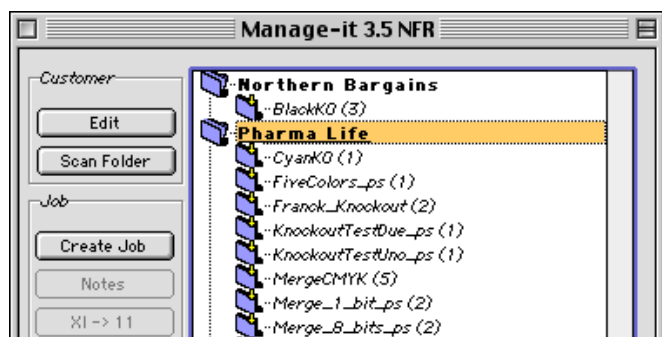


Figure 61 – Create Job folder

### How empty job folders behave

Empty job folders are automatically deleted from Manage-it's main window unless they are set to Static (see [Setting a job as Static](#) on page 49). This is why you must set an empty folder as static when you're creating it.

Even if set to static, empty job folders only exist in Manage-it's main window, they do not exist on the server. When pages are moved into an empty job folder, Manage-it creates a corresponding job folder on the server. If all pages are moved out of a job folder, that folder will be automatically erased from the server's hard disk.

An exception occurs when a job folder on the server contains “special” subfolders (for e.g., the *Originals* subfolder) or files (for e.g., a file with a name that is different from the rest of the job). In such cases, the “empty” job folder is not erased on the server since it still contains some subfolders or files, although the folder is no longer shown in Manage-it. Please refer to the *PrePage-it Server Guide* for more information about the *Originals* subfolders.

### One scanned folder per customer

When an empty job folder is created using the **Create Job** button, it is placed inside the selected customer folder. However, in order to be able to accept and hold pages, the customer it belongs to must be associated with one and only one scanned folder. To illustrate this point, Figure 62 shows a “good” and “bad” example.

An empty job folder created in the *Pharma Life* customer will be able to accept and hold pages since this customer is associated with only one scanned folder, i.e., D:\PrePage-it\Final Pages . An empty job folder created in the *Northern Bargains* customer will not be able to accept and hold pages since this customer is associated with two scanned folders. The problem with having more than one scanned folder (or having none at all) is that Manage-it will not know where on the server to create the job folder when pages are moved or dragged there.

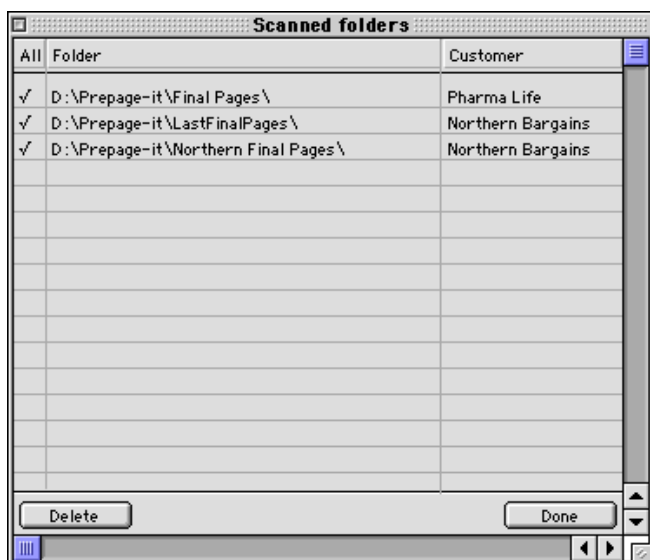


Figure 62 – Customers and scanned folders

In fact, if you attempt to set a new, empty folder that you created as **Static**, you will receive an error message, as shown in the figure below.

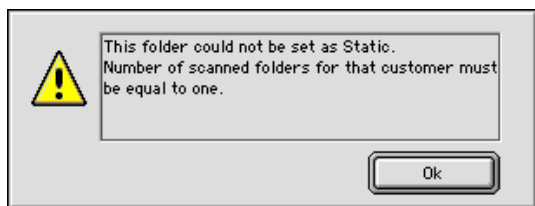


Figure 63 – Static error message

## How to create an empty job folder

To create a new, empty job folder, perform the following steps:

1. Select the customer where you want the new folder to be created.

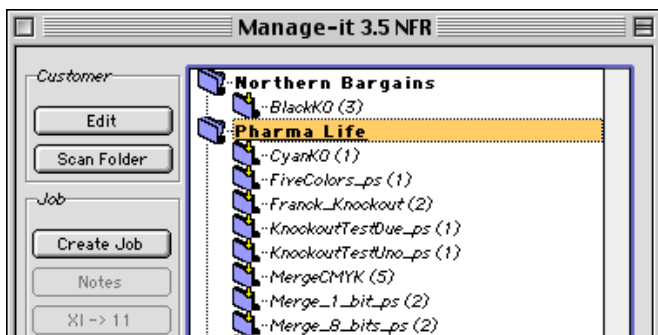


Figure 64 – Click Create Job

- Click the **Create Job** button. The **Job** dialog box will be displayed.

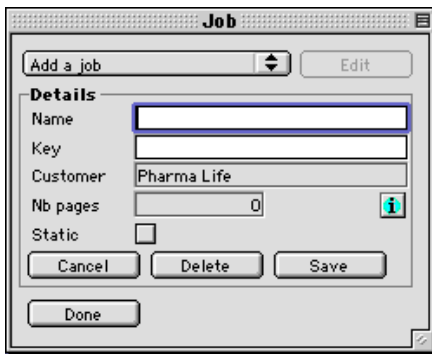


Figure 65 – Create Job dialog box

3. Type a name for the new folder, then press the **Tab** key. The name will be duplicated in the **Key** text box.

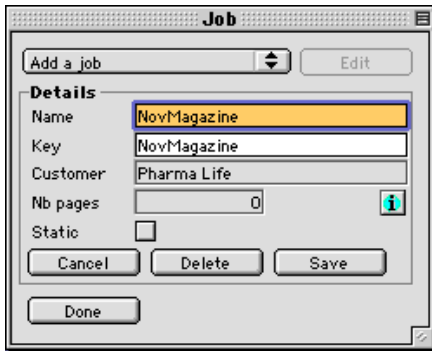


Figure 66 – Specify Name and Key

4. Set the job folder as **Static** by clicking the checkbox.

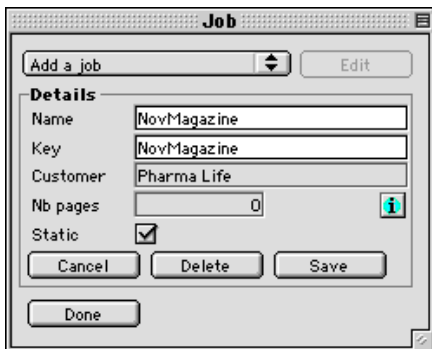


Figure 67 – Set job as Static

5. Click **Save**, then click **Done**. The new, empty job folder will appear in the main Manage-it window, indicated by the missing folder icon.

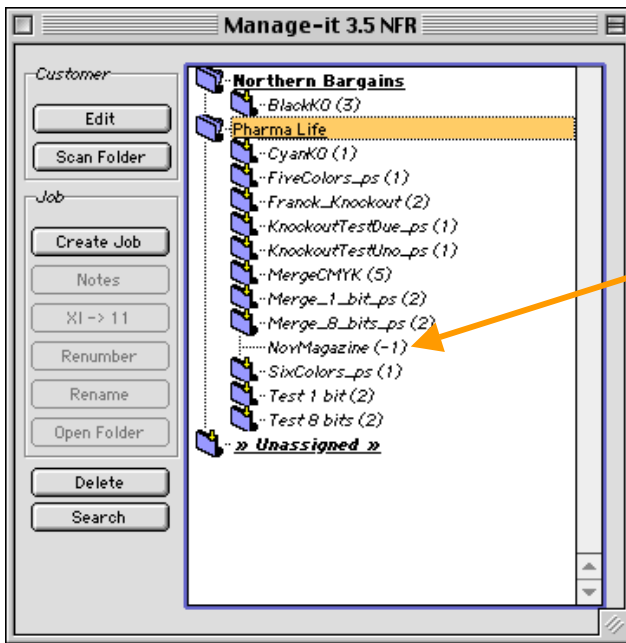


Figure 68 – Empty job folder

### Note

Creating a new, empty job folder using the Create Job tool is identical to clicking the **Edit Job** button and choosing **Add a job** from the dropdown list in the **Job** dialog box. See Figure 54 and Figure 55, starting on page 46, for details.

## 3.8 Accessing job folders directly

The **Open Folder** button gives you direct access to job folders and their contents on the PrePage-it server. You may browse through a job's subfolders to view the various files that make up a job. If the job contains an **Originals** subfolder, you may access the original job file, so that you can copy it somewhere else or re-RIP the job.

### Warning

Do not move, delete, rename or perform any other similar file operations directly on the job files in the Hi-Res, Low-Res or SoftProofing subfolders. Doing so may cause some pages or entire jobs to no longer be usable by Manage-it or PrePage-it.

To open a job folder:

1. Select a job folder from the main Manage-it window.
2. Click the **Open Folder** button. A window will open, displaying the contents of the selected job folder.

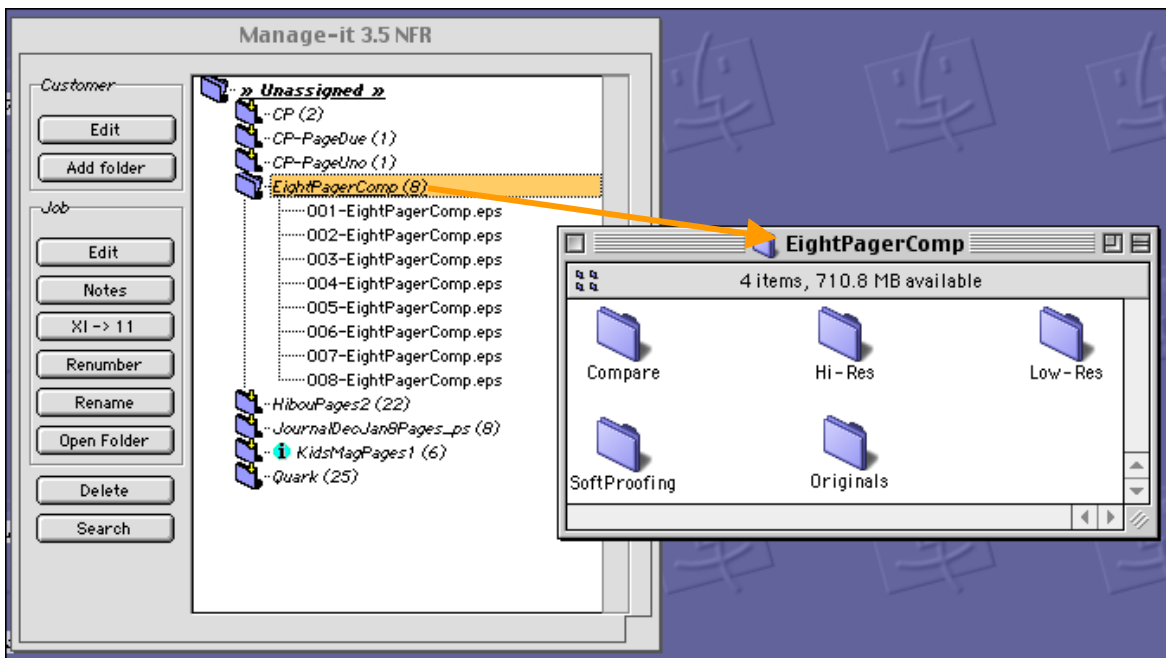


Figure 69 – Open Folder command

3. Double-click the **Originals** subfolder (if one exists) to access the original job file or browse any other subfolder.

#### Reminder

In order for a job folder and its contents to be displayed, the volume on which it is stored must be mounted on the Macintosh client workstation.

## 3.9 Renaming a job

The Rename command lets you rename a job's folder name (i.e. job Key) and all its page files. This operation renames the actual folders and files on the server's hard disk. If a page was renumbered within Manage-it using the Renumber command (see section [3.10 Renumbering pages](#) on page 58), the corresponding page files will be renamed on the server to include the new page number.

If you choose to rename a job's files, every page file in every one of the job's subfolders will be renamed, including the Hi-Res, Low-Res and SoftProofing files.

#### Job renaming procedure

The following procedure for renaming jobs lets you choose whether you want to rename a job's folder, files or both.

1. Select a job to rename in Manage-it's main window.

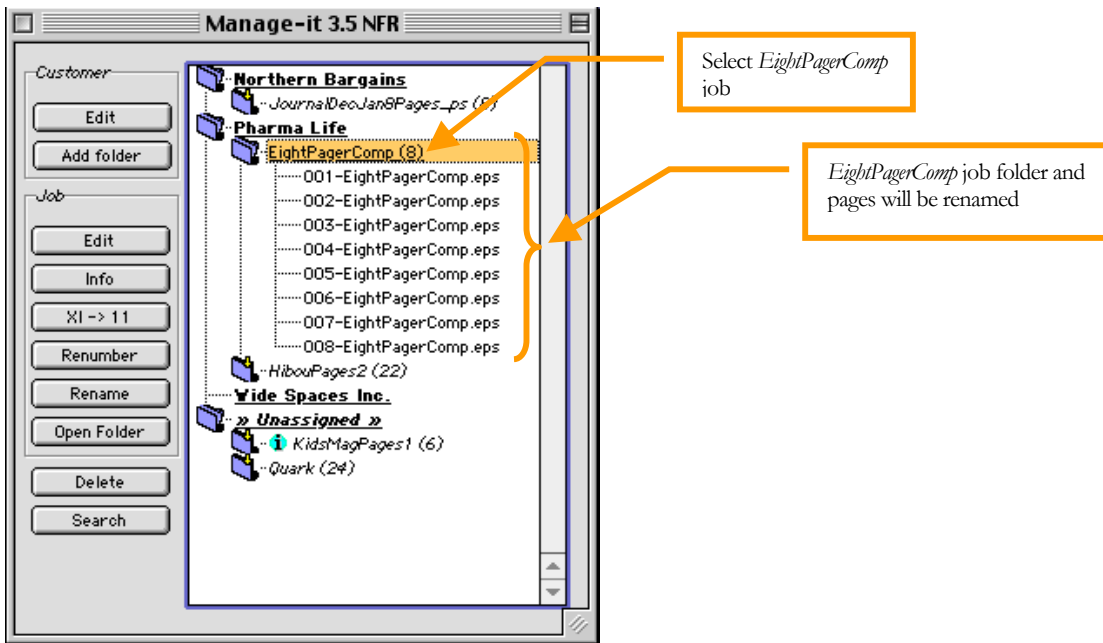


Figure 70 – Select job to rename

2. Click the **Rename** button to display the **Rename** dialog box.

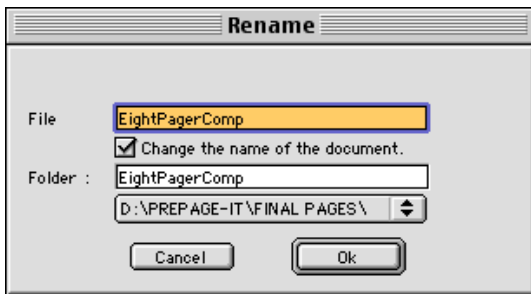


Figure 71 – Rename dialog box

3. Specify whether to rename the folder, the files or both:
  - a. To rename the job folder name (i.e. the job Key), type a different name in the **Folder** text box.
  - b. To rename the job's filenames, place a check in the **Change the name of the document** checkbox and type a different name in the **File** text box.

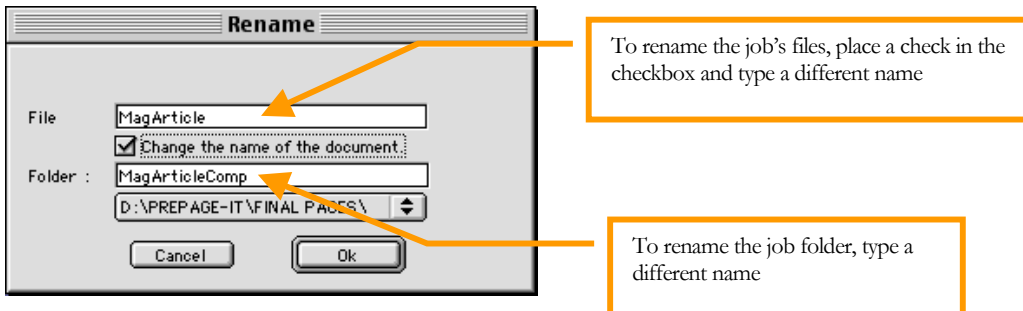


Figure 72 – Rename job files/folder

- Click the **OK** button to go ahead with the rename. The renamed items will appear both in Manage-it's main window and on the server.

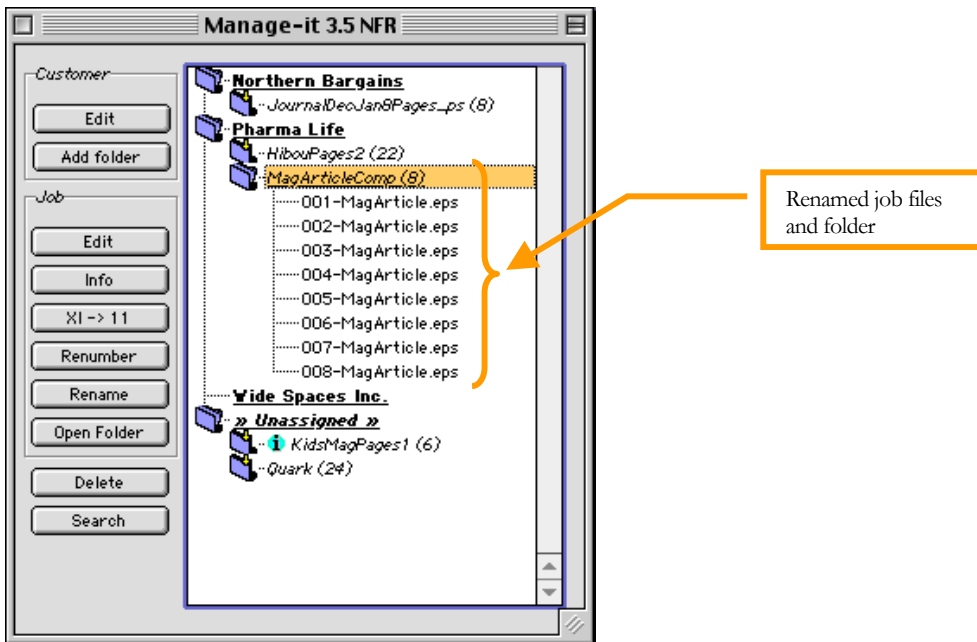


Figure 73 – Renamed items

## Warning

If your setup includes multiple Manage-it clients, do not perform a rename operation while an operator on another workstation is working on the same job (for e.g., dragging & dropping page files, making PDFs, merging pages, etc.).

## Renaming a single page

To rename a single page within a job, select the desired page and click the **Rename** button. The following dialog box will appear.

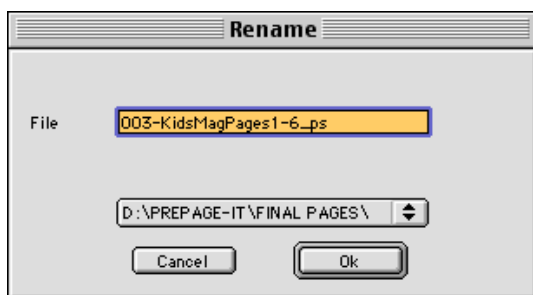


Figure 74 – Rename one page

Type a new name for the page in the **File** text box and click **OK**.

## 3.10 Renumbering pages

Manage-it allows you to renumber the pages in a job. You can renumber individual pages, a set of selected pages or all the pages in a job.

### Note

This operation only takes effect within Manage-it and does not alter the actual filenames of the pages on the server. If you wish to have the filenames reflect the new page numbers, follow the renumber operation by a rename operation (see section [3.9 Renaming a job](#) on page 55).

### Why renumber?

Pages can be renumbered for various reasons. In many cases, you are repaginating a selected set of pages which will be used to generate a new set of files. For example, you may select eight pages from an existing job of 32 pages, renumber the pages as you see fit and then use these pages to create PDF booklets, various types of low-res files, be auto-imposed within Quark or InDesign, re-RIP the pages, etc.

Page renumbering also affects the way pages are sorted and listed in both the main Manage-it window and in the Preparation pane. When pages are sorted by page numbers (see the [Sort by](#) preference on page 27), Manage-it sorts them according to their “current” page number and *not* according to the page number indicated in their filename. Renumbered pages can be identified by a green checkmark to the left of the filename and by the “current” page numbers (written in brackets) to the right of it, as shown in Figure 75.

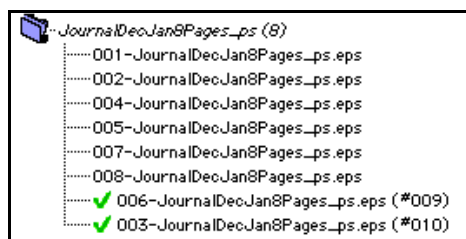


Figure 75 – Job sorted by page number

### Renumbering example

Let's say you RIPped a job containing a document of three chapters. Now you want to generate a PDF booklet which will serve as a proof sample for this document. That is, the proof sample will contain only a few pages from each chapter, specifically: 007, 009, 016, 018, 024 and 026. Before creating the proof, the renumbering tool can be used to simplify the pagination scheme by renumbering the pages as page 001-006, as illustrated in the table below.

| Renumbering Sample   |                  |
|----------------------|------------------|
| Original page number | Renumbered pages |
| 007                  | 001              |
| 009                  | 002              |
| 016                  | 003              |
| 018                  | 004              |
| 024                  | 005              |
| 026                  | 006              |

Table 2-Renumbering sample

Now, when you drag the renumbered pages over to the Preparation pane, they will be sorted and listed as pages 1 to 6. Therefore, using the Make PDF tool, you could create a PDF booklet proof of the pages 1 to 6 as an overall sample of the document.

See [Making PDFs](#) on page 88 for details on PDF booklets.

#### How to renumber pages

1. Select the pages to be renumbered from the main Manage-it window.
  - To renumber all the pages in a job, select the job folder.
  - To renumber only some pages in a job or an individual page, select only those pages you wish to renumber. To know how, see section [3.3 Selecting multiple items](#) on page 44.
2. Click the **Renumber** button. Manage-it will display the **Renumber** dialog box.

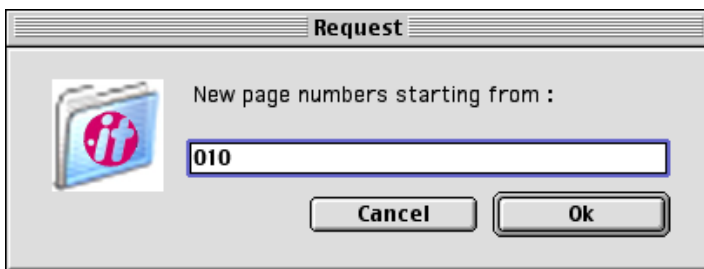


Figure 76 – Renumber dialog box

#### Note

As an alternative, individual pages can also be renumbered by double-clicking on them. When you do this, the pop-up box shown in Figure 77 is displayed.

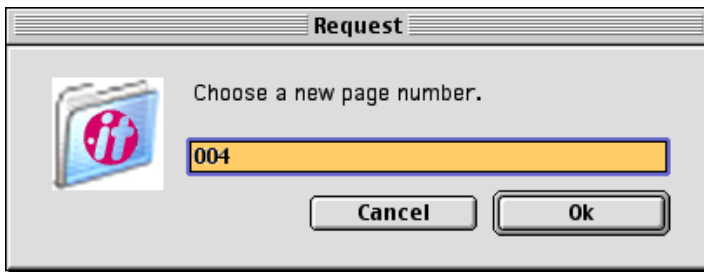


Figure 77 – Renumber dialog box-individual pages

3. Type a page number and click **OK**.

Renumbered pages will be displayed with a green checkmark on the left and the page numbers (written in brackets) on the right, as shown in Figure 75 on page 58.

### Renumbering multiple pages

If you're renumbering multiple pages, Manage-it will assign your starting number (i.e. the page number you typed in the **Renumber** dialog box) to the first selected page and will increment that number by one for all the remaining pages. The pages are kept in their original order. Manage-it ignores any gaps in the original numbering sequence and produces an uninterrupted sequence of new page numbers.

For example, let's say you renumber the pages 003, 007, 011 and 014 with a starting number of 025. The resulting page numbers are shown in the table below.

| Renumbering Multiple Pages |                  |
|----------------------------|------------------|
| Original page number       | Renumbered pages |
| 003                        | 025              |
| 007                        | 026              |
| 011                        | 027              |
| 014                        | 028              |

Table 3-Renumbering multiple pages

It is also possible to renumber pages so that they are no longer in their original order. Page 1 may be renumbered as page 5 while page 4 may be renumbered as page 2. To achieve this result, however, you must renumber the pages individually.

As an example, Table 4 shows pages 001, 002, 003 and 004 renumbered so that they are in a different order than they originally were.

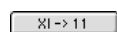
| Renumbering Pages Randomly |                  |
|----------------------------|------------------|
| Original page number       | Renumbered pages |
| 001                        | 008              |
| 002                        | 011              |
| 003                        | 006              |
| 004                        | 007              |

Table 4-Renumbering pages randomly

### Restoring original page number

To restore any page to its original number, simply use the renumber tool and type the original page number. When a page is restored to its original page number, both the green checkmark on the left and the page number (written in brackets) on the right disappear from view, leaving only the page's filename.

## 3.11 Roman Numeral Conversion



The Roman Numeral Conversion tool is used when job pages are numbered using roman numerals. As an example, PDF files can be set up this way using Adobe Acrobat. In some cases, however, this numbering system may pose a problem since certain imposition applications do not support jobs with roman numerals. Therefore, this conversion tool rennumbers pages containing roman numerals, replacing them with “standard” decimal page numbers.

To convert the pages of a job from roman numerals to decimal numbers, select a job folder and launch the conversion utility by clicking on the **Roman Numeral Conversion** button. Below, Figure 78 and Figure 79 illustrate a sample job before and after using the Roman Numeral Conversion utility.

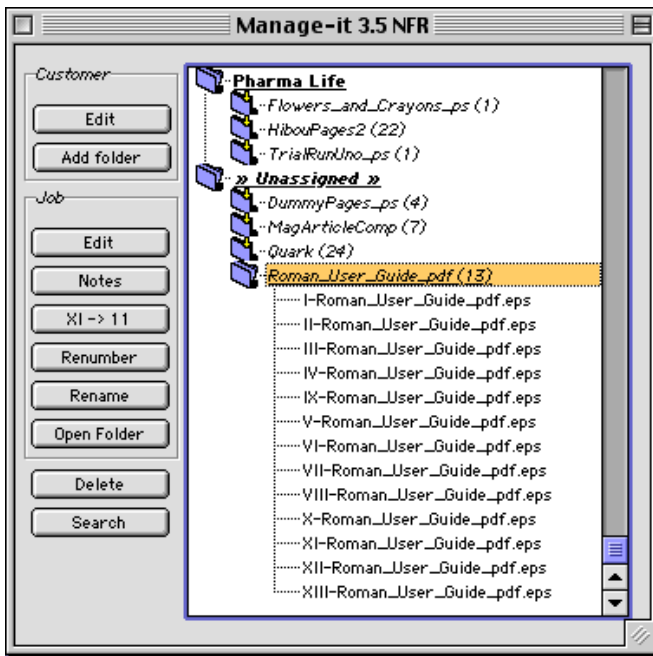


Figure 78 – Job with roman numerals

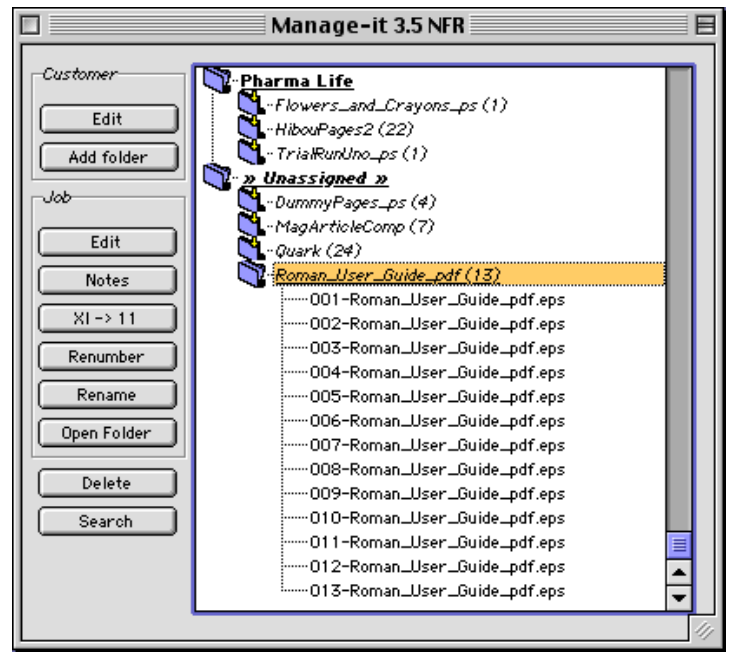




Figure 79 – Job converted to decimal numbers

## 3.12 Job Notes


Manage-it has a tool for informing others about jobs. The Job Notes tool allows you to jot down notes or comments about a specific job and to share these notes with other Manage-it operators. As well, job notes can also be sent by e-mail to a customer or a relevant third party (e.g. a printer shop). The comments let everyone involved with a job to stay up-to-date with any pertinent developments or difficulties regarding a job.

### A closer look at job notes

Basically, job notes are created by typing a message in the **Job Notes** dialog box (see Figure 81 on page 64) and clicking the **Save** button. Jobs containing notes can be distinguished by the  icon (see Figure 85 on page 66). If, in addition to typing a message, you also specify a destination e-mail address, your message will be sent to that e-mail address as soon as you save the job notes.

Manage-it operators can view existing job notes at any time, in either of two places: the **Job Notes** dialog box (by clicking the **Notes** button) or the **Job** dialog box (by clicking the Job **Edit** button and then the  icon-see [Viewing job notes](#) on page 47). In a multi-client configuration, job notes can be viewed by operators on any Manage-it client.

In effect, the job notes tool is global i.e. it affects all Manage-it clients connected to the same server. Therefore, job messages can be edited at any time and on any client, since the message is the same for all clients. However, if you delete or change job notes on one client, it will be deleted or changed on all clients.

Note that when you erase the message from the **Job Notes** dialog box, you will no longer see the  icon next to the job name, indicating that the job no longer contains job notes.

### When you e-mail job notes

As mentioned in the previous section, adding a destination e-mail address to job notes will send the message to an e-mail recipient. When an e-mail is sent this way, the recipient will receive an e-mail with the job name as the Subject of the e-mail. The figure below shows a sample e-mail message that was sent from Manage-it and received by a customer for the job **DetroitAds**.

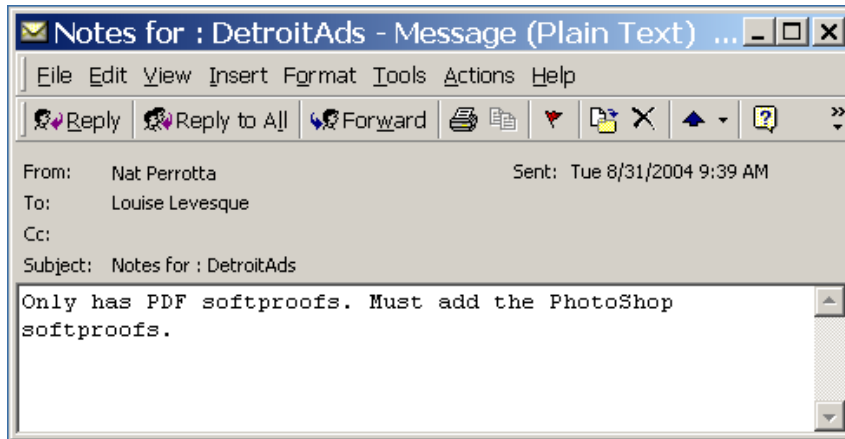


Figure 80 – Job Notes-Email message

### Return e-mail address

When sending job notes by e-mail, include a return e-mail address. This helps to clearly identify you as the sender as well as making it simpler for the e-mail recipient to send you a reply, if necessary. Note that if the recipient sends you a reply, the e-mail will go to the e-mail account whose address you specified in the **From (e-mail):** text box (see Figure 84 on page 65). That is, e-mails cannot be received directly by the Manage-it application – your e-mail software must be launched in order to receive a reply.

#### Note

A return e-mail address must be included when you e-mail a job note, otherwise Manage-it will not send the e-mail.

### Re-sending an e-mail

Job messages can be edited and re-sent by e-mail at any time, by clicking the **Save** button. However, the e-mail will not be re-sent (a second or third time) if no changes were brought about. To be more precise, clicking the **Save** button will re-send an e-mail only if a change occurred in the job's message, destination e-mail address or return e-mail address.

## Note

Before Manage-it can send e-mails, the outgoing e-mail server must be specified in the Manage-it preferences. Refer to the section [Notification – SMTP Server](#) on page 33 for more information.

### How to create \ e-mail job notes

The procedure outlined below describes how to create notes for a specific job and (optionally) how to e-mail the job notes.

1. Select the desired job folder from the main Manage-it window.
2. Click the Job **Notes** button. The **Job Notes** dialog box will appear.

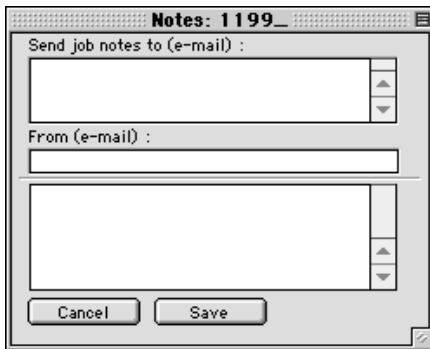


Figure 81 – Job Notes dialog box

3. Type some notes or a short message about the selected job.

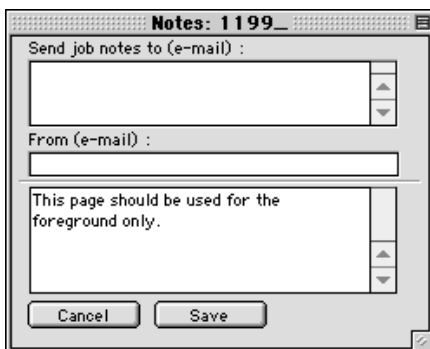


Figure 82 – Job notes added

4. If you want to e-mail these job notes to a customer or a relevant third party (e.g. a printer shop):
  - a. Include a destination e-mail address in the **Send job notes to (e-mail):** text box. To e-mail this message to several people, separate the e-mail addresses with a semi-colon.

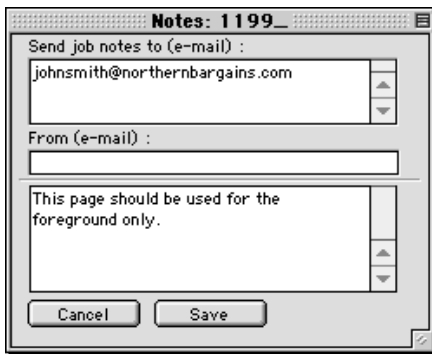


Figure 83 – Sending an e-mail

## Note

In the **Job Notes** dialog box, never separate e-mail addresses by typing **Enter** or **Return**.

- b. Include a return e-mail address in the **From (e-mail):** text box.

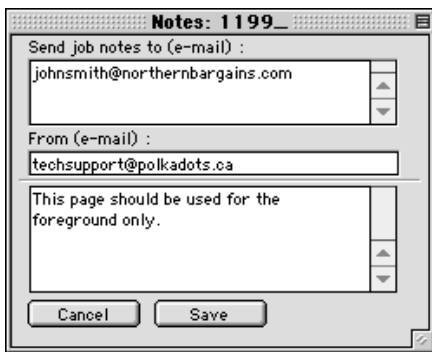



Figure 84 – Include sender's e-mail address

5. When the information is complete, click on **Save**. An  icon will appear beside the job folder in the main Manage-it window. If a destination e-mail address was included, the job notes will also be e-mailed to the recipient specified.

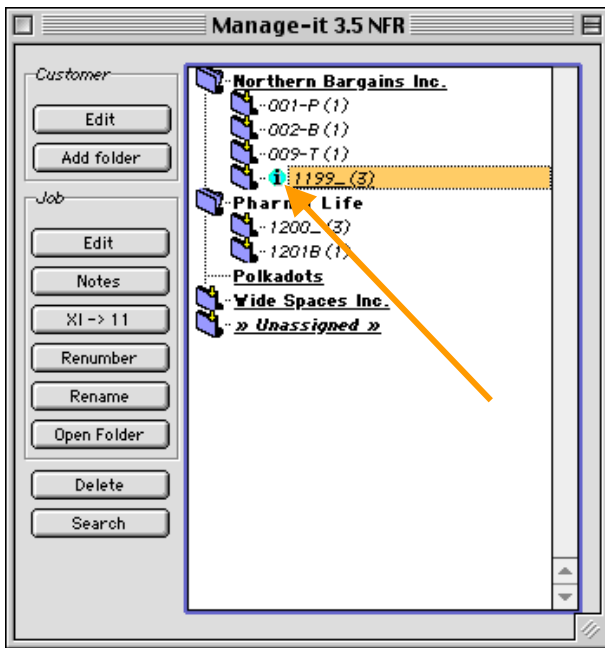


Figure 85 – Saved job notes

### 3.13 Job notification

Manage-it offers you the possibility of automatically notifying your customers each time one of their jobs arrives in their customer folder. Once Job notification is configured with the e-mail option for a particular customer, an e-mail will be sent to them whenever one of their jobs arrives in their customer folder (typically because the job has just been pre-RIPped by PrePage-it). As well, you may choose to have softproofs of the pre-RIPped pages automatically copied to a specific location. The softproofs can either be copied to a local machine on your network or to any FTP server, for example, a customer's FTP server. It should be noted that the e-mail and softproofing options are independent of one another. Therefore, you may set up a customer with either automatic e-mail, automatic softproofs or both.

Job notification can be configured on a per-customer basis, that is, you can choose to set it up to work for some customers while not for others.

If your workflow setup includes more than one Manage-it client workstation, you need only configure one of them. Job notification is a “global” tool, therefore once it is configured on one workstation, the configuration settings apply to all your Manage-it workstations.

When are customers notified?

The e-mail and/or softproofs are sent soon after a job arrives in a customer folder, whether it was sent there directly while being RIPped or whether it was moved there afterwards by an operator. Specifically, it is the [Notify jobs](#) preference (see p.33) that establishes how often a customer folder is scanned for new jobs, which in turn determines how soon a customer is

notified. Note that the job notification feature will not work at all if the Notify jobs preference is set to 0.

## E-mail messages

### E-mail option only

When job notification is configured to send a customer an e-mail but not softproofs, the e-mail message will have the job name in the **Subject** line and a short notification message in the body of the e-mail.

A sample e-mail is shown below for a job called NewMergedPage which just arrived in the customer folder Pharma Life.

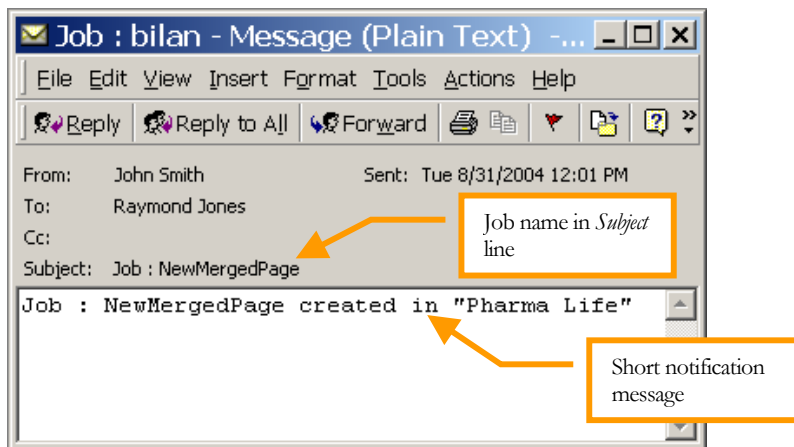


Figure 86 – Job Notification-Email message

### E-mail and softproof options

If a customer is set up to receive softproofs along with an e-mail, the e-mail message will indicate this by including the following information about each softproof page:

- filename
- softproof format
- folder type (local or ftp)
  - folder = local folder
  - ftp = FTP folder

A sample e-mail is shown below for a 13-page job called Roman\_User\_Guide, where PDF softproofs were copied to a local folder.

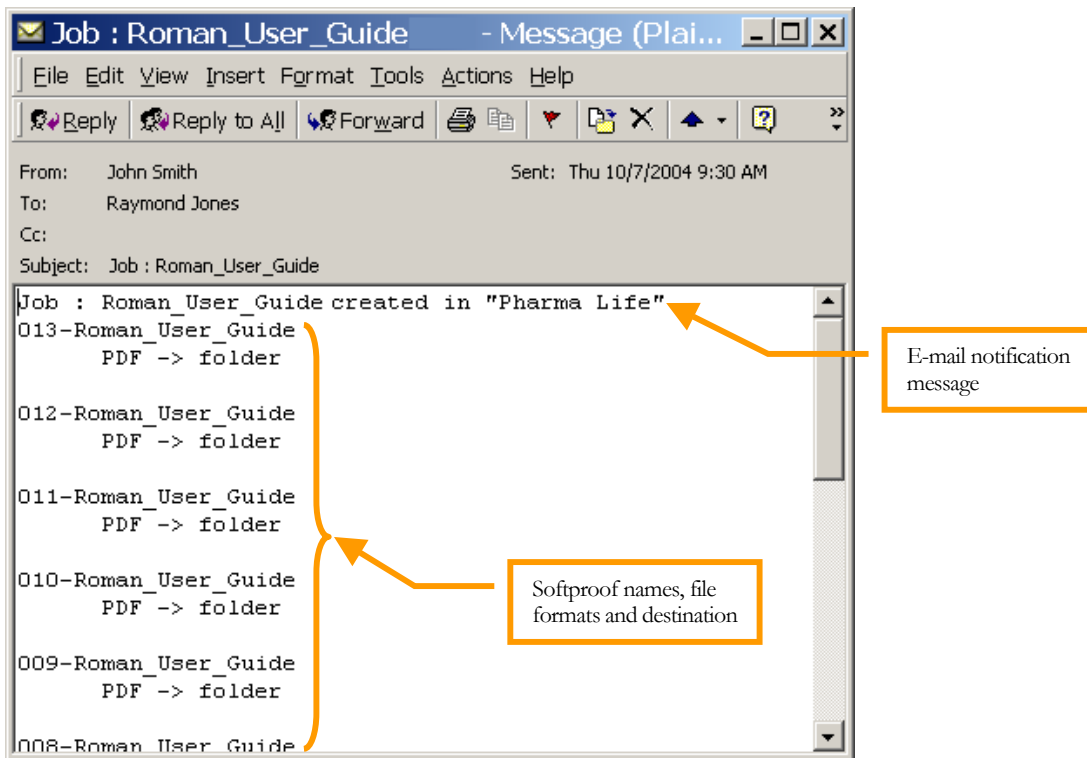


Figure 87 – Job Notification-Softproofs included

### Note

If the same job is re-RIPped more than once, no e-mail notification is sent. However, the new softproofs will replace the old softproofs in the local or FTP softproofing folder.

### Softproof error

If the job notification feature encounters a problem copying the softproofs, the e-mail will indicate an error, as follows:

- the **Subject** line will say Error in Job: *jobname*
- the message body will say Folder creation error and will include the name of the softproof folder (local or ftp) causing the problem

A typical error would be an invalid ftp address. Figure 88 shows a sample job called 12254 where Manage-it encountered a problem copying softproof files to an FTP folder.

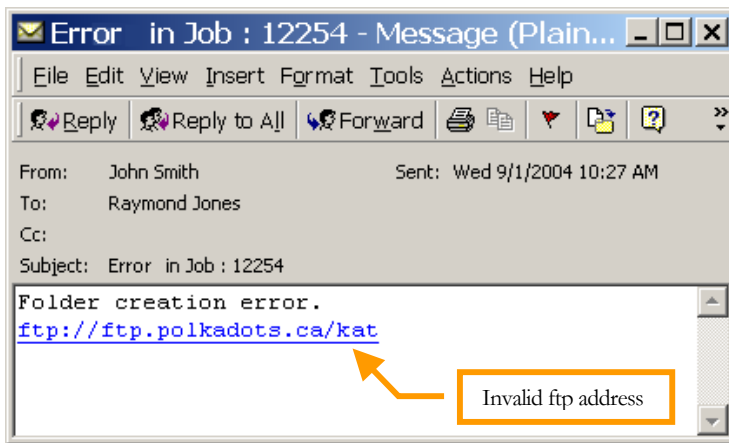


Figure 88 – Job Notification-Error encountered

## Sending softproofs

You can configure Manage-it to send copies of a customer's softproofs either to (i) a folder on any machine in your network or (ii) a folder on an FTP server.

### FTP folder

Using the FTP option, you can send the softproofs to any FTP account, whether it's your own server or a customer's FTP server. All jobs from a customer will go into the same folder. Within that folder, Manage-it will create a distinct subfolder for each job and copy the corresponding softproofs there. Each subfolder inherits its name from the original job.

Since any FTP account can be specified, this feature makes it possible for customers to access their softproofs either directly from their own FTP site or on an FTP account on your site. Take note that when configuring automatic softproofing by FTP, you must be prepared to supply the FTP account's username and password.

### Local folder

If you do not wish to have softproofs immediately sent to a customer, you may have them copied to a folder on a local machine. Like the FTP folder, all jobs from a customer will go into the same folder, which will be subdivided into one distinct subfolder for each job. With a local folder, you will be able to view the softproofs yourself first. At the same time, they will be organized and ready to be sent to a customer at a moment's notice.

Initially, when selecting a local folder, you may only have access to folders on your Manage-it server. In order to access any other folder on your network, it must be set up as follows:

- the folder must be mapped as a Network Drive on your Manage-it server
- both the machine containing the folder that you want to access and the Manage-it server must be set up with the same username and password

### Multiple folders

It is possible to send a customer's softproofs to two or more folders at the same time. For example, you may set it up so that the softproofs for a job are sent both to a customer's FTP site

and to a folder on a local computer. When multiple folders are specified, softproofs will be sent to all the specified folders in the order that they are listed.

#### Softproof format

If you send softproofs, you must decide on which format to send: Acrobat (**PDF**) or PhotoShop (**PSD**). Note that the softproof format you choose must be available, that is, it must have been generated when the job was RIPped, otherwise the customer will not receive any softproofs. The job notification feature does not produce softproofs, it only makes copies of existing softproofs.

#### Folder Test

Whenever you choose a folder for your softproofs, you should test it to see whether Manage-it can access it. This especially applies to an FTP folder. The test can be performed by clicking the **Test** button in the **Customer Details** dialog box. Turn to the section [Configuring job notification](#) for details, specifically step 5.f on page 72.

#### Reminder

Before job notification can work, the [Notification – SMTP Server](#) and the [Notify jobs](#) settings must be specified in the Manage-it preferences. See page 33 for details.

#### Configuring job notification

1. Select a customer from the main Manage-it window, then click the Customer **Edit** button. This will make the **Customer** dialog box appear.

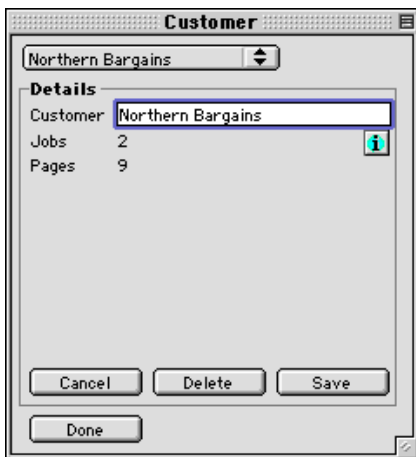


Figure 89 – Manage-it Customer dialog box

2. Now click on the  icon to display the **Customer Details** box shown in Figure 90.




Figure 90 – Manage-it Job Notification-email

3. Click the **On** checkbox to activate the job notification feature.
4. If you wish to have e-mails automatically sent, specify the customer's e-mail address in the **To (e-mail)** text box and the return e-mail address in the **From (e-mail)** text box. The return e-mail address serves the purpose of clearly identifying you as the sender as well as making it simpler for the e-mail recipient to send you a reply, if necessary.

#### Note

A return e-mail address must be included when you configure the job notification feature, otherwise Manage-it will not send any e-mails.

5. If you wish to send softproofs, indicate the folder type, softproof format and other pertinent details, as described below.
  - a. Click the  button to add and configure a folder. The following dialog box will appear.

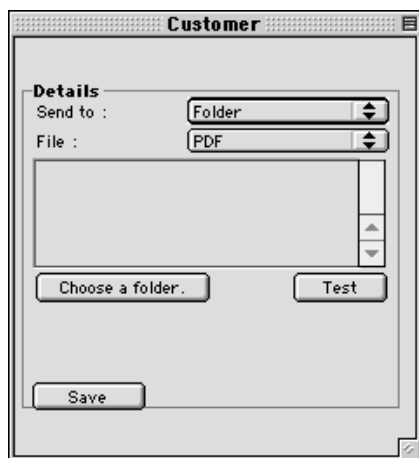


Figure 91 – Manage-it Job Notification-softproofs

- b. Select the softproofing format by choosing **PDF** or **PSD** from the **File:** dropdown list.

- c. Select the folder type from the **Send to:** dropdown list by choosing either a **Folder** from a local machine or an **FTP** folder on any local or remote machine.
- d. If in step (c) you selected local **Folder** as the folder type, specify the folder in which softproofs should be placed by clicking the **Choose a folder** button. When the dialog box shown in Figure 92 appears, select a folder and click **Choose**.

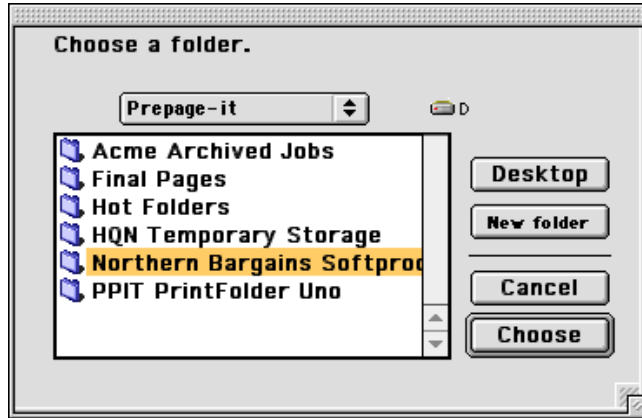


Figure 92 – Manage-it Job Notification-local folder

- e. If in step (c) you selected **FTP** folder as the folder type, specify the **FTP folder path**, **Account** name and **Password**, as shown in the figure below.

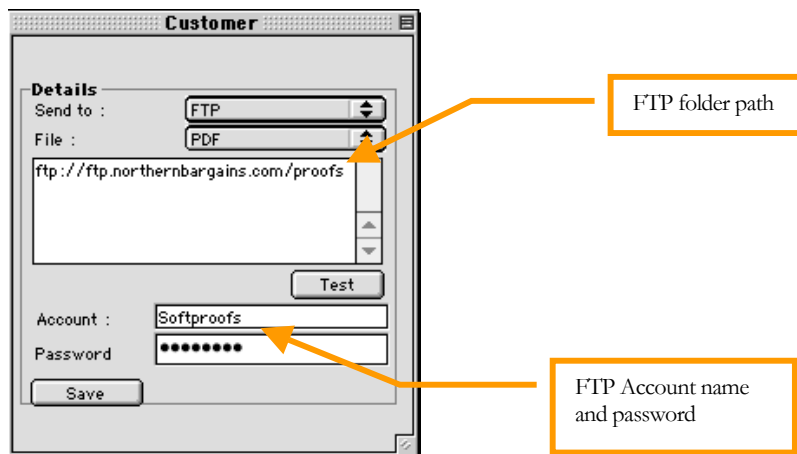


Figure 93 – Manage-it Job Notification-FTP folder

- f. To make sure Manage-it can access the selected local or FTP folder, click the **Test** button. If the folder is accessible, a confirmation message will be displayed.

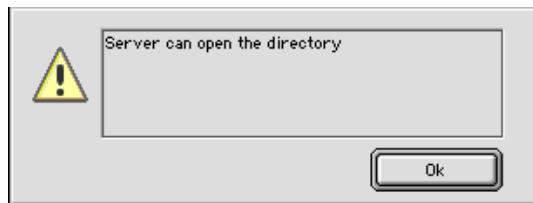


Figure 94 – Manage-it Job Notification-Test

- g. When you've completed setting up the folder, click **Save**. You will be taken back to the **Customer Details** box, now showing a list of folders (and their paths) that you've selected.

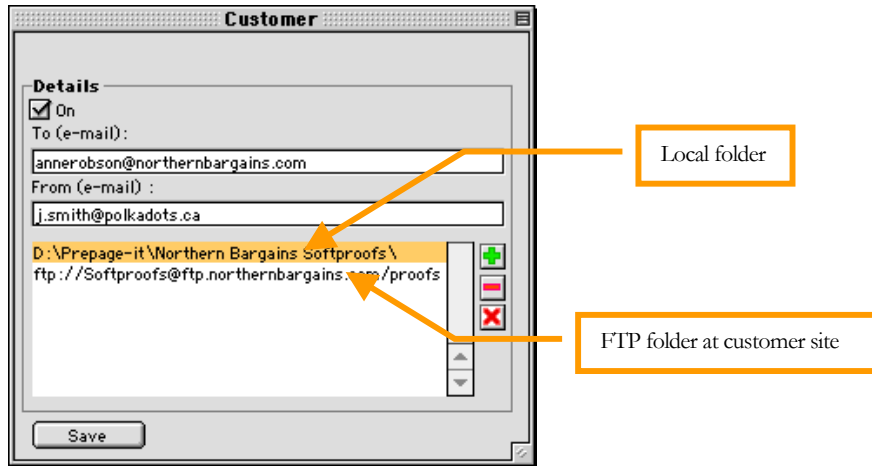



Figure 95 – Manage-it Job Notification-completed

6. Repeat step 5 for each softproofing folder you want to add.
7. If you want to cancel the actions you've taken while adding local or FTP folders, click the  button. Doing so restores the folder list in the **Customer Details** box back to what it was the last time it was saved. In other words, any changes that were brought about in the folder list (since the last time you saved it) will be undone.
8. When you've completed setting all customer details, click the **Save** button. You will be brought back to the **Customer** dialog box (see Figure 89 on page 70).
9. Click **Done** to close the **Customer** dialog box.

#### De-activating job notification

After configuring the job notification feature, Manage-it will notify customers automatically. However, the feature can be turned on or off at any time by checking/unchecking the **On** checkbox in the **Customer Details** dialog box (see Figure 90 on page 71).


#### Editing the softproof folder's configuration

Softproof folders (local or FTP) configured in the **Customer Details** dialog box can be edited or deleted altogether.

To modify one of the options for a softproof folder, double-click the pertinent folder path in the **Customer Details** dialog box (see Figure 95 on page 73). Doing so will open the configuration box (shown below), allowing you to edit any of the options. After making the modifications, click the **Save** button.



Figure 96 – Editing Job Notification-softproof configuration

To delete the entire configuration setup for a softproof folder, click on the folder path in the **Customer Details** dialog box (see Figure 95 on page 73). Once the folder is selected, click the  button to delete it.

### 3.14 Searching job folders/ pages

The Search tool performs a standard search which allows you to quickly find specific job folders and pages. This tool searches the job list in Manage-it's main window according to search criteria that you specify. The criteria is a set of characters contained either at the beginning of a job's folder name/pages (**Starts with** option) or located anywhere within a job's folder name or pages (**Contains** option).

All files found as the result of a search are listed in the **Search** window. When you double-click on a job page or folder in the Found Items list, it selects the corresponding page/folder in the main Manage-it window.

To search for a specific page/folder:

1. Click the **Search** button in the main Manage-it window. This will display the **Search** window.

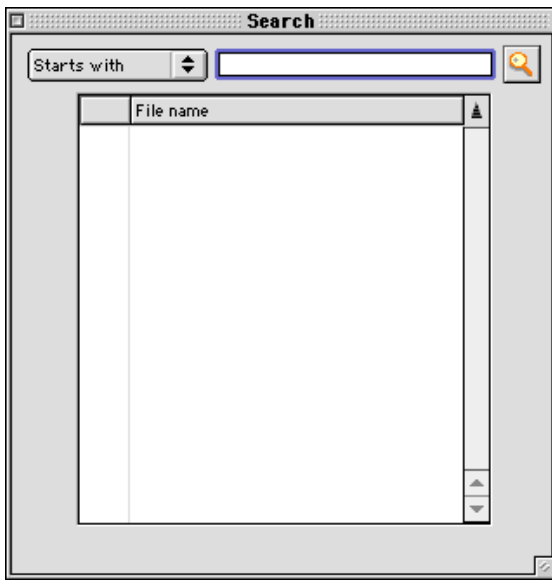


Figure 97 – Manage-it Search window

2. Type some or all of the characters contained within the names of the pages/folders you're looking for (see Figure 98).
3. From the dropdown list (see figure below), select **Starts with** if the characters you typed are found at the beginning of the filename or select **Contains** if the characters you specified are found anywhere within the filename.

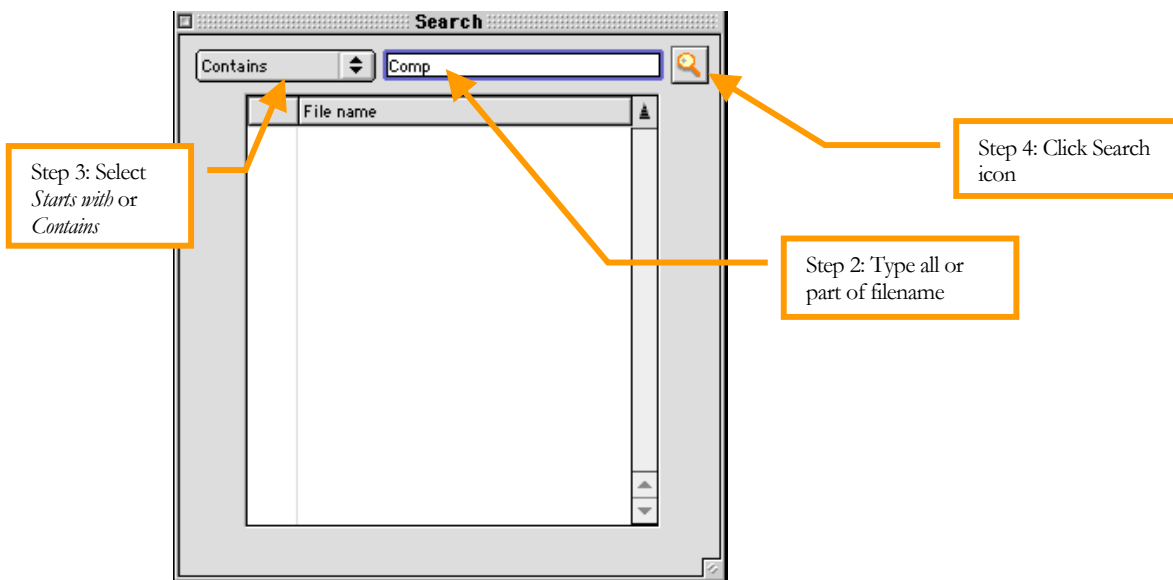
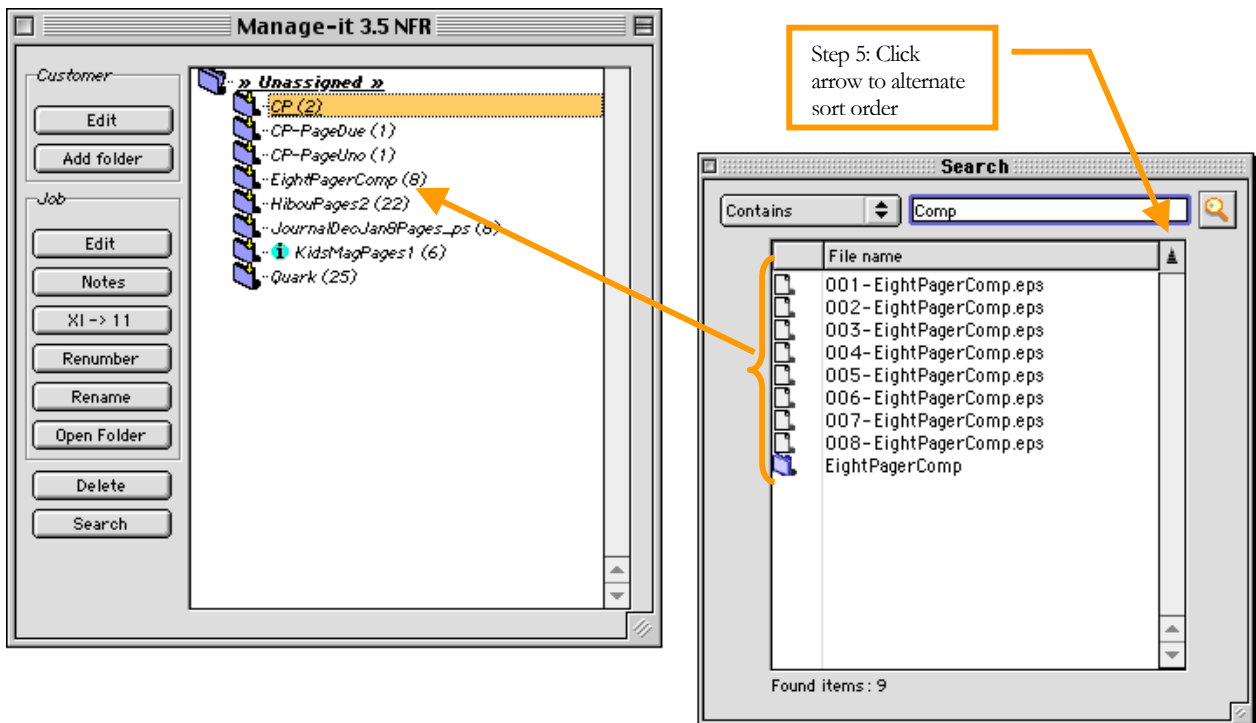
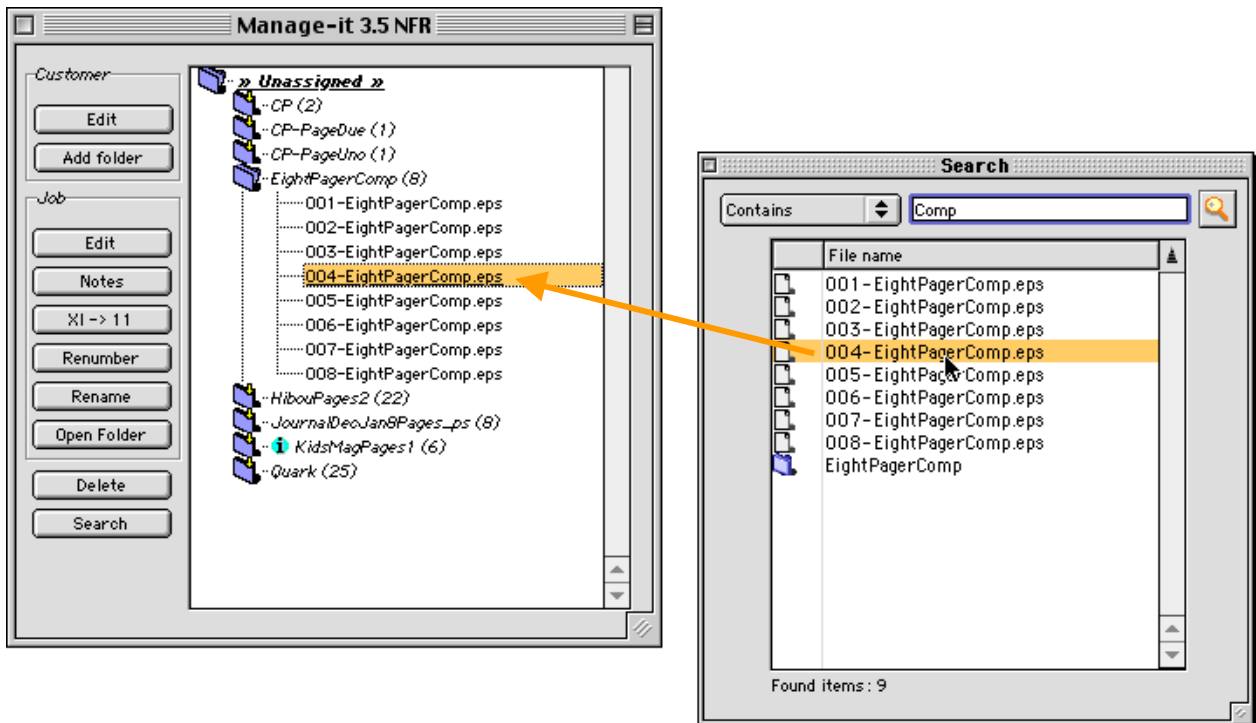


Figure 98 – Specify characters and their position

4. Click the **Search** icon or press **Return** on the keyboard to start the search. The job pages/folders that are found are listed in the **Search** window.



5. To alternate the sort order of the listed items, click the **Up** arrow ▲ for ascending order or the **Down** arrow ▼ for descending order.
6. If you wish to quickly locate a particular page, double-click that page in the **Search** window. As a result, that page will become highlighted in the main Manage-it window.



To conduct another search, simply type another set of characters, choose between Starts with or Contains, and click the **Search** icon.

## 3.15 Archiving job folders

The Archive tool allows you to store copies of your jobs in an archive folder. When you archive a job, Manage-it creates a “snapshot” or copy of a job at that particular moment. By default, the date is included in the name of an archived job, making it easy to archive different versions or variations of the same job. Therefore, you can quickly revert to a different version of a job, whenever the need arises.

Once archived, jobs may be restored back to Manage-it’s main window at any time.

### Archive details

#### Why archive?

There are a variety of reasons for archiving and restoring jobs. In many cases, jobs are archived when work on them has been completed, but the jobs are kept for future reference. Archives can also be used as a way to save different versions of a job. For example, you may archive one version of a job in its standard form, and another version with a different page numbering scheme or with some color separations that have been merged. In some cases, archives can function as a safety mechanism. Therefore, you might archive a job before attempting to make certain modifications, introducing variations or experimenting with its current format. Sometimes an archived job may serve as a temporary backup copy, to be used when several people work on the same job and there is a risk of ruining or deleting some of the pages.

#### Which files are archived?

Jobs may be archived in whole (i.e. all pages) or in part (i.e. some individual pages only). Likewise, archived jobs may be restored in whole or in part.

When jobs are archived, they are physically copied to a folder on the server’s hard disk. Likewise, when a job is restored from an archived copy, all its files are actually copied back to their original location on the server’s disk. Note that in some cases, when jobs are archived, they are moved instead of copied. It is the archive preferences that determine which action will occur (turn to [Archive Preferences](#), starting on page 83). When archived jobs are restored, they are always copied and never moved, that is, they are never removed from the archive.

An archived job includes a job folder with all its files. Specifically, all the files within the Hi-Res, Low-Res and Softproofing folders are copied into an archive. “Special” folders such as Compare, Originals, etc. are not included in an archive. It should also be noted that job archives do not include information about page numbering and customers either. So, for example, if you renumber a job’s pages, archive it and then restore the job, the restored job will not contain any pagination information. You have to renumber the pages again.

## Note

If you wish to archive different versions of a job, each with a different page numbering scheme, you must first renumber the job, then rename it and finally archive it.

### Archives vs. backups

Archives differ from Manage-it backups in several ways. A backup does not make copies of jobs and their pages. Rather, it copies settings such as Customer definitions and pagination information for renumbered pages. Secondly, backups occur automatically, at a regular interval. Each time a backup occurs, the most up-to-date information replaces the older data. An archive, on the other hand, is a single event. A job archive is not updated, it is a “snapshot” of the job at that moment.

More information on Manage-it backups can be found in the section [Backup delay](#) on page 27.

### Locating the Archive tool

The Archive tool can be accessed from the **Archive** tab in the **Queues** window.

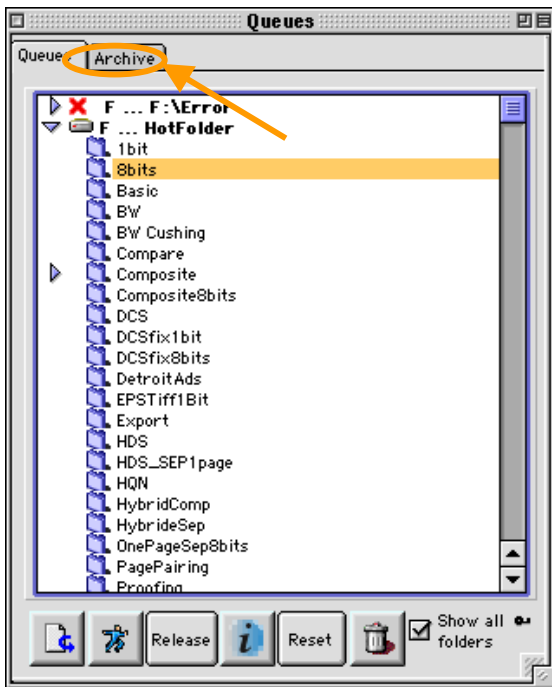


Figure 101 – Queues window

## Tip

If the **Queues** window is not visible, you may display it by clicking on **Jobs > Queues**.

When you click the **Archive** tab, the following window appears.

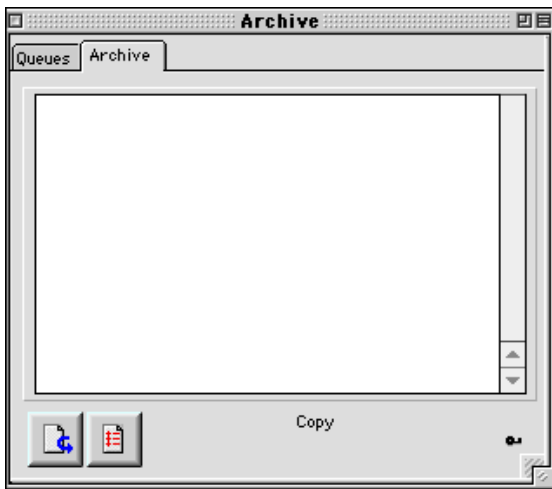


Figure 102 – Queues window-Archive tab

### Specifying archive folders

Before you can archive jobs/pages, you must choose a physical location (i.e. a folder on the server's hard disk) to store these copies. You need to specify at least one archive folder, although you may specify several, especially if you plan to archive a large number of jobs. Having several archive folders may help keep your archived jobs more organized. For example, you can archive jobs according to year, by creating archive folders such as 2004 Archived Jobs, 2003 Archived Jobs, etc.

#### Note

It is important to make the distinction between an archive folder and an archived job. An archived job is an existing job that you have chosen to archive. When you archive a job, it automatically goes into the archive folder, which is a location on the hard disk where all archived jobs are stored. Figure 108 on page 82 illustrates the difference.

To specify an archive folder:




1. Go to the **Archive** tab of the **Queues** window. See the previous section, [Locating the Archive tool](#) on page 78, to know how.
2. Click the **Key** icon  at the bottom of the **Archive** window. The key will point upwards and the **Add** icon  will become visible.



Figure 103 – Add Archive folder

3. Now click the **Add** icon . A dialog box will appear, prompting you to choose a folder where your archived jobs will be stored.

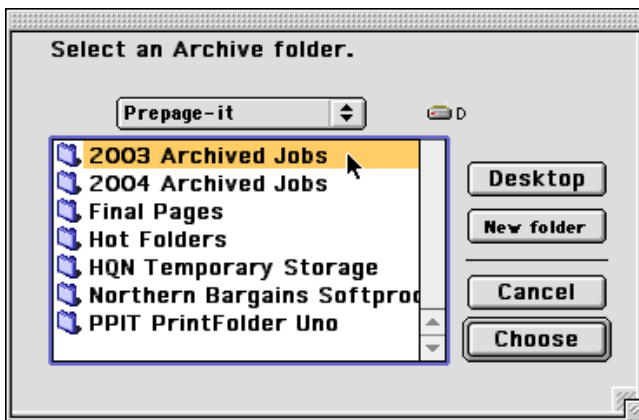


Figure 104 – Select Archive folder

4. Select an existing folder on the Manage-it server's hard disk or create a new folder, then click **Choose**.
5. Repeat steps 3-4 for each additional archive folder you wish to add.
6. The folder(s) you chose will be listed in the **Archive** window. Now, click the **Key** icon to "lock" the **Archive** window. The key will move from an upwards-pointing position to a right-pointing position, indicating that you cannot add or delete any more archive folders.

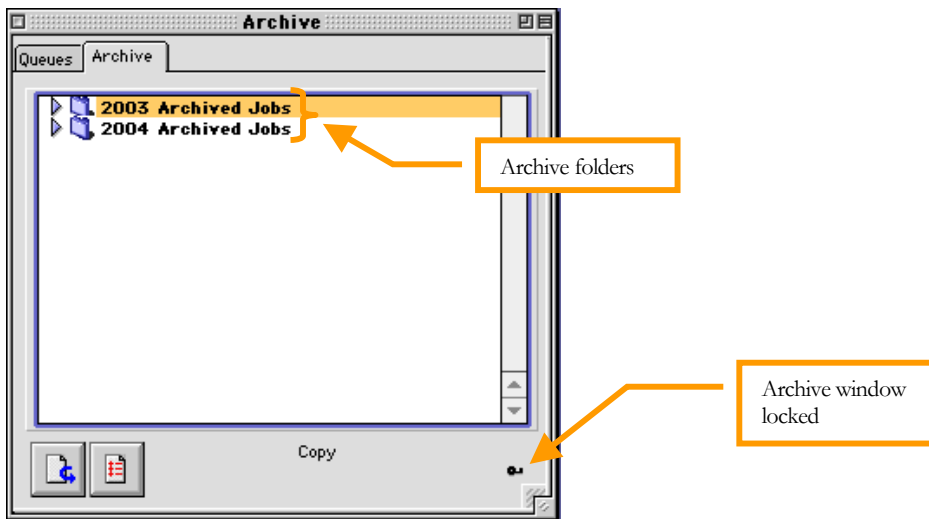


Figure 105 – Archive folders displayed

You are now ready to archive jobs.

#### How to archive jobs/pages

In order to archive jobs/pages, you must have specified at least one archive folder (as explained in the section [Specifying archive folders](#), starting on page 79) and your Archive Preferences should be set (as explained in the section [Archive Preferences](#), starting on page 83).

*To archive an entire job:*

1. Drag a job folder from the main Manage-it window to the **Archive** window. When you do so, you'll be prompted give a name to the archived job.

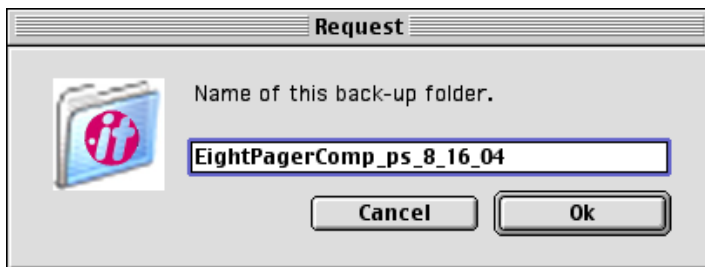


Figure 106 – Archived job name

2. You may keep the default name, which has the date tacked on to the job folder name (in our example, EightPagerComp\_ps is the job name), or you may type a different name. Then, click **OK**.

#### Note

When items are archived, they are either copied or moved, depending on how the archive preferences are set. See [Archive Preferences](#), starting on page 83.

*To archive a set of pages from a job:*

1. Select one or more pages from a job in the main Manage-it window.
2. Drag the selected set of pages over to the desired archive folder in the **Archive** window.

#### Note

When individual pages are archived, they must be dragged and dropped onto an archive folder. Do not drag and drop pages onto an existing archived job, otherwise that archive will contain pages that are mixed up from two different jobs.

3. When you do so, you'll be prompted give a name to the archived set of pages. Accept the default name or type a different name. Then, click **OK**.

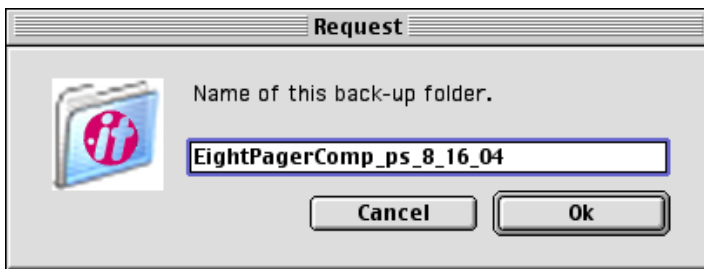


Figure 107 – Archived set of pages

Archived jobs are displayed in the **Archive** window. To see which pages are archived for each job, click the blue triangle to expand the list.

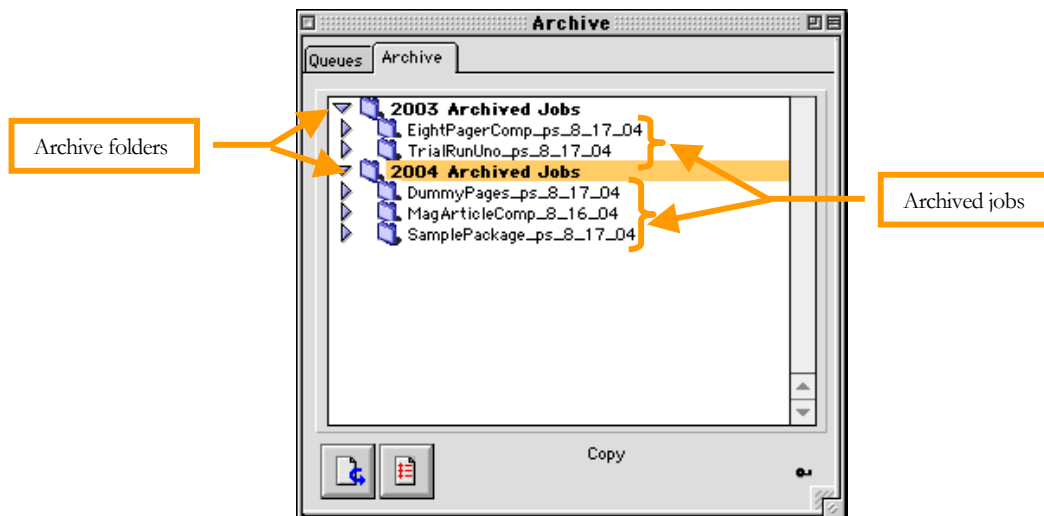


Figure 108 – Archived jobs listed

#### Restoring archived jobs/pages

Once archived, jobs may be restored back to Manage-it's main window at any time. Archived jobs may be restored in whole (i.e. all pages) or in part (i.e. some individual pages only).

When a job is restored from an archived copy, Manage-it will restore it back to its original job folder in Manage-it's main window. As well, all the job's files are actually copied back to their original location on the server's hard disk. Manage-it will not permit you to restore jobs or pages in a different job folder. If you attempt to do so, Manage-it will remove the job/pages and place them back in the original folder. If the original job folder no longer exists (because it was deleted, for example), the folder is recreated and the job's files are then copied inside this folder. However, once jobs/pages are restored, they can be moved to a different folder, if desired.

The restore process always copies (i.e. never moves) files. Therefore, restoring jobs or pages will never remove them from the archive.

The Restore procedure

To restore an archived job or some individual pages from an archive:

1. Select the items to be restored from the **Archive** window.
2. Drag the jobs or pages from the **Archive** window over to the main Manage-it window, as indicated below.

*For an entire job*

Drop the job directly on the desired customer folder. If no customer folders are listed, place the job in the **Unassigned** folder.


*For individual pages*

Drop the pages directly onto an existing job folder.

#### Note

Individual archived jobs cannot be deleted from the **Archive** window – they must be deleted directly in the Final Pages volume.

#### Archive Preferences

When jobs are archived, they are either moved or copied, depending on the preference you set in the **Archive Preferences** dialog box. Note that this is a distinct dialog box, separate from the main Manage-it Preferences. The **Archive Preferences** dialog box, shown in the figure below, can be accessed by clicking the Preferences icon  located at the bottom of the **Archive** window.

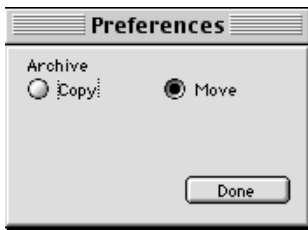


Figure 109 – Archive Preferences dialog box

#### Archive option

The **Archive** option determines whether jobs and pages will be moved or copied when they're dragged over to the **Archive** window. Choosing **Move** actually removes the jobs/pages from Manage-it's main window (and from the Final Pages volume) and transfers them to the archive folder.

After setting a preference, click **Done**. Your selected preference will be displayed at the bottom of the **Archive** window.

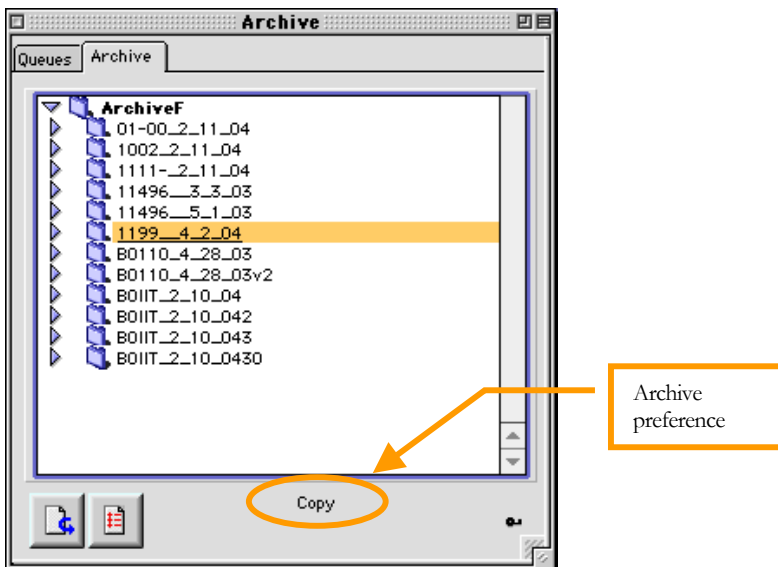


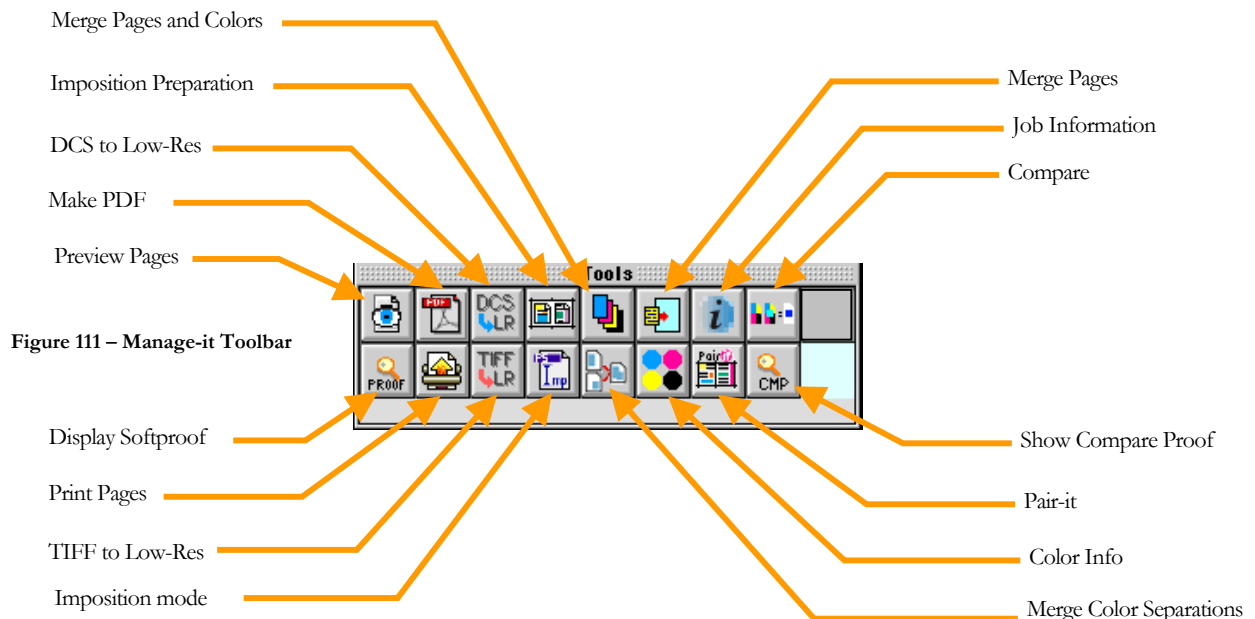
Figure 110 – Archive Preferences displayed

## Chapter 4 - The Manage-it Toolbar

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The Manage-it toolbar offers a wide array of useful and powerful tools for working with your pre-RIPped pages. It includes mechanisms for integrating outside source files into the PrePage-it workflow, tools for merging color separations and/or pages, generating PDFs, viewing and printing proofs, preparing pages to be imposed with a variety of imposition programs, and summarizing job information. Optionally, it may include modules such as Pair-it for auto-imposition and Compare tools for showing discrepancies between pages.

This chapter provides you with a detailed description of these tools, which are identified in the figure below.



## 4.1 Page Preview



Manage-it provides you with the means to visually identify a page. The Page Preview tool displays a selected page at its preview resolution (i.e. low-res, typically 75/150 dpi). In addition, it offers you the option to print the page, which will be printed at the proofing resolution of the pre-RIPped page (i.e. med-res, typically 300-600 dpi).

To preview a page, select it from the main Manage-it window and click the **Page Preview** icon  in the toolbar. The **Page Preview** window will appear, as shown in Figure 112.

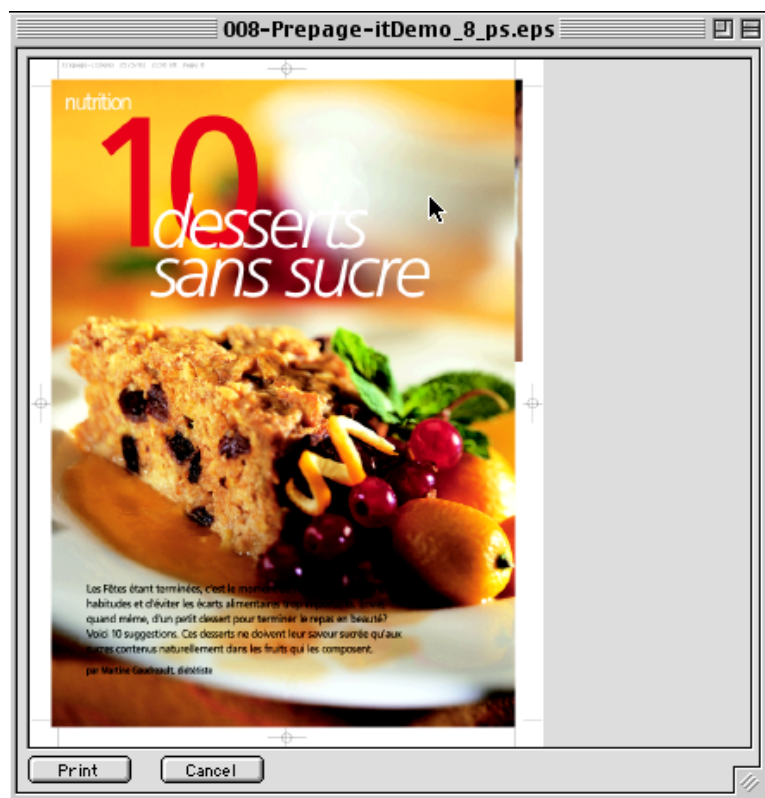


Figure 112 – Page preview

If you wish to print it, click the **Print** button located at the bottom of the **Page Preview** window.

## 4.2 Display Softproof



The Display Softproof tool displays the softproof of a pre-RIPped page, either in Adobe Photoshop or Acrobat PDF format. Manage-it automatically launches the required application and then shows the softproof. In order for Manage-it to show a softproof, it must have already been generated by

PrePage-it when the page was pre-RIPped. Otherwise, Manage-it has nothing to display and will therefore present you with an error message.

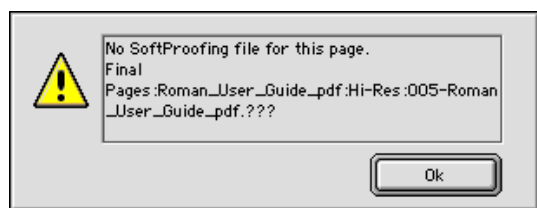



Figure 113 – No softproofing file

To view a page's softproof, select the page in the main Manage-it window and click the **Display Softproof** icon .

#### Note

The Display Softproof tool requires that either Adobe Photoshop, Acrobat Reader or both be installed on the Manage-it workstation where it will be used.

#### PhotoShop or PDF?

By default, the Display Softproof tool will show you the PhotoShop softproof, if one exists. If not, then it will show you the PDF softproof. PhotoShop softproofs are given preference since they provide the advantage of displaying each color separation individually.

It is also possible to instruct Manage-it to always show the same type of softproof. The Softproof preference allows you to specify whether your softproofs should always be displayed in PhotoShop format, always in PDF format, or according to the Manage-it default. Please see page 29 for full details about the [Softproof](#) preference. Note that if you set this preference to only show one particular format (i.e. *only* PhotoShop or *only* PDF), whenever that type of softproof is not available, you will get a message like the one shown in Figure 113.

## 4.3 Creating PDFs



The Make PDF tool lets you create PDF files from your pre-RIPped pages. This tool offers sufficient flexibility to make it possible to create PDF softproofs, PDF hard proofs or lightweight FPO (For Position Only) PDFs designed for the quick imposition of pages.

#### PDF options

PDFs can be made from as little or as many pre-RIPped pages as you wish, even pages from different jobs.

### Pages or booklets?

When the files are generated, they may be left as individual PDF pages or combined into a single PDF “booklet”. The resulting booklet is a multi-page PDF document containing all the selected pages assembled together into a single file.

### PDF Resolution

The PDF files may be generated at proofing resolution (typically 300-600 dpi) if you intend to print them or at preview resolution (typically 75/150 dpi) if they are to serve as onscreen softproofs. The actual resolution of a PDF file, whether you specify it to be Proofing Resolution or Preview Resolution, is determined by the PrePage-it queue that RIPped the original files. The queue’s configuration has a precise resolution specified for its proofing files and preview files, which are inherited by the Make PDF tool.

When generating PDFs for imposition purposes (see [Imposition FPO](#) below), you would generally create them at preview resolution since you are aiming to produce lightweight, low-res files. However, if you intend to print proofs of imposed flats which contain these PDF page images, you should generate proofing resolution PDFs for good quality print-outs.

### Imposition FPO

With the Imposition FPO option activated, Manage-it will generate PDFs that can be used as FPO (For Position Only) pages, also sometimes referred to as FIO (For Imposition Only) pages. These files are lightweight, low-res PDFs that can be quickly imposed in a PDF-compliant imposition application. Since Manage-it adds OPI comments to the files, they are able to function just like standard PrePage-it DCS low-res files. That is, when flats containing these low-res PDF images are printed to a PrePage-it late-binding queue, the low-res PDFs are automatically replaced by their high-res counterparts.


By default, PrePage-it automatically generates low-res FPO images in DCS format, which are suitable for most workflows. Note that this option is designed for those who operate workflows that require the FPO images to be in PDF format. This includes workflows that use PDF-only imposition programs such as KIM PDF or Quite Imposing, or JDF-compliant imposition software such as Dynagram’s DynaStrip.

#### Note

When printing flats containing FPO images in PDF format to a PrePage-it queue, the queue must be enabled with the Image Replacement option. See the *PrePage-it Server Guide* for full details concerning Image Replacement.

### Making PDFs

To create PDF files from your pre-RIPped pages, perform the following steps:

1. Click the **Make PDF** icon  from the Manage-it toolbar. The main window will be extended so that it now displays the Preparation area or Preparation pane.

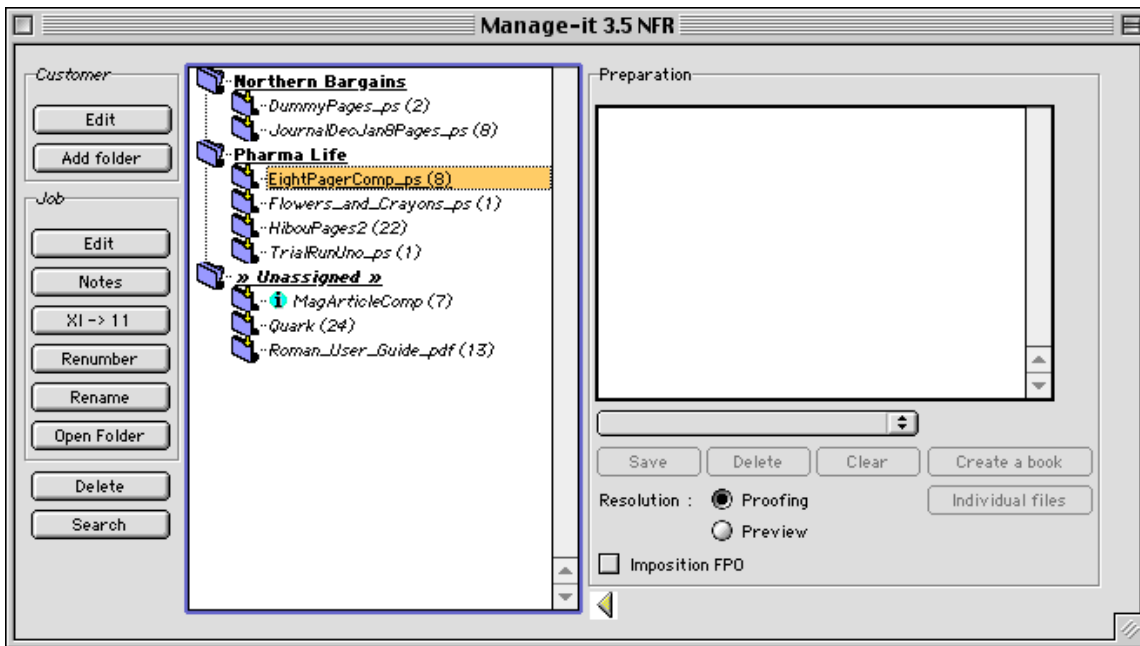


Figure 114 – Make PDF preparation pane

2. Select and drag the pages you wish to include from the job list window (on the left-hand side) to the preparation window (on the right-hand side).

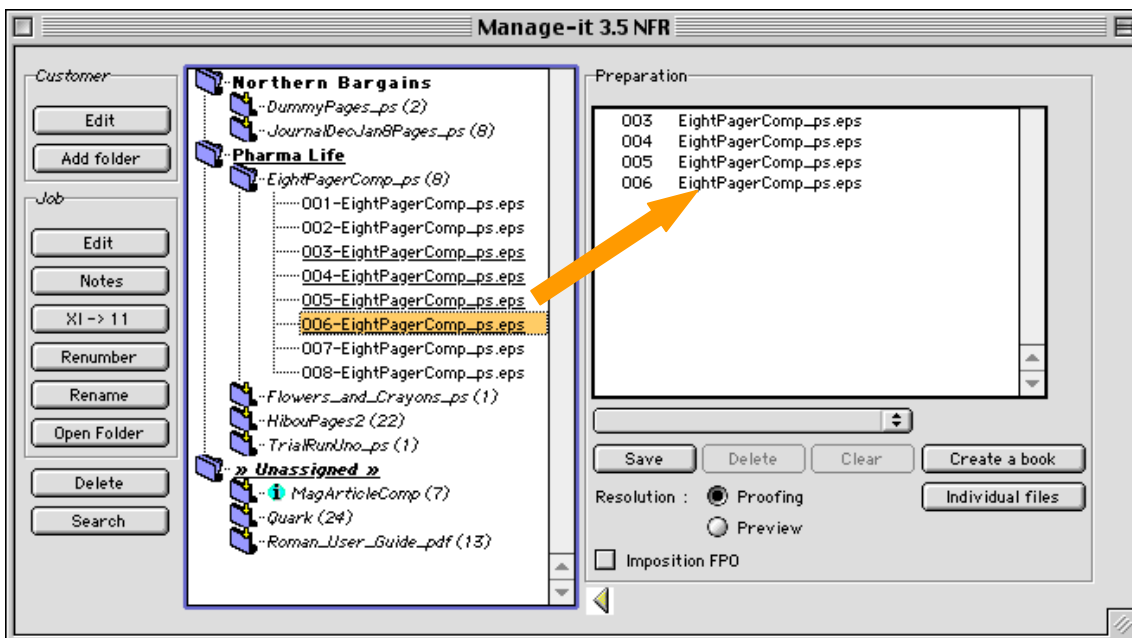


Figure 115 – Make PDF-drag pages

3. When your page list is complete, you may optionally choose to save it as a Preparation List. This is a time-saving feature for sets of pages that you intend to re-process more than once. To know more, turn to the section [4.5 Preparation lists](#) on page 93.

4. Choose the desired resolution for your files by clicking either **Proofing Resolution** or **Preview Resolution**.
5. If you intend to create PDFs destined to be imposed as FPOs, such as in a PDF-only imposition program, place a checkmark in the **Imposition FPO** checkbox.
6. Complete the operation by clicking either the **Create a book** or **Individual files** button.
  - Select **Create a book** to create a single PDF file containing all the pages in the preparation window.
  - Select **Individual files** to create one single-page PDF file for each page in the preparation window.

A dialog box will prompt you to select a folder to store the PDF files.

7. In the dialog box, choose a folder to store the PDF file(s) that will be created. If you chose to create a book, you will also need to supply a filename for the book. Then, click either the **Save** or **Choose** button, depending on the dialog box.

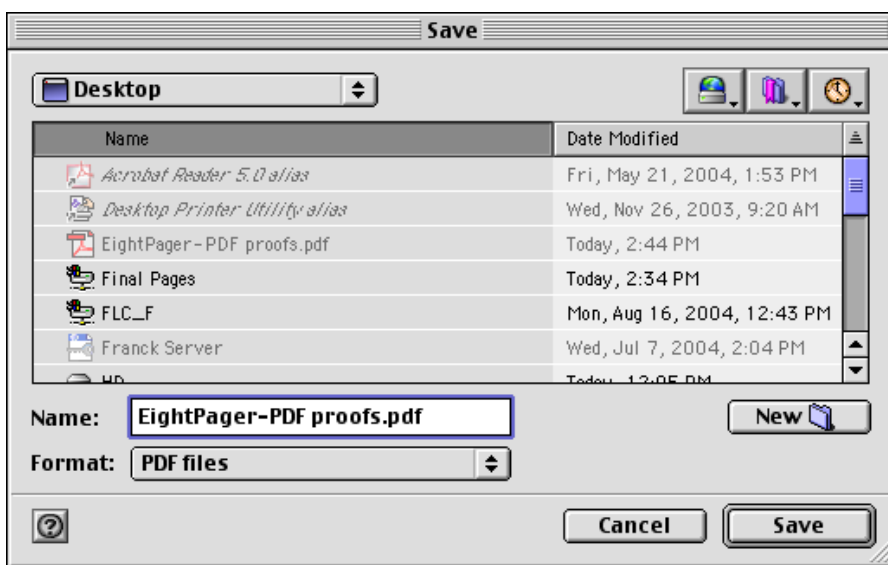



Figure 116 – Make PDF-Save

8. The PDF files will be created and stored in the location specified. To hide the preparation pane, click the arrow icon  located at the bottom of the preparation pane.

## 4.4 Printing Pages



Print Pages is a versatile tool which allows you to print pre-RIPped pages, either to a physical printer or to a Prepage-it queue. By printing to a physical printer, this tool allows you to generate hard proofs of any selected pre-RIPped pages from any job. By printing to a PrePage-it hot folder, you may process selected pages in any number of ways: you can generate softproofs or hard proofs using the Proofing queue; send pages to an imagesetter or CTP device using the HQN

Device queue; convert pages to a different format (e.g. PDF, TIFF) using the Export queue, and more.

### Printing on a PC client

Although the result is the same whether you print from a Macintosh or PC client, the internal mechanism differs. When printing to a physical printer by clicking the **Printer** button (see step 4 on page 91), Manage-it sends your files via AppleTalk if you're using a Mac client or via PrintFolders if you're using a PC client. As a consequence, when you print from a PC workstation, some of the printers on your network may not be available to you by default.

In fact, when using the Print Pages tool on a PC, a printer will not be visible in the **Printer** dialog box unless you first define a Prepage-it PrintFolder for it. Therefore, a PrintFolder must be created for every physical printer on your network that you plan to use. PrintFolders are set up on the PrePage-it server and are thoroughly explained in the *PrePage-it Server Guide*.

### How to print pages

1. Begin the process by clicking on the **Print Pages** icon , which will extend the main window and display the Preparation pane.

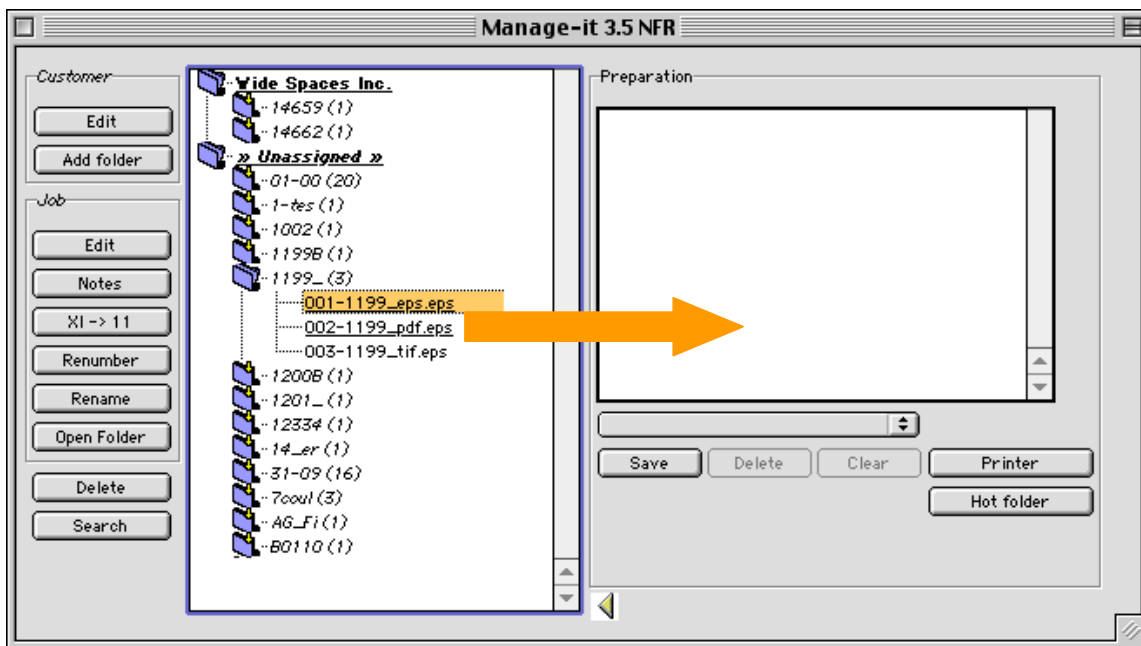


Figure 117 – Print Pages-preparation mode

2. Drag the pages that you would like to print from the main window (left-hand side) to the preparation area (right-hand side).
3. When your page list is complete, you may optionally choose to save it as a Preparation List. This is a time-saving feature for sets of pages that you intend to re-process more than once. To know more, turn to the section [4.5 Preparation lists](#) on page 93.
4. Next, click either the **Printer** or **Hot folder** button:

*Printer option*

Choose the **Printer** button if you wish to print a hard proof on a physical printer. From the **Printer** dialog box that appears, select a printer and click **OK** or **Print**.

**Note**

If you get unexpected results when printing from a PC, such as an unexpected slug line, page positioning or scaling, it may be due to the Desktop Printer settings. If this is the case, you can fix the problem from the PrePage-it server by adjusting the settings for the associated Desktop Printer. To know which Desktop Printer is associated with the problematic physical printer, refer to the PrintFolder Setup. Please consult the *PrePage-it Server Guide* for more information on Desktop Printers and PrintFolders.

**-or-**

*Hot folder option*

Choose the **Hot folder** button if you wish to send pages to a Prepage-it hot folder. A dialog box will appear, where you can select an appropriate hot folder, depending on the intended results:

- A Proofing queue will generate proofing files, which are automatically printed on a specified printer if your queue has been set up with the Autoproofing option.
- An Export queue can export the chosen pages into another format, such as PDF or TIFF.
- A HON Device queue can send the pages directly to a Harlequin-compatible imagesetter or CTP device.

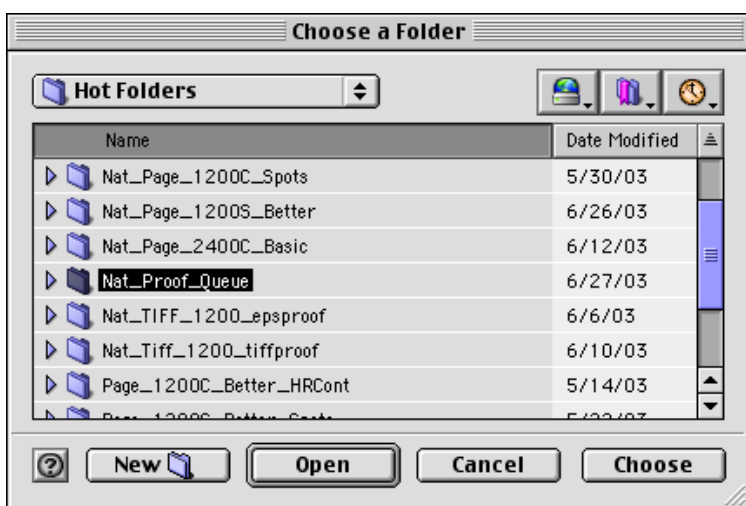


Figure 118 – Select a PrePage-it hot folder

Note that other queues may also be used. Refer to the *PrePage-it Server Guide* for complete details on PrePage-it queues.

### Important

When using the Hot folder option, the PrePage-it queue you select must have the **Bounding Box** option enabled, otherwise it may render a page size which is too big or too small. Refer to the *PrePage-it Server Guide* for more on the Bounding Box option.

The pages sent to a hot folder will show up in the Output Folder of the selected PrePage-it queue.

## 4.5 Preparation lists

Some Manage-it tools (Make PDF, Print Pages, Imposition Preparation) require that you specify a group of pages that will be processed. In cases when you need to re-process the same set of pages more than once, you can save that list of pages as a Preparation list. Once the list is saved, you can quickly select the corresponding group of pages when you want to process them, rather than having to drag the pages over from the main Manage-it window each time.

Preparation lists can be viewed by selecting them from the **Preparation** dropdown menu (see Figure 121 on page 95). Note that this menu is only displayed when you activate either the Make PDF, Print Pages or Imposition Preparation tool.

### Creating a preparation list

The figure below shows the Preparation pane (i.e. the right-hand side of the window) of the Make PDF tool. The **Preparation** dropdown menu, along with the **Save**, **Delete** and **Clear** buttons just below it, are used to create and manage preparation lists.

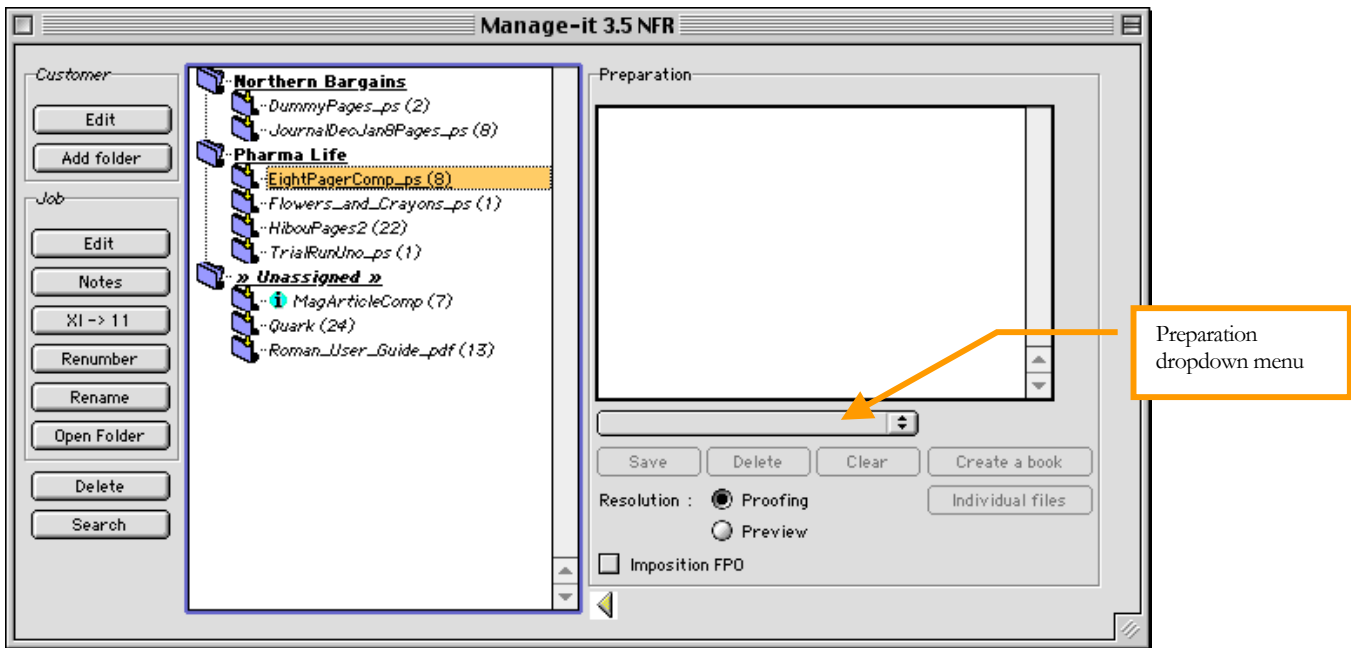


Figure 119 – Make PDF - preparation mode

To create a preparation list:

1. Drag the desired pages from the main Manage-it window to the preparation pane on the right-hand side.
2. When your page list is complete, click the **Save** button.
3. When the dialog box shown in Figure 120 appears, type a name for the preparation list and click **OK**.

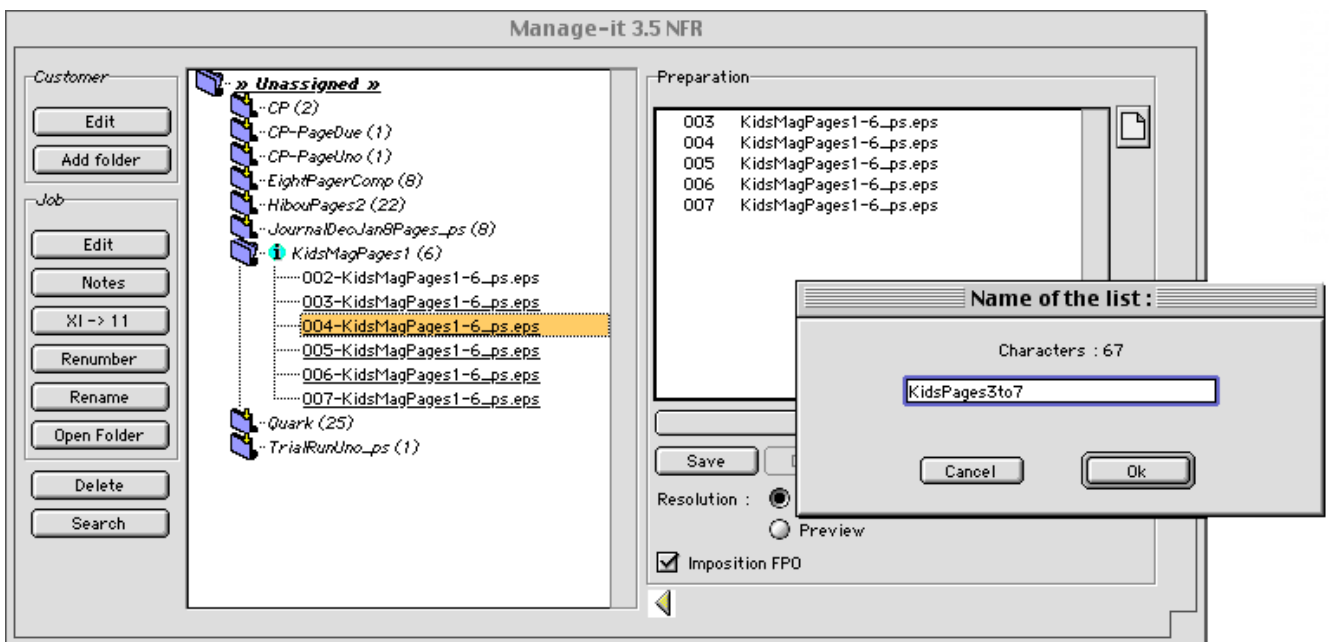


Figure 120 – Save Preparation list

Preparation lists are displayed in the **Preparation** dropdown menu. When you select a preparation list from the menu, the corresponding pages are shown in the **Preparation** pane.

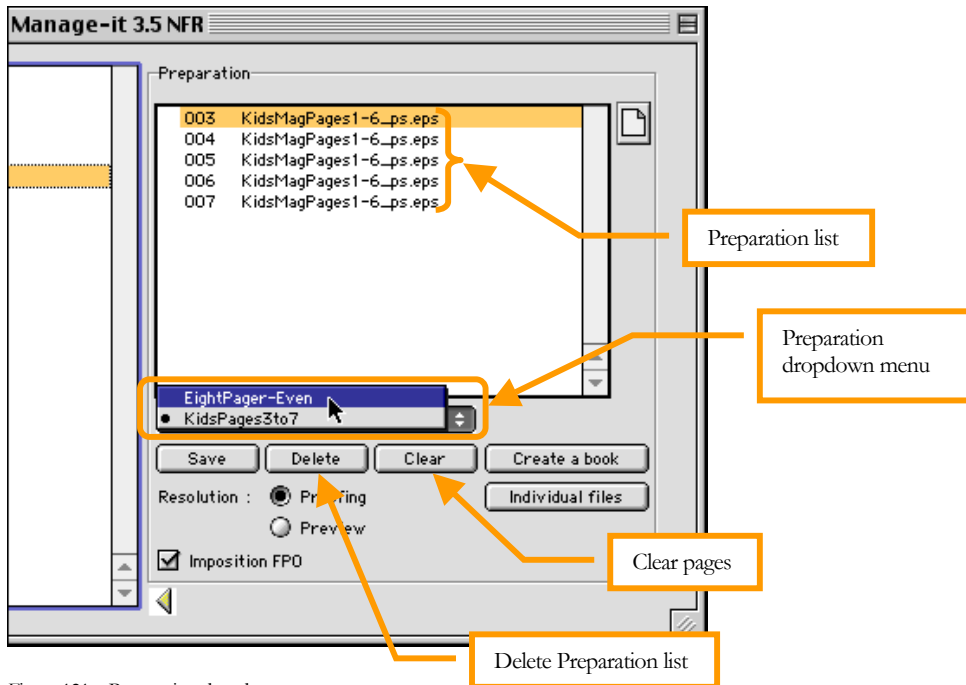


Figure 121 – Preparation dropdown menu

To clear the pages displayed in the preparation pane, click the **Clear** button. This does not delete any preparation lists. Rather, it allows you to create a new preparation list or simply to drag other pages to the preparation pane.

To delete a preparation list, select it from the **Preparation** dropdown menu and click the **Delete** button.

## 4.6 DCS → Low-Res



Sometimes you may need to work with DCS files which were not produced by Prepage-it, for example, copydot files sent to you by a customer. This tool can create a standard low-res file from any DCS file, thus allowing you to take advantage of PrePage-it's internal OPI system to impose and print your pages more quickly.

In addition to creating standard Prepage-it low-res files, you also have the option of generating low-res files formatted for Preps.

### Generating low-res files from DCS

To create the low-res files:

1. If your DCS file is in multiple file format, place all your DCS files into a folder and move that folder into the Final Pages volume (check with your system administrator if the Final Pages volume is not mounted on your workstation).

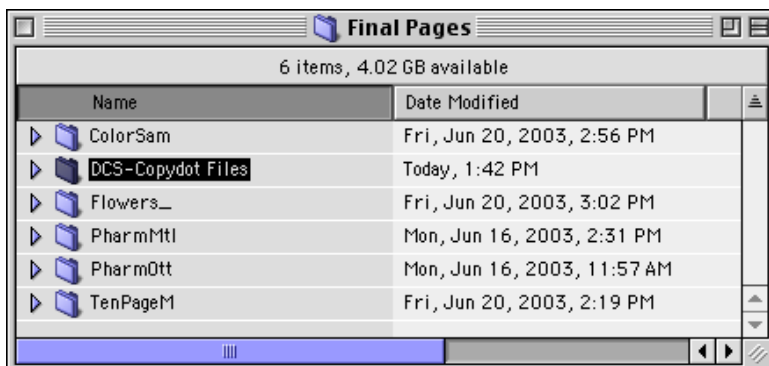



Figure 122 – Create DCS folder

2. Click on the  icon on the Manage-it toolbar. The following dialog box will appear.

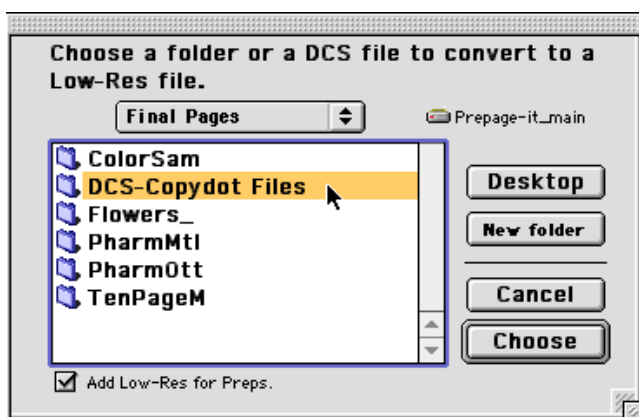


Figure 123 – Select DCS folder or file

3. If you want to select a DCS in multiple file format, choose the folder containing the DCS files. To select a DCS in single file format, simply choose that DCS file.
4. If, in addition to the standard low-res files, you also need to generate low-res files for Preps, put a checkmark in the **Add Low-Res for Preps** checkbox. Then click the **Choose** button. Manage-it will create the following subfolders within your main folder:
  - a Hi-Res folder, where it will move all your original DCS files
  - a Low-Res folder, where it will place the new standard low-res files
  - a Low-Res for Preps folder (if this option was checked), where it will place the new low-res for Preps files

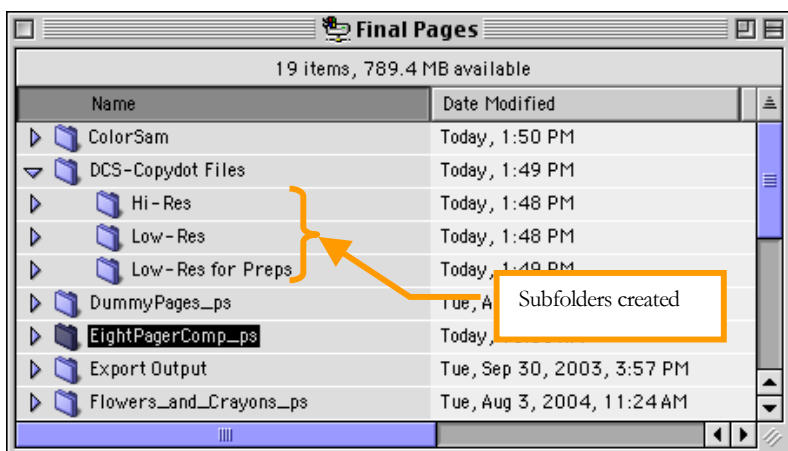


Figure 124 – Subfolders created

## 4.7 TIFF→ Low-Res



The TIFF→ Low-Res tool works similarly to the DCS→ Low-Res tool, except that it creates standard low-res files from TIFF files rather than from DCS files. Like the DCS→ Low-Res tool, it allows you to take advantage of PrePage-it's late-binding system. This means you can take TIFF images coming from any source, generate corresponding low-res images and use them to impose, proof and print your pages more quickly.

This tool can process an unlimited number of TIFFs at the same time, provided that they respect the guidelines described in the section below, [Accepted TIFF formats](#).

A typical situation where this can be very useful is when newspaper ads or books are copydotted into black & white TIFF images, allowing them to be re-used and re-printed without fear of costly prepress or printing errors. This is an ideal situation in which to use the TIFF→ Low-Res tool to speed up the process of imposing your ads or book pages, then printing the proofs and films/plates.

### Accepted TIFF formats

The TIFF→ Low-Res tool can accept the following formats:

- contone (8-bit) or halftone (1-bit) TIFFs
- composite or black & white TIFFs
- separated TIFFs (one separation file at a time per TIFF)


Although you may send a separated TIFF (for e.g., a CMYK TIFF separated into four physical files), you must take the following into consideration: one low-res file is generated for each hi-res TIFF file that is input. Therefore, sending four separation files of the same TIFF image will produce four low-res files, one for each separation. Although the low-res files belong to the same

image, they are not recombined. Note that this does not pose a problem when inputting only one separation from a TIFF image (for e.g., only black or only magenta).

In addition, we suggest that the high-res TIFF be an exact multiple of the low-res image. This can be easily arranged since the resolution of the low-res that is generated is adjustable. So, for example, if you set the low-res to 75 dpi, then you can safely use hi-res TIFFs that are 600, 750, 900, 1200, 1800, 2400 dpi, and so on. To know how to set the resolution of the low-res images that are created, refer to [TIFF→LR \(res. preview\)](#) on page 29.

### Generating low-res files from TIFFs

To generate low-res files from TIFFs:

1. If you want to process more than one TIFF at a time, place all the TIFFs into one folder.
2. Click the  icon. The following dialog box will appear.

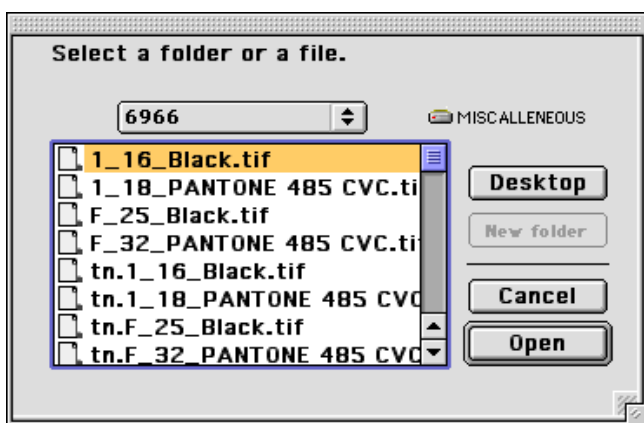


Figure 125 – Select TIFFs

3. Choose a single TIFF file or a folder containing several TIFFs, then click the **Open** button or **Choose** button to display the next dialog box.

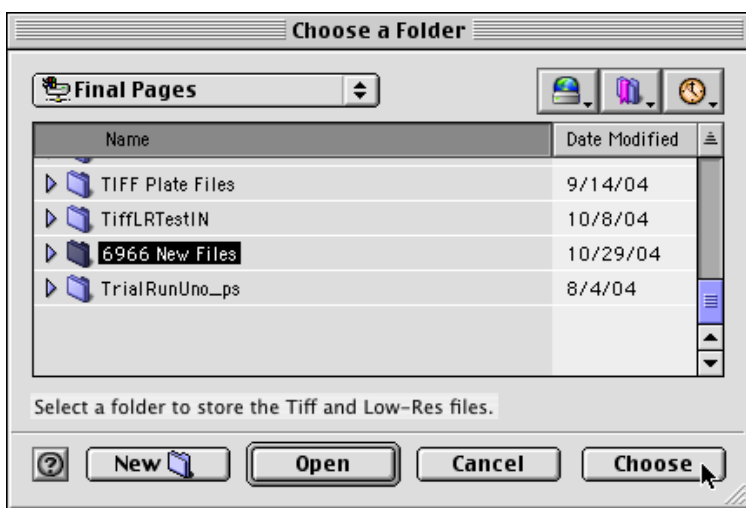


Figure 126 – Select output folder

4. The dialog box in Figure 126 prompts you to specify where you want to save the new file(s). Select a folder and click **Choose**.

#### Note

The folder that will store your TIFFs and matching low-res images must be visible from the Windows server — ideally it should be situated in the Final Pages volume. If the folder you select is not located on the server, ensure that it is mapped onto the server as a network drive.

5. Inside the folder that was selected in step 4, Manage-it will create the following sub-folders:
  - a TIFFHR folder, where all your original TIFF files will be moved
  - a TIFFLR folder, where the new low-res files will be stored

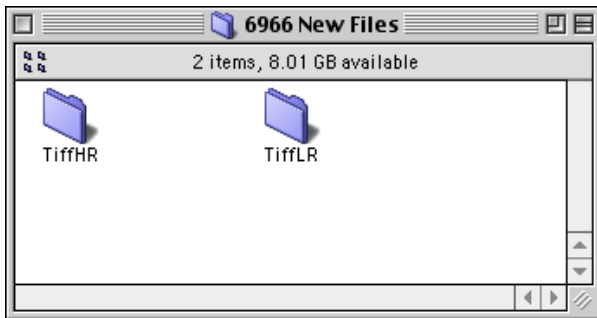


Figure 127 – New TIFFs and low-res

## 4.8 Preparing Pages for Imposition



This multi-functional tool provides several ways to help you prepare pages for imposition. The Imposition Preparation tool permits you to choose pre-RIPped pages from various job folders, renumber them, create low-res files and store them in a folder of your choice. It provides a convenient way of gathering pre-RIPped pages from several different job folders that need to be imposed together. After generating the low-res files and placing them all in one folder, these saved low-res pages can then easily and quickly be imposed onto a flat.

In addition, if you use Xcatalog or InCatalog to do your impositions, this tool will also generate the Data Snapshot file that allows your pages to be auto-imposed.

**Note**

In former versions of Manage-it, the Imposition Preparation tool was represented by three separate icons on the toolbar: .

This tool creates low-res files from PrePage-it DCS2 pre-RIPped pages. If you need to generate low-res pages from external DCS files (e.g. copydot files), use the DCS → Low-Res tool, as explained in section [4.6 DCS → Low-Res](#) on page 95. Also note that when you renumber pages using this tool, only the files that are generated (i.e. low-res and data snapshot files) will retain the new page numbers. The page numbers for the original pre-RIPped pages that are displayed in Manage-it's main window are not affected.

### Three types of files

In effect, the Imposition Preparation tool can create three types of files: standard low-res files, Preps low-res files and XCatalog/InCatalog Data Snapshot files. During the procedure, you will be prompted to specify which type of files you would like Manage-it to create for you by choosing one of the following buttons: **STD LR**, **Preps LR** or **Quark XCatalog** (see Figure 130 on page 103).

Each of these options is explained below.

#### Standard low-res files

By clicking on the **STD LR** button, Manage-it will generate low-res page files that can be imposed with any imposition application that uses standard postscript low-res files. This includes Dynastrip, Imposstrip 6.8 or higher, QuarkXPress and InDesign, along with many others.

**Note**

The standard low-res files are actually copied to Manage-it from the job files created by PrePage-it. If standard low-res files were not created by PrePage-it when a job was pre-RIPped, then Manage-it will not generate them.

#### Preps low-res files

By clicking on the **Preps LR** button, Manage-it will generate low-res files that can be imposed using any version of Preps. This option always generates the Preps low-res, even if they were not created when a job was initially pre-RIPped.

#### XCatalog/InCatalog Data Snapshot file

By clicking on the **Quark XCatalog** button, Manage-it will generate the Data Snapshot file necessary for autoimposition with Quark (using the Xcatalog plug-in) or InDesign (using the InCatalog plug-in). The Data Snapshot file contains information about which low-res pages you want to impose and where these pages are located on the hard disk. Later, when you perform the


auto-imposition with Quark or InDesign, you will make use of both the standard low-res files and the Data Snapshot file to complete the task.

### Note

For details on how to perform Autoimposition, refer to [Appendix A – Autoimposition with Quark or InDesign](#), starting on page 174.


### Adding white pages

When preparing pages for imposition using standard or Preps' low-res files, it is possible to add blank white pages to the imposition scheme. White pages may be used, for example, when you have seven pages that you would like to impose on an eight-page signature and you need to add one blank page to complete the signature. You can also add a blank page when you want to force a new chapter to start on the right side of a reader's spread.

White pages are added with the **White Page** icon  (to know how, see Generating the files—step 3). By changing the page number for the white page, you can position it anywhere in the imposition scheme.

### Generating the files

Regardless the type of file you're generating, the procedure to follow is virtually identical, as outlined below.

1. Click on the **Imposition Preparation** icon  on the toolbar. This will extend Manage-it's main window so that the Preparation pane is displayed, as shown in the next figure.

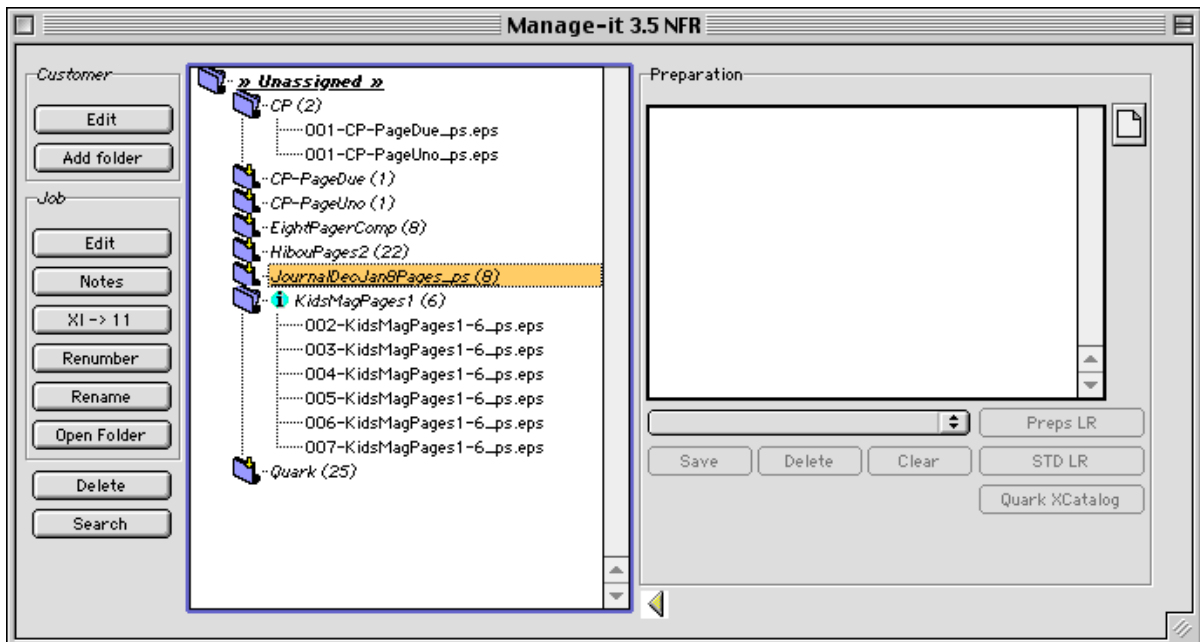


Figure 128 – Imposition Preparation (preparation mode)

2. Drag all the required pages from the left side of the Manage-it window into the preparation pane (right side).

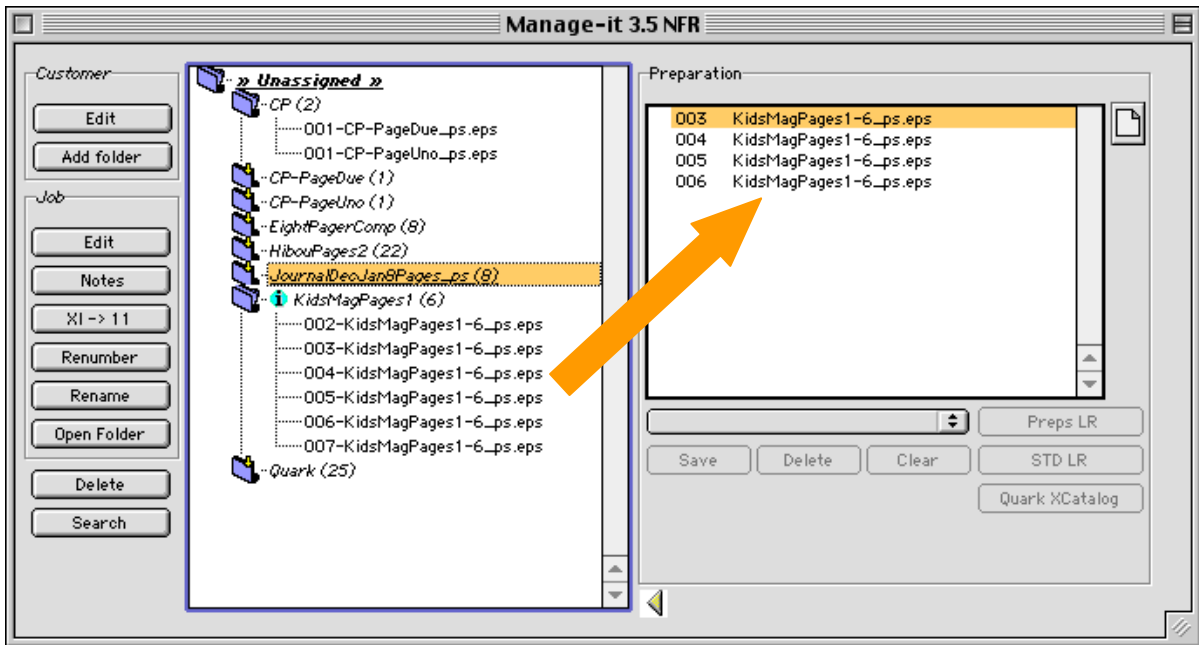




Figure 129 – Drag pages to preparation pane

3. If you need to add any blank white pages into your imposition scheme, drag the **White Page** icon  to the desired location in the preparation pane (see Figure 130).
4. To remove any pages from the preparation pane, select the page and click the **Delete** button in Manage-it's main window.
5. If necessary, renumber the pages in the preparation area by double-clicking on them and typing a new page number. Alternatively, you may use the **Renumber** button.

#### Note

For the purposes of imposition, no two pages can have the same page number. If they do, you will see a yellow warning sign  next to any duplicate page numbers. To create a valid list of low-res pages to be imposed, renumber any duplicate page numbers.

6. When you've completed your selection of pages, you may save the completed page list (referred to as a Preparation list) for future use. To do so, click the **Save** button and give the list a name. See section [4.5 Preparation lists](#) on page 93 for full details.

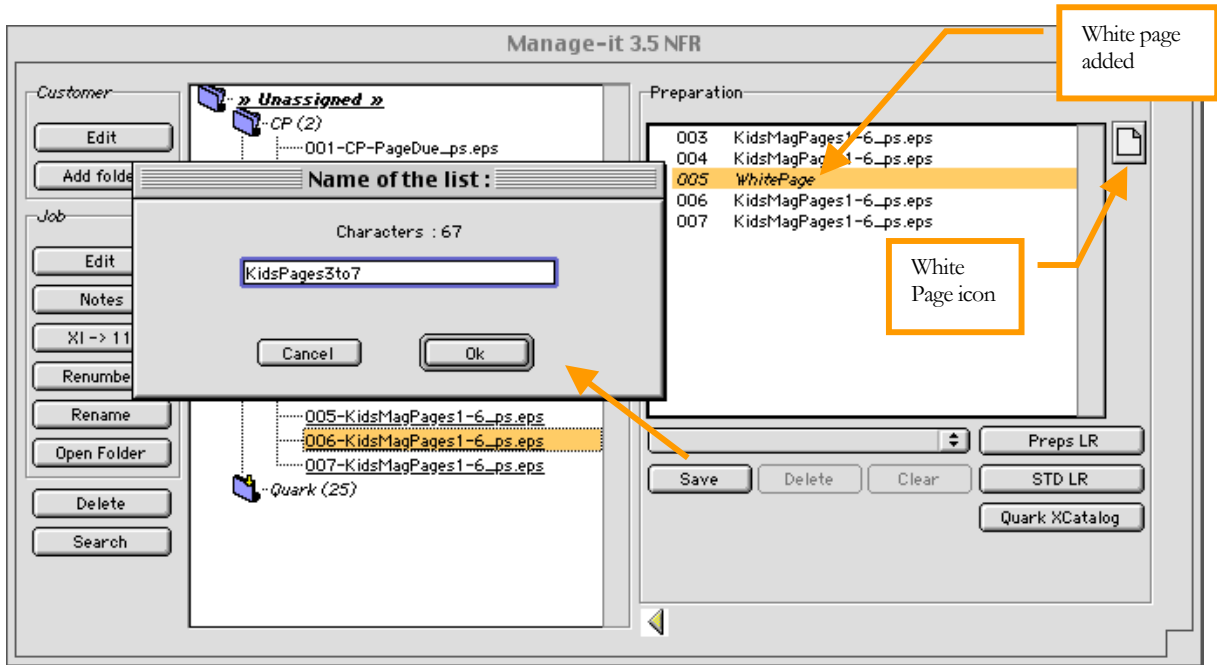


Figure 130 – Save Preparation list

7. Depending on the type of files you want to generate, click on either the **Preps LR**, **STD LR** or the **Quark XCatalog** button. To know the difference between these three types of files, refer to the section entitled [Three types of files](#) on page 100.
8. A dialog box will prompt you to choose a location to store the files. Select a folder, and in the case of the Quark XCatalog option, you must also type a name for the Data Snapshot file.



Figure 131 – Choose storage location

9. Depending on the dialog box, click **Save** or **Choose**. Manage-it will generate the file(s) and store them in the selected folder.

You're now ready to quickly and easily impose this new set of low-res page files.

## 4.9 Imposition Mode



The Imposition Mode tool accepts an imposed postscript flat created by any imposition package and allows you to replace the pages currently contained in the flat with new pages from the Manage-it job folders. The result is a new imposed postscript flat containing the new pages you've added.

When using the Imposition Mode tool, the original flat (whose pages you want to replace) is referred to as the Master file. The Master can be any postscript file containing imposed pages, regardless the imposition tool used to create it. If you do not have an existing flat that you can use as a Master, you can quickly create one using blank “dummy” pages. [Blank pages](#) are explained on page 111.

### New pages

In order to work properly, the new pages which are added to the imposition file must meet two important conditions. The new pages must be the same as the original pages in the Master file in the following ways:

- they must be exactly the same size, otherwise the new pages may not be properly aligned within the flat
- they must have the same color separations

### Wizard

When generating a new flat, you'll need to indicate which new pages will replace the original pages in the master form. A Wizard has been included to accomplish this quickly and easily.

The wizard is designed to be used when the pages from a single job folder will replace the original pages in the master. If you wish to replace selected pages from several different job folders, you must specify them using either the Mouse dragging method or the Manual method (see the section Creating a new flat-step 4, on page 107).

When you use the wizard, it will take all the pages from a pre-selected job folder and place them into the master form. Specifically, the pages are taken from the first pre-selected job folder displayed at the top of the list (see p. 105 for more information on [Pre-selected job folders](#)). The pages are matched by page number – if a new page does not have a matching original page, it is not used.

The wizard is activated by clicking the **Wizard** button (see Figure 133 on page 106). The result is that some or all of the pages are changed in the **To be updated to** column. If nothing happens, it may be due to one of the following reasons:

- you did not Read in a Master file

- you have not pre-selected any job folders
- there are no matching page numbers between the Master imposition file and the pre-selected job folder

### Pre-selected job folders


In addition to the wizard, you may also use the Manual or Mouse dragging methods to indicate which new pages to add to the master (see Creating a new flat-Step 4 on page 107). When you generate a new flat using either the manual or wizard method, you need to pre-select one or more job folders beforehand. The mouse dragging method is straightforward and does not require pre-selected folders.


#### Why use pre-selected folders?


If you create a new flat using the wizard, you'll need to specify one pre-selected job folder. The wizard will then know to use the pages from the pre-selected folder to generate a new flat. If more than one folder is pre-selected, the wizard will use the first folder at the top of the list (for example, MagArticleComp in Figure 132 on page 106).

When using the manual method to generate a new flat, you are allowed to specify individual pages to be added. Specifying a page to add involves typing the first few letters of that page. After you begin typing the filename of the desired page, Manage-it searches through all pre-selected folders and guesses at the page file you want. When the correct page name is displayed, you press the **Return** key to accept it.

#### How to pre-select job folders

If a job folder is selected in the main Manage-it window prior to clicking the **Imposition mode** icon , it will automatically become the first pre-selected job folder.

To add pre-selected folders to the list after the **Imposition mode** dialog box is open, drag one or more job folders from the main Manage-it window to the **Pre-selected folders** icon  (see Figure 133 on page 106).

To view the list of pre-selected job folders, click the **Pre-selected folders** icon . The pre-selected folders will be displayed in a window, as shown in the figure below.

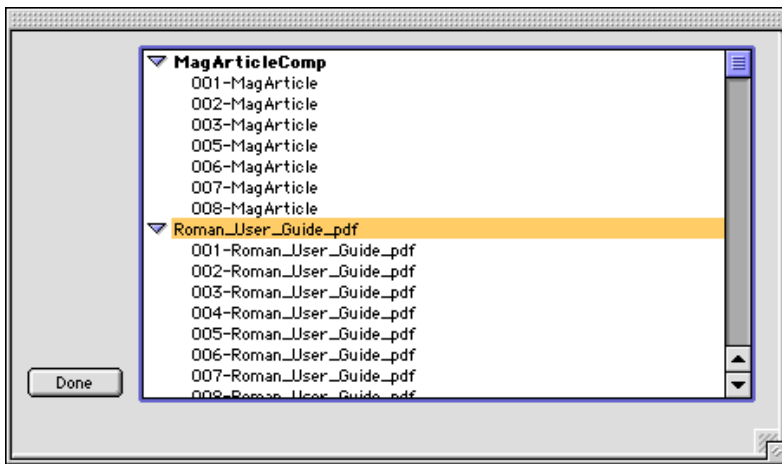



Figure 132 – Pre-selected folders list

Click **Done** to close the list and go back to the **Imposition Mode** dialog box.

### Creating a new flat

To generate a new imposition file based on an existing Master and a set of new pages, perform the following steps:

1. On the toolbar, click the **Imposition Mode** icon . The **Imposition Mode** dialog box will be displayed.

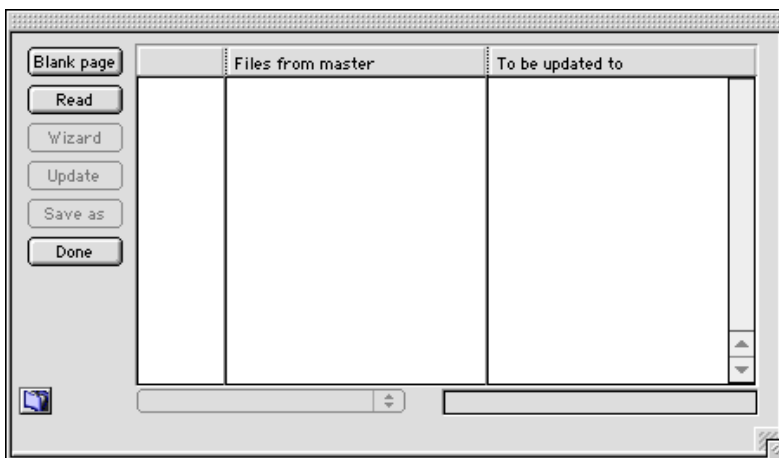


Figure 133 – Imposition Mode dialog box

2. To select the Master file (i.e. the original flat), click the **Read** button. When the **Open** dialog box prompts you to choose a file, select the master.

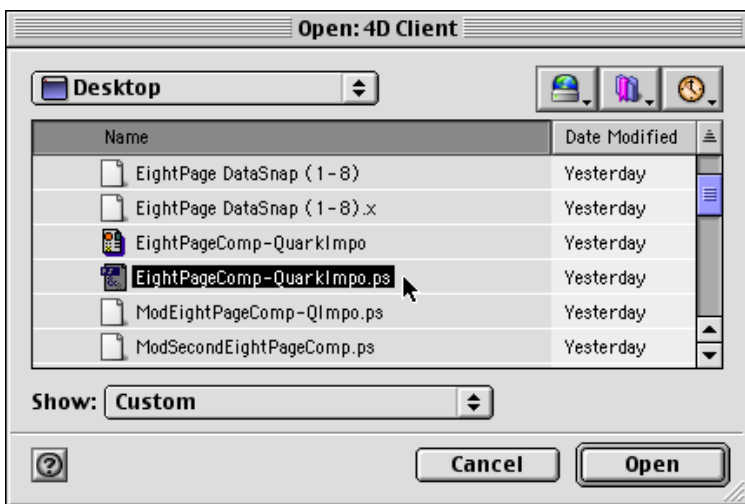


Figure 134 – Select Master

- After selecting the master, a list of pages currently contained in the master form will be listed in the **Files from master** column of the **Imposition Mode** dialog box.

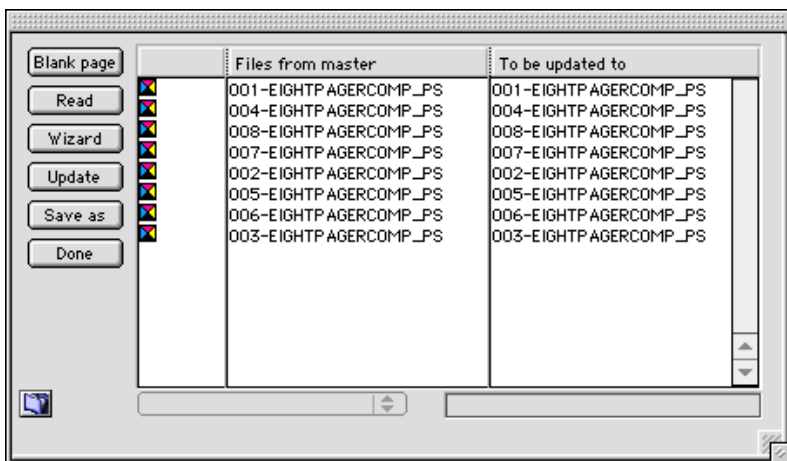



Figure 135 – Pages from master form

Note that clicking on the Color icon  displays the list of color separations for the current page.

- To indicate which new pages should replace the current pages in the Master, use one of the following methods:

*Wizard method* (use to specify an entire job folder quickly)

- Pre-select a job folder. To know how, see [How to pre-select job folders](#) on p. 105.
- Click the **Wizard** button. The new pages will automatically fall into place in the **To be updated to** column.

**-or-**

*Mouse dragging method* (use to specify random pages from one or more job folders)

- For each new page you want to add, drag a page from a job folder in the main Manage-it window over to the column called **To be updated to**. Be sure to “drop” the new page directly onto the existing page that you want to replace.

**-or-**

*Manual method* (use to specify random pages from one or more job folders)

- Pre-select all job folders containing pages that you want to impose. To know how, see [How to pre-select job folders](#) on p. 105.
- For each page that you want to impose:
  - double-click on the existing page that you want to replace
  - type the first few letters of the new page you want to impose
  - when the page’s full filename appears, press the **Return** key

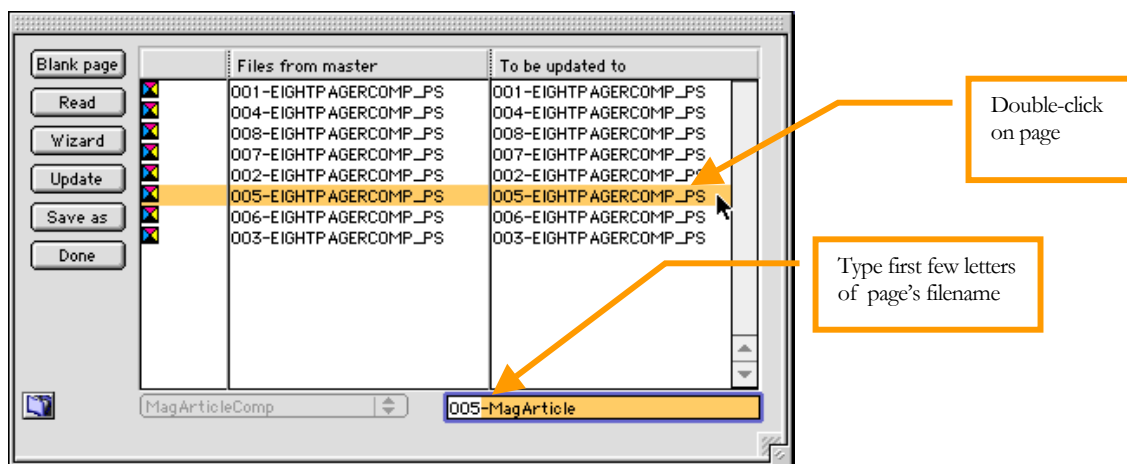


Figure 136 – Specifying pages-Manual method

Regardless which method you use, the result is the same. The figure below shows the result of four new pages that were added to the **To be updated to** column.

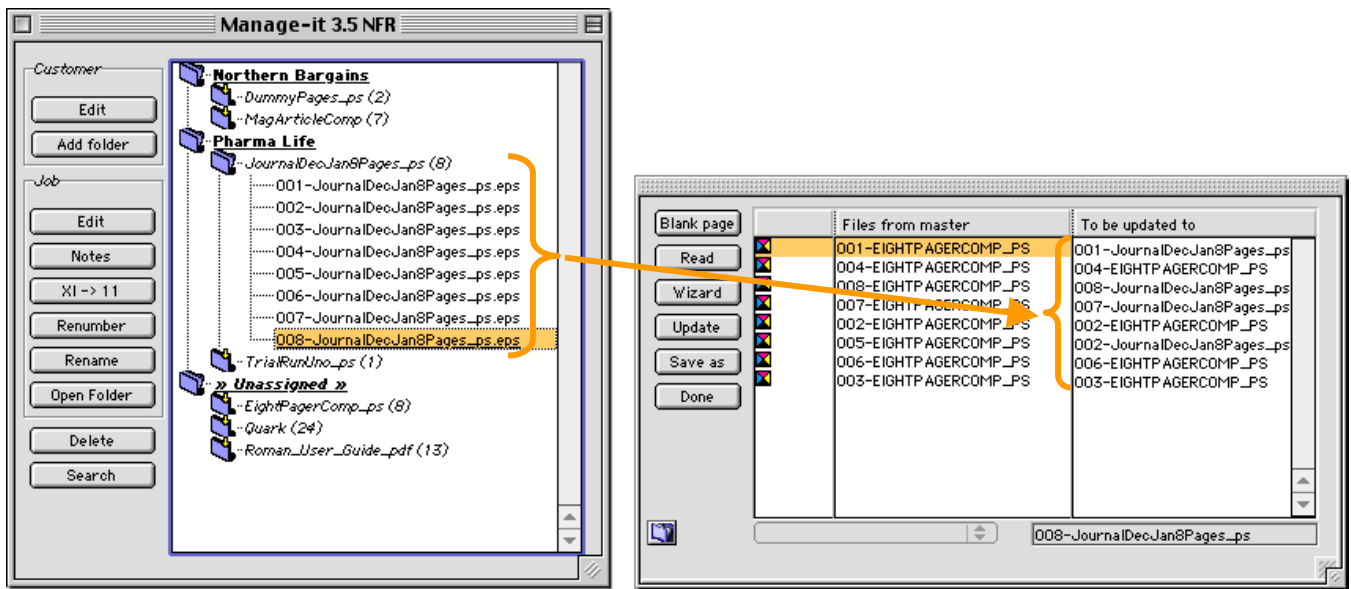


Figure 137 – New pages added

5. Save the file by clicking either the **Update** or **Save as** button, depending on the intended result:
  - Click **Save as** if you want the original master to remain unchanged. A new file will be saved consisting of the flat with the new pages you added. While saving, you will be prompted to provide a filename and storage location for the new flat.
- or-
- Click **Update** if you want the new pages you added to be saved directly in the original master. Since the original master will be changed, you will not be prompted to provide any information and no new file will be created.
6. Click **Done** when you're finished. The new postscript flat is now ready to be sent to any PrePage-it post-imposition queue, such as a 1-bit TIFF queue.

Figure 138 and Figure 139, immediately below, show an example of a master file (the original flat) and the new imposition file, where four new pages were added to the flat: 001, 002, 007 and 008.

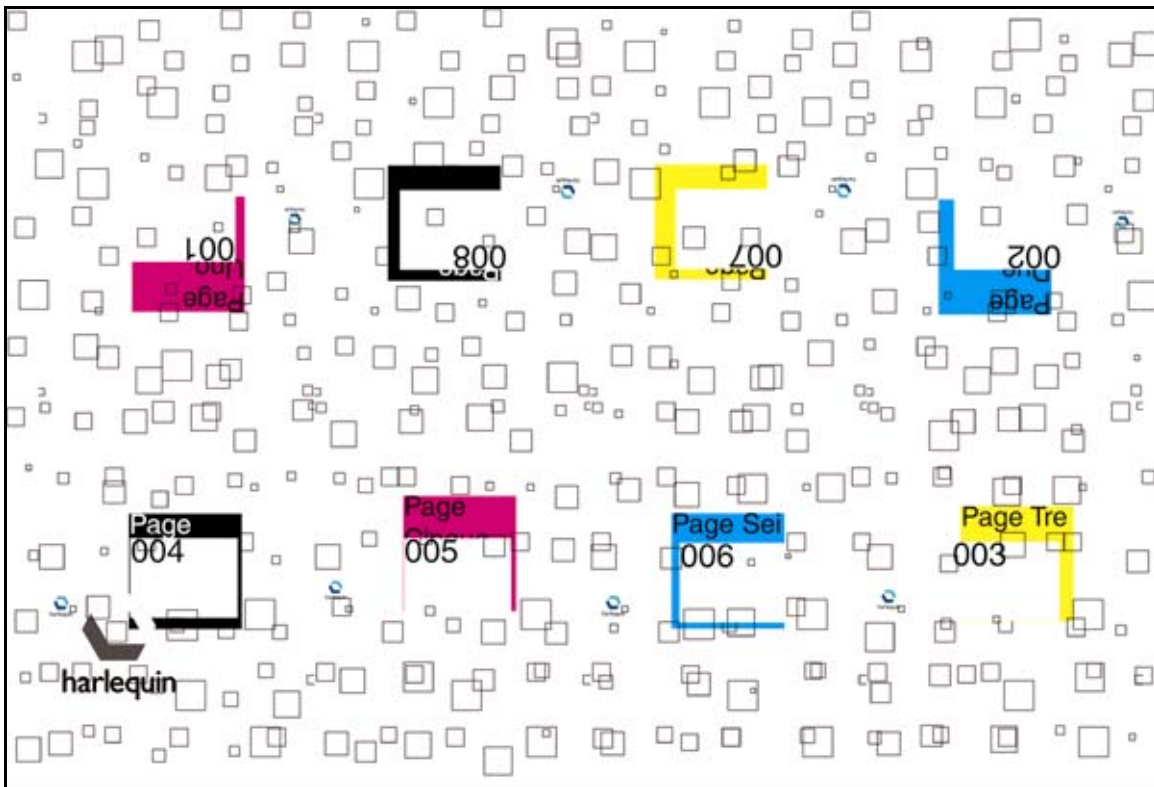


Figure 138 – Master file (the original flat)

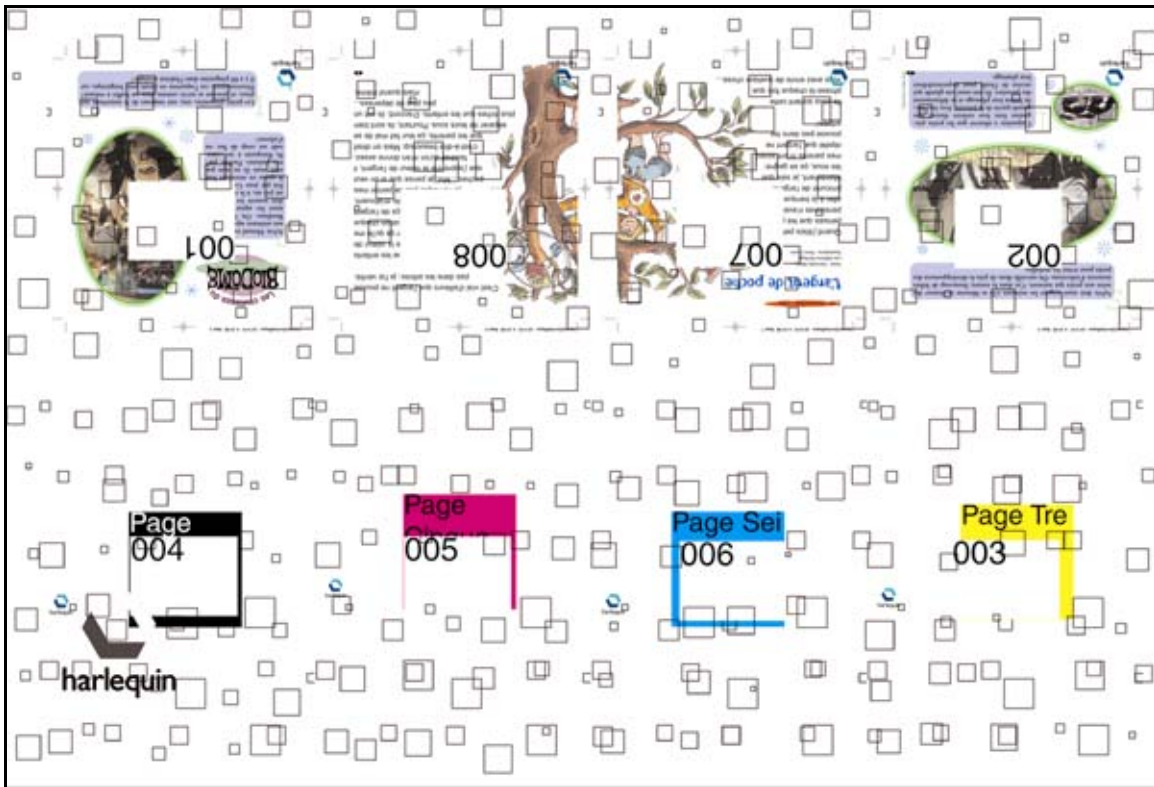


Figure 139 – New imposition file

As you can see from Figure 139, a new imposition file was created which contains a different set of pages than the original flat (Figure 138), all without the use of an imposition application.

## Blank pages

If you do not have an existing flat that you can use as a Master, you can quickly create one using blank “dummy” pages. To simplify the process, the Imposition Mode tool can generate postscript dummy pages for you. You can then use them to create a Master form with any imposition application – you can even use a page layout application such as Quark or InDesign.

When you impose blank pages with a preview (see step 5), they will appear as a shaded page with the page’s filename (including the page number) and size displayed. Without a preview, blank pages do not display anything.

### How to create blank pages

The following procedure is used to generate a set of blank dummy pages which can be used to create a Master.

1. Click the **Blank Pages** button in the **Imposition Mode** dialog box (see Figure 133 on page 106). The **Blank Pages** dialog box will be displayed, as shown below.

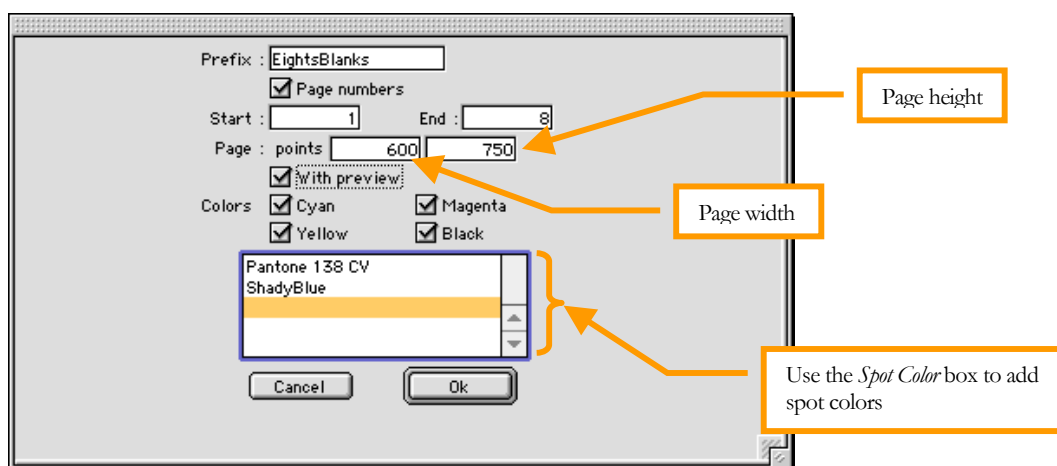


Figure 140 – Blank Pages dialog box

2. Specify the **Prefix** of the filename. Each blank page is saved as a separate file with the name Prefix.eps .
3. If you wish to number a set of blank pages, put a check in the **Page numbers** checkbox and supply the first and last page in the **Start** and **End** text boxes, respectively. If you want to generate only one blank page with a page number, type the same number in the **Start** and **End** text box.

The page numbers will show up both in the blank page itself (if you include a preview) and at the beginning of each page’s filename, for example, 001-Prefix.eps, 002-Prefix.eps, 003-Prefix.eps, etc.

## Note

The number of digits in the resultant page numbers does not depend on what you type in the **Start** and **End** boxes, but on the [Number of digits](#) preference (see p. 26 for details).

4. Indicate the **Page size**, in points, by specifying the page width and height.
5. Place a checkmark in the **With preview** checkbox if you wish to see a preview when you impose your blank pages on the Master form.
6. Indicate which color separations you want your blank pages to have.
  - a. Place checkmarks to select **Cyan, Magenta, Yellow** and **Black**.
  - b. To include spot color separations in your blank pages: click inside the **Spot Color** box while holding down the **Command** key, then type the spot color name and press **Return**.

## Note

Since the blank pages will be used to create the Master file, they are required to contain the same color separations as the new pages that will replace them when you use the Imposition Mode tool.

7. Click the **OK** button. You will be prompted to choose a location to store the blank pages. Find a storage location and click the **Choose** button.



Figure 141 – Save blank pages

8. You will be brought back to the **Blank Pages** dialog box (see Figure 140 on page 111). You may create more blank pages or click **Cancel** to go back to the **Imposition Mode** dialog box.

You can now use these blank pages as temporary placeholders in a Master form, which can be created with your preferred imposition application.

## 4.10 Merging Pages and Colors



Merge Pages and Colors is a powerful tool which allows you to create a new pre-RIPped page by combining color plates from existing pre-RIPped pages. You can not only choose which pages to merge, but also which color separations from each page to merge. All the pages and color separations you select will be RIPped and merged into a single page.

As an example, you can select the Cyan and Yellow plate from one page and the Magenta and Black plate from another page, and merge them into a single new page. To take another example, you could select the C, M, Y and K plates from one page and only the Black plate from another page. In this case, Manage-it will generate a new page where the C, M and Y plates are taken from the first page and the Black plate is a combination of the black plates from both pages.

### Merge options

When merging pages and color separations, the following options are possible:

#### Renaming colors

Any color from any selected page can be renamed. As a result, when the page is RIPped, all plate files with the same color name will be merged into one plate file. Renaming colors produces a similar result to Merging Color Separations, as described in section [4.11 Merging Color Separations](#) on page 120. For a comparison of these two tools, refer to [Merge Colors vs. Merge Pages and Colors](#) on page 120.

#### Knockout

Another feature is the possibility of specifying a plate file which knocks out all the other color plates underneath it (referred to as the “knockout plate”). Colors plates that are above the knockout plate will not be affected (i.e. no knockout will occur). Whether a color is above the knockout plate or underneath it is determined by the [Print order](#) (explained in the next section).

It is important to note that by default the color separation that you choose as the knockout plate will *not* be included in the merged page. If you wish to include the knockout plate, refer to the procedure [Including the knockout plate](#) on page 119.

Note that it is possible to set two or more knockout plates when doing a merge.

#### Print order

When you set a color separation to be a knockout plate, the Print order determines which of the remaining plate files will be knocked out. If no knockout has been set, the Print order has no

effect. As already mentioned, the color separations underneath the knockout plate will be knocked out whereas the color separations above the knockout plate will not be affected.

#### ABOVE OR BELOW?

To understand the order of the colors listed in the **Print order** dialog box (see Figure 142), think of the way color plates are printed on a printing press. That is, the color that would be printed first on a printing press is shown first in the list (e.g. Cyan), the second color that would be printed on a press is shown next (i.e. Magenta), and so on. As a result, the first color in the list (i.e. Cyan) would be printed underneath all the others on the printing paper. The second color (i.e. Magenta) would be printed above the Cyan, but underneath Yellow and Black. The last color, i.e. Black, is the color that would be printed above all the other separations.

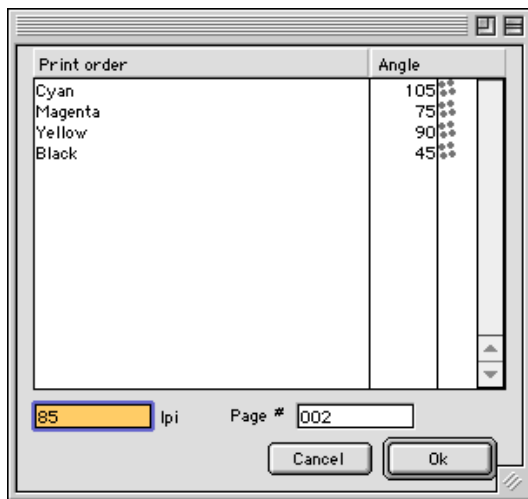


Figure 142 – Print order dialog box

The following example illustrates how the Print order affects a knock out. Let's assume that a page contains all four process colors and they all overlap. Also assume the Print order has been set to (1) Cyan, (2) Magenta, (3) Yellow and (4) Black, as shown in Figure 142. If we set Black as the knockout plate, then Cyan, Magenta and Yellow will all three be knocked out. However, if you set Magenta as the knockout plate, then only the Cyan plate will be knocked out.

#### Screening angles/frequency

You may set the screening angles and line frequency for the page that will be RIPped. Note that the PrePage-it queue that RIPs the page may be set to override previous settings for screening angles and frequency, in which case these Manage-it settings will be ignored.

#### Page number

You can designate a page number for the new page. The page number you specify (see Merging procedure-step 6 on page 117) is tacked on to the beginning of the filename. If no page number is specified, it is given the number 001.

## Merging procedure

To create a new pre-RIPped page by combining color plates from various other pre-RIPped pages:

1. Click on the **Merge Pages and Colors** icon . This will display the Preparation pane.

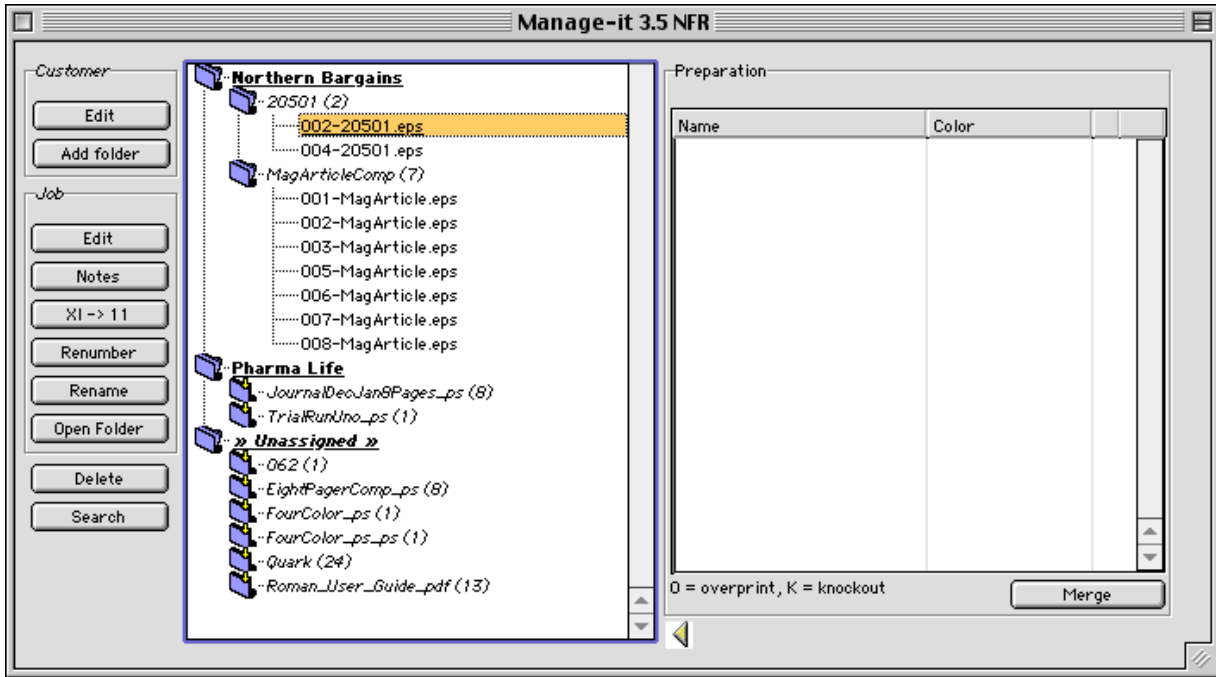


Figure 143 – Merge pages and colors-Preparation pane

2. Drag the pages whose color plates you want to merge from the main Manage-it window to the Preparation area. All color separations from the pages you chose will be displayed.

Note that in Figure 144, the page 002-MagArticle.eps has four color separations whereas the page 002-20501.eps consists of only one Black plate.

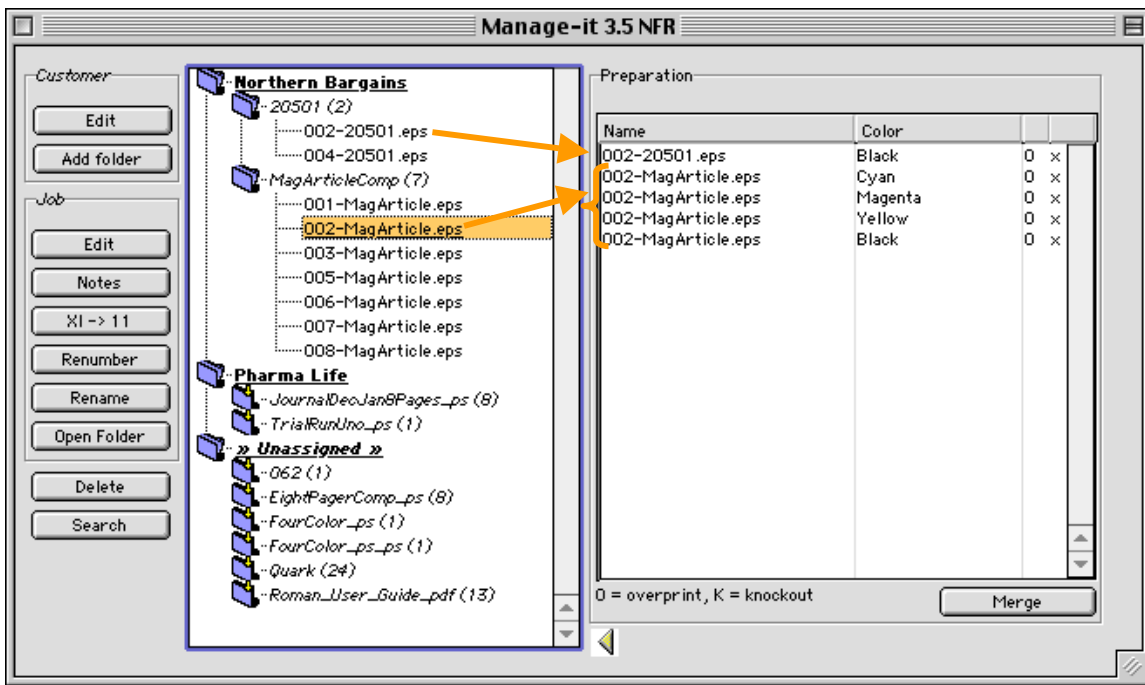


Figure 144 – Specify pages to merge

3. Choose which color plates you would like to combine into a new page by making sure that only those colors have a corresponding x in the last column. The x can be removed or put back by simply clicking on it.
4. Specify whether one color plate knocks out all the others beneath it by clicking on the corresponding O in the third column. The O will change to a K, indicating a knockout.

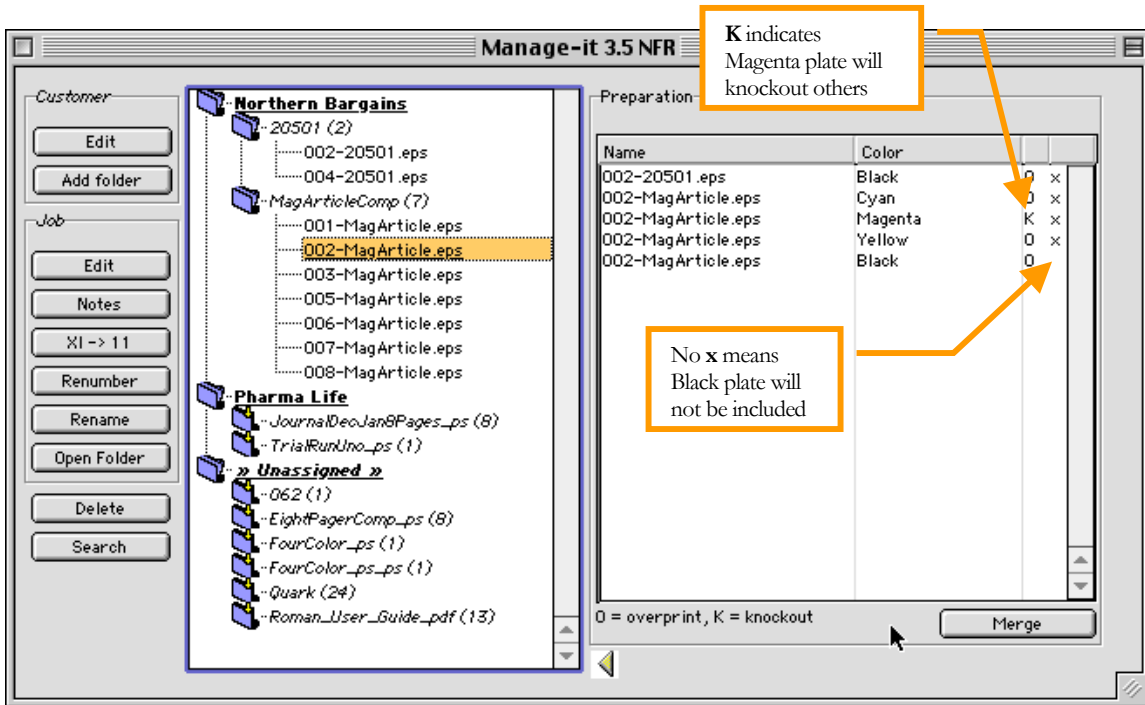


Figure 145 – Specify plates & knockout

If you wish to include the knockout plate itself in the new merged page (since it is not included by default), follow the additional steps described in the section [Including the knockout plate](#) on page 119.

5. If you would like to rename a color, double-click directly on that color. A dialog box will appear, prompting you for a new color name.

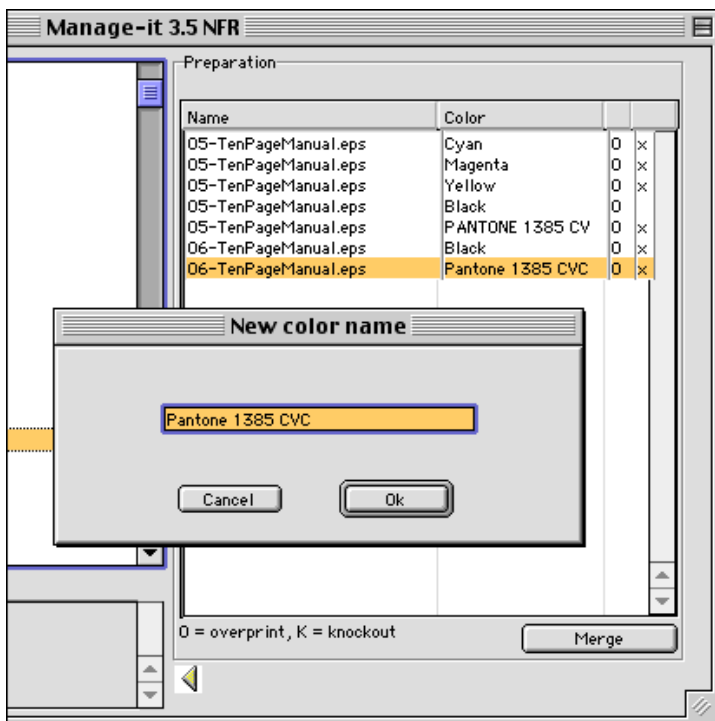


Figure 146 – Rename color

The example in Figure 146 shows the spot color Pantone 1385 CVC from page 06, which is in the process of being renamed to Pantone 1385 CV. Since there already exists a color plate Pantone 1385 CV for the page 05, these two color plates will be merged into one plate file after the page is RIPped.

6. Now click the **Merge** button. A dialog box will be displayed, where you can set the following parameters for the new page that will be RIPped: the print order of the color plates, the screening angles, the line frequency and the page number. Set the desired parameters and click **OK**.

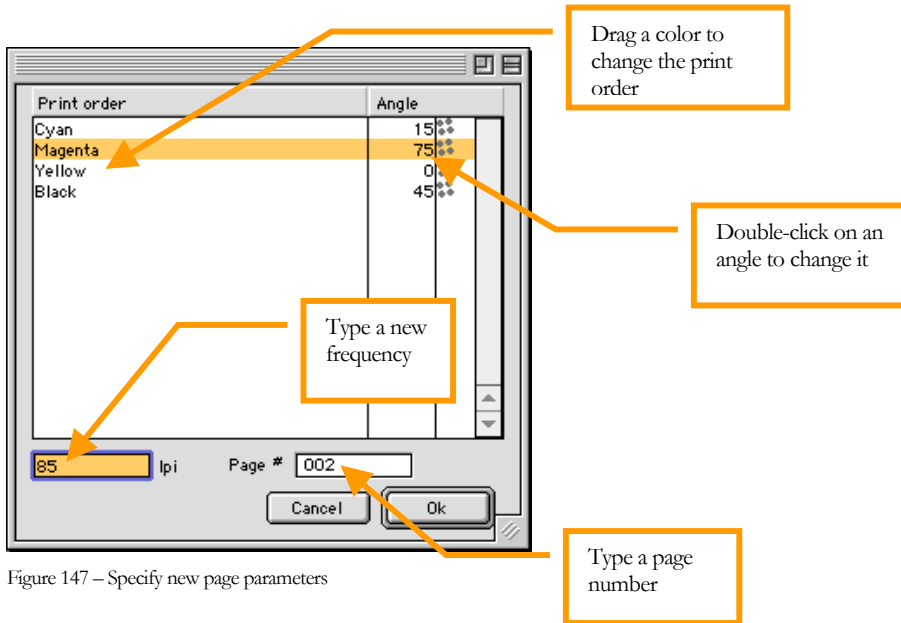


Figure 147 – Specify new page parameters

As illustrated in Figure 147, you can set or modify the new page's parameters in the following ways:

- drag a color to a lower or higher position in the list to change the print order
  - double-click directly on a screening angle to change it
  - type a new screening frequency, if you wish
  - type a page number, unless you want it to acquire the default number of 001
7. Next, the **Save** dialog box will prompt you for a filename for the new merged page. In order for the page to overwrite (i.e. replace) the original RIPped page, it should have the same name as the original filename (i.e. the beginning of the filename should not normally include a page number otherwise it will go into another job folder). Next, you need to choose a PrePage-it separated hot folder to save it in (for e.g., a PrePage-it DCS2 queue with Separated input).

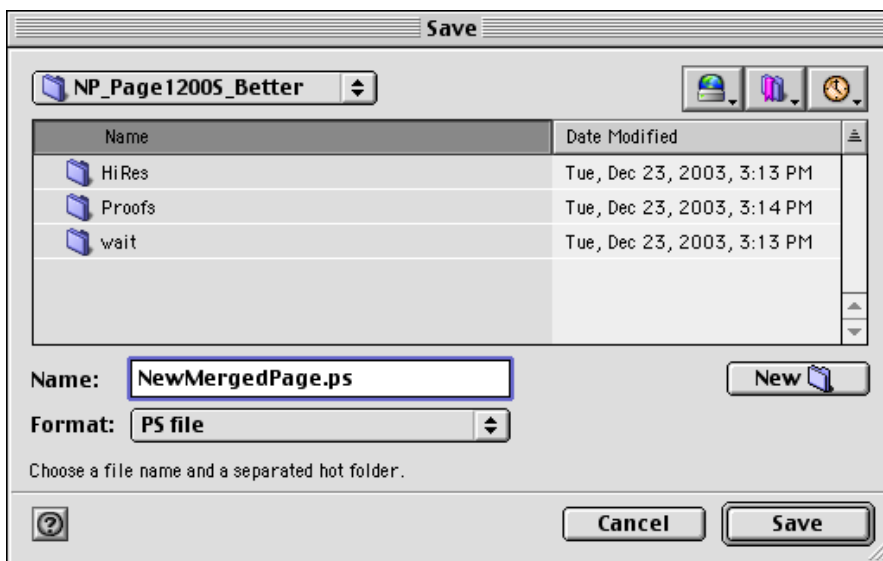


Figure 148 – Select a PrePage-it hot folder

## Note

The Merge Pages and Colors tool creates pre-separated postscript files. Therefore, these files must be saved in a separated hot folder, i.e., a PrePage-it queue configured to input separated files. Consult the *PrePage-it Server Guide* for full details.

- Click **Save**. The new file will be RIPped and placed in the Output Folder of the PrePage-it queue that RIPped the job (typically, in the Final Pages volume). It will include the usual hi-res, low-res and softproof files. In addition, the new pre-RIPped page will also be displayed in a separate job folder in Manage-it's main window.

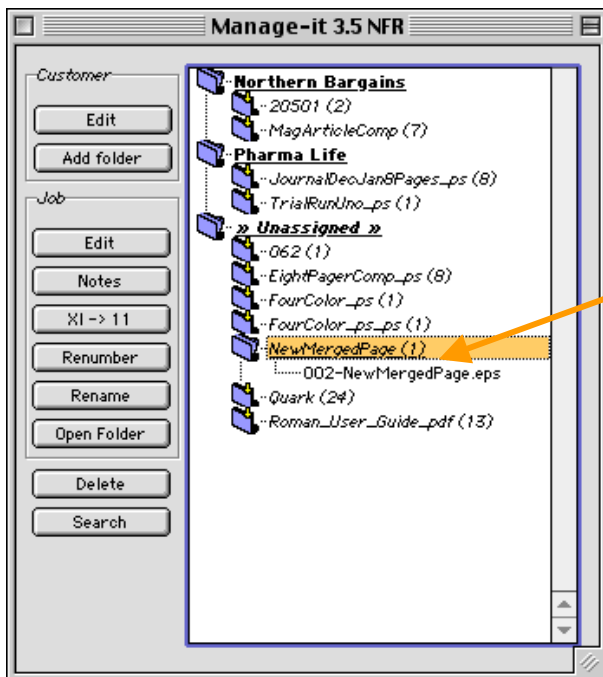


Figure 149 – New job folder

Including the knockout plate

By default, the knockout plate is not included in the merged page. To include it, follow the procedure below.

- After you've specified all the plates to be merged and the knockout plate(s) (see Merging procedure-step 4 on page 116), select and drag the page containing the knockout color plate to the Preparation area, making sure it is the last page listed in the Preparation area.
- Specify that only the knockout color plate be included in the merge (exclude the other plates in the page by removing the x).
- If not already selected, choose the **Overprint** option for the knockout color by changing the K to an O.

## 4.11 Merging Color Separations



The Merge Colors tool is a simple, easy-to-use feature which lets you merge color separations from the same page. Two or more color separations can be merged together, always resulting in a single color plate file.

### Warning

This operation combines the data from two or more color separations and actually modifies the high-res plate files and all low-res files of all the colors that are merged. This action is irreversible. Note, however, that the softproofs are not affected by this operation and therefore do not reflect the new, modified plates files.

### Why merge colors?

This tool is designed to merge two or more separations (of identical or similar color) belonging to the same pre-RIPped page, whether they were created unintentionally or deliberately.

As an example, a pre-RIPped page may accidentally generate two separate color plate files during production work (e.g. Pantone 112 CV and Pantone 112 CVC) when it was actually meant to be a single color plate. This sometimes occurs when the same document is edited by several graphics softwares, where each one uses their own variation of a spot color name. Manage-it lets you merge these plates of equivalent color into a single separation file.

Another example is when a document deliberately contains similar colors, for example, two shades of yellow (e.g. Pantone 3935 U and Pantone 3955 U). Later on, however, you may decide that the cost of two additional color plates is not justified and therefore merge these two color separations into one plate file.

### Merge Colors vs. Merge Pages and Colors

Although the Merge Pages and Colors tool is capable of producing similar results to the Merge Colors tool (see [Renaming colors](#) on page 113), there are some differences between the two, most notably:

- the Merge Colors tool can merge the color plate files without RIPping the page
- the Merge Colors tool merges color separations contained within a single page whereas the Merge Pages and Colors tool can merge color separations coming from several different pages

These and other differences between the two tools are summarized in the table below.

| Comparison of Merge tools   |              |                        |
|---|--------------|------------------------|
|   | Merge Colors | Merge Colors and Pages |
| Merges colors from the same page  | Yes          | Yes                    |
| Merges colors from several different pages                                  | No           | Yes                    |
| RIPs new page   | No           | Yes                    |
| Alters original page  | Yes          | No                     |
| Options (knockouts, print order, page numbering, screening angle/frequency) | No           | Yes                    |

Table 5- Comparison of Merge tools

## How to merge color separations

To merge two or more color plates contained within a single page:

1. Select the desired page within the main Manage-it window, then click the **Merge Colors** icon  on the toolbar. Manage-it will display the **Merge Colors** dialog box.

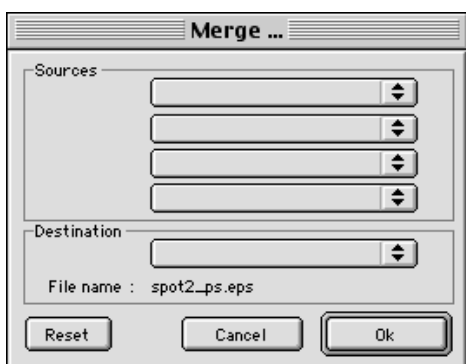


Figure 150 – Merge Colors dialog box

2. Select the colors you wish to merge in the **Sources** section. You may choose up to 4 colors.
3. Next, choose a color in the **Destination** section. This will become the new name of the merged color separation.

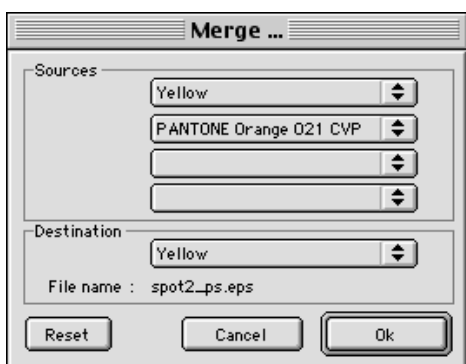


Figure 151 – Specify colors to merge

4. If you've made a mistake in your selections, you may clear them and start over again. To do so, click the **Reset** button.
5. Once your color selections are correct, complete the operation by clicking **OK**.

## 4.12 Merging Pages



The Merge Pages tool allows you to merge pages together in pairs, where one pre-RIPped page is specified as the foreground and the other as the background. When a pair of pages is merged (one background, one foreground), each color separation from each page is merged. This tool facilitates the production of documents that have to be published in different versions or variations, such as multiple languages.

### Warning

This tool was designed to be used with pages (foreground and background) whose colors do not overlap. More precisely, after a foreground/background page pair is merged into a single page, there should be no overlap between any two color plate files (e.g. no overlap between Cyan and Magenta, no overlap between Magenta and Black, etc.). The Merge Pages tool does not create any knockouts in any of the color plate files. Therefore overlapping colors will overprint, causing colors to mix, which may result in undesirable or unwanted colors.

Although the Merge Pages tool and the Merge Pages and Colors tool have several elements in common, this tool is optimized to do the following:

- to merge an entire page with another entire page (instead of specifying each individual plate file that should be merged from each page)
- to merge numerous pages at once, one for each background/foreground pair (instead of creating a single merged page at a time)

If you need to selectively choose which color separations to merge, use the Merge Pages and Colors tool (see section [4.10 Merging Pages and Colors](#) on p. 113).

Ultimately, the pages are RIPped and show up in a new job folder as a single job. The page numbering for these pages can be specified prior to RIPping (see How to merge pages—step 3 on page 126).

The Merge Pages tool comes in two flavors, the Standard merge and the Common Background merge. In the Standard merge, an unlimited number of background/foreground page pairs can be merged at once. The Common Background merge lets you set one page as the background, which can then be merged with an unlimited number of foreground pages. See [Standard merge](#) and [Common Background merge](#), starting on page 123, for details.

### Foreground vs. Background

Specifying pages as foreground or background is used primarily to help distinguish or visualize the different pages used in a merge. In most cases, it makes no difference in the outcome. There is an exception, however. When pages pre-RIPped in 8-bit format have pixels of the same color that overlap, then the result will differ, depending on which pages were designated as foreground or background.

Since each pixel in a contone image can only accommodate one color tint, by default the foreground pixel is kept and the background pixel (i.e. corresponding pixel from the background page) is discarded. If the foreground pixel is completely white, i.e. has no color tint, then the background pixel is used in the final image.

### Standard merge

In a Standard merge, you specify an equal number of foreground and corresponding background pages. Each pair of pages (one background, one foreground) is ultimately RIPped and merged into a single page.

A typical example where you would use the Standard merge is when a magazine has to be produced in several different languages. This could be achieved by creating a separate file for each language, where each file contained only the text (typically in black or a spot color). Then a single file could be created containing the background (images, colors, etc.). Each of these files (i.e. the languages and the background) then has to be pre-RIPped as different jobs. To complete the magazine, you would merge the language job files with the background job file, one language at a time.

### Common Background merge

The Common background merge lets you merge multiple foreground pages with one ‘common background’ page.

## Warning

Only one page can be specified as the background when performing a common background merge. Specifying more than one page may cause an unexpected or unwanted outcome.

One scenario where you could use a common background merge is with a report or booklet which contains the same background (i.e. an image, background color, logo, letterhead, etc.) on every page, whereas the text changes from page to page. Such a document could be generated by specifying a one-page document as the background and a multiple-page document containing only the text as the foreground.

Another situation where you could use a common background merge is when you're creating a short brochure (only a few pages) that has to be produced in several different languages. This kind of job could be set up by creating a separate file for each language, where each file contains only the text, and a single file containing the background images and designs. Then the document can be merged one page at a time. Therefore the "first" merge will simultaneously merge the page 1-background with the page 1-English text, page 1-French text and page 1-Spanish text. In the next merge, the page 2-background will be merged with page 2-English text, page 2-French text and page 2-Spanish text, and so on.

## How to merge pages

1. Click the **Merge Pages** icon . The Preparation window will be displayed.

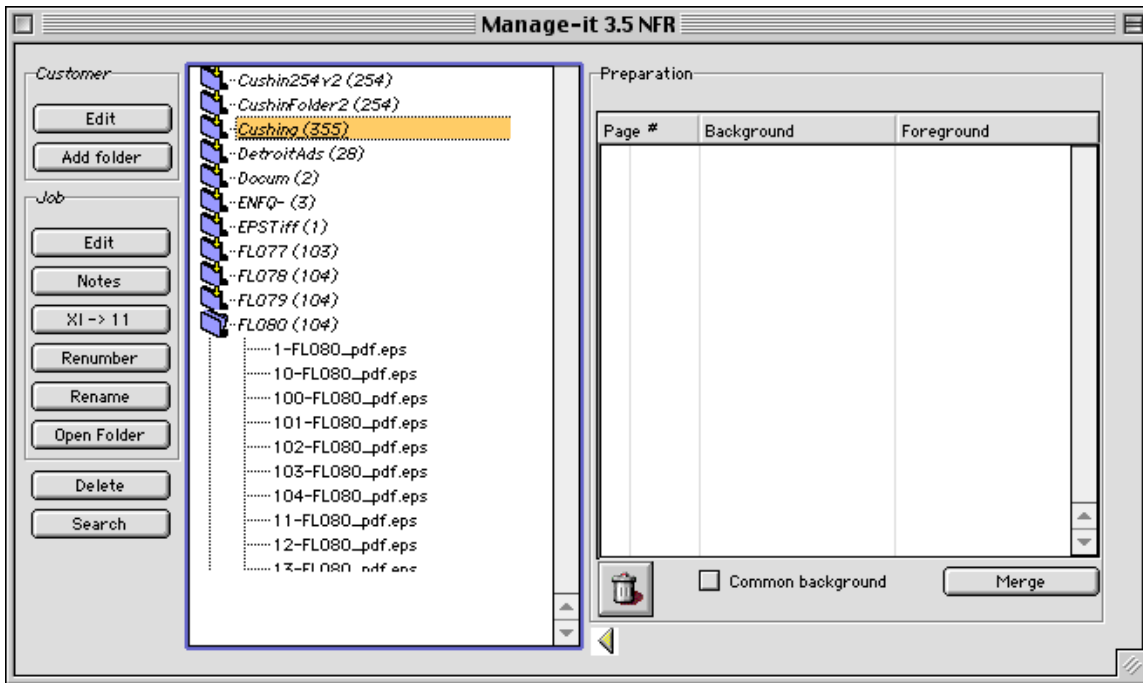


Figure 152 – Merge Pages-preparation mode

- Next, indicate which pages you'd like to merge by dragging pre-RIPped pages or entire job folders into the **Background** and **Foreground** columns. Depending on your intended result, perform a standard merge or a common background merge.

### *Standard merge*

A standard merge means merging an equal number of foreground and background pages.

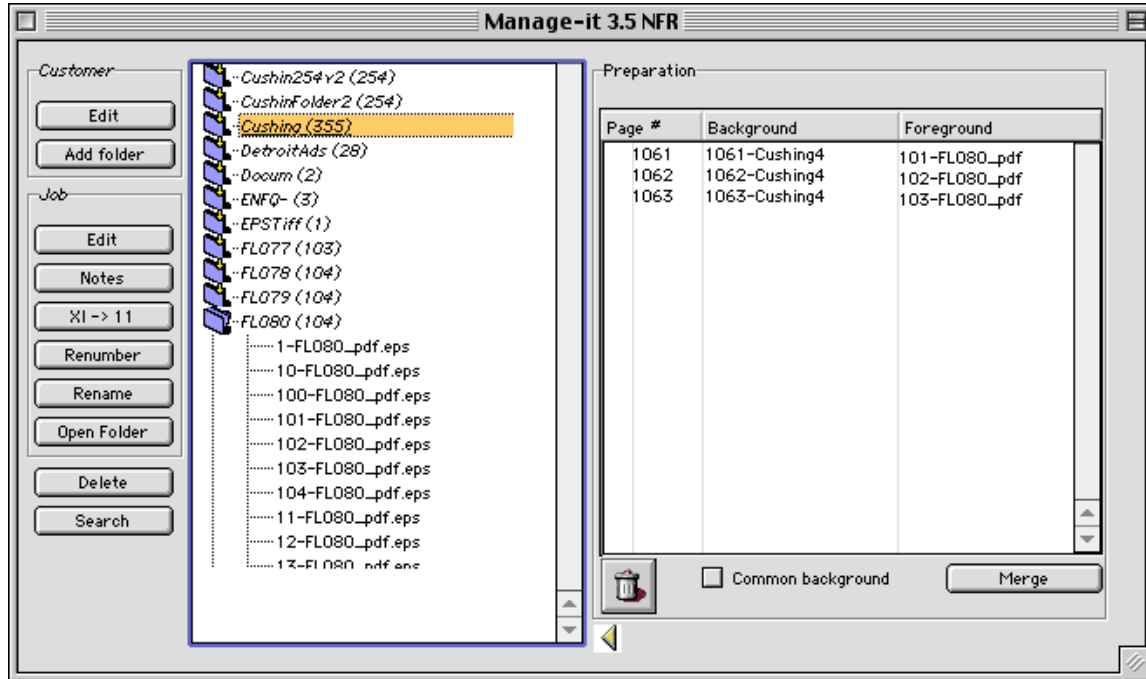


Figure 153 – Specify background/foreground pages

**-or-**

### *Common background merge*

Use this option when you want to use the same background for a group of pages. To choose this option, place a checkmark in the **Common background** checkbox. When dragging the pages, make sure that only one page is placed in the **Background** column.

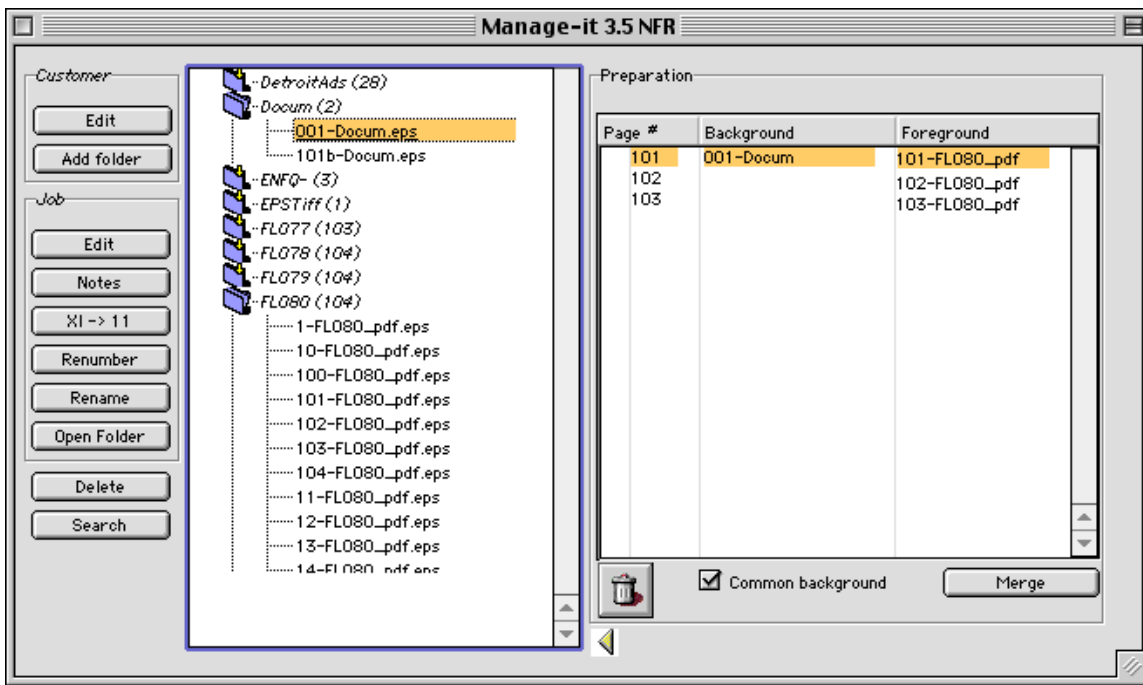



Figure 154 – Merge Pages-Common background

3. If you need to renumber any pages, double-click directly on the page number in the **Page#** column. When the pop-up box appears, type a new number.
4. If you need to remove any pages from the merge:
  - drag a background or foreground page into the **Trash can** icon  located below the **Page#** column

**-or-**

  - select a page in the Preparation window and click the **Trash can** icon-both the foreground and background pages will be deleted
5. Click the **Merge** button. When the **Save** dialog box appears, type a filename and choose a PrePage-it separated hot folder. Then click the **Save** button.

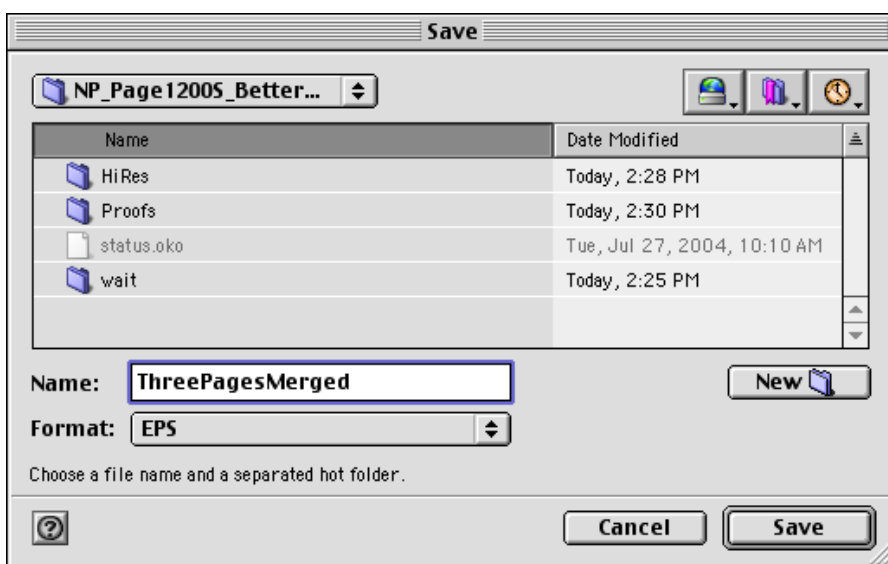



Figure 155 – Send merged pages to RIP

## Note

The Merge Pages tool creates pre-separated postscript files. These files must be saved in a pre-separated hot folder in order for new pre-RIPped pages to be created properly.

## Repeated page numbers

A **Warning** icon  in the first column (to the left of the page numbers) means that either two pages have the same number or that one of the pages has not been numbered. When this occurs, the **Merge** button is greyed out, preventing you from RIPping the job. To be able to proceed with a job, make sure all pages are properly numbered.

## 4.13 Color Info Window



The **Color Info** window provides detailed color information about a pre-RIPped page. With the window open, you can quickly browse through the color information of any page by selecting it in the main Manage-it window.

The following information is shown about a selected page:

- **Color:** color plates included
- **Angle:** screening angle for each color
- **Frequency:** line screening frequency for each color

- **%**: percentage of page covered by ink (for each color)
- **Surface**: surface area of page covered by ink (for each color), e.g. 14.5 sq. in. or 42.5 sq. cm. (see note below)


#### Note

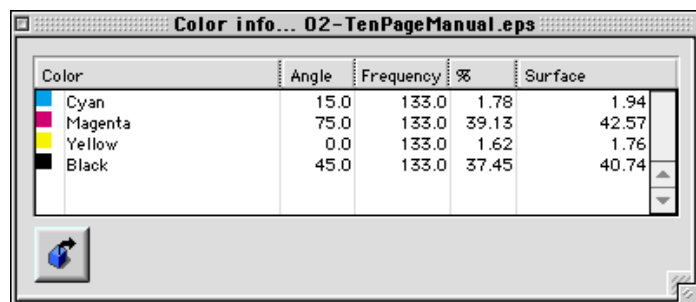
The measurement unit for line frequency and surface area depends on the setting in the Manage-it preferences. To know more, see [Lines unit](#) for the line frequency unit and [Unit](#) for the surface area unit, on page 25.

More general information about a page or job (for e.g., date/time RIPPed, resolution, page size) can be viewed with the Job Information tool (see section [4.14 Job Information](#) on p. 129).

This tool can also generate a report containing all the color data shown in the **Color Info** window. The report is a text file, which can be viewed with any standard text program (i.e. Notepad, SimpleText) or spreadsheet applications such as Microsoft Excel.

#### Viewing color data

To view color data for any page, click the **Color Info** icon , then select a page from the main Manage-it window. A sample of the data shown in the **Color Info** window can be seen in the figure below.




| Color   | Angle | Frequency | %     | Surface |
|---------|-------|-----------|-------|---------|
| Cyan    | 15.0  | 133.0     | 1.78  | 1.94    |
| Magenta | 75.0  | 133.0     | 39.13 | 42.57   |
| Yellow  | 0.0   | 133.0     | 1.62  | 1.76    |
| Black   | 45.0  | 133.0     | 37.45 | 40.74   |

Figure 156 – Color info window

While the **Color Info** window is open, you can browse through color data for any page by selecting the page in the main Manage-it window.

#### Generating a report

To generate a report summarizing the color data for the selected page, click the **Color Report** icon . A **Save** dialog box will prompt you for a filename and a storage location. Supply the required information and click the **Save** button.

## 4.14 Job Information



The Job Information tool displays important reference information about the pages that make up a job, all summarized in a single window.

The following information is displayed about each page in a given job:


- **Page #:** page number
- **Job name:** job name
- **Date:** date created or modified
- **Time:** time created or modified
- **High res.:** resolution of hi-res files
- **Proof res.:** resolution of proofing files
- **Queue:** PrePage-it queue that processed the job
- **Colors:** all color separations contained within a page
- **Frequency:** line screen frequency
- **Width/Height:** width and height of page

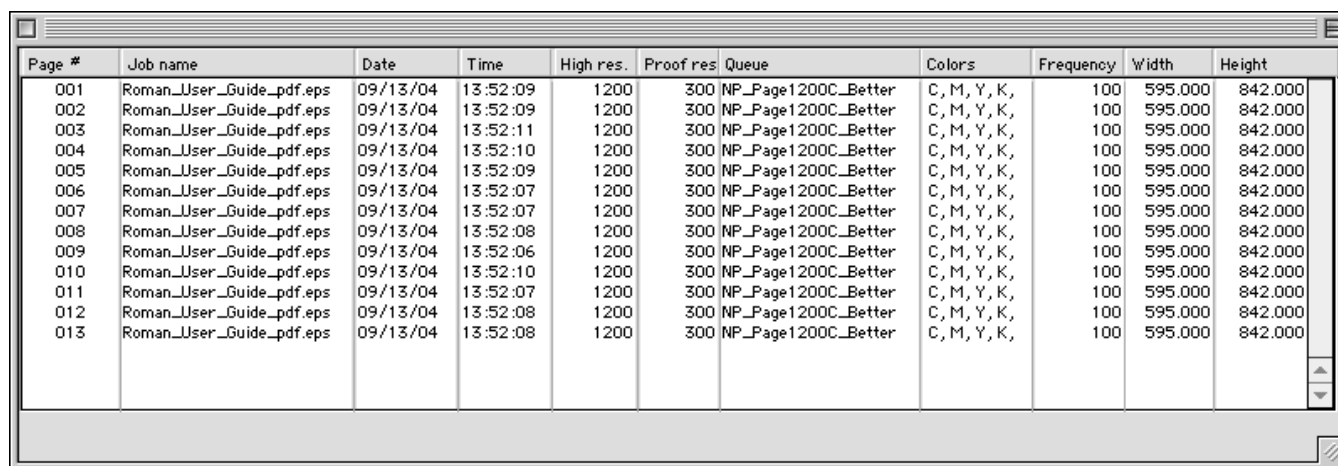
### Note

Some of the data shown in the **Job Information** window is affected by the measurement units set in the Manage-it preferences. To know more, refer to [Unit](#), [Lines unit](#) and [Resolution unit](#), starting on page 25.

Note that the Job Information tool can also be used to show information about a single page within a job, as explained in the upcoming section.


### Viewing job/page information

To display information about an entire job: click on a job folder in Manage-it's main window, then click the **Job Information** icon . The **Job Information** window will be displayed, as shown in Figure 157, below.



| Page # | Job name                  | Date     | Time     | High res. | Proof res | Queue               | Colors      | Frequency | Width   | Height  |
|--------|---------------------------|----------|----------|-----------|-----------|---------------------|-------------|-----------|---------|---------|
| 001    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:09 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |
| 002    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:09 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |
| 003    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:11 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |
| 004    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:10 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |
| 005    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:09 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |
| 006    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:07 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |
| 007    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:07 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |
| 008    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:08 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |
| 009    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:06 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |
| 010    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:10 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |
| 011    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:07 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |
| 012    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:08 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |
| 013    | Roman_User_Guide_.pdf.eps | 09/13/04 | 13:52:08 | 1200      | 300       | NP_Page1200C_Better | C, M, Y, K, | 100       | 595.000 | 842.000 |

Figure 157 – Job information window

To display information about a single page within a job, select the desired page in Manage-it's main window, then click the **Job Information** icon .

## 4.15 Pair-it



Pair-it is an add-on module and may not be included in your version of Manage-it. Pair-it automatically imposes pre-RIPped pages, according to a pre-defined imposition template, as soon as jobs come in from a PrePage-it queue. It imposes job pages in “real-time” and then outputs them to an imagesetter, platesetter or 1-bit TIFF generator.

The Pair-it module is thoroughly explained in a separate manual called the *Pair-it User Guide*. Please contact your dealer for more information about Pair-it.

## 4.16 Compare



The Compare function allows you to compare two pages and shows you the difference between the two pages. It is designed to show you whether or not two pages are the same, and if not, then in what areas of the page they differ.

Please note that certain Manage-it preferences must be set in order for the compare function to work. Specifically, you must set up the [Compare Scratch folder](#) (p. 30), [Compare Queue](#) (p. 31) and [Compare Color](#) (p. 30).

## Page requirements

Any two pages displayed in Manage-it's main window can be compared, whether from the same job or different jobs, as long as they conform to the following criteria:

- same page size
- same colors (not black only)

The page files must contain the same colors and the same number of color separations. If the first page contains the separations Cyan, Black and Warm Red 101, the second page must also contain Cyan, Black and Warm Red 101. If the second page includes one color separation more, one color less or one color different than the first page, the compare will not work properly. Furthermore, the compare function cannot compare pages which contain only the Black separation.

## The Compare proof

In order to visually show a comparison of the two pages, Manage-it generates a file called the Compare Proof. The proof file is a PhotoShop image consisting of the source page (i.e. the first of the two pages that are compared), plus an extra color channel containing the comparison image. The extra channel, called PPIT\_COMPARE, is an "image" made up of all the pixels whose colors are not identical (between the two pages). This image effectively shows you all the areas or spots where the two pages are not identical. In the case where two pages are completely identical, the compare proof is a blank page.

When the compare proof is generated, it is given the filename of the source page, including its page number. It is then stored inside a subfolder called Compare, which Manage-it creates within the job folder of the pages that were compared. In cases where the two pages are from different jobs, the Compare subfolder will be placed inside the job folder of the source page. Regardless, the proof can be easily accessed from within Manage-it by clicking the **Show Compare proof** icon on the toolbar (see section [4.17 Show Compare proof](#) on page 136).

In a sample job, a job page called 001-CP-PageUno\_ps (the source page) was compared to another job page called 001-CP-PageDue\_ps. These two pages, along with the resulting compare proof (displaying the PPIT\_COMPARE channel only), are shown in the figures below. To see a compare proof with all color channels on, refer to the section [PPIT\\_COMPARE color channel](#) on page 137.

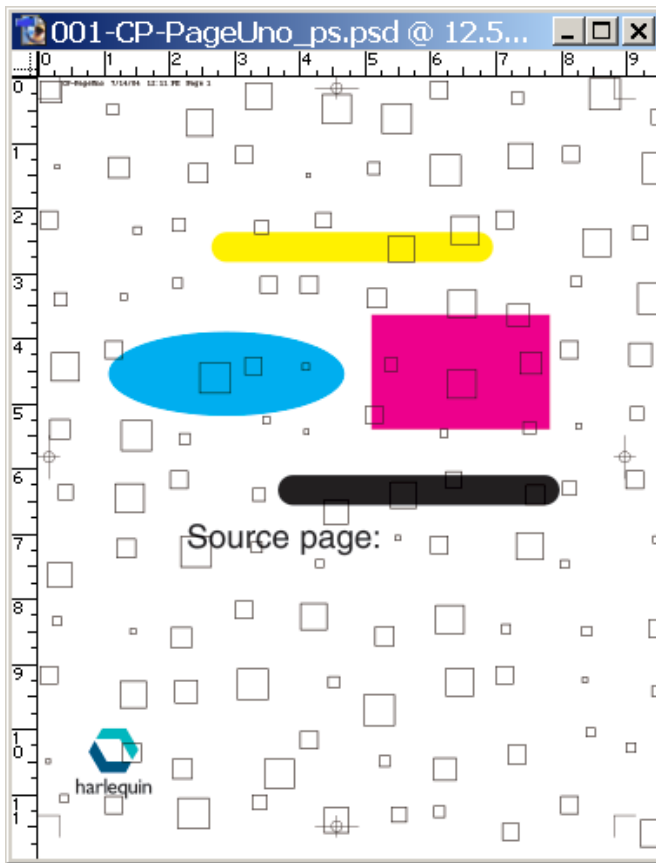


Figure 158 – Source page

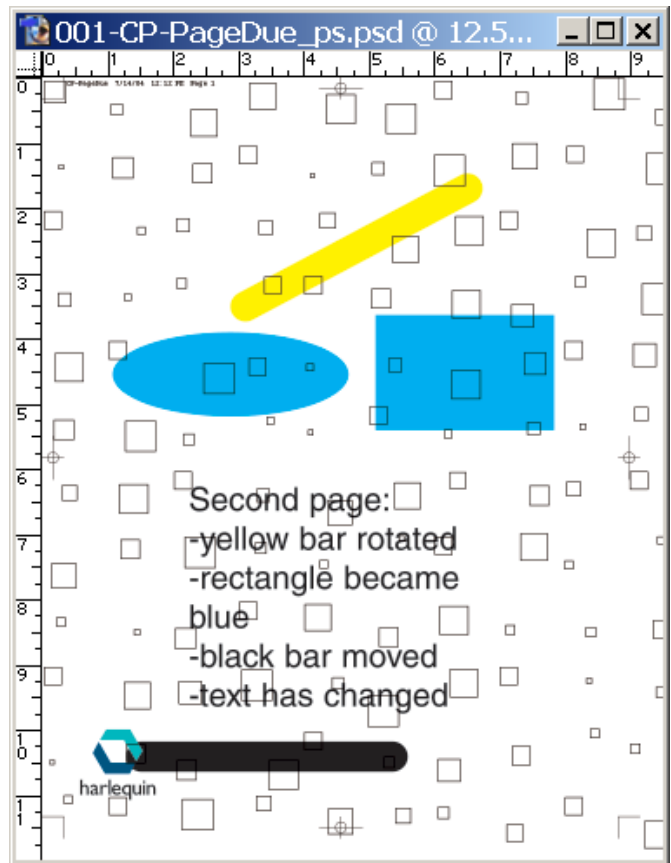


Figure 159 – Second page

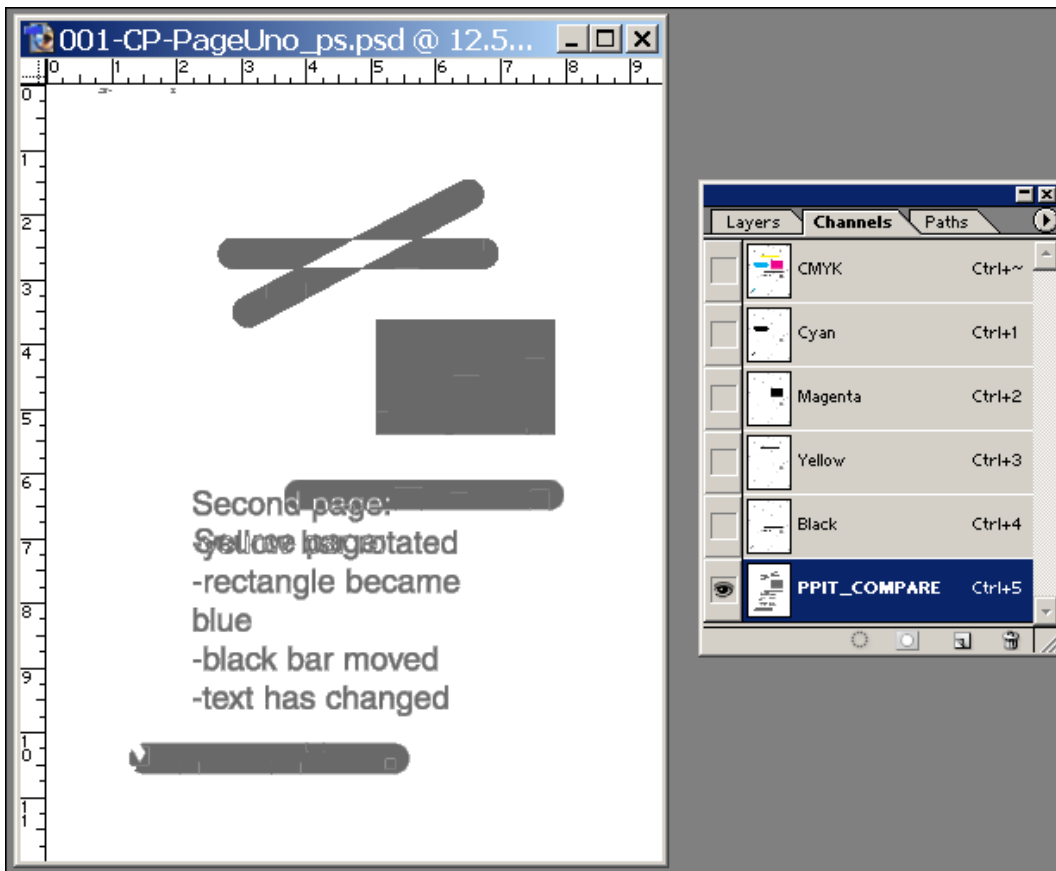


Figure 160 – Compare proof (PPIT\_COMPARE channel only)

### Warning

Anti-virus software running on the Manage-it server or client may interfere with or completely block the compare function from running. To avoid this problem, deactivate your anti-virus software’s “real-time protection” while you’re using the compare function.

### Compare proof: Manage-it vs. PrePage-it

Both Manage-it and PrePage-it can produce compare proofs, with similar results. However, there are some noticeable differences between the two compare proofs. PrePage-it automatically generates a compare proof each time a job is RIPped with a “compare queue” i.e. a queue where the Compare Proof option has been activated. The proof always shows the difference between a page *before* it was modified or corrected (i.e. the previous time it was RIPped) and *after* it has been modified or corrected (i.e. the most recent RIP of the page). A Manage-it proof is a comparison of any two pages from any job.

In addition to this, some other notable differences are listed below:

- Manage-it does not use the RIP to generate the compare proof whereas PrePage-it does

- PrePage-it creates a PDF or EPS proof whereas Manage-it generates a PhotoShop file
- The PrePage-it proof contains only the comparison image whereas the Manage-it proof consists of the original image (the source page) plus the comparison image (contained in an extra color channel)

### Creating a compare proof

Create a compare proof by performing the following steps.

1. Click the **Compare** icon on the toolbar.

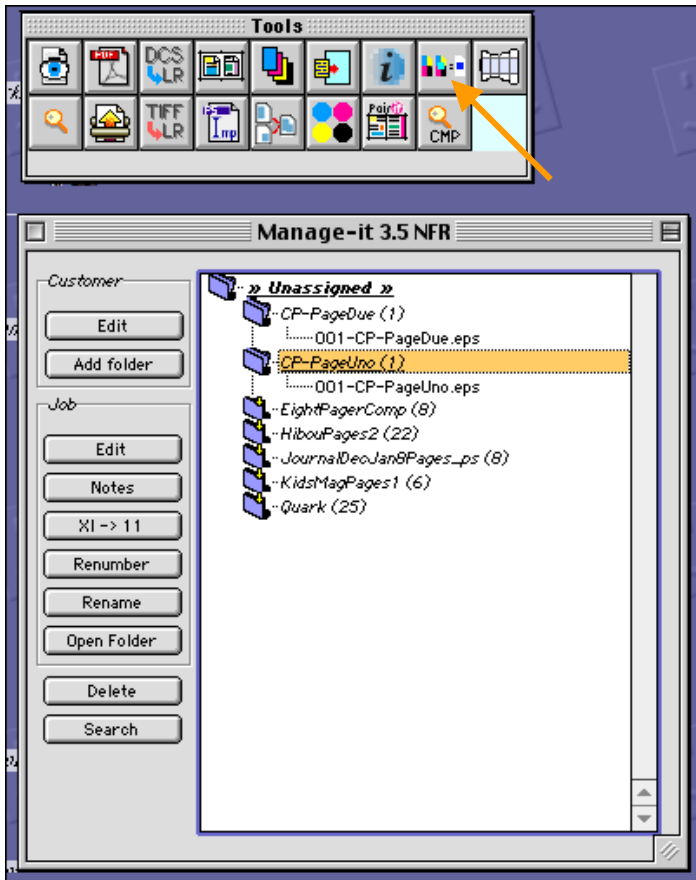


Figure 161 – Compare icon

2. After launching the compare function, Manage-it's main window will expand, bringing it into Preparation mode.

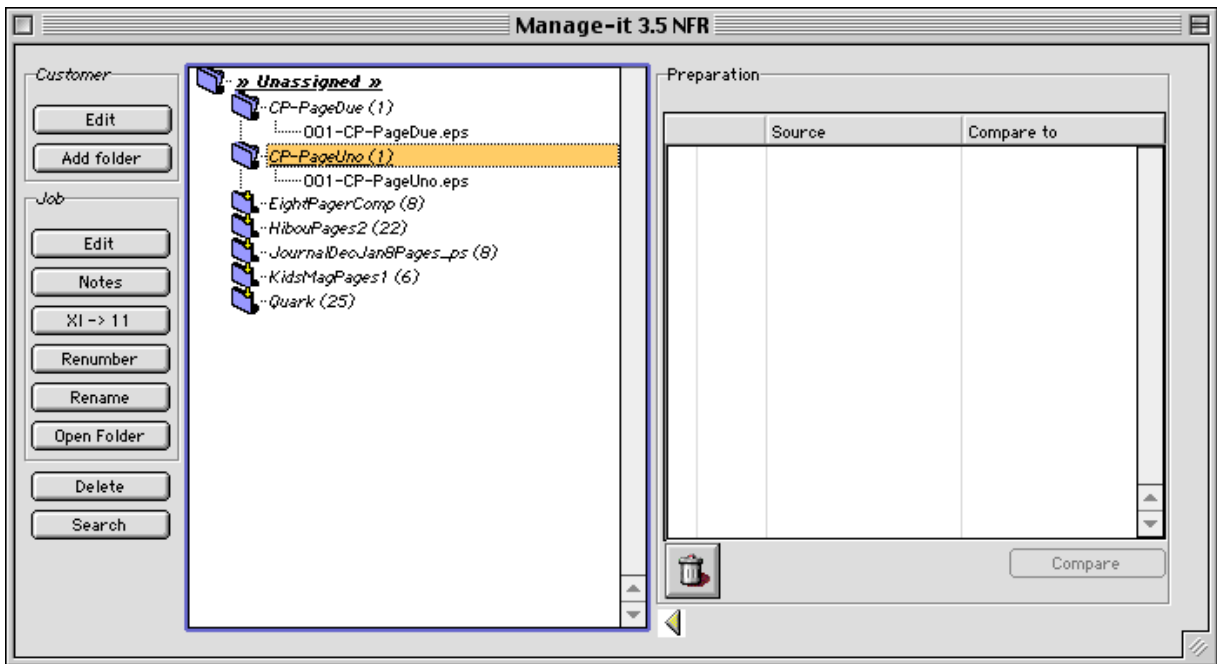


Figure 162 – Compare function-Preparation mode

3. Drag the first page you want to compare towards the Preparation pane and drop it in the **Source** column. Select the second page and drag it into the **Compare to** column. Repeat this step for each pair of pages you want to compare.

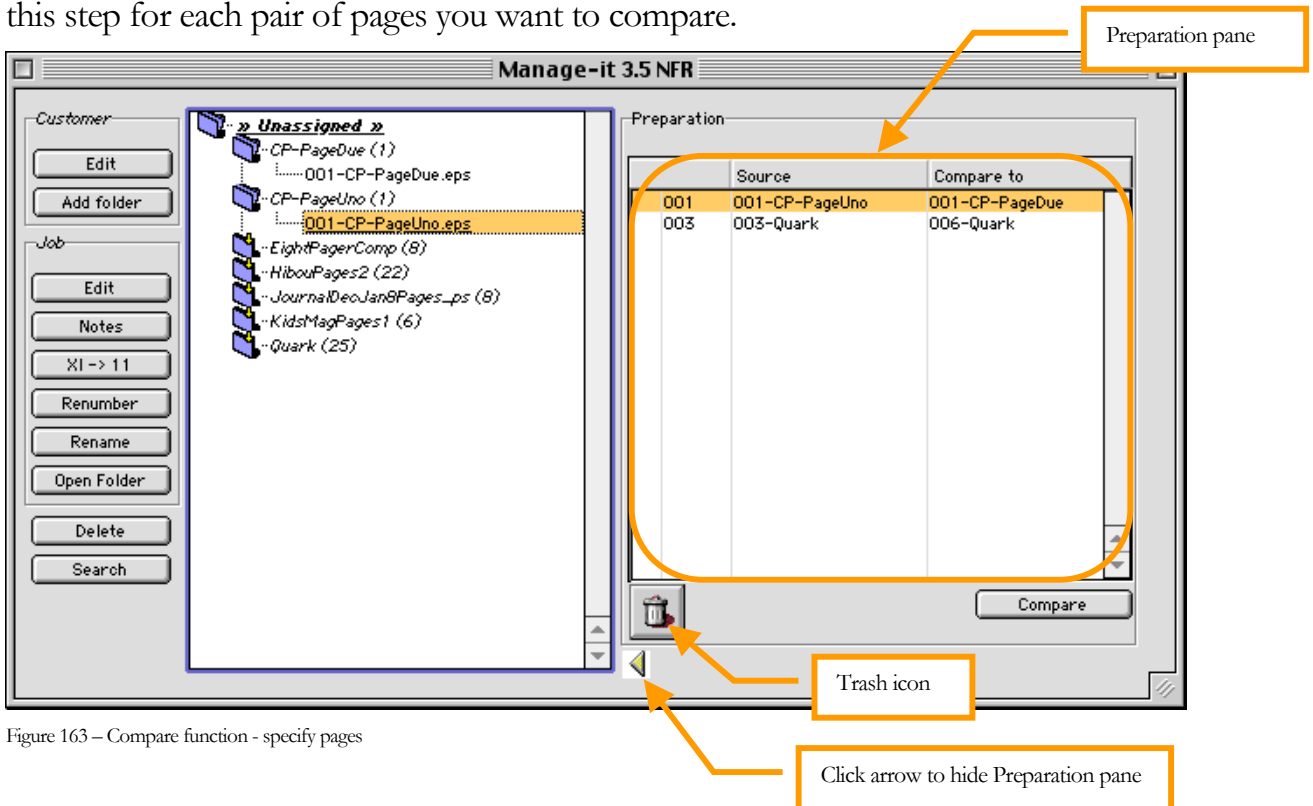


Figure 163 – Compare function - specify pages

4. If you wish to remove a pair of pages from the compare list, select the pages and click the **Trash** icon. If you wish to remove only one page within a pair, drag the page down to the **Trash** icon.

- When the compare list is complete, click the **Compare** button. While the compare proof is being generated, it will be visible from the **Queues** window. When you no longer see the compare job being processed in the **Queues** window, the compare proof has been generated and is ready to be viewed.

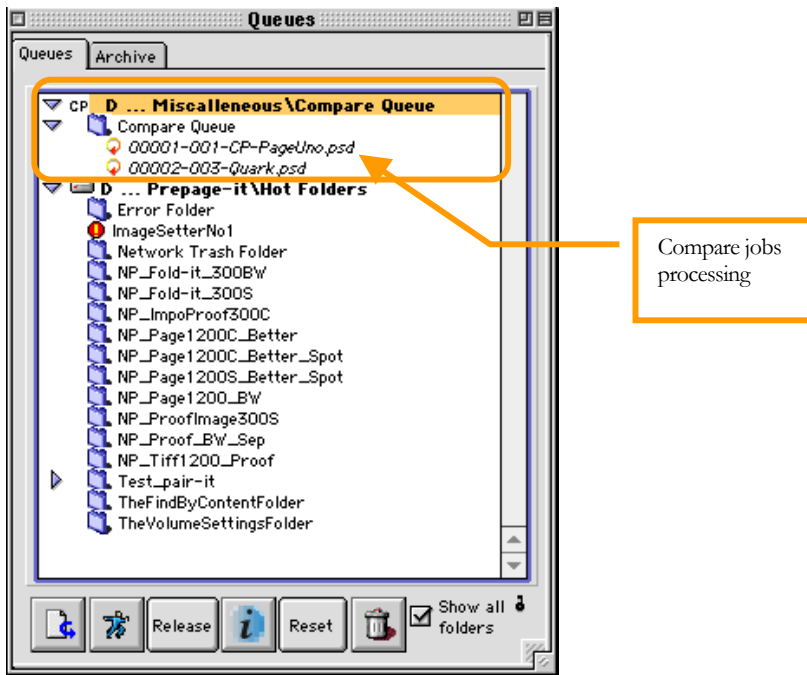


Figure 164 – Compare Queue - jobs processing

Note that if the compare job is processed quickly, it may not appear in the **Queues** window.

- To leave preparation mode and return to the regular window, click the left-pointing arrow (see Figure 163 on page 135).

## 4.17 Show Compare proof



This tool launches PhotoShop and displays the Compare Proof, if one was created using Manage-it's Compare function. If a compare proof doesn't exist, an error message is displayed.

Please note that to view the compare proof on a particular Manage-it Client workstation, Adobe PhotoShop must be installed on that workstation.

Select the source page

To display the compare proof of a pair of pages that were compared, you must begin by selecting the source page, i.e. the first of the two pages that were compared. The compare proof file actually has the same filename as the source page, except that its filename extension has been changed to .psd . If you try to access the compare proof by selecting the second of the two pages that were compared, you will either see the wrong proof or you'll receive an error message.

## Compare subfolder

If necessary, it is possible to view the compare proof directly from the server where your Final Pages or job folders are stored. The compare proof can be found inside a subfolder called Compare, located within the job folder of the pages that were compared. In cases where the two pages are from different jobs, the Compare subfolder will be placed inside the job folder of the source page.

## PPIT\_COMPARE color channel

As explained in the section on the Compare tool, the compare proof file is a PhotoShop image consisting of the source page, plus an extra color channel (called PPIT\_COMPARE) containing the comparison image. By default, PhotoShop will display all the color channels of an image, therefore you will see the image of the source page overlapping with the comparison image. When viewed in this way, the compare image can be distinguished by the [Compare Color](#) (see page 30) which was selected in the Manage-it preferences at the moment when you created the compare proof. To display only the compare image, deselect all the other color channels using PhotoShop's Channels Palette (see Figure 166 on page 138).

The two figures below show the compare proof in PhotoShop, one with all color channels selected and the other with only the PPIT\_COMPARE channel on. In Figure 165, the compare image consists of the objects with a light green color. Note, however, that some parts of the compare image are hidden from view since they're overlapped by the source page.

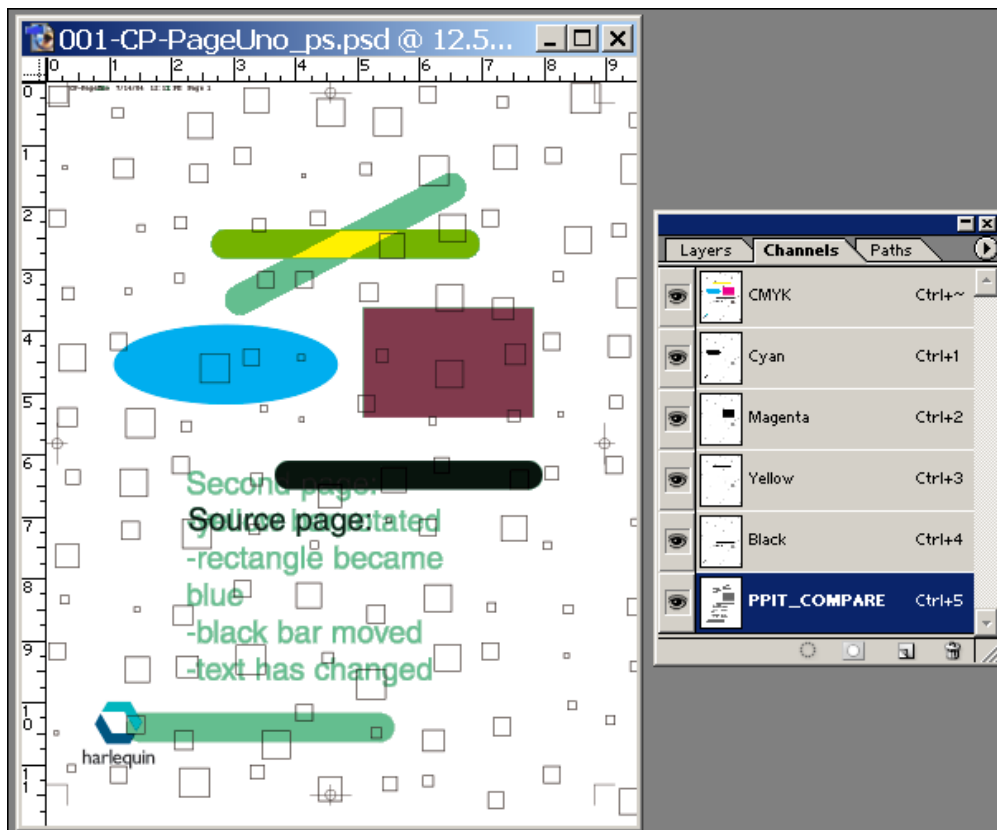


Figure 165 – Compare proof (all channels)

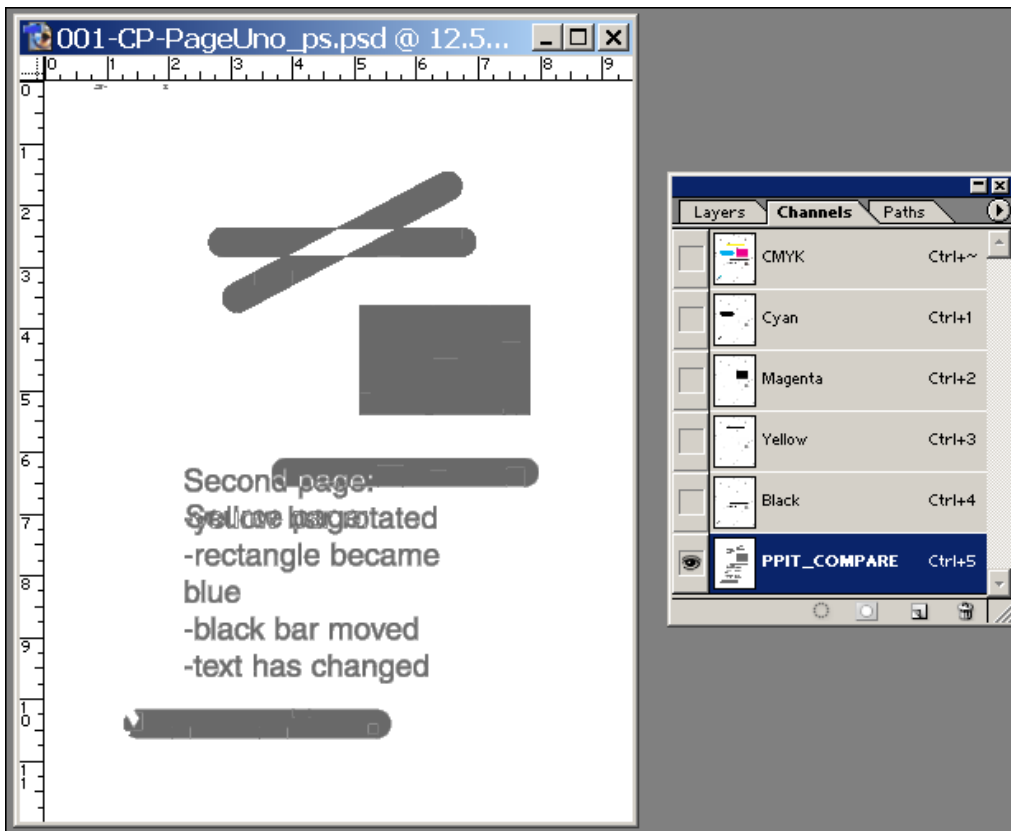



Figure 166 – Compare proof (PPIT\_COMPARE channel only)

### Display compare proof

To display the compare proof, do the following steps:

1. Select the first of the two pages that were compared by clicking on it in Manage-it's main window.
2. Click on the **Show Compare proof** icon  on the toolbar. PhotoShop will immediately be launched, showing you the compare proof.
3. Using PhotoShop's Channels Palette, deselect all color channels except PPIT\_COMPARE to display only the compare image.

### Compare proof not found

If the page you selected doesn't have a compare proof associated with it, you will receive the following error message.

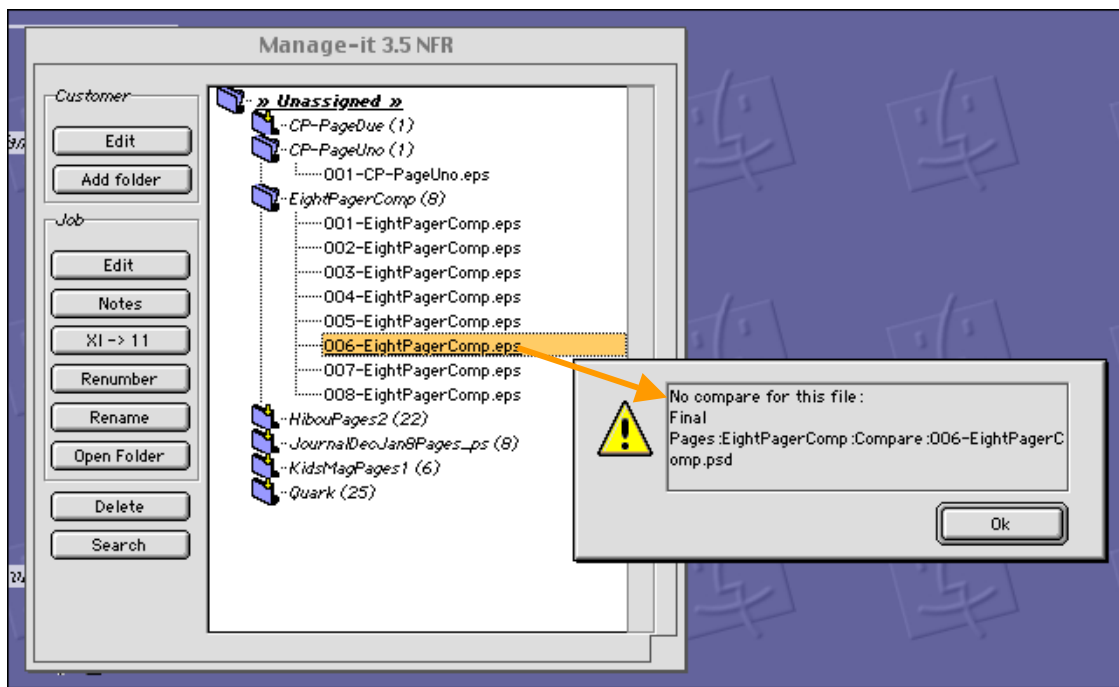


Figure 167 – No Compare Proof found

# Chapter 5 -

## Queues

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Manage-it lets you monitor the jobs that PrePage-it processes. The **Queues** window displays jobs that are currently being processed. If a queue has more than one job in waiting, it also shows you the order in which the jobs will be processed. For those who have a multiple server configuration, the **Queues** window provides a centralized monitoring area where all queues, error folders and compare queues can be followed.

From this window, you can also manage the jobs that are running. You can change the order in which the jobs will be processed, rush a job past all the others ahead of it or even put an entire queue on hold or in rush mode. In addition, you can see and manage jobs that have failed their processing run.

This section describes the various Manage-it features associated with queues.

### 5.1 Adding queues / error folders

To display PrePage-it queues in the Manage-it **Queues** window, you have to add the queues to the queue list. The same applies for error folders, which can be added using the same procedure as for queues, described below.

By default, the **Queues** window is in display mode, allowing you to see queues and error folders. However, to add or remove queues/error folders, you must put the window in edit mode.

1. If necessary, display the **Queues** window by clicking **Jobs > Queues** in the menu bar.

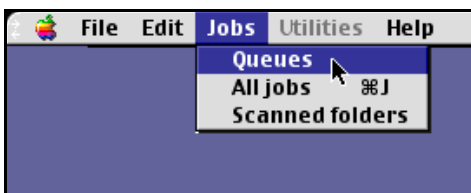


Figure 168 – Display Queues window

The **Queues** window is now in display mode, as shown in Figure 169.

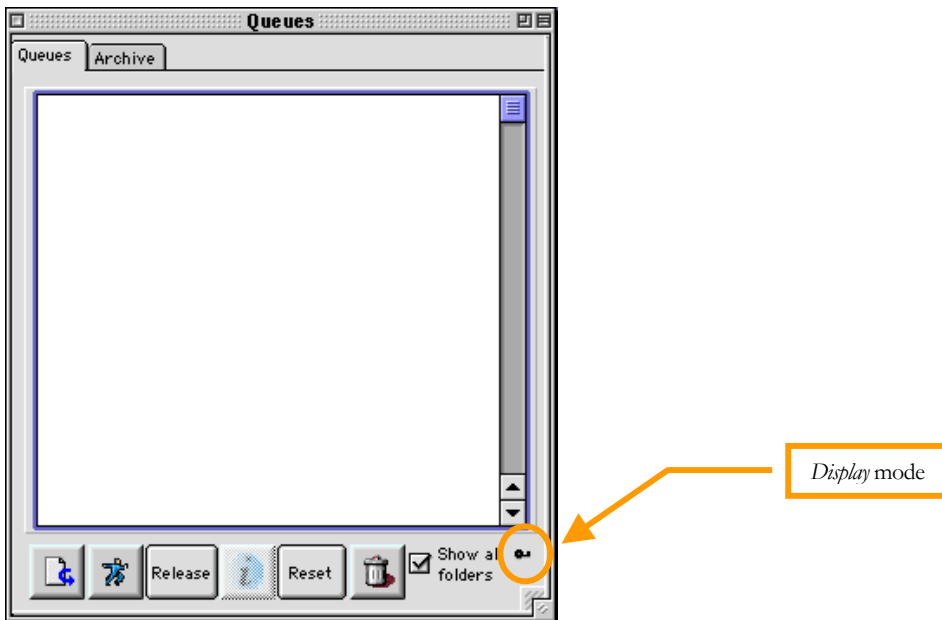



Figure 169 – Queues window-Display mode

2. Now click on the **Key** icon  in the lower right-hand corner of the **Queues** window. The window will change from display mode to edit mode.

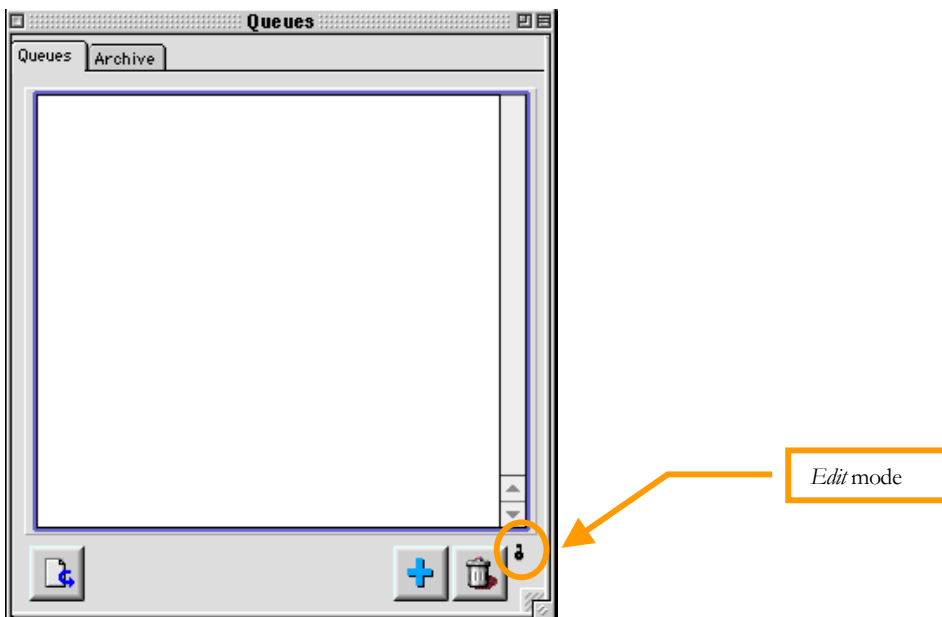



Figure 170 – Queues window-Edit mode

3. Click the **Add** icon  to add a queue or error folder. Manage-it will display a folder selection dialog box.

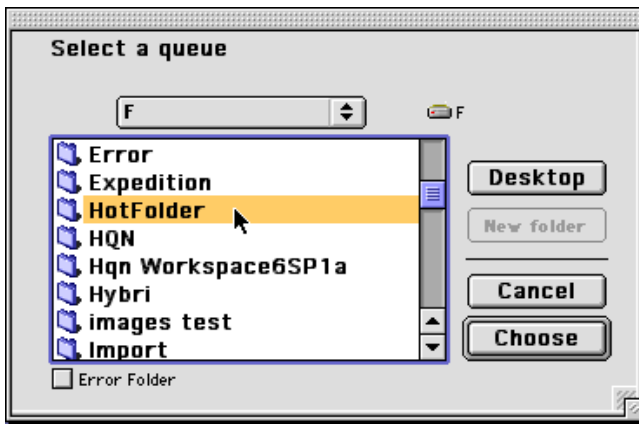


Figure 171 – Select queue(s)/error folder

4. Select a queue, a set of queues or an error folder.

#### *Selecting a queue*

To display a single queue, select it and click the **Choose** button.

#### *Selecting a set of queues*

To add an entire set of queues grouped under a single folder, select the top folder and click the **Choose** button. This will add all the queues contained within the main folder in a single step (including the error folder, if it is located inside the main folder).

#### *Selecting an error folder*

To display an error folder, select the folder, place a check in the **Error Folder** checkbox and click **Choose**.

### Note

The error folder you choose to display in the **Queues** window must be the same folder that is defined in the PrePage-it preferences (see section [5.4 Working with Error Folder](#) on page 148 for details).

5. Repeat steps 3-4 for each queue you want to add. In edit mode, the **Queues** window shows a list of folders that you've selected. Error folders are identified with a yellow **EF** symbol.

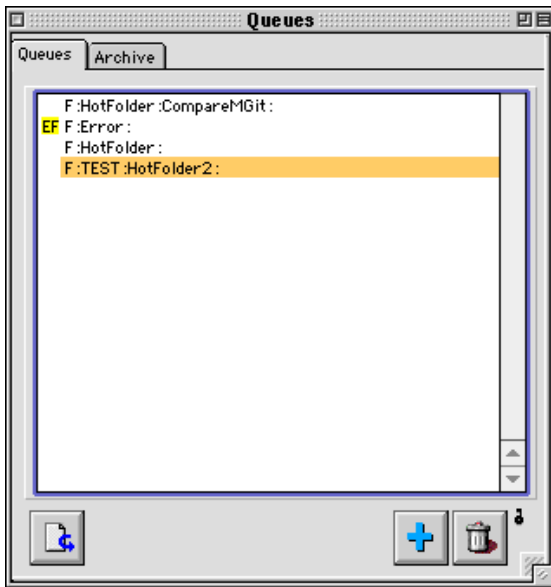


Figure 172 – Queue list-edit mode

6. Click on the **Key** icon to return to display mode. Manage-it will display a list of all the queues and error folders you selected.

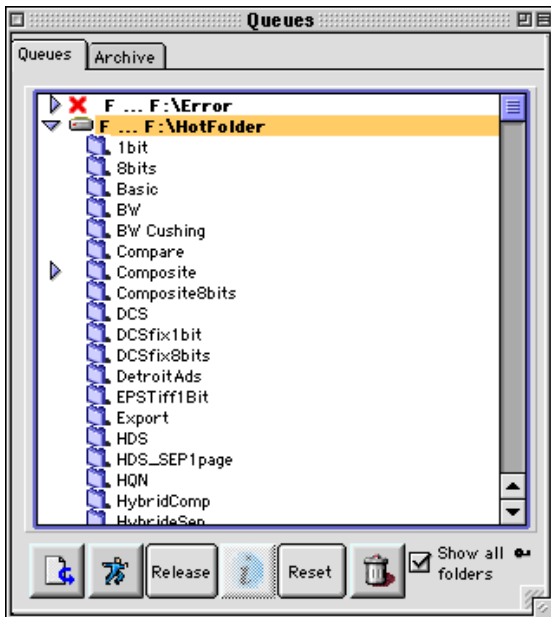


Figure 173 – List of queues-display mode


## 5.2 Removing queues / error folders

If you no longer wish to display a queue or error folder in the **Queues** window, you may hide it from view. Although the queue will no longer be listed in the **Queues** window, its folder will not be deleted on the server. In fact, it will continue to function normally, since the queues listed in the **Queues** window are for display purposes only.

The procedure described below for removing queues applies to all types of queues, regardless how they were created or added to the **Queues** window. “All queues” includes PrePage-it queues, Compare queues and Error folders.

How to remove (hide) a queue

Use the procedure described below to remove any type of queue from the **Queues** window.

1. Click the **Key** icon  located in the bottom right corner of the **Queues** window to go into edit mode.

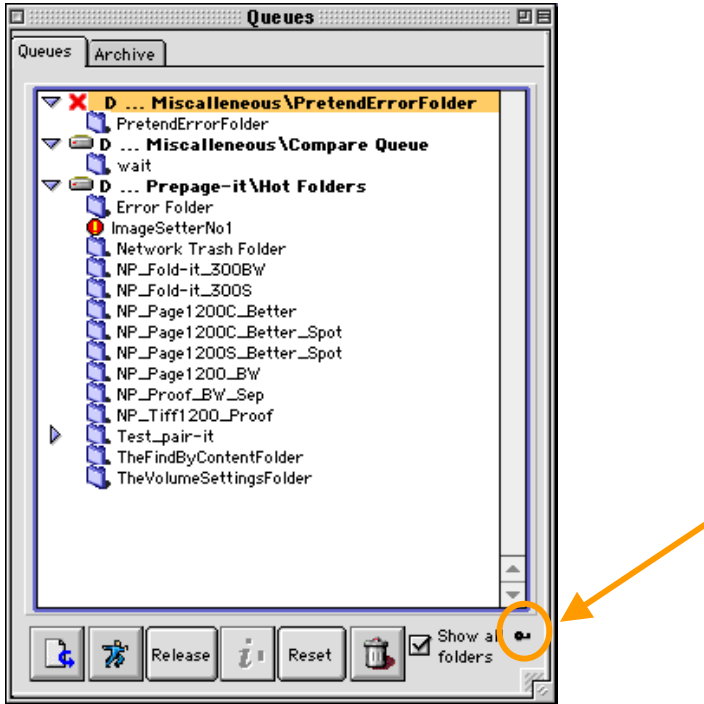


Figure 174 – Hiding Queues

2. Select the folder you want to hide and click the **Trash** icon.

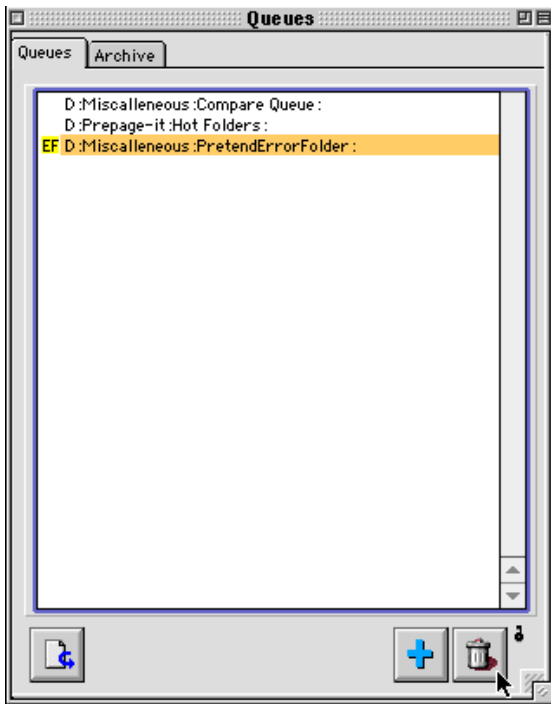


Figure 175 – Select folder to hide

3. Confirm the pop-up box that appears by clicking **OK**.



Figure 176 – Confirm folder to remove

4. Click the **Key** icon again to return to the regular **Queues** window. In our example, the error folder called PretendErrorFolder was removed or hidden from view.

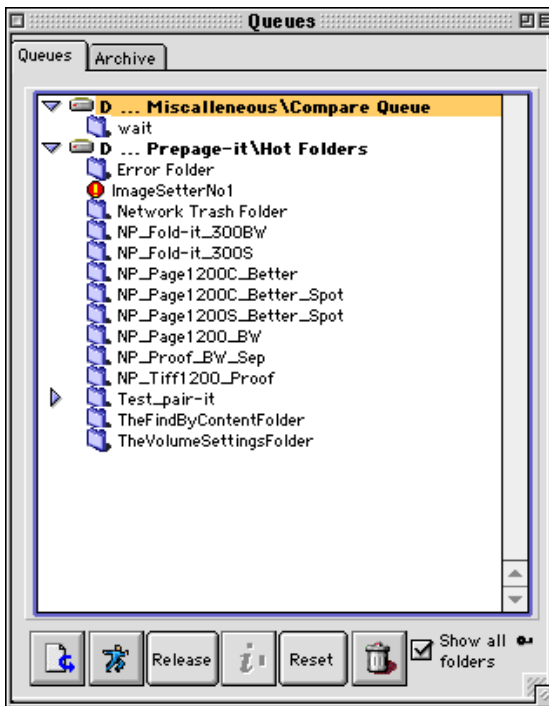




Figure 177 – Queue/folder is removed

## 5.3 Monitoring queues

Jobs that are currently being processed are displayed underneath the queue that is processing them. Queues with jobs that are running are identified by a right-pointing arrow  (when jobs are hidden from view) or a down-pointing arrow  (when jobs are visible). Clicking on a queue's arrow will alternate between showing and hiding its jobs.

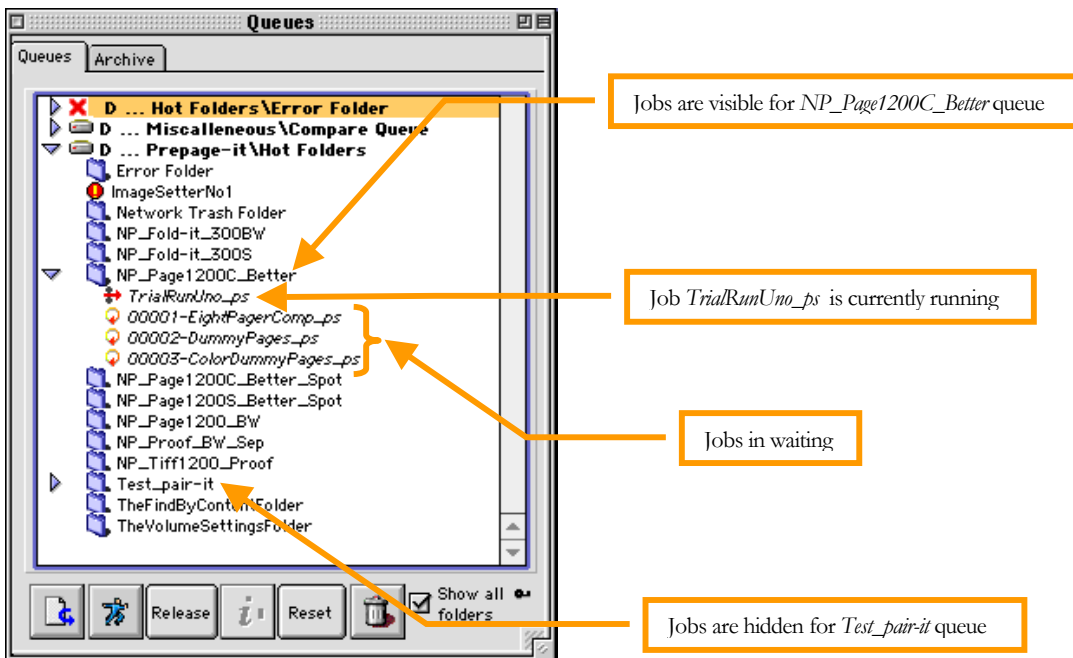






Figure 178 – Queues window-monitoring queues

Within each queue where jobs are running, Manage-it will show you the job which is currently being processed by the system  and the jobs which are waiting . For the job currently running, Manage-it also shows the stage the job has reached in the process:

-  Red arrow means PrePage-it is producing the high-resolution plate files.
-  Blue arrow means PrePage-it is producing the low-resolution and proofing files.

### Show all folders

The **Queues** window gives you the choice of viewing all queues or only the busy queues. Busy queues refers to queues containing jobs that are currently being processed or that are not empty (for example, an Error folder that contains an error message). This option allows you to quickly verify which queues have jobs that are currently being processed and whether any jobs have produced errors and stopped processing.

To show only the busy queues, uncheck the **Show all folders** checkbox. To display all queues, place a check in the **Show all folders** checkbox. The figures below show the same **Queues** window with and without the option checked.

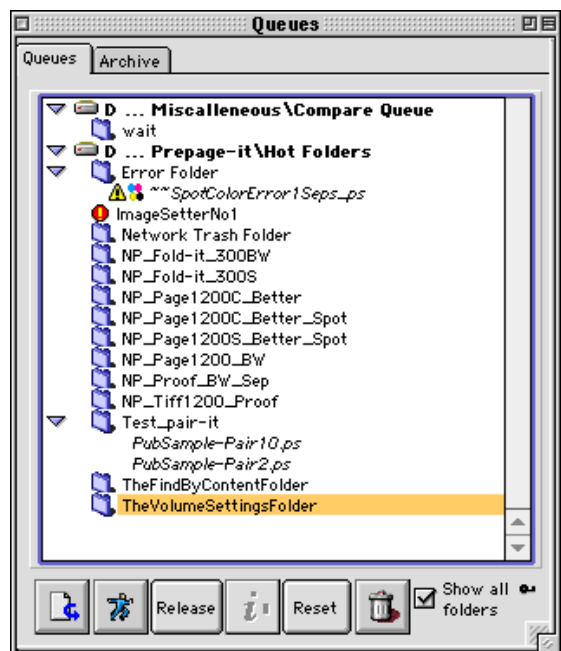


Figure 179 – Show all queues/folders

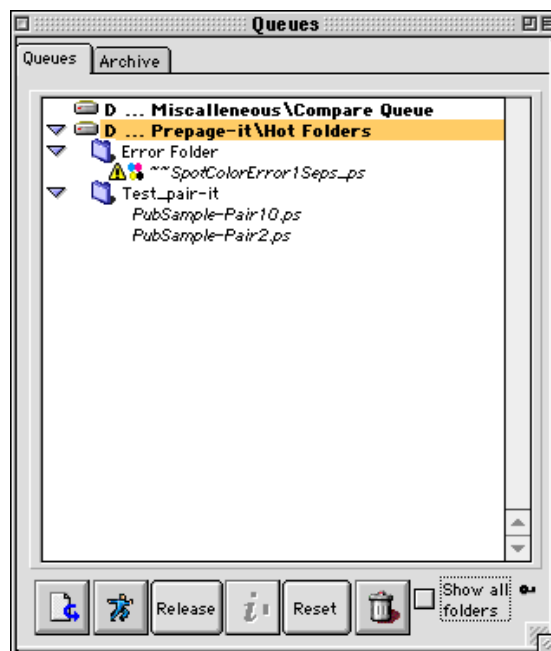



Figure 180 – Show busy queues/folders

## 5.4 Working with Error Folder


The section [5.1 Adding queues / error folders](#), starting on page 140, described how to display the Error folder in the **Queues** window, enabling you to see jobs that have failed their processing run and providing you with a detailed error message.

### Note

The Error folder you choose to display in the **Queues** window must be the same folder that is defined in the PrePage-it preferences. If you add a different folder, you will never see any error messages, even though the folder you selected is visible in the **Queues** window.

Error folders are distinguished by an **X** icon  in the **Queues** window (see Figure 181 below). There can only be one error folder per PrePage-it server. However, if you're set up with a Prepage-it multiple-server configuration, you can display a different error folder for each Prepage-it server.

### Viewing error messages

Whenever an error occurs at the RIP, an entry is added to the error folder, identified by a **Warning** icon .

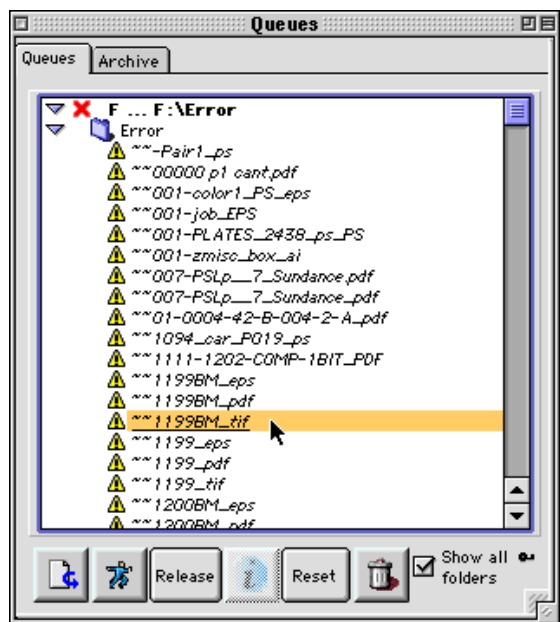


Figure 181 – List of errors

By double-clicking on an error entry, Manage-it will display the PostScript log (i.e. error message) of the job in question. The error message will describe what occurred in the RIP around the time

that the error occurred, along with the postscript error message itself. A sample error message is shown in the following figure.



Figure 182 – Job’s error message

## Sending jobs back to RIP

### Sending to same queue

Sometimes a job triggers an error not because there is anything wrong with the job file but because of an incorrect setting in a Prepage-it queue, a disabled RIP or some other similar cause. In these cases, once you fix the problem with the software configuration, you may send the job directly back to the RIP. From the error message window, you can send the job back to the same queue for processing, rather than having to locate another copy of the original job file.

To send a job that caused an error back to the RIP for processing, display the error message and click the **Send** button (refer to Figure 182 on page 149).

### Sending to different queue

In cases where a job causes an error because it was sent to the wrong type of queue (for e.g. composite instead of separated), you may simply drag and drop the job from the error folder to an appropriate queue.

## Undefined spot color

In the case where the error that occurs is an undefined spot color, you have the possibility of defining the spot color directly in the error folder. Once defined, the job is automatically re-processed. Also, the newly defined spot color is automatically added to PrePage-it’s Spot Colors List (see *PrePage-it Server Guide* for more information). As a result, future jobs RIPped with this spot color will not cause errors.

### Update Spot Colors List from where?

The PrePage-it server gives you the possibility of having the Spot Colors List automatically updated from either the Manage-it client or the server itself. In order for the feature described above to work, you must activate the option **Update Spot Colors List from Manage-it** in PrePage-it’s **Preferences**’ dialog box (see the figure below). Note that by activating this option, the current job will be flushed to the error folder, but other queued jobs will continue to be processed. Please refer to the *PrePage-it Server Guide* for more information.

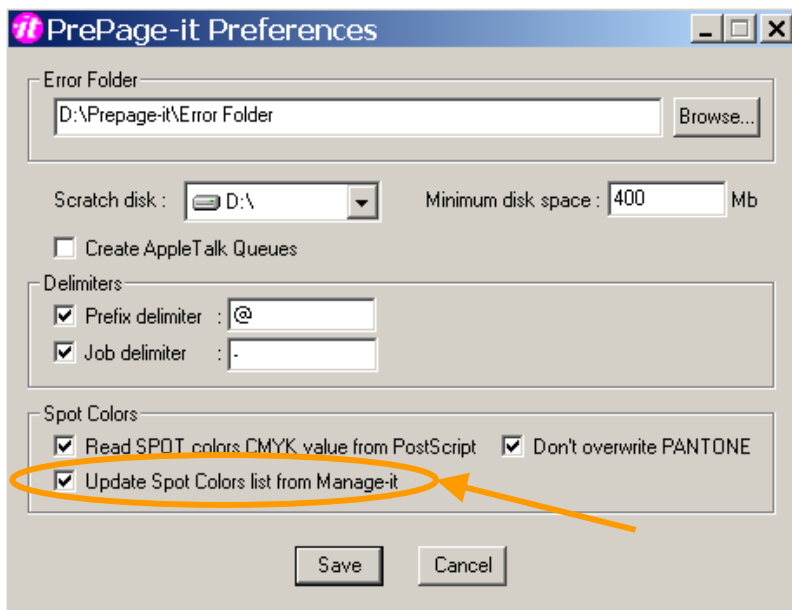



Figure 183 – Update Spot Colors list

Resolve undefined color

If you RIP a job with an undefined spot color, the error message will include a **4-color** icon  next to the yellow **Warning** icon.

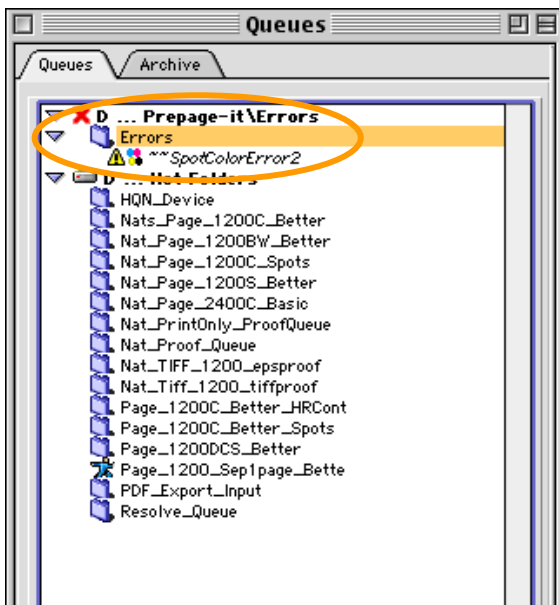


Figure 184 – Undefined spot color

To resolve the problem with the undefined spot color:

1. Double-click on the pertinent error entry to display the error message. Just below the message you will be prompted to define the CMYK equivalent of the unknown spot color.

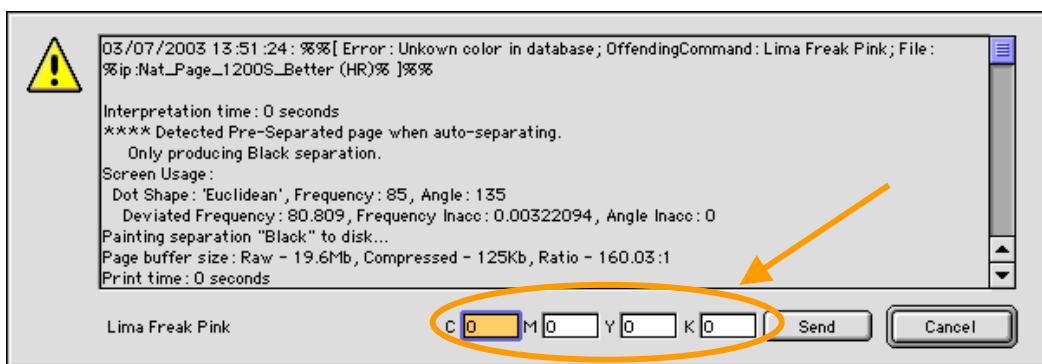


Figure 185 – Define the spot color

2. Define the color by specifying the values for **C**, **M**, **Y**, **K** and click **Send**. The job will be sent back to be re-RIPped and the spot color will be added to the Spot Colors List.

### Deleting error messages

Since error messages may accumulate with time, they can be deleted from the error folder when you no longer need them. Note that deleting an error message from the **Queues** window actually deletes the message, along with the job file that caused the error, from the error folder on the PrePage-it server.

To delete an error message, select it from the **Queues** window and click the **Trash** icon located at the bottom of the window. To delete multiple error messages, select several entries at the same time, as explained in the section [3.3 Selecting multiple items](#) on page 44.

## 5.5 Managing jobs and queues

When jobs are processed by PrePage-it, they are given a priority number. Generally, jobs are prioritized on a FIFO basis (first in, first out). Therefore, the first job is given the number 00001, the second job is 00002, and so on, regardless which queue a job is sent to. A sample of the job ordering system is shown in Figure 186, below.

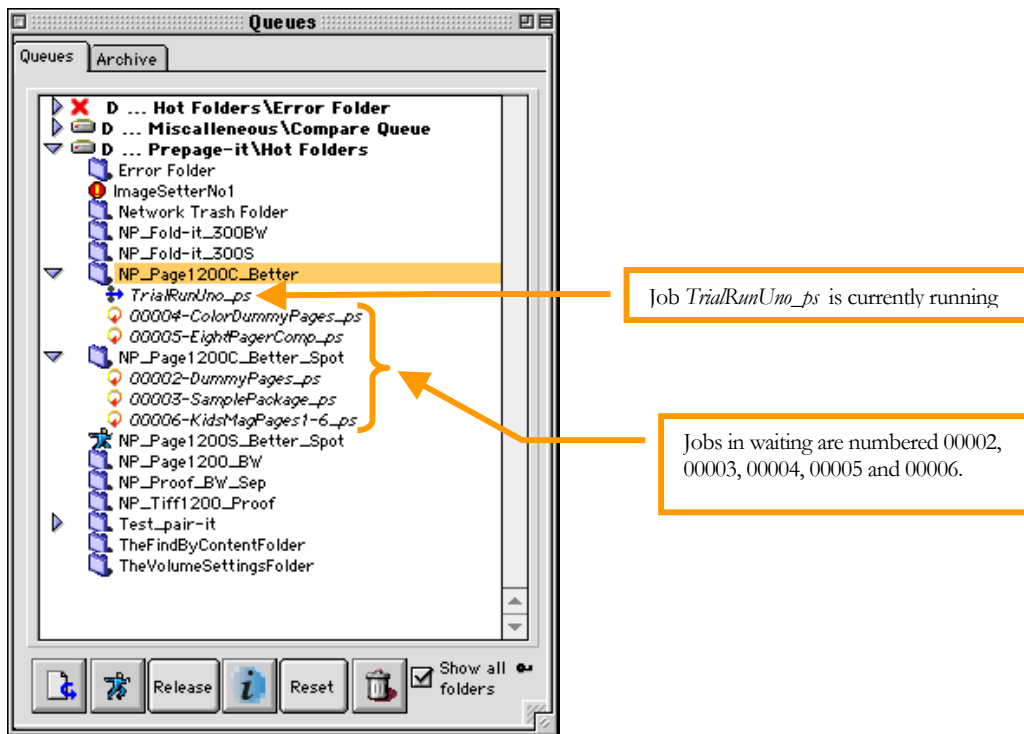


Figure 186 – Job ordering system

It is possible to change the order in which jobs will be processed. You may manually place an individual job ahead of other jobs by dragging it there. Manage-it will adjust the priority numbers of the other jobs when it is appropriate, typically shifting down each of the other jobs by one number.

You can also specify that certain jobs be given top priority, ahead of all other jobs in waiting. When a job acquires a higher priority than other jobs in waiting, it is given the number 00000. Jobs acquire top priority either when (i) individual jobs are given Rush status or (ii) jobs are sent to a queue in Rush mode.

### Changing job processing order

From the **Queues** window, you can change the order in which jobs are processed. This section explains how you can do that for a job individually. The next section, [Changing Queue mode](#) (see page 153), explains how you can control the prioritizing of jobs according to the queue that they are sent to.

#### Re-prioritize by dragging jobs

When two or more jobs are waiting to be processed by the same queue, you can reset the order in which a job is processed by simply dragging the job unto another job folder in the queue's job list. When you drag a job with a lower priority number (e.g. 00006) unto a job with a higher priority number (e.g. 00003), the job with the lower priority will take on the number of the higher priority job (i.e. job 00006 will become job 00003). Then, all other jobs in the **Queues** window with a lower priority (e.g. 00004, 00005) will be shifted down by one.

As an example, if in Figure 186 on page 152 we dragged 00006-KidsMagPages1-6\_ps unto the 00003-SamplePackage\_ps file, it would acquire the priority number 00003. Then, SamplePackage\_ps will be shifted down to 00004, ColorDummyPages\_ps will be shifted down to 00005 and EightPagerComp\_ps will be shifted down to 00006. Since the 00002-DummyPages\_ps job has a priority higher than 00003, it will remain unchanged.

Re-prioritize job with Rush status

An individual job can also be given Rush status. This means a job will be promoted to the first in line, ahead of all other jobs in all queues. A job with Rush status is given the priority number 00000.

To identify a job as a “rush” job, select the desired job and then press the **Rush** icon .

### Changing Queue mode

Job processing order can also be managed by changing a queue’s mode. For example, you can identify a queue as a Rush queue, so that all jobs sent to that queue are rushed ahead of jobs from other queues.

Manage-it has three queue modes: Normal, Hold and Rush.

Normal mode

Queues in Normal mode steadily accept work on a FIFO basis i.e. the queue will process jobs in the order in which it receives them. By default, all queues are set to Normal mode.


Hold mode

When a queue is in Hold mode, all jobs in that queue will remain paused indefinitely, until you release them to be RIPped. In fact, on the server disk, a subfolder called **HOLD** is automatically created for each queue on hold. All input files are kept there until the job is released by an operator. Only then is a job processed by that queue.

This queue mode is especially well-suited for hold-until-approval scenarios, that is, jobs that have been proofed and are waiting the approval of a customer.

A queue in Hold mode can be identified by the **Hold** icon  next to the queue.

#### Note

The **HOLD** subfolder and the **Hold** icon  are created after a short delay following the change in the queue mode. If, after a short delay, the subfolder and icon have not been created, refer to the [Help](#) note on page 155.

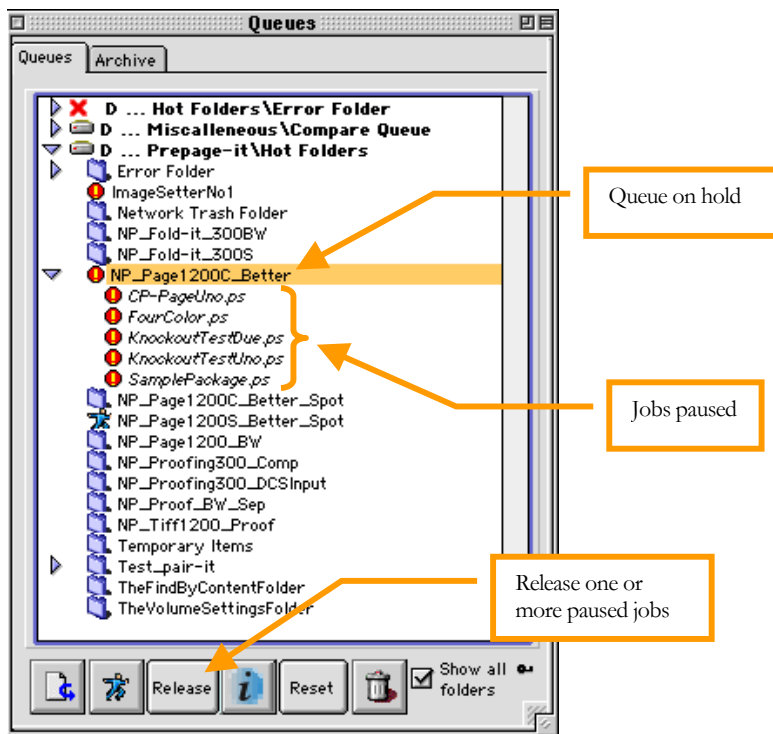


Figure 187 – Queue mode-Jobs paused


It is possible to release some or all the jobs waiting in a queue on hold:

- to release the entire queue so that all waiting jobs are processed, set the queue back to Normal mode (see [Setting the queue mode](#) on page 154)
- to release only some of the jobs in waiting, select the job(s) and click the **Release** button




Rush mode (for a queue)

A queue set to Rush mode means its jobs will always go ahead of jobs from any other queue. A job going to a queue in Rush mode will initially be given the priority number 00000, just like an individual job with Rush status.

A queue in Rush mode can be identified by the **Rush** icon .

#### Note

The **Rush** icon  will appear after a short delay following the change in the queue mode. If, after a short delay, the icon has not appeared, refer to the [Help](#) note on page 155.

Setting the queue mode

To set the queue mode for a queue:

1. Select the desired queue in the **Queues** window.

- Click on the **Queue mode** icon . Manage-it will display the **Queue mode** dialog box.

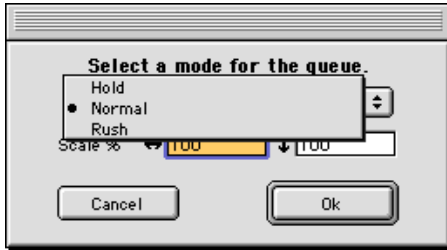



Figure 188 – Queue mode-Normal

- Select the desired mode from the dropdown list and click **OK**.

## Help

Changes in queue mode take effect after a short delay. If a queue does not want to change mode, make sure that the queue is enabled in the Queue Manager and that real-time scanning is disabled in the anti-virus software on the server. If all else fails, start the RIP (if it is not already started). To know how to enable a queue, consult the *PrePage-it Server Guide*.

## Deleting jobs in waiting

You can delete jobs in waiting that you no longer want to process. Jobs in waiting can be identified by the **Waiting** icon .

To delete a job, select it and click the **Trash** icon. As an alternative, you can also delete jobs using the keyboard by pressing **Command + Delete** (Macintosh) or **CTRL + Delete** (PC).

## Moving jobs in waiting


Jobs in waiting can be moved from one queue to another. You may move a job if you realize that you sent it to the wrong queue, for example.

To move a job, simply drag the job unto another queue, as desired.

## Scaling

It is also possible to set the scaling for a queue to a percentage higher or lower than 100%. This is sometimes required when working with flexography or in other special circumstances. For example, you can scale a queue to 99.87% so that all jobs sent to this queue will produce slightly smaller images.

The scaling is set in the **Queue mode** dialog box. To change the scaling factor of a queue from the default of 100%:

1. Select the desired queue in the **Queues** window.
2. Click on the **Queue mode** icon . Manage-it will display the **Queue mode** dialog box.

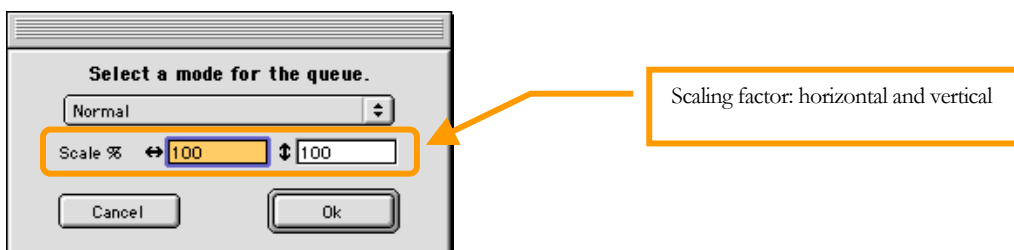




Figure 189 – Queue scaling

3. Type either the horizontal scaling factor, vertical scaling factor or both. Then click **OK**.

### Warning

Screened hi-res pages must never be scaled or rotated (except for 90°, 180° or 270°) since this will result in undesirable moiré patterns. This means you should never send a job containing RIPped hi-res pages to a queue whose scaling factor has been set (to a number other than 100%). This also includes imposition jobs containing low-res pages and whose corresponding hi-res pages are screened. In other words, queues that will receive screened hi-res pages as input should not be scaled.

### Reset button

The **Reset** button  provides you with a way to unblock PrePage-it/RIP when it is jammed. This may occur when a job does not successfully complete its processing sequence. The **Reset** button in the **Queues** window is similar, but not equivalent to the **Reset** command found on the Prepage-it server's  menu, which is a more powerful tool. For example, Manage-it's Reset cannot flush a job in progress, whereas this can be done with PrePage-it's Reset.

When PrePage-it is reset, the job that is jamming the system will be “flushed” i.e. sent to the error folder. If the job generated an error at the RIP, the error message will also go to the error folder.


To reset PrePage-it:

1. Click on any active queue in the **Queues** window.

Note: If your setup includes more than one PrePage-it server, make sure to choose a queue from the server you want to reset.

2. Click the **Reset** button .

### Refresh button

Click the **Refresh** button  to refresh the information in the **Queues** window.

**Warning**

Clicking the **Refresh** button too often may cause the system to freeze.

## Chapter 6 - Troubleshooting & Maintenance

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### 6.1 Trouble accessing a mounted volume?

If you're having trouble accessing a mounted volume (i.e. Final Pages, Hot Folders, etc.) on a Manage-it Macintosh Client, the Manage-it Drives list (shown in Figure 192 on page 159) may help you to pinpoint and solve the problem.

Displaying the Manage-it Drives list

To display the Manage-it Drives list:

1. Close the main Manage-it window by clicking the **Close** box in the upper left-hand corner. The resulting window will look as shown in the figure below.



Figure 190 – Manage-it Close box mode

2. Click **File > Drive**.

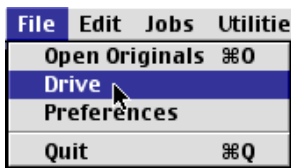


Figure 191 – Display the Drives list

3. The **Drives list** window will be displayed.

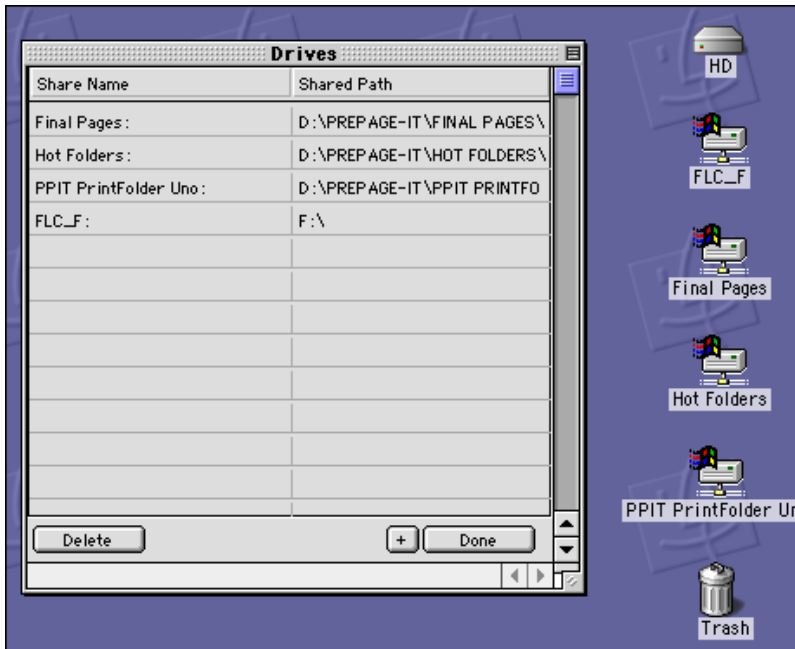


Figure 192 – Manage-it Drives list

4. To take Manage-it out of close box mode and back into regular mode, click **Jobs > All Jobs** or press **Command+J** (Mac).

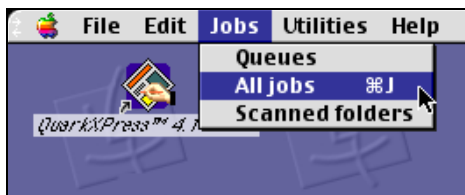




Figure 193 – All Jobs command

### Using the Manage-it Drives list

Every time an operator views the Drives list from a Macintosh client, Manage-it displays all the volumes that are mounted on the client workstation. Therefore, this list can be used to verify which server drives are accessible to the Manage-it client. Manage-it Client for Macintosh cannot access any drives or volumes that are not in the Drives list. Even if a drive/volume is displayed in the list, Manage-it may still not be able to access it because the entry in the list may be obsolete i.e. the volume may have been modified since it was first detected by Manage-it.

The  button (next to the **Done** button in Figure 192 on page 159) is used to manually add a mounted volume to the Drives list. On Manage-it Mac Clients, newly mounted volumes are

usually detected automatically each time you open the Drives list, therefore there is no need for the  button. Therefore, it should only be used in cases where the Drives list is not created automatically, such as with Manage-it PC Clients. Furthermore, if a drive is added manually on a Manage-it PC Client, the drive that you add must have been shared on the Manage-it Server at the root level. Please refer to the section [Accessing server volumes/folders](#) on p. 5 for a more detailed explanation..

### Potential issues

As an example, let's say you're trying to add a final pages folder to be monitored by Manage-it (see section [3.1 Adding folders to monitor](#) on page 35) and you receive an error message stating that Manage-it is "unable to map the drive."

If you verify the Drives list and do not see the volume you are attempting to access in that list, that confirms that Manage-it does not have access to it. This may be due to one of the following reasons:

- the server may not have the File Server for Macintosh service installed and started
- the drive/folder on the server has not been shared as a Macintosh share
- the Config.Srv file is missing from a shared drive/folder with a Macintosh share
- the shared drive/folder has not been given adequate Share Permissions or Security Permissions
- the shared drive/folder has not been mounted as a volume on the Macintosh client
- a new shared drive/folder has been created while the **Drives list** window was open

If you verify the Drives list and the volume that you cannot access *is* displayed in the list, then the problem may be due to one of the following reasons:

- the shared drive/folder or mounted volume has been modified (change in name/path/permissions, deleted, etc.)
- one shared drive/folder is the parent folder or enclosing folder of another shared drive/folder, resulting in a conflict
- the Macintosh desktop contains a folder which has the same name as a mounted volume

### Possible solutions

#### Server issues

If the problem is at the server level, it has to be resolved on the PC machine by a Windows administrator. Server level issues include installing and starting the File Server for Macintosh service, sharing drives/folders as Macintosh shares, restoring missing Config.Srv files and assigning folder Permissions.

Server issues are discussed in the *Troubleshooting and Maintenance* chapter inside the *Manage-it Server Guide*.

A new shared drive/folder was created while the Drives list window was open?

This issue can be resolved by simply closing the **Drives list** window and re-opening it. Manage-it will automatically detect any new volumes that have been mounted on a Macintosh client.

The shared drive/folder or mounted volume has been modified?

Changes in a shared folder/drive or mounted volume's name, path, permissions, etc., are not detected by Manage-it. When this occurs, you must manually remove the shared folder from the **Drives list** window, then let Manage-it detect the modified drive, as outlined below.

1. Remove the mounted volume from the Macintosh desktop by dragging it to the **Trash**.
2. If necessary, remove the shared folder/drive from the **Drives list** window by selecting it and clicking the **Delete** button.



Figure 194 – Delete a shared folder

3. Make the desired modifications to the shared folder/drive in question.
4. Mount the modified volume back onto the Macintosh desktop.
5. Display the **Drives list** window. The modified volume will automatically be detected by Manage-it and added to the list.

One shared drive/folder is the parent folder or enclosing folder of another shared drive/folder?

Avoid setting up shared folders where one folder is the parent folder (or enclosing folder) of another, as this may cause problems.

To cite an example, the Drives list in Figure 192 (see page 159) includes the following shared folders:

- D:\PrePage-it\Final Pages
- D:\PrePage-it\Hot Folders
- D:\PrePage-it\PPIT PrintFolder Uno

These shared folders all have the same parent folder, D:\PrePage-it. Therefore, D:\PrePage-it should not be included in the Drives list.

The Macintosh desktop contains a folder with the same name as a mounted volume?

Any folders located on the Mac's desktop should not be given the same name as a mounted volume. To avoid potential problems, rename folders on your desktop so that mounted volumes have unique names.

## 6.2 Are new jobs not appearing in the job folder list after they're RIPped?

As new jobs arrive in a folder that is scanned by Manage-it, they will appear in Manage-it's main window within a short period of time. If new jobs do not appear in the job folder list after 2 minutes, it may be because the wrong folder was selected as the Scanned folder.

Is the wrong folder selected as the Scanned folder?

When selecting a folder to be monitored for new jobs, you must choose the main folder which contains all the job folders, not its parent folder or sub-folder. For example, let's say your main folder is called `Final_Pages` and is located in drive `P:\PrePage-it`. The folder that should be selected as the Scanned folder is `P:\PrePage-it\Final_Pages` – do not select `P:\PrePage-it` (the parent folder) or `P:\PrePage-it\Final_Pages\Job001` (a sub-folder).

To remedy this problem, verify the [Scanned folders list](#) (see p. 39) and make sure only the main folders are displayed. If any parent folders or sub-folders are shown, delete them.

## 6.3 Remotely disconnecting another user

In a setup with two or more Manage-it Clients, it is possible for one Manage-it user to disconnect another Manage-it Client remotely. This is useful in situations where the Client workstations are located on different floors or different buildings. It can also be used when you are prevented from accessing certain Manage-it features (such as Pair-it) because all your licenses are currently in use. If another user is unavailable or has forgotten to close the Manage-it application, you may attempt to disconnect them.

How remote disconnection works

When you attempt to disconnect a user on another workstation, the user receives a pop-up message asking them whether or not they want to disconnect. If the user agrees, the Client disconnects immediately. If the user does not respond, the Client is automatically disconnected after 3 minutes. If the user wishes to continue working, you will receive a pop-up message stating that the “disconnection was denied”.

The disconnection feature is protected by a password to prevent accidental or unintentional disconnections of others. This is not a security feature – there is a single standard password which is used for all Manage-it Clients.

Disconnecting another user

Follow these steps to disconnect another Manage-it Client:

1. Put Manage-it into close box mode by clicking the **Close** button (upper left-hand corner) in Manage-it's main window.



Figure 195 – Disconnection-Close Box mode

2. Click **Utilities > Disconnect**.

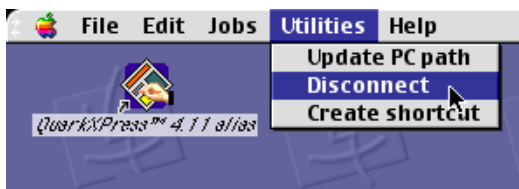


Figure 196 – Disconnect feature

3. A pop-up box will prompt you for the password. Type seeothers (no spaces) and press **OK**.



Figure 197 – Disconnect password box

4. After supplying the password, the **Users connected** box will be displayed, listing all Manage-it users currently connected to the server. Select the user you want to disconnect, then click the **Disconnect** button.

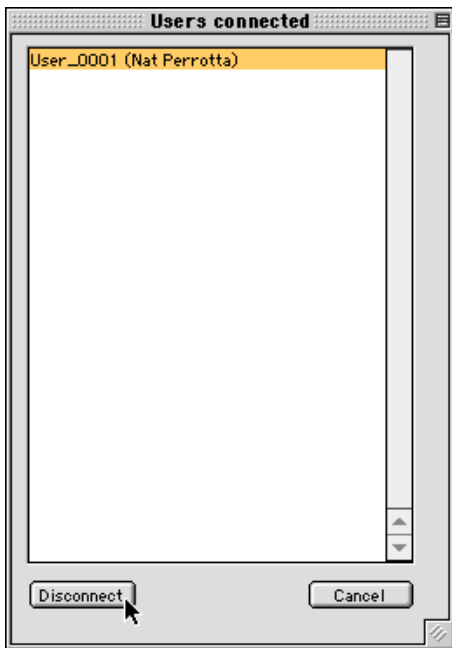


Figure 198 – Users Connected box

5. When prompted to confirm the disconnection attempt, click **OK**.



Figure 199 – Confirm Disconnection

6. At this point, the *other* user will receive a pop-up message box on their workstation, asking them whether or not they agree to disconnect.

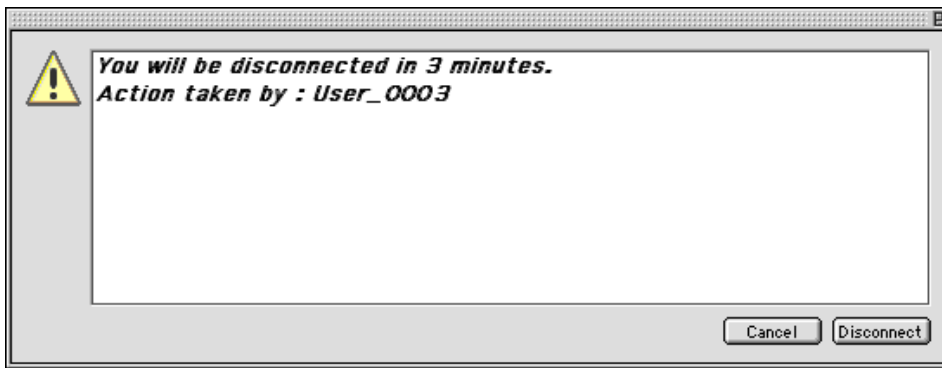


Figure 200 – Disconnect: agree/disagree

7. Depending on the other user's response, one of three things can happen.

*Other user disconnects:*

If the other user agrees to disconnect by clicking the **Disconnect** button in Figure 200, then he will be immediately disconnected and will disappear from the **Users connected** list (see Figure 198 on page 164).

**-or-**

*Other user does not respond:*

If the other user does not respond, they will be automatically disconnected after 3 minutes. At that point, their name will disappear from the **Users connected** list.

**-or-**

*Other user refuses to disconnect:*

If the other user decides to continue working with Manage-it Client on their workstation, they will click the **Cancel** button in Figure 200. As a result, you will receive a message box informing you that the other user refused your request to disconnect.



Figure 201 – Disconnection denied box

8. To take Manage-it out of close box mode and back into regular mode, click **Jobs > All Jobs** or press **Command+J** (Mac) or **CTRL+J** (Windows).



Figure 202 – All Jobs command

## 6.4 Restoring the backup file

Manage-it Client can be set to do automated backups. At a pre-defined interval (e.g. every 10 minutes), a backup file is created which stores customer and pagination data. This backup file could then be used to restore customer and pagination data to Manage-it, if the need arises.

A thorough explanation of the automated backup feature can be found in the section entitled [Backup delay](#) on page 27. It is important to note that this is not a backup of the Prepage-it job files themselves.

The restore procedure consists of two parts: (i) re-installing the Manage-it Server (or as an alternative, recreating the Manage-it data file manually), and (ii) restoring the information from the backup file into the data file.

### Note

If the Manage-it data file is corrupted and there is no valid backup file available for the restore procedure, you may attempt to repair the data file using an independent application called 4D Tools. This repair procedure is described in detail in the *Manage-it Server Guide*.

### Data file vs. backup file

The Manage-it data file and the backup file are two different files, as explained below.

#### Data file

The data file holds a complete list of Manage-it's settings, such as customers, pagination, preferences, hot folders, and so on. Updated copies of the data file are automatically saved by the Manage-it Server under the name JobMan.4DD.

#### Backup file

The backup file is a backup copy of Manage-it's customer definitions and pagination for renumbered pages. It is not a complete backup of the data file, however, it contains the information that would be most time-consuming to re-enter into Manage-it. This file is only saved if you've configured the Manage-it Preferences accordingly. If so, it is updated at regular intervals and saved with the name BKUP.pbk. Otherwise, no backup file is generated.

In case of data loss (i.e. the data file is corrupted, deleted, etc.), the information stored in the backup file can be "re-inserted" into the data file. This can result in significant time savings, since you don't have to reconstruct the whole customer structure and renumber all the pages in your jobs.

**Note**

Customer folders that do not contain jobs are not saved in the backup file.

### Re-installing Manage-it vs. Re-creating the data file

Before restoring the backup file, it is highly recommended to recreate the data file, that is, delete the existing data file and create a blank, new data file. This eliminates potential problems which can occur during the restore process due to a corrupted data file. However, it also means that all the data contained in the data file is eliminated, which is why it is usually followed by a restore of the backup file.

The simplest way to re-create the Manage-it data file is by doing a full installation of the Manage-it Server. This means using the Manage-it Installer (for e.g., JobMan Srv Inst STD.exe) rather than the Updater (e.g. JobMan Srv Upd STD.exe). During the installation process, the installer will automatically create a fresh, new data file. Although this is the recommended way of doing it, the data file can also be re-created manually. If, for any reason, you need to re-create the data file manually, the procedure is described in detail in the *Manage-it Server Guide*.

### The Restore procedure

If the situation arises where you need to restore customer or pagination information from the backup file, follow the procedure outlined below.

1. Re-install the Manage-it Server by doing a full installation with the Manage-it Installer. This procedure is described in the *Manage-it Server Guide*.

**Note**

The installation must be done using the Manage-it Installer (for e.g., JobMan Srv Inst STD.exe). The Manage-it Updater (e.g. JobMan Srv Upd STD.exe) will not re-create the data file.

**-or-**

Recreate the data file manually on the server, as described in the *Manage-it Server Guide*.

2. Next, open a Manage-it Client application in Administrator mode from one of your workstations.
  - a. Launch the Manage-it Client. The **Connection to 4D Server** window will be displayed.

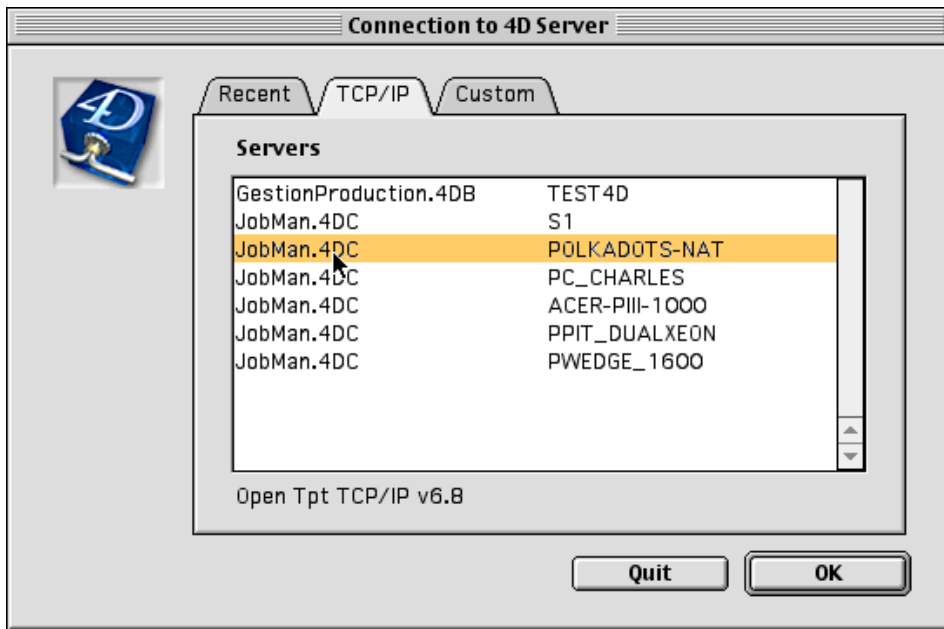


Figure 203 – Select 4D Server with Shift key

- b. Select your Manage-it server. Then hold down the **Shift** key as you click **OK** and continue to hold down the **Shift** key until the **Password** window appears.

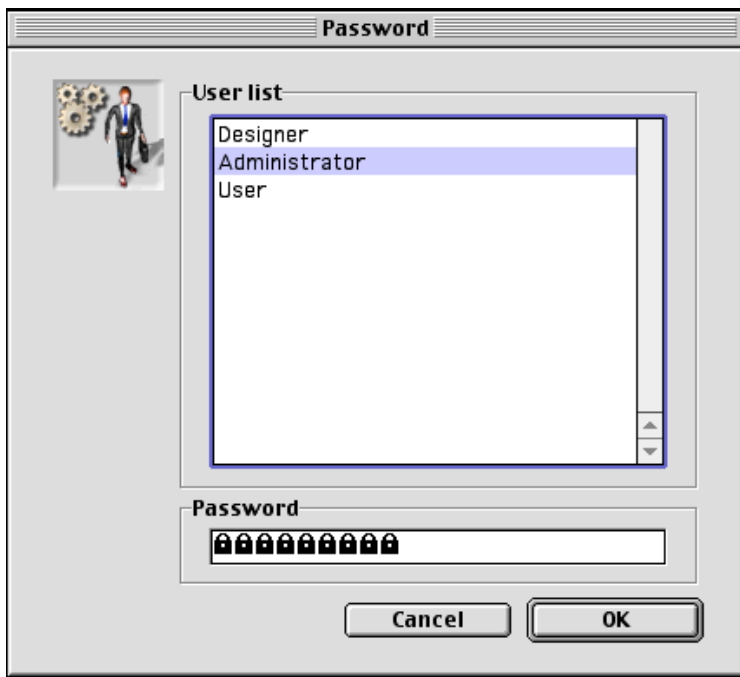


Figure 204 – Manage-it Password window

- c. The **Password** window prompts you to specify a user name and password. Choose **Administrator** as the user name and type **jmrebuild** for the password (all in small caps). This will open Manage-it Client in Administrator mode.

## Reminder

Except for the workstation running in Administrator mode, no other Manage-it Client should be connected to the Manage-it server during the restore process.

3. As soon as Manage-it is loaded, deactivate the automated backup in order to prevent new backup files from being created during the restore process. A new backup would replace the current backup file, which could result in the loss of valid backup data.

To turn off the automated backup:

- a. Click on **File > Preferences**.
- b. Make sure the **Backup delay** is set to the number 0, then click **Done**.

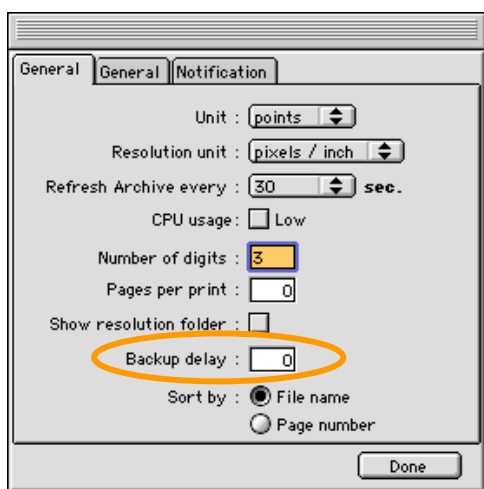


Figure 205 – De-activate Backup delay

4. Now you must re-add all the volumes or folders which you would like Manage-it to monitor for pre-RIPPed pages, since this information is not included in the backup file. To do so, click the **Add folder** button and choose the volumes and/or folders to be scanned (see section [3.1 Adding folders to monitor](#) on page 35 for details).

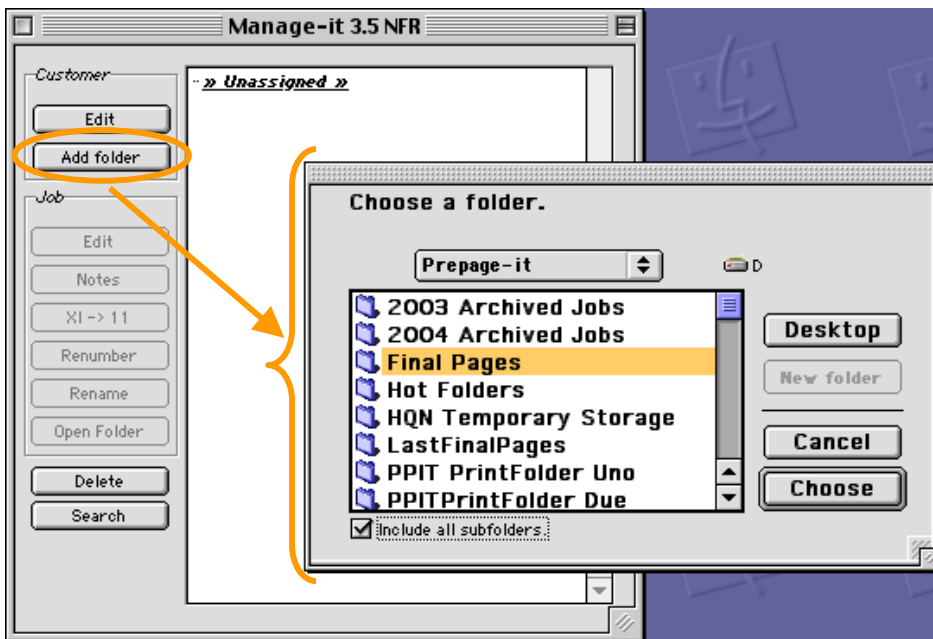


Figure 206 – Select job folders to scan

As a result, all your current jobs will be input into the Unassigned folder, without any customer or pagination information, since the Manage-it backup file has not yet been restored.

### Tip

If you are not able to add one or more folders from the Windows server, refer to the section [6.1 Trouble accessing a mounted volume?](#) on page 158.

5. You are now ready to restore the backup file. To do so, you must first put Manage-it into close box mode by clicking the **Close** box in the upper-left corner of the main Manage-it window. The resulting window is shown in the following figure.



Figure 207 – Restore Backup-Close box mode

6. Next, click **Utilities > Restore from Backup**.

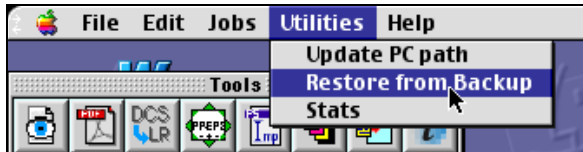


Figure 208 – Launch Restore utility

7. You will be prompted with a dialog box asking you to select the backup file. Choose the **BKUP.pbk** file located inside the JobManager folder.

### Note

The JobManager folder can usually be found under C:\Program Files on the Windows server, although your system administrator may have installed it in another location.

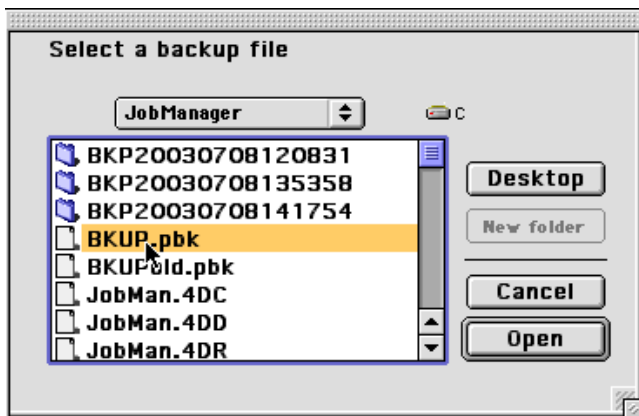



Figure 209 – Select backup file

8. The backup data has now been restored, including all pagination and customer listings. To see the restored data, take Manage-it out of close box mode and back into regular mode by clicking **Jobs > All Jobs** or by pressing **Command+J** (Mac) or **CTRL+J** (Windows).



Figure 210 – View restored data

### Note

If you do not see all the customer and pagination information for the jobs listed, refresh all job folders by using the **Job Information** icon  on the toolbar.

9. If your data has been properly restored, you can skip this step. If, however, your customer and pagination data is incorrect or incomplete, you may attempt to find and restore the correct data from another backup file.


In addition to the main backup file BKUP.pbk, located in the JobManager folder, Manage-it stores additional backup files for added security. These additional files are described below:

- i. Manage-it's automated backup always stores an extra backup file called BKUPold.pbk, in the JobManager folder. Each time a new backup file BKUP.pbk is generated, the former backup file is renamed BKUPold.pbk. Therefore, the BKUPold.pbk file is never more than 60 minutes old, all depending on your setting for the [Backup delay](#) (see p. 27). Using this file instead of BKUP.pbk, repeat the entire restore procedure (steps 1 to 11).
  - ii. If the customer and pagination data is still incorrect or incomplete, another backup alternative may be available to you. Additional backup files are automatically saved at the end of each day and also each time the 4D Service is started. These backups files are placed in the JobManager folder, inside a subfolder beginning with the letters BKP (see Figure 209 on page 171). Backup folders are named according to the following format: BKPyyyymmddhhmmss, where y=year, m=month, d=day, h=hours, m=minutes, s=seconds. For example, a folder called BKP20030708135358 corresponds to July 8, 2003 at 1:53:58 p.m. Inside each backup folder, you will find older copies of the files BKUP.pbk and BKUPold.pbk. You may use one of these files as a last resort, repeating the entire restore procedure (steps 1 to 11). It should be noted that backup folders are kept for a duration of three days, after which they are discarded to make room for more recent backups.
10. To complete the procedure, you must reset the following items, since these are not saved in the backup file.
    - re-activate the automated backup by setting the **Backup delay** to a number other than 0 (see [Backup delay](#) on p. 27)
    - re-set the other preferences (see [Preferences](#) on p. 24)
    - re-add your PrePage-it queues (see section [5.1 Adding queues / error folders](#) on p. 140)
    - re-set queue priorities (see [Changing Queue mode](#) on p. 153)
    - re-set Archives (see section [3.15 Archiving job folders](#) on p. 77)
  11. Finally, close the Manage-it Client, which is still in Administrator mode, and re-open it in User mode (i.e. "regular" mode).

# Appendices

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## Appendix A – Autoimposition with Quark or InDesign

Using the Imposition Preparation tool on the toolbar , Manage-it can prepare a set of pre-RIPped pages so they can easily be imposed using either QuarkXPress or Adobe InDesign. These two applications can be used to create simple yet effective impositions with the aid of plug-ins developed by Em Software Inc.: Xcatalog (a Quark plug-in) or InCatalog (an InDesign plug-in).

This appendix will explain how you can use either of these plug-ins in conjunction with Manage-it to create impositions. Since the two plug-ins are virtually identical, we will use Xcatalog and QuarkXPress to demonstrate an example of autoimposition. It is assumed that the reader has a functional knowledge of QuarkXPress.

### Autoimposition with QuarkXPress (using the Xcatalog plug-in)

When QuarkXPress is equipped with the Xcatalog plug-in, a new menu is added along with a new palette called the **Data Linker**. If the palette is not visible, click **Xcatalog > Show Data Linker**.

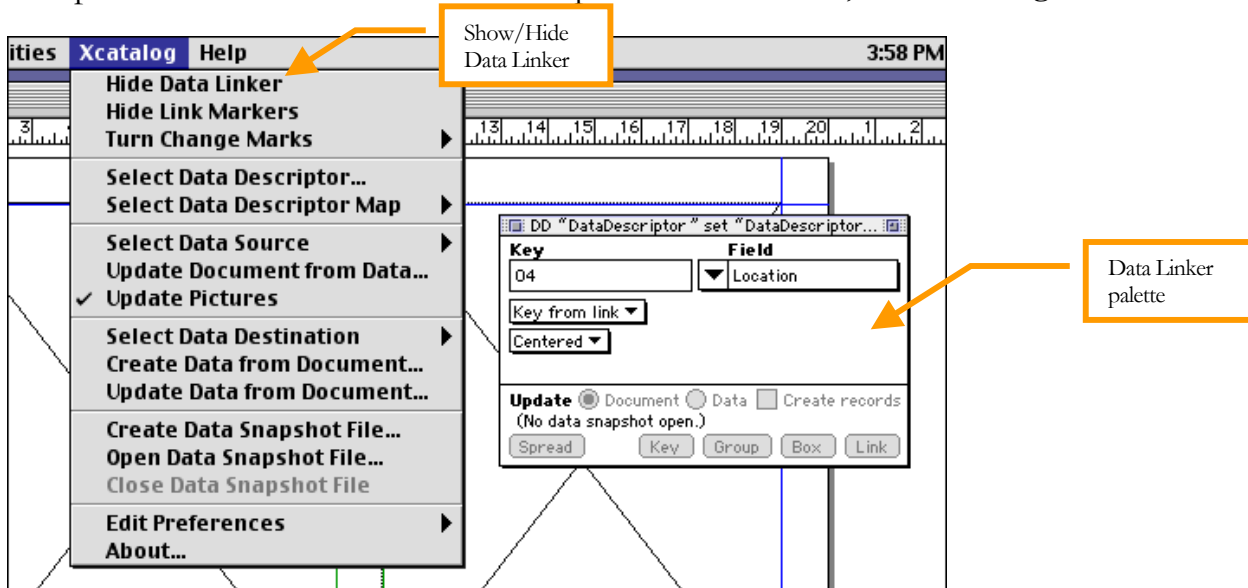


Figure 211 – Show Data Linker

### Creating an Autoimposition Template

Before you can use Manage-it to prepare sets of pages for imposition, you must create an imposition template in Quark. Let's say, for example, that your form is an 8-up consisting of letter-size pages and having a total dimension of 38" x 25". You would begin creating the template with a new Quark file containing a custom-sized page of 38" x 25". Then you would place 8 empty picture boxes on the page. The picture boxes will be used to hold low-res images of your pre-RIPped pages.

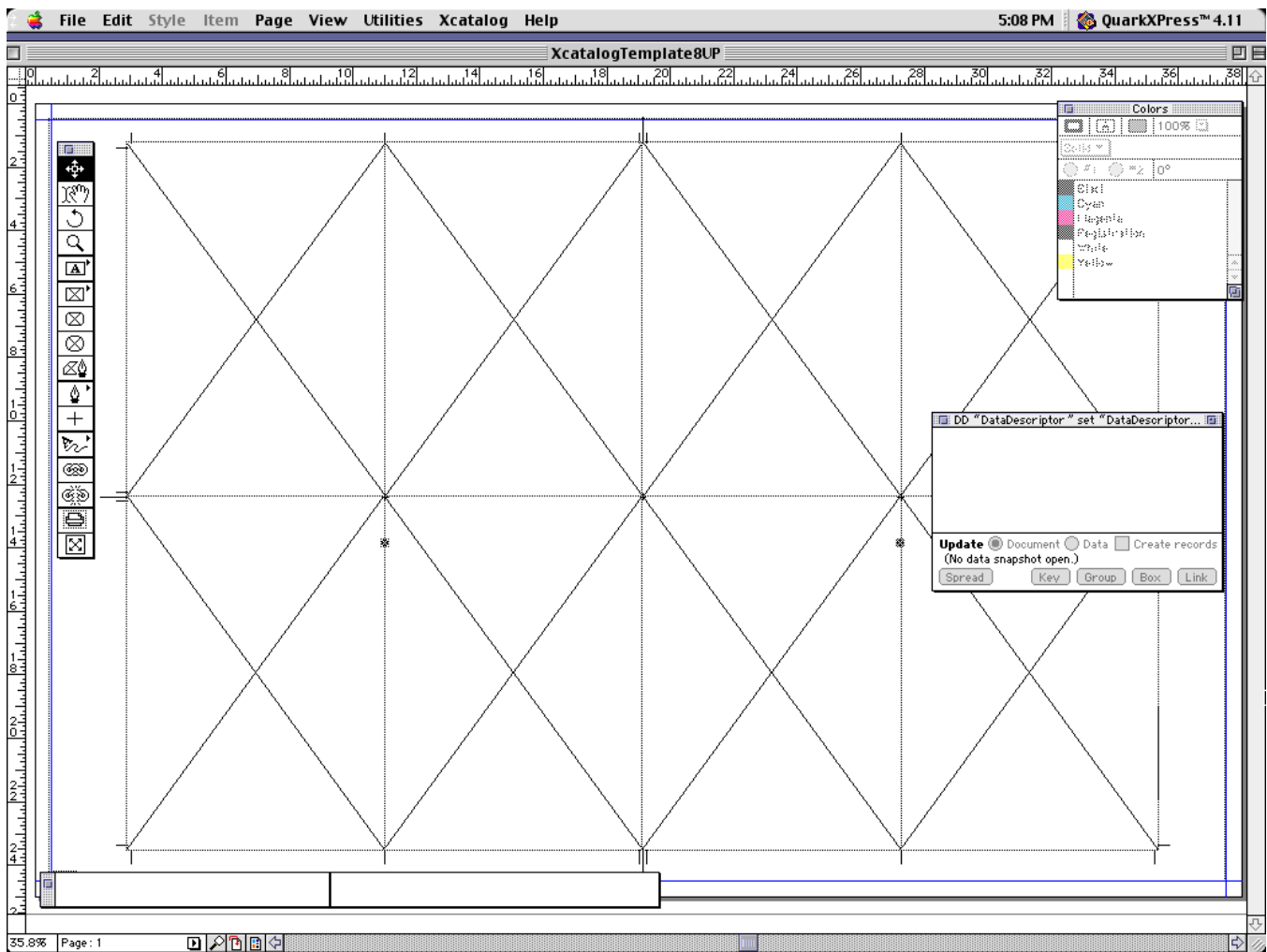


Figure 212 – Autoimposition template

Before going on to the next step, make sure the following options are selected in the **Xcatalog** menu:

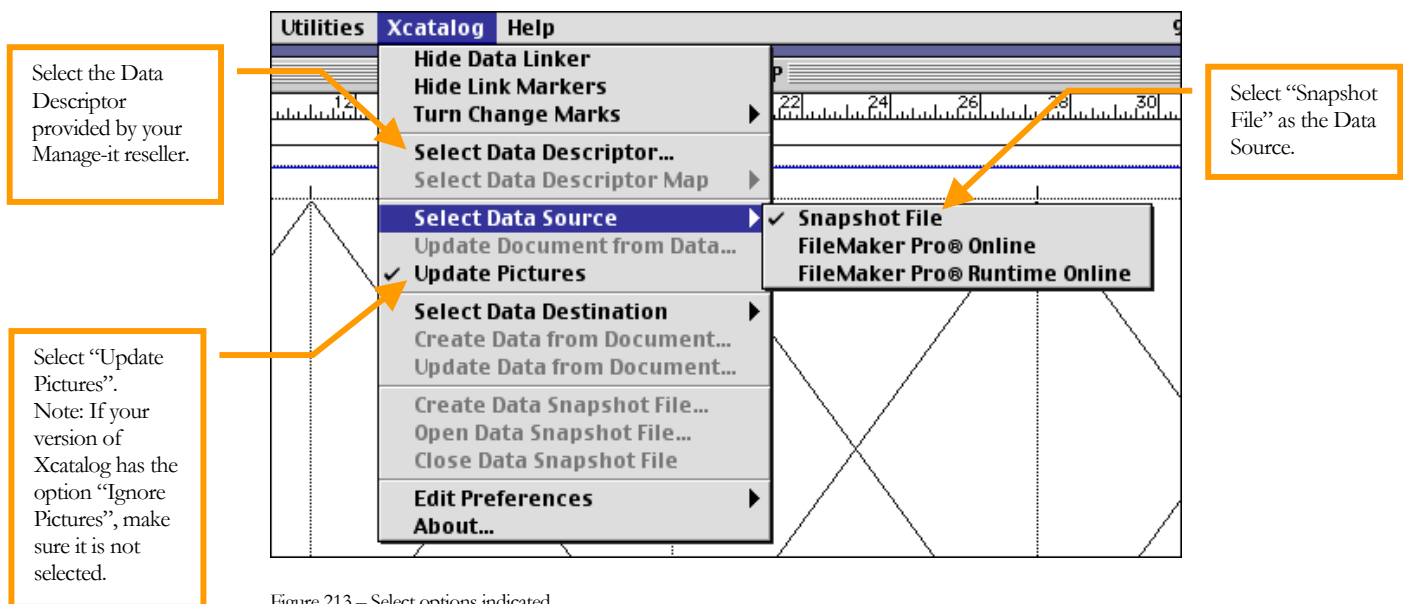


Figure 213 – Select options indicated

You must now specify which picture box will hold which page number, depending on how your final signature will be folded and trimmed. For each picture box you must:

- select the picture box
- type a page number in the **Key** box of the **Data Linker** palette (this page number must have the same amount of leading zeros as the page number you specify in Manage-it e.g. 002 in Manage-it must correspond to 002 in Xcatalog, not 02 or 2)
- select the option **Location** from the **Field** box
- specify how the low-res image will be positioned in the picture box by choosing an option from the dropdown list (e.g. **Centered**, **Upper left**, **Fit to box**, etc.)

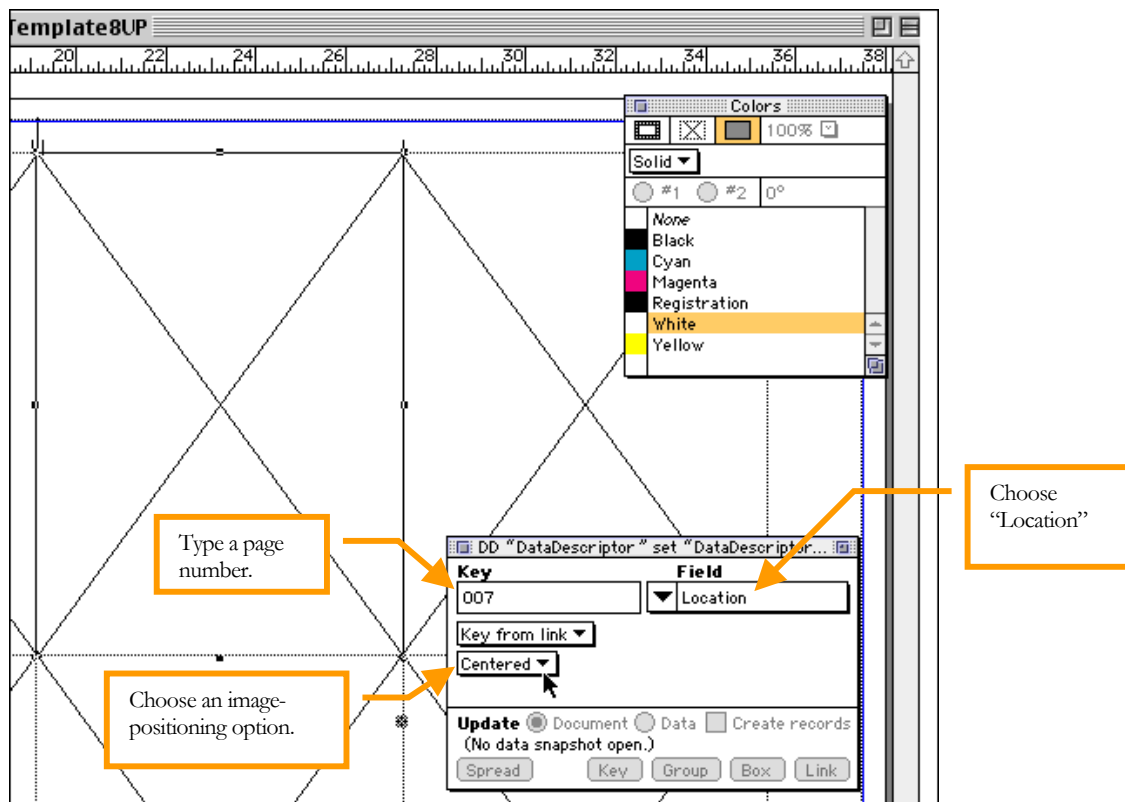


Figure 214 – Associate pages with picture boxes

At this point you may optionally add a text box indicating the page number for each corresponding picture box. This will provide you with a visual reminder of where each page will be positioned within the imposition, but is not necessary for the autoimposition to work.

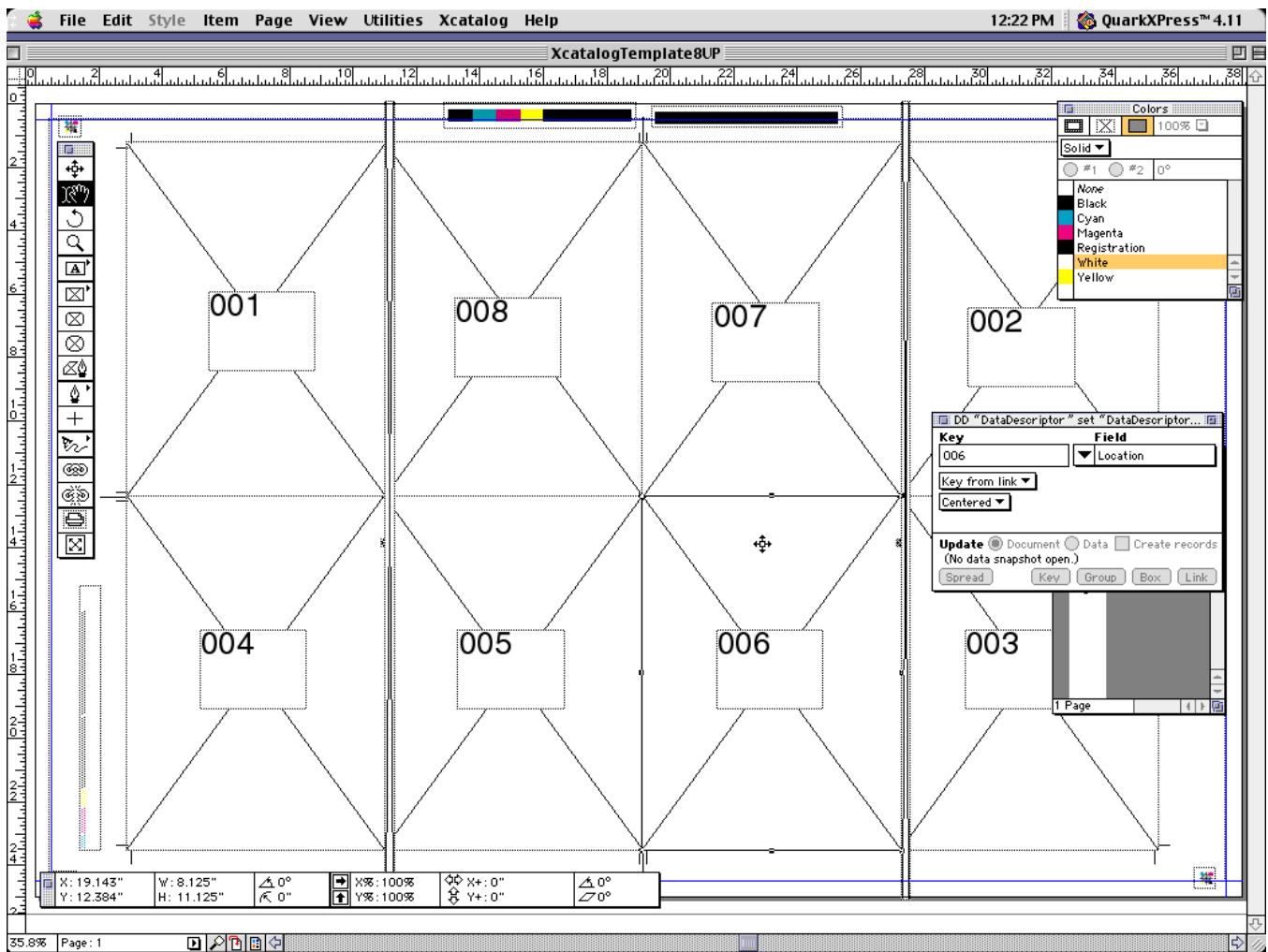


Figure 215 – Add page numbers

You also need to orient your pages in the right direction, according to the way your signature will be folded. To position a picture box upside down, select it and change the angle to 180° degrees. You may optionally do the same with the text boxes containing the page numbers.

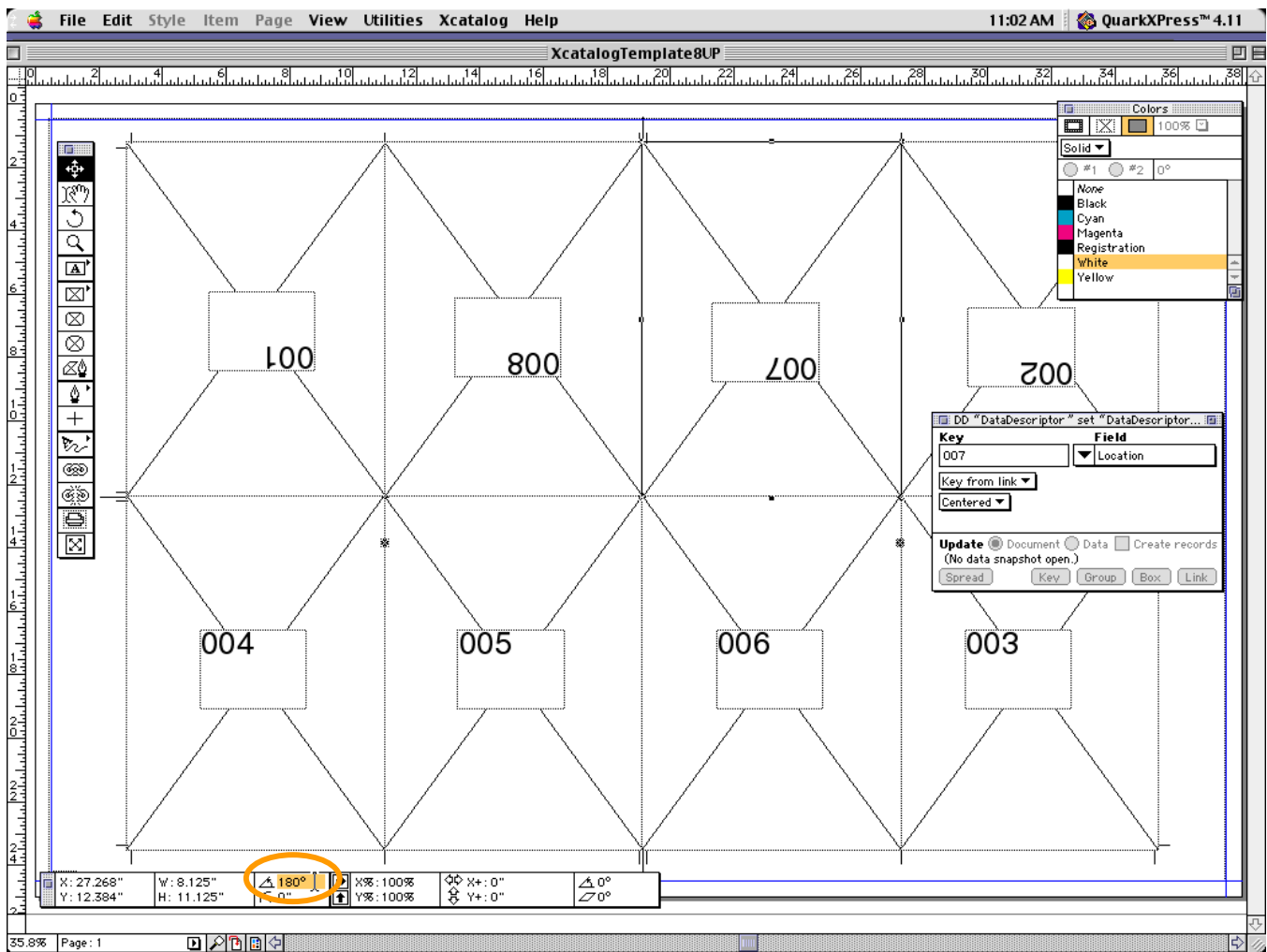


Figure 216 – Orient pages

You may optionally add color bars, crop marks, etc. to complete the template.

### How to Autoimpose

In order to autoimpose, you need two elements: a Quark autoimposition template (explained in previous section) and a Manage-it Data Snapshot file (refer to section [4.8 Preparing Pages for Imposition](#) on page 99). Once these two elements are in place, autoimposition is a snap!

To autoimpose, make sure your Quark template is open and click **Xcatalog > Update Document**. This will open a dialog box where you will be prompted to choose a Data Snapshot file created by Manage-it. Select the desired Data Snapshot file and click Open.

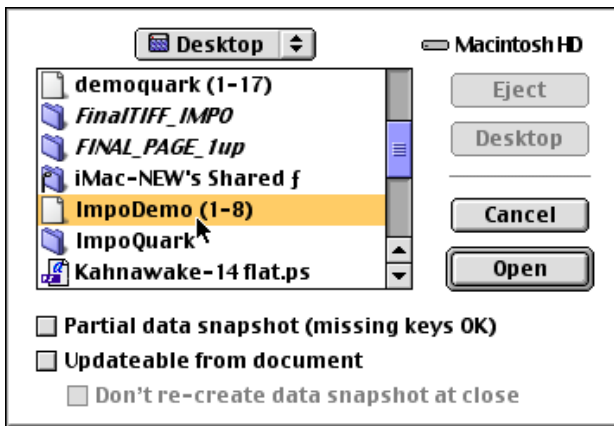


Figure 217 – Select Data Snapshot file

After you choose the Data Snapshot file, the low-res images will automatically place themselves inside their corresponding picture boxes. This Quark document can now be sent to a Prepage-it queue to create final plate files and proofs.

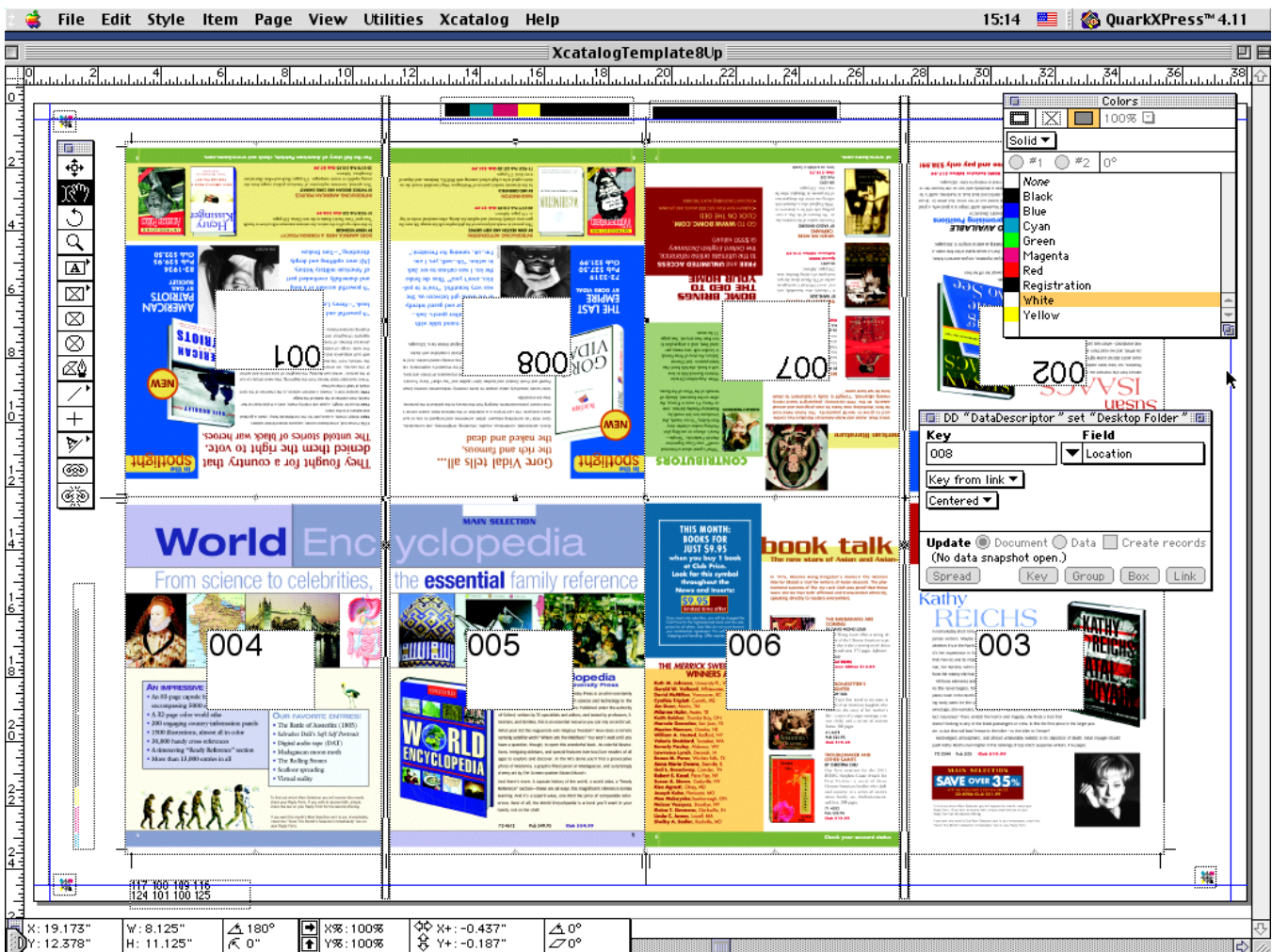


Figure 218 – Send imposed file to RIP

**Warning**

Screened hi-res pages must never be scaled or rotated (except for 90°, 180° or 270°). This means that whenever you print an imposition file containing low-res pages (whose corresponding hi-res pages are screened), you must keep the scaling factor at 100% and the rotation at 0°, 90°, 180° or 270°. Failure to do so will result in moiré, regardless the imposition application you're printing from or the post-imposition queue you're sending it to.

If you use InDesign as your layout application, you can accomplish the same kind of autoimposition with the InCatalog plug-in. The procedure is virtually identical to the example shown above using QuarkXPress and Xcatalog.

For more information about the Xcatalog or InCatalog plug-in, please refer to one of the following url's:

<http://www.emsoftware.com/products/xcatalog>  
<http://www.emsoftware.com/products/incatalog>



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